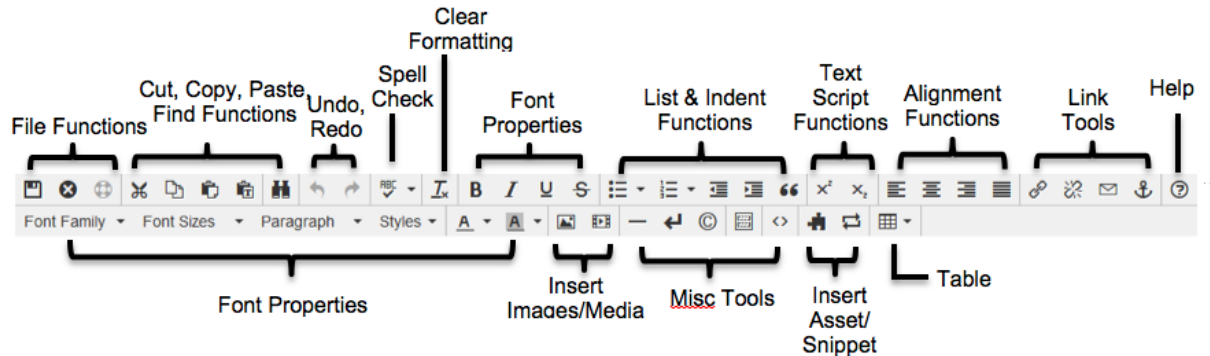# QUICK REFERENCE GUIDE

WYSIWYG Toolbar Editor

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

File Functions: Save or revert changes on a page

Cut, Copy, Paste, Find Functions: Find specific content and cut, copy, paste, or paste as plain text

Undo Redo Functions: Undo/redo changes made on a page

Spell Check: Run spell check on the content. Supports English, French, Spanish, Portuguese, and Italian

Clear Formatting: Remove all selected text formatting and return the text back to the default settings for a page.

Font Properties: Add bold, italic, underline, and strikethrough to selected content

List & Indent Functions: Create an ordered list or indent content

Text Script Functions: Turn selected content into superscript or subscript text

Alignment Functions: Move selected text (left, center, right) or justify the text (does not apply to tables – use table cell props)

Link Tools: Insert/edit links, insert mailto links, and create anchors

Help: Display the Help window

Font Properties: Define font family, font size, and format for selected text, add site-specific styles, and apply font or background colors to text

Insert Images/Media: Add/edit images and videos on a page

Misc. Tools: Add horizontal rules, line breaks, special characters, clean up messy HTML code, toggle invisible elements, and view/modify the HTML code for a region.

Snippet: Insert a preconfigured snippet of code to be used as a template

Asset: Insert a global asset

Table Tools: Create/edit tables within a page

Page Actions Toolbar

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

Preview: Show a rendered version of a page before publishing or sending for approval

Edit: Select a page region to edit

Source: Edit HTML source code for the entire page

Properties: Update any metadata properties defined on a page and modify page access

Versions: Show proposed page changes with current page, or any previously published version of a page that has been backed up to the versioning archives, or revert to a previous version of the page

Page Check: Check the pages for spelling, valid links, and W3C validation

(some or all of these options may be disabled by an administrator.)

Save Versions: Save a copy of the page to the versioning archives without publishing the page to the production server.

Check In/Out: Assign the content to the desired user account to prevent other users from modifying the content.

Publish Options: Publish the page to the production server, schedule a publish, submit the page to another user for approval, or set the content to expire.

Content Help: Provides useful information regarding the Page Actions toolbar

o **Getting Started**

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

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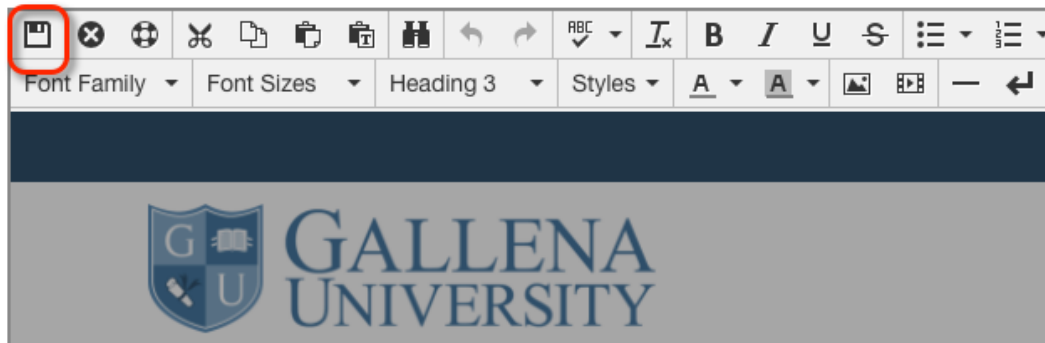
Selecting Regions

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

Editing Content

Begin editing content using the OU Campus WYSIWYG Editor. Simply edit the page using the toolbar functions provided at the top of the screen.

