

Uploading Files

Overview

The Upload feature of OU Campus provides the ability to upload files to both the staging and production servers, and any configured publish targets. Users can upload files from the Pages list view and from the filechooser modals that appear when browsing for a file/image/video from the JustEdit or Source Editor. Drag-and-drop functionality is also available when uploading files.

User levels 6-10 have the inherent ability to upload files; user levels 1-5 can be granted that ability on a per-user basis.

By default, OU Campus has set upload limits for different file types. These default values are as follows:

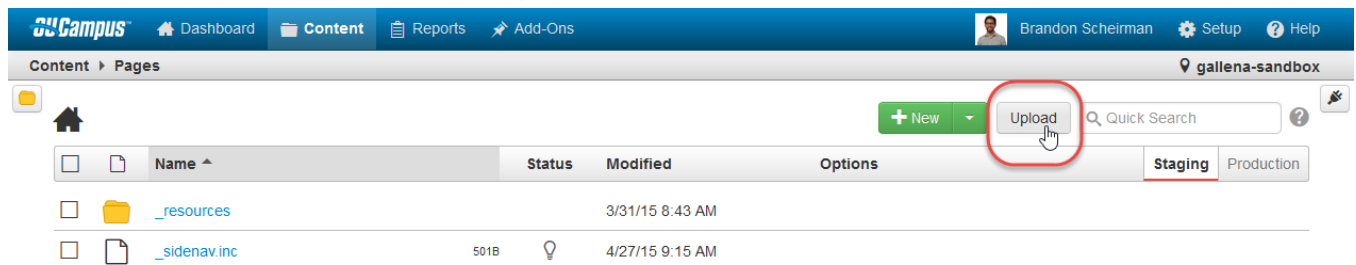
- **Text-based files** (HTML, CSS, XML, JavaScript, and other similar files; normally opened in Source Editor): 250 KB
- **Image files:** 1MB
- **All other binary files** (including audio, video, PDFs, Microsoft Office files, and more): 1GB

For more information about upload limits and how to change these limits, visit the [Upload Limits](#) page.

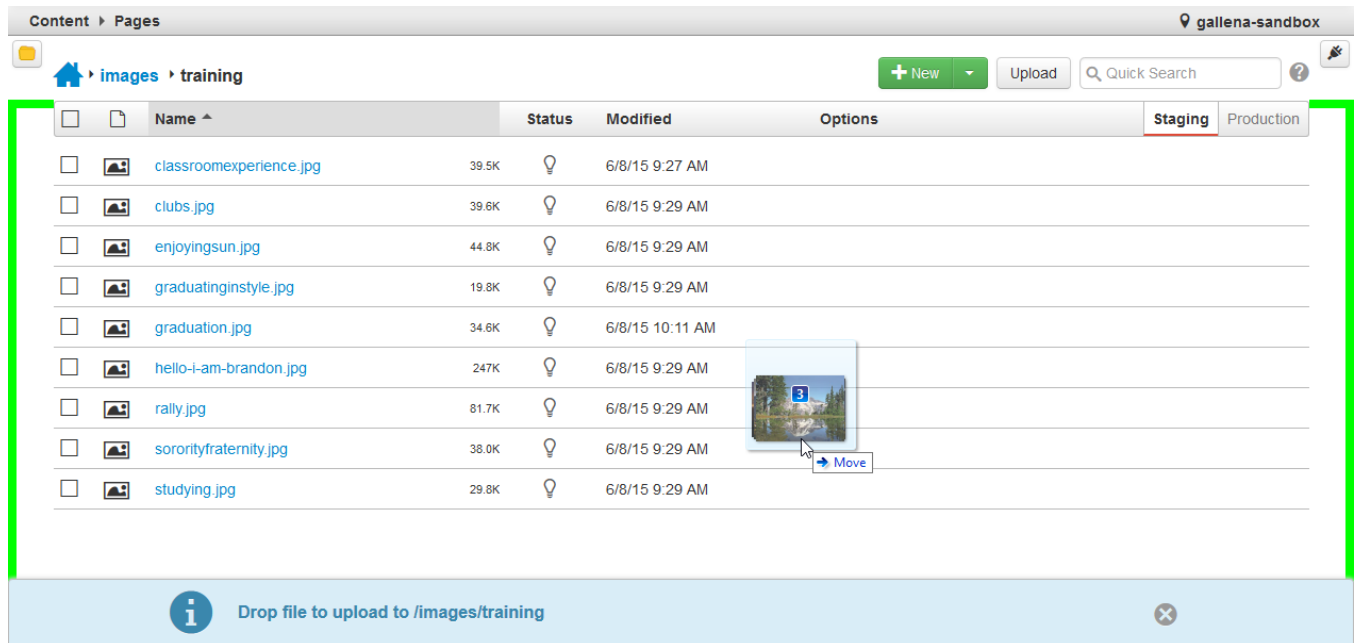
Multiple files can be selected for upload by holding Ctrl (PC)/Cmd (Mac)+Click and selecting multiple files on the hard drive. Users can also hold Shift+Click to select a range of files.

