



Reference Guide to Launching Your OmniUpdate Faculty Web Site

Parts 6-7

Library and Information Technology

**Web Support Services
Modesto Junior College**

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

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

Part 6: Let's build a Web site:

Launch a Pre-built, 9-page Web Site With the MJC Example Site Option



MJC Example Site

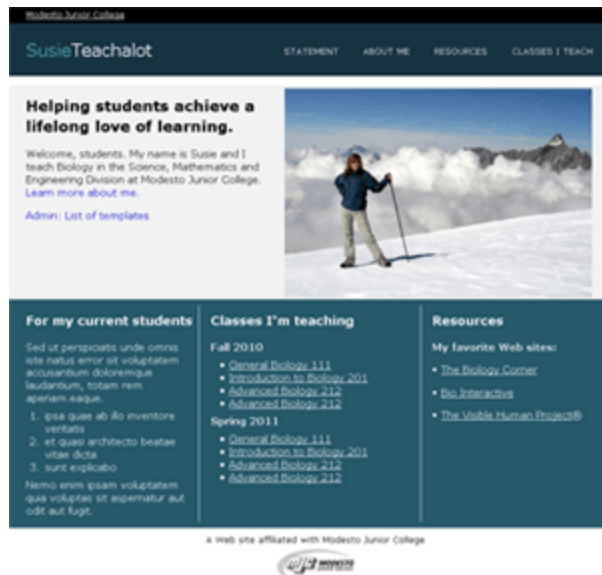
The MJC Example Site option automatically generates 9 Web pages with working links in the main, horizontal navigation menu. The Latin text “filler” can be replaced with your own relevant content. The navigation menu can be modified to meet your needs if you want to add additional pages or rename links.

For a preview of the fully-built, 9-page example site, visit www.mjc.edu/oupreview and click on a “view a sample site” link under one of the thumbnail images.

The 9 Web pages in the MJC Example site option, with screenshots and their respective file names, are listed below:

Page title: Home page

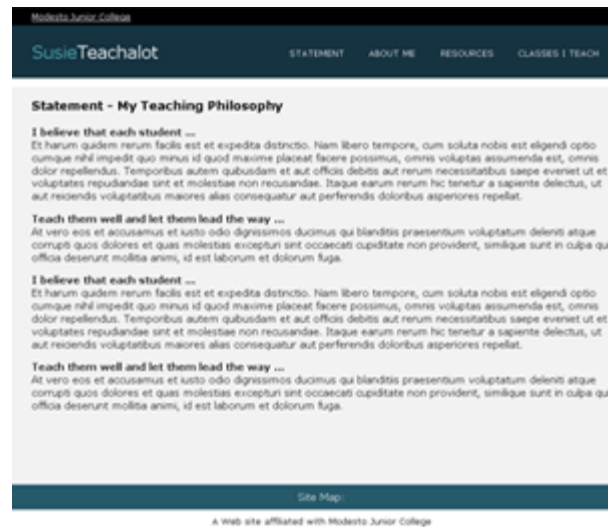
File name: index.html



Page title: About Me

Page title: Statement

File name: statement.html



Page title: Resources

File name: aboutme.html

File name: resources.html

Page title: Classes I Teach

File name: classes.html

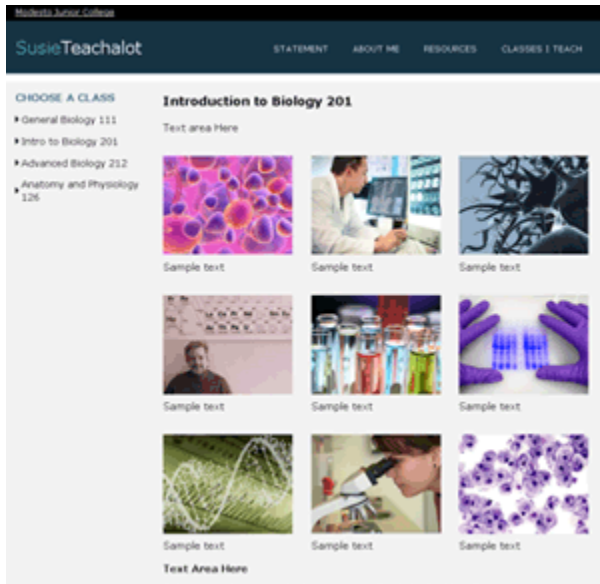
Page title: General Biology 111

File name: class1.html

Page title: Intro to Biology 201

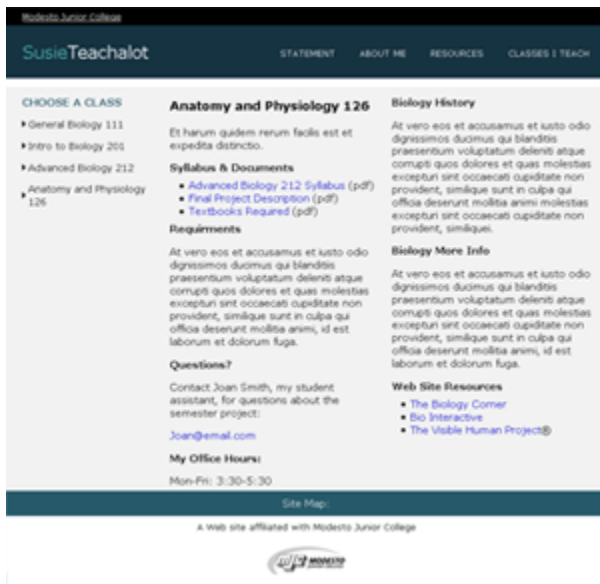
Page title: Advanced Biology 212

File name: class2.html

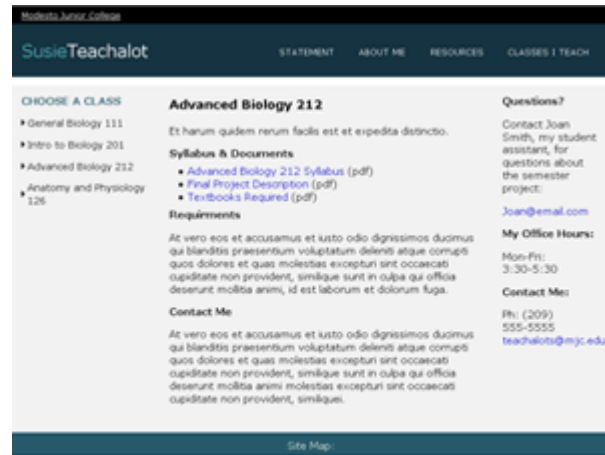


Page title: Anatomy and Physiology 126

File name: class4.html



File name: class3.html



The style sheet file, **theme.css**, is also automatically generated.

```


/* ..... */
/* Header */
/* ..... */

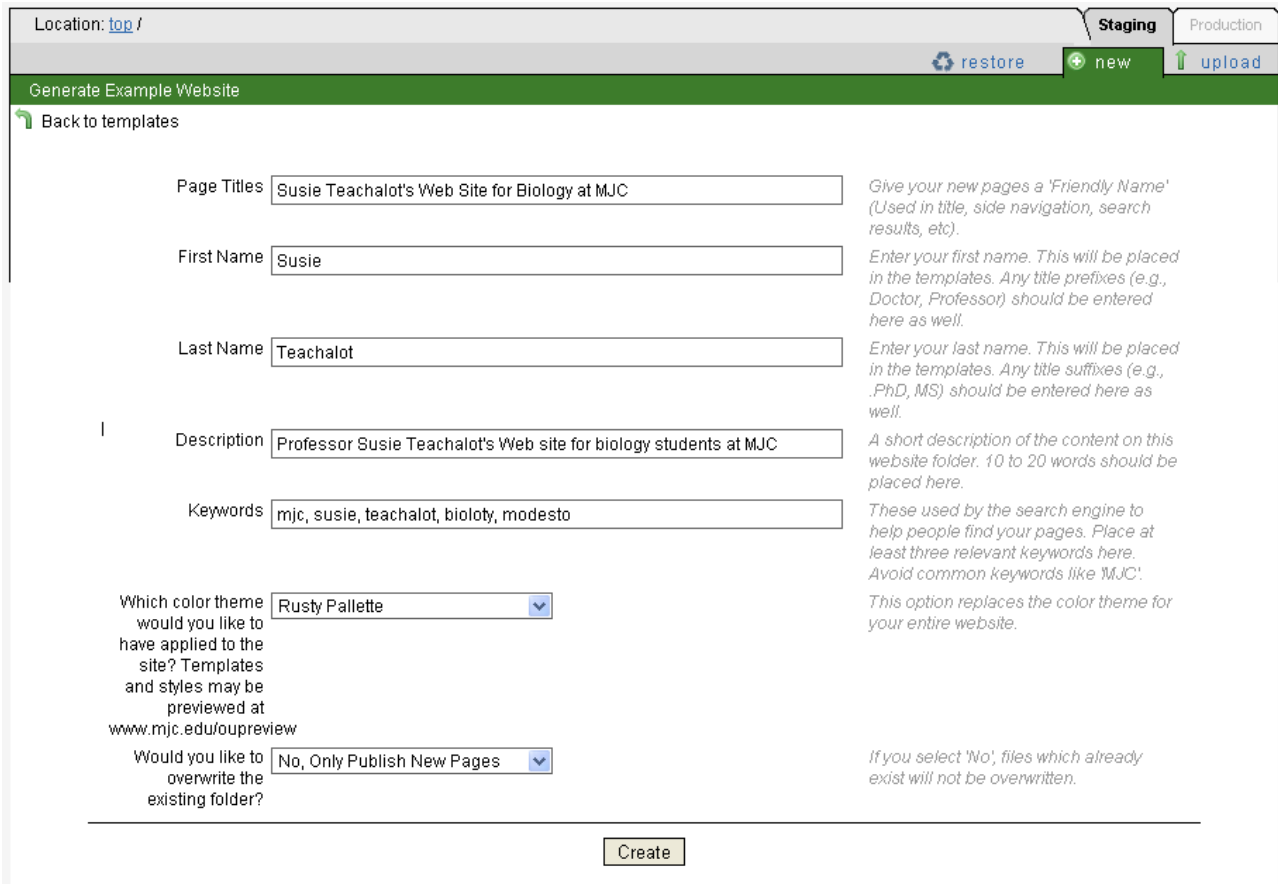
#header {
    background: #0a3443;
}

#header-ribbon {
    background: #fff;
    height: 35px;
    border-top: 1px #aba931 solid;
    border-bottom: 1px #aba931 solid;
}

/* ..... */
/* Main body area of pages */
/* ..... */

#callout {
    background: #e7f0c8;
}
    
```

To build a Web site using the MJC Example Site option, click New  > MJC Example Site. Fill out the fields for the Generate Example Website dialog box which appears, as below:



Location: [top /](#) Staging Production

[restore](#) [new](#) [upload](#)

Generate Example Website

[Back to templates](#)

Page Titles *Give your new pages a 'Friendly Name' (Used in title, side navigation, search results, etc).*

First Name *Enter your first name. This will be placed in the templates. Any title prefixes (e.g., Doctor, Professor) should be entered here as well.*

Last Name *Enter your last name. This will be placed in the templates. Any title suffixes (e.g., .PhD, MS) should be entered here as well.*

Description *A short description of the content on this website folder. 10 to 20 words should be placed here.*

Keywords *These used by the search engine to help people find your pages. Place at least three relevant keywords here. Avoid common keywords like 'MJC'.*

Which color theme would you like to have applied to the site? Templates and styles may be previewed at www.mjc.edu/oupreview *This option replaces the color theme for your entire website.*

