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Getting Started

Access
Web liaisons should email cmshelp@mtu.edu the following information when a new employee needs access to the CMS.

- Employee’s Michigan Tech user ID
- Permission level:
  - View only or
  - Edit access
- URL of the main site(s)

Logging In
There are two ways to get to the login from any browser.

1. In your browser navigate to http://www.mtu.edu/cms.
2. Use DirectEdit™ by navigating to the web page you want to edit then click the link in the Copyright symbol of the footer. You can also use this link from any CMS web page, not just the one you want to edit.

Use your Michigan Tech ISO to login.

Logging Out
The Logout function within the CMS does not work as it is tied to your ISO. You will need to log out by closing your browser. For this reason, please do not use the CMS on a public machine. Only use it on a machine that you sign into.

Learn More
This workbook (also available online at mtu.edu/cms/workbook)
CMS Blog: blogs.mtu.edu/webmaster
Digital Services team email: cmshelp@mtu.edu
CMS Learn More Google group mtu.edu/cms/group
OU Campus online pages, documents, videos, and more (not all content may be applicable to Michigan Tech): support.omniupdate.com/oucampus10/
Contextual help within the CMS interface—look for the icon throughout the system
Interface

Learning the Terminology
There are a few terms you need to know. For example, what is CMS? The short answer is that it stands for Content Management System and it’s a software system that allows you to create and store content for a website and manage it in a systematic way.

Learn more:
- Glossary of Terms at the end of this workbook
- blogs.mtu.edu/webmaster/terminology
- support.omniupdate.com/oucampus10/about/training/glossary.html

Global Navigation Bar
The global navigation bar, found at the top of the screen, is the primary way that you will navigate through OU Campus.

- Dashboard: Includes access to your workflow, inbox, and Dashboard gadgets. The Dashboard is the default location when you are not logging in via a DirectEdit link on a page.
- Content: The Content menu includes access to the main area for editing pages and assets. It consists of several items, depending on your permission level.
- Reports: Provides access to administrative-level reporting and content management functionality based on your permissions level.
- Add-Ons: Provides access to additional applications for access through the OU Campus interface. Access to add-ons may be limited by your permissions.
- User Avatar and User Name: The menu provides access to your settings.
- Help: Help menu items include access to the Webmaster’s Blog, OU Campus Support Site, and other OU Campus web pages.

Learn more:
- blogs.mtu.edu/webmaster/global-nav
- support.omniupdate.com/oucampus10/interface/global-navigation.html
Dashboard
The OU Campus Dashboard provides a location within the CMS where you can access user-specific messaging and gadgets. The Dashboard is the default log-in location from the standard OU Campus Login screen when not using DirectEdit.

In the Dashboard menu on the global navigation bar, you can find links to Workflow and Inbox. These options are also found beneath your name on the Dashboard overview page.

The Dashboard can be customized by choosing which gadgets to show or hide in the view as discussed in the Dashboard Gadgets section.

Learn more:
blogs.mtu.edu/webmaster/dashboard
support.omniupdate.com/oucampus10/interface/dashboard/configure-dashboard.html

Overview
This option will take you to the Dashboard overview page, the same as clicking on the Dashboard link.

Workflow
The Workflow list view shows content that you have sent to another user for approval or content that has been sent to you for approval. These messages are separate from other messages (which can be viewed in Inbox and Sent). Content moving through an approval process can be tracked using this screen. Most departments will not be using this.

Inbox
Inbox displays messages from other users as well as automated messages associated with scheduled actions, such as a notification of scheduled publish or notification of page expiration. The Inbox Gadget is also shown on the Dashboard and includes how many new messages are in the inbox. The Inbox includes a linked list of messages and the functionality to compose a message. It is NOT recommended that you use this function to send messages to others. Please use your Michigan Tech Gmail instead.

Learn more:
support.omniupdate.com/oucampus10/interface/dashboard/inbox.html
Gadgets

A gadget is a little program that provides additional functionality or streamlined access to functionality within OU Campus. Additional gadgets may be created at any time and gadget access may be limited by a user’s permissions. Some gadgets are only located on the Dashboard or on the Gadgets sidebar, while others are available in both locations.

Each individual user can choose which gadgets to show or hide on their Dashboard or Gadgets sidebar; some gadgets are context-specific, meaning that they will only appear when viewing a page or inside an editable region.

Dashboard Gadgets

The Dashboard gadgets generally have site-wide functionality or provide shortcuts to content. The system gadgets available on the Dashboard are:

- **Activity**: shows content with recently performed actions such as a scheduled publish, expire, or upload.
- **My Check-Out Content**: shows content checked out by you and the date/time stamp when the content was checked out. Content is linked and can be clicked to for editing or approving. The light bulb icon indicates that the page is checked out and clicking it checks the page back in.
- **Inbox**: provides a scrollable list of recently received messages.
- **Site Analytics**: Provides site-level analytics through Google Analytics directly inside OU Campus.
- **Workflow**: Gives users the ability to track all workflow items they are involved in. Users involved in a particular workflow item can message each other directly inside the gadget.

The Configure Dashboard link can be used to choose which gadgets to display on the Dashboard.
Clicking this link brings up the Dashboard Configuration modal.

This screen shows the gadgets that are available to you and they can be filtered by name. Functionality includes:

- **Filter**: Enter two or more characters to filter by gadget name.
- **Hide**: To hide a gadget from view on the Dashboard, click anywhere within the green gadget box or click the checkbox to clear the selection. A gadget configured to be hidden is shown in grey.
- **Show**: Click anywhere within the gadget box or the checkbox to select a gadget to show on the Dashboard. A gadget configured to be shown is shown in green.

Gadgets can be reordered on the Dashboard by clicking and dragging the grey title bar to a new “tile,” shown by a dotted line.

**Gadgets Sidebar**

The Gadgets sidebar is a global element that can be shown or hidden by the user. It can be shown by clicking on the Show Gadgets button that looks like a plug at the top right of the screen.

Once the Gadgets sidebar has been expanded, individual gadgets can be collapsed or expanded and you can configure which gadgets appear in the sidebar. The gadgets that are available are dependent upon your access permissions.
Some of the available gadgets include:

- **Activity**: Shows content with recently performed actions such as publish, expire, or upload.
- **Bookmarks**: Bookmark frequently-used pages, reports, or other CMS screens for easy navigation.
- **Dependency Tag Info**: Search for and display information regarding dependency tags in the site.
- **Image Editor**: Michigan Tech’s image editing gadget used to crop images to the sizes used in the CMS.
- **Images**: Drag and drop images from any folder into editable regions or the Source Editor.
- **Inbox**: Displays messages from other users or automated system messages.
- **Link Check**: Check for all broken links on a page in the CMS and send a report to any user.
- **My Check-Out Content**: Shows the content checked out by the current user and the date/time stamp that the content was checked out. Pages are linked and can be clicked to for editing or approving. Clicking the light bulb icons checks the page back in.
- **Notes**: Allows users to make public or private notes on any page in the CMS.
- **Page Analytics**: Shows Google Analytics data for the page you are currently on.
- **Page Info**: Displays information about the file currently being viewed or edited.
- **Page Parameters**: Edit page parameters directly from the gadget without having to navigate away from the Preview or Edit view.
- **Request Help**: Sends page and user information along with a custom message to cmshelp@mtu.edu.
- **Site Analytics**: Shows Google Analytics data for the entire site.
- **Snippets**: Drag and drop any snippet into an edit view.
- **URL Shortener**: Provides a utility to shorten a URL, which can then be dragged onto a page.
- **Workflow**: Shows content that you have send to another user for approval or content that has been sent to you for approval.
- **YouTube**: Drag and drop YouTube videos from linked YouTube channels or by searching all of YouTube.

To show and hide gadgets in the Gadgets sidebar, click the Choose Gadgets icon (circled in the image) to be taken to the Manage Sidebar modal.
This screen shows the gadgets that are available to you in the sidebar and they can be filtered by name. Functionality includes:

- **Filter**: Enter two or more characters to filter by gadget name.
- **Hide**: To hid a gadget from view on the Dashboard, click anywhere within the green gadget box or click the checkbox to clear the selection. A gadget configured to be hidden is shown in grey.
- **Show**: Click anywhere within the gadget box or the checkbox to select a gadget to show on the Dashboard. A gadget configured to be shown is shown in green.

You can relocate the gadgets on the sidebar by dragging them into a different order. Click and hold the gadget’s title bar and move it up or down in the list.

Learn more:
- blogs.mtu.edu/webmaster/gadgets
- support.omniupdate.com/oucampus10/interface/gadgets/
Pages List View

The Pages List View provides access to functionality relating to creating new content, uploading, and editing content. It provides a view of the pages, files, and directories that make up the site, and the additional functionality that is available for each file and directory. You can get to this area from the Content button in the global navigation bar or Content>Pages.

![Image of Pages List View]

The folders shown in this view are organized by site with the folder name being the site url following http://www.mtu.edu/, e.g. mtu.edu/umc/. Within each site folder the content is organized following the rest of the URL, e.g. mtu.edu/umc/services/digital/. Additional folders may be created to help with organization such as images and documents folders.

- **Breadcrumb**: Enables you to click a link to navigate to the parent directory or any direct ancestor directory. It includes the clickable Home icon to quickly navigate to the main list of sites. Clicking a linked parent or ancestor directory displays the files and subdirectories in that directory.
- **New**: The green +New button provides access to templates for creating new content.
- **Upload**: The upload button provides the ability to upload files.
- **Filter**: The Quick Search box will automatically filter the current list view as you start typing.
- **Tag Icon**: Clicking the tag icon will allow for filtering by tags.
- **Advanced Search**: Clicking this will bring up the advanced search modal for more specific searches including Content, Path, Title, Keywords, Description, Metadata, and Tags and will allow you to set the scope.

**Content List**

The list can be sorted by file type, file name, data/time it was last modified, and by status. Hovering over a row will reveal additional options under the Options heading. The list view includes the following columns:
• **Checkbox:** For selecting multiple items on which to perform an action. Selecting the checkbox in the column header selects all files listed, even if they are paginated (more items exist in the directory than are shown on the current page). Multiple content items may also be selected individually. When selecting files individually and navigating to other pages of content, the previously selected files continue to be selected. For files check out to the current user, Publish, Copy, and/or Move to Recycle Bin are available. When files check out to others are selected, only Copy is available.

• **File Icon:** This provides a visual indication of the file type; for example, media file, image file, PDF, Word document, etc.

• **Name:** Shows the file name and extension, which can be clicked to enter Preview mode.

• **Status:** Shows the icon indicating page status.

• **Modified:** Shows the date and time of the last save.

• **Options:** Additional actions and operations are available here when the file is selected via checkbox or hovered over.

Within options are the following menus, depending upon what type of item is selected:

• **Edit Menu:** The Edit menu allows you to navigate to the Edit view or Source Editor for the page and edit Reminders.

• **Review Menu:** The Review menu allows you to preview the page, save a version of the page, and view the Versions and Log for the page.

• **Publish Menu:** The Publish menu allows you to publish items, schedule a publish, submit for approval, and expire. This menu will only be available if the item is checked out to you.

• **File Menu:** The File menu allows you to perform various actions such as copying, moving, renaming, or moving a file to the Recycle Bin.

Learn more:

- blogs.mtu.edu/webmaster/pages-list-view
- support.omniupdate.com/oucampus10/pages/pages-list-view.html

---

**File Status**

OU Campus has status indicators that help make clear why a page is not available for editing as well as who has checked out a page, scheduled an action, or if the page is in the process of a workflow. These icons are shown on many of the screens that display content lists, most notably the File Navigation sidebar, Pages List View, and the My Checked-Out Content gadget.

