



OUCampus v10


Basic Access and Editing Instructions

February 2017

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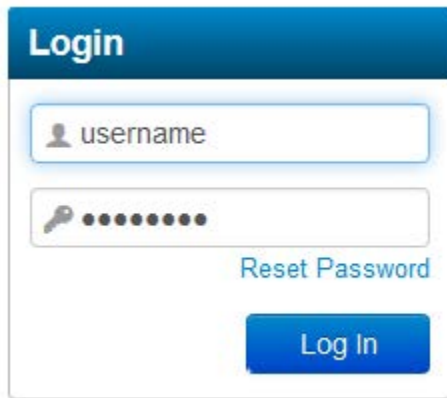
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Logging on to OU Campus

1. Open a web browser and navigate to the page you want to edit.
2. Click the Direct Edit button on the bottom of the page 



3. Log in to OUCampus with your DU Username (up to 8 characters, usually first initial and last name and webCentral password) **Note: You will receive an “Access Denied” error message if you do not have rights to edit the page.**

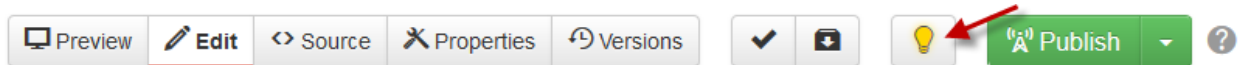


Login

[Reset Password](#)

Check In/Check Out Concept

- OmniUpdate uses a system of check-in and check-out to limit access to editing files to one person at a time.
- Check-out occurs when the **Edit** button is clicked. A “light bulb” button is yellow when the page is checked out. If you see a padlock and do not have an edit button, someone else has the page checked out. Hover over the lock to see that user’s name.

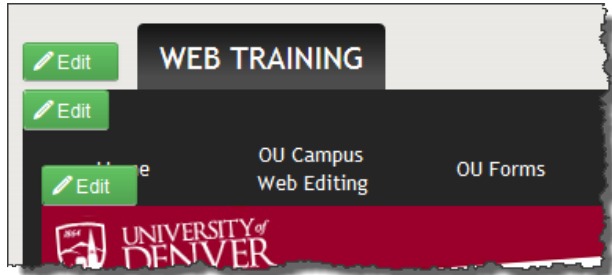


- No other users may edit the file while checked out (except for website managers).

Check-in happens when one manually clicks the check in button, or the page is published. Once a page is checked in, other users can edit it.

Editing a Page

1. Once you have logged in, click on the appropriate edit button (e.g., “Edit Main Text Area” or “Edit Page Title”) to open the WYSIWYG (What You See Is What You Get) editor.

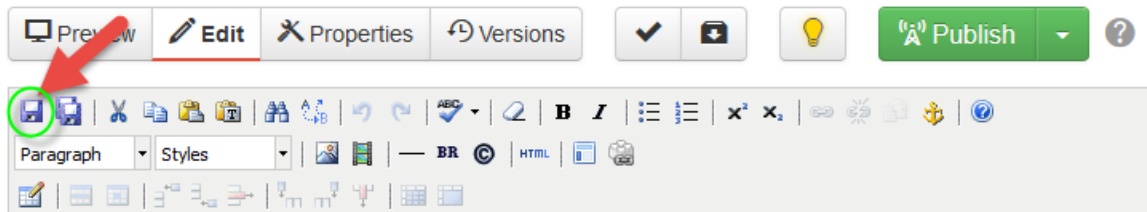


2. You can use the icons in the toolbar just as you do in Word documents to apply bold, italics, numbered lists, and create links..

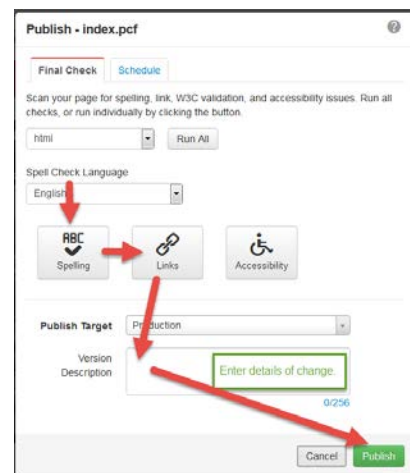


- Make your changes. You can do this by typing right into the page, or you can paste in text you have copied.

