

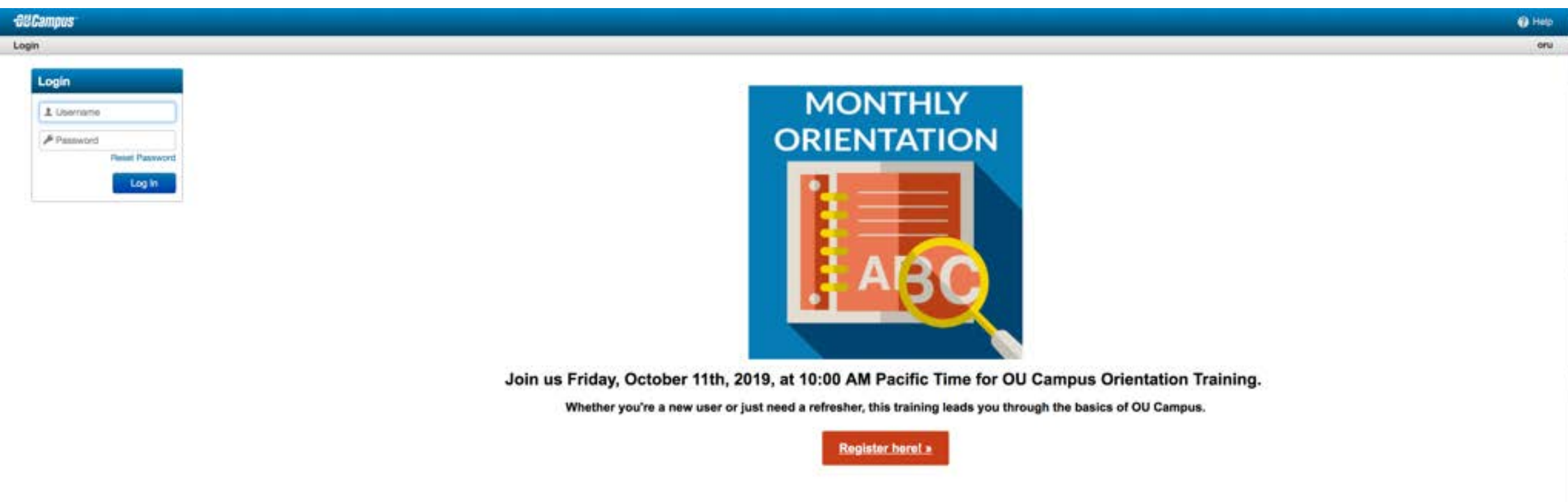


LEVEL I - OMNI TRAINING

Login

Go to oru.edu/oc-training

You will be taken to this screen below where you will be able to log-in to OU-Campus.



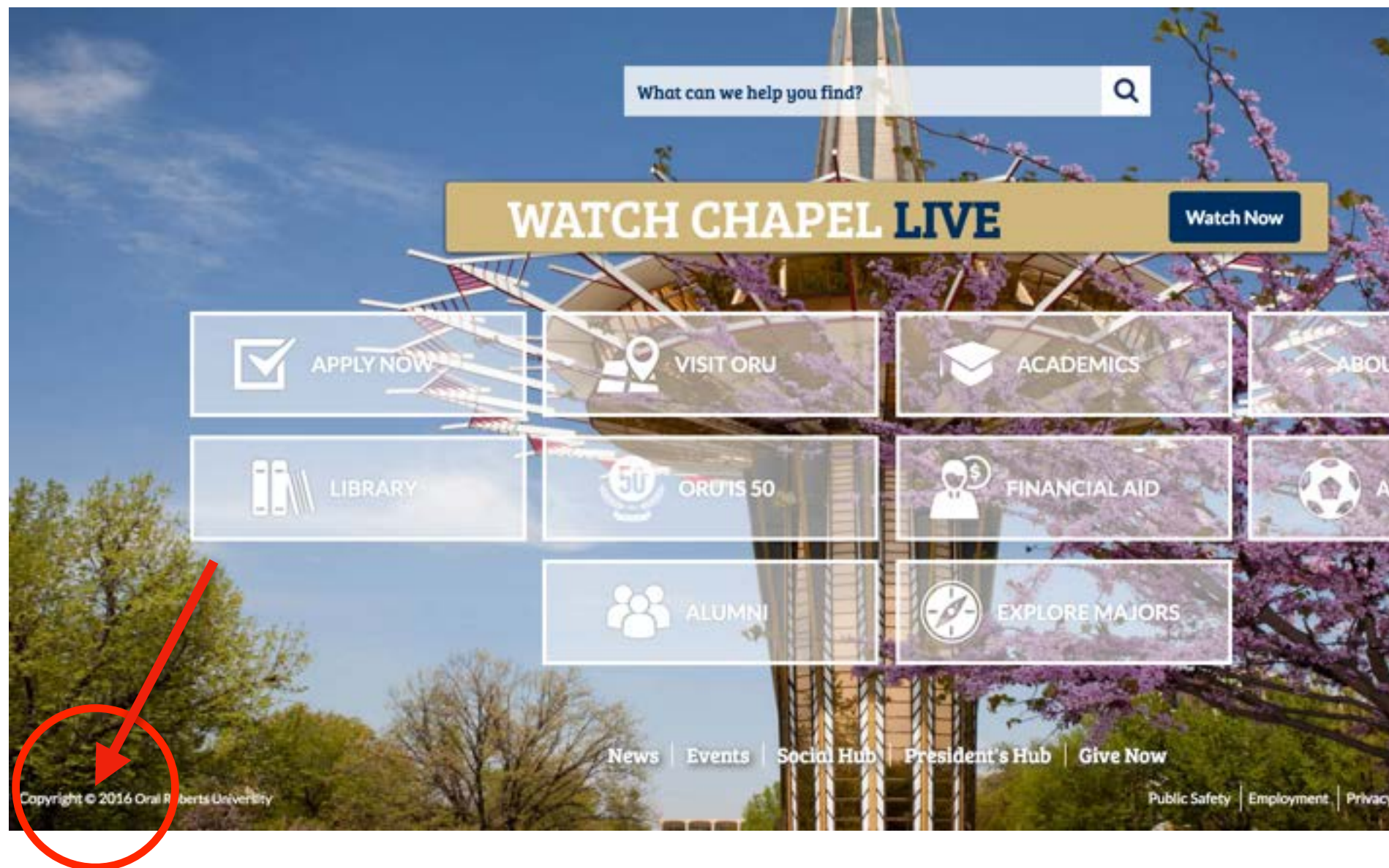
The screenshot shows the OU Campus Orientation Training login page. On the left, there is a 'Login' box with fields for 'Username' and 'Password', a 'Reset Password' link, and a 'Log In' button. In the center, there is a graphic for 'MONTHLY ORIENTATION' featuring a red spiral notebook with 'ABC' on it and a magnifying glass. Below the graphic, text reads: 'Join us Friday, October 11th, 2019, at 10:00 AM Pacific Time for OU Campus Orientation Training. Whether you're a new user or just need a refresher, this training leads you through the basics of OU Campus.' At the bottom, there is a red button that says 'Register here! »'.

Login

Username: training
Password: training

Log-in - On Live Site

When the website is live and you want to edit a page, go to oru.edu and click the copyright symbol.



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

After you log-in you will be taken to this page

Canvas Dashboard Content Reports Add-Ons Web Team Setup Help

Content > Pages oru

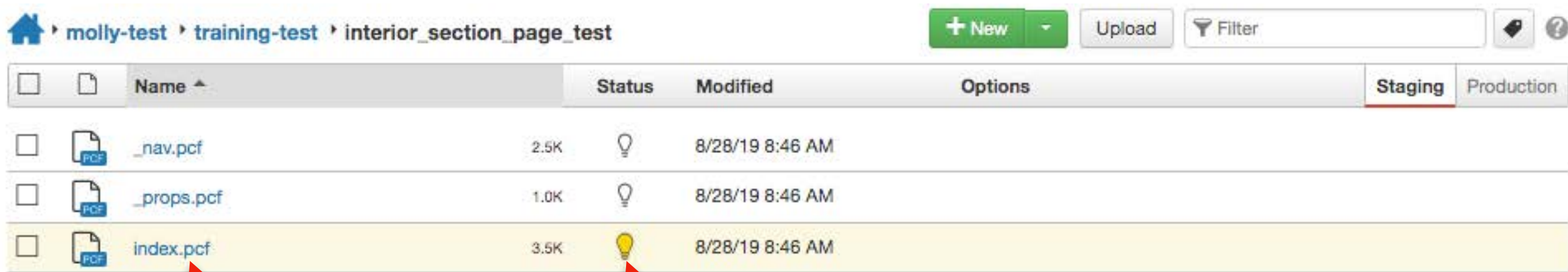
omni-coach-training-sessions + New Upload Filter

<input type="checkbox"/>	<input type="checkbox"/>	Name ^	Status	Modified	Options	Staging	Production
<input type="checkbox"/>		_nav.pcf	2.1K	10/2/19 12:13 PM			
<input type="checkbox"/>		_props.pcf	1.0K	10/2/19 12:13 PM			
<input type="checkbox"/>		index.pcf	3.5K	10/2/19 12:13 PM			

How To Edit A Page

How to Edit a Page

Similarly to how you check books out from a library, you must also check out pages to make edits to them. Once you have finished editing the page, save your changes and check the page back in.



The screenshot shows a file management interface with a table of pages. The table has columns for Name, Status, Modified, and Options. The 'index.pcf' row is highlighted in yellow, and a red arrow points to the lightbulb icon in the Status column, labeled 'Checked out page'. Another red arrow points to the 'index.pcf' text in the Name column, labeled 'Page Title'.

Name	Status	Modified	Options
_nav.pcf	Lightbulb	8/28/19 8:46 AM	
_props.pcf	Lightbulb	8/28/19 8:46 AM	
index.pcf	Lightbulb	8/28/19 8:46 AM	

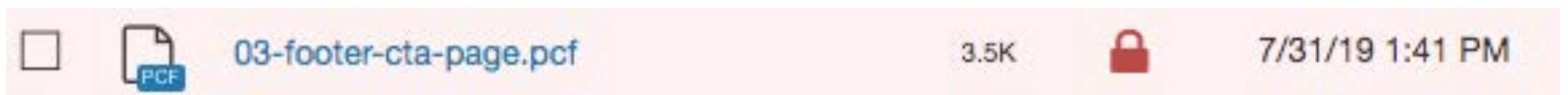
To edit a page click the lightbulb to check it out and then click the page title.

By checking the page out, you are now able to edit the page content and its parameters

Locked Page

Definition: A locked page is a page that has been checked out by another user.

Example:



What To Do If A Page Is Locked

If a page is locked, hover over the lock to see who has checked the page out.



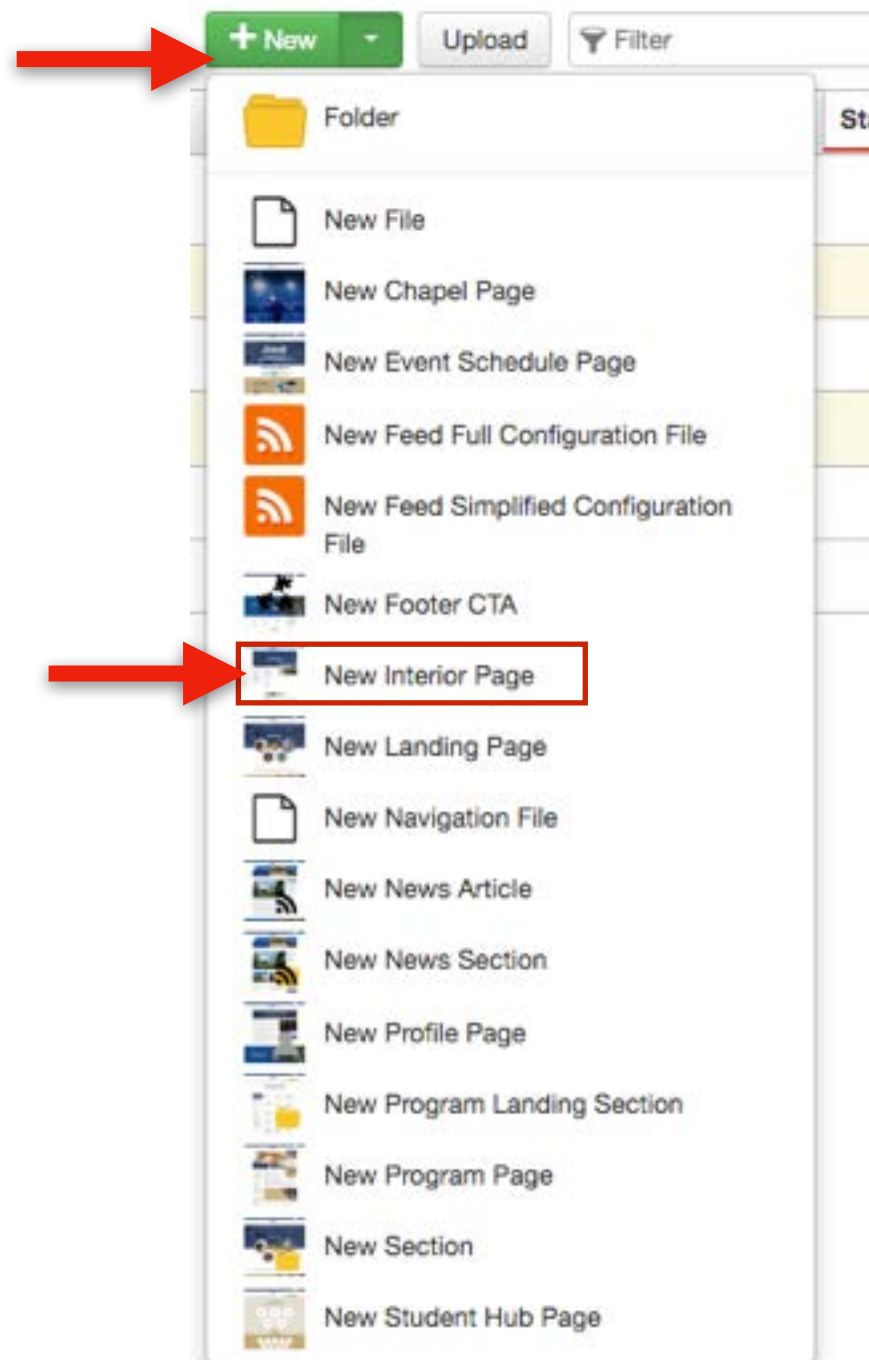
If it is someone from your department please contact them, but if it is anyone from the marketing department, contact *John Sanders* at *josanders@oru.edu*.

How To Create An Interior Page

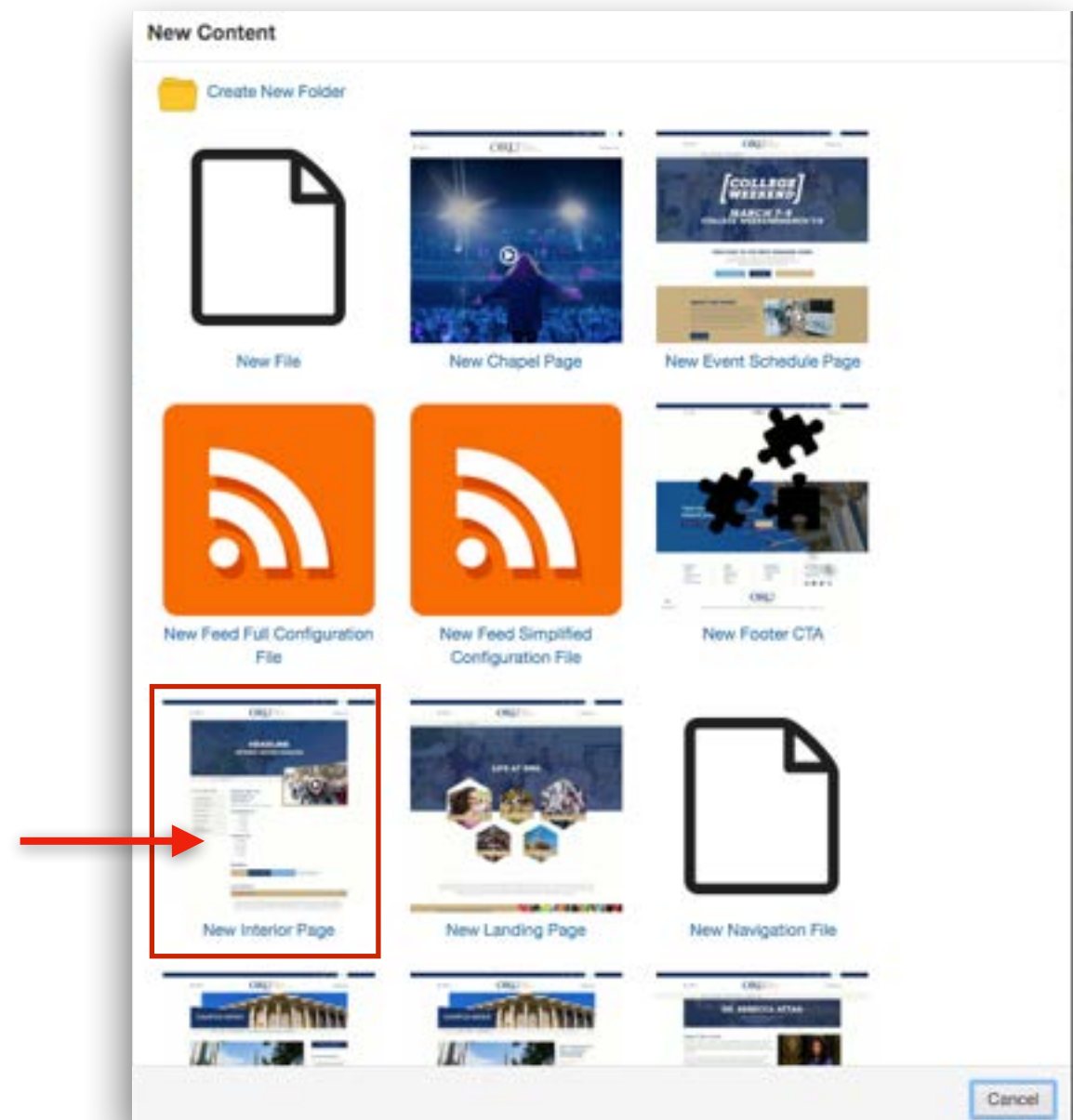
Make A New Interior Page

Step One: Click “New” and select which template you want to create. You can either click the green new button or the green drop down option on the new button.

New Button Drop Down Option



New Button Option



Make A New Interior Page

Step Two: In the “Page Title” field type “Interior Test”

Step Three: In the “Description” field type “This is an interior page”

Description: This field is important for SEO. This is a short snippet of information found under the URL of the webpage.

Step Four: In the “Tags” field type “OMNI Training”

Tags: This field is important for SEO. These ensure that your page will come up on internal site searches.

The screenshot shows a web form titled "New Interior Page". It is divided into two main sections: "General Page Setup" and "Interior Page Options".

General Page Setup:

- Page Title:** A text input field containing "Interior Page Test". A red arrow points to this field. Below the field is the text: "Required Field. Enter the page title. This will also be displayed by search engines as well as the web browser window."
- Description:** A text input field containing "This is an interior page.". A red arrow points to this field. Below the field is the text: "Important. Enter a short description of the page, to be displayed by search engines."
- Tags:** A field containing two tags: "* Interior" and "* OMNI Training". A red arrow points to this field. Below the field is the text: "Choose Tags to be added to the page. These can be updated in page properties to add more later."
- Keywords:** A text input field containing "Omni Training". Below the field is the text: "Add keywords to describe key topics on your page. (For limited SEO purposes.)"
- Filename:** A text input field containing "first-name-last-name". Below the field is the text: "Enter a filename using only lowercase letters, underscores, or dashes"

Interior Page Options:

- Overwrite Existing:** A checkbox that is currently unchecked. Below it is the text: "If selected, this file will overwrite any existing file of the same name in the same location."
- Access Group:** A dropdown menu showing "(Inherit from Parent)". Below it is the text: "Specify the group with rights to edit this file."

At the bottom right of the form are two buttons: "Cancel" and "Create".

Make A New Interior Page

Step Five: In the “Keywords” field type “OMNI Training”

Keywords: This field is important for SEO. These provide helpful hints to how you want google to organize your page. Rule of Thumb: 3-5 words/phrases that can be used to categorize your page.

Step Six: In the “Filename” field type your “first-name-last-name”

Note: All filenames must be all lowercase, no spaces, and no special characters.

Step Seven: Click “Create”

The screenshot shows a web form titled "New Interior Page". It is divided into two main sections: "General Page Setup" and "Interior Page Options".

General Page Setup:

- Page Title:** A text field containing "Interior Page Test". Below it is a note: "Required Field. Enter the page title. This will also be displayed by search engines as well as the web browser window."
- Description:** A text area containing "This is an interior page." Below it is a note: "Important. Enter a short description of the page, to be displayed by search engines."
- Tags:** A field containing two tags: "* Interior" and "* OMNI Training". Below it is a note: "Choose Tags to be added to the page. These can be updated in page properties to add more later."
- Keywords:** A text field containing "Omni Training". A red arrow points to this field. Below it is a note: "Add keywords to describe key topics on your page. (For limited SEO purposes.)"
- Filename:** A text field containing "first-name-last-name". A red arrow points to this field. Below it is a note: "Enter a filename using only lowercase letters, underscores, or dashes"

Interior Page Options:

- Overwrite Existing:** A checkbox that is currently unchecked. Below it is a note: "If selected, this file will overwrite any existing file of the same name in the same location."
- Access Group:** A dropdown menu showing "(Inherit from Parent)". Below it is a note: "Specify the group with rights to edit this file."

At the bottom right of the form, there are two buttons: "Cancel" and "Create". A red arrow points to the "Create" button.

Interior Page

Concepts

< > Parameters

Insert a Hero Image
Insert Hero Caption
Insert a Featured Image and Video
Featured Image Alt Text

Additional Editable Features

Page Title
Description
Keywords
Tags
Page Heading
Breadcrumb

Basic Editing

Intro Text
Link Text
Insert PDF
Button No Stretch
Button Stretch
Insert an Image

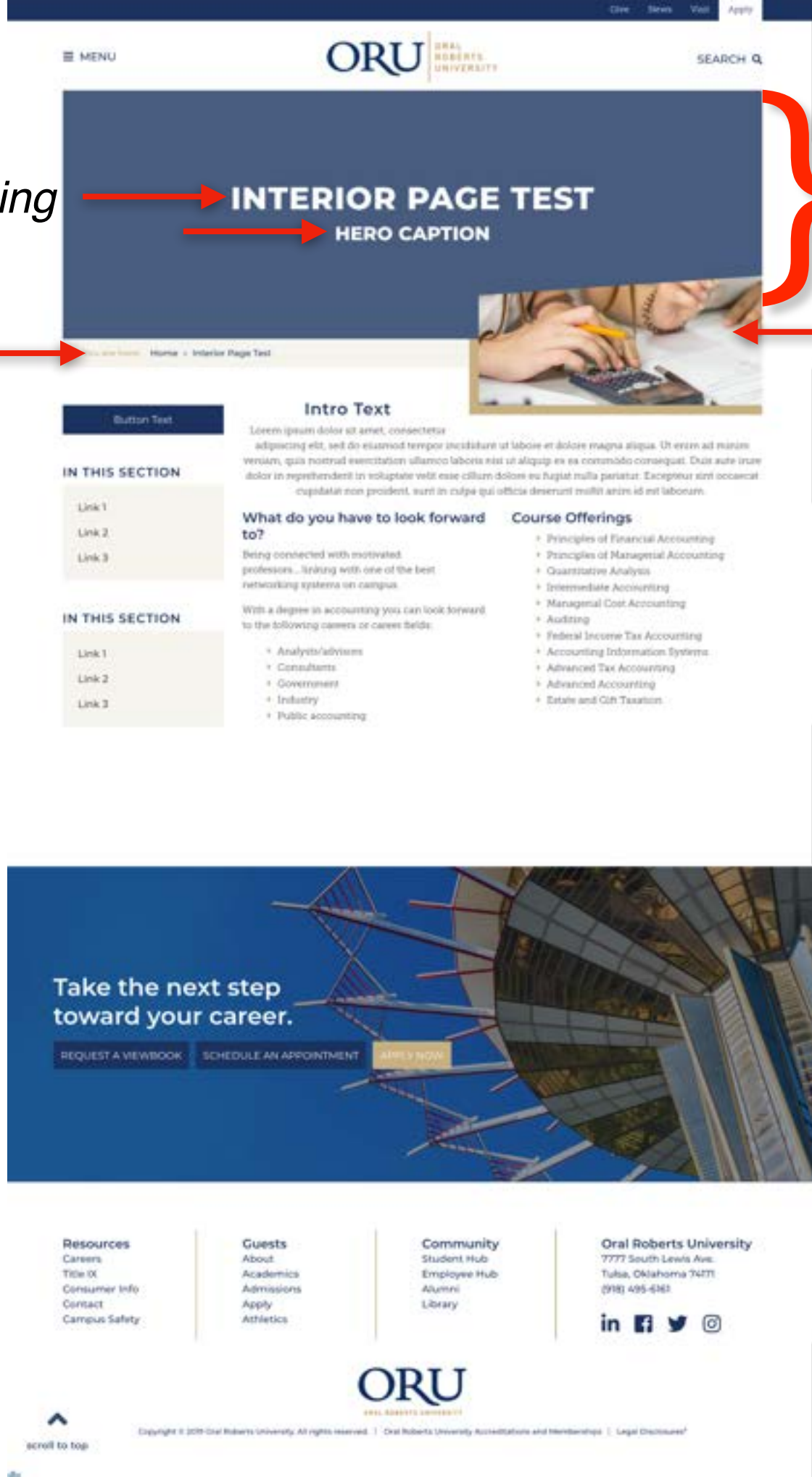
New Snippets Creation/Editing

Video Wrapper Snippet (Main Content)
Tan Angled Slider



Note: if the featured image option is enabled, make sure that the content in the “Main Content” section of the page has at least TWO blank paragraph spaces. This will prevent snippets/ components/text from being distorted.

- The Page Parameters feature allows you the ability to edit and insert the following:
- Page Title
 - Hero Image
 - Hero Caption
 - A Featured Image
 - A Featured Image with a Vimeo Video Link
 - Breadcrumbs
 - Page Descriptions
 - Keywords
 - Tags



How to Access & Edit Page < >Parameters

Concepts

Insert a Hero Image

Insert Hero Caption

Insert a Featured Image and Video

Featured Image Alt Text

Additional Editable Features

Page Title	Description
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Keywords	Tags
----------	------

Page Heading	Breadcrumb
--------------	------------

<> Parameters

How to Access and Edit

Step One

If you are not already in the page, check out the page & select the blue page title.



If you are in the page, check the page out and click “Properties”

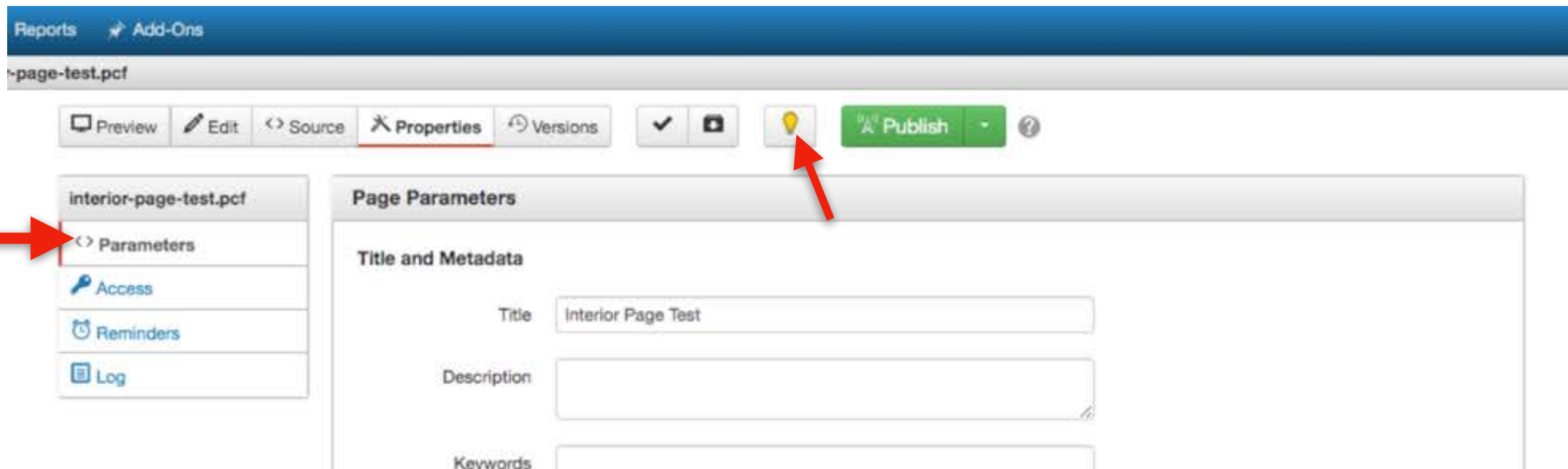


<> Parameters

How to Access and Edit

Step Two

Once you are in “Properties”, click “<>Parameters”



Note: In order to access “<>Parameters” you must have the page checked out, meaning the light bulb is yellow.

