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Connecting to your site

Departmental sites are accessed using a Web browser. Internet Explorer is recommended. Other browsers such as Firefox and Safari may not be fully supported in the current version of RedDot.

1. Type http://reddot.twu.edu in the address window of your browser.

2. At the RedDot login screen type your User name and Password, which is the same as your Portal ID and password.
Main menu

Once in RedDot, the main menu will appear. The buttons on the left navigation menu function as follows:

The **Homepage** button is generally not used. Use the **Tasks** button instead.

The **Smart Edit** button takes you to the start page of the department’s website or to the index if you are managing multiple sites in the same project.

The **Search** button allows you to search all created pages in your project.

The **Tasks** button displays all pages that need to be submitted to workflow.

The **Main Menu** button allows you to switch between projects.

The **Help** button opens the RedDot online help menu.

The **Log Off** button logs you out of RedDot.

Repeated content areas

Left Navigation (1), Contact Info (2), and Supplemental Content (3) carry across pages. Changing this content on the Home page will change it across the back pages as well. Supplemental Content will only carry through to back pages that use a 3-column layout.
Opening page layouts and existing content modules

Once logged in to RedDot, you will see your departmental Web site and clickable red dots that signify editable areas. Clicking the top-left red dot in the dark blue bar (1) allows you to open the page layout to add, rearrange, or remove page pieces called “content modules”. In the body area of the page, clicking red dots for existing content modules (2) allows you to modify those modules.

Top menu

After clicking the top-left red dot in the dark blue bar to open the page layout, a menu will appear across the top. This top menu allows you to do things such as assign file names, preview your page, and publish your site. You will also notice the page ID number displays for the page (or content module) most recently opened.
Main navigation

Creating a new RedDot Web page on the main navigation

Click on "Add/Edit/Remove Left Navigation Links" to open the left navigation links menu. Next, click "Edit Navigation Links" to view the Edit Link Element menu.

Then, choose Create and Connect Page.
The most commonly used back page layouts are the 2-column and the 3-column pages. The 2-column page gives more room for content, while the 3-column displays the 3rd column that is also displayed on the home page.

Select your desired departmental layout.

Name the page. This name will appear on the main navigation link and on the new page you have created.
**File names**

The file name becomes part or the page’s URL/web address that appears in the address window of the Web browser when someone is viewing the live website.

To give the page a file name:
Navigate to the new page and click the top-left dot.

Choose Properties from the top menu.

Enter the File name. Be sure to use lowercase letters only and separate words with dashes (not underscores). Don’t leave spaces between words. Do not add a file extension such as .html, .htm, or .asp. RedDot adds the file extension automatically.
**Linking to an external site on the main navigation**

If you want to make a link to an external site or a TWU department/division other than your own, choose Add URL.

Type the Web address in the URL field then click OK.

**Reordering, and disconnecting on the main navigation**

To reorder links, click the Edit Navigation Links dot.
Then, select Edit Page Order.

Highlight the page you want to move, then click the up or down arrows to change the order in which the link appears in the main navigation.
To remove a page from the navigation, click the Edit Navigation Links red dot, then select Remove Items from List. Check the box next to the page you want to disconnect. Then, click the OK button.

Check the box next to the page you want to disconnect. Then, click the OK button.

IMPORTANT: Do not disconnect your home page. If you accidentally do this, please contact the Web Team immediately and before publishing.
Content modules

Content modules are the building blocks of Web pages. Each has a different function.

1. Open Content Area
   Used for text areas. May contain headings, images, and links to documents and existing Web pages. You cannot create new RedDot Web pages here.

2. List of Links
   Used for a list containing links to new Web pages and/or links to documents (Word, PDF, etc.). List heading, image, and link annotations are optional.
3. Heading over Blurb with Link to More
Heading over teaser text (blurb) with a “More” link to a new RedDot page.

4. Faculty/Staff with Link
Used to create a faculty listing with a link to a page such as a vita.

5. Image as Heading over Blurb with Link to More
Teaser text (blurb) with a “More” link to a new RedDot page. Instead of a heading, an image is used.

6. Heading over Blurb and Image with Link to More
Heading over an image and teaser text (blurb) with a “More” link to a new RedDot page.

**Adding content modules to a Web page**

Open the entire page layout by clicking (1) the top-left dot. Open the content areas by clicking either the (2) Edit Body Content or (3) the Edit Supplemental Content red dots. From there, Create and Connect a content module.
Open Content Area

Adding text to an Open Content Area

To add a content module to a RedDot page, first open the page layout by clicking the red dot in the upper left-hand corner.

