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Empower Web Excellence

End-User Reference Guide for OU Campus v10

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Contents

Log In

Logging in Overview

Web Stewards can log in to OU Campus through a published page with the use of an on-page link known as DirectEdit. DirectEdit can be a link or a button as it can be styled to match the styling of the site, or it can be an image or a date stamp anywhere on a published page. Typically, every page of a web site includes a DirectEdit link to allow Web Stewards to log in directly to edit a page.

Users are logged in directly to the edit view of the page rather than having to navigate a file structure to locate a particular page or file. However, pages and files can be accessed in either fashion. In both cases, users must have the proper access privileges granted in order to access the page. When using the folder structure to navigate, users must have access to the directories leading to the page to be edited in order to traverse through the structure.

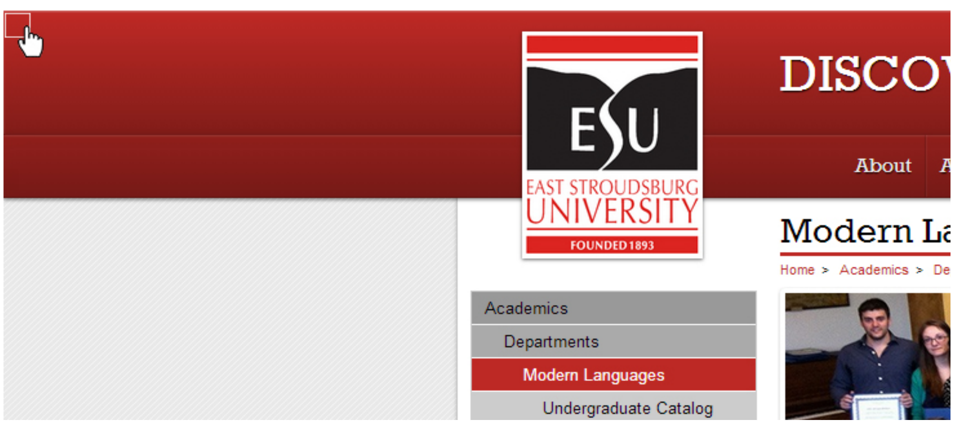
The DirectEdit button type is configurable for the site by a Level 10 administrator. At the account level, the Login Page settings can be used to configure log in, log out, and authentication pages.

The layout that is viewed upon logging in to OU Campus depends upon the access settings for that particular editable region.

About DirectEdit

Initial access is granted from the institution's main website by navigating to the page to be edited and clicking the DirectEdit link. DirectEdit links are determined by the template design.

The DirectEdit button is located in the upper right-hand corner of the website in the red header, signified when your cursor (arrow) turns into a hand.



Note: You must login from your department landing page. Trying to login from any other page will result in you receiving an Access Denied message.

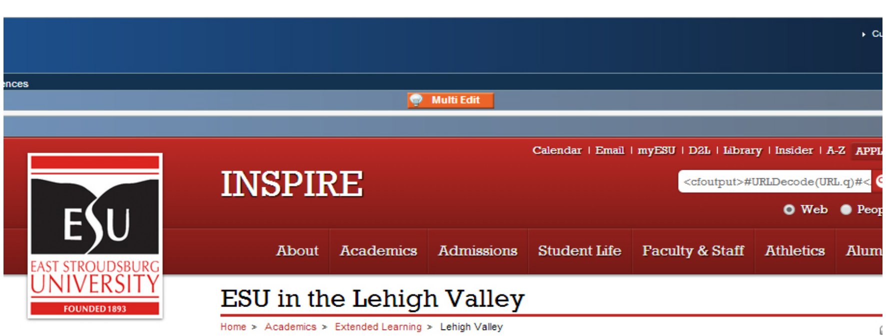
Once logged in, the browser session is persistent and a user can open another page in the same browser without having to log in again.

Editing a Page with DirectEdit

1. Click the **DirectEdit** link on the published page. If a user does not know what has been specified for the institution, they should contact their administrator.

2. Use the log in credentials that have been provided by the administrator. This will be a user name and password that is specific to OU Campus.

3. Select the Multi Edit button center top of page.



4. Edit the page.
5. Save and send for approval.

Logging Out

Web Stewards and administrators alike can log out from the global navigation bar.

1. Hover over the user’s name.
2. Choose **Logout** from the menu

3. The original login screen will be shown.

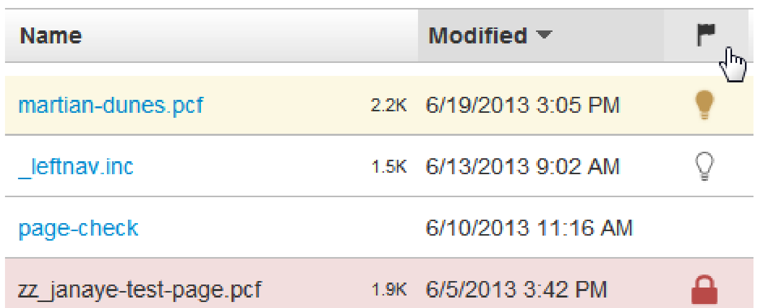
Failed Logins and User Lockouts

If a user incorrectly enters their login credentials more than three consecutive times, then they will automatically be locked out of the OU Campus system. This will prevent users from being able to perform additional login attempts. In the event of a user lockout, an administrator must be contacted to reset the user’s privileges.

Checked Out/In

Checked Out/In Overview

File status indicators reflect the state of an OU Campus page and other files. When a user edits a page by clicking an edit button, the page is automatically checked out to that user. Likewise, when the user publishes a page it is automatically checked back in. A user might also manually check out a page as this makes other page options available. The file status indicators help make clear why a page is not available for editing as well as who has checked out a page or scheduled an action. These icons are shown on many of the screens that display listings of content, as well as the File Navigation sidebar, which is global to a site, and can be shown in the My Checked-Out Content gadget if so configured.
For example, on the Pages list view (Content > Pages), the page status indicators are found in the flag column and reflect whether a page is checked out, assigned in an approver workflow, or has a scheduled action associated with it. As shown in the image below, a lit light bulb indicates a page is checked out to the currently logged in user and a red lock indicates the page is checked out to another user. The unlit light bulb indicates the file is checked in and available to check out.



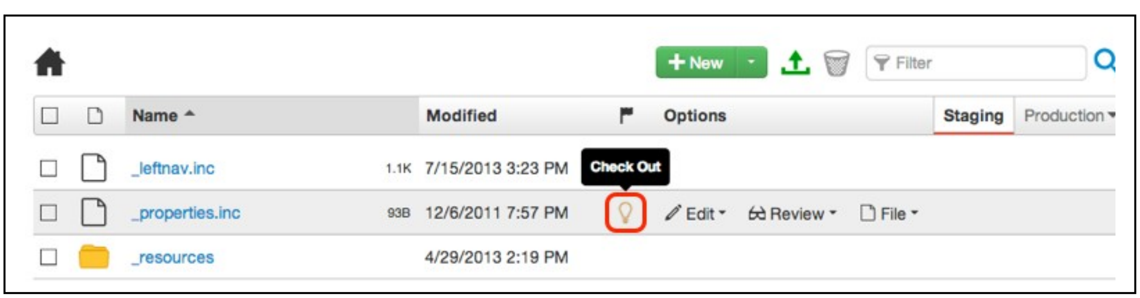
Checked Out/In Overview

A page may be checked out from the following locations by clicking the unlit light bulb icon:

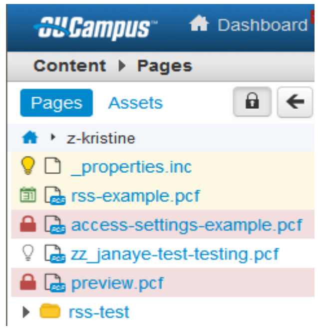
- Pages list view
- File Navigation sidebar
- Gadgets sidebar > My Checked-Out Content gadget (if enabled)
- Dashboard > My Checked-Out Content dashboard gadget (if enabled)
- Preview and Edit views

Regardless of the method used to check out a page, the status is updated accordingly.

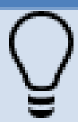
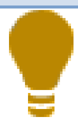
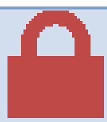
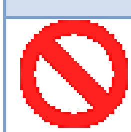
Example of Check Out Icon in Pages List View



Example of Check Out Icon in File Navigation Sidebar



Status Indicators

Icon	Description
	An unlit light bulb indicates that the page is checked in and can be checked out for editing by any user with the proper permissions
	A lit light bulb indicates that the page is checked out to the current user (the individual currently logged into, working in, and viewing OU Campus).
	A red lock indicates that the page is checked out to another user. It is possible to hover over the lock to see to whom the page is checked out too.
	A green calendar icon is the status indicator for a publish scheduled by the current user. The calendar icon can be clicked on by an administrator or the individual who scheduled the page to be published in order to change the publish date and time, or to cancel the publish completely.
	A red calendar icon is the status indicator for a publish scheduled by another user. The calendar icon can be clicked on by an administrator or the individual who scheduled the page to be published in order to change the publish date and time, or to cancel the publish completely.
	A red circle with a line through it is the status indicator for an expire scheduled by the current user or another user. A scheduled expire can be removed or rescheduled by the user who scheduled the expire. An administrator can check in the page which effectively removes the schedule expire. This icon is displayed to the user who has scheduled the expiration and all other users.

Checking in a Page

It is valuable to note that pages stay checked out to the user until the user:

- Sends the page to be published.
- Checks the page back into the system by clicking on the lit (yellow) light bulb.

Behavior of Checked Out Pages

If a page is checked out by another user, the current user may still perform the following actions; even though the page is locked:

- Edit reminders
- Preview the page
- View the log

Example of Available Actions

Best Practices

Make sure to check the page back in when finished editing the page so it can be made available to other users in your group.

Drag and Drop

Drag and Drop Overview

OU Campus includes the ability to drag and drop content including pages, files, binaries (documents and images), and directories. Like with other user interfaces, dragging and dropping objects is accomplished by pointing to the content object with a mouse (or other device), pressing the mouse button and while holding it down, dragging it from the local computer to the OU Campus interface or from the OU Campus interface to another location within the interface, and releasing the mouse button.

This is especially useful for quickly uploading files from a local computer to a server or moving content within OU Campus. Drag and drop functionality is built into the interface for both the staging and production servers. Users can utilize the drag and drop functionality of the interface to move, upload, and insert content using what are referred to as "drop zones."

In addition to image file types, files with extensions of .doc, .docx, .pdf, .xls, .xlsx, .ppt, and .pptx may also be dragged to the Pages list view.

The Drop Zone

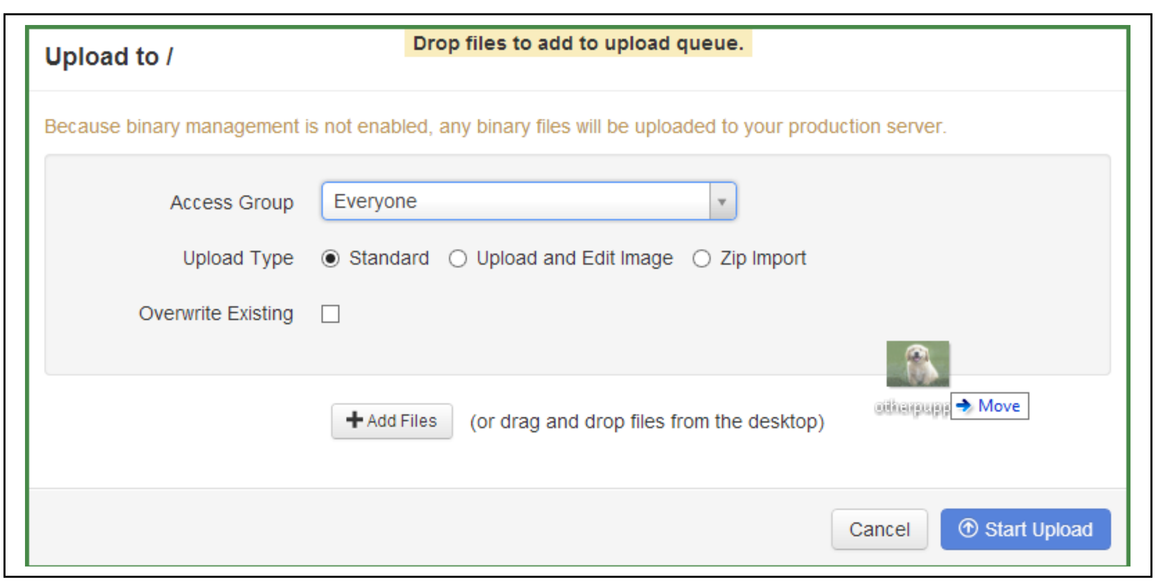
The drop zone refers to the area within OU Campus where a file or directory can be dropped when dragging to the interface.

When dragging to upload to OU Campus, a green line encapsulating a content area provides a visual indication of the allowed drop zone. The blue notification provides an additional indicator of the validity of the drag action.

Dragging content into a page being edited with the Source Editor results in gray or purple highlighting of the dropped content.

Uploading Content with Drag and Drop

Drag and drop functionality can also be used to upload content to a site in OU Campus. When Binary Management is not enabled, binary files uploaded through staging are uploaded directly to production or the default publish target. With Binary Management enabled, binary files can be uploaded directly to staging.

