



KENNESAW STATE
UNIVERSITY
UNIVERSITY INFORMATION
TECHNOLOGY SERVICES

Web Editor's Guide

Omni CMS

Copyright © 2021 KSU Division of University Information Technology Services This document may be downloaded, printed, or copied for educational use without further permission of the University Information Technology Services Division (UITs), provided the content is not modified and this statement is not removed. Any use not stated above requires the written consent of the UITs Division. The distribution of a copy of this document via the Internet or other electronic medium without the written permission of the KSU - UITs Division is expressly prohibited.

Published by Kennesaw State University – UITs 2021

The publisher makes no warranties as to the accuracy of the material contained in this document and therefore is not responsible for any damages or liabilities incurred from UITs use.

Table of Contents

Introduction	4
Learning Objectives	4
Logging into Omni CMS	5
Fixed Layout.....	7
Editing a Page	8
Accessing the In-Line Editor.....	9
The WYSIWYG Editor	10
Adding Hyperlinks.....	11
Adding a Link to an External Site	11
Adding a Link to an Internal Page.....	12
Uploading Files.....	15
Adding an Image.....	19
Inserting YouTube Videos.....	23
Embedding Videos from Kennesaw State MediaSpace.....	25
Publishing a Page in Omni CMS.....	29
Creating a New Page in Omni CMS.....	31
Deleting Pages	33
Deleting Pages from the Recycle Bin	34
Restoring Pages from the Recycle Bin	35
Versioning.....	36
Viewing an older version of your web page	36
Comparing an Older Version of the web page with the current version.....	37
Reverting to an Older Version of your web page	38
Editing the Navigation Bar	40
Checking Out/In Pages.....	43
Additional Help	43

Introduction

Omni CMS is a useful web content management system that provides easy access to update web content. With its easy accessibility, WYSIWIG (What You See Is What You Get) toolbar, and other features, *Omni CMS* allows you to publish, manage, and organize a wide array of content on websites for which you have editing privileges.

The following booklet is meant for those users who have Level-5 website editing permissions. This booklet will provide you a step-by-step guide for editing and creating Kennesaw State University websites using *Omni CMS*.

Learning Objectives

The following topics are covered in this document:

- Accessing your site for editing
- Becoming familiar with the WYSIWIG editor
- Editing Existing Pages
- Creating New Webpages
- Deleting/Recycling Existing Pages
- Approving/Declining Pages
- Version Control

Logging into Omni CMS

With the *Omni CMS DirectEditor*, you can navigate to any webpage that you have editing permissions for and access the page for editing. The following explains how to access the *Omni CMS DirectEditor* in order to edit webpages.

1. In an internet browser, navigate to the page you wish to edit.
2. Click the **DirectEdit** button at the bottom of the page (See Figure 1).

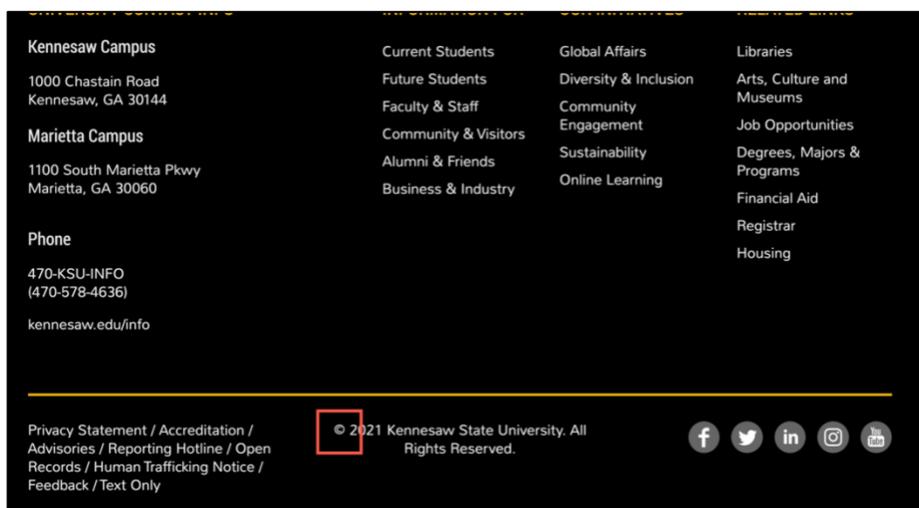


Figure 1 - Navigate to Page & Click DirectEdit Symbol

Note: The *DirectEdit* button appears as the copyright symbol.

3. Log in with your **NetID** and **NetID password** (See Figure 2).
4. Click **Sign In** (See Figure 2).

Figure 2 - Enter NetID & NetID Password

Note: If you are logged into your email through Office 365, you may be automatically logged in to *Omni CMS*. If you automatically log into *Omni CMS*, skip to Step 9.

5. If prompted, use your preferred method to authenticate your account through DUO.

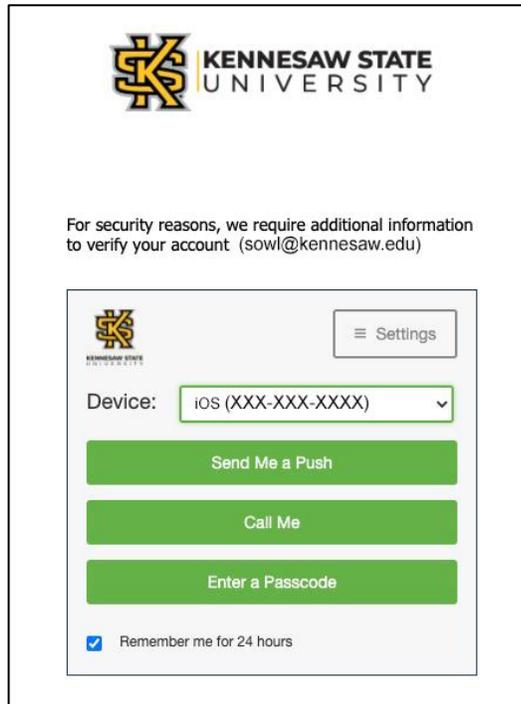


Figure 3 - Authenticate with DUO

6. You will be taken to the *DirectEdit* page.

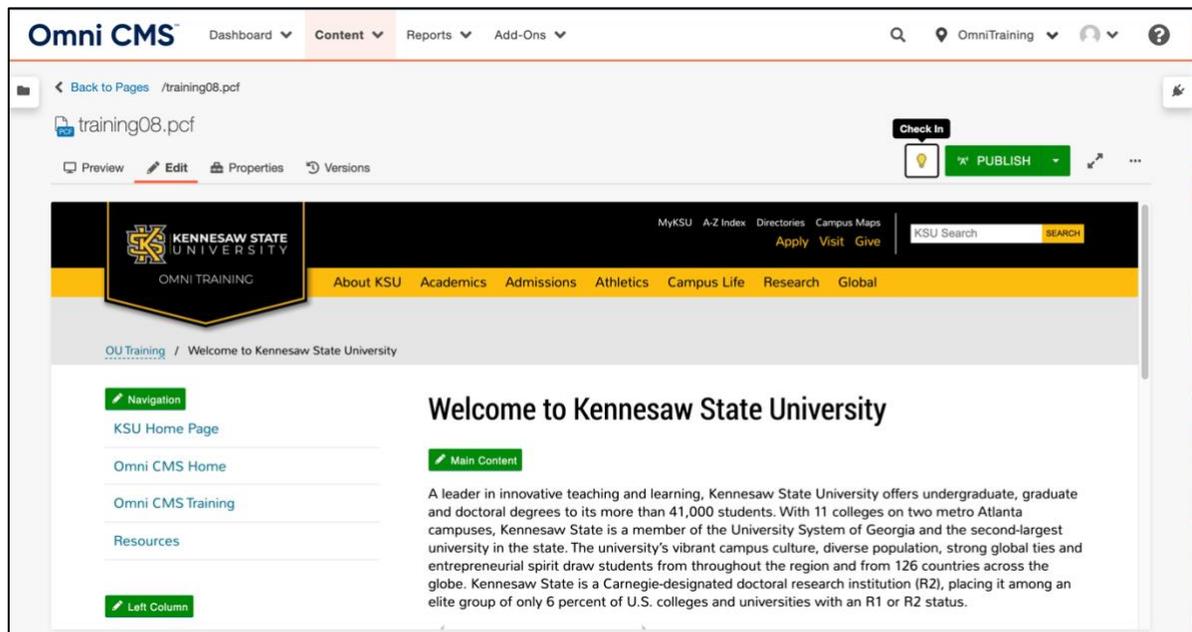


Figure 4 - DirectEdit Page

Fixed Layout

At the top of the page, you will find the static menu that orients you to where you are in your site. Use these buttons to navigate from individual pages to the full site directory.

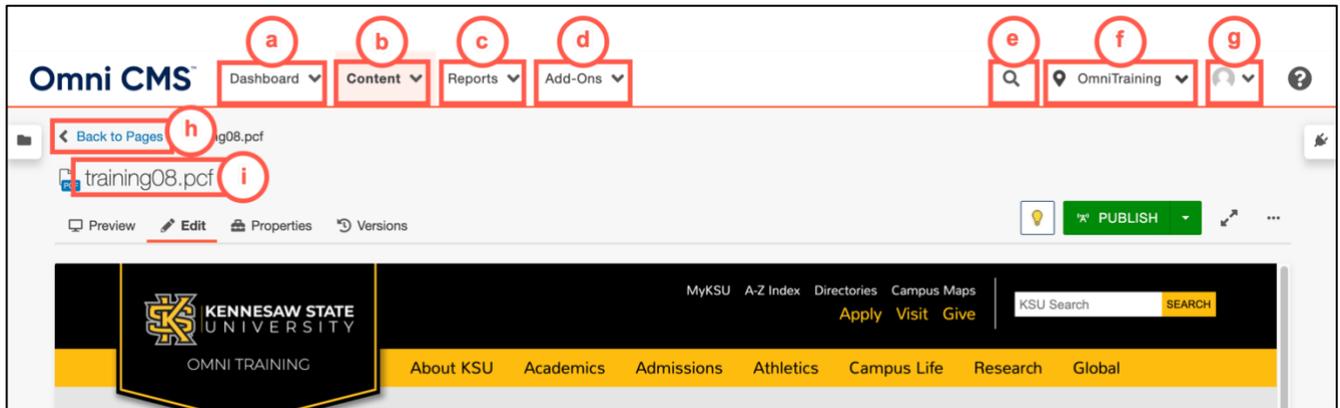


Figure 5 - Fixed Layout

- a. **Dashboard Tab:** Click this menu for direct access to your dashboard, which contains your *Omni CMS* inbox and widgets to indicate your checked out pages and a history of the activity on sites you have access to (See Figure 5).
- b. **Content Tab:** Click this tab to access the menu with links to your site directory, assets, and the recycle bin (See Figure 5).
- c. **Reports Tab:** Click to open the menu and access reports for your *Required Actions*, *Checked-Out Content*, *Pending Approvals*, *Scheduled Actions*, *Recent Saves*, and *Recent Publishes* (See Figure 5).
- d. **Add-Ons Tab:** Click to access the *Omni CMS Quick Guide* (See Figure 5)
- e. **Search Function:** Use the search function to find content within your site (See Figure 5).
- f. **KSU Site Directory:** Displays your current editing group (See Figure 5).
- g. **User Profile Menu:** Click your profile picture to access your settings and log out of *Omni CMS* (See Figure 5).
- h. **Back to Pages:** Clicking this link redirects you to the site directory (See Figure 5).
- i. **Page Name:** The name of the page you are currently editing (See Figure 5).

Editing a Page

When you are in the *DirectEdit* page, you will have the ability to edit your webpage, preview your page, view page properties, check in/check out of your page, and view various versions of your webpage. The layout of the *DirectEdit* page is as follows.

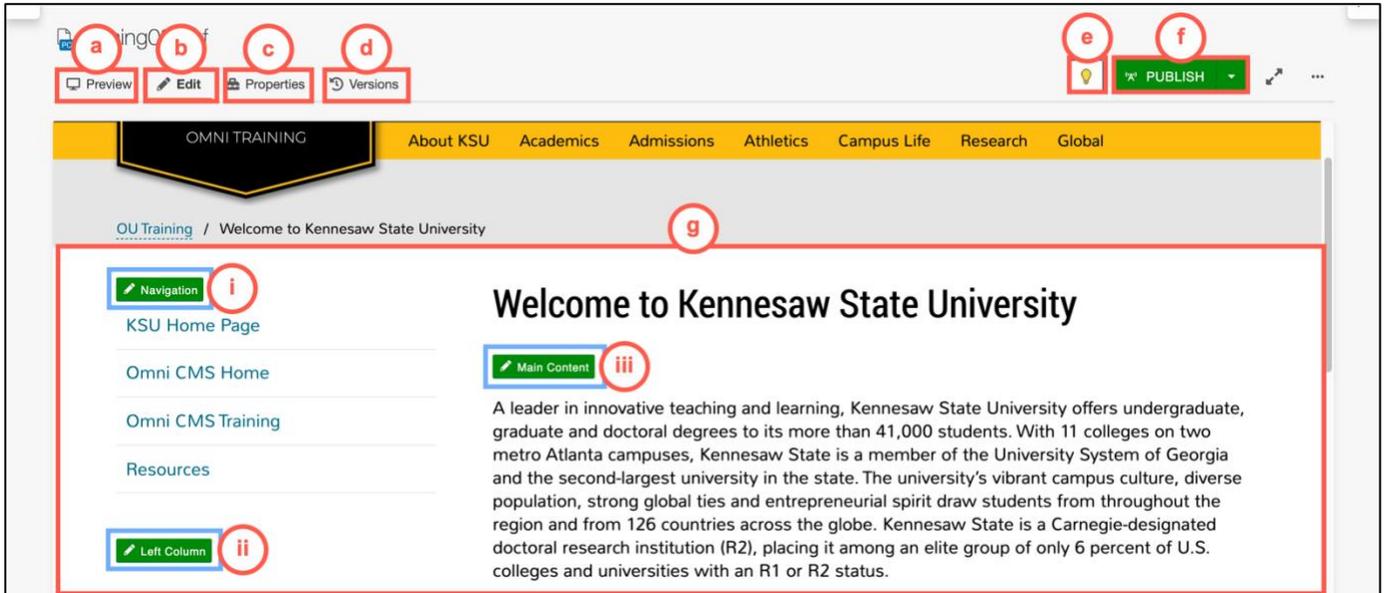


Figure 6 - DirectEdit Page

- a. **Preview Tab:** Preview your web page as it would appear live on the web (See Figure 6).
- b. **Edit Tab:** Add, remove, and make changes to content in the editable regions of the page (See Figure 7).
- c. **Properties Tab:** Edit the page properties and view the page editing logs (See Figure 6).
- d. **Versions Tab:** View the history of changes to the page and revert to previous iterations (Figure 6).

Note: The *Versions* tab will only be visible if the page is checked out to you (See Figure 6).

- e. **Lightbulb Icon:** Click the button to check in or check out the page (See Figure 6).
- f. **Publish Button:** Publish the page to the public live on the web (See Figure 6).

Note: If you do not have access to publish the page directly, your changes will need to go through an approval process, and this button will appear as *Submit*.

- g. **Editable Area:**
 - i. **Navigation Button:** Click this button to open the in-line editor to make changes to the navigation on all pages in the current directory (See Figure 6).
 - ii. **Left Column:** Click this button to open the in-line editor to make changes to the area in the left column below the page's navigation (See Figure 6).
 - iii. **Main Content:** Click this button to open the in-line editor to make changes to the main area of the page (See Figure 6).

Accessing the In-Line Editor

The *In-Line* editor allows users to make in-place edits to the webpage. The following explains how to access the *In-Line* editor:

1. In the *DirectEdit* page, click on the **Main Content** button.

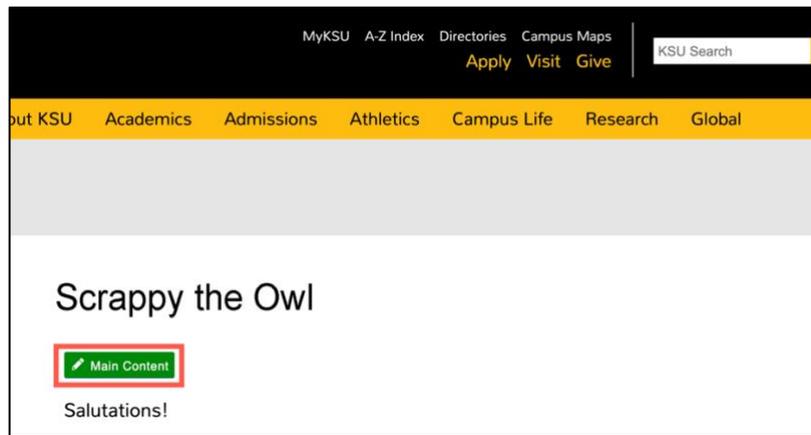


Figure 7 - Main Content

2. You will be taken to the *In-Line editor* where you will be able to add/edit text as well as access the WYSIWYG (What You See Is What You Get) editor.

