



# **OU Campus**

## **VERSION 10**

# **End User Manual**

Last Update: 8/15/2017



Contact [Tish Sailer](#) with comments or questions regarding this Manual.

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# Introduction

This Manual is meant to be a general reference providing instruction on the most commonly used features. It is not an all-inclusive manual of the functionality included in the OU Campus system.

## Help Documents and Support

Additional help documents are available on the PBSC Web Help page: [www.palmbeachstate.edu/Web](http://www.palmbeachstate.edu/Web) with more detailed instructions on various topics. For one-on-one help, contact Tish Sailer who can assist via email, phone, Skype and/or desk-side coaching.

## Accessing Pages and Login Steps

To edit or add pages, login by using the DirectEdit link and then navigate, if needed, using the Site Tree.

### Login using DirectEdit Link

Palm Beach State's DirectEdit link is the **copyright** symbol found on every page of the website in the bottom footer. FireFox or Chrome are the best browsers to use with OU Campus v.10

To login and edit, **find your web page on the live site** and then:

1. Click on the DirectEdit link.



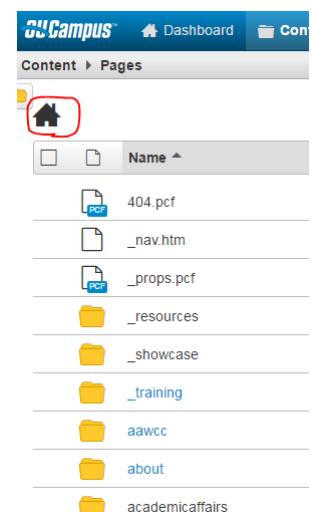
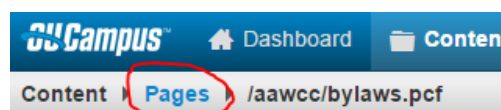
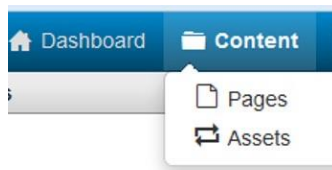
2. Sign into OU Campus using your normal College ID and password (do not use @palmbeachstate or @pbcc).

If you click the DirectEdit link (copyright symbol) on a page you don't have permissions to, you may get an error message or a blank page. You are actually logged in but you don't have permissions to the page you logged in from (i.e. the PBSC home page) so you will now have to navigate to your page instead.

*Note: Once logged in to OU Campus, clicking on the DirectEdit link from any page on the live Web site will open OU Campus directly to that page without having to log in again.*

## Navigating OU Campus Using Site Tree

Once in OU, you can also access pages by navigating the Site Tree. Mouse over Content in the top blue bar and click Pages.



Clicking on Content/Pages or the House Icon will allow you to navigate to the folder/page that you need to edit. Only the folders you have permissions to will show up as blue hyperlinks. Those you don't have permission to will show up as plain black text. The House Icon will always bring you to the main site tree. Click the blue hyperlink text, next to the folder, to view the pages within.

Once the page to be edited has been found, you can hover or mouse over the page line to see the options available – choose Edit or click the blue page name to access it directly.



#### FOLDER CONTENTS:






Every folder consists of 4 basic items as shown to the right:

**\_nav.htm** ---- used to edit the right sidebar navigation boxes

**\_props.pcf** ---- not used by Web Maintainers




**default.pcf** ---- the home page of every area

**documents** ---- the documents folder where you upload PDF files

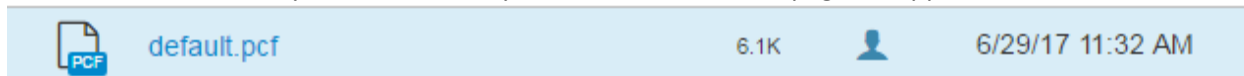
 Name ^
 <a href="#">_nav.htm</a>
 <a href="#">_props.pcf</a>
 <a href="#">default.pcf</a>
 <a href="#">documents</a>

## Checking Pages Out

**Status indicators** reflect the state of an OU Campus page. These icons are shown on many screens that display listings of content. For example, a yellow light bulb indicates a page is checked out to you and a red lock indicates the page is checked out to another user. The unlit light bulb indicates the file is available to check out. NOTE: Only one person at a time can check out/edit a page.

Icon	Description
	An unlit light bulb indicates that the page is checked in and can be checked out for editing by any user with the proper permissions.
	A lit light bulb indicates that the page is checked out to the current user (the individual currently logged into, working in, and viewing <u>OU Campus</u> ).
	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.

