OU CAMPUS
END-USER REFERENCE GUIDE

OmniUpdate, Inc.
1320 Flynn Road, Suite 100
Camarillo, CA 93012
800.362.2605
805.484.9428 (fax)
www.omniupdate.com

Document Number: G100
Last Updated: 5/15/2013

About OmniUpdate, Inc.

OmniUpdate is the leading web content management system (CMS) provider for higher education. OmniUpdate's enterprise web CMS, OU Campus™, empowers institutions to effectively manage and enhance their web presence and take advantage of the latest web and mobile technologies. Founded in 1982, OmniUpdate is located in Camarillo, CA.

About This Guide

The *End-Users Reference Guide* provides a general reference for end users. It is not an all-inclusive manual of the functionality included in the OU Campus system. Functionality not included in this guide, which includes everything from administrative functions to the creation of blog entries, can be found on the OmniUpdate Support site.

OU Campus Support

The Support site is available to everyone and users are encouraged to visit and browse the site for information. An institution's administrators are also available if the answer cannot be found on the Support site or further explanation and clarification is needed. Administrators may contact the OmniUpdate Support Team. 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
- OmniUpdate Community Network (OCN): http://ocn.omniupdate.com/

Conventions

Shorthand for navigation through the OU Campus CMS is indicated with a greater-than sign: **>**
Code snippets that are inline use `Courier New`; otherwise code that is set apart uses a shaded background and mono-spaced font:

```
Courier New
```

Overview 5
OU Campus Support 5
Quick Search 6
Accessing Pages 8
Staging Server and Production Server 8
Special Note — Navigating Between Frames 8
DirectEdit Link 9
Accessing Pages within OU Campus 11
Checked Out Pages 12
Page Status Icons Reference 13
Checking a Page Back In 13
Editing Pages 15
WYSIWYG Editor 15
WYSIWYG Toolbar Functions 16
Save 16
Save As 16
Auto-Draft Icon 17
Paste 17
Spell Checker 17
Links and Linking 18
Links and Dependency Manager 18
Inserting a Link 19
Linking to Unpublished Files on Staging 21
Inserting a Link to an External Site 21
Inserting Anchors 22
Editing a Link 24
Deleting a Link 24
Images and Media 24
Inserting Images 24
Uploading New Images 26
Editing Images 27
Inserting Media 28
Troubleshooting Media 30
Inserting a YouTube Video 30
Snippets 30
Using Assets 31
Tables 33
Create a New Table 33
Table Formatting Tools 33
Page Actions 34
Page Check 35
Using Spell Check 36
Link Check Results 36
W3C Compliance Validation 37
Accessibility Check Results 38
Reviewing Pages 40
Comparing Changes Prior to Action 41
Declining to Publish 43
Reverting 44
Reviewing a Page from Workflow 44
Reviewing a Page Sent for Approval 46
Reviewing a Page without Publishing Rights 46
Setting Reminders 48
Schedule Reminder 48
Stale Reminder 49
Publishing Pages 51
Publish Now 51
Schedule 53
Send to Twitter and Send to Facebook 54
Twitter 54
Facebook 55
Backup/Commit 55
Revert 56
New Page Creation 58
Editing Page Properties 59
Upload and Zip Import 61
Verifying Uploaded Binaries 62
Assets 63
Asset Creation 63

Dashboard 66
Workflow.. 66
Inbox.. 66
Outbox 66
Compose...66
Current Projects...67

Overview

OU Campus™ 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.

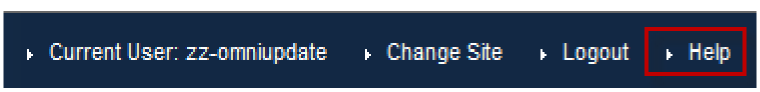
In addition, users can only access content to which they have permissions to edit. When creating new pages, preconfigured templates are made available to provide consistency in web page design. Users may also have the ability to upload new images, add words to the OU Campus dictionary, access full page source, and much more.

OU Campus Support

Online support is available through the OmniUpdate Support site at http://support.omniupdate.com.

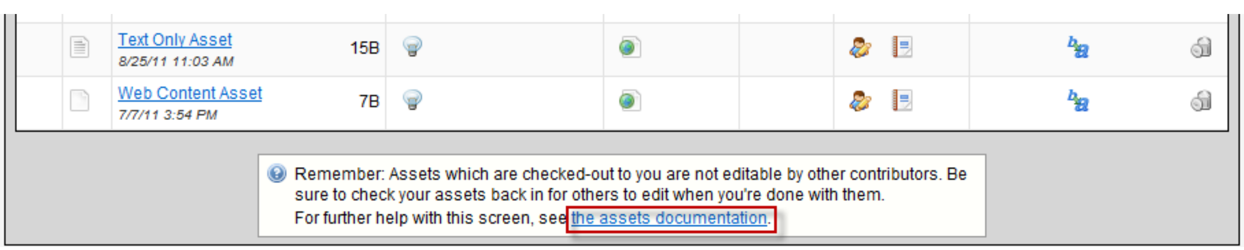
The Support site, which is accessible by everyone in its entirety, includes user support on all the features in OU Campus, as well as video and text tutorials, archived Training Tuesdays, which are the free monthly webinars offered the last Tuesday of every month unless otherwise announced at 11:00am 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, within OU Campus, support can be gained using the contextual help found in the system.

Throughout the site, links are available to help documentation specific to the area or task at hand. These links will open the Support site to the page with the desired documentation.



Finally, contextual help may also be found within the site as instructions relating to particular fields.

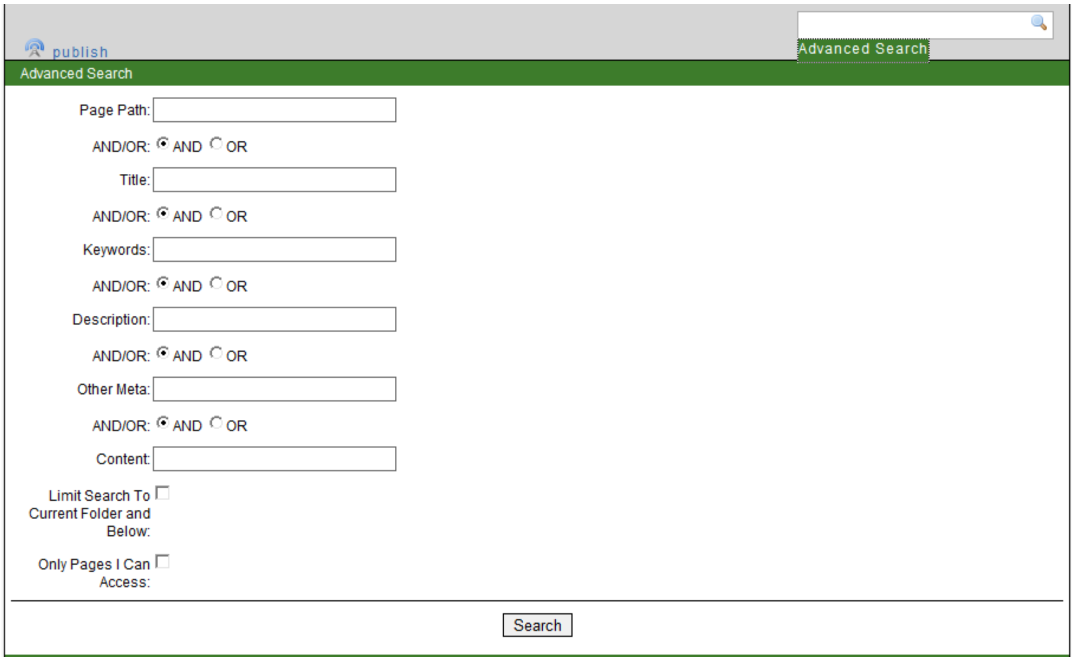
The Support site is available to everyone. Users are encouraged to visit and search the Support site. The institution's administrators are also available if the answer cannot be found on the Support site or further explanation and clarification is needed. Administrators may contact the OmniUpdate Support Team.

Quick Search

If the Quick Search functionality is turned on, it is possible to search for content. This search allows the user to find content in order to easily navigate to a desired page. Simply put the desired search term into the Quick Search field found in the **Content > Pages** window and click on the magnifying glass.

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

- Page Path
- Title
- Keywords
- Description
- Other Meta
- Content
- Limited to current folder and below
- Only pages to which the user has access



Keep in mind that the Quick Search does not search through code and it is not a find and replace function.

Accessing Pages

Pages are accessed in one of two ways: DirectEdit link and navigating through the directory structure. In both cases, users must have been granted editing access to the page to be modified in order to access it. 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.

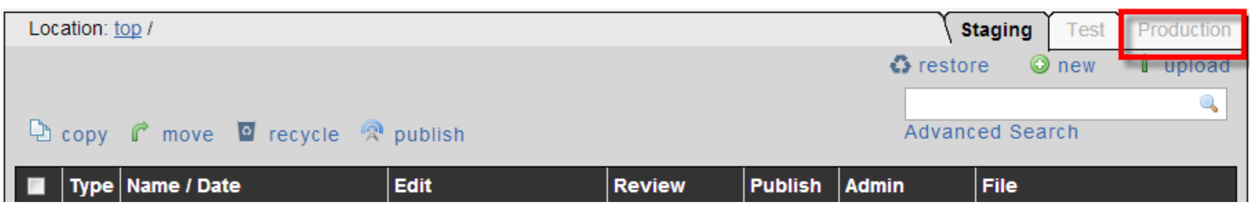
Staging Server and Production Server

OU Campus is housed and run on a staging server. This server is separate from the production server on which the published site resides. All pages, directories, and assets are created and maintained on the staging server. Upon publish, the pages, directories, and assets are pushed to the production server. This update is immediate unless otherwise defined by the institution.

In addition to the production server, alternative publish targets may be configured by an administrator if Multi-Target Publish is enabled. If this is the case, users who have access to the publish target see this server as a choice in various places throughout the interface. This includes the tabs on the Pages view, when publishing, comparing, and previewing a page, when inserting images and other media, and when uploading and using Zip Import.

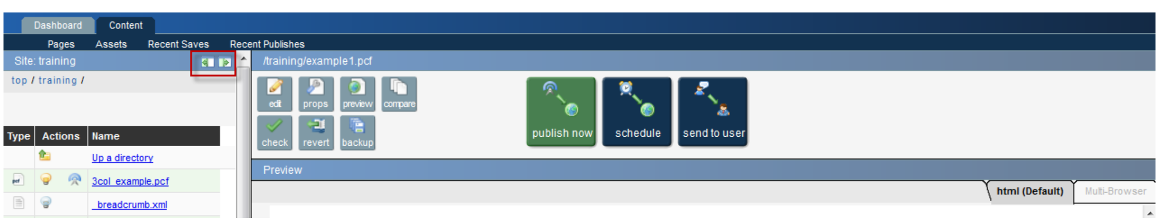
The staging server can be thought of as a preparation area. Once all changes have been made and approved, they are sent to the production server for public viewing as a website.

While the pages, directories, includes, and script files are maintained within OU Campus, all binary files (e.g., images, PDFs, and DOCs) are uploaded directly to the production server, even if using the staging server to perform the upload process. It is advised that files be uploaded from the Staging tab. When uploading new files, verify that they have been uploaded to the production server correctly by clicking on the Production tab found in the **Content > Pages** view.

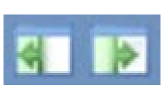


Special Note — Navigating Between Frames

When logged into OU Campus, navigating between pages and the folder structure can be easily accomplished by clicking on the green arrows found at the top of the Pages view.

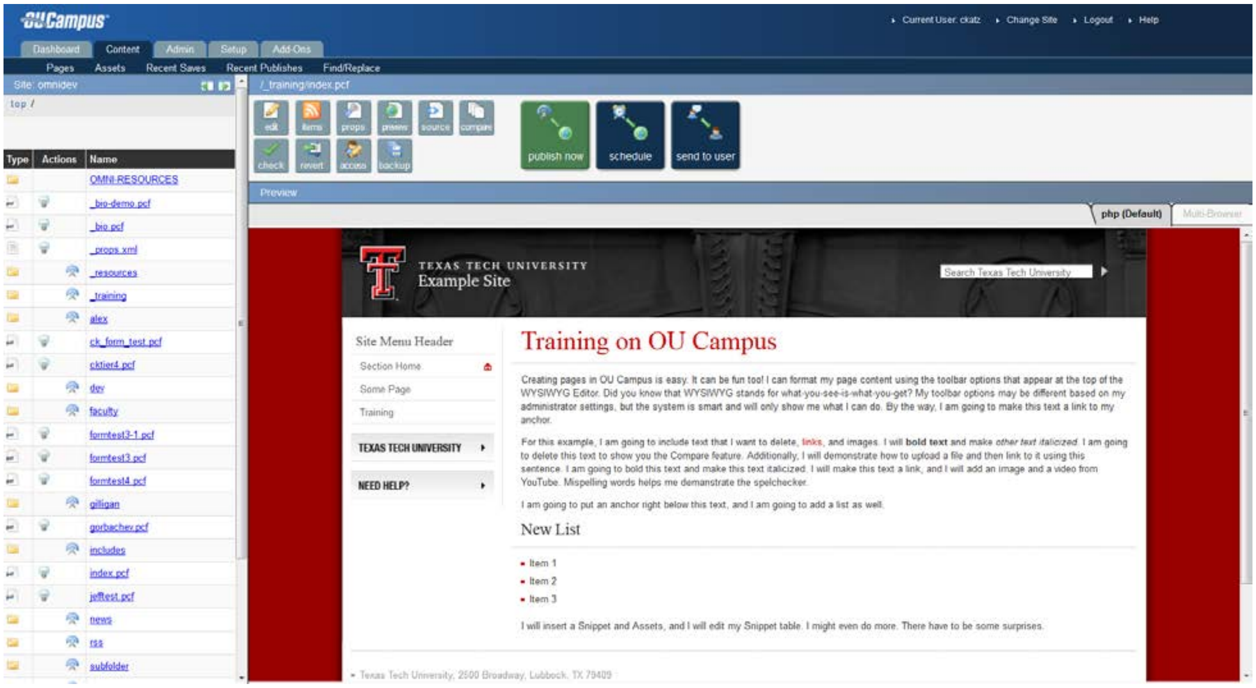


Arrows for Frame Navigation

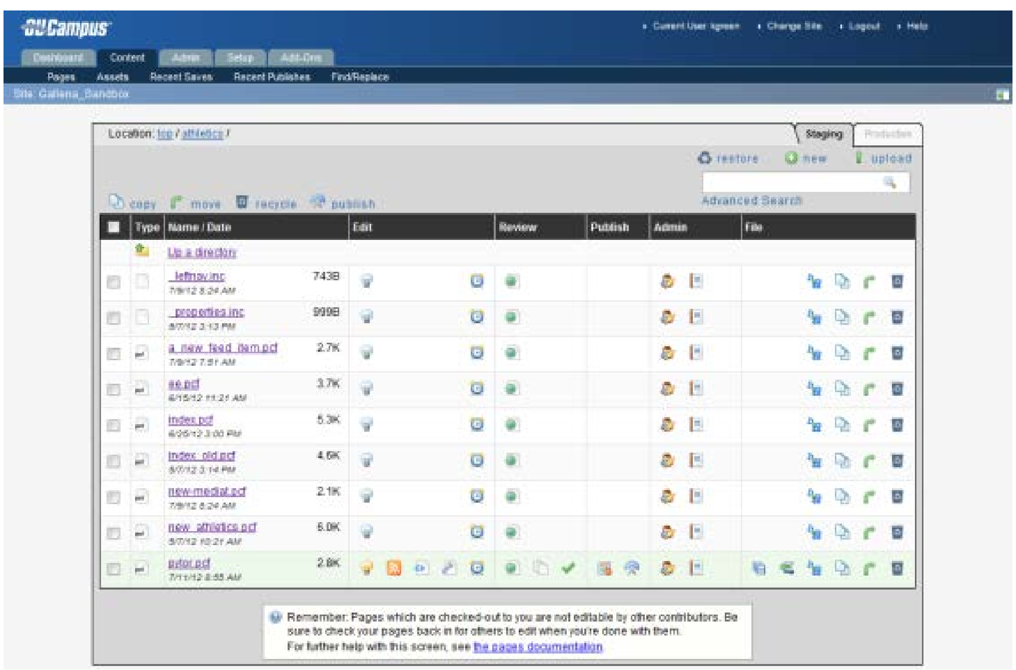


Click on the arrow to the left or right to navigate to a full view of the page or folder structure. The arrows relocate on the screen when clicked on them, but always appear at the top of the page.

The split-screen view shows a directory listing on one side and a view of the page on the other. Depending upon the state of the page, the view might also include the check-out button, editable regions, all available page actions, and the WYSIWYG Toolbar. Page actions include a comprehensive set of functions that can be performed on a page. Available functions are dependent upon whether the page is checked out or not (and other page states), and authority level. Editable regions are areas of content that can be independently edited.



The directory view list files, subdirectories, page actions, file operations, and other available functionality.

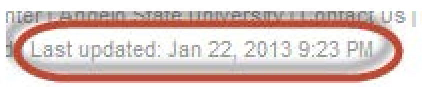


DirectEdit Link

Initial access is granted from the institution's main website by navigating to the page to be edited and clicking the DirectEdit link. DirectEdit links are determined by the template design. Texas Tech University's DirectEdit link is the Last Updated date found in the footer of the web pages.

To Access a Page to Edit

1. Click on the **DirectEdit** link.



2. Select **Texas Tech** University from the drop-down.
3. Click **Next**.

4. Sign into **eRaider**.

5. Begin editing.

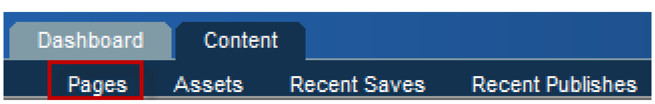
Note: Once logged in, clicking on the DirectEdit link from any page on the published site launches OU Campus directly to that page without having to log in again. However, the user must have access to the page in order to edit it. If access to the page has not been granted to the user, an access denied error will be shown.

Accessing Pages within OU Campus

Once in the system, do one of the following to access pages:

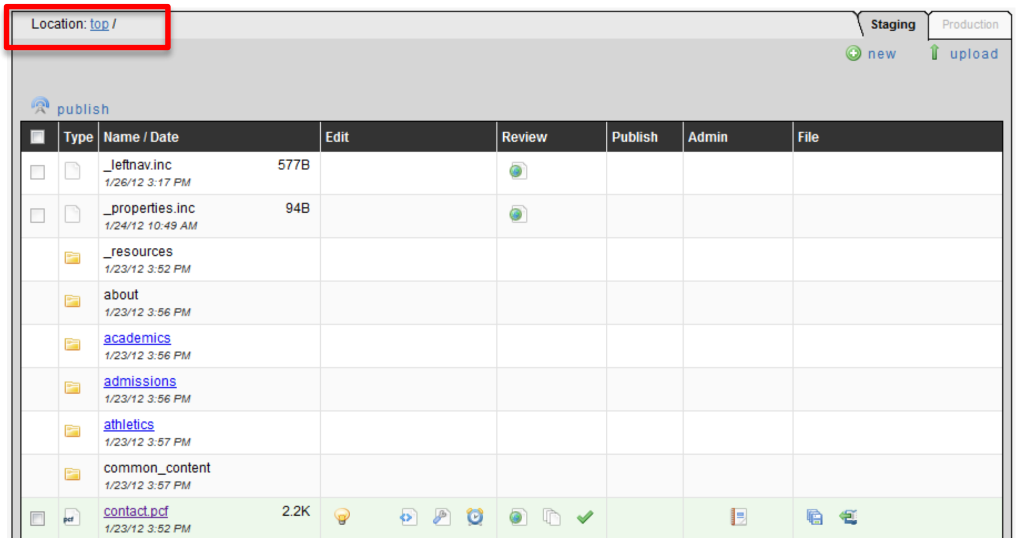
- Navigating to the published page at the web site and click on the DirectEdit link
- Navigating through the folder structure

The resulting OU Campus location upon entering the system is **Content > Pages**.



This is where the majority of the website editing work is performed. Simply use the folder structure found in this view to navigate to the various pages that need to be edited. If access to a particular directory or page has not been granted, the directory or page is displayed as non-hyperlinked, plain, black text.

The breadcrumb found next to **Location** at the top left is a way to navigate the directory structure. Simply click the link on the directory name to navigate backwards.



Once the page to be edited has been identified, simply click on the light bulb to check the page out, or the page name to access it directly. Keep in mind that a lit light bulb indicates that the page is checked out to the logged in user. Only one user can have a page checked out at a time, and only the user to whom the page is checked out, or an administrator, can check in a page.

If clicking on the hyperlink for the page name, the page will need to be checked out using the **Check Out** button.

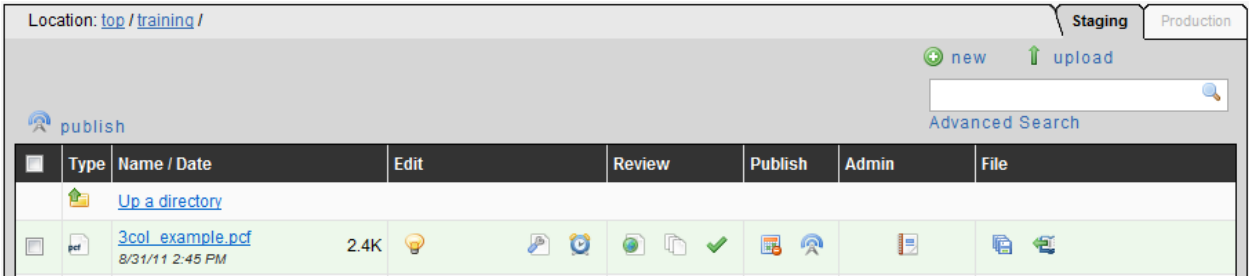
Note: Keep in mind that entering into a page's editable regions automatically checks that page out.

Checked Out Pages

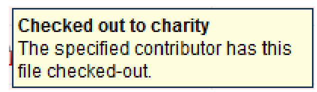
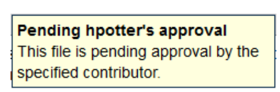
Pages are marked as "checked out" when they are locked to a user. Only one person can check out a page at a time. When the page is checked out to a user, no other users, including administrators, can make changes to the page. This includes publishing the page. The only options users have, other than the one who has the page checked out, include Preview, checking the Log, setting Reminders, and for administrator level users, Copy and changing Access settings. Users should check in pages they no longer need. Publishing a page also checks back in the page.

There are multiple reasons that a page is shown as checked out to a user, and there are different status indicators to make clear why.

From within the folder structure view, the page status indicator, including whether it is checked out or is available, is located within the **Edit** column.



Page Status Icons Reference

	An unlit light bulb indicates that the page is checked in and can be checked out for editing.
	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 gold lock indicates that the page is checked out to the current user because the user has scheduled an action to occur. The action could be either a scheduled publish or scheduled expiration. The lock is shown as a red lock to all other users. If the page is checked out due to a scheduled publish, in the Publish column, a calendar with a small, green plus sign is shown. This 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. If the page is checked out due to a scheduled expiration, in the Publish column, a calendar with a small, red minus sign will appear. This calendar icon can be clicked on by an administrator or the individual who scheduled the page to expire in order to change the expiration date and time or to cancel the expiration completely.
	A thumbs up indicates that the page is checked out to the current user as part of the workflow process. The page has been sent by another user for approval and should be reviewed for accuracy and completeness prior to being published.
	Two chat bubbles indicate that the page is checked out to another user as part of the workflow process. The page is waiting for approval from that user. Hover over the chat bubbles to see to whom the page was sent for approval. 

Checking a Page Back In

It is valuable to note that pages and assets stay checked out to the user until the user does one of the following:

- Sends the page to another user for review. In this case the checked out status transfers to the person to whom the page was sent for review.
- Publishes the page.

- Checks the page back into the system by clicking on the lit (yellow) light bulb from either the folder structure or the **Current Projects** view found in the **Dashboard > Current Projects** tab.

