



SOUTHERN  
ADVENTIST UNIVERSITY

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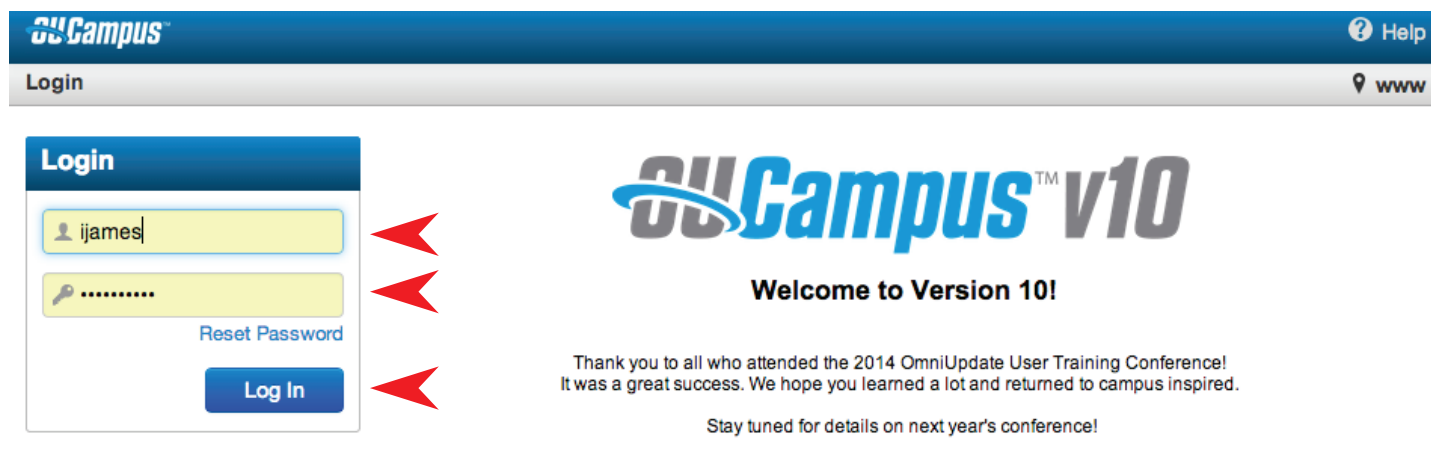
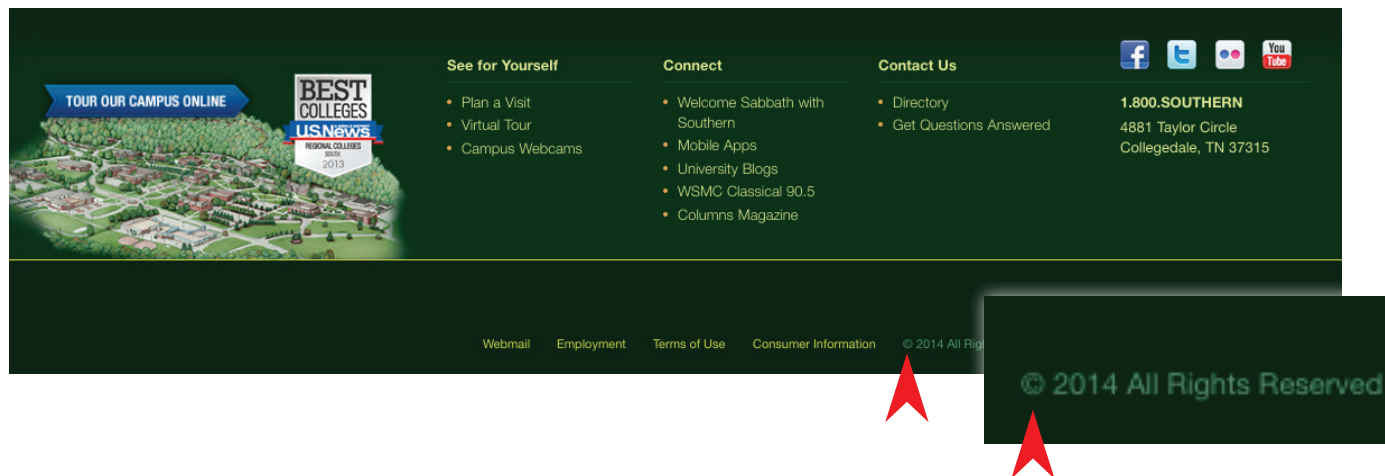
**Power for Mind & Soul**

# OU Campus User Guide



# Logging Into OU Campus

1. Navigate to a page on your site that you wish to edit.
2. Scroll down to the footer and click the © symbol.
3. Enter your OU Campus username and password into the Login fields.
4. Press Log In.