Click the Edit Main Content red dot.
Click Create and Connect Page. Please note that RedDot calls both page layouts and content modules "pages".

Choose the type of content module you want to add to your page layout. For this example, we will choose Open Content Area.

Enter the Headline. This will create the text next to the red dot for this content module.
Click the Edit Content red dot to open.

This opens a text editor. The text editor is the most flexible tool in RedDot and it allows you to do almost anything EXCEPT create links to new pages. If you will be adding links to new RedDot pages, use a List of Links instead.

Type or paste your content into the text editor. Then, highlight your heading and use the heading dropdown menu to style it. Click the OK button when you are finished.
**Adding images to an Open Content Area**

If you don’t already have an image, the Webspinner’s Guide Photo & Logo Gallery page at [http://www.twu.edu/webguide/gallery.asp](http://www.twu.edu/webguide/gallery.asp) has TWU Flickr photos, campus buildings, classroom settings, arts & special events, and stock photography.

In the text editor, place your cursor where you would like to add the image. This is often done at the beginning of a paragraph. Then, click the Insert/Edit Image button.

You may either Upload an image file from your computer, or select an image file already in the RedDot CMS server. In this example, we will click the CMS tab and click the Select button.

Select the Images folder then click the OK button.
Click the Switch Folder button to navigate to your department’s asset manager.

Locate your department’s Images folder then click the link.

Select an image by clicking the link beneath it. Click the OK button.
The file name now appears in the Image field. Click the Insert button to add the image to your Open Content Area.

Click the image to select it. Then, click the Image button.
Add alternate text in the ALT field and click the OK button.

Next, style the image with a border and alignment if needed. Select the image then select a style, such as photo-on-left, from the dropdown menu. Click the OK button.
Your image will now display the new style.

Dessert

Dessert is a course that typically comes at the end of a meal, usually consisting of sweet food but sometimes of a strongly-flavored one, such as some cheeses. The word comes from the French language as dessert and this from Old French dessert, “to clear the table” and “to serve.” Common desserts include cakes, cookies, fruits, pastries, ice cream, and candies. The word dessert is most commonly used for this course in U.S., Canada, Australia, and Ireland, while sweet, pudding or ices would be more typical terms in the UK and some other Commonwealth countries, including India. According to Debretta, pudding is the proper term, dessert is only to be used if the course consists of fruit, and sweet is colloquial. This, of course, reflects the upper-class/super-middle-class usage. More commonly, the words simply form a class shibboleth; pudding being the upper-class and upper-middle-class word to use for sweet food served after the main course, sweet, ices and dessert being considered non-U. However, dessert is considered slightly better than the other two, owing to many young people, whose parents say pudding, acquiring the word from American media.

To delete an image, simply click it in the text editor then press Delete on the keyboard.

List of Links

A List of Links is used when you are creating new pages, connecting to existing RedDot pages, and external URLs.

Create and connect a List of Links in a content area (body or supplemental). Open the list by clicking the red dot next to it. Then, click the red dot next to “Add or Rearrange Links and Annotations”.

Deeeeegrees

- [Open "List of degrees" container]
  - [Open/Close Link to "List Item - Fingernail Clippin’"]
  - Fingernail Clippin’
    New! Completely Online!
  - [Open/Close Link to "List Item - Corn Shucking"]
  - Corn Shuckin’
    Field-Based Learning
  - [Open/Close Link to "List Item - Bottle Washing"]
  - Bottle Washin’
    Full Immersion Course!
Creating a new RedDot Web page on a List of Links

Select Create and Connect a Page, then choose a list item type.
Choose List Item – Link to Web Page (not Link to Document).

Enter a headline name. This name will not display, but is used for system purposes.

Once you enter a headline a generic link name, anc_AnnotedLink, will appear. Click the Edit Link red dot to change the link name and assign a page.

Enter a link name then click Create and Connect Page. (This creates the underlined text of the link.)
Select the desired page layout and enter a name for your page. (This name appears at the top of your newly-created page.)

Note: In order to see your changes, you may need to refresh by closing and opening the new content class.

To add descriptive text (annotation) underneath the link, click the Edit Annotation red dot.

Enter the annotation.
IMPORTANT!

Before adding any other pages, be sure to give your new page a file name. See above for instructions on adding file names.

If pages are disconnected from these lists, those pages might no longer publish!

