

End-User Guide for OU Campus v10

Short Version

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About OmniUpdate, Inc.

OmniUpdate[®] is the leading web content management system (CMS) provider for higher education. The company focuses on providing an exceptional product and customer experience to its OU Campus[™] CMS users who manage more than 700 web and mobile sites in the U.S. and around the world. OU Campus is secure and scalable, server and platform independent, and seamlessly integrates with other enterprise campus systems. It provides college and university web developers, administrators, and marketers with the user-friendly tools and deployment flexibility they need to achieve excellence. For more information, visit .

About This Guide

This is a shorter version of the End-User Guide for OU Campus v10.

OU Campus Support

The Support site is available to everyone and users are encouraged to visit and browse the site for information. An institution's administrators are also available if the answer cannot be found on the Support site or further explanation and clarification is needed. Administrators may contact the OmniUpdate Support Team. Ways to access the OU Campus support documentation include:

- Support site: <http://support.omniupdate.com/>
- The help link in the main interface of OU Campus
- The WYSIWYG Help link
- Help links embedded in the system
- Text instructions are provide onscreen for specific fields and functionality
- OmniUpdate Community Network (OCN): <http://ocn.omniupdate.com/>

Conventions

Shorthand for navigation through the OU Campus CMS is indicated with a greater-than sign and bolded: > For example, Setup > Sites. Code snippets use Courier New and a shaded background.

Contents

End-User Introduction.....	5	More Options for Inserting and Using Links.....	37
OU Campus Support.....	5	Insert/Edit Image.....	38
Getting Started.....	6	Overview.....	38
Log In.....	7	Inserting an Image.....	38
Overview.....	7	Editing an Inserted Image.....	41
About DirectEdit.....	7	Additional Information and Reminders.....	44
Editing a Page with DirectEdit.....	7	Decorative Images.....	44
Logging Out.....	8	<i>Using Decorative Images.....</i>	<i>44</i>
Reset Password.....	8	Appearance Tab.....	44
Failed Logins and User Lockouts.....	10	Advanced Tab.....	46
Checked Out/In.....	11	<i>Swap Image.....</i>	<i>46</i>
Overview.....	11	Miscellaneous.....	47
<i>Page Status Indicators in File Navigation</i>		<i>Image Map.....</i>	<i>48</i>
<i>Sidebar.....</i>	<i>11</i>	<i>How to Add a Mapped Image.....</i>	<i>48</i>
<i>Checked-Out Pages in Gadgets Sidebar.....</i>	<i>12</i>	<i>Long Description.....</i>	<i>49</i>
Checking In a Page.....	13	Image Editor.....	50
Behaviors of Checked Out Pages.....	13	Overview.....	50
<i>Available Actions for a Locked Page.....</i>	<i>13</i>	Accessing the Image Editor.....	51
Best Practices.....	13	Image Editor Tools.....	52
WYSIWYG Editor.....	14	<i>Resize.....</i>	<i>52</i>
Overview.....	14	<i>Crop.....</i>	<i>53</i>
Toolbars and Tools.....	15	<i>Rotate.....</i>	<i>54</i>
<i>JustEdit Toolbar.....</i>	<i>15</i>	<i>Zoom.....</i>	<i>55</i>
<i>Old WYSIWYG Toolbar.....</i>	<i>16</i>	<i>Undo/Redo.....</i>	<i>56</i>
<i>Toolbar Functionality.....</i>	<i>16</i>	Final Notes.....	56
Insert/Edit Link.....	17	Publishing a Page.....	57
Overview.....	17	Overview.....	57
Inserting an Internal Link.....	17	Publish Modal Reference.....	59
<i>Linking to an External Page.....</i>	<i>20</i>	<i>Final Check Tab.....</i>	<i>59</i>
<i>Linking to an Unpublished File.....</i>	<i>20</i>	<i>Schedule Tab.....</i>	<i>60</i>
<i>Linking Across Sites within an Account.....</i>	<i>20</i>	<i>Social Media Tab.....</i>	<i>60</i>
Links and Dependency Manager.....	20	Selecting a Publish Target.....	60
<i>Broken Links.....</i>	<i>21</i>	Final Check.....	62
General Tab.....	22	Overview.....	62
<i>Link URL.....</i>	<i>22</i>	<i>Running Final Check.....</i>	<i>62</i>
<i>Target.....</i>	<i>22</i>	<i>Enforcing Final Check.....</i>	<i>63</i>
<i>Title.....</i>	<i>23</i>	Schedule.....	65
<i>Class.....</i>	<i>23</i>	Overview.....	65
Advanced Tab.....	23	<i>Schedule Tab.....</i>	<i>65</i>
<i>HTML5 and Pre-HTML5/XHTML.....</i>	<i>25</i>	Performing a Scheduled Publish.....	67
<i>Defining a Hyperlink.....</i>	<i>25</i>	Removing a Scheduled Publish.....	67

Submit for Approval.....	68	Workflow Screen.....	93
Overview.....	68	File.....	94
<i>Sending for Approval.....</i>	69	Status.....	94
Workflow 101 Video.....	70	View.....	95
New Content.....	71	New Messages.....	95
Overview.....	71	Archive.....	96
<i>New Folder vs. New Section.....</i>	71	Inbox.....	97
Creating New Content.....	72	Overview.....	97
<i>Example of New Content Drop-Down</i>		Composing Messages.....	97
<i>Menu.....</i>	72	<i>Viewing, Replying to, and Deleting</i>	
<i>Example of New Content Modal.....</i>	73	Messages.....	100
Creating a New Page.....	75	Sent.....	101
Overview.....	75	<i>Forwarding a Message</i>	101
New Page Creation Options.....	75	Gadgets.....	103
New Page Modal.....	76	Overview.....	103
Creating a New Page.....	77	Video	103
<i>Creating a New Page Video.....</i>	78	Gadget Configuration.....	103
Upload and Edit Image.....	79	Dashboard Gadgets.....	104
Overview.....	79	<i>Configuring the Dashboard.....</i>	105
<i>Selecting and Uploading the Image.....</i>	79	<i>Rearranging Dashboard Gadgets.....</i>	106
<i>Editing the Image.....</i>	81	Gadgets Sidebar.....	107
Creating Assets.....	82	<i>Gadget Sidebar Icon Reference.....</i>	107
Overview.....	82	<i>Choosing Gadgets on the Gadget</i>	
Creating a New Asset.....	82	<i>Sidebar.....</i>	109
<i>Asset Info Panel.....</i>	83	<i>Rearranging Sidebar Gadgets.....</i>	111
<i>Access Settings Panel.....</i>	84		
<i>Asset Content Panel.....</i>	84		
Inserting Assets.....	86		
Overview.....	86		
Inserting an Asset with the WYSIWYG			
Editor.....	86		
Inserting an Asset Only Region.....	87		
Inserting an Asset with the Source Editor.....	88		
Dashboard.....	90		
Overview.....	90		
<i>Dragging Dashboard Gadgets.....</i>	91		
<i>Overview.....</i>	92		
<i>Workflow.....</i>	92		
<i>Inbox.....</i>	92		
<i>Configure Dashboard.....</i>	92		
<i>Gadgets.....</i>	92		
Workflow.....	93		
Overview.....	93		

End-User Introduction

OU Campus provides users an easy way to manage web pages. With the ability to login directly from the institution's website, it is easy to navigate to the page to be edited. Once logged in, users can simply click on the area to edit, and they are placed in a user-friendly What-You-See-Is-What-You-Get (WYSIWYG) Editor.

The system allows an approval process to be put into place, which results in users either having the ability to publish pages once they have finished editing them, or they can send the completed pages to other users as defined by the workflow to gain approval prior to publication. The system has a built-in intelligence that allows the workflow process to be defined prior to page creation. Users do not have to understand which pages need approval prior to publication because the system tells them.

Pages are checked out to only one user at a time to prevent users from overwriting each other's work, but as the pages move through the workflow system, the system automatically changes to whom the page is checked out based on its placement in the workflow system. In addition, users can only access content to which they have permissions to edit. When creating new pages, preconfigured templates are made available to provide consistency in web page design. Users may also have the ability to upload new images, add words to the OU Campus dictionary, access full page source, and much more.

OU Campus Support

Online support is available through the OmniUpdate Support site at:

<http://support.omniupdate.com/oucampus10/>

The Support site, which is accessible by everyone in its entirety, includes user support on all the features in OU Campus, as well as video and text tutorials, archived Training Tuesdays, which are the free monthly webinars offered the last Tuesday of every month unless otherwise announced at 11:00 AM PST, and access to the Permissions Chart.



The Support site can be accessed through the Help link in the upper, right-hand corner of OU Campus. Additionally, support can be gained using the contextual help links found within OU Campus. Throughout the site the in-context help links are available and are specific to the area or task at hand. These links open the relevant page at the Support site.



Finally, contextual help may also be found within the CMS as instructions relating to particular fields.

Site Preferences ?

Recycle Bin
Path to Recycle Bin directory. Must begin with a slash (e.g., /recycle_bin).

Time Zone
Overrides account setting, but can be overridden by individual users.

Locale
Overrides account setting, but can be overridden by individual users.

Local Assets Group
The group specified here will be able to access assets only on this site (not the entire account).

The Support site is available to everyone. Users are encouraged to visit and search the Support site. The institution's administrators are also available if the answer cannot be found on the Support site or further explanation and clarification is needed. Administrators may contact the OmniUpdate Support Team.

Getting Started

Below are links that will be helpful to those using OU Campus for the first time.

- [Logging In](#)
- [Interface](#)
- [Global Navigation](#)

From there one can navigate to any page on the support site detailing how to use the various features of OU Campus. The following links are for all the functions that end-users can access from their global navigation bar. Please note that depending on user level and administrator-configured settings, some of these functions might not be available to all users or on all sites.

- [Dashboard](#)
 - [Workflow](#)
 - [Inbox](#)
- [Content](#)
 - [Assets](#)
 - [Recycle Bin](#)
- [Reports](#)
 - [Required Actions](#)
 - [Checked-Out Content](#)
 - [Pending Approvals](#)
 - [Scheduled Actions](#)
 - [Recent Saves](#)
 - [Recent Publishes](#)
- [Add-Ons](#)
 - [Marketplace](#)

Log In

Overview

End-users and administrators alike can log in to OU Campus through a published page with the use of an on-page link known as DirectEdit™. DirectEdit can be a link, a button, an image, and more anywhere on a published page, as it can be styled to match the look and feel of the site. Typically, every page of a web site managed by OU Campus includes a DirectEdit link to allow users to log in directly to edit a page.

After clicking the DirectEdit link, users are logged in directly to the **Edit** view of the page they logged into. Users must have the proper access privileges granted in order to access the page. Without proper access, users will be logged into OU Campus, but will be unable to view the page they logged into via DirectEdit.

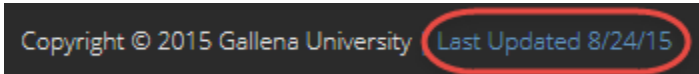
The DirectEdit button type is configurable for the site by a Level 10 administrator. At the account level, the Login Page settings can be used to configure log in, log out, and authentication pages.

The layout that is viewed upon logging in to OU Campus depends upon the access settings for that particular editable region.

About DirectEdit

Users can access the OU Campus interface using DirectEdit by navigating to the page to be edited and clicking the DirectEdit link. DirectEdit links are determined by the template design. For example, the demo site, Gallena University, uses the Last Updated date found in the footer of the web pages as the DirectEdit link.

Each implementation will be different, however. If a user is unsure as to what the DirectEdit link is for their site, they should contact a site administrator.

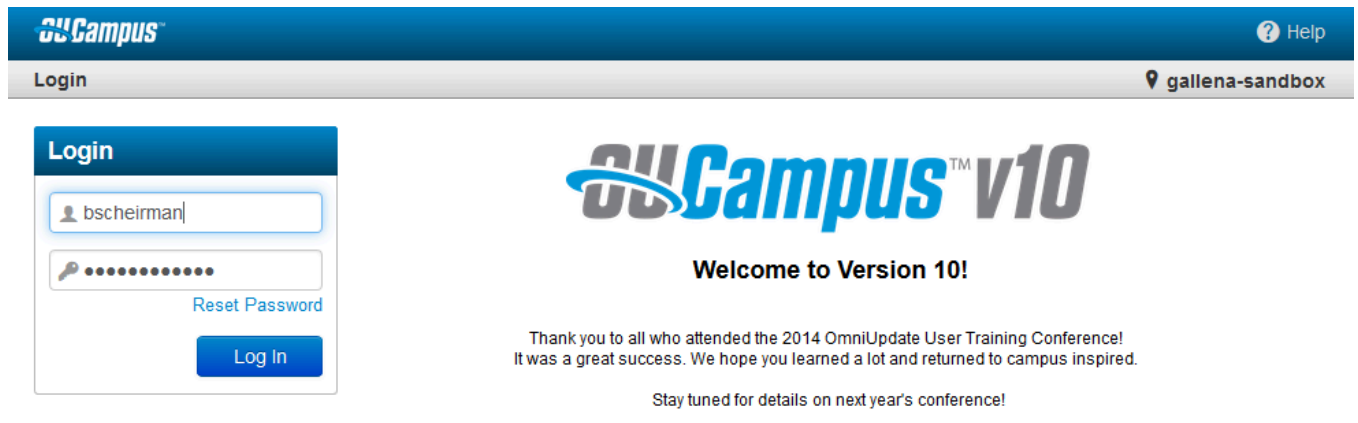


Copyright © 2015 Gallena University [Last Updated 8/24/15](#)

Clicking the link will take the user to the OU Campus login page. Once logged in, the browser session is persistent and a user can open another page in the same browser without having to log in again.

Editing a Page with DirectEdit

1. Click the **DirectEdit** link on the published page. If a user does not know what has been specified for their institution, they should contact their administrator.
2. Use the login credentials that have been provided for the user by the administrator. This might be a user name and password that is specific to OU Campus, or it may be that another authentication method is being used, such as LDAP, CAS, or Shibboleth.

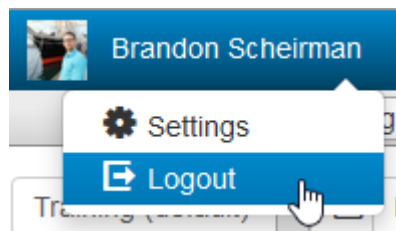


3. Select an editable region. For more information on editable regions, visit the [Editable Regions](#) page.
4. Edit the page.
5. Save and publish the page (or send to an approver).

Logging Out

Users can log out of OU Campus via the global navigation bar.

1. Hover over the user's name.
2. Choose **Logout** from the menu.



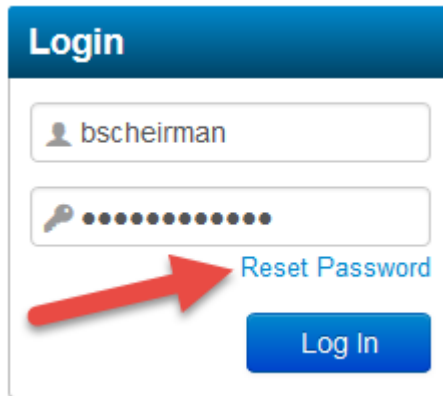
3. The original **Login** screen will be shown unless otherwise configured by an administrator.

Reset Password

End-users and administrators alike can create a new password for their account. Reset Password allows users to change their password by entering their username and email address in a modal. After the information has been provided, an email is sent to the user, containing directions and a link that users can use to reset their password on their own without having to contact a system administrator.

Note: if a user's password is managed by an external authentication method, such as CAS or LDAP, the user will have to contact a system administrator for a password reset, as passwords are not stored within OU Campus in these cases.

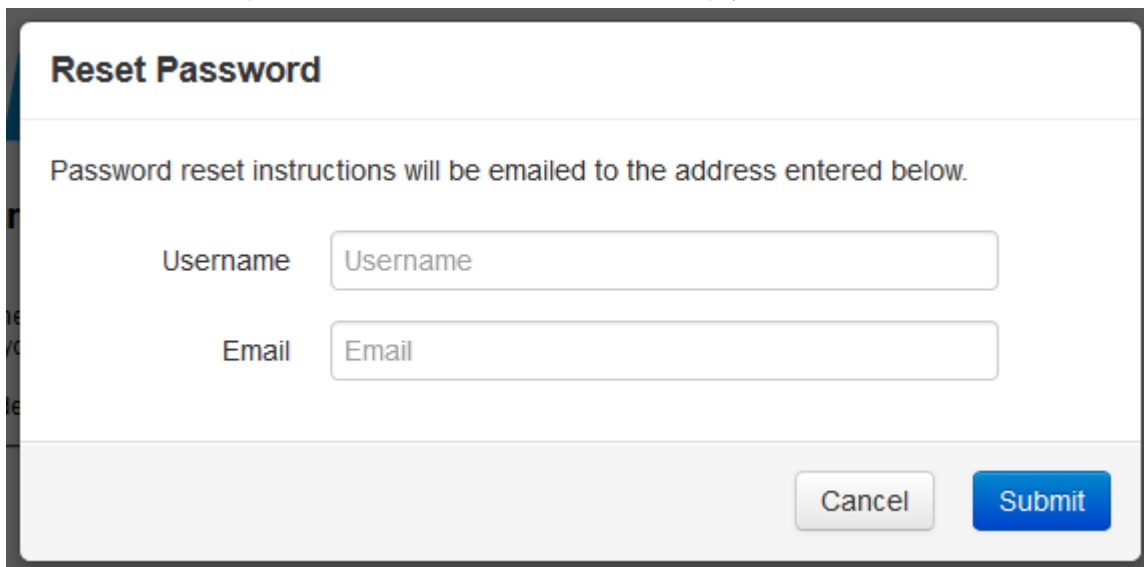
1. From the main **Login** screen, choose **Reset Password**.



Login

[Reset Password](#)

2. A modal will appear, prompting the user to enter their username and email address associated with their username. Once both text fields have been entered, clicking **Submit** will send the email to the user's email inbox. If the operation needs to be cancelled, simply choose **Cancel**.



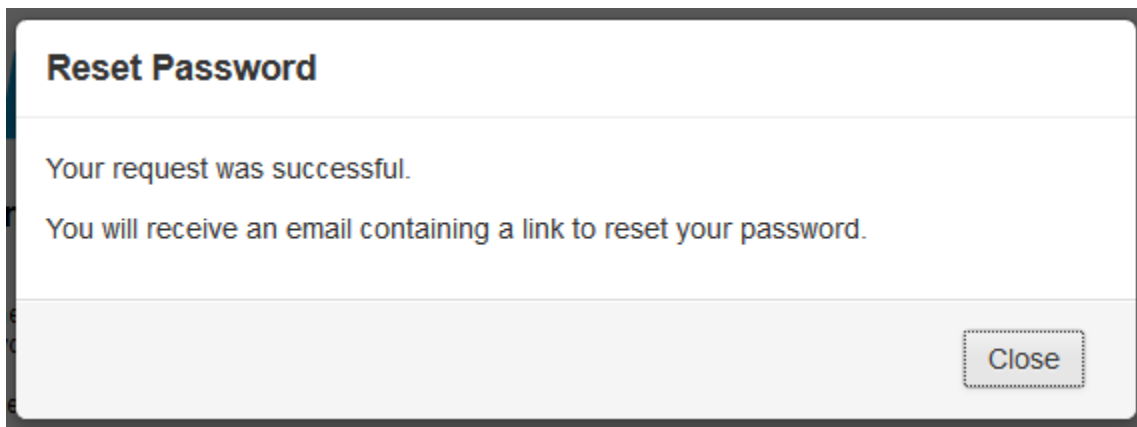
Reset Password

Password reset instructions will be emailed to the address entered below.

Username

Email

3. After a user has submitted their request, the system notifies them that it has sent an email to their inbox with instructions and a link to reset their password.



Reset Password

Your request was successful.

You will receive an email containing a link to reset your password.

Failed Logins and User Lockouts

If a user incorrectly enters their login credentials too many times in a row (the number can be configured by Level 10 administrators), then they will automatically be locked out of the OU Campus system. This will prevent users from trying to log in again. In the event of a user lockout, the Reset Password function becomes unavailable and an email is sent to the user notifying them of the lockout. An administrator must reset the user's login privileges.

Checked Out/In

Overview

The checked out/in icon, represented by a lightbulb, reflects the state of an OU Campus page or file. When a user edits a page by clicking on an editable region button, or clicks to a from a list view, the page is automatically checked out to that user.

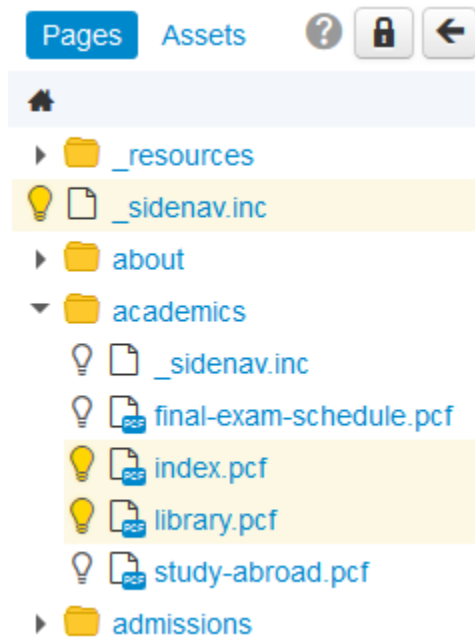
Likewise, when the user publishes a page it is automatically checked back in.

When a page or file is checked out to a user, no other users can enter the pages and make changes until the file has been checked back in. A level 10 administrator can override this and manually check pages back in that are checked out, and doing so will cancel any unsaved changes to the page.

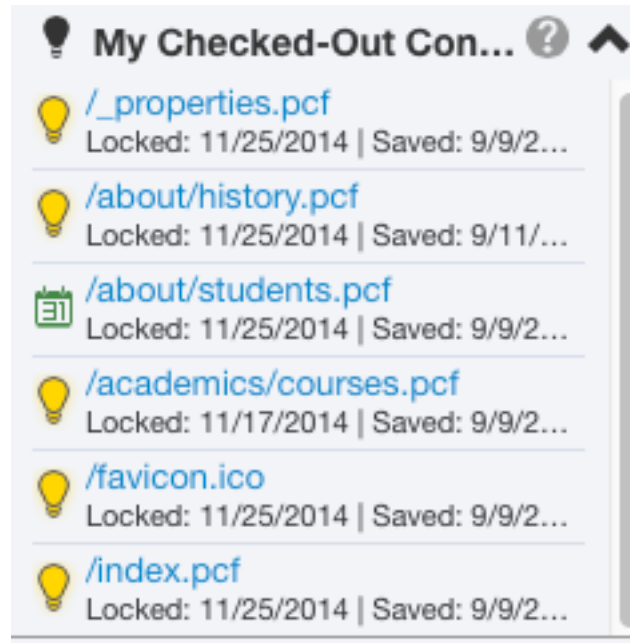
A user might also decide to check out a page in order to make other page options available. OU Campus also has status indicators help make clear why a page is not available for editing as well as who has checked out a page, scheduled an action, or if the page is in the process of a workflow. These icons are shown on many of the screens that display content lists, most notably the File Navigation sidebar, Pages list view and the My Checked-Out Content gadget.

For example, in the Pages list view (**Content > Pages**), the page status indicators are found in the Status column. A lit light bulb indicates a page is checked out to the currently logged in user and a red lock indicated the page is checked out to another user. An unlit light bulb indicates the file is checked in and available to be checked out.






Page Status Indicators in File Navigation Sidebar




Checked-Out Pages in Gadgets Sidebar



Status Indicators

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 OU Campus).
	A red lock indicates that the page is checked out to another user. Users can hover over the lock to see who has checked out the page.
	A green calendar icon is the status indicator for a publish scheduled by the current user. Administrators or the individual who scheduled the page to be published can click on the icon to change the publish date and time or cancel the publish completely.
	A red calendar icon is the status indicator for a publish scheduled by another user. Administrators or the individual who scheduled the page to be published can click on the icon to change

Icon	Description
	the publish date and time or cancel the publish completely.
	A red circle with a line through it is the status indicator for an expire scheduled by the current user or another user. A scheduled expire can be removed or rescheduled by the user who scheduled the expire. An administrator can check in the page, which effectively cancels the scheduled expiration. This icon is displayed to all users, not just the user who scheduled the expiration.

Checking In a Page

It is valuable to note that pages stay checked out to the user until the user:

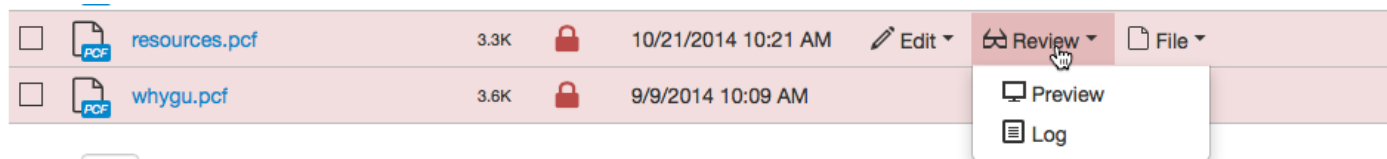
- Sends the page to another user for review.
- Publishes the page.
- Checks the page back into the system by clicking on the lit (yellow) light bulb.

Behaviors of Checked Out Pages

If a page is checked out by another user, the current user may still perform the following actions; even though the page is locked:

- Edit access settings
- Edit reminders
- Preview the page
- View the log
- Copy the file

Available Actions for a Locked Page



Best Practices

- Make sure to check the page back in when finished editing the page so it can be made available to other users.
- OU Campus supports WebDAV and can be enabled by a Level 10 administrator. When WebDAV is enabled, OU Campus supports file locking with specific WebDAV clients that utilize file locking.

WYSIWYG Editor

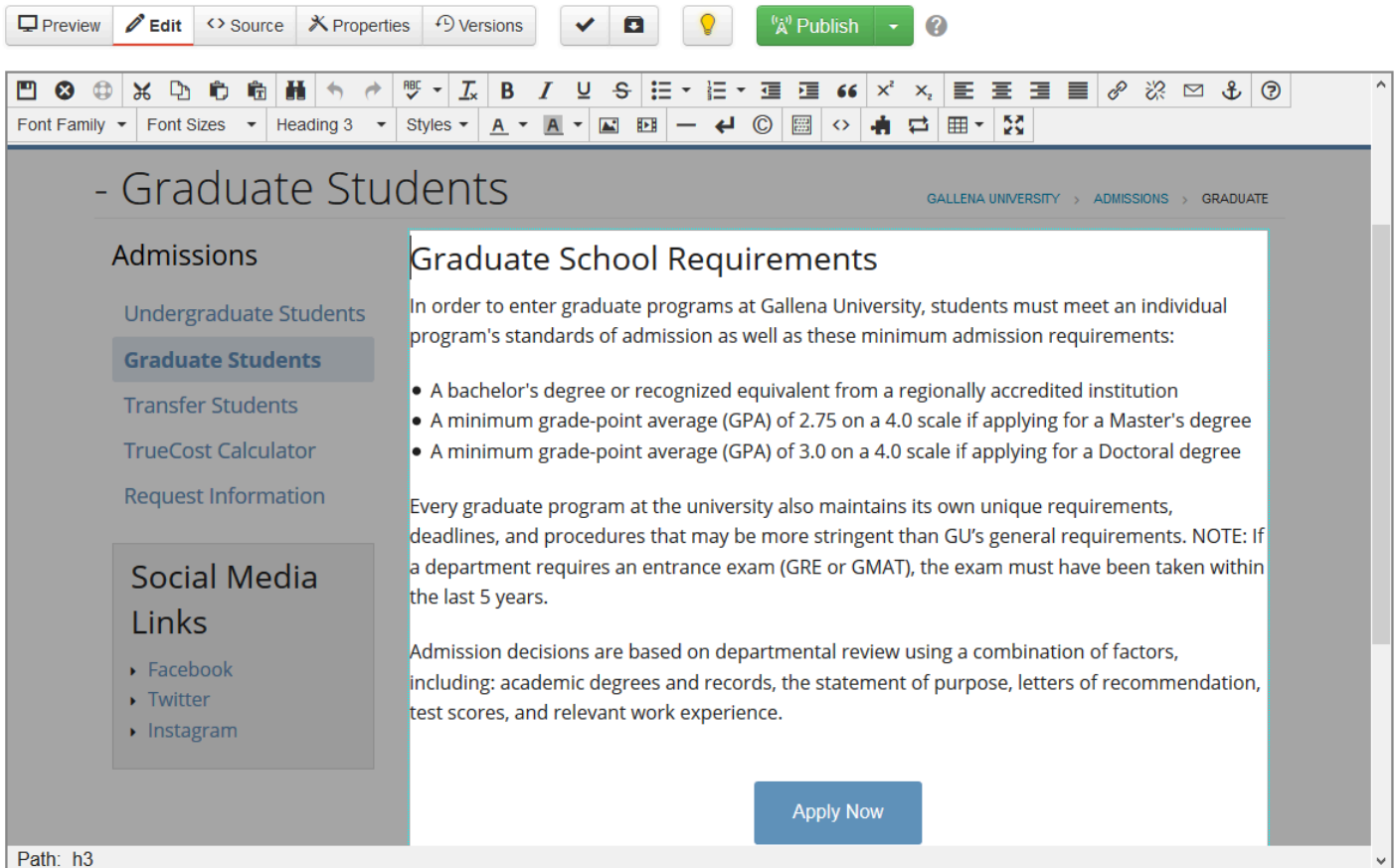
Overview

There are several types of editors available to edit pages in distinctly different ways, but the WYSIWYG editor is the most common way for users to edit pages in OU Campus. The WYSIWYG (What You See Is What You Get) Editor allows for a familiar experience of editing a page similar to that of many web applications and traditional word processors.

Currently, OU Campus contains two WYSIWYG Editors: [JustEdit](#) and the "old" [WYSIWYG Editor](#). JustEdit is based off of an updated version of TinyMCE, and allows for more accurate in-context editing compared to the standard WYSIWYG Editor. Both editors function very similarly.

