



Reference Guide to Launching Your OmniUpdate Faculty Web Site

Parts 4-5

Library and Information Technology

**Web Support Services
Modesto Junior College**

Also online: <http://support.sites.mjc.edu>

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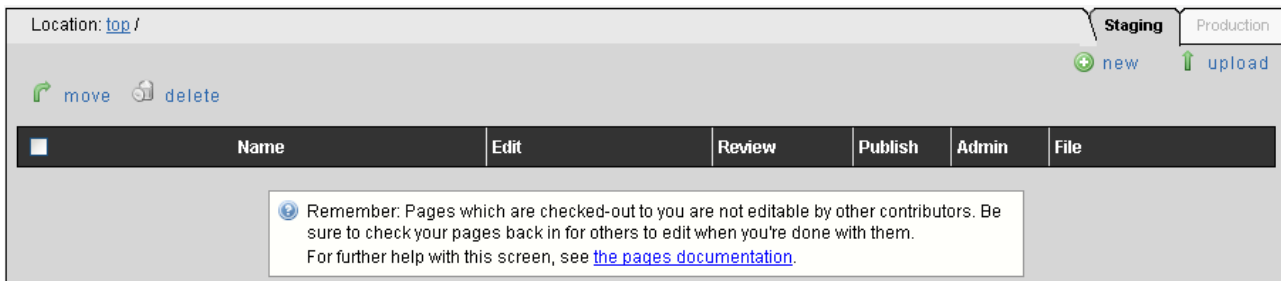
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The remaining parts and full Reference Guide available for download at <http://support.sites.mjc.edu>, Documentation.

Part 4: A More Detailed Look at the Content Tab > Pages Interface

Click on the Content tab to go into Pages view.

When you first launch your site, you will not have any Web pages listed in the Content tab > Pages view, like below.



Below is a description of each icon in the Content tab > Pages view:

Location: [top /](#)



Location shows the directory path of your site. “top /” means you are in the root level of your site. A location of “top / pdfs” shows you are in the “pdfs” folder of your site.

 [move](#)

Move allows you to choose a new location for a folder.

 [delete](#)

Deletes files permanently from both the Staging and Production servers.

Note: Some users may have a recycle bin  [recycle](#) and the option to restore  [restore](#) files which have been “recycled.” This advanced functionality can be turned on for your site per request; it is not available with the default set up of your OmniUpdate site. With recycle/restore, you can only restore Web files (with an .html or .pcf extension, for example). You cannot restore binary files (with a .jpg, .gif, .ppt or .doc extension, for example).

 [new](#)

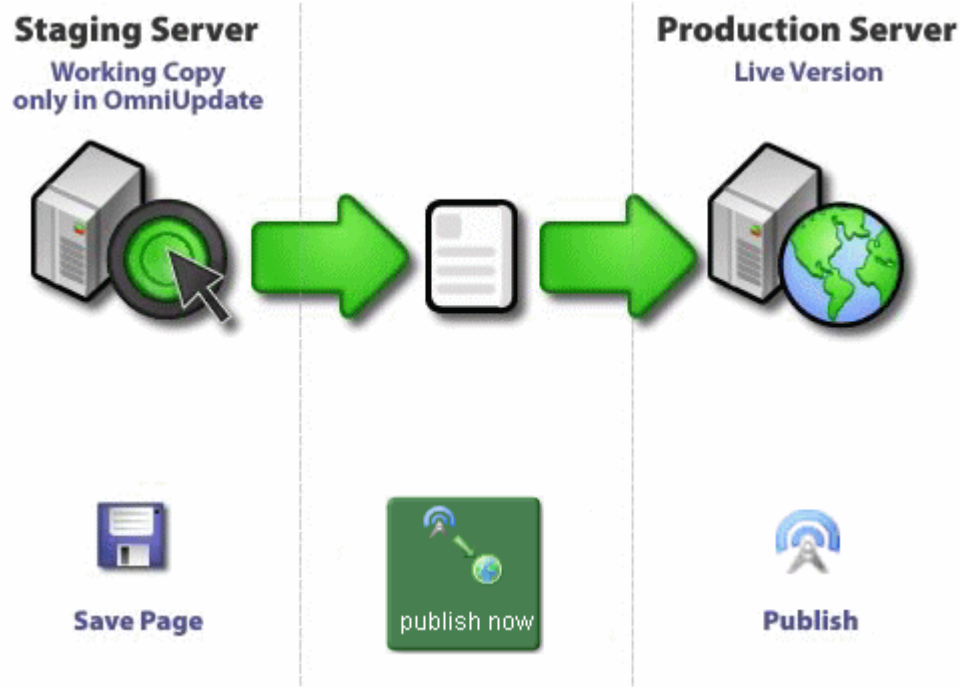
New gives you the ability to create new folders, new Web pages and apply new color themes to your site.

