



Content Editor Reference Guide

The University of Southern Mississippi

OU Campus Version 11

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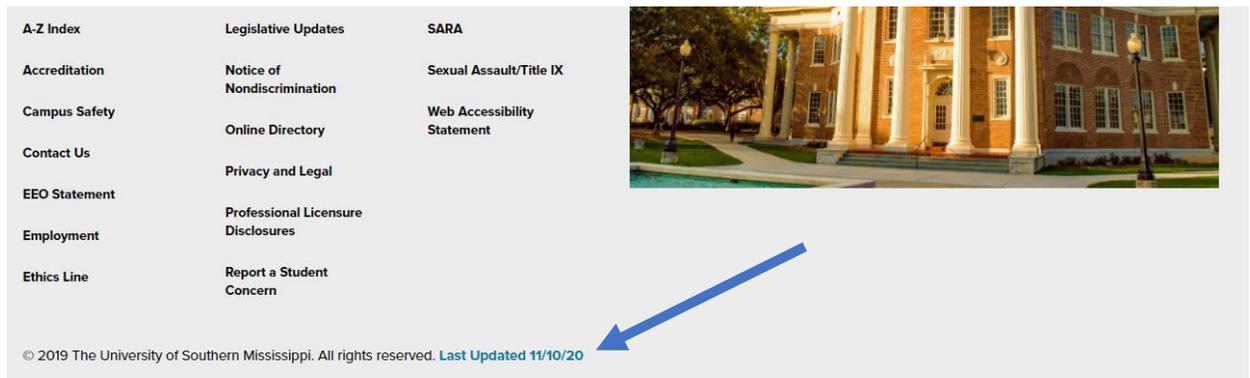
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Logging In

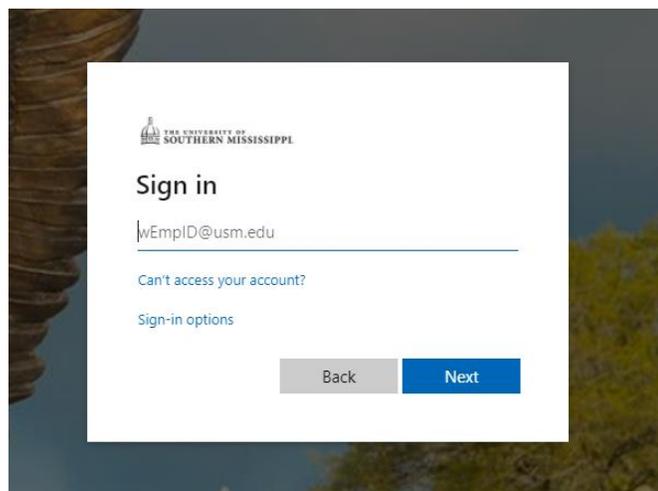
There are two ways to log in to OU Campus. One is to navigate directly to a URL within OU Campus; if you are not logged in, you will then be prompted to do so. The other is via a DirectEdit link. DirectEdit links are placed on every published page in your website. Clicking a DirectEdit link logs you into OU Campus and takes you directly to editing that page.

To log into OU Campus via DirectEdit:

1. Navigate to the desired page on the live website.
2. Click the DirectEdit link on the published page. For your site, the DirectEdit link is Last Updated Date



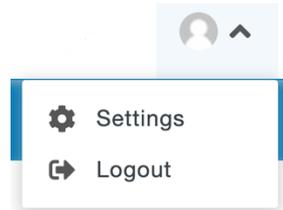
3. Login using your SOAR ID and password



4. You are now logged in to OU Campus and viewing a page, ready to edit it.

To log out of OU Campus:

1. Locate your user avatar in the top right-hand corner of the screen (in the **Main** menu) and click it.
2. Click **Logout** from the menu.



Navigating in OU Campus

Your primary means of navigation through OU Campus is the **Main** menu, found at the top of the screen.



The **Main** menu contains the following items:

- **Dashboard:** This will be your default start location when you're logging into OU Campus not via DirectEdit. It contains access to your workflow, OU inbox, and several informational gadgets.
- **Content:** This is where you access web pages and other files.
- **Reports:** Run various reports about content and content status, such as which pages you published recently.
- **Add-Ons:** Your administrator can configure additional links to go under the Add-Ons menu. You may even have accessed this reference guide from there!
- **Global Search** (magnifying glass icon): Use this feature to quickly find files and folders in your site.

Dashboard

The **Dashboard** menu has three options: **Dashboard**, **Workflow**, and **Inbox**. On your dashboard, you can view certain gadgets, such as your inbox and recent activity on pages you have access. Your inbox is where you can view and send messages through OU Campus. Workflow refers to the process in OU Campus of sending files to other users for review and publication; we'll cover that in a later section.

Content

The **Content** menu may have one, two, or three options, depending on your user permissions: **Pages** will be available to everyone, and selecting this will take you to the **Pages list view**, which gives you a list of the files and folders that make up your site. Some users will see **Assets**, which gives you the ability to create and edit assets, which are a type of reusable content we'll explain later on. Finally, if you have the ability to recycle pages, you'll see the **Recycle Bin**. If you are an administrator (i.e., a level 9 or 10 user), you will see additional items in this menu.

Reports

The **Reports** menu has six different types of reports that you can run to gather information on your activity in OU Campus. These reports are:

- **Required Actions:** Shows you pages that contain broken links.
- **Checked Out Content:** Shows you pages that are currently checked out to you.
- **Pending Approvals:** Shows you pages that are waiting for your approval.
- **Scheduled Actions:** Shows you any actions (such as publishes or reminders) you have set for later.
- **Recent Saves:** Shows you pages you saved recently.
- **Recent Publishes:** Shows you pages you published recently.

Add-Ons

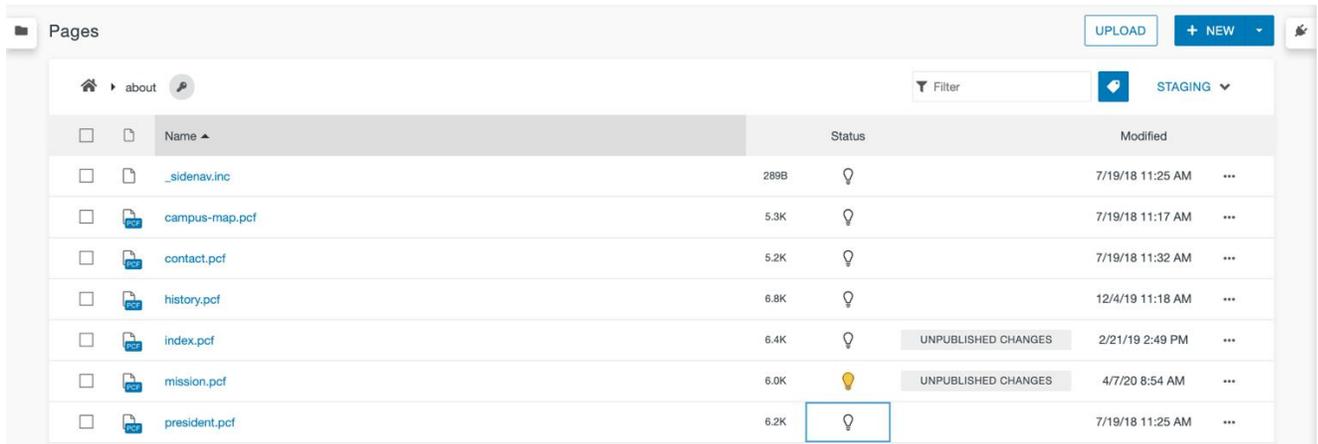
The **Add-Ons** menu holds any links that your administrators have added into OU Campus that they want you to have easy access to as you edit your website.

