**PUBLISHING PUBLIC NOTICES**

**BOARD OF TRUSTEES WEBSITE | OU CAMPUS**

Here’s how to keep a version of the official publishes of the Public Notices web page in order to have a record for auditing or other purposes.

In OU Campus (web system), when you publish the official notice to the public, just be sure to type into the “Version Description” field some note like “official notice”. That way, you’ll be able to easily see them if you ever need them.

(The following instructions are using Chrome or Firefox as your web browser.)

**PUBLISHING PUBLIC NOTICES**

1. Click “Publish” at top
2. For “Version Description”, type “official notice”
3. Click “Publish”

**HOW TO ACCESS & RETRIEVE FORMER VERSIONS**

1. Click “**Pages**” (upper right)
2. In your file listing, find the page you want to see versions of (for the public notices page, it’s “**news.pcf**”)
3. **Click the lightbulb to make it yellow** (meaning you have it checked out)
4. **Hover the line** with your filename on it…..and **hover “Review”** (on the right-side) and choose “**Versions**”.
5. In the listing of versions, you’ll see all the ones you noted as “official notice”.
6. **Hover the line** of each one and choose “**View**” & “**Page**”.  
   (It will show your page in a new browser window)
7. If you want to save the page….  
   IN CHROME: click the **3 vertical dots** (upper right) and choose “**More tools**” and “**Save page as**”  
   IN FIREFOX: click the **hamburger button/3-horizontal-lines** (upper right) and choose “**Save Page as**”
8. Enter a filename like “**Notice\_2020\_0628**” (that way, your filenames will always sort in chronological-order on your PC)
9. **Choose where on your PC** you are saving the file to….and click “**Save**”.
10. Do steps 1-9 for each “official notice” file you are retrieving to save them to your PC…..if you need to present them to an auditing body.