



**OU**  
**Training**

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## How to log in to edit the website

- ⇒ The web content management system is currently called Modern Campus CMS, but has been known by several names over the years including OmniUpdate, OU, Omni CMS.
1. Navigate to the IWU web page you want to edit.
    - ⇒ For example: [www.iwu.edu/accounting](http://www.iwu.edu/accounting)
    - ⇒ If a webpage begins with admissions.iwu.edu or advance.iwu.edu then the page is a Slate page and will be edited directly through Slate.
  2. Scroll to the bottom of the page.
  3. Click the **copyright symbol** © next to “Copyright 2025. All Rights Reserved”.
    - ⇒ You can only edit pages you have access to.
    - ⇒ If you get an error message, [request help from the web team](#).
  4. If prompted, log in with your IWU NetID and password.

## How to edit the main content area

1. [Log in to OU](#).
2. Click the green **Edit Main Content** button.
  - ⇒ The main body will now become editable.

## How does the editing work / what is WYSIWYG

- ⇒ For most updates, the editing screen works as a WYSIWYG - What You See Is What You Get. This means a majority of the content appears in the editing screen exactly as it will on the live site.
- ⇒ Your main formatting options - font size through the use of headings and subheadings, bullet points and numbered lists, and aligning paragraphs and images - will make the content appear in the editing screen exactly as it will on the live site. These formatting options are in your main toolbar and are similar to other word processors like Microsoft Word and Google Docs.

## How to add a link in the body text

1. [Log in to OU](#).
2. Click the green **Edit Content** button.
3. **Highlight** the word or phrase you want to be a hyperlink.
  - ⇒ Type the word or phrase if it's not already on the page.
4. Click the **chain link** icon in the page editor toolbar.
  - ⇒ If you hover over the chain link icon, there is text “Insert/Edit Link”.

5. If you're linking to another iwu.edu webpage, click the **folder with an up arrow** icon. Navigate to the webpage you would like to link to. Click **Insert**.
  - ⇒ In the URL field, you will now see a binary code such as {{f:62270337}}. Every asset is tagged with a code like this to ensure that even if a file is moved or renamed, links to it don't break.
6. If you're linking to a webpage external to iwu.edu, copy and paste it into the URL field.
7. Confirm the text in the **Text to display** field has the text you want to be hyperlinked.
8. In the **Title** field, type the text you want displayed if somebody hovers over the link.
9. In the **Open link in...**field, select **Current window** if the link is to another iwu.edu page. Select **New window** if the page is external to iwu.edu.
  - ⇒ Opening external links in a new window, and internal links in the current window is a best practice across website user experience.
10. Confirm Class is set as "(not set)".
11. Click **Save**.

## How to add a PDF link in the body text

1. [Log in to OU.](#)
2. Click the green **Edit Content** button.
3. Highlight the word or phrase you want to be a hyperlink.
  - ⇒ Type the word or phrase if it's not already on the page.
4. Click the chain link icon in the page editor toolbar.
  - ⇒ If you hover over the chain link icon, there is text "Insert/Edit Link".
5. Click the **folder with an up arrow** icon.
6. Navigate to where the PDF has been uploaded.
  - ⇒ If it hasn't been uploaded, click the Upload button on this screen. Then click +Add, navigate to where the file is saved on your computer, click open, then the Start Upload button.
7. Click the blue **Insert** button.
  - ⇒ In the Source field, you will now see a binary code such as {{f:62270337}}. Every asset is tagged with a code like this to ensure that even if a file is moved or renamed, links to it don't break.
8. Confirm the text in the **Text to display** field has the text you want to be hyperlinked.
9. In the **Title** field, type the text you want displayed if somebody hovers over the link.
10. Confirm the **Open link in...** field is set as "Current window".
  - ⇒ This indicates that if the link is clicked, it will open in the current tab.
11. Confirm Class is set as "(not set)".
12. Click **Save**.

## How to add a button link

1. [Log in to OU.](#)
2. Follow the steps for how to add a [link](#) or [PDF](#).
3. The only step that differs is for the **Class** field in the insert/edit link menu, you will change it from “(not set)” to “**Default Button Link**”.
4. Click **Save**.

## How to insert email link

1. [Log in to OU.](#)
2. Click the green **Edit Content** button.
3. Highlight the word or phrase you want to be an email hyperlink.  
⇒ Type the word or phrase if it's not already on the page.
4. Click the **email/envelope icon** in the page editor toolbar.  
⇒ If you hover over the email icon, there is text “Insert/Edit mailto link”.
5. Type the **email address** you want to be hyperlinked into the “address” field.
6. (Optional): Type a **subject line** in the “subject” field if you want one to be automatically included.
7. Confirm Class is set as “(not set)”.
8. Click **Save**.

## How to insert a decorative image

1. [Log in to OU.](#)
2. Click the green **Edit Content** button.
3. Navigate your cursor to where you want to insert the photo.
4. Click the **landscape image icon** in the page editor toolbar.  
⇒ If you hover over the icon, there is “Insert/Edit Image” text.
5. Click the **folder with an up arrow** icon.
6. Navigate to where the photo has been uploaded in OmniUpdate.  
⇒ If it hasn't been uploaded, click the Upload button on this screen. Then click **+Add**, navigate to where the file is saved on your computer, click open, then the **Start Upload** button.  
⇒ [Common errors when uploading files](#)
7. Click the blue **Insert** button.  
⇒ In the Source field, you will now see a binary code such as `{{f:62270337}}`. Every asset is tagged with a code like this to ensure that even if a file is moved or renamed, links to it don't break.
8. In the **Alternative Description** field, type a [good description](#) of the photo.

9. In the image title field, type the text you want displayed if somebody hovers over the image.
10. Click **Save**.
11. Use the paragraph align options in the main toolbar for Left-Align, Right-Align or Center-Align. You can also resize the image using the blue-dots around the image and move it around by dragging the image around the page. You will still need to use the alignment options for aligning it.
  - ⇒ If you uploaded an image that has not been previously published to the site, the image may appear as a black box. This is because the image is not published to the site yet, but will be automatically published when you submit the page for approval and the web team publishes the page. You do not need to do anything additional or different when this happens.

## How to insert an image with caption

1. [Log in to OU](#).
2. Click the green **Edit Content** button.
3. Navigate your cursor to where you want to insert the photo.
4. Click the **Snippet puzzle piece icon** in the page editor toolbar.
  - ⇒ If you hover over the icon, there is “Insert Snippet” text.
5. Select either “IWU Image Captioned - left-aligned” or “IWU Image Captioned - right-aligned” depending on if you want the photo to be left or right justified on the screen.
6. Click the **Insert** button.
7. In the table cell below “Select Image”, Click the **landscape image icon** in the page editor toolbar.
  - ⇒ If you hover over the icon, there is “Insert/Edit Image” text.
8. Click the **folder with an up arrow** icon.
9. Navigate to where the photo has been uploaded in OmniUpdate.
  - ⇒ If it hasn't been [uploaded](#), click the Upload button on this screen. Then click **+Add**, navigate to where the file is saved on your computer, click open, then the **Start Upload** button.
10. Click the blue **Insert** button.
11. In the **Alternative Description** field, type a [good description](#) of the photo.
12. Confirm Class is set as “(not set)”.
13. Click **Save**.
14. Use the blue dots around the image to resize the image to the size you want.
  - ⇒ If you uploaded an image that has not been previously published to the site, the image may appear as a black box. This is because the image is not published to the site yet, but will be automatically published when you submit the page for approval and the web team publishes the page. You do not need to do anything additional or different when this happens.

15. In the table cell below “Image Caption”, write the caption you want to appear below the photo.

## How to edit image properties

1. [Log in to OU.](#)
2. Click the green **Edit Content** button.
3. Right-click on the photo you want to edit properties for.
4. Click **Image**.
5. Make the changes you want.
6. Click **Save**.

