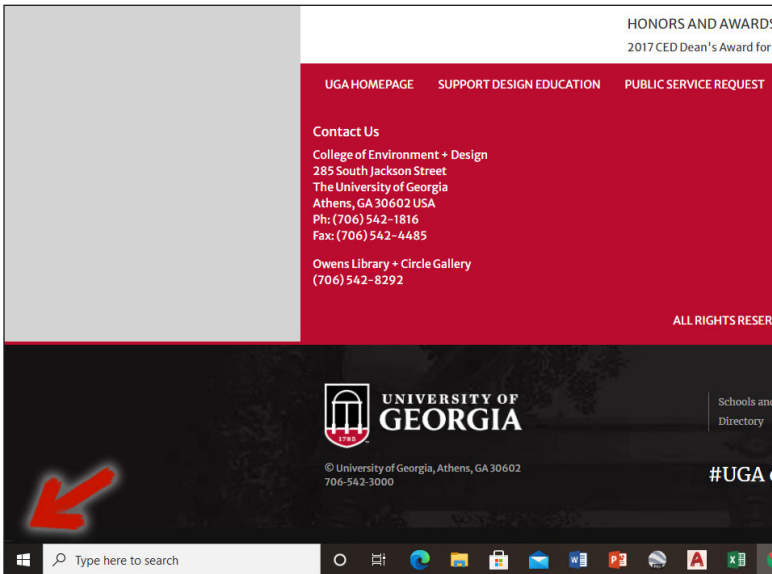# EDITING WEBSITE DIRECTORY PAGES IN OMNIUPDATE


Login Option 1
Navigate to your directory page, scroll to lower left corner and hover until your cursor becomes a hand, then click to login. This takes you directly to your profile page. In some web browsers this can be difficult to do, so if it doesn't work for you, use the URL shown in Login Option 2, then navigate to your profile page following the steps below.
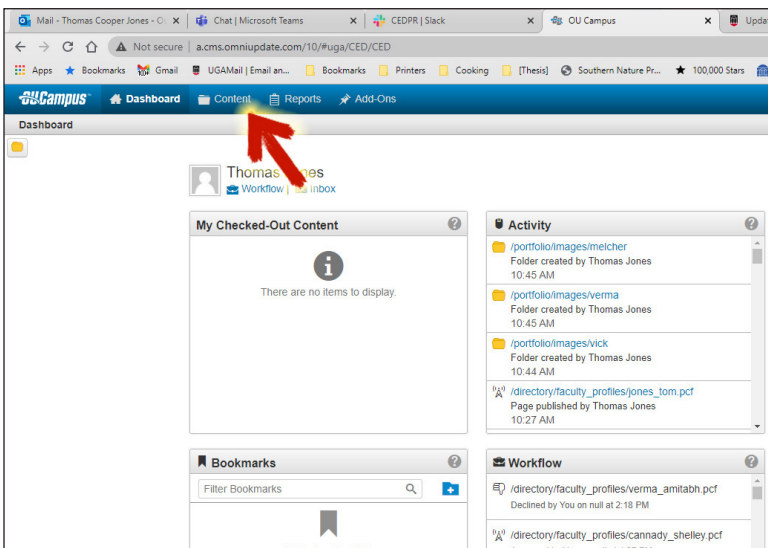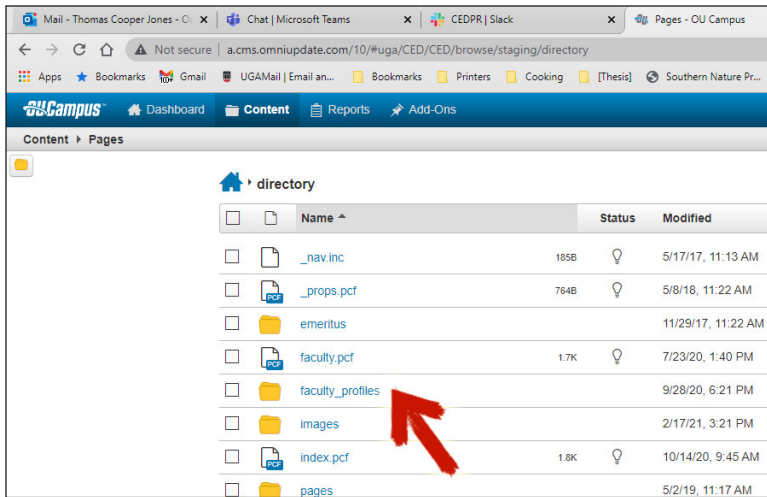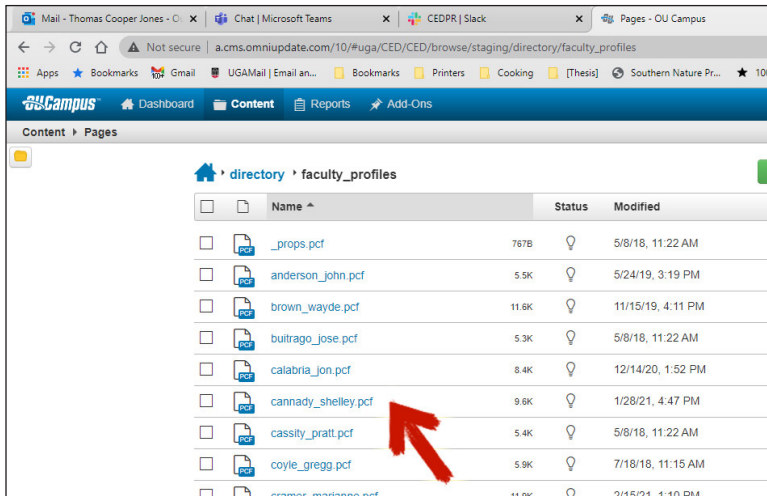

