

U.S. Department of Energy

**RedDot
Content Management System (CMS)
Version 7.5**

Users Guide



Draft

October 2008

U.S. Department of Energy

Office of the Chief Information Officer
Office of the Associate CIO for Operations
Corporate Systems Division

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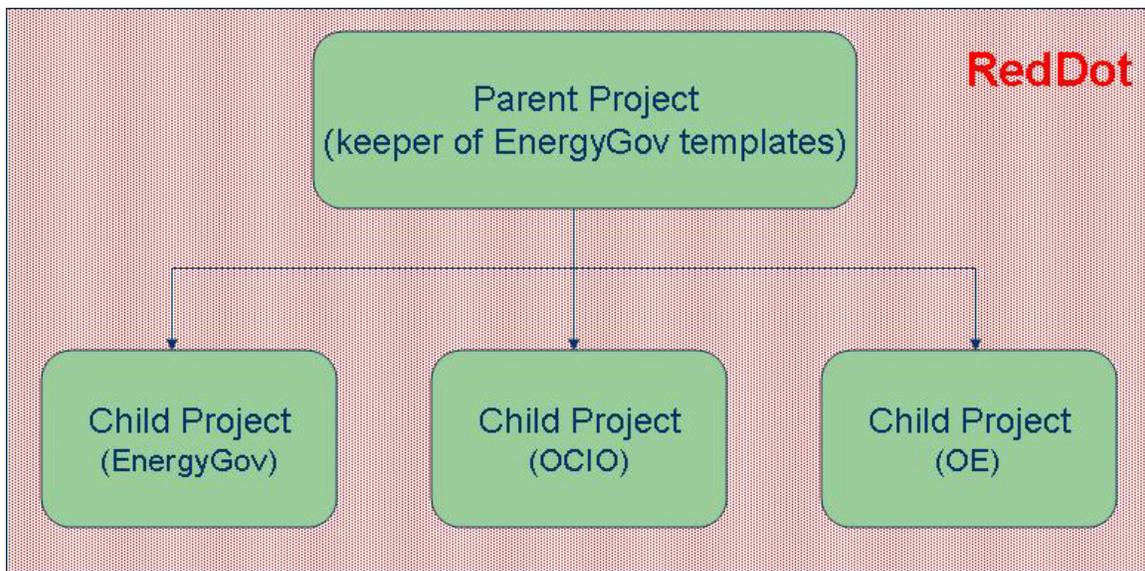
| | | |
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1 Introduction

As the Departmental web site, energy.gov is managed by the Office of the Chief Information Officer (OCIO). The Departmental web site contains content owned by different Program Offices; however, the most frequent user is the Office of Public Affairs (PA). PA is the owner of the energy.gov home page content. The OCIO is responsible for the systems operation and all regulatory compliance. In addition, the OCIO is responsible for maintaining the Departmental "look and feel" of the energy.gov parent web site and its child projects.

The content and structure (or layout and style) of energy.gov web site is managed inside RedDot. Within RedDot, energy.gov is the parent project known as EnergyGov. Changes to the structure and style of the parent web site are pushed down to the child projects.



1.1 About this Document

This document provides procedures for managing EnergyGov child project content. Familiarity with HTML is assumed. Refer to the following documents produced by RedDot, for additional RedDot content management information.

- *SmartEdit, RedDot Content Management Server*
(rdcms_75_smartedit_enUS_letter)
- *Asset Manager, RedDot Content Management Server*
(rdcms_75_asset_manager_enUS_letter)

1.2 Document Conventions

This documentation uses the following conventions.

| Convention | Description |
|-------------------|--|
| Procedures | Procedures are numbered. |
| Click OK . | The bold text indicates the button to click or option to select. |
| <i>NOTES</i> | Notes appear in italic text. |
| example text | Example text appears in Arial 10pt. |

1.3 Child Project Layout Overview

The EnergyGov child project templates provide three main layout designs (or Content Classes): Generic Content (left nav, no right column), Generic Content (left nav, right column), and Landing Page - Double Wide. All child project content pages conform to one of these templates.

Generic Content (left nav, no right column)

| | | | | | | |
|------------------|--------------|--------------|--------------|--------------|--------------|--------------|
| Global Tab | Global Tab | Global Tab | Global Tab | Search Box | | |
| Global Header | | | | | | |
| Global Topic | Global Topic | Global Topic | Global Topic | Global Topic | Global Topic | Global Topic |
| Left Navigation | | | | | | |
| Left Navigation | | | | | | |
| Left Navigation | | | | | | |
| Left Navigation | | | | | | |
| Left Navigation | | | | | | |
| Left Navigation | | | | | | |
| Left Navigation | | | | | | |
| Green Bar Footer | | | | | | |
| Global Footers | | | | | | |

Generic Content (left nav, right column)

| | | | | | | |
|------------------|--------------|---------------------------|--------------|--------------|-------------------|--------------|
| Global Tab | Global Tab | Global Tab | Global Tab | Search Box | | |
| Global Header | | | | | | |
| Global Topic | Global Topic | Global Topic | Global Topic | Global Topic | Global Topic | Global Topic |
| Left Navigation | | Image or Flash (optional) | | | Right Column Item | |
| Left Navigation | | | | | Right Column Item | |
| Left Navigation | | | | | Right Column Item | |
| Left Navigation | | | | | Right Column Item | |
| Left Navigation | | | | | Right Column Item | |
| Left Navigation | | | | | Right Column Item | |
| Left Navigation | | | | | Right Column Item | |
| Green Bar Footer | | | | | | |
| Global Footers | | | | | | |

Landing Page – Double Wide

| | | | | | | | |
|------------------|--------------|-------------------------|--------------|--------------|--------------|------------------------------|--|
| Global Tab | Global Tab | Global Tab | Global Tab | Search Box | | | |
| Global Header | | | | | | | |
| Global Topic | Global Topic | Global Topic | Global Topic | Global Topic | Global Topic | Global Topic | |
| Left Navigation | | Banner Image (optional) | | | | | |
| Left Navigation | | | | | | | |
| Left Navigation | | | | | | | |
| Left Navigation | | | | | | (Optional) Right Column Item | |
| Left Navigation | | | | | | (Optional) Right Column Item | |
| Left Navigation | | | | | | (Optional) Right Column Item | |
| Left Navigation | | | | | | (Optional) Right Column Item | |
| Green Bar Footer | | | | | | | |
| Global Footers | | | | | | | |

1.4 Global Header

The Global Header is controlled from the EnergyGov parent project. Changes to the Global Header are not allowed from child projects.



1.5 Global Footer

The Global Footer is controlled from the EnergyGov parent project. Changes to the Global Footer are not allowed from child projects.



2 Getting Started

2.1 User Groups, RedDot Module Access, and Authorizations

While working in RedDot you can be a member of one or more of the following groups. Your authorizations or capabilities within RedDot depend on the Group or Groups to which you have been assigned.

| Group | RedDot Module | Authorizations/Capabilities |
|--------------------|----------------------|--|
| Admin Group | SmartTree, SmartEdit | Complete Access and Authorization for Project Administration |
| Site Manager Group | SmartEdit | Modify Left Navigation, Create, Modify, Disconnect, Submit Pages, Release Pages, Publish Pages |
| Editor Group | SmartEdit | Create, Modify, Disconnect, Submit Pages, Release Pages, Publish Pages |
| Gatekeeper Group | SmartEdit | Create, Modify, Disconnect, Submit Pages, Release Pages, Publish Pages |
| Author Group | SmartEdit | Create, Modify, Disconnect, Submit Pages, Release Pages to Gatekeeper |
| Everyone | SmartEdit | Read Only |

2.2 Logging On

NOTE: When working in RedDot CMS, use only Internet Explorer as your browser. Disable browser pop-up blockers that prevent dialog windows from functioning.

Use the following procedures to logon to the RedDot CMS and open SmartEdit.

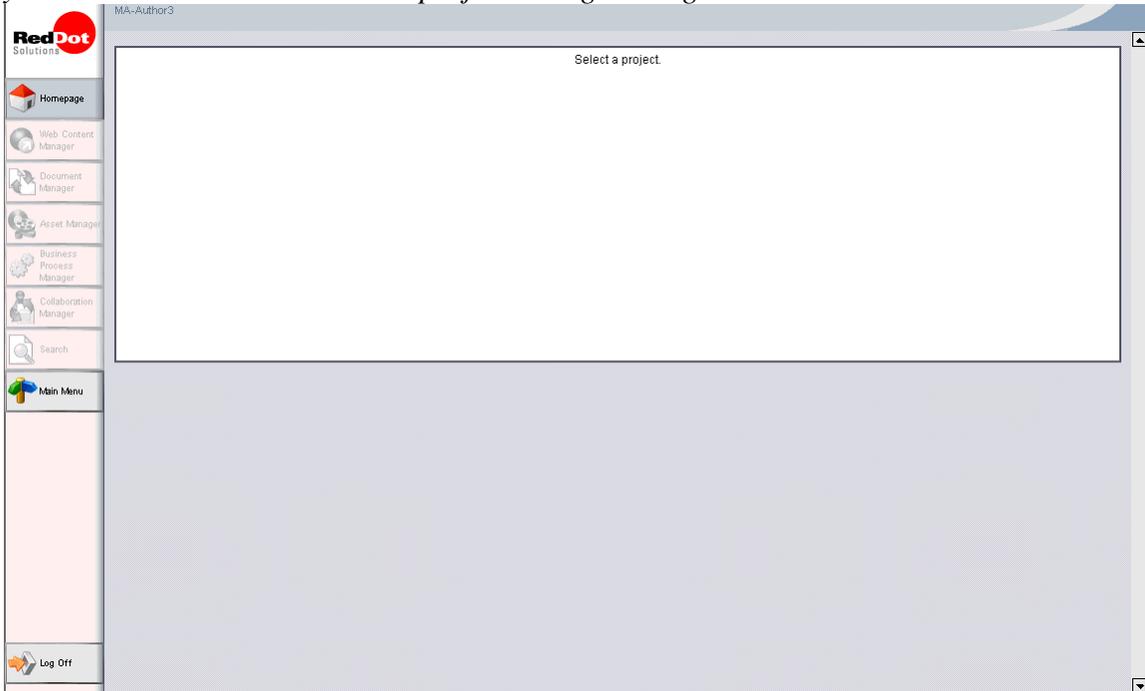
1. Open your browser and enter the following URL: <https://reddot2.doe.gov/cms>. The Login window appears.



2. Enter your network user name and password.

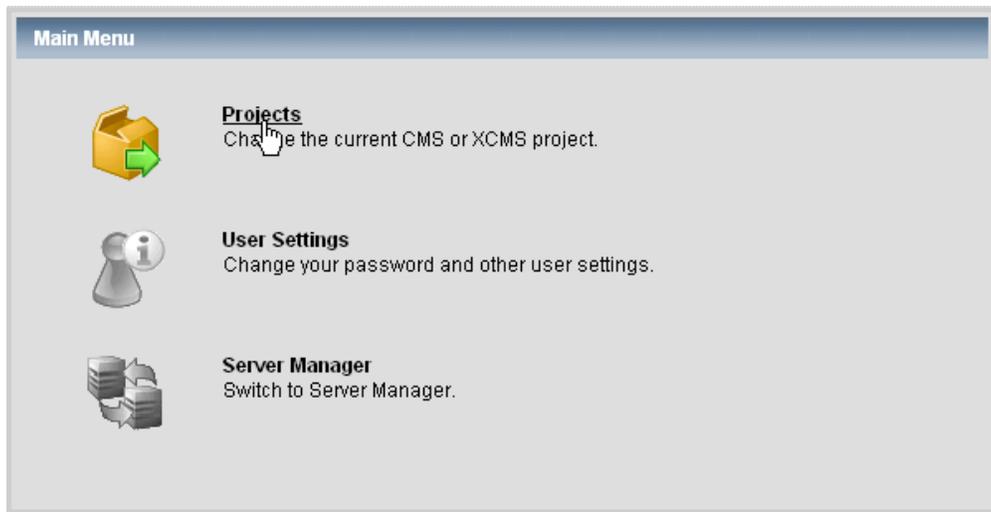
3. Click **Start**.

NOTE: When you logon to RedDot CMS for the first time you will see the following in your browser. You must select a project to begin using RedDot.



Use the following procedure to select a project.

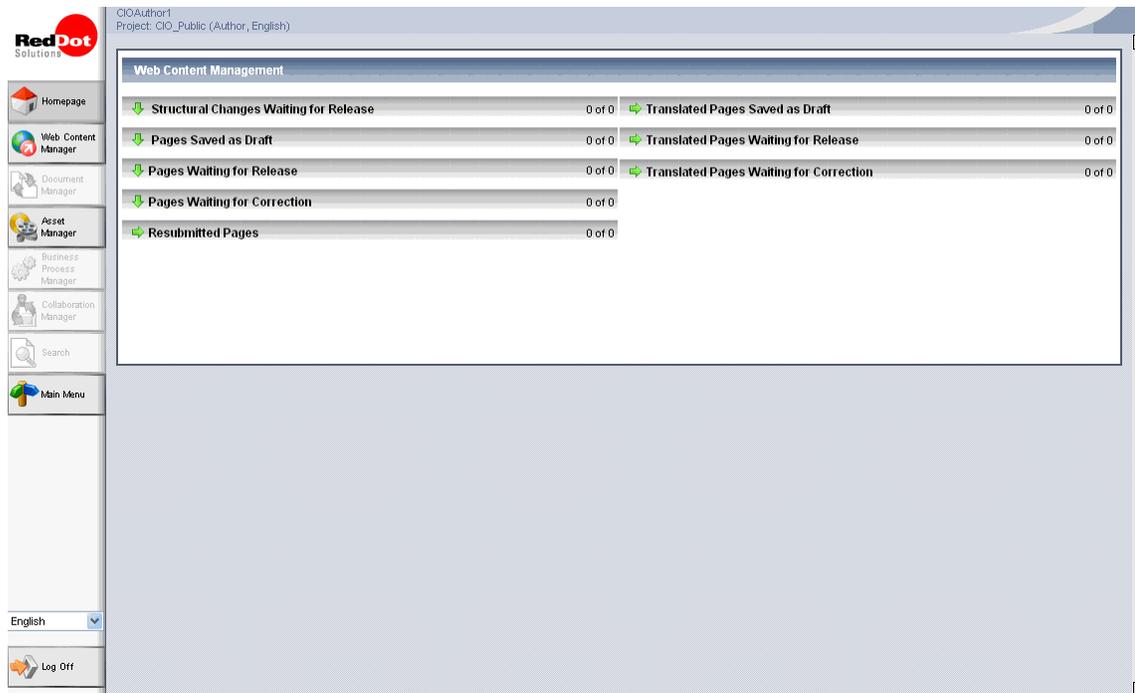
1. Click . *The Main Menu window appears.*



2. Click **Projects**. *The Project Selection window appears.*



3. Click your project name. The RedDot Web Content Management Home Page appears.



After your first login, the project Index page (or Start page) will appear each time you log in.

2.3 Logging Out

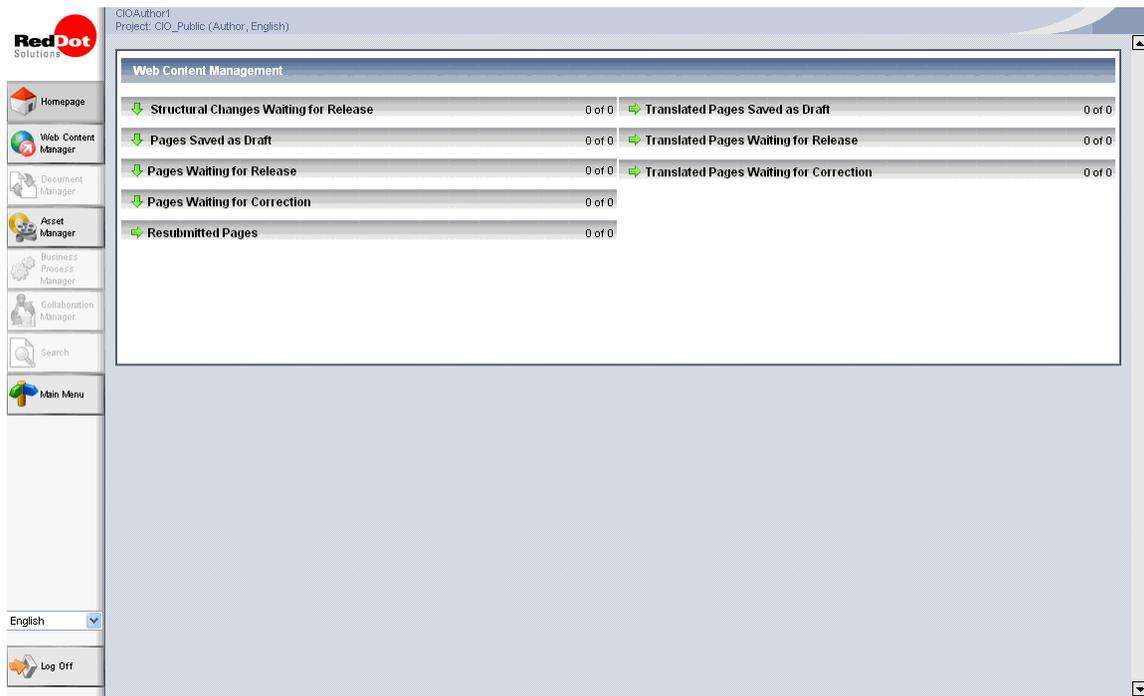


1. Click  in the RedDot Left Navigation menu.
2. Click **OK**.

3 About RedDot

3.1 RedDot Homepage

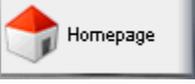
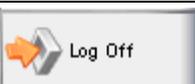
When you first log into the RedDot Content Management System (CMS), the System Homepage opens.



The Homepage is divided into two sections.

- Navigation Menu (on the left) – Open the Main Menu or one of the modules assigned to you.
- Work Area (on the right)– Depending on the modules that have been assigned to you, various overviews and functions are available in the work area.