## How to add a callout box or highlight box

1. [Log in to OU.](#)
2. Click the green **Edit Content** button.
3. Navigate your cursor to where you want to insert the callout box.
4. Click the **puzzle piece icon** in the page editor toolbar.  
⇒ If you hover over the icon, there is “Insert Snippet” text.
5. Click **IWU Highlight**.
6. Click **Insert**.
7. The cell below “Header” is where you will type your header text.
8. The cell below “Content” will have your main body text.
9. If you want your highlight box to be full-width, you can leave the cell below “Align” and “Max-Width” blank. If you want the highlight box to be smaller than full-width, type your alignment (left or right) and max-width pixels (example: 300).
10. “This is the Header Text” is typed, replace it with what you want your header to be.
11. On the editing screen, your table will look like this:

Highlight Box			
Header	Content	Align	Max-Width
This is the header text	This is the content text used for the main body.		

- ⇒ When you preview your page and publish it, the highlight box will look like this:



- ⇒ Do not delete a column or content headers on the table.
- ⇒ These fields will not display on your webpage, but tell the program how it needs to be formatted.

## How to add a course list

1. [Log in to OU.](#)
2. Click the green **Edit Content** button.
3. Navigate your cursor to where you want to insert the course list.
4. Click the **puzzle piece icon** in the page editor toolbar.
  - ⇒ If you hover over the icon, there is “Insert Snippet” text.
5. Click **IWU Course List**.
6. Click **Insert**.
7. Fill in your information, but do not delete the headers (Course Number, Title, Description).
  - ⇒ These fields will not display on your webpage, but tell the program how it needs to be formatted.
  - ⇒ To add another row, put your cursor in the bottom-right cell of the table and hit the **tab** key on your keyboard or right click in the table, in the dropdown menu hover over Row, and select either “Insert row before” or “Insert row after”.
8. On the editing screen, your table will look like this:

Course List		
Insert data in plain text		
Course Number	Title	Description
BIOL 101	General Biology	A concentrated introduction to molecular, cellular, genetic, developmental and organismic biology. Emphasis on fundamental principles, concepts and current developments of modern biology. Intended for biology majors, pre-medical, pre-dental and pre-veterinary students, and interested

9. The course list looks like this on a page:

⇒ When you preview your page and publish it, the course list will look like this:

### BIOL 101 - General Biology (1.25) (LSL)

A concentrated introduction to molecular, cellular, genetic, developmental and organismic biology. Emphasis on fundamental principles, concepts and current developments of modern biology. Intended for biology majors, pre-medical, pre-dental and pre-veterinary students, and interested nonmajors. Three hours of lecture and three hours of laboratory per week. Offered each fall .

### BIOL 102 - General Biology (1.25) (LSL)

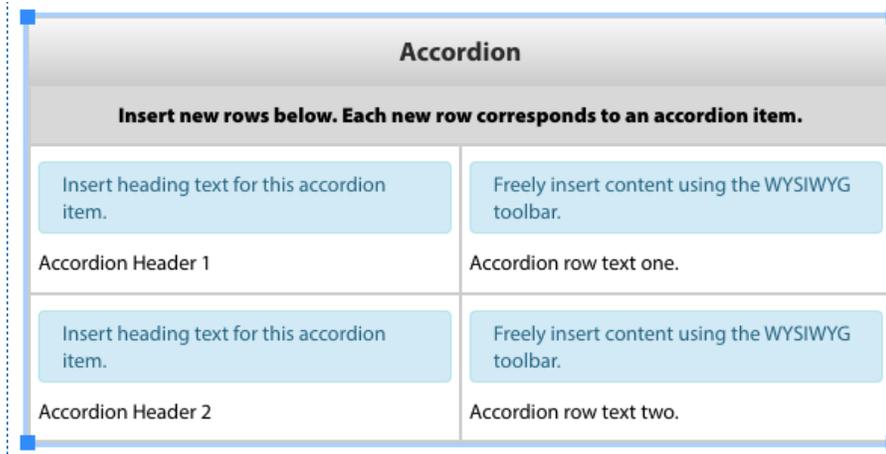
A concentrated introduction to molecular, cellular, genetic, developmental and organismic biology. Emphasis on fundamental principles, concepts and current developments of modern biology. Intended for biology majors, pre-medical, pre-dental and pre-veterinary students, and interested nonmajors. Three hours of lecture and three hours of laboratory per week. Prerequisite: 101. Offered each spring.

10. You can link to specific course descriptions by treating each course like an anchor link. On the page you want to link to a course description (such as a course plan page):
  - ⇒ Click the chain link icon in the page editor toolbar.
    - If you hover over the chain link icon, there is text “Insert/Edit Link”.
  - ⇒ Click the **folder with an up arrow** icon.
  - ⇒ Navigate to where the course description webpage is located.
  - ⇒ After the code for the webpage, add a hashtag (#) and the course number. For example, adding [#biol102](#) after the Biology Course Description link will directly link to that section of the webpage.
  - ⇒ Click the blue **Insert** button.

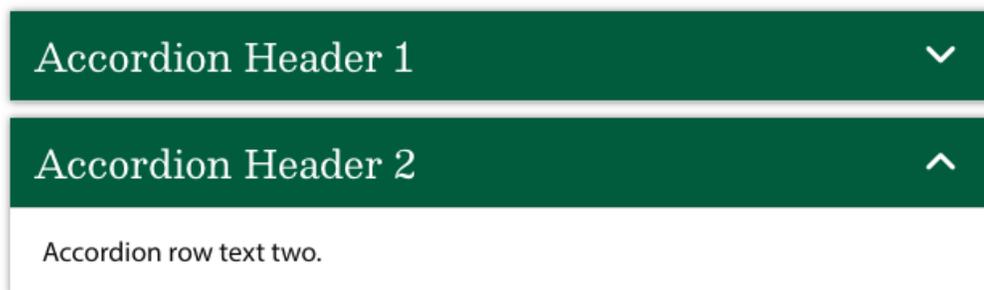
## How to add an accordion

1. [Log in to OU.](#)
2. Click the green **Edit Content** button.
3. Navigate your cursor to where you want to insert the details list.
4. Click the **puzzle piece icon** in the page editor toolbar.
  - ⇒ If you hover over the icon, there is “Insert Snippet” text.
5. Click **Accordion**.
6. Click **Insert**.
7. The cells in the left column will be the headers. The cells in the right column are the main body text that are only displayed if expanded.

8. To delete a row, right click the row you want to delete and click Row > “Delete Row”. You can use this same method to also add rows but with the “Insert row before” or “Insert row after” options.
9. The accordion will look like this while editing



10. The accordion will look like this when published



## How to add a checkerboard

1. [Log in to OU.](#)
2. Click the green **Edit Content** button.
3. Navigate your cursor to where you want to insert the details list.
4. Click the **puzzle piece icon** in the page editor toolbar.
  - ⇒ If you hover over the icon, there is “Insert Snippet” text.
5. Click **Full-Width Checkerboard**.
6. Click **Insert**.
7. The cells in the left column will be where you add photos. The cells in the right column will be where you add text - headings, subheadings, body content, etc.
  - ⇒ Rows will alternate order of the image and text automatically; do not add photos to cells in the right column or text in the left column.
8. To replace a photo: right click on the image you want to replace. Click **Image**. Follow the instructions for “[How to insert a decorative image](#)” beginning with step 5.