Login Option 2
Go to https://a.cms.omniupdate.com/10/#uga/CED and login.
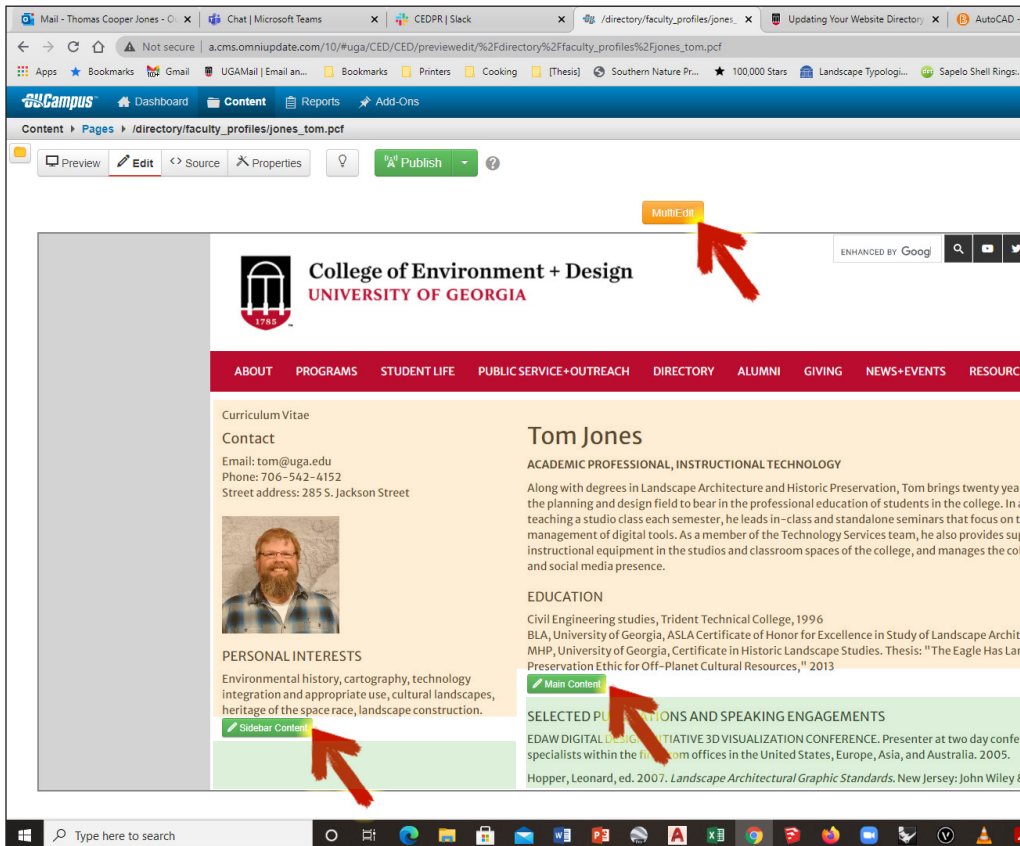Once you login, click Content, Pages near the top right.
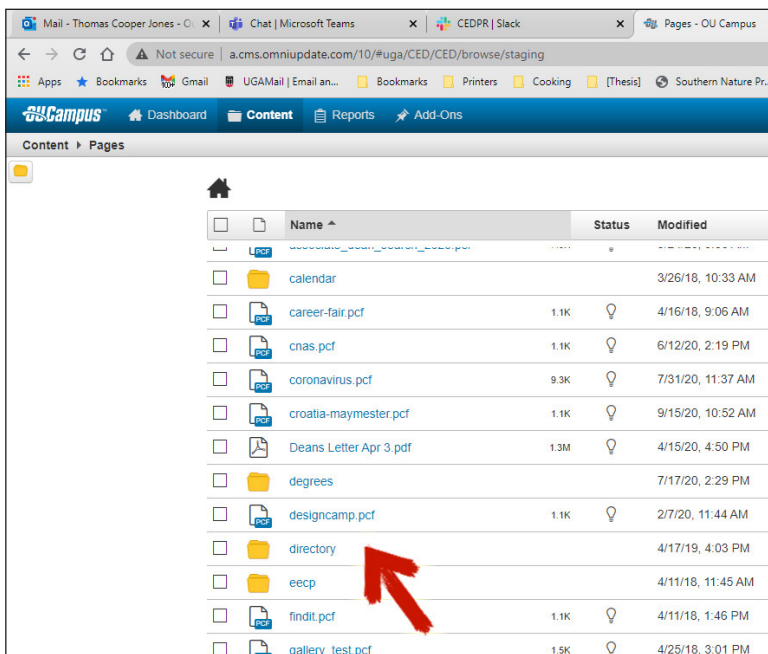

Go into the "directory" folder...

...then "faculty profiles" or "staff profiles"...



...and select your profile page.