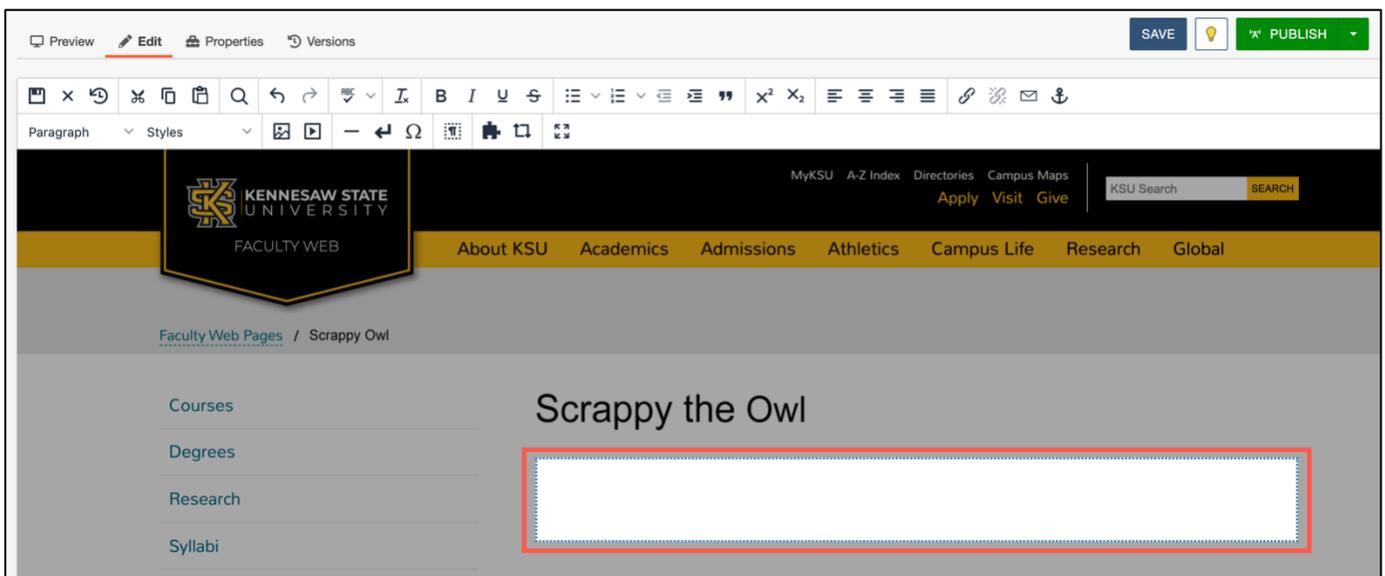


Figure 8 - In-Line Editor

3. Begin typing in the text field or use any of the functions in the WYSIWYG menu. See more about the WYSIWYG menu functions in the next section.

The WYSIWYG Editor

The WYSIWYG editor is your way to edit pages quickly and easily using tools you are likely already familiar with. The WYSIWYG editor layout is as follows:

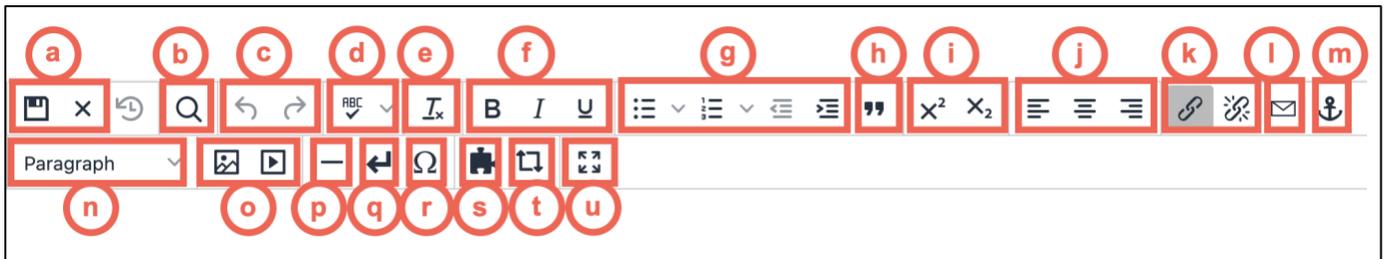


Figure 9 - WYSIWYG Editor

- a. **File Functions:** Save or revert changes on a page (See Figure 9).
 - b. **Find Functions:** Find specific content on your page (See Figure 9).
 - c. **Undo Redo:** Undo/redo changes made on a page (See Figure 9).
 - d. **Spell Check:** Run spell check on the content (See Figure 9).
 - e. **Clear Formatting:** Remove all selected text formatting and return text back to the default settings for a page (See Figure 9).
 - f. **Basic Font Properties:** Format selected text to bold, italic, and/or underline (See Figure 9).
 - g. **List & Indent:** Create a bulleted list, numbered list, or indent content (See Figure 9).
 - h. **Block Quote:** Format the selected text as a block quote (See Figure 9).
 - i. **Superscript/Subscript Text:** Format selected text to a superscript or subscript format (See Figure 9).
 - j. **Alignment Functions:** Move selected text alignment (left, center, right) (See Figure 9).
 - k. **Link Tools:** Insert/edit links to files or other internal and external pages (See Figure 9).
 - l. **Insert/Edit Mail Link:** Insert and Edit a *Mailto* link (See Figure 9).
 - m. **Anchor Tool:** Create an anchor that can be used as a hyperlink on the page (See Figure 9).
 - n. **Paragraph/Font Styles Options:** Define paragraph style and add site-specific font styles (See Figure 9).
 - o. **Insert Images/Media:** Add/edit images and videos on the page (See Figure 9).
 - p. **Horizontal Line:** Insert a horizontal line (See Figure 9).
 - q. **Insert Line Break:** Insert a line break (See Figure 9).
 - r. **Special Symbols:** Insert symbols and special characters (See Figure 9).
 - s. **Insert Snippets:** Opens a window to place snippets on the page. (See Figure 9).
 - t. **Insert Assets:** Opens a window to place assets on the page (See Figure 9).
- Note:** For more information on Snippets and Assets, visit the [Omni Training page](#).
- u. **Enter Full Screen:** View the page in full screen (See Figure 9).

Adding Hyperlinks

When adding hyperlinks to your page, it is recommended that you either copy/paste the link or type the link into the hyperlink fields. The following explains how to add hyperlinks into your website.

Adding a Link to an External Site

1. In the webpage you are editing, select the **text** that you wish to hyperlink (See Figure 10).
2. Click on the **Insert/Edit Link** button (See Figure 10).

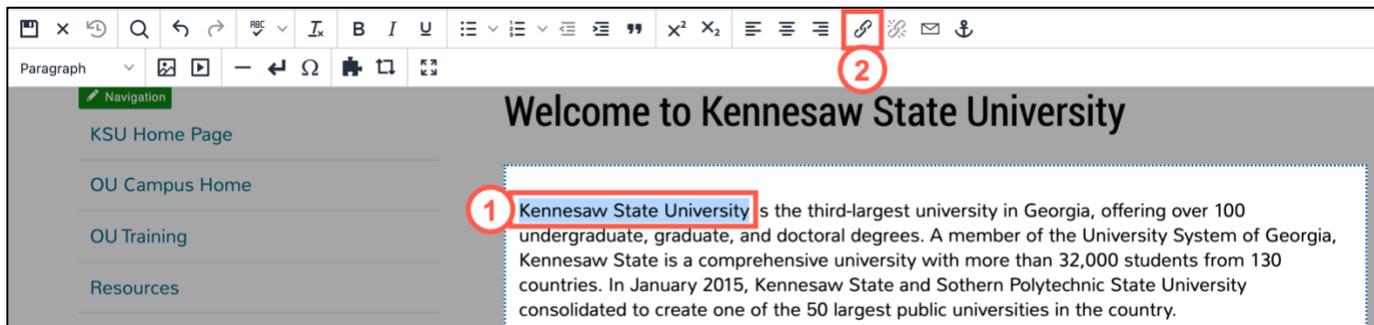


Figure 10 - Insert/Edit Link

3. Paste your **link** into the *URL* field (See Figure 11).
4. The *Text to Display* field is the text that is displayed for the hyperlink. If you have selected text prior to clicking on the *Insert/Edit Link* button that text will appear in this field (See Figure 11).
5. If you wish to have the link open in a new window, select **New window** in the *Open link in...* field. Otherwise, leave the setting *Current window* to have the link open on the same page (See Figure 11).
6. Click **Save** (See Figure 11).

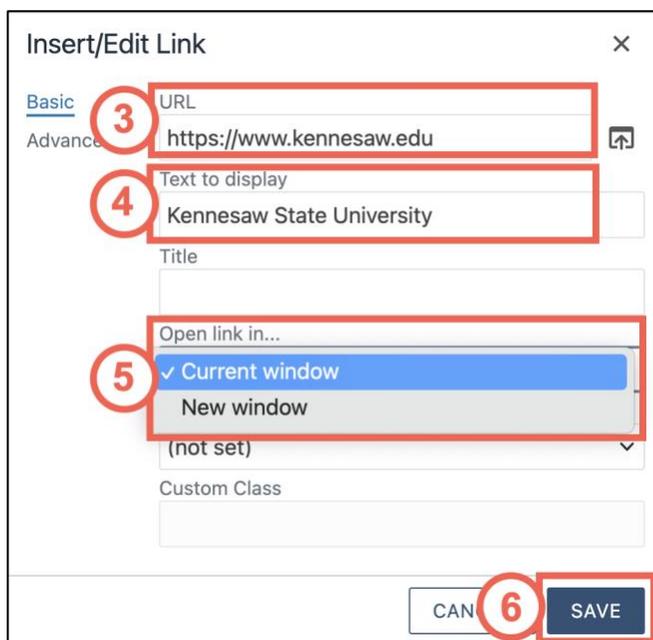


Figure 11 - Input Information and Click Save

7. If you receive a *The URL you entered seems to be an external link* pop-up, click **YES** to add the required **http://** prefix.

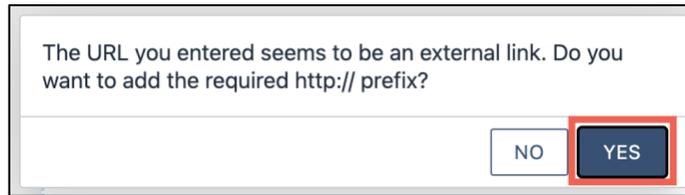


Figure 12 - Click YES

8. Your hyperlink will be added to your page.

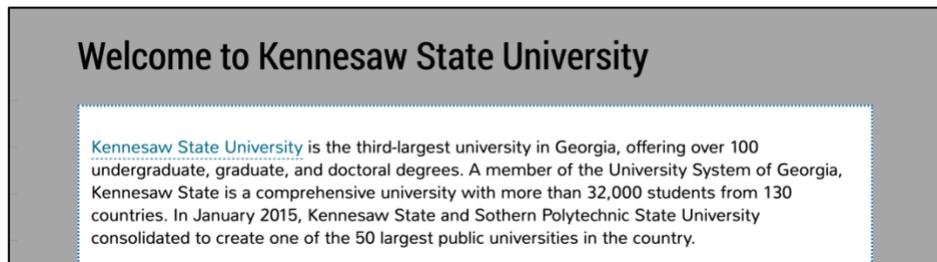


Figure 13 - Hyperlink View

Adding a Link to an Internal Page

1. In the webpage you are editing, select the **text** that you wish to hyperlink (See Figure 14).
2. Click on the **Insert/Edit Link** button (See Figure 14).

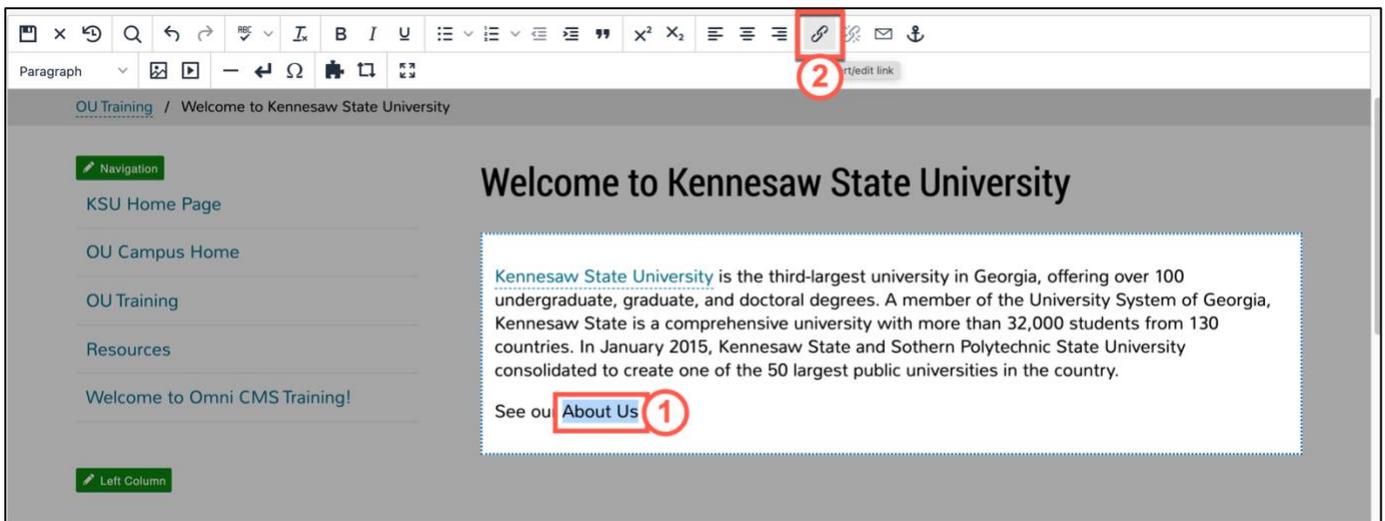


Figure 14 - Select Text & Click Edit/Insert Link Icon

3. Click the **Source** Icon.

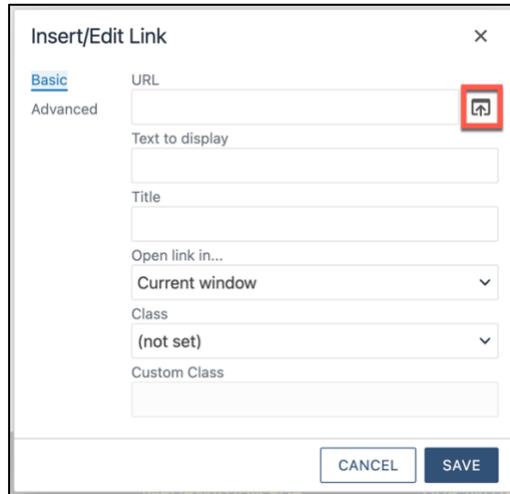


Figure 15 - Click Source Icon

- 4. Navigate the content from your site in the left panel. Select the **page** you wish to link to (See Figure 16).
- 5. Click **Insert** (See Figure 16).

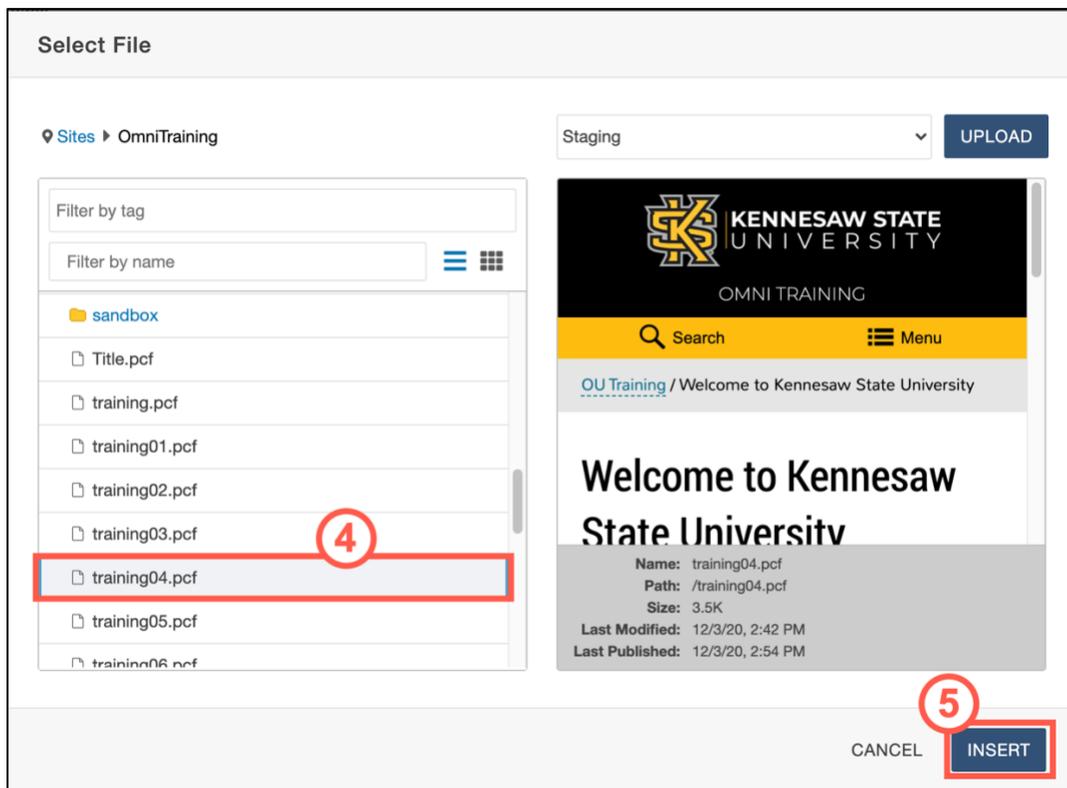


Figure 16 - Select Page & Click Insert

6. If you wish to have the link open in a new window, select **New window** in the *Open link in...* field. Otherwise, leave the setting *Current window* to have the link open on the same page (See Figure 18).
7. Click **Save** (See Figure 17).

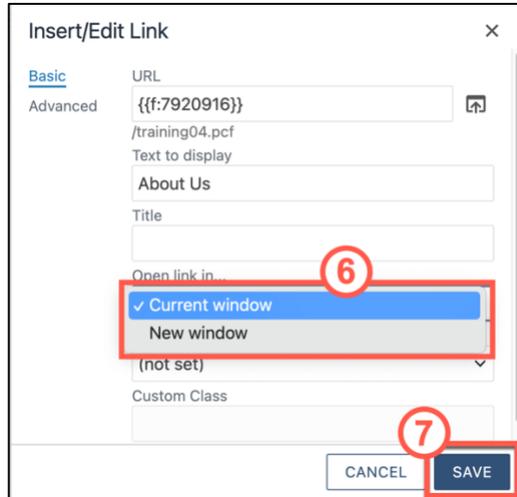


Figure 17 - Select How Link Opens and Click Save

8. The hyperlink will be added to the page.

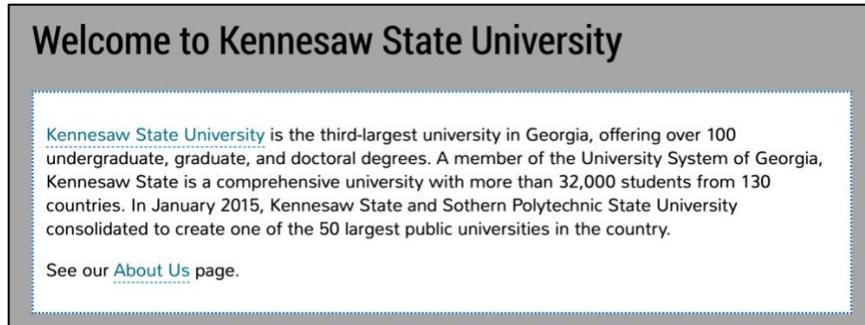


Figure 18 - Hyperlink is Added

Uploading Files

The following explains how to upload files into your website.

