

WEB GUIDEBOOKS

123

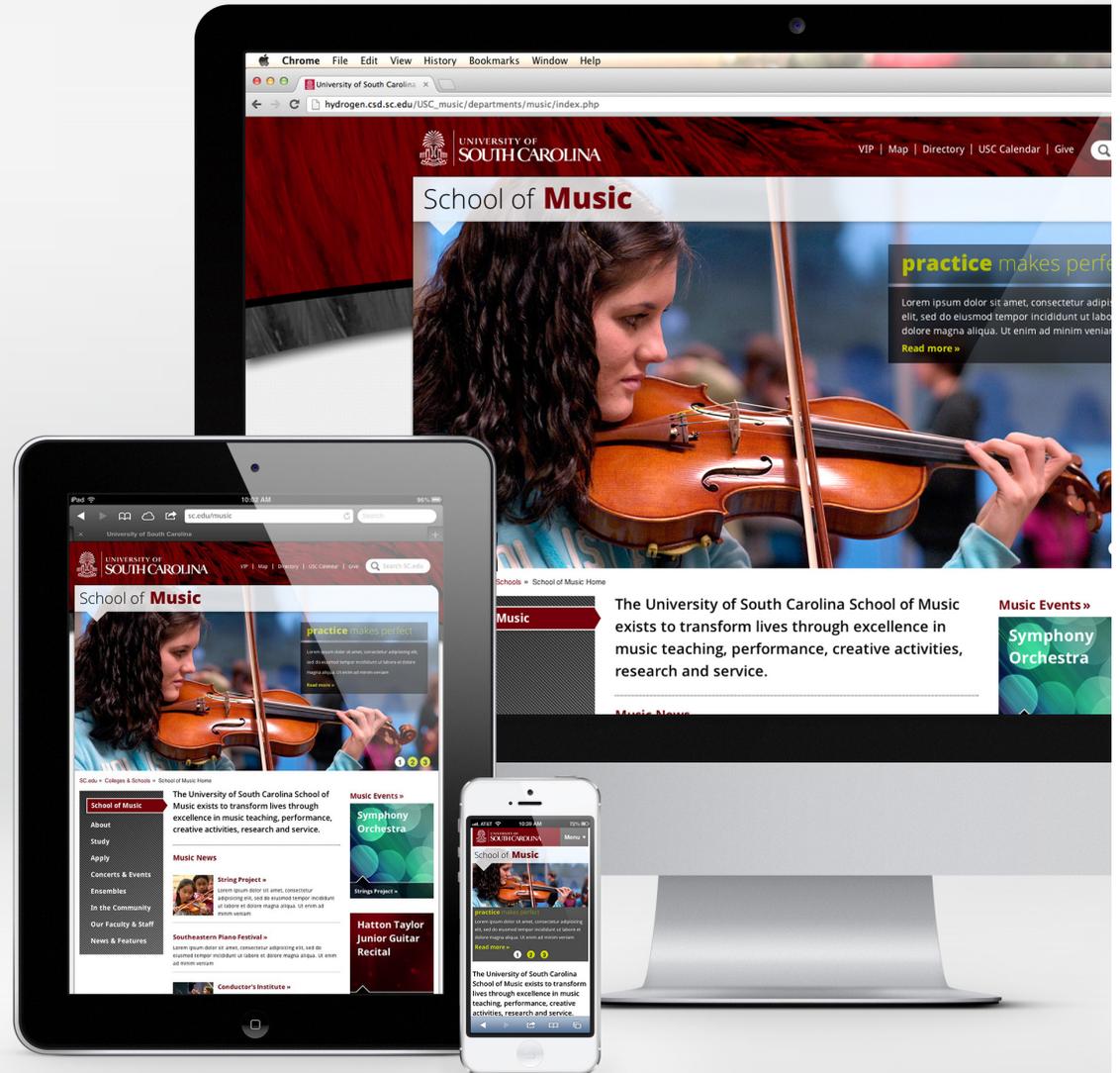
Book Three

OU Campus Content Management System Reference Guide

Web Redesign and Redevelopment

Technical reference guide for OU Campus,
the university's content management system.

Questions or feedback?
Submit a [Service Desk](#) ticket.



Updated
5/12/17



UNIVERSITY OF
SOUTH CAROLINA

Book Three

OU Campus EndUser Reference Guide

This technical reference guide is the third book in a series of three that will guide you through the redesign and redevelopment of your website. The **planning guide** helps you think through your content, structure, audience and goals. The **style guide** introduces the page designs and content modules you'll use to bring your planning to life as a website. The **end-user reference guide** shows you how to use the content management system to build the site you planned.

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Section One

OU Campus Tour

Begin the OU campus journey. Learn how to access OU campus, navigate the directory structure for a site, edit pages, use gadgets to add images, snippets, and streamline work.

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OU Campus Tour

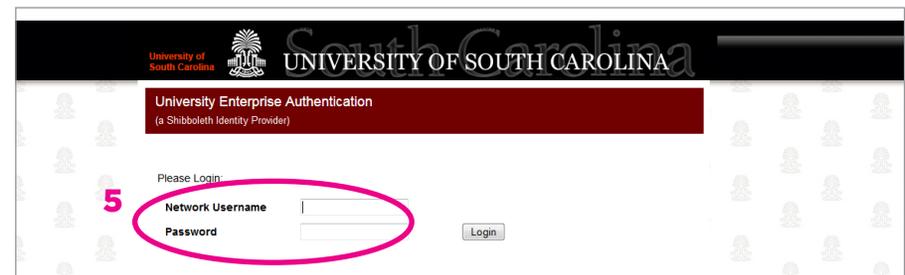
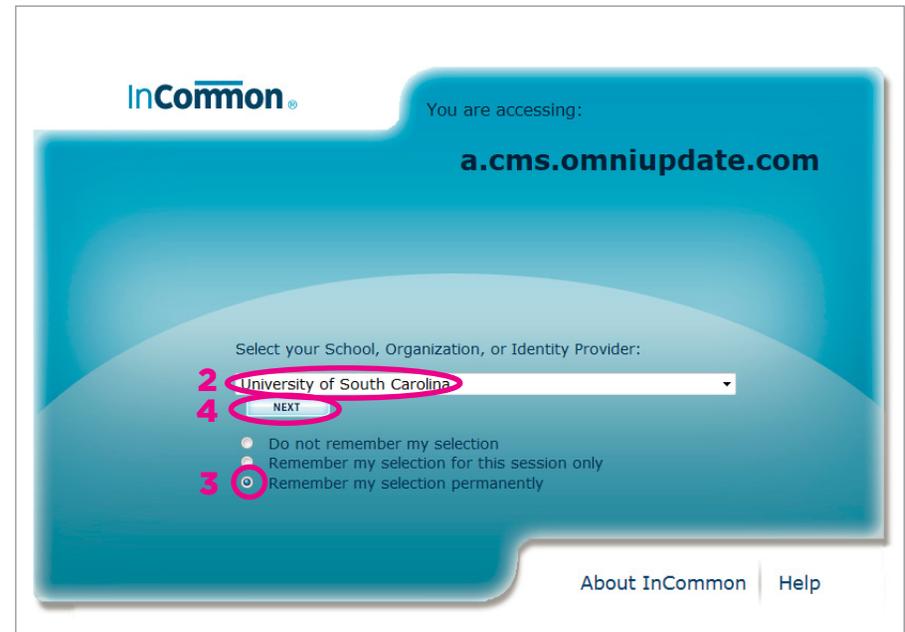
Logging In and Out

1. Click the **copyright symbol (1)** in the bottom left corner of the black bar to login directly to a web page and begin editing it in OU Campus.

2. The first access will present a screen from inCommon – select “University of South Carolina” from the **dropdown menu (2)**, the “Remember my selection permanently” **radio button (3)**, and then click **“Next” (4)**.

3. The USC login screen will appear. To authenticate, use the **USC network username and password (5)** managed via my.sc.edu (<https://my.sc.edu>).

To log out, exit the browser used to access OU Campus by closing all open tabs. The “Logout” button in OU Campus does not provide this function.



Dashboard Tab

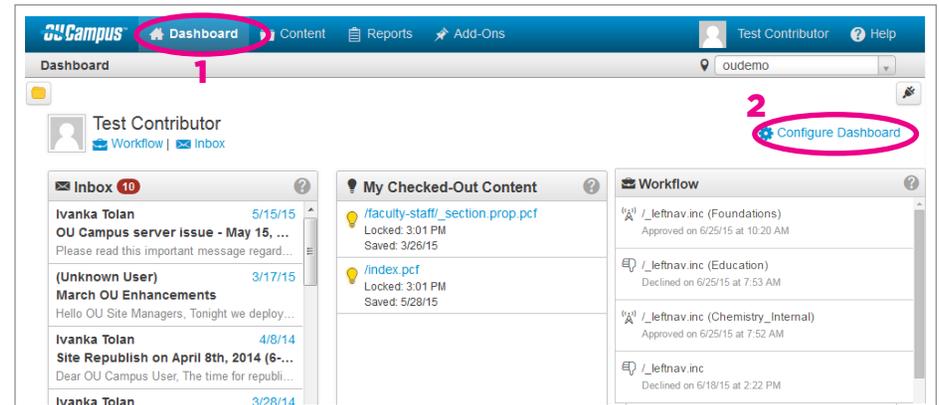
The **Dashboard tab (1)** is the default view in OU Campus. It allows managing common tasks performed in OU Campus – communicating with other users, reviewing pages (if the user is an approver), and monitoring pages checked out to the user.

The Dashboard tab consists of four gadgets that can be toggled on/off via the **“Configure Dashboard” link (2):**

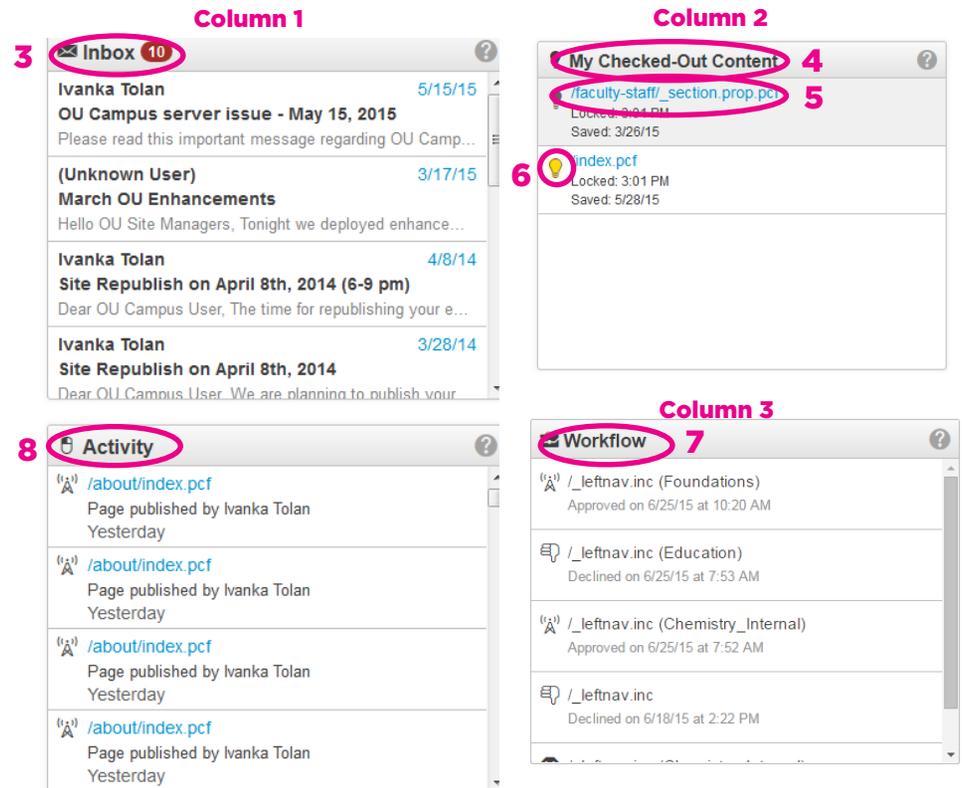
- (3) Inbox** – shows a list of messages sent to the user, if any.
- (4) My Checked-Out Content** – shows a list of checked out content by the user, including pages and assets being edited or awaiting approval. Click on the linked page/asset to begin **editing or approval (5)** or on the , , or  **icon (6)** to check it in for other users to edit.
- (7) Workflow** – shows all items in a user’s workflow, sent to another user for approval or awaiting this user’s approval.
- (8) Activity** – lists the most recent actions performed in the site.



Regularly refer to the “My Checked-Out Content” gadget and click the yellow light bulb icon to release pages no longer being edited so that they are available to the other site users.



Below are close-ups of the above 3 columns

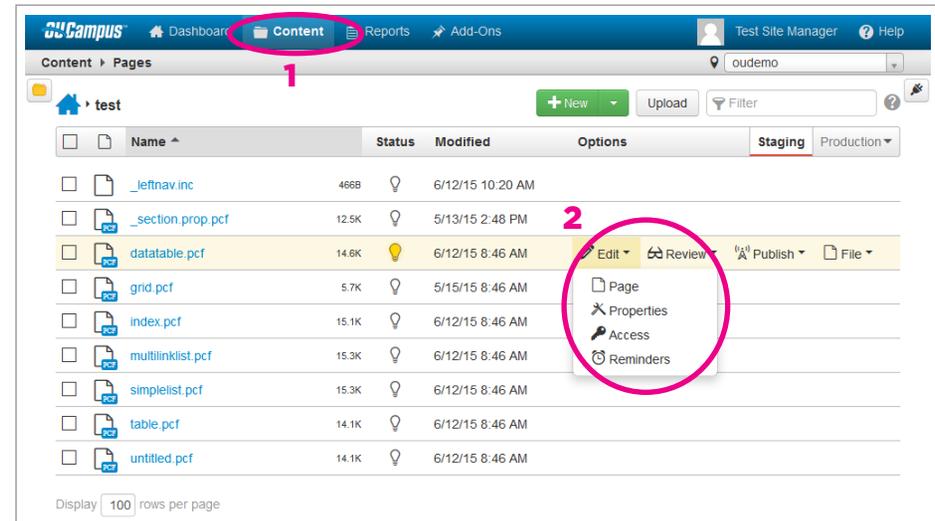


Content Pages View

The Content->Pages view is the default view of the **Content tab (1)**. It allows navigating the site directory structure, checking out and editing existing pages, creating new sections and pages, as well as accessing the **page action toolbar (2)**.

Page Action Toolbar

The page action toolbar will appear when hovering over a page. It consists of four menus: “Edit”, “Review”, “Publish”, and “File”. Each menu displays a set of page actions. The available actions depend on the user permission level as well as the status of the page.



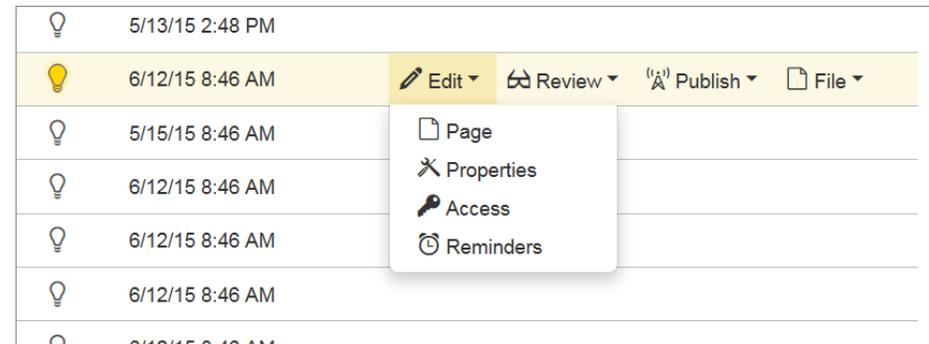
Pages that are not checked out will NOT display all available options.

The Edit Menu

The Edit menu allows editing the content and structure of a page, modifying access to it, and scheduling reminders or notifications for the page.

- **Page** - access the editable regions on the page
- **Properties** - access the page properties to edit the page title, breadcrumb for the page, banner image and slideshow, and turn on/off certain editable regions.
- **Access** - Submit a [Service Desk](#) ticket to have access settings modified. If certain users should not have access to the entire site, provide their names and what sections or pages they should be restricted to.
- **Reminders** - receive notifications for the page on certain date and time.

The Edit Menu

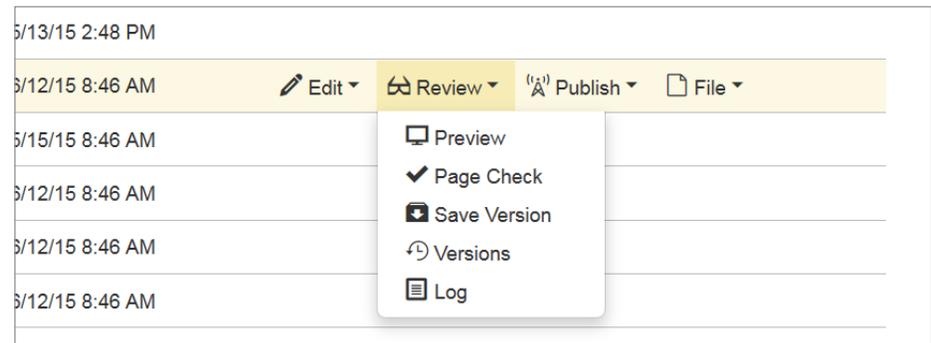


The Review Menu

The Review menu allows previewing the page before publishing, adding it to the version archives, or viewing the history of page modifications.

- **Preview** - preview the page on the staging or local USC servers and on multiple platforms
- **Page Check** - check the page for broken links
- **Save Version** - save a version of the page as it exists now in OU Campus
- **Versions** - view page versions or revert to a previous page version
- **Log** - view all of the saves and publishes for a page

The Review Menu



The Publish Menu

The Publish menu allows making a page visible on the web site. Users who have an approver will have to send the page to their approver for publishing.

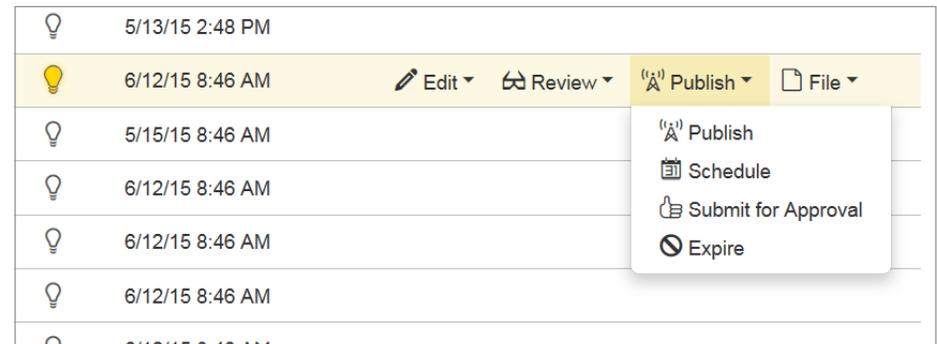
- **Publish** – send a page to a local USC server making it available for viewing immediately
- **Schedule** – send a page to a local USC server at a future day, and receive notification once the page is published
- **Submit for Approval** – send the page to another user who will review the changes and either publish the page or request further changes be made
- **Expire** – schedule a page to expire on a specific date and time. The page contents can be replaced with text from another page, the page can be redirected to another page, or the page can be deleted.

The File Menu

The File menu is only available to site managers and gives the options to rename, move, copy, or recycle pages.

- **Rename** – change the file name for the page but leave the “.pcf” extension.
- **Move** – move a page to a different directory.
- **Copy** – create a copy of the page in the directory of choice. Note that this is different from backing up a page version via the “Review” dropdown menu above.
- **Move to Recycle Bin** – remove a page from the local USC server. An archive of the page will be retained on the staging server and the page can be restored later if needed.

The Publish Menu



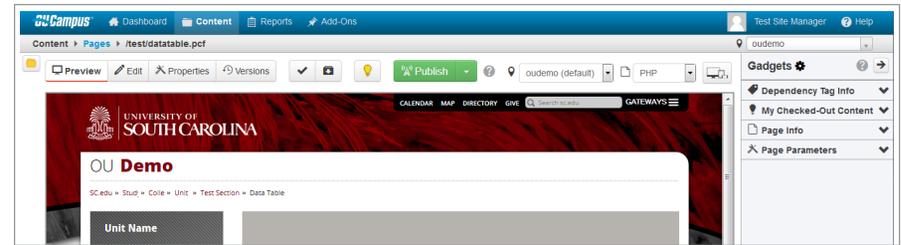
The File Menu



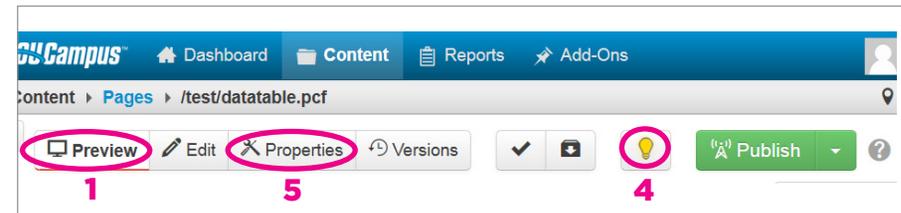
Unlike pages, folders and sections in OU Campus cannot be recycled. Deleting a folder or section via the “File” menu will permanently delete it from all servers. To delete a section or folder, first recycle all pages in it and then delete it. When a page from the deleted section or folder is restored, the containing directory will be restored as well.

Most of the page action options are also available from the top grey tabs of the “Edit” or “Review” views:

- Click either the  or  menu when hovering over a page.
- To preview a page:
 - a. After the page loads up, select the **“Preview” tab (1)** and choose the server the page will be **previewed on (2)** OR
 - b. Click the button to preview the page on **multiple browsers and operating systems (3)**.
- To access page properties:
 - a. Click the **light bulb icon (4)** to check out the page.
 - b. Click the **“Properties” button (5)** or make changes directly via the **“Page Parameters” gadget (6)**.



