CMS Editor Training

mcckc.edu website content management
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About OU Campus

OU Campus is a content management system (CMS) product by OmniUpdate that Metropolitan Community College purchased to help manage web content. OU Campus was selected because of its flexibility and capability. OU Campus is used to manage more than 500 college and university websites.

This product allows users to update content using any compatible web browser. No additional software is required to update pages on the website. OU Campus also allows for the use of a customizable workflow.

About mcckc.edu

Navigation & Content Layout

The athletics websites consist of two navigation areas:

- **Top Navigation**: The top navigation consists of links to the six major categories of the website:
  - Explore MCC
  - Get Started
  - Degree Programs
  - Classes
  - Activities and Services
- **Left Navigation**: The left navigation displays the links to specific pages contained with each category.
- **Content Layout**: The website consists of three main content areas.
  - **Left Navigation**: Used for the website navigation
  - **Center Column**: Is the main page content area.
    - **Heading Level 1**: Every page must contain one main heading that describes the content on the page.
    - **Heading Level 2**: Additional sub-headings on a page should use this heading level.
  - **Right Image**: Most pages will have a page image on the right side below the tabs.
  - **Right Column**: The right column is used to link to related/important info or display contact information.

The following diagram illustrates the proper use of headings and paragraphs.
Logging In

**Website CMS Login**
To access the login screen for OU Campus, follow these steps:

1. Navigate to the page you would like to edit, You can start by going to: http://mcckc.edu
    
    **TIP:** The easiest way to begin editing a page is to navigate to the page you would like to edit first.

2. Click on the copyright symbol (©) at the bottom of the page.

3. Log in using your myMCCKC userid and password.

   **NOTE:** Password resets can only be done from within myMCCKC (http://my.mcckc.edu)

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Navigating OU Campus

**Tabs**

- **Dashboard:** Communication center between manager and staff, content owners, etc
  - **Workflow:** Allows users to manage their work queue and also review messages from others users.
  - **Current Project:** Lists all pages you currently have checked out (that you are working on).
  - **Fix Dependencies:** Lists pages that may have been affected by your changes and allows you to fix them.
  - **Settings/Preferences:** User account specific information.

- **Content:** Shows a list of files and folders within a website
  - **Pages:** Lists the pages and folders within the website.
    
    Editable pages and folders are indicated by hyperlinks (underline) in the Name/Date column.
File and Folder Navigation
The content page is the most common visited area and will allow you to navigate the pages of the website. Mouse over the icons for a brief description of what the icon means.

To learn more about the icons used on this page, please visit the following OU Campus help page: http://support.omniupdate.com/documentation/ox/7/interface/content/pages/

Page List View Icons
The following is a list of icons displayed when you are in the page/ folder view in OU Campus.

<table>
<thead>
<tr>
<th>Name</th>
<th>Edit Web Page</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>index.pcf</td>
<td></td>
<td>This is the name of the file. Once you publish it all .pcf files will be published as .php files.</td>
</tr>
<tr>
<td>2.3 K</td>
<td>Size of File</td>
<td>Size automatically converted to KB, MB, or even GB.</td>
</tr>
<tr>
<td>5/1/19 5:50PM</td>
<td>Date and Time</td>
<td>This Date and Time is the Last Save</td>
</tr>
</tbody>
</table>
### Edit

<table>
<thead>
<tr>
<th>Icon</th>
<th>Feature</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>🏷️</td>
<td>Check This Page Out</td>
<td>If this light bulb is not lit up then no one has the file checked out. If you would like to check out the file.</td>
</tr>
<tr>
<td>🔆️</td>
<td>Check this Page In</td>
<td>If this light bulb is lit that means you have the file checked out and not one else can edit it. If you want to check in the file you can just click the light bulb. By clicking the light bulb it does not automatically publish the file.</td>
</tr>
<tr>
<td>🎞️</td>
<td>File is Checked Out</td>
<td>If you see the lock the file is checked out to someone else. If you hover over the lock it will tell you who has it checked out.</td>
</tr>
<tr>
<td>📁</td>
<td>Pending Approval</td>
<td>If the page has been sent for approval you will see this icon.</td>
</tr>
<tr>
<td>🏞️</td>
<td>Page Properties</td>
<td>This is where you would modify the meta information and title of the page.</td>
</tr>
<tr>
<td>🕒</td>
<td>Schedule Reminder</td>
<td>You can schedule a reminder for this page at a later date and time.</td>
</tr>
</tbody>
</table>