9. To update the text: delete the text that is automatically populated when inserting the Full-Width Checkerboard. Use the paragraph and heading style options to format correctly.
10. To update the button: right click on the button. Follow the steps for how to add a [link](#) or [PDE](#). Edit the **Text to display** field to what you want for the button text. You can delete the button by highlighting it and deleting it.
11. To delete a row, right click the row you want to delete and click Row > “Delete Row”. You can use this same method to also add rows but with the “Insert row before” or “Insert row after” options.
  - ⇒ To add a new photo, follow the instructions for “[How to insert a decorative image](#)”
12. The checkerboard will look like this while editing:

**Full-Width Split**

**This snippet can be placed directly into an editable region labeled 'Full-Width'. Insert new rows freely below. Rows will alternate order of the image and content automatically.**

<p style="margin: 0; font-size: small;">Insert an IMAGE using the WYSIWYG toolbar.</p> 	<p style="margin: 0; font-size: small;">Freely insert content using the WYSIWYG toolbar.</p> <h2 style="margin: 0;">Checkerboard Subheading</h2> <p style="margin: 0; font-size: small;">This is body text for this checkerboard item.</p>
<p style="margin: 0; font-size: small;">Insert an IMAGE using the WYSIWYG toolbar.</p> 	<p style="margin: 0; font-size: small;">Freely insert content using the WYSIWYG toolbar.</p> <h2 style="margin: 0;">Applied Technology</h2> <p style="margin: 0; font-size: x-small;">Lorem ipsum dolor sit amet, consectetur adipiscing elit. Animi quod nobis fugiat ipsum harum, eligendi nisi!</p> <div style="background-color: #2e7d32; color: white; padding: 5px; text-align: center; margin: 10px 0;"> <p style="margin: 0; font-size: small;">READ MORE ABOUT INTELLECTUAL LEARNING</p> </div>

13. The checkerboard will look like this when published:



## How to add a button group

⇒ Buttons in the button group snippet are as long as the text is

1. [Log in to OU.](#)
2. Click the green **Edit Content** button.
3. Navigate your cursor to where you want to insert the details list.
4. Click the **puzzle piece icon** in the page editor toolbar.
  - ⇒ If you hover over the icon, there is “Insert Snippet” text.
5. Click **IWU Button Group**.
6. Click **Insert**.
7. In the left column cell, type the text you want to be the button.
8. In the right column cell, [insert the link](#) you want the button to point to.
  - ⇒ You don’t need to follow steps 1-3 of adding a link as you don’t need text to link to; you can just include the direct link in the table cell.
9. To delete a row, right click the row you want to delete and click Row > “Delete Row”. You can use this same method to also add rows but with the “Insert row before” or “Insert row after” options.

10. The button group will look like this when editing:

Button Group	
Title	Link
Button One	{{f:62270337}}
Button Two with a much much longer title	{{f:62270334}}
Button Three	{{f:62270334}}

11. The button group will look like this when published:



## How to add a full-width button group

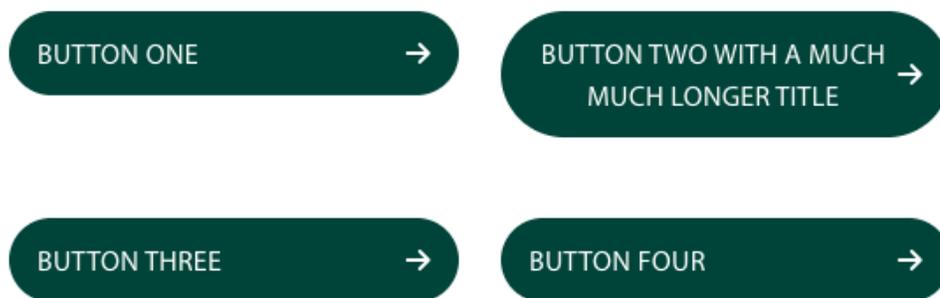
⇒ Buttons in the full-width button group snippet are all equally long; longer text may result in the text being split into two lines.

1. [Log in to OU.](#)
2. Click the green **Edit Content** button.
3. Navigate your cursor to where you want to insert the details list.
4. Click the **puzzle piece icon** in the page editor toolbar.
  - ⇒ If you hover over the icon, there is “Insert Snippet” text.
5. Click **IWU Button Full Width - 2 Per Row**.
6. Click **Insert**.
7. In the left column cell, type the text you want to be the button.
8. In the right column cell, [insert the link](#) you want the button to point to.
  - ⇒ You don’t need to follow steps 1-3 of adding a link as you don’t need text to link to; you can just include the direct link in the table cell.
9. To delete a row, right click the row you want to delete and click Row > “Delete Row”. You can use this same method to also add rows but with the “Insert row before” or “Insert row after” options.

10. The full-width button group will look like this when editing:

Button Group	
Title	Link
Button One	<a href="#">{{f:62270337}}</a>
Button Two with a much much longer title	<a href="#">{{f:62270334}}</a>
Button Three	<a href="#">{{f:62270334}}</a>
Button Four	<a href="#">{{f:62270333}}</a>

11. The full-width button group will look like this when published:



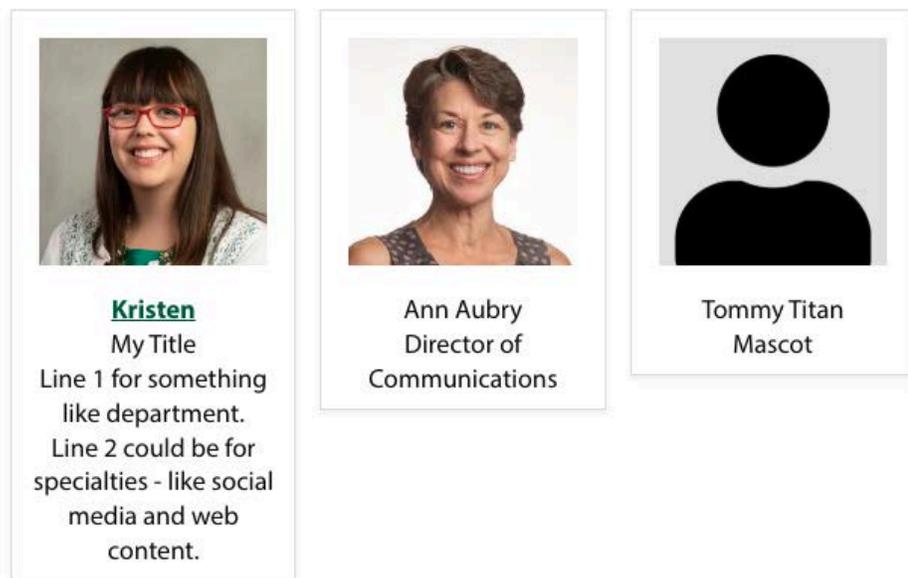
## How to add a people grid

1. [Log in to OU.](#)
2. Click the green **Edit Content** button.
3. Navigate your cursor to where you want to insert the details list.
4. Click the **puzzle piece icon** in the page editor toolbar.
  - ⇒ If you hover over the icon, there is “Insert Snippet” text.
5. Click **IWU People Grid**.
6. Click **Insert**.
7. Fill in information in the cells with the relevant information.
  - ⇒ Entering NetID will pull in an individual’s directory photo.
  - ⇒ Profile URL may be used to link to an individual’s email address or faculty page. The individual’s name will become the link.
  - ⇒ The height of each box will be as tall as the information needs. Less text will make the box shorter.
8. To delete a row, right click the row you want to delete and click Row > “Delete Row”. You can use this same method to also add rows but with the “Insert row before” or “Insert row after” options.

9. The People Grid will look like this when editing:

People Grid					
Insert data in plain text					
NetID	Profile URL	Name	Title	Line 1	Line 2
kbuhrman	<code>{{f:62256843}}</code>	Kristen	My Title	Line 1 for something like department.	Line 2 could be for specialties - like social media and web content.
aaubry		Ann Aubry	Director of Communications		
titan		Tommy Titan	Mascot		

10. The People Grid will look like this when published:



## How to add a people list

1. [Log in to OU.](#)
2. Click the green **Edit Content** button.
3. Navigate your cursor to where you want to insert the details list.
4. Click the **puzzle piece icon** in the page editor toolbar.
  - ⇒ If you hover over the icon, there is “Insert Snippet” text.

