



OU Campus End-User Reference Guide

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Introduction

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

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

Pages are checked out to only one user at a time to prevent users from overwriting each other's work, but as they pages move through the workflow system, the system will automatically change who the page is checked out to based on its placement in the workflow system.

In addition, users will only be able to access content to which they have permissions to edit, and when creating new pages, preconfigured templates are made available to provide consistency in the web page design. Users may also have the ability to upload new images, add words to the OU Campus dictionary, access full page source, and much more.

Note About Guide

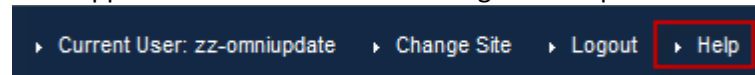
This guide is meant to be a general reference for end users with the most commonly used functionality and explanations on the less common features. It is not an all-inclusive manual of the functionality included in the OU Campus system. Functionality not included in this guide, which includes everything from administrative functions to the creation of blog entries, can be found on the OmniUpdate Support site.

OU Campus Support

Online support is available through the OmniUpdate Support site at <http://support.omniupdate.com>.

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

The Support site can be accessed through the Help link in the upper, right-hand corner of OU Campus.



Additionally, within OU Campus, support can be gained using the contextual help found in the system.

Throughout the site, links are available to help documentation specific to the area or task at hand. These links will open the Support site to the page with the desired documentation.

	Text Only Asset 8/25/11 11:03 AM	15B						
	Web Content Asset 7/7/11 3:54 PM	7B						

Remember: Assets which are checked-out to you are not editable by other contributors. Be sure to check your assets back in for others to edit when you're done with them. For further help with this screen, see [the assets documentation](#).

Finally, contextual help may also be found within the site as instructions relating to particular fields. An example is during a new page creation.

New Page

[Back to templates](#)

Page Title Give your page a title

Page Type One Column ▼ Pick a page layout type from the dropdown.

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

Staging Server and Production Server

OU Campus is housed and run on a Staging Server. This server is separate from the Production Server on which the live site resides. All pages, directories, and Assets are created and maintained on the Staging Server. Upon publish, the pages, directories, and Assets are pushed to the Production Server. This push is immediate unless otherwise defined by the university.

The Staging Server can be thought of as a preparation area, and then, once all changes have been made and approved, they are sent to the live Production Server for public viewing.

While the pages and directories are maintained within OU Campus, all binary files (e.g. images, PDFs, and DOCs) are uploaded directly to the Production Server, even if using the Staging Server to perform the upload process. When uploading new files, verify that they have been uploaded to the Production Server correctly by clicking on the “Production” tab found in the Content > Pages view.

Location: [top](#) /

Staging Production

restore new upload

copy move recycle publish

[Advanced Search](#)

	Type	Name / Date	Edit	Review	Publish	Admin	File
		Up a directory					
		3cool_example.pdf					
		breadcrumb.xml					

Special Note – Navigating Between Frames

When logged into OU Campus, navigating between pages and the folder structure can be easily accomplished by clicking on the green arrows found at the top of the Pages view.

Dashboard Content

Pages Assets Recent Saves Recent Publishes

Site: training ← → /training/example1.pdf

top / training /

Type	Actions	Name
		Up a directory
		3cool_example.pdf
		breadcrumb.xml

publish now

schedule

send to user

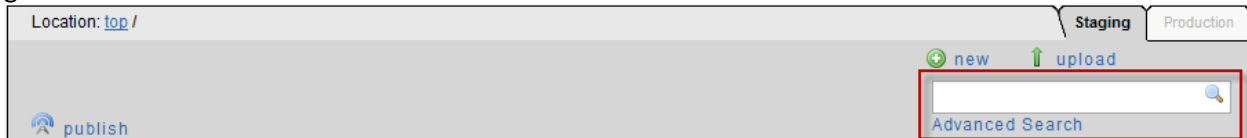
Preview html (Default) Multi-Browser



Click on the arrow to the left or right to navigate to a full view of the page or folder structure. The arrows will move as you click on them, but they will always appear at the top of the page.

Quick Search

If the Quick Search functionality is turned on, it is possible to search for content. This search allows the user to find content in order to easily navigate to a desired page. Simply just put the desired search term(s) into the Quick Search field found in the Content > Pages window and click on the magnifying glass.



It is possible to also click on the “Advanced Search” option. This allows for the search criteria to be categorized. The search can then be conducted by narrowing by:

- Page Path
- Title
- Keywords
- Description
- Other Meta
- Content
- Limited to current folder and below
- Only pages to which the user has access

A screenshot of the "Advanced Search" form. The form has a green header with the text "Advanced Search" and a magnifying glass icon. Below the header are several input fields for search criteria: "Page Path:", "Title:", "Keywords:", "Description:", "Other Meta:", and "Content:". Each field is followed by "AND/OR:" and radio buttons for "AND" and "OR". At the bottom of the form are two checkboxes: "Limit Search To Current Folder and Below:" and "Only Pages I Can Access:". A "Search" button is located at the bottom center of the form.

Keep in mind that the Quick Search does not search through code, and it is not a find and replace function.

Accessing Pages

Pages are accessed in one of two ways: DirectEdit Link and navigating through the folder structure. In both cases, users must have been granted editing access to the page to be modified in order to access it. When using the folder structure to navigate, users must have access to the directories/folders leading to the page to be edited in order to traverse through the structure.

DirectEdit Link

Initial access is granted from the institution's main website by navigating to the page to be edited and clicking on the DirectEdit link. DirectEdit links are determined by the template design. Gallena University's DirectEdit link is the "Last Updated" date found in the footer of the web pages.

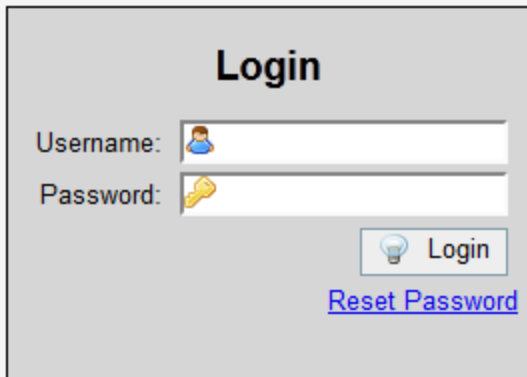


To access a page to edit:

1. Click on the DirectEdit link.



2. Sign in to OU Campus.



3. Begin editing.

Note: Once logged in, clicking on the DirectEdit link from any page on the live site will open OU Campus directly to that page without having to log in again.

Accessing Pages within OU Campus

Once in the system, access pages by either:

1. Going onto the live site, finding the page to edit, and clicking on the DirectEdit link, or
2. Navigating through the folder structure.

The resulting OU Campus location upon entering the system is Content > Pages.



This is where the majority of the work will be done. Simply use the folder structure found in this view to navigate to the various pages that need to be edited. If access to a particular folder/directory or page has not been granted, the folder/directory or page will show up as plain black text instead of a

hyperlink.

Location: [top](#) /

Staging Production
+ new ↑ upload

publish

<input type="checkbox"/>	Type	Name / Date	Edit	Review	Publish	Admin	File
<input type="checkbox"/>		_leftnav.inc 1/26/12 3:17 PM	577B				
<input type="checkbox"/>		_properties.inc 1/24/12 10:49 AM	94B				
		_resources 1/23/12 3:52 PM					
		about 1/23/12 3:56 PM					
		academics 1/23/12 3:56 PM					
		admissions 1/23/12 3:56 PM					
		athletics 1/23/12 3:57 PM					
		common_content 1/23/12 3:57 PM					
<input type="checkbox"/>		contact.pdf 1/23/12 3:52 PM	2.2K				

Once the page to be edited has been identified, simply click on the light bulb to check the page out, or the page name to access it directly.

<input type="checkbox"/>		index.pdf 8/25/11 1:19 PM	6.9K				
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If clicking on the hyperlink for the page name, the page will need to be checked out using the “Check Out” button.



Note: Keep in mind that entering into a page’s editable regions will automatically check that page out.

Checking a Page Back In

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

1. Sends the page to another user for review
2. Publishes the page
3. Checks the page back into the system by clicking on the lighted (yellow) light bulb from either the folder structure or the Current Projects view found in the Dashboard > Current Projects tab.

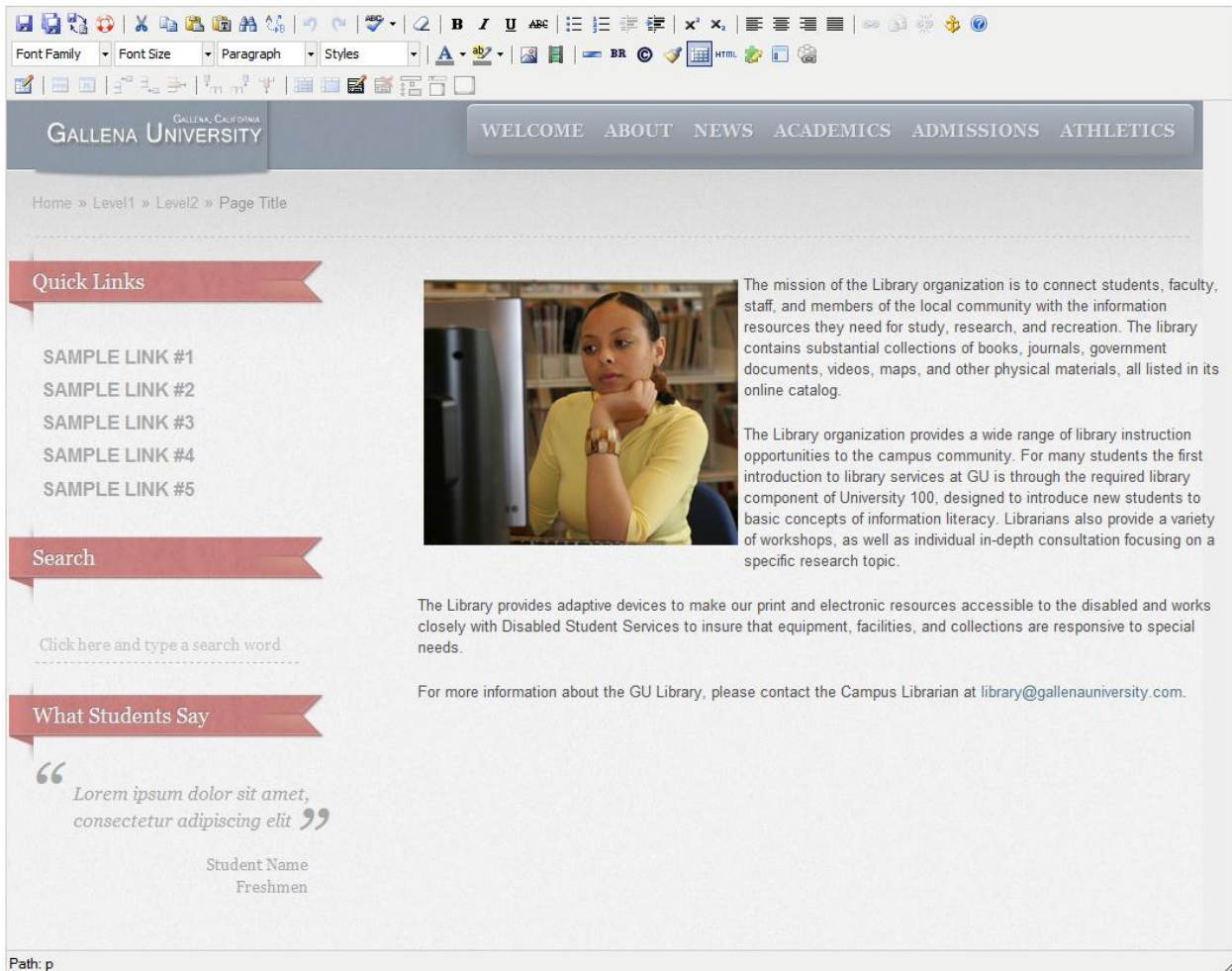
Editing a Page

After accessing the page to be edited by clicking on the page's name, which appears as a hyperlink, and checking the page out, if required, edit buttons will appear on the page indicating the editable regions. The available editable regions will be defined by permissions levels and group associations. Only areas that are available to be edited will appear with a button.

