End-User Reference Guide

OU Campus v10

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About OmniUpdate, Inc.

OmniUpdate® is the leading web content management system (CMS) provider for higher education. The company focuses on providing an exceptional product and customer experience to its OU Campus™ CMS users who manage more than 700 web and mobile sites in the U.S. and around the world. OU Campus is secure and scalable, server and platform independent, and seamlessly integrates with other enterprise campus systems. It provides college and university web developers, administrators, and marketers with the user-friendly tools and deployment flexibility they need to achieve excellence. For more information, visit .

About This Guide

The OmniUpdate Template provides a guideline for creating awesome documentation. This template provides examples for the formatting style and grammatical choices to be employed while creating documentation for both internal and external audiences. [Note: Replace this section with information about document being created.]

OU Campus Support

The Support site is available to everyone and users are encouraged to visit and browse the site for information. UT Tyler Web Team is also available if the answer cannot be found on the Support site or further explanation and clarification is needed. Ways to access the OU Campus support documentation include:

- Support site: http://support.omniupdate.com/
- The help link in the main interface of OU Campus
- The WYSIWYG Help link
- Help links embedded in the system
- Text instructions are provide onscreen for specific fields and functionality

UT Tyler Support

- UT Tyler Web Communications Support: uttyler.edu/web/

  UT Tyler OU Campus support: uttyler.edu/oucampus/

  Contacting the UT Tyler Web Team: web@uttyler.edu

Contents

End-User Introduction

OU CampusTM provides users an easy way to manage web pages. With the ability to login directly from the institution's website, it is easy to navigate to the page to be edited. Once logged in, users can simply click on the area to edit, and they are placed in a user-friendly What-You-See-Is-What-You-Get (WYSIWYG) Editor.

The system allows an approval process to be put into place, which results in users either having the ability to publish pages once they have finished editing them, or they can send the completed pages to other users as defined by the workflow to gain approval prior to publication. The system has a built-in intelligence that allows the workflow process to be defined prior to page creation. Users do not have to understand which pages need approval prior to publication because the system tells them.

Pages are checked out to only one user at a time to prevent users from overwriting each other's work, but as the pages move through the workflow system, the system automatically changes to whom the page is checked out based on its placement in the workflow system. In addition, users can only access content to which they have permissions to edit. When creating new pages, preconfigured templates are made available to provide consistency in web page design. Users may also have the ability to upload new images, PDF files and more.

OU Campus Support

Online support is available through the OmniUpdate Support site at:

http://support.omniupdate.com/oucampus10/

The Support site, which is accessible by everyone in its entirety, includes user support on all the features in OU Campus, as well as video and text tutorials, archived Training Tuesdays, which are the free monthly webinars offered the last Tuesday of every month unless otherwise announced at 11:00 AM PST, and access to the Permissions Chart.

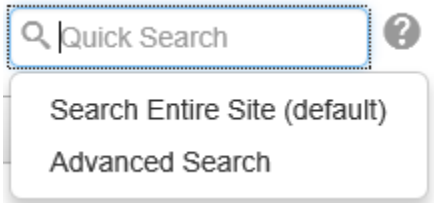
The Support site can be accessed through the Help link in the upper, right-hand corner of OU Campus. Additionally, support can be gained using the contextual help links found within OU Campus. Throughout the site the in-context help links are available and are specific to the area or task at hand. These links open the relevant page at the Support site.

UT Tyler online support includes full OU Campus online training for the UT Tyler templates.
uttyler.edu/oucampus/

The Support site is available to everyone. Users are encouraged to visit and search the Support site. The UT Tyler online support site is also available to all UT Tyler OU Campus end users. The UT Tyler Web Team is also available to answer any questions or if further explanation and clarification is needed.

Filter and Quick Search

The Filter tool is available on the Pages list view and many views within the content management system. The Filter tool allows the content listed on the screen to be delimited by the string typed into the Filter field. The filter applies to specific columns that are available on the the screen and usually the filter does not apply to the date column.



If the Quick Search functionality is turned on, it is possible to search the entire site for content. This search allows the user to find content in order to easily navigate to a desired page.

On the Pages list view the Quick Search is also the Filter tool. Content in the current view is filter; pressing Enter uses the Quick Search functionality to search the entire site.

Advanced Search allows for additional search criteria to be applied. The search can be narrowed by:

- Content (the search term)
- Path
- Title
- Description
- Keywords
- Other Meta
- Limited in scope to current folder and below
- Limited in scope to only pages to which the user has access

Log In

Logging In Overview

Content contributors and administrators alike can log in to OU Campus through a published page with the use of an on-page link known as DirectEdit™. Every page of a web site includes a DirectEdit link to allow content contributors to log in directly to edit a page.

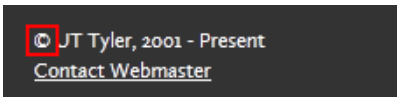
Users are logged in directly to the edit view of the page rather than having to navigate a file structure to locate a particular page or file. However, pages and files can be accessed in either fashion. In both cases, users must have the proper access privileges granted in order to access the page. When using the folder structure to navigate, users must have access to the directories leading to the page to be edited in order to traverse through the structure.

The DirectEdit button type is configurable for the site by a Level 10 administrator (UT Tyler Web Team). At the account level, the Login Page settings can be used to configure log in, log out, and authentication pages.

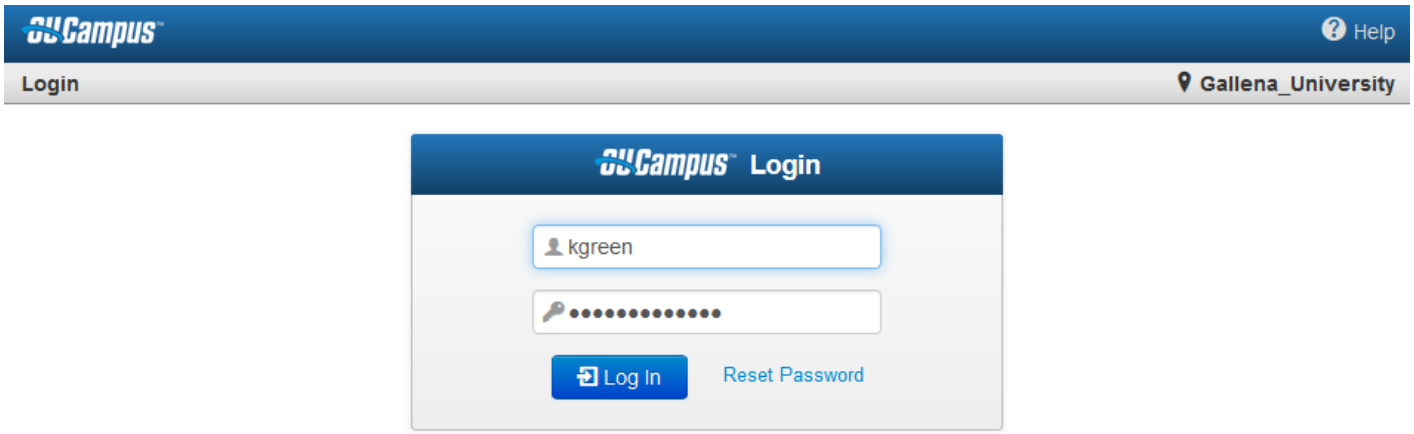
The layout that is viewed upon logging in to OU Campus depends upon the access settings for that particular editable region.

About DirectEdit

Initial access is granted from the UT Tyler website by navigating to the department page to be edited and clicking the DirectEdit link. DirectEdit links are determined by the template design. The UT Tyler Direct Edit link is located at the bottom of the page to be edited. Click on the copyright symbol to log in to OU Campus.

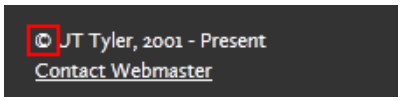


Once logged in, the browser session is persistent and a user can open another page in the same browser without having to log in again.

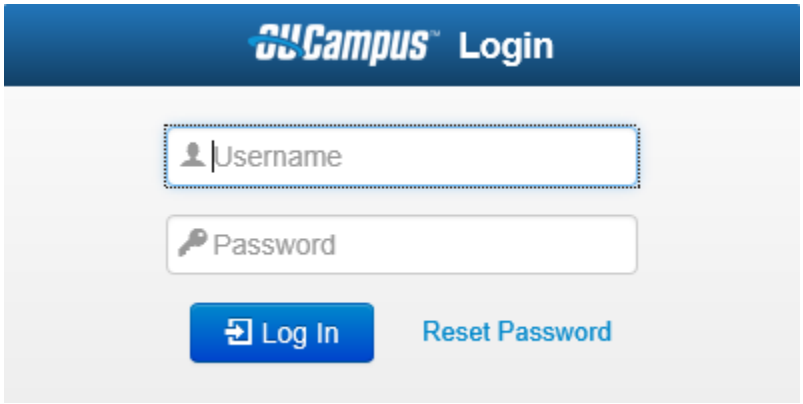


Editing a Page with DirectEdit

1. Click the **DirectEdit** link on the published page. If a user does not know what has been specified for their institution, they should contact the UT Tyler Web Team.

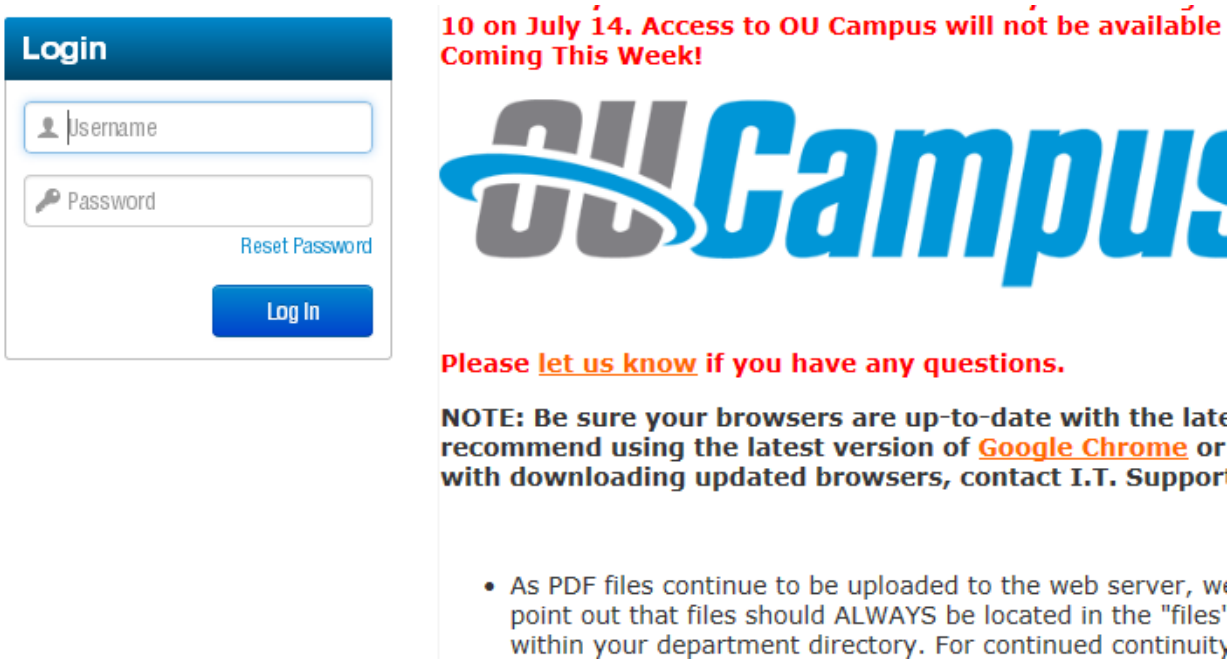


2. The login credentials for UT Tyler OU Campus users are the INFO Domain credentials used to log in to workstation computers.



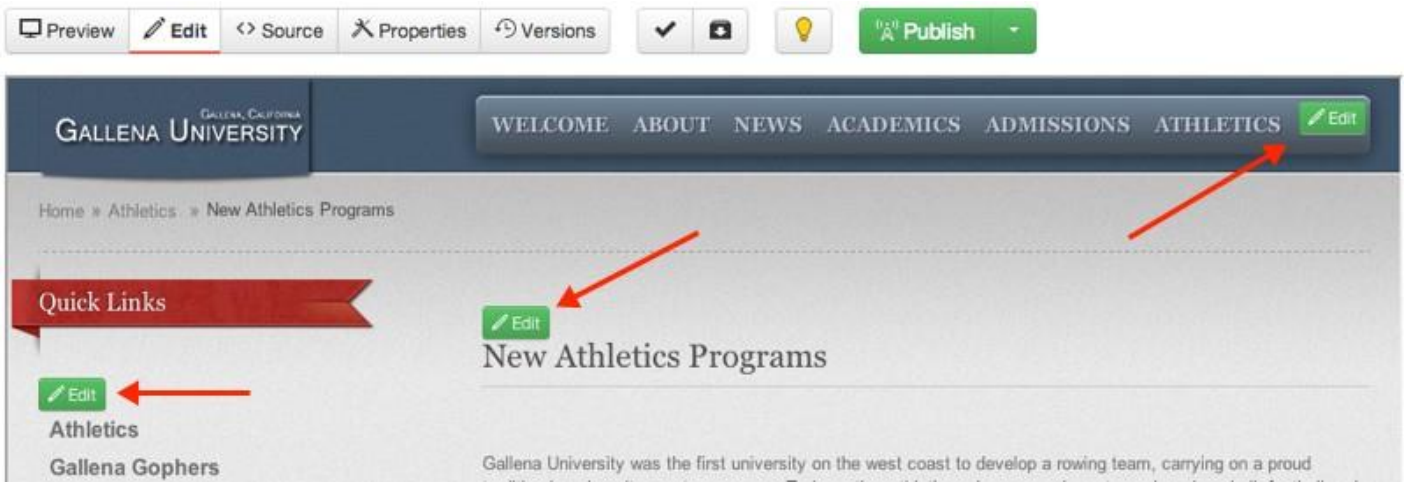
3. Select an editable region.
4. Edit the page.
5. Save and publish the page, or send to an approver.

Example UT Tyler Log In Page

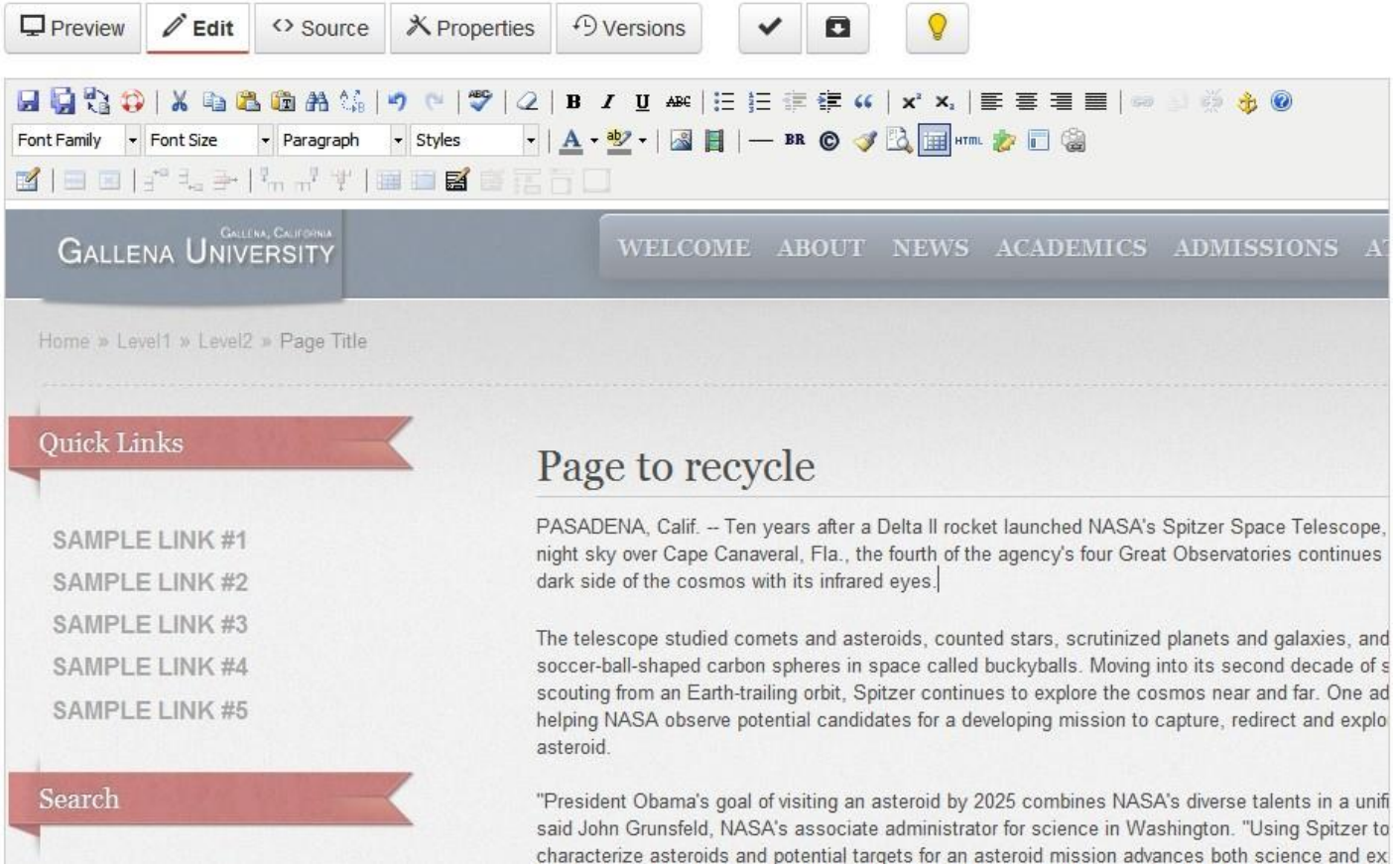


Editable Regions

The view when accessing a page directly depends on the type of page or content being accessed. The page may include many editable regions, just one editable region. For example, the following image shows three editable regions, each of which the content is edited separately from the other regions. Typically, on the UT Tyler Website, you will see ONE editable region. Select the Green button to update content. Selecting the Red button will take you to a region that is only editable by the UT Tyler Web Team.



Selecting an editable region button provides access to edit that area using the WYSIWYG Editor, by default.



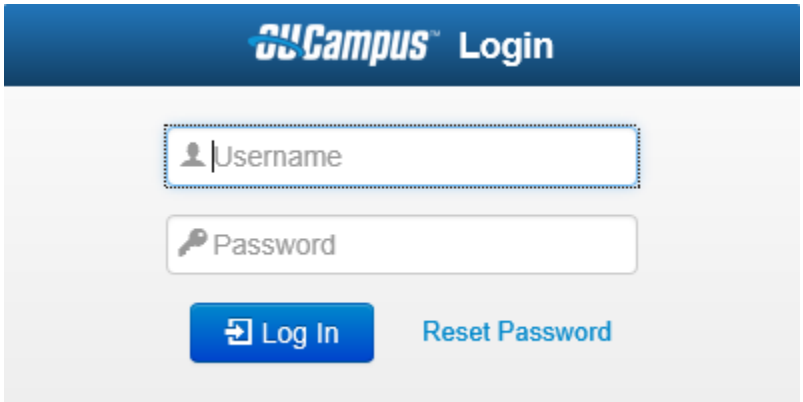
Logging Out

Content contributors and administrators alike can log out from the global navigation bar.

1. Hover over the user's name.

2. Choose **Logout** from the menu.

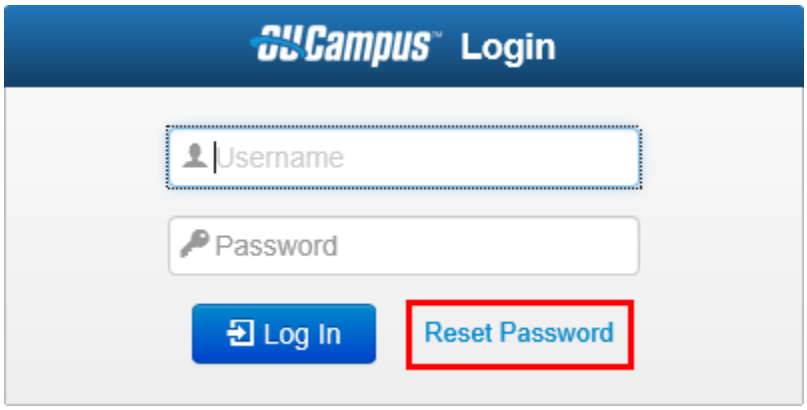
3. The original **Login** screen is shown unless otherwise configured by an administrator.



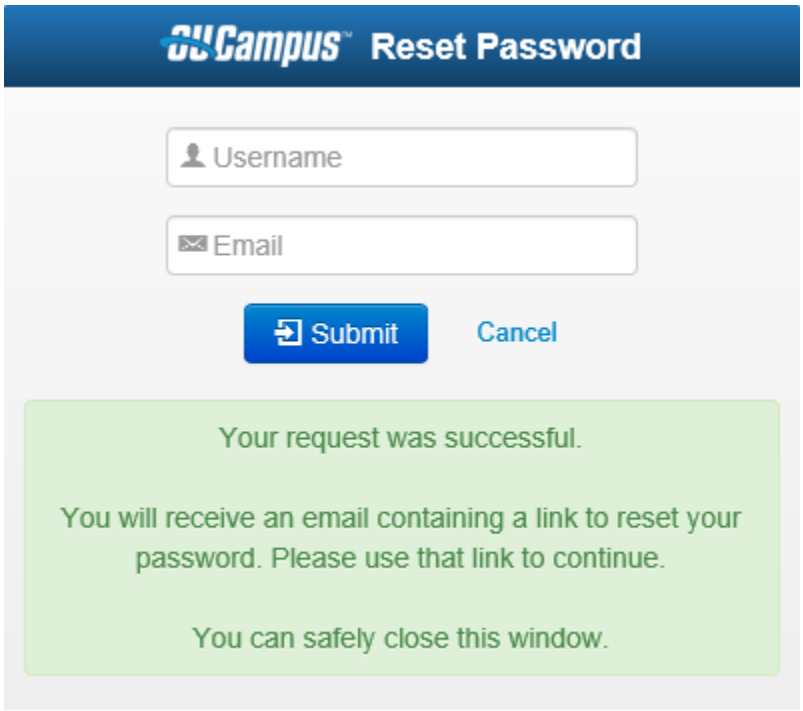
Reset Password

The password used for the UT Tyler OU Campus CMS are INFO Domain Credendials. Users will log in to OU Campus with the same User ID and Password used each day to log into their computer.

If a password reset is needed, contact IT Support in the Information Technology department.



NOTE that using the Reset Password link on the login screen will NOT reset passwords on the UT Tyler campus.



Failed Logins and User Lockouts

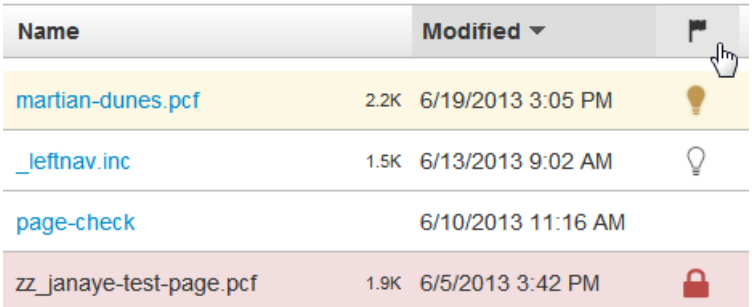
If a user incorrectly enters their login credentials more than three consecutive times, hey will automatically be locked out of the OU Campus system. This will prevent users from being able to perform additional login attempts. In the event of a user lockout, contact the OU Campus Administrators (UT Tyler Web Team) by emailing web@uttyler.edu.

Checked Out/In

Checked Out/In Overview

File status indicators reflect the state of an OU Campus page and other files. When a user edits a page by clicking an edit button, the page is automatically checked out to that user. Likewise, when the user publishes a page it is automatically checked back in. A user might also manually checked out a page as this makes other page options available. The file status indicators help make clear why a page is not available for editing as well as who has checked out a page or scheduled an action. These icons are shown on many of the screens that display listings of content, as well as the File Navigation sidebar, which is global to a site, and can be shown in the My Current Pages gadget if so configured.

For example, on the Pages list view (Content > Pages), the page status indicators are found in the flag column and reflect whether a page is checked out, assigned in an approver workflow, or has a scheduled action associated with it. As shown in the image below, a lit light bulb indicates a page is checked out to the currently logged in user and a red lock indicated the page is checked out to another user. The unlit light bulb indicates the file is checked in and available to check out.



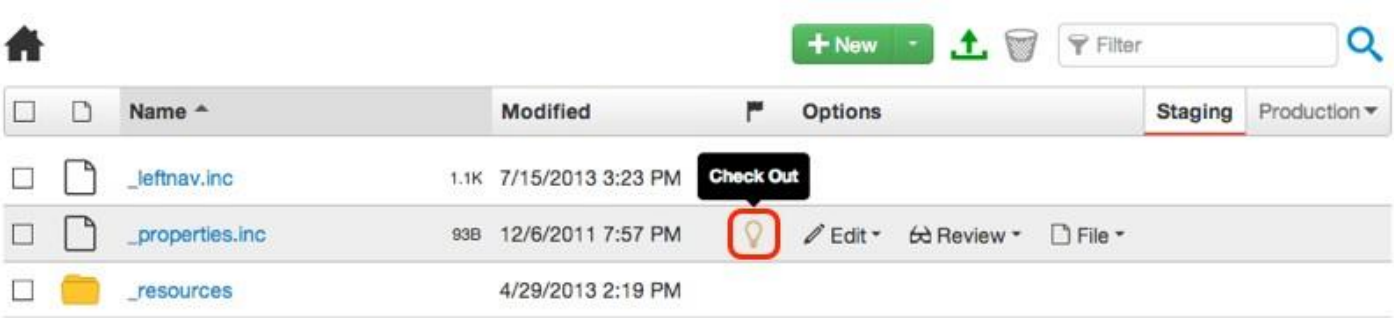
Checking Out a Page

A page may be checked out from the following locations by clicking the unlit light bulb icon:

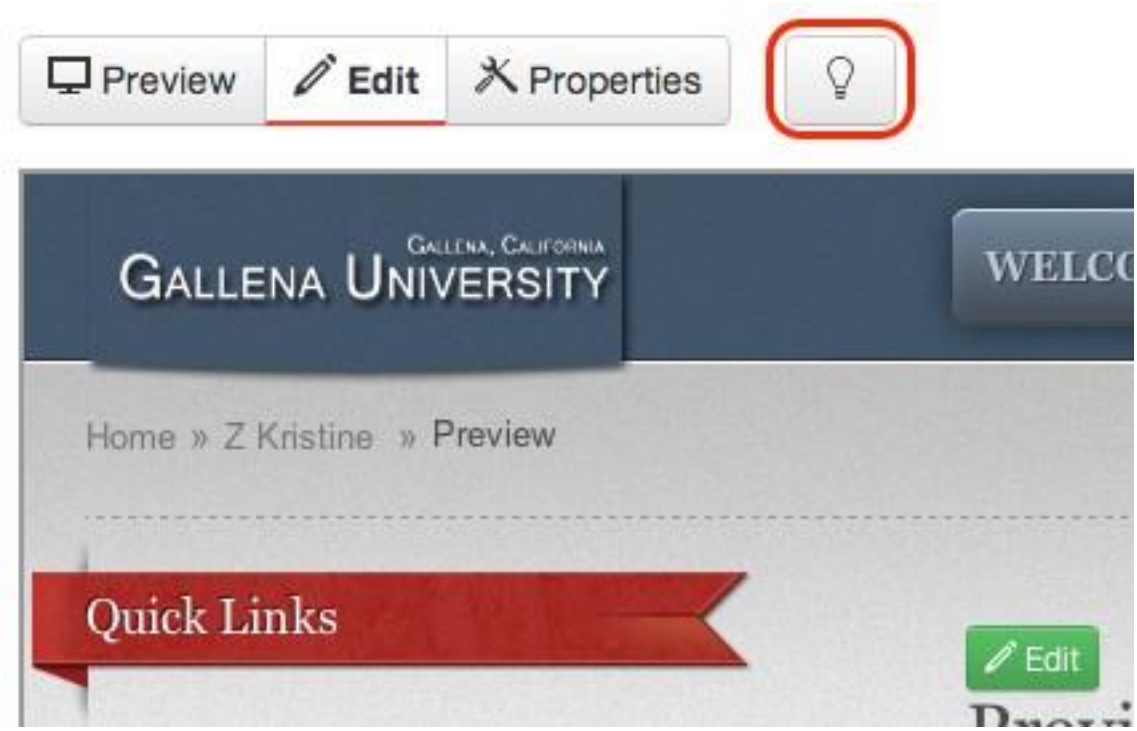
- Pages list view
- File Navigation sidebar
- Gadgets sidebar > My Current Pages gadget (if enabled)
- Dashboard > My Current Pages dashboard gadget (if enabled)
- Preview and Edit views

Regardless of the method used to check out a page, the status is updated accordingly.

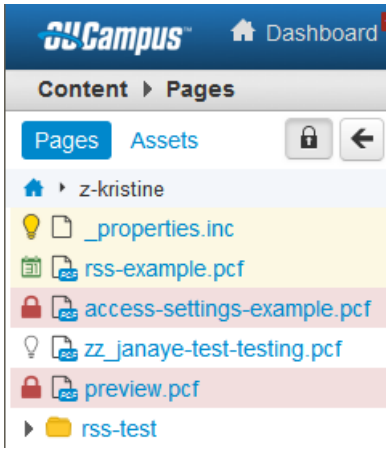
Example of Check Out Icon in Pages List View



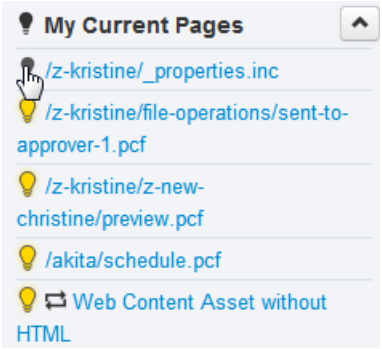
Example of Check Out Icon in Edit View



Example of Check Out Icon in File Navigation Sidebar



Example of Check Out Icon in Gadgets Sidebar



Status Indicators

Icon	Description
	An unlit light bulb indicates that the page is checked in and can be checked out for editing by any user with the proper permissions.
	A lit light bulb indicates that the page is checked out to the current user (the individual currently logged into, working in, and viewing OU Campus).
	A red lock indicates that the page is checked out to another user. It is possible to hover over the lock to see to whom the page is checked out.
	A green calendar icon is the status indicator for a publish scheduled by the current user. The calendar icon can be clicked on by an administrator or the individual who scheduled the page to be published in order to change the publish date and time, or to cancel the publish completely.
	A red calendar icon is the status indicator for a publish scheduled by another user. The calendar icon can be clicked on by an administrator or the individual who scheduled the page to be published in order to change the publish date and time, or to cancel the publish completely.
	A red circle with a line through it is the status indicator for an expire scheduled by another. The calendar icon can be clicked on by an administrator or the individual who scheduled the page to be published in order to change the publish date and time, or to cancel the publish completely. This icon is displayed to the user who has scheduled the expiration and all other users.

Checking In a Page

It is valuable to note that pages stay checked out to the user until the user:

- Sends the page to another user for review.
- Publishes the page.
- Checks the page back into the system by clicking on the lit (yellow) light bulb.

Behaviors of Checked Out Pages

If a page is checked out by another user, the current user may still perform the following actions; even though the page is locked:

- Edit access settings

- Edit reminders
- Preview the page
- View the log
- Copy the file

Example of Available Actions

Best Practices

- Make sure to check the page back in when finished editing the page so it can be made available to other users.
- If a page is checked out but a user needs access to that page, he/she should send a message to the person who has the page checked out. If this is not possible, contact the UT Tyler Web Team for assistance by emailing web@uttyler.edu.

Drag and Drop

Drag and Drop Overview - UT Tyler users: use with caution! Contact web@uttyler.edu for support.

OU Campus includes the ability to drag and drop content including pages, files, binaries, and directories. Like with other user interfaces, dragging and dropping objects is accomplished by pointing to the content object with a mouse (or other device as may be), pressing the mouse button and while holding it down, dragging it from the local computer to the OU Campus interface or from the OU Campus interface to another location within the interface, and releasing the mouse button.

This is especially useful for quickly uploading files from a local computer to a server or moving content within OU Campus.

Drag and drop functionality is built into the following features for both staging and production:

- Content can be moved within the Pages list view
- Content can be moved within the File Navigation sidebar
- Content can be moved from the Pages list view to the File Navigation sidebar
- Content can be moved from the File Navigation sidebar to the Pages list view
- Content can be moved from the Gadgets sidebar in to a directory in the Pages list view
- An image can be inserted on to a page from the Images gadget to the WYSIWYG Editor
- An image can be inserted on to a page from the File Navigation to the WYSIWYG Editor
- Content can be uploaded from a local computer to the Pages list view
- Content can be uploaded from a local computer to the File Navigation list view
- Content can be uploaded from a local computer via the Upload dialog
- Content can be uploaded from a local computer via the Upload dialog with Insert/Edit Image in the WYSIWYG Editor
- Content can be uploaded from a local computer via the Upload dialog with Insert File Path tool in the Source Editor
- Content can be inserted on a page from a local computer to the Source Editor

Notes on Actions and Behaviors

—When Binary Management is not enabled, binary files uploaded through staging are uploaded directly to production or the default publish target.

—With Binary Management enabled, binary files can be uploaded directly to staging.

—Content uploaded to staging must be published or copied to production to be available on the web server.

—When Dependency Manager is on, content moved on staging, including directories, are silently republished to the production target and linking is updated automatically; unless, the content is locked with an action that would otherwise prevent auto-publishing. For example, a scheduled expire.

—Content moves on production, including directories, are not reflected on staging.

—When moving within OU Campus files of the same name are not allowed to be overwritten; for example, moving an index.pcf from one directory to another would result in an error notification.

—When dragging content that will takes a lengthy amount of time to complete, a notification is shown upon the completion of the action even if the user has navigated to another area of the CMS.

—OU Campus files of the same name are not allowed to be overwritten; for example, moving an index.pcf from one directory to another would result in an error notification.

—When dragging to insert content in source view of a page, the character encoding of some file types may not be valid.

The Drop Zone

The drop zone refers to the area within OU Campus where a file or directory can be dropped when dragging to the interface.

When dragging files to or within OU Campus, a green line encapsulating a content area or green highlighting of a content row provides a visual indication of the allowed drop zone. When dragging to upload to OU Campus, a green line encapsulating a content area provides a visual indication of the allowed drop zone. The blue notification provides an additional indicator of the validity of the drag action.

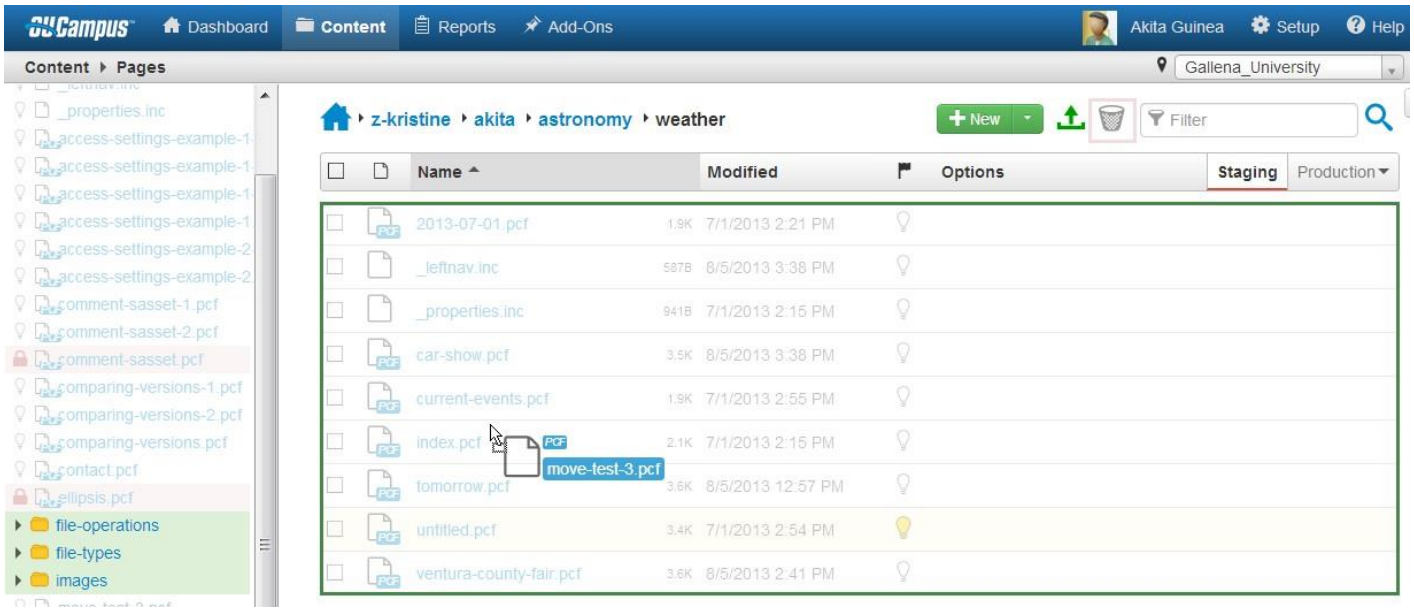
Dragging content in to a page being edited with the Source Editor results in gray or purple highlighting of the dropped content.

NOTE that it is IMPORTANT to keep the directory structure in tact. Files such as PDFs should continue to be uploaded to the "files" menu, images are to continue to be uploaded into /images/users/yourdeptname. Use caution if using the drag/drop feature.

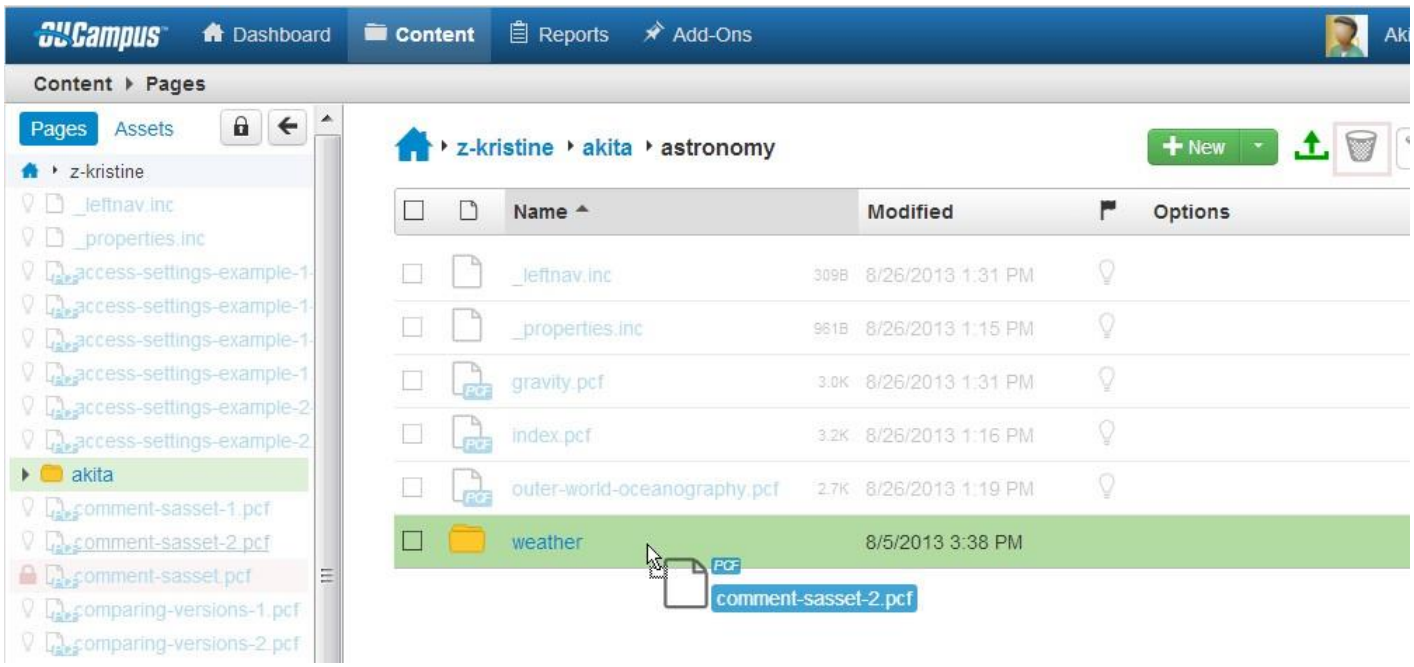
Visual Examples of Visual Indicators

The following screenshots illustrate various move and upload functionality performed with the drag and drop action while managing content with the OU Campus CMS.

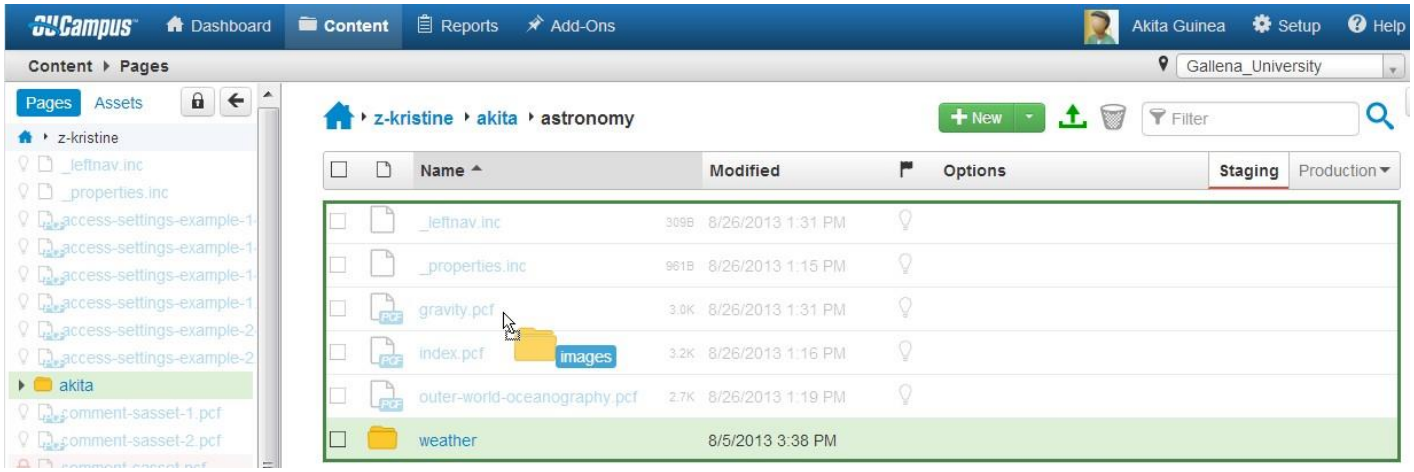
The following screenshot shows a file being dragged from a directory in the File Navigation sidebar to a directory in the Pages list view, which results in the directory being moved to the new location and subsequently the affected paths being updated.



The following screenshot shows a file being dragged from a directory in the File Navigation sidebar to a subdirectory in the Pages list view that also includes a subdirectory, which results in the directory being moved to the subdirectory and subsequently the affected paths being updated.

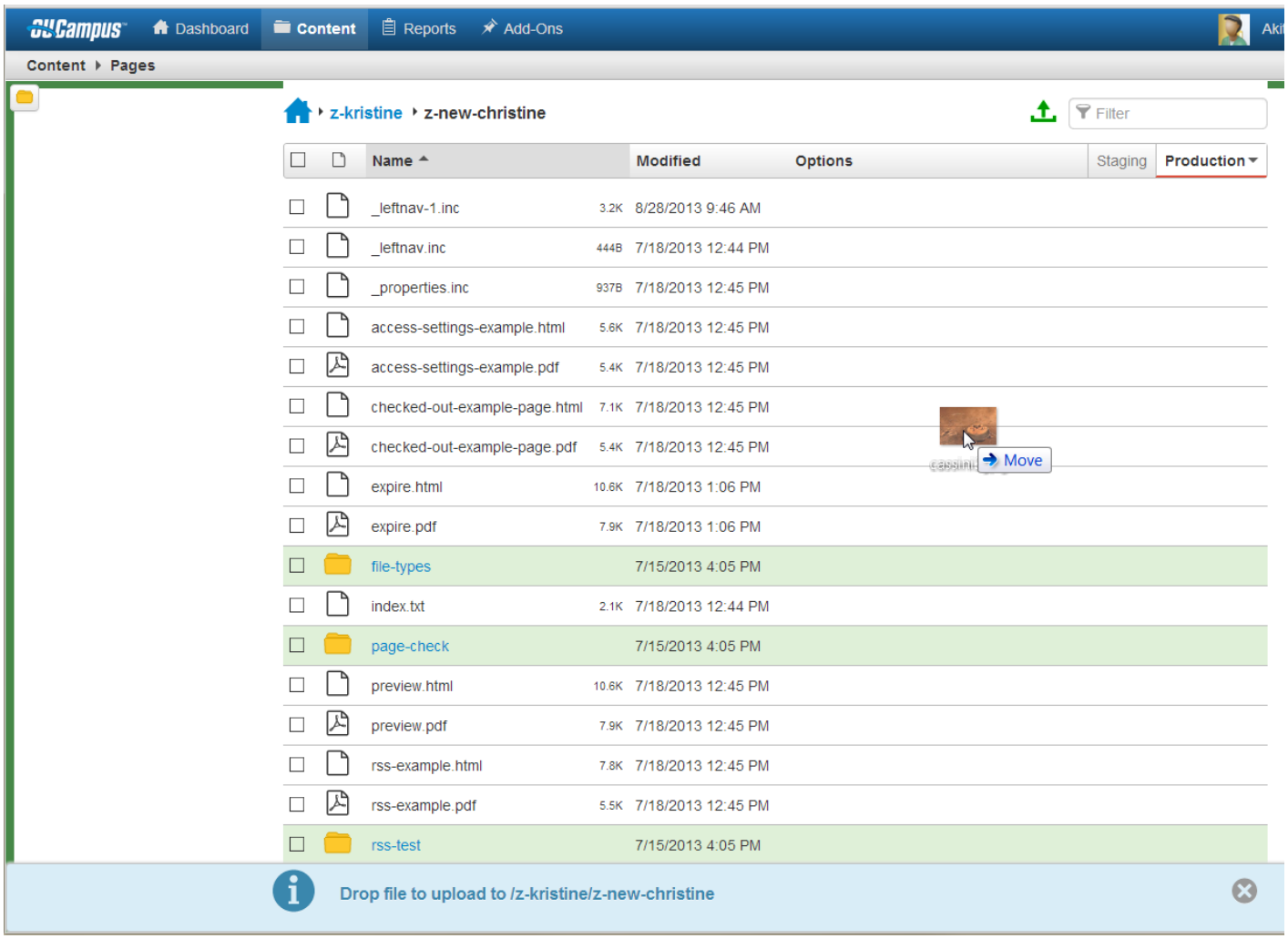


The following screenshot shows a directory being dragged from a directory in the File Navigation sidebar to a directory in the Pages list view that also includes a subdirectory, which results in the directory being moved to the directory and subsequently the affected paths being updated.



The following screenshot shows a directory being dragged from a directory in the File Navigation sidebar to a subdirectory in the Pages list view, which results in the directory being moved to the subdirectory and subsequently the affected paths being updated.
This feature should be used with caution to maintain the website structure.

The following screenshot shows dragging a file from the local computer to a directory on production to upload it.



Example of Multifile Drag and Drop

For more information about uploading content:

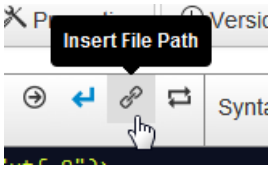
Upload

Source Editor Drag and Drop

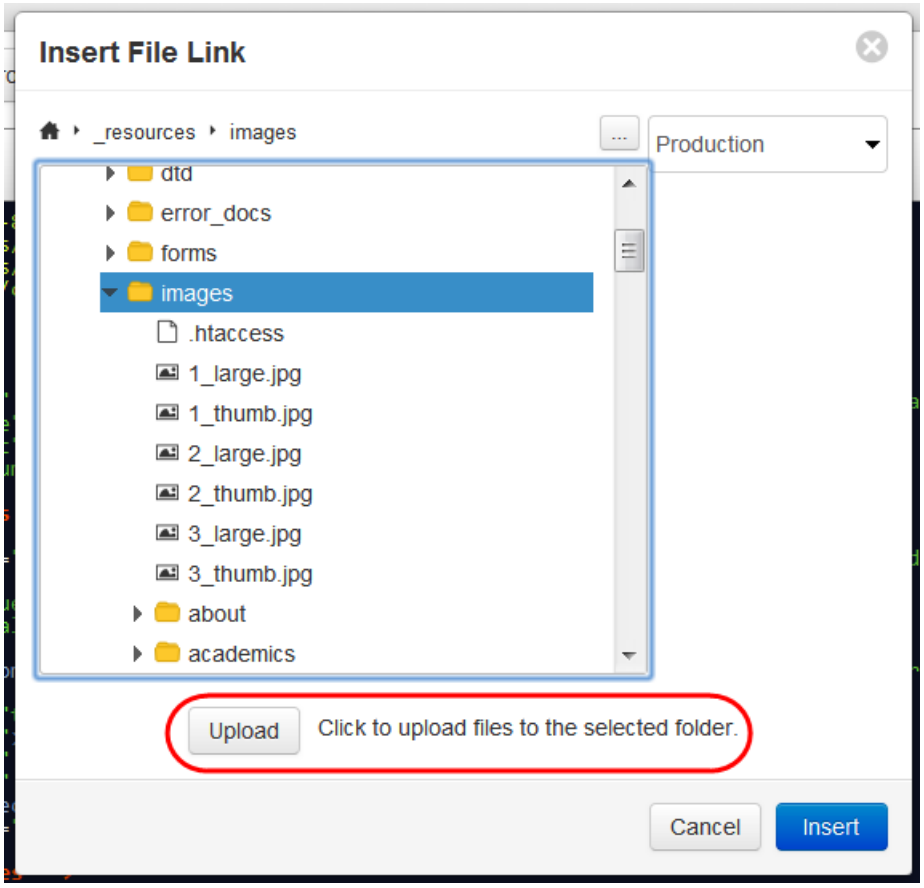
The drag and drop action for the Source Editor is provided here as an example. Within the Source Editor a file can be linked to with the Insert File Path tool. Drag and drop can also be utilized to upload a file to link to.

Uploading an Image File with Drag and Drop from the Source Editor

1. Click the **Insert File Path** icon.

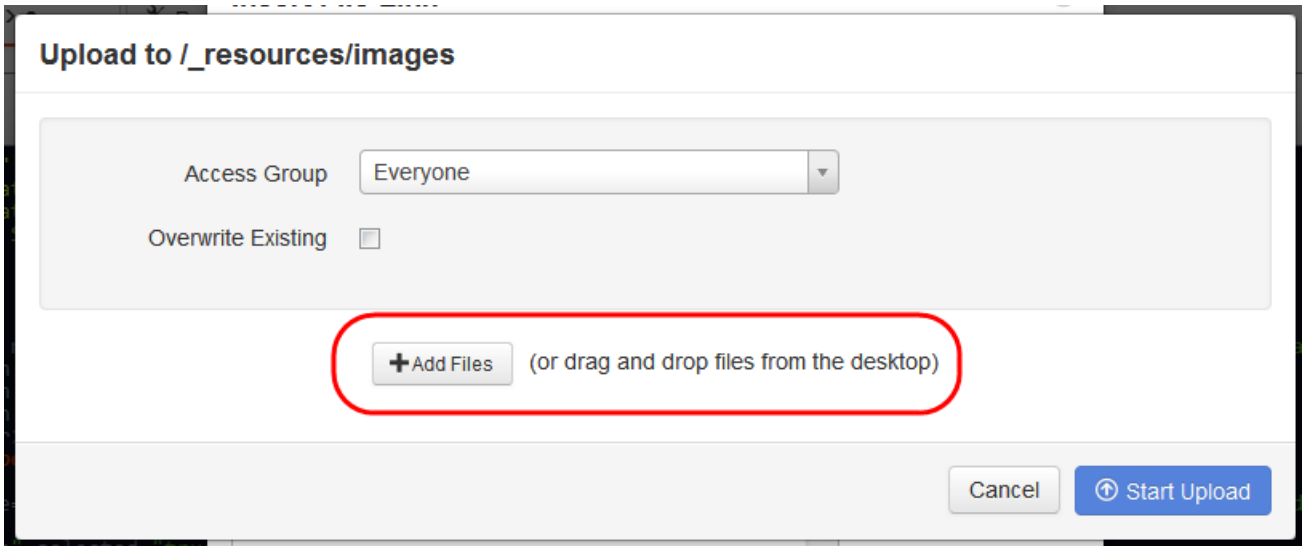


The **Insert File Link** dialog is shown.

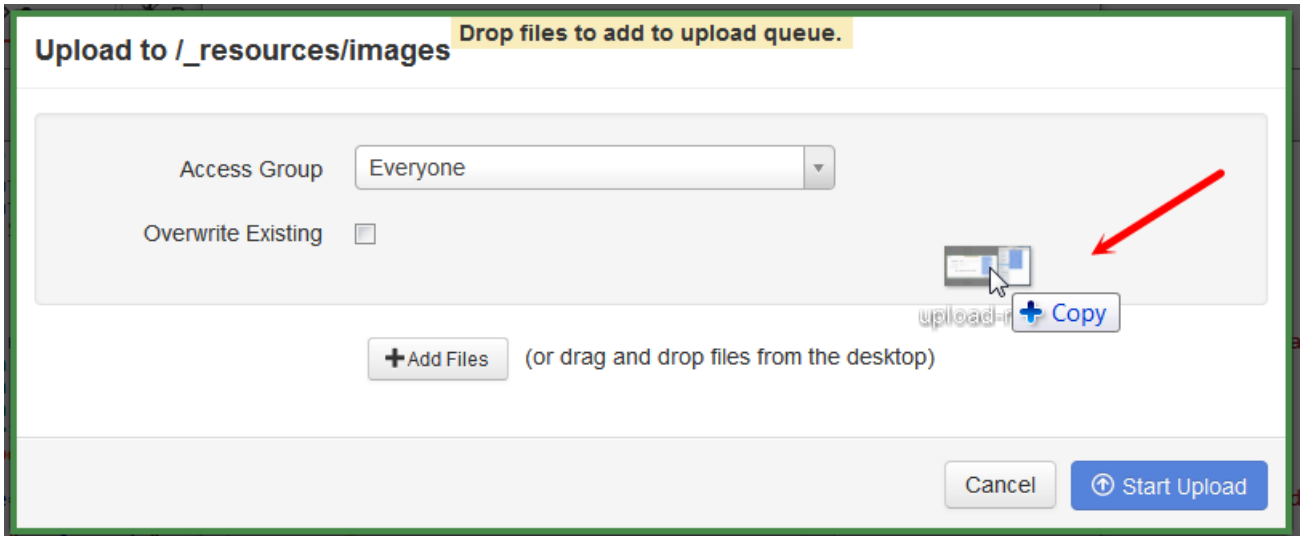


2.Navigate to the directory to where the file should be uploaded. Note that with Binary Management enabled, files are uploaded to the staging server by default.

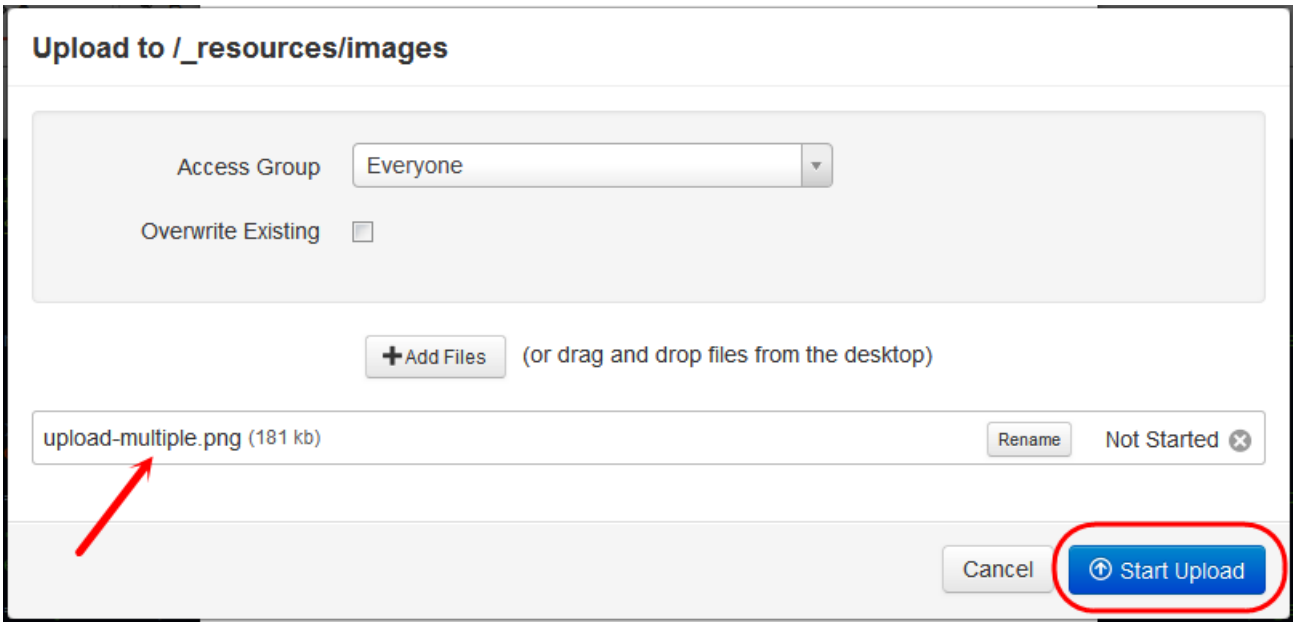
3.Click **Upload**. This shows the Upload dialog where files may be dropped to be uploaded and other options configured.



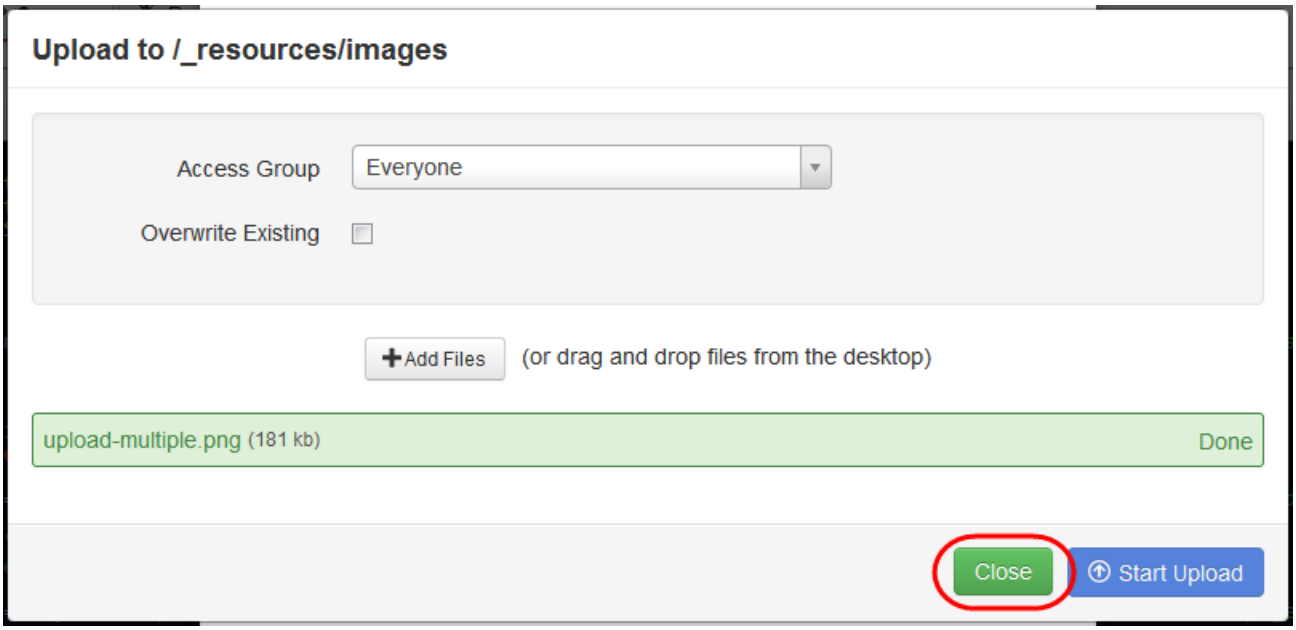
4. Drag and drop a file to the **Upload** dialog. Note that multiple files can be selected and dragged to the dialog for uploading all at once.



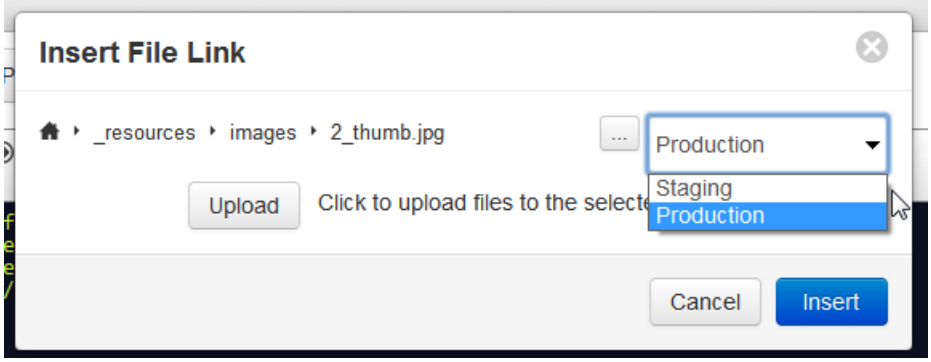
5. Click **Start Upload**. This uploads a copy from the local computer to the staging server. Note that the uploaded file must be published to production, or when the page is published the **Include Unpublished Dependencies** checkbox must be selected to ensure that the image file is pushed to the web server. If Binary Management is not enabled, the binary file is uploaded directly to production.



6. Click **Close**. The **Insert File Link** dialog is shown.



7. Locate the file and click **Insert** to insert the link to the newly uploaded file.



Note that when linking to a file with the Source Editor, the proper HTML syntax to link to a page or image must be manually added. For example:

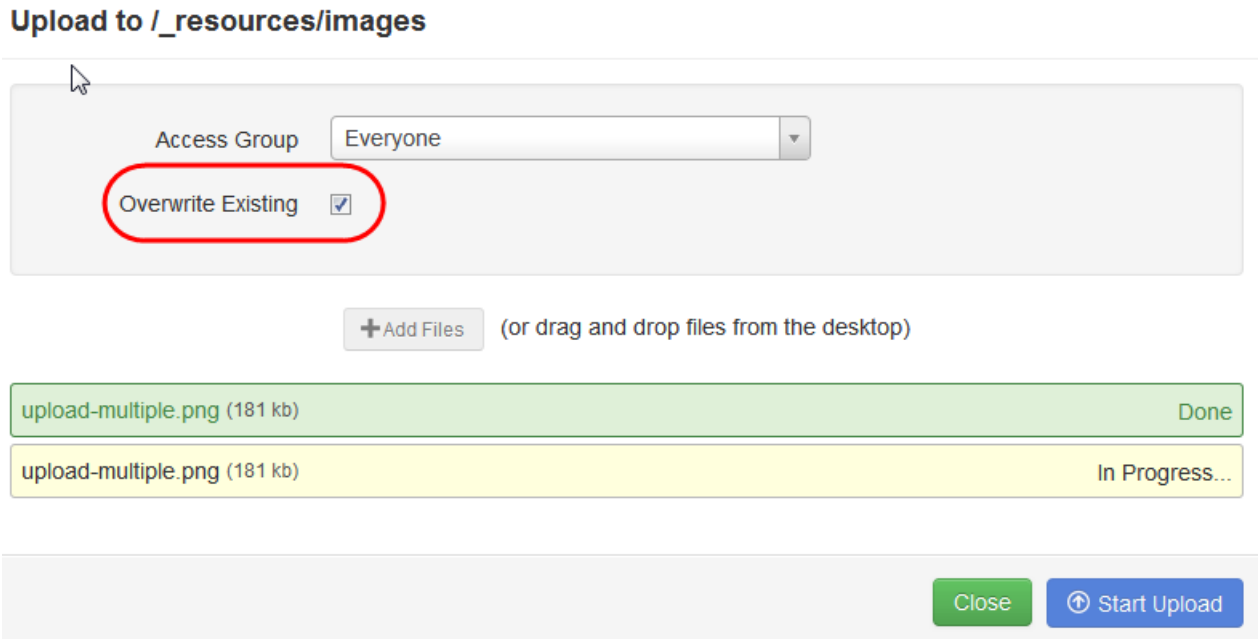
```
<img width="500" height="229" alt="Upload Dialog"
src="/oucampus10/images/ pages/uploading/upload/upload-
dialog_overwrite.png" title="Upload Dialog">
```

Assigning an Access Group

Optionally, when uploading a file an Access Group may be assigned. The group must already be defined for it to be available in the drop-down. Assigning an Access Group to a file limits the ability to access the file for editing to members of the group.

Overwriting an Existing File

Select the Overwrite Existing checkbox to allow the image or file being uploaded to copy over any existing file in the same directory with the same name.