This Icon below is what you will see once you have submitted the page for approval.



### Checking a Page Back In

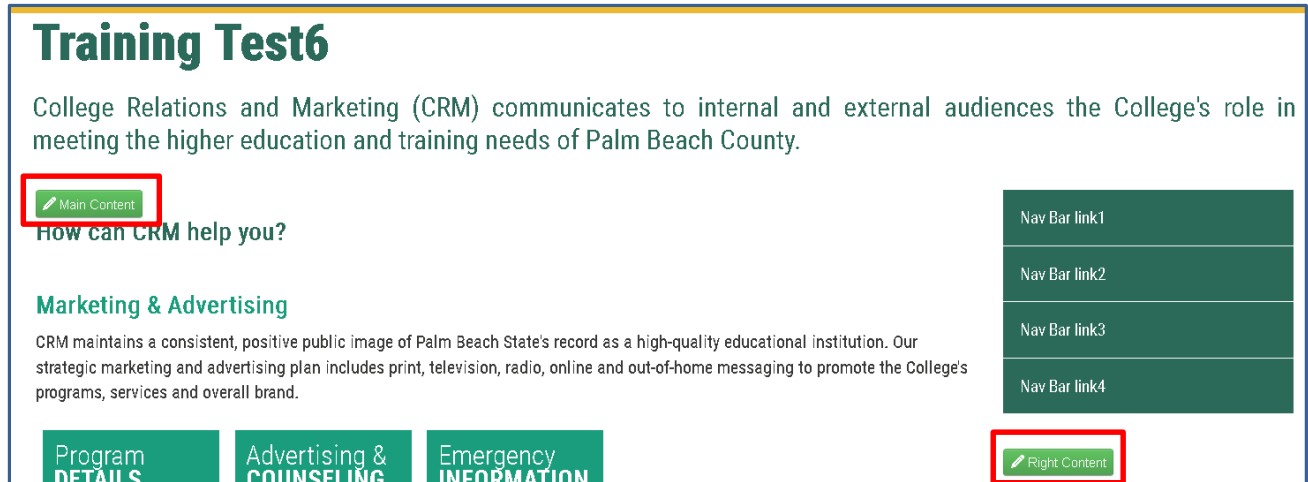
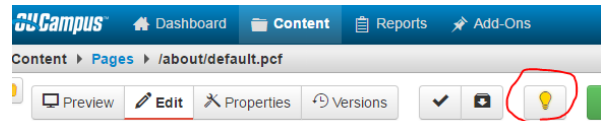
It is important to note that pages will remain checked out to the user until:

1. The page is sent for approval
2. The page is Published - OR -
3. The user checks the page back into the system by clicking on the yellow light bulb.

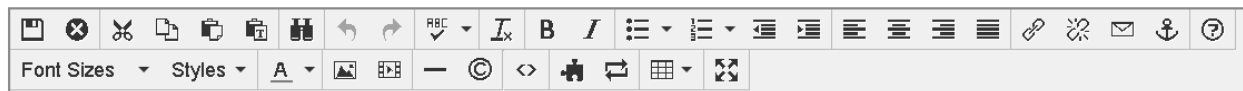
**Best Practices** – Be sure to check the page back in when finished editing, so it can be available to others.

## Editing a Page

Once on the page you wish to update, click the green edit “content” button to edit that area. If you do not see a green button, be sure you have the page checked out by clicking the lightbulb icon in the top page action bar.



The page may include many editable regions, or just one. Click until you see the WYSIWYG toolbar.

