

OU CAMPUS CHEAT SHEET

Keyboard Short Cuts


Cut: Ctrl + X
Paste: Ctrl + V
Copy: Ctrl + C
Undo: Ctrl + Z
Select All: Ctrl + A

Positioning Text or Image on Page


Highlight Text or Select the Image → Right Click → Hover Over
Alignment → Select Your Desired Position

Bookmark Anchors


Setting up the Anchor

Go to Your Desired Area on the Page to Set the Anchor → Click the Anchor Icon
from the toolbar  and Enter Your Anchor Name


Creating the Hyperlink to the Anchor

Highlight the text you want to set as the hyperlink → Select the Link Icon from
the toolbar  → Select the Anchors dropdown box from the new window and
select your Anchor name → Select Insert

Hyperlinking Email Addresses

Highlight the email address → Select the Mailto icon in the toolbar  → Enter
the email address in the Recipient Email text area. If desired, enter the email
subject in the Mail Subject text area. → Select Insert

Embedding YouTube Video

Select the Share option under the YouTube video → Select Embed and copy the
code → Select the Insert Embedded Media icon from the OU Campus toolbar
 → Select the Source Tab → Paste the Embed code into the text area →
Select Insert button