3. Click the **Save** button.



4. Publish the modified page. The Publish dialog box will appear. Check spelling and links, enter the details of the changes made, and choose Publish. Your changes will



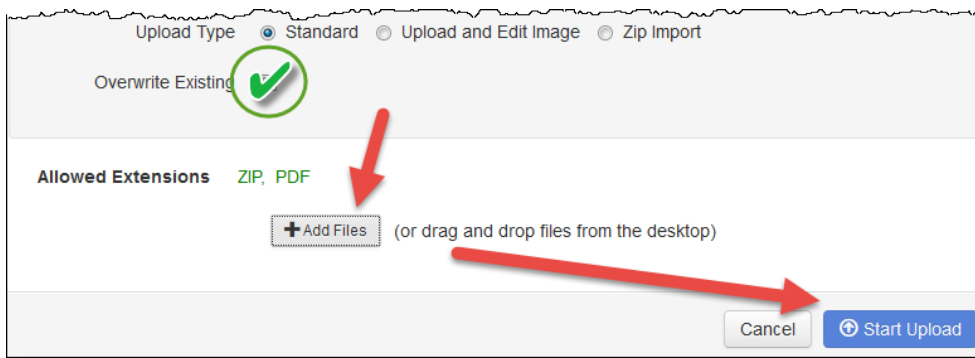
Uploading Files

1. Click on the **Content** tab and navigate to the /media/images folder for image files and media/documents for document files (.pdf). File names must be all lower case letters with no special characters or spaces.
2. Click on the **Upload** button in the top-right corner of this frame.




3. Click the **Browse** button and find the file on your computer. When found, click the "Select" button and select the files to upload. You can select multiple files in one action using the CTRL key.

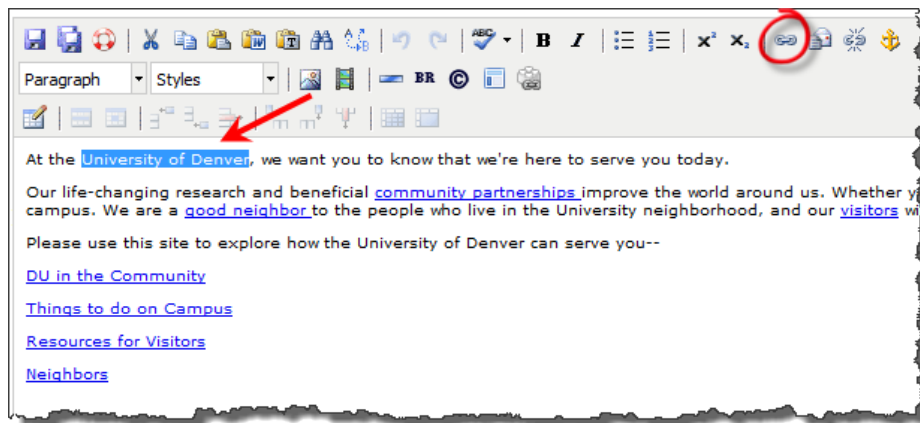
If you are replacing a file that is already accessed from the web, mark Overwrite Existing.



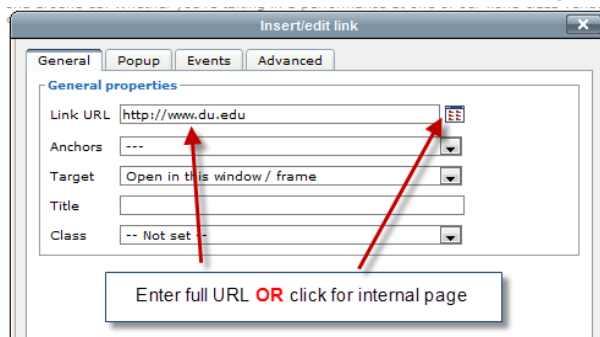
4. Choose **Start Upload**.




Adding Links


1. Select the text you want to link from, and click the chain  toolbar button.



This will open the Insert/edit Link a dialog box.




