



# CAMPUS TECHNOLOGY SUPPORT GROUP

*Illinois State University*

## OU Campus

User Manual

# *OU Campus* Guide

The purpose of this guide is to help Web editors learn to use the various tools and features of *OU Campus*. This guide contains information on how to:

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If you have any questions about this guide or how you can best use the features of *OU Campus*, contact Institutional Web Support Services at (309) 438-8835, or email us at [websupport@IllinoisState.edu](mailto:websupport@IllinoisState.edu).

# Basic Page Editing

## Log in to your Web page

In order to create a new Web page or edit an existing Web page, you must first log in to the *OU Campus* application.

1. Go to your department's Web site and browse to the page you want to edit.
2. Click on the **Direct Edit** button. By default, this button is the copyright character at the bottom of each page.

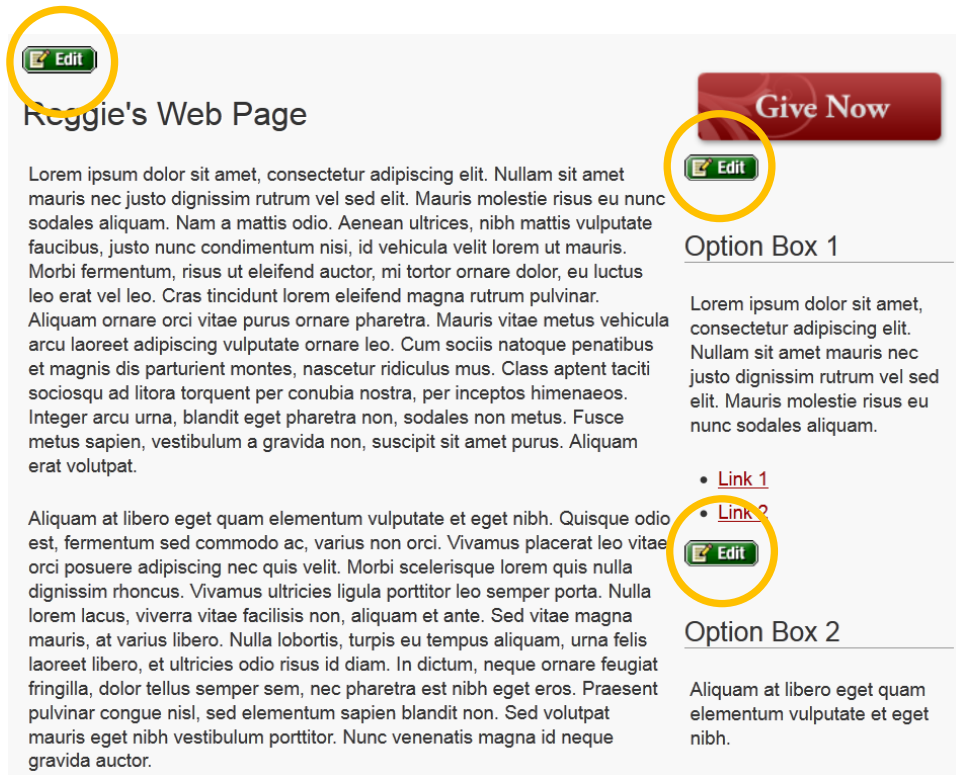


3. Log in with your username and password. You may see either one of these login screens. In both cases, your username and password for *OU Campus* is identical to your Central Login username and password.

A login screen titled "sign in using CentralLogin". It features a red padlock icon. Below the title are two input fields: "ULID:" and "Password:". At the bottom left is a link "Can't Sign In?" and at the bottom right is a "Sign in" button.A login screen titled "Login". It has two input fields: "Username:" with the text "rredbird" and a user icon, and "Password:" with a key icon and masked characters. Below the password field is a "Login" button with a lightbulb icon. At the bottom right is a blue link "Reset Password".

# Edit a page

1. Once you have logged in, click on the appropriate **Edit** button to open the What You See Is What You Get editor. This is often referred to as the “WYSIWYG editor.” (wiz-ee-wig)



The screenshot shows a web page titled "Reggie's Web Page". At the top left, there is a green "Edit" button circled in yellow. The page content consists of two paragraphs of placeholder text (Lorem ipsum). To the right of the first paragraph, there is a red "Give Now" button and a green "Edit" button circled in yellow. Below the "Give Now" button is a section titled "Option Box 1" containing another paragraph of placeholder text and two links: "Link 1" and "Link 2". Below "Link 2" is a green "Edit" button circled in yellow. At the bottom of the page, there is another paragraph of placeholder text and a green "Edit" button circled in yellow.

2. You can use the tools in the WYSIWYG editor just as you would in Microsoft Word, Apple Pages, Open Office, or other popular text editors.



3. Make your changes.

See below for more information about editing text, pictures, tables, and other items.

# Add / Edit text

You can type and edit text in *OU Campus* just as you would in Microsoft Word or other popular office programs. As you become familiar with *OU Campus*, you will notice that the changes you make in the WYSIWYG editor appear slightly different than they do once you save and publish the page. You should always check the page after saving it to make sure that your changes are acceptable.

## *Text editing tools*



Text editing tools can be found along the top and middle of the WYSIWYG menu bar. Most of the tools you will need are explained briefly below.



- **Cut** - Cuts a highlighted portion of the document



- **Find** - Search for text on the current page.



- **Copy** - Copies a highlighted portion of the document



- **Find / Replace** - Search for text on the current page, and then replace that text with other text.



- **Paste** - Paste the most recent portion that has been cut or copied.



- **Undo** - Undo the last changes made in your current session, one by one.



- **Redo** - Redo the changes that were just undone and need to be restored.



- **Spell Check** - Underline misspelled words. *OU Campus* will suggest replacements.



- **Remove Formatting** - Remove all formatting and styling from highlighted text, such as bold or italics.



- **Bold** - Turn highlighted text into **bold text**.



- **Italics** - Turn highlighted text into *italic text*.



- **Unordered List** - Turn highlighted text into a bulleted list



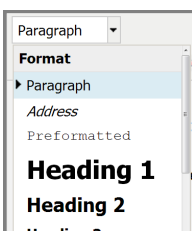
- **Ordered List** - Turn highlighted text into a numbered list



- **Subscript** - Turn highlighted text into subscript text.



- **Superscript** - Turn highlighted text into superscript text.



- **Format** - Change the highlighted text from a paragraph format to a heading format or vice-versa.

## A few tips...

People do not read Web sites. Instead, they often scan the page for the information they want. Because of this, writing for Web sites is a little different than writing in other contexts.

### Formatting

- Use meaningful headers to label short chunks of information. This is the best way to help people scan content.
- Use simple sentence structures.
- Present information in short “chunks” (about 100 words long) that have only one main point.
- Keep the most important information at the top of the page.
- Don’t use a promotional writing style with subjective claims ("hottest ever!!"). Visitors don’t want to spend time filtering out promotional language to get to facts.

### Style

- Avoid italic type, when possible, because it does not display well on computer monitors.
- Use bold text to emphasize something. But **use it rarely**.

### Lists

- Consider presenting minor points in a list format. Lists draw in the scanning eye.
- Use numbered lists when the order of entries is important and unnumbered lists when the sequence of the entries is not important.
- Place no more than seven to nine items in a list.
- Limit lists to two levels: primary and secondary.

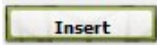
# Add and remove links

## Link to an external Web site

1. Highlight the text you want to link.
2. Click the chain icon on the WYSIWYG toolbar. This will open a dialog box.

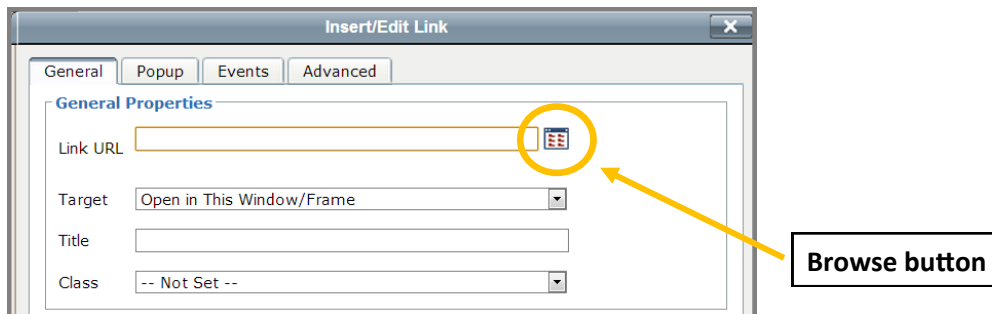


3. Type the external site's address into the **Link URL** field. Or you can paste the address from a Web browser.
4. Click **Insert** to finish.

