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# WYSIWYG Toolbar Editor

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## 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 view of the page before saving or sending to the server.

Edit: Select a page region to edit.

Source: Edit the XML source code of the page.

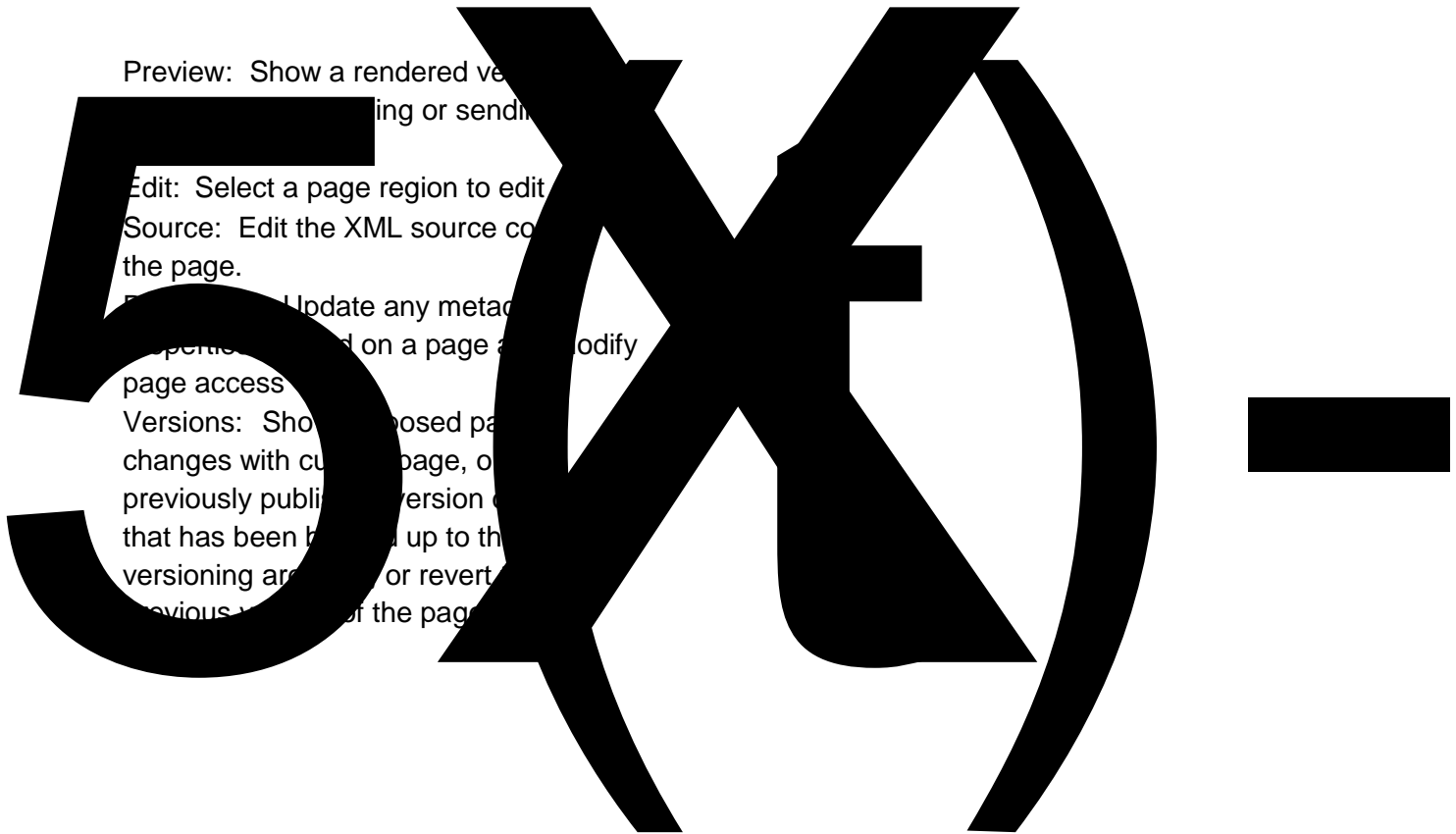
Properties: Update any metadata or properties associated with a page and modify page access.