3.2 RedDot Homepage Navigation Menu

| Navigation Menu Button | Description |
|---|---|
|  Homepage | Opens the RedDot Homepage. Displays all Pages that require action by the current user. |
|  Web Content Manager | Opens SmartEdit. (Once you click this button, the button text changes to "SmartEdit") |
|  Asset Manager | Opens the Asset Manager. Use the Asset Manager to administer and edit files, such as, GIF, JPG, PDF, TXT, etc. in an organized environment. |
|  Main Menu | Opens the Main Menu dialog window. The Main Menu provides access to the projects you have authorization to access. |
|  Log Off | Closes RedDot CMS. You are returned to the logoff dialog where you can log back into RedDot CMS |

3.3 RedDot Concepts and Terms

| Term | Definition/Description |
|--------------------------------|--|
| Elements | Elements consist of content elements , structural elements , and meta elements . The content and structural elements of an open page can be edited. The Edit RedDot  opens content elements, Link RedDot  and MultiLink RedDot  open structural elements. Meta elements cannot be edited via RedDot icons in SmartEdit. Using meta elements, you can display general page information and file information. In the editing mode, a dialog window corresponding to the element type opens |
| Content | Content consists of text, images, and media elements (such as PDF files). |
| Categories and Keywords | Categories are broad definitions that contain Keywords. Every Keyword must be assigned to a Category. |
| Content Classes | A Content Class is like a blueprint for positioning the content of a webpage or a piece of a webpage. It contains the design, layout, administrative information, and specifications for the content that belongs to that piece. A Content Class does not contain content of its own. |
| Workflow | Once content is created, it must enter the workflow process. Workflow is a series of steps and checks that must be completed before a Page can be published. Pages are considered drafts until they have been released by the Author, or an Editor into the workflow. The Tasks button or the Homepage displays all Pages that require action by the current user. |

4 About SmartEdit

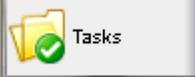
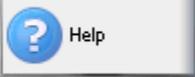
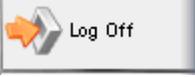
SmartEdit is a What You See is What You Get (or WYSIWYG) interface. This means you can create and modify content while working in an environment that looks like your webpage. The red dots control access to certain portions of the site, and allow access to elements that can be edited. Most red dots are labeled with a function. The red dots open items for editing, not the labels.

NOTE: If you cannot see RedDot icons, contact the RedDot Administrator.

The screenshot displays the SmartEdit interface for the U.S. Department of Energy website. At the top left, the RedDot Solutions logo is visible. The user interface includes a sidebar with navigation tools such as 'Homepage', 'SmartEdit', 'SmartTree', 'Translation Editor', 'Search', 'Tasks', 'Main Menu', and 'Help'. The main content area shows the DOE website layout with a navigation menu at the top, a search bar, and a main header for the 'U.S. DEPARTMENT OF ENERGY'. Below the header, there are several sections: 'SCIENCE & TECHNOLOGY', 'ENERGY SOURCES', 'ENERGY EFFICIENCY', 'THE ENVIRONMENT', 'PRICES & TRENDS', 'NATIONAL SECURITY', and 'SAFETY & HEALTH'. The 'OFFICE OF CONGRESSIONAL AND INTERGOVERNMENTAL AFFAIRS' section is highlighted, showing a list of links and a 'QUICK REFERENCE' section. A large image of the U.S. Capitol Building is featured, with a red dot indicating it is editable. The interface also includes a 'Green bar' at the bottom with links for 'Events', 'DOE Directives', and 'Small Business'. The footer contains contact information for the U.S. Department of Energy and various policy links.

For in more detailed information about SmartEdit, refer to the *SmartEdit, RedDot Content Management Server* (rdcms_75_smartedit_enUS_letter) document provided to you in PDF.

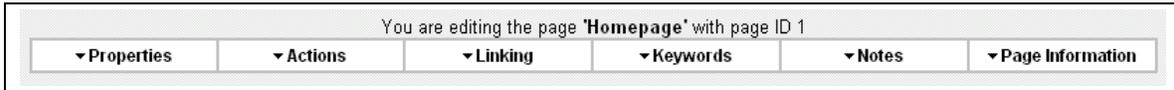
4.1 Navigation Menu

| Navigation Menu Buttons | Description |
|---|--|
|  | <p>Opens the RedDot Homepage. Displays all Pages that require action by the current user.</p> |
|  | <p>Shows you are working in SmartEdit. Click to open the Index page (or Start page) of your project.</p> |
|  | <p>Provides the RedDot work area with extensive search functions, for example, to search for content and categories. (Refer to the SmartEdit, RedDot Content Management System (rdcms_75_smartedit_enUS_letter) PDF document.)</p> |
|  | <p>Opens a dialog window that displays your current task(s). You need to take some action on the pages in this list before they can be published. NOTE: Any time you make a change that you want to submit to the workflow, you must go to your tasks, select the task(s) to submit and submit them. If you do not do this, your changes will not publish because they will not enter the workflow and the page will be locked, preventing anyone else from editing the page.</p> |
|  | <p>Opens the Main Menu dialog window. The Main Menu provides access to the projects.</p> |
|  | <p>Opens the online RedDot documentation.</p> |
|  | <p>Closes RedDot CMS and logs users off the system. You are returned to the logoff dialog where you can log back into RedDot CMS. NOTE: You must Log Off and not simply close the browser.</p> |
|  | <p>Slide the zoom bar left-to-right to increase or decrease the size of the project work area.¹</p> |

¹ This is a new feature of RedDot CMS version 7.5.

4.2 Page Menu

As soon as you open a page using  **OpenPage RedDot**, the Page menu appears above the page to be edited. The page headline (if already assigned) and the page ID appear above the Page menu.



| | | |
|------------------|--|--|
| Page Menu | The following menu items are available in the Page Menu. | |
| | Properties | Opens the Edit Page Headline dialog window. |
| | Actions | Opens the Page Actions dialog window. |
| | Linking | Opens the dialog window Edit Linking/Appearance Schedule |
| | Keywords | Opens the dialog window Assign Keywords. |
| | Notes | Opens the Edit Notes dialog window. |
| | Page Information | Opens the Page Information dialog window. |

4.3 Page ID

Every RedDot page is assigned an internal page ID that uniquely identifies it for the RedDot Content Management Server. Page IDs are assigned automatically.

4.4 Preview Link

EnergyGov and its child projects include a preview link in the upper right corner of the SmartEdit work area. The best practice is to preview your pages prior to submitting them to the workflow. The Preview link also identifies the page ID.



Click **Preview** to view a page in the browser as if it was published.

4.5 RedDot Dots – A Quick Guide

Use the RedDot icons to open and close RedDot pages, as well as elements and links located on those pages. The contents of an open page can be edited.

RedDot icons are inserted into the template of the page by the RedDot Administrator.

NOTE: If you cannot see RedDot icons, contact the RedDot Administrator.

|  Dots | Description |
|---|--|
|  OpenPage RedDot | Opens the editing mode of a page. Individual red dots appear for the elements. |
|  Edit RedDot | Opens the editing mode of an element. |
|  MultiLink RedDot | Opens the editing mode of a List or Container. |
|  Link RedDot | Opens the editing mode of a link element. |
|  Mandatory RedDot | Opens elements that must contain content. |
|  ReleasePage RedDot | Identifies a page submitted for release. |
|  LockedPage RedDot | Identifies pages or elements currently being edited by other users. |
|  Form RedDot | Edit the contents of all page elements in a common form. Be aware that the form only displays those elements for which you have authorization. |
|  DropZone | Move image files stored in the Windows file system onto this DropZone icon. |
|  ClosePage RedDot | Closes the editing mode of a page and saves all changes. |

4.6 SmartEdit Text Editor

Paragraphs/pages of text are maintained and edited using the Text Editor. These sections of text are referred to as content text elements.

4.6.1 Using the Text Editor

Use the following procedures to create, edit, or insert text into a Text element.

1. Use the Text Editor to create, edit, or insert text from the Windows clipboard.

The Text Editor contains a toolbar with options (icons) for formatting text, adding graphics and creating hyperlinks.

The icons show what functions are available in the Text Editor based on the EnergyGov templates and style sheets. Adding functionality or formatting options in the Text Editor must be approved by the OCIO energy.gov point of contact.

2. Click **Save** to save content in the Text Editor without closing it.
3. Click **OK** to save your changes and close the Text Editor.
4. Click **Cancel** to abandon all changes that have not been previously saved.

NOTE: Right-clicking in the Text Editor reveals the HTML source code for viewing and/or editing; right-click again to return to the standard view.

4.6.2 Text Editor Toolbar

The toolbar displays the Text Editor functions available in EnergyGov and its child projects.



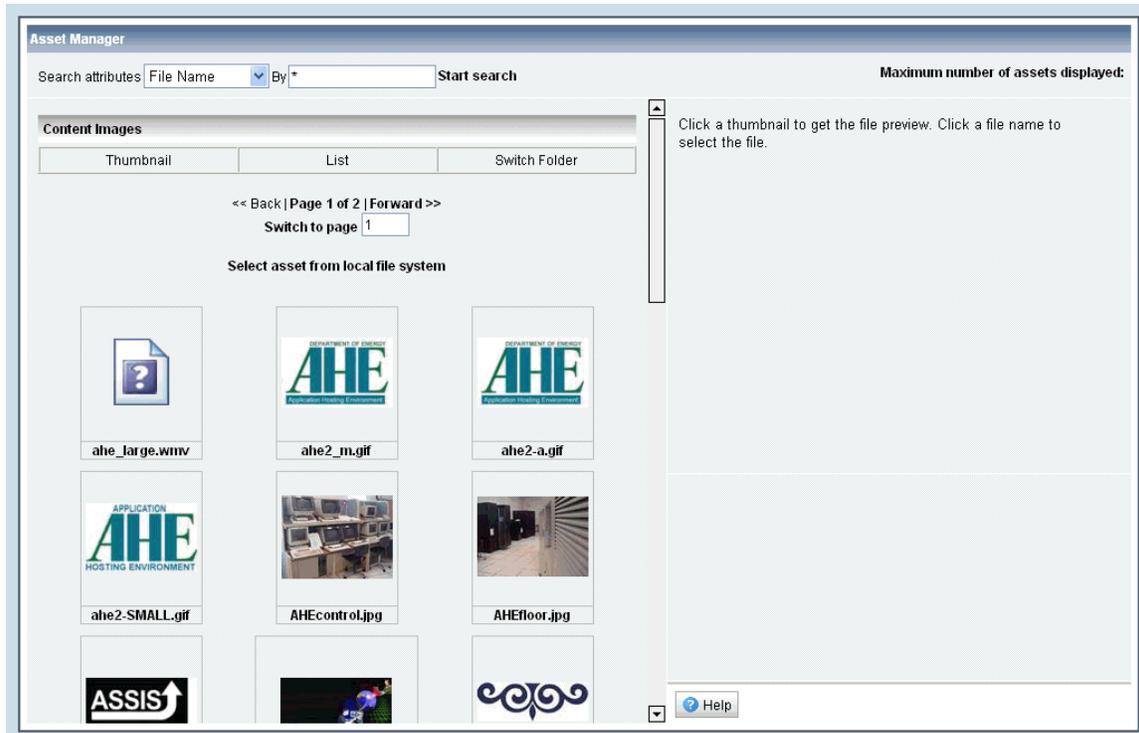
| Icon | Function |
|------|---|
| | Deletes existing content so that new content can be entered. |
| | Inserts files (.txt, .htm, .html) from your local hard drive. |
| | Inserts the content of Text elements from project pages with Released status. |
| | Sends contents contained in the Text Editor to the printer. |
| | Cuts content and copies it to the Windows clipboard. |
| | Copies content to the Windows clipboard. |
| | Inserts content from the Windows clipboard. Adopts the formatting that conforms to HTML standards and the text element settings. |
| | Inserts content from the Windows clipboard as unformatted text. <i>NOTE: When pasting text into the Text Editor, be certain to paste Unformatted. Do not use [Ctrl+V] to paste text into the Text Editor. Using [Ctrl+V] within the Text Editor can insert unnecessary HTML or Word formatting code that can corrupt your RedDot page.</i> |
| | Reverses the last editing step. |
| | Restores the last editing step. |
| | Performs a spell check on the open page. |
| | Opens the symbol table. |
| | Applies different tags to selected text. |
| | Changes the direction of the text. |
| | Removes the formatting of selected text. |
| | Applies bold formatting to selected text. |
| | Applies italic formatting to selected text. |
| | Subscripts selected text. |

| Icon | Function |
|---|--|
|  | Superscripts selected text. |
|  | Aligns text and images on the left side of the page. |
|  | Aligns text and images in the middle of the page. |
|  | Aligns text and images on the right side of the page. |
|  | Applies a numbered or bulleted list to selected paragraphs. |
|  | Inserts a table. |
|  | Edits the properties of a table. |
|  | Inserts a row above the insertion point. |
|  | Inserts a row below the insertion point. |
|  | Removes a row. |
|  | Inserts a column to the left of the insertion point. |
|  | Inserts a column to the right of the insertion point. |
|  | Removes a column. |
|  | Inserts a cell to the left of the insertion point. |
|  | Inserts a cell to the right of the insertion point. |
|  | Removes a cell. |
|  | Inserts a horizontal line. |
|  | Assigns a “no automatic line break” property to the selected text. |
|  | Removes a link. |
|  | Inserts a link. |
|  | Inserts a jump mark. |
|  | Inserts an image and/or edits the properties of an image. |

4.7 Working with the Asset Manager

Use the following procedure to access the Asset Manager while working in SmartEdit.

1. Click  .
2. Click  . The Asset Manager window appears.



The Asset Manager creates an environment in which media files (for example, PDF, jpg, gif, etc.) can be organized, found quickly, and used uniformly.

The **Info** area is located in the top right-hand corner of the Asset Manager. Select a file in the **Catalog** area to display all available information in the Info area. To select a file in the Catalog area, click on its name. If no file is selected, no information displays in the Info area.

The **Action** area is located just below the Info area. The functions available for use with the selected file display in the Action area. The Action area is available as soon as you select a file in the Catalog area.

All the available files display in the Asset Manager unless you use the search function to filter the results.

Click a file name to view information about the corresponding file in the preview area to the right. Click **Switch Folder** to select a subfolder of the Asset Manager. You navigate within the Asset Manager by using the following buttons: **Back, Forward, Switch to page**. You can import a new file into the Asset Manager by clicking the **Select file from local file system** link.

For more detailed information on the Asset Manager, refer to the RedDot document, *Asset Manager, RedDot Content Management System* (rdcms_75_asset_manager_enUS_letter) provided to you in PDF.

If additional Asset Manager subfolders are required, contact the RedDot Administrator. The RedDot Administrator creates Asset Manager subfolders using SmartTree.

Additionally, you can access the Asset Manager by using any of the following procedures.

- Click  to insert/edit an image from within the Text Editor.
- Click  to insert/edit a link from the Text Editor, and then click  to insert file/link from within the link dialog window.
- Click  to open an image to edit, and then click  to edit element content.



The screenshot shows the 'Info' area of the Asset Manager. It displays the following information:

Selected file:  ahe2-a.gif

File attributes:

| | |
|---------|---------------------------------|
| Caption | Application Hosting Environment |
|---------|---------------------------------|

File information:

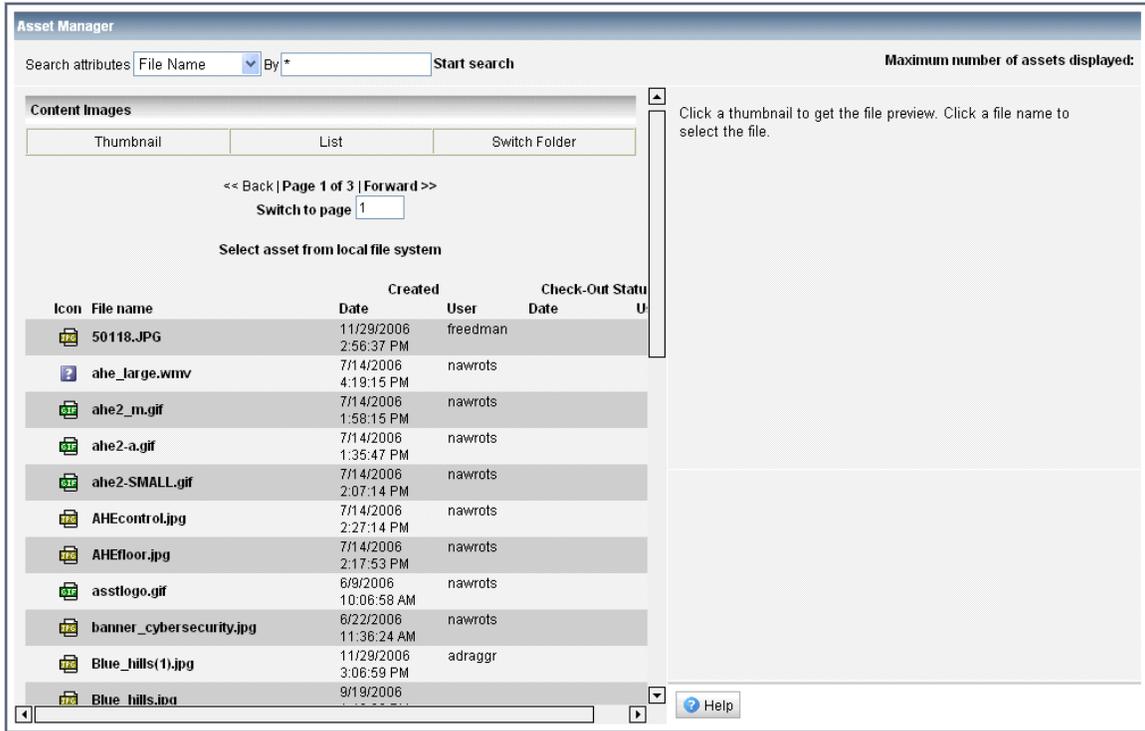
| | |
|-----------------|----------------------|
| Height | 205 Pixel |
| Width | 325 Pixel |
| Color depth | 7 Bit |
| File size | 7513 Bytes |
| Original author | |
| Entry date | 7/14/2006 1:35:47 PM |

Below the file information is a list of actions:

- Adopt File
- Crop Image
- Extended Image Editing Options
- Edit Attributes
- Replace Thumbnail
- Refresh Thumbnail and File Information
- Check Out File
- Show Versions
- Delete File

A 'Help' button is located at the bottom left of the interface.