### Review

<table>
<thead>
<tr>
<th>Icon</th>
<th>Feature</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>📦</td>
<td>Preview Web Page</td>
<td>See how the web page will appear in the browser you are utilizing.</td>
</tr>
<tr>
<td>📝</td>
<td>Compare Page</td>
<td>Optional Module: Allows you to compare the page, using color-coded text, from how it looked before editing to how it looks after. To learn about adding the “Compare” feature, please contact your OmniUpdate sales representative.</td>
</tr>
<tr>
<td>✅</td>
<td>Check Page</td>
<td>Checks spelling, links and W3C validation on this page.</td>
</tr>
</tbody>
</table>

### Publish

<table>
<thead>
<tr>
<th>Icon</th>
<th>Feature</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>📕</td>
<td>Schedule Page</td>
<td>Schedule a Page for Publishing. Files you have access to publish can be scheduled for publishing.</td>
</tr>
<tr>
<td>🕒</td>
<td>Expiration</td>
<td>Set this page to expire at a future date and time.</td>
</tr>
<tr>
<td>📁</td>
<td>Publish</td>
<td>Publish page to production server, making it live.</td>
</tr>
</tbody>
</table>

### Admin

<table>
<thead>
<tr>
<th>Icon</th>
<th>Feature</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>🔒</td>
<td>Assign Editing Access</td>
<td>If a user has access to a file they can change the group that has access to that particular file. Please do not change the file access to “None”.</td>
</tr>
<tr>
<td>📜</td>
<td>Page Log</td>
<td>Displays a list of who has edited this page and when.</td>
</tr>
</tbody>
</table>

### File

<table>
<thead>
<tr>
<th>Icon</th>
<th>Feature</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>📊</td>
<td>Back Up File</td>
<td>This will commit a new copy of the file to the versioning system. This will not create a back up of the file you can store locally.</td>
</tr>
<tr>
<td>⏰</td>
<td>Revert File</td>
<td>Reload file on staging server to when last published to production server.</td>
</tr>
<tr>
<td>🔖</td>
<td>Rename file</td>
<td>Rename file or folder on both production and staging servers.</td>
</tr>
<tr>
<td>📂</td>
<td>Copy File</td>
<td>Copy a file or folder to another location. You will not be able to copy a file to the same location.</td>
</tr>
<tr>
<td>🏠</td>
<td>Move File</td>
<td>Move file or folder from one folder to another. Move will affect file on both production and staging servers.</td>
</tr>
<tr>
<td>🗑️</td>
<td>Recycle File</td>
<td>Move file into the recycle bin for possible later retrieval.</td>
</tr>
<tr>
<td>⚡</td>
<td>Delete File</td>
<td>Delete file on production server or folder on both staging and production server.</td>
</tr>
</tbody>
</table>
Content Page and Panels

Left Panel: Allows you to view folder structure on the left while previewing a page on the right pane.

Right Panel: Displays a preview/edit/properties window of a page.

Screen Adjustments: There are two important split screen adjustment buttons highlighted in red below. These buttons allow you to maximize the file and folder list (right button) or maximize the edit/preview window (left button).
Modifying a Page

Edit, Save, Send for Approval

The What-You-See-Is-What-You-Get (WYSIWYG) editor is the most common way to edit pages in OU Campus. The WYSIWIG editor allows for a familiar experience similar to a word processor. To edit a page, follow these steps:

1. Click on the Edit page button.

2. Once in edit mode, find and click on an editable region next to the area you would like to edit.
   The editable regions are indicated by this symbol 📝.

3. Use the icons in the menu bar just as you would in a Word document.

4. Make your changes by typing or pasting in the editable area within the dashed line.

5. **Once you have completed your changes, click the Save Button 📝 in the WYSIWYG editor.**
   To save in place (Save then continue working) use CTRL+S or (CMD+S for Mac). This allows you to save a copy of your work and continue working.

   - Periodically, the Auto Draft icon 🔄 will spin. This is the Auto Draft feature running in the background to save a draft.
   - To recover a draft after a crash, click on the Auto Draft icon to restore.