These three buttons are used to edit information. The orange MultiEdit button is used for the intro information on top of your page (highlighted in orange), the other two green Content buttons allow editing of the material immediately below them (highlighted in green).
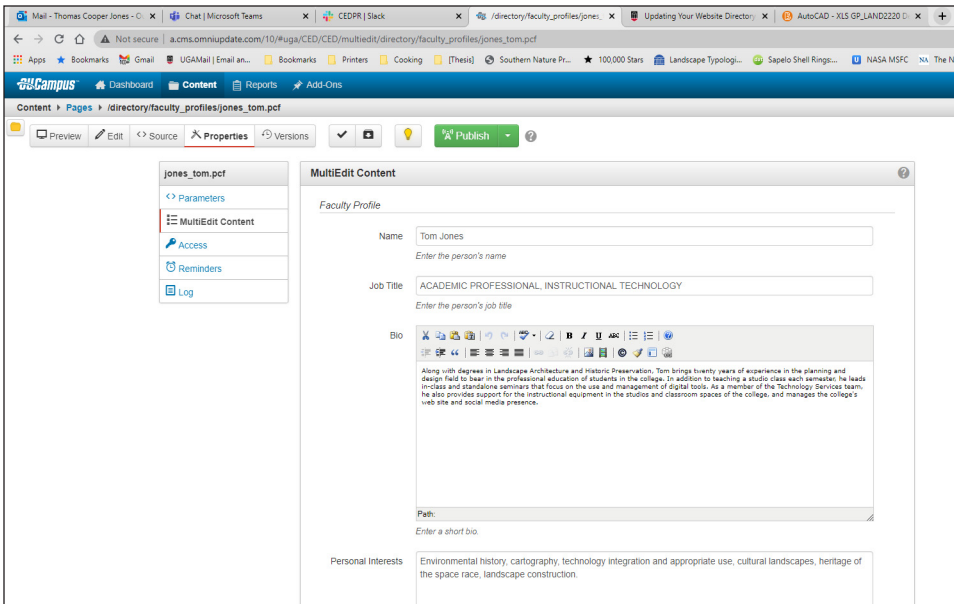
The MultiEdit page, for editing introductory material. Make edits and be sure to Save.
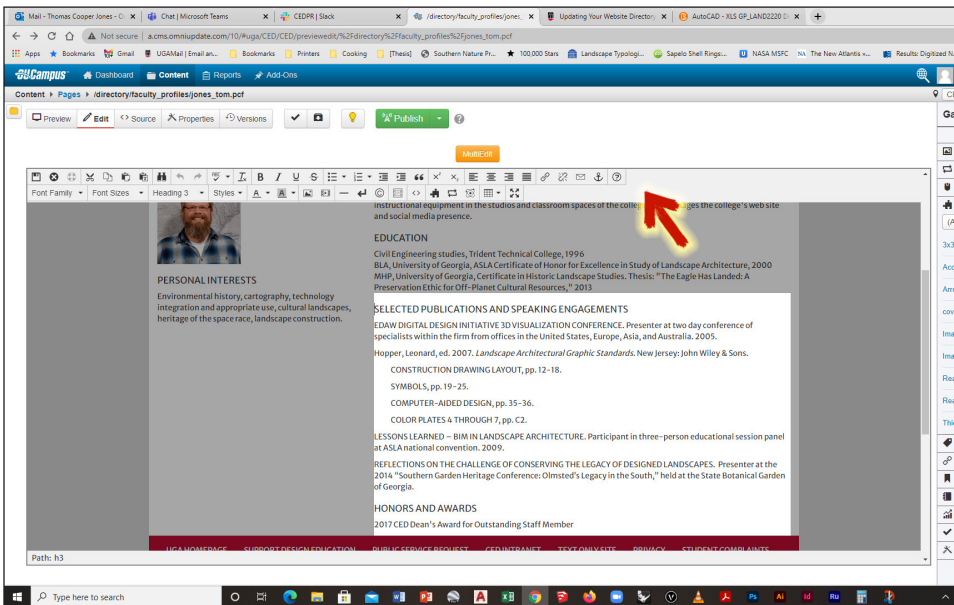