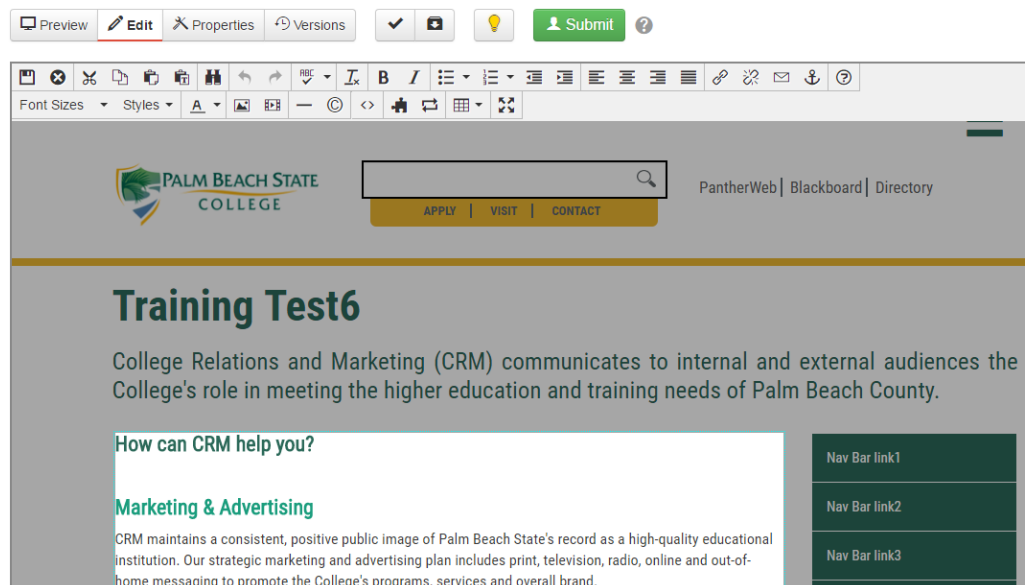


In addition to seeing the WYSIWYG toolbar, the editable region will be highlighted. See image below.

- (1) Make necessary edits and then **Save, Preview & Test links**. Continue to make edits until complete.
- (2) **Submit** the page for approval so the changes can be Published to the live Web site.

With JustEdit, users are able to make changes to an editable region while seeing how the content will appear on the live site.

Once the edits have been made and saved, the page can be seen by clicking the Preview tab in the top page action toolbar.



## Adding a New Page or Section

To create a new page or section, hover over Content and click Pages to bring up the following view. Click on the “New” button dropdown. A New Section means pages in that folder will have a different Nav Bar than pages in your main folder. **Most times, you will only want to create a New Interior Page.**

To create a new page, select **New Interior Page**.  
To create a new folder, select **New Section**.

These directions are for creating a New Interior Page.  
Complete the fields for the page and then click the blue Create button.



### New Interior Page

**General Page Setup**

**Page Title**   
Required Field. Enter the page title. This will also be displayed by search engines as well as the web browser window.

**Description**   
Important. Enter a short description of the page, to be displayed by search engines.

**Tags**   
Choose Tags to be added to the page. These can be updated in page properties to add more later.

**File Configuration**

**Add Navigation Item**   
Specify if a link to this page should be added to the navigation. Note that both files need to be published after creation.

**Filename**   
Enter a filename using only lowercase letters or dashes

**Interior Page Options**

**Overwrite Existing** ☐  
If selected, this file will overwrite any existing file of the same name in the same location.

**Access Group**   
Specify the group with rights to edit this file.

Follow the helpful tips (shown in gray) to complete the required fields.

There are only 3 fields you need to complete.

The other fields can remain with the defaulted information.

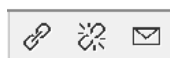
Tip: Filename is the page name and what will show in the Site Tree and the web address.

Click “Create.”

You will be able to come back and edit these fields later, if needed, by checking the page out and then click on the Properties tab.

You can now add text (use Notepad), links, images, tables, etc. on your new page.

# Creating and Editing Links



The first icon is to Insert or Edit a link. The second icon will break a current link. The third icon is to add a link to an email. The icons are not active unless your cursor is on a current link or you have text highlighted. Links can point to pages, websites, documents, images, etc.

**Linking to INTERNAL page** (another PBSC web page): Click the “Insert Link” icon and then click on the **browse** button. *[browse is critical for Dependency Manager to work]* Navigate to the page you want the link to open. If the desired page is not in the current folder, use the

Site Tree to navigate to the desired page. Click once on the page name. Insert > OK and then Save to preview and test the link.

When linking to an **internal** page, the link can open in the same window (the default) or a new window - as you prefer. When linking to a **document** or an **external** website, the page should always open in a **New Window**. This selection is made in the field labeled “Target.”

Complete the “Title” field with a brief description for use by screen readers and site compliance checks.

**Linking to EXTERNAL website** Highlight text and click Insert Link icon. Type in or copy/paste the web address into the “URL” field. Choose **New Window (Target field)**. Insert > OK and Save to test link.

**Linking to a DOCUMENT** Highlight text, click Link icon. **Browse** to find the document you want to link to. This may be a PDF document already in the Documents folder or you may upload a new document. *[You must be in the DOCUMENTS folder to upload or you will get an invalid extension error – see upload directions]*

Select File, Insert > OK and Save to test the link. Remember to choose **New Window in the Target field**.