2. **To link to an external webpage**, type (or Paste from a browser) the site's address (e.g., <http://www.google.com/>) in the Link URL field. Click **Insert** to finish.
3. **To link to a page within your website or to a file you have previously uploaded**, click the button next to the Link URL field . This will open a list of folders and files (files are stored in the media/documents folder). You will use these folders to navigate through the directories within your site. Place a check in front of the page/file you want to link to and click **Select File** .
4. **To link to a document you have not previously uploaded:**
 - Click the button next to the Link URL field . This will open a list of folders and files. You will use these folders to navigate through the directories to your **media/documents** folder.

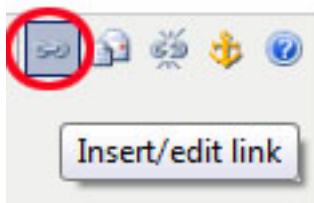
- Click the  button and browse on your computer to the file you want to upload. Select the file and again click . Once you receive a message that the file was successfully uploaded to the Production Server, click .


NOTE: File names cannot have spaces, underscore characters or special characters. You must rename files to remove spaces from file names before uploading. Hyphens are OK.

- Click **Insert** to finish creating the link.

Editing/Removing Existing Links

1. Click on the link text that requires changing.
2. To modify a link, click the chain icon  in the toolbar and follow the instructions above as if you were creating a new link. Click **Update** to finish modifying the link.

