OMNI CMS QUICK REFERENCE GUIDE

How to login on Omni CMS

1. Open a web browser to the web page you would like to edit.
2. Scroll to the bottom of the page and click on the 'Last Modified' date or copyright symbol ©, located in the footer at the very bottom of the page.
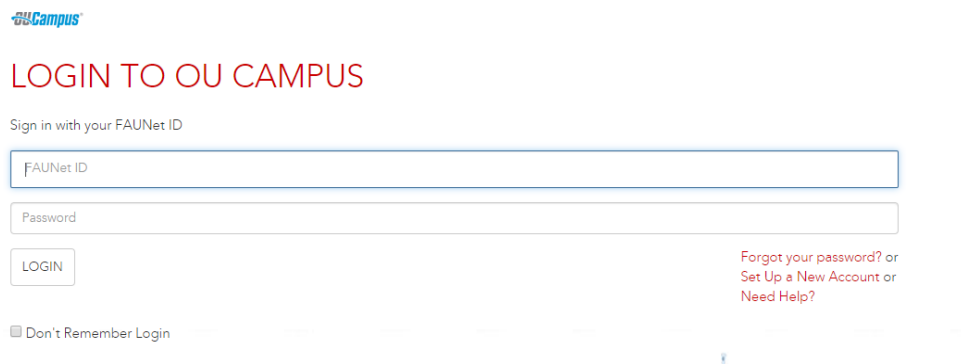
Last Modified 3/5/15   Last Modified 3/31/15

OR

© 2020 Florida Atlantic University

P.S The copyright symbol will eventually replace Last Modified on all pages.

1. The Central Authentication Service will prompt you for your username/FAU netID and password.

OUCampus

LOGIN TO OU CAMPUS

Sign in with your FAUNet ID

FAUNet ID

Password

LOGIN   Forgot your password? or
                         Set Up a New Account or
                         Need Help?

☐ Don't Remember Login

2. Click on the "Login" button, and you will be taken directly to the page you were viewing.

Users can log out of Omni CMS via the global navigation bar.

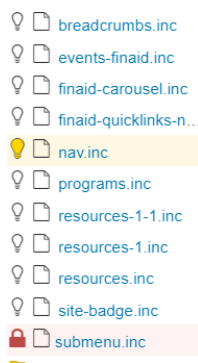- Click over the user's name.
- Choose Logout from the menu.

📍 production ∨   👤 ∧   ❓

⚙ Settings
⬅ Logout
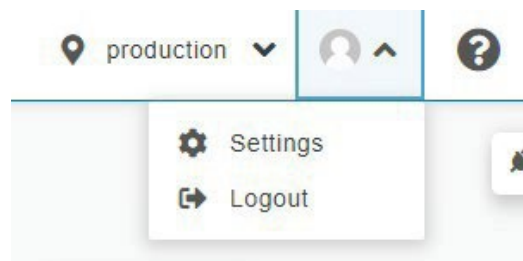
Checked In/Out of Omni CMS

Overview

The checked out/in icon, represented by a lightbulb, reflects the state of an Omni CMS page or file. When a user edits a page, the page is automatically checked out to that user. Likewise, when the user publishes a page it is automatically checked back in. When a page is checked out to a user, no other user can enter the pages and make changes until that file has been checked back in.

Omni CMS has status indicators to help make clear whether a page is available for editing and why a page is not available as well as who has checked out a page, schedule an action, or if the page is in the process of a workflow. You may find these icons in the areas that display content lists, like the File Navigation sidebar, Page's list view and the My Checked-Out Content gadget.

Page Status Indicators in File Navigation Sidebar

Status Indicators

Icon	Description
	An unlit light bulb indicates that the page is checked in and can be checked out for editing.
	A lit light bulb indicates that the page is checked out to the current user logged into Omni CMS.
	A red lock indicates that the page is checked out to another user. Users can hover over the lock to see who has checked out the page.
	A green calendar icon indicates that the page is scheduled to be published by the current user. The user who scheduled the page to be published can click on the icon to change the publish date and time or cancel the publish completely.
	A red calendar indicates that the page is scheduled to be published by another user. The user who scheduled the page to be published can click on the icon to change the publish date and time or cancel the publishing process completely.
	A red circle with a line through it is the status indicator for an expire scheduled by the current user or another user. A scheduled expire can be removed or rescheduled by the user who scheduled the expire.

