



KENNESAW STATE
UNIVERSITY
UNIVERSITY INFORMATION
TECHNOLOGY SERVICES

Web Editors Guide

OU Campus

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Introduction

OmniUpdate (OU Campus) is a useful web content management system that provides easy access to update web content. With its easy accessibility, WYSIWIG (What You See Is What You Get) toolbar, and other features, *OmniUpdate* allows you to publish, manage, and organize a wide array of content for websites you have editing access to.

The following booklet is meant for those users who have *Level-5* website editing permissions. This booklet will provide you a step-by-step guide for editing and creating Kennesaw State University websites using *OmniUpdate*.

Learning Objectives

The following topics are covered in this document:

- Accessing your site for editing
- Becoming familiar with the WYSIWIG editor
- Editing Existing Pages
- Deleting/Recycling Existing Pages
- Sending Pages for Approval
- Approving/Declining Pages
- Version Control

Logging into OU Campus

With the *OmniUpdate DirectEditor*, you can navigate to any webpage that you have editing permissions for and access the page for editing. The following explains how to access the *OmniUpdate DirectEditor* in order to edit webpages.

1. In an internet browser, navigate to the page that you wish to edit.
2. Click the **DirectEdit** button at the bottom of the page.

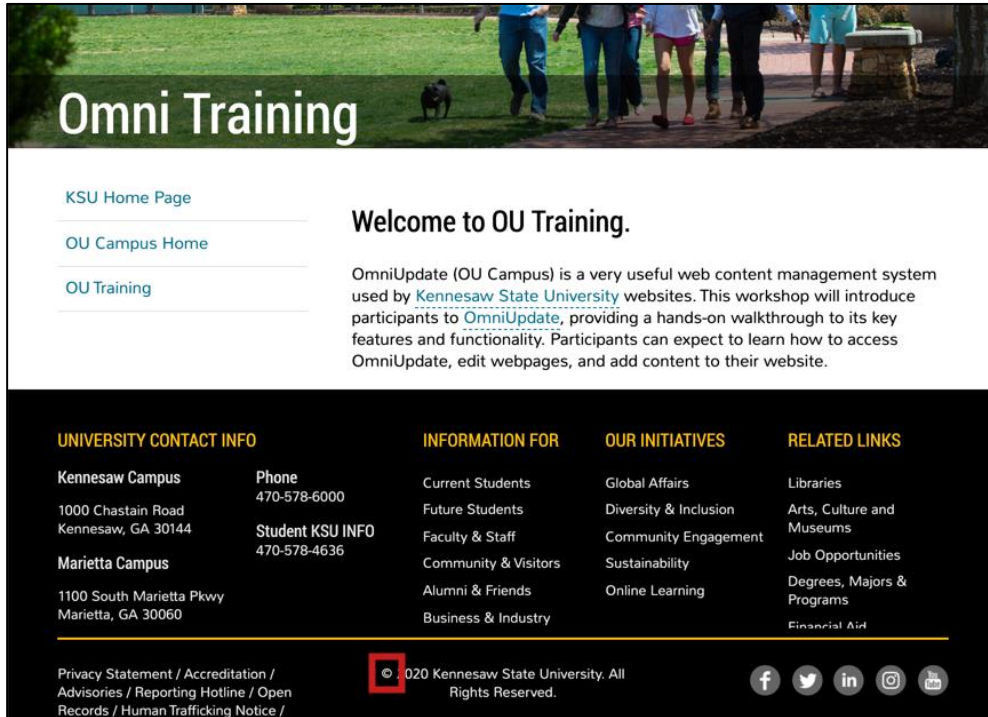


Figure 1 - Navigate to Page & Click DirectEdit Symbol

Note: The *DirectEdit* button appears as the copyright symbol.

3. Log in with your **NetID** and **NetID password** (See Figure 2).
4. Click **Sign In** (See Figure 2).

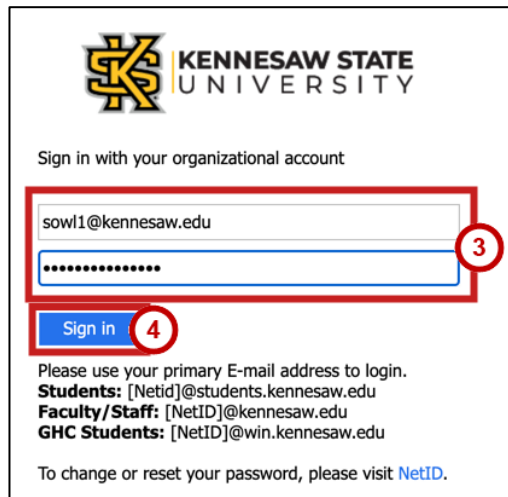


Figure 2 - Enter NetID & NetID Password

Note: If you are logged into your email through Office 365, you may be automatically logged in to *OmniUpdate*. If you automatically log into *OmniUpdate*, skip to Step 5.

5. If prompted, use your preferred method to authenticate your account through DUO.

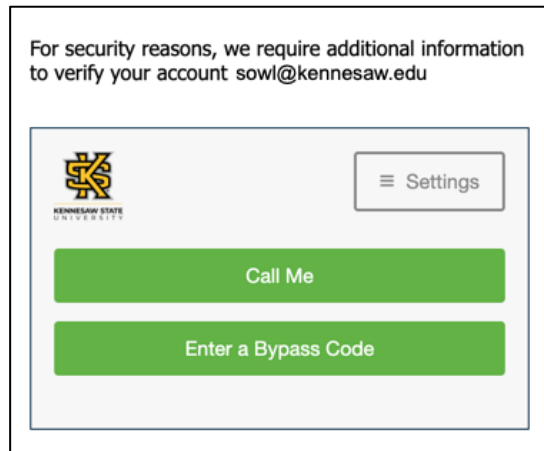


Figure 3 - Authenticate with DUO

6. You will be taken to the *DirectEdit* page.

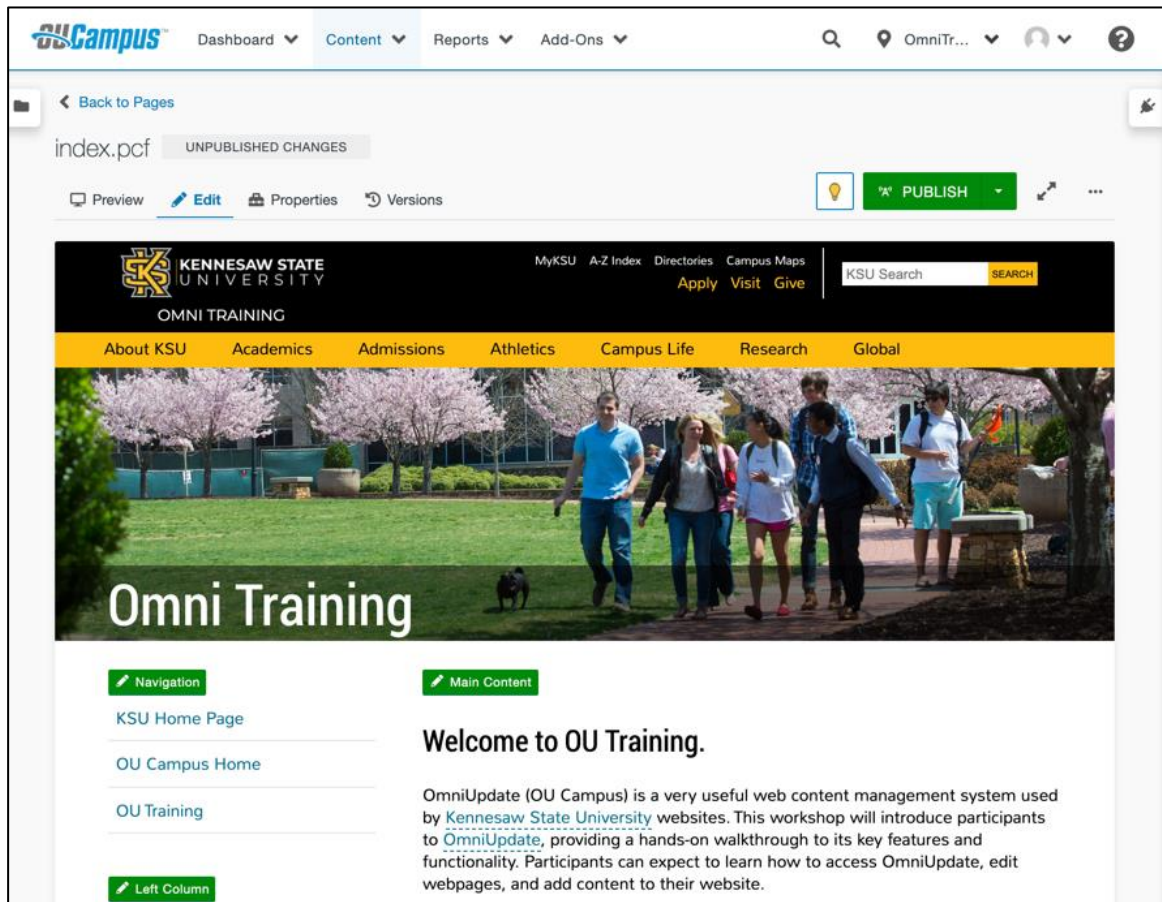


Figure 4 - Webpage Editor

Fixed Layout

At the top of the page, you will find the static menu that orients you to where you are in your site. Use these buttons to navigate from individual pages to the full site directory.

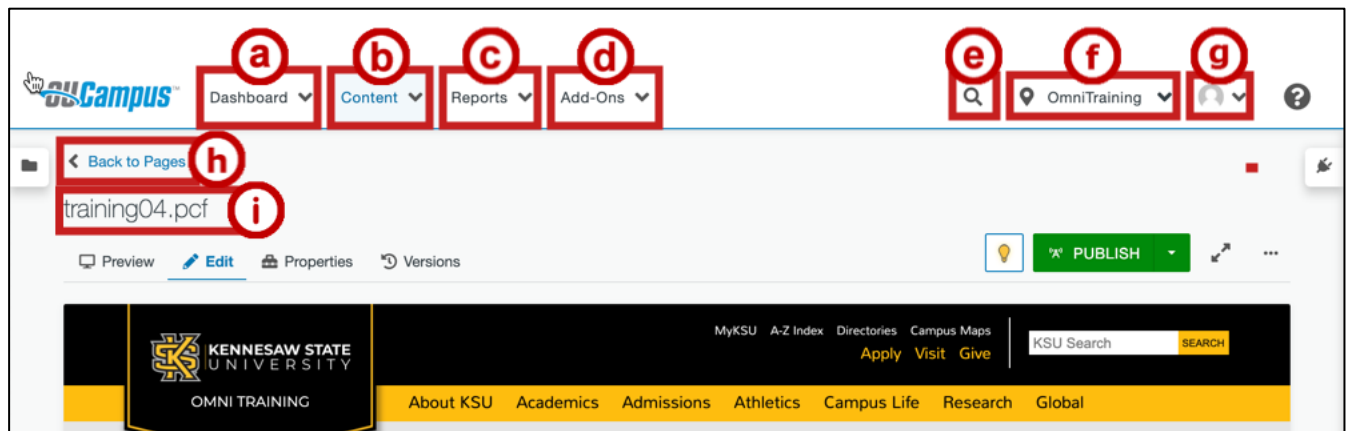


Figure 5 – Fixed Layout

- a. **Dashboard Tab:** Click this menu for direct access to your dashboard, which contains your *OUCampus* inbox and widgets to indicate your checked out pages and a history of the activity on sites you have access to (See Figure 5).
- b. **Content Tab:** Click this tab to access the menu with links to your site directory, assets, and the recycle bin (See Figure 5).
- c. **Reports Tab:** Click to open the menu and access reports for your *Required Actions*, *Checked-Out Content*, *Pending Approvals*, *Scheduled Actions*, *Recent Saves*, and *Recent Publishes* (See Figure 5).
- d. **Add-Ons Tab:** Click to access the *OU Campus Quick Guide* (See Figure 5)
- e. **Search Function:** Use the search function to find content within your site (See Figure 5).
- f. **KSU Site Directory:** Clicking inside this menu will reveal all the sites within KSU’s site directory (See Figure 5).
- g. **User Profile Menu:** Click your profile picture to access your settings and log out of *OUCampus* (See Figure 5).
- h. **Back to Pages:** Clicking this link redirects you to the site directory (See Figure 5).
- i. **Page Name:** The name of the page you are currently editing (See Figure 5).

Editing a Page

When you are in the *DirectEdit* page, you will have the ability to edit your webpage, preview your page, view page properties, check in/check out of your page, and view various versions of your webpage. The layout of the *DirectEdit* page is as follows.

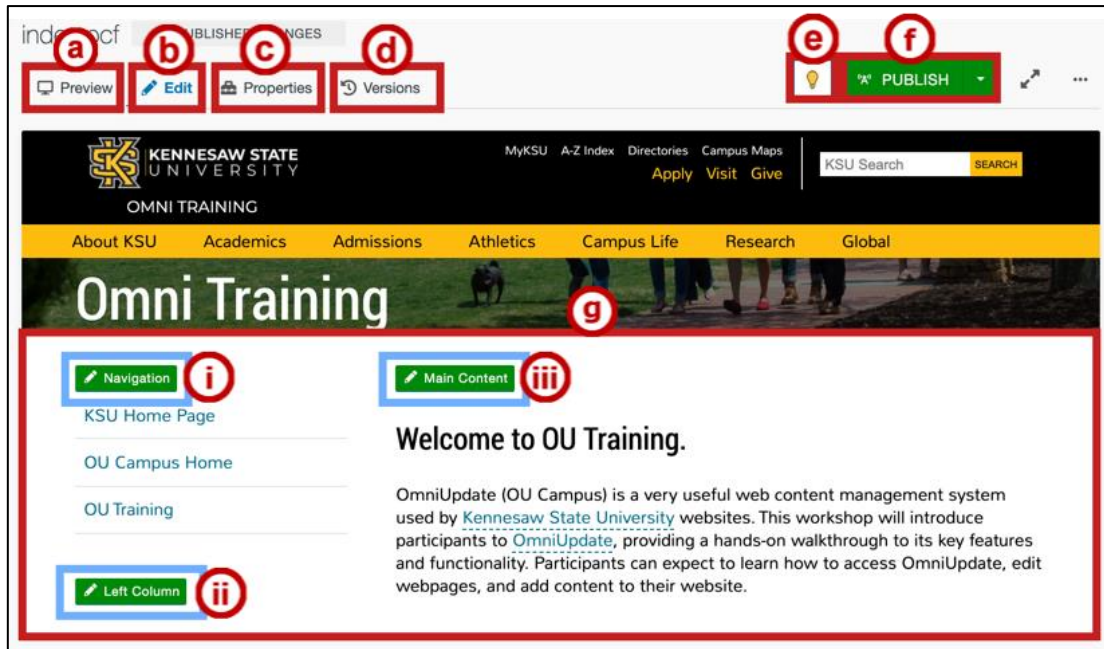


Figure 6 - DirectEdit Page

- a. **Preview Tab:** Preview the web page as it would appear live on the web (See Figure 6).
- b. **Edit Tab:** Add, remove, and make changes to content in the editable regions of the page (See Figure 6).
- c. **Properties Tab:** Edit the page properties and view the page editing logs (See Figure 6).
- d. **Versions Tab:** View the history of changes to the page and revert to previous iterations (See Figure 6).

Note: The *Versions* tab will only be visible if the page is checked out to you (See Figure 6).

- e. **Lightbulb Icon:** Click the button to check in or check out the page (See Figure 6).
- f. **Publish Button:** Publish the page to the public live on the web (See Figure 6).

Note: If you do not have access to publish the page directly, your changes will need to go through an approval process, and this button will appear as *Submit*.

- g. **Editable Area:**
 - i. **Navigation Button:** Click this button to open the in-line editor to make changes to the site navigation (See Figure 6)
 - ii. **Left Column:** Click this button to open the in-line editor to make changes to the area in the left column below the page's navigation (See Figure 6).
 - iii. **Main Content:** Click this button to open the in-line editor to make changes to the main area of the page (See Figure 6).

Accessing the In-Line Editor

The *In-Line* editor allows users to make in-place edits to the webpage. The following explains how to access the *In-Line* editor:

1. In the *DirectEdit* page, click on the **Main Content** button.

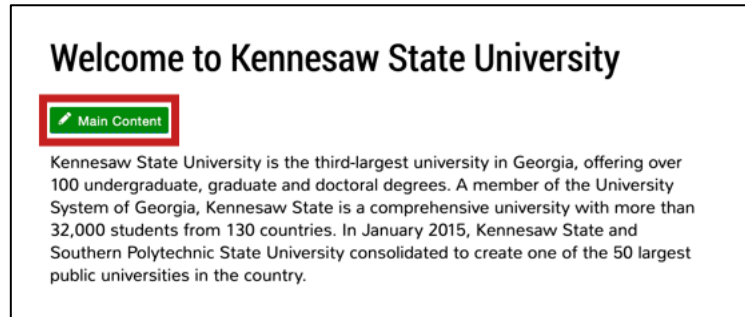


Figure 7 - Main Content

2. You will be taken to the *In-Line editor* where you will be able to add/edit text as well as access the WYSIWYG (What You See Is What You Get) editor.