1. In the webpage that you are editing, click the **Main Content** button to open the text field.



Figure 19 - Main Content

2. Place your **cursor** where you wish to add your file link (See Figure 20).
3. Click **Insert/Edit Link** icon (See Figure 20).

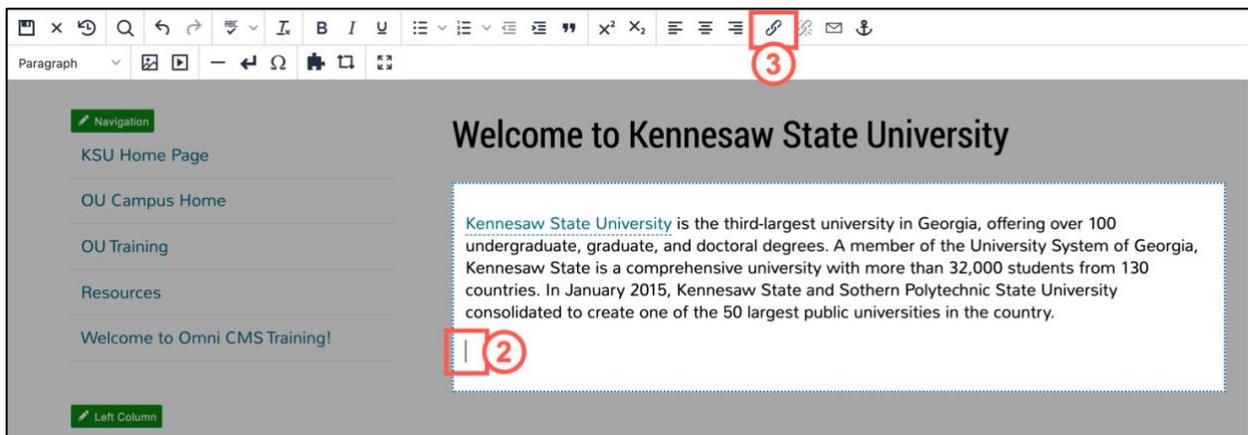


Figure 20 - Click Insert/Edit Link

4. Click the **Source** icon.

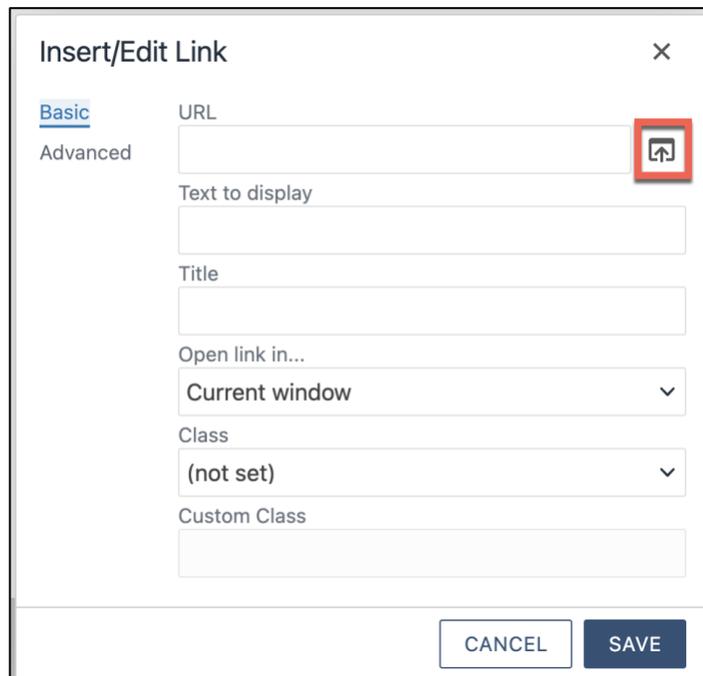


Figure 21 - Click the Source Icon

- 5. The *Select File* window will open. From here, you can either:
 - a. Select a **file** from your existing files (See Figure 22).
 - b. Click the **Upload** button to upload a file (See Figure 22).

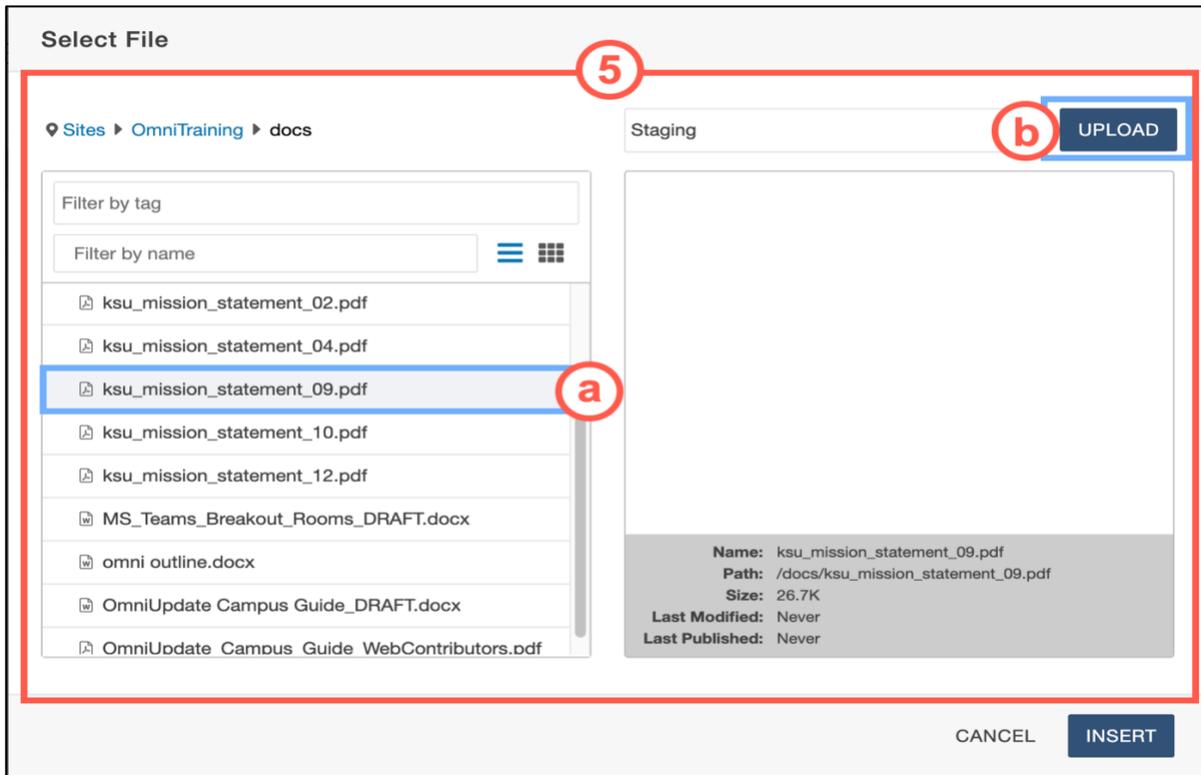


Figure 22 - Select a File or Upload

Note: If you select an existing file, you can skip to Step 10.

- 6. Click the **Add** button.

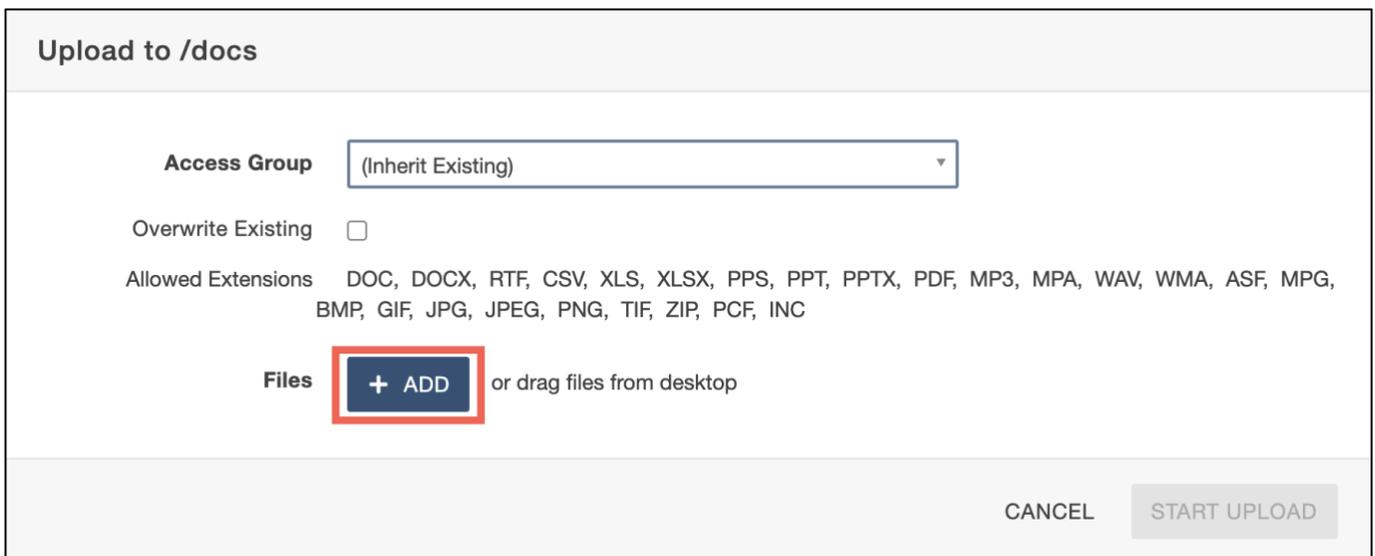


Figure 23 - Add Files

7. Navigate to and select the **file** you wish to upload (See Figure 24).
8. Click the **Open** button (See Figure 24).

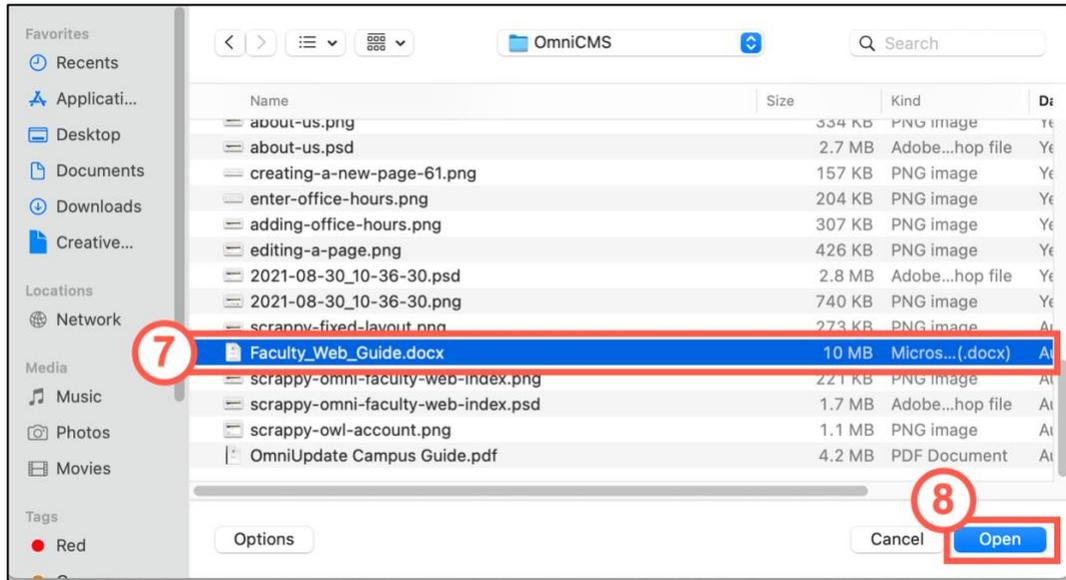


Figure 24 - Select the File & Click Open

9. You will be returned to the *Upload to* window. Verify that the file is correct and click **Start Upload**.

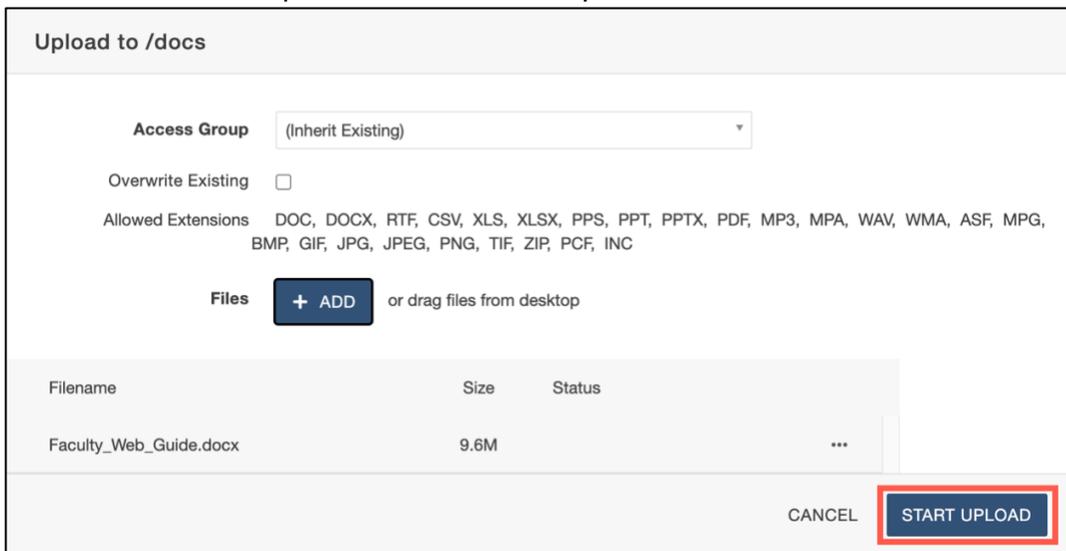


Figure 25 - Start Upload

10. You will be returned to the *Select File* window, and the file will appear in the list to the left. Click **Insert**.

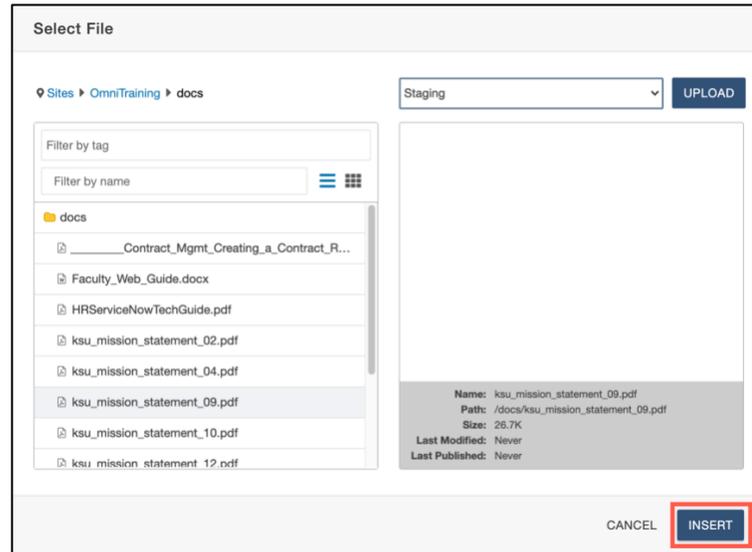


Figure 26 - Click Insert

11. Add descriptive text in the *Text to display* field (See Figure 27). **Note: Text in this field will be displayed on your page.**
12. In the *Open link in...* dropdown, select whether you wish to have the file open in the same page or in a new window. Selecting **Current Window** will have the file open in the same browser window. Selecting **New window** will open in a new browser window (See Figure 27).
13. Click **Save** to insert the link on the page (See Figure 27).

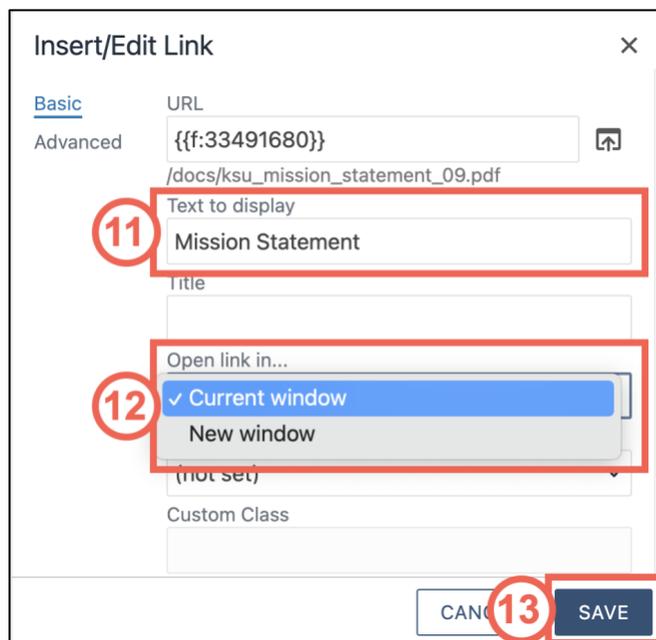


Figure 27 - Verify Text to Display, Select How Link Opens, and Click Save

14. Your file and file link will be added to your webpage.

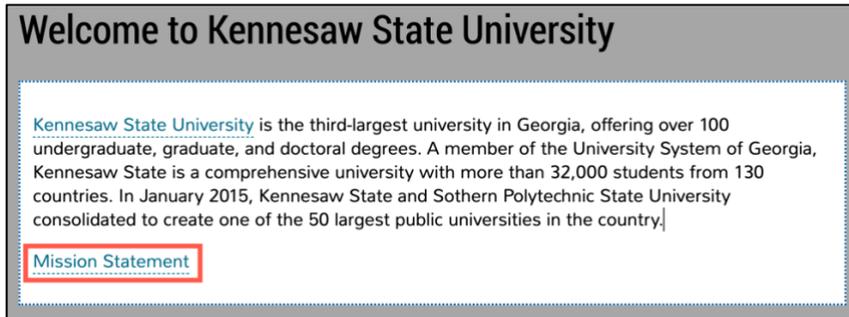


Figure 28 - Linked File

Adding an Image

The following explains how to add an image to your page.

1. Place your **cursor** where you wish to add your file link (See Figure 29).
2. Click on **Insert/Edit Image** icon (See Figure 29).