Checking in a Page

Pages stay checked out to the user until the user does one of the following:

- Sends the page to another user for review.
- Publishes the page.
- Checks the page back into the system by clicking on the lit (yellow) light bulb.

Best Practice

Make sure to check the page back in when finished editing the page so it can be made available to other users.
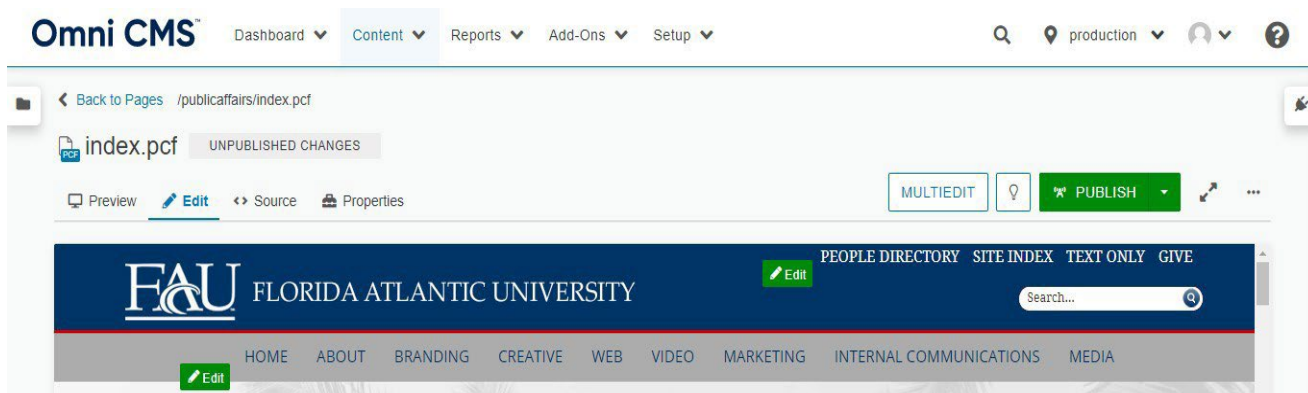
Editing Pages

Overview

In Omni CMS 10, JustEdit is a new way to edit content that allows users to edit pages without leaving the "Preview" view of the content. Just like version 9's WYSIWYG (What You See Is What You Get) Editor, clicking on an editable region will bring up the JustEdit toolbar and the region will become available for editing.
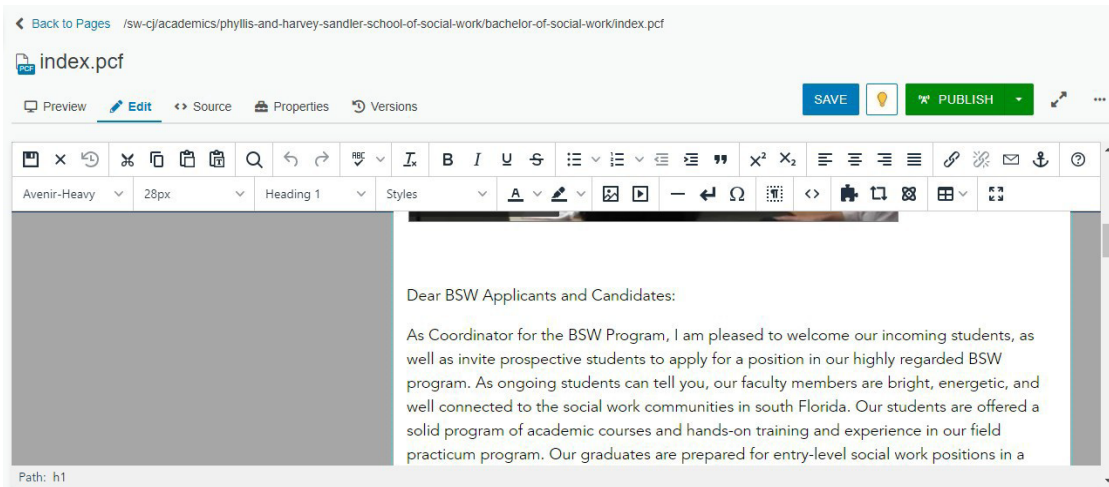
Editing the Page with JustEdit