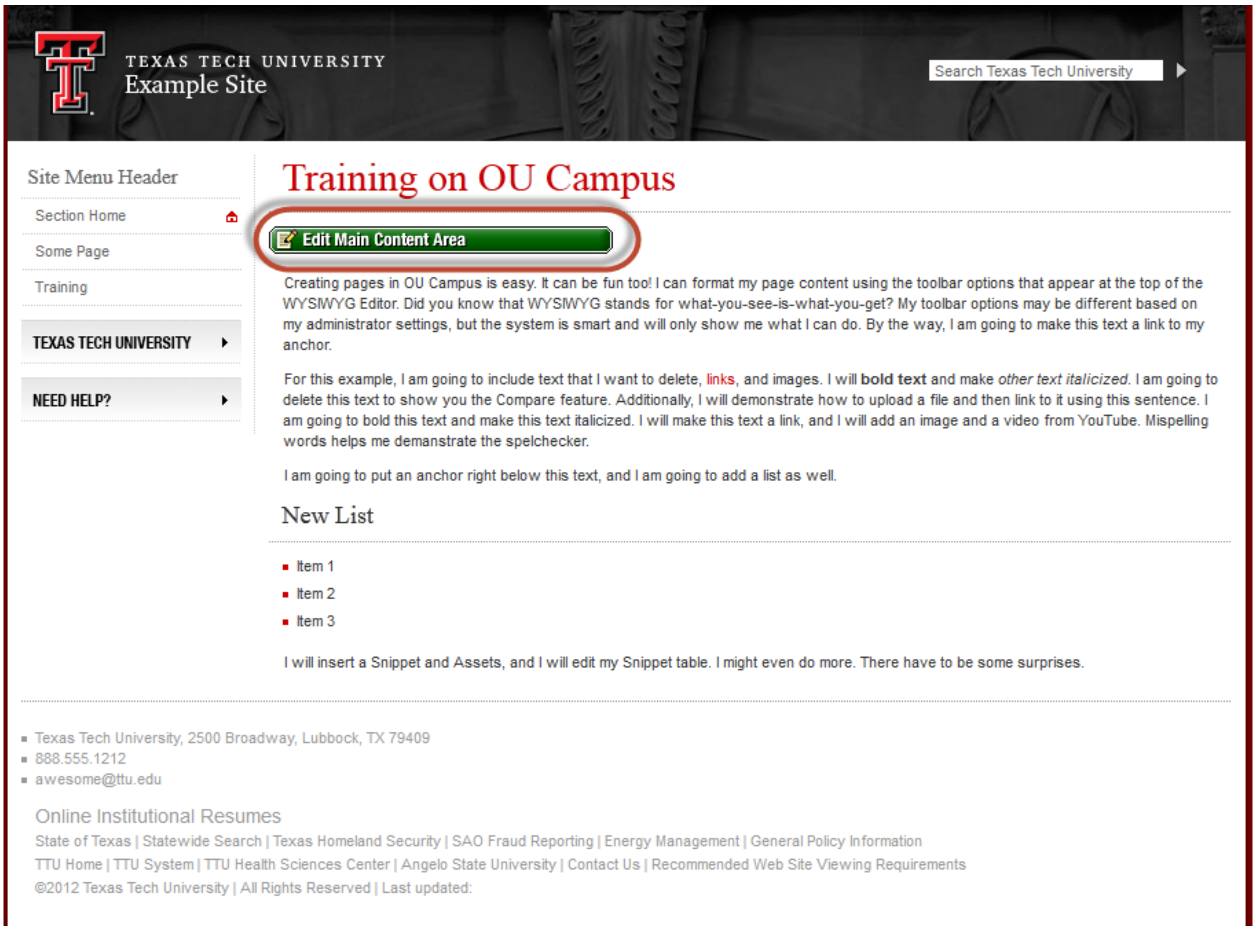
Make sure to check the page back in once it can be made available to other users.

Editing Pages

After accessing the page to be edited by clicking on the page's name, which appears as a hyperlink, and checking the page out, if required, edit buttons are shown on the page indicating the editable regions. The available editable regions are defined by permissions levels and group associations. Only areas that are available to be edited are shown with a button.

To Edit a Page

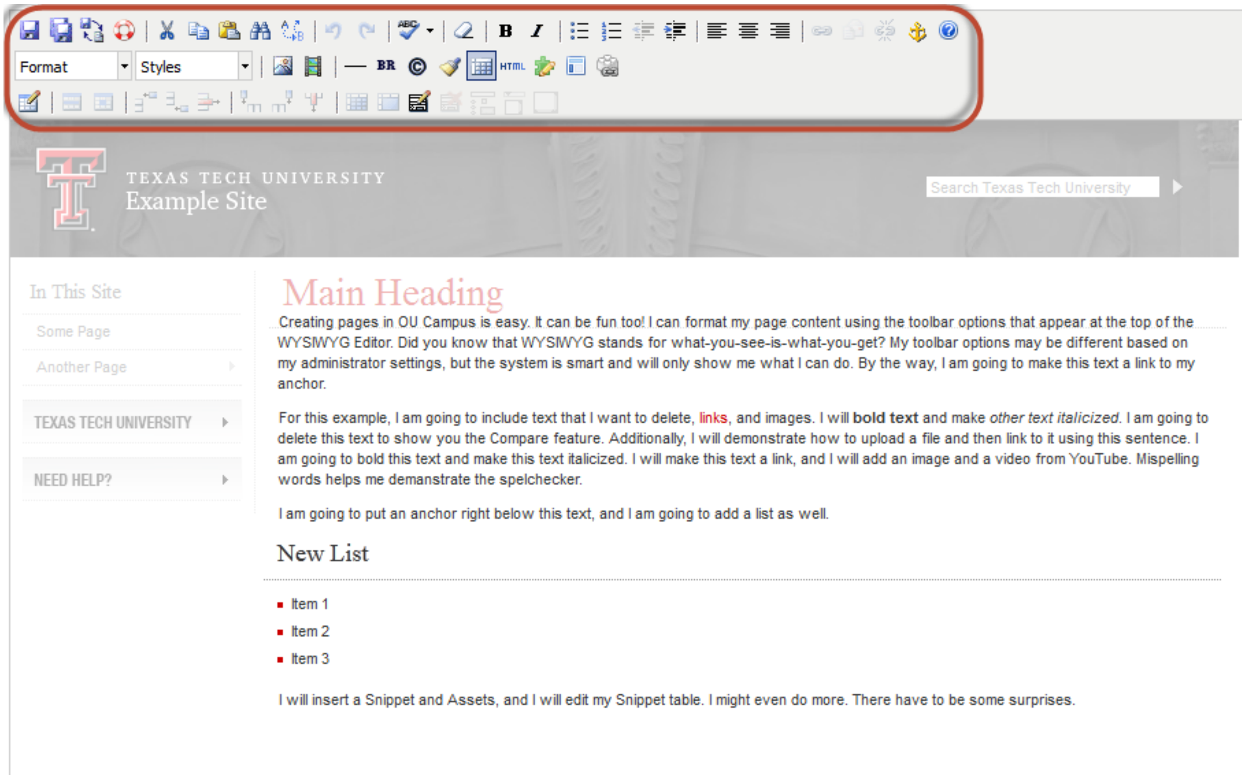
Click the button above the region in which editing should occur. This opens the **WYSIWYG Editor**.



WYSIWYG Editor

The WYSIWYG Editor contains all the tools necessary to edit the page. The available tools found in the toolbar will depend on the site and page configuration. Some tools may not be available based on the administrator's setup.

The WYSIWYG Editor includes basic editing functions, such as those found in Microsoft Word®. This document reviews some of the common functions, as well as provides details for the more advanced features.



Note: 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, but it may not be reflective of what the current page actually looks like both in terms of the content on the page and possible widgets that may have been turned on or off. It is meant simply for visualization purposes and to help understand how the content will actually be laid out on the page. Once the content has been saved, an actual view of the configured page can be seen using the **Preview** mode.

WYSIWYG Toolbar Functions

For more details on the various toolbar icons, visit the OmniUpdate Support site:

http://support.omniupdate.com/oucampus9/content/wysiwyg/toolbar.html

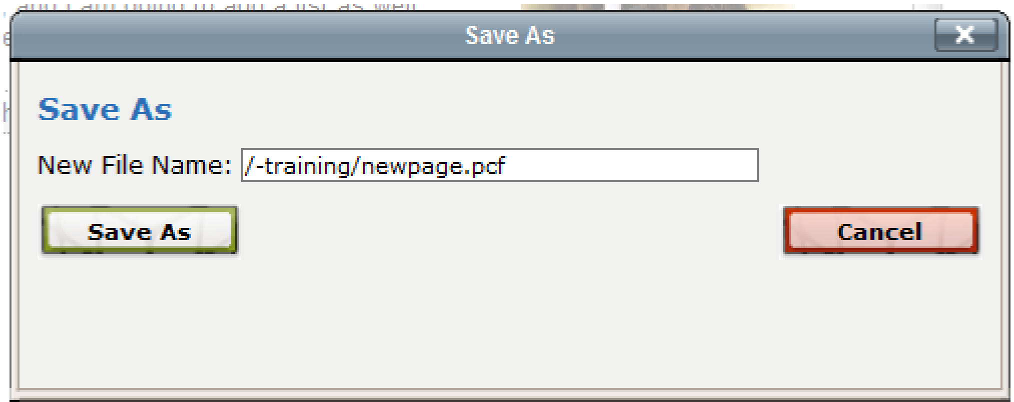
Save


The **Save** icon allows the user to save the changes that have been made to the page. Using the **Save** icon will also close the WYSIWYG Editor and take the user to a preview of the page. If the user desires to save-in-place while continuing to edit, simply use the keyboard shortcut (CTRL+S for Windows and CMD+S for Mac).

Save As


The **Save As** icon allows the user to save the page with a new name, essentially creating a copy of the page. The new page can then be modified and published independently of the original file.

Click the **Save As** icon and provide the new name in the **New File Name** field. Change only the name of the page, but leave the extension of .pcf in place. This is extremely important. If any other extension is used, the page will not render as the header, footer, and styling will not be included. The page path can be changed as well.

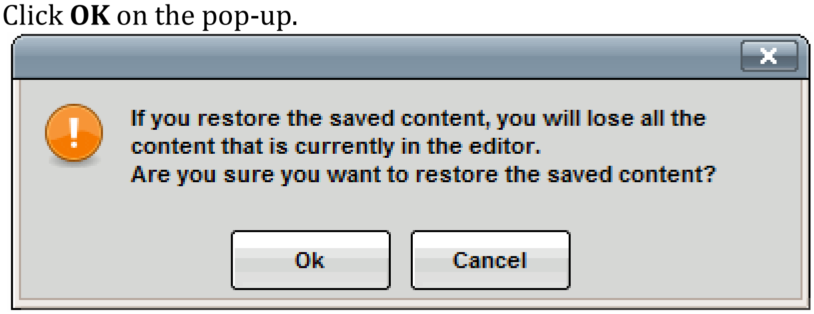


Auto-Draft Icon

 The lifesaver icon represents the **Auto-Draft** feature. Once a user begins entering content within the editable region, the **Auto-Draft** creates a backup on the local workstation in the browser's cache or Internet files approximately every minute. The backup is generally available for up to 24 hours, but it is contingent on the user's browser settings.

If the browser shuts down unexpectedly, Internet connectivity is lost prior to the content being saved, or if power is lost, content can be retrieved by following the steps below:

1. Open the same browser on the same workstation that was being used to edit the page. For example, if the page was being edited in Mozilla Firefox when the connection was lost, the **Auto-Draft** retrieval must be completed in Firefox as well, and on the same local system.
2. Navigate to the page that was being edited.
3. Access OU Campus via the DirectEdit link and log in.
4. Click into the editable region that was being edited prior to the loss of connection.
5. *Before entering any content into the page*, click on the **Auto-Draft** icon.
6. Click **OK** on the pop-up.



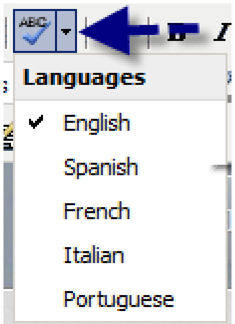
7. The saved content is restored.

Paste

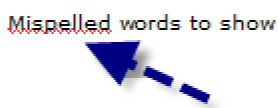
 Paste is configured to remove all formatting. Paste as plain text is used to ensure that the page is adhering to the institution's style guidelines.

Spell Checker

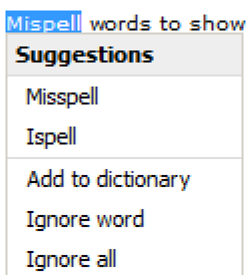
 The spell checker can be activated by clicking on the **ABC** with the checkmark icon. The default dictionary is in English. However, if the page should be edited in another language (available languages are: English, Spanish, French, Italian, and Portuguese), simply click on the downward facing arrow and select another language.



Misspelled words are identified with a wavy, red line.



To fix the misspelled word, simply click on it. This displays a list of available options. Select the appropriately spelled word, ignore the word, or, if access has been granted, add the word to the dictionary.



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.

Links and Linking

Links are created by highlighting text or an image and clicking the **Insert/Edit Link** icon. 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.

Links and Dependency Manager

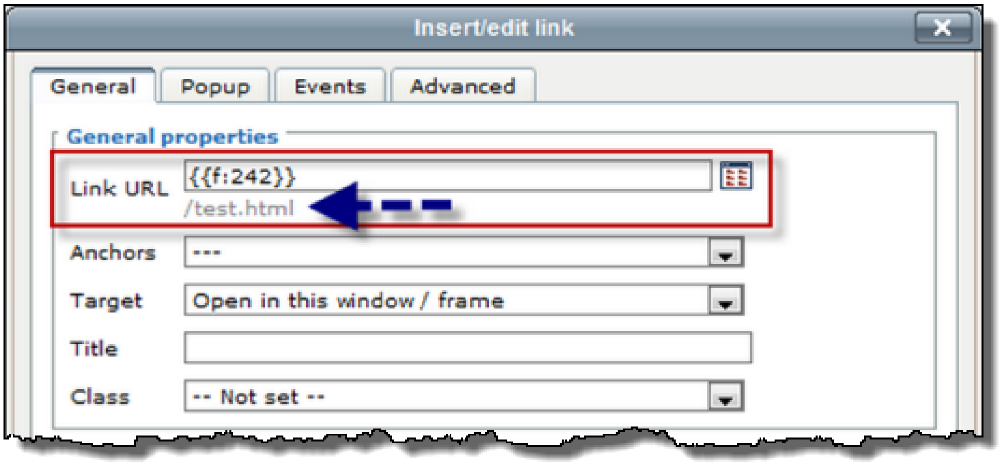
It is possible for links to pages or directories maintained within OU Campus to be updated automatically when the page or directory to where the link is pointed is moved or renamed. The links are tracked by Dependency Manager. When Dependency Manager is activated, it is important to browse for the appropriate page in order to ensure that the link will be updated if the target page or directory is moved or renamed.

Dependency Manager currently manages links to other pages in your OU Campus account, which may be different subsites of your institution. However, it does not manage links to external websites such as CNN, nor binary files such as PDFs and images.

Tags appear as follows:

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

Example of Dependency Tag

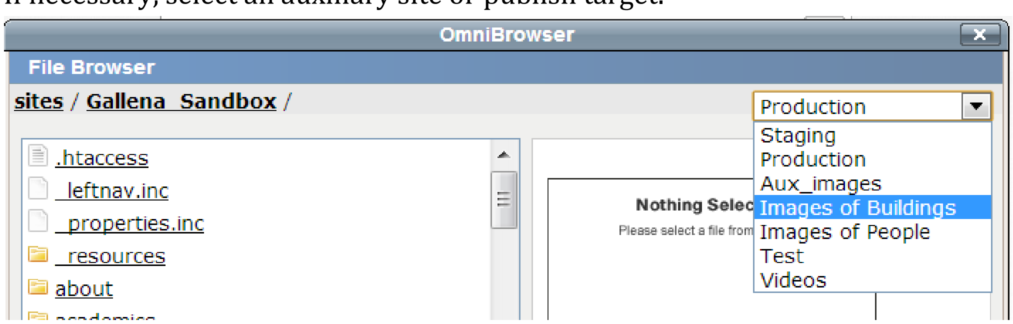


Inserting a Link

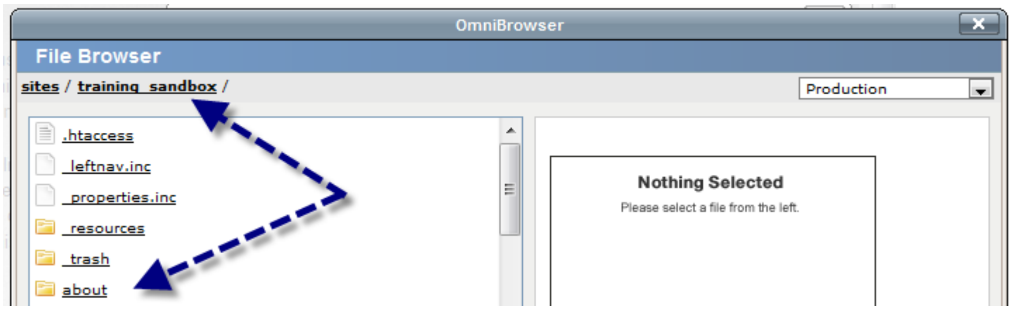
A link to a page or file within OU Campus can be inserted and it works within a site or across sites within an account. In this case, the page should be browsed to so that the Dependency tag is inserted rather than a path or URL.

1. Highlight the text or image to link.
2. Click the **Insert/Edit Link** icon.
3. Click on the **Browse** button. This opens the **File Browser**.

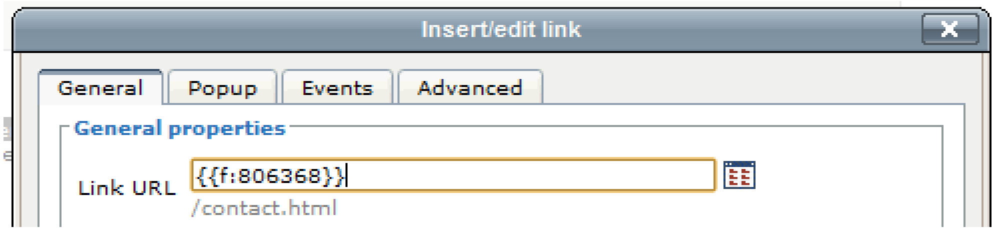
4. Find the file to which the link should be created.
5. If necessary, select an auxiliary site or publish target.



6. If the desired page is not in the selected directory, use the breadcrumb at the top of the page and the folders within the window to navigate to the desired page.



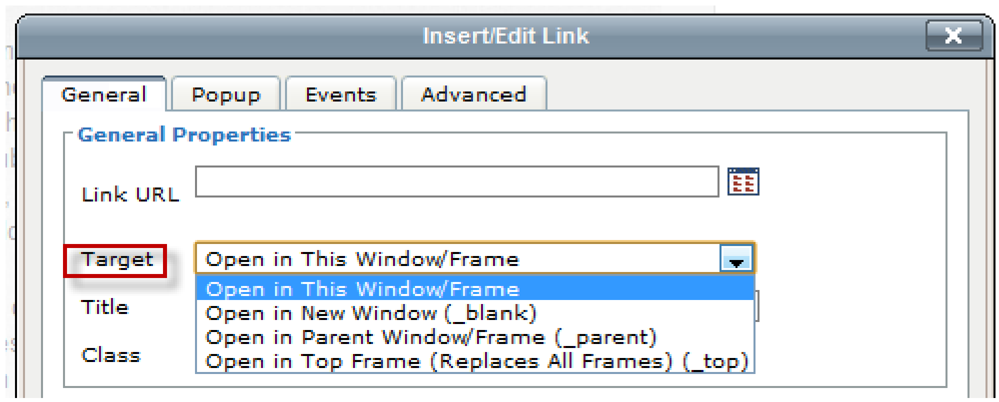
7. Click **Select File**.
8. When inserting a link using **Dependency Manager**, instead of the URL appearing in the **Link URL** field, a Dependency tag is shown. The target URL is shown underneath the **Link URL** field.



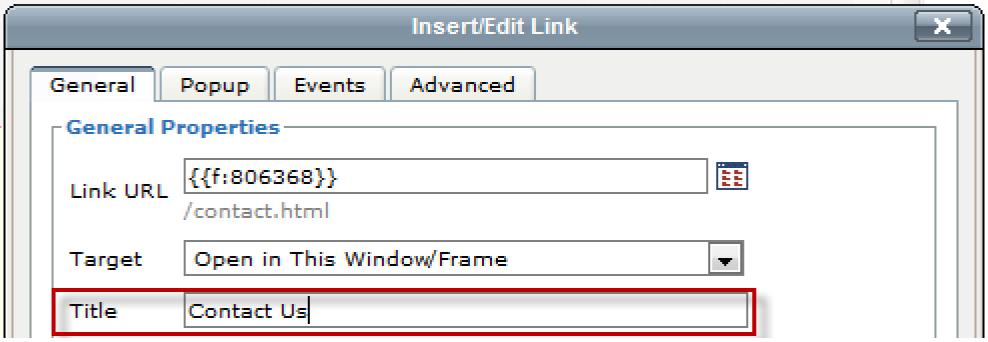
9. Choose an **Anchor**, if necessary.
10. Select the **Target**.

    As a general rule of thumb, 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, DOC, or other similar file, the page should open in a new window. This selection is made in the field labeled **Target**:

    - Linking to pages on the institution's website: **Open in This Window/Frame**
    - Linking to pages on another site or binary files: **Open in New Window (_blank)**



11. Enter the **Title**. It is both valuable and important to populate the **Title** field as this is used by screen readers and helps keep the site in compliance with accessibility compliance standards.



12. Click **Insert.**

Note: 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:

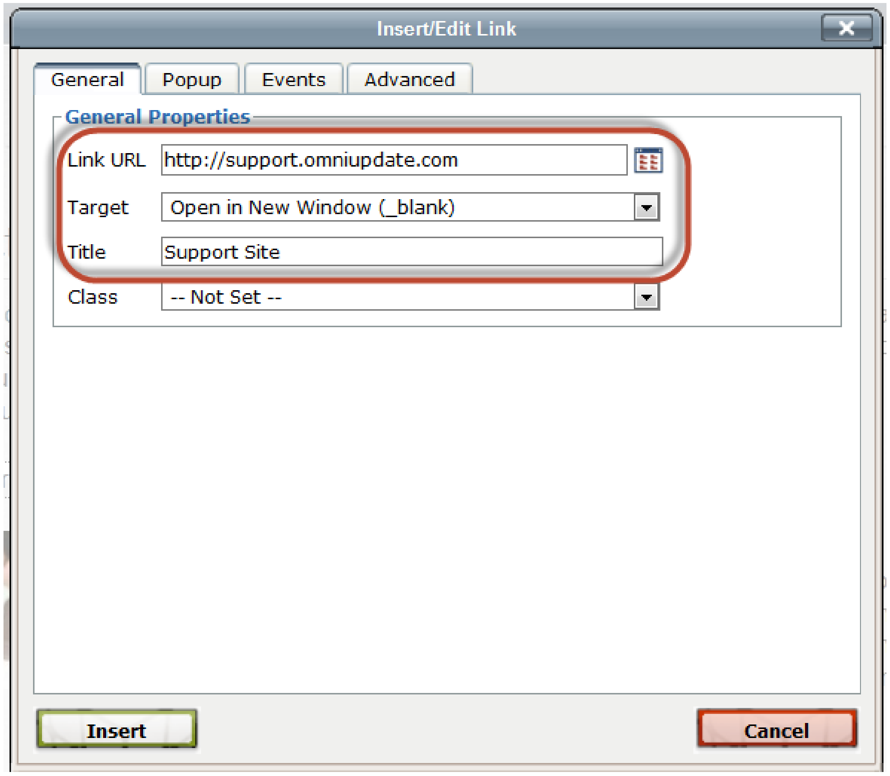
```
<a title="Contact Us" href="{{f:806368}}">test</a>
```

Linking to Unpublished Files on Staging

1. Adjacent to the **Link URL** field, click the **Browse** icon.
2. From the drop-down, select **Staging**.
3. Navigate to the file and click the PCF version of the file. This displays the various outputs such as HTML and PDF file formats.
4. Select the corresponding version; e.g., myfilename.html.
5. Click **Select**. The appropriate dependency tag populates the filed.

