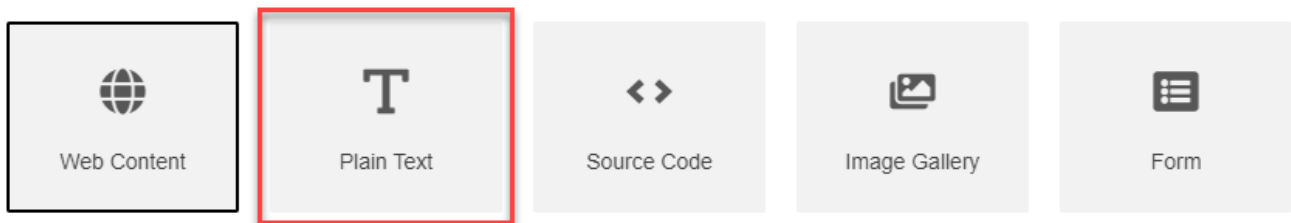# Assets

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.
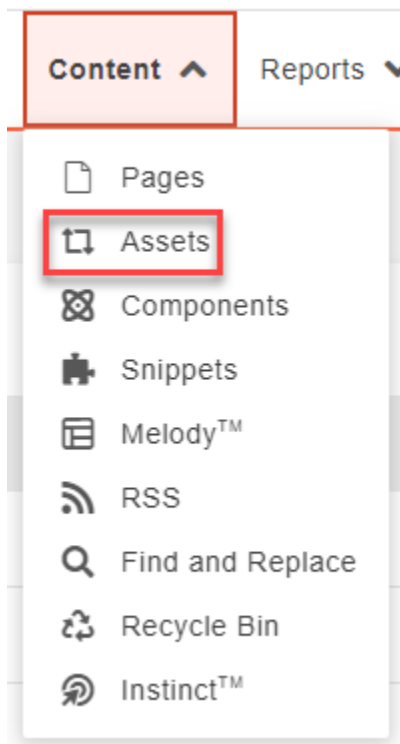
Plain Text

Create a plain text asset for text-only content, with no formatting or styling.
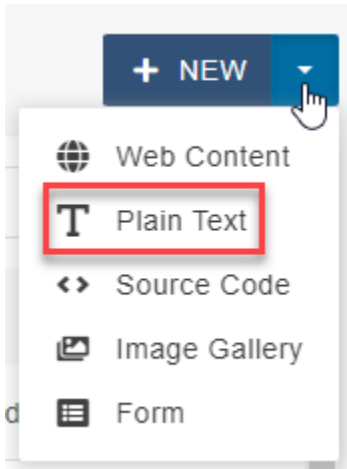
Create New Plain Text Asset

Web Content	Plain Text	Source Code	Image Gallery	Form

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

Content ∧   Reports ∨

- Pages
- Assets
- Components
- Snippets
- Melody™
- RSS
- Find and Replace
- Recycle Bin
- Instinct™

2. Click the Dropdown **NEW** -> **Plain Text**

3. Enter:
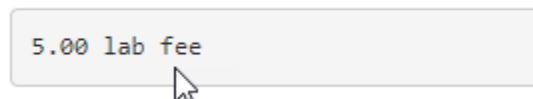   - **Name**
   - **Description** (optional)
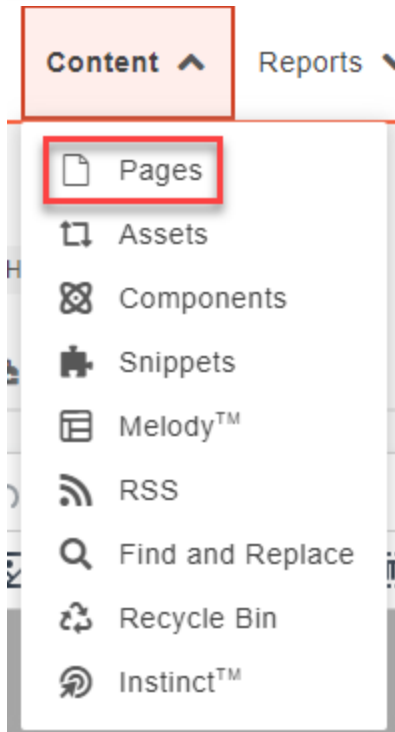   - **Tags** (optional)