Global Search

You can use global search to easily navigate around OU Campus, no matter where you are in the system. Just click the magnifying glass icon and start typing. OU Campus will show you files and folders whose name or content match your search.

Pages List View

This is the main view in OU Campus where you'll be working. From here, you can view all the folders and pages that make up your website (as long as you have access to them). Clicking on the name of a file will take you to **Edit** mode; clicking the name of a folder will take you to the list view of the content within.

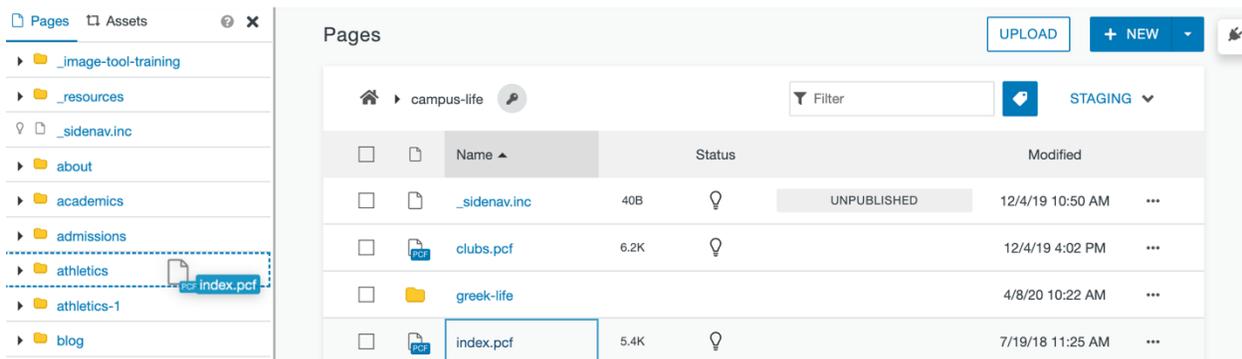


Additional functions include,

- the **+New** button, which lets you create new content,
- the **Upload** button, which you can use to upload files, and
- the filter bar, which you can use to filter or search for content.

OU Campus uses a file structure system to both organize pages and to create the structure of the website itself. For example, a page in the About folder will have the URL of **www.usm.edu/about/page.php**.

There are also two expandable/collapsible regions on either side of the Pages list view. On the left side is the file navigation sidebar, which displays the file structure of the website, allowing you to expand and collapse folders without having to navigate to them. It can be a quick way to navigate through files. You can also drag a file or folder from the file navigation sidebar and drop it in a new location.



On the right-hand side is the gadgets sidebar. Gadgets are little programs within OU Campus that provide additional or streamlined functions. We'll learn more about those in a further section.

 Gadgets	
 My Checked-Out Content	
 Activity	
 Workflow	
 Bookmarks	
 Request Help	
 Dependency Tag Info	
 URL Shortener	

Editing Pages

Checking Out

The first step in editing a page is checking it out. Much like checking out library books, checking out a page in OU Campus ensures it is locked to you and that no other users can make changes while you are working on it.

To check out a page, click the lightbulb icon for the page, turning it yellow. This icon can be found in multiple locations:

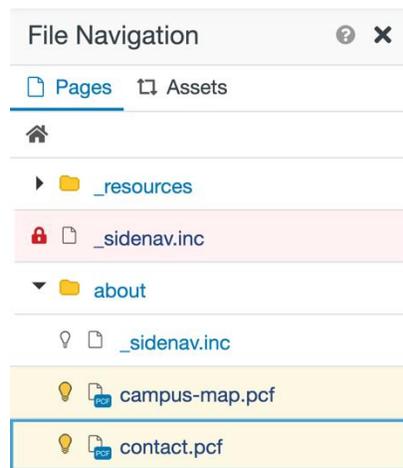
- In the page actions toolbar, at the top of a page when you're viewing it.



- In Pages list view.



- In the file navigation sidebar on the left-hand side.



- From the **My Checked-Out Content** gadget on either your dashboard or the gadgets sidebar.

My Checked-Out Content

 [/about/contact.pcf](#)
Locked: 12:43 PM
Saved: 7/9/20

 [/about/campus-map.pcf](#)
Locked: 12:43 PM
Saved: 8/7/20

- And finally, from the **Checked-Out Content** report.

<input type="checkbox"/>		Name	Status	Checked-Out By	Checked-Out Date	Last Saved Date
<input type="checkbox"/>		/about/contact.pcf		Stacie McKee	10/12/20 12:43 PM	7/9/20 1:38 PM
<input type="checkbox"/>		/about/campus-map.pcf		Stacie McKee	10/12/20 12:43 PM	8/7/20 3:40 PM

A yellow lightbulb indicates the page is checked out to you; a white one indicates it is available. If the page has a red lock icon, that means it's checked out to another user.

