Working with
Page Designer for
Quick Pages

Contents

Introduction

Purpose of this document: Training material for using Page Layouts for Quick Pages, for Omnia, mainly for self training.

Target group: Intended for editors of publishing pages with the permissions needed to use Page Layouts.
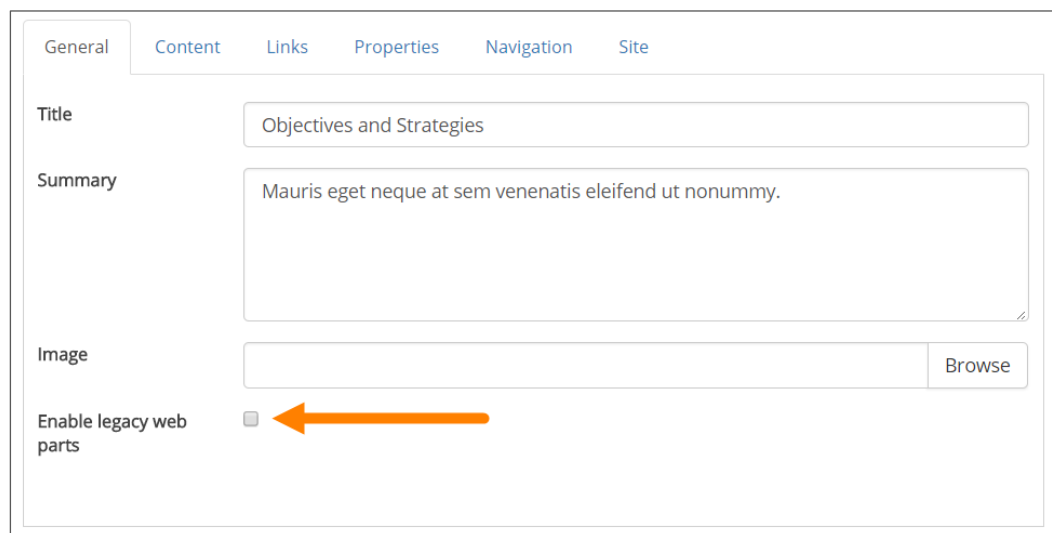
Note!
This document does no describe how to use Layout Designer to create Page Layouts. Layout Designer will be described in a separate training document.

Only works on Quick Pages

Page Layouts only works on Quick Pages. You can't use Omnia Page Layouts on standard Sharepoint pages. How to know if the page is a Quick Page then?

If **Enable legacy web parts** is on (box ticked), the page is a standard Sharepoint page, if **Enable legacy web parts** is NOT on, it's a Quick Page.
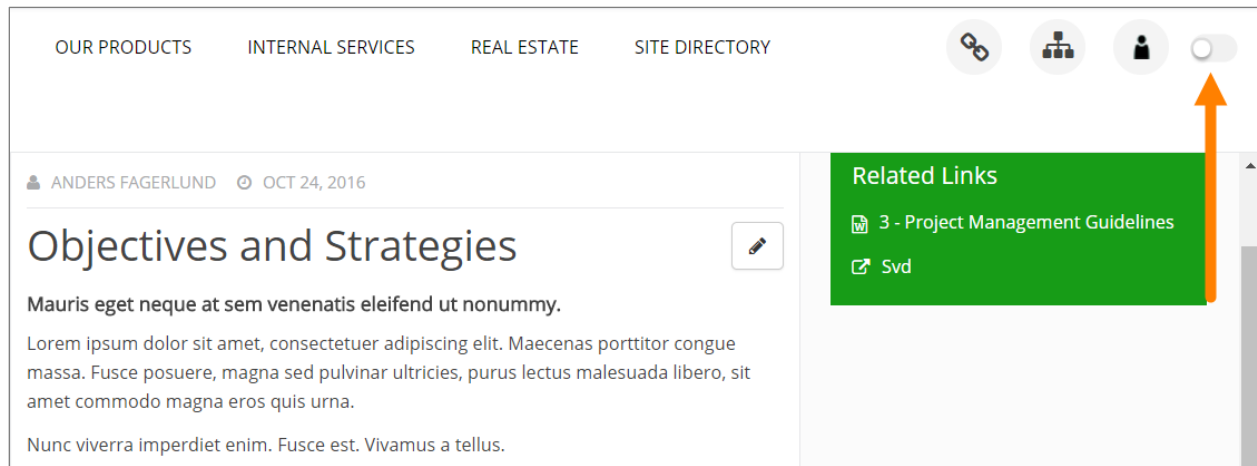
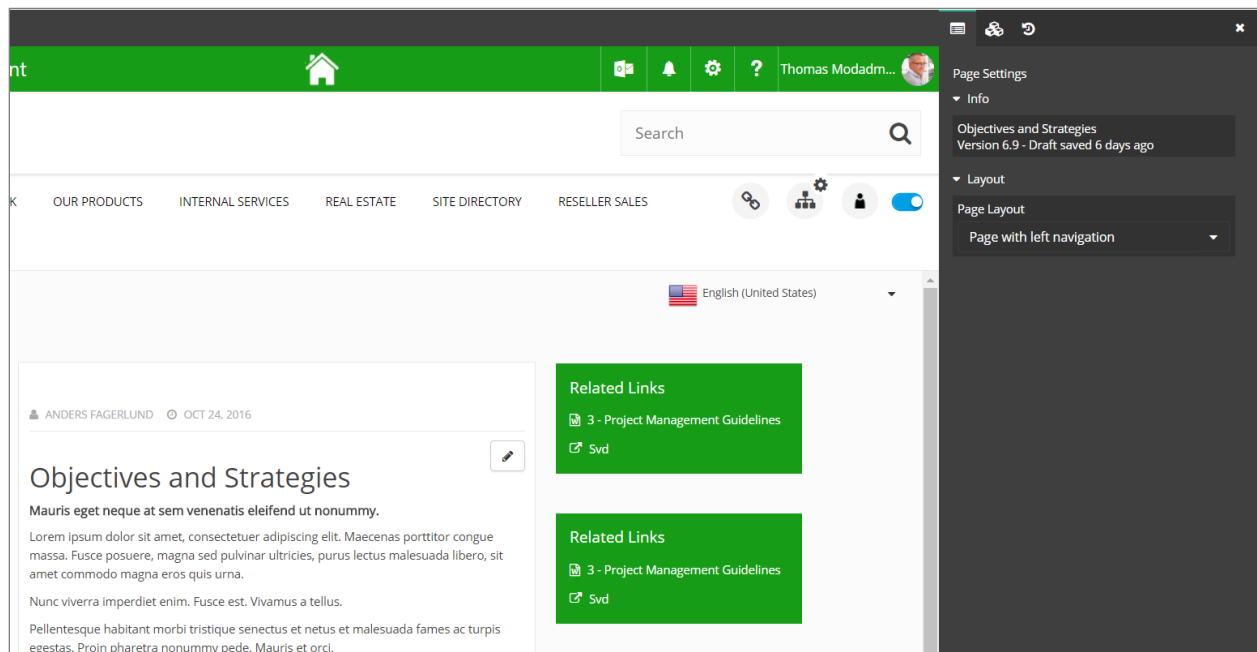In this example the page is a Quick Page:

Activating Page Designer

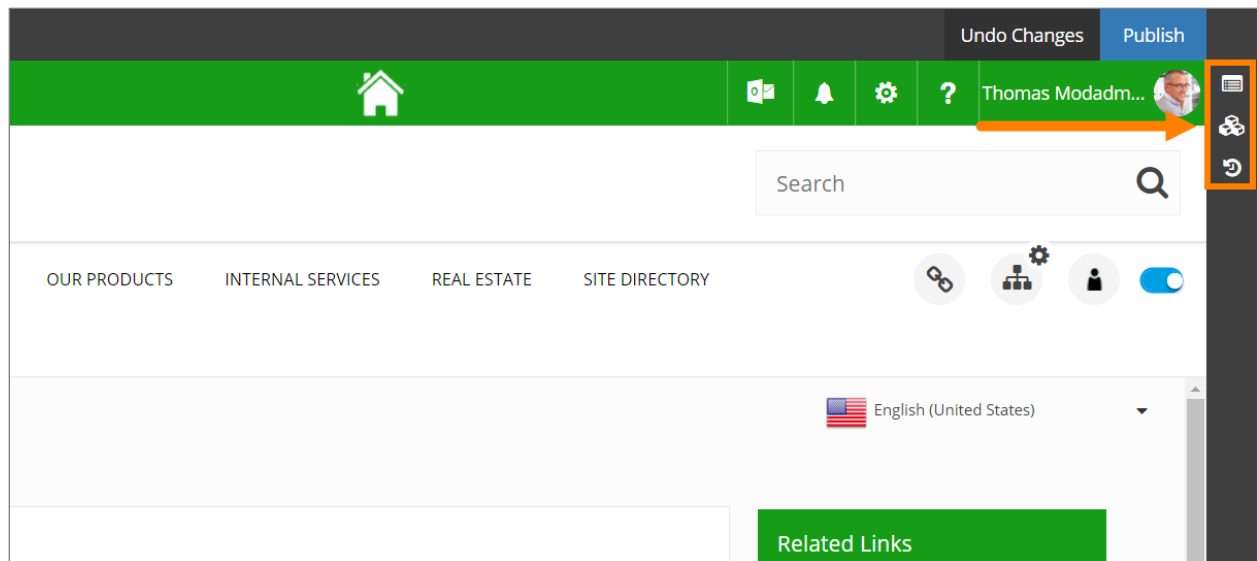To activate the options for Page Layout, do the following:

1. Go to the page you want to edit.
2. Click **Show/hide edit icons**.

Something like this is shown:

If the panel to the right is not opened automatically, click the tab you want to use, from top to bottom (left to right when the panel is open): **Page Settings**, **Blocks that can be added**, **Version History** (see next page).

If you can't see any of this, you don't have the correct permissions to be able to use Page Layout.

Note!
If your screen resolution is low, zones to the right may not be able to be shown in their "correct" place. If that happens they are placed at the bottom of the page when you edit the Page Layout, but will still be in their designated place when the page is published.

In the **Info** area on the Page Settings tab, you can see when the page was edited or published. In this example, the page was edited 6 days ago and the draft has not been published yet:
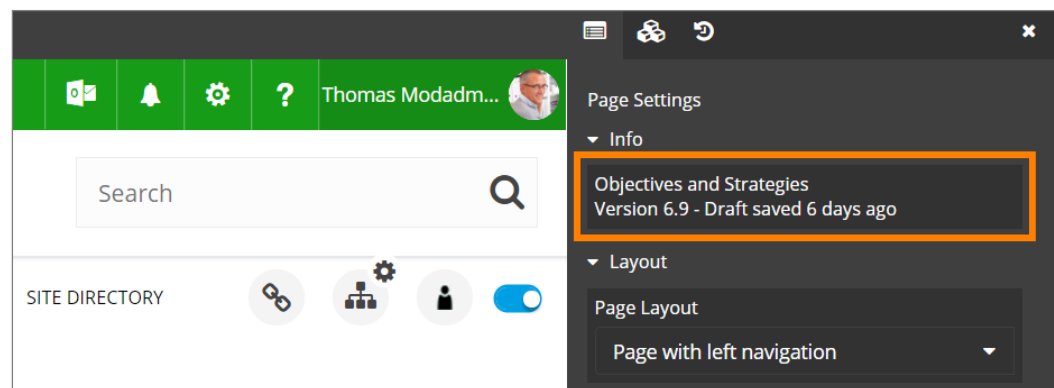

Regarding what editors will see there is an important difference between Omnia Quick Pages and standard Sharepoint pages. (The end user will always see the same thing: the latest published version.)