**Links and Dependency Manager** Dependency Manager automatically updates the link if a page is moved or renamed. It’s critical to **browse** for the page to ensure Dependency Manager is applied. Instead of the URL appearing in the “URL” field, a Dependency tag code will be seen. You can see where the link is actually pointing in gray text, directly underneath the “URL” field.

**Linking From an Image** You can also link to all these same things from an image. Click once on the already inserted image and open the same Insert/Edit Link window. Follow the same steps as above.

**Editing a Link** Click once on the link text (do NOT highlight the text) and then click the Link Icon in the toolbar. Make the edits and save.

# Uploading Documents and Images

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**IMPORTANT: Do not use spaces, underscores or any other special character** in page, document or image file names! A dash (-) may be used, if needed for separation.

**YOU MUST BE IN THE DOCUMENTS OR IMAGES FOLDER TO UPLOAD OR YOU WILL GET AN “INVALID EXTENSION” ERROR.**

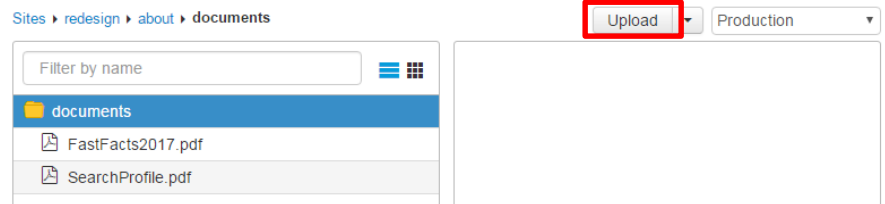
## Uploading Documents



Highlight the text you want to be the hyperlink. Click the “link” icon in the WYSISYG toolbar and then the browse button next to the “URL” field. Navigate to your Documents folder & open it.

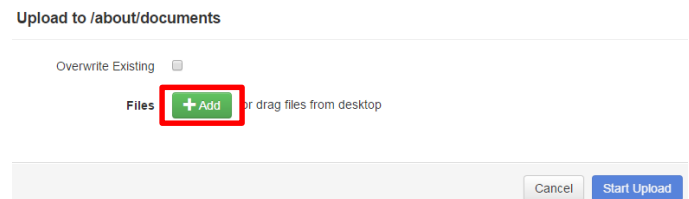
1. Click the “Upload” button.

2. Click the green **+Add Files** button to browse your computer for the desired document file(s) you wish to upload.



You can also **Overwrite** an existing document from this screen by checking the box first.

3. After finding and selecting the desired document file(s) on your computer, click “Start Upload”



**Note:** You can upload multiple files by holding CTRL button when choosing documents.

4. You should get a message that the file(s) was uploaded successfully.
5. Find the newly uploaded document and select it to create the hyperlink.

## Overwrite Directions

If you want to “Overwrite” a previously uploaded file, check the box first, BEFORE browsing and selecting your file.

**To Overwrite, the file name must match exactly.** File uploads are immediate and need no approval. However, if you do not see the latest version on the live site - don’t panic! You can try deleting your browsing history or ask someone else to view it from their PC. Most likely, you did the upload correctly. This is a “cache/cookie” issue and your computer will eventually catch up and show the latest version.



## Uploading Images

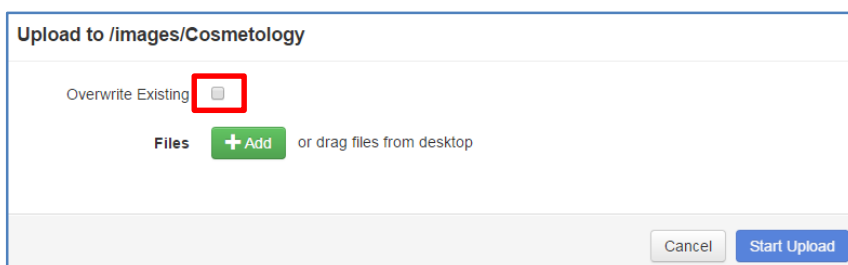


Place your cursor where you want the image. Click the “Image” icon in the WYSISYG toolbar. Click on the browse button next to the “Source” field. Note: If you are not automatically taken to the Images folder for your area, you may have to navigate there. *(contact Tish Sailer to set up this automation)*

1. Click the “Upload” button.
2. Click green **+Add** button to browse your computer for the desired image file you wish to upload.