Below are close-ups of the above



Page Editable Regions

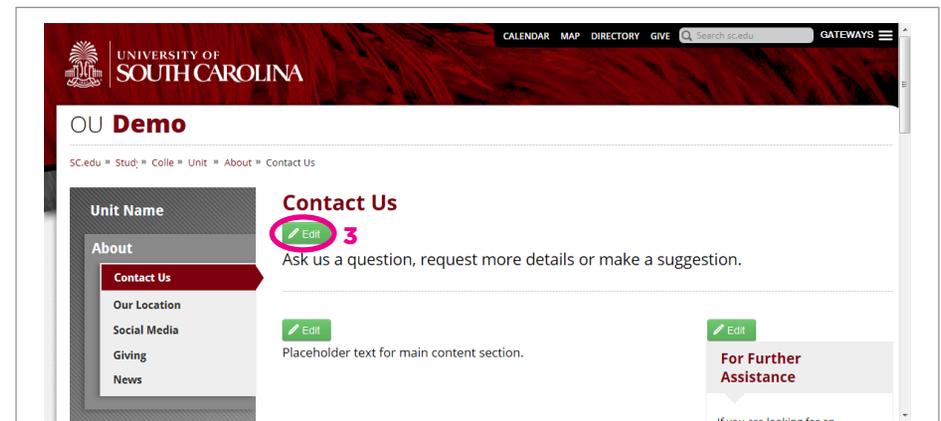
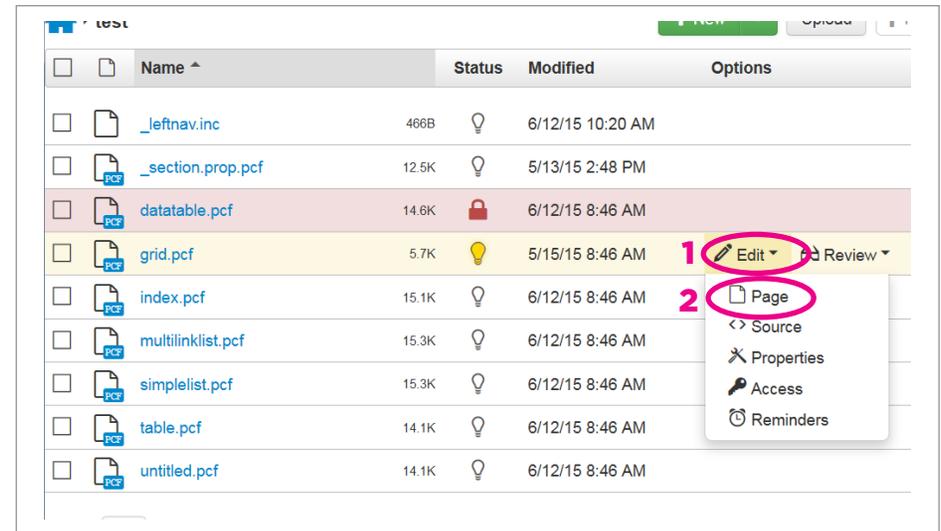
A page is divided into one or more editable regions. The editable regions on a page are marked with green “Edit” buttons or an orange “Multi Edit” button. Typical editable regions are intro paragraph, main content area, callout column, and banners.

To access a page editable region:

1. Navigate to the page on the web site outside OU Campus and click on the copyright symbol  in the left bottom corner of the screen

OR

2. Hover over the page in the Content Pages view inside OU Campus and select the **Edit menu (1)** or its **“Page” option (2)**.
3. Click on a **green “Edit” button (3)** to begin editing a page region with the JustEdit toolbar editor or an orange “Multi Edit” button to access a form-like wizard that may include mini WYSIWYG editors.

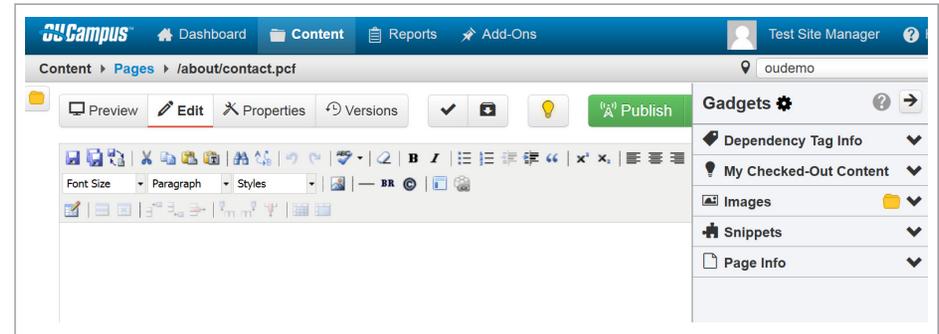
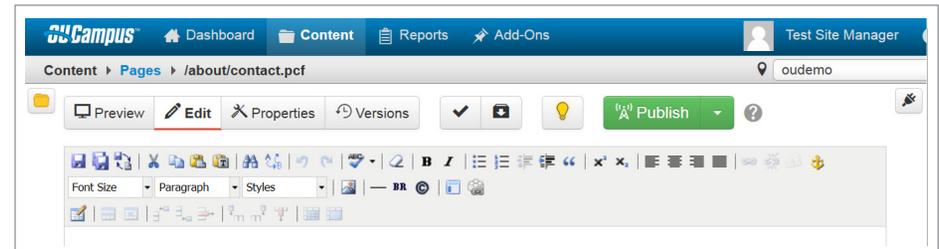


Gadgets

Gadgets provide additional functionality or streamlined access to functionality. They appear on the Dashboard (see the Inbox, My Checked-Out Content, Workflow, and Activity gadgets discussed earlier) and in a special Gadgets sidebar. The Gadgets sidebar will appear when the  icon in the upper right corner is clicked. The most important gadgets are:

- My Checked-Out Content (see the Dashboard section)
- Images
- Dependency Tag
- Page Info
- Snippets
- Page Parameters

The Page Info and Page Parameters gadgets will appear ONLY after a page is selected for editing. The Images and Snippets gadgets will appear ONLY after a page editable region is accessed.

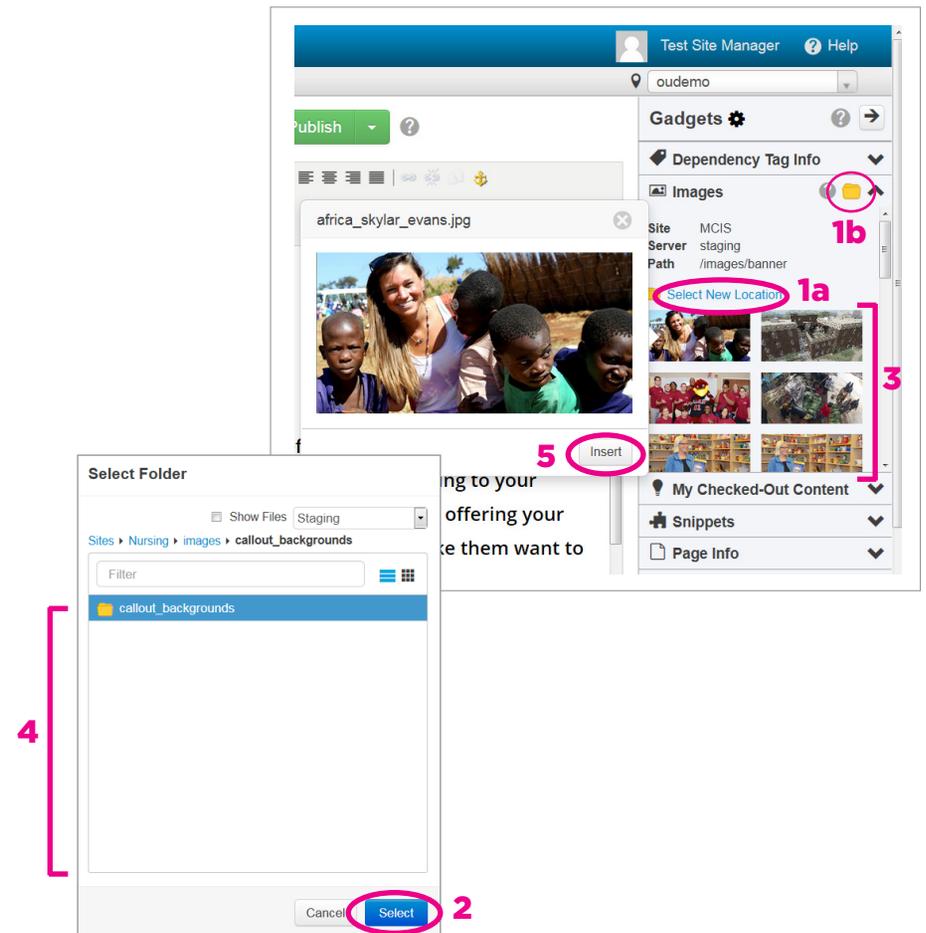


If any of these gadgets does not appear even after a page editable region is selected, click the  icon inside the Gadgets sidebar and make sure the check box for the respective gadget is selected.

Images Gadget

The images gadget will appear only after a page editable region is accessed. It is used to access images already uploaded to OU Campus and provides the same functionality as the  JustEdit tool explained in the JustEdit toolbar section. The advantage of the images gadget is that it allows dragging and dropping of images.

- Use the  **Select New Location** (1a) or  **icons** (1b) in the images gadget to navigate to the folder where the image resides. Click **“Select”** (2).
- A preview of all images in the selected folder will appear inside the **Images Gadget** (3). A preview of the image will NOT appear in the **Select Folder window** (4).
- To insert an image, drag the image from the gadget into the editable region until the cursor moves to the location where the image needs to be inserted. Alternatively, place the cursor where the image needs to be inserted, click on the image in the gadget, and then click the **“Insert”** button (5).



Dependency Tag Info Gadget

Each page, asset, or file in OU Campus has an associated dependency manager tag. This gadget allows looking up the type, file name, and path to the resource, as well as the pages that are using it.

Page Info Gadget

The page info gadget will appear only after clicking on a page or accessing its editable region. It shows when a page was last saved or published, its parent directory, and a list of all dependency tags used by the page (either assets dropped on the page or links to other pages). This gadget is very helpful, especially when used together with the dependency tag info gadget. Clicking on the link under **“Page Products” (1)** allows viewing the page on the live site (not on the OU Campus staging server). Clicking on the **dependency tag for the page (2)** opens the dependency tag info gadget and shows a list of **all pages linking to the current page (3)**. Clicking on an asset in the **“Assets” list (4)** takes the user to that asset. Clicking on the dependency tag for that **asset (5)** opens the dependency tag info gadget and shows the “subscribers” or pages using this **asset (6)**.

The screenshot shows the 'Page Info' gadget with the following sections and annotations:

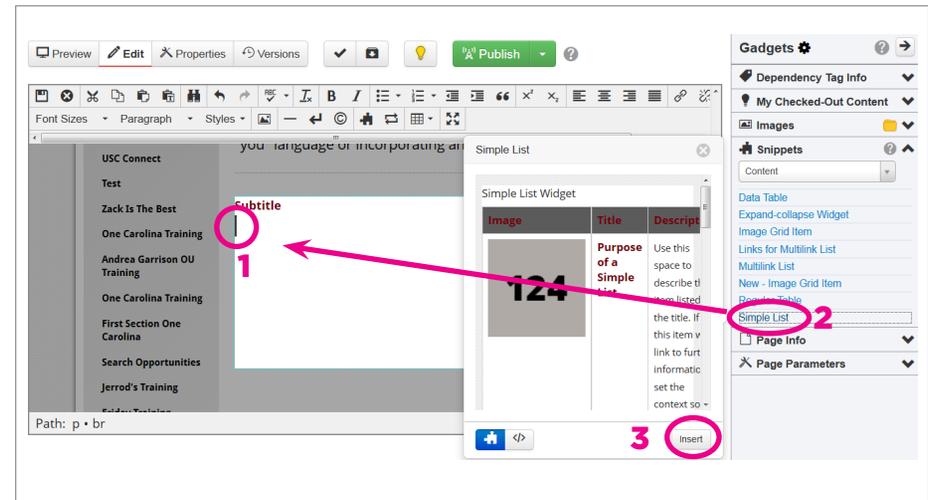
- 1**: A pink circle around the 'index.php' link in the 'Page Products' section.
- 2**: A pink circle around the dependency tag '{{f:4664876}}' in the 'Page Products' section.
- 3**: A pink circle around the 'subscribers' link in the 'Dependencies' section.
- 4**: A pink circle around the 'Assets' section header.
- 5**: A pink circle around the dependency tag '{{a:42436}}' in the 'Assets' list.
- 6**: A pink circle around the 'subscribers' link in the 'Assets' list.

This is a close-up of the 'Dependency Tag Info' gadget for the tag '{{f:4664876}}'. It shows the following details:

- Type**: File
- Name**: index.php
- Path**: /about/news/index.pcf
- Site**: University technology_s...
- 3**: A pink circle around the 'subscribers' link, which points to the path '/about/_leftnav.inc/index.pcf'.

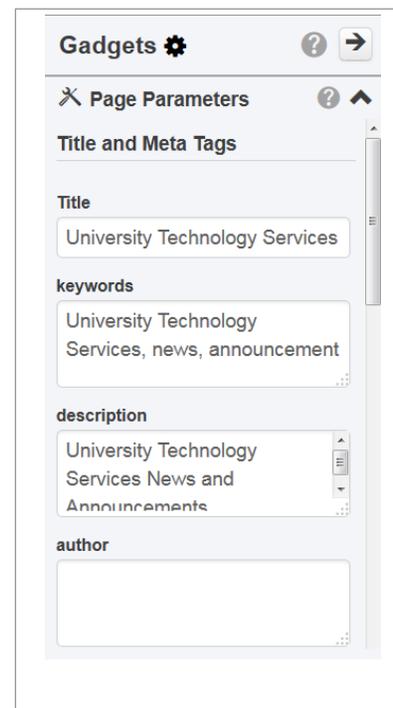
Snippets Gadget

The snippets gadget will appear only after a page editable region is accessed. It provides the same functionality as the JustEdit  tool explained in the JustEdit toolbar section. The advantage of the snippets gadget is that it allows dragging and dropping of snippets. To insert a snippet, place the cursor in the **editable region where the snippet will be placed (1)** and drag it from the **gadgets sidebar (2)**. Alternatively, click on the snippet and then on the **“Insert” button (3)**.



Page Parameters Gadget

The page parameters gadget allows editing the page properties directly from the Gadget sidebar after a page is checked out.



Section Two

Sections and Pages

Sections and pages are the main building blocks of the site structure. A section is not only a folder in the site directory, but it also permanently displays in the breadcrumb, has its own index page and configurable properties, and can have its nested structure displayed in the left navigation. Pages can also be represented in the left navigation as part of a section but will only appear in the breadcrumb when being viewed.

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Sections and Pages

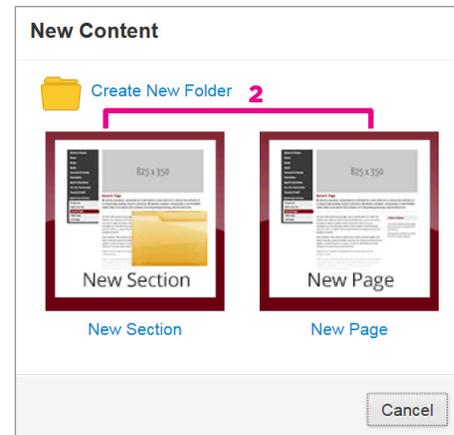
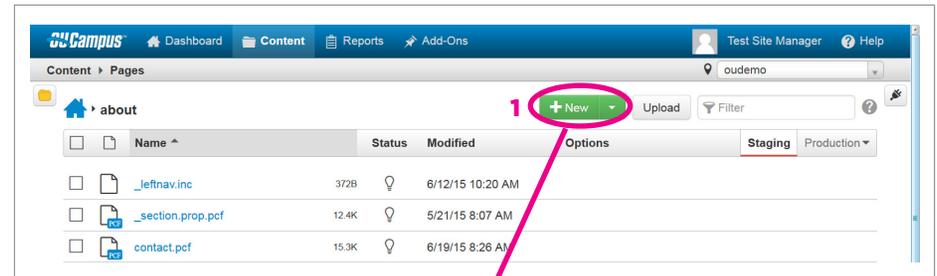
Sections and pages are created via the “Pages” option of the “Content” tab. Click on the **+ New** button (1) and select one of the available section or **page templates (2)**.

When a new section is created, OU Campus will generate a folder for the section, an index page, a section properties file, and a navigation file. These files cannot be created by themselves.

The only way to create the left navigation hierarchy is to create sections within sections. Pages should be created inside sections to create sibling links (links at the same level) or at the last level within a section where no further hierarchical grouping of content is needed.



Create all pages as sections if possible. In this way even if you don't have a need to build child links in the left navigation under the page, you can do that in the future without having to recreate the page as a section. Only profile pages and news pages cannot be created as sections. All sections and pages must be part of the navigation except profile and news pages.



Sections

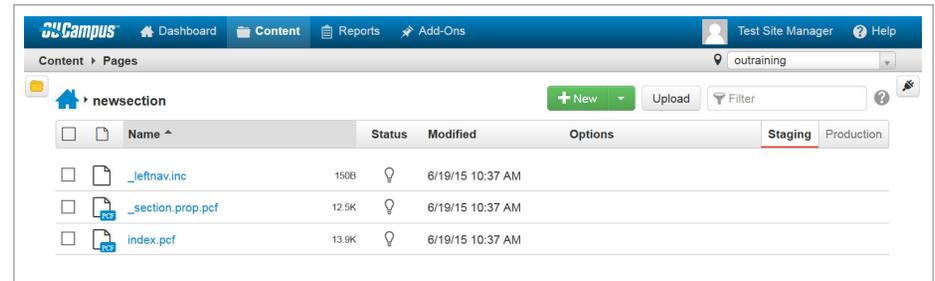
Sections are special folders that contain three different types of files:

- “**index.pcf**” – the main page for the section that displays its left navigation.
- “**_leftnav.inc**” – the file that contains the left navigation links. Links to index pages for subsections visible at this level and to non-index pages in the current section are maintained here.
- “**_section.prop.pcf**” – the section properties file that manages configurable parameters for all pages in a section.

To create a new section, select the “New Section” template and fill out the information below:

General

- “**Folder Name**” - used to create the site directory structure on the staging and USC servers. NOT visible on the web site except in the URL.
- “**Section Title**” - Used to create the following four elements visible on the web site:
 - Main page title (T) for the index page of the new section.
 - Section heading on non-index pages. Displays as gray, uppercase text above the page title. Updated via page properties of the “_section.props.pcf” file.



“Folder Name” should be lowercase, with NO space or special characters.

- Path to this section in the breadcrumb (BT). Updated via page properties of the “_section.props.pcf” file.
- A link in the left navigation(UN) if “Navigation Item” is set to “Yes.”
- **“Navigation Item”** - choose “Yes” to add a link to the index page for this section in the left navigation.
- **“Index Page Keywords”** and **“Index Page Description”** - create the meta tags and description.

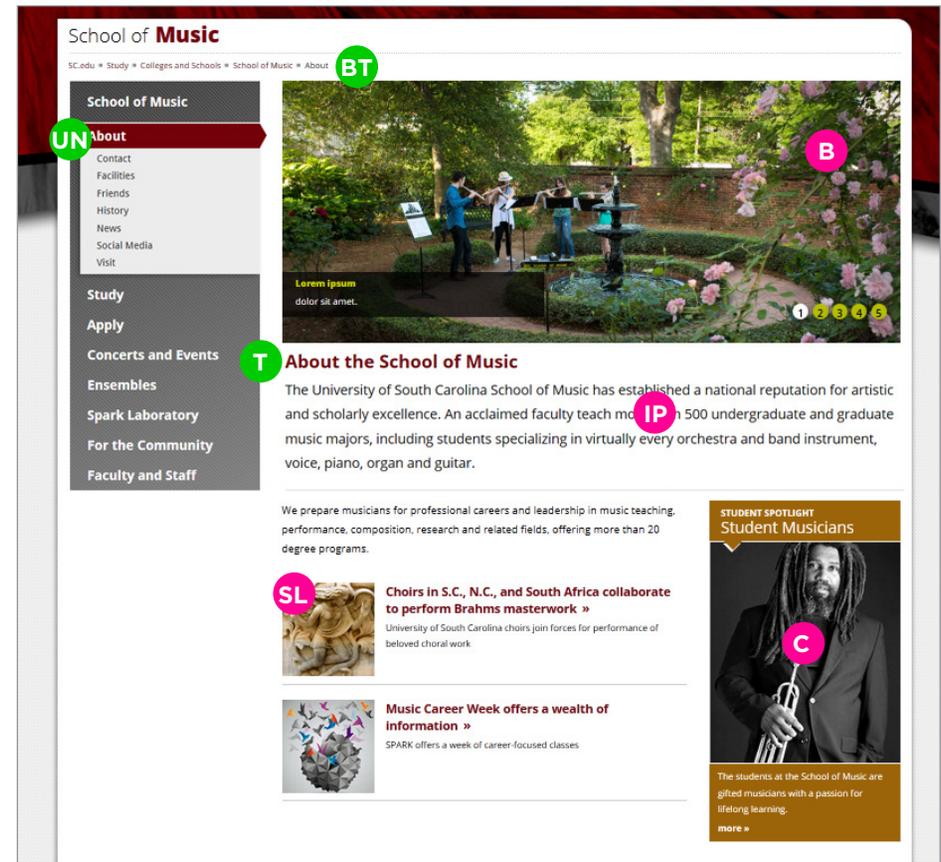
Index Page Layout

- **“Index Page Type”** - choose a type for the index page. The different page types are explained below.
- **“Intro”** - enable an introductory paragraph for the page (IP).
- **“Callout Column”** - selected in conjunction with the **“Use Local callouts”** checkbox to enable the callout editable region (C).

Index Page Banner

- **“Banner Source”** - choose “Hide” to not show it, “Custom” to select it via the “Single Image” field, or “Inherit” to use the banner image specified in the “_section.prop.pcf” file in this section.
- **“Banner Type”** - choose between a slideshow or a single image.
- **“Single image”** - navigate to an already uploaded banner image (B) by clicking the **image button (1)**. Leave blank for image slideshows.
- **“Single Image Alt Text”** - provide a description for the single image. Leave blank for image slide-shows.

Click “Create” to save changes and exit the section wizard.



Required

Optional

Single Image 1 Clear

Pages

The three templates types are generic, profile, and news article. All but the profile and news article types are available from the “New Page” template. Select the type of page from the “Page Type” dropdown. The rest of the fields are identical to the fields on the new section wizard.

Generic Page

A generic page is a blank-slate page that can be used for basic text content or configured with the various modular elements (known as snippets) to create most of the page types discussed in the Style Guide.