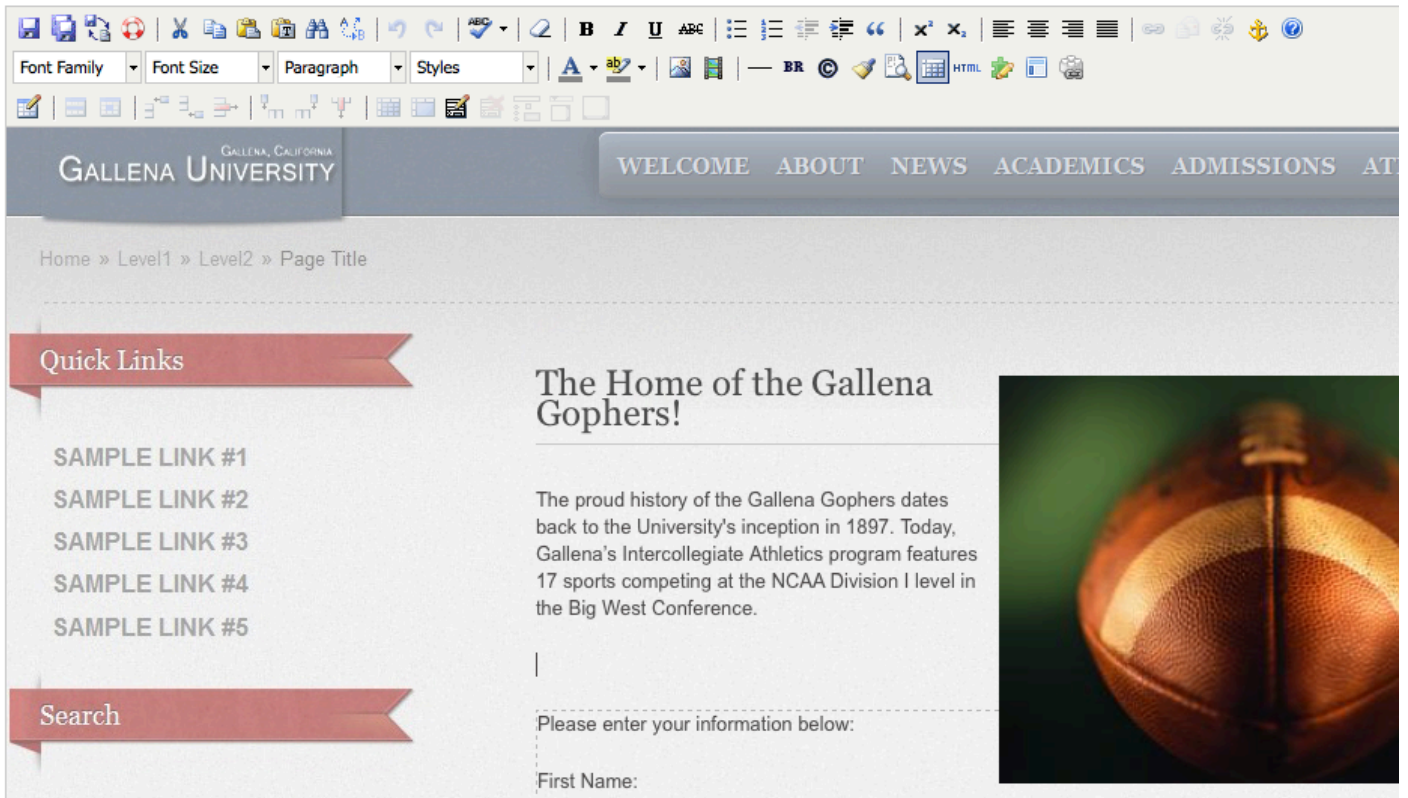
When logging into the system to directly edit a page, there may be several editable regions available. The available editable regions are defined by permissions levels and group associations. Only areas that are available to be edited by that user are shown with an Edit button. Clicking on the **Edit** button above a region allows for the area to be edited. Depending on whether JustEdit or the WYSIWYG Editor is enabled for that user, the respective editor will open and the assigned toolbar will appear.

With JustEdit, users are able to make changes to an editable region while seeing how the content will appear on the page. This is called in-context editing. Once the edits have been made and saved, the fully-configured page can be seen using **Preview** mode in the Page Actions toolbar.



When using the standard WYSIWYG Editor, the template design may include an image in the background that helps give the appearance of in-context editing, though the image is only a sample background

and not the actual page. In the same manner as JustEdit, the fully-configured page can be seen using **Preview**. **Note:** If JustEdit is the main WYSIWYG editor, this background image may not be configured for the site.



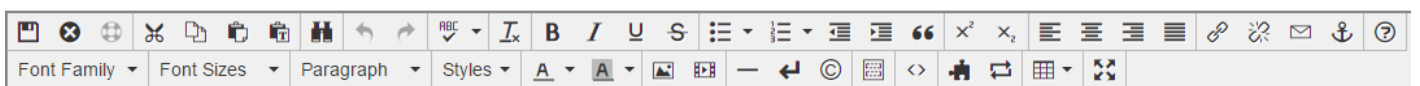
When editing in the WYSIWYG, modifications should be saved by clicking the **Save** icon before navigating away from the page. If an attempt is made to navigate away from the page without first saving it, the user is shown a reminder to save the page.

Toolbars and Tools

Many of the editing tasks for a page, such as inserting images and links, applying formatting such as bold or italics, and spellchecking a page, can be accomplished from within the WYSIWYG using the toolbar. WYSIWYG toolbars are customizable and the toolbar the user sees may contain a subset of the available tools, as administrators can create custom toolbars and assign them to users, sites, directories, pages, and editable regions.

While the JustEdit Toolbar and standard WYSIWYG Toolbar look different, the functionality is the same for the icons available in both toolbars. Some toolbar functions in the old toolbar are not present or have been condensed in the JustEdit toolbar.

JustEdit Toolbar



Old WYSIWYG Toolbar



Icons represent the tools. Clicking on any icon performs an action, either directly to the page, or to the selected text and graphics. Some icons display more options in a drop-down menu or dialog.

The availability of a function is based on the selected items or the location of the cursor on the page. For example, if nothing is selected, functions such as **Insert Link** are dimmed, signifying that this function is not available at the moment. For the **Insert Link** function button to be available, the user must first select text or a graphic.

In many cases, right-clicking offers contextual functions. For example, right-clicking within a table provides a list of available table editing and formatting functions. Additionally, commonly used keyboard shortcuts are available within both editors.

Toolbar Functionality

The JustEdit toolbar is organized into two rows, and the standard WYSIWYG toolbar is organized into three rows. Each row has groups of icons that correspond to similar functions. These groups are divided by a vertical line in the toolbar. The behavior of the icon is specific to the functionality of the tool. For example, some tools (such as **Insert/Edit Link**) require text or another type of content to be selected before they are available on the toolbar. Other items on the toolbar include icons that are unavailable until the main feature has been inserted on a page. For example, the **Insert/Edit Table** icon will be available, but the other table editing tools, such as those to define row properties or delete a column, are not available until a table has been inserted on a page. Some items such as the **Insert/Edit Image** icon or **Spell Check**, when clicked, provide a modal that contains a lot of advanced functionality. One last type of element that might be available on the toolbar are several drop-down selectors that provide the ability to style text.

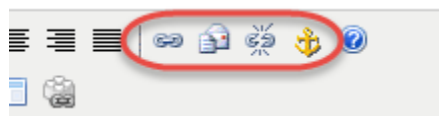
One item that is not represented on the toolbar, but is available from within the WYSIWYG, is the ability to save-in-place (**CTRL+S** or **CMD+S**). This offers users the ability to save the page without clicking the usual save icon that ends the editing session. Save-in-place saves the page and allows the user to continue editing.

Insert/Edit Link

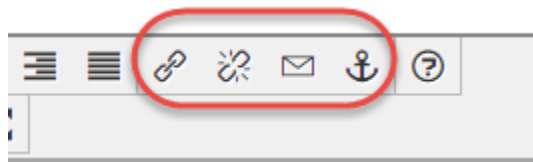
Overview

The Insert/Edit Link tool provides the basic functionality to add a hyperlink within the WYSIWYG Editor. Links are created by highlighting text or an image, clicking the **Insert/Edit Link** icon, and specifying the Link URL. The **Insert/Edit Link** icon is dimmed until the text or image to be hyperlinked is selected. A hyperlink can point to an internal web page, an external web page not maintained in OU Campus, or a directory or file within OU Campus or external to it. This can include linking to binaries, such as PDFs. In addition to providing the basic functionality for creating and maintaining links, this tool provides more advanced functionality such as linking to anchors, specifying targets, applying classes, and utilizing JavaScript and HTML to affect the style and behavior of a link.

Classic Editor



JustEdit



This page is divided into the following sections:

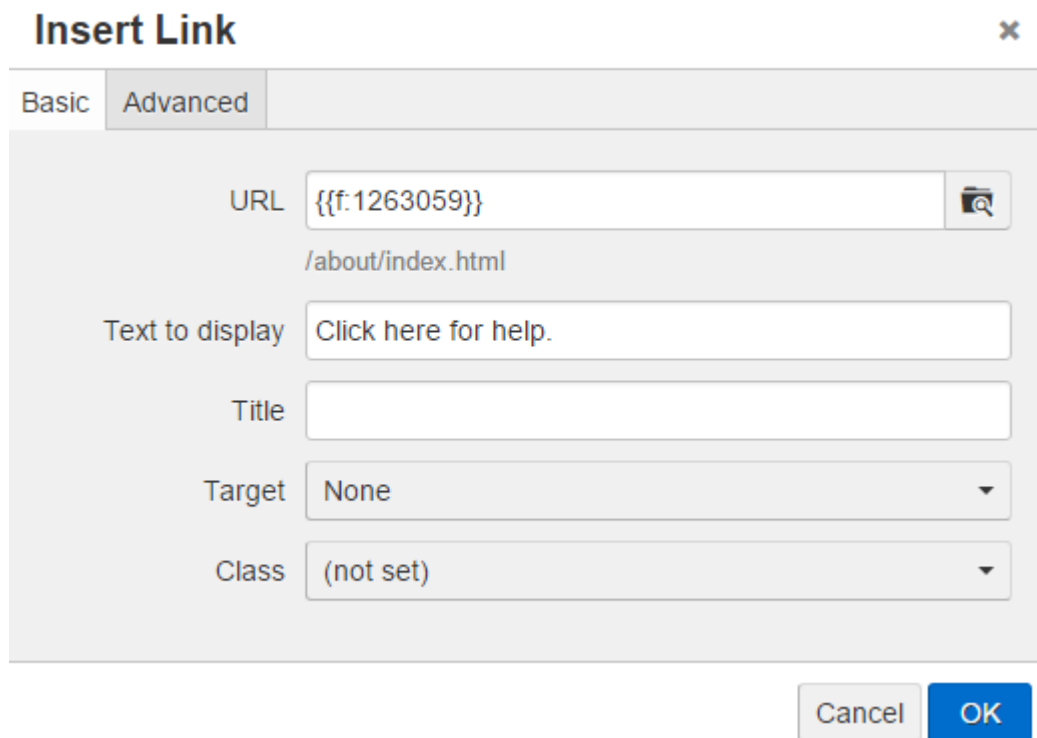
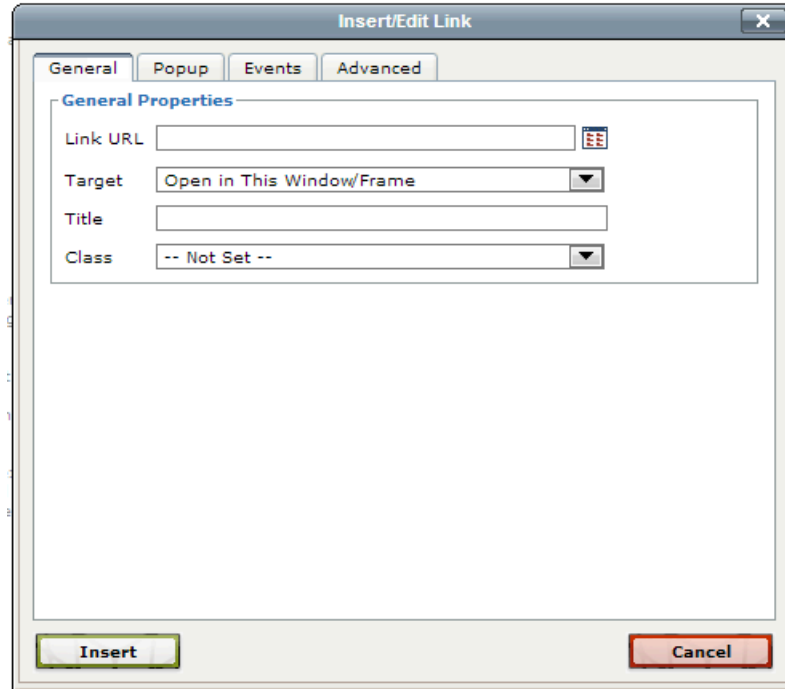
- [Inserting a Link](#)
- [Links and Dependency Manager](#)
- [General Tab](#)
- [Advanced Tab](#)
- [Additional Options](#)

Inserting an Internal Link

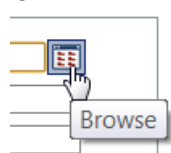
1. Within the **WYSIWYG Editor**, select the text or image for the link. In JustEdit, you can also insert a link into blank space, but unless you specify "Text to Display" the dependency tag will be displayed on the page.
2. From the toolbar, click the **Insert/Edit Link** tool.

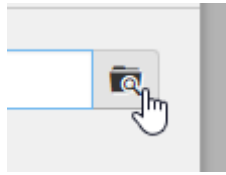


3. The **Insert/Edit Link modal > General** or **Basic** tab is shown. If applicable, the modal contains existing link information.



4. Click the **Browse** icon to select an internal page to which to link.





5. The **Select File** modal is shown.

Select File

Sites ▶ gallena ▶ academics ▶ science

Upload Staging

Click to add tags

Filter by name

- science
- _sidenav.inc
- index.pcf**

Search the site... Go

GALLENA UNIVERSITY

Calendar | Directory | A-Z

Call us today (818) 555-9401

info@gallenauniversity.com

MENU

Science

Name: index.pcf
Path: /academics/science/index.pcf
Size: 5.2K
Last Modified: 1/26/16 3:50 PM
Last Published: Never

Cancel Insert

6. Select a file or directory to which to link. The staging server is selected by default and a PCF file type should be selected in order to have links managed. Navigation can be accomplished by:
 - Clicking the breadcrumb link to navigate up the folder structure
 - Filtering by entering characters of a subfolder or file name
 - Filtering by tags
 - **Uploading** a file and linking to it (Click the **Upload** button)
 - Selecting a different environment or auxiliary site

Generally, for internal linking just select the PCF, click **Insert**, and see the next step.
7. From the **Select Product** modal, the HTML output is usually the default and highlighted, so click **Insert Link**.
8. In the **Title** field, it is frequently a best practice to add a short descriptive phrase.
9. From the **Insert/Edit Link** modal, click **Insert**.

Other configuration options for a link are also available before inserting the link; for example, selecting a target window/tab for the link to open in.

The title is important, as this is used by screen readers and helps keep the site in compliance with accessibility compliance standards. The text entered in this field is used to create the title attribute for the <a> element in HTML. A developer might use this attribute to display the text when mousing over the link. Here's what it looks like in HTML:

```
<a title="Contact Us" href="{{f:####}}">test</a>
```

Linking to an External Page

The steps are the same as the procedure outlined above, but rather than browsing for the internal link, the complete URL for the resource can be typed (or pasted) into the URL field. Links to external pages are not tracked by Dependency Manager. The protocol prefix, i.e., `http://` or `https://`, is required.

Linking to an Unpublished File

An unpublished file on the staging server or publish target can also be linked to, prior to actually publishing the page. The steps are nearly the same as the procedure outlined in the Inserting an Internal Link (Typical) heading up to and including linking to the HTML product. However, an important difference is that when publishing the file, there will be an Include Unpublished Dependencies checkbox and by default, it will be selected. This ensures that the unpublished file that was linked to is also published and proper link management is maintained.

Publish Options Include Unpublished Dependencies

This file contains links to items that have not been published.

Select to publish these dependencies.

Linking Across Sites within an Account

Links can also be made across sites within an account when inserting a link on a page within the WYSIWYG. The steps are the same as the procedure outlined in the Inserting an Internal Link (Typical) heading, but rather than selecting from production select **Sites** in the breadcrumb, choose the appropriate site, and navigate to the desired file.

Links and Dependency Manager

When **Dependency Manager** is activated, it is important to browse for the appropriate page (instead of typing or pasting in a URL) in order to ensure that the link will be updated. Pages can also be linked to internally without browsing by inserting a dependency tag, and can also be specified with a root-relative syntax.

Dependency Manager can be configured to manage links both within a site and across sites within an OU Campus account. However, it does not manage links to external websites. If Binary Management is in use for the site or sites, binary files such as PDFs and images are also managed.

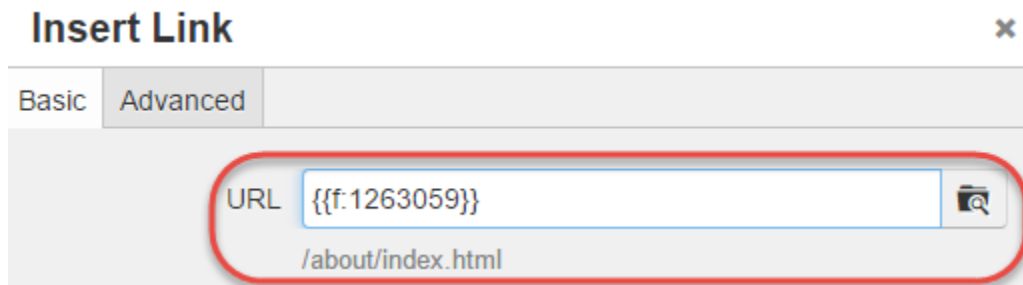
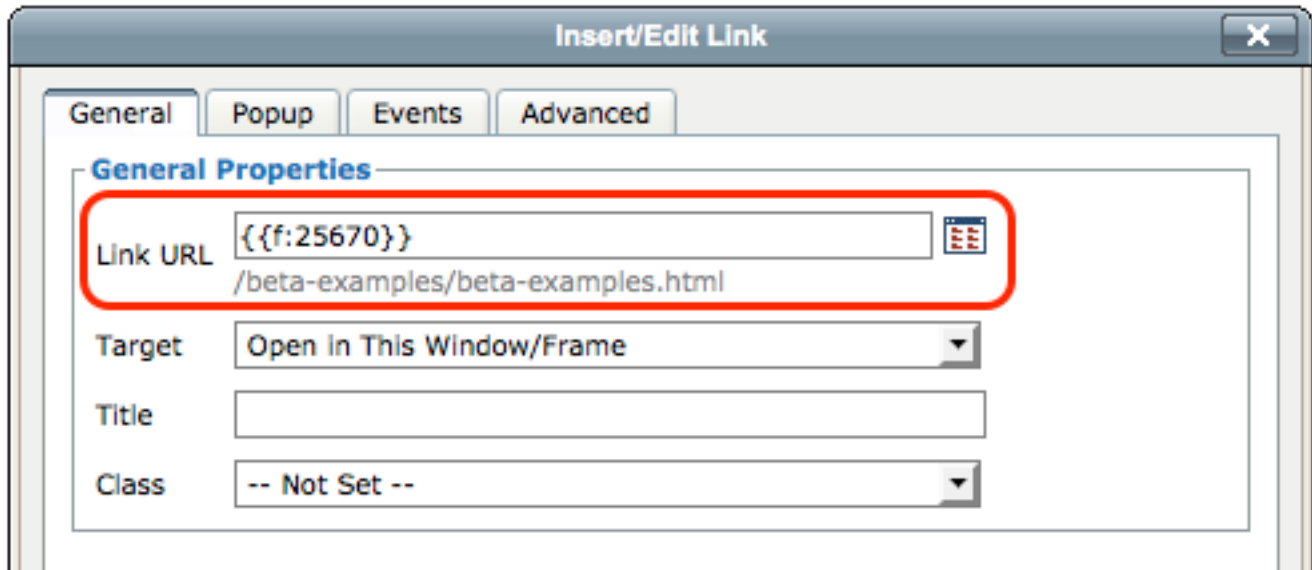
Links with dependency tags may also be inserted with the Source Editor and file choosers and are supported across publish targets if Multi-Target Publish is configured. Once the appropriate page is selected, a dependency tag is shown instead of the page path. The actual path to which the link will be pointed is shown below the dependency tag.

Example syntax for the tags are shown as follows:

- `{{d:####}}` — Directory tag
- `{{f:####}}` — File/Page tag

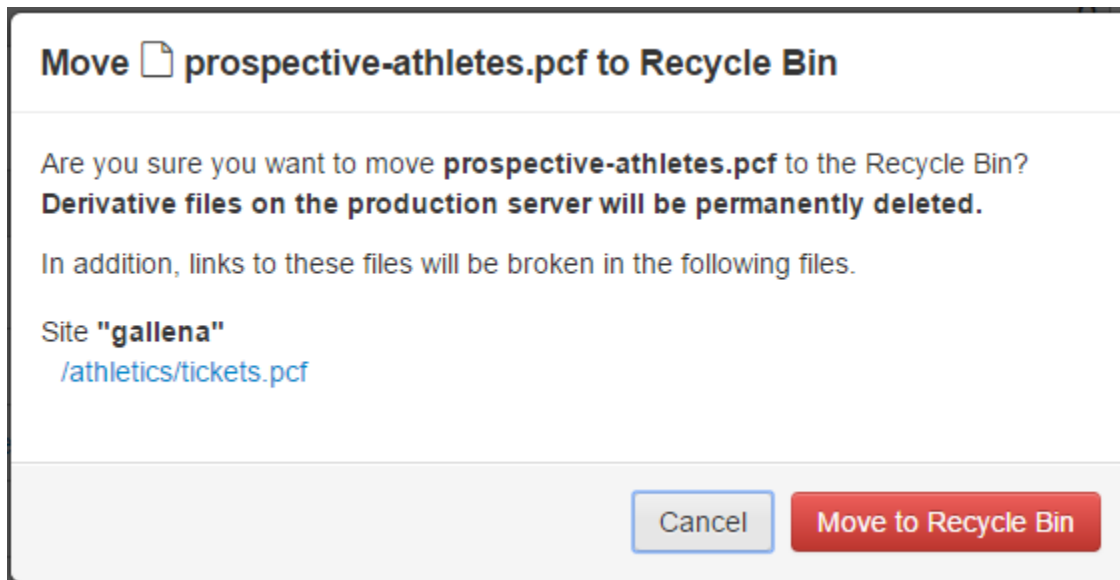
- {{a:####}} — Asset tag
- {{s:####}} — S-tag

Example of a Dependency Tag



Broken Links

When initiating a recycle action, the dialog provides a warning that any derivatives on the production server or publish target will be removed, as well as listing any files that contain links that will become broken.



If content is deleted anyway, a broken link is created. The system has various indications for broken links. Dependency Manager provides informative reporting for broken links and broken assets. When a dependency is lost, such as when a linked-to page or a subscribed-to asset is deleted, the dependency tag, path, and file name are shown within asterisks in the **Insert/Edit Link** modal. For example:

```
*** Broken f:1234 /training/about/filename.html***
```

One way to avoid broken links is to utilize the Include Unpublished Dependencies checkbox from the publish modal to publish any unpublished content. Dependency Manager reports at page publish time if there is dependent content that has not been published to the target server. This includes content that is linked or referred to by the page that is being published, as well as any unpublished assets. By selecting to include the unpublished dependencies, those unpublished files are published as well. This action prevents broken links (for example) from existing on the current page being published.

This checkbox is only shown if the Dependency Manager is being used on the site, dependency tags are used in the page being published, and one or more of those dependency tags refer to files that have not been published to the target yet.

For more information, visit the [Dependency Manager page](#).

General Tab

The General Tab is the default tab opened when using the Insert/Edit Link tool. The General Properties include the basic options for inserting a link on a page within the WYSIWYG Editor.

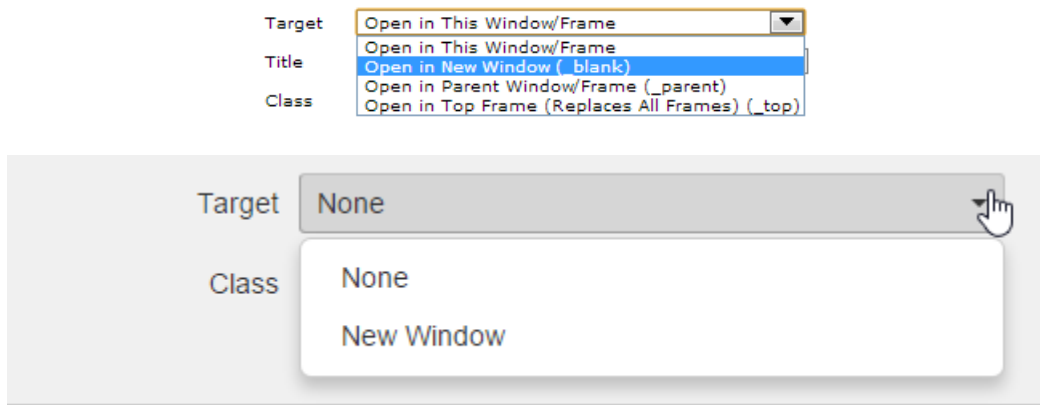
Link URL

Used to specify to which page to link. For external web pages, enter the full URL, which should include the `http://` or `https://` prefix. For internal links, click the **Browse** icon to select the file. Dependency tags are automatically populated when Dependency Manager is active and an internal link is being inserted.

Target

Used to specify how the linked-to page is displayed. As a general rule, when inserting a link to another page on the institution's website, the link should open in the same window. When inserting a link to a page

outside the institution's website, or to a PDF, or other similar file, the page should open in a new window. This options for the Target field include:



- **Open in This Window/Frame** or **None**: Linking to pages on the institution's website
- **Open in New Window (_blank)** or **New Window**: Linking to pages on another site or binary files
- **Open in a Parent Window/Frame (_parent)**: Used with framesets
- **Open in Top Frame (Replaces All Frames) (_top)**: Opens a page in the topmost parent frame

Title

The Title is both valuable and important as this is used by screen readers and helps keep the site in compliance with accessibility standards. The text entered in this field is used to create the title attribute for the `<a>`

element in HTML. The title is an HTML attribute for the link and is often used to display a message while hovering over a link, which is also valuable for meeting accessibility standards. Here's what it looks like in HTML:

```
<a title="Contact Us" href="{f:#####}">test</a>
```

Class

If a specific CSS class has been defined, this can be used to apply a class to the link. CSS can be defined for the site and for display in the WYSIWYG and the CSS and TXT files used for customization can be placed anywhere; however, typically, the site CSS is located in the `/_resources/css` folder and the WYSIWYG CSS and TXT files are located in the `/_resources/ou/editor` folder. The OU tags for the `<div>` and `<editor>` elements are located in the TMPL file.

For more information, visit the [Customizing the Styles Drop-Down](#) page.

Advanced Tab

The Advanced tab provides additional configuration items for your links. This includes various HTML attributes that can be added to an `<a>` tag. The behavior of the attributes are contextual to HTML5 and to pre-HTML5/XHTML; that is, the validity and usage of an attribute may differ from one specification/recommendation to the next.

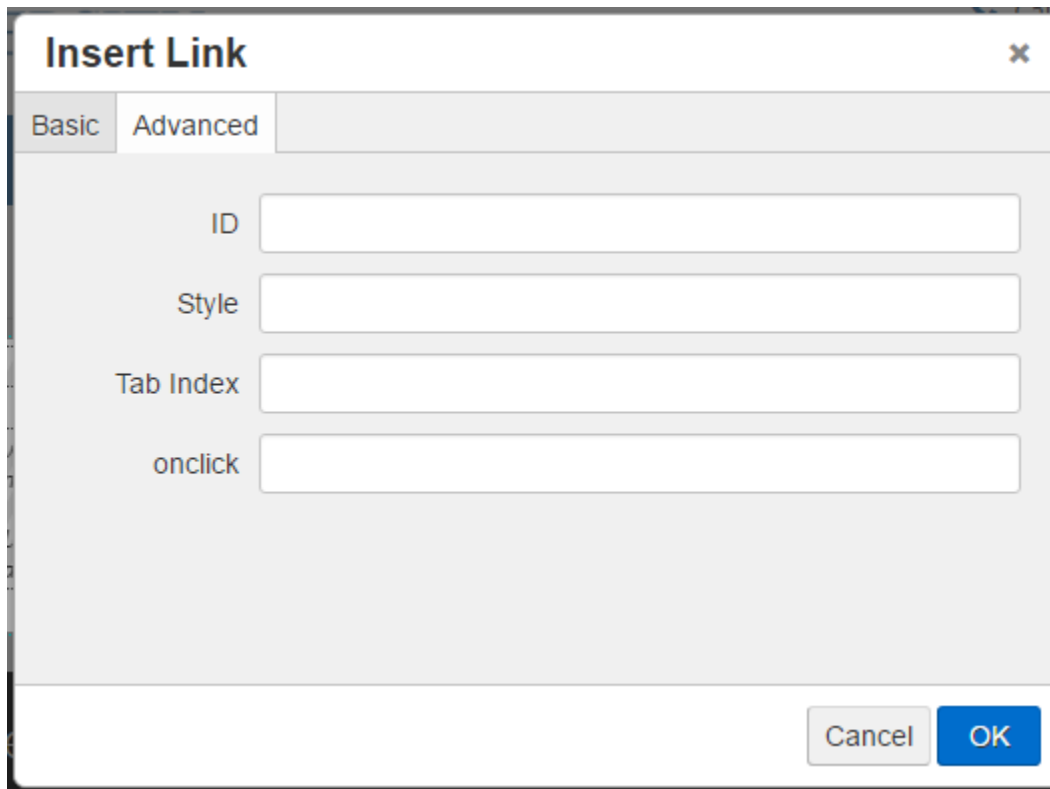
Insert/Edit Link ✕

General Popup Events **Advanced**

Advanced Properties

ID	<input type="text"/>
Style	<input type="text"/>
Classes	<input type="text"/>
Target Name	<input type="text"/>
Language Direction	-- Not Set -- ▾
Target Language	<input type="text"/>
Language Code	<input type="text"/>
Target Character Encoding	<input type="text"/>
Target MIME Type	<input type="text"/>
Relationship Page to Target	-- Not Set -- ▾
Relationship Target to Page	-- Not Set -- ▾
TabIndex	<input type="text"/>
AccessKey	<input type="text"/>

Insert **Cancel**



The image shows a screenshot of a web editor's "Insert Link" dialog box. The dialog has a title bar with a close button (X). Below the title bar are two tabs: "Basic" and "Advanced". The "Advanced" tab is selected. It contains four text input fields: "ID", "Style", "Tab Index", and "onclick". At the bottom right are "Cancel" and "OK" buttons.

HTML5 and Pre-HTML5/XHTML

Note that some attributes included on this tab for the <a> tag link may be obsolete or deprecated for HTML5; for example, charset, which is no longer supported in HTML5, but is valid for pre-HTML5. Other attributes have changed scope as they have now become global attributes. By default in OU Campus, the HTML5 schema is not enabled as a site setting, this can be enabled by an administrator with caution. If the HTML5 schema is selected in the site setting, then the attributes that are no longer supported in HTML5 may not be available and/or may be removed from the markup by the WYSIWYG Editor.

Defining a Hyperlink

The value of the href attribute of an <a> tag is defined with the Link URL on the General tab when editing within the WYSIWYG Editor. The attributes on the Advanced tab are optional and many of the attributes require that the href attribute be defined. If the attribute values for the Advanced tab are defined via the tab fields or source code, the value is returned in the field. The Link URL can be manually specified, for example for an external resource, or the browse icon can be used to spawn a file chooser to add a link to an internal page or file, or to a page in another site within the account, and this ensures that the Dependency Manager is used to track and manage linking within OU Campus. The value of the href can even be script. For example:

The HTML5 specification makes a distinction between the terms *hyperlink* and *link*. A "link" to an external resource is used to "augment" the current content. For example, a link can be created with a <link> element to a stylesheet, but a hyperlink is exposed to the user for the express purpose of providing access to additional content. This distinction of diction is not typical within the OU Campus documentation as the terms are link and hyperlink are frequently used interchangeably. Link or linking is frequently used as a verb to express the concepts, actions, and code details involved with a hyperlink.

Many of the attributes provided on the Advanced tab require the href attribute also be defined within the <a> element and the specification also indicates that a hyperlink (as compared with a link) is created.