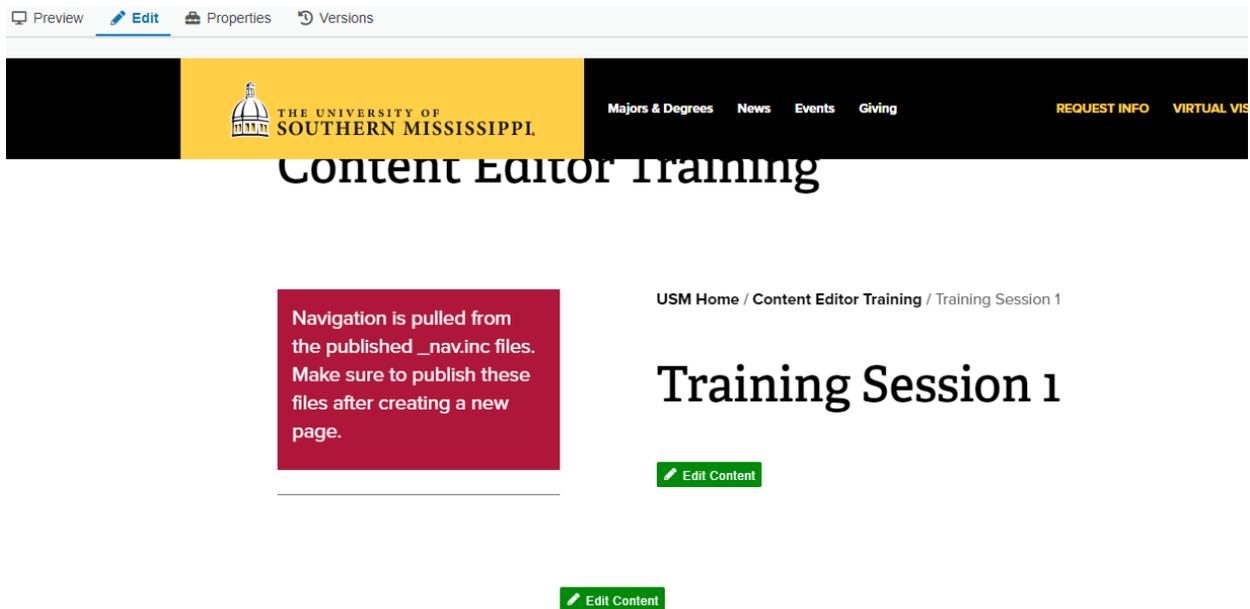
 [_sidenav.inc](#) 610B  9/25/20 1:26 PM ...

Editable Regions

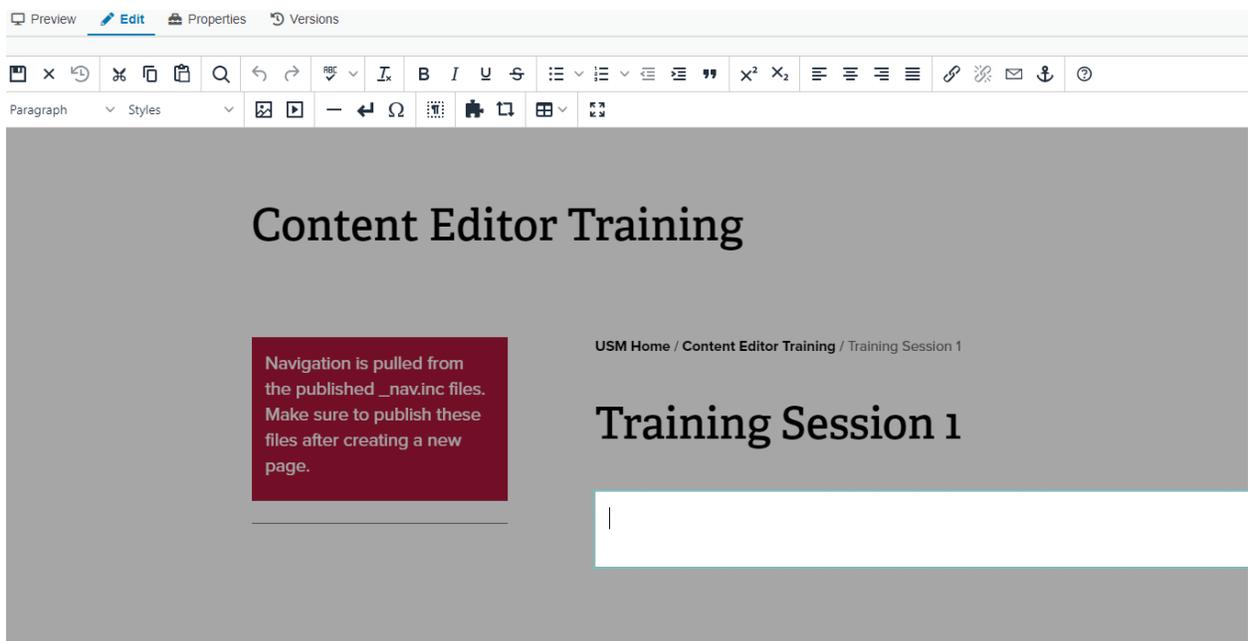
To open a page, click its name while in Pages list view. You can also click the **More Actions** menu **...** and select **Edit > File**.

<input type="checkbox"/>		campus-map.pcf	 EDIT ▾	6d	REVIEW ▾	'A' PUBLISH ▾	 FILE ▾	⋮		
<input type="checkbox"/>		contact.pcf							7/9/20 1:38 PM	⋮
<input type="checkbox"/>		history.pcf							7/9/20 1:38 PM	⋮
<input type="checkbox"/>		index.pcf							8/21/20 4:52 PM	⋮
										
										

The page is now in edit mode, which you can confirm in the page actions toolbar. You'll also know it's in edit mode when the green editable region buttons are visible.



Clicking a green button will open that editable region. Now you can type in the region, edit text, and insert images, links, and other content while being able to see what the changes will look like on the published page. This called the What You See Is What You Get (WYSIWYG) editor.



The WYSIWYG toolbar at the top of the editing window contains much of the same functionality as common word processors, such as font styling and alignment, spellcheck, and list formatting, as well as the ability to insert content like images, assets, links, and tables. To save your changes and exit the editable region, select the **Save and Exit**  button in the very top left corner of the toolbar.

To save your changes while continuing to work in the region, use the keyboard command **Ctrl + S** for Windows or **Cmd + S** for Mac.

Note: We recommend that you use the keyboard shortcuts **Ctrl/Cmd + C** and **Ctrl/Cmd + V** to copy and paste, respectively, rather than the buttons in the toolbar as some web browsers block copy and paste buttons from working.

Inserting a Link

To insert a link on a page:

1. In an open editable region, highlight the text that you want to turn into a link.
2. In the toolbar, click the **Insert Link**  button.
3. To insert an *external* link, i.e., a URL not managed in OU Campus, copy and paste it into the URL field.

Insert/Edit Link ✕

Basic
Advanced

URL 

Text to display

Title

Open link in...
Current window ▾
Class
(not set) ▾
Custom Class

4. To insert an *internal* link, click the file chooser  button to the right of the URL field.
5. Navigate through the file structure to select the page you want to link. Once you've chosen a page, select **Insert**.
6. Notice what appears in the URL field. This is a dependency tag. OU Campus uses something called Dependency Manager to keep track of and link to internal files. Each file is assigned a unique tag that is inserted into links. This way, the link remains valid even when the file is moved or renamed (though there's nothing we can do about deleted files).

URL

{{f:3747}}



/about/history.pcf

7. Other fields include,
 - a. Title, which is the text that displays when you hover your cursor over the link;
 - b. Open link in, where you can choose if the link opens in a new window; and
 - c. Class, where you can apply a style to the link.
8. Finally, click **Save** to place your link on the page.

To edit an existing link, place your cursor in it and then select the **Insert/Edit Link** button from the toolbar. You can also click the **Remove Link** button, next to it.