Would you like to overwrite the existing folder? *If you select 'No', files which already exist will not be overwritten.*

Each of the fields are described in light gray text to the right, and again with additional detail below:


Page Titles	Give your new pages a 'Friendly Name' (Used in title, side navigation, search results, etc). Example: Susie Teachalot's Web Site for Biology at MJC
First Name	Enter your first name. This will be placed in the templates. Any title prefixes (e.g., Doctor, Professor) should be entered here as well. Example: Susie Note – The default template style runs the first and last name together as each is set off with contrasting colors. However, if you want a space between your first and last names, simply add a space after your first name.
Last Name	Enter your last name. This will be placed in the templates. Any title suffixes (e.g., .PhD, MS) should be entered here as well.

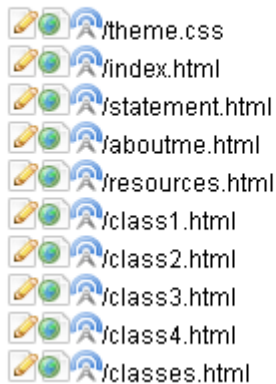
	Example: Teachalot
Description	<p>A short description of the content on this website folder. 10 to 20 words should be placed here.</p> <p>Example: Professor Susie Teachalot's Web Site for biology students at MJC</p>
Keywords	<p>These used by the search engine to help people find your pages. Place at least three relevant keywords here. Avoid common keywords like 'MJC'.</p> <p>Example: mjc, Susie, teachalot, biology, modesto, junior, college</p>
Which color theme would you like applied to the site?	<p>This option replaces the color theme for your entire website.</p> <p>Templates and styles may be previewed at www.mjc.edu/oupreview. Color theme options, illustrated further in this document, are:</p> <ul style="list-style-type: none"> • Cool Grays • Dark Gray-on-Gray • Ice Blue • Neutral Territory • Rusty Palette • Sea Shore • Springtime • Sunset Hue • Think Pink • Vintage Blues <p>Tip: More advanced users with rudimentary knowledge of CSS can later edit the stylesheet, theme.css, with custom colors. The stylesheet code has been commented for easier editing.</p>
Would you like to overwrite the existing folder?	<p>If you select 'No', files which already exist will not be overwritten.</p> <p>Tip: If you're not sure, leave this option at the default selection of "No, Only Publish New Pages."</p>

Once you have completed the fields in the Generate Example Website dialog box, click the Create button





Create .

A list of files created and published to the live server (and viewable on the World Wide Web) appears, as below:

 The following pages have been created:



A few quick notes:

- **Preview your site**
 - Preview your Web site by entering your Web address in the browser's address bar, such as: <http://teachalots.faculty.mjc.edu>.
- **Log back into OmniUpdate to make edits to your Web pages**
 - To log back into OmniUpdate to edit any page in the future, simply scroll to the bottom of one of your Web pages and click on the OU logo .
- **Editable regions**
 - Each Web page has several areas which are editable. In OmniUpdate, these editable regions are denoted by an edit button .
- **I want to click on the New button – where'd it go?**
 - To return to the New button  and its many options, click on Content tab. Alternately, you may click on the green arrow  to expand the pane all the way to the right.

More

➔ Detailed information about editing pages in the [Editing Web Pages in OmniUpdate](#) section.

Part 7: Let's build a Web site:

Build Your Web Site Page-by-Page With the MJC Template Collection Option




The MJC Example Site option is suitable if you will make only minor changes to the 9 Web pages automatically generated by this option. Others may prefer the option to build their Web site page-by-page. In this case, use the MJC Template Collection option.