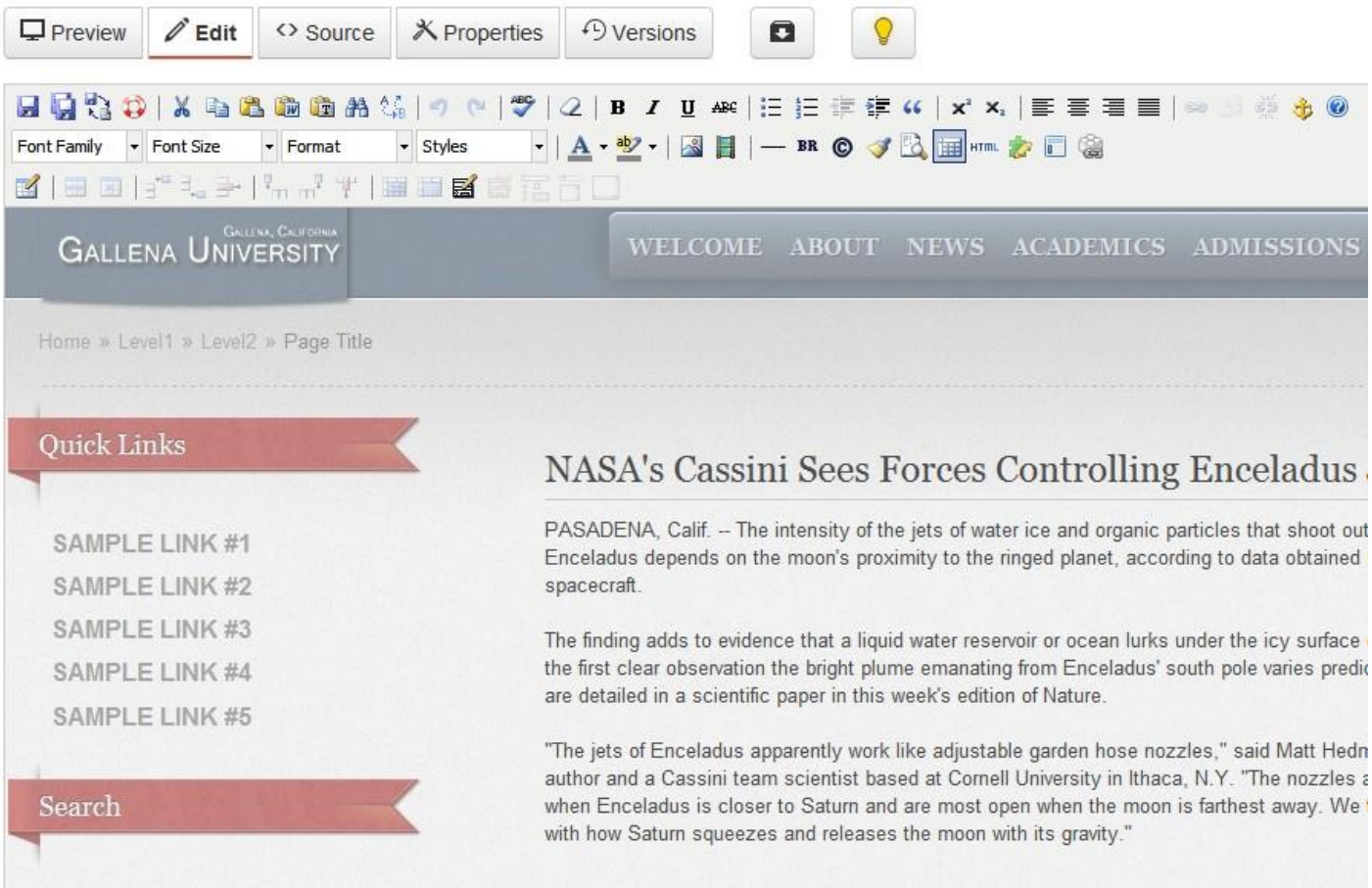
WYSIWYG Editor

WYSIWYG Editor Overview

There are several types of editors available to edit pages in distinctly different ways, but the WYSIWYG editor is the most common way for users to edit pages in OU Campus. The WYSIWYG (What You See Is What You Get) Editor allows for a familiar experience of editing a page similar to that of many web applications and traditional word processors.

When logging into the system to directly edit a page, there may be several editable regions available. The available editable regions are defined by permissions levels and group associations. Only areas that are available to be edited by that user are shown with an edit button. Clicking on the Edit button above a region allow for the area to be edited. This opens the WYSIWYG Editor by default and the assigned toolbar is available.

Keep in mind that part of the configuration of the template design may include an image in the background that helps present a more accurate rendering of how the content will appear on the page. It is intended for visualization purposes and to help understand how the content is organized on the page into editable regions. Once the content has been saved, an actual view of the configured page can be seen using the Preview mode.



When editing in the WYSIWYG, modifications should be saved by clicking the Save icon before navigating away from the page. If an attempt is made to navigate away from the page without first saving it, the user notification is shown as a reminder to save the page.

Toolbars and Tools

Many of the editing tasks for a page such as inserting images and links, applying formatting such as bold, and spell checking a page can be accomplished from within the WYSIWYG using the toolbar. WYSIWYG toolbars are customizable and the toolbar the user sees may contain a subset of the available tools as various custom toolbars can be created, which can be assigned to users, sites, directories, pages, and editable regions.

Icons represent the tools. Clicking on any icon performs an action, either directly to the page, or to the selected text and graphics. Some icons display more options in a drop-down menu, or in a dialog.

The availability of a function is based on the selected items, or the location of the cursor on the page. For example, if nothing is selected, functions such as Insert Link are dimmed, signifying that this function is not available at the moment. For the Insert Link function button to be available, the user must first select text or a graphic.

In many cases, right-clicking offers contextual functions. For example, right-clicking within a table provides a list of available table editing and formatting functions. Additionally, commonly used control key combinations are available such as CTRL+X, CTRL+C, and CTRL+V for cut, copy, and paste respectively for PC.

Toolbar Functionality

Each toolbar is organized into three rows and each row has groups of functionality. In the WYSIWYG, the groups are divided by a vertical line on-screen. The behavior of the icon is specific to the functionality of the tool. For example, some functionality such as the link tool requires text or another type of content to be selected before it is available on the toolbar. Other items on the toolbar include icons that are unavailable until the main feature has been inserted on a page. For example, the Insert/Edit Table icon will be available, but the other table editing tools such as those to define row properties or delete a column are not available until a table has been inserted on a page. Some items such as the Insert/Edit Image icon or spell check, when clicked, provide a dialog with a much more underlying functionality than is readily apparent. One last type of element that might be available on the toolbar are several drop-down selectors that provide the ability to style text.

One item that is not represented on the toolbar, but is available from within the WYSIWYG is the ability to save-in-place (CTRL+S or CMD-S). This offers users the ability to save the page without clicking the usual save icon that ends the editing session. Save-in-place saves the page and allows the user to continue editing.

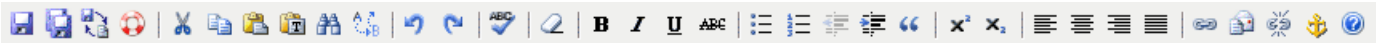
Toolbar Row 1

Toolbar Row 1 Overview

Most of the tools available on the first row of a toolbar for the WYSIWYG are basic text formatting and linking. The descriptions of the functionality available for each tool is provided on this page. A few of the features have a more in-depth description; links are provided to those pages.
NOTE: Not all functions shown will be available on the UT Tyler Toolbar.

The tools are grouped on this page as follows:

- Save, Save As, Revert, Restore
- Cut, Copy, Paste, Find, Replace
- Undo/Redo
- Toggle Spell Checker
- Remove Formatting
- Font Formatting
- List, Indents
- Text Placement (Vertical)
- Align, Justify (Horizontal)
- Link Tools, WYSIWYG Help Documentation



File Tools (Save, Save As, Revert, Restore)

Icon	Tool	Description
	Save	Click on the Save icon to save the current file on the staging server and exit the WYSIWYG Editor. Remember, it will not be live on the production server until it is published. To use save-in-place, use the keyboard shortcut CTRL+S for Windows or CMD+S for Mac.
	Save As	Click on the Save As icon to save the current file with a new file name and exit the WYSIWYG Editor.
	Revert to Last Saved	Click on the Revert to Last Saved icon to undo all changes and revert the content in the editable region to its original state.
	Auto Draft	Click on the Auto Draft icon to restore the content to its last auto-saved point. For more information:

Icon	Tool	Description
		Auto Draft

Cut, Copy, Paste, Find, Replace

Icon	Tool	Description
	Cut	To remove content from the document, highlight the content and click the Cut icon. The keyboard shortcut is CTRL+X for Windows or CMD-X for Mac. Both Mozilla Firefox and Safari disable the use of this feature. To Cut using one of those browsers, use the keyboard shortcuts. To learn how to enable the use of this feature in Firefox, see: Turning on Cut/Copy/Paste in the Firefox Browser Keep in mind that this requires the ability to modify a script and is not a checkbox.
	Copy	To copy a content from the page, highlight the content and click the Copy icon. The keyboard shortcut is CTRL+C for Windows or CMD-C for Mac. Both Mozilla Firefox and Safari disable the use of this feature. To copy using Firefox or Safari, use the keyboard shortcuts. To learn how to enable the use of this feature in Firefox, see: Turning on Cut/Copy/Paste in the Firefox Browser Keep in mind that this requires the ability to modify a script and is not a checkbox.
	Paste	To paste content on to a page, click the location the content should be placed on the page and click the Paste icon. The keyboard shortcut is CTRL+V for Windows or CMD-V for Mac.

Icon	Tool	Description
		This pastes only valid content, code, and styling. The paste automatically switches between a traditional paste (e.g., pasting the code when text is copied from a page in a web browser), and pasting from Word, removes the MSO formatting that is not appropriate for a web site, as needed. The Paste function always cleans up the content to be pasted to remove any formatting or code that is not compliant with the requirements of the WYSIWYG Editor. Both Mozilla Firefox and Safari disable the use of this feature. To paste using one of those browsers, use the keyboard shortcuts. To learn how to enable the use of this feature in Firefox, see: Turning on Cut/Copy/Paste in the Firefox Browser Keep in mind that this requires the ability to modify a script and is not a checkbox.
	Paste as Plain Text	To paste as plain text, click the Paste as Plain Text icon. The icon stays selected until clicked again, and all pastes going forward until exiting the WYSIWYG Editor will be plain text. This removes all formatting. Both Mozilla Firefox and Safari disable the use of this tool. To paste using one of those browsers, use the keyboard shortcuts. To learn how to enable the use of this feature in Firefox, see: Turning on Cut/Copy/Paste in the Firefox Browser

Icon	Tool	Description
		Keep in mind that this requires the ability to modify a script and is not a checkbox.
	Find	Click the Find icon to search for text on the current page.
	Find/Replace	Click the Find/Replace icon to search for text on the current page then replace that text with other text.

Undo Redo Functions

Icon	Tool	Description
	Undo	Click the Undo icon to undo the last changes made in this session one by one.
	Redo	Click on the Redo icon to redo changes that were previously undone and should be restored.

Spell Check

Icon	Tool	Description
	Toggle Spell Checker	To spell check the region that is being edited, click the Toggle Spell Checker tool. Misspelled words are underlined with a red, squiggly line. Change the incorrectly spelled word with the suggested words provided or choose one of the other options provided: • Ignore the incorrectly spelled word (e.g., not make any changes to it). • Add to the word to the dictionary: Level 9 and 10 administrators can add marked words to a site-wide dictionary, and administrators can give users Levels 1 through Level 9 the ability to add words to the dictionary as well.

Icon	Tool	Description
		Learn more about the spell checking.

Remove Formatting

Icon	Tool	Description
	Remove Formatting	To remove all formatting for a selection, highlight the text to be updated and click the Remove Formatting icon. This returns the selected text back to the default settings.

Font Formatting

Icon	Tool	Description
	Bold	Applies **bold formatting** to selected text.
I	Italic	Applies *italicized formatting* to selected text.
	Underline	Applies underlined formatting to selected text. Please note that underlined text usually means that a word or phrase is a link to another web page. In this case however, the underline formatting does not create a link (to create a link, click Insert/Edit Link).
~~ABC~~	Strikethrough	Applies strikethrough formatting to selected text.

Lists, Indents

Icon	Tool	Description
	Unordered list	Turns the selected text into an bulleted list. Example: • Apples • Oranges • Bananas

Icon	Tool	Description
	Ordered list	Turns the selected text into a numbered list. Example: 1. Click the Go button. 2. Enter the text to search on. 3. Click Start.
	Outdent	To decrease the indent of a paragraph, click the Outdent tool. Each consecutive click moves text further to the left.
	Indent	To increase the indent of a paragraph, click the Indent icon. Each consecutive click moves text further to the right.
	Blockquote	Blockquote is a block-level element in HTML that can be used to set-off quotations or to cite material.

Text Placement (Vertical)

Icon	Tool	Description
	Superscript	Formats the selected text as superscript text.
	Subscript	Formats the selected text as subscript text.

Align, Justify (Horizontal)

Icon	Tool	Description
	Align Left	Aligns a block-level element such as a paragraph or a heading to the left margin.
	Align Center	Center aligns a block-level element such as a paragraph or a heading within the left and right margin.
	Align Right	Aligns a block-level element such as a paragraph or a heading to the right margin.
	Align Full	Justifies text making it flush on both the left and right side

Link Tools, WYSIWYG Help Documentation

Icon	Tool	Description
	Insert/Edit Link	To create a hyperlink: 1.Select the text or image for the link. 2.Click the **Insert/Edit Link** tool. If applicable, the dialog contains existing link information. 3.Click the Browse icon to select an internal page to which to link. 4.After locating the file, click Select Link. 5. Click Insert. For links to pages internally, a page should generally be chosen from a production server, publish target, or an auxiliary server. An unpublished file on the staging server or publish target can also be chosen by choosing the staging server or publish target from the drop-down, navigating to the file, and selecting the HTML version that is available. Links can also be made across sites within an account with the file browser by clicking **Sites** in the breadcrumb and choosing the appropriate site. For links external to the site, the complete URL for the resource can be typed (or pasted) into the URL field. Optionally, a target window type and an anchor name can also be entered. For more information about links and linking: Insert/Edit Link If Dependency Manager has been enabled for the account, dependency tags instead of URLs are inserted into the

Icon	Tool	Description
		source of the page when inserting a link.
	Create or Modify a Mailto Link	To create a mailto link, select the text or image for the link, then click the Create or Modify a Mailto Link icon. If applicable, the resulting dialog contains existing mailto information. Properties for the mailto link can be defined including the email address that is provided when the link is clicked. For more information: Mailto Link
	Unlink	Select in the hyperlink and click the Unlink icon to remove a hyperlink. Note : For unlinking anchors, the Unlink icon works with anchors in Internet Explorer. It will not work on anchors in Firefox, Safari, or Chrome.
	Insert/Edit Anchor	To create an anchor: 1.Position the cursor where the anchor should be placed or select the text or image. 2. Click the **Insert/Edit Anchor** icon. 3.In the **Anchor Name** field, enter the name for the anchor. It is not necessary to enter a # (hash mark). 4. Click **Insert**. To modify an existing anchor: 1.Click the existing anchor shown in the editing area. 2.Click the Anchor icon on the toolbar.

Icon	Tool	Description
		3.The Insert/Edit Anchor dialog shows the existing text for the anchor. 4.Make the modification to the text and click **Update**. The specifics of valid anchor names can be found in the HTML specifications: HTML 4.01 HTML 5
	Help Icon	The Help icon displays the help text for the WYSIWYG Editor. It show help text for all available functions, not only those limited to the toolbar being used.

WYSIWYG Spell Check

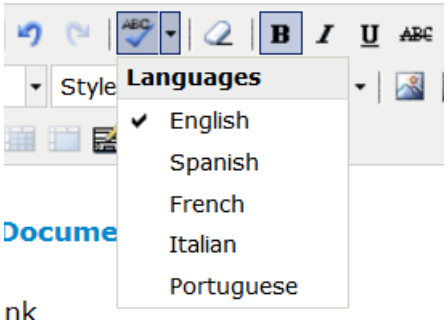
WYSIWYG Spell Check Overview

Within the OU Campus™ WYSIWYG Editor there is a built in spell checker. Provided that this feature is available in the selected toolbar being used, utilizing the spell checker before publishing a page helps increase the professionalism of the site. Currently the spell checker supports five languages, each with its own custom dictionary. The current languages supported are: English, Spanish, French, Italian, and Portuguese. These are the same custom dictionaries that are used during Page Check and/or Final Check. The WYSIWYG Spell Check feature checks the spelling for the editable region that is open in the WYSIWYG. This differs from the Page Check/Final Check spell check, which performs the spell check on the complete page prior to being published.

New and custom words can be added to the spell check dictionary on a per site basis. This is a useful tool for organizations with a set of custom words they do not want to appear marked as misspelled when using spell check in the WYSIWYG Editor. Custom words that have been added to a site's dictionary are omitted by the spell checker tool in the WYSIWYG Editor for any page within that site. Keep in mind that it is possible that the spell checker in an individual#s browser may still mark the word as misspelled. If a word has been added to the dictionary, and it is still being marked as misspelled, check the browser's spell check settings.

The default language is a configuration option, which allows various pages or users to be able to be able to use by default different language options. The different custom dictionary can be selected from the drop-down menu.

Once the WYSIWYG Spell Check is toggled on, misspelled words stay highlighted until an action is performed that corrects the issue. If new words are typed and misspelled, the spell check should be run again to catch more words.

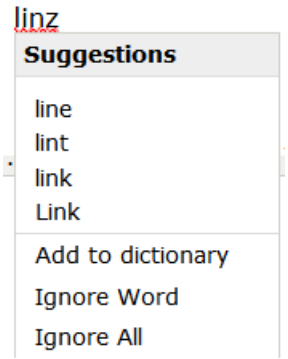


Correcting Misspelled Words

1.Click the Spell Check icon from the WYSIWYG Editor toolbar. The default language will be used to spell check the page. However, if the page should be edited in another language click the downward facing arrow portion of the split button and select another language.

Misspelled words are identified with a wavy, red underline.

2.Click on a word identified as misspelled. This displays a list of words that may be selected to replace the misspelled word and other options.



3.Select one of the suggested words or, one of the other options.

Other options are:

- Add to dictionary (if access has been granted)
- Ignore word: Allows just the current instance of the word to not be marked as misspelled
- Ignore all: Allows all current instance of the word to not be marked as misspelled

Note

: Keep in mind that the browser's spell checker may be active and marking
words as misspelled while the page is being edited. However, only OU Campus' spell checker references the OU Campus custom dictionary. To help verify that a word is being marked as misspelled by the OU Campus dictionary, look to see if the
spell check icon is highlighted. This indicates that the OU Campus spell checker is being used.

Adding Words

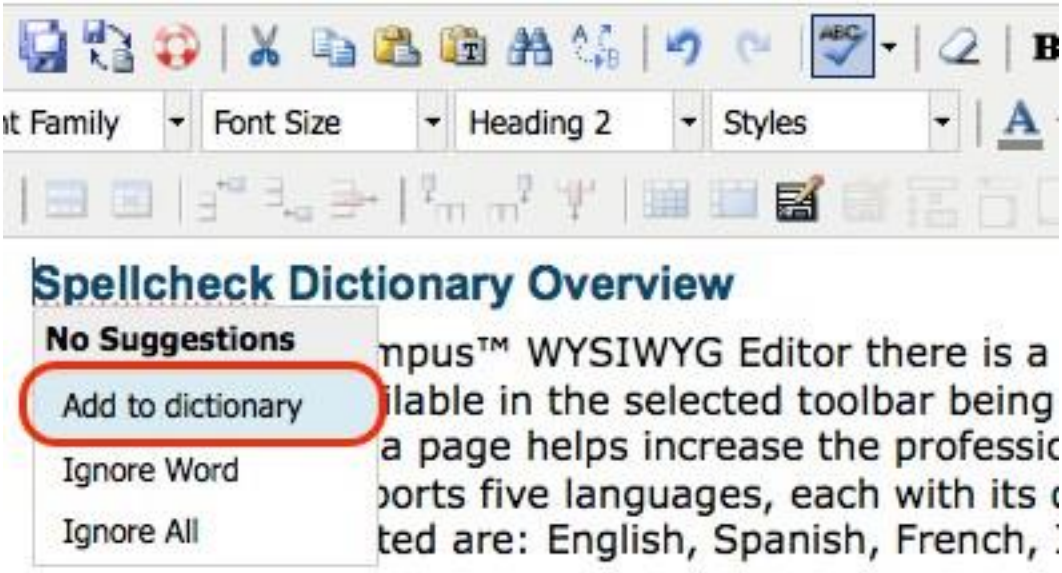
Adding custom words to the spell check dictionary is available dependent upon authority level. It is included automatically for Level 9 and 10 and it can be made available to Level 1 and above users by a Level 10 administrator.

1. Click the Spell Check icon from the WYSIWYG Editor toolbar.

2. Click the misspelled word that should be added.

3. From the shortcut menu, choose **Add to dictionary**.

When adding new words to the custom dictionary, they will get added to the dictionary of the language that is set for the spell checker tool. Unless set differently by an administrator, the default language is English. An additional custom dictionary may exist at the account level.



Browser Specific Spell Check vs. OU Campus Spell Check

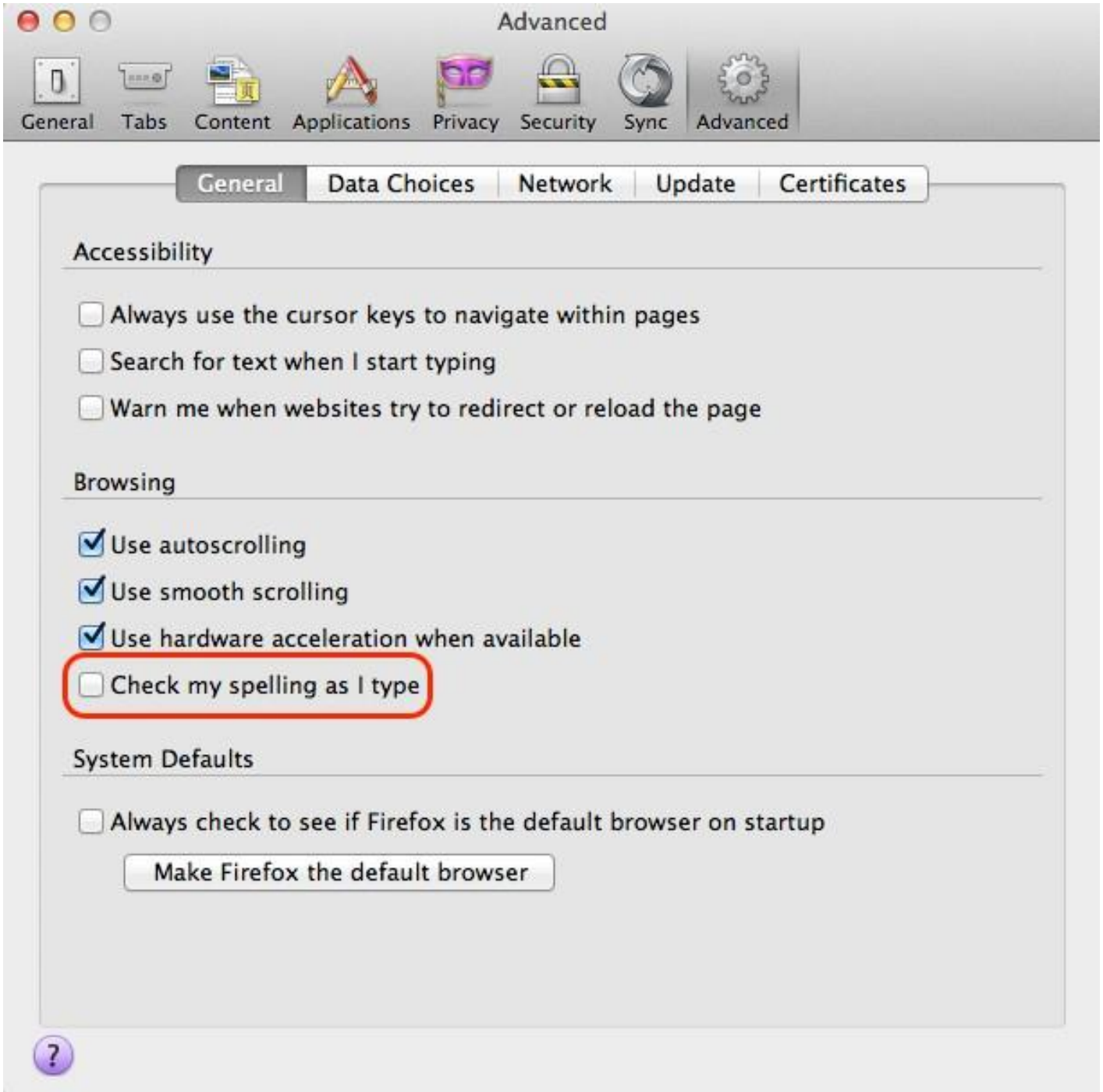
In the WYSIWYG Editor misspelled words can still appear underlined in red (indicating a misspelled word), even after they've been added to the dictionary. The reason for this is that many modern browsers have spell-as-you-type or automatic spell-checking capabilities built-in. This can lead to some confusion as to whether or not a word has in fact been added to the dictionary. To eliminate this problem it can be helpful to turn off the browser#s spell-as-you-type functionality.

Refer to the specific browser help documentation on spell check for Firefox and Google Chrome. Safari also has a built in spell checker. Internet Explorer requires an add-on. Keep in mind that this is not all-inclusive of all available browsers, platforms, add-ons, or applications for spell checker options. Should the information needed not be listed in this help document, please see the help documentation for the browser, add-on, or application being used.

Disabling Automatic Spell Checking in Firefox

By default, Firefox is configured to automatically check spelling. It can be turned off in the **Preferences** window:

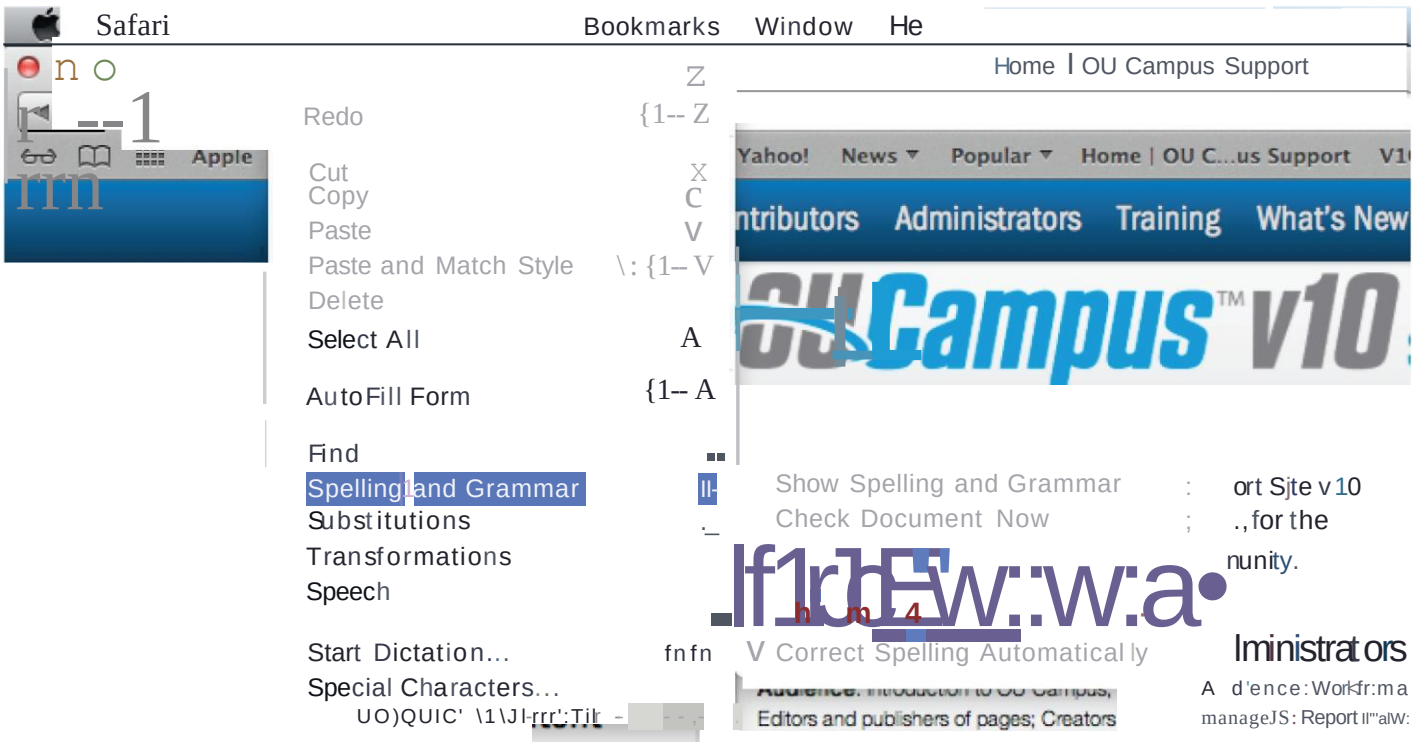
1. At the top Firefox menu bar, click the **Tools > Options** on Windows or **Firefox > Preferences** on a Mac.
2. Select the **Advanced** panel.
3. Click the **General** tab.
4. Clear the checkbox labeled **Check my spelling as I type**.
5. Click **Okay** or exit the **Preferences** window to save the changes.



Disabling Automatic Spell Checking in Safari

By default, Safari is configured to automatically check spelling. Turn it off on the Edit menu:

1. At the top Safari menu bar, click **Edit**.
2. Click **Spelling and Grammar**.
3. Click **Check Spelling While Typing**. If a checkmark is present, spell check is enabled for Safari. If a checkmark is not present, spell check is disabled for Safari.


Safari
Bookmarks
Window
Redo
Cut
Copy
Paste
Paste and Match Style
Delete
Select All
AutoFill Form
Find
Spelling and Grammar
Substitutions
Transformations
Speech
Start Dictation...
Special Characters...
Show Spelling and Grammar
Check Document Now
Correct Spelling Automatically
Home | OU Campus Support
Yahoo!
News
Popular
Home | OU C...us Support
Administrators
Training
What's New
OU Campus™ v10
Editors and publishers of pages; Creators

Insert/Edit Link

Insert/Edit Link Overview

The Insert/Edit Link tool provides the basic functionality to add a hyperlink within the WYSIWYG Editor. Links are created by highlighting text or an image, clicking the Insert/Edit Link icon, and specifying the Link URL. The Insert/Edit Link icon is dimmed until the text or image to be hyperlinked is selected. Links can point to internal web links, external websites not maintained in OU Campus, or other pages within OU Campus. The Insert/Edit Link icon can also be used to create links to files, such as PDFs. In addition to providing the basic functionality for creating and maintaining links, this tools provides more advanced functionality relating to linking including linking to anchors, specifying targets, applying classes, and utilizing JavaScript and HTML to affect the style and behavior of a link. Several tutorials are included on this page:

- Inserting an Internal Link (Typical)
- Linking to an Unpublished File
- Linking Across Sites within an Account
- Inserting a Link to an External Site
- Specifying a Target

Links and Dependency Manager

It is possible for links to pages or directories maintained within OU Campus to be updated automatically when the page or directory to where the link is pointed is moved or renamed. The links are tracked by Dependency Manager. When Dependency Manager is activated, it is important to browse for the appropriate page in order to ensure that the link will be updated if the target page, directory, or other content is moved or renamed. Pages can also be linked to internally without browsing and inserting a dependency tag, and can also be specified with a root-relative syntax.

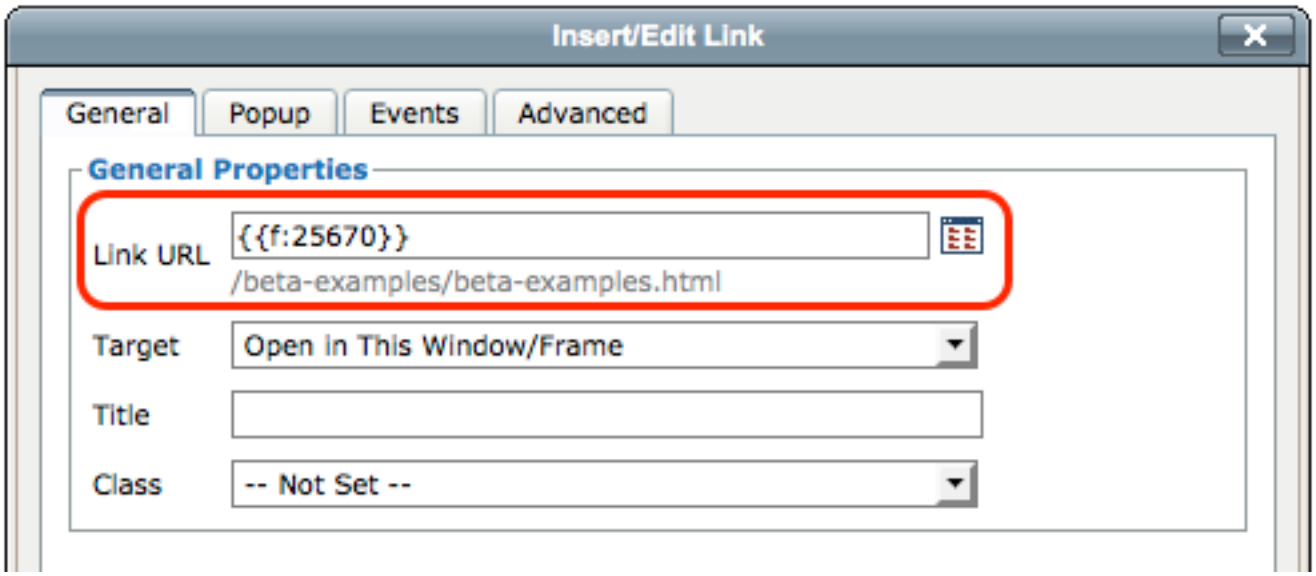
Dependency Manager can be configured to manage links both within a site and across sites within an OU Campus account. However, it does not manage links to external websites such as CNN. If Binary Management is in use for the site or sites, binary files such as PDFs and images are also managed.

Links with dependency tags may also be inserted with the Source Editor and file choosers and are supported across publish targets if Multi-Target Publish is configured. Once the appropriate page is selected, a dependency tag is shown instead of the page path. The actual path to which the link will be pointed is shown below the Dependency tag.

Example syntax for the tags are shown as follows:

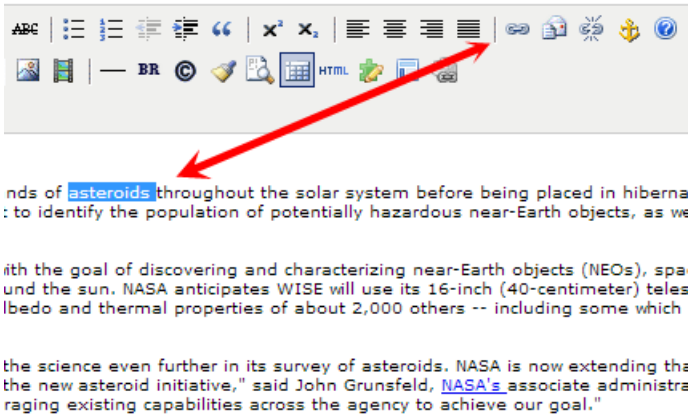
- `{{d:####}}` — Directory tag
- `{{f:####}}` — File/Page tag
- `{{a:####}}` — Asset tag
- `{{s:####}}` — S-tag

Example of a Dependency Tag



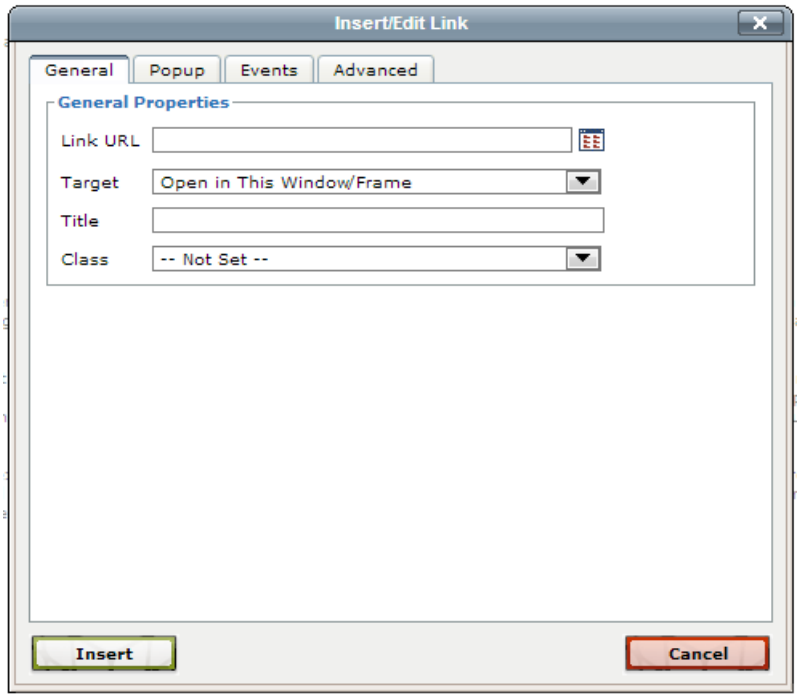
Inserting an Internal Link (Typical)

1. Within the WYSIWYG Editor, select the text or image for the link.

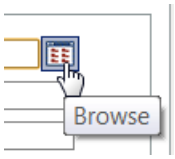


2. From the toolbar, click the **Insert/Edit Link** tool.

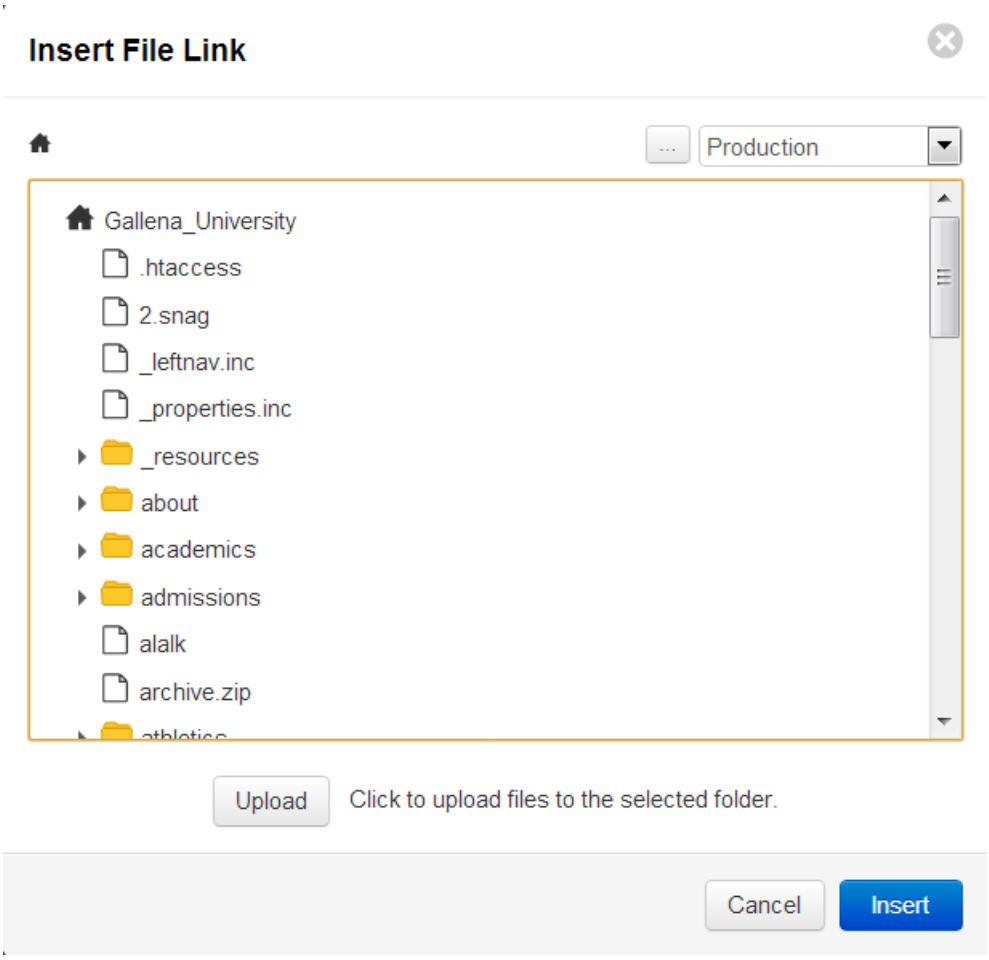
The **Insert/Edit Link dialog > General tab** is shown. If applicable, the dialog contains existing link information.



3. Click the **Browse** icon to select an internal page to which to link.

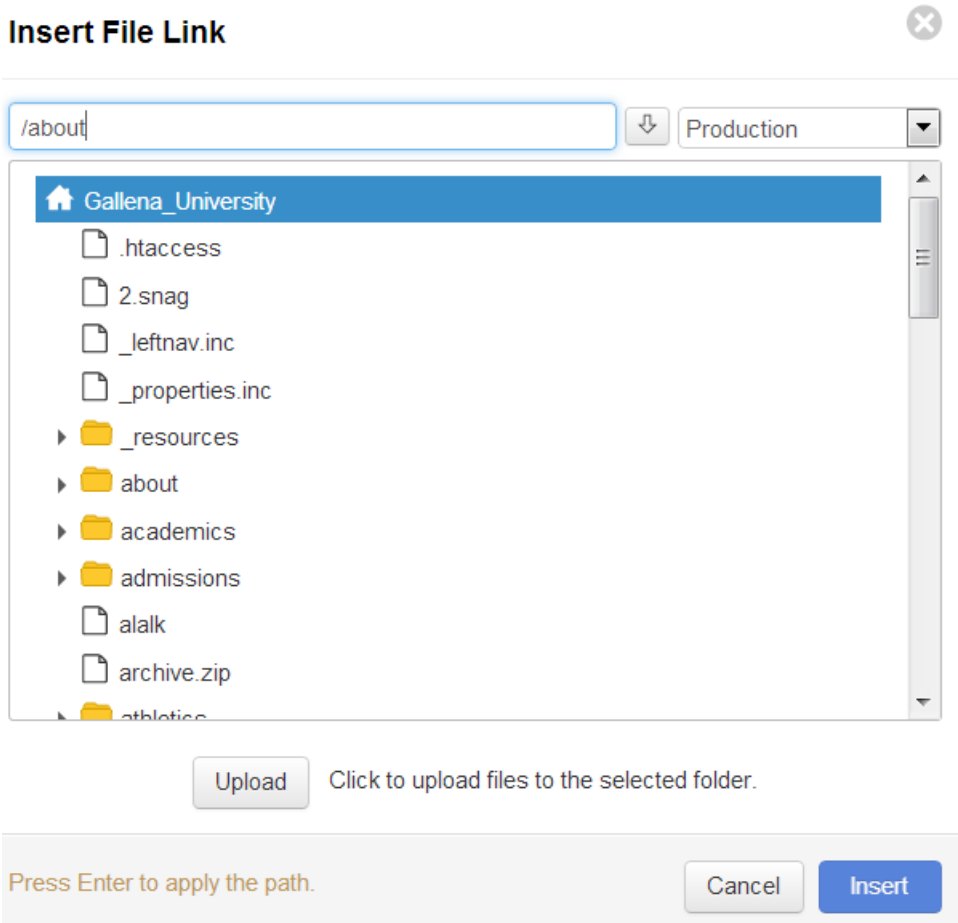


The **Insert File Link** modal is shown.



4.Select a file to which to link. For links to pages internally, a page should generally be chosen from the production server, publish target, or an auxiliary server. The production server is selected by default; otherwise select a different target or server from the drop-down.

- To manually enter a path, click the **Elipsis** button, enter the path, and press **Enter**.



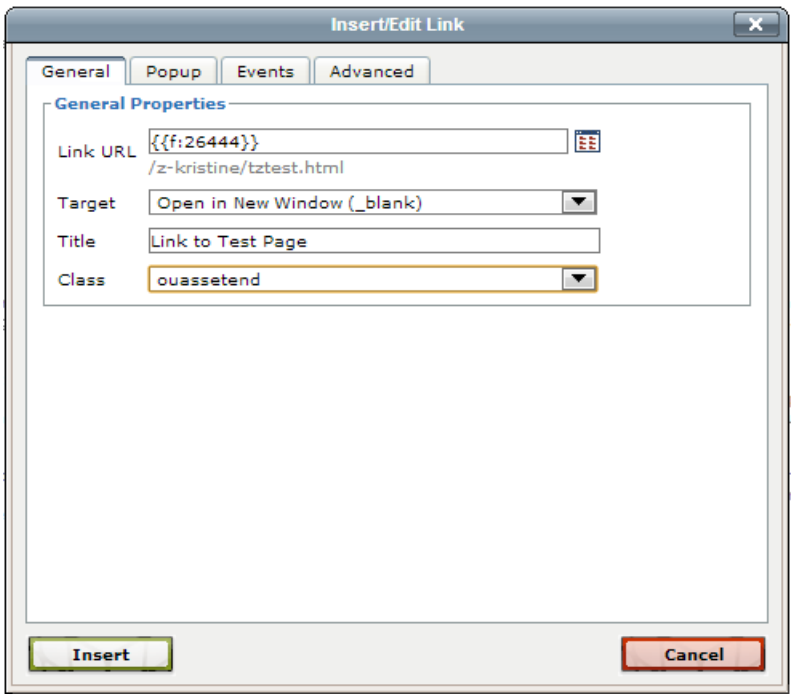
- To upload a file and link to it, click **Upload** and either **Add Files** or drag files from the local computer.

4.After locating the file, click **Insert**. Other configuration options for a link are also available before inserting the link; for example, entering a **Title** or selecting a **Target** window/tab for the link to open in. The Title is both valuable and important as this is used by screen readers and helps keep the site in compliance with accessibility compliance standards. The text entered in this field is used to create the title attribute for the <a>

element in HTML. A developer might use this attribute to display the text when mousing over the link. Here's what it looks like in HTML:

<a **title="Contact Us"** href="{{f:####}}">test

5. Click **Insert**.



Linking to an External Page

The steps are the same as the procedure outlined in the Inserting an Internal Link (Typical) heading, but rather than browsing for the internal link the complete URL for the resource can be typed (or pasted) into the URL field. Links to external pages are not under Dependency Manager tracking.

Linking to an Unpublished File

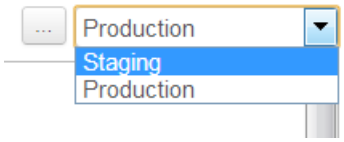
An unpublished file on the staging server or publish target can also be linked to prior to actually publishing the page. The steps are the same as the procedure outlined in the Inserting an Internal Link (Typical) heading, but rather than selecting from production a selection from staging is made.

1. Select the text or image for the link.

2. Click the **Insert/Edit Link** tool.

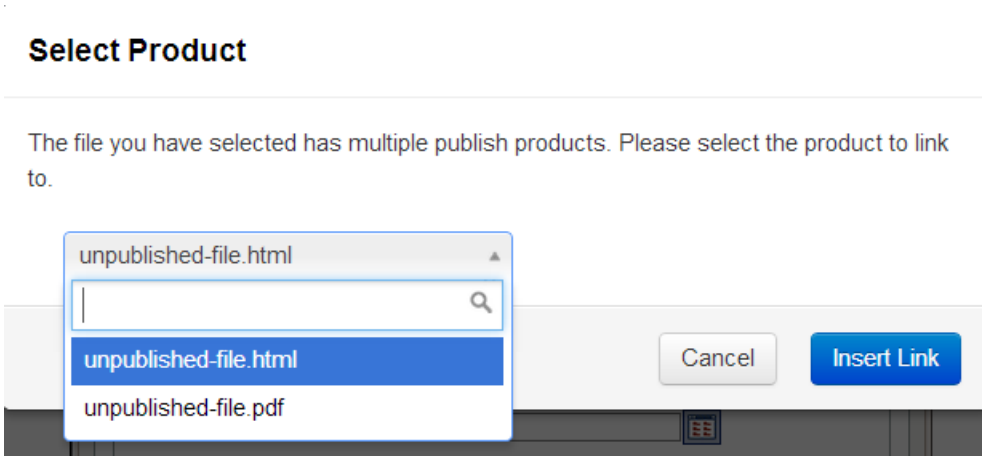
3. From the **Insert/Edit Link** dialog > **General** tab, click the **Browse** icon.

4. From the **Insert File Link** dialog, select **Staging** and navigate to the file.



5. Select the PCF version of the file on staging.

6. From the **Select Product** modal, choose the HTML version and click **Insert Link**.



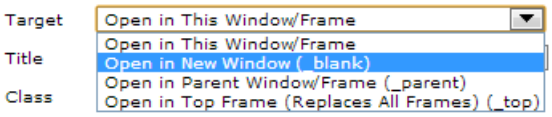
7. Click **Insert**.

Linking Across Sites within an Account

Links can also be made across sites within an account when inserting a link on a page within the WYSIWYG. The steps are the same as the procedure outlined in the Inserting an Internal Link (Typical) heading, but rather than selecting from production select **Sites** in the breadcrumb and then choose the appropriate site.

Specifying a Link Target

The steps are the same as the procedure outlined in the Inserting an Internal Link (Typical) heading, but the target is chosen from the Target drop-down on the General tab.



As a general rule, when inserting a link to another page on the institution's website, the link should open in the same window. When inserting a link to a page outside the institution's website, or to a PDF, or other similar file, the page should open in a new window. This options for the Target field include:

- **Open in This Window/Frame**: Linking to pages on the institution's website
- **Open in New Window (_blank)**: Linking to pages on another site or binary files
- **Open in a Parent Window/Frame (_parent)**: Used with framesets
- **Open in Top Frame (Replaces All Frames) (_top)**: Opens a page in the topmost parent frame

More Options with Insert/Edit Link Tool

For more information about the additional functionality available on the other tabs, see:

- Links: General Tab
- Insert/Edit Link Popup Tab
- Insert/Edit Link: Events Tab
- Insert/Edit Link: Advanced Tab

Renaming or Moving a Directory or File

Dependency Manager maintains the correct link association when files or directories are moved or renamed. All the files that link to a moved or renamed file or directory are automatically republished to maintain the correct link.

When a file or directory is either moved or renamed, a prompt that all dependent pages will be republished will appear. This will republish the page based on the current version of the page on the live production server with the new dependency links. If changes have been made but not published to the live site, those changes will still not be published to the live production server but will be available in OU Campus and still saved on the staging server. This includes backed up versions.

Broken Links

If content is deleted, a broken link is created. The system has various indications for broken links. Dependency Manager provides informative reporting for broken links and broken assets. When a dependency is lost; for example, a linked-to page or a subscribed-to asset is deleted, the dependency tag, path, and file name are shown within asterisks. For example:

```
*** Broken f:1234 /training/about/filename.html***
```

One way to avoid broken links is to utilize the Include Unpublished Dependencies checkbox from the publish dialog to publish any unpublished content. Dependency Manager reports at page publish time if there is dependent content that has not been published to the target server. This includes content that is linked or referred to by the page that is being published, as well as any unpublished assets. By selecting to include the unpublished dependencies, those unpublished files are published as well. This action prevents broken links (for example) from existing on the current page being published.
This checkbox is only shown if the Dependency Manager is being used on the site, dependency tags are used in the page being published, and one or more of those dependency tags refer to files that have not been published to the target yet.

Final Notes and Reminders

Dependency Manager links are case sensitive. As such, it is advised that paths for links to pages managed in OU Campus are always inserted using the browse functionality.

Dependency Manager inserts Dependency tags into <a> and <link> tags at the “href” attribute automatically, both when the Dependency Manager Scanner is run and when new links are created. However, tags can be manually included elsewhere as desired.
Dependency Manager will not automatically add Dependency tags to any other types of tags, including php, asp, and JavaScript.
Important Exception: Dependency tags cannot be placed within processing instructions or the prologue, which is the instructions prior to the opening XML comment. Entering in Dependency tags within these will cause an error as they will not be able to be rendered.

Dependency Manager renders root relative links (i.e. /directory/page) or absolute links (i.e. http:www.college.edu/directory/page), depending on the site settings. The rendered URL to the Production Site cannot and will not be page relative (i.e., ../page).

Reporting is available with details on which Dependency tags refer to which pages, and which pages are currently subscribing to those pages.

Toolbar Row 2

Toolbar Row 2 Overview

A brief description of the functionality available with each tool on row 2 of the toolbar is provided in the tables below. Several of the features require a more in-depth description and links to those pages are provided also. Content on this page includes:

- Font Properties (Family, Size, Format, Styles)
- Text Color, Text Background
- Images/Media
- Miscellaneous Functionality

The Font Properties drop-downs and the selectors for text color and background color can be toggled on and off. For example, if the Format drop-down was used to apply Heading 1, the use of Heading 1 can be deactivated by deselecting it in the drop-down. Formatting applied with the use of the Styles drop-down, and those for selecting text color and background color can also be cleared with the use of the Remove Formatting tool, which is represented by the Eraser icon on the toolbar. In other words, if a span has been applied, it can be removed by locating the cursor within the span and clicking the Remove Formatting tool. It is not necessary to be in code view to perform this action.

Font Properties (Family, Size, Format, Styles)

Icon	Tool	Description
	Font Family	This Font Family drop-down displays a list of the standard fonts recognized by most web browsers. To change the font of existing text, select the text and choose a font from the drop-down list. To start typing new text with a specific font, position the cursor where text where the text should be inserted and select a font from the drop-down list, then begin typing. Text can also be selected and the formatting applied. Note that the appearance in the WYSIWYG Editor may not reflect the newly applied styling. From the drop-down deselect the font size to stop applying it in the WYSIWYG by clicking on it again. The markup is added as a span; for example: `<span style="font-family: 'book antiqua',`

Icon	Tool	Description
		`palatino;">on the bright plume</span>`
	Font Size	This Font Size drop-down changes the size of selected text. Font size properties are configured by an administrator and labeled 1 through 7. To start typing new text with a specific font size, position the cursor where text is to be inserted, select a size from the drop-down list, then begin typing. From the drop-down deselect the font size to stop applying it in the WYSIWYG by clicking on it again. The markup is added as a span; for example: `<span style="font-size: x-large;"> This is a font size application.</span>`
	Format	The Format drop-down lists built-in styles that can be applied to a selected paragraph. To apply an element from the Format drop-down, click within the paragraph (or select text), and then click the element from the drop-down. For more information: Format Drop-Down
	Styles	This drop-down sets the style of any selected text. The styles available are configured by the system administrator. Note that when applying a class from a Styles drop-down and then selecting another class from the Styles drop-down that both styles are applied to the text. For example: `<span class="compare note">This paragraph has two classes applied.</ span>`

Text Color, Text Background

Icon	Tool	Description
	Select Text Color	The color for selected text may be selected by using a picker, using a hexadecimal, chosen from a palette, or by color name. Alternatively, if a custom color has already been selected, click the icon to apply the text color. There are 216 color choices on the palette. To start typing new text with a specific font color, position the cursor at the location where new text is to be inserted, choose a color by clicking on it, or by clicking More Colors and using the color slider, palette, name selector, or by typing in the hexadecimal color code preceded by a number sign, and then begin typing.
	Select Background Color	The color for the background of the selected text may be selected by using a picker, using a hexadecimal, chosen from a palette, or by color name. Alternatively, if a custom color has already been chosen, clicking on the icon applies the choice. There are 216 color choices on the palette. To start typing new text with a specific font color, click the cursor at the location where new text is to be inserted, choose a color by clicking on it, or by clicking More Colors and using the color slider, palette, name selector, or by typing in the hexadecimal color code preceded by a number sign, and then begin typing.

Images/Media

Icon	Tool	Description
	Insert/Edit Image	The Insert/Edit Image tool provides the functionality for linking to an image by browsing

Icon	Tool	Description
		or by uploading, and allows for access to the Image Editor. Additional tabs and fields provide advanced options for images such as including styling and JavaScript. It also includes a preview. For more information: Image Editing Tutorial Insert/Edit Image
	Insert/Edit Embedded Media	The Insert/Edit Embedded Media tool provides the functionality for embedding media specific to several format types to an image by browsing or by uploading. Additional tabs and fields provide advanced options for embedded media such as specifying dimensions, setting audio quality options and Flash options, and previewing the source. For more information: For more information: Insert/Edit Embedded Media

Miscellaneous Functionality

Icon	Tool	Description
	Insert Horizontal Line	Adds a horizontal rule. `<hr />`
BR	Insert line break	To insert a line break, click the Line break icon. This is the same as entering ` ` into the source.
	Insert Special Character	To insert a special character such as an copyright symbol, registered trademark, or other symbol, click the Insert Special Character icon. The Select Special Character dialog provides a selection of 200 special character from which to choose. Hover or use left

Icon	Tool	Description
		and right keyboard arrows to navigate the selection. During the selection process, a preview of the character is shown with its name, HTML character reference, and numerical character entity reference. Click on the icon of the character to insert into the page. Right click the symbol and choose Copy Link from the shortcut menu, to copy to the clipboard, which allows the symbol to be repeatedly pasted on a page.
	Cleanup Messy Code	The Cleanup Messy Code icon removes extraneous tags and adds appropriate ending tags where necessary. This helps with cross-browser functionality as well as being a best practice.
	Show/Hide Block Elements	Toggles the WYSWISYG view to show or hide block-level element labeling. Each element such as <p> or <article> is displayed encapsulated with a thin border and labeled with a small tag. For more information: Show/Hide Block Elements
	Show/Hide Guidelines/Invisible Elements	The Toggle Guidelines/Invisible Elements icon adds/removes the outlines of tables and other

Icon	Tool	Description
		elements, for visual purposes only.
	Edit HTML Source	The Edit HTML Source icon opens a code view of the HTML source. If a user has been granted access, there is also an HTML Source Editor available for the source code editing. For more information, see: HTML Source Editor
	CodeProtect	Displays the position of server-side code within the WYSIWYG Editor represented within the editing area with the PHP Symbols icon: This allows for easy editing of server side code (PHP only).
	Snippets	Click the Snippets icon in order to select preexisting snippets of HTML or text to be inserted into the page. The Snippets available are set by the system administrator. For more information: Snippets
	Assets	Click the Assets icon in order to select a preconfigured asset to insert into the page. For more information about assets: Assets

Insert/Edit Image

Insert/Edit Image Overview

The Insert/Edit Image tool is available on the default toolbar for the WYSIWYG Editor. Custom toolbars can be created and assigned to a user or content region utilizing the OU Campus CMS administrator functionality; and if so utilized, the Insert/Edit Image tool may not be shown on the toolbar.

The Insert/Edit Image tool provides access to a plenitude of functionality related to images, image management, and code markup for images. At the very simplest, it can be used to link to an image and provide a description for it, which is usually required. On the other hand, Insert/Edit Image can also be used to:

- Upload and use the Image Editor
- Manually enter a URL of an image to link to
- Browse to an image that was previously uploaded to link to it
- Provide meta data about an image in the form of an Image Description (alt tag) and Title (title tag)
- Preview an image
- Align an image
- Add space or a border around an image
- Assign a CSS class or styling to an image
- Create an image swap with JavaScript
- Specify an image map

When using the Insert/Edit Image tool, once an image has been selected for insertion on a page, the WYSIWYG Editor seamlessly provides the HTML mark-up for the link behind the scenes. Users of a certain user level or with the appropriate permissions can view the markup of a page by utilizing the Source Editor or Edit HTML Source tool, but is not necessary.

In addition adding an image link to a page, the Insert/Edit Image tool includes Appearance and Advanced tabs, which provide content contributors with the ability to further manipulate images by entering information in a field or selecting it from a drop-down. The Appearance tab provides the ability to modify the appearance of the inserted image with CSS, but without having to know CSS or directly interface with CSS syntax. The Advanced tab, in a fashion similar to the Appearance tab, provides miscellaneous functionality for image manipulation with JavaScript and HTML, including the ability to swap images on mouse over, designate an image map, and add an ID to the IMG tag. For more information:

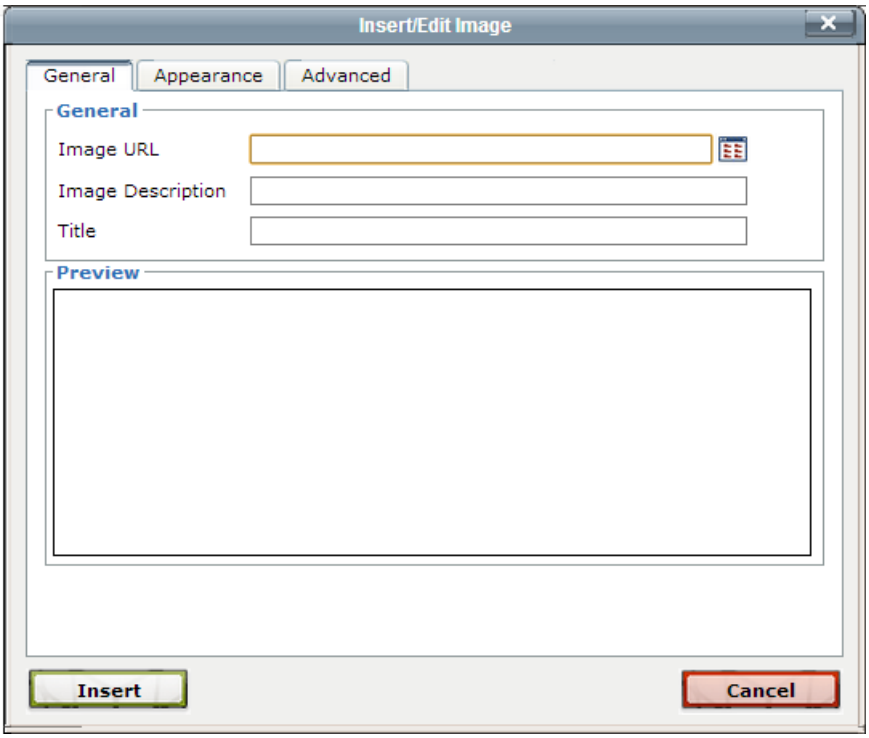
Appearance

Tab Advanced

Inserting an Image

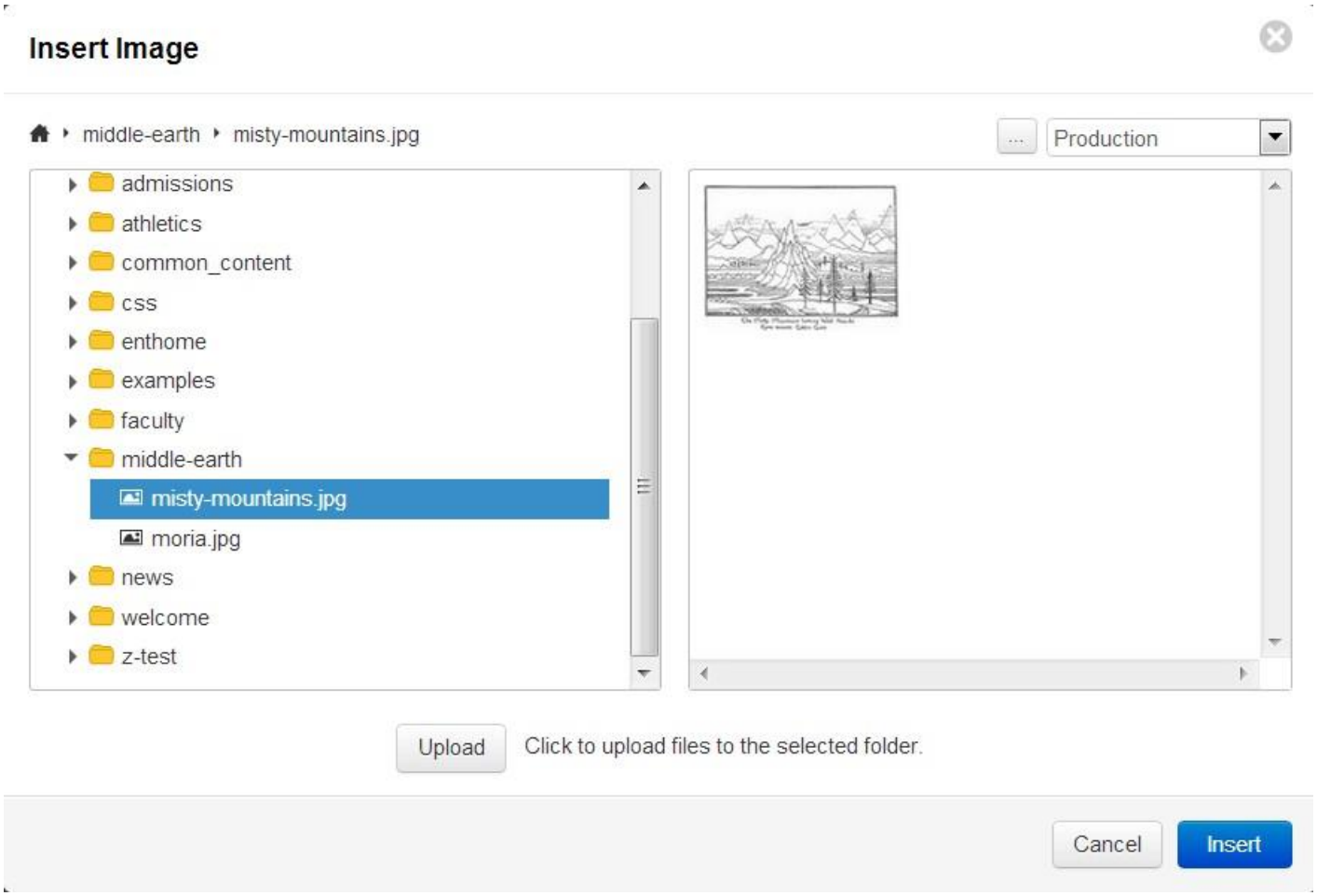
1. To insert an image, click the **Insert/Edit Image** icon.

This shows the Insert/Edit Image dialog.



2. Click the **Browse** icon to browse to the image.

The **Insert Image** modal is shown. Expanding a folder displays thumbnail images to preview.