Inserting an Image

To place an image on a page:

1. In an open editable region, place your cursor on the page where you want the image to be placed.
2. In the toolbar, select the **Insert/Edit Image**  button.
3. In the Source field, click the file chooser  button.
4. Use the file chooser to navigate through your website's file system and find the image you want to add. Once you've chosen an image, select **Insert**.
5. Fill in the Description field.
 - a. This is mandatory for accessibility reasons.
6. You can also alter the dimensions of the image or add a class attribute from the dropdown.
7. The Appearance tab lets you further alter the image. To affect the vertical space, horizontal space, and border width fields, type a number into the field and then click outside of it. Additional formatting can be entered in the Style field as well.
8. Once you're done, click **Save** to place the image on the page.

Inserting a Video

To place a video, or other media files, on a page:

1. In an open editable region, place your cursor on the page where you want the video to be placed.
2. In the toolbar, click the **Insert/Edit Media**  button.
3. To insert a video file that has been uploaded to OU Campus, select the file chooser button in the Source field and browse for the video.
4. Once you have found the video file, click **Insert**.
5. To embed a video from an external source (such as YouTube), paste the URL in the Source field.
6. Other fields include,

- a. Alternative source, where you can enter a backup file in case the video doesn't display properly;
 - b. Poster, where you can upload a thumbnail;
 - c. Dimensions that you can edit; and
 - d. The Embed tab, where you can directly paste the embed code for the video.
7. Click **Save** to place the video on the page.
- a. While in edit mode, you'll only see the video as a gray box. Save and exit the editable region to see how it will display on the published page.

Reusable Content

Assets

Assets are files created and managed separately from pages; when you place an asset on a page, you cannot edit the content. However, when an asset file is edited, every page containing that asset is republished to reflect that change. Assets are useful for placing the same information across multiple pages, such as a university address or phone number. This way, if the information changes, the original asset only needs to be modified once, as opposed to editing it on each page it appears.

To insert an asset:

1. In an open editable region, place your cursor where you want the asset to be placed.
2. Click the **Insert Asset**  button in the toolbar.
3. Select an asset from the file chooser.



4. Once you've chosen an asset, click **Insert** to place it on the page. While in an editable region, the asset will display as a striped box, to indicate you cannot edit it.

Asset New Image Gallery cannot be shown in WYSIWYG

5. To see how the asset will look on the published page, save and exit the editable region.

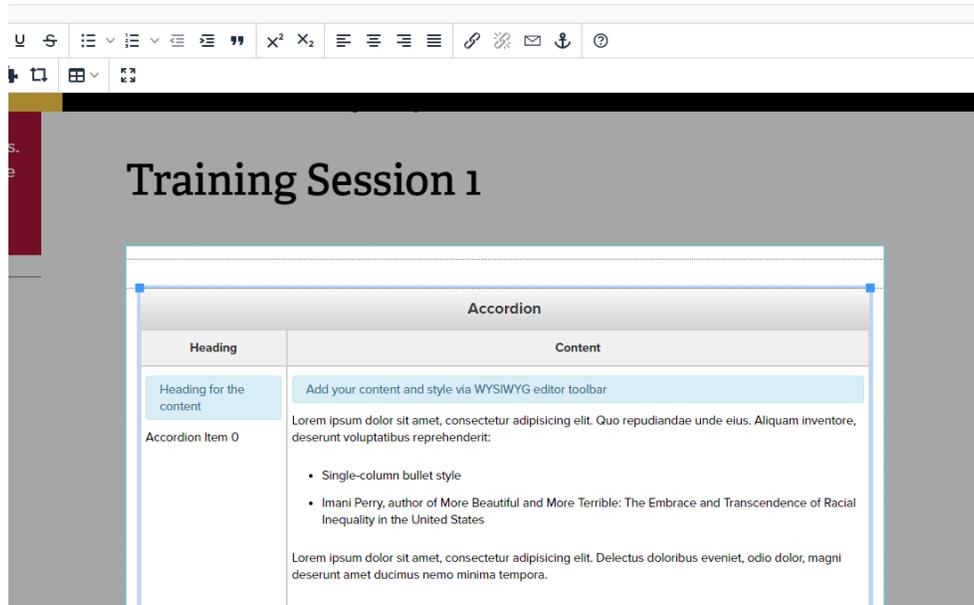
Snippets

Snippets are predefined content that you insert onto a page and can then edit without changing the original file. The snippet provides the styling and you fill in content when it is placed on the page.

To insert a snippet:

1. In an open editable region, place your cursor where you want the snippet to appear.
2. Click the **Insert Snippet**  button in the toolbar.
3. Choose a snippet.
 - a. You can see a basic preview of what it will look like on the right-hand side.

- When you've selected one, click **Insert**.

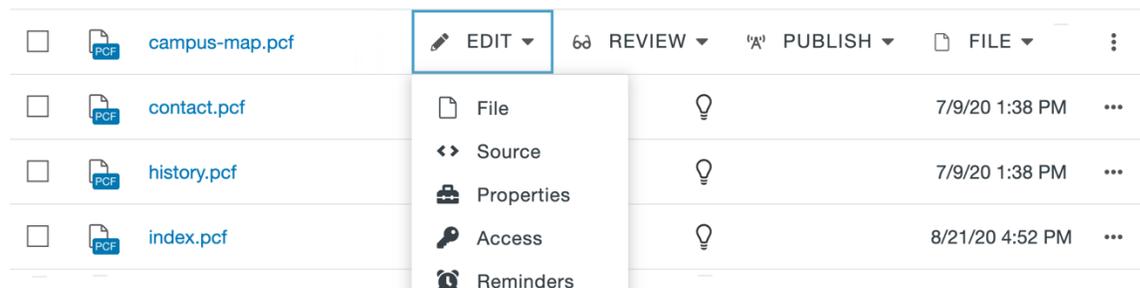


- Now that the snippet is placed on the page, fill out content in the appropriate areas.
- To see what the snippet will look like on the published page, save and exit the editable region.

Editing Page Properties

Some information on a page is edited via properties, rather than through the WYSIWYG editor. Find page properties in the page actions toolbar, as long as the page is checked out to you. You can also find the file in the Pages list view, click the **More Actions** menu **⋮**, and select **Edit > Properties** (again, this will only appear if you've checked out the page).

Note: Depending on your user settings, you may not have access to properties.



