

# OU Campus - Getting Started

## I. How to Login

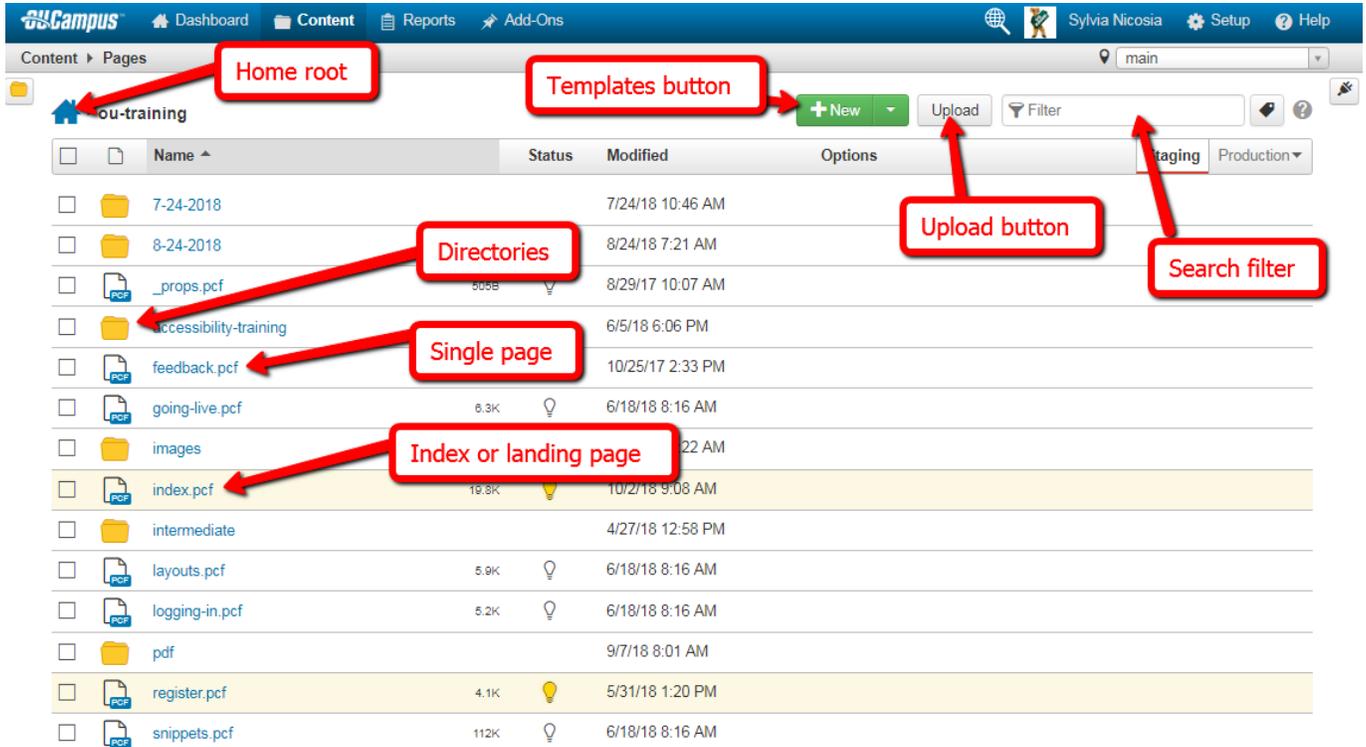
1. To edit any page, log in to OU Campus by clicking the Direct Edit link (the Date Stamp at the bottom of the page, underneath the social media icons).



2. Enter your Farmingdale username and password. Then click Log In. Please note that you MUST login from your department's webpages where you have access. Login in from other areas or the homepage, will give you an access error.