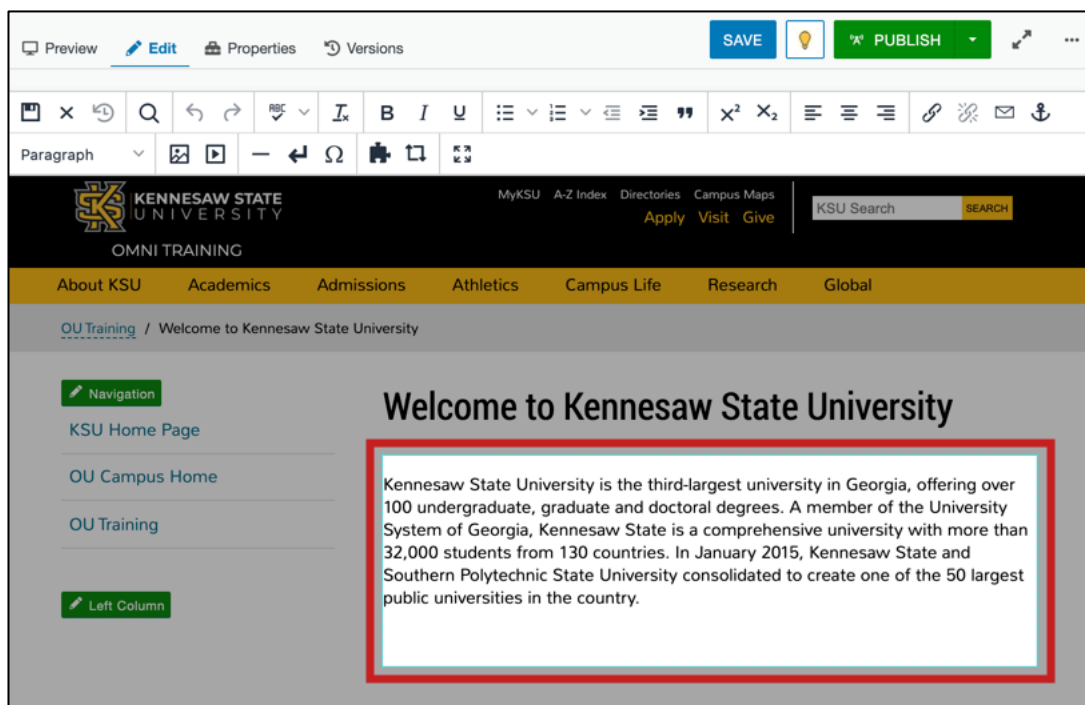


Figure 8 - In-Line Editor

3. Begin typing in the text field or use any of the functions in the WYSIWYG menu. See more about the WYSIWYG menu functions in the next section.

The WYSIWYG Editor

The WYSIWYG editor is your way to edit pages quickly and easily using tools you are likely already familiar with. The WYSIWYG editor layout is as follows:

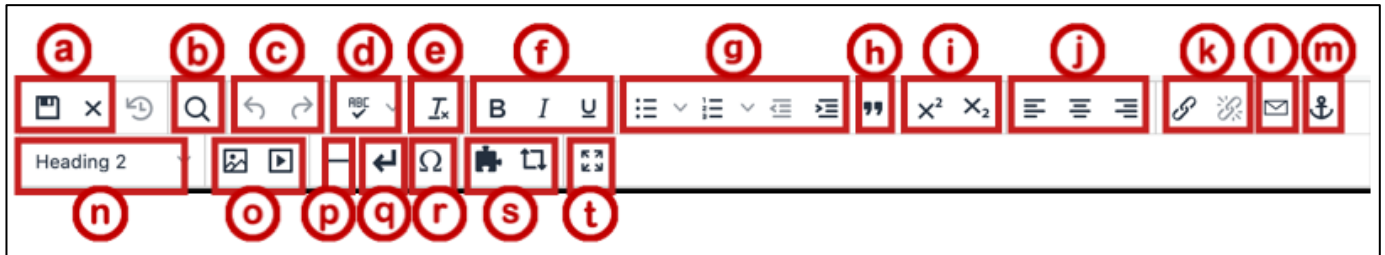


Figure 9 - WYSIWYG Editor

- a. **File Functions:** Save or revert changes on a page (See Figure 9).
 - b. **Find Functions:** Find specific content on your page (See Figure 9).
 - c. **Undo Redo:** Undo/redo changes made on a page (See Figure 9).
 - d. **Spell Check:** Run spell check on the content (See Figure 9).
 - e. **Clear Formatting:** Remove all selected text formatting and return text back to the default settings for a page (See Figure 9).
 - f. **Basic Font Properties:** Format selected text to bold, italic, and/or underline (See Figure 9).
 - g. **List & Indent:** Create an ordered list or indent content (See Figure 9).
 - h. **Block Quote:** Format the selected text as a block quote (See Figure 9).
 - i. **Superscript/Subscript Text:** Format selected text to a superscript or subscript format (See Figure 9).
 - j. **Alignment Functions:** Move selected text alignment (left, center, right) (See Figure 9).
 - k. **Link Tools:** Insert/edit links to files or other internal and external pages (See Figure 9).
 - l. **Insert/Edit Mail Link:** Insert and Edit a *Mailto* link (See Figure 9).
 - m. **Anchor Tool:** Create an anchor that can be used as a hyperlink on the page (See Figure 9).
 - n. **Paragraph/Font Styles Options:** Define paragraph style and add site-specific font styles (See Figure 9).
 - o. **Insert Images/Media:** Add/edit images and videos on the page (See Figure 9).
 - p. **Horizontal Line:** Insert a horizontal line (See Figure 9).
 - q. **Insert Line Break:** Insert a line break (See Figure 9).
 - r. **Special Symbols:** Insert symbols and special characters (See Figure 9).
 - s. **Insert Snippets and Assets:** Opens a window to place snippets or assets on the page (See Figure 9).
- Note:** For more information on Snippets and Assets, visit the [OU Training page](#).
- t. **Enter Full Screen:** View the page in full screen (See Figure 9).

Adding Hyperlinks

When adding hyperlinks to your page, it is recommended that you either copy/paste the link or type the link into the hyperlink fields. The following explains how to add hyperlinks into your website.

Adding a Link to an External Site

1. In the webpage you are editing, select the **text** that you wish to hyperlink (See Figure 10).
2. Click on the **Insert/Edit Link** button (See Figure 10).

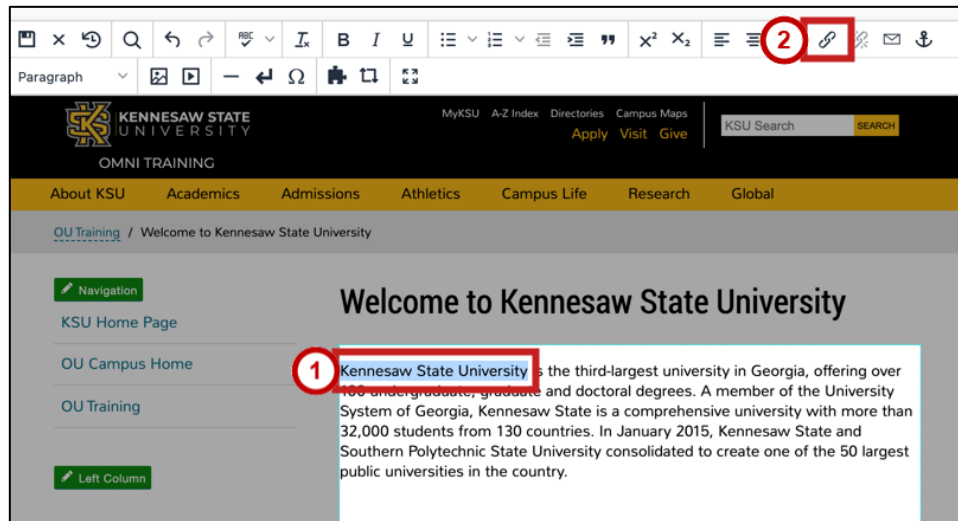


Figure 10 - Insert/Edit Link

3. Paste your **link** into the *URL* field (See Figure 11).
4. The *Text to Display* field is the text that is displayed for the hyperlink. If you have selected text prior to clicking on the *Insert/Edit Link* button that text will appear in this field (See Figure 11).
5. If you wish to have the link open in a new window, select **New window** in the *Open link in...* field. Otherwise, leave the setting *Current window* to have the link open on the same page (See Figure 11).
6. Click **Save** (See Figure 11).

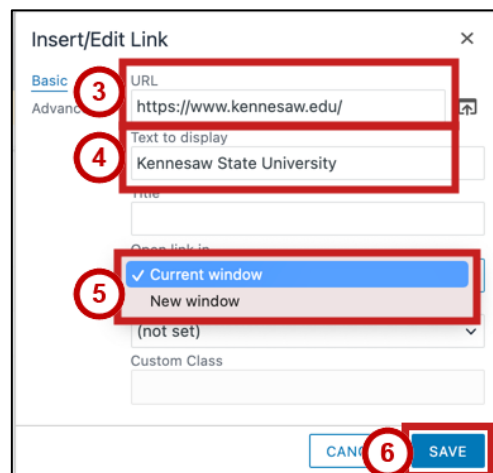


Figure 11 – Insert Information & Click Save

7. If you receive a *The URL you entered seems to be an external link* pop-up, click **YES** to add the required **http://** prefix.

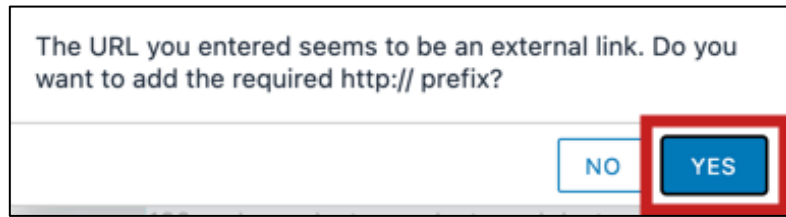


Figure 12 - Click YES

8. Your hyperlink will be added to your page.

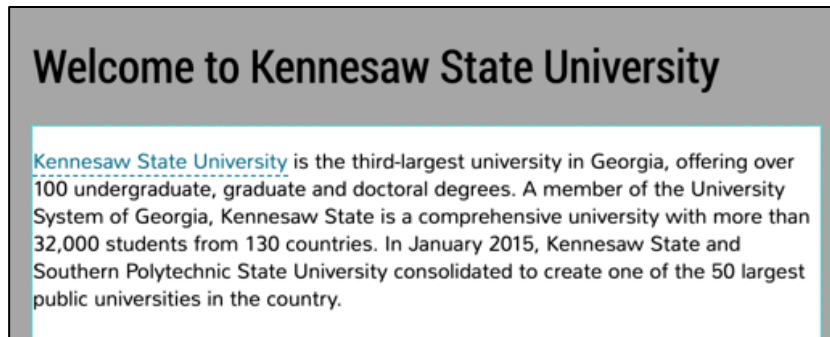


Figure 13 – Hyperlink View

Adding a Link to an Internal Page

1. In the webpage you are editing, select the **text** that you wish to hyperlink (See Figure 14).
2. Click on the **Insert/Edit Link** button (See Figure 14).

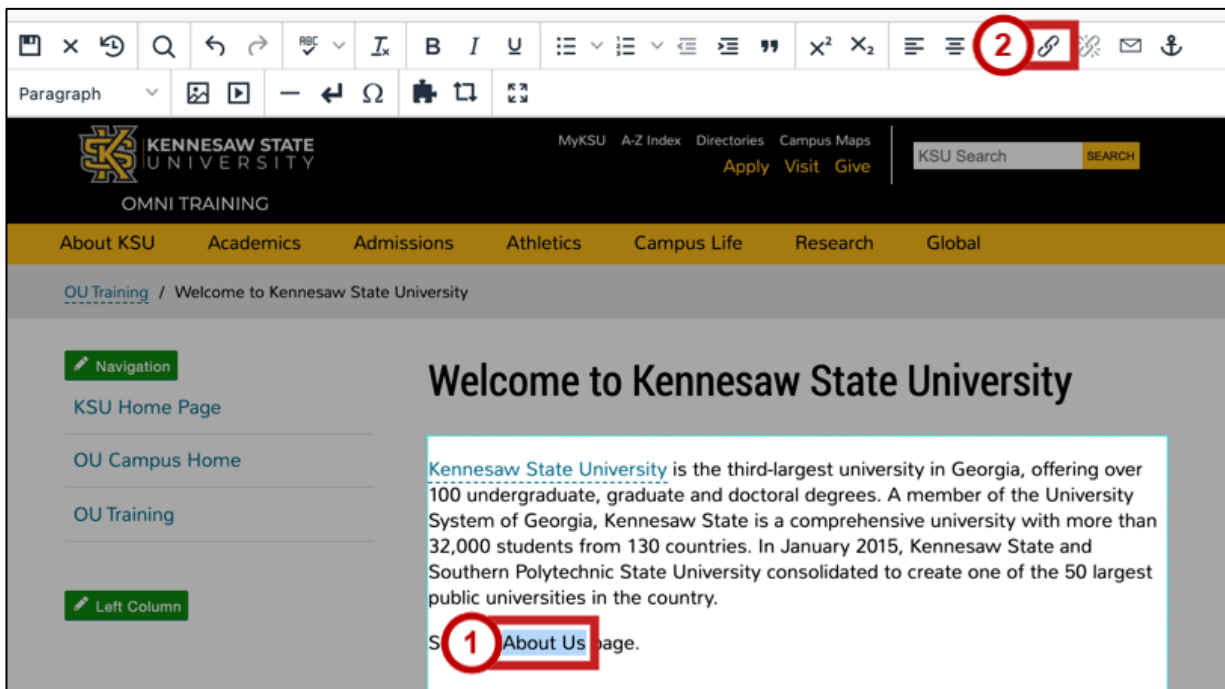


Figure 14 - Select Text & Click Edit/Insert Link Icon

3. Click the **Source** Icon.

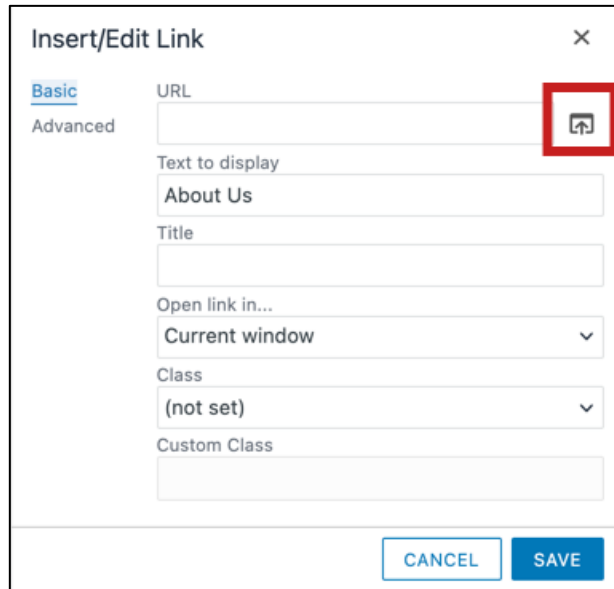


Figure 15 - Click Source Icon

4. Navigate the content from your site in the left panel. Select the **page** you wish to link to (See Figure 16).
5. Click **Insert** (See Figure 16).

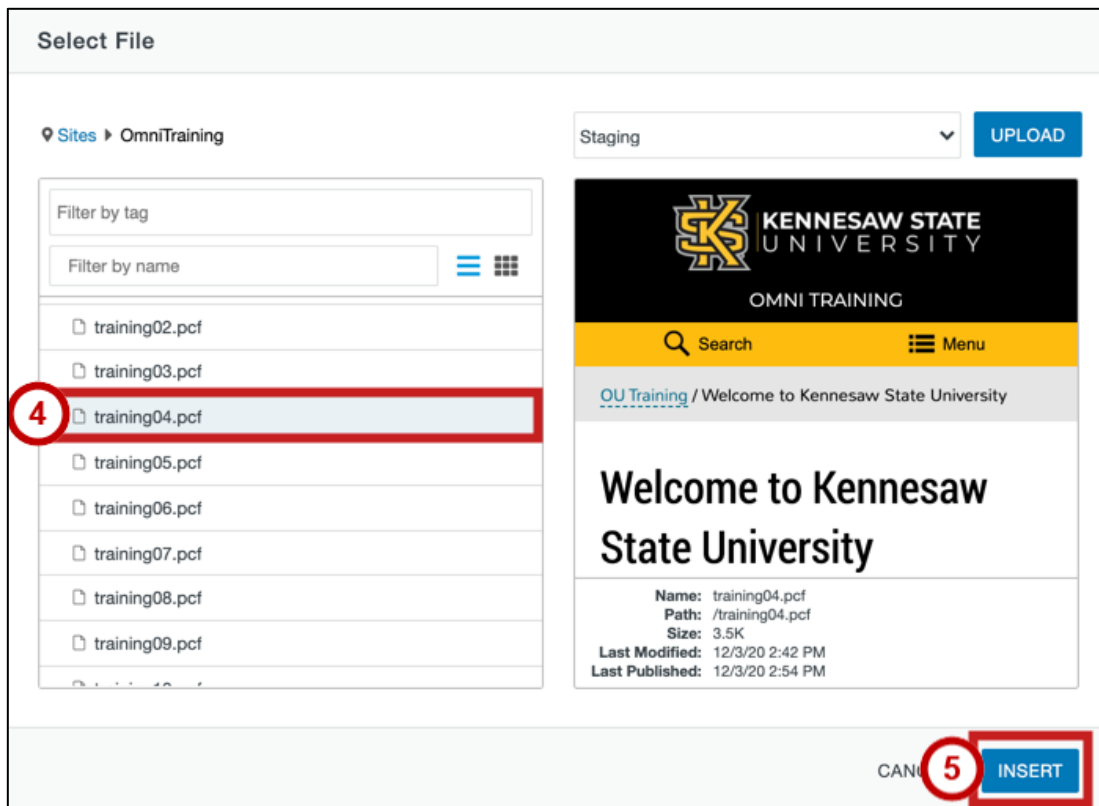


Figure 16 - Select Page & Click Insert

6. If you wish to have the link open in a new window, select **New window** in the *Open link in...* field. Otherwise, leave the setting *Current window* to have the link open on the same page (See Figure 17).
7. Click **Save** (See Figure 17).

