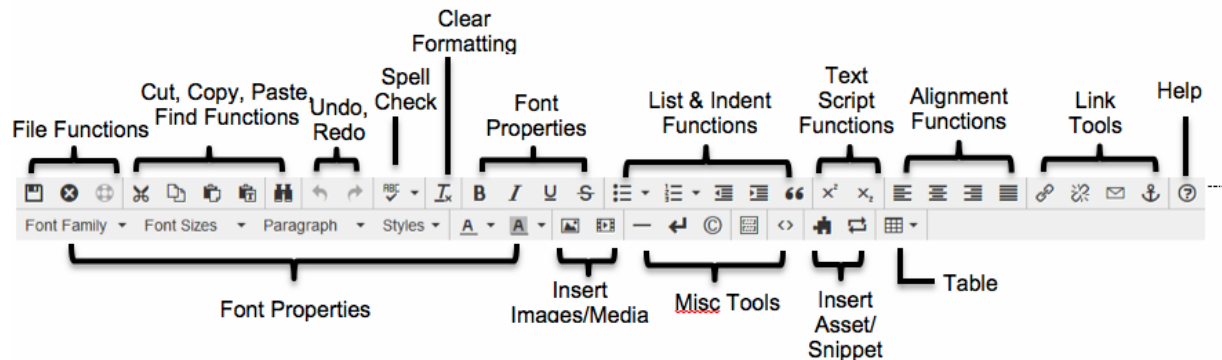## WYSIWYG Toolbar Edit

OU Campus provides page editing commands with the What-You-See-Is-What-You-Get (WYSIWYG) Editor Toolbar (User toolbar may vary).

- **File Functions:** Save or revert changes on a page
- **Cut, Copy, Paste, Find Functions:** Find specific content and cut, copy, paste, or paste as plain text
- **Undo Redo Functions:** Undo/redo changes made on a page
- **Spell Check:** Run spell check on the content. Supports English, French, Spanish, Portuguese, and Italian
- **Clear Formatting:** Remove all selected text formatting and return the text back to the default settings for a page.
- **Font Properties:** Add bold, italic, underline, and strikethrough to selected content
- **List & Indent Functions:** Create an ordered list or indent content
- **Text Script Functions:** Turn selected content into superscript or subscript text
- **Alignment Functions:** Move selected text (left, center, right) or justify the text (does not apply to tables – use table cell props)
- **Link Tools:** Insert/edit links, insert mailto links, and create anchors
- **Help:** Display the Help window
- **Font Properties:** Define font family, font size, and format for selected text, add site-specific styles, and apply font or background colors to text
- **Insert Images/Media:** Add/edit images and videos on a page
- **Misc. Tools:** Add horizontal rules, line breaks, special characters, clean up messy HTML code, toggle invisible elements, and view/modify the HTML code for a region.
- **Snippet:** Insert a preconfigured snippet of code to be used as a template
- **Asset:** Insert a global asset
- **Table Tools:** Create/edit tables within a page

Page Actions Toolbar

The Page Actions toolbar provides tools to edit a page and its properties, preview changes, check links, and perform other functions. More importantly, the Page Actions Toolbar provides the options to publish changes or route them for approval. *(User toolbar may vary.)*

- **Preview:** Show a rendered version of a page before publishing or sending for approval

- **Edit:** Select a page region to edit

- **Source:** Edit the XML source code of the page.

- **Properties:** Update any metadata properties defined on a page and modify page access

- **Versions:** Show proposed page changes with current page, or any previously published version of a page that has been backed up to the versioning archives, or revert to a previous version of the page

- **Page Check:** Check the pages for spelling, valid links, and W3C validation (some or all of these options may be disabled by an administrator.)

- **Save Versions:** Save a copy of the page to the versioning archives without publishing the page to the production server.

- **Check In/Out:** Assign the content to the desired user account to prevent other users from modifying the content.

- **Publish Options:** Publish the page to the production server, schedule a publish, submit the page to another user for approval, or set the content to expire.