<> Parameters

How to Access and Edit

Step Three: Editable Content in Page Parameters

Hero Image →

Hero Caption →

Featured Image →

Featured Image Alt →

Vimeo Video →

Preview Edit Source Properties Versions ✓ □ 💡 Publish ?

first-name-last-name.pcf
<> Parameters
Access
Reminders
Log

Page Parameters

Title and Metadata

Title

Description

Keywords

Tags

Note: You will be able to edit the Title, Description, Keywords, Tags, Page Heading and Breadcrumbs in this section as well.

Custom Settings

Page Heading
Please enter the page heading.

Breadcrumb
Please enter the breadcrumb text. This is not used on index pages.

Hero Content

Hero Image
Select a hero image recommended dimensions maximum - width: 1559 pixels and height: 485 pixels and minimum - width: 600 pixels and height: 400 pixels.

Hero Caption
Hero caption line two.

Hero Link
Link for the hero caption.

Featured Content

Toggle Featured Content ☒ On ☐ Off
Featured content can be enabled or disabled.

Featured Image
Select a featured image recommended dimensions should be width: 600px; and height: 400px;

Featured Image Alt
Enter the featured image alt text.

Vimeo Video
Enter the Vimeo video URL.

Footer CTA

Enable Footer CTA ☒ Enabled
Enable the footer cta section.

Footer CTA Override
Override the footer cta path. This will take precedence over the directory variable.

Cancel

Save

< > Parameters

How to insert a Hero Image

<> Parameters

Hero Image

In page parameters under
“Hero Content”, click the
document file for “Hero Image”

Hero Content →

Hero Image →

Canvas LMS interface showing the 'Page Parameters' form for 'interior-page-test.pcf'. The form is divided into sections: Title and Metadata, Custom Settings, Hero Content, Featured Content, and Footer CTA. The 'Hero Content' section is highlighted with a red arrow from the text 'Hero Content'. Within 'Hero Content', the 'Hero Image' field is highlighted with a red arrow from the text 'Hero Image'. A red arrow points from the text 'Click Here' to the document file icon in the 'Hero Image' field. The 'Featured Content' section shows the 'Toggle Featured Content' set to 'On' and the 'Featured Image' field with a file path. The 'Footer CTA' section shows 'Enable Footer CTA' set to 'Enabled'.

Page Parameters

Title and Metadata

Title: Interior Page Test

Description:

Keywords:

Tags: Click to add tags

Custom Settings

Page Heading: Interior Page Test
Please enter the page heading.

Breadcrumb: Interior Page Test
Please enter the breadcrumb text. This is not used on index pages.

Hero Content

Hero Image: Clear
Select a hero image recommended dimensions maximum - width: 659 pixels and height: 485 pixels and minimum - width: 600 pixels and height: 400 pixels.

Hero Caption: Hero Caption
Hero caption line two.

Hero Link: Clear
Link for the hero caption.

Featured Content

Toggle Featured Content: ☒ On ☐ Off
Featured content can be enabled or disabled.

Featured Image: /_resources/images/accounting-header.jpg Clear
Select a featured image recommended dimensions should be width: 600px; and height: 400px.

Featured Image Alt: Featured image Alt Text
Enter the featured image alt text.

Vimeo Video:
Enter the Vimeo video URL.

Footer CTA

Enable Footer CTA: ☒ Enabled
Enable the footer cta section.

Footer CTA Override: Clear
Override the footer cta path. This will take precedence over the directory variable.

Click Here

<> Parameters

Hero Image

Step One: Make sure you are in the “Production” site. If you’re on staging, click the drop down arrow and select “Production”

Step Two: In the “Filter by Name” field, type “images”

Step Three: Select the “images” folder

Type “images” here

Select the “images” folder

Verify you are on the production server. If you are not, please see step one above.

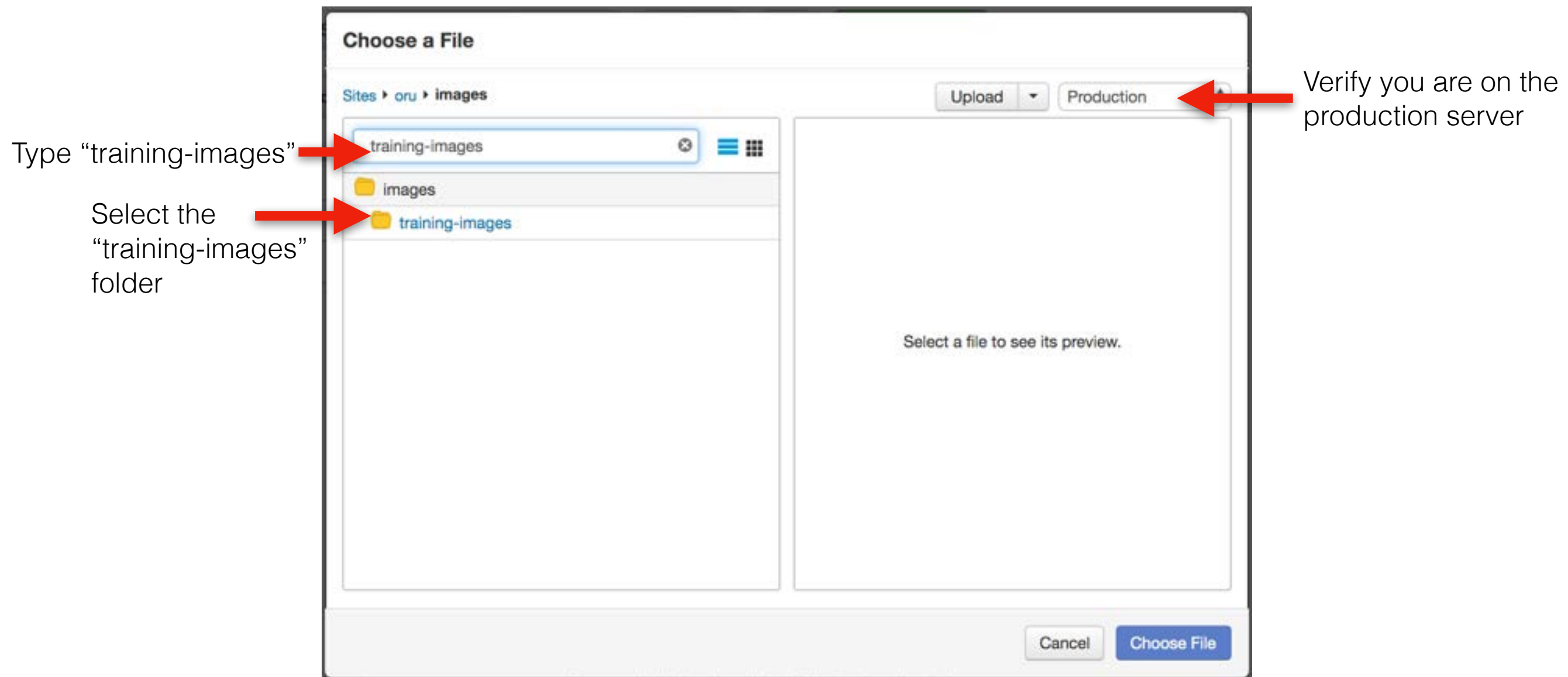
Note: In order for images to show up on your page, they must be published. Once you have published an image, it is automatically put on the Production server. If you put an image on your page from the Staging server, it will show up as a broken image. For steps on How to Publish/Upload an image to OMNI refer to slides 73-80.

<> Parameters

Hero Image

Step Four: In the “images” folder, go to “Filter by name” and type “training-images”

Note: This is where our images are for this specific training.

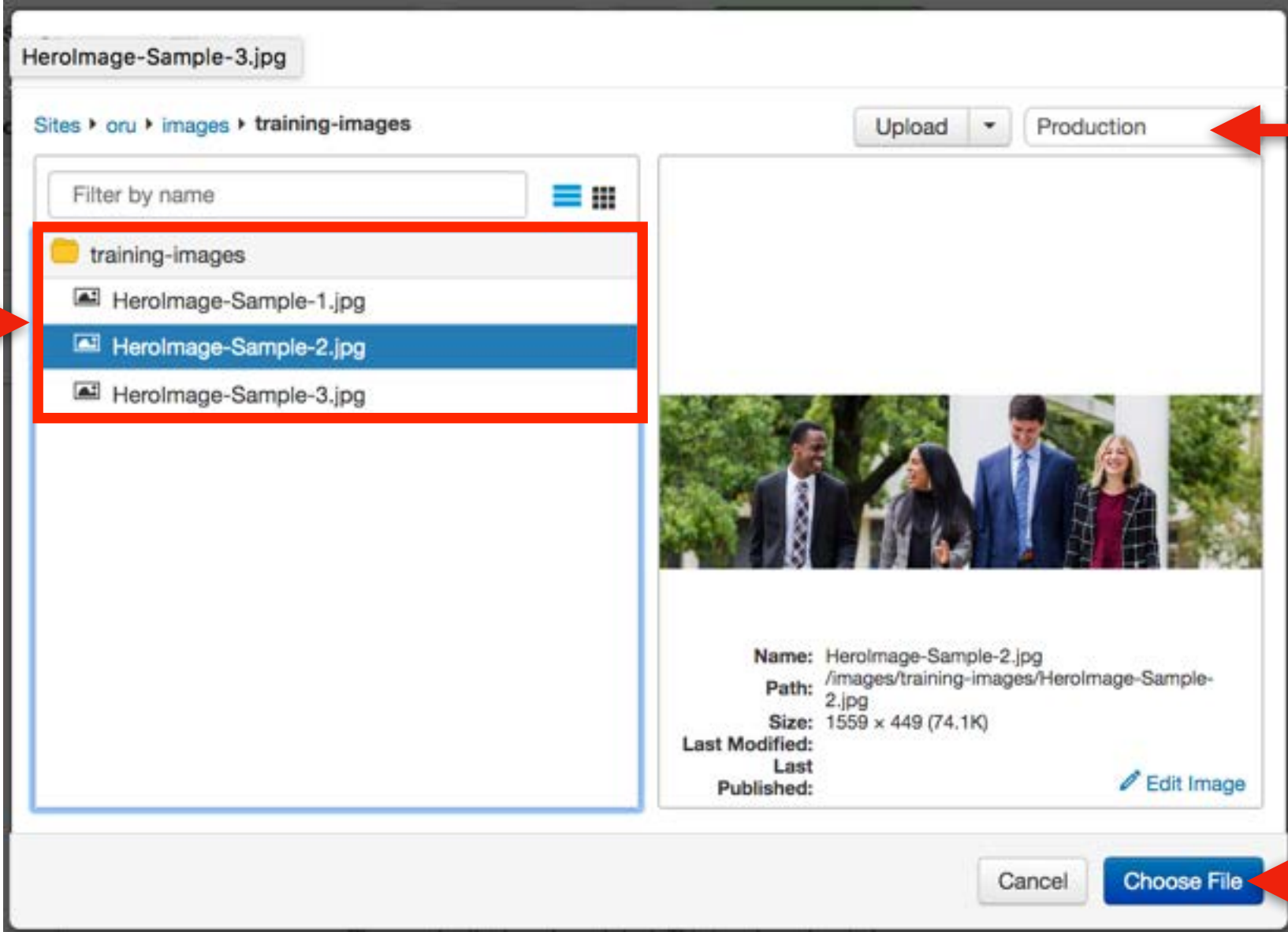


Note: On the live site, you will be able to create folders within the image folder for your department and put your department images in that folder.

<> Parameters

Hero Image

Step Five: Select one of the three hero image options and click “Choose File”



The screenshot shows a file selection interface for a hero image. The breadcrumb path is "Sites > oru > images > training-images". The "Production" tab is selected. A list of files in the "training-images" folder is shown, with "HerolImage-Sample-2.jpg" selected. A preview of the selected image is displayed, along with its metadata: Name: HerolImage-Sample-2.jpg, Path: /images/training-images/HerolImage-Sample-2.jpg, Size: 1559 x 449 (74.1K), and Last Modified: Last Published. The "Choose File" button is highlighted.

Verify you are on the production server

Select one of these three options

Click “Choose File”

Note: After clicking “Choose File”, you will be taken back to the Page Parameters.

< > *Parameters*

How to insert a Hero Caption

<> Parameters

Hero Image

In page parameters under
“Hero Content” edit the “Hero
Caption”

Hero Content

Hero Caption

The screenshot shows the 'Page Parameters' form for a page titled 'Interior Page Test'. The form is divided into several sections: 'Title and Metadata', 'Custom Settings', 'Hero Content', 'Featured Content', and 'Footer CTA'. The 'Hero Content' section is highlighted with a red arrow pointing to it from the text 'Hero Content'. Within this section, the 'Hero Image' field contains a dependency tag '[[t:32438343]]' and a 'Clear' button. A red arrow points to this field from the text 'Note: This is the dependency tag for the hero image you just selected for your page. If this is blank, a hero image was not selected. If you want to select a different Hero Image, you can click “Clear” and select a new one.' Below the 'Hero Image' field is the 'Hero Caption' field, which contains the text 'Hero Caption'. A red arrow points to this field from the text 'Hero Caption'. Below the 'Hero Caption' field is the 'Hero Link' field, which is empty and has a 'Clear' button. The 'Featured Content' section has a 'Toggle Featured Content' set to 'On', a 'Featured Image' field with a file path, a 'Featured Image Alt' field, and a 'Vimeo Video' field. The 'Footer CTA' section has an 'Enable Footer CTA' checkbox checked and a 'Footer CTA Override' field. At the bottom right of the form are 'Cancel' and 'Save' buttons.

Page Parameters

Title and Metadata

Title: Interior Page Test

Description:

Keywords:

Tags: Click to add tags

Custom Settings

Page Heading: Interior Page Test
Please enter the page heading.

Breadcrumb: Interior Page Test
Please enter the breadcrumb text. This is

Hero Content

Hero Image: [[t:32438343]] Select a hero image recommended dimensions maximum - width: 1559 pixels and height: 485 pixels and minimum - width: 600 pixels and height: 400 pixels. Clear

Hero Caption: Hero Caption
Hero caption line two.

Hero Link: Link for the hero caption. Clear

Featured Content

Toggle Featured Content: ☒ On ☐ Off
Featured content can be enabled or disabled.

Featured Image: /_resources/images/accounting-header.jpg Select a featured image recommended dimensions should be width: 600px; and height: 400px. Clear

Featured Image Alt: Featured image Alt Text
Enter the featured image alt text.

Vimeo Video: Enter the Vimeo video URL.

Footer CTA

Enable Footer CTA: ☒ Enabled
Enable the footer cta section.

Footer CTA Override: Override the footer cta path. This will take precedence over the directory variable. Clear

Cancel Save

Note: This is the dependency tag for the hero image you just selected for your page. If this is blank, a hero image was not selected. If you want to select a different Hero Image, you can click “Clear” and select a new one.

Type “Hero Caption”

< > *Parameters*

*How to insert a Featured
Image*

<> Parameters

Hero Image

In page parameters under “Featured Content”, click the document file for “Featured Image”

Featured Content →

Featured Image →

interior-page-test.pcf

- <> Parameters
- Access
- Reminders
- Log

Page Parameters

Title and Metadata

Title: Interior Page Test

Description:

Keywords:

Tags: Click to add tags

Custom Settings

Page Heading: Interior Page Test
Please enter the page heading.

Breadcrumb: Interior Page Test
Please enter the breadcrumb text. This is not used on index pages.

Hero Content

Hero image: {{t:32438343}} Clear
Select a hero image recommended dimensions maximum - width: 1559 pixels and height: 485 pixels and minimum - width: 600 pixels and height: 400 pixels.

Hero Caption: Hero Caption
Hero caption line two.

Hero Link: Clear
Link for the hero caption.

Featured Content

Toggle Featured Content: ☒ On ☐ Off
Featured content can be enabled or disabled.

Featured Image: /_resources/images/accounting-header.jpg Clear
Select a featured image recommended dimensions should be width: 1000px; and height: 400px;.

Featured Image Alt: Featured Image Alt Text
Enter the featured image alt text.

Vimeo Video:
Enter the Vimeo video URL.

Footer CTA

Enable Footer CTA: ☒ Enabled
Enable the footer cta section.

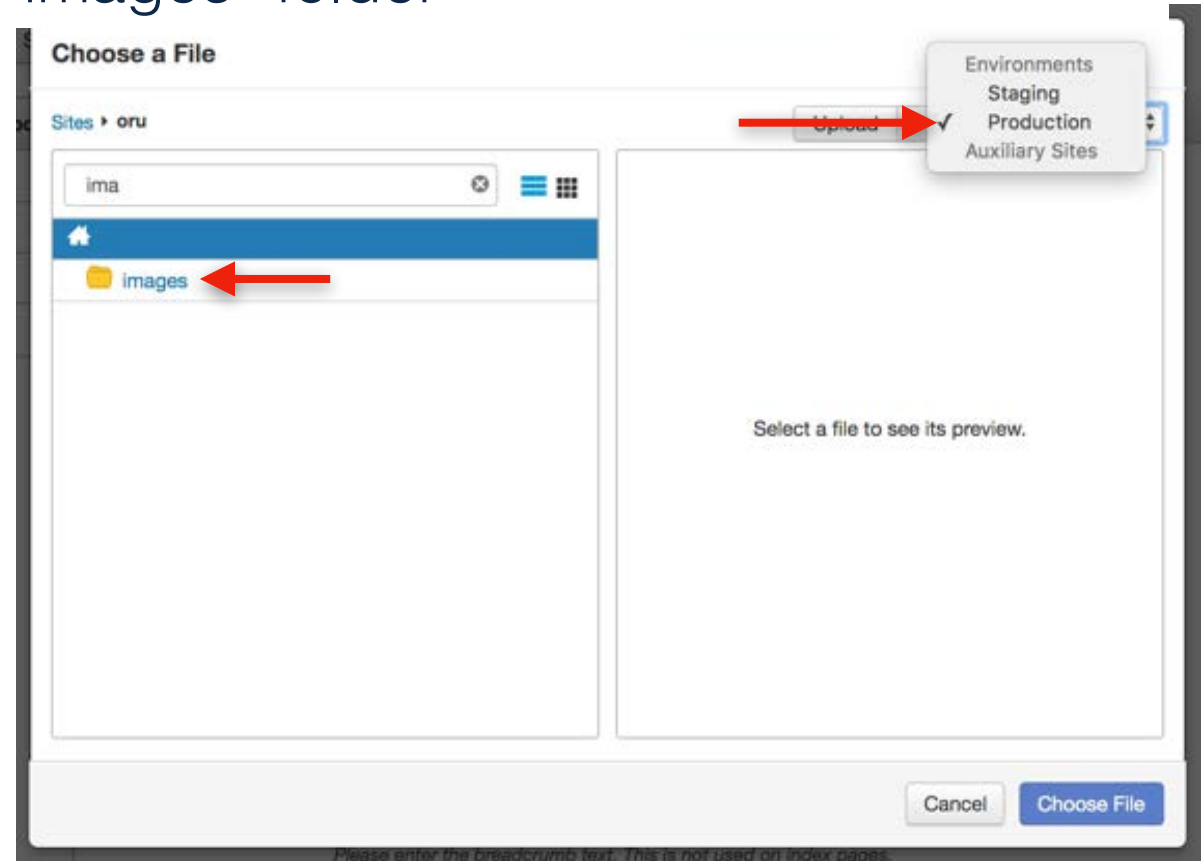
Footer CTA Override: Clear
Override the footer cta path. This will take precedence over the directory variable.

Cancel Save

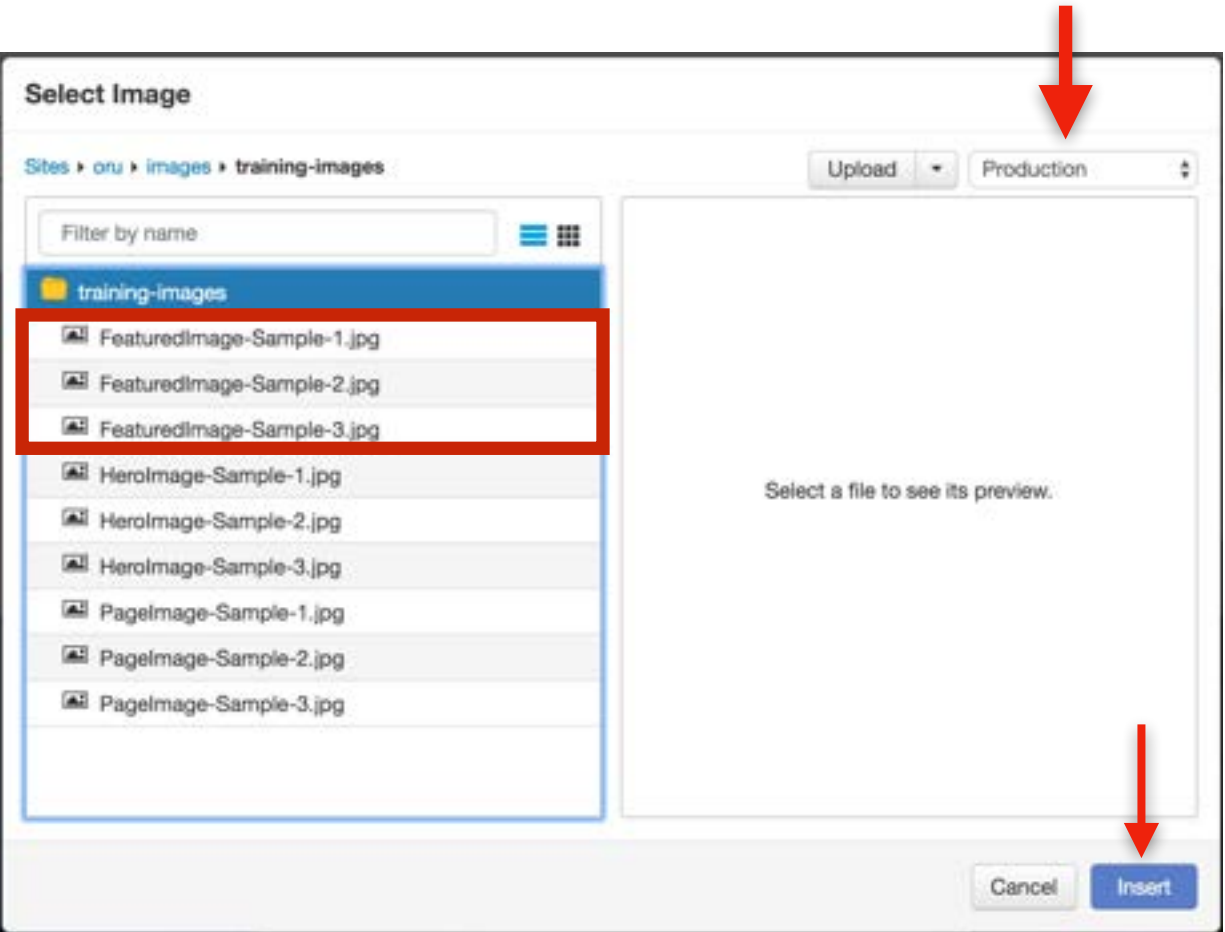
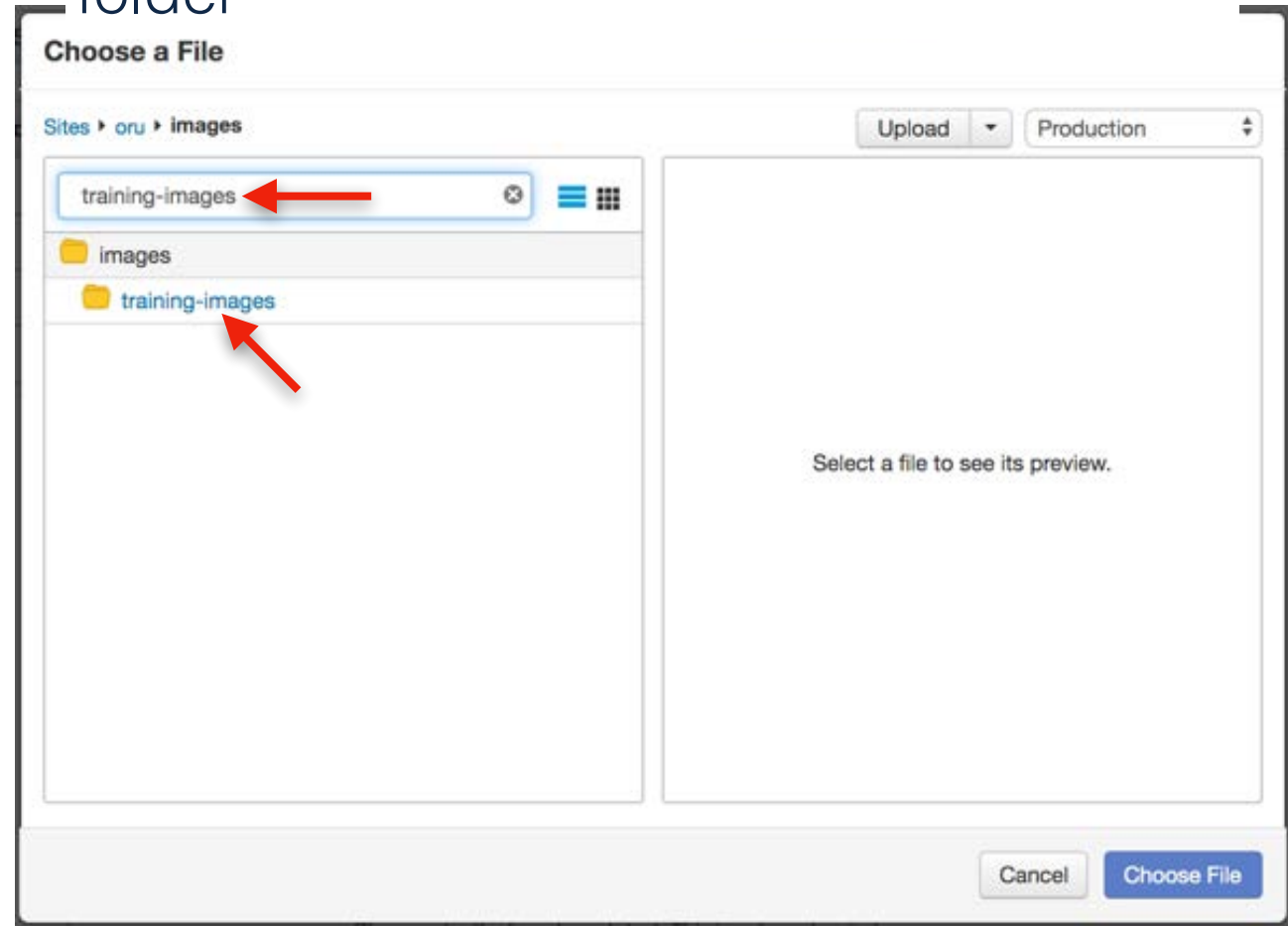
} You are able to enable/disable this feature

Click the document file to select an image.

Step One: Make sure you are on the Production Server, and select the “images” folder



Step Two: in the “images” folder search for “training-images”, and select that folder



Step Three: Select one of the “FeaturedImage-Sample” options.

Step Four: Select “Choose File”

After clicking “Choose File”, you will be taken back to the Page Parameters.

