

Editing the Website with Omni CMS

Edit Properties

1. Login to the page to be edited
2. Check the page out by clicking the light bulb (located to the left of **Submit** button)



3. Click **Properties** and add the following information

a. **Title**

Title

b. **Description**

Description

c. **Keywords**

Keywords

d. **Tags**

Tags

e. **Page Heading**

Page Heading

Preview



f. Breadcrumb

Breadcrumb

Continuing Education

Please enter the breadcrumb text. This is not used on index pages.

Preview



g. Page Layout

i. Full width

Page Layout

- Fullwidth
- 2 Column
- 2 Column with side nav

Please select layout type for page.

Preview

ACCREDITATION STATEMENT

Gulf Coast State College is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award associate and baccalaureate degrees. Questions about the accreditation of Gulf Coast State College may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097, by calling (404) 679-4500, or by using information available on SACSCOC's website (www.sacscoc.org)

ii. 2 Column

Page Layout

- Fullwidth
- 2 Column
- 2 Column with side nav

Please select layout type for page.

Preview

BUILD YOUR SKILLS FOR A BETTER FUTURE!

Learn. Achieve. Enrich.

Continuing Education expands the reach of Gulf Coast State College's academic programs by providing courses to enhance careers, enrich lives and contribute to improving our workforce. Whether you want to develop a new skill, learn a new hobby or advance your career, GCSC Continuing Education is committed to learners at all stages of life. We provide [Customized Training](#), [Workforce Development](#), [Professional Development](#), [Business Education](#), [Healthcare Training](#), [Online Education](#), and [CPR](#) courses. Gulf Coast State College started as a community college and will always be committed to serving Bay County and beyond.

CONTACT US TODAY!

BUSINESS & INDUSTRY, PERSONAL ENRICHMENT, APSI, ENCORE

Lara Herter
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850.873.3583

HEALTHCARE, CPR, HUMAN RESOURCES, & ONLINE EDUCATION

iii. 2 Column with side nav

- Page Layout
- Fullwidth
 - 2 Column
 - 2 Column with side nav

Please select layout type for page.

Preview

FIND OUT ABOUT GULF COAST STATE COLLEGE!

Located next to the water in Panama City, Florida, Gulf Coast State College is ready to provide you a first-class education with an emphasis on success. With some of the lowest tuition rates in Florida, Gulf Coast offers you a variety of options focused on quality and practicality.

The College offers four Bachelor of Science degrees in Digital Media, Technology Management, Nursing and Organizational Management with specializations in Entrepreneurship, Health Services Administration and Emergency Services Administration. You can also pursue an Associate in Arts degree with 75 different transfer tracks, workforce-specific Associate in Science degrees and technical certifications, including the Educator Preparation Institute.

We offer you flexibility with traditional classes, online courses, Continuing Education and professional training courses with classes at convenient times and in multiple locations. In addition to the main campus in Panama City, the College holds classes at Tyndall Air Force Base, the North Bay Campus in Southport and the Gulf/Franklin Campus in Port St. Joe. The College is also recognized as one of the top-tier military friendly colleges in the country, providing a supportive environment for active duty, reservist and dependents as well as veterans.

MY GCSC

SEARCH

IN THIS SECTION

[Accreditation](#)

[Administrative Offices](#)

[Campus Location & Maps](#)

[History of GCSC](#)

[Leadership](#)

[Strategic Planning](#)

[Vision & Mission](#)

h. Add a Banner Image

Banner Image CLEAR

Path: /academics/degrees-programs/continuing-education/images/front_page_banner.jpg
Please select banner image. If no image is selected, default banner will display.