The Content editor windows allowing editing directly on the page. Notice the editing toolbar activated for editing material below. This toolbar has typical editing and layout tools that you've seen before. If you only need to edit text, make those changes, choose Save, then click Publish (or Submit for Approval depending on your account), to create an updated version of your directory page.
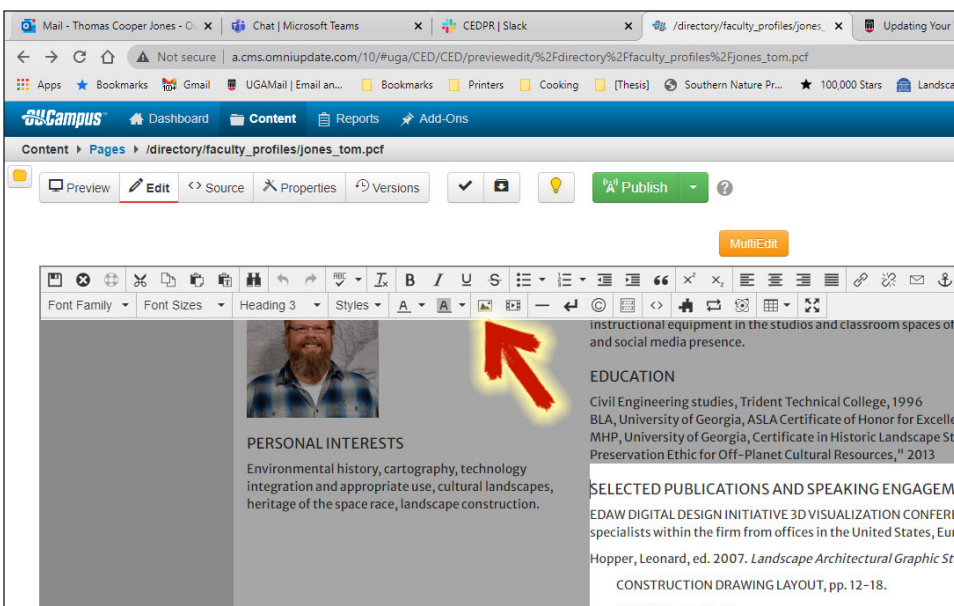
The toolbar also has tools for inserting images, and adding links to other webpages, both within our website, and on others. The insert image button is highlighted here.
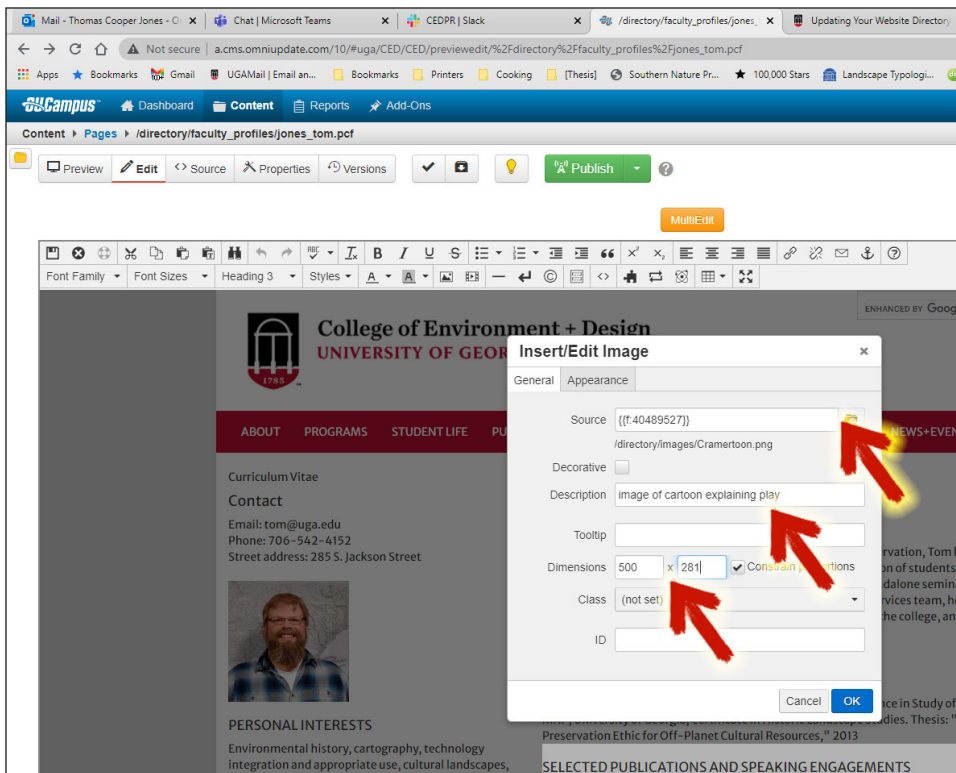
When inserting images, you'll first navigate to the saved location using the browse button near top right, then type in a descriptive name (used for website reading tools for accessibility), then adjust the dimensions. Roughly 700 pixels in width to fill the screen area, 350 pixels for half, etc.
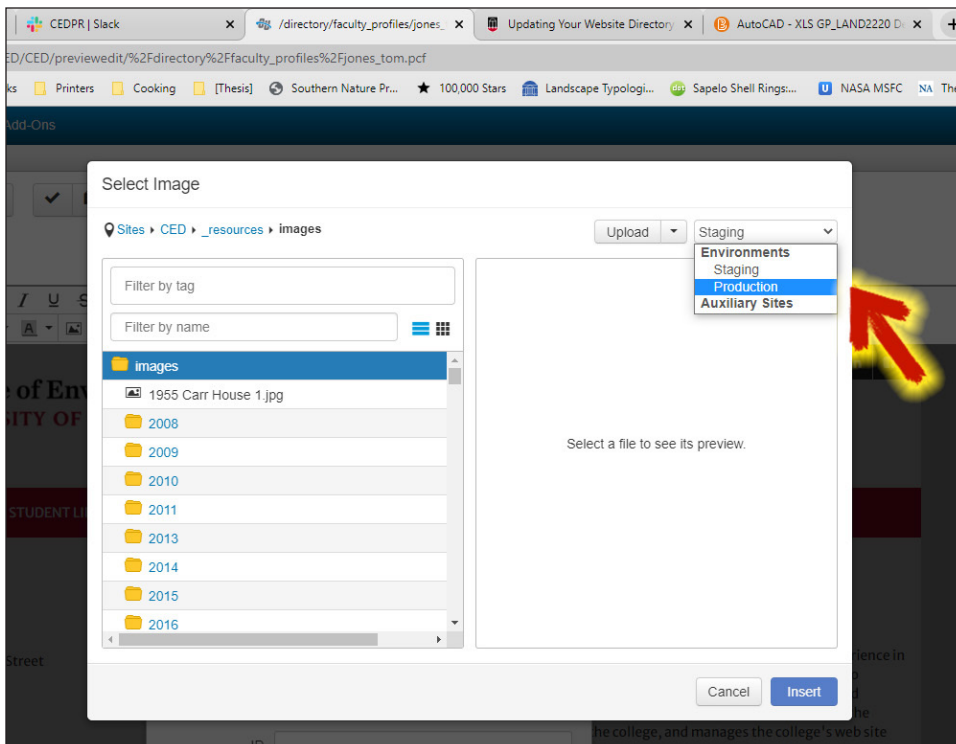

After clicking browse to find an image, change the Environment from Staging to Production.