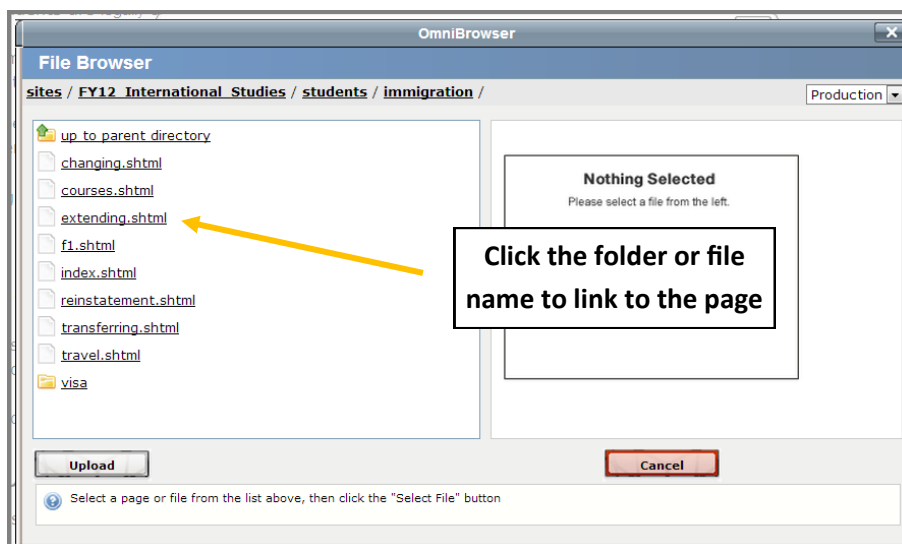


## Link to an internal Web page

1. Highlight the text you want to link.
2. Click the chain icon on the WYSIWYG toolbar. This will open a dialog box.
3. Click the **Browse** button next to the Link URL field. This will open a list of folders and files.



4. Click the folder or file name of the page that you want to link to.
  - Notice that the folder and file names you see correspond to the Web addresses of the pages on your Web site. So, for example, if you want to link to a page located at "http://example.illinoisstate.edu/about/contact.shtml," you should locate the "about" folder, and select the "contact.pcf" file.



5. Click **Select File** to choose a file.
6. Click **Insert** to finish.

### Modify or Remove existing links

1. Click on the link that you want to change.
2. To **modify** a link, click the chain icon in the toolbar. Then simply follow the previous instructions for creating links.
3. To **delete** a link, click on the icon of the broken chain.



### A few more tips...

- Do not link or use phrases like “click here” or “follow this link.” Every Web user understands that links need to be clicked. You should also avoid these phrases to help people with visual impairments. People with visual impairments often use screen readers to navigate the Web, and language like “click here” does not tell them anything about where the link will take him.
- Link two to three meaningful words, or a brief description of the information on the linked Web page.



# Publish a page

1. Make your changes.
2. Save your changes. There are several options for saving your page, or restoring previously saved content.



**Save** - Save the page and exit the WYSIWYG editor. You will then be able to see how your new content will look on the page. Keep in mind that no changes are published to the Web site at this point.



**Save As** - Save the page under a new file name and exit the WYSIWYG editor.



**Revert content to last saved** - Undo all of the changes you have made since the last time you manually saved the page.

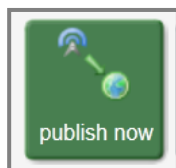


**Restore auto-saved content** - Undo all of the changes you have made since the last auto-save. *OU Campus* will periodically save a draft as you are working, once every couple of minutes. If you encounter problems, this draft is available for up to 24 hours after the last save, unless a new auto-save overrides the previous version.

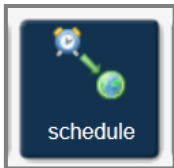
3. If you chose the “Save” or “Save as” options, you will exit the WYSIWYG editor. You will then be able to view a preview of the edited page, along with additional publishing and editing options.

The screenshot displays the WYSIWYG editor interface for the Vice President for Finance and Planning website. The top toolbar includes icons for editing (edit, props, preview, source) and saving (check, revert, access, backup). A yellow bracket groups the 'publish now', 'schedule', and 'send to user' buttons under the label 'Publishing options'. Another yellow bracket groups the 'edit', 'props', 'preview', 'source', 'check', 'revert', 'access', and 'backup' buttons under the label 'Editing options'. The main content area shows a preview of the website with the title 'Vice President for Finance and Planning' and a 'Give Now' button. A yellow bracket groups the entire preview area under the label 'Page preview'.

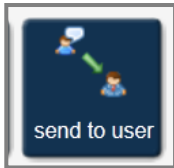
4. Choose one of the following publishing options.



Click the “**Publish now**” button to immediately publish the page. You will likely choose this option the most.



Click the “[Schedule](#)” button to set a time in the future to publish the page. *OU Campus* will automatically publish the page on the scheduled date. This can be useful if you are working ahead, and your content won’t be relevant until after a certain date.



Click the “[Send to user](#)” button to send your draft to another person for comments and approval. The other person must also be registered to use *OU Campus*.

5. If you choose the “Publish now” option, you will see a confirmation window.
6. Type a short message into the **Description** box describing your changes. This is especially helpful if there are multiple people working on a site. A short message allows people to easily see what has been changed.
7. Click the **Publish** button to make your changes live.

The screenshot shows a web interface titled "/test.pcf". It contains a "Final Check" section with a dropdown menu set to "shtml (default)" and a "Check Links" button. Below this is a "Version Description:" label followed by a large text input box. A yellow bracket on the left points to this box with a label "Description box". To the right of the input box is a character count "0/256(count)". Below the input box is a help message: "Adding a message explaining what changes have been made to this file allows contributors to easily go back to previous revisions of this document and see what has been changed." At the bottom center is a "Publish" button, which is circled in yellow. A yellow arrow points from a label "Publish button" to this button.

/test.pcf

You're almost there. *Publish* your page now, or perform a *Final Check* before publishing.  
For further help with this screen, see [the final check documentation](#).  
You may add an optional message describing the changes (256 characters max). The current date and time will be automatically recorded.  
**Important:** You must click the publish button below to continue.

**Final Check**

shtml (default) ▼  
Check Links

**Version Description:**

0/256(count)

Adding a message explaining what changes have been made to this file allows contributors to easily go back to previous revisions of this document and see what has been changed.