Inserting a Link to an External Site

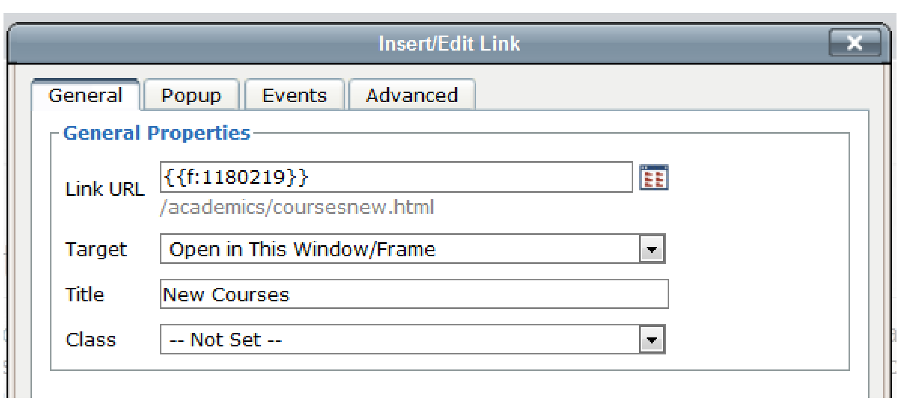
1. Highlight the text or image to link.
2. Click the **Insert/Edit Link** icon.
3. Enter the link information, including **Link URL**, **Target**, and **Title**.
4. Click **Insert**.



More Details

The fields on the **General** tab are as follows:

- **Link URL**: Used to specify where to link to. For external web pages, enter a fully qualified URL. For internal pages and files, browse to the location.
- **Target**: Used to specify how the linked-to page is displayed. For example, external links often are configured to display in a new browser tab; internal links, within the same browser window.
- **Title**: The title is an HTML attribute for the link and is often used to display a message on mousing over a link. This is also valuable for meeting accessibility standards.
- **Class**: Can be used to apply a CSS class to the link, if this has been configured.

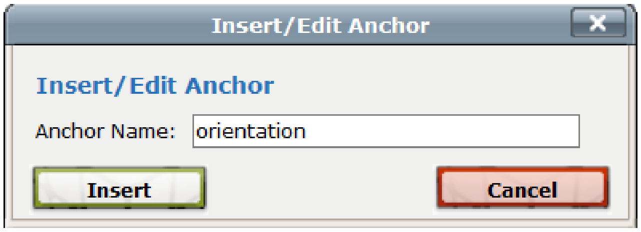


Inserting Anchors

An anchor can be thought of as a bookmark on a page. Once the anchor has been added, a link can be created to it. Anchors can used to link to a specific location within a web page.

To Create an Anchor

1. Place the cursor where the anchor is desired, or select the text or image for the anchor.
2. Click the **Insert/Edit Anchor** button.  This displays a dialog box.

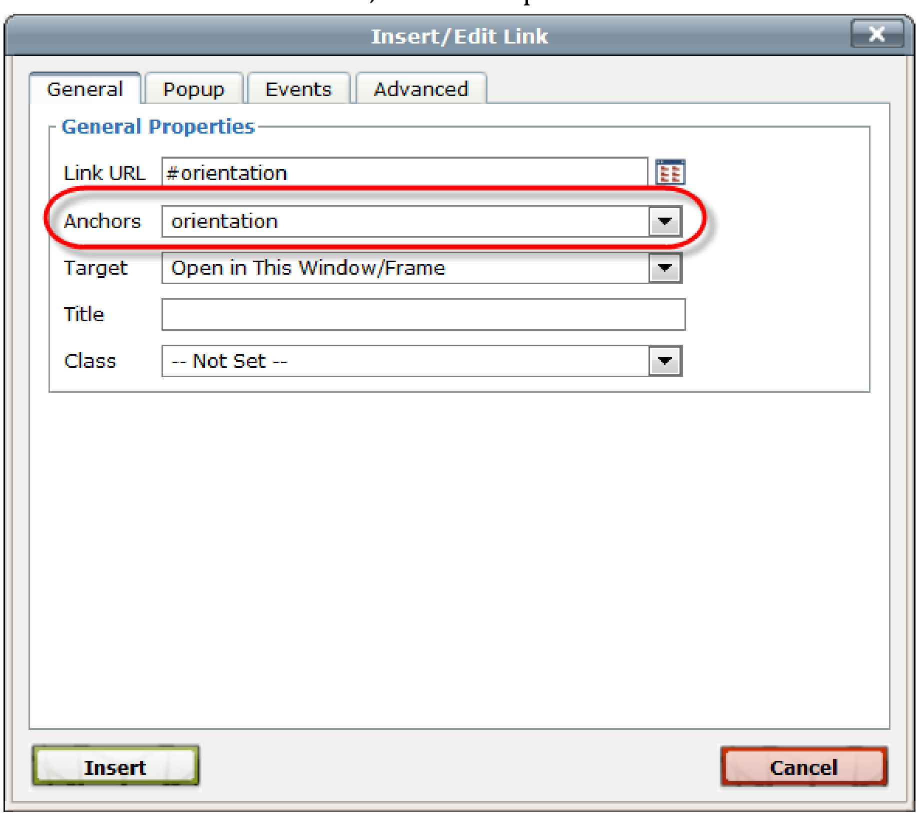


3. Enter the name of the anchor.
4. Click **Insert**. This adds the anchor to the HTML. In the WYSIWYG view a small anchor icon represents the named reference. The view of invisible elements can be toggled off and on from the WYSIWYG Toolbar.  Note that some configurations might not have made this feature available.

   Note: More than one anchor can be added to a page, but each should have a unique name. Best practices for anchors names include using lower-case letters, numbers, and hyphens. An anchor cannot start with a number or the symbols.

To Link to an Anchor

1. After creating the anchor, select the text that will be linked.
2. Select the **Insert/Edit Link**.
3. For the **Anchors** field, use the drop-down to select the anchor from the list.



Note: The Anchors drop-down is only shown if the anchor is in the same editable region as the link being created. If the anchor is in a different editable region, when creating the link enter # and the anchor name in the **Link URL** field. If the anchor is on a different page, browse for the page and add # and the anchor name after the path or Dependency tag.

Editing a Link

To edit a link that has been inserted on a page, simply click on the link, and then click on the **Insert/Edit Link** icon. Follow the steps outlined above to modify the link.

Deleting a Link

To delete a link, click on the link, and click the Unlink icon.

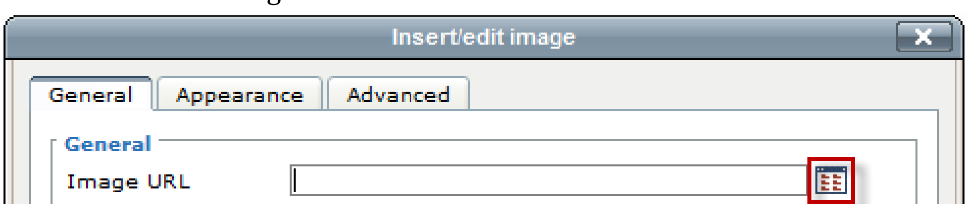
Images and Media

The insert images and media options provide an easy way to include images and videos on the web page. When inserting media, it is possible to select from images and videos that have already been uploaded to the production server. If permission has been granted, users can upload images and videos to the production server. Also, it is possible to insert links to display external resources, such as YouTube videos.

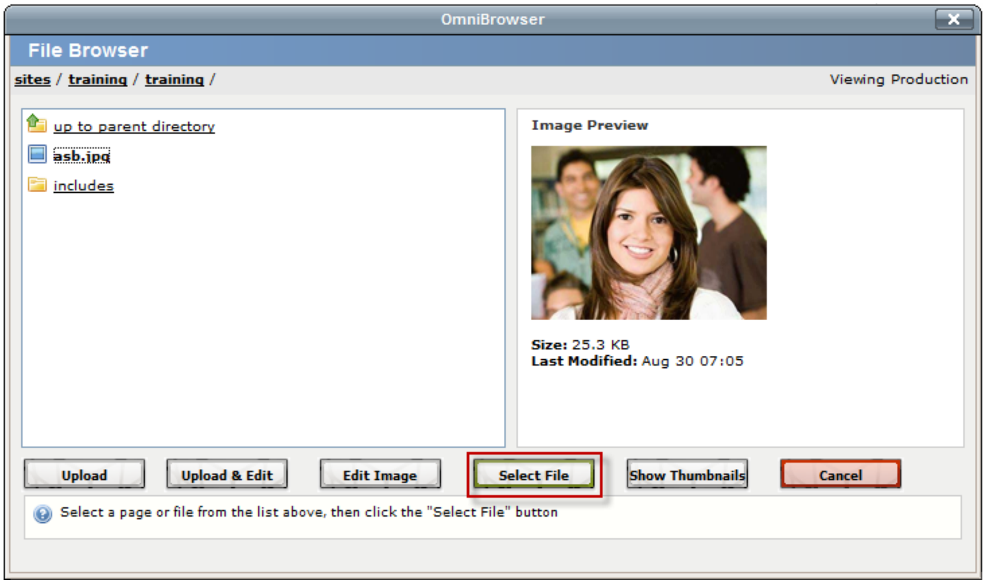
Keep in mind that the system may be set up to place the user in a particular folder within the site structure where media is housed. It is advised that media not be uploaded to a different location if a particular media folder opens when the browse button is clicked on unless told otherwise.

Inserting Images

1. Click on the **Insert/Edit Image** icon: .
2. Enter the URL to the external media or click on the browse button next to the **Image URL** field and find the image to be included.



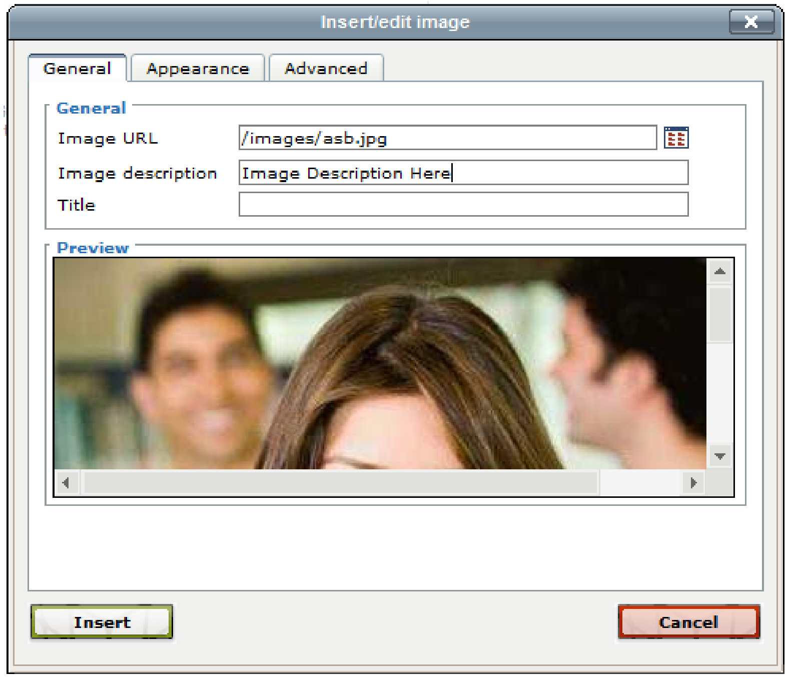
3. If browsing for an image in the file chooser, simply navigate to and click on the desired image. The navigation is similar to that of inserting links.
4. Click **Select File**. It is possible to click on **Show Thumbnails** to see thumbnails of all of the images within the directory in order to easily select the desired image.



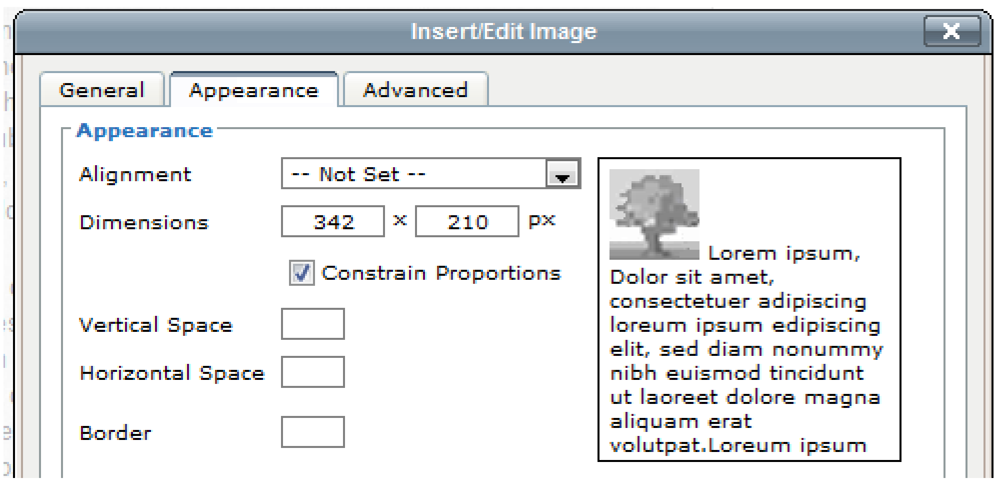
5. After selecting the image, add an **Image Description**. This is required and is used by screen readers for accessibility standards compliance.
6. The **Title** field is optional.
7. Specify any other options and click **Insert**. Other options are available on the **Appearance** tab to control specific visual characteristics for the image.

Setting	Description
Alignment	Includes several alignment options for images. A preview of the alignment can be seen on the right.
Dimensions	Can be used to change the size of an image. Use with **Constrain Proportions** to ensure that the length of each side is increased or reduced proportionally.
Constrain Proportions	Use to ensure that the length of each side is increased or reduced proportionally.
Vertical Space	Adds a top and bottom margin to the box object. By default the amount is measured in pixels. If 20 is entered, a 20px margin is added to both the top and the bottom of the image. Generally between 3 and 5 pixels provide enough spacing without being excessive.
Horizontal Space	Adds a left and right margin to the box object. By default the amount is measured in pixels. If 20 is entered, a 20px margin is added to both the left and the right of the image. generally between 3 and 5 pixels provide enough spacing without being excessive.
Border	Adds a border to the image and is measured in pixels. A 1 to 2 pixel border is usually sufficient.
Class	Select a class from the drop-down for a style as already defined and similar to the choices available in the Styles drop-down.
Style	Displays the inline CSS defined by the fields above or can be used to define inline CSS.

Insert/Edit Image General Tab



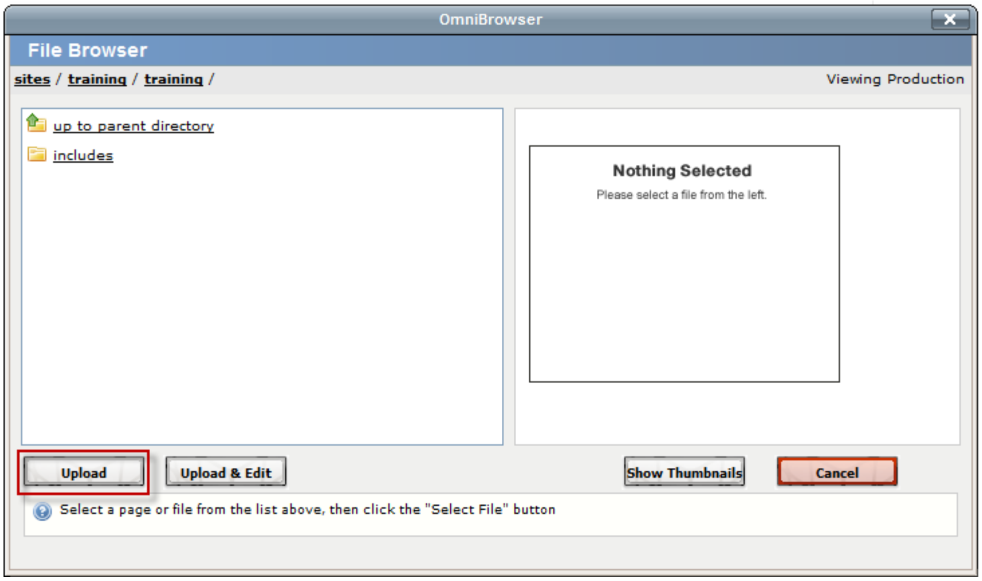
Insert/Edit Image > Appearance Tab



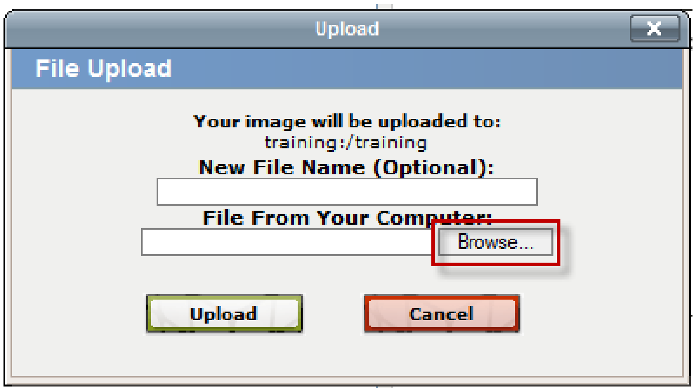
Uploading New Images

If the necessary image has not already been uploaded to the production server, it can be uploaded through the file browser. Keep in mind that the availability of the **Upload** button (and **Upload & Edit**) is based on permissions.

1. After clicking the **Browse** button in the resulting **File Browser** and navigating to the location of the expected file, click the **Upload** button.



2. Browse for the desired file locally.



3. If necessary, rename the file in the **New File Name (Optional)** field. Be sure to include the file extension.
4. After finding the desired file on the local computer, click **Upload**.
5. Select the newly uploaded file to insert it on the page following the directions described above.

When uploading images, keep in mind that the image should be:

- 72 dpi
- No larger than 200 x 200 pixels, unless a banner image or other size identified by the institution's style standards
- No larger than 50 kilobytes in file size

Editing Images

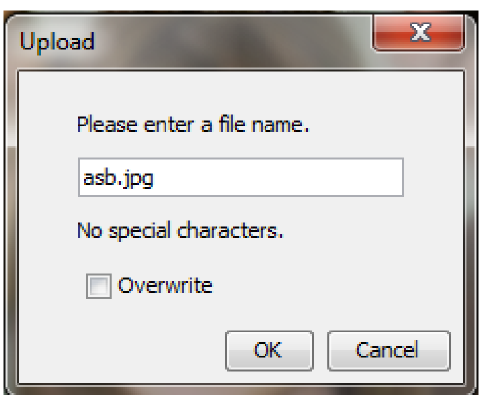
It is possible to edit an image before inserting it on the page. This should be used with restraint as editing an image through the file chooser changes the image on the production server and any instances of that image being used on other pages.

To edit an image while uploading it, use the **Upload & Edit** button at the base of the insert image window. Otherwise, simply use the **Edit Image** button after selecting an image already on the server. Editing the image on upload, functions the same as editing the image after the fact, but creates a copy of the image generally.

Note: This requires that a current version of Java be running on the computer.

1. Select the image to be edited.
2. Click the **Edit Image** button.
3. Make the necessary changes to the size, cropping, and orientation.
4. Click on the **Upload As** button to upload to the production server. Clicking the **Save As** button will save the image to the local system.

5. Name the edited image. Based on permissions, it may be possible to overwrite the existing file with the newly edited file. Remember, overwriting the file affects all pages on which the image has been placed.
6. Click **OK**.



7. The image can now be selected and inserted as a modified image.

To edit an image that has been inserted on a page, simply click on the image, and then click on the **Insert/Edit Image** icon. Follow the steps outlined above to edit, modify the appearance of, or replace the image.

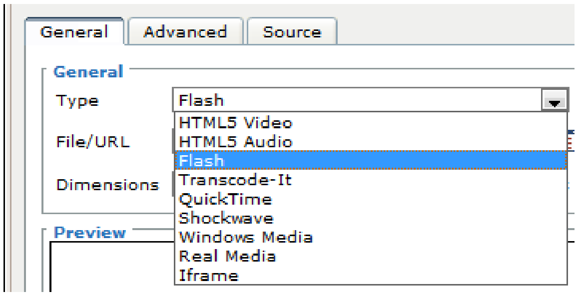
Inserting Media

In addition to images, it is possible to insert other types of media, such as video and audio files.

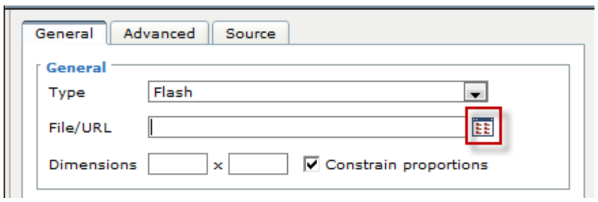
To Insert a Video or Audio File

1. Click on the **Insert/Edit Embedded Media** icon: 

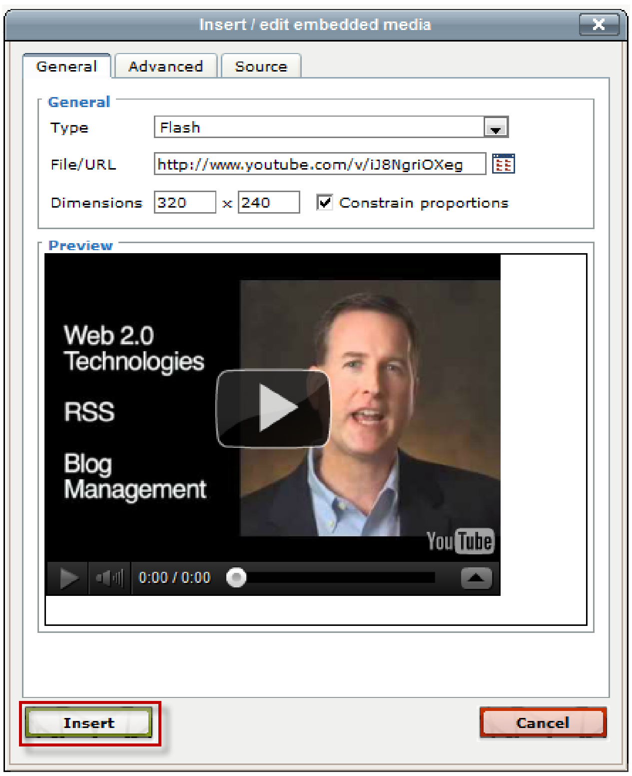
2. For the **Type** field, select the format in which the media should be inserted. The default is **Flash**.



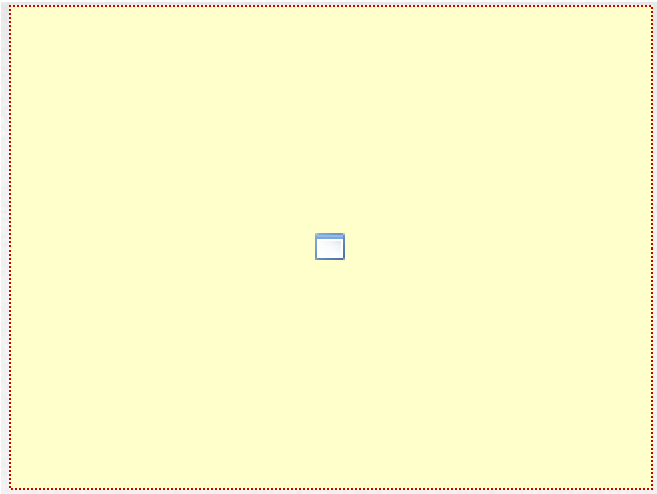
3. Enter the URL to the external media or click on the **Browse** button next to the **File/URL** field, and find the file to be included.



4. If browsing for media in the file chooser, simply navigate to and click on the desired file, similarly to browsing for images.
5. Click **Select File**.
6. Update any other settings that may need to be updated. The settings in the **Advanced** tab are controlled by the **Type** selection made on the **General** tab.
7. Click on **Insert**.



The media does render within the WYSIWYG Editor. Instead it is shown as a yellow box the size of the intended media. Once the page is saved, the video renders in the preview.



Troubleshooting Media

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 Media** window.
- The video file has an incorrect or invalid file extension.

Based on permissions, it may be possible to upload new media files. This process mimics that of uploading new images.

Inserting a YouTube Video

Inserting a YouTube video only takes a few steps.