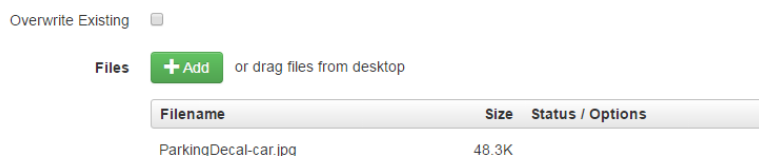
You can **Overwrite** an existing image from this screen by checking the Overwrite box first.

3. After finding and selecting the desired image file(s) on your computer, click “Start Upload”.



**Note:** You can upload multiple files by holding CTRL button when choosing images.

4. You should get a message that the file(s) was uploaded successfully. It will give an error if the file is not named following rules. You can rename it there in OU by hovering over the Status/Options column.




5. Once uploaded, find the newly uploaded image and select it to insert the image on the current page.

**HELPFUL TIPS -** When uploading images, keep in mind that the image should:

- be resized BEFORE you upload it to your images folder in OU Campus
- be no larger than 1200 pixels wide
- you may request Photoshop installation from the PBSC Helpdesk.
- have no spaces, underscores or special characters in the file name (you may use a - dash)
- be a photographic image - no cartoon, clip art or animated images are allowed
- be of good quality and not stretched out of proportion or they are subject to removal
- TO VIEW A LIST OF ALREADY UPLOADED FILES, YOU MUST CLICK ON THE PRODUCTION TAB.

**NOTE:** Images uploaded to the wrong place will be deleted, causing a broken link on your page.

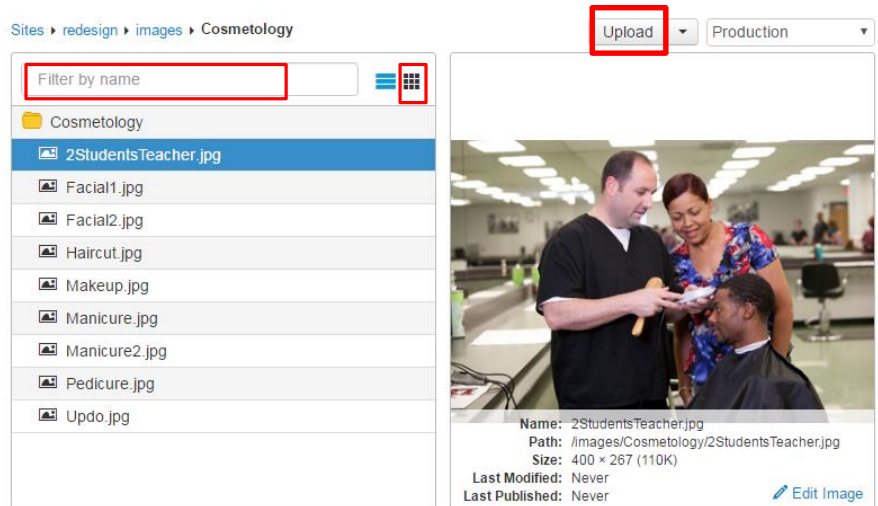
# Inserting Images

1. Click on the “Insert Image” icon in the WYSISYG edit toolbar: 

2. Click on the browse button next to the “Source” field, and find the image to be inserted. If you are not automatically taken to the Images folder for your area, you may have to navigate there.  
(contact Tish Sailer to set up this automation)



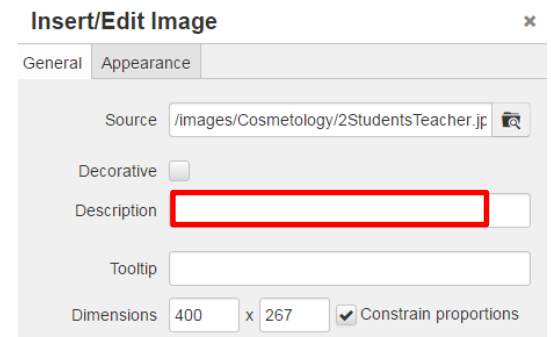
3. You can use the Filter field to search for an image or you can click on the desired image name to see a preview or you can switch to thumbnail view. Click “Insert” to choose it.



4. After selecting the image, add a short “Description” or check the Decorative box, if no action is associated with the image link.  
[This is required for accessibility standards compliance and will be used by screen readers.]