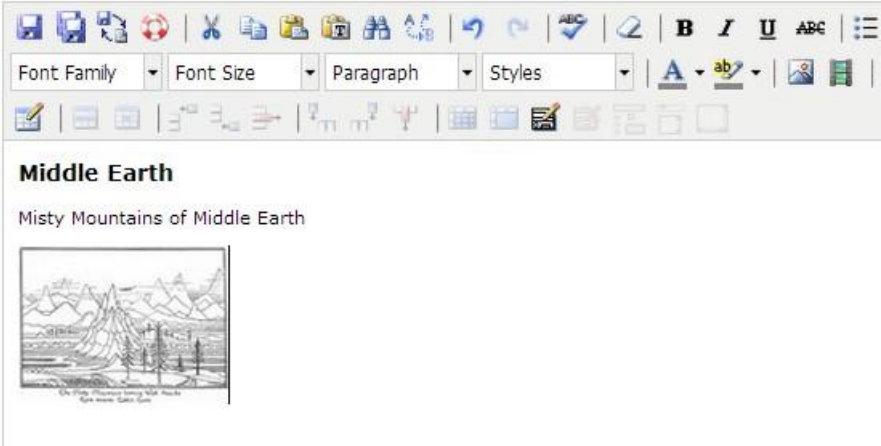
3. Several navigation avenues are available for selecting an image:

- Choose an alternative publish target, or the staging server if Binary Management is in affect, and browse to the location
- Click the **Ellipsis** button and manually enter a path
- Expand a directory and click an available thumbnail image preview
- Upload an image

4. Once the image has been selected, click **Insert**.

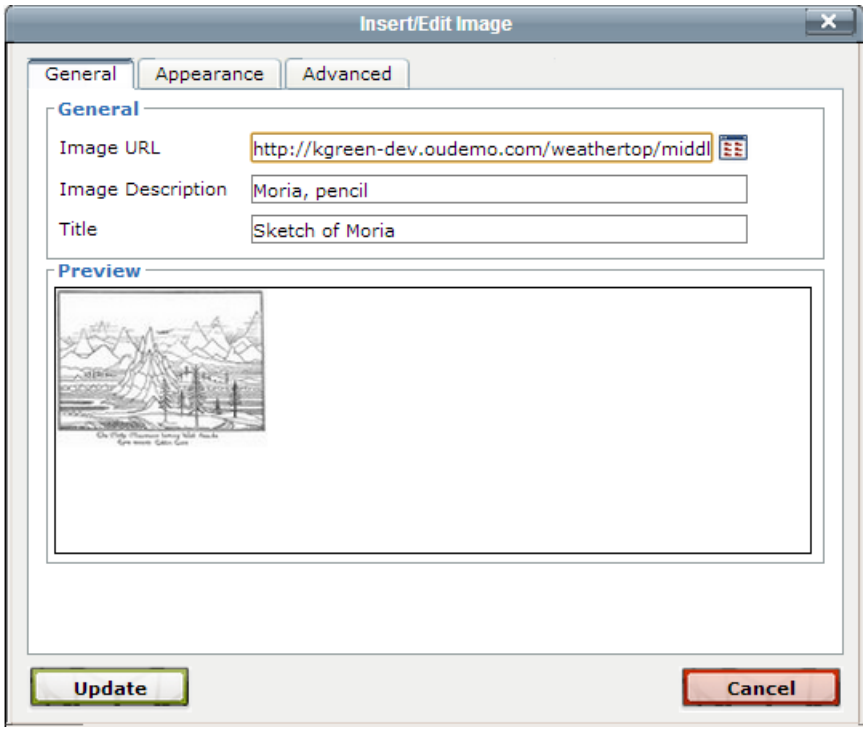
5. From the **Insert/Edit Image** dialog, enter a value for the **Image Description** field.

6. Click **Insert**. The image is shown in the context of the page within the WYSIWYG Editor.



Editing an Inserted Image

The details of the image can be modified after insertion on a page by clicking the same Insert/Edit Image icon, making the necessary edits, and clicking **Update**.

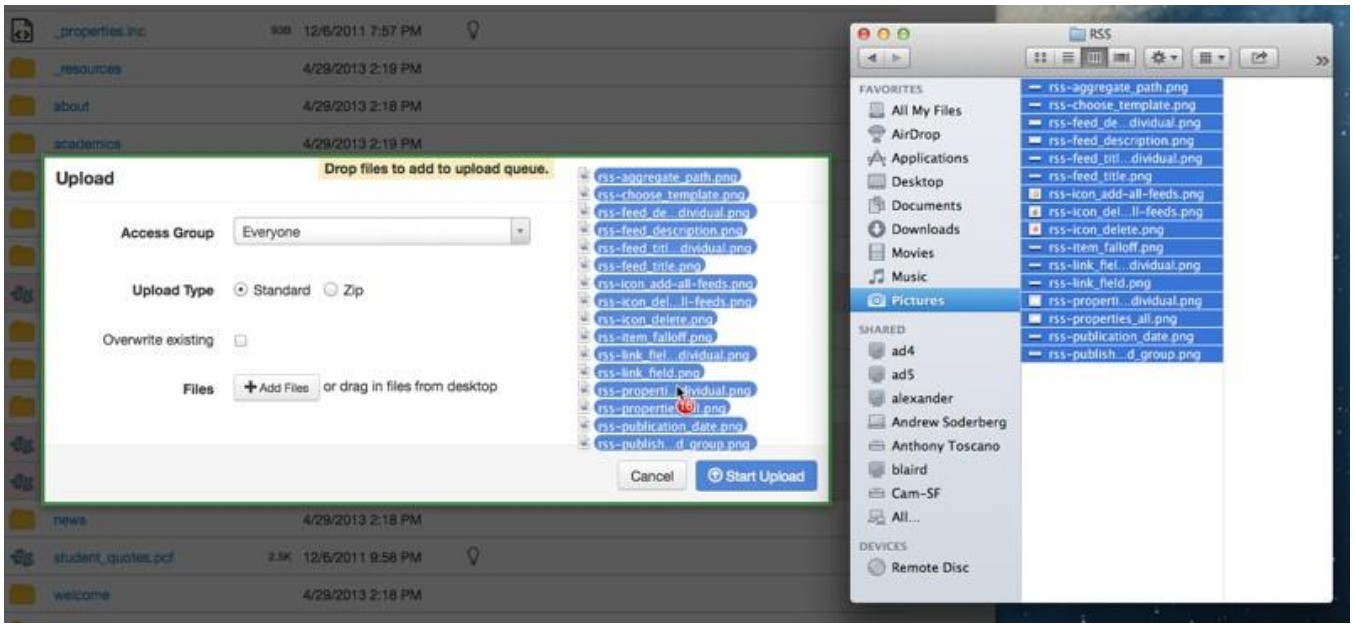


Uploading an Image from the WYSIWYG

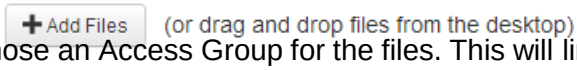
A file can be uploaded by browsing the local computer or by dragging to the dialog. Both methods allow for selecting multiple files for upload at one time.

Dragging a File to Upload

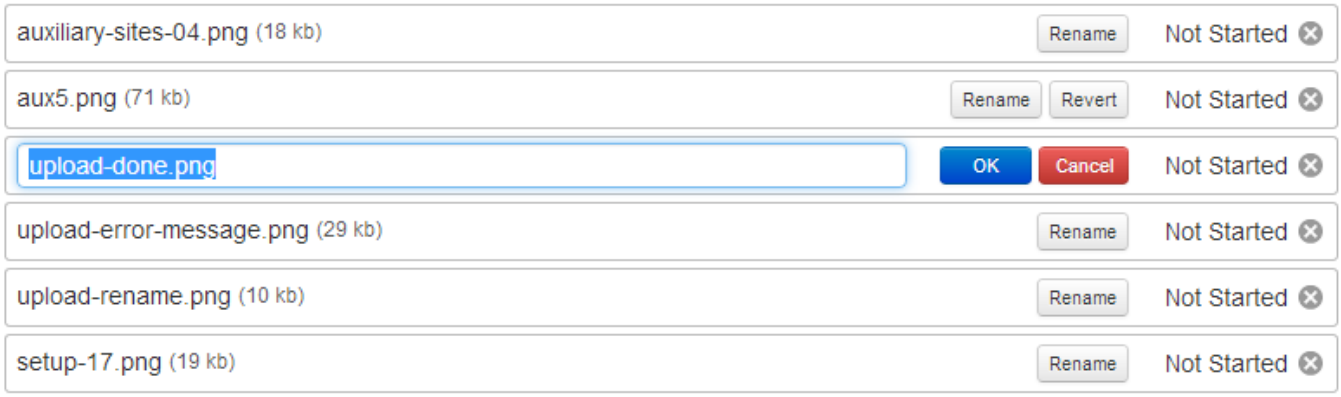
1. As described above, click the Insert/Edit Image tool, and the Browse icon.
2. From the Insert Image dialog, click **Upload**.
3. Drag the file or files to upload from the local computer to the dialog. (Multiple files may be selected and uploaded at one time. On a PC, use Control+Click, Shift+Click, or click and drag to select multiple files. For a Mac, use the Command key to select multiple files.)



4. Alternatively, click the **Add Files** button to browse and select local files.

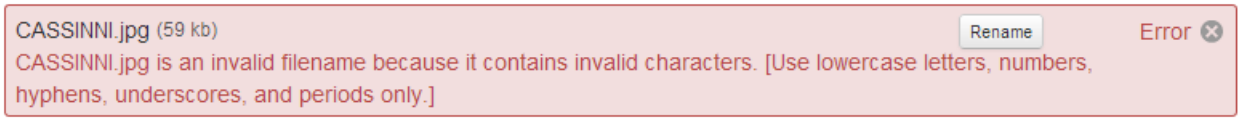


5. If necessary and available, chose an Access Group for the files. This will limit the ability to access the image to insert it on a page from within the WYSIWYG to members of the group.
6. The ability to overwrite files may be enabled and available by clicking the Overwrite checkbox.
7. Files may be renamed at this point by clicking **Rename**, entering the new file name, and clicking **OK**.



Note that after renaming a file, the modification can be reverted by clicking **Revert**.

8. Click **Start Upload** to upload the files.
   During the upload the status is shown as **In Progress**, and when completed, as **Done**. If a file could not be uploaded, which may be the case if it does not follow file naming conventions configured by the site, the status message indicates an error and the file is not uploaded.



9. Click **Close** when finished.

Example of Successful File Upload

Additional Information and Reminders

- The ability to upload files is available for users with permission level of 6 or above. Users with permission level 8 or above have the authority to overwrite an existing file.
- Lower level users (1–5) can be granted the rights to upload through the folder structure in the user's settings. This permission includes Zip Import.
- To import multiple files using only one selection and containing subfolders, use the Zip Import feature.
- Zip Import is available to users Levels 6–8 through the user's settings.
- **Note**: All binary files (images, documents, PDFs) are uploaded directly to the target production server. All editable files (HTML and text) are uploaded initially to the OU Campus staging server and must adhere to any approval process prior to being published to the target production server. Select the appropriate view of staging server or production server in Pages to confirm that files have been uploaded properly.

Decorative Images

Decorative images are images for which no <alt> descriptive image tag is required. Inserting decorative images must be enabled for each site by an administrator. This can be accomplished from Setup > Sites > WYSIWYG Editor > Decorative Images. The default, Disabled, means that the Decorative Image checkbox is not available and that an Image Description must be added. For more information:

Setup Sites > WYSIWYG Editor Panel

Using Decorative Images

Once enabled, the Insert/Edit Image dialog in the WYSIWYG editor allows users to select a checkbox indicating that the image to be inserted is a decorative image and to omit the image description.

Image Editor

Image Editor Overview

The Image Editor allows images to be resized, cropped, rotated, and resized with zoom directly in the OU Campus system. Images can be uploaded and edited all in one operation. The ability to edit an image helps ensure large images are properly resized before being transferred to the web server. Additionally, images can be saved and renamed. Access to the Image Editor is level dependent. Those who can upload files can use the Image Editor to upload images and edit existing images, but cannot overwrite any existing image with the same file name. Those with overwrite permissions are able to replace existing images. The Image Editor can be accessed using the following methods:

- Within the Pages list view by clicking a linked image
- Within the Pages list view by clicking Upload and using Upload and Edit
- While inserting images on a web page using the WYSIWYG Editor > Insert/Edit Image dialog
- When editing or creating a new Web Content Asset, the mini-WYSIWYG Editor > Insert/Edit Image dialog
- While inserting images on a page using the Source Editor

LDP Image Galleries are another way users can add images to a site in the OU Campus system. However, this function is not related to the standard Upload and Edit Image feature and requires that Live Delivery Platform (LDP) be enabled. For information about creating LDP Image Galleries:

Image Galleries

Image file types support by the Image Editor is browser dependent. The following file types commonly used for web pages can be edited and saved with the Image Editor with the most commonly used browsers:

- JPG
- PNG
- GIF
- BMP

For a complete reference of browser support for image formats, see:

http://en.wikipedia.org/wiki/Comparison_of_web_browsers#Image_format_support

Image Editor Restrictions and Requirements

The image size is dependent on two factors, the browser and the amount of memory allocated to the browser by the parent machine. In testing a fairly large image, 13260 x 3955 pixel (27 MB), was used and rendered in 198 ms. Performance of image rendering is dependent upon each individual user's machine and Internet connection. In short, every time a user tries to load an image, large or small, jpeg or any other extension, the image editor relies on the browser to provide the pixel information.

If working with an image that cannot be edited, log out of OU Campus, quit and relaunch the browser. This will free up browser-allocated RAM and may resolve the issue.

If pictures do not update to the edited version in Preview mode, the Image Editor and web browser might be clashing. A browser stores copies of pages of visited pages, then displays these stored files upon the next visit. This way, the browser is not being forced to load the page anew with each visit, which takes more time than viewing a stored copy. This storage of pages is called a cache. However, this cache can sometimes pose a problem when viewing the most updated version of a page is needed. Clear the browser's cache to

ensure viewing of the most recent versions of a page. Reloading or refreshing a page in a browser is usually sufficient and there are more invasive method of clearing all browser data in each browser's settings.

Image Editor Tools

The Image Editor has a predefined set of tools that allow users to customize images as they wish. For more information about the tools available in the Image Editor:

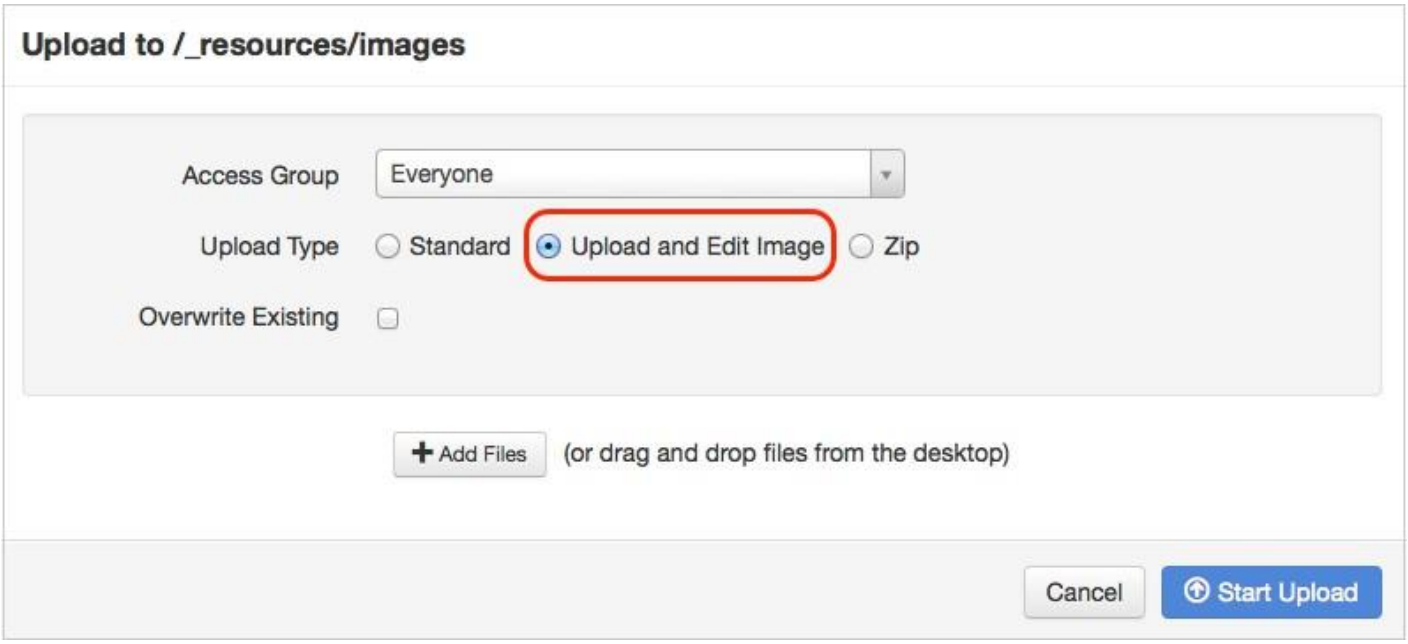
Image Editor Tools

Image Editing on Upload

Images imported into OU Campus can be edited on import. To edit images when importing:

1. Click the **Upload** icon in the **Pages** list view.

2. In the **Upload** dialog, select **Upload and Edit Image**.

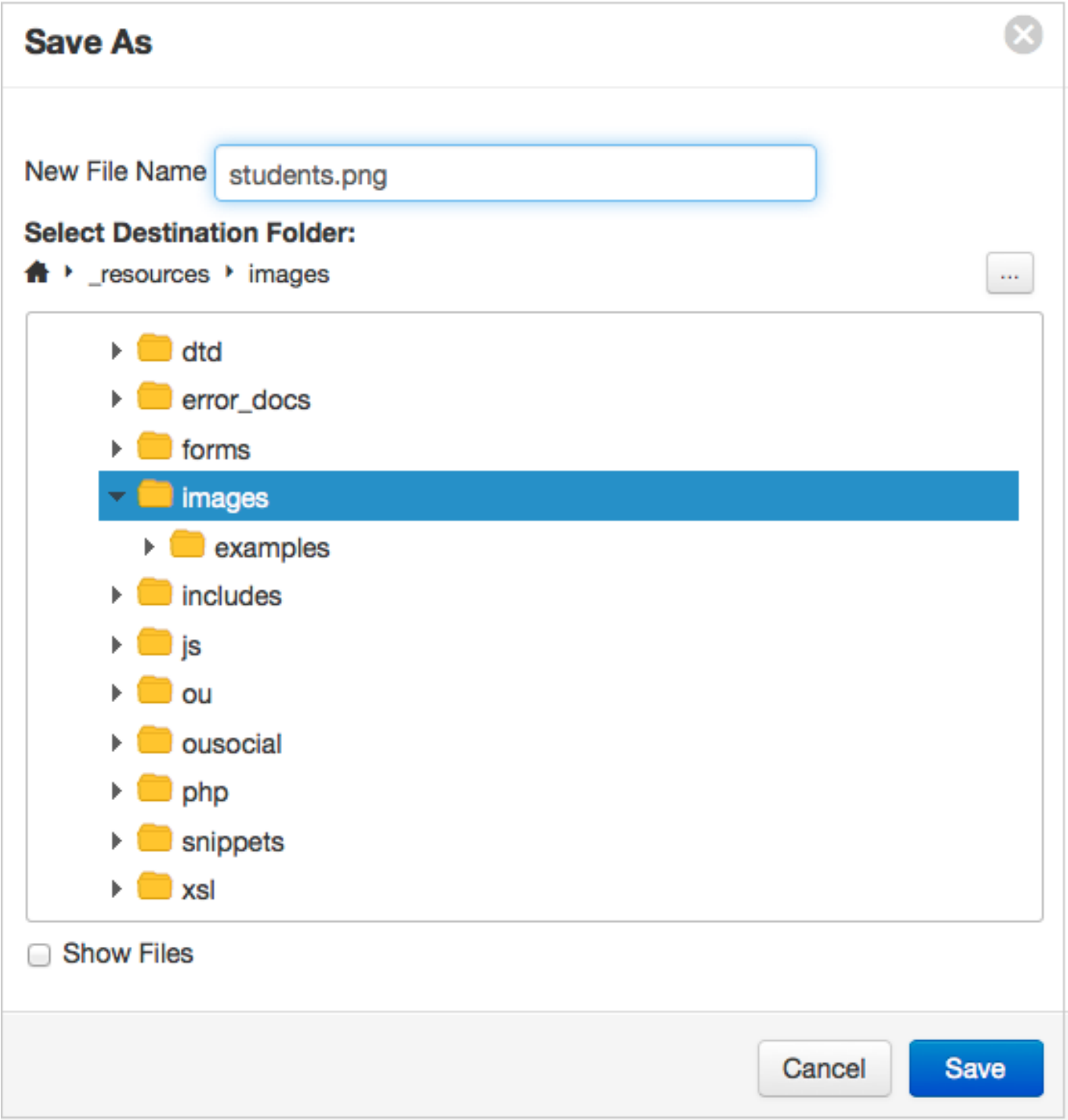


3. This automatically opens the local computer's File Explorer (PC) or Finder (Mac). Locate the file and click **Open**.

4. The image is opened in the **Image Editor** where changes can be made to the file.

5.When all the changes have been made, click **Upload.**

6.A dialog will appear. Enter the **New File Name** for the file, including the extension, and use the browser to **Select Destination Folder**. If needed, select the checkbox for **Show Files**.



7. Click **Save**.

The user is returned to the Pages list view inside the folder where the image was uploaded.

Image Editing from Pages List View

Any image file can be edited from the Pages list view. The image editor can be used to edit images already uploaded to the staging server.

1. Navigate to the **Pages** list view by selecting **Content > Pages** from the global navigation bar.

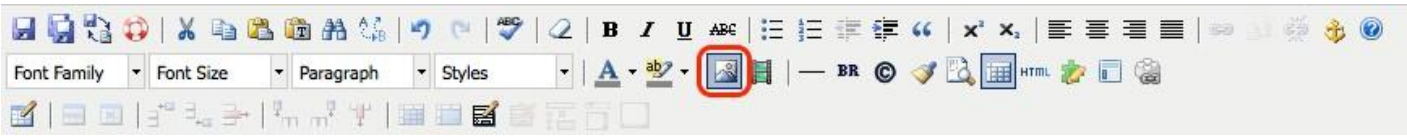
3. Hover over the target row and click **Edit**, or click the hyperlinked image name.

4. The **Image Editor** will open and the image can be modified.

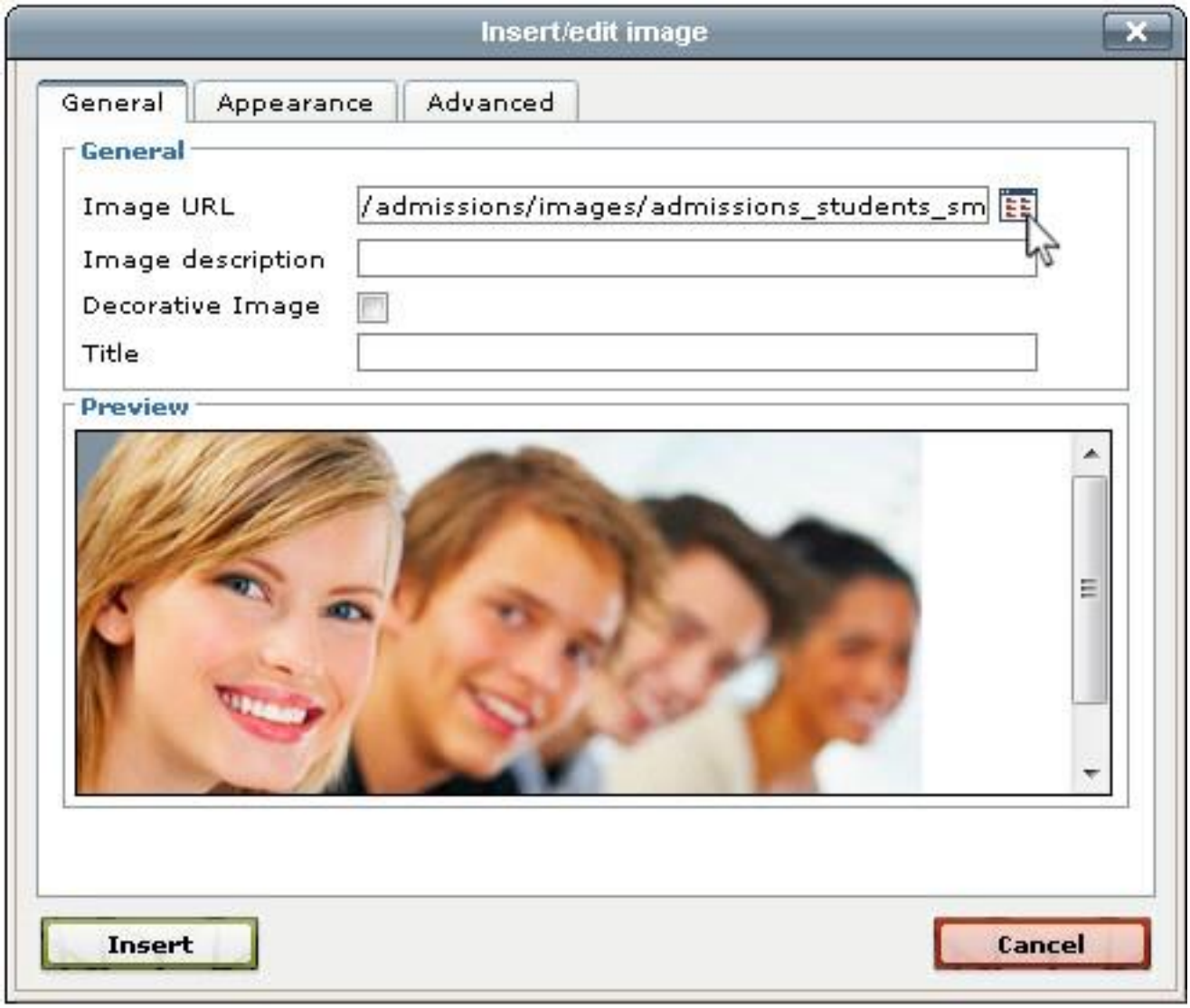
Editing Images in WYSIWYG Mode

To edit any image while using the WYSIWYG editor, click the Insert/Edit Image icon in the WYSIWYG toolbar. Any image can be selected and edited using the Edit Image button in the file selector window. Additionally, users can upload and edit any image from this same window by clicking the Upload button.

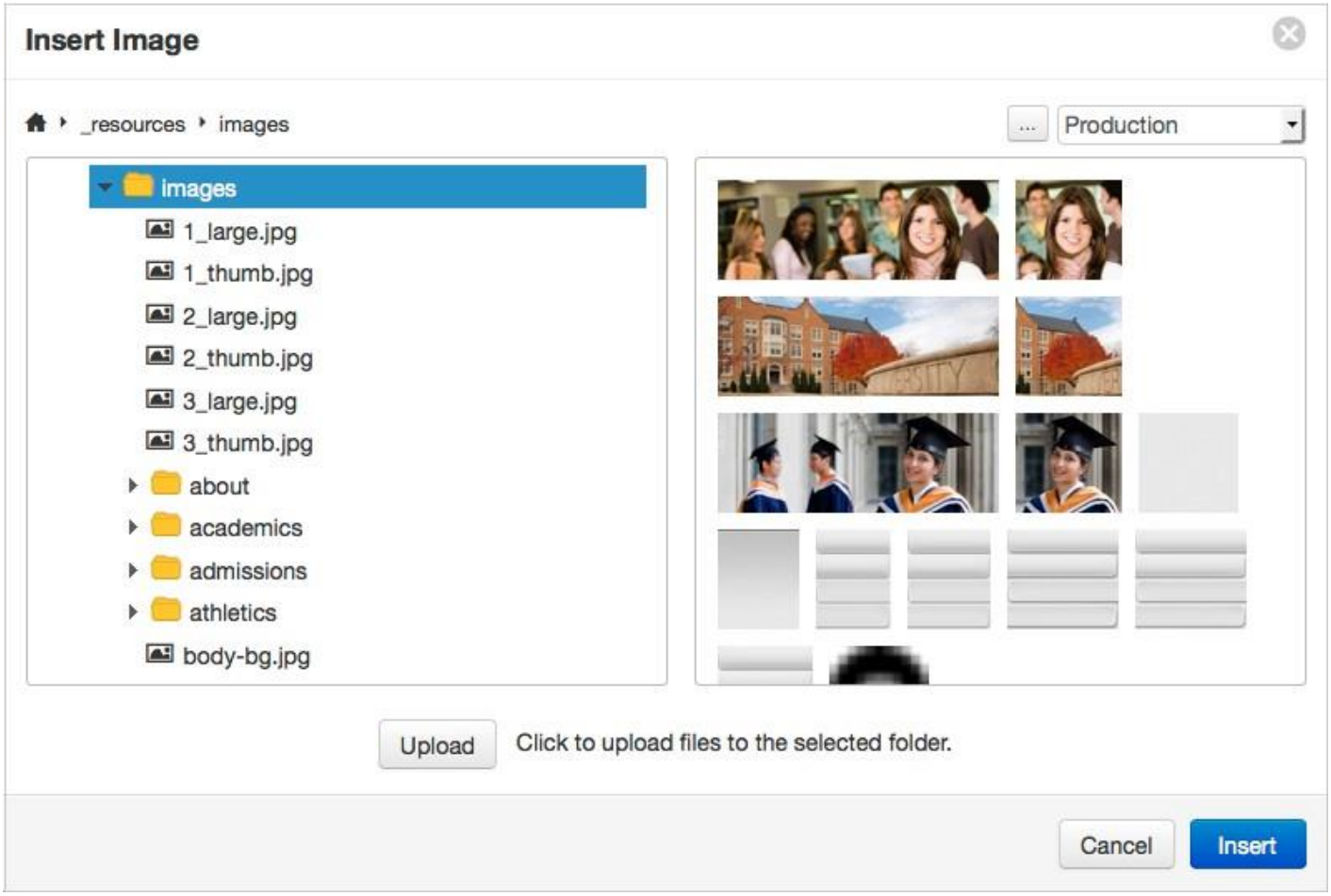
1. Click the **Insert/Edit Image** icon on the WYSIWYG toolbar.



2. Click the **Browse** icon to change or edit an image.



3. Expand a folder or double-click to view thumbnails of all the images contained within that folder. Click a thumbnail to show a preview of just the selected image.



4. Choose one of the following actions:

- Click the **Edit Image** button to edit the file displayed in the **Image Preview** window.
- Click the **Upload** button to open, edit, and upload a file from a local computer.
- Click the **Upload & Edit** button to upload a file from a local computer and start the Image Editor.

Insert/Edit Embedded Media

Insert/Edit Embedded Media Overview

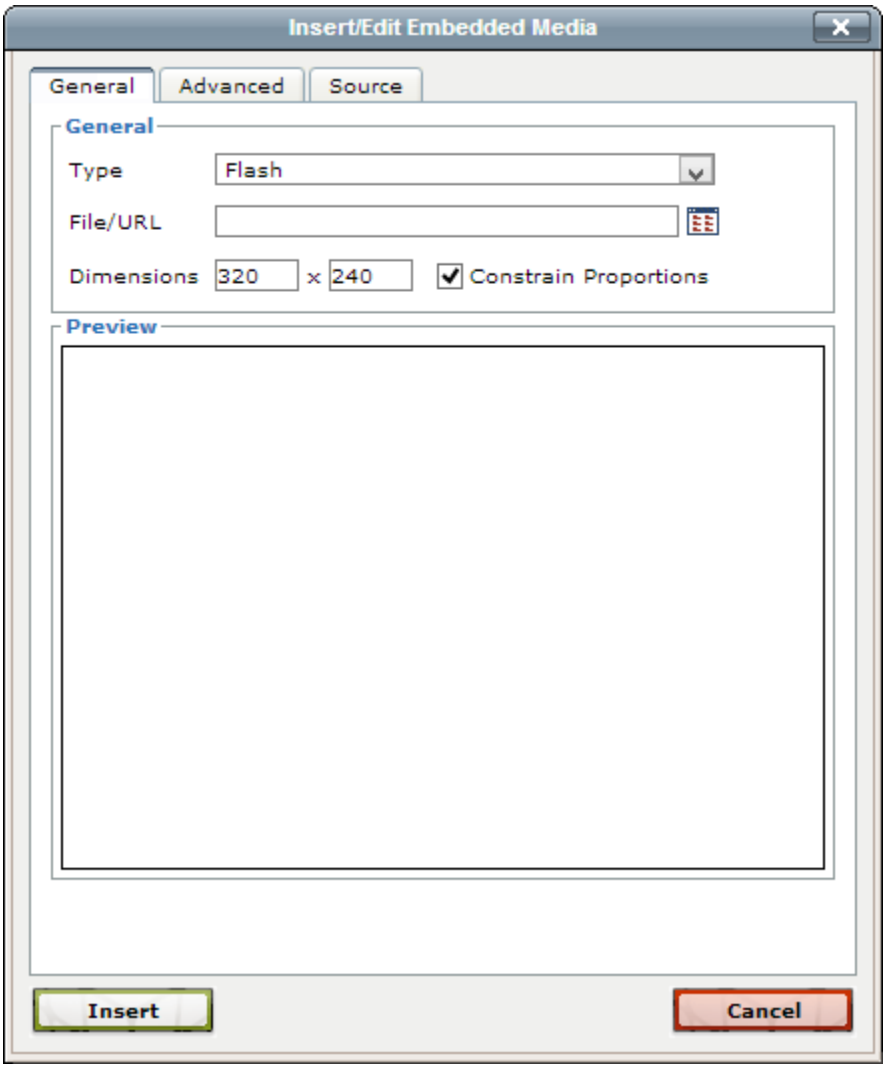
The Insert/Edit Embedded Media button is a tool in the WYSIWYG Editor that allows users to include video on a page and can be accessed from any page so long as the file is checked out to the user. Users can add media from both external sources, as well as uploading files directly to OU Campus. To access the Insert/Edit Embedded Media button, select Content > Pages from the global navigation bar and open any page for editing. When the user clicks Insert/Edit Embedded Media, a dialog opens which includes the following elements:

- **General Tab:** This tab allows users to upload the file and change basic metadata information about the file.
- **Advanced Tab:** Allows users to further customize the settings which affects both how the file is rendered and how it will be imported.
- **Source Tab:** Provides a source code view of the selected media.

General Tab

The General Tab of the Insert/Edit Embedded Media dialog allows users to upload video files and change basic metadata information about the file. Currently, users can select from HTML5 Audio, HTML5 Video, Flash, Transcode It, Quicktime, Shockwave, Windows Media, Real Media, and Iframe as the desired file types. When a user opens the General tab, the following elements are displayed:

- **Type:** This drop-down menu allows users to select the type of file they will be importing.
- **File/URL:** Users browse for the file on their desktop using this parameter.
- **Dimensions:** Allows users to edit the dimensions of the file and how it will render on the page.
- **Preview:** Displays a preview of the file that is being imported.

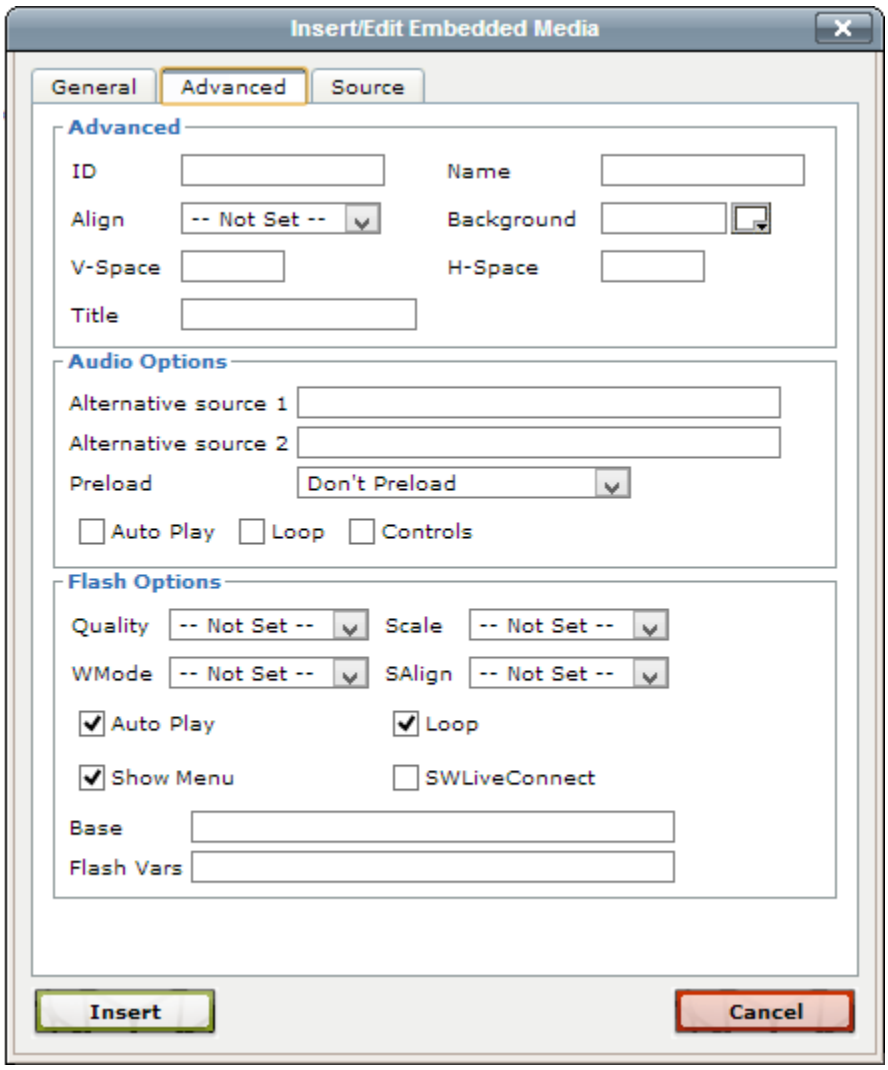


Advanced Tab

The Advanced tab of the Insert/Edit Embedded Media dialog allows users to further customize the settings which affects both how the file is rendered and how it will be imported. The Advanced tab is broken down into three sections -- Advanced, Audio Options, and a third section that displays options specific to the file type that is currently selected for importing. When a user selects the Advanced tab, the following elements are displayed:

- **ID:** Users can attach an ID that can be used as reference in the source code that will help easily identify the content.
- **Name:** Allows users to create a name for the video.
- **Align:** Users can change the alignment of the video from the available drop-down menu. The alignment feature helps the system identify where the video will render once it is added to a page. Users can align to Top, Bottom, Left, or Right.
- **Background:** Users can change the background color of the video either by typing in a hex value into the available text field or selecting the color from the color chooser.
- **V-Space:** Allows users to manually set the video's vertical spacing.
- **H-Space:** Allows users to manually set the video's horizontal spacing.
- **Title:** Allows users to add an optional metadata title.

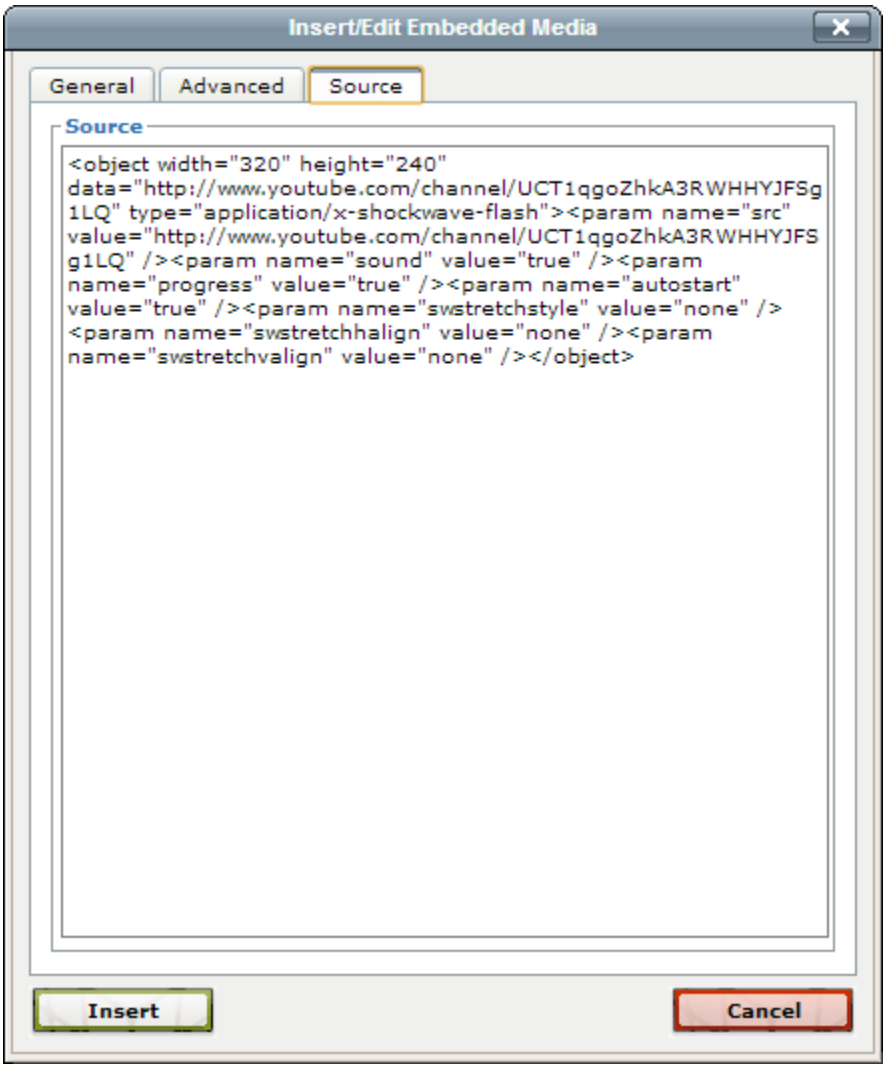
- **Alternative Source 1:** As this is an audio option, users define an external source to overwrite the current audio of the file.
- **Alternative Source 2:** An additional external audio source can be added with this option.
- **Preload:** Allows users to choose whether the audio for the video is preloaded using the available drop-down menu.
- **Auto Play:** Synchronizes the audio with the video at the initial start operation.
- **Loop:** Puts the audio track on a continuous and repeating loop.
- **Controls:** Gives users additional controls.



The third section's options will vary depending on the file type selected in the General tab of this dialog. These options usually pertain to the specific file type's video settings, and allows users include java elements or control parameters such as the video's volume.

Source Tab

The Source tab of the Insert/Edit Embedded Media dialog provides users a preview of the media's source code as it would appear inserted onto a page. Users can also copy and paste this code into a PCF file to have the media permanently embedded in the template. When users select the Source tab, the following elements are displayed:



Uploading Embedded Media from the WYSIWYG

Embedded media can be inserted either from an external source or directly from within the OU Campus system. If users wish to insert embedded media from within OU Campus, they must first upload the files. Users can not only upload from the Pages list view, but also directly from the WYSIWYG Editor. To upload embedded media from the WYSIWYG Editor:

1.Navigate to the **Pages** list view by selecting **Content > Pages** from the global navigation bar.

2. Choose the target page and open an editable region on the page to display the WYSIWYG Editor.

3. Click the **Insert/Edit Embedded Media** tool and click **Browse**.

4. Navigate to the directory to which the media should be uploaded and click **Upload**.

5.Select the **Access Group** and if necessary choose to **Overwrite Existing**. To add files from the local drive or server, click **Add Files** or simply drag and drop the files into the **Upload** dialog.

6. Click **Start Upload**.

7. Click **Insert** to choose the file and return to the **Insert/Edit Embedded Media** tool in the WYSIWYG.

Inserting Embedded Media from OU Campus

To insert embedded media files from within the OU Campus system.

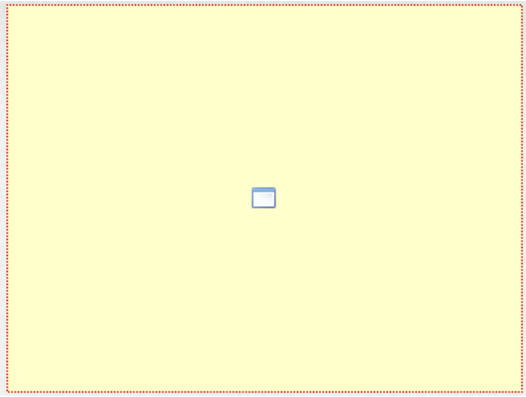
1.Navigate to the **Pages** list view by selecting **Content > Pages** from the global navigation bar and upload the file to the directory chosen by the user using the **Upload** button.

2.From the **Pages** list view, select the target content to be edited and open an editable region to display the WYSIWYG Editor. From the WYSIWYG Editor, click the **Insert/Edit Embedded Media** icon.

3.Browse for the file by clicking the **Browse** icon in the **File/URL** parameter in the **General** tab. If browsing for media in the file chooser, navigate to and click the desired file, similarly to browsing for images. Supported video types can also be uploaded based on permissions.

8. Click on **Insert**.

The media does not render within the WYSIWYG Editor. Instead a yellow placeholder box the size of the intended media is displayed. Once the page is saved, the video renders in the preview.



The WYSIWYG Editor uses the XHTML schema to validate the content when saving. In the case of an <iframe>, the "name" attribute is deprecated for XHTML, and is removed. Instead, try using the ID attribute, or id="iframename".

There are a few reasons why a video may not render:

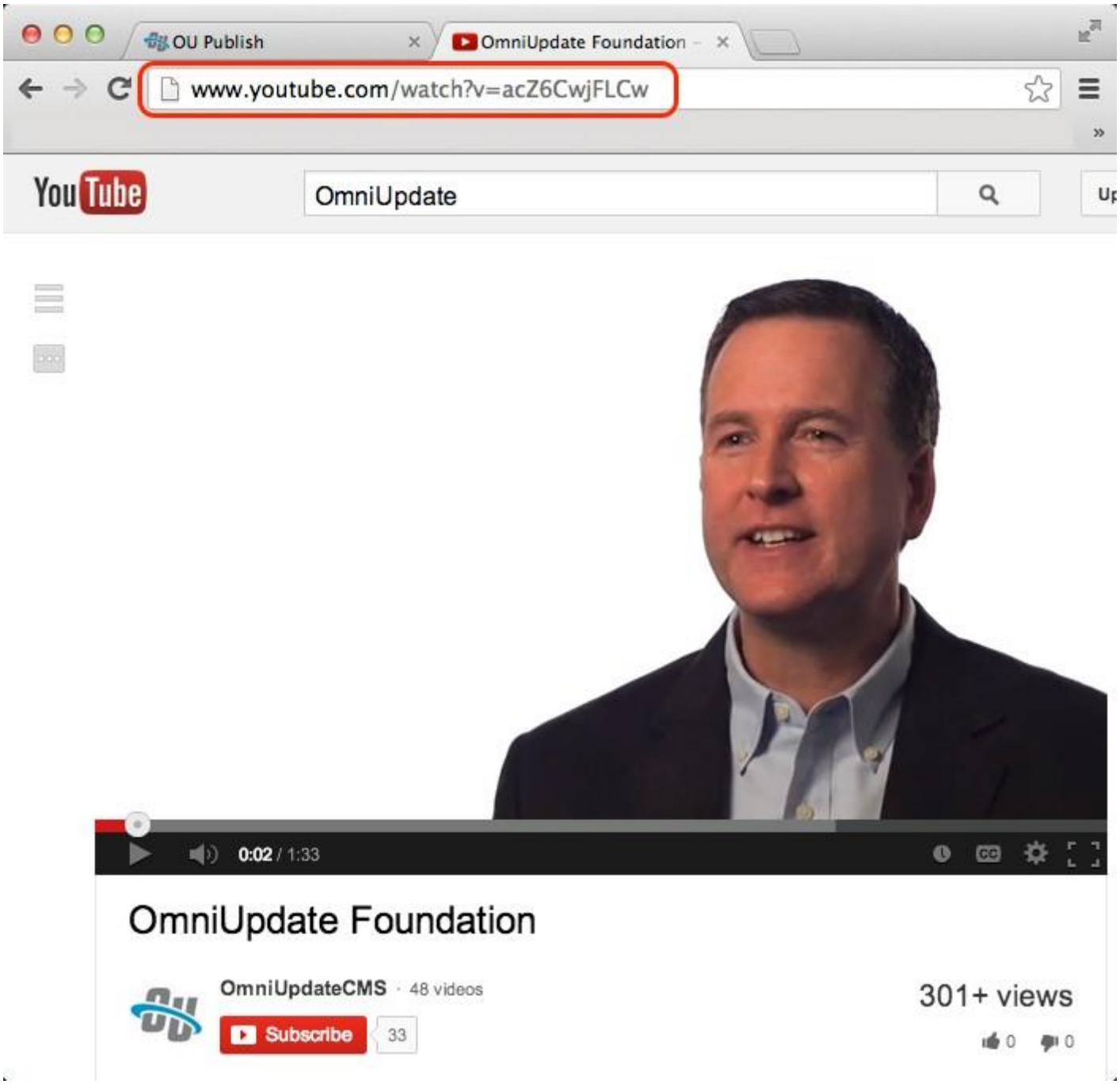
- The browser used to view the page does not have the correct plugin.
- The type of media specified is incorrect for the media. Make sure the video appears in the Preview screen inside of the Insert/Edit Embedded Media window.
- The video file has an incorrect or invalid file extension.

Inserting Embedded Media from an External Source

In addition to uploading embedded media files to OU Campus and inserting them with the WYSIWYG Editor, users can also insert embedded media files from external sources, such as Youtube or other similar video-sharing services.

1. Locate the video on an external video sharing service such as Youtube.

2. Copy the URL for the video from the top address bar.



3.Return to the page in OU Campus where the video should be placed, and place the cursor at the location where the video should be displayed.

4. Click on the **Insert/Edit Embedded Media** icon in the WYSIWYG toolbar.

5. Paste the file's URL into the **File/URL** box.

6. Fill out the necessary fields in the **General** and **Advanced** tabs.

7. When complete, click **Insert**.

Toolbar Row 3

Toolbar Row 3 Overview

The available tools on the third row of the toolbar are those available for inserting and editing tables and forms within the WYSIWYG Editor. For both tables and forms, the additional features are available after the initial table or form has been inserted on the page. Place the cursor within the element and the editing tools will become available.

In addition to the Insert/Edit Table tool, other table editing functions include those for defining the properties for table cells and rows, and for inserting and deleting rows and columns.

As with other functionality, right-clicking within a table provides a shortcut menu for table editing and formatting.

Example of Shortcut Menu

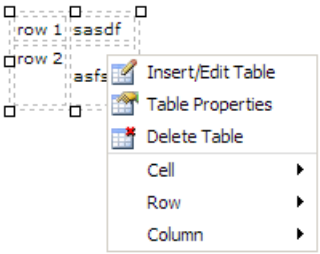


Table Tools

Icon	Tool	Description
	Insert/Edit Table	To insert a table, position the cursor then click the Insert/Edit Table icon. The Insert/Edit Table dialog includes several fields that can be used to define the table including: • Columns: Number of columns in table • Rows: Number of rows in table • Cell Padding: Padding around cells • Cell Spacing: Spacing between cells • Alignment: The alignment of the content within the cells • Border: Thickness of the border around the cells • Width: Width of table • Height: Height of the table • Class: A class defining the styling of the table

Icon	Tool	Description
		• Table Caption: Choose whether or not to have a caption above the table Fill in table details, then click OK to insert table, or click Cancel to return to the editor. For more information about tables: • Insert/Edit Table • General tab • Advanced tab
	Table Row Properties	Edit the alignment, background color and several other properties of the rows of the table.
	Table Cell Properties	Edit the alignment, background color and several other properties of the cells of the table.
	Insert Row Before	To insert a row above another row, click inside the row cell the new row is to precede, then click the Insert Row Before icon.
	Insert Row After	To insert a row below another row, click inside the row cell the new row is to follow, then click the Insert Row After icon.
	Delete Row	To delete a row, click inside the row to be removed, then click the Delete row icon.
	Insert Column Before	To insert a column before another column, click inside the column cell the new column is to precede, then click the Insert Column Before icon.
	Insert Column After	To insert a column after another column, click inside the column cell the new column is to follow, then click the Insert Column After icon.

Icon	Tool	Description
	Delete Column	To delete a column, click inside the column to be removed, then click the Delete Column icon.
	Split Merged Table Cells	To split cells that have previously been merged, select the cell then click the Split Merged Table Cells icon.
	Merge Table Cells	To merge cells, highlight the cells to be merged, then click the Merge Table Cells icon.

Form Tools

The Form tools build the client interface for the form. The site developer will need to provide the server side form processing code. The form tools available from within the WYSIWYG are not the same as the Form Asset provided with the Live Delivery Platform product: Live Delivery Platform Forms.

Icon	Tool	Description
	Insert/Edit Form	Create or edit the form. When creating a new form, set all attributes needed for the form to function properly.
	Delete Form	Highlight the form for deletion and click the Delete Form icon.
	Insert/Edit Input Element	Insert or modify input field such as checkboxes, icons, or events.
	Insert/Edit Select Element	Insert or modify selection drop down elements.
	Insert/Edit Textarea Element	Insert or modify textarea elements.

For more information about forms, see the Forms Tutorial or Forms Reference.

Rename

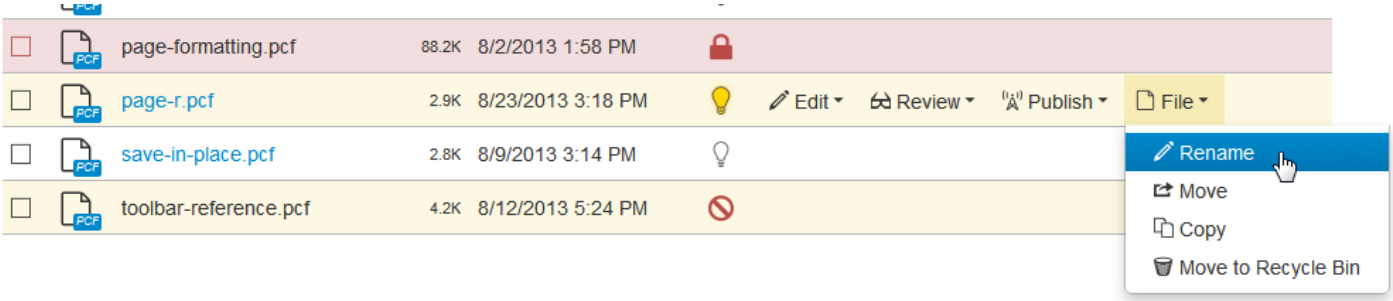
Rename Overview

Rename allows for the renaming of files. The file is renamed on the staging and the production server. Users assigned to Levels 8, 9, and 10 have the ability to rename files, and Level 8 users can only rename files to which they are assigned access rights. It is important to note that files renamed on the staging server change the associated files on the production server, but files renamed on the production server do not change the file name on the staging server.

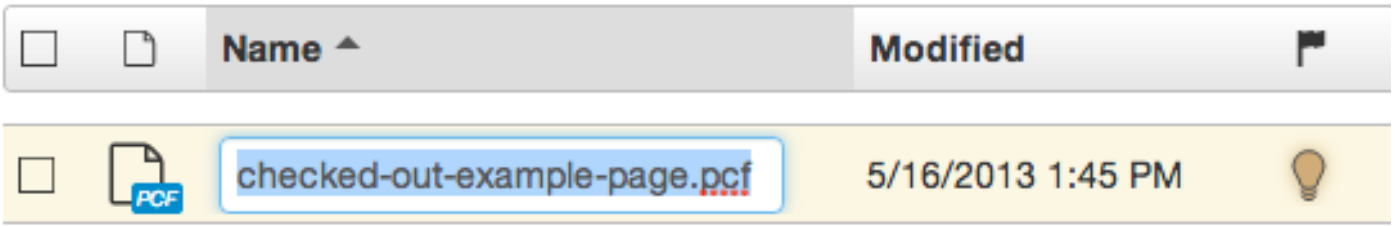
Renaming a File

A file can be renamed from the Pages list view by hovering and from the File menu, selecting Rename. Note that a file does not have to be checked out to be renamed.

1. To rename a file, navigate to the **Pages List** view, hover over the desired file, and from the **File** menu, click **Rename**.



2. Input the new file name.



3. When the new name has been inputted, click away from the box or press the **Enter** key.

While some extensions can be changed, PCF file types cannot. Likewise, a file extension cannot be changed to PCF.

Note: Renaming a file changes its name on both the staging and production servers. As well, if Dependency Manager is enabled, a prompt will appear when renaming a file indicating how many pages will need to be republished should the rename process be completed. To continue, click OK. This will republish the page based on the current version of the page on the live production server with the new dependency links. If changes have been made but not published to the live site, those changes will still not be published to the live production server but will be available in OU Campus and still saved on the staging server. This includes any versions. For more information about dependency manager, see:

Dependency Manager

Copy

Copy Overview

The Copy function can be used to copy one or more pages or files. Copying a file automatically renames the copy by appending a number. Only users assigned to levels 8, 9, and 10 can copy files, and level 8 can only copy files to which they are assigned access rights. It is also important to note that copying files and folders can only occur on the staging server. Copies cannot be made of assets.

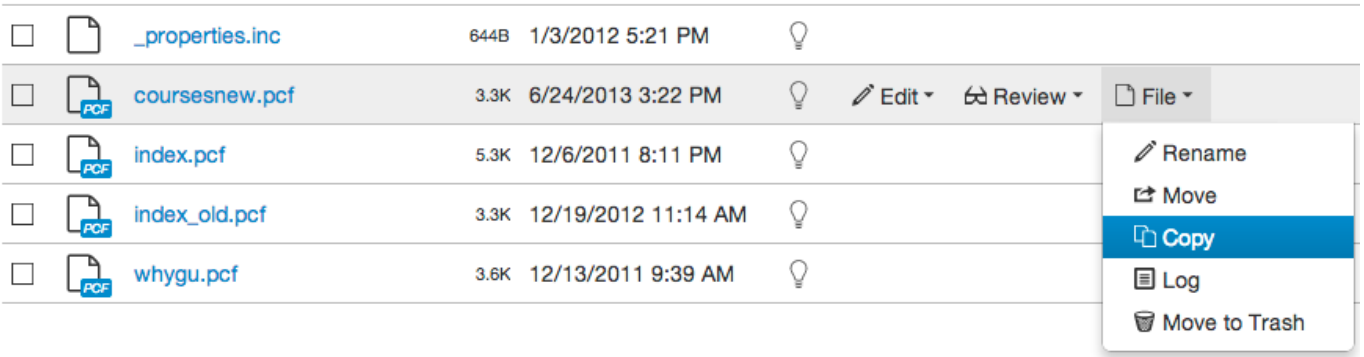
Copying a Single File

A file can be copied from the Pages list view by hovering and from the File menu, selecting Copy, by selecting the checkbox adjacent to a file, or by using the drag-and-drop feature. The location to copy to can be browsed to or entered manually. Additionally, an option can be selected to show the files in a directory. Note that a file does not have to be checked out to be copied, and can be copied when it is checked out to another user or when it has a scheduled action associated with it.

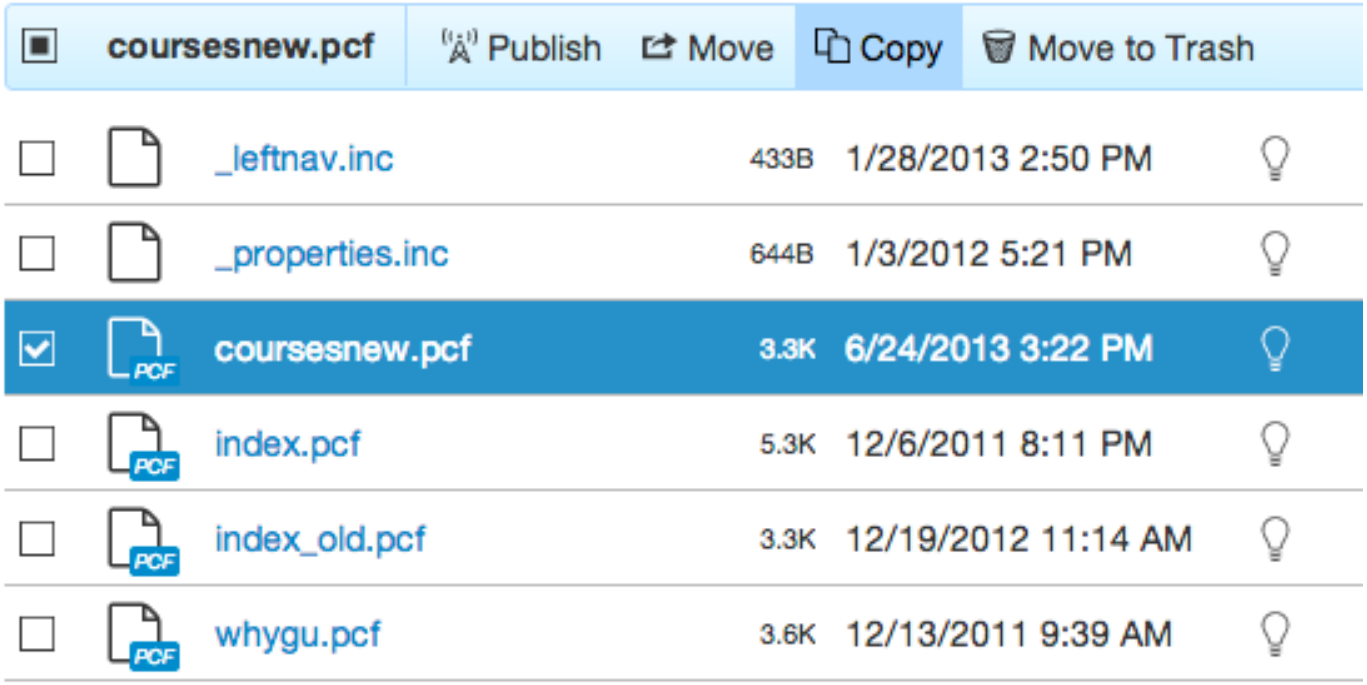
Copying a File from the Pages List View

1. To copy a file do one of the following:

- From the **Pages List** view, hover and from the **File** menu select **Copy**.

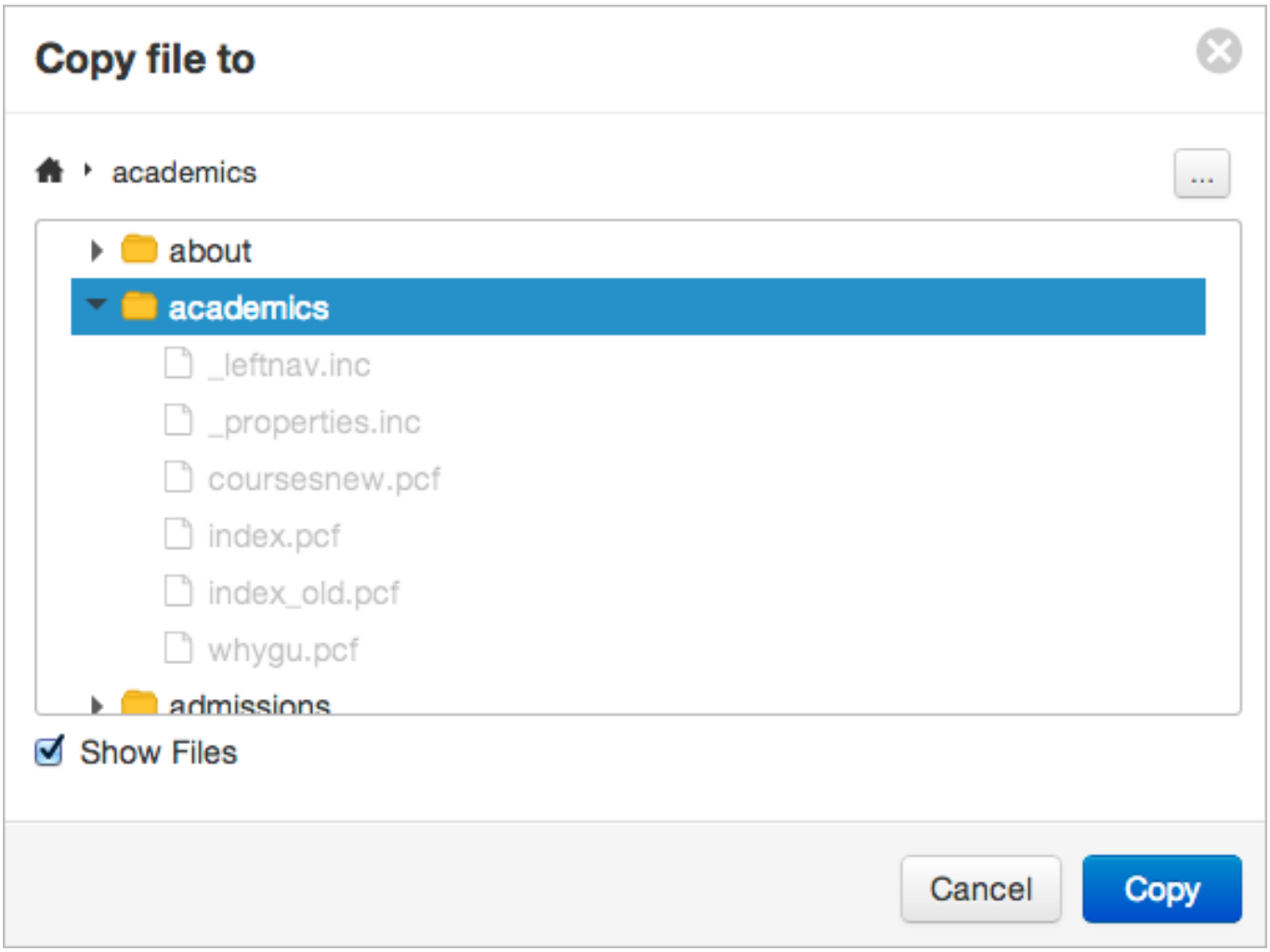


- From the **Pages List** view, select the checkbox for a file and from the top row click **Copy**.

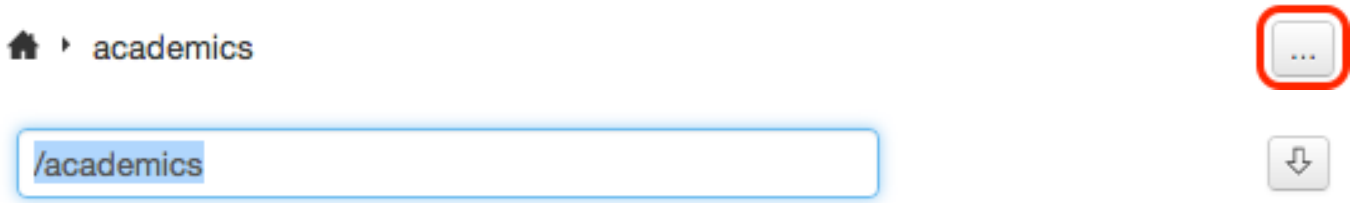


2. From the dialog box, browse to the directory path to which to copy.

- Click the triangle next to a directory to show subdirectories.
- Click the **Show Files** checkbox to view the files within directories.