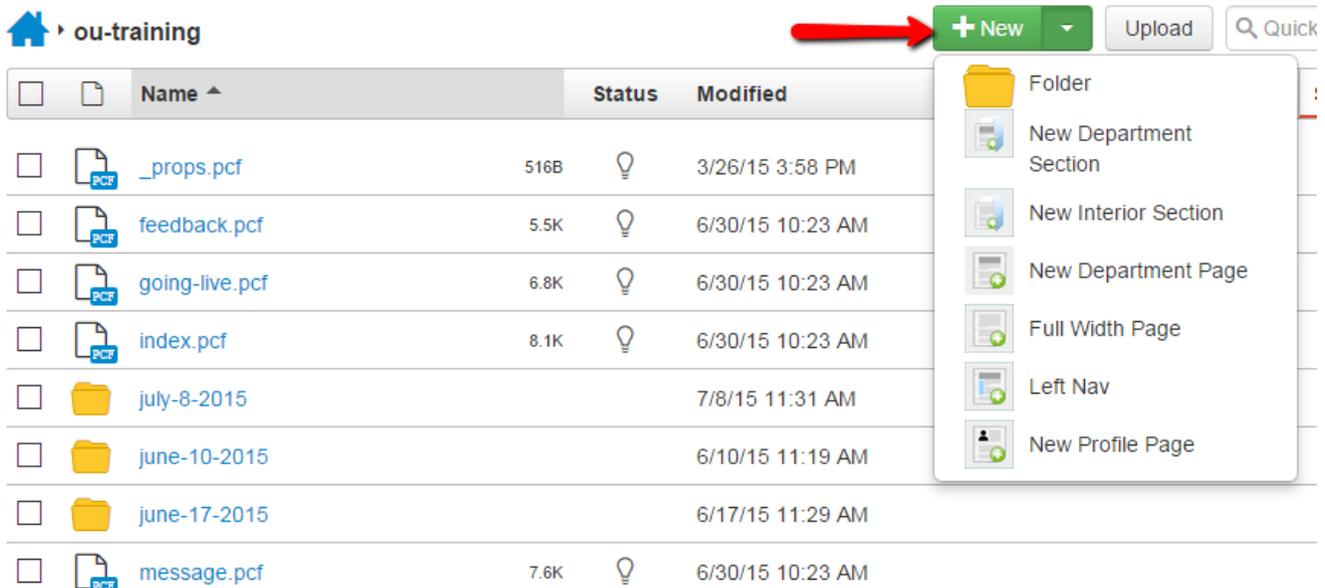
# Interface



## II. Creating a New Empty Folder

To create a new empty folder:

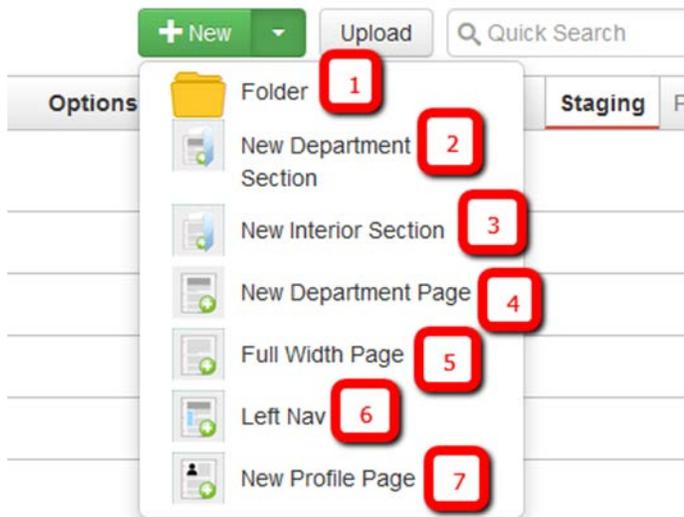
1. Click the Expand Arrow on the New button.
2. Select Folder, enter a Name, then hit Enter on the keyboard.