Here is an example of an <a href> construct with a few attributes included:

```
<a id="h-class-x" class="red" href="http://support.omniupdate.com/" target="_blank">Link to Target Content</a>
```

The attributes that may be defined for the Advanced Properties include:

- **ID**
- **Style**
- **Classes** (Classic Only)
- **Target Name** (Classic Only)
- **Language Direction** (Classic Only)
- **Target Language** (Classic Only)
- **Language Code** (Classic Only)
- **Target Character Encoding** (Classic Only)
- **Target MIME Type** (Classic Only)
- **Relationship Page to Target** (Classic Only)
- **Relationship Target to Page** (Classic Only)
- **TabIndex**
- **AccessKey** (Classic Only)
- **onclick** (JustEdit Only)

ID

Specifies the value of the id attribute for the link. In previous incarnations of HTML, the name attribute on an <a> element was used to create an anchor and target it. For conformance with HTML5, the id attribute is preferred over the name attribute. For OU Campus pages the id should at least be unique to a page. The id attribute is flexible in implementation and can provide a specific target for an element, including for on-page linking within a document. An id can also be used as a target by scripts. Another usage of ids is to style an element with CSS, or to bookmark or footnote a document.

An id attribute:

- Is a global attribute in HTML5
- Must be a unique value relative to the "element's home subtree"
- Must contain at least one character
- Must not contain any space characters

The following example includes, firstly, a link to a footnote, and an id within its <a> element. The second example below is a caret character that links back to the text. This is how footnotes are accomplished on this page.

Syntax

```
<a id="hyperlink-comparison" href="index.html#f1">See footnote.[1]</a>
```

```
<a id="#f1" href="index.html#hyperlink-comparison">^</a>
```

Example of Bookmarks

An id can be used to link to a bookmark on a page. For example:

```
<h1>Getting Around</h1>
<p>This topic includes information about how to get around campus.</p>
<h2>On this Page</h2>
<a href="#biking">Free Bike Usage</a>
<a href="#trolley">Free Campus Trolley</a>
<a href="#pods">Free Auto Pods</a>
<h2><a id="biking">Free Bike Usage</a></h2>
<p>Mountain bicycles are provided free of charge for on-campus usages. Try as
you might they cannot be relocated off-campus as the embedded seashell prevents
it.</p>
<h2><a id="pods">Free Auto Pods</a></h2>
<p>Auto pods with autonav can be used for longer off-campus journeys and
require at least two travelers for distances greater than 3km roundtrip.</p>
```

Style

The style attribute can be used to apply inline CSS for the hyperlink. Several attributes from HTML 4 now apply to all elements as global attributes, the style attribute is one of them. It is not necessary to enter the quotation marks. For a markup like:

```
<a style="color:red; background-color:#B2FF99; font-weight:800; word-spacing:
50px;" href="http://support.omniupdate.com/">Funny Link Styling</a>
```

Enter the following in the field:

```
color:red; background-color:#B2FF99; font-weight:800; word-spacing: 50px;
```

Classes

Specifies one or more classes for the hyperlink that have been defined in CSS. The class attribute is considered global in HTML5 and can also be used to specify a microformat.

Syntax

```
<a class="shake animated" href="http://support.omniupdate.com/">Link to page</
a>
```

Target Name

Note: The frame/frameset element is not included in HTML5. The Target Name field can be used to specify a target or browsing context for a hyperlink. By default when no target is specified, `_self` is assumed, but does not have to be explicitly set. Using target can also imply a new browsing context. The href attribute is required when utilizing target. The target can also be set on the General tab and if it is explicitly set there, the value is returned on the Advanced tab. The following predefined values can be used:

- `_self` -- Opens the link in the current window/frame/tab: Generally used for linking to pages within the institution's website.

- **_blank** -- Opens the link in a new window. Generally used for linking to pages on another site, binary files like PDFs, in order to open content in a new browser tab.
- **_parent** -- Opens in a parent window/frame; previously common with framesets (pre-HTML5)
- **_top** -- Opens in a top-most parent frame to replaces all frames (pre-HTML5)

Syntax

```
target="_blank"
```

Language Direction

Specifies the text direction (dir attribute) for the link. The HTML specification suggests that the use of dir is preferred over specifying text direction with CSS. It also allows for the value of the attribute to be "auto" but does not prefer it, even though the auto value allows for the direction to be determined programatically. [4] The HTML specification provides an example of tagging that uses the value of auto for the dir on a paragraph. The first word of the paragraph is tagged with <bdi>, meaning that this particular word can go in either direction. Several examples are provided that include English, a left-to-right language, and Arabic, a right-to-left language. When rendered, the English language text is left aligned to the starting edge of the paragraph and the Arabic to the right. This includes the changing of the order of the <bdi> tagged words.

Syntax

```
<a dir="ltr" href="http://support.omniupdate.com/">Link to page</a>
```

The dir attribute is global in HTML5. The drop-down provides the following choices:

- **Left to Right:** dir="ltr" -- The ltr state provides "directionally isolated" left-to-right text.
- **Right to Left:** dir="rtl" -- The rtl state provides "directionally isolated" right-to-left text.

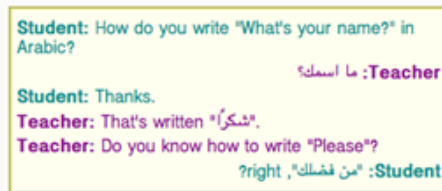
Note: Authors are strongly encouraged to use the `dir` attribute to indicate text direction rather than using CSS, since that way their documents will continue to render correctly even in the absence of CSS (e.g. as interpreted by search engines).

Code Example:

This markup fragment is of an IM conversation.

```
<p dir=auto class="u1"><b><bdi>Student</bdi>:</b> How do you write "What's your name?" in Arabic?</p>
<p dir=auto class="u2"><b><bdi>Teacher</bdi>:</b> ما اسمك؟</p>
<p dir=auto class="u1"><b><bdi>Student</bdi>:</b> Thanks.</p>
<p dir=auto class="u2"><b><bdi>Teacher</bdi>:</b> That's written "شكراً".</p>
<p dir=auto class="u2"><b><bdi>Teacher</bdi>:</b> Do you know how to write "Please"?</p>
<p dir=auto class="u1"><b><bdi>Student</bdi>:</b> "من فضلك", right?</p>
```

Given a suitable style sheet and the default alignment styles for the `p` element, namely to align the text to the *start edge* of the paragraph, the resulting rendering could be as follows:



As noted earlier, the `auto` value is not a panacea. The final paragraph in this example is misinterpreted as being right-to-left text, since it begins with an Arabic character, which causes the "right?" to be to the left of the Arabic text.

Target Language

Specifies the language of the target content of the hyperlink. The `hreflang` attribute is considered a global attribute in HTML5. The `hreflang` attribute is used on a link to indicate the language of the content that is linked to as compared with the language of the hyperlink itself (the Language Code can be used for that).

Syntax

```
hreflang="sv"
```

According to the following W3C page, there are pros and cons to using `hreflang`, and perhaps caveats, but nonetheless may be useful in certain circumstances.

For more information and examples, visit the [Indicating the language of a link destination](#).

From the site above is an example of `hreflang` usage, which is used in part here. The following example has a link that points to a page in Swedish and uses the `hreflang` attribute with language code for Sweden, SV. The styling is created in CSS. The result is that for each element with an `hreflang` attribute, the CSS adds the value of that attribute in brackets after the link.

Link example

"There is also a page describing [why a DOCTYPE is useful \[sv\]](#)."

HTML Markup Example

```
<p>There is also a page describing <a href="http://www.w3.org/International/articles/serving-xhtml/Overview.sv.php" hreflang="sv">why a DOCTYPE is useful</a>.</p>
```

CSS Example

```
a[hreflang]:after {
  content: " [" attr(hreflang) " ]";
  color: #999;
  vertical-align: super;
  font-size: 70%;
}
```

For more information about localizing languages for a global audience using HTML, visit the [Authoring HTML: Language declarations \(W3C working Group Note\)](#) page.

Language Code

Specifies the primary language (lang attribute) for content of the element, in this case a hyperlink and for any element attributes that contain text. The lang attribute is considered a global attribute in HTML5. "Its value must be a valid [BCP 47](#) tag, or empty string. Setting the attribute to the empty string indicates that the primary language is unknown... If these attributes are omitted from an element, then the language of this element is the same as the language of its parent element, if any."

See this specification for specifics when using with XML or for using xml:lang: [attr-lang](#) .

Example

```
<a lang="fr" href="http://http://www.france.fr/">Lien vers la page</a>
```

The following language code lookup tool may come in handy:

<http://rishida.net/utills/subtags/>

Target Character Encoding

Obsolete for HTML5. Prior to HTML5, charset can be used to specify the encoding (charset attributes) for the target to which the hyperlink is linked. For example:

```
<a charset="ISO-8859-1" href="http://support.omniupdate.com/">Link to page
using ISO encoding.</a>
```

However, the default character encoding for HTML5 is UTF-8 as the unicode standard provides broader support for global localization with an inclusive set of characters, punctuations, and symbols. The standard also provides "processing, storage, and transport of text, independent of platform and language."

Target MIME Type

Specifies the MIME type for the hyperlink. The href attribute is required when utilizing type. This can be used to advise of the Internet media type of the linked resource. The value must be a valid MIME type, which might include an image, audio, or video media type. Examples of this string are:

- text/html
- video/ogg
- image/png

For more information about valid MIME types, visit the [IANA MIME Types Registry](#) page.

Syntax

```
<a type="text/html" href="http://support.omniupdate.com/">Link to page</a>
```

Relationship Page to Target

Specifies a specific relationship (rel attribute) for the hyperlink to the target. One or more values can be provided for the attribute and if more than one is used they must be space separated. The meaning of some link type attribute values are determined in context by element or by combination usage with another attribute.

- The rel attribute is an extensibility mechanism that can be used "to annotate links"
- The HREF attribute is required when utilizing target.
- Link types are always ASCII case-insensitive, and must be compared as such; For example rel="next" is the same as rel="NEXT".
- It is not used by browsers so much as by search engines

"Similarly, for a and area elements with an href attribute and a rel attribute, links must be created for the keywords of the rel attribute as defined for those keywords in the link types section. Unlike link elements, however, a and area element with an href attribute that either do not have a rel attribute, or whose rel attribute has no keywords that are defined as specifying hyperlinks, must also create a hyperlink. This implied hyperlink has no special meaning (it has no link type) beyond linking the element's document to the resource given by the element's href attribute.

A hyperlink can have one or more *hyperlink annotations* that modify the processing semantics of that hyperlink."

Syntax

```
<a rel="author" href="http://support.omniupdate.com/">Link to page</a>
```

Example

```
<link rel=alternate type=application/pdf hreflang=fr href=manual-fr>
```

Note if the attribute usage is intended to create a hyperlink, it is indicated in the table below.

Attribute Value	Link Type	Description
alternate	Hyperlink	Indicates that link target is an alternate representation of the current content. --If used with the type attribute set to the value application/rss+xml or the value application/atom+xml, the keyword creates a hyperlink referencing a syndication feed (though not necessarily syndicating exactly the same content as the current page)

Attribute Value	Link Type	Description
		<p>--If used with the hreflang attribute, and that attribute's value differs from the root element's language, it indicates that the referenced document is a translation.</p> <p>--If used with the type attribute, it indicates that the referenced document is a reformulation of the current document in the specified format.</p> <p>Example when use with hreflang and type:</p> <p>The following link is a French translation that uses the PDF format:</p> <pre data-bbox="1047 909 1505 1077" style="border: 1px dashed black; padding: 5px;"> <link rel=alternate type=application/pdf hreflang=fr href=manual- fr> </pre>
author	Hyperlink	<p>Indicates that link target is the author of the current content.</p> <p>--Intended to be a way to provide more information about the author</p> <p>--Can be used with mailto in order to provide the author's email address</p>
bookmark	Hyperlink	<p>Gives a permalink for the nearest ancestor article element of the linking element in question, or of the section the linking element is most closely associated with, if there are no ancestor article elements.</p>
help	Hyperlink	<p>Indicates that the target content provides help information.</p> <p>--On some browsers, the help keyword causes the link to use a different cursor</p>

Attribute Value	Link Type	Description
		<p>Example</p> <p>The following link hyperlink with the form element includes a mechanism whereby if the user presses the "Help" or "F1" key the target content is provided.</p> <pre data-bbox="1047 514 1505 720"> <p><label> Topic: <input name=topic> (Help)</ label></p> </pre>
license	Hyperlink	<p>Indicates that the main content of the current document is covered by the copyright license described by the referenced document. Another usage is if a piece of content is covered by a different license than the rest of the page. Consider the following example:</p>

Attribute Value	Link Type	Description
		<pre> <main> <figure> <figcaption>Kissat</ figcaption> </figure> <p>One of them has six toes!</p> <p><small>This photograph is MIT Licensed</small></p> </main> <footer> Home</ a> Photo index <p><small>© copyright 2009 Examp1 Pictures. All Rights Reserved.</ small></p> </footer> </pre>
next	Hyperlink	<p>Indicates that the current document is a part of a series, and that the next document in the series is the referenced document.</p> <p>--A document may be part of multiple sequences</p> <p>--Content without a "next" indicates that the sequence is at its end</p>
nofollow	Annotation	<p>Indicates that the link is not endorsed by the original author or publisher of the page, or that the link to the referenced document was included primarily because of a commercial</p>

Attribute Value	Link Type	Description
		relationship between people affiliated with the two pages.
noreferrer	Annotation	Requires that the user agent not send an HTTP Referer (sic) header if the user follows the hyperlink. It indicates that no referrer information is to be leaked when following the link.
prefetch	External Resource	Specifies that the target resource should be preemptively cached.
prev	Hyperlink	Indicates that the current document is a part of a series, and that the previous document in the series is the referenced document. --A document may be part of multiple sequences --Content without a "previous" indicates that the sequence is at its beginning
search	Hyperlink	Gives a link to a resource that can be used to search through the current document and its related pages.
tag	Hyperlink	Indicates that the target link provides tag-like clarification or categorization for the current content.
<i>non-predefined</i>		The attribute values listed in this table above are predefined in the HTML5 specification. The spec also references additional values both existing and proposed for HTML5, which are listed at the microformats.org site: http://microformats.org/wiki/existing-rel-values http://microformats.org/wiki/existing-rel-values#HTML5_link_type_extensions

Some of the types described below list synonyms for these values. These are to be handled as specified by user agents, but must not be used in documents.

Authors can use the rel="" mechanism to annotate links with specific meanings by registering extensions to the predefined set of link types. This is also used by microformats. Additionally, absolute URLs that do not contain any non-ASCII characters, nor characters in the range U+0041 (LATIN CAPITAL LETTER A) through U+005A (LATIN CAPITAL LETTER Z) (inclusive), may be used as link types.

Source: <http://www.w3.org/html/wg/drafts/html/master/introduction.html#introduction>

Relationship Target to Page

Note: The rev attribute is obsolete and no longer supported in HTML5. For pre-HTML5, it specifies the reverse relationship (rev attribute) for the hyperlink. If more than one value is used, they must be space separated. The rev attribute refers to the relationship between the target document and the current document; the opposite of the rel attribute.

Syntax

```
<a rev="stylesheet">Link to page</a>
```

The rev attribute can take the following values:

- **alternate:** Indicates that the current document is an alternate version of the target document.
- **stylesheet:** Indicates that the current document is a stylesheet for the target document.
- **start:** Indicates that the current document is the first document
- **next:** Indicates that the current document is the next document compared with the link target
- **prev:** Indicates that the current document comes before the target content in a series.
- **contents:** Indicates that the current document is the table of contents for the link target
- **index:** Indicates that the current document is the index for the link target
- **glossary:** Indicates that the current document is the glossary for the link target
- **copyright:** Indicates that the current document contains copyright information for the link target
- **chapter:** Indicates that the current document is a chapter of the link target
- **section:** Indicates that the current document is a section of the link target
- **subsection:** Indicates that the current document is a subsection for the link target
- **appendix:** Indicates that the current document is the appendix for the link target
- **help:** Indicates that the current document is the help for the link target
- **bookmark:** Indicates that the current document is a bookmark for the link target

Tab Index

Specifies the tab index (tabindex attribute) for the hyperlink. The tabindex attribute is considered a global attribute in HTML5. The value must be a valid integer and is used to indicate that an element is focusable. "Positive numbers specify the relative position of the element's focusable areas in the sequential focus navigation order, and negative numbers indicate that the control is to be unreachable by sequential focus navigation."

- A tabindex makes an element selectable by mouse click in that it adds dotted outlines, which can be styled using :focus
- May be more useful in changing the tab-through order of a form than for changing the tabbing order of links on a page
- Since <a> tags have focus by default, could also be used to negate the tabbing through a page

Syntax

```
<a tabindex="1" href="http://support.omniupdate.com">Link to page</a>
```

Access Key

Specifies one or more access keys (accesskey attribute) assigned to the hyperlink. The accesskey attribute is considered a global attribute in HTML5. "If specified, the value must be an ordered set of unique space-separated tokens that are case-sensitive, each of which must be exactly one Unicode code point in length." The accesskey attribute:

- Creates a keyboard shortcut that activates or focusses the element
- Can include more than one key

Syntax

```
<a accesskey="access-key" href="http://support.omniupdate.com">Link to page</a>
```

onclick

Executes Javascript when the link is clicked.

Example

```
<a href="http://support.omniupdate.com" onclick="getElementById('demo').innerHTML=Date()">What is the time?</a>
```

More Options for Inserting and Using Links

For more information about the additional functionality available on the other tabs, see:

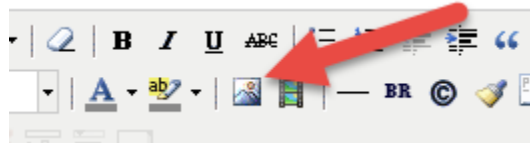
- [Anchors](#)
- [Mailto Links](#)
- [Additional Tabs \(Classic Editor Only\)](#)

Insert/Edit Image

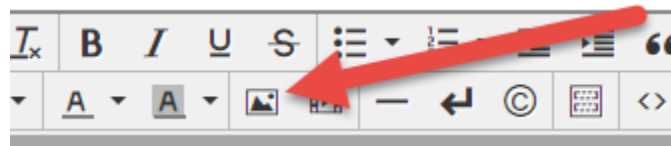
Overview

The Insert/Edit Image tool is available on the default toolbar for the WYSIWYG Editor. The [Images Gadget](#) may also be used to drop an image on a page and will automatically spawn the Insert/Edit Image modal.

Classic Editor



JustEdit



The **Insert/Edit Image** tool provides access to multiple functions related to images, image management, and code markup for images. At the very simplest, it can be used to link to an image and provide a description for it, which is usually required. On the other hand, **Insert/Edit Image** can also be used to:

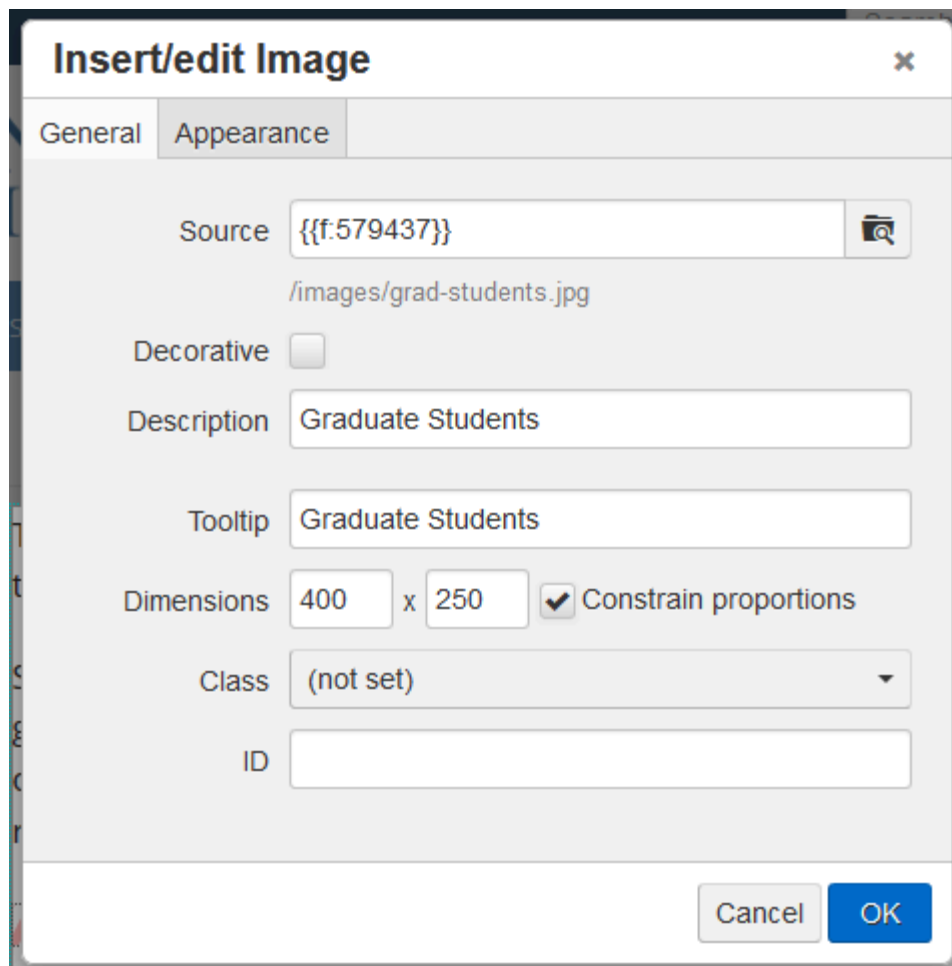
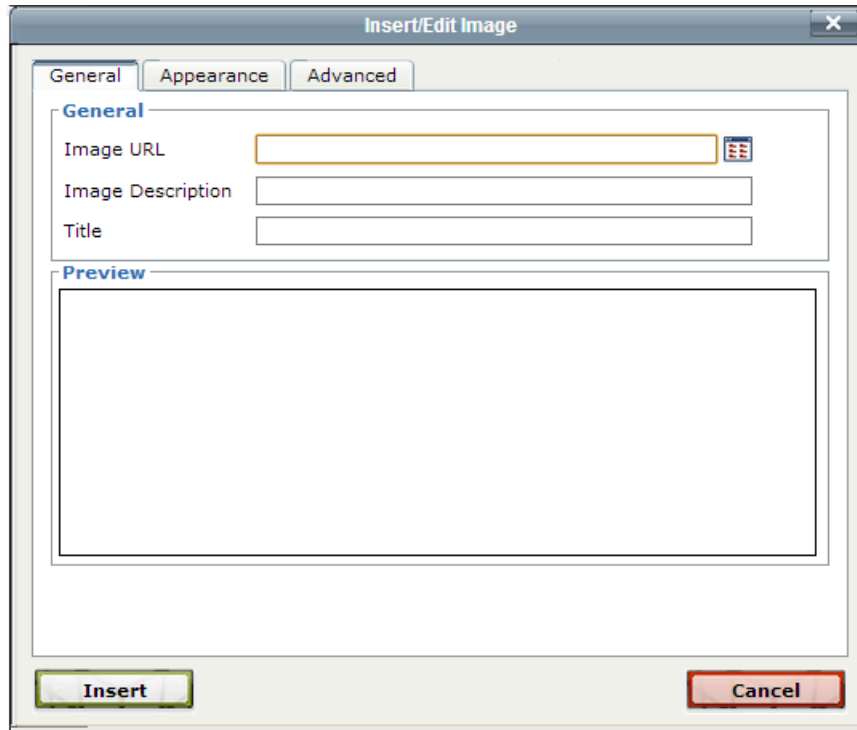
- Upload an image and edit it with the Image Editor
- Manually enter a URL of an image to insert on the page
- Browse to an image that was previously uploaded in order to link to it, including the ability to choose from an auxiliary site
- Provide metadata about an image in the form of an Image Description (alt tag) and Title (title tag)
- Preview an image
- Align an image
- Add space or a border around an image
- Assign a CSS class or styling to an image
- Create an image swap with JavaScript
- Specify an image map

When using the Insert/Edit Image tool, once an image has been selected for insertion on a page, the WYSIWYG Editor provides the HTML mark-up and the dependency tag for the link behind the scenes. A dependency tag can also be inserted from within the Source Editor.

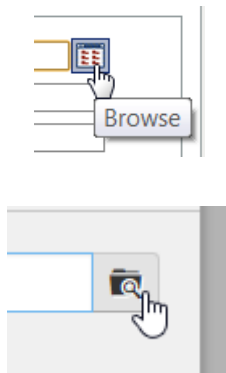
In addition to adding an image to a page, the **Insert/Edit Image** tool includes the **Appearance** and (for Classic Editor) **Advanced** tabs, which provide users with the ability to further manipulate images. The [Appearance tab](#) provides the ability to modify the alignment, size, and CSS styling of the image. The [Advanced tab](#) provides miscellaneous functionality for image manipulation with JavaScript and HTML, including the ability to swap images on mouse over, designate an image map, and add an ID to the IMG tag.

Inserting an Image

1. To insert an image, position the cursor where the image should be inserted and click the **Insert/Edit Image** icon. This shows the **Insert/Edit Image** modal.



- The location of the image can be manually entered in the Image URL field, but to take full advantage of link management, click the **Browse** icon to browse to the image as in this manner the image will be assigned a dependency tag.





- The **Select Image** modal is shown.






Select Image


Sites > gallena > _resources > images > campus

Upload Staging

Click to add tags

Filter by name  

-  blocksom_library.png
-  **burgess_hall.png**
-  east_campus.png
-  west_campus.png
-  west_campus_cropped.png



Name: burgess_hall.png
 Path: /_resources/images/campus/burgess_hall.png
 Size: 500 × 667 (627K)
 Last Modified: Never
 Last Published: 11/30/15 2:41 PM [Edit Image](#)

Cancel **Insert**

Note that the view of the images can be toggled between a list and thumbnail view by clicking the icons to the right of the Filter field.

- An image can be selected by doing one of the following:
 - Navigating the folder structure via the breadcrumb links. This includes being able to navigate to another site within the account.
 - Uploading** an image.

- **Uploading and editing** an image.
 - Selecting a different environment from the drop-down; such as the production server or publish target. Staging is the default when Binary Management is in effect.
 - Selecting an auxiliary site from the drop-down.
 - Filtering by entering one or more characters. The filter is relevant to the file name, including extension.
 - Filtering by adding tags.
 - Switching between list view and thumbnail view.
 - Previewing in the preview pane by single-clicking.
 - Double-clicking to immediately select and insert.
 - Viewing the preview pane content details
 - Clicking through the Edit Image link to edit an image. After editing, click save to return to the Select Image dialog. This edits the physical file and can be useful for quick resizing of an image.
5. Once the image has been selected, click **Insert**. Alternatively, double-click an image in the list or thumbnail view.
 6. From the **Insert/Edit Image** modal, enter a value for the **Image Description** field.
 7. Click **Insert**. The image is shown in the context of the page within the WYSIWYG Editor.

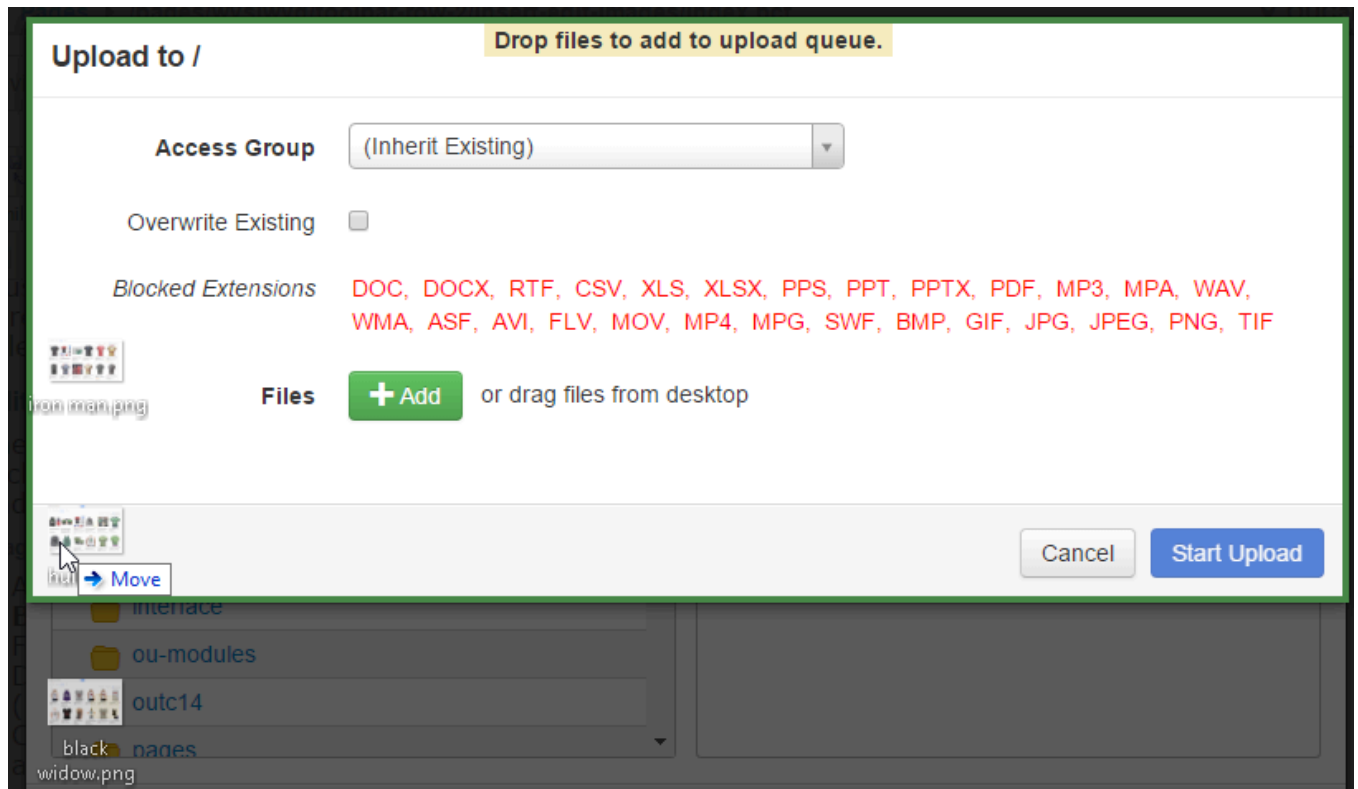
Note: When linking to an image or other binary file from staging the file must be published to production. This can be accomplished by making sure that the **Include Unpublished Dependencies** checkbox is selected.

Editing an Inserted Image

The details of the image can be modified after insertion on a page by clicking the same **Insert/Edit Image** icon, making the necessary edits, and clicking Update.

Dragging a File to Upload

1. As described above, click the **Insert/Edit Image** tool, and the **Browse** icon.
2. From the Insert Image modal, click **Upload**.
3. Drag the file or files to upload from the local computer to the modal. (Multiple files may be selected and uploaded at one time. On a PC, use Control+Click, Shift+Click, or click and drag to select multiple files. For a Mac, use the Command key to select multiple files.)