Publish

**Description box**

**Publish button**

# Advanced Page Editing

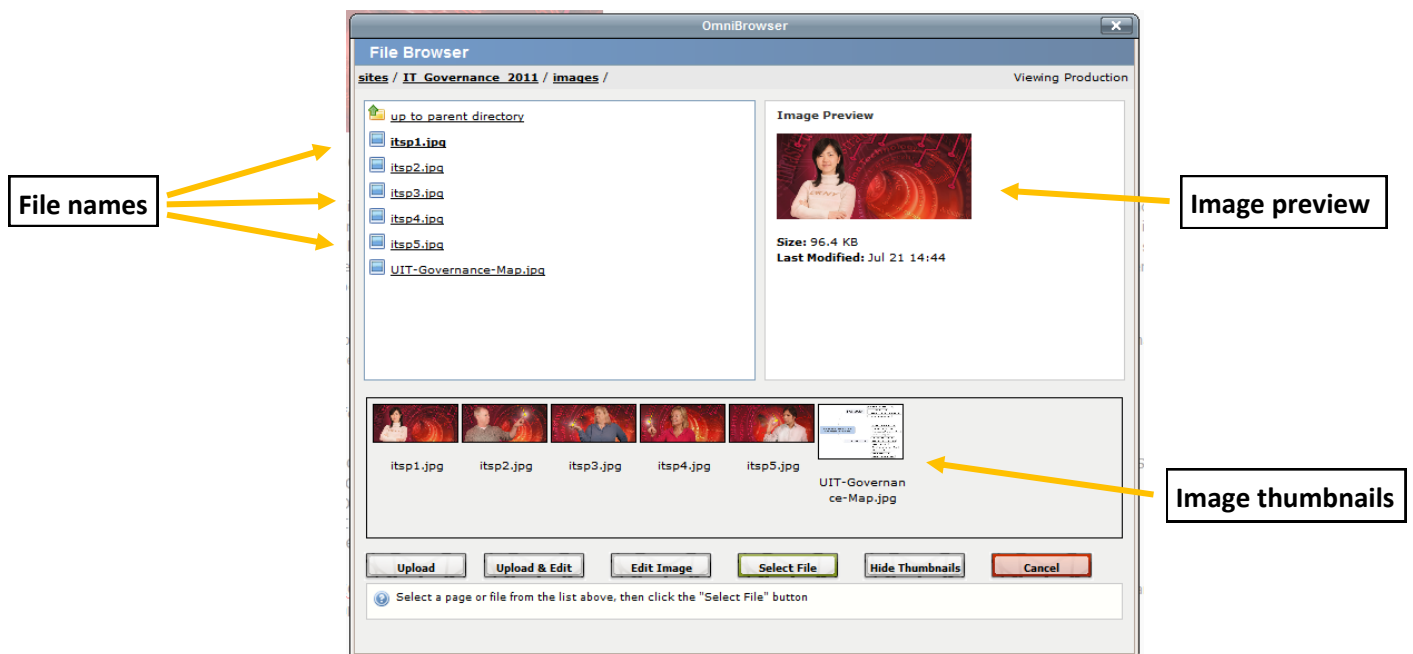
## Add images

### Add images from your Web site

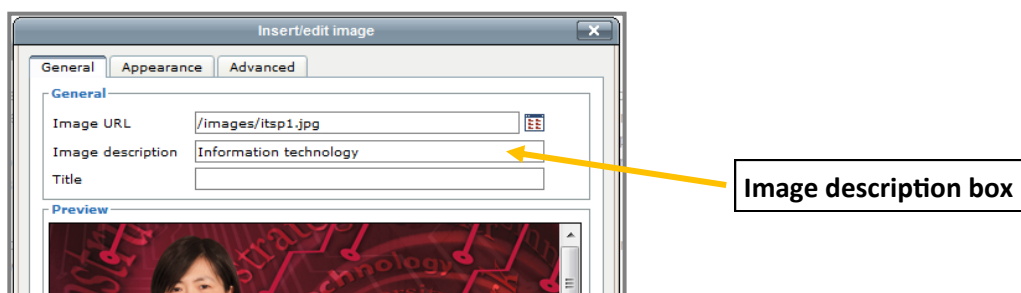
1. While using the WYSIWYG editor, click where you want to insert the image.
2. Click the **Image** icon on the toolbar. This will open a dialog box.



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



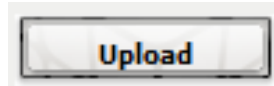
4. Click the file name of the image.
5. Click the **Select File** button. This will open the **Insert/Edit image** window.
6. Enter a three to five word description in the Image description box. OU Campus will not allow you insert the image without a description.



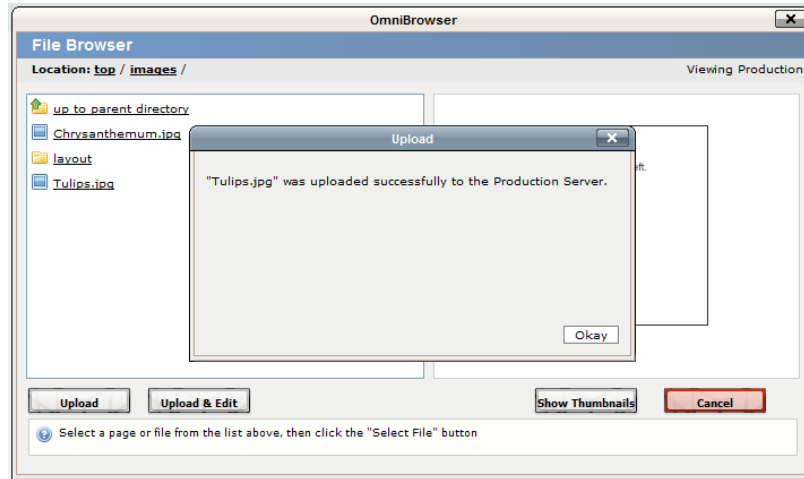
7. Click the Insert button

### Add images from your computer

1. Click the **Upload** button to add an image from your computer. A list of folders and files from your computer will appear.



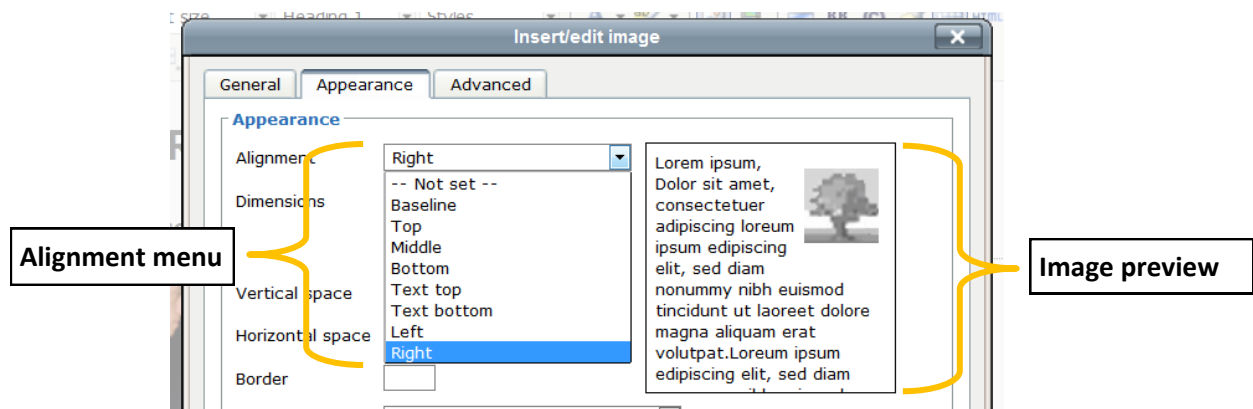
2. Select the image you wish to upload and click Open. A confirmation dialog box will appear when the image has been successfully uploaded.



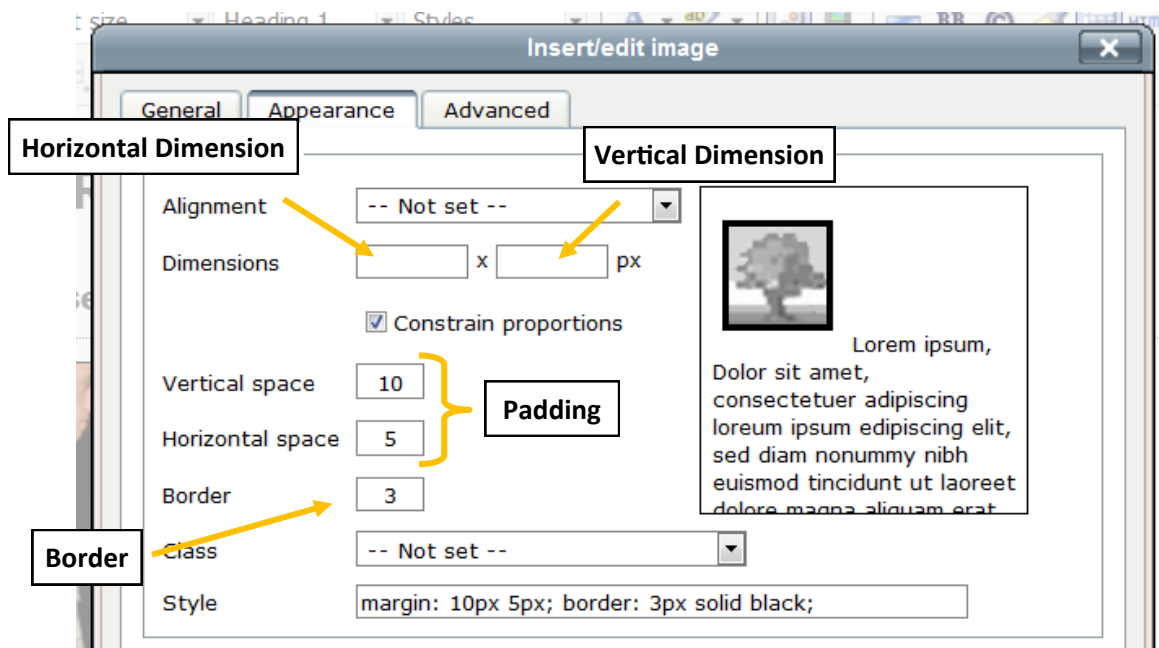
3. Select the new image from the list of file names.
4. Click the Insert button

# Edit / Remove images

1. Click on the image you want to modify or remove. To remove the image, use the Delete key on your keyboard.
2. To modify the image, click the **Image** icon on the toolbar. This will open the **Insert/Edit image** window.
3. Click the **Appearance** tab to change the way the image appears on the page. You can change four different aspects of the image from this window: alignment, dimensions, border, and padding.
  - **Image preview** - The image preview will give you a rough idea of how the changes you are making will effect your image.
  - **Alignment** - The alignment drop down menu allows you to change how text will wrap around your image. In the first example below, you can see how the image is aligned to the right, so that all the text wraps around it to the left.



- **Dimensions** - Use the dimension boxes to increase or decrease the size of an image. Always keep the **"Constrain proportions"** box checked. This will keep the image from getting distorted.
- **Padding** - Use these boxes to put a minimum amount of space around your image. The **Vertical** box will put space around the top and bottom of the image; the **Horizontal** box will put space around the left and right.
- **Border** - Use the border box to place a black border around the image.