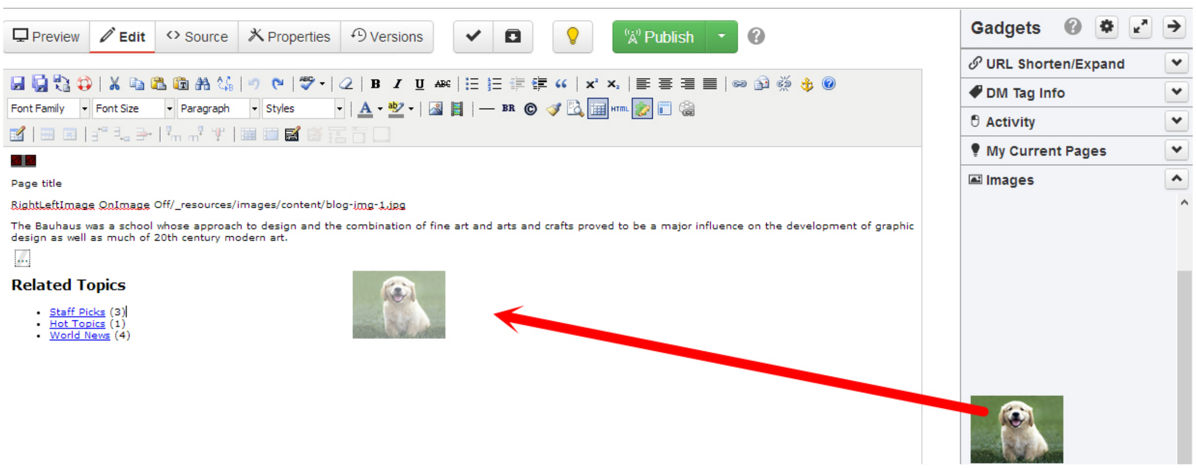


Content uploaded to staging must be published or copied to production to be available on the web server. When dragging content that will take a lengthy amount of time to complete, a notification is shown upon the completion of the action even if the user has navigated to another area of the CMS.

Inserting Content with Drag and Drop

When a user is in the WYSIWYG Editor or the Source Editor, they are able to utilize drag and drop functionality to insert content directly onto the page. Content can be inserted in the WYSIWYG Editor using the Images gadget, and all file types can be inserted using the Insert File Path option. To insert images with the Images gadget:

1. Ensure that the Images gadget is enabled by expanding the **Gadgets** sidebar and clicking **Choose Gadgets**. Select Images from the dialog and click **Close**.
2. Navigate to the page to be edited and open an editable region to display the WYSIWYG Editor.
3. Expand the **Images** gadget in the **Gadgets** sidebar to display the available images.
4. Drag and drop the image into the **WYSIWYG Editor**.

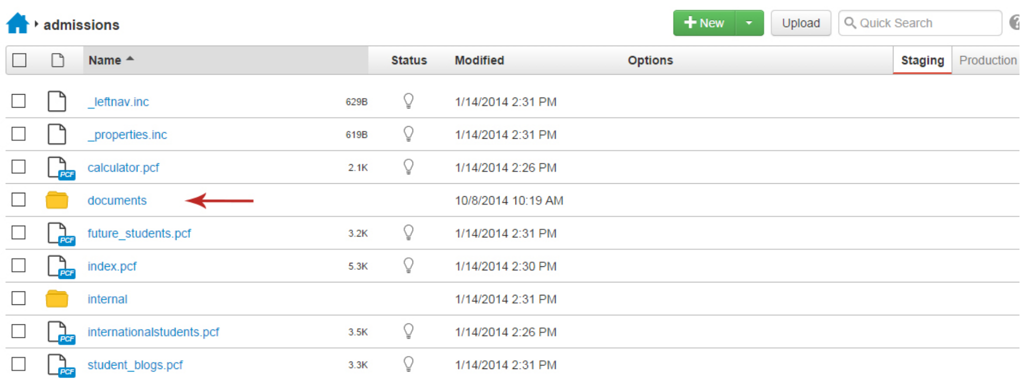


Uploading Documents

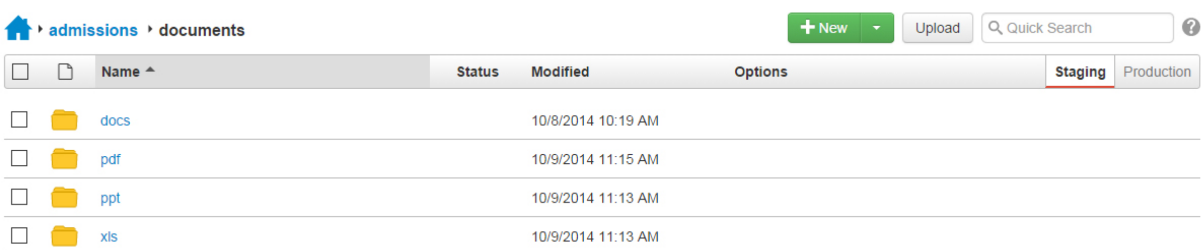
Uploading Documents Overview

The Upload feature of OU Campus provides the ability to upload documents to both the staging and Production servers. A document is classified as (Word, PDF, PowerPoint and Excel). Each file type has its own folder located in the "Documents" directory.

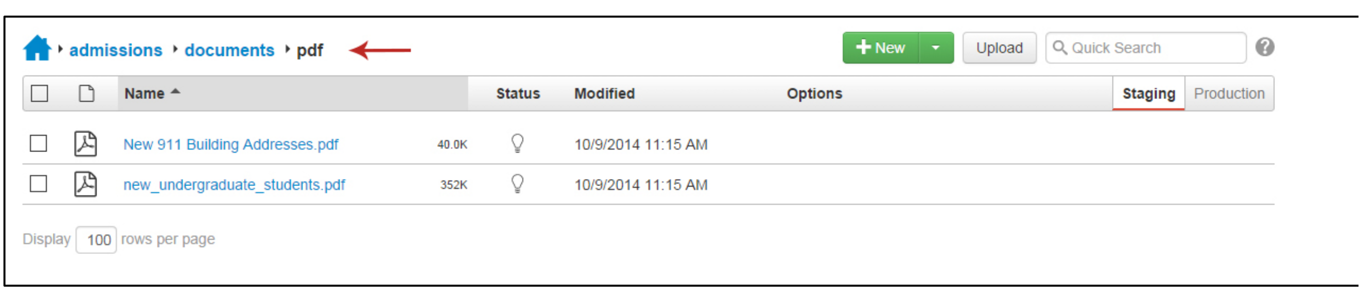
1. To upload a document, navigate to Content > Pages



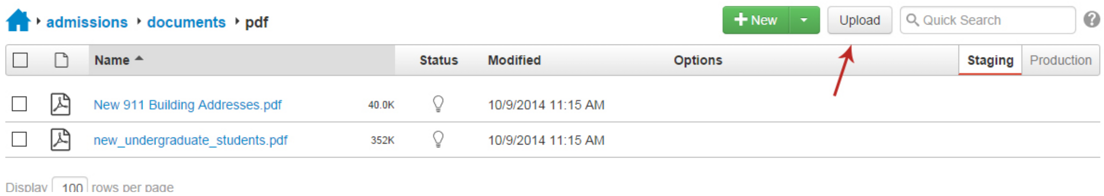
2. Navigate to the location (documents) in the folder structure where the documents should be uploaded to.



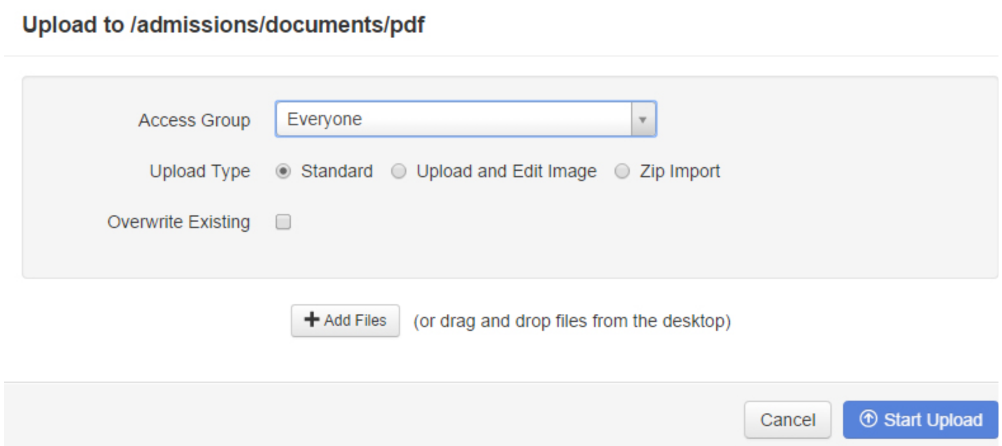
3. Select the folder on the file type of .docs, .pdf, ppt, .xls. The image below reflects uploading a PDF (.pdf). You can tell what folder you are in based on the Location section at the top of the page.

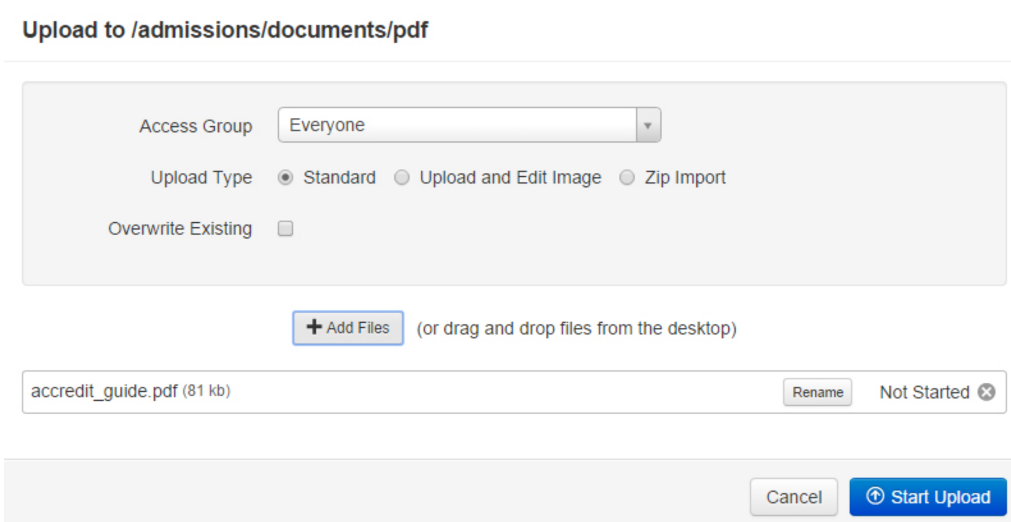


4. Click the upload button in the upper right-hand portion of the screen.
5. Alternatively, files can be dragged directly to the folder structure for upload.



However, if not dragging files directly in to the folder structure, after clicking Upload, the Upload to dialog is available and several additional features are available for configuration before finalizing the upload.

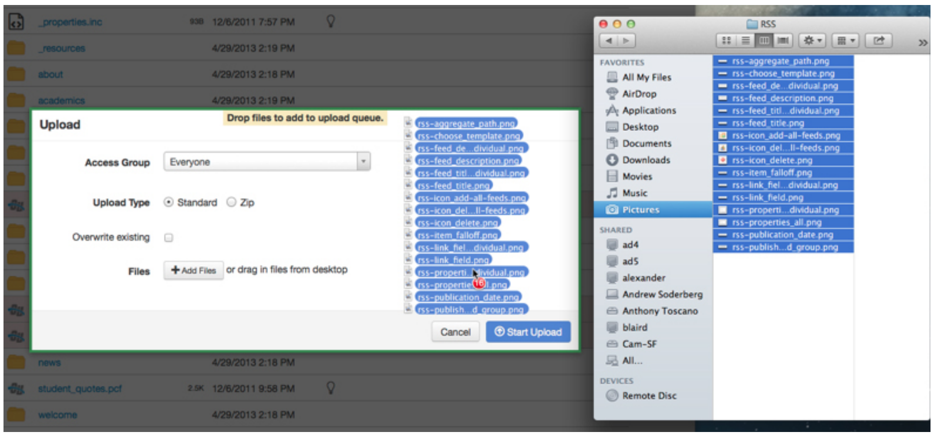




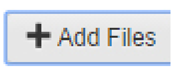
Dragging a Document to Upload

A file can be uploaded by browsing the local computer or by dragging to the dialog. Both methods allow for selecting multiple files for upload at one time.

1. From the Upload dialog open, click and drag the file or files to upload. Multiple files may be selected and uploaded at one time. On a PC, use CTRL+Click, Shift+Click, or click and drag to select multiple files. For a Mac, use the Command key to select multiple files. Drag the selection from the file browser window to the OU Campus upload dialog.

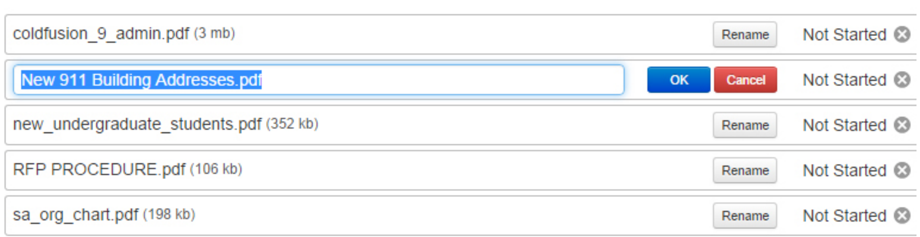


2. Alternately, click the Add Files button to browse and select your local documents



(or drag and drop documents from the desktop)

3. Documents may be renamed within the upload dialog at this point by clicking Rename, entering the new document name and clicking OK.



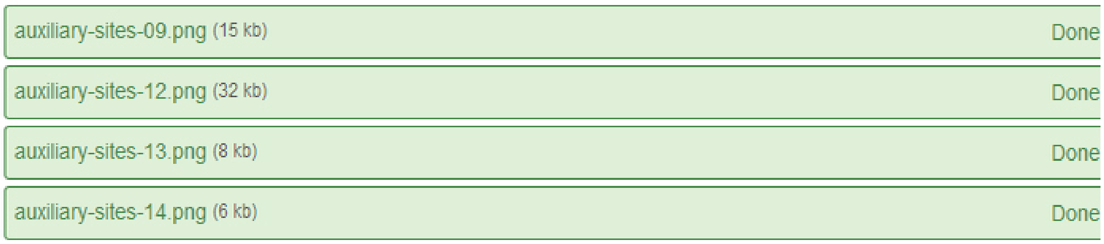
Note that after renaming a document, the modification can be reverted by clicking Revert.