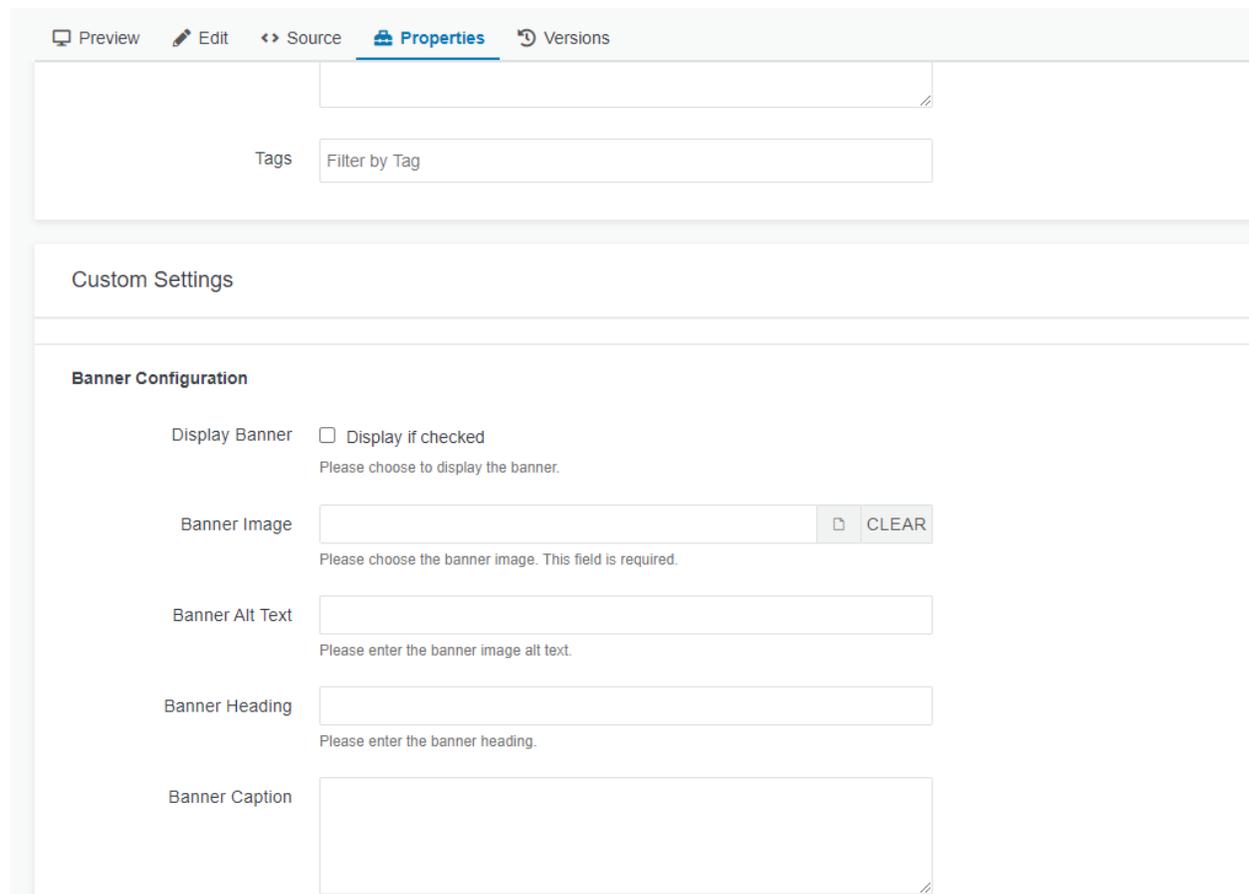
There are three items under **Properties**:

- **Parameters:** This includes metadata about the page, such as title and description, as well as different configuration options.
- **Reminders:** You can set scheduled and stale Reminders for a page, to notify you either at a certain date/time or when a page has gone unedited for too long.
- **Log:** Tracks all the changes that have been made to the page.

Editing Page Parameters

Page parameters is divided into two sections. The first is Title and Metadata. The Title and Description fields are displayed when the page comes up as a result on a search. Tags are used within OU Campus to organize and sort files; your administrator will probably have specific guidelines for tagging content that they want you to follow.

The second section, Custom Settings, can vary from page type to page type within your implementation of OU Campus. These often include the header image for the page, whether to display right and left columns, and other options for configuring content outside of the editable regions on the page.



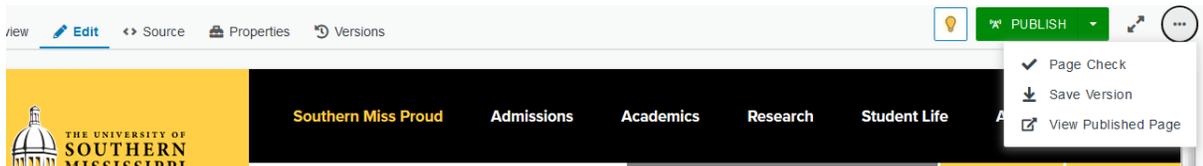
The screenshot shows the 'Properties' tab of a web editor. At the top, there are navigation options: 'Preview', 'Edit', '<> Source', 'Properties' (selected), and 'Versions'. Below this is a 'Tags' section with a 'Filter by Tag' input field. The main section is titled 'Custom Settings' and contains a 'Banner Configuration' section. This section includes a 'Display Banner' checkbox (unchecked) with the label 'Display if checked' and a note 'Please choose to display the banner.' Below this are five input fields: 'Banner Image' (with a 'CLEAR' button and a note 'Please choose the banner image. This field is required.'), 'Banner Alt Text' (with a note 'Please enter the banner image alt text.'), 'Banner Heading' (with a note 'Please enter the banner heading.'), and 'Banner Caption'.

Setting Reminders

There are two types of reminders you can set in OU Campus for a page. A scheduled reminder sends you a notification on the specified date and time, with the option to repeat the reminder. A stale reminder is triggered if the page has not been edited within the specified period of time.

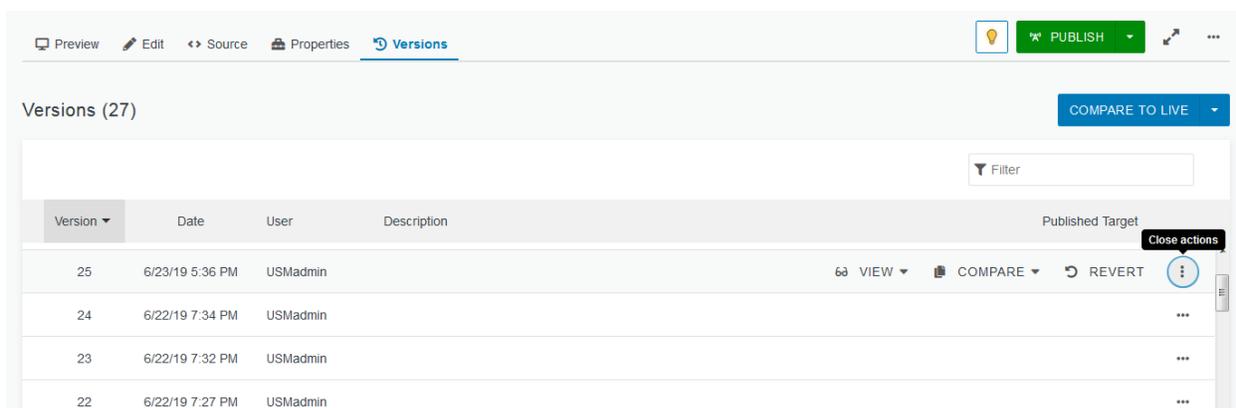
Versions

While working on a page, you may want to back it up before making any changes, so you can revert to a previous version if you don't like the changes you've made. To save a version of a page, make sure the page is checked out to you, and click the **More Actions** **...** menu in the page actions toolbar. Then click **Save Version**. You can enter a description to indicate what changes were made since the previous version or other useful information.



