

# Upload/Insert PDFS



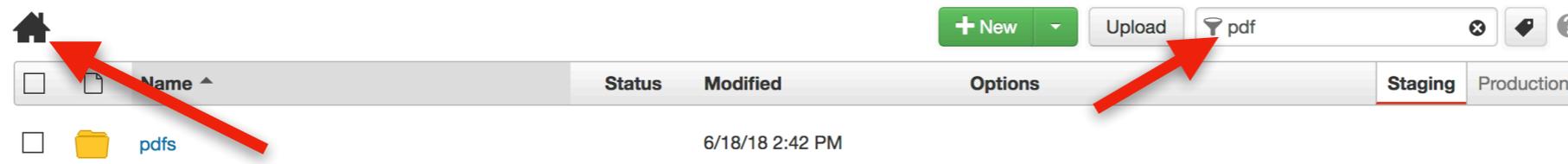
August 03, 2018  
By John Sanders

# Uploading A PDF

How To Get Your PDF From Your  
Computer Into OMNI

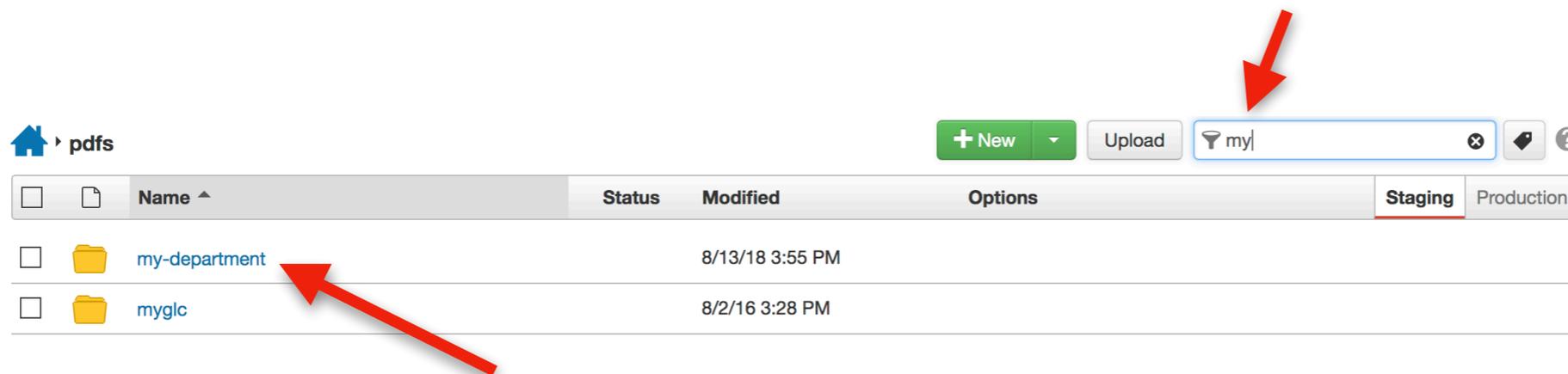
# Navigate To The Home Folder

## Home Folder



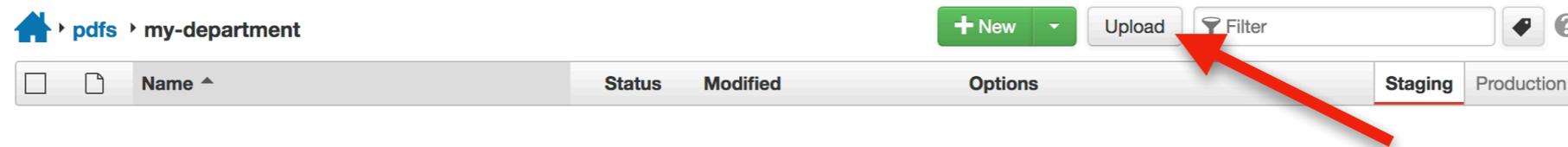
Use The Search Bar To Search For The “pdfs” Folder

