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Introduction to OUCampus Content Management System

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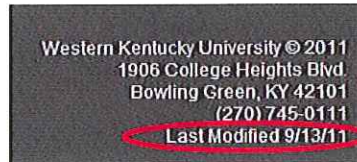
Introduction to OUCampus CMS

Haiwang Yuan

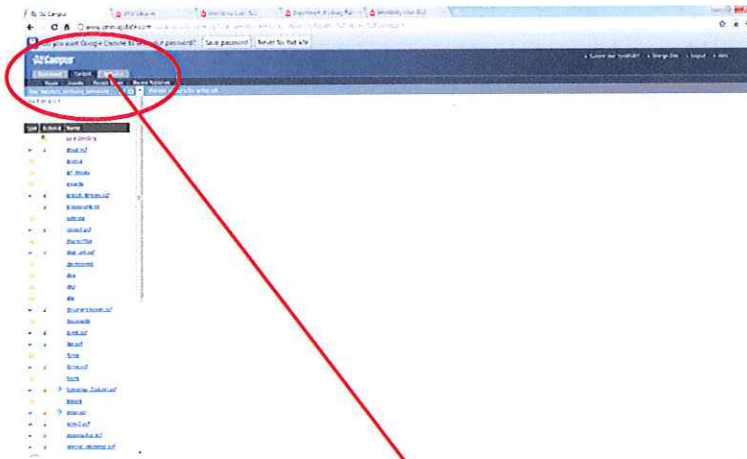
Special Assistant to the Dean for Web & Emerging Technologies

1. Login

- 1) From the update link at the bottom right
- 2) Use NetID and password



2. The WYSIWYG Editor



1) Tabs:

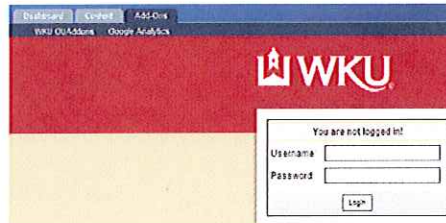


- a. Dashboards
 - o Communication
 - o Management
- b. Content
 - o Pages
 - o Assets



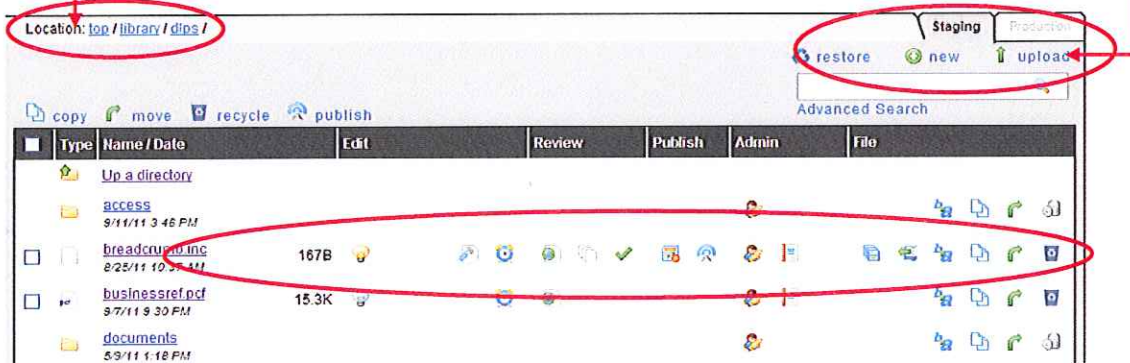
c. Add-ons (Needs separate login)

- o Staff
- o Calendar
- o News




3. The Pages View

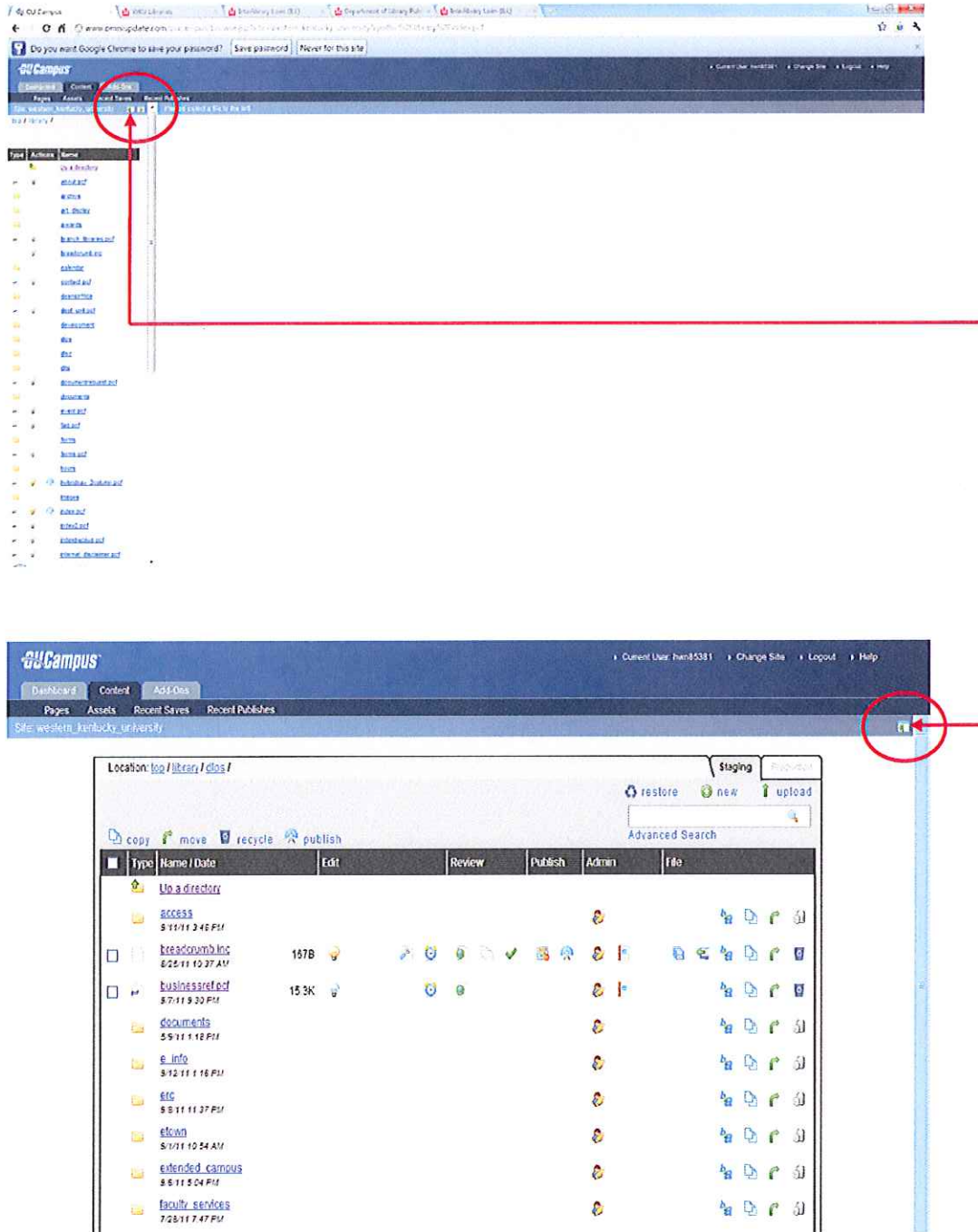
- 1) Location (helps with navigation)
- 2) Staging (where web design is conducted)
- 3) Production (see files not visible in Stage, but good for managing them, such as delete)
- 4) Restore (files recycled but not permanently deleted)
- 5) New (create new folder or new page with different templates provided)
- 6) Upload (graphic, PDF, Doc files etc.)



7) File Management

	Check in		Check out
	Edit properties		Set reminders
	Compare		Check for validity
	Expire		Publish
	Set access privilege		Log
	Back up		Revert to previous versions
	Rename		Copy
	Move		Recycle, Delete

4. Use the green arrow buttons  to toggle between the WYSIWYG Editor and the Pages View



The screenshot displays the WU Campus content management system interface. The top navigation bar includes the WU Campus logo, user information (Current User: hen-85381), and links for Change Site, Logout, and Help. Below the navigation bar, there are tabs for Dashboard, Content, and Add-Ons, and a sub-menu for Pages, Assets, Recent Saves, and Recent Publishes. The main content area shows a file browser for the location `top / library / docs /`. The file browser includes a toolbar with actions like copy, move, recycle, and publish, and a table of files and folders. A red circle highlights the green arrow buttons in the top right corner of the interface, which are used to toggle between the WYSIWYG Editor and the Pages View.