4. Alternatively, click the **Add Files** button to browse and select local files.
5. If necessary and available, choose an access group for the files. This will limit the ability to access the image to insert it on a page from within the WYSIWYG to members of the group.
6. The ability to overwrite files may be enabled and available by clicking the **Overwrite Existing** checkbox.
7. Files may be renamed at this point by clicking **Rename**, entering the new file name, and pressing the Enter key or clicking out of the field.

Upload to /_resources/images/email/logos

Access Group: (Inherit Existing)

Overwrite Existing:

Files: + Add or drag files from desktop

Filename	Size	Status / Options
iron-man.png	543K	✎ Rename ✕ Remove
hulk.png	549K	
black widow.png	468K	Invalid filename

The name "iron man.png" does not pass the site's file naming requirements.

Cancel
Start Upload

Note that if there are invalid filenames or the file exists already and Overwrite Existing has not been checked, the modal will not allow the upload to be initiated.

8. Click **Start Upload** to upload the files.
When completed, the green success message is displayed

. Click

Close

and select and insert the image from the

Select Image
modal.

Upload to /_resources/images/email/logos

Filename	Status
iron-man.png	Upload Successful
hulk.png	Upload Successful
black-widow.png	Upload Successful

Upload complete.

Close

Additional Information and Reminders

- Adding an image description is important for accessibility, as it provides text for screen-readers or other instances where the image is unable to be viewed
- The ability to upload files is inherently available for user levels 6 or above. Lower level users (1–5) can be granted the rights to upload via the user’s settings.
- The permission to overwrite files to which they have access can be granted to user levels 1 through 8, and is inherently available to user levels 9 and 10.
- To import multiple files using only one selection and containing subfolders, use the [Zip Import](#) feature.
- Zip Import is available to users Levels 6–8 through the user’s settings.
- **Note:** All binary files including images are uploaded to the staging server and must be published to the public-facing web server. Image files can be manually published with any publish action, or if having been inserted on a page without publishing, the Dependency Manager will provide a checkbox on the Publish modal so that any unpublished dependencies are also published.

Decorative Images

Decorative images are images for which no <alt> descriptive image tag is required. Inserting decorative images must be enabled for each site by an administrator. This can be accomplished from Setup > Sites > WYSIWYG Editor > Decorative Images. The default, Disabled, means that the Decorative Image checkbox is not available and that an Image Description must be added.

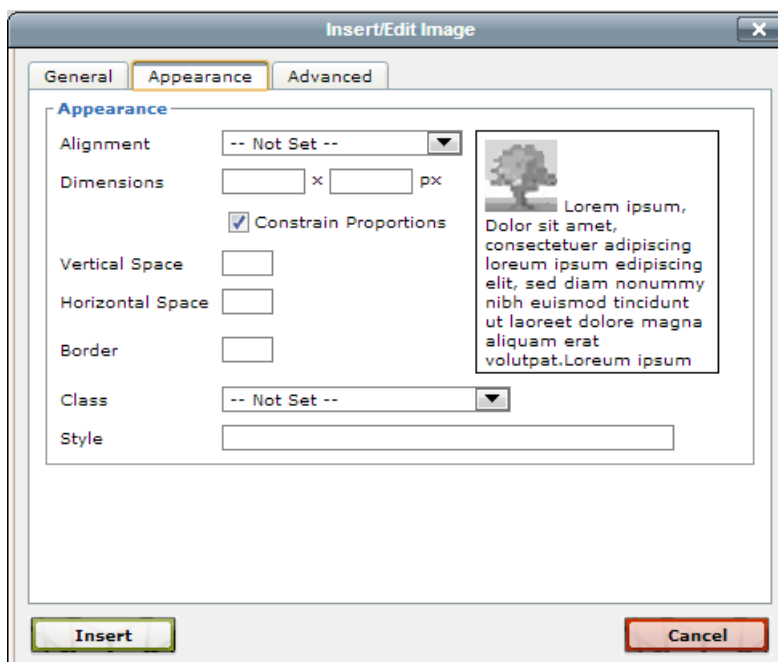
For more information, visit the [Setup Sites > WYSIWYG Editor Panel](#) page.

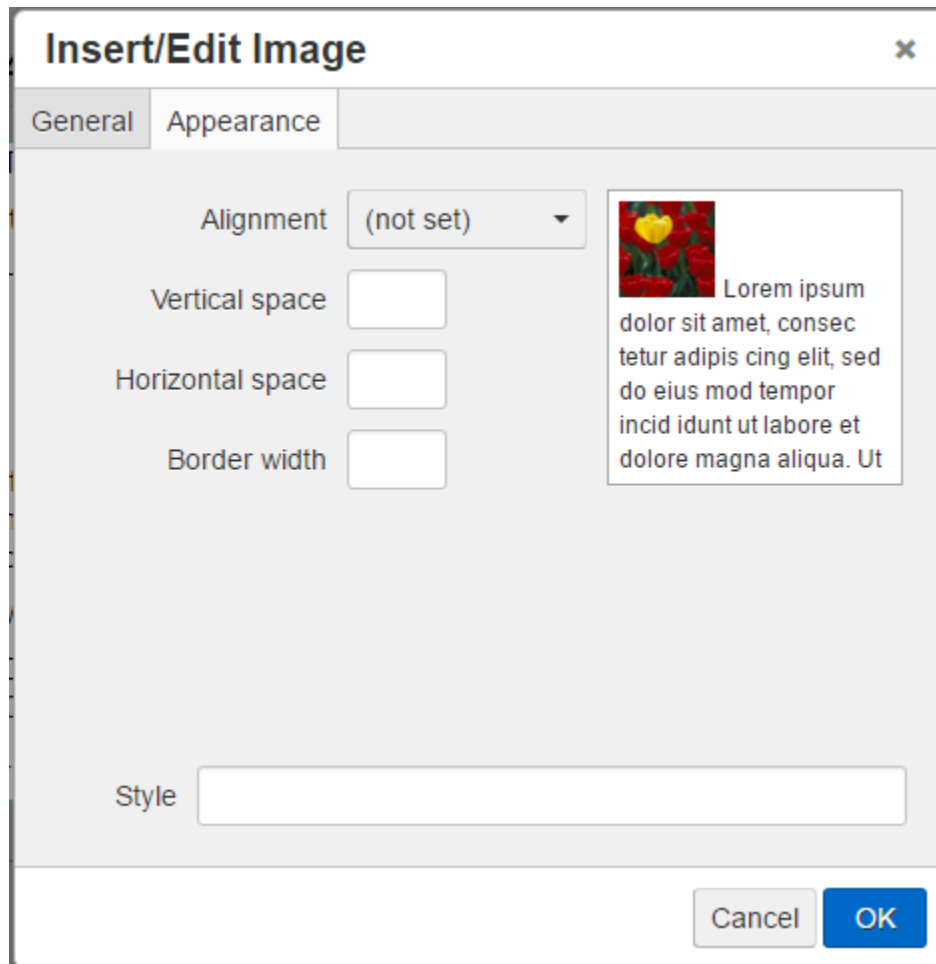
Using Decorative Images

Once enabled, the Insert/Edit Image modal in the WYSIWYG editor allows users to select a checkbox indicating that the image to be inserted is a decorative image and to omit the image description.

Appearance Tab

The Appearance tab allows for configuring the alignment, size, and styling of the image.





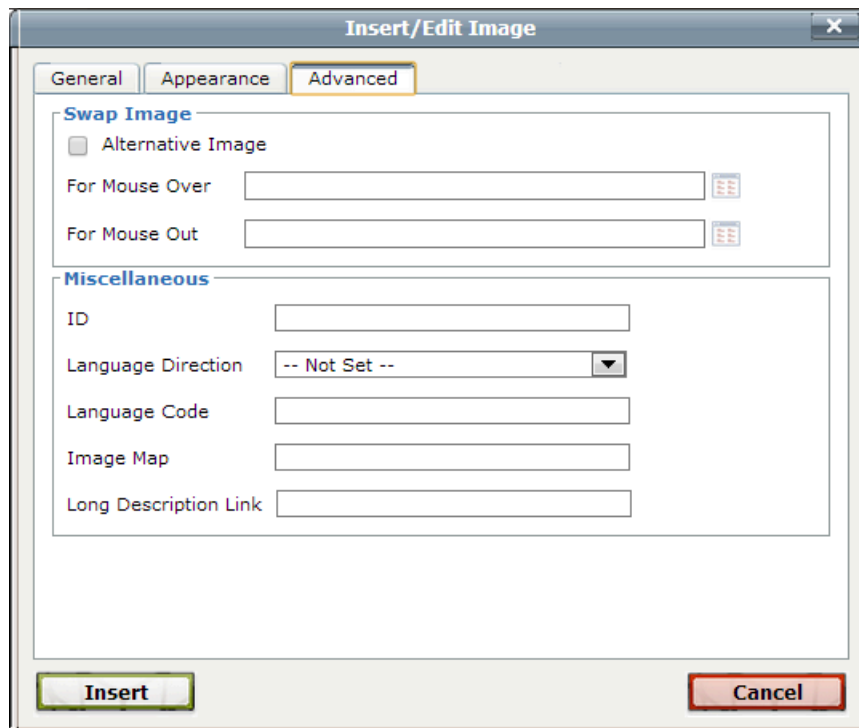
The following Appearance settings can be configured:

- **Alignment:** Sets the alignment of the image against the text. Options include:
 - Baseline: Aligns the baseline of the image with the baseline of the parent
 - Middle: The image is placed in the middle of the line of text
 - Top: The top of the image is aligned with the top of the tallest element in the line
 - Bottom: The bottom of the image is aligned with the bottom of the lowest element in the line
 - Text Top: The top of the image is aligned with the top of the parent element
 - Text Bottom: The bottom of the image is aligned with the bottom of the parent element's font
 - Left: The image is set to the left of the text with wrap-around
 - Right: The image is set to the right of the text with wrap-around
- **Dimensions:** Sets the height and width of the image. The **Constrain Proportions** checkbox can be selected in order to keep the same proportions of the original image
 - In JustEdit, the dimensions are listed under the General tab
- **Vertical Space:** Sets the amount of space between the top and bottom sides of the content area and the image
- **Horizontal Space:** Sets the amount of space between the left and right sides of the content area and the image
- **Border:** Sets the width of the image border. The border width will be the same on all sides of the image
- **Class:** Allows for a class attribute value to be selected from the drop-down, which can be configured

- **Style:** Based upon the options selected from the Alignment drop-down, the styling will auto-complete. Optionally, styling may be manually added to define the alignment and other features for the image.

Advanced Tab

If you are using the Classic Editor, the **Insert/Edit Image** modal also contains an **Advanced** tab. It provides easy access to JavaScript and HTML with the ability to swap images on mouse over, designate an image map, and add an ID to the IMG tag.



Swap Image

The Swap Image area includes a checkbox that, when selected, allows for adding a second image that replaces the original image when a user hovers over the image. The two options for this feature are to specify the alternate image on mouse over or on mouse out. For either option, the alternative file can be browsed to with the file chooser.

1. While editing a page in the WYSIWYG Editor, click **Insert/Edit Image**.
2. Click the **Browse** icon and select the image to appear on the page when it is initially loaded.
3. Click the Advanced tab.
4. Select the **Alternative Image** checkbox.
5. From either the **For Mouse Over** or **For Mouse Out**, browse to the alternative image.
6. Insert the image, and save and publish the page.

Initial Image

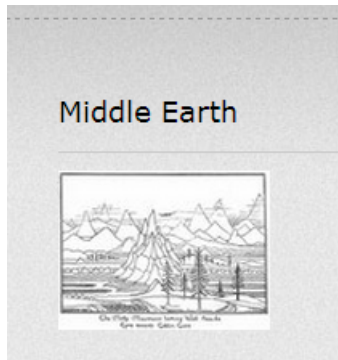


Image Swap After Hover



Miscellaneous

This area includes the ability to add the HTML `id` tag to the `img` tag. It also includes:

- Add the HTML `id` tag to the `img` tag
- Select the language direction with a drop-down
- Designate the language code
- Specify an image map
- The long description link field

ID

Specifies the value of the `id` attribute for the image. In previous incarnations of HTML, the `name` attribute on an `<a>` element was used to create an anchor and target it. For conformance with HTML5, the `id` attribute is preferred over the `name` attribute. For OU Campus pages the `id` should at least be unique to a page. The `id` attribute is flexible in implementation and can provide a specific target for an element, including for on-page linking within a document. An `id` can also be used as a target by scripts. Another usage of `ids` is to style an element with CSS, or to bookmark or footnote a document.

An `id` attribute:

- Is a global attribute in HTML5
- Must be a unique value relative to the "element's home subtree"
- Must contain at least one character
- Must not contain any space characters

Language Direction

Specifies the text direction (`dir` attribute) for the image. The HTML specification suggests that the use of `dir` is preferred over specifying text direction with CSS. It also allows for the value of the attribute to

be "auto" but does not prefer it, even though the auto value allows for the direction to be determined programmatically. The HTML specification provides an example of tagging that uses the value of auto for the dir on a paragraph. The first word of the paragraph is tagged with <bdi>, meaning that this particular word can go in either direction. An example would be differentiating between English, a left-to-right language, and Arabic, a right-to-left language. When rendered, the English language text is left aligned to the starting edge of the paragraph and the Arabic to the right. This includes the changing of the order of the <bdi> tagged words.

Language Code

Specifies the primary language (lang attribute) for content of the element, in this case a hyperlink and for any element attributes that contain text. The lang attribute is considered a global attribute in HTML5. "Its value must be a valid [BCP 47](#) tag, or empty string. Setting the attribute to the empty string indicates that the primary language is unknown... If these attributes are omitted from an element, then the language of this element is the same as the language of its parent element, if any."

See this specification for specifics when using with XML or for using xml:lang: [attr-lang](#).

Image Map

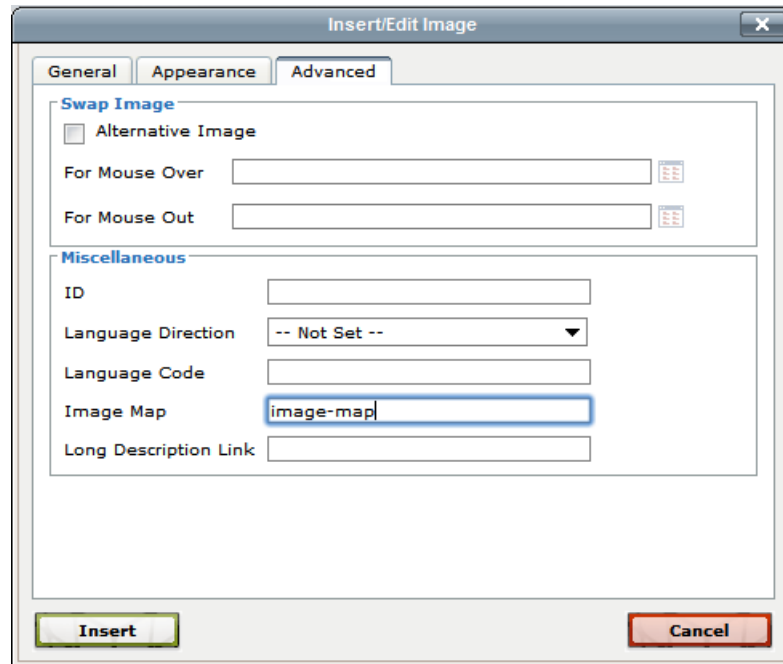
In HTML and XHTML, an image map is a list of coordinates relating to a specific image, created in order to hyperlink areas of the image to different destinations (as opposed to a normal image link, in which the entire area of the image links to a single destination). For example, a map of the world may have each country hyperlinked to further information about that country. The intention of an image map is to provide an easy way of linking various parts of an image without dividing the image into separate image files.

To use the image map feature in the advanced properties of the WYSIWYG image insert tool, the web developer must have first created a properly coded image map with the appropriately defined hotspots in the HTML of the target web page. The image map must be named (e.g., name="navmap"). Once this is done a user can, in the WYSIWYG Editor, click the Insert/Edit Image tool, choose the appropriate image, go to the Advanced tab, and type in the name of the image map. This name must be preceded by a # character (e.g., #navmap). Now the image is associated with the image map.

Due to the nature of image maps (dimensions are hard set for the hot-linked areas of an image), an image must be of the proper dimensions to support the map, as well as have the image content that maps to the areas that are defined in the image map (e.g., an image of Canada would be useless for an image map defined for the United States).

How to Add a Mapped Image

1. To add a image map to the page, use the WYSIWYG **Insert/Edit Image** tool.
2. From the **Insert/Edit Image** dialog box, click the **Advanced** Tab.



3. In the **Image Map** field type in the name of the image map. It is very important to keep in mind that a hash tag (#) must be placed at the beginning of the image map name in this field. For example if the developer used the name **navmap**, the user would type in: #navmap.
4. Once the correct name has been inserted for the image map click **Insert** and the new mapped image will appear in the **WYSIWYG Editor**.

Long Description

The long description field specifies a hyperlink to a detailed description of an image.

Image Editor

Overview

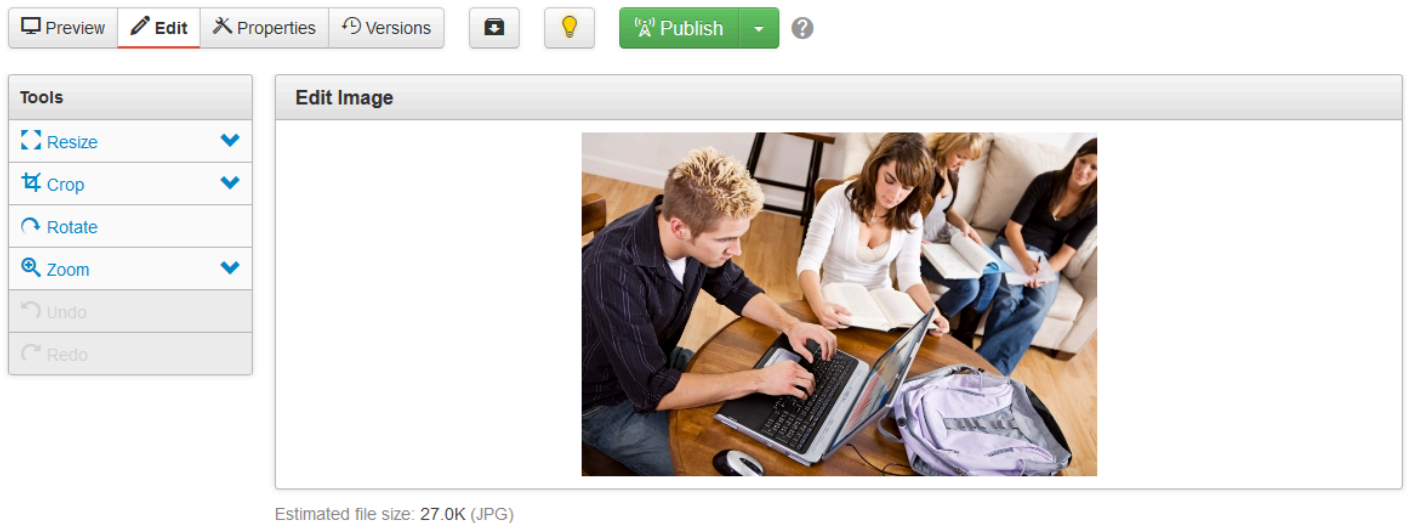
The Image Editor allows images to be resized, cropped, rotated, and zoomed directly within OU Campus. Images can be uploaded and edited all in one operation.

The ability to edit an image helps ensure large images are properly resized before being published to the production server. Additionally, images can be saved and renamed.

Access to the Image Editor is dependent on user level. Those who can upload files can use the Image Editor to upload images and edit existing images, but cannot overwrite any existing image with the same file name. Those with overwrite permissions are able to replace existing images. The Image Editor can be accessed using the following methods:

- Clicking on a linked image name within the Pages list view
- Clicking Upload and Edit from the Upload modal when uploading an image in the Pages list view
- When inserting images into an editable region from the Insert/Edit Image filechooser while in the WYSIWYG Editor
- When inserting images into a mini-WYSIWYG editor from the Insert/Edit Image filechooser while editing or creating a new Web Content Asset
- When inserting images on a page using the Source Editor

For more information about the Upload and Edit process, visit the [Upload and Edit](#) page.



The screenshot shows the Image Editor interface. At the top, there is a navigation bar with buttons for Preview, Edit (highlighted), Properties, Versions, a gallery icon, a lightbulb icon, a green Publish button, and a help icon. Below this is a 'Tools' sidebar on the left with options: Resize, Crop, Rotate, Zoom, Undo, and Redo. The main area is titled 'Edit Image' and contains a large image of a group of students sitting around a table, with one student using a laptop. Below the image, it says 'Estimated file size: 27.0K (JPG)'.

LDP Image Galleries are another way users can add images to a site in the OU Campus system. However, this function is not related to the standard Upload and Edit Image feature and requires that Live Delivery Platform (LDP) be enabled. For information about creating LDP Image Galleries, visit the [Image Galleries](#) page.

Image file types support by the Image Editor is browser dependent. The following file types commonly used for web pages can be edited and saved with the Image Editor with the most commonly used browsers:

- JPG/JPEG
- PNG
- GIF

- BMP

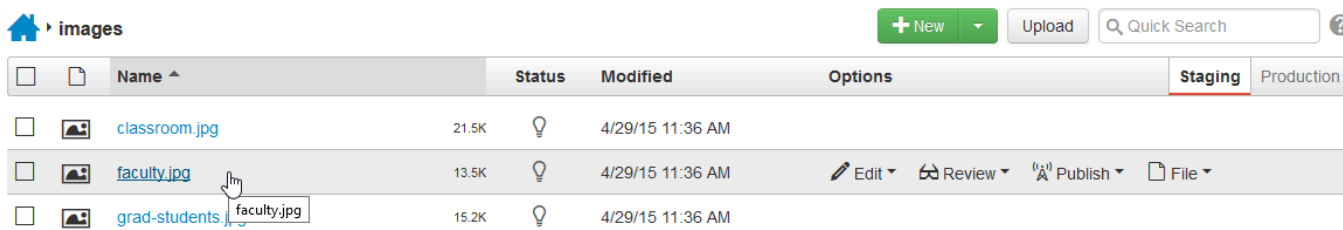
For a complete reference of browser support for image formats, see:

http://en.wikipedia.org/wiki/Comparison_of_web_browsers#Image_format_support

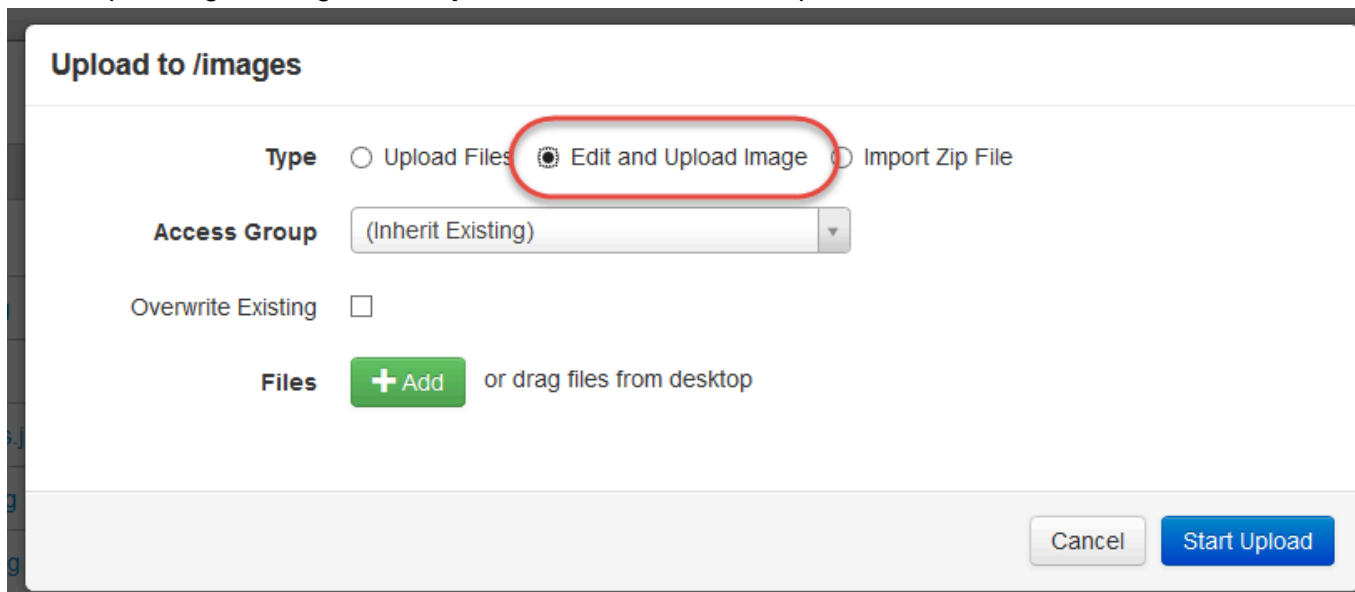
Accessing the Image Editor

The Image Editor can be accessed in three main ways:

- Click the hyperlinked image name in the Pages list view



- When uploading an image, click **Upload and Edit** from the Upload modal



- When adding an image to an editable region, the source of a page, or in a mini-WYSIWYG Editor and uploading from the **Select Image** filechooser

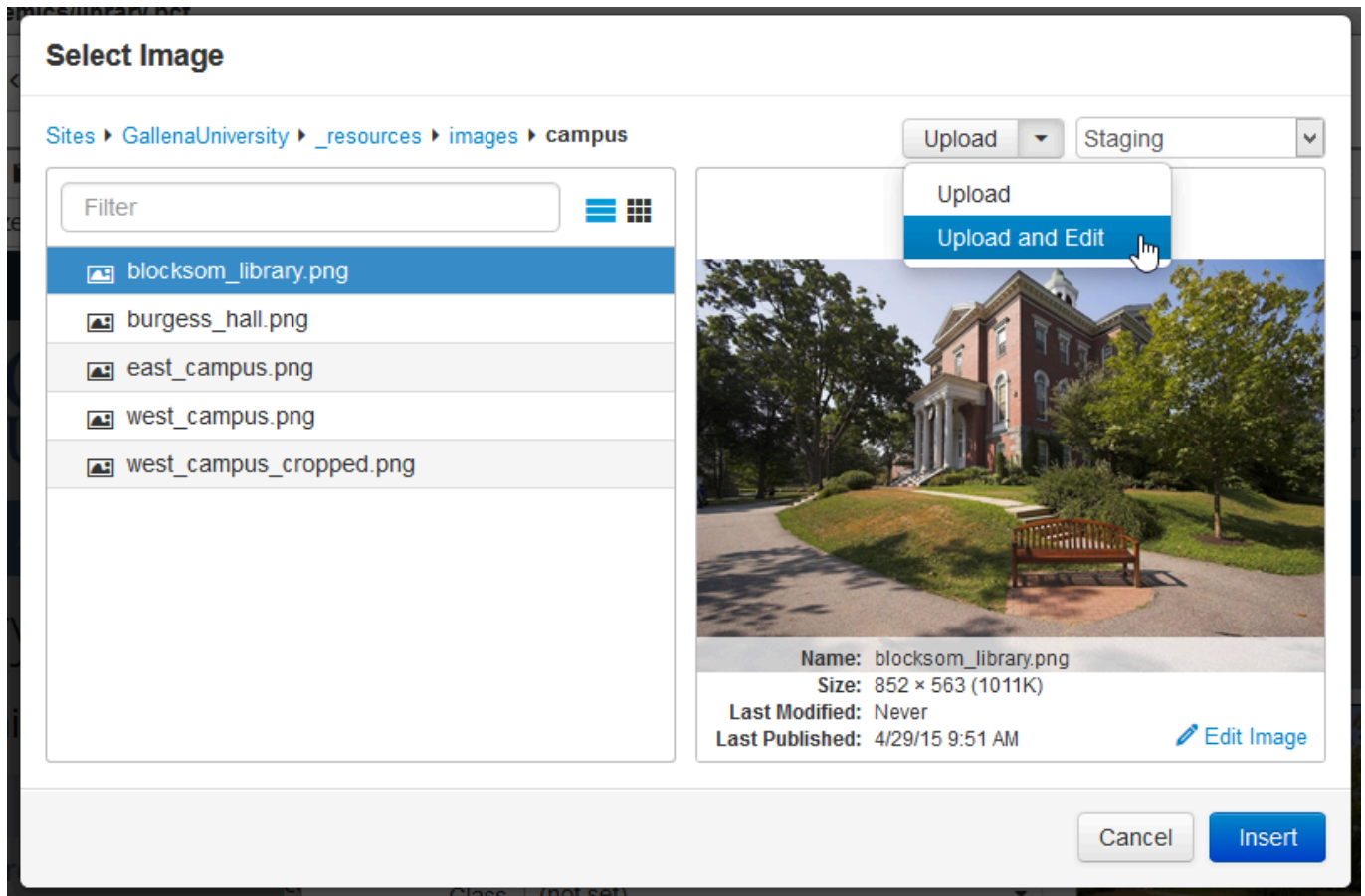


Image Editor Tools

From the **Edit Image** screen inside the Image Editor, the following functionality is available in the Tools menu:

- Resize
- Crop
- Rotate
- Zoom
- Undo
- Redo

As the image is edited, an estimated file size is shown underneath the image panel. This size will change as the image is resized and cropped.

Resize

The Resize tool includes the ability to specify a new width and height for the image. The original ratio for the image dimensions can be kept intact by selecting the **Preserve Ratio** checkbox.

Tools

Resize

Width

Height

Preserve Ratio

Resize

Crop


Rotate

Zoom

Undo

Redo

Edit Image



Estimated file size: 112K (JPG)

Crop

The Crop tool can be used to crop the image, either by selecting a predefined aspect ratio or by determining a custom crop size. When **Custom** or any of the predefined ratios are selected, a crop box will appear. Users can then adjust the crop for the image by dragging the crop handles located on the edges of the crop box. Clicking the **Swap width & height** checkbox will swap the dimensions of the crop box width and height (e.g., a crop box with dimensions of 150x300 pixels would swap to 300x150 pixels).

Tools

↺ Resize ↘

✂ Crop ↗

Aspect Ratio

Custom

1 : 1

5 : 4

4 : 3

3 : 2

16 : 10

16 : 9

Swap width & height

Apply Crop

↻ Rotate


🔍 Zoom ↘

↶ Undo

↷ Redo

Edit Image

🔒 750 x 600



Estimated file size: 112K (JPG)

Rotate

The Rotate tool rotates the image 90 degrees in a clockwise direction with each click.