# Click On Your Department's Folder



If You're Having Trouble Finding It,  
Use The Search Bar On The Right

# Click "Upload"



# Upload Your PDF

Upload to /pdfs/my-department

Type  Upload Files  Edit and Upload Image  Import Zip File

Access Group (Inherit Existing) ▼

Overwrite Existing

Files **+ Add** or drag files from desktop

Filename	Size	Status / Options
My-PDF.pdf	782K	

Cancel Start Upload

You Can Drag Files From Desktop Or  
You Can Click On The "Add" Button

# Click "Start Upload"

Upload to /pdfs/my-department

Type  Upload Files  Edit and Upload Image  Import Zip File

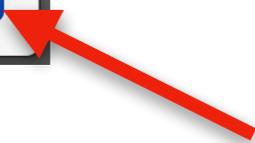
Access Group (Inherit Existing) ▼

Overwrite Existing

Files + Add or drag files from desktop

Filename	Size	Status / Options
My-PDF.pdf	782K	

Cancel Start Upload



# Your PDF Is Uploaded!

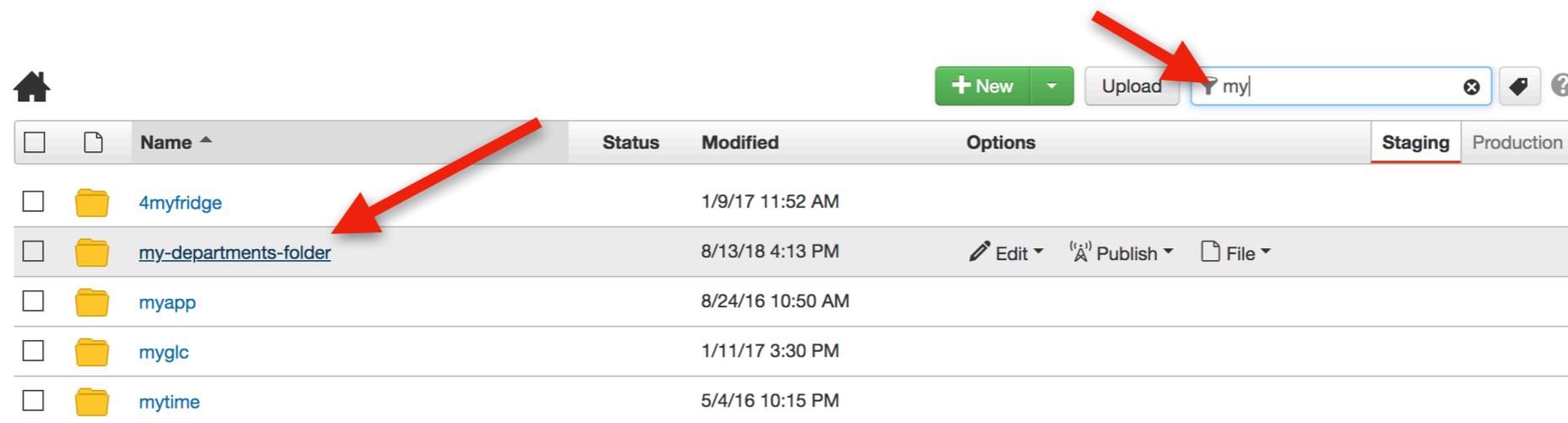
🏠 pdfs ▸ my-department + New Upload Filter ?

<input type="checkbox"/>	<input type="checkbox"/>	Name ^	Status	Modified	Options	Staging	Production
<input type="checkbox"/>		<a href="#">My-PDF.pdf</a>		782K 	8/13/18 3:56 PM		

# Inserting A PDF

How To Get An Uploaded PDF On  
To Your Page

# Navigate To Your Page



Use The Search Bar To Help Find  
The Folder Your Page Is In

# Find Your Page

my-departments-folder

+ New Upload Filter

Name ^	Status	Modified	Options	Staging	Production
<input type="checkbox"/>  <a href="#">_props.pcf</a>	596B	8/13/18 4:13 PM			
<input type="checkbox"/>  <a href="#">index.pcf</a>	5.6K	8/14/18 8:07 AM	<a href="#">Edit</a> <a href="#">Review</a> <a href="#">Publish</a> <a href="#">File</a>		