Important Note: Make sure you are in the *Production Server*. If you are not, your images will appear broken on your page.

<> Parameters

Hero Image

Toward the bottom of the page parameters in the “Featured Image Alt” field, type “Descriptive Text”

Featured Content →

Featured Image Alt →

This is text that is used to describe the image to web users who are visually impaired.

The screenshot shows a configuration panel titled "Featured Content". It includes a "Toggle Featured Content" section with radio buttons for "On" (selected) and "Off". Below this is a "Featured Image" field with a text input containing "/_resources/images/accounting-header.jpg" and a "Clear" button. A note specifies recommended dimensions of 600px width and 400px height. The "Featured Image Alt" field is a text input containing "Featured image Alt Text", with a note to "Enter the featured image alt text." Below that is a "Vimeo Video" field with a text input and a note to "Enter the Vimeo video URL...". The panel also has a "Footer CTA" section with an "Enable Footer CTA" toggle set to "Enabled" and a "Footer CTA Override" field with a "Clear" button. A note at the bottom states: "Override the footer cta path. This will take precedence over the directory variable."

Cancel Save

Note: This is text that is used to describe the image to web users who are visually impaired and helps with SEO.

< > Parameters

How to insert a Featured Video

Note: This is an optional method for inserting a video on an interior page.

*All videos placed on the website **MUST** be from the ORU Vimeo account.*

*If you want to place a video on the website that is not from the ORU Vimeo account, you **MUST** send your video to Roy Baker, **rbaker@oru.edu**, for approval and before it will be added to the ORU account.*

<> Parameters

Featured Video

The screenshot shows the 'Parameters' page for a file named 'interior-page-test.pdf'. The left sidebar contains links for 'Parameters', 'Access', 'Reminders', and 'Log'. The main content area is titled 'Page Parameters' and includes the following sections:

- Title and Metadata:** Fields for Title (Interior Page Test), Description, Keywords, and Tags (Click to add tags).
- Custom Settings:** Fields for Page Heading (Interior Page Test) and Breadcrumb (Interior Page Test).
- Hero Content:** Fields for Hero Image (P-29755270), Hero Caption (Hero Caption), and Hero Link.
- Featured Content:** A toggle switch for 'Toggle Featured Content' (currently On).
- Featured Image:** A field for 'Featured Image' (/_resources/images/accounting-header.jpg).
- Featured Image Alt:** A field for 'Featured Image Alt Text'.
- Vimeo Video:** A field for 'Vimeo Video' (https://vimeo.com/24480676).
- Footer CTA:** A field for 'Enable Footer CTA' (currently Enabled).

Red arrows point from the following text to the corresponding fields in the screenshot:

- Featured Content** points to the 'Toggle Featured Content' switch.
- Note:** You *MUST* have a featured image in order for the video to display on the page. points to the 'Featured Image' field.
- Vimeo Video** points to the 'Vimeo Video' field.

Under “Featured Content”
edit “Vimeo Video”

Featured Content →

Note: You **MUST** have a featured image in order for the video to display on the page.

Vimeo Video →

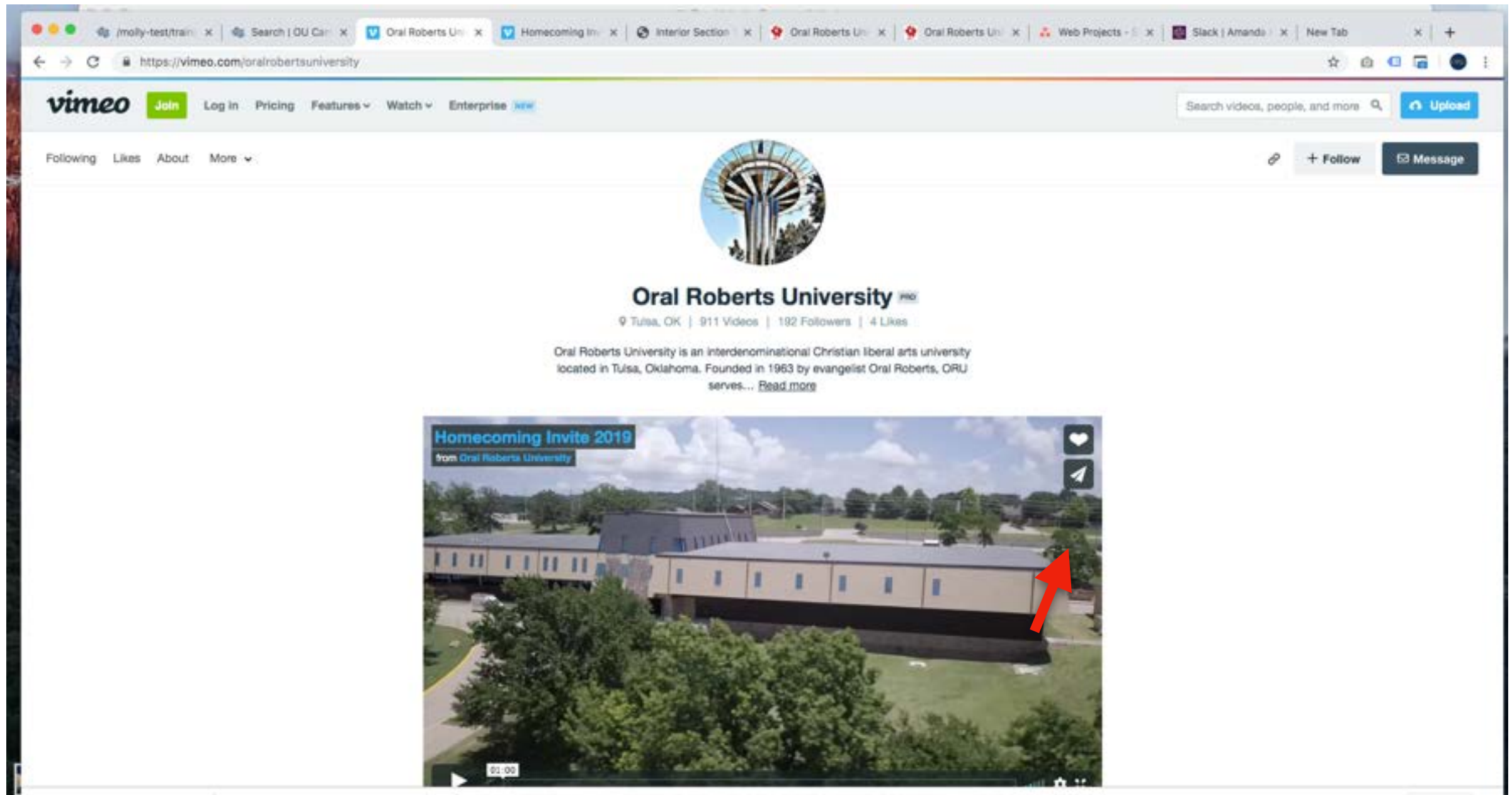
All videos placed on the website **MUST** be from the ORU Vimeo account.
If you want to place a video on the website that is not from the ORU Vimeo account, you **MUST** send your video to Roy Baker, rbaker@oru.edu, for approval and before it will be added to the ORU account.

<> Parameters

Featured Video

In a new browser tab, go to ***<https://vimeo.com/oralrobertsuniversity>***

DO NOT CLOSE THIS TAB - We will use it later in the presentation



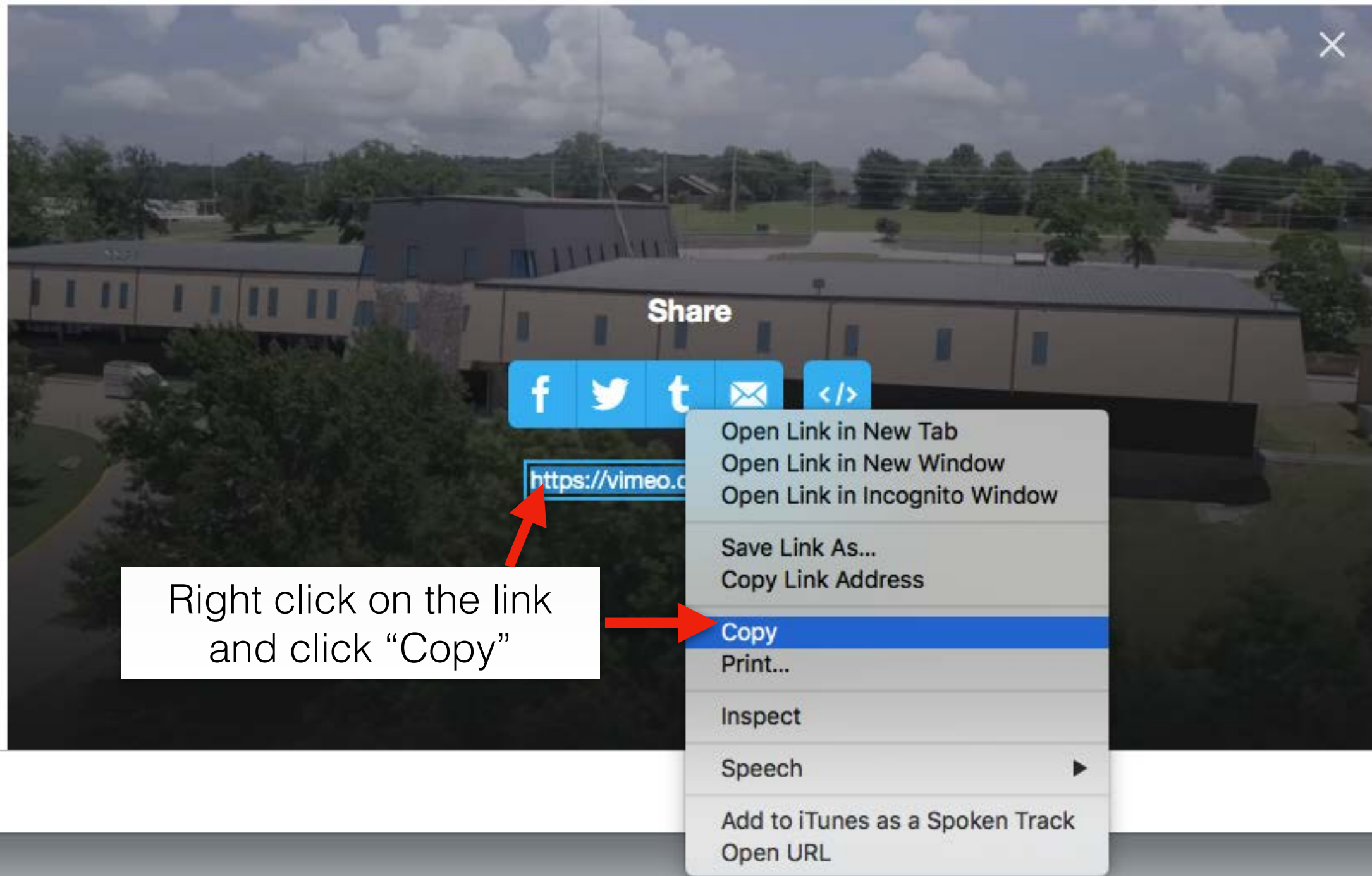
All videos placed on the website **MUST** be from the ORU Vimeo account.
If you want to place a video on the website that is not from the ORU Vimeo account, you **MUST** send your video to Roy Baker, **rbaker@oru.edu**, for approval and before it will be added to the ORU account.

<> Parameters

Featured Video

In a new browser tab, go to ***<https://vimeo.com/oralrobertsuniversity>***

DO NOT CLOSE THIS TAB - We will use it later in the presentation



All videos placed on the website **MUST** be from the ORU Vimeo account.

If you want to place a video on the website that is not from the ORU Vimeo account, you **MUST** send your video to Roy Baker, **rbaker@oru.edu**, for approval and before it will be added to the ORU account.

<> Parameters

Featured Video

Featured Content →

The screenshot shows a web form titled "Featured Content". It contains several sections: "Toggle Featured Content" with radio buttons for "On" (selected) and "Off"; a note "Featured content can be enabled or disabled."; "Featured Image" with a text input field containing "/resources/images/accounting-header.jpg" and a "Clear" button; a note "Select a featured image recommended dimensions should be width: 600px; and height: 400px."; "Featured Image Alt" with a text input field containing "Featured Image Alt Text" and a note "Enter the featured image alt text."; "Vimeo Video" with a text input field containing "https://vimeo.com/24480878" and a note "Enter the Vimeo video URL."; and "Footer CTA" with a section for "Enable Footer CTA" (radio button "Enabled" is selected, note "Enable the footer cta section.") and "Footer CTA Override" with a text input field and a "Clear" button, with a note "Override the footer cta path. This will take precedence over the directory variable.".

Paste Video link in the
“Vimeo Video” field →

Click “Save” when finished

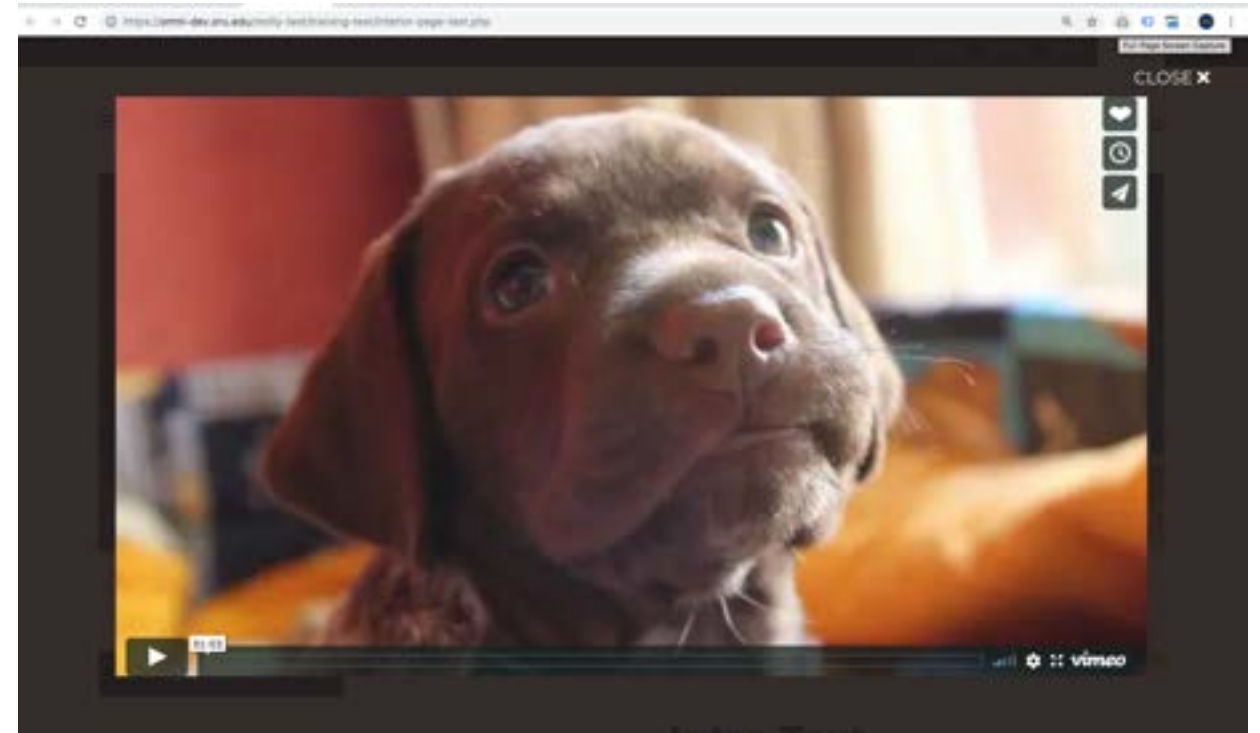
Cancel Save

All videos placed on the website **MUST** be from the ORU Vimeo account.
If you want to place a video on the website that is not from the ORU Vimeo account, you **MUST** send your video to Roy Baker, rbaker@oru.edu, for approval and before it will be added to the ORU account.

<> Parameters

Featured Video

Click “Play” to see the video



All videos placed on the website **MUST** be from the ORU Vimeo account.
If you want to place a video on the website that is not from the ORU Vimeo account, you **MUST** send your video to Roy Baker, rbaker@oru.edu, for approval and before it will be added to the ORU account.

Edit An Interior Page

Main Content

Add Intro Text

Link PDF 

Add Button Stretch

Add Button No Stretch

Video Wrapper Snippet

Insert Image

Note: Main Content items only take up 2/3 of the page

Main Content

Intro Text

Concepts

Text Styling

Linking Text 

Main Content

Intro Text

Make sure the page is checked out



Be in the "Editing" Mode



Select the green Main Content button to begin editing

Full Width Content

TAKE THE NEXT STEP
TOWARD YOUR CAREER.

REQUEST A VIEWBOOK

SCHEDULE AN APPOINTMENT

APPLY NOW

We use cookies to offer you a better experience. By continuing to use this website, you consent to the use of cookies in accordance with our [privacy policy](#).

Decline

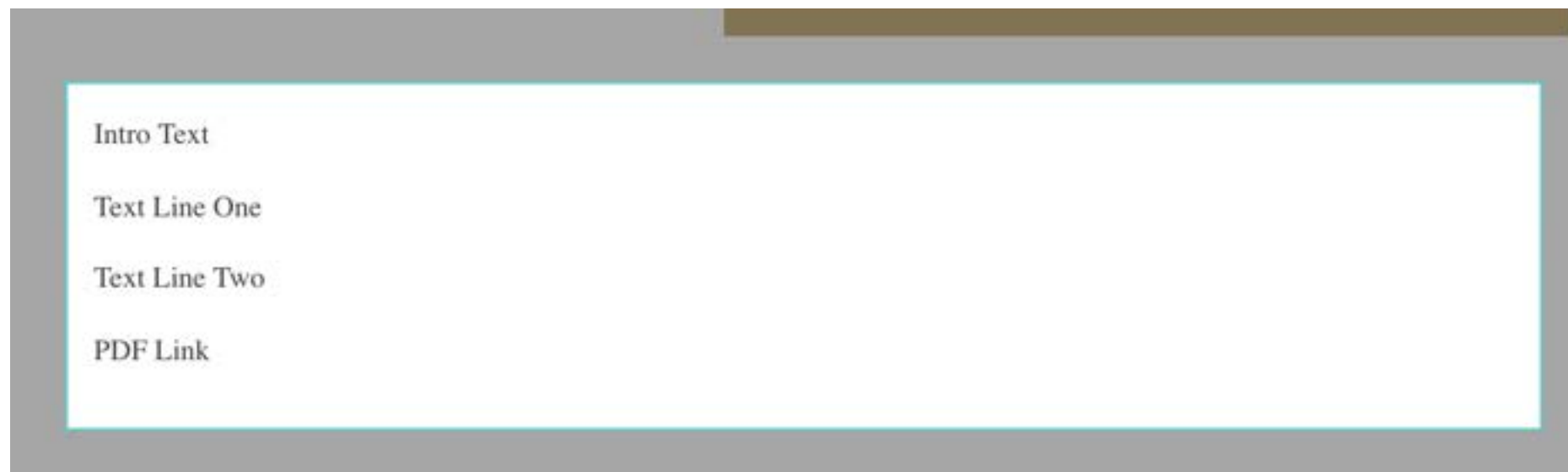
Accept

Main Content

Intro Text

1. Click inside the editable region
2. Type “Intro Text”
3. Hit “Enter” on your keyboard, and type “Text Line One”
4. Hit “Enter” on your keyboard, and type “Text Line Two”
5. Hit “Enter” on your keyboard, and type “PDF Link”

Note: Steps 3 and 4 are just for spacing purposes - we will not be editing those lines of text.



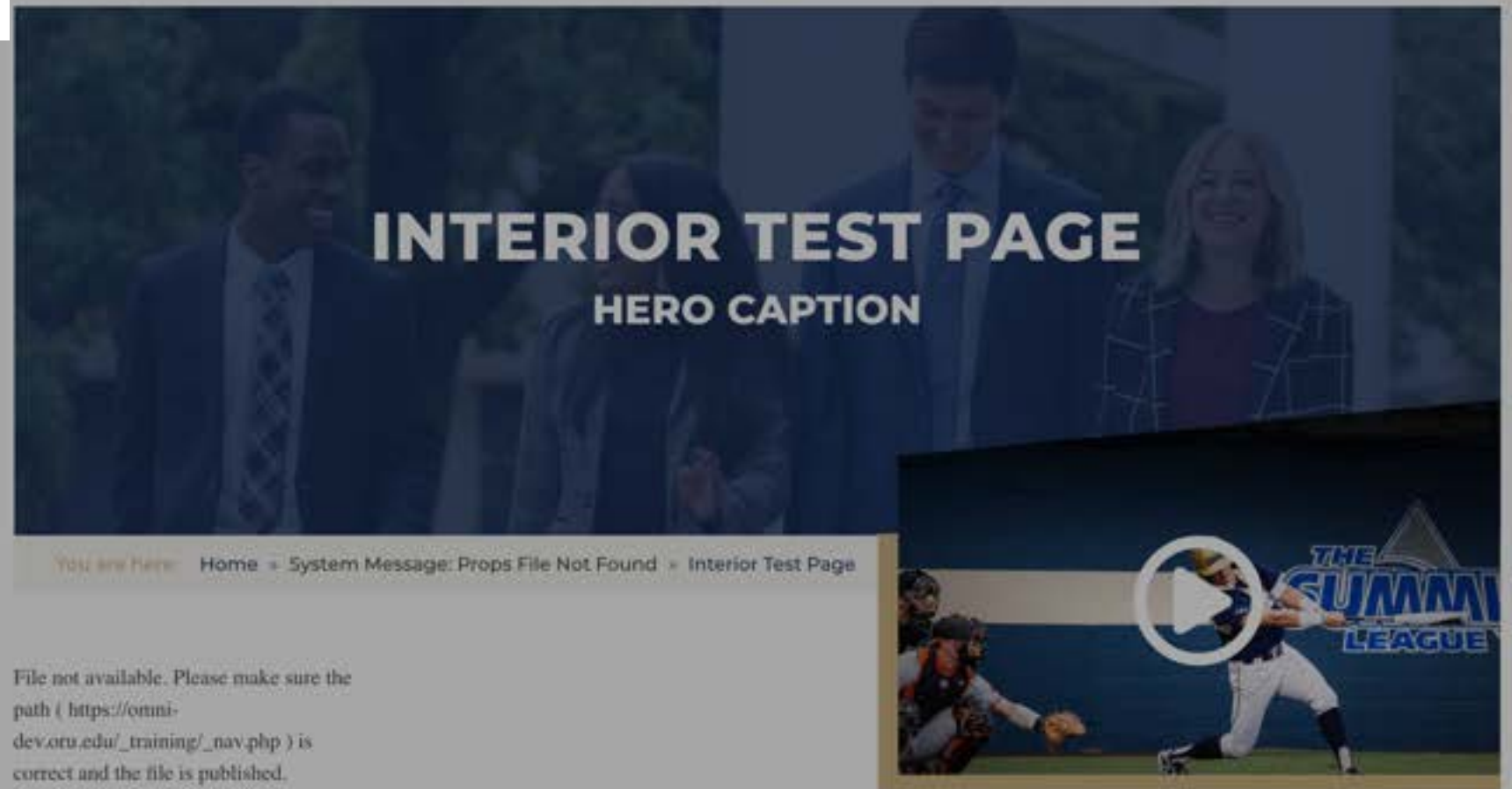
Notes: If your featured image is showing and you would like your intro text to be centered on the page, then click inside the editable area and hit “Enter” on your keyboard twice. If you want it centered on the page, then click inside the editable area and start typing. It is recommended to have 3-4 sentences in the intro text.

Main Content

Intro Text - How to change font styles



Click on this drop down menu



Intro Text

Text Line One

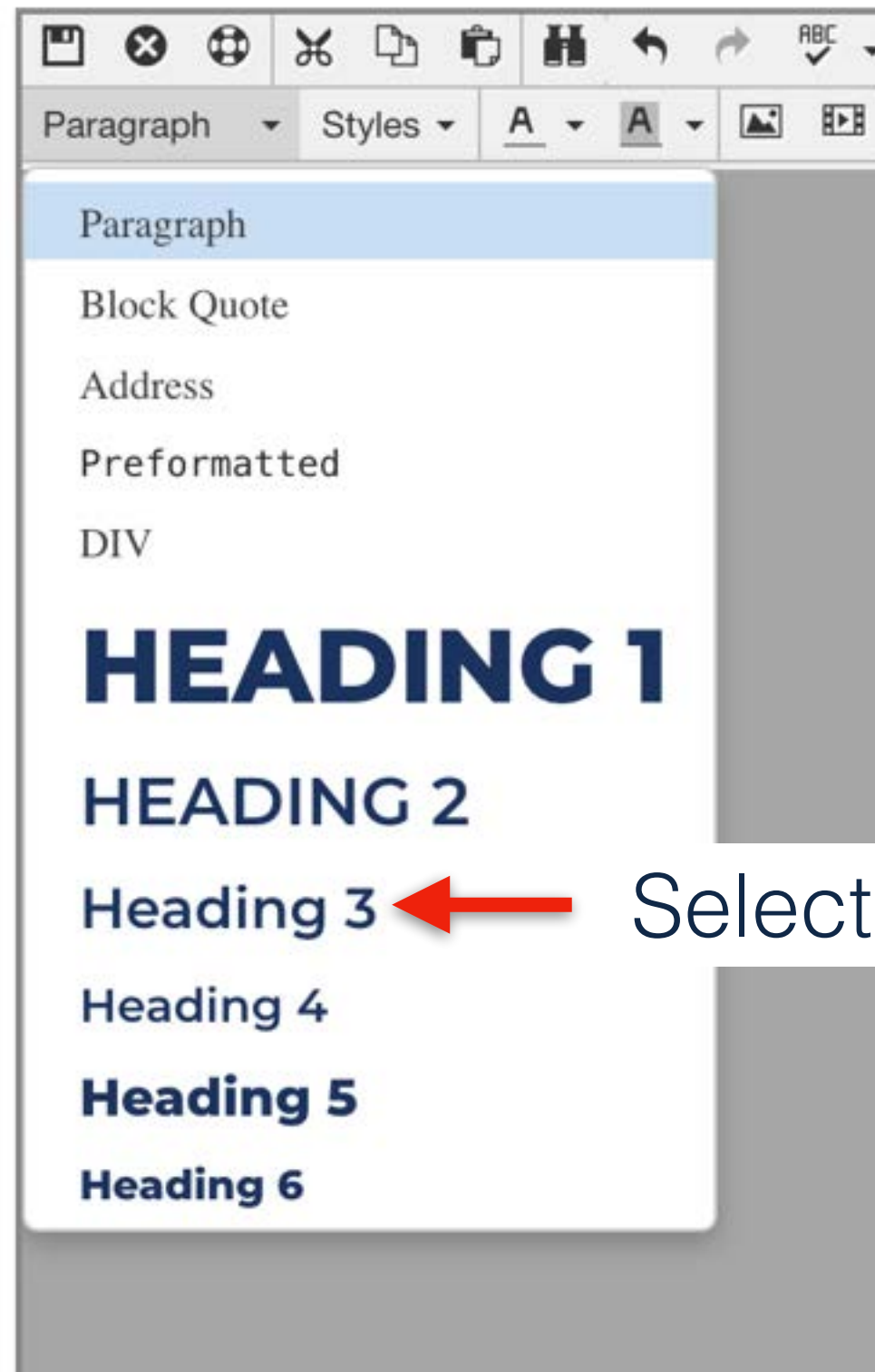
Text Line Two

PDF Link

← Highlight your "Intro Text" line

Main Content

Intro Text - How to change font styles



Select Heading 3

Main Content

Intro Text - How to change font styles

The screenshot displays a web editor interface. At the top is a comprehensive toolbar with icons for various editing functions such as undo, redo, bold, italic, underline, and text alignment. Below the toolbar, the main content area shows a hero section with a background image of people and the text "INTERIOR TEST PAGE" and "HERO CAPTION". Below this is a breadcrumb trail: "You are here: Home > System Message: Props File Not Found > Interior Test Page". A system message states: "File not available. Please make sure the path (https://omni-dev.ottu.edu/_training/_nav.php) is correct and the file is published." To the right is a video player showing a baseball game. A callout box at the bottom right highlights the "Intro Text" option in the styles menu, with a red arrow pointing to it. The callout text reads: "Our text is now in Heading 3 instead of Paragraph".