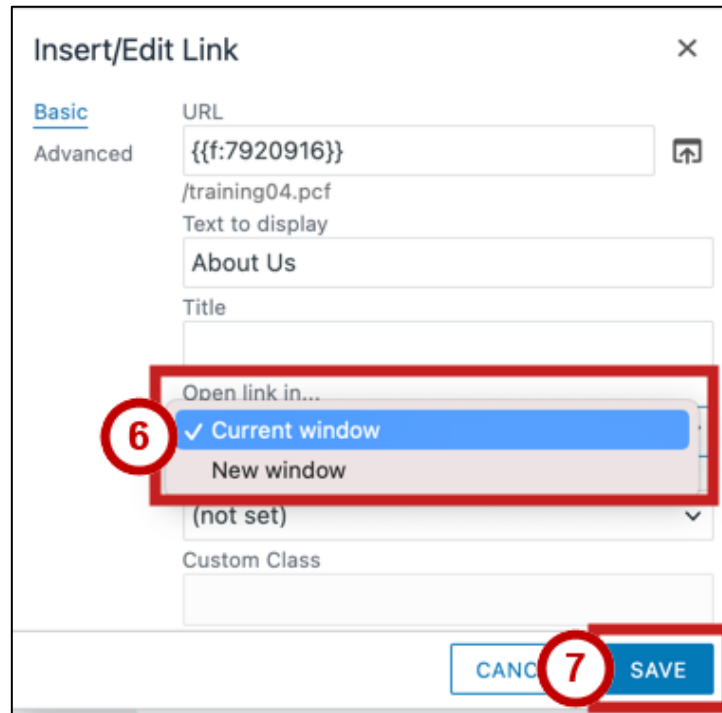


Figure 17 - Select How Link Opens & Click Save

8. The hyperlink will be added to the page.

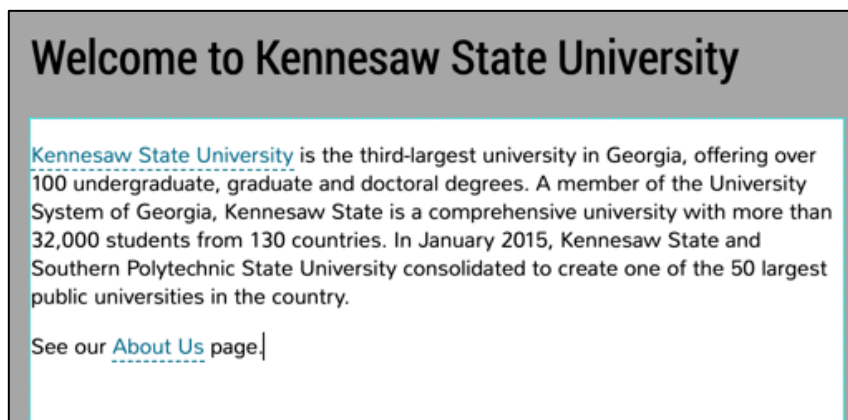


Figure 18 - Hyperlink is Added

Uploading Files

The following explains how to upload files into your website.

1. In the webpage that you are editing, click the **Main Content** button to open the text field.



Figure 19 - Main Content

2. Place your **cursor** where you wish to add your file link (See Figure 20).
3. Click **Insert/Edit Link** icon (See Figure 20).

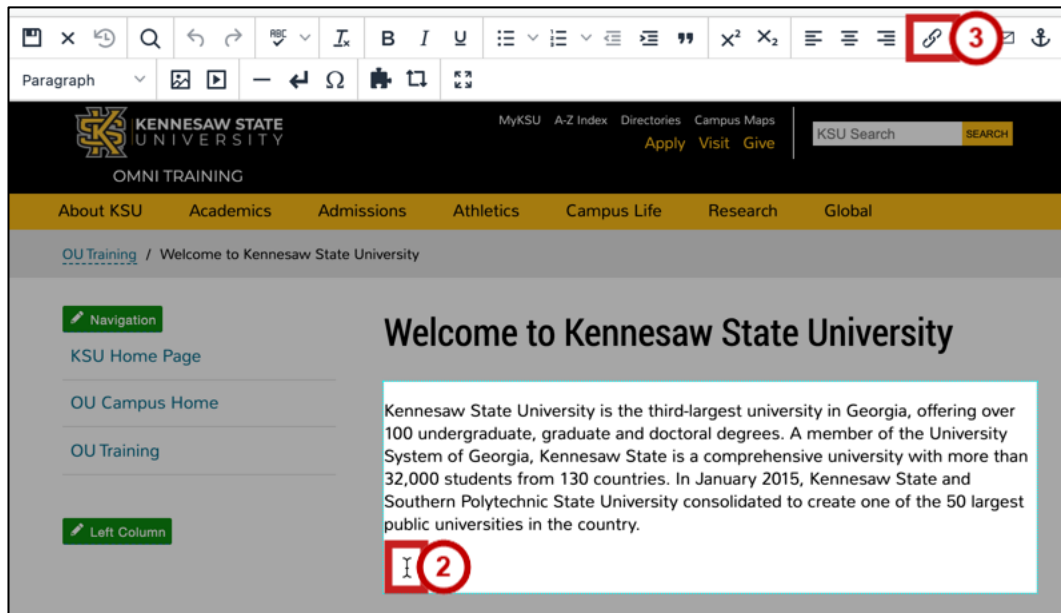


Figure 20 – Click Insert/Edit Link

4. Click the **Source** icon.

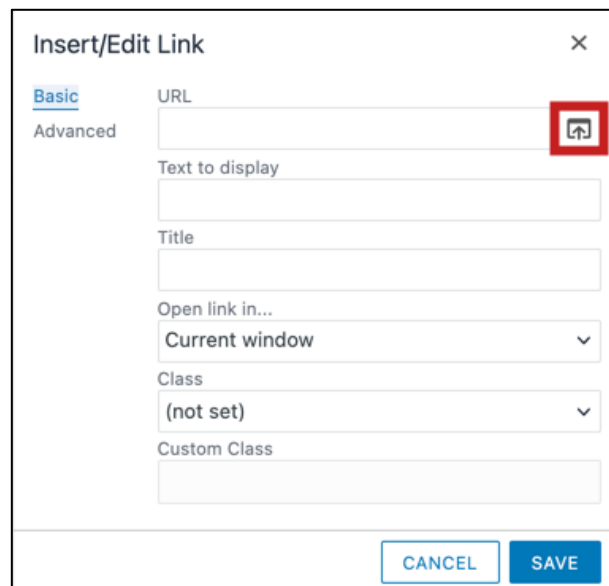


Figure 21 - Click on Search

5. The *Select File* window will open. From here, you can either:
 - a. Select a **file** from your existing files (See Figure 22).
 - b. Click the **Upload** button to upload a file (See Figure 22).

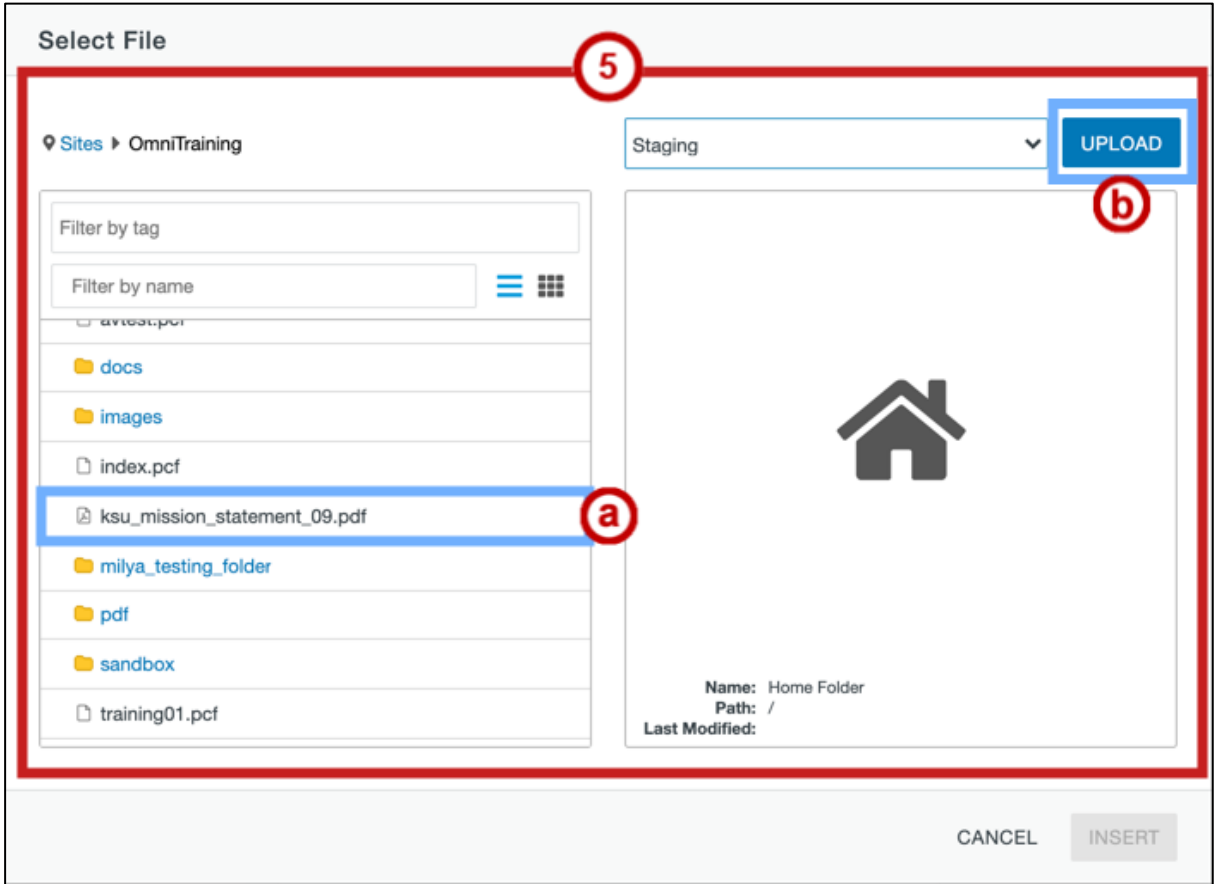


Figure 22 – Select a File or Click Upload

Note: If you select an existing file, you can skip to Step 10.

6. Click the **Add** button.

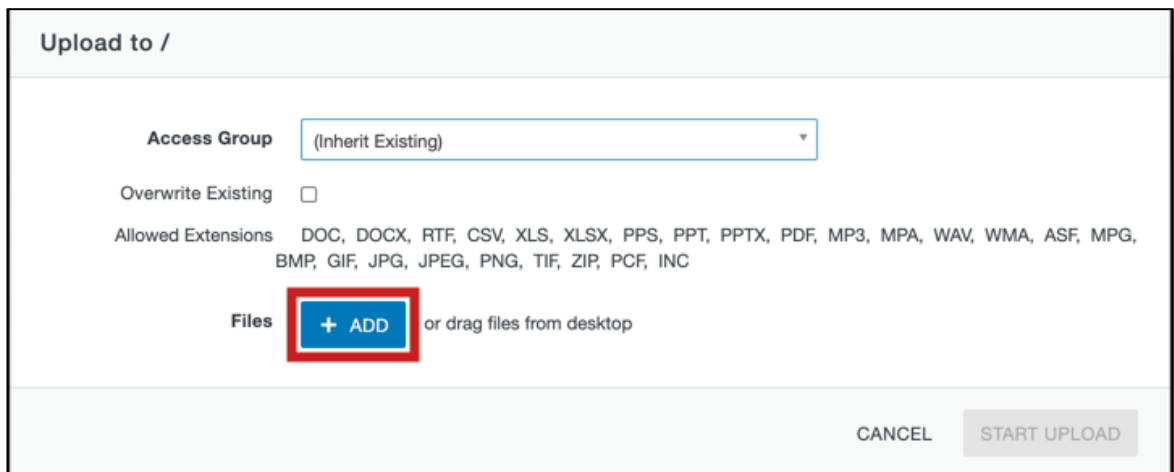


Figure 23 - Add Files

7. Navigate to and select the **file** you wish to upload (See Figure 24).
8. Click the **Open** button (See Figure 24).

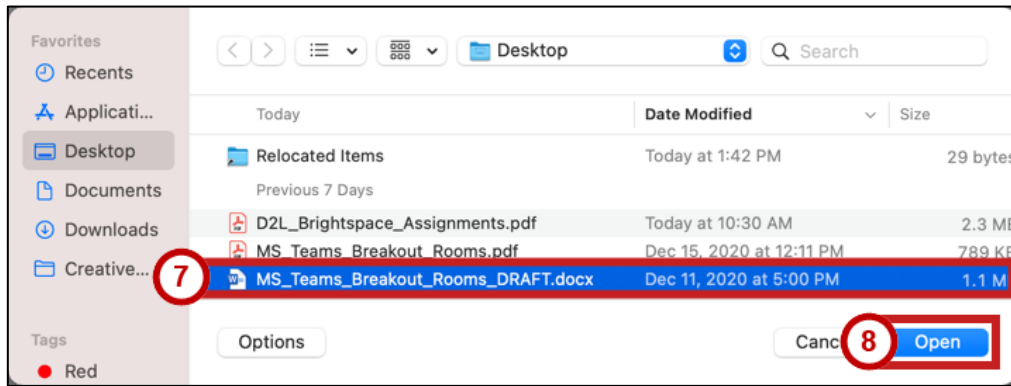


Figure 24 - Select the File & Click Open

9. You will be returned to the *Upload to* window. Verify that the file is correct and click **Start Upload**.

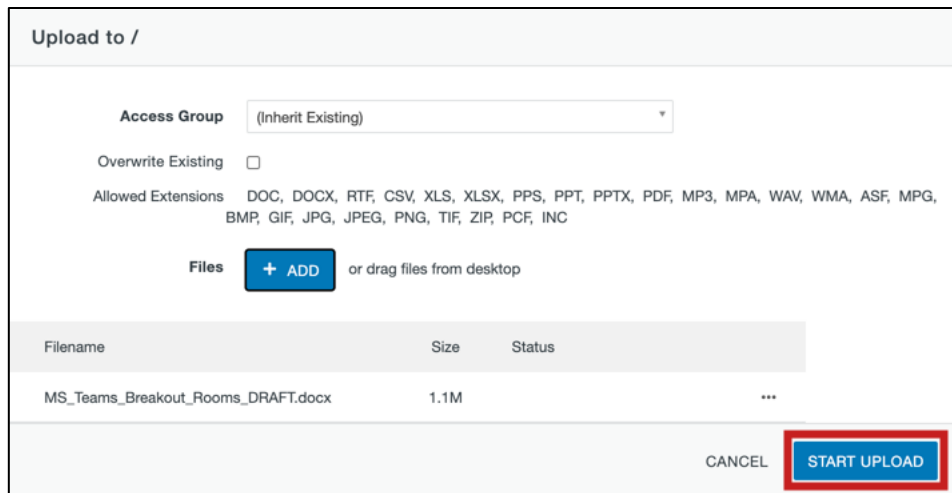


Figure 25 - Start Upload

10. You will be returned to the *Select File* window, and the file will appear in the list to the left. Click **Insert**.

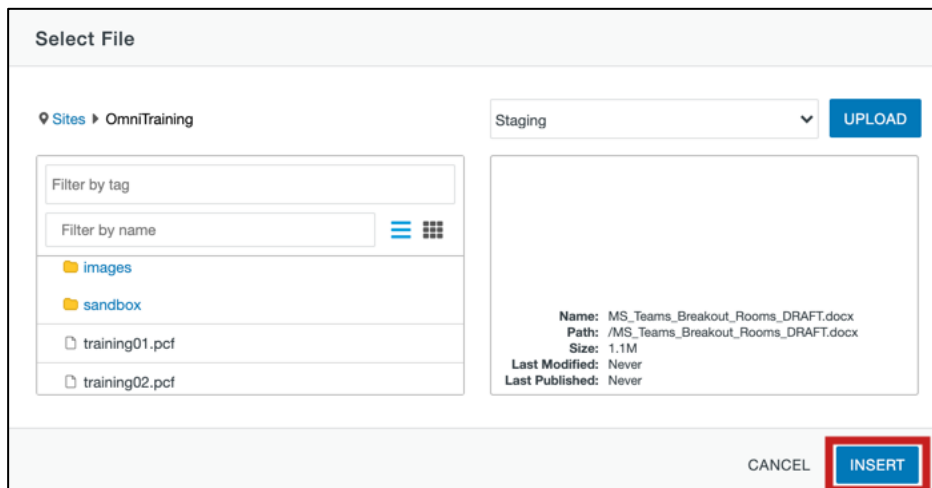


Figure 26 - Click Insert

11. Add descriptive text in the *Text to display* field (See Figure 27).

Note: Text in this field will be displayed on your page.

12. In the *Open link in...* dropdown, select whether you wish to have the file open in the same page or in a new window. Selecting **Current Window** will have the file open in the same browser window. Selecting **New window** will open in a new browser window (See Figure 27).

