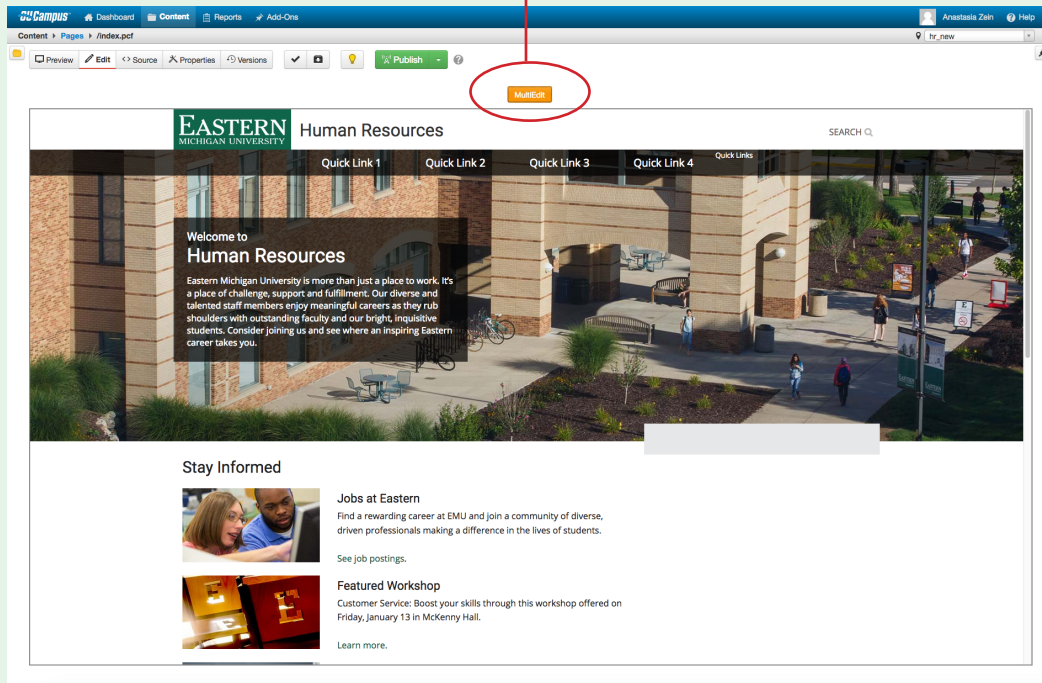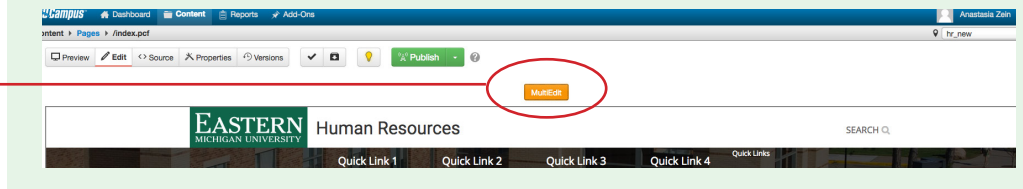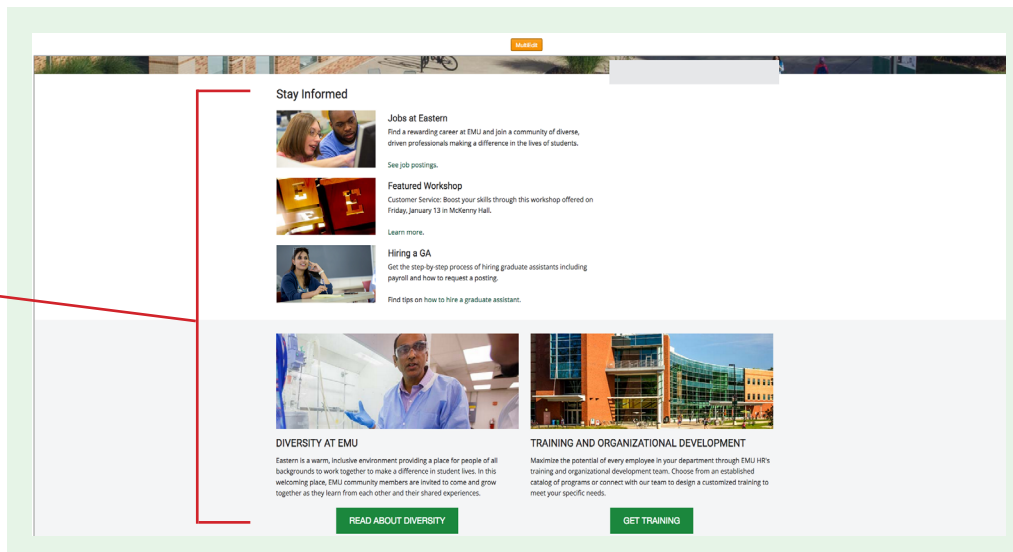# How to Use OU Campus
MultiEdit

We are going to be focusing on the MultiEdit option selected here. Your new homepage is a MultiEdit content block.

When selecting the MultiEdit, it gives you the option to edit multiple aspects of the homepage. We will be looking at this section here.

ent ▸ **Pages** ▸ /index.pcf

⌐Preview   ✏ Edit   <> Source   ✗ Properties   ⟳ Versions   ✓   ▣   💡   ᴬ Publish ▾   ❓

index.pcf

<> Parameters
≣ MultiEdit Content
🔑 Access
⏱ Reminders
▤ Log

MultiEdit Content   ❓

Photo 1   images/news-images/hr-news-image1.jpg   🖼 Clear
               Choose a photo.