4. Click Start Upload to upload the document.

During the upload the status is shown as in Progress and when completed, as Done. If a document could not be uploaded, which may be the case if it does not follow document naming conventions configured by the site, the status message indicates an error and the document is not uploaded.

5. Click Close when finished.

Examples of Successful document uploads



File Naming

File Naming Overview

Naming conventions are rules which enable the titling of electronic documents in a consistent and logical way. It is important to name and organize your files in a **consistent and descriptive** manner so that it is obvious to you and to others where to find specific data and what each file contains.

Avoid Spaces in Your Document Names

One of the common mistakes when naming documents is to put spaces in the filenames. Obviously, modern operating systems like Windows, Linux, Mac OS X, etc, allow filenames to contain spaces. On your own computer, having spaces in the filenames improve the general usability of your system, since the spaces separate out the words in the name and let you quickly locate the file you want at a glance (provided of course you named your files sensibly).

However, spaces in web documents are problematic. Let's take a document named "lousy web page filename.pdf" as an example. How do you form a web address ("URL") from such a document name? Web browsers and search engines do not expect spaces in URLs. Every space has to be replaced by "%20" (without the quotes). The URL for such a document name would appear as "http://www.esu.edu/lousy%20web%20page%20filename.pdf".

1. Keep document names short but meaningful
    a. Document names should be kept as short as possible but still be meaningful.
    b. Long document names create long file paths and long URLs.
    c. Long document names are more difficult to remember and recognize and their associated URLs are more difficult to transmit in emails as they often break.
    d. Use Capital Letters or underscores to delimit multi word document names.
    e. When using Dates in document names avoid hyphens or periods to reduce length of URL.

	Incorrect	**Correct**
Document name	Banner Registration.pdf banner registration.pdf	banner_registration.pdf bannerRegistration.pdf
	Direct Assessment on Campus Handouts.pdf	direct_assessment_campus_handouts.pdf directAssessmentCampusHandouts.pdf
	UAC Meeting Minutes_12_5_2013.pdf	UAC_minutes120513.pdf UACMinutes120513.pdf
	November 12 2013.pdf 11.12.2013.pdf	111213.pdf 111213.pdf or 11-12-13.pdf

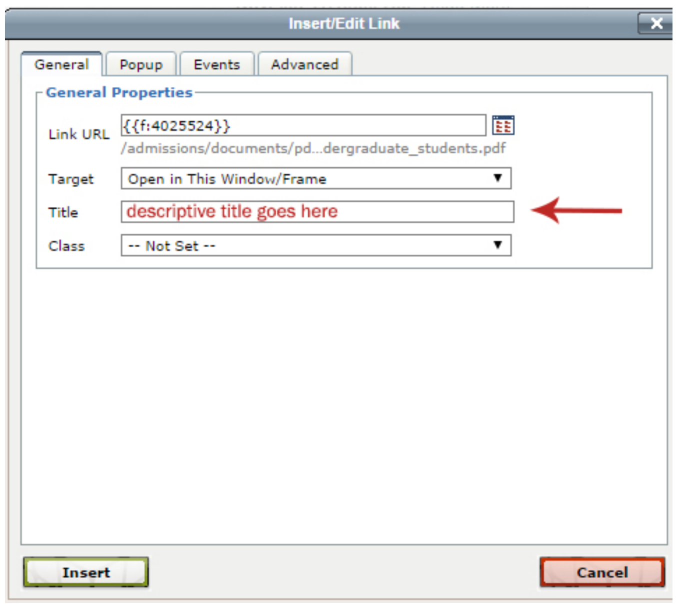
These special characters are not allowed ?, %, #, /, ( ) . and : in filenames. It is best to limit filenames to letters, numbers, underscores (in place of character spaces), hyphens, and periods. Filenames should contain exactly one dot (period), used to separate the document name from the 3-character extension indicating the content-type of the file (e.g., pdf, doc, docx, ppt, pptx, xls, xlsx)

Put a Descriptive Title from the Title in Your Document Name

A document with your title, or at least the main keywords from your title, serves at least 2 purposes:

- Users can tell what the document is about from the filename
  When someone posts about your site in a forum or their blog, very often they'll just dump the URL into that post. If your filename is sufficiently descriptive, a reader looking at the post will be able to decide whether or not to click the link to visit your web page.
- Search engines can guess what your document is about from the filename

The link to your document containing the title also gives the search engines a clue about what your page is about. The hint, along with the text occurring on your web page, will help the search engine decide whether to return it in the results when someone searches for a relevant topic.

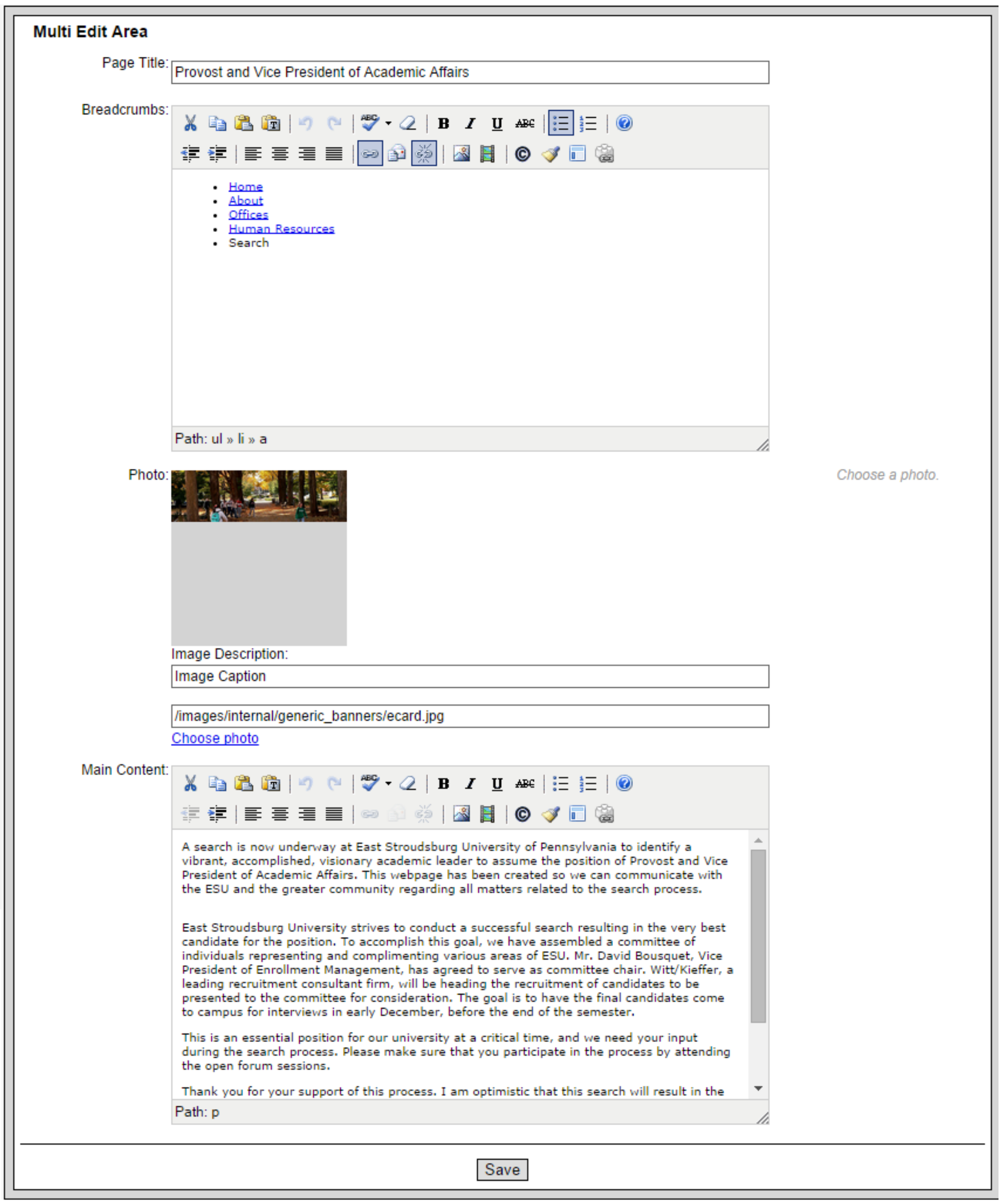


WYSIWYG Editor

WYSIWYG Editor Overview

There are several types of editors available to edit pages in distinctly different ways, but the WYSIWYG editor is the most common way for users to edit pages in OU Campus. The WYSIWYG (What You See Is What You Get) Editor allows for a familiar experience of editing a page similar to that of many web applications and traditional word processors.

When logging into the system to directly edit a page, there may be several editable regions available. The available editable regions are defined by permissions levels and group associations. Only areas that are available to be edited by that user are shown. Clicking on the Multi Edit button above the page allows for the areas to be edited. This opens the WYSIWYG Editor by default and the assigned toolbar is available.



When editing in the WYSIWYG, modifications should be saved by clicking the Save icon before navigating away from the page. If an attempt is made to navigate away from the page without first saving it, the user notification is shown as a reminder to save the page.

Toolbars and Tools

Many of the editing tasks for a page such as inserting images and links, applying formatting such as bold, and spell checking a page can be accomplished from within the WYSIWYG using the toolbar. WYSIWYG toolbars are customizable and the toolbar the user sees may contain a subset of the available tools as various custom toolbars can be created, which can be assigned to users, sites, directories, pages, and editable regions.

Icons represent the tools. Clicking on any icon performs an action, either directly to the page, or to the selected text and graphics. Some icons display more options in a drop-down menu, or in a dialog.

The availability of a function is based on the selected items, or the location of the cursor on the page. For example, if nothing is selected, functions such as Insert Link are dimmed, signifying that this function is not available at the moment. For the Insert Link function button to be available, the user must first highlight a word or phrase.

In many cases, right-clicking offers contextual functions. For example, right-clicking within a table provides a list of available table editing and formatting functions. Additionally, commonly used control key combinations are available such as CTRL + Z, CTRL+X, CTRL+C, and CTRL+V for undo, cut, copy, and paste respectively for PC.

Toolbar Functionality

The toolbar is organized into two rows and each row has groups of functionality. In the WYSIWYG, the groups are divided by a vertical line on-screen. The behavior of the icon is specific to the functionality of the tool. For example, some functionality such as the link tool requires text to be highlighted before it is available on the toolbar. Other items on the toolbar include icons that are unavailable until the main feature has been inserted on a page. For example, the Insert/Edit Table icon will be available, but the other table editing tools such as those to define row properties or delete a column are not available until a table has been inserted on a page. Some items such as the spell check, when clicked, provide a dialog with a much more underlying functionality than is readily apparent.

Toolbar Row 1

Toolbar Row 1 Overview

The tools available are on two rows of a toolbar for the WYSIWYG are basic text formatting and linking. The description of the functionality available for each tool is provided on this page.

The tools are grouped in this section as follows:

- Cut, Copy, Paste
- Undo/Redo
- Toggle Spell Checker
- Remove Formatting
- Font Formatting
- Lists
- Link Tools, WYSIWYG Help Documentation

Cut, Copy, Paste

Icon	Tool	Description
	Cut	To remove content from the document, highlight the content and click the Cut icon. The keyboard shortcut is CTRL+X for Windows or CMD-X for Mac.
	Copy	To copy content from the page, highlight the content and click the Copy icon. The keyboard shortcut is CTRL+C for Windows or CMD-C for Mac.
	Paste	To paste content on to a page, click the location the content should be placed on the page and click the Paste icon. The keyboard shortcut is CTRL+V for Windows or CMD-V for Mac.
	Paste as Plain Text	To paste as plain text, click the Paste as Plain Text icon. The icon stays selected until clicked again, and all pastes going forward until exiting the WYSIWYG Editor will be plain text. This removes all formatting.

Undo Redo Functions

	Undo	Click the Undo icon to undo the last changes made in this session one by one.
	Redo	Click on the Redo icon to redo changes that were previously undone and should be restored.

Spell Check

	Toggle Spell Checker	To spell check the region that is being edited, click the Toggle Spell Checker tool. Misspelled words are underlined with a red, squiggly line. Change the incorrectly spelled word with the suggested words provided or choose one of the other options provided: • Ignore the incorrectly spelled word (e.g., not make any changes to it). • Add to the word to the dictionary

Remove Formatting

	Remove Formatting	To remove all formatting for a selection, highlight the text to be updated and click the Remove Formatting icon. This returns the selected text back to the default settings.

Font Formatting

B	Bold	Applies bold formatting to selected text.
I	Italic	Applies italicized formatting to selected text.

U	Underline	Applies underlined formatting to selected text. Please note that underlined text usually means that a word or phrase is a link to another web page. It is recommended that you do not underline to avoid confusion from a visitor.
~~ABC~~	Strikethrough	Applies strikethrough formatting to selected text.

Lists

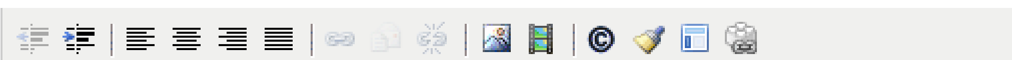
	Unordered list	Turns the selected text into a bulleted list. Example: • Apples • Oranges • Bananas
	Ordered list	Turns the selected text into a numbered list. Example: 1. Click the Go button. 2. Enter the text to search on. 3. Click Start.
	Help Icon	The Help icon displays the help text for the WYSIWYG Editor. It

Toolbar Row 2

Toolbar Row 2 Overview

A brief description of the functionality available with each tool on row 2 of the toolbar is provided in the tables below. Content on this page includes:

- Indents
- Align, Justify (Horizontal)
- Link Tools
- Insert/Edit Image
- Insert/Edit Embedded Media
- Insert Special Characters
- Cleanup Messy Code
- Insert Predefined Snippet Content
- Insert/Edit Asset



Indents

Icon	Tool	Description
	Outdent	To decrease the indent of a paragraph, click the Outdent tool. Each consecutive click moves text further to the left.
	Indent	To increase the indent of a paragraph, click the Indent icon. Each consecutive click moves text further to the right.