You can also view all versions of a page by selecting **Versions** from the page actions toolbar. Click the **More Actions** menu for the following:

- **View:** See what that version of the page looks like.
- **Compare:** Compare that version of the page with the version you're currently working on.
- **Revert:** Change the version you're currently working on to the highlighted version.



There is also the option to **Compare to Live**, in the top-right corner, allowing you to compare the version you're working on to the page on the published website.

Publishing Content

To make changes on web pages live, you publish your pages and other files.

The ability to publish pages directly without submitting them to another user for review and approval is determined both by user level and/or administrator-configured settings. We'll cover what it looks like both to publish a page on your own and to submit it in a workflow.

Publish Now

There are two ways you can publish a page. One is via the **Publish** button in the page actions toolbar.



The other is in Pages list view when you click the **More Actions** **⋮** menu and select **Publish**.



A page does not need to be checked out for you to publish it, but you cannot publish a page checked out to somebody else.

Once you click **Publish**, the Publish box will appear with the Final Check tab open. From here you can run checks for spelling, links (to make sure there are no broken links on the page), and accessibility. Your administrators may choose to enforce some or all of these checks so they must be passed before a page can be published.

Publish - index.pcf

[Final Check](#) [Schedule](#) [Social Media](#)

Are you ready to publish?
Double-check your page before publishing.

PHP

AB **Spelling** English

Links

W3C Valid

Accessibility

Publish Target Production

Schedule: [Immediately](#)

Social Media: [Facebook & Twitter](#)

Include Unpublished Dependencies: [View Files](#)
This file contains links to items that have not been published.

Version Description 0/256

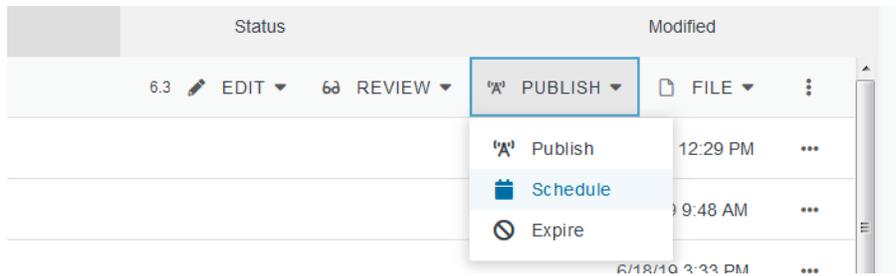
You can also enter a version description to indicate what changes have been made since the last time the page was published.

Click **Publish** for the page to go live. If it is published successfully, you will receive a success notification at the bottom of your screen, with a link to the page on the live website.

Schedule Publish

Because you can make changes to pages in OU Campus before they are visible to website visitors, you have the ability to make edits and create content in advance of when it needs to go live and then schedule it to be published at the proper time and date. This is useful, for example, for announcements and other time-sensitive content.

You can schedule a publish from the same locations as publishing it directly: from the Pages list view when you click the **More Actions** ... menu and select **Publish**, from the Schedule tab in the Publish box, or from opening the dropdown of the **Publish** button.



All of these methods will bring you to the Schedule tab of the Publish box. In this tab, you can select the date and time you want to publish the page, as well as if you want it to repeatedly publish. You can also configure a message to be sent to you when the page is published.

A screenshot of the 'Publish - 404.pcf' dialog box, specifically the 'Schedule' tab. The 'Final Check' section has a 'Schedule' button. The 'Time & Date' section includes fields for 'Date' (11/20/2020), 'Time' (3:00 PM), and 'Repeat every' (Hours). The 'Notification' section has a 'Subject' field (OU Campus Publish Notification) and a 'Message' text area. There is a 'Send Copy to Email' checkbox which is checked, with a note: 'Send external email in addition to internal OU Campus message'. At the bottom, there are 'CANCEL' and 'SCHEDULE' buttons.

Click **Schedule** to schedule the publish. You can view a list of all pages you have scheduled from the Scheduled Actions report.

Workflow

Depending on your user permissions or the access settings of a page or directory, you may not be able to directly publish a page. If this is the case, you won't see the **Publish** button in your page actions toolbar; instead, it will say **Submit**.



You will also have the publish option replaced with submit when you click the **More Actions** ... menu for an item in Pages list view.

Submitting a Page for Approval

Submitting a page sends it to another user for them to review, approve, and publish. When you click **Submit**, the Submit box will appear. The options here include who you are sending the page to (which may or may not be predetermined), the subject of the message, and an optional message where you can further explain what changes need reviewing. Click **Submit** to send the page to the other user.

The page will now be locked to that user. You'll also notice that in Pages list view the page is marked with a blue silhouette icon, indicating it is awaiting approval.

You can submit a page for approval to another user, even if you have the ability to publish it directly. Just click **Submit for Approval** from the dropdown **Publish** button.

Approving or Declining Pages

To keep an eye on what pages you've submitted to other users, as well as managing any that users have submitted to you, navigate to **Dashboard > Workflow**.

Pages that are waiting for your approval will have a thumbs-up icon. To view the page, click the file path to be taken to the file. From here you can publish it, decline it, or pass it along to another user for approval.

Workflow Messages

To see the history of the workflow, i.e., each time it was passed to another user, click the **More Actions** ... menu for an item and select **View**.

Workflow Items (6)

<input type="checkbox"/>	From ▲	Approver	File	Status	Date
<input type="checkbox"/>	Level 8 User	You	/index-11111.pcf	VIEW	ARCHIVE ⋮

Messages in a workflow can be sent to all users or privately to any user involved in the workflow. Private messages are only visible to the sender and addressee.

Note that workflow messages are separate from your inbox. Your inbox works like any other email or messaging system, while workflow messages are attached to a specific file.

Creating New Content

Depending on your user level and/or any restrictions an administrator has set, you may not be able to create every type of content described in this section.