Image Description   Jobs at Eastern

Title   Jobs at Eastern
               Enter the title

News 1   Find a rewarding career at EMU and join a community of diverse, driven professionals making a difference in the lives of students.
               See job postings.

               Path: p
               Enter your news.

Photo 2   {{f:37620}}   🖼 Clear
               Path: /images/news-images/hr-news-image3.jpg

Image Description   Featured Workshop

Title   Featured Workshop
               Enter the title

News 2   Customer Service: Boost your skills through this workshop offered on Friday, January 13 in McKenny Hall.
               Learn more.

               Path: p
               Enter your news.

                                                            Cancel   **Save**

Once you are in MultiEdit, this is what you'll see. You are given the option to edit the photo, image description, title and news text.

Don't forget to SAVE!

MultiEdit Content

Photo 1   images/news-images/hr-news-image1.jpg   🖼 Clear
               Choose a photo.

Image Description   Jobs at Eastern

Images selected here appear to the left of the text and title on the homepage.

Title   Jobs at Eastern
               Enter the title

News 1   Find a rewarding career at EMU and join a community of diverse, driven professionals making a difference in the lives of students.
               See job postings.

               Path: p
               Enter your news.

Stay Informed

Jobs at Eastern
Find a rewarding career at EMU and join a community of diverse, driven professionals making a difference in the lives of students.

See job postings.

Title of text is displayed next to the image and above the main content.

Jobs at Eastern
Find a rewarding career at EMU and join a community of diverse, driven professionals making a difference in the lives of students.

See job postings.

Content and links are in main text box. The final link is located at the bottom of the text, seen above.

When Making or Editing a Link

Title
Jobs at Eastern

Enter the title

News 1

Find a rewarding career at EMU and join a community of diverse, driven professionals making a difference in the lives of students.

See job postings.

Path: p

Enter your news.

Photo 2
{{f:37620}}
Clear

Path: /images/news-images/hr-news-image3.jpg

News 1

Find a rewarding career at EMU and join a community of diverse, driven professionals making a difference in the lives of students.

See job postings.

When making or editing a link, first highlight the link in the news box.

Path: p

Enter your news.

News 1

Find a rewarding career at EMU and join a community of diverse, driven professionals making a difference in the lives of students.

See job postings.

Once it's highlighted, click the broken chain to remove the previous link.

Path: p

Enter your news.

ts 📌 Add-Ons

Versions ✔ 🖪 💡 🔊A Publish ▾ ❓

MultiEdit Content

ameters

ltiEdit Content

ss

minders

Photo 1   images/news-images/hr-news-image1.jpg   🖼 Clear

Choose a photo.

Image Description   Jobs at Eastern

Place the new
link url here.

To make sure our site is friendly
to those with disabilities, it's
important to use this field to
tell the reader where the link is
taking them. Example: "Go to the
benefits page." or "Download the
PT contact PDF."

Insert/Edit Link ✖

| General | Popup | Events | Advanced |

General Properties

Link URL   [＿＿＿＿＿＿＿＿＿＿＿] 🔢
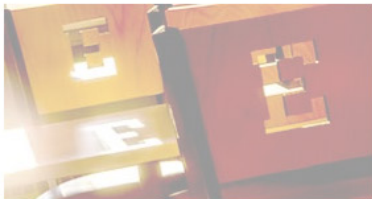
Target   Open in This Window/Frame ▾

Title   [＿＿＿＿＿＿＿＿＿＿＿]

Class   -- Not Set -- ▾

If you are linking to another
page inside emich.edu/hr,
leave this as it is.

If you are linking to a site
outside of emich.edu/hr or
uploading a PDF, click the
down arrow and choose
"open in a new window".

Insert   **Cancel**

Ph   Clear

Image Descri

Title   Featured Workshop

Enter the title

News 2   ✂ 🖹 📋 📋 | ↶ ↷ | �🅰 ▾ | ✎ | **B** *I* <u>U</u> ᴬᴮᶜ | ☰ ☰ | ❓

      ⬚ ⬚ ❝ | ☰ ☰ ☰ ☰ | — ∞ | 🖼 🎞 | © ✔ ▭ 🖼

Customer Service: Boost your skills through this workshop offered on Friday, January 13 in McKenny Hall.

Cancel   Sa

Add-Ons

Publish

index.pcf
- <> Parameters
- MultiEdit Content
- Access
- Reminders
- Log

MultiEdit Content

Photo 1 images/news-images/hr-news-image1.jpg   [Clear]
Choose a photo.

Image Description Jobs at Eastern

Title Jobs at Eastern
Enter the title

News 1
Find a rewarding career at EMU and join a community of diverse, driven professionals making a difference in the lives of students.
See job postings.
Path: p
Enter your news

Photo 2 {{f:37620}}   [Clear]
Path: /images/news-images/hr-news-image3.jpg

Image Description Featured Workshop

Title Featured Workshop
Enter the title

News 2
Customer Service: Boost your skills through this workshop offered on Friday, January 13 in McKenny Hall.
Learn more.
Path: p
Enter your news

[Cancel] [Save]

Once you have updated or created the link, make sure to __save__ at the bottom right of the screen.

If you have any other questions on using the MultiEdit or on OU Campus, please contact Integrated Content through our online ticketing system.