After logging into Omni CMS, click on the 'Edit' button (green button) in the region of the page you want to edit. The Edit Buttons are available for different editable sections as shown in the example below: Be sure to save any changes.
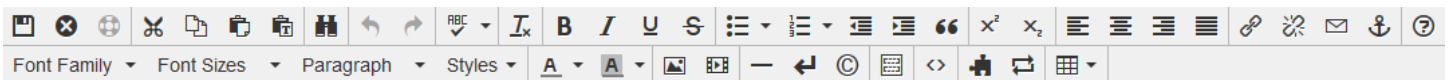
Example of an Editable Region with JustEdit

index.pcf

Preview   Edit   <> Source   Properties   Versions   SAVE   💡   🐦 PUBLISH ▼   ↗   ...

Avenir-Heavy ▾   28px   ▾   Heading 1   ▾   Styles   ▾   A ▾ ✎ ▾   🖼 ▶   — ↵ Ω   🔲   <>   📌 ⧉ ⊠   ▦▾   ⛶

Dear BSW Applicants and Candidates:

As Coordinator for the BSW Program, I am pleased to welcome our incoming students, as well as invite prospective students to apply for a position in our highly regarded BSW program. As ongoing students can tell you, our faculty members are bright, energetic, and well connected to the social work communities in south Florida. Our students are offered a solid program of academic courses and hands-on training and experience in our field practicum program. Our graduates are prepared for entry-level social work positions in a

Path: h1

JustEdit Toolbar

Not only does the JustEdit interface allow you to edit pages more quickly; it also comes with a new WYSIWYG toolbar. Most of the functions present in the previous toolbar remains the same, while other items have been reworked to deliver an enhanced user experience.

💾	Save	Saves the current file to the staging server and exits the WYSIWYG editor. Remember, changes do not appear on the production server until page publish. Use **Ctrl+S/Cmd+S** to save in place.
⊗	Exit without save	Exits the editable region without saving your changes.
⊕	Auto draft	Restores content to its last auto-saved point. Pages are saved approximately every minute while a user is editing and can be recovered up to 20 minutes later. Auto-saved drafts can only be recovered from the same computer and browser that was being used when the content was lost.

This icon is only shown in browsers that support this feature. |
✂	Cut	Removes highlighted content from one location to paste it somewhere else.
📄	copy	To copy a content from the page, highlight the content and click the copy icon
📋	paste	Pastes copied or cut content to where the cursor is.

			Only valid content, code, and styling can be pasted; any formatting not appropriate for a web site or compliant with the WYSIWYG editor is removed.
		Find and replace	Searches for text in the editable region and replaces it with other text.
		Undo	Undoes the last changes made in the current session one by one.
		Redo	Redoes changes that were previously undone, one by one.
		Spellcheck	Spell checks the editable region. Misspelled words are underlined in red. Left-click the incorrectly spelled word to change it with the suggested words provided, ignore it, or add it to a custom dictionary.
	I_x	Clear formatting	Removes all formatting and styling for highlighted text, returning it to default.
	B	Bold	**Bolds** selected text.
	I	Italic	*Italicizes* selected text.
		Bulleted list	Turns selected text into a bulleted list, e.g. • Strawberries • Raspberries • Cherries Click the arrow to expand the dropdown menu to choose different options for the appearance of the bullets, i.e., circle, square, etc.
		Numbered list	Turns selected text into a numbered list, e.g. 1. Strawberries 2. Raspberries 3. Cherries Click the arrow to expand the dropdown menu to choose different options for numbering the list, i.e. Roman numerals, lowercase alphabet, etc.
	x^2	Superscript	Formats selected text as ^{superscript}
	x_2	Subscript	Formats selected text as $_{subscript}$
		Insert / edit link	Create, or modify a link from the selected text
		Remove link	Remove a link from the selected text