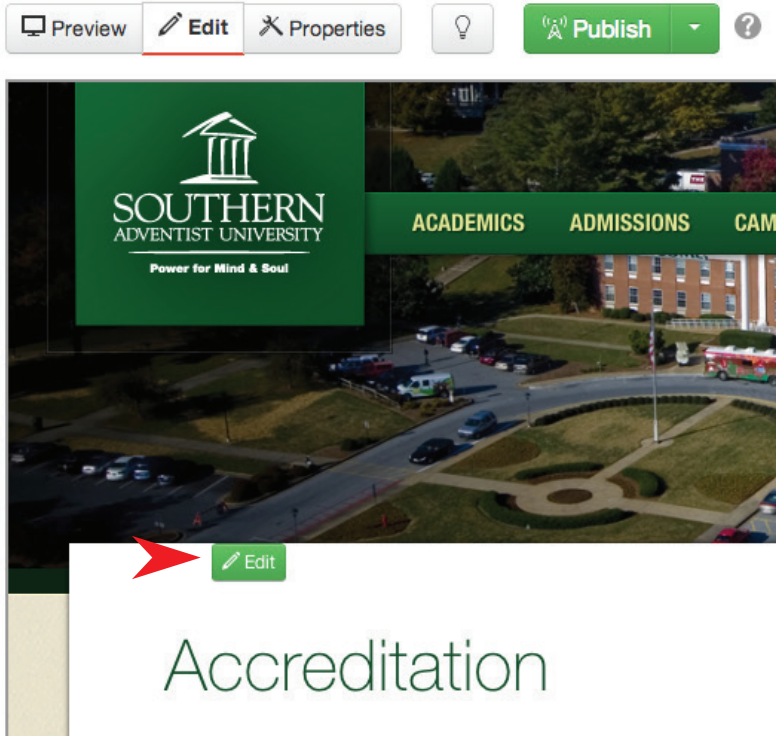


Content contributors can log in to OU Campus through a published page with the use of an on-page link known as DirectEdit. Users are logged in directly to the edit view of the page rather than having to navigate a file structure to locate a particular page or file.




However, pages and files can be accessed in either fashion. In both cases, users must have the proper access privileges granted in order to access the page. When using the folder structure to navigate, users must have access to the directories leading to the page to be edited in order to traverse through the structure.

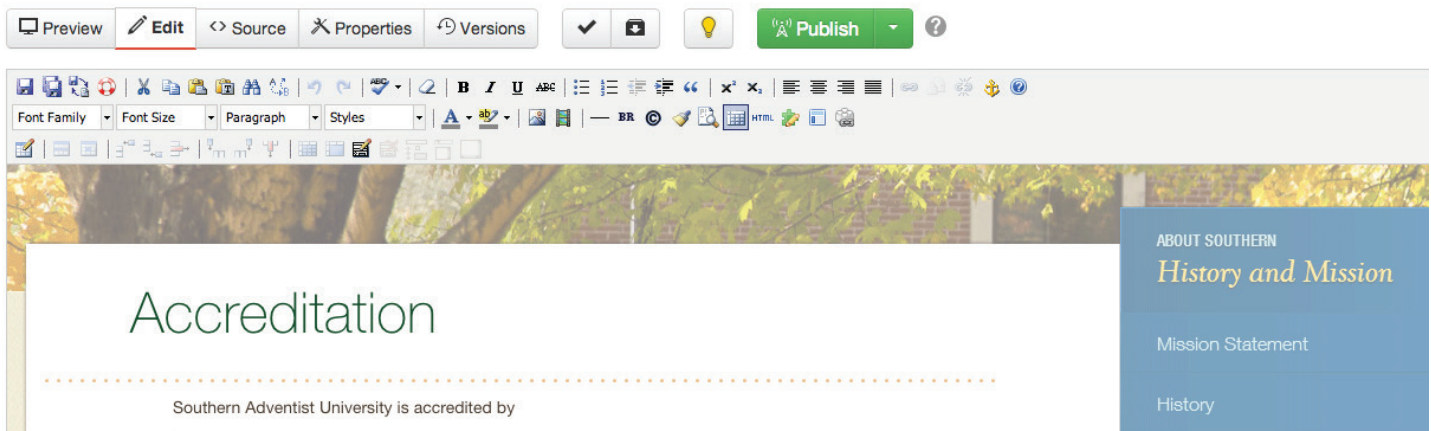
# Editing a Page

1. Log In to OU Campus
2. Press the Edit button in the Editable Region you wish to make changes to.
3. Place your cursor in the portion of text you want to edit and begin editing



Once you press the Edit button on an Editable Region, the page will be checked out to you (signified by a yellow lightbulb icon) and other people won't be able to edit it.