- For a standard Sharepoint page an editor will see the *latest edited version*, regardless of who made the changes, and regardless of whether that version is published or not.
- For a Quick Page an editor will always see the *latest published version* and must open the page for editing to see the latest edited version.

Selecting a page layout

To select another page layout for a page, do the following:

1. Open the **Layout** list and select layout.
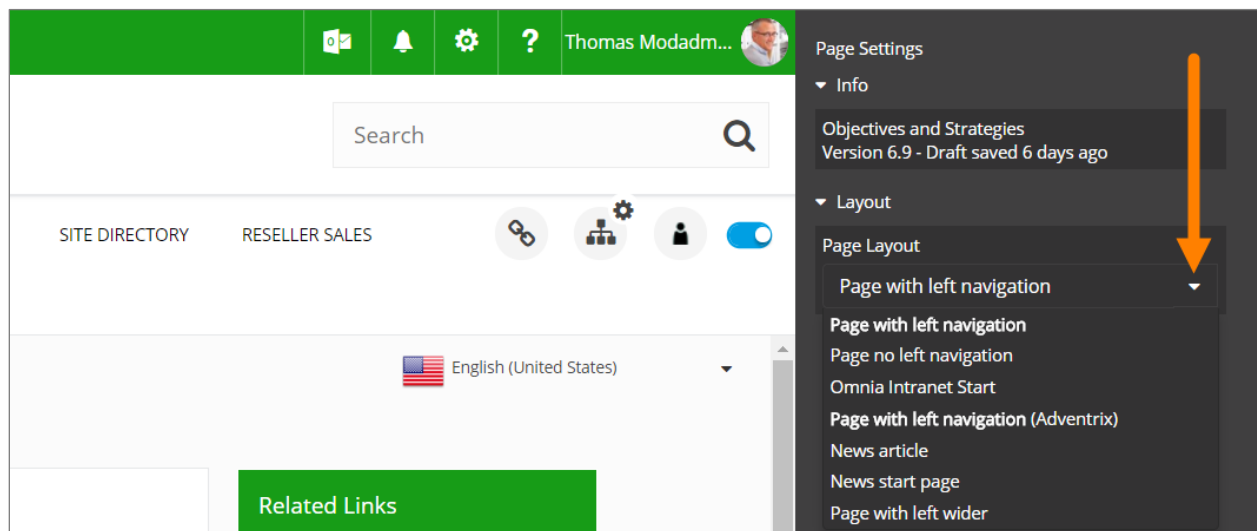
The blocks already in place on the page will now be rearranged to the new layout. If it's not possible, all blocks will be placed in one zone and you will have to drag them from there and place them where you want them (see below).

Working with blocks

A Page Layout consists of zones where blocks can be placed. A block is an Omnia Control with some kind of functionality or a special type of information. A block can for example be:

- Page contents
- Related links
- A banner

You can see where the blocks are by pointing at them. When you point at a block, a black heading is shown, for example:
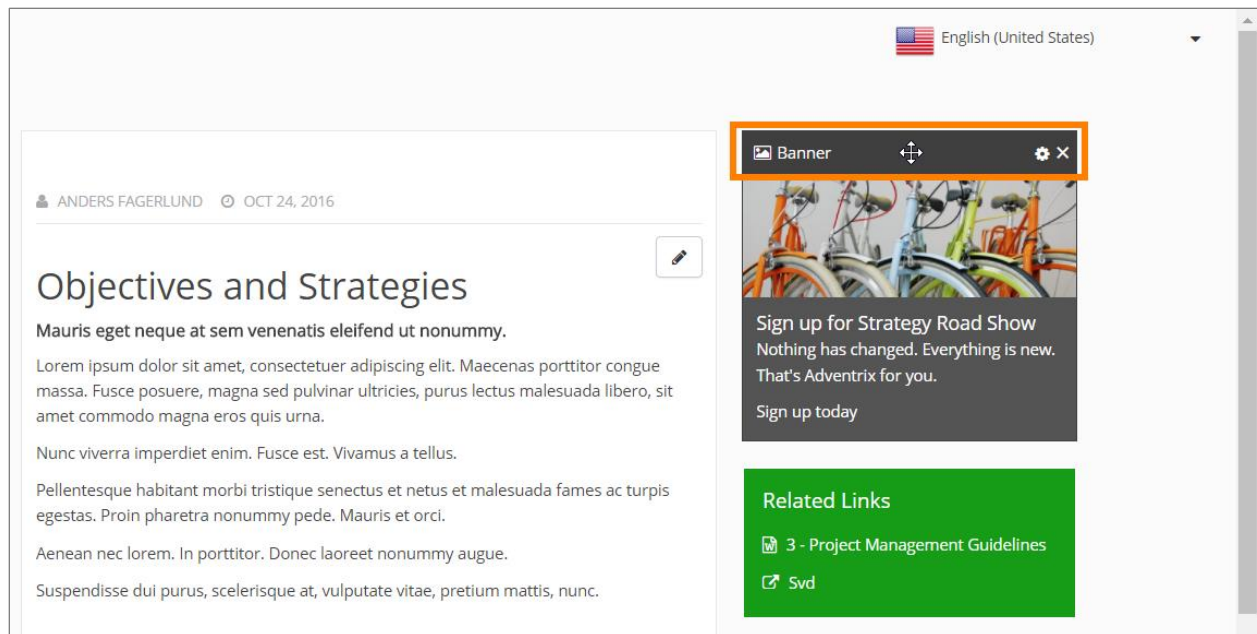
More on this later.

