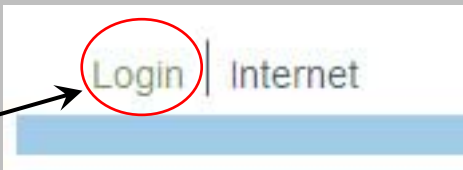
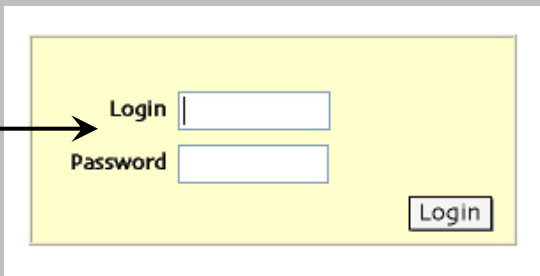
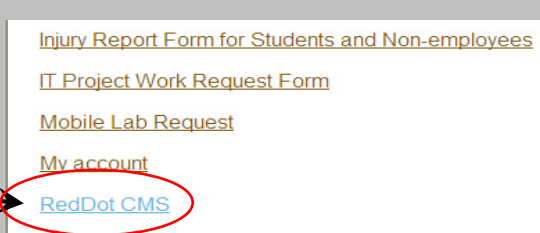



RedDot Quick Reference Guide “Getting Started”

This software is web based so you may access your webpage from any computer. This guide will outline the steps to reach the RedDot CMS login page.

Getting Started		
<p>Step 1</p> <p><i>If using a PC you can use Internet Explorer or Firefox. If using a Mac your only option is Firefox.</i></p> <p>Launch internet explorer or Firefox and open the PPS Inside page. [http://inside.pps.k12.or.us]</p> <p>Click the “Login” link located in the upper left hand corner of the page.</p>		
<p>Step 2</p> <p>The login window will appear.</p> <p>Use your PPS Email user name and password to login.</p> <p><i>If you do not remember your password please contact the IT Service Desk: itservicedesk@pps.k12.or.us or call 916-3375</i></p>		
<p>Step 3</p> <p>There will be a list of links. Towards the bottom of the list you will find the “RedDot CMS” link.</p> <p>Click on the link.</p>		
<p>Step 4</p> <p>The RedDot CMS login window will appear.</p> <p><i>Please bookmark this page</i></p> <p>Use your PPS Email user name and password to sign in.</p> <p>Click “Start”</p>		

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Portland Public Schools

RedDot Quick Reference Guide RedDot School Page Maps

This Quick Reference Guide (QRG) will identify and “map” the areas on the 2 main types of RedDot pages for Schools where you can enter text and/or graphics. We will also identify other QRGs where you can obtain detailed information about a particular section. Pages/sections with an area are called “Pods” that you can add, edit and/or delete.

School Main/Home Page

[Close Foundation] [Add/Remove Sub-Pages] [Order Sub-Pages] Page Title: Training School Preview Page Id 106

Portland Public Schools 中文 Русский Español Tiếng Việt Portland, Oregon



Training School

Every day in every way,
we are getting better and better

9030 SE Cooper | Portland, OR 97266
Phone: (503) 916-6350 | Fax: (503) 916-2644

[Add/Remove/Order Alerts]

[Open to Edit Alert Pod]

LOCK DOWN

If your school was in "Lock Down" you could display this message on your website, with information which would be relevant to the circumstances of the lock down.

PPS Site Search

- Home
- Students
- Teachers Pages
- Parents

[Add/Remove/Order Pods]

Important Reminders

[Open to Edit Standard Pod]

Sum ing el ut vero odolore doluptatum nis dolorem nim eugue tatet vullan eum dit lummy nullaore magnibh estrud modiam, sisis nos atum dolor sit ing ex ent iriustrud.

- Duismo dolobore delit irit augait
- Suscip utpat lbh ex esed exer
- Cum quat Esse faccum

Duismo dolobore delit

[Add/Remove/Order Pods]

School News & Announcements

[Open to Edit Standard Pod]

Academic Achievement Report 2007-08



This is the caption for the podinset photo.

Vulla feupis nibh ent venit utat nit praestrud min henibh er adgnis ex et do el enim vel dunt dolore modiamc onsequis ut adiamconsent vel dit lum alit la facip exeriliqui erat. Ut amcorpe rcipsumsan utat vel eu faccum dio odio odiat, conullaortie doluptatem aliqui tat lam, quisseq uaturo commy nim iriuscidunt nonsed dolent atum dolortin eui tat. Digna facil ero conulla feugiat, se eugueraessim velent uliam nullutat auguer si. [here]

Annual EPA Notification Letter

Isi tet, commy nosto dunt prat la feu faciniamet alis am quisim verat lorem iliqui tincidunt aut eugiat at. Sumsandipsum ipit aliquis et, quipsuscin et, se modolesequat niam ipit am, summy niat. Wis aliquate delit, voluptate faccum nullum at lut utet, velenis nullandreet, quamcons nostio ex erat veliqui smloreet lutpat nonsequam iure tet, sum nis nulla commy nos ectet augiamet dolobore eetuerilit eriere dio od modionsed exeros non heniam nostrud te conectet prationulla facipis nulputatum

[Add/Remove/Order Pods]

Training Calendar

[Open to Edit HTML Pod]

July 2009						
M	Tu	W	Th	F	Sa	Su
22	23	24	25	26	27	28
29	30	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2
3	4	5	6	7	8	9

Today Wed, Jul 29

All day Sample Calendar for School/Dept Training

Google Gadgets powered by Google

PPS News Pod

[Open to Edit PPS News Pod]

[Only Visible When Published]

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Item 1	Top Banner	This is the Title of your school page. This is created by the District and is not editable by the school.
Item 2	Alert Area	This area is where you can add/edit school alert pods.
Item 3	Sub-Page Menus	This area contains the link buttons to your School's Sub-Pages. You can create button links and Sub-Pages.
Item 4	Left Column Pod	This is where you can enter important information about upcoming events or activities in your school. You can add as many pods as you need.
Item 5	Main Page Area	This is the main (center) area of your school's page. Within this area you can add pods (sections) containing information about your school, events, and interests.
Item 6	Right Column Pods	The right column is where you can have a School Calendar of events and a link to the PPS News page. You can also add additional pods related to your school.

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The screenshot shows a web page titled 'Teacher and Department Sub Page' for 'Training School'. At the top, there is a banner with the school's name and logo. Below the banner is a navigation menu with options like 'Home', 'Students', 'Teachers Pages', and 'Parents'. The main content area is divided into a left column pod and a main page area. The left column pod contains an 'Important Reminders' section. The main page area contains a search bar and a section for 'School 1 Teacher Name' with fields for 'Classroom of', 'Subject(s) taught', and 'Periods'.

