

modern  
campus

Engagement  
Evolved

# Monthly Orientation Content Editors



**Presented By:**

**Michael Hanson  
Software Trainer**

**Zoom Event ID: 829 1374 6609**

**Audio will be heard on your computer speakers.**

**If you do not have working computer speakers,  
call 1-408-638-0968.**

**Enter event number and attendee ID  
or press # if no attendee ID.**

**Webcast will start at the top of the hour.**

# Agenda

## Overview of Omni CMS

Logging into Omni CMS

Interface Overview

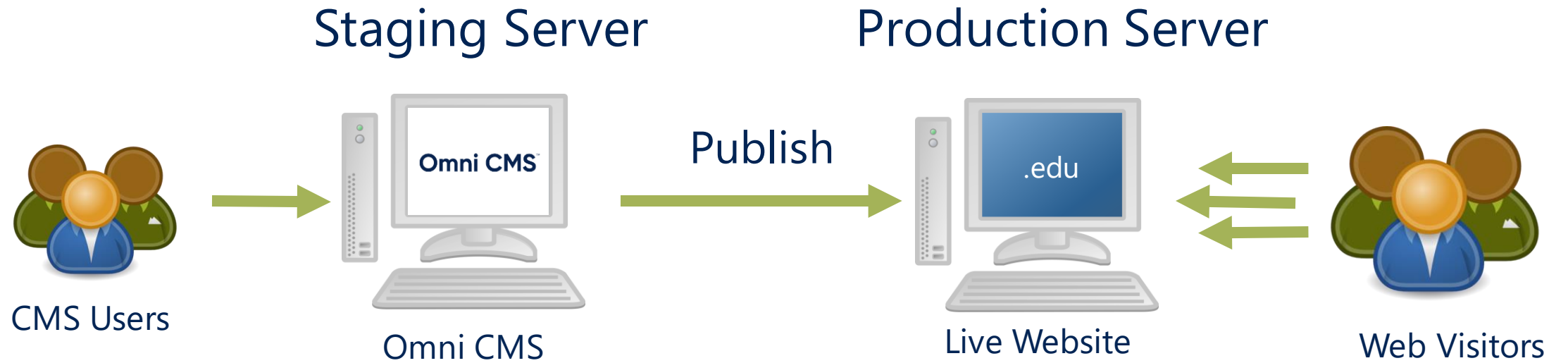
Basic Page Editing

Creating New Content

Uploading Content

Q&A

# OMNI CMS' STRUCTURE



# EDITING TOOLS – DEPENDENCY MANAGER

- Every page and file in Omni CMS gets a unique ID number
  - “Dependency Tag”
- When making links, Omni CMS uses the ID number, not a URL
- Links to files get automatically updated when they move or are renamed
- Broken links will only come from deleted files

Insert/Edit Link

Basic

Advanced

URL

{{f:5143}}

Text to display

Check out all the clubs Gallena has to offer!

Title

Gallena University Club List

Open link in...

Current window

Class

(not set)

Custom Class

CANCEL SAVE



# REUSABLE CONTENT

## Assets

- When you want to reuse content and structure/styling
- Not customizable on page
- Pages update automatically
- Five types:
  - Web Content
  - Plain Text
  - Source Code
  - Form
  - Image Gallery



# REUSABLE CONTENT

## Snippets

- When you want to reuse structure/styling, but keep content unique
- Customizable on page
- Changes to one page won't affect other pages
- Makes it easier to edit complex blocks of content in WYSIWYG



# REUSABLE CONTENT

## Components

- When you want to reuse structure/styling, but keep content unique
- Uses form fields to prompt for content
- Customize content on each page
- Changes to the Component's base code WILL be reflected across all pages with the Component

modern  
campus™

Engagement  
Evolved™

LET'S SEE IT!





# Our Next Monthly Orientation

Our next Monthly Orientation Training  
will be held on

Friday, December 10, 2021  
10 am - noon PST

# OMNI CMS Support

[support.moderncampus.com](https://support.moderncampus.com)



Training Dept. Email:  
[Training@moderncampus.com](mailto:Training@moderncampus.com)