



**Stockton
University**

Quick Reference Guide
to the OU Campus
Content Management System

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WYSIWYG Toolbar Editor

OU Campus provides page editing commands with the What-You-See-Is-What-You-Get (WYSIWYG) Editor Toolbar (*User toolbar may vary*).

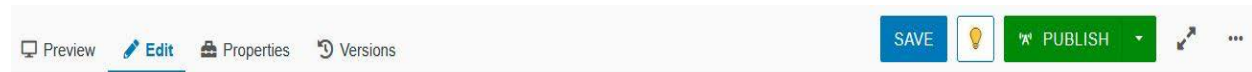


Toolbar Options

- **File Functions:** Save or revert changes on a page
- **Cut, Copy, Paste, Find Functions:** Find specific content and cut, copy, paste, or paste as plain text
- **Undo Redo Functions:** Undo/redo changes made on a page
- **Spell Check:** Run spell check on the content. Supports English, French, Spanish, Portuguese, and Italian
- **Clear Formatting:** Remove all selected text formatting and return the text back to the default settings for a page.
- **Font Properties:** Add bold, italic and site-specific styles.
- **List & Indent Functions:** Create an ordered list or indent content
- **Text Script Functions:** Turn selected content into superscript or subscript text
- **Alignment Functions:** Move selected text (left, center, right) or justify the text (does not apply to tables – use table cell props)
- **Link Tools:** Insert/edit links, insert mailto links, and create anchors
- **Help:** Display the Help window
- **Insert Images/media:** Add/edit images and videos on a page
- **Misc. Tools:** Add horizontal rules, line breaks, special characters, clean up messy HTML code, toggle invisible elements, and view/modify the HTML code for a region
- **Snippet:** Insert a preconfigured snippet of code to be used as a template
- **Asset:** Insert a global asset
- **Component:** Insert a component
- **Table Tools:** Create/edit tables within a page

Page Actions Toolbar

The Page Actions toolbar provides tools to edit a page and its properties, preview changes, check links, and perform other functions. More importantly, the Page Actions Toolbar provides the options to publish changes or route them for approval.



- **Preview:** Show a rendered version of a page before publishing or sending for approval
- **Edit:** Select a page region to edit
- **Properties:** Update any metadata properties defined on a page and modify page access
- **Versions:** Show proposed page changes with current page, or any previously published version of a page that has been backed up to the versioning archives, or revert to a previous version of the page
- **Save Versions:** Save a copy of the page to the versioning archives without publishing the page to the production server.
- **Check In/Out:** Assign the content to the desired user account to prevent other users from modifying the content.
- **Publish Options:** Publish the page to the production server, schedule a publish, submit the page to another user for approval, or set the content to expire.

Getting Started

1. To edit any page, log in by clicking the DirectEdit link (copyright symbol at the bottom of the page).



2. Enter your **Username** and **Password**. Then click **Log In**.

Selecting Regions

Select a region of a page to edit within the WYSIWYG Editor by clicking on the green buttons within the page.

The screenshot shows the WYSIWYG editor for the 'About Stockton' page. On the left is a sidebar with navigation links: 'About Stockton University', 'History', 'The Stockton Idea', 'Values', 'Consumer Information', 'Plans', and 'President's Office'. Below these are two promotional banners: 'A DISTINCTIVE Vision EMBRACING STOCKTON'S FUTURE' and 'stockton NOW The Official Stockton University E-zine'. The main content area is titled 'About Stockton' and contains sections for 'Students (Fall 2015)', 'Academic Degrees', 'Faculty', and 'Facilities'. A green button labeled 'Main Content' is circled in red. On the right side, there is a search bar labeled 'Find Information For...' and a large image of a river with autumn foliage. A green button labeled 'Right Sidebar' is also circled in red.

Editing Content

Begin editing content using the OU Campus WYSIWYG Editor. Simply edit the page using the toolbar functions provided at the top of the screen

Once finished editing, click the **Save** button for additional functions.