5. Click **IWU People List**.
6. Click **Insert**.
7. Fill in information in the cells with the relevant information.
  - ⇒ Entering NetID will pull in an individual’s directory photo and email address.
  - ⇒ Profile URL may be used to link to a faculty page or other webpage. The individual’s name will become the link.
  - ⇒ Only an individual’s IWU phone number extension should be used as “(309) 556-” are automatically added.
  - ⇒ The height of each box will be as tall as the information needs. Less text will make the box shorter.
8. To delete a row, right click the row you want to delete and click Row > “Delete Row”. You can use this same method to also add rows but with the “Insert row before” or “Insert row after” options.
9. The People Grid will look like this when editing:

People List						
Insert data in plain text						
NetID	Full Name	Title	Concentration	Description	Profile URL	Phone Number (Extention Only)
kbuhrman	Kristen Buhrmann	Manager of Digital Strategy	Concentration	Description	<a href="#">{{f:62256843}}</a>	3903
aaubry	Ann Aubry	Director of Communications		Ann's Description		
titan	Tommy Titan	Mascot	Tommy's Concentration			

10. The People Grid will look like this when published:



**Kristen Buhrmann**

Manager of Digital Strategy

Concentration  
Description

**Email:**  
✉ [kbuhrman@iwu.edu](mailto:kbuhrman@iwu.edu)

**Phone:**  
☎ (309) 556-3903



**Ann Aubry**

Director of Communications

Ann's Description

**Email:**  
✉ [aaubry@iwu.edu](mailto:aaubry@iwu.edu)



**Tommy Titan**

Mascot

Tommy's Concentration

**Email:**  
✉ [titan@iwu.edu](mailto:titan@iwu.edu)

# How to add a picture list

1. [Log in to OU.](#)
2. Click the green **Edit Content** button.
3. Navigate your cursor to where you want to insert the details list.
4. Click the **puzzle piece icon** in the page editor toolbar.
  - ⇒ If you hover over the icon, there is “Insert Snippet” text.
5. Click **IWU Picture List**.
6. Click **Insert**.
7. In the cell below the Image heading, [insert a photo](#).
8. Fill in information in the cells with the relevant information.
  - ⇒ Text in the Title column is sized as a heading.
  - ⇒ Text in the Description column is body text.
9. To delete a row, right click the row you want to delete and click Row > “Delete Row”. You can use this same method to also add rows but with the “Insert row before” or “Insert row after” options.
10. The Picture List will look like this when editing:

Picture List		
Insert data		
Image	Title	Description
	This is the Title	This is where you can type a description.
	Title Two	
		This is where you can type a description.

11. The Picture List will look like this when published:



**This is the Title**

This is where you can type a description.



**Title Two**



This is where you can type a description.

## How to add social media links

1. [Log in to OU.](#)
2. Click the green **Edit Content** button.
3. Navigate your cursor to where you want to insert the social media links.
4. Click the **puzzle piece icon** in the page editor toolbar.  
⇒ If you hover over the icon, there is “Insert Snippet” text.
5. Click **IWU Social Media Links**.
6. Click **Insert**.
7. Type the URLs in the right column for the relevant social media accounts.  
⇒ Do not delete any rows; social media platforms without a URL in the accompanying cell will not display.

## How to add a video with caption

8. [Log in to OU.](#)
9. Click the green **Edit Content** button.
10. Navigate your cursor to where you want to insert the video.
11. Click the **puzzle piece icon** in the page editor toolbar.  
⇒ If you hover over the icon, there is “Insert Snippet” text.
12. Click **IWU Video Captioned**.

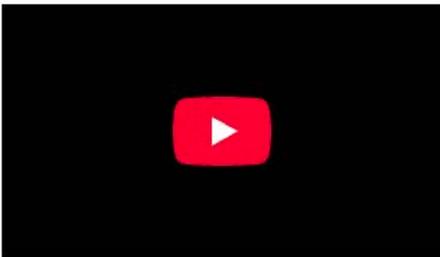
13. Click **Insert**.
14. In the table cell beneath the URL subheading, type in the YouTube link of the video you want to embed.
  - ⇒ Videos cannot be directly uploaded to the website; videos can only be embedded from YouTube or Vimeo.
15. In the table cell beneath the Video Caption subheading, type the caption that will be displayed below the video.
16. In the cell beneath the Video Width subheading, type the pixels for width of the video.
  - ⇒ For aligning a video next to text, 300 is a good number to start with and you can increase or decrease depending on how it fits with the other text on the page.
17. In the cell beneath the Align (left/right) subheading, type **left** if you want the video aligned to the left of the other page content, or **right** if you want the video aligned to the right of the page content.
18. The IWU Video Captioned will look like this when editing:

Video Fixed Size w/Caption			
URL	Video Caption	Video Width	Align (left/right)
https://www.youtube.com/watch?v=yemun8m6MFq4&t=2s	Be Bold! Class of 2024 Commencement	300	right

19. The IWU Video Captioned will look like this when published:

✎ Section #1

Lorem ipsum dolor sit amet  
 consectetur adipiscing elit. Quisque  
 faucibus ex sapien vitae  
 pellentesque sem placerat. In id  
 cursus mi pretium tellus dui  
 convallis. Tempus leo eu aenean sed  
 diam urna tempor. Pulvinar vivamus  
 fringilla lacus nec metus bibendum  
 egestas. Iaculis massa nisl malesuada  
 lacinia integer nunc posuere. Ut hendrerit  
 semper vel class aptent taciti  
 sociosqu. Ad litora torquent per  
 conubia nostra inceptos himenaeos.



Be Bold! Class of 2024 Commencement

## How to add a video grid (2-column)

1. [Log in to OU.](#)
2. Click the green **Edit Content** button.
3. Navigate your cursor to where you want to insert the videos.
4. Click the **puzzle piece icon** in the page editor toolbar.

- ⇒ If you hover over the icon, there is “Insert Snippet” text.
5. Click **IWU Video Grid 2-Column**.
  6. Click **Insert**.
  7. In the table cell beneath the Title subheading, type the header that will be displayed above the video.
    - ⇒ This is an optional field.
  8. In the table cell beneath the URL subheading, type in the YouTube link of the video you want to embed.
    - ⇒ Videos cannot be directly uploaded to the website; videos can only be embedded from YouTube.
  9. In the table cell beneath the Text subheading, type the body text that will be displayed below the video.
    - ⇒ This is an optional field.
  10. To add a row, right click the row you want to add a row before or after click Row > Insert row before or Insert row after. You can use this same method to remove a row but with the Delete Row option.
  11. The Video Grid 2-Column will look like this when editing:

Video Grid		
Title	URL	Text
Video 1	<a href="https://www.youtube.com/watch?v=4Zpx7Tc-Ym8">https://www.youtube.com/watch?v=4Zpx7Tc-Ym8</a>	Additional text
Video 2	<a href="https://www.youtube.com/watch?v=O7QqL7mZHAg">https://www.youtube.com/watch?v=O7QqL7mZHAg</a>	

12. The Video Grid 2-Column will look like this when published:

## Video 1



Additional text

## Video 2



## How to add a video grid (3-column)

1. [Log in to OU.](#)
2. Click the green **Edit Content** button.
3. Navigate your cursor to where you want to insert the videos.
4. Click the **puzzle piece icon** in the page editor toolbar.  
⇒ If you hover over the icon, there is “Insert Snippet” text.
5. Click **IWU Video Grid 3-Column**.
6. Click **Insert**.
7. In the table cell beneath the Title subheading, type the header that will be displayed above the video.  
⇒ This is an optional field.
8. In the table cell beneath the URL subheading, type in the YouTube link of the video you want to embed.  
⇒ Videos cannot be directly uploaded to the website; videos can only be embedded from YouTube.
9. In the table cell beneath the Text subheading, type the body text that will be displayed below the video.  
⇒ This is an optional field.
10. To add a row, right click the row you want to add a row before or after click Row > Insert row before or Insert row after. You can use this same method to remove a row but with the Delete Row option.
11. The Video Grid 3-Column will look like this when editing:

Video Grid - 3-Column		
Title	URL	Text
Video 1	<a href="https://www.youtube.com/watch?v=4Zpx7Tc-Ym8">https://www.youtube.com/watch?v=4Zpx7Tc-Ym8</a>	Lorem ipsum dolor sit amet consectetur adipiscing elit.
Video 2	<a href="https://www.youtube.com/watch?v=4Zpx7Tc-Ym8">https://www.youtube.com/watch?v=4Zpx7Tc-Ym8</a>	
Video 3	<a href="https://www.youtube.com/watch?v=1nrO9KitmkM">https://www.youtube.com/watch?v=1nrO9KitmkM</a>	Quisque faucibus ex sapien vitae pellentesque sem placerat. In id cursus mi pretium tellus dui convallis.