✉	Insert / Edit Mailto link	Creates a mailto link (i.e., a link that prompts an email client to make a new email) from highlighted text. A recipient email address is required. A subject for the email is optional. The "Class" dropdown can be used to add additional styling.
⚓	Insert / link Anchor	Creates an anchor where the cursor is, or over selected text or an image. You don't need to enter a # before writing the anchor name. To modify an existing anchor, click the anchor icon in the text, and then click the "Insert/Edit Anchor" icon on the toolbar. To delete an anchor, click the anchor icon in the text, and then press **Backspace** or **Delete.** Alternatively, place the cursor in the text after the anchor, and backspace over it.
⑦	Help	Explains how all the icons on the toolbar work.
Paragraph ▼	Format	Applies block-level styling to the entire paragraph. An option's appearance varies depending on your site design. Commonly used for header styling.
Styles ▼	Styles	Applies a style to selected text. The options available and their appearance vary depending on your site design. New custom styles can be added.
🖼	Insert / Edit image	Adds an image into the editable region.
—	Insert horizontal Line	Adds a horizontal rule (<hr />). How this displays depends on your site styling.
©	Insert special characters	Inserts a special character such as a copyright symbol or Greek alphabet letter. Left-click a character to insert it, or right-click it to copy it to the clipboard.
⇄	Insert assets	Inserts an asset into the editable region.

Overview

The Insert/Edit Link tool 🔗 tool provides the basic functionality to add a hyperlink within the JustEdit WYSIWYG. Links are created by highlighting text or an image, clicking on the Insert/Edit Link icon, and specifying the Link URL. A hyperlink can point to an internal web page, an external web page not in the CMS, as well as a directory or file within the Omni CMS or external to it (such as PDFs).

Links and Dependency Manager

New to version 10, it is possible for links to pages or directories maintained within the CMS to be updated automatically when the page or directory to where the link is pointed is moved or renamed. This is done by the new Dependency Manager. To take advantage of this feature, it is important to browse for the appropriate page when the link is created. Please note, this does not work on links to external websites, but will work with binary files (PDFs, Microsoft Office documents, images).

Example of a Dependency Tag
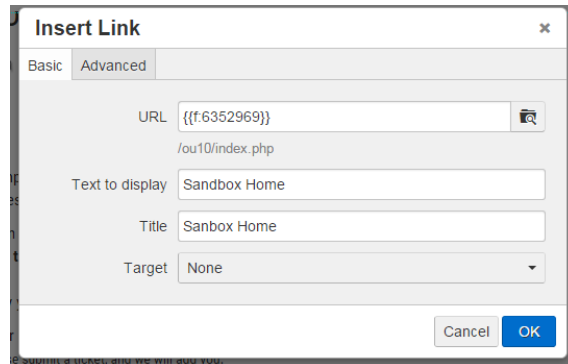
Insert an Internal Link

1. Within the editor, select the text or image that you like to link.
2. From the toolbar, click on **Insert/Edit Link** tool.
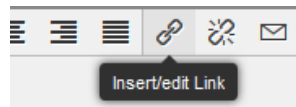
The **Insert Link** window will show. If applicable, the dialog contains existing link information.

