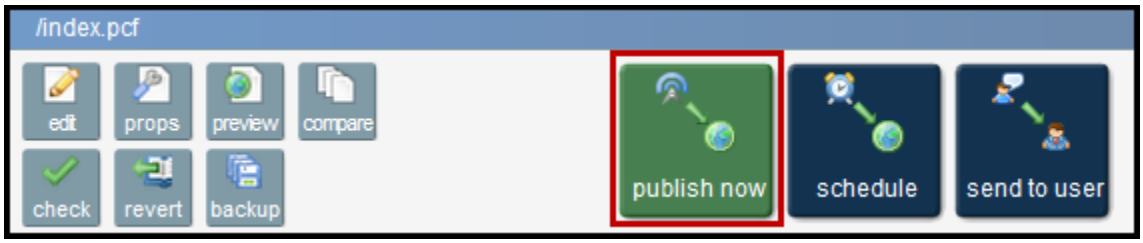
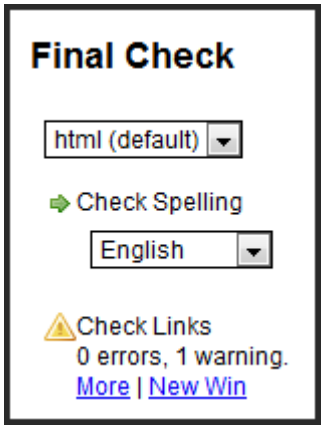
Saving & Publishing

After making any changes, click the **Save button** in the WYSIWYG editor. Doing this will exit you from the Editing page. If you want to "Save in Place", meaning to do a periodic save while you continue working, you can use the keyboard shortcut CTRL + S (CMD ⌘ + S for Mac users) and the file will be saved but you'll remain in WYSIWYG Editor.

Upon saving the page, a Page Actions Toolbar will appear at the top right side of the frame. To publish the page click the **Publish now icon**. Users set up with an approver see "Send for Approval" section.



The validity page check will open in a new window. You can manually perform checks such as spell checking by clicking the green right pointing arrow next to the check. Check links is automatically performed and the results can be reviewed by clicking on the **More** or **New Win links**.



You will receive a green Success message once the page has been published.

To view the changes you made there are three options:

- View in this frame – allows you to see the published page in the current view as a frame
- View in this window – replaces the entire window with the published page, you will have to click the back button to return to OU Campus
- View in new window - Opens a tab next to the current window so you have one tab where you are logged in to OU campus and a second tab to see the published changes in a separate window.