The screenshot shows the Gallena University website. At the top, there is a navigation bar with the university name and a menu: WELCOME, ABOUT, NEWS, ACADEMICS, ADMISSIONS, ATHLETICS. Below the navigation bar, there is a breadcrumb trail: Home » About GU » GU Library. On the left side, there are several red ribbon-style buttons: Quick Links, Search, and What Students Say. The Quick Links section lists: About Gallena, History, Library, Campus Map, Class Registration, Tour Registration, and Students on Campus. The Search section has a text input field with the placeholder text "Type here to search". The What Students Say section is currently empty. The main content area features a photograph of a woman in a yellow shirt sitting at a computer. A green button with a pencil icon and the text "Edit Main Content Area" is overlaid on the top left of the photograph. To the right of the photograph, there is text describing the library's mission and services. Below the photograph, there is a paragraph starting with "topic." and another paragraph starting with "The Library provides adaptive devices...". At the bottom of the main content area, there is a line of text: "For more information about the GU Library, please contact the Campus Librarian at library@gallenauniversity.com."

Simply click on the button above the region in which editing should occur. This will open the WYSIWYG Editor.

Note: Keep in mind that part of the configuration of the template design may include an image in the background that helps present a more accurate rendering of how the content will appear on the page, but it may not be reflective of what the current page actually looks like. It is meant simply for visualization purposes. Once the content has been saved, an actual view of the configured page can be seen using the "Preview" mode.



WYSIWYG Editor

The WYSIWYG Editor contains all the tools necessary to edit the page. The available tools found in the toolbar will depend on the site and page configuration. Some tools may not be available based on the administrator's setup.

The WYSIWYG Editor includes basic editing functions, such as those found in Microsoft Word[®]. This document will review some of the common functions, as well as provide details on some of the features that include some more advanced options.

WYSIWYG Toolbar Functions

For more details on what the various toolbar icons mean, visit the OmniUpdate Support site:
<http://support.omniupdate.com/documentation/ox/interface/content/pages/editors/wysiwyg/toolbar/>

Save



- The Save icon allows the user to save the changes that have been made to the page. Using the Save icon will also close the WYSIWYG Editor and take the user to a preview of the page. If the user desires to save-in-place while continuing to edit, simply use the keyboard shortcut (CTRL+S for Windows and CMD+S for Mac).

Save As



- The Save As icon allows the user to save the page with a new name, essentially creating a copy of the page. The new page can then be modified and published independently of the original file. When the Save As icon is clicked, a box will pop up prompting the user to provide the new name. A few steps must be taken.

1. The system will pre-populate the folder path leading up to the file being editing and used for the save as function. If this path needs to be changed, it is possible to do so.

Save As

New File Name:

2. Add a forward slash (/) after the last folder's name.

Save As

New File Name:

3. Add the name of the new page.

Save As

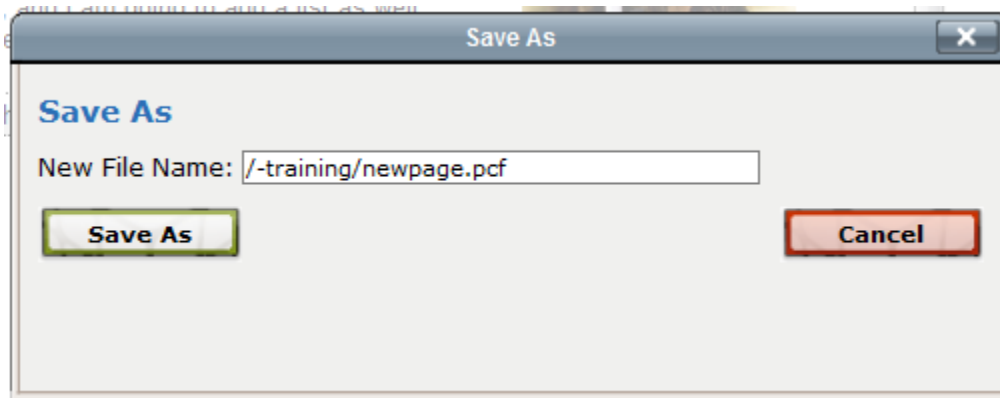
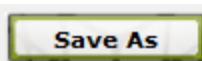
New File Name:

4. Add the extension .pcf. This is extremely important. If any other extension is used, the page will not render as the header, footer, and styling will not be included.

Save As

New File Name:

5. Click "Save As."



Paste Options



- There are two possible paste options. The first options pastes in all basic formatting including styles, colors, and links. The second option pastes in only plain text, stripping all other formatting. This is generally the recommended selection in order to ensure that the page is adhering to the university's style guidelines. Both options will strip out the MSO codes that are included when pasting from a Microsoft Office[®] product.

It is possible for the administrators to turn off the general Paste button and provide access to Paste as Plain Text only. If only one paste option appears, the only option will be Paste as Plain Text.

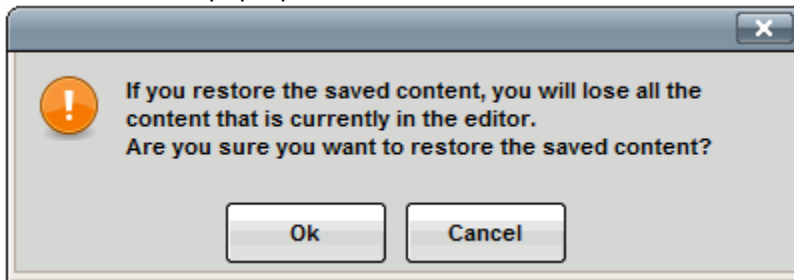
Auto-Draft Icon



- The lifesaver icon is the Auto-Draft feature. Once a user begins entering in content within the editable region, the Auto-Draft creates a backup on the local workstation in the browser's cache or Internet files approximately every minute. The backup is available for up to 24 hours, but it is contingent on the user's browser settings.

If the browser shuts down unexpectedly, Internet connectivity is lost prior to the content being saved, or even power is lost, content can be retrieved by following the steps below:

1. Open the same browser where the editing was occurring on the same workstation that was being used prior (e.g. if the page was being edited in Mozilla Firefox when the connection was lost, the Auto-Draft retrieval must be completed in Firefox as well, and on the same local system).
2. Navigate to the page that was being edited.
3. Access OU Campus via the DirectEdit link and log in.
4. Click into the editable region that was being edited prior to the loss of connection.
5. *Before entering any content into the page, click on the Auto-Draft icon.*
6. Click "OK" on the pop-up.

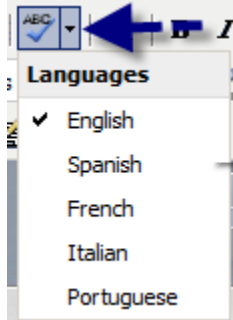


7. Content will be restored.

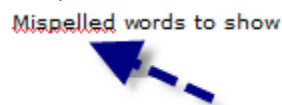
Spell Checker



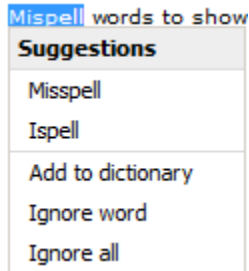
- The spell checker can be activated simply by clicking on the ABC with the checkmark. The default dictionary is in English. However, if the page should be edited in another language (available languages are: English, Spanish, French, Italian, and Portuguese), simply click on the downward facing arrow and select another language.



Misspelled words are identified with a wavy, red line.



To fix the misspelled word, simply click on it. This will bring up a pop-up with the available options. Select the appropriately spelled word, ignore the word, or, if access has been granted, add the word to the dictionary.



Keep in mind that the browser's spell checker may be active and marking words as misspelled while the page is being edited. However, only OU Campus's spell checker will reference the OU Campus Custom Dictionary. To verify that a word is being marked as misspelled by the OU Campus dictionary, look to see if the spell check icon is highlighted. This indicates that the spell checker being used is the one in OU Campus.

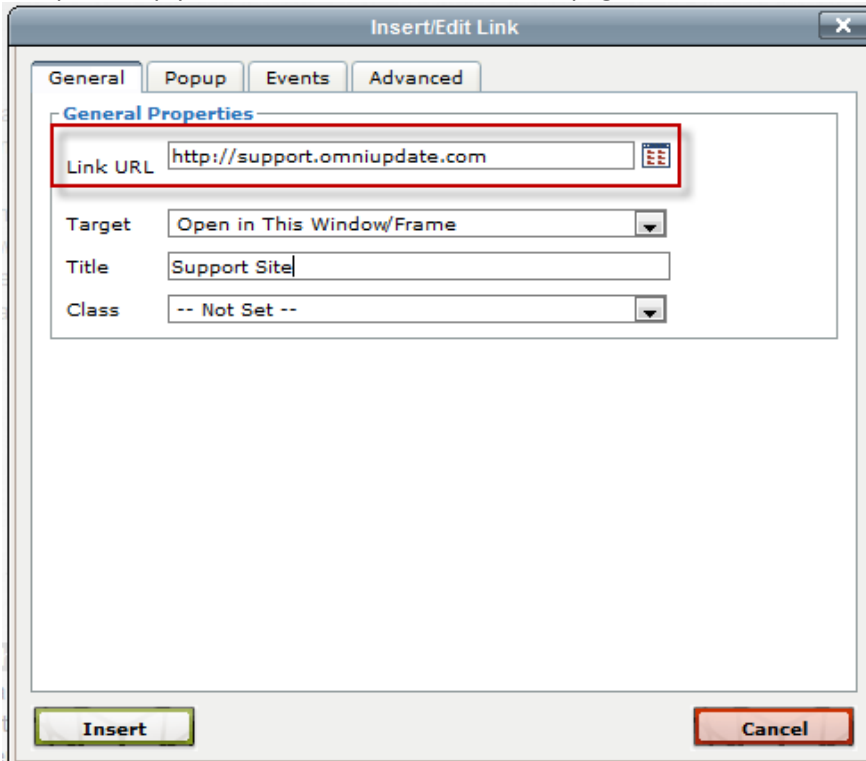


Inserting Links




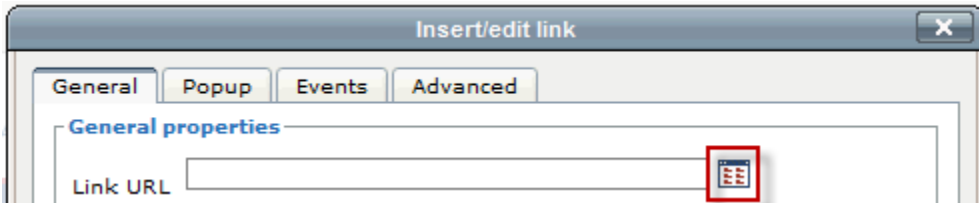
- Links are created by highlighting text to be made into a link and clicking on the "Insert Link" icon. The "Insert Link" icon will not appear until the text or image to be hyperlinked is selected. Links can point to external websites, not maintained in OU Campus, or other pages within OU Campus.

To insert a link, first highlight the text that will be made into a link. If linking to a page outside of OU Campus, simply include the URL to the external page in the "Link URL" field.