Align, Justify (Horizontal)

	Align Left	Aligns a block-level element such as a paragraph or a heading to the left margin.
	Align Center	Center aligns a block-level element such as a paragraph or a heading within the left and right margin.
	Align Right	Aligns a block-level element such as a paragraph or a heading to the right margin.
	Align Full	Justifies text making it flush on both the left and right side

Link Tools

	Insert/Edit Link	To create a hyperlink: 1. Select the text or image for the link. 2. Click the **Insert/Edit Link** tool. If applicable, the dialog contains existing link information. 3. Click the Browse icon to select an internal page to which to link. 4. After locating the file, click Select Link. 5. Click Insert. For links to pages internally, a page should generally be chosen from a production server, publish target, or an auxiliary server. An unpublished file on the staging server or publish target can also be chosen by choosing the staging server or publish target from the drop-down, navigating to the file, and selecting the HTML version that is available. Links can also be made across sites within an account with the file browser by clicking Sites in the breadcrumb and choosing the appropriate site. For links external to the site, the complete URL for the resource can be typed (or pasted) into the URL field. Optionally, a target window type and an anchor name can also be entered.

	Create or Modify a Mailto Link	To create a mailto link, select the text or image for the link, then click the Create or Modify a Mailto Link icon. If applicable, the resulting dialog contains existing mailto information. Properties for the mailto link can be defined including the email address that is provided when the link is clicked.
	Unlink	Select in the hyperlink and click the Unlink icon to remove a hyperlink. Note: For unlinking anchors, the Unlink icon works with anchors in Internet Explorer. It will not work on anchors in Firefox, Safari, or Chrome.

Images/Media

	Insert/Edit Image	The Insert/Edit Image tool provides the functionality for linking to an image by browsing or by uploading, and allows for access to the Image Editor. Additional tabs and fields provide advanced options for images such as including styling and JavaScript.
	Insert/Edit Embedded Media	The Insert/Edit Embedded Media Tool provides the functionality for embedding media specific to several format types to an image by browsing

Miscellaneous Functionality

©	Insert Special Character	To insert a special character such as a copyright symbol, registered trademark, or other symbol, click the Insert Special Character icon. The Select Special Character dialog provides a selection of 200 special characters from which to choose. Hover or use left and right keyboard arrows to navigate the selection. During the selection process, a preview of the character is shown with its name, HTML character reference, and numerical character entity reference. Click on the icon of the character to insert into the page. Right click the symbol and choose Copy Link from the shortcut menu, to copy to the clipboard, which allows the symbol to be repeatedly pasted on a page. 
	Cleanup Messy Code	The Cleanup Messy Code icon removes extraneous tags and adds appropriate ending tags where necessary. This helps with cross-browser functionality as well as good general practice.
	Snippets	Click the Snippets icon in order to select preexisting snippets of HTML or text to be inserted into the page.
	Assets	Click the Assets icon to select a preconfigured asset to insert into the page

WYSIWYG Spell Check

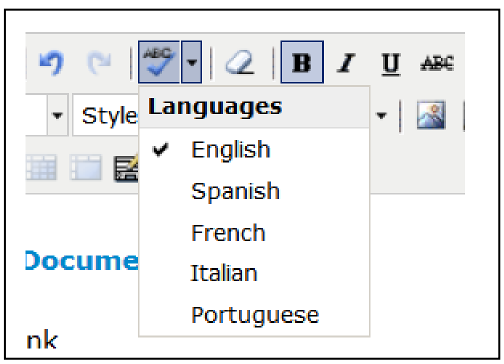
WYSIWYG Spell Check Overview

Within the OU Campus™ WYSIWYG Editor there is a built in spell checker. Provided that this feature is available in the selected toolbar being used, utilizing the spell checker before publishing a page helps increase the professionalism of the site. Currently the spell checker supports five languages, each with its own custom dictionary. The current languages supported are: English, Spanish, French, Italian, and Portuguese. These are the same custom dictionaries that are used during Page Check and/or Final Check. The WYSIWYG Spell Check feature checks the spelling for the editable region that is open in the WYSIWYG. This differs from the Page Check/Final Check spell check, which performs the spell check on the complete page prior to being published.

New and custom words can be added to the spell check dictionary on a per site basis. This is a useful tool for organizations with a set of custom words they do not want to appear marked as misspelled when using spell check in the WYSIWYG Editor. Custom words that have been added to a site's dictionary are omitted by the spell checker tool in the WYSIWYG Editor for any page within that site. Keep in mind that it is possible that the spell checker in an individual browser may still mark the word as misspelled. If a word has been added to the dictionary, and it is still being marked as misspelled, check the browser's spell check settings.

The default language is a configuration option, which allows various pages or users to be able to be able to use by default different language options. The different custom dictionary can be selected from the drop- down menu.

Once the WYSIWYG Spell Check is toggled on, misspelled words stay highlighted until an action is performed that corrects the issue. If new words are typed and misspelled, the spell check should be run again to catch more words.



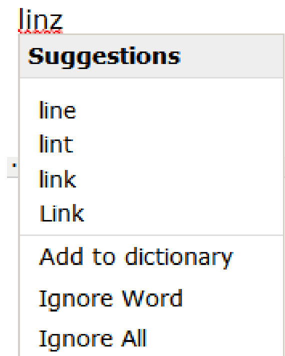
Correcting Misspelled Words

1. Click the Spell Check icon from the WYSIWYG Editor Toolbar. The default language will be used to spell check the page. However, if the page should be edited in another language click the downward facing arrow portion of the split button and select another language.

Misspelled words are identified with a wavy, red underline.

2. Click on a word identified as misspelled. This displays a list of words that may be selected to replace

the misspelled word and other options.



3. Select one of the suggested words or, one of the other options. Other options are:
    - Add to dictionary (if access has been granted)
    - Ignore word: Allows just the current instance of the word to not be marked as misspelled
    - Ignore all: Allows all current instance of the word to not be marked as

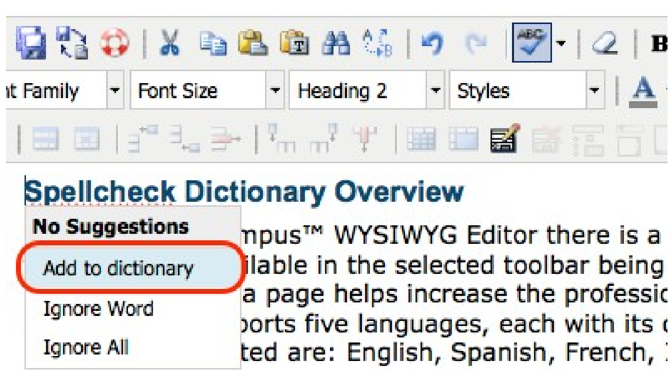
Misspelled Note: Keep in mind that the browser's spell checker may be active and marking words as misspelled while the page is being edited. However, only OU Campus' spell checker references the OU Campus custom dictionary. To help verify that a word is being marked as misspelled by the OU Campus dictionary, look to see if the spell check icon is highlighted. This indicates that the OU Campus spell checker is being used.

Adding Words

Adding custom words to the spell check dictionary is available dependent upon authority level. It is included automatically for Level 9 and 10 and it can be made available to Level 1 and above users by a Level 10 administrator.

1. Click the Spell Check icon from the WYSIWYG Editor Toolbar.
2. Click the misspelled word that should be added.
3. From the shortcut menu, choose Add to dictionary.

When adding new words to the custom dictionary, they will get added to the dictionary of the language that is set for the spell checker tool. Unless set differently by an administrator, the default language is English. An additional custom dictionary may exist at the account level.



Browser Specific Spell Check vs. OU Campus Spell Check

In the WYSIWYG Editor misspelled words can still appear underlined in red (indicating a misspelled word), even after they've been added to the dictionary. The reason for this is that many modern browsers have spell-as-you-type or automatic spell-checking capabilities built-in. This can lead to some confusion as to whether or not a word has in fact been added to the dictionary. To eliminate this problem it can be helpful to turn off the browser's spell-as-you-type functionality.

Refer to the specific browser help documentation on spell check for Firefox and Google Chrome. Safari also has a built in spell checker. Internet Explorer requires an add-on. Keep in mind that this is not all-inclusive of all available browsers, platforms, add-ons, or applications for spell checker options. Should the information needed not be listed in this help document, please see the help documentation for the browser, add-on, or application being used.

Insert/Edit Link

Insert/Edit Link Overview

The Insert/Edit Link tool provides the basic functionality to add a hyperlink within the WYSIWYG Editor. Links are created by highlighting text, clicking the Insert/Edit Link icon, and specifying the Link URL. The Insert/Edit Link icon is dimmed until the text to be hyperlinked is selected. A hyperlink can point to an internal web page, an external web page not maintained in OU Campus, as well as a directory or file within OU Campus or external to it. This can include linking to binaries, such as PDFs. In addition to providing the basic functionality for creating and maintaining links, this tools provides more advanced functionality relating to linking including linking to anchors, and specifying targets. Several tutorials are included on this page:

- Inserting an Internal Link (Typical)
- Inserting a Link to an External Site
- Specifying a Target

Links and Dependency Manager

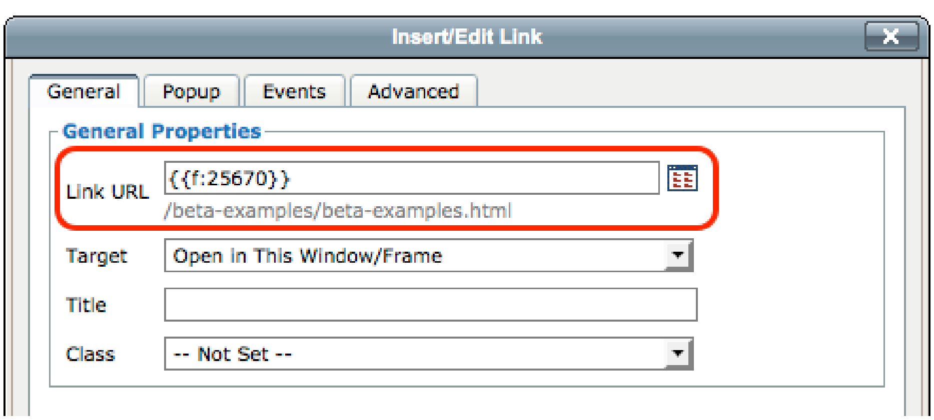
It is possible for links to pages or directories maintained within OU Campus to be updated automatically when the page or directory to where the link is pointed is moved or renamed. The links are tracked by Dependency Manager. When Dependency Manager is activated, it is important to browse for the appropriate page in order to ensure that the link will be updated if the target page, directory, or other content is moved or renamed.

Dependency Manager can be configured to manage links both within a site and across sites within an OU Campus account. However, it does not manage links to external websites such as CNN. If Binary Management is in use for the site or sites, binary files such as PDFs and images are also managed.

Links with dependency tags may also be inserted with the Source Editor and file choosers and are supported across publish targets if Multi-Target Publish is configured. Once the appropriate page is selected, a dependency tag is shown instead of the page path. The actual path to which the link will be pointed is shown below the dependency tag.

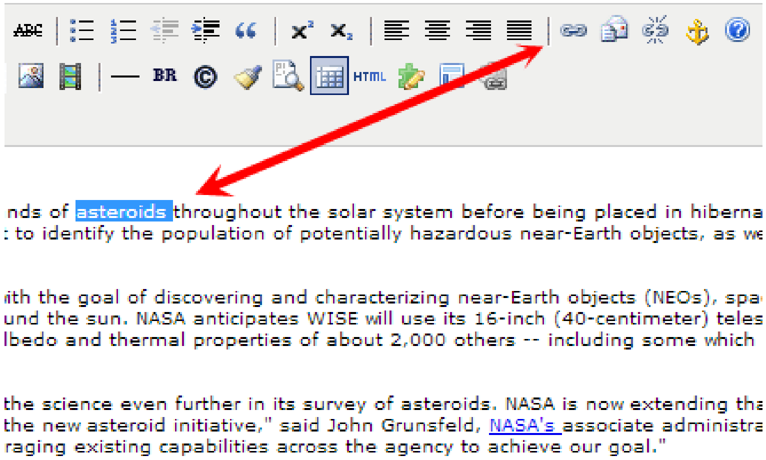
Example syntax for the tags are shown as follows:

- {{d:####}} — Directory tag
- {{f:####}} — File/Page tag
- {{a:####}} — Asset tag
- {{s:####}} — S-tag

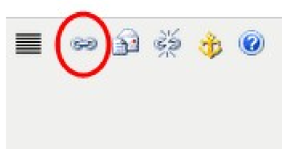


Inserting an Internal Link (Typical)

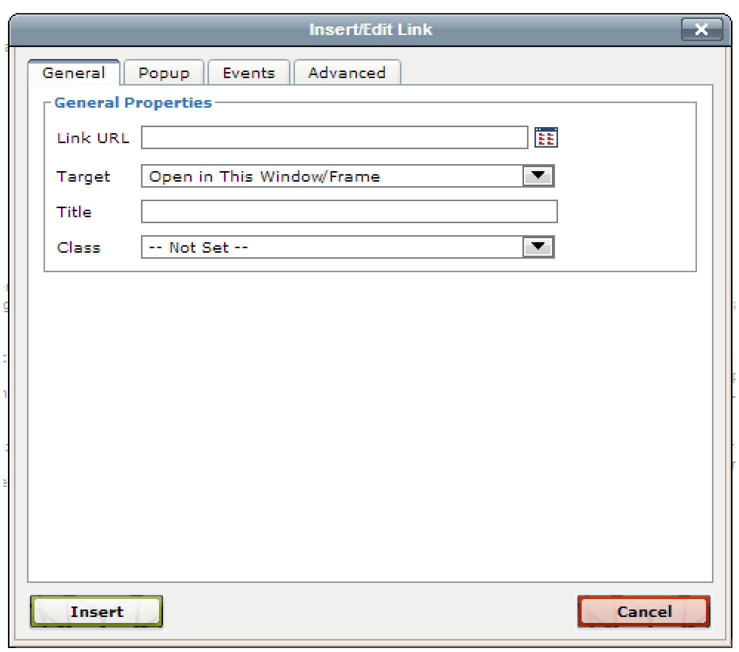
1. Within the **WYSIWYG Editor**, select the text or image for the link



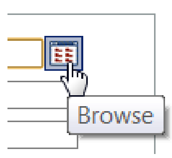
2. From the toolbar, click the **Insert/Edit Link** tool.