Page Quick Starts

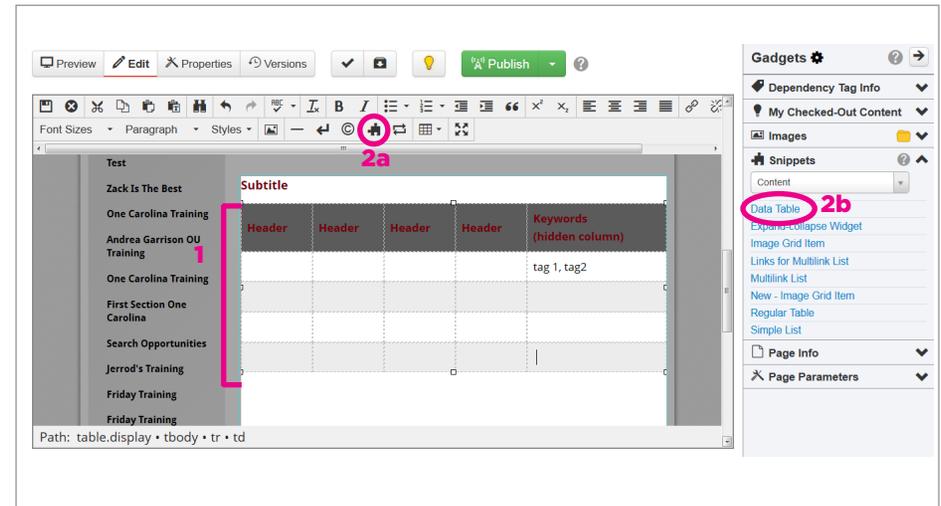
In addition to the specific page templates, OU Campus has built-in quick starts to speed up the process of configuring the page types. Please refer to the Style Guide available from the “Add-Ons” tab in OU Campus on their proper use.

- **Multilink List Page** - onfigures the page with a multi-link list snippet. It does NOT allow the use of callouts.
- **Simple List Page** - configures the page with a simple list snippet.
- **Table Page** - configures the page with a table. It does NOT allow the use of callouts.
- **Data Table Page** - configures the page with a **data table (1)**. Additional data tables can be inserted as **content snippets (2a or 2b)**. Additional information is available in the Snippets section.
- **Grid Page** - configures the page with a grid snippet. No other page elements, except an intro paragraph, are allowed on a grid page.



For the “Filename” field of the “New Page” wizard, replace “untitled” with a file name for the new page but do NOT change the “pcf” file extension.

Data Table Page



Profile Page

This page type is visible only inside the “faculty-staff” section and is used to create a person’s profile page. In addition to the familiar fields of the new page wizard, the profile wizard has a section for providing contact information to be displayed in the faculty directory and on the profile page. Once a profile page is created, it will display two editable regions. The “MultiEdit” button allows editing the **structured information (SI)** and adding a **profile photo (PP)**. The “Edit” button allows typing the **free-form information (UI)** – the headlines for all sections (e.g. Background, Teaching) should be styled as Heading 4.

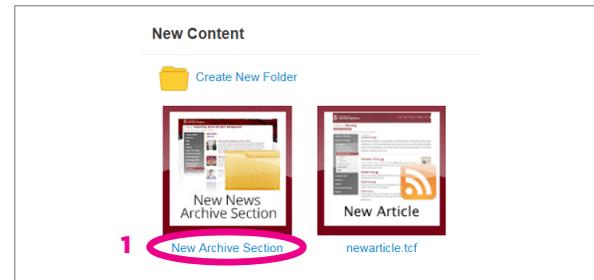
Profile Page

The screenshot shows a web page for the School of Music faculty profile of Gail Barnes. The page is titled "School of Music" and has a breadcrumb trail: "SC.edu > Study > Colle > Scho > Faculty and Staff > Gail Barnes". A navigation menu on the left includes "School of Music", "About", "Study", "Apply", "Concerts and Events", "Ensembles", "Spark Laboratory", "For the Community", "Faculty and Staff" (with "Gail Barnes" selected), and "Music Library". The main content area is titled "FACULTY AND STAFF" and includes navigation for "Previous Person" and "Next Person". The profile for Gail Barnes is shown, including her title "Professor / Music Education" and "School of Music". Contact information includes "E-mail: gbarnes@mozart.sc.edu", "Phone: 803-777-3389", and "Office: School of Music Room 319". A "Resources" section lists "USC String Project", "Music Education", and "Online Community for String and Orchestra Teachers". A "Background" section describes her role as professor and director of the USC String Project, and her education from the University of Michigan and a State University. A "Teaching" section lists her undergraduate and graduate courses. Green callout boxes labeled "SI" and "PP" are placed over the phone number and profile photo, respectively.

News Archive Section

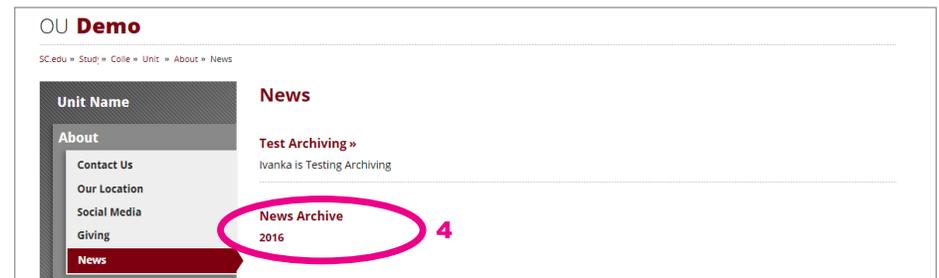
At the beginning of each calendar year on January 1:

1. Use the 'New News Archive Section' template to create a new archive section and begin creating news articles for the current calendar year in it.
 - a. Type the current calendar year for the "Folder Name", e.g. 2016.
 - b. Type "{current calendar year} News Archive" for the "Section Title".
 - c. Leave "Yes" for "Navigation Item".
2. Schedule a publish for the index page of the archive section to keep it updated when news articles are added or updated.
3. Cancel the scheduled publish for the previous calendar year.
4. Update the main news landing page with a link to the archive section.



The screenshot shows the 'New Archive Section' configuration form. The 'General' section contains the following fields:

- 1a** Folder name: 2016. *Use lowercase and numeric values only. This name will not be visible on the web site except in the URL. It is used to create the site directory structure in the CMS and on the USC servers.*
- 1b** Section Title: 2016 News Archive. *This will be used as the title of the index page, section heading, in the navigation and the breadcrumbs.*
- Index Page Keywords: (empty)
- Index Page Description: (empty)
- 1c** Navigation Item: Yes. *Choose 'Yes' to add a link to the index page for this section in the left navigation.*
- Intro Paragraph: Show intro paragraph



News Article Page

This template is visible only inside the “news” section and is used to create a news article. It is basically a generic template with an RSS item associated with the story.

The template has the same fields as the new page wizard (“Article Heading” serves as the “Page Title”). The additional fields, used to create an RSS item when the page is published, will display in the dynamic news article lists on the home and news landing pages. **The Article Title (1, AH)** will become the page title of the news article and the list item headline. **The Article Teaser (2, AT)** will display under the list item headline. The **Image (I)** is rendered by **thumbnail image (3)** associated with the news item.

If the dynamically created news list item needs to be edited, this can be done via the RSS menu item.

1. Check out the news article page and select **“RSS” (4)** from the “Edit” menu while hovering over the page.
2. Click on the link for the **RSS item (5)**.
3. Make updates and click “Save.”
4. Click the “Rebuild Feed” button and publish the **RSS feed (6)**.

New Article Page

General

Article Title **1**
This will be used as the title for the page, in the navigation and the breadcrumbs.

Article Teaser **2**
This brief description will be used as the text in the list populated by the RSS Feed and page description that will appear in search results.

Keywords
Create one or more tags separated by a comma to categorize your new index page for search engines. The tags 'universities', 'colleges', 'University of South Carolina', 'USC', 'SC', 'UofSC' are added dynamically for each page.

List Image **3**  Clear

124 x 124 px

Cancel Create

News Landing Page



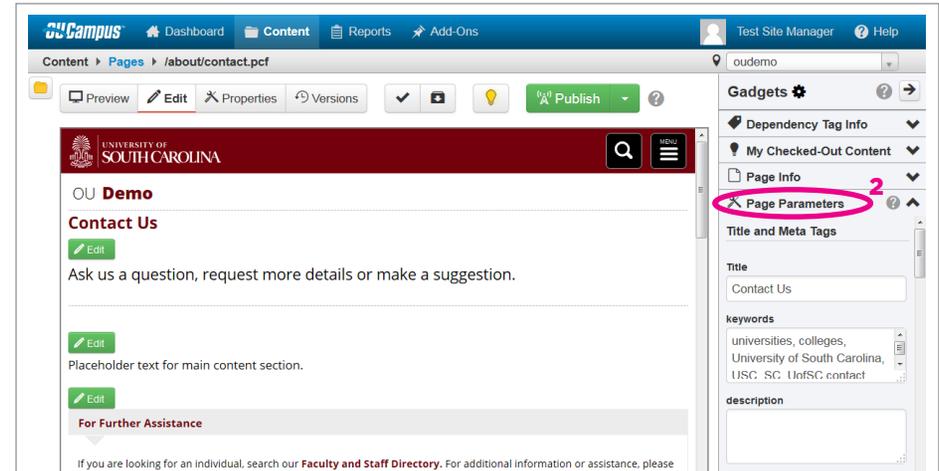
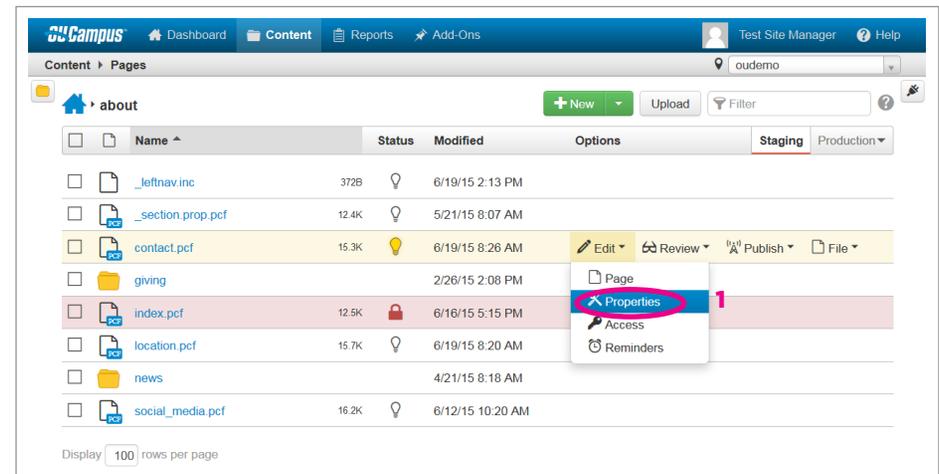
	Name	Status	Modified	Options	Staging	Test
<input type="checkbox"/>	_leftnav.inc	139B	12/17/14 4:09 PM			
<input type="checkbox"/>	_section.prop.pcf	11.7K	4/17/15 8:48 AM			
<input type="checkbox"/>	att.pcf	14.7K	4/3/15 1:13 PM	 Edit  Review  Publish  File		
<input type="checkbox"/>	follow.pcf	14.8K	3/11/15 2:01 PM	 Page		
<input type="checkbox"/>	index.pcf	15.1K	2/24/15 11:20 AM	 RSS  Access		
<input type="checkbox"/>	phishingspring2015.pcf	16.0K	4/13/15 3:17 PM			

	RSS Items (1)	Filter	6 Rebuild Feed	Import Items	+ New
 Parameters					
 RSS	5 EC500 and AT&T Customers		4/3/2015 1:13 PM (GMT-05:00)		
 Access					
 Reminders					

Page Properties

Page properties are accessed to modify the settings configured with the new section and page wizards. A page has to be checked out to access its page properties in one of two ways:

- Hover over the page and choose the **“Properties” (1)** option of the “Edit” menu OR
- Click on the page and expand the **Page Parameters gadget (2)**.

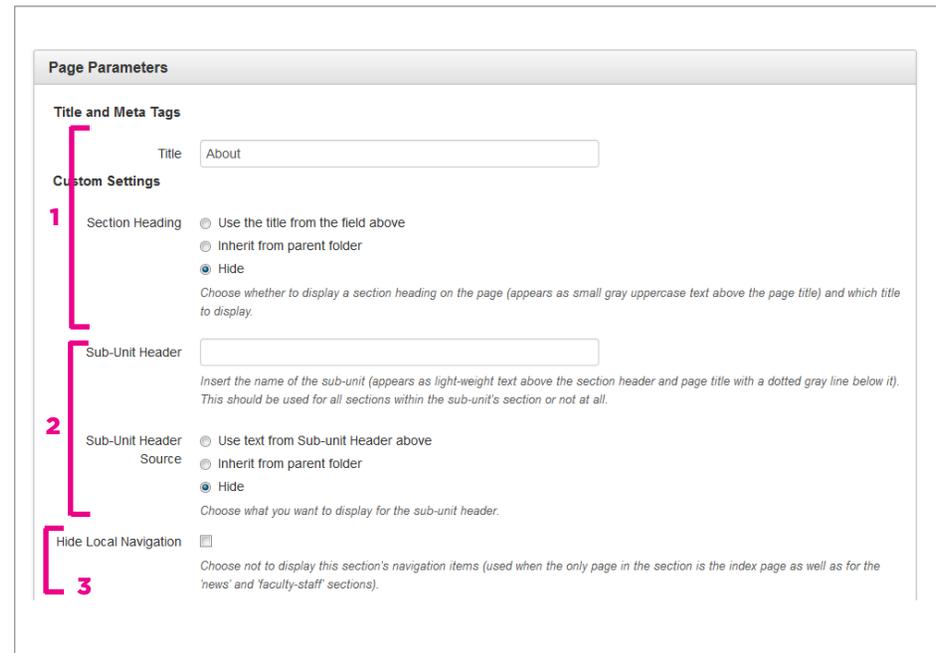
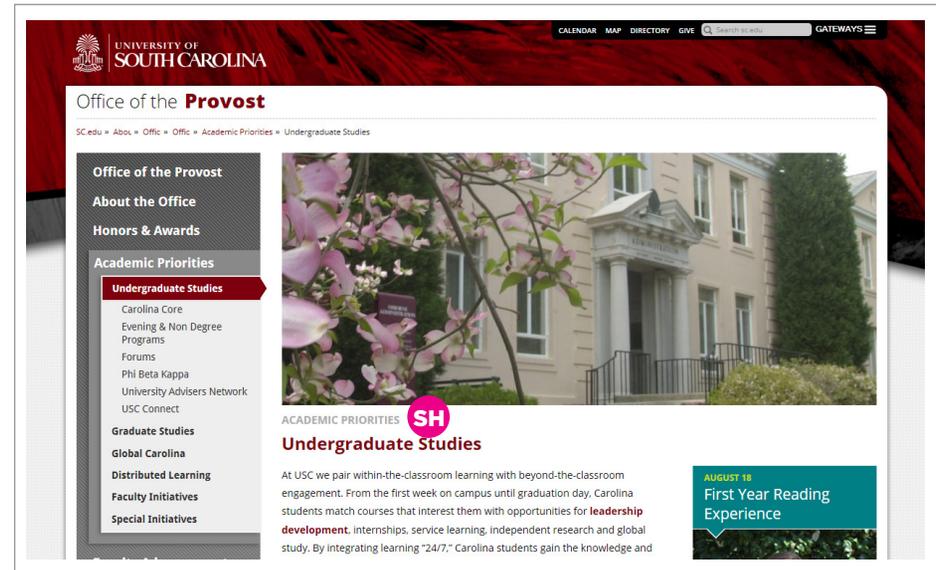


Section Properties

Each section has a “_section.prop.pcf” file whose page properties affect certain elements for all pages in the current and lower-level sections. Every time this file is modified and republished, all pages and sections at the same or lower level in the directory tree must be republished for the changes to take effect.

Fields that only exist in page properties of the “_section.prop.pcf” in each section are:

- **“Section Heading”(1, SH)** - appears on non-index pages ONLY and is set for each section. Sections within a parent section can use the parent section heading. This configuration requires setting the “Section Heading” for each section’s “_section.props.pcf” file to “Inherit from parent folder.” Since it can be hard to keep consistent in a large parent section with multiple levels of sections, be sure to preview all your pages and sections to make sure they are showing up.
- **“Sub-Unit Header”(2)**- used to designate structurally distinct units within larger organizations that share the same website, e.g. the “Parenting & Family Research Center” within the College of Arts and Sciences. Just like with the section heading, it has to be enabled in every section and can be set to inherit in the same way.
- **“Hide Local Navigation”(3)** - selecting this checkbox will hide the siblings for a page from appearing in the navigation. This selection should be made for the “_section.prop.pcf” file inside the “news”, “faculty-staff” sections, and any section whose only page will be the index page. Even if there are no links in the “_leftnav.inc” file, check this box so that there isn’t a thick light gray line below the garnet box in the left navigation for the section.



Topmost “_section.prop.pcf” File

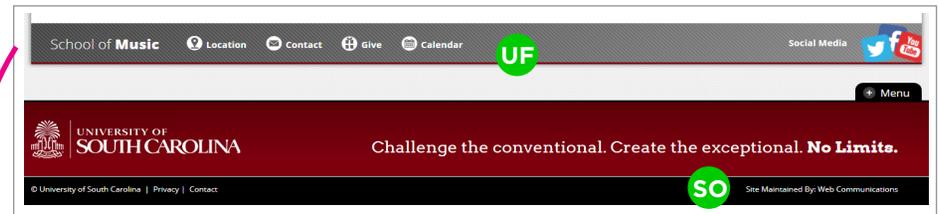
The “_section.prop.pcf” file located at the top level of the site has unique fields in page properties that are used to update the **Unit Footer (UF)**. Any time this file is updated, the entire site has to be republished by the OU Campus Administrator.

The **last two fields (1)** are used to update the black bar on the footer - bottom right corner with the **site owner information (SO)**. The “Site Owner HREF” link should be either a path to a web page or an email address (e.g. mail-to:youremail@mailbox.sc.edu).



The site name is updated via the MultiEdit button. The rest of the fields are updated via page properties.

Unit Footer



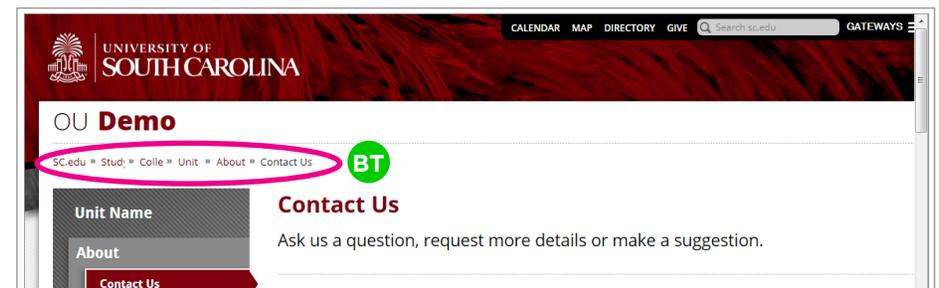
Site Links

Calendar URL	<input type="text" value="http://calendar.sc.edu"/>
	<i>Copy in the link to this site's calendar view.</i>
Map Page	<input type="text" value="/oudemo/about/location.php"/>
Contact Page	<input type="text" value="/oudemo/about/contact.php"/>
Give/Donate Page	<input type="text" value="/oudemo/about/giving/index.php"/>
Social Page	<input type="text" value="/oudemo/about/social_media.php"/>

Site Maintained By: 1 SO

Breadcrumb

The breadcrumb is updated via page properties. The breadcrumb for a section is updated via the “Title” field of the “_section.prop.pcf” file inside the section. The breadcrumb for a page will appear only when the page is viewed and is updated via the “Title” field of the page.



Navigation

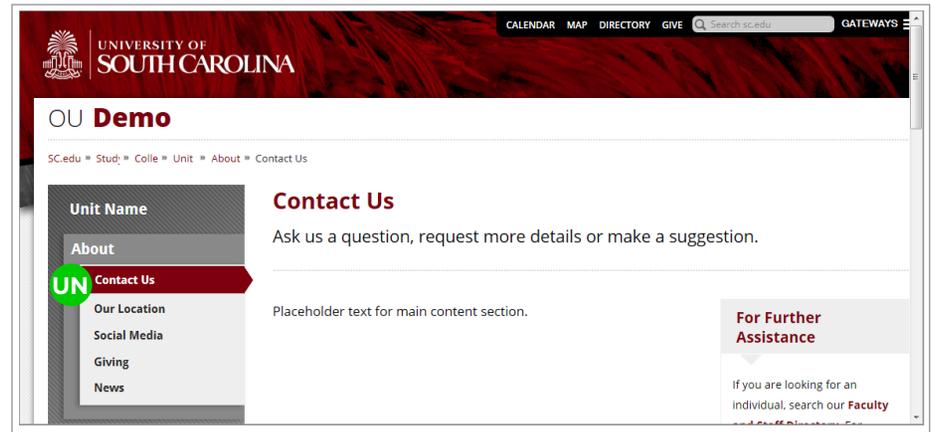
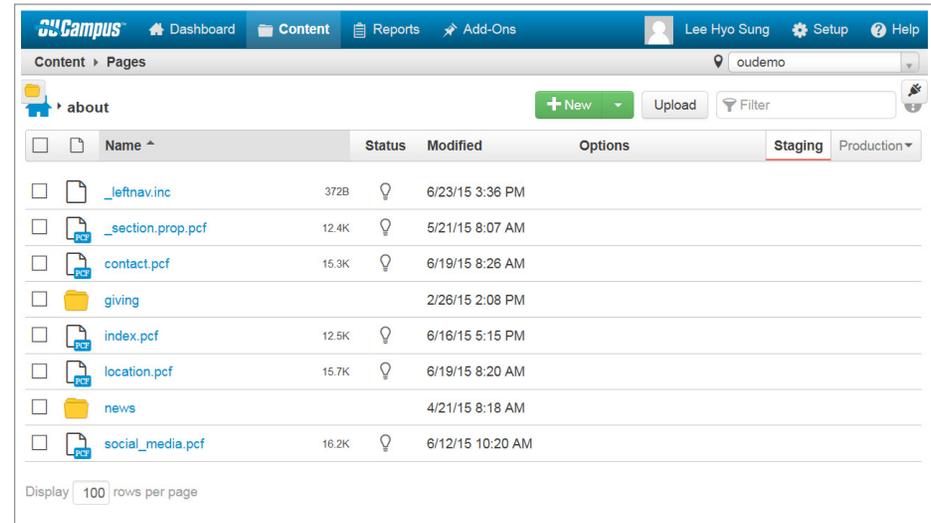
The navigation for a site (UN) should follow the directory structure in a top-down manner - the links in the “_leftnav.inc” file of the parent section should link to the “index.pcf” pages of subsections and to regular/non-index pages in the same section. No subsections should be skipped along the way.