To build a Web site using the MJC Template Collection option, click New  > MJC Template Collection. Fill out the fields for the Create a New Page dialog box which appears, as below:

Location: [top](#) /

Staging Production

 restore
 new
 upload

Create a New Page

 Back to templates

Page Title	<input type="text" value="Susie Teachalot's Web Site for Biology at MJC"/>	<i>Give your new page a 'Friendly Name' (Used in title, side navigation, search results, etc).</i>
First Name	<input type="text" value="Susie"/>	<i>Enter your first name. This will be placed in the template. Any title prefixes (e.g., Doctor, Professor) should be entered here as well.</i>
Last Name	<input type="text" value="Teachalot"/>	<i>Enter your last name. This will be placed in the template. Any title suffixes (e.g., .PhD, MS) should be entered here as well.</i>
Description	<input type="text" value="Professor Susie Teachalot's Web site for biology students at MJC."/>	<i>A short description of the content on this page. 10 to 20 words should be placed here.</i>
Keywords	<input type="text" value="mjc, susie, teachalot, biology, modest"/>	<i>These used by the search engine to help people find your page. Place at least three relevant keywords here. Avoid common keywords like 'MJC'.</i>
Choose the layout template for the new page. Templates and styles may be previewed at www.mjc.edu/oupreview .	<input style="border: none; background-color: #f0f0f0; width: 100%;" type="text" value="Top Menu Only. Full Width"/>	<i>This option allows you to choose the layout of the text and images on the webpage.</i>
File Name	<input type="text" value="index"/>	<i>DO NOT USE SPACES OR PUNCTUATION! This is the actual name of the file you are creating. Do not enter a file extension (.html)</i>
Overwrite New File?	<input type="checkbox"/>	<i>Overwrite if file already exists?</i>

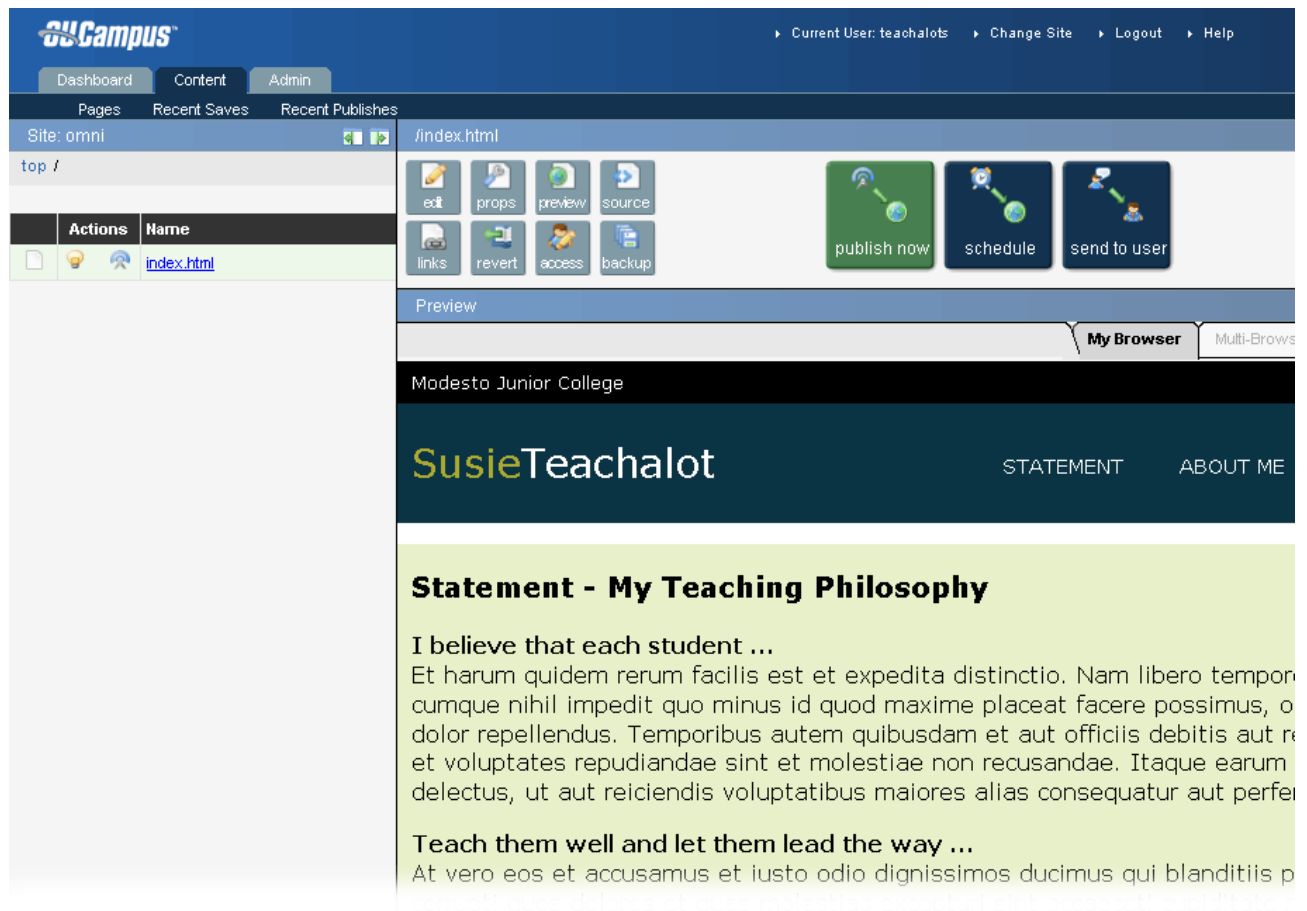
Each of the fields are described in light gray text to the right, and again with additional detail below:

Page Title	<p>Give your new page a 'Friendly Name' (Used in title, side navigation, search results, etc).</p> <p>Example: Susie Teachalot's Web Site for Biology at MJC</p>
First Name	<p>Enter your first name. This will be placed in the templates. Any title prefixes (e.g., Doctor, Professor) should be entered here as well.</p> <p>Example: Susie</p> <p>Note – The default template style runs the first and last name together as each is set off with contrasting colors. However, if you want a space between your first and last names, simply add a space after your first name.</p>
Last Name	<p>Enter your last name. This will be placed in the templates. Any title suffixes (e.g., .PhD, MS) should be entered here as well.</p> <p>Example: Teachalot</p>
Description	<p>A short description of the content on this website folder. 10 to 20 words should be placed here.</p> <p>Example: Professor Susie Teachalot's Web Site for biology students at MJC</p>
Keywords	<p>These used by the search engine to help people find your pages. Place at least three relevant keywords here. Avoid common keywords like 'MJC'.</p> <p>Example: mjc, Susie, teachalot, biology, modesto, junior, college</p>
Choose the layout template for the new page.	<p>This option allows you to choose the page layout for a page. Preview the 12 page layouts at www.mjc.edu/oupreview > page layouts. The 12 page layouts are listed below:</p> <ul style="list-style-type: none"> • Top Menu w/ Footer Cols. 50/50 • Top Menu w/ Footer Cols. Full Width. • Top Menu w/ Footer Cols. 4 Col. • Top Menu Only. Full Width. • Top Menu Only. 80/20. • Top Menu Only. 50/50. • Top Menu Only. 4 Col Body. • Top w/ Side Menu. Full Width. • Top w/ Side Menu. 3 Column. • Top w/ Side Menu. 80/20. • Top w/ Side Menu. 50/50.

<p>File Name</p>	<ul style="list-style-type: none"> • Blank Page. <p>Home pages should be named index or default. If you have not named your home page properly, the OmniUpdate welcome screen will be the default home page shown to your users.</p> <p>When you name your pages, DO NOT USE SPACES OR PUNCTUATION! This is the actual name of the file you are creating. Do not enter a file extension (.html)</p>
<p>Overwrite New File?</p>	<p>Check the box if you are overwriting an existing file.</p>

Once you have completed the fields in the Create a New Page dialog box, click the Create button  .

You should see the page in OmniUpdate, as below:



From here, you have the option to edit the page, publish now or click on Content tab > New button to continue building pages.

NOTE: Until you publish your page, it will not be available on the Production server. Publish your pages so that you are able to link to them later! See Publish & Save for more information.

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