3. Click on the Browse icon to select an internal page to which to link.
4. The **Select File** window is shown.

5. Select a file or directory to which to link and click Insert. The staging server is selected by default. This will ensure the Dependency Manager will work. Navigation can be accomplished by:
   o Clicking the breadcrumb link to navigate up the folder structure.
   o Filtering by entering the first few characters of a subfolder of file name.
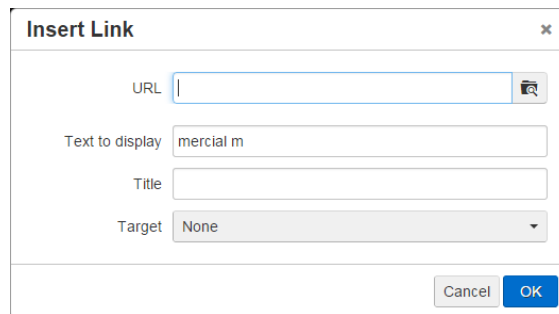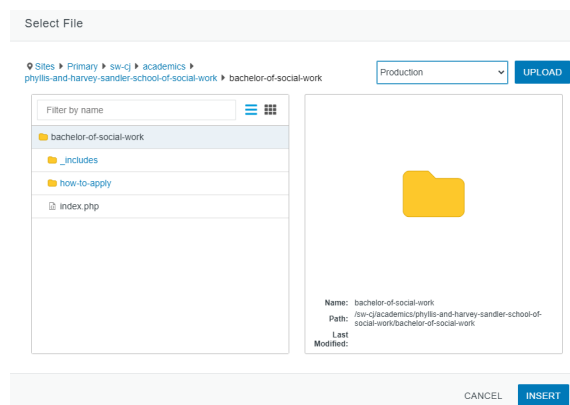   o Uploading a file and linking to it (Click the Upload button).
6. Once you have completed browsing and selecting the file you want to link to, you may complete the rest of the Insert Link window. You may also select whether you would like the link to open in a new window using the **Target** field.
7. When you are done with the **Insert Link** window, you may click on 'Ok' in the lower right creating or editing the hyperlink.

Linking to an External Page

The steps are the same as the procedure outlined in the Inserting an Internal Link, but rather than browsing for the internal link the complete URL for the resource can be typed (or pasted) into the URL field. Links to external pages are not under Dependency Manager tracking. The protocol prefix is required, i.e., http:// or https://

Removing a Hyperlink

Like the previous version, the Omni CMS editor has an Unlink tool that removes hyperlinks.

- Open the page in the editor.
- Place your cursor within the text (or within the linked image) and left click.
- Click on the **Remove Link** icon 　　 to remove the link.

Insert/Edit Image

Overview

The Insert/Edit Image tool provides access to a many function related to images, image management, and code markup for images. Simply, it can be used to link to an image and provide a description for it. On the other hand, Insert/Edit Image can be used to:

- Upload an image and edit with the Image Editor.
- Manually enter a URL of an image to insert on the page.
- Browse to an image that was previously uploaded in order to link to it.
- Provide metadata about an image in the form of an Image Description (alt tag) and Title (title tag)
- Preview an Image.
- Align an image.
- Add space or a border around an image.
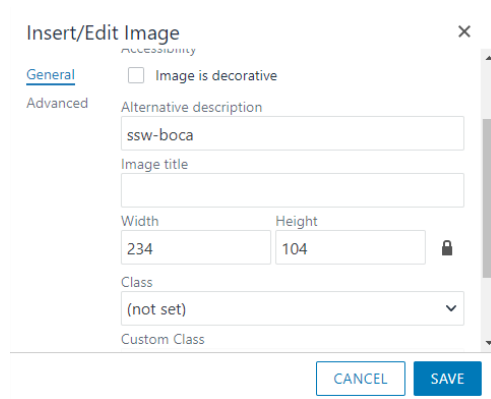- Assign a CSS class or styling to an image.

Inserting an Image

1. To insert an image, position the cursor where the image should be inserted and click the
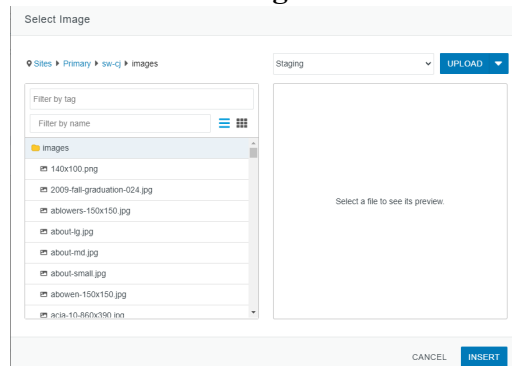
   Insert/Edit Image icon. 　　