Intro Text

Text Line One

Text Line Two

PDF Link

Our text is now in Heading 3 instead of Paragraph

Note: In the toolbar you also have the ability to bullet, number, bold, italicize, underline, indent, and strike through your text.

Main Content

 Link Text - PDF

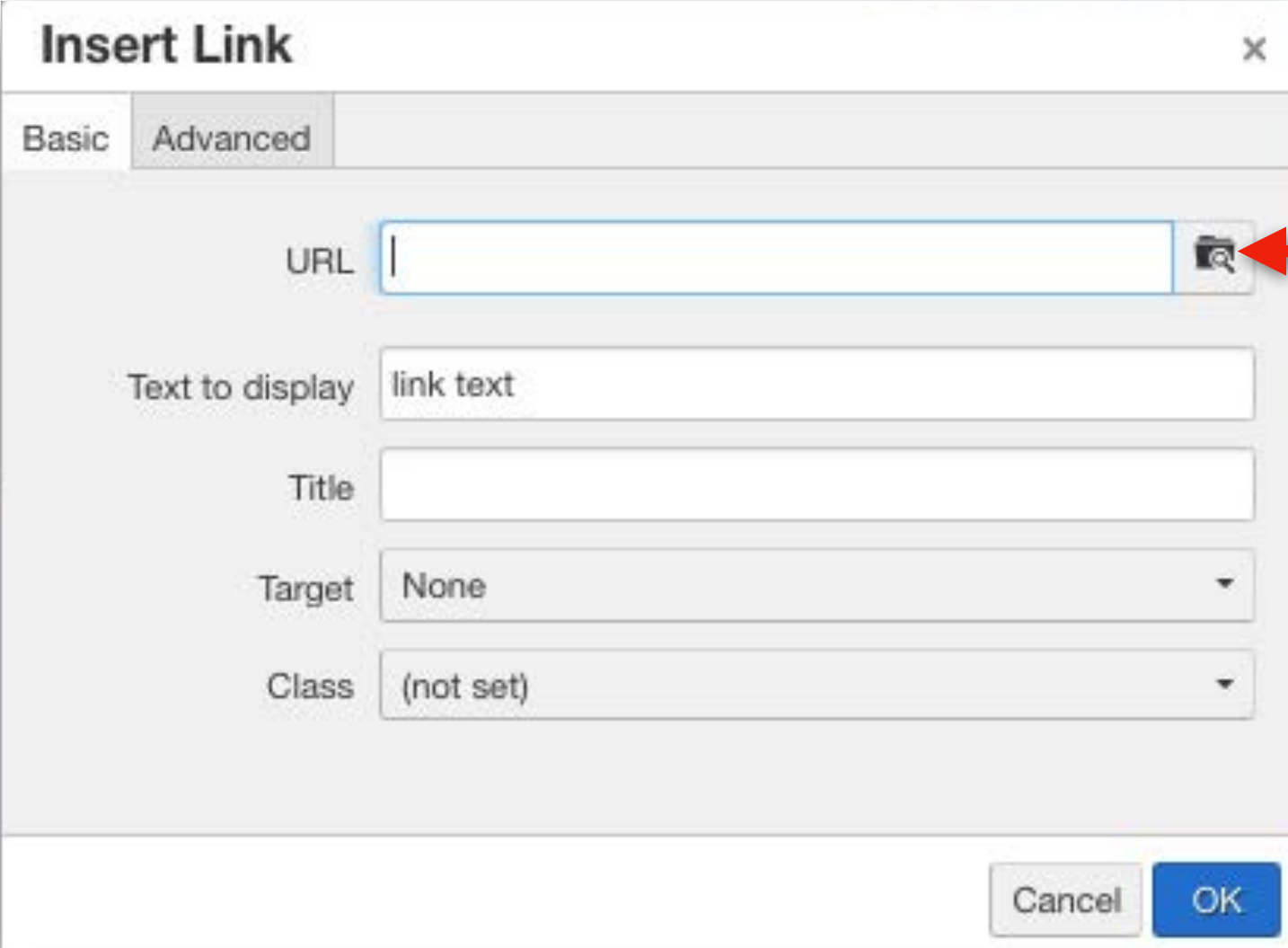
1. Highlight the text “PDF Link”
2. In the toolbar select “Insert/Edit Link”  icon



Note: The steps for linking a PDF on a page are the same steps for linking an internal page to an internal page. If you want to link an external link then you **MUST** type out the full page url in the url editing field. For example: “<https://oru.edu>”

Main Content

 Link Text - PDF



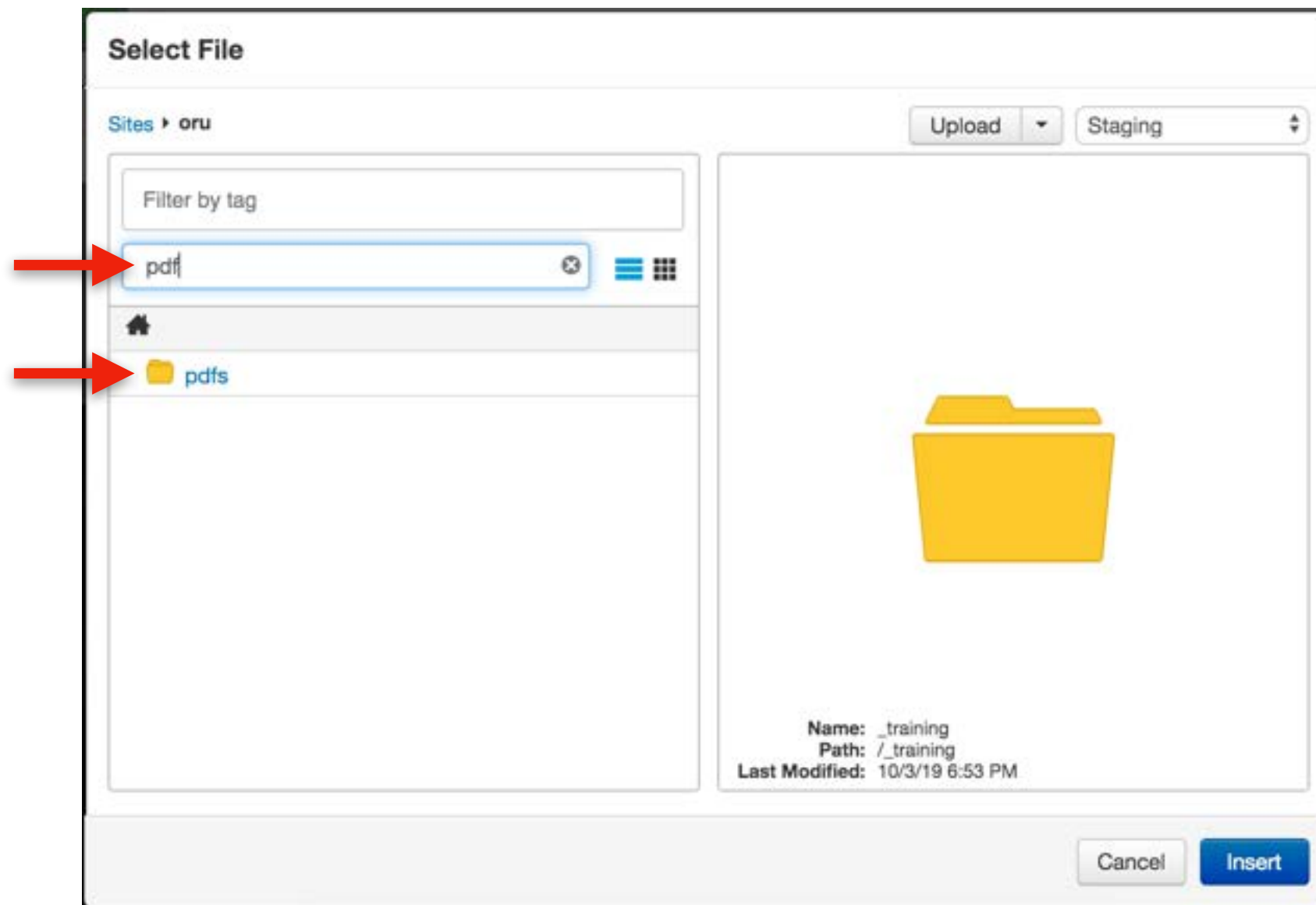
The image shows a 'Basic' tab in an 'Insert Link' dialog box. It contains fields for 'URL', 'Text to display', 'Title', 'Target', and 'Class'. The 'URL' field is highlighted with a red arrow pointing to a document folder icon. The 'Text to display' field contains 'link text'. The 'Title' field is empty. The 'Target' dropdown is set to 'None'. The 'Class' dropdown is set to '(not set)'. At the bottom are 'Cancel' and 'OK' buttons.

Field	Value
URL	
Text to display	link text
Title	
Target	None
Class	(not set)

Select the document folder

Note: The steps for linking a PDF on a page are the same steps for linking an internal page to an internal page. If you want to link an external link then you **MUST** type out the full page url in the url editing field. For example: "<https://oru.edu>"

Search for the “pdf” folder, and select the “pdf” folder

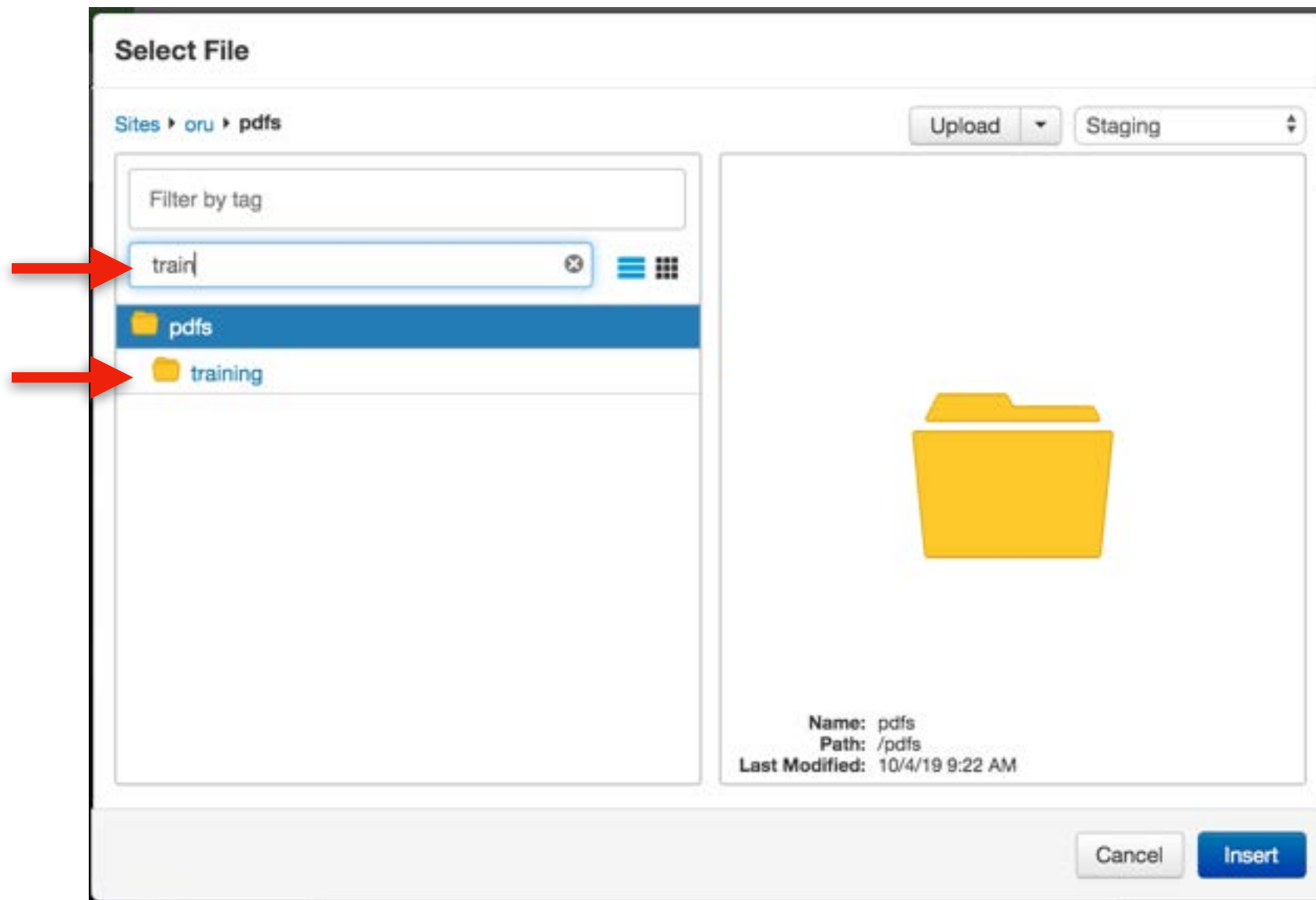


Note: The steps for linking a PDF on a page are the same steps for linking an internal page to an internal page. If you want to link an external link then you **MUST** type out the full page url in the url editing field. For example: “<https://oru.edu>”

Main Content

 Link Text - PDF

In the pdf folder, search for the “training” folder and select the “training” folder.

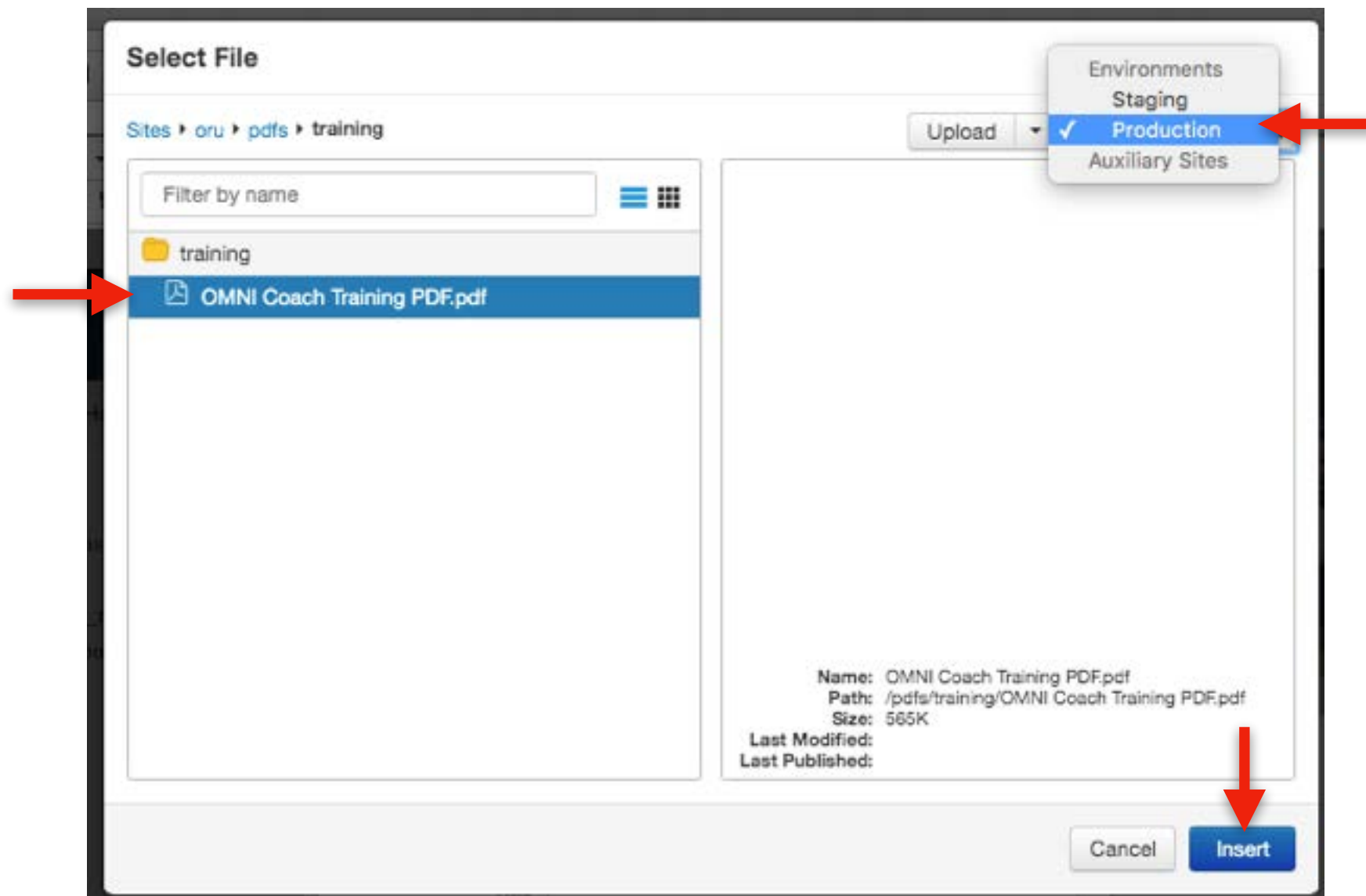


Note: The PDF folder will have subfolders for each department. If a subfolder for your department has not already been created, then after training you can create one. Your department folders are where you can upload and store all of your PDFs on your department web pages.

Main Content

 Link Text - PDF

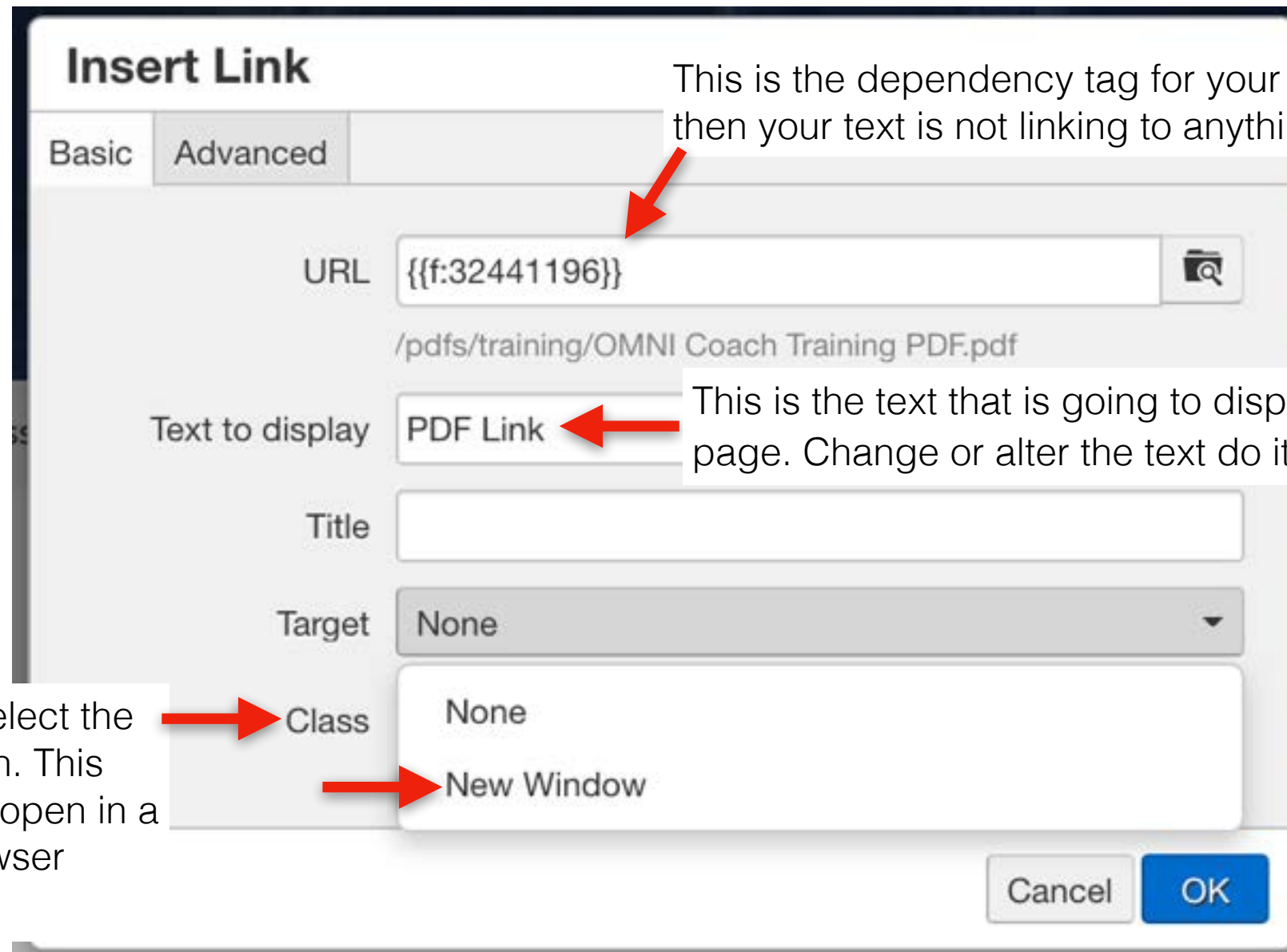
1. Make sure you are on the “Production” Server
2. Once in the Production Server, select the “OMNI Coach Training PDF.pdf”
3. Select “Insert”



Note: The steps for linking a PDF on a page are the same steps for linking an internal page to an internal page. If you are wanting to link an external link then you **MUST** type out the full page url in the url editing field. For example: “<https://oru.edu>”

Main Content


 Link Text - PDF



The screenshot shows the 'Insert Link' dialog box with the 'Advanced' tab selected. The 'URL' field contains the dependency tag `{{f:32441196}}`. The 'Text to display' field contains 'PDF Link'. The 'Target' dropdown is set to 'None'. The 'Class' dropdown is open, showing 'None' and 'New Window' options. Red arrows point from the explanatory text to each of these fields.

Insert Link

Basic Advanced

URL `{{f:32441196}}` 

/pdfs/training/OMNI Coach Training PDF.pdf

Text to display PDF Link

Title

Target None

Class

None

New Window

Cancel OK

This is the dependency tag for your pdf. If this box is empty, then your text is not linking to anything.

This is the text that is going to display over the link on the page. Change or alter the text do it in this field.

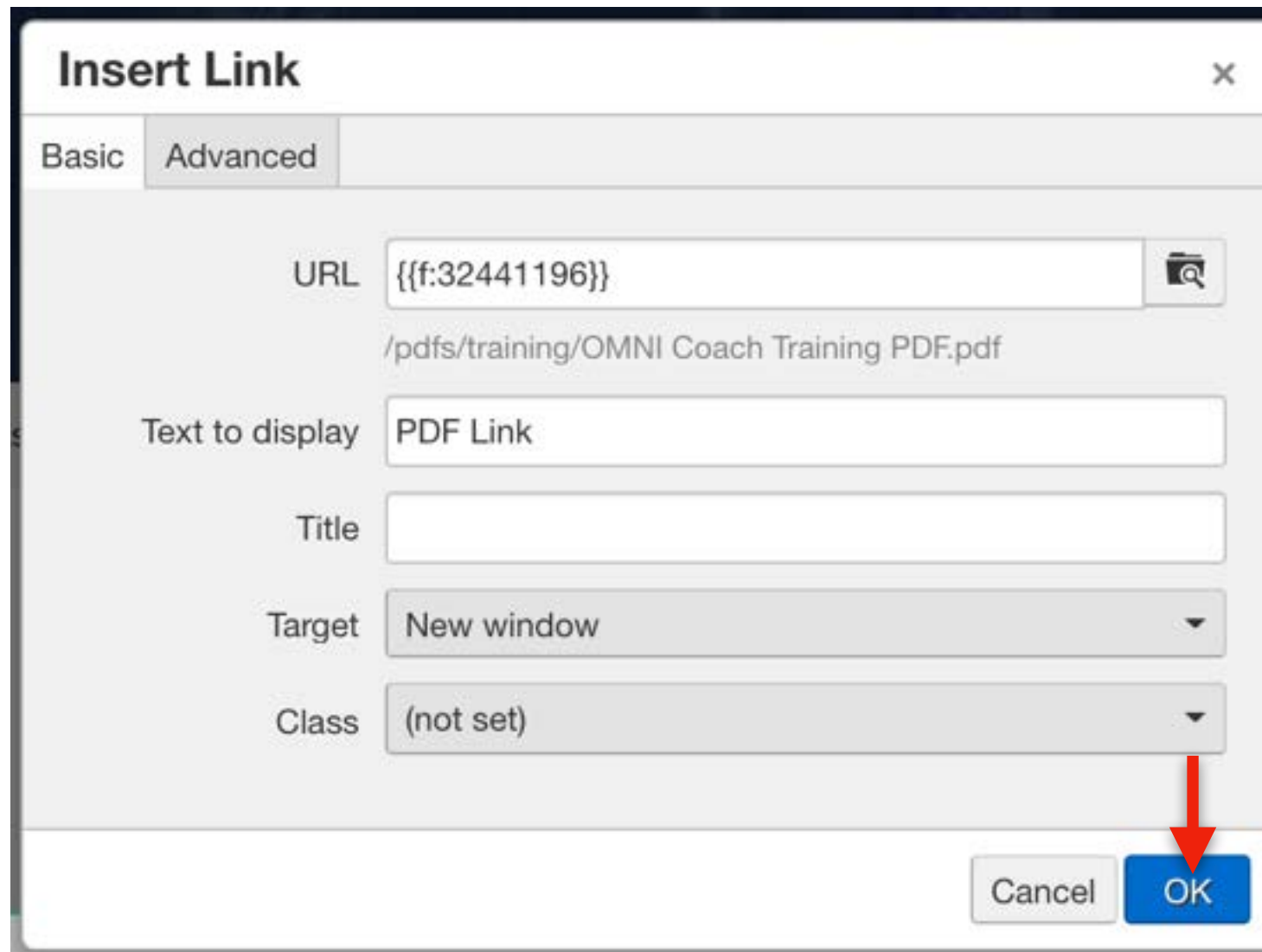
In the "Class" field select the "New Window" option. This will allow your pdf to open in a new tab on their browser when clicked

Note: The steps for linking a PDF on a page are the same steps for linking an internal page to an internal page. If you are wanting to link an external link then you **MUST** type out the full page url in the url editing field. For example: <https://oru.edu>

Main Content

 Link Text - PDF

Click “OK”



The image shows a screenshot of the 'Insert Link' dialog box. It has two tabs: 'Basic' and 'Advanced'. The 'Basic' tab is selected. The 'URL' field contains the text '{{f:32441196}}' and has a magnifying glass icon to its right. Below the URL field, the text '/pdfs/training/OMNI Coach Training PDF.pdf' is visible. The 'Text to display' field contains the text 'PDF Link'. The 'Title' field is empty. The 'Target' dropdown menu is set to 'New window'. The 'Class' dropdown menu is set to '(not set)'. At the bottom right, there are two buttons: 'Cancel' and 'OK'. A red arrow points to the 'OK' button.

Note: The steps for linking a PDF on a page are the same steps for linking an internal page to an internal page. If you are wanting to link an external link then you **MUST** type out the full page url in the url editing field. For example: “<https://oru.edu>”

Main Content

 Link Text - PDF

After clicking “OK”, you will be taken back to the editable main content region. Click the “Save” button in the toolbar to preview your page and test your link.



Intro Text

Text Line One

Text Line Two

PDF Link

 This is what your link will look like when in editing mode.

Note: The steps for linking a PDF on a page are the same steps for linking an internal page to an internal page. If you are wanting to link an external link then you **MUST** type out the full page url in the url editing field. For example: “<https://oru.edu>”

Main Content

 Link Text - PDF

[Give](#) [News](#) [Visit](#) [Apply](#)

 MENU

 ORU ORAL ROBERTS UNIVERSITY

SEARCH 



INTERIOR TEST PAGE

HERO CAPTION

[You are here:](#) [Home](#) » [System Message: Props File Not Found](#) » [Interior Test Page](#)


File not available. Please make sure the path (https://omni-dev.oru.edu/_training/_nav.php) is correct and the file is published.

