Section 1: Intro to OU Campus & Login
Logging In

1. Navigate to the page you want edit on the live site.
2. Scroll to the bottom of the page.
3. Click on the © copyright symbol in the footer. This is called the DirectEdit Link.
4. Log in using your normal College User ID and password. (Do not use @palmbeachstate.edu after your user ID).
Logging In – Page Access

If you click the DirectEdit Link (copyright symbol) on a page that you don’t have permissions to (example: the home page), you may get an error or a blank page. At this point, you are logged in and you will need to navigate inside the system to the page you want to edit and have access to. Click on Content, then Pages to access the Site Tree.

If you need access to a page that you do not have permissions to, please submit access request with the url of the page you need to edit to WebContentRequests@palmbeachstate.edu.
Password & Locked Out

When logging in, if you fail to enter your password correctly after three attempts, you will automatically be locked out. You will see this error message and will receive an email notification that you are locked out.

To request that your account be unlocked, please email WebContentRequests@palmbeachstate.edu.
Site Tree

To see all of the web page folders in the entire site click on the blue house button – this is called the Site Tree.
Accessing Pages

When looking at the Site Tree, all of the folders and pages you have access to will have a blue name. This means you can edit these pages. If you need to be able to edit a page that you do not have permission to access, please email webcontentrequests@palmbeachstate.edu.
Dashboard

Use your Dashboard to easily see what you have checked out. Click Dashboard in the top blue menu bar to access your Dashboard.
Configure Your Dashboard

Click **Configure Dashboard** to add features
Configure Your Dashboard (continued)

Add gadgets to your Dashboard by checking the box to enable features and click **Save**.
Checking Pages In & Out

To edit a page you must check it out. If you want to allow someone else to work on a page before it is submitted for approval, you must check it back in. There are three ways to do this. Through:

• The Site Tree
• Your Dashboard
• A Page

*Tip – Think of checking out pages like checking out a library book. You check it out when you are using it and check it in when you are done.
Checking Pages In & Out (continued)

Status Indicators reflect the state of an OU Campus page.

An unlit bulb indicates that the page is checked in and can be checked out for editing by any user with the proper permissions.

A lit bulb indicates that the page is checked out by you.

A red lock indicates that the page is checked out to another user. Hover over the lock to see who has the page checked out.
Checking Pages In & Out (continued)

Check in and out through the Site Tree
Checking Pages In & Out (continued)

Check in and out directly on the page
Checking Pages In & Out (continued)

Check in through your Dashboard
Section 2: Creating a New Page
Create a New Page

Navigate into the folder where you want to create the new page. Click the arrow in the green +New menu and select New Interior Page from the drop down menu.
Create a New Page (continued)

Fill out the fields and click Create.
Linking to a New Page

See Section 3 on how to edit the new page.

A new page must be published before you can link to it.

Click **Submit** to send the page to be reviewed for approval. Once it is approved, create the links to it from other pages or from the navigation bar and then submit those for approval.
Edit a Page

1. Check the page out
2. Click the green **Main Content** button. Once you click this button, the page area that you can edit will be white and the other areas will be grayed out.
3. Important! Make sure to click the Save and Exit icon before submitting the page for approval. If you don’t do this step and just click Submit, your changes will be lost. The icon for this looks like a small floppy disk at the top left corner of the WYSIWYG toolbar.
Edit a Page (continued)

Save And Exit Icon
If you want to come back later and make more changes, you can keep the page checked out and come back to it at another time.

If you are done making all of your changes, click the **Submit** button.
Section 4: Editing Page Header
Change the Page Heading

Click on the Properties Tab

This is the Page Heading

About Palm Beach State College
Change the Page Heading (continued)

Edit the type in the Page Heading field and click **Save**.
Change the Page Heading *(continued)*

If this is your only change to the page, click **Submit** to send it to be reviewed.
Section 5:
Navigation Menu
Navigation Menu

About Palm Beach State College

The Pathway to Success in Palm Beach County

Since opening its doors more than 80 years ago, Palm Beach State College has been an integral player in the remarkable growth and prosperity of Palm Beach County. Our graduates - community and business leaders for generations - have impacted every industry and continue to do so today.

Founded in 1933 as Florida’s first public community college, Palm Beach State has grown from three classrooms and 41 local students to five campuses and 49,800 students from more than 186 countries. One of the top producers of associate degree graduates in the U.S., PBSC also offers baccalaureate degrees, professional certificates, career training, and corporate and continuing education.