The “_leftnav.inc” file controls the children of the current section. If “Yes” is selected for “Navigation Item” when sections and pages are created, the links will be generated in the “_leftnav.inc” file in the order in which the sections or pages were created. Making manual changes to the “_leftnav.inc” file should be kept to a minimum but is needed when sections or pages are moved around.

To reorder links in the navigation, go to the parent folder for subsections and stay in the same folder for non-index pages. Edit the “_leftnav.inc” file with the JustEdit tool-bar moving the bullets with the links in the desired order. Publish the updated “_leftnav.inc” file for the changes to take effect.



Updating the links on the homepage for a site is approved by Digital Strategy (formerly Web Communications).



Section Three

Images and Files

Learn how to upload images in OU Campus as well as update banner images and slideshows.

Section Contents

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Images and Files

Uploading Images and Documents

Images or documents (PDF, Word, etc.) are uploaded via the Content->Pages view. The easiest way to upload images and documents is by dragging and dropping them.

1. Navigate to the location where the **image/document should reside (1)** – either the “images” folder or one of its subfolders.
2. Click the **“Upload” button (2)**.
Images can be uploaded by dragging and dropping (described below) or by clicking the **“Add Files” (3)** button in the upload window and selecting one or more files to be uploaded at the same time. Steps 5-7 below are the same for both methods.
3. Navigate to a folder on the local computer and select one or more files.
4. Drag the files into the browser icon in the task bar and then into the Upload window.
5. Click the **“Rename” button (4)** for each image/document if its file name is NOT lowercase or has spaces or special characters.
6. If another image or document with the same name already exists at that location and it needs to be overwritten, select the **“Overwrite Existing” checkbox (5)**.
7. Click **“Start Upload” (6)**.
8. Publish the uploaded image to both test and production server.



Before uploading images in OU Campus, make sure the image being inserted has the correct dimensions for its type as specified on page 87 of the Style Guide (click the “Add-Ons” tab in OU Campus to access the [Style Guide](#)).

OU Campus Dashboard Content Reports Add-Ons Test Site Manager Help

Content > Pages oudemo

+ New Upload Filter

Name ^	Status	Modified	Options	Staging	Production
banner_images		2/18/15 10:18 AM			
callout_flipcard_backgrounds		10/28/14 12:04 PM			
callout_images		2/18/15 10:18 AM			

Upload to /images

Type Upload Files Edit and Upload Image Import Zip File

Access Group (Inherit Existing)

Overwrite Existing

Allowed Extensions JPG, SVG, GIF, PNG, DOC, DOCX, PDF, PPT, PPTX, PCF, INC

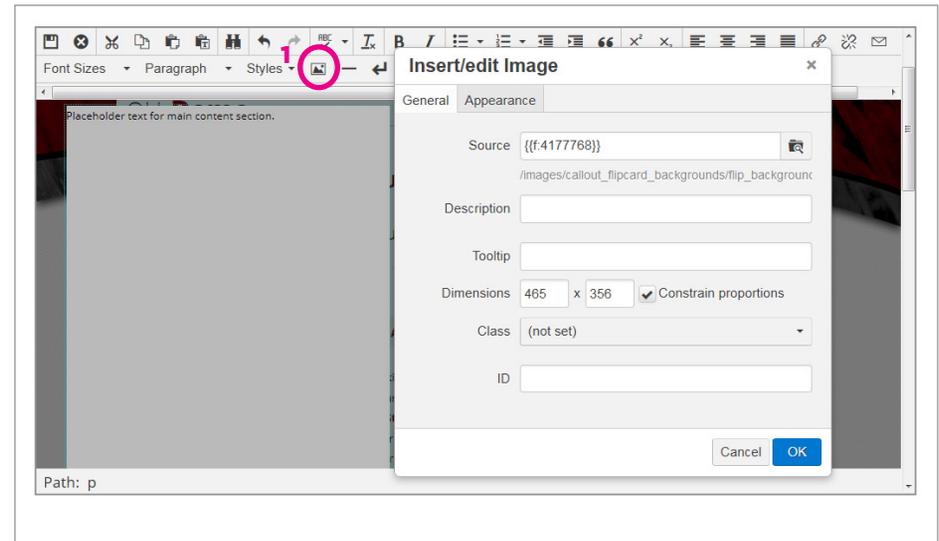
Files or drag files from desktop

Filename	Size	Status / Options
youtube.png	54.9K	<input type="button" value="Rename"/> <input type="button" value="Remove"/>

Cancel

Inserting uploaded images

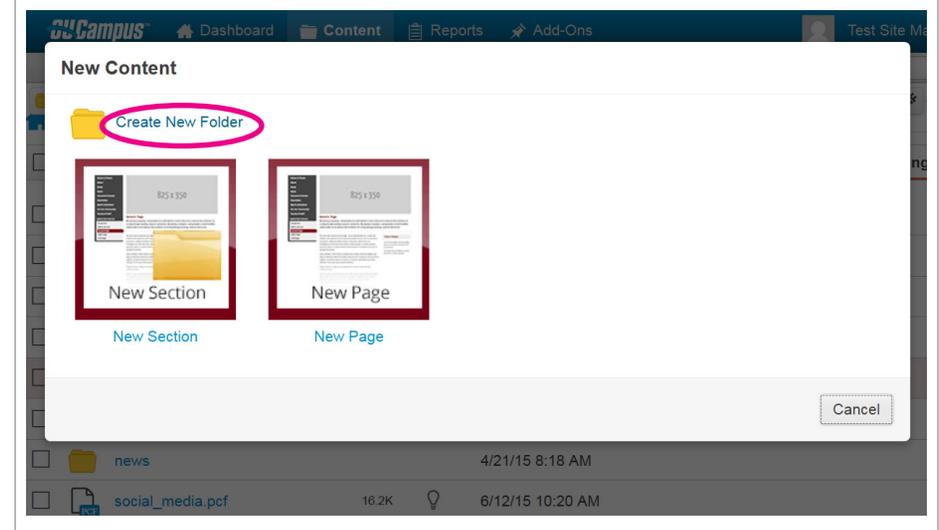
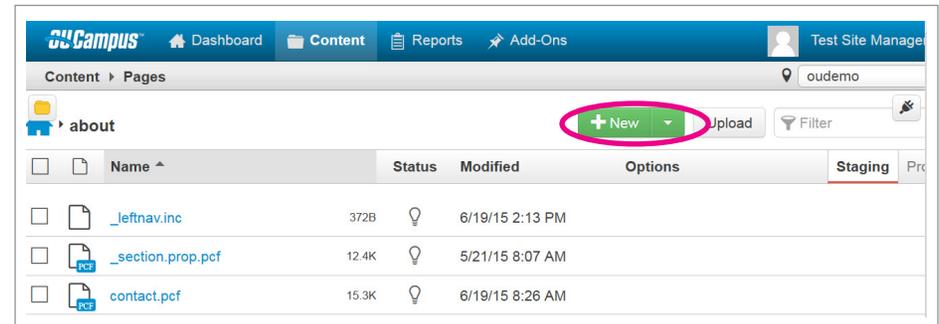
Images uploaded to OU Campus can be inserted either via the **JustEdit**  **icon (1)** (as described in the JustEdit Toolbar section) or directly via the Images gadget (as described in the Gadgets section). Images should have the correct dimensions before being uploaded to OU Campus as specified on the [Style Guide](#).



Folders

Folders are created via the Pages option of the Content tab when their only purpose is to store images and documents.

1. Click on the “Content” tab and select the “Pages” view.
2. Click on the plus sign in the “New” button  .
3. Select  .
4. Provide a name for the new folder that will display in the directory structure. The name should be lower-case, with no spaces or special characters.



Content Page Banners

Banners on all pages, except the home page, can be either a still image or a slideshow of up to 5 images.

Single Banner Image

Still image banners can be added when creating a page or set up under page properties. If the page has already been created without a banner and the banner image is already uploaded in OU Campus, access page properties to navigate to the uploaded image.

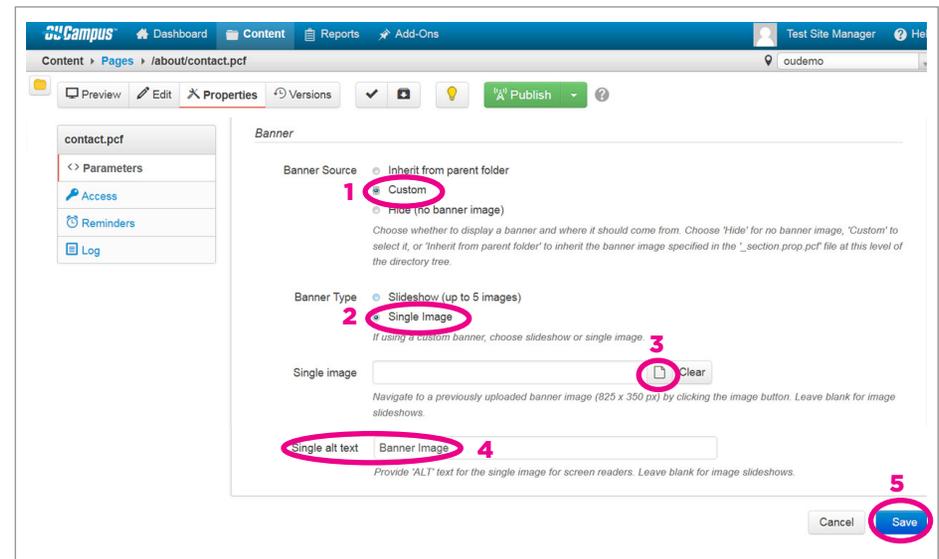
In the Banner section, designate the source of the banner: the same banner specified in the “_section.prop.pcf” file for the section where the page resides (“Inherit”), a custom banner (“Custom”), or none (“Hide”).

To use a custom single image banner, edit the page properties form:

1. Choose “Custom” for “Source.”
2. Make sure “Single Image” is selected for “Type.”
3. Click the  button of the “Single Image” field and navigate to a previously uploaded banner image (825 by 350 px).
4. Provide a description of the image in the “Single Image Alt Text” field.
5. Click “Save” to save the changes to page properties.



When using photography, choose striking and simple images to convey your message. Tighter cropping and a focused subject matter will create better images.

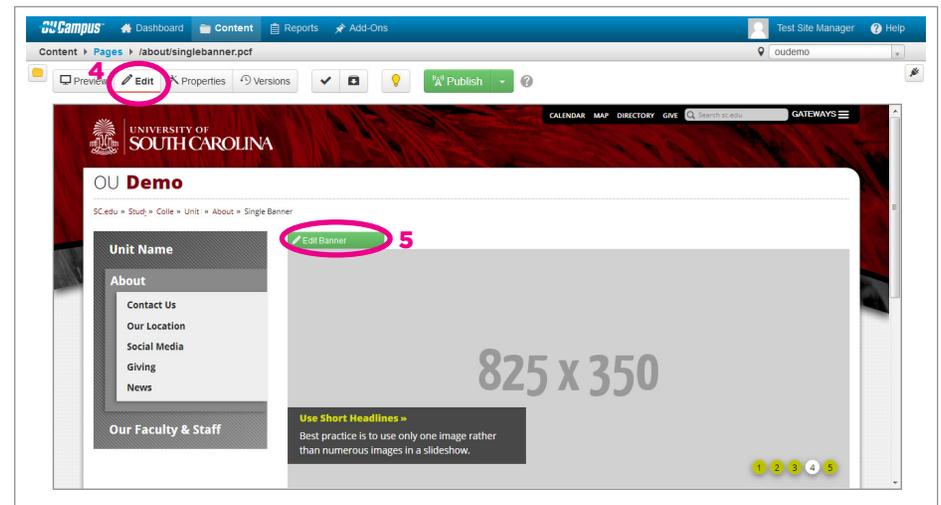
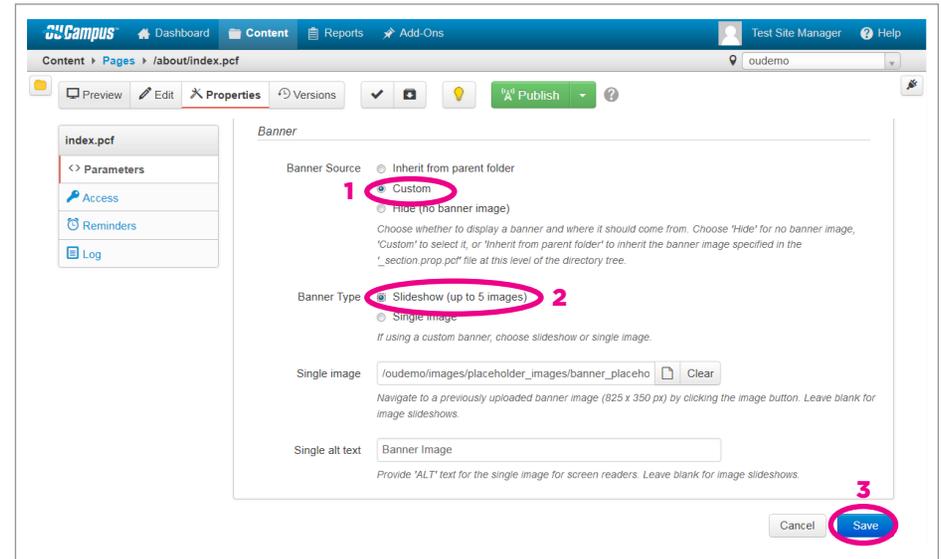


Banner Image Slideshow

Slideshow banners and single image banners with captions are also enabled in page properties but edited via the **Edit Banner** button above the banner in edit view.

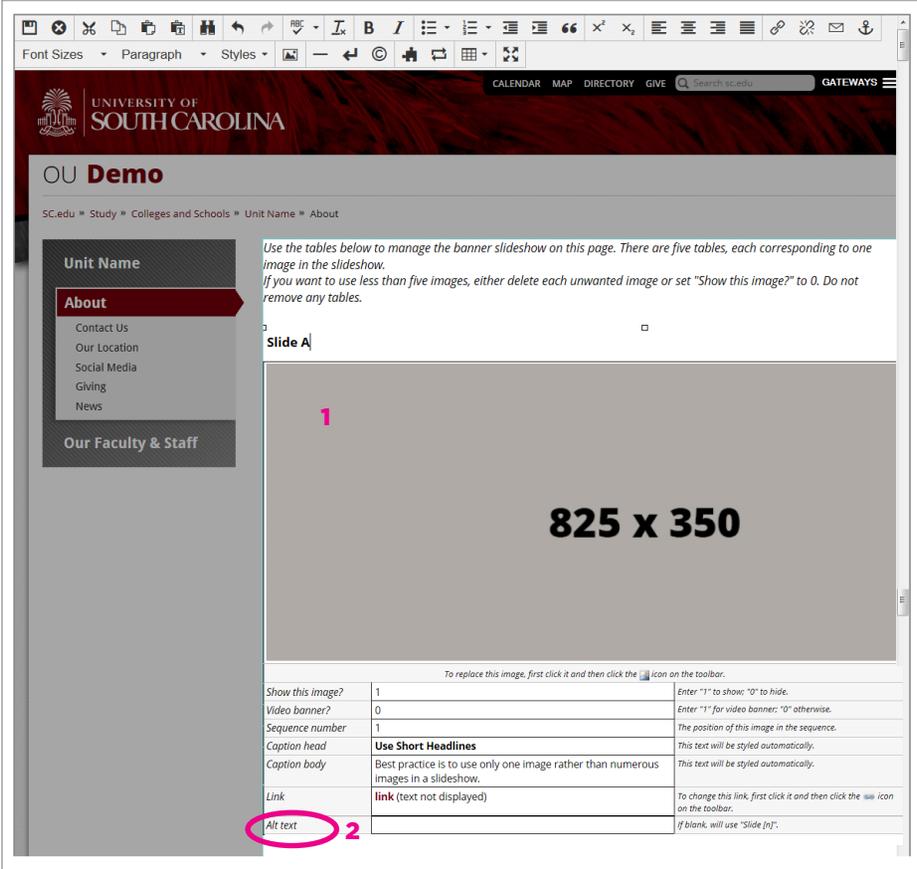
On the page properties form:

1. Choose “Custom” for “Source.”
2. Select “Slideshow (up to 5 images)” for “Type.”
3. Click “Save” to save the changes to page properties.
4. Select the “Edit” tab to view the editable regions.
5. The **Edit Banner** button will appear above the placeholder image. Click on it to begin editing the slide show in the JustEdit toolbar – there is an individual table for each slide in the slide show.



To change the image, delete the placeholder image (1) and click the  JustEdit button or access the Images Gadget .

- **“Show this image?”** - change the “1” to a “0” to NOT show this image in the slideshow.
- **“Video banner?”** - type “1” to make this image a video banner.
- **“Sequence number”** - this sets the order of the image in the slideshow.
- **“Caption head”** (optional) - this text will be styled in bold Sweet Grass green color. Leave blank if no caption head is desired.
- **“Caption body”** (optional) - this text will be styled below the caption head in regular weight white text. Leave blank if no caption is desired.
- **“Link”** – place the cursor inside this placeholder link and use the tool to navigate to a page inside this section. If no linking is desired, either unlink the placeholder link or delete the text.
- **“Alt text”** - this is the text a screen reader will read (2). Make it descriptive for accessibility. Do NOT leave blank.



UNIVERSITY OF SOUTH CAROLINA

OU Demo

SC.edu » Study » Colleges and Schools » Unit Name » About

Unit Name

- About
- Contact Us
- Our Location
- Social Media
- Giving
- News

Our Faculty & Staff

Use the tables below to manage the banner slideshow on this page. There are five tables, each corresponding to one image in the slideshow.
If you want to use less than five images, either delete each unwanted image or set “Show this image?” to 0. Do not remove any tables.

Slide A

1

825 x 350

To replace this image, first click it and then click the  icon on the toolbar.

Show this image?	1	Enter “1” to show; “0” to hide.
Video banner?	0	Enter “1” for video banner; “0” otherwise.
Sequence number	1	This position of this image in the sequence.
Caption head	Use Short Headlines	This text will be styled automatically.
Caption body	Best practice is to use only one image rather than numerous images in a slideshow.	This text will be styled automatically.
Link	link (text not displayed)	To change this link, first click it and then click the  icon on the toolbar.
Alt text	2	If blank, will use “Slide [n]”.

Home Page Banner Slideshow

The home page can accommodate a single image, a slideshow of images or a video in the banner slot. These options are accessed via the **MultiEdit** button above the banner. When the form wizard loads, five different slide sections will appear, each representing one slot in the slideshow. For each slot, the following options are available:

- **“Banner type”** - choose the type of banner image
- **“Show this slide”** - this check box turns this slide on or off without having to remove its content
- **“Enable Video”** - select this checkbox to turn on the video functionality
- **“Order”** - this dropdown sets the order of the slides, 1 - 5
- **“Image (1)”** - allows navigating to a previously up-loaded image to use as the banner (1140 by 580 px)
- **“Image Description”** - this is the ALT text for the image read by screen readers and required for accessibility
- **“Caption head”** (optional) - this is the larger Sweet Grass green text in the caption box. To show emphasis, select the main word(s) in the headline and click the **B** button to make the text bold. See more information about showing emphasis with text weights in the Style Guide available via the Add-Ons tab.
- **“Caption body”** (optional) - this is the smaller white text in the caption box.
- **“Caption position”** (optional) - as indicated in the Style Guide, the caption box can be placed in the top right, bottom right, or bottom left corners. Choose the placement based on what looks best with the image.
- **“Link (2)”** - used to link the banner to a page. The text will appear as a link below the caption in the same box. It is optional except for a video banner image, in which case the actual text of the link will not be shown.

The screenshot shows the 'MultiEdit Content' form for a banner slide. It is divided into two main sections: 'Banner Type' and 'Slide'.

Banner Type: This section has two radio buttons: 'Large Home Page Banner' and 'Small Home Page Banner'. The 'Small Home Page Banner' option is selected. Below the radio buttons is a note: 'Choose what type of banner you would like to appear on your homepage. The large banner is a 1140 x 580 px image that spans the full width of the page and the smaller one uses a 680 x 430 px image with a garnet area beside it for a caption.'

Slide: This section contains several controls:

- 'Show this slide': A checked checkbox.
- 'Enable video': An unchecked checkbox.
- 'Order': A dropdown menu set to '1'.
- 'Image': A text field containing the placeholder code '{{f.5168844}}' and a 'Clear' button. Below it is the path: 'Path: /_resources/img/home_banner_placeholder_1140x580.jpg'.
- 'Image Description': A text field containing 'Update Image Description'.
- A large gray placeholder image with the text '1140 x 580' in the center.
- 'Caption head': A rich text editor with a toolbar. The text 'Bold text for Emphasis' is entered. Below it is a 'Path:' field containing 'p'.
- 'Caption body': A text area containing the text: 'Use image to showcase your brand personality. Best practice is to use only one image rather than numerous images in a slideshow.'
- 'Caption position': Three radio buttons: 'Top-right', 'Bottom-right' (selected), and 'Bottom-left'. Below them is the note: 'Caption position is only used for the large homepage banners.'
- 'Link or Video': A rich text editor with a toolbar. The text 'Link if Needed' is entered. A red circle highlights the link icon in the toolbar, with a red number '2' below it. Below it is a 'Path:' field containing 'p » strong » a' and the instruction: 'Type desired link text, then highlight and hyperlink it.'

Section Four

JustEdit

Learn how to use the JustEdit toolbar to format text, add pull quotes, and insert images, tables, snippets, and assets.

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JustEdit **Toolbar**

JustEdit is a new way to edit content in OU Campus that allows users to edit pages without leaving the "Preview" view of the content. In the Just Edit editor you can add, edit, and style your text as you would in a word processor; clicking on an editable region will bring up the JustEdit toolbar and the region will become available for editing.