Item 1	Top Banner	This is the Title of your school page. This is created by the District and is not editable by the school.
Item 2	Sub-Page Menus	This area contains the link buttons to your Department's/Teachers' Sub-Pages. You can create button links and Sub-Pages. NOTE: Adding a Sub-Page here will make a Sub-Page to your Sub-Page.
Item 3	Left Column Pod	This area is linked to the left column pod from the school's main/home page. You can only edit this area from the main/home page.
Item 4	Main Page Area	This is the main (center) area of your school's page. Within this area you can add pods (sections) containing information about your school, events, and interests.


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Portland Public Schools







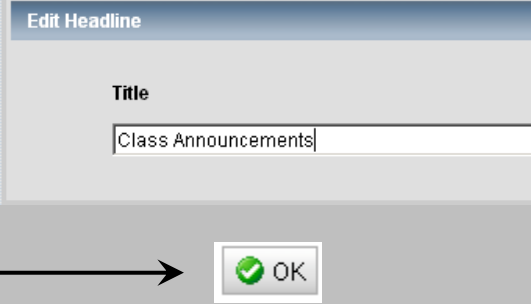
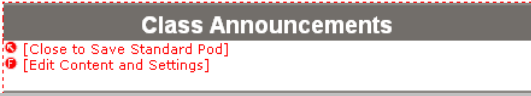
RedDot Quick Reference Guide

Add, Edit & Delete Pods and Content On a Page

The tasks you will perform most often are to add, edit or delete Pods within your page and then edit the content within the Pod on your web page. This guide will outline the steps to easily and quickly perform these steps.

Overview	
A	As outlined in the School Page Maps quick reference guide, your web page is divided into three columns for the Main/Home page and 2 columns for the Department/Teacher pages. You will add Pods into these columns and then edit the content within a Pod.
B	A column can contain multiple Pods. Each Pod has a Heading so that they are distinguishable and unique. When adding multiple pods within a column, you may wish to think of them as stacking blocks in a row. You can also edit the order in which the Pods will appear in the column.
C	There are 3 types of pods. <ol style="list-style-type: none">1. Standard Pod – This is the pod you'll use most often. It is most similar to a conventional web page. You can add text, graphics, and links as needed.2. Two Column Pod – This pod will create a Pod with two columns. You will then add a Standard Pod into each column.3. Alert Pod – The Alert Pod appears at the top of your Main/Home page and is for Alerts that pertain to your school. This could be an emergency alert or a reminder, like "Open House Tonight".
Add a Pod to a Page	
Step 1	<p>In Internet Explorer, open the RedDot editor site.</p> <p>Enter your PPS E-Mail User name and Password.</p> <p>Click the Start button</p> 
Step 2	Just as you would in the web, navigate to the page you wish to edit.

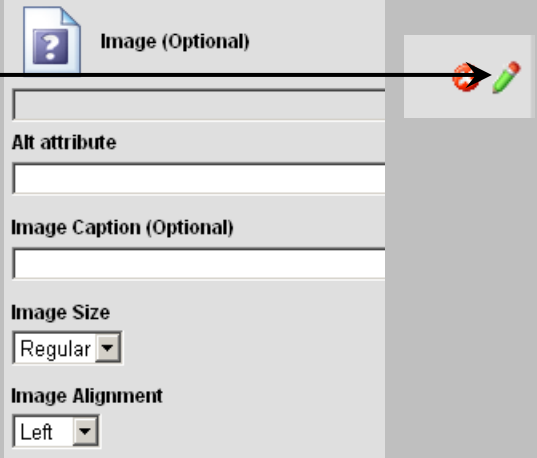
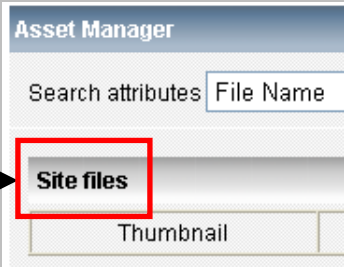


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webteam@pps.k12.or.us

<p>Step 3</p>	<p>In the upper left corner, click the Open Foundation RedDot.</p> 	
<p>Step 4</p>	<p>Locate the column you wish to add a pod and click the Add/Remove/Order Pods RedDot.</p> 	
<p>Step 5</p>	<p>The Edit Link Element window will open.</p> <p>Click the Create and Connect Page link.</p>	
<p>Step 6</p>	<p>The List of Content Classes window will open.</p> <p>Click on the Pod Type that you wish to insert into your column.</p>	
<p>Step 7</p>	<p>The Edit Headline window opens.</p> <p>Enter the Headline you wish to appear in the title bar of your Pod. (255 characters, max)</p> <p>Click the OK button.</p>	
<p>Step 8</p>	<p>Your Pod is now created, and placed at the top of your column.</p> <p>We'll look at editing the Pod content and changing the order below.</p> <p>Your Foundation page is closed and saved automatically.</p>	

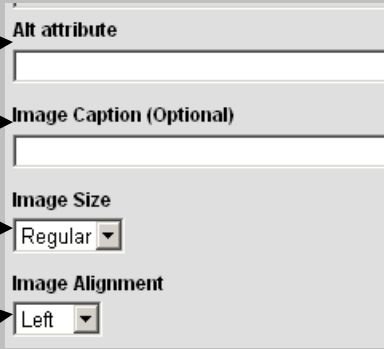
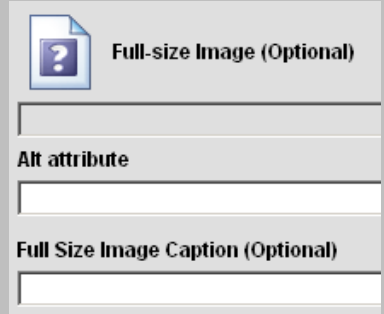
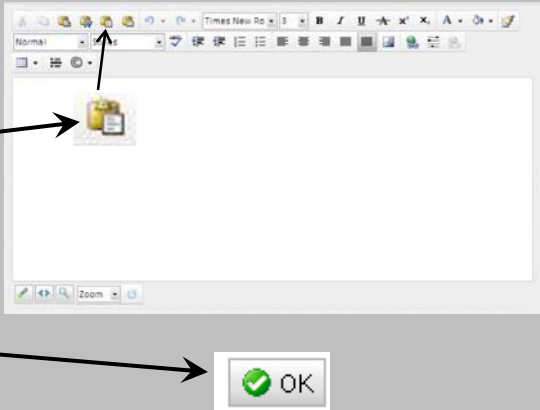
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Edit Content Of A Pod		
Step 9	If not Logged In, follow Step 1 above.	
Step 10	Just as you would in the web, navigate to the page you wish to edit.	
Step 11	At the top of the Pod, click the Open to Edit [Pod Type] Pod RedDot. [Pod Type] = The pod type selected in Step 6 above.	
Step 12	Click the Edit Content and Settings RedDot.	
Step 13	The Edit Elements via Form window opens. The Headline you entered when you created the Pod (Step 7) will appear.	
Step 14	The Pod Style is the color of the Headline bar. You can select a color for your Pod. NOTE: School colors is the primary color of your school. For example, if your school colors are Blue and Gold, then the School color is Blue.	