**Checked Out/In**

The checked out/in icon, represented by a light bulb, reflects the state of an OU Campus page or file. When a page or file is checked out no other users can make changes to the item until it has been checked back in. A page is automatically checked out to a user when they begin editing it.
Make sure to check the page back in when you are finished editing so it can be made available to other users. You can check a page back in by:

- Sending it to another user for review
- Publishing it
- Clicking the lit light bulb icon

When a page is checked out, others users can:

- Edit access settings
- Edit reminders
- Preview the page
- View the log
- Copy the file

**File Status Icons**

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<th>Description</th>
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<tr>
<td><img src="light_bulb.png" alt="Light Bulb" /></td>
<td>An unlit light bulb indicates that the item is checked in and can be checked out for editing by any user with the proper permissions.</td>
</tr>
<tr>
<td><img src="light_bulb.png" alt="Light Bulb" /></td>
<td>A lit light bulb indicates that the item is checked out to the current user that is logged in.</td>
</tr>
<tr>
<td><img src="lock.png" alt="Lock" /></td>
<td>A red lock indicates that the item is checked out to another user. You can hover over the lock to see who has it checked out.</td>
</tr>
<tr>
<td><img src="calendar.png" alt="Calendar" /></td>
<td>A green calendar icon is the status indicator for a publish scheduled by the current user.</td>
</tr>
<tr>
<td><img src="calendar.png" alt="Calendar" /></td>
<td>A red calendar icon is the status indicator for a publish scheduled by another user.</td>
</tr>
<tr>
<td><img src="exclamation.png" alt="Exclamation" /></td>
<td>A red circle with a line through it is the status indicator for a scheduled expire. This icon is displayed to all users, not just the user who scheduled the expiration.</td>
</tr>
<tr>
<td><img src="thumbs_up.png" alt="Thumbs Up" /></td>
<td>A blue thumbs up icon indicates that content is awaiting the current user’s approval. The content needs to be approved by the current user to be published.</td>
</tr>
<tr>
<td><img src="person.png" alt="Person" /></td>
<td>A blue person indicates that the content has been sent by the current user to another user for approval. The content is in the approval workflow.</td>
</tr>
</tbody>
</table>

Learn more:

- [blogs.mtu.edu/webmaster/file-status](blogs.mtu.edu/webmaster/file-status)
- [support.omniupdate.com/oucampus10/interface/common-functionality/checked-out-in.html](support.omniupdate.com/oucampus10/interface/common-functionality/checked-out-in.html)
Content

Navigate to Existing Pages
To edit content on an existing page do one of the following to get to the right place in the CMS:

- Use DirectEdit™ by going to the live web page you want to edit then click the link in the Copyright text of the footer.
- From the Pages List View (Content, Pages from the Global Navigation Bar), click the appropriate folders to get to the desired page. Each section of the URL, separated by /, is a folder in the CMS. The page is indicated by the name ending with .pcf. The main page in a folder will be index.pcf, additional interior pages will have a different name before the .pcf extension, except _props.pcf. Click on the page name to open it.

Create New Content
To create a new page or section,

1. From the Pages List View navigate to the folder where you want to create the new content.
2. Click on the green +New button at the top of the page.
3. Select the type of item you want to create.

If you are creating a tab level folder that will not have a landing page, you should still create a new section, not just a folder.

Learn more:
- blogs.mtu.edu/webmaster/create-new
- support.omniupdate.com/oucampus10/pages/new-content/new-section.html

Folder
Creates an empty folder that is only used for file or image organization. Do not use this to create web pages or navigation.
New Interior Page
Creates an additional landing page within the section you’re in. The URL of the resulting page will include an additional .html extension at the end. Only use this if you want multiple pages in a folder (not common).

- **Page Title:** Enter a page title. This will show up at the top of the page and as the meta title.
- **Description:** This is the meta description for the page. It is text that provides a description of the content on your page and is commonly used in search engine results as a preview of what is on the page.
- **Tags:** Used within OU Campus to categorize pages and files so that it is easier to search for and filter them.
- **Add Navigation Item:** Choose whether the page should appear in the navigation or not.
- **Filename:** Give the page a filename that is short, descriptive, all lowercase, and with no special characters or spaces except hyphen (-). This will appear at the end of the page’s URL followed by .html.
- Leave the Access Group set to (Inherit from Parent).
- Click the **Create** button to create the page. You will be brought to the edit view for the page.
New Section

Creates a new folder with the required files inside it to create a new page. You can choose whether or not to include a link to the page in the navigation.

• **Folder Name**: Enter a short, descriptive name using all lowercase letters with no special characters or spaces except hyphen (-). This will become part of the page’s URL.

• **Section Title**: Used in the breadcrumb.

• **Page Title**: Displayed at the top of the page and in the metatitle.

• **Description**: This is the meta description for the page. It is text that provides a description of the content on your page and is commonly used in search engine results as a preview of what is on the page.

• **Tags**: Used within OU Campus to categorize pages and files so that it is easier to search for and filter them.

• **Add Navigation Item**: Choose whether the page should appear in the navigation or not.

• Leave the Access Group set to (Inherit from Parent).

• Click the **Create** button to create the page. You will be brought to the edit view for the page.
New Personnel Information

Creates faculty/staff personnel information. This must be created for each employee that will be listed. If you are including an employee who is already listed in another department, you will still create this item, but you will make a special selection in the Parameters, which is explained later.

- **Page Title**: Enter the person’s name.
- **Description**: This is the meta description for the page. Enter a description that at least includes the person’s name.
- **Tags**: Used within OU Campus to categorize pages and files so that it is easier to search for and filter them.
- **Add Navigation Item**: Choose whether or not to list the personnel information page in the navigation. Normally this should be set to No.
- **Filename**: If the personnel information is the only pcf page file in the folder, enter “index” (without the quotation marks). If there are multiple pcf page files in the folder, enter the person’s last name or first initial hyphen last name.
- Leave the Access Group set to (Inherit from Parent).
- Click the **Create** button to create the page.

Learn More:
- blogs.mtu.edu/webmaster/profiles
- Editable Regions, Page Properties

OU CAMPUS CMS WORKBOOK
Editable Regions

A page includes several editable regions. A site’s homepage includes three editable regions and an interior page includes four. The editable region buttons are shown as green buttons on the page after you have clicked the Edit button in the Page Actions Toolbar. Additional Editable Regions can be found in the section properties files, discussed later in this workbook.

Learn more:
blogs.mtu.edu/webmaster/editable-regions
http://support.omniupdate.com/oucampus10/pages/edit/editable-regions.html

Pages

The following image shows the three of the editable regions of a page, each is edited separately from the other regions. One edit button corresponds to the intro content of the page, one for the main content, and the third to an additional content region. All sections are optional. The intro content region is formatted to be full screen width with a grey background and a partial gold bottom border. The main content region is the center area of the screen-width and the additional content region allows you to create full screen-width content.

When turned on, pages will also have two additional regions—Left Sidebar Content and Right Sidebar Content. Left sidebar content is the area beneath the left navigation and right sidebar content is the right sidebar.

Clicking a green Editable Region button allows you to edit that area using the TinyMCE content editor.
Personnel Information
There are nine editable regions for Personnel Information—Biography Title, Biography, Specialties Left Title, Specialties Left, Extra Specialties Left Title, Extra Specialties Left, Specialties Right Title, Specialties Right, and Main Content. If you are pulling information from an existing profile, you will not need to edit any of the regions. You will use a special field in Parameters instead.

Clicking on a green Editable Region button allows you to edit that area.

- **Biography Title:** This is where you will set the heading for what is normally the Biography section.
- **Biography:** This is where the biography content will be entered.
- **Specialties Left Title:** This is the heading for the Specialties Left content.
- **Specialties Left:** This region can be used for Links of Interest, Areas of Expertise, or other content. Use bulleted lists as needed. This will be the upper list on the left.
- **Extra Specialties Left Title:** This is the heading for the Extra Specialties Left content.
- **Extra Specialties Left:** This region can be used for Links of Interest, Areas of Expertise, or other content. Use bulleted lists as needed. This will be the lower list on the left.
- **Specialties Right Title:** This is the heading for the Specialties Right content.
- **Specialties Right:** This region can be used for Research Interests, Job Responsibilities, or other content. Use bulleted lists as needed. This will be the list on the right.
- **Main Content:** This region of content will appear at the very bottom of the page. It could include Recent Publications, Recent Funding, Presentation, Research Projects, Teaching Experience, Blog Posts, or other content.

Learn more:
- blogs.mtu.edu/webmaster/profiles
- Create New Pages, Page Properties
The Editor is an authoring tool that makes it easy for you to format your text. When you click an Editable Region to make changes to it, the editor opens. The region you are editing is highlighted and a toolbar appear at the top.

- **Save and Exit**: Saves the changes you have made to the content and closes edit mode, returning you to the edit screen where you can select another region to edit.
- **Exit without Saving**: Closes edit mode for the region you are on without saving any changes you have made. This requires you to click OK to confirm this selection and then returns you to the edit screen where you can select another region to edit.
- **Restore Last Draft**: Auto Draft will automatically save your changes approximately every minute while you are editing. The last save stored by Auto Draft can be recovered up to 20 minutes later in the event that your browser window is closed or lost. This icon is only shown in browsers that support this feature.
- **Cut**: Removes the selected content to the clipboard that will allow you to paste it in another location.
- **Copy**: Copies the selected content to the clipboard allowing you to paste it as a duplicate in another location.
- **Paste**: Pastes content that you have cut or copied into the selected location, maintaining any links or formatting that were in the original content.
- **Paste as Text**: Pastes content that you have cut or copied into the selected location, removing any links or formatting that were in the original content.
- **Find and Replace**: Allows you to search for specific characters and replace each instance with a different set of characters.
- **Undo**: Reverses the last change you made.
- **Redo**: Reverses the last Undo.
- **Spell Check**: Clicking the icon checks the content for misspelled words, underlining them in red. It will not continue to check additional content you type, so you should check after you have entered the content. Clicking on a misspelled word will give you correctly spelled alternatives to choose from. Clicking on the arrow next to the icon will allow you to choose a different language to spell check in.
- **Clear Formatting**: Removes formatting applied to the selected content, such as bold or italics.
- **Bold**: Applies bold formatting to the selected text.
- **Italics**: Applies italics formatting to the selected text.
- **Bullet List**: Formats the following text or selected text into a bulleted list. Clicking on the arrow next to the icon allows you to choose an alternate bullet style.
• **Numbered List**: Formats the following text or selected text into a numbered list. Clicking on the arrow next to the icon allows you to choose an alternate number style.

• **Decrease Indent**: Reduces the indentation of the selection.

• **Increase Indent**: Increases the indentation of the selection.

• **Left Align**: Aligns the selected content or moves the cursor to the left margin.

• **Center Align**: Aligns the selected content or moves the cursor to the center of the available area.

• **Right Align**: Aligns the selected content or moves the cursor to the right margin.

• **Justify**: Aligns the text with both the left and right margins, increasing spacing between words as needed.

• **Insert/Edit Link**: Links selected content to another page in the CMS or an external website. If linking to another page in the CMS, use the folder icon at the end of the URL field to select the page. Text to display is what the page text is; this should already be filled out. Title is what will show up if you hover over the link on the live page. Target will determine if the link will open in the current window (None) or a New Window. By selecting a class you can create a gold button, a grey button, an outline button (blank), an arrow, a yellow underlined link, or a blue font-color link.

• **Remove Link**: Removes the link from selected content.

• **Mailto Link**: Allows you to set the email address and subject to create a mailto link.

• **Anchor**: Allows you to set the name for an anchor that can be linked to within a page.

• **Help**: Provides more information about the toolbar items in a pop-up window.

• **Paragraph (Headings)**: Applies heading formats to text. Only use Paragraph, Heading 2, Heading 3, Heading 4, Heading 5, Heading 6.

• **Styles**: Applies custom coding to content including buttons and link formatting.

• **Text Color**: Changes the color of selected text.

• **Insert/Edit Image**: Inserts an image. You should first create your images in the CMS using the Image Editor gadget.

• **Insert/Edit Video**: Allows you to insert a video using a URL or one that is in the CMS or to insert embed code such as an iframe.