- | | | |
|--|--|--|
|  Save and Exit |  Insert/remove bulleted list |  Insert/edit Images |
|  Exit without saving |  Insert/remove numbered list |  Insert horizontal line |
|  Cut |  Decrease indent |  Insert line break |
|  Copy |  Increase indent |  Insert special character |
|  Paste |  Pull Quote: adds the styling for a pull quote with large quotation marks and gray box |  Show blocks
Clicking this icon surrounds block-level elements on the page with a dotted line and labels them with a small tag. |
|  Paste as Plain Text |  Superscript |  Insert a snippet
(see the Snippets section for more information) |
|  Find or Find and Replace |  Subscript |  Insert an asset that has been created in the asset manager (see the Assets section for more information) |
|  Undo |  Insert/edit links |  Create/edit tables |
|  Redo |  Remove links |  Maximize Content Region: this is especially helpful when working in a callout column |
|  Spell check |  Insert/edit mailto links | |
|  Remove Formatting: removes all formatting for selected text and restores the default settings |  Insert/edit anchor | |
| B Bold | Font Sizes ▾ | |
| I Italic | Paragraph ▾ Preset Paragraph options | |
| | Styles ▾ Preset Styles options | |

Copying/Pasting Content

The  and  JustEdit icons are turned off by default in Firefox. To copy and paste content, use the keyboard shortcut commands “Ctrl+C” and “Ctrl+V” respectively.

Headings and Paragraphs

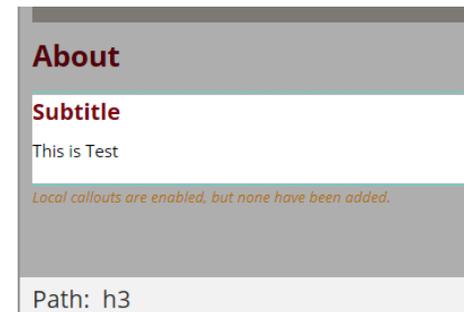
Allowed headings on a page are Heading 3 through Heading 6. Heading 2 is reserved for the main page title which is created by the new page wizard. Headings and paragraphs are added by placing the cursor inside the text and making a selection from the **Paragraph**  menu.

Adding a Pull Quote

To create a pull quote, place your cursor inside the text and click the  icon. When regular text is added after the pull quote, the quote icon has to be clicked again to exit the quote mode. See the Style Guide available from the Add-Ons tab in OU Campus for more information on when and how to use pull quotes.



When copying content outside OU Campus, it is important that the JustEdit  icon be clicked before pasting the content to remove extraneous code that can affect adherence to the official web styles and templates or even break the page. Alternatively, content can be pasted into a text editor like Notepad first, copied from there and then pasted into the with the JustEdit toolbar.



Using the path bar at the bottom of the page to check to see if any additional styling is applied. It should end in p or an H3/H4/etc. but not in span.

Adding or Editing Hyperlinks

Hyperlinks to pages are created by highlighting text and clicking the  icon. They are removed with the  icon.

When inserting a link, the  **button (1)** should always be used to navigate to pages maintained within OU Campus in order to prevent broken links. Only links to pages outside of OU Campus should be typed or pasted in the **“URL” text box (2)** to the left of the  button.

Links to pages not within the sc.edu domain and to documents (PDF, Word, etc.) should open in a new tab. These links should have “New Window” selected for **“Target” (3)** and will automatically render with the  icon unless located in simple and multilink lists.

To insert email hyperlinks, use the  icon.

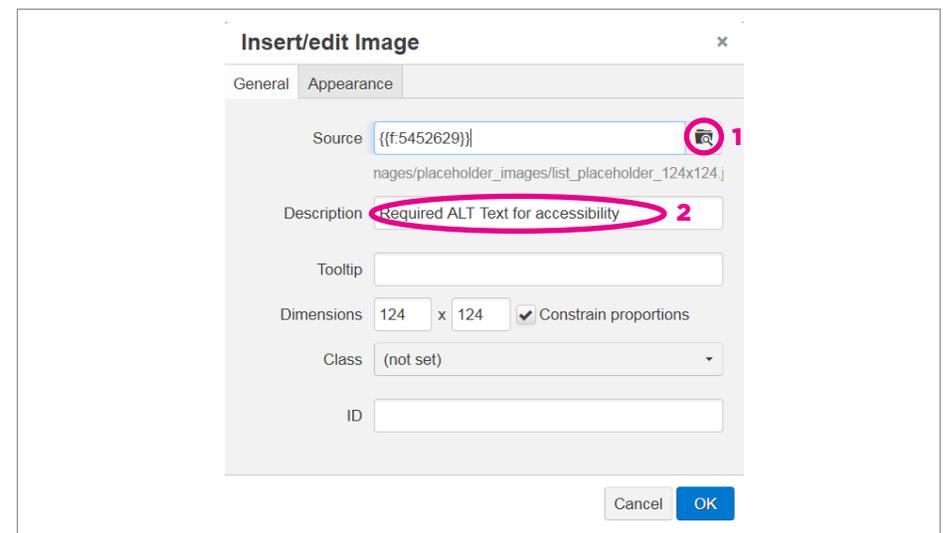
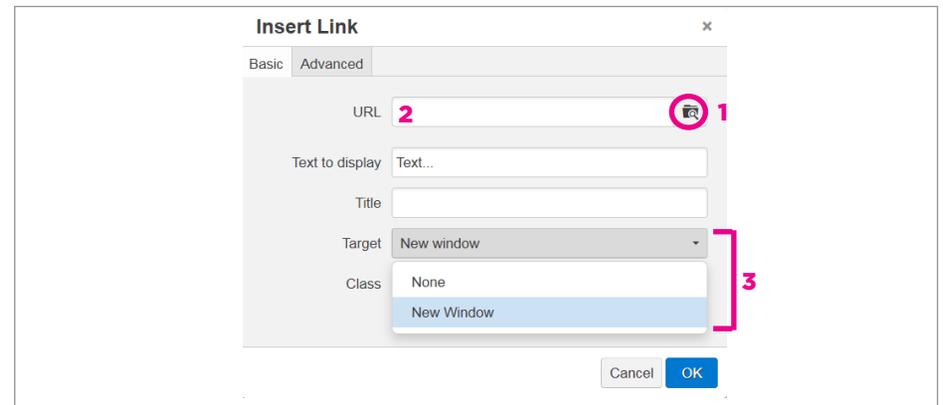
Images

Images previously uploaded to OU Campus can be inserted via the JustEdit  icon. Use the  **button (1)** to navigate to a previously uploaded image and provide a description of the image for **accessibility (2)**.

Do not modify the dimensions for the image. All images should be resized before being uploaded to OU Campus. More information about the correct image dimensions based on the image type can be found on the [Style Guide](#) available from the Add-Ons tab in OU Campus.



Be sure to review the link styles section of the Style Guide before adding any links to you pages. Use contextual links and avoid any “click here” type language. Set proper context around the link so that a site visitor has a general idea of what they are going to see before clicking.



Tables

Tables are inserted with the JustEdit  icon, use this option when building either really simple tables (just two columns) or complex tables with merged cells. Otherwise use the 'Responsive Table' snippet. Use the 'Responsive Table' snippet to create mobile-friendly tables. Do NOT provide width or height or drag the table borders.

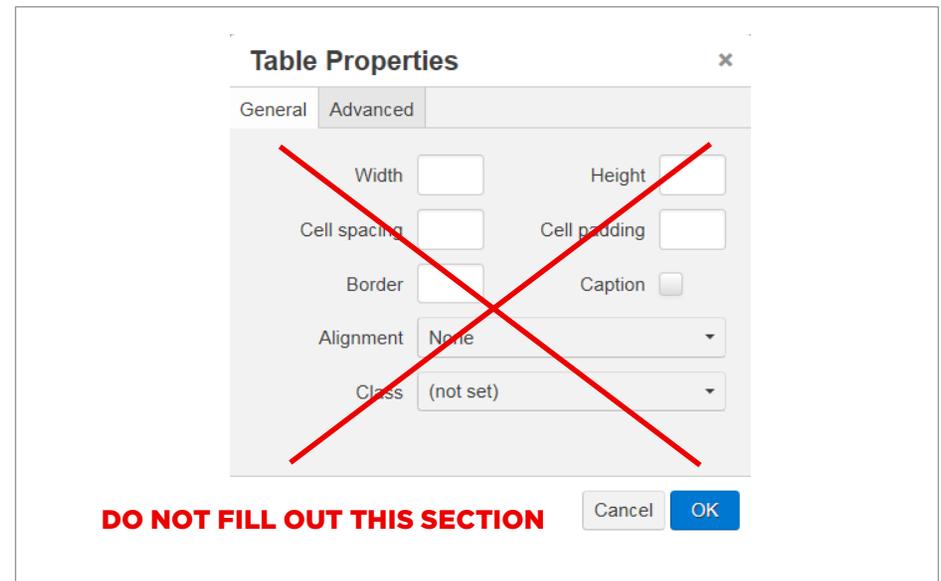
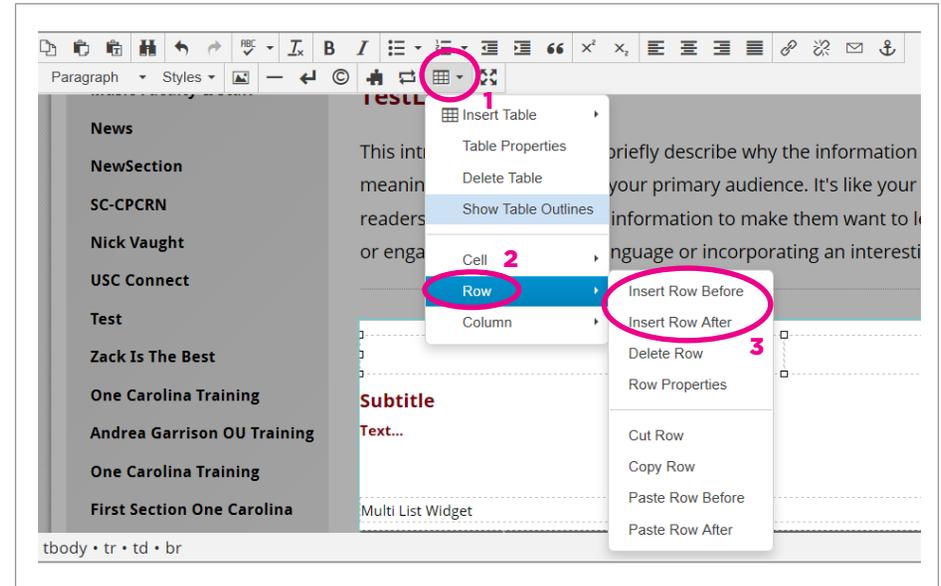
To add rows to a table, place the cursor inside the table, select the  icon (1), hover over the 'Row' (2) option and choose "insert Row Before" or "insert Row After" (3).



If you provide width or height in table properties or drag the table column borders, the table will no longer be mobile-friendly.

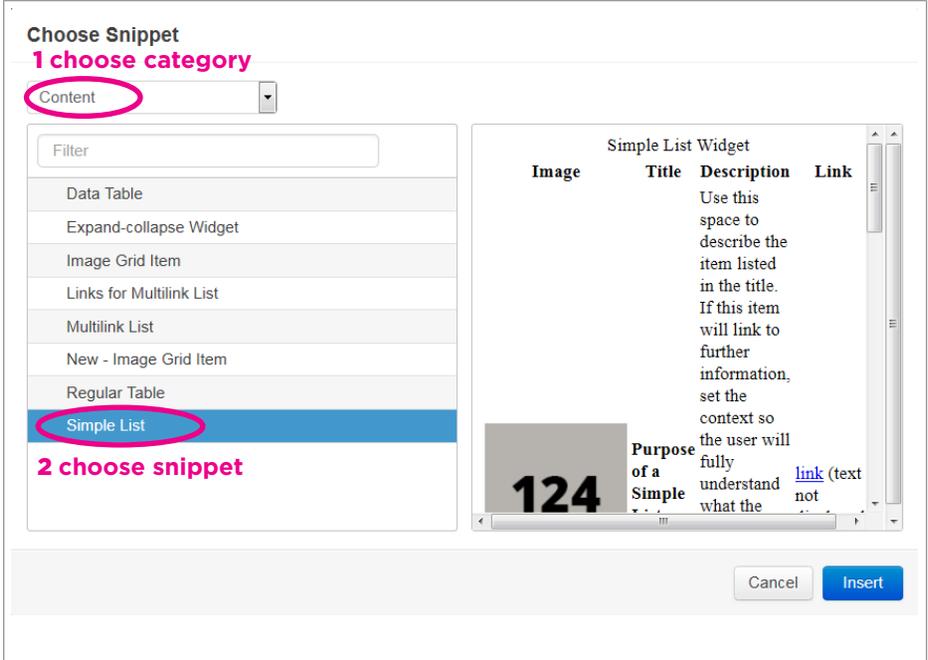


A table can be deleted by placing the cursor inside it and choosing 'Delete Table' from the  dropdown. This table menu can also be accessed by right clicking inside of the table.



Snippets

The JustEdit  icon is for inserting snippets on pages. More information about snippets can be found in the Snippets section.



Choose Snippet
1 choose category

Content

Filter

- Data Table
- Expand-collapse Widget
- Image Grid Item
- Links for Multilink List
- Multilink List
- New - Image Grid Item
- Regular Table
- Simple List**

2 choose snippet

Simple List Widget

Image	Title	Description	Link
		Use this space to describe the item listed in the title. If this item will link to further information, set the context so the user will fully understand what the	link (text not

124

Purpose of a Simple

Cancel Insert

Assets

Assets are first created with the asset manager via the Content->Assets view. Once created, they are inserted on pages. To insert an asset, select the  JustEdit icon.

Section Five

Snippets

Snippets are used to insert preformatted web content inside a page editable region. They are grouped under categories. The two categories of snippets currently used are content and callout. Content snippets are inserted in the main editable region of a page. Callout snippets are inserted in the callout editable region.

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Snippets

Inserting a snippet

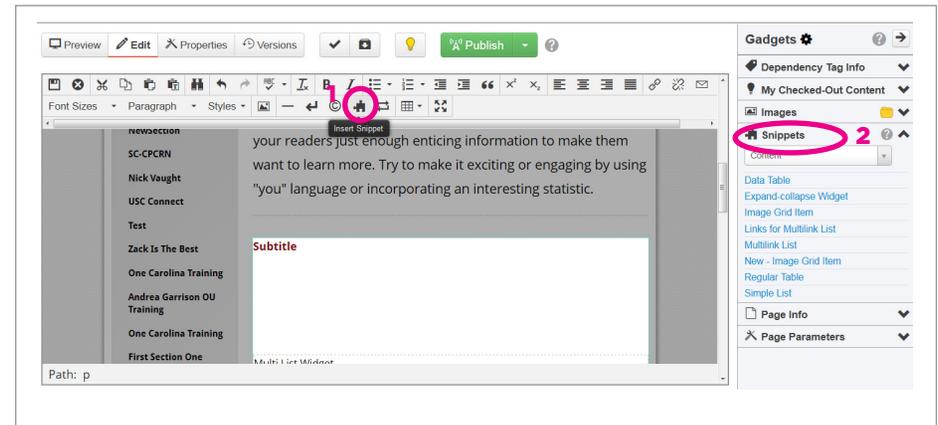
As discussed earlier, snippets can be inserted in one of two ways: via the JustEdit  icon (1) or via the

 Snippets  gadget (2).



Most snippets have placeholder images that show the correct dimensions for that image type.

These images can be updated either with the JustEdit  icon or the Images gadget as shown earlier. When using the JustEdit  icon, delete the default thumbnail image first. If the default image is not deleted prior to navigating to the replacement image, the error message “You do not have the proper permissions to access this directory” will appear.

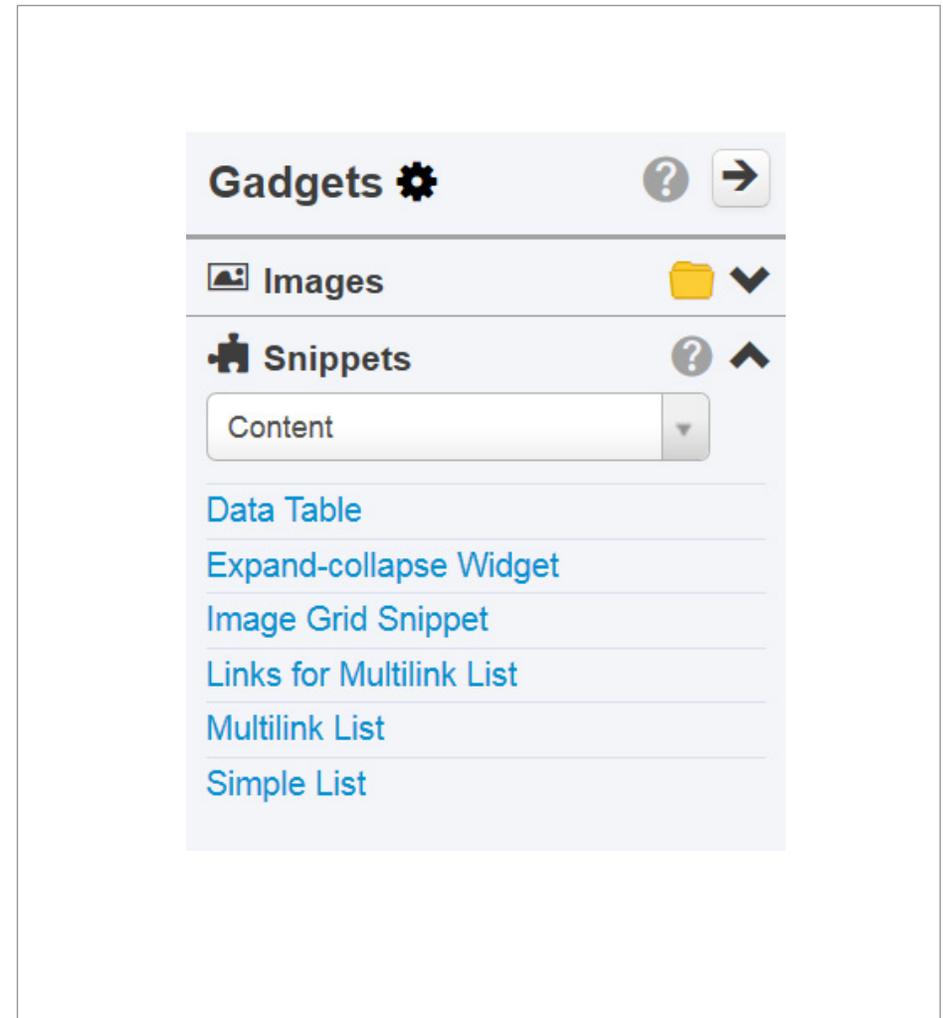


If the Snippets gadget is not visible even after refreshing the page, click the  icon in the Gadgets sidebar and make sure that the checkbox for that type of gadget is selected.

Content snippets

Content snippets are inserted in the main editable region of a page except for the links for multi-link list snippet, which is inserted in the last column of a multi-link list snippet.

- **The simple list snippet** creates a list of items that may or may not link to other content. Only one hyperlink per list item is allowed.
- **The multi-link list** highlights content that may have multiple links per item (links within or outside the site or to a downloadable document). Do NOT use with a callout.
- **The links for multilink list snippet** is inserted in the last column of a multilink list snippet to easily create the three types of links.
- **The image grid snippet** is used to create the image grid template. Do NOT use with any other snippet or banner image.
- **The expand and collapse widget snippet** allows the user to drill into the details of multiple categories with ease. For example, it can be used to create pages for Frequently Asked Questions.
- **The responsive table snippet** creates a mobile-friendly table. Do NOT use with a callout.
- **The data table snippet** creates an interactive table that allows sorting by column and searching the table content by keywords. Do NOT use with a callout.



Simple List

The simple list snippet can be used in the main editable region on any page type other than a grid page. When inserted on the page, the simple list snippet will create a table with two default rows and four columns. When pasting text inside the snippet table that was NOT copied from an editable region in OU Campus, make sure the  icon is clicked first to prevent unwanted formatting and styles from being introduced and possibly breaking the page.

- (optional) The thumbnail images for the simple list snippet are optional but their use should be kept consistent - they should either be used on all list items or on none of them. All thumbnail images should be uploaded in advance to OU Campus and should have the correct dimensions - 124 by 124 px.
- Both “Title” and “Description” should be provided for each list item.
- (optional) The “link” placeholder should be updated by using the  tool to navigate to a page in the same section. The text of the link will not display.
- Additional list items can be inserted with the ‘Insert Row Before’ or ‘Insert Row After’ options from the JustEdit  dropdown. Use the links for multilink list snippet below to create the links for the new table row.



Choose the thumbnail image as a detail of the banner image on the page it is linking to.



Simple lists only allow one paragraph of text and one link. Any styling or inline links within the description will automatically be stripped out and run together as one paragraph.

Image	Title	Description	Link
	USC Bands	Committed to providing outstanding musical opportunities for students of all levels and abilities regardless of your major, USC Bands offers both concert ensembles and athletic band experiences. The Carolina Band performs for Gamecock fans each week and members are majors from virtually every school at the university.	link
	Choral Ensembles	Choral ensembles include the Concert Choir, University Chorus, Gospel Choir, Carolina Alive Vocal Jazz Ensemble, Graduate Vocal Ensemble, Men's Chorus and Women's Chorus.	link

When the page is published the snippet will appear like the one shown below.

	USC Bands »	Committed to providing outstanding musical opportunities for students of all levels and abilities regardless of your major, USC Bands offers both concert ensembles and athletic band experiences. The Carolina Band performs for Gamecock fans each week and members are majors from virtually every school at the university.
	Choral Ensembles »	Choral ensembles include the Concert Choir, University Chorus, Gospel Choir, Carolina Alive Vocal Jazz Ensemble, Graduate Vocal Ensemble, Men's Chorus and Women's Chorus.

Multi-link List

The multi-link list will appear as a table with two default rows and four columns. When pasting text inside the snippet table that was NOT copied from an editable region in OU Campus, make sure the  icon is clicked first to prevent unwanted formatting and styles from being introduced and possibly breaking the page.

The multilink list snippet is updated in the same manner as the simple list snippet. The only difference is in how its links are updated and displayed.

