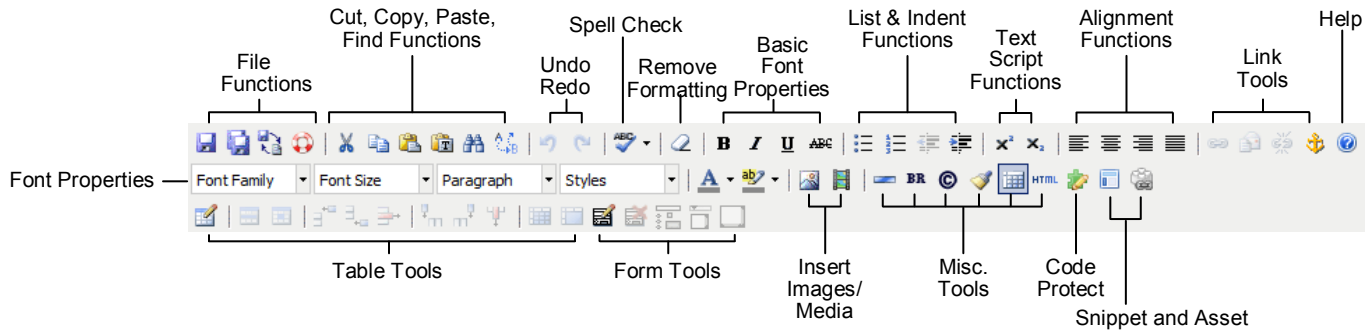


WYSIWYG Editor Toolbar

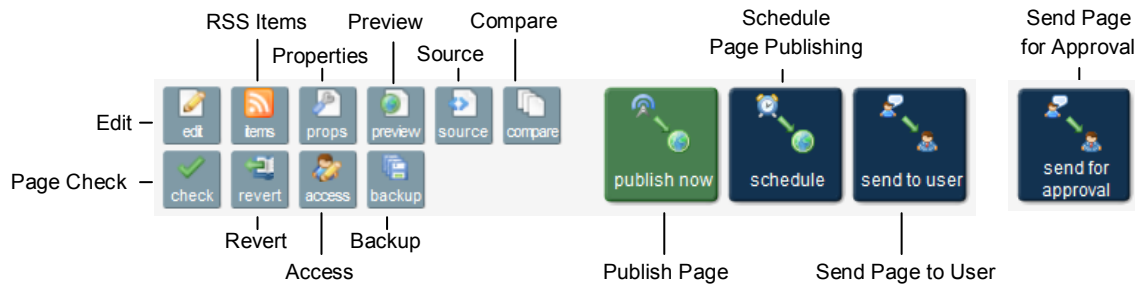
OU Campus provides page editing commands with the What-You-See-Is-What-You-Get (WYSIWYG) Editor Toolbar. *(User toolbar may vary.)*



- **File Functions:** Save or revert changes on a page
- **Cut, Copy, Paste, Find Functions:** Find specific content and cut, copy, paste, or paste as plain text
- **Undo Redo Functions:** Undo/redo changes made on a page
- **Spell Check:** Run spell check on the content. Supports English, French, Spanish, Portuguese, and Italian.
- **Remove Formatting:** Remove all selected text formatting and return the text back to the default settings for a page
- **Basic Font Properties:** Add bold, italic, underline, and strikethrough to selected content
- **List & Indent Functions:** Create an ordered list or indent content
- **Text Script Functions:** Turn selected content into superscript or subscript text
- **Alignment Functions:** Move selected text (left, center, right) or justify the text (does not apply to tables—use table cell props)
- **Link Tools:** Insert/edit links, insert mailto links, and create anchors
- **Help:** Display the Help window
- **Font Properties:** Define font family, font size, and format for selected text, add site-specific styles, and apply font or background colors to text
- **Insert Images/Media:** Add/edit images and videos on a page
- **Misc. Tools:** Add horizontal rules, line breaks, special characters, clean up messy HTML code, toggle invisible elements, and view/modify the HTML code for a region
- **Code Protect:** Displays the position of PHP code within the WYSIWYG Editor represented by the icon
- **Snippet:** Insert a preconfigured Snippet of code to be used as a template
- **Asset:** Insert a global Asset
- **Table Tools:** Create/edit tables within a page
- **Form Tools:** Create/edit forms within a page