13. Click **Save** to insert the link on the page (See Figure 27).

The screenshot shows the 'Insert/Edit Link' dialog box with the following fields and options:

- URL:** {{f:39815774}}
- Text to display:** KSU Mission Statement (highlighted with a red box and the number 11)
- Title:** (empty field)
- Open link in...:** Current window (selected, highlighted with a red box and the number 12)
- Custom Class:** (empty field)
- Buttons:** CANCEL and SAVE (SAVE is highlighted with a red box and the number 13)

Figure 27 – Verify Text to Display, Select How Link Opens, & Click Save

14. Your file and file link will be added to your webpage.

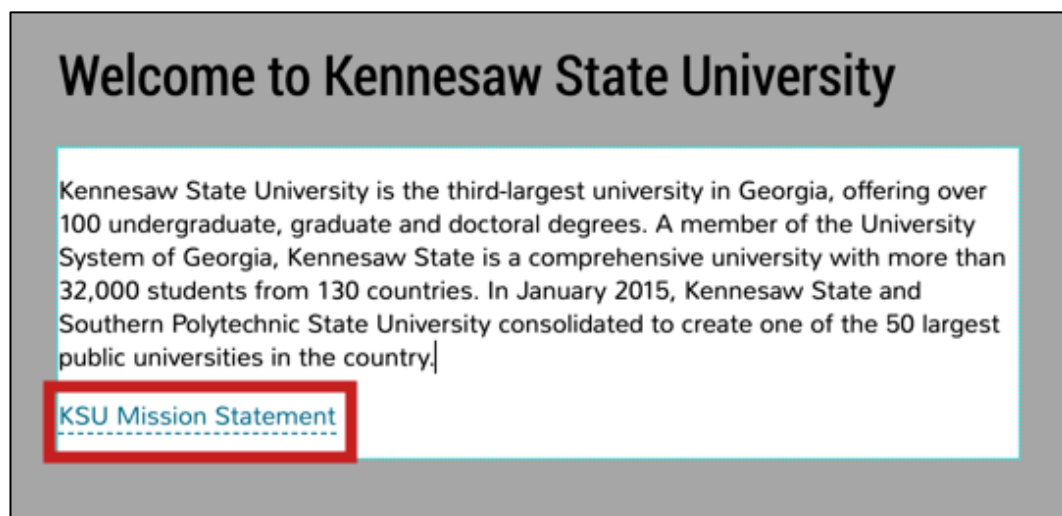


Figure 28 - Linked File

Adding an Image

The following explains how to add an image to your page.

1. Place your **cursor** where you wish to add your file link (See Figure 29).
2. Click on **Insert/Edit Image** icon (See Figure 29).

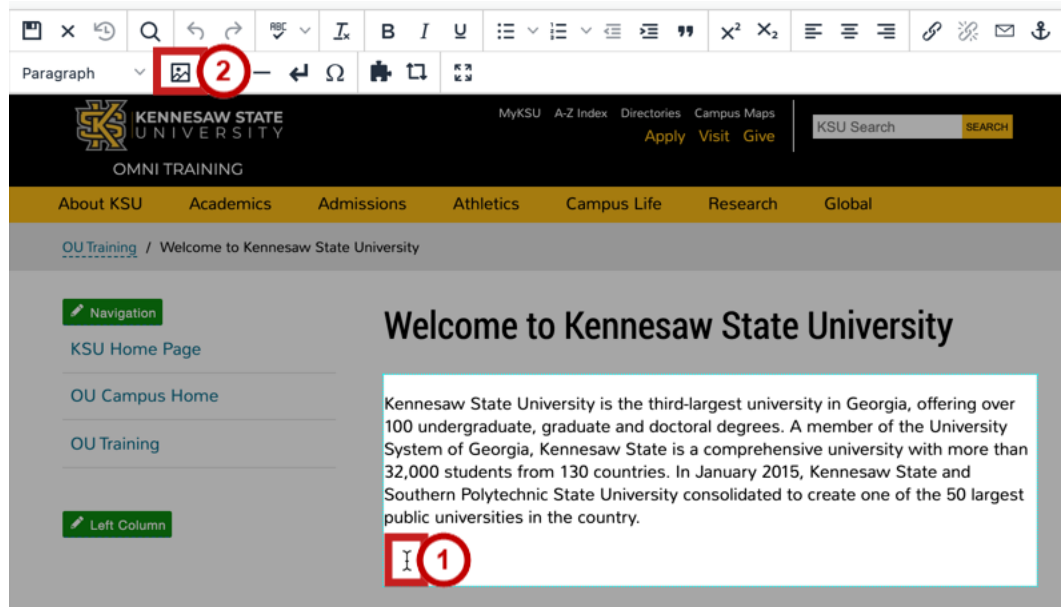


Figure 29 - Click Insert/Edit Image Icon

3. The *Insert/Edit Image* window will open. Click the **Source** icon.

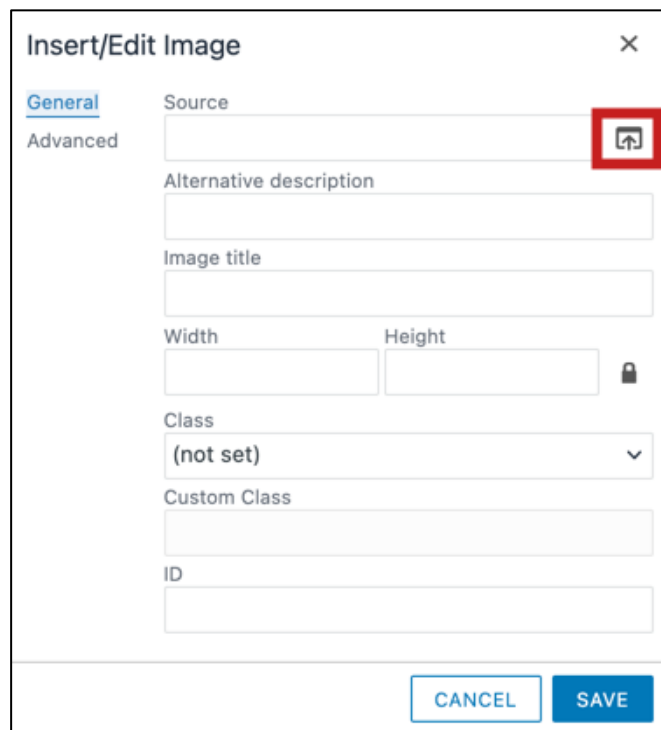


Figure 30 – Click Source Icon

4. The *Select Image* window will open. From here, you can either:
 - a. Select a **file** from your existing files (See Figure 31).
 - b. Click the **Upload** button to upload a file (See Figure 31).

Note: If you select an existing file, you can skip to Step 9.

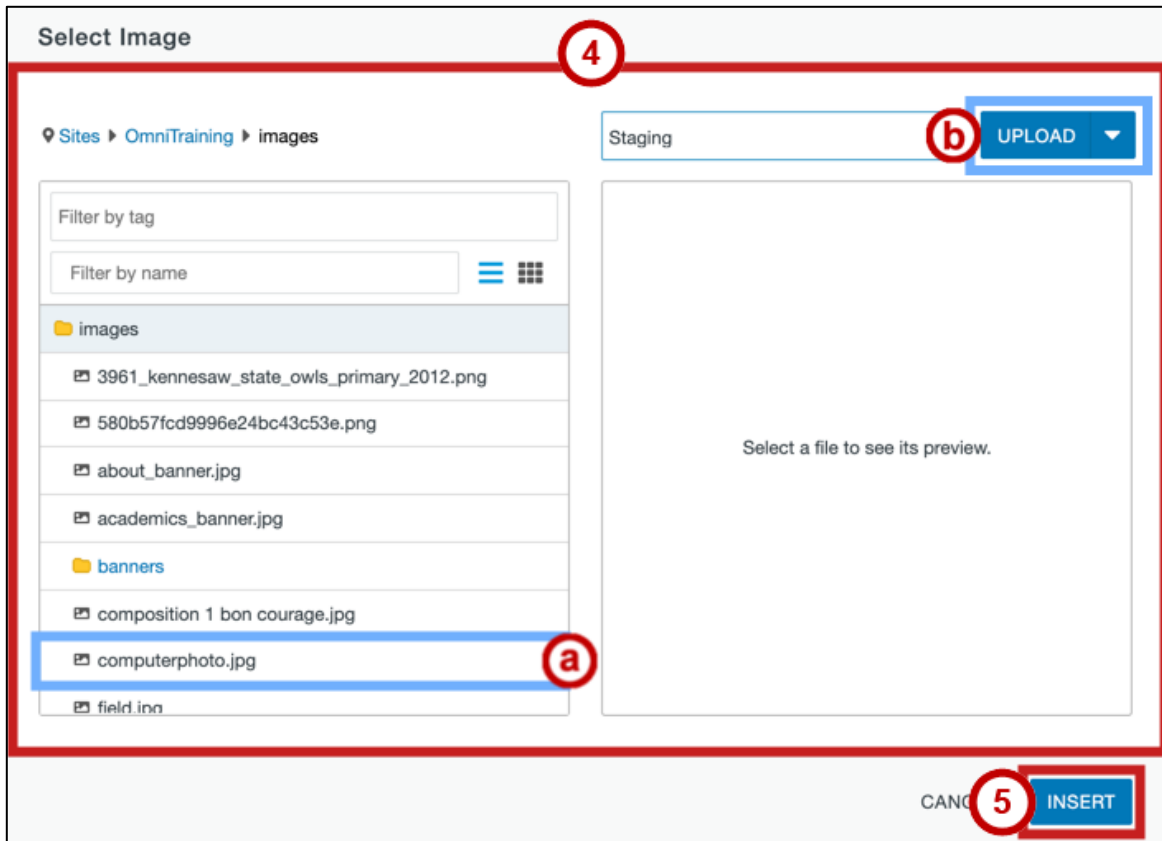


Figure 31 – Select Image or Click Upload

5. The *Upload Image* window will open. Click the **Add** button.

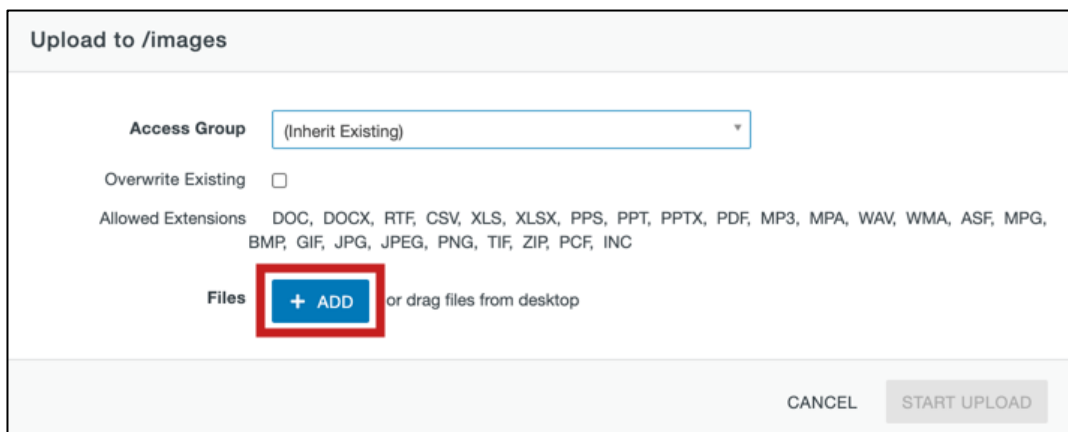


Figure 32 - Click the Add Button

- Navigate to and select the image you wish to upload (See Figure 33).
- Click the **Open** button (See Figure 33).

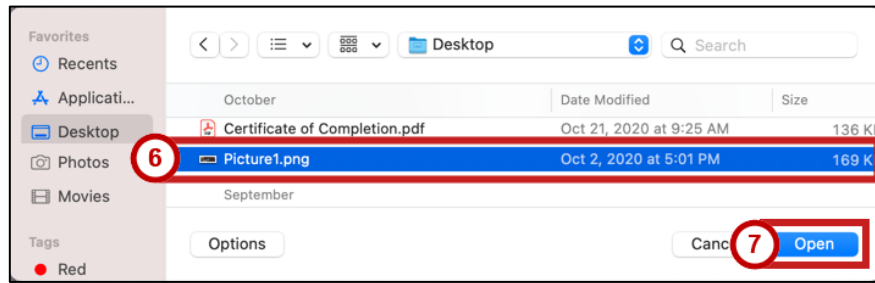


Figure 33 – Select File & Click Open

- You will be returned to the *Upload to* window. Verify that the image name is correct and click **Start Upload**.

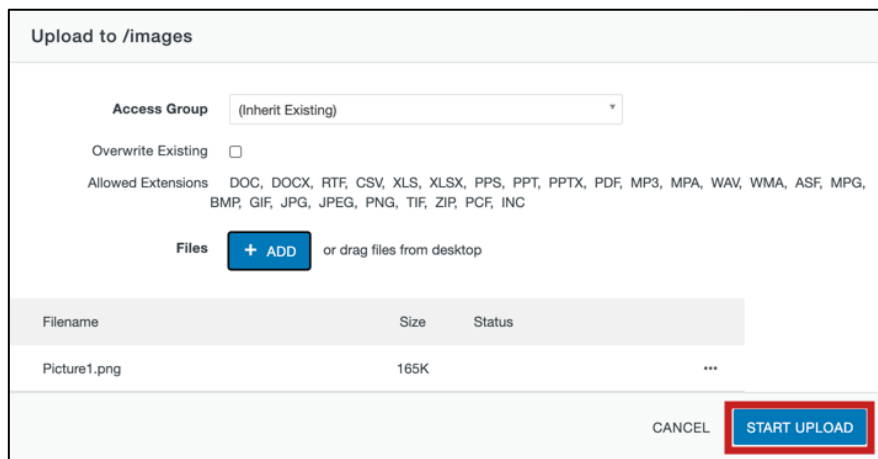


Figure 34 - Click on Browse

- You will be returned to the *Select File* window, and the file will appear in the list to the left. Click **Insert**.

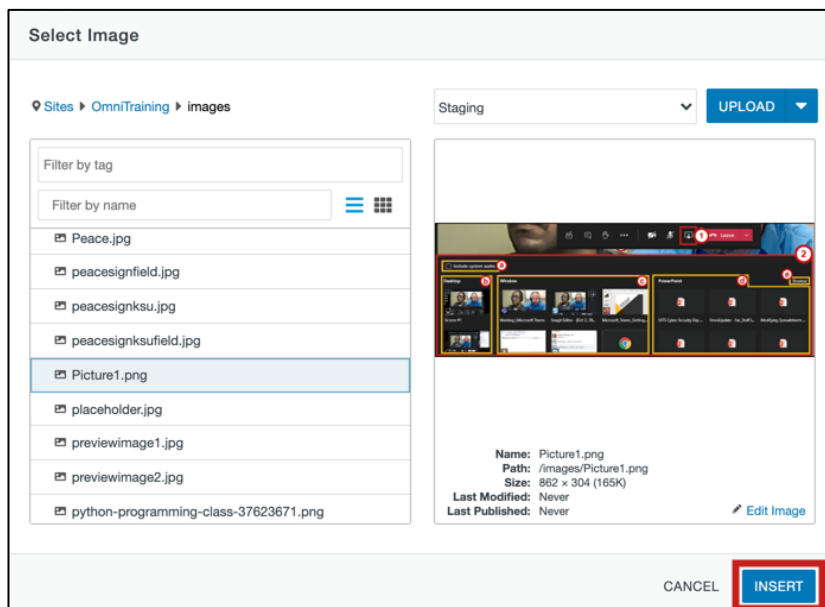


Figure 35 - Click Insert

10. Enter a **description** for the image in the *Alternative description* field (See Figure 36).
11. Click inside the *Class* dropdown menu to select the **relative size and placement** of the image (See Figure 36).

The screenshot shows the 'Insert/Edit Image' dialog box with the following fields and values:

- Source:** {{f:39854278}}
- Advanced:** /images/Picture1.png
- Alternative description:** Instructions for Sharing Screen in MS Teams (highlighted with a red box and circled '10')
- Image title:** (empty)
- Width:** 863
- Height:** 304
- Class:** (not set) (highlighted with a red box and circled '11')

Figure 36 - Add a Description & Set a Class

12. When you are finished with the image settings, click **Save**.

The screenshot shows the 'Insert/Edit Image' dialog box with the following fields and values:

- Source:** {{f:39854278}}
- Advanced:** /images/Picture1.png
- Alternative description:** Instructions for Sharing Screen in MS Teams
- Image title:** (empty)
- Width:** 863
- Height:** 304
- Class:** (not set)
- Custom Class:** (empty)
- ID:** (empty)
- Buttons:** CANCEL and SAVE (SAVE is highlighted with a red box)

Figure 37 - Click Save

13. The image will be added to your page.

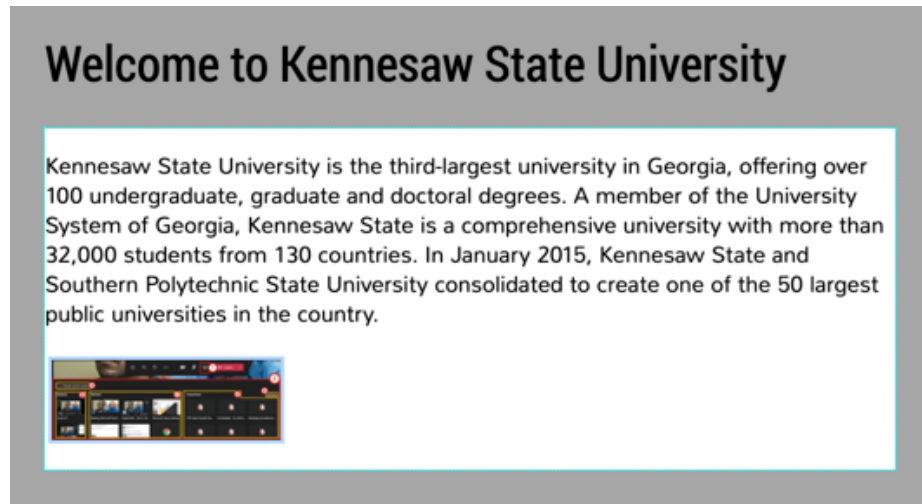


Figure 38 – Image is Added to Page

Inserting YouTube Videos

The following explains how to add *YouTube* videos to your webpage:

1. Place your **cursor** where you wish to add your media (See Figure 39).
2. Click the **Insert/Edit Video** icon (See Figure 39).