**Linking to a document on a List of Links**

Open the List of Links container.

Next, click the Add or Rearrange Links and Annotations red dot.
Select Create and Connect Page.

This time choose List Item – Link to Document.

Enter the headline. This will be the name used by the system to identify this element.
Click the Edit Link to Document red dot.

This brings up the text editor where you can type the text for your link and the annotation. Use Shift + Enter to make a line break if you need an annotation. Highlight the text you want to link and click on the link button.
Select the File tab. Then, click the Select button to browse for a document.

You may either upload a document file from your local file system (your computer), or select a document file already on the server (already in RedDot's asset manager).

Browse to your document.
If you are selecting a file from your computer, you will need to upload into your departmental downloads folder as you make the link. All documents are stored in your Downloads directory.

Your document link and annotation will now appear.
**Linking to an external site on a List of Links**

Follow the steps above for creating and connecting a List Item - Link to Document, but select the Internet tab NOT the File tab. Then, type or paste the Web address in the URL field. You don't need to include the “http://” resource type. RedDot will insert that for you.

![Web address insertion](image)

**Linking to an existing RedDot Web page on a List of Links**

First, get the page ID number to which you want to link by navigating to that page. Open the page layout by clicking the top-left red dot. You will then see the page ID number in the top-right corner.

![Page ID number](image)
Follow the steps above for creating and connecting a List Item - Link to Document, but select the CMS tab NOT the File tab. Then, click the Select button to begin your search for the page.

This brings up the RedDot search screen. To search by page ID number, click the green circle next to the criteria drop-down menu.

You will now see a field where you can enter the page ID number. Enter the number then click the Start button.
From the Search Result list, click the name of the page to select it.

Click the Insert button to create your link.

**IMPORTANT!**

Only link to existing RedDot Web pages within your authorized area. To link to pages outside of your authorized area, use the method for Linking to an External Site on a List of Links.
Reordering content modules

The most recently created content module will appear at the top of the body area. To reorder the content modules open the page layout (top-left red dot), then click the Edit Main Content red dot. Choose Edit Page Order to reorder content modules.

You may use this menu to reorder your content modules.
Previewing a page

To preview a page, open the page by clicking the top-left red dot. Then, click Actions from the top menu.

Then, click the Permanent Page Preview link.
Tasks & releasing pages into workflow

At the end of your work session, check your Tasks button to make sure there is no work waiting for release into workflow. This moves your work out of draft status and allows other RedDot users to see your changes and prepares the pages for publication.

Click the link for “# Edit Pages” to release your pages.

Check the box for “select all entries” to check everything at once. Increase the “hits per results page” number then click “Refresh” if all of your hits aren’t displayed. Then, click the “Submit Selected Pages to Workflow” button on the bottom-right corner.
Publishing your changes

After releasing your pages into the workflow, you can publish them. Navigate to your department’s home page and click the top left dot to open it.

Select the Actions menu.

Select Publish Page.
Be sure to check the box for “Publish all following pages”. Do NOT select “Publish related pages” or you may publish disconnected items. Finally, click the OK button. This will publish all pages in your site at once, as long as you begin on your department’s home page.

While you may publish individual back pages one at a time, publishing an entire site take just a couple of minutes. Once the site publishes, you will receive an email notification in Outlook. Please report any error messages to the Web Team.
Appendix: Terminology

- **Back page** – any page in your site other than the departmental home page.
- **Content modules** – The chunks of content that are placed within page layouts.
- **File name** – The name of the published Web page as it appears in the page’s URL in the address window of a Web browser. Example: contact-us.asp. Note: RedDot automatically assigns the .asp extension rather than .htm or .html so there is no need to type the extension when adding a file name.
- **Heading** – The name that displays above a section of content. Headings are usually larger than the text below them and are sized using H1 through H6.
- **Headline** – The internal, system name assigned to a page layout or a content module. Headlines are used for organizing pages for searches and ordering links.
- **Pages** – Both page layouts (entire Web pages) and content modules are referred to as “pages” by RedDot.
- **Page layouts** – Templates used to create Web pages. There are various types of page layouts based on how many columns of content are needed.
- **RedDot navigation lists** – Left navigation or Lists of Links from which new page layouts can be created and linked. If pages are disconnected from these lists, they may no longer publish.

If you have any questions or need technical or design assistance, please contact the Web Team at webteam@twu.edu.

For template information, university colors, and best practices, please consult the Web Team site at http://www.twu.edu/web-team/