• **Horizontal Line**: Inserts a horizontal line at the cursor.

• **Insert Line Break**: Inserts a line break at the cursor. This would put the following content on the line below the previous text without a line space between (same as Shift+Enter).
• **Special Character**: Allows you to choose a special character to insert.
• **Show Blocks**: Toggles the view to show or hide block-level element labeling.
• **Source Code**: Allows you to view and edit the code view of the HTML source.
• **Insert Snippet**: Adds special formatting with entry areas for certain content so you can create various widgets. See the Snippets section for more details.
• **Insert Asset**: Adds shared content to the page.
• **Table**: Menu for table functions.
• **Maximize Region**: Expands the editable region to fill the width of the frame window.

Within the editor you can also use most basic keyboard shortcuts. Some browsers do not allow the use of the cut, copy, and paste icons, but the shortcuts will still work.

• **Ctrl (PC)/Cmd (Mac) +S**: Save-in-place—saves changes to the staging server, but you will remain inside the editor to continue working.
• **Ctrl/Cmd +X**: Cut
• **Ctrl/Cmd +C**: Copy
• **Ctrl/Cmd +V**: Paste
• **Ctrl/Cmd +Z**: Undo
• **Ctrl/Cmd +Y**: Redo
• **Ctrl/Cmd +B**: Bold highlighted text
• **Ctrl/Cmd +I**: Italicize highlighted text
• **Ctrl/Cmd +F**: Opens the WYSIWYG Find and Replace tool
• **Shift + Enter**: Creates a new line break in the current block (the cursor will move to the next line without an empty space between)

Learn more:
- [blogs.mtu.edu/webmaster/editor](blogs.mtu.edu/webmaster/editor)
- [support.omniupdate.com/oucampus10/pages/justedit/index.html](support.omniupdate.com/oucampus10/pages/justedit/index.html)

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**Snippets**

Snippets are inserted into an Editable Region to create styled widgets. From the toolbar, click the Insert Snippet icon. For each snippet, you will enter certain content in the available fields (available fields are always white).

**Blockquote**

Creates a formatted blockquote that includes the quote and the author.

"Quote goes here."

—Author Name

After inserting the snippet, edit the quote and author content. If you do not have an author, you must edit the code to remove `<span class="author">Author Name</span>`.

Learn more:
- [blogs.mtu.edu/webmaster/blockquote](blogs.mtu.edu/webmaster/blockquote)
**Boxed Image Callout w/ Go**

Creates a single image callout that links to another page or website. A Go button is displayed over the image when hovering. The text beneath the image becomes centered with a special font type and size.

![Image Callout](image)

**Boxed Go Button Snippet**

(Place in Boxed Section Snippet)

<table>
<thead>
<tr>
<th>Image (Required)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Button Text (Link Required)</td>
</tr>
</tbody>
</table>

This snippet should only be inserted into one column of a Boxed Sections snippet.

1. Insert an image into the image field. See Images section for creating the image.
2. Type the text you want to appear below the image in the Button Text field.
3. Select the text you entered and insert a link to another CMS page or external URL.

You should add two, three, or four Boxed Image Callout w/ Go snippets in a row.

Learn more:

* blogs.mtu.edu/webmaster/image-callout

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**Boxed Sections**

**Boxed Sections 1/3\(^{rd}\) 2/3\(^{rd}\)**

Creates a two-column layout with the left column being 1/3 and the right column being 2/3 of the available area. Text, images, videos, snippets, and assets can be added to each column.

![Boxed Sections 1/3\(^{rd}\) 2/3\(^{rd}\) Snippet](snippet)

**Boxed Sections 2/3\(^{rd}\) 1/3\(^{rd}\)**

Creates a two-column layout with the left column being 2/3 and the right column being 1/3 of the available area. Text, images, videos, snippets, and assets can be added to each column.
Boxed Sections Even Columns
Creates a one- to five-column layout with the columns being evenly spaced in the available area. Text, images, videos, snippets, and assets can be added to each column.

Type “border” (without quotation marks) in the Class field to add a border around the boxed item. This snippet can be inserted into another Boxed Sections snippet to have one column of a boxed section with a border.

If your page has no left navigation and no right sidebar, you can use up to all five columns. If you have either the left navigation or right sidebar, only use up to four columns. If you have both the left navigation and right sidebar, you can use up to three columns.

Learn more:
blogs.mtu.edu/webmaster/boxed-sections
Faculty/Staff Listing

This snippet is used to put a list of faculty and staff on a page. You must first create a Personnel Information item for each person. If you want a heading, for example when you are listing multiple employee groups on one page, include an H2 Top Title or H2 Graybar snippet before this one.

- If you want to specify a manual order of some employees at the top of the listing or manually order all employees, list them by userid, in the desired order, and separated by commas in the Manual Order field. You can also add employees here who are not within the current folder, but elsewhere in your site.
- If you want to include additional employees in the alphabetical listing that are within a different folder, list them by userid separated by commas in the Insert Additional Alphabetically field.
- To pull an alphabetical list of all personnel information items within a folder and all of its subfolders, add any text to the path value field and link it to the folder.
- If you want to pull the list of employees from a different folder or just a specific subfolder, add any text to the path value field and link it to the desired folder. This will also include subfolders of that folder.
- If you are including employees in either Manual Order or Insert Additional Alphabetically and you do not want any additional employees listed, add any text to the path value field and link it to a folder in your site that does not include any Personnel Information items, such as an Images folder.

Learn more:
blogs.mtu.edu/webmaster/faculty-staff-listing
**FAQ Ordered List**

Creates a numbered list of frequently asked questions. Clicking on the questions opens a slider revealing the answer. The numbers are automatically formatted in the order that they are entered into the snippet.

![FAQ Ordered List Snippet](image)

Enter the question in the question field and the accompanying answer in the answer field to the right of the question. The answer field can contain text, images, video, snippets, and assets. If you need more than four FAQs, press the Tab key to get more fields.

If you have more than seven FAQs together, you should try to split them into multiple categories.

Learn more: [blogs.mtu.edu/webmaster/faq-ordered](blogs.mtu.edu/webmaster/faq-ordered)

**H2 Graybar and H2 Top Title**

These snippets will create formatted H2-size headings. Graybar includes a gray bar around the heading that goes across the entire content area. Top Title includes a line beneath the titles that goes across the entire content area.

![Title](image)

After inserting the snippet, select the default text of “Title” and change it to what your heading needs to be.

Learn more: [blogs.mtu.edu/webmaster/h2](blogs.mtu.edu/webmaster/h2)
List Spread Buttons
Creates a row of buttons that link to other pages or websites. The default button style is the “blank” style. When hovering over the button it gets a gold fill. The button width changes to fit all buttons evenly in the available area and the height changes to fit all link text.

1. Enter the text for each button, up to five, in the field.
   a. Text only needs to be separated by a space as each link will become a button.
2. Link each button’s text to the appropriate place.
   a. When you are creating the link, from the Class dropdown you can choose Button (Anchor) to create a gold button that turns grey on hover or Button Grey (Anchor) to create a grey button that turns gold on hover.

If your page has no left navigation and no right sidebar, you can use up to five buttons. If you have either the left navigation or right sidebar, only use up to four buttons. If you have both the left navigation and right sidebar, you can use up to three buttons.

Learn more:
blogs.mtu.edu/webmaster/list-spread-buttons

List Spread Tout Buttons
Creates a row of gold or black circles or squares for statistic touting. The number or ranking part of the statistic goes into the shape and the remaining text appears beneath. The shapes could have background images instead of solid black or gold. The font color in the shape is gold on black or black on gold.
List Spread Tout Buttons Snippet (Square Gold)
Each row makes a new button (Max 5).

<table>
<thead>
<tr>
<th>Button Background Image</th>
<th>Button Text (Linked)</th>
<th>Content After</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Press Enter here to add more content

This snippet should always be placed in a Row w/ Background snippet for formatting purposes. Choose one of the four snippets based on the color and shape you want (Circle Black, Circle Gold, Square Black, or Square Gold).

1. Insert an image to appear as the shape in the Button Background Image field if desired.
2. Enter the text that will appear in the shape in the Button Text field.
   a. Add a link to this text if desired to enable a Go button in the shape when hovering.
   b. You can use one of the [University-wide assets](#) with a name starting with “Tout #” in this field.
3. Enter the rest of the text that will appear below the shape in the Content After field.
   a. You can use one of the University-wide assets with a name starting with “Tout Text” in this field.

Each row of the snippet will create one tout and all touts will appear on the page in a single row.

If your page has no left navigation and no right sidebar, you can add up to all five touts. If you have either the left navigation or right sidebar, only use up to four touts. If you have both the left navigation and right sidebar, you can use up to three columns. You can also add this snippet to a right sidebar with one tout.

Learn more:
[blogs.mtu.edu/webmaster/list-spread-tout](http://blogs.mtu.edu/webmaster/list-spread-tout)
Pop-up Images
This snippet allows you to link an image or text to a pop-up window displaying an image. This pop-up can be a single image for that link or a gallery of multiple images from the links on the page. This is an advanced function.

1. Enter the content that will appear on the page (either text or an image) in the Content field.
2. Link that content to the image you want to appear in the pop-up.
3. Enter text in the Relationship ID field. This is just an identification to determine which, if any, images should be in the same gallery. If you are adding multiple pop-up images on a page, giving them the same Relationship ID will group them into a gallery where the user can arrow through the images.
   a. The text must be all lowercase with no symbols other than hyphen (-).

Learn more: blogs.mtu.edu/webmaster/pop-up-images

Row
The additional content region normally spans the entire screen width. Inserting a row snippet after full-width content will allow you to include content that only spans the main content region.
Text, images, videos, snippets, and assets can be added to the content field.

Learn more:
blogs.mtu.edu/webmaster/row

**Row w/ Background**
Creates a row with either a solid color background or an image background that can be used with List Spread Tout Buttons or a full-width statistic or quote. Content over the image is optional. Text is automatically centered and white.

1. Insert the image in the Image field, if desired.
2. If not using an image, enter the desired color in the Row Classes field. The default is grey. You could change the word “grey” to gold, white, black, or khaki. Leave “middle” there.
3. If you are using this snippet with touts, enter “nofilter” (without quotation marks) in the Row Classes field.
4. Enter text, if any, in the Content field. To style the text like the quote in the example image above, select the quote part of the text then choose the Largest Georgia option from the Styles dropdown.

Learn more:
blogs.mtu.edu/webmaster/row-background
**Row w/ Left Image**

Creates a layout with an image or an image and text on the left and heading/text on the right. You can choose whether or not to wrap the text on the right around the left content and whether or not to include a horizontal rule on the last item in the snippet.

---

Biking
The Upper Peninsula is one of the predominant places for biking in the Midwest. The trails are abundant and so are the bicyclers who love a challenge. Explore the bike paths of the Tech Trails, conveniently located off Sharon Ave near Michigan Tech's Student Development Complex. You can go it alone or join one of many student or local biking organizations. The Copper Country Cycling Club (C4), a student organization, hosts the Copper Country Color Tour, an annual fall cycling tour of the Keweenaw Peninsula. It's a wonderful way to enjoy the fall colors.

QAP Biking, Copper Country Cycling Tour Information, Copper Harbor Trails Club, Keweenaw Trails, Tech Trails

---

**Row w/ Left Image Snippet**

<table>
<thead>
<tr>
<th>Image (Thumb)</th>
<th>Title</th>
<th>Content</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Feed Parameters**

<table>
<thead>
<tr>
<th>Parameter</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>wrap</td>
<td>true</td>
</tr>
<tr>
<td>hr</td>
<td>true</td>
</tr>
</tbody>
</table>

Press Enter here to add more content

---

1. Insert an image, either 170 Square, 250 Square, or Personnel Image into the Image field. If you include text after the image you must use a 170 Square or Personnel Image.
2. Text in the Title field will be formatted as a Heading 2.
3. Put the rest of the content in the content field.
4. If you want the text on the right to wrap below the image/text on the left, leave the wrap value as true. Change it to false to not wrap the text.
5. If you want a horizontal line after each of the rows, leave the hr value as true. Change it to false to not include horizontal lines.

