

Quick Reference Guide

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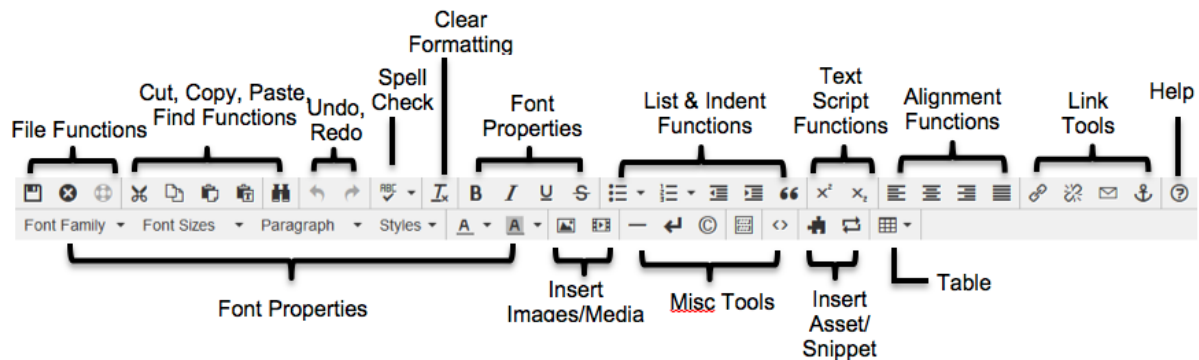


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WYSIWYG Toolbar Editor

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



- **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, underline, and strikethrough to selected content
- **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
- **Font Properties:** Define font family, font size, and format for selected text, add site-specific styles, and apply font or background colors to text
- **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
- **Table Tools:** Create/edit tables within a page

Page Actions Toolbar

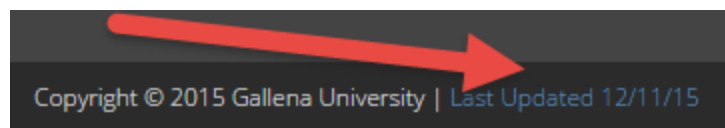
The Page Actions toolbar provides tools to edit a page and its properties, preview changes, check links, and perform other functions. More importantly, the Page Actions Toolbar provides the options to publish changes or route them for approval. (*User toolbar may vary.*)



- **Preview:** Show a rendered version of a page before publishing or sending for approval
 - **Edit:** Select a page region to edit
 - **Source:** Edit the XML source code of the page.
 - **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
 - **Page Check:** Check the pages for spelling, valid links, and W3C validation
- (some or all of these options may be disabled by an administrator.)
- **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.
 - **Content Help:** Provides useful information regarding the Page Actions toolbar

Getting Started

1. To edit any page, log in by clicking the DirectEdit link (commonly the Date Stamp at the bottom of the page).



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

Selecting Regions

Select a region of a page to edit within the WYSIWYG Editor.

University Recreation

LECTER UNIVERSITY

Athletics

Side Navigation

Gallena Gophers

University Recreation

Prospective Athletes

Tailgating Policy

Tickets

Content Region

Main Content

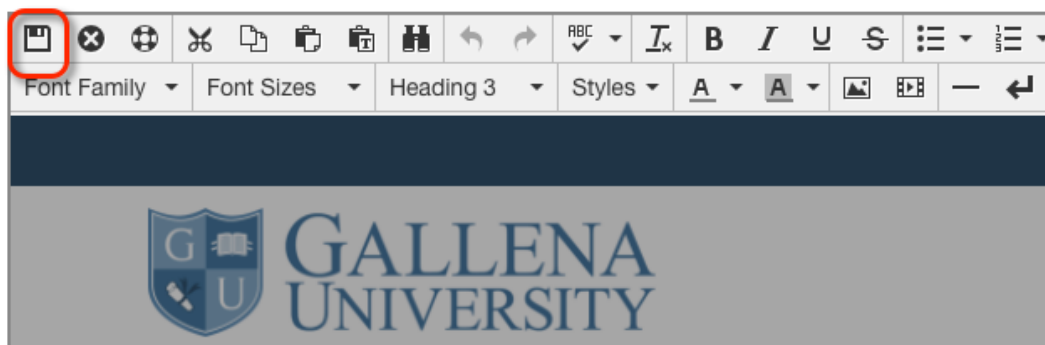
Gallena's Recreation Center offers both an outlet for those who seek serious competition and a relaxed atmosphere for those that just provide you with a rewarding recreational experience by sharing with others to be active. Our staff will be happy to help meet your request in a friendly, helpful and safe environment.

Intramural Sports

The primary goal of the Gallena Intramural Sports Program is to provide the opportunity to enjoy a good recreational athletics program that encourages participation; athletic activities give living-unit residents a fun, relaxing, healthy and cooperative environment. Similarly, the program is encouraged. The intramural program is a good opportunity for the community to interact in an extra-curricular environment. Stop by for more information available:

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.



