

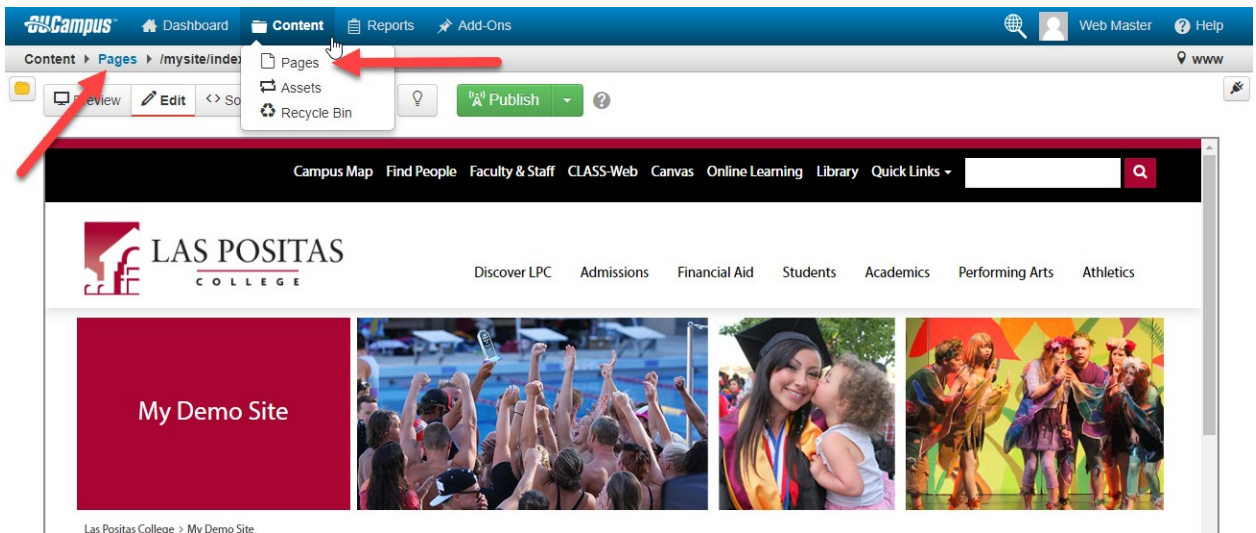
# Upload Documents to Omni

## Log in to Omni

1. Log in by clicking the DirectEdit link (copyright symbol at the bottom of the page).

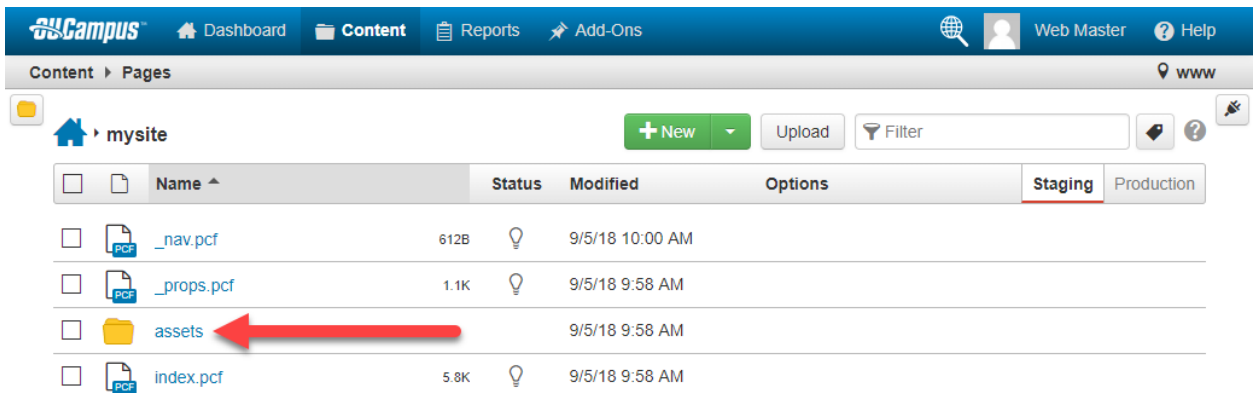


2. Enter a **Username** and **Password**. Then click **Log In**.
3. Once logged – select pages form either the breadcrumbs link or the “Content” dropdown menu.