-  Checked In (available)
-  Checked Out to you (unavailable to others)
-  Checked out to someone else (unavailable to you)

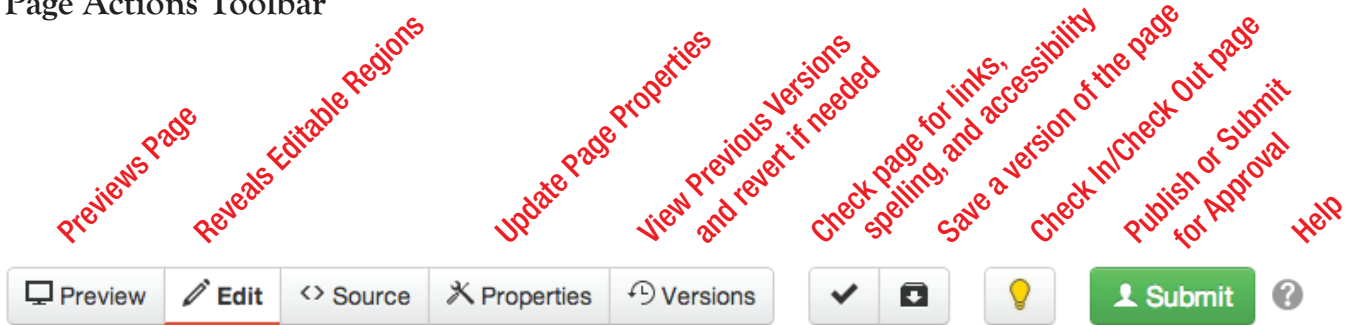


It is valuable to note that pages stay checked out to the user until the user:

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

# The OU Campus Interface

## Page Actions Toolbar



**Preview:** Displays the page in preview mode, which includes the selection of output type; for example, HTML or PDF, and makes available the server choice drop-down.

**Edit:** Displays the page in edit mode, which includes editable regions. Checking out the page shows additional utilities.

**Source:** Disabled for most users. Allows editing of the CMS source page.

**Properties:** Properties provides access to editing various other page items. A page or file must be checked out to view or update parameters. Once clicked, the menu items under Properties include the functionality for Parameters, Analytics, Access, and the Log, as applicable.

**Versions:** Used to view the committed versions of the page; available when checked out to the current user.

**Page Check:** Clicking the Page Check icon displays the Page Check dialog with the ability to run checks on Spelling, Links, and Accessibility.

**Save Version:** Allows for the user to save a version of the current page, which is a useful action to perform before other actions such as a find and replace; available when the page is checked out to the current user.

**Check Out/In/Lock:** Allows for a page to be checked out by the current user or, if checked out to the current user, the current user can check the page back in. If the page is checked out to another user, a lock is shown.










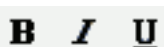

**Publish:** After choosing an editable region and editing the page, the Publish button is available once the region is saved. The split button for publishing includes access to the Publish dialog and its functionality as well as the available actions associated with a publish. These include *Schedule*, *Submit for Approval*, and *Expire*.

# The OU Campus Interface

## WYSIWYG Toolbar









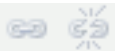



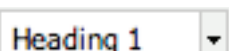

Many of the editing tasks for a page such as inserting images and links, applying formatting such as bold, and spell checking a page can be accomplished from within the WYSIWYG using the toolbar. Clicking on any icon performs an action, either directly to the page, or to the selected text and graphics. Some icons display more options in a drop-down menu, or in a dialog.

	<b>Save</b>	Click on the Save icon to save the current file on the staging server and exit the WYSIWYG Editor. Remember, it will not be live on the production server until it is published. To use save-in- place, use the keyboard shortcut CTRL+S for Windows or CMD+S for Mac.
	<b>Save As</b>	Click on the Save As icon to save the current file with a new file name and exit the WYSIWYG Editor.
	<b>Revert to Last Saved</b>	Click on the Revert to Last Saved icon to undo all changes and revert the content in the editable region to its original state.
	<b>Cut, Copy, Paste, etc</b>	Cut, Copy, Paste, and Paste Plain Text work as in most text editing modes. To paste as plain text, click the Paste as Plain Text icon. The icon stays selected until clicked again, and all pastes going forward until exiting the WYSIWYG Editor will be stripped of formatting.
	<b>Find</b>	Click the Find icon to search for text on the current page.
	<b>Replace</b>	Click the Find/Replace icon to search for text on the current page then replace that text with other text.
	<b>Undo and Redo</b>	Click the Undo icon to undo the last changes made in this session one by one. Click on the Redo icon to redo changes that were previously undone and should be restored.
	<b>Toggle Spell Checker</b>	To spell check the region that is being edited, click the Toggle Spell Checker tool. Misspelled words are underlined with a red, squiggly line. Change the incorrectly spelled word with the suggested words.
	<b>Remove Formatting</b>	To remove all formatting for a selection, highlight the text to be updated and click the Remove Formatting icon. This returns the selected text back to the default settings.
	<b>Bold, Italics, Underline</b>	If you don't know what these are, we've got bigger problems. Keep in mind underline can be misinterpreted as a link.
	<b>Strikethrough</b>	Adds a strikethrough to selected text.