Uploading from the Pages List View

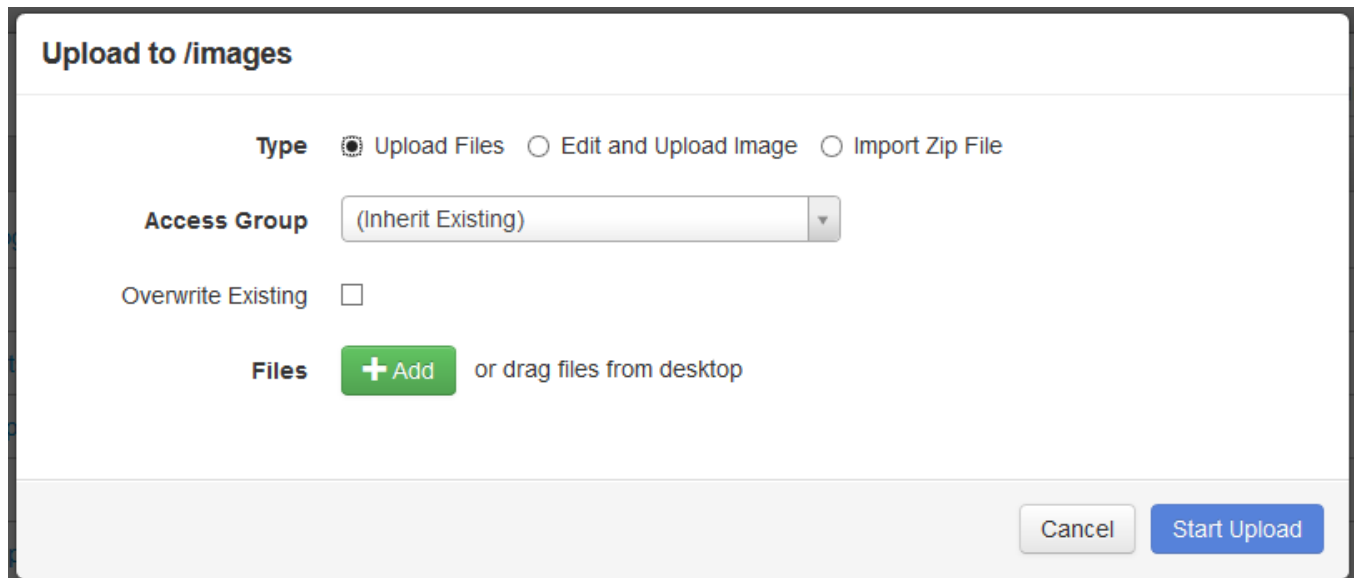
1. Navigate to the Pages list view by clicking **Content > Pages**.
2. Navigate to the directory to which the file(s) should be uploaded.
3. Click the **Upload** button in the top right of the screen.



Alternatively, drag files from the desktop into the browser window to upload them immediately without encountering the Upload modal.



4. If the **Upload** button is clicked, the Upload modal will appear.



5. Select the **Upload Type**, the **Access Group** for the to-be-uploaded files, and whether the uploaded files should overwrite any files with the same name in this directory. Some lower-level users may not be able to perform a Zip Import or overwrite files.
6. Click the green **Add** button to browse for files stored locally; users can also drag files into the modal to achieve the same effect.
7. If necessary, click **Rename** to rename the file and either click away from the filename field or press **Enter** to save the changes. Click **Remove** to remove the file from the upload queue.

Upload to /images/training

Type

☒ Upload Files
 ☐ Edit and Upload Image
 ☐ Import Zip File

Access Group

(Inherit Existing)

Overwrite Existing

☐

Files

+ Add

or drag files from desktop

Filename	Size	Status / Options
ashland-fall-snow.jpg	707K	
san-francisco-brige.jpg	33.2K	<div>✎ Rename</div> <div>✕ Remove</div>
washington.jpg	516K	