1. Find the video on YouTube.
2. Copy the URL for the video from the top address bar.
3. Go back to the page in OU Campus, and place the cursor at the location where the video should be displayed.
4. Click on the **Insert/Edit Media** icon.
5. Paste the YouTube URL into the **Link URL** box.
6. Click on **Insert**.

If desired, the dimensions can also be updated to define the size of the displayed video.

Snippets

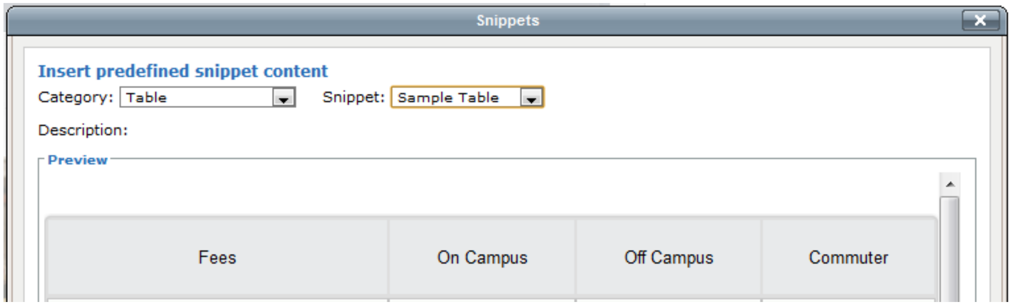
Snippets are preconfigured code that can be inserted onto the page to make it easier to keep certain elements consistent and to make it easier for the end user to include formatted elements. A snippet can be thought of as a content template. Snippets are edited in the WYSIWYG Editor and appear as regular content. An example of a snippet is a table. The institution may have a certain table format that all pages should use. A snippet may contain this formatting, but once inserted onto the page, the snippet code becomes part of the page and can be modified as needed.

Another example is an image and a caption. The image and caption text may change, but the formatting and classes remain the same.

To Insert a Snippet

1. Click on the **Insert Predefined Snippet Content** icon.

2. Select the desired **Category**.
3. Select a snippet to be inserted.
4. Click **Insert**.



The snippet can now be modified to meet the needs of the page using the standard WYSIWYG toolbar.

Using Assets

Assets are preconfigured global elements that are maintained in the Assets section (Content > Assets). Assets can be configured as web content, plain text, or source code only. It is possible that the institution may also have the ability to create image galleries, forms, and comments within the Assets section. Ask the institution's administrator if these types are available. Assets are accessible across sites, with the exception of forms unless the administrator has chosen differently or if the asset has been locked to the originating site only. They are used to provide consistent information across all pages (e.g., student enrollment number), to protect the integrity of information (e.g., a student testimonial with image), or to configure source code that can be inserted into the page via the WYSIWYG (e.g., a dynamic news feed). Once inserted into the page, assets cannot be modified within the WYSIWYG Editor. An asset can be modified by an administrator or user with access to the Assets section and the particular asset. Once edited and republished, all pages that subscribe to that asset are automatically updated with the new information.

Assets are only as good as how often they are used. If the content to be added to the page appears to have a global element, check the assets to see if one is available fitting those needs. This ensures consistency across pages when the content changes.

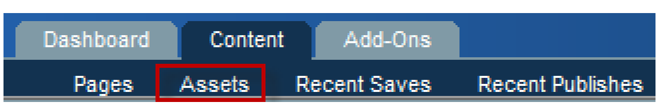
To Insert an Asset with the WYSIWYG Editor

1. Click on the **Insert/Edit Asset** icon.
2. Select the desired asset, or search for an asset by a tag, site, or type filter.
3. Click on **Select Asset**.

When the asset is inserted on the page, it is possible that it will not render until the page is saved. Whether or not the asset renders in the WYSIWYG Editor, it is shown in a box with hash marks behind it.

Once the page is saved, the asset should render within the preview. There are some cases in which the asset cannot render until publication. These are generally Source Code assets.

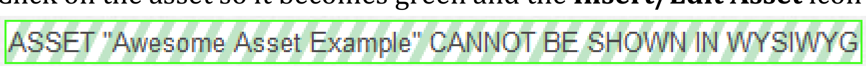
If details about the asset are desired, it is possible to preview an asset in the Assets section found in **Content > Assets**.



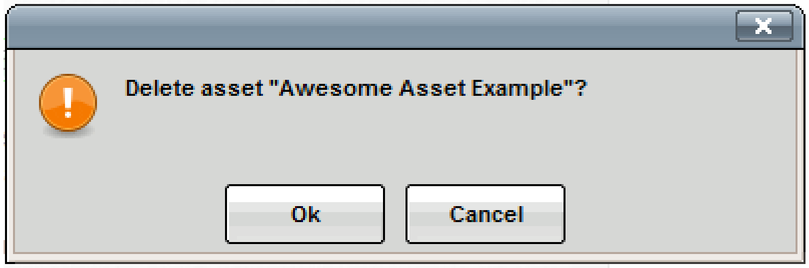
Simply click the **Review** icon.

To Delete or Change an Asset on a Page

1. Click on the asset so it becomes green and the **Insert/Edit Asset** icon is highlighted.



2. To delete, click on the **Delete** or **Backspace** button on the keyboard and confirm the deletion.



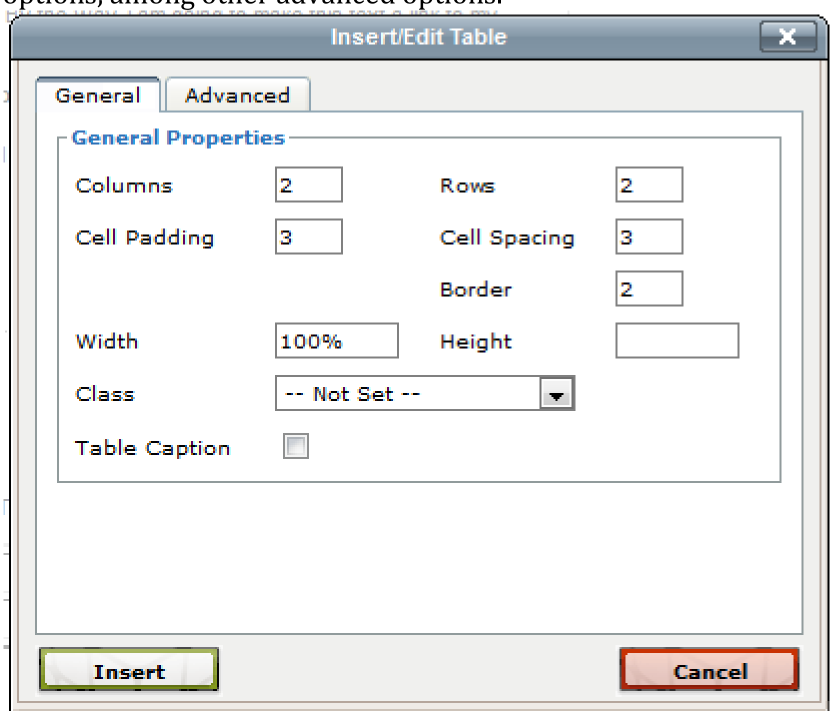
3. To change, click on the **Insert/Edit Asset** icon and find a new asset.

Tables

Using tables in OU Campus is similar to how tables function in Word. The tools will activate when the cursor is within a table. A table may already exist on the page, be part of a snippet that is inserted on the page, or be added during editing of the page.

Create a New Table

1. Click on the **Insert/Edit Table** icon: 
2. Complete the pop-up. Use the **Advanced** tab to configure background and border color options, among other advanced options.



3. Click **Insert**.
4. Add content to the table by using the mouse or keyboard arrows to navigate between cells. It is also possible to use the other available tools in the WYSIWYG toolbar to add and configure cell content.

Table Formatting Tools

Once the table is inserted, the table formatting tools will be available, as long as the cursor is within the table.

	Table Row Properties: Defines the row properties such as alignment, height, and background color. Then applies the updates to the current row, all odd rows, all even rows, or all rows.
	Table Cell Properties: Defines the cell properties such as alignment, width, height, and background color. Then applies the updates to the current cell, all cells in the row, all cells in the column, or all cells in the table.
	Insert Row Before and **Insert Row After**: Use the first icon to insert a row above the row the cursor is in, and use the second icon to insert a row below the row the cursor is in.
	Delete Row: Deletes the row the cursor is in.
	Insert Column Before and **Insert Column After**: Use the first icon to insert a column to the left of the column the cursor is in, and use the second icon to insert a column to the right of the column the cursor is in.
	Delete Column: Deletes the column the cursor is in.
	Split Merged Table Cells: To split cells that have previously been merged, select the cell then click on the **Split Merged Table Cells** button. If within a merged cell (contains a colspan and/or rowspan), this will remove the colspan and/or rowspan attribute(s) to result in individual cells matching the table's non-merged configuration.
	Merge Table Cells: To merge cells, highlight the cells to be merged, then click on the **Merge Table Cells** button. Merges the selected table cells into one cell by adding the necessary colspan and/or rowspan attribute(s). It is also possibly to simply place the cursor in the upper, left most cell, and then click the **Merge Table Cells** icon. A prompt will appear in which the desired number of columns and/or rows to be merged needs to be entered. When merging cells, all of the content currently within the cells will remain.

<table>
<tr><th>Column 1</th><th>Column 2</th><th>Column 3</th></tr>
<tr><td colspan="2" rowspan="2">Merged Column 1 & 2 with Row 2 & 3
Formatted as centered vertically and horizontally</td><td>Column 3 Row 2</td></tr>
<tr><td>Column 3 Row 3</td></tr>
</table>

Page Actions

Once having clicked through from Workflow, external email, DirectEdit, or by simply navigating the file structure, the page is available for editing or for performing other page actions or publishing options as necessary. Depending upon user level and permissions, differing page actions might be available. For example, a user with all available functionality, a myriad of options as shown below:

A Level 3 user with an assigned approver might see the following options:

The page actions include:

- **Edit**: Invokes the default page editor, usually the WYSIWYG Editor.
- **Items**: Ability to add or edit RSS items. Available depending upon site design and access settings of page.
- **Props**: Opens the Page Properties, including meta data configuration. Available to Level 5 and higher though options may differ based on template and group configuration.
- **Preview**: Renders the Preview mode for the page
- **Source**: Allows access to editing the full page with the Source Editor
- **Compare**: Allows a reviewer to identify changes that have been made by comparing the edited page with a previous or live version
- **Check**: Used for the page checking functionality
- **Revert**: Enables any previously published or backed-up version of a page to be restored
- **Backup**: Commits a version of the page to the revisioning system

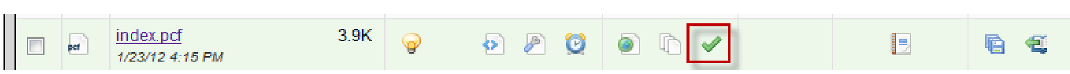
Page Check

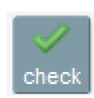
Page Check is an optional feature the administrator may enable that allows users to check a page's spelling, links, compliance with W3C (http://www.w3.org/), and compliance with accessibility standards prior to sending for review, approval, or publishing. It is possible that none, all, or some of these features will be available. Keep in mind that identified errors for all four options can include errors 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.

The Page Check options are also available during publish and may be configured to auto-run prior to publish as the Final Check.

To Utilize the Page Check Option (simple use case)

1. To display the **Check Page** screen, do one of the following:
   - Click the check mark from the folder structure view

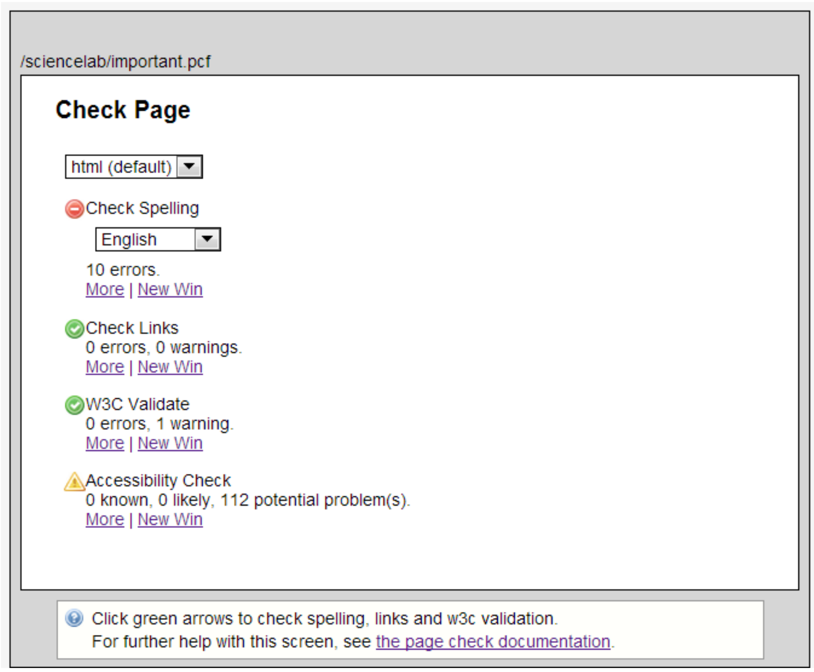
     

   - Click the **Check** icon in the page actions at the top of the page. 

2. Select the output type to be checked from the drop-down. Only one option, such as HTML, may be available.
3. Click on the green arrow in front of each option to run a check.

4. For the **Check Spelling** option, select the language for the page being checked.
5. Analyze the results. For details about the results of each of the four checks, see below.

Page Check Options Screen



After the check is completed, the results are shown under each option. If there are errors or warnings, they can be viewed in the following manner:

- Click the **More** link: Renders the display within an OU Campus window
- Click **New Win** link: Renders the errors and warnings in a new browser tab or window

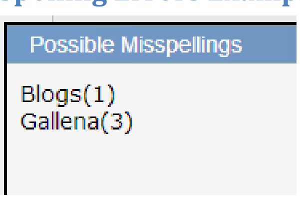
Before sending to another user for review or approval, or publishing the page, it is advised to fix the identified errors.

Using Spell Check

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 dictionary. Any words in the custom dictionary are ignored by the spell checker.

When errors are encountered, the error report displays the misspelled words and within parentheses the number of occurrences of that word. If the word is not misspelled, it may simply need to be added to the custom dictionary.

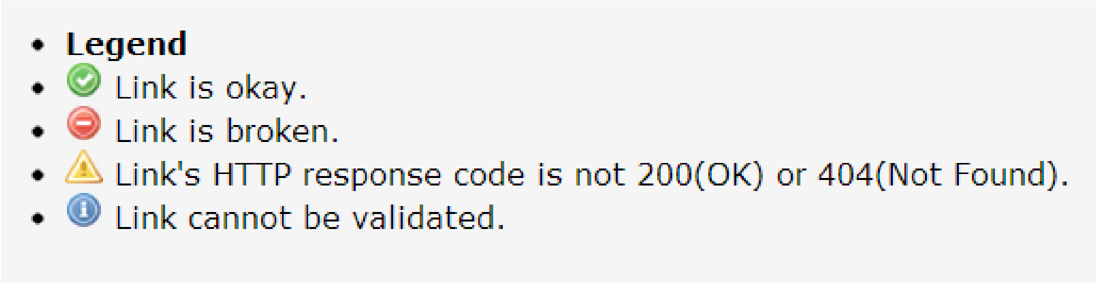
Spelling Errors Example



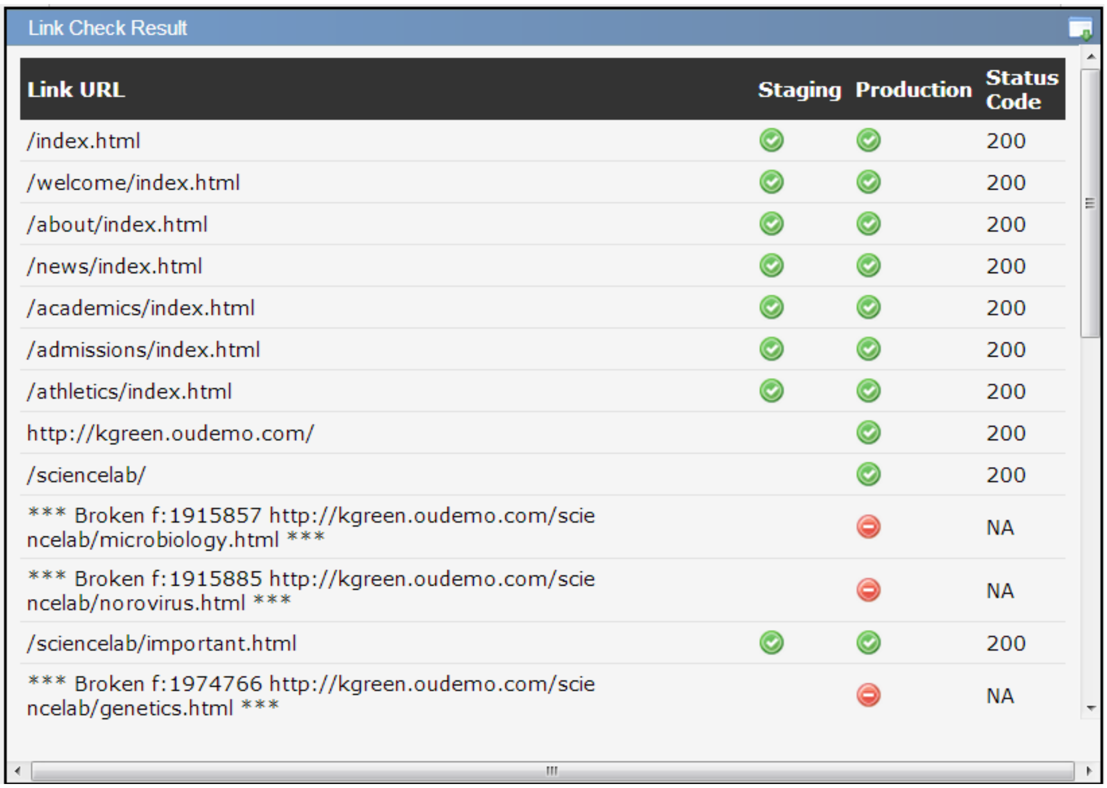
Link Check Results

Link Check checks the links for both internal and external links and identifies any broken links, as well as any warnings. A legend identifying the icons is shown at the bottom of the screen.

Link Check Result Legend



Example of Link Check Result



W3C Compliance Validation

W3C Validate 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.

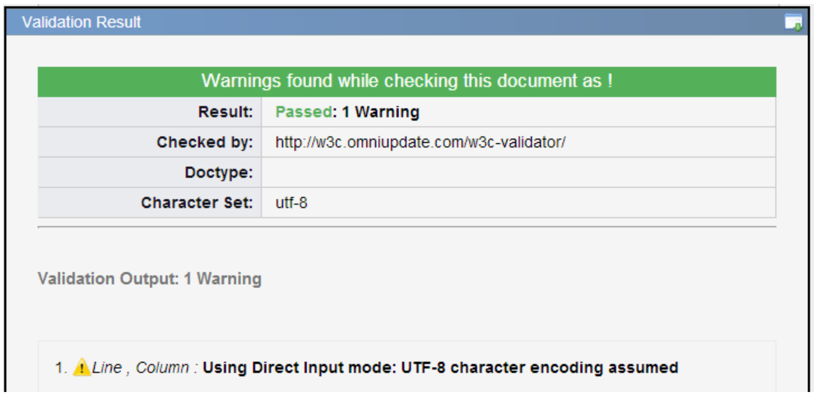
Validating web documents is an important step that can dramatically help with improving and ensuring presentation quality. This validator can process documents written in most markup languages. Supported document types include the following:

- 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 Validate 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 basically means that in addition to W3C recommendations, it can validate according to these ISO standards.

Example of W3C Validation Result



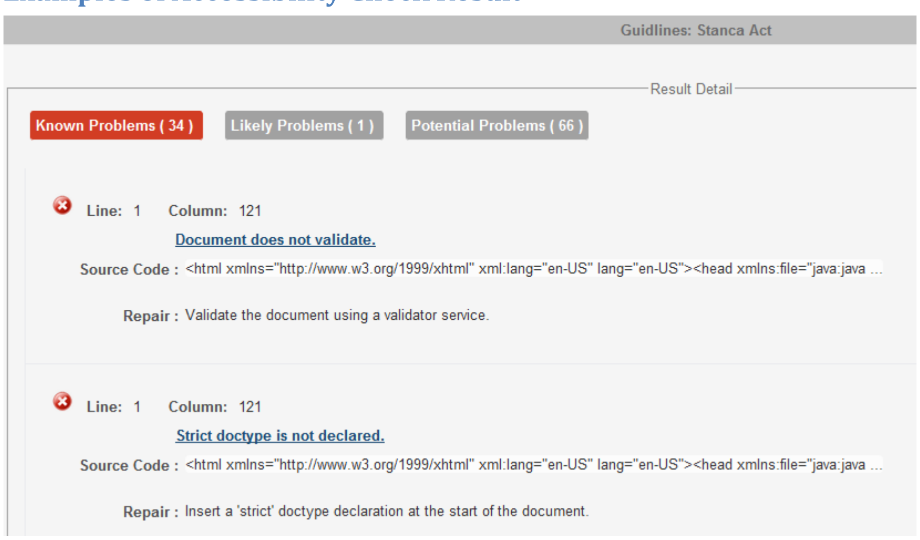
Accessibility Check Results

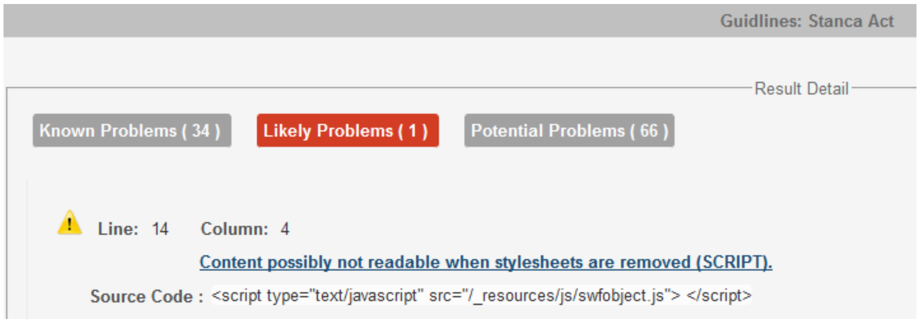
Accessibility Check identifies any issues that may be present relating to the type of accessibility standards configured by an administrator. The following categories might also be configured:

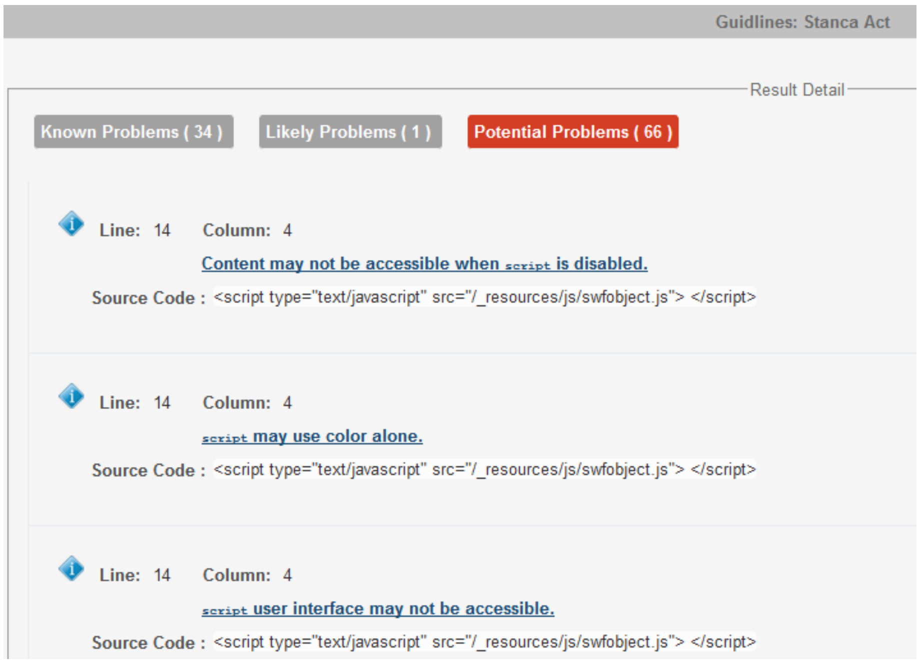
- Known Problems:
- Likely Problems
- Potential Problems

The listing of known problems includes suggestions on how to repair the error. Any errors identified likely or potential require the user to review issue and decide if the error is truly an error and then determine the best course of action to remedy the issue.