You may find it easier to work in the List View rather than the Thumbnail View.



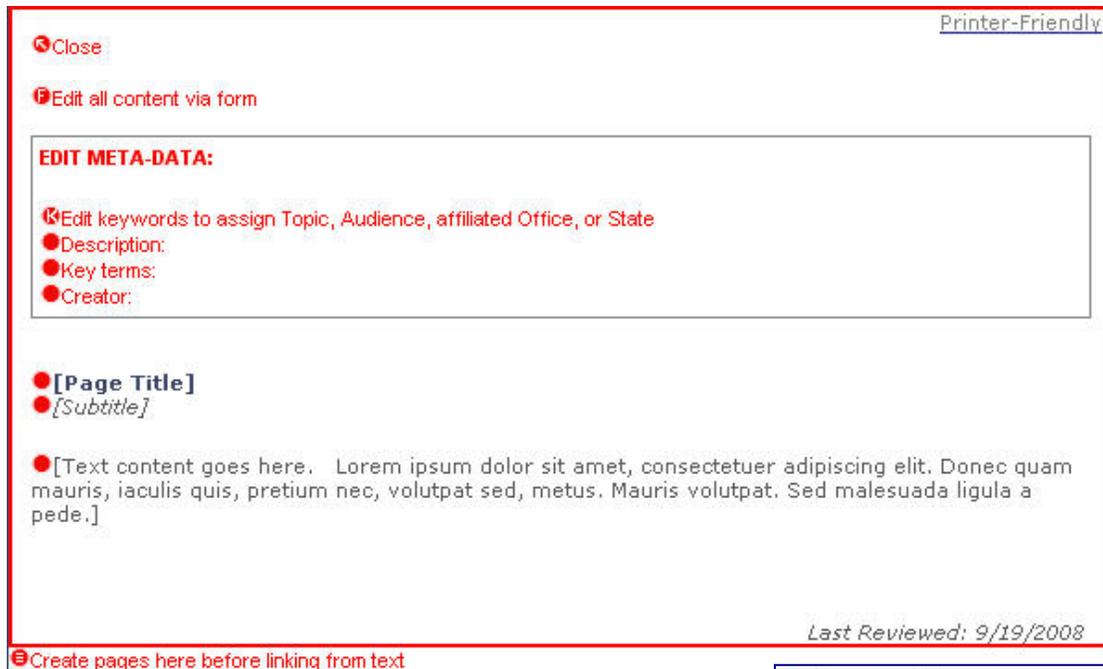
Click **List** to change to the list view or **Thumbnail** to change to the thumbnail view.

5 Managing the Center Content Well

5.1 Opening a Page for Edit

Use the following procedure to open a page for edit.

1. Click  **Open and edit this page** (center).



2. Open the red dot  next to the element requiring edit.
3. Make the required edits.

NOTE: When pasting content into the Text Editor, be

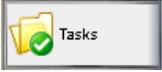
*certain to paste  **Unformatted**. Pasting formatted content within the Text Editor can insert unnecessary HTML formatting code that can corrupt your RedDot page.*

5. Click  **Close** to close the page.



5.2 Linking to a URL

Use the following procedure when creating a link from the center content to an external URL.

1. Open the page for edit.
2. Open the main body text element to open the text editor.
3. Type or paste (unformatted) the link text.
4. Highlight the link text.
5. Click  to create a link to a URL.
6. Type the URL in the **href** box.
7. Click **OK**.
8. Click **OK** to save and exit the Text Editor.
9. Click **Preview** to review your work.
10. Close the Preview window.
11. Click  to submit your task(s) to the workflow.

5.3 Linking to an Existing Page ID

Use the following procedure when creating a link from the center content to an existing RedDot page ID.

1. Open the page for edit.
2. Open the main body text element to open the text editor.
3. Type or paste (unformatted) the link text.
4. Highlight the link text.
5. Click  to create a link.
6. Click  to insert a link to an existing page.

You can add more search criteria to your query: 

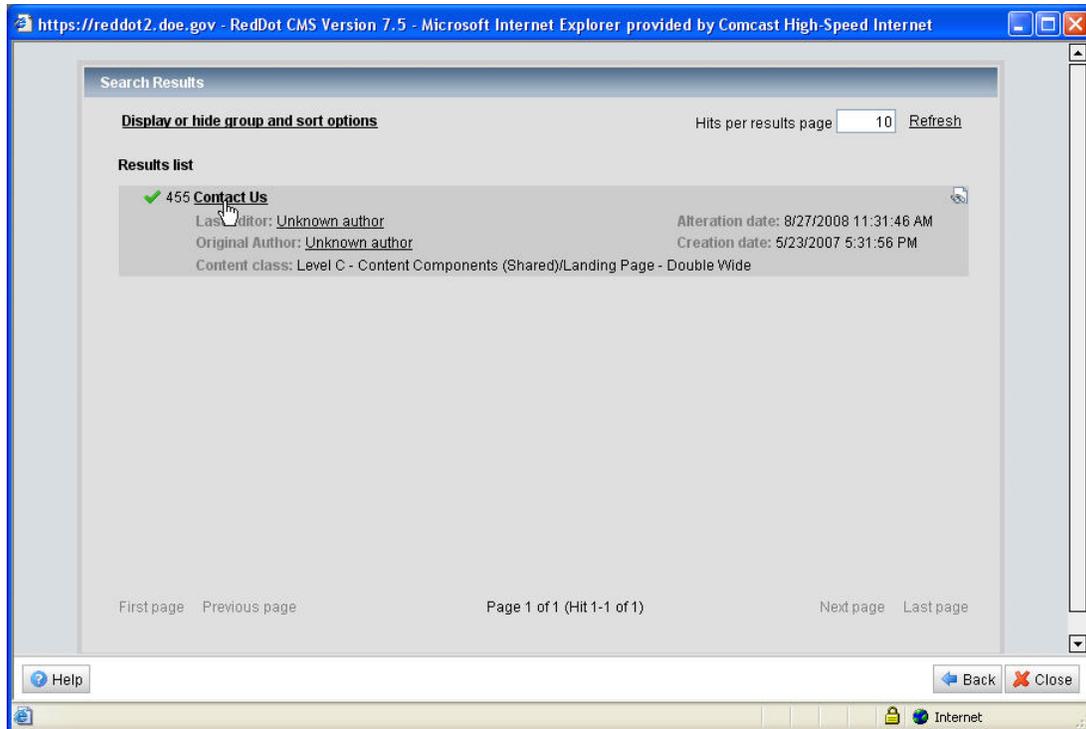
| Search criteria | Operator | Value | Action |
|-----------------|------------------------------------|----------------------|---|
| Page ID | <input type="text" value="Equal"/> | <input type="text"/> |  |

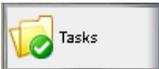
NOTE: If the search criteria is set to Page ID and the operator is set to Equal, enter the Value of the page ID and go to task #9. If you must add more search criteria to your query, go to task #7.²

7. Click  to add more search criteria.

² This is new feature of RedDot CMS version 7.5. For more information on RedDot CMS search capabilities, refer to Appendix C, RedDot CMS Advanced Search.

8. Select **Page ID**. Select **Equal** as the Operator and enter the page ID in the Value field
9. Click **Start**. The Search Result page appears (see the example result page below).



10. Click the page title to select it.
11. Click **OK**.
12. Click **OK** to save and exit the Text Editor.
13. Click **Preview** to review your work.
14. Close the Preview window.
15. Click  to submit your task(s) to the workflow.

5.4 Linking to a File in the Asset Manager or on the Local Server

Use the following procedure when creating a link from the center content to a file (for example, a PDF file) in the Asset Manager or from the local server.

1. Open the page for edit.
2. Open the main body text element to open the text editor.
3. Type or paste (unformatted) the link text.
4. Highlight the link text.
5. Click .
6. Click  to insert file link.
7. Select the file from the local file system or from the server (that is—the Asset Manager).

- If you select local file system, browse to locate the file and click **OK**. Place the file under the appropriate subfolder in the Asset Manager (Documents and Media, Content Images, etc). Click **OK**. The file is referenced in the **href** box.
 - If you select from the server, select the appropriate subfolder and click **OK**. Select the file from the Asset Manager and click **OK**. The file is referenced in the **href** box.
8. Click **OK**. The selected link text should appear as a link.
 9. Click **OK** to save and exit the Text Editor.
 10. Click **Preview** to review your work.
 11. Close the Preview window.
 12. Click  to submit your task(s) to the workflow.

5.5 Inserting an Image into the Center Content

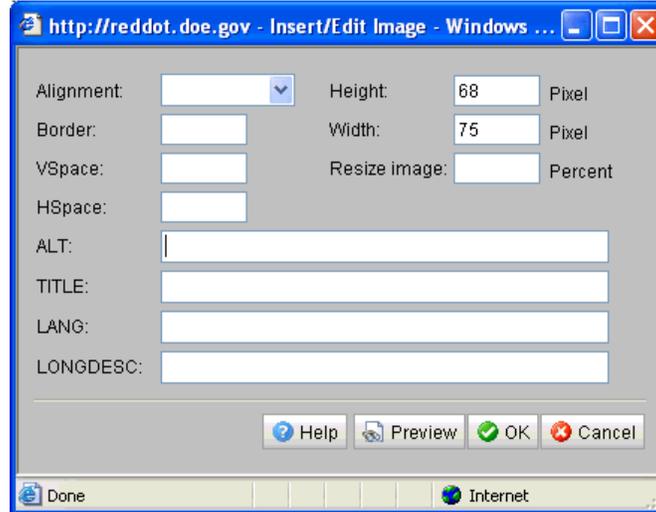
Use the following procedure when inserting an image into the body text of the center content.

1. Open the page for edit.
2. Open the main body text element to open the text editor.
3. Place the cursor at the insertion point (that is—the line where you want to place the graphic).
4. Click  to insert the image.
5. Select the file from the local file system or from the server (that is—the Asset Manager).
 - If you select local file system, browse to locate the image and click **OK**. Place the image under the **Content Images** subfolder in the Asset Manager. Click **OK**. The image is referenced in the **href** box.
 - If you select from the server, select **Content Images** and click **OK**. Select the file from the Asset Manager and click **OK**. The image is referenced in the **href** box.
6. Click **OK**.
7. Click **OK** to save and exit the Text Editor.
8. Click **Preview** to review your work.
9. Close the Preview window.
10. Click  to submit your task(s) to the workflow.

5.5.1 Assigning Image Parameters

1. Open the page for edit.
2. Open the main body text element to open the text editor.
3. Mouse over (hover) the cursor over the image and click to select the image.

4. Click . The Edit Image window appears.

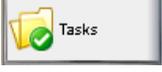


You have the following options in the Edit Image window.

- **Alignment** - Use the drop-down list to select the alignment of the image within the text.
- **Border** - Select the border width. Enter a whole number, for example 1. The number 0 indicates that the image should not have a border.
- **Vspace** - Enter a value for the vertical space between the image and text.
- **Hspace** - Enter a value for the horizontal space between the image and text.
- **Height** - Enter the height of the image in pixels.
- **Width** - Enter the width of the image in pixels. *Note: Height and width are automatically entered by RedDot and are based on original image dimensions..*
- **Resize Image** – Reduces or increases the image size using a percentage (for example, if you enter 80 in the Resize image field, the image is reduced to 80 percent of its original size).
- **ALT** - Enter an alternate text description for the image that appears when the cursor is positioned over the image and can be read by screen readers. *NOTE: Alt text is a description of the image that appears when you mouse over an image; it is used by screen readers to describe images to visually impaired users, and is required by Section 508. Every image must have alt text.*
- **TITLE** - Enter a unique and meaningful name for the image.
- **LANG** - Enter a standardized language locale for the language of the ALT and TITLE attributes (for example, de - German, en - English, fr - French).
- **LONGDESC** - Enter a reference to the file that contains a detailed description of the image.

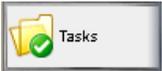
NOTE: Search engines also use these parameters, so the more information you provide the more likely your information will be found when users search the web.

5. Set the image Alignment by choosing an option from the drop-down list.

6. Enter the Alt tag description. *NOTE: Alt tags are required to meet Section 508 compliance regulations.*
7. Click **OK** to close the Insert/Edit Image dialog box.
8. Click **OK** to save and exit the Text Editor.
9. Click **Preview** to review your work.
10. Close the Preview window.
11. Click  to submit your task(s) to the workflow.

5.5.2 Linking an Image to a URL, Existing Page ID, or a File

Use the following procedure to link an image to a URL, existing page ID, or a file in the Asset Manager or from the local server.

1. Open the page for edit.
2. Open the main body text element to open the text editor.
3. Place the cursor one space in front of the image and drag the mouse to highlight the image.
4. Click .
 - To link to an external URL, type or paste the URL in the **href** field.
 - To link to an existing page ID, click , enter the page ID in the Value field, and click **Start**. *NOTE: If you need to add more search criteria, click , select **Page ID**, select **Equal** as the Operator, enter the page ID in the Value field, and click **Start**.*³
 - To link to a file in the Asset Manager or from the local server, click , select the file from the local file system or from the server (that is—the Asset Manager).
 - If you select local file system, browse to locate the file and click **OK**. Place the file under the appropriate subfolder in the Asset Manager. Click **OK**. The file is referenced in the **href** box.
 - If you select from the server, select **the** appropriate subfolder and click **OK**. Select the file from the Asset Manager and click **OK**. The file is referenced in the **href** box. *NOTE: You can search for the filename by entering all or part of the filename in the Search field using the following parameter: *SearchText* and then clicking **Start Search**.*
6. Click **OK** to close the Insert/Edit Image window.
7. Click **OK** to exit the Text Editor.
8. Click **Preview** to review your work.
9. Close the Preview window.
10. Click  to submit your task(s) to the workflow.

³ This is new feature of RedDot CMS version 7.5. For more information on RedDot CMS search capabilities, refer to Appendix C, RedDot CMS Advanced Search.

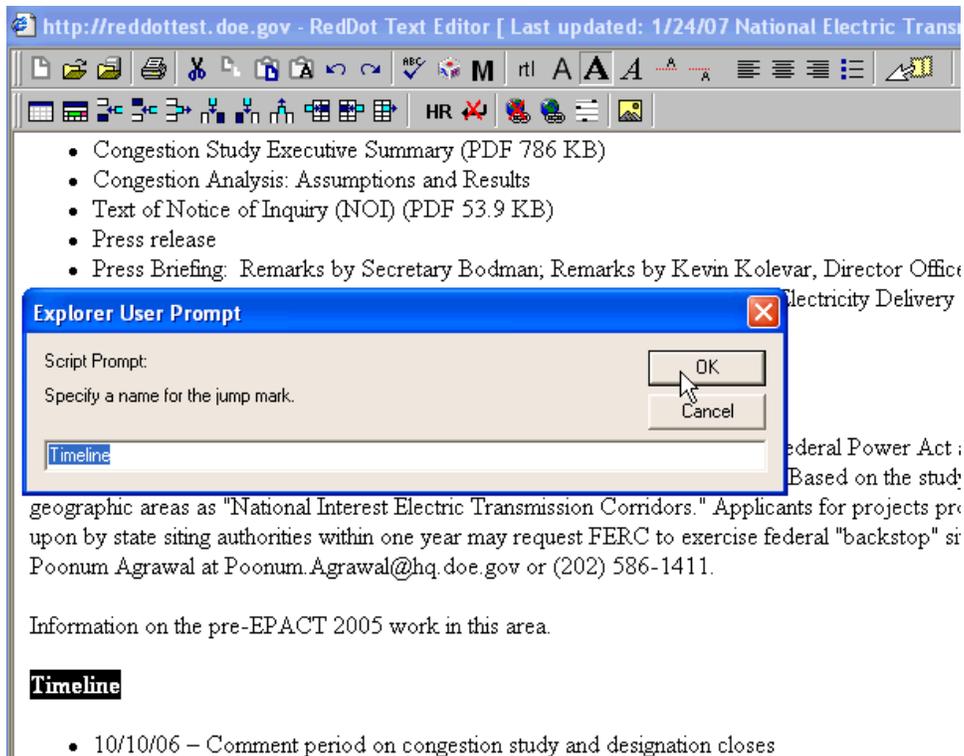
5.6 Setting Jump Marks

You must set/define a jump mark before you can add them to a link.

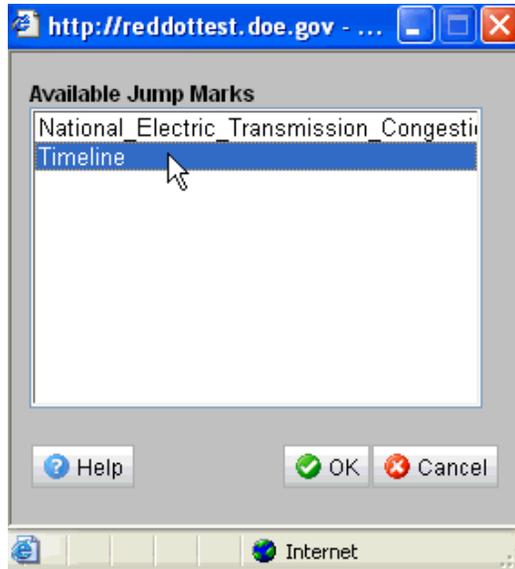
5.6.1 Jumping to a Mark on the Same Page

Use the following procedure to set/define jump marks to jump from one place on a page to another place on the same page.

1. Click  **Open and edit this page** (center).
2. Click  to open the RedDot text editor.
3. Highlight the text you want to jump to.
4. Click  to define the jump mark. A dialog window prompting you to specify a jump mark appears.