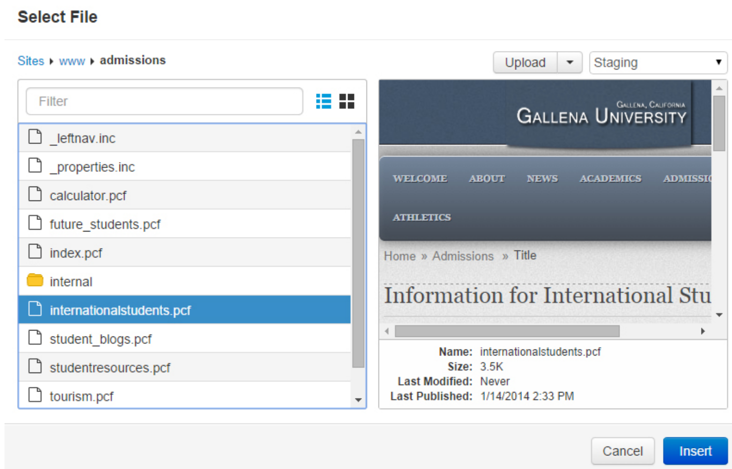
The **Insert/Edit Link dialog > General tab** is shown. If applicable, the dialog contains existing link information.



3. Click the **Browse** icon to select an internal page to which to link.



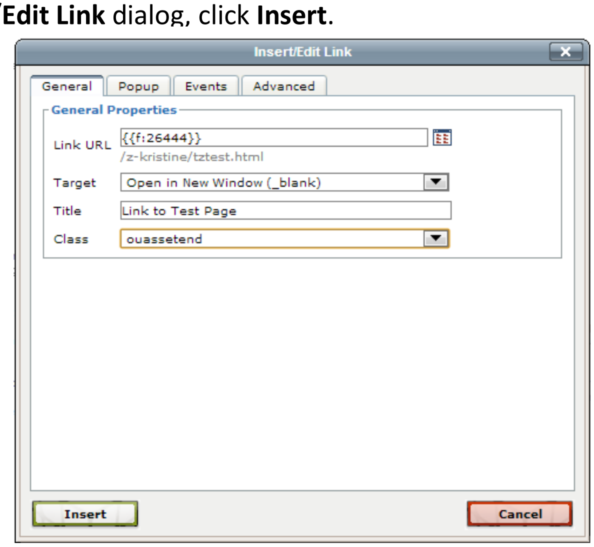
The **Select File** modal is shown.



4. Select a file or directory to which to link. The staging server is selected by default and a PCF file type should be selected in order to have links managed. Navigation can be accomplished by:
   - Clicking the breadcrumb link to navigate up the folder structure
   - Filtering by enter the first few characters of a subfolder or file name.
   - Uploading a file and linking to it (Click the Upload button)
   - Selecting a different environment or auxiliary site.

Generally, for internal linking just select the PCF, click **Insert**, and see the next step.

5. From the **Select Product** dialog, the HTML output is usually the default and highlighted, so click **Insert Link**.
6. In the **Title** field, it is frequently a best practice to add a short descriptive phrase.
7. From the **Insert/Edit Link** dialog, click **Insert**.



Other configuration options for a link are also available before inserting the link; for example, selecting a Target window/tab for the link to open in.

The Title is both valuable and important as this is used by screen readers and helps keep the site in compliance with accessibility compliance standards. The text entered in this field is used to create the title attribute for the <a> element in HTML. A developer might use this attribute to display the text when mousing over the link. Here's what it looks like in HTML:

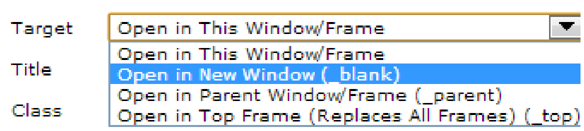
test

Linking to an External Page

The steps are the same as the procedure outlined in the Inserting an Internal Link (Typical) heading, but rather than browsing for the internal link the complete URL for the resource can be typed (or pasted) into the URL field. Links to external pages are not under Dependency Manager tracking. The protocol prefix is required; i.e., http:// or https://

Specifying a Link Target

The steps are the same as the procedure outlined in the Inserting an Internal Link (Typical) heading, but the target is chosen from the Target drop-down on the General tab.



As a general rule, when inserting a link to another page on the university's website, the link should open in the same window. When inserting a link to a page outside the university's website, the page should open in a new window. The options for the Target field include:

Open in This Window/Frame: Linking to pages on the institution's website
Open in New Window (_blank): Linking to pages on another site or binary files
Open in a Parent Window/Frame (_parent): Used with framesets
Open in Top Frame (Replaces All Frames) (_top): Opens a page in the topmost parent frame

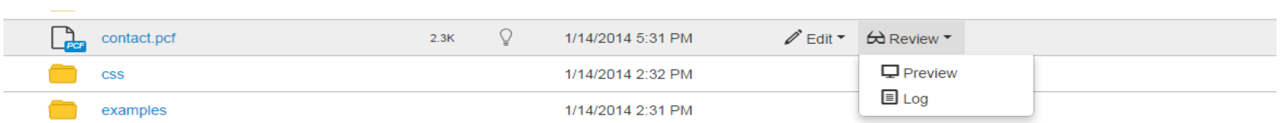
Review

Review Overview

Several items of functionality exist within the OU Campus content management system to assist in the review of pages and other content. Within this category, information is provided specific to the review of pages, including utilizing a workflow process for approval of the content of pages. While the information is specific to pages, the review of content throughout the system for other types of content, specifically assets and if applicable binary files, is very similar to the information provided here. Users can review content either from the Pages list view or from the Page Actions toolbar. For Assets, review options can be selected from the Assets list view or the Asset Actions toolbar.

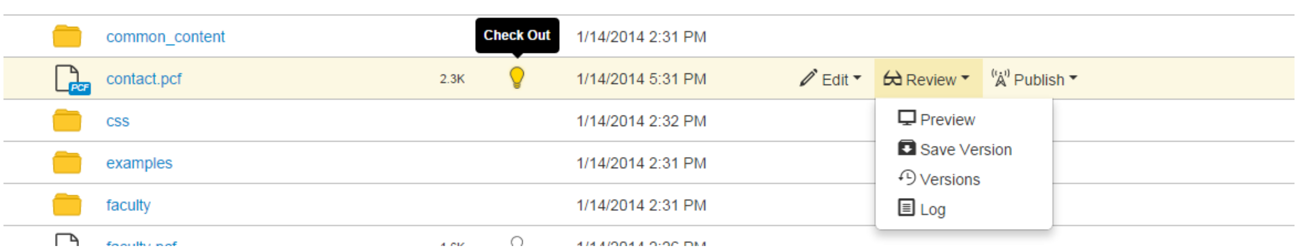
The options available in the Review menu are dependent on user permission level as well as the current status of the content. Content that is not checked out will have fewer options available. Pages that are not checked out will only have the following options available by default:

- Preview
- Log



On the other hand, content that is checked out displays the following options by default:

- Preview
- Save Version
- Versions
- Log



Preview

Prior to checking out or editing a page, a page can be previewed. This view provides limited functionality in that no buttons are available for editing, saving. Preview does allow for server selection, which can be used in conjunction with Multi-Target Publish to provide views of different variations of the same page prior to publishing to the live production server.

Page Check

The system includes methods for configuring several "checks" that can be run manually and/or at the time of page publish, and which can be required to be performed. The available checks include tools for spell check, link check, page validation, and an accessibility check of which one of several specifications can be designated.

Save Version

During the review process, or veritably at any time, a user or reviewer can commit a version of a page, and later if or when necessary, revert to a previous version of a page. The current state of a page on staging can be compared with the current published version of a page or with previous versions of a page. The resulting comparison includes color-coded markup indicating how the pages differ.

Versions

The Versions tool allows users to access and review previous saved versions of content on the staging server and allows for comparison between versions, including the version on the production server.

Log

In addition to the built-in versioning system, the system also maintains a log file for a page. This displays all of the saves and publishes, whether manual, scheduled, or if it was part of a directory publish, that have occurred for a specific page.

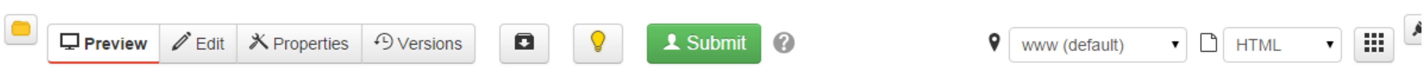
Preview

Preview Overview

Prior to checking out or editing a page, a page can be previewed. This view provides limited functionality in that no buttons are available for editing or saving the file. Preview does allow for server selection, which can be used in conjunction with Multi-Target Publish to provide views of different variations of the same page prior to publishing to the live production server. With Multi-Output Preview, the page can be previewed in all published formats (for instance, HTML and PDF). With Multi-Browser Preview, it is also possible to preview the page as it will appear in other browsers across multiple platforms. The rendered preview of a page will display all graphics and server-side includes. Other server-side scripting code is not displayed in Page Preview mode. Preview can be utilized with various alternative publish targets, if Multi-Target Publish is being used. The page preview includes the graphics, server-side includes, and assets. The default preview is the first product declaration.

The Preview screen also allows users the ability to use Multi-Browser Preview and Multi-Output Preview. Multi-Browser Preview is a handy test tool to preview a page as it is rendered by any number of browsers on either or both the Windows or Mac OS operating system. Multi-Output Preview refers to the drop-down by which an output can be reviewed prior to publishing. For example, if the template configuration for a page includes publishing as a PDF as well as an HTML file both outputs are available for preview.

Page Preview with Preview or Edit Modes



Multi-Output Preview

Multi-Output Preview can be used to display the other products that have been configured. Use the drop- down on the right to choose the output for preview.

Multi-Browser Preview

Users can select different browser and platform combinations such as Mac OS or Windows to preview a page before publishing, resulting in full-resolution screenshots of the page in each selected browser.

Versions

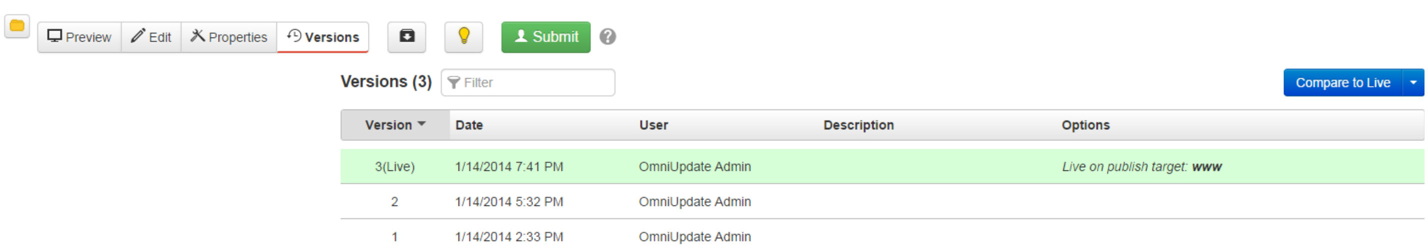
Versions Overview (formerly revert)

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 at will with the use of the Save Version button. It can be useful to create a permanent version or backup of the page before extensive editing. It is also important to note that any version descriptions or publish notes added at the time of page publish are shown in the Description column.

The Versions screen shows this list of saved versions of a page. It can be accessed from the folder structure or while previewing or editing a page. Before navigating from editing a page to viewing versions, the page should be saved. The Versions screen:

- Shows the number of versions saved for the page
- Shows a sortable list of versions, which includes the revision number for the page, the date it was saved, the page author, the version description given with the save or publish, and other options
- Allows for comparing the current staging version to the current production version
- Provides a method for saving another version of the page
- Allows for reverting to a previous version of the page

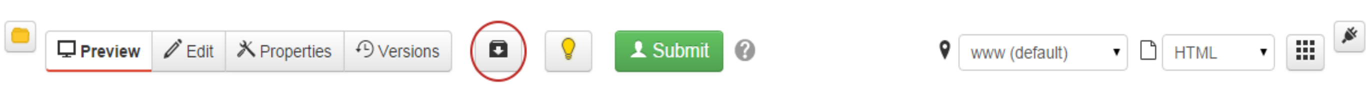
Example of Versions Screen



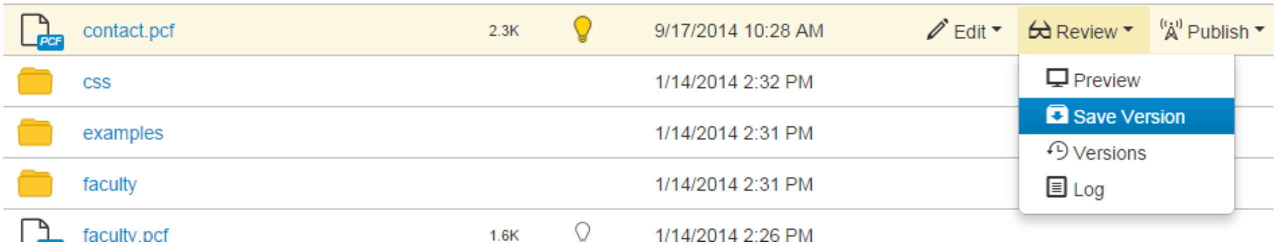
Saving a New Version

Although a unique version of a page is saved in the OU Campus automatic version control system every time a page is published, users can also create a version at any time. For example, after editing and saving a page several times, a user may wish to create a permanent version or backup of the page before moving on with further edits such as a find and replace. When editing a page, the Save Version button is available for this purpose. The Save Version button is also available in Preview mode.