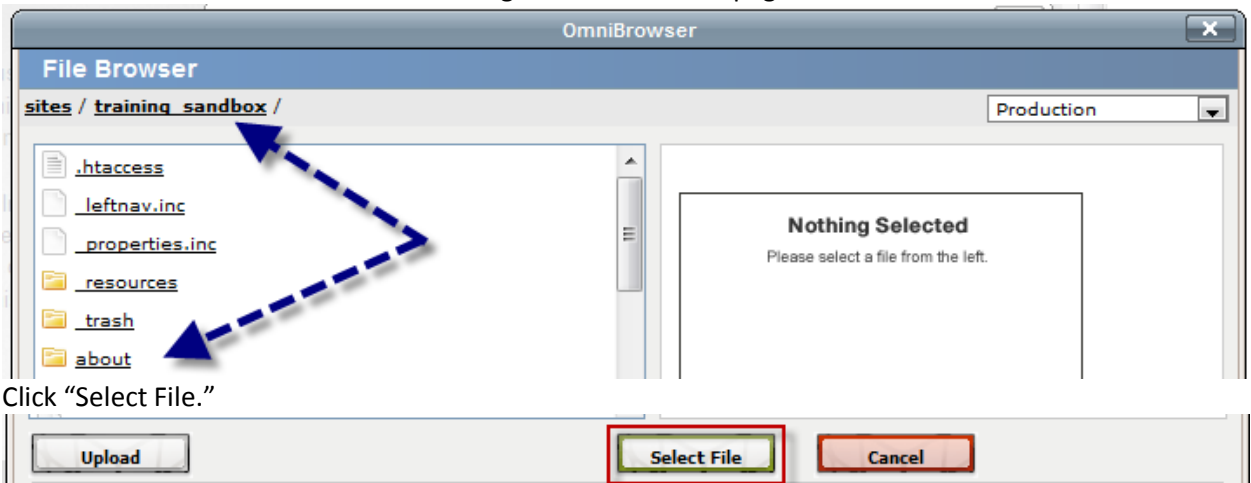


To link to another page within OU Campus, follow these steps:

1. Click on the “Insert Link” icon: 
2. Click on the browse button.



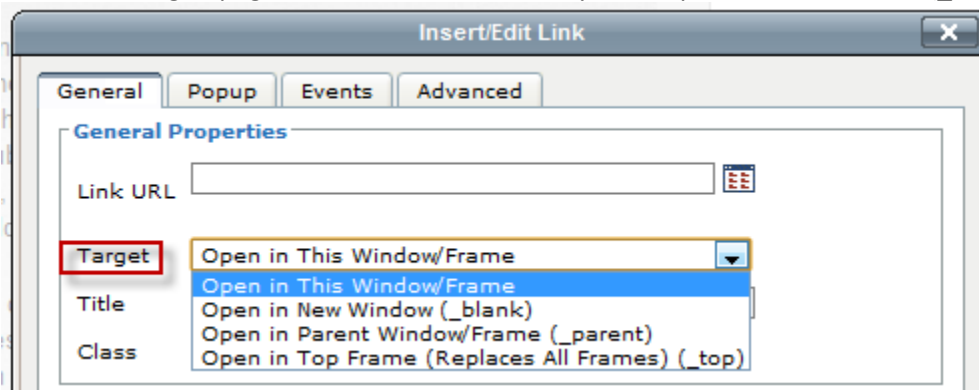
3. Find the file to which the link should be created.
- If the desired page is not in the selected directory, use the breadcrumb at the top of the page and the folders within the window to navigate to the desired page.



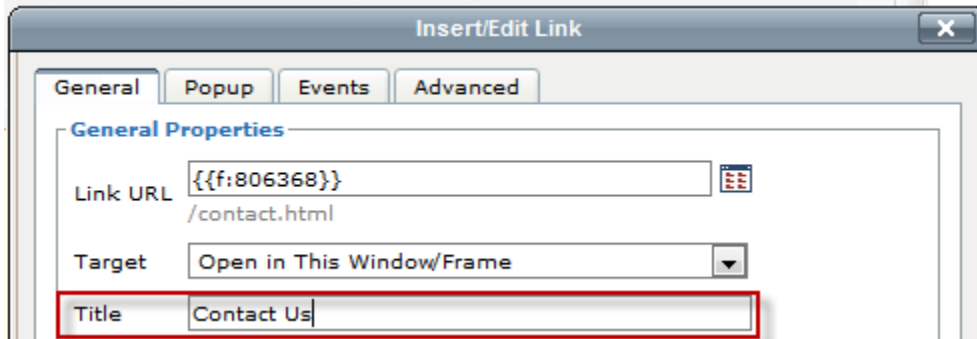
4. Click “Select File.”
5. Click “Insert.”

As a general rule of thumb, when inserting a link to another page on the institution’s website, the link should open in the same window. When inserting a link to a page outside the institution’s website, or to a PDF, doc, or other similar file, the page should open in a new window. This selection is made in the field labeled “Target.”

- Linking to pages on the institution’s website: Open in This Window/Frame
- Linking to pages on another site or binary files: Open in New Window (_blank)



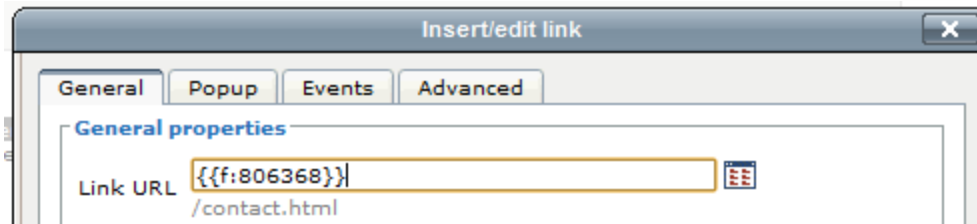
It is both valuable and important to populate the “Title” field as this is used by screen readers and helps keep the site in compliance with ADA 508 compliance standards.




Links and Dependency Manager

It is possible for links to pages or directories maintained within OU Campus to be updated automatically when the page or directory to where the link is pointed is moved or renamed. This is called Dependency Manager. When Dependency Manager is activated, it is important to browse for the appropriate page, as described above, in order to ensure that the link will be updated if the target page or directory is moved or renamed.

When inserting a link using Dependency Manager, instead of the URL appearing in the “Link URL” field, a Dependency tag will be seen. The target URL will appear directly underneath the “Link URL” field.



Media Insert

 - The insert media options provide an easy way to include images and videos on the web page. When inserting media, it is possible to select from images and videos that have already been uploaded to the Production Server. If permission has been granted, it is also possible to upload images and videos to the Production Server, and external resources, such as YouTube videos, can be manually identified as well.

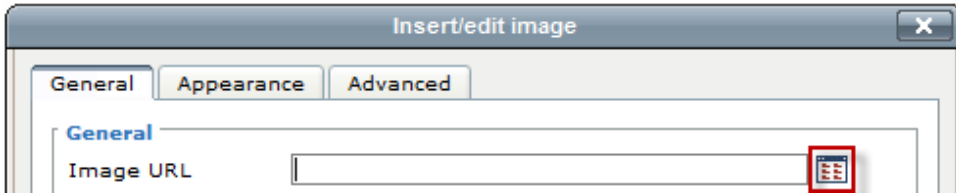
Keep in mind that the system may be set up to place the user in a particular folder within the site structure where media is housed. It is advised that media not be uploaded to a different location if a particular media folder opens when the browse button is clicked on unless told otherwise.

Inserting Images

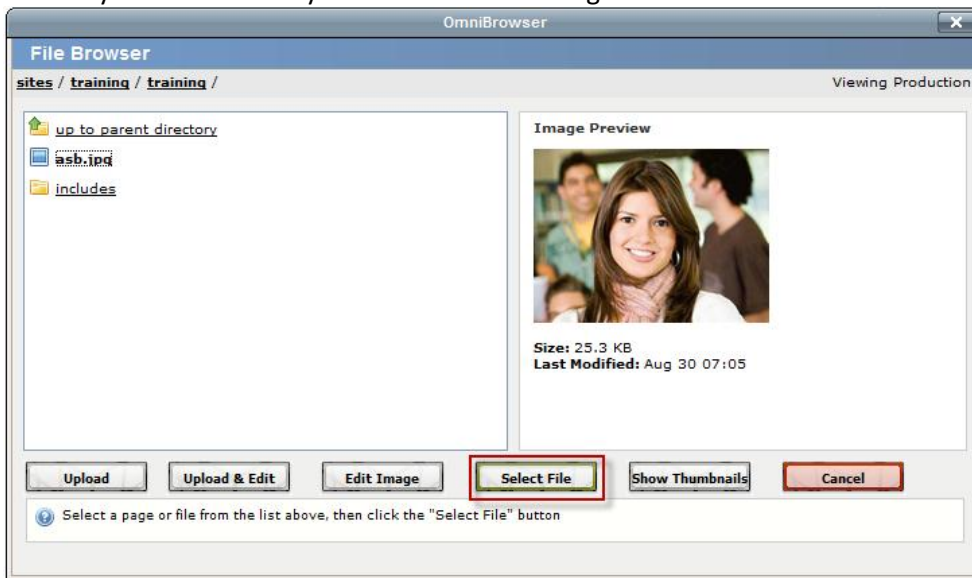
To insert an image:

1. Click on the “Insert Image” icon: 

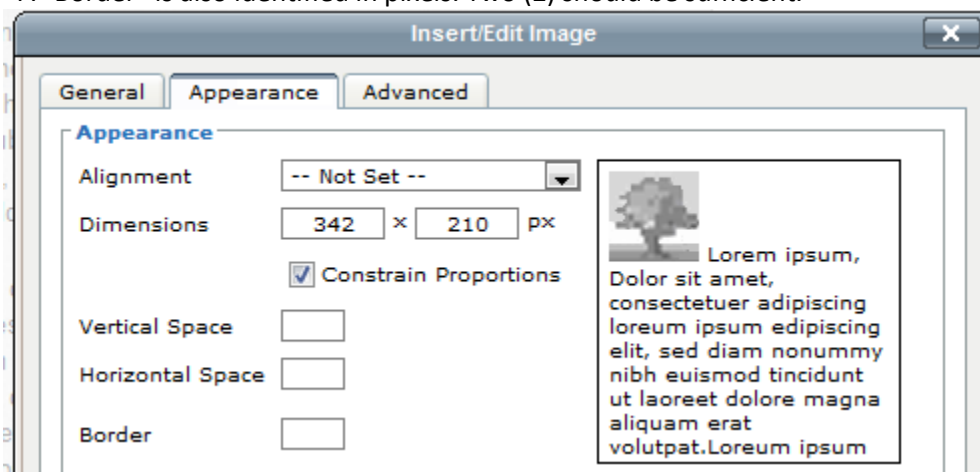
- On the resulting pop-up, enter the URL to the external media or click on the browse button next to the “Image URL” field, and find the image to be included.