5. Click **OK**.
6. Highlight the text you want to jump from within the Text Editor window.
7. Click .
8. Click . The Available Jump Marks window displays.



9. Select the jump mark name for the text you want to jump to from the list of available jump marks.
10. Click **OK**. The jump mark name appears in the Insert/Edit Link window href element box.

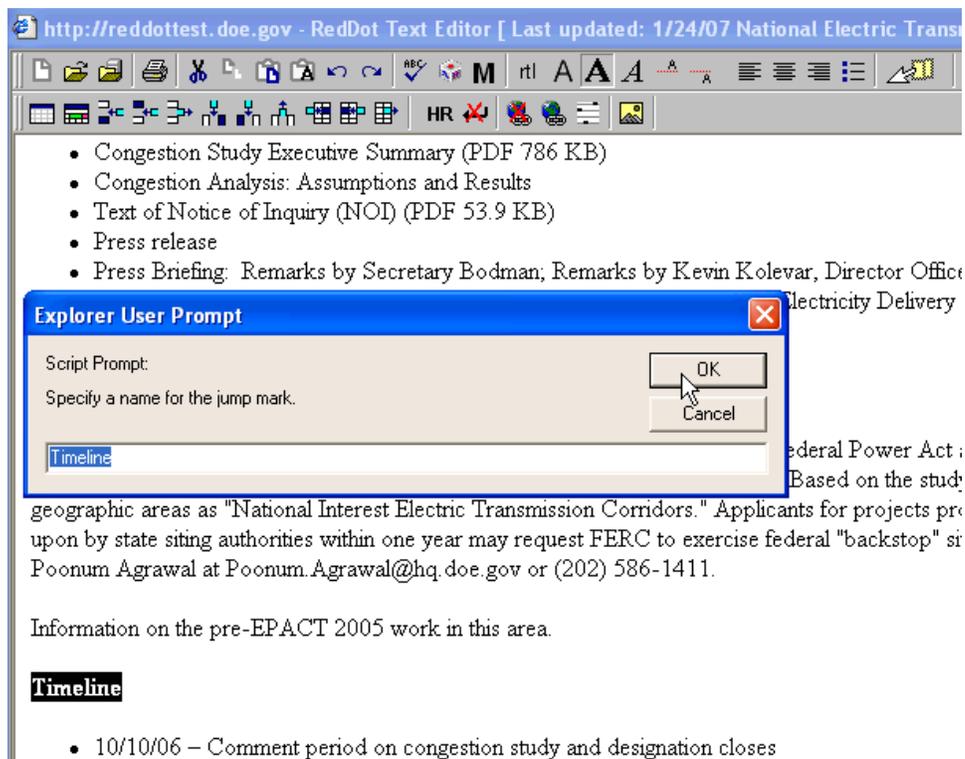


11. Click **OK**.
12. Click **Preview** to review your work.
13. Close the Preview window.
14. Click  to submit your task(s) to the workflow.

5.6.2 Jumping to a Mark on a Different Page

Use the following procedure to set jump marks to jump from a specific place on a page to a specific place on another page.

1. Click  **Open and edit this page** (center) on the page you want to jump to.
2. Make a note of the Page ID number.
3. Click  to open the RedDot text editor.
4. Highlight the text you want to jump to.
5. Click  to define the jump mark. A dialog window prompting you to specify a jump mark appears.



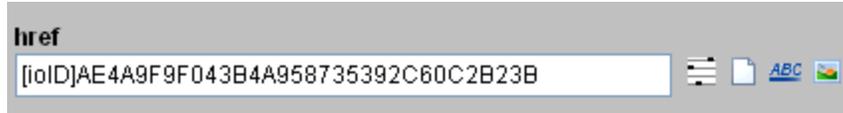
6. Press [Ctrl+C] to copy the complete text (including underscores) in the dialog window.
7. Click **OK**.
8. Click **OK** again to close the Text Editor.
9. Click  **Close** to close the page.
10. Navigate to the page you want to jump from.
11. Click  **Open and edit this page** (center).
12. Click  to open the RedDot text editor.
13. Highlight the text you want to jump from.
14. Click .
15. Click  to insert a link to an existing page.



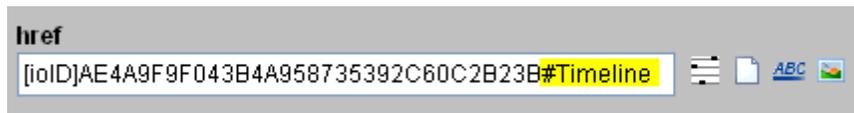
NOTE: If the search criteria is set to Page ID and the operator is set to Equal, enter the Value of the page ID and go to task #18. If you must add more search criteria to your query, go to task #16.⁴

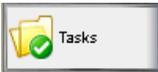
⁴ This is new feature of RedDot CMS version 7.5. For more information on RedDot CMS search capabilities, refer to Appendix C, RedDot CMS Advanced Search.

16. Click  to add more search criteria.
17. Select **Page ID**. Select **Equal** as the Operator and enter the page ID in the Value field
18. Click **Start**. The generated [ioID] appears in the Insert/Edit Link window href element box.



19. Place the cursor at the end of the [ioID].
20. Type **#** and press [Ctrl + V] to paste the copied jump mark name in the Insert/Edit Link window href element box. Refer to the example below.



21. Click **OK**.
22. Click **Preview** to review your work.
23. Close the Preview window.
24. Click  to submit your task(s) to the workflow.

5.7 Managing Headlines, Breadcrumbs, Page Titles, and File Names

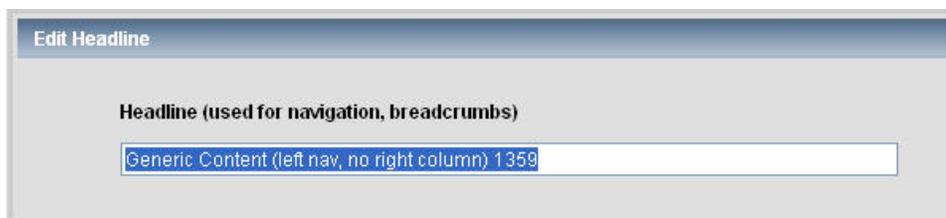
The graphic below illustrates the three types of identification that display for a page published to the live site from a RedDot project.



- The text entered as **Headline** text when the page was created in RedDot, displays as the **Breadcrumb** name for the page on the live site.
- If a **File Name** has been assigned to the page, it displays at the end of the URL address when published to the live site.
- The **Page Title** (entered as the Title element within RedDot) displays on the published page.

5.7.1 Managing Headlines and Breadcrumbs

When you create and connect a new page, RedDot provides a temporary page name in the headline box.⁵ You must enter a new name for the page in the **headline** box.



⁵ This is a new feature of RedDot CMS version 7.5 that should eliminate mistaken GUID creation.

The text entered in the headline box is essentially a text name for the page, the same way the page ID is a numeric identifier for the page. It is useful to be able to assign a text name to a page. The pages can then be searched for by means of their page names (that is—headline text). It is also easier to organize the pages of a list via page names rather than their corresponding page IDs. For providing a better orientation, self-explanatory headlines should be assigned.



Headlines and breadcrumbs

are related in the sense that the name entered as the headline for a page becomes the breadcrumb reference for the page. For this reason, keep the headline names brief to avoid having the breadcrumb wrap to another line. If needed, use the following procedure to edit a headline name.

You are here: [DOE Home](#) > [CIO Home](#) > [Cyber Security](#) > [Incident Response](#)



1. Click ⊕ in the center content well to open the page for edit.
2. Click **Properties** on the Page menu. *NOTE: The Page menu is only visible when the page is open for edit.*



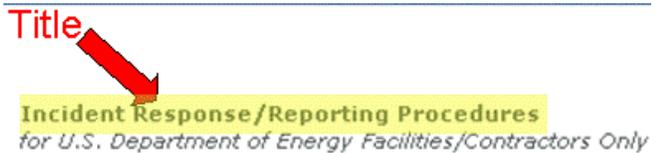
The Edit Properties window appears.



3. Modify the headline name as required.
4. Click **OK**.

5.7.2 Managing Page Titles

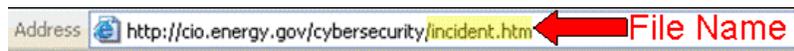
The page title is added after a page is created. The page title is the only required element (⊕) on a RedDot page. The page title can be a longer, more descriptive name than the headline entry. A page without a Title cannot be published to the live site.



5.7.3 Managing File Names

After you create a page,

you can assign it a file name that is used for the published file of the page. When published, the file name displays at the end of the URL address. Use the following procedure to assign a file name to a page.



1. Click  in the center content well to open the page for edit.
2. Click **Properties**. The Edit Properties window appears.

A screenshot of the "Edit Properties" window. It has a title bar "Edit Properties" and a light gray background. There are two sections: "Headline:" with a text input field containing "Incident Response", and "File name:" with a text input field containing "incident.htm".

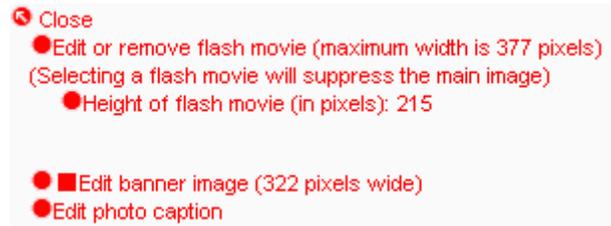
3. Assign or modify the file name as required. *NOTE: You do not need to include the .htm file extension when assigning a file name, as RedDot assigns it as the default file extension.*

6 Managing Banner Images and Flash Movies

6.1 Managing Banner Images

Use the following procedure to add or edit a banner image above the center column.

1. Open the page for edit.
2. Click  **Edit banner image**.
3. Click  to edit the image element content.
4. Select the image from the Asset Manager or from the local file system.
5. Enter the Alt attribute.
6. Click **OK**.
7. Click  **Edit photo caption** to add or edit a caption for the banner image.
8. Click **Preview** to review your work.
9. Close the Preview window.
10. Click  to submit your task(s) to the workflow.



Depending upon the Content Class chosen for a page, the banner image width can be either 574 pixels wide or 377 pixels wide (maximum); however, 322 pixels wide (recommended).

- 574 pixels wide for Landing Page-Double Wide
- 377 pixels wide (maximum) or 322 pixels wide (recommended) for Generic Content (left nav, right column)

6.2 Managing Flash Movies

Use the following procedure to add or edit a Flash movie.

1. Open the page for edit.
2. Click  **Edit banner image**.
3. Click  to edit the image element content.
4. Select the image using the Asset Manager.
5. Enter an Alt Attribute.
6. Click **OK**.
7. Click **Preview** to review your work.
8. Close the Preview window.
9. Click  to submit your task(s) to the workflow.

The maximum width for a Flash movie is 377 pixels and the default height is 215 pixels. If necessary, you can change the height of the Flash movie. Click  **Height of flash movie (in pixels): 215**. Enter the new **num_FlashHeight** element and click **OK**.

7 Managing Right Column Content

7.1 Adding a Right-Column Text Box

Use the following procedures to add a right column-text callout box. Use this type of box to provide intro text and/or link text to link to an external URL, existing RedDot page, or a file located in the Asset Manager or on your local server.

1. Click  **Open and edit this page** (center).
2. Click  **Manage additional callout boxes** (right column).
3. Click **Create and Connect Page**.
4. Click **Right Column box – Text**.
5. Enter a callout box title in the Headline box.
6. Click **OK**.
7. Click  in the blank area to open the RedDot text editor. The SmartEdit text editor opens.
8. Enter or paste the unformatted text.
9. Click **OK** to close the Text Editor.
10. Click **Preview** to review your work.
11. Close the Preview window.
12. Click  to submit your task(s) to the workflow.

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7.1.1 Linking to an External URL from a Right-Column Text Box

Use the following procedure when creating a link to an external URL in the right-column text callout box.

1. Open the box for edit.
2. Type the link text.
3. Highlight the link text.
4. Click  to create a link to a URL.
5. Type the URL in the **href** box.
6. Click **OK**.
7. Click **OK** to save and exit the Text Editor.
8. Click **Preview** to review your work.
9. Close the Preview window.
10. Click  to submit your task(s) to the workflow.

7.1.2 Linking to an Existing RedDot Page from a Right-Column Text Box

Use the following procedure when creating a link to an existing page ID within a right column-text box.

1. Open the box for edit.
2. Type the link text.
3. Highlight the link text.
4. Click  to insert a link to an existing page.

You can add more search criteria to your query: 

| Search criteria | Operator | Value | Action |
|-----------------|----------|----------------------|---|
| Page ID | Equal | <input type="text"/> |  |

NOTE: If the search criteria is set to Page ID and the operator is set to Equal, enter the Value of the page ID and go to task #7. If you must add more search criteria to your query, go to task #5.⁶

5. Click  to add more search criteria.
6. Select **Page ID**. Select **Equal** as the Operator and enter the page ID in the Value field
7. Click **Start**.
8. Click **OK** to close the Text Editor.
9. Click **Preview** to review your work.
10. Close the Preview window.
11. Click  to submit your task(s) to the workflow.

7.1.3 Linking to a File in the Asset Manager or on the Local Server from a Right-Column Text Box

Use the following procedure when creating a link from a right-column text box to a file (for example, a PDF file) in the Asset Manager or from the local server.

1. Open the box for edit.
2. Type the link text.
3. Highlight the link text.
4. Click .
5. Click  to insert file link.

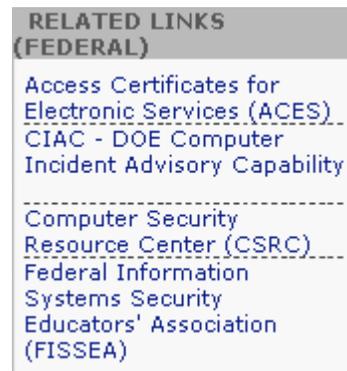
⁶ This is new feature of RedDot CMS version 7.5. For more information on RedDot CMS search capabilities, refer to Appendix C, RedDot CMS Advanced Search.

6. Select the file from the local file system or from the server (that is—the Asset Manager).
 - If you select local file system, browse to locate the file and click **OK**. Place the file under the **Documents and Media** subfolder in the Asset Manager. Click **OK**. The file is referenced in the **href** box.
 - If you select from the server, select **Documents and Media** and click **OK**. Select the file from the Asset Manager and click **OK**. The file is referenced in the **href** box.
7. Click **OK**. The selected link text should appear as a link.
8. Click **OK** to save and exit the Text Editor.
9. Click **Preview** to review your work.
10. Close the Preview window.
11. Click  to submit your task(s) to the workflow.

7.2 Adding a Right-Column Links Box

Use the following procedures to add a right-column links callout box. This box is best used for linking to external URLs.

1. Click  **Open and edit this page** (center).
2. Click  **Manage additional callout boxes** (right column).
3. Click **Create and Connect Page**.
4. Click **Right Column box – Links**.
5. Enter a callout box title as the Headline element.
6. Click **OK**.



NOTE: The box is considered a RedDot page, as are each of the links you create to external URLs within the box. Continue to create the needed links within the box before submitting the box and all the links to the workflow.

7.2.1 Adding an External URL Link to a Right-Column Links Box

Use the following procedure, to connect an external URL to a right-column links box.

1. Click  to open the box for edit.
2. Click  **Edit List**.
3. Click **Create and Connect Page**. *NOTE: Never use/select Reference Page or Reference Link.*
4. Enter the link name for the external URL.
5. Click **OK**.
6. Click on the link name for the external URL (in this example, EERE). A page to enter the external URL address appears.



7. Click  **Open and edit this external URL.**

 Close

[< Back](#)

External URL information:

Link name:  EERE

URL/address: 

8. Click  to enter the complete URL address. *NOTE: Entry of the URL address is mandatory.*
9. Click **OK**.
10. Click **< Back** to close the external URL page and return to the main page where the right column box is located.
11. Repeat tasks 1 through 10 to add more URL links to the box.
12. Click **Preview** to review your work.
13. Close the Preview window.
14. Click  to submit your task(s) to the workflow. *NOTE: If you created the box and the links at the same time, you must submit the box and the URLs in your tasks to the workflow.*

7.2.2 Connecting to an Existing Page from a Right-Column Links Box

Use the following procedures to connect to an existing RedDot page from a right-column links box.

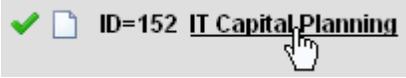
1. Click  to open the box for edit.
2. Click  **Edit List**.
3. Click **Connect Existing Page**. *NOTE: Never use/select Reference Page or Reference Link.*

You can add more search criteria to your query: Page ID 

| Search criteria | Operator | Value | Action |
|-----------------|----------|----------------------|---|
| Page ID | Equal | <input type="text"/> |  |

If the search criteria is set to Page ID and the operator is set to Equal, enter the Value of the page ID and go to task #6. If you must add more search criteria to your query, go to task #4.

4. Click  to add more search criteria.

5. Select **Page ID**. Select **Equal** as the Operator and enter the page ID in the Value field
6. Click **Start**.
7. Click the title of the page to connect. 
8. Click  to close the callout box.
9. Click **Preview** to review your work.
10. Close the Preview window.
11. Click  to submit your task(s) to the workflow.

7.2.3 Disconnecting a Link from a Right-Column Links Box

Use the following procedures to disconnect a link from a right-column links box.

1. Click  to open the callout box.
2. Click  **Edit List**.
3. Click **Disconnect Page from List**.
4. Select the page(s) to disconnect.
5. Click **OK**.
6. Click  to close the callout box.