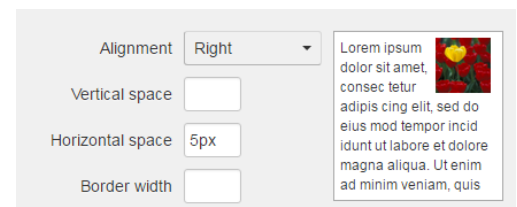
5. Appearance Tab: If desired, update the “Alignment” field (left or right) to allow the text to wrap around image.
  - To add some space around the image, use the “Vertical Space” and “Horizontal Space.” This is done in pixels and generally 3-5px will be enough.
  - A “Border” is also identified in pixels. Leave blank for no border. If you want a border, 2px should be sufficient.

6. Click “Insert”



## Editing Images:

You should always resize and crop images **BEFORE** you upload them to OU Campus. You may use Photoshop, MS Picture Manager, Windows Live Photo Gallery or other photo editors. To edit an image already on a page, click once on the image to highlight it and then click the “Insert Image” icon to bring up the Insert/Edit Image window.



## Adding a Sidebar (Navigation boxes)

The Sidebar is an optional feature. When used, the information shows in a column on the right side of the page. The Sidebar can be turned on or off from the Properties tab in the Sidebar Section.

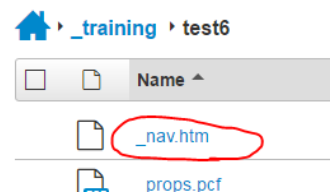
Click the first box to create a Sidebar on your page. You can then edit content from the JustEdit mode on the page. Or, you can choose to display up to 10 Navigation links which show up as green boxes. To do this, you must also check the second box. Click Save to implement your choices.

*Sidebar Section*

Display Sidebar	<input checked="" type="checkbox"/> Enabled if checked
<i>This will display the sidebar section</i>	
Display Navigation	<input checked="" type="checkbox"/> Enabled if checked
<i>This will display the navigation bar. Only if sidebar section is on</i>	

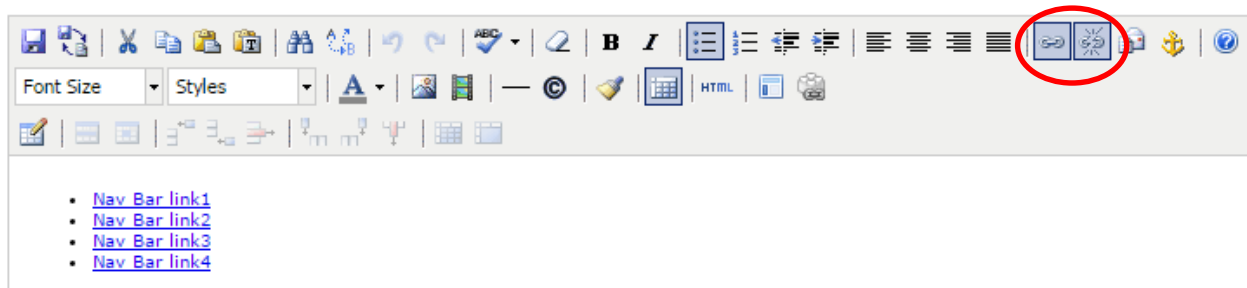
### Editing Nav Bar Links

To add or edit the Navigation links, you must check out the **\_nav.htm** file found in the pages view. It is generally the first page at the top of your area in the Site Tree list. Check out the \_nav.htm page to use the WYSIWYG toolbar.



To **Add** a new link, place the cursor where you want the new line to be and hit return to create a new line. Type in the new text. Highlight the text and click the Link icon in the toolbar to open the Insert/Edit Link window.

Browse to find the document or internal page you want to link to - or - copy/paste the URL if you want to link to an external page. Remember . . . **Target = New Window** if linking to a document or external website. Save and Submit for Approval and Publish.



To **Delete** something from the nav bar, click once on the link and then use the unlink icon to break the link. Then backspace to remove the unwanted text. Save and Submit for Approval and Publish.

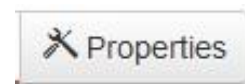
## Editing Page Title - Using Page Properties

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After creating the page, some page Properties may need to be added and/or modified.

Some examples are: Title, Description, and/or Keywords.

To access the page Properties, check out the page you want to edit and then click the “Properties” tab in the top page action bar.



(you must have the page checked out FIRST to have access to the correct properties fields)

The Page Title/Heading is found under **Custom Settings**.