   2. This shows the **Insert/Edit Image** dialog.

3. The location of the image can be manually entered in the Source field, but to take full advantage of the

link management, click the **Browse** icon to browse to the image, assigning the image with a dependency tag.

The **Select Image** model is shown.

1. An image can be selected by doing one of the following:

    □   Navigating the folder structure via the breadcrumb links.
    □   Uploading an image.
    □   Uploading and editing an image
    □   Filtering by entering one or more characters. The filter is relevant to the file name, including extension.
    □   Switching between list view and thumbnail view.

    □   Previewing in the preview pane by single-clicking.
    □   Double-clicking to immediately select and insert.
    □   Clicking through the Edit Image link to edit an image. After editing, click save to return to the Select Image dialog. This edits the physical file and can be useful for quick resizing of an image.

2. Once the image has been selected, click Insert. Alternatively, you may double-click an image in the list or thumbnail view.
3. From the Insert/Edit Image dialog, enter a value for the **Image Description** field.
4. Click **Insert**. The Image is shown in the context of the page within the WYSIWYG.

Note: When linking to an image or other binary file from staging the file must be published to production. This can be accomplished by making sure that the **Include Unpublished.**

Dependencies checkbox is selected when publishing the page.
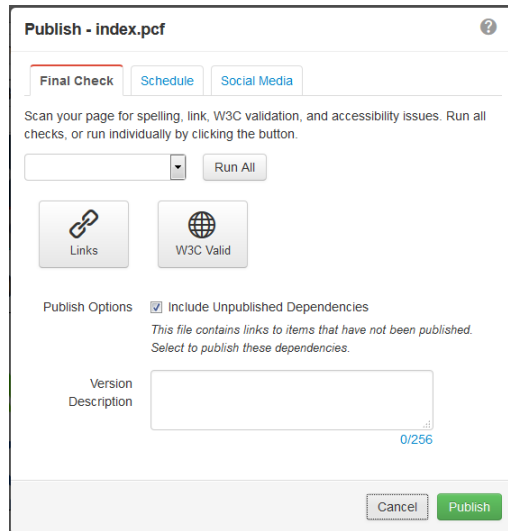
Editing an Inserted Image

The details of the image can be modified after insertion on a page by clicking the same **Insert/Edit Image** icon, making the necessary edits, and clicking **Update.**

# Uploading Documents and Images

Overview

This topic provides an overview on uploading files that are not webpages, Binary Files.

Please note in version 10, files that are uploaded need to be published so that users can access them.

1. Click on the 'Content' tab.

2. Open the folder you would like to upload the files to.
3. Click on the 'Upload' button.
4. Click on '+Add Files' to select the files you would like to upload to that folder. You may also drag. and drop files here.
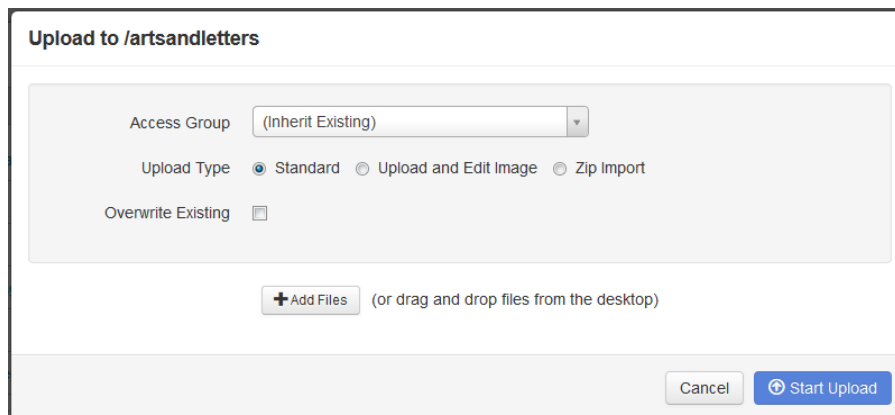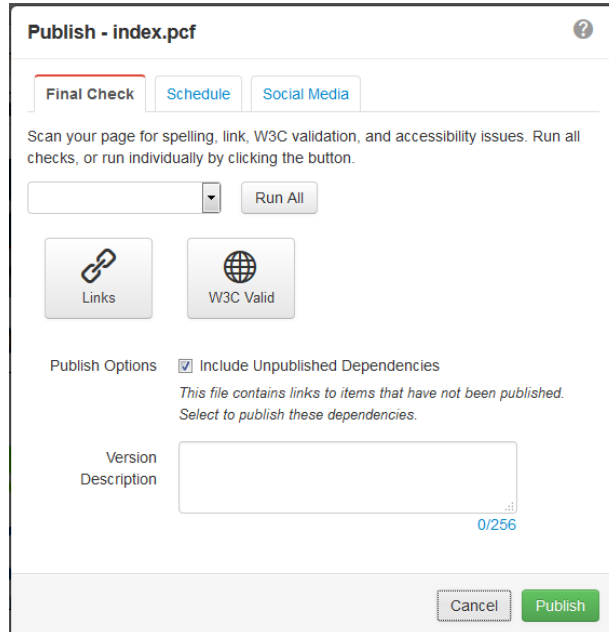

