



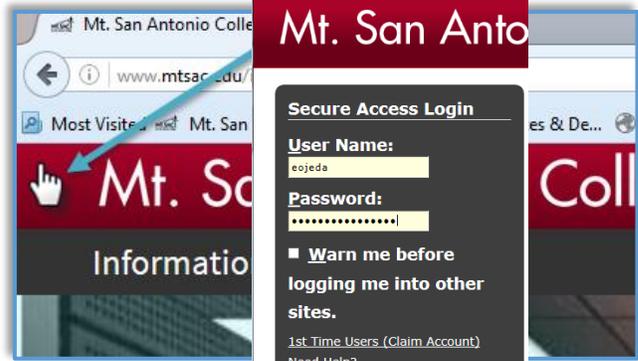
OmniUpdate v10

Quick Reference Guide

Mt. San Antonio College, IT

OmniUpdate is Mt. SAC's web content management system (CMS) that allows users to create and maintain webpages without having to know HTML.

To login, first navigate to the page you want to edit and click on the hidden link. (You must have access to the page(s) in order to edit them.)



Editing

JustEdit WYSIWYG Toolbar

To view the toolbar, click one of the green editable regions on the page. Use these toolbar functions to edit your page content. (Place your mouse over any icon to view function.)



Common Functionality



Inserting images- place your cursor in the area where you want to insert a picture then click the insert/edit image on the toolbar. Use the browse window to find the image and click upload.



Adding a link- select the text or image and click the insert/edit link icon in the toolbar. Type in the URL of the page or select the page from your directory. Click Insert when done.



Clear formatting- use this function to clear previous or current formatting for a selection.



Snippets-click this icon to view the list of snippets. Snippets are preconfigured code that can be inserted into the page to keep pages consistent. These can be remembered as templates that can be modified.

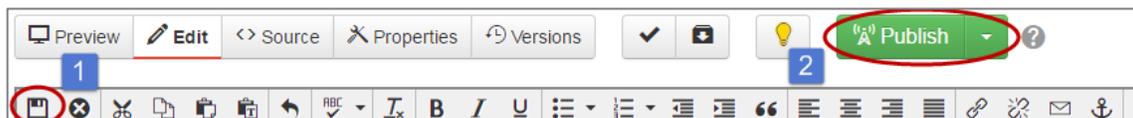


Assets- click this icon to view the list of assets. Assets allow users to create and manage reusable content (such as formatted or non-formatted text, images, image galleries, forms, and more) in one location, and then place that content on an unlimited number of pages. (Example: Student Registration count.)

Saving and Publishing

Make sure to save changes by clicking on the **Save icon** in the toolbar. Changes will not be published until the Publish button is clicked.

*Remember to type in a **description** of the changes made in case you need to revert back to a different version.



Checking Pages In/Out

Only one person can edit a page at a time. As soon as a user begins to edit a page, the page is automatically checked out to that user.

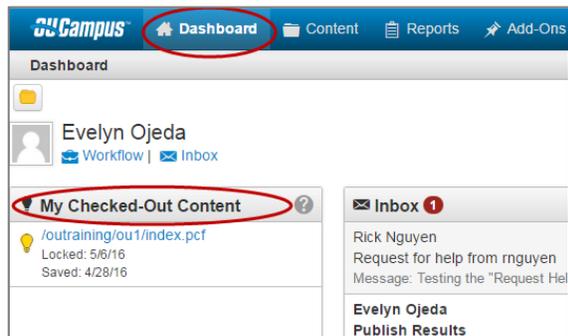
If the lightbulb is lit on the menu bar, it means you have checked out the page.



To check a page back in, making it available for others to edit, simply click on the lightbulb to turn it off.

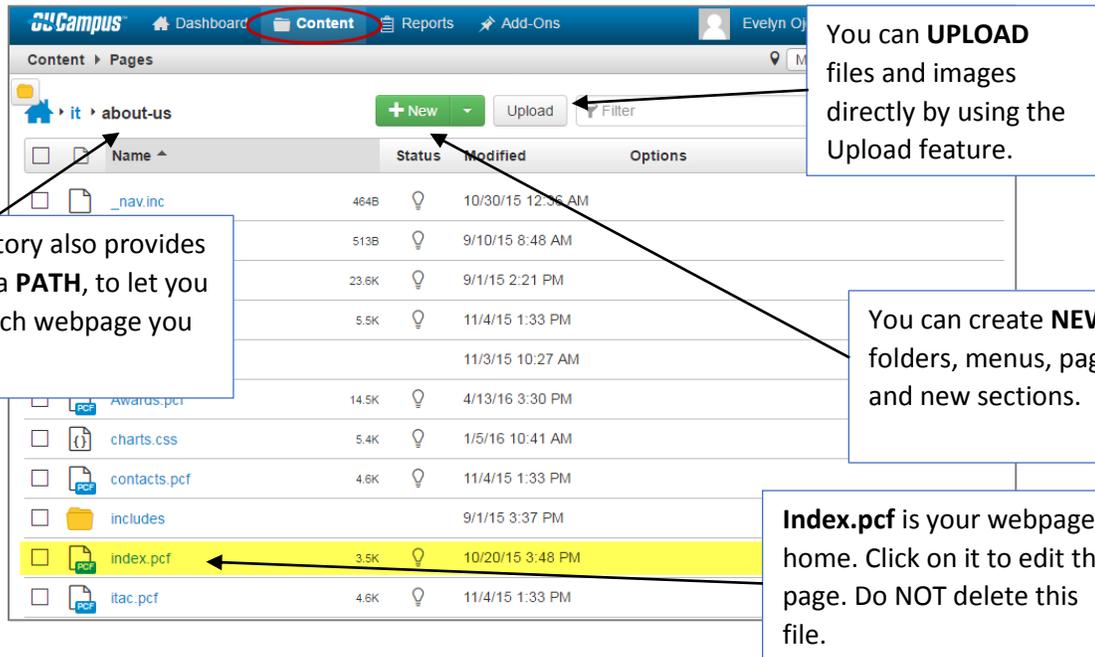
Click on your **Dashboard** to see checked out content.

(A lock  displayed under "Status" means the page is checked out to someone else. Place your mouse over the lock to see who checked out the page.)



Directory

Each Mt.SAC webpage is located within a folder in a directory. To view your webpage directory, click on **Content** on the top menu.



The directory also provides you with a **PATH**, to let you know which webpage you are on.

You can **UPLOAD** files and images directly by using the Upload feature.

You can create **NEW** folders, menus, pages, and new sections.

Index.pcf is your webpage's home. Click on it to edit the page. Do NOT delete this file.

Name	Status	Modified	Options
it			
about-us			
_nav.inc			
Awards.pcf			
charts.css			
contacts.pcf			
includes			
index.pcf			
itac.pcf			

***TIP:** If you navigate outside your page location, use the filter option to type in your department name and search for your site's folder.