- The multilink list supports several links per list item.
- There are three types of links – link to an internal page (“Read More”), link to an external page (“External”), and link to a document (“Download”) – that are styled differently.
- The text for the links can be modified but should be kept consistent across the site.
- Additional list items can be inserted with the ‘Insert Row Before’ or ‘Insert Row After’ options from the JustEdit  dropdown. Use the links for multilink list snippet below to create the links for the new table row.

Links for Multilink List Snippet

The links for multilink list snippet is used to create the three types of links for a multilink list.

Quick Tip!

Before inserting the links for multilink list snippet, delete the default bullet in the last column of the new row. If the link style does not render properly, place the cursor inside the link and select the  icon. Make sure the correct link class is selected from the ‘Class’ dropdown (1).

Multilink List Widget

Image	Title	Description	Link
	Choirs	From Renaissance to jazz to gospel, the USC choirs have a long and distinguished history. The prestigious Concert Choir, our most select choral ensemble, has performed around the world including Spain, Italy and Austria.	<ul style="list-style-type: none">• View Events• Learn More
	Orchestras	Maestro Donald Portnoy directs the USC Symphony Orchestra, one of the top university orchestras in the region. Concerts take place at the Koger Center for the Arts. Season tickets are available. The Chamber Orchestra and Campus Orchestra also present concerts each year at the Koger Center.	<ul style="list-style-type: none">• View Events• Learn More

When the page is published the snippet will appear like the one shown below.

	Choirs From Renaissance to jazz to gospel, the USC choirs have a long and distinguished history. The prestigious Concert Choir, our most select choral ensemble, has performed around the world including Spain, Italy and Austria.	View Events » Learn More »
	Orchestras Maestro Donald Portnoy directs the USC Symphony Orchestra, one of the top university orchestras in the region. Concerts take place at the Koger Center for the Arts. Season tickets are available. The Chamber Orchestra and Campus Orchestra also present concerts each year at the Koger Center.	View Events » Learn More »

Insert Link

Basic | Advanced

(Not Set)

URL (custom) 1

Text to display: **Multilink More**

Title: Multilink External

Title: Multilink Download

Target: Citation for Blockquote

Class: (not set)

Cancel OK

Image Grid Snippet

An image grid item snippet can be used to link to pages within the section, open an image gallery in a fancy box, or play a video in a light box.

The image grid item snippet uses the familiar table layout.

- Each row of the snippet creates an image grid item and should include an image (255 by 255 px), title, and description.
- To link to a page from the image grid item, update the "Link" placeholder in the "Link or Asset" column via the JustEdit  tool.
- To open an image gallery from the grid item, insert the image gallery asset in "Link or Asset" column.
- To play a video, update the "Link" placeholder via the JustEdit  tool in the "Video Link" column.



Choose the grid image as a detail of the banner image on the page it is linking to.

	Image	Title	Description	Link or Asset	Video Link
Link Grid Item		Notes and press releases	Public relations student Anna Mathis communicates through writing and music. She performs with the Trans-Siberian Orchestra and Michael Bublé and writes for and edits websites for musicians.	Link	Link (hyperlinked text, not displayed)
Video Grid Item		Lane wins Best Sports Story	Rixon Lane took first place in the RTNDA-C competition in the Best Sports Story category for his report "Recruiting Rankings," produced in his senior capstone course, Carolina News.	Link (hyperlinked text, not displayed) OR Image Gallery Asset	Link (hyperlinked text, not displayed)
Image Gallery Grid Item		Art from a boring product	It is difficult to make an interesting photo of a simple, everyday object, especially if you can't add colorful props or backgrounds. In Dr. Keith Kenney's advanced photography class, students could only vary camera-to-subject distance, angle, composition, focus, depth of field, and lighting.	ASSET "Photography_Kenney" CANNOT BE SHOWN IN WYSIWYG	

When the page is published the snippet will appear like the one shown below.

		
<p>Notes and press releases »</p> <p>Public relations student Anna Mathis communicates through writing and music. She performs with the Trans-Siberian Orchestra and Michael Bublé and writes for and edits websites for musicians.</p>	<p>Lane wins Best Sports Story »</p> <p>Rixon Lane took first place in the RTNDA-C competition in the Best Sports Story category for his report "Recruiting Rankings," produced in his senior capstone course, Carolina News.</p>	<p>Art from a boring product »</p> <p>It is difficult to make an interesting photo of a simple, everyday object, especially if you can't add colorful props or backgrounds. In Dr. Keith Kenney's advanced photography class, students could only vary</p>

Expand-Collapse Widget

The expand-collapse widget is a table with two columns: "Title" and "Expanded Details". "Title" is the summary shown when the widget is collapsed and "expanded details" is the detailed description appearing when it is expanded. The details section allows multiple paragraphs, inline links, bullets and other inline styling.



The Expand-Collapse widget can support inline styling and links in the details but NOT in the summary. Do not create any hyperlinks in the "Title" column of the snippet.

Expand-Collapse Widget	
Title	Expanded Details
Vulnerability Databases	<ul style="list-style-type: none">• Secunia Advisories - Searchable database of vulnerabilities, maintained by Secunia• NIST NVD - National Vulnerability Database. Searchable database of vulnerabilities, maintained by the National Institute of Standards and Technology, sponsored by the Department of Homeland Security• SANS Top 20 - Top 20 vulnerabilities in each of several categories, as rated by SANS
Training Resources	<ul style="list-style-type: none">• SANS Training - SANS provides <i>real world</i> information security related training for all skill levels and IT specialties.• SANS Partnership Series - A program for discounted training.• EDUCAUSE Security Professionals Conference - a series of workshops• Cornell Institute for Computer Policy and Law - An intensive three and a half-day seminar examining the impact that widespread use of the Internet has on college and university policies, procedures, and judicial systems.

When the page is published the snippet will appear like the one shown below.

Safe Computing	Expand all +
Threats on the Net (Viruses, Hoaxes, Scams, etc)	-
<ul style="list-style-type: none">• Snopes - A searchable database of urban legends, hoaxes, and scams ... as well as true stories. Also lists articles by category and date.• SANS Internet Storm Center - A collaborative effort to provide a free analysis and warning service to thousands of Internet users and organizations	
Useful Downloads	+
Vulnerability Databases	+
Training Resources	+

Responsive Table

The responsive table snippet is preconfigured with 4 columns and 11 rows. Rows and columns can be inserted or deleted via the "Row" and "Column" options of the JustEdit  dropdown.

Data Table

A data table looks like a regular table when updated with the JustEdit toolbar. Additional rows and columns can be inserted from the "Row" and "Column" options of the JustEdit  dropdown. The keywords column will not display when the page is published but is used to store keywords for each row. When a search in the data table is performed, only rows tagged with these keywords will be shown. Each column of a data table will be sorted when its header row is clicked.

Data Table Snippet

Title	Type	Format	Subject	(hidden keywords)
Academic Dashboard	Faculty Recognition Awards (Academic Dashboard)	Document	PDF	
Academic Dashboard	Faculty Sponsored Awards (Academic Dashboard)	Document	PDF	
Academic Programs	Academic Planning Calendar	Calendar	PDF	
Academic Programs	Carolina Core Course Approval Process - Flowchart	Document	PDF	
Academic Programs	Carolina Core Course Approval Process - Status Summary Chart	Document	PDF	
Academic Programs	2014-2015: CHE Approval Timeline - NEW CERTIFICATES	Document	PDF	
Academic Programs	2014-2015: CHE Approval Timeline - NEW PROGRAMS	Document	PDF	

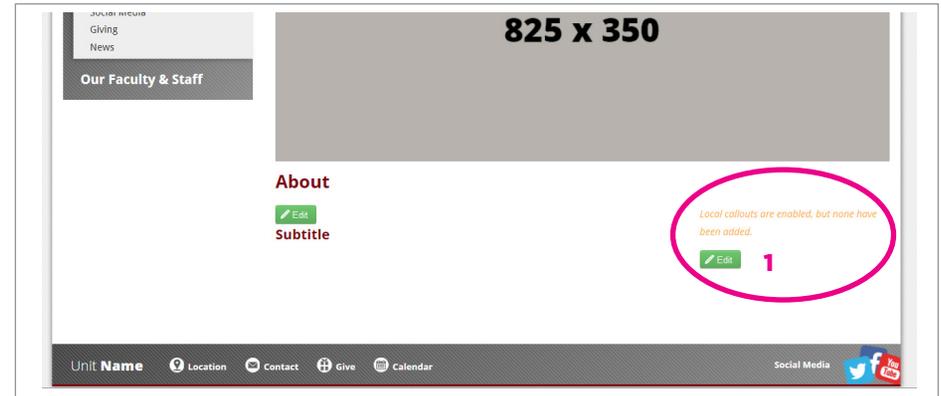
When the page is published the data table snippet will appear like the one shown below.

Filter:

Title	Type	Format	Subject
Academic Dashboard	Faculty Recognition Awards (Academic Dashboard)	Document	PDF
Academic Dashboard	Faculty Sponsored Awards (Academic Dashboard)	Document	PDF
Academic Programs	Academic Planning Calendar	Calendar	PDF
Academic Programs	Carolina Core Course Approval Process - Flowchart	Document	PDF
Academic Programs	Carolina Core Course Approval Process - Status Summary Chart	Document	PDF
Academic Programs	2014-2015: CHE Approval Timeline - NEW CERTIFICATES	Document	PDF
Academic Programs	2014-2015: CHE Approval Timeline - NEW PROGRAMS	Document	PDF

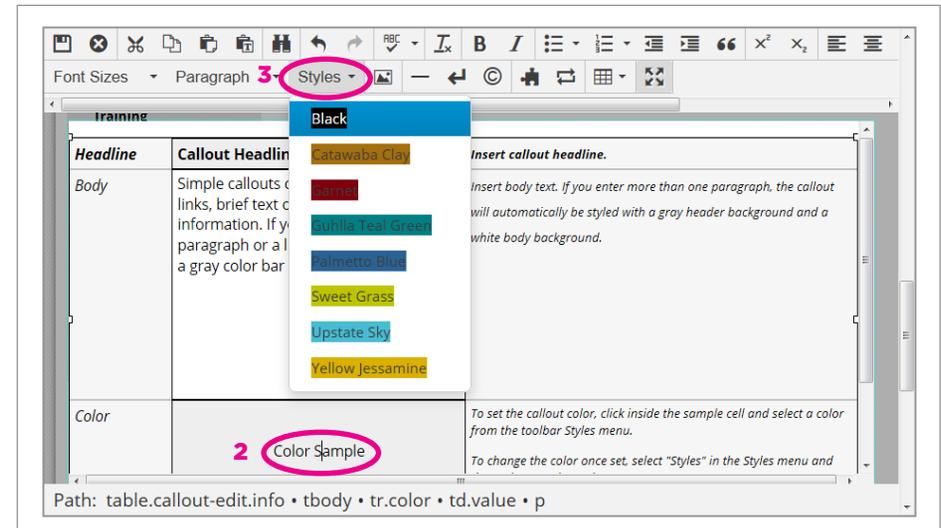
Callout snippets

Before callout snippets can be inserted, the callout editable region has to be enabled by selecting “Show callout column” and “Use local callouts” in page properties. The callout editable region will appear in the **right section of the page (1)** when the page is viewed in edit mode.



To create a callout snippet, choose the “Callout” category when inserting it. Select one of the eleven available callout options: simple callout, spotlight, quick-fact, audio, video, image gallery, single image gallery, flip card, calendar, twitter, or form.

The color for a callout is selected by placing the cursor in the **“Color Sample” cell (2)** of the snippet table (only image gallery callouts do not allow selecting a color) and choosing a color from the **“Styles” JustEdit menu (3)**.

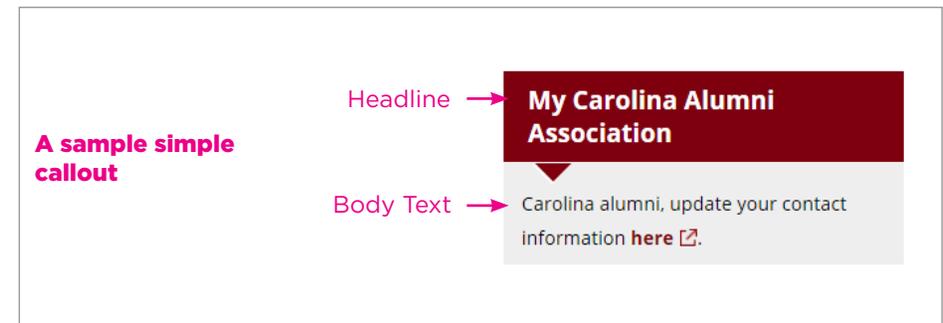


When changing the color, it is important to clear the current color first by selecting it again in the “Styles” menu before choosing a different color.

Simple Callout

The simple callout contains text with a color bar header and can be a collection of links, brief text or other related information. If there is more than one paragraph or a list of links, it defaults to a gray color bar and garnet headline. The callout headline is required.

Headline	My Carolina Alumni Association	The callout headline.
Body	Carolina alumni, update your contact information here .	The body text. If you enter more than one paragraph, the callout will automatically be styled with a gray header background and a white body background.
Color	Color Sample	To set the callout color, click inside the sample cell and select a color from the toolbar Styles menu. To change the color once set, select "Styles" in the Styles menu and then select another color.



Spotlight Callout

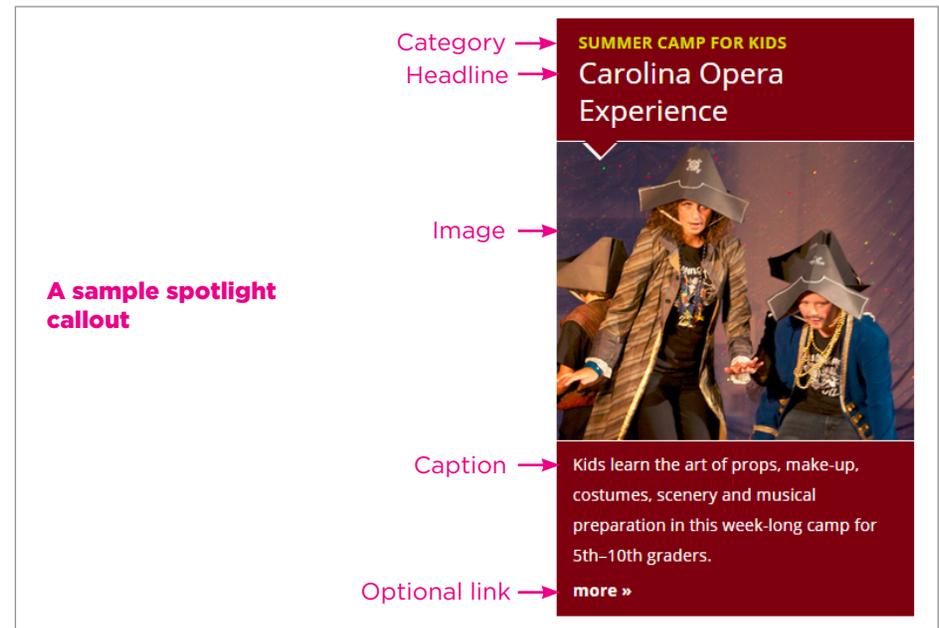
The spotlight callout is intended to visually highlight something or someone. It features a prominent image, a short blurb of text and a single link if needed.

- The spotlight callout can have one headline or two. The “Category” headline is optional.
- The image is inserted in the “Photo” cell and should be 465 pixel-wide.
- The text typed in the ‘Caption’ cell will appear below the image.
- The link is optional and will appear below the caption.

Category	Summer camp for kids	<i>The callout category. Please use one of the following categories where possible: Student Spotlight, Faculty Spotlight, Staff Spotlight, Alumni Spotlight, Event Spotlight, Donor Spotlight, Program Spotlight.</i>
Headline	Carolina Opera Experience	<i>The callout headline.</i>
Photo		<i>To replace the image, first click it and then click the  icon on the toolbar.</i>
Caption	Kids learn the art of props, make-up, costumes, scenery and musical preparation in this week-long camp for 5th–10th graders.	<i>The callout caption.</i>
Link	more	<i>To change the link, first click it and then click the  icon on the toolbar.</i>
Color	<div style="background-color: #800000; color: white; padding: 2px;">Color Sample</div>	<i>To set the callout color, click inside the sample cell and select a color from the toolbar Styles menu. To change the color once set, select "Styles" in the Styles menu and then select another color.</i>



Avoid using headshots as callout images



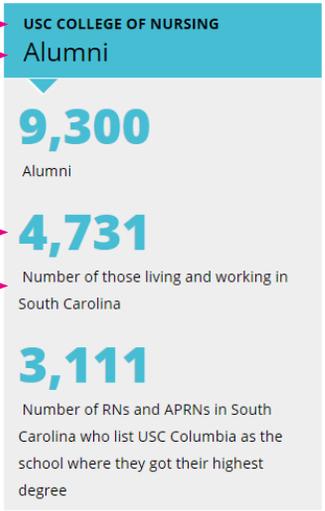
Quick Fact Callout

The quick fact callout is designed to highlight one or more important facts about a school or program.

- Both a number and description should be provided for each fact.
- The snippet is preconfigured with three rows. With the cursor inside the **Quick Facts section (1)**, select 'Insert Row Before' or 'Insert Row After' from the 'Row' option of the JustEdit  dropdown.

Category	USC College of Nursing		The callout category.
Headline	Alumni		The (optional) callout headline.
Quick Facts	Number	Description	Each row in the table represents one Quick Fact. You can have one, two, or three in a single callout. Rows that are missing a number will be ignored.
	9,300	Alumni	
	4,731	Number of those living and working in South Carolina	
	3,111	Number of RNs and APRNs in South Carolina who list USC Columbia as the school where they got their highest degree	
Color	Color Sample		To set the callout color, click inside the sample cell and select a color from the toolbar Styles menu. A quick-fact callout should use the following colors ONLY: Sweet Grass, Upstate Sky, and Yellow Jessamine. To change the color once set, select "Styles" in the Styles menu and then select another color.

A sample quick fact callout



Category → USC COLLEGE OF NURSING
Headline → Alumni

Number → 9,300
Alumni

Number → 4,731
Description → Number of those living and working in South Carolina

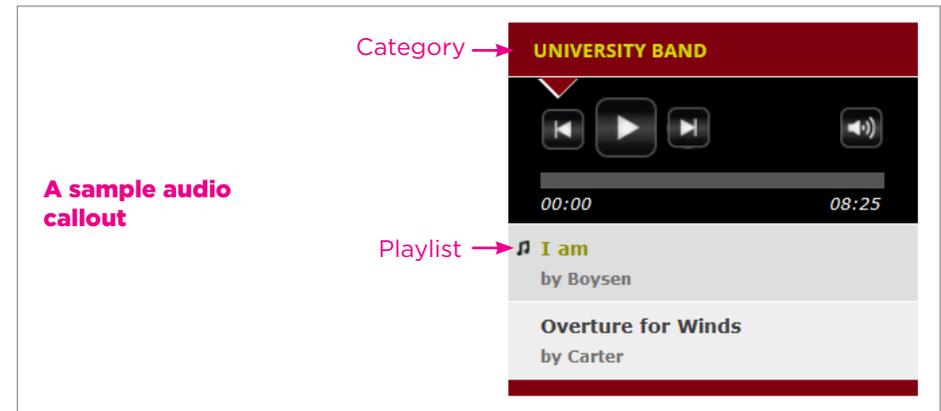
3,111
Number of RNs and APRNs in South Carolina who list USC Columbia as the school where they got their highest degree

Audio Callout

The audio callout features a short playlist and can be used to give a preview of performances or lectures.

- Both “Title” and “Artist” should be provided for each recording in the playlist.
- Audio callouts require a third party host like Kaltura.
- Only the MP3 link should be updated with the audio link generated by Kaltura.

Category	University Band				The callout category.
Playlist	Title	Artist	MP3	Ogg	<p>Each row in the table represents one audio file. To add more files to the playlist, insert rows using the controls on the toolbar. Rows without a title will be ignored.</p> <p>For each file, enter the title and the artist. Then, click the link in the MP3 column and use the  icon on the toolbar to link to an MP3 file. If there is an Ogg version of the same audio, enter the Ogg link in the same way. (Ogg is required for playback in the Firefox browser.)</p>
	I am	Boysen	link	link	
	Overture for Winds	Carter	link	link	
			link	link	
			link	link	
Color	Color Sample				<p>To set the callout color, click inside the sample cell and select a color from the toolbar Styles menu.</p> <p>To change the color once set, select "Styles" in the Styles menu and then select another color.</p>

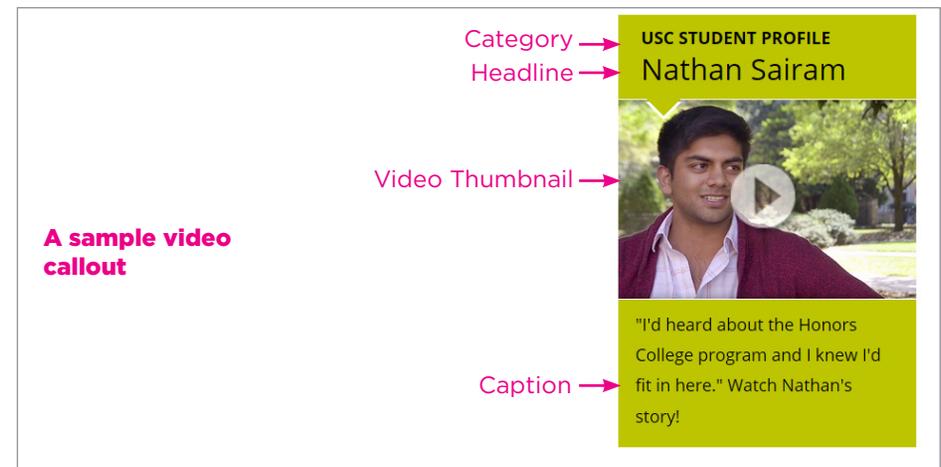


Video Callout

This callout includes an embedded video that, when clicked, will pop up in a light box and play from its source (e.g. Kaltura, YouTube). It contains a still image with a play button to indicate the video.

- “Category” and “Caption” are optional. The caption text will appear underneath the video.
- The video callout image should be 465 by 310 px.
- Paste the link generated with YouTube or Kaltura in the **“Embed URL” table cell (1)**. To generate the link from YouTube follow these steps:
 - Navigate to the YouTube video.
 - Click on the  **Share** link below the video.
 - Click on the **Embed** button from the additional menu that will appear.
 - Copy the **entire** string between the quotation marks (**do NOT copy the quotation marks**) after **“src=”(2)** that will appear inside a textbox.