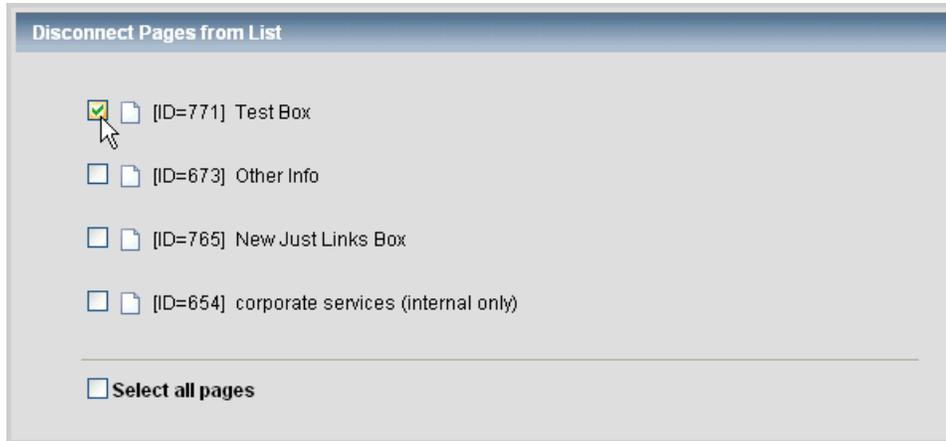
You do not need to submit a disconnection to the workflow as it enters it automatically and the change is published to the live site. The Gatekeeper receives notification of the disconnected page.

*NOTE TO GATEKEEPERS: It is your responsibility to verify that the action to disconnect a **link from the** callout box is appropriate and in accordance with your Program Web standards.*

7.3 Disconnecting a Right-Column Callout Box

Use the following procedures to disconnect a right-column callout box.

1. Click  **Open and edit this page** (center).
2. Click  **Manage additional callout boxes** (right column).
3. Click **Disconnect Page from List**. The Disconnect Pages from List window appears.



4. Check the box next to the page to disconnect or check the select all pages to disconnect all the pages in the list.
5. Click **OK**.

You do not need to submit a disconnection to the workflow as it enters it automatically and the change is published to the live site. The Gatekeeper receives notification of the disconnected page.

***NOTE TO GATEKEEPERS:** It is your responsibility to verify that the action to disconnect a callout box is appropriate and in accordance with your Program Web standards.*

8 Managing Related Pages (list (☰) underneath center content)

8.1 Creating Related Pages (listed underneath center content)

Sometimes there is a requirement to create a page that does not appear on the left navigation or sub-navigation. For example, under About Us on the left navigation, you might have a sub-navigation item titled *Leadership*. On the *Leadership* page, you might have links to individual biography pages. The biography pages do not appear on the left navigation, but they are related to the *Leadership* page. Since every RedDot page must be a member of a list, the biography pages are created in a list related to the Leadership page. As illustrated in the example below, the breadcrumbs reflect this page relationship.

You are here: [DOE Home](#) > [CIO Home](#) > [About Us](#) > [Leadership](#) > [Pyke Bio](#)

Use the following procedure to create pages related to navigation landing pages.

1. Click the left nav menu or sub-nav menu item requiring a related page.
2. Click  **Open and edit this page** (center).
3. Click  **Create pages here before linking from text** (located at the bottom of the center content well outside the red box surrounding the center content well).

You are here: [DOE Home](#) > [CIO Home](#) > [About Us](#) > [Leadership](#)

 Close

 Edit all content via form

EDIT META-DATA:

 Edit keywords to assign Topic, Audience, affiliated Office, or State

 Description: OCIO Leadership

 Key terms:

 Creator: IM-Nawrot

 **Leadership**

 [Subtitle]



Tom Pyke
Chief Information Officer

Tom Pyke is responsible for guiding the Department's effective use of information technology (IT) and for managing the Department's IT resources, with an annual budget of \$2.1 billion. Before joining the Department of Energy, Tom was the Chief Information Officer of the Department of Commerce, June 2001 to November 2005.
[read bio>](#)



Carl P. Staton
Deputy Chief Information Officer

Before coming to the Department of Energy as the Deputy Chief Information Officer in October 2006, Carl Staton served for 26 years in the Federal government in various Information Technology (IT) positions in the Department of Commerce's National Oceanic and Atmospheric Administration (NOAA).
[read bio>](#)



 Create pages here before linking from text

[Pyke Bio](#)

4. Click **Create and Connect (Level C - Content Components (Shared))**.
5. Select the content class for the type of page layout required for the related page.
 - Generic Content (left nav, no right column)
 - Generic Content (left nav, right column)
 - Landing Page – Double Wide
6. Enter the title of the related page item in the Headline box. *NOTE: This name becomes the breadcrumb for the page; shorter is better.*
7. Click **OK**.
8. Repeat tasks 3 through 7 for each required new page.

8.2 Placing a Title on Related Pages (listed underneath center content)

After a related page is created, provide a title by using the following procedure.

1. Click a related page (located at the bottom of the center content well).
2. Click  **Open and edit this page** (center).
3. Click  [Title].
4. Enter a descriptive title for the new page. *NOTE: You must enter a title on every page. If a page does not have title, it cannot be published.*
5. Click **OK**.
6. Click  **Close**.
7. Make note of the page ID number.
8. Return to the main related page by clicking the related left nav menu or sub-nav menu item.
9. Repeat tasks 1 through 8 for each related page to ensure each page is named.

8.3 Disconnecting Related Pages (listed underneath center content)

Sometimes after you have created a page, you might realize you do not need it. Remember all RedDot pages are part of a list. To disconnect a page, you must disconnect it from the list underneath the landing page.

NOTE: When you create a page, even if you realize you do not need the page, enter text in the Headline box. A RedDot page must have a Headline before it can be disconnected from the list.

Sometimes you might need to disconnect a page related to one list and move it to a list underneath a different landing page. Follow the disconnection procedure below, then refer to section 8.4, Reconnecting Related Pages, for information on how to reconnect the page to another list.

Use the following procedure to disconnect the page from the list.

1. Navigate to the Left Nav or Sub-nav landing page where you created the page that you now want to disconnect. In the example below, you are looking for a page created under (that is—related to) the About Us page.



2. Click **Open and edit this page** (center).
3. Click **Create pages here before linking from text** (located at the bottom of the center content well).
4. Click **Disconnect Page from List** from the options list. The Disconnect Pages from list window appears.



5. Select the page(s) to disconnect. Be sure you are selecting the correct page ID.
6. Click **OK**. The selected page is disconnected from the list.

You do not need to submit a disconnection to the workflow as it enters it automatically and the change is published to the live site. The Gatekeeper receives notification of the disconnected page.

NOTE: If the page was created in error, you might want to notify the Gatekeeper to ignore the email notification and the RedDot Administrator so they can delete the page. Remember to provide the page ID number to the Gatekeeper and the RedDot Administrator.

8.4 Reconnecting Related Pages

Sometimes there is a requirement to move a page connected to a list to another list located underneath a different landing page. You must first disconnect the page from the original list, then reconnect the page to the other list. Follow the procedure listed in section 8.3, Disconnecting Related Pages, to disconnect the page from the original list. Use the procedure listed below to reconnect the page to the list located underneath the required landing page.

1. Once the page is disconnected from the original list, navigate to Left Nav or Sub-nav landing page where you want to reconnect the page.
2. Click  **Open and edit this page** (center).
3. Click  **Create pages here before linking from text** (located at the bottom of the center content well).
4. Click **Connect Existing Page**.



| Search criteria | Operator | Value | Action |
|-----------------|----------|-------|--|
| Page ID | Equal | |  |

If the search criteria is set to Page ID and the operator is set to Equal, enter the Value of the page ID and go to task #7. If you must add more search criteria to your query, go to task #5.

5. Click  to add more search criteria.
6. Select **Page ID**. Select **Equal** as the Operator and enter the page ID in the Value field
7. Click **Start**.
8. Click the page title to select it. The page title appears in the list () underneath the landing page.

You do not need to submit the connection of an existing page to the workflow as it enters it automatically and the change is published to the live site. The Gatekeeper receives notification of the connected page.

9 Managing Quick Reference and Green Footer Links

9.1 Managing Quick References (Left Column)

NOTE: Depending on your workflow, access to change these items may be limited to the Gatekeeper.

Use the following procedure to add or edit a quick reference in the bottom of the left column.

1. Click  just above the row of reference images requiring edit.
2. Click  **Image** to add or edit a Quick Reference image.

NOTE: The maximum width for a quick reference image is 78 pixels. The recommended height is 51 pixels. Image sizes in this area should be consistent to maintain the alignment and balance of the section.

3. Click  to select the photo from the Asset Manager or from the local file system.
4. Click  **Link** to assign a URL.
5. Click  **Alt Tag** to enter the alt text for the image.

NOTE: Alt tags are required to meet Section 508 compliance regulations.

6. Click **Preview** to review your work.
7. Close the Preview window.

Click  to submit your task(s) to the workflow.

9.2 Managing the Green Footer Links

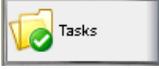
The Green footer bar is located just above the energy.gov Global Footer.



9.2.1 Adding a New Link to the Green Footer

Use the following procedure to add a new links on the Green footer bar.

1. Click  **Open and edit Green bar links**.
2. Click  to add a new link.
3. Click **Add URL**.
4. Enter the Link Name.
5. Enter the URL.
6. Click **OK**.

7. Click  **Close** to close the Green bar.
8. Click **Preview** to review your work.
9. Close the Preview window.
10. Click  to submit your task(s) to the workflow.

9.2.2 Editing an Existing Link Name on the Green Footer

Use the following procedure to edit the headline for an existing link on the Green footer bar.

1. Click  **Open and edit Green bar links**.
2. Click  to edit the Headline.
3. Click **OK**.
4. Click  **Close** to close the Green bar.
5. Click **Preview** to review your work.
6. Close the Preview window.
7. Click  to submit your task(s) to the workflow.

9.2.3 Disconnecting an Existing Link on the Green Footer

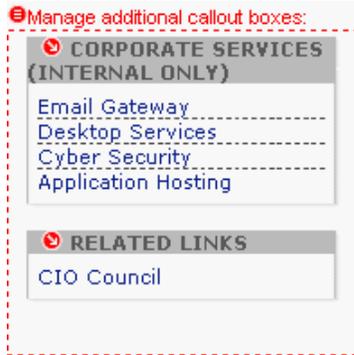
Use the following procedure to disconnect an existing link on the Green footer bar.

1. Click  to manage the list.
2. Click **Disconnect Page from List**.
3. Select the page to disconnect.
4. Click **OK**.
8. Click  **Close** to close the Green bar.

You do not need to submit a disconnection to the workflow as it enters it automatically and the change is published to the live site. The Gatekeeper receives notification of the disconnected page.

10 Miscellaneous Content Management Processes

10.1 Sorting a List of Pages

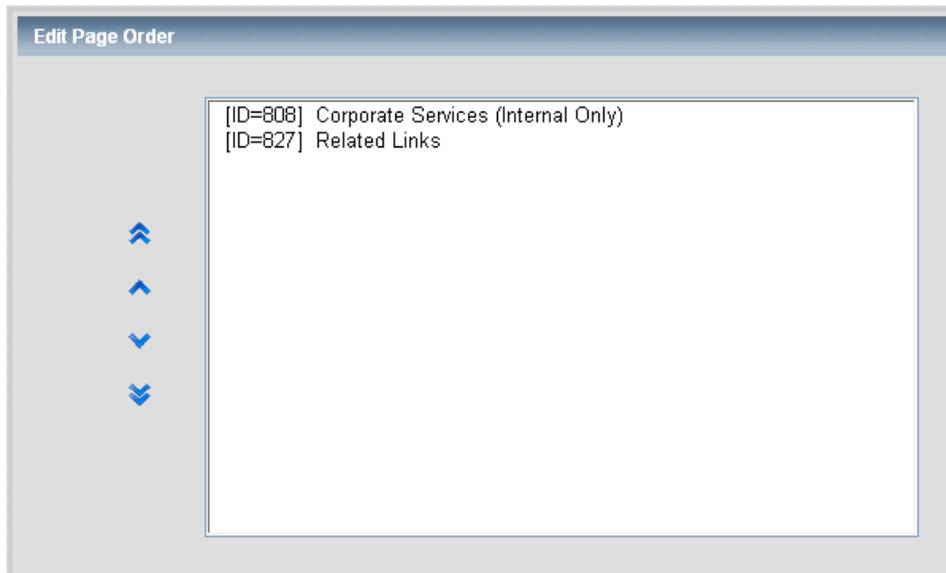


Any item that is a member of a list (☰) can be sorted. For example, right column callout boxes on a page are members of a list as are the individual links within a right column - links callout box.



Use the following procedure to resort the order of a list of right column boxes.

1. Click **Open and Edit this page** (center).
2. Click ☰ to **Manage additional callout boxes**.
3. Click **Edit Page Order**. An Edit Page Order window similar to the following appears.



4. Highlight by clicking once on an item to select the page ID to reorder.
5. Use the arrows on the left side of the window to move the selected page ID into the required position in the list.

-  Move selected item to the top of the list.
-  Move selected item to the next position up in the list.
-  Move selected item to the next position down in the list.
-  Move selected item to the bottom of the list.

6. Repeat task #4 and #5 until you are satisfied with the sort order.
7. Click **OK**.
8. Click **Preview** to review your work.
9. Close the Preview window.

10. Click  to submit your task(s) to the workflow.

Use the following procedure to resort the order of a list of links within a right column – links callout box. *NOTE: RedDot considers each link in the list a page.*

1. Click  to open the callout box.
2. Click  **Edit List**.
3. Click **Edit Page Order**. An Edit Page Order window appears
4. Highlight by clicking once on an item to select the page ID to reorder.
5. Use the arrows on the left side of the window to move the selected page ID into the required position in the list.
6. Repeat task #4 and #5 until you are satisfied with the sort order.
7. Click **OK**.
8. Click **Preview** to review your work.
9. Close the Preview window.

10. Click  to submit your task(s) to the workflow.

NOTE: Within RedDot, any place you see the list dot () , the items associated with the list can be sorted.

10.2 Using the SpellChecker

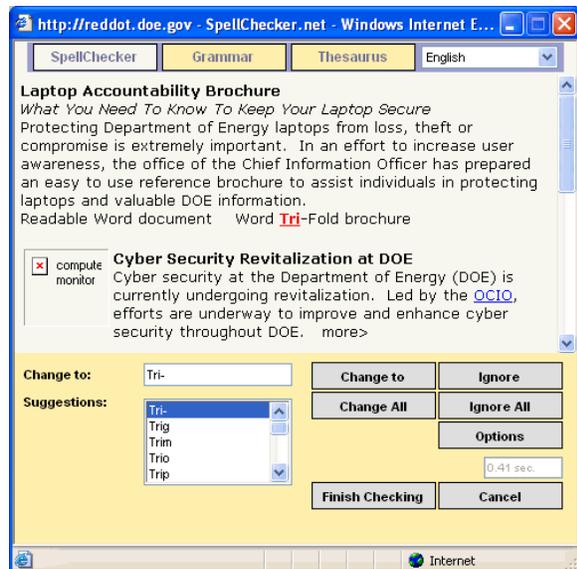
The Spellchecker tool checks the content that you currently have open in the text editor, not the contents of the entire Web page. To check the contents of the entire page, you must open each piece of the page separately and conduct a new spell check. For example, if you have checked the content of the center column, and you want to check the content in the right column, you must open the right-column content for edit and conduct a second spell check.

As well as evaluating spelling, this tool also includes a grammar checker and a thesaurus.

Use the following procedure to run a spell check.

1. Open the page for edit.
2. Open the text element to open the text editor.
3. Click .

During the spell check, the content of the RedDot Text Editor is transferred to a separate window. All words or spelling variants not listed in the dictionary are underlined in this window. When you click a word, an options list offers you alternative spellings. The SpellChecker, Grammar Checker, and Thesaurus work in a similar manner to the same tools in MS Word.



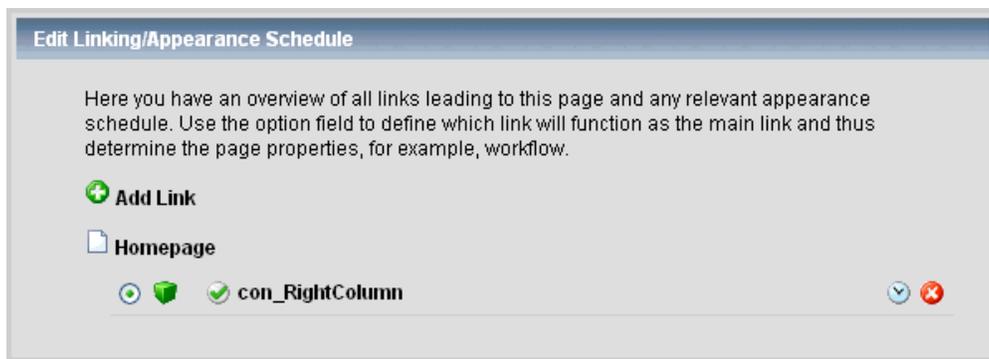
10.3 Using the Linking and Appearance Schedule

Use the following procedure to set the linking and appearance schedule for a page.

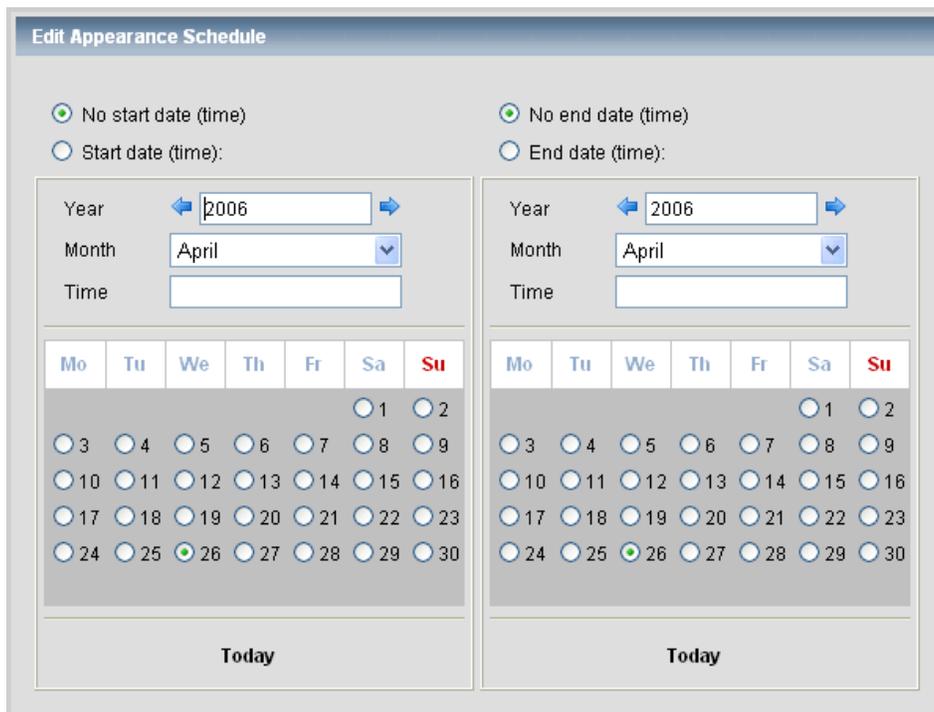
1. Access the page requiring scheduling.
2. Click  **Open and Edit this page** (center content well).
3. Click **Linking** on the Page menu. *NOTE: The Page menu is only visible when the page is open for edit.*



An Edit Linking and Appearance Schedule window similar to the following appears.



