

Upload

Upload 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. The ability to upload a file is available in the Pages list view, as well as in conjunction with other features such as the Insert/Edit Image tool in the WYSIWYG Editor.

Upload works with either Binary Management enabled or disabled, but keep in mind that the behavior of uploaded files differs depending upon the setting for this feature. For example, when Binary Management is disabled and certain file types are uploaded to the staging server, they are automatically pushed to the production server or default publish target. On the other hand, when Binary Management is enabled, which is the default setting for an account (site settings can be selective enabled) going forward with OU Campus v10, binary file types uploaded to staging remain on the staging server and can be managed in a fashion similar to that of pages.

Since the capability to upload can be found throughout the system, not all functionality is available in every instance. Further, access to the Upload feature is not inherently available for all user levels, and can be further restricted with access settings. Upload can include the following functionality:

- Setting an access group for a file
- Uploading an image, editing, and saving it
- Using Zip Import to upload multiple files and with a directory structure intact
- Overwriting an existing file
- Selecting or dragging a file or files from a local computer

When Binary Management is disabled, images and other binary files (e.g., PDFs, videos, Flash files, Podcasts, etc.) are uploaded to the production server by default. These files never exist on the staging server. Web pages and other editable text files (like HTML, XHTML, PHP, CSS, XML, etc.) are uploaded to the staging server and must be published before going live to the production server. Binary files can be uploaded via the Upload link within the Pages view. Image files can also be uploaded via the Image Editor in the WYSIWYG.

Files can be uploaded from:

- Content > Pages > Upload
- Pages list view > drag and drop within a directory (not all file types supported)
- The WYSIWYG Editor > Insert/Edit Image
- The WYSIWYG Editor > Insert/Edit Embedded Media
- The WYSIWYG Editor > Insert/Edit File
- From the Source Editor > Insert File Link
- The mini-WYSIWYG Editor in the Web Content Asset
- SFTP/FTP/WebDAV (for administrators with access)
- And to the production server, publish targets, and auxiliary sites for use with OU Campus
- Additionally, once images are uploaded they can be dragged from the Images gadget to the WYSIWYG Editor.

Uploaded items are shown as part of the activity stream in the Activity gadget.

Permissions

The ability to upload files is available for users Level 6 and above. Users Level 8 and above have the authority to overwrite existing files. Lower level users (1–5) can be granted the rights to upload through the folder structure in the user's settings by an administrator as well. When users attempt to upload files using any of the above methods, the Upload dialog will be displayed. There are two versions of the Upload dialog in OU Campus, a default dialog with all of the below listed features and a simplified version that excludes the Upload Type feature. The Upload dialog contains the following elements:

Access Group: Select the group that should have access to the uploaded file or files. Level 9 and 10 users can set permissions to any available group. All other users must choose from any group to which they belong.

Upload Type: Allows users to select the type of import they wish to perform – Standard, Upload and Edit Image, and Zip Import

Overwrite Existing: By default, files are not overwritten. Select this option to overwrite the current version of the file that exists in OU Campus. Only Level 8 users and higher have the appropriate permissions for overwriting files that are being uploaded.

Add Files: Allows users to select a file, files, or .zip file from their local computer to upload. Additionally, users can drag and drop files onto the modal to also upload the files.

Uploaded File List After a file or files have been uploaded, they are shown within the Upload dialog in a list. Users can rename uploaded files, revert a rename, and even delete the file from the upload list.