Tools

☑️ Resize ▲

Width

Height

Preserve Ratio

Resize

✂️ Crop ▼


🔄 Rotate

🔍 Zoom ▼

↶ Undo

↷ Redo

Edit Image



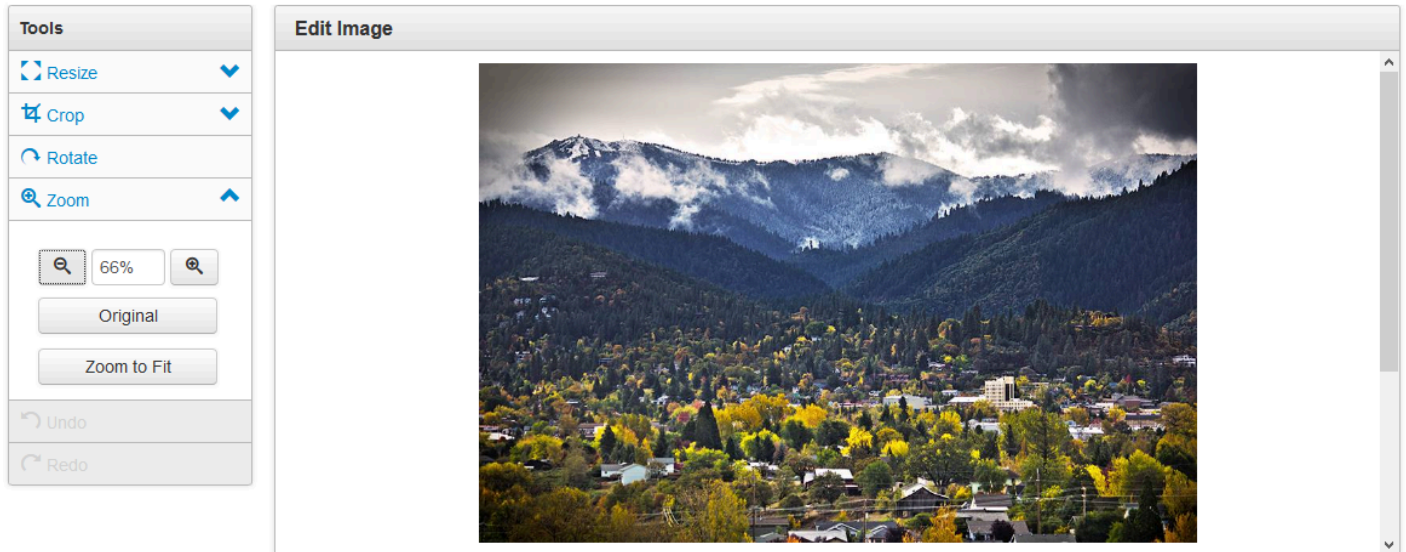
Estimated file size: 113K (JPG)

Zoom

The Zoom tool can be used to manually enter a percentage of the original image size to be displayed in the Edit Image panel for editing. The plus and minus magnifying glass buttons may also be used to increase or decrease the viewing size. Zoom does not alter the size of the image on the staging server; it is only to aid users in the Image Editor.

The Original button reverts the image to the original size.

The Zoom to Fit button resizes the image to fit into the panel for viewing.



Estimated file size: 112K (JPG)

Undo/Redo

The Undo and Redo functionality is available after performing another editing function. **Undo** reverts the last function performed (one level back). The **Redo** function reapplies the last function removed by the **Undo** tool (one level forward).

Final Notes

The edited image must be republished in order to appear correctly on the rendered webpage. This may be initiated with a page publish by selecting the checkbox to publish unpublished dependencies. Or it may be necessary to manually publish the image. If the image does not appear correctly, refresh the browser and/or clear the browser cache as the previous iteration of the image may have been saved by the browser. This action can be found in various places in browsers' settings and for some browsers/platforms, this can be accomplished by pressing CTRL+F5 (Chrome), CTRL+R (Firefox and IE), or CMD+Option+E (Safari). Otherwise the edited image may not appear as expected.

When an image is edited through The Image Editor in OU Campus, it will be recompressed once it is saved. When using lossy file formats such as JPG, this can cause a visible degradation in image quality, especially when an image is edited multiple times in OU Campus. As a best practice, crop or resize images to the exact size needed on the page before importing them into OU Campus. Furthermore, using images saved in a lossless file format (such as PNG) in the Image Editor will avoid losses of quality due to recompression.

The image size is dependent on two factors: the browser and the amount of memory allocated to the browser by the parent machine. In testing a fairly large image, 13260 x 3955 pixel (27 MB), was used and rendered in 198 ms. Performance of image rendering is dependent upon each individual user's machine and Internet connection. In short, every time a user tries to load an image, large or small, jpeg or any other extension, the image editor relies on the browser to provide the pixel information.

If working with an image that cannot be edited, log out of OU Campus, quit and relaunch the browser. This will free up browser-allocated RAM and may resolve the issue.

Publishing a Page

Overview

When publishing a page, either from the **Publish** button in the Page Actions toolbar or from **Publish > Publish** in the Pages list view, the Publish modal appears.

Publish - future_students.pcf



Final Check

Schedule

Social Media

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

htm

Run All

Spell Check Language

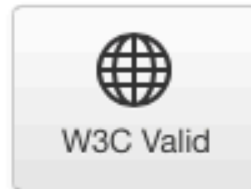
English



No errors found.



Show Results
OK



Publish Target

Production

Version
Description

0/256

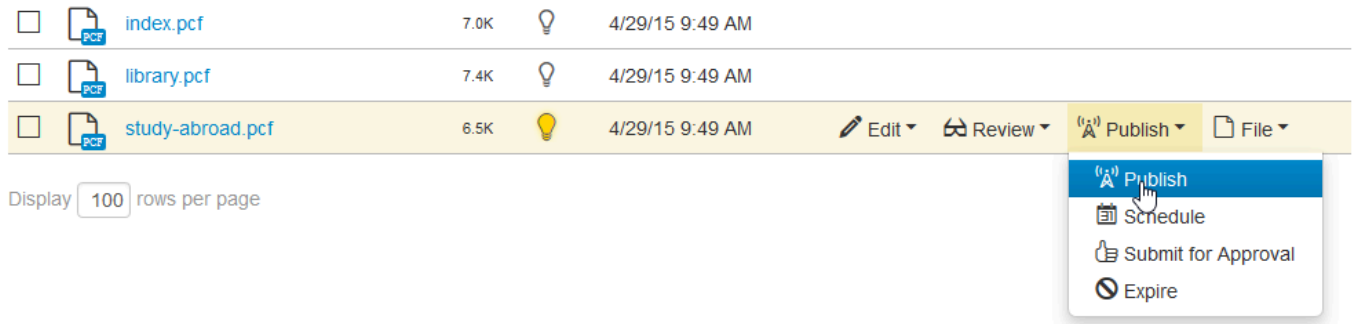
Cancel

Publish

Keep in mind that content can be "published" in other manners as well, such as with a find and replace action, directory or site publish, an expire, triggered publish, upload to the production server, or via a template that automatically publishes specific files upon initial creation.

The publish modal can be reached in one of two ways:

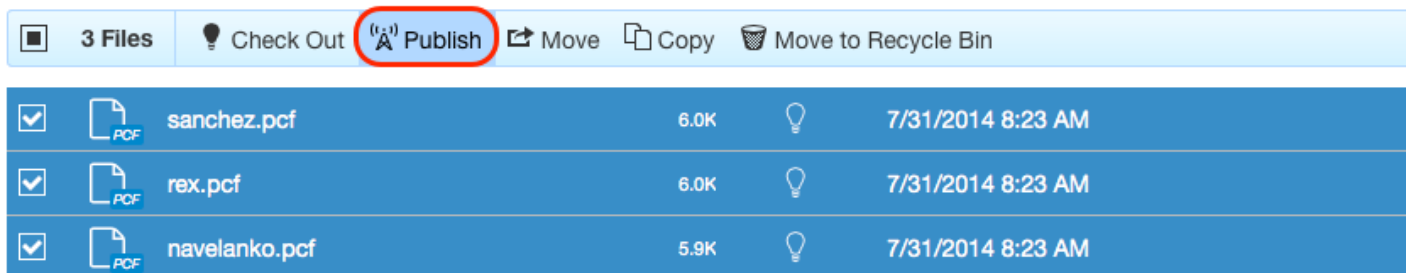
- By checking out a page in the Pages list view, hovering over the row, and clicking **Publish** from the **Publish** menu.



- By clicking the green **Publish** button from the Page Actions toolbar.



Multiple pages can be published at once by selecting each page's checkbox in the Pages list view (or the Select All checkbox in the table header) and clicking the **Publish** button in the table header. If a page is checked out by another user, the row will not have a checkbox and therefore will unable to be published.



Publish Modal Reference

Final Check Tab

This tab is where users can run Final Check before publishing the page, as well as select the output and publish target, and enter in a version description.

- **Output Selector:** If more than one output is created by the template configuration (e.g., both an HTML page and a CSV are created) and the alternate is a type on which the checks can be run, the selector can be used.
- **Run All:** Click to run all available checks on the selected output. See [Final Check](#).
- **Spell Check Language:** The default language (as determined by the Locale setting) for the spell check dictionary is shown, but a different dictionary can be selected by which to run the spell check against.
- **Spelling:** Checks the spelling on a page in the given language selected in the Spell Check Language box.

- **Links:** Checks for broken links on the page. Links may be broken due to unpublished dependencies. See **Include Unpublished Dependencies** below.
- **W3C Valid:** Checks a page for valid HTML and XHTML markup, depending on the schema setting.
- **Accessibility:** Checks the accessibility of a page complies to the standard defined by an administrator (i.e., WCAG, Section 508, Stanca Act, or BITV).
- **Publish Target:** If available, a publish target other than the production server may be selected.
- **Include Unpublished Dependencies:** This checkbox allows a user to publish all unpublished dependencies for the page at the time of publish. When enabled, the Dependency Manager reports at the time of page publish if there is dependent content (e.g., images or documents) that has not been published to the target server (i.e., has been uploaded to staging but not published yet). This prevents broken links and images from occurring on the current page being published. This option only works if **Dependency Manager** is enabled, dependency tags are being used on the page being published, and one or more of the dependency tags in use refer to files that have not been published to the current target.
- **Version Description:** This will allow users to enter a version description to be included in order to indicate what was updated and why the page is being published. Upon publish, this information is viewable in the page's **Versions** screen. For more information, visit the **Versions** page.

Schedule Tab

This tab allows a page to be published at a future date and time. Pages can be set to repeat publish and have a message sent to the user's internal Inbox as well as their external email account. For more information, visit the [Schedule](#) page.

Social Media Tab

This tab allows users to send a tweet or Facebook post to a linked Twitter or Facebook account when a page is published. A shortened URL linking to the newly-published page can be added by clicking the **Add URL** checkbox beneath the respective social media fields.

- **Twitter:** If one or more Twitter accounts have been configured, the system sends a tweet to the selected Twitter accounts upon publish. A shortened URL can be added that directs to the published page. Tweets may be up to 280 characters in length. Default text can be configured at the account and/or site level and edited at the time of publish.
- **Facebook:** If one or more Facebook pages have been configured, the system sends a post to the selected Facebook pages upon publish. A user may add a shortened URL that directs to the published page. Posts may be up to 420 characters in length. Default text can be configured at the account and/or site level and edited at the time of publish.

After configuring the options, click the **Publish** to finalize the action.

Selecting a Publish Target

If Multi-Target Publish has been enabled for the site and multiple publish targets exist, users with the proper access rights can select which publish target to which they want to publish through the drop-down menu.

Publish Target

Production

Version
Description

0/256

Cancel

Publish

For more information regarding Multi-Target Publish, please visit the [Publish Targets](#) page.

Final Check

Overview

Final Check gives a user the capability to perform a series of quality assurance tests on a page before publishing. These include spell checking, link checking, W3C validation, and/or accessibility compliance. An administrator can configure the options, if any, to auto-run when an OU Campus user publishes a page. Even if Final Check is not configured to run automatically at the time of publish, the site may be configured so that a user may manually run any enabled checks.

The available Final Check options are based on the activated Page Check options. For more information about the four checks that comprise Page Check, visit the [Page Check](#) page.

Running Final Check

Final Check can be configured in one of two ways:

- To run some or all of the activated checks when the **Publish** button is clicked.
- To allow users to choose which page checks, if any, to run when the **Publish** button is clicked.

If Final Check is configured to automatically run at the time of publish, the scan will be performed prior to completing the publish. The page cannot be published while the checks are running.

If Final Check is not configured to run automatically, click **Run All** to run all checks, or click any of the enabled checks to selectively run checks.

Once the checks have completed, users can click any of the **Show Results** links below each check to view the results. It is strongly advised that the errors be resolved prior to publishing the page. Note that the identification of errors, warnings, or problems do not prevent the page from being published.

Publish - library.pcf ?

Final Check Schedule Social Media

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

ABC
✓
Spelling
Show Results
3 errors

Link
Links
Show Results
OK

W3C Valid

Accessibility

Version Description
0/256


Cancel Publish

Enforcing Final Check

Final Check can be enforced from **Setup > Sites > Site Settings > Publish Settings**. By checking this, the admin ensures that Final Check must be run before a page can be published. It can be additionally enforced to ensure that if a page does not pass Final Check, it cannot be published or scheduled to publish until the errors are corrected.

If Final Check has been enforced and the enforced checks return any errors, then the **Publish** and **Schedule** buttons will not enable until the errors are corrected. An error message will also display, notifying the user that Final Check has not passed. Level 9 and 10 administrators, however, have the ability to bypass this and still publish the page.

Publish - tickets.pcf ?

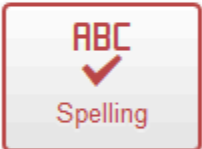
Final Check  Schedule

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

Final Check must pass required checks in order to publish.

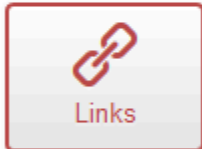
html ▼ Run All

Spell Check Language
English ▼




Spelling

Show Results
1 error




Links

Show Results
3 errors



W3C Valid



Accessibility

Version Description

0/256


















Cancel Publish

For information on how to configure this setting, visit the [Publish Settings](#) page.

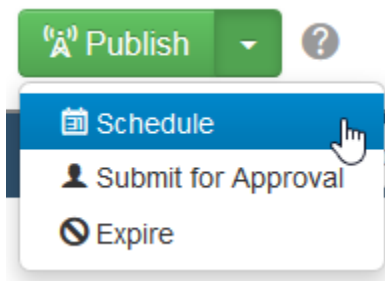
Schedule

Overview

Users have the ability to publish content at a later date using the Scheduled Publish tool. A scheduled publish can only be canceled or modified by the user who set the schedule, or a Level 9 or 10 administrator. If a new RSS item has been added to a page, but not yet published, the RSS item is added to the feed and the feed is rebuilt with a new page publish. Pages can be scheduled to publish either from the Schedule Publish tab inside the **Publish** modal, or by selecting **Schedule** from the **Publish** menu in the Pages list view.

<input type="checkbox"/>	 sanchez.pcf	6.0K		10/21/2014 10:21 AM	 Edit ▾	 Review ▾	 Publish ▾	 File ▾
<input type="checkbox"/>	 rex.pcf	5.9K		11/17/2014 2:46 PM			 Publish	
<input type="checkbox"/>	 navelanko.pcf	5.9K		10/21/2014 10:21 AM			 Schedule 	
<input type="checkbox"/>	 monina.pcf	6.0K		10/21/2014 10:21 AM			 Submit for Approval	
							 Expire	

Additionally, users can schedule a publish by clicking **Schedule** from the drop-down menu of the **Publish** button in the Page Actions Toolbar.




Schedule Tab


When users select the **Schedule** tab of the Publish modal, the following elements are displayed:



- **Date:** The target date the user wants the page to publish on.
- **Time:** The time at which the scheduled publish will take place.
- **Repeat Every:** Allows users to repeat the publish by specific amounts of time using the text field and drop-down selector.
- **Subject:** Optionally, users can send an external email in addition to the internal OU Campus message. This field lets users add a subject line to that email.
- **Message:** Allows users to include a brief message about the publish in an external email.
- **Send Copy to Email:** If selected, the option sends an external email to the user in addition to the internal OU Campus message.

Publish - `_properties.pcf` ?

Final Check | **Schedule**

Date: 

Time: 

Repeat every:  





Notification

Subject:

Message:

Send Copy to Email
Send external email in addition to internal OU Campus message

After a scheduled publish has been performed, the status of the content will change in the Pages list view. A green calendar icon indicates that the page is checked out to the current user because the user has scheduled a publish to occur. Other users' scheduled publishes will appear as red calendar icons.

	history.pcf	2.3K		9/11/2014 11:18 AM
	icon_question.png	14.4K		10/9/2014 2:25 PM

Performing a Scheduled Publish

1. Navigate to the Pages list view by selecting **Content > Pages** from the global navigation bar.
2. Hover over the target item's row and select **Schedule** from the **Publish** menu. Users can also navigate to a view that displays the **Page Actions** toolbar and select **Schedule** from the drop-down menu on the **Publish** button to accomplish this.
3. Click in the **Date** text field to display a calendar widget and select a date. Users can scroll through the months of the calendar using the arrows at the top of the calendar.
4. Click in the **Time** text field to display a time selector and set the target date for the publish.
5. In the **Notification** section, fill out the **Subject** and **Message** fields and choose whether to send an email to the user's external email account using the **Send External Email** checkbox.
6. If preferred, switch to the **Final Check** tab and run any tests necessary before publishing.
7. Click **Schedule**.

When the page is published, the user who scheduled the page will receive a notification in their Inbox as well as in their email inbox (if an external email was configured to send).

Note: During peak hours, the scheduled publish server may receive a large amount of requests at one time. As a result, it may take several minutes longer to complete the scheduled publish than the time defined in OU Campus.

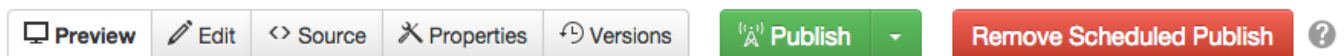
If a scheduled publish fails, users will receive a failure message either via email or inside the Inbox, and OU Campus will attempt again at the next available time interval (which occur every 15 minutes). If the publish is attempted three or more times and still fails, the scheduled publish will be automatically removed and another message will be sent to the user.

Removing a Scheduled Publish

A scheduled publish can also be removed from a page or file. A user is unable to immediately publish content that is already scheduled for publishing at a later date until the scheduled publish assignment is removed.

To remove a scheduled publish:

1. Navigate to the **Pages** list view by selecting **Content > Pages** from the global navigation bar.
2. Click the green calendar icon on the target item's row to display the **Remove Scheduled Publish** modal. Alternatively, navigate to the page and click the **Remove Scheduled Publish** button in the Page Actions toolbar bring up the modal.



3. Review the details in the **Remove Scheduled Publish** modal and click **Remove** to remove the scheduled publish. The page is now checked out to the current user and can be immediately published if desired.

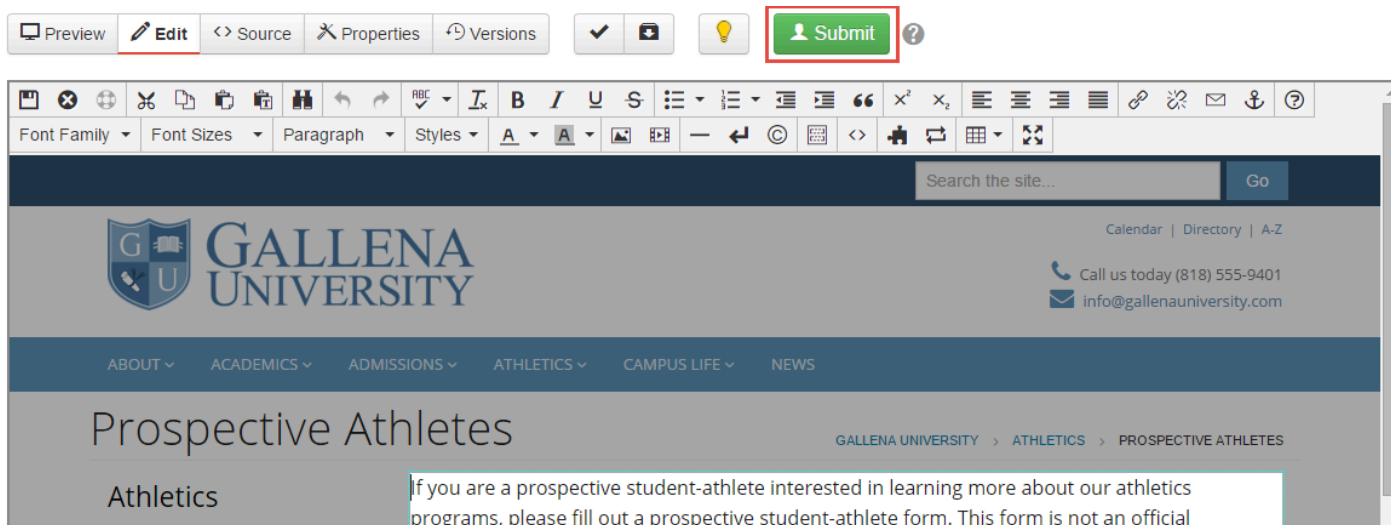
Submit for Approval

Overview

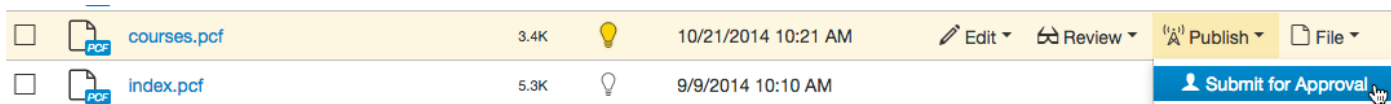
Administrators have the ability to enable an approval workflow for users. This requires all content from users to be submitted to an assigned approver before the page is published. The approver will then have the option to Publish or Decline the page.

In order to submit for approval, content must be checked out by the user. If the user is in a workflow and restricted from doing a direct publish,

they will see a **Submit** button in the Page Actions toolbar instead of a **Publish** button.



Users level 4 and greater can still submit content edits for approval, even if an approval workflow has not been created for the user.



When a page is submitted for an approval, the page will automatically be checked out to the approver. The Pending Approval status will show in both the user and approver's Workflow.

After the Submit for Approval button is clicked, the **Submit for Approval** modal appears. It includes the following items:

- **To:** Users select an approver from the drop-down to send the content for review. If the approver is enforced, then the drop-down is unavailable and the content must be sent to the enforced approver.
- **Subject (required):** A brief subject used to help identify the file for review.
- **Message (optional):** Users enter a brief description in the text field to help approvers identify the changes that have been made.
- **Send Copy to Email:** Sends an email to the approver's external email address in addition to the internal OU Campus message received in the approver's Inbox.

After this information has been entered, click **Submit** to submit the content for approval.

Submit for Approval - courses.pcf ?

To

Subject

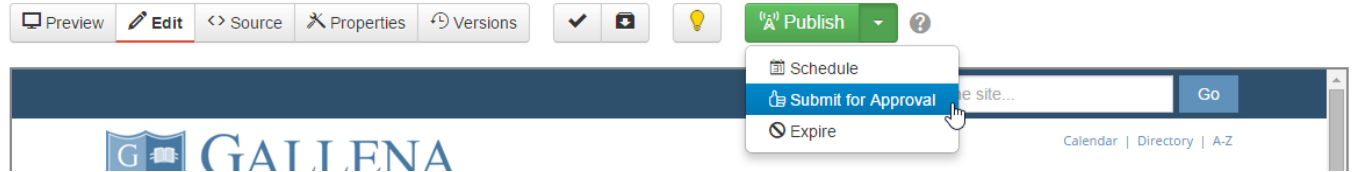
Message

Send Copy to Email
Send external email in addition to internal OU Campus message

Sending for Approval

Both pages and binary files can utilize the approval workflow.

1. Navigate to the **Pages** list view by selecting **Content > Pages** from the global navigation bar. Additionally, expanding the **File Navigation** sidebar displays a list of the available pages.
2. Select a page from the **Pages** list view and hover over the row. Choose **Submit For Approval** from the **Publish** menu.
Alternatively, clicking the linked file name from the list view or the sidebar will display the page and the **Page Actions** toolbar. From the toolbar, click the arrow on the **Publish** button to reveal additional publishing options including **Submit For Approval**.



3. Select the user from the drop-down next to the **To** field. If an approver has been enforced, the **To** field is auto-populated and there will not be a drop-down available.
4. Fill out the necessary text fields.
5. Optionally, select **Send Copy to Email** to allow the request for review to be sent to the user's external email address. This allows users to receive a notification that action is to be completed, without having to log into OU Campus. Clearing this option will only send the message through the OU Campus system.
6. Click **Submit**.

For more information about approving content, please visit the [Approving](#) page.

Workflow 101 Video

Workflow 101 from OU Campus Training on Vimeo.

New Content

Overview

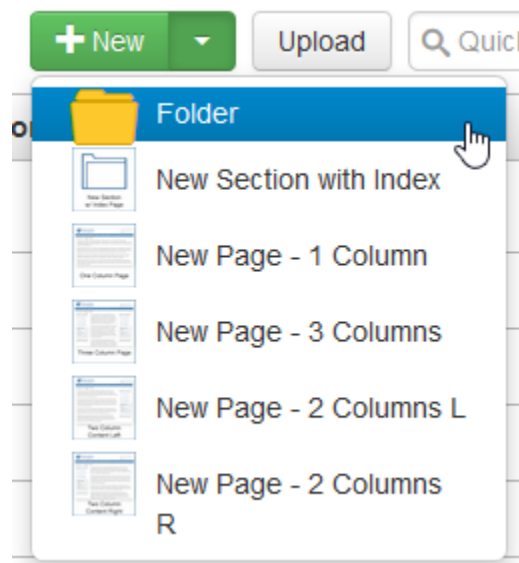
Content can be created and managed within the Pages list view of the CMS. By navigating to **Content > Pages**, a user with the proper authority may create new pages, sections, folders, and other types of content. The system is configured with templates, which are utilized to create new sections and pages. These templates allow for the pages to be configured uniformly and have a consistent look and feel. The available templates depend upon the structure created by the administrators.

For more information about setting up templates, please see the [Templates](#) page.

The templates available for creating new content are dependent upon the implementation and the access settings as configured. Templates are specific to the institution, and examples given may vary from new page to new page, as well as from institution to institution. Note that the template choices below are examples and may not be the same template options offered by the institution, and do not include every conceivable template. Also, different sets of templates may be available in different folders.

New Folder vs. New Section

The difference between creating a new folder and creating a new section is that when creating a new section, the template can be configured to create new pages as well. The basic **New Folder** tool generally should not be used to create new directories that will contain web pages, as the support files needed by the page XSLs are not created when using the New Folder option, leading to error messages when a user attempts to publish.



The most common use of the New Folder option is when users need a directory to contain images, PDFs, Word docs, or other non-web page files. For this reason, it is generally recommended to use template groups to allow administrators to repress the ability to create a new empty folder, as often times users can become confused between the basic (built-in) New Folder tool and New Section templates (which create folders and files).

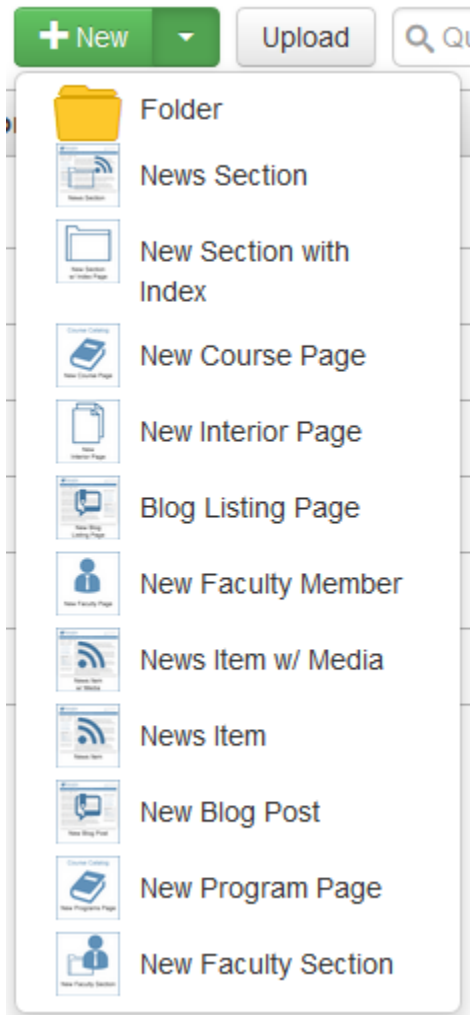
Creating New Content

New pages and directories can be created by clicking the **New** button or the drop-down indicator next to **New** from the Pages list view.

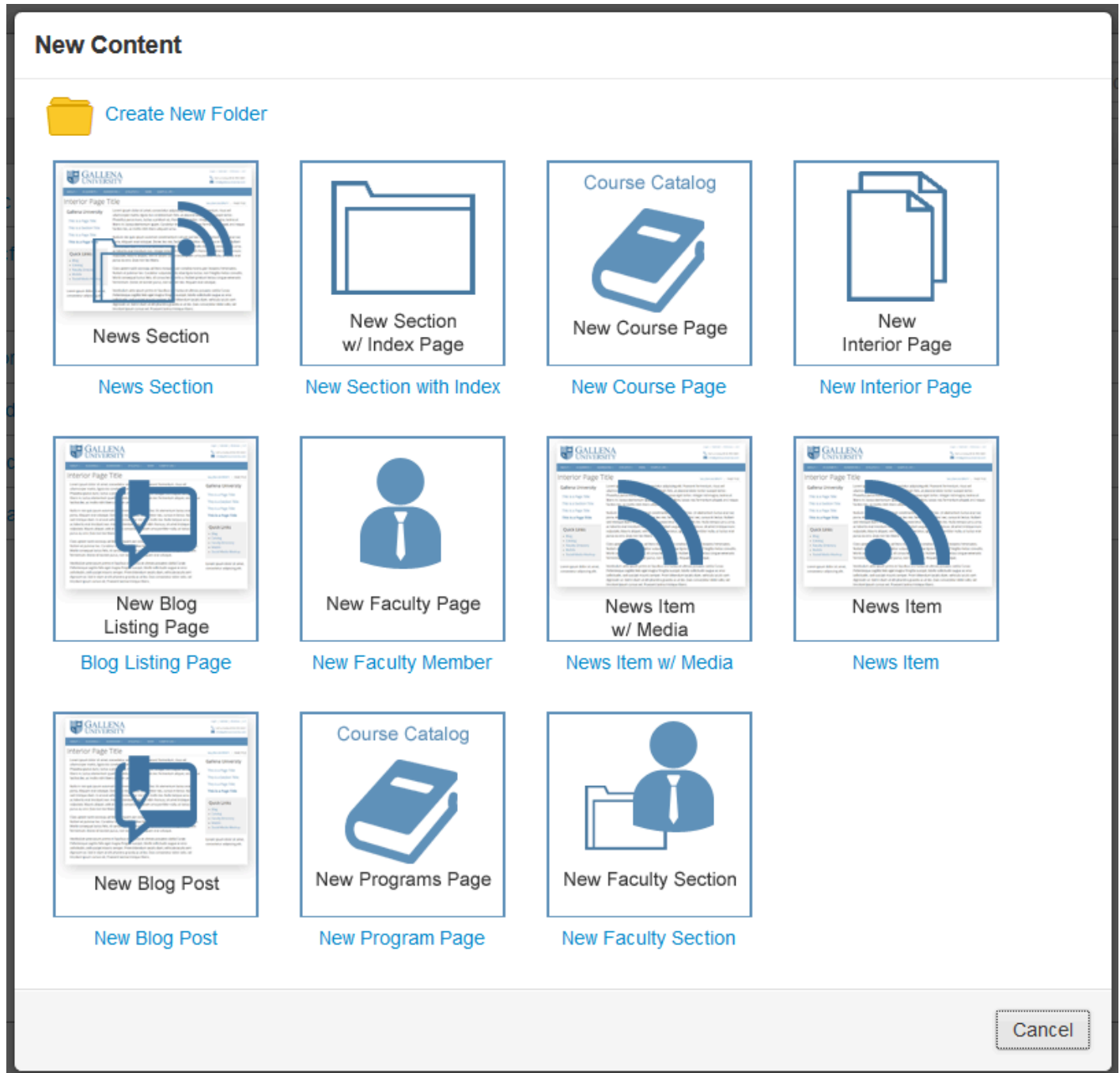


The same options are available whether users click the New button or click the drop-down indicator. When a template is clicked, a modal will appear with the fields necessary to configure the new content.

