

dadev.deanza.edu/omni-training

Show old website, show new website, and how it is responsive to the device that it's on

New De Anza templates

1. Special Use Pages
 - a. Home page
 - b. Campus life page
 - c. Governance page
2. General Use Pages
 - a. 3-column
 - b. 2-column-nav-left
 - c. 2-column-promo-right

Accessing the new site

1. Use the easy way link
2. Last updated date at the bottom – then click pages at the top under content

Adding your first page

Page Creation Options

1. Go to the playground to create a new page for practice or to be moved over later
2. Select “New” at the top and choose your layout – or create a folder
3. Page title appears at the top of the browser and in the page header
4. Page description should describe the page; this will show up in searches
5. Skip tags and keywords
6. Add to navigation so you can access it in the left nav bar
7. Filename should be lowercase letters, no weird symbols, and should relate to the page title

Multi-Edit Page Options

1. Breadcrumb shows up at the top of the page – can be an abbreviation
2. **Heading type – leave this alone**
3. Heading – adjust this if the heading needs a better description
4. **Language menu – don't change this**
5. Make sure you display background image, otherwise it will be plain gray
 - a. If you try to upload an image and it's giving you issues or saying (at the bottom) that you do not have permissions to change the image...clear the current image, then save, and go back into multi-edit. Then you should be able to upload an image.
 - b. The header image needs to be landscape and about 1200 pixels wide
 - c. Must have an image description
6. Header Media
 - a. Hide, photo, or video
 - b. Choose an image or video – image must have a description
 - c. Videos start with // - no http: and YouTube videos must use part of the embed code
 - d. All videos must have closed captioning – DSPS can help
 - e. Can have a caption to describe the image or video

Page Parameter Options

1. This is where you can change your page title or description if you want to
2. Content heading appears above the heading if you chose to include it (image or video)
3. Turn on or off the columns – things you put in them will be saved if you hide them
4. Don't worry about the gallery type
****NOTE**** to maximize the right column for editing, use the “maximize content region” button 

Navigation

1. This is the left column on your page that allows users to navigate through your webpage
2. **You must always publish your _nav.inc file after a change to the navigation structure**
3. If you choose to include a new section rather than a new page, the carrots will appear in the navigation column
4. This will automatically update when you create new pages or sections
5. You can only have links in your nav file, it won't allow for anything else
6. You can reorder the links within your nav file if you'd like

Editing your page content

New Editing Interface

1. New editing interface (JustEdit)
2. Highlight over your name, go to settings, select JustEdit
3. The toolbar is simple and uses the same tools that you see in most programs

Headings and Styles

1. Never use heading 1...it is for over the heading image
2. Follow the order like you would when creating an outline, don't jump around because of screen readers
3. Link styles – create a link...change the style under “class”
4. Headings...block quote
5. Styles...lead paragraph
****NOTE**** use things special things sparingly so they are not all over your page, they are intended to be used to highlight areas...Seth thesaurus example

Images, Videos, and Tables

1. Find an image
2. Give it a description
3. Resize it as needed
4. Change class to responsive image
5. Once you've added an image you can adjust where it is on the page, how much space there is around it
6. Videos can be added the same way, either selecting from your computer or by embedding the code
7. Tables can be added and edited the same way that images can; right click and edit
****NOTE**** {{...}} means that if there is a change made in one location, it is changed in all locations

Assets – rectangle box with arrows

1. Tools that can embed various pieces of information into your page – any changes made in one location will be changed in all locations

2. Go to content at the top of the page and select assets; click on new
 - a. Web Content would be used for basic information that you might have located on the website in various areas such as office hours
 - b. Plain text would be even more basic than web content, something like the number of students attending De Anza; that might be listed in a few places on the website as well. It would be used more for a fill in the blank area.
 - c. Source code – do not use
 - d. Image gallery would add images to your page that can be enlarged to view
 - e. Form will be used the most for events and surveys that you want on your page. This was used to register for these Omni trainings.

Snippets – puzzle piece

1. Tools that can be embedded into your page that look appealing such as tables with links and pictures in them

Snippets gallery

- a. Accordion
 - b. Accordion numbered
 - c. Card
 - d. Two-column list
 - e. Three-column list
 - f. Blockquote
 - g. Blockquote – no quotation marks
 - h. Info box
 - i. Info box image
 - j. White space – use this for better formatting than hitting enter a bunch of times for screen readers to better understand
 - k. Callout
 - l. Contact info
 - m. Department course catalog list
 - n. Directory custom list
 - o. Faculty course list
 - p. Horizontal definition list
 - q. Directory listing
2. Most of these need to be published before you're able to see them...use approved snippets first
 3. Show the 2-column snippets versus the right column snippets
- **NOTE**** If you publish your page and you don't like it or want to revert it back to a previously published version, click on version, and select the version that you want.

Publishing Your Page

1. Checks your spelling, links, and accessibility. If accessibility has errors, the page should not be published.

Adding a New Section

1. Folder name should not have any spaces or special characters
2. Section title should be the proper name for the sub-section
3. Page title will show up in search engines

4. Give a short description of what can be found on this page
5. Edit this just like you would any other page; the title of this page in your folder will be "index"
6. When you publish your sub-section, you must publish its parent page as well

Getting Your Content Ready

1. Is the content valid and reliable?
2. Is it good, useful content?
3. Get rid of R.O.T. (redundant, outdated, trivial)
****NOTE**** Show current financial aid page for the constitution day
deanza.edu/financialaid

Next Steps

1. Create pages in the playground
2. Refer to the dadev.deanza.edu/omni-training page if you get stuck
3. Ask the WebTeam to create your page
4. If you have questions, ask myself or the WebTeam
5. Let the WebTeam know when your site is ready

Advanced Omni Training

1. This will cover how to create assets and advanced page editing

****NOTE**** Everything must be accessible on the website, all videos must have closed captioning and all PDFs must be text. Images need captions describing the image. PDFs created in Word edition 2016 or older have an accessibility checker and so does Acrobat. Screen readers will read all of the spaces, headings, and any weird formatting so try to make everything simple and do not format things in a weird manner.

****NOTE**** Go to the WebTeam page to complete a move request form.