- Alternatively, click the **Ellipsis** button to manually enter the path.

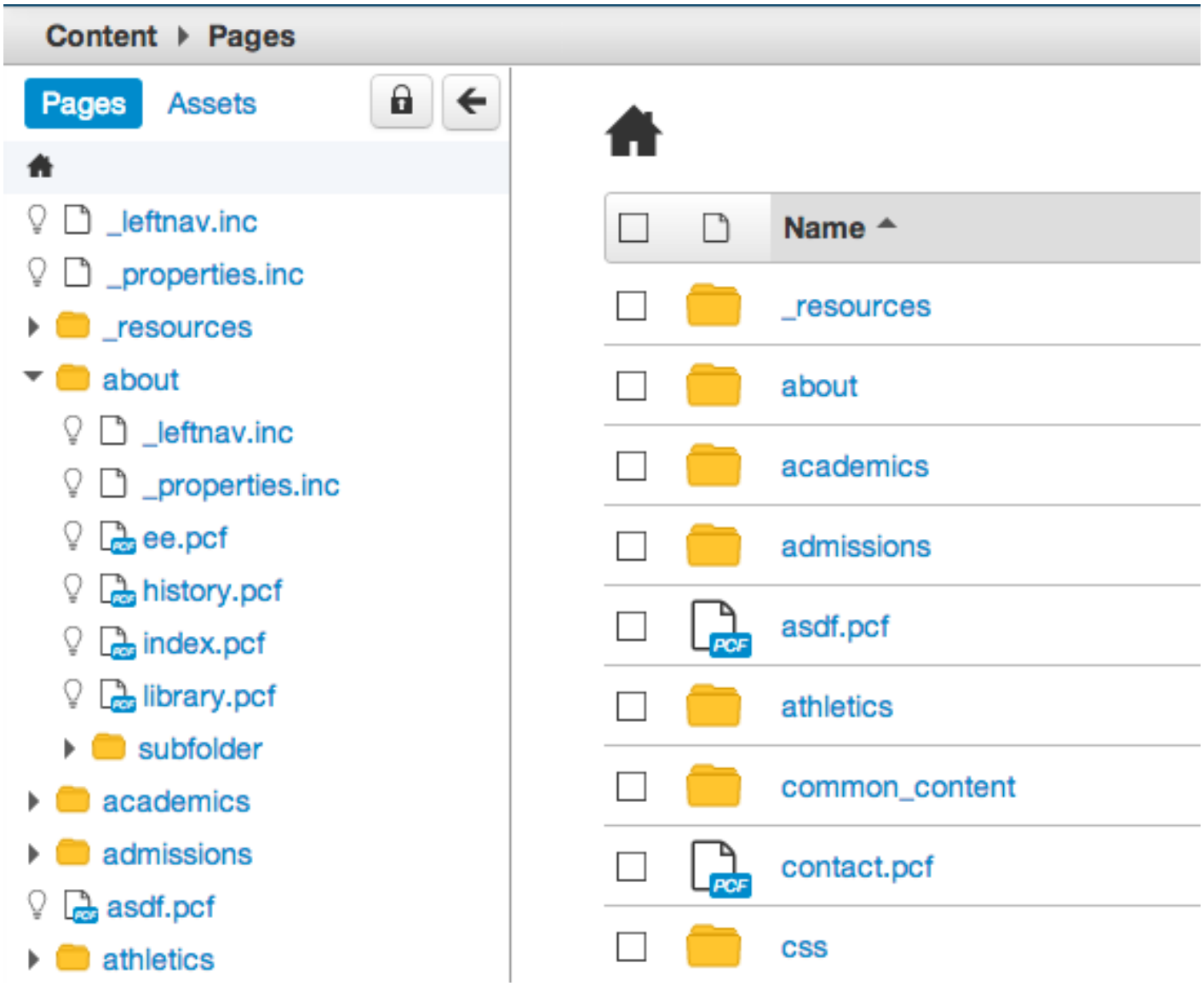


Copying a File by Drag and Drop

A file may be copied by dragging the file from the File Navigation to the desired location in the main content area.

1.Navigate to the appropriate directory for the file to be copied to in the **Pages List** view.

2.Expand the **File Navigation** using the folder button in the top left of the screen, and locate the file to be copied.



3.Holding **Control** (PC) or **Option** (Mac), drag the file from the File Navigation into the main content area to where the file should be copied.

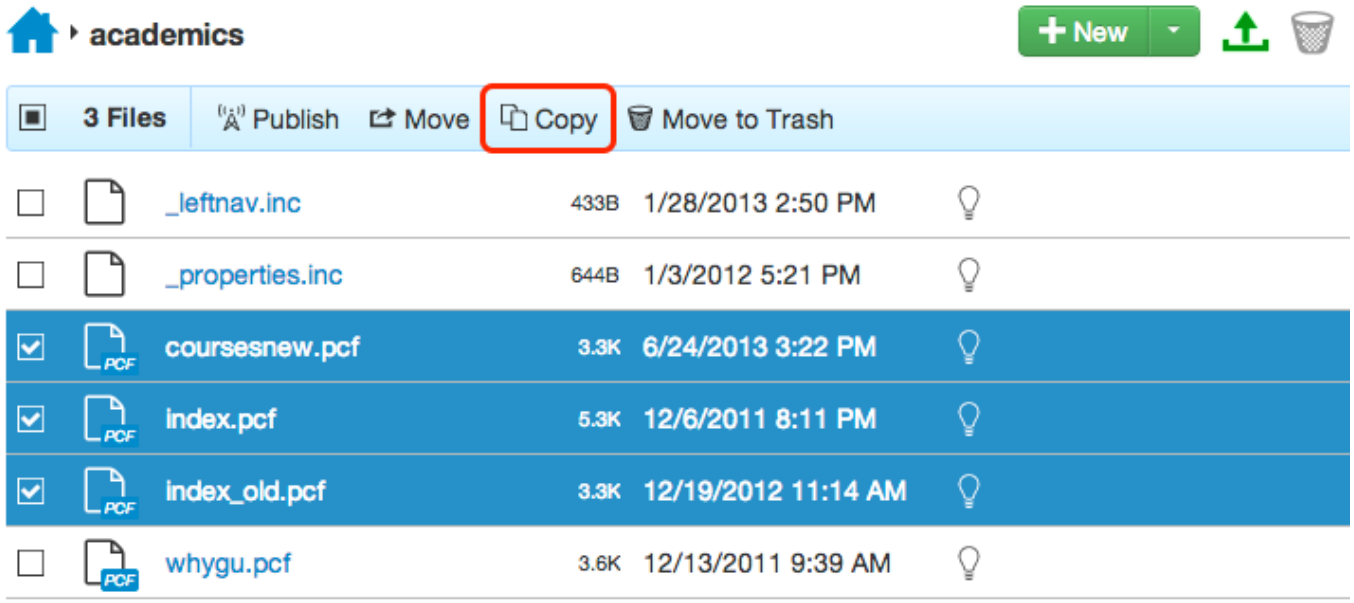
4. A confirmation dialog will appear. Click **Copy**.

Copying Multiple Files

Multiple files can be copied in the same action by selecting the checkboxes found to the left of each file, and then the Copy button at the top of the page list. All files within a directory may be selected at one time by clicking the checkbox at the top of the list. The location to copy to can be browsed to or entered manually. Additionally, an option can be selected to show the files in a directory. Note that files do not have to be checked out to be copied, and can be copied when they are checked out to another user or when they have a scheduled action associated with it.

1. To copy multiple files at one time do one of the following:

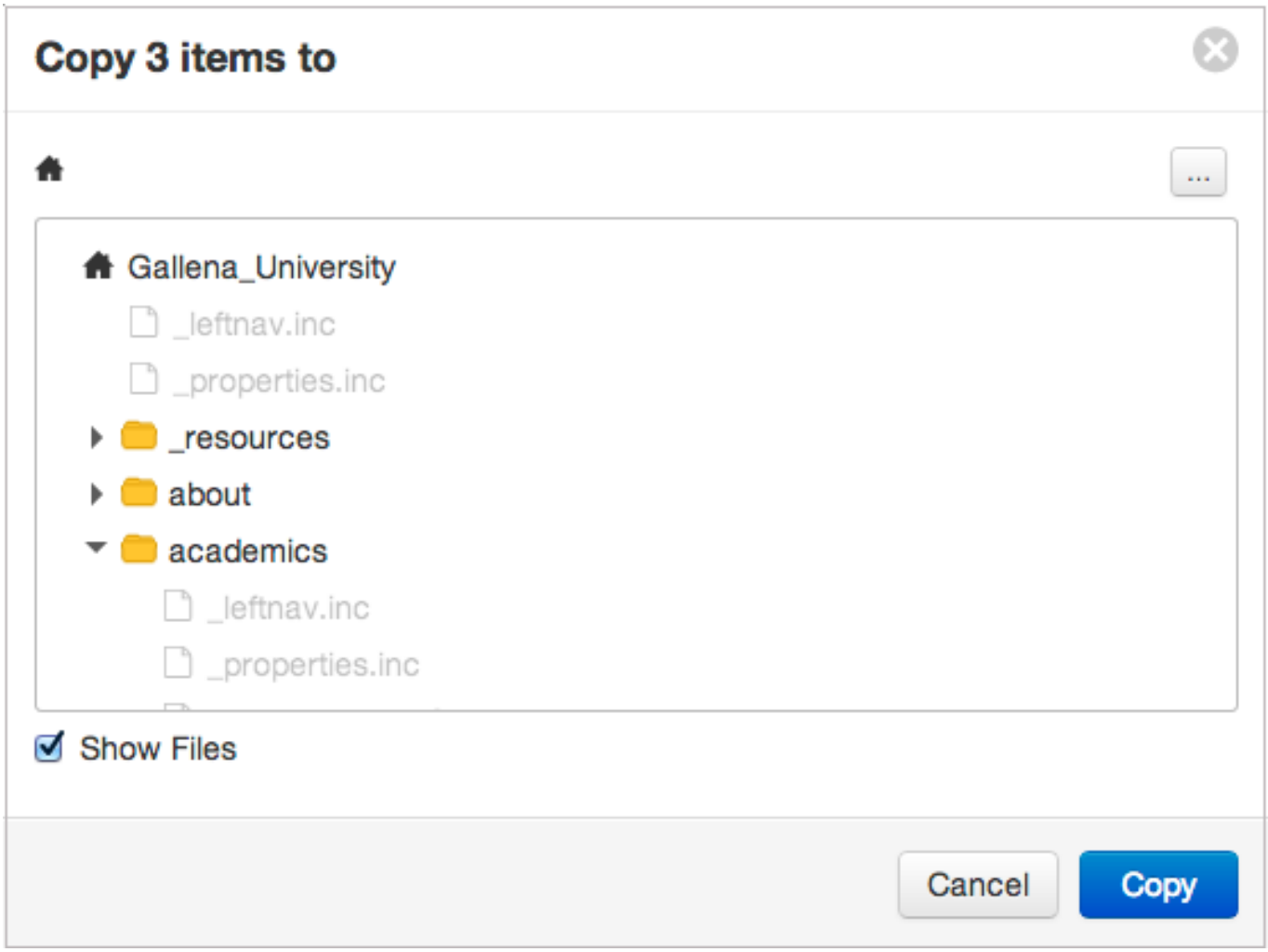
- Select the checkbox at the top of the list to select all files, files can be deselected individually by clicking the checkbox for a file.
- From the **Pages List** view, select the checkbox for each file to be copied and from the top row click **Copy**.



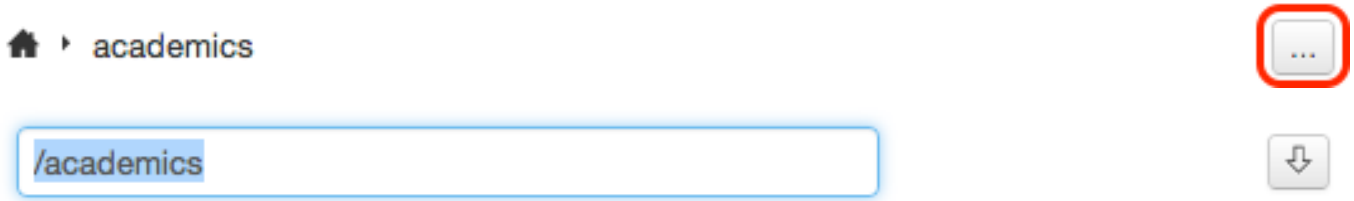
2. From the dialog box, browse to the directory path to which to copy.

- Click the triangle next to a directory to show subdirectories.

- Click the **Show Files** checkbox to view the files within directories.



- Alternatively, click the **Ellipsis** button to manually enter the path.



3. When the location has been selected, click **Copy**.

Move

Move Overview

The Move function allows for the moving of one or more files at a time. Only users assigned to levels 8, 9, and 10 can move files, and a Level 8 user can only move files to which they are assigned access rights. It is also important to note that moving files and folders will move them on both the staging and production servers. If a page or file has not been published, it will only be moved on staging. If Multi-Target Publish is in affect, the files are moved to any target to which it has been published.

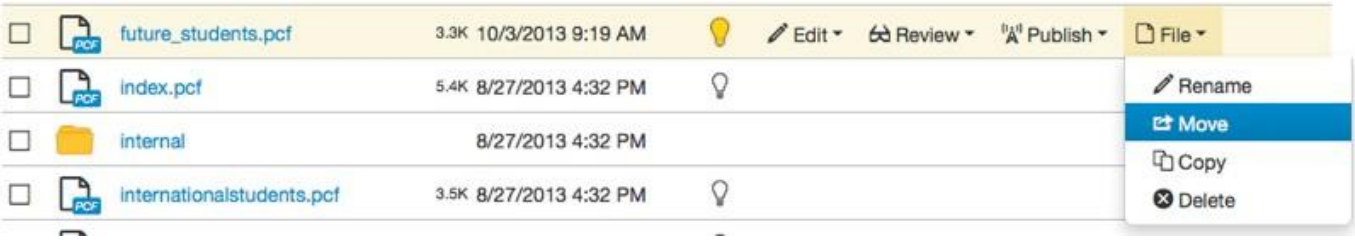
Moving a Single File

A file can be moved from the Pages list view by hovering over the desired file and from the File menu, selecting Move, by selecting the checkbox adjacent to a file, or by using the drag-and-drop feature. The location to move to can be browsed to or entered manually. Additionally, an option can be selected to show the files in a directory. Note that a file does not have to be checked out to be moved.

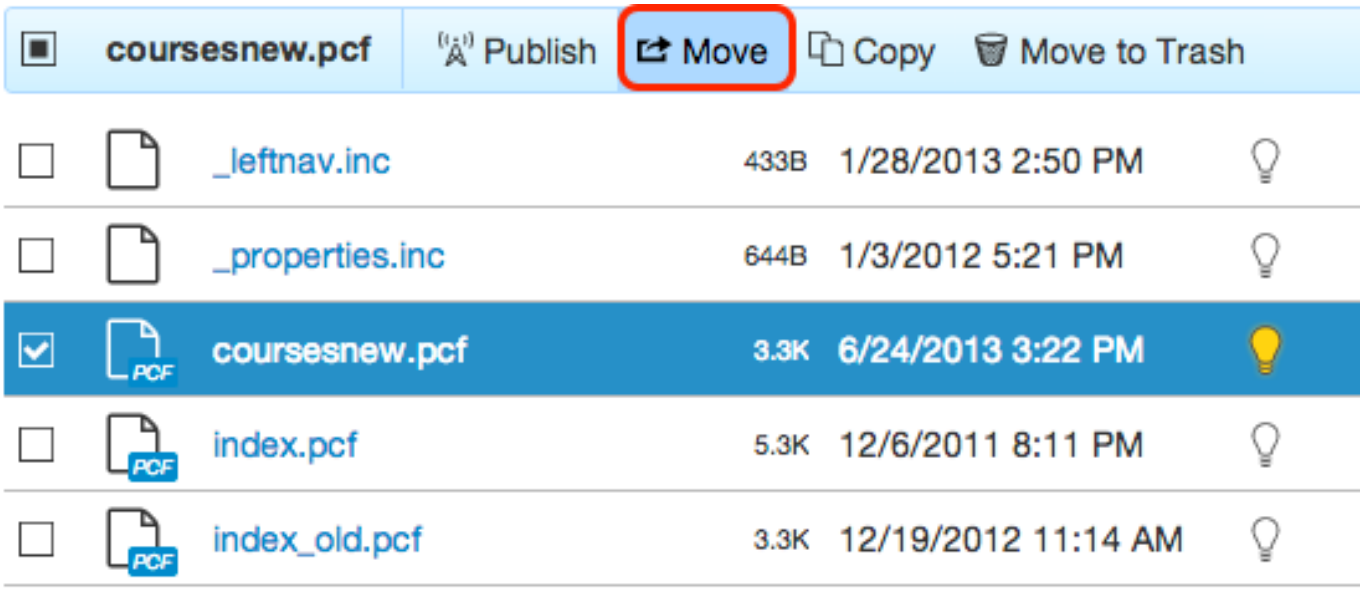
Moving a File from the Pages List View

1. To move a file, do one of the following:

- From the **Pages List** view, hover over the desired file and from the **File** menu select **Move**.

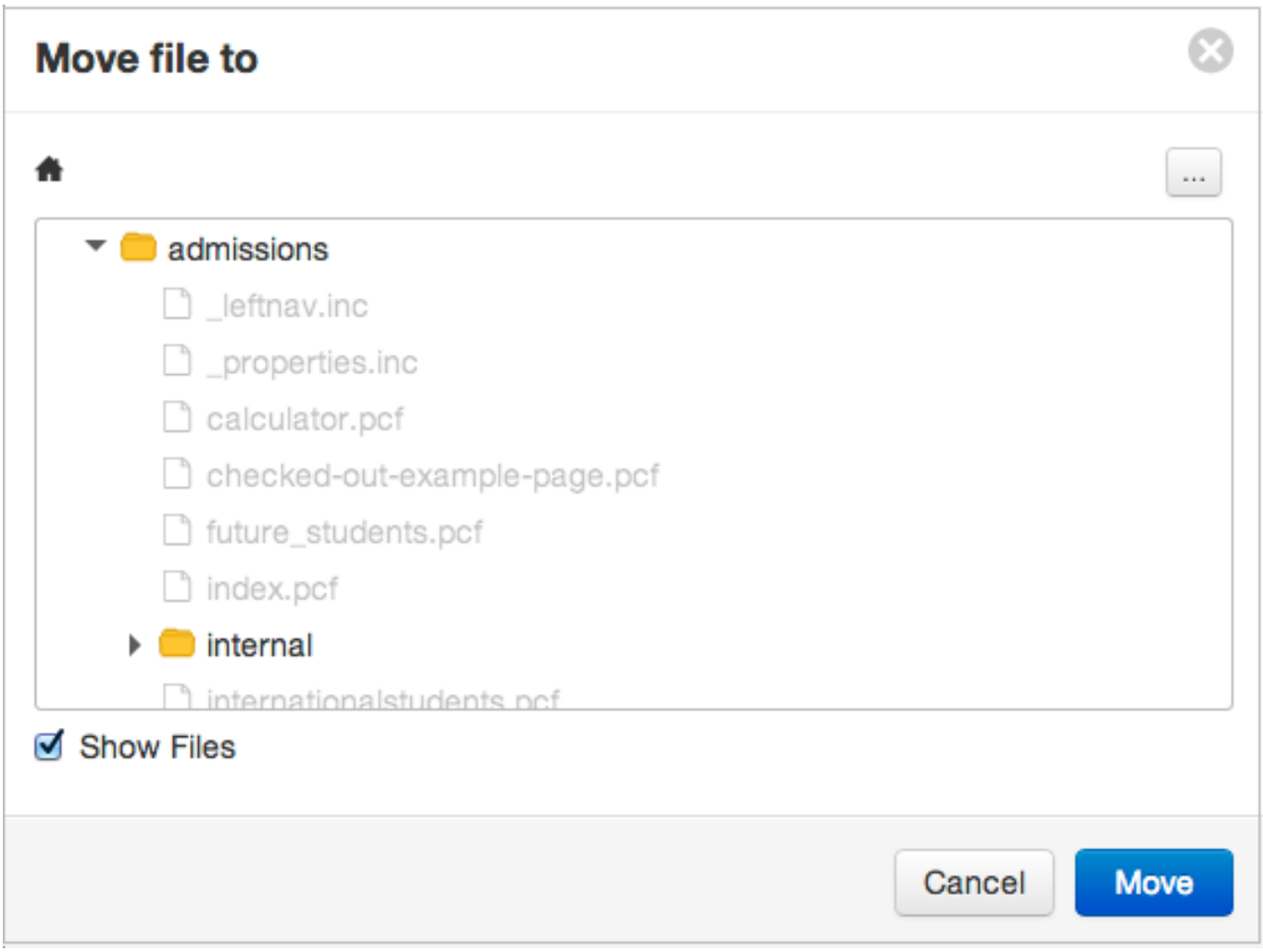


- From the **Pages List** view, select the checkbox for a file and from the top row click **Move**.

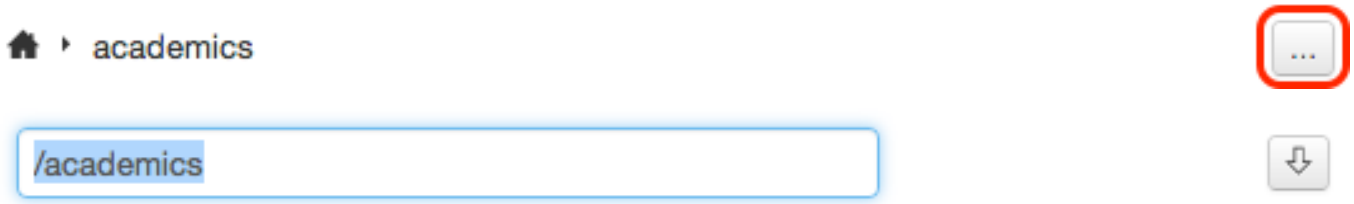


2. From the dialog box, browse to the directory path to which to move.

- Click the triangle next to a directory to show subdirectories.
- Click the **Show Files** checkbox to view the files within directories.



- Alternatively, click the **Ellipsis** button to manually enter the path.



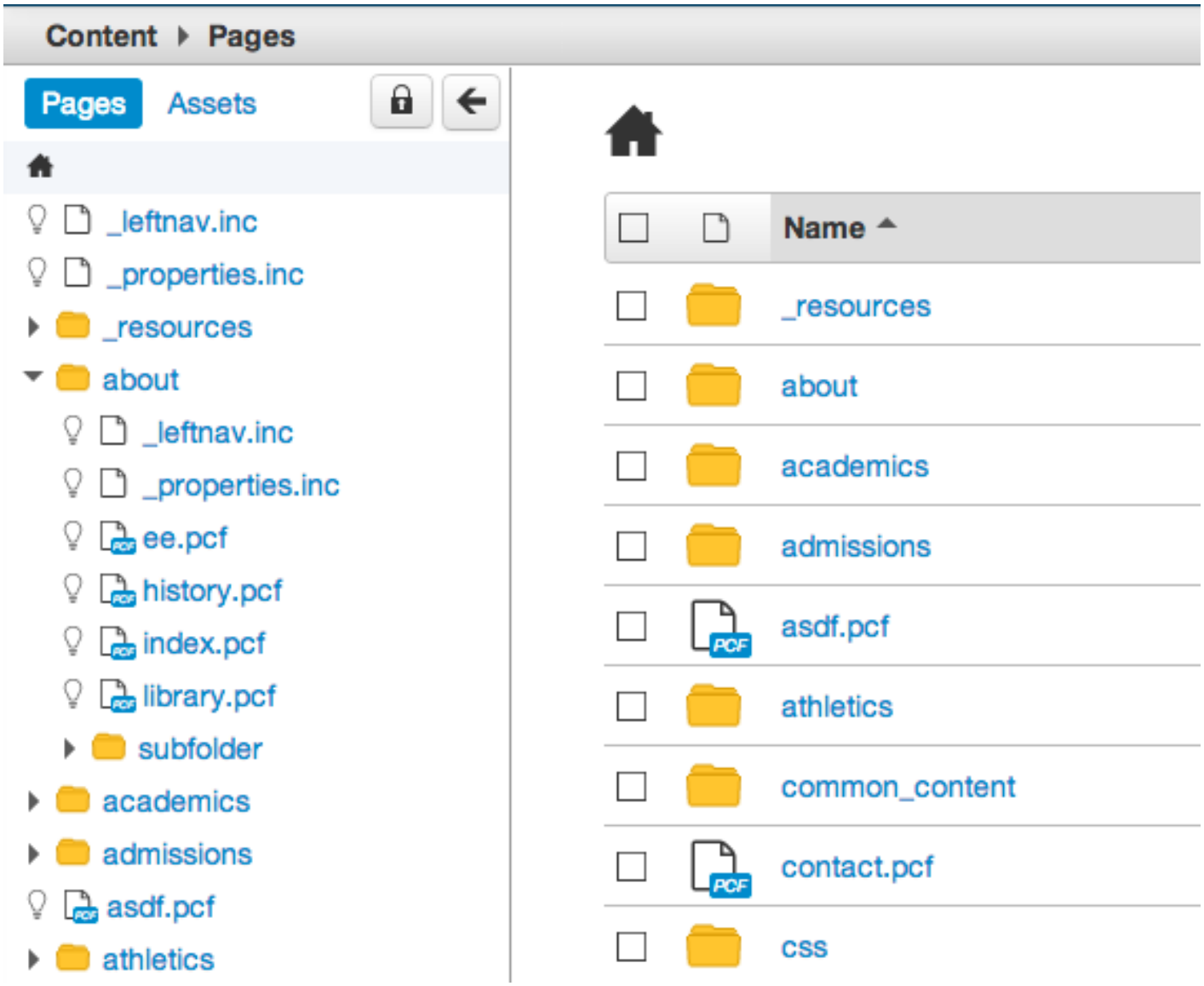
3. When the desired directory is located, click the **Move** button.

Moving a File by Drag and Drop

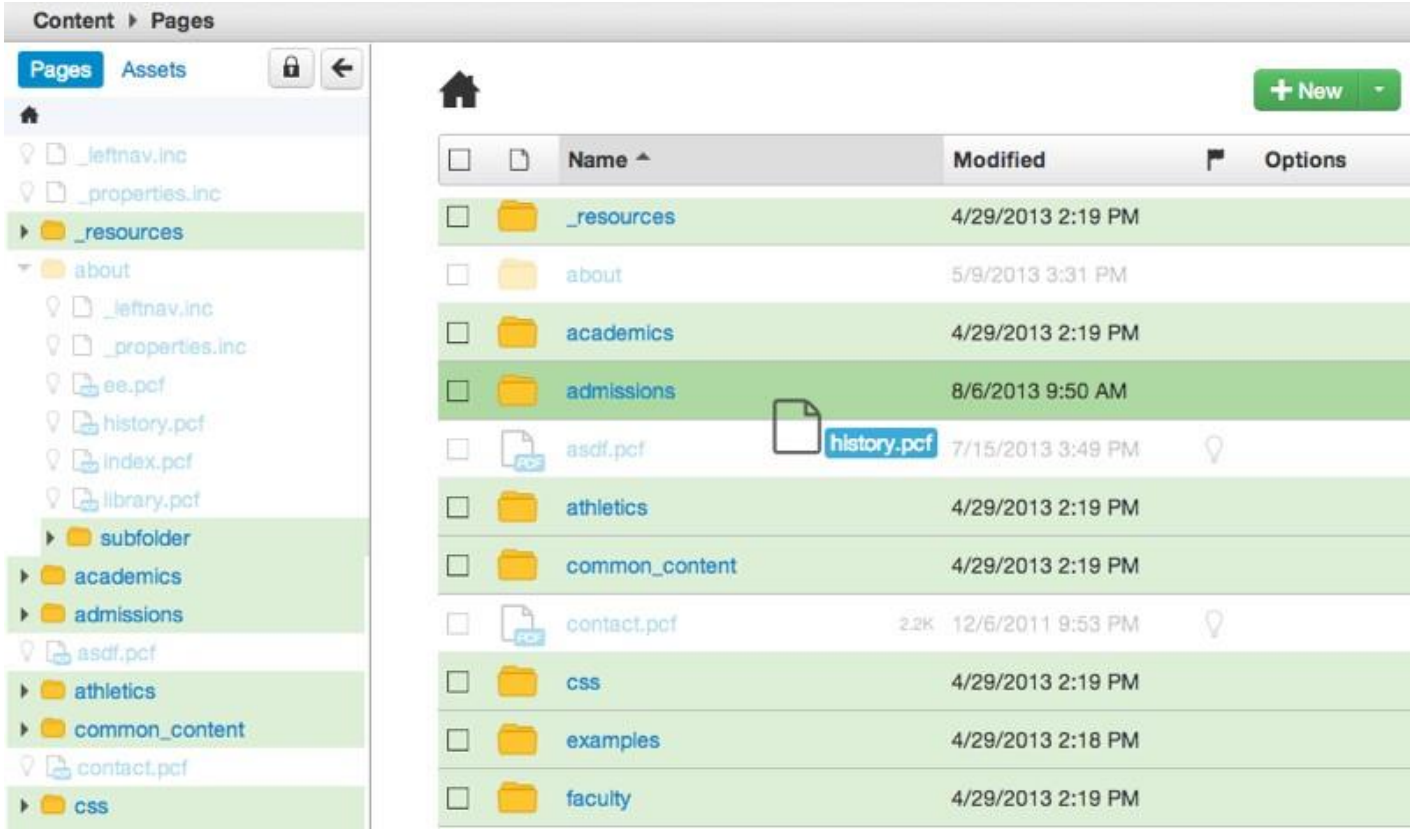
A file may be moved by dragging the file from the File Navigation sidebar to the desired location in the main content area.

1.Navigate to the appropriate directory for the file to be moved to in the **Pages List** view.

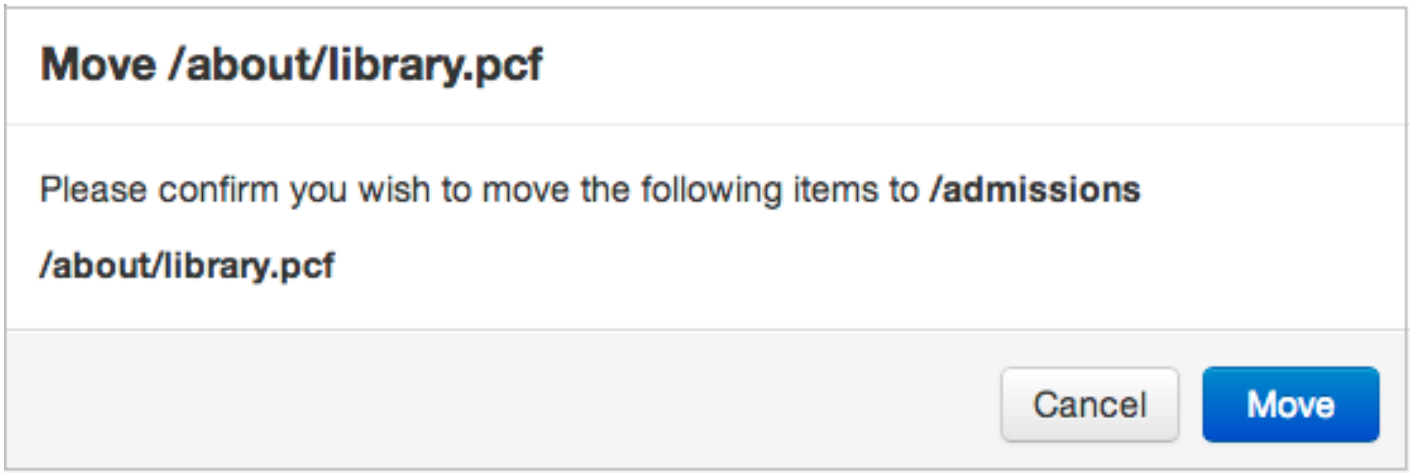
2.If necessary, expand the **File Navigation** using the folder button in the top left of the screen, and locate the file to be moved.



3. Drag the file from the **File Navigation** into the main content area to where the file should be moved.



4. Click **Move**.

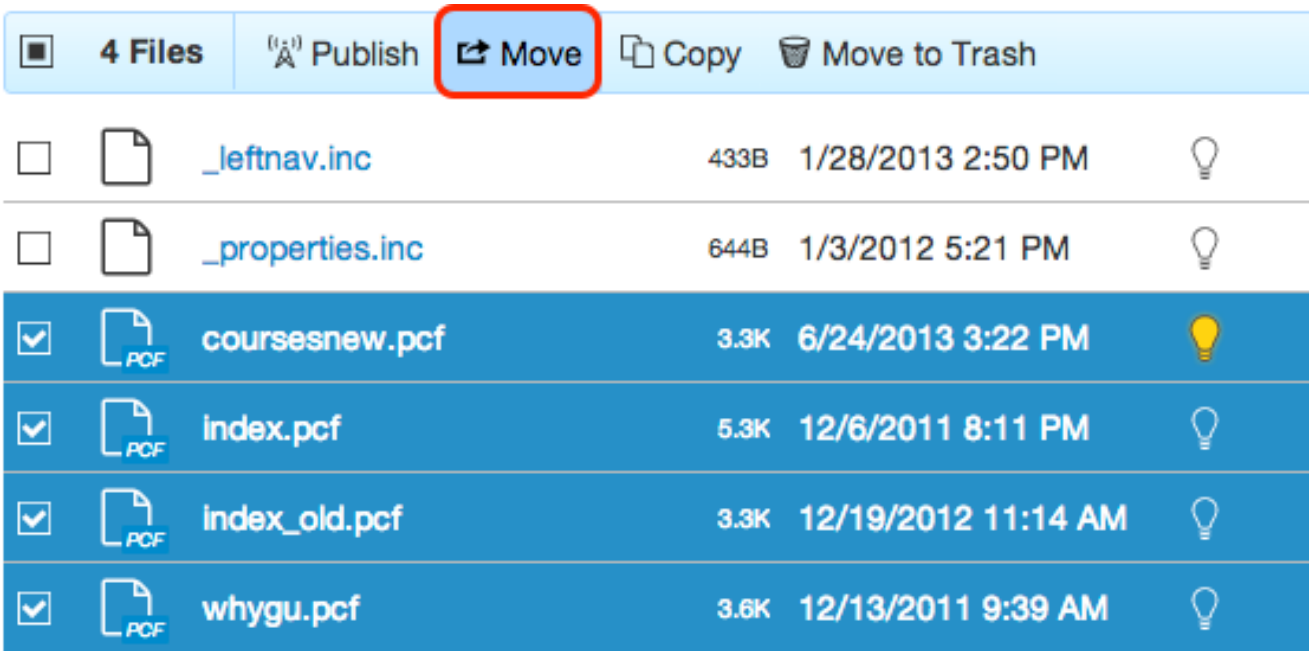


Moving Multiple Files

Multiple files can be moved in the same action by selecting the checkboxes found to the left of each file, and then clicking the Move button at the top of the page list. All files within a directory may be selected at one time by clicking the checkbox at the top of the list. The location to move to can be browsed to or entered manually. Additionally, an option can be selected to show the files in a directory. Note that files do not have to be checked out to be moved.

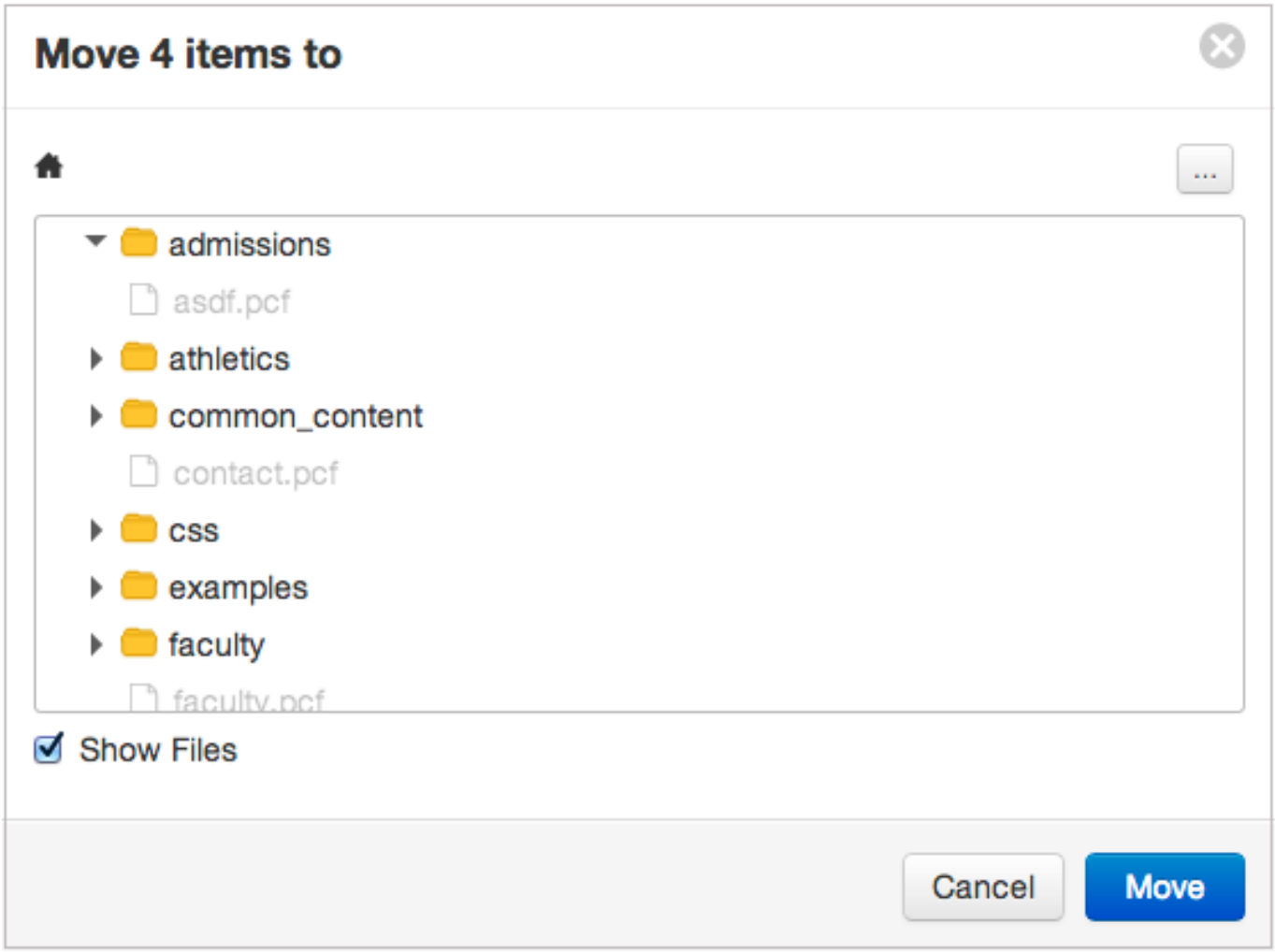
1. To move multiple files at one time, do one of the following:

- Select the checkbox at the top of the list to select all files, and click **Move**. Files can be deselected individually by clicking the checkbox for a file.
- From the **Pages List** view, select the checkbox for each file to be moved and from the top row, click **Move.**

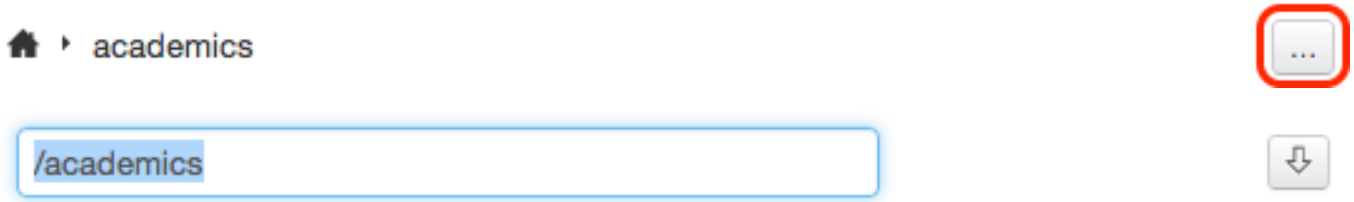


2. From the dialog box, browse to the directory path to which to move.

- Click the triangle next to a directory to show subdirectories.
- Click the **Show Files** checkbox to view the files within directories.



- Alternatively, click the **Ellipsis** button to manually enter the path.



3. When the desired location has been selected, click the **Move** button.

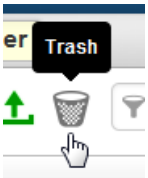
Note: If Dependency Manager is turned on, a prompt will appear when moving a file or files indicating how many pages will need to be republished should the move process be completed. To continue, click OK. This republishes the page based on the current version of the page on the live production server with the new dependency links. If changes have been made but not published to the live site, those changes will still not be published to the live production server but will be available in OU Campus and saved on the staging server. This includes backed up versions. For more information about Dependency Manager, see:

Dependency Manager

Recycle & Restore

Recycle and Restore Overview

The use of the recycle bin is a site-by-site configuration that may or may not be enabled by default for an account. If the recycle bin is not configured for a site, then files can only be permanently deleted rather than being moved to the trash. Files in workflow cannot not be immediately recycled; that is, if a page is locked by a user or pending approval by another user, the administrator would need to check in a page that is locked by another user before it can be recycled. Not all users have inherent rights to recycle, restore, and delete. Recycle bin permissions are configured by an administrator for user levels 1 through 7. Level 8 users can only delete files and folders to which they are assigned access rights. When files on the staging server are moved to the trash, any derivatives are subsequently permanently deleted.



In the context of OU Campus when the recycle bin is enabled the following functionality is available:

- **Move to Recycle Bin**: In other words, moving a file to the recycle bin is recycling it. A file moved to the recycle bin can be restored from the recycle bin.
- **Restore**: A file can be restored from the recycle bin.
- **Delete**: Files can be permanently deleted from the recycle bin after being moved to the trash. A directory can only be deleted, as no recycle functionality is available for a directory.
- **Empty**: The recycle bin can be emptied to permanently delete all files in the recycle bin.

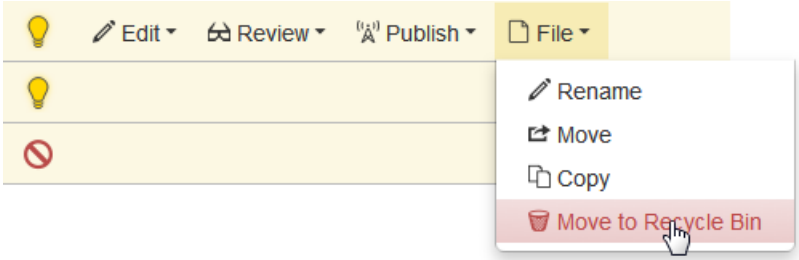
If a site is not employing the recycle functionality, for more information about deleting see:

For more information about setting up a recycle bin see:

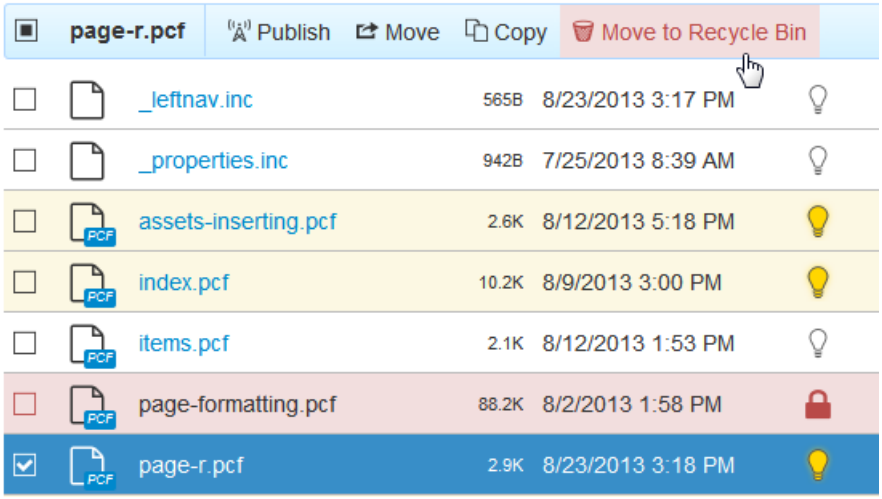
Recycle Bin Configuration

Moving a File to the Trash

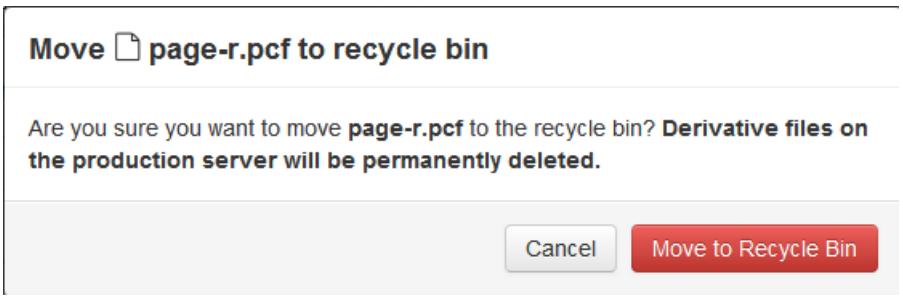
1. From the **Content > Pages** view, hover over the menu bar for a file and from the **File** menu choose **Move to Recycle Bin**.



Alternatively, a page can be selected by clicking the adjacent checkbox, and **Move to Trash** is made available.



2. The resulting dialog warns that the selected file and any derivatives on production will be deleted. When the recycle functionality is enabled for a site, pages on the staging server must be recycled before they can be permanently deleted. A recycled page or file can also be restored from the recycle bin if necessary. After a page has been restored, it must be re-published to the production server. When a page is recycled on the staging server, the published derivatives are automatically deleted from production servers. Likewise, a file can also be solely deleted from the production server or other publish target by navigating to the Production button or button for the publish target, and deleting it. The recycle bin functionality does not extend to these servers. Once a file is deleted from the production server or publish target, it cannot be restored. It can be re-published from the main file on the staging server with any routine form of publishing, such as publish, site publish, directory publish, or scheduled publish.



3. Click **Move to Recycle Bin**. The files are moved to the trash.

Note that a page or file checked out to another user or that has been scheduled for an action by another cannot be moved to the recycle bin.

MultiFile Recycle

Multiple files can be recycled with the same action by selecting the the checkbox in the header row of a list or each checkbox adjacent to the file name and clicking Move to Recycle Bin. Note that when performing a multi-object selection that includes directories, only Delete is available as directories cannot be recycled. Using a multifile section can be useful to simulate a directory recycle, as in this manner, all files within a directory can be selected for moving to the recycle bin, which will then allow the files to be restored, if necessary.

Note when selecting multiple files and a page or file checked out to another user or that has been scheduled for an action by another is included in the selection, Move to Recycle Bin is not available as it is not possible to recycle those pages.

The resulting dialog enumerates how many files will be moved to the trash and warns that derivative files on production will be deleted.

About the Recycle Bin

The recycle bin is only for files on the staging server. Files deleted from the production server that do not have a direct counterpart on the staging server are deleted permanently and are not recoverable. When a file is sent to the recycle bin on the staging server, the file and all of its version history as well as its path and access rights are all moved to the recycle bin. All files that were created on the production server from the file being sent to the recycle bin are permanently deleted from the production server.

The recycle bin is for files only, as directories can not be sent to the recycle bin. Deleting a directory will permanently delete all files and folders contained in the directory from both the staging and production servers. This is the same function as when there is no recycle bin configured for a web site.

Multiple files of the same name and (and path) can be sent to the recycle bin. They are all listed in the recycle bin but with a -# (e.g., file-1.ext, file-2.ext) appended to the subsequent files that are moved to the recycle bin.

The recycle bin is not meant to be used as an archive. If a file is sent to the recycle bin, and later the directory is deleted, if the file is selected to be restored, the original path to the file is recreated and the file moved back. None of the access properties that may be necessary to publish the page will exist as they are stored with the directory, and the original directory was deleted. The access settings and/or directory variables will need to be set by the administrator in order to manage or publish the file.

Directories

Directories cannot be recycled on staging or on a production server. Directories that are deleted are permanently deleted. The multiple file recycle function can be used to simulate a directory recycle. Select all files within a directory with the checkbox located above the view of the folder structure and click the Recycle Bin icon in the same area to recycle the files. Then the directory can be deleted. Recycling files within a directory in this method allows the files to be individually restored if needed.

To delete the directory from the **Content > Pages** view, hover over the menu bar for the directory and from the **File** menu choose **Delete**.

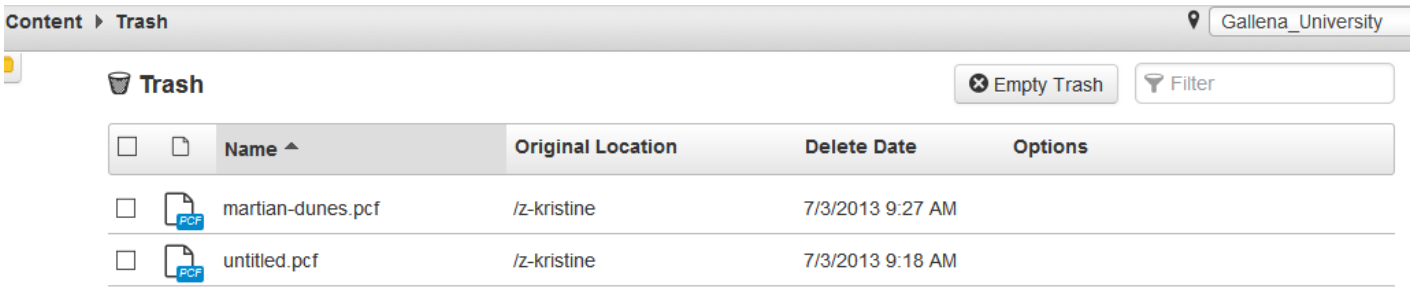
Alternatively, a directory can be selected by clicking the adjacent checkbox, and **Delete** is made available.

Restoring a Page from the Recycle Bin

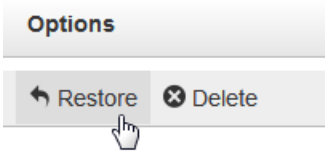
A singular file can be restored from the trash or multiple files can be restored.

1.To view the contents of the trash, click the **Trash** icon.

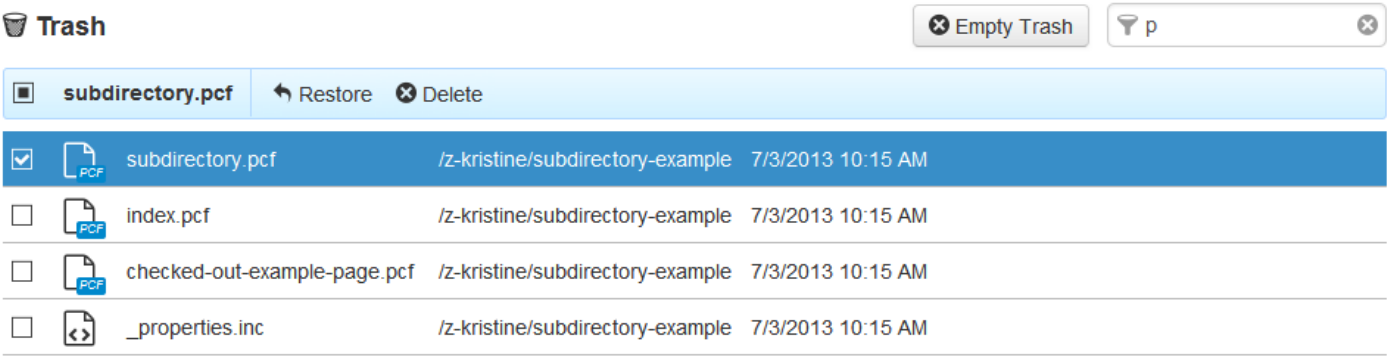
2.The **Trash** screen is displayed. The screen can be sorted on the following columns: file type, **Name**, **Original Location**, and **Delete Date**. The list can also be filtered by name.



3. Hover over the menu bar for the file and in the **Options** column choose **Restore**.



Alternatively, a single file or multiple files can be selected by clicking the adjacent checkbox, or multiple files can be selected by clicking the checkbox from the top row.



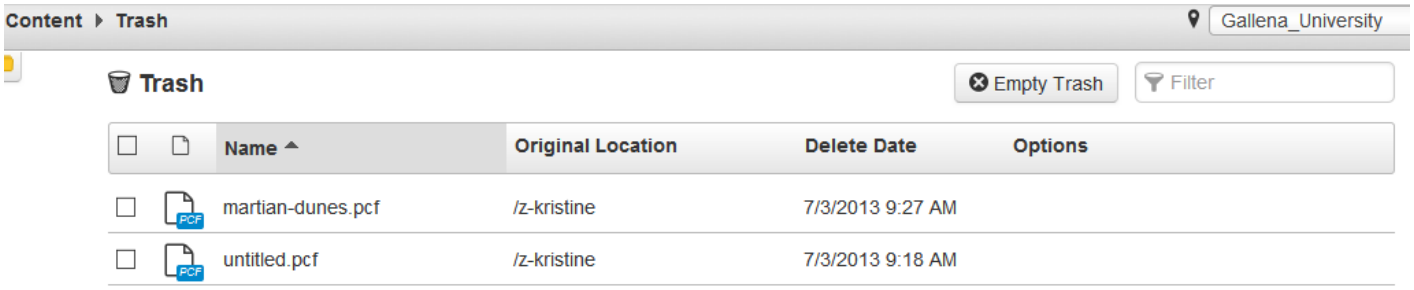
5. Click **Restore**.

Deleting from the Recycle Bin

A singular file can be permanently deleted from the trash, multiple files may be selected all for deletion at one time, or the entire trash can be emptied.

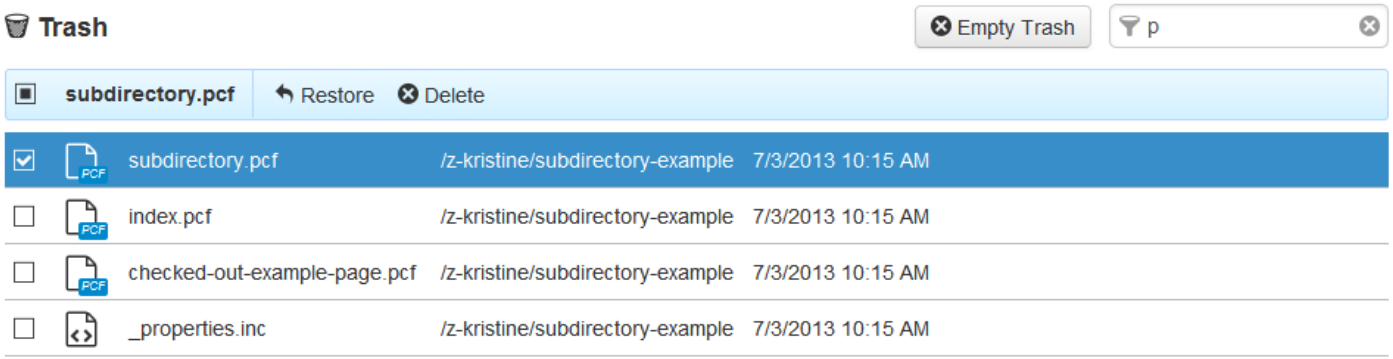
1.To view the contents of the trash, click the **Trash** icon.

2.The **Trash** screen is displayed. The screen can be sorted on the following columns: file type, **Name**, **Original Location**, and **Delete Date**. The list can also be filtered by name.

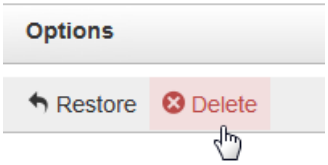


3. Hover over the menu bar for the file and in the **Options** column choose **Delete**.

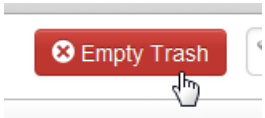
Alternatively, a single file or multiple files can be selected by clicking the adjacent checkbox, or multiple files can be selected by clicking the checkbox from the top row.



4. Click **Delete**.



The entire trash can be emptied without selecting files by clicking **Empty Trash**.



A Bit More About Restore

When a file is restored from the recycle bin, the file, its version history and file permissions are moved back to the original location on the staging server. The file must be published to return the file to the production server. If a file of the same name and with the same directory path as a recycled file has been created, it should be renamed or moved before restoring.

A file can be restored or permanently deleted from the recycle bin, or the entire recycle bin can be emptied. The recycle bin can be used by level 8, 9, and 10 users. Level 8 users can access the recycle bin, but are only able restore files they have deleted.

Recycle Bin Permissions

Inherently, only administrators and Level 8 users can recycle, restore, and delete files, and the functionality for Level 8 users only extends to files to which they have access. Directories and assets can only be deleted. Administrators can assign permissions for recycling and deleting files, and for deleting directories to Level 1–7 users as desired. As for user level 8, this functionality only extends to items to which they have access, and they are only able to restore files that they recycled.

Level 8: A Level 8 user can recycle files for which they have access and publish permissions. They can restore files that they did not sent to the recycle bin.

Level 9: A Level 9 user can recycle files for which they have access and publish permissions. They can restore and delete files recycled by other users.

Level 10: A Level 10 user can recycle and restore any file and can also permanently delete any file including emptying the trash using the empty trash icon. Once the trash is emptied those files are permanently deleted.

Delete

Deleting Files and Directories

If the recycle bin is not configured for a site, then files can only be deleted. Even if recycle is in use, directories can only be deleted. The files within a directory can be recycled first to ensure that the files can be restored in the event that a restore is required.

Deleting directories, pages, and other files completely removes them from the system, including any previous versions or backup. Deleting files and directories deletes them from both the staging and production servers. Delete with caution.

Only users assigned to levels 8, 9, and 10 can delete files and directories, and level 8 users can only delete files and directories to which they are assigned access rights.

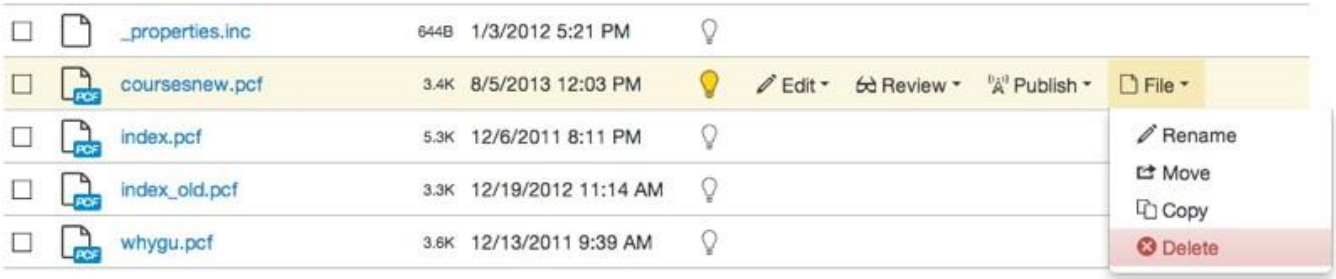
It is more common that a recycle bin is configured for a site and this allows for recycling files from the Pages list view, with the additional functionality of restoring or permanently deleting from the Recycle Bin screen. For more information:

Recycle & Restore

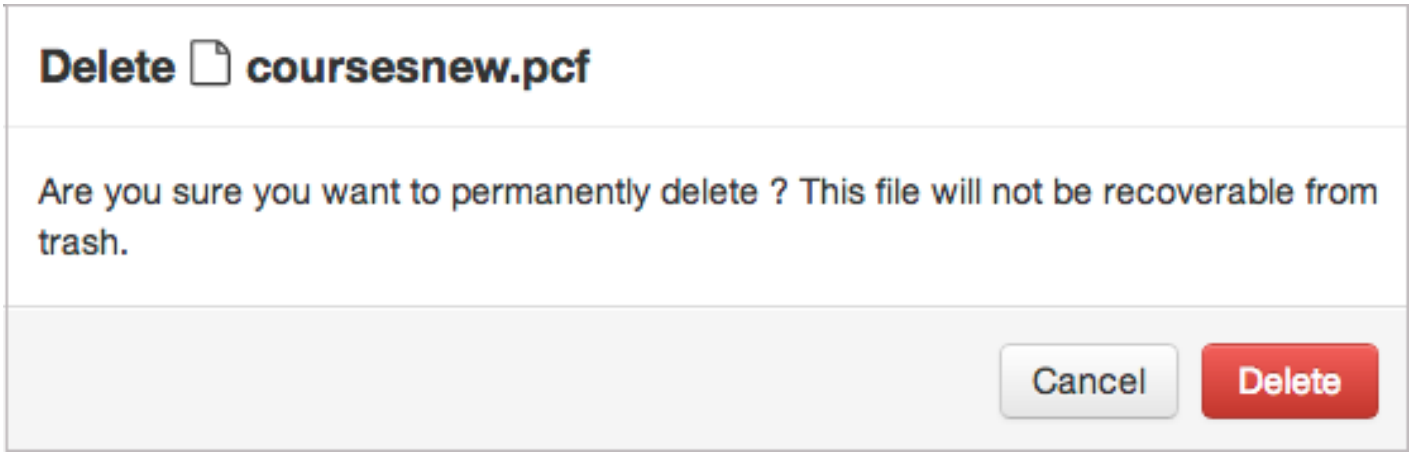
Deleting a File

Files can be permanently deleted from the Pages list view.

1. Navigate to the **Pages** list view and locate the file to be deleted.
2. Hover over **File** on the page row and select **Delete**.

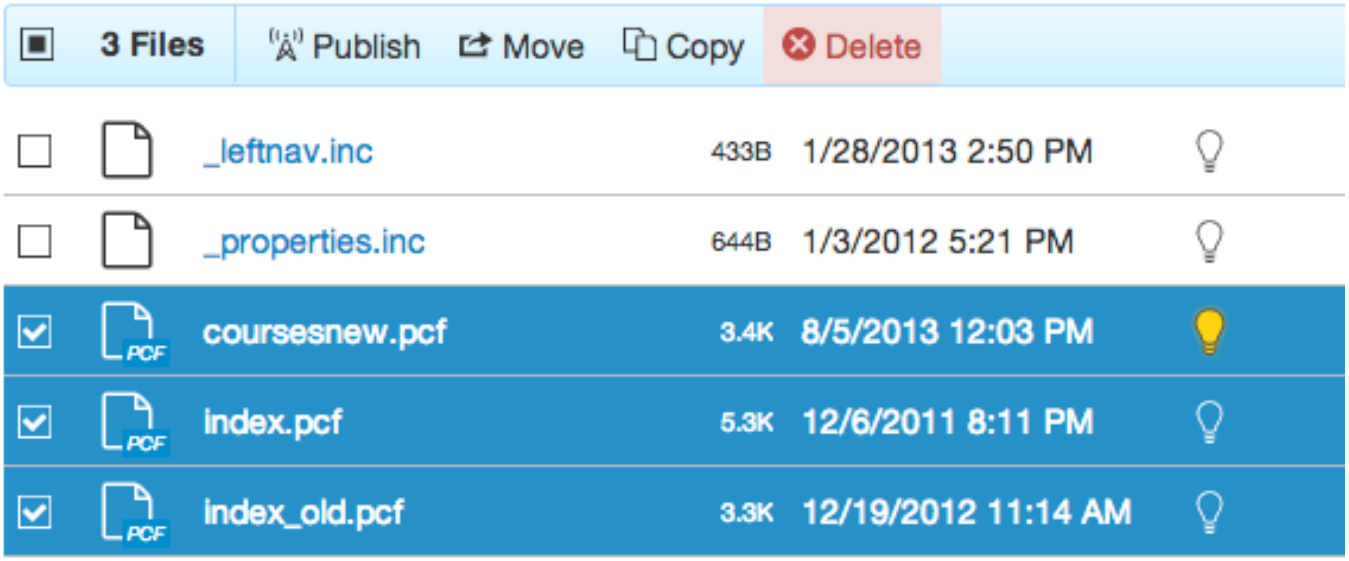


3. A dialog will appear to confirm the delete. Click the red **Delete** button.

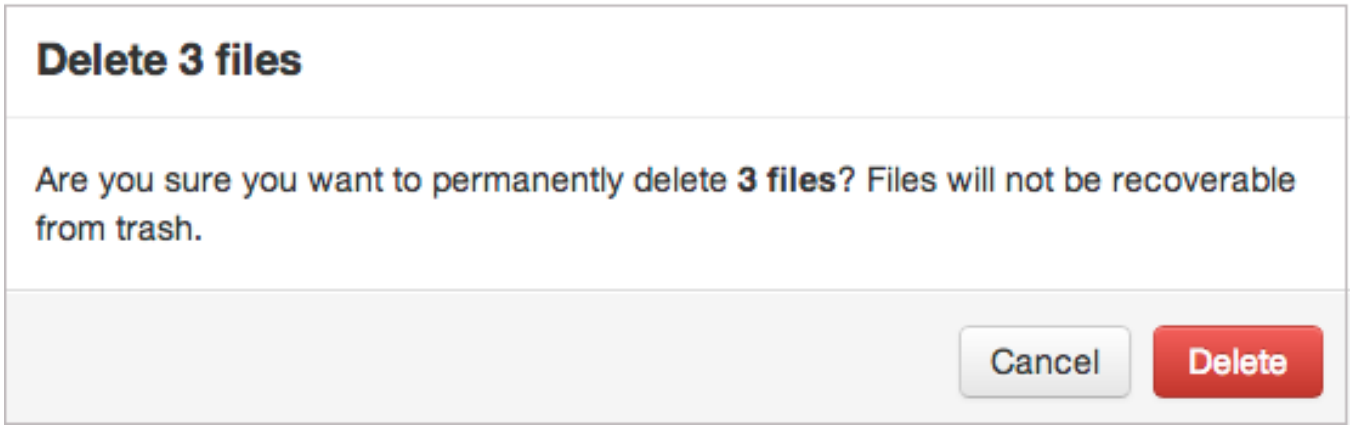


Deleting Multiple Files

1. Navigate the folder structure in **Content > Pages** and locate the files that are to be deleted.
2. Select the appropriate checkboxes for each file. The checkbox at the top of the column selects all files in the directory.
3. Click the **Delete** button at the top row of the file structure view.



