

## Locate the Left Navigation File (\_nav.pcf)

1. Log in to Omni
2. Select your website's folder
3. Inside of your website's folder you will see a file titled “\_nav.pcf”

The screenshot shows the Campus Content management interface. The breadcrumb path is "Content > Pages". The current folder is "birt". The file list is as follows:

| Name                                  | Status | Modified          | Options |
|---------------------------------------|--------|-------------------|---------|
| <input type="checkbox"/> _nav.pcf     | 1.3K   | 12/5/17 2:42 PM   |         |
| <input type="checkbox"/> _props.pcf   | 1.1K   | 7/20/17 2:56 PM   |         |
| <input type="checkbox"/> assets       |        | 7/20/17 3:06 PM   |         |
| <input type="checkbox"/> contacts.pcf | 8.2K   | 10/27/17 11:09 AM |         |
| <input type="checkbox"/> index.pcf    | 6.6K   | 10/27/17 11:04 AM |         |
| <input type="checkbox"/> inneed.pcf   | 14.3K  | 10/27/17 11:12 AM |         |
| <input type="checkbox"/> laws.pcf     | 11.2K  | 10/27/17 11:05 AM |         |
| <input type="checkbox"/> report.pcf   | 8.3K   | 12/7/17 3:36 PM   |         |

4. Select the “\_nav.pcf” file and then select the green “Sidebar Content” button to edit the file.

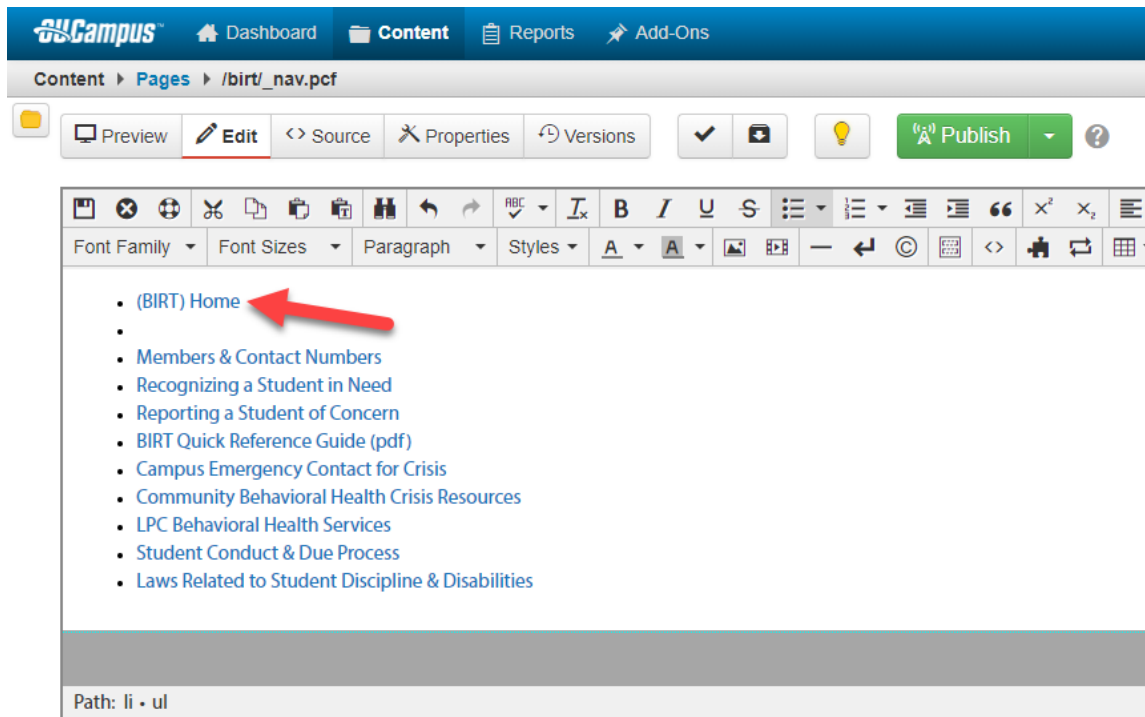
The screenshot shows the Campus Content management interface for editing the file "\_nav.pcf". The breadcrumb path is "Content > Pages > /birt/\_nav.pcf". The interface includes buttons for "Preview", "Edit", "Source", "Properties", "Versions", and "Publish". The "Sidebar Content" button is highlighted with a red arrow. The sidebar content is as follows:

- (BIRT) Home
- Members & Contact Numbers
- Recognizing a Student in Need
- Reporting a Student of Concern
- BIRT Quick Reference Guide (pdf)
- Campus Emergency Contact for Crisis
- Community Behavioral Health Crisis Resources
- LPC Behavioral Health Services
- Student Conduct & Due Process
- Laws Related to Student Discipline & Disabilities

There is also an "Edit Source" button at the bottom left.

## Insert a New Link

In this example you are going to add a new link to the left navigation (“\_nav.pcf”).

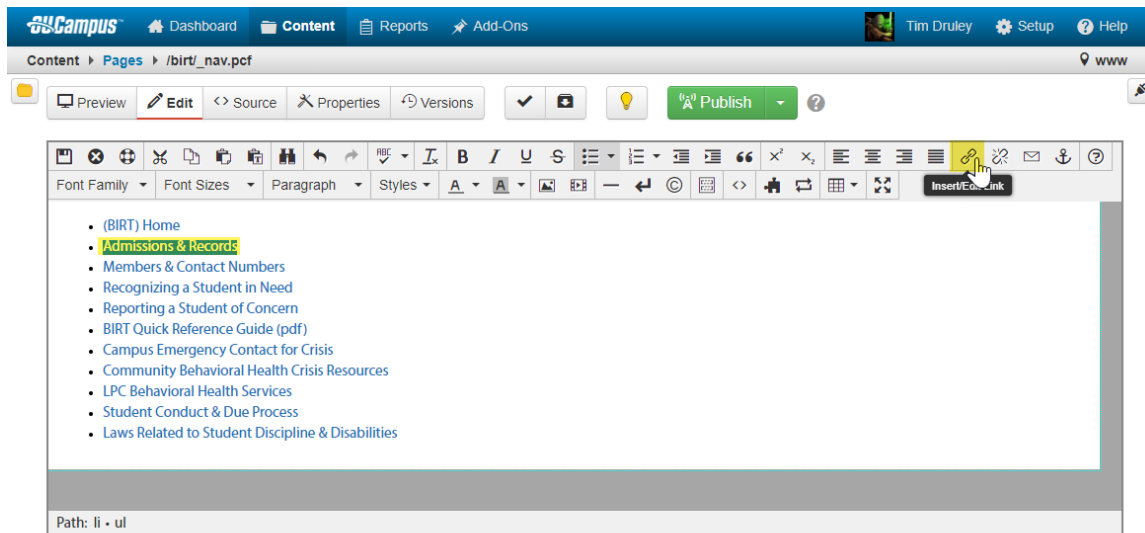


The screenshot shows the Canvas LMS interface. The top navigation bar includes 'Dashboard', 'Content', 'Reports', and 'Add-Ons'. The current page is 'Content > Pages > /birt/\_nav.pcf'. The editing toolbar shows 'Preview', 'Edit', 'Source', 'Properties', and 'Versions'. The main content area displays a list of links in a left navigation menu:

- (BIRT) Home
- Members & Contact Numbers
- Recognizing a Student in Need
- Reporting a Student of Concern
- BIRT Quick Reference Guide (pdf)
- Campus Emergency Contact for Crisis
- Community Behavioral Health Crisis Resources
- LPC Behavioral Health Services
- Student Conduct & Due Process
- Laws Related to Student Discipline & Disabilities

A red arrow points to the end of the first link, '(BIRT) Home'. The path at the bottom is 'Path: li • ul'.

1. Place your cursor at the end of the first link.
2. Press “Enter” to create a new list item.
3. Type the title of your new link. In this example the link will be titled “Admissions & Records”.