 Main Content

Intro Text

Text Line One

Text Line Two

 Left Content



[PDF Link](#) 

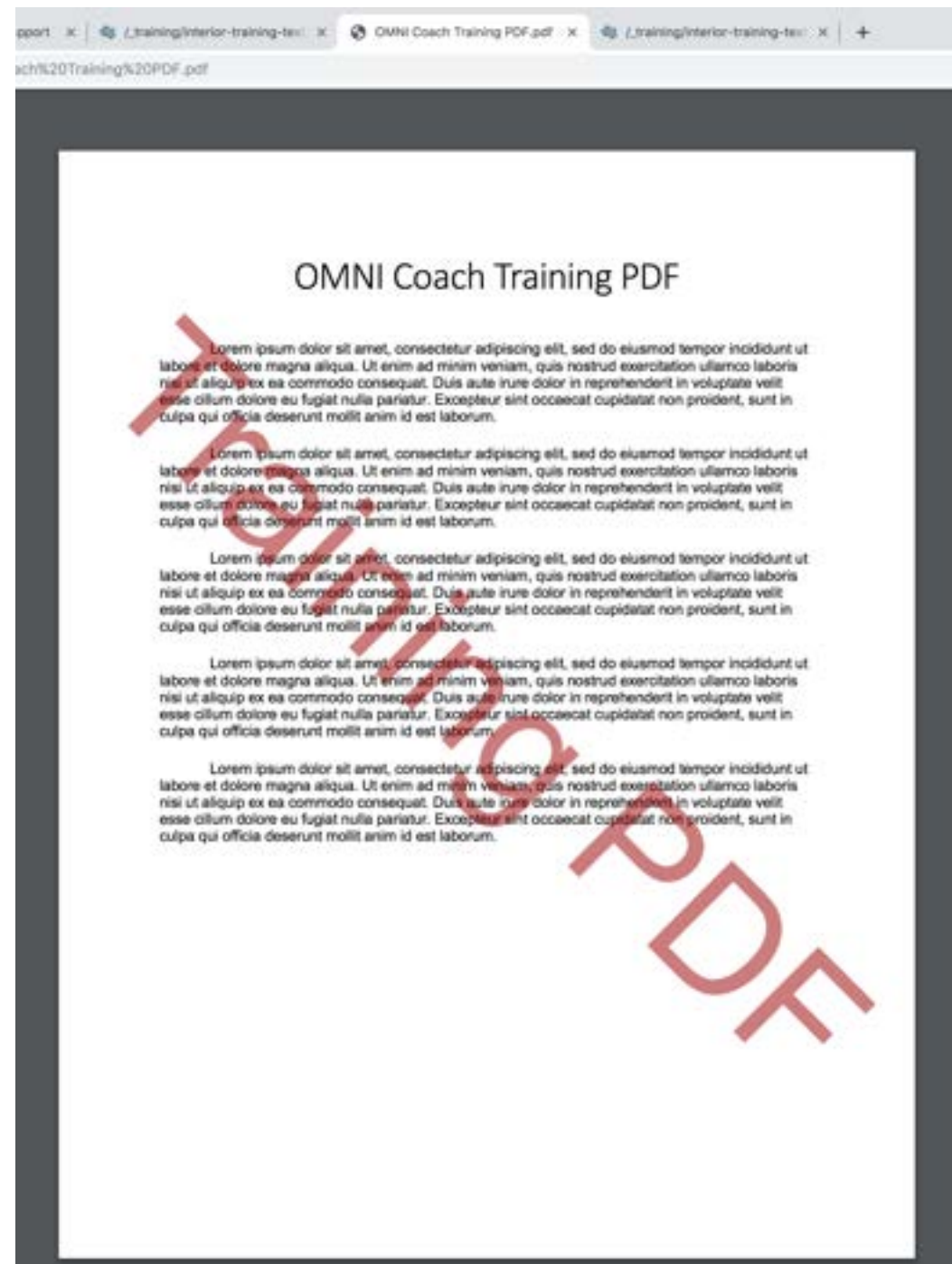
Click your link to verify that it opens in a new tab on your browser.

Note: The steps for linking a PDF on a page are the same steps for linking an internal page to an internal page. If you are wanting to link an external link then you **MUST** type out the full page url in the url editing field. For example: "<https://oru.edu>"

Main Content

 Link Text - PDF

After clicking your “PDF Link”, you should have a new tab appear on your page that looks like this.



Note: The steps for linking a PDF on a page are the same steps for linking an internal page to an internal page. If you are wanting to link an external link then you **MUST** type out the full page url in the url editing field. For example: “<https://oru.edu>”

Main Content

Button Stretch/No Stretch

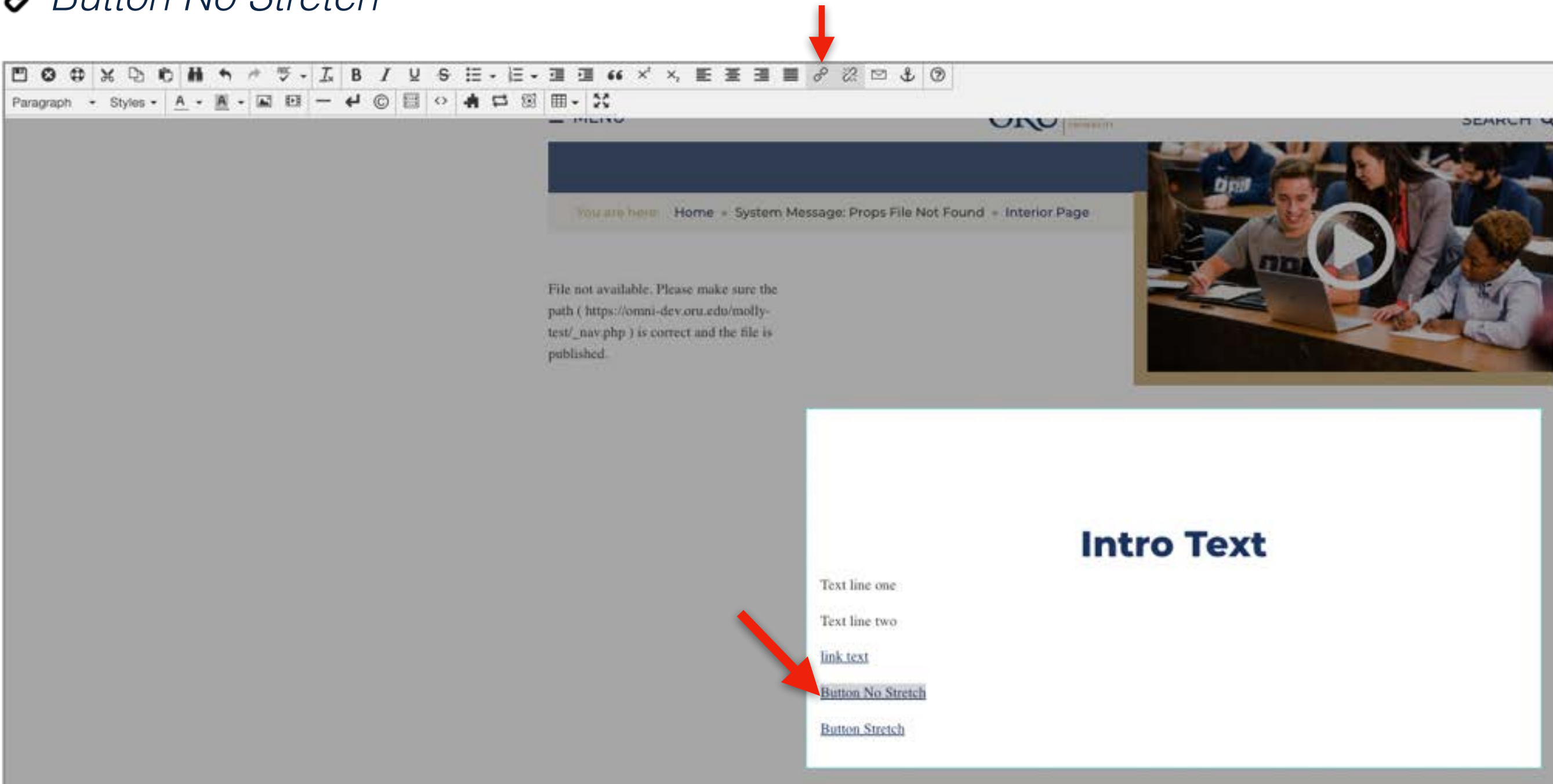
Note: These are new features that allow you to create your own buttons on pages.






Button No Strech

Button Stretch

Main Content

 *Button No Stretch*



Paragraph Styles A A     

you are here Home » System Message: Props File Not Found » Interior Page

File not available. Please make sure the path (https://omni-dev.oru.edu/molly-test/_nav.php) is correct and the file is published.

Intro Text

Text line one

Text line two

[link text](#)

[Button No Stretch](#)

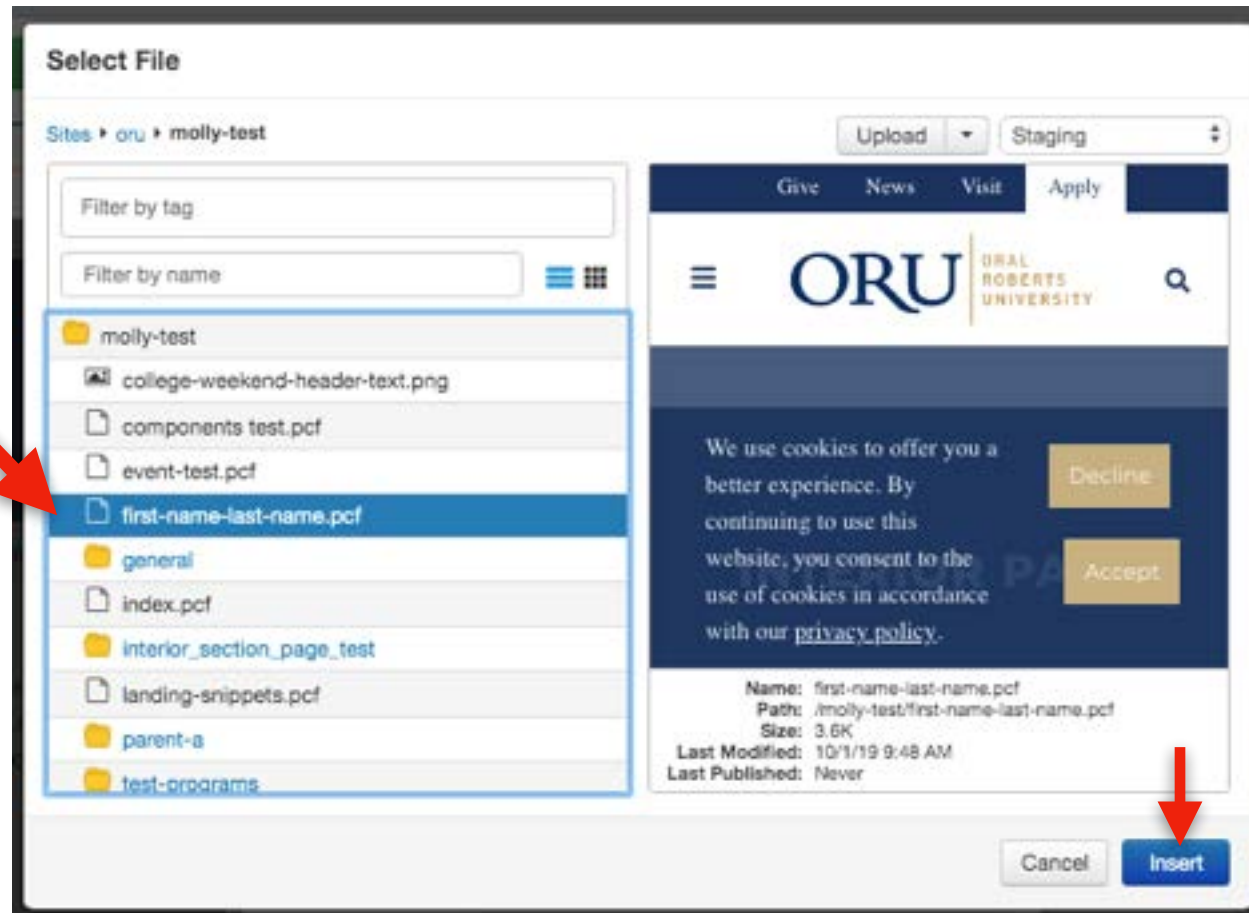
[Button Stretch](#)

Under the “Intro Text” Section, hit “Enter” on your keyboard and type “Button No Stretch”

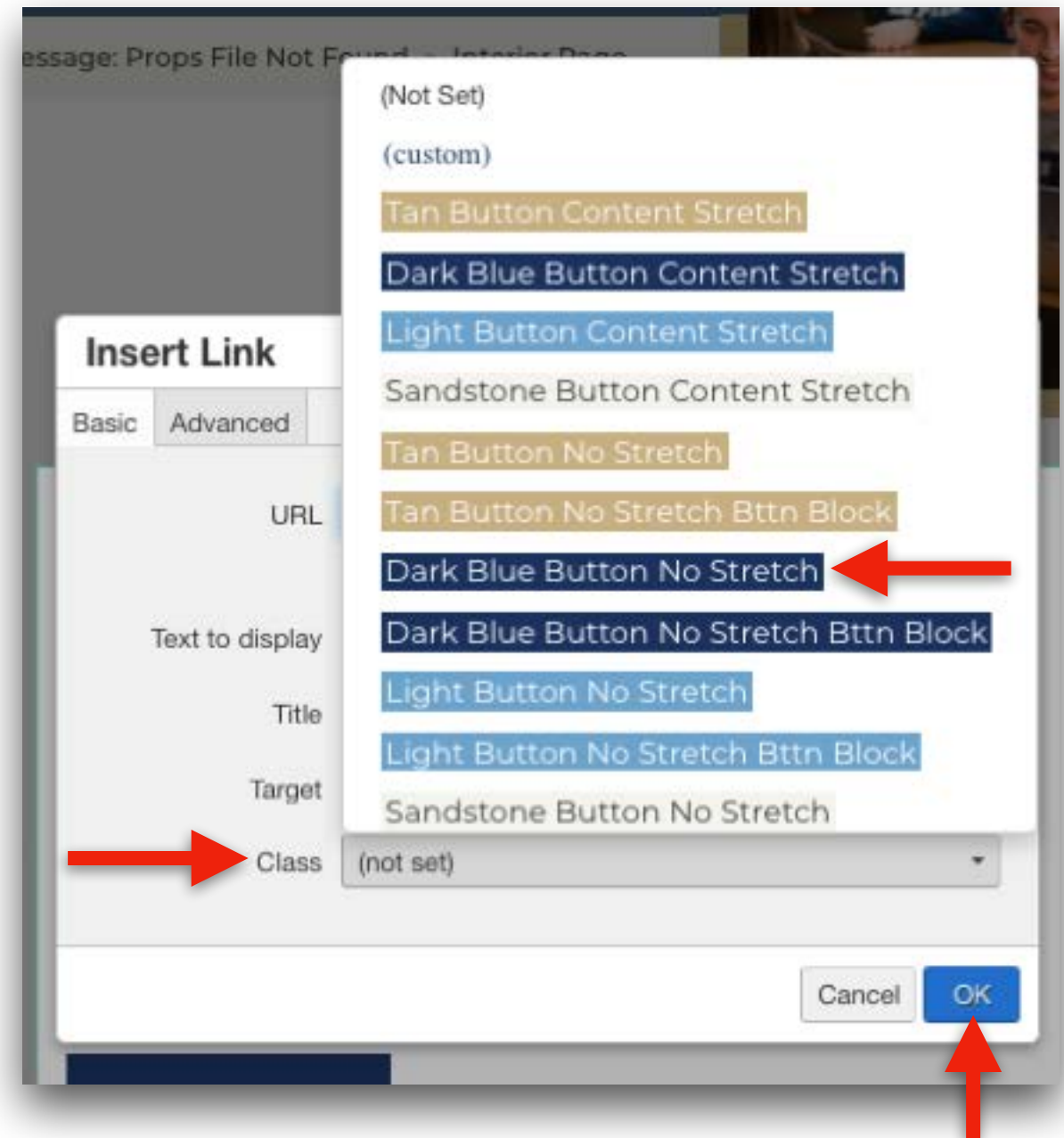
Highlight the text, and select the “Insert/Edit Link” button in the toolbar

Main Content

 Button No Stretch



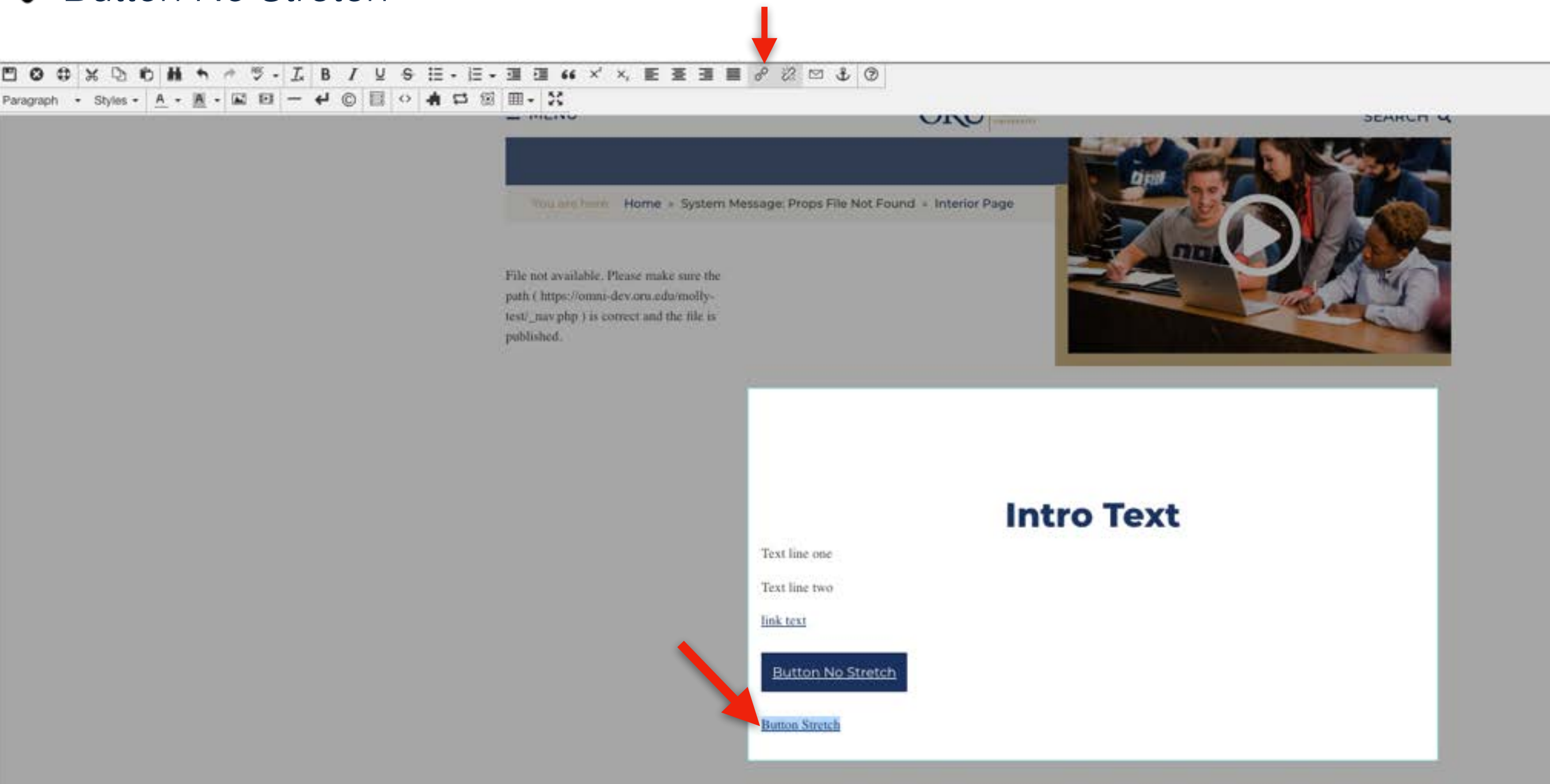
Select your page name and click
“Insert”



In the “Class” field select “Dark Blue
Button No Stretch” and click “OK”

Main Content

Button No Stretch



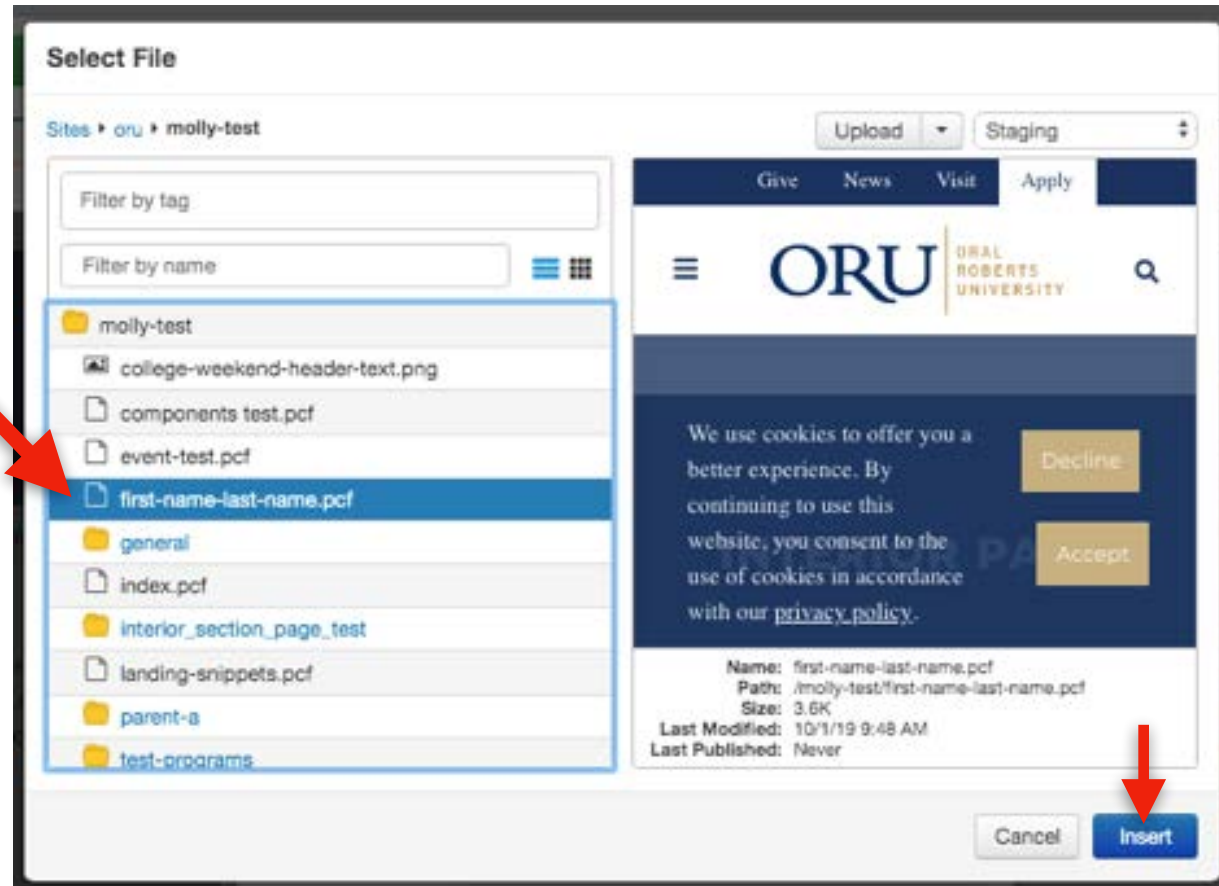
The screenshot shows a web editor interface. At the top is a toolbar with various icons. A red arrow points to the 'Insert/Edit Link' icon (a chain link). Below the toolbar is a preview of a web page. The page has a dark blue header with 'ORU UNIVERSITY' and a search bar. Below the header is a breadcrumb trail: 'You are here: Home > System Message: Props File Not Found > Interior Page'. The main content area displays a system message: 'File not available. Please make sure the path (https://onani-dev.oru.edu/molly-test/_nav.php) is correct and the file is published.' To the right of the message is a video player showing a group of students working on laptops. Below the video player is a white box containing the following text: 'Intro Text', 'Text line one', 'Text line two', 'link text', 'Button No Stretch', and 'Button Stretch'. A red arrow points to the 'Button Stretch' text.

Under the “Button No Stretch” Section, hit “Enter” on your keyboard and type “Button No Stretch”

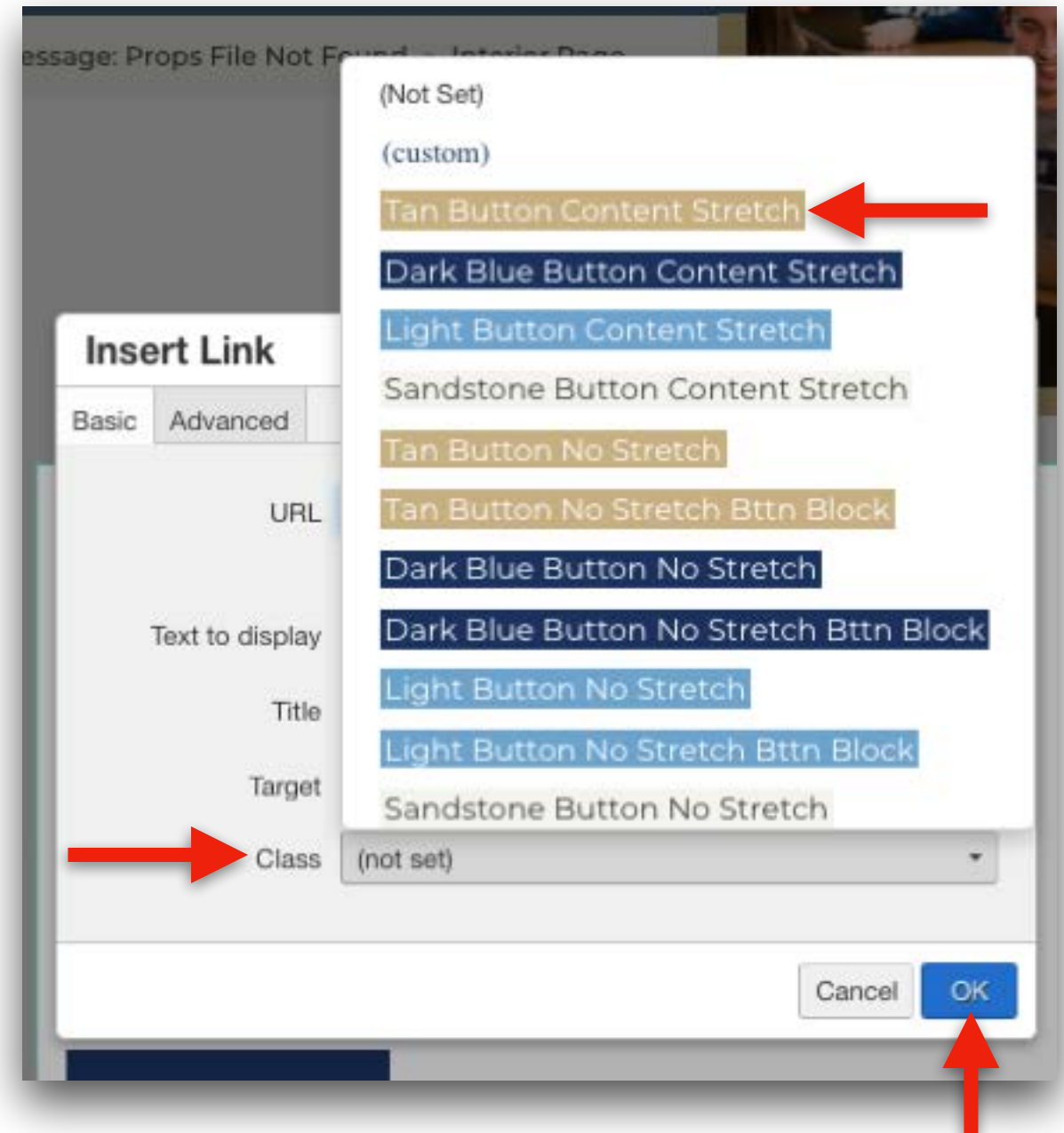
Highlight the text, and select the “Insert/Edit Link” button in the toolbar