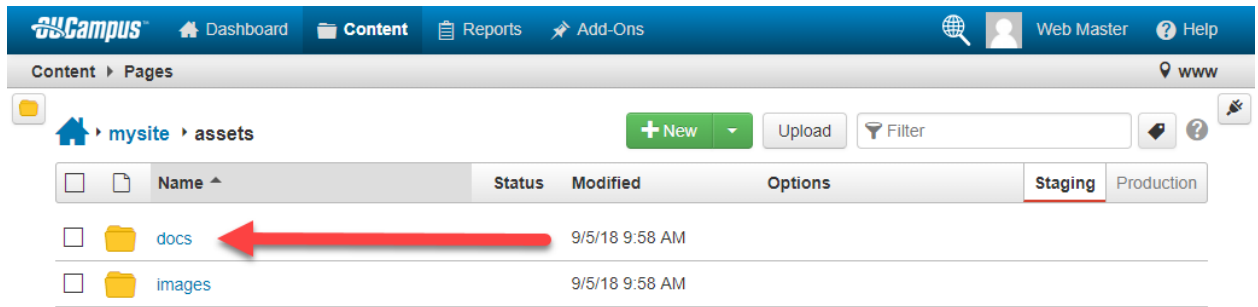


You will then see the “Pages” view.

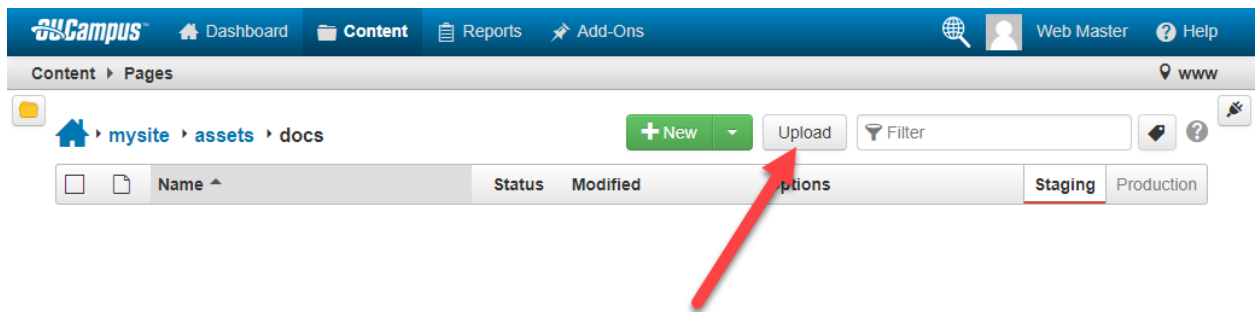
4. Select the “assets” folder.



- Then select the “docs” folder.