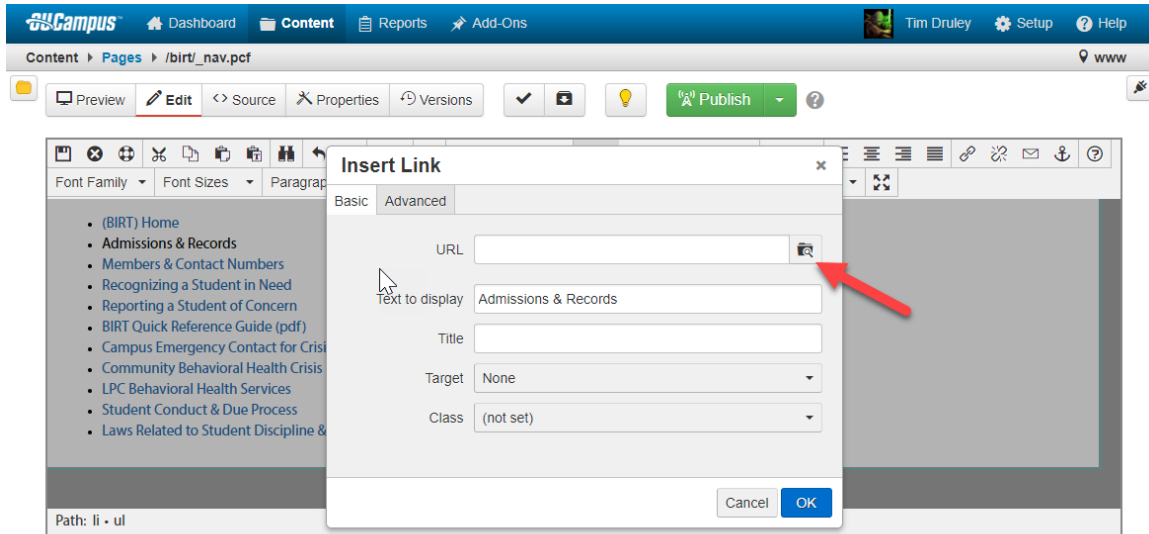


The screenshot shows the Canvas LMS interface. The top navigation bar includes 'Dashboard', 'Content', 'Reports', and 'Add-Ons'. The current page is 'Content > Pages > /birt/\_nav.pcf'. The editing toolbar shows 'Preview', 'Edit', 'Source', 'Properties', and 'Versions'. The main content area displays a list of links in a left navigation menu:

- (BIRT) Home
- Admissions & Records
- Members & Contact Numbers
- Recognizing a Student in Need
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- LPC Behavioral Health Services
- Student Conduct & Due Process
- Laws Related to Student Discipline & Disabilities

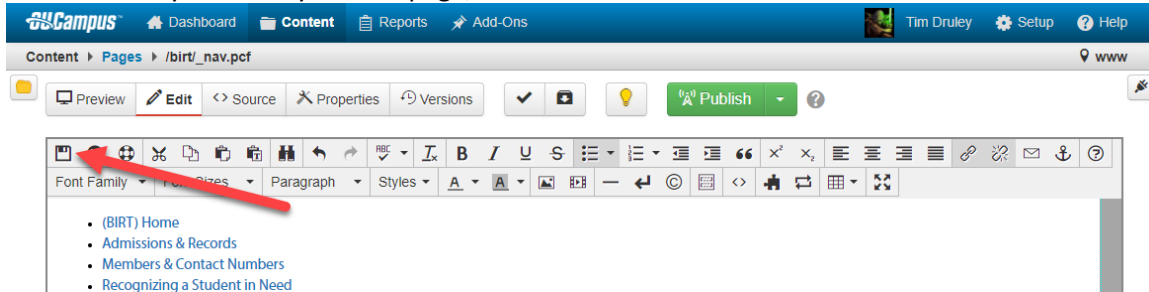
The link 'Admissions & Records' is highlighted. The 'Insert/Edit Link' button is visible in the toolbar. The path at the bottom is 'Path: li • ul'.

4. Click and drag to highlight “Admissions & Records”.
5. Click on the “Insert/Edit Link” button



The Insert Link window will appear.