# The OU Campus Interface

## WYSIWYG Toolbar Continued









	<b>Bulleted List</b>	Turns the selected text into an bulleted list.
	<b>Numbered List</b>	Turns the selected text into a numbered list.
	<b>Outdent and Indent</b>	To decrease the indent of a paragraph, click the Outdent tool. Each consecutive click moves text further to the left. Indent works the same but to the right.
	<b>Block Quote</b>	Blockquote is a block-level element in HTML that can be used to set-off quotations or to cite material.
	<b>Superscript and Subscript</b>	Formats the selected text as superscript or subscript
	<b>Alignment</b>	Aligns a block-level element such as a paragraph or a heading to the left, center, or right margin.
	<b>Insert/Edit Link, Unlink</b>	Creates a link of the selected text or removes a link from the selected text. See page 11.
	<b>Create Mail Link</b>	Creates an email link of the selected text. See page 11.
	<b>Insert Anchor</b>	Inserts an anchor point for linking purposes. See page 11.
	<b>Help</b>	The Help icon displays the help text for the WYSIWYG Editor. It show help text for all available functions, not only those limited to the toolbar being used.
	<b>Formatting Menu</b>	Formats highlighted text to whichever format is selected from this menu. (e.g. headers, subheads, normal paragraph text, etc.)
	<b>Insert Image</b>	Inserts an image wherever the cursor is currently set. See page 8 and 9.

# The OU Campus Interface

## WYSIWYG Toolbar Continued



	<b>Horizontal Line</b>	Inserts a horizontal line. (used occasionally to separate sections)
	<b>Line Break</b>	Creates a break in the line without creating a completely new paragraph.
	<b>Insert Special Character</b>	Inserts special characters such as © ® • £™.
	<b>Edit HTML Source</b>	Opens a popup with the HTML source code for the Editable Region
	<b>Insert Snippet</b>	Inserts a pre-defined block of code that can then be edited.
	<b>Insert Asset</b>	Inserts a pre-defined block of code that cannot be directly edited but can be updated globally.

# Inserting, Uploading, and Editing Images

## Inserting an Image

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



This shows the Insert/Edit Image dialog.

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

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

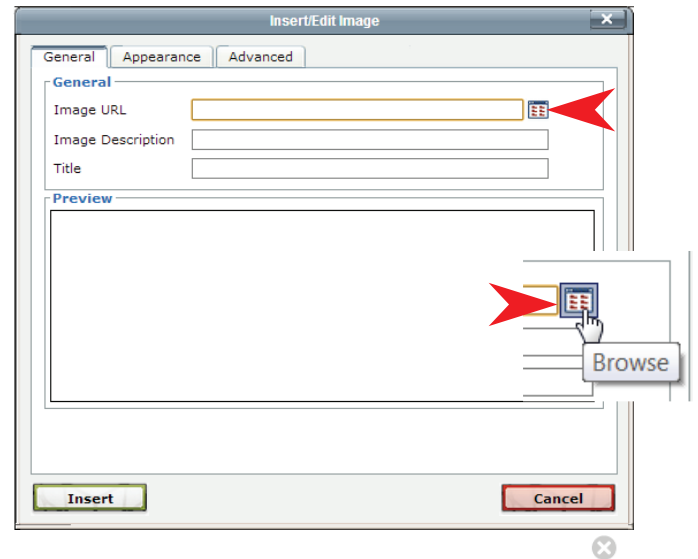
3. Several navigation avenues are available for selecting an image:

- Click the Ellipsis button to manually enter a path to an image
- Expand a directory and click an available thumbnail image preview
- Upload an image