Main Content

 Button No Stretch



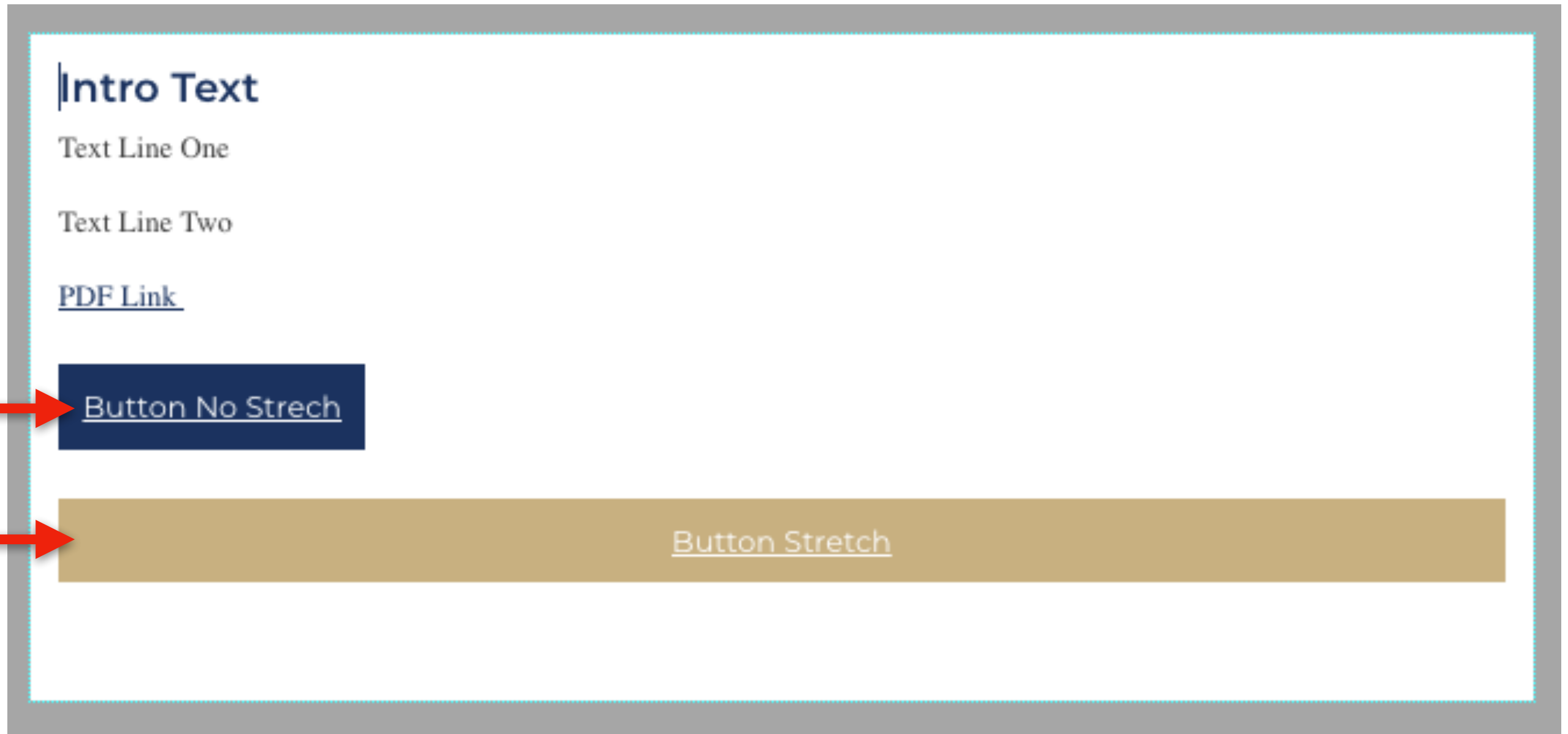
Select your page name and click
“Insert”



In the “Class” field select “Tan
Button Content Stretch” and click
“OK”

Main Content

 *Button No Stretch*



Main Content

Video Wrapper Snippet

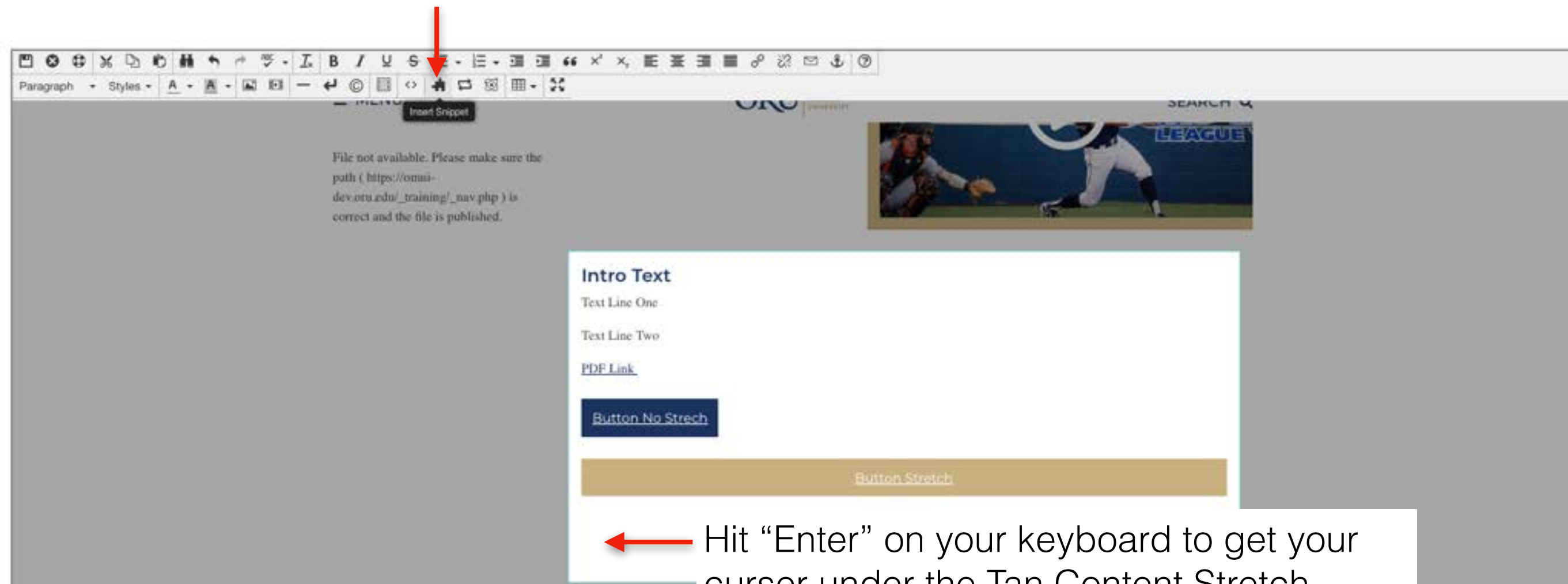


*Note: This is a new feature that allows you to put videos on pages. This new optional feature will help reduce load time on pages. **If you have more than one video on the page, the load speed on the page will increase.***


*All videos placed on the website **MUST** be from the ORU Vimeo account.
If you want to place a video on the website that is not from the ORU Vimeo account, you **MUST** send your video to Roy Baker, rbaker@oru.edu, for approval and before it will be added to the ORU account.*

Interior Page

Main Content - Video Wrapper Snippet



The screenshot shows a web editor interface. At the top, a toolbar contains various icons, with a red arrow pointing to the 'Insert Snippet' icon (a puzzle piece). Below the toolbar, a message states: 'File not available. Please make sure the path (https://omni-dev.oru.edu/_training/_nav.php) is correct and the file is published.' To the right, there is a video player showing a baseball game. Below the video player, a snippet preview is shown with the following elements: 'Intro Text', 'Text Line One', 'Text Line Two', 'PDF Link', 'Button No Stretch', and 'Button Stretch'. A red arrow points to the 'Button Stretch' element in the snippet preview.

← Hit “Enter” on your keyboard to get your curser under the Tan Content Stretch Button and click the “Insert Snippet” Icon  in the toolbar.

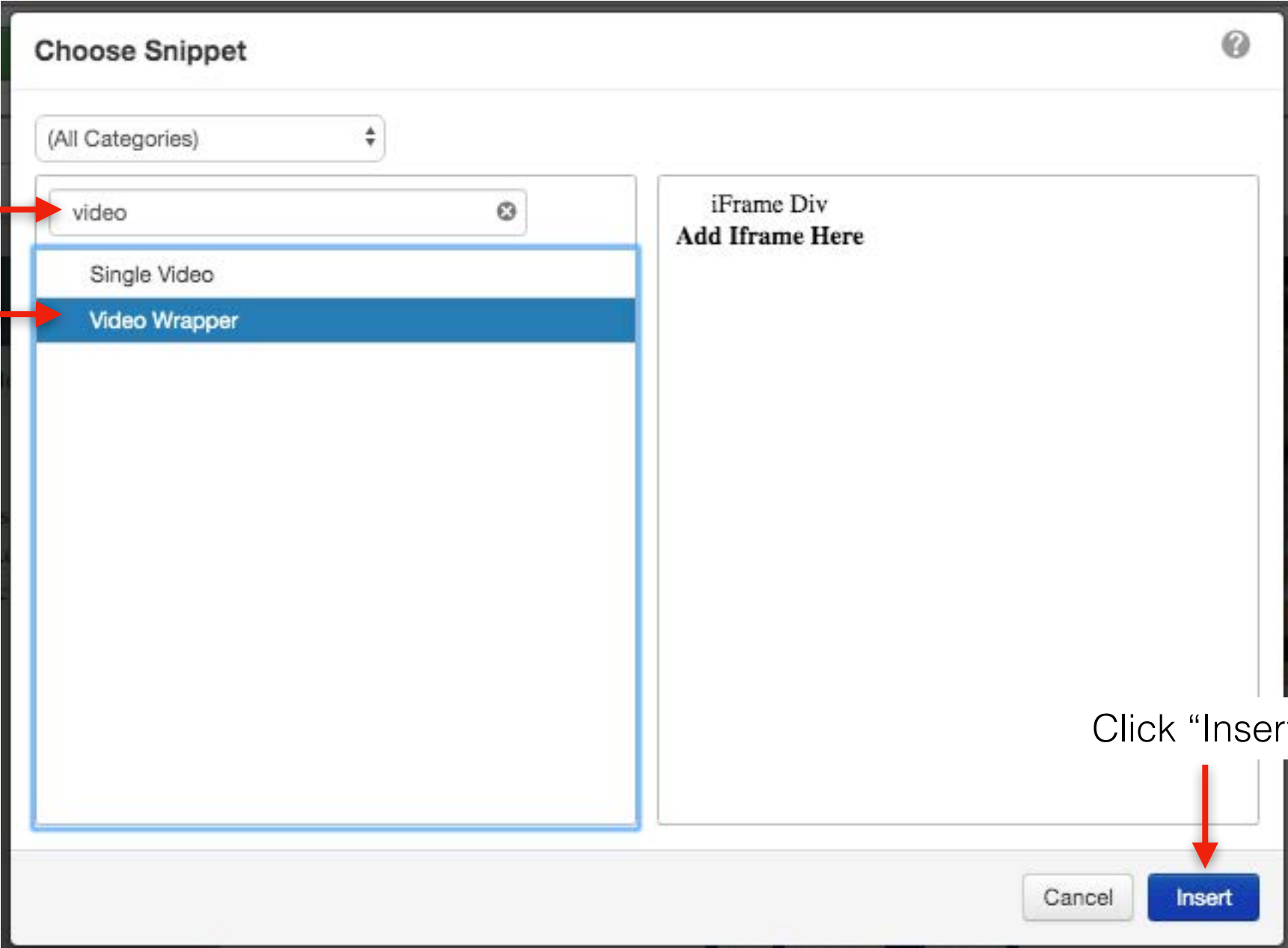
All videos placed on the website **MUST** be from the ORU Vimeo account.
If you want to place a video on the website that is not from the ORU Vimeo account, you **MUST** send your video to Roy Baker, rbaker@oru.edu, for approval and before it will be added to the ORU account.

Interior Page

Main Content - Video Wrapper Snippet

Search for the “Video Wrapper”
Snippet

Select the “Video Wrapper”
Snippet



Choose Snippet

(All Categories)

video

Single Video

Video Wrapper

iFrame Div
Add Iframe Here

Cancel Insert

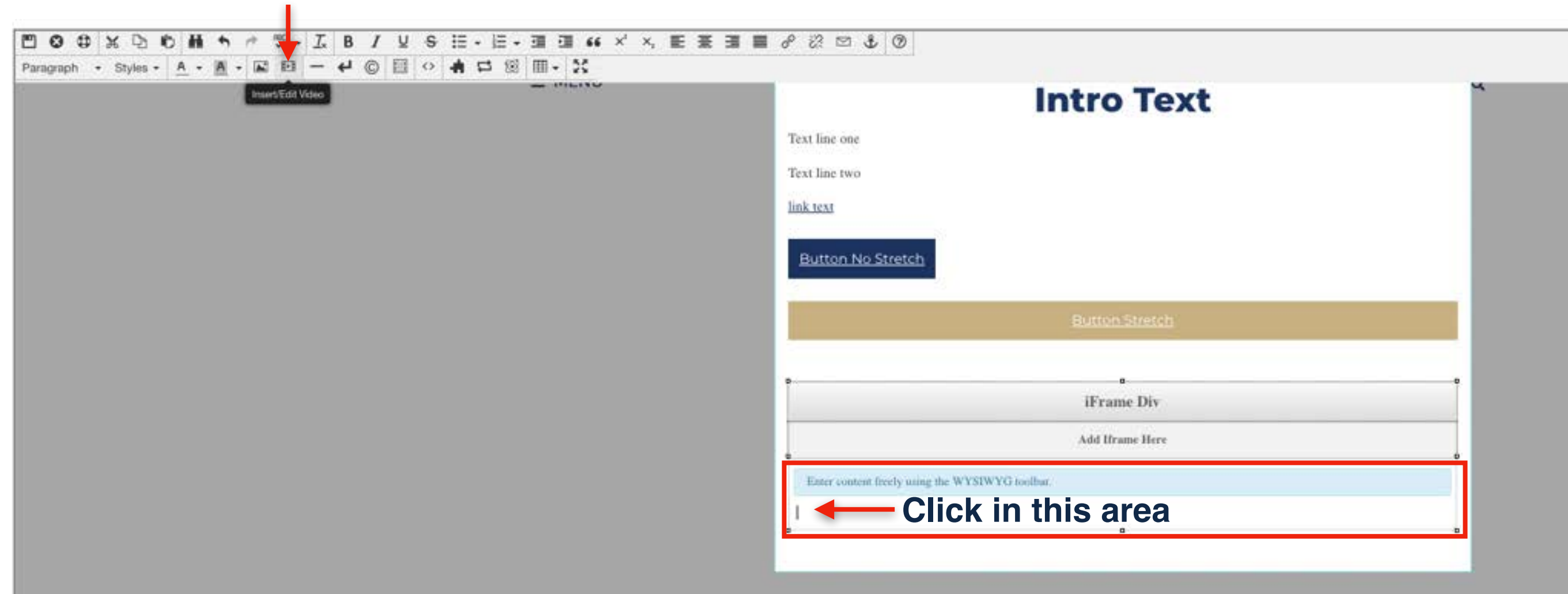
Click “Insert”

All videos placed on the website **MUST** be from the ORU Vimeo account.
If you want to place a video on the website that is not from the ORU Vimeo account, you **MUST** send your video to Roy Baker, rbaker@oru.edu, for approval and before it will be added to the ORU account.


Interior Page

Main Content - Video Wrapper Snippet

 Click “Insert/Edit Video” in the toolbar



The screenshot shows a WYSIWYG editor interface. At the top, a toolbar contains various icons for text formatting and insertion. A red arrow points to the "Insert/Edit Video" icon in the toolbar. Below the toolbar, the main content area is divided into sections. The first section is titled "Intro Text" and contains placeholder text: "Text line one", "Text line two", and "link text". Below this is a blue button labeled "Button No Stretch" and a gold button labeled "Button Stretch". Further down is a section labeled "iFrame Div" with the text "Add iFrame Here". At the bottom, there is a light blue text area with the placeholder text "Enter content freely using the WYSIWYG toolbar." A red box highlights this area, and a red arrow points to it with the text "Click in this area".

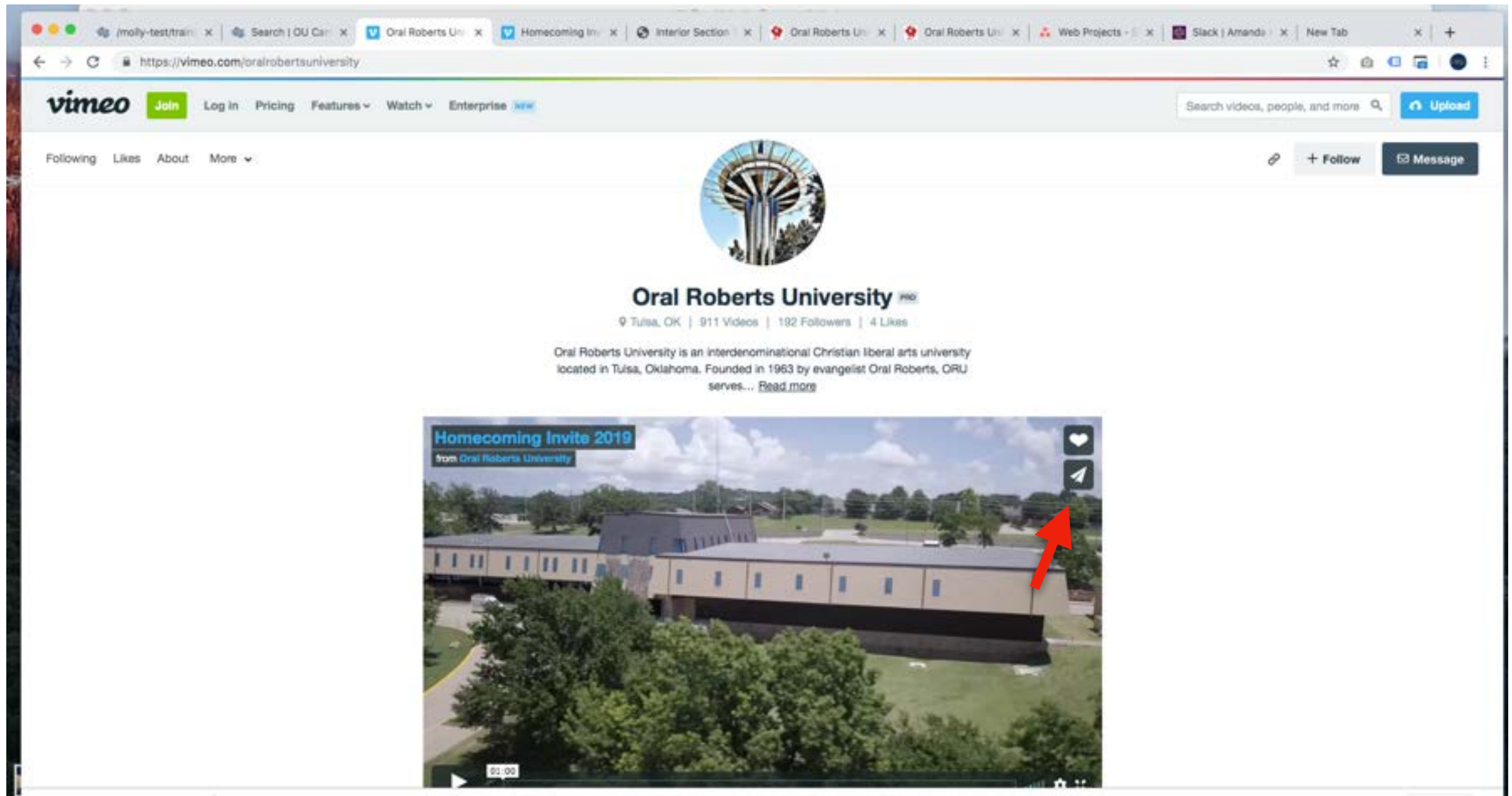
1. Click the editable region of the Video Wrapper Snippet
2. In the toolbar, click the “Insert/Edit Video” icon 

All videos placed on the website **MUST** be from the ORU Vimeo account.
If you want to place a video on the website that is not from the ORU Vimeo account, you **MUST** send your video to Roy Baker, rbaker@oru.edu, for approval and before it will be added to the ORU account.

Interior Page

Main Content - Video Wrapper Snippet

In a new browser tab go to ***<https://vimeo.com/oralrobertsuniversity>***

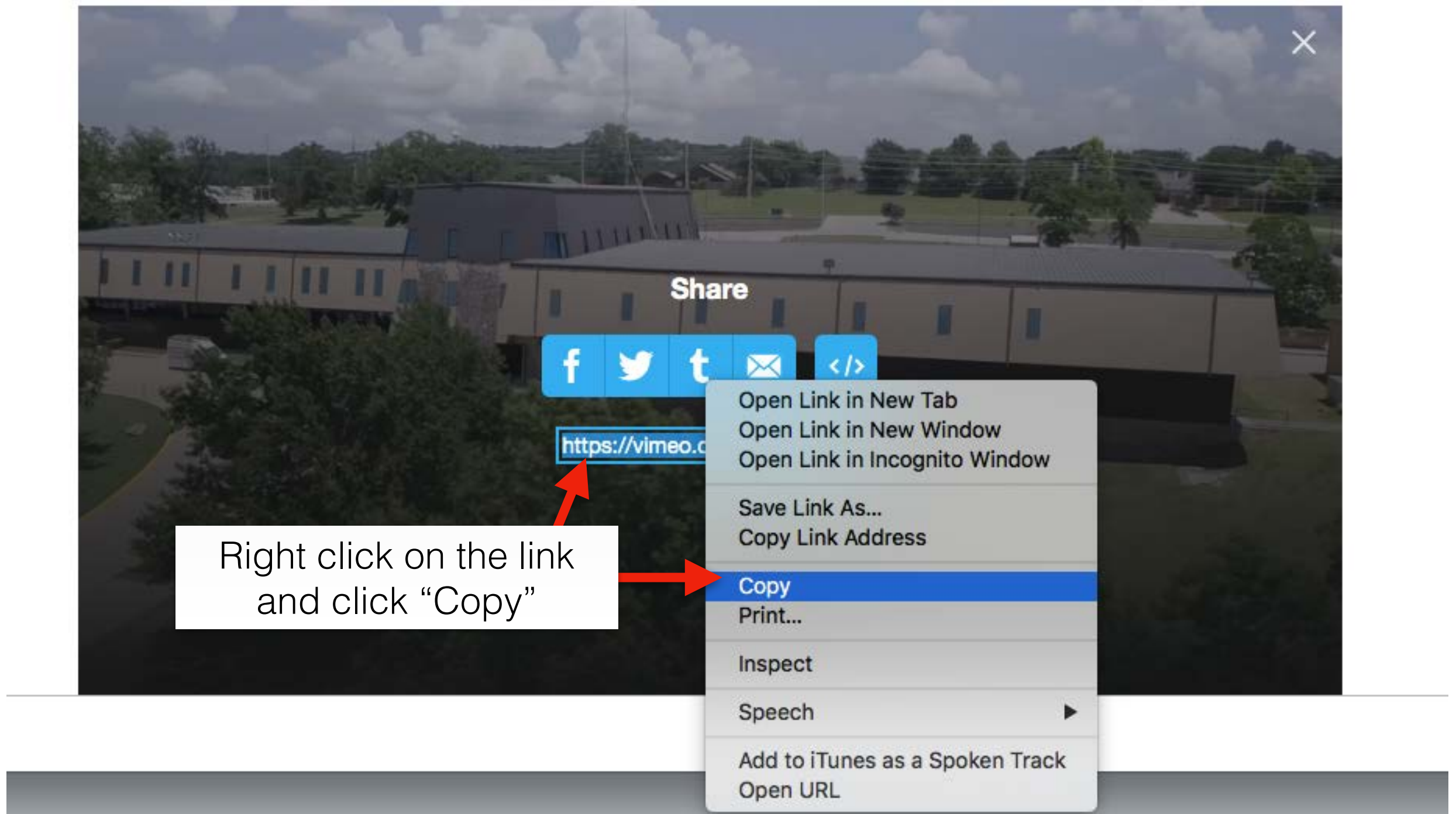


All videos placed on the website **MUST** be from the ORU Vimeo account.
If you want to place a video on the website that is not from the ORU Vimeo account, you **MUST** send your video to Roy Baker, **rbaker@oru.edu**, for approval and before it will be added to the ORU account.

Interior Page

Main Content - Video Wrapper Snippet

In a new browser tab go to ***<https://vimeo.com/oralrobertsuniversity>***



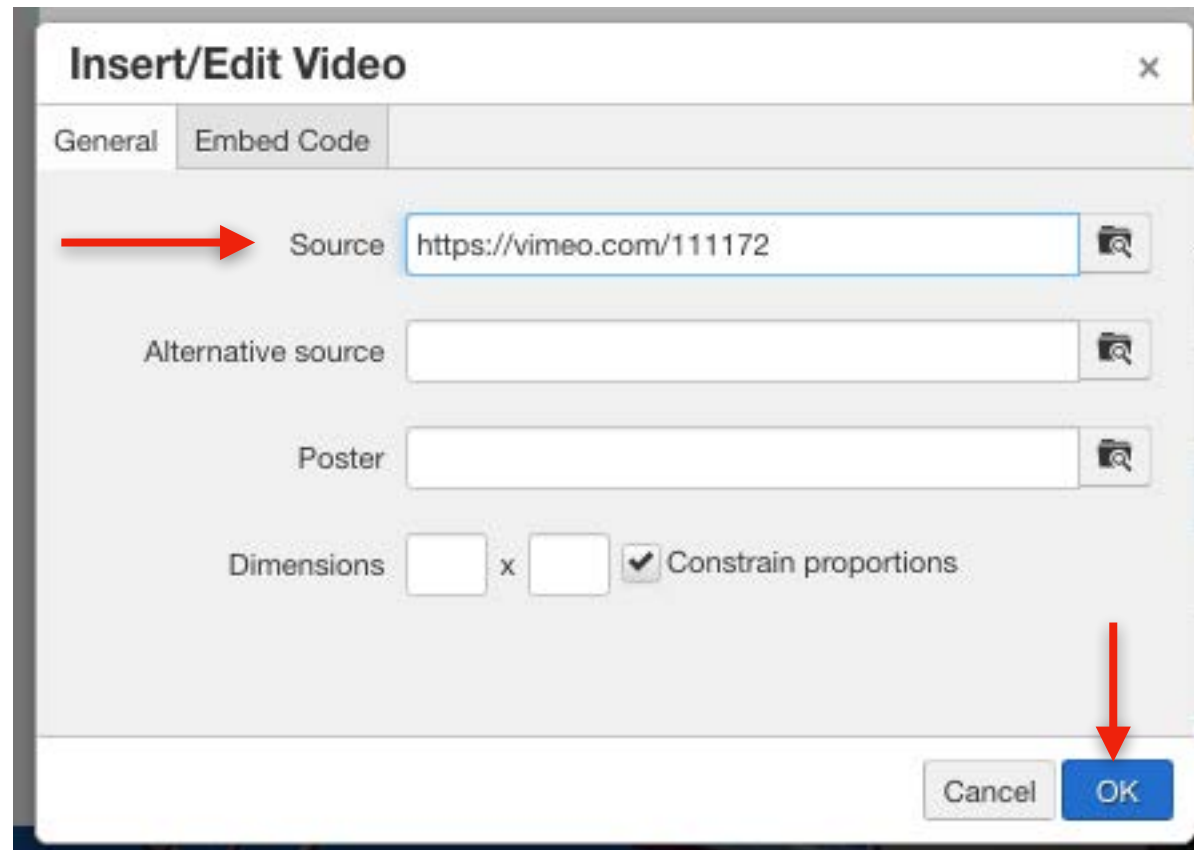
All videos placed on the website **MUST** be from the ORU Vimeo account.

If you want to place a video on the website that is not from the ORU Vimeo account, you **MUST** send your video to Roy Baker, **rbaker@oru.edu**, for approval and before it will be added to the ORU account.