Preview



- i. Enter a detailed **Alternative description (VERY IMPORTANT: Alt text is required. It must be a detailed description of the image. This is required for ADA compliance)**

Banner Image Alt Text



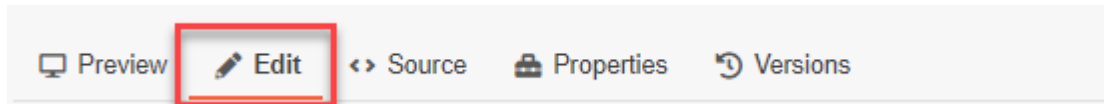
Banner with different types of people

Please enter alt text for banner image.

4. Save **Properties**

Edit the Webpage

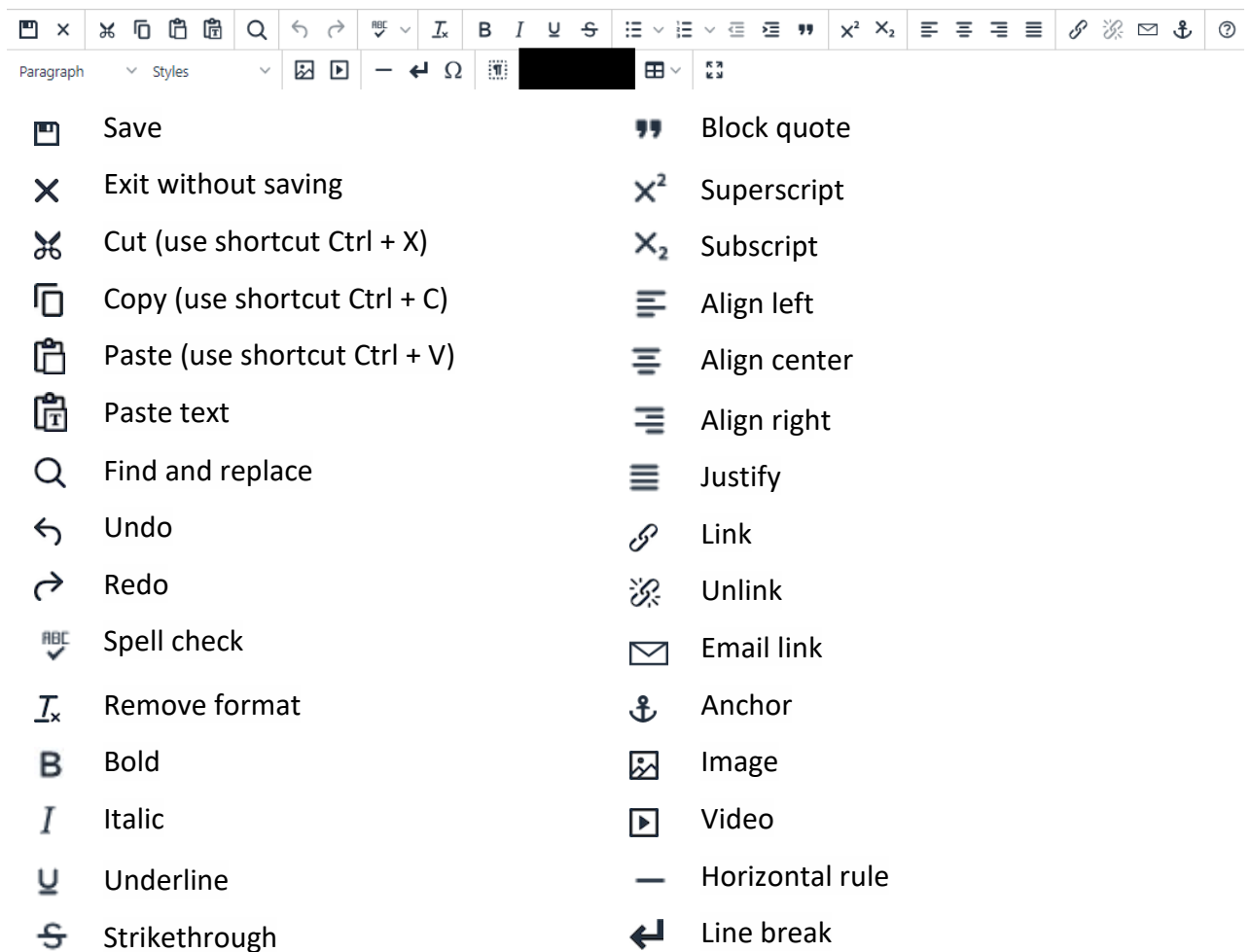
1. Click **Edit** at the top of the page











