

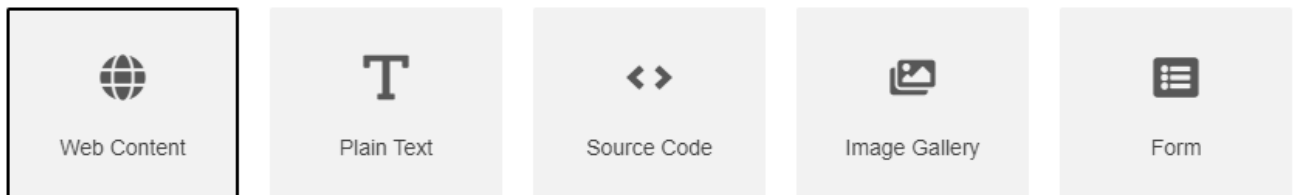
Assets

Assets are reusable content in Omni CMS that provide a single source of content for use on multiple pages. When the asset is edited and published, the content automatically updates on each page the asset was placed on. The different types of assets also allow for some more complicated types of content than you can create in the page editor. You cannot edit an asset on a page, but must open the original asset to make and save any changes.

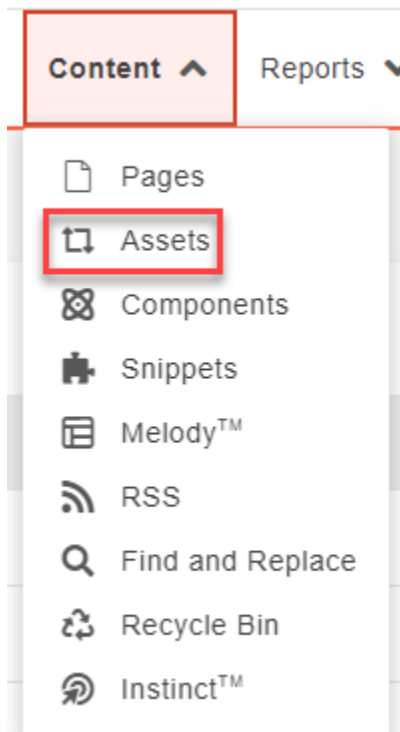
Web Content Asset

Web content assets are used for entering formatted text or media items such as images or videos.

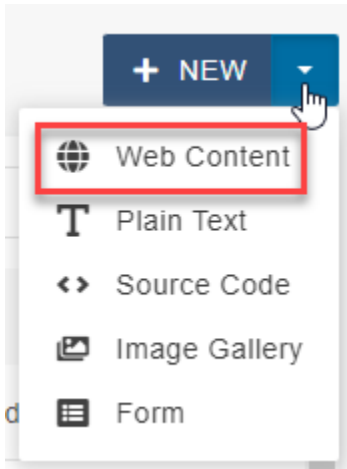
Create New Web Content Asset



1. Click **Content** -> **Assets**



2. Click the Dropdown **NEW** -> **Web Content**



3. Enter:

- **Name**
- **Description** (optional)
- **Tags** (optional)


Name

Description

Tags

- **Asset Content:**

Rich text editor toolbar with icons for undo, redo, text color, bold, italic, underline, strikethrough, bulleted list, numbered list, link, unlink, insert link, insert image, insert video, insert audio, insert table, and code.



Four students on there way to class!

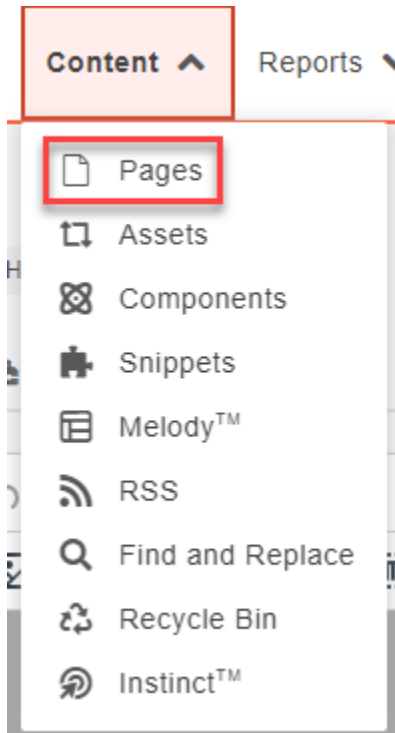
Asset Preview



Four students on there way to class!

Add Web Content to Webpage

1. Click **Content** -> **Pages** and find the page to add the **Asset** or go to the page and add the **Asset** and login



2. Click **Edit**



3. Click one of the green edit buttons



4. Click the **Asset** icon



- Find the **Web Content Asset** previously created

Filter by tag

ALL TYPES Filter by name

- Student Life
- 1-After Action Review
- 1-Amelia Center Gallery
- 1-Art of Politics
- 1-CBWB
- 1-Collaboration
- 1-Eden Adrift
- 1-Eighth Cupshow
- 1-Fifth Cupshow

Students outside of Student Union

Name: Student Life
Type: Web Content Asset
Description:
ID: {{a:340950}}
Last Modified: 3/29/23, 7:45 AM
Last Published: Never

CANCEL INSERT

- Insert **Web Content Asset**

Asset **Student Life** cannot be shown in WYSIWYG.

- Save **Web Content Asset**
- Preview **Web Content Asset**



Four students on there way to class!

- Submit **Web Content Asset**