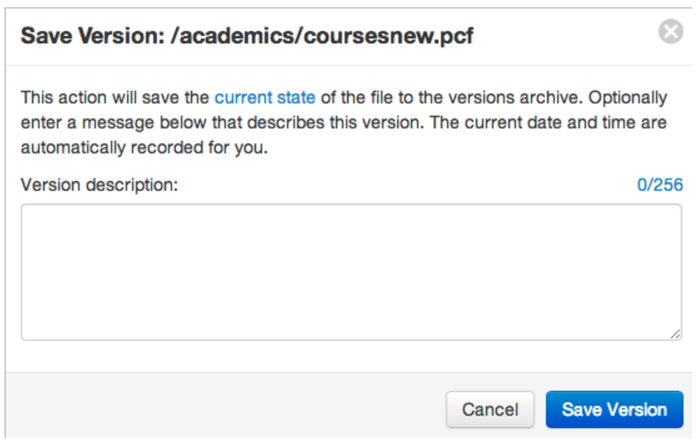
1. To save a version of a page, either:
    - **Preview** a checked out page, or enter into the **Edit** mode of a checked out page. Click on the **Save Version** button in the Page Actions Toolbar.



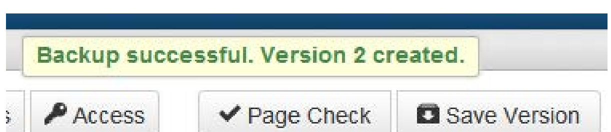
- Enter the **Pages List** view and check out the desired page. Hover over the **Review** menu and select **Save Version**.



2. This opens the **Save Version** dialog. If so desired, click the linked **current state** text to see a preview of the page as it exists on staging.



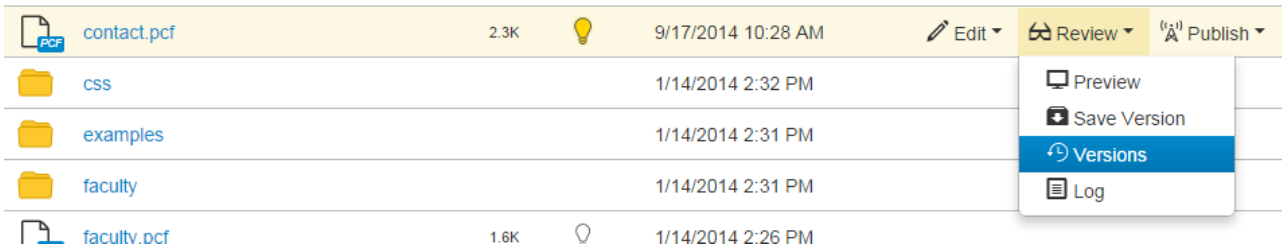
3. Although optional, it is recommended to enter a bit of descriptive text for the version. This can be viewed from the Versions screen and can be a useful clue in the future it is necessary to determine that a page should be reverted and to which version it should be reverted.
4. Click **Save Version**. A success message is displayed briefly.



Navigating to Versions from the Folder Structure

The Versions screen can be accessed from the Pages list view of the site.

1. Navigate to the **Pages** list view and check out the desired page.
2. Hover over **Review** on the page row and choose **Versions.** This displays the **Versions** screen



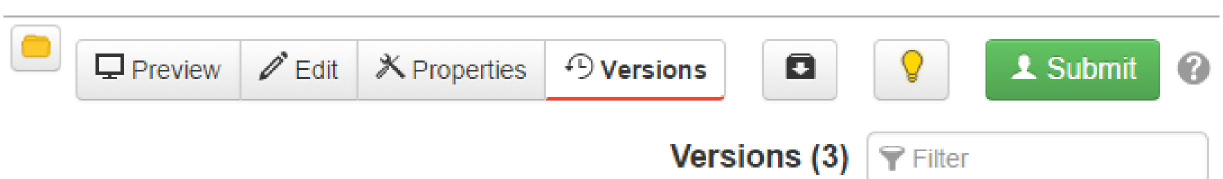
From Preview or Edit

The Versions screen can also be accessed while in Preview or Edit mode, or while editing a page with the WYSIWYG Editor. Note that the page must be checked out to the current user.

1. Check out a page and view the page in **Preview** or **Edit** mode.
2. While viewing the checked out page, click **Versions** button. This displays the Versions screen.

Filtering Versions

The Versions list can be filtered by entering characters in the Filter field. The filter is relevant to the Revision, Author, and Message columns, and items with matching character strings are displayed in the list. The rest are hidden until the filter is removed, which can be accomplished by clicking the circle-x icon. Filtering can be used to help locate a specific version of a page.



Comparing Versions

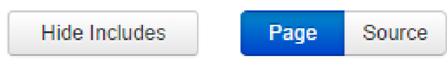
The compare feature includes the ability to compare different versions of a page. Options of the feature include the capability to show or hide includes and to compare the rendered page or the source code for the page. The current version of the page can be compared with previous version or with the production version. When compared with other versions a source code comparison is rendered and includes files are included.

Comparing with Production Version

1. From the Versions screen click **Compare Current to Live**.

2. The comparison is shown for the rendered page in the default mode. Information about the compare will display above the rendered page.

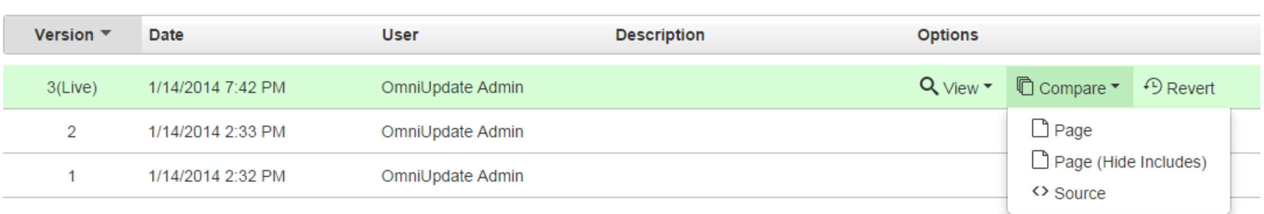
3. If so desired, click **Hide Includes** to hide any include files that are part of the rendered page.
4. Additionally, if it is required to view a comparison of the source code, click **Source** to view a comparison in source code mode.



Comparing with Previous Version

1. Locate he previous version that is desired. The different versions can be scrolled through, or a version number may be entered to jump directly to that version.

2. From the Versions screen, navigate to the row for the page version and hover over Compare. A user may select from here to compare the page as is, without includes, or in source mode. By default, the page previews with includes. The page comparison view is displayed.



Sort Versions

Revision: The default sort is reverse numerical with revision 1 showing at the bottom of the sorted list

Save Date: Date last saved

Author: Shows the user that performed the page action

Message: Shows the version description text that was entered when the version was saved

Options: Three options are available: View, Compare, and Revert. Additionally, from the view menu a user can choose to view the version of the page or the source of the page version.

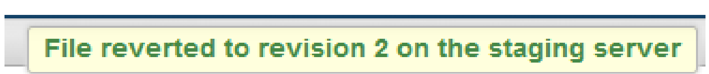
Reverting to a Versions

The Versions screen includes the ability to revert to a previous version of a page.

1. From the Versions screen, hover over the row for the version and click **Revert**.

2. The confirmation dialog is shown

3. Click **Revert**
4. A success message shows to which version the page was reverted.



Note: The page must be published to the production web server to make it live on the World Wide Web.

Compare

Compare Overview

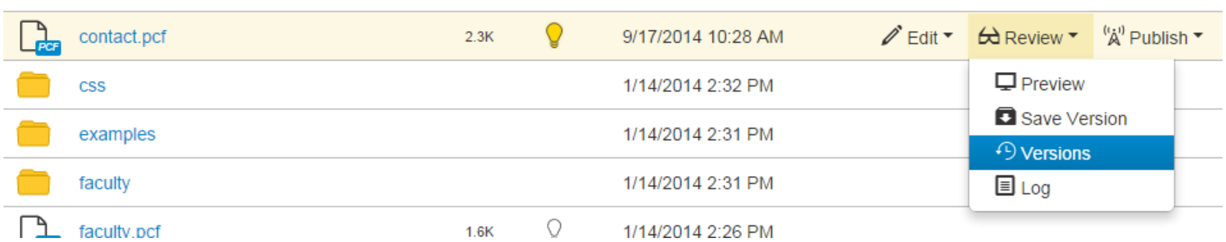
The Compare feature includes the ability to compare different versions of a page. The compare feature is found in the Versions section of a page. Compare allows a user or reviewer (e.g., an approver) to easily identify changes that have been made to a given page by comparing the newly proposed page with either the page currently on the production server (the last published version of the page), to any prior published versions, or to any version explicitly saved by the Save Version function. Comparing versions is also supported by Multi-Target Publish and a version on a publish target can be selected, if Multi-Target Publish is in use.

The document comparison of various versions provides mark-up of text, image, and asset changes with color coding and strikethrough notations.

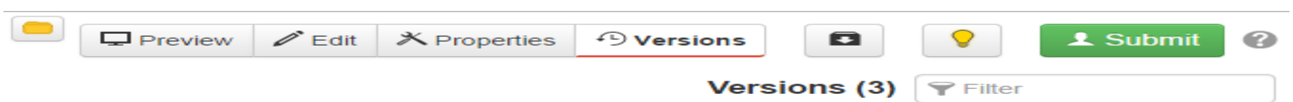
Versions Screen

The Compare feature is located on the Versions screen, which shows a list of versions of a page. Versions can be accessed in either of two ways:

- From the **Pages** list view, check out the page. Hover over **Review** in the page row and choose **Versions**.



- Enter the **Preview** or **Edit** mode of a checked out page. Click the **Versions** button in the **Page Actions** toolbar.



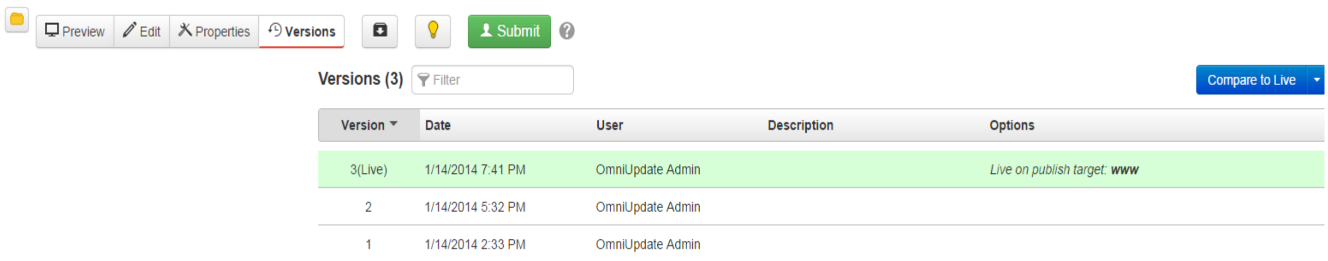
Either method directs the user to the Versions screen where a comparison can be made. The Versions screen includes the following features and functionality:

- Lists the number of versions of a page or file
- Filter
- Compare Current to Live
- Compare Current to a published target
- Sort
- View the rendered page or source of a page of any version
- Compare the currently saved version to any previous version of a page with or without

includes, or in source view

- Revert

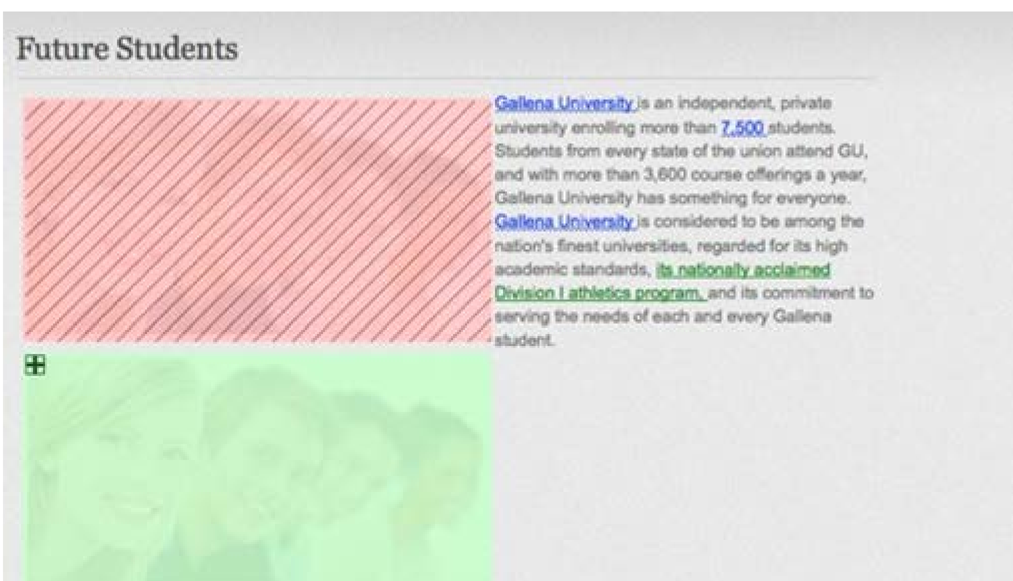
Examples of Versions Screen



Examples and Legends

The following table lists the mark-up types and color-coding for comparing to the live production page in page view. For example, text that is shown in red strikethrough indicates text that was deleted. Green underlined text indicates that the text was added. Blue text with a squiggly underline indicates text that underwent a formatting change such as having applied bold or italics to the text.

Type of Change	**Color**	**Style**
Deletion	Red	Strikethrough
Addition	Green	Underlined
Formatting Change	Blue	**Squiggly underline**

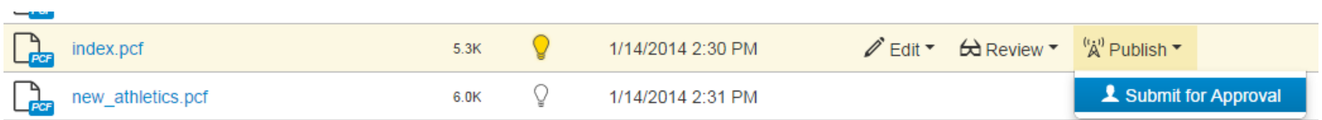


Submit for Approval

Submit for Approval Overview

If an approval workflow is in place, and users, content areas, or a content type have had an approver assigned, then a user may have to send the content for approval rather than being able to publish directly. Content must be checked out before it can be submitted for approval.