2. Click the **green buttons** to edit (the button may look different but they all have a pencil icon similar to the ones below)



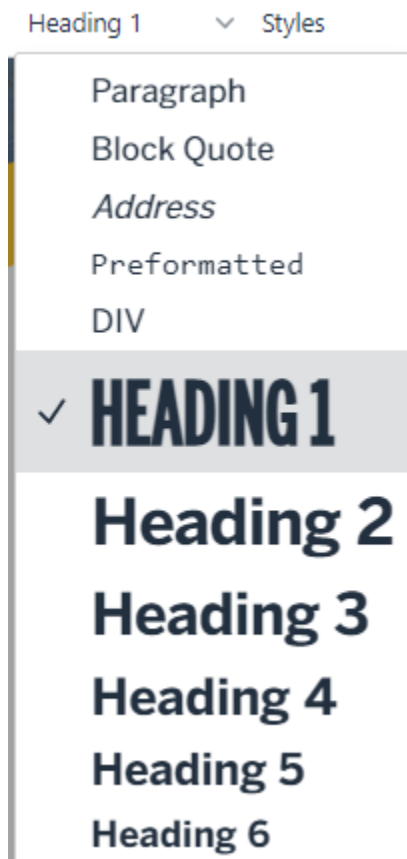
3. The tool bar is available while in **Edit** mode. The tools are similar to Microsoft Office products



-  Bullet list
-  Numbered list
-  Decrease indent
-  Increase indent

-  Special character
-  Show blocks
-  Table
-  Maximize/Minimize content

4. Add headers to Webpages when appropriate (**NEVER** use headings to emphasize text)



UNITED STATES (H1)

The United States of America (U.S.A. or USA), commonly known as the United States (U.S. or US) or America, is a country primarily located in North America. It consists of 50 states. The national capital of the United States is Washington, D.C. and its most populous city and principal financial center is New York City.

Florida (H2)

Florida is a state in the Southeastern region of the United States, bordered to the west by the Gulf of Mexico; Alabama to the northwest; Georgia to the north; the Bahamas and Atlantic Ocean to the east; and the Straits of Florida and Cuba to the south. It is the only state that borders both the Gulf of Mexico and the Atlantic Ocean.

Panama City (H3)

Panama City is a city in and the county seat of Bay County, Florida, United States. Located along U.S. Highway 98 (US 98), it is the largest city between Tallahassee and Pensacola. It is also the most populated city of the Panama City–Lynn Haven, Florida metropolitan statistical area.

Gulf Coast State College (H4)

Gulf Coast State College is a public college in Panama City, Florida. It is part of the Florida College System and offers the Associate of Arts degree, Associate of Science degree, certificates, and as of 2011, bachelor's degrees.

Information Technology Department (H5)

The IT department ensures that the organization's systems, networks, data and applications all connect and function properly.

Media Services (H6)