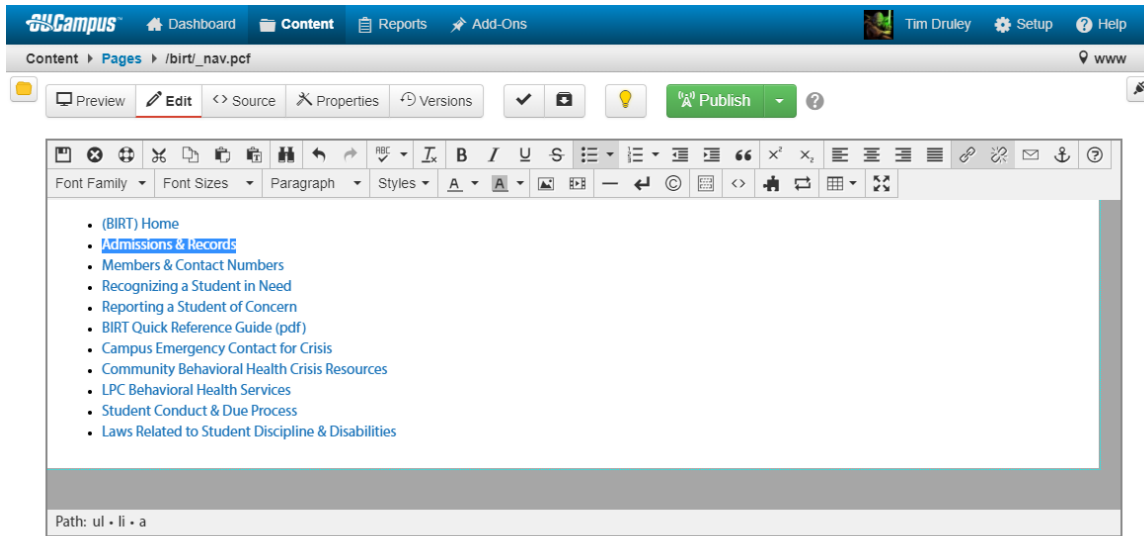
6. Click on the “Search Folder” button to select the webpage that you would like to link to.
7. After you select your webpage, click on the blue “OK” button.



8. Click on the “Save” button.

## Remove / Delete a Link

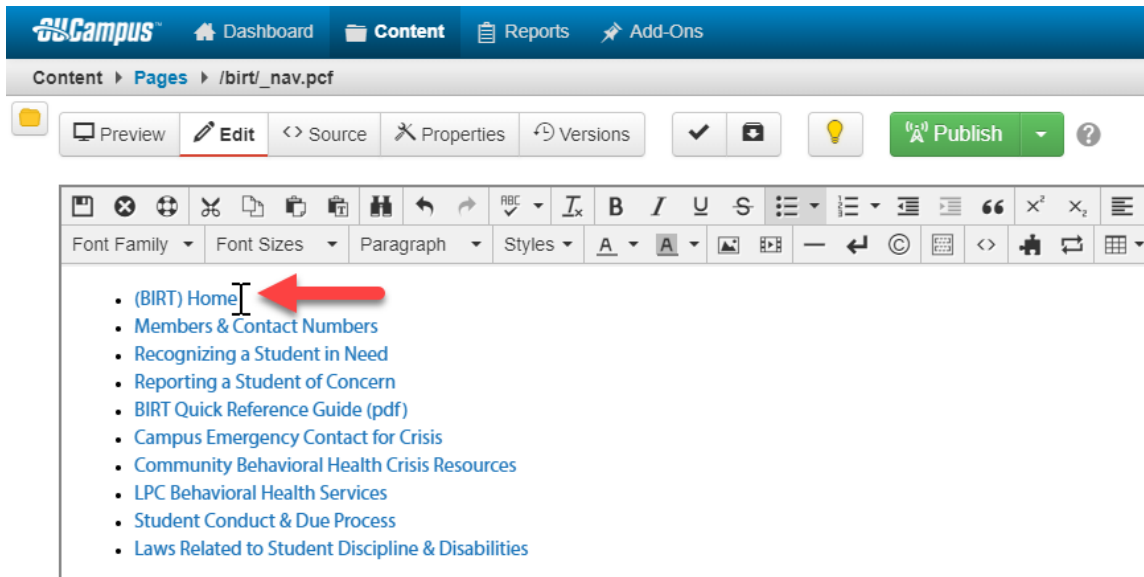
In this example you are going to remove link to the left navigation (“\_nav.pcf”).