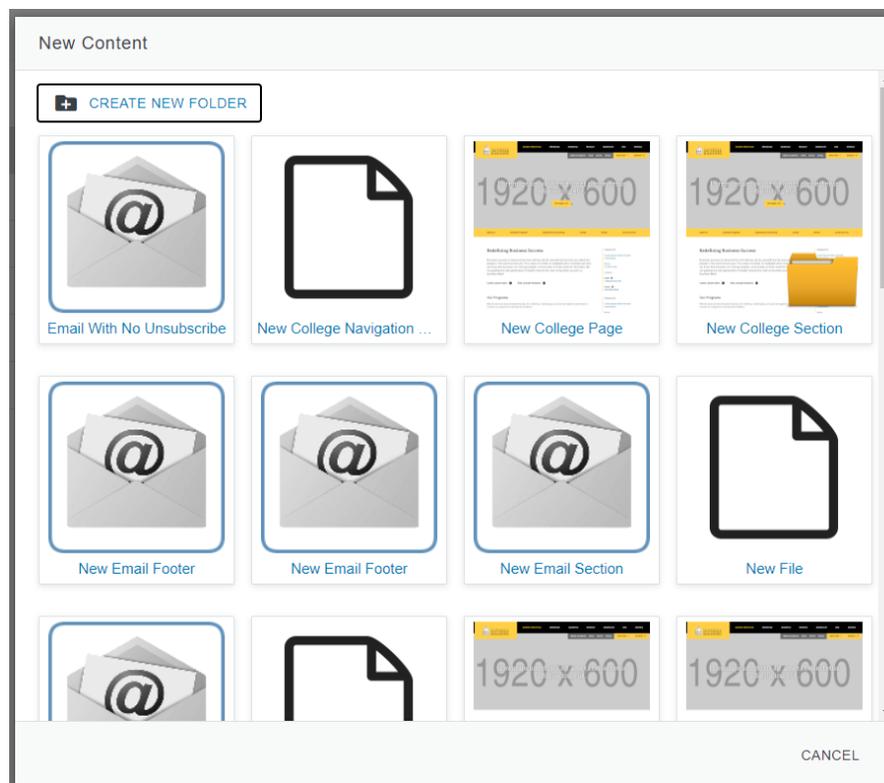
Making a New Page

To make a new page:

1. Navigate to the Pages list view by selecting **Content** > **Pages** from the **Main** menu.
2. Click the **+New** button.



3. The New Content box will appear, showing you the list of templates you can choose from to make a new page. Depending on your permissions and where you are in the site, you may see different templates than the ones shown here.



4. The New Page box will appear. Fill out fields such as the title of the page, a description, the file name (which should reflect the page title), and other configuration options.
5. Click **Create** to create your new page.
6. You will be taken directly to edit mode of the page. Once you are finished editing it, publish the page for it to go live on the website.

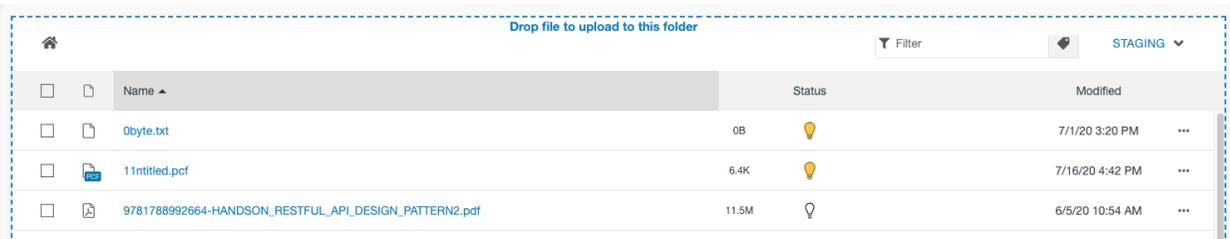
When adding a new page to a directory, you will also want to edit the navigation file for that directory to make sure it's properly linked to on the website. For more instructions on editing navigation files, see the [Navigation Files section](#).

Uploading Files

You can upload files either from Pages list view or while you're browsing for a file, such as when inserting a link or an image. OU Campus supports uploading text files, images, audio and video media, PDFs, and many more types of files.

To upload from Pages list view:

1. Navigate to the directory where the files should be uploaded.
2. Drag files from your desktop or a file browser into the Pages list view. See location guides where you drop the files.



3. Alternatively, click the **Upload** button at the top of the screen.

UPLOAD

4. In the Upload box, select the upload type, the access group for the files, and whether they should overwrite any files with the same name in this location.
5. Click the **+Add** button to browse for files on your computer or drag files into the box.
 - a. Files you've uploaded may not fit the naming convention enforced for your website. To rename a file, click the **More Actions** **...** menu and select **Rename**. Once you've

typed in a name, click away from the filename field to save the changes. You can also remove a file from the upload queue.

Upload to /about

Type Upload Files Edit and Upload Image Import Zip File

Access Group (Inherit Existing)

Overwrite Existing

Files or drag files from desktop

Filename	Size	Status
undraw_file_sync_ot38.png	50.3K	<input type="button" value="RENAME"/> <input type="button" value="REMOVE"/>

2. Click **Start Upload** to upload the files to the directory.
3. **Publish** your files to make them visible on the live website and to add them to pages.

To upload files from a file chooser:

1. Open an editable region on a page.
2. Click the **Insert/Edit Image**, **Insert/Edit Media**, or **Insert/Edit Link** button in the WYSIWYG toolbar.
3. Click the file chooser  button by the Source/URL field.
4. Navigate to the directory where you want to upload the file and click the **Upload** button in the top-right of the box.

Select Image

Sites ▶ gallena ▶ _resources ▶ images ▶ campus

Staging

Filter by tag

Filter by name  

- campus
 - aspen-wallpaper-large.jpg
 - aspen-wallpaper-med.jpg
 - blocksom_library.png
 - burgess_hall.png
 - east_campus.png
 - education-banner-med.jpg
 - OCN event image-large.png
 - OCN event image-med.png

Select a file to see its preview.

- In the Upload box, select the upload type, the access group for the files, and whether they should overwrite any files with the same name in this location.
- Click the **+Add** button to browse for files on your computer or drag files into the box.
 - Files you've uploaded may not fit the naming convention enforced for your website. To rename a file, click the **More Actions** **...** menu and select **Rename**. Once you've typed in a name, click away from the filename field to save the changes. You can also remove a file from the upload queue.
- Click **Start Upload**.
- The files are now uploaded into the directory and can be inserted on the page.
- The newly uploaded files must be published before they can appear on the live website. However, this can be done when publishing the page if you've inserted or linked to the newly uploaded files. Just make sure the Include Unpublished Dependencies box is checked when you publish the page.

Publish - index.pcf

Final Check Schedule Social Media

Are you ready to publish?

Double-check your page before publishing.

PHP

✓ RUN ALL CHECKS

AB Spelling  English

 Links 

 W3C Valid 

 Accessibility 

'A' Publish Target

Production

 Schedule: Immediately

 Social Media: [Facebook & Twitter](#)

Include Unpublished Dependencies: [View Files](#)

This file contains links to items that have not been published.

Version Description

0/256

CANCEL

PUBLISH

Navigation Files

Aside from the main navigation on your school's website, each section has its own set of links to pages, called the side navigation or sidenav.

