

Inserting Assets

Inserting Assets Overview

In order to insert an asset into a page or editable region, it must first be created within a site in the OU Campus system. For more information about creating assets:

Creating Assets

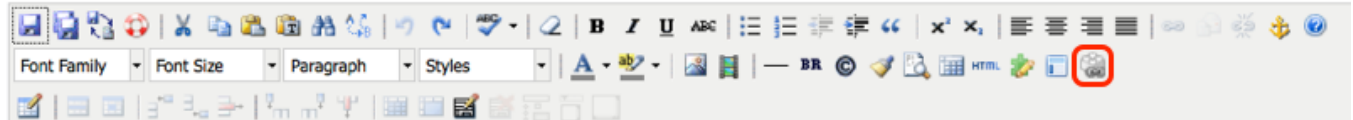
Once assets have created, content contributors can utilize assets. Assets are commonly inserted by one of the following methods:

- Using the WYSIWYG Editor
- Using an Asset only region
- Using the Source Editor

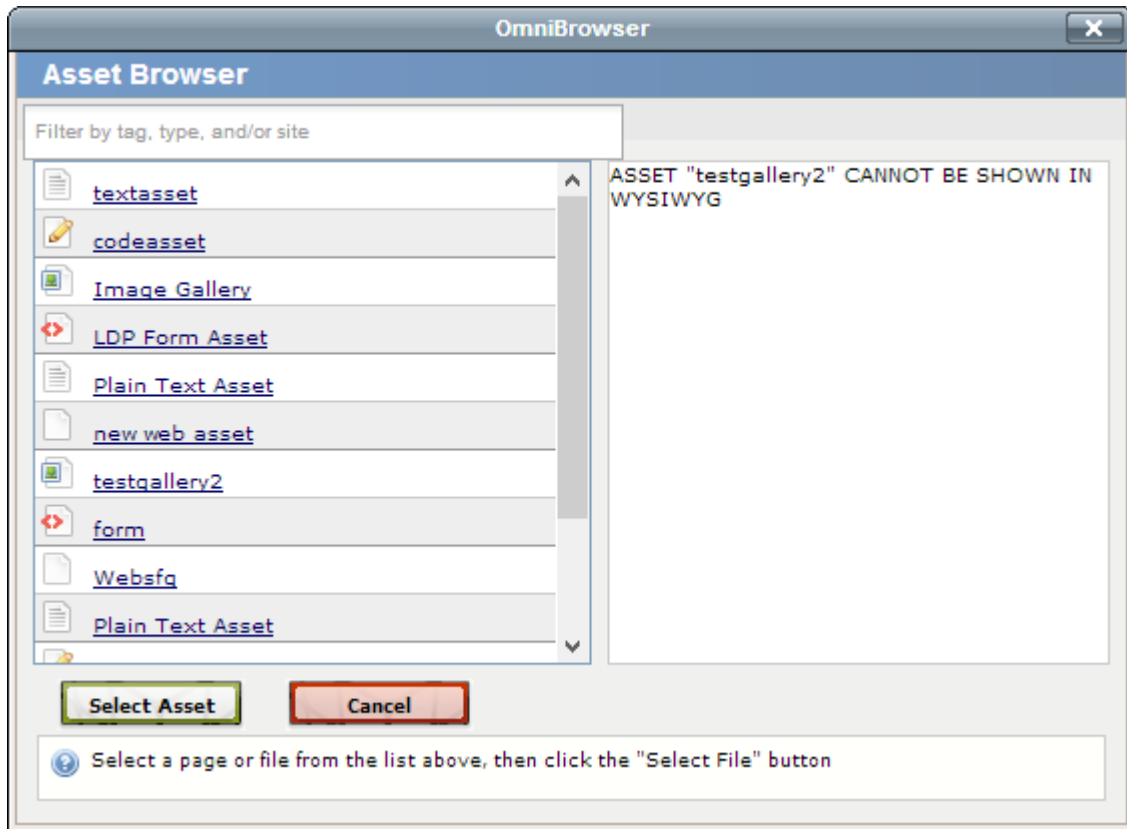
Inserting an Asset with the WYSIWYG Editor

Most often, an asset will be available to insert on a page while editing in the WYSIWYG Editor. Content editing might also be configured so that when clicking on an editable region button, the user is only presented with an asset chooser. Once a page has subscribed to the asset, any changes in the asset will update the page and republish it. The republishing of pages subscribed to assets can be throttled by administrators with the configuration of the publish threshold setting.

1. While in the **WYSIWYG Editor**, place the cursor where the asset will be entered.
2. Then find and click on the **Insert Asset** icon in the toolbar.



3. From the **Asset Browser**, choose the asset from the list of available assets. Optionally, a user can filter the list by tag, type, or site. Assets from all sites within an account are shown, unless otherwise restricted except for Managed Form Assets, which are site specific, are also only shown in the site in which they were created.



4. Click on **Select Asset**.

The asset will be entered into the page where the cursor was placed. If the asset is a Text Only Asset, or a Web Content Asset with no block level HTML code (such as p or div tags), the asset will preview with the content inside of a wrapper.

If the asset is a Web Content Asset with block level HTML code, a Source Code Asset, an Image Gallery Asset, or a Managed Form Asset, it cannot be previewed in the WYSIWYG Editor, but it will still have a wrapper. Note that even though the asset is not displayed in the WYSIWYG Editor, most will still render in the page preview. Source Code Assets will not always render with preview.