Type	Name / Date	Edit	Review	Publish	Admin	File
Folder	Up a directory					
Folder	access 5/11/11 3:46 PM					
Folder	kreassembling 6/25/11 10:37 AM	167B				
Folder	businessref.pdf 5/7/11 9:30 PM	15.3K				
Folder	documents 5/9/11 1:18 PM					
Folder	e_info 5/12/11 1:16 PM					
Folder	etc 5/8/11 11:37 PM					
Folder	etc/en 5/1/11 10:54 AM					
Folder	extended_campus 5/6/11 5:04 PM					
Folder	faculty_services 7/26/11 7:47 PM					

5. New

- 1) Folder
- 2) web page templates (select one and start building a page)

The screenshot shows a web page creation interface. At the top, there is a location bar with 'Location: top / library /' and buttons for 'restore', 'new', and 'upload'. Below this is a 'Choose' section with a 'New Folder' button. A red arrow points from the 'New Folder' button to the first step in the list above. Below the 'New Folder' button is a grid of ten web page templates, each with a preview and a title. The templates are: 'Hybrid Navigation 2 Column Page', 'Hybrid Navigation 3 Column Page', 'Hybrid Navigation Calendar', 'Hybrid Navigation Folder and Slider', 'Hybrid Navigation Gallery - Fade', 'Hybrid Navigation Gallery - Galleriffic', 'Hybrid Navigation Home Page and Slider', 'Hybrid Navigation Staff Folder', and 'Hybrid Navigation Gallery - Yoxview'. A 'News' button is also visible in the center of the grid.

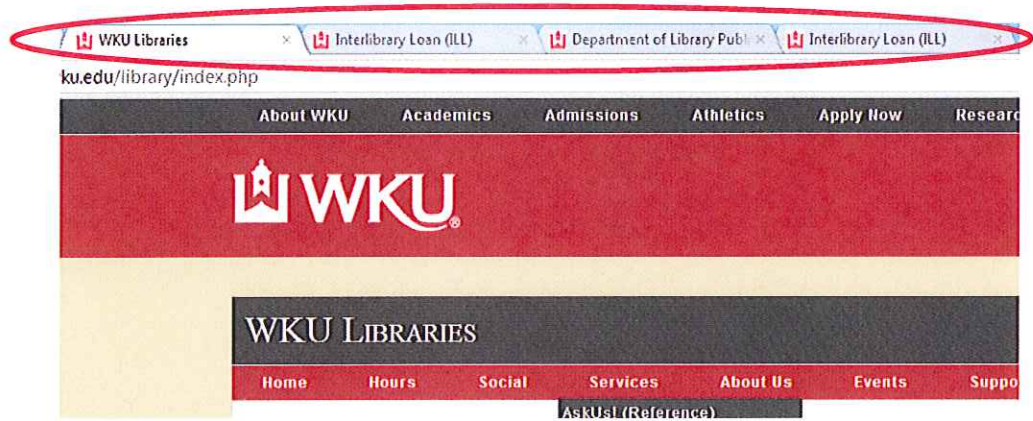
- 3) Do fill in all the information:

The screenshot shows a form for creating a new page. The form is titled 'Hybrid Navigation 2 Column Page' and has a 'Back to templates' button. The form contains the following fields and labels:

- Browser Bar Title: Displays in the Browser Title Bar (Required)
- Page Name: Displays in gray bar on page (Optional)
- Description: Enter a short description for search engines (Optional)
- Keywords: Enter any keywords you want to associate with this page (Optional)
- Author: Enter an author for this page (Optional)
- Page Filename: Provide a filename for this new page. Use only letters, numbers and underscores.
- Overwrite Page: Overwrite if file already exists?

A red circle highlights the 'Page Filename' field. At the bottom of the form is a 'Create' button.

a. Browser Bar Title



b. Page Name (We use this as our page names)



- c. Descriptions and Keywords (Metadata for search engines)
- d. Authors (responsibility)
- e. Change file name into a descriptive one, with the **.pcf extension** intact
- f. If a new page is going to replace an old with the same file name, click and check the **Overwrite Page box** before hit the Create button

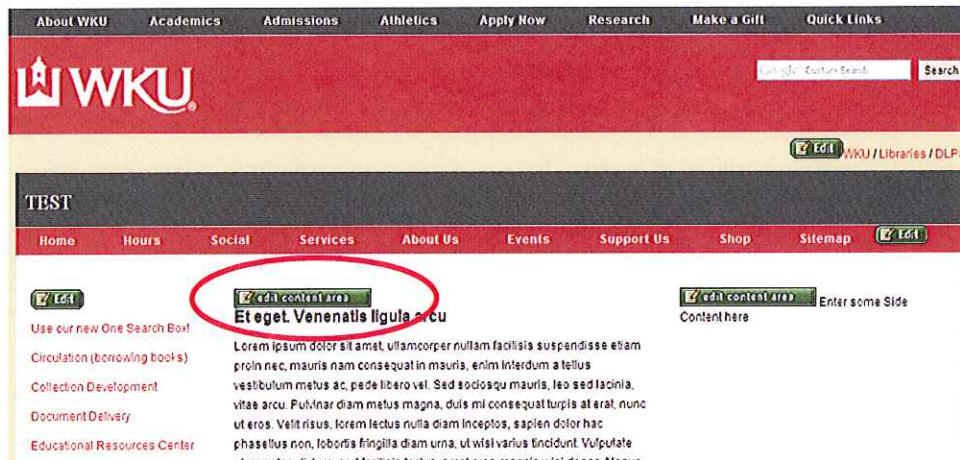
Overwrite Page

Create

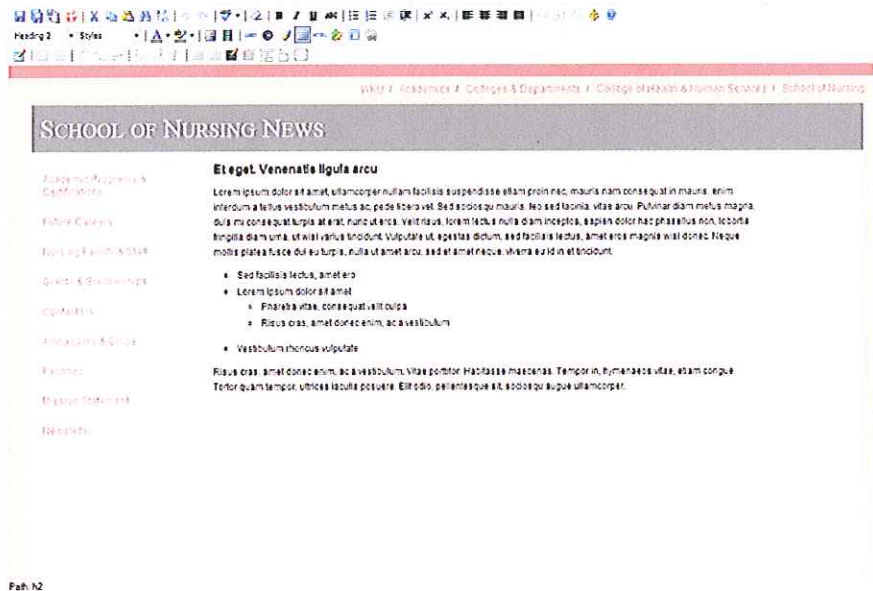
4) Create the page by clicking on the Edit button on top left of the WYSIWYG Editor