12. The Video Grid 3-Column will look like this when published:



## How to add a full-width video

1. [Log in to OU.](#)
2. Click the green **Edit Content** button.
3. Navigate your cursor to where you want to insert the details list.
4. Click the **puzzle piece icon** in the page editor toolbar.  
⇒ If you hover over the icon, there is “Insert Snippet” text.
5. Click **IWU Video Responsive**.
6. Click **Insert**.
7. In the table cell beneath the URL subheading, type in the YouTube link of the video you want to embed.  
⇒ Videos cannot be directly uploaded to the website; videos can only be embedded from YouTube.
8. In the table cell beneath the Max Width subheading, you can enter the max pixel width.  
⇒ This is an optional field; if you leave this blank, it will default to the max width based on the webpage.
9. This snippet only allows for one row; if you try to add a second row or a second video, anything after the first row will not display.
10. The IWU Video Responsive will look like this when editing:

Responsive Video Embed	
URL	Max Width
<a href="https://www.youtube.com/watch?v=4Zpx7Tc-Ym8">https://www.youtube.com/watch?v=4Zpx7Tc-Ym8</a>	

11. The IWU Video Responsive will look like this when published:



## How to add tabs

1. [Log in to OU.](#)
2. Click the green **Edit Content** button.
3. Navigate your cursor to where you want to insert the details list.
4. Click the **puzzle piece icon** in the page editor toolbar.
  - ⇒ If you hover over the icon, there is “Insert Snippet” text.
5. Click **Tabs**.
6. Click **Insert**.
7. Type the tab headings in the table cells in the left column.
8. Type the main body text in cells in the right column.
  - ⇒ Section Headings (i.e. Section 1, Section 2, Section 3) can be included and renamed or removed.
9. To add a row, right click the row you want to add a row before or after click Row > Insert row before or Insert row after. You can use this same method to remove a row but with the Delete Row option.

10. The **Tabs** will look like this when editing:

The screenshot shows a 'Tabs' editor interface. At the top, there is a header 'Tabs' and a sub-header 'Insert new rows below. Each new row corresponds to a tab item.' Below this, there are three rows, each representing a tab. Each row has a light blue box for 'Insert heading text for this tab item.' and a larger area for 'Freely insert content using the WYSIWYG toolbar.' The first tab is titled 'Requirements' and contains 'Section 1' with placeholder text. The second tab is titled 'Forms & Resources' and contains 'Section 2' with placeholder text. The third tab is titled 'FAQs' and contains 'Section 3' with placeholder text.

11. The **Tabs** will look like this when published:

The screenshot shows the published version of the 'Tabs' interface. At the top, there are three tabs: 'Requirements', 'Forms & Resources', and 'FAQs'. The 'Requirements' tab is active, indicated by a green underline and a small green arrow pointing down. Below the active tab, there is a heading 'Section 1' and a paragraph of placeholder text: 'Cras tincidunt lectus ac quam ultrices posuere. Duis pretium commodo risus vel posuere. Sed elit dolor, dapibus vel sapien vel, rutrum malesuada diam.'

## How to add a contact box

1. [Log in to OU.](#)
2. Click the green **Edit Content** button.
3. Navigate your cursor to where you want to insert the contact box.
4. Click the **atom icon** in the page editor toolbar.
  - ⇒ If you hover over the icon, there is “Insert Component” text.

5. Click **Redesign 2023 - Contact Box (Dynamic)**.
6. Click **Insert**.
7. In the Edit Component - Redesign 2023 - Contact Box (Dynamic) screen, fill out the relevant information.
  - ⇒ For most uses, you only need to enter an individual's IWU email address in the **Faculty Email (Auto-Fill)** field. Name, title, department, email, phone number and photo are automatically pulled from Banner and the Directory based on IWU email.

- ⇒ If you want any of the information different from what is automatically pulled from Banner and the Directory, then you will enter all information manually into the relevant boxes.
8. Click **Save**.
  9. The contact box will now appear in the editing screen as a blue pill with Redesign 2023 - Contact Box (Dynamic).

 Redesign 2023 - Contact Box (Dynamic)

10. To view how the contact card will appear on the live site, click the blue Save button in the upper right corner next to the lightbulb button and Submit for Approval button.

⇒ The contact card on the published page will look like this:



## How to add a gallery slider

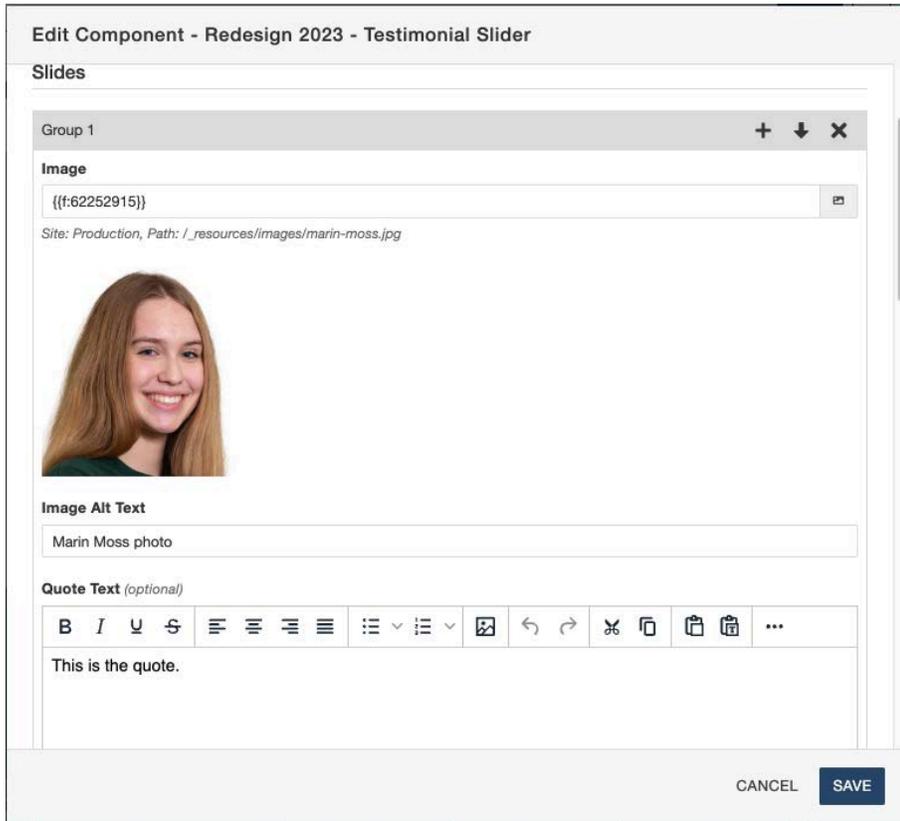
- ⇒ This was previously a snippet called “rotating image carousel”.
1. Click the green **Edit Content** button.
  2. Navigate your cursor to where you want to insert the gallery slider.
  3. Click the **atom icon** in the page editor toolbar.  
⇒ If you hover over the icon, there is “Insert Component” text.
  4. Click **Redesign 2023 - Gallery Slider**.
  5. Click **Insert**.
  6. In the “Image” field, click the landscape (insert photo) icon.
  7. Navigate to where the photo has been uploaded in OmniUpdate.  
⇒ If it hasn't been uploaded, click the Upload button on this screen. Then click +Add, navigate to where the file is saved on your computer, click open, then the Start Upload button.
  8. Click the blue **Insert** button.
  9. In the Image Alt field, type a [good description](#) of the photo.
  10. Link Title and Link Caption are both optional fields.  
⇒ Link title is text the user sees when hovering over the image.  
⇒ Link caption is displayed when a user clicks an image in a gallery slider.
  11. To add additional images to the gallery slider, click **+ Add New Group**.  
⇒ Each “group” indicates each image or slide.
  12. To change photo order, use the up or down arrows next to the group number. Remove images by clicking the x next to the up or down arrow.
  13. Click the blue **Save** button.