Each row of the snippet will create a formatted row. To add more than three rows, press tab to get additional rows in the table.

Learn more:
blogs.mtu.edu/webmaster/row-left-image

**RSS Feed Announcements**

Use this snippet if you are including a blog feed in your news widget as it includes a smaller image for each story. You can combine multiple feeds. This snippet includes a styled heading and the option for buttons or social media links in the heading. This is an advanced function.
1. Enter a title in the Heading field. This is the text that appears above the line on the left.
2. Enter linked text for each button in the View More Links/Social field.
   a. Button text just needs to be separated by a space as each link will become a separate button.
   b. If you want to include social media icons, insert the Small Social snippet.
3. The URL for the feed is entered in the RSS Feed Link.
   a. For a single feed source use the basic RSS feed URL.
      i. For Michigan Tech News, Unscripted, or Tech Today, this URL can be found using the links under the News Sources on the RSS Feeds Subscribe page (www.mtu.edu/news/subscribe/feeds/).
      ii. For a Michigan Tech blog just add /feed to the end of the URL. For example: https://blogs.mtu.edu/webmaster/feed/.
   b. For a specific news category/topic use: http://www.mtu.edu/mtu_resources/php/news/rss/?include=CATEGORY&site=NAME
      i. “CATEGORY” is the name of the existing category
      ii. “NAME” is news, unscripted, or magazine if pulling from a single source only
      iii. “&site=…” can be omitted if you want to pull from all sources
      i. “TITLE” is what you name the combined feed page, encoded (i.e. %20 for spaces).
      ii. “URL” is the main URL of the page the feed will live on (not encoded).
      iii. “FIRST” and “SECOND” are the individual feed URLs (encoded separately) separated by commas. You can use more than two.
4. In the limit Value field, enter the number of stories you want to appear in the feed.
5. You are able to change what pieces are displayed only for the Announcements version. In the blank space below limit add the word display. In the cell next to that enter which items should display, separated by a comma: title, description, date, author, thumbnail.

Learn more: blogs.mtu.edu/webmaster/rss-announcements
RSS Feed Events
Use this snippet to display an events feed. You can combine multiple feeds. This snippet includes a styled heading and the option for buttons or social media links in the heading. This is an advanced function.

1. Enter a title in the Heading field. This is the text that appears above the line on the left.
2. Enter linked text for each button in the View More Links/Social field.
   a. Button text just needs to be separated by a space as each link will become a separate button.
   b. If you want to include social media icons, insert the Small Social snippet.
3. The URL for the feed is entered in the RSS Feed Link.
   a. To get this URL from the University Events Calendar:
      i. Go to events.mtu.edu and Login.
      ii. From the Admin menu, go to Content and select Widget Builder.
      iii. Create the widget with the parameters needed and choose Preview Widget.
      iv. blogs.mtu.edu/webmaster/event-widget-builder
      v. Add "&format=rss" (without the quotation marks) to the end of the URL to use in this field.
      v. Be sure your URL starts with https.
4. In the limit Value field, enter the number of events you want to appear in the feed.

Learn more:
blogs.mtu.edu/webmaster/rss-events

RSS Feed Full News
Use this snippet if you do not have a blog feed to include. This snippet uses a larger image size and does not work with blog images. You can combine multiple feeds. This snippet includes a styled heading and the option for buttons or social media links in the heading. This is an advanced function.
1. Enter a title in the Heading field. This is the text that appears above the line on the left.
2. Enter linked text for each button in the View More Links/Social field.
   a. Button text just needs to be separated by a space as each link will become a separate button.
   b. If you want to include social media icons, insert the Small Social snippet.
3. The URL for the feed is entered in the RSS Feed Link.
   a. For a single feed source use the basic RSS feed URL.
      i. For Michigan Tech News, Unscripted, or Tech Today, this URL can be found using the links under the News Sources on the RSS Feeds Subscribe page (www.mtu.edu/news/subscribe/feeds/).
      ii. For a Michigan Tech blog just add /feed to the end of the URL. For example: https://blogs.mtu.edu/webmaster/feed/.
   b. For a specific news category/topic use:
      http://www.mtu.edu/mtu_resources/php/news/rss/?include=CATEGORY&site=NAME
      i. “CATEGORY” is the name of the existing category
      ii. “NAME” is news, unscripted, or magazine if pulling from a single source only
      iii. “&site=…” can be omitted if you want to pull from all sources
   c. For combining multiple sources use:
      i. “TITLE” is what you name the combined feed page, encoded (i.e. %20 for spaces).
      ii. “URL” is the main URL of the page the feed will live on (not encoded).
      iii. “FIRST” and “SECOND” are the individual feed URLs (encoded separately) separated by commas. You can use more than two.
4. In the limit Value, enter the number of stories you want to appear in the feed.

Learn more:
blogs.mtu.edu/webmaster/rss-news
Sidebar Right: Box
Creates a shaded sidebar with a border and highlighted heading area.

![Sidebar Right: Box Snippet]

This snippet should only be used in the right sidebar region.
1. Enter text into the Title field that will show up in the darker grey area at the top of the box.
2. Enter content including text, images, videos, and more in the Content field to show up in the lighter area at the bottom of the box.

Learn more:
blogs.mtu.edu/webmaster/right-box

Sidebar Right: No Box
Creates a space for adding content in the right sidebar with no additional special formatting. In the example below, the Resources section is a Sidebar Right: Box snippet and the button and bottom text are in a Sidebar Right: No Box snippet.

![Sidebar Right: No Box Snippet]

Enter your content in the Content field. For each new section of content, use a different field. If you need more than two sections of content press the Tab key to get additional fields.

Learn more:
blogs.mtu.edu/webmaster/right-no-box
Slider
Creates formatted titles with additional content that is hidden until the user clicks on the item to slide open a section below the title.

<table>
<thead>
<tr>
<th>Credit/debit card</th>
<th>Check/e-check</th>
</tr>
</thead>
<tbody>
<tr>
<td>Michigan Tech encourages the use of check or e-check (an electronic funds transfer from your checking or savings account) for student bill payments.</td>
<td></td>
</tr>
<tr>
<td>• Paying by check/e-check is easy and hassle-free.</td>
<td></td>
</tr>
<tr>
<td>• There is no fee for check/e-check payments.</td>
<td></td>
</tr>
<tr>
<td>• There’s no worry about interest or other additional charges, such as with credit cards.</td>
<td></td>
</tr>
<tr>
<td>• Checks/e-checks are accepted throughout the University, from student billing to the Campus Bookstore and other retail establishments.</td>
<td></td>
</tr>
</tbody>
</table>

1. Enter the text that should show up in the title area (visible when the slider is closed) in the Title field.
2. Enter the content, including text, images, video, snippets, or assets, that should show up in the hidden area in the Content field to the right of the corresponding title field. Enter information for each slider in separate rows. If you need more than three sliders press the Tab key to get additional fields.

Learn more:
blogs.mtu.edu/webmaster/slider

Social Icons
Inserts social media icons onto the page. Frequently used in the heading of RSS Feed snippets or Top Title with More Links snippet or beneath the left navigation. This would create
only the social media icons shown in the sample image. The Social Icons snippet was inserted into a Top Title snippet. It can also be used in a sidebar.

1. For each icon that you want to appear, enter your URL for that social media in the Link field next to the name of the platform.
2. In the value field next to class you can change social-small to be social-medium if you are using the icons anywhere other than in a top title or RSS snippet.

Learn more:
blogs.mtu.edu/webmaster/social-icons
Top Title with More Links
Creates a heading with a line below it going across the whole region. Provides the ability to include buttons to the right, if desired. You can insert the Small Social snippet to get the social media icons.

1. Enter the heading text in the heading field.
2. Enter linked text for each button in the View More Text field.
   a. Button text just needs to be separated by a space as each link will become a separate button.
   b. If you want to include social media icons, insert the Small Social snippet.
If you just want to create the heading with the line and not include any buttons or icons, simply type the text you want for the heading, select it, then from the paragraph dropdown menu choose Heading 2. From the Styles dropdown menu choose Top Title (Headings).

Learn more:
blogs.mtu.edu/webmaster/top-title
**Video**
Creates an embedded video. The size of the video will automatically adjust based on the location you insert it. A title and description can be included beneath the video.

1. Enter the YouTube, Vimeo, or other video URL in the URL field. If the video is not online and you have the video file, upload the file into the CMS (see **Files** section), type the name of the file in the URL field, and link to it.
2. Enter a title to display beneath the video in the Title field, if desired.
3. Enter a description in the Description field to appear beneath the title, if desired.
4. Except in special circumstances, leave the height and width fields blank.

Learn more:
[blogs.mtu.edu/webmaster/video](blogs.mtu.edu/webmaster/video)
Images

Cropping
In order to crop your images to the appropriate sizes for use on your web pages, you will use the Image Editor gadget. This gadget will allow you to crop one or more sizes from an original image and save them in the CMS.

You must have the Image Editor gadget enabled. This is a sidebar gadget. Open the sidebar gadgets using the plug icon 🎨 in the upper right corner of the screen. Click the gear icon to bring up the gadget manager. Find Image Editor in the list of available gadgets and check the box next to it. Click the blue Save button.

Image Editor will only appear as an option in the Gadget Sidebar when you have a page open. Whatever page you have open will determine the folder location for the images folder that the Image Editor will create. You may need to scroll up or down to see all fields of the Image Editor gadget.

1. Open the Image Editor gadget in the sidebar.
2. Click the Upload Image button to select an image file from your computer.
   a. The file must be a .jpg or .png and it must be in RGB color mode.
3. Once your image is selected, you can change the image filename by typing in the Image Filename field.
   a. The title will be the name of the file from your computer with any capital letters made lowercase and spaces or other characters changed to hyphens.
   b. When the gadget saves your cropped images the image type name will be added to the end of your Title.
4. Check one or more boxes for the image size(s) you want to create. You can also select All to crop all image sizes.
5. Click the Begin Cropping button.
6. A new window will open to allow you to crop each image size you selected.

![Image of solar panel]

a. The image size currently being cropped will be displayed at the top of the page.
b. Display width and Display height will show you the size of the selected area you are viewing.
c. If constrain aspect is checked, both the height and width will change proportionally as you adjust the crop size. If it is not checked you can change the height and width independently. If you are cropping the 170 Square, 250 Square, or Personnel image the final image will be scaled to meet the predefined aspect ratio, so unchecking this box for these sizes is not recommended.
d. Click the User Recommended Aspect button to change the crop box to the recommended ratio listed in the image options table.
e. Click the Select Whole Image button to select the entire image.
f. The Preview at the bottom of the window will show you what the final image will look like, to scale.

7. Click the Previous button to go back one screen, click the Next button to go to the next screen, or click the Exit button to leave this window without saving.

8. The final screen you will reach when clicking Next will be the confirmation screen. Preview all sizes of your images. Click Previous to go back and recrop images, Exit to leave the window without saving, or Confirm to save your changes and create the images.
**Edit Image**
If you need to edit an existing image that was created using the Image Editor gadget, you can follow the same instructions, except choose the Existing Image button instead of Upload Image in step 2. This will let you choose an original image from within the CMS. Once selected, you will be able to continue with cropping.

**Insert Image**
Once your images have been created you can use the Insert/Edit Image icon in the editor to place the picture.

1. Click the Insert/Edit Image icon in the toolbar.
2. Click the file chooser icon.

3. Navigate to and choose the correct sized photo that you cropped.
4. Enter a description for the image.
5. Click the blue OK button.

**Replace Existing Image**
You can change an existing image and its crops to a new image and have it automatically update across all pages where it is used.