Everything you need to know to begin creating pages for your department in OMNI

# Click "Main Content"

ACADEMICS ADMISSIONS FINANCIAL AID

VISIT ORU APPLY NOW EXPLORE MAJORS WHOLE PERSON EDUCATION

ORU  
ORAL ROBERTS UNIVERSITY

ABOUT ORU ATHLETICS ORU EXPERIENCE

PARENTS & VISITORS CURRENT STUDENTS ALUMNI & FRIENDS FACULTY & STAFF

REQUEST MORE INFORMATION FIRST LAST EMAIL DEGREE PROGRAMS GO

Asset Chooser

## MY DEPARTMENTS FOLDER

Main Content  
Edit Content

### SIDE NAVIGATION

Navigation Menu will appear on publish  
Directory Variable for Nav Not Set:  
General navigation will be used. For  
editing file should be located at:  
/\_resources/includes/sidebar/sb\_general.php

### BANNER AD

Banner Ad Will Appear on Publish

BOOKSTORE ACCREDITATION  
DIRECTIONS KORU RADIO  
EMPLOYMENT CAMPUS NEWS  
LIBRARY MY ORU  
CAMPUS SAFETY GEB AMERICA

ORU  
ORAL ROBERTS UNIVERSITY

COLLEGE OF NURSING COLLEGE OF ARTS & CULTURAL STUDIES  
COLLEGE OF SCIENCE & ENGINEERING COLLEGE OF BUSINESS  
COLLEGE OF THEOLOGY & MINISTRY COLLEGE OF EDUCATION ONLINE LEARNING

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# Highlight The Text You Want To Link

Font Family ▾ Font Sizes ▾ Paragraph ▾ Styles ▾ A ▾ A ▾

REQUEST MORE INFORMATION FIRST LAST EMAIL DEGREE PROGRAMS ▾ GO

## MY DEPARTMENTS FOLDER

[Click Here To See My PDF](#)

**SIDE NAVIGATION**  
Navigation Menu will appear on publish  
Directory Variable for Nav Not Set:  
General navigation will be used. For  
editing file should be located at:  
/\_resources/includes/sidebar/sb\_general.php