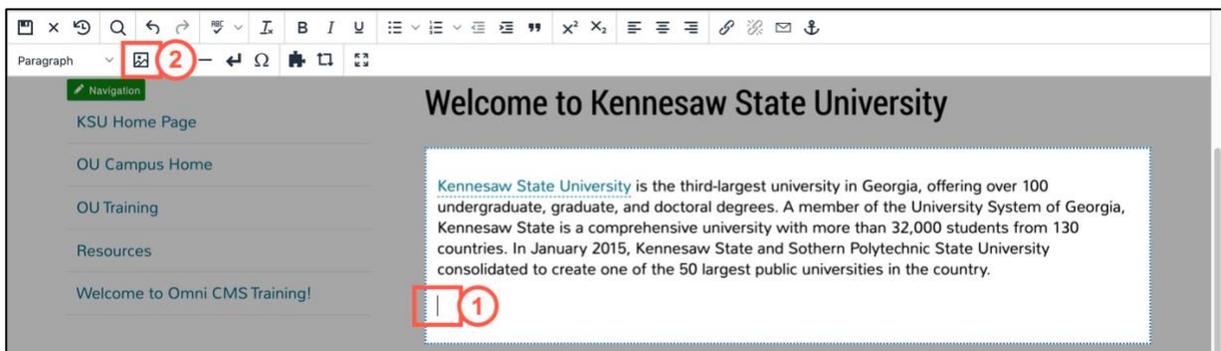


Figure 29 - Click Insert/Edit Image Icon

3. The *Insert/Edit Image* window will open. Click the **Source** icon.

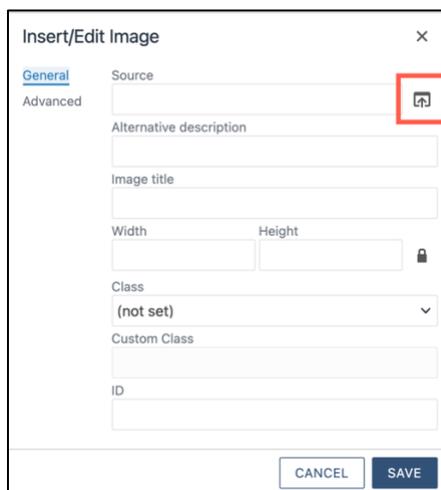


Figure 30 - Click Source Icon

4. The *Select Image* window will open. From here, you can either:
 - a. Select a **file** from your existing files (See Figure 31).
 - b. Click the **Upload** button to upload a file (See Figure 31).

Note: If you select an existing file, you can skip to Step 9.

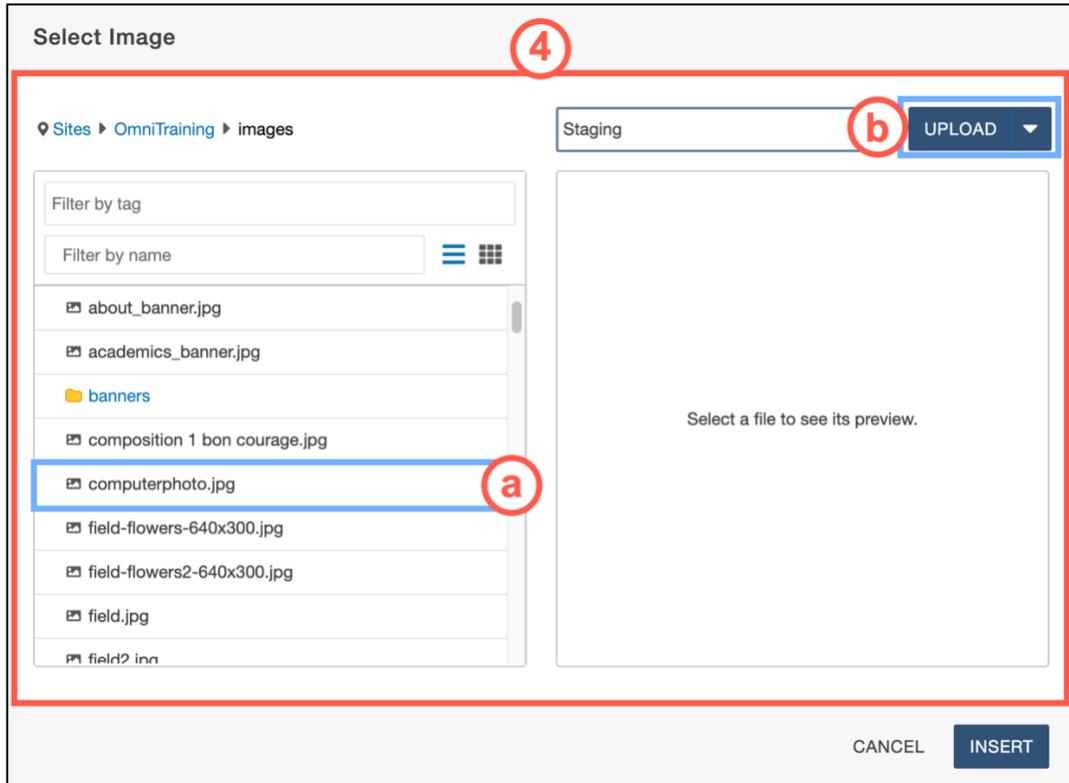


Figure 31 - Select Image or Click Upload

5. The *Upload Image* window will open. Click the **Add** button.

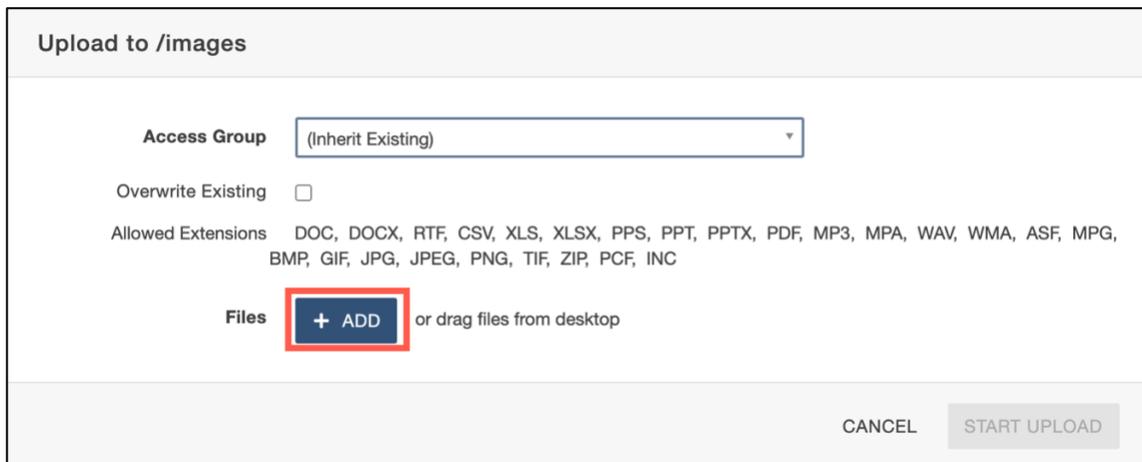


Figure 32 - Click the Add Button

- Navigate to and select the image you wish to upload (See Figure 33).
- Click the **Open** button (See Figure 33).

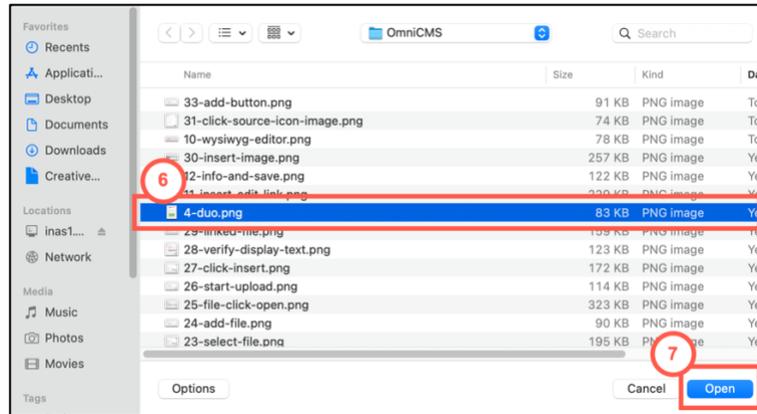


Figure 33 - Select File & Click Open

- You will be returned to the *Upload to* window. Verify that the image name is correct and click **Start Upload**.

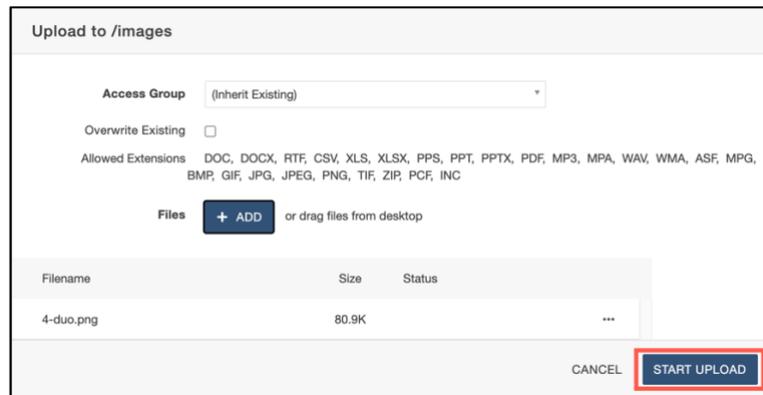


Figure 34 - Click Start Upload

- You will be returned to the *Select File* window, and the file will appear in the list to the left. Click **Insert**.

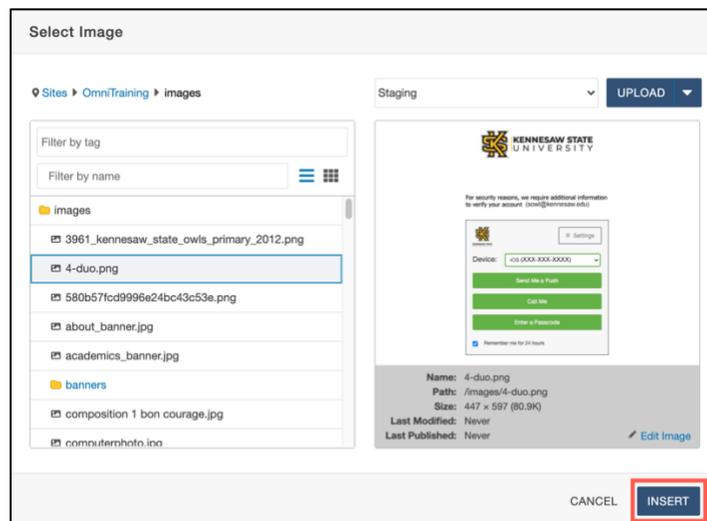


Figure 35 - Click Insert

10. Enter a **description** for the image in the *Alternative description* field (See Figure 36).
11. Click inside the *Class* dropdown menu to select the **relative size and placement** of the image (See Figure 36).

Insert/Edit Image

General

Advanced

Source

{{f:43914594}}

/images/4-duo.png

Alternative description

Image of the duo authentication screen

Image title

Width

447

Height

597

Class

✓ (not set)

(custom)

Medium - Left

Medium - Right

Large - Left

Large - Right

Full-Width

Medium

Large

Figure 36 - Input a Description and Select a Class

12. When you are finished with the image settings, click **Save**.

Insert/Edit Image

General

Advanced

Source

{{f:43914594}}

/images/4-duo.png

Alternative description

Image of the duo authentication screen

Image title

Width

447

Height

597

Class

Large

Custom Class

ID

CANCEL

SAVE

Figure 37 - Click Save

13. The image will be added to your page.

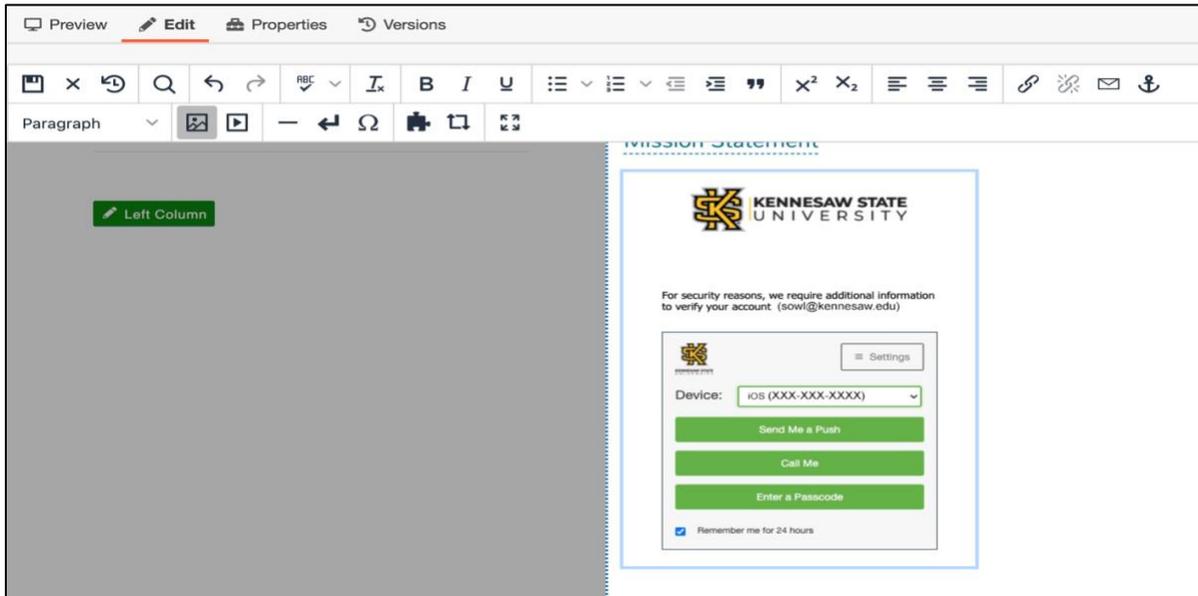


Figure 38 - Image is Added to Editable Area

Inserting YouTube Videos

The following explains how to add *YouTube* videos to your webpage:

1. Place your **cursor** where you wish to add your media (See Figure 39).
2. Click the **Insert/Edit Video** icon (See Figure 39).

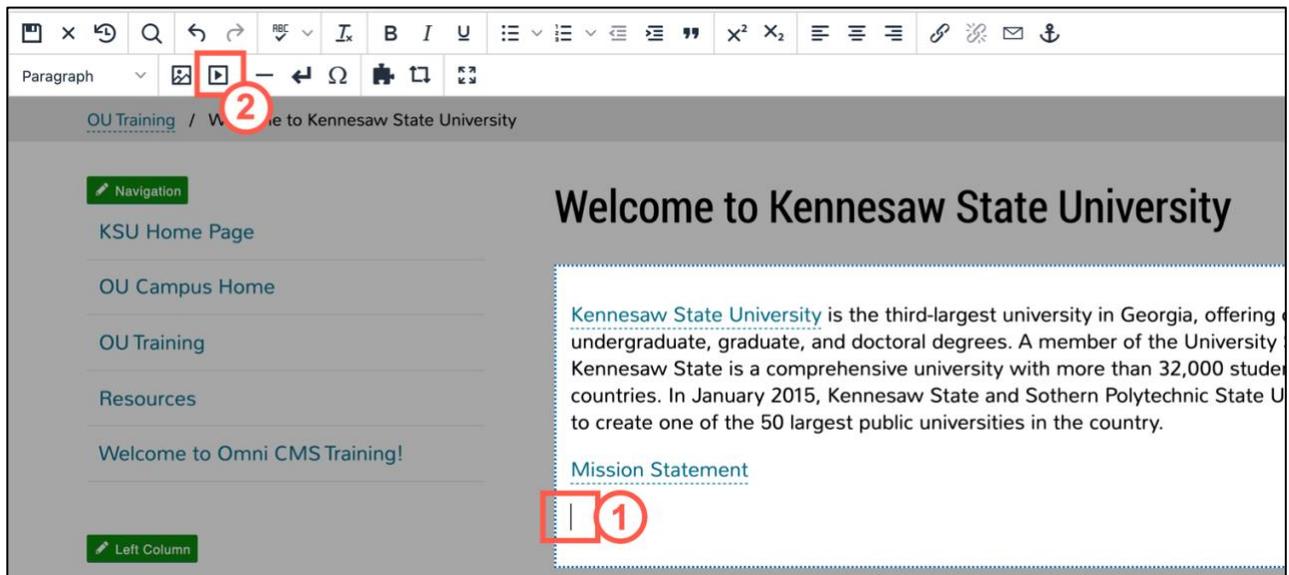


Figure 39 - Place Cursor and Click Insert Video Icon

3. Open a new browser window in your preferred internet browser.
4. Navigate to www.youtube.com.

5. In *YouTube*, navigate to the **video** that you wish to add.

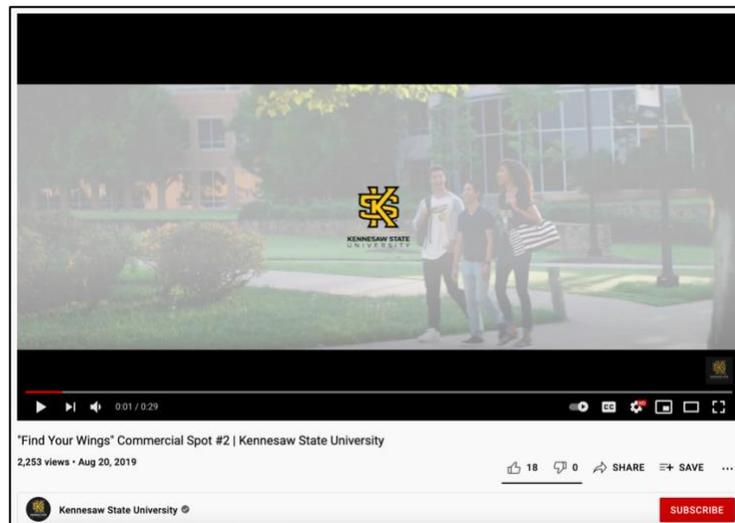


Figure 40 - Navigate to Your Video

6. Copy the video link from the address bar.



Figure 41 - Copy the Address

7. In the *Insert/Edit Embedded Media* screen, located in *Omni CMS*, paste your *YouTube* link in the **Source** field (See Figure 42).
8. Click the **Save** button (See Figure 42).