Examples of Accessibility Check Result







An administrator can configure Accessibility Check for one of the following standards:

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
Stanca Act	Italian requirements for accessibility standards
BITV 1.0	German accessibility standards

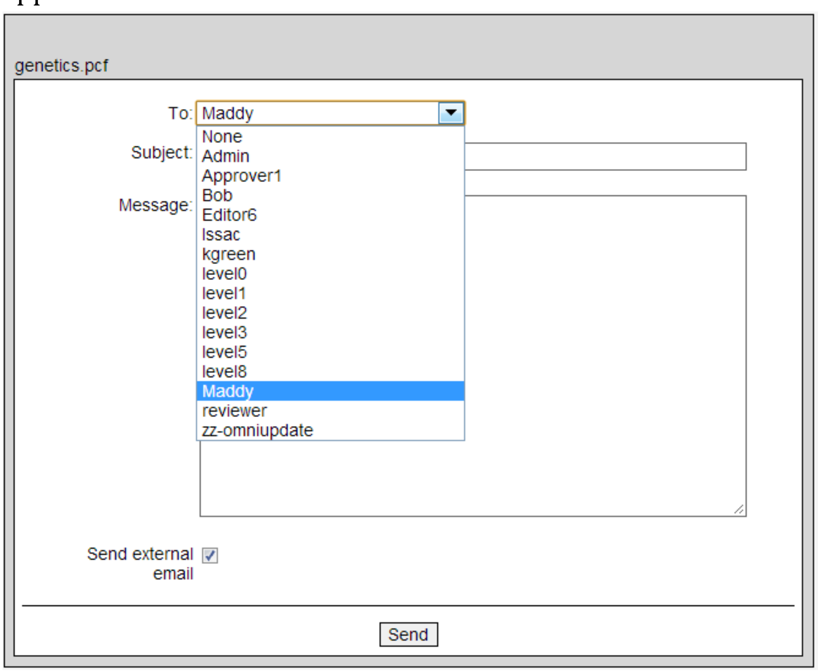
Reviewing Pages

If the Publish Now and Schedule buttons are not available for a user, they do not have publishing permissions and must use the Send for Approval button. There is also a Send to User button, which is available if the user has publishing rights, but does not have a designated approver. This allows for the page to be sent to another for review prior to publication, if so desired.

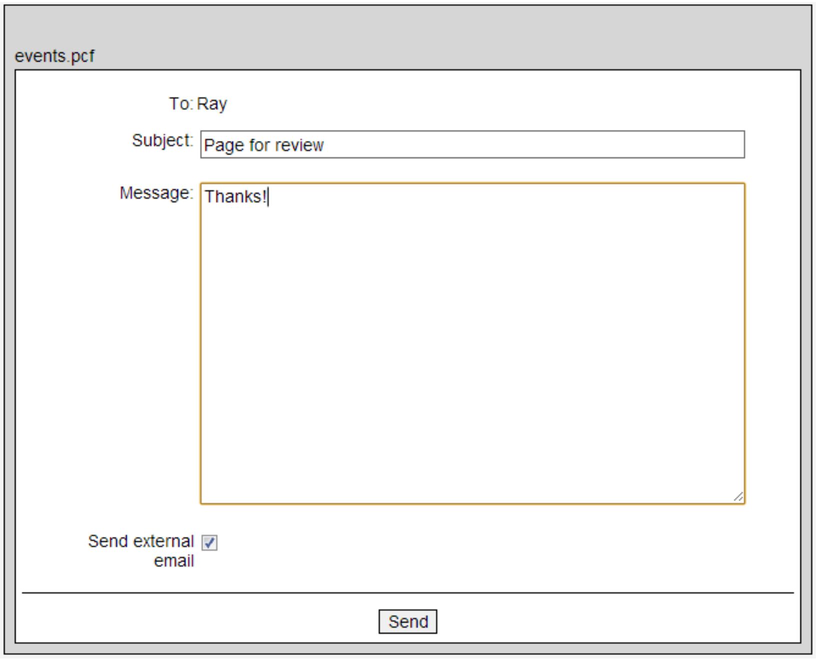
Send for Approval: Shown for users without out publishing rights; that is, they **must** send to another user for approval. If the user is enforced, the page can only be sent to that approver. Otherwise, a different user can be chosen.

Send to User: Available for users with publishing rights; that is, no approver.

1. Click either the **Send for Approval** or **Send to User** button. This displays a mail window.
2. Select a user from the drop-down next to the **To** field. The drop-down defaults to the designated user when using **Send for Approval**, but another can be chosen unless the approver is enforced.

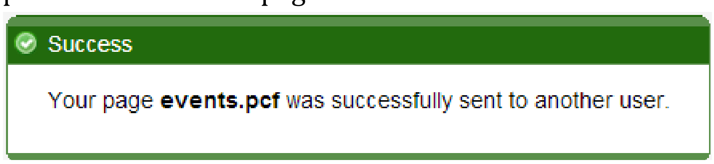


3. If an approver has been enforced, the **To** field will be auto-populated; and no drop-down available.



4. Enter a **Subject**. Entering a subject is required.
5. Enter a **Message** for the email and provide any necessary information, including things that have been changed and any publishing deadlines.
6. Select the checkbox for **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 a notification without having to log into OU Campus. Clearing the checkbox will only send the message through the OU Campus system.
7. Click **Send**. The Success message informs the user that the message was sent.

   Sending the page to a user transfers the checked out status from the current editor to the person to whom the page is sent.



The approver receives the message in his system inbox as well as the external mail system provided Send External Email was left checked.

Comparing Changes Prior to Action

Use the Compare feature to help determine whether the page should be published, scheduled, or declined. Compare can provide a comparison of the page's current version on the staging server to that of a previous version, including version currently on the production server or to any publish target. The Compare screen provides a list of versionsin descending order by version number. This version list also includes the following information:

- Date and time the version was created
- Icon links to the XML preview of the version
- A link to render a preview of the version

Additionally, the author who published the page, the action that was taken, and the message from any Version Description added when it was previously published or backed up are provided.

When using Compare, the system provides a visual indication of changes that have been made

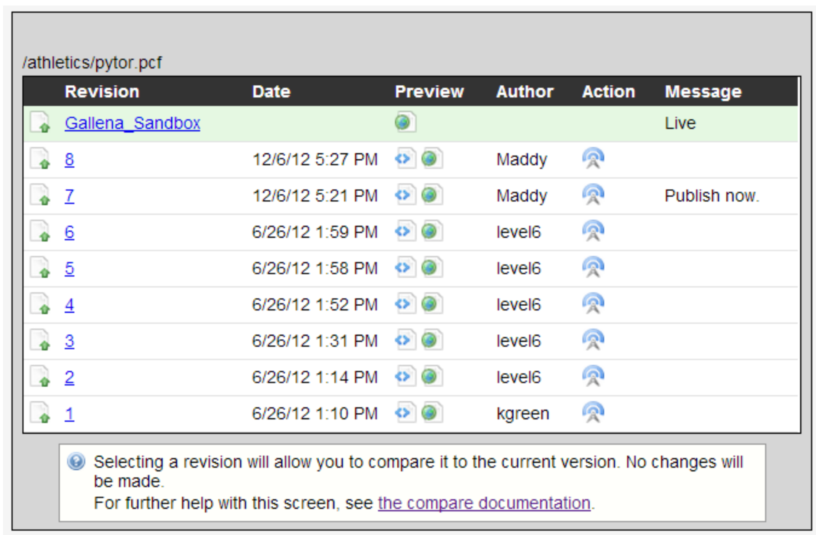
between the versions in order to determine if the updates are appropriate and ready to be published. The changes make use of color, strikethrough, and underlining to indicate the changes.

Changes are indicated by:

- **Deletions**: red with a strikethrough
- **Additions**: green with an underline
- **Style Changes**: blue with a squiggly line (page view only)

Comparing Pages

1. Click the **Compare** button.
2. Select the version to which to compare the current version.

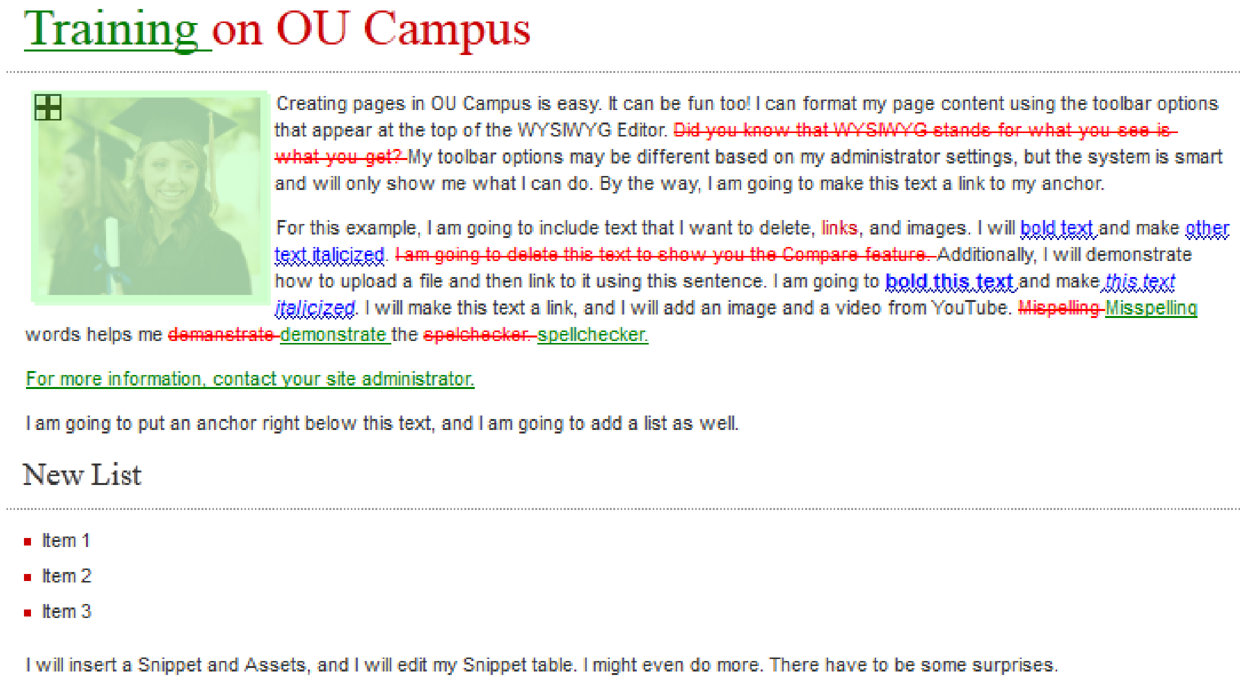


/athletics/pytor.pcf

Revision	Date	Preview	Author	Action	Message
Gallena_Sandbox					Live
8	12/6/12 5:27 PM		Maddy		
7	12/6/12 5:21 PM		Maddy		Publish now.
6	6/26/12 1:59 PM		level6		
5	6/26/12 1:58 PM		level6		
4	6/26/12 1:52 PM		level6		
3	6/26/12 1:31 PM		level6		
2	6/26/12 1:14 PM		level6		
1	6/26/12 1:10 PM		kgreen		

Selecting a revision will allow you to compare it to the current version. No changes will be made.
For further help with this screen, see the compare documentation.

3. Selecting the **Live** version presents a page view comparison.



Training on OU Campus

Creating pages in OU Campus is easy. It can be fun too! I can format my page content using the toolbar options that appear at the top of the WYSIWYG Editor. ~~Did you know that WYSIWYG stands for what you see is what you get?~~ My toolbar options may be different based on my administrator settings, but the system is smart and will only show me what I can do. By the way, I am going to make this text a link to my anchor.

For this example, I am going to include text that I want to delete, links, and images. I will bold text and make other text italicized. ~~I am going to delete this text to show you the Compare feature.~~ Additionally, I will demonstrate how to upload a file and then link to it using this sentence. I am going to **bold this text** and make *this text italicized*. I will make this text a link, and I will add an image and a video from YouTube. ~~Mispelling~~ Misspelling words helps me ~~demanstrate~~ demonstrate the ~~spelchecker.~~ spellchecker.

For more information, contact your site administrator.

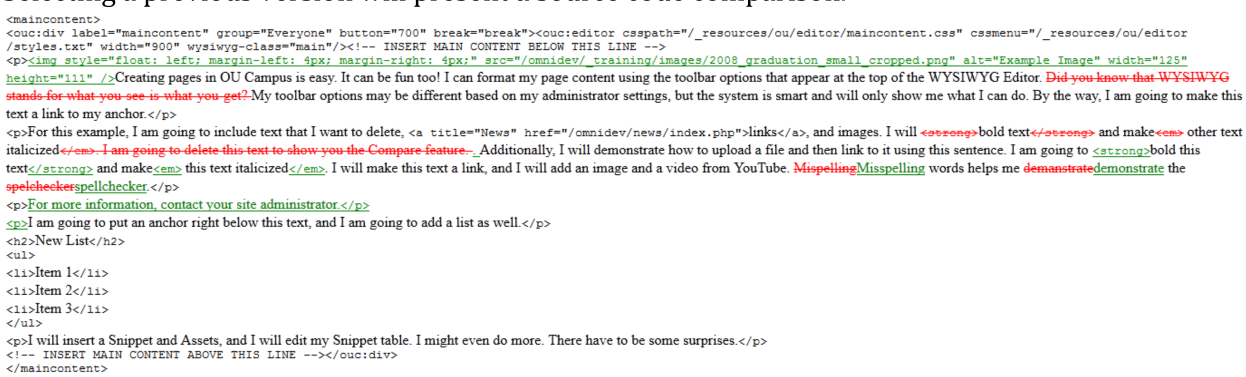
I am going to put an anchor right below this text, and I am going to add a list as well.

New List

- Item 1
- Item 2
- Item 3

I will insert a Snippet and Assets, and I will edit my Snippet table. I might even do more. There have to be some surprises.

4. Selecting a previous version will present a source code comparison.



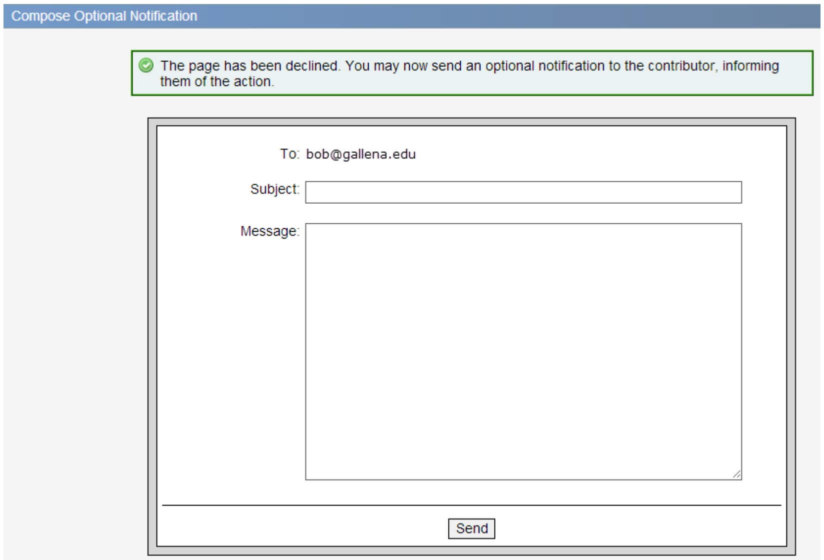
```
<maincontent>
<ouc:div label="maincontent" group="Everyone" button="700" break="break"><ouc:editor csspath="/_resources/ou/editor/maincontent.css" cssmenu="/_resources/ou/editor
/styles.txt" width="900" wysiwyg-class="main"/><!-- INSERT MAIN CONTENT BELOW THIS LINE -->
<p><img style="float: left; margin-left: 4px; margin-right: 4px;" src="/omnidev/_training/images/2008_graduation_small_cropped.png" alt="Example Image" width="125"
height="111" />Creating pages in OU Campus is easy. It can be fun too! I can format my page content using the toolbar options that appear at the top of the WYSIWYG Editor. Did you know that WYSIWYG
stands for what you see is what you get? My toolbar options may be different based on my administrator settings, but the system is smart and will only show me what I can do. By the way, I am going to make this
text a link to my anchor.</p>
<p>For this example, I am going to include text that I want to delete, <a title="News" href="/omnidev/news/index.php">links</a>, and images. I will <strong>bold text</strong> and make<em> other text
italicized</em>. I am going to delete this text to show you the Compare feature. Additionally, I will demonstrate how to upload a file and then link to it using this sentence. I am going to <strong>bold this
text</strong> and make<em> this text italicized</em>. I will make this text a link, and I will add an image and a video from YouTube. MispellingMisspelling words helps me demanstratedemonstrate the
spelcheckerspellchecker.</p>
<p>For more information, contact your site administrator.</p>
<p>I am going to put an anchor right below this text, and I am going to add a list as well.</p>
<h2>New List</h2>
<ul>
<li>Item 1</li>
<li>Item 2</li>
<li>Item 3</li>
</ul>
<p>I will insert a Snippet and Assets, and I will edit my Snippet table. I might even do more. There have to be some surprises.</p>
<!-- INSERT MAIN CONTENT ABOVE THIS LINE --></ouc:div>
</maincontent>
```

Declining to Publish

If after reviewing the page, and the decision is made not to publish, the Decline & Keep or Decline & Revert buttons can be used.

Decline & Keep checks the page back into the system without publishing it and keeps all of the changes in place. When Decline & Keep is used, the approver has the option to send a message to the contributor regarding the action.

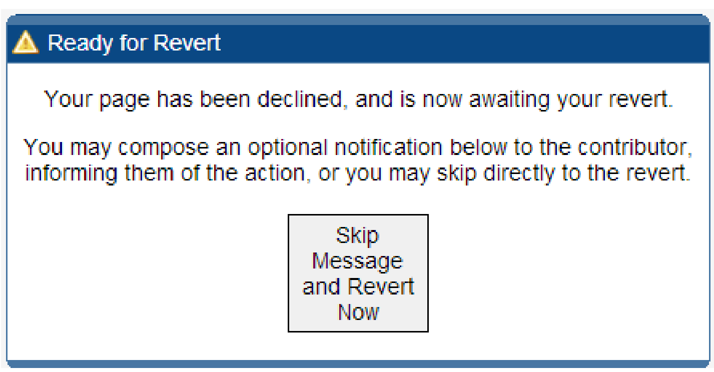
Optional Message when Declining



Decline & Revert checks the page back into the system without publishing it and removes all changes; thusly, reverting the page back to its previous version; again allowing for a separate message to be sent with the reasoning. Decline & Revert may only appear as an option if Publish and Schedule also appear. It should be used with caution as all changes made by the user will be lost.

Reverting

When using Decline & Revert, the system will ask to confirm the revert by either skipping sending a message to the requestor and reverting immediately or sending a message and then confirming the revert.

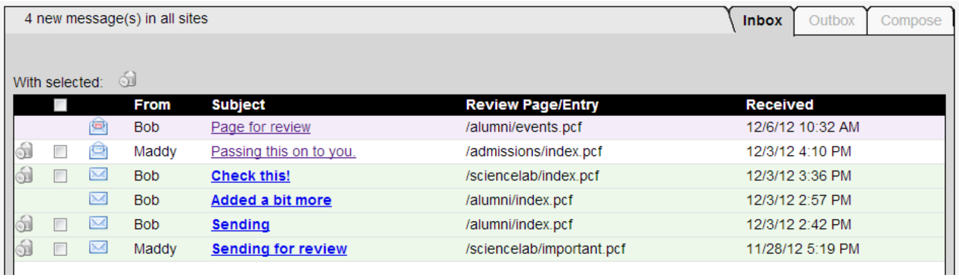


If Decline & Revert was clicked by accident, do not select either of these options, but instead, navigate to the **Dashboard > Workflow** and Compose a new message to the recipient.

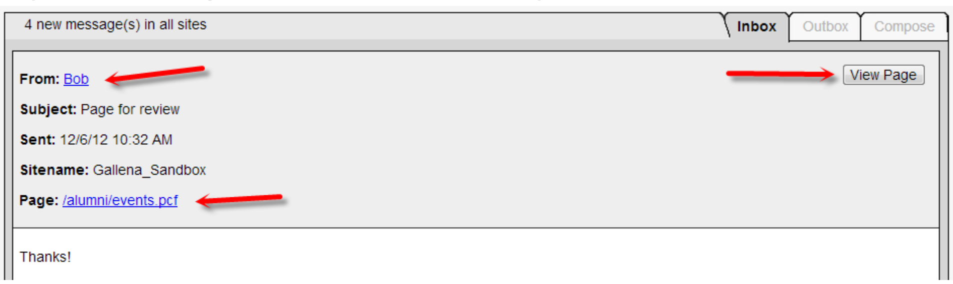
When the approver selects to Decline & Revert, the message is displayed to click Revert. Even after this there is the option on which revision to revert to. If no version is selected, the page is not reverted but remains checked out to the approver. If the page has not yet been published, there is not a version to which it can be reverted, and this option is not available.

Reviewing a Page from Workflow

1. From **Dashboard > Workflow**, click the linked **Subject** for the message.



2. The workflow queue uses color coding to indicate the status of various pages. For example, purple indicates that a page is already locked by the user pending review. Green shows that the message has not yet been read; white that it was. The envelope icons indicate whether the message has been opened or not, or answered.
3. Click the linked user in the **From** field to immediately compose a message, or click the linked page or **View Page** button to render the page in **Preview**.

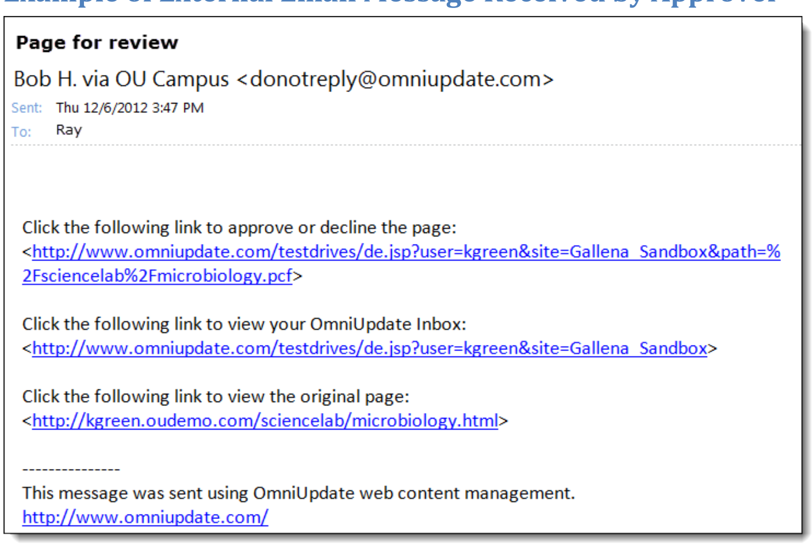


4. Edit the page, perform other page actions, or publish as necessary. Other page actions and publish are available dependent upon permissions. These functions are explained in more detail in the following sections of this document.