**BANNER AD**  
Banner Ad Will Appear on Publish

BOOKSTORE ACCREDITATION  
DIRECTIONS KORU RADIO  
EMPLOYMENT CAMPUS NEWS  
LIBRARY MY ORU  
CAMPUS SAFETY GEB AMERICA

**ORU**  
ORAL ROBERTS UNIVERSITY

COLLEGE OF NURSING  
COLLEGE OF SCIENCE & ENGINEERING  
COLLEGE OF THEOLOGY & MINISTRY

COLLEGE OF ARTS & CULTURAL STUDIES  
COLLEGE OF BUSINESS  
COLLEGE OF EDUCATION  
ONLINE LEARNING

f t i y p in

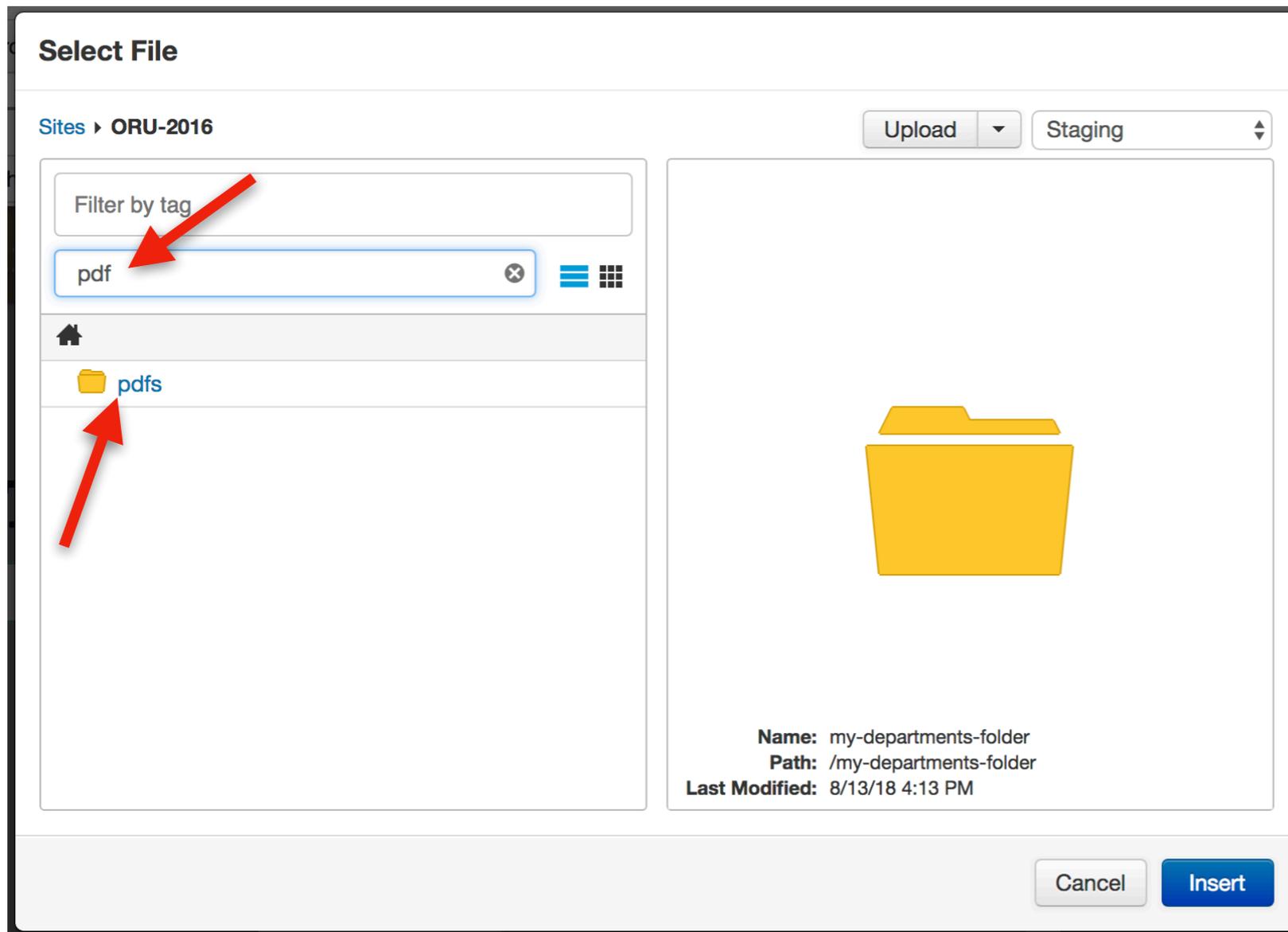
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pages for your department in OMNI