Through the years, Palm Beach State College has expanded its mission, programs and reach to become the largest institution of higher education in Palm Beach County and the fourth largest (based on FTE) of the 28 colleges in the Florida College System. Each year, more Palm Beach County high school graduates choose PBSC than any other institution. Students enroll at campus locations in Lake Worth, Boca Raton, Palm Beach Gardens, Brille Glade and Loxahatchee Groves, as well as take courses online.
Enable/Disable the Navigation Menu

Check out the page that you want to add or remove the Navigation Menu and click the **Properties** button.
Enable/Disable the Navigation Menu (continued)

In the Page Parameters window, scroll down to the Sidebar Section. Enable or disable BOTH the Display Sidebar and Display Navigation sections to activate or deactivate the Navigation Menu and click Save.
Add/Remove Links to Navigation Menu

To add or remove links from the Navigation Menu, check out and open the `_nav.htm` file in your page folder.
Add/Remove Links to Navigation Menu (continued)

When editing the Navigation Menu, the links will appear in a bulleted list.

1. Insert your cursor and delete or add bulleted items.
2. See Section XXX to learn how to create a link.
3. Save and click **Submit** as you would for a page.
Section 5: Creating a New Section
Create a New Section

Navigate to the folder where you want to add the new section.

Click the arrow in the green +New menu and select **New Section** from the drop down menu.
Create a New Section (continued)

Fill out the fields and click **Create**. A new folder will be made that will automatically contain the default home page and a Navigation Menu for the section. The Navigation Menu will be unique to the pages contained in this folder. You can create new pages inside this new folder.
Section 6: Layout Using Columns
Column Snippets

• Use Column Snippets to give layout structure to pages. There are three types of Column Snippets to choose from: Two Column, Three Column & Four Column.
• The snippets contain placeholder text and images that you can delete once you insert them onto the page.
• You can insert text, images and video inside the Column Snippets.
Column Snippets (continued)

While editing a page, you can insert a Column Snippet by clicking the Insert Snippet icon in the WYSIWYG toolbar. It looks like a small black puzzle piece.
Column Snippets (continued)

Select which snippet you would like to use and click **Insert**. Edit the placeholder text and images in each column with your content.
Section 7: Copying & Pasting Text
Proper Way to Copy/Paste Text to Page

To remove any formatting you may have on your text that could create negative effects in OU Campus, do the following:

1. Select All & Copy the text from your Word document, pdf or other file and Paste it into Notepad.
2. Select All & Copy the text you just pasted into Notepad and paste it into OU Campus.
3. Format your text inside OU Campus.
Section 8: Subheader Styles
Subheader Styles

There are three subheading styles to choose from.

Subheading Styles

Blue Subheading
Green Subheading
Light Green Subheading

While editing a page, use your cursor to highlight the text you want to change to a subheading. Click the Styles menu in the toolbar and select a Subheading style from the dropdown.
Section 9: Documents
Upload & Link to Documents

You can upload and link to the following file types:

doc, docx, pdf, pps, ppt, pptx, xls and xlsx

All documents MUST be loaded to the documents folder located inside the section folder of the page or navigation menu that you are editing. There are two ways to upload to the documents folder.

1. While editing a Page or Navigation Menu
2. Uploading through the Site Tree
Upload & Link to Documents While Editing a Page or Navigation Menu

1. Highlight the text that you want to link to the document.
2. Click the Insert/Edit Link icon
Upload & Link to Documents
While Editing a Page or Navigation Menu (continued)

3. Click the search folder icon in the URL field

4. Open the Documents Folder and then click upload.
Upload & Link to Documents
While Editing a Page or Navigation Menu (continued)

5. Click the +Add button

6. Navigate to your document that you have saved on your computer, select it and click Open.
Upload & Link to Documents
While Editing a Page or Navigation Menu (continued)

6. Click **Start Upload**

7. Make sure you have your file selected that you just uploaded and click **Insert**

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Image 1: Instructions for uploading a document.
Image 2: Interface for selecting and inserting a file.
8. Select **New Window** under the **Target** drop down menu, if you want your link to open in a new window. If you want it to open in the same window, leave it as None.