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

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

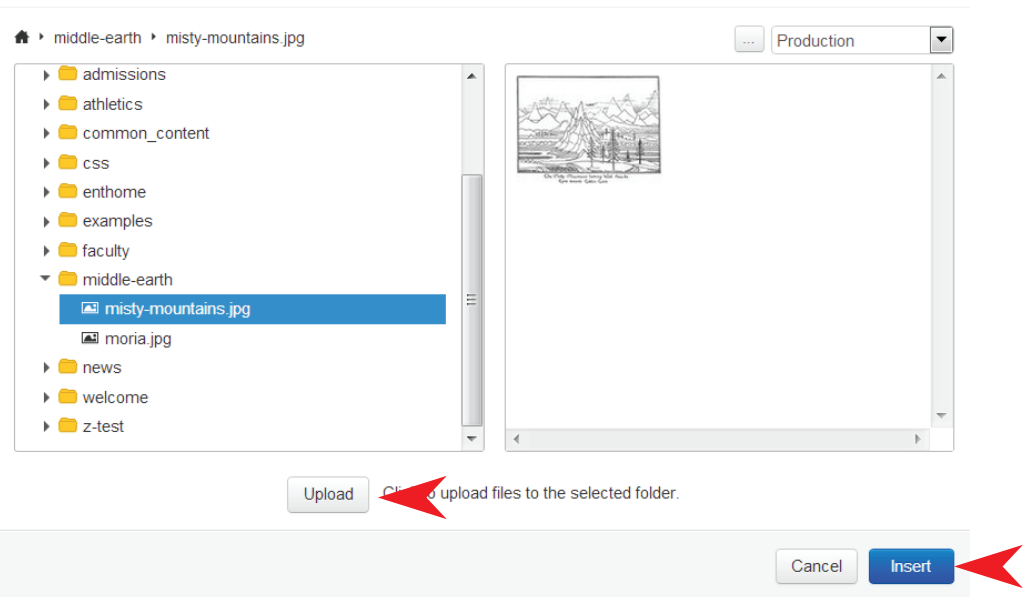
6. Click Insert. The image is shown in the context of the page within the WYSIWYG Editor.



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

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


### Insert Image

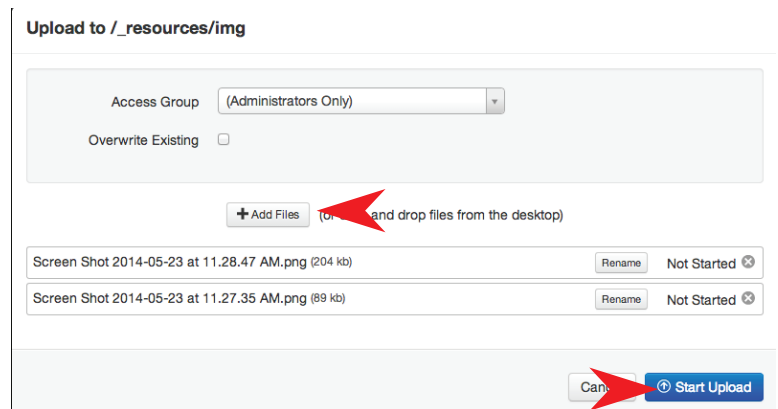




# Inserting, Uploading, and Editing Images

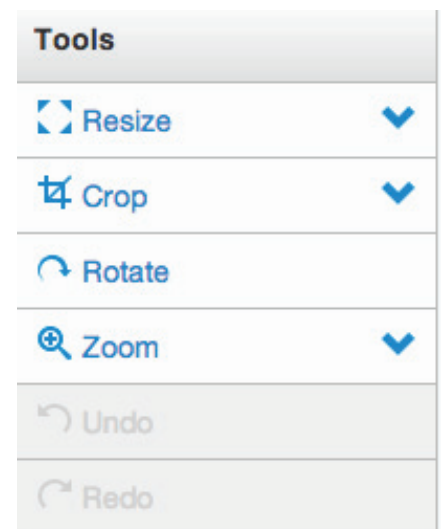
## To Upload an Image

1. To insert an image, click the Insert/Edit Image icon.   
This shows the Insert/Edit Image dialog.
2. Click the Browse icon to browse to the image.  
The Insert Image box is shown. Expanding a folder displays thumbnail images to preview.
3. Press Upload  
The Upload box appears.
4. Press Add Files and navigate your computer's file to add one or more files.  
Hold Shift or Ctrl to upload multiple files.  
Alternatively you can drag files onto the upload box.
5. Press the Start Upload button.




## To Upload and Edit an Image

1. To insert an image, click the Insert/Edit Image icon.  
This shows the Insert/Edit Image dialog.
2. Click the Browse icon to browse to the image.  
The Insert Image box is shown. Expanding a folder displays thumbnail images to preview.
3. Press Upload and Edit.
4. Press Add Files and navigate your computer's file to add one or more files.  
Hold Shift or Ctrl to upload multiple files.  
Alternatively you can drag files onto the upload box.
5. When the image preview appears, select Resize or Crop or Rotate to perform basic edits on your photo within the browser.  
Making edits to an image replaces the original with a resized version on the website (not on your computer).
6. Press Upload once your image is ready to be uploaded.