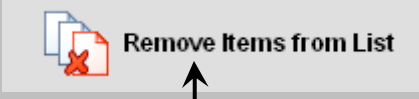
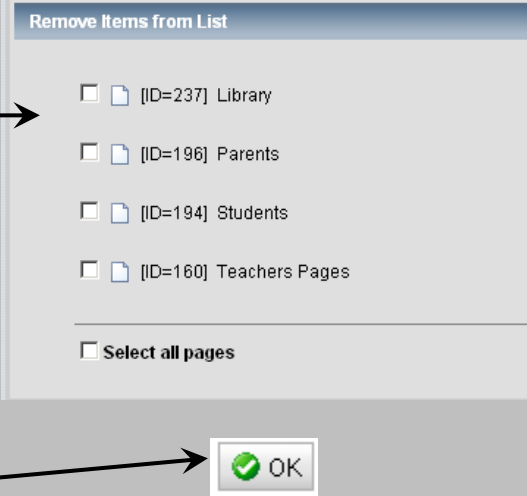

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<p>Step 15</p>	<p>Next is where you can add an Image to your Pod. To add an image, click the Edit Element Content button.</p>							
<p>Step 16</p>	<p>The Asset Manager window opens.</p> <p>The Active (Current) folder is shown above the menus.</p>							
<p>Step 17</p>	<p>To select the image to use, click on the File Name of the image to select it.</p> <p>NOTE: Clicking the thumbnail will only display a larger thumbnail of your image. Only by clicking the File Name can you select it for use.</p>							
<p>Step 18</p>	<p>Once selected, information about the file will display in the right column of the Asset Manager window.</p> <p>Click the OK button in the lower right hand corner.</p>	 <table border="1" data-bbox="894 1556 1427 1633"> <tr> <td>Height</td> <td>148 Pixel</td> </tr> <tr> <td>Width</td> <td>367 Pixel</td> </tr> <tr> <td>Color depth</td> <td>24 Bit</td> </tr> </table>	Height	148 Pixel	Width	367 Pixel	Color depth	24 Bit
Height	148 Pixel							
Width	367 Pixel							
Color depth	24 Bit							

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<p>Step 19</p>	<p>Enter text in the Alt Attribute field. That will display when a user “hovers” over your image.</p> <p>Enter an Image Caption, that will display below your image in the Pod.</p> <p>Select a Image Size for your image.</p> <p>Choose the Image Alignment (left or right of the Pod).</p>	
<p>Step 20</p>	<p>Next, you can select a Full-size Image. This image will appear if the visitor clicks on your image. It will open in a separate window.</p> <p>Follow Steps 14-19 above to select your Full-size Image.</p>	
<p>Step 21</p>	<p>Lastly, using the Text Editor, enter/edit the text for your Pod.</p> <p>Note: When copying and pasting from word, publisher, excel, etc, always “Paste As Text”</p> <p>When you have completed entering your text, click the OK button.</p>	
<p>Removing a Pod</p>		
<p>Step 22</p>	<p>There may be occasions when you need to remove a Pod from your web site. If you <i>Remove</i> the Pod from the list, you can re-attach it at a later time.</p> <p>NOTE: Use the Remove action if the Pod is also shown on other pages within your School site</p>	






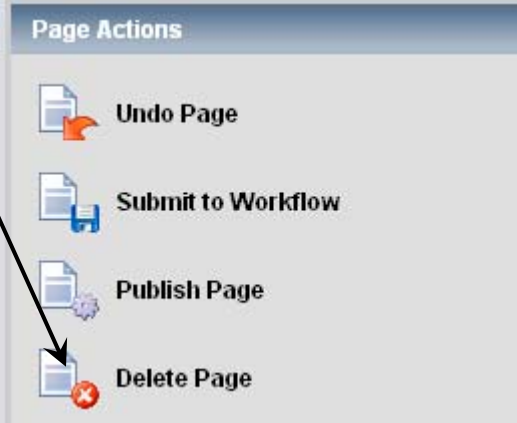

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<p>Step 23</p>	<p>Just as you would in the web, navigate to the page you wish to delete sub-pages. For example, if it is a Pod is on a teacher's page, navigate to that teacher's page first.</p>	
<p>Step 24</p>	<p>In the upper left corner, click the Open Foundation RedDot.</p>	
<p>Step 25</p>	<p>Locate the column you wish to remove a pod and click the Add/Remove/Order Pods RedDot.</p>	
<p>Step 26</p>	<p>The Edit Link Element window will open.</p> <p>Click the Remove Items from List link.</p>	
<p>Step 27</p>	<p>The Remove Items from List window will open.</p> <p>Click the checkbox next to the page(s) you wish to remove from the list.</p> <p>Note: They are in alphabetical order, not the order listed on the link bar – be careful.</p> <p>If you do not see your page in the list, you probably did not navigate to the correct page first. See Step 15 above.</p> <p>Click the OK button.</p>	
<p>Step 28</p>	<p>You will return to the RedDot page.</p> <p>Click the Close Foundation RedDot.</p>	


Deleting a Sub-Page

<p>Step 29</p>	<p>There may be occasions when you need to delete a Pod from your page. If it's deleted, you cannot use it again.</p>	<p>CAUTION: Delete only sub-pages that <u>you</u> created.</p>
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<p>Step 30</p>	<p>Just as you would in the web, navigate to the page you wish to delete a Pod. For example, if it is a Pod on a teacher's page, navigate to that teacher's page first.</p>	
<p>Step 31</p>	<p>In the upper left corner, click the Open Foundation RedDot.</p>	 
<p>Step 32</p>	<p>Locate the column you wish to delete a pod and click the Add/Remove/Order Pods RedDot.</p>	 
<p>Step 33</p>	<p>At the very top of the screen, click the Actions drop down list.</p>	
<p>Step 34</p>	<p>From the list, select Delete Page.</p> <p>Warning: Ensure that you are deleting Pod(s) that <i>you</i> created, and not someone else's. If you accidentally delete a page, contact the Web Team.</p>	
<p>Step 35</p>	<p>The Delete Page window opens.</p> <p>Notice the text, and ensure that you are deleting the Pod and not the Web Page.</p>	

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<p>Step 36</p>	<p>Click the Yes button.</p> <p>NOTE: There is a message that tells you that this page is “connected to “#” links”. If it’s one, that means it’s connected to the previous page. If that number is more than “1”, Click the Show Details button to see what other pages it’s connected to. If you’re unsure, or it doesn’t look right, click the No button.</p>	
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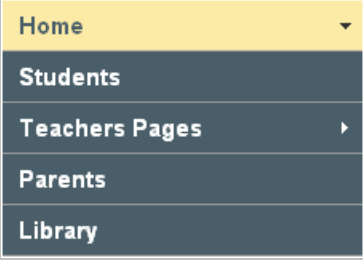


