

## OU Campus - Uploading a Document from **outside** a page

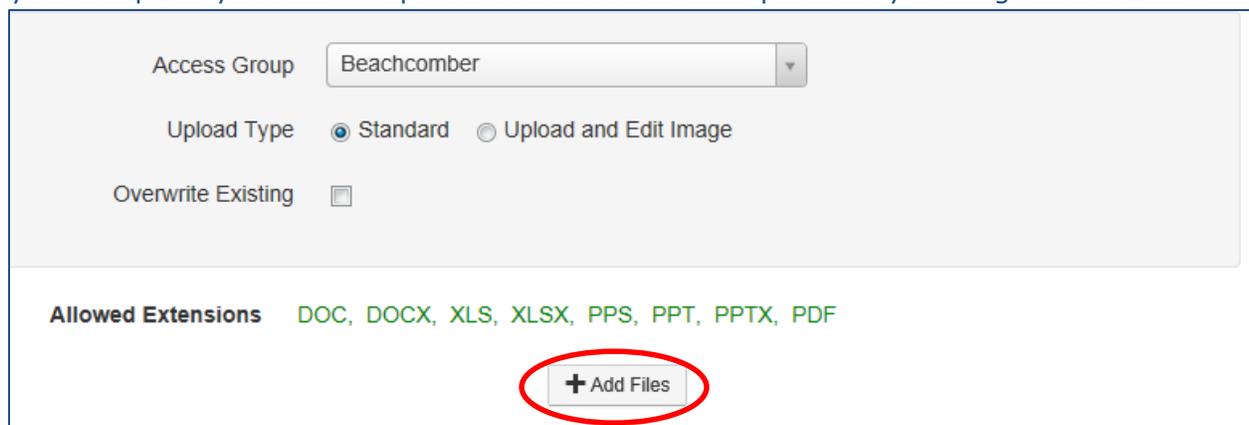
1) Go to your department folder in OU and then find your Documents folder. Example: home/Beachcomber/Documents

2) You must be in the Content - Pages view and be *sure you are on the **Staging** tab (black text vs grayed out text)*

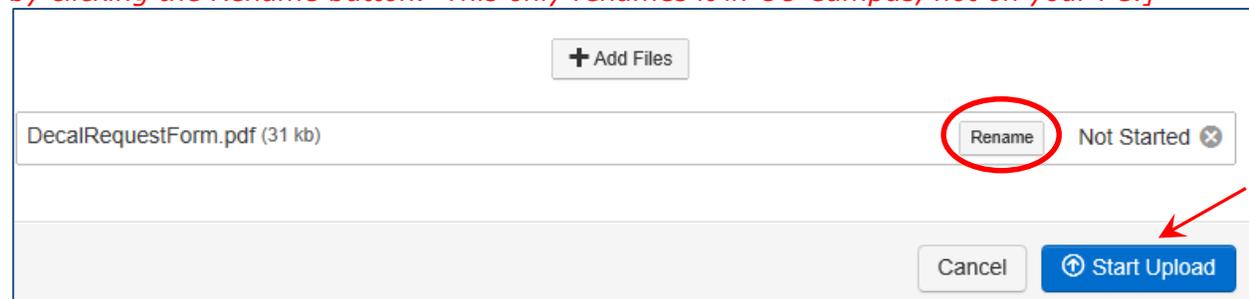


3) Click **upload** in the top right area.

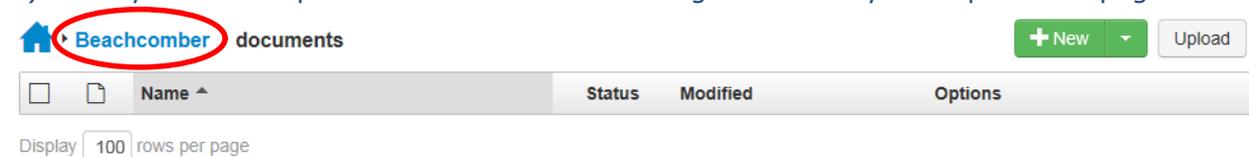
4) A new window comes up - click the **+Add Files** button to locate the document(s) on your computer you want to upload. You can select multiple files by holding the CTRL button.



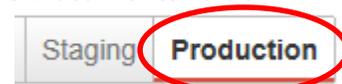
5) Once you have selected the document(s) you want to upload, they will show in the window. Click the **Start Upload** button. *DONE will appear saying upload was successful. [Be sure file is named correctly - no spaces or underscores. If not, you can rename it here by clicking the Rename button. This only renames it in OU Campus, not on your PC.]*



6) Click your blue department folder name to navigate back to your department pages.