Category	USC Student Profile	<i>Insert callout category (optional).</i>
Headline	Nathan Sairam	<i>Insert callout headline.</i>
Thumbnail		<i>To replace the thumbnail, click the  icon on the toolbar.</i>
Embed Script		<i>If provided with an embed script, paste the entire <script> tag into the cell on the left.</i> Note: This option will override the other two options below.
Embed URL	1 https://www.youtube.com/embed/9LdQLpTxE3o	<i>To embed a video from a site like YouTube, enter the URL from the embed code as text in the cell on the left.</i> Note: This option will be overridden if you insert a video file below.
Video File		<i>To use a local video file, insert it in the cell on the left by clicking the  icon on the toolbar. Do not change the dimensions; they will be set automatically.</i> Note: If this option is used, it will take precedence over the Embed URL entered above.
Caption	"I'd heard about the Honors College program and I knew I'd fit in here." Watch Nathan's story!	<i>Insert callout caption (optional).</i>
Color		<i>To set the callout color, click inside the sample cell and select a color from the toolbar Styles menu.</i> <i>To change the color once set, select "Styles" in the Styles menu and then select another color.</i>



Share	Embed	Email	✕
2 <code><iframe width="560" height="315" src="https://www.youtube.com/embed/9LdQLpTxE3o" frameborder="0" allowfullscreen></iframe></code>			

Image Gallery Callout

An image gallery callout showcases multiple images for users to browse through. The callout will display up to 8 thumbnails but the gallery can contain unlimited number of images. When clicked, each thumbnail in the callout will open a light box where the viewer can click through all the images.

Image gallery callouts require that an image gallery asset be created beforehand.

- Create an image gallery asset via the Asset Manager.
- Select 'Crop' for 'Thumbnail Aspect Ratio' and type '100' in both the 'W' and 'H' text boxes for 'Maximum Thumbnail Size'.
- Insert the image gallery asset in the **"Gallery Asset" row (1)**.
- Provide a **description in the snippet (2)** that will appear above the image gallery thumbnails in the callout.

Category	Photo Gallery	The callout category.
Headline	Carolina Band	The (optional) callout headline.
Description 2	Carolina Band performs at Williams-Brice stadium	The gallery description.
Gallery Asset 1	ASSET "Image Gallery Bands 01" CANNOT BE SHOWN IN WYSIWYG	

A sample image gallery callout

Category → PHOTO GALLERY
Headline → Carolina Band
Description → Carolina Band performs at Williams-Brice stadium
Gallery Asset →

Click thumbnails to enlarge images

Single Image Gallery Callout

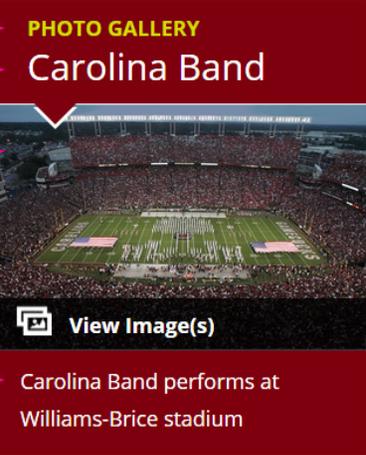
The single image gallery callout will display one thumbnail but the gallery can contain unlimited number of images that can be viewed when the thumbnail is clicked.

Image gallery callouts require that an image gallery asset be created beforehand.

- Create an image gallery asset via the Asset Manager.
- Select 'Crop' for 'Thumbnail Aspect Ratio' and type '465' in both the 'W' and 'H' text boxes for 'Maximum Thumbnail Size'.
- Insert the image gallery asset in the **"Gallery Asset" row (1)**.
- Provide a **description in the snippet (2)** that will appear below the thumbnail in the callout.

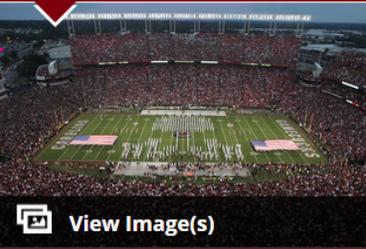
Category	Photo Gallery	The callout category.
Headline	Carolina Band	The (optional) callout headline. Optionally 'linkable' as well.
Description	2 Carolina Band performs at Williams-Brice stadium	The gallery description.
Gallery Asset	1 ASSET "Image Gallery Bands 01" CANNOT BE SHOWN IN WYSIWYG	Insert a gallery asset here. On the toolbar, click the  (Insert/Edit Asset) button. <i>*NOTE: This gallery will only display the first thumbnail.</i>

A sample single image gallery callout



Category → PHOTO GALLERY

Headline → Carolina Band

Gallery Asset → 

Description → Carolina Band performs at Williams-Brice stadium

Form Callout

A form callout is designed to collect a small amount of information, such as an email address for a newsletter or a phone number for a follow-up call. Only one form can be used on a page. Form callouts require that a form asset be created beforehand.

- Create a managed form asset via the Asset Manager.
- Insert the form asset in the **“Managed Form Asset”** cell (1).
- Provide a **description in the snippet (2)** that will appear above the form in the callout.

Category		The callout category.
Headline	Ask a Question	The (optional) callout headline.
Description	2 Have a question, but can't find the answer on this website? Ask it here and we'll get back to you.	One paragraph of text describing the purpose of your form.
Managed Form Asset	1 ASSET "AskAQuestion" CANNOT BE SHOWN IN WYSIWYG	Insert the Managed Form Asset here. On the toolbar, click the  (Insert) to select a Managed Form Asset.

A sample form callout

Category →

Headline →

Description →

Form Asset →

Ask a Question

Have a question, but can't find the answer on this website? Ask it here and we'll get back to you.

Full Name *

Email Address *

Question *

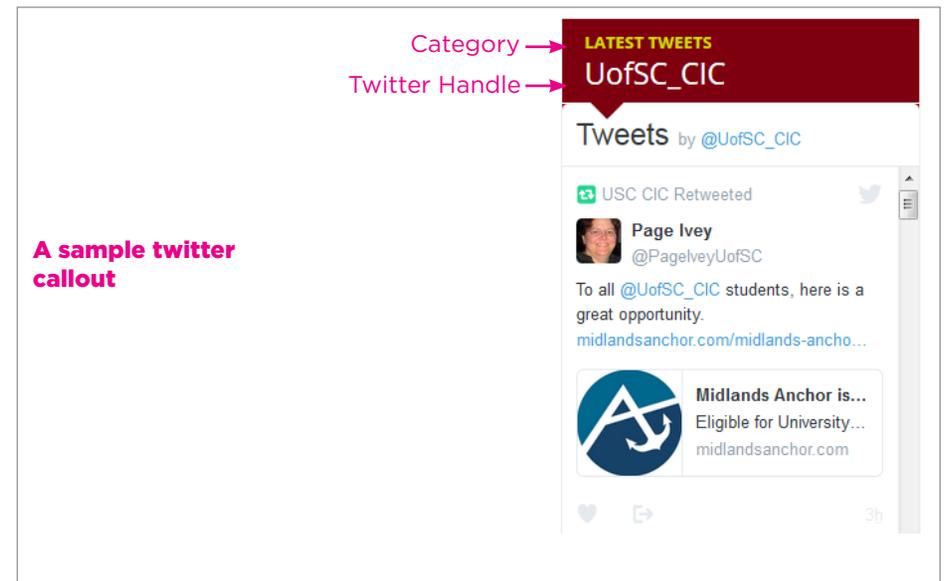
SUBMIT

Twitter Callout

The twitter callout pulls tweets of a designated twitter account. The suggested category field is labeled “Latest Tweets” and the secondary headline identifies the twitter handle of the linked account.

1. Type the Twitter handle/user name
2. Type the Twitter Timeline Link from your profile in Twitter.

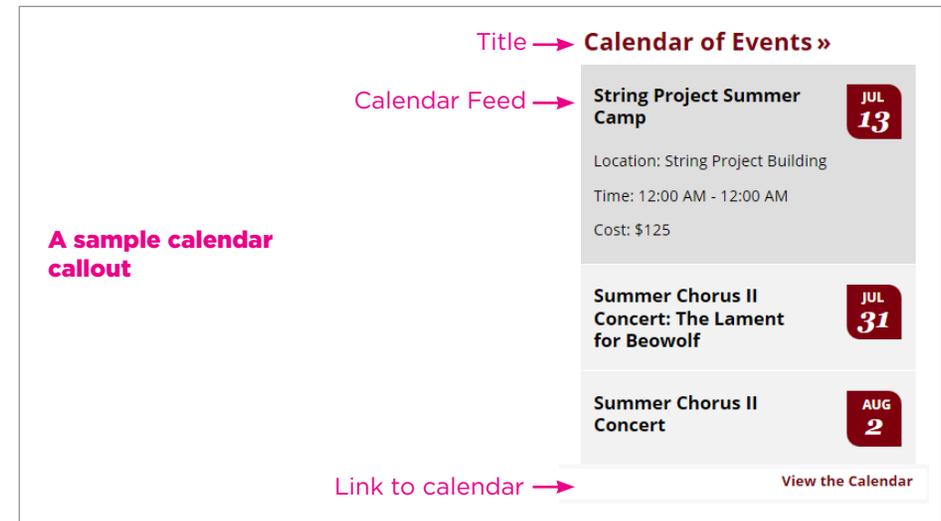
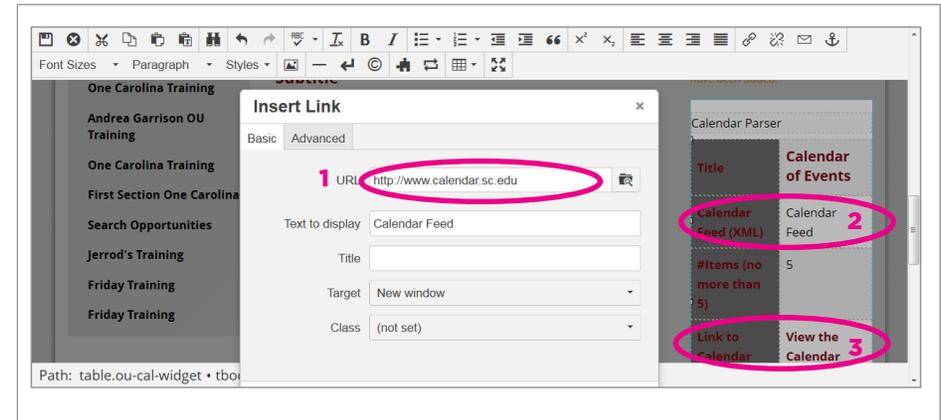
Headline	Latest Tweets	The callout headline.
Twitter Handle:	UofSC_CIC	Type in your Twitter handle/u:
Data Widget ID:	439442288117182464	Type in your data widget ID.
Color		To set the callout color, To change the color onc



Calendar Callout

A calendar callout displays up to five upcoming events from the UofSC calendar at <http://www.sc.edu/calendar/uofsc>. Each item holds the title, date, location, time, cost and a link to more details. To create a calendar callout:

1. Generate the link for the XML feed of events.
2. Insert the calendar callout on the page.
 - Select the “Calendar Feed” text and click the JustEdit  tool.
 - Paste the XML link in the “Link URL” field of the “Insert/Edit Link” window(1).
 - Update “Title”(2) and “Link to Calendar”(3) if needed.
 - Type a number to select how many events to show up in the callout (up to 5).

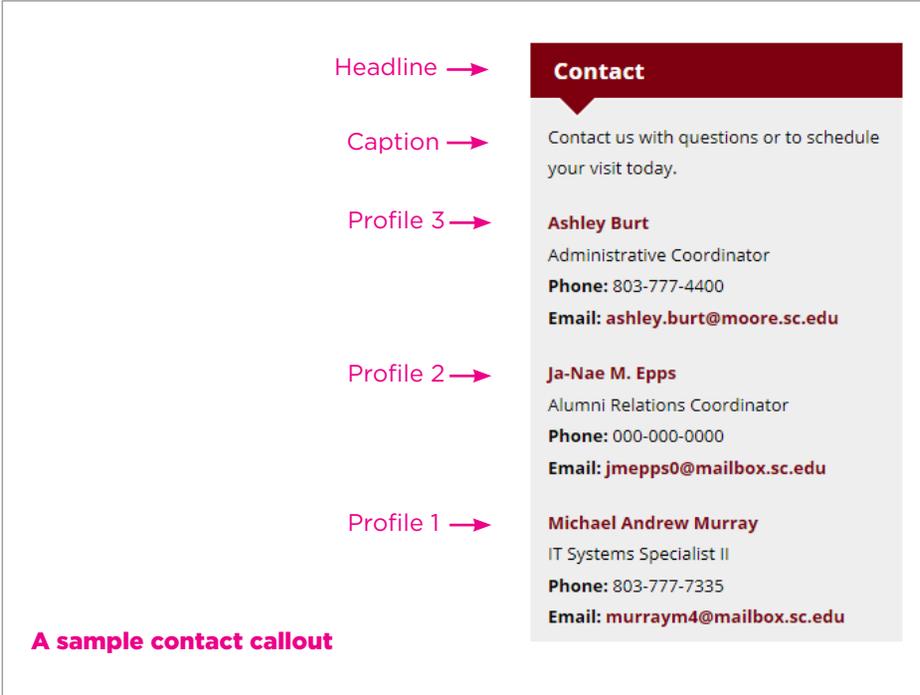


Contact Callout

The contact callout displays contact information (name, title, phone number, email address, and a link to their profile page) for up to three people from the faculty and staff directory and displaying their contact information. It allows maintaining the information in one place – on the profile pages – and will automatically update should the profile information change. It is styled like a simple callout.

1. Fill out a headline and a caption.
2. Link to the “index.pcf” page in the faculty and staff section. You can link to a directory outside of the current site, but everyone in the callout must be from the same directory. For example, you can use this callout on your internal site to display directory information from your external site.
3. Link to each profile page (up to three) - e.g. highlight the word “Profile 1” and use  to navigate to the respective profile page. The “Profile 1” text can be updated with the actual name of the faculty/staff member.
4. The callout will default to gray if a color is not selected from the “Styles” menu.

Headline	Contact	
Caption	Contact us with questions or to schedule your visit today.	<i>Insert a caption here.</i>
Feed	Main Direcory Page	<i>Insert a link to the main directory page (XML or PHP).</i>
Profile 1	Profile 1	<i>Insert a link to the profile page (PHP).</i>
Profile 2	Profile 2	<i>Insert a link to the profile page (PHP).</i>
Profile 3	Profile 3	<i>Insert a link to the profile page (PHP).</i>
Color	Color Sample	<i>To set the callout color, click inside the sample cell and select a color from the color picker. To change the color once set, select “Styles” in the Styles menu and then select a color.</i>



Headline → **Contact**

Caption → Contact us with questions or to schedule your visit today.

Profile 3 → **Ashley Burt**
Administrative Coordinator
Phone: 803-777-4400
Email: ashley.burt@moore.sc.edu

Profile 2 → **Ja-Nae M. Epps**
Alumni Relations Coordinator
Phone: 000-000-0000
Email: jmepps0@mailbox.sc.edu

Profile 1 → **Michael Andrew Murray**
IT Systems Specialist II
Phone: 803-777-7335
Email: murraym4@mailbox.sc.edu

A sample contact callout

Section Six

Assets

Assets allow sharing content across pages or sites in OU Campus. When an asset is updated and published, all pages utilizing the asset will also be updated and published by the OU Campus CMS.

There are also specialized assets, managed form asset and image gallery asset, that allow creating online forms and image galleries.

Section Contents

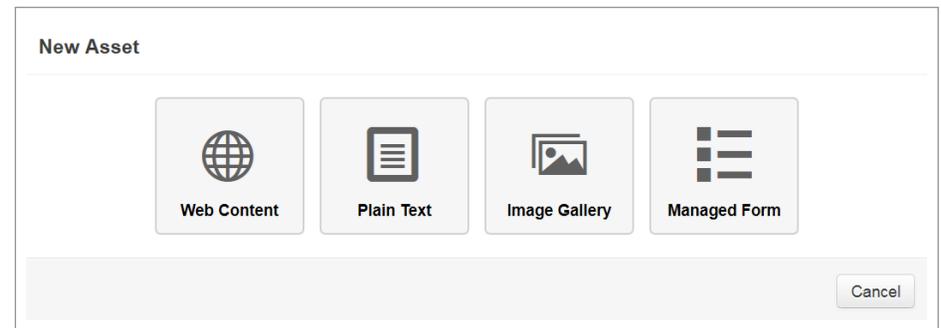
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Assets

Assets are global elements that allow sharing of reusable content across one or more sites in OU campus. They should be used when multiple pages require the same information to be displayed in the same way. Assets allow updating content in one place. There is also specialized content that can only be created as an asset such as image galleries and forms. Assets are applied to pages via the JustEdit  icon.

There are 4 types of assets that a user can create:

- **Web Content** - used to create callouts, snippets, styled text, images or videos shared across pages.
- **Plain text** - used for plain text only, ideal for simple information such as enrollment numbers, phone numbers, etc.
- **Image Gallery** - used to create a collection of images with captions, added to image gallery callouts or image grid items.
- **Managed Form** - used to create forms to add to a page or callout, whose submissions can be both emailed and saved in a database.



Creating an Asset – All Asset Types

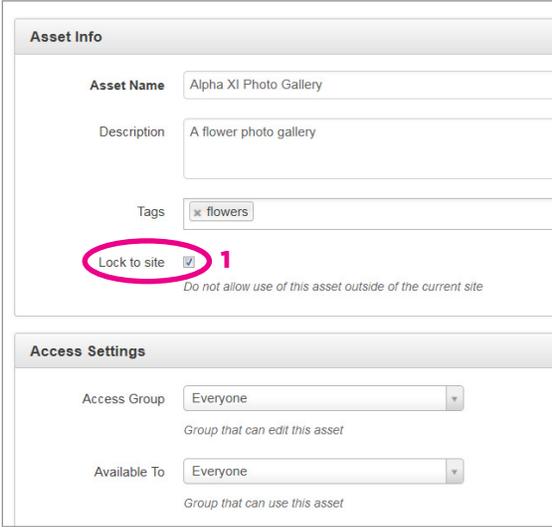
The setup wizard will change based on the type of asset but there are common fields for all assets. To create an asset:

1. Access the asset manager by clicking on the “Content” tab and selecting the “Assets” option.
2. Click the “New” button .
3. Choose one of the four available asset types from the list: *Web Content*, *Plain Text*, *Image Gallery*, or *Managed Form*.
4. Provide descriptive **“Asset Name”** that will appear in the asset manager.
5. (optional) Provide a **“Description”** of the asset. The asset description is not displayed anywhere except inside OU Campus for reference.
6. Make sure the **“Lock to site”(1)** checkbox is selected to make the asset invisible to other sites in OU Campus. Image gallery and form assets are limited to the site where they are created.

After assets are created and published, they can be inserted into pages via the  icon (2) to become part of their content.



The asset manager does not support grouping assets within a folder structure and it is important that asset names follow some conventional method. For example start all gallery assets with “gallery_” in the beginning of the name, or all callouts with “callout_”.



Asset Info

Asset Name: Alpha XI Photo Gallery

Description: A flower photo gallery

Tags: flowers

Lock to site **1**
Do not allow use of this asset outside of the current site

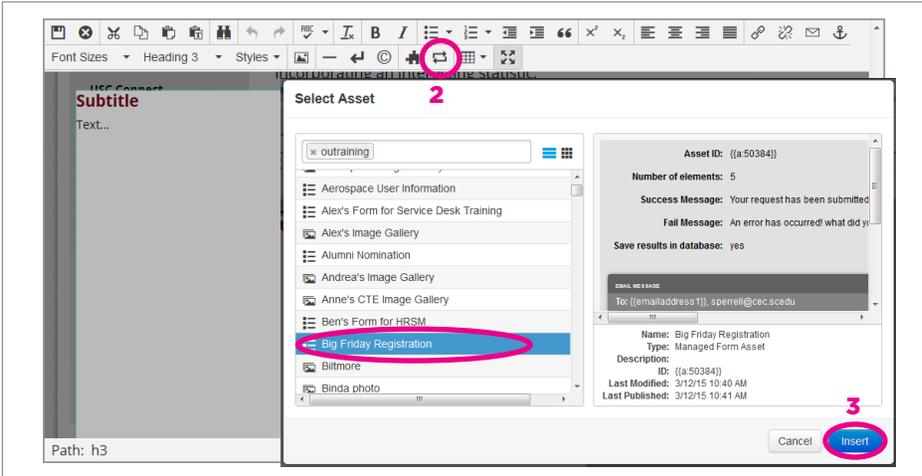
Access Settings

Access Group: Everyone
Group that can edit this asset

Available To: Everyone
Group that can use this asset



Be sure to lock assets to the site. Otherwise, users who may not have access to this site, will still be able to see, edit, and use the asset as it will appear on all sites in OU Campus.



Font Sizes: Heading 3 Styles

Path: h3

Select Asset **2**

outtraining

- Aerospace User Information
- Alex's Form for Service Desk Training
- Alex's Image Gallery
- Alumni Nomination
- Andrea's Image Gallery
- Anne's CTE Image Gallery
- Ben's Form for HRSM
- Big Friday Registration**
- Blitmore
- Binda photo

Asset ID: {(a:50384)}

Number of elements: 5

Success Message: Your request has been submitted

Fail Message: An error has occurred! what did y

Save results in database: yes

EMAIL MESSAGE

To: {(emailaddress1)}, sperrell@cecsc.edu

Name: Big Friday Registration

Type: Managed Form Asset

Description: {(a:50384)}

Last Modified: 3/12/15 10:40 AM

Last Published: 3/12/15 10:41 AM

Cancel **Insert** **3**

Form Asset

In addition to the common fields in the asset manager described above, there are additional sections of Elements, Email Messages and Form Settings for the form asset.