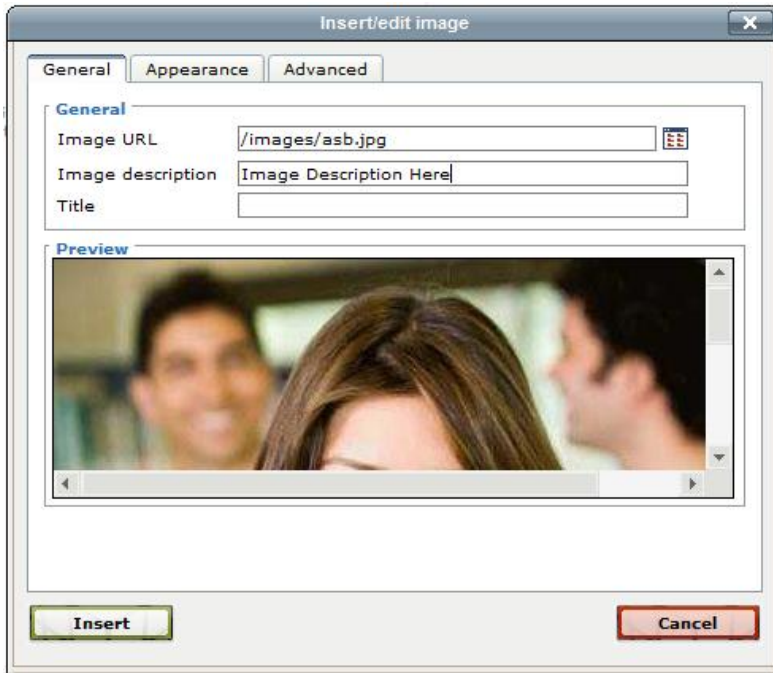
- If browsing for an image in the file chooser, simply navigate to and click on the desired image.
 - This navigation is accomplished similarly to that of inserting links.
- Click “Select File.”
 - It is possible to click on “Show Thumbnails” to see thumbnails of all of the images within the directory in order to easily select the desired image.



- After selecting the image, add an “Image Description.”
 - This is required and will be used by screen readers for ADA 508 compliance.
- If desired, update the “Alignment” and/or “Dimensions” on the Appearance tab.
 - It is also possible to add padding around the image using the “Vertical Space” and “Horizontal Space.” This is done in pixels and generally between three (3) and five (5) will provide enough padding without it being excessive.
 - A “Border” is also identified in pixels. Two (2) should be sufficient.



7. Click "Insert."



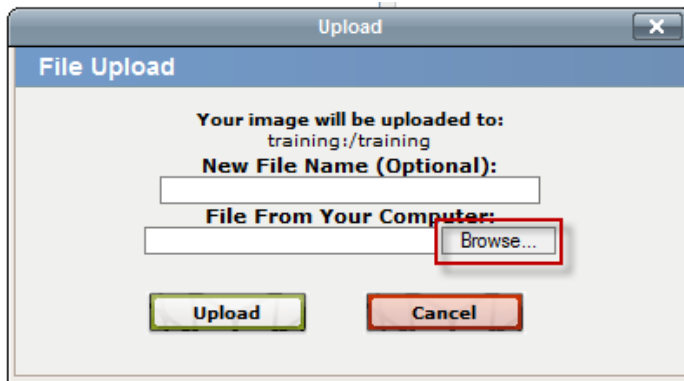
If the necessary image has not already been uploaded to the Production Server, it can be uploaded through the file chooser that pops up when the browse button is clicked. Keep in mind that the availability of the "Upload" button is based on permissions.

Upload New Images:

1. In the resulting file chooser pop-up, click on the "Upload" button.



2. Browse for the desired file.



3. After finding the desired file on the local computer, click "Upload."
4. Select the newly uploaded file to insert it on the page.

Editing Images

It is possible to edit an image before selecting to have it inserted on the page. This should be used with restraint as editing an image through the file chooser changes the image on the Production Server and any instances of that image being used on other pages.

To edit an image while uploading it, use the "Upload & Edit" button at the base of the insert image window. Otherwise, simply use the "Edit Image" button. Editing the image on upload functions the same as editing the image after the fact.



1. Select the image to be edited.
2. Click the "Edit Image" button.
3. Make the necessary changes to the size, cropping, and orientation.
4. Click on the "Upload As..." button. Clicking the "Save As..." button will save the image to the local system.



5. Name the edited image. Based on permissions, it may be possible to overwrite the existing file with the newly edited file. Remember, overwriting the file affects all pages on which the image has been placed.

6. Click "OK."




7. The image can now be selected and inserted as a modified image.

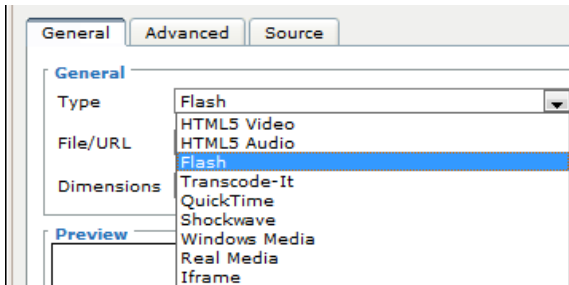
To edit an image that has been inserted on a page, simply click on the image, and then click on the "Insert Image" icon. Follow the steps outlined above to edit, modify the appearance of, or replace the image.

Inserting Media

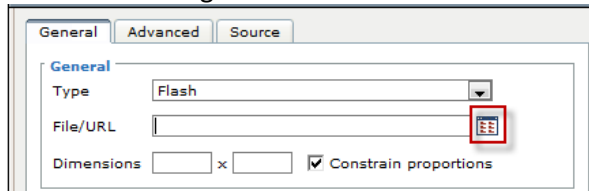
In addition to images, it is possible to insert other types of media, such as videos and audio.

To insert a video or audio file:

1. Click on the "Insert Media" icon: 
2. On the resulting pop-up, select the format in which the media should be inserted. The default is "Flash."



3. Enter the URL to the external media or click on the browse button next to the "File/URL" field, and find the image to be included.

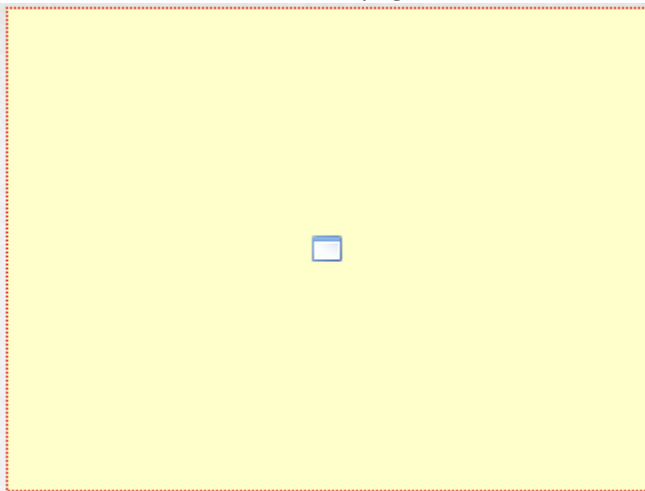


4. If browsing for media in the file chooser, simply navigate to and click on the desired file, similarly to browsing for images.
5. Click "Select File."
6. Update any other settings that may need to be updated. The settings in the "Advanced" tab will be dictated by the "Type" selection made on the "General" tab.

7. Click on “Insert.”




The media will not render within the WYSIWYG Editor. Instead it will appear as a yellow box the size of the intended media. Once the page is saved, the video will render in the preview.



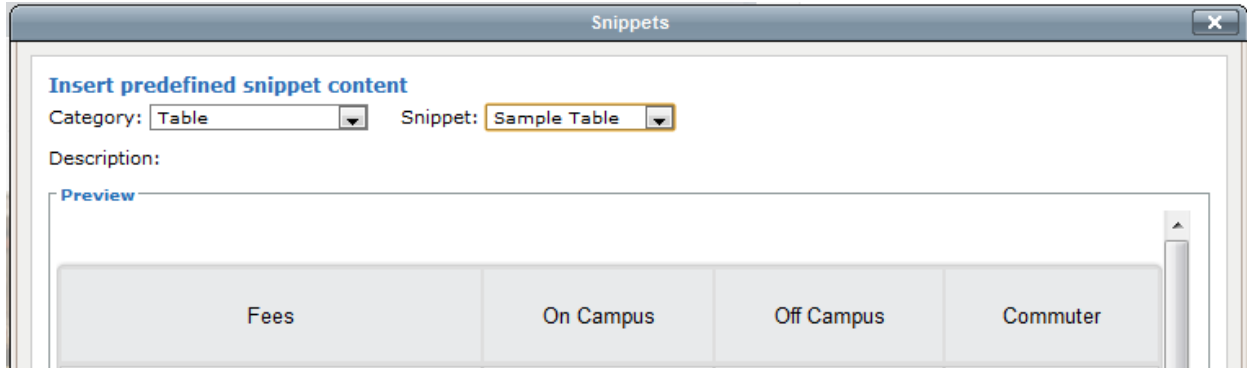
Based on permissions, it may be possible to upload new media files. This process mimics that of uploading new images.

Snippets

 - Snippets are preconfigured code that can be inserted onto the page to make it easier to keep certain elements consistent and to make it easier for the end user to include formatted elements. An example of a Snippet is a table. The institution may have a certain table format that all pages should use. A Snippet may contain this formatting, but once inserted onto the page, the Snippet code becomes part of the page and can be modified as needed for the page.

To insert a Snippet:

1. Click on the “Insert Snippet” icon.
2. Select the desired “Category.”
3. Select the Snippet to be inserted.
4. Click “Insert.”



The Snippet can now be modified to meet the needs of the page.

Assets

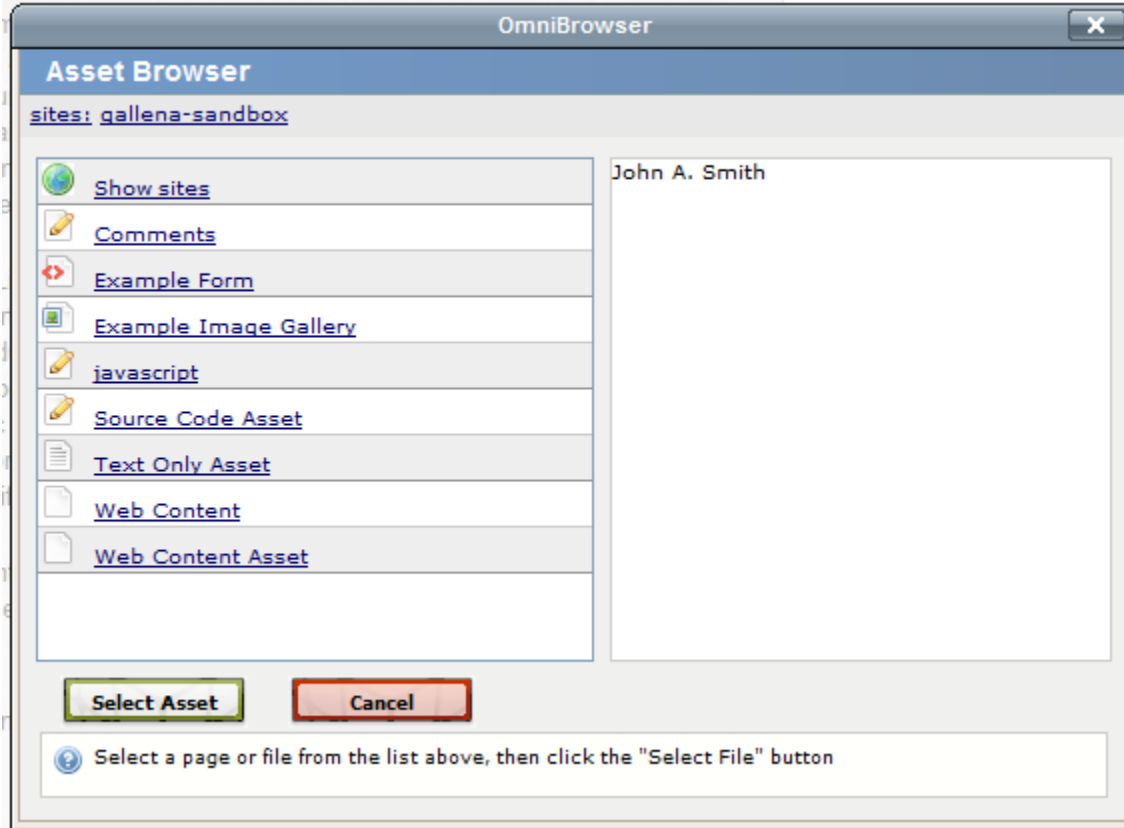


- Assets are preconfigured global elements that are maintained in the Asset Manager. Assets can be configured as web content, plain text, or source only. It is possible that the institution may also have the ability to create Image Galleries and Forms within Assets. Assets are accessible across sites. Assets are used to provide consistent information across all pages (e.g. student enrollment number), protect the integrity of information (e.g. a student testimonial with image), or to configure source code that can be inserted into the page via the WYSIWYG (e.g. a dynamic news feed). Once inserted into the page, Assets cannot be modified within the WYSIWYG Editor. If an Asset is modified in the Asset Manager and published, all pages on which that Asset exists will be automatically updated with the new information.

