**Board Website**

Editing Instructions

Preferably, you will keep a folder on your PC that is named “BOT Website”. In it, you can have 4 directories to match OU Campus:

* Documents
* Images
* Calendar
* Videos

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HOW TO**

**CREATE “ADD TO CALENDAR” LINK**

<http://www.tnstate.edu/ouguide/#cal-invite>

**CREATE NEW PAGE**

<http://www.tnstate.edu/ouguide/#newpage>

**DELETE IMAGES/DOCUMENTS**

<http://www.tnstate.edu/ouguide/#deletingassets>

**EDIT EXISTING PAGE**

<http://www.tnstate.edu/ouguide/#editing>

**UPLOAD IMAGES**

BOARD MEMBERS IMAGES:

1. First, before you upload your new image, check to see what size your new image needs to be:
2. Pull up this page in Internet Explorer (not Firefox or Chrome)  
   <http://www.tnstate.edu/board/trustees.aspx>
3. Right-click an existing image…and choose “Properties”… to see what its dimensions are. You need to make your new image the same size (width x height)
4. So follow these OU Campus instructions for how to resize, crop (whatever you need to do to make it the same size as the others)…and upload into OU Campus.  
   <http://www.tnstate.edu/ouguide/#uploading>

**UPLOAD PDFS/DOCUMENTS**

<http://www.tnstate.edu/ouguide/#pdf>

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OU CAMPUS SUPPORT**

[www.tnstate.edu/web](http://www.tnstate.edu/web) (especially view “OU Campus Guide”)