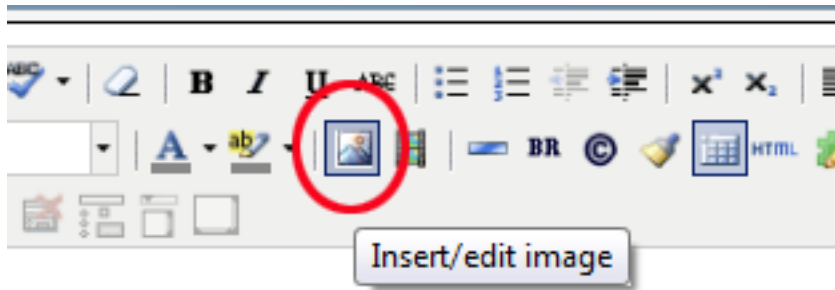


3. To delete a link, click the *broken* chain icon .

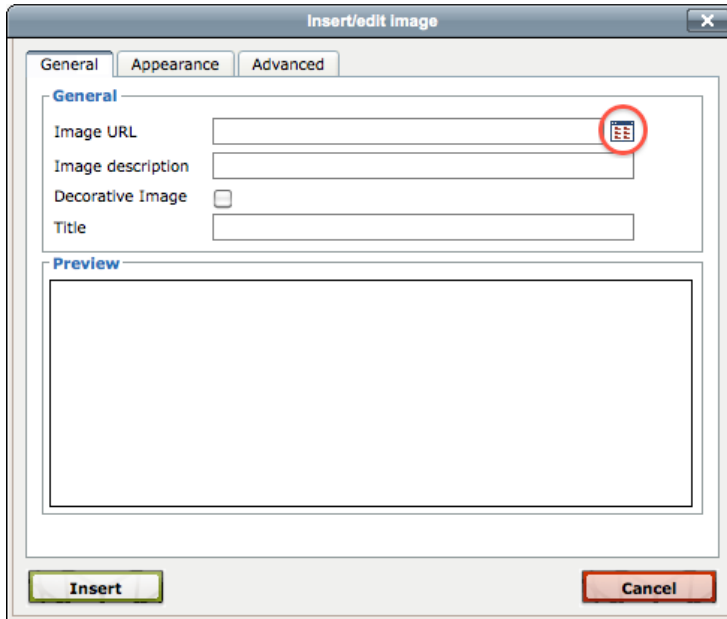


Adding Images

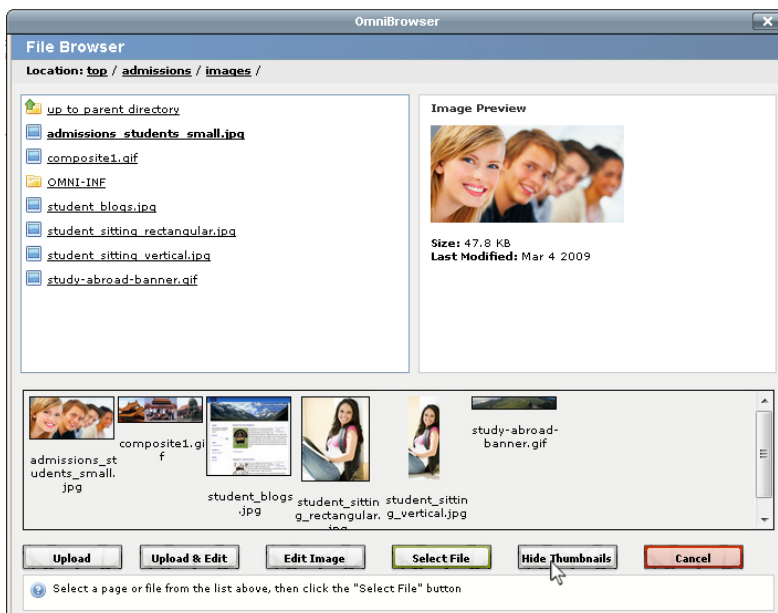
1. Click where you want to insert an image.
2. Click the image icon on the toolbar. This will open a dialog box.



3. Click the button to the right of the **Image URL** field. A list of images will appear.



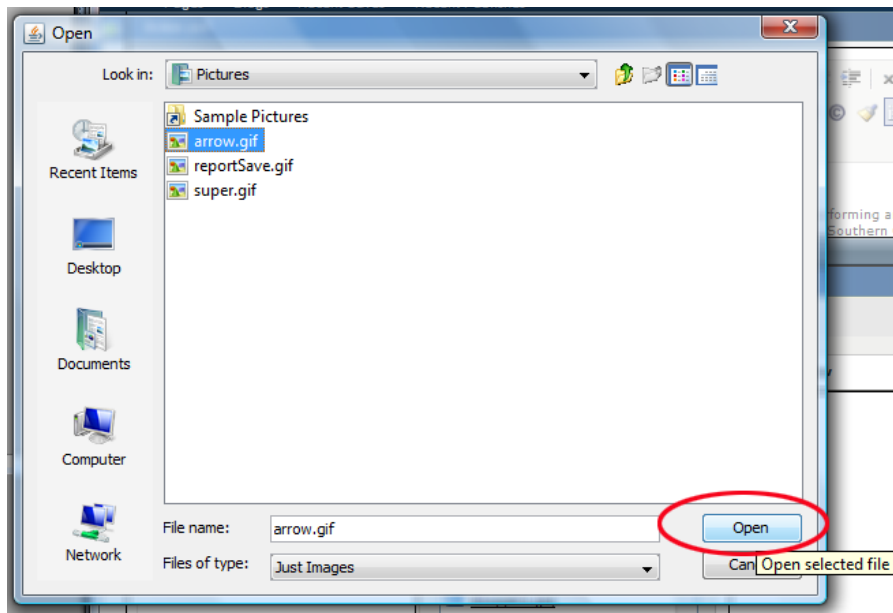
4. To preview all the images in a directory by using our Thumbnails feature, show or hide Thumbnails by clicking the **Hide Thumbnails/Show Thumbnails** button.