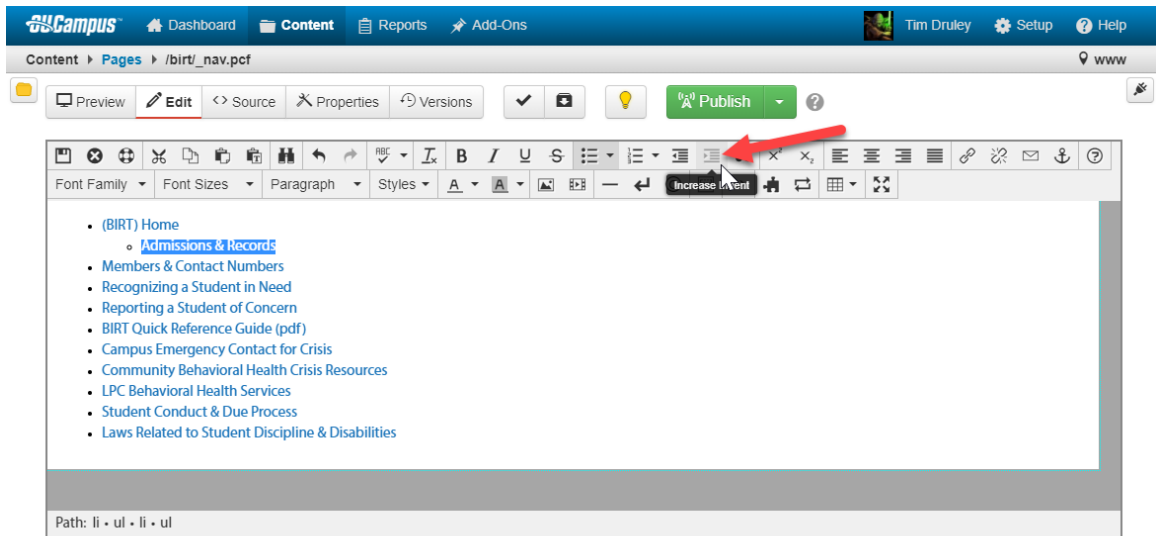
1. Click and drag to highlight the link that you want to remove.
2. Press the “Delete” or “Backspace” to remove the link.

## Add a Nested Link

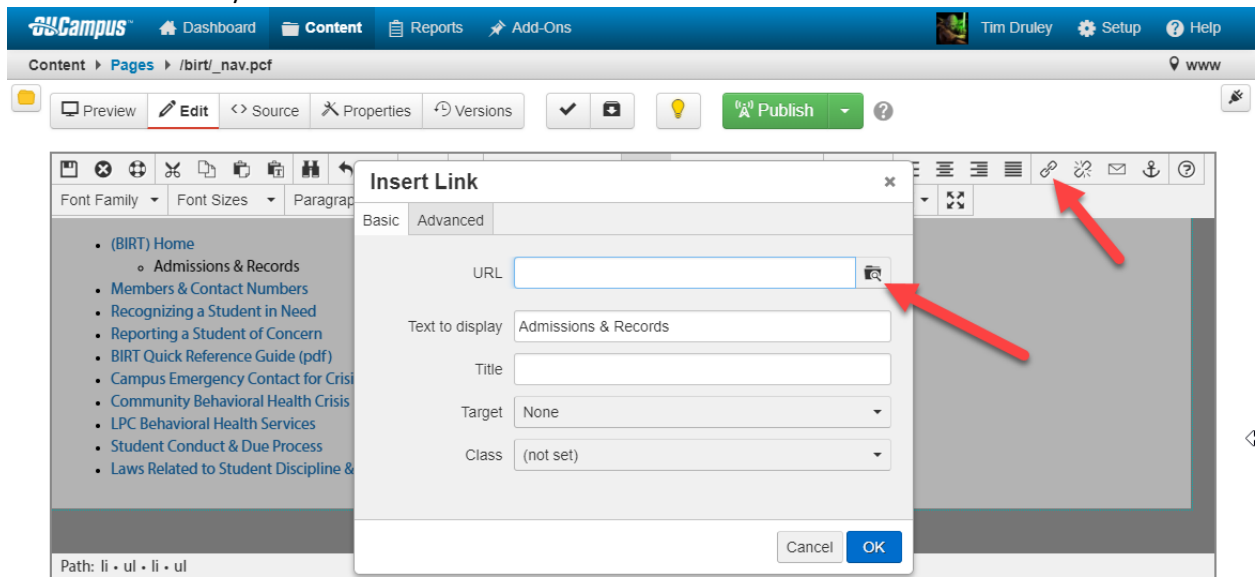
In this example you are going to add a new nested link to a menu item the left navigation (“\_nav.pcf”).