Page access: Modify the page access.

Versions: Show proposed page changes with current page, or previously published version of the page that has been brought up to the current versioning area.

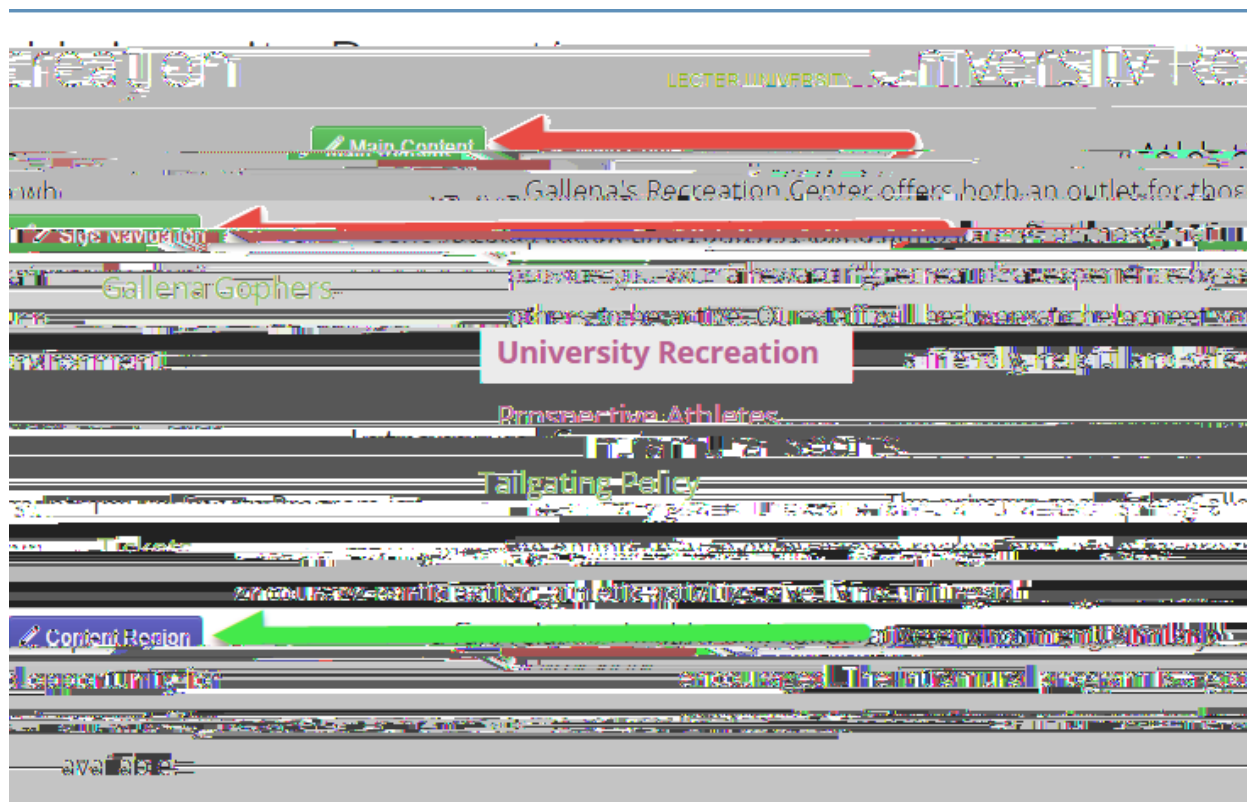
Revert: Revert to the previous version of the page.

Cancel: Cancel the current action.