1. Open the page in the folder that has the images folder where the image you want to replace is stored.
2. Follow the instructions for creating a new image, making sure that the file on your computer is named the same as the original image that you are replacing. If the filename is different, change the filename in the Image Editor to match after you select it. Make sure you select the same crop sizes that already existed.
3. Publish the image files.
## Image Options

<table>
<thead>
<tr>
<th>Image Type Name</th>
<th>Dimensions</th>
<th>Suggested Use</th>
</tr>
</thead>
</table>
| 170 Square      | 170 x 170  | • In content, supplements short paragraphs, to add visuals  
|                 |            | • Good for Row w/Left Image snippets |
| 250 Square      | 250 x 250  | • Supplements longer paragraphs, to add visuals  
|                 |            | • Good for Row w/Left Image snippets |
| Personnel Image | 170 x 230  | • Faculty and staff listing photos |
| 350 Sidebar     | Variable (175px height recommended) | • Images that fit well in the right sidebar |
| 515 Sub-Banner  | Variable (250px height recommended) | • Images that fit between the left navigation and right sidebar  
|                 |            | • Image Callouts |
| 800 Banner      | Variable (300px height recommended) | • Images at the top of a page that are next to the left navigation or right sidebar |
| 1024 Feature    | Variable (375px height recommended) | • Feature images that take the full content width |
| 1600 Feature    | Variable (520px height recommended) | • Homepage featured images that go across the full screen |

Learn more:  
[blogs.mtu.edu/webmaster/images](blogs.mtu.edu/webmaster/images)  
[MultiEdit Content under Page Properties](MultiEdit Content under Page Properties)
Files
You can upload files to the CMS in order to link to them on a web page. Types of files you can upload include audio, video, PDFs, Microsoft Office files, and more. These files have a size limit of 1GB each.

Learn more: blogs.mtu.edu/webmaster/files

Upload
There are two ways you can upload a file.

Pages List View
From the Pages List View navigate to the folder in which you want the file to reside. You can simply drag a file from your computer to the screen. Look for the green highlight at the top of the screen and release the mouse button. Your file must meet naming requirements for this to work. The file must include only lowercase letters, numbers, no spaces, and no special characters except hyphen (-).

You can also click the Upload button at the top of the screen.

1. **Type:** Choose Upload Files
2. Click the green **+Add** button.
3. Select the file from your computer.
4. If the filename does not meet the requirements of only lowercase letters, numbers, no spaces, and no special characters except hyphen (-) it will appear in red. Hover over the Status/Options area and select Rename to change the name it will have in the CMS. Once you type the new name, press enter.
5. You can add multiple files at one time.
6. When all files are added click the Start Upload button.

**Within an Editable Region**
While you are editing content in a region you can upload files.
1. Highlight the text that will be linked to the file.
2. Click the Insert/Edit Media button for a video or the Insert/Edit Link icon for other file types.
3. Click on the file icon next to the URL field.
4. Select the location where you want the file to be saved on the left.
5. Click the Upload button at the top of the window and continue as you would with the Pages List View method.

Learn more:
[ support.omniupdate.com/oucampus10/pages/upload/upload.html](http://support.omniupdate.com/oucampus10/pages/upload/upload.html)

**Replacing a File**
To replace an existing file with a new version, use the Pages List View method. When the new file is added to the list of files to be uploaded, be sure it is **named the same as the existing file**. If it is not, hover over it and select Rename. Type in the matching name. Select the Overwrite Existing checkbox to replace the file and click Start Upload. This will maintain all the existing CMS links to the file.
Assets

Assets are pieces of content that are saved in a central location that can be used on multiple pages or in multiple sites. If the asset content is changed that change is applied to all pages using it. To insert an asset, click the asset icon, select the asset you want to use, and click Insert. The actual asset content will not be visible while you are editing. You will be able to see it from the preview. Some global assets have already been created for you to use including global touts. Since it can change frequently, a description of available assets can be found at blogs.mtu.edu/webmaster/asset-listing.

Assets can be created and edited by selecting Assets from the Content menu in the Global Navigation bar. You could create an asset for content that will be used on multiple pages, within your site or among other sites, so you don’t have to recreate it each time you use it and so that all instances of it can be updated at once. There are four types of assets that you can create: Web Content, Plain Text, Image Gallery, and Form.

Learn more:
blogs.mtu.edu/webmaster/assets
support.omniupdate.com/oucampus10/reusable-content/assets/

Web Content Asset

This asset is used for entering formatted text or media items. You might create a snippet (such as a Sidebar Right: Box), linked text, content that includes images or videos, or other formatted content. Content is created in an editor similar to the TinyMCE editor that is used for content.

From the assets screen, click on the arrow next to the green +New button in the upper right corner and select Web Content.
• **Name:** Enter the name for the asset. Start the name with your site URL in brackets to keep things organized.

• **Description:** Enter a description for the asset, if desired.

• **Tags:** Assets can be filtered by tag. Enter tag information, if desired.

• **Lock to site:** Skip this item.

• **Access Group:** Select the site name from the dropdown so that only people with access to edit your site can edit your asset.

• **Available To:** This can be left at Everyone if you think it may be useful in other sites. If you set this to your site name, it can only be used within your site.

• **Asset Content:** This is where you will create your content. The editor is similar to the content editor, though some of the icons may look slightly different.

• Click the blue **Create** button when you are done to create the asset.

• **Publish** the asset so that it will be visible when it is on a live website.

Learn more:

blogs.mtu.edu/webmaster/web-content-asset

support.omniupdate.com/oucampus10/reusable-content/assets/web-content.html

**Plain Text Asset**

This asset is only for unformatted text—no links or additional styling applied. An example of this is the text used in touts that is entered into one of the List Spread Tout Buttons snippets.

From the assets screen, click on the arrow next to the green +New button in the upper right corner and select Plain Text.

• **Name:** Enter the name for the asset. Start the name with your site URL in brackets to keep things organized.
• **Description:** Enter a description for the asset, if desired.
• **Tags:** Assets can be filtered by tag. Enter tag information, if desired.
• **Lock to site:** Skip this item.
• **Access Group:** Select the site name from the dropdown so that only people with access to edit your site can edit your asset.
• **Available To:** This can be left at Everyone if you think it may be useful in other sites. If you set this to your site name, it can only be used within your site.
• **Asset Content:** This is where you will create your content. Enter the desired text.
• Click the blue **Create** button when you are done to create the asset.
• **Publish** the asset so that it will be visible when it is on a live website.

Learn more:
- blogs.mtu.edu/webmaster/plain-text-asset
- support.omniupdate.com/oucampus10/reusable-content/assets/plain-text.html

### Image Gallery Asset
This asset will allow you to group multiple images together into an image gallery. The page you are adding the asset to has a setting where you can select between a couple formatting options for your displayed gallery. You must have your images sized appropriately outside of the CMS before adding them to the gallery. All styles will allow the user to click on the image on the page to see the full-size image that is uploaded.

From the assets screen, click on the arrow next to the green +New button in the upper right corner and select Image Gallery.
- **Name:** Enter the name for the asset. Start the name with your site URL in brackets to keep things organized.
- **Description:** Enter a description for the asset, if desired.
- **Tags:** Assets can be filtered by tag. Enter tag information, if desired.
- **Lock to site:** Skip this item.
- **Access Group:** Select the site name from the dropdown so that only people with access to edit your site can edit your asset.
- **Available To:** This can be left at Everyone if you think it may be useful in other sites. If you set this to your site name, it can only be used within your site.
- **Maximum Thumbnail Size:** Set the maximum size that thumbnails will be displayed, up to 500 pixels.
- **Thumbnail Preview:** Provides an example grey box placeholder of the size and aspect ratio that you set in the maximum thumbnail size.
- **Thumbnail Aspect Ratio:** Choose between using the aspect ratio of an image’s original dimensions or cropping the image.
  - **Original:** Resizes the images so that the longest dimension of an image meets the maximum thumbnail dimensions, while preserving the original aspect ratio. For example, if an 800x600 image is uploaded with a maximum thumbnail size of 100x100, the image will appear as 100x75 in the thumbnail. If you use this option, make sure that the images you upload all have the same aspect ratio.
  - **Crop:** Resizes the images so that the shortest dimension of an image meets the maximum thumbnail dimensions, then cropping the thumbnail size from the center of the image. For example, if an 800x600 image is uploaded with a maximum thumbnail size of 100x100, the image will first be resized to 133x100 and a 100x100 square will be cropped from the center of the resized image.
- **Click the blue Create button to be able to add the images.**
In the Images section that appears at the bottom, click the +Add button to choose the images you want to upload. A window will open for you to select the images from a location on your computer. For each image, enter the desired information—Title, Description, Caption, and Link. The different styling options on the page this asset is added to will determine which fields will be used.

When you have added all images to the gallery, click the blue create button to finalize the asset.

Learn more:
blogs.mtu.edu/webmaster/image-gallery-asset
support.omniupdate.com/oucampus10/reusable-content/assets/image-gallery/image-gallery-creating.html

Form Asset
A form can be set up to collect information from users that can be submitted via email with the option to also collect it in a database within the CMS. You can configure form elements, email messages, and success or failure messages.

From the assets screen, click on the arrow next to the green +New button in the upper right corner and select Form.

- **Name:** Enter the name for the asset. Start the name with your site URL in brackets to keep things organized.
- **Description:** Enter a description for the asset, if desired.
- **Tags:** Assets can be filtered by tag. Enter tag information, if desired.
- **Lock to site:** Skip this item.
• **Access Group:** Select the site name from the dropdown so that only people with access to edit your site can edit your asset.

• **Available To:** This can be left at Everyone if you think it may be useful in other sites. If you set this to your site name, it can only be used within your site.

Next you will add the Form Elements, the fields that the user will fill out. Click the green plus icon next to the type of field you want to add in the menu on the left. You will be able to rearrange the fields by clicking the header section of the field and dragging it up or down.

Almost all elements, except Instructional Text, have common fields that you will fill out.

• **Label:** The text describing the field, such as First Name.

• **Name:** This field will automatically populate based on what you entered in the Label field. You can shorten it if desired, using all lowercase letters. This may be used to reference this field in code and as the heading for the field in the database and email.

• **Helper Text:** You can choose to enter a longer description to help the user fill out the field.

• **Required:** Check the box if the user must fill out this field.

• **Failure Message:** This field will appear if you choose Required or one of the Validation methods other than None. Enter text that will appear if the user doesn’t meet the requirement. An example would be “A valid email address is required.”

• **Advanced:** This field is used for advanced operations. Read more at blogs.mtu.edu/webmaster/advanced-forms because information about how this field is used may change frequently.

**Single-Line Text Field**

This element will allow the user to enter short answers. This is good for name, phone number, email, address, or similar fields.
Additional fields you will see in this element are:

- **Default Text:** You can choose to enter an example of what should be entered in the field that will disappear when the user clicks into the field.

- **Validation:** Choose an option from the dropdown if you want the system to verify the information entered by the user.
  - **Email Address:** Will make sure the entry includes @ followed by text, a period, and additional text.
  - **Minimum Length:** Will make sure the entry includes at least a certain number of characters. You will set the minimum length in an additional field that appears if this option is selected.
  - **Regular Expression:** This is an advanced method for verification using standard Regular Expression code that is entered in an additional field that appears if this option is selected.

**Multi-Line Text Field**

This element will allow the user to enter longer answers that may include multiple paragraphs. It provides a larger entry box that expands as needed.

Additional fields you will see in this element are:

- **Default Text:** You can choose to enter an example of what should be entered in the field that will disappear when the user clicks into the field.

- **Validation:** Choose an option from the dropdown if you want the system to verify the information entered by the user.
  - **Email Address:** Will make sure the entry includes @ followed by text, a period, and additional text.
  - **Minimum Length:** Will make sure the entry includes at least a certain number of characters. You will set the minimum length in an additional field that appears if this option is selected.
option is selected.