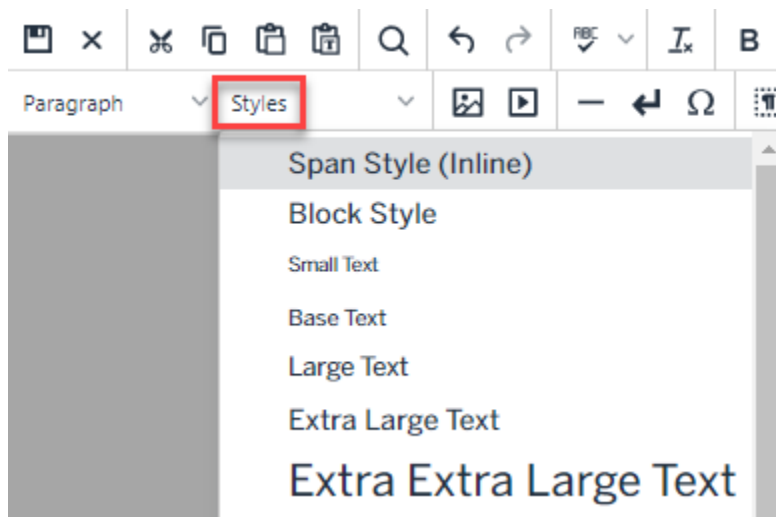
Media Services produces media and instructional materials for media outlets, web applications, or recorded formats.

5. The **Page Heading** is the webpage's **H1** (There is only one H1 on a webpage)

Page Heading



6. Use **Styles** to format **H2** and **H3** (**NEVER** use headings to emphasize text)



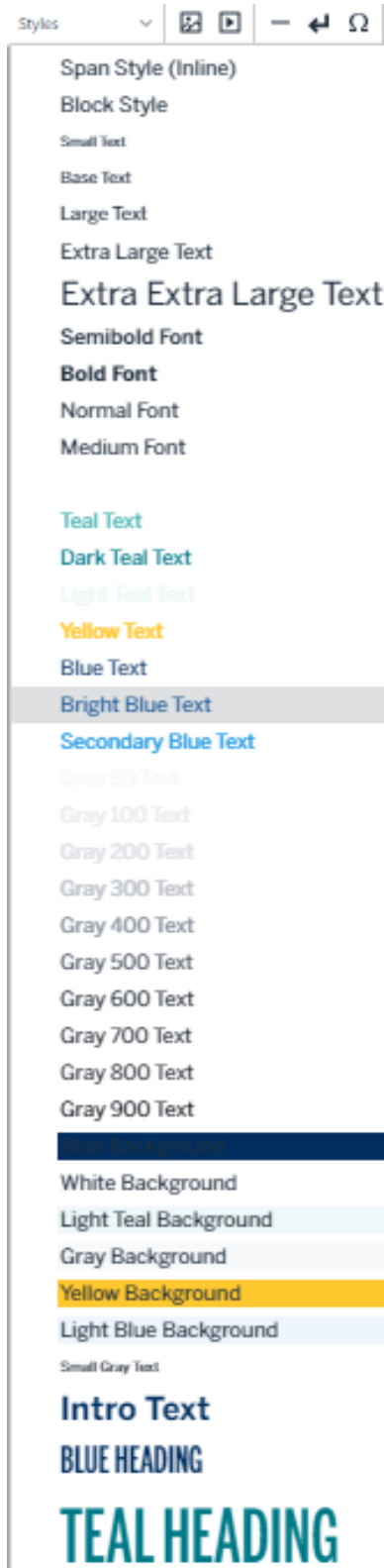
- a. Use **TEAL HEADING** style for **H2**

FLORIDA (H2)

- b. Use **BLUE HEADING** style for **H3**

PANAMA CITY (H3)