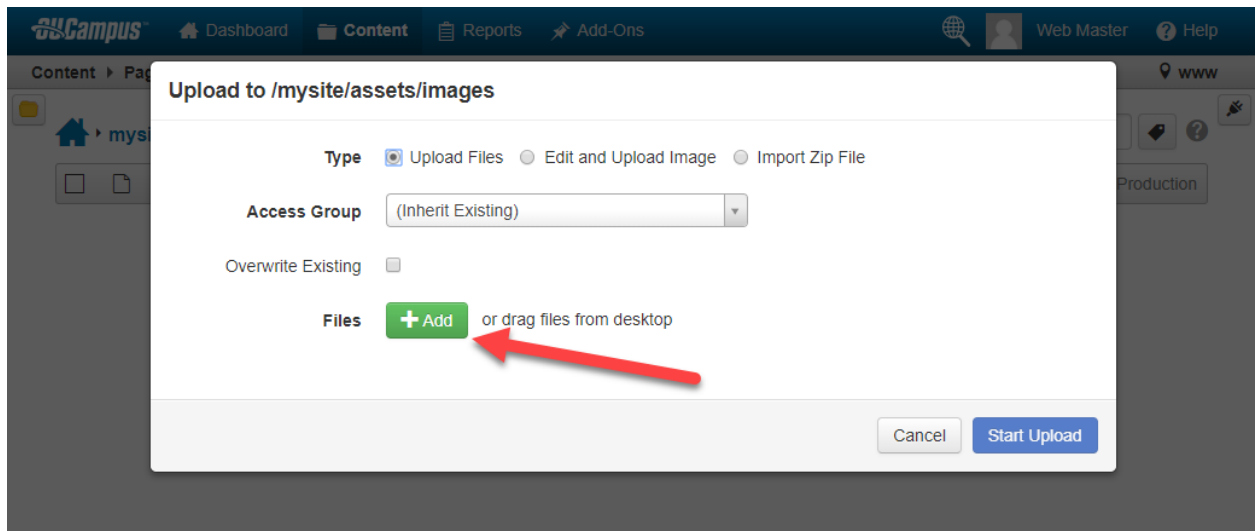


- Once you are inside the “docs” folder, select the “Upload” button.

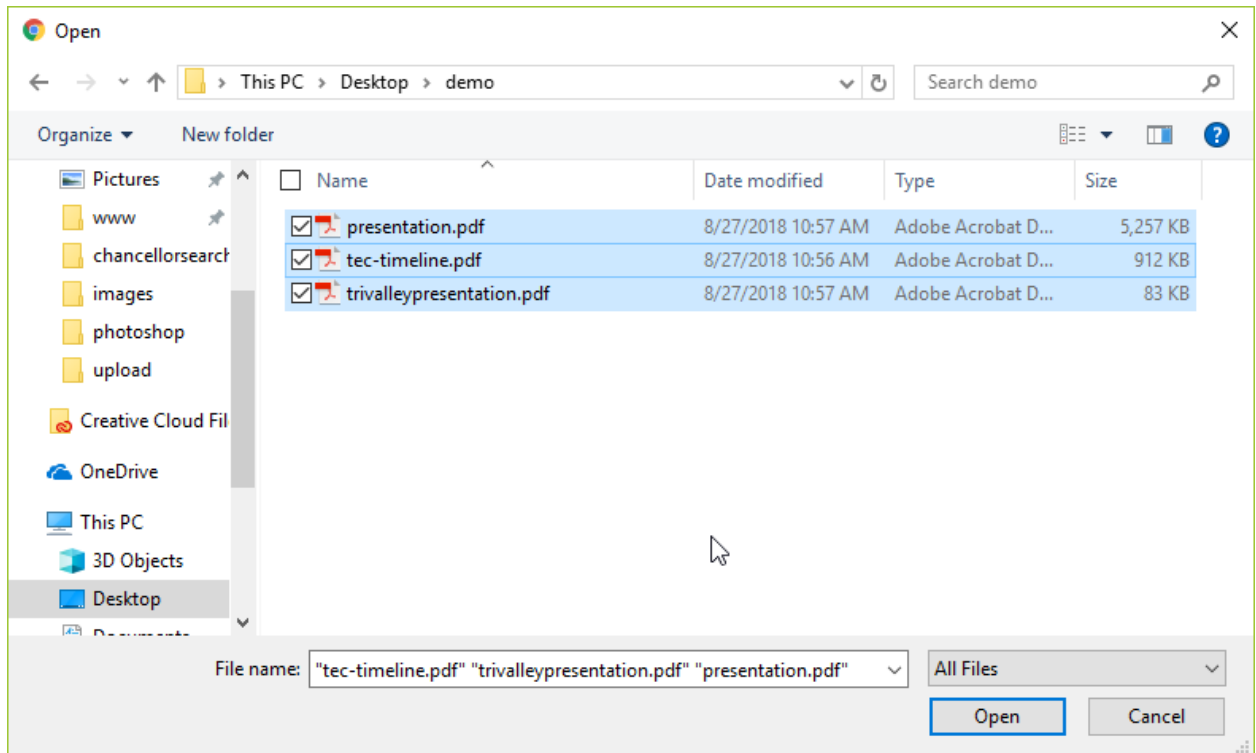


After you click on the “Upload” button, the Upload File window will appear.