5. Once you have selected all your files, click on the 'Start Upload'.
6. If you are uploading images that you want to edit, select 'Upload and Edit Image' for the Upload Type.

Publishing and Scheduling Pages

This topic provides an overview as to the features and functionality that can be available from the Publish dialog.

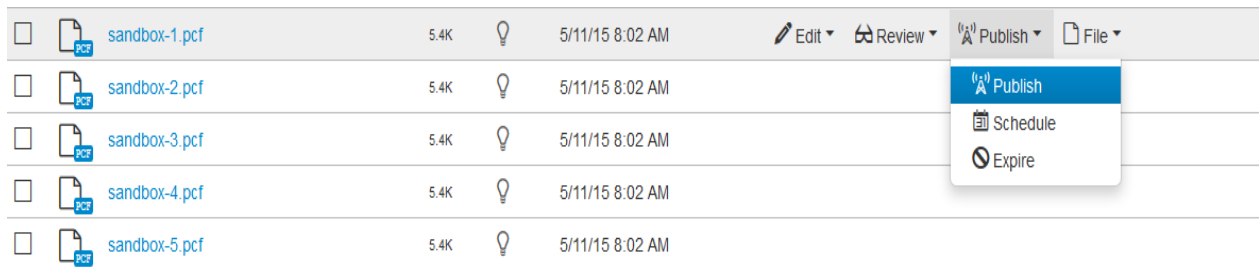**Example of the Publish Dialog**

Navigating to the Publish Dialog

The Publish dialog may by navigated to as follows:

- □ **Pages List View**: The Publish dialog can be accessed for a checked in or a checked-out page: Hover and from the **Publish** menu, choose **Publish**.

- **Page Action View**: The Publish dialog can be access for a checked in or a checked-out page from the page action toolbar, which is available in preview/edit mode. The button is only shown if the user has publishing rights.
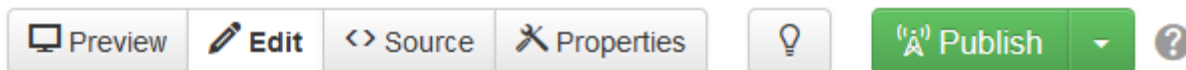
- Multiple pages can be selected for simultaneous publish. Select each checkbox for a page or use the select all checkbox in the header row. The Publish option is only made available if the selected pages would otherwise be available for publish by the user. In other words, if a page is selected that is checked out by another user, the Publish button will not be available

Version Description: This will allow a version description to be included in order to indicate what was updated and why the page is being published. This can be used when choosing previous versions in which to revert. Once a file has been published, the message input before the file is published can be viewed within the versioning system. To view the notes, check out a page from Content > Pages. Hover over Review on the page row and choose Versions. This will present a log of the publishes and backups, including any messages.