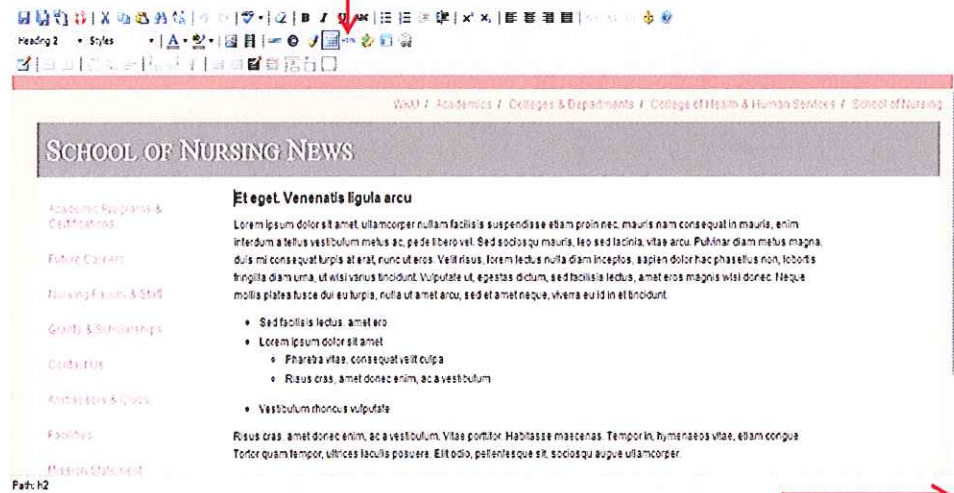
5) Click on one of the green Edit buttons to edit a specific area



6) The OUCampus editor is a WYSIWYG user interface, but could be very clumsy when it comes to making a complex page layout because it is built with CSS in mind



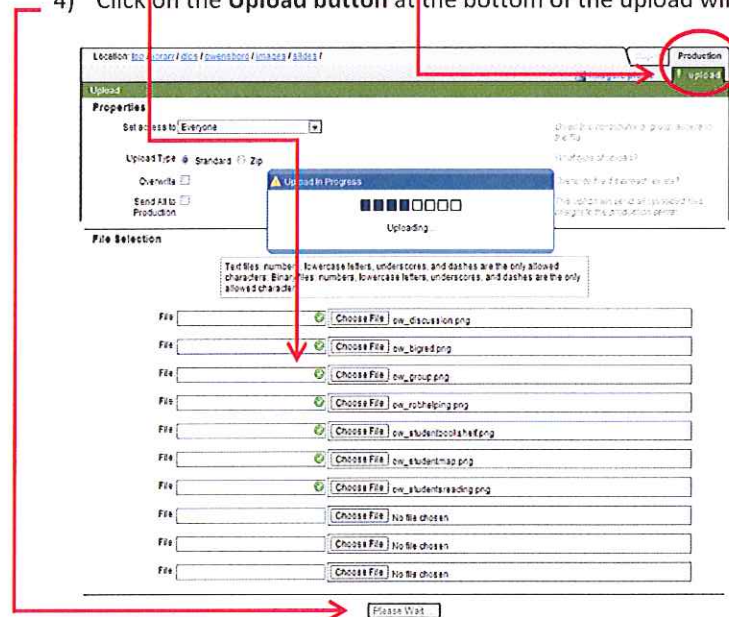
- You may have to use the **HTML editor** often though you may hate it. But it is advisable that you create HTML with the layout in Dreamweaver, using it as an offline WYSIWYG editor and copy the code into this OUCampus HTML editor:



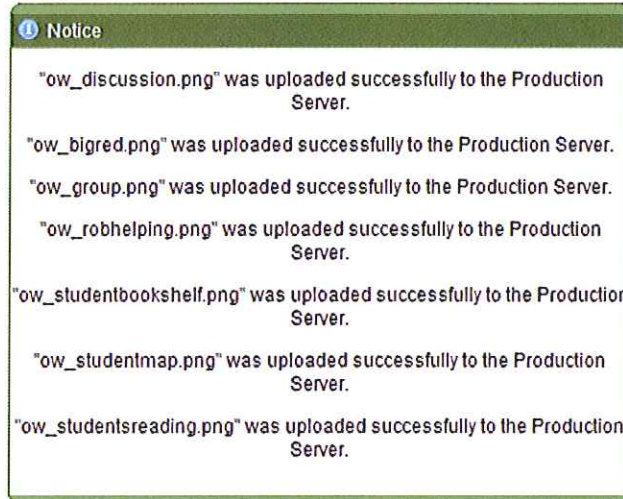
Note: the editor can be resized by dragging this little arrow

6. Upload Files

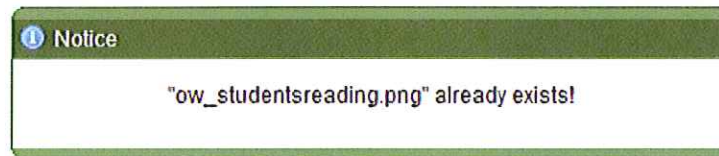
- Click on the **Upload button** on the top right of the upload window
- Select files** from your computer's hard drive, networked and portable drives
- Make sure that the file names are in **lower case**. No special characters except for dashes and hyphens are accepted
- Click on the **Upload button** at the bottom of the upload window and you are done



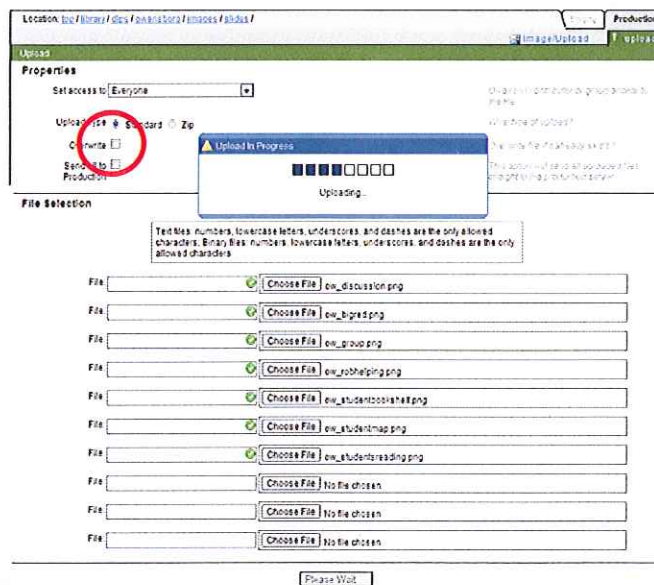
5) You can tell when file uploading is finished and successful



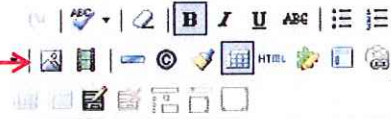
6) If you have files already uploaded and try to upload them again to the same location without changing their file names, you will be given a warning message



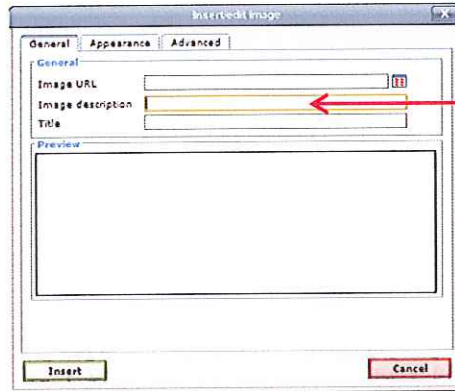
7) You have to click on the **Override** box to upload and replace a file with the same file name and be in the same location



3) Inserting images



- a. Locating the file takes the same steps as in 7. 1) above
- b. However, you must fill in the **Image Description** and **Title** for ADA compliance



3) Save your page by clicking on this **Save** button

and you'll see the page in the pre-published state, which is told by this **yellow lighting bulb** and this **broadcast icon**, the first meaning that you need to check this file in so that others can edit it; the second, you need to publish it. You can also click on this **big green button** to publish.



Note: You won't see any changes unless you publish. Saving it only keeps the work you've done.

- 4) After you click on either the broadcasting icon on the left or the big green button on the top, you'll see this window, where you can do **several important matters** such as changing file extensions, which we don't usually do, checking spelling, selecting languages, checking links, and validating the pages:

/library/dips/test.pcf

You're almost there. *Publish* your page now, or perform a *Final Check* before publishing.

For further help with this screen, see [the final check documentation](#).

You may add an optional message describing the changes (256 characters max). The current date and time will be automatically recorded.

Important: You must click the publish button below to continue.