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

Commonly Used Functions

Paste as Plain Text: Paste only text and remove all formatting

Spell Check: Checks the spelling in the region being edited

Clear Formatting: Remove all selected text formatting and return the text back to the defaults settings for a page

Insert / Edit Links: Add links to the selected content or images and modify existing link properties

Insert / Edit Images: Add images or edit selected image properties

**Insert/ Edit Embedded Media:** Add media or edit media properties from various media formats

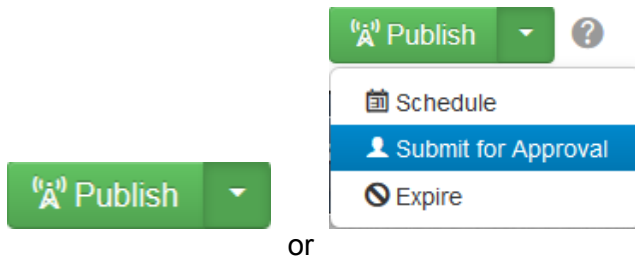**Insert Snippet:** Insert predefined code into the WYSIWYG Editor

Insert Asset: Insert a global asset

Approving/Publishing Pages

After saving a page, the Page Actions toolbar is displayed with a preview of the page. If there are no further changes, the page is ready to be published.
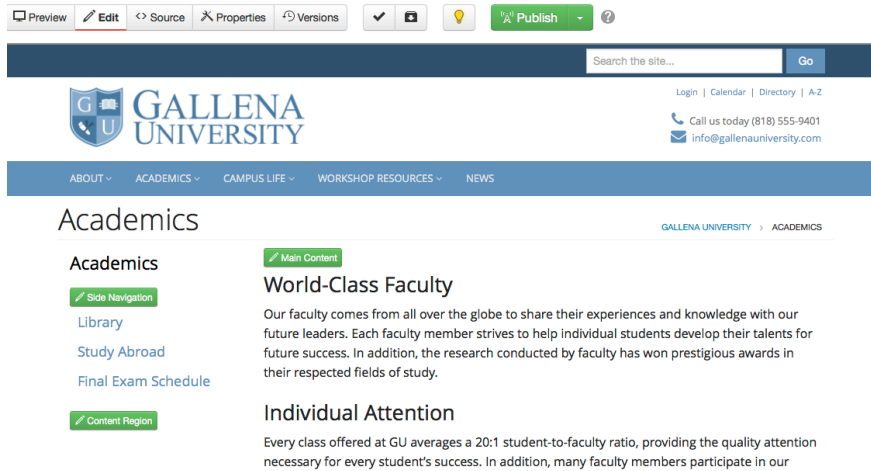
Depending on user level, choose between:

or

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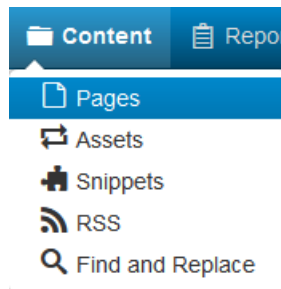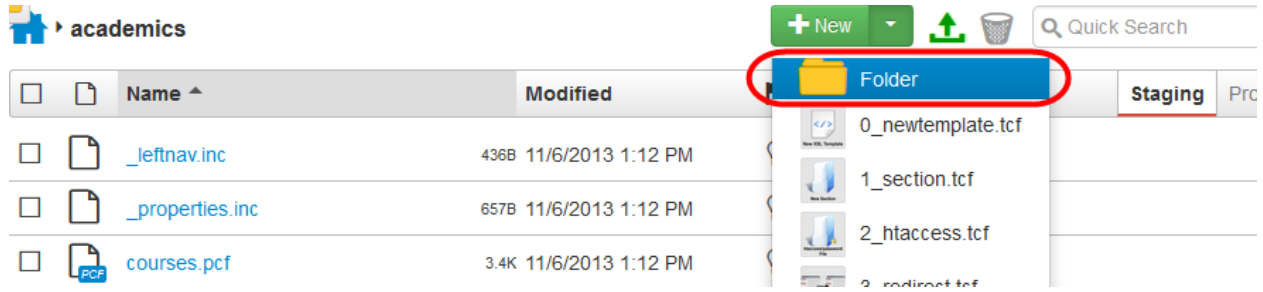
Creating Folders/Pages

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

Creating a New Empty Folder

To create a new empty folder:

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

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

Creating a New Page or Section

To create a new page or section:

1. Click the New button.

2. In the **Select Content** view, choose the **New Page** or **New Section** template.

3. Give the page a **Name**, **Description**, and change the **Access Settings** to restrict user accessibility.

4. Click **Save**.

New XSL Template	New Section	htaccess/password File	URL Shortener & Redirect Page	One Column Page
0_newtemplate.tcf	1_section.tcf	2_htaccess.tcf	3_redirect.tcf	4_onecolumn.tcf