# Uploading Documents

1. In the file manager (the view that shows files and folders), navigate to the documents folder.
2. Press the green upload button. 
3. In the upload box that appears, drag files you want to upload onto the box and release. Or press +Add Files to locate them and select them.
4. Press Start Upload

## Upload to /academics/academic-sites/physics

Access Group


Upload Type  Standard  Upload and Edit Image  Zip Import

Overwrite Existing

(drag and drop files from the desktop)

- If you're replacing a file with a new version with the same name you will need to make sure "Overwrite Existing" is checked.
- PDFs are the preferred method for providing documents to website visitors. Microsoft Word documents come with inherent security risks and not everyone necessarily has the software or the same version.
- Stay organized! It is easy to upload files with names like IMG\_3023.jpg or 2058-15.pdf but will that help you or anyone helping you find them later? Descriptive filenames and using subfolders are great ways to keep documents and images from getting out of hand.

# Creating Links

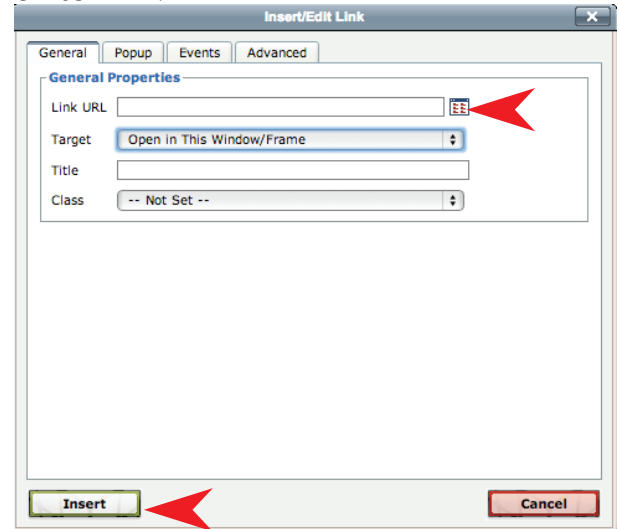
1. Within the WYSIWYG Editor, select the text or image for the link. 
2. From the toolbar, click the Insert/Edit Link tool.



The Insert/Edit Link dialog is shown with the General tab selected. If applicable, the dialog contains existing link.

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

The Insert File Link modal is shown.

4. Select a file to which to link. For links to pages internally, a tag will be created that will ensure the link isn't broken if the page filename changes
5. After locating the file, click Insert. Other options for a link are also available before inserting the link; for example, entering a Title or selecting a Target window/tab for the link to open in.

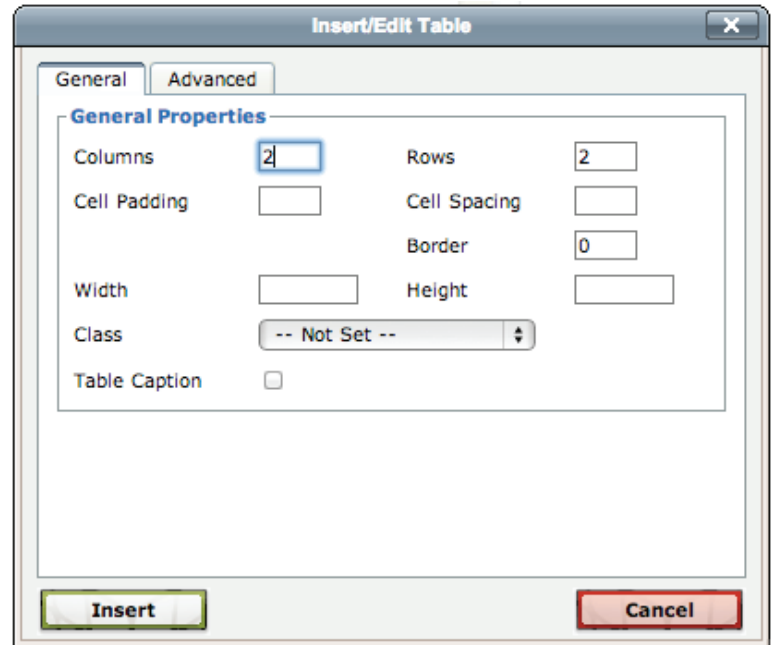


- You can also insert a Mail link by clicking the Create or Modify Mailto button and entering an email address. 
- You can insert anchors into different sections of a page using the Insert Anchor button. You can then select that anchor from a dropdown list in the Insert/Edit Link box. 
- The Title is both valuable and important as this is used by screen readers and helps keep the site in compliance with accessibility compliance standards.
- It's a good idea to have links that go off of Southern's site open in a new window using the "blank page" option in the target dropdown list.

