


The University of Toledo – OmniUpdate Quick Start Guide

Login

Go to utoledo.edu or utmc.utoledo.edu website and browse to the page you want to edit and click on the Direct Edit button (the last update DATE at the bottom of each page)
Log in with your UTAD



Editing a Page

1. Once you have logged in, click the edit button  for the area you wish to work on.
2. You can use the icons in the menu just as you do in Word documents.
3. Make your changes. You can do this by typing right into the page
4. Use the "Save in Place" feature to save a copy of your work as you continue working; use the keyboard shortcut CTRL + S (CMD + S on Mac).

Copying and Pasting Text

Directly copy text from outside source using keyboard shortcuts "CTRL+C" ("CMD+C" on Mac) and paste into OmniUpdate using "CTRL+V" ("CMD+V" on Mac).

HTML Editor

Selecting the HTML Editor button allows you to edit your document in html, or paste in html from another source.

Adding/Editing Links

Select the text you wish to link.
Select the Link icon and either type in the complete URL (including http://) or navigate to the page on the UT web site that you wish to link to.

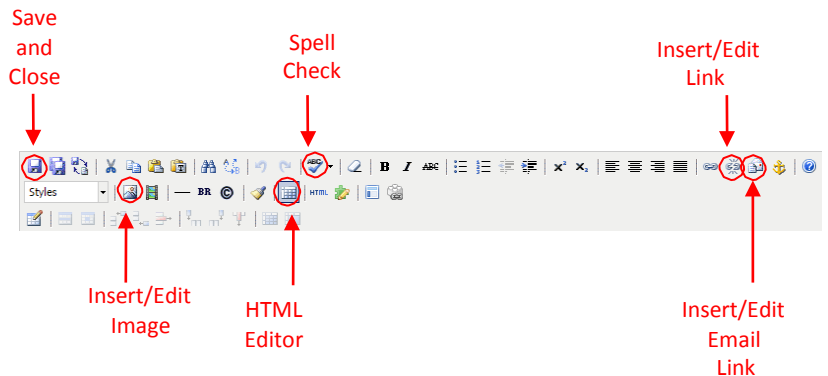
Insert Email Link

Select the text you wish to link to an email address.
Select the Email Link icon and type in the email address.

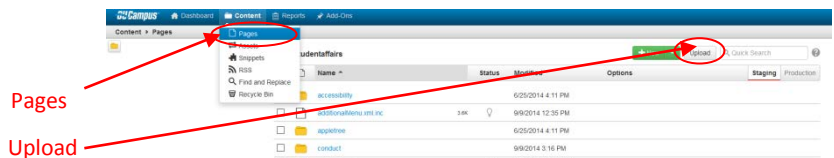
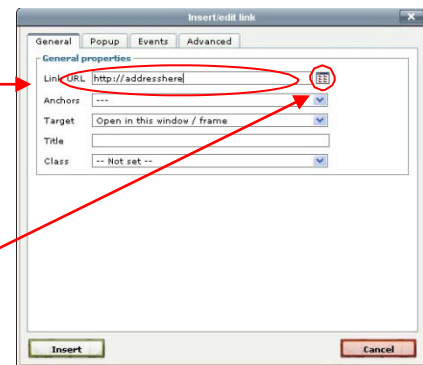
Uploading Images and Files

Files and images can be uploaded to appropriate folders (images must be placed in image folders and pdf, word, ppt, excel and other document files should be placed in folders named "pdf," "docs," or "forms.")

Additionally, **file names MUST be all lowercase and alpha-numeric with no spaces or special characters.** Also use short, descriptive file names. **Images must be 72dpi.** In order to make them 72dpi in resolution, use Photoshop or free sources like <https://pixlr.com/>



Type in complete URL (including http://) or Navigate to link to an existing file on the UT web site.



Select "Pages" from the top left to navigate the UT web site and navigate to the folder that you wish to add an image or file.
Select "Upload" and use the "Browse" button to then navigate to the file you wish to upload.

A screen will confirm your image and/or files have been uploaded.