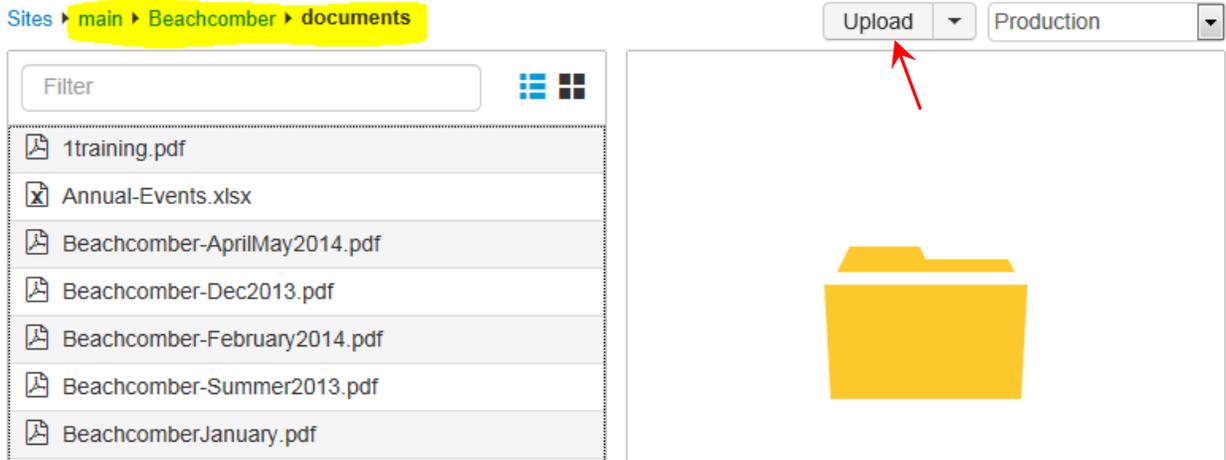


**NOTE:** Click the **Production** tab if you want to view the items in the Documents folder.

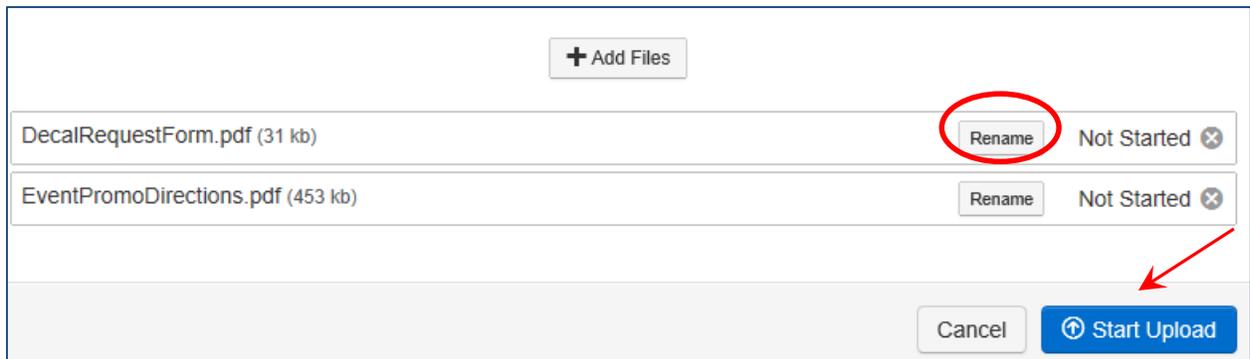


## OU Campus - Uploading a Document from **inside** a page

- 1) Find your page and get in the Edit mode - highlight the text you want to link to the document and click the Link icon from the toolbar. On the Insert/Edit Link window, click the Browse icon  and double-click on your Documents folder. (You may have to go up one level to find your department documents folder.)



- 2) Click Upload and then the **+Add Files** button to locate the document(s) on your computer you want to upload. You can select multiple files by holding the CTRL button.
- 3) Once you've selected the document(s) for upload, click the **Start Upload** button. *[Be sure file is named correctly - no spaces or underscores. If not, rename it here by clicking the Rename button. This only renames it in OU Campus, not on your PC.]*



- 4) Find the newly uploaded document in the list. Click once to select the document and then hit Insert.

In the Insert/Edit Link window, be sure to select **"Open in New Window"** in the Target field.

All documents (and external websites) need to open in a New Window so users do not accidentally close out of the PBSC website.