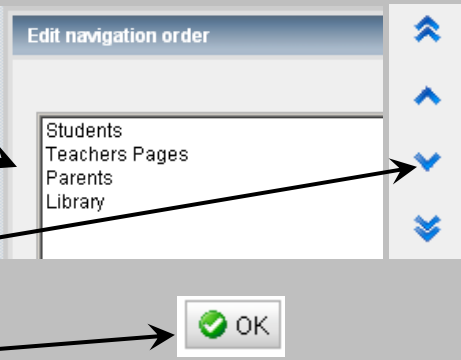
Portland Public Schools

RedDot Quick Reference Guide Adding School Sub-Pages






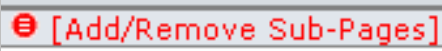
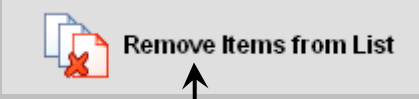
On the left side of your pages is a Links Button bar that links to Sub-Pages within the School's Web site. This guide will outline the steps to add buttons and create your sub-pages.

Creating Sub-Page Link Buttons and Pages		
Step 1	<p>In Internet Explorer, open the RedDot editor site.</p> <p>Enter your PPS E-Mail User name and Password.</p> <p>Click the Start button</p>	
Step 2	<p>Just as you would in the web, navigate to the page you wish to add sub-pages.</p>	
Step 3	<p>In the upper left corner, click the Open Foundation RedDot.</p>	
Step 4	<p>In the left column, click the Add/Remove Sub-Pages RedDot.</p>	
Step 5	<p>The Edit Link Element window will open.</p> <p>Click the Create and Connect Page link.</p>	
Step 6	<p>The Edit Headline window opens.</p> <p>Enter the Name of your Sub-Page in the Enter the headline field.</p> <p>Click the OK button in the lower right corner.</p>	

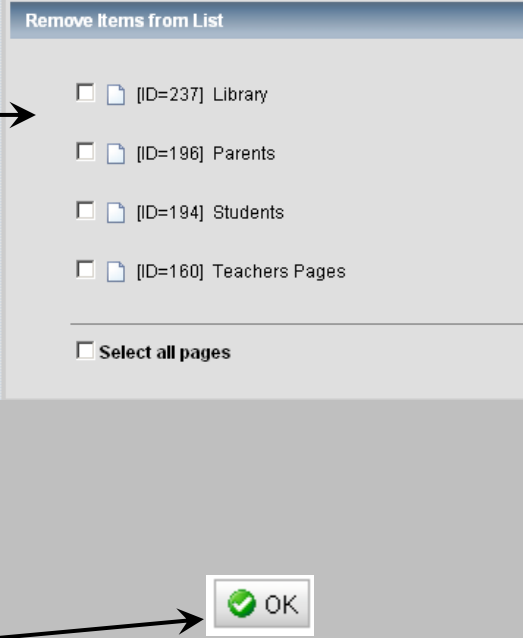





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<p>Step 7</p>	<p>Your new Sub-Page link is added.</p> <p>Your Foundation Page is saved.</p>	
<p>Step 8</p>	<p>Next, click on the new link.</p> <p>Your new page will open, and you can now edit it as needed.</p>	<p>Refer to Quick Reference Guide “Add and Edit Content on a School Page”</p>
<p>Changing Sub-Page Link Buttons Order</p>		
<p>Step 9</p>	<p>The new link is added to the bottom of your Sub-Page link button list. You can edit the order in which the buttons appear.</p> <p>Just as you would in the web, navigate to the page you wish to change the order of the sub-pages.</p>	<p>NOTE: This feature DOES NOT work with FireFox. You MUST use IE to “Order Sub-Pages”.</p>
<p>Step 10</p>	<p>In the upper left corner, click the Open Foundation RedDot.</p>	
<p>Step 11</p>	<p>On the top of the page, click the Order Sub-Pages RedDot.</p>	
<p>Step 12</p>	<p>The Edit Page Order window will open.</p> <p>Click on the Sub-Page Name to select it.</p> <p>Use the UP / Down arrows on the right to move the Sub-Page to the order you want.</p> <p>Click the OK button in the lower right corner.</p>	

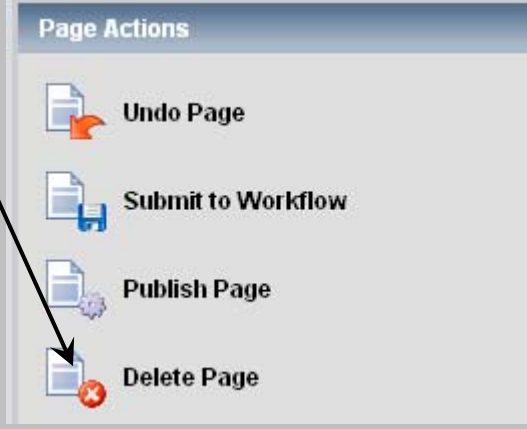

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<p>Step 13</p>	<p>You will return to the RedDot page.</p> <p>Click the Close Foundation RedDot. </p> <p>NOTE: When you Close the page in RedDot, it is automatically saved.</p>	
<p>Removing a Sub-Page</p>		
<p>Step 14</p>	<p>There may be occasions when you need to remove a Sub-Page from your web site. You can remove the page link button from your Sub-Page list. If you <i>Remove</i> the Sub-Page from the list, you can re-attach it at a later time.</p>	
<p>Step 15</p>	<p>Just as you would in the web, navigate to the page you wish to delete sub-pages. For example, if it is a sub-page link on a teacher's page, navigate to that teacher's page first.</p>	
<p>Step 16</p>	<p>In the upper left corner, click the Open Foundation RedDot. </p>	
<p>Step 17</p>	<p>In the left column, click the Add/Remove Sub-Pages RedDot. </p>	
<p>Step 18</p>	<p>The Edit Link Element window will open.</p> <p>Click the Remove Items from List link.</p>	

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<p>Step 19</p>	<p>The Remove Items from List window will open.</p> <p>Click the checkbox next to the page(s) you wish to delete from the list.</p> <p>Note: They are in alphabetical order, not the order listed on the link bar – be careful.</p> <p>Warning: Ensure that you are deleting page/subpage that <u>you</u> created, and not someone else's. If you accidentally delete a page, contact the Web Team.</p> <p>If you do not see your page in the list, you probably did not navigate to the correct page first. See Step 15 above.</p> <p>Click the OK button.</p>	
<p>Step 20</p>	<p>You will return to the RedDot page.</p> <p>Click the Close Foundation RedDot. </p>	
<h3>Deleting a Sub-Page</h3>		
<p>Step 21</p>	<p>There may be occasions when you need to delete a Sub-Page from your web site. You can delete the page link button from your Sub-Page list. If it's deleted, you cannot use it again.</p>	<p>CAUTION: Delete only sub-pages that <u>you</u> created.</p>
<p>Step 22</p>	<p>Just as you would in the web, navigate to the page you wish to delete sub-pages. For example, if it is a sub-page link on a teacher's page, navigate to that teacher's page first.</p>	
<p>Step 23</p>	<p>In the upper left corner, click the Open Foundation RedDot. </p>	
<p>Step 24</p>	<p>At the very top of the screen, click the Actions drop down list.</p>	