1. Place your cursor at the end of the first link.
2. Press “Enter” to create a new list item.



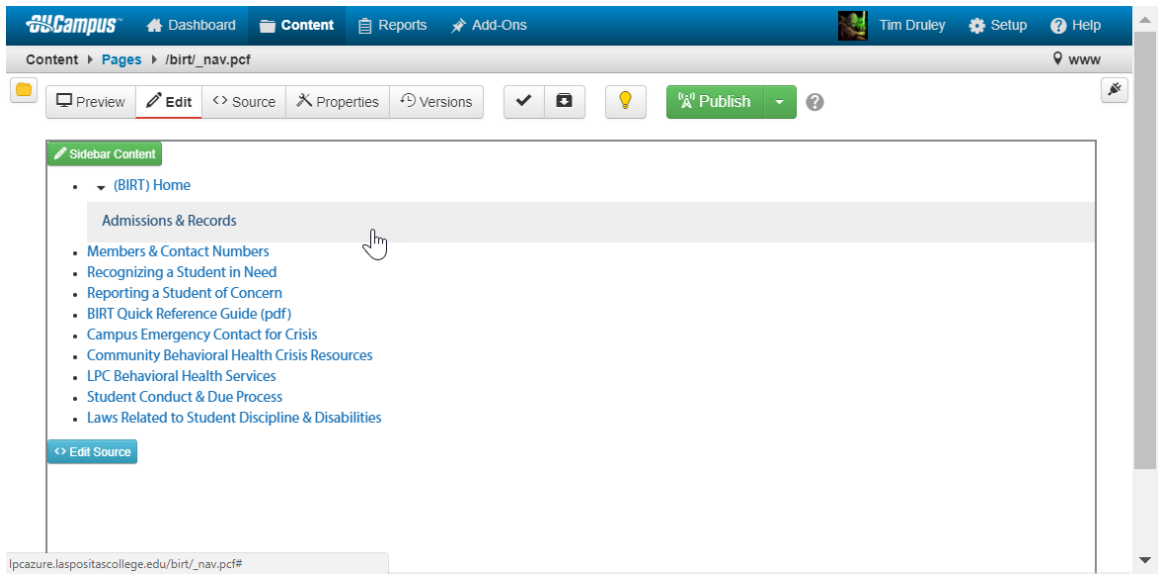
3. Click on the “Increase Indent” button or press the Tab key on your keyboard.
4. Type the title of your new link. In this example “Admissions & Records”.
6. Click and drag to highlight “Admissions & Records”.
7. Click on the “Insert/Edit Link” button



The Insert Link window will appear.