4. A dialog box will appear to confirm the delete. Click the red **Delete** button.



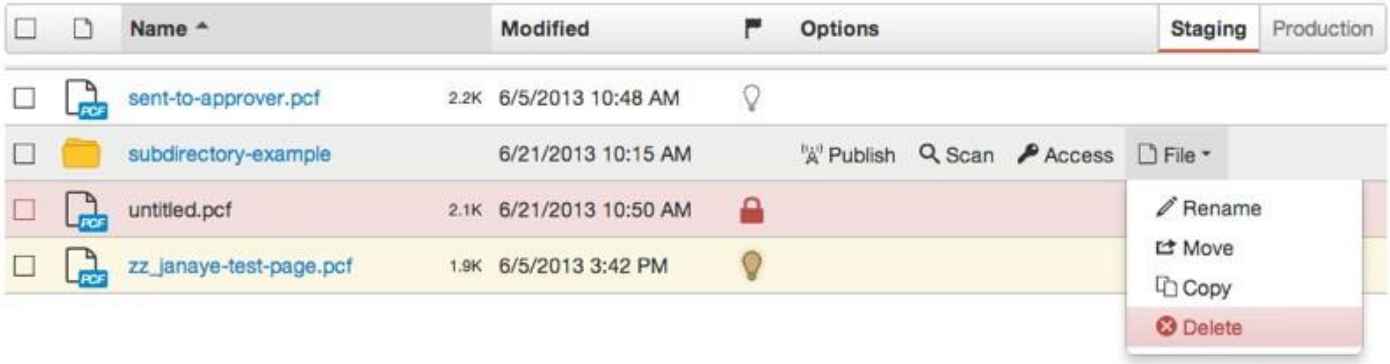
Note: Deleting a file or files removes any previous versions or backup version. Deleting removes them from both the staging and production servers.

Deleting a Directory

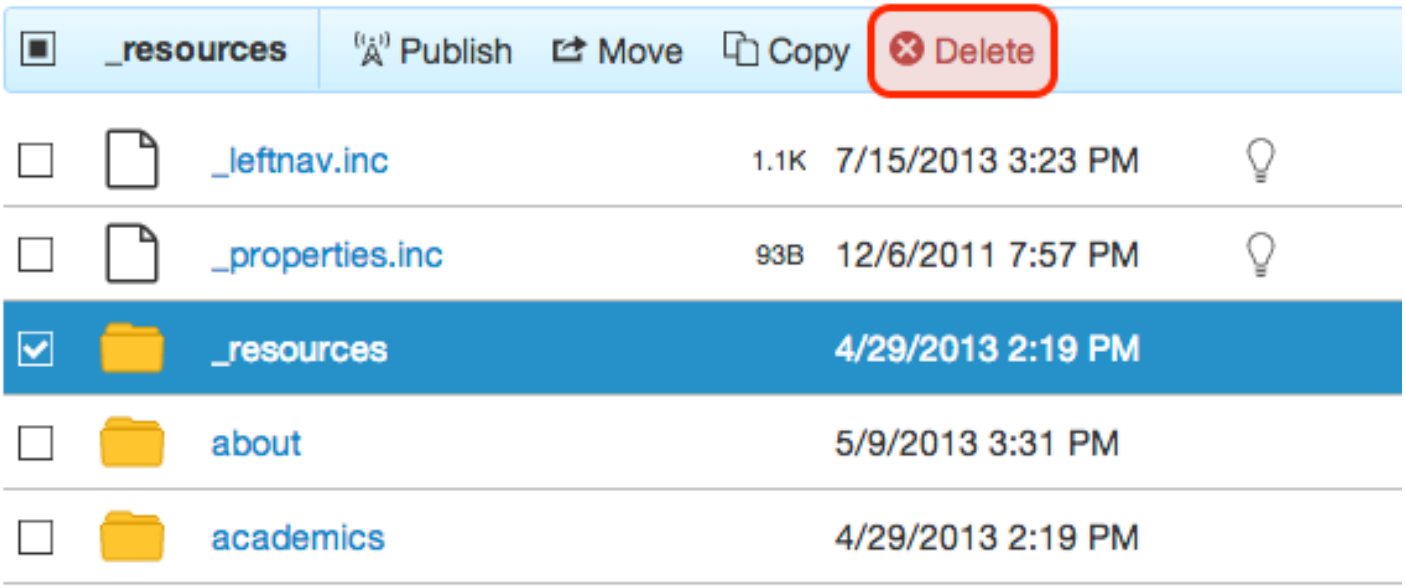
Directories cannot be recycled on the staging or production server. Directories that are deleted are permanently deleted. If recycle is available for the site, all the files in the directory can be recycled and then the directory deleted. This allows for the directory to be recreated and the files restored if necessary. Otherwise, deleting a directory deletes all contents within the directory on both the staging and production servers. Files within a directory are removed as are any previous versions and backups.

1. Navigate the folder structure in **Content > Pages** and locate the desired directory.

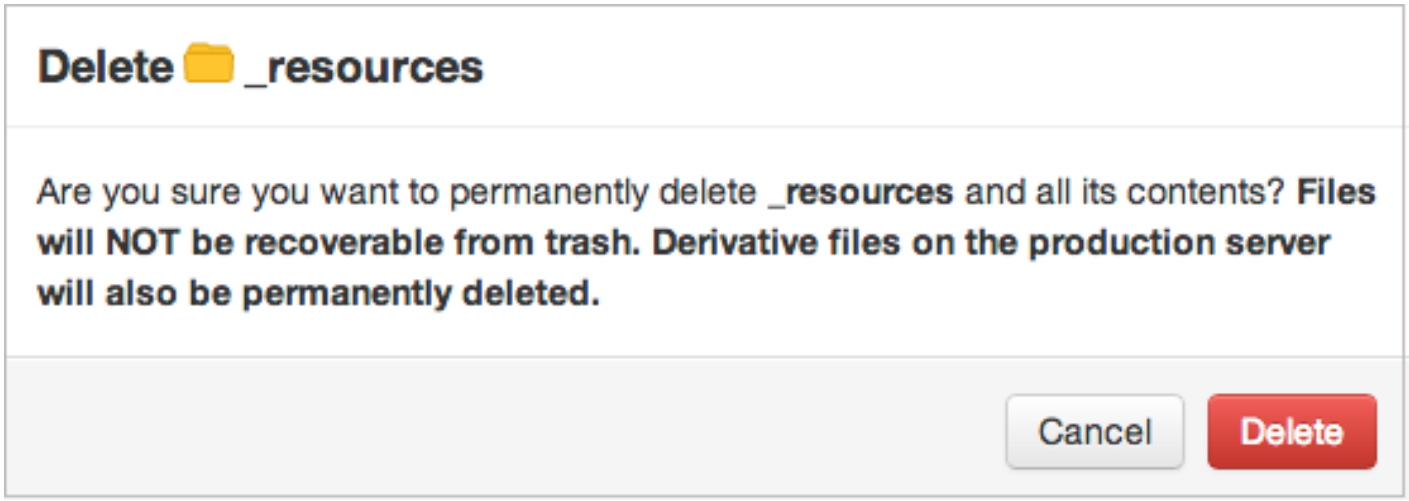
2. A directory can be deleted either by hovering over the **File** menu and selecting **Delete**.



Alternatively, a directory can be deleted by selecting the checkbox next to the directory, and selecting **Delete** from the options above the file navigation.



3. A dialog box will appear to confirm the delete. Click the red **Delete** button.



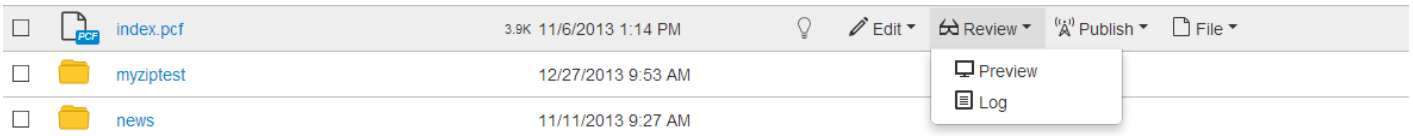
Reviewing

Reviewing Overview

Several items of functionality exist within the OU Campus content management system to assist in the review of pages and other content. Within this category, information is provided specific to the review of pages, including utilizing a workflow process for approval of the content of pages. While the information is specific to pages, the review of content throughout the system for other types of content, specifically assets and if applicable binary files, is very similar to the information provided here. Users can review content either from the Pages list view or from the Page Actions toolbar. For Assets, review options can be selected from the Assets list view or the Asset Actions toolbar.

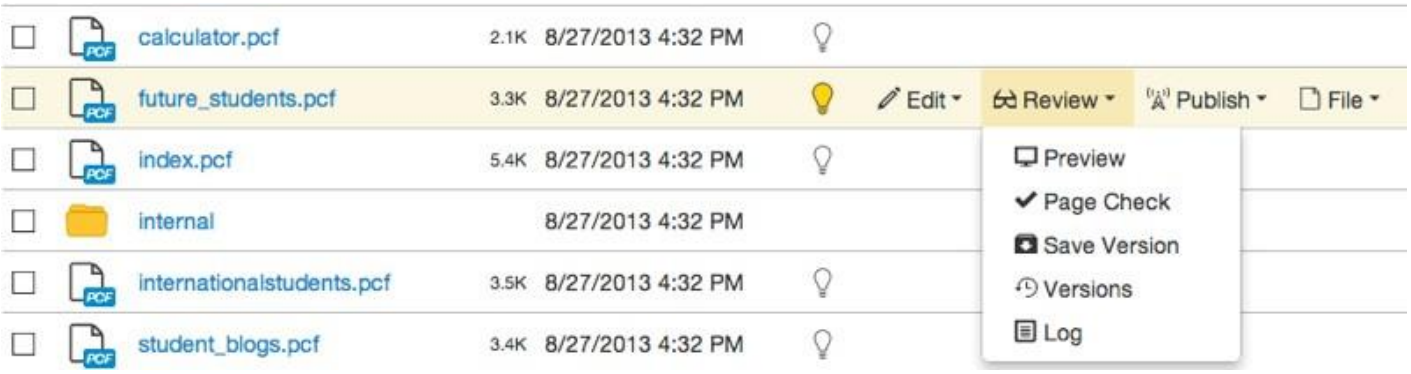
The options available in the Review menu are dependent on user permission level as well as the current status of the content. Content that is not checked out will have fewer options available. Pages that are not checked out will only have the following options available by default:

- Preview
- Log



On the other hand, content that is checked out displays the following options by default:

- Preview
- Page Check
- Save Version
- Versions
- Log



Not all users will have the same permissions and therefore will not all have the same options available even if the content is checked out.

Preview

Prior to checking out or editing a page, a page can be previewed. This view provides limited functionality in that no buttons are available for editing, saving . Preview does allow for server selection, which can be used in conjunction with Multi-Target Publish to provide views of different variations of the same page prior to publishing to the live production server. For more information:

Preview

Page Check

The system includes methods for configuring several "checks" that can be run manually and/or at the time of page publish, and which can be required to be performed. The available checks include tools for spell check, link check, page validation, and an accessibility check of which one of several specifications can be designated. For more information:

Page Check

Save Version

During the review process, or veritably at any time, a user or reviewer can commit a version of a page, and later if or when necessary, revert to a previous version of a page. The current state of a page on staging can be compared with the current published version of a page or with previous versions of a page. The resulting comparison includes color-coded markup indicating how the pages differ. For more information:

Save Version

Versions

The Versions tool allows users to access and review previous saved versions of content on the staging server and allows for comparison between versions, including the version on the production server. For more information:

Versions

Log

In addition to the built-in versioning system, the system also maintains a log file for a page. This displays all of the saves and publishes, whether manual, scheduled, or if it was part of a directory publish, that have occurred for a specific page. For more information:

Log

Preview

Preview Overview

Prior to checking out or editing a page, a page can be previewed. This view provides limited functionality in that no buttons are available for editing or saving the file. Preview does allow for server selection, which can be used in conjunction with Multi-Target Publish to provide views of different variations of the same page prior to publishing to the live production server. With Multi-Output Preview, the page can be previewed in all published formats (for instance, HTML and PDF). With Multi-Browser Preview, it is also possible to preview the page as it will appear in other browsers across multiple platforms. The rendered preview of a page will display all graphics and server-side includes. Other server-side scripting code is not be displayed in Page Preview mode. Preview can be utilized with various alternative publish targets, if Multi-Target Publish is being used. The page preview includes the graphics, server-side includes, and assets. The default preview is the first product declaration.

The Preview screen also allows users the ability to use Multi-Browser Preview and Multi-Output Preview. Multi-Browser Preview is a handy test tool to preview a page as it is rendered by any number of browsers on either or both the Windows or Mac OS operating system. Multi-Output Preview refers to the drop-down by which an output can be reviewed prior to publishing. For example, if the template configuration for a page includes publishing as a PDF as well as an HTML file both outputs are available for preview. This requires that the XML portion of the template include the pcf-stylesheet declaration that among other attributes includes the path to the stylesheet that assists in the transformation of the page. For more information:

Navigating

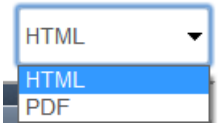
Preview can be navigated from the folder structure viewable from **Content > Pages** or from DirectEdit log in. Pages can be previewed whether it is checked out to the current user or not, and users can preview files checked out to others. Immediately after editing and saving a page, a rendered preview is displayed, with the option to see a preview in other browsers. It is possible to navigate to the preview at any time using the Preview button.

Page Preview from Content > Pages View

Page Preview with Preview or Edit Modes

Multi-Output Preview

Multi-Output Preview can be used to display the other products that have been configured. Use the drop-down on the right to choose the output for preview.



Contributors can preview pages rendered with different file type formats, including HTML, PDF, RTF, CSV, XML, and mobile, as well as any UTF-8 compatible foreign language formats (including two-byte languages such as Chinese and Japanese). If an XSL template is designed to output multiple files, Multi-Output Preview provides the ability to view the outputs together before publishing. For more information, see:

Multi-Output Preview

Multi-Browser Preview

Users can select different browser and platform combinations such as Mac OS or Windows to preview a page before publishing, resulting in full-resolution screenshots of the page in each selected browser. For more information, see:

Multi-Browser Preview

Publish Target

When Multi-Target Publish has been enabled and alternative publish targets defined, then the publish targets can be selected for preview.

Page Check

Page Check Overview

Page Check is an account-wide feature with several customization options that can be applied at the account, site, and even user level. Because of the flexibility of the implementation of the various quality assurance checks that can be run on a page, the available options described here may vary for an institution's implementation. The four basic types of checks available with Page Check are:

- Spell Check
- Link Check
- W3C Valid
- Accessibility Check

Depending upon configuration, the Page Check can be initiated while in preview or edit mode for a checked-out page, while editing a page, or at the time of publish. All of the four quality checks may be enabled to run or any combination of the available checks may be enabled to run. It can be forced to run automatically at the time of publish as Final Check. A user can also configure to enable Page Check in their individual user settings if this option was configured at the account level.

If Page Check was disabled, the item does not appear as an option on the Review menu nor is it available when the page is checked out.

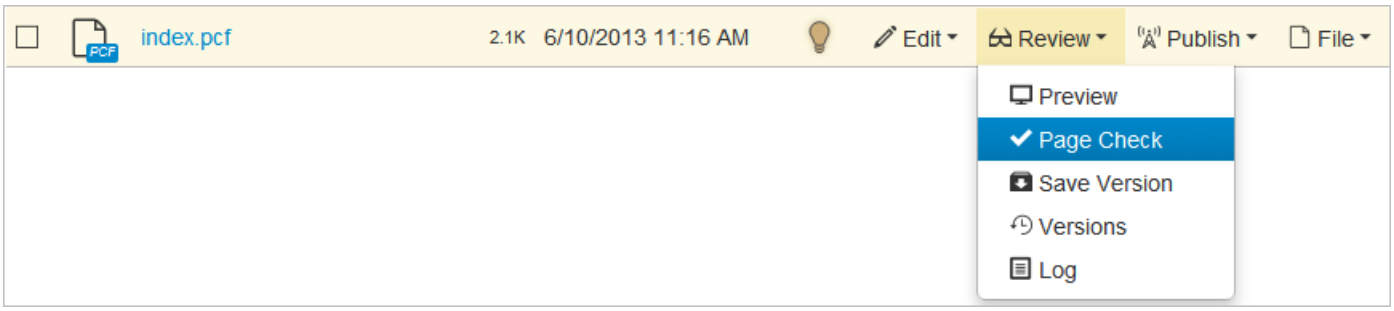
In addition to the options available for configuration of Page Check, the individual checks have their own options. For example, a language option is available for Spell Check and a choice of specification is available for Accessibility Check.

Initiating a Page Check

Keep in mind that identified errors for all four options can include issues that are in specific areas on a page that cannot be edited by the user. For instance, if the error is in the header, this is generally only editable by an administrator. In those cases, the user should pass on the identified error to an administrator to have it updated.

From the Folder Structure (Content > Pages)

1. Navigate to **Content > Pages** and check out the desired page.
2. Hover over the menu bar and **Review** menu, and choose **Page Check**.



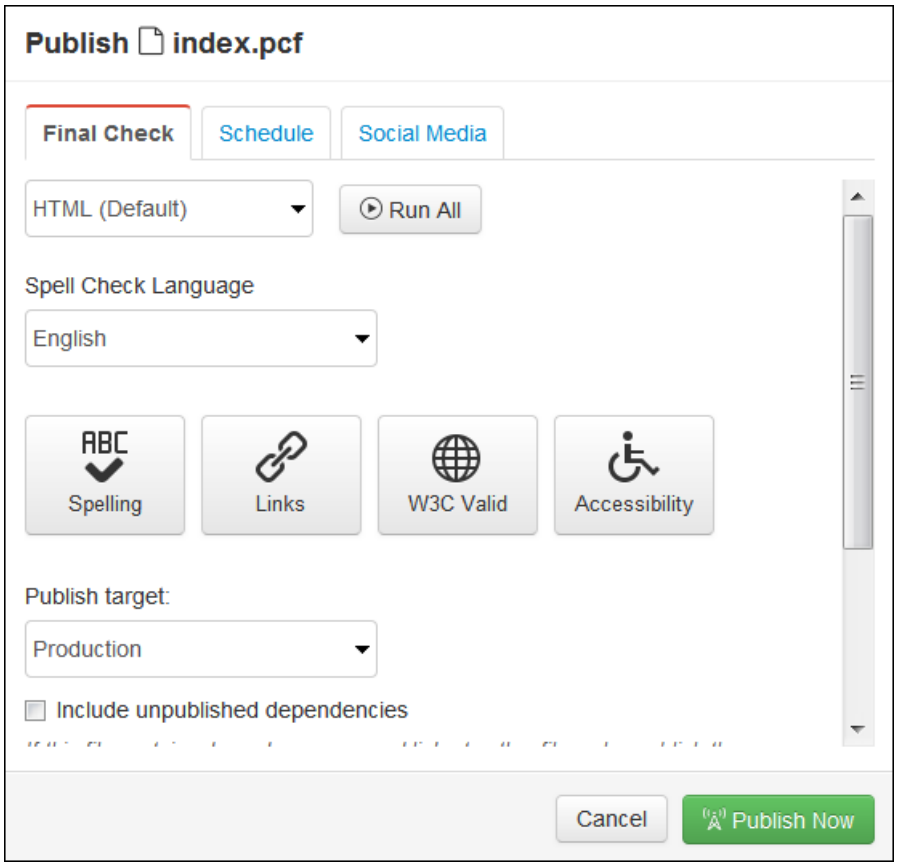
From Preview, Edit, or Editing

1. When the page is checked out, the **Page Check** icon is available in the page actions toolbar.

2. Click **Page Check** icon.

As Final Check

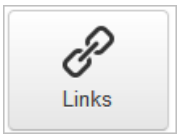
If in addition to Page Check, Final Check is enabled (and perhaps even required), then initiating a publish will either make the enabled page checks available, or run them automatically.



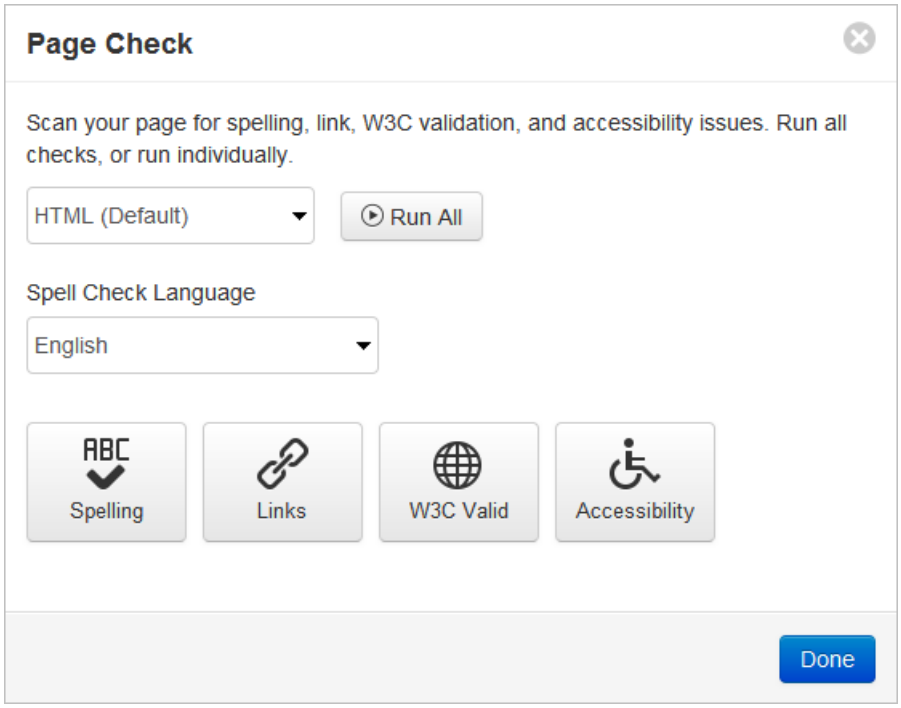
Choosing Various Options

The four basic types of checks available for Page Check can be enabled on an option-by-option basis. All may be force enabled by an administrator to run by default when publishing a page. All may be available to run or any combination of checks may have been configured to be available.

Icon	Description
	Spelling: Includes the ability to select from five languages that include English, Spanish, French, Italian, or Portuguese.

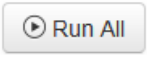
Icon	Description
	**Links**: Link Check checks the links for both internal and external links, identifies any broken links, and provides additional warnings.
	W3C Valid: W3C Valid identifies any W3C compliance issues (both errors and warnings) with a page.
	**Accessibility**: Accessibility Check identifies any issues that may be present relating to the type of accessibility standards configured by an administrator.

1. From the **Page Check** dialog, choose the output type to be checked from the drop-down. Only one option may be available, such as HTML, but other outputs may be checked.



2. If necessary, choose the language for **Spell Check**.

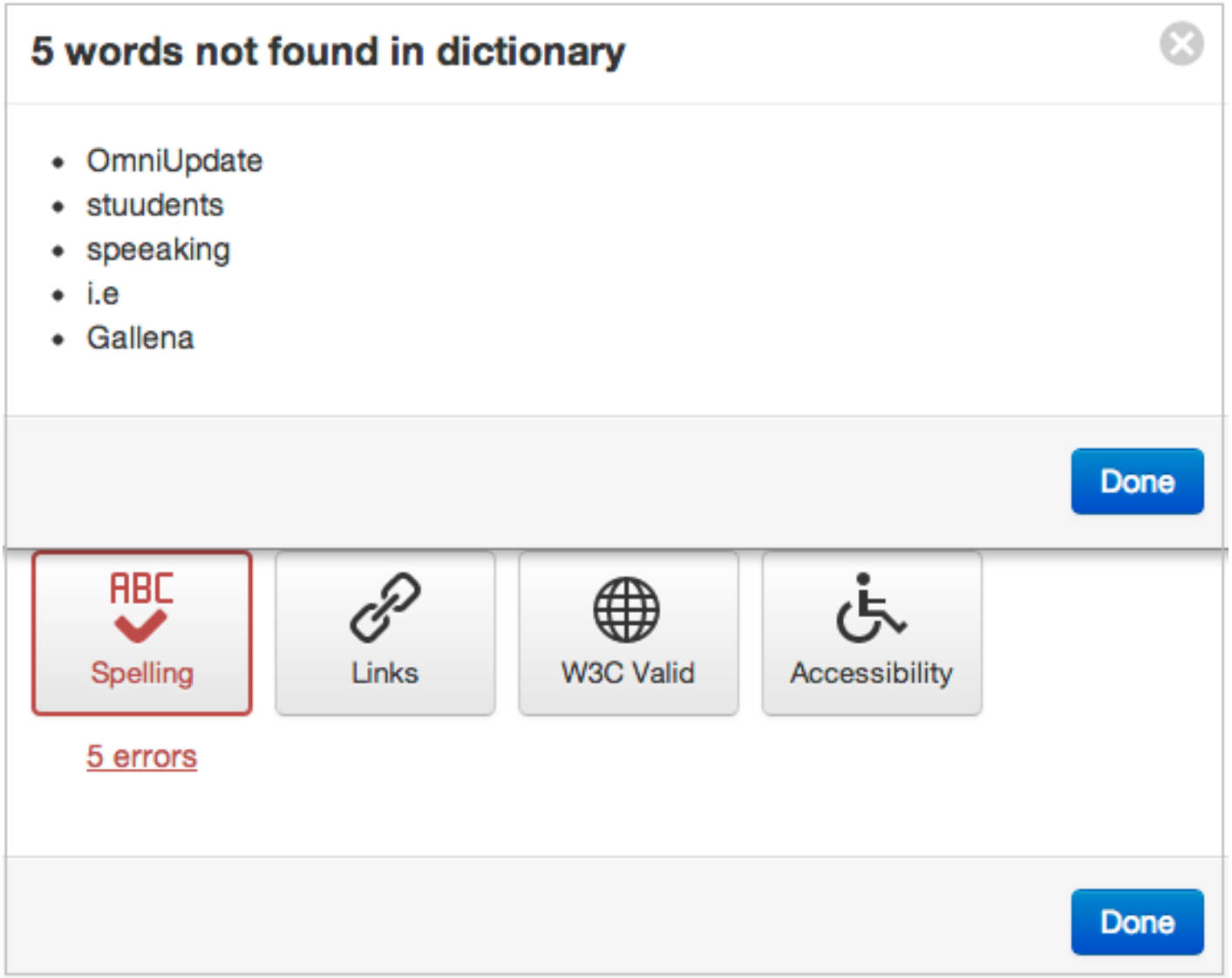
3. To choose to run all of the checks, click the **Run All** button.



4.To run each type of check separately, click each individual option to run.

5.After running each check, the item is shown in red if there were errors, warnings, or other issues in the results. The results can be viewed by clicking the link below the errored item. The item is shown in green if it passed the check.

Example of Page Check for Spelling with Errors



6. Click **Done** when finished reviewing the results.

Analyzing Results of the Error Reports

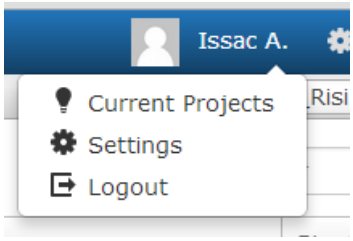
Each of the four types of checks provides reporting of the errors that were discovered. For details about the results of each of the four checks:

- Spell Check
- Link Check
- W3C Valid
- Accessibility Check

Enabling Page Check in User Settings

One of the configuration options available at the account level is for an administrator to enable Page Check to be user enabled. When Page Check is user enabled, the currently logged in user can choose to enable Page Check from within their user settings.

1. Hover over the user name on menu bar and choose **Settings** from the menu.



2. Choose **Preferences** from the menu.

3. Click **Save**.

Any Page Check options enabled for the account are now available for the user.

W3C Valid

W3C Valid Overview

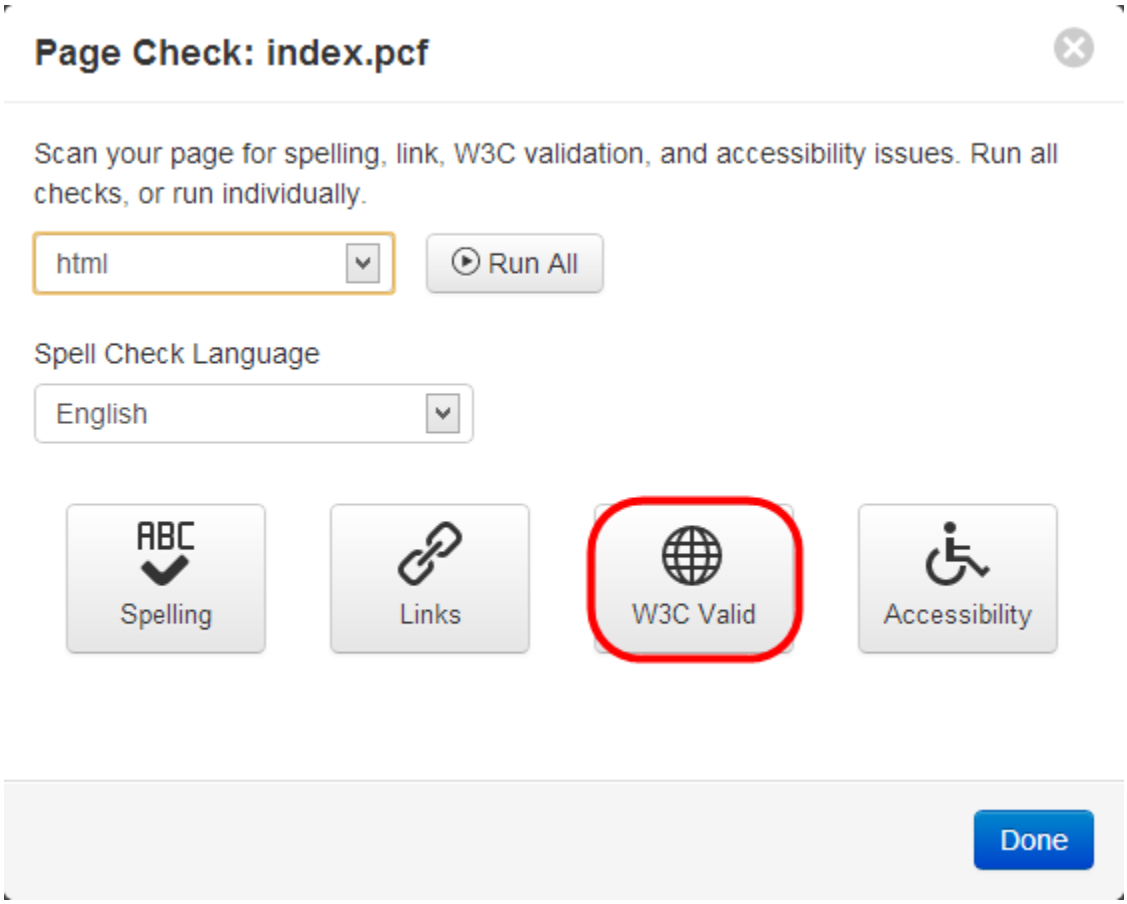
W3C Valid identifies any W3C compliance issues with a page. This can assist in determining the validity of web documents. Most web documents are written using markup languages, such as HTML or XHTML. These languages are defined by technical specifications, which usually include a machine-readable formal grammar and vocabulary. The act of checking a document against these constraints is called validation

, and this is what W3C Validate does.

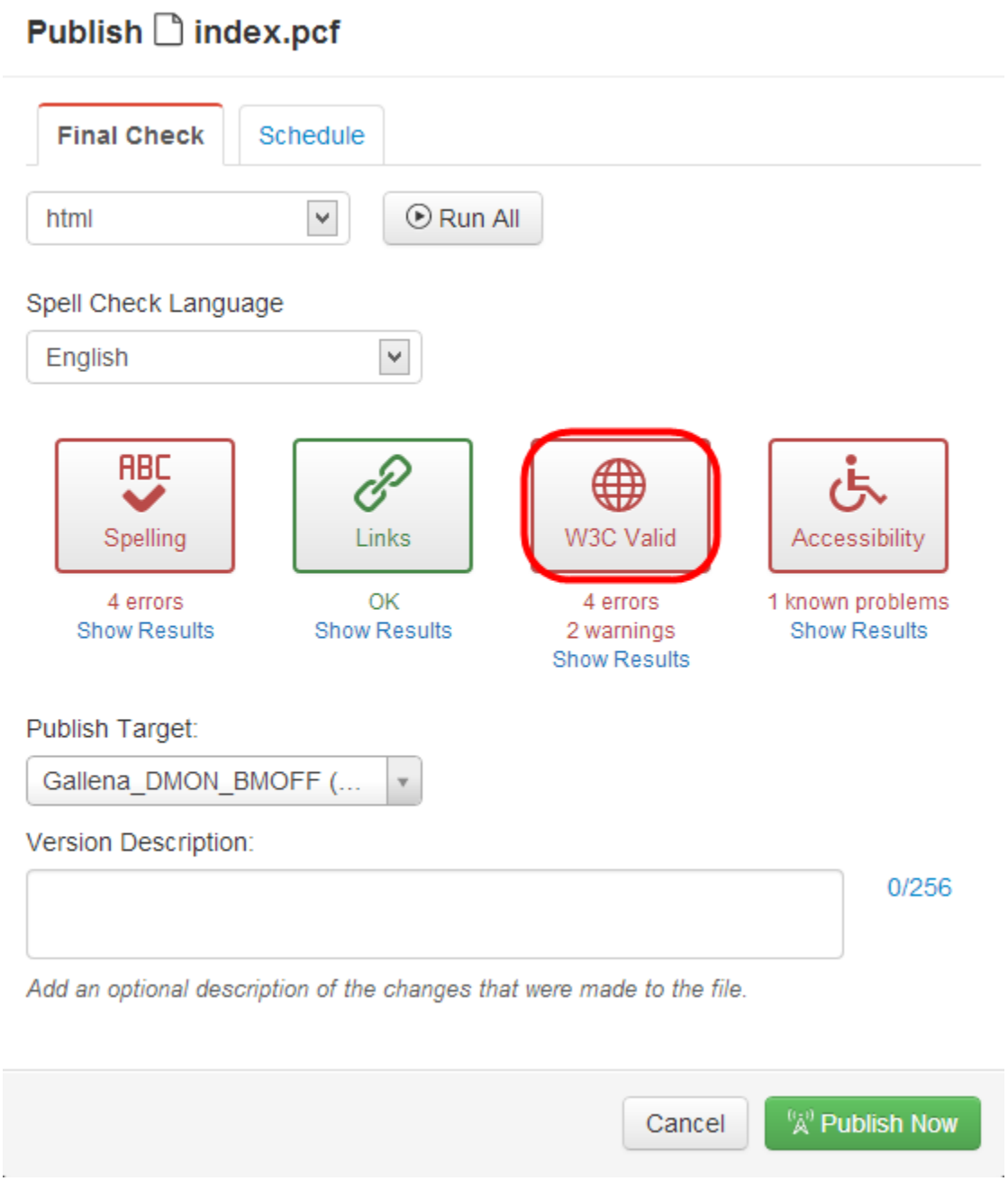
Validating web documents is an important step that can dramatically help with improving and ensuring presentation quality. This validator can process documents written in most markup languages. Supported document types include the following:

- HTML5 (when HTML5 Schema for the WYSIWYG Editor is in use)
- HTML (through HTML 4.01)
- XHTML (1.0 and 1.1)
- MathML
- SMIL
- SVG (1.0 and 1.1, including the mobile profiles)

The W3C Valid can also validate web documents written with an SGML or XML DTD, provided they use a proper document type declaration. This validator is also an HTML validating system conforming to International Standard ISO/IEC 15445—HyperText Markup Language, and International Standard ISO 8879—Standard Generalized Markup Language (SGML), which means that in addition to W3C recommendations, it can validate according to these ISO standards.W3C Valid can be run from the Page Check dialog.



Additionally, W3C Valid can be performed from the Final Check dialog, if so configured. Depending upon the configuration, it may run automatically during Final Check; otherwise, it can be selected to run on its own or as part of the Run All option. The output to check, which frequently defaults to HTML, can be chosen from the drop-down.



W3C Validation Results Dialog

When there are W3C errors on the currently selected page, and the user has selected the W3C button from either the Page Check or Final Check dialogs, then the W3C Validation Results dialog is displayed. This dialog includes the following elements:

- **Results:** This field provides a summary of the W3C validation test.
- **Checked By:** The tool used to perform the validation test.
- **Doctype:** The document type of the file being tested.
- **Character Set:** The syntax used in the file being tested.
- **Validation Output:** Provides users with a summary of entries found in the content that either contain w3c errors or warnings.

- **List View:** Provides users with a list view of each error with relevant attached information.

Each item, whether the test identified error items or warning items, will display in the W3C Validation Results dialog. Each item identifies a line of code, along with a helper message indicating the problem and a preview of the problem content. In some instances, a solution or additional helper text will be displayed per item when available.

Performing a W3C Valid Test

There are several different methods to performing a W3C Valid test. To perform a W3C Valid test from the Pages list view:

1.Navigate to the **Pages** list view by selecting **Content > Pages** from the global navigation bar.

2.Hover on the target page's row and select **Page Check** from the **Review** menu to display the **Page Check** dialog. Additionally, selecting **Publish** from the **Publish** menu to display the **Final Check** dialog will also provide the ability to perform a W3C Valid test.

3.Click the **W3C Valid** button to display the **W3C Validation Results** dialog. Regardless if the user has navigated to the **Page Check** or **Final Check** dialog, the **W3C Valid** button should be available in either dialog.

Users can also perform a W3C Valid test from the Page Actions toolbar:

1.Navigate to the **Pages** list view by selecting **Content > Pages** from the global navigation bar and select the page to be edited. Additionally, selecting the page from the **File Navigation** sidebar also displays a view with the **Page Actions** toolbar included.

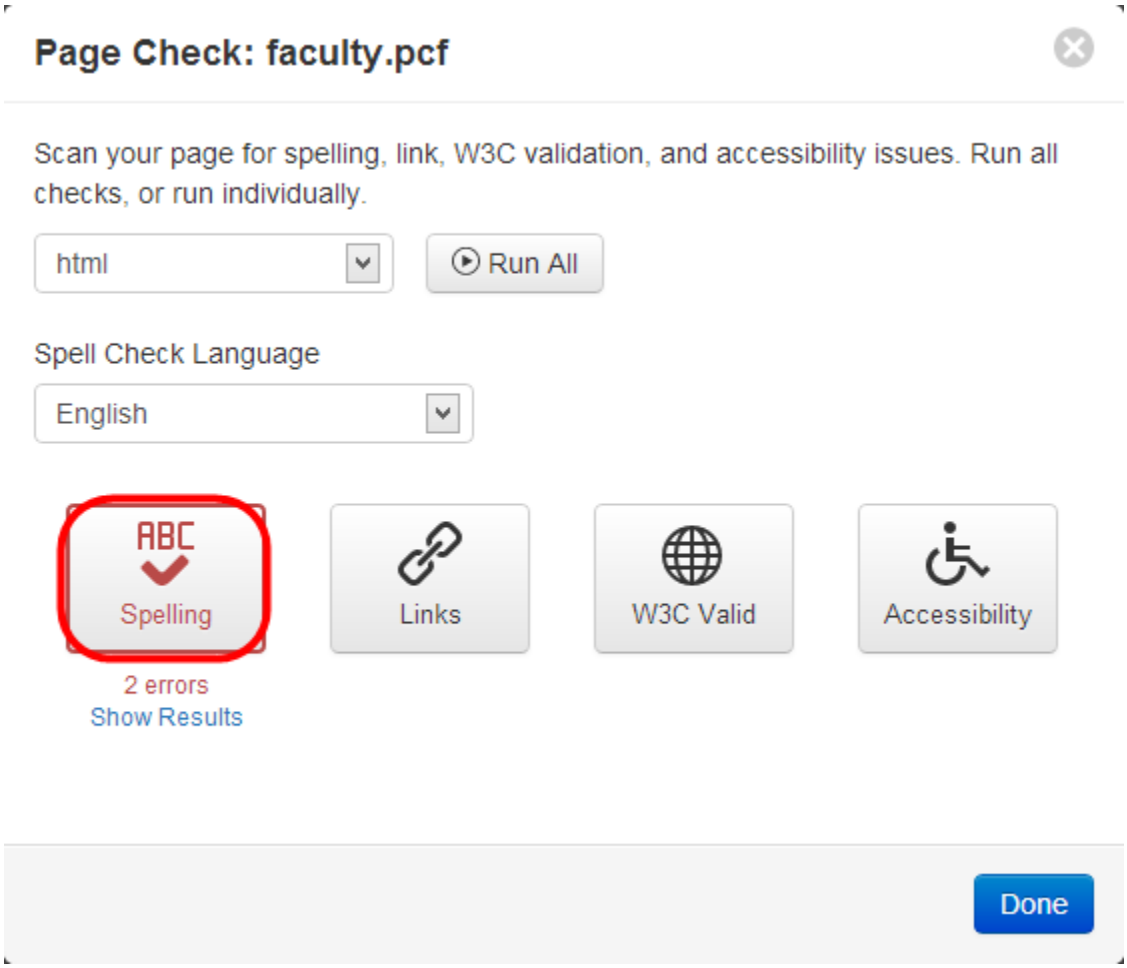
2.Click the **Page Check** button in the **Page Actions** toolbar to display the **Page Check** dialog. Additionally, clicking the **Publish** button displays the **Final Check** dialog.

3.Click the **W3C Valid** button to display the **W3C Validation Results** dialog. Regardless if the user has navigated to the **Page Check** or **Final Check** dialog, the **W3C Valid** button should be available in either dialog.

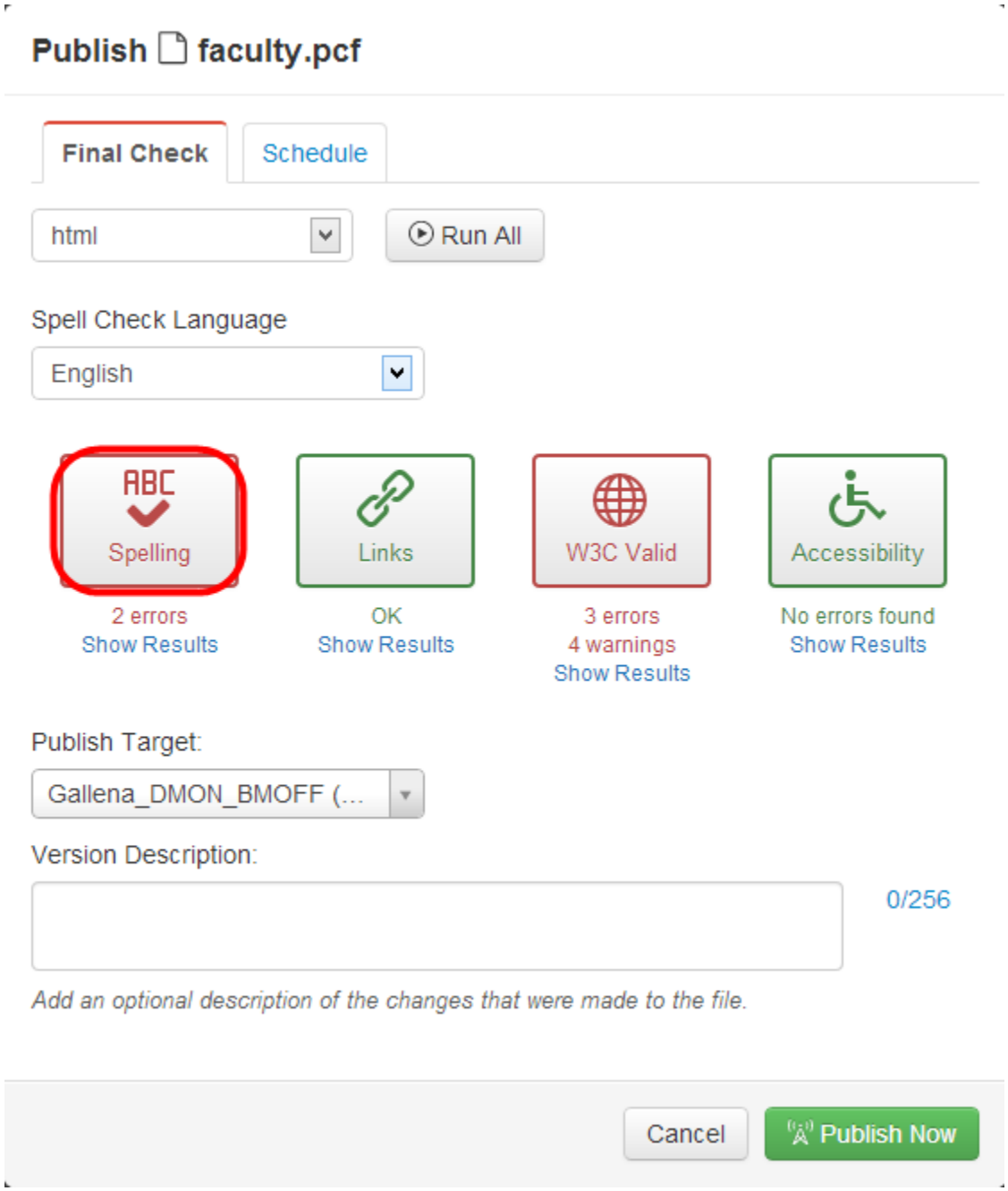
Spell Check

Spell Check Overview

Spell Check utilizes the OU Campus global dictionary, as well as a custom site-wide dictionary, to spell check a page. Administrators can grant access to users to add words to the custom dictionaries. Any words in the custom dictionaries are ignored by the spell checker and not marked as incorrect. The language may be selected from a drop-down menu with a choice of English, Spanish, French, Italian, or Portuguese. Users can access the Spell Check tool from the Page Check dialog.



Additionally, Spell check can also be performed from the Final Check dialog, if enabled. Depending upon the configuration, it may run automatically during Final Check; otherwise, it can be selected to run on its own or as part of the Run All option.



Spell Check is also available during editing in the WYSIWYG Editor, if the option has been made available on the toolbar that is in use. The WYSIWYG Spell Check can be toggled on and off by a user and provides on-screen indication of misspelled words, and uses the default custom dictionary, which can be changed when editing a page by selecting the language from the drop-down.

While both utilize the same dictionary files, Spell Check in the WYSIWYG Editor provides a spell check of the region that is being edited, while a spell check run as Page Check or Final Check spell checks the whole page as manufactured as part of the publish. In this way the spell check can detect additional misspelled

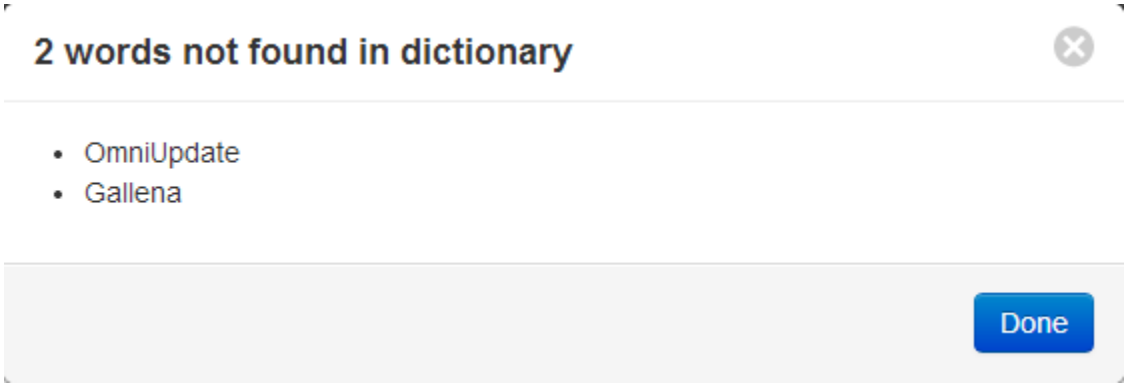
words that may be present in an include file or XSL, for example, and also possible in the different output formats that can be chosen such as HTML or TXT. For information regarding the WYSIWYG spell checker:

WYSIWYG Spell Check

When errors are encountered, the Spelling button highlights red and displays the number of errors underneath the button. This is also a link to the error report. The error report displays any misspelled word and, within parentheses, the number of occurrences of that word. If the word is not misspelled, it may need to be added to the custom dictionary.

Spell Check Results Dialog

When users click the Spelling button, the Spell Check Results dialog is displayed. This dialog provides users with a list view of all misspelled words on the currently select page. Although this dialog identifies the errors, users must navigate to the WYSIWYG Editor to actually edit the content and correct the errors. If the WYSIWYG Spell Check is not enabled, a user may manually search for and correct the misspelled word. If a word is spelled correctly but is being flagged as a misspelled word, the word can either be ignored or added to the custom dictionary with the WYSIWYG Spell Check tool.



Performing a Spell Check

There are several methods to performing a Spell Check:

1.Navigate to the **Pages** list view by selecting **Content > Pages** from the global navigation bar.

2.Hover on the target page's row and select **Page Check** from the **Review** menu to display the **Page Check** dialog. Additionally, selecting **Publish** from the **Publish** menu to display the **Final Check** dialog will also provide the ability to perform a W3C Valid test.

3.Click the **Spelling** button to display the **Spell Check Results** dialog. Regardless if the user has navigated to the **Page Check** or **Final Check** dialog, the **Spelling** button should be available in either dialog.

Users can also perform a Spell Check test from the Page Actions toolbar:

1.Navigate to the **Pages** list view by selecting **Content > Pages** from the global navigation bar and select the page to be edited. Additionally, selecting the page from the **File Navigation** sidebar also displays a view with the **Page Actions** toolbar included.

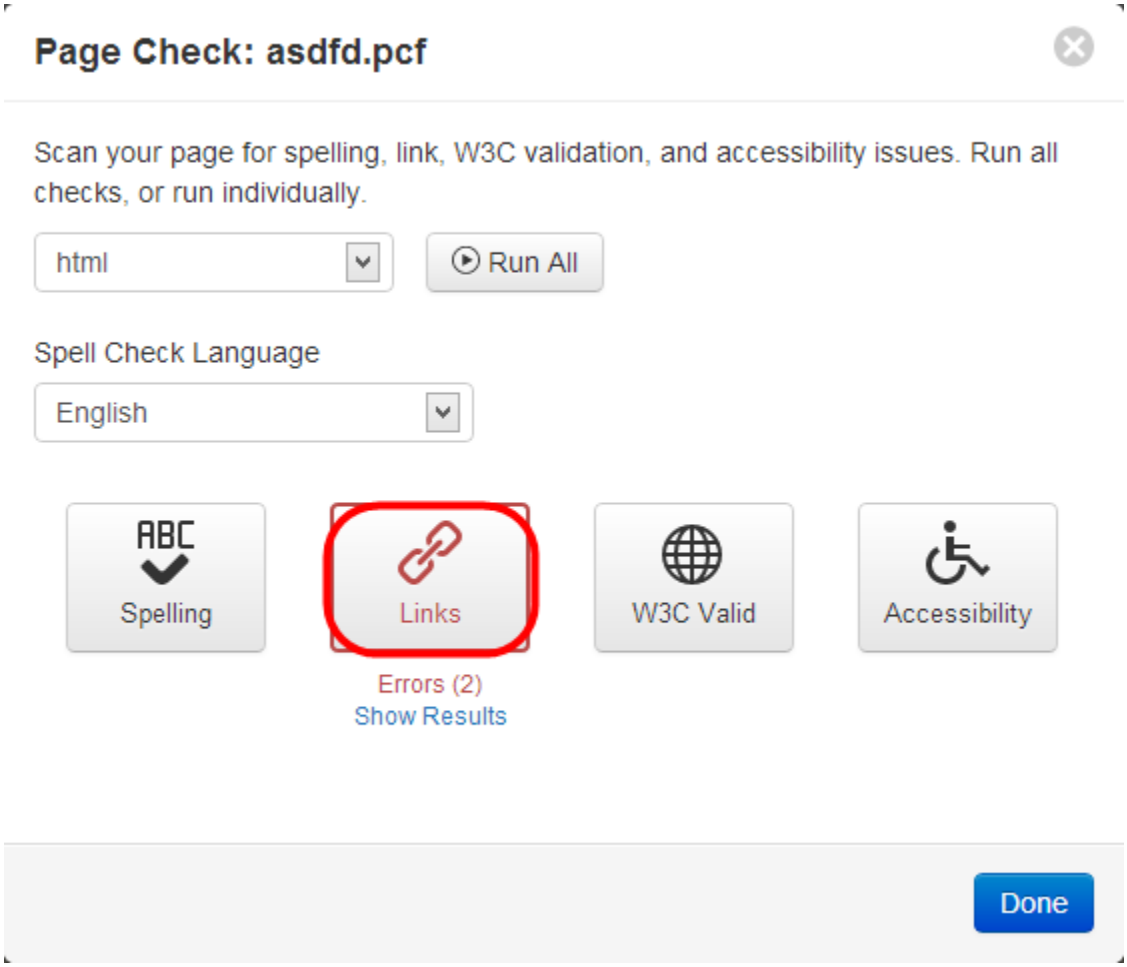
2.Click the **Page Check** button in the **Page Actions** toolbar to display the **Page Check** dialog. Additionally, clicking the **Publish** button displays the **Final Check** dialog.

3.Click the **Spelling** button to display the **Spell Check Results** dialog. Regardless if the user has navigated to the **Page Check** or **Final Check** dialog, the **Spelling** button should be available in either dialog.

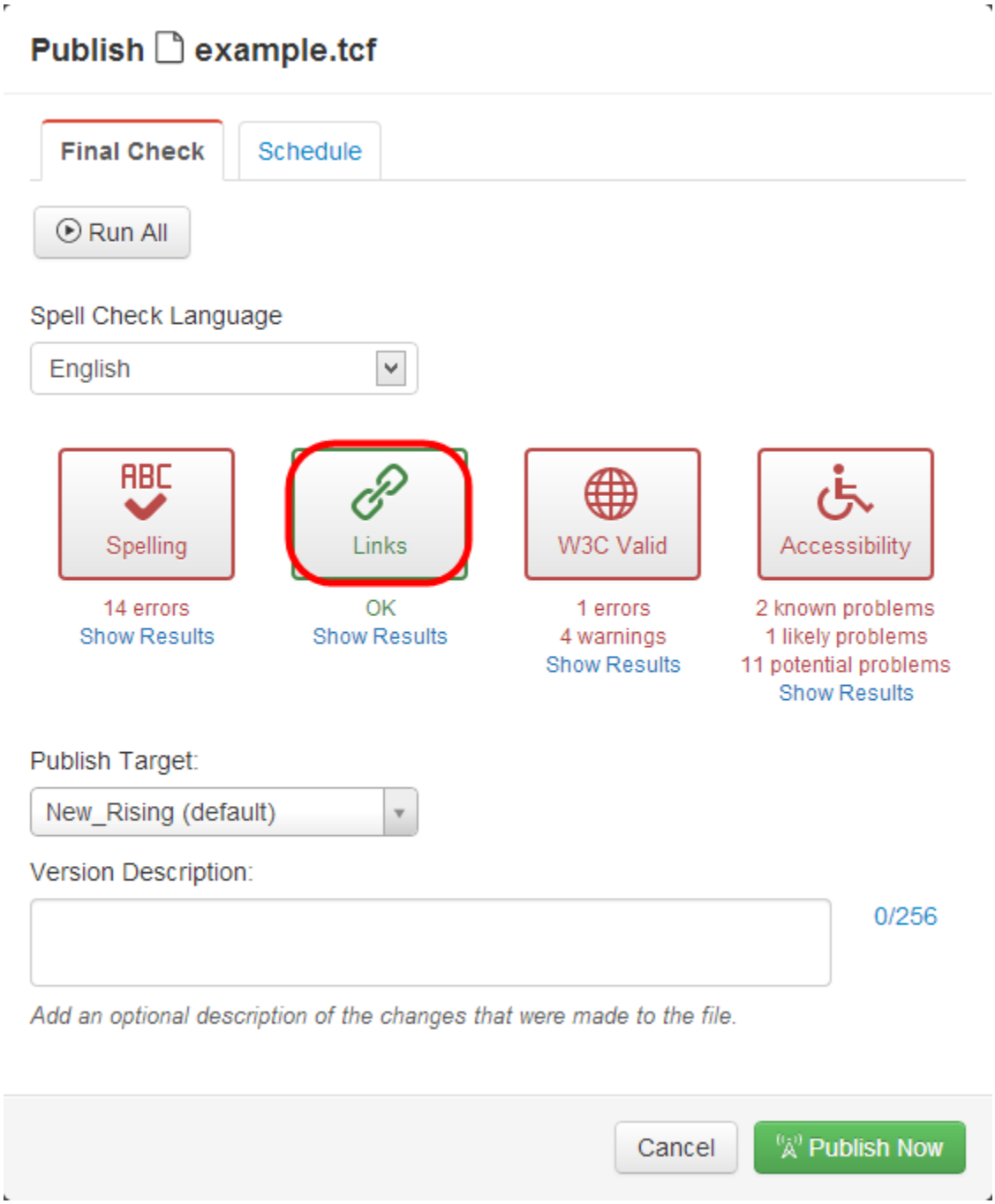
Link Check

Link Check Overview

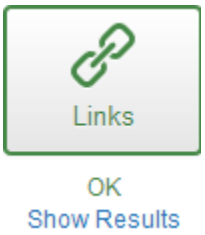
Link Check allows users to verify the validity of on-page links, both internal and external, and provides information for users that allows them to correct the issues associated with broken links. Link Check is a feature of two different tools, Final Check and Page Check. Users can run a Page Check by selecting **Content > Pages** from the global navigation bar and selecting Page Check from the available row options for the target file. This action displays the Page Check dialog, which includes a button for the Link Check tool.



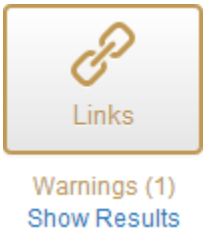
Additionally, Link Check can be performed during a Final Check. In order for this functionality to be available, Final Check must be enabled. If enabled, the Final Check dialog displays which includes a button for the Link Check tool.



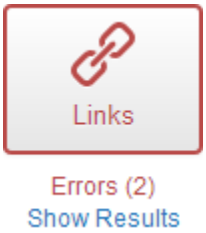
When users click the Link Check button, it will run a test that will validate all on-page links for the selected page. There are three different indicators that will display after a Link Check has been performed:



If there were no errors during the Link Check report, the button is shaded green and the message "OK" displays to inform the user that all on-page links are valid.



If there are potential problems that are fixable that the Link Check report identifies, the Link Check button is shaded yellow and the message "Warning" with a numerical value indicates the number of potential errors.

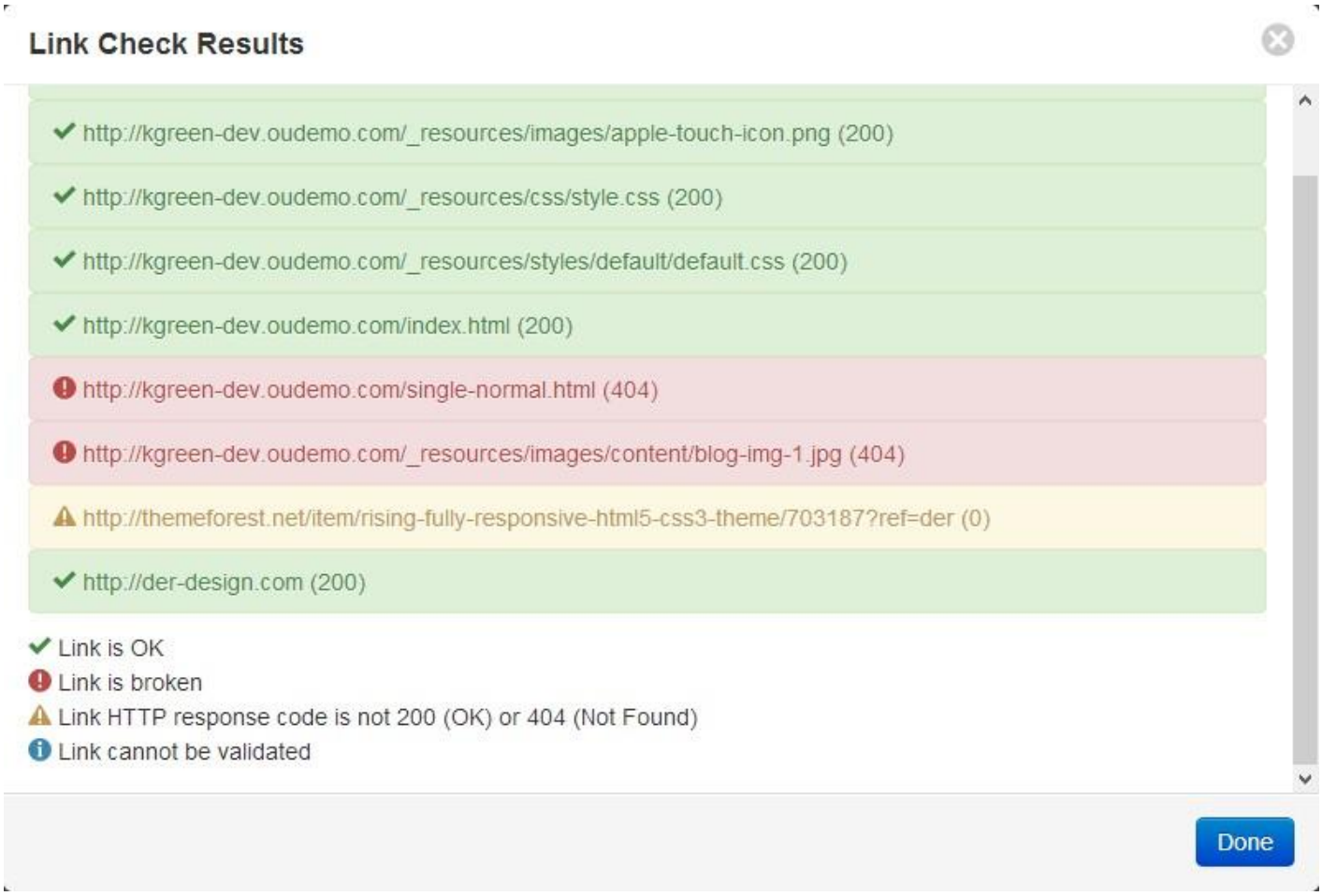


If there are any errors confirmed by the Link Check report, the Link Check button is shaded red and the message "Error" with a numerical value indicates the number of confirmed broken links. When users click Show Results, the Link Check Results dialog is displayed. This dialog includes the following elements:

- **Link Check List View:**The list view provides users with a way to view all of the on-page links that appear within the content currently being edited.
- **Link Check Legend:** The legend that is displayed in the dialog helps users identify the status of each link, and also identifies errors caused by broken links.

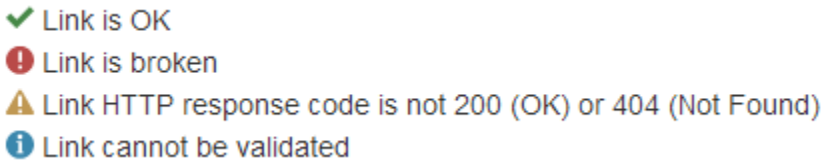
Link Check Results List View

The Link Check Results dialog is displayed when a user performs a Link Check action. For each row item, the path of the file is displayed with a number next to it. These numbers are representative of error codes, and should a link contain an error, the corresponding error code number is displayed and the row's background changes color to reflect the status of target link.



Link Check Legend

The row items displayed in the Link Check Results dialog are color coded and labeled with numbers to help users identify broken links using known syntax error codes. A legend is displayed at the bottom of the Link Check Results dialog and provides the following explanation of both error code number as well as status color code:



Performing a Link Check

To perform a Link Check action:

1.Navigate to the **Pages** list view by selecting **Content > Pages** from the global navigation bar.

2.Hover on the target row to display the available actions and select **Page Check** from the **Review** menu. Additionally, selecting **Publish** from the **Publish** menu will also display the **Link Check** button.

3. Click **Link Check** to perform the action.

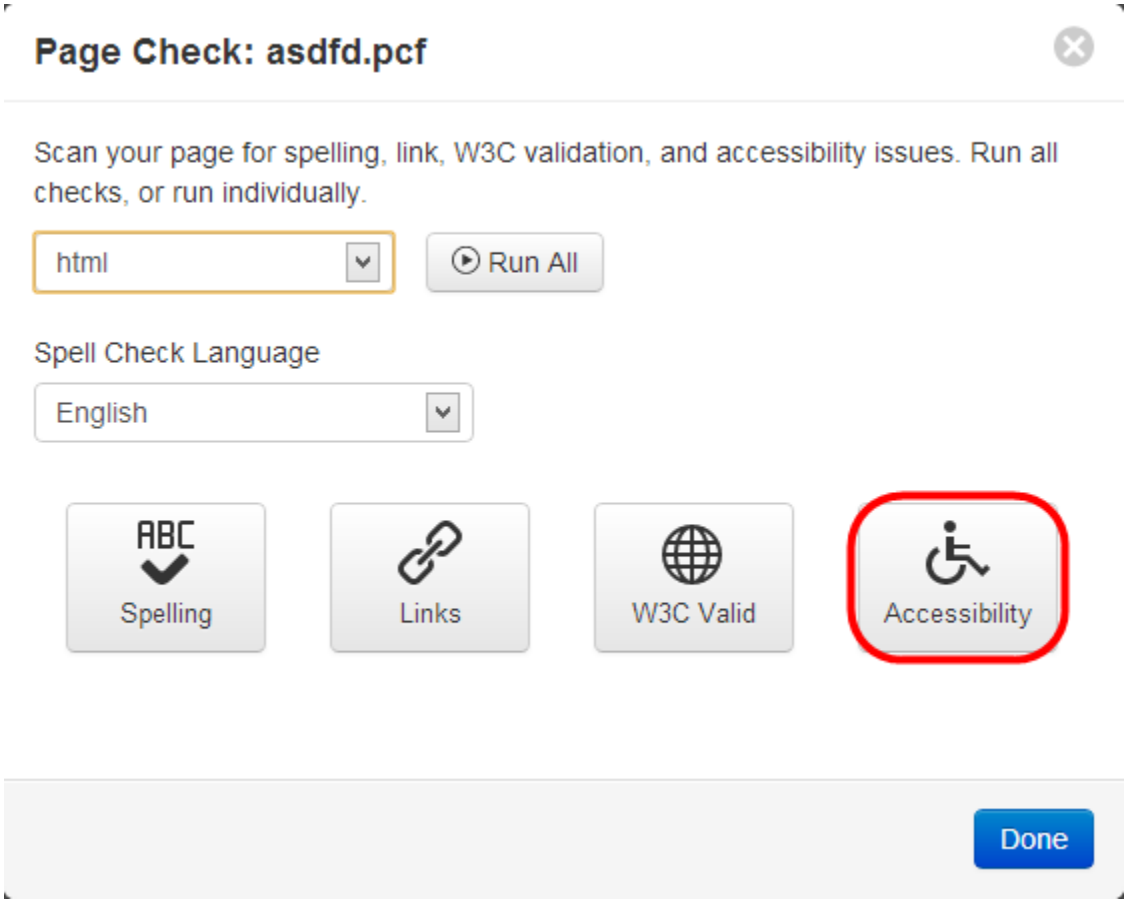
4. Click **Show Results** to open the **Link Check Results** dialog.