# Click The Insert Link Button

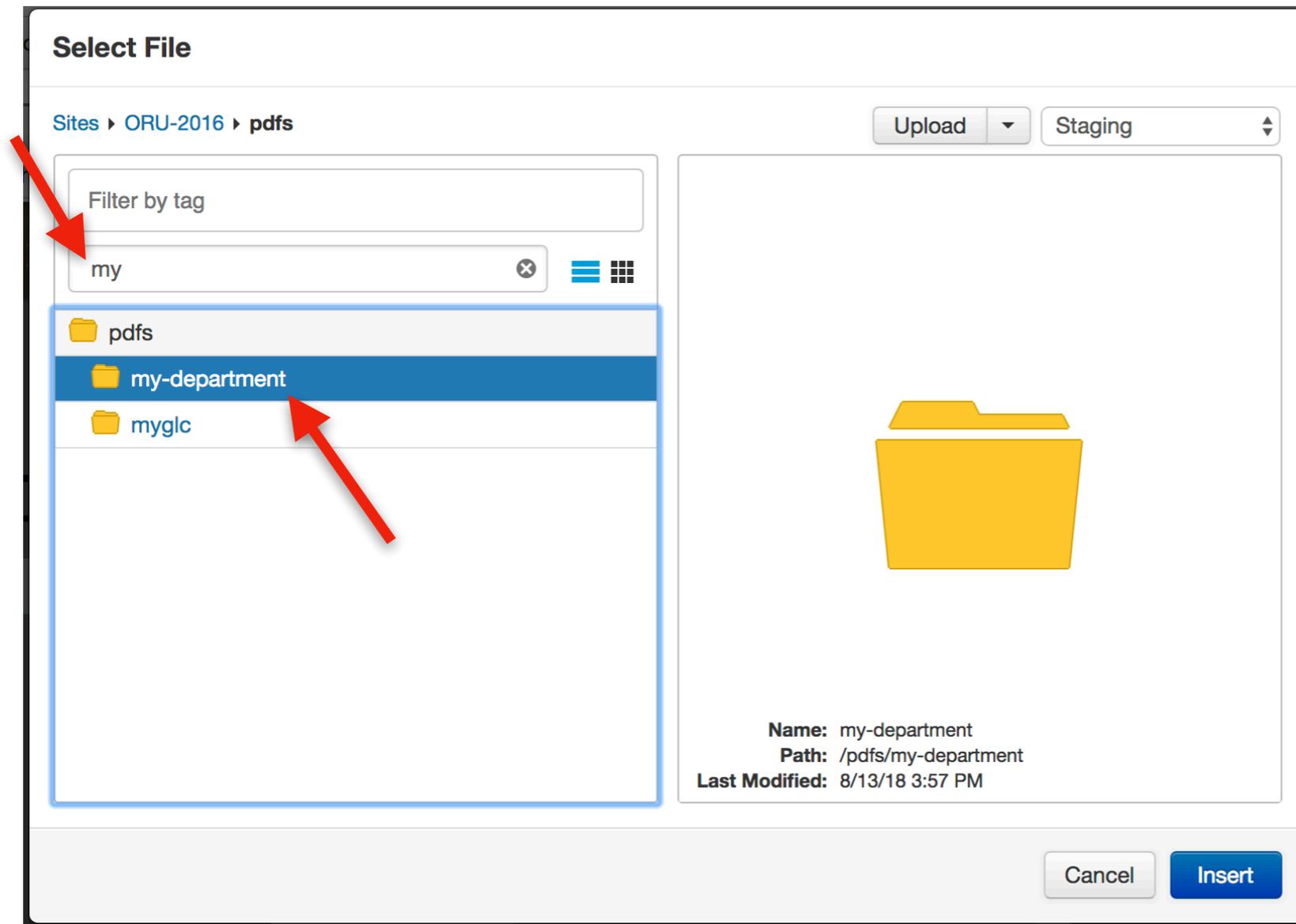
The image shows a screenshot of a web editor interface. At the top, there is a toolbar with various icons for text formatting and insertion. A red arrow points to the 'Insert Link' icon, which is a chain link. Below the toolbar, there is a search bar with the text 'REQUEST MORE INFORMATION' and input fields for 'FIRST', 'LAST', 'EMAIL', and 'DEGREE PROGRAMS'. The main content area has a heading 'MY DEPARTMENTS FOLDER' and a text box containing the link 'Click Here To See My PDF'. To the right, there are two sidebar sections: 'SIDE NAVIGATION' with a message about navigation menus and a file path, and 'BANNER AD' with the text 'Banner Ad Will Appear on Publish'. At the bottom, there is a footer with the ORU logo and a list of university departments and services.

