



OU Campus v9 OmniUpdate Campus Content Management System User Web Policies

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The purpose of this document is to enhance accuracy and consistency of the University's Web pages by providing Web page editors the basic standards and guidelines needed to create a Web site in OmniUpdate Campus, the University's Content management system.

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User Accounts

User accounts are created only by the web administrators. To request a new user account, please contact web master at 231-591-2331.

Managing Users

Site approvers will have the ability to control user access at the site, folder or individual parts of a page. Users are assigned different roles in the system which determines the tasks they can perform.

Training

Training is done by the web administrators on campus. A quick training session before using the system. This can be done in person or remotely. OU Campus/Publish documentation provides helpful information to users. For more information please visit OU support Web site at:

<http://support.omniupdate.com/documentation/ox/>

File Naming

- File names should not be more than 32 characters, because it will be part of your URL.
- All files names including htm, folders, pdfs, images, doc, and etc. should be separated with a **DASH**– no spaces, punctuations, or funny characters such as: , # & % + * = @ ~ ^ \$
- Files names should be all lower case
- First character is always a letter
- Use Standard file extensions

Common web file types and extensions:

File type	Typical use	Extension
HTML document (webpage)	HTML code / webpage	.html, .htm
JPEG	photos	.jpg
GIF	graphical images, such as logos, graphs and charts	.gif
PNG	graphical images, such as logos, graphs and charts (similar, but superior to GIF)	.png
Portable Document Format (PDF)	documents, e-books, product catalogues (non-editable)	.pdf
Word / word-processing document	application forms, checklists, reports (editable)	.doc

Source: <http://www.motive.co.nz/guides/design/naming-folders-and-files.php#r5>

File Structure

Creating Directories:

- Creating directories is the best way to organize your Web site. Organize your site with folders and subfolders.
- Directories created for Web pages should all have an index page. Put an index.htm file in each folder. (index.htm, or homepage.htm is recommended)
- Create separate folders for graphics and other media types such as pdfs, audio, and video. Optimize images for faster reviewing and smaller size. OmniUpdate CMS includes a required form field that allows user to enter an Alternative Text for images.

Web Templates

Available Templates

- OmniUpdate CMS provides pre-made web templates and style sheets to enhance quality and identification with FSU. These templates follow the university's web graphic standards. User can choose from a variety of templates with different top and side navigation menu bar.

New Page

- Each page must include a "page title" that links to the homepage for the selected site. Ferris State University logo on the left is automatically redirected to Ferris homepage.
- Users are encouraged to create their web sites on the development server and test all pages before going live.
- Approval process is needed before going live with any pages. Approver is designated by CMS administrators.
- Incorrect and out of date information must be corrected or removed.

Fonts and Standardized Graphic Elements/copy right

- OmniUpdate Content Management System provides standardized font and graphic elements that are already programmed in the required style sheets (CSS.) Users are encouraged to use the fonts and the graphic elements provided in the system.
- Pages must comply with all FSU copyright and trademark laws.