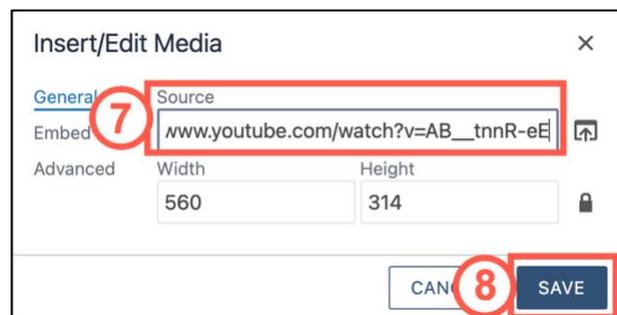


Figure 42 - Paste the Address and Click Save

9. The **video** will appear in your webpage editor.

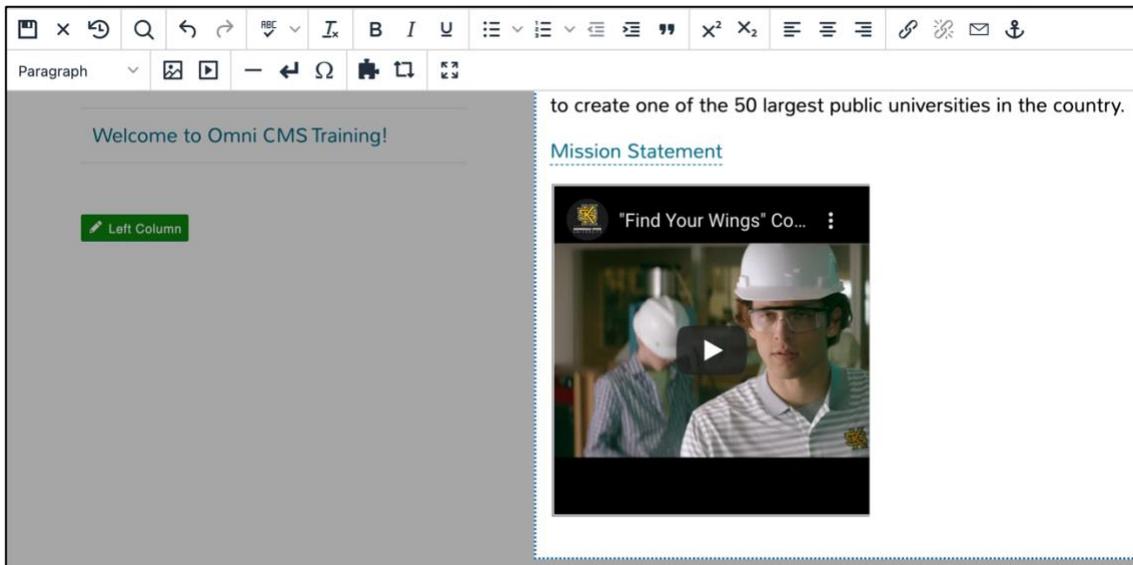


Figure 43 - YouTube Video in Editable Area

Embedding Videos from Kennesaw State MediaSpace

MediaSpace is Kennesaw State’s dedicated video sharing website. When you need to upload videos to share with your audience at KSU, it is recommended that you utilize MediaSpace. For more information on using MediaSpace, please refer to the [Kaltura MediaSpace – Guide for Faculty/Staff](#). The following explains how to embed video from Kennesaw State University’s MediaSpace onto your website.

1. Open a new browser window in your preferred internet browser
2. Navigate to mediaspace.kennesaw.edu.
3. Click on the **Login** icon.

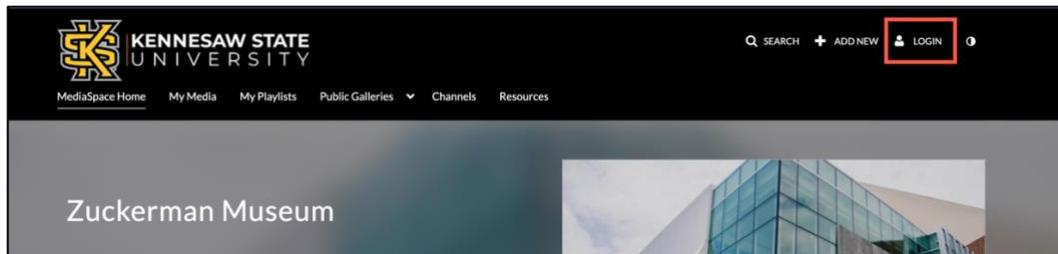


Figure 44 - Click the Login Icon

4. Click **Login** in the Login pulldown menu.

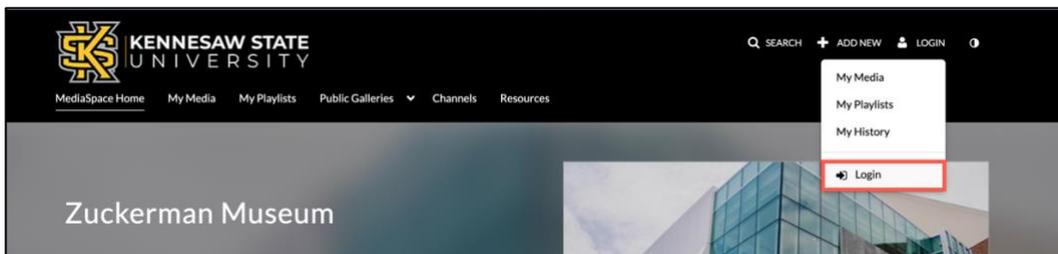
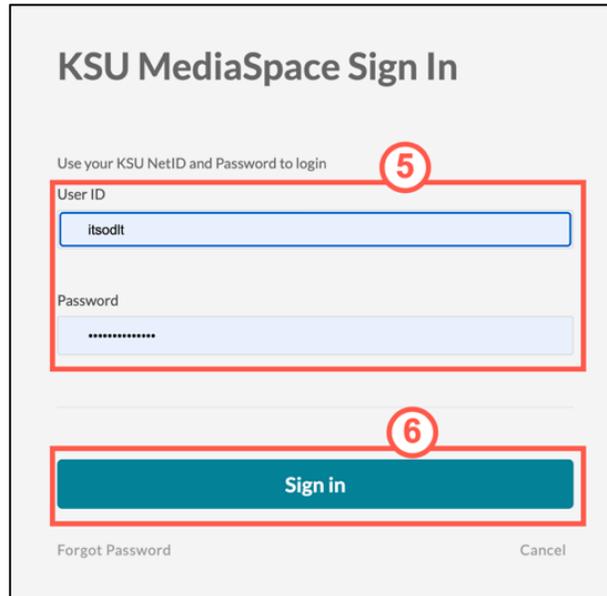


Figure 45 - Click the Login Option

5. Enter your **NetID and NetID Password** (See Figure 46).
6. click **Sign in** (See Figure 46).



The image shows a 'KSU MediaSpace Sign In' form. At the top, it says 'Use your KSU NetID and Password to login'. Below this, there are two input fields: 'User ID' with the text 'itsodit' and 'Password' with masked characters. A red box highlights both input fields, with a circled '5' next to it. Below the input fields is a large teal 'Sign in' button, also highlighted with a red box and a circled '6'. At the bottom, there are links for 'Forgot Password' and 'Cancel'.

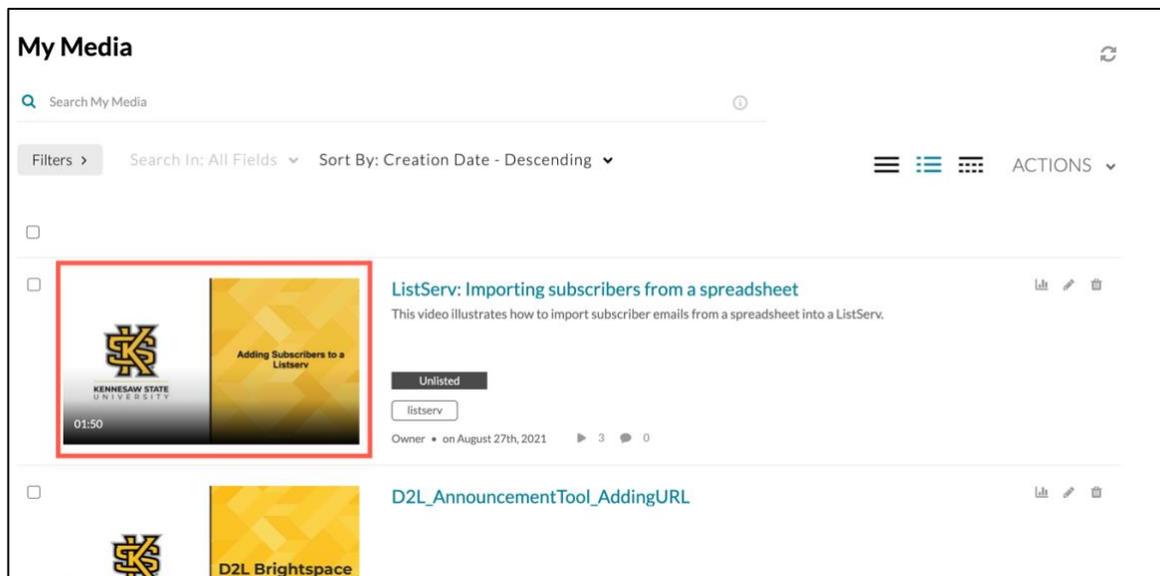
Figure 46 - Enter NetID and Password and Click Sign In

7. To upload a video that you have created, click **My Media**.



Figure 47 - Click My Media

8. Click the video that you wish to embed.



The image shows the 'My Media' page. At the top, there is a search bar and filters. Below the search bar, there are several video thumbnails. The first video is titled 'ListServ: Importing subscribers from a spreadsheet' and has a thumbnail showing the KSU logo and the text 'Adding Subscribers to a Listserv'. This video is highlighted with a red box. Below it is another video titled 'D2L_AnnouncementTool_AddingURL' with a thumbnail showing the KSU logo and the text 'D2L Brightspace'.

Figure 48 - Select a Video to Embed

9. Click **Share** (See Figure 49).
10. Click **Embed** (See Figure 49).
11. Copy the **Embed Code** from the *Embed* field (See Figure 49).

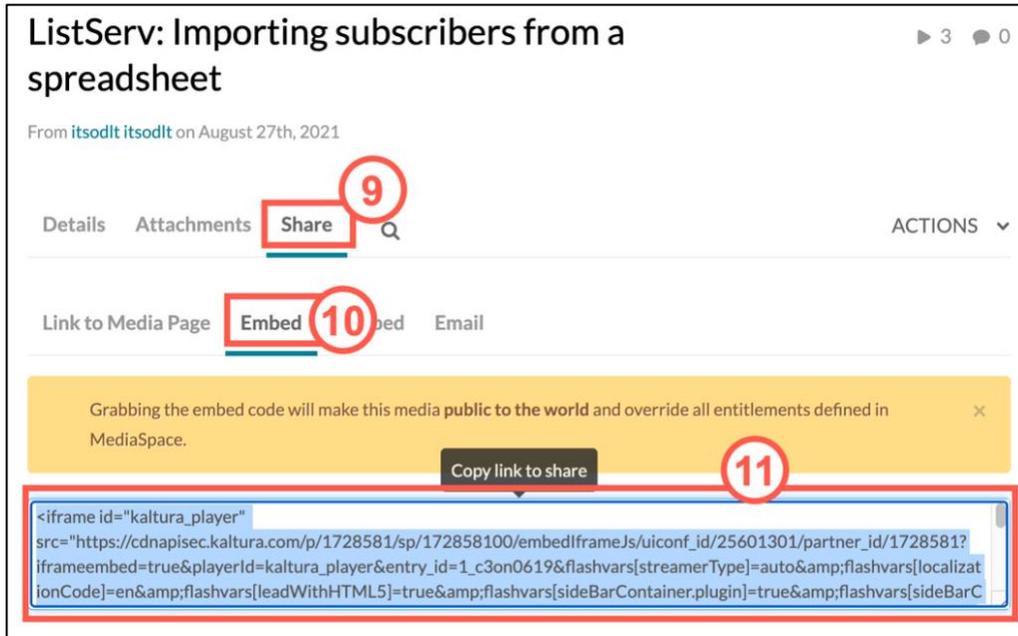


Figure 49 - Click Share, Embed, & Copy Code

12. Place your cursor where you wish to embed your video in the *Omni CMS* page that you are editing (See Figure 50).
13. Click the **Insert/Edit Video** button (See Figure 50).

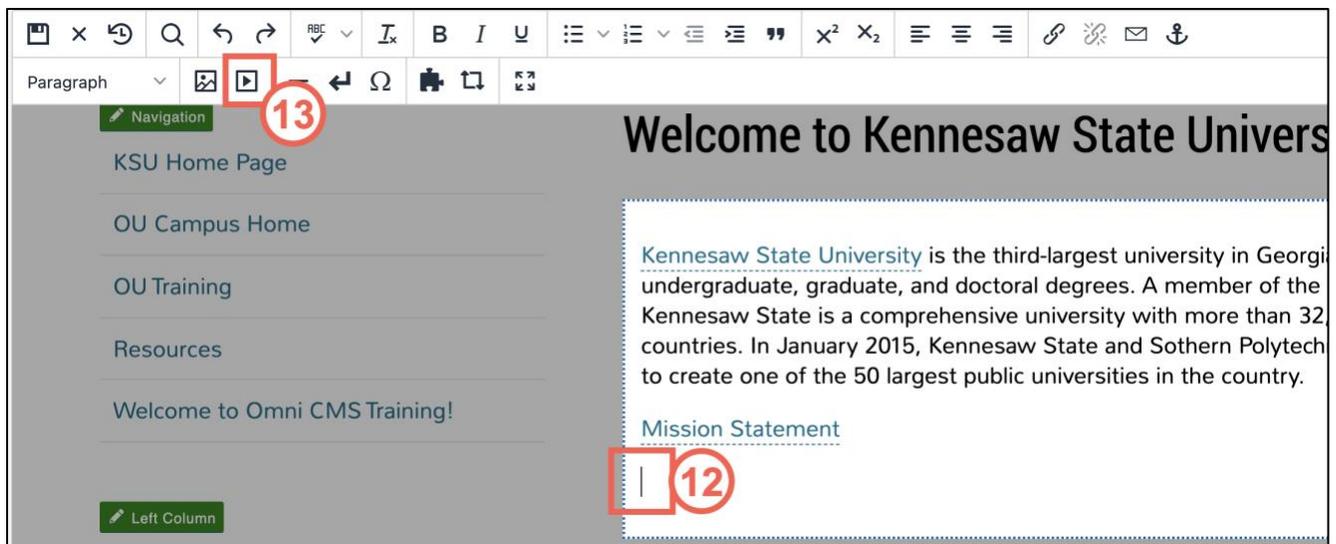


Figure 50 - Place Cursor & Click Insert/Edit Video Icon

14. Click the **Embed** tab (See Figure 51).
15. In the *Omni CMS* page that you are editing, paste the **Embed Code** in the *Paste your embed code below* field (See Figure 51).
16. Click **Save** (See Figure 51).

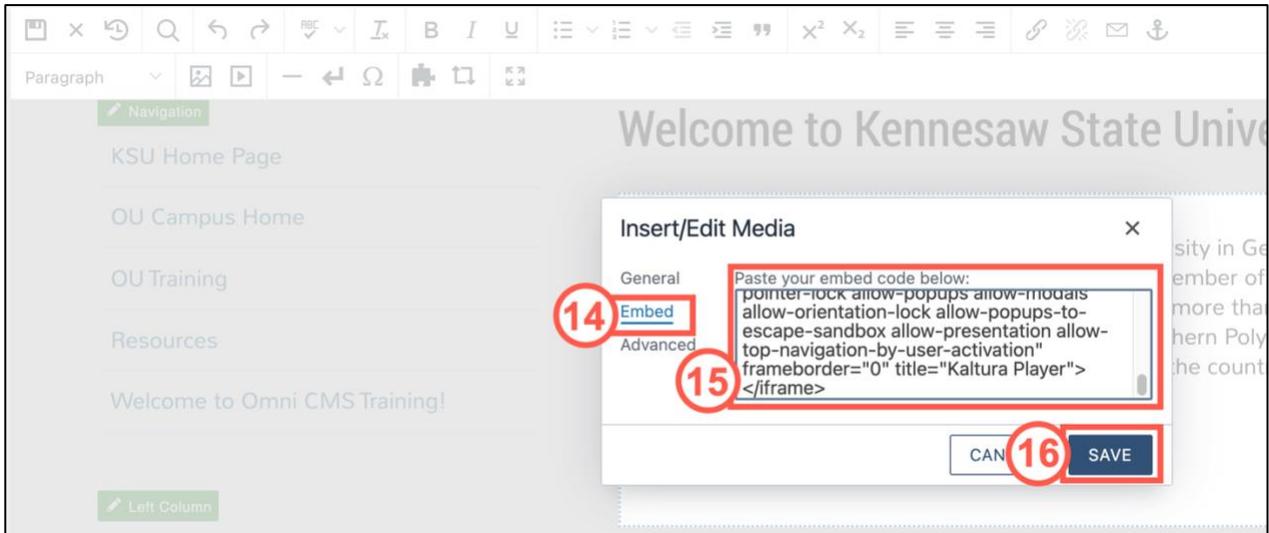


Figure 51 - Click Embed, Paste Code, & Save

17. The video has been embedded in the page. Save your changes.

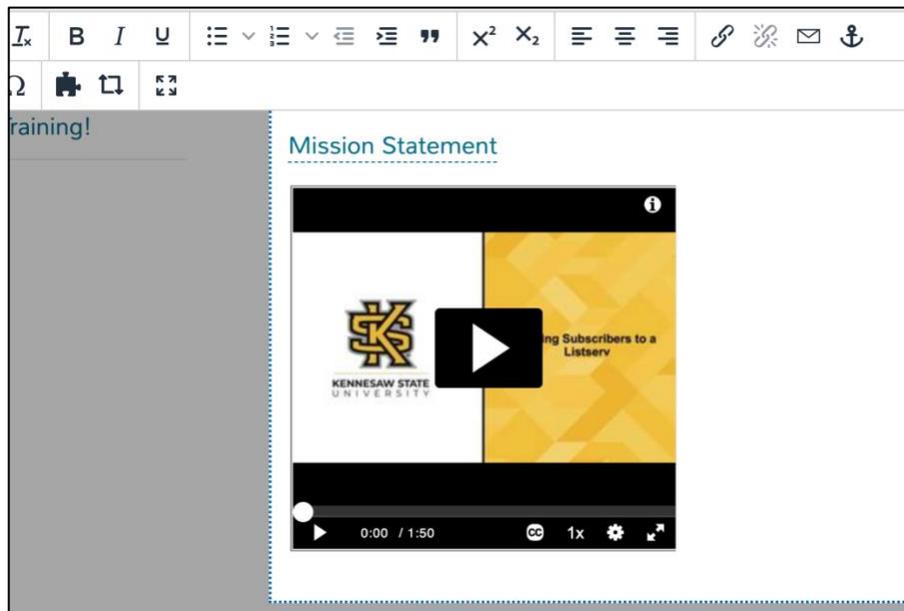


Figure 52 - Video has been Embedded

Publishing a Page in Omni CMS

The following explains how to publish a page in Omni CMS.

