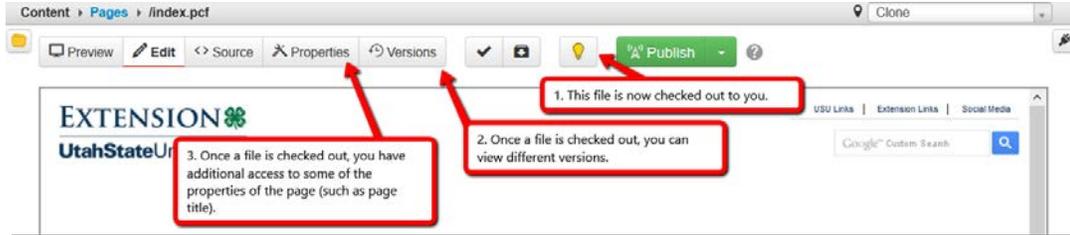


# Adding Files in OU Campus

Please note: This guide assumes you have already completed step 1 and 2 of logging in, and have entered the WYSIWYG, or edit mode.

## Step 3 - File is "Checked Out"



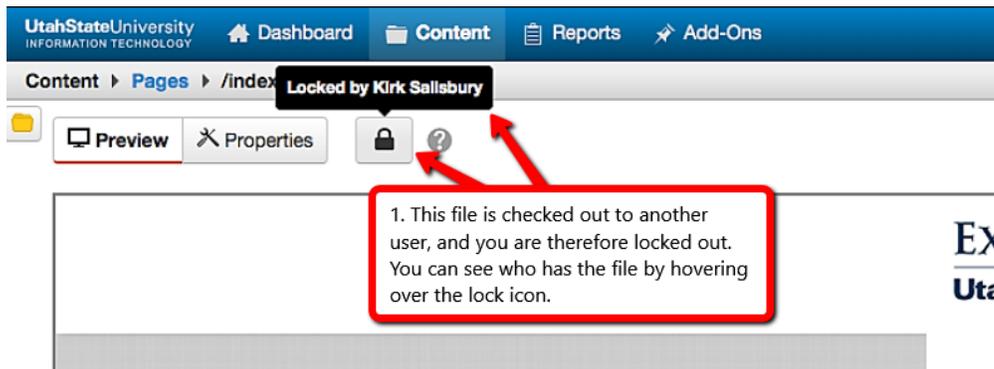
1. After you click the edit icon on the page, the file is automatically checked out to you. See note below.

2. Checking out a file enables other features, such as versions (found here: <https://extension.usu.edu/ou-campus/beginner/version-control> ).

3. Another feature is found in properties, where you will be able to modify certain attributes of the page, such as the "Title" and "Page Heading."file in a "New Window" (instruction on pages and sections can be found here: <https://extension.usu.edu/ou-campus/beginner/adding-pages-sections> ).

**\*Please Note:** It is not common to link through a file through an image. Please take extra consideration if you are going to do this.

## Step 4 – OR File is "Locked"



1 - If you have attempted to enter a file, it may already be locked by another user (as shown with the padlock icon). To view who has the file checked out, simply hover the padlock icon.

**Unlocking a File:** Only two people can unlock a file.

Person 1 - The person who has the file checked out.

Person 2 - The [Extension webmaster](#).

*Check with "Person 1" before requesting that the webmaster check the file back in, as "Person 1" possibly has the file checked out for good reason.*

## Step 5 – Finding "Checked-Out Content" 1:

1. From the "Dashboard" you can view content which you have checked out. Check the content in by clicking the lightbulb icon.

2. In reports, you can also see content which is checked out.

My Checked-Out Content	
 /about-us.pcf	Locked: 8:47 AM Saved: 4/10/15
 /calendar.pcf	Locked: 8:47 AM Saved: 4/28/15

1: Dashboard - On the dashboard screen, it will show you which files you have checked out.

2: Reports - If you want to see which files you have checked out, or which files others have checked out.

**Pro Tip!** Want to make sure you check your content back

when you are done with a file? Publish your changes! Every time you publish a file, that file is checked back in automatically.