Basic Access & Editing Instructions

Login

1. Go to your college's website and browse to the page you want to edit.

2. In the bottom-right corner of the page is a date stamp displaying the last time the page was updated. Click on it. You will be taken to the log-in page.

3. Log in with the username and password with which you have been provided. (Warning: you will receive an "Access Denied" error message if you do not have rights to edit the page.)

   Note:

   - Pages may be edited only by approved user(s).
   - Username and password are case-sensitive and must be entered exactly as issued.

Editing a Page

1. Once you have logged in, click on the appropriate edit button (e.g., "Edit Main Text Area" or "Edit Page Title") to begin.

2. You can use the icons in the menu bar just as you do in Word documents.

3. Make your changes. You can do this by typing right into the page, or you can paste in text you have copied.

4. Click the **Save** button (the tool that looks like a floppy disk).

5. Click **Send for Approval**. (Do not change the name in the "To" Field. The default approver will already be selected.) Be sure to enter a description in the **Subject** field and more specific information in the Message field so that the approver will know what you are changing. Leave the box that says **Send External Email** checked.

6. Finish all of your editing before you submit the page for approval. The page will be locked once you submit it.

Adding Links

1. Type the text you want to have linked, and highlight it using the mouse (hold down the left mouse button and drag).

2. Click the chain icon on the toolbar. This will open a dialog box.

3. To create a link to another page on the college website, click the button to the right of the Link URL field and follow the instructions in number 4. To create a link to an external site, type in the site's address (e.g., http://www.google.com/). Click "Insert" to finish.

4.   If you want to create a link to another page or document on the college website, make sure you know exactly where it is before you start. When you click the "Browse" button next to the "Link URL" field, you will open a list of folders and files. You will use these folders to navigate through the directories to where you want to go. (Another option would be to open a new browser window, find the page you're looking for and copy the URL from the address bar.) Click the folders or use the "Location" button at the top of the dialog box to move around.

5. Click "Insert" to finish.

Editing/Removing Existing Links

1. Click on the link in the text that requires changing.

2. To modify a link, click the chain icon in the toolbar. Follow the instructions to add links.

3. To delete a link, click on the icon of the *broken* chain.

Adding Images

1. Click where you want to insert an image.

2. Click the image icon on the toolbar. This will open a dialog box.

3. Click the button to the right of the **Image URL** field and follow the instructions in number 4. A list of images will appear. Left-click on the image you want to insert and click **Select** to finish.

4. Before you can insert this image onto the page, you must enter an image description. Choose two or three keywords that describe the image and type them into the **Image description** field. When finished, press the **Insert** button at the bottom of the dialog box.

Editing/Removing Existing Images

1. Left-click on the image you want to modify or remove.

2. To make modifications to the image's description or general presentation, click the image icon in the toolbar. Either change the image description or press the **Appearance** tab to change the image's dimensions, border, and/or padding.

3. To remove this image, press "Delete" or "Backspace" on your keyboard.

Adding New Web pages

1. Click on the **Content** tab and browse to the folder into which you want your new page to go.

2. Click on the **New** button in the top-right corner of this frame.

3. Choose a new-page template from those displayed by clicking on it.

4. Fill out the short form with the information pertinent to your new page and click the **Submit** button.

5. You will be taken straight to your new page for editing. Choose a region to edit and begin making your changes as you would to any other page.

    Note:

    - Your new page will not appear on the live website until it is sent for approval and published.

Uploading Files

1. Click on the **Content** tab and browse to the folder.

2. Click on the **Upload** button in the top-right corner of this frame.

3. Click the **Browse** button and find the file on your computer. When found, click the "Select" button.

4. Click the **Upload** button at the bottom of the upload files screen.

Removing Files/Folders

1. Click on the **Content > Pages** tab and identify the file/folder you'd like to delete.

2. Click on the **Delete** button associated with the file/folder in the far right column.

3. A pop-up message appears asking if you're sure you want to delete the selected file. Click "OK" and your file will be deleted.

4. To delete multiple files/folders simultaneously, check the appropriate checkboxes next to each file/folder in the left most column, then click the delete button at the top of the list.

5. Confirm the deletion by clicking "OK" and your files/folders will all be deleted.

    Note:

    - Only users assigned to levels 8, 9, and 10 can delete files and folders, and level 8 can only delete files and folders to which they are assigned access rights. It's also important to note that deleting files and directories will delete them from both the staging and production servers.

Saving for Future Editing

1. Click the **Save** button. 💾
2. Click the **Check In** button. 💡

Check In/Check Out Concept

- OmniUpdate uses a system of check-in and check-out to limit access to editing files to one person at a time.

- Check-out occurs when the **Edit** button is clicked.

- No other users may edit the file while checked out (except for website managers).

- Check-in happens when one manually clicks the check in button, or the page is published. Once a page is checked in, other users can edit it.

Review Approval Status

1. Click on **Dashboard**.

2. Click the **Outbox** button.

3. The status of a webpage in approval process is given under the Status column.

4. "Approved" means that the page has been published. "Declined" means that the page was sent back to the user for further editing. "Pending" means that the approver hasn't yet taken an action on the page.

Change Password

1. Click on **Setup** tab.

2. Enter new password in **Password** field.

3. Click Save.

Change Other Account Information

1. Click on **Setup** tab.

2. Change information in available fields.

3. Click Save.