### III. Creating a New Page or Section

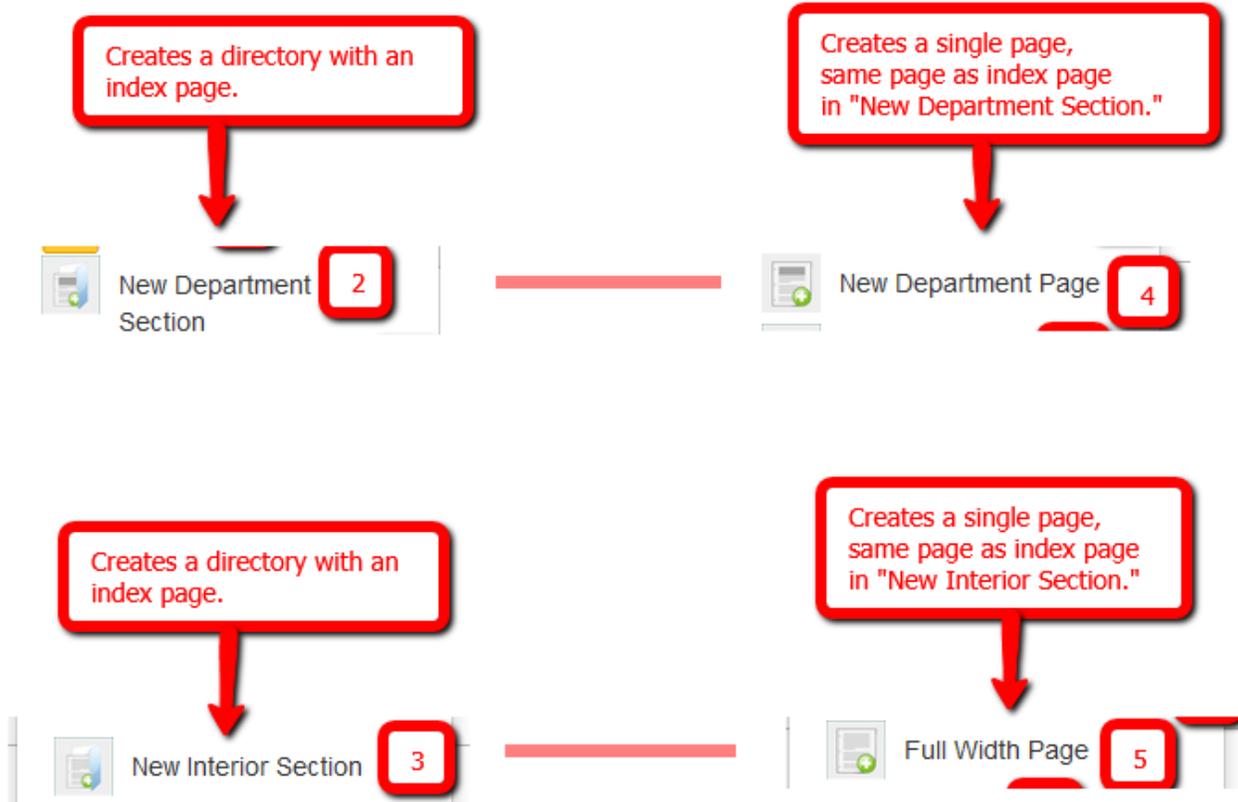
How to create a new page or section:

1. Click the New button.
2. In the Select Content view, choose the New Page or New Section template.
3. Give the page a Name, Description, and change the Access Settings to restrict user accessibility.
4. Click Save.



1. **Folder:** Creates an empty folder or directory. Use this template to create folders for images, pdfs and subdirectories.
2. **New Department Section:** Template for department or offices pages, where contact information needs to be displayed. Content in third column flows to the top on mobile devices. This will be used as landing pages for all departments and offices. It creates a directory with an index page (the landing page).
3. **New Interior Section:** Template for other interior pages or other landing pages that does not contain office contact information. Content in third column flows to the bottom in mobile devices. Page could have image header, two columns, or three columns.
4. **New Department Page:** Similar to “New Department Section (4)”, but it creates one single page for departments’ landing pages where contact information in third column will go on top on mobile devices, making the contact information available.
5. **Full Width Page:** Similar to New Two Column Page template with two columns with option to display image banner, adjust the image to full width or on second column, one column or second column. Third column goes at the bottom on mobile devices. This template is the one to use most of the time.
6. **Left Nav:** Template for creating/modifying Left Navigation menus. Easier to manage than the current version. Users must request access to the /includes/custom\_navs directory.
7. **New Profile Page:** Template to be used for Faculty to create their faculty pages. It creates a directory with an index page, i.e. john-smith/index.pcf. Information is entered via “Multiedit.” More pages can be created using the “Full Width Page” template. This template will be available in the /faculty directory and it is for faculty members only.

## Difference between Templates



## IV. Editing a Page

OU Campus Dashboard Content Reports Add-Ons Sylvia Nicosia Setup Help

Content > Pages > /oucampus/index.pcf

Preview Edit Source Properties Publish

Apply Now Admissions Academics Campus Life Students Faculty & Staff Alumni & Friends Athletics Give

Farmingdale State College STATE UNIVERSITY OF NEW YORK

Email OASIS Directory Library A-Z Links

ABOUT FARMINGDALE DEGREES SCHOOLS TUITION & FEES FARMINGDALE HOME

Home » OU Campus Log Out Page

Main Content Right Column

Then click lightbulb to check out page and make edits.

Clicking on the lightbulb, it will turn yellow and will display the Page Actions Toolbar. Buttons on the toolbar will depend on the permission level assigned to each user.