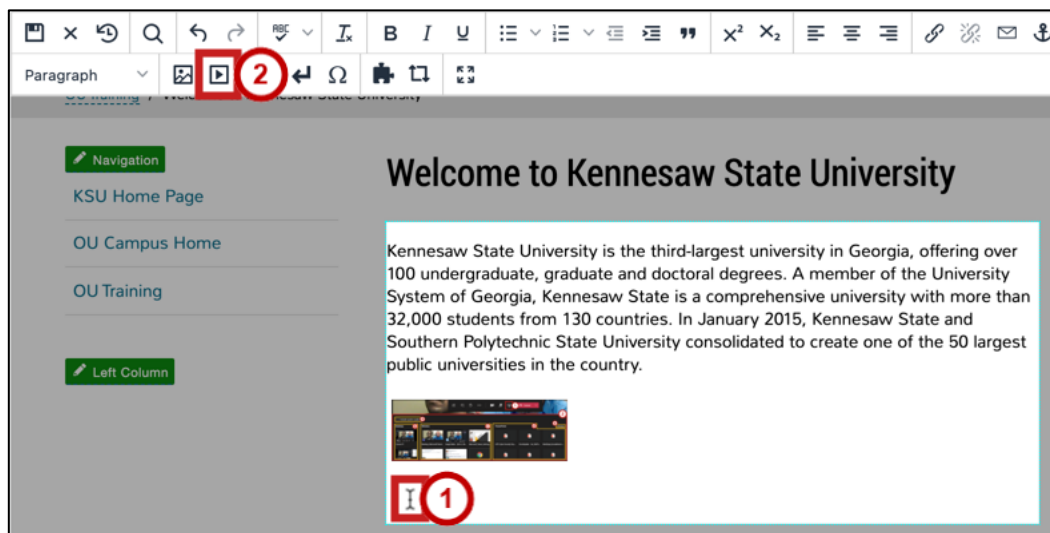


Figure 39 - Place Cursor & Click Insert Video Icon

3. Open a new browser window in your preferred internet browser.
4. Navigate to www.youtube.com.

5. In *Youtube*, navigate to the **video** that you wish to add.



Figure 40 - Navigate to your video

6. Copy the video link from the address bar.

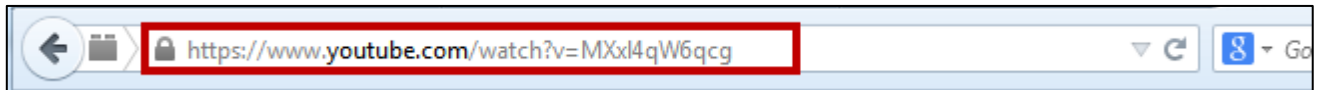


Figure 41 - Copy your address

7. In the *Insert/Edit Embedded Media* screen, located in *OU Campus*, paste your *YouTube* link in the **Source** field (See Figure 42).

8. Click the **Save** button (See Figure 42).

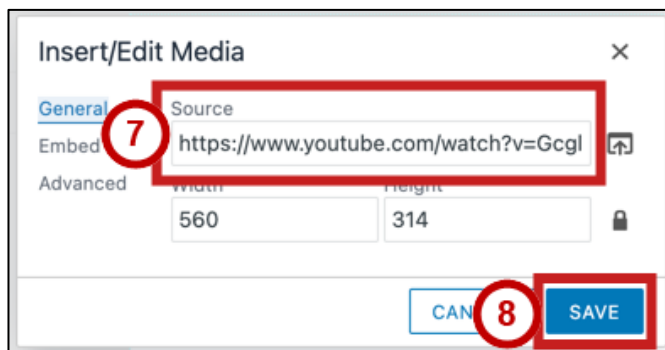


Figure 42 - Click Save

9. The **video** will appear in your webpage editor.

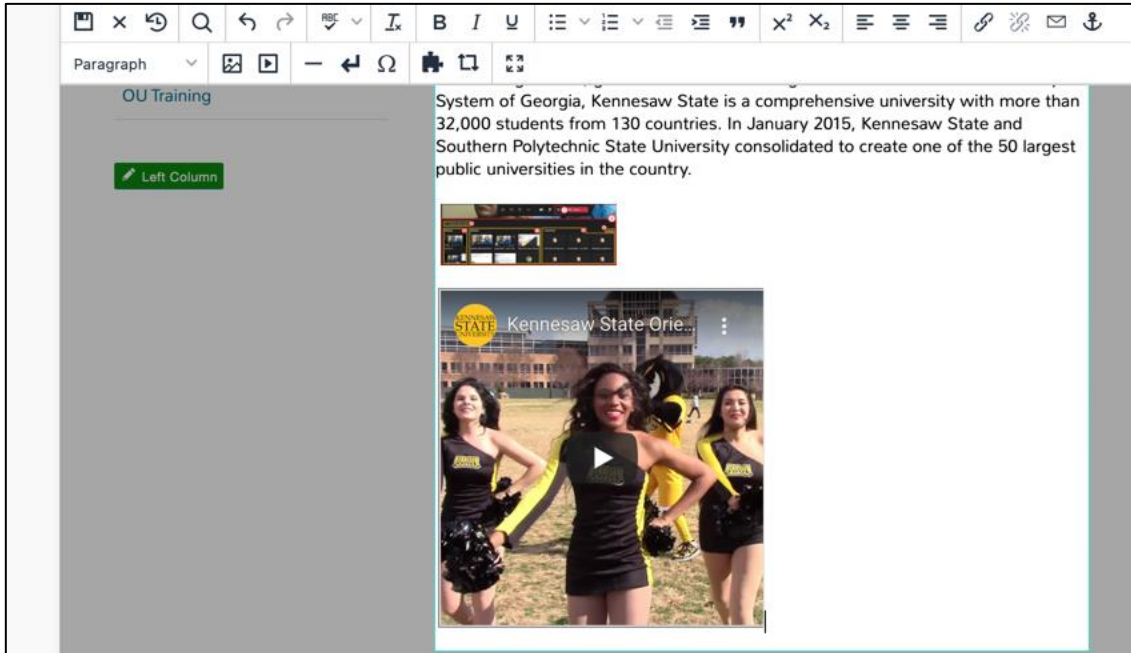


Figure 43 – YouTube video in Editor

Embedding Videos from Kennesaw State MediaSpace

MediaSpace is Kennesaw State's dedicated video sharing website. When you need to upload videos to share with your audience at KSU, it is recommended that you utilize MediaSpace. For more information on using MediaSpace, please refer to the [Getting Started with KSU's MediaSpace: Faculty/Staff Quick Start Guide](#). The following explains how to embed video from Kennesaw State University's MediaSpace onto your website.

1. Open a new browser window in your preferred internet browser
2. Navigate to mediaspace.kennesaw.edu.
3. Click on the **Guest** icon.

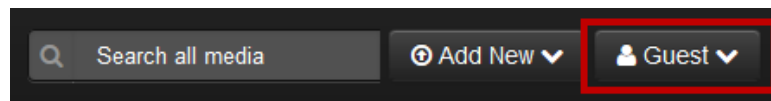


Figure 44 - Guest Icon

4. Click **Login**.

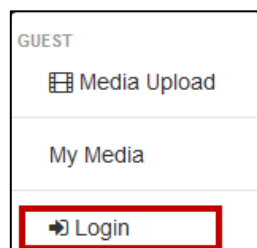
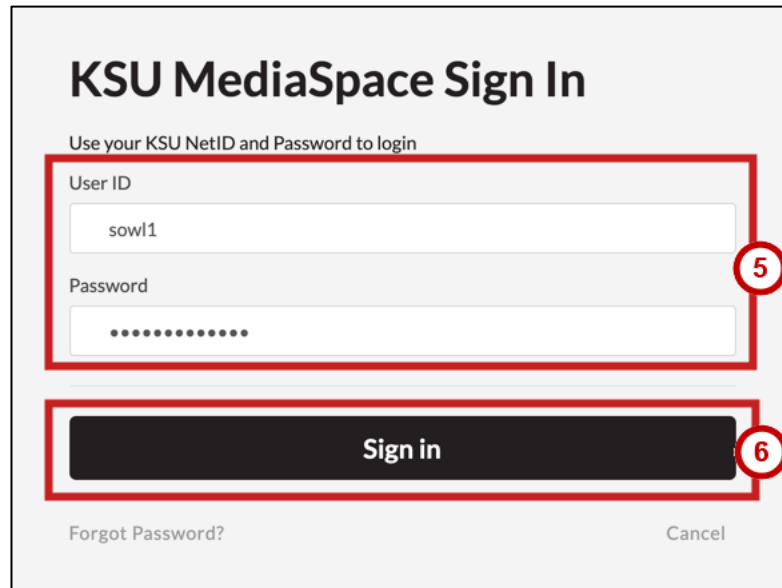


Figure 45 - Login

5. Enter your **NetID and NetID Password** (See Figure 46).
6. click **Sign in** (See Figure 46).



The image shows a login form titled "KSU MediaSpace Sign In". Below the title is the instruction "Use your KSU NetID and Password to login". There are two input fields: "User ID" containing the text "sowl1" and "Password" containing a series of dots. A red box highlights both input fields, with a circled number "5" to its right. Below the input fields is a large black button with the text "Sign in" in white. A red box highlights this button, with a circled number "6" to its right. At the bottom of the form, there are two links: "Forgot Password?" on the left and "Cancel" on the right.

Figure 46 - NetID Login

7. To upload a video that you have created, click **My Media**.

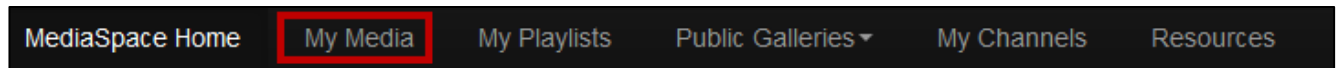
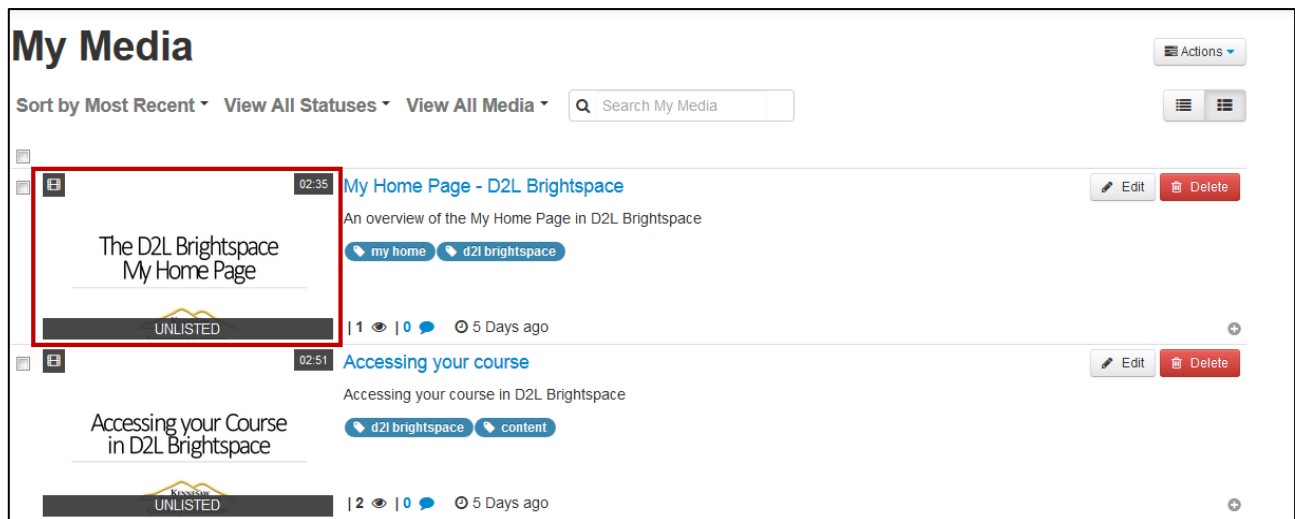


Figure 47 – Click My Media

8. Click the video that you wish to **Embed**.



The image shows a "My Media" page. At the top left is the title "My Media". Below it are several filters: "Sort by Most Recent", "View All Statuses", and "View All Media". There is also a search bar labeled "Search My Media". On the right side, there are "Actions" and "List" icons. The main content area shows two video entries. The first entry is titled "My Home Page - D2L Brightspace" and has a duration of 02:35. Its thumbnail is highlighted with a red box. The second entry is titled "Accessing your course" and has a duration of 02:51. Both entries have "UNLISTED" status and "5 Days ago" timestamp. Each entry has "Edit" and "Delete" buttons.

Figure 48 - Select your Embed

9. Click **Share**.



Figure 49 - Share Button

10. Click **Embed**.



Figure 50 - Click on Embed

11. Copy the **Embed Code** from the *Embed* field.

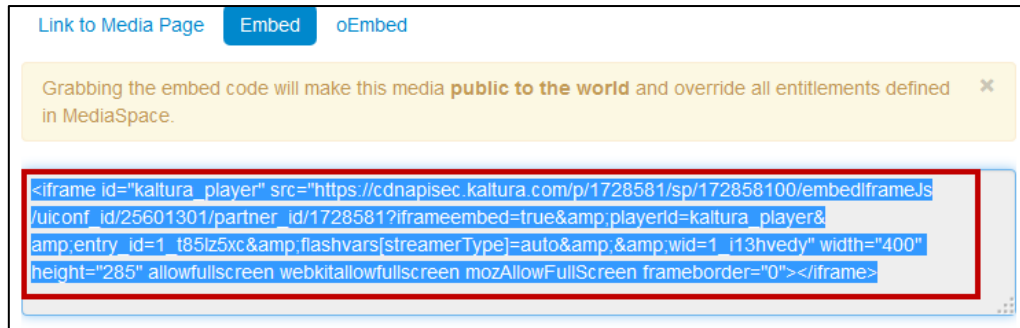


Figure 51 - Copy the Embed Code

12. Place your cursor where you wish to embed your video in the *OmniUpdate* page that you are editing (See Figure 52).

13. Click the **Insert/Edit Video** button (See Figure 52).

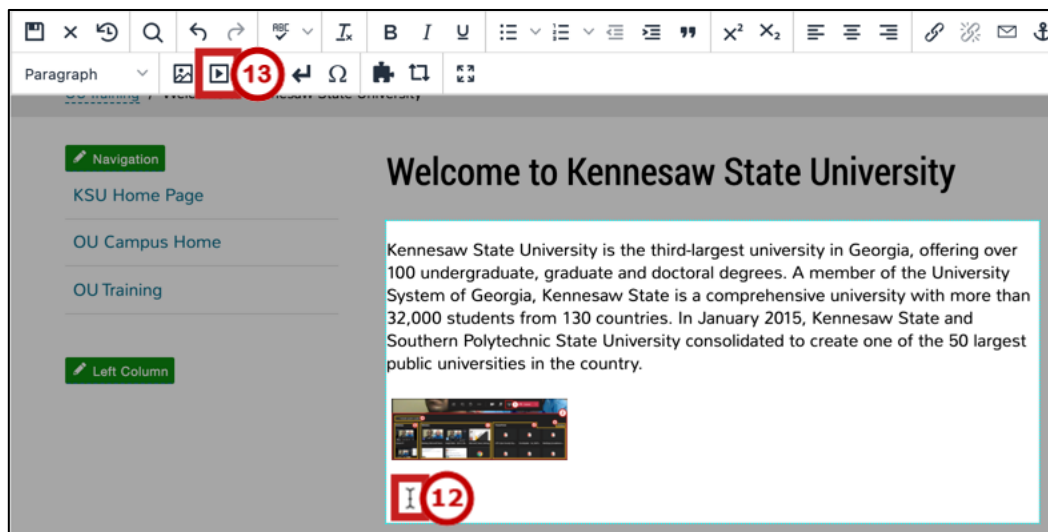


Figure 52 - Place Cursor & Click Insert Video Icon

14. Click the **Embed** tab (See Figure 53).
15. In the *OmniUpdate* page that you are editing, paste the **Embed Code** in the *Paste your embed code below* field (See Figure 53).
16. Click **Save** (See Figure 53).

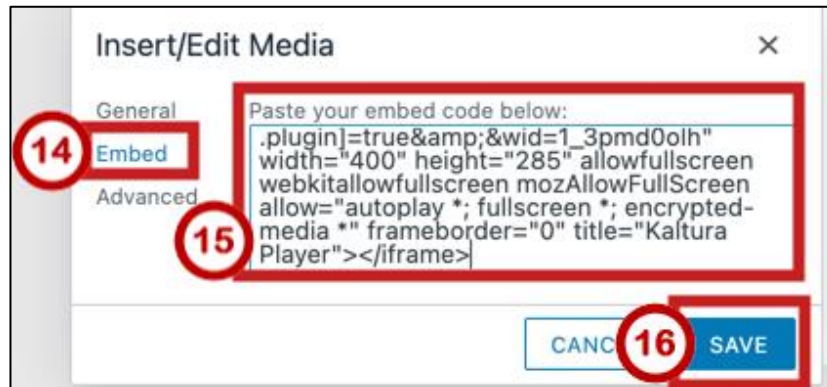


Figure 53 – Click Embed, Paste Code, & Click Save

17. The video has been embedded in the page.

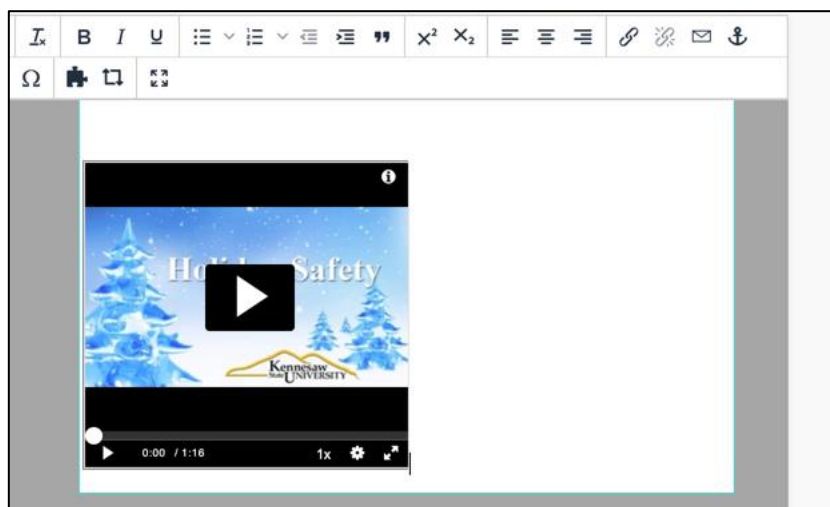


Figure 54 – Video has been Inserted

Publishing a Page in OU Campus

The following explains how to publish a page in OU Campus.