   *(Please Note: An automatic time interval saves a draft of the current page onto your local workstation. If the browser quits or the user inadvertently closes the browser before saving a page, the content can be recovered up to 24 hours later.)*

6. The Page Check feature is used to check spelling, links, and validation for the desired page.
   You can do this from the Page List view by clicking on the check icon ✅.

7. Choose available checks from the list by clicking on the green arrow icon next to the check.

8. When you are done, remember to click on send for approval to submit your changes to be published.
9. The **Send to Another User for Approval** email form allows you to notify your assigned publisher. There are two fields you should fill in before submitting the e-mail notification:
   a. **Subject**: Type in brief title in this area. This is equivalent to the subject of an e-mail.
   b. **Message**: Describe the changes you made and why where applicable.

**NOTE**: Ensure that the send external e-mail checkbox is checked. This will ensure that the publisher gets a copy of the notification in their MCC e-mail inbox.

10. **Click Send to complete the process**. The confirmation that you was successfully sent to another user will be displayed as follows:

11. The publisher will then review your changes and if there are no recommended modifications, will publish the page. You will receive a notification e-mail informing you of the changes recommended/made or that the page has been published.
Revert
The revert button allows you to overwrite the current file, reverting it to the selected revision. You will be asked for confirmation before completion.

NOTE: A good rule of thumb is to preview the previous version before performing the revert action. This will ensure you revert to the version you want.

Check In/Check Out Feature
The Check In/Check Out features allows multiple users to make changes in one site without overwriting other users’ changes. Anytime a file is edited, it is automatically checked out by the person editing the file.

The following indicators next to a file will let you know the status of the file.

💡 The file is not checked out

💡 The file is checked out by you.

💡 The file is checked out by another user. Mouse over to see that user’s ID.

NOTE: Files are automatically checked back in once they are published.
Files that are not published after an edit need to be manually checked back in by clicking the light bulb icon.

Page Properties
For most pages, the page properties are where you can update meta information for SEO as well as change the title information.

NOTE: Some pages do not use page properties. Z-SectionNav.inc and nav.inc files. These files are updated either automatically or by the web to team create another website for each campus.

How to get to Page Properties
There are two ways to get to page properties:

1. Check out a page (See Check In/Check Out Feature for more info)

2. From the Page List view click on the page properties icon .
   OR
   From the Preview view click on the Page Properties button

3. After modifying the properties, be sure to click the Save button at the bottom of the page and then Publish the page.
Description of Page Properties

- **Page Title**
  - Title: This is the title displayed on the browser bar. It is commonly used as the page title by search engines as well as when you are bookmarking the page.

- **Meta Tags**: Keywords and description fields are also used by search engines and perform an important SEO role.

- **Configuration Parameter**
  This group of properties is used by the web team to configure the page by tweaking the template settings.
  - **Page Style**: Assigns different style sheets and layouts to the specific page
  - **Nav Weight**: Sets the link order on the left navigation.
  - **Full Page**: Determines the page layout based on the type of content that will be displayed on the page.
  - **Page Image**: Determines whether there should be a page image or not.
  - **Specify Image**: Sets the image location that will be displayed if Page Image was selected above.

Add/Edit a Link on a Page

Adding a link is simplified when using the WYSIWYG editor.

**Step By Step Guide**

1. Type the link text and highlight it using your mouse.
2. Click the chain icon on the toolbar. This will open a dialog box.
3. To create a link to an external site, type in the site’s address including http:// (e.g., http://www.google.com).
4. Click Insert to finish.
5. To create a link to another page on your website, click the button to the right of the Link URL field.
6. Click the folders or use the Location hyperlinks at the top of the dialog box to navigate.
   Click Select File then Insert to complete the process.
Additional Resources

Online Help

- Support Website: http://support.omniupdate.com/documentation/ox/10/
  OUCampus provides additional Help information via a link on the top right corner of the CMS.

- Video tutorials can be found at: http://support.omniupdate.com/documentation/ox/support/videos/
  Some of the videos included are:
  
  - How to use the spell checker
  - Inserting Anchors
  - How to insert, edit, and remove links
  - Reverting editor to original state
  - How to backup a page
  - How to create versions of a page
  - How to create and edit tables
  - How to clean up messy code
  - Guidelines and Invisible Elements
  - And much more ...

- Relevant help tips and associated help website links are also provided at the bottom of the site file browser.