- **Regular Expression**: This is an advanced method for verification using standard Regular Expression code that is entered in an additional field that appears if this option is selected.

### Radio Buttons

This element creates a field with multiple, predefined items of which one and only one can be selected by the user. You should use this option instead of a drop-down when you have seven or fewer options to select from.

Additional field you will see in this element is:

- **Items**: Click the green +Add button for each option you need to list. Enter the text in the field for each option. You can change the order of the options by clicking and dragging the up/down arrows to the left of each option. Use the x to the right to delete an option.

### Checkboxes

This element creates a field with multiple, predefined items of which none, one, or more than one can be selected by the user.

Additional field you will see in this element is:

- **Items**: Click the green +Add button for each option you need to list. Enter the text in the field for each option. You can change the order of the options by clicking and dragging the up/down arrows to the left of each option. Use the x to the right to delete an option. If you select one or more of the options when creating or editing the form, those items will be preselected on the live page also.
Drop-Down

This element gives users the ability to select an item from a list of predefined options using a dropdown style menu. You should use this option instead of radio buttons when you have eight or more options to select from.

Additional fields you will see in this element are:

- **Items**: Click the green +Add button for each option you need to list. Enter the text in the field for each option. You can change the order of the options by clicking and dragging the up/down arrows to the left of each option. Use the x to the right to delete an option.

- **Preview**: The option that appears in the Preview field is the default option the user will see on the live page. You can change this by selecting the desired option from the Preview dropdown.

Multi-Select

This element includes the ability to select multiple items from a list using the keyboard shortcut CTRL + click on a PC.

Additional fields you will see in this element are:

- **Items**: Click the green +Add button for each option you need to list. Enter the text in the field for each option. You can change the order of the options by clicking and dragging the up/down arrows to the left of each option. Use the x to the right to delete an option.

- **Preview**: The option that appears in the Preview field is the default option the user will see on the live page. You can change this by selecting the desired option from the Preview dropdown.
Date/Time Picker

This element allows users to select a calendar date and/or time of day.

Additional fields you will see in this element are:
- **Format**: Choose from Date and Time, Date, or Time.
- **Default Date/Time**: Set a default if desired, otherwise leave blank.

Instructional Text

This element allows you to include additional text within the form. A mini-editor will allow you to format and configure the text to be displayed. Images, videos, and other media can NOT be included. Users will not submit any data with this element.

This element does not include all the standard fields that are found in the other elements. Other than Name and Advanced you will enter your text for the user in the mini-editor.
The next section is where you will set up Email Messages. A user submitting a form will trigger the configured message(s) to be sent. You can create multiple messages to be sent and a single message can be sent to multiple people.

Click the green +Add button in the Email Messages section to create a new email message. In any field you can reference one of the form elements to include the data entered in that field by the user. To do this, enter `{{Name}}` where Name is the value in the Name field for that form element. For example, if you have an element with a Label of Email Address and the Name is emailaddress, you could put `{{emailaddress}}` in the To field to send an email to the person who submitted the form. Once you type “{“ and the first letter, a select list will appear that you can choose from.

- **To:** Enter the email address that the message should be sent to. Separate multiple addresses with a semi-colon (;). If you use a comma or any spaces it will break the form.
- **From:** Specify the email address that should appear as the sender.
- **Subject:** Enter text to appear in the subject line of the email message.
- **Body:** This is the content that will appear in the body of the email. There is a 3,000 character limit.
- **Include all submitted values:** Select this checkbox to display all data from the form in the message.
Finally, you will complete the Form Settings section which includes success and failure messages.

- **Success Message**: From the dropdown, choose Text to create a custom message that will appear on the screen or URL Redirect to specify a different web page that the user will be brought to when the form is successfully submitted. If you choose Text, enter the content for your message in the mini editor window beneath the dropdown.
- **Failure Message**: Enter the content for a message that will appear on the screen if the user tries to submit the form, but does not meet all the required or validated fields.
- **Save Results in Database**: Leave this option selected to save all results within a database in the OU Campus system.
- **Submission Button Text**: By default, the text on the submission button is “Submit.” Enter text in this field to change that to a different label.
- **Advanced**: This field is used for advanced operations. Read more at blogs.mtu.edu/webmaster/advanced-form-element because information about how this field is used may change frequently.
When you have completed all form options, click the blue Create button to create the asset.

Learn more:
blogs.mtu.edu/webmaster/form-asset
support.omniupdate.com/oucampus10/reusable-content/assets/form-asset.html

Page Properties
The Properties button in the Page Actions Toolbar near the top of the page contains information about the page. You must have the page checked out to you to see all the options.

Parameters
The Page Parameters section, which can be selected from the left menu or from the Page Parameters Gadget, contains the following options for all pages, except Personnel Information items.

- **Title**: This is used as the page title for interior pages and the metatitle (the text that shows in the tab of your browser) for all pages.
- **Description**: This is the meta description for the page. It is text that provides a description of the content on your page and is commonly used in search engine results as a preview of what is on the page.
- **Keywords**: User-defined keywords that are used in searches to help find content and for SEO purposes.
- **Tags**: Used within OU Campus to categorize pages and files so that it is easier to search for and filter them.
- **Page Heading**: Do not use this field.
- **Breadcrumb**: If the page you are editing has a filename of index.pcf this field is not used. For additional pages within a folder that are named something other than index.pcf this field will set the page breadcrumb (in the light grey space at the top of the page below the site title).
- **Page Image Location Options**: If desired, check the Show box next to the location you want the page image to display in. You can include text over image options with all selections.
  - *Show Hero Image* will display the main page image as a full screen-width feature image that is above all other content. For this selection, insert a 1600 Feature image in MultiEdit Content.
  - *Show Feature Image* will display the main page image above the content area including left and right sidebars, extending from the left side of the left sidebar to the right side of the right sidebar. For this selection, insert a 1024 Feature image in MultiEdit Content.
  - *Show Banner Image* will display the main page image within the content area. If no sidebars are turned on, the image will extend the whole content area width and a 1024 Feature image should be inserted in MultiEdit Content. If only the left sidebar is on, the image will be next to it and an 800 Banner Image should be inserted in MultiEdit Content. If only the right sidebar is on, the image will be above it, extending the whole width of the content area and a 1024 Feature Image should be inserted in MultiEdit Content. If both sidebars are one, the image will be next to the left sidebar and above the right sidebar. An 800 Banner Image should be inserted in MultiEdit Content.
• **Show Sub-Banner Image** will display the main page image within the content area next to any sidebars that are turned on. If no sidebars are on insert a 1024 Feature Image in MultiEdit Content, if only one sidebar is on insert an 800 Feature Image in MultiEdit Content, and if both sidebars are on insert a 505 Sub-Banner Image in MultiEdit Content.

- **Left Sidebar Section Options:** The Show box controls the visibility of the left sidebar.
- **Right Sidebar Section Options:** The Show box controls the visibility of the right sidebar.
- **LDP Gallery:** This option will determine how any photo galleries you have added to the page will display. “Flex Slider” will show an image with dots beneath to denote each image in the gallery and arrows on each side to navigate through the images. This uses the Title, Description, and Link fields. “Pretty Photo” will display thumbnails of each photo on the page with the ability to click on a photo to access the gallery and scroll through the images. This option only uses the Title field.

Learn more:
- blogs.mtu.edu/webmaster/parameters
- support.omniupdate.com/oucampus10/pages/edit/properties/parameters.html

**Personnel Information Parameters**
Personnel Information will have the following parameters.

- **Title:** This is used as the page title for interior pages and the metatitle (the text that shows in the tab of your browser) for all pages.
- **Description:** This is the meta description for the page. You should include the person’s name at a minimum.
- **Keywords:** User-defined keywords that are used in searches to help find content and for SEO purposes. You should include the person’s name at a minimum.
- **Tags:** Used within OU Campus to categorize pages and files so that it is easier to search for and filter them.
- **Page Heading:** Do not use this field.
- **Breadcrumb:** If the page you are editing has a filename of index.pcf this field is not used. For additional pages within a folder that are named something other than index.pcf this field will set the page breadcrumb (in the light grey space at the top of the page below the site title).
- **Visibility:** Check this box if you want the faculty or staff to have a full page that is linked to from the listing.
- **Existing Profile:** If you are including an employee who is already listed in another department, you can select that personnel information using the icon next to this field in order to pull the content from that profile.

Save your changes.

Learn more:
- blogs.mtu.edu/webmaster/profiles
- Create New Pages, Editable Regions
MultiEdit Content
MultiEdit Content is where you will set up the main page image if you are using a Feature Image. Select the MultiEdit Content option from the left menu in the Properties screen or by using the orange MultiEdit button at the top of the page edit screen. These options will be different for a Personnel Item.

- **Banner Type:** Choose from
  - Image Only
  - Text Over Image—text entered in the Banner Content field will appear over the image
  - Text Popup—a circled “i” icon will appear in the lower right of the image with text entered in the Image Title field shown next to it; when clicked a popup will open showing the text entered in the Banner Content field.
  - Video—if you choose this option you must enter a Youtube URL in the Banner Video ID field that will appear in the feature image location.
  - None—Select this option to not display any image on your homepage; on an interior page use the Parameters options to turn off the main page image.

- **Banner Image:** Unless you selected Video in Banner Type, click the image icon next to this field to select the image that will be used.

- **Image Description:** This should be a description of what is in the image. It is used by screen readers to describe the image to the user.

- **Image Title:** If you selected Text Popup, enter text in this field that will display next to the circled “i” icon.

- **Banner Video ID:** If you selected the Video Banner Type, enter a YouTube URL for the video that will be displayed in the feature image location.

- **Banner Content:** Enter content that will be displayed over the image if you selected the Text Over Image Banner Type or in the popup if you selected Text Popup Banner Type.

Learn more: blogs.mtu.edu/webmaster/multiedit

Personnel Information MultiEdit Content
If you are pulling information from an existing profile, you will not need to edit any of these fields. You will use a special field in Parameters instead.

- **Image:** After creating your image using the Image Editor; select the image using the icon next to the Image field.

- **Image Description:** Put the person’s name in this field.

- **First Name:** Employee’s first name.

- **Middle Name:** Employee’s middle name, if desired.

- **Last Name:** Employee’s last name.

- **Email:** Employee’s email address.

- **Userid:** Employee’s userid if it is different than that in the email address you entered.

- **Phone:** Employee’s phone number.

- **Cell Phone:** Employee’s cell phone number.

- **Location:** Employee’s office location, put the building name first followed by the room number.

- **Titles:** Enter up to three titles for the employee.

- **Education:** Enter up to three degrees for the employee, if desired.
- **Faculty Button**: This is where you can set up the button for downloading the faculty CV. After uploading the CV file, select it by using the icon next to the Button Link field. If you want the button text to be something other than “Download CV,” enter the text in the Button Text field.
- **Quote**: Enter a quote. Quotation marks will automatically be added.
- **Quote Source**: Enter the source for the quote. The dash will automatically be added.
- **Publications**: Enter the title for the publications section in the Title field. List the publications in a bulleted list in the Publications field. You can include links.
- **Recent Funding**: Enter the title for the recent funding section in the Title field. List the funding in a bulleted list in the Publications field. You can include links.
- **Presentations**: Enter the title for the presentations section in the Title field. List the presentations in a bulleted list in the Publications field. You can include links.
- **Recent Projects**: Enter the title for the recent projects section in the Title field. List the projects in a bulleted list in the Publications field. You can include links.
- **Teaching Experience**: Enter the title for the teaching experience section in the Title field. List the experience in a bulleted list in the Publications field. You can include links.

**Save** your changes.

Learn more:
- [blogs.mtu.edu/webmaster/profiles](blogs.mtu.edu/webmaster/profiles)
- [Create New Pages, Editable Regions](#)

**Reminders**

There are two types of reminders available in the CMS that can be set for pages and files. You can set one reminder or both. They can be sent to a single user or a group, periodically or on a one-time basis, and to the user’s CMS Inbox only or also to their regular email. You can set reminders only for content you can access and only to yourself or to a group to which you belong. A reminder can be set even if the content is checked out to another user.