## How to add a testimonial slider

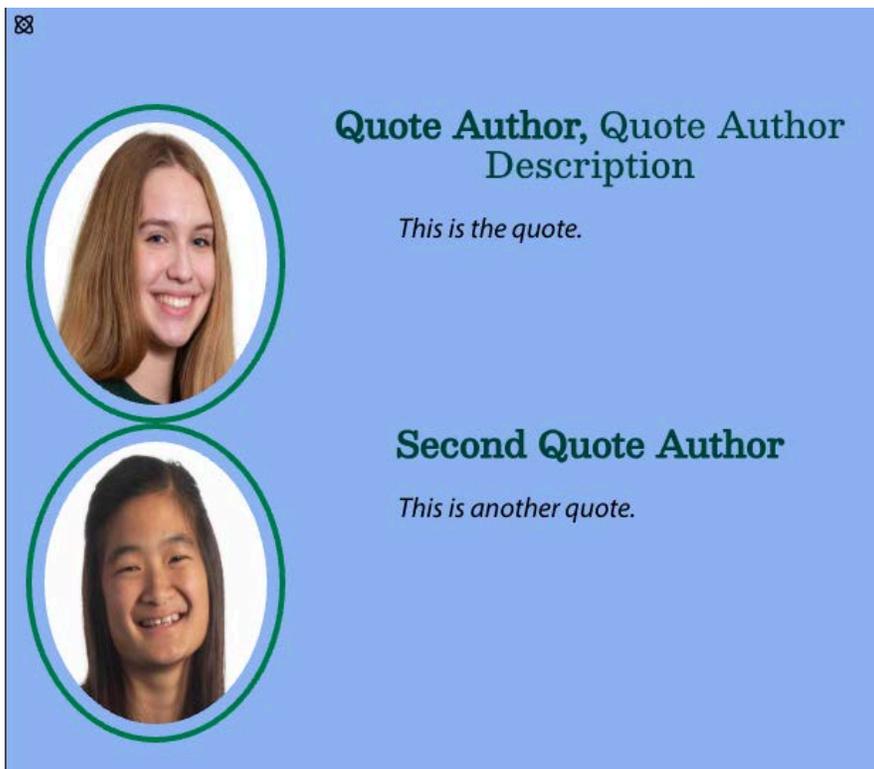
1. [Log in to OU](#).
2. Click the green **Edit Content** button.
3. Navigate your cursor to where you want to insert the testimonial slider list.
4. Click the **atom icon** in the page editor toolbar.

- ⇒ If you hover over the icon, there is “Insert Component” text.
5. Click **Redesign 2023 - Testimonial Slider**.
  6. Click **Insert**.
  7. Under the Slides > Group 1 > **Image** heading, click the landscape (insert photo) icon.
  8. Navigate to where the photo has been uploaded in OmniUpdate.
    - ⇒ If it hasn't been uploaded, click the Upload button on this screen. Then click +Add, navigate to where the file is saved on your computer, click open, then the Start Upload button.
    - ⇒ Photos will appear in a circle frame and are best if square (1:1 ratio).
  9. Click the blue **Insert** button.
  10. In the **Image Alt Text** field, type a [good description](#) of the photo.
  11. In the **Quote Text** field, enter the quote to include.
  12. In the **Quote Author** field, enter the name of the individual who provided the quote.
    - ⇒ This field is optional.
  13. In the **Quote Author Description** field, enter any descriptors of the individual, such as their major.
    - ⇒ This field is optional.
    - ⇒ The text from this field begins immediately after the Quote Author field; if you have both, it's recommended to include a comma and space at the end of the individual's name in the Quote Author field.
  14. If you have multiple quotes to include, click the **+ Add New Group** button and repeat steps 7-13.
    - ⇒ Groups can be moved around using the up or down arrow on the grey line with the group number.
    - ⇒ Groups can be removed by clicking the X symbol on the grey line with the group number.
  15. Click the blue **Save** button.

16. The pop-up Edit Component screen will look like this:



17. The Testimonial Slider will appear like this on the editing screen:



18. The Testimonial Slider will appear like this on the published page:



## How to add homepage image cards

⇒ Also called “baseball cards”

1. [Log in to OU.](#)

2. Click the green **Edit Content** button.

3. Navigate your cursor to where you want to insert the image cards.

4. Click the **atom icon** in the page editor toolbar.

⇒ If you hover over the icon, there is “Insert Component” text.

5. Click **Redesign 2023 - Three Cards with Images and Content**.

6. Click **Insert**.

7. Under Cards > Group 1 > **Image** heading, click the landscape (insert photo) icon.

8. Navigate to where the photo has been uploaded in OmniUpdate.

⇒ If it hasn't been uploaded, click the Upload button on this screen. Then click +Add, navigate to where the file is saved on your computer, click open, then the Start Upload button.

⇒ Recommended photo size: 800 pixels wide x 533 pixels tall

9. Click the blue **Insert** button.

10. In the **Heading** field, enter the heading.

⇒ This will appear directly below the image and larger than the body text.

11. (Optional) next to the **Card Link** field, click the page icon to search for the page file.

⇒ Navigate to where the IWU web page is saved.

⇒ Click **Choose File**.

12. (Optional) In the **Text Content** field, enter additional information as the body text.

13. If you have multiple cards to include, click the **+ Add New Group** button and repeat steps 7-13.

⇒ Groups can be moved around using the up or down arrow on the grey line with the group number.

⇒ Groups can be removed by clicking the X symbol on the grey line with the group number.

14. Click the blue **Save** button.

15. The image cards will appear like this when adding information in the editing pop-up screen:

**Edit Component - Redesign 2023 - Three Cards with Images and Content**

**Cards**

Group 1 + ↓ ×

**Image**

{{f:62269023}}

Site: Production, Path: /academics/images/study-abroad-music-in-bulgaria.jpg

Select the background image for this card.



**Heading**

Study Abroad

Enter heading text for this box.

