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.

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5. Then select the "docs" folder.

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6. Once you are inside the "docs" folder, select the "Upload" button.

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

7. Select the green "Add" button.

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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.

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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.

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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.

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

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