Interior Page

Main Content - Video Wrapper Snippet

Place the Vimeo link in the “Source” field and click “OK”



Insert/Edit Video

General Embed Code

Source <https://vimeo.com/111172>

Alternative source

Poster

Dimensions x ☐ ☐ ☒ Constrain proportions

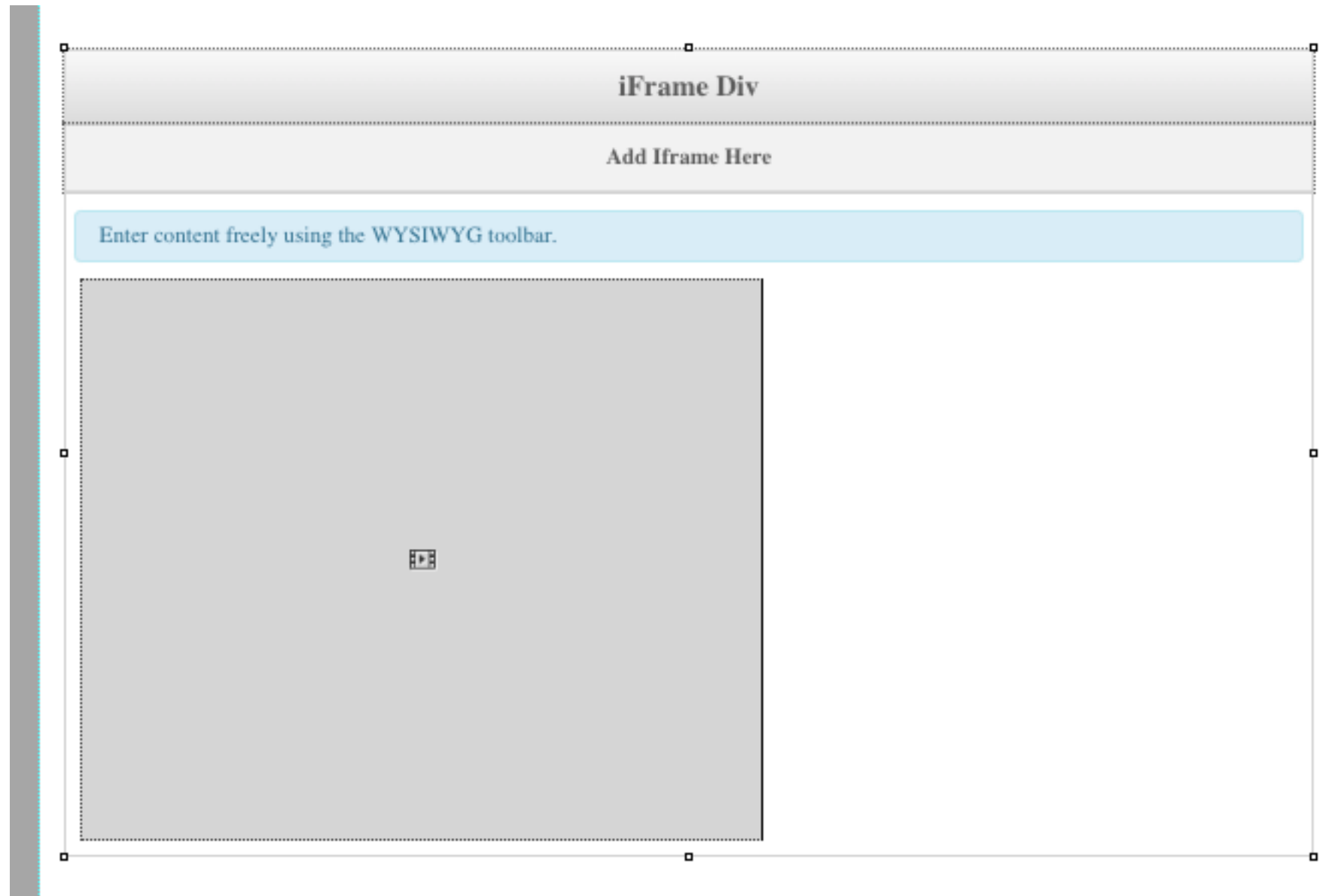
Cancel OK

All videos placed on the website **MUST** be from the ORU Vimeo account.
If you want to place a video on the website that is not from the ORU Vimeo account, you **MUST** send your video to Roy Baker, rbaker@oru.edu, for approval and before it will be added to the ORU account.

Interior Page

Main Content - Video Wrapper Snippet

This is what the snippet will look like when in editing mode



All videos placed on the website **MUST** be from the ORU Vimeo account.
If you want to place a video on the website that is not from the ORU Vimeo account, you **MUST** send your video to Roy Baker, rbaker@oru.edu, for approval and before it will be added to the ORU account.

Main Content
Insert Image

Interior Page

Main Content - Insert Image

Step One: Click under the Video Wrapper Snippet and in the tool bar, click “Insert Image”

Click the “Insert Image” Icon  in the toolbar

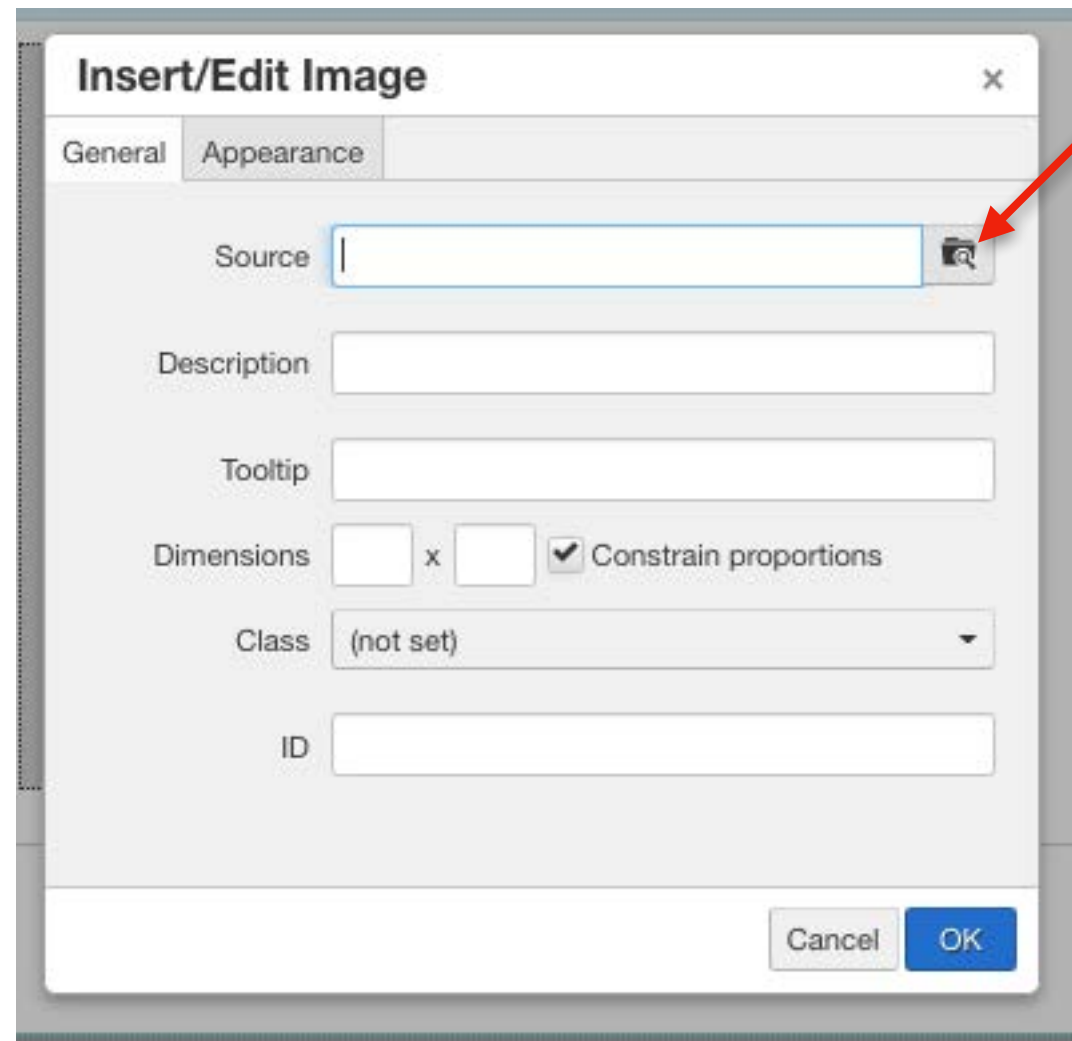


Click here 

Interior Page

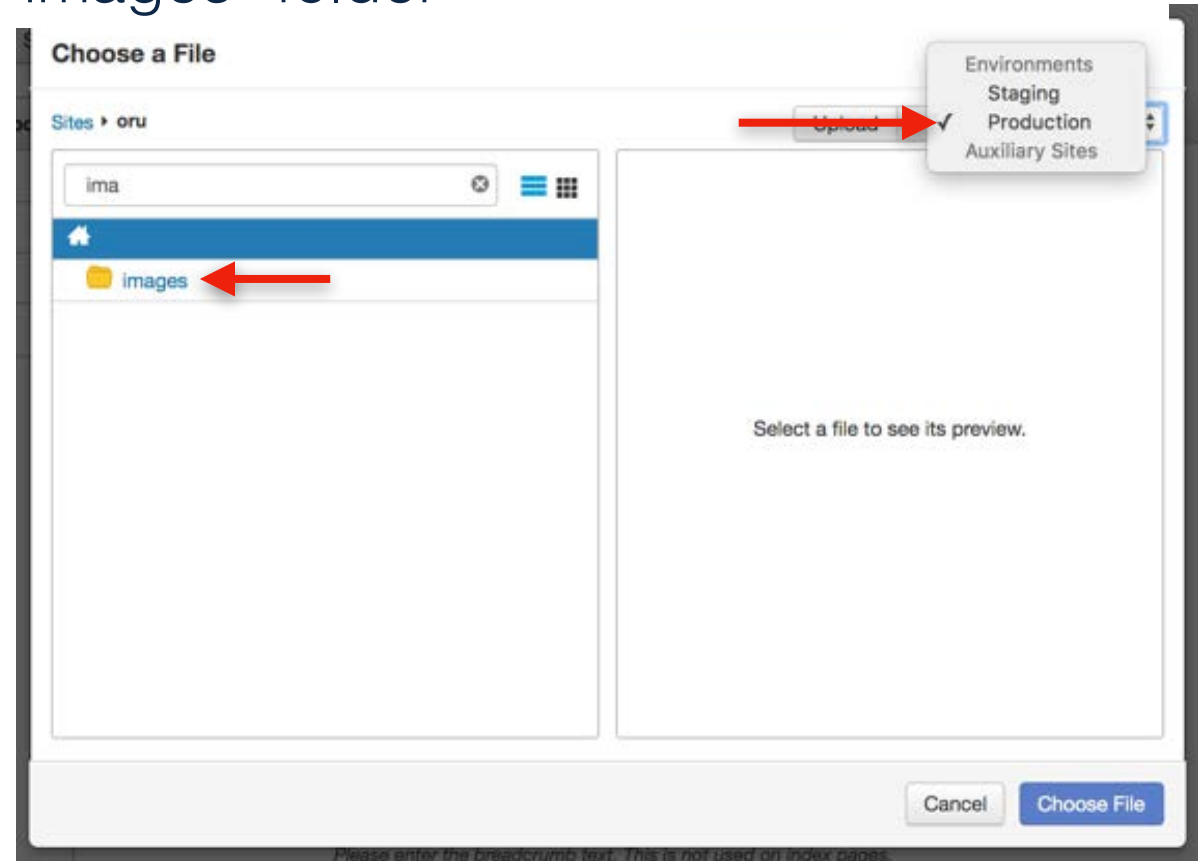
Main Content - Insert Image

Step Two: In the “Source” Field, click the “Document File” button

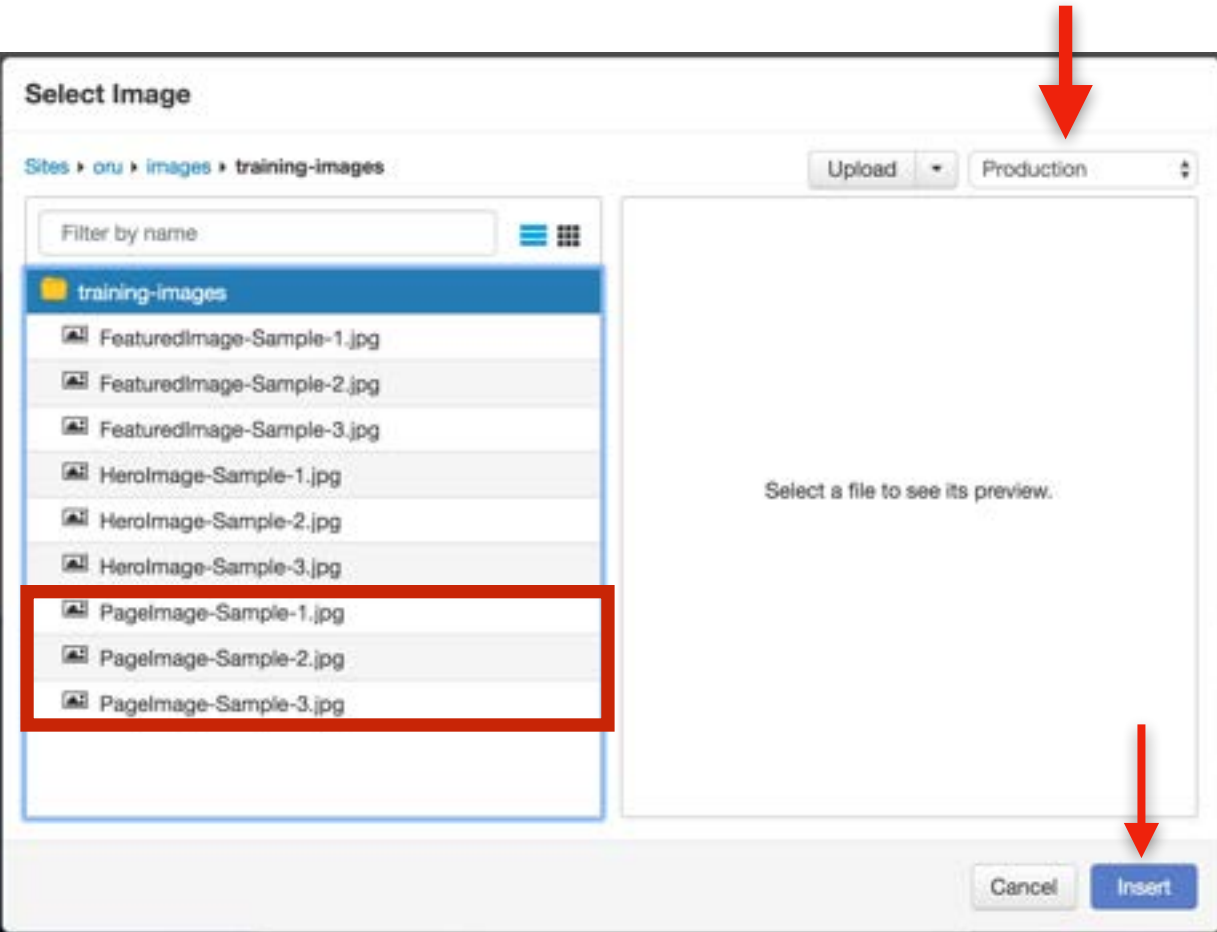
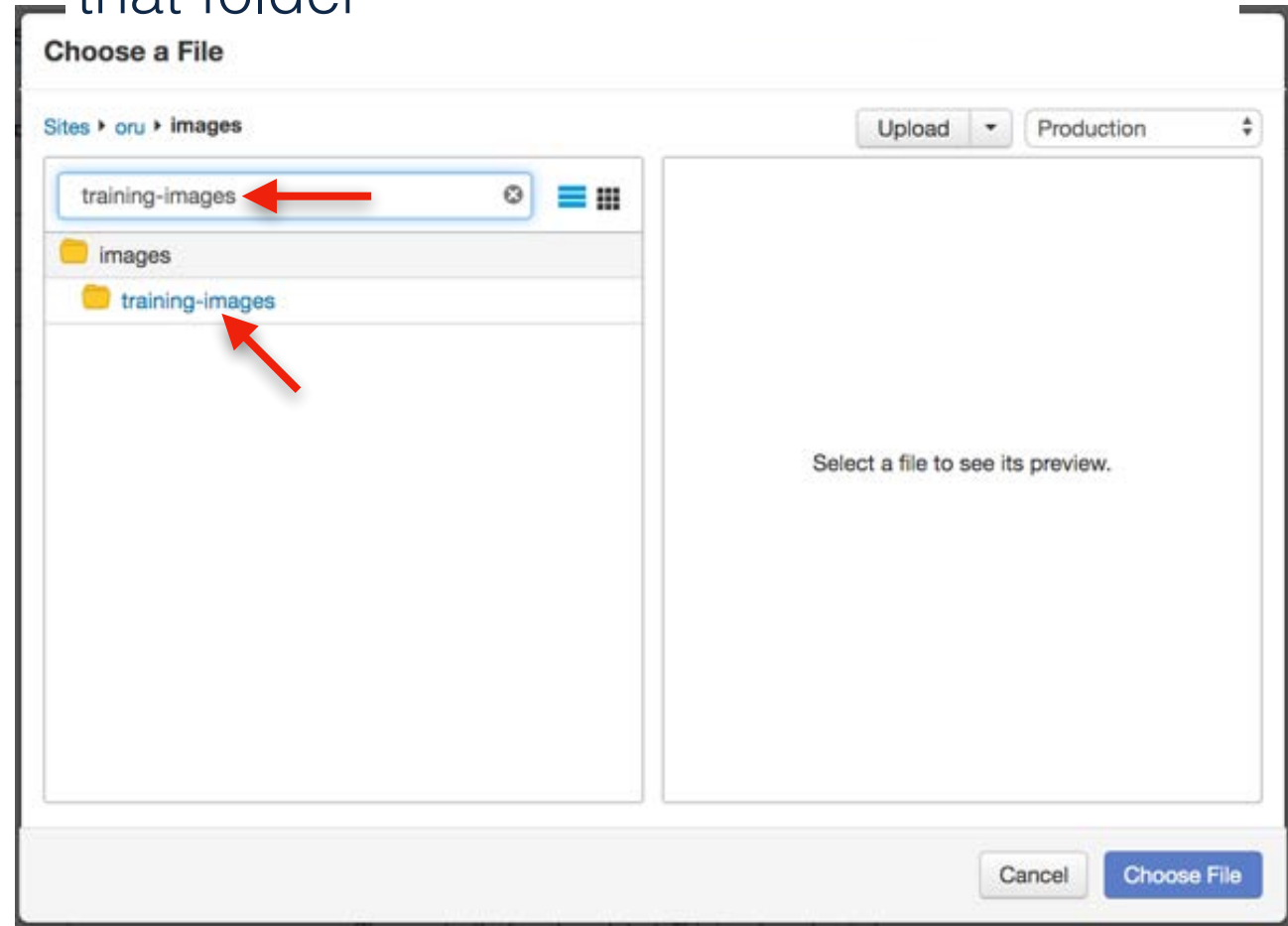


The screenshot shows the 'Insert/Edit Image' dialog box with the 'Appearance' tab selected. The 'Source' field is highlighted with a blue border, and a red arrow points to the 'Document File' button (represented by a document icon) located to the right of the 'Source' field. Below the 'Source' field are the 'Description', 'Tooltip', 'Dimensions' (with 'x' separator and 'Constrain proportions' checkbox), 'Class' (dropdown menu), and 'ID' fields. At the bottom right are 'Cancel' and 'OK' buttons.

Step Three: Make sure you are on the Production Server, and select the “images” folder



Step Four: in the “images” folder search for “training-images”, and select that folder



Step Five: Select one of the “PageImage-Sample” options

Step Six: Select “Choose File”

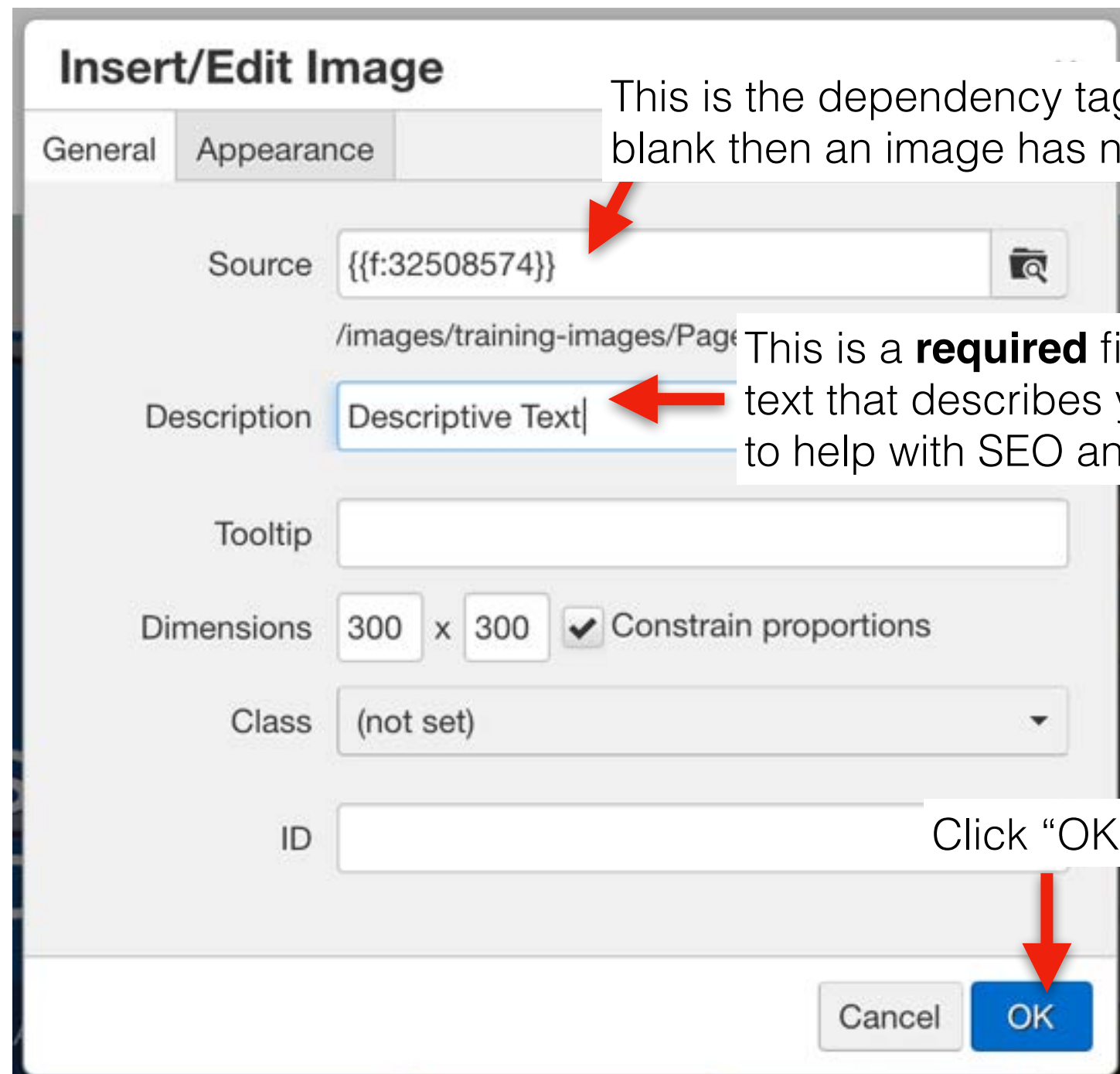
After clicking “Choose File”, you will be taken back to the Page Parameters.

Important Note: Make sure you are in the *Production Server*. If you are not, your images will appear broken on your page.

Interior Page

Main Content - Insert Image

Step Seven: In the “Description” field, type in descriptive text describing the image and click the blue “OK” button



The screenshot shows the 'Insert/Edit Image' dialog box with the 'General' tab selected. The 'Source' field contains the dependency tag '{{f:32508574}}'. The 'Description' field contains the text 'Descriptive Text'. The 'Dimensions' are set to 300 x 300, and the 'Constrain proportions' checkbox is checked. The 'Class' is set to '(not set)' and the 'ID' is empty. The 'OK' button is highlighted in blue.

Insert/Edit Image

General Appearance

Source

/images/training-images/Page

Description

Tooltip

Dimensions x ☒ Constrain proportions

Class

ID

Cancel OK

This is the dependency tag for the image. If this is blank then an image has not been selected.

This is a **required** field. Enter in descriptive text that describes your image. This field is to help with SEO and e-readers.

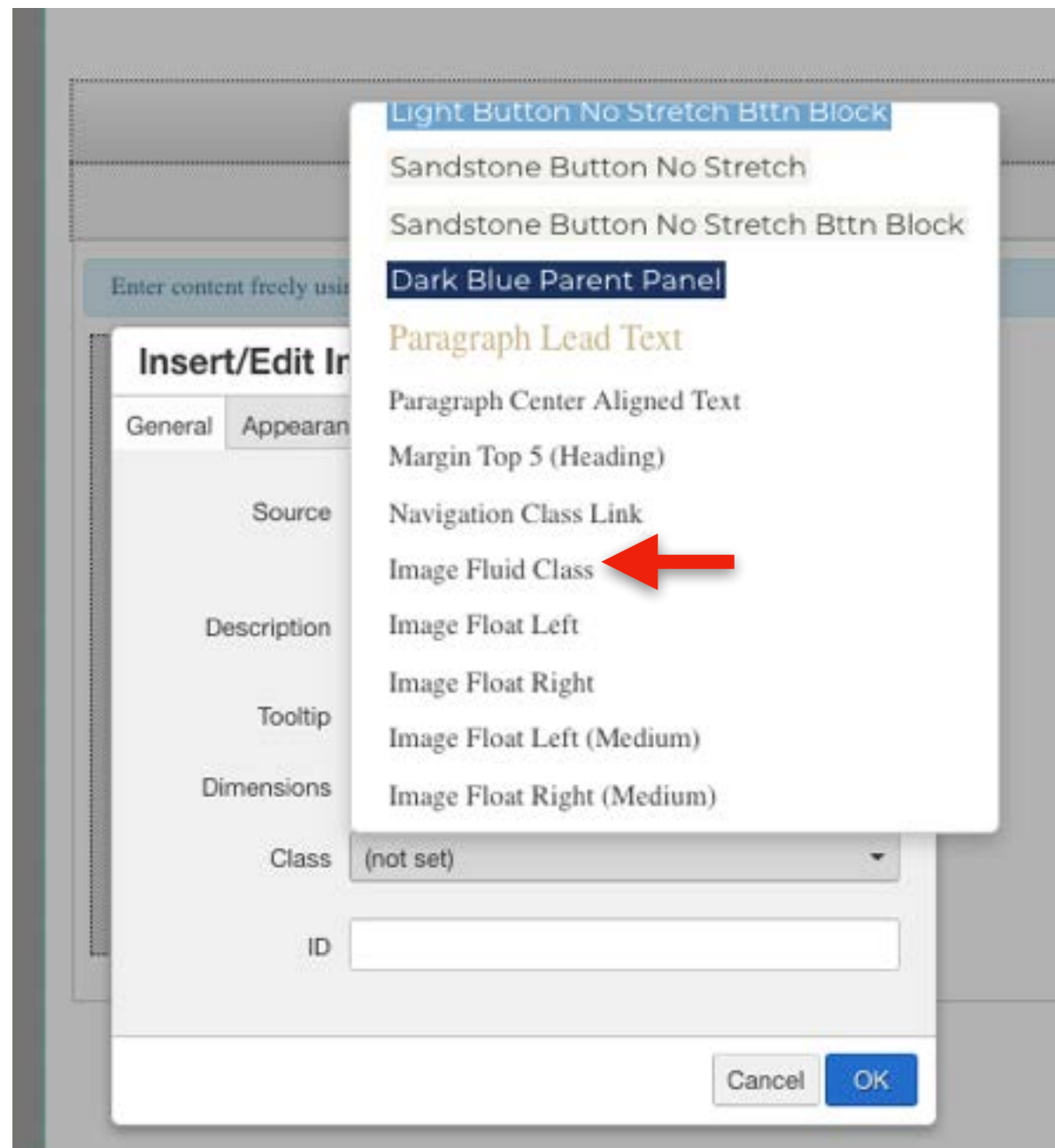
Click “OK”

Interior Page

Main Content - Insert Image

If an image appears distorted or stretched on a page, you need to go back into the editor tool and in the Class field, select “Image Fluid Class”

To do this just right click on your image and select “Insert Image”, and it will take you to your image editing box.