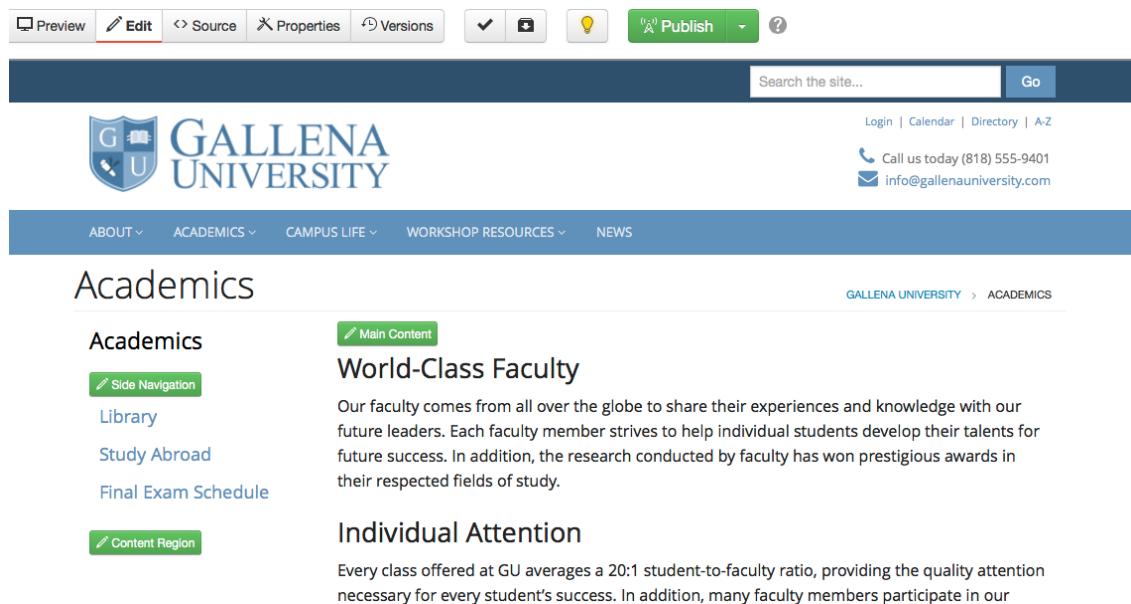
Once finished editing, click the **Save** button for additional functions.

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
-  **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

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.



The screenshot displays the Gallena University website interface. At the top, a dark blue header contains the university logo and navigation links. Below this, a white toolbar shows various actions: Preview, Edit (highlighted), Source, Properties, Versions, a checkmark, a camera icon, a lightbulb icon, and a green 'Publish' button with a dropdown arrow. The main content area is titled 'Academics' and features a sidebar with links like 'Library', 'Study Abroad', and 'Final Exam Schedule'. The main text area includes sections for 'World-Class Faculty' and 'Individual Attention', each with descriptive paragraphs.

Depending on user level, choose between:



Before publishing, add an optional message describing the page changes. Doing this makes it easier to view previous revisions of the page and see what has been changed. Next, choose a **Publish Target** and click **Publish**.

Publish - newfile.pcf 

Final Check **Schedule**

Scan your page for spelling, link, W3C validation, and accessibility issues. Run all checks, or run individually by clicking the button.

html  **Run All**

Spell Check Language
English 

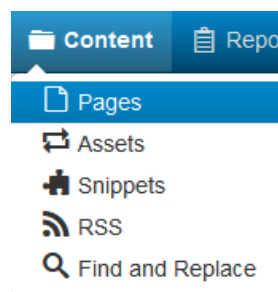
 **Spelling**  **Links**  **W3C Valid**  **Accessibility**

Version
Description 0/256

Cancel **Publish**

Creating Folders/Pages

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



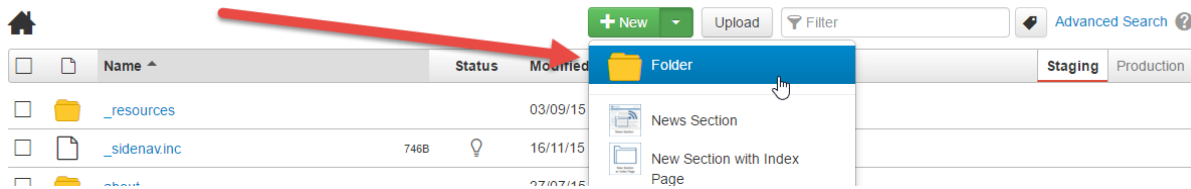
Creating a New Empty Folder

Empty folders (created by clicking **New Folder** in the Pages list view) are used for file storage (e.g., images, documents, scripts, and other binary files).

To create a new empty folder:

1. Click the **Expand Arrow** on the **New** button.

2. Select **Folder**, enter a **Name**, then hit **Enter** on the keyboard.



Creating a New Page or Section

New sections and pages are created via templates. Sections are used to store pages and automatically create the auxiliary files necessary for page publishing.

To create a new page or section:

1. Click the **New** button.
2. In the **Select Content** view, choose the **New Page** or **New Section** template.
3. Give the page a **Name**, **Description**, and change the **Access Settings** to restrict user accessibility.
4. Click **Save**.