NOTE: Prior to inserting the Asset, it is advised to put a paragraph break after the line on which the Asset will be placed if it is the last element on the page. If it is the last element placed on a page without the paragraph break, no other elements or content can be placed after the Asset.

To insert an Asset:

1. Click on the “Insert Asset” icon.
2. Select the desired Asset.
3. Click on “Select Asset.”

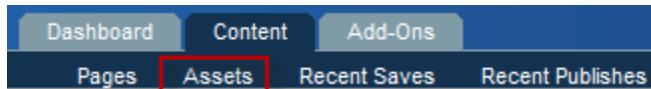


When the Asset is inserted on the page, it is possible that it will not render until the page is saved. Whether or not the Asset renders in the WYSIWYG Editor, it will appear in a box with hash marks behind it.

ASSET "Comments" CANNOT BE SHOWN IN WYSIWYG

Once the page is saved, the Asset should render within the preview. There will be some cases in which the Asset cannot render until publication. These are generally Source Code Assets.

If details about the Asset are desired, it is possible to preview an Asset in the Asset Manager found in Content > Assets.



Simply click the "Review" icon.





Checked Out Pages


Pages are marked as “checked out” when they are locked to a user. There are multiple reasons that a page will appear as checked out to a user, and there are different indicators to help make clear why a page is marked as checked out, and whether or not the page is checked out to another user or the logged in user.

From within the folder structure view, the indicator for the status of a page in the workflow, including whether it is checked out or not, is found under the Edit column.


Type	Name / Date	Edit	Review	Publish	Admin	File
Up a directory						
3col_example.pdf	8/31/11 2:45 PM	2.4K				


 - An unlit light bulb indicates that the page is checked in and can be checked out for editing.


 - A lit light bulb indicates that the page is checked out to the current user (the individual currently logged into, working in, and viewing OU Campus).


 - A red lock indicates that the page is checked out to another user. It is possible to hover over the lock to see to whom the page is checked out. This will appear in a little pop-up.

Checked out to charity
The specified contributor has this file checked-out.

 - A gold lock indicates that the page is checked out to the current user because the user has scheduled an action to occur. The action could be either a scheduled publish or scheduled expiration. The lock will appear as a red lock to all other users.

 - If the page is checked out due to a scheduled publish, in the Publish column, a calendar with a small, green plus sign will appear. This calendar icon can be clicked on by an administrator or the individual who scheduled the page to be published in order to change the publish date and time or to cancel the publish completely.

 - If the page is checked out due to a scheduled expiration, in the Publish column, a calendar with a small, red minus sign will appear. This calendar icon can be clicked on by an administrator or the individual who scheduled the page to expire in order to change the expiration date and time or to cancel the expiration completely.

 - A thumbs up indicates that the page is checked out to the current user as part of the workflow process. The page has been sent by another user for approval and should be reviewed for accuracy and completeness prior to being published.



- Two chat bubbles indicate that the page is checked out to another user as part of the workflow process. The page is waiting for approval from that user. Hover over the chat bubbles to see to whom the page was sent for approval.

Checking a Page Back In

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

1. Sends the page to another user for review.
2. Publishes the page.
3. Checks the page back into the system by clicking on the lighted (yellow) light bulb from either the folder structure or the Current Projects view found in the Dashboard > Current Projects tab.

Make sure to check the page back in once it can be made available to other users.

Page Check

Page Check is an optional feature the administrator may turn on that allows users to check a page's spelling, links, and compliance with W3C (<http://www.w3.org/>) prior to sending for review, approval, or publishing. It is possible that none, all, or some of these features will be available.

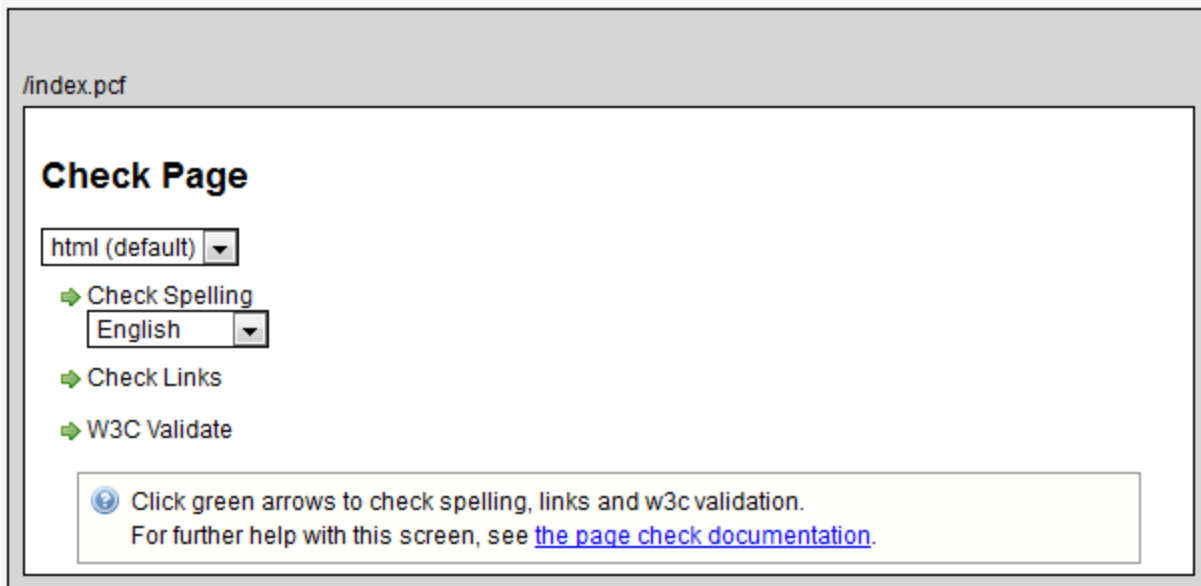
To utilize the Page Check option, either select the check mark from the folder structure view,



or the "Check" icon in the page options at the top of the page.



This opens a box with different options. Simply click on the green arrow in front of the option(s) desired in order to run the check.



After the check has been run, the results will appear under each option. If there are errors or warnings, they can be viewed by clicking on the “New Win” link.

/index.pcf

Check Page

html (default) ▾

- ⊖ Check Spelling
English ▾
4 errors.
[More](#) | [New Win](#)
- ⊕ Check Links
0 errors, 0 warnings.
[More](#) | [New Win](#)
- ⊖ W3C Validate
7 errors, 1 warning.
[More](#) | [New Win](#)


ⓘ Click green arrows to check spelling, links and w3c validation.
For further help with this screen, see [the page check documentation](#).

Before sending to another user for review or approval, or publishing the page, it is advised to fix the identified errors.

The options available will also be available during publish.

Publishing Pages

Once a page has been edited, it can either be sent to another user for approval, or it can be published directly to the Production Server and live site. The ability to publish pages is based on permissions, and not all users will see the “Publish Now” or “Schedule” buttons.

To access the publish options from the folder structure, click on the “Publish” icon: 

Publish Now

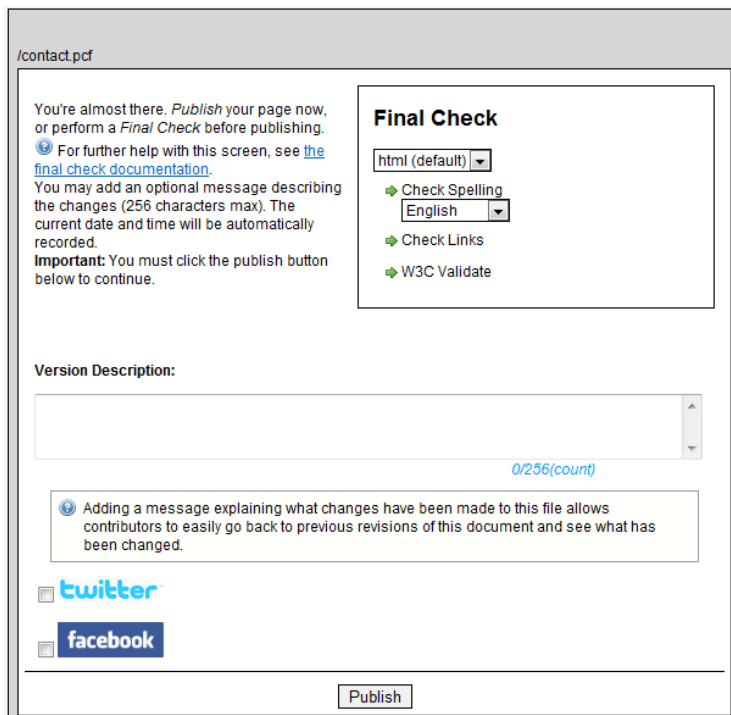
If granted publishing rights, a “Publish Now” button will appear at the top of the page.



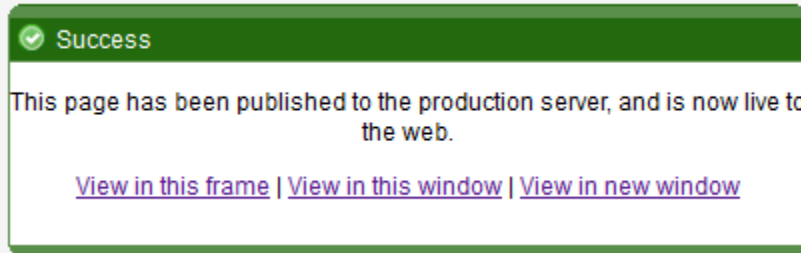
To publish the page to the Production Server, simply click on this button. After completing the elements described below, click the “Publish” button.

Clicking the “Publish Now” button will bring up a publish screen. Within this screen the following tools may be found:

- Final Check – This allows a final spell check, link check, and page validation to be completed before publishing the page. The available tools will vary based on the administrator settings. It is possible that these checks will run automatically. Simply click on the green arrow to run the final check if it does not run automatically.
- Version Description – This will allow a version description to be included in order to indicate what was updated and why the page is being published. This can be used when choosing previous versions in which to revert.
- Twitter – If this is activated, the system will allow a Tweet to be sent to a linked Twitter account upon publish.
- Facebook – If this is activated, the system will allow a wall post to be sent to a linked Facebook Page upon publish.
- Publish button

A screenshot of the "Publish Now" screen for a file named "/contact.pcf". The screen is divided into several sections. On the left, there is instructional text: "You're almost there. Publish your page now, or perform a Final Check before publishing." followed by a link to "final check documentation" and a note about adding an optional message (256 characters max). Below this is a text area for the "Version Description" with a character count of "0/256(count)". At the bottom left, there are checkboxes for "twitter" and "facebook". On the right side, there is a "Final Check" panel with a dropdown menu set to "html (default)" and three green checkmarks for "Check Spelling" (with a dropdown set to "English"), "Check Links", and "W3C Validate". At the bottom center, there is a "Publish" button.

Once the publish is complete, the system will present a success message, which includes links that can be used to view the published page. Using “View in new window” will open a new window or tab and show the page on the live site.