Each of the numbers in these boxes represents a corresponding number of **pixels**. If you're not used to thinking in terms of pixels, it may take a bit of experimentation in order to get the image to look exactly how you want it to.

[Skip to next section](#)

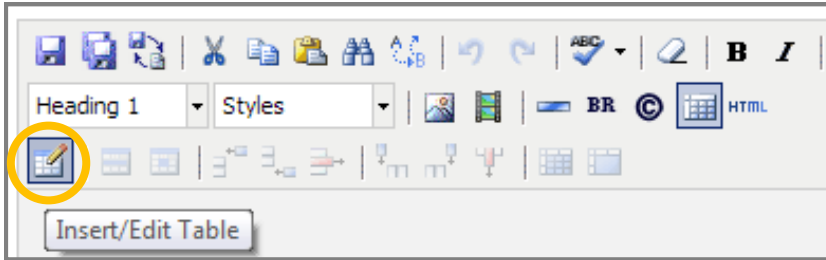


# Add / Edit tables

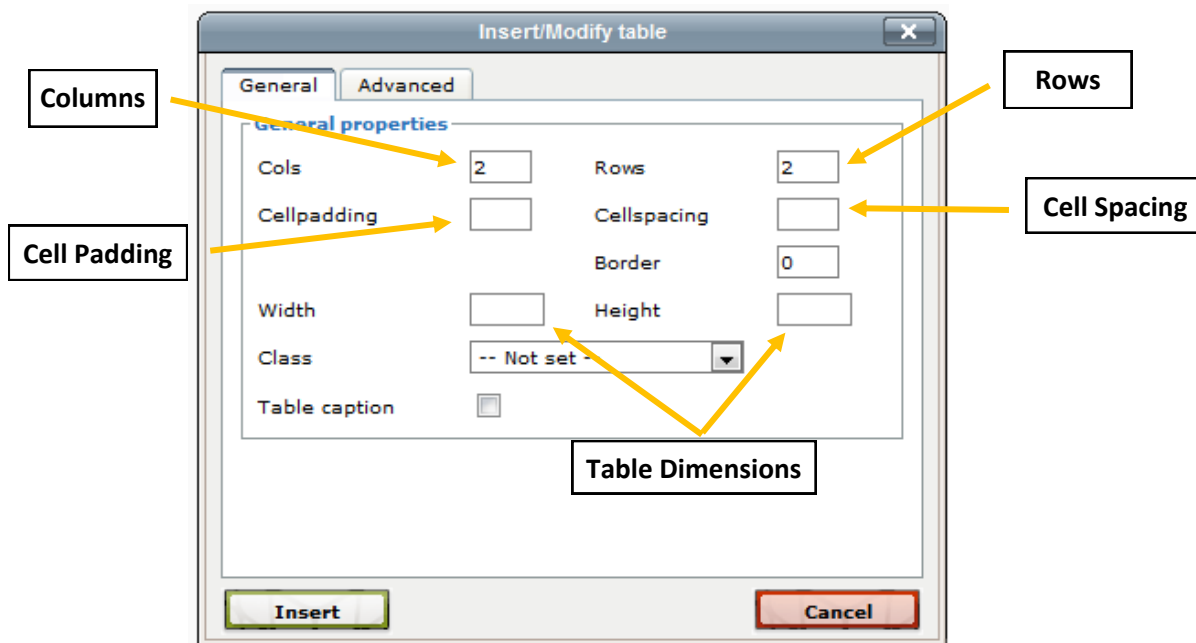
Tables can be useful ways to organize information on your page. *OU Campus* does allow you some limited control over how tables will appear on your pages.

Keep in mind, however, that your site designer may often have site-wide design features that will override some table parameters, no matter what you input. If this is the case, please contact your designer to discuss your intentions.

1. Click where you want to insert the table.
2. Click the **Insert table** button. This will open the **Insert / Modify table** window.



- **Columns** - Input the number of columns you want your table to have.
- **Rows** - Input the number of rows you want your table to have.
- **Table Dimensions** - Set the size of your table. You can specify size in pixels (such as 300px) or as a percentage of the page (such as 100%).
- **Cell Padding** - Change the amount of space between the contents of the cell and the cell wall.
- **Cell Spacing** - Change the amount of space between table cells. This essentially makes the table walls "thicker."



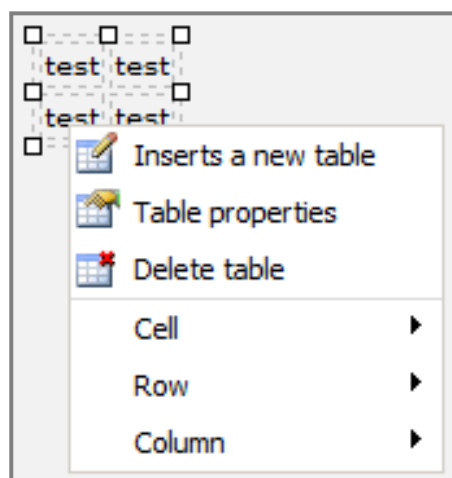
3. Click **Insert**. You can then type data directly into your table.

## Edit a table

1. Select the table you want to edit.
2. Click the **Insert table** button. Be sure to select the whole table, rather than a cell within the table. In the latter case, pressing the Insert table button will embed another table inside the cell you selected.
3. Edit the table parameters as normal.

## Delete a table

1. Right-click the table you want to delete.
2. Click **Delete table**.





# Turn special columns on and off

In most Web site designs, you can choose whether or not to display special columns or sections. The specific options available to you will depend on the choices that the IWSS design team and your department make and the version of *OU Campus* that you are using.

There are multiple ways to turn these special sections on or off. The following instructions are offered as the most direct method.

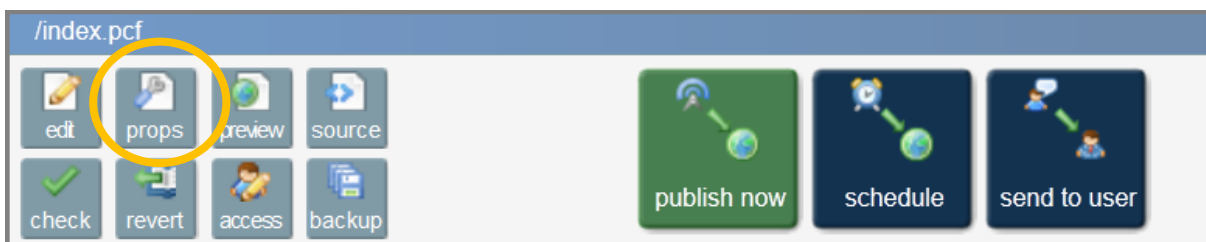
1. Log in to the page you want to edit.
2. Click the **“Expand split-screen”** button, which is a small arrow in the upper left hand corner of the *OU Campus* window. This will display additional editing and publishing buttons.



3. Click the **“Check out”** button. Again, this will display additional options.



- Note: Once the **“Check out”** button is clicked, other users will not be able to edit your page. A page is also checked out when you click the **“Edit”** button. You can check in pages by publishing them, or by clicking the **“Check in”** button. This will re-enable other users to edit the page.



4. Click the **“Props”** button, to the right of the **“Edit”** button. This will display the **“Page Properties”** menu.

5. Check the boxes or buttons that correspond to the sections you want to edit. Your Page Properties menu may look different than the examples shown below, which is from *OU Campus* version 2.1. If you don't know what an option does, you can always try turning the option on and off several times to see how it will effect your page.

## *Page Properties*

### Page Title

Type in the **Page Title box** to change the title of the page. The title appears at the top of browser tabs and is usually the default name for any bookmark that a person makes to your site.

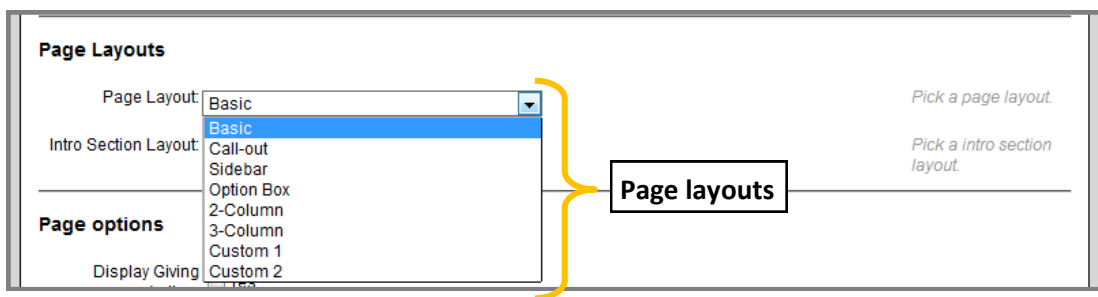


The screenshot shows a form titled "Page Title". It contains a text input field with the word "About" inside. To the right of the input field, there is a note: "Usually found in the title bar for the window; also commonly used as default bookmark text."