1. To publish your page, click **Publish**.



Figure 55 - Click Publish

Note: If you have not saved your changes, the *Save and Publish* window will open. Click **Save**.

2. The *Final Check* page will appear. To scan your page for spelling and hyperlink validity, click the **Run All** button (See Figure 56).
3. Upon running your checks, you will see your error report. To view and correct any errors, click the **Error Number** link (See Figure 56).
4. If you would like to schedule the release of the publication rather than publishing immediately, click **Add Schedule** (See Figure 56).
5. If the *Include Unpublished Dependencies* section appears, leave the **checkbox** checked to publish any items on the page that have not been previously published online (See Figure 56).
6. Type any **notes** about the version in the *Version Description* text area (See Figure 56).
7. When you are finished, click **Publish** to publish the page live on web (See Figure 56).

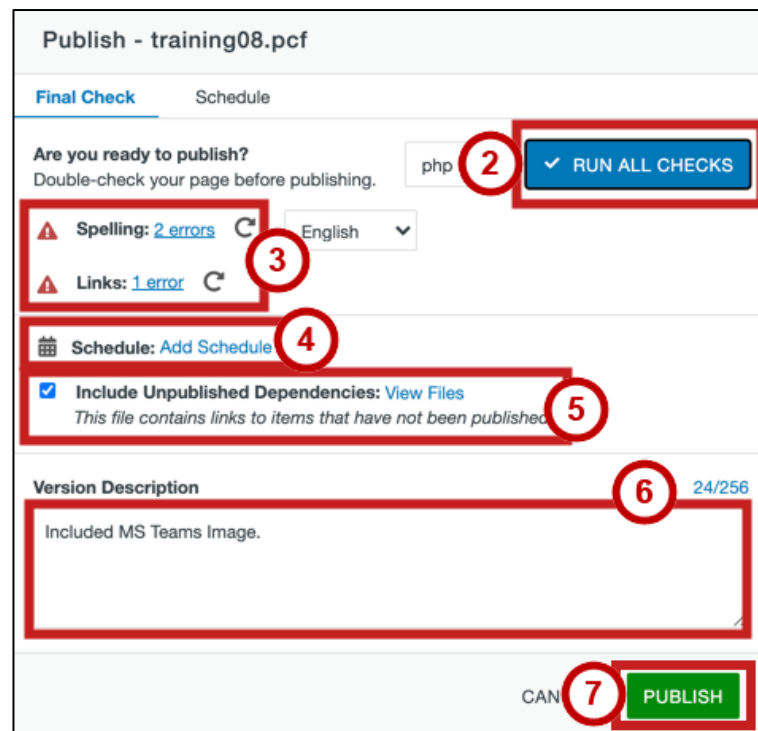


Figure 56 - Publish Page Options

8. Once the page has been successfully published, a notification will appear in the bottom left corner of the page. Click the **View in new window** link to see and verify the page live on the web.



Figure 57 - View Page Live on Web

Creating a New Page in OU Campus

The following explains how to create a page in OU Campus. **Note:** You must have at least Level 5 access in *OmniUpdate* to create pages and folders.

1. In the webpage editor, click the **Content** tab (See Figure 58).
2. Click the **New** button (See Figure 58).

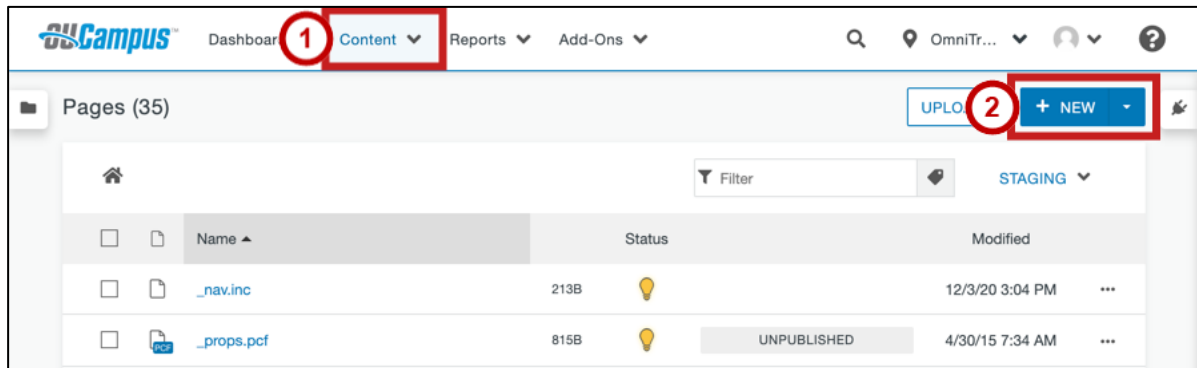


Figure 58 - New Button

3. Select your **Webpage** type.

Note: In this guide, we will be creating the *Page* type.

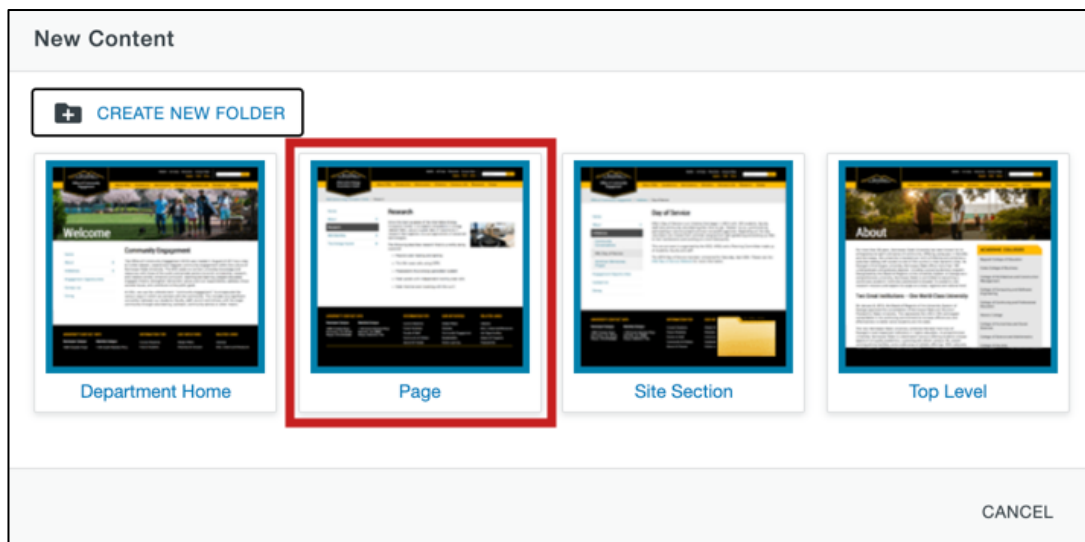


Figure 59 – Select Webpage Type

4. Enter the title of the page in the *Page Title Field* (See Figure 60)
5. Enter a brief description of the page in the *Description* field (See Figure 60).
Note: The description will be displayed by search engines.
6. If you do not wish to add this page as to your navigation bar, select **No** in the *Add Navigation Item* dropdown (See Figure 60).
Note: The page will not appear in the Navigation live on the web until the Navigation file itself is published again. You can also always add the item to the Navigation at a later date.
7. Enter the **filename** for the page in the *Filename* field (See Figure 60).

8. The *Page Options* field provides options such as overwriting any existing file of the same name in the same location as well as setting who has access to edit the page (See Figure 60).
9. When you are ready to create the page, click **Create** (See Figure 60).

The screenshot shows a 'Page' configuration form with the following sections and highlighted elements:

- General Page Setup:**
 - Page Title:** 'About Us' (highlighted with a red box and number 4). Below it is the text: 'Required Field. Enter the page title. This will also be displayed by search engines as well as the web browser window.'
 - Description:** 'Staff and faculty of the department' (highlighted with a red box and number 5). Below it is the text: 'Important. Enter a short description of the page, to be displayed by search engines.'
- File Configuration:**
 - Add Navigation Item:** A dropdown menu with 'Yes' selected (highlighted with a red box and number 6).
 - Filename:** 'about_us' (highlighted with a red box and number 7). Below it is the text: 'Enter a filename using only lowercase letters, underscores, or dashes'.
- Page Options:**
 - Overwrite Existing:** An unchecked checkbox (highlighted with a red box and number 8). Below it is the text: 'If selected, this file will overwrite any existing file of the same name in the same location.'
 - Access Group:** '(Inherit from Parent)'
- Buttons:** 'CANCEL' and 'CREATE' buttons are at the bottom right, with 'CREATE' highlighted by a red box and number 9.

Figure 60 – Create a Page Settings

10. Your content will be created, and you will be taken to the page.

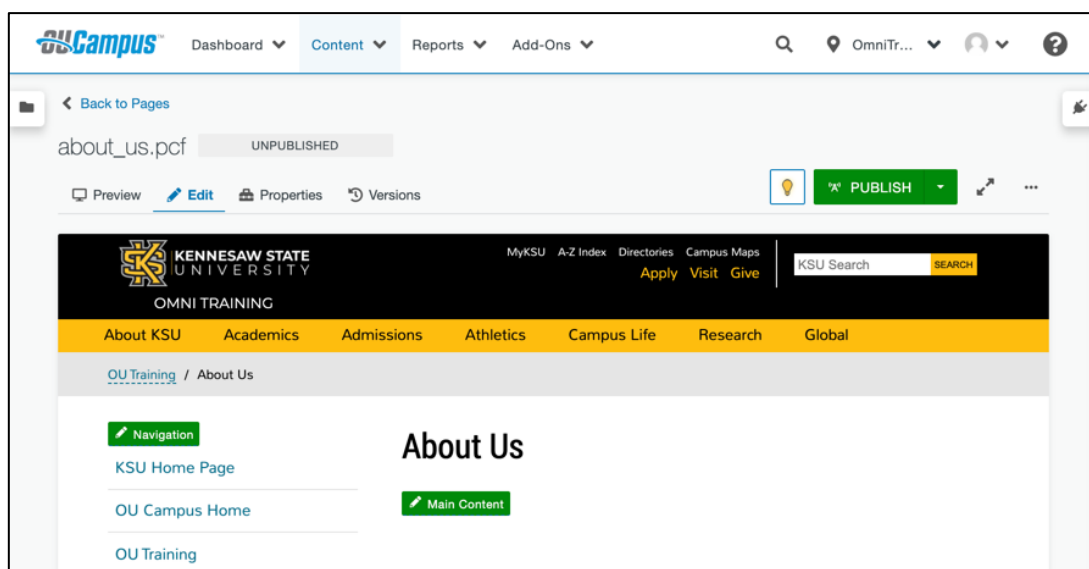


Figure 61 - Created Content

Deleting Pages

The following explains how to delete web pages using OU Campus.

1. Click **Content** (See Figure 62).
2. Locate the page that you wish to delete. Click the **File** Button (See Figure 62).
3. From the resulting dropdown menu, click **Move to Recycle Bin** (See Figure 62).

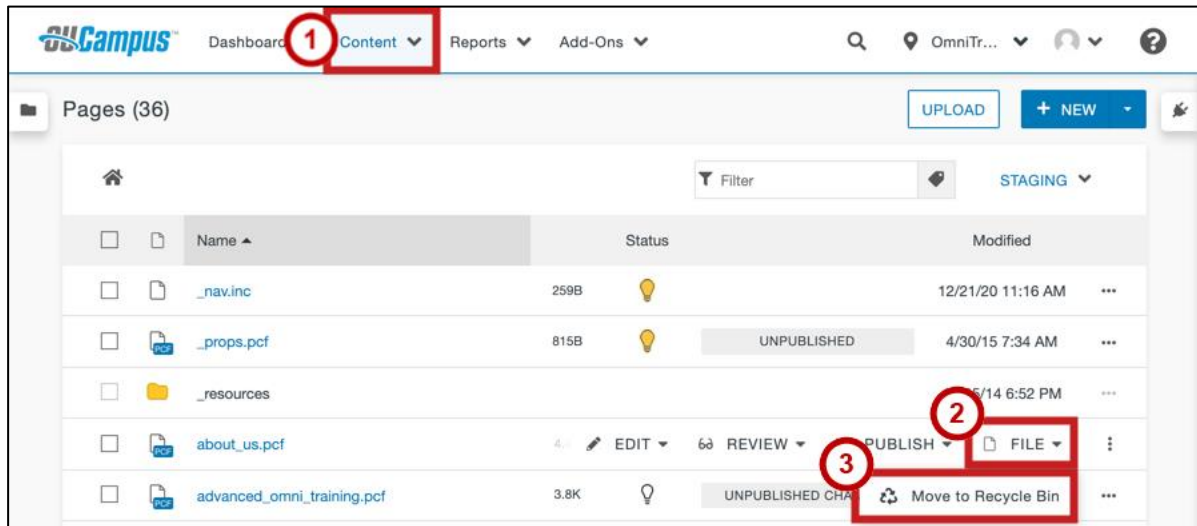


Figure 62 - Move to Recycle Bin

4. In the confirmation window, click **Move to Recycle Bin**.

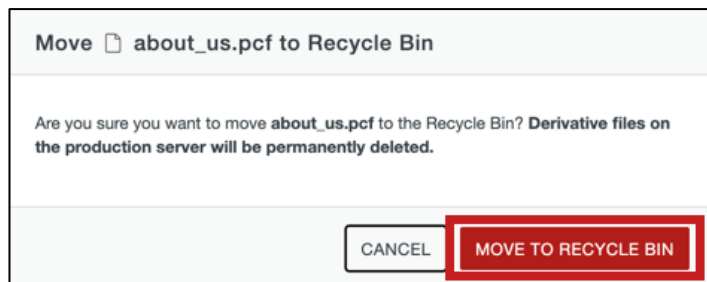


Figure 63 - Move to Recycle Bin

Deleting Pages from the Recycle Bin

The following explains how to permanently delete web pages using OU Campus.

1. Click the **Content** tab (See Figure 64).
2. In the dropdown menu, click **Recycle Bin** (See Figure 64).

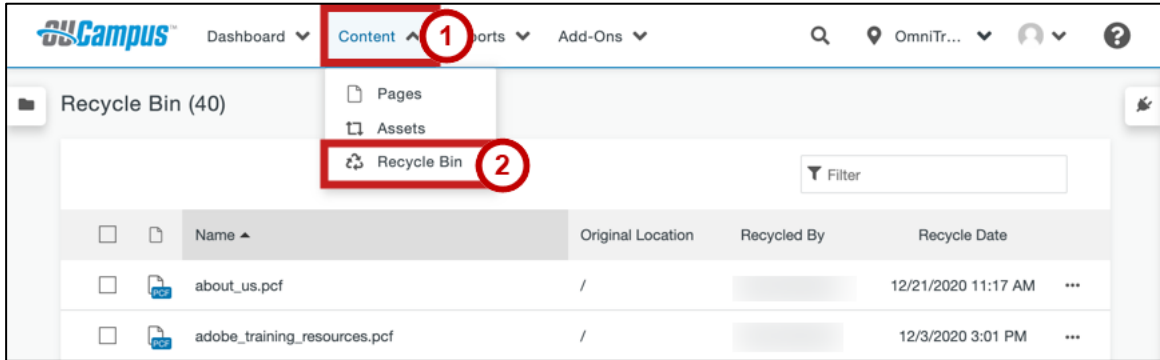


Figure 64 - Recycle Bin

3. Locate the page that you wish to delete. Click the **ellipses** icon (See Figure 65).
4. Click the **Delete** button (See Figure 65).

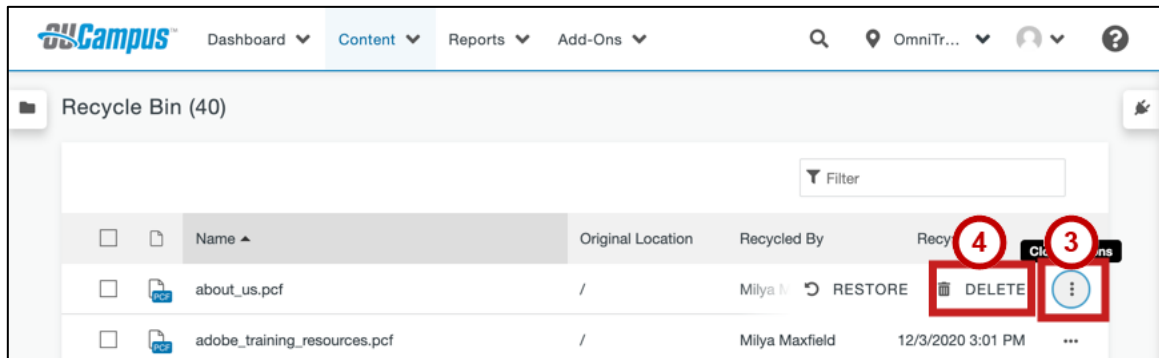


Figure 65 - Click Ellipses & Click Delete

5. You will be taken to the *Permanently Delete* confirmation page. To confirm that you wish to delete the page, type **delete** in the field (See Figure 66).
6. Click the **Delete** button (See Figure 66).