Alternatively, the approver can choose to open the page with the page link that was included in the externally sent email. It includes the following links:

- To the page within OU Campus so that it might be approved or declined
- To the user's inbox
- To the published page as it was previously published

Example of External Email Message Received by Approver



Page for review

Bob H. via OU Campus <donotreply@omniupdate.com>

Sent: Thu 12/6/2012 3:47 PM

To: Ray

Click the following link to approve or decline the page:
<http://www.omniupdate.com/testdrives/de.jsp?user=kgreen&site=Gallena_Sandbox&path=%2Fsciencelab%2Fmicrobiology.pcf>

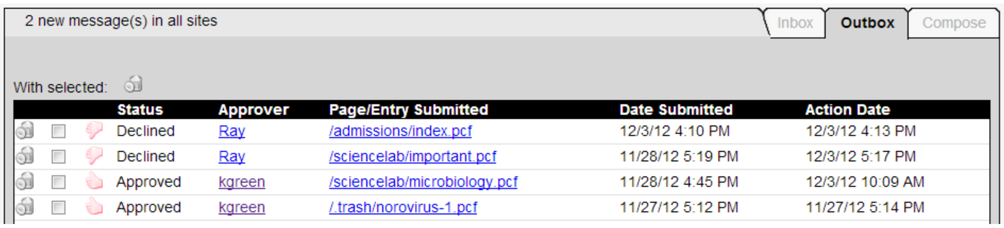
Click the following link to view your OmniUpdate Inbox:
<http://www.omniupdate.com/testdrives/de.jsp?user=kgreen&site=Gallena_Sandbox>

Click the following link to view the original page:
<http://kgreen.oudemo.com/sciencelab/microbiology.html>

This message was sent using OmniUpdate web content management.
http://www.omniupdate.com/

Likewise any user can view her Outbox, which shows the status of pages that had previously been sent for approval through workflow. The Outbox shows messages that have been declined and those that have been approved as well as showing the following other information regarding the message:

- Approver (with link to compose a message the user)
- Page or Blog Entry Submitted (with link to file)
- Date Submitted
- Date the Action was performed



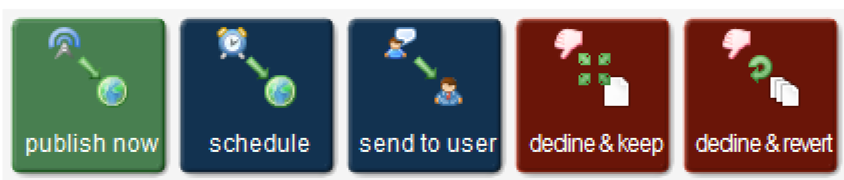
Status	Approver	Page/Entry Submitted	Date Submitted	Action Date
Declined	Ray	/admissions/index.pcf	12/3/12 4:10 PM	12/3/12 4:13 PM
Declined	Ray	/sciencelab/important.pcf	11/28/12 5:19 PM	12/3/12 5:17 PM
Approved	kgreen	/sciencelab/microbiology.pcf	11/28/12 4:45 PM	12/3/12 10:09 AM
Approved	kgreen	/.trash/norovirus-1.pcf	11/27/12 5:12 PM	11/27/12 5:14 PM

Messages can also be selected for deletion on this screen.

While in Workflow, if a user attempts to click through to a page that was previously sent for review, but has already been reassigned for whatever reason, the user will not be able to lock the page. The error prompt will indicate that another file should be selected for editing and nothing will be rendered:

Reviewing a Page Sent for Approval

The approver can open the page directly from the Workflow inbox as well as from within the directory structure or via direct login. From the page view, the user can immediately publish, or perform a number of other actions dependent upon the needs of the page.



Upon logging into the system, the approver sees the Inbox under **Dashboard > Workflow**, the area that also includes the Outbox and Compose.

The message list includes the following columns:

- Email icon
- From
- Subject, which links to the email
- Review Page/Entry, which lists the page or blog entry
- The date and time it was received

Upon clicking Subject, the entire message is shown. This includes From, Subject, Sent, Sitename, and Page. The **From** field includes the user who sent the page, which is linked. Clicking on the link automatically creates a new message for which to compose a reply. The Page field includes the path and file name, which is linked. Clicking on the link opens the page to Preview from where several actions can be taken.

Reviewing a Page without Publishing Rights

Depending upon the permission settings Publish Now, Schedule, and Decline & Revert may not be available for a user, even though a page has been sent to him for approval. A user may still review a page without being able to publish as designated approvers can also have approvers. When this is the case, the intermediary approver (the one without publishing rights) may have the following page action options:

- Send for Approval
- Decline & Keep
- Decline & Revert

If it is a new page that is being sent for approval, the option to Decline & Revert is not available as there are no revisions committed to revert to.

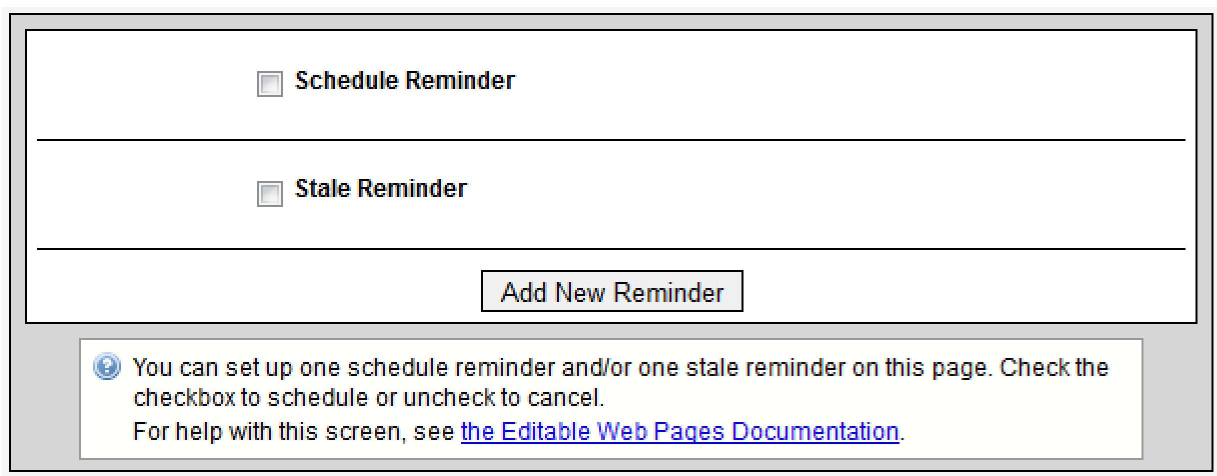
Setting Reminders

Reminders can be set on any page to which the user has been granted access by an administrator, even if the page is currently checked out to another user. Multiple individuals can set a reminder on the same page, and both types of reminder options can be set for one individual.

Access **Reminders** using the icon found in the folder structure.

There are two reminder options:

- **Schedule Reminder** — Used to define a particular date and time on which the reminder message should be sent. Can be set as repeating.
- **Stale Reminder** — Used to schedule a reminder to be sent if the page is not updated within a defined period of time.

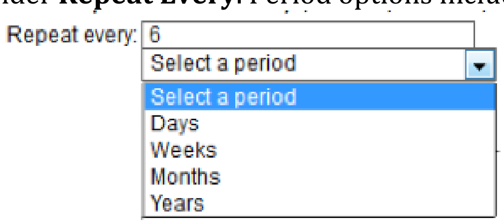


Schedule Reminder

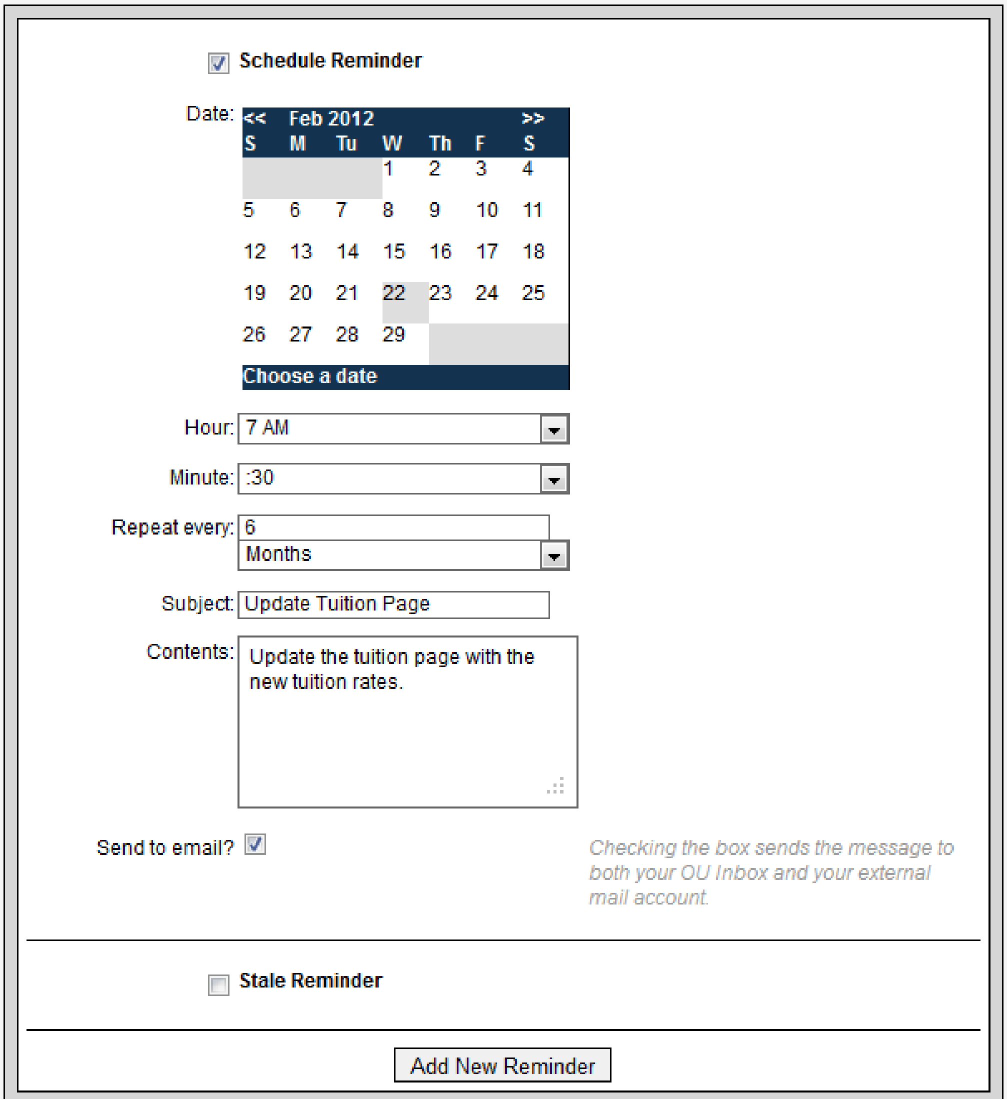
A Scheduled Reminder is used when there is a specific time period or date when the reminder message must be sent. An example of when a Scheduled Reminder is appropriate is on a tuition's page. If the tuition is updated on a yearly schedule, a reminder may be set for a week prior to the tuition change and set to repeat on a yearly basis.

To Set the Reminder, Simply

1. Click the **Reminder** icon: 
2. Check the box next to **Schedule Reminder**.
3. Select the **Date** for the reminder to begin.
4. Select the **Hour** and **Minute** (set as quarter hours) for the reminder to occur.
5. If the reminder should recur, enter the numeric interval and select the period of time under **Repeat Every**. Period options include: **Days**, **Weeks**, **Months**, **Years.**



6. Enter in the **Subject** and message **Contents** to be sent.
7. Leave **Send to email?** checked so that the message will be sent both internally within OU Campus and to the defined external email as well.
8. Click **Add New Reminder**.



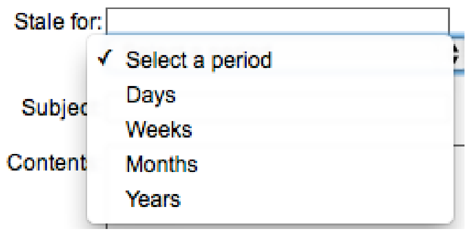
Stale Reminder

A Stale Reminder is used to make sure that content is being updated in one way or another within a defined period of time. It is important that users understand how the "clock is reset" with Stale Reminders. When a page is backed up or published, regardless of the type of publish (page publish, directory publish, site publish, asset update publish, Dependency Manager publish, or revert) the Last Published date and time reset and the timer on the Stale Reminder starts over.

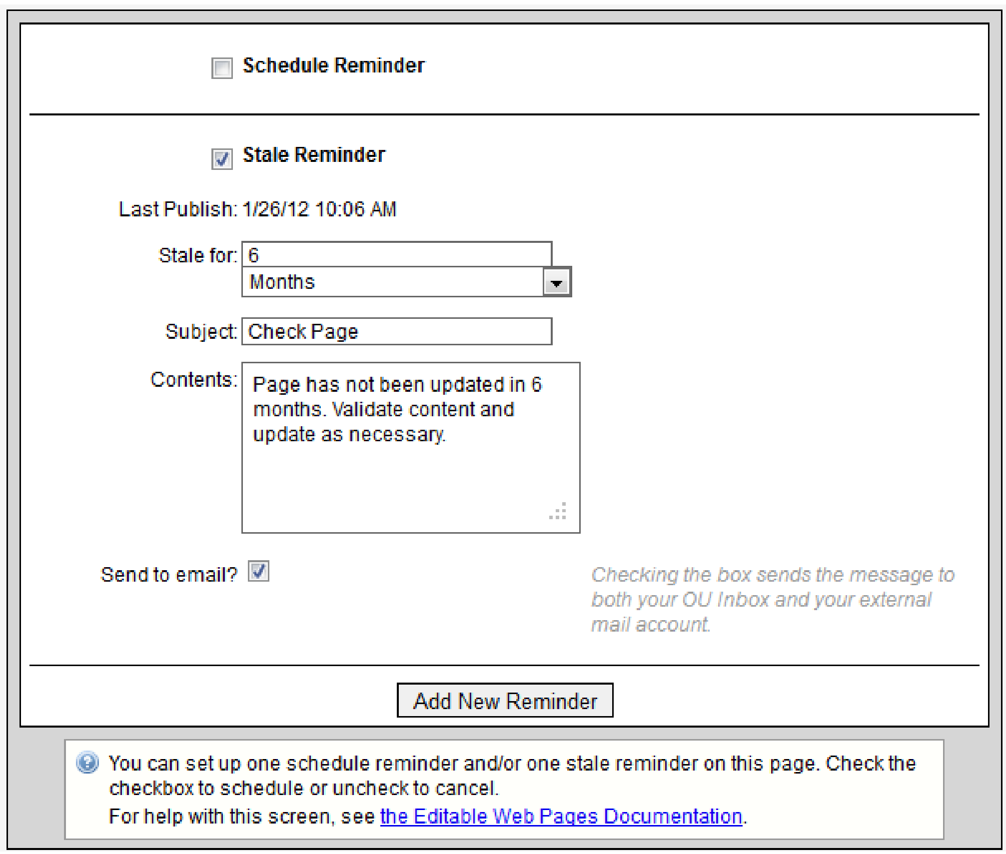
To Set the Reminder

1. Click the reminder icon: 
2. Check the box next to **Stale Reminder**.

3. Enter the interval and select the period of time under **Stale For** to define when the reminder should be sent after the **Last Publish** date and time. Period options include: **Days**, **Weeks**, **Months**, **Years**.



4. Enter in the **Subject** and message **Contents** to be sent.
5. Leave **Send to email?** checked so that the message will be sent both internally within OU Campus and to the defined external email as well.
6. Click **Add New Reminder**.



Keep in mind that it is possible to set both the Schedule Reminder and Stale Reminder at the same time by simply checking the boxes in front of each and completing the necessary data.

Publishing Pages

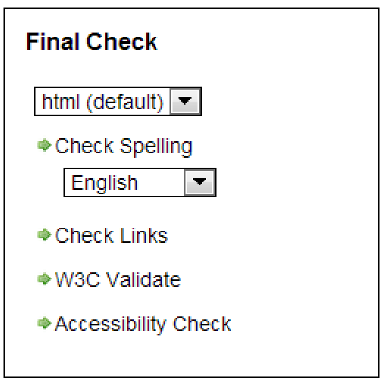
Once a page has been edited, it can either be sent to another user for approval, or it can be published directly to the production server or publish target. The ability to publish pages is based on permissions, and not all users will see the **Publish Now** or **Schedule** buttons.

To access the publish options from the folder structure, click on the **Publish** icon:

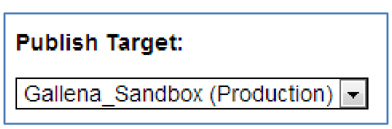
Publish Now

If granted publishing rights, a **Publish Now** button is displayed at the top of the page. Clicking the **Publish Now** button displays the additional options available at the time of publish. Within this screen the following tools may be found:

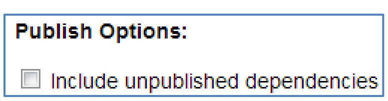
- **Final Check**: This allows a final spell check, link check, page validation, and accessibility check to be completed before publishing the page. The available tools vary based on the administrator settings. It is possible that these checks run automatically, or simply click on a green arrow to run a check if it does not run automatically.



- **Publish Target**: If alternative publish targets are available, they can be selected at this time.



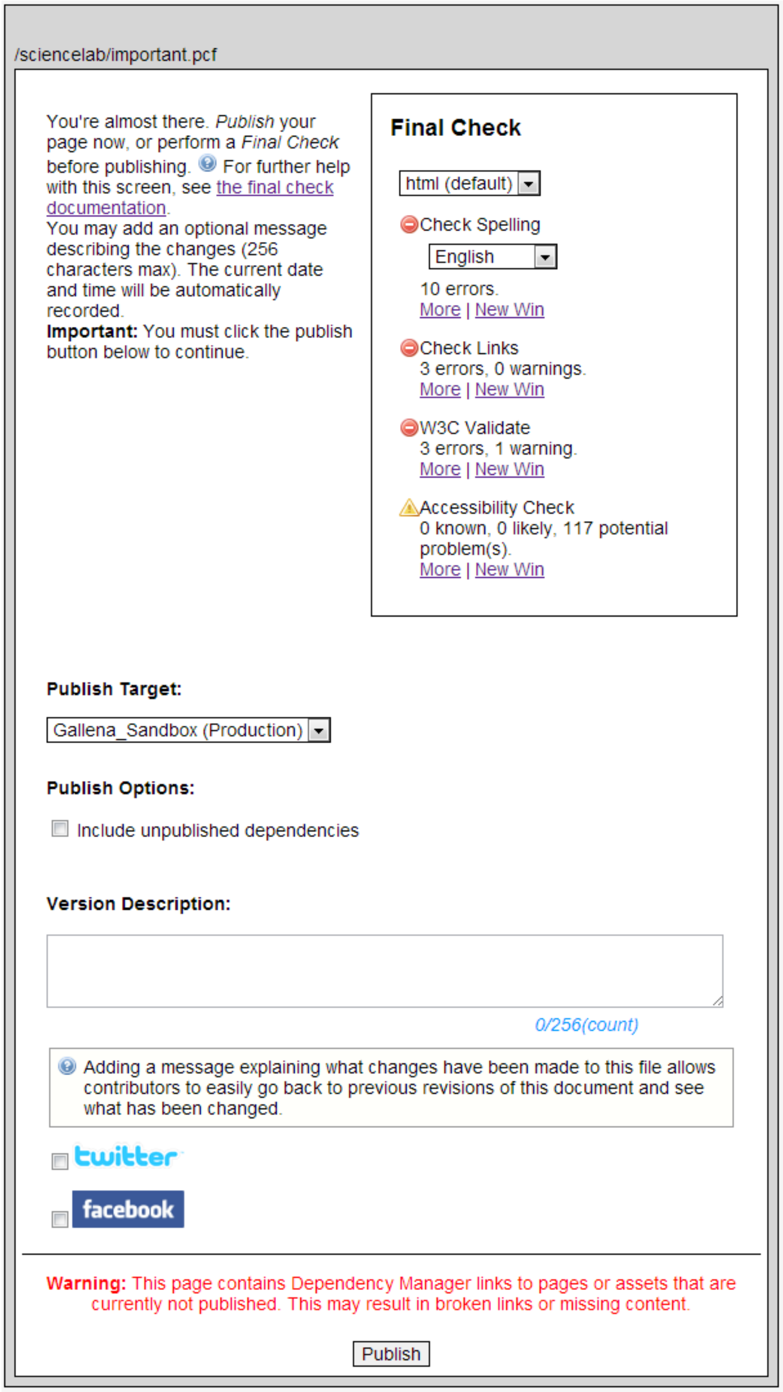
- **Include Unpublished Dependencies**: Select this check box to publish the unpublished dependencies for the page, if available and necessary. This occurs when Dependency Manager has links to page or assets that are not published.



- **Version Description**: Include a version description in order to indicate what was updated and why the page is being published. This can be used when choosing previous versions to which to revert, and is also shown as the message in other page actions.
- **Twitter**: If this is activated, the system allows a tweet to be sent to one or more linked Twitter accounts upon publish.

- **Facebook**: If this is activated, the system allows a wall post to be sent to one or more linked Facebook Pages upon publish.
- **Publish button**: Select this button after completing any of the elements described above.

Example of Publish Options

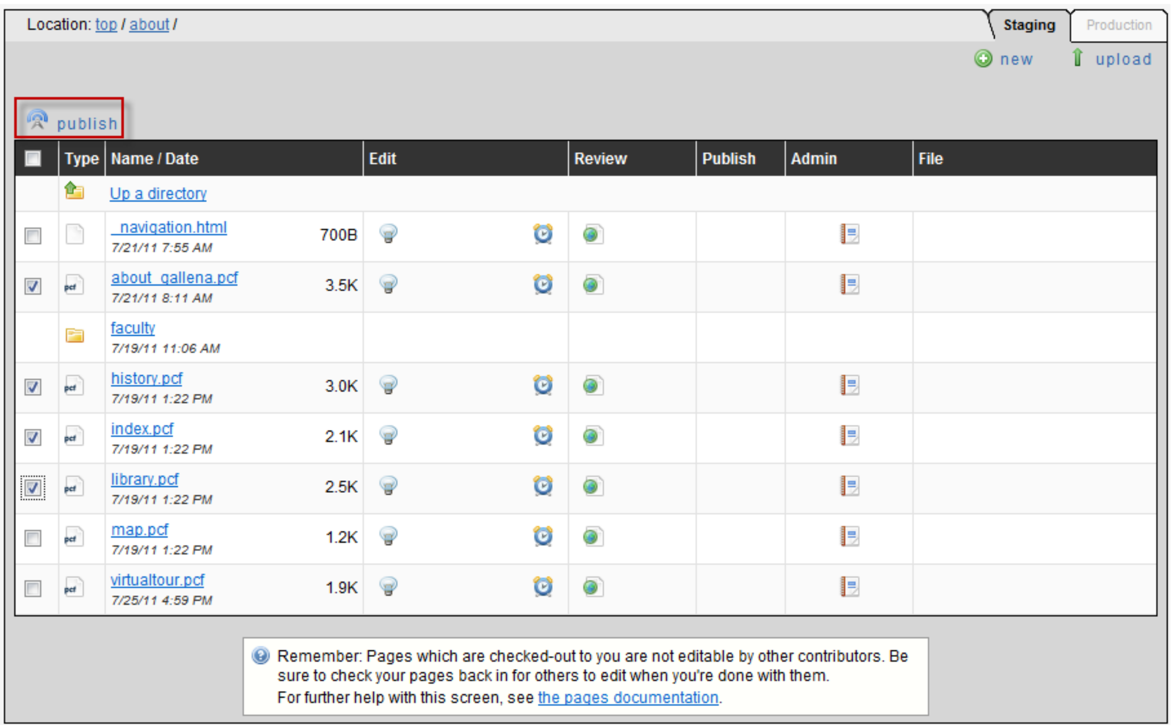


Once publish is complete, the system presents a success message, which includes links that can be used to view the published page in the current frame or window, or within a new tab. The page shown is the page as published to the production server or publish target.

It is also possible to publish multiple pages within a directory simultaneously. Keep in mind that doing this does not allow for:

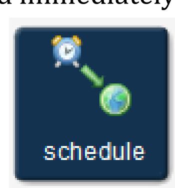
- Final Check
- Version Description
- Send to Twitter or Send to Facebook
- Selecting to publish unpublished dependencies

From within the folder structure, simply check the boxes next to the pages to be published, and click on the Publish icon found at the top of the screen. Keep in mind that the system will only allow pages to be published that do not require approval and are not checked out to another user. If a warning is displayed, simply uncheck the page indicated in the warning and click the Publish icon again.