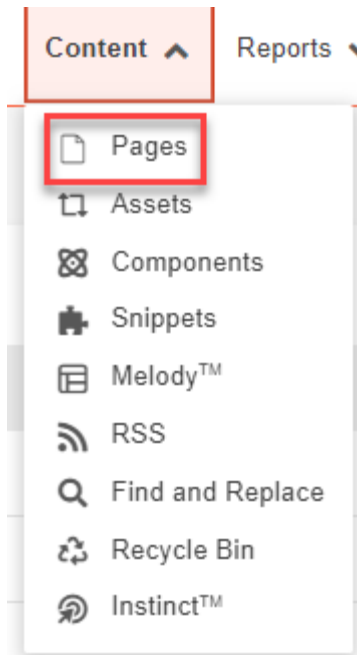
7. Use **Styles** to emphasize text



Uploading and Editing Links and Images

Uploading Documents and Images

1. Login to the page to be edited
2. Click **Content** -> **Pages**

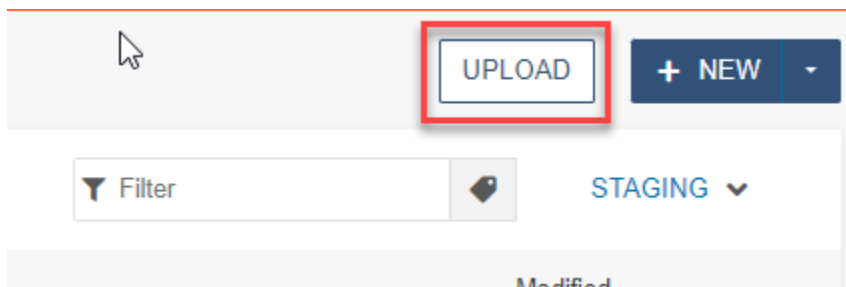


Uploading Documents

1. Upload documents into the **documents** folder



2. Click the **documents** folder
3. Upload **documents** by clicking the **UPLOAD** button



4. **drag files from desktop** or click the **ADD** button to upload documents

Upload to /training/documents

Type Upload Files Edit and Upload Image Import Zip File

Access Group (Administrators Only) ▼

Overwrite Existing

Files **+ ADD** or drag files from desktop

Filename	Size	Status
2023 Volunteer Packet.pdf	1023K	RENAME REMOVE

CANCEL **START UPLOAD**

5. Filename is invalid if it contains **capital letters** or **spaces**
6. **Rename** the document by clicking the **More Actions** icon
7. Check **Overwrite Existing** if replacing a document with the same name
Overwrite Existing
8. Click **START UPLOAD**