One of the key concepts to understanding OmniUpdate is the use of the Staging and Production Environments. The Staging Environment is used for editing. The Production Environment is where items like images and webpages that are visible on the website are stored.

Once a page or image in Staging is Published it is processed through the application of styling and formatting information, and an HTML version is created in Production. For webpages, like your directory page, the editable version is always available for updating in Staging. Once edits are made and the page is Published, a new version of the HTML file replaces the previous in Production, and the version in Production is what is visible on the website.
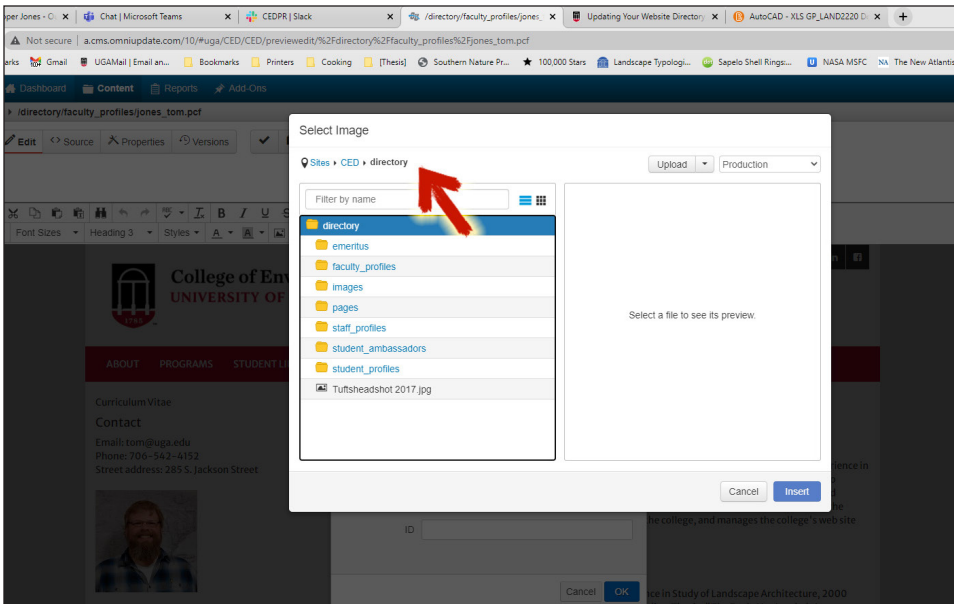
Once in the Production Environment, use the tools on the left side of the dialog box to navigate to your image location. Once your image is selected, you'll go back to the Insert/Edit image dialog box shown previously to complete the process.
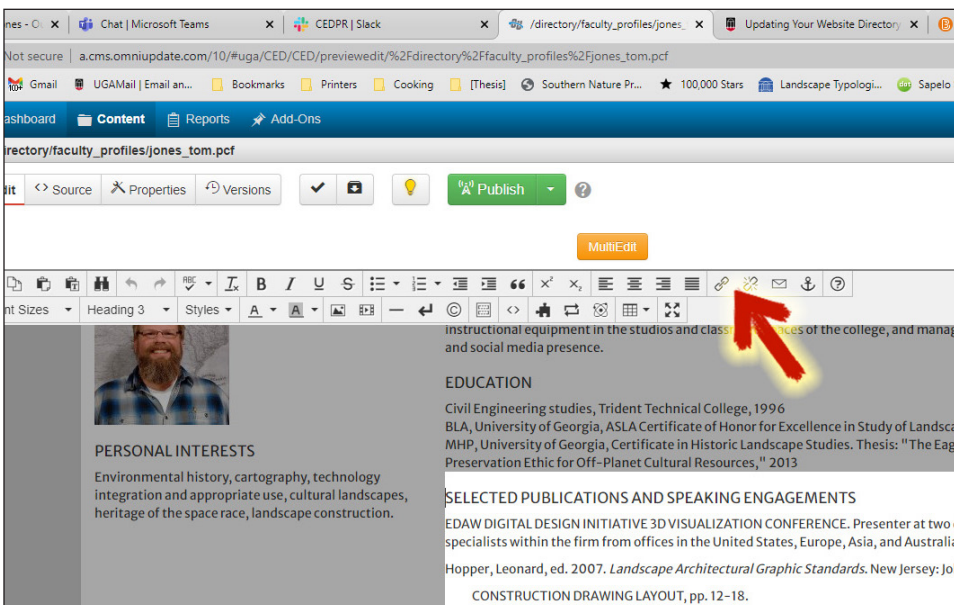