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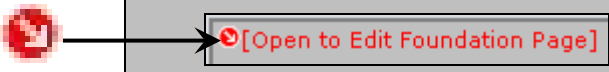

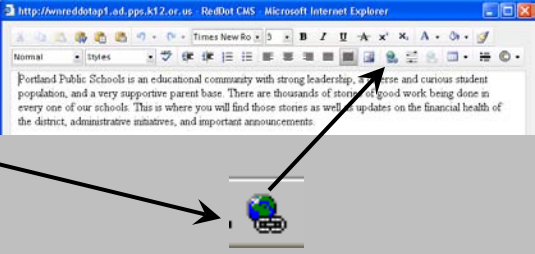
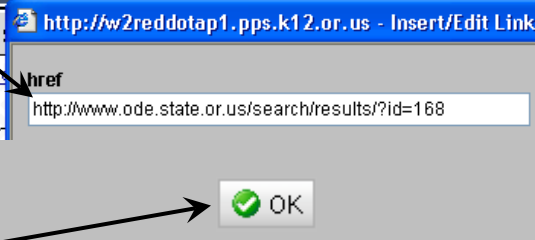
Step 25	From the list, select Delete Page .	 A screenshot of a 'Page Actions' menu. It contains four items: 'Undo Page' with a document and arrow icon, 'Submit to Workflow' with a document and folder icon, 'Publish Page' with a document and gear icon, and 'Delete Page' with a document and red X icon. An arrow from the text in Step 25 points to the 'Delete Page' option.
Step 26	Click the Yes button. NOTE: There is a message that tells you that this page is “connected to “#” links”. If it’s one, that means it’s connected to the previous page. If that number is more than “1”, Click the Show Details button to see what other pages it’s connected to. If you’re unsure, or it doesn’t look right, click the No button.	 A screenshot of a 'Delete Page' confirmation dialog box. The title is 'Delete Page'. The message says: '? Page 'Homework 3-7 Aug' is connected to 1 link(s). Are you sure you want to delete the page?'. At the bottom, there are three buttons: 'Yes' (with a green checkmark), 'Show Details' (with a blue arrow), and 'No' (with a red X).

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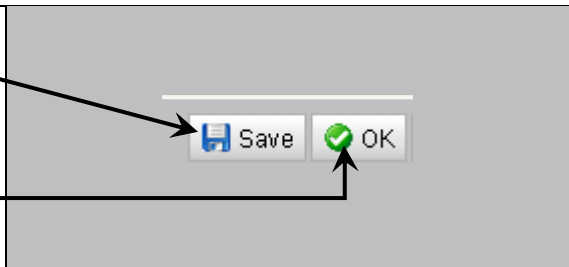

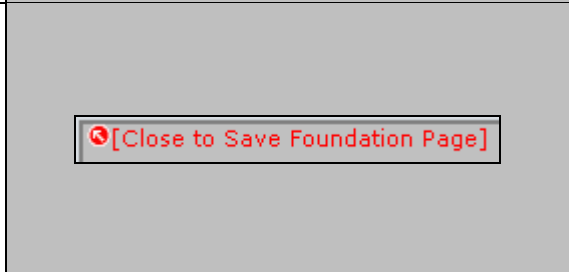
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RedDot Quick Reference Guide Creating Links

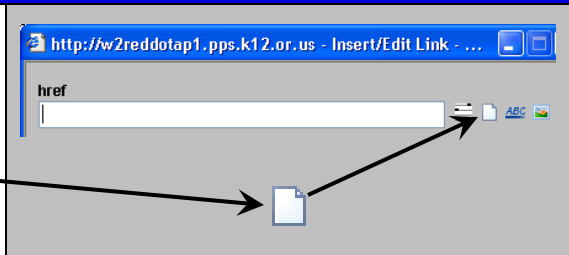
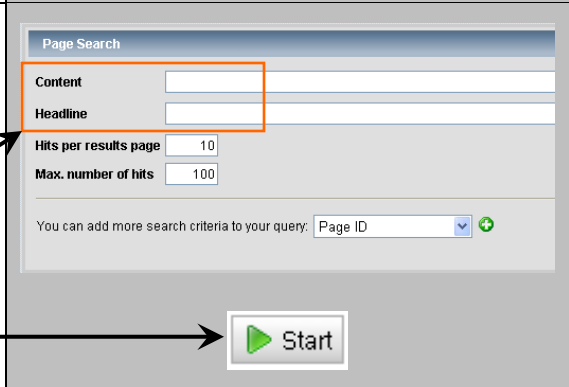
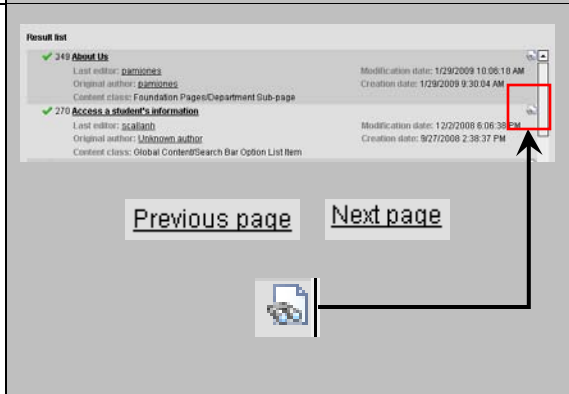
A task you will probably do often is to have links on your pages that take your audience to other web sites or to stored documents. This guide will demonstrate the steps to create a link to another web page/site and to create links to documents.

