

## Assets

---

### Overview

Reusable content is convenient when working with multiple pages that require the exact same information. Assets allow users to create and manage reusable content (such as formatted or non-formatted text, images, client-side code blocks, image galleries, forms, and more) in one location, and then place that content on an unlimited number of pages. This allows content to be created and edited in one place (the Asset Manager) and populated automatically on all subscribing pages. This makes it easy and convenient to update common content such as a department phone number, an image, or simplify form creation. The creation, editing, and management of assets can be controlled by access settings specifically pertaining to assets.

Assets can be easily inserted on a page via the WYSIWYG Editor or Source Editor. A TCF may also be configured to present an asset chooser at the time of page creation. Editable regions can be created to only allow assets to be inserted, and administrators can configure custom toolbars for the WYSIWYG Editor to either allow or deny the ability to add assets to an editable region.

### Types of Assets

The assets available are dependent upon whether or not Live Delivery Platform (LDP) has been purchased. Live Delivery Platform, which is required for Forms and Image Galleries, is an optional set of features in OU Campus. Please contact the institution's designated OmniUpdate Sales Director for details. If LDP has not been purchased and activated for the account, the Form and Image Gallery asset types will not appear when a user attempts to create a new asset. These pages contain detailed information about the five asset types available:

- [Web Content Asset](#)
- [Plain Text Asset](#)
- [Source Code Asset](#)
- [Image Gallery Asset](#)
- [Form Asset](#)

### Asset Actions Toolbar

When previewing or editing an asset in the Asset Manager, the Asset Actions toolbar will be visible at the top of the screen. This toolbar is similar to that which is found in the Page Actions view.

For more information about the Asset Actions toolbar, visit the [Asset Actions](#) page.

### Managing and Inserting Assets

For more information about the Asset Manager, and asset management, visit the [Managing Assets](#) page.

For more information about setting an asset's general properties, such as access settings, metadata, and the log file, visit the [Asset Properties](#) page.

Once created, assets can be inserted into pages using the WYSIWYG Editor or Source Editor. For more information about inserting assets, visit the [Inserting Assets](#) page.

## Administrator Topics Regarding Assets

For more information about the configuration of assets at the account and site level, and for individual assets, visit the [Assets & LDP](#) page.