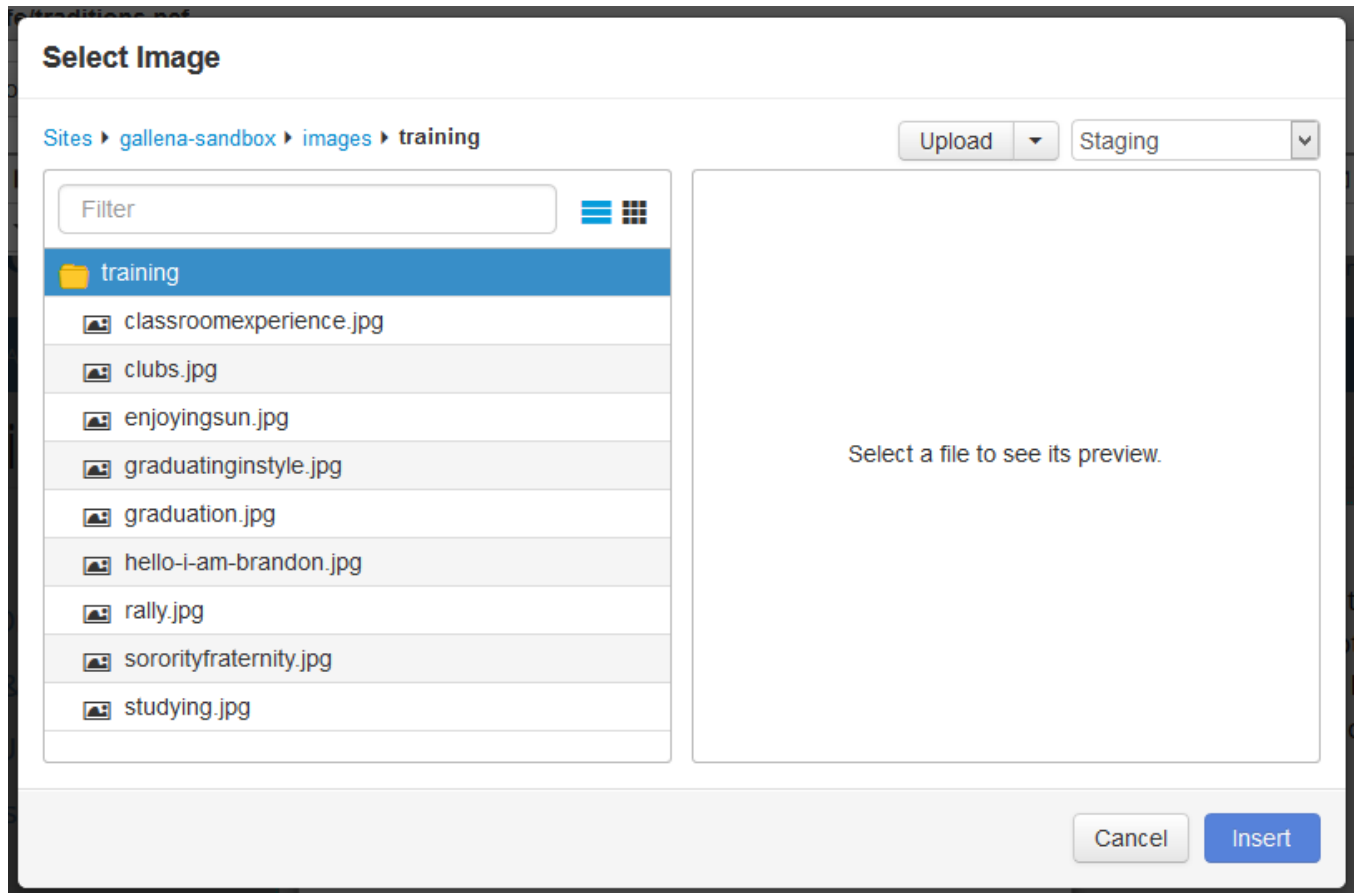
Cancel

Start Upload

- Click **Start Upload** to upload the files into the directory.
- If Binary Management is turned on, the files will only be uploaded to the staging server. **Publish** them to make them visible on the production server (live website) and in Page Preview.

Uploading from a Filechooser

- From the Edit view of a page, enter an editable region, bringing up the JustEdit editor.
- Click the **Insert/Edit Image**, **Insert/Edit Media**, or **Insert/Edit Link** icons in the JustEdit toolbar.
- Browse** for a file to bring up the filechooser.



4. Navigate to the desired directory and click the grey **Upload** button in the top-right of the modal. Users may also edit and upload images in one process. For more information, visit the [Upload and Edit](#) page.
5. The Upload modal will appear. Follow steps 5-8 above to upload the files.
6. The files are now uploaded into the directory and can be placed on the page. The files are still only uploaded to the staging server, and need to be published to be available on the live site, but OU Campus will publish any associated files automatically if the **Include Unpublished Dependencies** checkbox is selected when the page is published.

Publish - traditions.pcf

Final Check

Schedule

Social Media

Scan your page for spelling, link, W3C validation, and accessibility issues. Run all checks, or run individually by clicking the button.

html


Run All

Spell Check Language


English

ABC


Spelling



Links



W3C Valid



Accessibility

Publish Options

☒ Include Unpublished Dependencies
*This file contains links to items that have not been published.
Select to publish these dependencies.*

Version Description

0/256

Cancel

Publish

Video