Final Check

php (default) ▾

- Check Spelling
English ▾
- Check Links
- W3C Validate

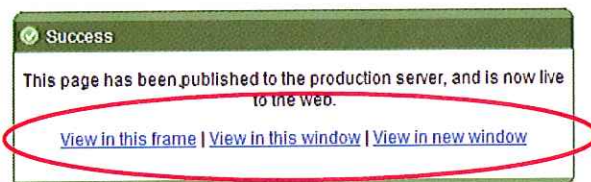
Version Description:

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.

Publish

- 5) Form a habit of leaving a message about the changes you have made to this page in the Version Description box. The purpose of doing this is explained in the text beneath it
- 6) After you hit the **Publish** button at the bottom, you are given several choices to view your page:

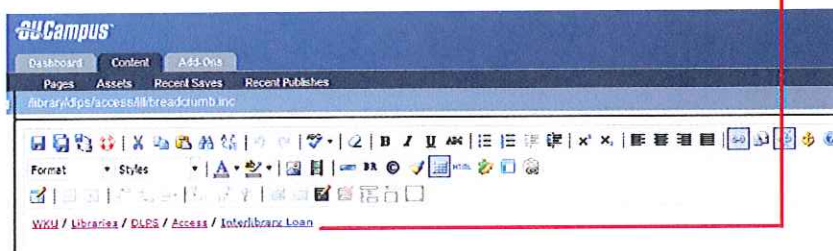




7. Don't Forget the Breadcrumb (used to trace back as users drill down into pages)

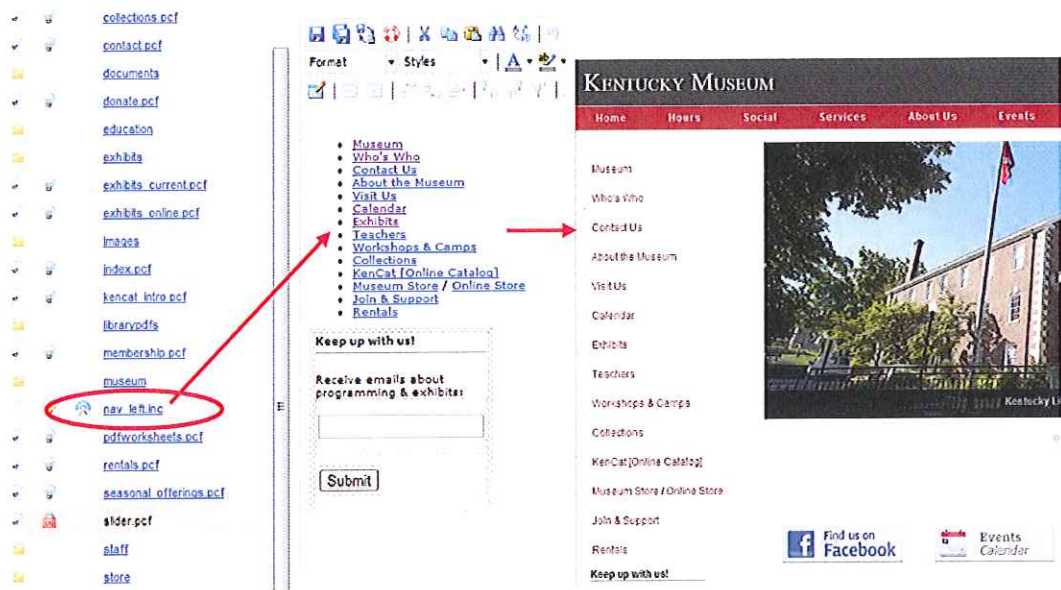


1) Creating the breadcrumb takes the same steps as 5. 4), 5), and 6). Here's the edit view



8. More Advanced

1) nav_left.inc (The navigation menu on the left of the screen)



a. Editing is the same as when a page is created or edited. Steps are akin to 5, 10), 11), 12), 13) and 6 3), 4), 5) above

2) top_left.inc (Global horizontal menu bar on top of the Libraries' web pages)

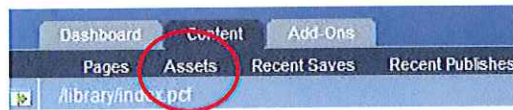


- b. Initial steps of editing is akin to 5 10), 12) and 6 3), 4), 5) above
- c. Don't change the format. Just enter your headers. The red area corresponds to the menus in the menu bar with the red background. The black area corresponds to the dropdown menu with the black background.

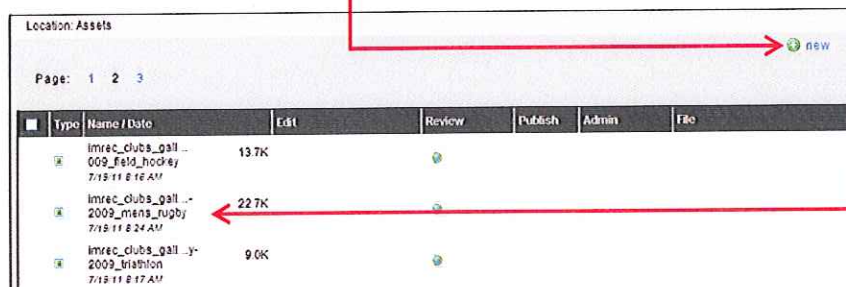
The image displays a web editor interface for WKU Libraries. The top section shows the editor's workspace with a sidebar of pages, a toolbar, and a content area. The content area shows a menu structure with 'Home', 'Hours', and 'Social' highlighted in red. A dropdown menu is open for 'Services', listing items like 'AskUs! (Reference)', 'Articles and More', 'Books, Journal Titles & More', 'Distant Learning Lib. Services', 'FAQ', 'Forms', 'Liaison/Subject Librarians', 'Renew Books', and 'Interlibrary Loan'. Below the editor is a preview of the website header and navigation bar. The header includes the WKU logo, a search bar, and the text 'WKU LIBRARIES'. The navigation bar has links for 'Home', 'Hours', 'Social', 'Services', 'About Us', 'Events', 'Support Us', 'Shop', and 'Sitemap'. A dropdown menu for 'Services' is shown over the preview, matching the one in the editor. The background of the preview shows a photograph of an audience.

3) Assets (an independent snippet of HTML or Script that can be plugged in any place on a web page)

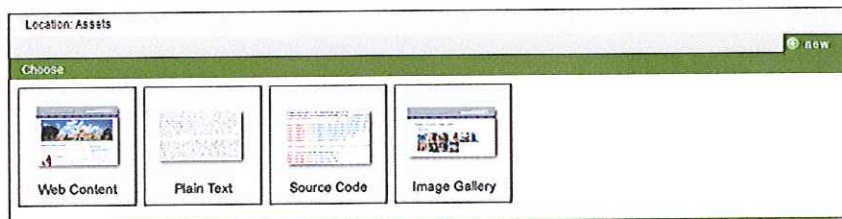
a. To create an asset, select Assets from the Content tab



o Click on **New** on the top left to create a new asset or select from the **Pages List** to edit an existent one:



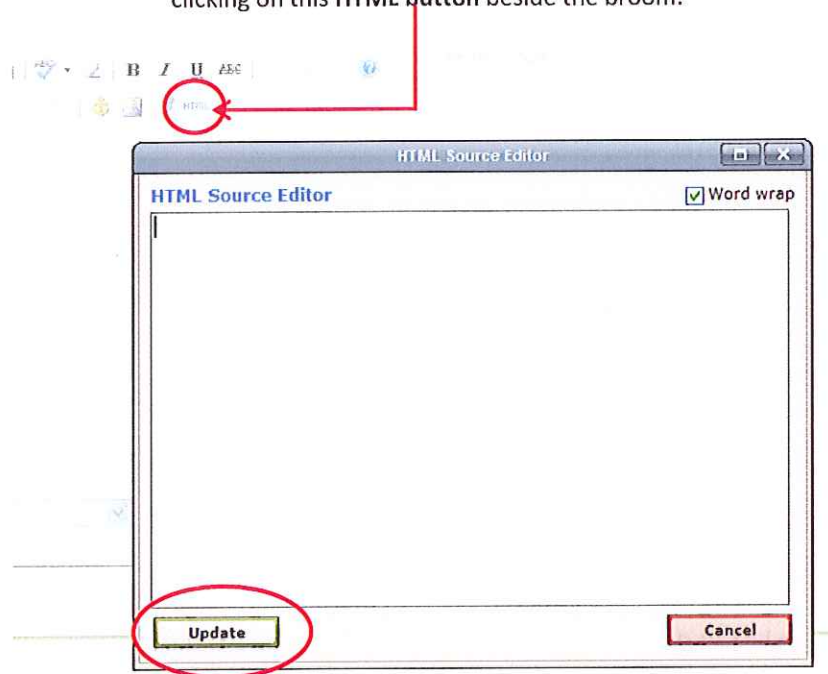
o You have four types of assets to choose from