## 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.)



- **Preview:** Show a rendered version of a page before publishing or sending for approval.
- **Edit:** Select a page region to edit
- **Source:** Edit HTML source code for the entire page
- **Properties:** Update any metadata properties defined on a page and modify page access
- **Versions:** Show proposed page changes with current page, or any previously published version of a page that has been backed up to the versioning archives, or revert to a previous version of the page
- **Page Check:** Check the pages for spelling, valid links, and W3C validation (some or all of these options may be disabled by an administrator.)
- **Save Versions:** Save a copy of the page to the versioning archives without publishing the page to the production server.
- **Check In/Out:** Assign the content to the desired user account to prevent other users from modifying the content.
- **Publish Options:** Publish the page to the production server, schedule a publish, submit the page to another user for approval, or set the content to expire.
- **Content Help:** Provides useful information regarding the Page Actions toolbar

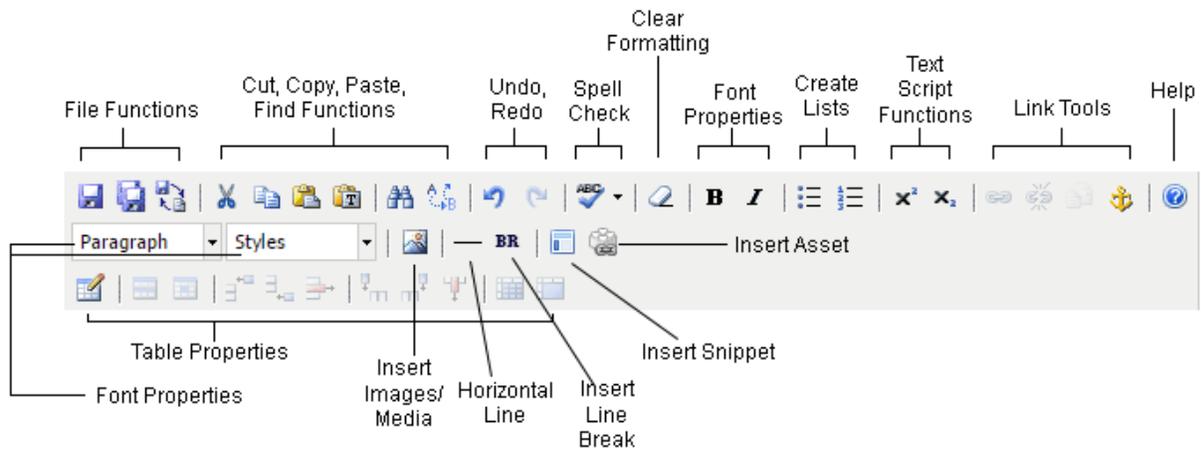
## Selecting Regions

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



## WYSIWYG Toolbar Editor

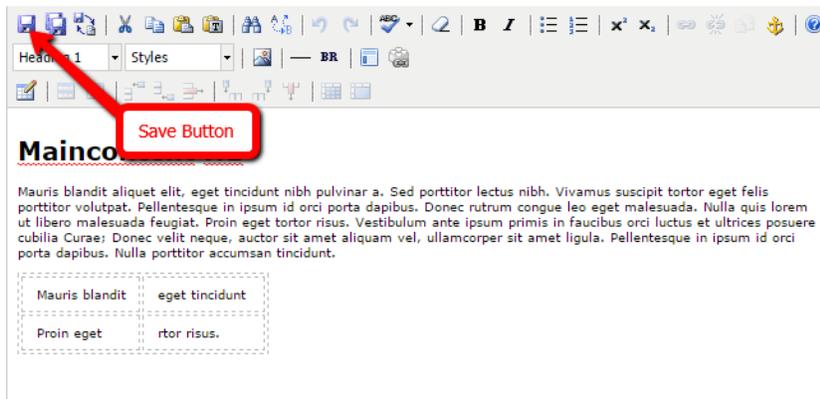
OU Campus provides page editing commands with the What-You-See-Is-What-You-Get (WYSIWYG) Editor Toolbar. (User toolbar may vary.)



- **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.
- **Clear Formatting:** Remove all selected text formatting and return the text back to the default settings for a page.
- **Font Properties:** Add bold, italic to selected content.
- **Create Lists:** Create ordered/unordered lists .
- **Text Script Functions:** Turn selected content into superscript or subscript text.
- **Link Tools:** Insert/edit links, insert mailto links, and create anchors.
- **Help:** Display the Help window.
- **Font Properties:** Header size for selected text, add site-specific styles like align text right or left, apply red or grey color to font, apply class image responsive for images, align images.
- **Insert Images/Media:** Add/edit images and videos on a page.
- **Horizontal Line:** Add horizontal rules.
- **Insert Line Break:** Insert line breaks.
- **Snippet:** Insert a preconfigured snippet of code to be used as a template.
- **Asset:** Insert a global asset.
- **Table Properties:** Create/edit tables within a page, apply classes such as gray or blue background, table with borders, tables that rows change color when mouse over.