It is also possible to publish multiple pages within a directory simultaneously. Keep in mind that doing this does not allow for:

- Final Check
- Version Description(s)
- Send to Twitter or Send to Facebook

From within the folder structure, simply check the boxes next to the page(s) to be published, and click on the “Publish” icon found at the top of the screen. Keep in mind that the system will only allow pages to be published that do not require approval and are not checked out to another user. If a warning is displayed, simply uncheck the page(s) indicated in the warning, and click the “Publish” icon again.

Location: [top](#) / [about](#) /

Staging Production

[new](#) [upload](#)

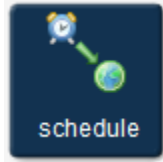
[publish](#)

	Type	Name / Date	Edit	Review	Publish	Admin	File
		Up a directory					
<input type="checkbox"/>	pdf	_navigation.html 7/21/11 7:55 AM	700B				
<input checked="" type="checkbox"/>	pdf	about_gallena.pcf 7/21/11 8:11 AM	3.5K				
		faculty 7/19/11 11:06 AM					
<input checked="" type="checkbox"/>	pdf	history.pcf 7/19/11 1:22 PM	3.0K				
<input checked="" type="checkbox"/>	pdf	index.pcf 7/19/11 1:22 PM	2.1K				
<input checked="" type="checkbox"/>	pdf	library.pcf 7/19/11 1:22 PM	2.5K				
<input type="checkbox"/>	pdf	map.pcf 7/19/11 1:22 PM	1.2K				
<input type="checkbox"/>	pdf	virtualtour.pcf 7/25/11 4:59 PM	1.9K				

Remember: Pages which are checked-out to you are not editable by other contributors. Be sure to check your pages back in for others to edit when you're done with them. For further help with this screen, see [the pages documentation](#).

Schedule

If the page has been fully edited but it is not desired that the publish be completed immediately, the publish can be scheduled.



Simply click the “Schedule” button. After completing the elements described below, click the “Schedule” button. A scheduled publish can only be canceled or modified by the user who set the schedule or a Level 9 or 10 administrator.

Clicking the “Schedule” button will bring up a screen in which the scheduling can be completed.

1. Select the date.
2. Select the time (hour and quarter hour).
3. Indicate whether or not the publish should repeat.
4. Create an optional email message to be sent upon completion of the publish to the Dashboard.
 - Keeping the checkbox next to “Send to email?” checked will send the completed publish message to the email address included in the user settings as well as within OU Campus. If this is unchecked, the message will be sent through OU Campus only.
5. Set up Send to Twitter and Send to Facebook if available and desired.
6. Click “Schedule.”

Date and Time

Date: << Sep 2011 >>

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

Choose a date

Hour:

Minute:

Repeat every:

Optional Notification Upon Completion

Subject:

Contents:

Send to email?

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

twitter

facebook

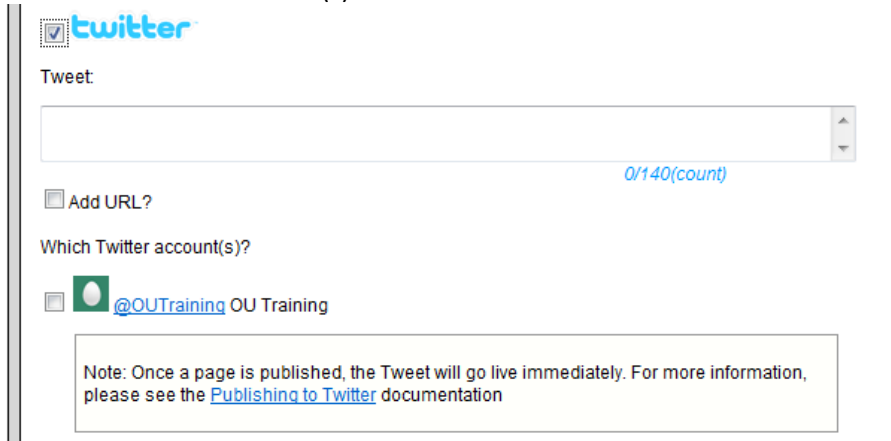
Send to Twitter and Send to Facebook

Send to Twitter and Send to Facebook are optional features set up by the administration. The Twitter account(s) and/or Facebook Page(s) are set up initially by the administrator(s). Groups are assigned to access them when a page is being published or scheduled for a publish. If within the group for a particular account, it will be available during the publication process.

Twitter

To utilize Send to Twitter during publish or scheduling a publish:

1. Check the box next to “Twitter.”
2. Enter in the Tweet. It is possible that default text will appear. This can be modified.
3. Select to “Add URL?” if the URL to the page being published should be included in the Tweet.
4. Select the account(s) to which the Tweet should be sent.

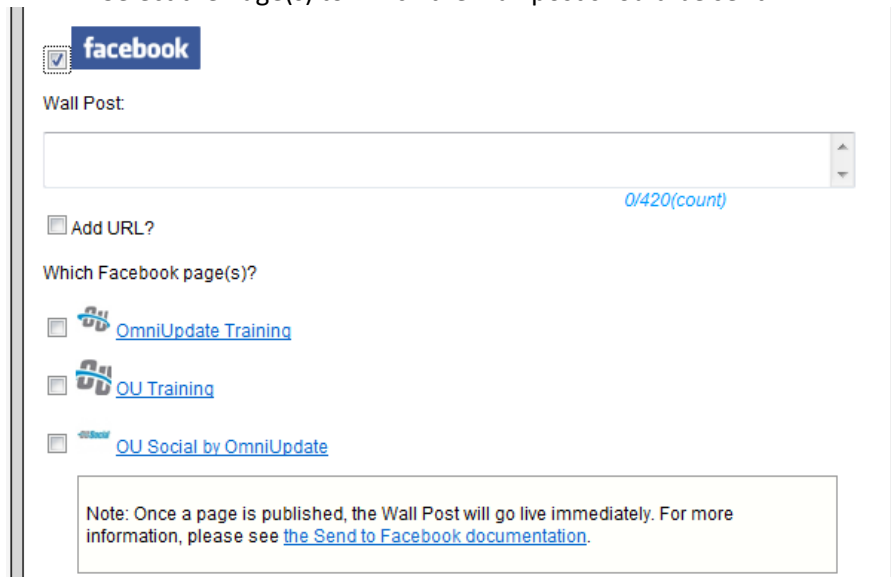


The screenshot shows the Twitter configuration interface. At the top, there is a checked checkbox next to the word "twitter". Below this is a text area labeled "Tweet:" with a character count of "0/140(count)". Underneath the text area is a checkbox for "Add URL?". Below that is a section titled "Which Twitter account(s)?" with a checked checkbox next to the account "@OUTraining OU Training". At the bottom of the form, there is a note: "Note: Once a page is published, the Tweet will go live immediately. For more information, please see the [Publishing to Twitter](#) documentation".

Facebook

To utilize Send to Facebook during publish or scheduling a publish:

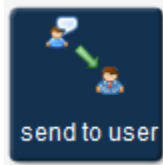
1. Check the box next to “Facebook.”
2. Enter in the wall post.
3. Select to “Add URL?” if the URL to the page being published should be included in the wall post.
4. Select the Page(s) to which the wall post should be sent.



The screenshot shows the Facebook configuration interface. At the top, there is a checked checkbox next to the word "facebook". Below this is a text area labeled "Wall Post:" with a character count of "0/420(count)". Underneath the text area is a checkbox for "Add URL?". Below that is a section titled "Which Facebook page(s)?" with three checked checkboxes next to the pages: "OmniUpdate Training", "OU Training", and "OU Social by OmniUpdate". At the bottom of the form, there is a note: "Note: Once a page is published, the Wall Post will go live immediately. For more information, please see [the Send to Facebook documentation](#)".

Send for Approval

If the “Publish Now” and “Schedule” buttons are not available, or a review of the page prior to publication is desired, use the “Send for Approval” button. A “Send to User” button will appear if the user has publishing rights but would like to send the page to another for review.



When the “Send for Approval” or “Send to User” button is clicked, a mail window will appear. Sending the page to a user will transfer the checked out status from the current editor to the person to whom the page is sent.

1. Select the user from the drop-down next to the “To” field. If an approver has been enforced, the “To” field will be auto-populated, and there will not be a drop-down available.
2. Enter a “Subject.”
3. Enter a “Message” to the user to whom the message is being sent providing any necessary information.
4. The checkbox next to “Send external email” allows the request for review to be sent to the user’s external email address as included in the user settings. This allows the user to receive an indication that action is to be completed without having to log into OU Campus. Unchecking this option will only send the message through the OU Campus system.
5. Click “Send.”

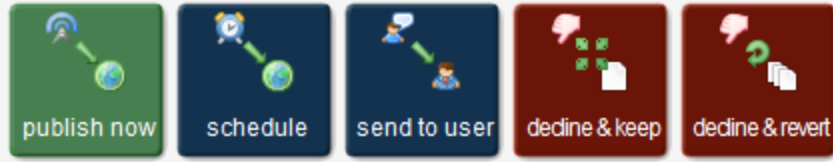
A screenshot of a web-based mail composition window. The title bar reads "example13.pcf". The form contains a "To:" field with a dropdown menu currently set to "None". Below it is a "Subject:" text input field. A larger "Message:" text area follows. At the bottom left, there is a checkbox labeled "Send external email" which is checked. A "Send" button is located at the bottom center of the form.

Reviewing a Page Sent for Approval

If a page was sent to a user for review, once received, the page can be opened directly from the Workflow inbox. The options made available may include:

- Publish Now
- Schedule
- Send to User
- Decline & Keep
- Decline & Revert

“Publish Now,” “Schedule,” and “Decline & Revert” may not be available based on the permissions.



Comparing Changes Prior to Action

Before determining whether the page should be published, scheduled, or the publication request should be declined, a comparison of the page's current configuration to that of a previous version, including the currently live version, can be completed using the "Compare" feature.



When using "Compare," the system provides visual indication of changes that have been made between the versions in order to determine if the updates are appropriate and ready to be published.


1. Click the "Compare" button.
2. Select the version to which to compare the current version.

/training/example1.pcf

Revision	Date	Preview	Author	Action	Message
Live					Live Server
4	8/31/11 3:14 PM		mbarrie		
3	8/31/11 1:45 PM		chert		changes during training
2	8/31/11 1:35 PM		charity		
1	8/31/11 6:54 AM		charity		

Selecting a revision will allow you to compare it to the current version. No changes will be made.
For further help with this screen, see [the compare documentation](#).

3. Selecting the “Live” version will present a page view comparison.



The mission of the Library organization is to connect students, faculty, staff, and ~~members of~~ the local community with the information resources they need for study, research, and recreation. The ~~library~~-Library contains substantial collections of books, journals, government documents, videos, maps, and other physical materials, all listed in its online catalog. The Library is available for use to non-students as well.

The Library organization provides a wide range of library instruction opportunities to the campus community. For many students the first introduction to library services at GU is through the required library component of University 100, ~~designed to introduce new students to basic concepts of information literacy.~~ Librarians also provide a variety of workshops, as well as individual in-depth consultation focusing on a specific research topic.

The Library provides adaptive devices to make our print and electronic resources accessible to the disabled and works closely with Disabled Student Services to insure that equipment, facilities, and collections are responsive to special needs.

For more information about the GU Library, please contact the Campus Librarian at library@gallenauniversity.com.