Interior Page

Main Content - Insert Image

Intro Text

Text Line One

Text Line Two

[PDF Link](#)

[Button No Stretch](#)

[Button Stretch](#)



Uploading Images to OMNI

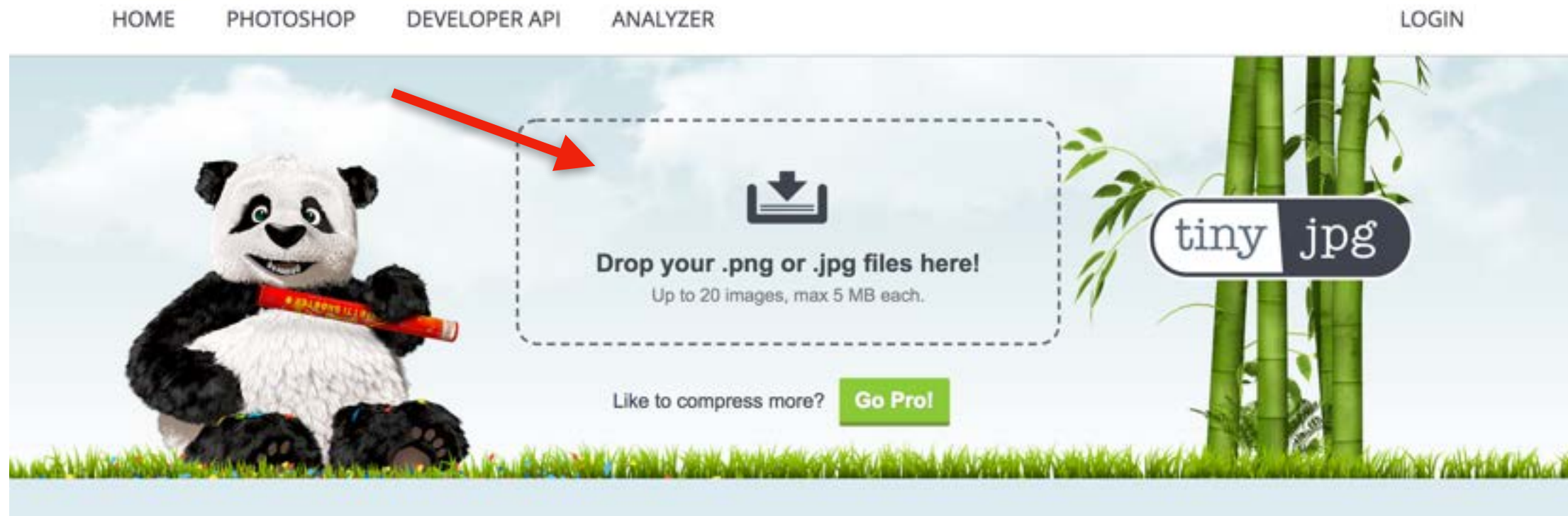
Image File Checklist

Is It 72 dpi?

Has It Been Cropped To Fit Where It'll Be Placed?

Has It Been Compressed?

TinyJpg.com



Celebrating
1 000 000 000
compressions!



Drop your .png or .jpg files here!

Up to 20 images, max 5 MB each.

tiny jpg

header-art.jpg

388.9 KB


Finished

197.9 KB

[download](#)

-49%



 Save to Dropbox

 Download all

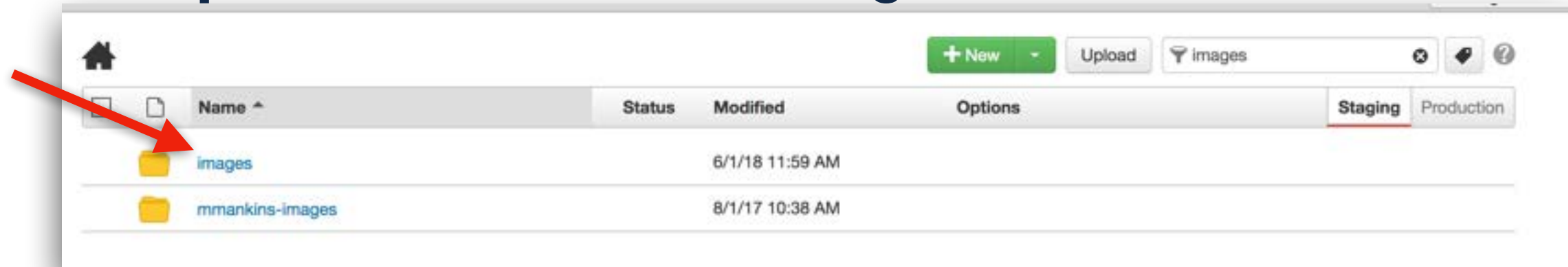
Panda just
saved you

49%

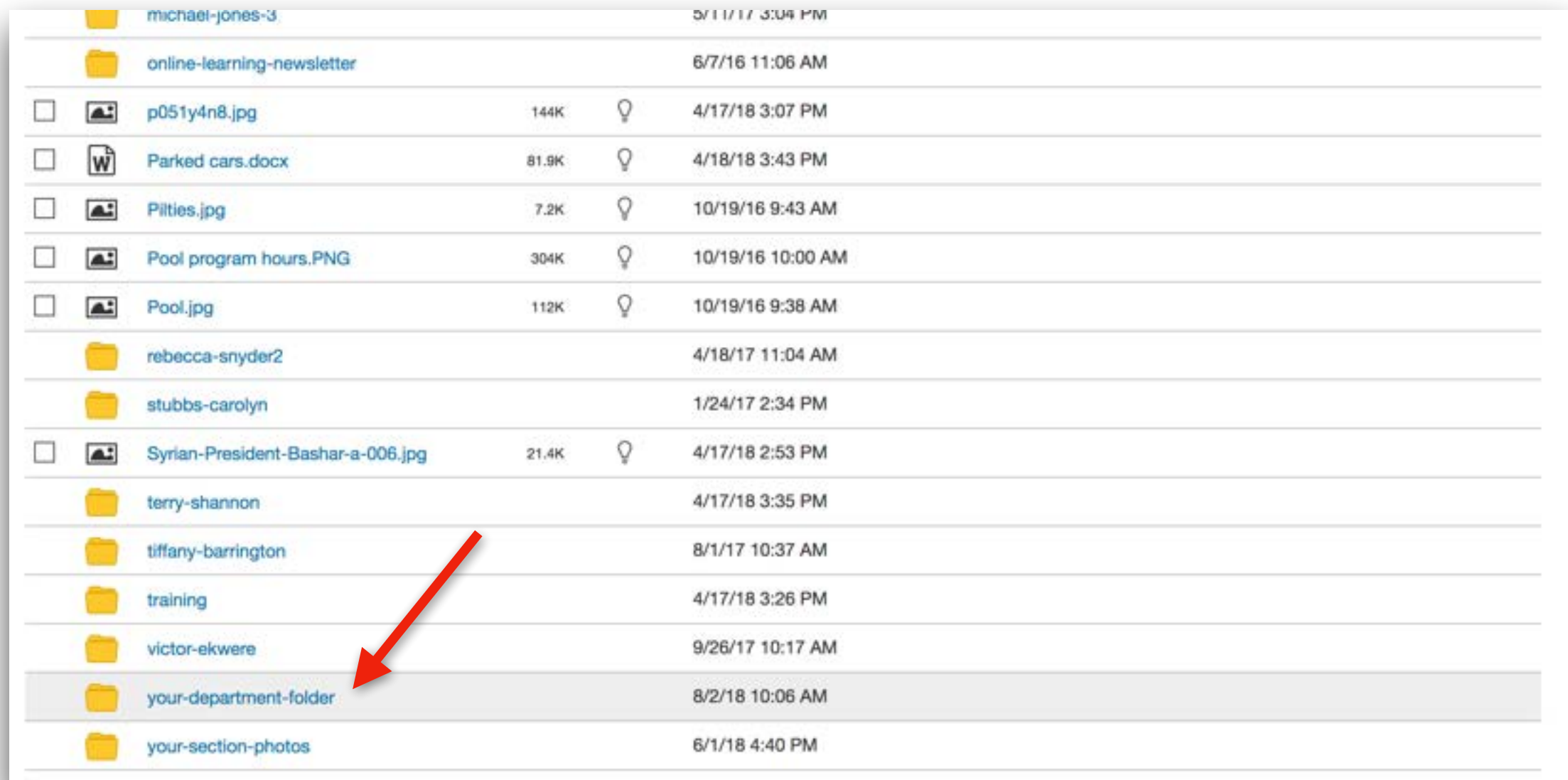
191 KB total

Uploading Images To OMNI

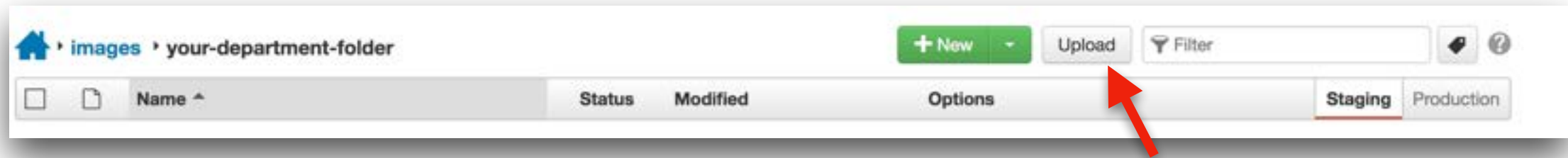
Step One: Select the “images” folder



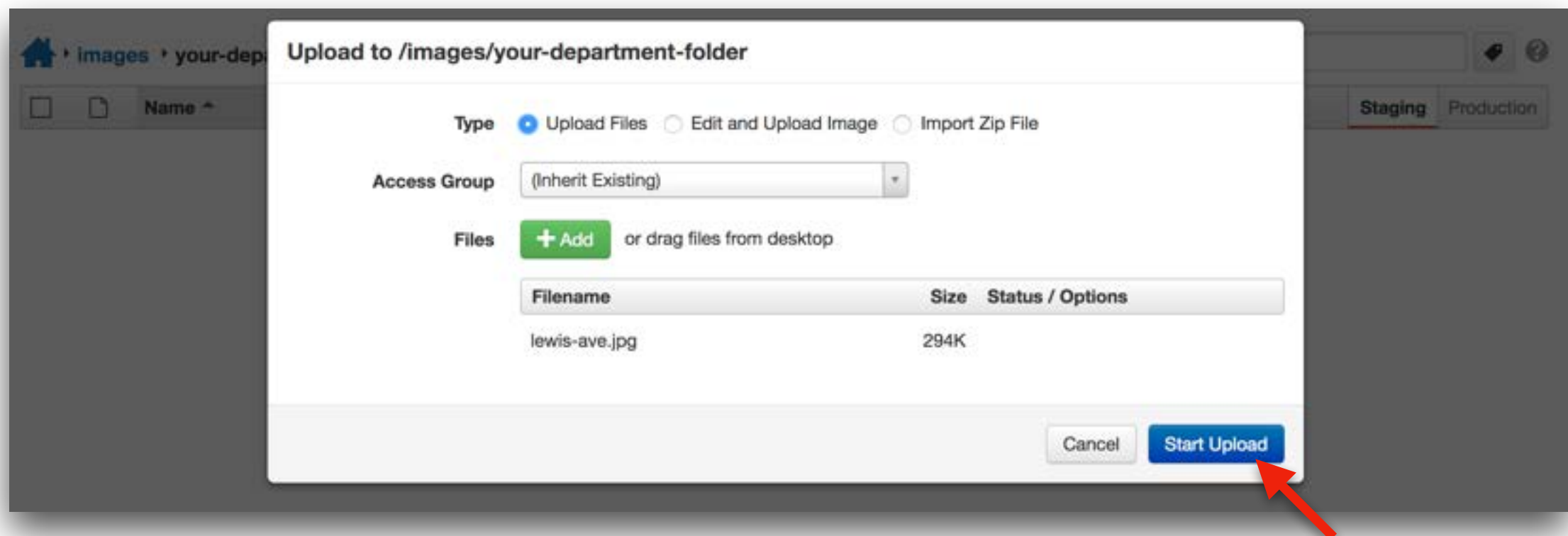
Step Two: Select “your-department-folder” folder



Step Three: Once in “your-department-folder” folder, select the grey “Upload” button



Step Four: Drag your images into the pop-up box, once the outline of the box turns green, drop your images into the box and click the blue “Start Upload” button OR click the green “+Add” button to select the files you want to upload and click the blue “Start Upload” button



Step Five: Once you have uploaded your images in the folder, select and publish them



Note: Your images **MUST** be published or else they will appear as broken files on your page.

Edit Interior Page Full Width Content

Angled Image Row Snippet

Note: Full Width content items take up the full width of the page. It is important to not put Full Width content in the Main Content section of the page because the content will often stretch/become distorted.

Full Width Content Angled Image Row Snippet

THE ORU EXPERIENCE

Whether you are coming out of high school or transitioning from another University, you will experience a positive community unlike any other at Oral Roberts University. As soon as you step foot on campus you will feel a change in the atmosphere because people care about people here. You will feel welcomed by your peers, professors, and staff as you begin your journey to be a Holy-Spirit empowered leader.

At ORU, we encourage our students to not only be a student but a family member! A great way to experience ORU at its highest capacity is to get involved. There are numerous clubs and organizations that you can be involved in. Be involved to meet students just like you and who are interested in the same things you are.



Note: This new snippet could be used to break-up text on a page.

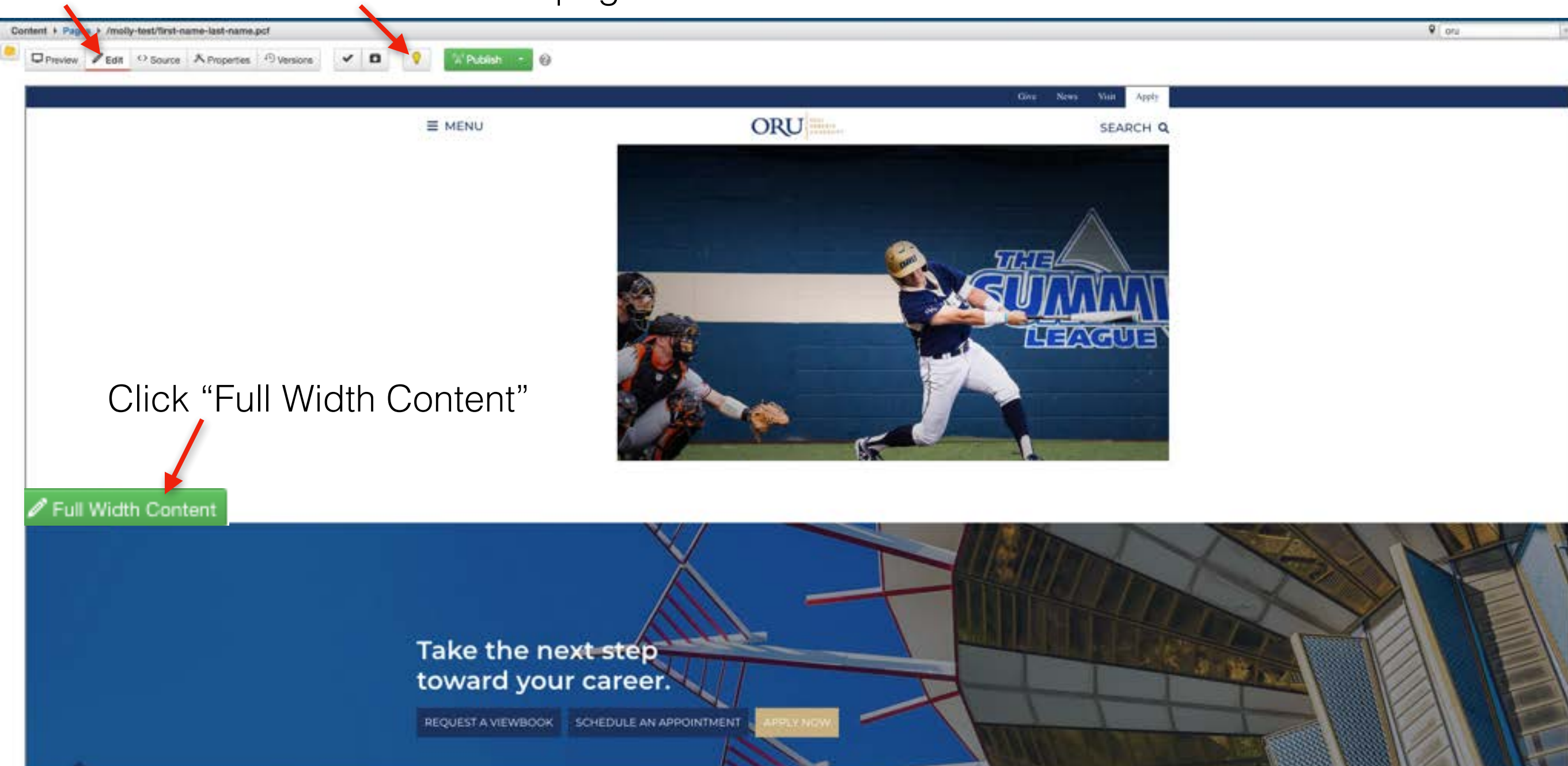
Full Width Content

Angled Image Row Snippet 

Scroll Down on the page, and click on the green button above the footer that says “Full Width Content”

Click “Edit”

Check out the page

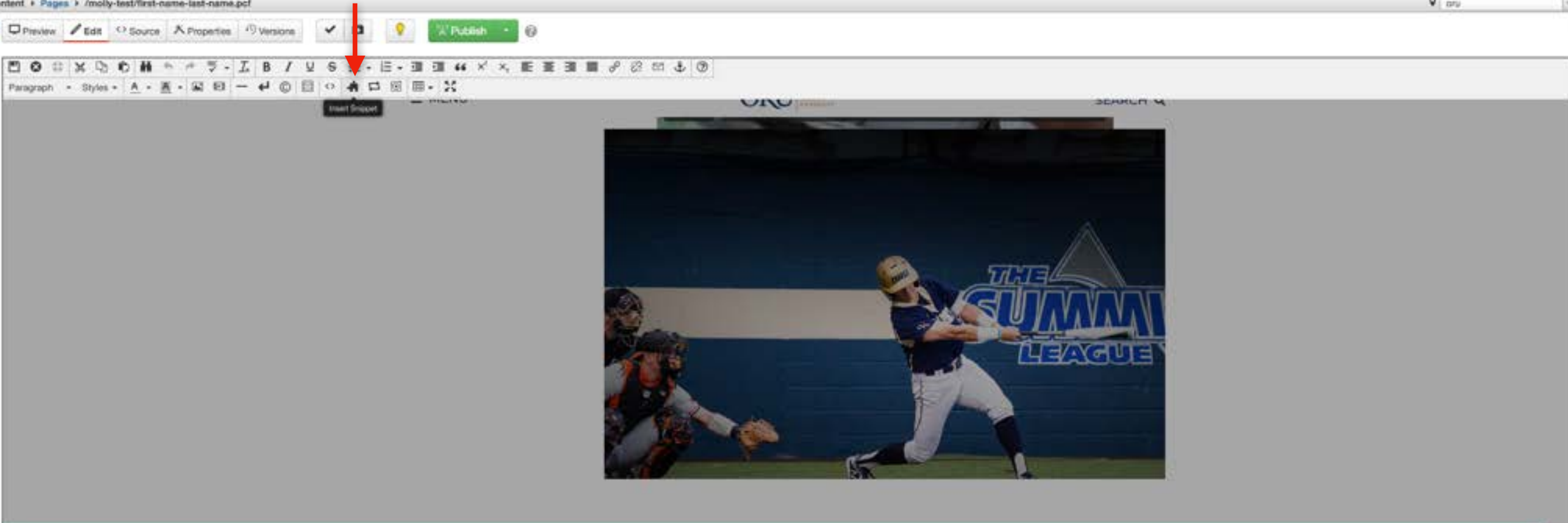


The screenshot shows a web editor interface. At the top, there's a toolbar with buttons for 'Preview', 'Edit', 'Source', 'Properties', 'Versions', a checkmark, a camera icon, and a 'Publish' button. A red arrow points to the 'Edit' button. Below the toolbar, the page content is displayed. It features a header with 'ORU' and 'THE SUMMER LEAGUE' logo, a large image of a baseball player swinging a bat, and a green button labeled 'Full Width Content' with a pencil icon. A red arrow points to this button. At the bottom, there's a blue footer with the text 'Take the next step toward your career.' and three buttons: 'REQUEST A VIEWBOOK', 'SCHEDULE AN APPOINTMENT', and 'APPLY NOW'.

Full Width Content

Angled Image Row Snippet

Click “Insert Snippet” 



The screenshot shows a web editor interface. At the top, there's a navigation bar with tabs for 'Preview', 'Edit', 'Source', 'Properties', and 'Versions'. Below this is a toolbar with various icons for text formatting and media insertion. A red arrow points to the 'Insert Snippet' icon in the toolbar. The main content area displays a large image of a baseball player swinging a bat, with a catcher in the foreground. The background of the image is a blue wall with 'THE SUMMER LEAGUE' text. At the bottom of the editor, there's a white bar with a red arrow pointing left and the text 'Click here to add content to this section'.

Full Width Content

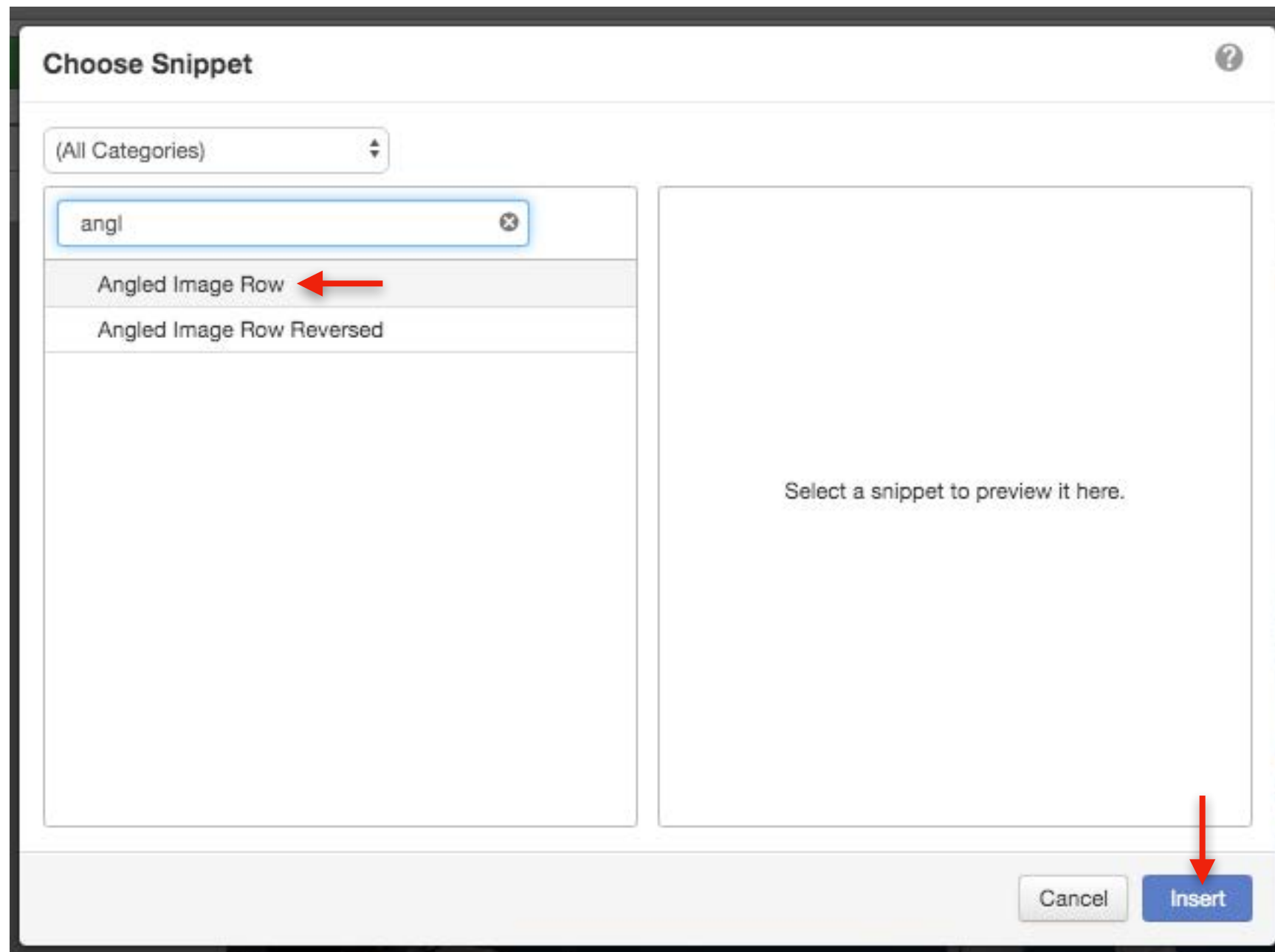
Angled Image Row Snippet

In the search box, type “Angled Image Row”

You should see two results, “Angled Image Row” and “Angled Image Row Reversed”

Select “Angled Image Row” and click “Insert”

Note: The “Angled Image Row Reversed” is a mirror snippet of the “Angled Image Row” Snippet.



POP QUIZ

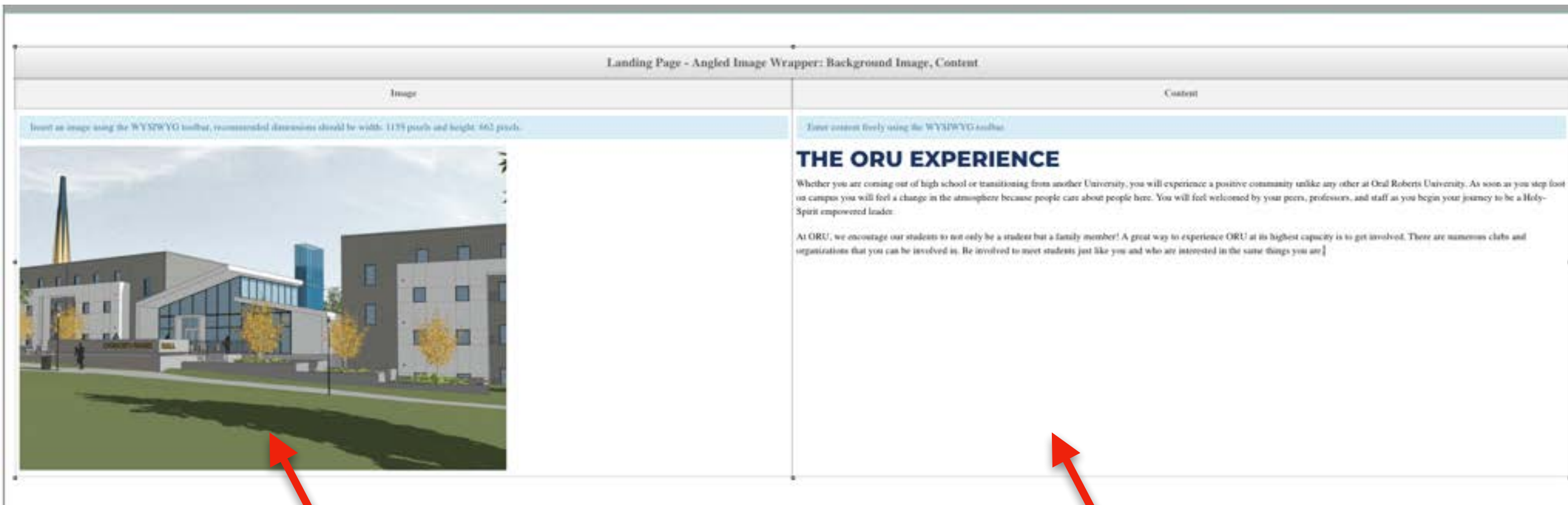
You have 10-15 minutes to edit the content in the Angled Image Row Snippet.

- Change the Image
- Add a PDF Link
- Add 1 button linking to your page

Once you are finished please have a team member check over your snippet.

Full Width Content

Angled Image Row Snippet



You change the photo by right clicking the image and selecting the “Insert/Edit Image” option.

You can edit text styles/add links and buttons in this box

Refer to slides 66-72 for steps on how to insert an image.

Refer to slides 36-51 for how to edit text styling