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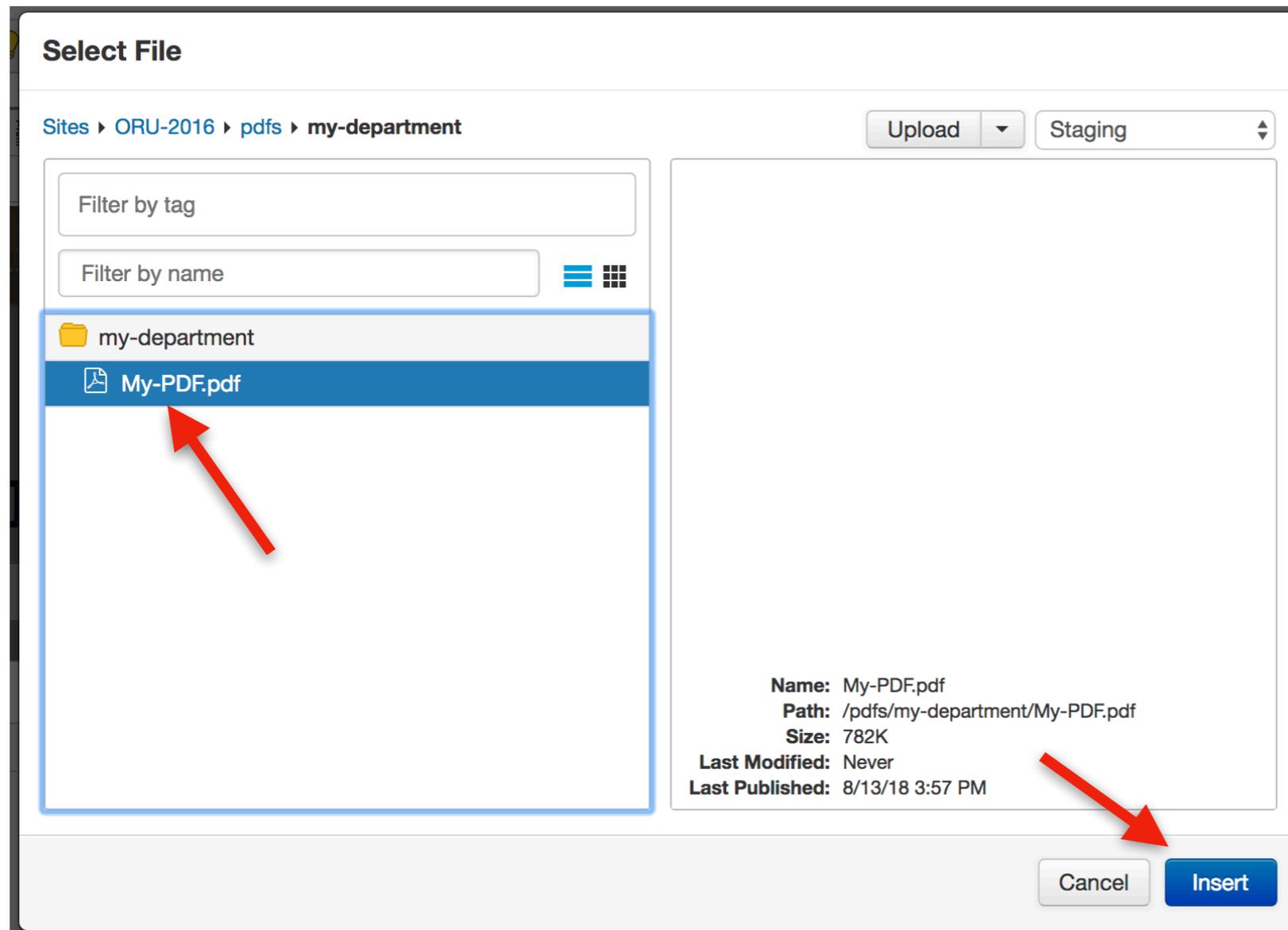
# Find Your PDF