### Page Layouts

The **Page Layout options** give you the most control over how your page will appear. Choose an option from the dropdown menu to make a change.

- **Basic** - The default setting. Creates a single column of text.
- **Call-out** - Creates a small, specially styled box on the right side of the page. Text in the main column will flow around this box.
- **Sidebar** - Creates a second, narrower column of text on the right side of the page. Unlike the Call-out option, the Sidebar will run the entire vertical height of the page.
- **Option Box** - Similar to Sidebar. Gives you the ability to stack multiple editable regions on the right side of the page using the Option Box Layout. See below.
- **2-Column and 3-Column** - Creates a second or third column of text. Unlike the Sidebar, 2- and 3-Column layouts create columns of equal width.



The screenshot shows a dropdown menu titled "Page Layouts". The menu is open, showing a list of options: Basic, Call-out, Sidebar, Option Box, 2-Column, 3-Column, Custom 1, and Custom 2. A yellow bracket on the right side of the menu points to the list of options, with a label "Page layouts" next to it. To the right of the menu, there are two text prompts: "Pick a page layout." and "Pick an intro section layout."

### Page Options

The Page Options allow you to toggle certain interactive features on and off.

- **Giving Button** - Displays the ISU "Give Now" button in the top right corner of your page content. The Giving button will always display above any content in your Call-out, Sidebar, or Option Boxes.
- **Sub Mast Region** - Displays an editable region directly below the main navigation. Typically this region will contain a photograph.
- **Page Tools** - Displays a small social media icon on the left side of the page which allows the user to share the page via email or a variety of social media tools.

- **Feedback Button** - Displays a Feedback Button on the right side of the page that allows the user to send comments to the Web administrators. This button needs to be programmed before it will work.

**Page options**

Display Giving button: ☐ Yes  
Display Sub Mast Region: ☐ Yes  
  
Page tools: ☐ Yes  
  
Feedback Button: ☐ Yes

Should extended sub-mast region be displayed on this page?  
  
Should page tools (ShareThis, Social, Print) be displayed on this page?  
  
Should feedback button be displayed on this page?

## Option Box Layouts

The Option Box layouts allow you to choose how many option boxes will appear on your page. It also allows you to choose how those boxes will be styled. Styles will only apply if they have been set up by the IWSS design team.

**Only used with Option Box layout**

Option Box 1: ☐ Yes  
Box 1 Style:

Option Box 2: ☐ Yes  
Box 2 Style:

Option Box 3: ☐ Yes  
Box 3 Style:

Option Box 4: ☐ Yes  
Box 4 Style:

Option Box 1  
Show on the page?  
Pick a style.

Option Box 2  
Show on the page?  
Pick a style.

Option Box 3  
Show on the page?  
Pick a style.

Option Box 4  
Show on the page?  
Pick a style.

## Admin Page Options

The Admin Page Options allow you to further enable or disable various page features.

- **Sub Content Region** - Display a horizontal, editable region between the main content column and the footer.
- **Left Navigation** - Display the left navigation. This should nearly always be enabled.
- **Sub-Nav Include** - Display a small text include below the left navigation. The content of this include must be created and edited by IWSS.
- **Search Box** - Display a site search box. This should nearly always be enabled.

Admin Page options	
Display Sub Content Region: <input type="checkbox"/> Yes	Should extended sub-content region be displayed on this page?
Display Left Navigation: <input checked="" type="checkbox"/> Yes	Should section navigation be displayed on this page?
Display Sub-Nav include: <input type="checkbox"/> Yes	Should sub-nav include be displayed on this page?
Display Search Box: <input checked="" type="checkbox"/> Yes	Should search box be displayed on this page?

## Meta Tags

These boxes allow you to add a description of the page and descriptive keywords. This content will only appear in the code of the page, and will not be visible to any users. Consult with IWSS staff if you wish to use this section or have questions about it.

Meta Tags	
description:	<input type="text"/>
keywords:	<input type="text"/>
<input type="button" value="Save"/>	

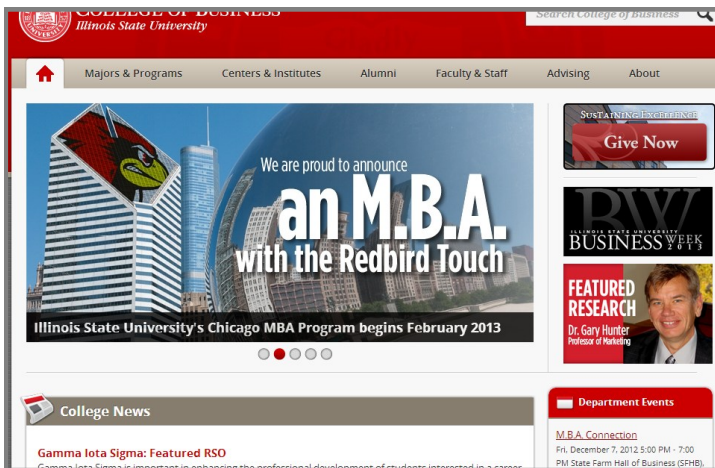
- Once you have made your changes, click the **Save** button. You will now see a preview of any new columns or option boxes you enabled on your page. You can then click the **Edit** button to make changes to these sections as you normally would.

# Edit front page marquee

Many Web sites use a rotating front page “marquee” that displays a series of images and captions meant to highlight specific programs, news, or events. Because each site is unique, there may be restrictions on what you can and cannot edit. The following options may not be available to you.

1. Email the images you wish to use on your home page to your IWSS contact person. Our staff members will edit the images to insure that they are the right size and meet university quality standards.
2. Browse to the **Marquee page** of your Web site. This page will always be at [http://yoursite.illinoisstate.edu/\\_siteadmin/marquee/index.shtml](http://yoursite.illinoisstate.edu/_siteadmin/marquee/index.shtml), where “yoursite.illinoisstate.edu” is, of course, replaced with the actual name of your site, such as “fcs.illinoisstate.edu” or “healthservices.illinoisstate.edu.” You will see a page that is similar in some ways to the home page but that is missing content and may display odd styling.

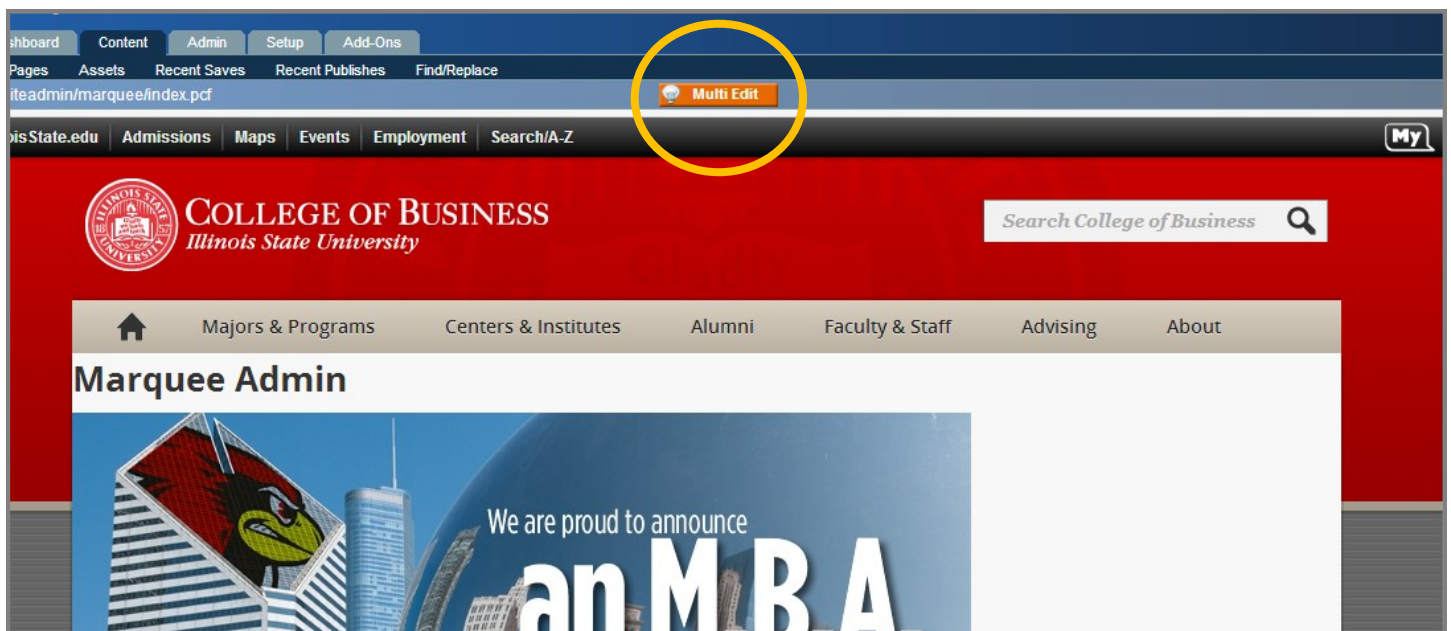
Sample Home page



Sample Marquee page



3. Log in to the Marquee page. The Marquee page uses a special editing tool called **Multi Edit**.
4. Click the **Multi Edit** button. You will see the **Multi Edit Area**.