- **Content Help:** Provides useful information regarding the Page Actions toolbar
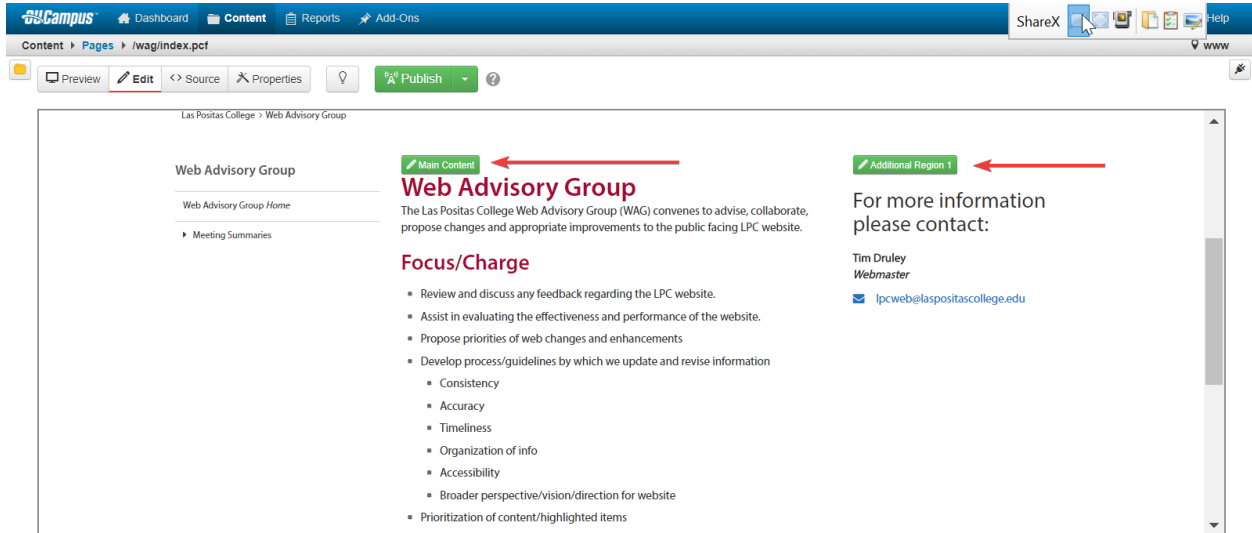
DirectEdit Link

1. To edit any page, log in by clicking the DirectEdit link (copyright symbol at the bottom of the page).

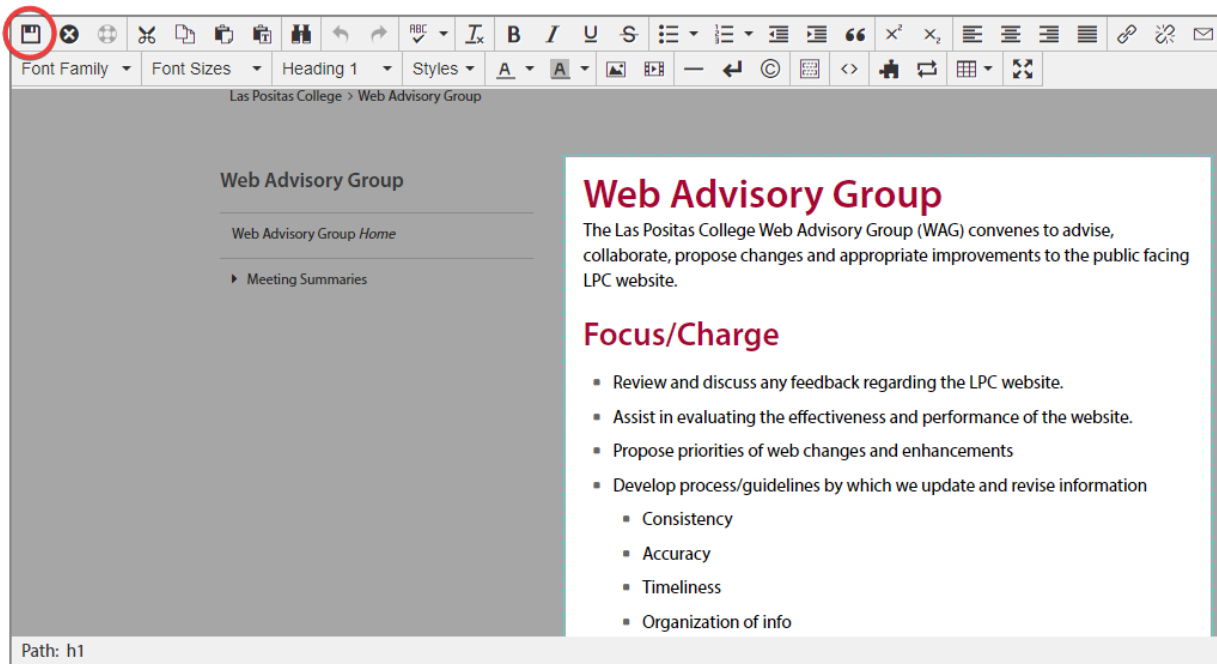2. Enter a **Username** and **Password**. Then click **Log In**.

Selecting Regions

Select a region of a page to edit within the WYSIWYG Editor.

Editing Content

Begin editing content using the OU Campus WYSIWYG Editor. Simply edit the page using the toolbar functions provided at the top of the screen.

Once finished editing, click the **Save** button for additional functions.

Commonly Used Functions

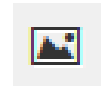**Paste as Plain Text:** Paste only text and remove all formatting

Spell Check: Checks the spelling in the region being edited

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

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

Insert / Edit Images: Add images or edit selected image properties

Insert/ Edit Embedded Media: Add media or edit media properties from various media formats

Insert Snippet: Insert predefined code into the WYSIWYG Editor

Insert Asset: Insert a global asset