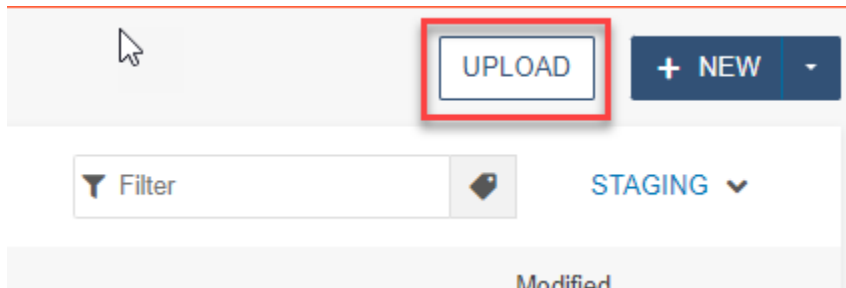
Uploading Images

1. Upload images to the **images** folder

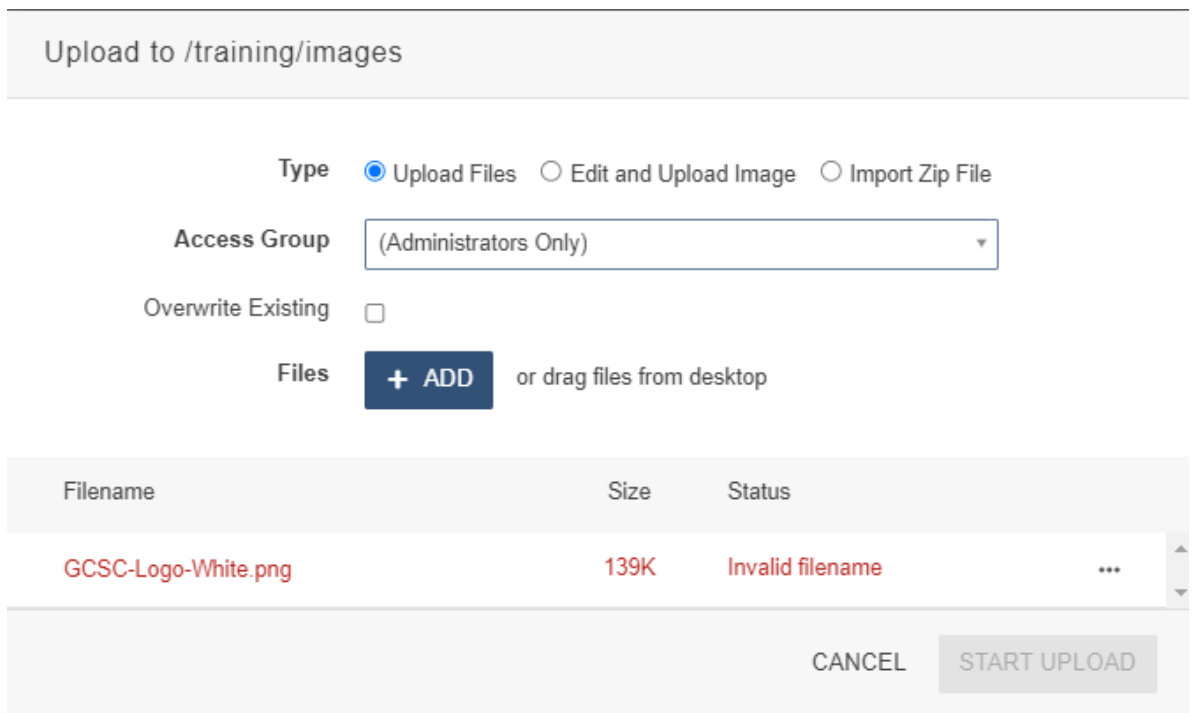
images

2. Click the **images** folder


3. Upload image by clicking the **UPLOAD** button



4. **drag files from desktop** or click the **ADD** button to add images



5. **Filename** is invalid if it contains **capital letters** or **spaces**

6. **Rename** the document by clicking the **More Actions** icon 



7. Check **Overwrite Existing** if replacing a document with the same name

Overwrite Existing

8. Click **START UPLOAD**

Adding links and images to Webpage

1. Login to the page to be edited

2. Check the page out by clicking on the light bulb (located to the left of Submit button)



3. Click the **green buttons** to edit (the button may look different but they all have a pencil icon similar to the ones below)




Link a document

1. **Highlight** the text to be linked

- Insurance matters relating to community associations, and
- Management and maintenance.

After completing this class, everything you need to know to obtain your CAM license.


T

2. Click the **link** icon 

3. Click the **URL** button

Insert/Edit Link ✕

Basic
Advanced

URL 

Text to display

Title

Open link in...
Current window ▾



Class
(not set) ▾


Custom Class


4. Find the document uploaded previously


📍 Sites ▶ redesign-2022 ▶ training ▶ continuing-education-courses ▶ documents


Filter by tag

Filter by name  

 documents

 40-hour-live-fire-flyer.pdf

 ce-registration-form-rev-01-2022.pdf

 **fl_cam_info.pdf**


5. Click **INSERT**

Insert/Edit Link ✕

Basic

Advanced

URL



/training/continuing-education-courses/documents/fl_cam_info.pdf

Text to display

Title

Open link in...

Current window ▾

Class


(not set) ▾

Custom Class

6. **SAVE** Link
7. **Preview** link

[After completing this class, everything you need to know to obtain your CAM license.](#)

Add image to webpage (Images will not show up on webpage until Published)

1. Place cursor on the appropriate place on the webpage
2. Click the **image** icon 

3. Find the **image** uploaded previously

The screenshot shows a dialog box titled "Insert/Edit Image" with a close button (X) in the top right corner. On the left, there are two tabs: "General" (selected) and "Advanced". The "Source" field contains the text "{{f:56350801}}". Below it, the path "/training/images/gcsc-logo-white.png" is displayed. The "Alternative description" field is highlighted with a red border and contains the text "Image of Gulf Coast State College Logo". Below this is the "Image title" field, which is empty. The "Width" field contains "400" and the "Height" field contains "202". There is a lock icon to the right of the height field. The "Class" dropdown menu is set to "(not set)". Below it is the "Custom Class" field, which is empty. At the bottom, there is an "ID" field, which is empty. At the bottom right, there are two buttons: "CANCEL" and "SAVE".