**Card Link (optional)**

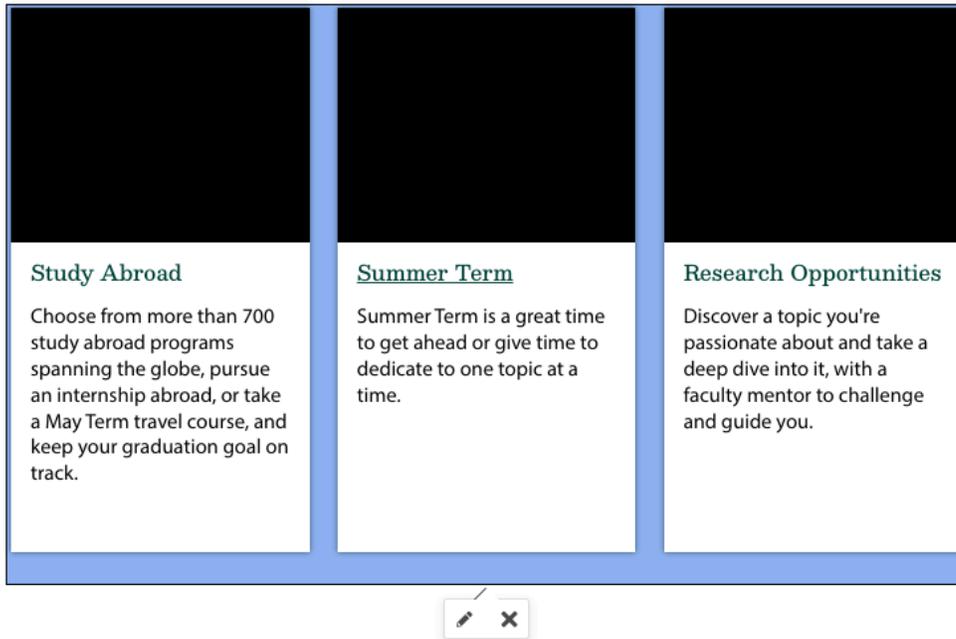
{{f:62266536}}

Site: Production, Path: /international-office/study-abroad/index.pcf

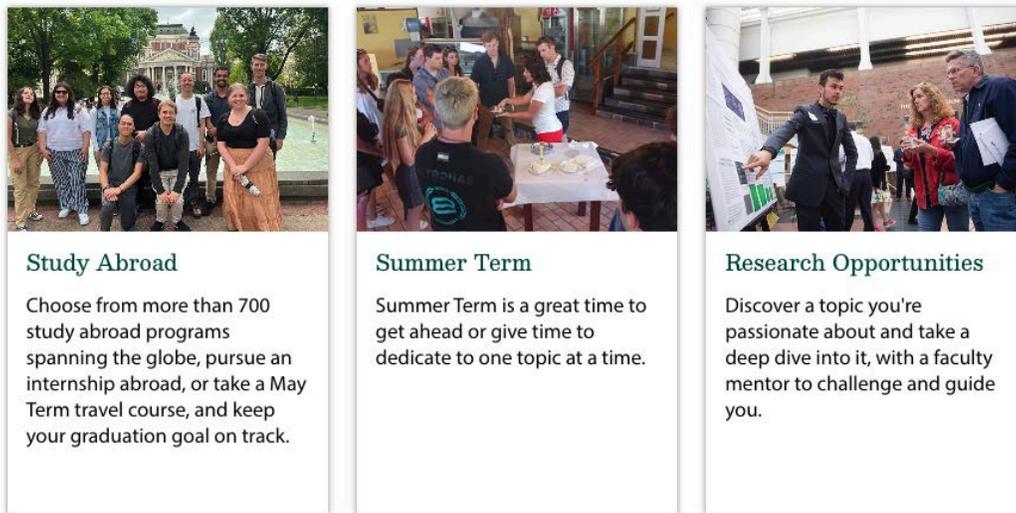
Link to Page or File

CANCEL **SAVE**

16. The image cards will appear like this on the editing screen (when editing other things in the [WYSIWYG](#))



17. The image cards will appear like this on the published page:



## How to add big stats

1. [Log in to OU.](#)
2. Click the green **Edit Content** button.
3. Navigate your cursor to where you want to insert the big stats.
4. Click the **atom icon** in the page editor toolbar.
  - ⇒ If you hover over the icon, there is "Insert Component" text.

5. Click **Redesign 2023 - Stats Icons**.
6. Click **Insert**.
7. In the **Icon Class** field, type the name of the Font Awesome icon you want to include.
  - ⇒ Browse the [Font Awesome classic pack icons](#) to find one that will match your text.
  - ⇒ Exclude the “fas fa-” portion as this is already included in the code. For instance, enter 'tasks' to use the 'fas fa-tasks' icon. Icon functionality is not guaranteed, as this will be limited to the icons available to this domain.
8. In the **Stat Number** field, type the primary stat.
  - ⇒ This text is large and works best if it’s only up to 3 characters in length.
9. In the **Stat Description** field, type the stat description.
10. (Optional) In the **Link** field, enter a link for users to learn more or cite the stat.
11. If you have multiple stats to include, click the **+ Add New Group** button and repeat steps 7-13.
  - ⇒ Groups can be moved around using the up or down arrow on the grey line with the group number.
  - ⇒ Groups can be removed by clicking the X symbol on the grey line with the group number.
  - ⇒ Up to 3 stats will appear in one row; additional stats will flow into another line.
12. Click the blue **Save** button.

13. The big stats will appear like this when adding information in the editing pop-up screen:

Edit Component - Redesign 2023 - Stats Icons 3-Up

Icons

Group 1

Icon Class

users

Enter the valid name of a Font Awesome class, without the 'fas fa-' portion (this part is already prepended to the entry). For instance, enter 'tasks' to use the 'fas fa-tasks' icon. Icon functionality is not guaranteed, as this will be limited to the icons available to this domain. Refer to Font Awesome documentation for available icons.

Stat Number

18

Stat Description

Average Class Size

Link (optional)

Paste Link Here

Group 2

Icon Class

chalkboard-user

Enter the valid name of a Font Awesome class, without the 'fas fa-' portion (this part is already prepended to the entry). For instance, enter 'tasks' to use the 'fas fa-tasks' icon. Icon functionality is not guaranteed, as this will be limited to the icons available to this domain. Refer to Font Awesome documentation for available icons.

CANCEL SAVE

14. The big stats will appear like this on the published page:



## How to change a homepage hero image

1. [Log in to OU.](#)
2. Click the green **Hero - Use Slider Hero Snippet** button directly above the hero image.
3. Right click the image in the third column that you want to swap out.
4. Click the **landscape image icon** in the page editor toolbar.
  - ⇒ If you hover over the icon, there is "Insert/Edit Image" text.

5. Click the **folder with an up arrow** icon.
6. Navigate to where the photo has been uploaded in OmniUpdate.
  - ⇒ If it hasn't been [uploaded](#), click the Upload button on this screen. Then click **+Add**, navigate to where the file is saved on your computer, click open, then the **Start Upload** button.
  - ⇒ Recommended file size: 2000 pixels wide × 715 pixels tall.
7. Click the blue **Insert** button.
  - ⇒ In the Source field, you will now see a binary code such as `{{f:62270337}}`. Every asset is tagged with a code like this to ensure that even if a file is moved or renamed, links to it don't break.
8. In the **Alternative Description** field, type a [good description](#) of the photo.
9. Click **Save**.

## How to delete a snippet from a page

1. [Log in to OU](#).
2. Click the green **Edit Content** button.
3. Right click on the snippet you want to delete.
4. Click **Delete table**.

## How to delete a component from a page

1. [Log in to OU](#).
2. Click the green **Edit Content** button.
3. Click on the component.
4. Click the **X**

## How to send page for approval

- ⇒ Complete this action once you've made all the changes you want to make that day.
1. Click the blue **Save** button in the upper right corner.
    - ⇒ You can also use the floppy disk icon or Control + S to do this.
  2. Click the green **Submit for Approval** button.
  3. In the **Subject** field, write a brief description of the changes you made.
  4. In the **Message** field, write a more detailed description of the changes you made, or you can choose to leave this blank.
  5. Keep the checkbox next to Send Copy to Email checked.
  6. Click the blue **Submit** button.
    - ⇒ The page is now automatically checked out by the approver.

- ⇒ To see the status of the approval process for the page, click the **Workflow** link on the [Dashboard](#).

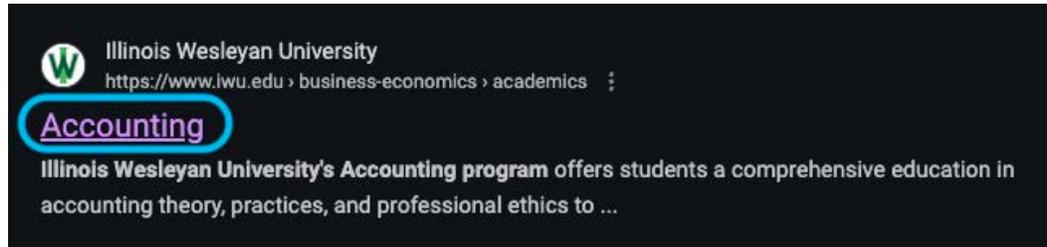
## How to edit page parameters

1. [Log in to OU](#).
2. If you haven't already checked the page out, click the lightbulb at the top of the page to check it out.
  - ⇒ The lightbulb should now be lit up.
3. Click the **Properties** button.
4. Click on **Parameters** in the left-hand menu.
  - ⇒ If Parameters isn't an option, make sure you've checked the page out - the lightbulb needs to be lit up.
5. Fields that are edited in the page parameters:
  - ⇒ **Title**: page title - in browser tab
  - ⇒ **Description**: this is used by search engines and is included on search results pages as the preview text.
  - ⇒ **Page Heading**: on-page title displayed.
  - ⇒ **Breadcrumb**: the text used in the breadcrumb trail
6. Click **Save**.

## How to create a new page

1. [Log in to OU](#).
2. Click the **Back to Pages** link above the main toolbar, directly beneath the Modern Campus CMS logo in the upper left corner.
  - ⇒ You will be taken to the folder which contains the page you were just editing. If this is not the folder you want to create a new page in, click the Home icon and navigate to the correct folder.
3. Click the down arrow next to the blue **+ New** button.
4. Click **Interior Page (Two-Col)**.
  - ⇒ Only the Office of Communication will create new sections, folders, and marquee pages For instructions on creating a new faculty page, read [how to create a new faculty bio page](#).
5. Fill in the **Page Title** field.

⇒ This field is used as the page title in search engine results and browser tabs.



⇒ | **Illinois Wesleyan** is automatically added to the page title.

6. Fill in the **Description** field. This is used by search engines and is included on search results pages as the preview text.
7. Fill in the **Filename** field.
  - ⇒ Use only lowercase letters, numbers, and only hyphens to separate words.
  - ⇒ Dates should be in YYYY-MM-DD format.
  - ⇒ This is the name used in OU and the URL/ link address.
  - ⇒ If you forget to change this now, it will default to untitled. Please contact the web team to change this for you if you forget to do so when creating the page.
8. Leave the Overwrite Existing checkbox unchecked.
9. Click the blue **Create** button.