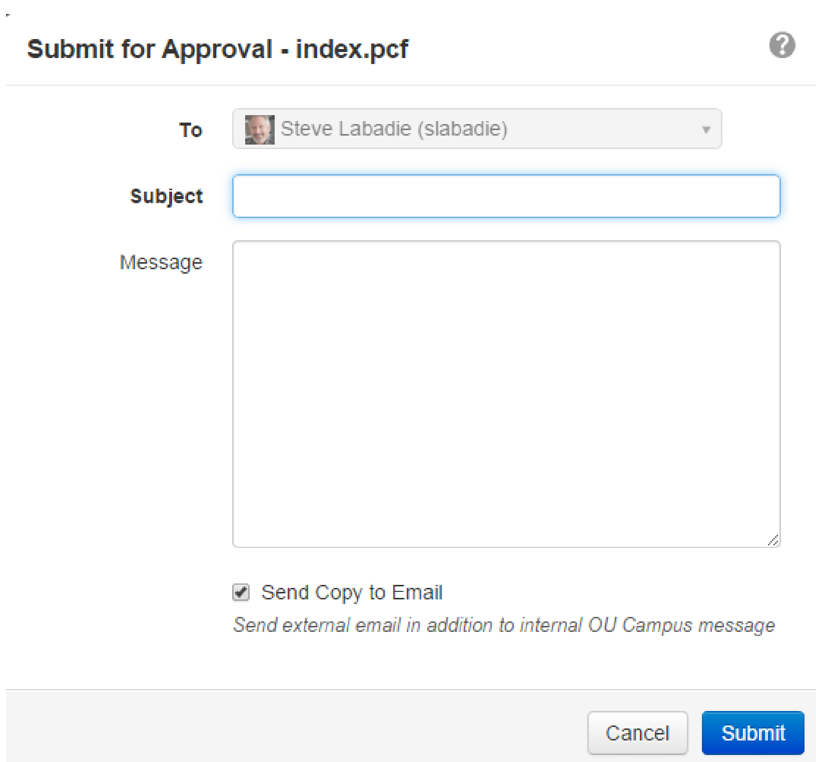
Instead of a Publish item on-screen, they will see a Submit button or Submit for Approval item on the Publish menu.



to whom the page is sent. The sent content is shown in both the user's and the approver's Workflow with a status of Pending Approval. Content in an approval workflow is also shown on the Pending Approval report.

The Submit for Approval dialog includes the following items:

- **To:** Users select an approver from the drop-down to send the content for review. If the approver is enforced, then the drop-down is unavailable and the content must be sent to the enforced approver.
- **Subject:** Required. A brief subject used to help identify the file for review.
- **Message:** Optional. Users enter a brief description in the text field to help approvers identify the changes that have been made.
- **Send Copy to Email:** Sends an email to the approver's external email address in addition to the internal OU Campus message received in the approver's workflow Inbox.
- **Submit Button:** Click to send the content to the approver.



Sending for Approval

Both pages and binary files can utilize the approval workflow.

1. Navigate to the **Pages** list view by selecting **Content > Pages** from global navigation bar. Additionally, expanding the **File Navigation** sidebar displays a list of the available pages.
2. Select a page from the **Pages** list view and hover over the row. Choose **Submit**. Additionally, clicking the linked file name from the **File Navigation** sidebar will display a view that includes the **Page Actions** toolbar. From the toolbar, click the arrow on the Publish button to reveal additional publishing options including **Submit**.

3. Select the user from the drop-down next to the **To** field. If an approver has been enforced, the **To** field is auto-populated, and there will not be a drop-down available.
4. Fill out the necessary text fields.
5. Optionally, select **Send External Email** to allow the request for review to be sent to the user's external email address. This allows the user to receive an indication that action is to be completed without having to log into OU Campus. Clearing this option will only send the message through the OU Campus system.
6. Click **Submit**.

Reusable Content

Reusable Content Overview

Reusable content is convenient when working with multiple pages that require the exact same information or a reusable format with different content. End-user tools for creating reusable content come in the form of assets, snippets, include files, binary files, and auxiliary sites. Generally include files are limited in their editing to system designers and template developers and those users will see an editable region button.

Snippets

Snippets provide a template or a format with information that can be changed. For example, the site may require a specific format or structure for tables. This can be created in a snippet and inserted on a page any number of times. Once inserted on the page, the content becomes a part of the page and editable. Because the snippet is no longer linked to the original file, editing the original snippet does not affect the pages on which it was inserted.

Assets

Assets are used to provide the same information on any number of pages. When the content of the asset is updated, so are the pages that "subscribe" to it. This is useful for global content and content that should be protected from changes. This also provides a way to insert server-side and client-side code on the pages.

Inserting Assets Overview

In order to insert an asset into a page or editable region, it must first be created within a site in the OU Campus system. For more information about creating assets:

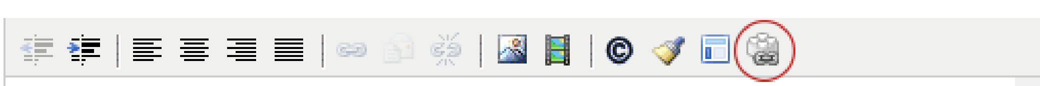
Once an asset has been created, content contributors can utilize assets. Assets are commonly inserted by one of the following methods:

- Using the WYSIWYG Editor
- Using an Asset only region
- Using the Source Editor

Inserting an Asset with the WYSIWYG Editor

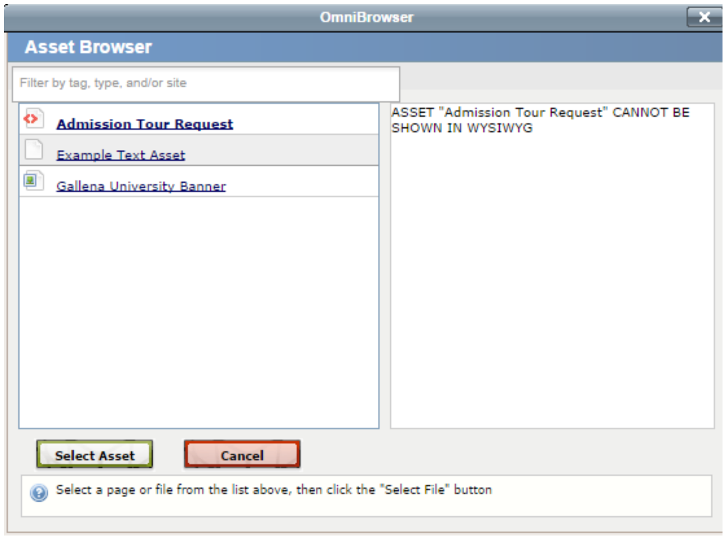
Most often, an asset will be available to insert on a page while editing in the WYSIWYG Editor. Content editing might also be configured so that when clicking on an editable region button, the user is only presented with an asset chooser. Once a page has subscribed to the asset, any changes in the asset will update the page and republish it. The republishing of pages subscribed to assets can be throttled by administrators with the configuration of the publish threshold setting.

1. While in the **WYSIWYG Editor**, place the cursor where the asset will be entered.
2. Then find and click on the **Insert Asset** icon in the toolbar.



3. From the **Asset Browser**, choose the asset from the list of available assets. Optionally, a user

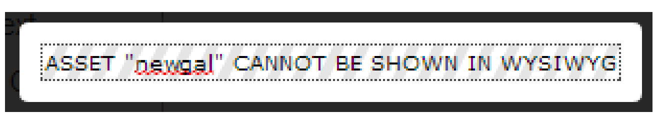
can filter the list by tag, type, or site. Assets from all sites within an account are shown, unless otherwise restricted except for Managed Form Assets, which are site specific, are also only shown in the site in which they were created.



4. Click on **Select Asset**

The asset will be entered into the page where the cursor was placed. If the asset is a Text Only Asset, or a Web Content Asset with no block level HTML code (such as p or div tags), the asset will preview with the content inside of a wrapper.

If the asset is a Web Content Asset with block level HTML code, a Source Code Asset, an Image Gallery Asset, or a Managed Form Asset, it cannot be previewed in the WYSIWYG Editor, but it will still have a wrapper. Note that even though the asset is not displayed in the WYSIWYG Editor, most will still render in the page preview. Source Code Assets will not always render with preview.



To delete an asset from a page in the WYSIWYG Editor, click anywhere on the asset wrapping and press the Delete key.

Inserting Snippets Overview

Snippets are inserted into the page using the WYSIWYG Editor, and become a part of the page. Once the snippet is inserted on a page, the on-page content can be edited without affecting the original snippet. Note that the Snippets Gadget can be used to drop a snippet onto a page via the WYSIWYG Editor.

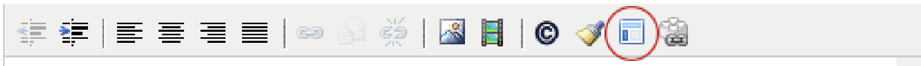
Available Snippets

Currently available Snippets include Tables, Ordered List (numbers, letters, and roman numerals), Unordered Lists (bullets – circles and disc) and Headings.

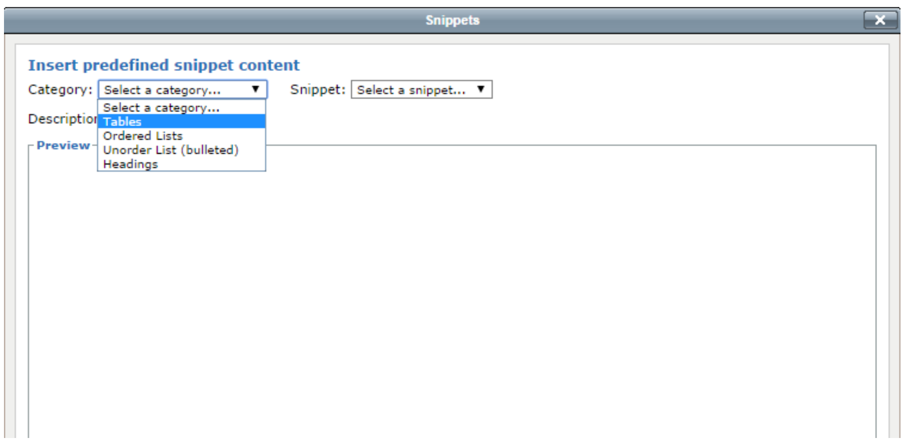
Inserting Snippets

If snippets have been configured by an administrator, the Snippet icon will be available.

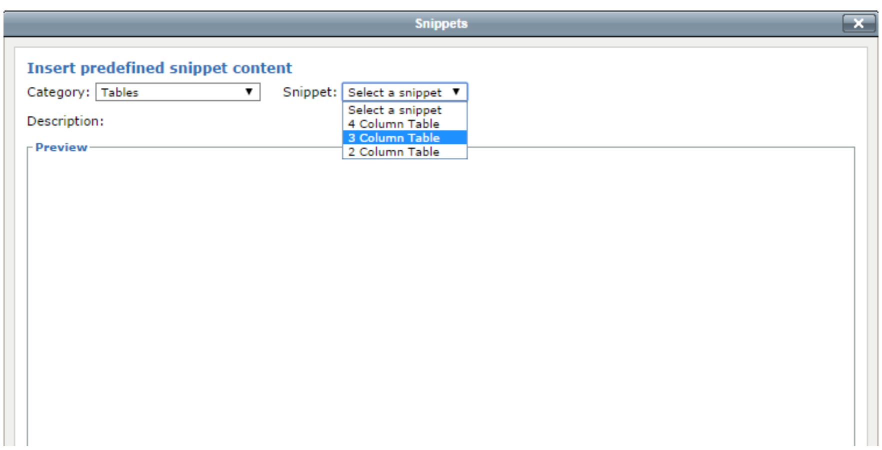
1. Click the insert Predefined Snippet Content icon.



2. From the Category drop-down, select a category.



3. Select a snippet to be inserted from the Snippets list.

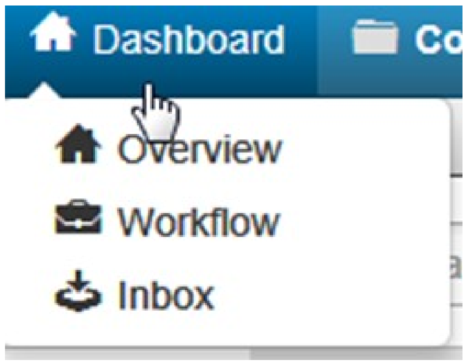


4. The chosen snippet is shown in the Preview window (except tables).
5. Click Insert.

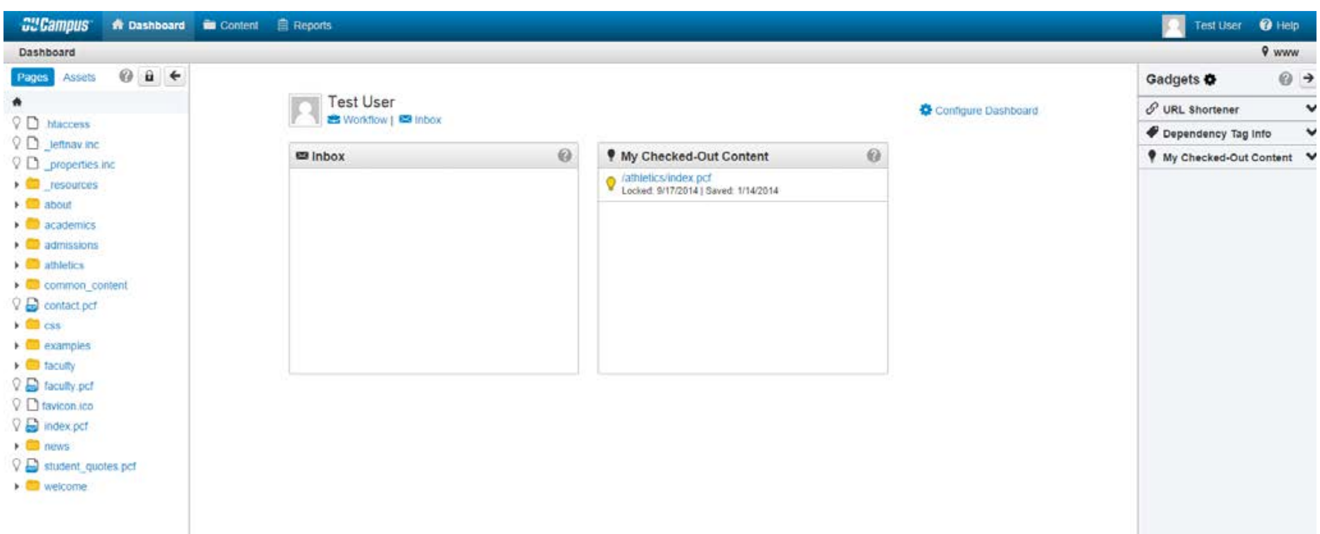
Dashboard

Dashboard Overview

The OU Campus Dashboard provides a location within the CMS where each individual user can access user-specific messaging and gadgets. The Dashboard is the default log-in location from the standard OU Campus Login screen when not utilizing DirectEdit. Quick links are provided to the Workflow and Inbox screens of Mailbox, which are also accessible from the Dashboard menu. The Dashboard can be customized by each individual user by choosing which gadgets to show or hide in the view. The user can also modify the appearance by dragging a gadget to reorder the view.



