

## Pages

---

### Overview

Editing pages in OU Campus can be as simple as logging into a page directly, editing text, and clicking the Publish button. This is accomplished by locating the DirectEdit button or link on a published HTML page, clicking it, and entering the user name and password.

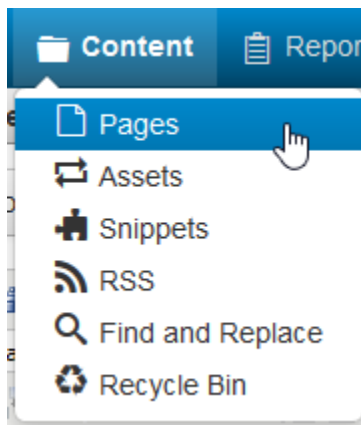
Users can also access the system via a login page for a site, which can be provided to users by the site administrator. After logging in, whether via the Login page or by DirectEdit, users may be able to navigate through the folder structure to locate and check out the content to be edited.

The WYSIWYG Editor provides a toolbar that can be customized by an administrator. Editing a page also allows users to utilize various other types of content such as snippets and assets. Many basic page editing tasks including inserting images or video can be accomplished within the WYSIWYG Editor.

After saving a page, or in Preview mode, a user will also see the various available page actions. This includes the option to publish or to submit for approval. Depending upon the access permissions configured for the page (as well as for other content types) and the user, either option or both might be available. If an approval process is in place, in lieu of publishing, a user will need to submit the content for approval.

Some of the functionality available from Preview or Edit can also be accessed via the Pages list view (by clicking **Content** or **Content > Pages**). Some functionality may only be accessed when a page or file is checked out; for other functionality it is not necessary to check out a page. Some functionality is also available even when another has a page locked by the current user or another user.

### Pages List View



The Pages list view provides a directory listing of files and subdirectories as well as access to the editing functionality, and other content management actions and file operations. The Pages list view also includes page status indicators that show if a page is checked out, or if other page actions have been scheduled.

For more information, visit the [Pages List View](#) page.

## Page Actions Toolbar



When in Edit or Preview mode, several utilities are available at the top of the screen in the form of the Page Actions toolbar. The available options in the Page Actions toolbar will vary depending on the permissions of the current user and whether the page is checked out to the current user or not.

For more information, visit the [Page Actions Toolbar](#) page.