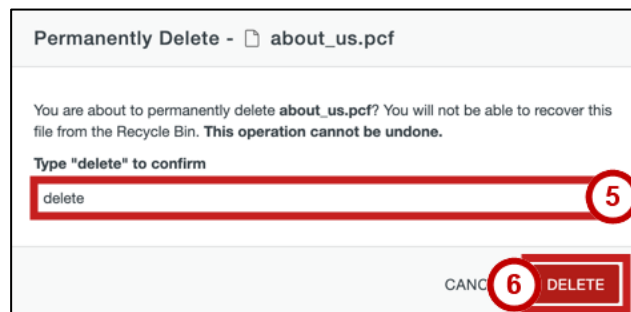


Figure 66 - Type Delete & Click Delete

Restoring Pages from the Recycle Bin

The following explains how to restore a web page from the Recycle Bin using OU Campus:

1. Click the **Content** tab (See Figure 67).
2. In the dropdown menu, click **Recycle Bin** (See Figure 67).

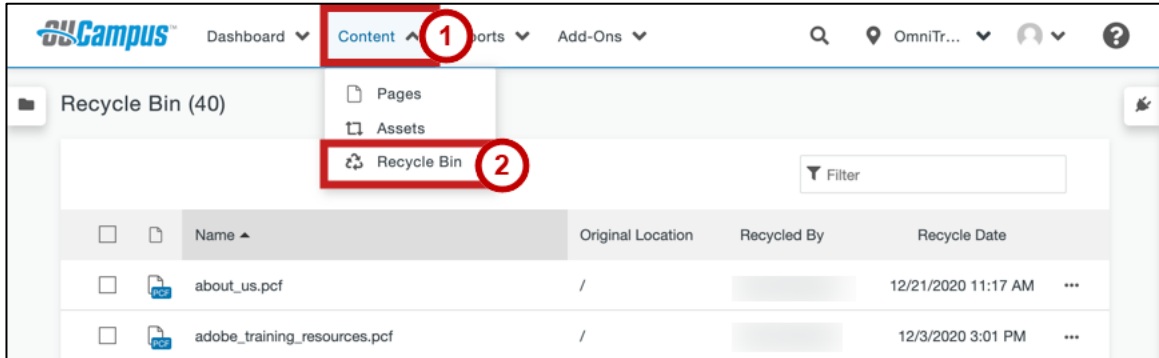


Figure 67 - Click on Recycle Bin

3. Locate the page that you wish to delete. Click the **ellipses** icon (See Figure 68).
4. Click the **Restore** button (See Figure 68).

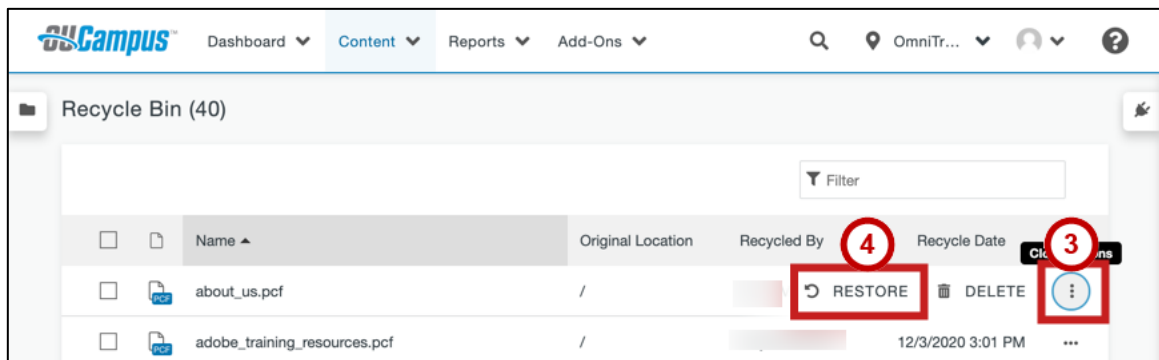


Figure 68 – Click Ellipses & Click Restore

5. In the confirmation window, click **Restore**.

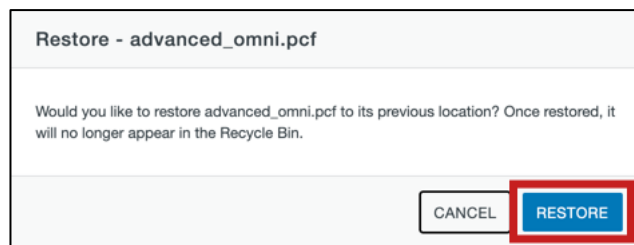


Figure 69 - Click Restore

Versioning

One of the benefits of *OmniUpdate* is the ability to review and compare different versions of your edited website as well as restoring older versions of your web page should you need to roll back your changes. The following explains how to view older versions of your web page as well as revert to a previous version of the website.

Viewing an older version of your web page

1. Navigate to the page that you wish to edit and Click the **Versions** tab.

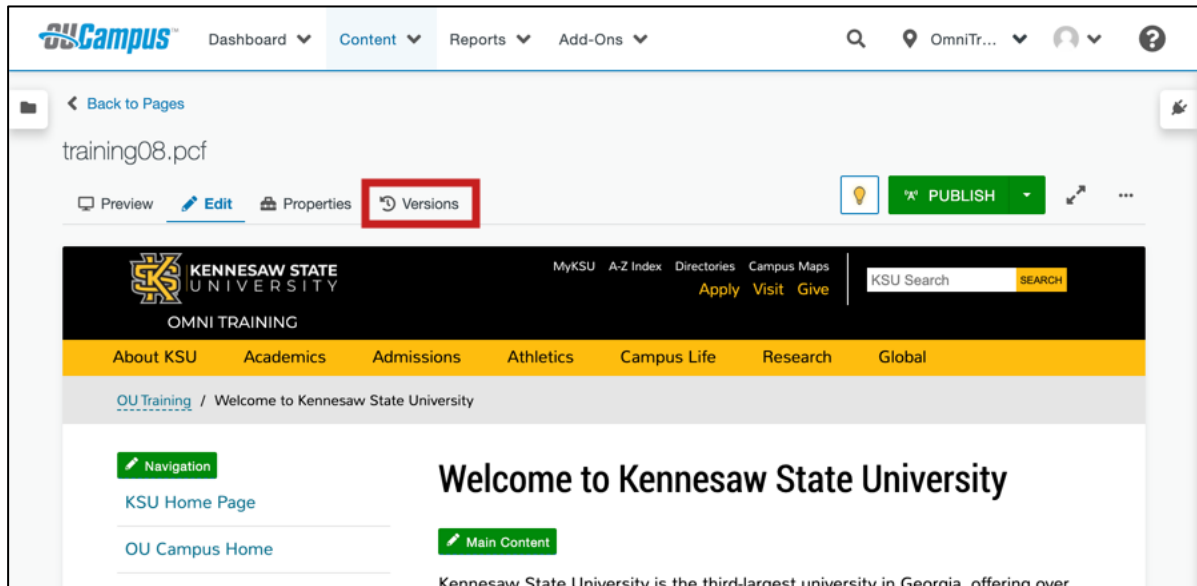


Figure 70 - Navigate to a Page & Click Versions Tab

Note: Make sure that you have the page checked out and the lightbulb icon is yellow. If the lightbulb icon is clear, click it to check the page out. You will not see the *Versions* tab if the page is not checked out to you.

2. You will be taken to a page that documents the different iterations of the website, the date they were created, and the user who created or modified the page. To view an older version of the page, click the **ellipses** button (See Figure 71).
3. Click **View** (See Figure 71).
4. From the resulting dropdown menu, click **Page** (See Figure 71).

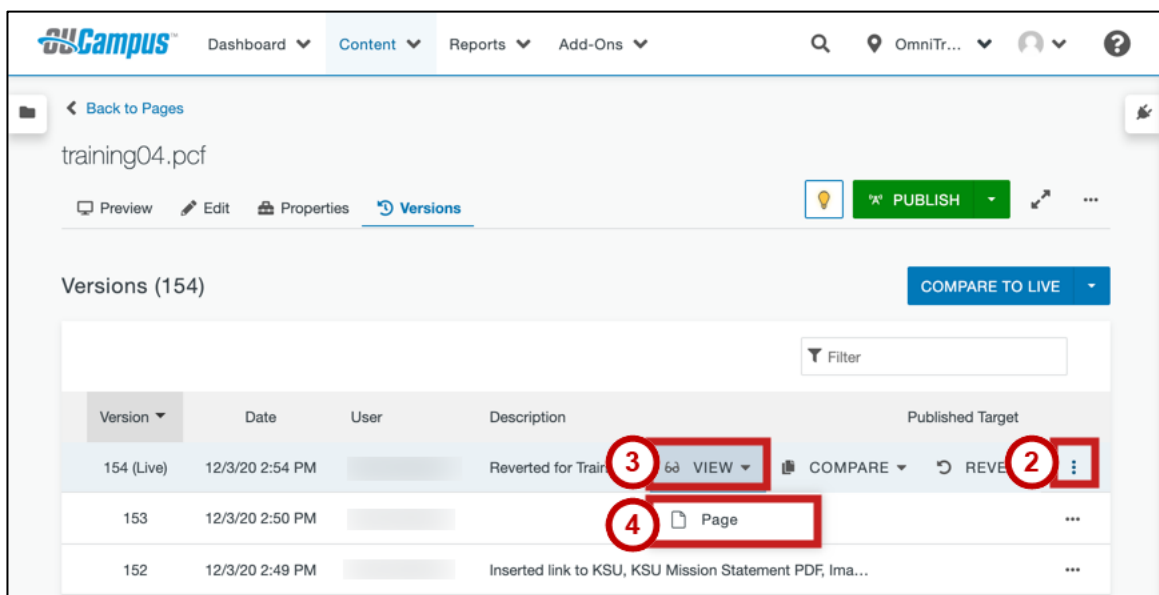


Figure 71 - Click Ellipses & Click View

5. You will see the older version of the webpage.

Comparing an Older Version of the web page with the current version

1. Navigate to the page that you wish to edit and Click the **Versions** tab.

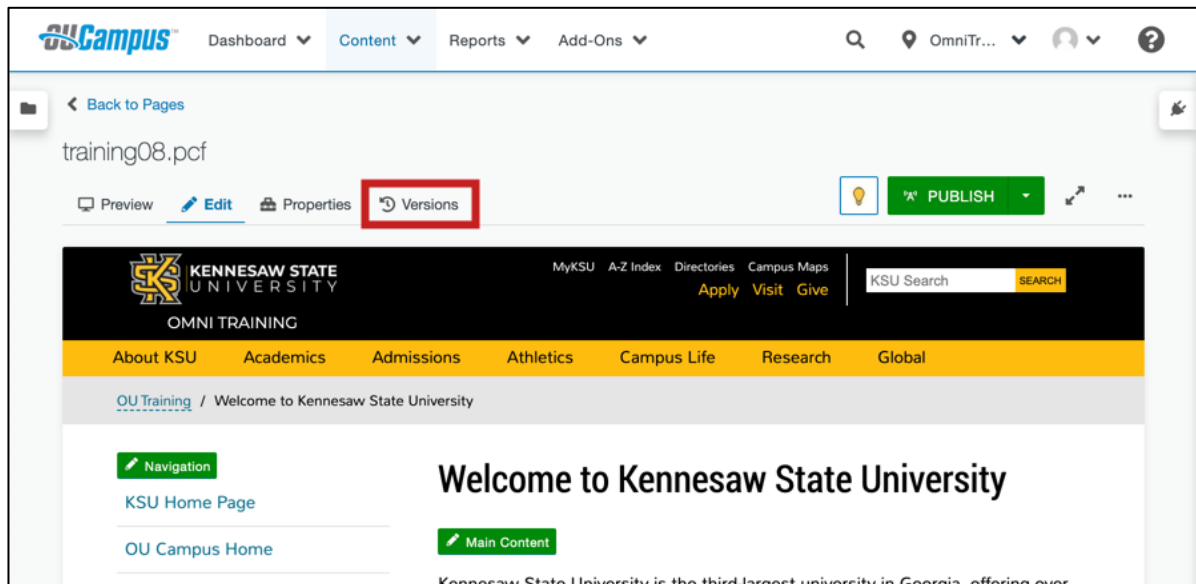


Figure 72 - Click Versions Tab

Note: Make sure that you have the page checked out and the lightbulb icon is yellow. If the lightbulb icon is clear, click it to check the page out. You will not see the *Versions* tab if the page is not checked out to you.

2. You will be taken to a page that documents the different iterations of the website, the date they were created, and the user who created or modified the page. To view an older version of the page, click the **ellipses** button (See Figure 73).

3. Click **Compare** (See Figure 73).

4. From the resulting dropdown menu, click **Page** (See Figure 73).

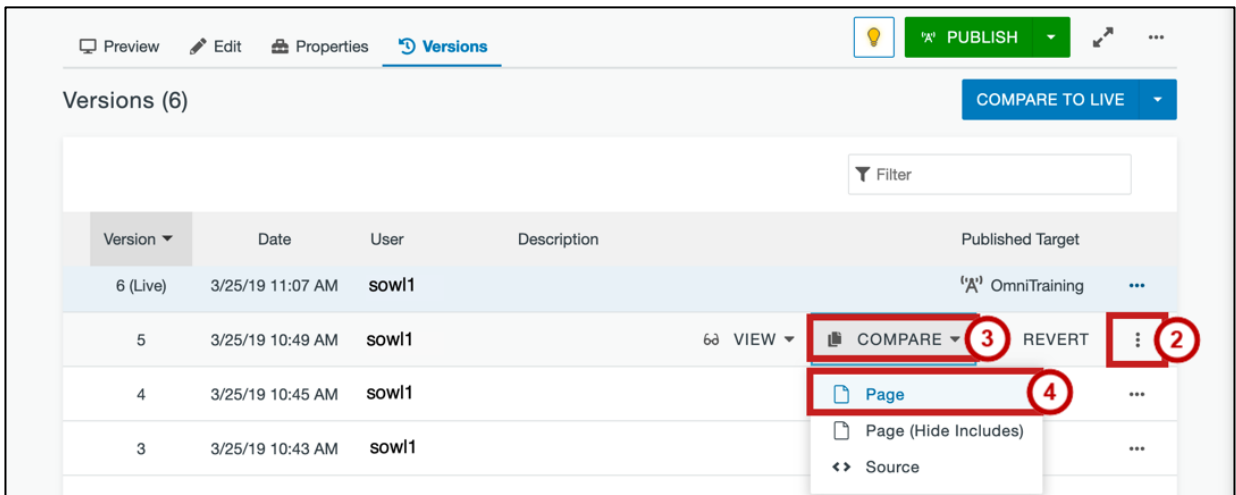


Figure 73 – Click Compare

- You will be taken to the version compare window. The page will display differences between the version you selected and the current version of the page.

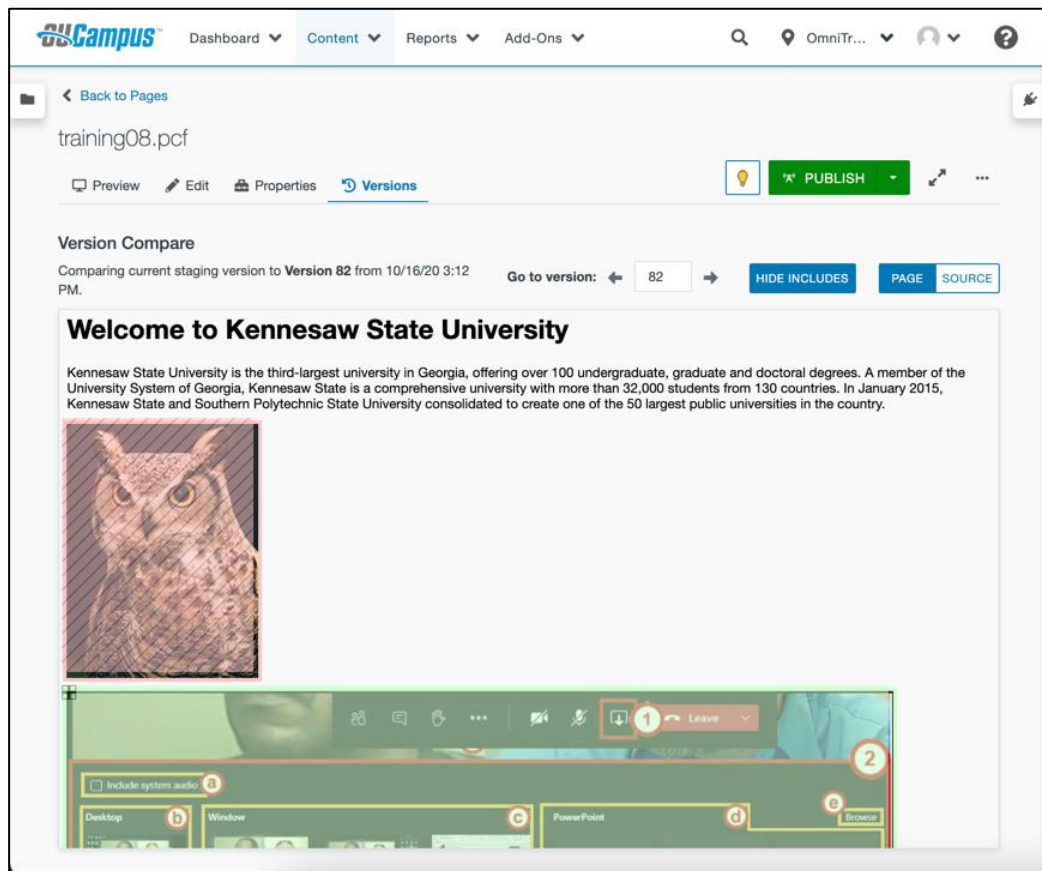


Figure 74 - Comparing the two versions

Reverting to an Older Version of your web page

The following explains how to revert to an older version of your website.