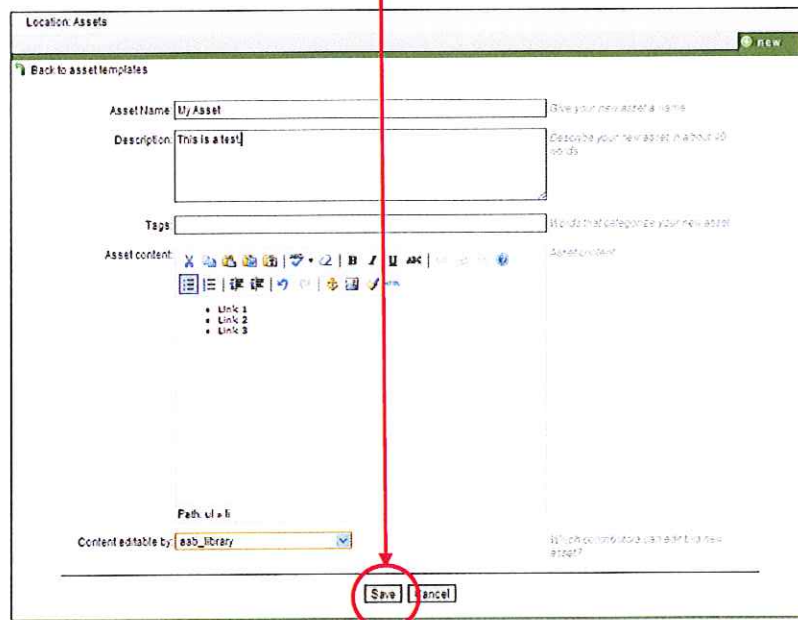
o Click on **Web Content** for example and you'll see this window come up. The white area is a **WYSIWYG text editor** as in step 5. 7)



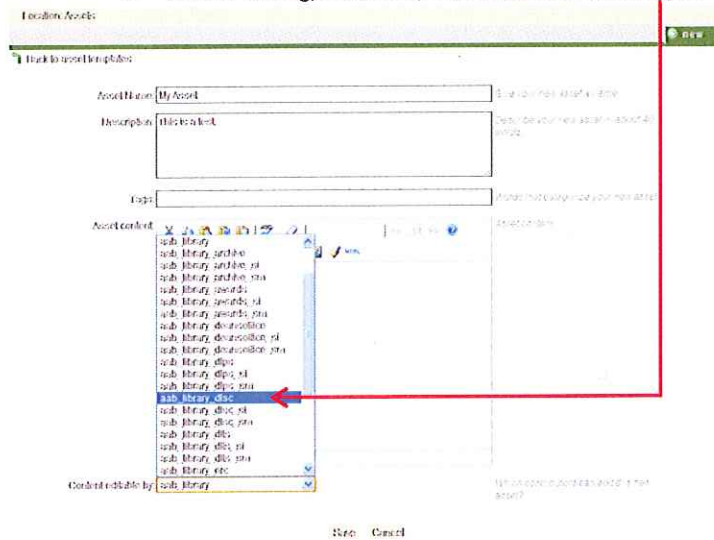
- If you want to work with HTML coding or simply drop one in that you copied from Dreamweaver or somewhere else, you may use the HTML editor by clicking on this HTML button beside the broom:



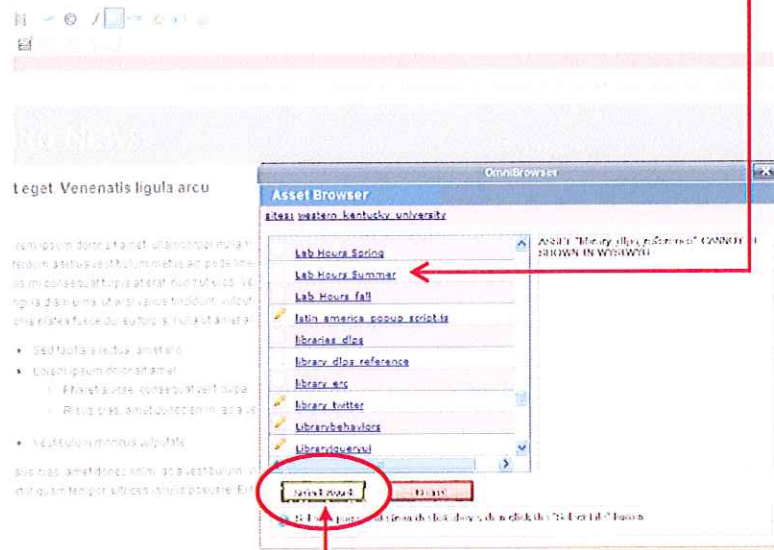
- Click on the **Update** button to save the HTML code
- Click on the **Save** button to save the asset before you can apply it to your page



- o Before saving, however, select an area where your asset will be accessible



- o To use an asset, go to **Content** and select **Pages**. Open a file and place your mouse cursor at the location where you want to insert the asset. Click on the **Insert Asset** button to locate and insert the asset
- o Then locate and select your asset from the alphabetical list of assets created by the WKU web community

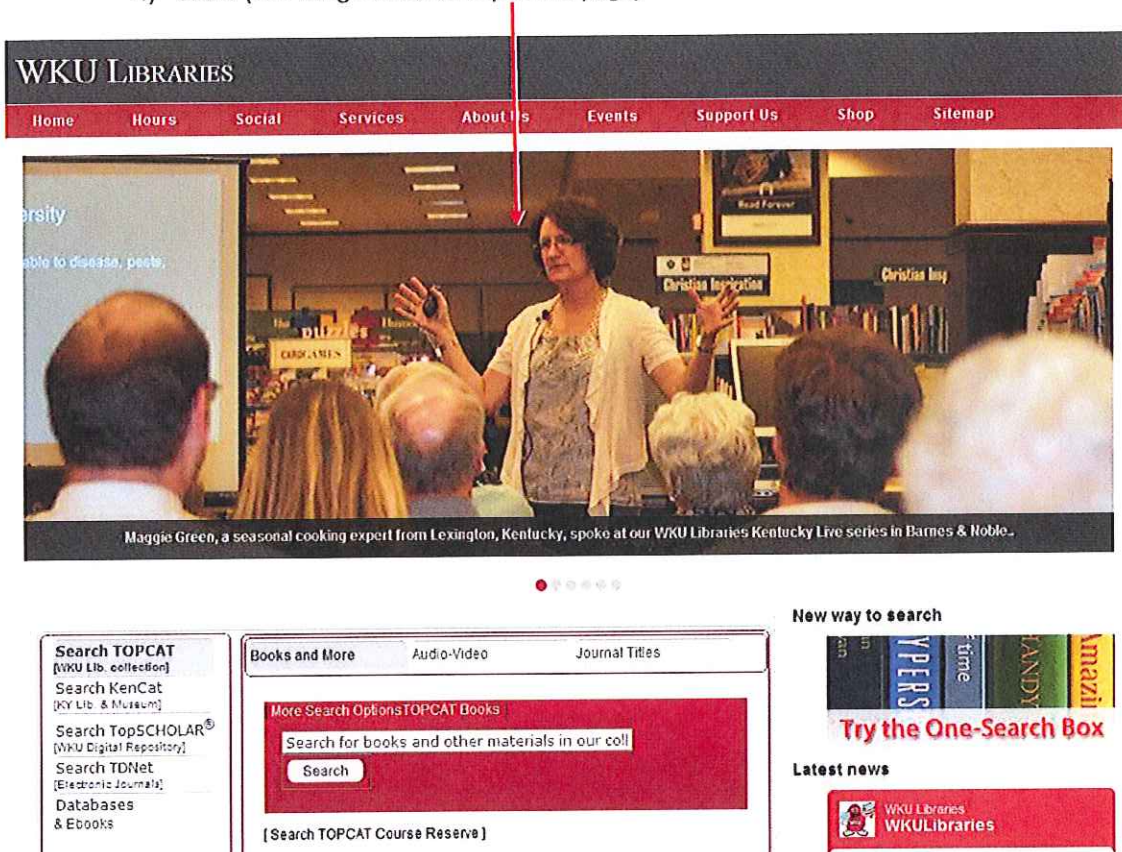


- o Click on the **Select Asset Button** to finish inserting the asset

- o The asset only appears as its file name in the editor but will be shown in the viewing mode.