# Find Your Department



# Select Your PDF & Click "Insert"



# Click On The Target Tab

### Insert Link ✕

Basic **Advanced**

URL    
/pdfs/my-department/My-PDF.pdf

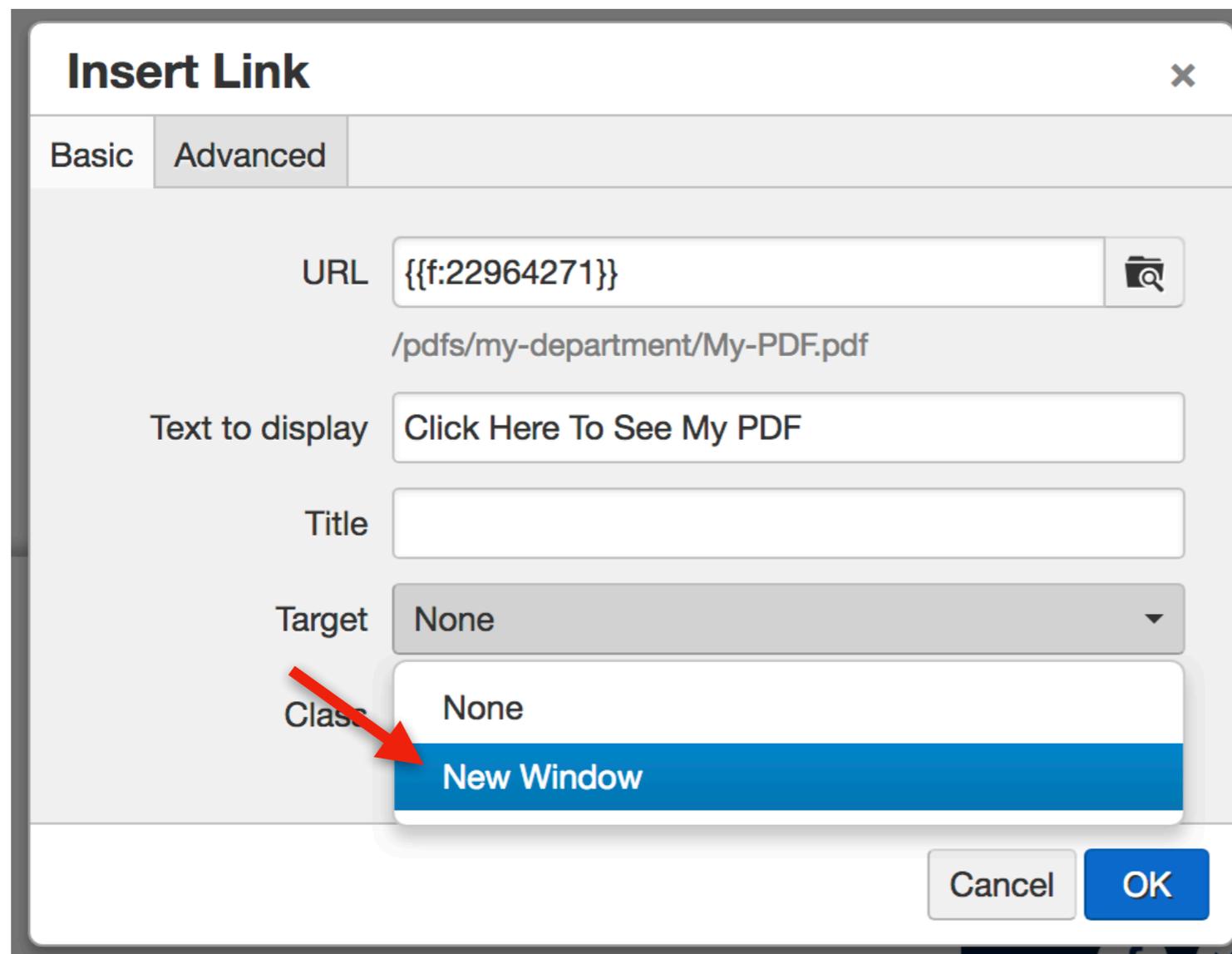
Text to display

Title

Target  

Class  

# Set Link To Open In A New Window



The image shows a screenshot of a web editor's "Insert Link" dialog box. The dialog has two tabs: "Basic" and "Advanced". The "Basic" tab is active. The "URL" field contains a placeholder text "{{f:22964271}}" and a magnifying glass icon. Below the URL field, the path "/pdfs/my-department/My-PDF.pdf" is displayed. The "Text to display" field contains "Click Here To See My PDF". The "Title" field is empty. The "Target" dropdown menu is open, showing "None" as the current selection and "New Window" as the selected option, highlighted in blue. A red arrow points to the "New Window" option. The "Class" field is empty. At the bottom right, there are "Cancel" and "OK" buttons.