1. Navigate to the page that you wish to edit and Click the **Versions** tab.

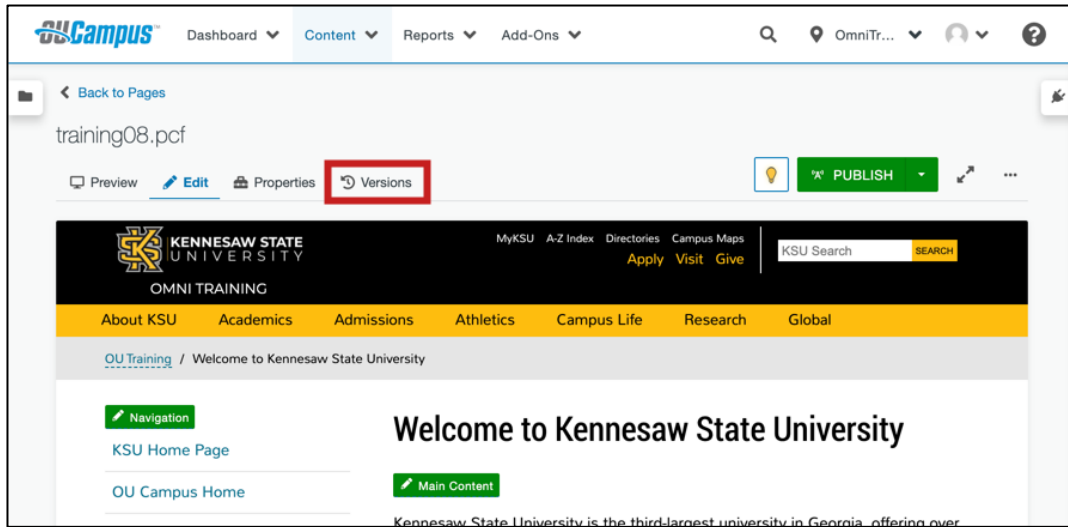


Figure 75 - Navigate to a Page & Click Versions Tab

Note: Make sure that you have the page checked out and the lightbulb icon is yellow. If the lightbulb icon is clear, click it to check the page out. You will not see the *Versions* tab if the page is not checked out to you.

2. You will be taken to a page that documents the different iterations of the website, the date they were created, and the user who created or modified the page. To view an older version of the page, click the **ellipses** button (See Figure 76).
3. Click **Revert** (See Figure 76).

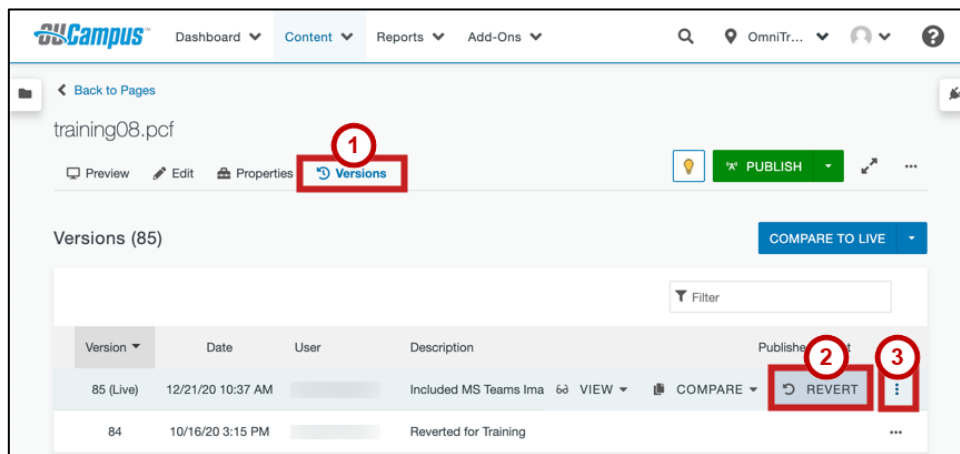


Figure 76 - Under the Versions tab, Click Ellipses & Revert

4. Click **Revert** in the *Confirmation Window*.

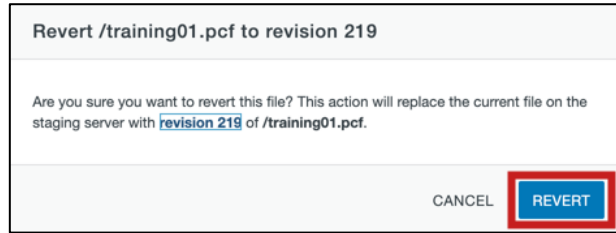


Figure 77 - Click Revert

5. Your Web page will be reverted to the version you have selected. To publish the version of the page that you reverted to, click the **Publish** button.

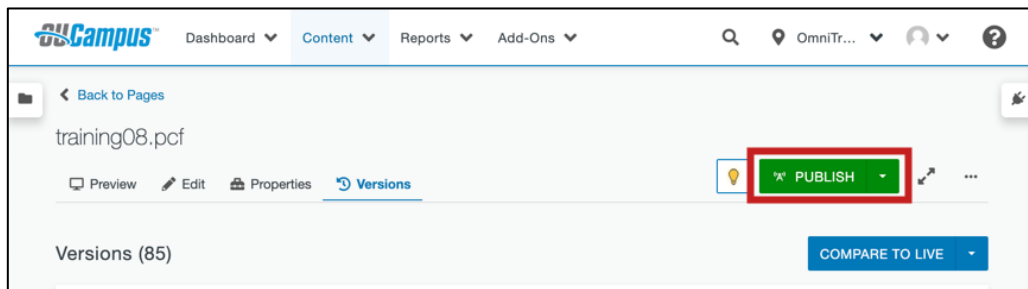


Figure 78 - Publish

Note: You must publish the reverted website version in order for the public to view it live on the web. Otherwise, it will only be reverted on the staging side.

Editing the Navigation Bar

OU Campus provides easy access to edit the Navigation Bar that is located to the left of your webpage. By editing the *Nav.inc* file, located in your website directory, you can add or remove links that will appear on all of your OU Campus pages that have the Navigation Bar. The following explains how to edit the Navigation Bar.

1. Click the **Content** tab (See Figure 79).
2. From the resulting dropdown menu, click **Pages** (See Figure 79).
3. Click the **_nav.inc** file (See Figure 79).

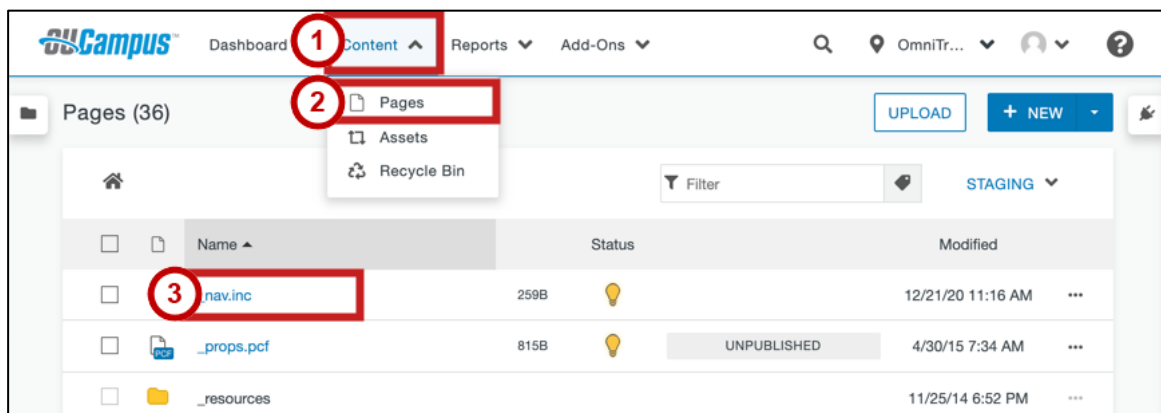


Figure 79 – Click **_nav.inc** File

4. You will be taken to the *Navigation Bar* editor. To add a new link to the navigation bar, click inside the **editor** and click the **Enter** key on your keyboard to create a new bullet (See Figure 80).
5. Click the **Insert/Edit Link** icon (See Figure 80).

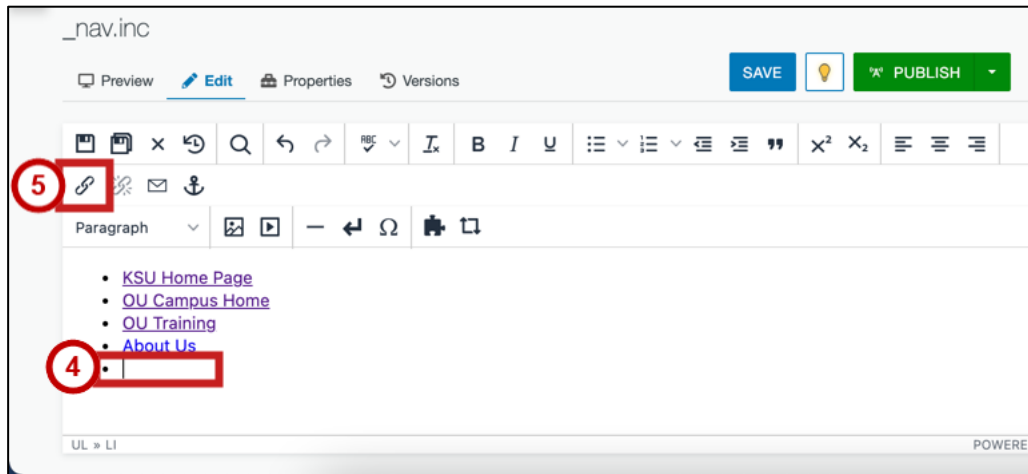


Figure 80 – Click in the editor & Click Insert/Edit Link

6. The *Insert/Edit Link* window will open. Click the **Source** Icon.

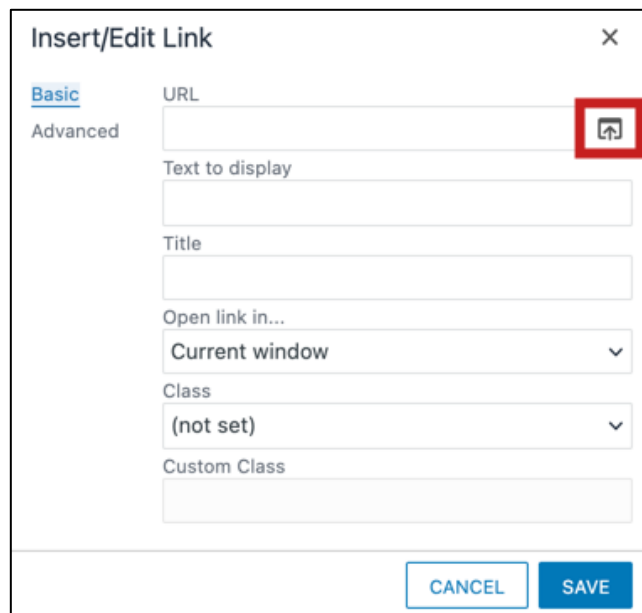


Figure 81 - Click on Browse

7. Click the **page** that you wish to link to (See Figure 82).
8. Click **Insert** (See Figure 82).

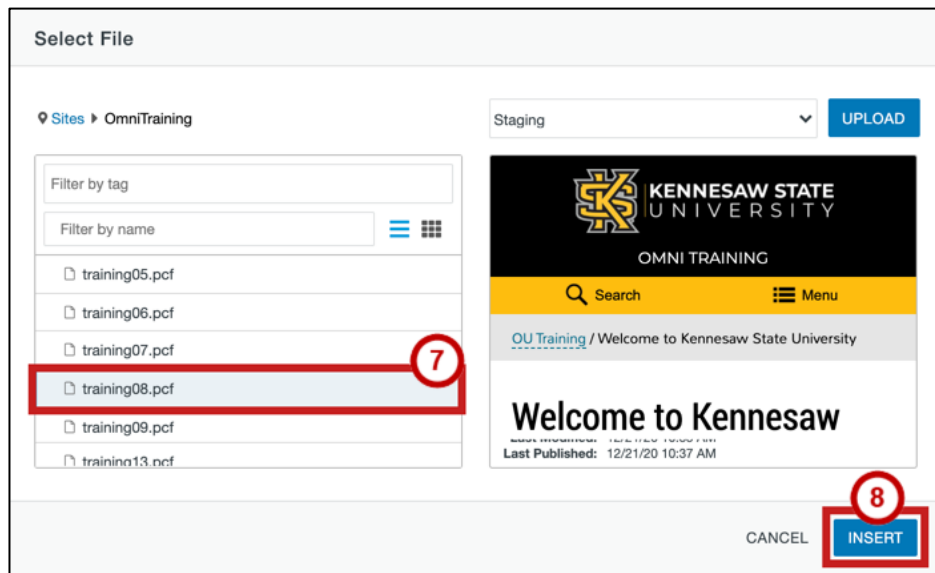


Figure 82 – Select File & Click Insert

9. You will be returned to the *Insert/Edit Link* window. Enter the **text** to display in the navigation (See Figure 83).
10. In the *Open link in...* dropdown menu, select to an **option** to open the page in a new window or the current one (See Figure 83).
11. Click **Save** (See Figure 83).

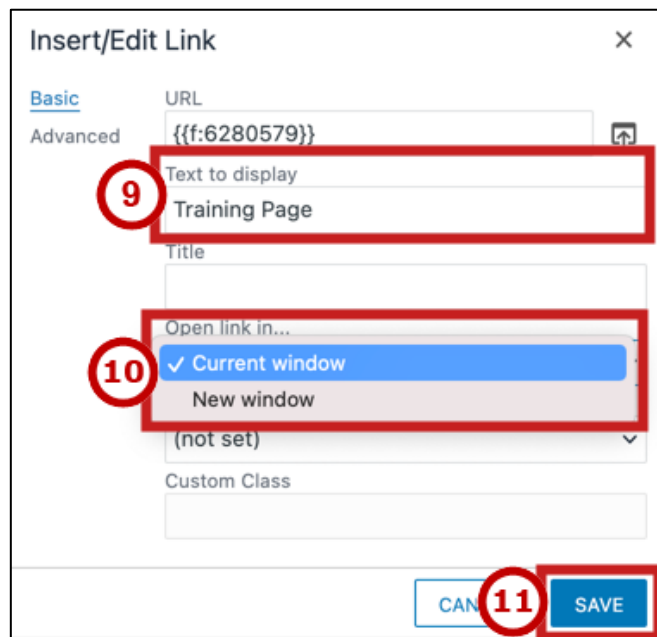


Figure 83 - Click Insert

12. The item has been added to the navigation. Click **Save** (See Figure 84)

13. Click **Publish** to update the page live on the web (See Figure 84).

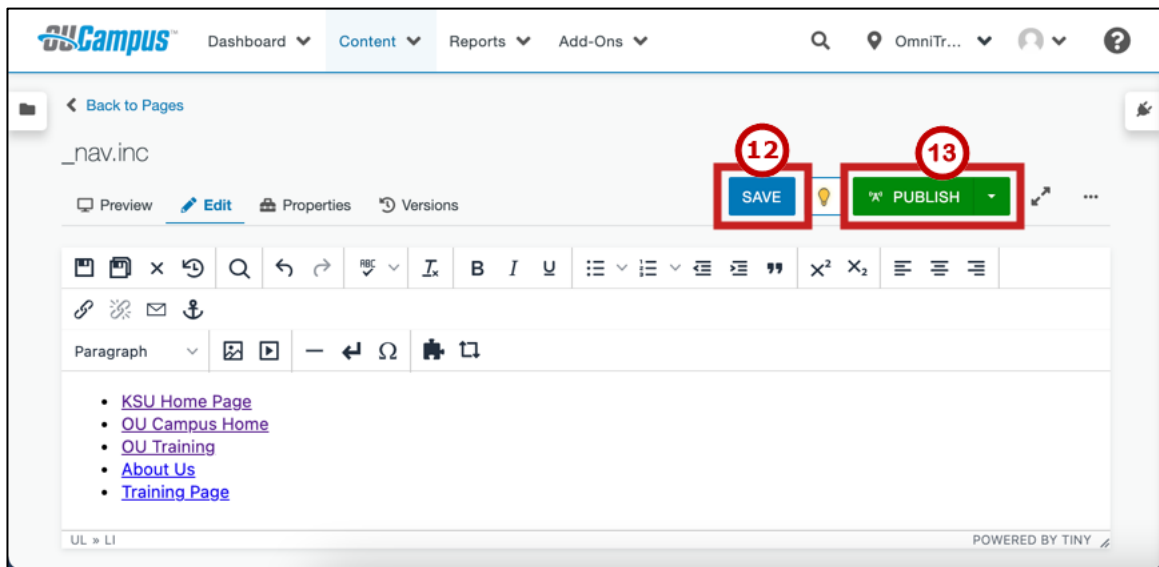


Figure 84 - Click on Save

Checking Out Pages

It is important to note that only one person can edit a webpage at a time. Therefore, when you edit a page, other users with edit rights will be unable to edit the page. This process is called “Checking In” to a page. When you have completed your edits, you must “check out” of the page so that other users may edit the page in the future. The following explains how to check out of a page that have finished editing.

Additional Help

For additional help, please contact the *KSU Service Desk* in either of the following ways:

- **Phone:** 470-578-6999
- **Email:** service@kennesaw.edu

You can learn more about the KSU Service Desk by visiting their website:

<http://uits.kennesaw.edu/servicedesk/index.html>