This button allows you to make a link to other pages or documents on our website, or to pages on other websites. Select text, or an image, then click the link button.
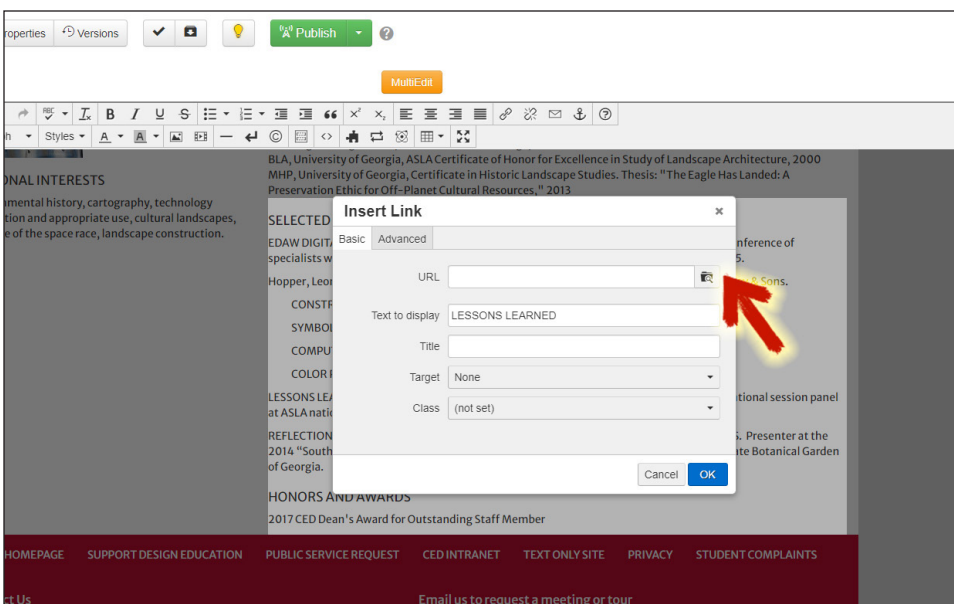

The Insert Link dialog box works similarly to the insert image process. Click the browse button to navigate to documents (i.e. a PDF, for example) or webpages within our site. Be sure to follow the same process of choosing the Production Environment before creating the link. If you're linking to an external website, just enter the URL in the box at top.
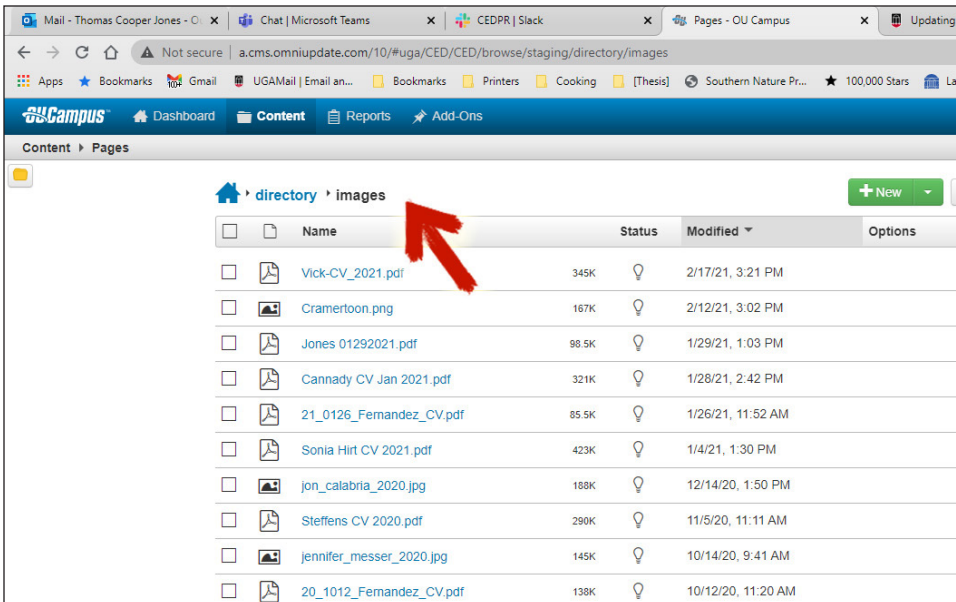
Where are your files saved? Your headshots and CVs are saved in the "images" folder within directory. To browse the folder structure while editing your page, save your modifications, then click Pages near the top left to navigate out to the folders.
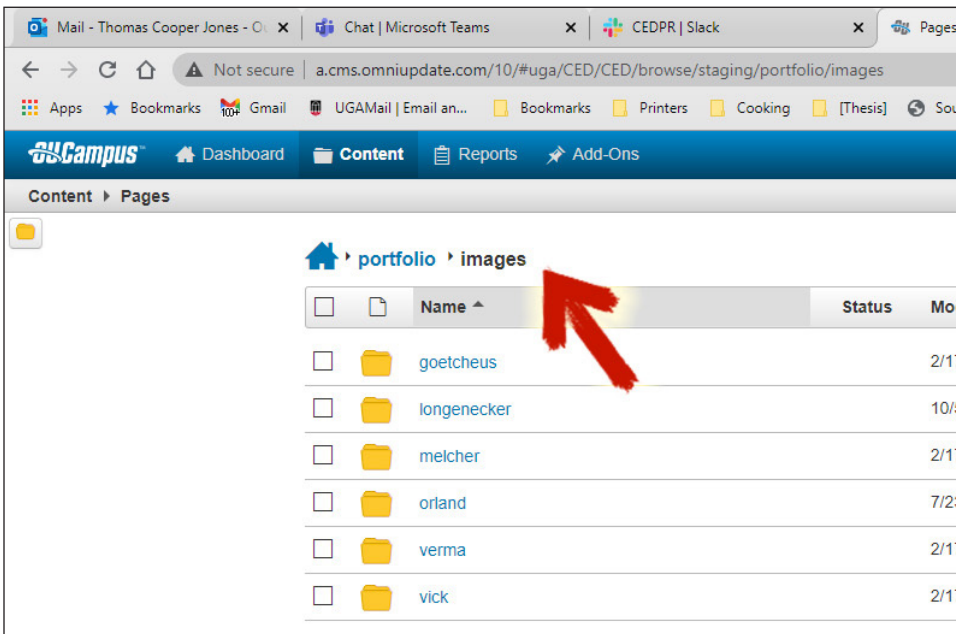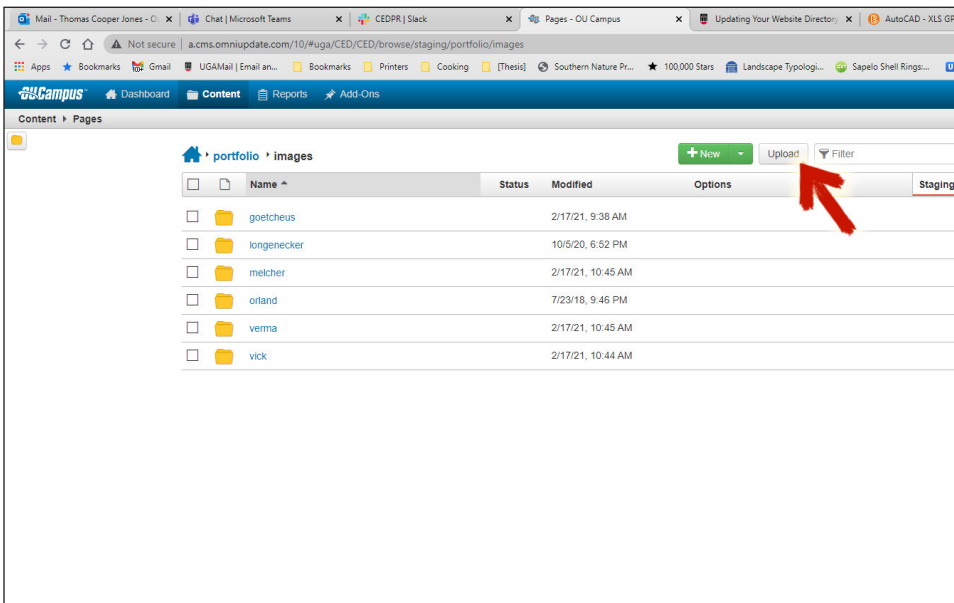