4. Click  next to the link(s) that require setting the appearance schedule. The Edit Appearance Schedule window appears.



5. Set the Start date (time) by selecting the year, month, and day.
6. Enter the time in the following format: HH:MM AM or PM.
For example: 11:59 PM.
7. Set the End date (time) by selecting the year, month, and day.
8. Enter the time in the following format: HH:MM AM or PM.
For example: 11:59 PM.
9. Click **OK**.
10. Repeat for each link listed on the Edit Linking/Appearance Schedule window.

NOTE: You can enter the time based on a 24-hour clock (that is— military or foreign time measurement); however, RedDot converts the entry to time based on a 12-hour clock (that is— using AM and PM).

11 Managing Events

NOTE: Your project may not be using the Events calendar feature.

11.1 Editing an Existing Event

Use the following procedure to edit an existing event in list of events.

1. Navigate to the Event list.
2. Go to the Event to edit.
3. Click **Edit event**.
4. Click  **Open and edit this event**.
5. Click  **Edit all content via form**.
6. Make the necessary edits to the event elements.
 - > Click  to edit the Event name.
 - > Click  to edit the URL (optional).
 - > Click  to edit the link name (optional).
 - > Click  to edit the Event Start Date.
 - > Click  to edit the Event End Date (optional).
 - > Click  to edit the Location text.
7. Click **OK**.
8. Click **< Back** to return to the list of events.
9. Click **Linking** on the Page menu to make changes to the Linking and Appearance schedule, if required. *NOTE: The Page menu is only visible when the page is open for edit.*



10. Click **Preview** to review your work.
11. Close the Preview window.
12. Click  to submit your task(s) to the workflow.

11.2 Disconnecting an Existing Event

Sometimes events are cancelled and must be removed from the list of events before they expire in the appearance schedule. When this happens, the content contributor must disconnect the page from the link.

Use the following procedure to disconnect a canceled event from the list of events.

1. Navigate to the Event list.
2. Find the canceled event in the list.
3. Click **Edit event**.
4. Click  **Open and edit this event**.
5. Click Linking on the Page menu. *NOTE: The Page menu is only visible when the page is open for edit.*



6. Click the  next to Event List, list_Events. The following message appears.
Are you sure you want to disconnect the page from link element 'list_Events'?
7. Click **Yes** to disconnect the link.
8. Click **OK** to close the window.
9. Click **< Back** to return to the list of events.

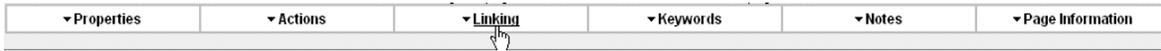
You do not need to submit a disconnection to the workflow as it enters it automatically and the change is published to the live site. The Gatekeeper receives notification of the disconnected page.

11.3 Adding a New Event

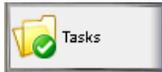
Use the following procedure to add a new event in the list of events.

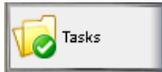
1. Navigate to the Event list.
2. Click  to open the list of events.
3. Click  **Edit List**.
4. Click **Create and Connect Page**.
5. Enter the Event name into the Headline element.
6. Click **OK**. The new event appears at the top of the list of events.
7. Click **Edit event**.
8. Click  **Open and edit this event**.
9. Click  **Edit all content via form**.
10. Click  to edit the Event name.
11. Click  to edit the URL (optional).
12. Click  to edit the link name (optional).

13. Click  to edit the Event Start Date.
14. Click  to edit the Event End Date (optional).
15. Click  to edit the Location text.
16. Click **Linking** on the Page menu to make changes to the Linking and Appearance schedule, if required. *NOTE: The Page menu is only visible when the page is open for edit.*



17. Click **OK**.
18. Click **< Back** to return to the list of events.
19. Click **Preview** to review your work.
20. Close the Preview window.



21. Click  to submit your task(s) to the workflow.

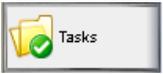
11.4 Setting the Linking and Appearance Schedule for an Event

You can set the Linking and Appearance Schedule to automatically add events to or drop events off your list.

1. Navigate to the Event list.
2. Go to the Event to edit.
3. Click **Edit event**.
4. Click  **Open and edit this event**.
5. Click **Linking** on the Page menu. *NOTE: The Page menu is only visible when the page is open for edit.*



6. Click  next to Event List (list_Events). The Edit Appearance Schedule window appears.

7. Set the Start date (time) by selecting the year, month, and day to match the date you want the event to display on the live site or, accept the default setting of No start date (time).
8. Set the End date (time) by selecting the year, month, and day to match the end date of the event.
9. Set the end date time to 11:59 PM.
10. Click **OK** to close the Edit Appearance Schedule window.
11. Click OK to close the Edit Linking/Appearance Schedule window.
12. Click < **Back** to return to the list of events.
13. Click  to submit your task(s) to the workflow.

The event must go through the workflow and be released for publication. If a Start date was set on the Linking and Appearance Schedule, the event does not display on the live site until the specified date and time. If an End date was set on the Linking and Appearance Schedule, the event drops off the live site on the specified date and time.

12 Understanding Workflow

NOTE: If your project is not using the Author Release/Gatekeeper Release Workflow described below, please refer to Appendix B – Editor Group Publication, for publication procedures.

Workflow is the approval process that modified or newly created pages go through to be published to the live Web site. When a page is created or changed it must be submitted to the workflow.

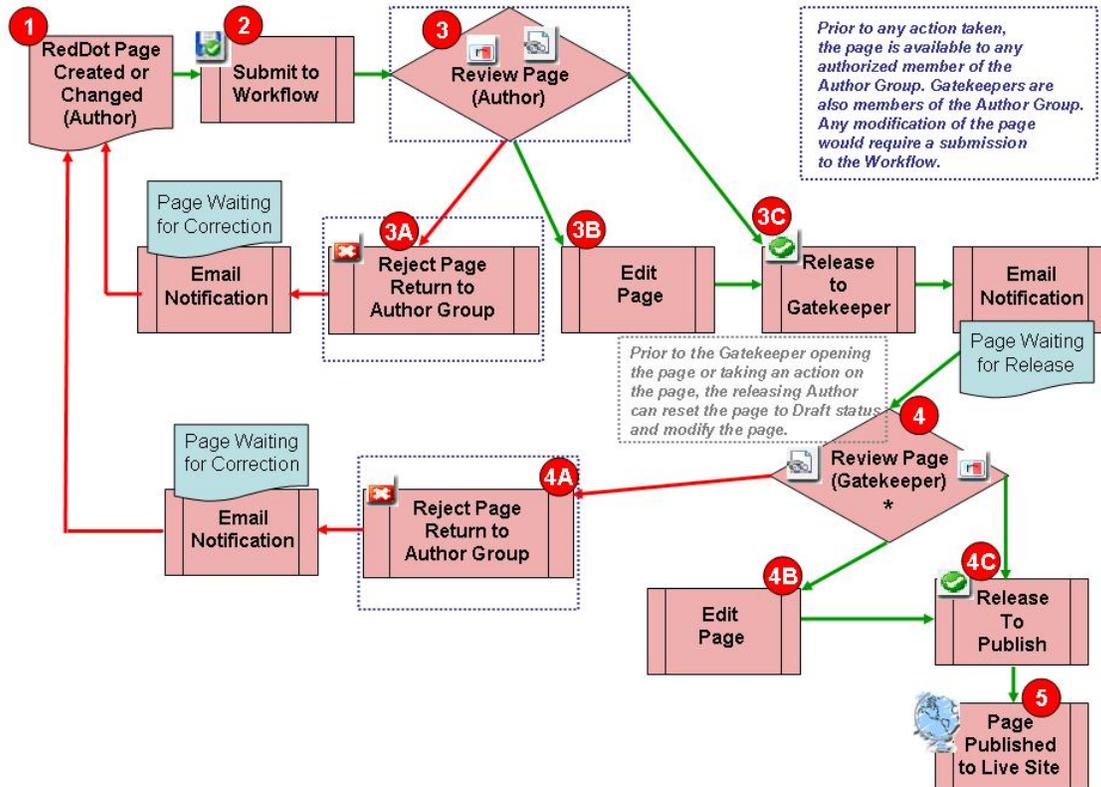
You can click  to review the status of pages currently in workflow.

12.1 Workflow Roles and Responsibilities

Each role has different permission levels and functions. A single person can play multiple roles, or multiple people can fill a single role.

| Roles | Responsibilities |
|--------------|--|
| Author | Make changes to a page. Add and disconnect pages. Submit new or altered pages to the workflow. Review and release new or altered pages to the Gatekeepers for review. |
| Gatekeeper | Make changes to a page. Add and disconnect pages. Accept, make changes to, and reject pages modified by Authors. Review and release new or altered pages for publication to the live Web site. |

12.2 Workflow Overview



- 1 Author creates or alters a page.
- 2 Author submits page to workflow.
- 3 Prior to any action taken, the page is available to any authorized member of the Author Group (helpful if you need to work collaboratively on a page).

NOTE: Gatekeepers are also members of the Author Group. Any modification of the page requires a resubmission to the workflow.

The Author selects the page from their Tasks.

3A The Author has the option to reject the page, but it is not usually necessary at this phase in the workflow. If the page is rejected, the Author Group receives an email notification of a page waiting for correction. Prior to any action taken, the page is available to any authorized member of the Author Group.

3B The Author has the option to open the page for edit. Any modification of the page requires a resubmission to the workflow.

3C The Author has the option to release the page to the Gatekeeper for Review. The Gatekeeper receives email notification that a page is waiting for release.

4 The Gatekeeper selects the page from their Tasks.

4A The Gatekeeper has the option to reject the page and send it back to the Author Group for correction. The Author Group receives email notification of a page waiting for correction. *NOTE: Prior to an action taken, the page is available to any authorized member of the Author Group.*

4B The Gatekeeper has the option to open the page for edit. Any modification of the page requires a resubmission to the workflow. Because the Gatekeeper is a member of the Author Group, the page does not require an additional release to the Gatekeeper. When the Gatekeeper releases the page it is for publication to the live Web site.

4C The Gatekeeper has the option to release the page for publication to the live Web site.

5 Once released for publication, the page publishes to the live Web site.

NOTE: Disconnected and connected pages automatically enter the workflow. The Gatekeeper Group receives email notification of publication when pages are disconnected or connected.

12.3 Pages Saved as Draft

When you create a new page or edit the contents of an existing page, the page is saved as draft. This means that the page is still in your workspace, and you are the only person who can see the changes you have made. The page is also checked out to you, so you are the only one who can edit it.

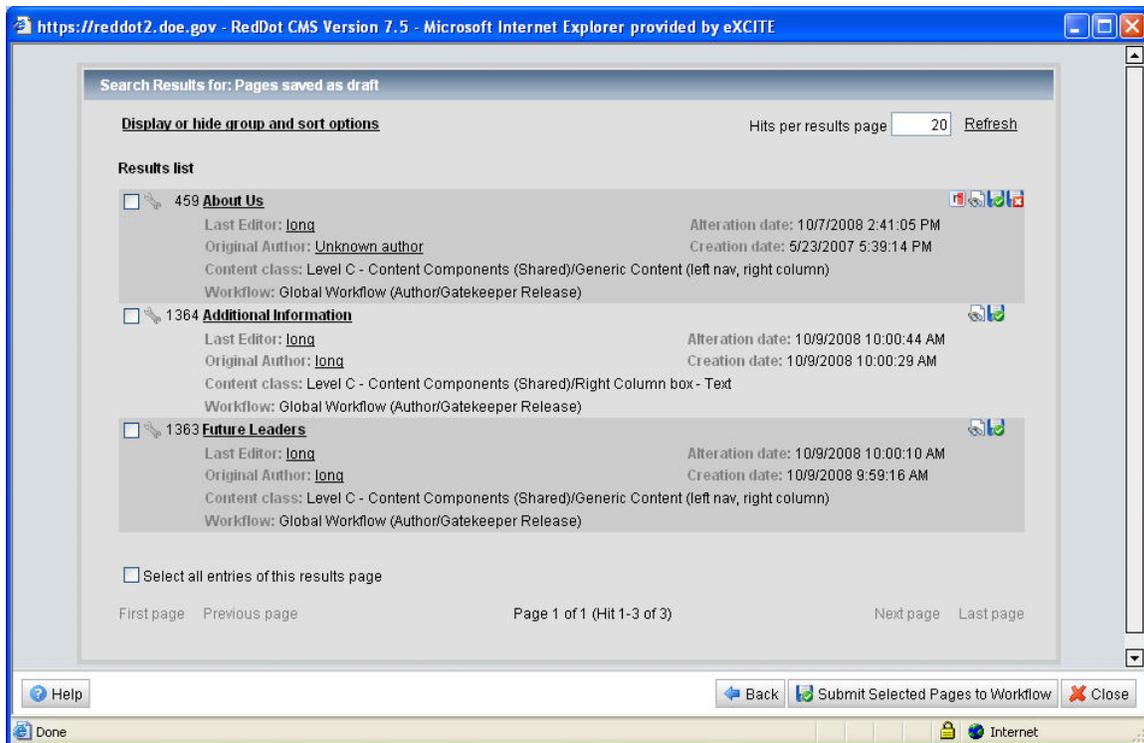
12.4 Submitting Pages to the Workflow

Use the following procedure to submit your work to the workflow.

1. Click **Preview** to review the new or edited page.
2. Close the Preview window.
3. Click . A Select Tasks window similar to the one below appears.



4. Click **Edit Pages**. The Search Results for Pages Saved as Draft window appears. The window lists pages available to submit to workflow.



You can use this window to perform the following actions.

 **Compare versions.** Previewing the page in redline mode allows you to compare the version currently published with the version you have edited. Content that was removed is shown in **red-strikethrough**. Content that was added is shown in **green highlight**. This icon only displays for changed pages, not for new ones.

 **Preview the page.** This shows you the page as it will look when published to the live Web site.

 **Submit to workflow.** Click this icon to submit your page to the workflow process.

 **Undo changes.** If you decide you prefer the current published version of the page to the version you have edited, select this button to undo any changes you have made since the last time the page was published. The page is no longer be Saved as Draft. This icon only displays for changed pages, not for new ones.

You can group and sort the search result list by clicking **Display or hide group and sort options.**⁷



Display or hide group and sort options Hits per results page [Refresh](#)

Group by Don't group Content class Original Author Last Editor Workflow

Ascending Descending

Sort by Page name Page ID Creation date Alteration date Content class

Ascending Descending [Reset](#)

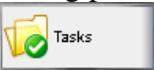
Select the radio button next to the Group by or Sort by options that you want.

5. Check the box next to the page(s) you want to submit to workflow or check **Select all entries of this results page** to submit all the pages to workflow.
6. Click  Submit Selected Pages to Workflow or click  for each page selected.
7. Click **Back** to return to tasks, click **Close** to close the window.