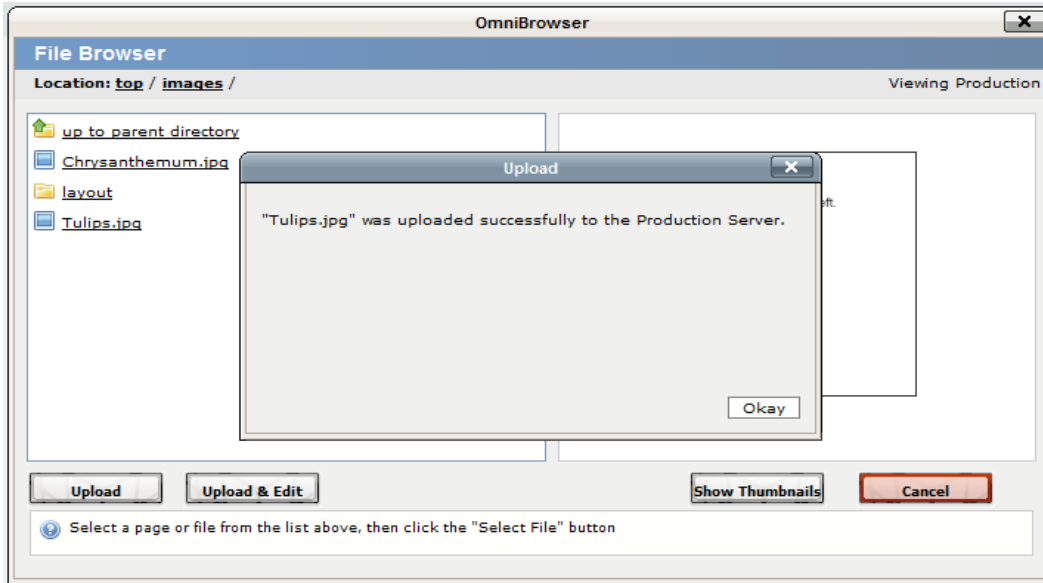
- Alternatively, you can click **Upload** or **Upload to Edit** to upload an image from your hard drive.



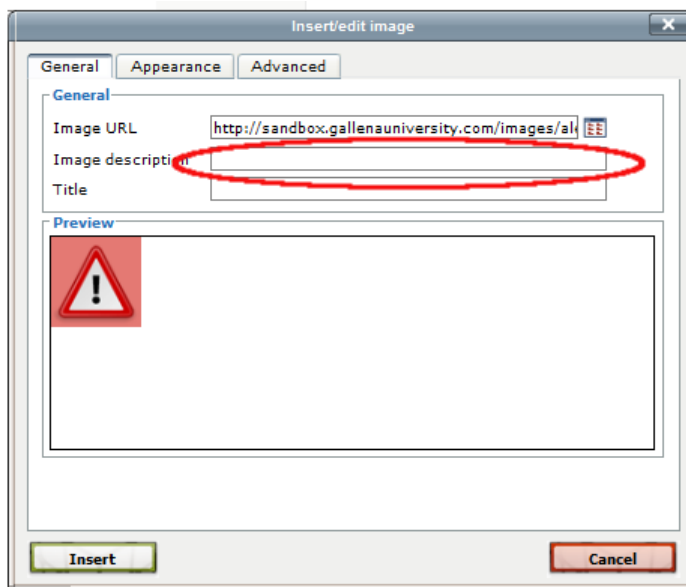
- Select the image you wish to upload and click **Open**



- The confirmation dialog will appear when the image has been successfully uploaded.



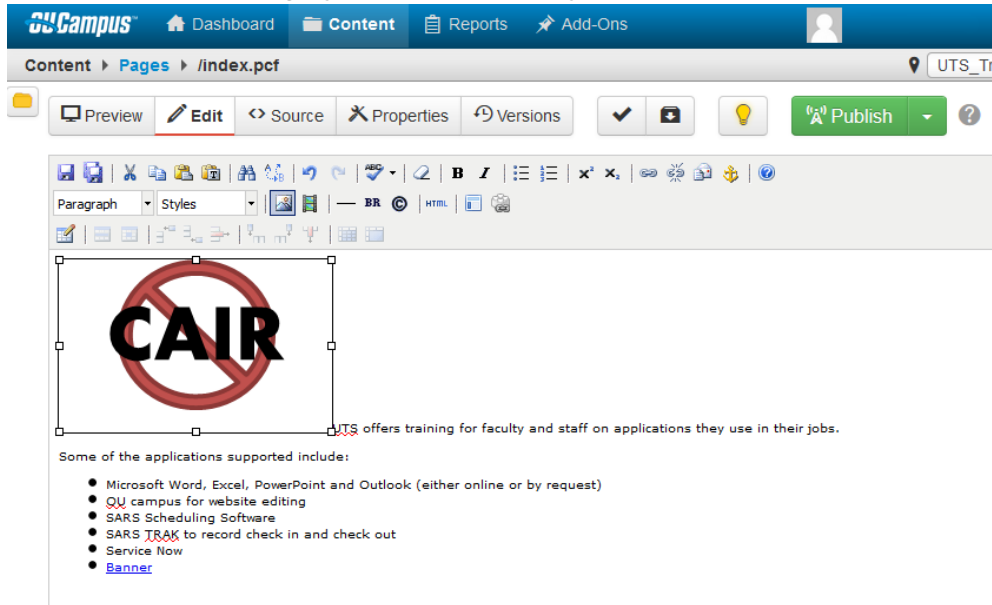
8. The image can now be chosen to insert into the page.
9. Before you can insert this image onto the page, you must enter an image description. Choose two or three keywords that describe the image and type them into the **Image description** field.




