LEVEL I - OMNI TRAINING
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.

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

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:**

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.

**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.
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.
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”
Interior Page

Concepts

< > Parameters
Insert a Hero Image
Insert Hero Caption
Insert a Featured Image and Video
Featured Image Alt Text

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

Additional Editable Features
Page Title
Description
Keywords
Tags
Page Heading
Breadcrumb
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

**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.
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
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”
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.
Step Three:
Editable Content in Page Parameters

< > Parameters
How to Access and Edit

Note: You will be able to edit the Title, Description, Keywords, Tags, Page Heading and Breadcrumbs in this section as well.
<< Parameters
How to insert a Hero Image


<> Parameters

Hero Image

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

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*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.
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.*

Type “training-images”

Select the “training-images” folder

Verify you are on the production server

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

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

How to insert a Hero Caption
In page parameters under “Hero Content” edit the “Hero Caption”.

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

Featured Content

Featured Image

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

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

Under “Featured Content” edit “Vimeo Video”

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

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

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

*Parameters*

**Featured Video**

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< > Parameters
Featured Video

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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

36
Make sure the page is checked out

Be in the “Editing” Mode

Select the green Main Content button to begin editing
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

Highlight your “Intro Text” line
Intro Text - How to change font styles

Select Heading 3
Main Content
Intro Text - How to change font styles

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

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”
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.
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”
**Main Content**

🔗 **Link Text - PDF**

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

![Insert Link](image)

- **URL**: `{f:32441196}`
- **Text to display**: PDF Link
- **Title**: None
- **Target**: None
- **Class**: None

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”
Click “OK”

**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.

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”
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”
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.
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
Select your page name and click “Insert”

In the “Class” field select “Dark Blue Button No Stretch” and click “OK”
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
Select your page name and click “Insert”

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

Button No Stretch

Intro Text
Text Line One
Text Line Two

PDF Link

Button No Stretch

Button 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.**

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

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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.
Click “Insert/Edit Video” in the toolbar

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

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

Right click on the link and click “Copy”

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.
Place the Vimeo link in the “Source” field and click “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.
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
**Step One:** Click under the Video Wrapper Snippet and in the tool bar, click “Insert Image”

Click the “Insert Image” Icon in the toolbar
**Step Two:** In the “Source” Field, click the “Document File” button
**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.
**Step Seven:** In the “Description” field, type in descriptive text describing the image and click the blue “OK” button.

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

Click “Full Width Content”
Click "Insert Snippet"

Click here to add content to this section
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.
You change the photo by right clicking the image and selecting the "Insert/Edit Image" option.

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

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

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