Create Links to External Web Pages		
Step 1	<p>In Internet Explorer, open the RedDot editor site.</p> <p>Enter your PPS E-Mail User name and Password.</p> <p>Click the Start button</p>	
Step 2	<p>Just as you would in the web, navigate to the page you wish to edit.</p>	
Step 3	<p>In the upper left corner, click the Open to Edit Foundation Page RedDot.</p>	
Step 4	<p>Locate the area you wish to add content and click the Edit Text RedDot.</p>	
Step 5	<p>Using the Text Editor, highlight (select) the text you want to have as your link.</p> <p>Click the Insert/Edit Link button on the toolbar.</p>	
Step 6	<p>Enter the Web Address in the href field.</p> <p>NOTE: YOU may wish to navigate to the target page in another browser window, and copy & paste the link.</p> <p>Click the OK button in the lower right corner.</p>	

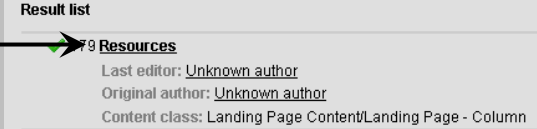
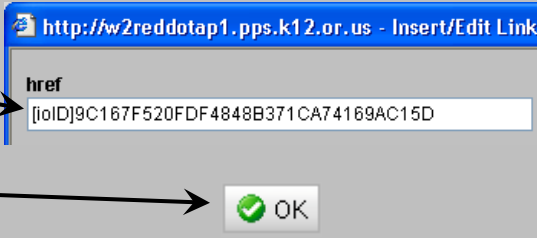


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<p>Step 7</p>	<p>When you have completed adding the link to your text, click the Save button in the lower right corner of the Text Editor.</p> <p>Then click the OK button. (Clicking OK will also Save & Close)</p>	
<p>Step 8</p>	<p>You will return to the RedDot page.</p> <p>Click the Close to Save the Foundation Page RedDot. </p> <p>NOTE: When you Close the page in RedDot, it is automatically saved.</p>	

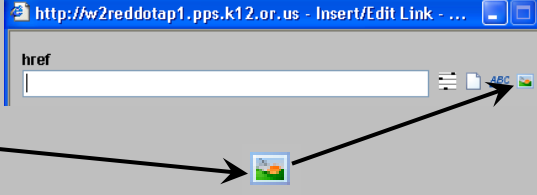
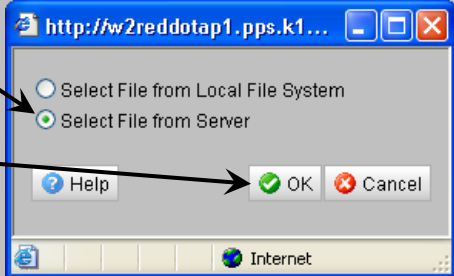
Create Links to Internal Web Pages

<p>Step 9</p>	<p>Follow Steps 1-5 above to navigate to the Text Editor and open the Create/Edit Link window.</p> <p>Click the Insert Link to Page button on the right of the href field.</p>	
<p>Step 10</p>	<p>The Page Search window will open.</p> <p>Enter any search criteria to search for the RedDot page. You can enter page Content and/or the page Headline.</p> <p>After entering your search criteria, click the Start button.</p>	
<p>Step 11</p>	<p>The Search Results window will open and display pages based on your search criteria.</p> <p>Use the Previous Page or Next Page buttons to navigate the Search Results.</p> <p>You can use the Preview button to view the page, if you cannot recognize it by the name.</p>	

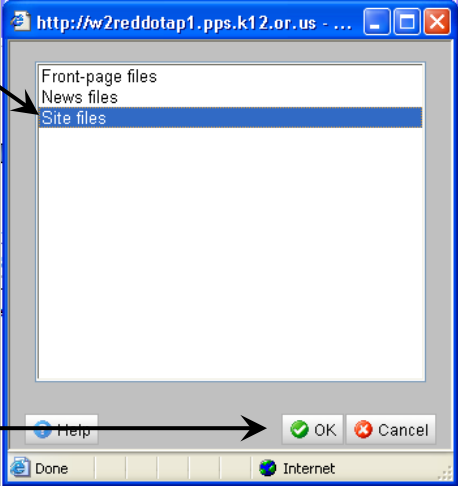
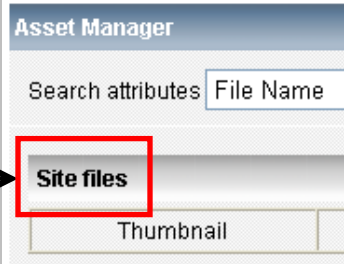

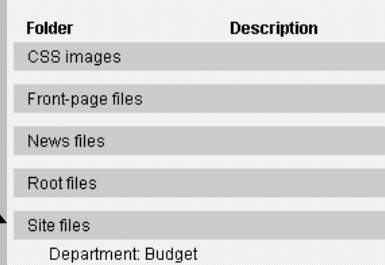
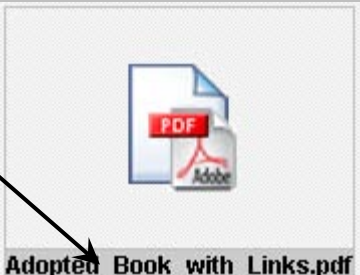
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<p>Step 12</p>	<p>When you've located your page, click the Page Link to select the page.</p>	
<p>Step 13</p>	<p>The Page link (RedDot ID) is pasted in the href field.</p> <p>Click the OK button.</p>	
<p>Step 14</p>	<p>When you have completed adding the link to your text, click the Save button in the lower right corner of the Text Editor.</p> <p>Then click the OK button. (Clicking OK will also Save & Close)</p>	
<p>Step 15</p>	<p>You will return to the RedDot page.</p> <p>Click the Close to Save the Foundation Page RedDot.</p> <p>NOTE: When you Close the page in RedDot, it is automatically saved.</p>	








Create Links to Documents

<p>Step 16</p>	<p>Follow Steps 1-5 above to navigate to the Text Editor and open the Create/Edit Link window.</p> <p>Click the Insert File Link button on the right of the href field.</p>	
<p>Step 17</p>	<p>The Select File window will open. Ensure that Select File from Server is selected.</p> <p>Click the OK button.</p>	

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<p>Step 18</p>	<p>Select the main folder for your files.</p> <p>Click the OK button.</p>															
<p>Step 19</p>	<p>The Asset Manager window opens.</p> <p>The Active (Current) folder is shown above the menus.</p>															
<p>Step 20</p>	<p>To change to another folder, click the Switch Folder menu button.</p>															
<p>Step 21</p>	<p>From the folder list, click on the desired folder.</p>	 <table border="1"> <thead> <tr> <th>Folder</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>CSS images</td> <td></td> </tr> <tr> <td>Front-page files</td> <td></td> </tr> <tr> <td>News files</td> <td></td> </tr> <tr> <td>Root files</td> <td></td> </tr> <tr> <td>Site files</td> <td></td> </tr> <tr> <td colspan="2">Department: Budget</td> </tr> </tbody> </table>	Folder	Description	CSS images		Front-page files		News files		Root files		Site files		Department: Budget	
Folder	Description															
CSS images																
Front-page files																
News files																
Root files																
Site files																
Department: Budget																
<p>Step 22</p>	<p>To select the document to use, click on the File Name of the document to select it.</p> <p>NOTE: Clicking the thumbnail will only display a larger thumbnail of your document. Only by clicking the File Name can you select it for use.</p>															