- Locate the image you wish to edit. You'll notice that the Multi Edit Area displays up to five marquee images, descriptions, and captions.
- Click the **Choose photo** link.

The screenshot shows the 'Marquee 1' edit interface. At the top left, it says 'Marquee 1'. Below this is an 'Image:' section showing a preview of a marquee image with the text 'an M.B.A. with the Redbird Touch'. To the right of the image is a box labeled 'Image preview'. Below the image is a text input field for 'Image Description:' containing 'MBA at ISU', with a box labeled 'Image Description' pointing to it. Below the description is a text input field for the image path: 'images/marquee/chicago\_mba\_marquee.jpg'. To the left of this field is a box labeled 'Choose photo link' pointing to a 'Choose photo' link. Below the path field is a table of image files. A box labeled 'Image names' points to the 'Name' column of this table. The table has two columns: 'Name' and 'Preview'. The 'Name' column lists various image files, including '6Sep2011-Social1.jpg', 'Basketball-game.png', 'Gala night 2012 Table.jpg', 'image\_placeholder.jpg', 'nemo.jpg', 'Running Mexico.jpg', 'studyabroadkbs.png', 'Thumbs.db', 'toystory.jpg', 'up.jpg', and 'walle.jpg'. The 'Preview' column shows small thumbnail icons for each file. Below the table is a 'Caption:' text input field containing HTML code: '[h2]Illinois State University's [a href="http://business.illinoisstate.edu/mba/sequences/chicag'. To the right of the caption field is a box labeled 'Caption'. Below the caption field is a 'Display:' section with two radio buttons: 'Yes' (selected) and 'No'. A box labeled 'Display option' points to the 'Yes' radio button. In the bottom right corner, there is a link labeled 'Show marquee ?'.

- Click the name of the image you would like to add to the marquee. The image file name will appear in the box above the Choose photo link, but the **Image preview** will not change.
- Type a short description of the image in the **Image Description** box. This is not displayed on the home page, but will be accessible to visually impaired users who use screen readers.
- Type a caption for the image. This will be displayed on the home page, usually directly below the image.
- Click the "Yes" option if you wish to display the image and caption immediately.
- Click the **Save** button. You will see a draft of the Marquee Page that should reflect your changes.
- If you are satisfied with your changes, click the **Publish now** button, then click the **Publish** button as you normally would. The changes will now be live on your home page.

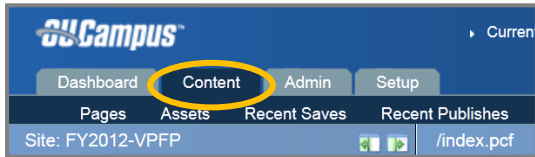
**Note for advanced users:** Photo captions can be styled using HTML tags. However, you must use square brackets "[x]" to enclose tags, rather than the standard greater-than and less-than signs "<x>".

- Correct:** [a href="/visit.shtml"]Schedule a visit with us![/a]
- Incorrect:** <a href="/visit.shtml">Schedule a visit with us!</a>

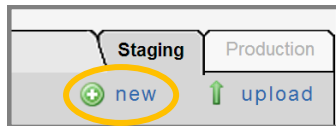
# Create a new page

When creating a new page, the specific options available to you will depend on the version of *OU Campus* that you are using. If your options look different than these, you should still see options that are near matches.

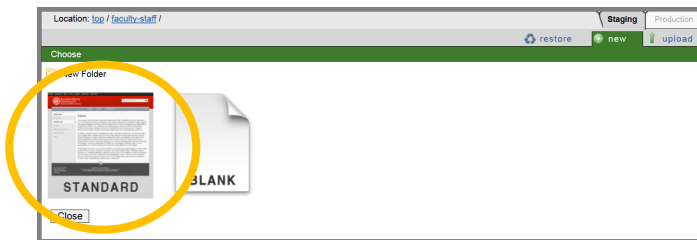
1. Click on the **Content** tab and browse to the folder in which you want to put your new page.



2. Click on the **New** button in the top, right corner of the file list.



3. Choose a new page template from those displayed. Unless you have a good reason not to, you should always choose the “**Standard**” template.



4. Fill out the **Page Template** form. Be sure to fill out the correct **Page Title** and **File Name**. Your File Name should always end in **.pcf**. Do not change the **File Type**. The other options are identical to those on [Page Properties](#).

Location: [top](#) / [faculty-staff](#) /

Staging Production

restore new upload

Standard Page Template

Back to templates

Page Title  Give your page a title.

**Page Layout**

Page Layout  Pick a page layout.

Intro Section Layout  Pick an intro section layout.

**Page Options**

Display Giving button ☐ Yes Yes / No

Display Sub Mast Region ☐ Yes Should extended sub-mast region be displayed on this page?

Page tools ☐ Yes Should page tools (ShareThis, Social, Print) be displayed on this page?

Feedback Button ☐ Yes Should feedback button be displayed on this page?

**File Options**

File Type  shtml / php

Page Filename  Provide a filename for this new page. Use only letters, numbers and underscores.

Overwrite Page ☐ Overwrite if file already exists?

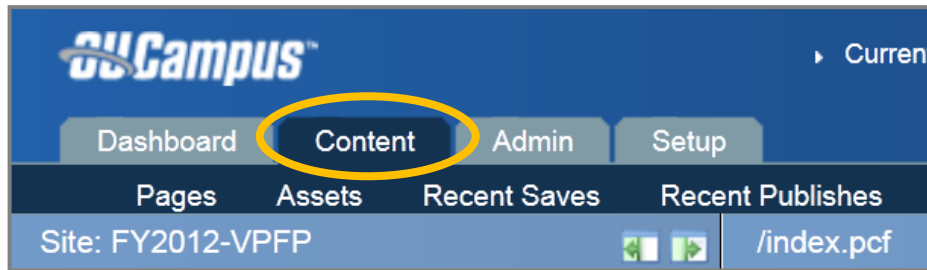
Page Access  Which contributors can edit this new page?

Create Cancel

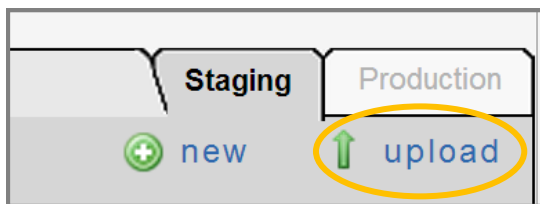
5. Click the **Create** button. Once you publish your page, you can return to it at any time by browsing to the page in your Web browser. Note that *OU Campus* will convert the file name from **.pcf** to **.shtml**. So if you created a page at “/faculty-staff/example.pcf,” you will find it online at “<http://example.illinoisstate.edu/faculty-staff/example.shtml>.”

# Upload files

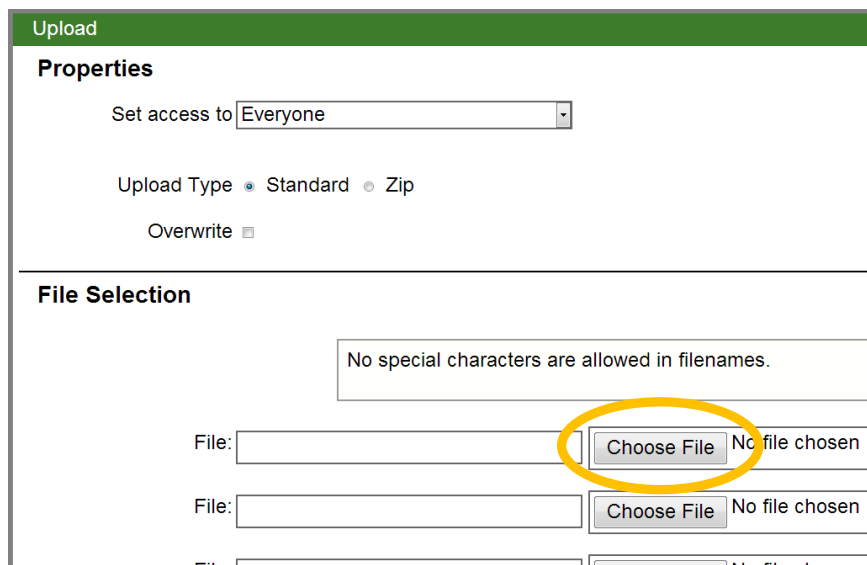
1. Click on the **Content** tab and browse to the folder that you wish to upload the file to. Usually this is named “downloads” for documents or “images” for photos and other images.