Reminders can be accessed from the left menu of the Properties screen or on the Pages List View.
Scheduled Reminder
A scheduled reminder is used when there is a specific date and time when the reminder message must be sent. For example, if you update a certain page on a certain date each year, a reminder can be set up for that date and set to repeat on a yearly basis.

- **Set Scheduled Reminder**: Select the checkbox to turn on a scheduled reminder.
- **Date**: Select the date for the reminder to begin. Click in the date field or on the calendar icon for a date picker or enter the date in the field manually.
- **Time**: Select the time for the reminder. Click in the time field or on the clock icon for a time picker and click the arrows to set the hour, minute, and AM or PM or enter the time in the field manually.
- **Repeat Every**: Use this to set a repeating reminder. The frequency can be set to a number of days, weeks, months, or years.
- **Notification section**: Select a group to which the reminder will be sent (or “(Myself)” to send it only to yourself), enter the **Subject** and **Message** of the reminder, and select whether a copy of the reminder should be sent to each user’s Michigan Tech email account in addition to their OU Campus Inbox.
- Click **Save** to set the reminder.
Stale Reminder
A stale reminder is used to make sure that content on a page is being updated periodically. It is important to understand how the timer resets. When a version of a page is created or published, regardless of the type of publish, the last publish date and time is reset and the stale reminder timer starts over. Basically, this reminder is sent based on the date/time stamp of the last publish or version creation, not a specific calendar date. Once set, the reminder will continue even after it has sent a notification unless you shut it off.

A stale reminder can only be set after the page has been published.

- **Set Stale Reminder**: Select the checkbox to turn on a stale reminder.
- **Last Published**: The last published date and time for the page or file is displayed.
- **Stale After**: Enter a number and select the period of time from the dropdown menu to define the stale interval.
- **Notification section**: Select a group to which the reminder will be sent (or "(Myself)" to send it only to yourself), enter the **Subject** and **Message** of the reminder, and select whether a copy of the reminder should be sent to each user’s Michigan Tech email account in addition to their OU Campus Inbox.
- **Click Save** to set the reminder.

Learn more:
blogs.mtu.edu/webmaster/reminders
http://support.omniupdate.com/oucampus10/pages/edit/reminder.html
Log

Whenever a page is saved or published, OU Campus keeps a record of the action. The page log feature displays all the saves and publishes, whether manual, scheduled, or part of a directory or site publish that have occurred for a specific page.

You can access the log from the left menu of the Properties screen or in the Pages List View by hovering over the page’s row and selecting Log from the Review menu. The log includes:

- Number of items in the log in parentheses at the top.
- The ability to filter the log by action name or user using the filter field.
- **Action**: The action performed.
- **User**: The name of the user who performed the action.
- **Date**: The date and time when the action was performed.

Learn more:
- blogs.mtu.edu/webmaster/log
- support.omniupdate.com/oucampus10/pages/review/log.html

Section Properties

Each section will have a _props.pcf file. On a section other than the homepage, you can edit the Section Title and Section Breadcrumb. The _props.pcf file for a homepage is where you can update the contact information in the footer for your site and add additional breadcrumbs preceding the ones for this site. Settings you choose in a _props.pcf file will carry through to all files and folders within that folder.

Site Footer Contact Information

Open the _props.pcf file in the root folder for your site. Go to Properties in the Page Actions Toolbar. Be sure you have the file checked out (if not, click on the lightbulb icon in the Page Actions Toolbar). From the Parameters menu on the left, find the “Site Footer Contact Information” section. All fields are optional.
<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department Name</td>
<td>First line of the contact information.</td>
</tr>
<tr>
<td>Department Name Link</td>
<td>Enter a URL for a website or use the page icon next to the field to select a CMS page that will be linked to when a user clicks the Department Name.</td>
</tr>
<tr>
<td>Address</td>
<td>Enter the department’s address information. Text will automatically wrap when it gets too long.</td>
</tr>
<tr>
<td>Phone Number</td>
<td>Enter the department’s phone number, including area code and with hyphens (-). This will automatically include “Ph:” on the live site.</td>
</tr>
<tr>
<td>Fax Number</td>
<td>Enter the department’s fax number, including area code and with hyphens (-). This will automatically include “Fax:” on the live site.</td>
</tr>
<tr>
<td>Toll-Free Number</td>
<td>Enter the department’s toll-free number, including area code and with hyphens (-). This will automatically include “Toll-Free:” on the live site.</td>
</tr>
<tr>
<td>Email</td>
<td>Enter the department’s email address, including @mtu.edu. This will automatically include “Email:” on the live site.</td>
</tr>
</tbody>
</table>

- Click the blue **Save** button to update.

Learn more:  
blogs.mtu.edu/webmaster/footer-contact
Additional Breadcrumbs
Additional breadcrumbs can be added preceding those for your site. This is commonly used on some general web pages, like the Faculty/Staff page including a breadcrumb to the Michigan Tech homepage or one of the CSA or COE departments including a breadcrumb back to the college homepage.

Open the _props.pcf file in the root folder for your site. Look for the Section's Breadcrumbs Editable Region and click the green button to enable editing. Enter the text you want to appear and link it to the appropriate page. If you need to add more than one, put “ > “ (space>space) between the links. Be sure to save when you are done.

Learn more:
blogs.mtu.edu/webmaster/additional-breadcrumbs

Section’s Extra Left Sidebar
Content can be added below the left sidebar in several ways. If you only want it to be visible on a single page, use the Left Sidebar Content Editable Region on that page. To display content on multiple pages, the content will be added to a _props.pcf file. Remember, any settings made in a _props.pcf file will carry through to all files and folders within that folder. Add it to the file in the root folder to carry through to the whole site.

Open the desired _props.pcf file. Look for the Section’s Extra Left Sidebar Editable Region and click the green button to enable editing. Enter the content you want to appear. To include social media icons, use the Sidebar Left: Social Small snippet.

Learn more:
blogs.mtu.edu/webmaster/extra-left-sidebar
Preview
You can preview all pages as they would be seen on the live site and all files. You can preview a page whether it is check out to you or not and you can preview files checked out to others. If you have the page open, click on the Preview button in the Page Actions Toolbar.

The other way to preview an item is by hovering over it in the Pages List View, go to Review, and select Preview.

Learn more:
blogs.mtu.edu/webmaster/preview
support.omniupdate.com/oucampus10/pages/review/preview/
Navigation

Navigation is controlled through the _nav.shtml files automatically created with a new section or additional .shtml files that are created manually. New pages are automatically added to the correct navigation files depending on your choice for “Add Navigation Item” when creating them. These files must be published in order for changes to appear on the live site.

The format of a nav file is a bullet list of navigation items for that section. If you are in the main root folder for a site, the _nav.shtml file will include the tab navigation links only, not any subnavigation. If you are in the first folder beneath the root folder the _nav.shtml file will have all the subnavigation for the tab represented by that folder. Navigation on the live site can include one additional level beneath this subnavigation, however these links will not appear until the user goes to the parent subnavigation page. If you are in the most interior page’s folder the _nav.shtml file will only contain the page you are on.

Creating Additional Navigation Manually

To manually add a navigation item linking to a page not in your site or to one in a different location of your site, open the appropriate _nav.shtml file. In order to format the navigation file correctly, you should use the file that is created with each section by the system.

Add a new bullet in the order you want the nav to show up and enter the text that should appear on the live site. Select the text you entered and link it to the desired website. Save your changes and publish the _nav.shtml file to make the new navigation visible on the live website.

Tabs and Subnavigation

Within the tab level _nav.shtml file in the root folder you can also create a link for the tab to one page and have the subnavigation pull from another _nav.shtml file. To do this you will create two links in one bullet. The first link will be the link for the tab itself and the text of the tab. The second link will be for the subnavigation.

If you are editing an existing bullet, put a space before or after the existing text, select the space, and unlink it. Then type the text. Otherwise, type the text for the two links with a space in between. Link the first section of text to the page that the tab will open when clicked. Link the second section of text to the _nav.shtml file of the desired subfolder. Save your changes and publish the _nav.shtml file to make the new navigation visible on the live website.

Tabs with No Subnavigation

If you are creating a new section that only has one page in it that is linked from the tab level, the default is that the link will show up in both the tab and as a subnavigation link. You can remove the subnavigation link by going to the _nav.shtml file for that section and deleting the one link that should appear in the file.

Learn more:
blogs.mtu.edu/webmaster/navigation
Publishing

Pages and other content within OU Campus are located on a staging server. They must be published to be viewable on a live website. You can only publish pages to which you have access. Some departments are set up with an approval process in which another user must approve the file before it publishes.

Publish

Publishing can be done in a few ways.

- From the Pages List View, hover over the row of the item you want to publish and select Publish from the Publish menu.
- If you have a page open, click the green Publish button in the Page Actions toolbar.
- Multiple items can be published at once by selecting each item’s checkbox in the Pages List View and selecting Publish in the table header. You will not be able to select and publish an item that is checked out by another user. You can also select whole folders to publish.

Learn more:
blogs.mtu.edu/webmaster/publish
support.omniupdate.com/oucampus10/pages/publish/page-publish.html

Schedule

You can publish content at a later date using the Scheduled Publish tool. A scheduled publish can only be canceled or modified by the user who set the schedule. Scheduled Publish can be reached from the Schedule Publish tab inside the Publish window, by selecting Schedule from the Publish menu in the Pages List View, or by selecting Schedule from the dropdown menu of the green Publish button in the Page Actions Toolbar.

- **Date:** The date you want the page to publish on. Click in the date field or on the calendar icon for a date picker or enter the date in the field manually.
- **Time:** The time at which the scheduled publish will take place. Click in the time field or on the clock icon for a time picker and click the arrows to set the hour, minute, and AM or PM or enter the time in the field manually.
- **Repeat Every:** Allows you to repeat the publish by specific amounts of time using the text field and dropdown selector.
- **Subject:** Enter the subject to appear in an optional email when the publish takes place.
- **Message:** Enter the message to appear in an optional email when the publish takes place.
- **Send Copy to Email:** If selected, you will receive an email to your Michigan Tech account using the set subject and message in addition to the internal OU Campus notification.
- Click the blue **Schedule** button to set it.

Once a publish has been scheduled the status icon of the content will change in the Pages List View. A green calendar icon indicates that the page is checked out to you because you have scheduled the publish. Other users’ scheduled publishes will appear as red calendar icons.

To remove a scheduled publish
- Click the green calendar icon for that row in the Pages List View, then click the red Remove button.
- Click the red Remove Scheduled Publish button from the Page Actions toolbar when you have the page open, then click the red Remove button.

The page will now be checked out to you and can be immediately published or checked in.

Learn more
- blogs.mtu.edu/webmaster/schedule-publish
- support.omniupdate.com/oucampus10/pages/publish/schedule.html

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**Expire**

You can schedule a page to expire at a specific date and time. The available options depend on the file type and your access permissions. Expire options can be reached from the Pages List View by hovering over the item and selecting Expire under the Publish dropdown or from the dropdown arrow next to the green Publish button when you have the page open.

There are different options for expiring content, Replace or Recycle. For each option you have the ability to send a notification to yourself or a group of users. It will be sent with the CMS and you can select the Send Copy to Email checkbox to also send a notification to the user’s Michigan Tech email. You will select the **To** from the dropdown, enter a **Subject**, and enter a **Message**.
Replace
Selecting this option will schedule to replace the file with the contents of another.

**Date:** The date you want the page to expire on. Click in the date field or on the calendar icon for a date picker or enter the date in the field manually.

**Time:** The time at which the expiration will take place. Click in the time field or on the clock icon for a time picker and click the arrows to set the hour, minute, and AM or PM or enter the time in the field manually.