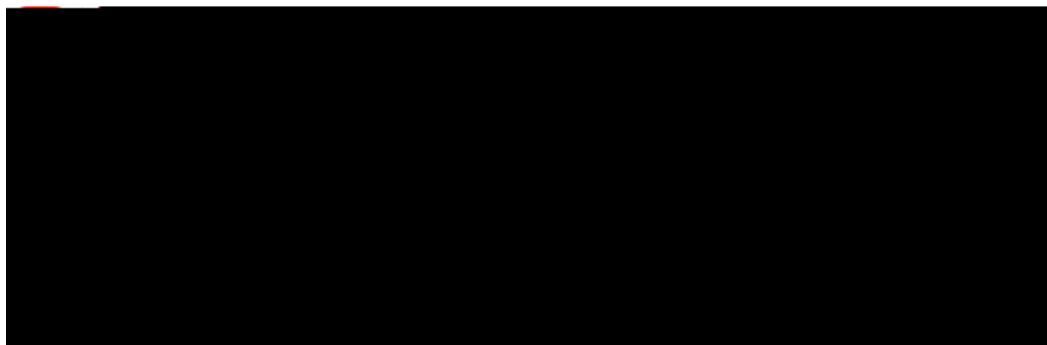
## Selecting Regions

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 the page 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:** Paste only text and remove all formatting

**Spell Check:** Checks the spelling in the region being edited

**Clear Formatting:** Remove all selected text formatting and return the text back to the defaults settings for a page

**Insert / Edit Links:** Add links to the selected content or images and modify existing link properties

**Insert / Edit Images:** Add images 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

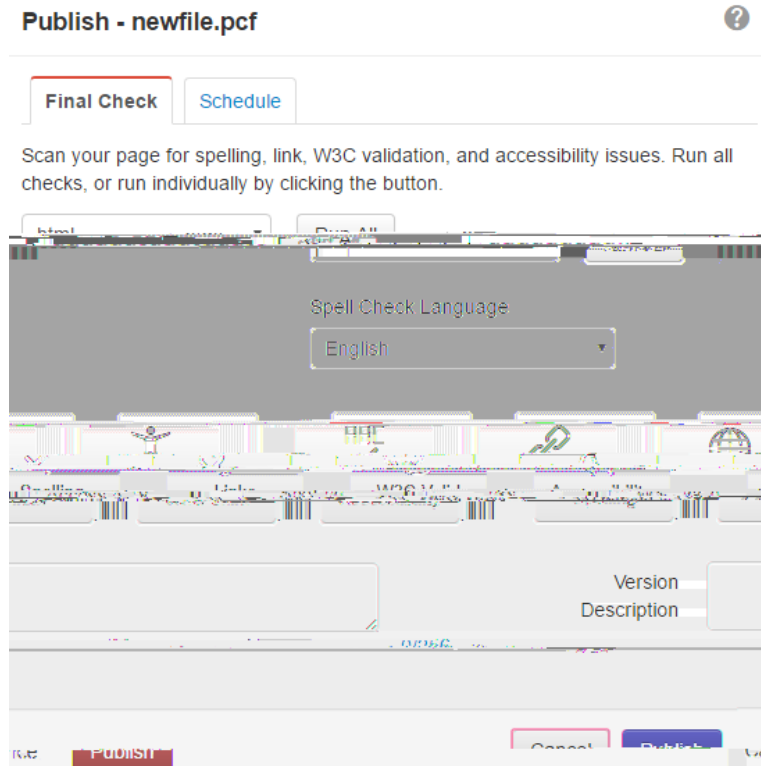
**Insert Asset:** Insert a global asset

## Approving/Publishing Pages

After saving a page, the Page Actions toolbar is displayed with a preview of the page. If there

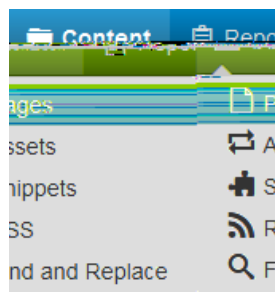
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Before publishing, add an optional message describing the page changes. Doing this makes it easier to view previous revisions of the page and see what has been changed. Next, choose a Publish Target and click Publish .



## Creating Folders/Pages

Navigate to the Pages view by selecting Content > Pages from the global navigation bar.



### Creating a New Empty Folder

Empty folders (created by clicking New Folder in the Pages list view) are used for file storage (e.g., images, documents, scripts, and other binary files).

To create a new empty folder:

1. Click the Expand Arrow on the New button.

