Building Directories and Templates with MultiEdit

2016 OmniUpdate User Training Conference Activity Guide

Contents

Building Directories and Templates with MultiEdit

This activity guide covers the process by which MultiEdit templates are created.

To get started, first log into the workshop site: workshop[#].outc16.com

1. Navigate to the homepage by using the personalized link on your workshop insert.
2. Replace [#] with the number on your workshop insert.
3. Click on the **DirectEdit** link found on the page, which for the conference is the words "Last Updated" followed by a date.
4. Log into OU Campus using the administrator username and password.

Configuring the PCF

Adding MultiEdit Nodes

Purpose: To understand the components of a MultiEdit-configured page.

Objective: Add MultiEdit elements to a faculty page.

1. From **Content > Pages**, click **New** to create a New Section with Index Page. Name the section *my-faculty*.
2. Download the starter files from the workshop resources site.
3. From the Pages list view, **Upload** *pcf-start.pcf* from the desktop into the *my-faculty* directory.
4. **Edit** the *pcf-start.pcf* file via the **Source Editor.**
5. Find the `<!--Build MultiEdit nodes here -->` line in the source.
6. Add a `<profile>` tag.
7. Within the `<profile>` tag, begin adding the `<ouc:div>` nodes. Add labels for `name`, `department`, `position`, `phone`, `email`, `hours`, `bio`, and `image`.
8. Inside each `<ouc:div>`, add an `<ouc:multiedit />` node with an appropriate `type`, `prompt`, and if applicable, `options` (for `type="radio"` or `type="select"`), `rows` and `editor` (for `type="textarea"`), or `path` and `lockout` (for `type="image"`).
9. Add content to each `<ouc:div>`.
10. Click **Save.**
11. **Publish** the page.

Add MultiEdit Content

Purpose: To become familiar with the **MultiEdit Content** interface.

Objective: Edit the faculty page via MultiEdit.

1. Check out the *pcf-start.pcf* page again and click the **Edit** button in the Page Actions toolbar.
2. From the **Edit** screen, click the orange **MultiEdit** button.
3. In the **MultiEdit Content** screen, add content into each field.
4. Click **Save**.

5. Navigate to the **Source Editor** to observe where the content has been added into each `<ouc:div>` node.
6. **Publish** the page.

Creating the TMPL

Purpose: To understand how to convert a file into a TMPL.

Objective: To create a new TMPL from a PCF.

1. Navigate to the */my-faculty* directory.
2. **Edit** the *pcf-start.pcf* file via the **Source Editor**.
3. **Save As** the file to the */_resources/ou/templates* directory as *faculty-template.tmpl*.
4. Navigate to */_resources/ou/templates* and verify that the file is there and configured properly.

Basic TCF Creation

Purpose: To understand how to create a simple TCF.

Objective: To create a new TCF for a page.

1. Navigate to the */_resources/ou/templates* directory.
2. If not done already, download the starter files from the workshop resources site.
3. From the Pages list view, **Upload** *tcf-start.tcf* from the desktop into the */_resources/ou/templates* directory.
4. **Edit** *tcf-start.tcf* via the **Source Editor**.
5. Between the opening and closing `<variable-list>` tags, within `<!-- general page setup -->`, add the appropriate `<variable>` node for `name`.
6. Inside the `<template>` node, ensure that *faculty-template.tmpl* is the listed file.
7. **Save** the changes.
8. **Upload** an image for the TCF. Be sure to name it *faculty-template.gif*.
9. If desired, **Publish** the files.
10. In the */_resources/ou/templates* directory, **Edit** *faculty-template.tmpl* via the **Source Editor.**
11. Replace the content in `<title>` and `<ouc:div label=name">` with the appropriate echo variables.
12. Navigate to the newly-created section from the first activity in **Content > Pages**.
13. Create a **New** page by selecting the new template just created.

Advanced TCF Creation: Adding MultiEdit Variables to the TCF (Optional Activity)

Purpose: To understand how to add MultiEdit variables to a TCF file so they appear in the New Page Wizard.

Objective: Add MultiEdit variables to a TCF file.

1. Navigate to the */_resources/ou/templates/* directory.
2. Edit the *tcf-start.tcf* file via the **Source Editor.**

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3. Within `<!-- general page setup -->`, add `<variable>` nodes for `department`, `position`, `phone`, `email`, `hours`, `bio`, and `image` (the rest of the variables present in the PCF).
4. **Save** the file.
5. For reference, compare the file to the tcf-end file from the workshop resources site. The two should be identical.
6. In the */_resources/ou/templates* directory, **Edit** *faculty-template.tmpl* via the **Source Editor.**
7. Replace the content in the remaining `<ouc:div>` nodes with the appropriate echo variables.
8. **Save** the file.
9. Navigate to the newly-created section from the first activity in **Content > Pages**.
10. Create a **New** faculty page by selecting the new template.
11. Notice the new MultiEdit variables are now present in the New Page Wizard.