Accessibility Check

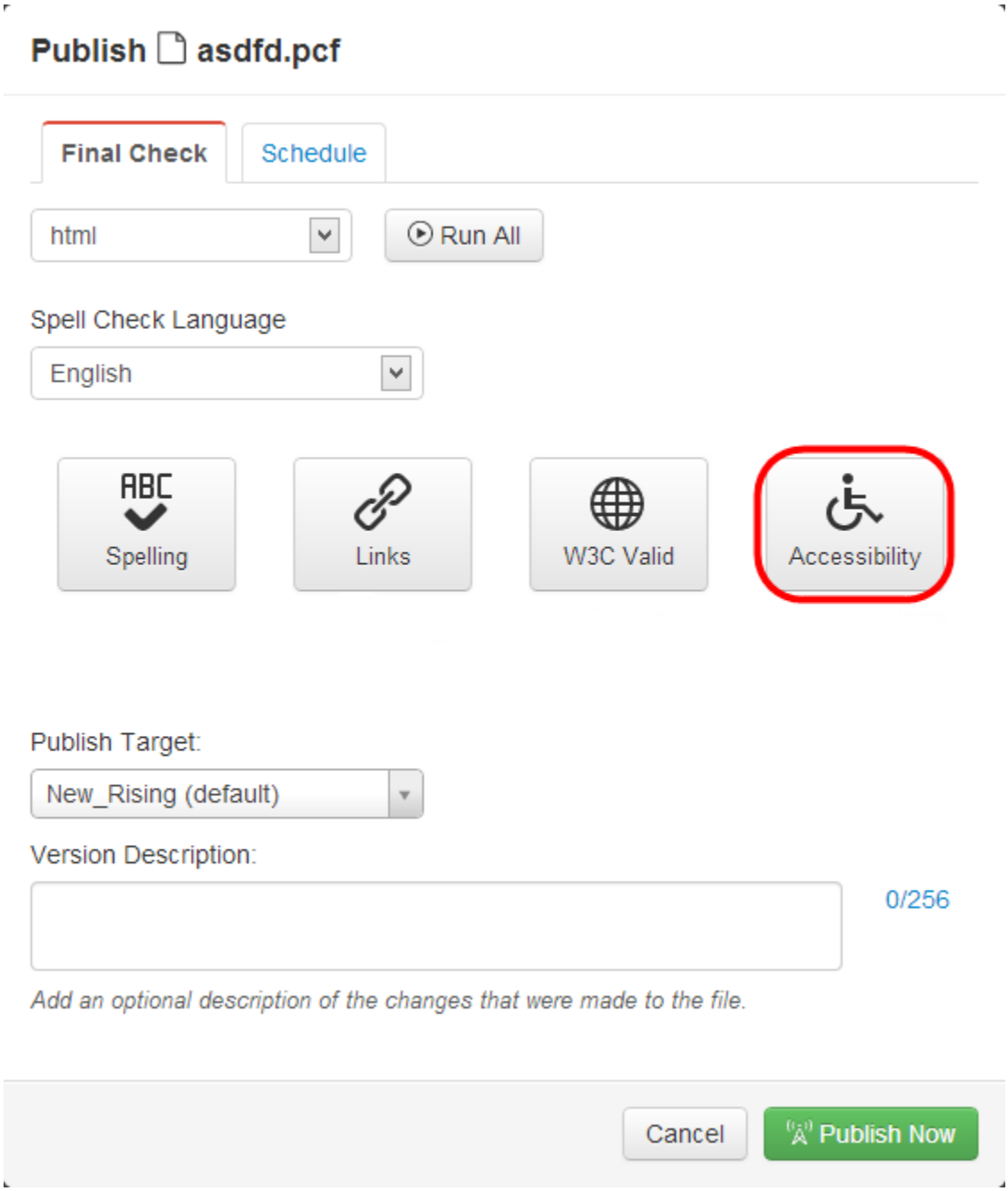
Accessibility Check Overview

Accessibility Check identifies any issues that may be present relating to the type of accessibility standards configured by an administrator. When running an Accessibility Check, problems may be found according to the guidelines for accessibility chosen by the administrator. These errors will appear as red, hyperlinked text beneath the Accessibility button. Any found problems may be viewed by clicking on the problem, and this action will open a list inside the current page check or final check dialog.

There are several ways an Accessibility Check can be performed. First, users can access this tool from the Page Check Dialog.



Depending upon the configuration, Accessibility Check also runs automatically during Final Check; otherwise, it can be selected to run on its own or as part of the Run All option. The output to check, which frequently defaults to HTML, can also be chosen from the drop-down.



An administrator can configure Accessibility Check for one of the following standards and the results will reflect the guidelines that were chosen.

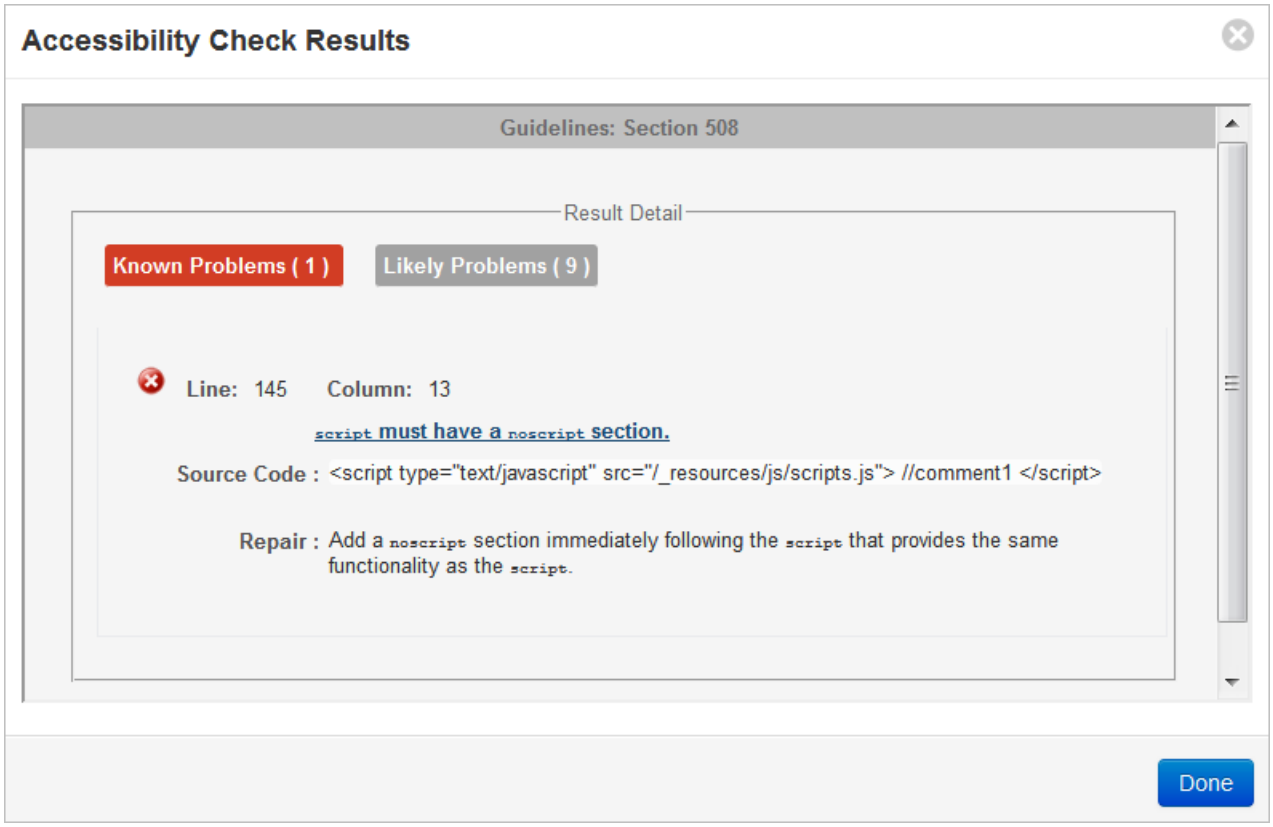
Standard	Definition
WCAG	Web Content Accessibility Guidelines: Includes both 1.0 and 2.0 specifications as well as all three priority levels (A–AAA).
Section 508	USA federal requirements for accessibility standards.

Standard	Definition
Stanca Act	Italian requirements for accessibility standards.
BITV 1.0	German accessibility standards.

Accessibility Check Results Dialog

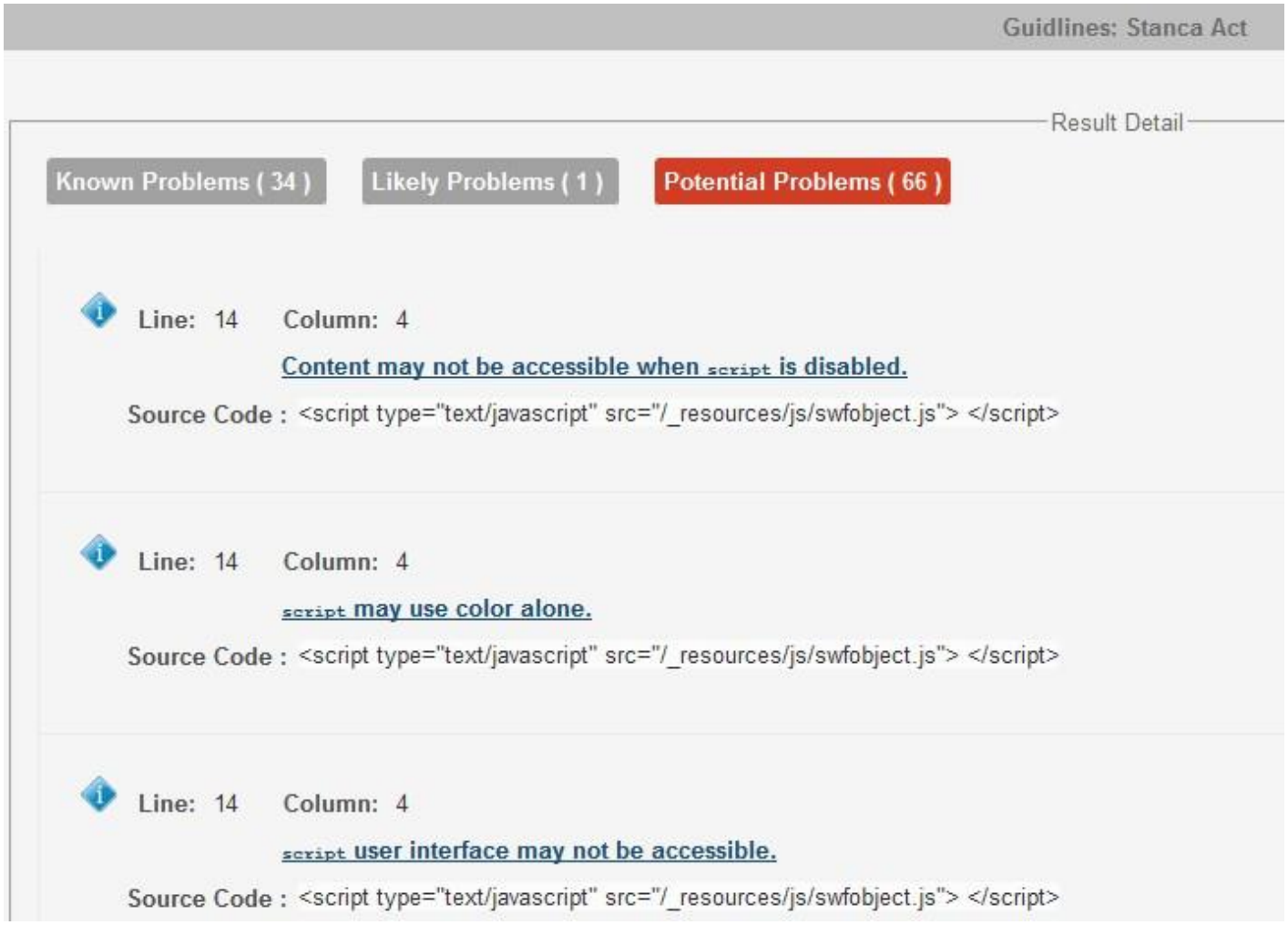
When users click the Accessibility button from either the Page Check dialog or the Final Check dialog, the Accessibility Check Results dialog is displayed. This dialog displays a list view of all problems, both verified and unverified. Each item displayed in the Accessibility Check Results dialog includes reference to the exact line in which the errors are found, including the source code and an explanation of the problem. The following categories may be configured for types of errors:

- Known Problems
- Likely Problems
- Potential Problems



Known problems are problems that have been verified as broken or creating an error. These problems are identified by the red icon next to each list item. If available, a helper message may appear with each list item, helping users identify a solution to repairing the problem.

Likely Problems are items that the OU Campus system identifies as most likely being an error, but is required to be reviewed by a user to designate if the problem is real or not.



Potential Problems are similar to Likely Problems in that they are not verified, but the system has identified code which may or may not cause errors and is required to be reviewed by a user.

Performing an Accessibility Check

There are several ways to perform an Accessibility Check:

1.Navigate to the **Pages** list view by selecting **Content > Pages** from the global navigation bar.

2.Hover on the target page's row and select **Page Check** from the **Review** menu to display the **Page Check** dialog. Additionally, selecting **Publish** from the **Publish** menu to display the **Final Check** dialog will also provide the ability to perform a W3C Valid test.

3.Click the **Accessibility** button to display the **Accessibility Check Results** dialog. Regardless if the user has navigated to the **Page Check** or **Final Check** dialog, the **Accessibility** button should be available in either dialog.

Users can also perform a Accessibility Check test from the Page Actions toolbar:

1.Navigate to the **Pages** list view by selecting **Content > Pages** from the global navigation bar and select the page to be edited. Additionally, selecting the page from the **File Navigation** sidebar also displays a view with the **Page Actions** toolbar included.

2.Click the **Page Check** button in the **Page Actions** toolbar to display the **Page Check** dialog. Additionally, clicking the **Publish** button displays the **Final Check** dialog.

3.Click the **Accessibility** button to display the **Accessibility Check Results** dialog. Regardless if the user has navigated to the **Page Check** or **Final Check** dialog, the **Accessibility** button should be available in either dialog.

Versions

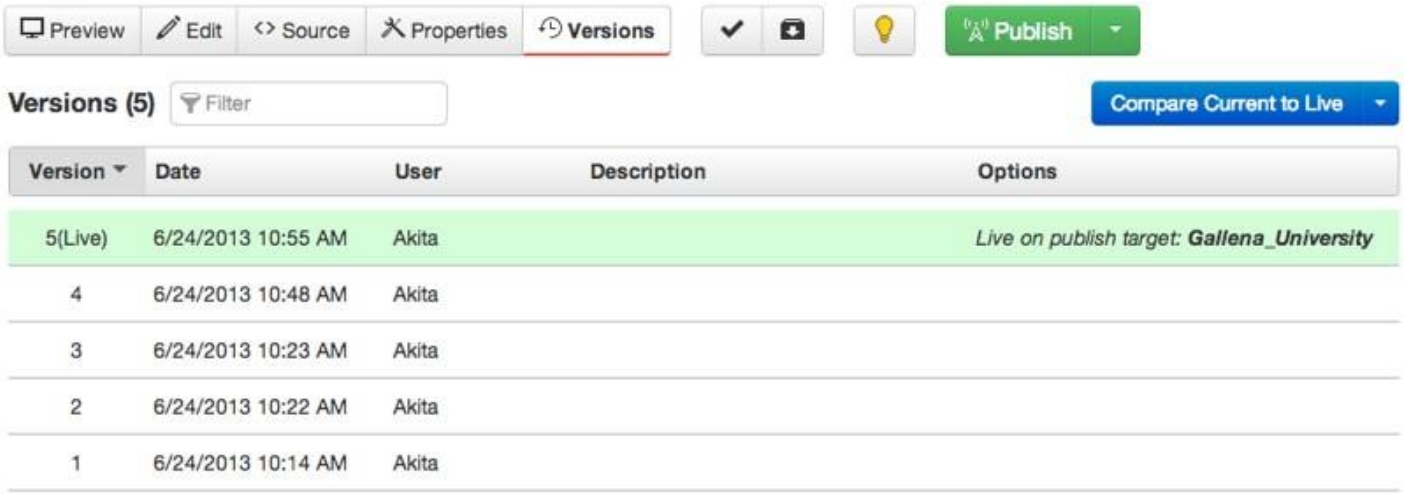
Versions Overview

A unique version of a page is saved through the automatic version control system every time a page is published. A backup version of a page can also be created at will with the use of the Save Version button. It can be useful to create a permanent version or backup of the page before extensive editing.

The Versions screen shows this list of saved versions of a page. It can be accessed from the folder structure or while previewing or editing a page. Before navigating from editing a page to viewing versions, the page should be saved. The Versions screen:

- Shows the number of versions saved for the page
- Shows a sortable list of versions, which includes the revision number for the page, the date it was saved, the page author, the version description given with the save or publish, and other options
- Allows for comparing the current staging version to the current production version
- Provides a method for saving another version of the page
- Allows for reverting to a previous version of the page

Example of Versions Screen



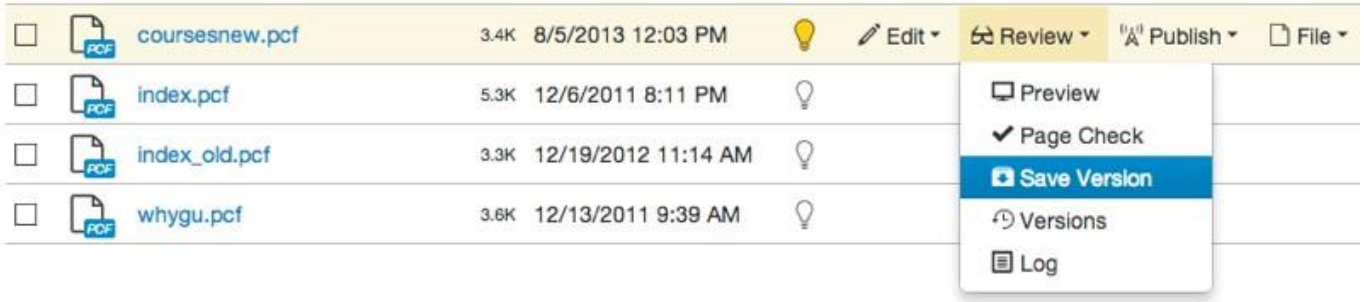
Saving a New Version

Although a unique version of a page is saved in the OU Campus automatic version control system every time a page is published, users can also create a version at any time. For example, after editing and saving a page several times, a user may wish to create a permanent version or backup of the page before moving on with further edits such as a find and replace. When editing a page, the **Save Version** button is available for this purpose. The Save Version button is also available in Preview mode.

1. To save a version of a page, either:

- **Preview** a checked out page, or enter into the **Edit** mode of a checked out page. Click on the **Save Version** button in the Page Actions Toolbar.

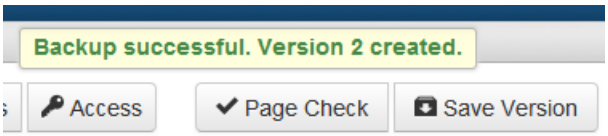
- Enter the **Pages List** view and check out the desired page. Hover over the **Review** menu and select **Save Version**.



2.This opens the **Save Version** dialog. If so desired, click the linked **current state** text to see a preview of the page as it exists on staging.

3.Although optional, it is recommended to enter a bit of descriptive text for the version. This can be viewed from the Versions screen and can be a useful clue in the future if it is necessary to determine that a page should be reverted and to which version it should be reverted.

4. Click **Save Version**. A success message is displayed briefly.



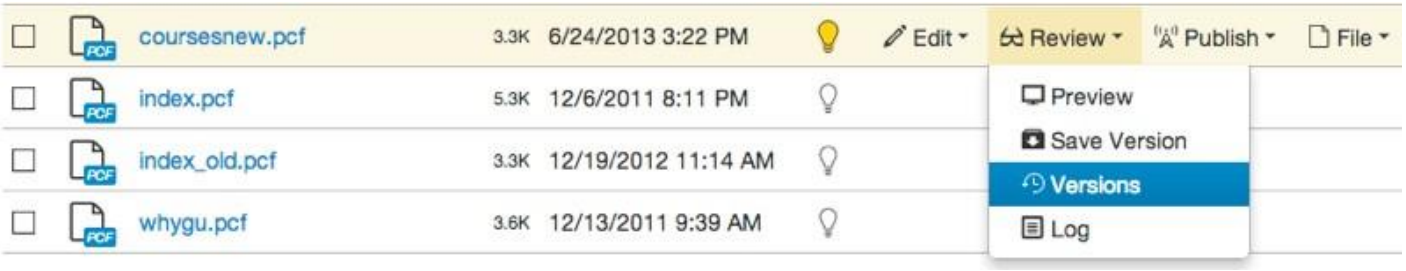
Navigating to Versions

From the Folder Structure

The Versions screen can be accessed from the Pages list view of the site.

1. Navigate to the **Pages** list view and check out the desired page.

2. Hover over **Review** on the page row and choose **Versions**. This displays the **Versions** screen.



From Preview or Edit

The Versions screen can also be accessed while in Preview or Edit mode, or while editing a page with the WYSIWYG Editor. Note that the page must be checked out to the current user.

1. Check out a page and view the page in **Preview** or **Edit** mode.

2. While viewing the checked out page, click the **Versions** button. This displays the Versions screen.

Filtering Versions

The Versions list can be filtered by entering characters in the Filter field. The filter is relevant to the Revision, Author, and Message columns, and items with matching character strings are displayed in the list. The rest are hidden until the filter is removed, which can be accomplished by clicking the circle-x icon. Filtering can be used to help locate a specific version of a page.

Comparing Versions

The compare feature includes the ability to compare different versions of a page. Options of the feature include the capability to show or hide includes and to compare the rendered page or the source code for the page. The current version of the page can be compared with previous version or with the production version. When compared with other versions a source code comparison is rendered and includes files are included.

Comparing with Production Version

1. From the **Versions** screen click **Compare Current to Live**.

2. The comparison is shown for the rendered page in the default mode. Information about the compare will display above the rendered page.

3.If so desired, click **Hide Includes** to hide any include files that are part of the rendered page.

4.Additionally, if it is required to view a comparison of the source code, click **Source** to view a comparison in source code mode.

Options for Comparing Current Version to Live

Comparing with a Previous Version

1. Locate the previous version that is desired. The different versions can be scrolled through, or a version number may be entered to jump directly to that version.

2. From the **Versions** screen, navigate to the row for the page version and hover over **Compare**. A user may select from here to compare the page as is, without includes, or in source mode. By default, the page previews with includes. The page comparison view is displayed.

For more information about the color coding in comparing and examples, see:

Compare

Sorting Versions

Page versions can also be sorted by clicking any of the available columns:

Revision: The default sort is reverse numerical with revision 1 showing at the bottom of the sorted list

Save Date: Date last saved

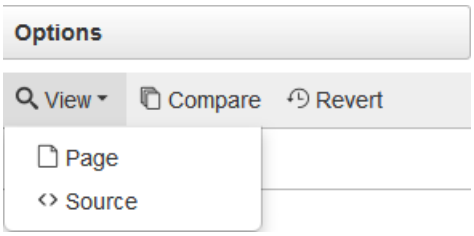
Author: Shows the user that performed the page action

Message: Shows the version description text that was entered when the version was saved

Options: Three options are available: View, Compare, and Revert. Additionally, from the view menu a user can choose to view the version of the page or the source of the page version.

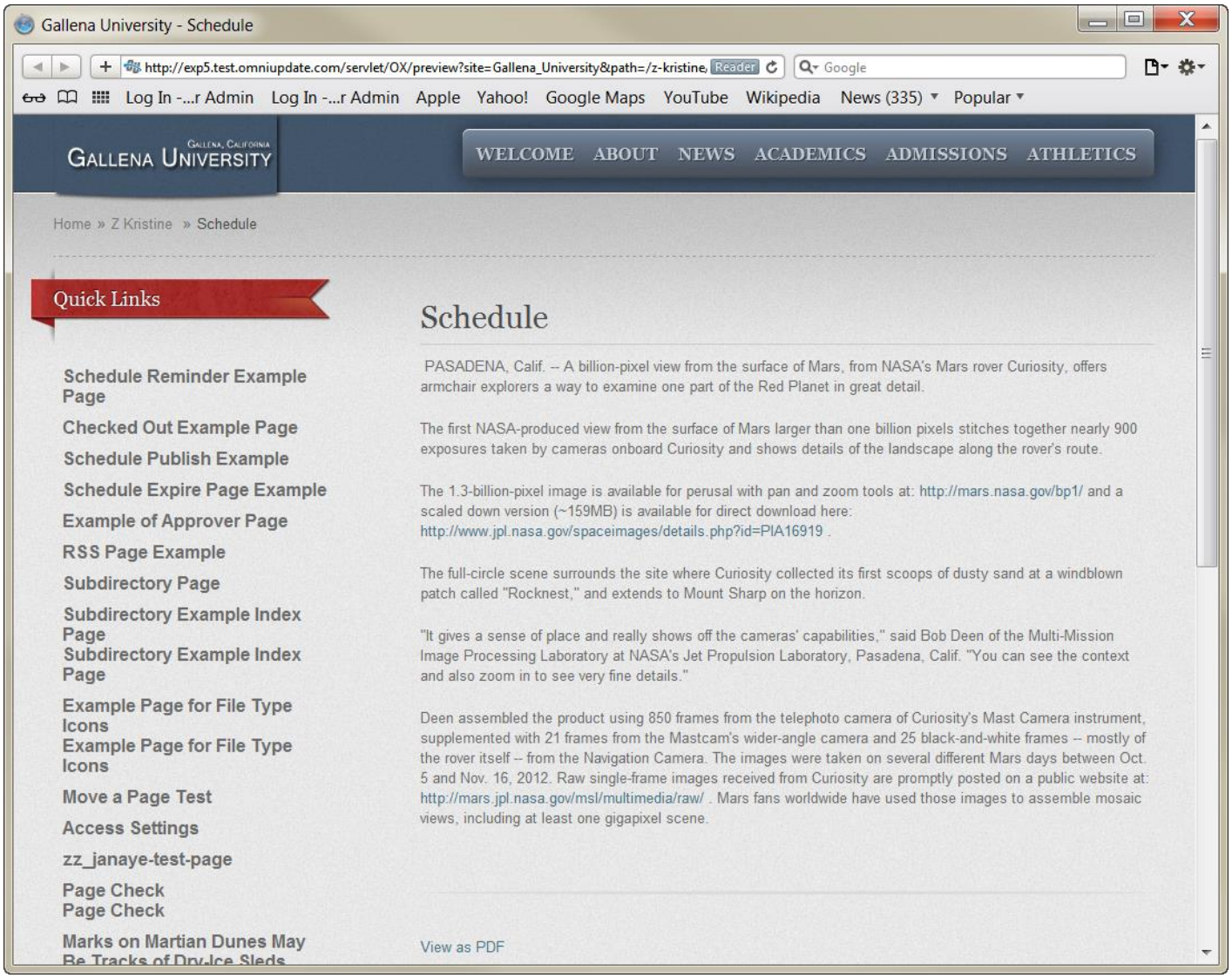
Viewing a Revision

From the Versions screen, a version of the page can be viewed and the source can be viewed. These views of a page version are provided in a separate browser window or tab.



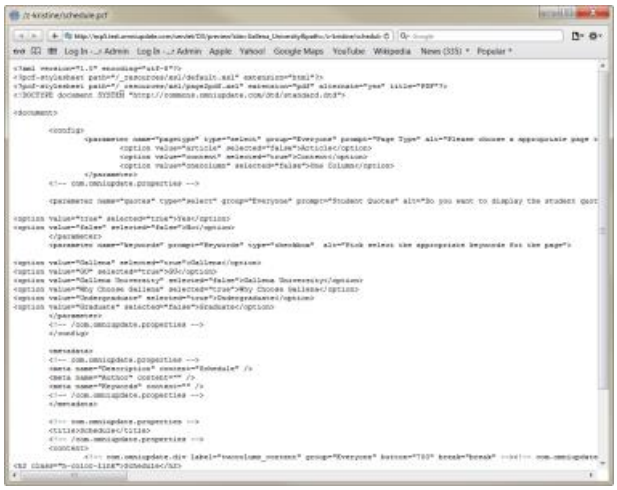
Viewing a Page Version

From the Versions screen, hover over the row for the version and from **View**, select **Page**. The page is displayed.



Viewing the Source

From the Versions screen, hover over the row for the version and View, select Source.

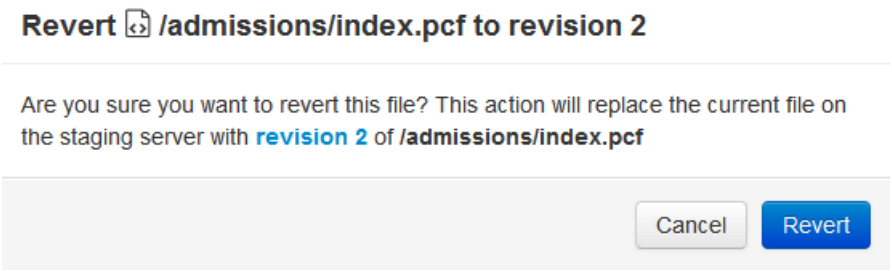


Reverting to a Version

The Versions screen includes the ability to revert to a previous version of a page.

1. From the Versions screen, hover over the row for the version and click **Revert**.

2. The confirmation dialog is shown.



3. Click **Revert**.

4. A success message shows to which version the page was reverted.

Note: The page must be published to the production web server to make it live on the World Wide Web.

Compare

Compare Overview

The Compare feature includes the ability to compare different versions of a page. The compare feature is found in the Versions section of a page. Compare allows a user or reviewer (e.g., an approver) to easily identify changes that have been made to a given page by comparing the newly proposed page with either the page currently on the production server (the last published version of the page), to any prior published versions, or to any version explicitly saved by the Save Version function. Comparing versions is also supported by Multi-Target Publish and a version on a publish target can be selected, if Multi-Target Publish is in use.

The document comparison of various versions provides mark-up of text, image, and asset changes with color coding and strikethrough notations.

Versions Screen

The Compare feature is located on the Versions screen, which shows a list of versions of a page. Versions can be accessed in either of two ways:

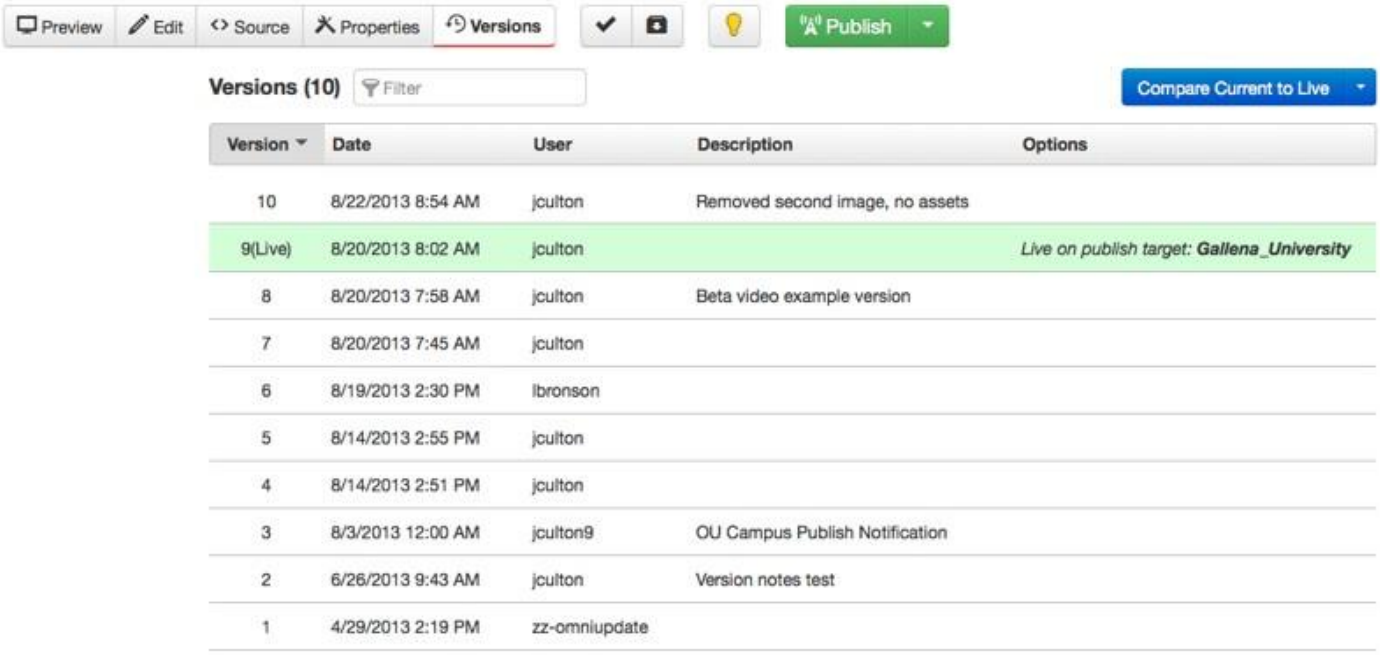
1. From the **Pages** list view, check out the page. Hover over **Review** in the page row and choose **Versions**.

2. Enter the **Preview** or **Edit** mode of a checked out page. Click the **Versions** button in the **Page Actions** toolbar.

Either method directs the user to the Versions screen where a comparison can be made. The Versions screen includes the following features and functionality:

- Lists the number of versions of a page or file
- Filter
- Compare Current to Live
- Compare Current to a publish target
- Sort
- View the rendered page or source of a page of any version
- Compare the currently saved version to any previous version of a page with or without includes, or in source view
- Revert

Example of Versions Screen



Version	Date	User	Description	Options
10	8/22/2013 8:54 AM	jculton	Removed second image, no assets	
9(Live)	8/20/2013 8:02 AM	jculton		*Live on publish target:* ***Gallena_University***
8	8/20/2013 7:58 AM	jculton	Beta video example version	
7	8/20/2013 7:45 AM	jculton		
6	8/19/2013 2:30 PM	lbronson		
5	8/14/2013 2:55 PM	jculton		
4	8/14/2013 2:51 PM	jculton		
3	8/3/2013 12:00 AM	jculton9	OU Campus Publish Notification	
2	6/26/2013 9:43 AM	jculton	Version notes test	
1	4/29/2013 2:19 PM	zz-omniupdate		

Comparing with a Production Version

When comparing with the current version on the production server, either page or source view is available. If comparing in page view, hide includes is also available.

1. From the **Versions** screen click the **Compare Current to Live** button. The comparison is shown for the rendered page. If configured and available, a publish target may be selected by clicking the drop-down arrow on the button.

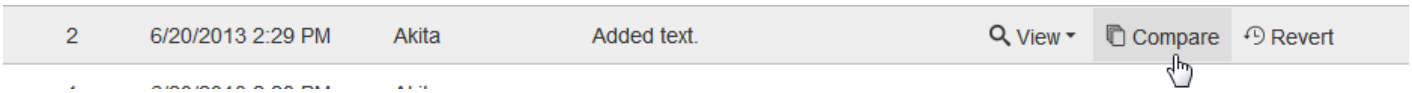
2. If so desired, click **Hide Includes** to hide any include files that are part of the rendered page.

3. Additionally, if it is required to view a comparison of the source code, click **Source** to view a comparison of the source code. If viewing the source, the includes are pulled in automatically.

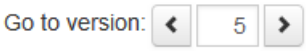
Comparing with a Previous Version

When comparing with versions other than the live production version, a source code comparison is rendered. This option pulls in the includes files and shows revisions in the code. It is useful for pages rendered as ASP or when the compare is not being rendered due to the format of the include files.

1. From the **Versions** screen, hover over the menu bar for the page version and click **Compare**. The Version Compare is displayed.



2. When comparing the staging version with previous versions, the different versions can be scrolled through or a version number can be entered with which to compare.



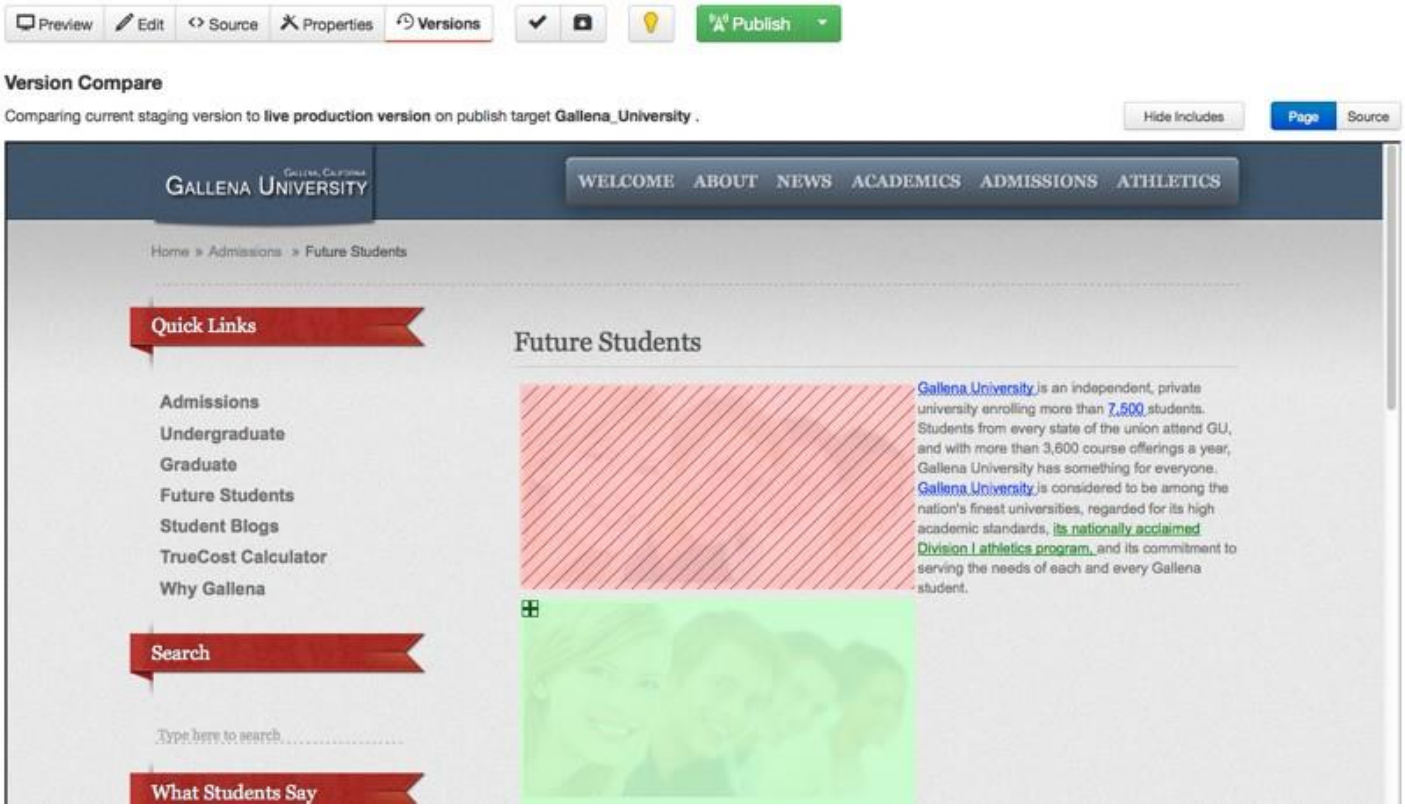
Examples and Legends

Production Page

The following table lists the mark-up types and color-coding for comparing to the live production page in page view. For example, text that is shown in red strikethrough indicates text that was deleted. Green underlined text indicates that the text was added. Blue text with a squiggly underline indicates text that underwent a formatting change such as having applied bold or italics to the text.

Type of Change	Color	Style
Deletion	Red	Strikethrough
Addition	Green	Underlined
Formatting Change	Blue	**Squiggly underline**

Example of Live Version Comparison

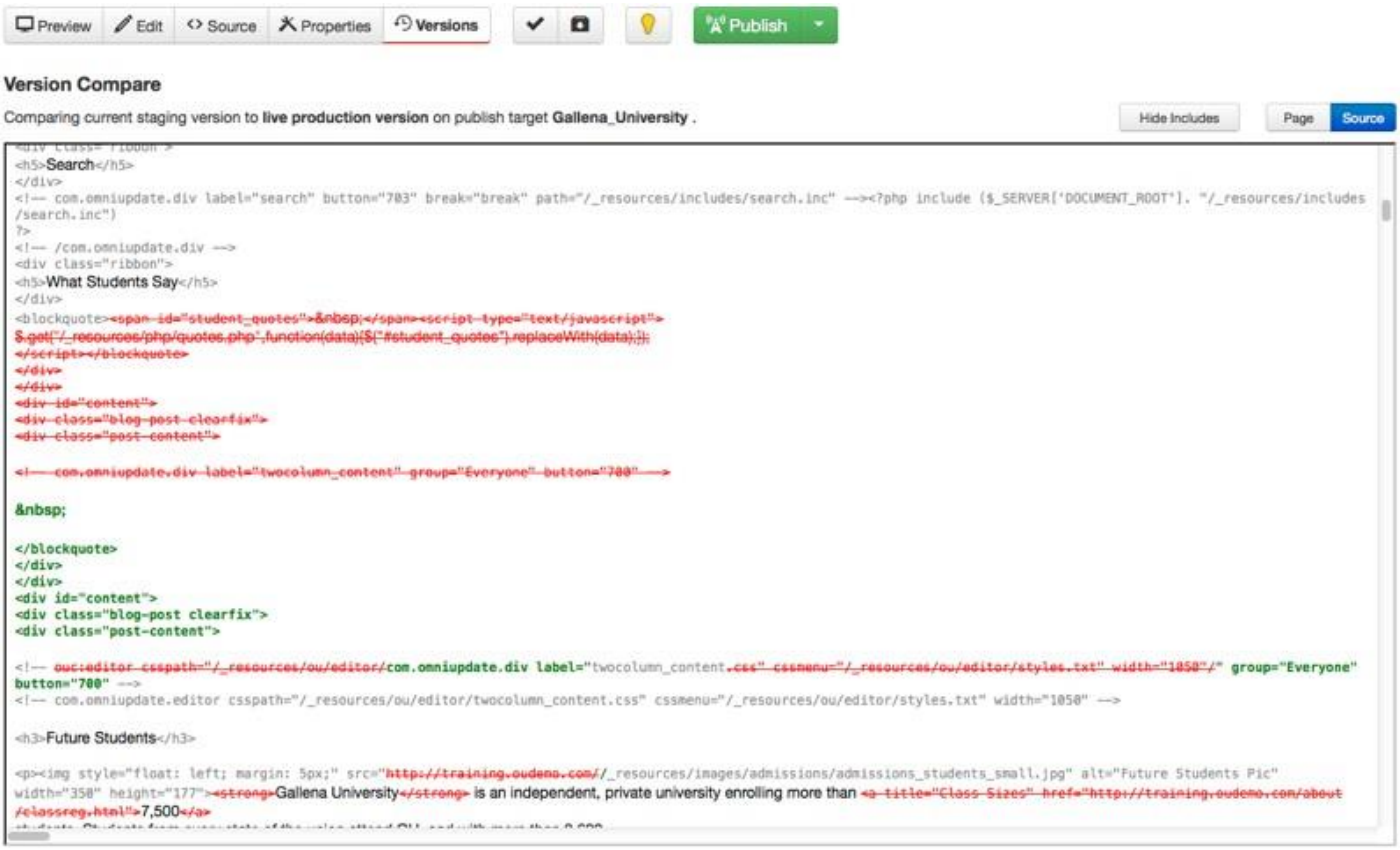


Source and Other Versions

When comparing to the live production server version in source view or when comparing to any other version the markup is slightly different as no blue markup is provided. Any addition of text or formatting change is show in green (not underlined).

Type of Change	Color	Style
Deletion	Red	Strikethrough
Addition or Formatting Change	Green	Plain Text

Example of Source Comparison



Final Words

Approvers can use this feature when reviewing a page prior to publishing it. The approver (depending on the page's access settings) can then elect to publish the page, schedule it for publish, send it to another user for review, decline to publish it but keep the changes, which then sends it back to the requester, or decline to publish it and revert to the previous version. This also sends it back to the requester.

If the approver does not have publishing rights, only Send to User and Decline & Keep will be visible.

Publishing

Publishing Overview

File, directories, or sites can be published from the staging server to the production server or an alternative publish target, if configured. Once a page, directory or site is published is it available on the World Wide Web. Only level 10 administrators can publish directories and sites. This topic discusses publishing a page from a user's perspective. For more information about administrator publishing, see:

Pages can be published by all user levels. However, it is possible to restrict publishing permissions by assigning an approver, and even overriding that restriction with a Publishers group. If, as a user, Send to Approver is the only option available, then the page must be sent to an approver as part of the publishing workflow.

Publishing a page is also a method to reuse content. For example, at the time of a page publish, an RSS feed can be updated. Facebook, Twitter, and blog content can also be published. Page publish can include publishing to multiple outputs and alternative publish targets.

Additionally, at the time of publish, various automated reviews of the page to check spelling, accessibility, linking and standards validation can be configured by an administrator to automatically run.

Dependency Manager tracks when a page includes dependencies that have not yet been published. When publishing a page an error message indicates that the page includes unpublished content that might result in broken links or missing content. The unpublished content can include assets and unpublished pages. From the Publish Option section, select the Include unpublished dependencies checkbox to publish the unpublished content.

About Recycle, Delete, & Restore

Inherently, only administrators and Level 8 users can recycle and delete files, pages, directories, and assets. The delete permissions for Level 8 include only the files and directories to which they have access. Administrators can assign access rights for recycling and deleting files and pages to Level 1–7 users. By default the recycle bin function is configured for a site, and this allows pages on the staging server to be recycled rather than immediately and permanently deleted. When a page is recycled rather than deleted, it can later be restored if necessary. When a page is recycled on the staging server, the published derivatives are automatically deleted from production servers. Likewise, a file can also be solely deleted from the production server or other publish target by navigating to the Production tab or tab for the publish target, and deleting it. The recycle bin functionality does not extend to these servers. Once a file is deleted from the production server or publish target, it cannot be restored. It can be re-published from the main file on the staging server with any routine form of publishing, such as publish, site publish, directory publish, or scheduled publish. Directories cannot be recycled on staging nor on a production server. Directories that are deleted are immediately and permanently deleted. There is a multiple file recycle function. All or multiple files within a directory can be selected with the checkbox and the recycle bin function for multiple files can be selected. Then the directory can be deleted. Recycling files within a directory in this method enables the ability to individual restore the files from the directory. Restoring a file is performed from the recycle bin. From the recycle bin a file can be restored or permanently deleted, or the entire recycle bin can be emptied. For more information:

Recycle and Delete

Publishing a Page

Publishing a Page Overview

Pages and other content within OU Campus are edited on a staging server. They must be published in order to be viewable on the World Wide Web. By default, all user levels can publish content, but this can be restricted by an administrator with the use of access settings. If an approval workflow is in place for a site, a user may see a Submit button rather than a Publish button. In this case, the user should send the page to the approver or other user if applicable, for review and publishing.

Publishing a page or other content can be as simple and easy as clicking the Publish Now button. There are quite a few other features related to publishing that may or may not be enabled for a site.

Publishing a page can be a method to reuse content. For example, at the time of a page publish, an RSS feed can be updated with a new feed item, as well as posting content to Facebook, Twitter, and/or a blog.

Page publish can also include publishing to multiple outputs and alternative publish targets, or can involve scheduling a publish for the future.

Additionally, at the time of publish various qualitative reviews of a page such as to check the spelling, check compliance to an accessibility standard, checking for broken links, and to validate to the W3 standard for HTML can be configured by an administrator to run automatically before publish.

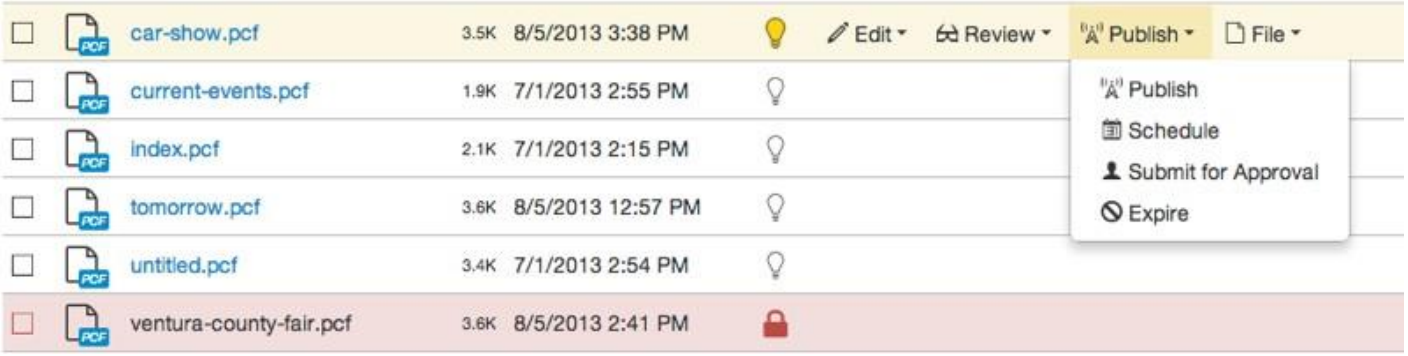
Binary file types also must be published to the production server if under management with the Binary Management and Dependency Manager features.

Publishing a Page

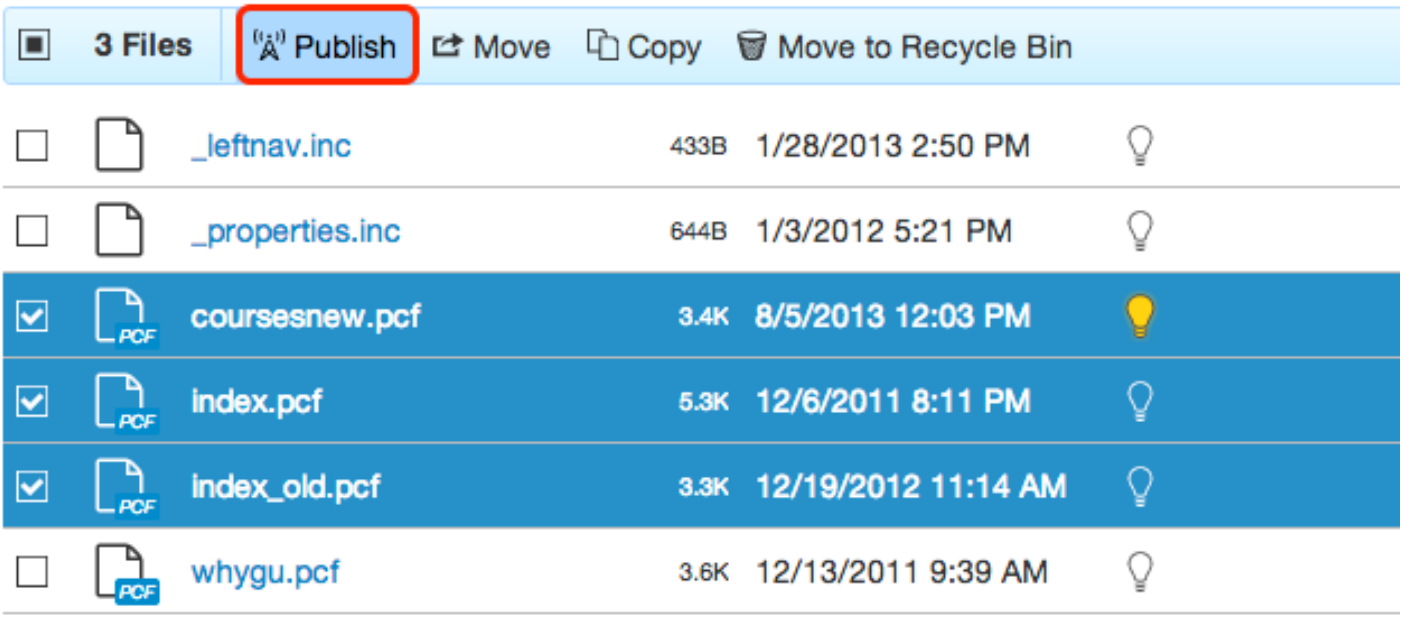
A page may be published in any of three ways:

1. A page can be published immediately after editing and saving the page by clicking the **Publish** button in the page actions toolbar. The button is only shown if the user has publishing rights.

2. A checked-out page can be published by navigating to the **Pages List** view and hovering over **Publish** on the page row, which is only shown if the user has publishing rights.



3. Multiple pages can be selected for simultaneous publish. Simply check the boxes in front of the pages to be published, and click the **Publish** option at the top of the page list view.



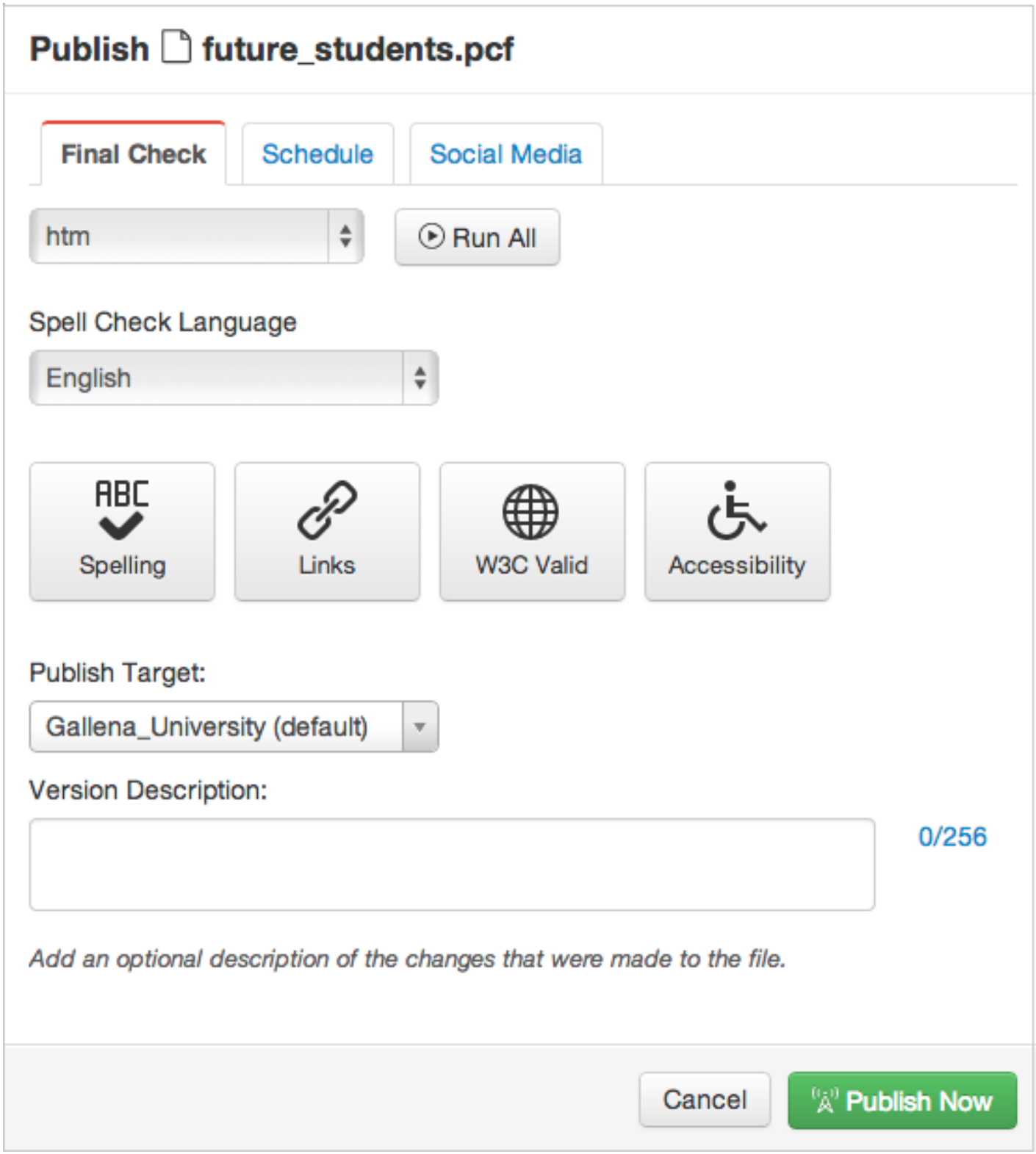
Clicking the Publish button displays a publish dialog. Within this screen the following tools may be found:

- **Final Check** — This tab includes a set of checks that can be run manually by the user or can be set to automatically run by the system administrator.
- **Spelling** — Checks the spelling on a page in the given language selected in the Spell Check Language box.
- **Links** — Checks for broken links on the page. Links may be broken due to unpublished dependencies, so it is important to select the Include Unpublished Dependencies checkbox.
- **W3C Valid** — Checks a page for valid HTML and XHTML markup.
- **Accessibility** — Checks the accessibility of a page is up to standards.
- **Publish Target** — If available, a publish target other than the Production server may be selected.
- **Include Unpublished Dependencies** — This checkbox allows a user to publish all unpublished dependencies at the time of this page's publish. Dependency Manager, if turned on, reports at the time of page publish if there is dependent content that has not been published to the target server. This includes content that is linked or referred to by the page that is being published. This prevents broken links and images from occurring on the current page being published. This option only works if Dependency Manager is turned on, dependency tags are being used on the page being published, and one or more of the dependency tags in use refer to files that have not been published to the current target.
- **Version Description** — This will allow a version description to be included in order to indicate what was updated and why the page is being published. This can be used when choosing previous versions in which to revert.
- **Schedule** — This tab allows for a scheduled publish, rather than an immediate publish, of the page. A user can select the date and time of publish, and choose to repeat the publish according to a schedule if desired. A user may also be notified of publish, and can choose to be notified in the user's OU Inbox only or also to the user's external email.
- **Social Media** — This tab provides options for the user to include a publish to Twitter or Facebook with the page publish. A shortened URL for the page can be added by clicking the Add Short URL link beneath the respective social media.

- **Twitter** — If this is activated, the system will allow a Tweet to be sent to a linked Twitter account upon publish. A user may select the Twitter account or accounts and may add a shortened URL to the Tweet that directs to the published page. Users only have 140 characters.
- **Facebook** — If this is activated, the system will allow a wall post to be sent to a linked Facebook Page or Pages upon publish. A user may add a shortened URL to the post that directs to the published page. Users only have 420 characters.
- **Publish Now** — Allows a user to publish the page given the above criteria has been fulfilled to standards.

Users are only able to complete the publish if the user has publishing rights.

Example of Final Check Tab in Publish Dialog

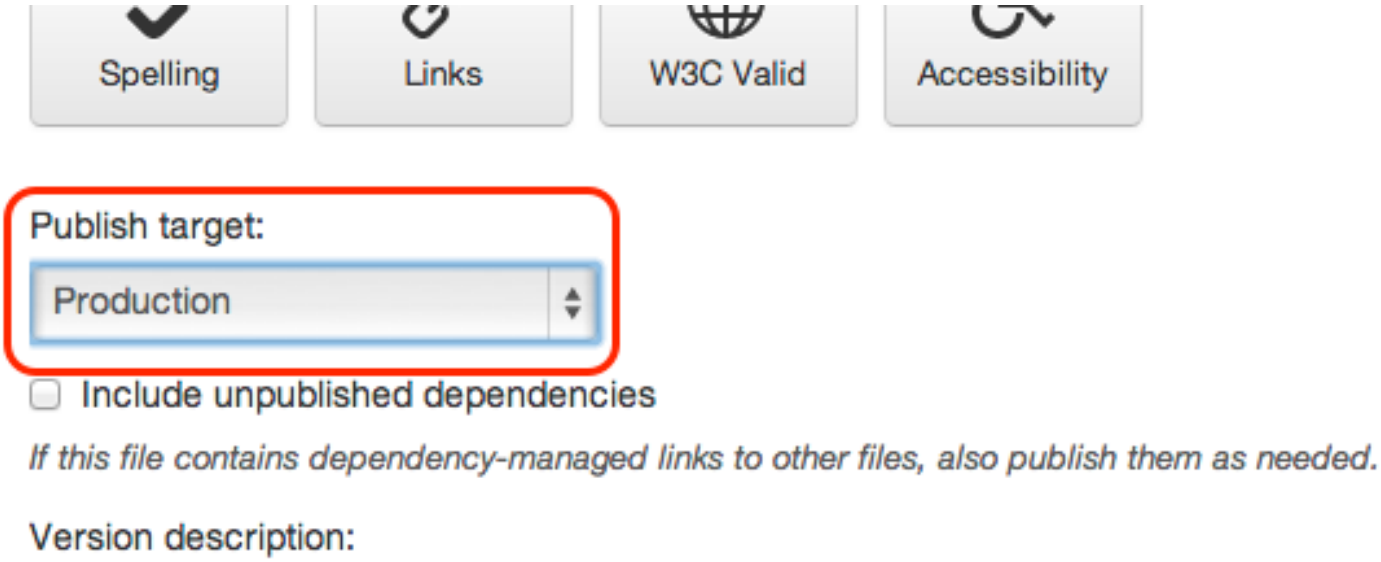


NOTE: When publishing multiple pages, if there is an assigned approver, an error message will appear indicating the pages that have to be published individually by the approver. To proceed, deselect the listed pages, and then click the Publish option again.

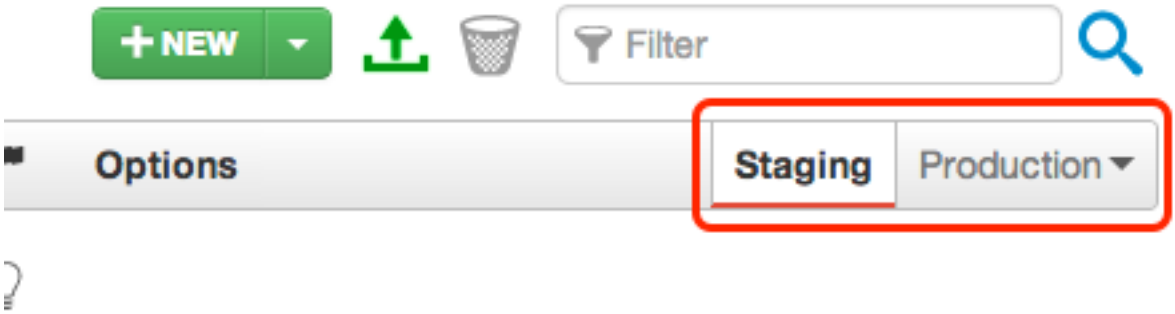
Selecting a Publish Target

If Multi-Target Publish has been enabled for the site and alternative publish targets defined, users with the proper authority level can publish to it. The defined publish targets are available in a drop-down menu. When within the Pages view of the site, the available servers, including the staging, production, and additional publish targets, are shown in tab view.

Publish Target Selection



Server Options in Content > Pages

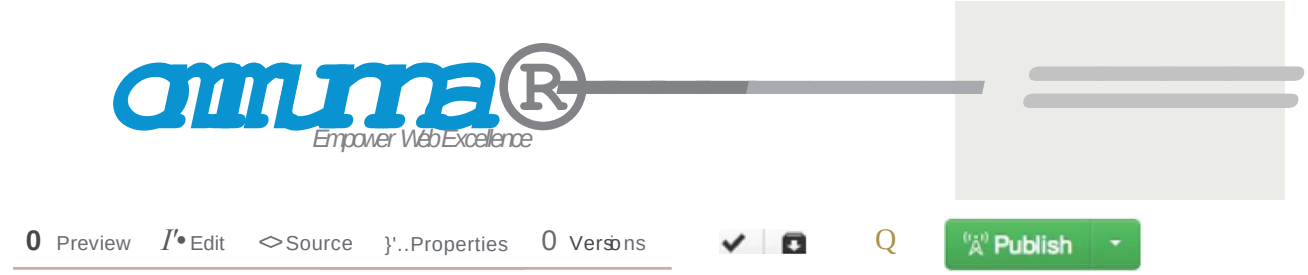


For more information regarding Multi-Target Publish, please see:

Publish Targets

Viewing the Publish Notes

Once a file has been published, the message input before the file is published can be viewed within the versioning system. To view the notes, check out a page within the **Pages List** view. Hover over **Review** on the page row and choose **Versions**. This will present a log of the publishes and backups, including any messages.


omniu
Empower Web Excellence
0 Preview
Edit
Source
Properties
0 Versions
Publish
Versions (5).
Fitter
Compare Current to Uve
Version ....
Date
User
Description
Options
S(Uve)
8/14/2013 2:55 PM
jculton
Live on publish target: Galiena_University
4
8/14/2013 2:51 PM
Jculton
3
8/3/2013 12:00 AM
Jculton9
OU Campus Publish Notification
2
6/2512013 9:43AM
Jcutton
Version notes test
4/29/2013 2:19 PM
z.z-omniupdate

Final Check

Final Check Overview

Final Check gives a content contributor the capability to perform a series of quality assurance tests on a page before publishing. These include spell checking, link checking, W3C validation, and/or accessibility compliance. An administrator can configure the options, if any, to auto-run when an OU Campus user publishes a page. Even if Final Check is not configured to run automatically at the time of publish, the site may configured so that a user may manually run any enabled checks.