Schedule Tab

When users want to publish content, but wish to do so later, they can utilize the Scheduled Publish tool. A scheduled publish can only be canceled or modified by the user who set the schedule.

When users select the Schedule tab of the Publish dialog, the following elements are displayed:

- **Date**: The target date the user wants the page to publish on.
- **Time**: The time at which the scheduled publish will take place.
- **Repeat Every**: Allows users to repeat the publish by specific amounts of time using the text field and drop-down selector.
- **Subject**: Optionally, users can send an external email in addition to the internal Omni CMS message. This field lets users add a subject line to that email.
- **Message**: Allows users to include a brief message about the publish in an external email.
  Also Email Me: If selected, the option sends an external email to user in addition to the internal Omni CMS message

New Content

Overview

Content can create and managed within the Pages list view of the CMS. By navigating to **Content > Pages**, a user with the proper authority may create new pages, sections, folders, and other types of content. The system is configured with templates, which are utilized to create new sections and pages. These templates allow for the pages to be configured uniformly and have a consistent look and feel. The available templates depend upon the structure created by the administrators.
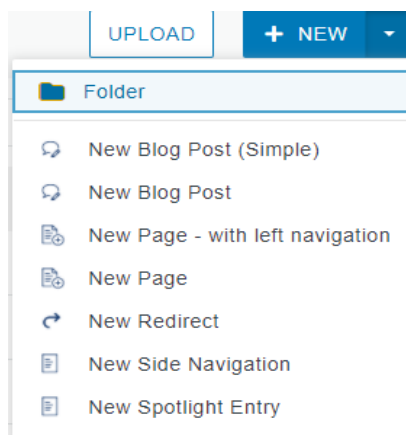
Creating New Content

New pages and directories can be created by clicking the New button or the drop-down indicator next to New from within the folder structure. Similar options are available between clicking the New button and clicking the

drop-down indicator.

Example of New Content Options from Drop-Down

An implementation will typically include:

- Create a **New Folder**. Folders are for binary files and are not the same as creating a new directory. A folder can be created to contain binary files, such as images and PDFs.
- Create a **New Section**. The New Section option creates a new content-based directory. The new section template will contain all the necessary files to make the pages within the new directory render correctly.
- Create a **New Page**. A new page can be created by clicking on the appropriate template for the type of page. Note that administrators can restrict the type of templates available for the directory, and that users may not have a choice in template type.

Creating a New Page

A new page can be created from existing templates within the Omni CMS system by accessing the Pages list view. The Pages list view can be accessed by selecting **Content > Pages** from the global navigation bar. Pages should be created from within the appropriate directory. A new page can be created by using the New button. After users select the template to use for the new page creation process, a dialog display. Users fill out all necessary parameters in this dialog to create a basic page, usually without the content. The customized content is added by the user with the WYSIWYG Editor.

To create a new page in the Omni CMS system:

1. Navigate to the **Pages** list view by selecting **Content > Pages** from the global navigation bar.
2. Click the **New** button or use the drop-down menu.
3. Select the type of page to be created.
4. Fill out the **New Page** information in the displayed dialog.
5. When the information is completed, click **Create.**

Removing Files and Folders

Overview

In Omni CMS, you may 'Recycle' pages and 'Delete' folders. It is very important to be sure of what you would like to delete since it is very difficult to recover files.

1. Navigate to the **Pages** list view by selecting **Content > Pages** from the global navigation bar.
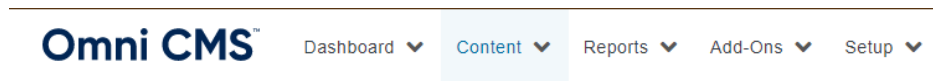
2. Find the name of the file or folder you want to remove.
3. When you hover your mouse over the file/folder, options will appear to the right of it.

4. Select 'File' and click on 'Move to Recycle Bin' for files or 'Delete for folders.

Video Resource

For In depth Training, you can watch this video tutorial: https://vimeo.com/omnicmstraining

Happy Editing!