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<p>Step 23</p>	<p>Once selected, information about the file will display in the right column of the Assset Manger window.</p> <p>Click the OK button in the lower right hand corner.</p>	<p>Selected file:</p>  <p>Adopted_Book_with_Links.pdf</p> <p>File information:</p> <table border="1"> <tr> <td>Original author</td> <td>Adobe InDesign CS3 (5.0.3)</td> </tr> <tr> <td>Created with</td> <td>Adobe PDF Library 8.0</td> </tr> <tr> <td>Number of pages</td> <td>179</td> </tr> </table> <p></p>	Original author	Adobe InDesign CS3 (5.0.3)	Created with	Adobe PDF Library 8.0	Number of pages	179
Original author	Adobe InDesign CS3 (5.0.3)							
Created with	Adobe PDF Library 8.0							
Number of pages	179							
<p>Step 24</p>	<p>The Page link (RedDot ID) is pasted in the href field.</p> <p>Click the OK button.</p>	<p>http://w2reddotap1.pps.k12.or.us - Insert/Edit Link</p> <p>href</p> <p>[id]28983E20694E458EB0474CA03E9F5FC9/Adopted_B</p> <p></p>						
<p>Step 25</p>	<p>When you have completed adding the link to your text, click the Save button in the lower right corner of the Text Editor.</p> <p>Then click the OK button. (Clicking OK will also Save & Close)</p>	<p> </p>						
<p>Step 26</p>	<p>You will return to the RedDot page.</p> <p>Click the Close to Save the Foundation Page RedDot. </p> <p>NOTE: When you Close the page in RedDot, it is automatically saved.</p>	<p></p>						

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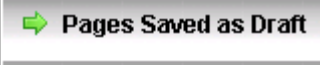
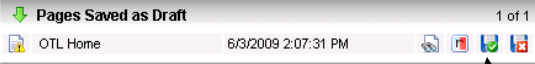
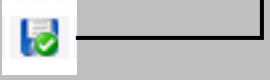
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RedDot Quick Reference Guide Publishing Your RedDot Pages

After you have created and/or edited your web pages(s), they are saved as a “draft” page. You need to “publish” them to the web site in order for visitors to see your changes. Within RedDot is a Workflow feature, in which pages may need approval from supervisors in your department/school before they are actually published. This guide will outline the steps to send your saved pages into workflow for approval and publishing.

Submit to Workflow		
<p>Step 1</p>	<p>In Internet Explorer, open the RedDot editor site.</p> <p>Enter your PPS E-Mail User name and Password.</p> <p>Click the Start button</p>	
<p>Step 2</p>	<p>Just as you would in the web, navigate to the page you wish to edit.</p>	
<p>Step 3</p>	<p>In the upper left corner, click the Open to Edit Foundation Page RedDot.</p>	
<p>Step 4</p>	<p>Locate the area you wish to add content and click the Edit Text or Edit Image RedDot.</p>	
<p>Step 5</p>	<p>When you have completed editing your text, click the Save button in the lower right corner of the Text Editor.</p> <p>Then click the OK button. (Clicking OK will also Save & Close)</p>	
<p>Step 6</p>	<p>You will return to the RedDot page.</p> <p>Click the Close to Save the Foundation Page RedDot.</p> <p>NOTE: When you Close the page in RedDot, it is automatically saved.</p>	

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<p>Step 7</p>	<p>On the left navigation bar, click the Homepage icon.</p>	
<p>Step 8</p>	<p>If the green arrow is pointing to the right next to Pages Saved as Draft, click the arrow to expand the section.</p>	
<p>Step 9</p>	<p>Pages that you have edited and saved as draft are listed.</p>	
<p>Step 10</p>	<p>To start the Publish process, click the Submit to workflow icon.</p> <p>If your department/school is set up for Workflow, your page is sent to your supervisor/approver to publish to the web.</p> <p>If your department/school is not set up for workflow, clicking the Submit to workflow icon will publish your page.</p>	

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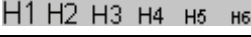







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RedDot Quick Reference Guide Text Editor Icons

Once you open the Text Editor you can enter text with formatting, styles, links, images and tables and see what it will look like while you work. You can also copy-and-paste text from your word processor, a webpage or practically any other application that contains text or HTML. This guide explains the toolbar icons that you will use in the Text Editor.

Text Editor Icons	
Icon	Function
	Deletes existing content. New content can be entered
	Inserts local files (.txt, .htm, .html)
	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 clipboard
	Copies content to the clipboard
	Inserts content from the clipboard. The formatting that conforms to HTML standards and the text element settings will be adopted.
	Inserts content from the clipboard. Formatting is removed before the text is inserted.
	Reverses the last editing step
	Restores the last editing step
	Performs a spell check
	Opens the symbol table
	Applies different tags to selected text
	Changes the direction of a text.
	Removes the formatting of selected text
	Applies bold formatting to selected text
	Applies italic formatting to selected text
	Underlines selected text
	Subscripts selected text
	Superscripts selected text
	Applies the selected font size to selected text

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	Applies the selected font type to selected text
	Aligns text and images on the left side of the page
	Aligns text and images in the middle of the page
	Justifies text and images
	Aligns text and images on the right side of the page
	Inserts a tabulator
	Removes a tabulator
	Applies a numbered or bulleted list to selected paragraphs
	Applies the selected colored to selected text
	Highlights selected text with selected color
	Inserts a table
	Edits the properties of a table
	Inserts a line above the insertion point
	Inserts a line below the insertion point
	Removes a line
	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
	Places the text at headline level
	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 or edits the properties of an image
	In the lower section of the RedDot Text Editor, you now have a zoom function next to the Help button. A slider allows you zoom in and out of the Text Editor, with zoom percentages ranging between 50 and 150. The display is only enlarged or reduced while the Text Editor is open. When you close the Text Editor, this setting is not saved. To reset the zoom to 100 %, double-click the slider.









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RedDot Quick Reference Guide

RedDot Icons

In order to effectively use the RedDot Content Management System (CMS), you should become familiar with the RedDot icons that will appear when you edit pages. This guide will give a brief description of the icons that you may encounter while creating and editing web pages.

RedDot Icons and Descriptions		
RedDot Icon	Icon Name	Description
	OpenPage RedDot	Opens a RedDot Page for editing. At the top of the Page you may see a red dot with an arrow in it. This is called the OpenPage RedDot. If you click this dot the Page will be opened so that you can edit content. After opening the Page you will be in Edit Mode. You will notice that the Page Menu appears at the top of the browser window. The OpenPage dot changes to become a ClosePage RedDot  (the arrow switches directions) which you can click to close the Page again.
	ClosePage RedDot	Closes the Editing Mode of a Page and submits to workflow by default (may save Pages as draft). After you have finished working on a Page, you can close it by clicking the ClosePage dot  . This will hide all of the other RedDots. You can also close a Page by simply clicking on a link to go to another Page in the site. After closing your Pages by clicking the ClosePage dot or clicking a link on the webpage, RedDot CMS saves your changes.
	Edit RedDot	Opens the Editing Mode of a content element. The Edit RedDot is the plain RedDot that is visible after opening a Page. It is used to edit individual pieces of content in a Page. Examples of Placeholders that can be edited with this RedDot are Headlines, text content, images and more. Generally, an Edit RedDot is placed next to the content that it controls. Often, there is a label next to the dot, describing what it is for.
	Form RedDot	You can edit all of the content elements of a Page together in a single form. Form RedDots will allow you to open a dialog window that displays all editable Placeholders for that Page. You can get the same result if you open a Page for editing and click Edit Elements Via Form from the Action link in the Page menu.
	Mandatory RedDot	Opens elements that must contain content. You may notice a flashing red dot that looks like this:  . This red dot indicates that content is mandatory in that Placeholder. A value is required where the text is found. If this Placeholder does not contain a value, you will be warned that you cannot submit the Page to Workflow until a value is entered.