Page Actions Toolbar

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



- **Edit:** Select a page region to edit
- **RSS Items:** Add new RSS items that display in any particular RSS feed assigned to the page or edit an existing item
- **Properties:** Update any meta data and properties defined on a page
- **Preview:** Show a rendered version of a page before publishing or sending for approval
- **Source:** Edit HTML source code for the entire page
- **Compare:** Show proposed page changes with current page, or any previously published version of a page that has been backed up to the versioning archives
- **Page Check:** Check the page for spelling, valid links, and W3C validation (some or all of these options may be disabled by an administrator)
- **Revert:** Restore any previously published version of a page or file
- **Access:** Modify page access
- **Backup:** Save a copy of the page to the versioning archives without publishing the page to the Production Server
- **Publish Page:** Publish page to the Production Server live on the world wide web
- **Schedule Page Publishing:** Schedule a page for future publishing on a certain date and time and receive an optional notification once the page is published
- **Send Page to User:** Request another user to look over a page before publishing
- **Send Page for Approval:** If publishing a page is restricted by the administrator, click to send the page to an approver who will review the changes and either publish the page or request further changes be made. When this option appears, the publish page, schedule page publishing, and send page to user options do not appear.

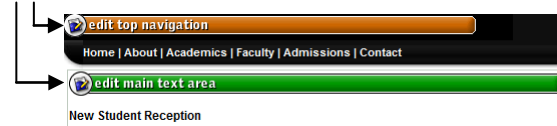
Getting Started

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

- Enter Username and Password

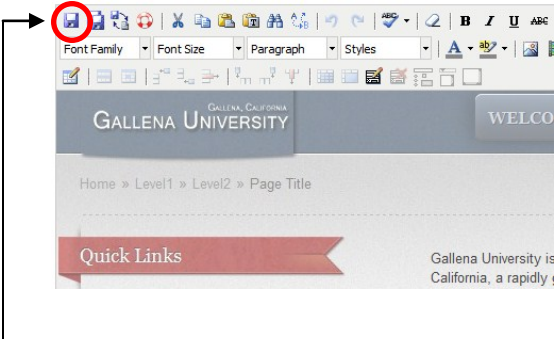
Selecting Regions

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



Editing Content

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



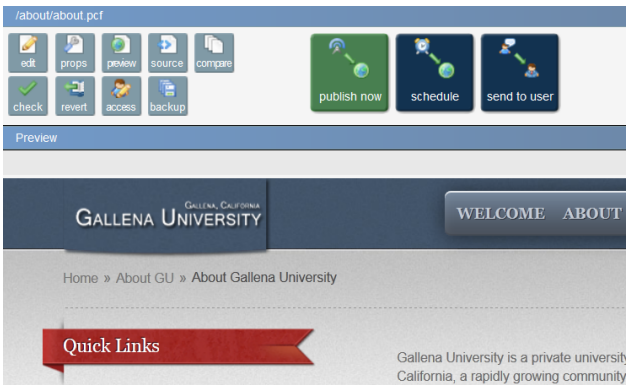
Once finished editing, click the **SAVE** button for additional functions.

Commonly Used Functions:

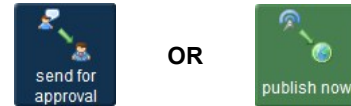
- Paste as Plain Text:** Pastes only text and removes all formatting
- Spell Check:** Checks the spelling in the region being edited
- Remove Formatting:** Remove all selected text formatting and return the text back to the default settings for a page
- Insert / Edit Links:** Add link or edit link properties to selected content or image
- Insert / Edit Images:** Add image or edit selected image properties
- Insert / Edit Embedded Media:** Add media or edit media properties from various media formats
- Insert Snippet:** Insert predefined code into the WYSIWYG Editor
- Insert Asset:** Insert a global Asset

Approving/Publishing Pages

After saving a page, the Page Actions Toolbar will be presented with a preview of the page. If there are no further changes, the page is ready to be published.



Depending on user level, choose between:



Before publishing, add an optional message describing page changes. Doing this makes it easier to view previous revisions of the page and see what has been changed. Next, click **PUBLISH**.

Version Description:

[0/256\(count\)](#)

Adding a message explaining what changes have been made to this file allows contributors to easily go back to previous revisions of this document and see what has been changed.

Creating Folders/Pages



Click the **NEW** button at the top-right corner of the **Content > Pages** view

- To Create a New Empty Folder:**
- Click button and enter name for folder
 - Click **CREATE** button at bottom of page
- To Create a New Page or Section:**
- Click the template desired
 - Enter a name for the page and fill out the information requested, then click the **CREATE** button at the bottom of the page
- NOTE:** Page templates are created by the administrator.