4. Selecting a previous version will present a source code comparison.

```
<content>
<!-- com.omniupdate.div label="content" group="Everyone" button="700" --><!-- com.omniupdate.editor csspath="/resources/ou/editor/twocolumn_content.css" cssmenu="/resources/ou/editor/styles.txt"
width="1050" div="#OUPreview" --><p>ing style="border: 0px none; margin: 5px; float: left;" src="/resources/images/about/gulibrary.jpg" alt="library" width="269" height="227" />The mission of the
com.Library/om organization is to connect students, faculty, staff, and members of the local community with the information resources they need for study, research, and recreation. The library>emLibrary/om contains substantial collections of books, journals,
government documents, videos, maps, and other physical materials, all listed in its online catalog.</p>
<p>The Library. The com.Library/om is available for use to non-students as well.</p>
<p>The com.Library/om organization provides a wide range of library instruction opportunities to the campus community. For many students the first introduction to library services at <strong>GU</strong> is through the required library component of University
100, <del>designed to introduce new students to basic concepts of information literacy.</del> Librarians also provide a variety of workshops, as well as individual in-depth consultation focusing on a specific research topic.</p>
<p>The com.Library/om provides adaptive devices to make our print and electronic resources accessible to the disabled and works closely with Disabled Student Services to insure that equipment, facilities, and collections are responsive to special needs.</p>
<p>For more information about the <strong>GU Library</strong>, please contact the Campus Librarian at <a href="mailto:library@gallenauniversity.com?subject=GU&20Library&20Information">library@gallenauniversity.com</a>.</p><!--
/com.omniupdate.div -->
</content>
```

Changes are indicated by:

- Deletions: red with a strikethrough
- Additions: green with an underline
- Style changes: blue with a squiggly line (page view only)

Declining to Publish

If after reviewing the page, the page should be returned to the sender, simply click on either the “Decline & Keep” or “Decline & Revert” buttons.

“Decline & Keep” will check the page back into the system without publishing it and keep all of the changes in place. A separate message can be sent indicating any additional changes that may be desired.

“Decline & Revert” will check the page back into the system without publishing it and remove all changes; reverting the page back to its previous version; again allowing for a separate message to be sent with the reasoning. “Decline & Revert” may only appear as an option if “Publish” and “Schedule” also appear. It should be used with caution as all changes made by the user will be lost.

When using “Decline & Revert,” the system will ask you to confirm the revert by either skipping sending a message to the requestor and reverting immediately or sending a message and then confirming the revert.

Setting Reminders

Reminders can be set on any page to which the user has been granted access by an administrator, even if the page is currently checked out to another user. Multiple individuals can set a reminder on the same page, and both types of reminder options can be set for one individual.

Access “Reminders” using the icon found in the folder structure.




There are two reminder options:

1. Schedule Reminder – Used to define a particular date and time on which the reminder message should be sent and can be set as repeating.
2. Stale Reminder – Used to schedule a reminder to be sent if the page is not updated within a defined period of time.

Schedule Reminder


Stale Reminder

 You can set up one schedule reminder and/or one stale reminder on this page. Check the checkbox to schedule or uncheck to cancel.
For help with this screen, see [the Editable Web Pages Documentation](#).

Schedule Reminder

A Scheduled Reminder is used when there is a specific time period or date when the reminder message must be sent. An example of when a Scheduled Reminder is appropriate is tuition’s page. If the tuition is updated on a yearly schedule, a reminder may be set for a week prior to the tuition change and set to repeat on a yearly basis.

To set the reminder, simply:

1. Click the reminder icon: 
2. Check the box next to “Schedule Reminder.”
3. Select the “Date” for the reminder to begin.
4. Select the “Hour” and “Minute” (set as quarter hours) for the reminder to occur.
5. If the reminder should recur, enter the numeric interval and select the period of time under “Repeat every.”

- Period options include: Days, Weeks, Months, Years

Repeat every:
 Select a period ▼
 Subject: Select a period
 Days
 Weeks
 Contents: Months
 Years

6. Enter in the "Subject" and message "Contents" to be sent.
7. Leave "Send to email?" checked so that the message will be sent both internally within OU Campus and to the defined external email as well.
8. Click "Add New Reminder."

Schedule Reminder

Date: << Feb 2012 >>

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

Choose a date

Hour: ▼

Minute: ▼

Repeat every:
 Months ▼

Subject:

Contents:

Update the tuition page with the new tuition rates.

Send to email? *Checking the box sends the message to both your OU Inbox and your external mail account.*

Stale Reminder

Stale Reminder

A Stale Reminder is used to make sure that content is being updated in one way or another within a defined period of time. It is important that users understand how the “clock is reset” with Stale Reminders. When a page is backed up or published, regardless of the type of publish (page publish, directory publish, site publish, Asset update publish, or Dependency Manager publish) the “Last Published” date and time reset and the timer on the Stale Reminder starts over.

To set the reminder, simply:



1. Click the reminder icon:
2. Check the box next to “Stale Reminder.”
3. Enter the interval and select the period of time under “Stale for” to define when the reminder should be sent after the “Last Publish” date and time.
- Period options include: Days, Weeks, Months, Years

Repeat every: 6

Select a period

Subject: Select a period

Contents: Days
Weeks
Months
Years

4. Enter in the “Subject” and message “Contents” to be sent.
5. Leave “Send to email?” checked so that the message will be sent both internally within OU Campus and to the defined external email as well.
6. Click “Add New Reminder.”

Schedule Reminder

Stale Reminder

Last Publish: 1/26/12 10:06 AM


Stale for:

Subject:

Contents:

Page has not been updated in 6 months. Validate content and update as necessary.

Send to email? *Checking the box sends the message to both your OU Inbox and your external mail account.*

 You can set up one schedule reminder and/or one stale reminder on this page. Check the checkbox to schedule or uncheck to cancel.
For help with this screen, see [the Editable Web Pages Documentation](#).

Keep in mind that it is possible to set both the "Schedule Reminder" and "Stale Reminder" at the same time by simply checking the boxes in front of each and completing the necessary data.

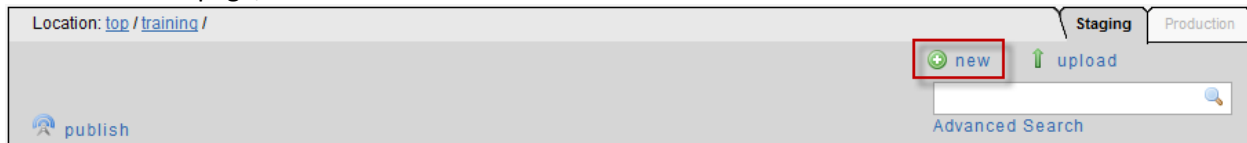
New Pages and Directories and Uploads

In addition to editing current pages, it may also be possible, based on permissions, to create new pages and directories, as well as upload files, both HTML type files and binary files.

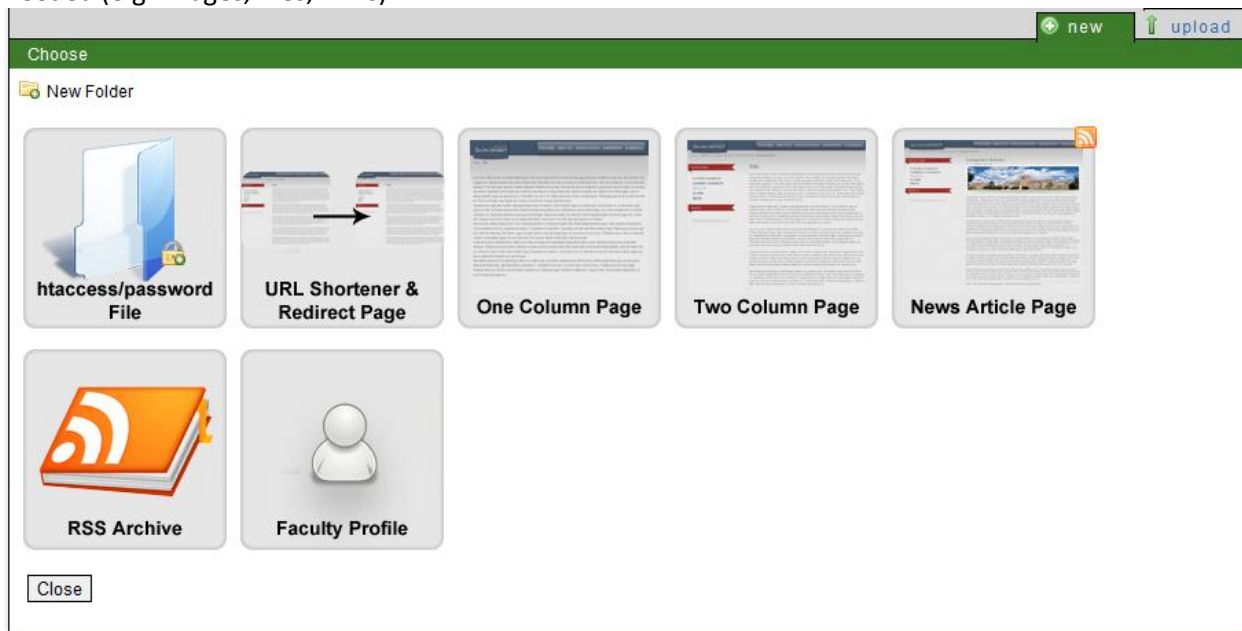
New

The system is configured with templates, which are utilized to create new sections and pages. These templates allow for the pages to be configured uniformly and have a consistent look and feel. The available templates will depend upon the structure created by the administrators.

To create a new page, click on the “New” button from within the folder structure.



Select the type of page to be created. To create a new directory, “New Section” should be used if available. Do not create a new directory by using “New Folder.” If “New Section” does not appear, contact the administrator. The section template(s) will contain all of the necessary files to make the pages within the new directory render correctly. “New Folder” should only be used if a binary file is needed (e.g. images, files, PDFs).



Each selection will present its own properties, which must be completed in order for the page or directory to be configured. Complete the requested information.

Important Note: Remember to keep the extension of .pcf when naming files. If this extension is changed, the page will not render appropriately, including that the header, footer, and styles will not be available.

The screenshot shows the 'New Interior Page' form. At the top right, there are buttons for 'restore', 'new', and 'upload'. Below the title bar, there is a 'Back to templates' link. The form contains several input fields: 'Page Header' with the instruction 'Give your page a title.', 'Keywords' with 'Words that categorize your new index page for search engines.', and 'Description' with 'A brief description of the index page content.'. A large rich text editor is provided for 'Enter content for the main content area', with the instruction 'This content goes in the main content area'. Below the editor is a 'Path:' field. The 'New Page Filename' field contains 'untitled.pcf' and has the instruction 'Provide a filename for this new page. Use only letters, numbers and underscores.'. There is an 'Overwrite New Page' checkbox with the instruction 'Overwrite if file already exists?'. At the bottom, there are 'Create' and 'Cancel' buttons.

After clicking “Create,” the new page or directory will be available to be edited.

Page Properties

After creating the page initially, depending on the user level, Page Properties may be available. It may be valuable or necessary to alter elements within the Page Properties. The available properties will depend on the template being used and the requirements for the page to render as desired.

Here are some field examples:

- Title
- Description
- Keywords

To access the Page Properties, click on the “Props” button.

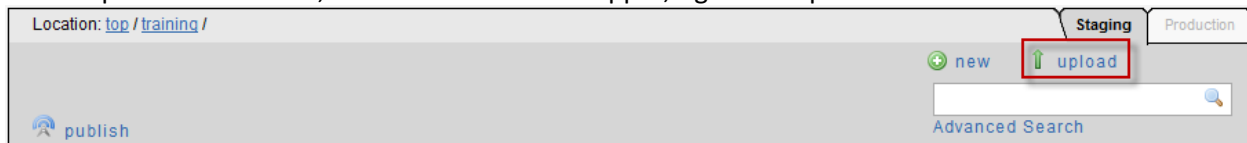


Alter or add the necessary details and save the changes.

