

## Editing a Web Page

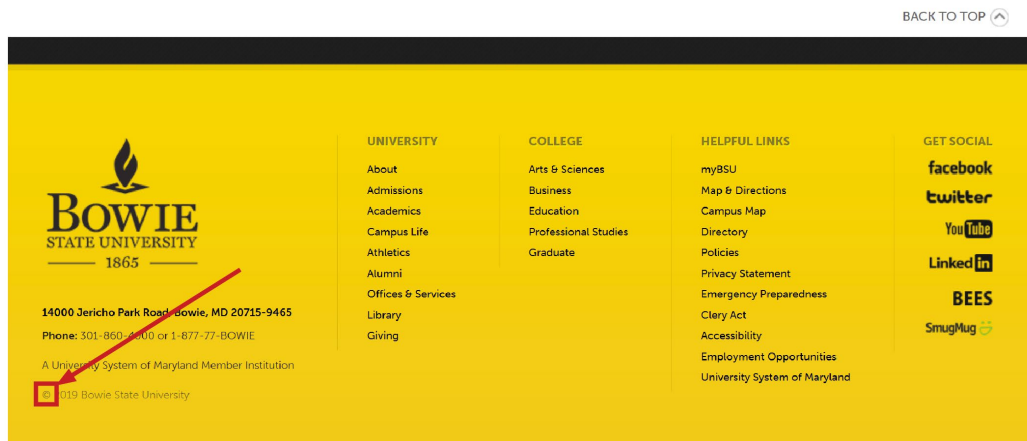
*Revised 1/23/19*

### 1. Navigate to the page you wish to edit.

Visit the Bowie State website – <https://www.bowiestate.edu> – and click to the page you want to make changes to.

### 2. Log on to OUCampus.

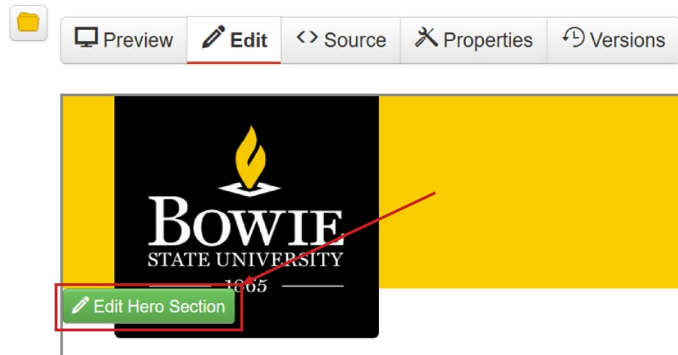
At the very bottom of the page, click the Copyright symbol next to the date in the footer. This will take you to a log in page.



Log in using the username and password you've been provided. If you can't remember your password, click the *Reset Password* link to set a new one.

A screenshot of the OUCampus login form. It has a blue header with the word "Login" in white. Below the header are two input fields: one for a username (containing "acutair") and one for a password (represented by dots). To the right of the password field is a blue link that says "Reset Password", which is highlighted with a red rectangular box. At the bottom of the form is a blue button with the text "Log In" in white.



















3a. To edit the **TITLE** of the page, click the green *Edit Hero Section* button towards the top of the page.



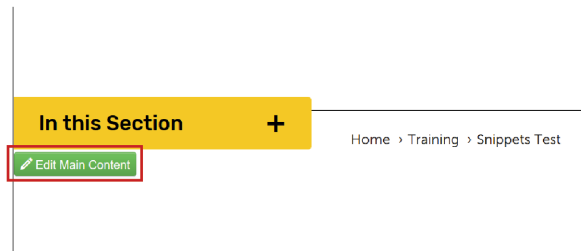
Edit the title in the *Heading* field. Do not alter any other fields.

Image	Recommended resolution: 1280x720
Mobile Image	Recommended resolution: 700x402
Angle Accent	Applies only when image or video supplied. Yes
Shadow Accent	Applies only when image or video supplied. Yes
Video	Use WYSIWYG Video
Eyebrow Image	Recommended resolution: 49x49
Eyebrow Text	
<b>Heading</b>	Title of the Page
Sub Heading	

Click the *Save* icon (upper left) when you're finished.

             	
Font Family	Font Sizes
Paragraph	Styles
  	
<b>Eyebrow Image</b>	Recommended resolution: 49x49
<b>Eyebrow Text</b>	
<b>Heading</b>	Title of the Page
<b>Sub Heading</b>	

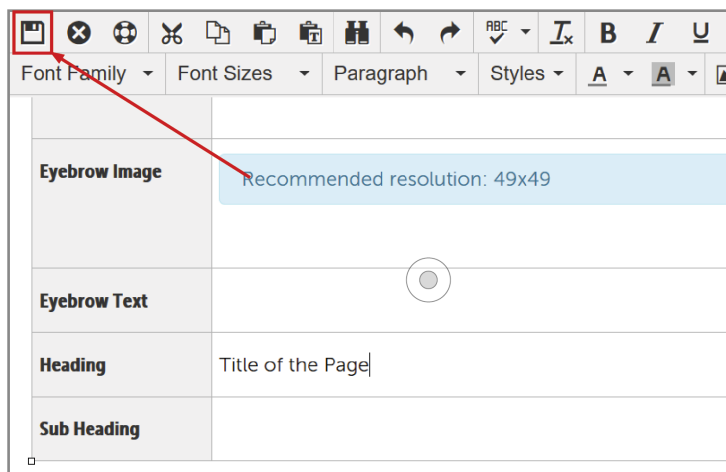
4b. To edit the **BODY** of the page, click the green *Edit Main Content* button below the “In this Section” navigation area.



Typically, all content will go in a “Generic Content Container” snippet (see below). Get the advice of staff in University Relations and Marketing before working on content outside of this container.



Click the *Save* icon (upper left) when you’re finished.



## 5. Submit your changes.

Once you’ve made the changes you need to make, click *Submit*. Your changes will be sent to the University Relations and Marketing office for approval.