Example of New Content Drop-Down Menu



Example of New Content Modal



An implementation will typically include at a minimum:

- Create a **New Folder**. Folders are for binary files and are not the same as creating a new directory. A folder can be created to contain binary files, such as images and PDFs. For more information, visit the [Creating a New Folder](#) page.
- Create a **New Section**. The New Section option creates a new content-based directory. The new section template will contain all of the necessary files to make the pages within the new directory render correctly.

When creating a new section, navigate to the parent directory where the new section will be contained. If **New Section** does not appear, contact the administrator.

For more information, visit the [Creating a New Section](#) page.

- Create a **New Page**. A new page can be created by clicking on the appropriate template for the type of page. Note that administrators can restrict the type of templates available for the directory, and that users may not have a choice in template type.

For more information, visit the [Creating a New Page](#) page.

Many implementations contain additional templates that are meant to be used in specific cases or places within the site, such as a blog or faculty directory. Examples of these templates can be found on the [Other Templates](#) page.

Creating a New Page

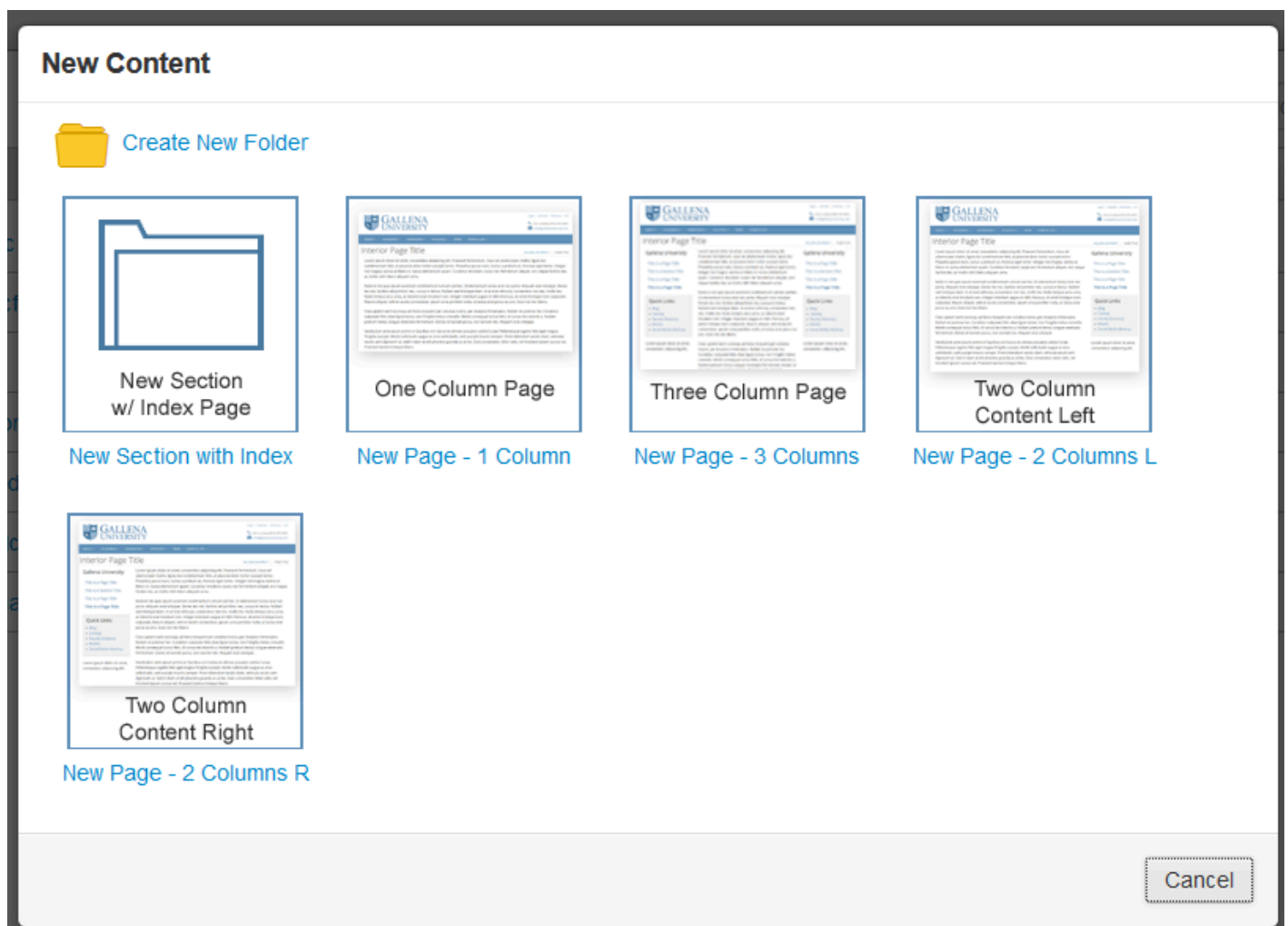
Overview

A new page can be created from existing templates within the OU Campus system by accessing the Pages list view. The Pages list view can be accessed by selecting **Content > Pages** from the global navigation bar. Not all users have the authority to create new pages, and users with authority to create new pages may have restricted access to the type of template that may be used. Users have access to the following screens during the new page creation process:

- **New Content Modal (or drop-down menu):** Allows users to choose from the available templates to create a new piece of content.
- **New Page Modal:** This modal appears after a template has been selected and contains the fields necessary for page creation (including filename, basic metadata, page parameters, and custom template options).

New Page Creation Options

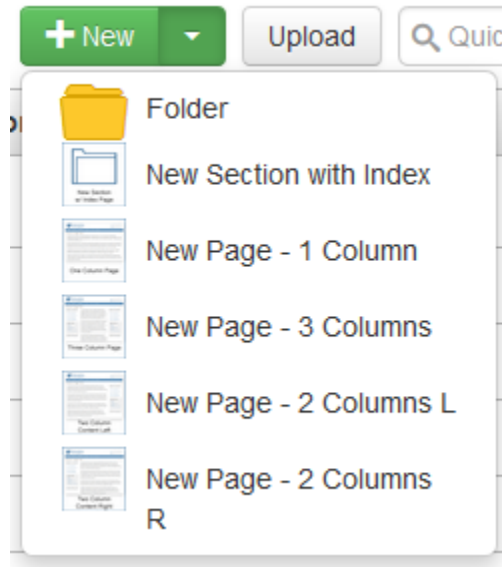
A new page can be created from the Pages list view by clicking the **New** button. The **New Content** modal will appear.



The templates available vary depending on access settings. Users can click one of the template icons to open the New Page modal for a new page using the selected template. The New Content modal includes:

- **Template Icon:** Provides users a thumbnail icon, usually depicting the functionality of the template associated with the image.
- **Template Name:** Provides the name of the template (or the template's file name) as it appears in the OU Campus system.

Users can additionally click the drop-down indicator on the **New** button to display the available templates.



New Page Modal

After users select the template to use for the new page creation process, the **New Page** modal displays. This is also referred to as the **New Page Wizard**. The options available on this modal are directly dependent upon the options defined in the template design files and the XSL. Users fill out all necessary parameters in this modal to create a basic page, usually without adding content at this stage. Page content is added later by the user with the WYSIWYG Editor.

New Page

General Page Setup

Page Title

Enter the page title. This will also be displayed by search engines as well as the web browser window.

Description

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

File Configuration

Filename

Enter a filename using only lowercase letters, underscores, or dashes

Add Navigation Item

Specify if this page should be added to the current directory's navigation automatically.

Page Options

Overwrite Existing

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

Creating a New Page

To create a new page in OU Campus:

1. Navigate to the Pages list view by selecting **Content > Pages** from the global navigation bar.
2. Click the **New** button, or use the drop-down menu.
3. Select the type of page to be created.
4. Fill out the **New Page** information in the displayed modal.
5. When the information is completed, click **Create**.

Creating a New Page Video

Creating a New Page in OU Campus from OU Campus Training on Vimeo.

Upload and Edit Image

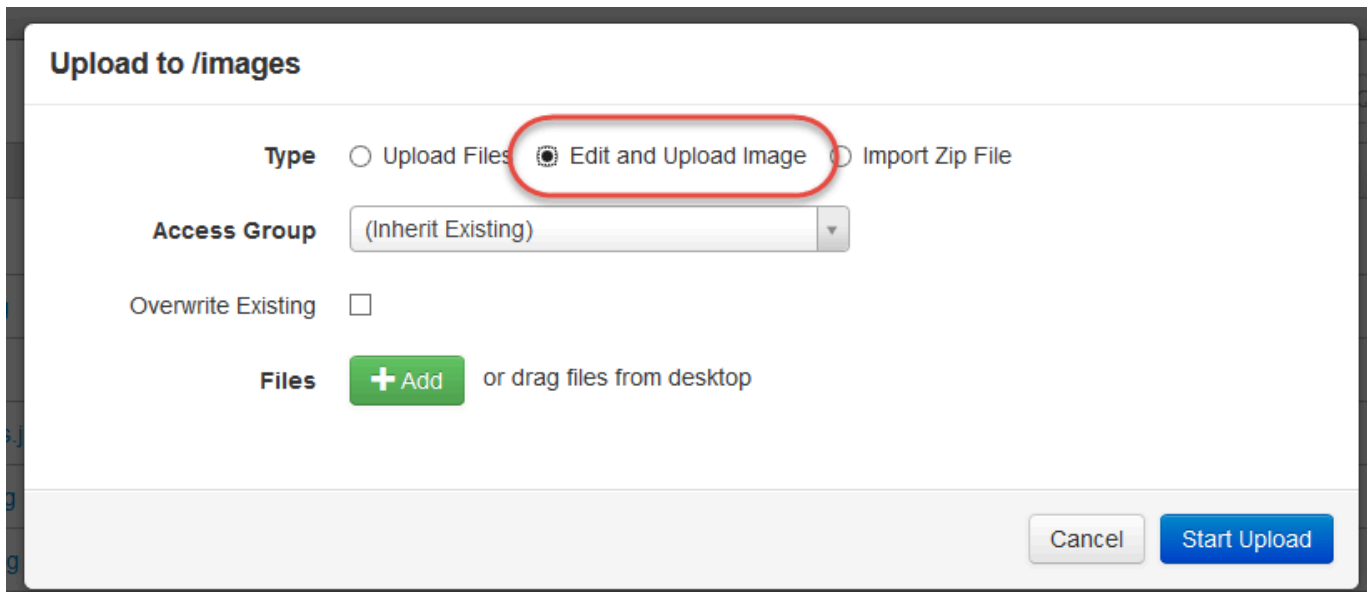
Overview

An image can be edited and uploaded in one process from the Upload modal within the Pages list view of OU Campus, or when a user is browsing for a file in the Select Image filechooser.

Selecting and Uploading the Image

The ability to Upload and Edit can be found in two places:

- From the **Pages** list view, click the **Upload** button.
For **Upload Type**, choose **Upload and Edit Image**.



Upload to /images

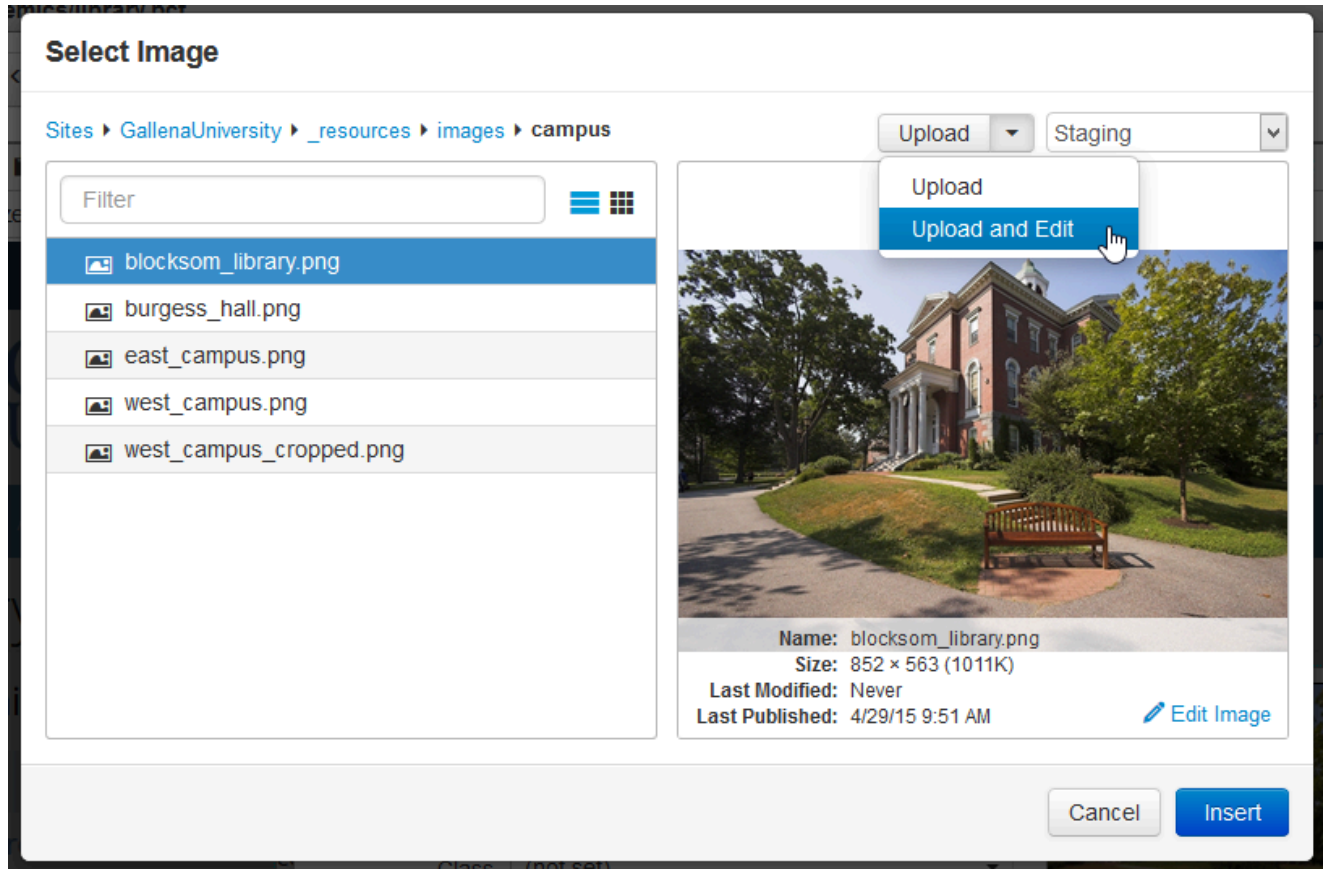
Type Upload Files Edit and Upload Image Import Zip File

Access Group (Inherit Existing)

Overwrite Existing

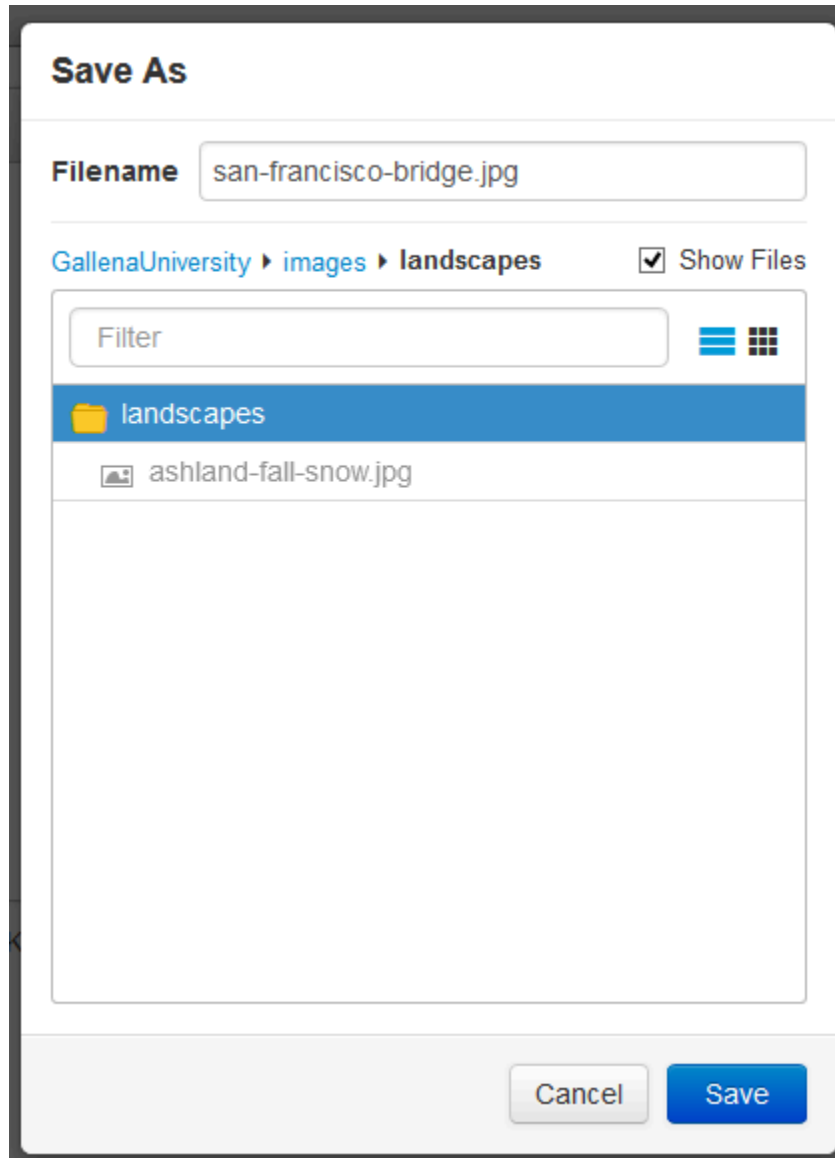
Files or drag files from desktop

- While inside the WYSIWYG Editor, click the **Insert/Edit Image** button and browse for a file.
In the **Select Image** modal, click the drop-down next to **Upload** and select **Upload and Edit**.



Once either of the above steps has been completed, proceed as follows:

1. Select the image file from the local hard drive for uploading and editing.
2. This displays the **Edit Image** screen for the image.
3. After editing the image as necessary, click **Upload**.
4. Enter a filename for the image in the **Save As** modal. When **Save** is clicked, the image will be uploaded onto the staging server, where it can then be published to the production server or publish target.



Editing the Image

From the **Edit Image** screen, the following functionality is available in the Tools menu:

- Resize
- Crop
- Rotate
- Zoom
- Undo
- Redo

As the image is edited, an estimated file size is shown underneath the image panel. This size will change as the image is resized and cropped.

to learn more about the tools available in the Image Editor, visit the [Image Editor Tools](#) section of the Image Editor page.

Creating Assets

Overview

The basic steps for creating an asset are the same for all assets types. Inherently, users levels 4 through 10 have the ability to create a new asset, but this can be modified with various access settings. Depending upon the asset type being created, the available fields and options will vary. Once an asset has been created, it is available for inserting onto a page via the WYSIWYG Editor or Source Editor in accordance with any access settings that may be configured.

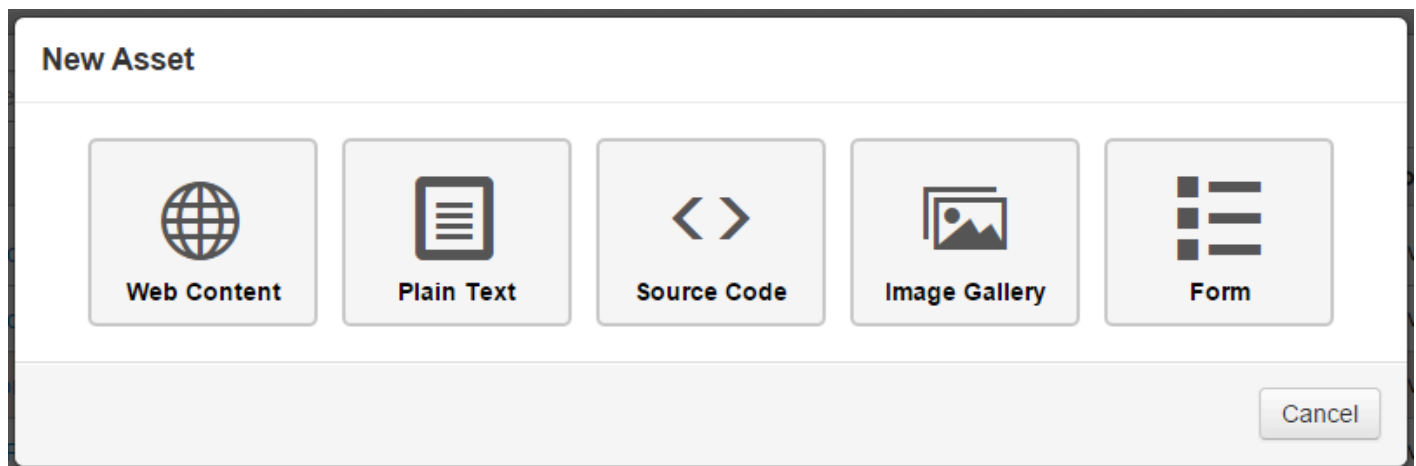
Click the **New** button to create a new asset. The following panels are available:

- **Asset Info:** Configures basic metadata properties.
- **Access Settings:** Allows for the initial initial group assignment to be made for editing and using the asset. Approver/workflow access settings can be configured after creation.
- **Asset Content:** Allows users to create the content within the asset.

LDP is an optional set of features in OU Campus that require specific configuration by an administrator. The Forms and Image Gallery assets are not available on the New menu unless Live Delivery Platform has been purchased and activated both at the account level and the site level.

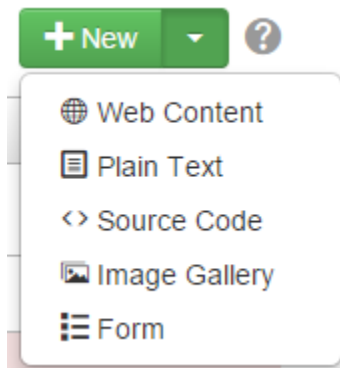
Please contact the university's designated OmniUpdate Sales Director for details.

Creating a New Asset



To create a new asset in the account:

1. Navigate to the Assets list view by selecting **Content > Assets** from the global navigation bar.
2. Click the **New** button or the down-arrow on the **New** button.
3. Select the asset type from the menu that appears, whether it is the dropdown or a new modal.



1. Configure the necessary settings.
2. Click **Create**.
3. **Publish** the asset. An asset must be published to the production server or publish target to update content on pages. An asset may be inserted on a page without publishing, but the content will not update the page on the web server. After using the asset on a page, the page must be published to update live version of the page.

Asset Info Panel

The Asset Info panel allows users to configure basic metadata properties of an asset. The following are displayed in the Asset Info panel:

- **Asset Name:** Friendly name that will be displayed through the whole system.
- **Description:** The description can also be useful as it is shown when selecting an assets from the Asset Browser when hovering over an asset.
- **Tags:** Tags can be added during asset creation or editing. Tags can be utilized by users to filter a list of assets.
- **Lock to Site:** Select the checkbox to disallow use of the asset outside of the site. Form and Image Gallery assets are always locked to the current site. In other words, assets are available to all sites within an account unless this checkbox is selected.

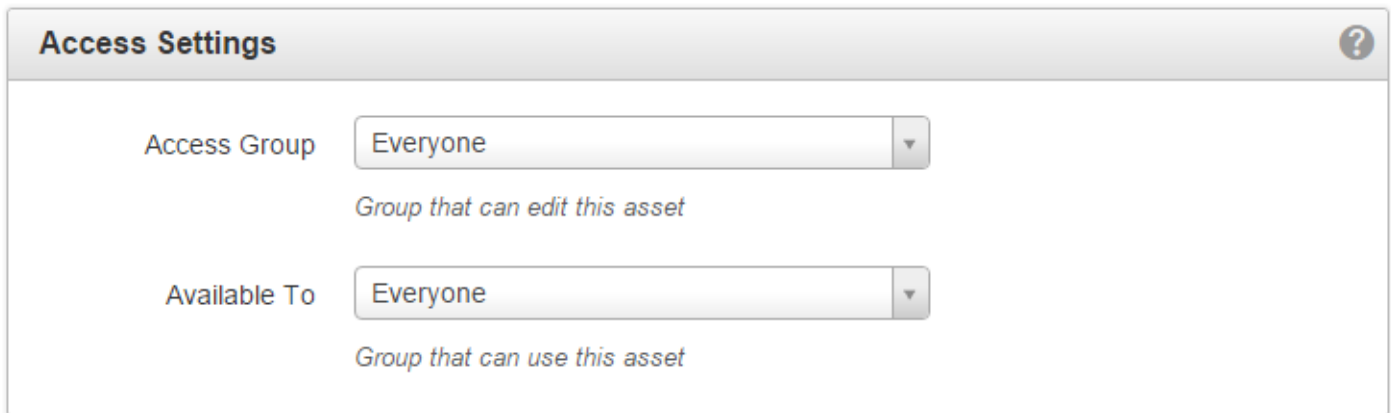
A screenshot of the 'Asset Info' panel. The panel has a title bar with a help icon. Below the title bar are four sections: 'Asset Name' with a text input field containing 'University Address'; 'Description' with a text area containing 'The full mailing address for the university.'; 'Tags' with a tag input field containing 'x address' and 'x university'; and 'Lock to site' with an unchecked checkbox and the text 'Do not allow use of this asset outside of the current site' below it.

Access Settings Panel

The Access Settings panel allows users to configure the access settings for editing and using the asset, and is available for user levels 8 through 10. The Access Settings panel contains the following items:

- **Access Group:** Assigns an access group to the asset. "Everyone," the default group, indicates that every user within the account can edit the asset from the Access screen.
- **Available To:** Assigns an access group whose members can use (insert on a page) the asset. Everyone, the default, indicates that every user within the account can insert the asset into a page via the WYSIWYG Editor or the Source Editor.

After the asset has been saved, the additional settings include Approver, Enforce Approver, and Bypass Approval, and those can be configured via the assets action view in the Properties menu.




The screenshot shows a panel titled "Access Settings" with a question mark icon in the top right corner. It contains two dropdown menus. The first is labeled "Access Group" and has "Everyone" selected, with the text "Group that can edit this asset" below it. The second is labeled "Available To" and also has "Everyone" selected, with the text "Group that can use this asset" below it.

Asset Content Panel

The Asset Content panel is available for Web Content Assets, Source Code Assets, and Text Assets, and allows users to create the actual content of the asset. The available functionality of this panel depends upon asset type. Image Galleries and Forms do not have this panel displayed.

Asset Content



Gallena University
1400 Gallena Drive
Gallena, USA

Path: div

Inserting Assets

Overview

In order to insert an asset into a page or editable region, it must first be created within a site in the OU Campus system.

For more information about creating assets, visit the [Creating Assets](#) page.

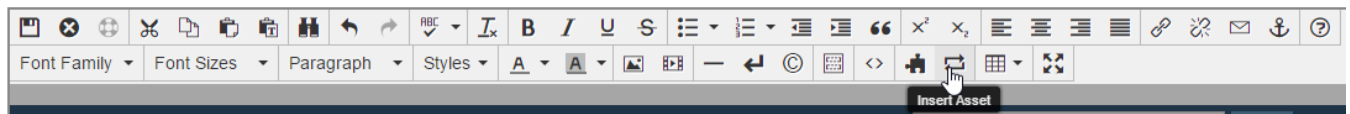
Once assets have been created, end-users can utilize assets. Assets are commonly inserted by one of the following methods:

- Using the WYSIWYG Editor
- Using an Asset only region
- Using the Source Editor

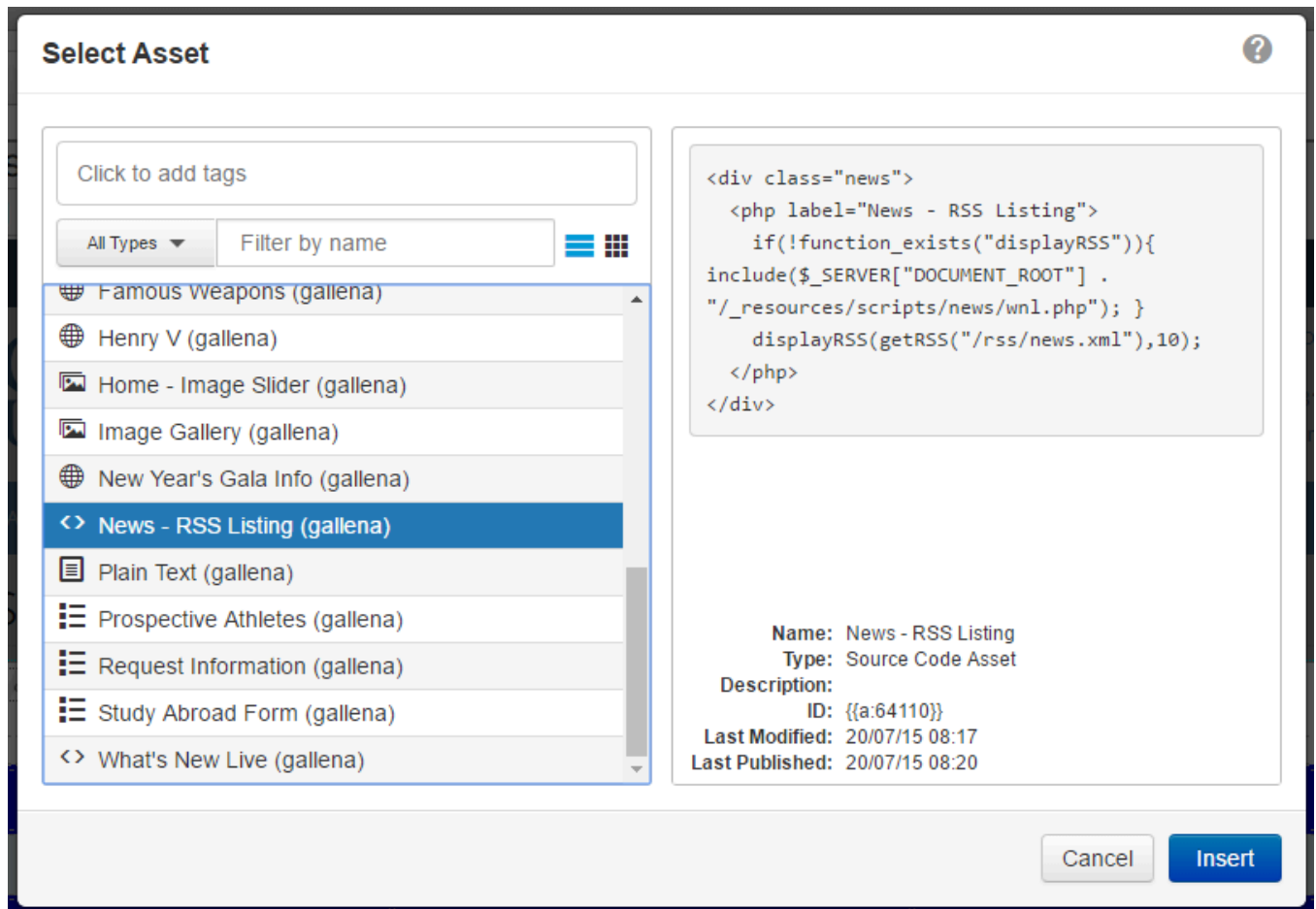
Inserting an Asset with the WYSIWYG Editor

Most often, an asset will be available to insert on a page while editing in the WYSIWYG Editor. Content editing might also be configured so that when clicking on an editable region button, the user is only presented with an asset chooser. Once a page has subscribed to the asset, any changes in the asset will update the page and republish it. The republishing of pages subscribed to assets can be throttled by administrators with the configuration of the publish threshold setting.