ASSET "library_dtps_reference" CANNOT BE SHOWN IN WYSIWYG

4) Slider (The image slides on top of the page)



- a. At the College Level, the pictures are required to have the following pixel resolution:

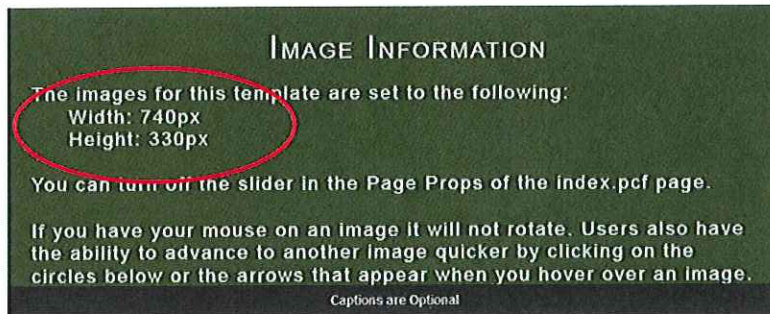
IMAGE INFORMATION

The images for this template are set to the following:
 Width: 950px
 Height: 350px

You can turn off the slider in the Page Props of the index.pcf page.

If you have your mouse on an image it will not rotate. Users also have the ability to advance to another image quicker by clicking on the circles below or the arrows that appear when you hover over an image.


b. At the Department Level, the resolution is as follows:

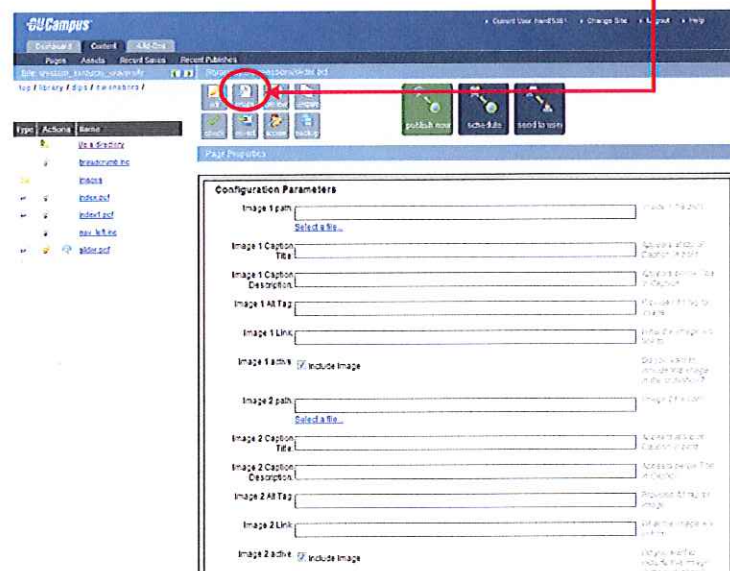


c. Create a slider

- o You need to have this **slider.pcf** file in the folder where the file featuring the slider resides



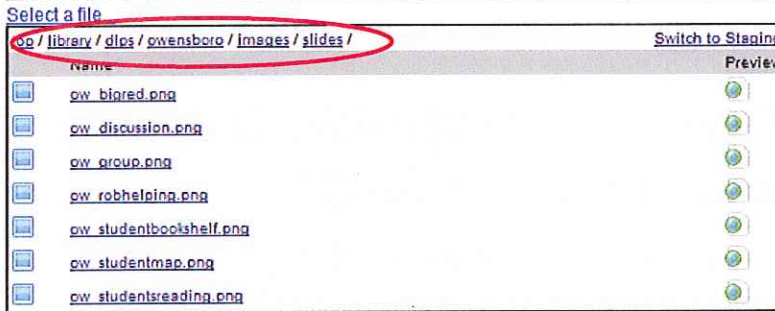
- o You'll have two options to edit the file:
 - Page Properties: Click on the **Props button**  and fill in the required information in the forms for each picture



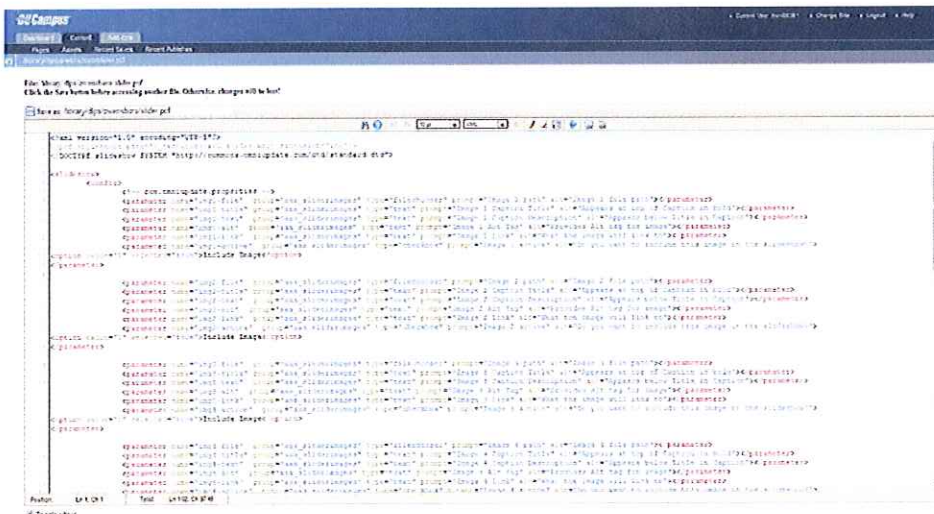
- Select the pictures in a specific folder you create advisably following a path like /library/the_department_name/images/slides/, which is conducive to better organization and future maintenance

Configuration Parameters

Image 1 path: Image 1 file path



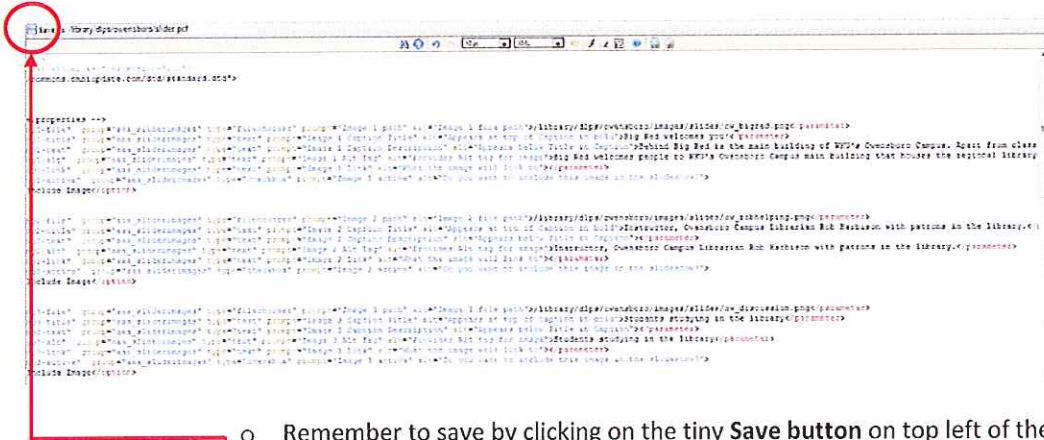
- The second option is to code in the information:



- The two optional editors can be toggled by the small green arrows above the window as shown in step 4, above

```
<parameter name="img1-file" group="aaa_sliderimages" type="filechooser" prompt="Image 1 path" alt="Image 1 file path"*/parameter>
<parameter name="img1-title" group="aaa_sliderimages" type="text" prompt="Image 1 Caption Title" alt="Appears at top of Caption in bold"*/parameter>
<parameter name="img1-text" group="aaa_sliderimages" type="text" prompt="Image 1 Caption Description" alt="Appears below Title in Caption"*/parameter>
<parameter name="img1-alt" group="aaa_sliderimages" type="text" prompt="Image 1 Alt Tag" alt="Provides Alt tag for image"*/parameter>
<parameter name="img1-link" group="aaa_sliderimages" type="text" prompt="Image 1 Link" alt="What the image will link to"*/parameter>
<parameter name="img1-active" group="aaa_sliderimages" type="checkbox" prompt="Image 1 active" alt="Do you want to include this image in the slideshow?">
```

- The **|** bar used in this tutorial indicates where information is to be inserted.
- Always insert the image file and its relative path in the 1st line
- When it's done, the code will look like:



- Remember to save by clicking on the tiny **Save** button on top left of the editor window or your labor would be lost
- The Properties editor looks like this:

The screenshot shows the 'Configuration Parameters' form for image configuration. A red circle highlights the 'Include Image' checkbox for Image 1, and another red circle highlights the 'Save' button at the bottom of the form.

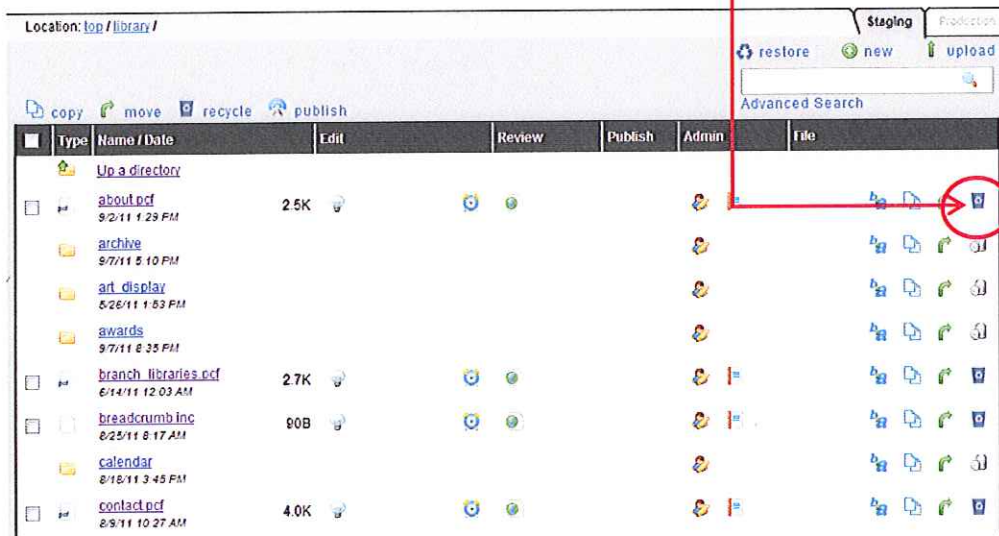
Configuration Parameters	
Image 1 path	library/dps/owensboro/images/slides/ow_bigred.png
Image 1 Caption Title	Big Red welcomes you!
Image 1 Caption Description	Behind Big Red is the main building of WKU's Owensboro Campus. Apart from classrooms,
Image 1 Alt Tag	Big Red welcomes people to WKU's Owensboro Campus main building that houses the re
Image 1 Link	
Image 1 active	<input checked="" type="checkbox"/> Include Image
Image 2 path	library/dps/owensboro/images/slides/ow_rohelping.png
Image 2 Caption Title	Instructor, Owensboro Campus Librarian Rob Harbison with patrons in the library.
Image 2 Caption Description	
Image 2 Alt Tag	Instructor, Owensboro Campus Librarian Rob Harbison with patrons in the library.
Image 2 Link	
Image 2 active	<input checked="" type="checkbox"/> Include Image
Image 10 path	
Image 10 Caption Title	
Image 10 Caption Description	
Image 10 Alt Tag	
Image 10 Link	
Image 10 active	<input type="checkbox"/> Include Image
Meta Tags	
Save	

- Remember to click to check the **Include Image** box for the image to appear
- Scroll down to find the **Save** button at the bottom and click on it to save the file

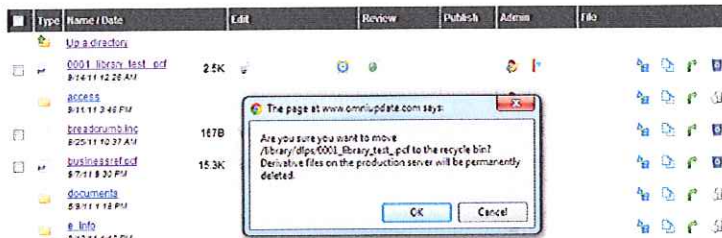
9. What If I "Messed Up"

Relax and don't panic. Here's the beauty of this OUCampus CMS: You can sometimes **restore** a page you **recycled** and always **revert** a page to its previous versions. Here's how.

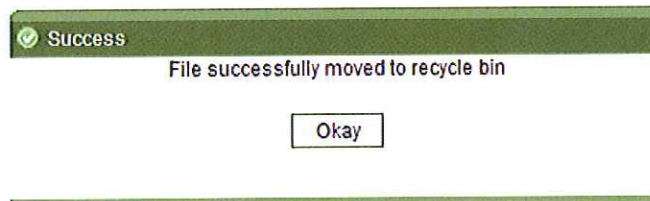
- 1) Recycle & Restore: If you come up with a better idea but still don't want to delete the page you've already created, you can **recycle** it instead of **deleting** it for good. Then you can always **restore** it when you change your mind
 - a. To recycle a file, toggle to the Pages View and look for the **Recycle Bin** icon on the far right column



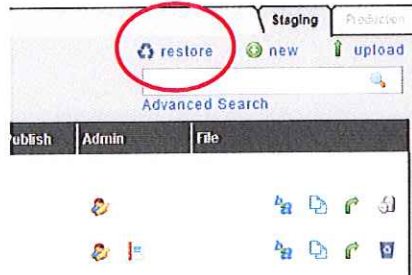
- b. After clicking on the **Recycle Bin**, you still have a chance to say no



- c. After clicking on **OK**, you'll get a confirmation












- d. To restore the page, click on the **Restore button** on the top left of the window marked with the recycle symbol 



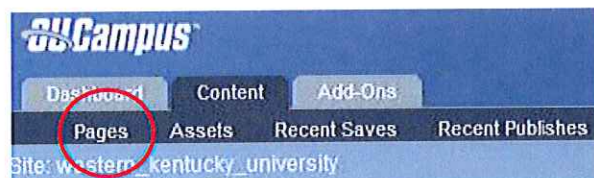
- e. Then you'll see a new window with a long list of recycled files. Some have the recycle symbol and most don't. Only files marked with the recycle symbol can be restored
- f. The **recycle symbol** is also a button. Click on it and you'll be able to get the page back in its original location

Location: Recycle Bin Exit Recycle Bin



Page: 1 2 3 4 5 6 7 8 9

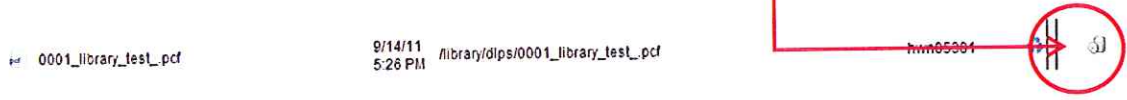
Name	Date Deleted	Original Path	Deleted By	Rest
 ..1_DS_Store	9/12/11 12:38 PM	/_resources/php1dp/modules/.._DS_Store	z-omniupdate	
 .._DS_Store	9/12/11 12:38 PM	/_resources/php1dp/.._DS_Store	z-omniupdate	
 .DS_Store	9/12/11 12:38 PM	/_resources/php1dp/.DS_Store	z-omniupdate	
 .DS_Store-1	9/12/11 12:38 PM	/_resources/php1dp/modules/.DS_Store	z-omniupdate	
 .pdf	1/22/11 12:40 PM	/pdf	dnc50238	
 0001_library_test_.pdf	9/14/11 4:50 PM	/_library/0001_library_test_.pdf	nwh8538	
 0405_lambda-pi-eta-ceremony.pdf	8/3/11 1:34 PM	/communication/photo_gallery/0405_lambda-pi-eta-ceremony.pdf	chi87035	
 06_stories.pdf	7/12/11 11:56 AM	/womensstudies/wxl_summer_camp/06_stories.pdf	tr41822	