**Insert Link** ×

Basic Advanced

URL  

/pdfs/my-department/My-PDF.pdf

Text to display

Title

Target None ▾

Class

None

**New Window**

Cancel OK

# Click Ok

## Insert Link ×

Basic **Advanced**

URL    
/pdfs/my-department/My-PDF.pdf

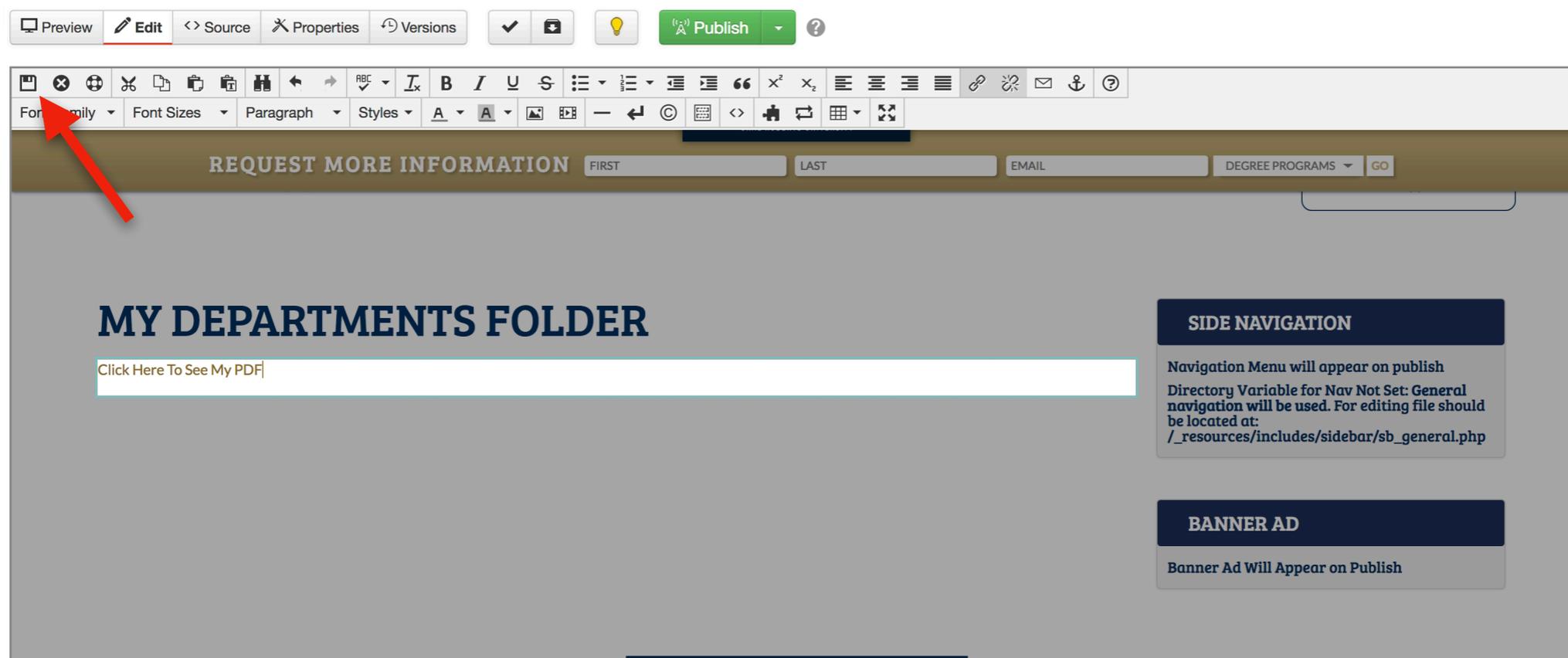
Text to display

Title

Target  ▼

Class  ▼

# Click The Save Icon



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pages for your department in OMNI

# Your PDF Has Been Inserted!

The screenshot displays the OMNI website editor interface for Oral Roberts University. At the top, a toolbar includes buttons for Preview, Edit, Source, Properties, Versions, a checkmark, a camera, a lightbulb, and a Publish button. Below the toolbar is a navigation menu with categories: ACADEMICS, ADMISSIONS, FINANCIAL AID, ORU (Oral Roberts University logo), ABOUT ORU, ATHLETICS, and ORU EXPERIENCE. A secondary menu includes VISIT ORU, APPLY NOW, EXPLORE MAJORS, WHOLE PERSON EDUCATION, PARENTS & VISITORS, CURRENT STUDENTS, ALUMNI & FRIENDS, and FACULTY & STAFF. A search bar is labeled 'REQUEST MORE INFORMATION' and contains fields for 'FIRST', 'LAST', 'EMAIL', and 'DEGREE PROGRAMS', with a 'GO' button. The main content area features an 'Asset Chooser' button and a section titled 'MY DEPARTMENTS FOLDER' with a 'Main Content' button and a link 'Click Here To See My PDF'. On the right side, there are two placeholder boxes: 'SIDE NAVIGATION' with the text 'Navigation Menu will appear on publish' and 'Directory Variable for Nav Not Set: General navigation will be used. For editing file should be located at: /\_resources/includes/sidebar/sb\_general.php', and 'BANNER AD' with the text 'Banner Ad Will Appear on Publish'.

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# Guide Complete

