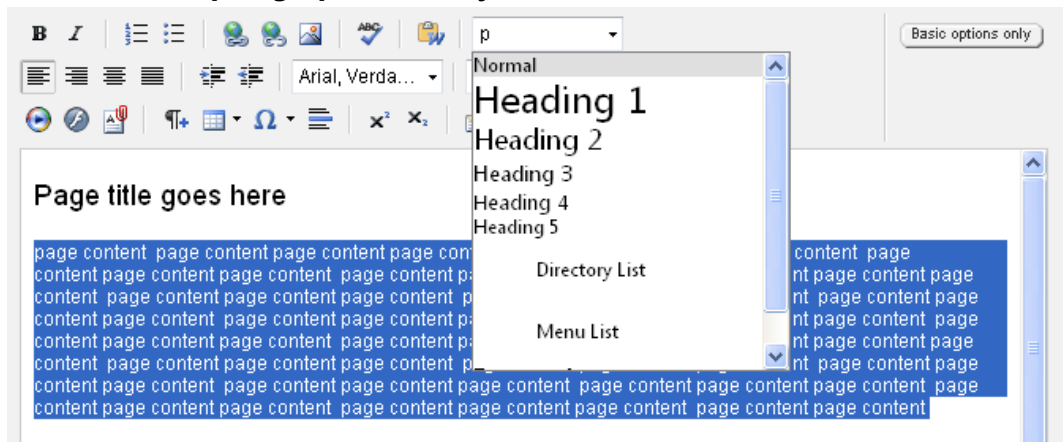


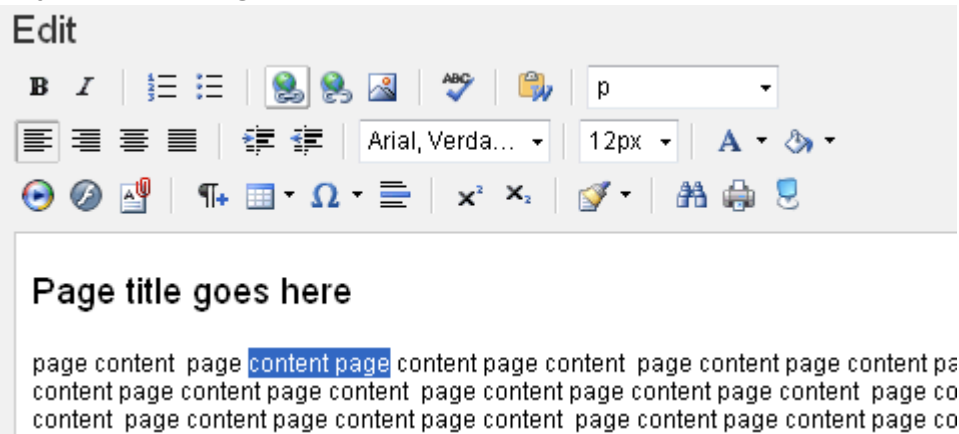
b. Make sure the paragraph text is styled as "Normal"



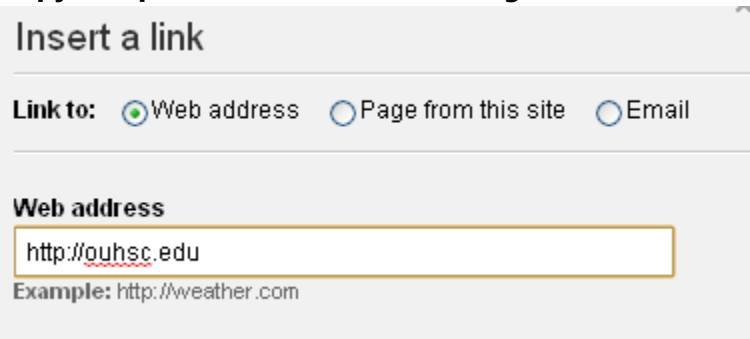
4. Adding a hyperlink

a. Highlight the text where you would like to place the link, and click

"Hyperlink Manager"  :



b. Copy and paste web address if linking to an external site:



c. Choose "Page from this site if linking internally:

Insert a link

Link to: Web address Page from this site Email

Select a page

Narrow by typing

- ▶ OU Medicine
- ▶ OU Medical Center
- ▶ The Children's Hospital
- ▶ OU Physicians
- ▶ College of Medicine
- ▶ Peggy and Charles Stephenson Cancer Center
- OU Medical Center Edmond
- ▶ Department of Anesthesiology
- ▶ Department of Cell Biology

Text to display

d. Click "Insert the link":

or

5. Inserting images

- a. Place your cursor where you want your image to go, and select the Image

Manager button: 

- b. If uploading from your computer, select the proper library to place the image:

Select an image

From your computer From already uploaded

Which image to upload?
Campus-Flags.PNG Change...