4. Enter a detailed **Alternative** description (**VERY IMPORTANT**: Alt text is required. It must be a detailed description of the image. **This is required for ADA compliance**)
5. Save **image**

6. Preview **image**



This course serves as the 18-hour required educ (CAM) license. Students will learn and understand responsibilities, and standards of conduct.

Optional: **Advanced Insert/Edit Image**

1. Click the **image** icon 

2. Click **Advanced**

Insert/Edit Image ✕

General **Advanced**


Alignment
(not set) ▼

Vertical space Horizontal space

Border width Border style Select... ▼

Style

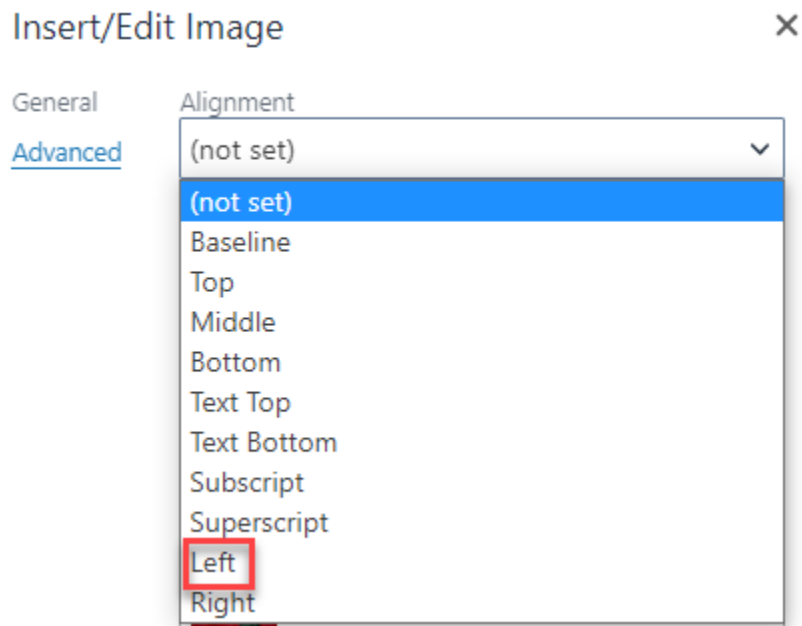
Style Preview



Lorem ipsum dolor sit amet, consec tetur adipis cing elit, sed do eius mod tempor incid idunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nost rud exerci tation ullamco laboris nisi ut ali quip ex ea com modo con sequat. Duis aute irure dolor.

CANCEL SAVE

3. Select an **Alignment**



4. Insert **Vertical, Horizontal space, Border width** and **Border style**

Insert/Edit Image ✕

General Advanced


Alignment:

Vertical space: Horizontal space:

Border width: Border style:

Style:

Style Preview



Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor.

5. Save **image**

6. Preview **image**



This course serves as the 18-hour required education to obtain a Florida Community Association Manager (CAM) license. Students will learn and understand the Florida CAM licensing requirements, CAM responsibilities, and standards of conduct.

A Florida CAM license is required when managing an association of more than 10 units and/or has an annual budget in excess of \$100,000. Types of properties that hire

CAM license holders are mobile home parks, planned unit developments, homeowners association, cooperatives, timeshares, condominiums, or other residential units with authorization to impose a fee that may become a lien on the parcel. **Two textbooks and one workbook included.**