The available Final Check options are based on the activated Page Check options. For more information about Page Check and available options, see:

Page Check

Running Final Check

Final Check can be configured in one of two ways:

- To be forced to be run all the checks or a selective combination of page checks at the time of page publish
- To allow users to choose which page checks, if any, to run at the time of page publish

If Final Check is configured to force Final Check, any time a page is published by clicking on the Publish button from the page preview or edit view, or the Publish menu for the page from the Pages list view, any selected Final Check options will run. They must run to completion prior to the Publish button at the bottom of the screen being available to complete the publication process. Once the check has completed, click any of the indicated errors to view them. It is strongly advised that the errors be resolved prior to publishing the page. Note that the identification of errors, warnings, or problems does not prevent the page from being published.

If Final Check is not configured to run automatically, click Run All to run all checks, or click any of the enabled checks to selectively run checks.

Publish [j preview.pcf

Final Check Schedule Social Media

html G 0 R un All

Spell Check Language

English

ABC Spelling | Links | W3C Valid | Accessibility

Publish Target:

[Gallena_University (defa... |·J

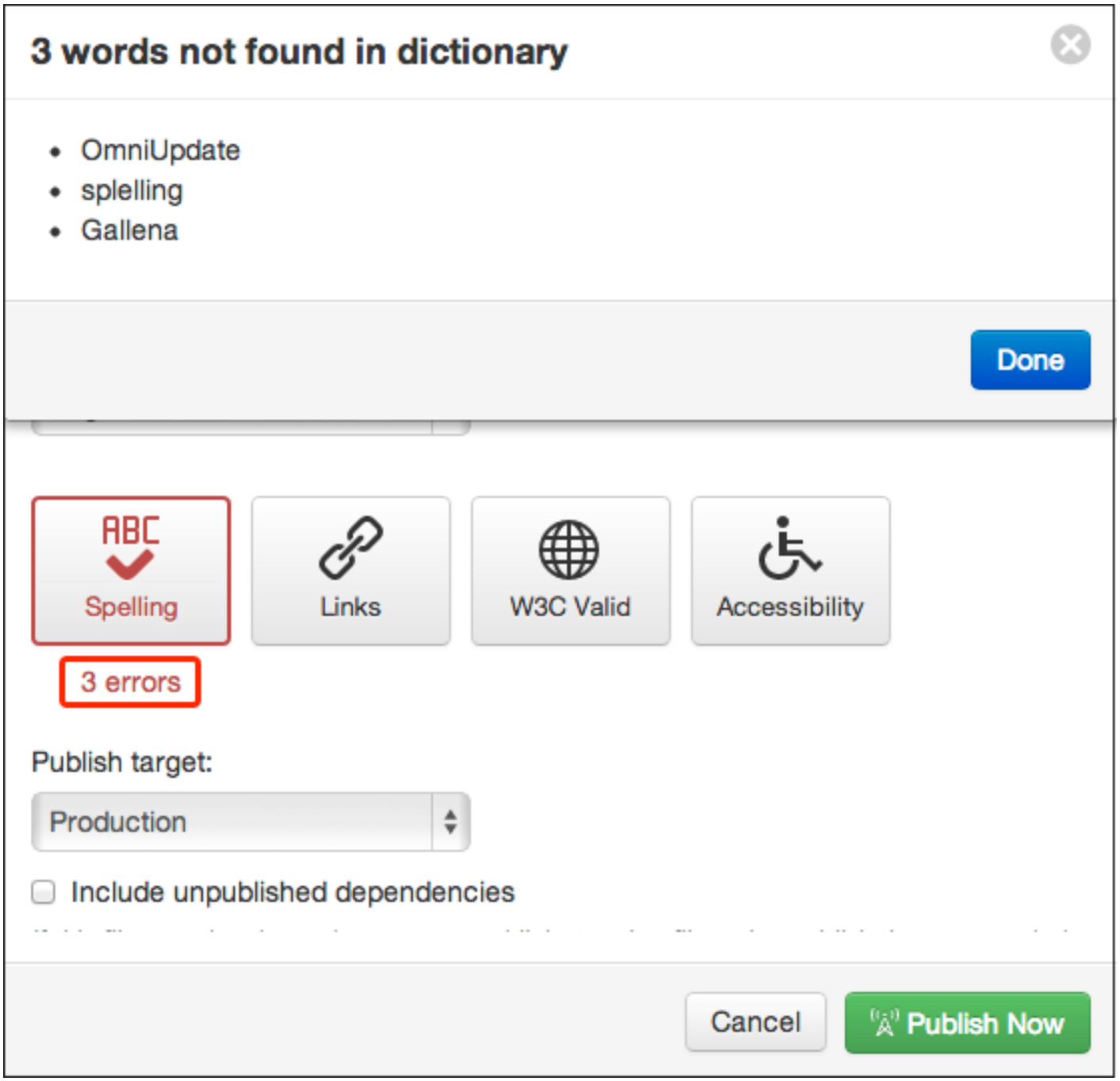
Version Description:

0/256

Add an optional description of the changes that were made to the file.

cancel 'il.' Publish Now

Example of Spell Check Errors



With Multi-Target Publish

If additional publish targets are enabled for the site, they can be selected at the time of publish.

Spelling | Unks | W3C Valid | Aooessibility

Publish target:

Production

0 Include unpublished dependencies

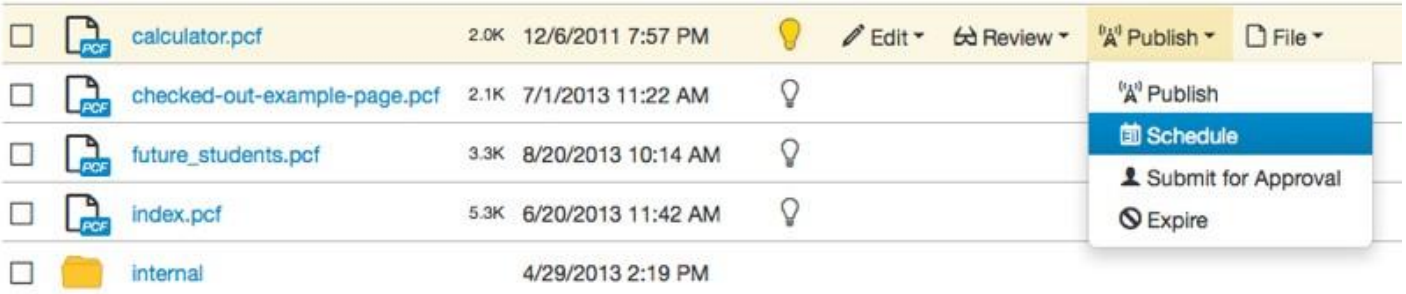
If this file contains dependency-managed links to other files, also publish them as needed.

version description:

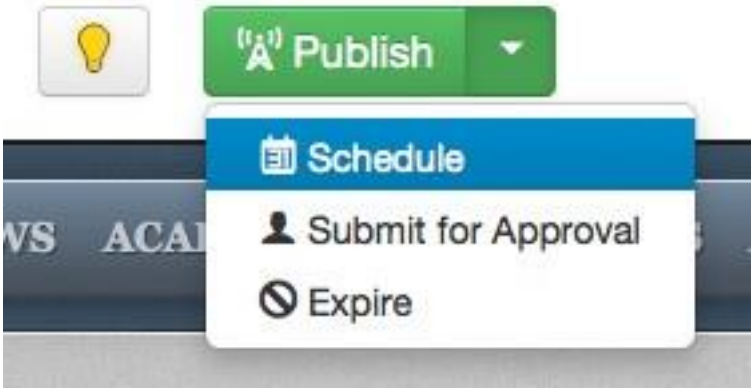
Schedule

Schedule Overview

When users want to publish content, but wish to do so at a later date, they can utilize the Scheduled Publish tool. A scheduled publish can only be canceled or modified by the user who set the schedule or a Level 9 or 10 administrator. If a new RSS item has been added to a page, but not yet published, the RSS item is added to the feed and the feed is rebuilt with a new page publish. The Schedule Publish tab is part of the Publish dialog, which can be accessed from the Pages list view by selecting **Pages > Content** from the global navigation bar.



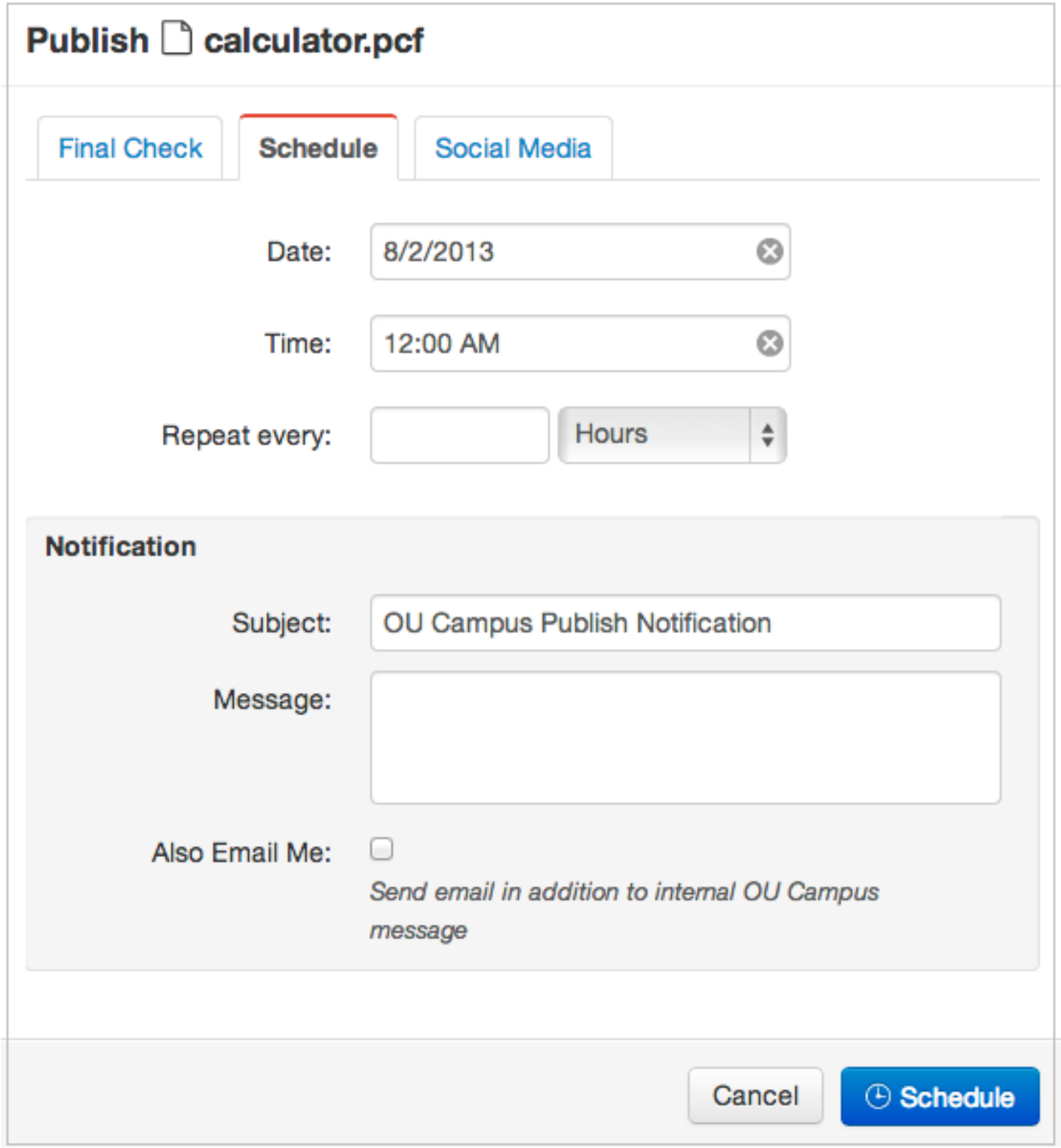
Additionally, selecting a publish can be performed from any screen that contains the Page Actions toolbar.



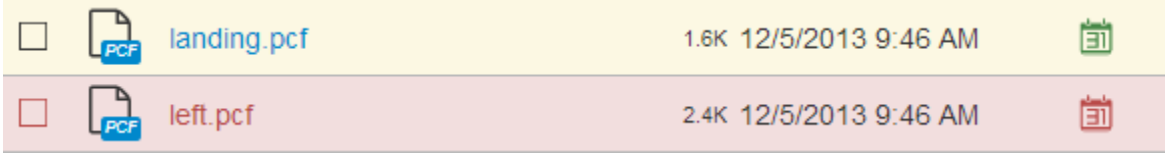
Schedule Tab

When users select the Schedule tab of the Publish dialog, the following elements are displayed:

- **Date:** The target date the user wants the page to publish on.
- **Time:** The time at which the scheduled publish will take place.
- **Repeat Every:** Allows users to repeat the publish by specific amounts of time using the text field and drop-down selector.
- **Subject:** Optionally, users can send an external email in addition to the internal OU Campus message. This field lets users add a subject line to that email.
- **Message:** Allows users to include a brief message about the publish in an external email.
- **Also Email Me:** If selected, the option sends an external email to user in addition to the internal OU Campus message.



After a Scheduled Publish has been performed, the content's status will change in the Pages list view. A green calendar icon indicates that the page is checked out to the current user because the user has scheduled a publish to occur. Other users' scheduled publishes will appear as red calendars.

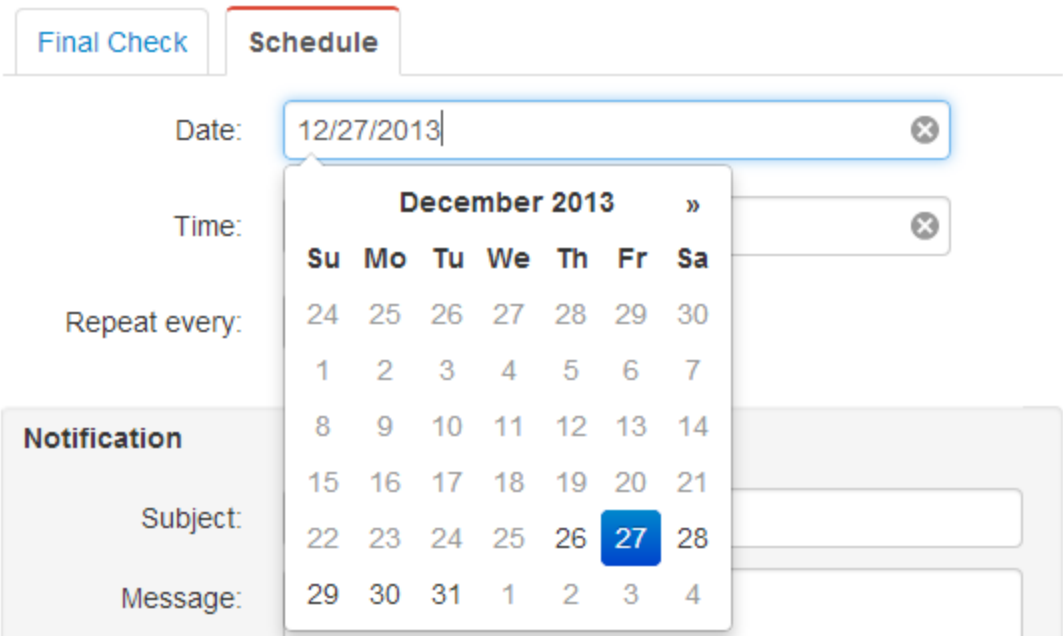


Performing a Scheduled Publish

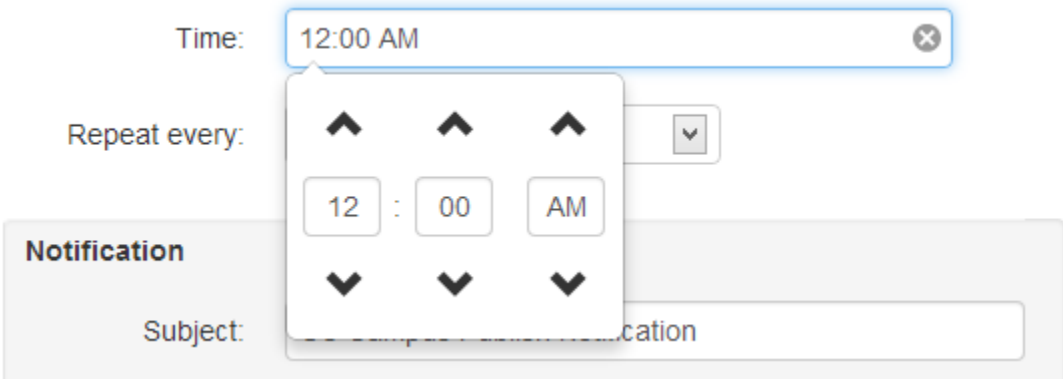
1.Navigate to the Pages list view by selecting **Content > Pages** from the global navigation bar.

2.Hover over the target item's row and select **Schedule** from the **Publish** menu. Additionally, navigating to a view that displays the **Page Actions** toolbar and selecting **Schedule** from the drop-down menu on the **Publish** button will accomplish this.

3.Click in the **Date** text field to display a calendar widget and select a date. Users can scroll through the months of the calendar using the arrows at the top of the calendar.



4. Click in the **Time** text field to display a time selector and set the target date for the publish.



5. In the **Notification** section, a checkbox may be selected to **Also Email Me**. This sets an optional notification email that can be sent when the page is published. If selected, fill out the fields in the **Notification** section.

7. If preferred, select the **Final Check** tab and run any tests necessary before publishing.

8. Click **Schedule**.

When the page is published, the notification email is sent through workflow, and if the option checkbox was utilized, through external email.

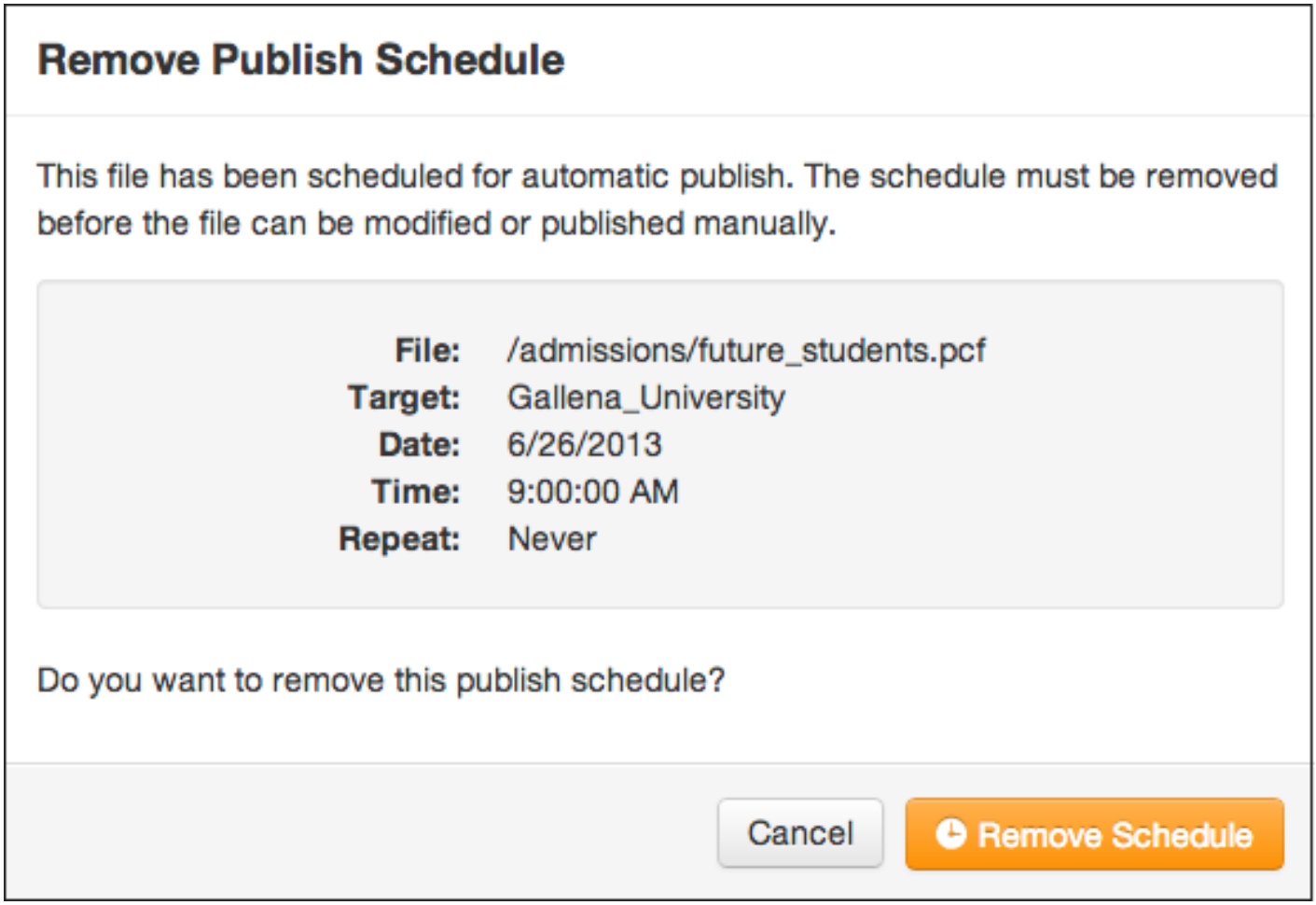
Removing a Scheduled Publish

A Scheduled Publish can also be removed from content. If a user attempts to immediately publish content that is already scheduled for publishing at a later date, they will be unable to perform this action until the Scheduled Publish assignment is removed. To remove a Scheduled Publish:

1. Navigate to the **Pages** list view by selecting **Content > Pages** from the global navigation bar.

1. Click the green calendar icon on the target item's row to display the **Remove Publish Schedule** dialog.

2. Click the yellow **Remove Schedule** button to cancel the scheduled publish.



To remove the Scheduled Publish using the Page Actions toolbar:

1.Preview the scheduled page, or enter into the pages **Edit** mode through **DirectEdit** or by using the **My Current Pages** gadget.

2. Click the **Unschedule Publish** button in the **Page Actions Toolbar**. A dialog will appear.

3. Confirm by clicking **Remove Schedule**.

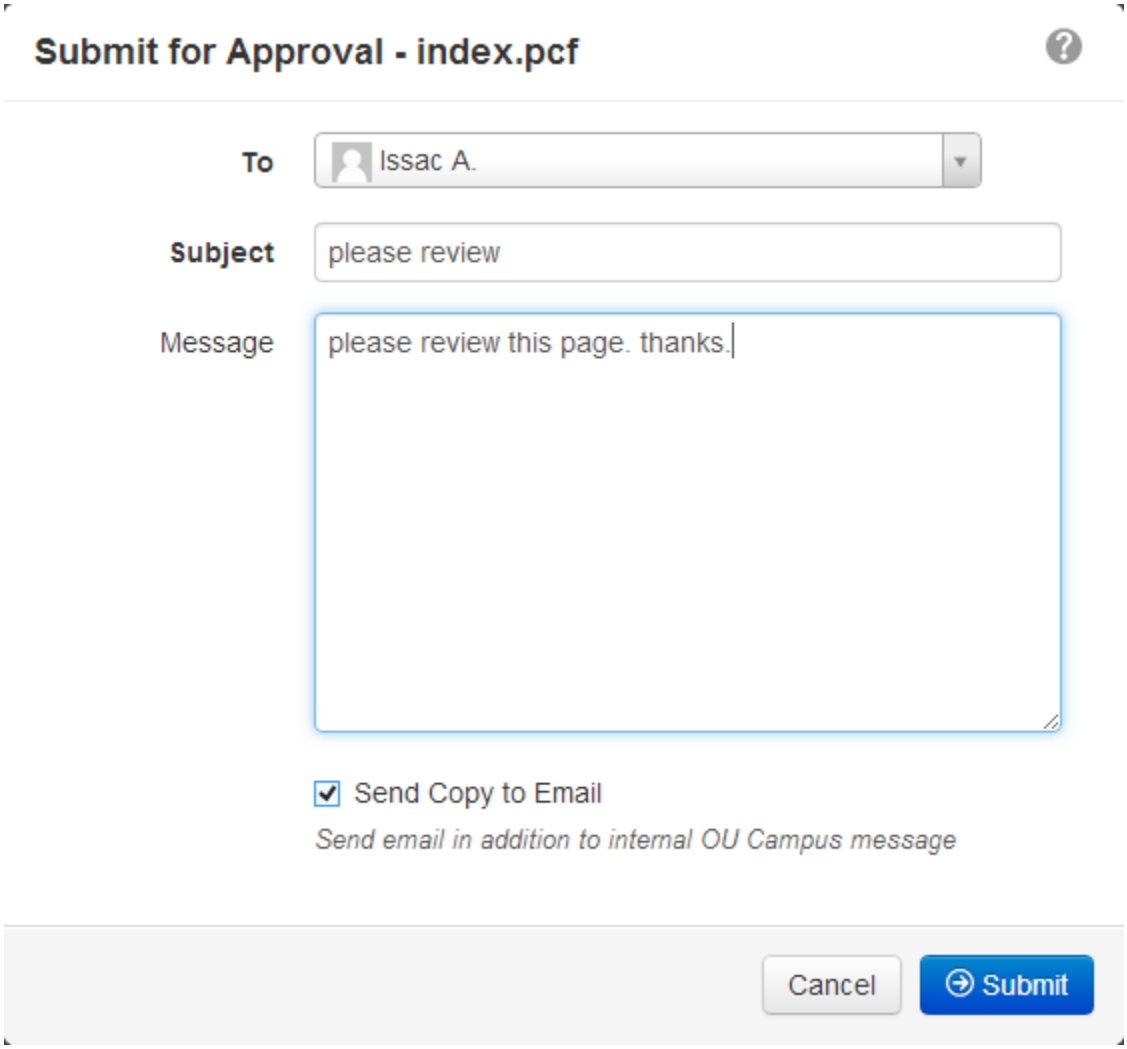
When the page is published, the notification email is sent through workflow, and if the option checkbox was utilized, through external email.

Submit for Approval

Submit for Approval Overview

The Submit for Approval tool of the OU Campus system allows users to submit content to an approver for review before publishing. Users Level 4 and above have access to this tool unless an administrator has otherwise restricted publishing access for that specific user. Sending the page to an approver transfers the checked out status from the current editor to the approver to whom the page is sent. The Submit For Approval tool, when used, displays a dialog that includes the following elements:

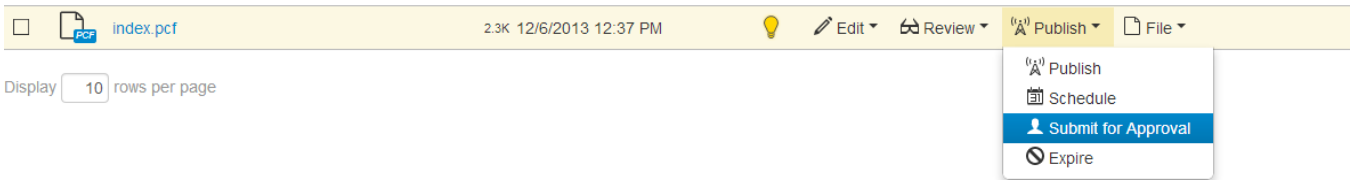
- **To:** Users select an approver from the drop-down to send the content for review.
- **Subject:** A brief subject used to help identify the file for review.
- **Message:** Users enter a brief description in the text field to help approvers identify the changes that have been made.
- **Send Copy to Email:** Sends an email to the approver's external email address in addition to the internal OU Campus message received in the approver's workflow Inbox.



Sending for Approval

To send a file for approval:

1. Navigate to the **Pages** list view by selecting **Content > Pages** from global navigation bar. Additionally, expanding the **File Navigation** sidebar displays a list view of the available pages.
2. Select a page from the **Pages** list view and hover over the row. Choose **Submit For Approval** from the **Publish** menu.



Additionally, clicking the hyperlinked file name from the **File Navigation** sidebar will display a view that includes the **Page Actions** toolbar. From the toolbar, users click the arrow on the **Publish** button to reveal additional publishing options including **Submit For Approval**.

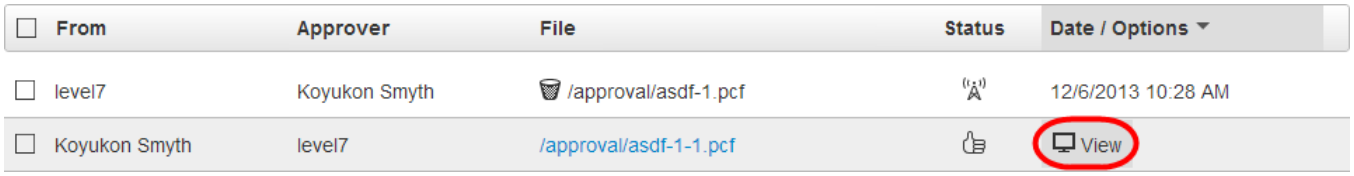
3. Select the user from the drop-down next to the **To** field. If an approver has been enforced, the **To** field is auto-populated, and there will not be a drop-down available.
4. Fill out the necessary text fields.
5. Optionally, select **Send External Email** to allow the request for review to be sent to the user's external email address as included in the user settings. This allows the user to receive an indication that action is to be completed without having to log into OU Campus. Unchecking this option will only send the message through the OU Campus system.
6. Click **Submit**.

Reviewing a Page Sent for Approval

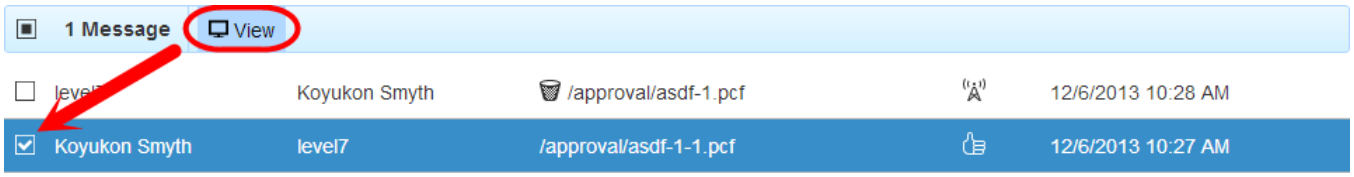
Once content has been sent to an approver using the Submit for Approval tool, the file's status becomes checked out to the approver. They can review the file from their Workflow using the **Dashboard > Workflow** option on the global navigation bar.

Files that are awaiting approval are identified by the Thumbs Up icon in the Status column of the file's corresponding row. Files that have different icons in the status column other than the Thumbs Up icon will be unavailable for approval but may still be viewed by clicking the hyperlinked file path on the corresponding row in the list view. It is important to remember that only one page can be selected to review at a time. To review a page sent for approval:

1. Navigate to the **Workflow** screen by selecting **Dashboard > Workflow** from the global navigation bar.
2. Hover over the target file's row to display the available actions and select **View**.



Additionally, selecting the checkbox on the target row will display this option.



After a user clicks View, they will be taken to the preview screen which will give them the available approval actions. For more information about the available approval actions:

Workflow

New Content

New Content Overview

Content can created and managed within the Pages list view of the CMS. By navigating to **Content > Pages**, a user with the proper authority may create new pages, sections, and folders. The system is configured with templates, which are utilized to create new sections and pages. These templates allow for the pages to be configured uniformly and have a consistent look and feel. The available templates depend upon the structure created by the administrators. For more information about setting up templates, please see:

Templates

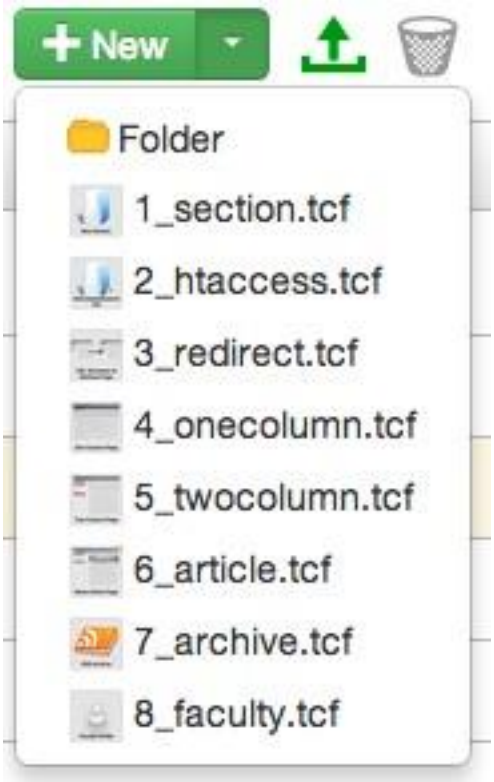
Templates available for creating new content is dependent upon the structure created by the administrator. Templates are specific to the institution, and examples given may very from new page to new page, as well as from institution to institution. Note that the template choices below are examples and may not be the same template options offered by the institution.

Creating New Content

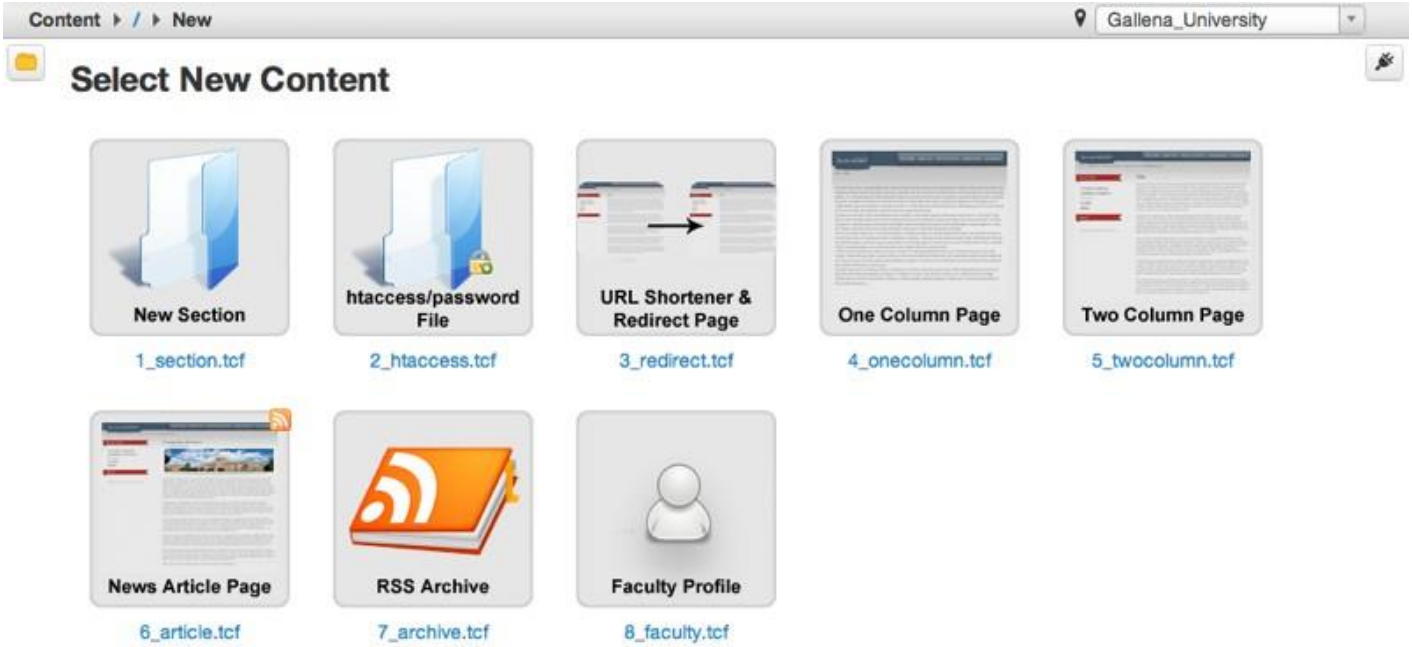
New pages and directories can be created by clicking the New button or the drop-down indicator next to New from within the folder structure.

Similar options are available between clicking the New button and clicking the drop-down indicator. Not all options may be available on both menu views. Note that the option to create a folder is unavailable when the New button is used, and that the user is navigated away from the directory structure to a new screen.

Example of New Content Options from Drop-Down



Example of Select New Content Screen



The options available for creating new content are:

1. Create a **New Folder**. Folders are for binary files and are not the same as creating a new directory. A folder can be created to contain binary files, such as images and PDFs. A folder can only be created from the drop-down indicator, and not from clicking the New button.

2. Create a **New Section**. The New Section option creates a new content-based directory.
   The new section template will contain all of the necessary files to make the pages within the new directory render correctly.

   When creating a new section, navigate to the parent directory where the new section will be contained. If **New Section** does not appear, contact the administrator.
3. Create a **New Page**. A new page can be created by clicking on the appropriate template for the type of page. Note that administrators can restrict the type of templates available for the directory, and that users may not have a choice in template type.

Creating a New Page

Creating a New Page Overview

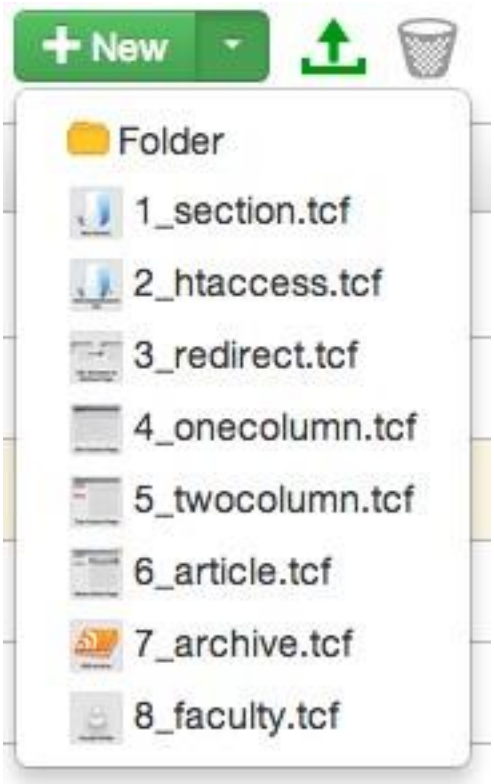
A new page can be created from existing templates within the OU Campus system by accessing the Pages list view. The Pages list view can be accessed by selecting **Content > Pages** from the global navigation bar. Pages should be created from within the appropriate directory to avoid needing to move pages and accidentally creating broken links. Not all users have the authority to create new pages, and users with authority to create new pages may have restricted access to the type of template that may be used. Users have access to the following screens during the new page creation process:

- **Select New Content:** Allows users to select a template from the local templates directory in the account.
- **New (Template Name) Page:** Users customize basic metadata information about the new page from this screen.

New Page Creation Options

A new page can be created from the Pages list view by using the New button.

Users can additionally click the drop-down indicator on the New button to display the available templates.

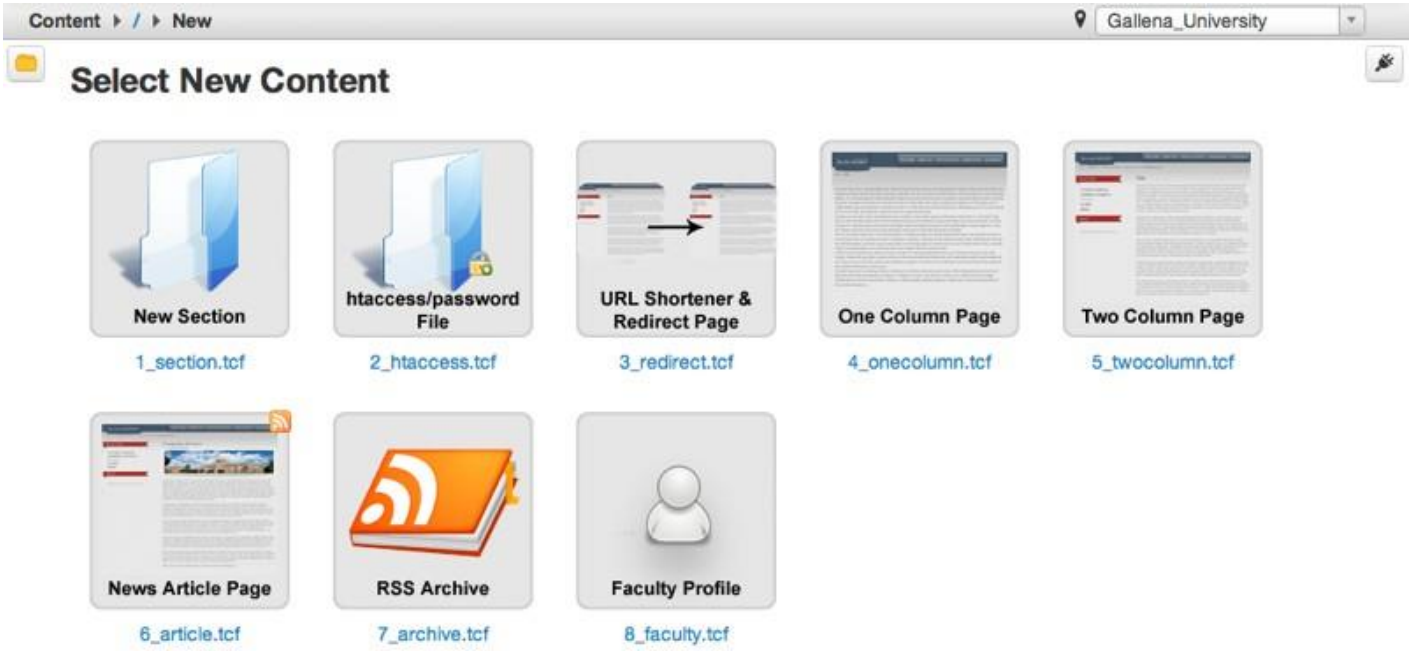


The New button and the drop-down indicator can both be used to create a new page, but reveal different styles of menu. The drop-down indicator reveals a menu within the directory structure. The New button navigates away from the directory structure to a new screen.

Select New Content Screen

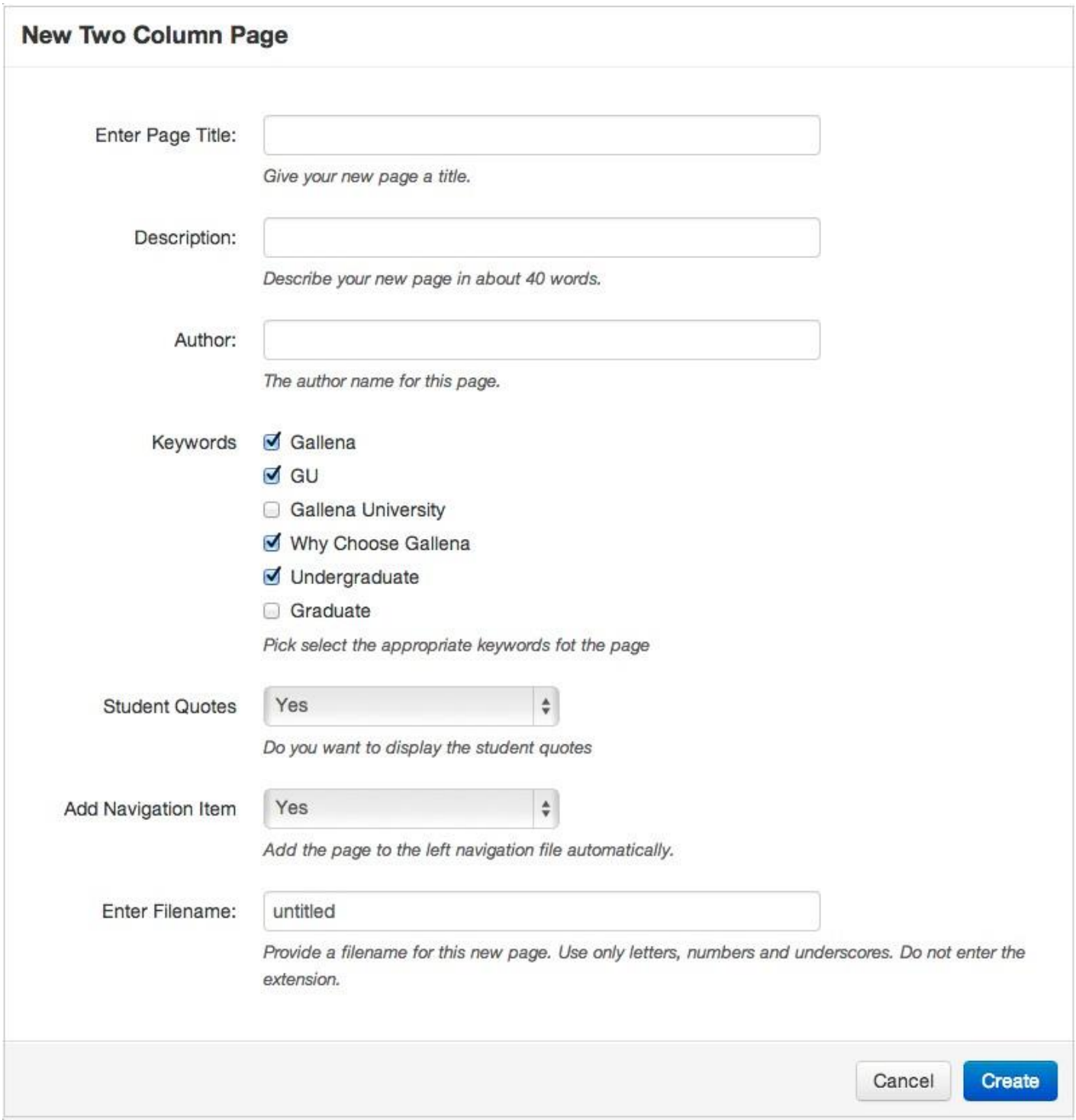
When users either click the New button or use the drop-down menu on the New button, the Select New Content screen is displayed. The templates available on this screen will vary depending on site access settings as well as user access settings. Users click one of the Template Icons to open a dialog for editing the new page properties using the selected template. The elements displayed include:

- **Template Icon:** Provides users a thumbnail icon, usually depicting the functionality of the template associated with the image.
- **Template Name:** Provides the TCF file name for the template as it appears in the OU Campus system.



New (Template Name) Page Screen

After users select the template to use for the new page creation process, a dialog displays. The options available on this screen are directly dependent on the options defined in the template's XSL and therefore will vary depending on which template is selected. Users fill out all necessary parameters in this dialog to create a basic page with no content. Users utilize the WYSIWYG Editor to create custom content to include in the page.



Creating a New Page

To create a new page in the OU Campus system:

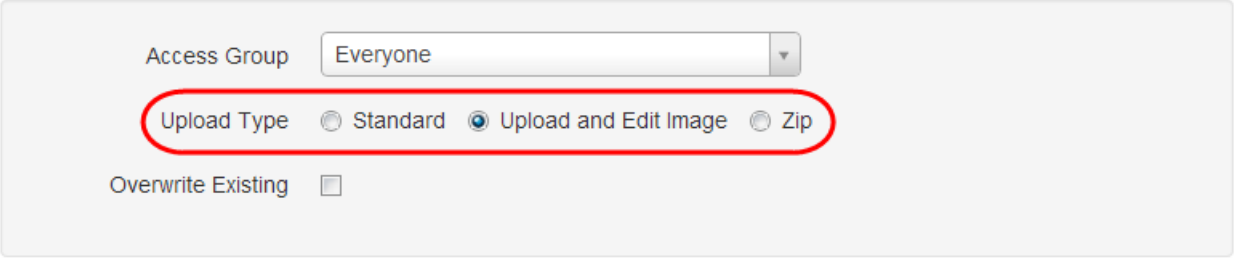
1. Navigate to the **Pages** list view by selecting Content > Pages from the global navigation bar.
2. Click the **New** button, or use the drop-down menu.
3. Select the type of page to be created.
4. Fill out the **New Page** information in the displayed dialog.

5. When the information is completed, click **Create**.

Upload and Edit Image

Upload and Edit Image Overview

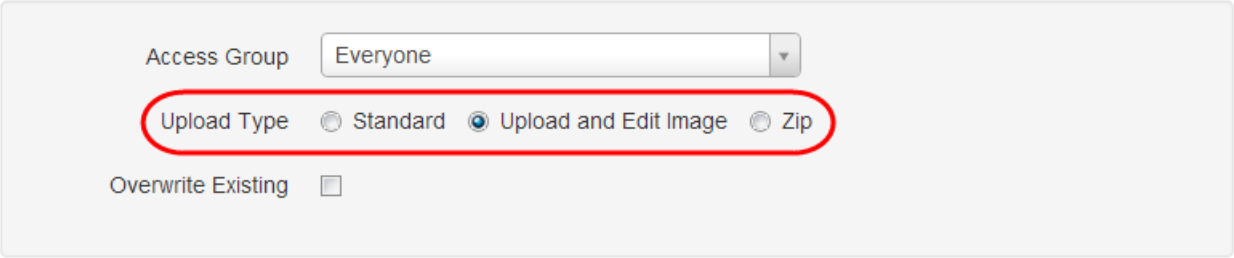
An image can be edited and uploaded from the Upload To dialog within the Pages list view of OU Campus.



Selecting and Uploading the Image

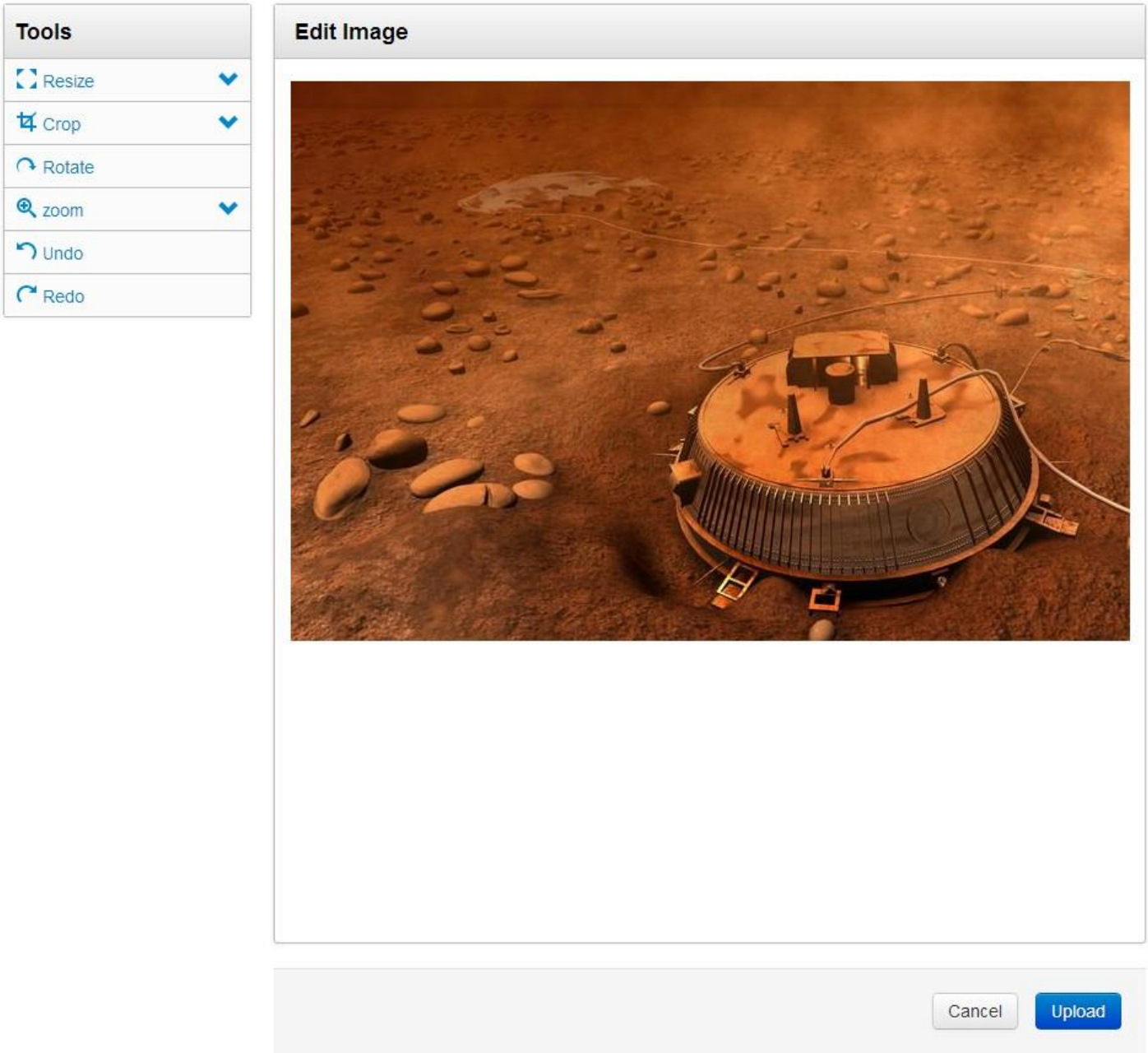
1. From the **Pages** list view, click the **Upload** icon.

2. For **Upload Type**, choose **Upload** and **Edit Image**.



3. Select the image file from the local computer for uploading and editing.

4. This displays the **Edit Image** panel with the image.



5. After utilizing any necessary editing functionality, click **Upload** to upload the image.

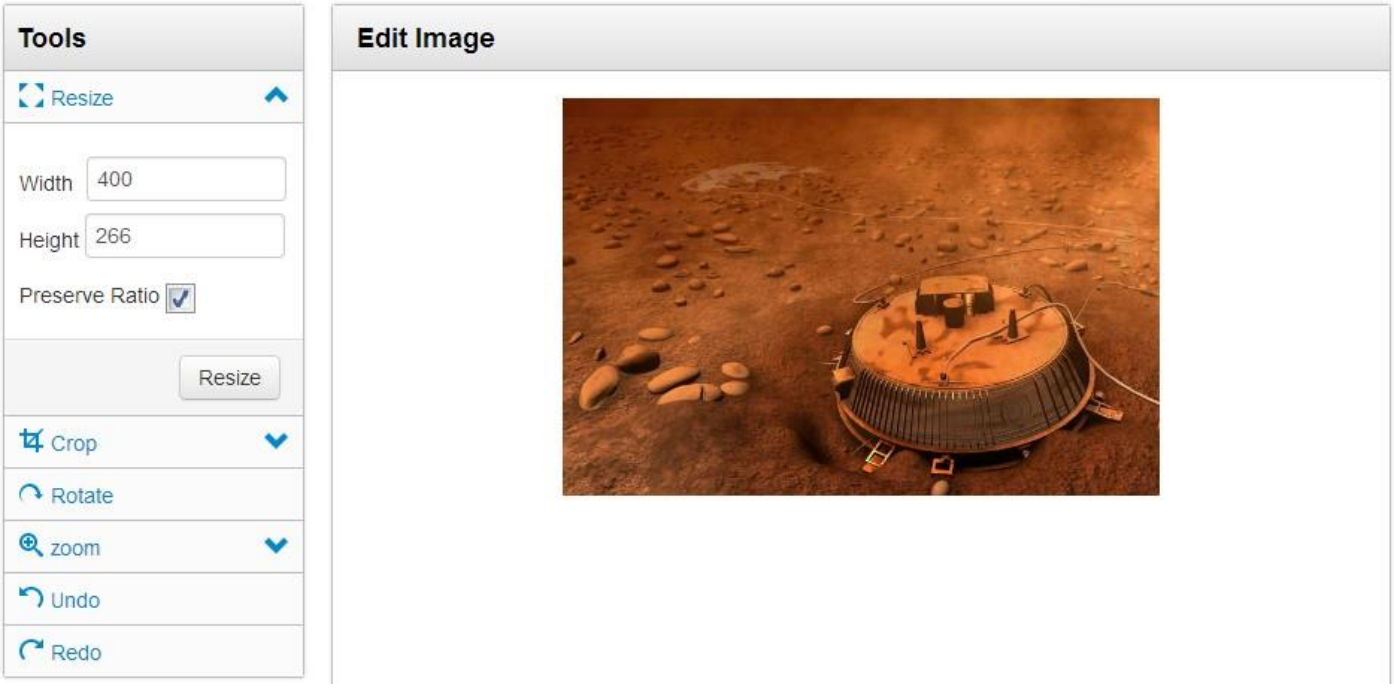
Editing the Image

The following functionality is available on the Tools menu:

- Resize
- Crop
- Rotate
- Zoom
- Undo
- Redo

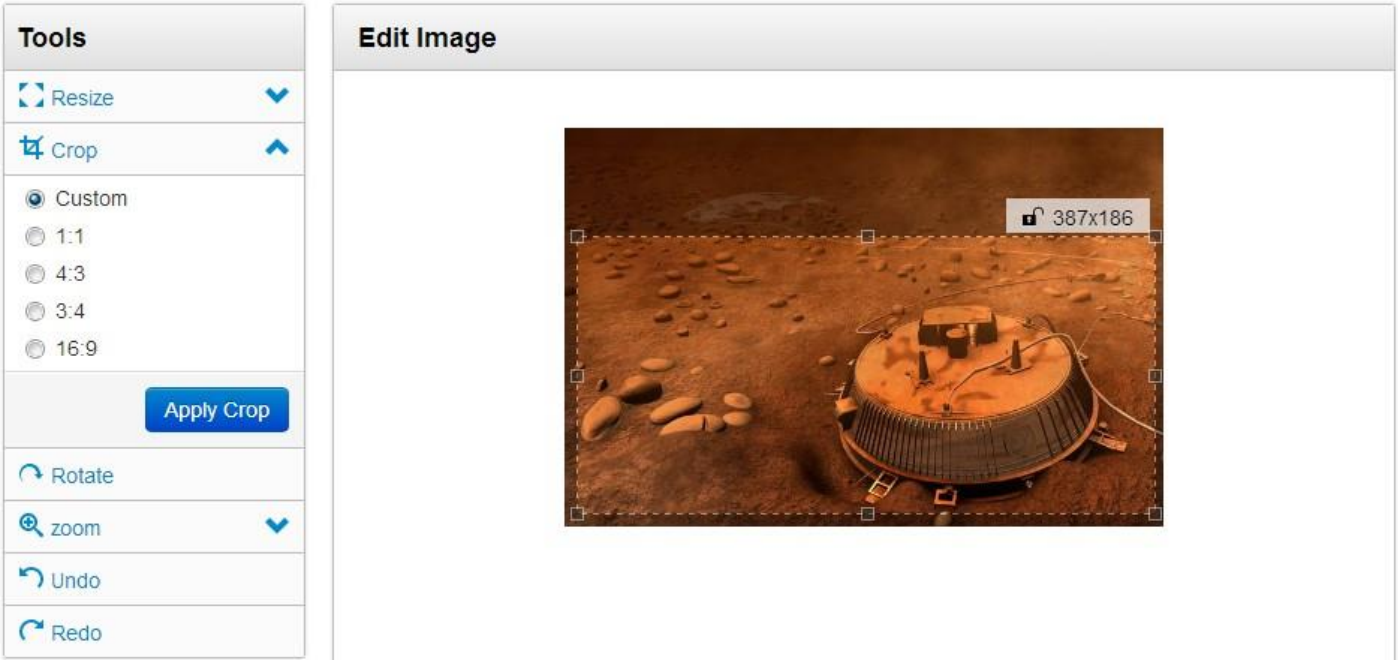
Resize

The Resize tool includes the ability to specify a new width and height for an image to upload. The original ratio for the dimensions of the width and height for can be kept intact by selecting the Preserver Ratio checkbox.



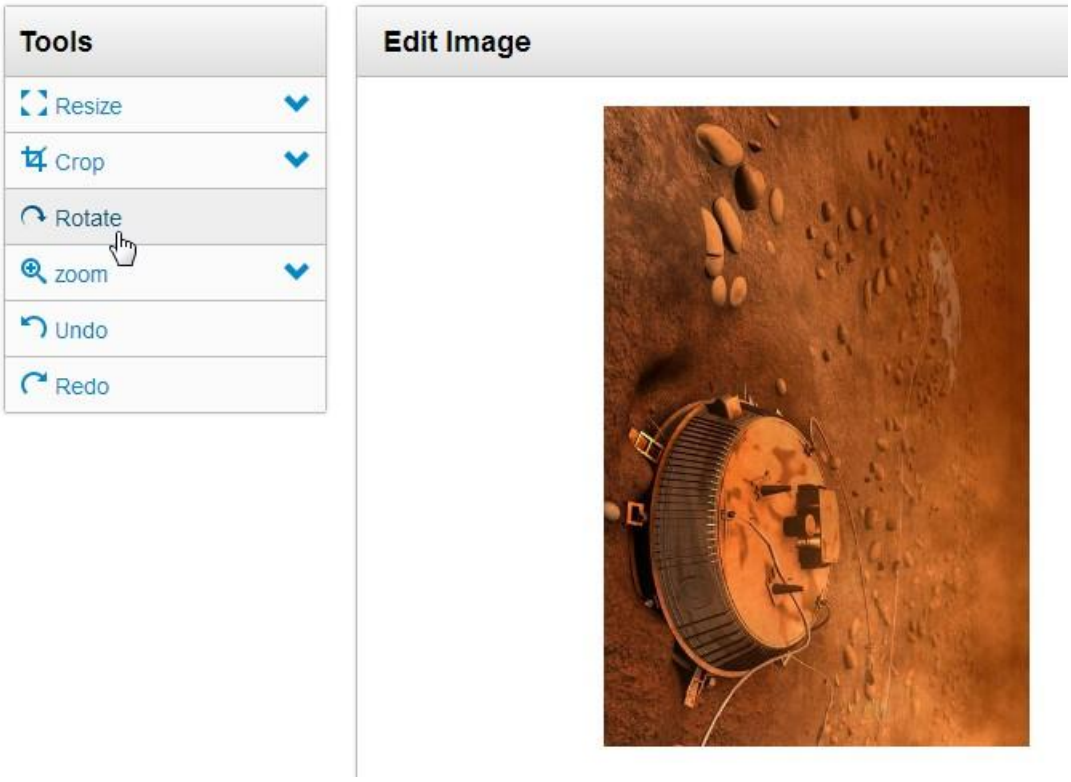
Crop (Custom)

The Crop tool can be used to reduce the dimensions of the image by either selecting a ratio or by determining a custom crop size by manipulating the crop box by dragging the crop handles located on the edges of the crop box.



Rotate

The Rotate tool rotates the image (edited and unedited) 45 degrees in a clockwise direction with each click.

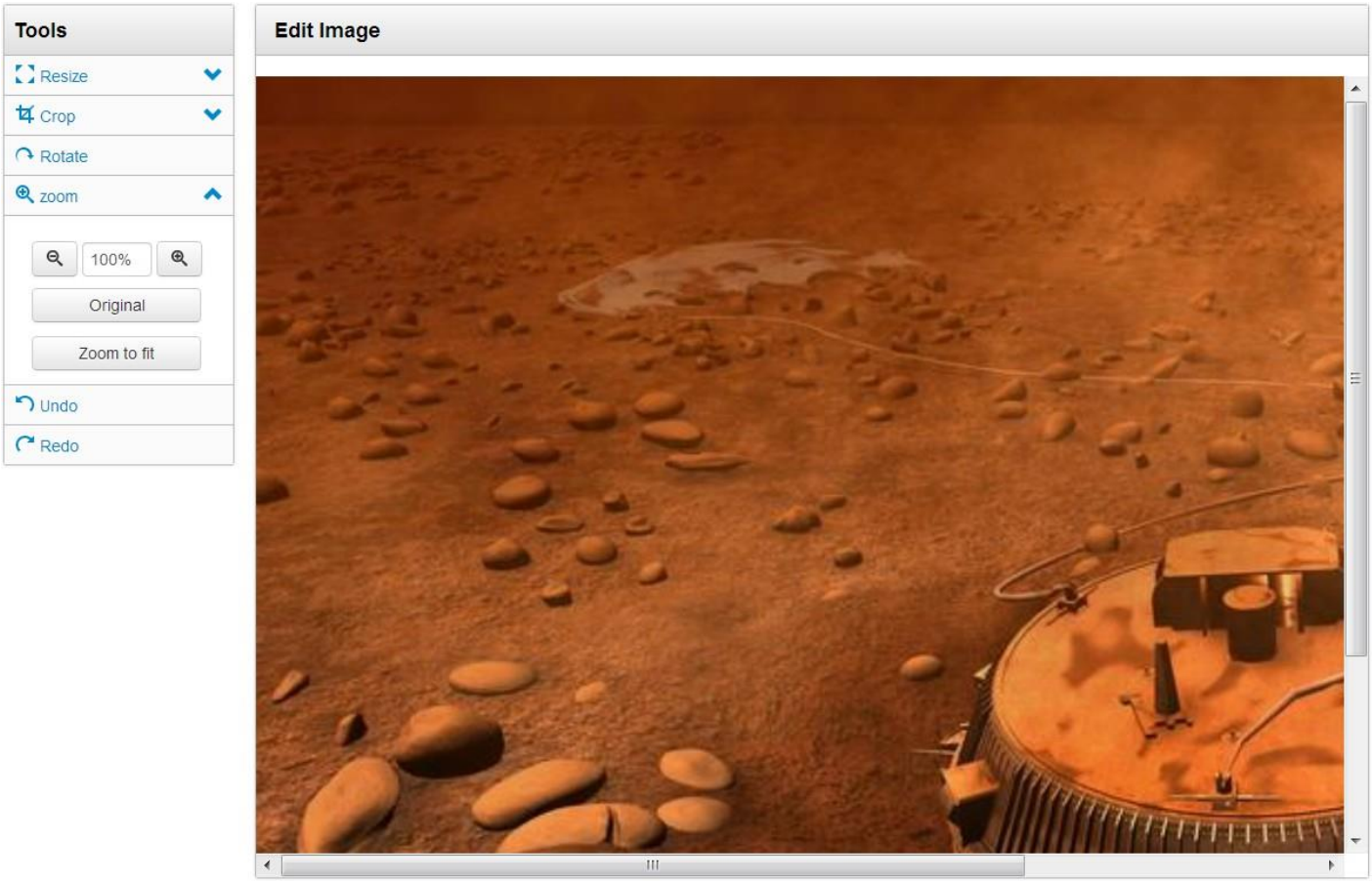


Zoo
m

The Zoom tool can be used to manually enter a percentage of the original image size to be displayed in the Edit Image panel for editing. The plus and minus magnifying glass buttons may also be used to increase or decrease the viewing size.