Move a block

To move a block, do the following:

1. Click on the block you want to move.
2. Drag it to the zone where you want it, and to a place within that zone.

Note!
Not all blocks can be moved. The layout can contain static blocks that can't be moved.

When you drag the block on the page, you can see where the other blocks are.

When you drag it to a place where it's possible to place the block, a dotted rectangle is shown, for example:
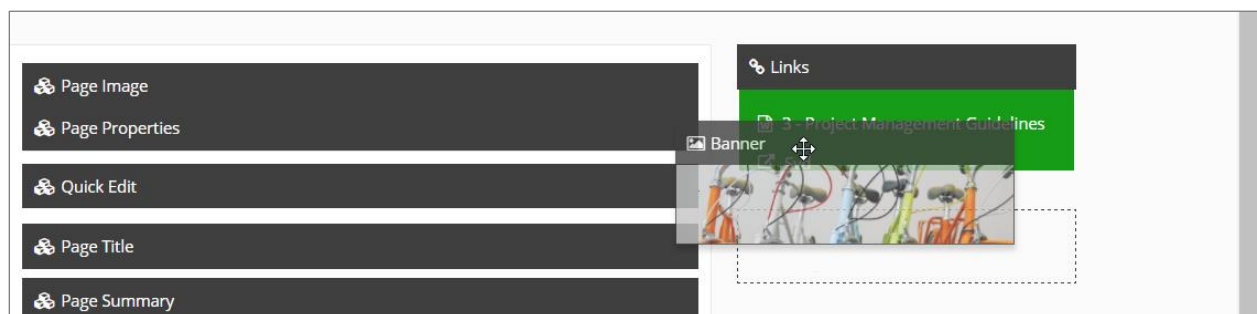
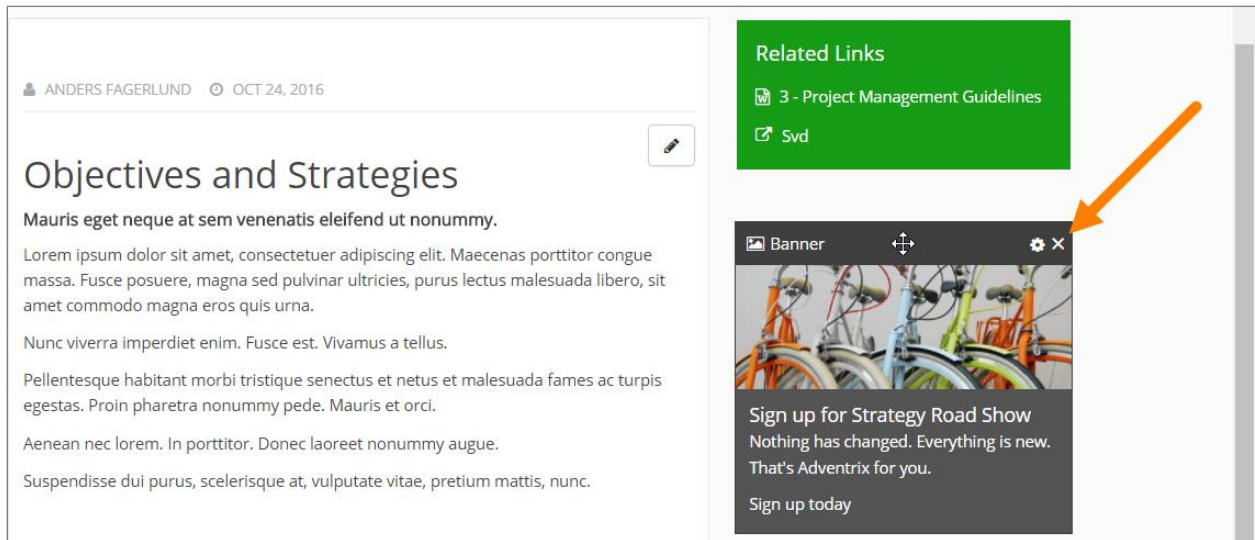3. Drop the block when you have dragged it to the new place.

Delete a block

Some blocks can be deleted, but normally not all. The layout can contain static blocks that can't be deleted.
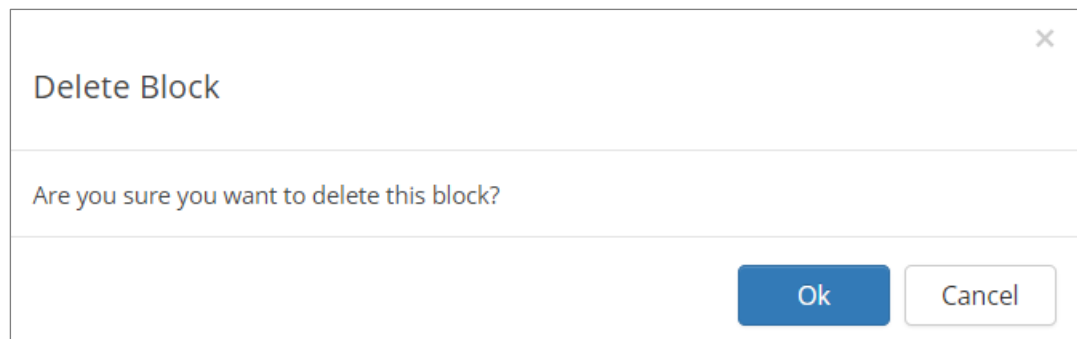
If you need to delete a block, here's how:

1. Point at the block so you can see the black heading.
2. Click the **x**.

(If a block can't be deleted the x is not shown.)
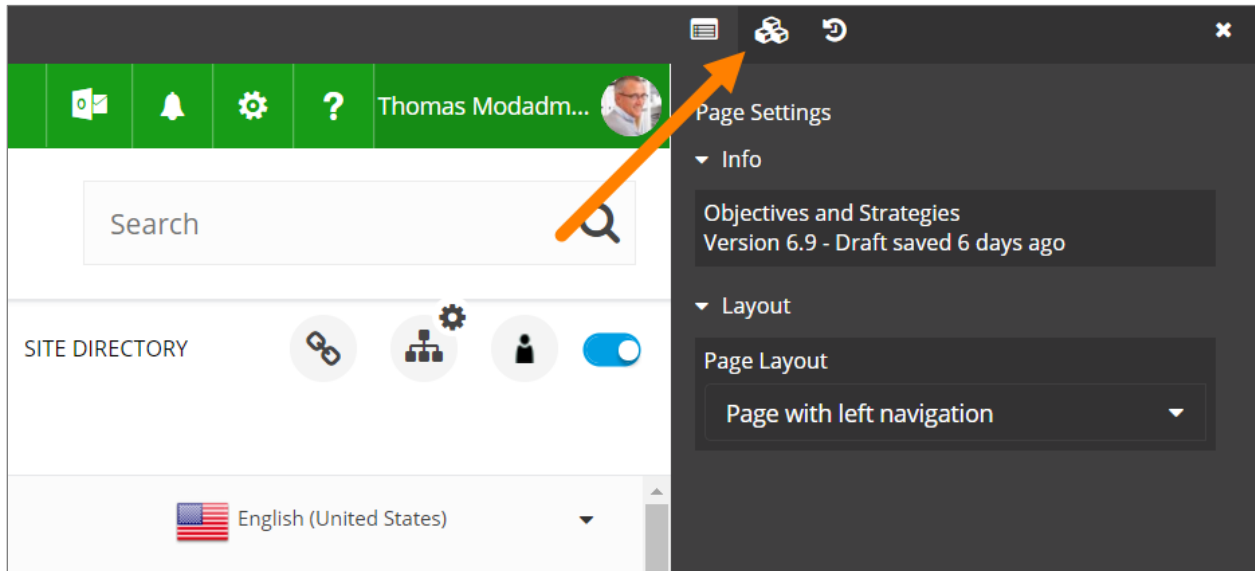

Now, the following is displayed:

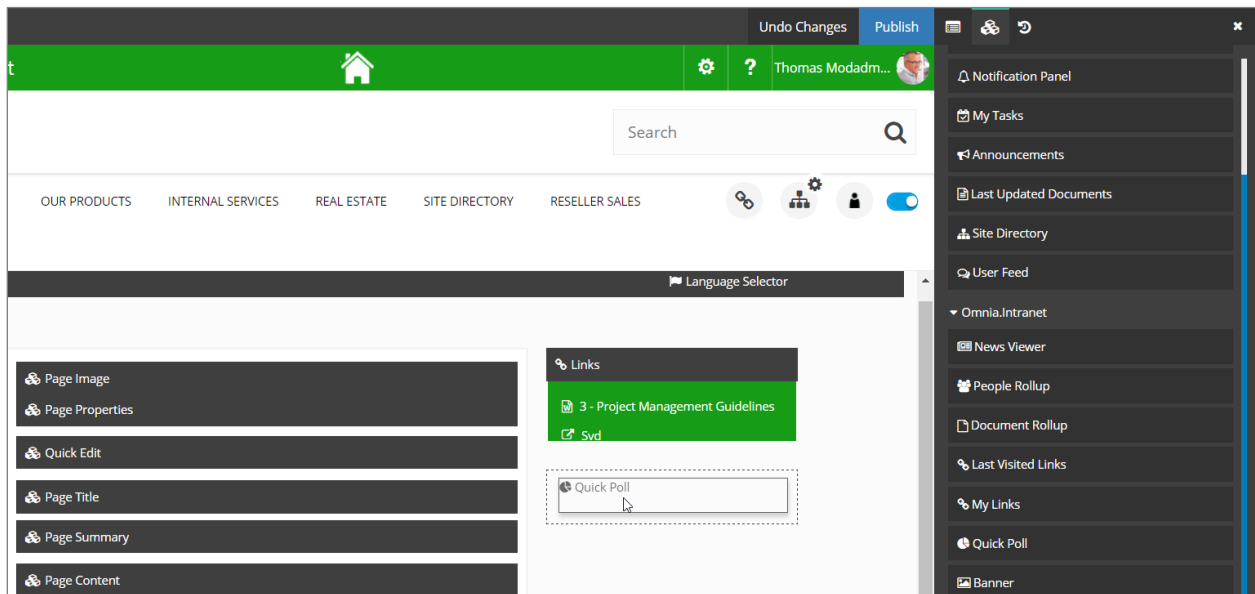3. Click **OK** if you're sure, **Cancel** if you're not.

Add a new block

You can add any available block to a page, to any zone, and normally to any position within a zone.

