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Engagement
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Monthly Orientation Content Editors



Presented By:

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Software Trainer**

Zoom Event ID: 983 2107 0945

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Webcast will start at the top of the hour.

Agenda

Overview of Omni CMS

Logging into Omni CMS

Interface Overview

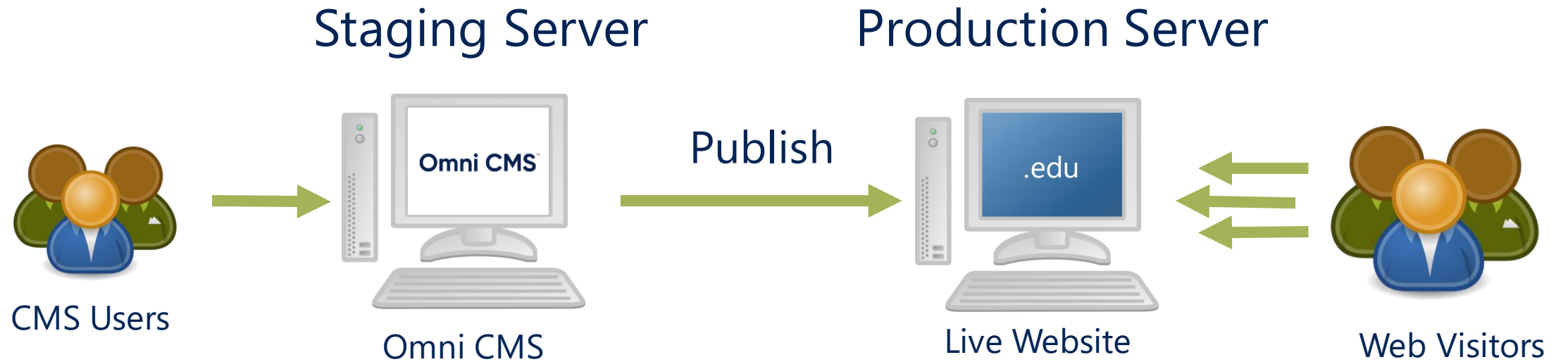
Basic Page Editing

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

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LET'S SEE IT!



Our Next Monthly Orientation

Our next Monthly Orientation Training
(Admin Monthly Orientation)

will be held on

Friday, October 8, 2021
10 am - noon PST

OMNI CMS Support

support.moderncampus.com



Training Dept. Email:
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