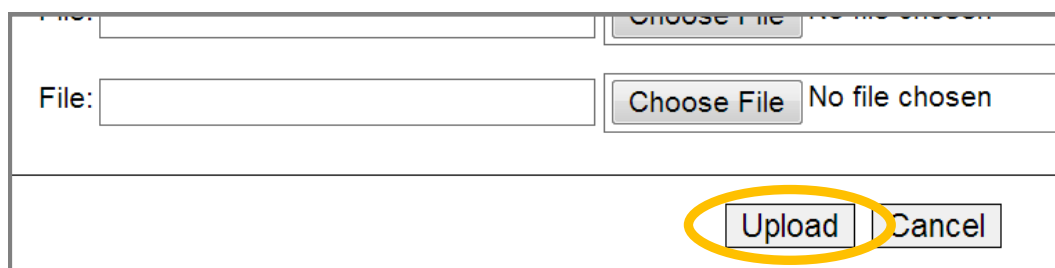
2. Click on the **Upload** button in the top-right corner of this frame.



3. Click the **Choose File** button and find the file on your computer. When found, click the “Select” button.

A screenshot of the 'Upload' form. The form has a green header with the word 'Upload'. Below it is a 'Properties' section with a 'Set access to' dropdown menu set to 'Everyone', an 'Upload Type' section with radio buttons for 'Standard' (selected) and 'Zip', and an 'Overwrite' checkbox. The 'File Selection' section contains a warning box stating 'No special characters are allowed in filenames.' and three rows of file input fields. Each row has a 'Choose File' button and the text 'No file chosen'. The first 'Choose File' button is highlighted with a yellow circle.

4. Click the **Upload** button at the bottom of the “Upload files” screen.

A screenshot of the bottom of the 'Upload files' screen. It shows two rows of file input fields, each with a 'Choose File' button and the text 'No file chosen'. At the bottom right, there are two buttons: 'Upload' and 'Cancel'. The 'Upload' button is highlighted with a yellow circle.

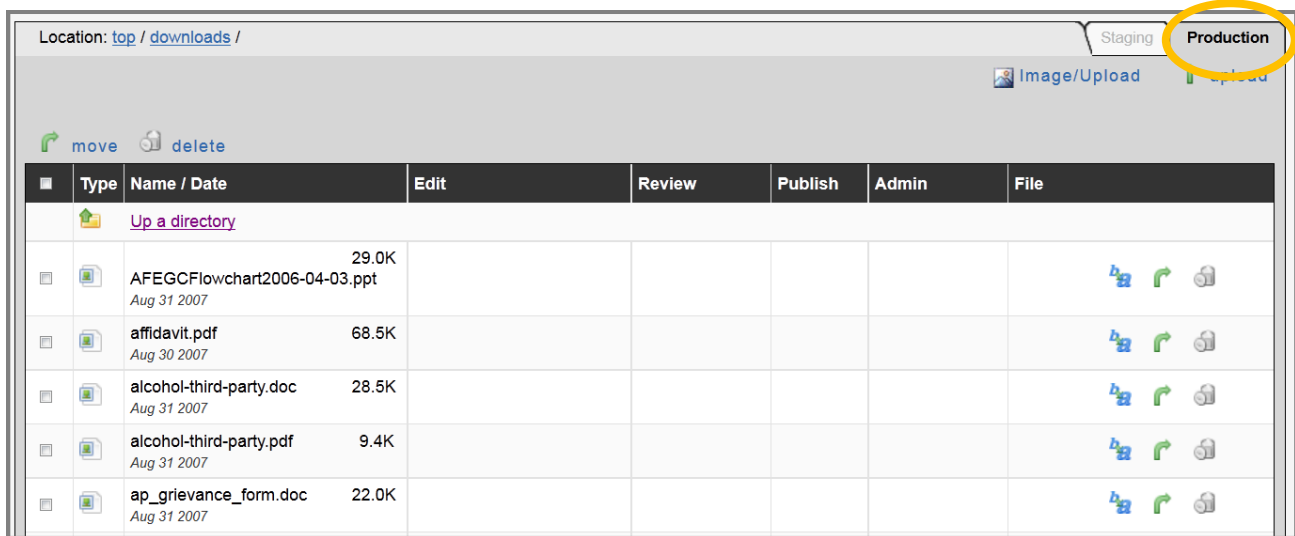


## Note on file uploads

Images, PDFs, and other documents will be directly uploaded to the “Production server,” which basically just means that they may not initially be visible in the default file menu (called the “Staging server”). They will, however, still be available on your Web site.

To check the status of uploads you can either:

- Click the **Production** tab in the upper right hand corner of the file list. The file should be listed there.



The screenshot shows a file management interface. At the top, the location is [top](#) / [downloads](#) /. In the upper right corner, there are two tabs: 'Staging' and 'Production'. The 'Production' tab is selected and highlighted with a yellow circle. Below the tabs, there are icons for 'Image/Upload' and 'Upload'. On the left side, there are icons for 'move' and 'delete'. The main area is a table with the following columns: 'Type', 'Name / Date', 'Edit', 'Review', 'Publish', 'Admin', and 'File'. The table contains five rows of files:

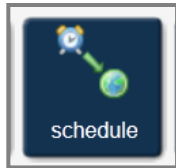
Type	Name / Date	Edit	Review	Publish	Admin	File
Up a directory						
AFEGCFlowchart2006-04-03.ppt	29.0K Aug 31 2007					
affidavit.pdf	68.5K Aug 30 2007					
alcohol-third-party.doc	28.5K Aug 31 2007					
alcohol-third-party.pdf	9.4K Aug 31 2007					
ap_grievance_form.doc	22.0K Aug 31 2007					

- Check the live site.

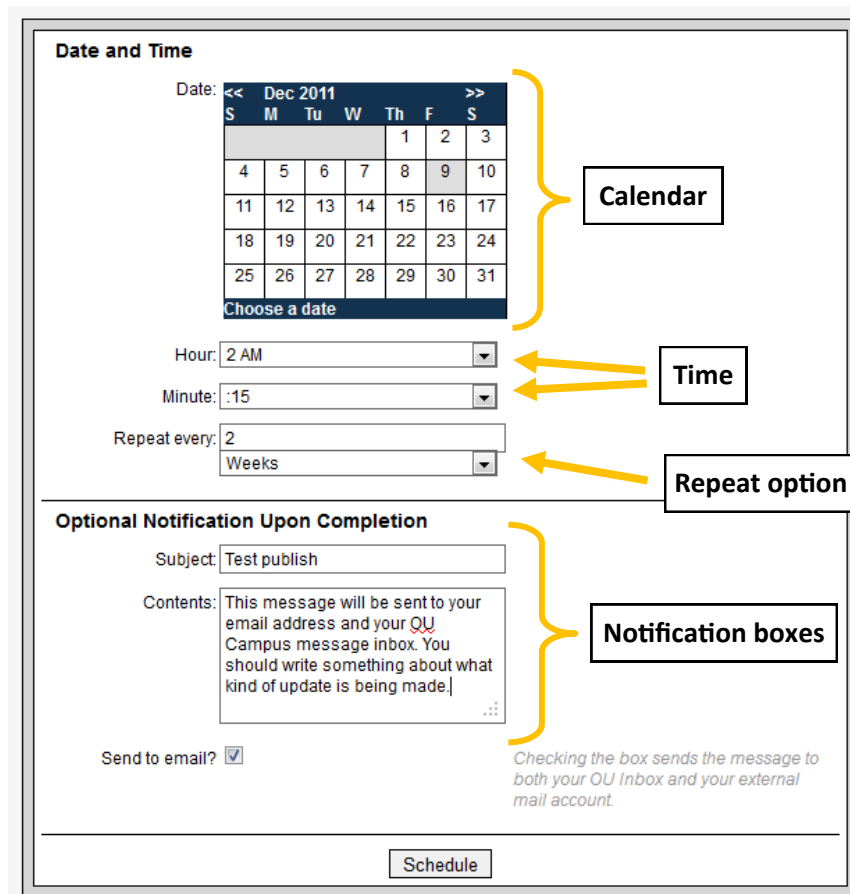
# Schedule a page for publication

You can use the **Schedule** button to set a time in the future to publish a page. *OU Campus* will automatically publish the page on the scheduled date. This can be useful if you have dated content that won't be relevant until after a certain date.

1. Click the **Schedule** button. The **Schedule menu** will appear.



2. Use the calendar to select an initial publishing date.
3. Use the **Hour** and **Minute** dropdown menus to select a publication time.