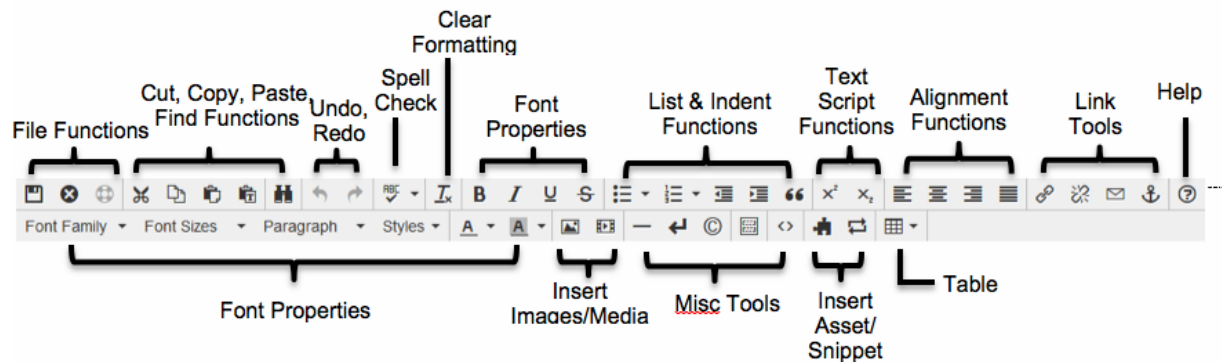
8. Click on the “Search Folder” button to select the webpage that you would like to link to.
9. After you select your webpage, click on the blue “OK” button.
10. Click on the “Save” button.

Canvas LMS interface showing a sidebar content menu. The top navigation bar includes "Canvas", "Dashboard", "Content", "Reports", and "Add-Ons". The user profile "Tim Druley" and "Setup Help" are visible. The breadcrumb path is "Content > Pages > /birt/\_nav.pcf". The toolbar contains "Preview", "Edit", "Source", "Properties", "Versions", "Publish", and a help icon. The sidebar content is titled "Sidebar Content" and contains a dropdown menu for "(BIRT) Home". The "Admissions & Records" item is highlighted, and a mouse cursor is hovering over it. Below the menu items is an "Edit Source" button. The URL at the bottom is "lpcazure.laspositascollege.edu/birt/\_nav.pcf#".



Canvas LMS interface showing a sidebar content menu. The top navigation bar includes "Canvas", "Dashboard", "Content", "Reports", and "Add-Ons". The user profile "Tim Druley" and "Setup Help" are visible. The breadcrumb path is "Content > Pages > /birt/\_nav.pcf". The toolbar contains "Preview", "Edit", "Source", "Properties", "Versions", "Publish", and a help icon. The sidebar content is titled "Sidebar Content" and contains a dropdown menu for "(BIRT) Home". The "Admissions & Records" item is highlighted, and a mouse cursor is hovering over it. Below the menu items is an "Edit Source" button. The URL at the bottom is "lpcazure.laspositascollege.edu/birt/\_nav.pcf#".

## WYSIWYG Toolbar Edit



OU Campus provides page editing commands with the What-You-See-Is-What-You-Get (WYSIWYG) Editor Toolbar (User toolbar may vary).

- **File Functions:** Save or revert changes on a page
- **Cut, Copy, Paste, Find Functions:** Find specific content and cut, copy, paste, or paste as plain text
- **Undo Redo Functions:** Undo/redo changes made on a page
- **Spell Check:** Run spell check on the content. Supports English, French, Spanish, Portuguese, and Italian
- **Clear Formatting:** Remove all selected text formatting and return the text back to the default settings for a page.
- **Font Properties:** Add bold, italic, underline, and strikethrough to selected content
- **List & Indent Functions:** Create an ordered list or indent content
- **Text Script Functions:** Turn selected content into superscript or subscript text
- **Alignment Functions:** Move selected text (left, center, right) or justify the text (does not apply to tables – use table cell props)
- **Link Tools:** Insert/edit links, insert mailto links, and create anchors
- **Help:** Display the Help window
- **Font Properties:** Define font family, font size, and format for selected text, add site-specific styles, and apply font or background colors to text
- **Insert Images/Media:** Add/edit images and videos on a page
- **Misc. Tools:** Add horizontal rules, line breaks, special characters, clean up messy HTML code, toggle invisible elements, and view/modify the HTML code for a region.
- **Snippet:** Insert a preconfigured snippet of code to be used as a template
- **Asset:** Insert a global asset
- **Table Tools:** Create/edit tables within a page