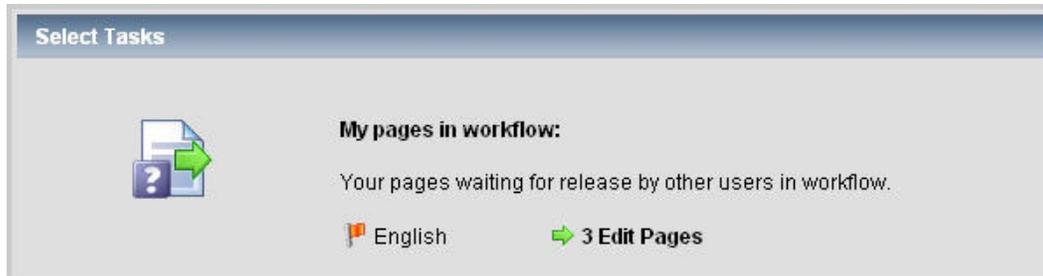
12.5 Withdrawing Pages from the Workflow

You can withdraw a page from workflow as long as it is still waiting for approval. You may want to do this if the page needs further changes

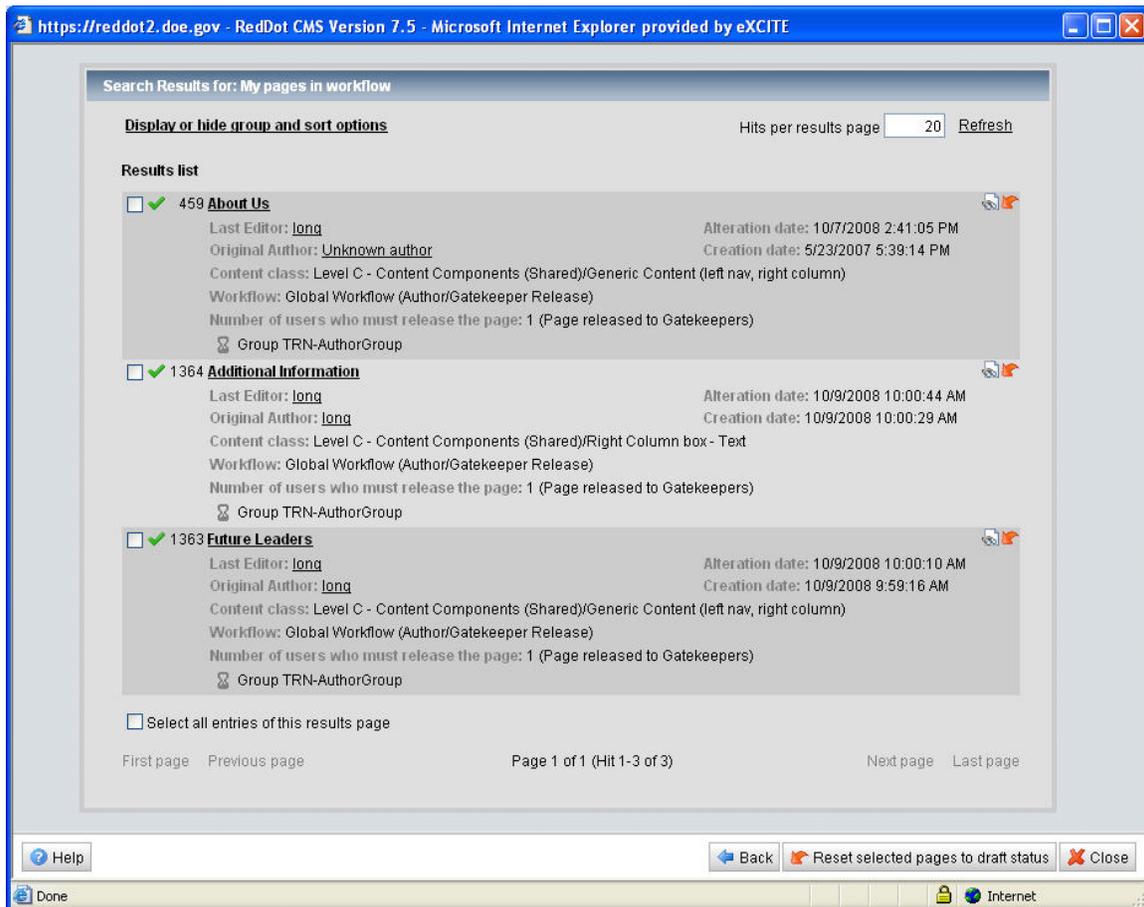
Use the following procedure to withdraw a page from the workflow.

1. Click . A Select Tasks window similar to the one below appears.

⁷ Displaying or hiding groups and sort options is a new feature in the Search interface.



2. Click **Edit Pages**. The My Pages in Workflow window appears. The window lists pages available to reset to draft status.

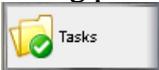


3. Check the box next to the page(s) you want to reset to draft status or check **Select all entries of this results page** to reset all the pages to draft status.
4. Click  **Reset selected pages to draft status** or click  for each page selected.
5. Click **Back** to return to tasks, click **Close** to close the window.

12.6 Releasing Pages in the Workflow

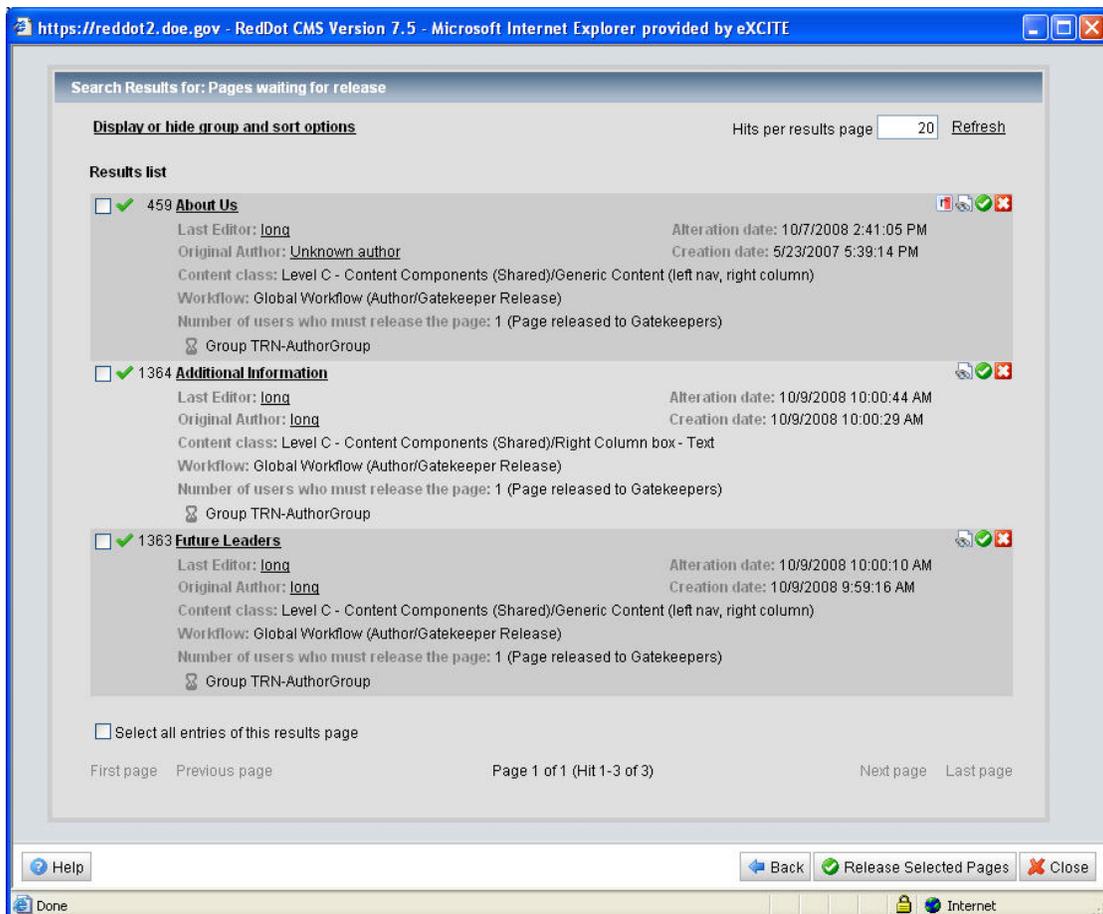
The EnergyGov child project workflow is a two-release workflow. The Author performs the first release, which moves the page forward in the workflow for the Gatekeeper to review. The Gatekeeper performs the second release to publish the page to the live Web site.

Use the following procedure to release pages.

1. Click . A Select Tasks window similar to the one below appears.



2. Click **Edit Pages**. The Pages Waiting for Release window appears. The window lists pages available to release to the next phase of the workflow (that is—to the Gatekeeper for review or to publish to the live Web site). The example lists pages waiting for the Author to release to the Gatekeeper for review.



You can use this window to perform the following actions.

 **Preview the page.** This shows you the page as it will look when published to the live Web site.

 **Compare versions.** Previewing the page in redline mode allows you to compare the version currently published with the version you have edited. Content that was removed is shown in **red strikethrough**. Content that was added is shown in **green highlight**. This icon only displays for changed pages, not for new ones.

Make changes to the page. Select the linked page headline to go to the page, where you can open the page for edit and make necessary changes. If you make changes, you must resubmit the page to workflow, and then release it to the phase of the workflow.

 **Release page to next phase of workflow.** Click this icon to release the page to the next phase in the workflow process. The Author role releases the page to the Gatekeeper. The Gatekeeper releases the page for publication to the live Web site.

 **Reject page.** If the page requires additional changes that you do not want to make yourself, you can reject the page. When you do this, RedDot prompts you to add a note to the Author explaining the reason for the rejection. An email is sent to the Author requesting additional changes. The Author must resubmit the page to the workflow once appropriate changes have been made.

You can group and sort the search result list by clicking **Display or hide group and sort options**.⁸



Display or hide group and sort options Hits per results page [Refresh](#)

Group by Don't group Content class Original Author Last Editor Workflow

Ascending Descending

Sort by Page name Page ID Creation date Alteration date Content class

Ascending Descending [Reset](#)

Select the radio button next to the Group by or Sort by options that you want.

3. Check the box next to the page(s) you want to release to the next phase of the workflow or check **Select all entries of this results page** to release all the pages to the next phase of the workflow.
4. Click  or click  for each page selected.
5. Click **Back** to return to tasks, click **Close** to close the window.

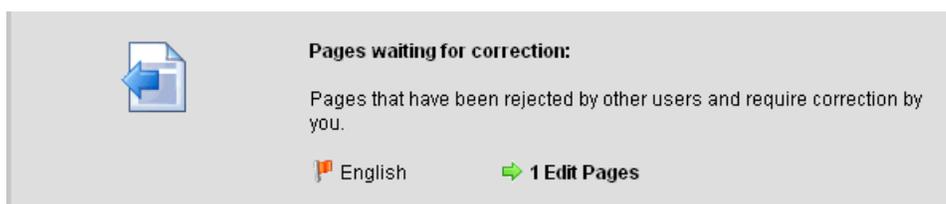
⁸ Displaying or hiding groups and sort options is a new feature in the Search interface.

12.7 Correcting Rejected Pages

Sometimes a Gatekeeper might reject a page an Author has submitted to workflow for approval. Rejected pages are sent back to the Author Group requesting additional changes.

Use the following procedure to correct rejected pages.

1. Click . A Select Tasks window similar to the one below appears.



2. Click **Edit Pages**. The Pages Waiting for Correction window appears. The window lists pages that need additional editing. If the Gatekeeper has included a note explaining the reason the page was returned to you, that text appears here. In addition, you can access the note from the page needing correction by selecting **Notes** from the Page menu once page is open for editing.



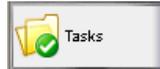
3. Select the linked headline of the page you want to edit to go to the page. From there, open the page for edit and make the changes the Gatekeeper requested. After you make changes, the page appears under Pages Saved as Draft on your Tasks menu.
4. Resubmit the page to the workflow and release it to the Gatekeeper.

12.8 Using the Notes Feature

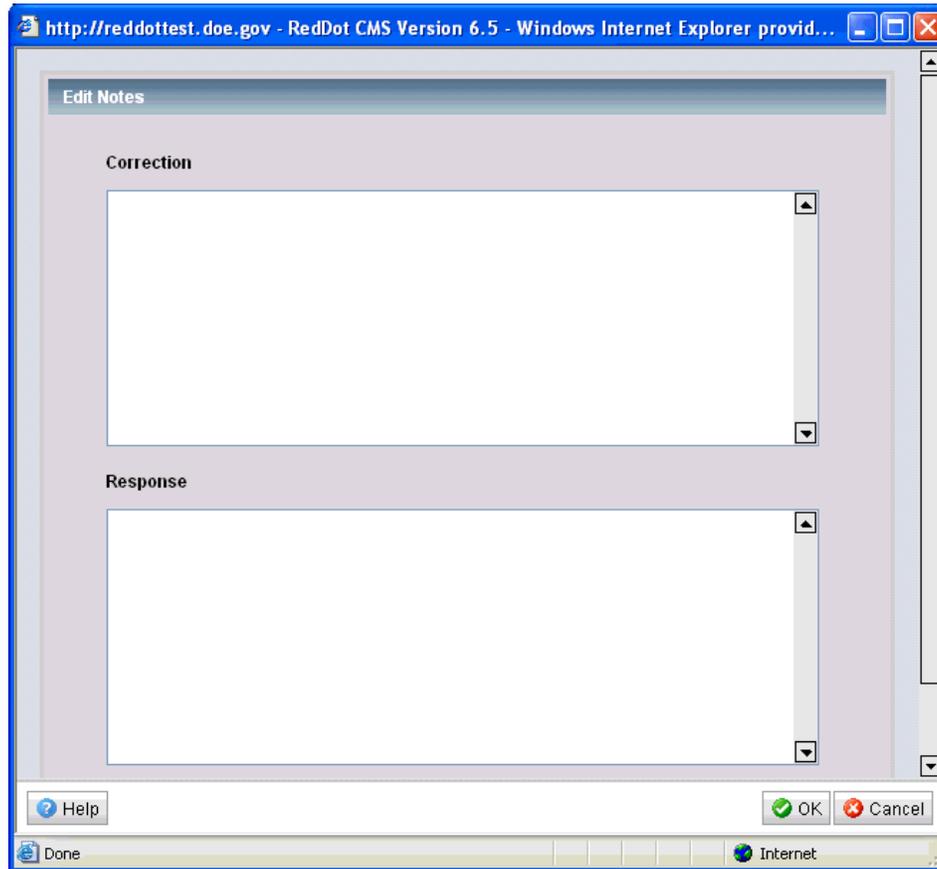
12.8.1 Entering Correction Notes

When a Gatekeeper decides to reject a page, they have the option to include Correction notes to explain (in detail) the changes required by the Author.

Use the following procedure to enter Correction notes for a rejected page.

1. Click .
2. Click **Edit Pages** to view the Pages waiting for release.
3. Check the box next to the page requiring correction.

4. Click  to reject the page. The Edit Notes window appears.



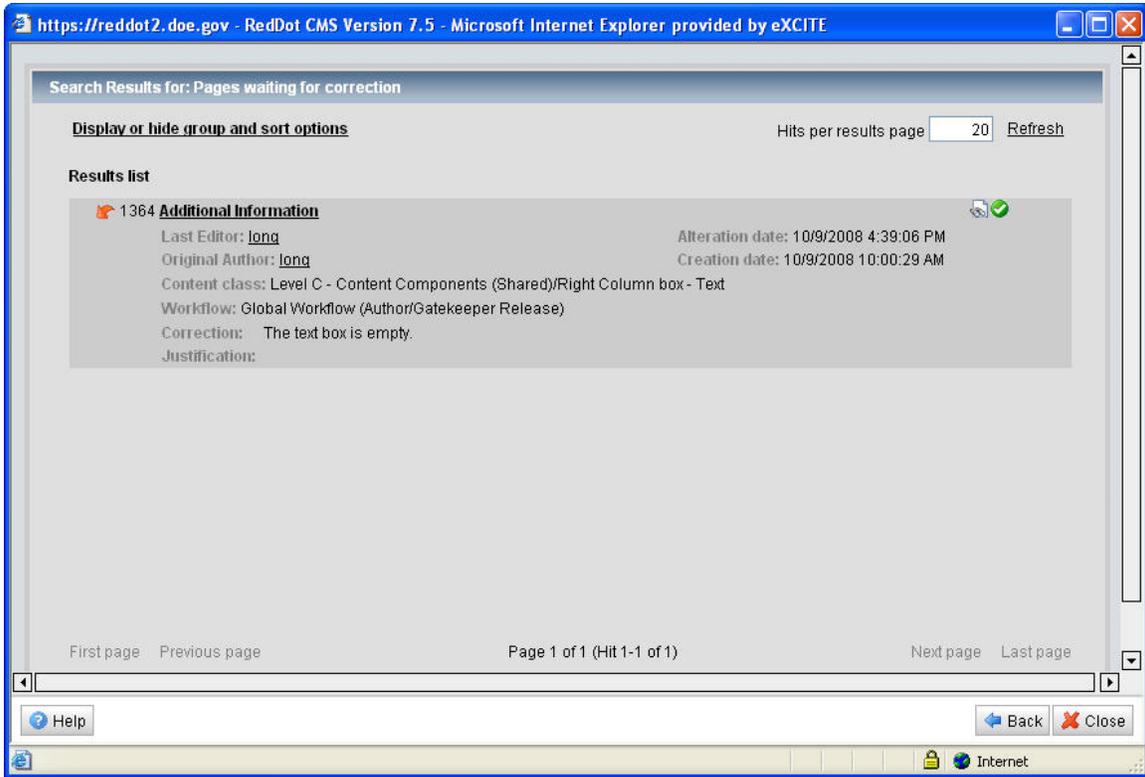
5. Enter text detailing the required corrections for the Author to make in the Correction box.
6. Click **OK**. The Author receives an email notification indicating a rejected page is waiting for correction.

12.8.2 Entering Response Notes

When an Author corrects a rejected page, they have the option to include Response notes for the Gatekeeper to explain (in detail) the changes they have made or even why a change was not made to a page.

Use the following procedure to enter Response notes for a page.