# Creating and Editing Tables

1. While editing a page in the WYSIWYG editor, place your cursor where you want to insert a table.
2. Press the Insert/Edit Table Button (third row).
3. Select the amount of columns and rows you wish to have. You can also set the width and height in pixels and cell border width in pixels.

- You can change settings for the table by pressing the Insert/Edit Table button while in the table. Or using the other table-related buttons shown below.
- You can also resize a table using the white-boxes in the corners of the table.



*Insert/Edit Table*

*Table Row Properties*

*Table Cell Properties*

*Insert Rows Before and After*

*Delete Current Row*

*Insert Columns Before and After*

*Delete Current Column*

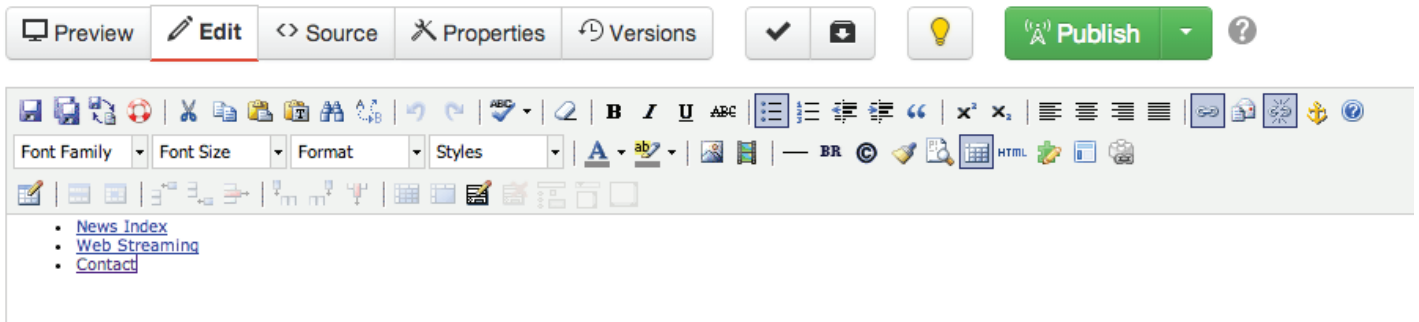
*Split Merged Cells*

*Merge Selected Cells*



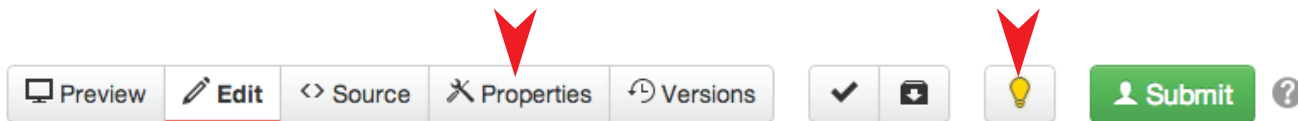
# Editing Navigation

1. Navigate to the directory for which you want to edit navigation.
2. Click on the link for file \_sidenav.inc
3. Edit, add, or remove the appropriate links in the bulleted list.
4. Press the Save Button.
5. Press Publish.



# Editing Page Properties

1. Navigate to a page on your site that you wish to edit and press Edit.
2. Check out the Page by pressing the check out button (lightbulb).
3. Press Properties on the Page Actions toolbar.
4. Edit the page properties you wish to change (background image, title, description, etc.)
5. Press Save.





**Page Title and Meta Tags**

Title


description

author

**Configuration Parameters**

Background Image     
Choose the background image to display at the top of the page.

Next Steps  Yes  No  
Choose to include 'Next Steps' in-content footer module.

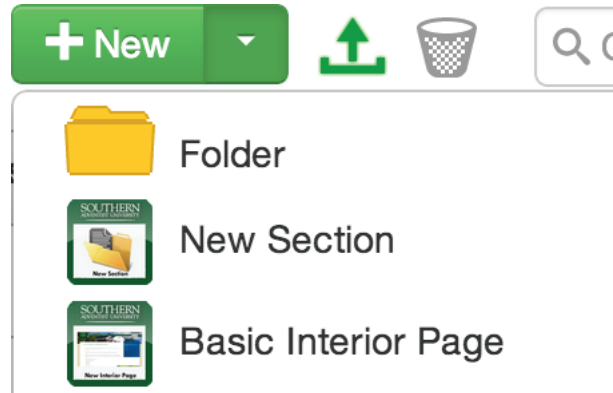
Gallery Type    
Choose the type of gallery to appear on this page.

Redirect to another page   
URL of page you would like this page to redirect to.

# Creating a New Page or Section

## Creating a New Page

1. To create a new page, select “Basic Interior Page” from the green “New” drop down list.
2. Enter a descriptive page title (e.g. Clubs and Activities).
3. Enter a filename (no spaces, hyphens when needed)
4. Press Create.