1. Open the list **Blocks that can be added**.

2. Drag the block from the list and place it where you want it.

3. Drop the new block when you have dragged it to where you want it.

Edit settings for a block (control)

To edit the settings for a block (control), do the following:
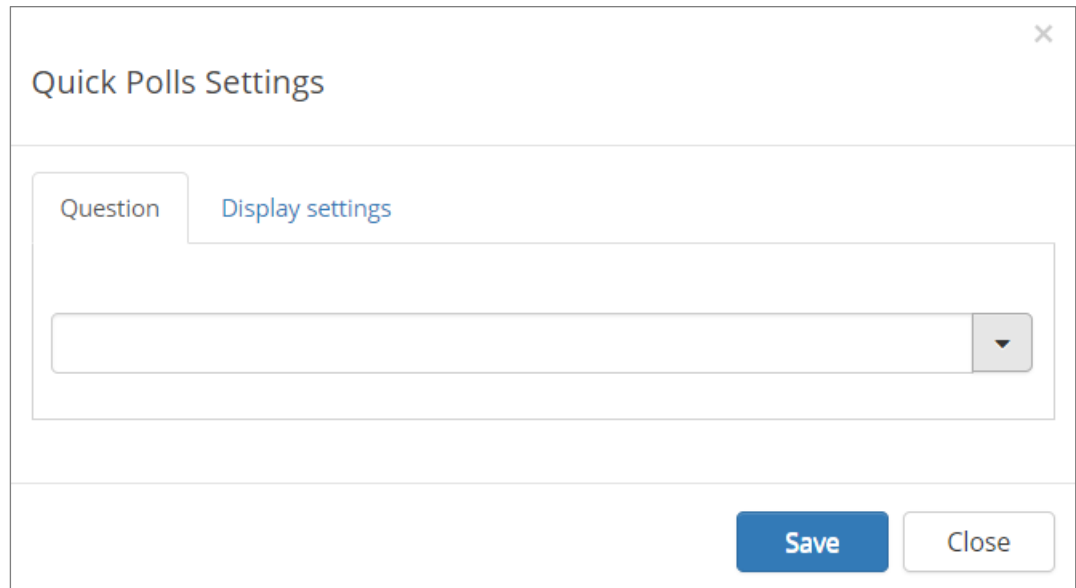
1. Point at the block so you can see the black heading.
2. Click the **cogwheel**.

(If a cogwheel is not shown, you don't have the correct permissions or there are simply no settings for the control.)

Available settings will differ greatly. Here's an example:


All Omnia Controls and their settings are described in the Documentation section of Omnia Admin.

Save, publish or undo changes

What you do in Page Designer is saved continuously, so you don't need to actually save, but you can undo your changes by clicking the button.

Note!
When you undo changes you undo ALL changes for this draft version regardless of when they were made or by whom. You revert back to the last published version.
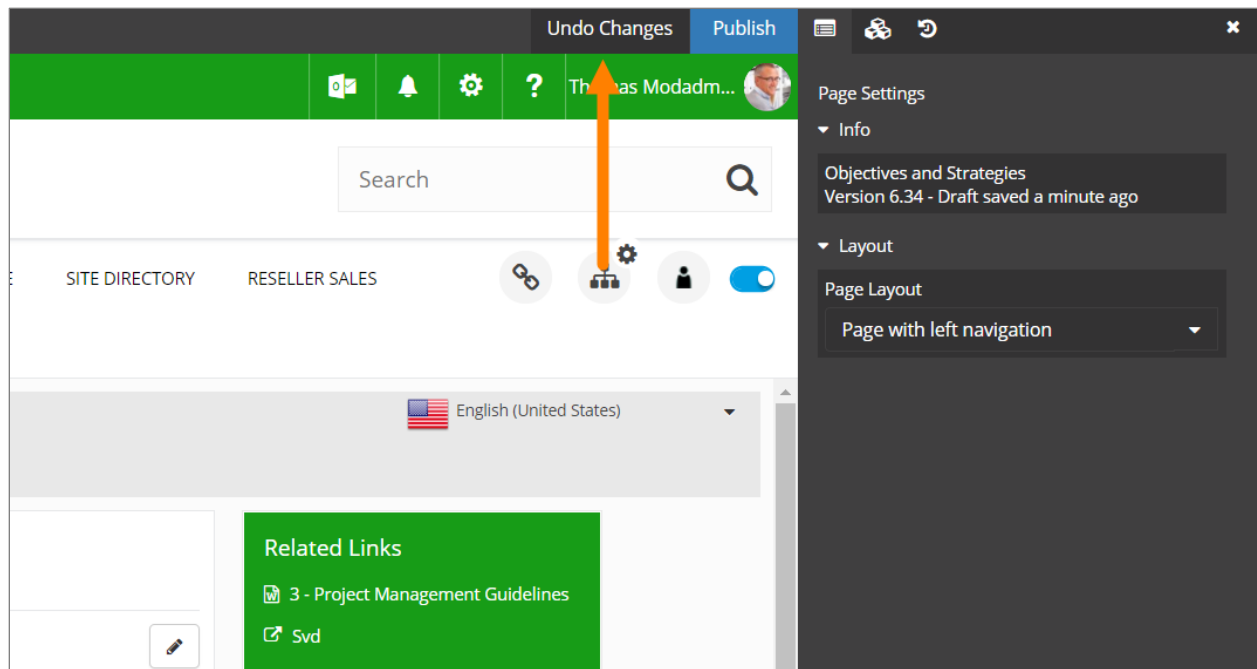
1. To publish your layout changes, just click **Publish**:
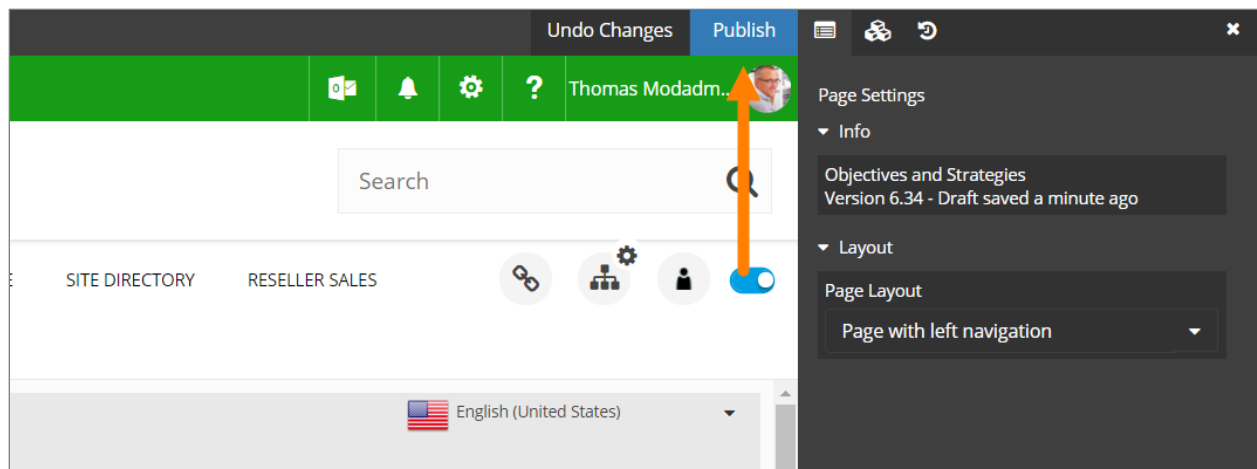
Version History