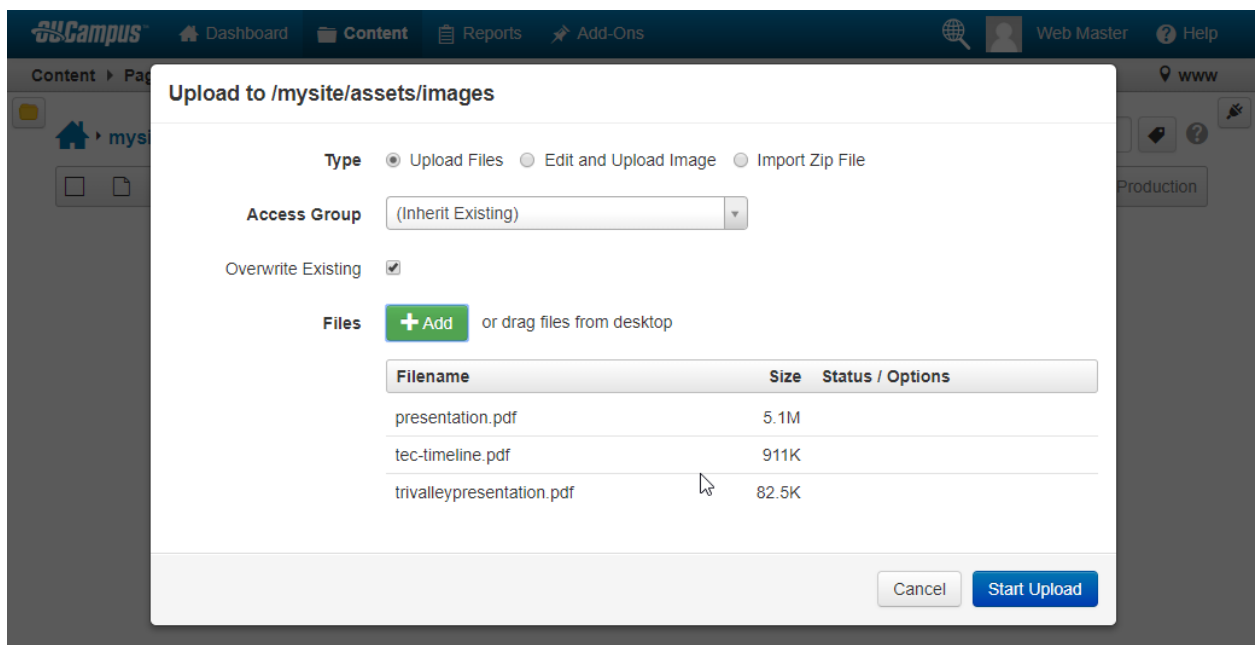
- Select the green “Add” button.



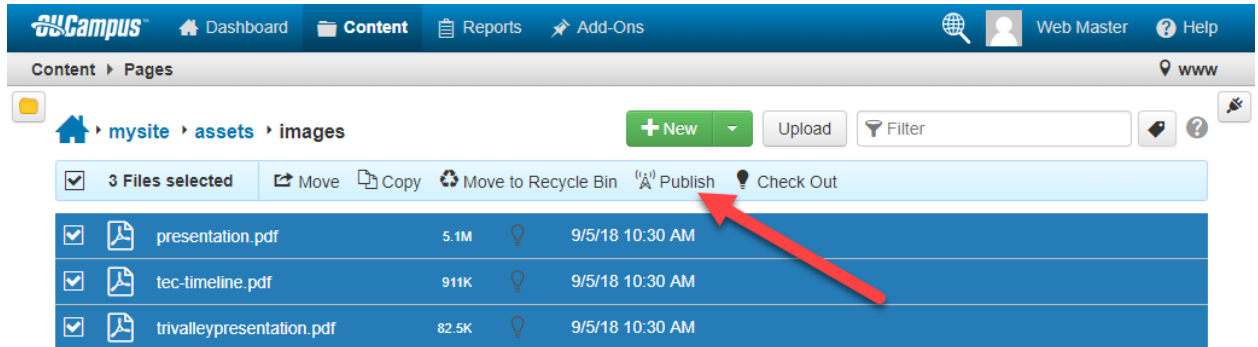
8. Navigate to the files that you would like to upload. In this example there are three PDF documents located in a “demo” folder on my desktop. You can select one or multiple files to upload.



9. The files that you selected will be displayed in the Upload window. Select the blue “Start Upload” button to upload the documents to Omni.



10. Now the PDF documents have been uploaded, you will then Publish the documents to the web server. Select the documents and select the “Publish” option in the light blue bar.



11. The Publish Window will then appear. Finally click on the green “Publish” button.