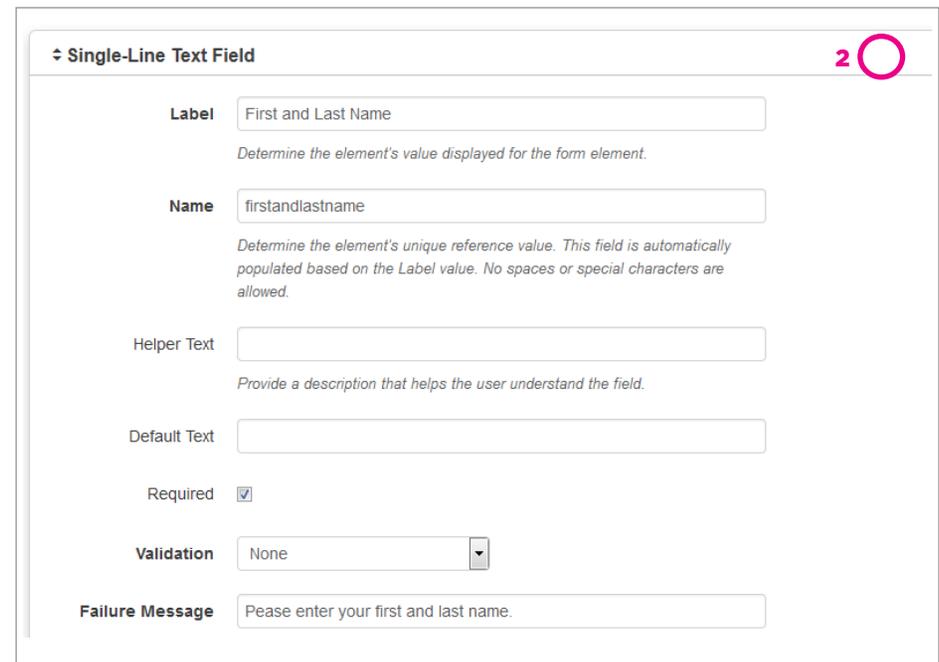
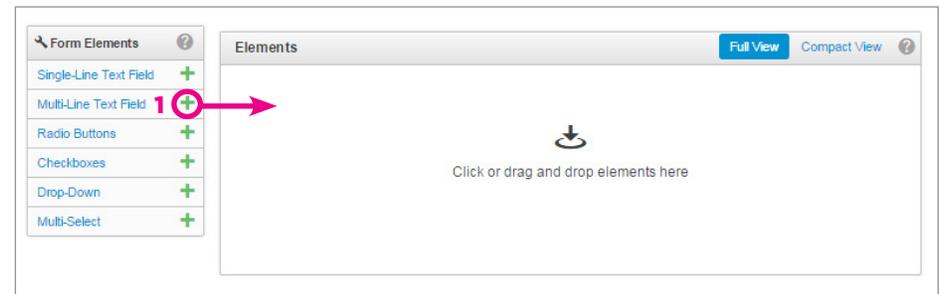
Elements

This section allows adding form fields.

- single-line text field- for shorter text
- multi-line text field - for longer text
- radio buttons - for selecting no more than one of several available options
- check boxes - for selecting one or more of several available options
- Date/Time Picker
- drop-down menu - for selecting one option
- multi-select menu - for selecting more than one option by holding down the “Ctrl/Control” key

To add an element, click on the type of element in the “Form Elements” toolbar, the ‘+’ sign (1), or simply drag the element inside the “Elements” area. Fill out the form field attributes described below to create the element.

To change the order of elements, select the element and drag and drop it in the desired order. To remove an element, click the black 'X' sign (2) in the top right corner of the element.



Form Field Attributes

“Name” – automatically generated from the “Label” attribute when the form field is created. It is used to create the database record. The form data will break if any two elements have an identical name.

“Label” – used to generate the “Name” attribute and provide a label for the form element.

“Required” (2, R) – prevents submission of the form if this field is left empty. It is only available for single-line and multi-line text fields.

“Default” (3, D) - displays as a prompt but will not be recorded in the database.

“Validation” (4) - allows three options for field validation:

- “Email” - validates that the entered text contains the “@” symbol.
- “Minimum Length” - validates that the number of characters entered will be at least the minimum length.
- “Regex”- allows entering a regular expression (regex) to validate against the form input.

“Failure Text” (5, FT) – appears whenever an element is marked as required or a validation for an element is selected but the data input is missing or invalid.



Use the Instructional text field to add headings and paragraphs between form fields as needed.

↕ Single-Line Text Field

Label
Determine the element's value displayed for the form element.

Name
Determine the element's unique reference value. This field is automatically populated based on the Label value. No spaces or special characters are allowed.

Helper Text
Provide a description that helps the user understand the field.

3 **Default Text**

2 **Required**

4 **Validation**

Failure Message **5**

FM An error has occurred. Please click your browser's back or reload button and try again. Be sure to complete all required fields marked with a red asterisk.

A Contact Information

R First and Last Name *

Please provide your first and last name.

Email Address *

D

FT Please provide a valid email address.

SUBMIT

Email Messages

In addition to saving each form submission in a database, email messages can be sent to one or more recipients when the form is submitted successfully. Fill in the information for the email message. All fields (“To”, “From”, “Subject”, and “Body”) must be filled out or the form asset cannot be saved. Data from the submitted form can be automatically populated into the email. To include the dynamic data, the “Name” attribute for the respective element must be enclosed in curly brackets as shown in the example (1).

Multiple personnel may require the data collected in a form. Emails can be sent to each of these individuals. Include all emails in the “To” field separating them with a semicolon followed by space or set up a separate email message for each user.

The screenshot shows the 'Email Messages' configuration window. It has a title bar with a question mark icon. Below the title bar is a window titled 'Email' with a close button. The window contains four input fields: 'To' (recipient@mailbox.sc.edu), 'From' ({{Email}}), 'Subject' (OU Campus Access Questionnaire), and 'Body' (Please grant access to the following user: User's Name {{Name}}). The 'From' and 'Body' fields are circled in pink, and a pink '1' is placed between them. At the bottom left of the window is a green '+ Add' button.

Form Settings

This area is for setting up success and failure messages when the form is submitted.

Success Message - appears on the same page when the “Submit” button is clicked and the form submission is successful. Its text can be fully customized by the user.

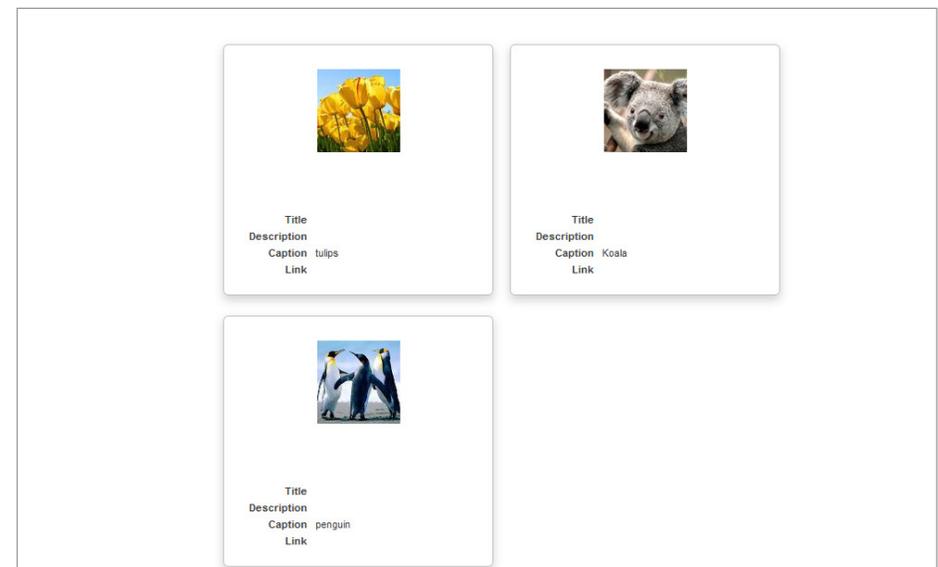
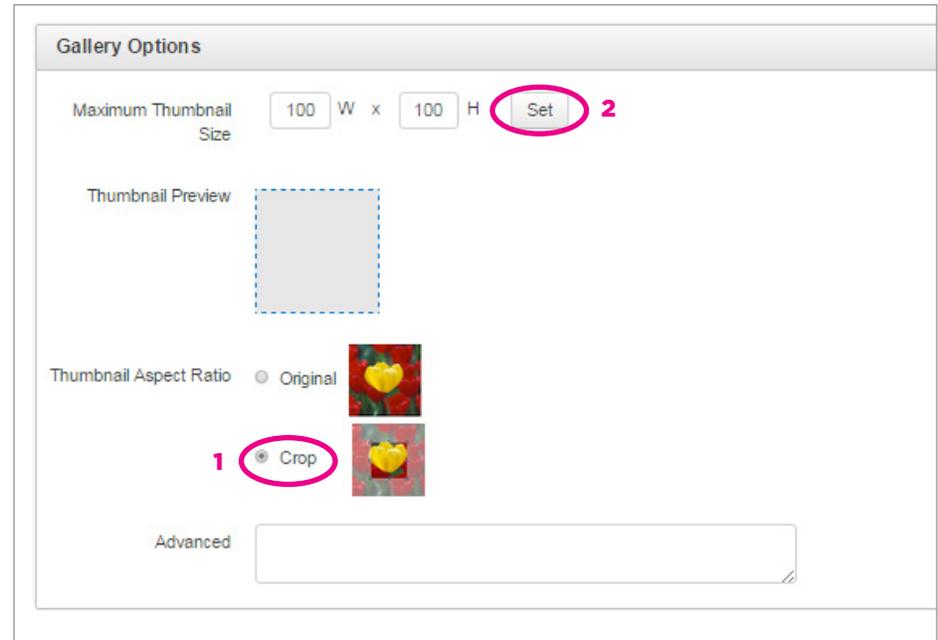
Failure Message - appears on the same page when the “Submit” button is clicked and required fields are missing or of the wrong format.

The screenshot shows the 'Form Settings' configuration window. It has a title bar with a question mark icon. Below the title bar is a window titled 'Form Settings'. The window contains three sections: 'Success Message' (Thank you! Your submission has been received), 'Failure Message' (An error has occurred. Please click your browser's back or reload button and try again. Be sure to complete all required fields), and 'Save Results' (checked checkbox). Below the 'Save Results' checkbox is the text 'If unchecked, the results will not be saved.'

Image Gallery Assets

In addition to the common fields in the asset manager, there is an additional section called “Gallery Options”.

1. Click the “Create” button to begin adding images. The “Images” section will appear.
2. Navigate to the gallery images on the local computer. Images should be sized correctly before being uploaded to the image gallery – dimensions should be 1024 by 683 px or 683 x 1024 px. Hold down the ‘Ctrl’ or ‘CMD’ key to select multiple images.
3. Drag and drop the images inside the icon for the active browser in the task bar and then inside the “Images” section of the asset. Alternatively click the “Add” button inside the “Images” section to add the images without dragging and dropping.
4. Provide a description for each image in the “Caption” field. The rest of the fields are not currently used.
5. Choose **“Crop” (1)** for the “Thumbnail Aspect Ratio”. This will ensure all thumbnail images in the gallery are the same size.
6. Click the **“Set” (2)** button opposite the “Maximum Thumbnail Size.” Leave dimensions as 100 by 100 px unless the asset will be used in a single image gallery callout. In latter case, type 465 in the ‘W’ and H’ text boxes. The thumbnail images will be generated by OU Campus.
7. Click “Save”.



Web Content Asset

In addition to the common fields in the new asset manager, there is an additional section of Asset Content.

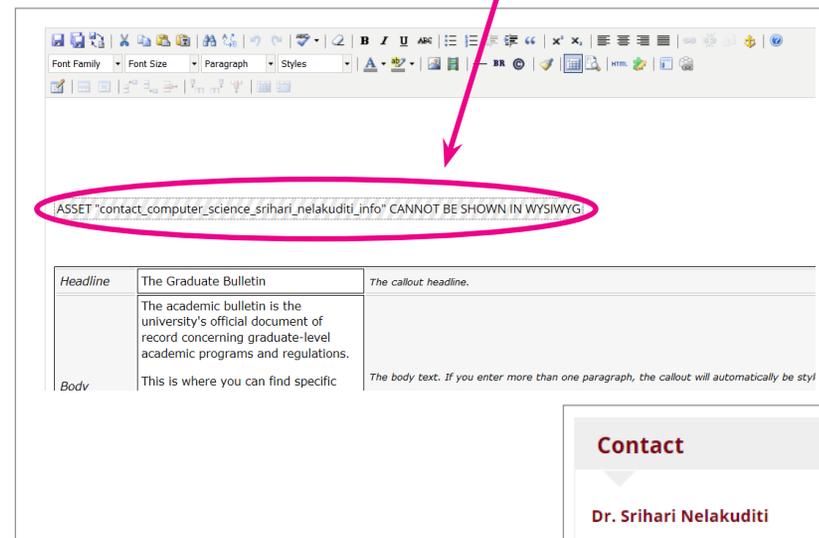
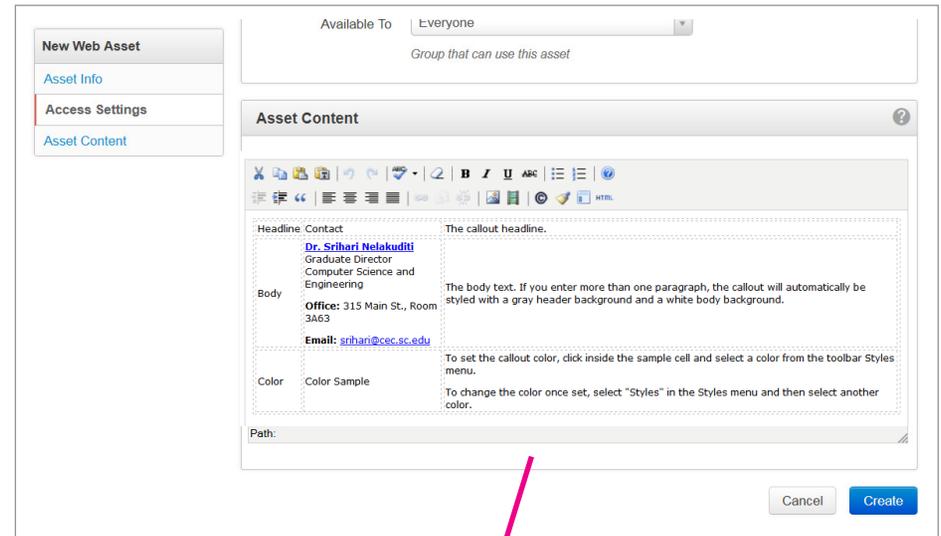
Asset Content

This Asset WYSIWYG editor has a  icon allowing inserting snippets like simple lists, callouts, and other formatted content. The styling of some of the snippets might be a little different and won't render the proper display until the asset is inserted on a page, but the snippets will function correctly.

Web content assets are ideal where the same content, styled in the same way, will be used on multiple pages. For example, if contact information for a faculty member needs to be displayed inside a simple callout on multiple pages, rather than creating the same callout on every page, create a web content asset and insert the simple callout on it with the Asset WYSIWYG editor  icon. Publish the asset and insert it inside the callout editable region of each page where it needs to appear – do NOT insert it inside a simple callout. If any of the contact information changes, only one asset needs to be updated and republished. All pages using the asset will be republished by the OU Campus system.



The color of the snippet cannot be changed via the Asset WYSIWYG editor.

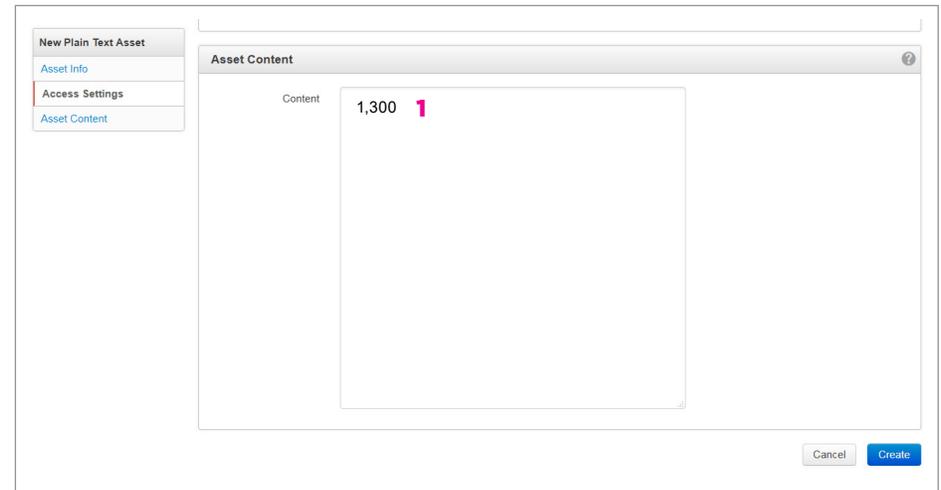


Plain Text Asset

In addition to the common fields in the new asset wizard, there are is an additional section of Asset Content.

Asset Content

This section allows typing content without any styling applied to it. When placed on a page in a line of text, it will take on its text styles. Plain text assets are ideal for statistical information such as number of students registered (1) or number of programs offered. As such, they can also be inserted inside quick fact callouts.



Section Seven

Preview and Publishing

Before publishing, pages can be previewed within OU Campus on the staging, test, or production server. They should be published to the test server and reviewed before being made live on the production server.

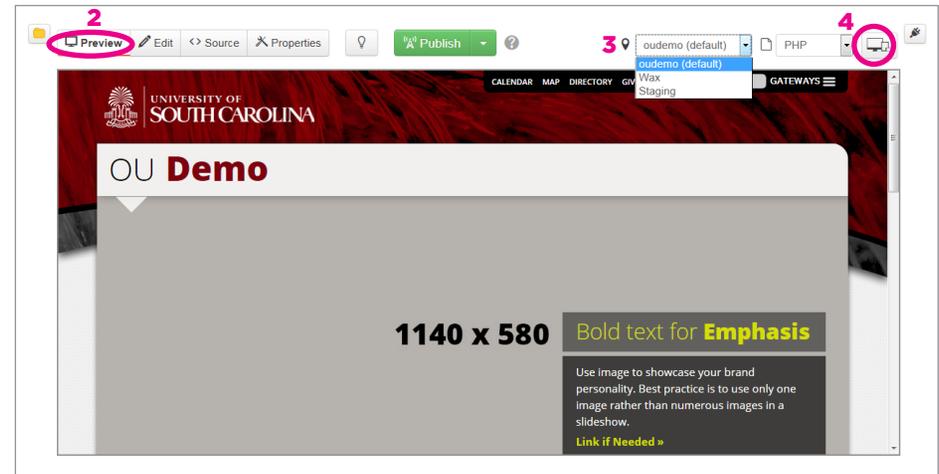
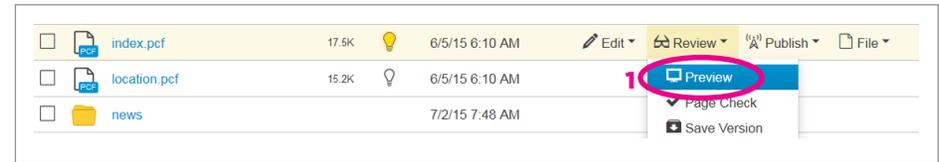
Section Contents

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Preview and Publishing

Preview

A page can be previewed in OU Campus before being published to the web site. To preview a page, choose the “Preview” option from the “Review” menu in the **Content Pages view (1)** or click on the **‘Preview’ tab (2)**. The preview would default to the production server, the local server hosting the live web site. A different server can be selected from the **server menu (3)**. The staging server is the remote server where pages are edited in OU Campus. The test server is a local server used to review content while it is being developed. **Multi-browser preview (4)** allows previewing the page in a variety of browsers across multiple platforms.

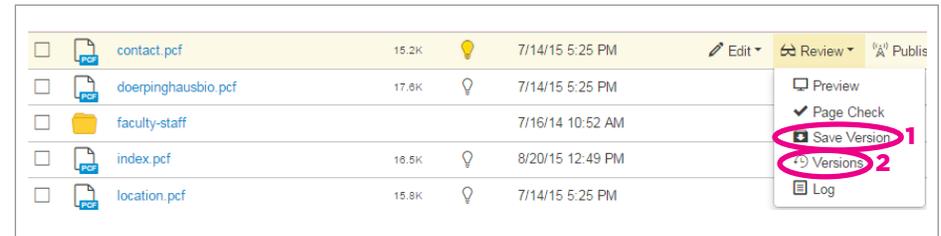


Publishing

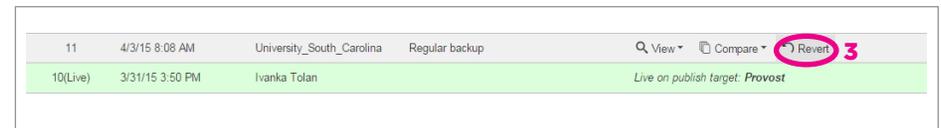
Pages in OU Campus are not public. Only after they are published, can they be viewed by an audience.

Pages are published by either the  Publish menu in the Pages List view or by clicking the  button that will appear when a page is accessed via the “Edit” or “Review” menu. It is important that a version description be provided to easily identify the page version if reverting to it in the future.

Every time a page is published, it is saved in the OU Campus version system and can be reverted to later. A version of a page can also be saved without publishing by choosing **'Save Version' (1)** from the 'Review' menu.



To revert a page, choose **'Versions' (2)** from the 'Review' menu. Identify the page version, hover over it and select **'Revert' (3)**. Publish the page to the test and production server.



Publishing to the Test Server

The test server is an exact replica of the production server and can be used to preview site content while it is being developed. The HTTP root for the test server is <http://argon.qa.sc.edu> – to preview a site on the test server replace the <http://www.sc.edu> portion of its URL with it.

All pages, images, and documents should be published to the test server during development. Only after content has been finalized, should pages be published to the production server.

To publish a page to the test server, **select “Test” (1)** from the “Publish Target” menu. **Providing a version description (2)** is strongly recommended. Make sure all images and documents utilized by the page are published to the test server as well. Since redirects do not work on the test server, links to www.sc.edu pages not maintained in OU Campus will appear broken on the test server. They will work fine on the production server.

Publishing to the Production Server

Once the content for a page has been finalized, the page can be published to the production server. **Choose “Production” from the “Publish Target”** menu and provide a **version description**. Don’t forget to publish any associated images and documents.

Publish - index.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.

php Run All

Links

1 Publish Target Test

2 Version Description Provide a description of this page edition to easily identify it in the page version log

88/256

Cancel Publish



Publish each page to the test server first, check it in a browser, not just in OU Campus, and once all changes appear fine, publish it to the production server. Be sure to check on mobile devices as well or use the multi-browser views and resize your browser to a mobile width.