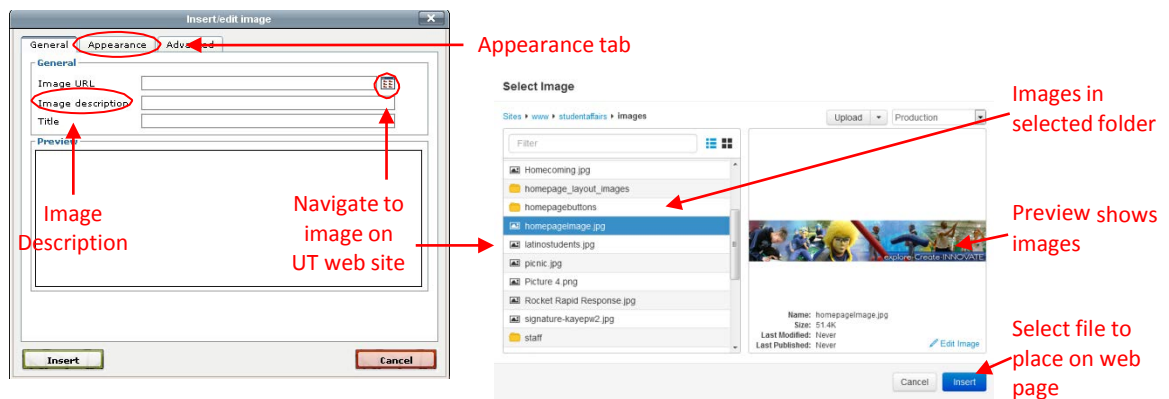
NOTE – images and files are uploaded directly to the production (live) site, so there is no need to publish these files. Additionally, you will not see images and files in the folders on the staging site. Click on Production Tab on upper-right corner to view them in the folder.

For more instructions on how to prepare and upload your images for the web please visit:

http://www.utoledo.edu/offices/marketing/web/image_upload.html

Insert Image

Select the Insert Image icon and navigate to the images folder and select the image you wish to insert in your page and insert. You need to complete the “image description field” before your image will be inserted in your page. Use the “Appearance” tab to manage your image placement.



Spellcheck

Spellcheck your document by selecting the Spellcheck icon.

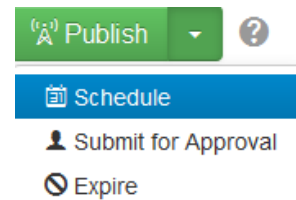
Save and Close

Click the Save button when you are finished making your changes. This will save your changes and close the page editor.

Publish

Three choices once you have saved your file:

1. Publish – will automatically publish your file to the live web site.
2. Schedule – set up a publish date in the future.
3. Expire – the page will expire (go offline) on the selected time and date



Creating Folders/Pages

Select “Pages” under “Content” to navigate the UT web site and get to the folder that you wish to add a folder or page.

Next select “New” on the upper right.

To make a new folder, select “New Folder” and name your folder. Use lowercase alpha-numeric, no spaces or other characters.

Contact Web Development for creation of new images, docs and pdfs folders.

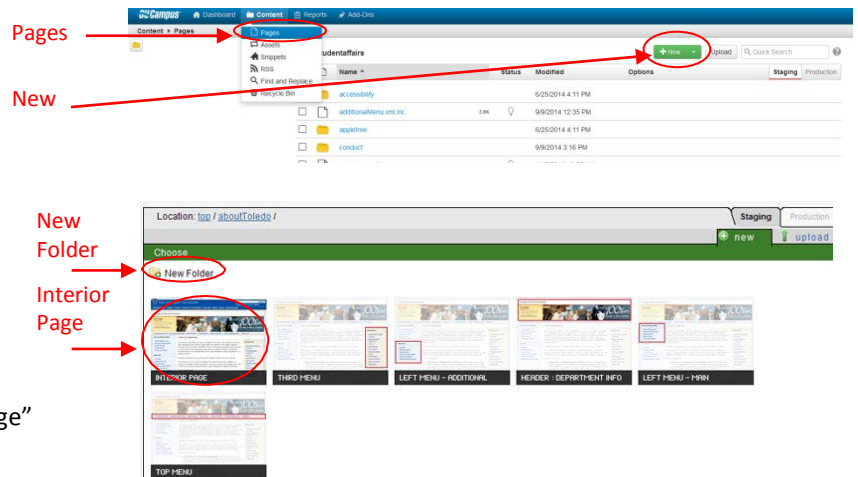
Email: webdevelopment@utoledo.edu

New page options are displayed also. Select “Interior Page” for regular pages.

If you need to make a new left menu, or other menu options, you can select from the menu options.

NOTE – There can only be one of each menu type in a folder. Menus are set up to cascade down, so your page will inherit the navigation menu from either its own folder or one above it. If a college or department shares a menu, you should not remake the same one in your own folder.

Pages and menus can be updated in the editor then saved and published.



Visit the Web Development web site for more materials on OmniUpdate including videos, sign up for an account, or request additional training.

<http://www.utoledo.edu/offices/marketing/websupport.html>