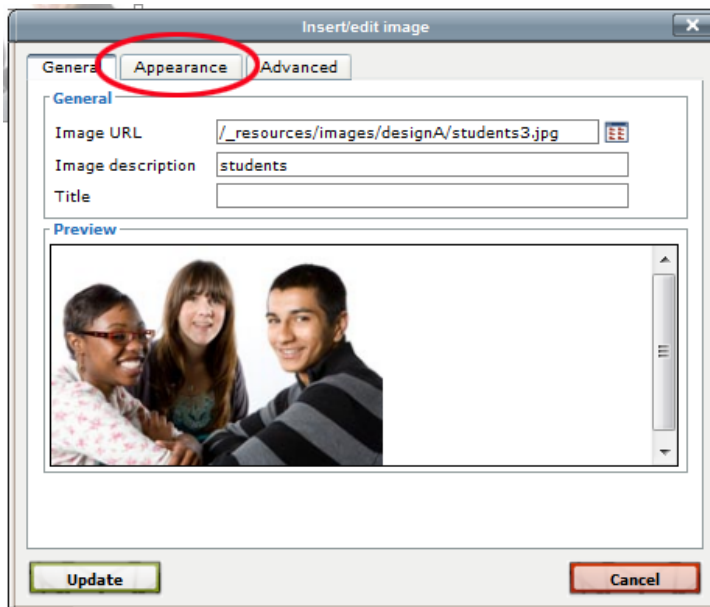
10. Click the **Insert** button at the bottom of the dialog box to insert the image.

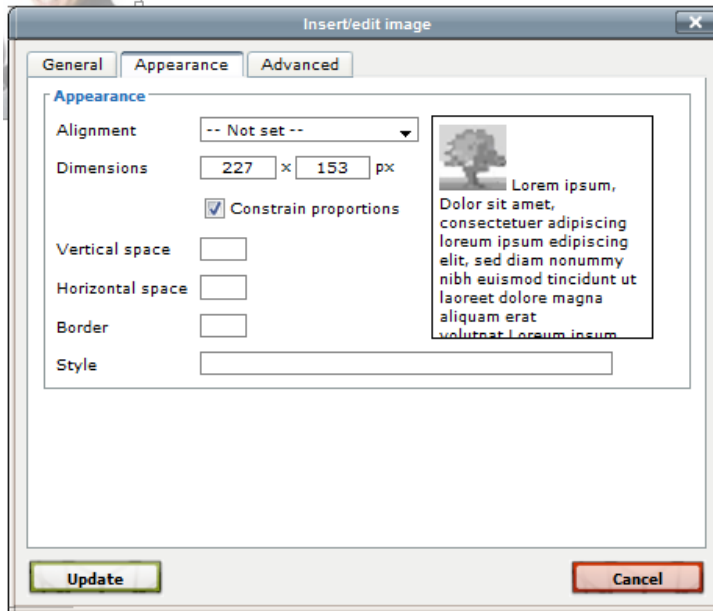
Editing/Removing Existing Images

1. Left-click on the image you want to modify or remove.



2. To make modifications to the image's description or general presentation, click the image icon  on the toolbar.
3. Either change the image description or press the **Appearance** tab to change the image's dimensions, border, and/or padding.





- To remove this image, press **Delete** or **Backspace** on your keyboard.

Edit the Right Sidebar


The right sidebar on template sites is a separate asset. When you click the edit button above the right sidebar, a box with green diagonal lines displays the name of the Asset.

