

OU Campus Beginner Training Basics

Our training pages for OU Campus Beginner are located at: augusta.edu/training/beginner

Definitions

- Content Management System (CMS): ours is OU Campus
- Dependency tag: a unique identifier for a file/page
- Page Heading: Large Type at the top of Each Page; edited in Properties
- Current Directory for beginner: folder system; home>training>beginner
- Sidenav/navigation/menu: series of links; edited in `_nav.inc`

Logging In

- Go to the page you want to edit; Click the Copyright symbol at the bottom of the page

Check Pages In/Out

- Lightbulb!
 - unlit/white: free to check out
 - yellow: you have it checked out
 - red padlock: someone else has it checked out

Page Properties/Parameters

- Page Title - browser tab; search engine results
- Page Description - short and sweet 1-2 sentences about a page
- Page Heading - large font at top of page
- Breadcrumb - links that allow a user to go backwards in the directory
- Feature Settings - featured content; promo image
- Page Settings - other content within template

Direct Edit

- Green Buttons

Three Link Types

- Internal(.edu); External; Documents (PDF) *Target = None

Images

- Insert/Edit Button (mountain with sun) *600 pixels; 1 MB or less
- Our archive: <https://augustauniversity.photoshelter.com/index>
- Edit an image: <https://pixlr.com/editor/>
- Make an image's file size smaller: <https://imagecompressor.com/>

Don't Forget

- **Save & Publish**
- **Register for Courses:** <https://www.augusta.edu/dcm/web/training/>
- **Submit a Work Request:** <https://www.augusta.edu/dcm/request/>