9. Click **Ok**

10. Your link is now created! You can test it from the Preview window.
Uploading a document through the Site Tree

1. Open the **Documents** folder in the section folder of the page that you want to edit.

2. Once inside the Documents folder, click the **Upload** button. When uploading, it does not matter if you are on the Staging or Production tabs, but to be able to see what is in the Documents folder, you need to click on the Production tab.
Uploading a document through the Site Tree (continued)

3. Click the **Add** button

4. Navigate to your document that you have saved on your computer, select it and click Open.
Uploading a document through the Site Tree
(continued)

5. Click **Start Upload**

You will receive a message that your upload was successful. You can now create a link to it.
Uploading Image While Editing a Page

1. Click the **Insert/Edit Image** icon in the toolbar.
Uploading Image While Editing a Page (continued)

2. Click the browse folder icon next to the Source field. All pages have an images folder that they are connected to. When you click this icon, a new window will pop up and you will automatically be inside of the appropriate images folder for that page where you will upload your image.
Uploading Image While Editing a Page (continued)

This is the path of where you are uploading to - you can refer to this to make sure you are uploading to the correct folder.

3. Click upload.
4. Click **+Add** and then navigate to the image that you have saved on your computer. Select the file and choose Open.

5. Click **Start Upload**
You should receive a message that your image file was successfully uploaded. Your image is now ready to be placed on the page.
Section 11: Links
Create a Text Link

1. While editing a page, use your cursor to highlight the text you want to be the link.
Create a Text Link (continued)

2. Click the Insert/edit Link icon.
Create a Text Link (continued)

In the Insert Link box you have three options to link to:

• An external web page
• A web page in the College website
• A document

Each of these are achieved differently.
Create a Text Link (continued)

To insert a link to an external web page:
Copy and paste the web address into the URL field. To make the link open in a new window, select New Window from the Target drop down menu. Click OK.
Create a Text Link (continued)

To insert a link to a web page on the College website:

**You will need to navigate to the page in OU Campus.** DO NOT copy and paste the web address. This is because OU Campus uses a dependency manager within the system. By navigating to a page, you ensure that no matter what changes occur to the page you are linking to (such as changing the name of the page, or moving it within the system) your link will remain unbroken.

1. Click the browse folder icon next to the URL field.
Create a Text Link  (continued)

To insert a link to a web page on the College website:

You will need to navigate to the page in OU Campus. DO NOT copy and paste the web address. This is because the OU Campus uses a dependency manager within the system. By navigating to a page, you ensure that no matter what changes occur to the page you are linking to (such as changing the name of the page, or moving it within the system) your link will remain unbroken.

1. Click the browse folder icon next to the URL field.
Responsive Video Snippet

To embed video on your page, you must have it uploaded and posted online before linking to it. You cannot upload videos to the OU Campus system. If you have a video that you need uploaded, you can:

• Request that it get loaded to the official College YouTube channel (please contact Lindsay McGlynn, Digital Media Coordinator in CRM)
• Request that it get loaded to Kaltura, the College’s official video cloud-bases storage server (please contact the Service Desk)

Some departments choose to use their own third party storage systems or platforms, which is okay as well.
Responsive Video Snippet (continued)

To embed video on a page, you will need to use the responsive Video snippet. This snippet ensures that the video will size appropriately across all platforms including on mobile.

To embed a video to the full width of the page:

1. Click the **Insert Snippet** icon
Responsive Video Snippet (continued)

2. Select the **Video** snippet and click **Insert**.
Responsive Video Snippet (continued)

You will now see your video snippet on the page.

While editing the page, you will not be able to preview the video.

Once you click the Save and Exit icon in the toolbar, you will see the video.
Responsive Video Snippet (continued)

3. To replace the placeholder video inside the snippet with your video, click anywhere on the grey video placeholder box.
Responsive Video Snippet (continued)

4. Click the Insert/edit Video icon.
Responsive Video Snippet (continued)

5. Open a second window in your browser and find the video online that you would like to embed. Select the entire web address (URL) at the top of the browser window and copy it.
Responsive Video Snippet (continued)

6. Go back to your window with the video snippet and paste the web address (URL) into the Source field and click OK.
7. Click the Save And Exit icon. You should now see your video on the page.
Responsive Video Snippet in Columns

You can use the Column snippets on a page and insert the Video snippets inside of them to help you layout a page. Follow the directions for inserting Column snippets in Section 6. Once inserted on the page, remove the placeholder content in the column you want a video and insert the Video snippet. The Video snippet will automatically fill the column width.
Responsive Video Snippet in Columns (continued)

Example using 3 Column Snippet

While editing the page

In Preview Mode
Responsive Video Snippet in Columns (continued)

Example using 4 Column Snippet

While editing the page

In Preview Mode