The top Title and Metadata section is for SEO (search) results and this is where you would enter a brief description and keywords.

Alter or add the necessary details. Save the changes and Submit the page for Approval.

**Page Parameters**

**Title and Metadata**

Title

Training Test6

Description

Keywords

Tags

Click to add tags

**Custom Settings**

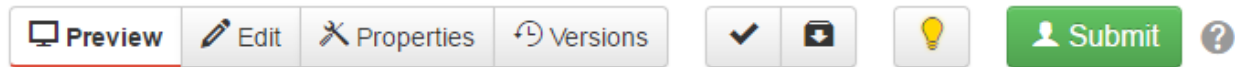
Page Heading

Training Test6

*Page title by default.*

## Submit Page for Approval and Publish

After you have edited and saved your changes, they must be submitted for approval and published to the live site for them to show up.

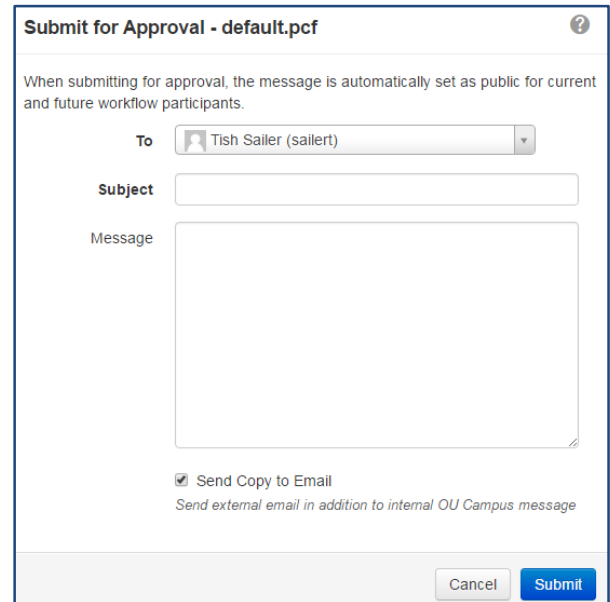


Click the green “Submit” button in the top action bar for the Submit window to open. Sending the page for approval will transfer the checked out status from the current editor to the assigned approver.

1. The “To” field is auto-populated with the approver.
2. The “Subject” field is required. Enter “text only change” or “modified links” etc.
3. The “Message” field is where you can give more details about what you have changed/updated.

**If you have added and/or modified any links or images, you need to state which links/images in the “Message” field and where on the page, if it is a heavy content page. Giving more info will save time and result in a quicker publish process because the approver will not have to review the whole page.**

4. Click “Submit” and you should receive a success message that your **page is pending approval**.



Checkbox next to “Send Copy to Email” should stay checked, unless approver asked you to uncheck it.

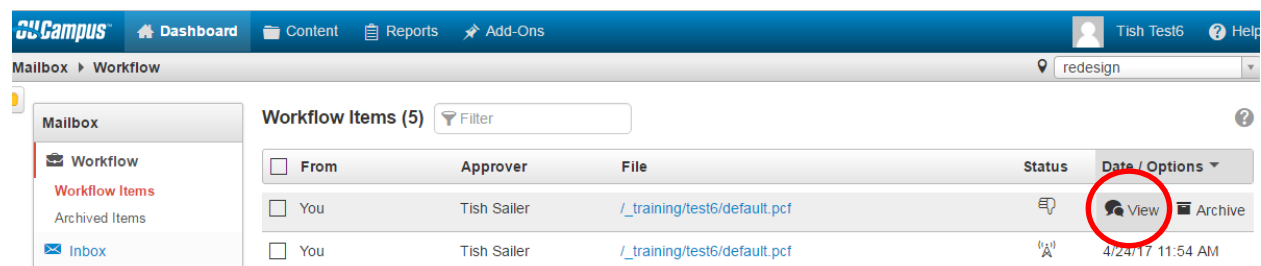
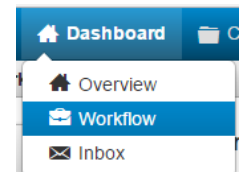
### Approval Time



Pages are approved within 24 hours. Do not submit pages until you are done editing for the day.