## How to create a new faculty bio page

10. [Log in to OU.](#)
11. Click the **Back to Pages** link above the main toolbar, directly beneath the Modern Campus CMS logo in the upper left corner.
  - ⇒ You will be taken to the folder which contains the page you were just editing. If this is not the folder you want to create a new page in, click the Home icon and navigate to the correct folder.
12. Click the down arrow next to the blue **+ New** button.
13. Click **New Faculty Profile Page w/ Sidebar**.
14. In the **Title** field, type the professor's name.
  - ⇒ This field is used as the page title in search engine results.
  - ⇒ | **Illinois Wesleyan** is automatically added to the page title.
15. Fill in the **NetID** field.
16. Fill in the **Filename** field.
  - ⇒ **.pcf** needs to be at the end of the filename.
  - ⇒ For faculty bio pages, either use the professor's last name or first name hyphen last name. For example: kristen-buhrmann.pcf
  - ⇒ Use only lowercase letters, numbers, and only hyphens to separate words.
  - ⇒ This is the name used in OU and the URL/ link address.
  - ⇒ If you forget to change this now, it will default to untitled. Please contact the web team to change this for you if you forget to do so when creating the page.

17. Leave the Overwrite Existing checkbox unchecked.
18. Click the blue **Create** button.
19. On the editing screen, click the **MultiEdit** button next to the lightbulb and Publish button.
20. On the MultiEdit Content screen, in the **Email** field, type the professor's IWU email address.
  - ⇒ This will automatically pull an individual's name, title, department, email, phone number, office number, and photo from the IWU Directory.
  - ⇒ Individuals can update their information directly in Banner Self-Service following the instructions outlined on the [Campus Directory Updates webpage](#).

## How to upload a file

1. [Log in to OU](#).
2. Click the **Back to Pages** button in the upper-left corner of the page you're editing.
  - ⇒ If your pages have an "images" or similar folder available, open that before uploading any files.
3. Click the **Upload** button.
4. Click the **+Add** button.
5. Select the file(s) you want to upload.
  - ⇒ To minimize page load times and server space, please keep file sizes below 100 kb. If a file is larger than 100kb, please contact the web team for review and upload. You can use [www.pixlr.com](http://www.pixlr.com) to scale down photos and [www.smallpdf.com](http://www.smallpdf.com) to scale down PDFs.
  - ⇒ You may receive an error message "invalid filename"; only use lower-case letters, numbers, and hyphens in filenames. Use hyphens to separate words, and avoid "iwu" and other acronyms when possible. Once you rename, you'll need to click the Start Upload button again.
6. Click the **Start Upload** button.

## How to update left-hand navigation

1. To update the left-hand navigation on your pages, use our help form at <https://answers.iwu.edu/web> and include the following:
  - Department Name
  - Desired navigation structure and names
  - Link URLs for navigation

## How to delete a page

- If you want to have a page deleted, use our help form at <https://answers.iwu.edu/web> and include the following:
  - Department Name
  - URL
  - Reason for wanting page deleted
  - URL for redirect (if somebody tries to access the deleted page)
- This may initiate a content consultation with the Office of Communications if there are additional questions about web page navigation.
- The Office of Communications will delete the page and set up the redirect (if necessary).

## Common errors when uploading files

- ⇒ File size is larger than max file size. For text-based files, max file size is 250 kb. For images, max file size is 500 kb.
- ⇒ File is incorrectly named. Files can only include lowercase letters, numbers, and hyphens.

## How to request help

- Contact the web help desk at <https://answers.iwu.edu/web>
  - Can also access this by clicking the question mark icon in the upper right corner of OmniUpdate CMS, then clicking Support.

## Helpful Links

- Web support <https://answers.iwu.edu/web>
- [University Images](#)
- [Snippet & Component Examples](#)

## General Web Writing Guidelines

- **Keep it short and simple.** It is difficult to read large blocks of text on screen, so keep sentences and paragraphs short.
- **Keep it current.** Review your site regularly. Only create what you can maintain. If you publish material that will become outdated, be responsible for removing or updating it. This includes periodically checking that hyperlinks remain valid.
  - ⇒ OU lets you schedule helpful reminders to update time-sensitive pages.

- ⇒ Don't publish pages with no content and disclaimers such as "under construction" or "more to come." It is better to have less, but meaningful content, rather than incomplete or outdated pages.
- ⇒ Don't duplicate your content on multiple pages, creating confusion and the possibility for conflicting updates. Where necessary, use Assets for repeatedly used content elements.
- **Make it Scannable:** Most web users scan pages before reading, to decide quickly if the information is relevant.
  - ⇒ Use of these simple elements can help: meaningful title, subheadings to break up the text, one idea per paragraph, bulleted lists, images or graphics where appropriate
  - ⇒ Don't use images to convey text-based information. Search engines and screen readers for visually impaired individuals can't read images.
- **Fonts, Photos and Graphics:** Use only our standard fonts and default font colors.
- **Links.** If possible, highlight relevant text as the hyperlink, and avoid using the phrase "click here."
  - ⇒ Because many websites use underlining to indicate links, avoid the use of underlines in your text (besides for links) to prevent confusion.
- **Don't Delete Without a Plan.** If you plan on deleting or renaming a page or file, request a redirect via the [Web Content LibAnswers Portal](#).
- **Follow Copyright Laws:** Be careful when reusing images found on the web. Wikimedia Commons is a resource for freely usable media files.
  - ⇒ Also be aware of potential copyright infringement in music tracks of videos you post. Respect applicable copyright and fair use laws.
- **Web Addresses.** Keep URLs simple.
  - ⇒ Site index pages do not require "index.html" in the address. For example: [www.iwu.edu/math/](http://www.iwu.edu/math/) is preferred over [www.iwu.edu/math/index.html](http://www.iwu.edu/math/index.html)
  - ⇒ Generally, if you see iwu.edu links that include "www2" or a tilde, such as [/~theatre/](#), these are outdated formats and should be updated for clarity (even if redirects still keep them functioning).
  - ⇒ Use hyphens to separate words in a URL. For example: [www.iwu.edu/language-resource-center/](http://www.iwu.edu/language-resource-center/)

## How to write a good photo description

- *Background: why photo description text/ alternative text is important*
  - ⇒ *Web accessibility: visually impaired users using screen readers will be read alt text to better understand images on websites.*
  - ⇒ *Search engine optimization: helps search engine crawlers index images properly and find related content.*
- Describe the image as specifically as possible.
- Keep it (relatively) short - popular screen readers cut off this text around 125 characters.

- Use keywords, but don't stuff keywords.
  - ⇒ Keywords: what your page is about; important for SEO.
  - ⇒ Keyword stuffing: trying to include as many keywords & keyword variations; Google docks points for this. Example of keyword stuffing: "pancake, pan cakes, hot cakes, pancake, hotcakes, breakfast food best breakfast top breakfasts breakfast recipes pancake recipe"
- Example:



Bad description text: Woman pointing to a person's computer screen

Good description text: Business school professor pointing to a student's computer screen with other students visible in the background.

## Basics of ADA Web Accessibility

- Americans with Disabilities Act of 1990 is a law that prohibits discrimination based on disability. "It affords similar protections against discrimination to Americans with disabilities as the Civil Rights Act of 1964, which made discrimination based on race, religion, sex, national origin, and other characteristics illegal. In addition, unlike the Civil Rights Act, the ADA also requires covered employers to provide reasonable accommodations to employees with disabilities, and imposes accessibility requirements on public accommodations.
- Alternative text should be available for non-text content.
  - Short descriptions of images, descriptions of charts, brief descriptions of non-text content such as audio and video files, etc.
- Captions and other alternatives for multimedia
  - Text transcriptions and captions for audio files, audio descriptions for visual details in a video, etc.
- Content is easier to see and hear
  - Default foreground and background color combinations provide sufficient contrast; users can pause, stop, or adjust the volume of audio and video that are played on the site; background audio is low or can be turned off.
- Users can easily navigate
  - Pages have clear titles and are organized using descriptive headings; users are informed about their current location within a set of related pages (sub-navigation and breadcrumbs)

- More can be read on the [W3 Accessibility Principles website](#).