1. To publish your page, click **Publish**.



Figure 53 - Click Publish

Note: If you have not saved your changes, the *Save and Publish* window will open. Click **Save**.

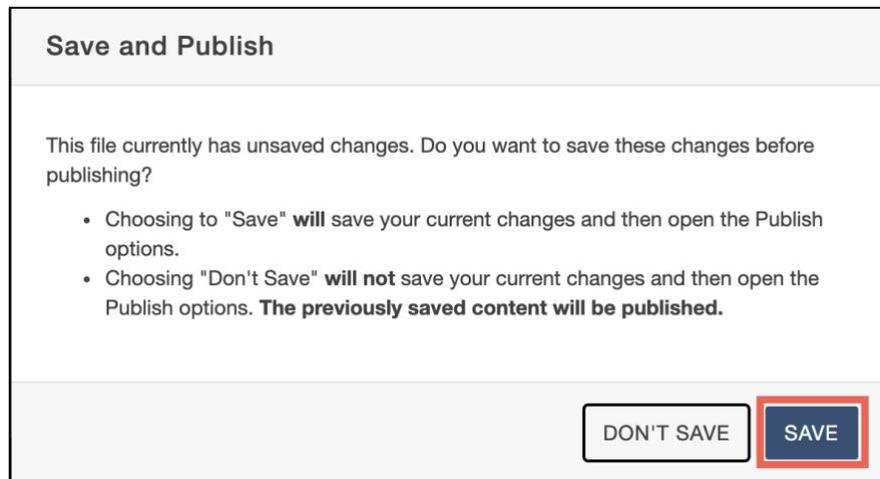


Figure 54 - Click Save

- The *Final Check* page will appear. To scan your page for spelling and hyperlink validity, click the **Run All** button (See Figure 55).
- Upon running your checks, you will see your error report. To view and correct any errors, click the **Error Number** link (See Figure 55).
- If you would like to schedule the release of the publication rather than publishing immediately, click **Add Schedule** (See Figure 55).
- If the *Include Unpublished Dependencies* section appears, leave the **checkbox** checked to publish any items on the page that have not been previously published online (See Figure 55).
- Type any **notes** about the version in the *Version Description* text area (See Figure 55).
- When you are finished, click **Publish** to publish the page live on web (See Figure 55).

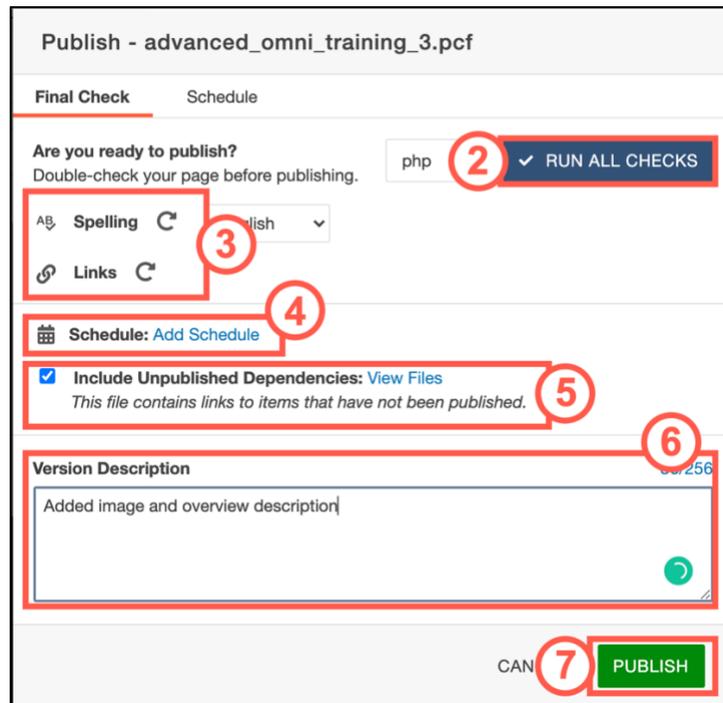


Figure 55 - Publish Pane Options

- Once the page has been successfully published, a notification will appear in the bottom left corner of the page. Click the **View in new window** link to see and verify the page live on the web.

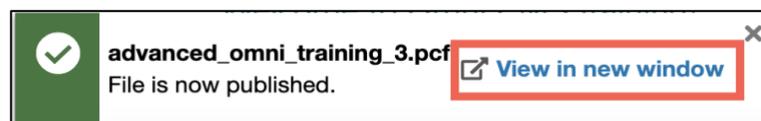


Figure 56 - File Published / View in New Window

Creating a New Page in Omni CMS

The following explains how to create a page in Omni CMS. **Note:** You must have at least Level 5 access in *Omni CMS* to create pages and folders.

1. In the webpage editor, click the **Content** tab (See Figure 57).
2. Click the **New** button (See Figure 57).



Figure 57 - New Button

3. Select your **Webpage** type (See Figure 58).
- Note:** In this guide, we will be creating the *Page* type.

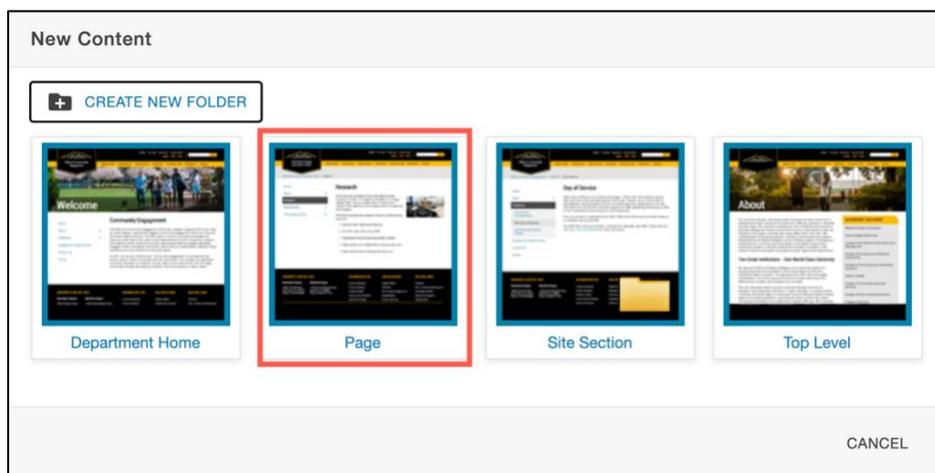


Figure 58 - Select Page Type

4. Enter the title of the page in the *Page Title Field* (See Figure 59)
5. Enter a brief description of the page in the *Description* field (See Figure 59). **Note:** The description will be displayed by search engines.
6. If you do not wish to add this page as to your navigation bar, select **No** in the *Add Navigation Item* dropdown (See Figure 59).

Note: The page will not appear in the Navigation live on the web until the Navigation file itself is published again. You can also always add the item to the Navigation at a later date.

7. Enter the **filename** for the page in the *Filename* field (See Figure 59).
8. The *Page Options* field provides options such as overwriting any existing file of the same name in the same location as well as setting who has access to edit the page (See Figure 59).

9. When you are ready to create the page, click **Create** (See Figure 59).

The screenshot shows the 'Page' configuration interface in Omni CMS. It is divided into several sections: 'General Page Setup', 'File Configuration', and 'Page Options'. Red boxes with numbers 4 through 9 highlight specific fields and buttons. Callout 4 points to the 'Page Title' field containing 'About Us'. Callout 5 points to the 'Description' field containing 'Faculty and Staff of the Department'. Callout 6 points to the 'Add Navigation Item' dropdown menu, which is currently set to 'Yes'. Callout 7 points to the 'Filename' field containing 'about-us'. Callout 8 points to the 'Overwrite Existing' checkbox, which is unchecked. Callout 9 points to the 'CREATE' button at the bottom right of the form. The 'Access Group' is set to '(Inherit from Parent)'.

Figure 59 - Create a Page Options

10. Your content will be created, and you will be taken to the page.

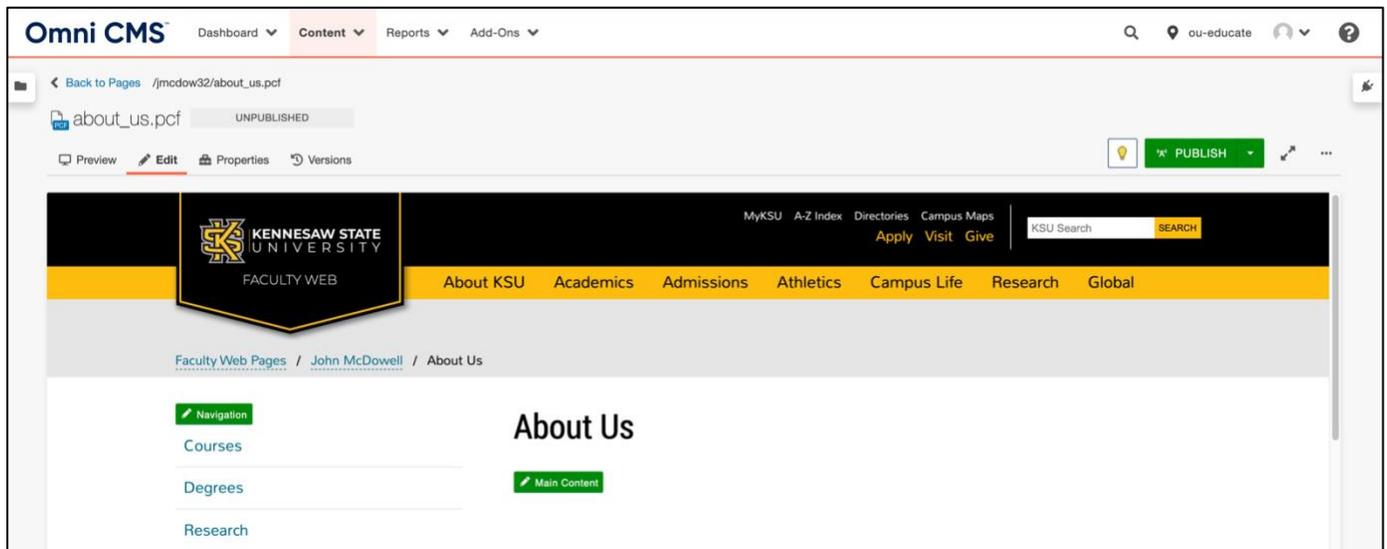


Figure 60 - Page is Created

Deleting Pages

The following explains how to delete web pages using Omni CMS.

1. If not already in the *Pages* area, click the **Content Tab** (See Figure 61).
2. Click the **Pages** option from the dropdown menu (See Figure 61).

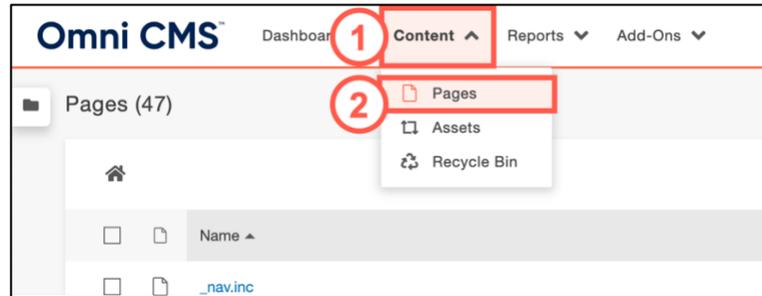


Figure 61 - Click Content and Pages

3. Locate the page that you wish to delete and click the **Ellipses** (three dots) icon (See Figure 62).
4. Click the **File** Button (See Figure 62).
5. From the resulting dropdown menu, click **Move to Recycle Bin** (See Figure 62).

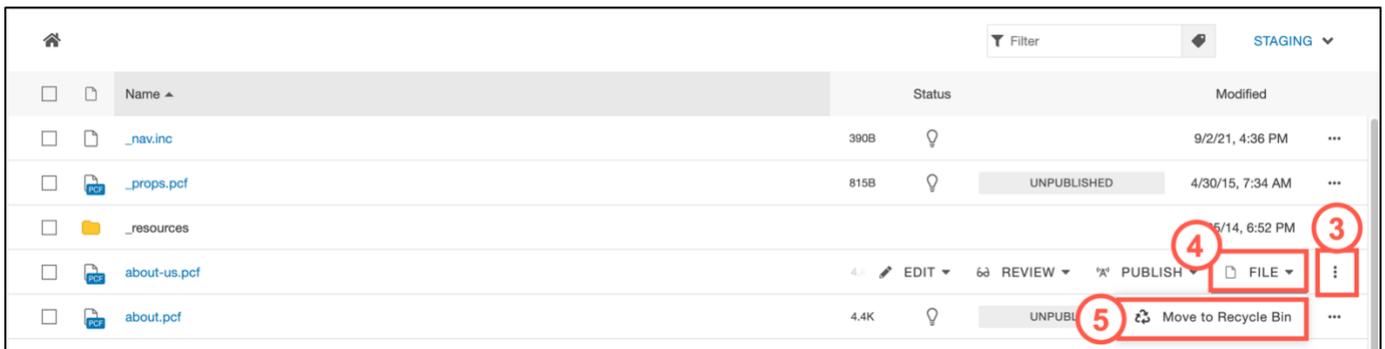


Figure 62 – Click Ellipses, File, & Select Move to Recycle Bin

6. In the confirmation window, click **Move to Recycle Bin** (See Figure 63).

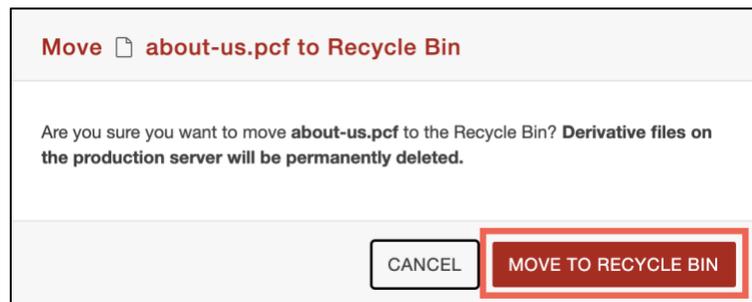


Figure 63 - Click the Move To Recycle Bin Button

Deleting Pages from the Recycle Bin

The following explains how to permanently delete web pages using Omni CMS.

1. Click the **Content** tab (See Figure 64).
2. In the dropdown menu, click **Recycle Bin** (See Figure 64).

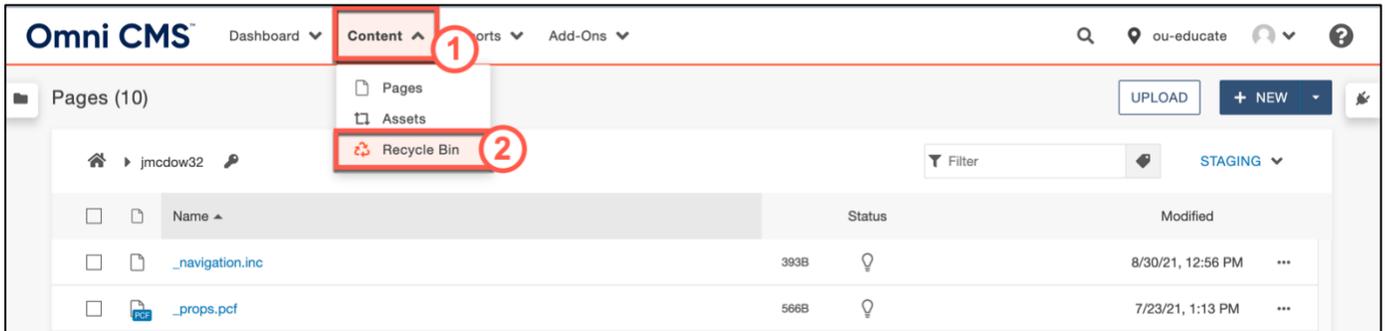


Figure 64 - Recycle Bin

3. Locate the page that you wish to delete. Click the **ellipses** icon (See Figure 65).
4. Click the **Delete** button (See Figure 65).

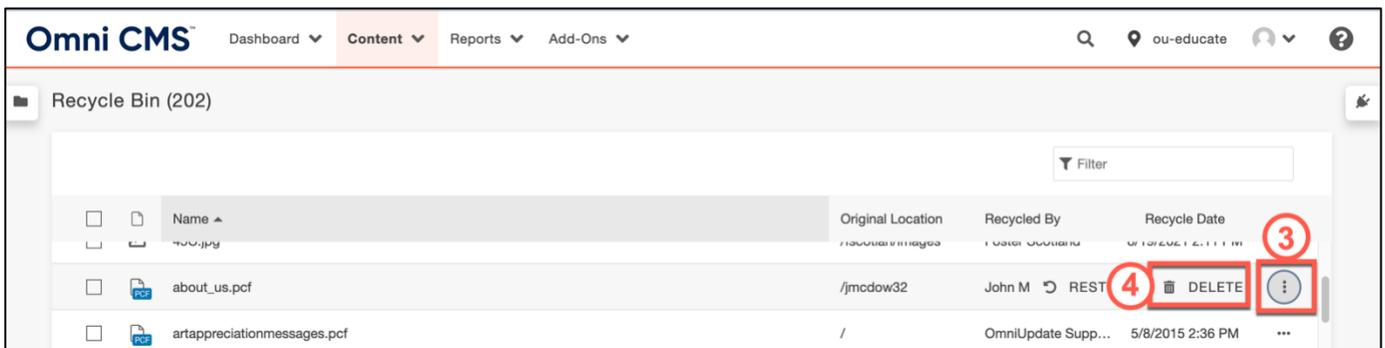


Figure 65 - Click Ellipses and Click Delete

5. You will be taken to the *Permanently Delete* confirmation page. To confirm that you wish to delete the page, type **delete** in the field (See Figure 66).
6. Click the **Delete** button (See Figure 66).