   - **Asset Content:**

     Asset Preview

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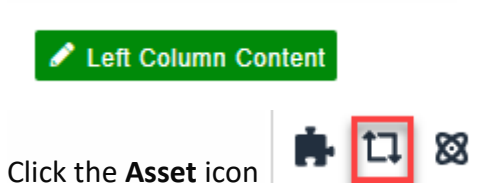
1. Click **Content** -> **Pages** and find the page to add the **Asset** or go to the page and add the **Asset** and login

Content ∧ | Reports
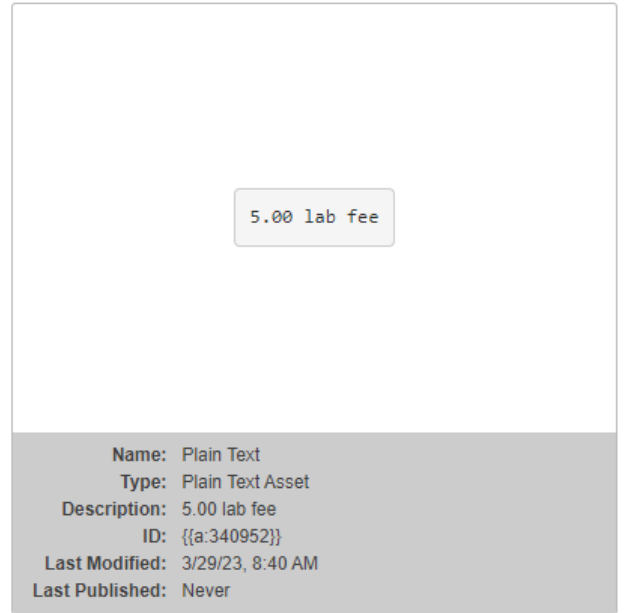
- Pages
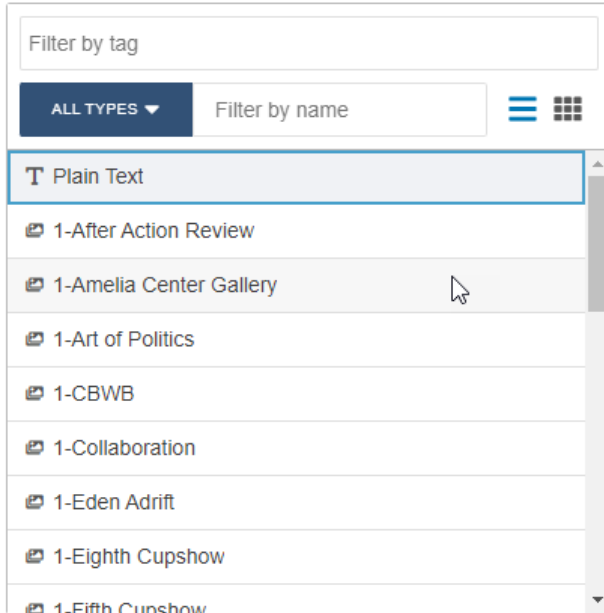- Assets
- Components
- Snippets
- Melody™
- RSS
- Find and Replace
- Recycle Bin
- Instinct™

2. Click **Edit**

Preview | Edit | Source | Properties | Versions

3. Click one of the green edit buttons

Left Column Content

4. Click the **Asset** icon

5. Find the **Plain Text** you just created

6. Insert **Plain Text Asset**

CJK 0001 Introduction to Law Enforcement ↕ 5.00 lab fee Prerequisite: Admission to the Law Enforce

hours: .3Lecture hours: .66-10 CJK 0002 Introduction to Law Enforcement ↕ 5.00 lab fee
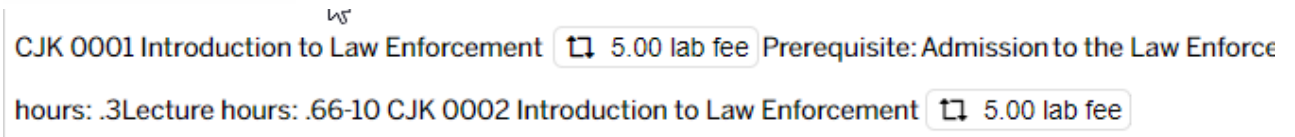
7. Save **Plain Text Asset**
8. Preview **Plain Text Asset**

CJK 0001 Introduction to Law Enforcement
5.00 lab fee

Prerequisite: Admission to the Law Enforcement Officer or Criminal ... This is a limited access course. It requires admission to the Law Enforcement Officer or Criminal Justice Technology program. Credit hours: .3Lecture hours: .66-10 CJK 0002 Introduction to Law Enforcement
5.00 lab fee

9. Submit **Plain Text Asset**