### Approval and Publish Declined

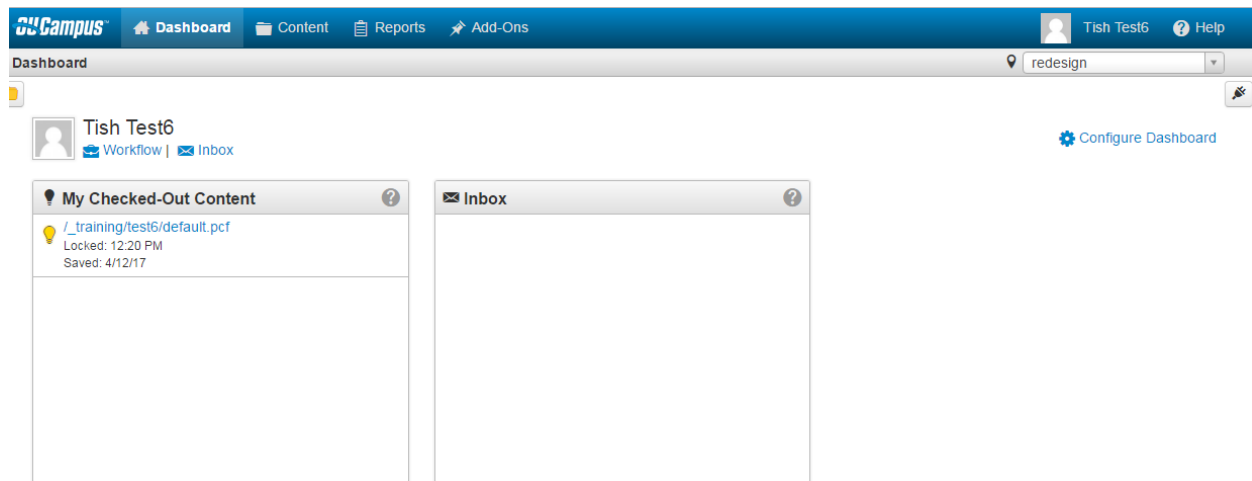
If there are issues with the submitted page, it may be Declined and you will receive notification. Your changes are not lost but you will be asked for further clarification or notified that specific fixes are needed and then you can resubmit the page for approval.

TO SEE MESSAGES, hover over Dashboard and click Workflow. Then click View to see any messages sent from the approver.



From	Approver	File	Status	Date / Options
<input type="checkbox"/> You	Tish Sailer	/_training/test6/default.pcf		 
<input type="checkbox"/> You	Tish Sailer	/_training/test6/default.pcf		4/24/17 11:54 AM

# Dashboard



The Dashboard contains user-specific info and you can configure your Dashboard look and the order. “My Checked Out Content” is probably the most helpful and shows what pages you currently have checked out and provides an easy way to quickly check them back in. It is advised that this screen be checked prior to logging out for the day, to help realize what you have checked out.

## Troubles? Share Desktop with Lync

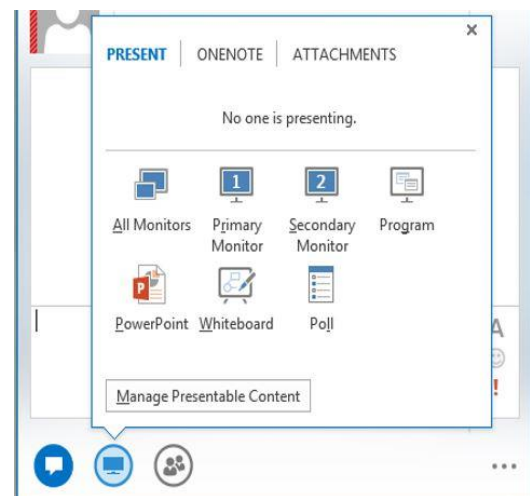


Lync (or MS Skype for Business) allows you to share your desktop so someone else can view what you are doing as it is happening. This is an invaluable tool when requesting help working within the OU Campus system. If you are having problems, open a Chat window by clicking on one of the icons shown above, located in your lower task bar. Send a message to Tish Sailer (or call her at 561-207-5701) to see if she is available. Then follow these steps to share your desktop.

- 1) Hover your mouse over the monitor icon on the bottom of the chat window. Click to share your monitor.

If you have 2 monitors, select Primary Monitor.

- 2) Once Tish accepts the share invite, minimize the chat window – do not close it.



You will now be able to communicate on the phone what steps you are taking in OU Campus that are not working and Tish will be able to watch your desktop actions and walk you through the proper steps.

Check often for more info, latest notices, and further directions on the Web Maintainer Help page at: [www.palmbeachstate.edu/Web](http://www.palmbeachstate.edu/Web)