Content Editor Training



Billy Woody

This sidenav allows people to travel to other pages within the same section. It is created by the **_nav.inc** files that live in each folder in OU Campus. Every folder that contains webpages (which we call a "section" or "directory") will have its own **_nav.inc** file. That navigation file is pulled onto each page in that section, so each page has the same navigation information.

If a page in a section is added or removed, or the page title changes, edit and republish the **_nav.inc** file to update the navigation. The pages in that section will automatically see the updated navigation (no need to edit individual pages).

To edit the sidenav file:

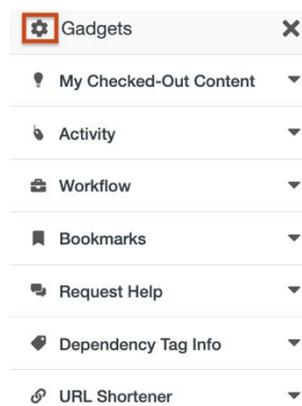
1. Navigate to the directory in Pages list view and click on **_nav.inc** to open it.
2. You will see a list of links. Press **Enter** to make a new list entry and click **Insert/Edit Link** to add a new link to the navigation.
3. Removing a link is easy – simply delete the link.
4. Editing an existing link's title or URL is even easier – simply adjust the text to change the title or click **Insert/Edit Link** when on a link to modify the URL (see [Inserting a Link](#)).
5. Click **Save** when you're done with your edits.
6. Remember to **Publish** the file to make these changes appear on the live site.

Gadgets

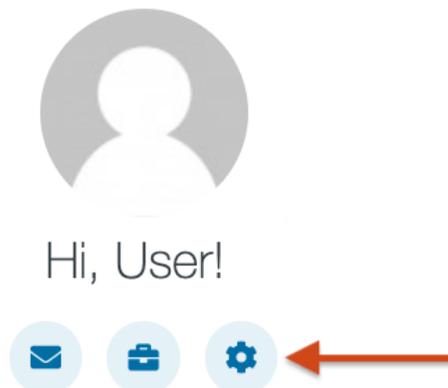
Gadgets are additional tools provided in OU Campus, available in both the gadgets sidebar and on your dashboard. They are context-aware, meaning that certain gadgets will only display in locations where they can be used. For example, the Images Gadget, which inserts images onto a page, is only available when you're editing content.

To configure which gadgets are available to you:

1. Click the **Show Gadgets**  button on the top right of your screen.
2. The gadgets sidebar will appear. Click the **Choose Gadgets** gear icon at the top.



3. From the box that appears, you can choose which gadgets you want to appear in your sidebar. Remember, gadgets are context-aware, so even when they're enabled you'll only see them appear in areas where you can use them.
4. You can also configure the gadgets on your dashboard by clicking **Configure Dashboard**.

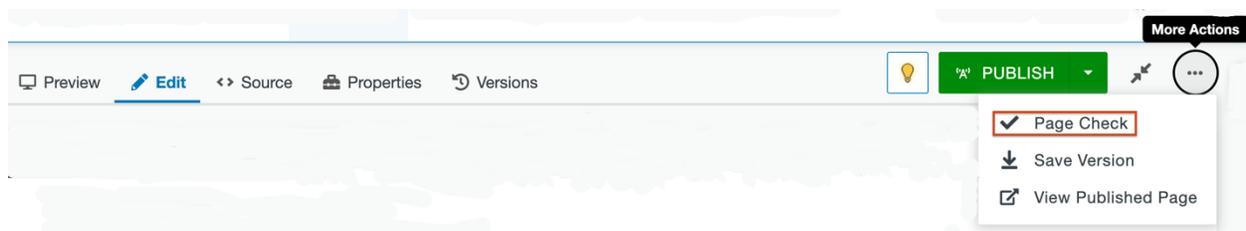


Additional Tools

Now that we've covered the core functionality of OU Campus, here are some additional tools you can use to enhance your experience.

Page Check

You can run the same checks on a page as when you publish it: Spelling, links, and accessibility. When you've checked out a page, you can find page check in the page actions toolbar, **More Actions** ... menu.



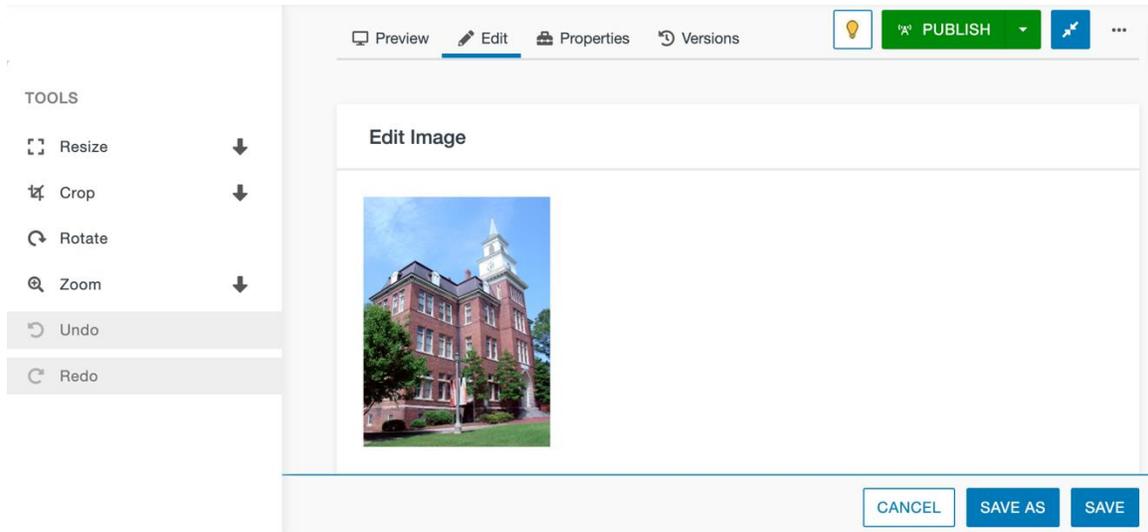
Spelling errors and broken links can be easily fixed on the page; if your administrator has given you access, you can also add words to the OU Campus dictionary. The accessibility check looks at the code of your page, and you will be responsible for fixing known problems. Other potential errors that may appear here will require administrator troubleshooting.

Image Editor

OU Campus has a built-in image editor to perform basic functions such as resizing, cropping, and rotating images. You can enter the image editor immediately after an image is uploaded, or you can navigate to it at any time by clicking on an image file in the Pages list view.

To use the image editor:

1. In Pages list view, click on the image's name.
2. Using the tools available in the **Tools** menu, modify the image as desired.
 - a. Note that you will have to confirm individual actions for them to take effect; for example, you must click the **Resize** button to confirm resizing the image.



3. Click **Save** to save changes to the original image or click **Save As** to save the modified version as a new file.
4. Publish the image to make the changes live.