When you do any change in the layout for a Quick Page, a Version History node is created. You can use the Version History to go back to an earlier version of the layout.
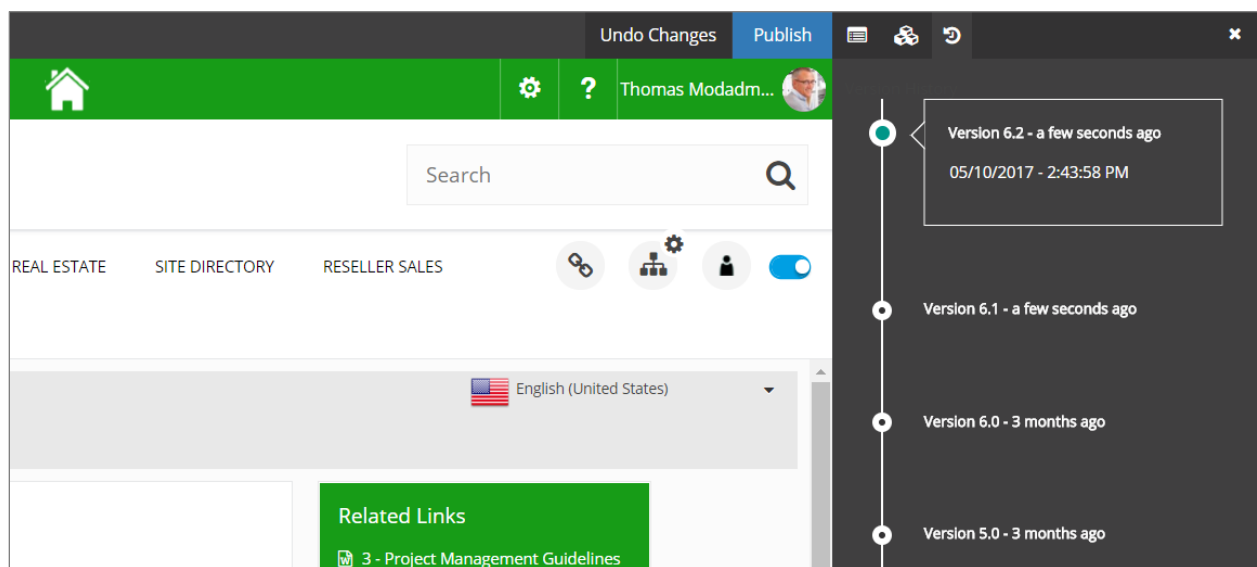
This Version History is just for the layouts, not the content. You edit the content the normal way.

To go back to an earlier layout version, do the following:

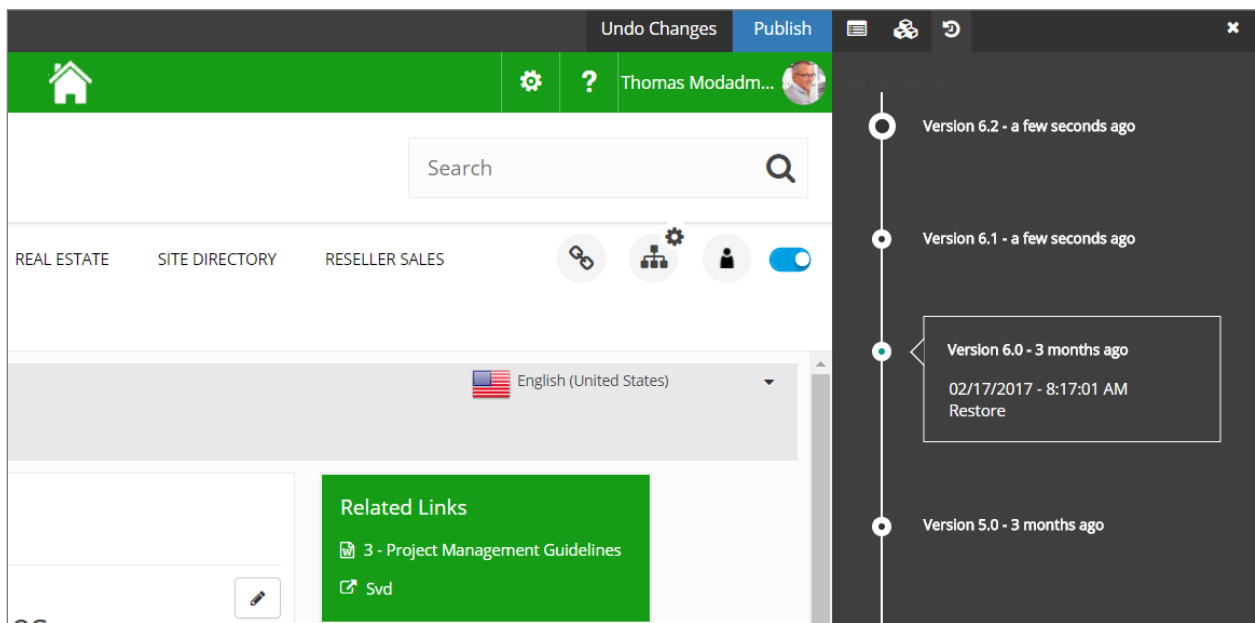1. Open the **Version History**.
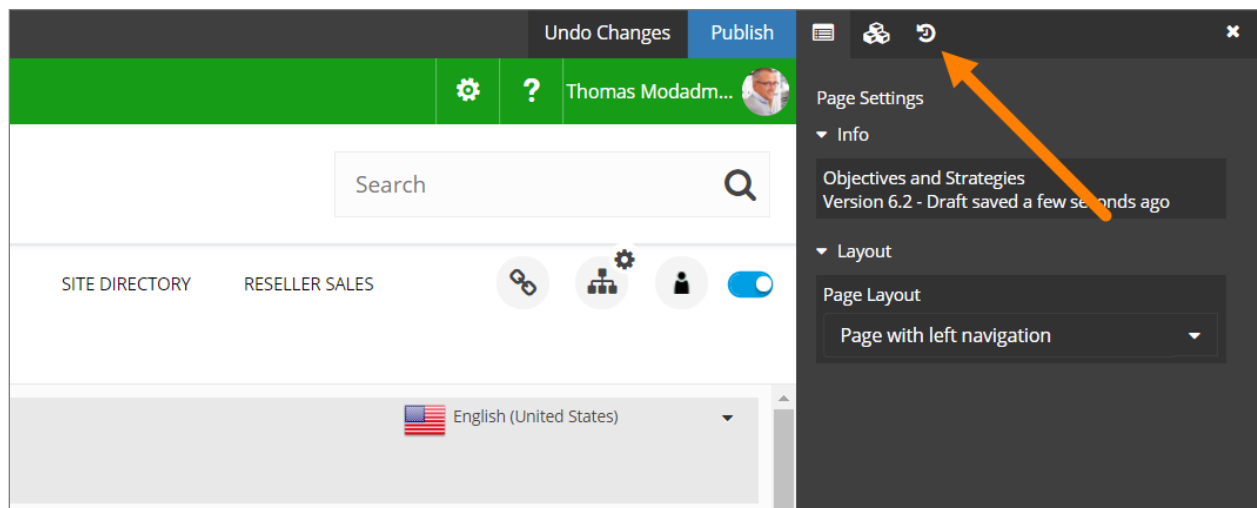
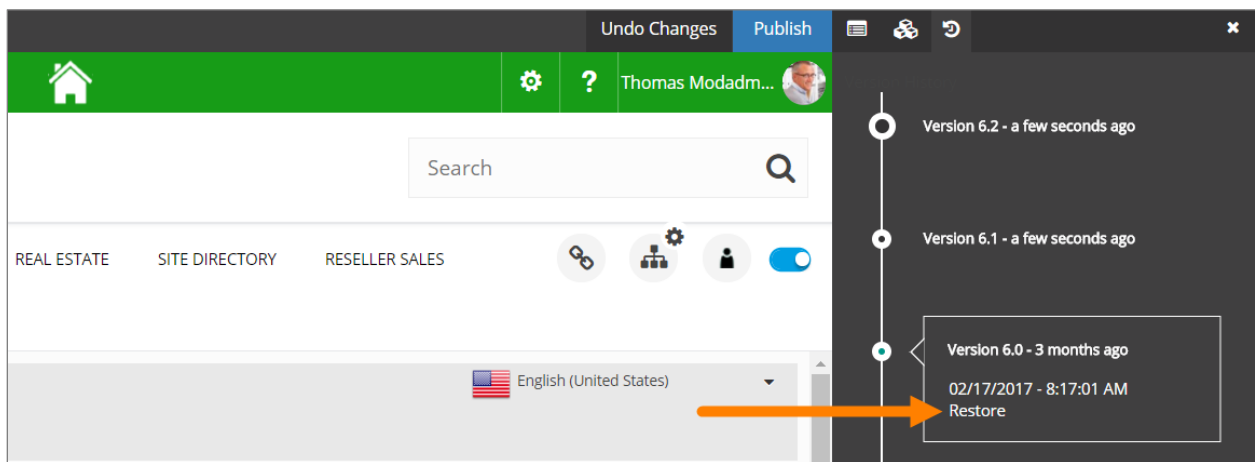The available Version History is displayed. Here's an example:

Published versions are noted with an integer, work in progress with a decimal.

2. Click the version you want to go back to.

The version is now selected, for example:

3. Click **Restore**.

The following is displayed:

Restore previous version ✕

Are you sure you want to restore this version of the page?

[Ok] [Cancel]

4. Click **OK** to go back to the selected version.

The selected version now becomes the latest draft version and a new node is created in the Version History. You can continue working on your drafts and publish when you're ready.