1. While in the **WYSIWYG Editor**, place the cursor where the asset will be entered.
2. Then find and click on the **Insert Asset** icon in the toolbar.



3. From the **Asset Browser**, choose the asset from the list of available assets. Optionally, a user can filter the list by tag, type, or site. Assets from all sites within an account are shown unless otherwise restricted. Form Assets, which are site specific, are also only shown in the site in which they were created.



4. Click on **Select Asset**.

The asset will be entered into the page where the cursor was placed. If the asset is a Text Only Asset, or a Web Content Asset with no block level HTML code (such as p or div tags), the asset will preview with the content inside of a wrapper.

If the asset is a Web Content Asset with block level HTML code, a Source Code Asset, an Image Gallery Asset, or a Managed Form Asset, it cannot be previewed in the WYSIWYG Editor, but it will still have a wrapper. Note that even though the asset is not displayed in the WYSIWYG Editor, most will still render in the page preview. Source Code Assets will not always render with preview.

To delete an asset from a page in the WYSIWYG Editor, click anywhere on the asset wrapping and press the Delete key.

Inserting an Asset Only Region

An administrator may also create a template file that displays an editable region which forces users to use an asset chooser.

1. Click on **Choose an Asset** when creating a new page or in the MultiEdit screen, or simply the **Edit** button in an editable region.
2. Search for the desired asset using the filter options. Assets from all sites will appear, except for Managed Form Assets, which are site specific.
3. Select the desired asset.
4. Click **Select**.

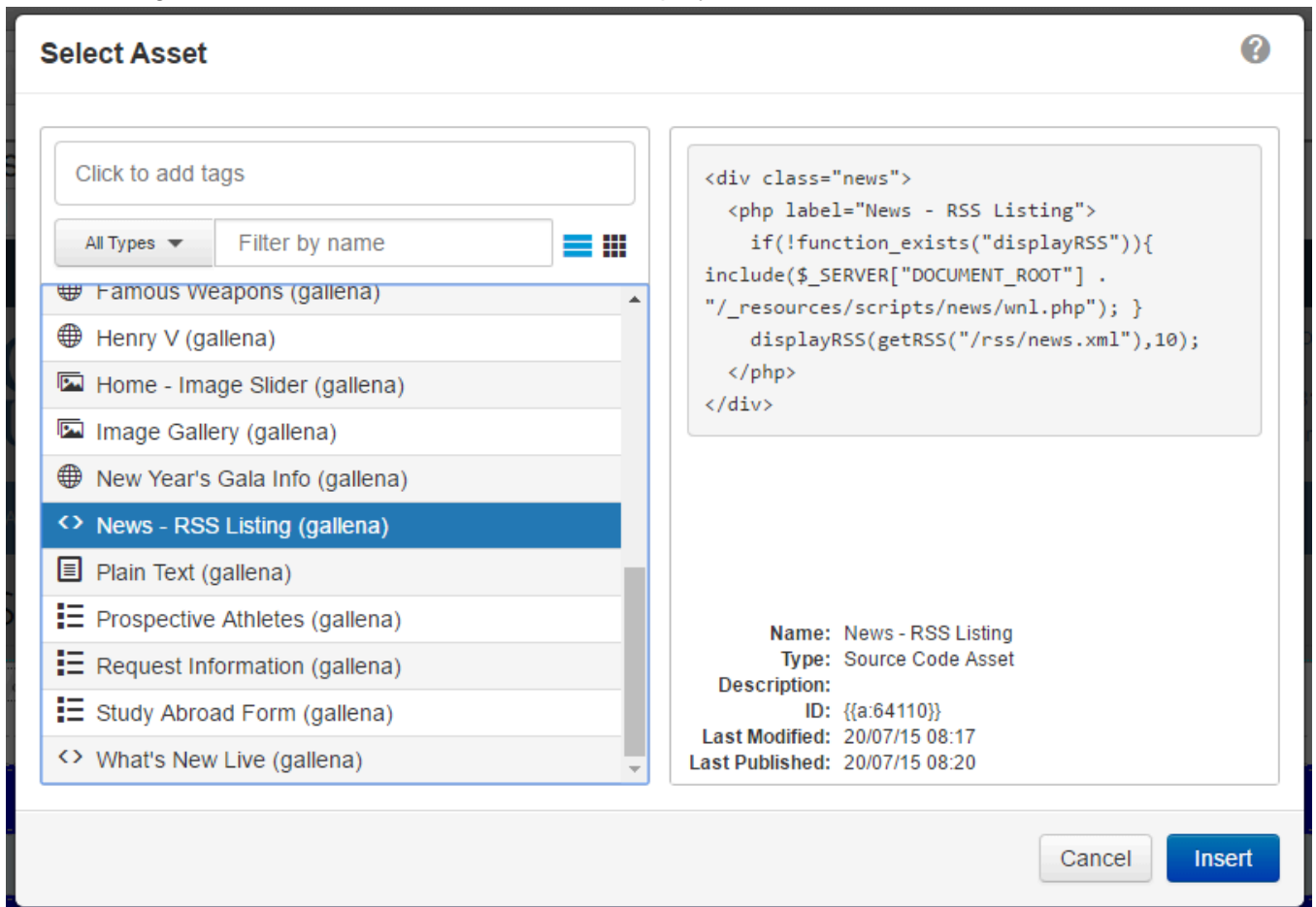
Inserting an Asset with the Source Editor

A user can add an asset to a page or editable region using multiple methods including the Source Editor. It is important to remember that only Level 10 and Level 9 administrators have access to the Source Editor in the OU Campus system. However, lower level users can have access to the Source Editor as well as long as an administrator has enabled this functionality for the user's account in their permission settings.

1. Navigate to the pages list view by selecting **Content > Pages** from the global navigation bar. Hover over the row for the target page and select **Edit** from the list of available actions.
2. While in the **Source Editor**, place the cursor where the asset will be entered. Then click **Insert** from the available toolbar.



3. After clicking the icon, the **Insert Asset** modal is displayed.



Select Asset

Click to add tags

All Types Filter by name

- Famous Weapons (gallena)
- Henry V (gallena)
- Home - Image Slider (gallena)
- Image Gallery (gallena)
- New Year's Gala Info (gallena)
- News - RSS Listing (gallena)**
- Plain Text (gallena)
- Prospective Athletes (gallena)
- Request Information (gallena)
- Study Abroad Form (gallena)
- What's New Live (gallena)

```
<div class="news">
  <php label="News - RSS Listing">
    if(!function_exists("displayRSS")){
      include($_SERVER["DOCUMENT_ROOT"] .
        "/_resources/scripts/news/wnl.php"); }
    displayRSS(getRSS("/rss/news.xml"),10);
  </php>
</div>
```

Name: News - RSS Listing
Type: Source Code Asset
Description:
ID: {{a:64110}}
Last Modified: 20/07/15 08:17
Last Published: 20/07/15 08:20

Cancel Insert

The **Insert Asset** dialog contains a list of the available assets along with a preview of the asset's content. The available list can be filtered by tag, type, or site.

4. Select the asset to be used.
5. Click **Insert**. The asset tag is entered into the source code where the cursor was placed.

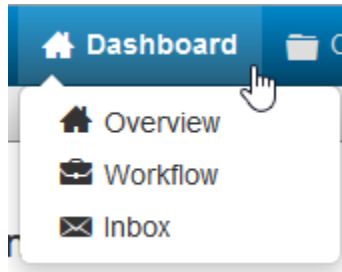
```
45 <!-- /com.omniupdate.div label="asset" type="asset" group="Everyone"
--> {{a:918}} <!-- /com.omniupdate.div -->
```

Assets in source code follow the syntax **{{a:###}}**, where the **###** denotes the asset number. If an asset number that does not exist is entered, the asset does not render.

Dashboard

Overview


The OU Campus Dashboard provides a location within the CMS where each individual user can access user-specific messaging and gadgets. The Dashboard is the default log-in location from the standard OU Campus Login screen when not utilizing DirectEdit.



In the Dashboard menu on the global navigation bar, users can find links to Workflow and Inbox. These options are also found beneath the user's name on the Dashboard overview page.



The Dashboard can be customized by each individual user by choosing which gadgets to show or hide in the view. A level 10 administrator can add gadgets to the system, and then make them available using group access controls.


Erica Bogosian
[Workflow](#) | [Inbox](#)

 [Configure Dashboard](#)

Inbox 2


Lavernius Tucker 05/07/2016
Requesting the "Notes Gadget" Gadget
Have a look at the "Notes" Gadget and let me know wha...


Erica Bogosian 09/03/2016
Stale Reminder
This is the scheduled reminder for page, /admissions/ind...


Erica Bogosian 09/03/2016
Stale Reminder
This is the scheduled reminder for page, /admissions/tra...


Erica Bogosian 09/03/2016
Stale Reminder
This is the scheduled reminder for page, /aaaah.pcf. The...


My Checked-Out Content

 /index.pcf
Locked: 29/03/2017
Saved: 29/03/2017


 /admissions/blue.pcf
Locked: 17/03/2017
Saved: 17/03/2017


 /admissions/undergraduate.pcf
Locked: 05/12/2016
Saved: 18/10/2016


 /unpublished-file.html.pcf
Locked: 02/12/2016
Saved: 02/12/2016


 /forms.pcf

Activity


 /documents/training-responses.docx
Binary uploaded by Erica Bogosian
01/06/2017


 /documents/survey.docx
Binary uploaded by Erica Bogosian
01/06/2017


 /documents
Folder created by Erica Bogosian
01/06/2017

 /demo/user1/index.pcf
Page published by Erica Bogosian
18/05/2017

Workflow

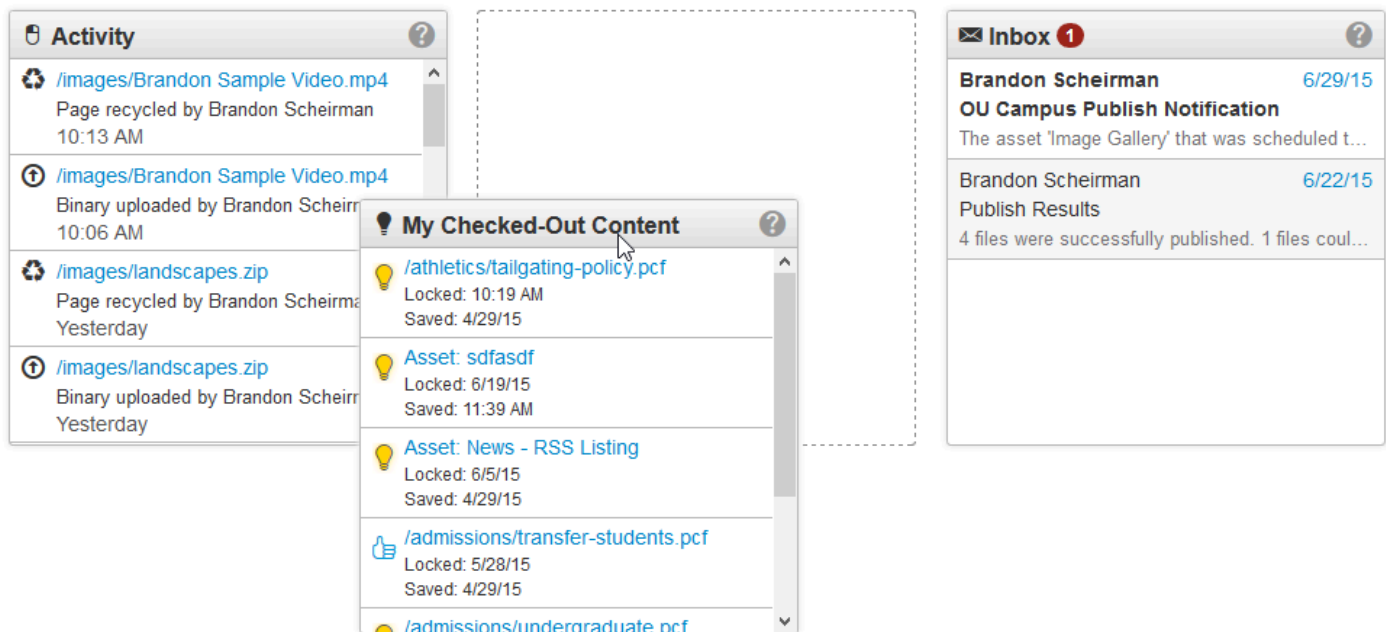
 /campus-life/traditions.pcf
Cancelled by You on 28/11/16 at 11:09

 /campus-life/html-practice.pcf
Cancelled by You on 28/11/16 at 11:09

 /campus-life/student-union.pcf
sent to North Dakota on 01/07/16

Dragging Dashboard Gadgets

Gadgets can also be reordered on the Dashboard by clicking and dragging the grey title bar to a new "tile," shown by a dotted line.



The screenshot illustrates the process of reordering dashboard gadgets. On the left, the 'Activity' gadget is visible with items like '/images/Brandon Sample Video.mp4' and '/images/landscapes.zip'. In the center, the 'My Checked-Out Content' gadget is being dragged by its grey title bar. A dotted line indicates the new 'tile' position where it is being moved. On the right, the 'Inbox 1' gadget is visible with items like 'Brandon Scheirman' and 'OU Campus Publish Notification'.

There are three options on the Dashboard menu in the global navigation bar:

Overview

Clicking Overview takes users to the Dashboard overview page (seen above). Simply clicking the Dashboard link in the global navigation bar will take users to the same location.

Workflow

The Workflow list view shows content that a user has sent to another user for approval or content that has been sent to the current user for approval. These messages are separate from other messages (which can be viewed in Inbox and Sent). Content moving through an approval process can be tracked using this screen.

For more information, visit the

[Workflow](#) page.

Inbox

Inbox displays messages from other users as well as automated messages associated with scheduled actions, such as a notification of scheduled publish or notification of page expiration. The Inbox Gadget is also shown on the Dashboard and includes how many new messages are in the inbox. The Inbox includes a linked list of messages and the functionality to compose a message.

For more information, visit the [Inbox](#) page.

Additionally, the Dashboard itself includes more functionality:

Configure Dashboard

Configure Dashboard can be used by each individual user to choose which gadgets to show in the main content area. For more information, visit the [Configure Dashboard](#) page.

Gadgets

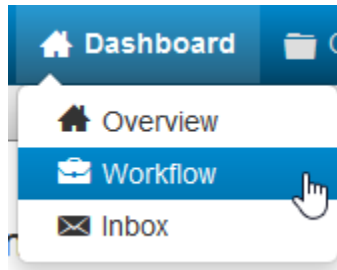
Frequently displayed gadgets include Inbox for messaging, site analytics, and the My Checked-Out Content Gadget, which lists all content that is currently checked out by the user.

For more information, visit the [Gadgets](#) page.

Workflow

Overview

The Workflow screen allows users to track content that has been sent for review through the approval process. The Workflow list view shows content that the current user has submitted to another user or received from another user. Additionally, content that has passed through or completed a workflow process (such as when content was approved and published, the request was declined, or canceled) is also shown in this view.



Workflow can be found in the global navigation Bar at **Dashboard > Workflow** or by clicking the Workflow link near the user's name on the Dashboard page.

When an administrator configures access settings for a page, users editing the page may be required to submit their changes to an approver in order for the content to be published. When this is the case, the **Publish** button on the page will be replaced with the **Submit** button. Users can include a message to the approver along with the submission. These messages, along with a link to the content, appear in the approver's Workflow list view.

Messages not attached to approvals that are sent to the user's account will not be found in the Workflow. They are available in the [Inbox](#).

Level 9 and Level 10 administrators may view the Pending Approvals report to view all content in workflow across all users.

Workflow Screen

From	Approver	File	Status	Date / Options
<input type="checkbox"/>	You	/athletics/gophers.pcf		
<input type="checkbox"/>	John Cena	/about/mission.pcf		10/20/15 9:40 AM
<input type="checkbox"/>	You	/admissions/transfer-students.pcf		5/28/15 4:37 PM

The Workflow screen includes the following features and functionality:

- The number of items in the Workflow. Each item is not an individual message, but rather all the activities associated with a specific file
- Filter tool to narrow down visible results in the list view
- Selection checkboxes to select and delete multiple messages at a time, or to view a single workflow item
- Sortable columns in the list view. Messages can be sorted by From, Approver, File, Status, or Date
- The linked file name which can be clicked to preview the content






- Status icons indicated where the page is in the workflow process
- The date and time that the content was last sent for approval

File

The approver can click the linked file name to preview the content. Content that is sent to an approver is automatically checked out to that user and the user can perform various actions on the content, including decline and revert. For example, if the content is an image, clicking the link in Workflow will bring up the Image Editor. If the content is a page, the preview of the page is shown. Please note that Level 0 Reviewers cannot edit files.

Status

A status icon is shown in the Status column for each content item. Content listed in Workflow can be previewed by any user, but only the user to whom the content was sent has the file checked out and can perform other actions upon it. Clicking a status icons shows the Workflow Message.

Status Icon	Description
	Pending Approval (by another user)
	Pending Approval (by the current user)
	Approved and Published
	Declined
	Cancelled from Workflow

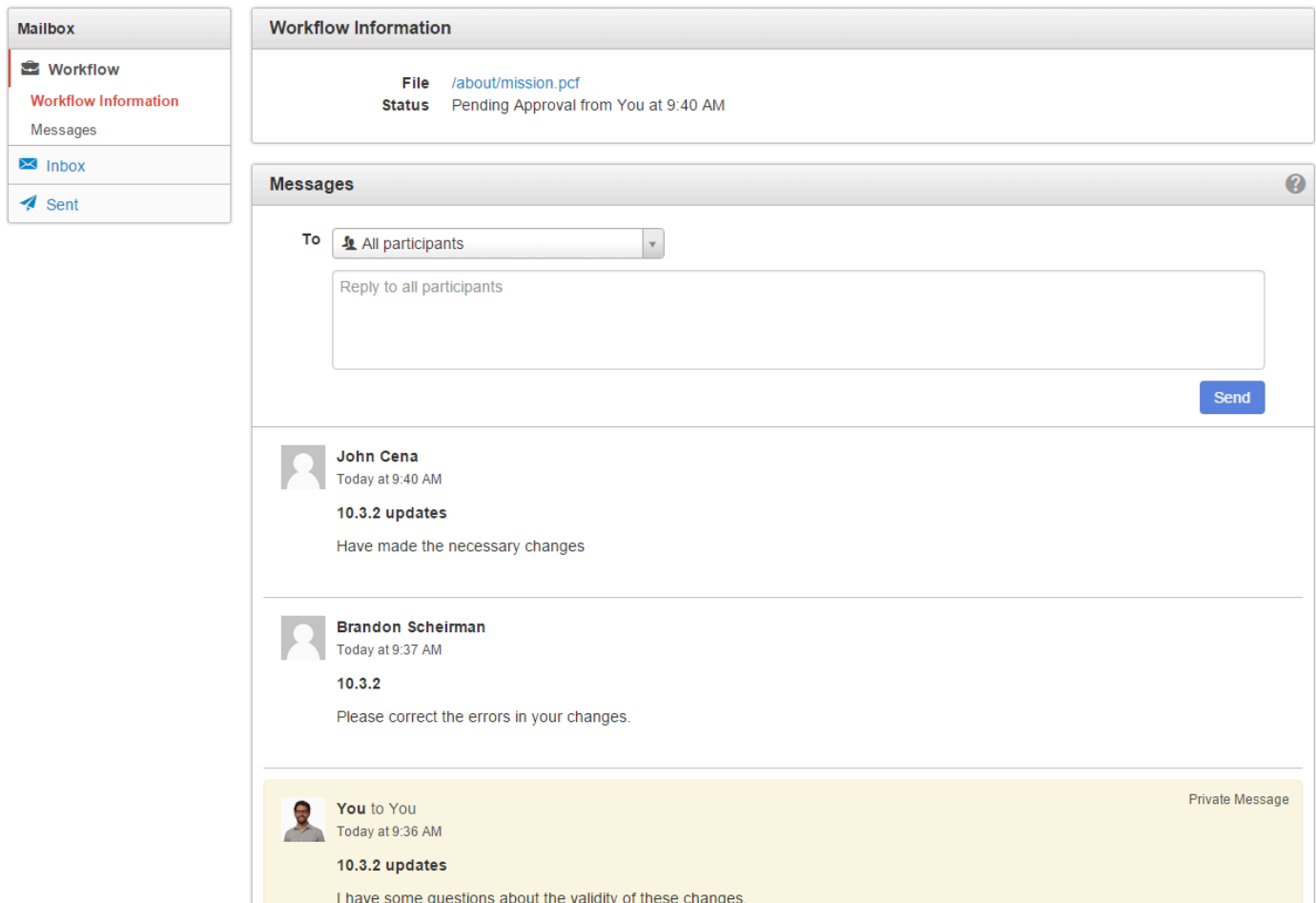
View

Within each item, there may be multiple actions. Every time a file is sent for approval, the sender can also attach a message. There are several ways to view the actions and messages associated with each Workflow item:

- Hovering over the file row and clicking on the **View** option
- Clicking the **Status** icon
- Selecting the checkbox next to the item and clicking **View**

From within the **View Messages** screen, users can:

- Click the linked file to preview the content sent for approval
- View the status of the file (i.e. pending approval, declined, etc.) and the time at which the status was last changed
- View all public messages in the workflow, as well as any private messages sent or received by the user, and the time at which the messages were sent
- Write a new message
- Navigate back to Workflow



The screenshot shows the 'View Messages' interface. On the left is a 'Mailbox' sidebar with options: Workflow (selected), Workflow Information, Messages, Inbox, and Sent. The main area is divided into two sections: 'Workflow Information' and 'Messages'.

Workflow Information:

- File:** /about/mission.pcf
- Status:** Pending Approval from You at 9:40 AM

Messages:

The 'Messages' section has a 'To' dropdown menu set to 'All participants' and a text input field containing 'Reply to all participants'. A 'Send' button is located at the bottom right of this section.

Below the input field, there are three message entries:

- John Cena**
Today at 9:40 AM
10.3.2 updates
Have made the necessary changes
- Brandon Scheirman**
Today at 9:37 AM
10.3.2
Please correct the errors in your changes.
- You to You** (Private Message)
Today at 9:36 AM
10.3.2 updates
I have some questions about the validity of these changes.

New Messages

Users can write a new message in the text field at the top of the messages section. Messages may be either public or private. A public message is visible to all users involved in the workflow, while a private message

is visible to only the user who sent it and the user who received it. To set a message as private, select the desired user from the dropdown list. Private messages will be highlighted in yellow.

To

Private message to John Cena

Messages are by default the same privacy setting as the previous one in the workflow; i.e., a message responding to a public message will by default also be public, but can of course be changed.

The initial submission for approval and the resolution of the workflow item (e.g. publish, decline) will always be public.

Note: The division of public versus private messages applies only to workflow items sent after the 10.3.2 update takes place. Any workflow messages sent prior to the update will be automatically classified as private.

Archive

Once a workflow item has been resolved, it may be archived in one of the following ways:

- Hovering over the file row and clicking **Archive**
- Clicking **Archive** in the Workflow Message view
- Selecting the checkbox next to the item or multiple items and clicking **Archive**

Items are archived on a per-user basis. For example, if Anna and Bob are both part of a workflow message, and Anna archives it once the page has been published, Bob will still be able to see the item in his own workflow. Once every user associated with a workflow item has archived said item, it will be deleted from the database after a period of several years. Once archived, items cannot be restored.

Inbox

Overview

OU Campus has an internal messaging system that allows users to send messages to other users and groups of users. These messages can be attached to requests for approval as part of the Workflow process, or they can be sent to users without associating them with a page. All messages can have a copy sent to a user's email address in addition to being sent internally in OU Campus.

All workflow-related messages reside in a separate section of the Mailbox. For more information, visit the [Workflow](#) page.

All other messages reside in the Inbox section, with the ability to compose, reply, forward, and delete messages, as well as view sent messages in the Sent section.

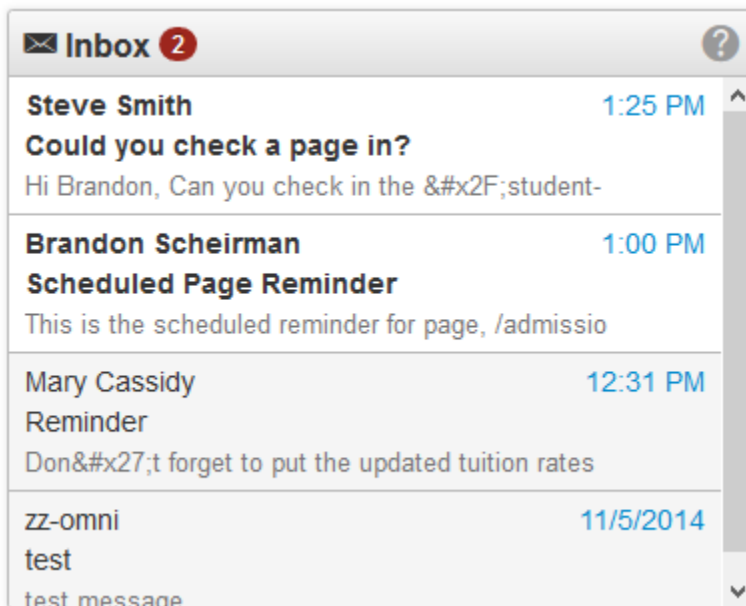


The screenshot shows a 'Mailbox' sidebar on the left with 'Workflow', 'Inbox', and 'Sent' options. The main area is titled 'Inbox (2)' and includes a 'Filter' dropdown and a 'Compose' button. Below is a table of messages:

<input type="checkbox"/>	From	Subject	Date / Options
<input type="checkbox"/>	Brandon Scheirman	OU Campus Publish Notification	6/29/15 4:30 AM
<input type="checkbox"/>	Brandon Scheirman	Publish Results	6/22/15 4:12 PM

The Inbox is similar to a standard email inbox. Users can navigate to the Inbox from the Dashboard menu in the global navigation bar or by clicking the link to the Inbox on the Dashboard itself.

Inbox messages can be also be previewed from the Dashboard through the Inbox Gadget. Clicking a message in the gadget will take users to the message in the normal Inbox interface.



The screenshot shows an 'Inbox' gadget with a notification badge '2'. It lists the following messages:

- Steve Smith** 1:25 PM
Could you check a page in?
Hi Brandon, Can you check in the /student-
- Brandon Scheirman** 1:00 PM
Scheduled Page Reminder
This is the scheduled reminder for page, /admissio
- Mary Cassidy** 12:31 PM
Reminder
Don't forget to put the updated tuition rates
- zz-omni** 11/5/2014
test
test message



Composing Messages

Compose is found in the Inbox and in the Sent box. By default, the Send a Copy by Email checkbox is selected. This will send an email with the composed message to the recipient's external email account, as

long as the user receiving the message has an email address on file. If no email address is on file, it will only send the message within OU Campus.

To compose a message:

1. Navigate to the **Inbox** or **Sent** box.
2. Click on the **Compose** button, found in the top right of either screen.

Inbox (4)  

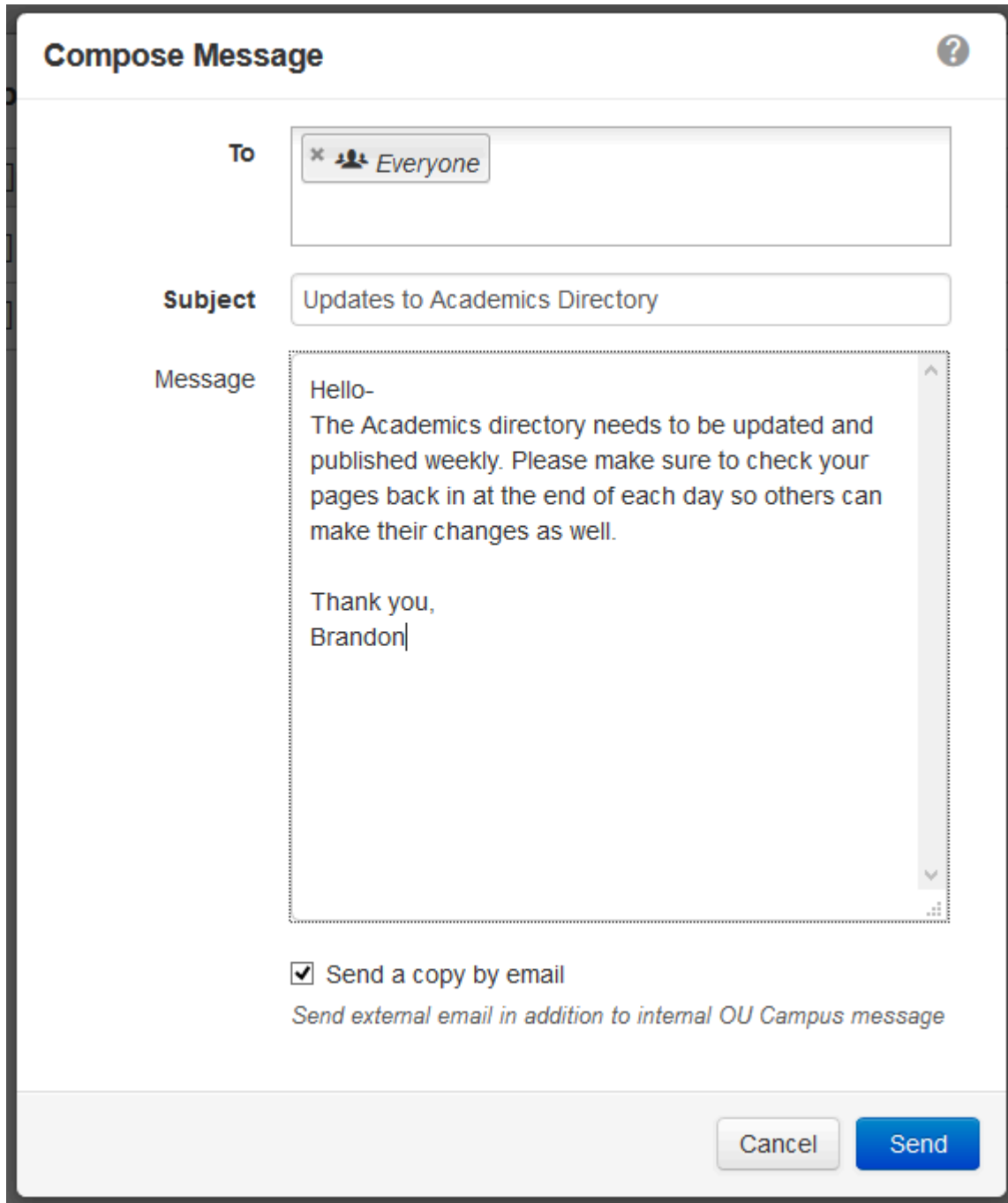
<input type="checkbox"/>	From	Subject	File	Date / Options ▾
<input type="checkbox"/>	Steve Smith	Could you check a page in?		12/3/2014 1:25 PM
<input type="checkbox"/>	Brandon Scheirman	Scheduled Page Reminder		12/3/2014 1:00 PM
<input type="checkbox"/>	Mary Cassidy	Reminder		12/3/2014 12:31 PM
<input type="checkbox"/>	zz-omni	test		11/5/2014 4:24 PM

Display rows per page

3. A modal will appear. Enter the user to whom the message should be sent in the

To

field. A user or a group of users may be selected from the drop-down, which appears when the user clicks into the field.