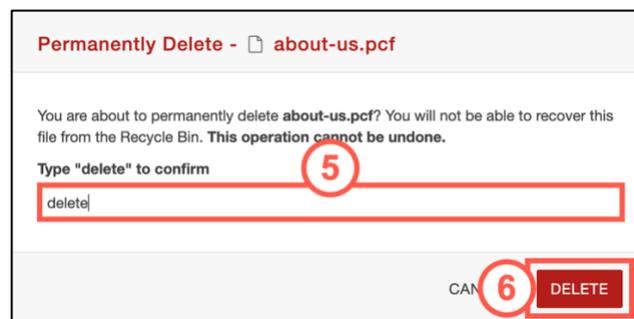


Figure 66 - Type "Delete" and Click the Delete Button

Restoring Pages from the Recycle Bin

The following explains how to restore a web page from the Recycle Bin using Omni CMS:

1. Click the **Content** tab (See Figure 67).
2. In the dropdown menu, click **Recycle Bin** (See Figure 67).

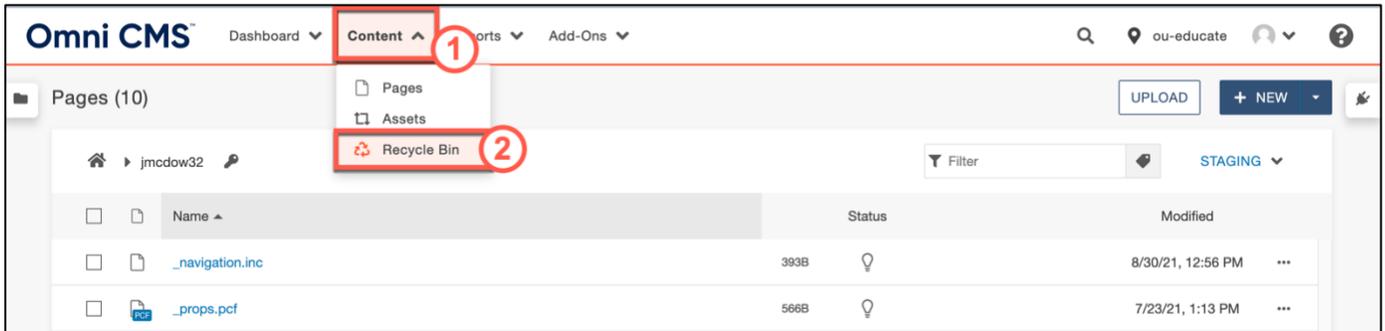


Figure 67 - Click on Recycle Bin

3. Locate the page that you wish to delete. Click the **ellipses** icon (See Figure 68).
4. Click the **Restore** button (See Figure 68).

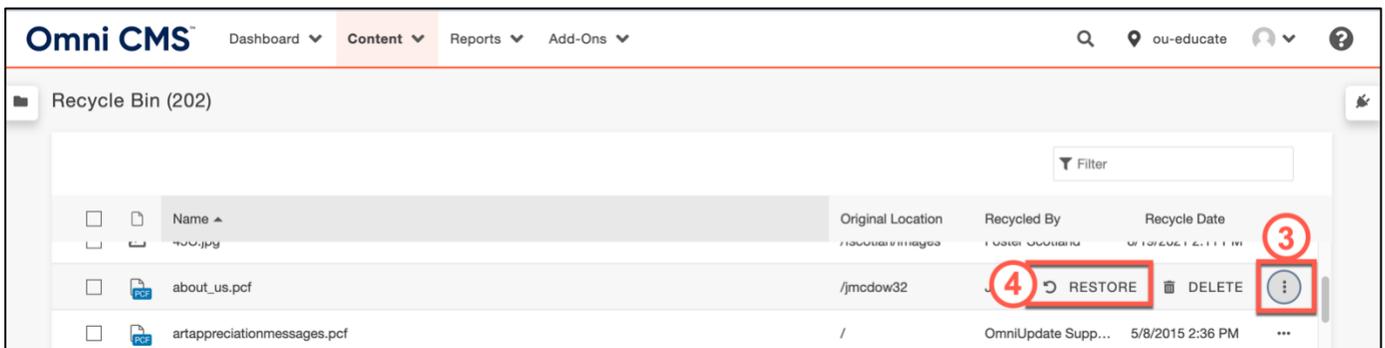


Figure 68 - Click Ellipses and Click Restore

5. In the confirmation window, click **Restore**.

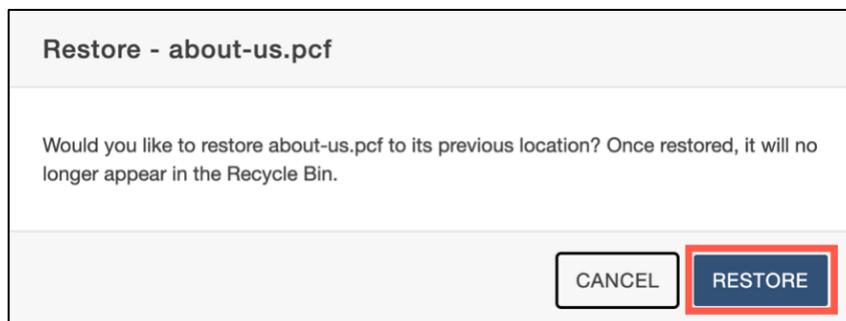


Figure 69 - Click Restore

Versioning

One of the benefits of *Omni CMS* is the ability to review and compare different versions of your edited website as well as restoring older versions of your web page should you need to roll back your changes. The following explains how to view older versions of your web page as well as revert to a previous version of the website.

Viewing an older version of your web page

1. Navigate to the page that you wish to edit and Click the **Versions** tab.

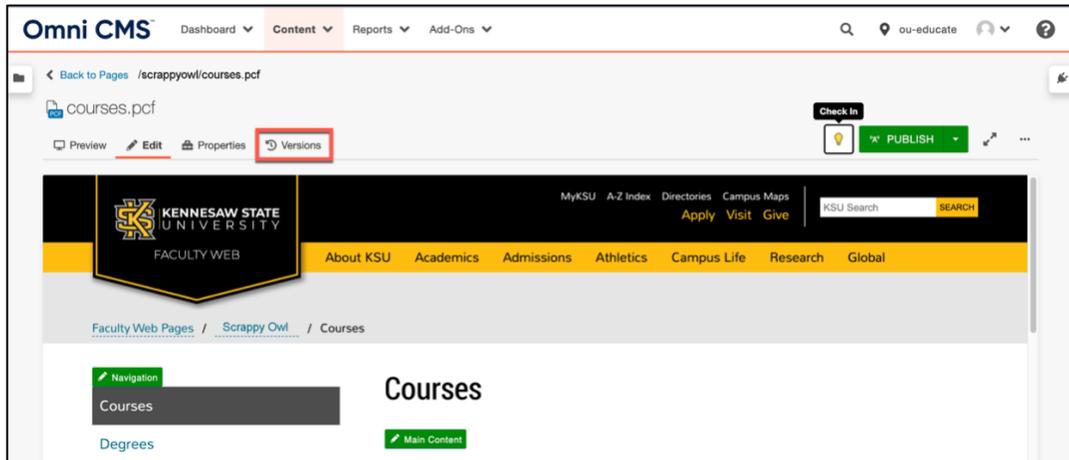


Figure 70 - Navigate to a Page and Click the Versions Tab

Important Note: Make sure that you have the page checked out and the lightbulb icon is yellow. If the lightbulb icon is clear, click it to check the page out. You will not see the *Versions* tab if the page is not checked out to you.

2. You will be taken to a page that documents the different iterations of the website, the date they were created, and the user who created or modified the page. To view an older version of the page, click the **ellipses** button (See Figure 71).
3. Click **View** (See Figure 71).
4. From the resulting dropdown menu, click **Page** (See Figure 71).

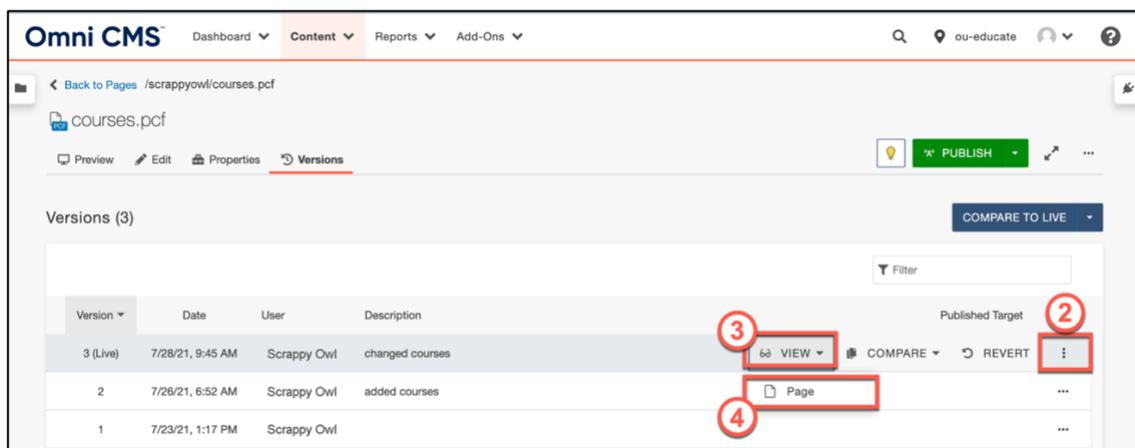


Figure 71 - Click Ellipses and Click View

5. You will see the older version of the webpage.

Comparing an Older Version of the web page with the current version

1. Navigate to the page that you wish to edit and Click the **Versions** tab.

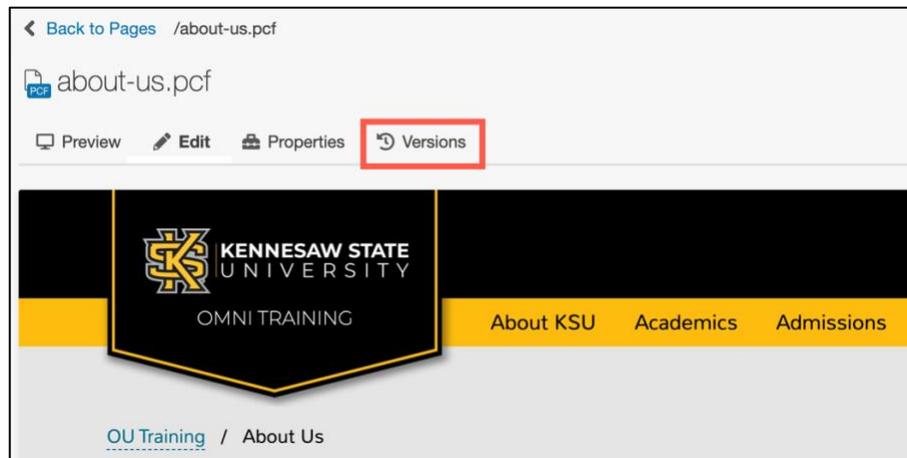


Figure 72 - Click the Versions Tab

Note: Make sure that you have the page checked out and the lightbulb icon is yellow. If the lightbulb icon is clear, click it to check the page out. You will not see the *Versions* tab if the page is not checked out to you.

2. You will be taken to a page that documents the different iterations of the website, the date they were created, and the user who created or modified the page. To view an older version of the page, click the **ellipses** button (See Figure 73).

3. Click **Compare** (See Figure 73).

4. From the resulting dropdown menu, click **Page** (See Figure 73).

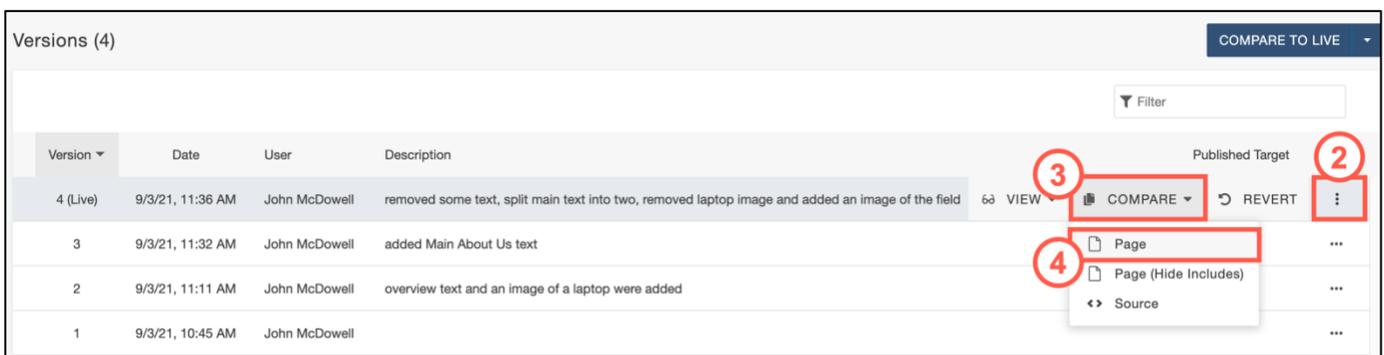


Figure 73 - Click Ellipses, Compare, and Page

5. You will be taken to the version compare window. The page will display differences between the version you selected and the current version of the page.

- Green-highlighted items are those which have been added in the newer version. Red-highlighted items are those which have been removed in the newer version (See Figure 74).

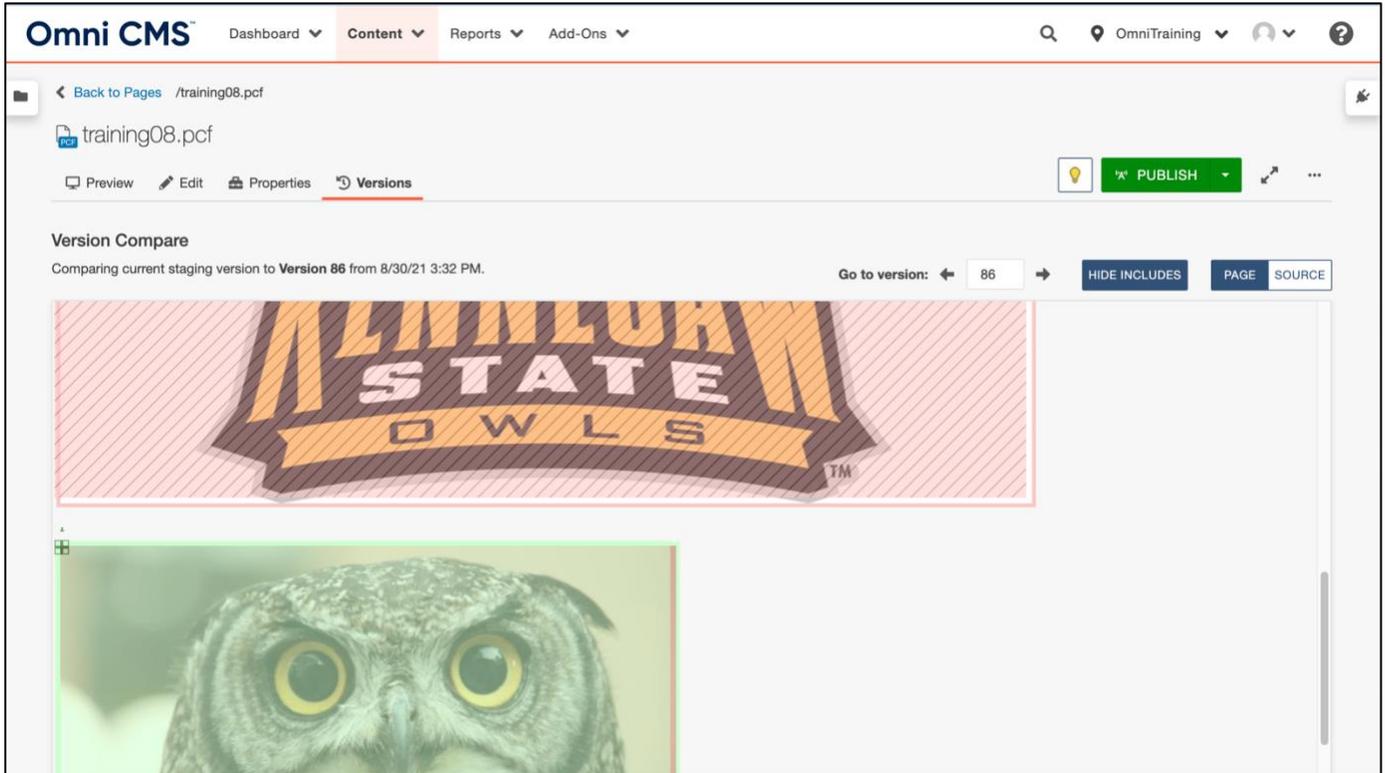


Figure 74 - Comparing the two versions

Reverting to an Older Version of your web page

The following explains how to revert to an older version of your website.

- Navigate to the page that you wish to edit and Click the **Versions** tab.