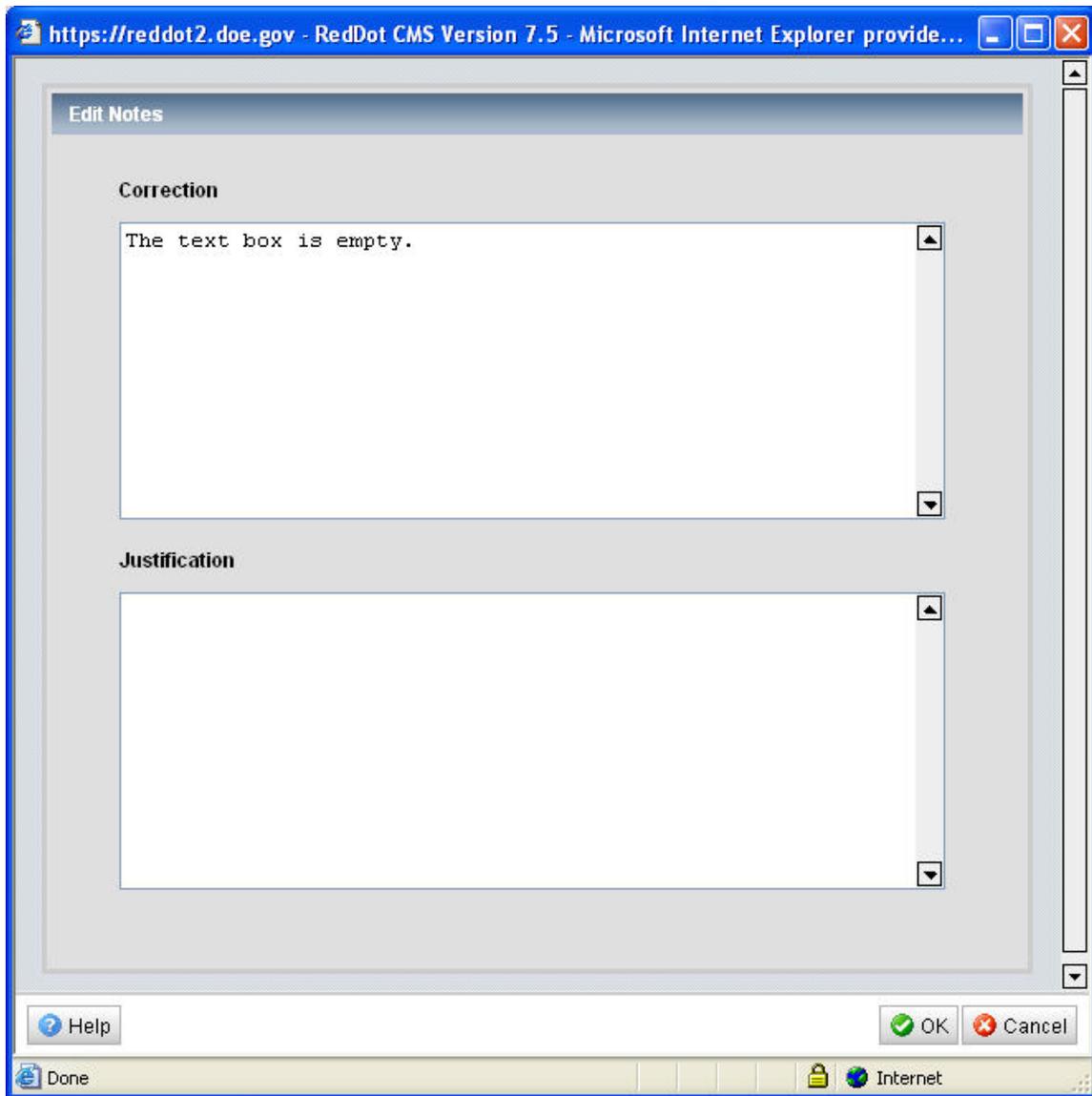
1. Click .
2. Click **Edit Pages** to view the Pages waiting for correction. The Pages Waiting for Correction window displays. If the Gatekeeper included Correction notes, the notes display in the window. In the example below, the Gatekeeper's notes are preceded by the word Correction.



3. Click the title of the page to correct. The selected page opens for edit.
4. Make the needed corrections.
5. Click **Notes** on the Page menu. *NOTE: The Page menu is only visible when the page is open for edit.*



The Edit Notes window appears.



6. Enter text indicating that the requested changes have been made or justification text detailing why you did not make a requested change in the Response box.
7. Click **OK**.
8. Click  **Close** to close the page.
9. Click .
10. Click **Edit Pages**. To view the pages saved as draft.
11. Select the corrected page.
12. Submit the corrected page to workflow.

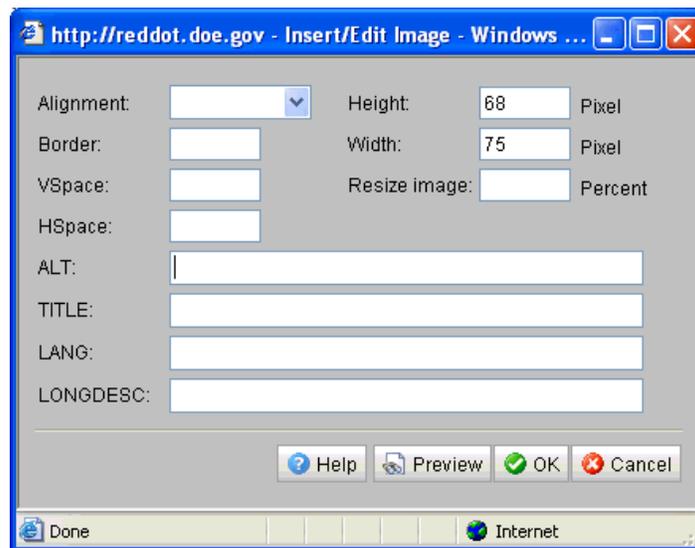
Appendix A – Tips and Tricks

Resizing Images (Width and Height)

The best practice is to resize (and optimize the file size of) an image to the proper proportions before bringing it into the Asset Manager. If however, you find that you must resize an image while you are editing a page, there are options available within the text editor.

Use the following procedure to resize an image using Insert/Edit Image dialog box within the text editor.

1. Click to select the image.
2. Click  to open the Insert/Edit Image dialog box.



NOTE: RedDot automatically detects the image height and width. Do not alter the specified height or width using the height and width fields in this dialog box.

3. Enter the percentage to increase or decrease the image size in the Resize image field. (For example, if you enter 80 in the Resize image field, the image is reduced to 80 percent of its original size).

Use the following procedure to resize an image by dragging the cursor within the text editor.

1. Click to select the image.
2. Drag the corner of the image diagonally toward the opposite corner of the image to reduce the image size. Or, drag the corner of the image diagonally away from the opposite corner of the image to increase the image size.



Image Resolution for the Web

To load quickly and display properly on a Web site, images (including photos) should be set to 72 dpi (or dots per inch).

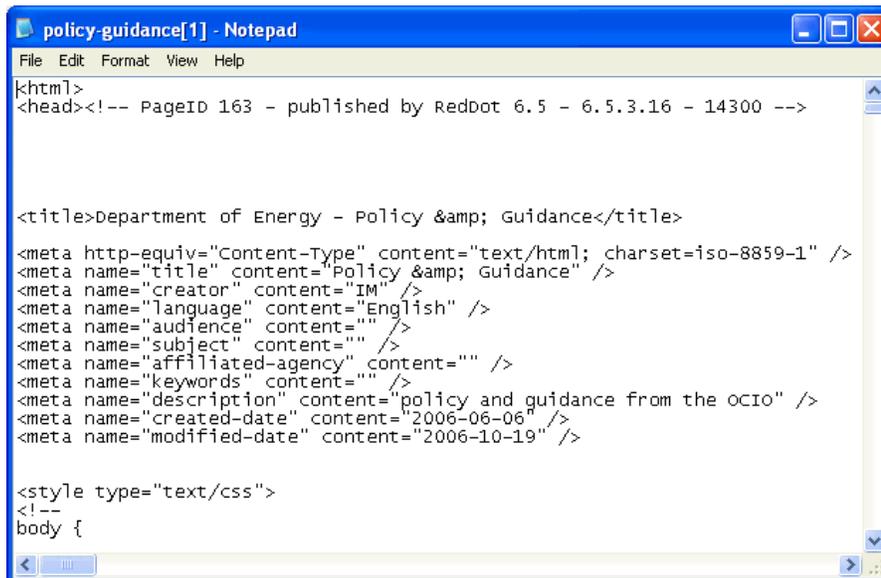
Viewing the Source Code for a Page on the Live (Published) Site

Use the following procedure to view the source code for a page on the live site.

NOTE: This is another way to obtain the page ID of a published, named page (that is—a page that has been assigned a file name).

Address  <http://cio.energy.gov/policy-guidance.htm>

1. Open your browser and navigate to the page where you want to view the source code.
2. Click **View** on the browser menu.
3. Click **Source** on the View menu. The source code appears in a pop-up window.



```
policy-guidance[1] - Notepad
File Edit Format View Help
<html>
<head><!-- PageID 163 - published by RedDot 6.5 - 6.5.3.16 - 14300 -->

<title>Department of Energy - Policy & Guidance</title>

<meta http-equiv="Content-Type" content="text/html; charset=iso-8859-1" />
<meta name="title" content="Policy & Guidance" />
<meta name="creator" content="IM" />
<meta name="language" content="English" />
<meta name="audience" content="" />
<meta name="subject" content="" />
<meta name="affiliated-agency" content="" />
<meta name="keywords" content="" />
<meta name="description" content="policy and guidance from the OCIO" />
<meta name="created-date" content="2006-06-06" />
<meta name="modified-date" content="2006-10-19" />

<style type="text/css">
<!--
body {
```

The page ID displays near the top of the source code. The source code is view only within this window.

4. Click **File** on the browser menu.
5. Click **Exit** on the File menu to close the Source Code window. *NOTE: You can also click  to close the Source Code window.*

File Naming Conventions (Asset Manager)

Use the following naming conventions when naming content images or documents and media files that are to be brought into the Asset Manager.

- Strive for short filenames.
- Do not use spaces in filenames.
- Do not use periods (.) in filenames (that is—prior to the file extension).
- Use – or _ or InitialCaps to make distinctions between words.
- Keep in mind that the Asset Manager versions files for you so you may not need to spell out dates in the filename.

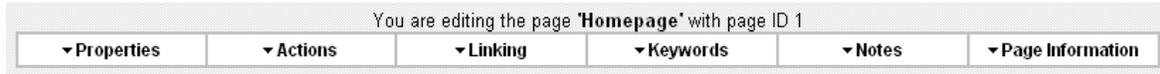
Appendix B – Editor Group Publication

Using the Actions on the Page Menu

NOTE: Use the following procedures to publish pages only if your project is not using the Author Release/Gatekeeper Release workflow. Keep in mind that the RedDot CMS considers the following as separate RedDot pages.

- Center Content Well
- Right Column box – Text
- Right Column box – Links
- Each link within a Right Column box– Links

The procedures listed below are performed page-by-page using the RedDot Page menu.



Publish Center Content Well

1. Click  **Open and edit this page** (center content well). *NOTE: When a RedDot page is open for edit, the RedDot Page menu appears.*
2. Click **Actions** in the Page menu.
3. Click **Submit to Workflow**.
4. Click **Actions** in the Page menu.
5. Click **Release the Page**.
6. Click **Actions** in the Page menu.
7. Click **Publish the Page**.

Publish Right Column Box- Text

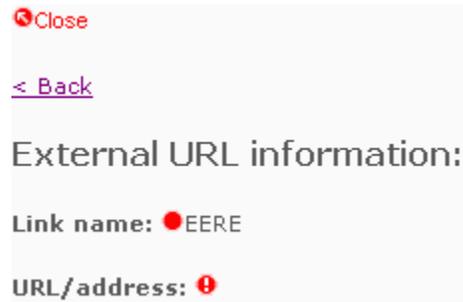
1. Click  to open the text box for edit. *NOTE: When a RedDot page is open for edit, the RedDot Page menu appears.*
2. Click **Actions** in the Page menu.
3. Check the page ID to be sure you are working with the correct right column text box.
4. Click **Submit to Workflow**.
5. Click **Actions** in the Page menu.
6. Click **Release the Page**.
7. Click **Actions** in the Page menu.
8. Click **Publish the Page**.

Publish Right Column Box– Links

1. Click  to open the links box for edit. *NOTE: When a RedDot page is open for edit, the RedDot Page menu appears.*
2. Click **Actions** in the Page menu.
3. Check the page ID to be sure you are working with the correct right column links box.
4. Click **Submit to Workflow**.
5. Click **Actions** in the Page menu.
6. Click **Release the Page**.
7. Click **Actions** in the Page menu.
8. Click **Publish the Page**.

NOTE: If the separate pages containing the links listed in the Links box have not been submitted to the workflow, those links will not publish. In other words, the Links box will publish without the links listed within it.

You can submit the individual link pages as you create them (that is—when the wrapper page is open for edit) or you can use the following procedure to submit your tasks. *NOTE: When a RedDot page (including wrapper pages) is open for edit, the RedDot Page menu appears.*



1. Click .
2. Click **Edit Pages**. The Pages Saved as Draft window appears. The window lists pages available to submit to workflow.
3. Check the box next to the page(s) you want to submit to workflow or check **Select all pages** to submit all the pages to workflow.
4. Click **Submit Selected Pages to Workflow** or click  for each page selected.
5. Click **Back** to return to tasks, click **Close** to close the window.
6. Click  to open the links box for edit once again.
7. Click **Actions** in the Page menu.
8. Check the page ID to be sure you are working with the correct right column links box.
9. Click **Submit to Workflow**, if needed.
10. Click **Actions** in the Page menu.
11. Click **Release the Page**, if needed.
12. Click **Actions** in the Page menu.
13. Click **Publish the Page**.

Appendix C –RedDot CMS Version 7.5 Search Function⁹

Using the Search Function



The RedDot CMS Search option in the RedDot left navigation menu lets you search your project for specific pages. You can combine different search criteria for a complex search. The search page status lets you search your project for tasks, which you can then edit directly in the search result.

The search result is shown in a clearly structured list, which you can organize and sort as required. The last search result is saved. You can access it again through the RedDot CMS Search, provided you have not logged out of RedDot in the meantime.

RedDot CMS allows you to search for pages based on various criteria and settings. You can also view the results list from your previous search.

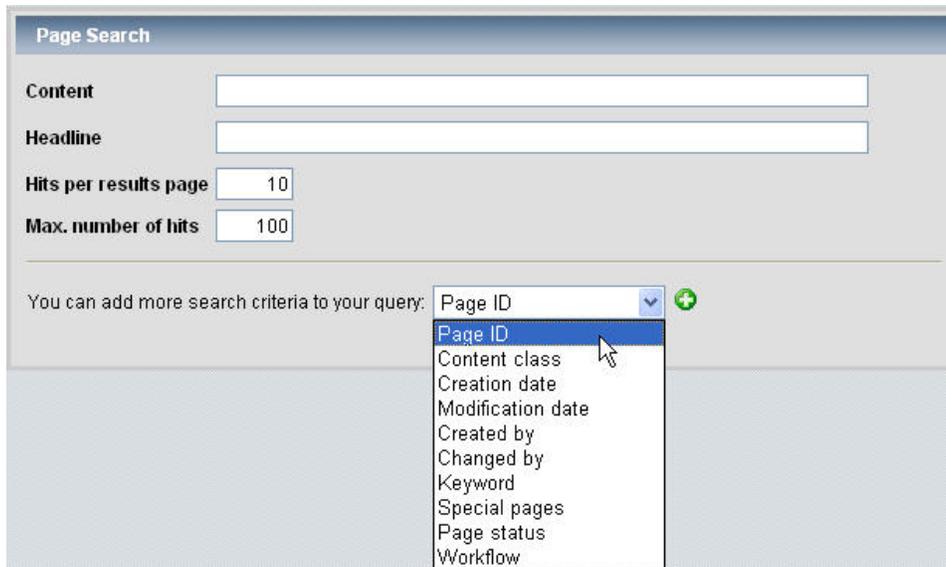
You can access the page search from the RedDot CMS left navigation menu, or from different actions (such as Connect Existing Page). The options available in the dialog window are the same in each case.

Search Options

| | |
|--------------------------------------|---|
| Show last search results list | Click this link to view the results list from your previous search. The last search result is deleted when you log out of RedDot CMS. |
| Content | Specify one or several words that occur in the text of the page you are looking for. The following elements are searched: Text, Standard Field, and Image (file name of the image). You can leave this field blank. |
| Headline | Specify one or several words that occur in the headline of the page you are looking for. You can leave this field blank. |
| Hits per results page | Specify the number of pages to be shown in the results list. |
| Max. number of hits | Specify the maximum number of pages to be shown in the results list. |

You can choose additional search criteria from the drop-down list and click  to add them to your search.

⁹ The Search interface in RedDot CMS version 7.5 has been enhanced and contains features that were not available in RedDot CMS version 6.5.



The search result lists pages matching all the search criteria. For each search criterion you add, you have to select an operator and specify a value. You cannot leave the value field blank. If you decide not to use a search criterion you have previously added, delete the criterion before running your search. The following search criteria are available.

Search Criteria

| | | |
|--------------------------|---|--|
| Page ID | Choose an operator from the drop-down list and specify a page ID in the value field. To list all pages whose IDs are in a particular value range, add the search criterion. | |
| Page ID twice | Choose the operator greater than for the first criterion and specify the minimum value of the value range. Choose the operator less than for the second criterion and specify the maximum value of the value range. | |
| Content class | Click to choose a content class. | |
| Creation date | Click to select a creation date. To find pages that were created in a particular time period, proceed as described for the Page ID search criterion. | |
| Modification date | Click to select a modification date. To find pages that were changed in a particular time period, proceed as described for the Page ID search criterion. | |
| Created by | Click to select an original author. | |
| Active user | Select this check box to find pages created by the user currently logged on. | |
| Changed by | Click to select an editor. | |
| Active user | Select this check box to find pages changed by the user currently logged on. | |

| | |
|-----------------------------|---|
| Keyword | Click to select a category and keyword. <i>NOTE: Only the EnergyGov project uses keywords.</i> |
| Special pages | Choose the page types you wish to search. You have the following options. <ul style="list-style-type: none"> • Active pages - The search includes only pages that are linked within the project structure or located below the Unlinked Pages tree item. • Linked pages - The search includes only pages that are linked within the project structure. • Unlinked pages - The search includes only pages that are not linked within the project structure. These pages are listed below the Unlinked Pages tree item. |
| Pages in Recycle bin | The search includes only pages that are located in the Recycle bin. |
| All pages | The search includes all project pages except those located in the archive. |
| Page status | Choose a page status from the drop-down list. Searching for pages by status is the same as opening your task list. For example, if your only search criterion is the page status Pages saved as draft, the search returns all pages listed under Pages saved as draft when you click the Tasks button in the Navigation Menu. The options available to you in the results list are the same as those in the corresponding task list. <i>NOTE: Users with the Administrator role can also view other users' pages with the status specified.</i> The following page statuses are available. <ul style="list-style-type: none"> • Pages saved as draft - The search includes all pages that have been saved as drafts. • Pages waiting for release - The search includes all pages that have been submitted to you for release. • Pages waiting for correction - The search includes all pages that have been submitted to you for correction. • My pages in workflow - The search includes all pages that you have edited and submitted to the workflow. • Resubmitted pages - The search includes all pages that have been resubmitted to you. • Pages I released - The search includes all pages that you have already released but which still need to be released by other users. • All users' pages - Select this check box to search all users' pages with the status specified. <i>NOTE: This check box is available only to users who have been assigned the Administrator role.</i> |
| Workflow | Click to choose a content workflow. |

Click  to add more search criteria to your query.

Click  to delete a search criterion.

Click  to start your search.

Click  to specify new search criteria.

Click  to cancel the search.