 [upload](#)

Upload allows you to transfer up to 10 files at once to your site. Note, if you upload PDFs, doc or images, they are viewable by clicking on the Production tab. The Staging tab holds editable Web files, not binary files (such as documents and images).

What about the *Staging* and *Production* tabs?

Within the OmniUpdate system, there are two servers: the Staging Server and the Production Server. Each server is represented by a Staging and Production tab. You'll work almost exclusively in the Staging server, but it's useful to understand the basic role each server plays in editing and publishing your page to the World Wide Web. Note the diagram and explanation below:



The Staging Server is used to store and serve web pages in the editing, workflow and approval process prior to going "live" on the target Production Server (world wide web). Remember, when you are making updates to your content within OmniUpdate, when you click the save button, that is only to save your work. So if you don't like the way something looks, no worries! The content will not be on the live site until you publish the page.



The default view upon logging in to OmniUpdate is always the Staging Server.

The Production Server is updated via the Staging Server. Published pages are pushed to the Production Server and are ultimately served on the world wide web, an intranet or an extranet.

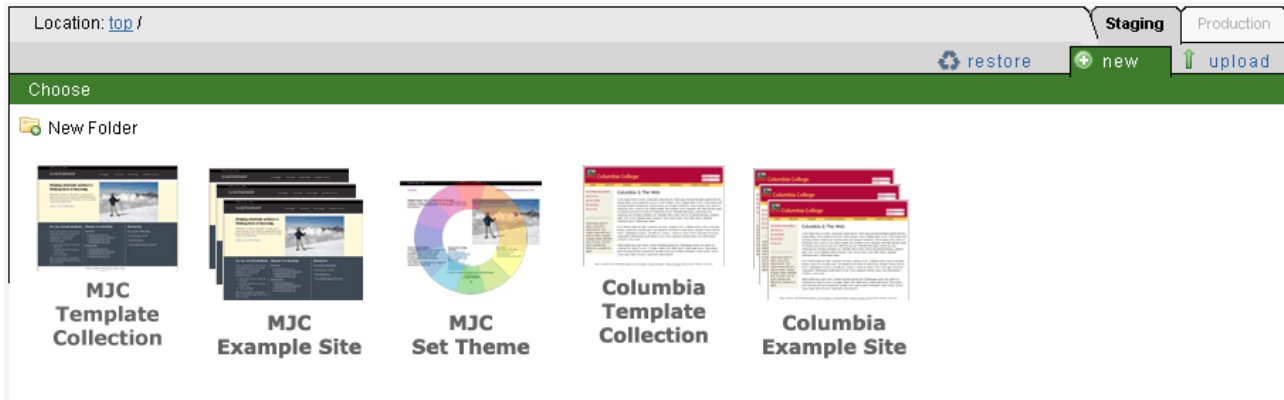


Binary files, such as images and documents, are only saved on the Production server. So if you upload an image, you cannot see it in Staging Server view! You must click on the Production tab to view binary files which have been uploaded to your site.

NOTE: When a file is deleted from the staging server, it is also deleted from the production server. So anytime a file is deleted, it is deleted from BOTH servers!

Part 5: The New Button: Build Pages and Set the Theme

Click the Content tab, then click . The options available to you are:



Below is a description of each option available via the New button:

 New Folder Creates a new folder.



Builds a Web page for your site. There are 12 different page layouts from which to choose. After building a Web page for the first time, you will need to select “MJC Set Theme” to apply a color theme and style to your site (MJC Set Theme is described below).

Preview page layouts at www.mjc.edu/oupreview.



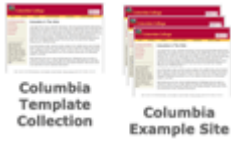
Builds a fully-functional 9-page Web site with the following pages: Home page, Statement, About Me, Resources, Classes I Teach and, under Classes I Teach, General Bio 111, Intro to Bio 201, Advanced Bio 212 and Anatomy & Physiology 126.



Sets the color theme and styles for your site by building a stylesheet named theme.css. You must “Publish” the theme.css when selecting a theme, but you will not be able to “Preview” the code in the browser.

Preview 10 default color themes at www.mjc.edu/oupreview.

Note: The CSS code in theme.css can be edited if you want to customize your site’s style. If you do edit the CSS code in the theme.css file, use caution when re-setting a new MJC theme as your custom code will be overwritten.



Columbia College templates are not applicable to MJC faculty.

The remaining parts and full Reference Guide available for download at <http://support.sites.mjc.edu>, Documentation.