**Replace With:** Click the page icon next to the field to select the replacement file in the CMS.

**Notification:** Information for the notification.

Click the blue **Schedule** button when you are done.
Recycle
Selecting this option will schedule the file to be removed from the site and put it in the Recycle Bin, which can be restored if needed.

- **Date**: The date you want the page to expire on. Click in the date field or on the calendar icon for a date picker or enter the date in the field manually.
- **Time**: The time at which the expiration will take place. Click in the time field or on the clock icon for a time picker and click the arrows to set the hour, minute, and AM or PM or enter the time in the field manually.
- **Notification**: Information for the notification.
- **Click the blue Schedule button when you are done.**

Learn more:
- blogs.mtu.edu/webmaster/expire
- support.omniupdate.com/oucampus10/pages/publish/expire.html
Unpublish and Restore

To remove content from a live site, pages and files must be moved to the Recycle Bin. Pages that are moved to the Recycle Bin can be restored, if necessary. When a page is recycled the published content is automatically removed. Once a page is deleted from the Recycle Bin or a folder is deleted, it can no longer be retrieved.

If you are removing an entire folder, you should first recycle all content items within the folder then delete the folder itself. If you delete the folder it will delete all items within it and that content will not be able to be restored.

From the Pages List View, hover over the item, go to the File menu, and select Move to Recycle Bin. Alternatively you can select multiple items using the checkboxes then select Move to Recycle Bin from the top menu.

Be sure to read the message that pops up as it will tell you any other items in the CMS that are linking to this item. Those pages should have their link updated. If that page is not one you have access to, you should contact cmshelp@mtu.edu to notify the correct department.

Restore

To restore items, the Recycle Bin can be found under Content in the Global Navigation Bar. Find the item(s) you want to restore from the list or by using the filter on the Name or Original Location. You can hover over a single item and select Restore or select multiple items using the checkboxes and select Restore from the top menu.

Learn more:
- blogs.mtu.edu/webmaster/unpublish
- support.omniupdate.com/oucampus10/pages/file-options/recycle.html
- support.omniupdate.com/oucampus10/interface/content/recycle-bin.html
Versions

A unique version of a page is saved through the automatic version control system every time a page is published. A backup version of a page can also be created manually with the use of the Save Version button.

All versions of the page are kept in the system until the page is deleted. There is no limit to the number of versions that are stored in the system for an individual page or across all pages in the site. If a file is moved to the Recycle Bin and then restored, versions will still be preserved.

Versions can be accessed from the Pages List View by hovering over the row and selecting Versions from the Review menu. You can also access it from the Page Actions toolbar when you have a page open. Versions are only available if there is more than one version and you must have the item checked out.

This screen:
- Shows the number of versions for the page in parentheses.
- Includes a filter field where you can filter the versions by version number or user.
- Shows a sortable list of versions including the revision number for the page, the date it was saved, the page author, and the version description given with the version save or publish.
- Indicates which version is currently live.
- Allows for reverting to a previous version of the page.
- Provides the ability to compare a version to the current live version.

Learn more:
- blogs.mtu.edu/webmaster/versions
- support.omniupdate.com/oucampus10/pages/review/versions.html
Save Version

Although a unique version of a page is saved automatically in the CMS version control system every time a page is published you may want to create a version manually. For example, after editing and saving a page several times you may want to save a version.

To save a version in the Pages List View you must have the item checked out. Hover over the row for the item and select Save Version from the Review menu. You can also access it from the Save Version icon in the Page Actions toolbar when you have a page open.

In the window that pops up you can click the linked text to see a preview of the page as it currently exists. It is recommended that you enter some descriptive text for the version as this will be viewable from the Versions screen later and can be useful to differentiate between versions. When you are done, click the Save Version button.

Learn more:

blogs.mtu.edu/webmaster/save-version
**Compare**

Within the Versions screen, the Compare feature allows you to compare different versions of a page. Additions, deletions, and format changes of page content are displayed graphically, so you can easily see what changes have been made across versions. Additions will appear in green, deletions in red, and format changes in blue.

Clicking the Compare to Live button at the top of the screen will compare the current version in staging to the version that is currently live.

To compare a previous version with the current version in staging hover over the old version you want to compare and select Page from the Compare menu.

Learn more:
- blogs.mtu.edu/webmaster/compare-versions
- support.omniupdate.com/oucampus10/pages/review/compare.html

**Revert**

Revert allows you to restore any previously published version of a page or include file to the staging server. Reverting a page to a selected version makes that chosen version the one that is available for editing on the staging server. It must then be published for that version to go to the live site. To revert a page to a previous version hover over the desired version in the Versions screen and select Revert. From the confirmation window you can view the chosen version by clicking the link within the text before clicking the blue Revert button to confirm the selection. You can also view the version by selecting Page in the View menu when hovering over the desired revision.

Learn more:
- blogs.mtu.edu/webmaster/revert
Reports

There are several reports available in the system. When you are looking at the reports you will only see data for sites to which you have access. All reports have the option to export to a CSV file. The Reports menu can be found in the Global Navigation bar.

Learn more:
blogs.mtu.edu/webmaster/reports

Required Actions (Broken Pages)

This report will show you a listing of all broken pages to which you have access. This is to help solve the issue of broken links within the CMS due to deleted content.

From this report you can:
- View a list of all pages that have broken internal links.
- Filter the results by name using the Filter tool.
- Sort the results by column.
- Click the hyperlinked page path to preview the pages.
- View the status of the page (checked out, checked in, or locked to another user).
- Hover over the edit menu found in the Options column to go to the editor for the page.

Once the page has been edited, saved, and published to fix the broken link it is removed from this report.
Checked-Out Content

This report is another way to see what content is checked out to you in addition to the Gadgets Sidebar or Dashboard Gadgets. The benefit of this view is that it is displayed like the Pages List View and you can select multiple items to be checked in at once. Checked out content includes items that are checked out to you, such as pages, assets, or files.

This report includes:

- The number of items checked out.
- The ability to filter results by the name of the file.
- Sorting by file type, file path and asset name, status, checked out by, or checked out date.
- Multi-selecting checkbox or individually selecting checkboxes to check-in en masse.
- Clicking the status icon to check in content.

Pending Approvals

Most departments will not be using the workflow (submit for approval) and, therefore, this report will not be used.

Scheduled Actions

With this report provides you can review, update, or cancel scheduled actions for pages. This can include pages scheduled to be published, scheduled to expire, or that have a scheduled reminder for the content. You will only see scheduled actions that you have set yourself.
From the Scheduled Actions list view, you can:
- View the number of items with associated scheduled actions.
- Filter results by File, From/Owner, or To/Target.
- Sort results by any available column.
- Click the file name to preview the content.

Once you have clicked on the file to preview the content, you can cancel the reminder, remove the scheduled publish, or remove/reschedule the expiration.

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**Recent Saves**

This report displays a list of content that has been saved over the course of the last 90 days. It includes information about the type of save that was performed. You will see saves from all users, but only for the content you can access.
From this report you can:
- View the number of recently saved items.
- Filter results by File and Publish Type.
- Sort results by any available column.
- Preview the content by clicking the linked file name.
- Browse paginated results through the pages navigation on the bottom of the list.

When filtering or sorting the list the functionality applies to the entire list regardless of the current number of rows that are show or what page is being viewed. For example, when viewing page 5 of the results and resorting by the Date column, the view is reset to page 1 and the list starts with the most or least recent date.

**Recent Publishes**

This report displays a list of content that has been published over the course of the last 90 days. You will see publishes from all users, but only for the content you have access to.

From this report you can:
- View the number of recently published items.
- Filter results by File, User, Publish Type, and Target.
- Sort results by all available columns.
- Preview the page by clicking the file path/name.
## Publish Type Reference Table

<table>
<thead>
<tr>
<th>Publish Type</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Content Deleted</td>
<td>As in permanently, from the recycle bin.</td>
</tr>
<tr>
<td>Content Expiration</td>
<td>Shown when a file has been expired with a replace or recycle.</td>
</tr>
<tr>
<td>Content Recycled</td>
<td>Shown when a file is sent to the recycle bin as any products are removed from the production server or publish targets. Also shown if content is restored from the recycle bin and then “undone.”</td>
</tr>
<tr>
<td>Content Republished</td>
<td>When an asset is published, subscribing pages are republished.</td>
</tr>
<tr>
<td>Content Reverted</td>
<td>Shown when a file has been reverted on staging, but not yet published.</td>
</tr>
<tr>
<td>Directory Publish</td>
<td>Shown when content is published with the publishing of a site.</td>
</tr>
<tr>
<td>File Publish</td>
<td>Shown when content has been published to the production server or a publish target. This can include a page, file, or asset, and includes when one or more files are selected and published, but does not include a site or CMS-wide publish. If content is published as a result of being included as an unpublished dependency, it is also shown here.</td>
</tr>
<tr>
<td>Find and Replace Publish</td>
<td>This indicates that a find and replace has been performed and the results were published.</td>
</tr>
<tr>
<td>Scheduled Publish</td>
<td>Content was published as the result of a scheduled publish.</td>
</tr>
<tr>
<td>Site Publish</td>
<td>Shown when an administrator has performed a site publish.</td>
</tr>
</tbody>
</table>
Glossary of Terms

A
Access Rights: The ability to edit a web page or part of a web page.
Accessibility Check: Validation available to ensure web accessibility compliance.
Approver: A user that has been assigned to approve pages for another user.
ARIA (Accessible Rich Internet Applications): Defines a way to make web content and applications more accessible to people with disabilities.
Asset: A reusable piece of content (text, code, form, or image gallery) that can be placed on many pages. When an asset is edited and published, all subscribing pages are automatically published with the changes.
Auto Draft: A feature of the editor that locally saves a draft of the content you are editing.

B
Breadcrumbs: A navigational technique displaying all visited pages leading from the home page to the currently viewed page. All pages are linked for easy backwards navigation. Breadcrumbs are typically placed near the top of a web page.
Broken Page: A page containing one or more links that no longer exist that need to be corrected.

C
CSS (cascading style sheet): A specification of the formatting style for various elements of a web page.

D
Dashboard: Area in OU Campus that includes Workflow, Current Projects, Broken Pages, and Settings/Preferences (for a user).
Dependency Manager (DM): An OU Campus feature that manages links.
DirectEdit™: The ability to access the web CMS editor from a hidden link on any web page and immediately edit the page without requiring users to find their pages in the web CMS directory.

E
Editable Regions: Sub-parts of a web page that are accessible and editable. Our Editable Regions include Intro Content, Main Content, Additional Content, Left Sidebar Content, and Right Sidebar Content.

F
File: An uploaded document including pdf, Word, Excel, etc.
File Management: The ability to perform standard file functions within the CMS such as copy, move, rename, delete, etc.

G
Gadget: Programs that provide additional functionality and access in OU Campus.
In-Context Editing: The ability to edit a web page as it would appear on the web. The actual web page is displayed during editing as opposed to a lesser text field element.

Interior Page: Any page within a site that is not the main homepage for that site.

Insert Media: The CMS capability to insert graphics, audio, video, and other multimedia types.

Log: List of actions with person, date, and time noted.

Multi-Browser Preview: The ability to display a preview of a web page in different browsers and different platforms before publishing.

MultiEdit Content: A way to quickly enter information for several fields. At Michigan Tech, this is used for main images at the top of a page.

Revert: The ability of the CMS to roll back the pages to be displayed to a previous version.

Section: A section is a folder within a site that includes navigation, properties, and an Interior Page.

Settings/Preferences: Settings/Preferences allows users to see the current configuration of their user information.

Snippet: Item that is inserted into an Editable Region that creates and formats specific widgets and styles on a page.

TinyMCE: The name of the third-party editor interface that is used when editing content.

Version Control: The ability of the CMS to store different versions of a website at given times.

Workflow: A CMS requirement that allows certain tasks to be done in a specified manner, subject to certain approvals.

WYSIWYG (What You See Is What You Get): An editing approach that enables the user to view and edit content in a visual manner.