ASSET "Bridee Project: Right Sidebar"
CANNOT BE SHOWN IN WYSIWYG

To edit the asset:

1. Choose the Content tab, and Assets and wait for contents to load..	
2. Select the asset you want to edit	
3. Check out the Asset (light bulb) and click the Edit button.	
4. Make changes as you would when editing page text.	
5. Click Save.	
6. Click the green publish toolbar button, then Publish again. All pages reference the asset will be updated.	

To insert an asset into a page.

Click where you would like the asset to appear. On the second row of toolbar buttons, click the Insert Asset button (last button on the second row of buttons) . Select the asset name, save and publish.

Edit the Left Navigation

Left navigation (_navigation.inc) is displayed on every page in the folder in which it lives. If there is no navigation page in a folder, it displays the navigation in the folder above.

The Left Navigation is most easily edited in the HTML code.


1. Click the Edit button above the left Navigation. The navigation will display unformatted on the left. You may see a background image for a different webpage which serves as a placeholder.
2. Click the HTML toolbar button to view the code. Maximize the screen to display each navigation item on a single line.

```
<ul>
<li class="level1"><a href="/korbel/africaninitiatives/partners/index.html">Partners</a></li>
<li class="level2"><a href="/korbel/africaninitiatives/partners/education.html">Education</a></li>
<li class="level2"><a href="/korbel/africaninitiatives/partners/water.html">Water</a></li>
<li class="level2"><a href="/korbel/africaninitiatives/partners/health.html">Health</a></li>
<li class="level2"><a href="/korbel/africaninitiatives/partners/transportation.html">Transportation</a></li>
<li class="level2"><a href="/korbel/africaninitiatives/partners/technology.html">Technology</a></li>
<li class="level2"><a href="/korbel/africaninitiatives/partners/miscellaneous.html">Miscellaneous</a></li>
</ul>
```

3. Copy a line from the navigation (beginning with and ending with and paste it in the location for the new navigation item. Change the text in front of the for the new item.
4. Choose Update.
5. Change the link to the correct page.
6. Save and Publish the navigation include.

Publishing a Page

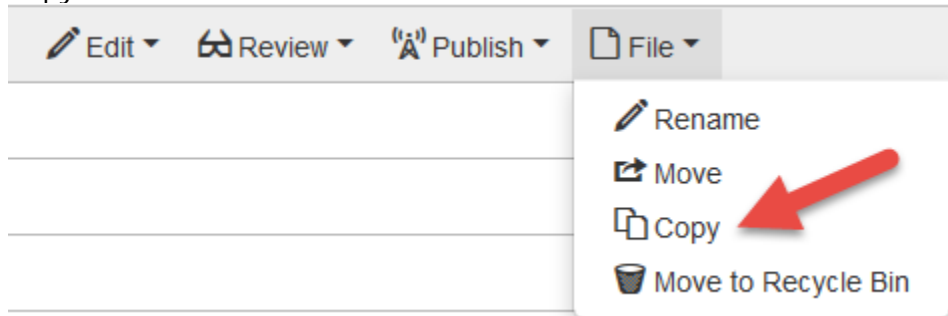


1. After you have saved your changes, click . Although it is not required, it is a good practice to put a note of what was changed on the page in case it becomes necessary to undo these changes.
2. Finally, click the **Publish** button below the text area and the page will go live.

Creating a new page

The easiest way to create a new page is to copy, rename and edit a similar page.

1. Copy a page
 - a. Click the content tab and navigate to the folder with the page to copy.
 - b. Hover below the options heading next to the page name you want to copy. The Edit, Review, Publish and File groups will appear. Select the File drop down, then Copy



- c. Locate the destination folder and click Choose this folder. If you are copying and pasting into the same folder, OUCampus will create a file with the same name as the source file followed by -1
2. Rename the copied page.
 - a. Hover below the options heading next to the page name you want to rename. The Edit, Review, Publish and File groups will appear. Select the File drop down, then Rename. Type the new name and press enter.
3. Change the page properties
 - a. Choose Properties from the toolbar (if you don't see a Properties button, you will first need to click Edit).
 - b. Change your page titles and click Update.
4. Edit the page body as usual.

Other Resources

Image Resizing/editing: www.pixlr.com/express

Help with any editing problems: support.du.edu