For all other images and documents, navigate to the "portfolio" folder, then "images," and use a folder here.
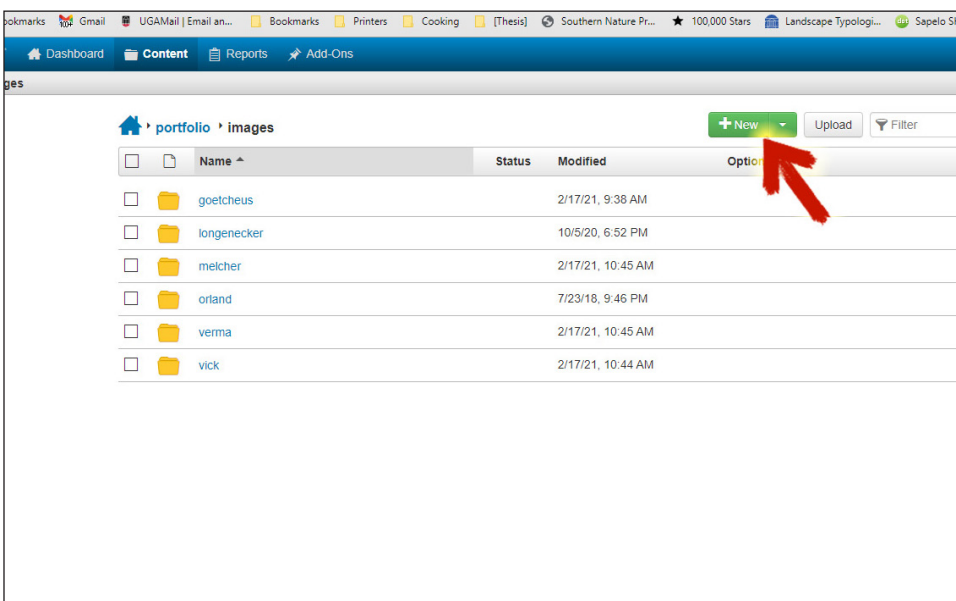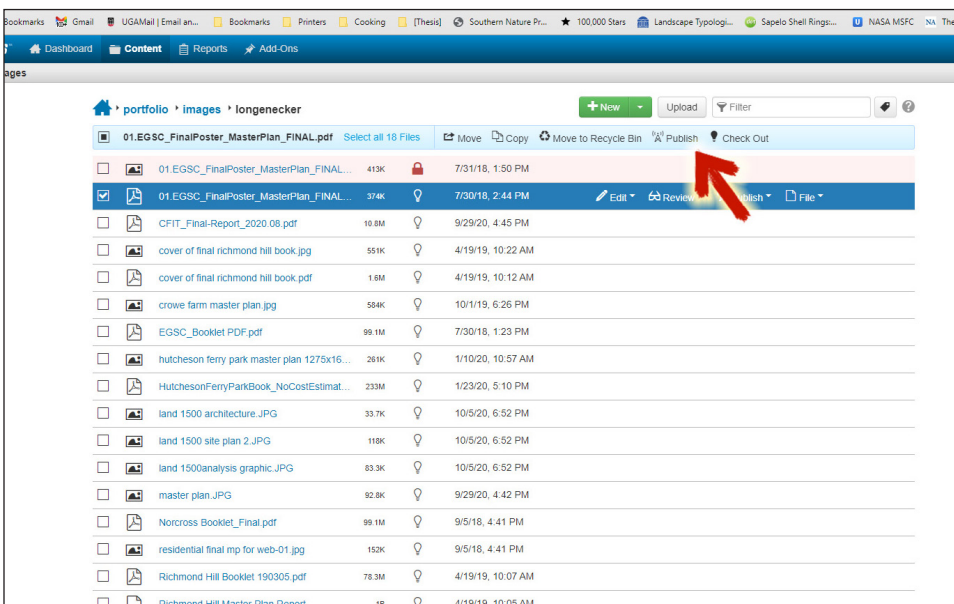