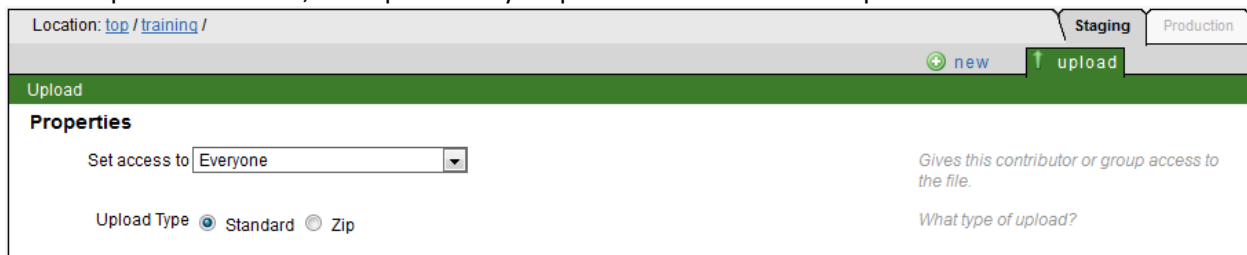
Page Title		
Title:	<input type="text" value="Training on OU Campus"/>	<i>Usually found in the title bar for the window; also commonly used as default bookmark text.</i>
<hr/>		
Configuration Parameters		
Secondary Title:	<input type="text"/>	<i>Title for right column content</i>
<hr/>		
Meta Tags		
keywords:	<input type="text" value="training, OU Campus"/>	
description:	<input type="text" value="This is the meta description."/>	
<input type="button" value="Save"/>		

Upload

If the “Upload” is available, it can be found in the upper, right-hand portion of the folder structure.



When “Upload” is clicked, two options may be presented: Standard or Zip.

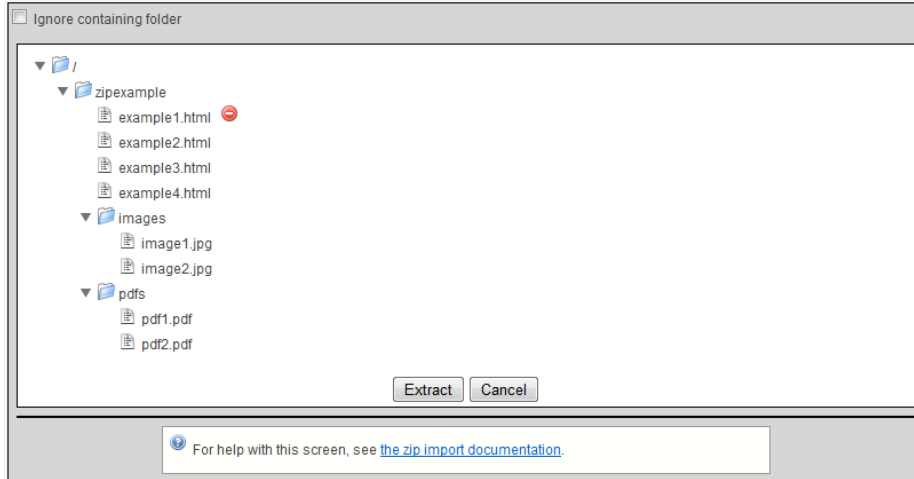


A Standard upload allows the user to select files to be uploaded one-by-one. A Zip Import allows multiple files to be uploaded simultaneously within a folder structure.

1. Click “Upload.”
2. Determine the group that has access to the uploaded file(s).
3. Select “Standard” or “Zip.”
4. If the “Overwrite” option is available, it can be selected to overwrite the name of any existing files that may exist with the new file.
5. “Browse” for the file(s) to be uploaded.
6. Click “Upload.”

If using the Zip Import feature, after clicking “Upload,” the system will present the folder structure to allow the user to select which elements are to be uploaded. Simply click the red, circular minus sign next

to a particular file if it should not be uploaded. The minus sign will appear when hovering over the file with the mouse. The names of the files can be changed by clicking on them as well.



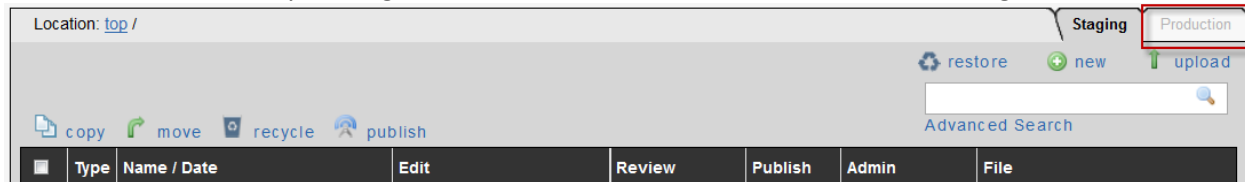
When done, click “Extract.”

The upload feature should not be used to upload web pages. This is meant to be used to upload system files by administrators, and binary files, such as images, PDFs, and doc files.

If the desired outcome is to upload a zip file that will be kept as zipped and can be linked to in order to allow the download by visitors of multiple documents, such as course materials, use the “Standard” option. The “Zip” option unzips the contents and makes each file individually available.

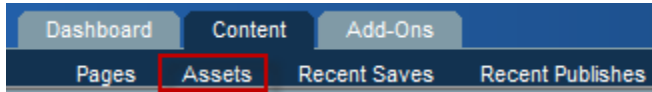
Verifying Uploaded Binaries

While the pages and directories are maintained within OU Campus, all binary files (e.g. images, PDFs, and DOCs) are uploaded directly to the Production Server, even if using the Staging Server to perform the upload process. Upload as previously described, and then verify that the files have been uploaded to the Production Server by clicking on the “Production” tab found in the Content > Pages view.



Asset Manager

Access to create new assets is set by the administrator(s). Navigate to Asset Manager by going to Content > Assets.



This will provide a list of the current assets, which can be modified if access has been granted, and the ability to create a new asset, also based on permissions.

Location: Assets + new

<input type="checkbox"/>	Type	Name / Date	Edit	Review	Publish	Admin	File
<input type="checkbox"/>	Comments	Comments 7/26/11 9:18 AM	1.0K				
<input type="checkbox"/>	Comments Styling	Comments Styling 7/26/11 9:15 AM	220B				
<input type="checkbox"/>	Experience GU Images	Experience GU Images 7/25/11 2:28 PM	6.0K				
<input type="checkbox"/>	Gallena Image Gallery	Gallena Image Gallery 7/25/11 3:10 PM	2B				
<input type="checkbox"/>	Gallena Images	Gallena Images 7/26/11 10:58 AM	839B				

Remember: Assets which are checked-out to you are not editable by other contributors. Be sure to check your assets back in for others to edit when you're done with them. For further help with this screen, see [the assets documentation](#).


Asset Creation

Assets are created by clicking on the “New” button. This will produce a drop-down which presents up to five types of assets, depending on the access settings.


- Web Content – The asset is configured with a mini-WYSIWYG Editor. It may include basic formatting, including the ability to include images.
- Plain Text – The asset is configured with plain text only. No images can be included.
- Source Code – The asset is configured with a mini-Source Code Editor.
- Image Gallery – The asset allows for an image gallery to be created, which can then be inserted easily on page.
- Managed Form – The asset allows a form to be created. Reporting for the form once submissions are made is also found in the asset.

Location: Assets + new


Choose



Web Content



Plain Text



Source Code





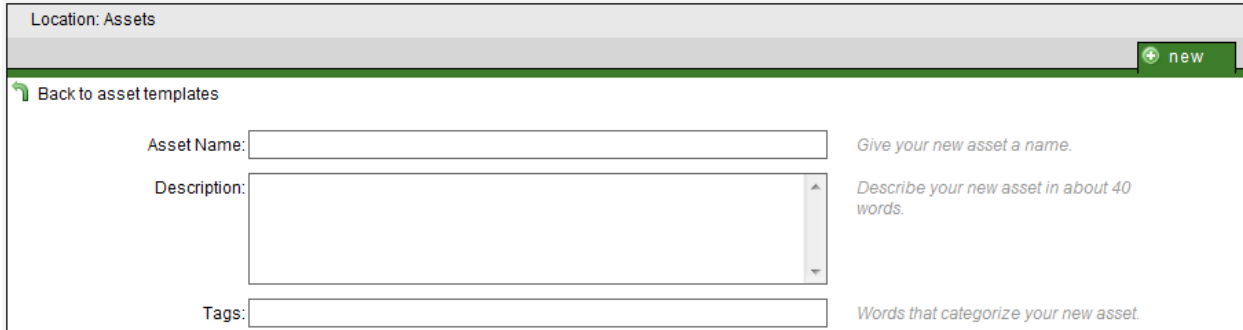
Image Gallery



Managed Form

To create a new asset:

1. Click on “New.”
2. Select the asset type desired.
3. Complete the presented fields, including:
 - Asset Name
 - Description
 - Tags
4. Configure the asset.
5. Select the group to whom access to edit the asset should be granted.
6. Click on “Save.”

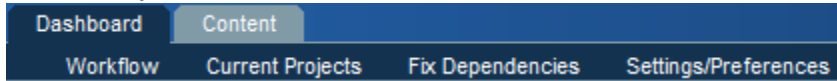


The screenshot shows a web interface for creating a new asset. At the top, it says "Location: Assets" and has a "new" button with a plus icon. Below that is a "Back to asset templates" link. The form contains three main fields: "Asset Name:" with a text input box and the instruction "Give your new asset a name."; "Description:" with a larger text area and the instruction "Describe your new asset in about 40 words."; and "Tags:" with a text input box and the instruction "Words that categorize your new asset."

Before the asset can be used on the pages, it will need to be published. Follow the same publication process as with pages.

Dashboard

The Dashboard contains user-specific information. This document will focus on the Workflow and Current Project sections.



Workflow

Workflow includes the Inbox, Outbox, and Compose sections.

Inbox

The Inbox contains any messages that have been sent through the system and all requests for approval. From this screen, the message can be opened, and users can navigate directly to the page to be reviewed. Messages will have to be manually deleted from the Inbox after the task is completed.

From	Subject	Review Page/Entry	Received
zz-omniupdate	Please review for approval	/training/example20.pcf	9/2/11 7:03 AM
zz-omniupdate	Approve ME!	/training/example1.pcf	8/31/11 9:23 AM

Outbox

The Outbox shows all pages that were sent to another user for approval and the status of the pages. It is possible to navigate to the page that was sent for approval by simply clicking on the link. It will also show any messages that were sent from within OU Campus.

Status	Approver	Page/Entry Submitted	Date Submitted	Action Date
Pending	zz-omniupdate	/training/example2.pcf	9/2/11 6:52 AM	

Compose

Compose allows the user to compose a message to another user in OU Campus. The message can be sent to the user's external email as well.















To:


Subject:

Send to external account?

Current Projects

Current Projects is an important screen. Current Projects lists all the pages that are checked out to the logged in user and will indicate why they are checked out by the icon under the Status column. The icons identified indicate the same status as those found in the folder structure (see Checked Out Pages for more information). Checked out pages can be checked back in if appropriate from this screen, and scheduled actions can be updated as necessary.

Type	Name	Checked Out	Status
	/charity/index.pcf	8/31/11 3:18 PM	
	/training/3col_example.pcf	9/2/11 7:06 AM	
	/training/example1.pcf	9/2/11 8:44 AM	
	/training/example13.pcf	9/2/11 6:48 AM	
	/training/example14.pcf	9/2/11 6:48 AM	
	/training/example15.pcf	9/2/11 6:50 AM	
	/training/example20.pcf	9/2/11 7:03 AM	

 Click a filename to perform other actions, such as edit or preview.

It is important and advised that this screen be checked prior to logging out for the day.