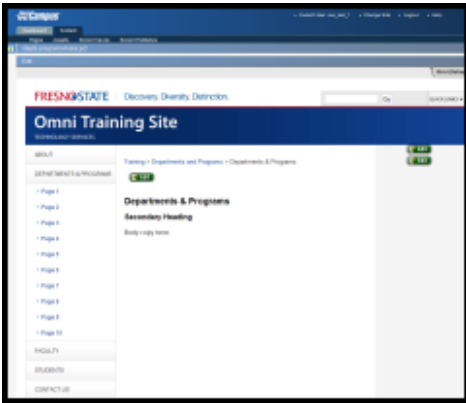


Views and Icons

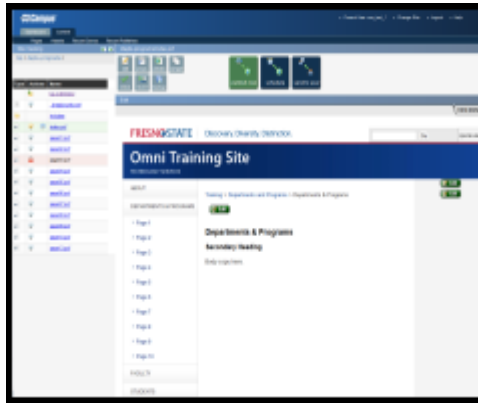
There are three main views in OU Campus:

Edit Page View



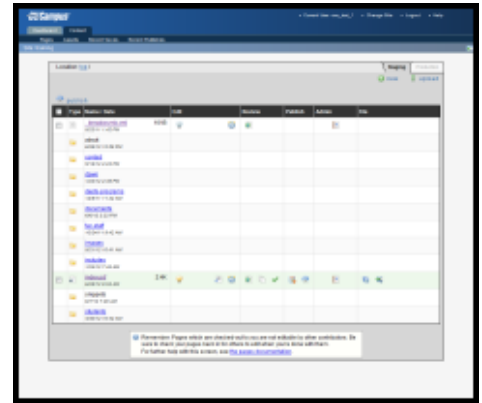
This view is simplistic; it is similar to the preview of a page as it concentrates on the formatted look of the page. Editing is performed by clicking on a green Edit button in this view to access the WYSIWYG Editor.

Split Screen View



This view allows you to view the pages list and view the page at the same time. In this view you can schedule a publish, send the page to a user or an approver (if set up).

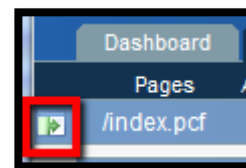
Pages View



This view displays the list of pages in a folder structure. It includes a comprehensive set of functions that can be performed on any page. Uploading multiple files and creating new pages can be added here along with viewing the Staging and Production servers content.

Split screen (both views)

Upon clicking a page from the Pages View, there is the option to split the screen to view both the Pages View and the Edit Page View. Click the right pointing green arrow icon to view split screen.



From the split screen view, there is the option to collapse the mini Pages View or to expand to the Edit Page View. Use appropriate pointing arrow icons to Expand/Split Screen or Collapse/Split Screen.