If you don't have a folder in portfolio/images, create one by clicking New...
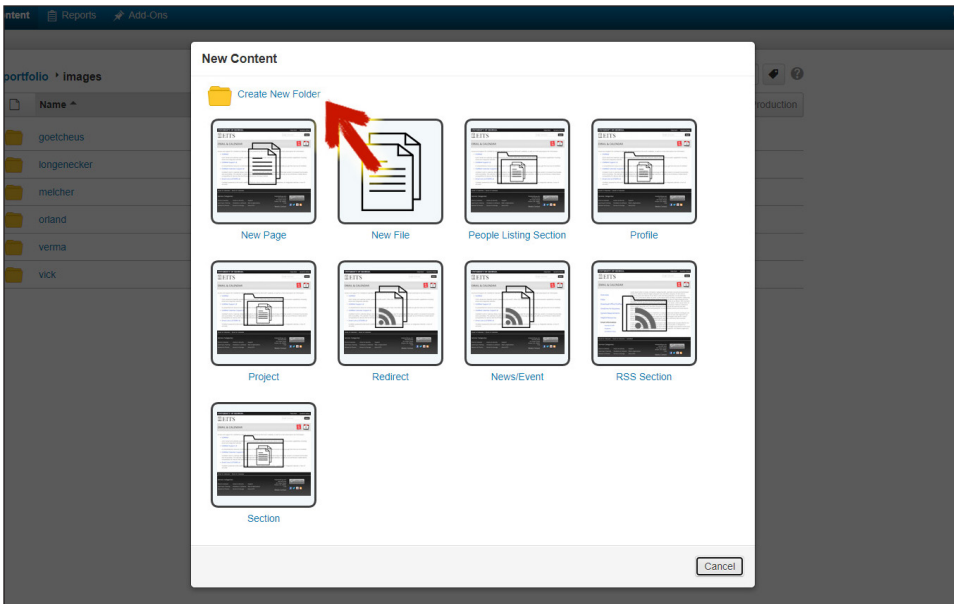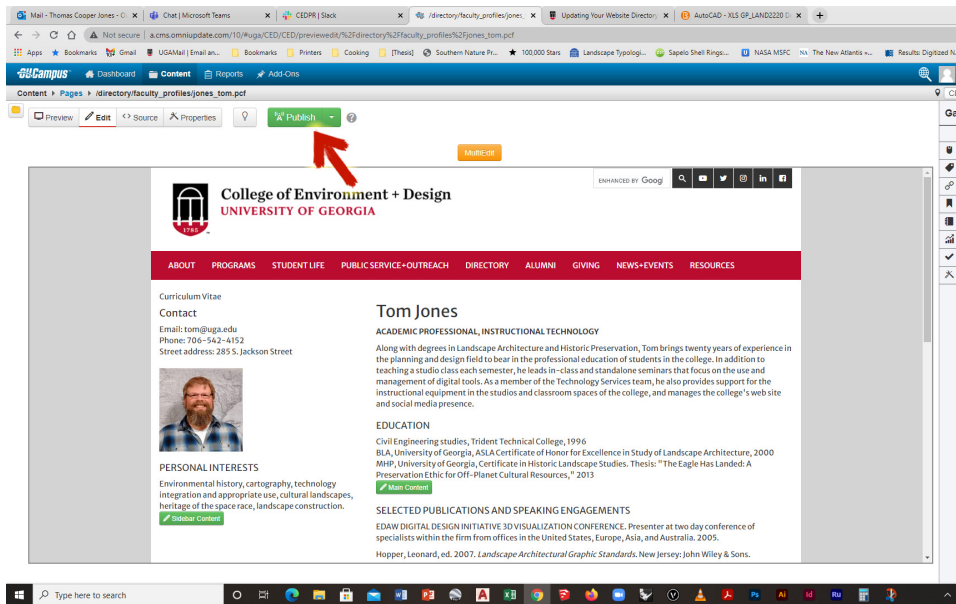
...and then Create New Folder.

To add images or documents to OmniUpdate, click Upload, then use that dialox box to add the images from your computer.

Once you've uploaded the image and/or documents, select them in the list, then click Publish. This creates a version of your file in the Production Environment that you can insert or link to from your directory page.

Once you're done with all edits and ready to publish, choose Save, then click Publish (or Submit for Approval depending on your account), to create an updated version of your directory page on the Production server. If your option is Submit for Approval, your edits will be reviewed to ensure functionality (not reviewed for content) then Published.