Commonly Used Functions



Paste as Plain Text: Paste only

- text and remove all formatting



Spell Check: Checks the

- spelling in the region being edited



Clear Formatting: Remove all

- selected text formatting and return the text back to the defaults settings for a page



Insert / Edit Links: Add links to

- the selected content or images and modify existing link properties



Remove Links: Remove links to

- the selected content or images



Insert / Edit Images: Add

- images or edit selected image properties



Insert / Edit Embedded Media:

- Add media or edit media properties from various media formats



Insert Snippet: Insert

- predefined code into the WYSIWYG Editor



Insert Asset: Insert a global asset

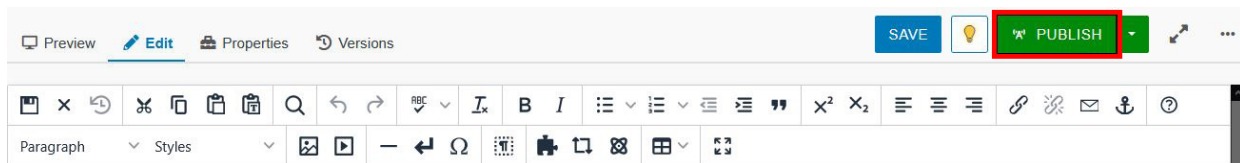


Insert Component:

- Insert component button

Approving/Publishing Pages

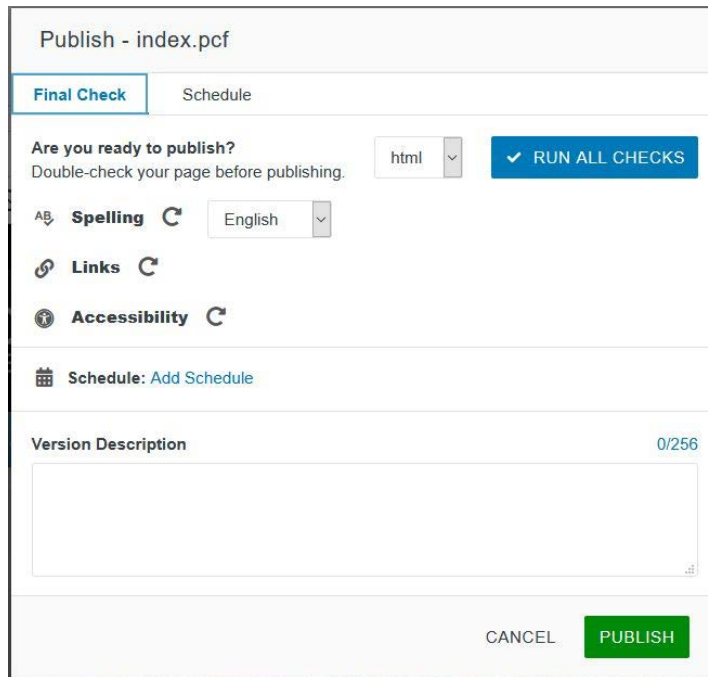
After saving a page, the Page Actions toolbar is displayed with a preview of the page. If there are no further changes, the page is ready to be published.



Depending on user level, choose between:



Before publishing, add an additional message describing page changes. Doing this makes it easier to view previous revisions and see what has been changed. You can also run a page check for spelling, links and accessibility. Next, click **Publish**.



Publish - index.pcf

Final Check | Schedule

Are you ready to publish?
Double-check your page before publishing.

html

AB Spelling English

Links

Accessibility

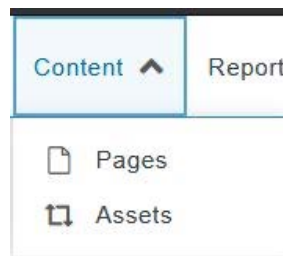
Schedule: Add Schedule

Version Description 0/256

CANCEL PUBLISH

Creating Pages

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



New pages are created via templates.

To create a new page

1. Click the **New** button.
2. Select the **New Interior Page** template.
3. Give the page a **Name**, **Description** and **Filename**.
4. Click **Create**.