Where to store the uploaded image?
AD-Cell Biology or Create a new library

- AD-Neurology
- AD-Cell Biology
- AD-Pathology
- Transplant Center
- AD-ORL
- AD-Orthopedic
- Food and Nutrition Services
- AD-Psychiatry
- OU Medical Center
- AD-Neurosurgery
- AD-Physiology
- AD-Radiology
- AD-OBGYN
- College of Medicine
- CTSI
- Edmond
- AD-Biochemistry
- AD-Geriatrics
- OCNS
- Default Library

- c. If selecting from previously uploaded, you can browse by name or by library:


Select an image

From your computer From already uploaded


doctor

All items

- AD-Neurology
- AD-Cell Biology
- AD-Pathology
- Transplant Center
- AD-ORL
- AD-Orthopedic
- Food and Nutrition Services
- AD-Psychiatry
- OU Medical Center
- AD-Neurosurgery
- AD-Physiology



6. Inserting documents/workfiles:

- a. Highlight text you would like to link to the document and click on the “Document Manager” 
- b. If uploading a document from your computer select your department’s library to upload the file to.

Insert a document or other file

From your computer From already uploaded

Which document or other file to upload?

100 facts.docx Change..

Where to store the uploaded document or other file?

OU Medicine or Create a new

OU Medicine

AD-Pediatrics Workfiles

AD-Cell Biology Workfiles

College of Medicine Workfiles

AD-OBGYN Workfiles

AD-ORL Workfiles

eNotes

AD-Urology Workfiles

AD-Psychiatry Workfiles

OUP Physician Referral Workfiles

AD-Neurosurgery Workfiles

AD-Pathology Workfiles

AD-Neurology Workfiles

AD-Family Medicine Workfiles

AD-Anesthesiology Workfiles

AD-Orthopedic Workfiles

Kohls Workfiles

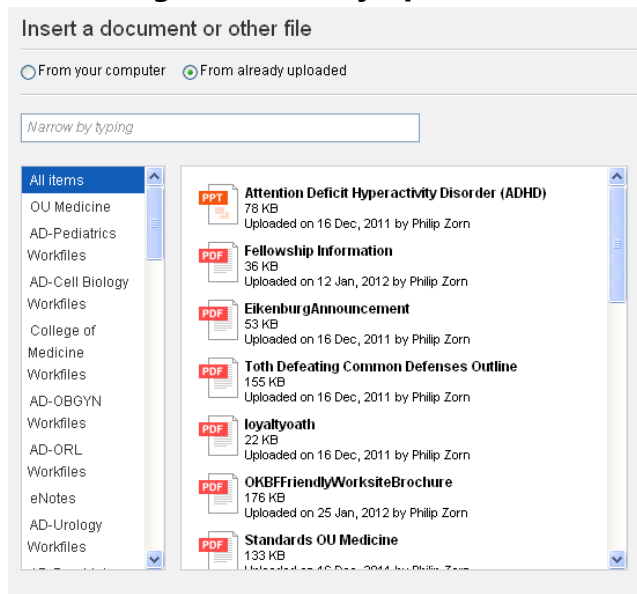
CSETC Workfiles

AD-RadOnc Workfiles

AD-Physiology Workfiles

Cancel

c. If selecting from already uploaded, browse by title or by library:

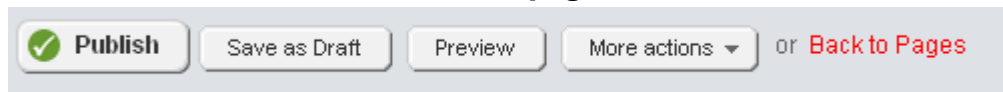


d. Click "Insert the document or other file":



7. Save/Publish/Lock the page:

a. When finished entering content you can either choose to Publish, Save as Draft, Preview or Lock the page



- i. To publish the page live click publish**
- ii. To save as a draft to continue work later click save as draft**
- iii. To preview what the page will look like live click preview**
- iv. To lock the page so no one else may edit the content, click "back to pages"**