## Creating a New Section

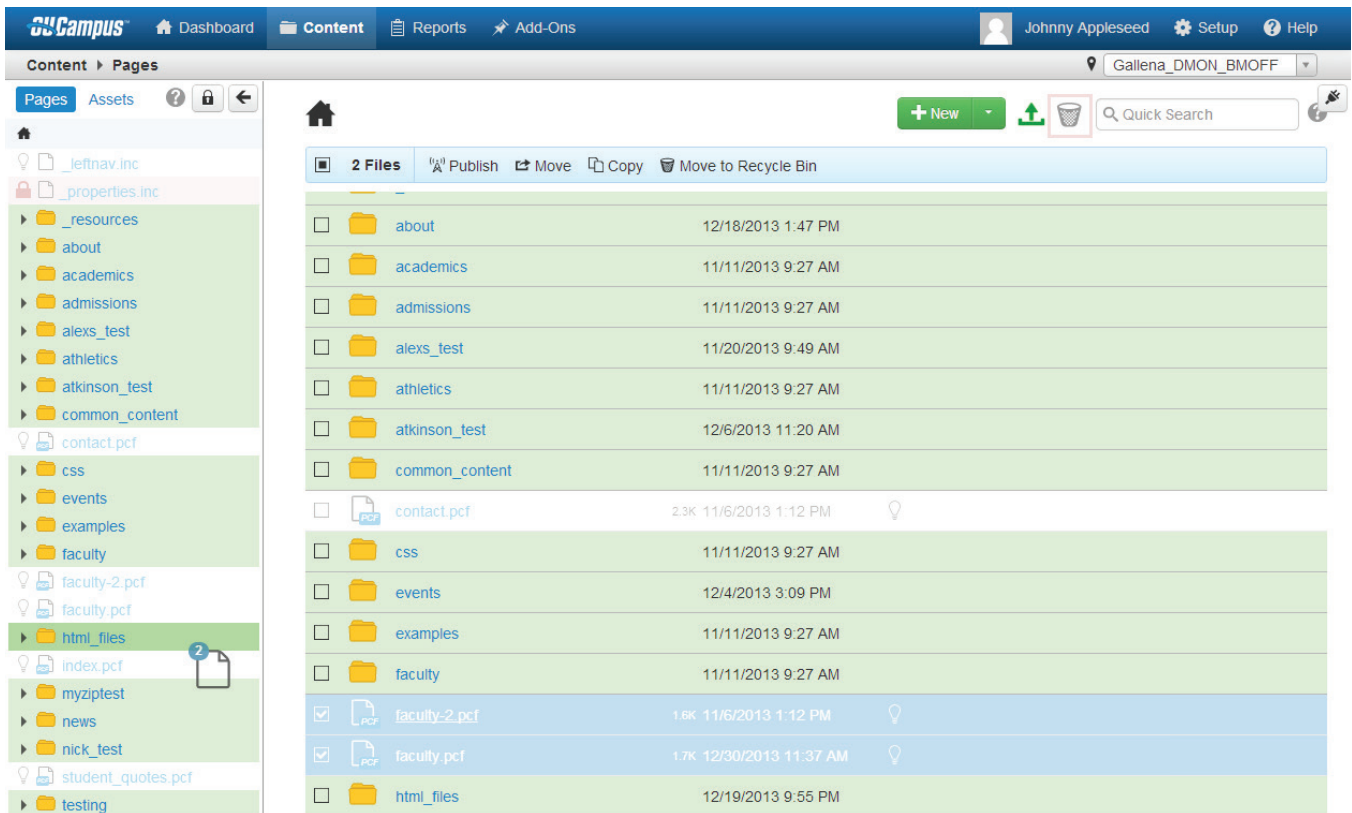
1. To create a new section, select “New Section” from the green “New” drop down list.
2. Enter a directory name. (no spaces, hyphens when needed)
3. Enter a Page Title for the default/home page for that section.
4. Press Create.

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However, pages and files can be accessed in either fashion. In both cases, users must have the proper access privileges granted in order to access the page. When using the folder structure to navigate, users must have access to the directories leading to the page to be edited in order to traverse through the structure.

# Page Management

1. Navigate to the Pages list view by selecting Content > Pages from the global navigation bar.  
Alternatively, open the File Navigation sidebar and navigate to the file using that method.
2. Once the file has been selected, drag the content to its new destination.
3. To move multiple files, select the checkbox next to each target item and then drag the content to the new destination folder. The icon displays a number, indicating the number of files being moved.



You can also rename, copy, publish, schedule to publish, and move to recycle bin from an individual file’s menu. To do this, simply hover over the file you wish to perform an action on and select an option from the menus that appear.