## Editing Content

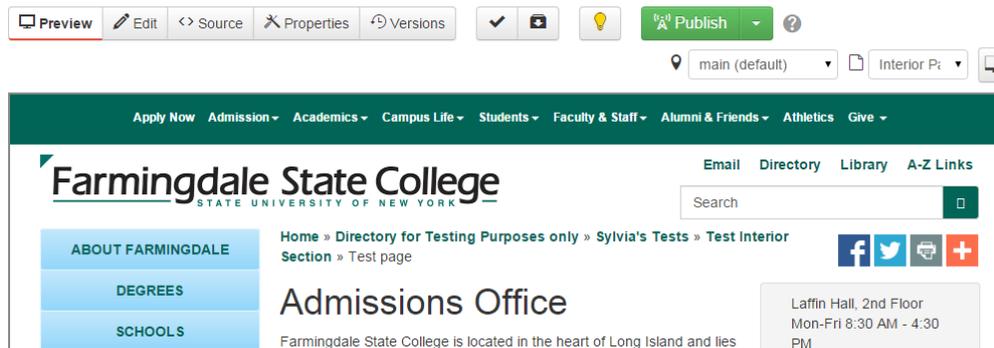
Begin editing content using the OU Campus WYSIWYG Editor. Simply edit the page using the toolbar functions provided at the top of the screen.



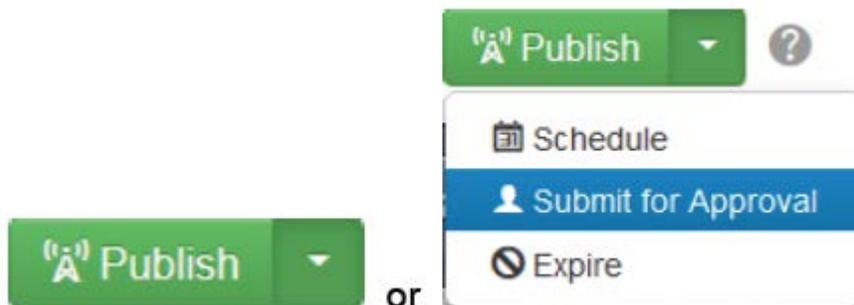
Once finished editing, click the Save button for additional functions.

## Approving/Publishing Pages

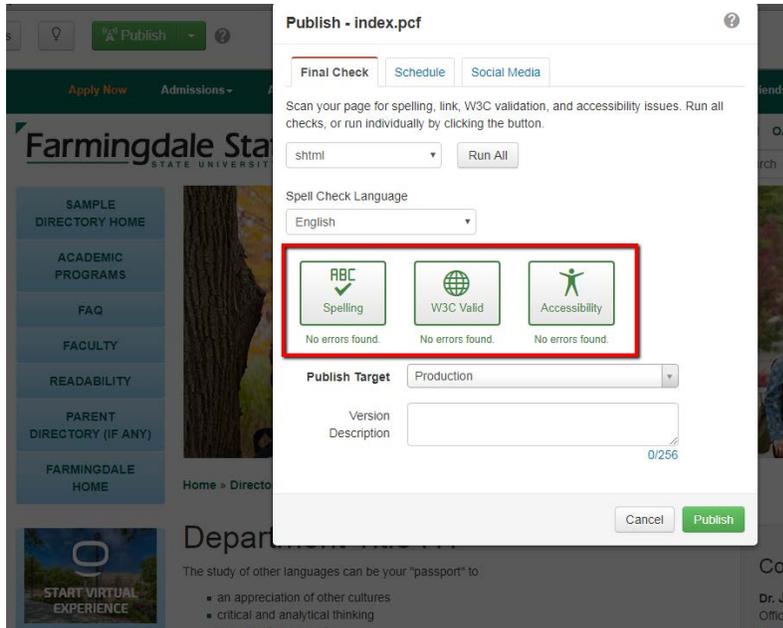
After saving a page, the Page Actions toolbar is displayed with a preview of the page. If there are no further changes, the page is ready to be published.



Depending on user level, choose Publish or Submit for Approval:



To publish a page, all three buttons MUST be green.



## V. Additional Resources

- Complete User Guide for OU Campus (pdf, 89 pages): <http://support.omniupdate.com/oucampus10/documents/booklets/end-user-guide-short.pdf>
- OU Campus Version 10 Support page: <http://support.omniupdate.com/oucampus10/>
- OU Campus Training Tuesdays recorded sessions by OmniUpdate: <http://support.omniupdate.com/oucampus10/about/training/training-tuesdays.html>
- Farmingdale's Support page: <http://www.farmingdale.edu/ou-training/index.shtml>