

OmniUpdate: Overwrite or Delete PDF files

- 1) Go to the Web page which is linking to the PDF you want to overwrite or delete. For this example, the President's Office page has a PDF for the "strategic plan." President's Office page is at www.mjc.edu/general/president.


The screenshot shows the Modesto Junior College (MJC) website's President's Office page. The header includes the MJC logo and the text 'PRESIDENT'S OFFICE'. A search bar and navigation links for 'MJC.edu' and 'Faculty' are present. A yellow banner reads 'Welcome from the President | College and Campus News | Class Schedule'. The left sidebar lists various student and administrative categories, with 'President's Office' highlighted. The main content area shows a breadcrumb trail 'MJC Home > President's Office >', followed by the heading 'President's Office' and a sub-heading 'Welcome to the MJC President's Office!'. The text below describes the college's vision and mission, mentioning a 'Strategic Plan' link. A red arrow points to this link. Below the text is a bulleted list of institutional priorities: Budget, Enrollment Management, Accreditation, and Measure E Bond Projects.

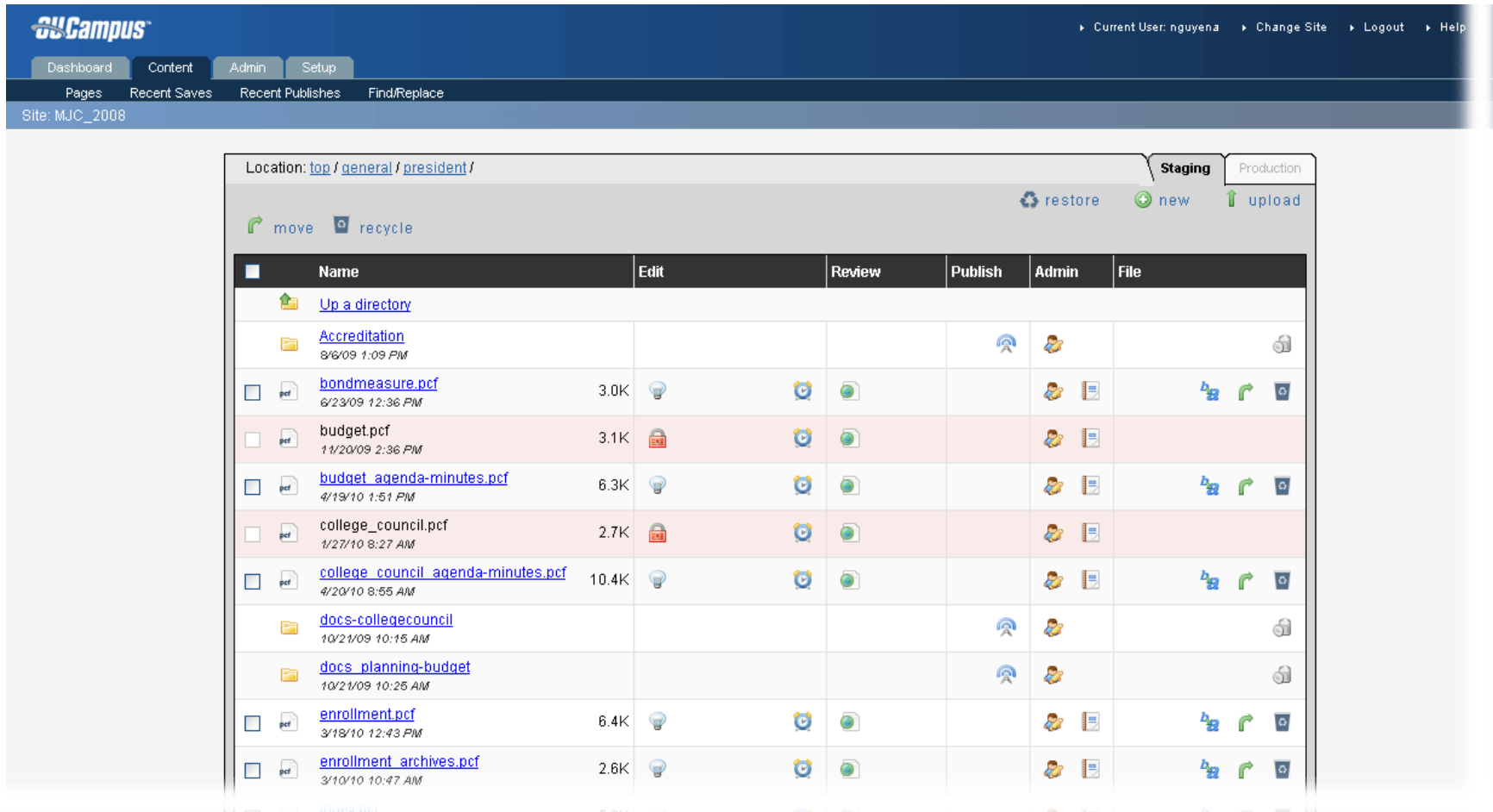
- 2) To find where the PDF is saved on the server, simply click on the PDF link ("strategic plan" link in this example) and view it's URL for the path:

<http://mjc.edu/general/president/pdf/strategicplan.pdf>

From the URL path above, we know the PDF is saved in the **general** folder, then **president** folder, then **pdf** folder and the file is named "**strategicplan.pdf.**"

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- 3) Now that you know where the PDF is saved on the server (write down the path!), you are ready to login to OmniUpdate. Login to OmniUpdate via the “last updated” link (on the page which has the PDF link).
- 4) Click on the green arrow  **twice** (left-hand corner of OmniUpdate) to expand the panes all the way until you see the following layout.



Location: [top](#) / [general](#) / [president](#) /

Staging Production

restore new upload

move recycle

| Name | Edit | Review | Publish | Admin | File |
|--|------|--------|---------|-------|------|
| Up a directory | | | | | |
| Accreditation 8/6/09 1:09 PM | | | | | |
| <input type="checkbox"/> bondmeasure.pcf 6/23/09 12:36 PM 3.0K | | | | | |
| <input type="checkbox"/> budget.pcf 11/20/09 2:36 PM 3.1K | | | | | |
| <input type="checkbox"/> budget_agenda-minutes.pcf 4/13/10 1:51 PM 6.3K | | | | | |
| <input type="checkbox"/> college_council.pcf 1/27/10 8:27 AM 2.7K | | | | | |
| <input type="checkbox"/> college_council_agenda-minutes.pcf 4/20/10 8:55 AM 10.4K | | | | | |
| docs-collegecouncil 10/21/09 10:15 AM | | | | | |
| docs_planning-budget 10/21/09 10:25 AM | | | | | |
| <input type="checkbox"/> enrollment.pcf 3/18/10 12:43 PM 6.4K | | | | | |
| <input type="checkbox"/> enrollment_archives.pcf 3/10/10 10:47 AM 2.6K | | | | | |

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- 5) Navigate to the correct folder in the server. You can use the Location path to navigate. Location: [top](#) / [general](#) / [president](#) /
- 6) For this example, we need to navigate to the **general** folder, then **president** folder and finally **pdf** folder to access the PDF file for the strategic plan at <http://mjc.edu/general/president/pdf/strategicplan.pdf>.

Location: [top](#) / [general](#) / [president](#) /

The location path in OmniUpdate shows that we are already in **general** folder and **president** folder. “Top” simply means the root of the folder tree. Since we are already in the right location, we just click on the **PDF** folder and see this view:

Location: [top](#) / [general](#) / [president](#) / [pdf](#) /

Staging Production

restore new upload

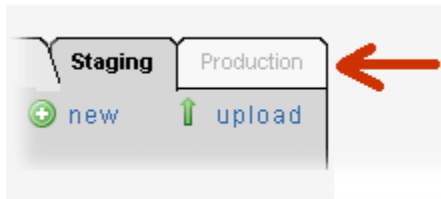
move recycle

| | Name | Edit | Review | Publish | Admin | File |
|--------------------------|--|------|--------|---------|-------|------|
| | Up a directory | | | | | |
| <input type="checkbox"/> | subnav.inc <small>6/18/09 10:47 AM</small> | 0B | | | | |
| <input type="checkbox"/> | z-breadcrumb.html <small>5/4/09 2:25 PM</small> | 304B | | | | |

Remember: Pages which are checked-out to you are not editable by other contributors. Be sure to check your pages back in for others to edit when you're done with them. For further help with this screen, see [the pages documentation](#).


- 7) This layout shows the “Staging” server view. You will need to click on the “Production” tab to see the PDF and image files on the server. The production tab is to the right of the “Staging” tab.

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- 8) The Production tab view shows all binary files on the server which are not shown in the Staging tab view. Binary files are pdfs, images, Word docs and PowerPoint files, etc.
- 9) Now you can delete or overwrite existing PDFS.

TO DELETE A PDF

To delete a PDF file, click on the Trash Can icon  next to the file you want to remove.

TO OVERWRITE AN EXISTING PDF

To overwrite an existing PDF with a newer one, click on the Upload link ,

and check the Overwrite box.

Now browse to the revised PDF with the **same file name** as the PDF you are trying to overwrite. In this example, the PDF is named "strategicplan.pdf."

Click upload. 