Schedule

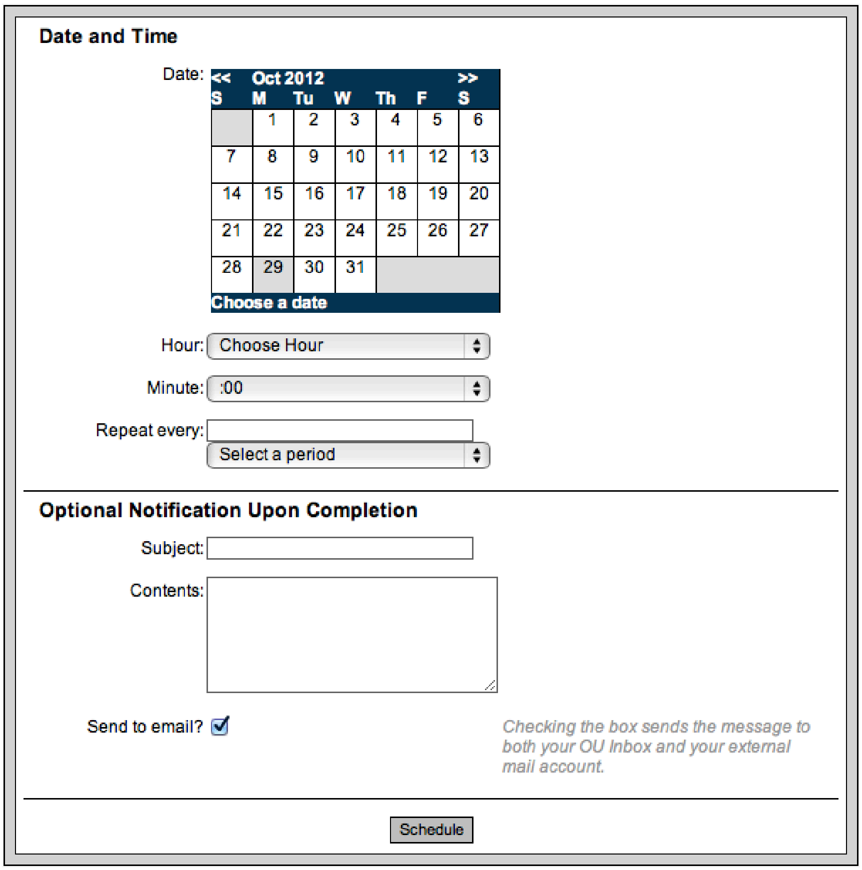
If the page has been fully edited but it is not desired that the publish be completed immediately, the publish can be scheduled for a future time and date.



A scheduled publish can only be canceled or modified by the user who set the schedule or a Level 9 or 10 administrator.

1. Click the **Schedule** button. This presents a screen with scheduling options.

2. Select the date.
3. Select the time (hour and quarter hour).
4. Indicate whether or not the publish should repeat.
5. Create an optional email message to be sent upon completion of the publish to the **Dashboard**. Keep the checkbox next to **Send to email?** checked will send the completed publish message to the email address included in the user settings as well as within OU Campus. If this is unchecked, the message is sent through OU Campus only.
6. If configured, checkboxes for **Send to Twitter** and **Send to Facebook** will be available so that a tweet or a wall post can be made at the time of page publish.
7. Click **Schedule**.



Send to Twitter and Send to Facebook

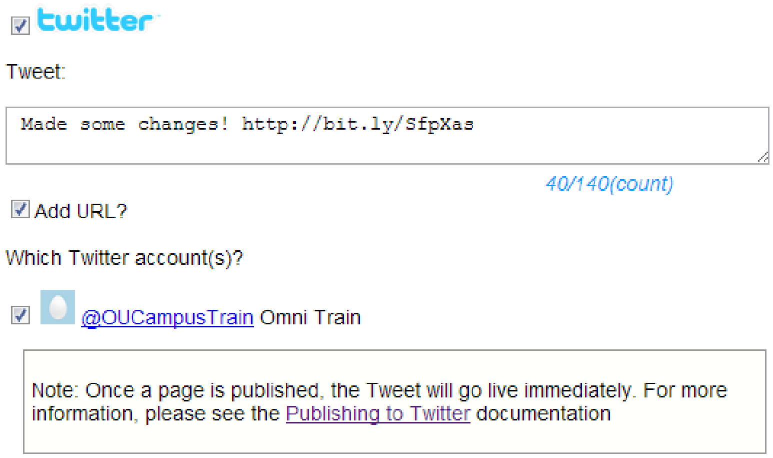
Send to Twitter and Send to Facebook are optional features that can be configured by the administrator. If a default message has already been configured, it automatically populates in the appropriate field, after selecting the corresponding checkbox.

Twitter

To utilize **Send to Twitter** during publish or scheduled publish:

1. Check the box next to **Twitter**.
2. Enter in the 140 character tweet. Any default text is automatically populated. This can be modified or deleted.
3. Select **Add URL?** if the URL to the page being published should be included in the tweet. If a URL shortening service is configured, the shortened version will be used.

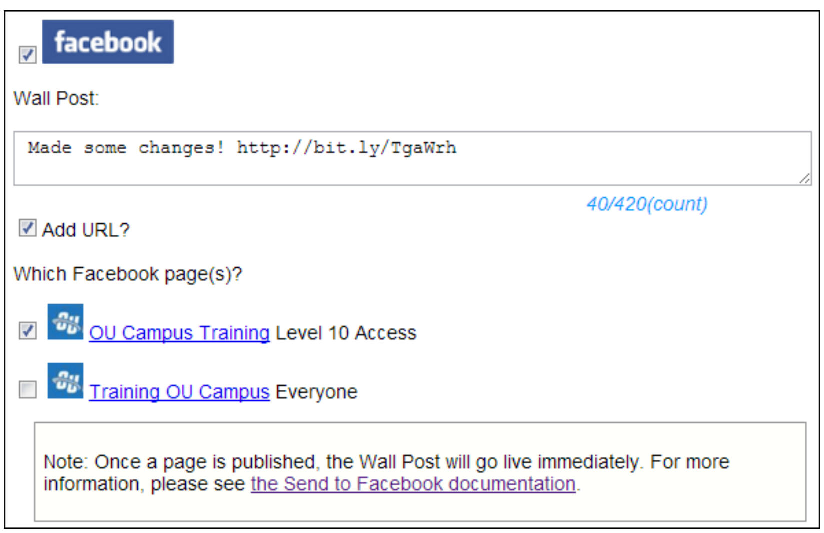
4. Select the account or accounts to which the tweet should be sent.



Facebook

To utilize **Send to Facebook** during publish or scheduled publish:

1. Check the box next to **Facebook**.
2. Enter text in the **Wall Post** field. Any default text is automatically populated. This can be modified or deleted.
3. Select **Add URL?** if the URL to the page being published should be included in the wall post. If a URL shortening service is configured, the shortened version will be used.
4. Select the **Page** or **Pages** to which the wall post should be sent.



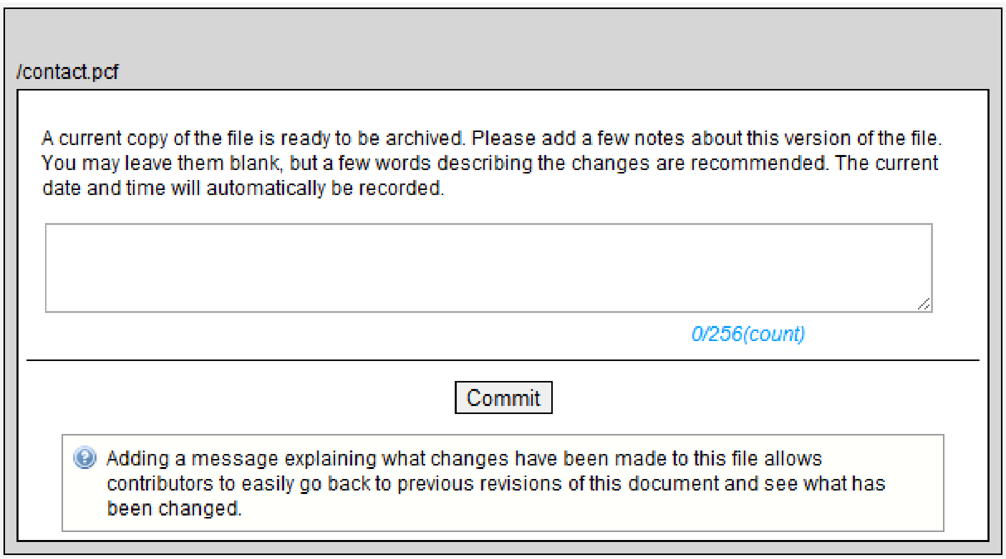
Backup/Commit

It is possible to create a backup of pages prior to sending them for review. This backup adds the current configuration of the page, including all the content, to the versioning system. It is possible to revert back to a previous version of a page, both those that have been committed and those that have been published. It is valuable for users to create a backup of a page prior to sending it for review in case the person to whom it is sent inadvertently reverts it back to the previously published version.

To Create a Backup

1. Do one of the following to click the **Backup** button.
   - From the folder structure: 
   - From the page actions screen: 

2. Enter in a version description.
3. Click **Commit**.



Revert

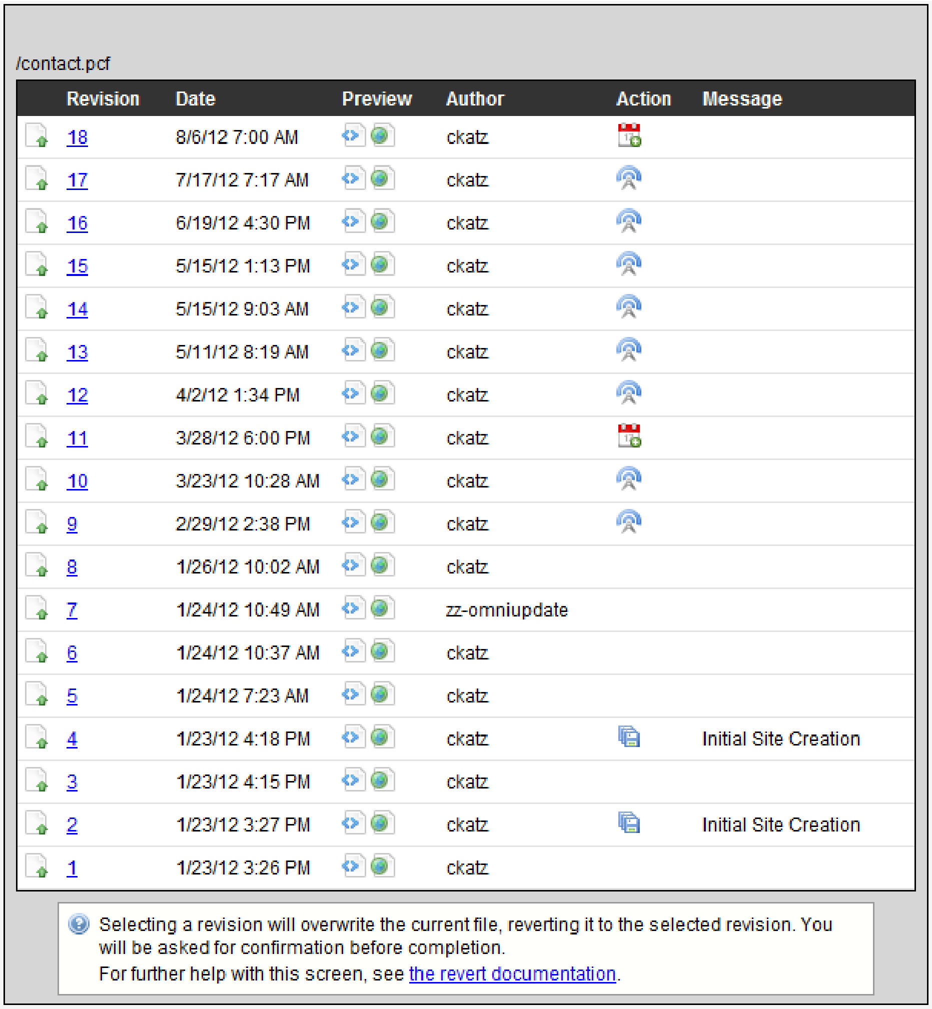
At times it may be necessary to revert back to a previous version of a page. For example, there could be a homecoming page with information about what homecoming costs, when it is held, and where it is located. After homecoming is over, the page may be updated to include information about the homecoming game and include pictures of the festivities. When homecoming approaches the following year, the page can be reverted back to the previous year's homecoming information page. It can then be updated with the new information and published.

Keep in mind that when a page is reverted, it is reverted only on the staging server. The page must be published in order for the changes to appear on the production server.

To Revert to a Previous Version of the Page:

1. Do one of the following to click the **Revert** button.
   - From the folder structure: 
   - From the page actions screen: 

2. Review the versions by using the preview options.
3. Select the desired version by clicking on the revision number.

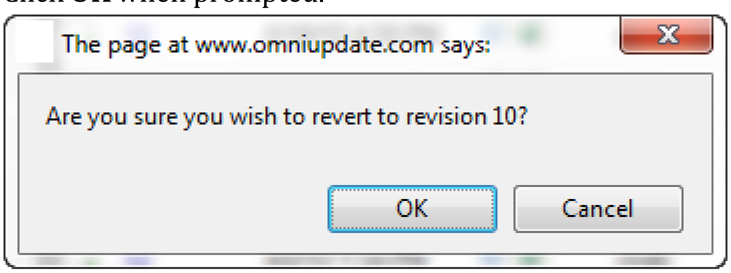


/contact.pcf

Revision	Date	Preview	Author	Action	Message
18	8/6/12 7:00 AM		ckatz		
17	7/17/12 7:17 AM		ckatz		
16	6/19/12 4:30 PM		ckatz		
15	5/15/12 1:13 PM		ckatz		
14	5/15/12 9:03 AM		ckatz		
13	5/11/12 8:19 AM		ckatz		
12	4/2/12 1:34 PM		ckatz		
11	3/28/12 6:00 PM		ckatz		
10	3/23/12 10:28 AM		ckatz		
9	2/29/12 2:38 PM		ckatz		
8	1/26/12 10:02 AM		ckatz		
7	1/24/12 10:49 AM		zz-omniupdate		
6	1/24/12 10:37 AM		ckatz		
5	1/24/12 7:23 AM		ckatz		
4	1/23/12 4:18 PM		ckatz		Initial Site Creation
3	1/23/12 4:15 PM		ckatz		
2	1/23/12 3:27 PM		ckatz		Initial Site Creation
1	1/23/12 3:26 PM		ckatz		

Selecting a revision will overwrite the current file, reverting it to the selected revision. You will be asked for confirmation before completion.
For further help with this screen, see the revert documentation.

4. Click **OK** when prompted.



New Page Creation

New pages can be created by simply clicking **New** from within the folder structure.

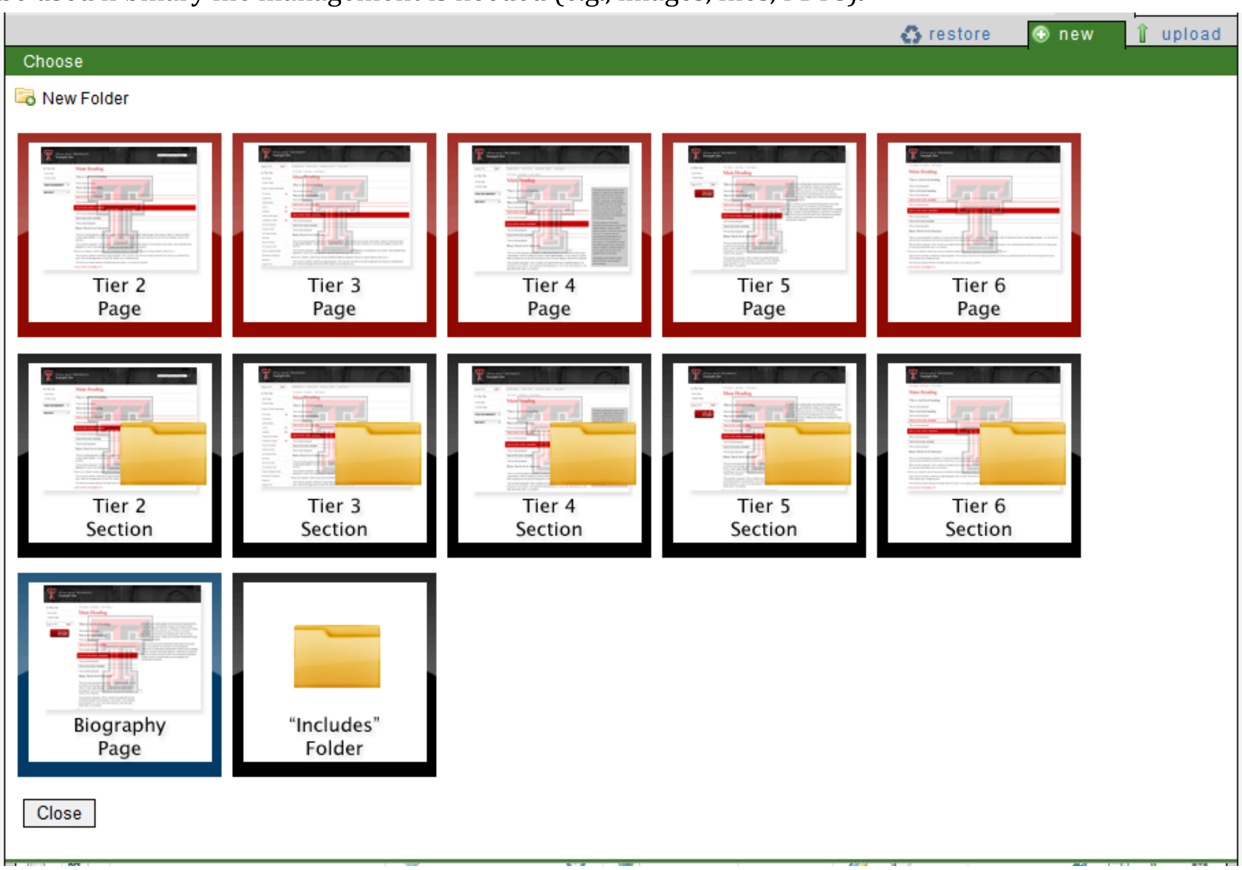
When creating a new section, the supporting files and section's home page are often created. The difference between creating a new folder and creating a new section is that when creating a new section the template can be configured to create the supporting files and initial pages as well. Creating a new folder does not create new default files. New Folder should be used for binary file management (e.g. the organization of PDF or image files).

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.

To Create a New Page

1. Click the **New** button from within the folder structure

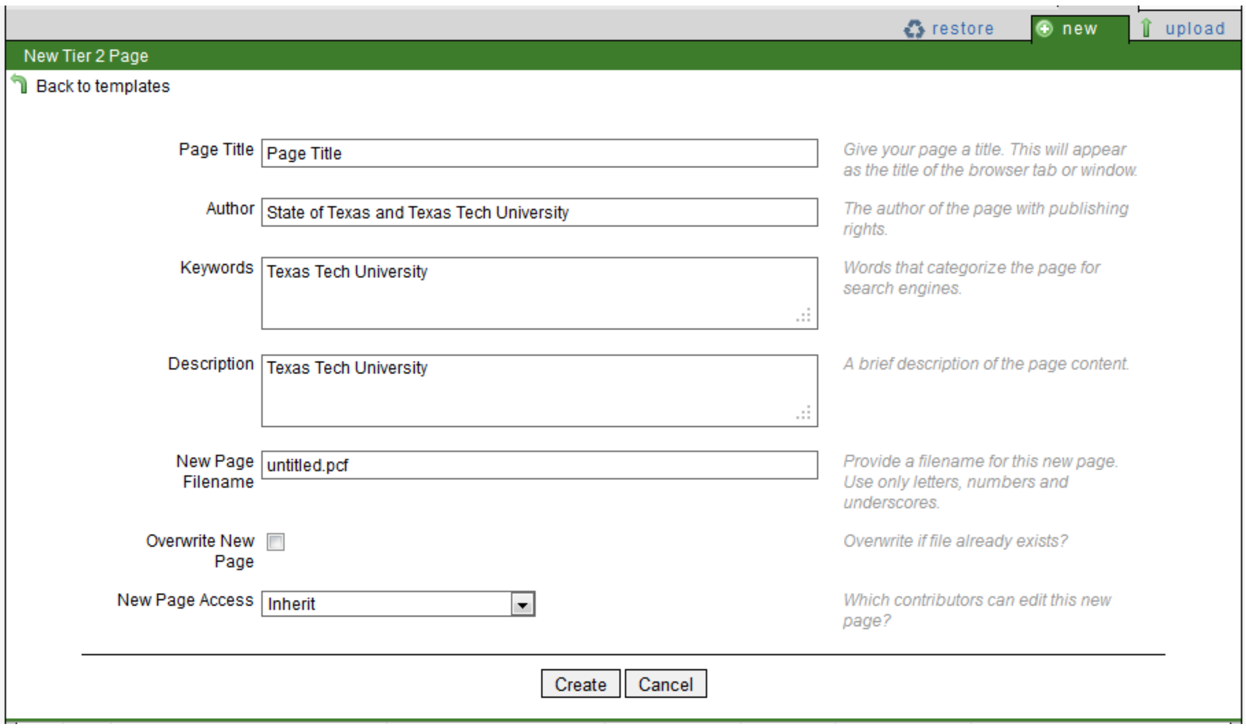
2. Select the type of page to be created. To create a new directory, **New Section** should be used if available. Do not create a new directory by using **New Folder**. If **New Section** does not appear, contact the administrator. The section template will contain all of the necessary files to make the pages within the new directory render correctly. **New Folder** should only be used if binary file management is needed (e.g., images, files, PDFs).



3. Each selection presents its own page properties and templates defining page properites are specific to the institution, so what is shown here may vary from new page to new page, as

well as from institution to institution. The page properties must be completed in order for the page or section to be configured. Information that typically needs to be completed for a includes:

- Page Title
- Author
- Keywords
- Description
- New Page Filename
  Note: Be sure to leave the .pcf extension. If another extension is entered, the header, footer, and other styling will note render.



See the Editing Page Properties section of this document for more information.

4. Click **Create** The new page or directory will be available to be edited.

Editing Page Properties

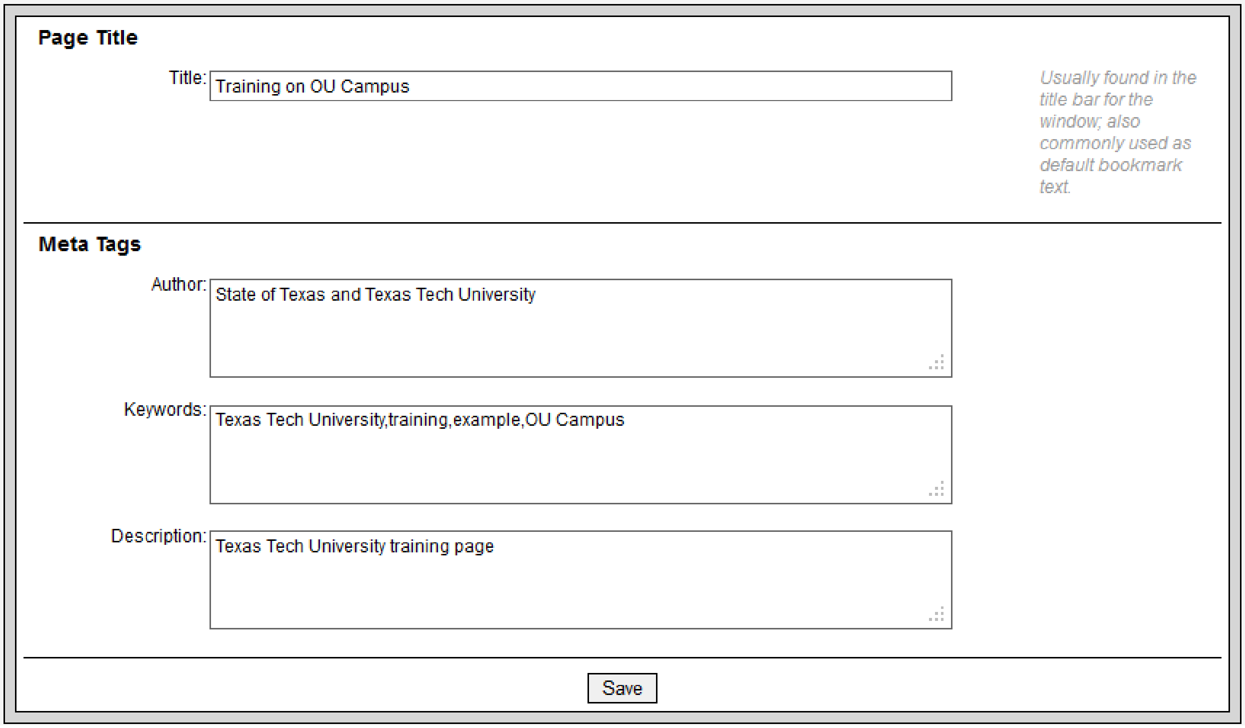
After creating the page initially, depending on the user level and page permissions, Page Properties may be available. It may be valuable or necessary to alter elements within the Page Properties. The available properties depend on the template being used and the requirements for the page to render as desired.