Compose Message ?

To Everyone"/>

Subject

Message

Hello-
The Academics directory needs to be updated and published weekly. Please make sure to check your pages back in at the end of each day so others can make their changes as well.

Thank you,
Brandon

Send a copy by email
Send external email in addition to internal OU Campus message

4. Enter a

Subject
and

Message

5. By default, the

Send a copy by email

checkbox is selected. To only send the message within OU Campus, uncheck this checkbox.

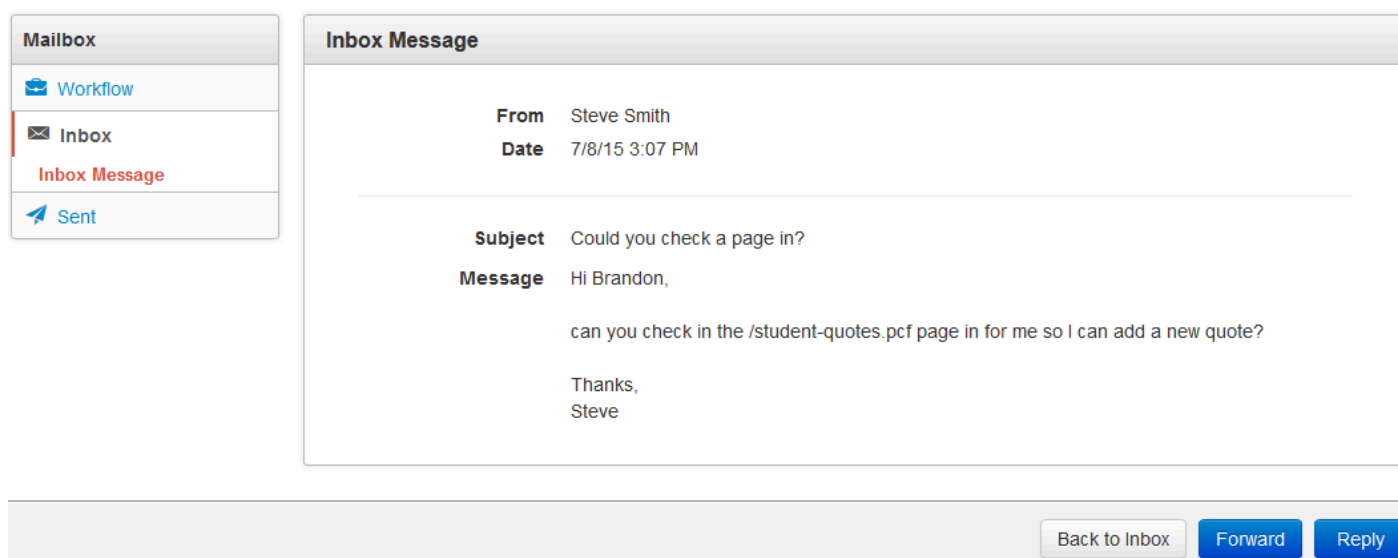
6. When the message is complete, click

Send

Viewing, Replying to, and Deleting Messages

To view a message on the Inbox screen, hover over the message row and click View, or click the hyperlinked message subject. From the gadget, click anywhere on the desired message to enter the message view in the Inbox screen.

Use the blue **Reply** button in the page footer to reply to the message, or click the **Forward** button to forward the message to another user. A user can return to the Inbox without responding to or deleting the message by clicking the **Back to Inbox** button in the footer or the Inbox button in the local navigation bar on the left.



The screenshot shows a mailbox interface. On the left is a sidebar with a 'Mailbox' header and four items: 'Workflow', 'Inbox', 'Inbox Message', and 'Sent'. The 'Inbox Message' item is highlighted. The main area is titled 'Inbox Message' and displays the following details:

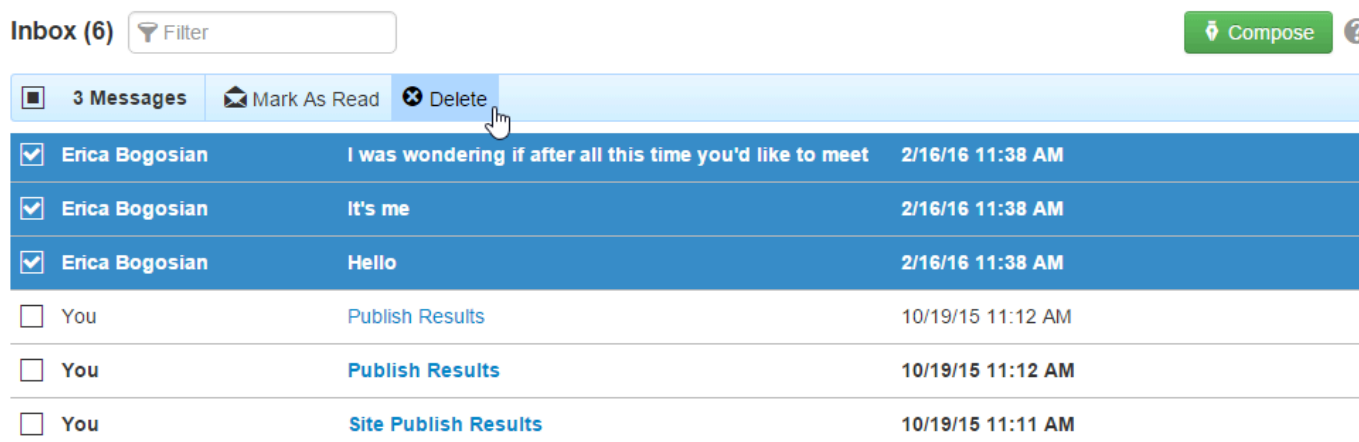
- From:** Steve Smith
- Date:** 7/8/15 3:07 PM
- Subject:** Could you check a page in?
- Message:** Hi Brandon,

can you check in the /student-quotes.pcf page in for me so I can add a new quote?

Thanks,
Steve

At the bottom right of the message view, there are three buttons: 'Back to Inbox', 'Forward', and 'Reply'.

A message may be deleted by hovering over the message row in the Inbox list view and clicking **Delete**. Multiple messages may be deleted by selecting the checkbox next to each message and clicking the **Delete** icon that appears in the top row.



The screenshot shows an inbox list view. At the top left, it says 'Inbox (6)' with a 'Filter' dropdown. At the top right, there is a 'Compose' button. Below this is a toolbar with three buttons: '3 Messages', 'Mark As Read', and 'Delete'. The 'Delete' button is highlighted with a mouse cursor. Below the toolbar is a list of messages:

Message	From	Subject	Date
<input checked="" type="checkbox"/>	Erica Bogosian	I was wondering if after all this time you'd like to meet	2/16/16 11:38 AM
<input checked="" type="checkbox"/>	Erica Bogosian	It's me	2/16/16 11:38 AM
<input checked="" type="checkbox"/>	Erica Bogosian	Hello	2/16/16 11:38 AM
<input type="checkbox"/>	You	Publish Results	10/19/15 11:12 AM
<input type="checkbox"/>	You	Publish Results	10/19/15 11:12 AM
<input type="checkbox"/>	You	Site Publish Results	10/19/15 11:11 AM

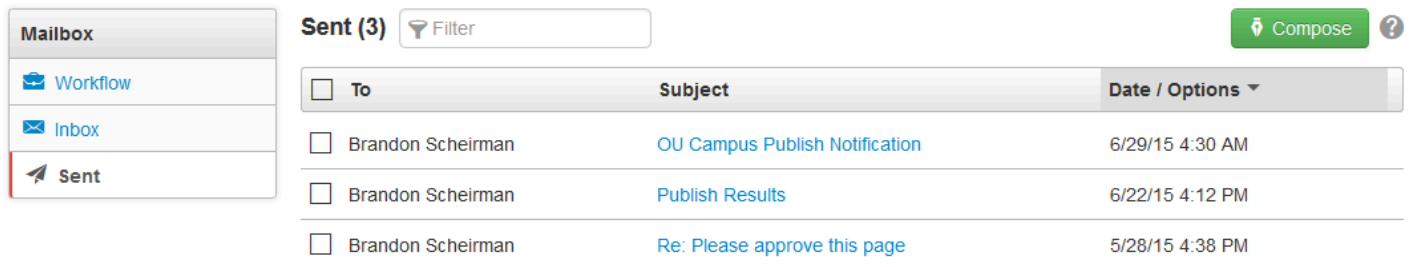
Multiple messages can also be marked as Read (such as when a user has received multiple messages notifying of successful publishes). To do so, simply select each message and click the **Mark as Read** icon that appears in the top row.

Sent

The Sent list view shows messages that the user has sent and messages that were sent in association with scheduled publishes, reminders, and the workflow process. If a message that has been sent to the user is replied to or forwarded, then that is also shown on the Sent screen.

Other functionality available from the Sent screen includes:

- A list of the number of sent messages
- A filter tool to narrow results by the recipient or the subject
- A Compose button to immediately compose a new message
- Columns that are sortable by recipient, subject, or date
- Multi-select checkboxes to delete multiple messages at one time
- The ability to review, reply, forward, and delete messages from the Sent view
- Items that can be hovered over in the list view, allowing users to view or delete individual messages



The screenshot shows a mailbox interface with a sidebar on the left containing 'Mailbox', 'Workflow', 'Inbox', and 'Sent'. The main area is titled 'Sent (3)' and includes a 'Filter' input field and a 'Compose' button. Below this is a table of sent messages:

<input type="checkbox"/>	To	Subject	Date / Options
<input type="checkbox"/>	Brandon Scheirman	OU Campus Publish Notification	6/29/15 4:30 AM
<input type="checkbox"/>	Brandon Scheirman	Publish Results	6/22/15 4:12 PM
<input type="checkbox"/>	Brandon Scheirman	Re: Please approve this page	5/28/15 4:38 PM

Forwarding a Message

Users can forward previously sent messages to other users and groups.

Sent Message


To Brandon Scheirman
Date 5/28/15 4:38 PM

Subject Re: Please approve this page
Message I will check it out.

From: Brandon Scheirman
Date: N/A
Subject: Please approve this page

Added new information about Transfer Student Orientation.

[Back to Sent](#) [Forward](#)



To forward a message:

1. From the **Sent** screen, Click the **Subject** column of the desired message. Alternatively, hover over the message and click **View**.
2. Click **Forward** in the footer and fill in the **To** field with the desired recipients. Modify the **Subject** and **Message** fields as necessary.
3. By default, a copy will be sent via external email. If the user does not have an external email associated with their account, then the message is only sent within the CMS.
4. Click **Send**.

Gadgets

Overview

A gadget is a little program that provides additional functionality or streamlined access to functionality within OU Campus. Gadgets are available account-wide and can be either a system gadget or a custom-created gadget. System gadgets are included with the CMS. Gadgets customized for an institution are also integrated into the implementation. Gadgets may also be created after the initial implementation and added to the system. In any event, gadget access may be limited by group assignment and members of the group (and administrators) will have access to that particular gadget. Some gadgets are only located on the Dashboard or on the Gadgets sidebar, while others are available in both locations.

Each individual user can choose which gadgets to show or hide on their Dashboard or Gadgets sidebar; some gadgets are context-specific, meaning that they will only appear when viewing a page or inside an editable region. These include the Page Info Gadget, Images Gadget, Snippets Gadget, and YouTube Gadget.

When new system gadgets are added into OU Campus with new version releases, they will need to be activated in OU Marketplace. Visit the [OU Marketplace](#) page for more information.

Administrator-created gadgets have access to the OU Campus API, so they can be programmed to do virtually anything a built-in tool can do, plus can additionally be scripted to access other external web services. Gadget files are created in a directory that consists of, at a minimum, an XML file to configure the appearance of the gadget, and a URL (i.e., index.html) that includes the program. The gadget code can include JavaScript, jQuery, HTML, and CSS, both in the form of imported files and within the page itself.

Custom-created gadget functionality includes but is by no means limited to:

- Bulk assigning a user to groups
- A chat client for in-system, real-time messaging
- A color picker that can be used to visually choose a color and then insert the hexadecimal equivalent into code
- Inserting an image from Flickr
- Sending an email from the Gadgets sidebar
- Quickly publishing a page
- Providing a user list
- Programmatically modifying PCF files
- Automating repetitive tasks

Video

Gadget Configuration

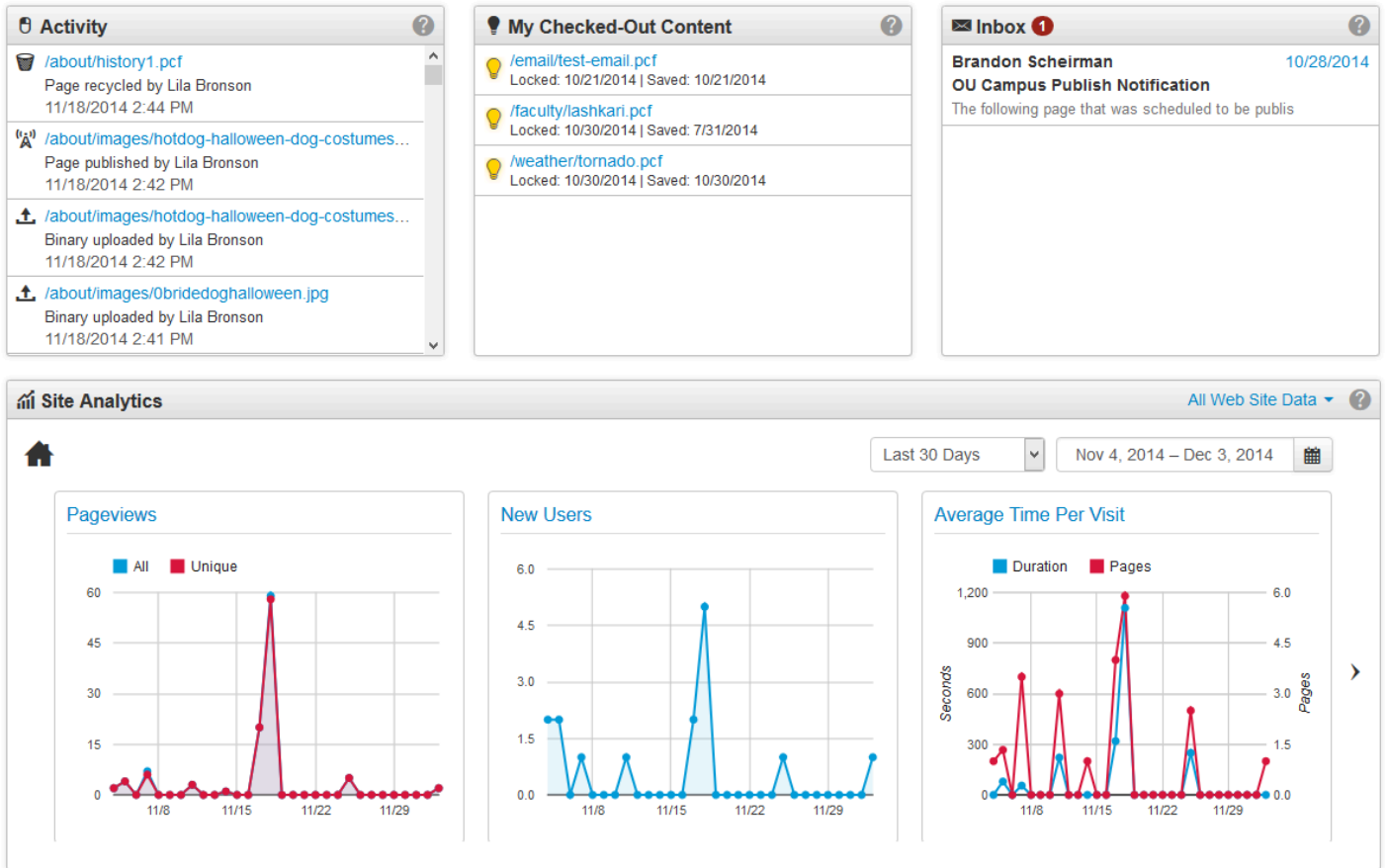
Gadget access is controlled by a Level 10 administrator from the

Setup > Gadgets

screen. This screen allows the administrator to assign groups to each gadget, giving group members the ability to view and use the gadgets. In addition to being able to assign gadget access, an administrator can create new gadgets and configure gadget-specific properties.

For more information, visit the [Gadgets Setup](#) page.

Dashboard Gadgets



Dashboard gadgets are generally gadgets that have site-wide functionality, such as site analytics or the Activity gadget. Others provide shortcuts to content, such as the Inbox or My Checked-Out Content. The system gadgets available on the Dashboard are as follows:

- **Activity:** Activity shows content with recently performed actions such as a scheduled publish, expire, or upload.
- **My Checked-Out Content:** Shows the content checked out by the current user and the date/time stamp that the content, which can be a page, asset, or file, was checked out. Within this gadget, the pages are linked and can be clicked to for editing or approving. The light bulb icon indicates the page is checked out and clicking the icon checks the page back in.
- **Inbox:** Provides a scrollable list of recently received messages.
- **Site Analytics:** Provides site-level analytics through Google Analytics directly inside OU Campus.
- **Workflow:** Gives users the ability to track all workflow items they are involved in from one gadget. Users involved in a particular workflow item can message each other directly inside the gadget.

Configuring the Dashboard

 **Brandon Scheirman**
Workflow | Inbox

  [Configure Dashboard](#)

Inbox ?


Steve Smith 1:25 PM
Could you check a page in?
Hi Brandon, Can you check in the /student-


Brandon Scheirman 1:00 PM
Scheduled Page Reminder
This is the scheduled reminder for page, /admissio


Mary Cassidy 12:31 PM
Reminder
Don't forget to put the updated tuition rates


zz-omni 11/5/2014
test
test_message


My Checked-Out Content ?

 [/_resources/images/welcome/MaB3kxP.jpg](#)
Locked: 11/6/2014 | Saved: 11/6/2014


 [/academics/whygu.pcf](#)
Locked: 12/3/2014 | Saved: 5/2/2014


 [/admissions/studentresources.pcf](#)
Locked: 12/3/2014 | Saved: 5/2/2014


 [/athletics/why_gu.pcf](#)
Locked: 11/25/2014 | Saved: 5/2/2014


 [/student_quotes.pcf](#)
Locked: 12/3/2014 | Saved: 12/3/2014

Activity ?

 [/welcome/studentlife.pcf](#)
Page published by Brandon Scheirman
11/26/2014 2:59 PM

 [/index.pcf](#)
Page published by Brandon Scheirman
11/26/2014 2:59 PM

 [/admissions/tourism.pcf](#)
Page published by Brandon Scheirman
11/26/2014 2:59 PM



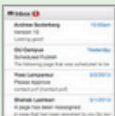
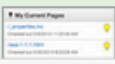
 [/index.pcf](#)
Page reverted by Brandon Scheirman
11/26/2014 2:59 PM

The **Configure Dashboard** link can be used to choose which gadgets to display on the Dashboard. All users have access to this functionality, but not necessary all gadgets will be visible for all user levels, depending on access settings established by the administrator.

Clicking **Configure Dashboard** brings up the **Dashboard Configuration** modal.

Dashboard Configuration ?

Gadgets (6)

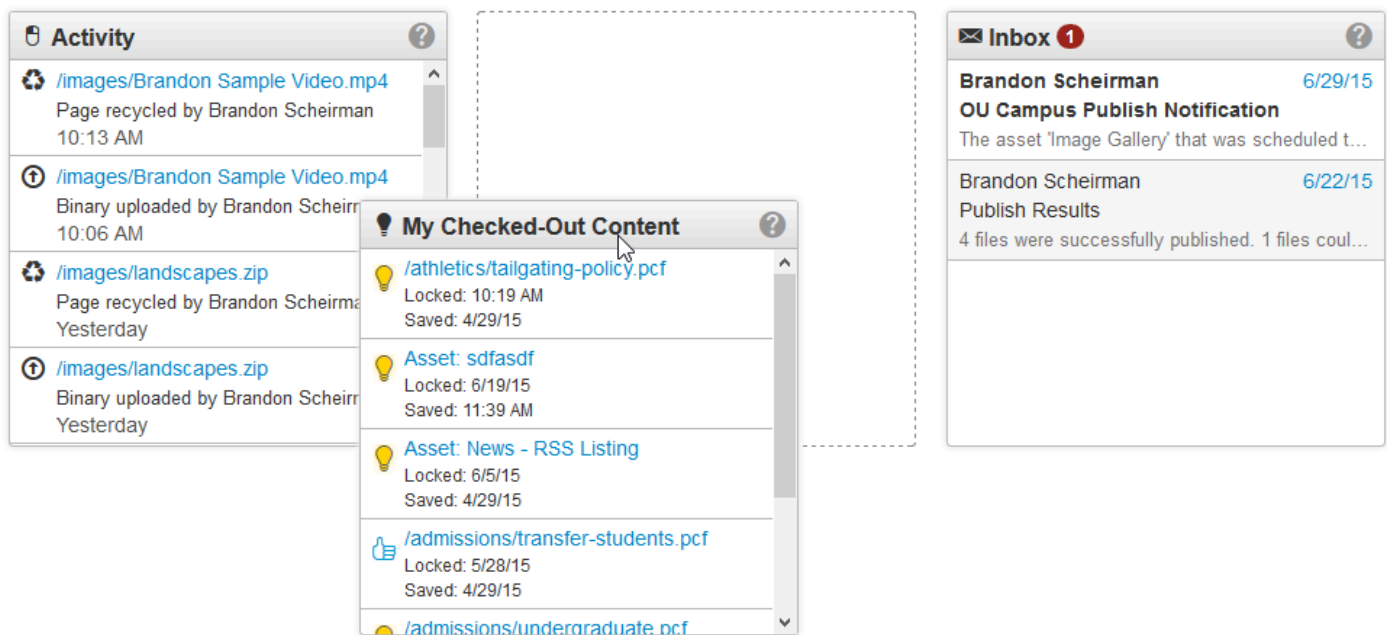
<input checked="" type="checkbox"/>	Image	Name ^	Description
<input checked="" type="checkbox"/>		Activity	Lists the most recent actions (such as publishes) performed in OU Campus by all users.
<input checked="" type="checkbox"/>		Bookmarks	Quickly access your most visited locations in OU Campus with the Bookmarks Gadget. Bookmark files, assets, custom reports, and so much more. Bookmarks are searchable and can be organized in folders, plus reordered via drag and drop functionality.
<input checked="" type="checkbox"/>		Inbox	Lists your most recent Inbox messages, with brief excerpts.
<input type="checkbox"/>		My Checked-Out Content	Lists all your checked-out files. Click one to go straight to its editing preview.

The Dashboard Configuration modal shows the Dashboard gadgets that are available to the user. Gadgets that are currently configured to be available on the Dashboard are listed and can be filtered by name. Functionality includes:

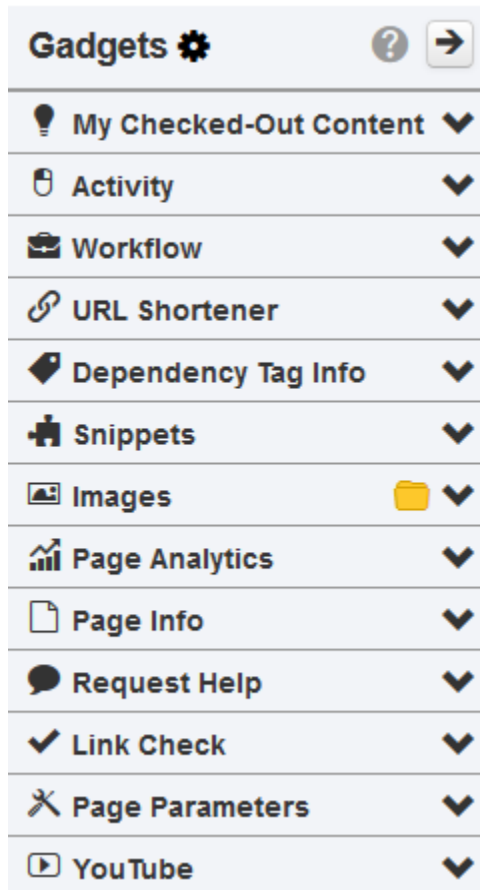
- **Filter:** Enter two or more characters to filter by gadget name.
- **Hide:** To hide a gadget from view on the Dashboard, click anywhere within the green gadget box or click the checkbox to clear the selection. A gadget configured to be hidden is shown in gray.
- **Show:** Click anywhere within the gadget box or the checkbox to select a gadget to show on the Dashboard. A gadget configured to be shown is shown in green.

Rearranging Dashboard Gadgets

Gadgets can also be reordered on the Dashboard by clicking and dragging the grey title bar to a new "tile," shown by a dotted line.





Gadgets Sidebar






The Gadgets sidebar is a global element that can be shown or hidden by the user. The sidebar exemplifies responsive design as the sidebar also automatically collapses or expands when a browser is resized. The Gadgets sidebar can be shown by clicking on the Show Gadgets button at the top right of the screen.

Once the Gadgets sidebar has been expanded, individual gadgets can be collapsed or expanded and the user can configure which gadgets appear in the sidebar. The gadgets that are available on the sidebar are dependent upon the implementation of the site and can be configured by a Level 10 administrator.

Gadget Sidebar Icon Reference

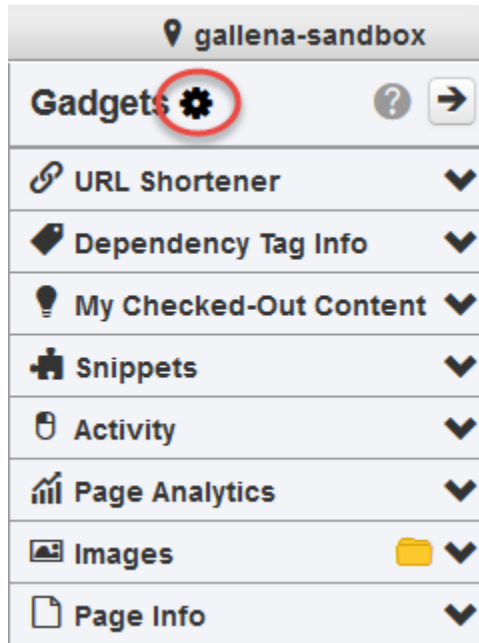
Icon	Name	Description
	Show Gadgets	Click the plug icon to show the Gadgets sidebar.
	Choose Gadgets	Click to display the Choose Sidebar Gadgets modal from where it can be determined which gadgets to show on the sidebar.

Icon	Name	Description
	Hide Gadgets	Click the arrow to hide the sidebar.
	Expand Gadget	Click to expand the gadget on the sidebar.
	Collapse Gadget	Click to collapse the gadget on the sidebar.

The Gadgets sidebar includes the following system gadgets by default:

- **Activity:** Activity shows content with recently performed actions such as a scheduled publish, expire, or upload. Administrator only.
- **Assets:** Drag and drop any asset into an edit view.
- **Bookmarks:** Bookmark frequently-used pages, reports, or other OU Campus screens for easy navigation.
- **Dependency Tag Info:** Search for and display information regarding dependency tags in the site.
- **Images:** Drag and drop images from any folder into editable regions or the Source Editor.
- **Link Check:** Check for all broken links on a page in OU Campus and send a report to any user.
- **My Checked-Out Content:** Shows the content checked out by the current user and the date/time stamp that the content, which can be a page, asset, or file, was checked out. Within this gadget, the pages are linked and can be clicked to for editing or approving. The light bulb icon indicates the page is checked out and clicking the icon checks the page back in.
- **Notes:** Allows users to make public or private notes on any page in the CMS.
- **Page Analytics:** Allows users to view Google Analytics data for the page they are currently viewing or editing.
- **Page Info:** Displays information about the file currently being viewed or edited.
- **Page Parameters:** Edit page parameters directly from the gadget without having to navigate away from the Preview or Edit view.
- **Quick Publish Gadget:** Allows users to save and publish pages quickly to a desired production target.
- **Request Help:** Sends page and user information along with a custom message to a pre-defined group in OU Campus who can help users in need.
- **Snippets:** Drag and drop any snippet into an edit view.
- **URL Shortener:** Provides a utility to shorten a URL, which can then also be dragged onto a page.
- **Workflow:** Same functionality as the Workflow dashboard gadget.
- **YouTube:** Drag and drop YouTube videos from linked YouTube channels or by searching all of YouTube.

Choosing Gadgets on the Gadget Sidebar



To show and hide gadgets in the Gadgets sidebar, click the **Choose Gadgets** icon (circled above) to be taken to the **Manage Sidebar** modal.

Manage Sidebar ?

Gadgets (12)

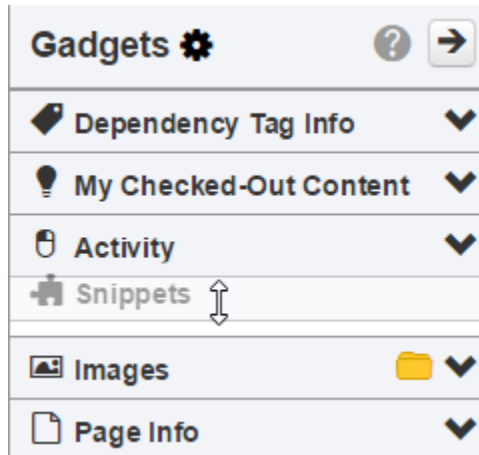
<input type="checkbox"/> Image	Name ▲	Description
<input checked="" type="checkbox"/>	Dependency Tag Info	Given a Dependency Manager tag ID, shows some information about the tag, such as what pages use it.
<input checked="" type="checkbox"/>	Images	Drag and drop images from any folder into edit views.
<input checked="" type="checkbox"/>	My Checked-Out Content	Lists all your checked-out files. Click one to go straight to its editing preview.
<input type="checkbox"/>	Page Analytics	

Cancel Save

The Manage Sidebar modal shows the Sidebar gadgets that are available to the user. Gadgets that are currently configured to be available on the Sidebar are listed and can be filtered by name. Functionality includes:

- **Filter:** Enter two or more characters to filter by gadget name.
- **Hide:** To hide a gadget from view on the Sidebar, click anywhere within the green gadget box or click the checkbox to clear the selection. A gadget configured to be hidden is shown in gray.
- **Show:** Click anywhere within the gadget box or the checkbox to select a gadget to show on the Sidebar. A gadget configured to be shown is shown in green.

Rearranging Sidebar Gadgets



A user may relocate the gadgets on the sidebar by dragging them into a different order. Users can click and hold on the gadget's title bar and move the gadget up or down in the list.