- g. You have to go through the same confirmation process as in steps 9. 3), 4) above
- h. To go back from the Recycle interface to where your restored file is, click on the command **Pages** on top left of the window



i. Delete a Page:

- You can delete a page directly from the Pages View if you see the **Trash Can** icon 
- If it's a **Recycle Bin**  , then go ahead and recycle it. Then go to the Restore interface to delete it permanently. There, you can find the Trash Can beside the **Recycle Bin**. Click on the **Trash Can** to permanently delete the file



- 2) Revert: If you think you messed up a page and wanted to go back to the previous version, you can always do so. You can even go back to versions many days old
- 3) To revert a page, you have two ways
 - a. From the "Pages View" before you publish the file/page by clicking on the Revert button 



- b. From the WYSIWYG Editor when the file is open and not published
- c. To revert the file/page, click on the grey Revert button on the top left. It is in cluster of eight similar buttons in two rows, with four buttons in each









































- d. If you cannot see the Revert button and the button cluster looks like this, that means your page has been published



- e. In this case, click on the big green **Check Out** button to see the eight-button cluster with the Revert button in its midst

- f. When you hit the Revert button either way, you'll see a long list of the same file in the past cycle of its life marked by the dates of its publication and headed by its **version numbers**, with the largest number on the top. Click on the number of the preferred version, and you bring it back to life. It will replace the **latest version of the file with the largest number on the very top of the list**, the one that you "messed up"

/library/index.pcf

Revision	Date	Preview	Author	Action	Message
237	9/13/11 9:56 AM		hwn85381		
236	9/12/11 5:21 PM		hwn85381		
235	9/7/11 8:56 AM		hwn85381		
234	9/5/11 12:34 AM		wll56740		
233	9/5/11 12:25 AM		wll56740		
232	9/2/11 9:10 AM		dnc50236		changed XSL...DO NOT REVERT PAST THIS POINT
231	9/1/11 9:32 PM		erc56196		
230	9/1/11 7:45 PM		hwn85381		
229	9/1/11 7:44 PM		hwn85381		
228	9/1/11 7:42 PM		hwn85381		
227	8/31/11 3:48 PM		hwn85381		
226	8/31/11 3:01 PM		dnc50236		changed link back
225	8/31/11 2:58 PM		dnc50236		testing
224	8/31/11 2:30 PM		dnc50236		took out space above "AskUs"
223	8/31/11 11:59 AM		hwn85381		
222	8/31/11 11:36 AM		hwn85381		
221	8/31/11 11:32 AM		hwn85381		took out space above "ask us"
220	8/31/11 11:03 AM		hwn85381		
219	8/30/11 4:14 PM		hwn85381		

- g. The numbers are active links. Click on one and you'll revert to that version of the file/page

10. A Word about Etiquette: Always check in a page you have worked on whether you published or not so that others, especially the Site Manager, which is me, can have access to it in case something happens to that page and changes need to be done to it while you are not available
- 1) Always watch the bulb icon. See if it's lightened (yellow) 💡 or shut off (greyish blue) 🚫💡
 - 2) You can see them in two locations
 - a. The WYSIWYG Editor

The screenshot displays the WYSIWYG Editor interface for a website page. The top navigation bar includes 'Dashboard', 'Content', and 'Add-Ons'. The current page is identified as 'western_kentucky_university' with the path '/library/dlps/index.pcf'. A toolbar on the right contains icons for 'edit', 'props', 'preview', 'compare', 'check', 'revert', 'access', and 'backup', along with 'publish now', 'schedule', and 'send to user' buttons. On the left, a table lists page elements with columns for 'Type', 'Actions', and 'Name'. The 'index.pcf' element is circled in red, showing a yellow lightbulb icon. The main preview area shows the website header with the WKU logo and the Department of Library Public Services navigation menu. A list of services is displayed on the left, and a photo of a student working at a library desk is on the right.

Type	Actions	Name
📁	🚫💡	Up a directory
📁	🚫💡	access
📁	🚫💡	breadcrumb.inc
📁	🚫💡	businessref.pcf
📁	🚫💡	documents
📁	🚫💡	e_info
📁	🚫💡	erc
📁	🚫💡	etown
📁	🚫💡	extended_campus
📁	🚫💡	faculty_services
📁	🚫💡	glasgow
📁	🚫💡	gov_law
📁	🚫💡	images
📁	💡	index.pcf
📁	🚫💡	indx_abs.pcf
📁	🚫💡	infolt
📁	🚫💡	multimedia
📁	🚫💡	nav_left.inc
📁	🚫💡	owensboro
📁	🚫💡	reference
📁	🚫💡	security
📁	🚫💡	slider.pcf
📁	🚫💡	staff
📁	🚫💡	subject_librarians.pcf
📁	🚫💡	ypal

Preview

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WKU

DEPARTMENT OF LIBRARY PUBLIC SERVICES

Home Hours Social Services About Us Events




- Use our new One Search Box!
- Circulation (borrowing books)
- Collection Development
- Document Delivery
- Educational Resources Center
- Databases | E-Books | E-Journals
- Elizabethtown Regional Library
- Extended Campus Library Services
- Faculty Special Services
- Grad Student Special Services
- Glasgow Regional Library

Ashley, a WKU student who works in the Craven

b. The Pages View

The screenshot shows the Campus Content Management System interface. At the top, there's a navigation bar with 'Campus' logo, user information, and site management options. Below that, a breadcrumb trail shows 'Location: top / library / glass /'. The main area displays a file list with columns for Type, Name / Date, Edit, Review, Publish, Admin, and File. The 'index.pdf' file is highlighted with a red circle, and its status icon (a yellow lightbulb) is also circled in red. Other files in the list include 'access', 'breadcrumb.inc', 'businessref.pdf', 'documents', 'e_info', 'etc', 'etown', 'extended_campus', 'faculty_services', 'glasgow', 'gov_law', 'images', 'indx_abs.ncf', 'infolt', 'multimedia', 'nav_left.inc', 'owensboro', 'reference', and 'security'.

Type	Name / Date	Edit	Review	Publish	Admin	File
Up a directory						
access	9/11/11 3:46 PM					
breadcrumb.inc	8/25/11 10:37 AM	167B				
businessref.pdf	9/7/11 9:30 PM	15.3K				
documents	8/9/11 1:18 PM					
e_info	9/12/11 1:16 PM					
etc	9/8/11 11:37 PM					
etown	9/1/11 10:54 AM					
extended_campus	9/8/11 5:04 PM					
faculty_services	7/20/11 7:47 PM					
glasgow	9/11/11 2:43 PM					
gov_law	9/12/11 2:17 PM					
images	9/2/11 5:41 PM					
index.pdf	9/14/11 6:15 PM	3.1K				
indx_abs.ncf	9/9/11 3:23 PM	18.3K				
infolt	9/8/11 1:51 PM					
multimedia	7/17/11 5:50 PM					
nav_left.inc	9/11/11 2:30 PM	2.8K				
owensboro	9/2/11 6:03 PM					
reference	9/11/11 3:46 PM					
security	8/26/11 1:48 PM					

- c. Shut the light off by simply clicking on the yellow lightbulb  so that it becomes  making it a habit as you do when you leave your office after work
- d. Publishing a page by clicking on the broadcast icon  not far from the yellow lightbulb or the big green Publish button on the top of the WYSIWYG Editor will automatically check the file in, making it available for others to access



If you have any questions, please contact me:

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For the Vendor's tutorials, please refer to this site:
<http://support.omniupdate.com/documentation/ox/>