Example Dashboard with Gadgets



The commands on the Dashboard menu are as follows:

Overview

Clicking Overview renders the same view as clicking the Dashboard command on the menu.

Workflow

The Workflow list view shows content that a user has been sent for approval or content that a user has sent for approval and is separate from other messages, which can be viewed in the Inbox and Sent.

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 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.

Workflow

Workflow Overview

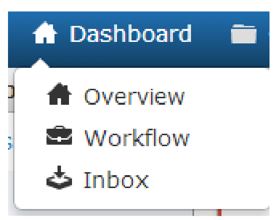
Workflow is a component of Mailbox that facilitates the tracking of content that has been sent for review through the approval process. Workflow is specific to the currently logged in user — content that the user has submitted to another user, or received from another user, is shown in this list view. Additionally, content that was once in workflow for the user, but had an action performed, such as the content was approved and published, declined, or canceled, is also shown in this view.

When access settings have been configured by an administrator, it may be required for a user to use the Submit button to send content to an approver in order for the content to be published. When this is the case, the Publish button is replaced by the Submit button. A message can be composed to accompany the content that is sent. Both a link to the content and a status icon that links to the message are shown in the Workflow list view.

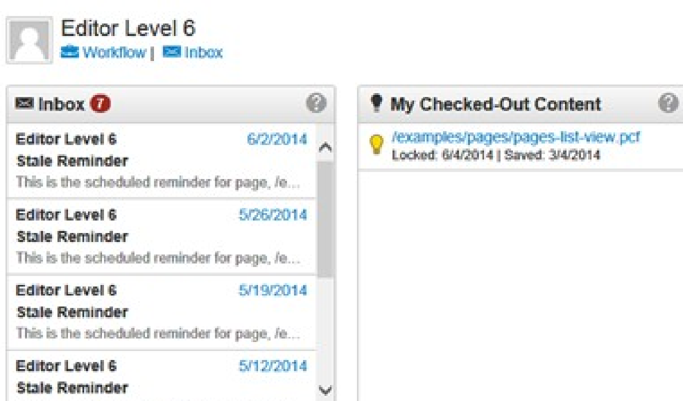
General messages sent to the user's account are separated from Workflow files and are available in the Inbox.

Workflow can be found from the Dashboard, either by clicking the Workflow link on the Dashboard screen, or by clicking Workflow in the drop-down Dashboard menu.

Dashboard Menu



Dashboard

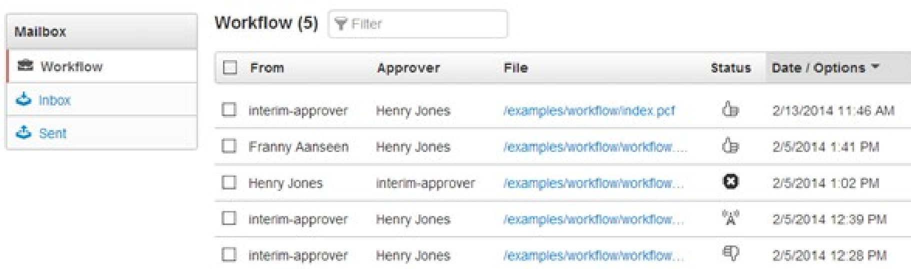


Workflow Screen

The Workflow screen includes the following features and functionality:

- Shows the number of items in the Workflow
- Includes the ability to filter based on the user who sent the content or the approver
- Can use multi-select in order to delete multiple workflow messages with the same action
- Can use the selection checkboxes to select a message to view or delete
- The list can be sorted by From, Approver, File, Status, or Date
- Click the linked file name to view the Preview of the content
- Shows the status
- Shows the date and time that the content was sent for approval

Example of Workflow Screen

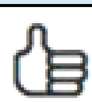
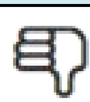


File

The approver can click the linked file name to preview the content. Content that is sent to an approver is automatically checked out to that user and the user can perform various page or file actions on the content, including decline and revert. If the content is a page, the preview of the page is shown.

Status

A status icon is shown in the Status column for each content item. Content listed in Workflow can be previewed by any user, but only the user to whom the content was sent has the file checked out and can perform other actions upon it. Clicking a status icon shows the Workflow Message.

Status Icon	Description
	Pending Approval (by another user)
	Pending Approval (by the current user)
	Approved and Published
	Declined
	Cancelled from Workflow

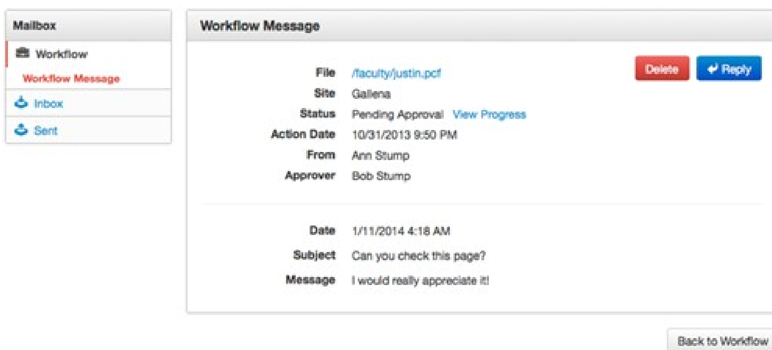
View

When content is sent for approval, the sender can attach a message. This is associated with the item in Workflow as a Workflow Message. This can be viewed by performing one of the following actions:

- Hovering over the file row and clicking on the View option
- Clicking the Status icon
- Selecting the checkbox next to the item and clicking View

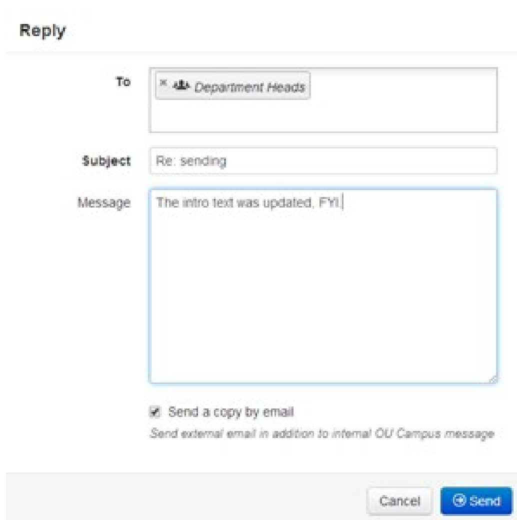
From within the message, the following features and functionality are available:

- Clicking the linked file to preview the content sent for approval
- Viewing the workflow details, including the site from which the content originated, the status, the date of the latest action indicated by status (e.g., if the content has only been sent for approval but not approved, this shows the sent date, once published this shows the publish date), and who sent the content and the approver. This also shows the messages details: I.e., the date and time the message was sent, the subject, and the message (if any).
- Deleting the message
- Replying to the message
- Navigate back to Workflow



Reply

A message in Workflow can be replied to by clicking the Reply button in the message. The Reply dialog is shown. Additional users or groups can be added to the message, the subject can be changed, and a message can be added. Optionally, a copy of the message can be sent by email in addition to the internal OU Campus message.



Click Send to send the message to the selected users or groups and the user will be returned to the original Workflow message. Clicking Cancel returns the user to the original Workflow message. The message is sent to each user's inbox.

Delete

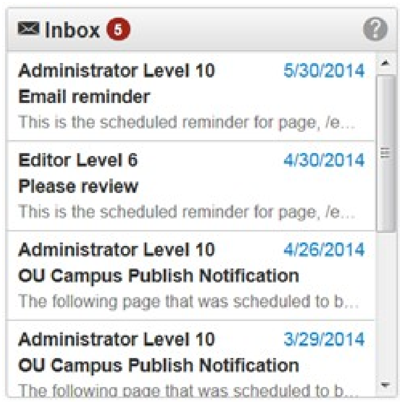
The workflow item can be deleted with one of the following actions:

- Hovering over the file row and clicking Delete
- Clicking the Status icon and from the Workflow Message view, clicking Delete

Inbox

Inbox Overview

The messaging functionality within OU Campus includes a mailbox, an inbox, sent box, the ability to compose a message, and the system workflow. The messaging system is internal to OU Campus and allows users of the system to attach messages to pages being sent through workflow, such as to an approver. Additionally, users can send a message directly without associating it with a page, review messages previously sent to them, forward messages, and review messages they have sent to others. Some messages may also have a copy sent from the OU Campus to an external email.

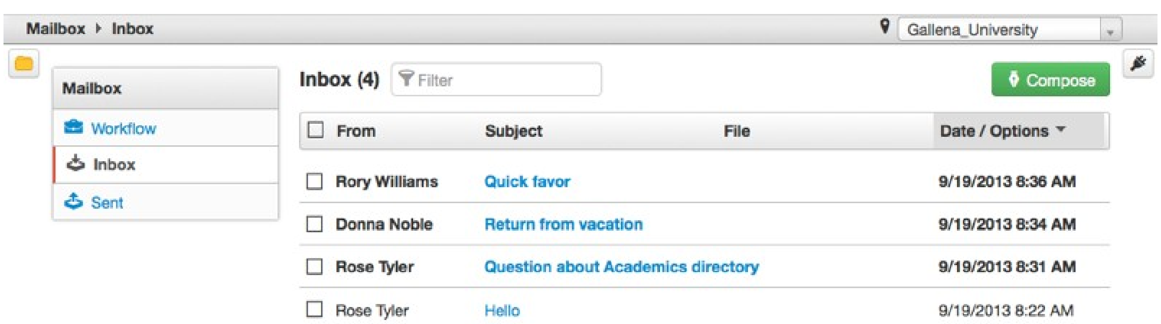


Inbox

The Inbox is similar to a standard email inbox. General messages sent to a user's account can be read, replied to, and forwarded. New messages can be composed.

The Inbox can be viewed from the Dashboard by using the Inbox Gadget. The Inbox may also be viewed and messages composed by entering the Inbox from the Dashboard menu or the link to the Inbox from the Dashboard itself.

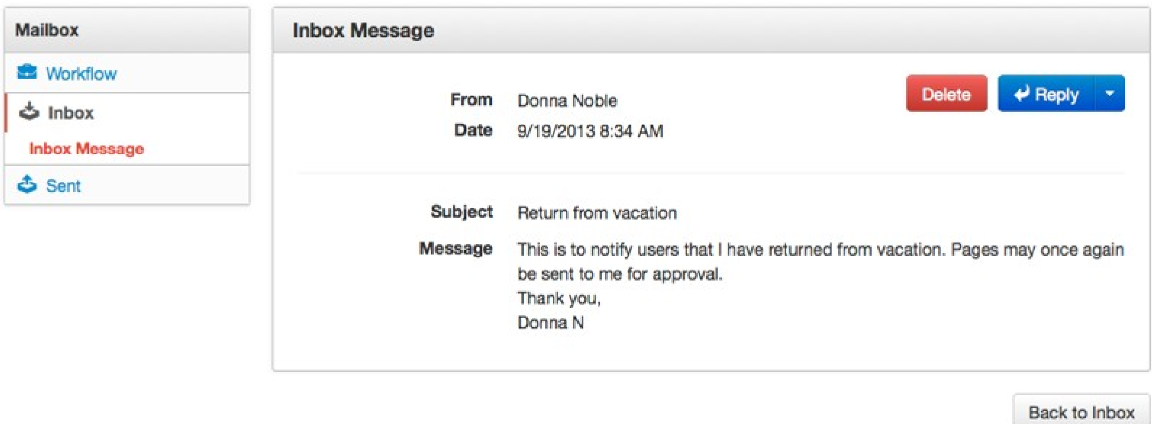
Example of Inbox Screen



Viewing, Replying to and Deleting Messages

The Inbox is used to list all internal messages. To view a message within the Inbox screen, hover over the message row and click View, or click the hyperlinked message subject. From the gadget, click anywhere on the desired message to enter the message view in the Inbox screen.

Use the blue Reply button to reply to the message, or use the drop-down indicator next to the Reply button to forward the message to another user. A user can return to the Inbox without responding to or deleting the message by clicking the Back to Inbox button.



A message may be deleted by using the red Delete button inside of the message, or by hovering over the message row in the Inbox list view and clicking Delete. Multiple messages may be deleted by selecting the checkbox next to each message and clicking the Delete icon that appears in the top row.