The Original button reverts the image to the original size.

The Zoom to Fit button resizes the image to fit into the panel for viewing.



Undo/Redo

The Undo and Redo functionality is available after performing another editing function.

Creating Assets

Creating Assets Overview

A user can create assets from the asset management screen, which can be accessed by selecting **Content > Assets** from the global navigation bar. The basic steps for creating an asset is the same for all assets types. Depending upon the asset type being created the available fields and options vary. By default, user levels 4 and above can create and use assets. Click the New button to create a new asset. The following panels and elements are available:

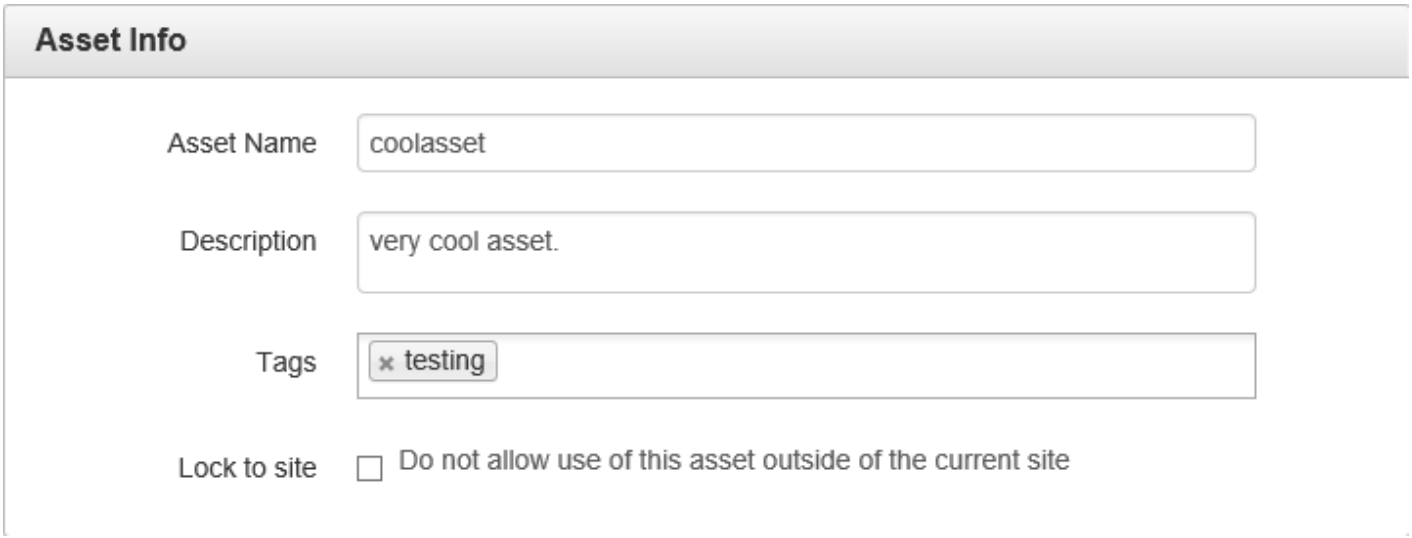
- **Asset Info:** Configures basic metadata properties.
- **Access Settings:** Configures the permission levels and accessibility of the asset to users within the site.
- **Asset Content:** Allows users to create the content within the asset.
- **Cancel:** Discontinues the asset creation process and returns the user to the asset management screen.
- **Create:** Creates the asset. Once created, the asset will appear on the asset management screen.

LDP is an optional set of features in OU Campus that require specific configuration by an administrator. Please contact the university's designated OmniUpdate Sales Director for details. The Forms and Image Gallery assets are not shown unless Live Delivery Platform has been purchased and activated both at the account level.

Asset Info Panel

The Asset Info panel allows users to configure basic metadata properties of an asset. The following elements are displayed in the Asset Info panel:

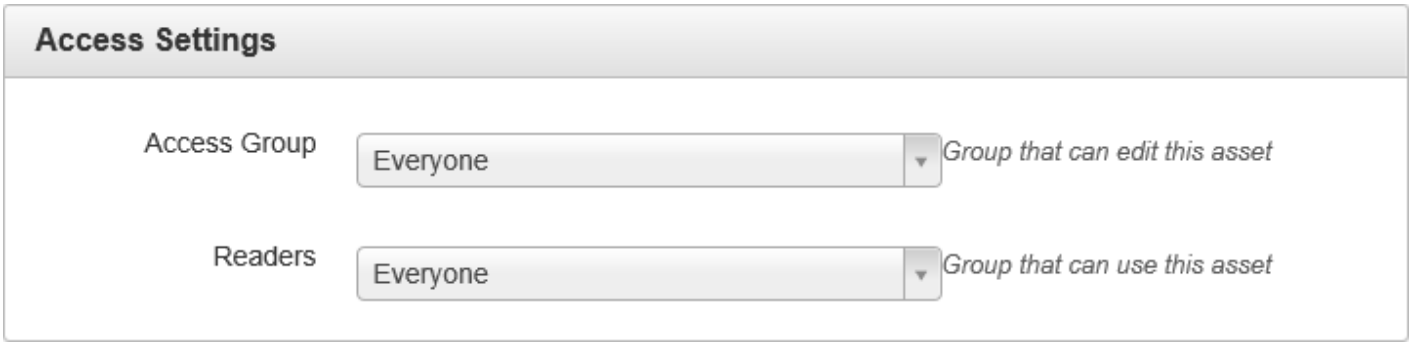
- **Asset Name:** A friendly name that will users identify it for use within the WYWSIWYG.
- **Description:** The description can also be useful as it is shown when selecting an assets from the Asset Browser when hovering over an asset.
- **Tags:** Any tags associated with an asset can be used from the Assets screen or during inserting from the WYSIWYG to help users delimit the choice.
- **Lock to Site (checkbox):** Select the checkbox to disallow use of the asset outside of the site. In other words, by default, assets are available to all sites within an account. If the asset should only be available to the site in which it was created, then select this checkbox.



Access Settings Panel

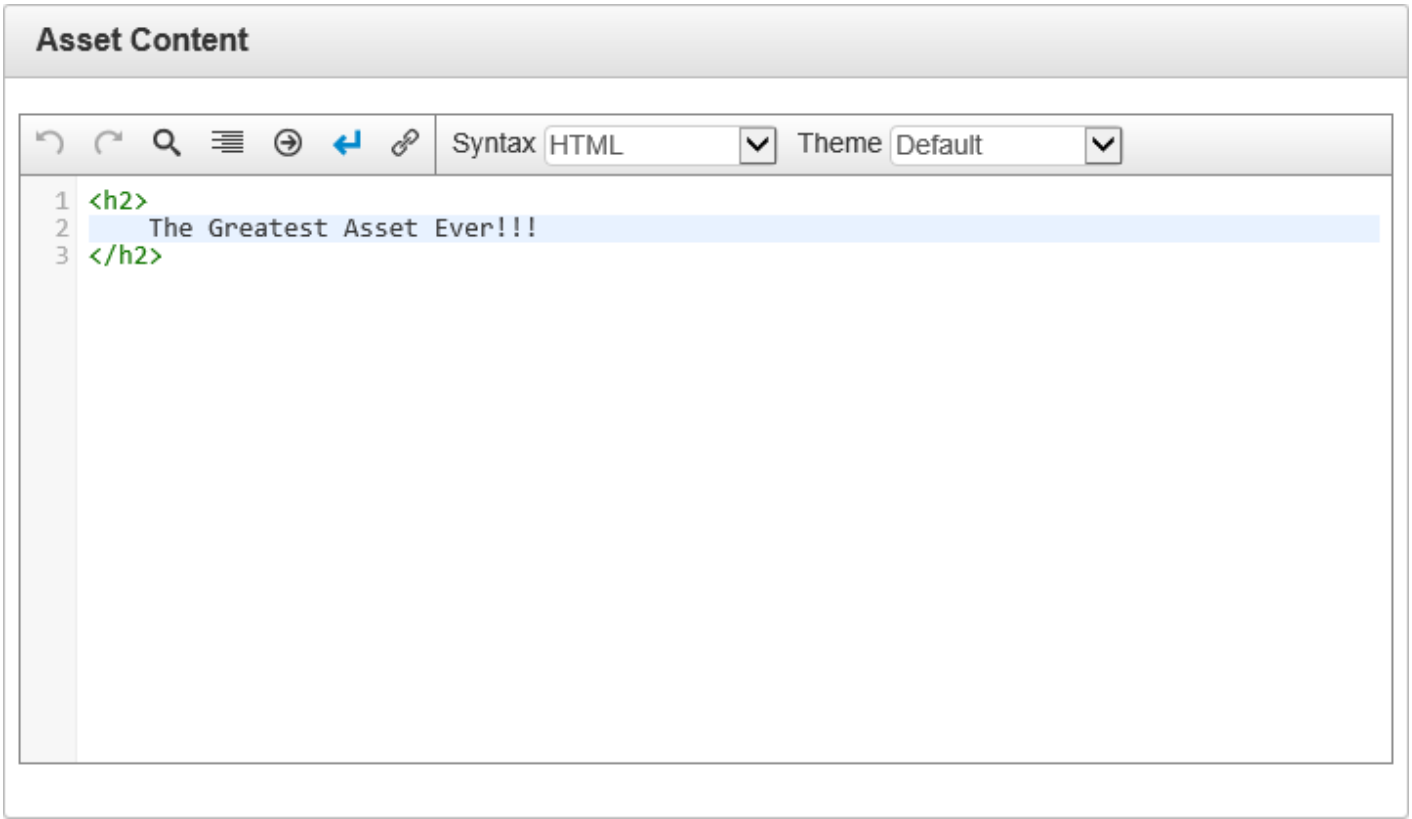
The Access Settings panel allows users to configure the permission levels and accessibility of the asset to all users across an account. The Access Settings panel contains the following elements:

- **Access Group:** Assigns an access group to the asset. Everyone, the default, indicates that every user within the account can edit the asset from the Access screen.
- **Readers:** Assigns an access group specific to who can use the asset. Everyone, the default, indicates that every user within the account can insert the asset from the WYSIWYG.



Asset Content Panel

The Asset Content panel allows users to create the actual content of the asset. Each asset type will have the Asset Content panel in the configuration screen, but the UI and functionality of this panel varies based on the selected asset type. It is important to remember that this panel is only available for the basic asset types, i.e., assets that do not require LDP. Image Galleries and Forms will not have this panel displayed.



Creating a New Asset

To create a new asset in the OU Campus system:

1. Navigate to the asset management screen by selecting **Content > Assets** from the global navigation bar.

2. Click the **New** button.

3.Select the asset type from the menu.

4. Configure the necessary settings.

5. Click **Create**.

6.Publish the asset. An asset must be published to the production server or publish target to update content on pages. An asset may be inserted on a page without publishing, but the content will not update the page on the web server.

Inserting Assets

Inserting Assets Overview

In order to insert an asset into a page or editable region, it must first be created within a site in the OU Campus system. For more information about creating assets:

Creating Assets

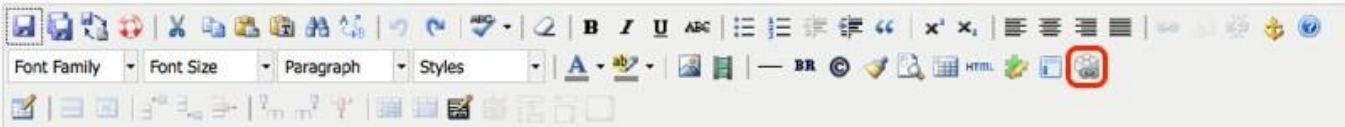
Once assets have created, content contributors can utilize assets. Assets are commonly inserted by one of the following methods:

- Using the WYSIWYG Editor
- Using an Asset only region
- Using the Source Editor

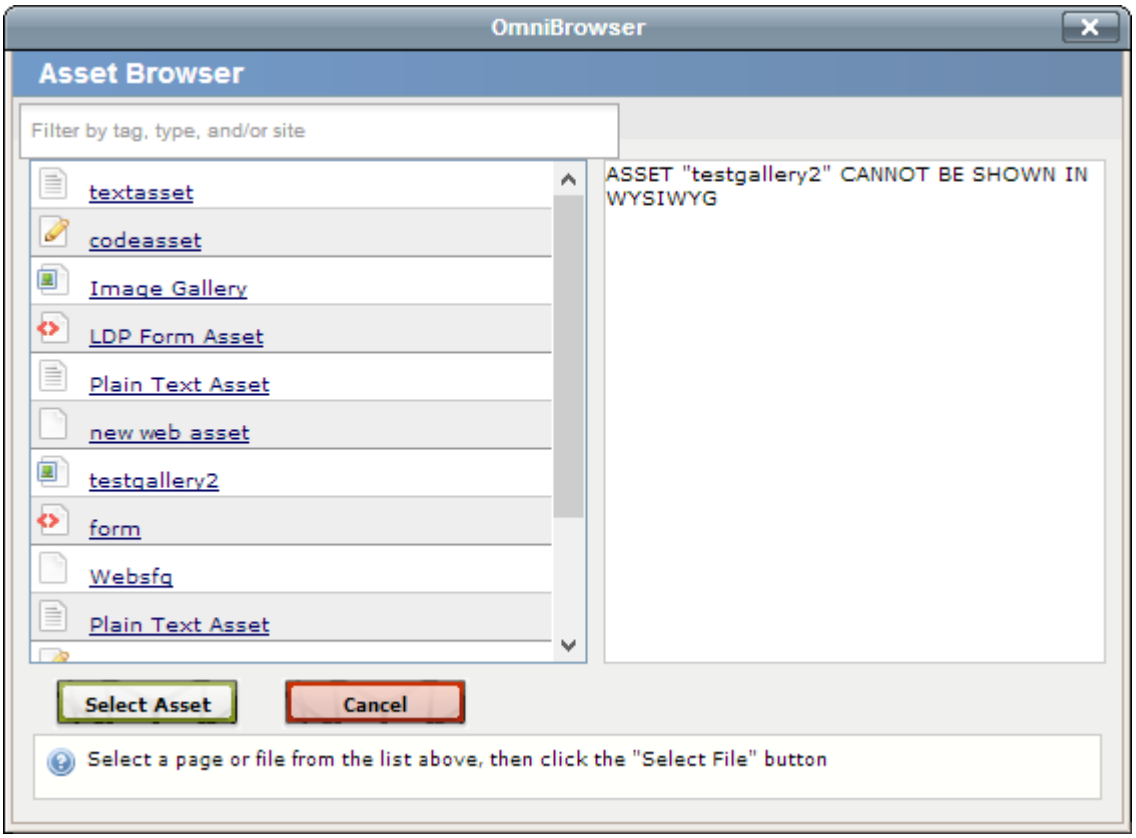
Inserting an Asset with the WYSIWYG Editor

Most often, an asset will be available to insert on a page while editing in the WYSIWYG Editor. Content editing might also be configured so that when clicking on an editable region button, the user is only presented with an asset chooser. Once a page has subscribed to the asset, any changes in the asset will update the page and republish it. The republishing of pages subscribed to assets can be throttled by administrators with the configuration of the publish threshold setting.

1. While in the **WYSIWYG Editor**, place the cursor where the asset will be entered.
2. Then find and click on the **Insert Asset** icon in the toolbar.



3. From the **Asset Browser**, choose the asset from the list of available assets. Optionally, a user can filter the list by tag, type, or site. Assets from all sites within an account are shown, unless otherwise restricted except for Managed Form Assets, which are site specific, are also only shown in the site in which they were created.



4. Click on **Select Asset**.

The asset will be entered into the page where the cursor was placed. If the asset is a Text Only Asset, or a Web Content Asset with no block level HTML code (such as p or div tags), the asset will preview with the content inside of a wrapper.

If the asset is a Web Content Asset with block level HTML code, a Source Code Asset, an Image Gallery Asset, or a Managed Form Asset, it cannot be previewed in the WYSIWYG Editor, but it will still have a wrapper. Note that even though the asset is not displayed in the WYSIWYG Editor, most will still render in the page preview. Source Code Assets will not always render with preview.

To delete an asset from a page in the WYSIWYG Editor, click anywhere on the asset wrapping and press the Delete key.

Inserting an Asset Only Region

An administrator may also create a template file that displays an editable region which forces users to use an asset chooser.

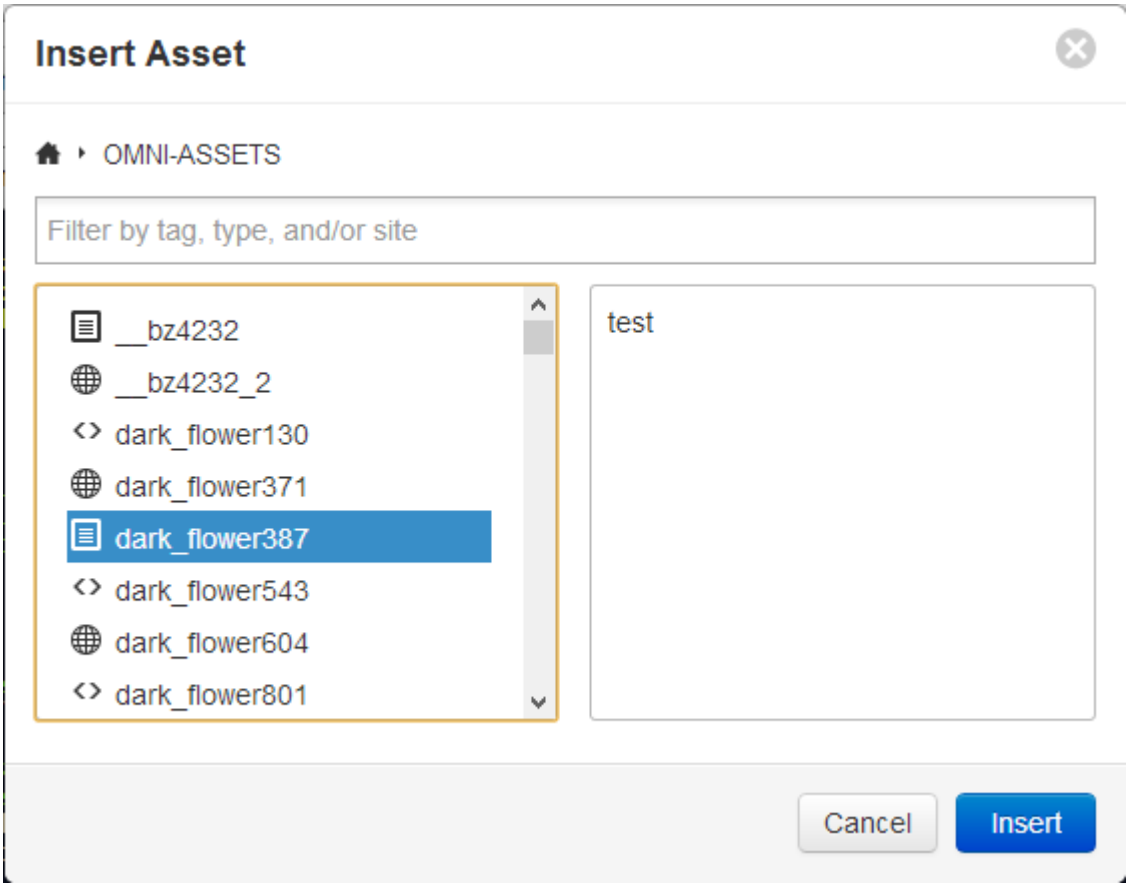
1. Click on **Choose an Asset** when creating a new page or in the MultiEdit screen, or simply the **Edit** button in an editable region.
2. Search for the desired asset using the filter options. Assets from all sites will appear, except for Managed Form Assets, which are site specific.
3. Select the desired asset.
4. Click **Select**.

Inserting an Asset with the Source Editor

A user can add an asset to a page or editable region using multiple methods including the Source Editor. It is important to remember that only Level 10 and Level 9 administrators have access to the Source Editor in the OU Campus system. However, lower level users can have access to the Source Editor as well as long as an administrator has enabled this functionality for the user's account in their permission settings.

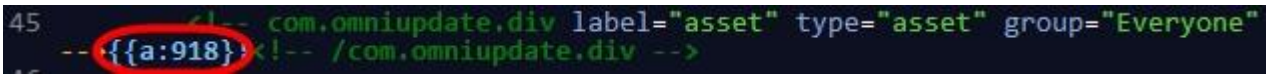
1. Navigate to the pages list view by selecting **Content > Pages** from the global navigation bar. Hover over the row for the target page and select **Edit** from the list of available actions.
2. While in the **Source Editor**, place the cursor where the asset will be entered. Then click **Insert** from the available toolbar.

3. After clicking the icon, the **Insert Asset** dialog is displayed.



The **Insert Asset** dialog contains a list of the available assets along with a preview of the asset's content. The available list can be filtered by tag, type, or site.

4. Select the asset to be used.
5. Click **Insert**. The asset tag is entered into the source code where the cursor was placed.

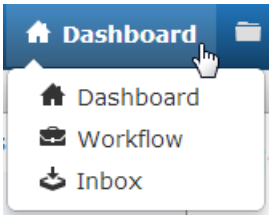


Assets in source code follow the syntax **{{a:###}}**, where the ### denotes the asset number. If an asset number that does not exist is entered, the asset does not render.

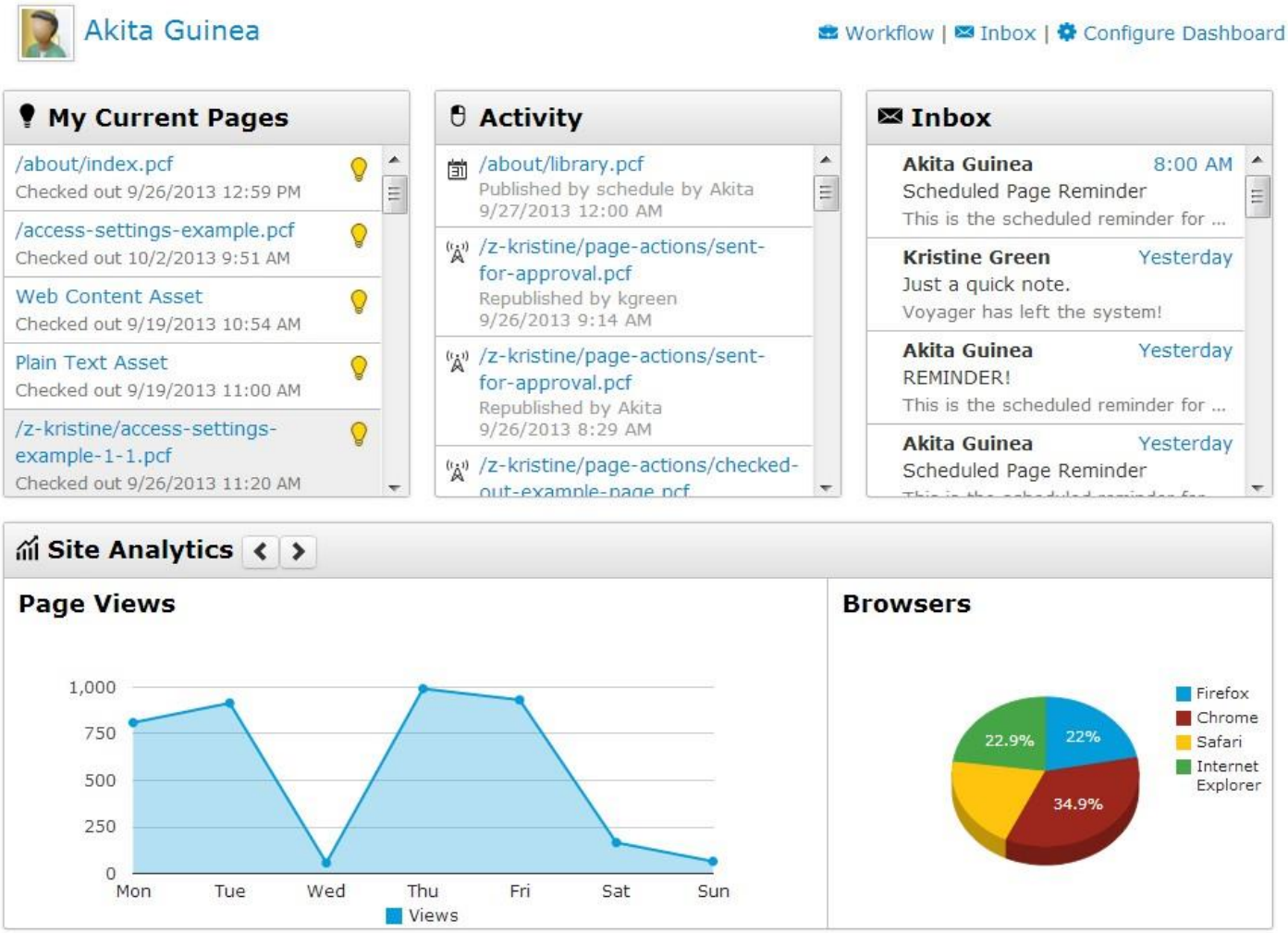
Dashboard

The OU Campus Dashboard provides a location within the CMS where each individual can access user-specific messaging and gadgets. The Dashboard is the default log in location from the standard OU Campus Login screen when not utilizing DirectEdit. Quick links are provided to the Workflow and Inbox screens of Mailbox, which are also accessible from the Dashboard menu. The Dashboard can be customized by each individual user by choosing which gadgets to show or hide in the view. The user can also modify the appearance by dragging a gadget to reorder the view. A Level 10 administrator can add gadgets to the system, and then make them available with group assignment.

Image



Example Dashboard with Gadgets (caption)



The available features and functionality of the Dashboard are as follows.

User Avatar or Gravatar, and User Name: The link provides access to the currently logged-in user's settings for viewing and modification. For more information:

Settings

Workflow

The Workflow list view shows content that a user has been sent for approval or content that a user has sent for approval and are separate from other messages, which can be viewed in the Inbox and Sent. Content within an approvals process can be tracked using this screen. For more information:

Workflow

Inbox

Inbox displays messages from other users as well as automated messages associated with scheduled actions, such as a notification of scheduled publish or notification of page expiration. The Inbox includes a linked list of messages and the functionality to compose a message. For more information:

Inbox

Configure Dashboard

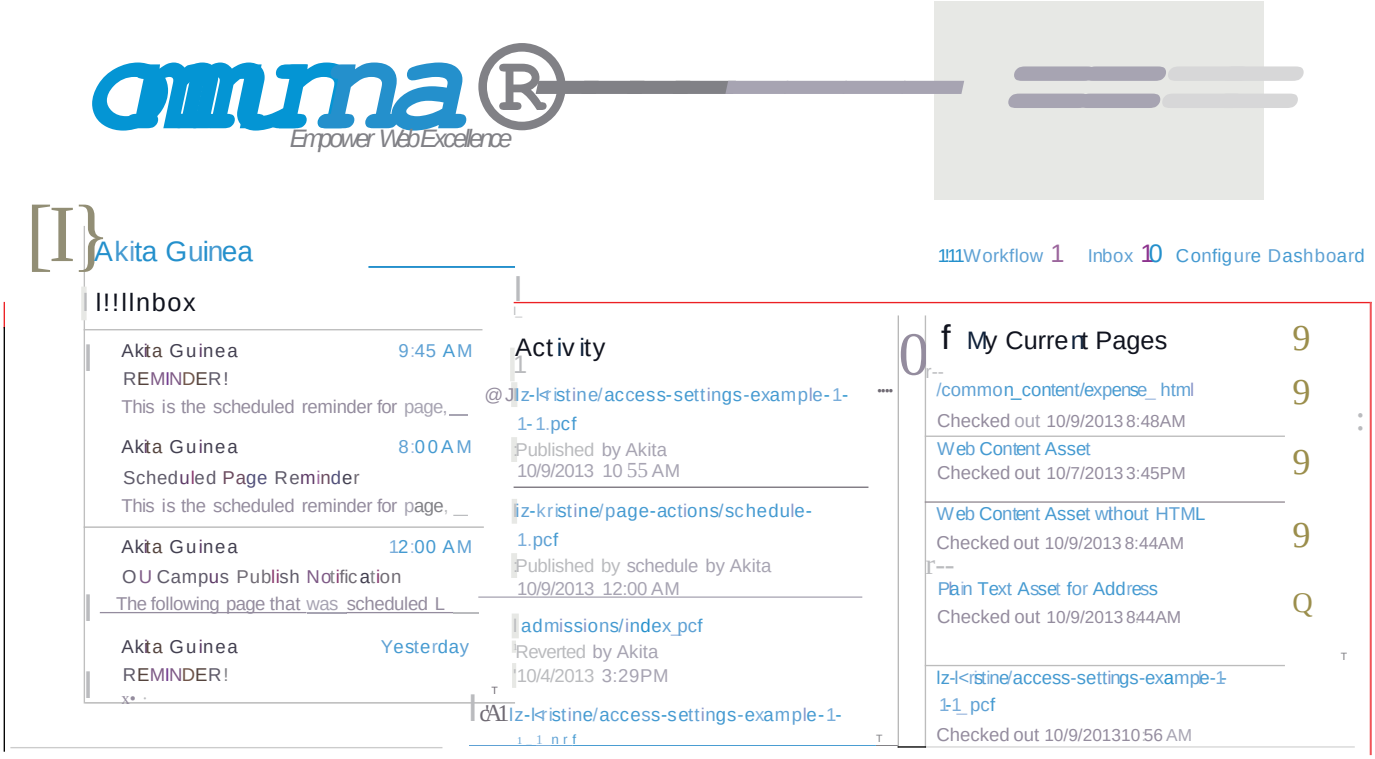
Once specific Dashboard gadgets have been configured to be available for a group of users, members of the group can choose which gadgets to show on the main content area. The Configure Dashboard feature can be used by each individual user to choose which gadgets to show in the main content area. For more information:

Configure Dashboard

Frequently displayed gadgets include an activity feed of recent site activity, the system inbox for messaging and notifications, a list of pages that are currently checked out by the user, and site analytics. For more information:

Gadgets

Dashboard gadget can be reordered by clicking the gray title bar and dragging to the new location.


Akita Guinea
Workflow
Inbox
Configure Dashboard
Inbox
Akita Guinea 9:45 AM
REMINDER!
This is the scheduled reminder for page,
Akita Guinea 8:00 AM
Scheduled Page Reminder
This is the scheduled reminder for page,
Akita Guinea 12:00 AM
OU Campus Publish Notification
The following page that was scheduled
Akita Guinea Yesterday
REMINDER!
Activity
iz-kristine/access-settings-example-1-1-1.pcf
Published by Akita
10/9/2013 10:55 AM
iz-kristine/page-actions/schedule-1.pcf
Published by schedule by Akita
10/9/2013 12:00 AM
admissions/index.pcf
Reverted by Akita
10/4/2013 3:29PM
My Current Pages
/common_content/expense_ html
Checked out 10/9/2013 8:48AM
Web Content Asset
Checked out 10/7/2013 3:45PM
Web Content Asset without HTML
Checked out 10/9/2013 8:44AM
Plain Text Asset for Address
Checked out 10/9/2013 8:44AM
Checked out 10/9/2013 10:56 AM

Workflow

Workflow Overview

Workflow is a component of Mailbox that facilitates the sending and tracking of content for review and approval. Workflow is specific to the currently logged in user — content that the user has submitted to another user, or received from another user, is shown in this list view.

When access settings have been configured by an administrator, it may be required for a user to use the Submit button to send content to an approver in order for the content to be published. When this is the case, the Publish button is replaced by the Submit button. A message can be composed to accompany the content that is sent. Both a link to the content and a status icon that links to the message are shown in the Workflow list view.

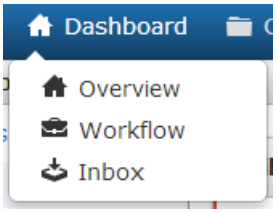
General messages sent to the user's account are separated from Workflow files and are available in the Inbox.

Level 9 and Level 10 administrators may view the Pending Approvals report to view all content in workflow.

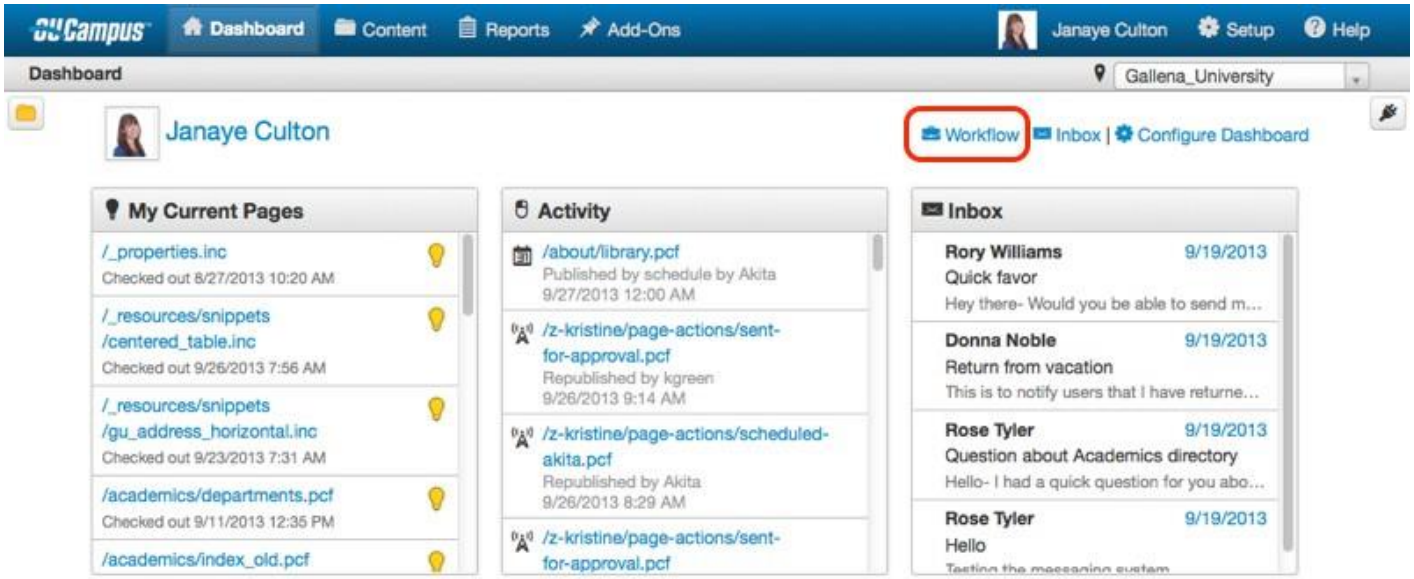
Workflow

Workflow can be found from the dashboard, either by clicking the Workflow link on the Dashboard screen, or by clicking Workflow in the drop-down Dashboard menu.

Workflow in Dashboard Menu



Workflow on Dashboard



Workflow can be sorted by clicking on the column headers. Categories to sort by include:

- From
- Approver
- File
- Status
- Date

As well, the Filter contained within Workflow can be used to filter by the above columns with the exception of Status.

File Status

A status icon is shown in the Status column for each file. Files sent to the current user can be viewed. Files sent to another user may not be viewed. Click the Status icon to view the workflow message. Status options include:

- Pending Approval (by another user)

- Pending Approval (by the current user)

- Approved

- Approved & Published

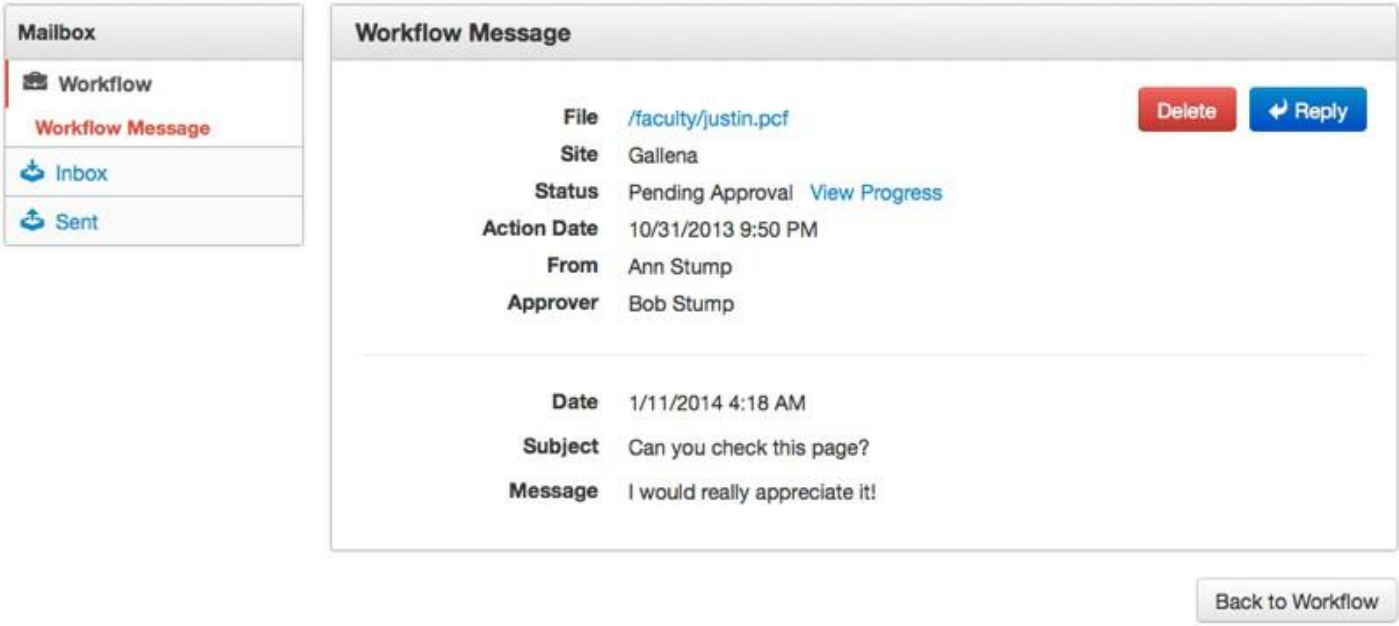
- Declined

Viewing a Workflow Message

A file may be previewed by clicking on the file link, either from the Workflow message or from the Workflow list view. Click on the file link to navigate to the page to be approved, declined, or edited. Please note that Level 0 Reviewers cannot edit files.

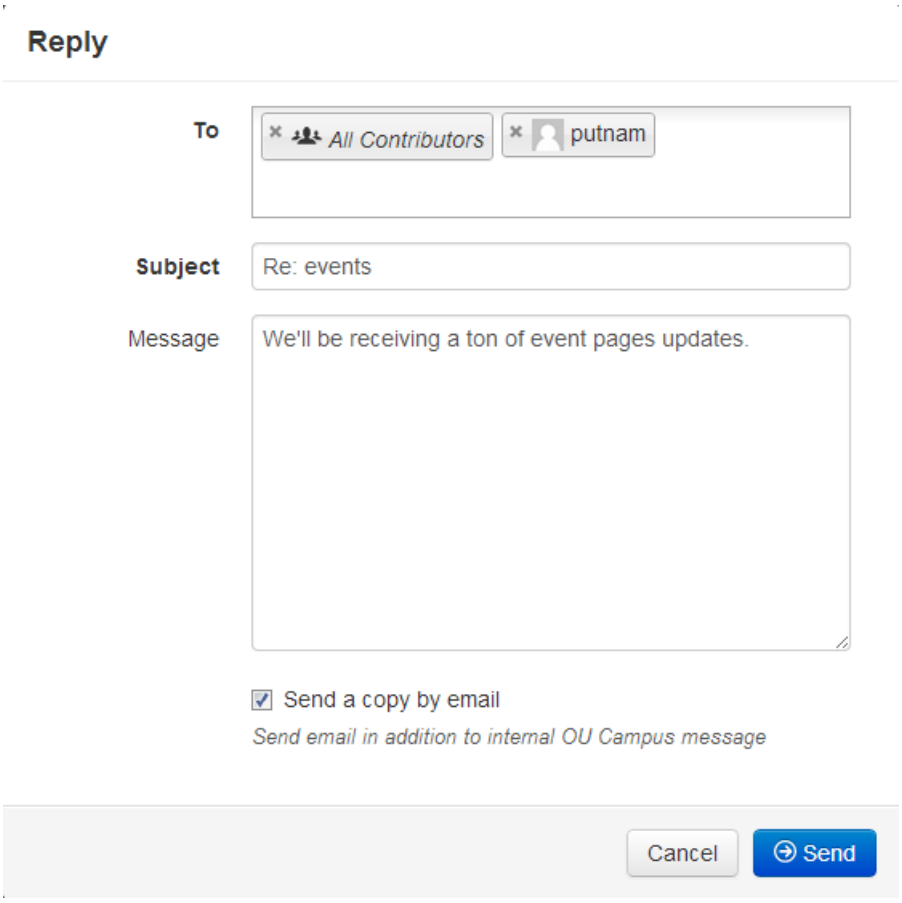
If a message has been attached to a page sent through the workflow, the user can view the message by hovering over the file row and clicking on the View option. Alternately, a user can click the Status icon to view the message. From within the message, actions can be taken, such as:

- Viewing the content
- Deleting the message
- Replying to the message
- Navigate back to Workflow



Replying to a Workflow Message

When replying to a message from Workflow by clicking the Reply button in the message, a dialog will appear. Additional users or groups can be added to the message, the subject can be changed, and a message can be added. Optionally, a copy of the message can be sent by email in addition to the internal OU Campus message.



Clicking Send will send the message to the selected users or groups and the user will be returned to the original Workflow message. Clicking Cancel returns the user to the original Workflow message. The message is sent to each user's inbox.

Workflow Progress

A user can view the Workflow Progress by clicking on the View Progress text link found next to the Status when viewing a message. The progress modal includes information including:

- From
- To
- Date of Action
- Status of the file

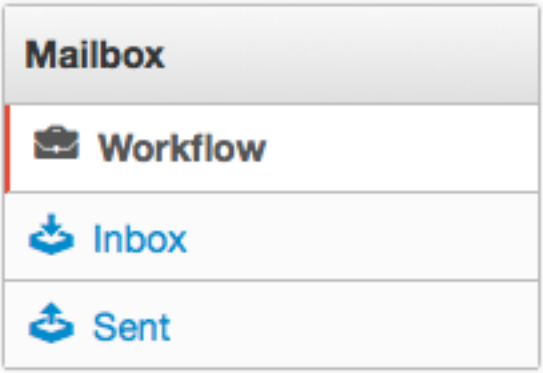
The status of the file can be one of many:

- Submitted for Approval
- Reassigned
- Approved and Published
- Declined
- Workflow Canceled

Inbox

Inbox Overview

The Mailbox within the OU Campus CMS includes an inbox, sent box, the ability to compose a message, and the system workflow. The messaging system is internal to OU Campus and allows users of the system to attach messages to pages being sent through workflow, such as to an approver. Additionally, users can send a message directly without associating it with a page, review messages previously sent to them, forward messages, and review message they have sent to others. Some messages may also have a copy sent from the CMS to an external email.

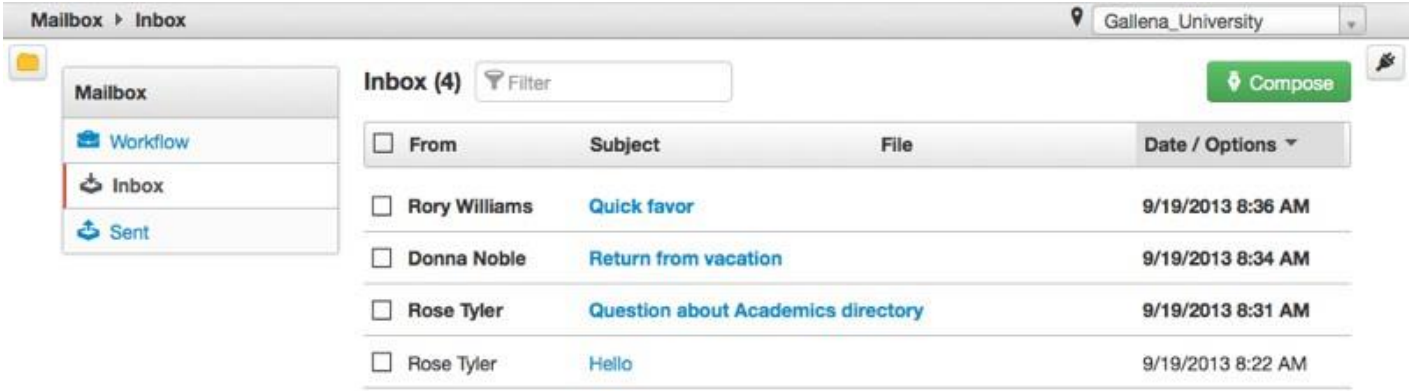


Inbox

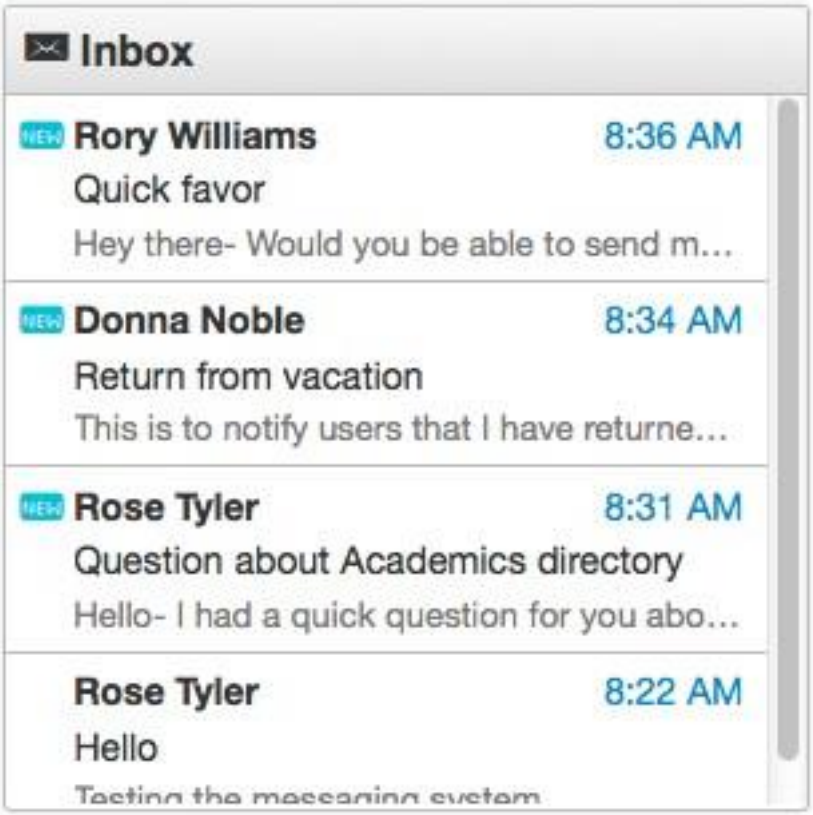
The Inbox is similar to a standard email inbox. General messages sent to a user's account can be read, replied to, and forwarded. New messages can be composed.

The Inbox can be viewed from the Dashboard by using the Inbox gadget. The Inbox may also be viewed and messages composed by entering the Inbox from the Dashboard menu or the link to the Inbox from the Dashboard itself.

Example of Inbox Screen



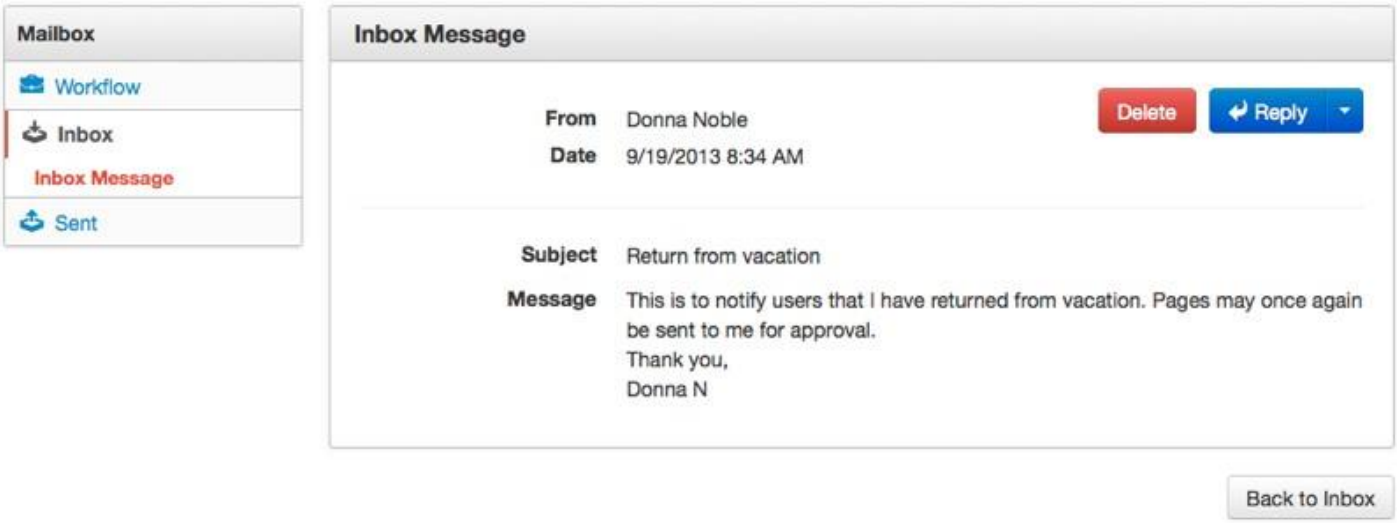
Example of Inbox Gadget on the Dashboard



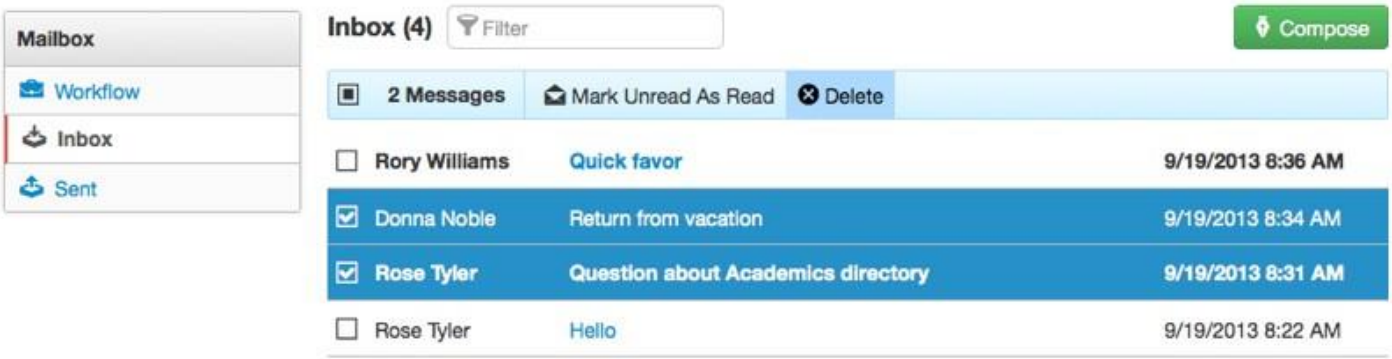
Viewing, Replying to, and Deleting Messages

The Inbox is used to list all internal messages. To view a message within the Inbox screen, hover over the message row and click View, or click the hyperlinked message subject. From the Gadget, click anywhere on the desired message to enter the message view in the Inbox screen.

Use the blue Reply button to reply to the message, or use the drop-down indicator next to the Reply button to forward the message to another user. A user can return to the Inbox without responding to or deleting the message by clicking the Back to Inbox button.



A message may be deleted by using the red Delete button inside of the message, or by hovering over the message row in the Inbox list view and clicking Delete. Multiple messages may be deleted by selecting the checkbox next to each message and clicking the Delete icon that appears in the top row. Messages may also be selected in this way to mark unread messages as read messages by clicking Mark Unread As Read.



Message Status

A message viewed in the Inbox gadget will have a blue New notification next to it, indicating that the message is new and is unread. Messages that are new in the inbox screen will appear in bold.

Messages that have been read will not have the notification next to it in the Inbox Gadget, and will no longer appear in bold in the inbox screen.

Gadgets

Gadgets Overview

All user levels have the ability to choose which available gadgets to show on the Dashboard as well as on the Gadgets sidebar since these are configured separately. Dashboard gadgets can be chosen to be shown or not by clicking the Configure Dashboard link on the main content area of the Dashboard. The Gadgets sidebar includes the Choose Gadgets button so that a user can choose which sidebar gadgets to show for the sidebar.

Gadget Configuration

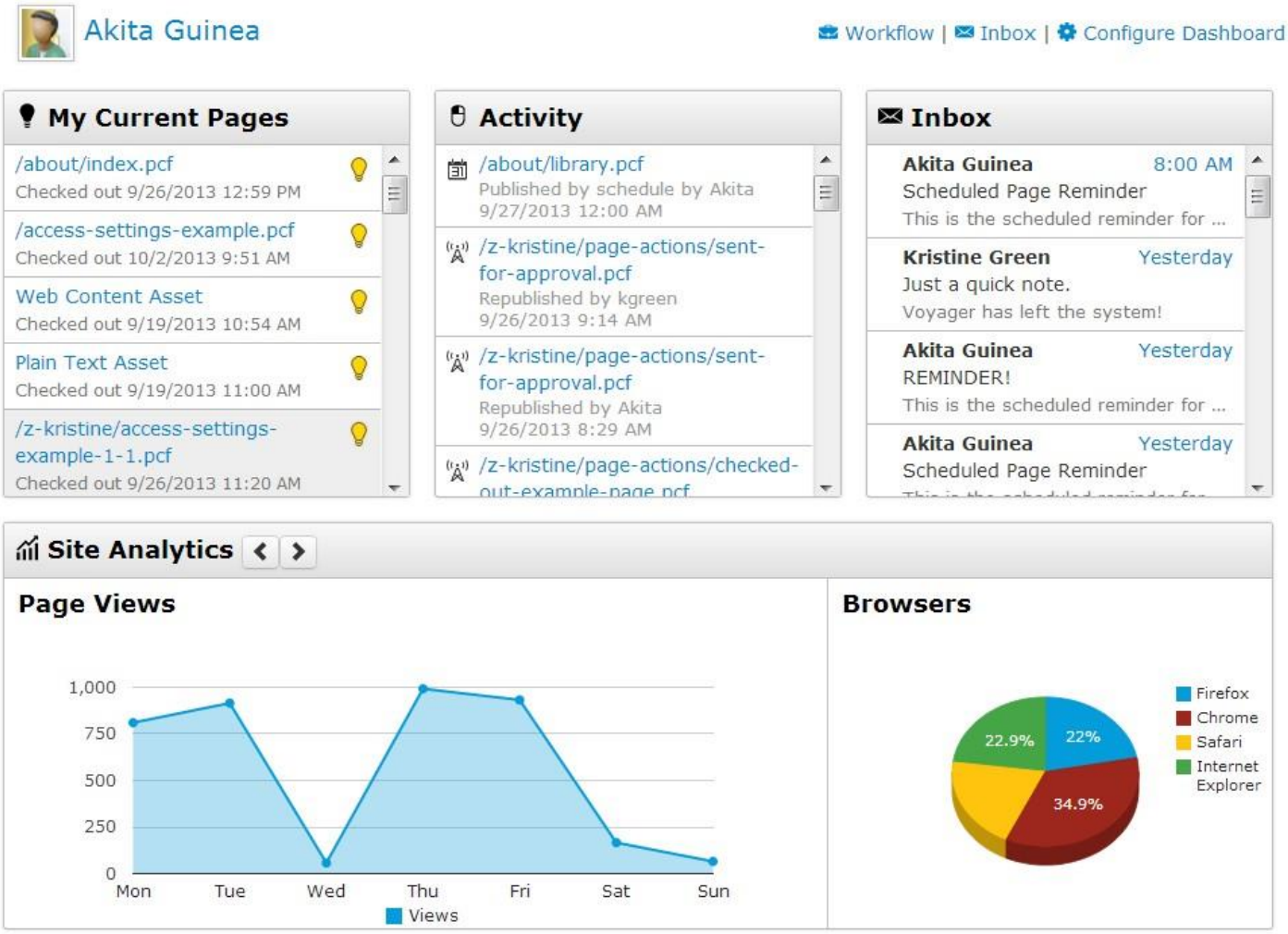
Access for gadgets of both types can be enabled by a Level 10 administrator from **Setup > Gadgets**. The gadgets management area allows for the administrator to enable access by assigning a group to a gadget, the members of which will have the ability to choose to show gadgets on the main content area as well as to choose which gadget to show on Gadgets sidebar. In addition to being able to assign gadget access, an administrator can create new gadgets and configure gadget-specific properties. For more information:

Gadgets Setup

Dashboard Gadgets

Frequently displayed gadgets include system gadgets that provide the functionality for an activity feed of recent site activity, the system inbox for messaging and notifications, a list of pages that are currently checked out by the user, and site analytics. These provide the user a thumbnail view of content, messaging, and the ability to navigate to the content items. For example, the system gadgets illustrated in the screenshot below are as follows:

- **My Current Pages**: Shows the content checked out by the current user and the date/time stamp that the content, which can be a page, asset, or file, was checked out. Within this gadget, the pages are linked and can be clicked to for editing or approving. The light bulb icon indicates the page is checked out and clicking the icon checks the page back in.
- **Activity**: Activity shows content with recently performed actions such as a scheduled publish, expire, or upload.
- **Inbox**: Provides a scrollable list of recently received messages.
- **Site Analytics**:



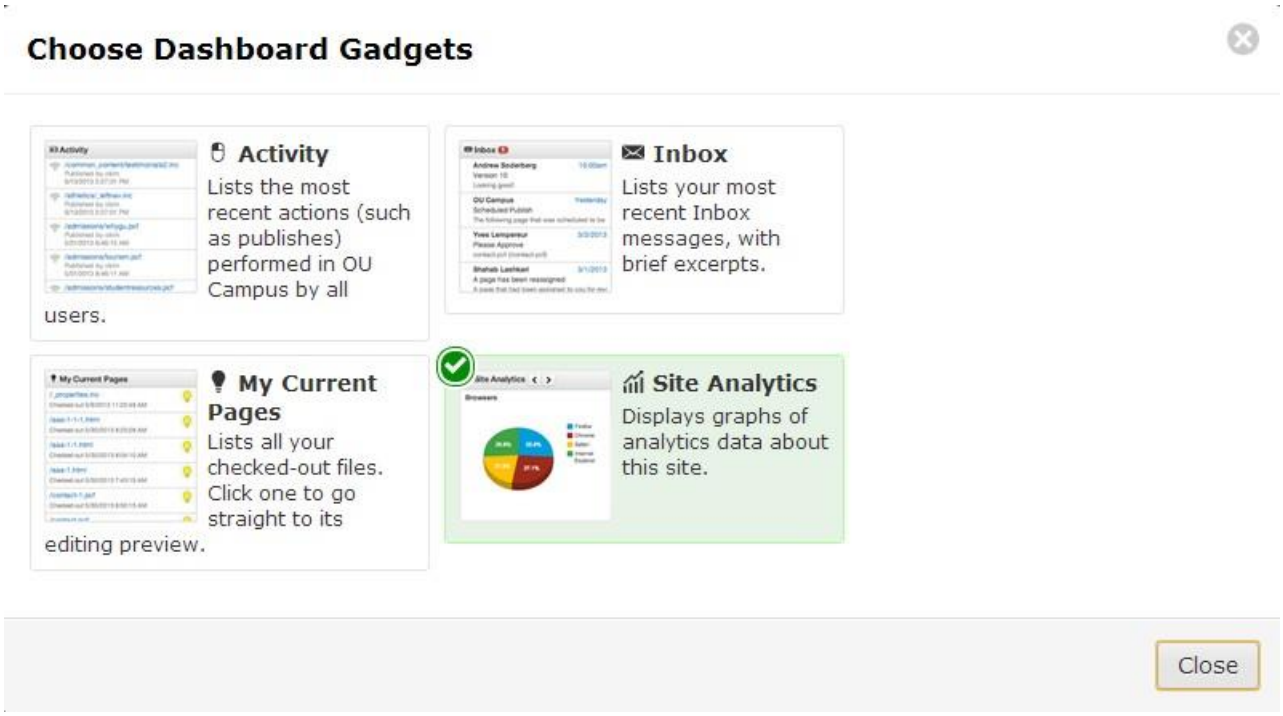
Configuring the Dashboard

The Configure Dashboard link can be used to choose which gadgets to display on the Dashboard. Every user level has access to this functionality.

1.Click **Configure Dashboard**. This displays the **Choose Dashboard Gadgets** modal to view the gadgets available to the user.

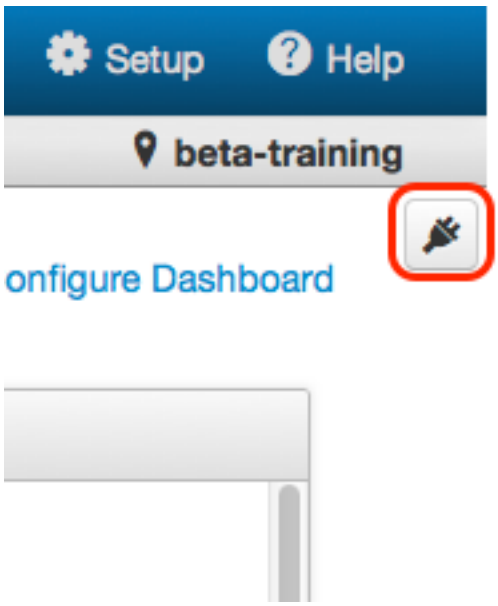
- A gadget with a checkmark indicates it is being shown on the Dashboard.
- A gadget without a checkmark indicates it is not being shown on the Dashboard.

2. Click the gadget box to either select or deselect the gadgets to show on the Dashboard.



Gadgets Sidebar

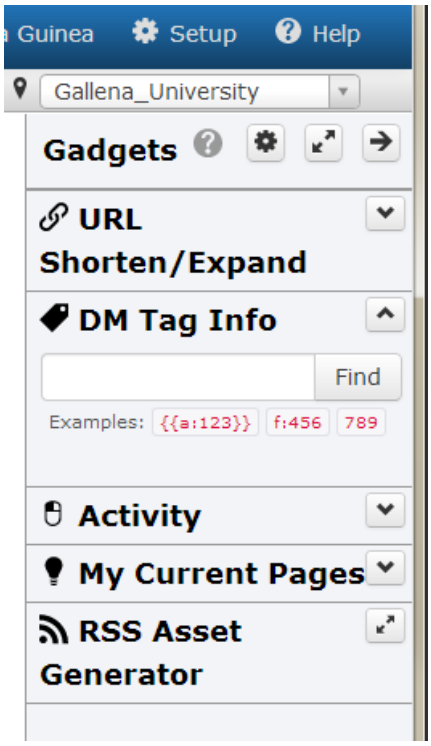
The Gadgets sidebar is a global element and can be shown or hidden by the user. The sidebar exemplifies responsive design as the sidebar also automatically collapses or expands when a browser is resized. The Gadgets sidebar can be expanded by clicking on the Show Gadgets button at the top right of the screen.



Once the Gadgets sidebar has been expanded additional functionality is available; including the ability to choose which gadgets to show, to expand all, and to expand and collapse specific gadgets.

When the Gadgets sidebar is expanded each individual gadget can be expanded and used according to its functionality. The utilities that are available on the sidebar are dependent upon the implementation of the site and can be configured by a Level 10 administrator.

Expanded View



Gadget Sidebar Icon Reference

Icon	Name	Description
	Show Gadgets	Click the Gadgets icon to show the sidebar.
	Choose Gadget	Click to display the Choose Sidebar Gadgets modal from where it can be determined which gadgets to show on the sidebar.
	Hide Gadgets	Click the arrow to hide the sidebar.
	Expand All	Click to expand or collapse all gadgets.
	Expand a Gadget	Click to expand the view of the gadget on the sidebar.
	Collapse a Gadget	Click to collapse the view of the gadget on the sidebar.

Icon	Name	Description
	Launch Modal	Click to view a gadget that is displayed in a modal.

The Gadgets sidebar may include the following system gadgets by default:

- **DM Tag Info**: Search functionality for dependency manager tag that reports information about the tag. Valid search syntax is shown below the field.
- **My Current Pages**: Shows the content checked out by the current user and the date/time stamp that the content, which can be a page, asset, or file, was checked out. Within this gadget, the pages are linked and can be clicked to for editing or approving. The light bulb icon indicates the page is checked out and clicking the icon checks the page back in.
- **Notepad**: Allows for taking notes. Notes can be shared among users.
- **Activity**: Activity shows content with recently performed actions such as a scheduled publish, expire, or upload.
- **Images**: Drag and drop images from any folder into edit views.
- **Page Analytics**: Displays analytics data about the site. This gadget is available by default on the Dashboard.
- **Page Info**: Displays information about the file currently being viewed or edited.
- **Quick Tasks**: Provides one-click shortcuts for frequently performed tasks in OU Campus.
- **Snippets**: Drag and drop any snippet into an edit view.
- **YouTube**: Drag and drop videos from YouTube into edit views. This gadget requires a YouTube account

Choosing Sidebar Gadgets

The Choose Gadgets button can be used by each individual user to choose which gadgets to display on the Gadgets sidebar.

1. Click the **Choose Gadgets** icon

to view the available gadgets.

- A gadget with a green checkmark and green background indicates it is being shown on the sidebar.
- A gadget without a checkmark indicates it is not being shown on the sidebar.

2. Click anywhere within the gadget box to either select or deselect the gadgets that are shown on the sidebar.

Choose Sidebar Gadgets

96x96

Activity
Lists the most recent actions (such as publishes) performed in OU Campus by all users.

96x96

, . DM Tag Info
Given a Dependency Manager tag ID, shows some information about the tag, such as what pages use it.

96xg6

IAD Images
Drag and drop images from any folder into edit views.

96xg6

! My Current Pages
Lists all your checked-out files. Click one to go straight to its editing preview.

g6xg6

n Page Analytics
Displays graphs of analytics data about the current page.

g6xg6

D Page Info
Displays information about the file currently being viewed or edited.

Close