The screenshot shows a 'Date and Time' scheduling form. It includes a calendar for December 2011, with the 9th selected. Below the calendar are dropdown menus for 'Hour' (set to 2 AM) and 'Minute' (set to :15). A 'Repeat every' section has a text input set to '2' and a dropdown menu set to 'Weeks'. The 'Optional Notification Upon Completion' section has a 'Subject' field with 'Test publish' and a 'Contents' text area with a placeholder message. A 'Send to email?' checkbox is checked. A 'Schedule' button is at the bottom. Yellow arrows and labels point to the 'Calendar', 'Time' (Hour and Minute), 'Repeat option', and 'Notification boxes' (Subject and Contents).

**Date and Time**

Date: << Dec 2011 >>

S	M	Tu	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Choose a date

Hour: 2 AM

Minute: :15

Repeat every: 2

Weeks

**Optional Notification Upon Completion**

Subject: Test publish

Contents: This message will be sent to your email address and your OU Campus message inbox. You should write something about what kind of update is being made.

Send to email? ☒

Checking the box sends the message to both your OU Inbox and your external mail account.

Schedule

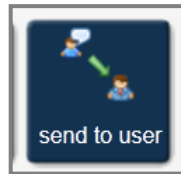
4. If you'd like, you can schedule the page to publish at regular intervals. To do this, type a number into the **Repeat** box and then select a unit of time from the dropdown menu (such as hours, days, or weeks)
5. You can also tell *OU Campus* to send you a message when the page is published. To do this, simply fill out the **Subject** and **Contents** boxes. *OU Campus* will send a message to your OU inbox as well as your Illinois State email address when the page is published.

**Note:** Scheduling a page for publication will lock the page until after the publishing date. If you want to make more edits to your page, you must remove the scheduled publish.

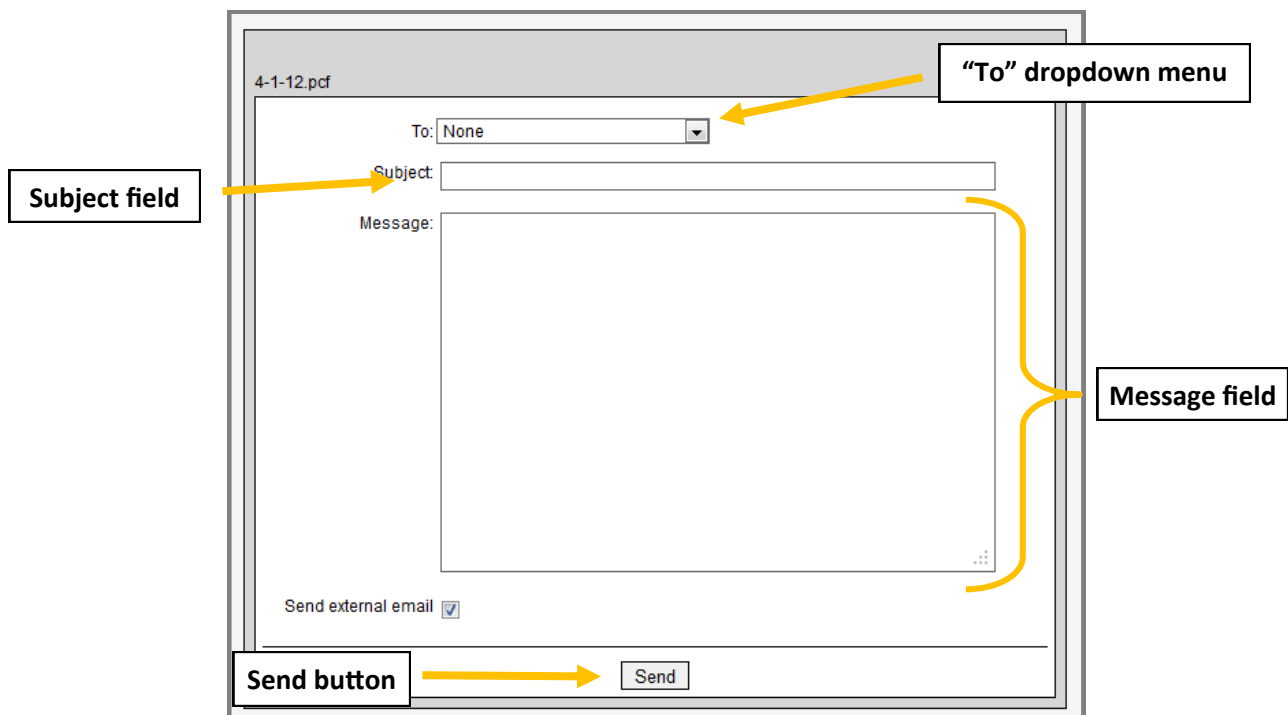
# Send a page for approval

In some situations, you may want to send a draft of a page to another person for comments and approval before publishing it. You can use *OU Campus*'s "Send to user" feature to do this.

1. Click the **Send to user** button.



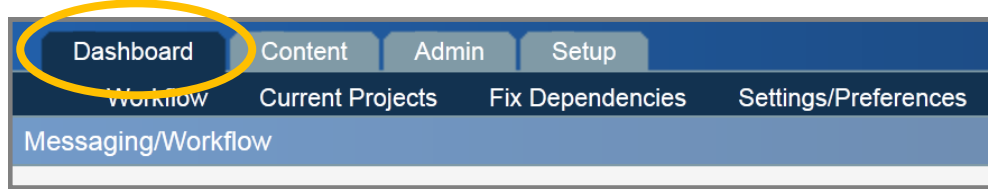
You will then see the Message field below:

A screenshot of a web form titled "4-1-12.pdf". The form contains a "To:" dropdown menu currently set to "None", a "Subject:" text field, and a large "Message:" text area. At the bottom, there is a checkbox labeled "Send external email" which is checked, and a "Send" button. Yellow arrows and labels point to these elements: "Subject field" points to the subject text field; "To" dropdown menu points to the dropdown menu; "Message field" points to the message text area; and "Send button" points to the "Send" button.

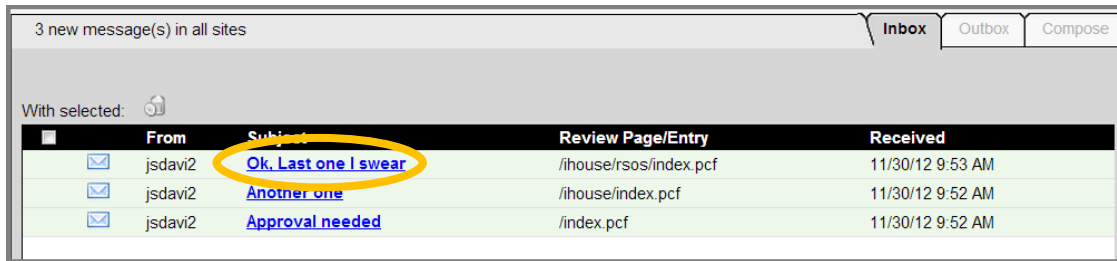
2. Select a user from the **"To" dropdown menu**. The person that you send the file to must also be registered to use *OU Campus*.
3. Enter a description in the **Subject field** and more specific information in the **Message field**. You may want to explain what changes you made to the page.
4. Leave the box that says "Send External Email" checked.
5. Click the **Send** button. This will lock the page until it is approved, so be sure to complete all your changes before sending.

# Approve a page

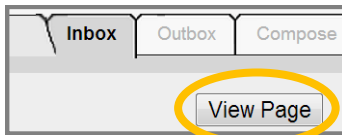
1. Click the **Dashboard** tab. You will then see the **Workflow** screen.



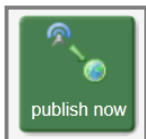
2. Click on the page link under the “**Subject**” column. You will see a message from the user who sent you the page.



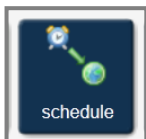
3. Click the View Page button in the upper right hand corner of the message screen.



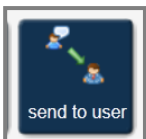
3. Choose one of the following five options:



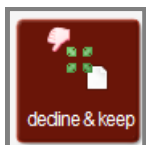
Click the “**Publish now**” button to immediately publish the page. You will likely choose this option the most.



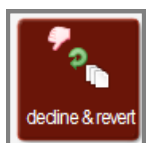
Click the “**Schedule**” button to set a time in the future to publish the page. *OU Campus* will automatically publish the page on the scheduled date. This can be useful if you are working ahead and have content that won’t be relevant until after a certain date.



Click the “**Send to user**” button to send this draft to another person for comments and approval. The other person must also be registered to use *OU Campus*.



Click the “**Decline & Keep**” button to send the page back to the original editor while keeping the changes made so far.



Click the “**Decline & Revert**” button to send the page back for editing while undoing all of the changes made so far.