To delete an asset from a page in the WYSIWYG Editor, click anywhere on the asset wrapping and press the Delete key.

Inserting an Asset Only Region

An administrator may also create a template file that displays an editable region which forces users to use an asset chooser.

1. Click on **Choose an Asset** when creating a new page or in the MultiEdit screen, or simply the **Edit** button in an editable region.
2. Search for the desired asset using the filter options. Assets from all sites will appear, except for Managed Form Assets, which are site specific.
3. Select the desired asset.
4. Click **Select**.

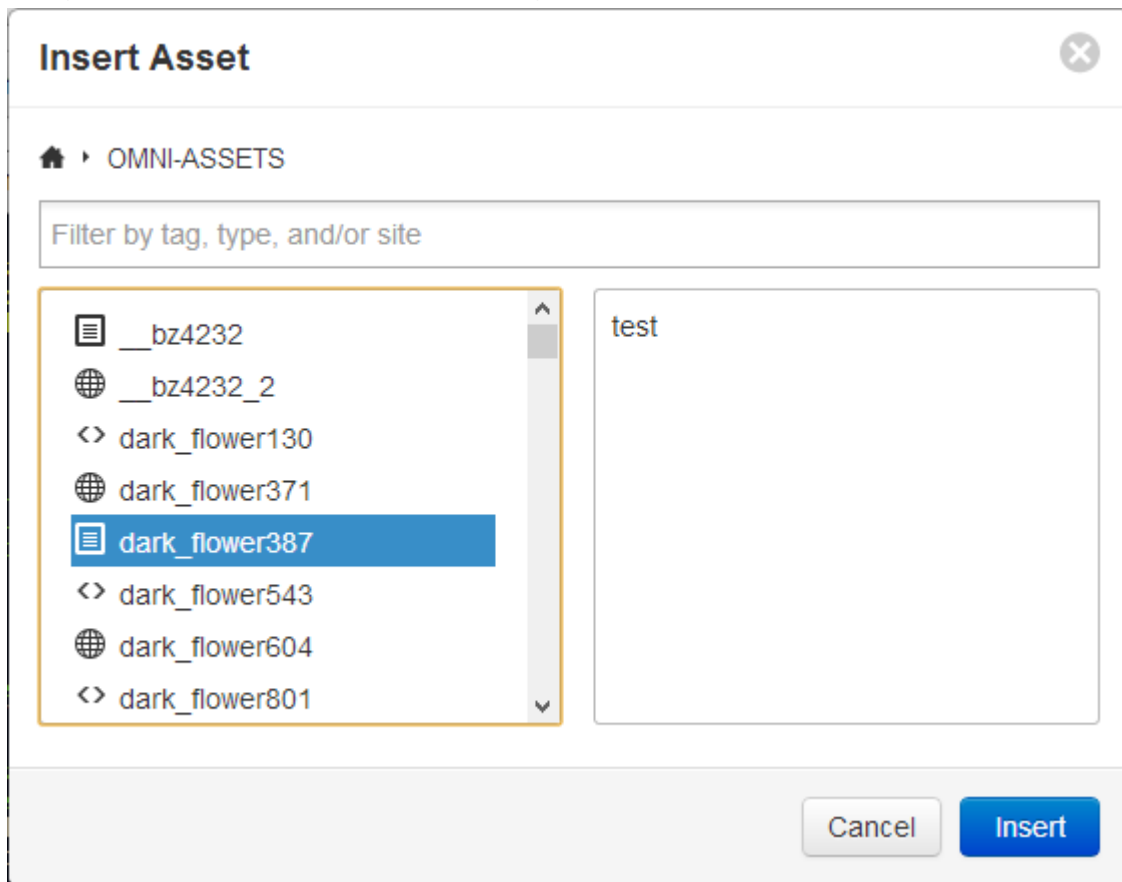
Inserting an Asset with the Source Editor

A user can add an asset to a page or editable region using multiple methods including the Source Editor. It is important to remember that only Level 10 and Level 9 administrators have access to the Source Editor in the OU Campus system. However, lower level users can have access to the Source Editor as well as long as an administrator has enabled this functionality for the user's account in their permission settings.

1. Navigate to the pages list view by selecting **Content > Pages** from the global navigation bar. Hover over the row for the target page and select **Edit** from the list of available actions.
2. While in the **Source Editor**, place the cursor where the asset will be entered. Then click **Insert** from the available toolbar.



3. After clicking the icon, the **Insert Asset** dialog is displayed.



The **Insert Asset** dialog contains a list of the available assets along with a preview of the asset's content. The available list can be filtered by tag, type, or site.

4. Select the asset to be used.
5. Click **Insert**. The asset tag is entered into the source code where the cursor was placed.

```
45 <!-- /com.omniupdate.div label="asset" type="asset" group="Everyone"
--> {{a:918}} <!-- /com.omniupdate.div -->
```

Assets in source code follow the syntax **{{a:###}}**, where the **###** denotes the asset number. If an asset number that does not exist is entered, the asset does not render.

UT Tyler Support 

UT Tyler Web Communications Support: uttyler.edu/web/

UT Tyler OU Campus support: uttyler.edu/oucampus/

Contacting the UT Tyler Web Team: web@uttyler.edu