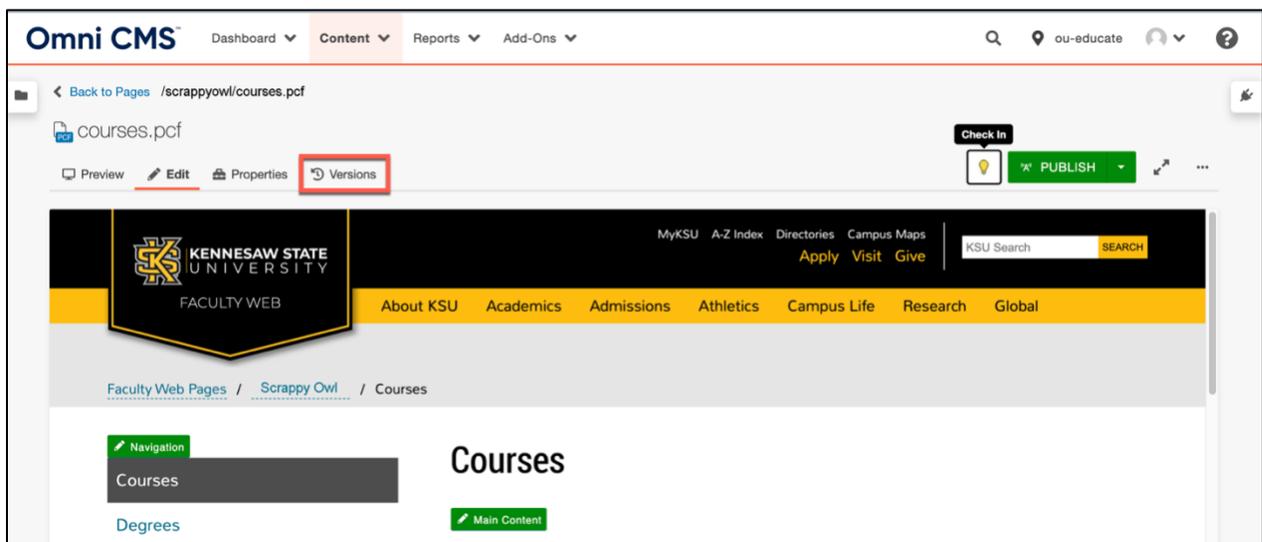


Figure 75 - Navigate to a Page and Click the Versions Tab

Important Note: Make sure that you have the page checked out and the lightbulb icon is yellow. If the lightbulb icon is clear, click it to check the page out. You will not see the *Versions* tab if the page is not checked out to you.

2. You will be taken to a page that documents the different iterations of the website, the date they were created, and the user who created or modified the page. To view an older version of the page, click the **ellipses** button (See Figure 76).
3. Click **Revert** (See Figure 76).

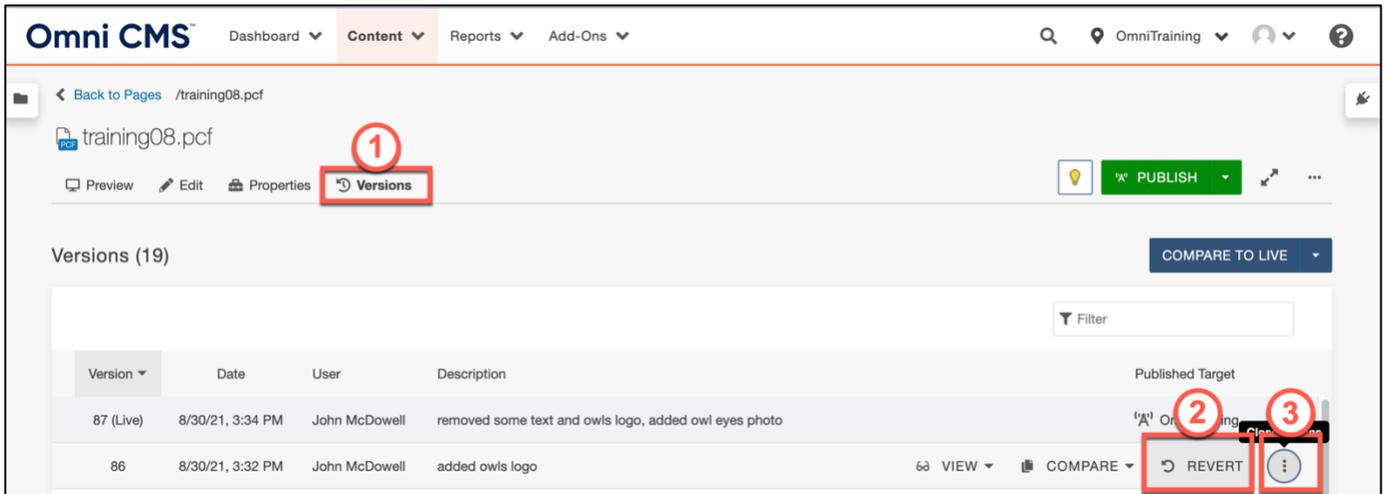


Figure 76 - Under the Versions tab, Click Ellipses & Revert

4. Click **Revert** in the *Confirmation Window*.

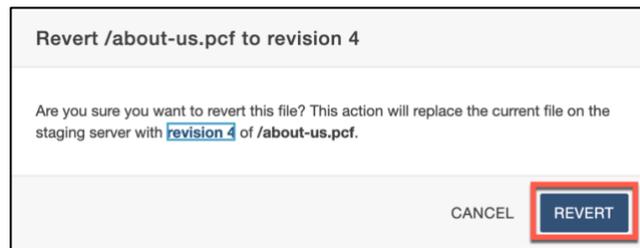


Figure 77 - Click Revert

5. Your Web page will be reverted to the version you have selected. To publish the version of the page that you reverted to, click the **Publish** button.

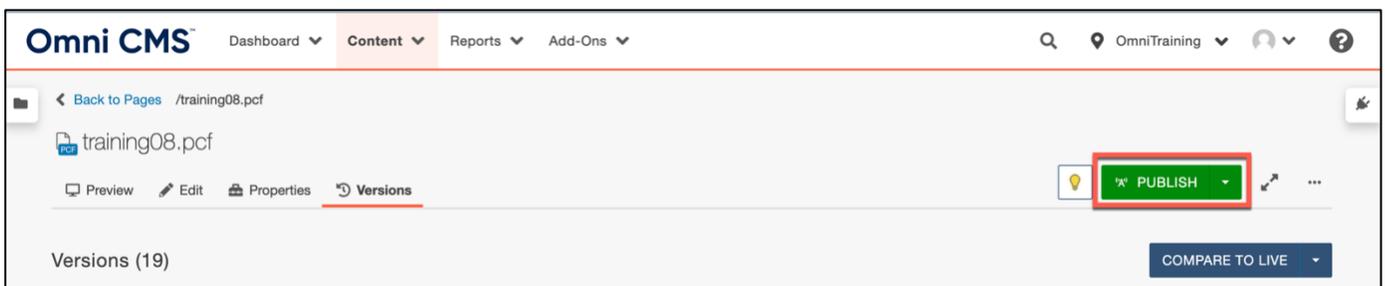


Figure 78 - Click Publish

Note: You must publish the reverted website version for the public to view it live on the web. Otherwise, it will only be reverted on the staging side.

Editing the Navigation Bar

Omni CMS provides easy access to edit the Navigation Bar that is located to the left of your webpage. By editing the *Nav.inc* file, located in your website directory, you can add or remove links that will appear on all of your Omni CMS pages that have the Navigation Bar. The following explains how to edit the Navigation Bar.

1. Click the **Content** tab (See Figure 79).
2. From the resulting dropdown menu, click **Pages** (See Figure 79).
3. Click the **_nav.inc** file (See Figure 79).

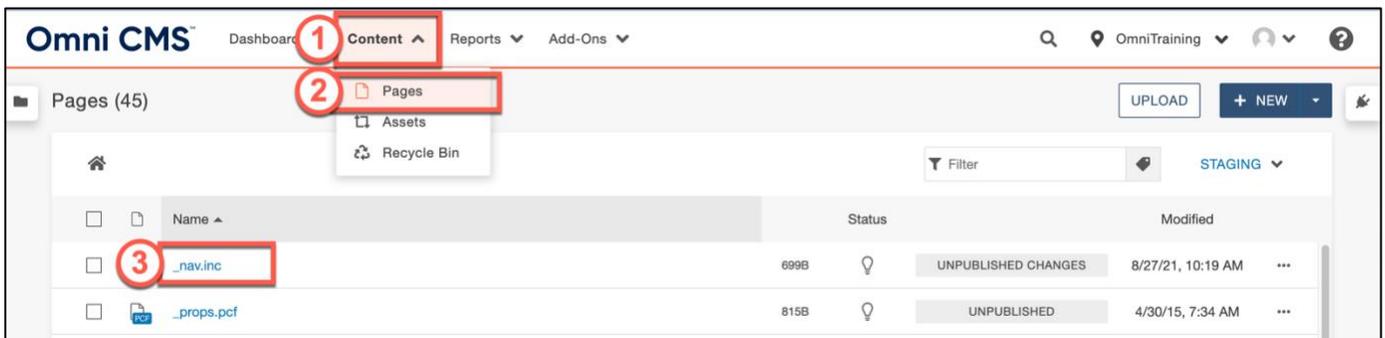


Figure 79 - Click the *_nav.inc* File

4. You will be taken to the *Navigation Bar* editor. To add a new link to the navigation bar, click inside the **editor** and click the **Enter** key on your keyboard to create a new bullet (See Figure 80).
5. Click the **Insert/Edit Link** icon (See Figure 80).

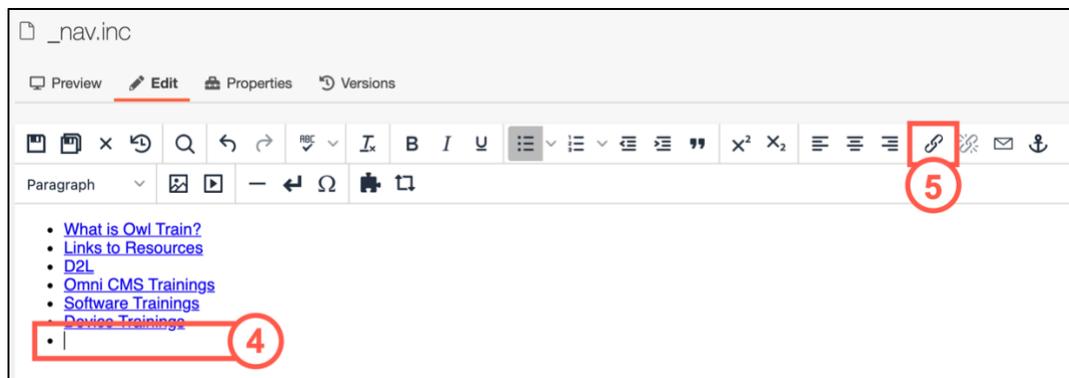


Figure 80 - Click in the Editor & Click Insert/Edit Link

6. The *Insert/Edit Link* window will open. Click the **Source** Icon.

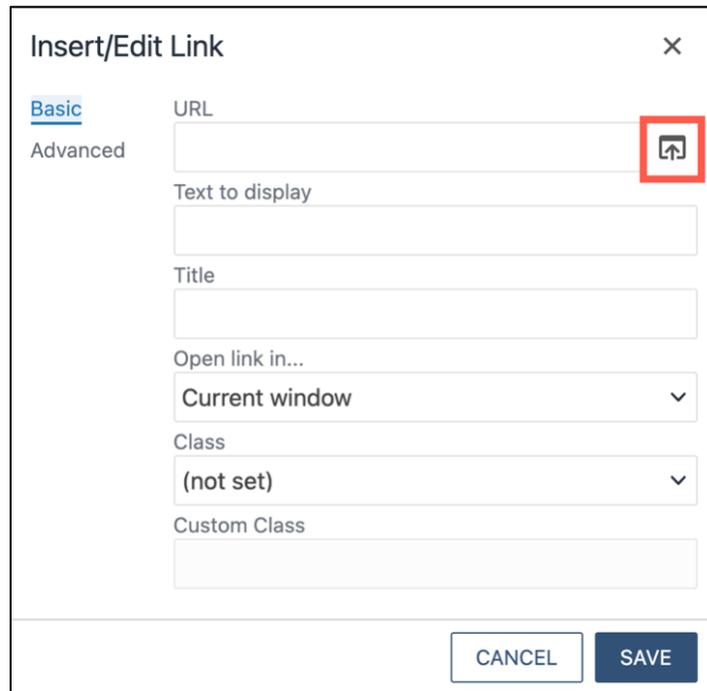


Figure 81 - Click the Source Icon to Browse

7. Click the **page** that you wish to link to (See Figure 82).
8. Click **Insert** (See Figure 82).

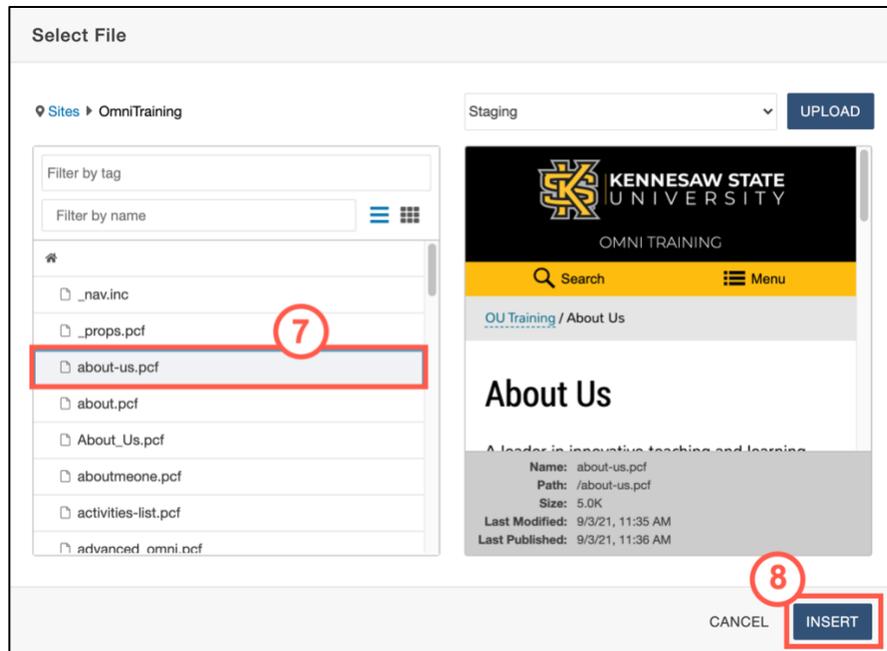


Figure 82 - Select File & Click Insert

9. You will be returned to the *Insert/Edit Link* window. Enter the **text** to display in the navigation (See Figure 83).

10. In the *Open link in...* dropdown menu, select to an **option** to open the page in a new window or the current one (See Figure 83).

11. Click **Save** (See Figure 83).

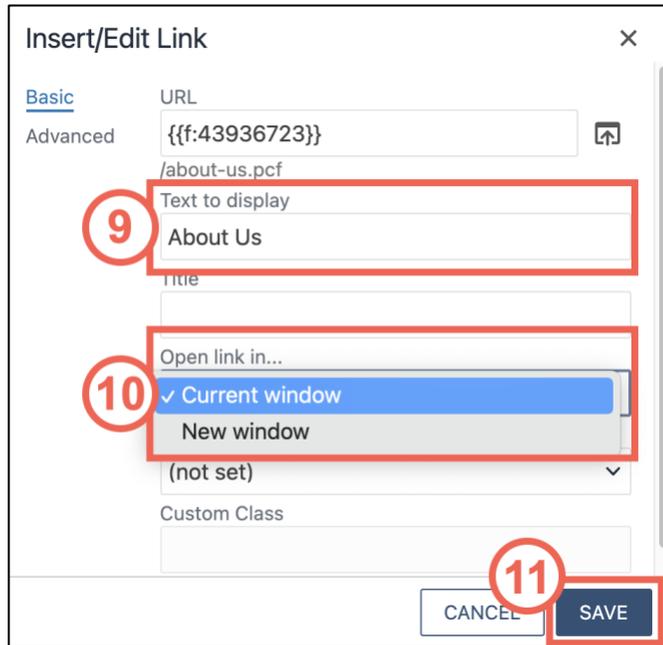


Figure 83 - Enter Title, Selection Window Option, Click Save

12. The item has been added to the navigation. Click **Save** (See Figure 84)

13. Click **Publish** to update the page live on the web (See Figure 84).

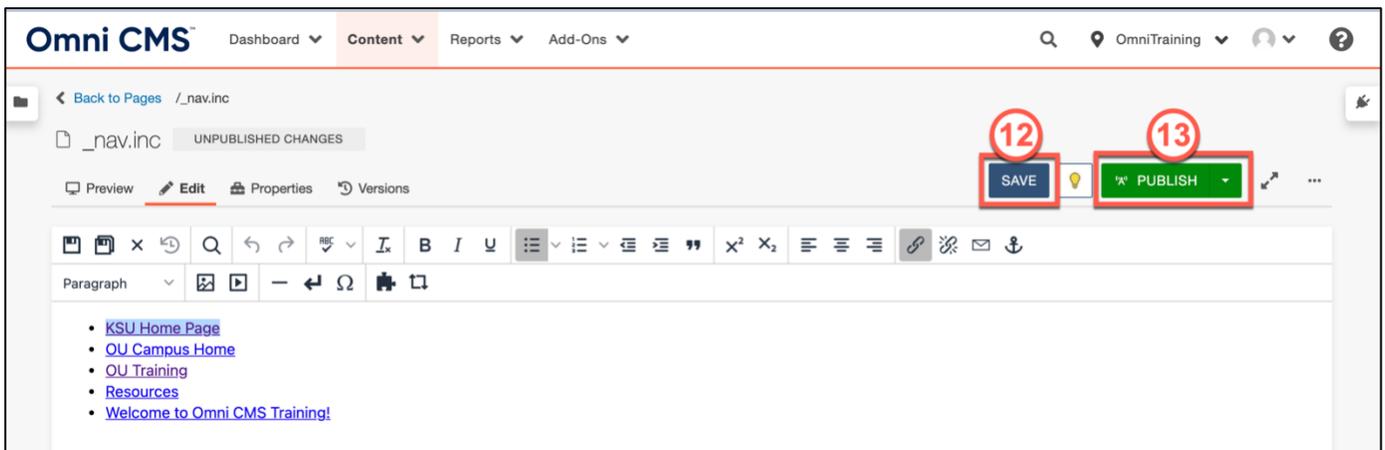


Figure 84 - Click on Save, then Publish

Checking Out/In Pages

It is important to note that only one person can edit a webpage at a time. Therefore, when you edit a page, other users with edit rights will be unable to edit the page. This process is called “Checking Out” a page to work on it. When a page is checked out, the light bulb icon turns yellow. Just like a library book, when you want to use the book, you check it “out,” and when you’re done with the page, you check it “in.” When you have completed your edits however, you typically “Save” and then “Publish” your changes, and this process automatically “checks in” your page. This will be indicated by the yellow light bulb turning white. When you are done working, you want to be sure all your pages are checked back in so that other users may edit the pages in the future. At the end of your work session in Omni, you may verify all pages you worked on are checked back in either by scrolling through your list of “pages,” or if you have access to it, looking at your dashboard, to make sure there are no yellow light bulbs.

Additional Help

For additional help, please contact us via the *KSU Service Portal*:

service.kennesaw.edu