Page Properties may change the configuration of the page, toggle on and off include files, or control meta data, among other functionality.

To Access the Page Properties

1. Click the **Props** button.

2. Alter or add the necessary details and save the changes.



Of course, page properties are also available when creating a new page or section. Some field examples when creating a new section include:

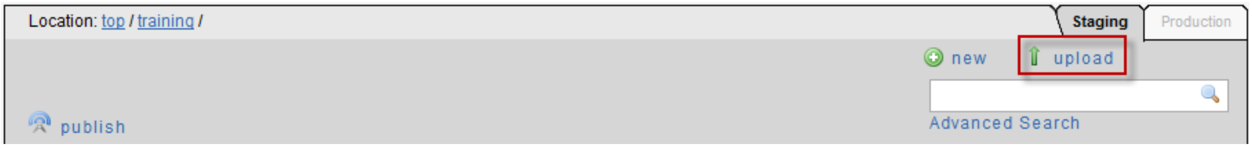
- Page Title
- Directory Name
- Description
- Keywords

Another example is when creating a News Article Page. Additional fields are made available to define the RSS item, attach media to an item, and may even include selecting from a choice of several RSS feeds.

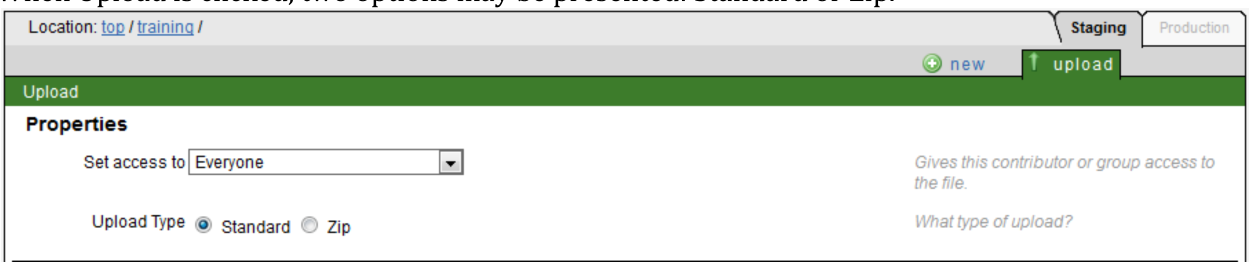
Upload and Zip Import

Upload and Zip Import allow users to upload files not available in the template options included in New. Users generally upload binary files such as PDFs and images. Administrators may also need to upload script files, files to be used as snippets, and design files, such as CSS.

If the Upload is available, it can be found in the upper, right-hand side of the folder structure.



When Upload is clicked, two options may be presented: Standard or Zip.



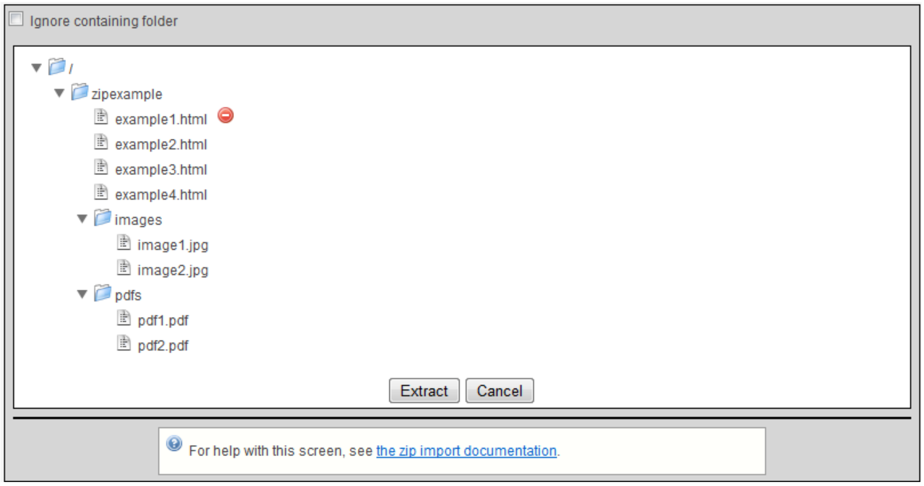
A Standard upload allows the user to select files to be uploaded one-by-one. Up to ten files can be uploaded in single transaction. A Zip Import allows multiple files to be uploaded simultaneously within a folder structure.

Step-by-Step Instructions

1. Navigate to the folder to which the file(s) should be uploaded.
2. Click **Upload**.
3. Determine the group that has access to the uploaded files.
4. Select **Standard** or **Zip**.
5. If the **Overwrite** option is available, it can be selected to overwrite the name of any existing files that may exist with the new file.
6. **Browse** for the file to be uploaded.
7. Click **Upload**.

If using the Zip Import feature, after clicking Upload, the system presents the folder structure to allow the user to select the elements to be uploaded. Simply click the red, circular minus sign next to a particular file if it should *not* be uploaded. The minus sign will appear when hovering over the file with the mouse. The names of the files can be changed by clicking on them as well.

It may also be necessary to select the **Ignore Containing Folder** checkbox, which may be creating an additional directory that is not desired.



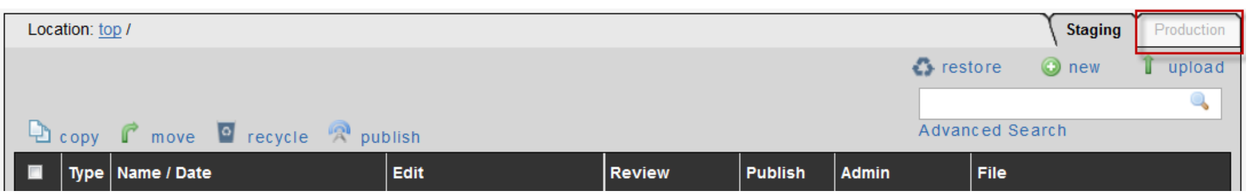
When done, click **Extract**.

The upload feature should not be used to upload web pages. This is meant to be used to upload system files by administrators, and binary files, such as images, PDFs, and DOC files by users or administrators.

If the desired outcome is to upload a zip file that will be kept as zipped and can be linked to in order to allow the download by visitors of multiple documents, use the Standard option. The Zip option unzips the contents and makes each file individually available.

Verifying Uploaded Binaries

While the pages and directories are maintained within OU Campus, all binary files (e.g., images, PDFs, and DOCs) are uploaded directly to the production server, even if using the staging server to perform the upload process. Upload as previously described, and then verify that the files have been uploaded to the production server by clicking on the Production tab found in the **Content** > **Pages** view. It is strongly advised to always perform the upload process from staging.



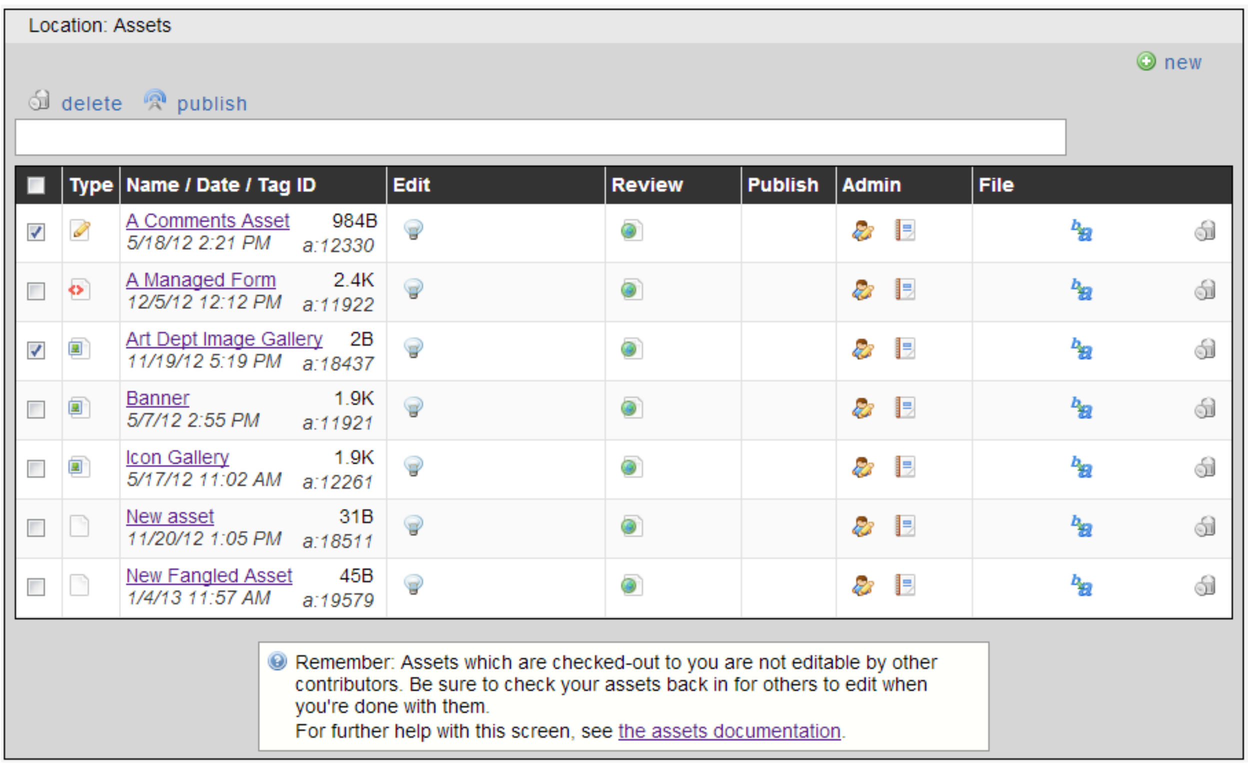
Assets

Access to create new assets is set by the administrator. Navigate to the Assets section by going to **Content > Assets**.

This displays a list of the current assets, which can be modified if access has been granted, and the ability to create a new asset, also based on permissions.

The following list can be sorted by asset type, tag, or site by clicking on the search bar title. Users may also select from one of the filters that appear in the list, or type filters in the search bar. Multiple filters may be applied.

A file operation can be performed on multiple assets by selecting the checkbox adjascent to the checkbox and then clicking Delete or Publish.



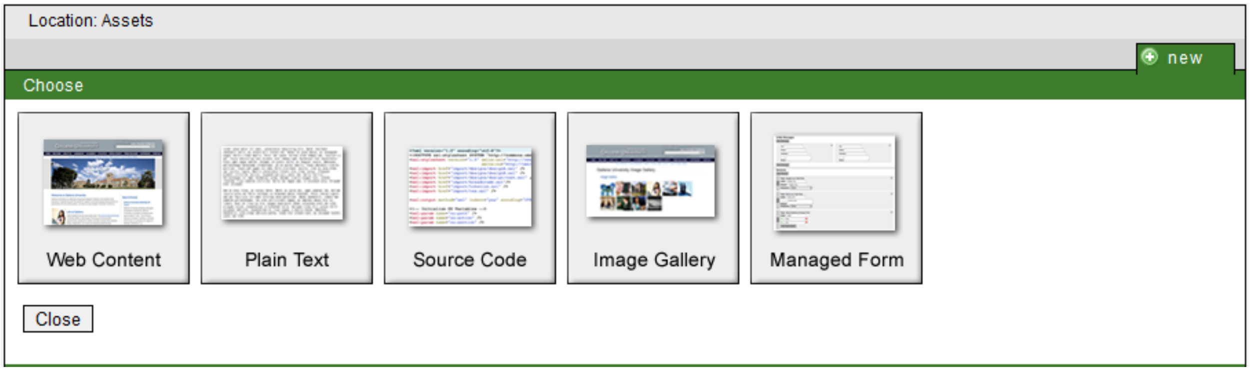
Asset Creation

Assets are created by clicking on the **New** button. This produces a drop-down that presents up to five types of assets, depending on the access settings and the institituion's purchase agreement.

- **Web Content** — The asset is configured with a mini WYSIWYG Editor. It may include basic formatting, including the ability to include images and utilization of snippets.
- **Plain Text** — The asset is configured with plain text only. No images can be included.
- **Source Code** — The asset is configured with a mini Source Code Editor.
- ***Image Gallery** —The asset allows for an image gallery to be created, which can then be inserted easily on page.

- ***Managed Form** — The asset allows a form to be created. Reporting for the form once submissions are made is also found in the asset.

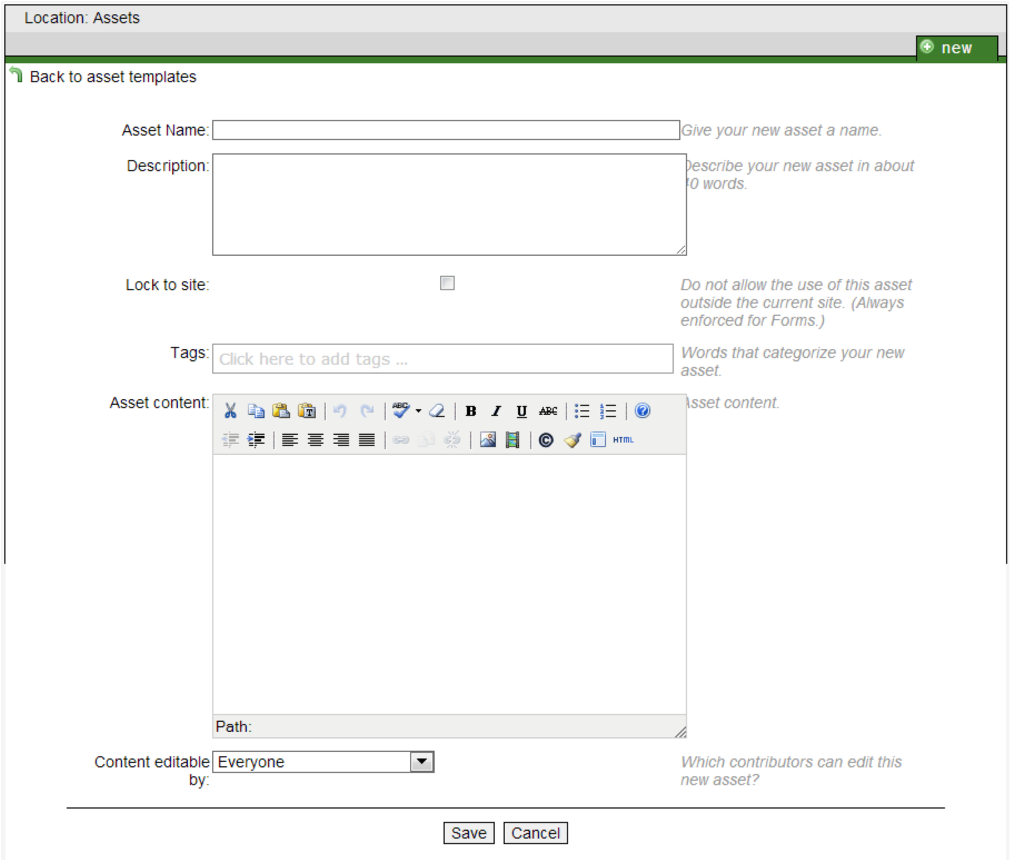
* The institution must have purchased and have configured Live Delivery Platform (LDP) for this functionality to be available.



To Create a New Asset

1. Click on **New**.
2. Select the asset type desired.
3. Complete the presented fields, including:
   - **Asset Name**: Use a friendly name so users understand the content when looking for the asset.
   - **Description**: Briefly describe the asset.
   - **Lock to Site**: Select to only allow the asset to be available within the site in which it was created. Auto-selected for Managed Forms.
   - **Tags**: Add or select tags to categorize by type or content for easier management of assets. They should be separated with a comma.
   - **Asset Content**: Use the editor available to create the content. The field varies depending upon asset type.
4. Select the group to whom access to edit the asset should be granted.
5. Click on **Save**.
6. Publish the asset, or peform another publishing or approving action as desired. Follow the same publication process as with pages.

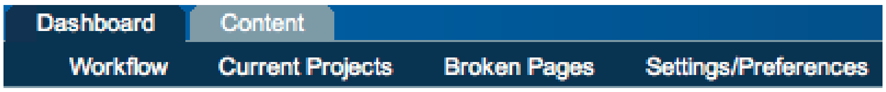
Web Content Asset Creation Screen



Assets can be edited in a fashion similar to pages by checking them out and entering into the asset. Remember that changes must be republished.

Dashboard

The Dashboard contains user-specific information. This section will focus on the Workflow and Current Project sections. Broken Pages shows a list of pages that are marked as broken due to an asset or dependent page being deleted. Settings/Preferences allows users to view and edit their information, such as password, external email address, and contact phone number. It also lists the user level user's approver, and other permissions. Level 9 users and below, can not change the User Restrictions or LDAP Login Information settings.

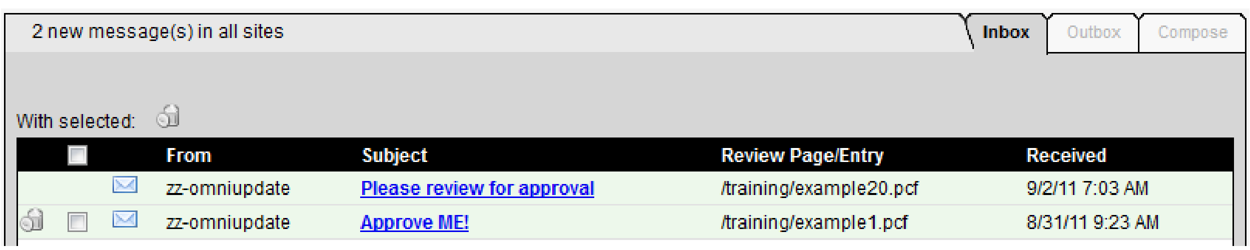


Workflow

Workflow includes the Inbox, Outbox, and Compose sections.

Inbox

The Inbox contains any messages that have been sent through the system and all requests for approval. From this screen, the message can be opened and users can navigate directly to the page to be reviewed. Messages have to be manually deleted from the Inbox after the task is completed.

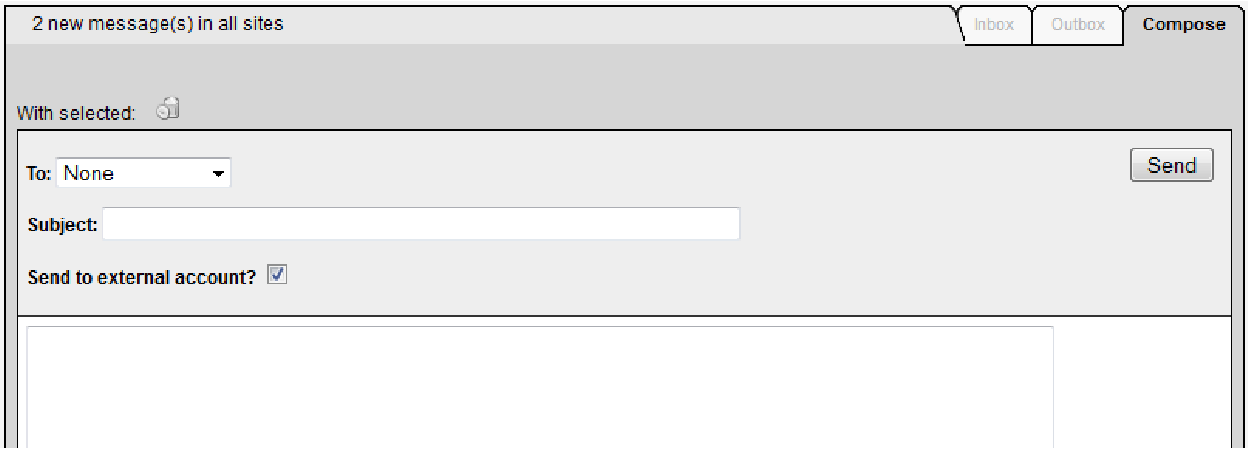


Outbox

The Outbox shows all pages that were sent to another user for approval and the status of the pages. It is possible to navigate to the page that was sent for approval by simply clicking on the link.

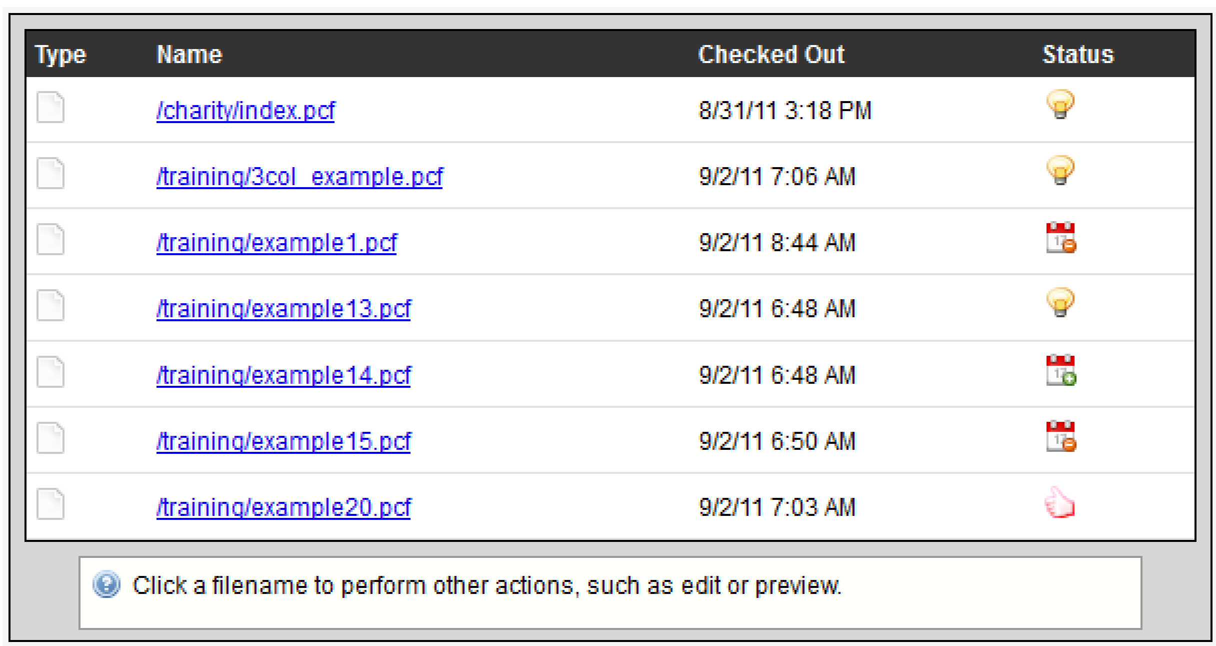
Compose

Compose allows the user to compose a message to another user in OU Campus. The message can be sent to the user's external email as well.



Current Projects

Current Projects lists all the pages that are checked out to the logged in user and will indicate why they are checked out by the icon under the Status column. The icons identified indicate the same status as those found in the folder structure (see Checked Out Pages for more information). Checked out pages can be checked back in if appropriate from this screen, and scheduled actions can be updated as necessary.



Type	Name	Checked Out	Status
	/charity/index.pcf	8/31/11 3:18 PM	
	/training/3col_example.pcf	9/2/11 7:06 AM	
	/training/example1.pcf	9/2/11 8:44 AM	
	/training/example13.pcf	9/2/11 6:48 AM	
	/training/example14.pcf	9/2/11 6:48 AM	
	/training/example15.pcf	9/2/11 6:50 AM	
	/training/example20.pcf	9/2/11 7:03 AM	

Click a filename to perform other actions, such as edit or preview.

It is important and advised that this screen be checked prior to logging out for the day. Remember if a page is checked out, no other user can edit or publish that page.