

Components

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Similar in purpose to assets and snippets but more structured in format, components make certain types of content easy to insert and work with. Examples include audio players, displays of social media icons, feeds of news and events from other areas of the website, and department staff profiles.

Though the list of components is relatively short compared with other advanced features in Omni CMS, becoming familiar with the available options can help you know how and when to utilize each one.

How to Add a Component

1. Choose the Component

While you are [Editing a Page](#), click the **Insert Component** button, as seen in the example below.

3. Edit the Component

In most instances, inserting a component will open an **Edit Component** window. This window varies for each individual component, but includes a range of fields with requested information.

Enter the information for the component and then click the button, as seen in the example below.

4. Preview the Component

Because most components are compiled by source code, Omni CMS usually does not load a preview of the component in the editing interface; rather, it simply shows that it has been inserted in a blue oval.

To preview the component, click the button in the top right corner of the screen. This will switch the editing interface to **Preview** mode to display an accurate view of the component. You can continue using this workflow by toggling between **Edit** and **Preview** mode until you are satisfied with the component.

(Note that for some components, the page may need to be published in order to properly view.)

5. Save and Publish

To update the CalLutheran.edu website with your edits, click the button and button. Don't forget to view the published page on desktop AND mobile to ensure that everything is neat and tidy.

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