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	LockedPage RedDot	Identifies Pages or elements currently being edited by other Users. LockedPage RedDots indicate that you do not have permission to edit the corresponding Placeholders or that someone else is currently editing that Page.
	MultiLink RedDot	Opens the Editing Mode of an element that can link to multiple Pages. This dot is called the MultiLink RedDot, because it corresponds with an area where multiple RedDot CMS Pages can be connected. It is possible to Create and Connect new Pages, Connect to Existing Pages, Reference Pages, Reference Links, and modify the order the connected Pages appear.
	Link RedDot	Opens the editing mode of an element that can link to a single Page or URL. This RedDot corresponds to a link in a Page, where one (and only one) RedDot CMS Page can be created and connected. Creating and Connecting a Page to this link will replace the existing Page with a new one. RedDot CMS will prompt you to make sure that this is what you want it to do.
	SaveElement RedDot	Saves content that has been edited using DirectEdit.
	DropZone	Used for drag-and-drop content entry in SmartEdit.
	Translate RedDot	Opens elements in the Translation Editor that require translation.
	AddPage / AppendPage RedDot	AddPage allows you to insert Pages at the top of a manually sorted container. AppendPage is used to add Pages to the end of a manually sorted container.
	ReleasePage RedDot	Identifies a Page submitted for release. ReleasePage RedDots indicate that a Page is waiting for release by a content approver in a Workflow process. You will only see these RedDots after you submit a Page to Workflow from draft status and click the OpenPage RedDot for that Page.
	Keyword RedDot	Assigns Categories and Keywords to RedDot Pages.
	Submit to Workflow	Submits your page to Workflow for supervisory approval or publishes your page to the web.
	Undo Changes	Reverses (undo) any changes made to the page and removes it from the Pages Saved as Draft list.
	Preview	Allows you to preview the changed page as to how it will appear when published.
	Preview in Redlining Mode	Allows you to preview the changed page as to how it will appear when published with changes annotated in red.

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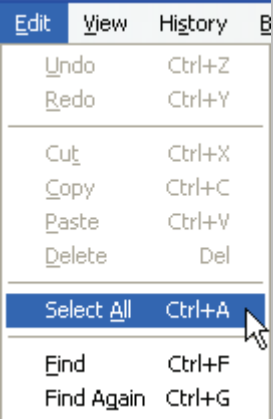
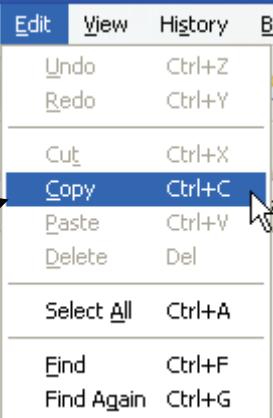
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RedDot Quick Reference Guide “Calendar Templates used on PPS website”

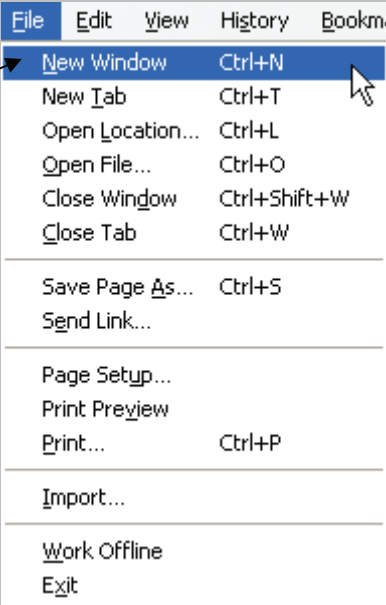
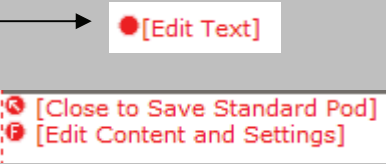
Calendar templates are found on Information Technology website.

Using the Calendar Templates (To be used with RedDot CMS School or Department website.)		
Step 1	<p>Open another browser window and go to :</p> <p>http://www.pps.k12.or.us/departments/information-technology/2679.htm</p>	<p>You MUST use Internet Explorer or Firefox</p> <p>How to open another browser window: (PC = Ctrl+N) (Mac = Cmd+N) or Go to top menu bar and click on File and drop down to New Window</p>
Step 2	<p>Create a bookmark/favorite to this location for easy access.</p>	<p>http://www.pps.k12.or.us/departments/information-technology/2679.htm</p>
Step 3	<p>On this page you will see calendar templates which can be copied and pasted onto your webpage. To do this, you MUST be using Internet Explorer or Firefox for your browser. Select which calendar template link on this page that you want to copy and then follow these steps:</p> <p>(Sample images of “Weekdays” or “Full Week” calendars templates.)</p>	

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<p>Step 4</p>	<p>Click on the month link below the sample images that you want to copy (a new window will pop-up)</p>	
<p>Step 5</p>	<p>Select All (PC = Ctrl+A) (Mac = Cmd+A)</p> <p>Or</p> <p>Go to top menu bar and click on Edit and drop down to Select All</p>	
<p>Step 6</p>	<p>Copy (PC = Ctrl+C) (Mac = Cmd+C)</p> <p>Or</p> <p>Go to top menu bar and click on Edit and drop down to Copy</p>	

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<p>Step 7</p>	<p>Open another browser window and login to RedDot</p> <p>(PC = Ctrl+N) (Mac = Cmd+N)</p> <p>or</p> <p>Go to top menu bar and click on File and drop down to New Window</p>	<p>Browser must be: Internet Explorer or Firefox</p> 
<p>Step 8</p>	<p>Click on the red dot "• [Edit Text]" or "• [Edit Content and Settings]" to open the page/pod that you want to paste this on, then do a "standard" paste (PC = Ctrl+V) (Mac = Cmd+V)</p>	
<p>Step 9</p>	<p>Add content to the individual cells in the calendar</p>	<p>NOTE: For schools the calendar will display their school colors when it's pasted in pods (for departments it will stay gray)</p>

FOR ASSISTANCE CONTACT THE WEBTEAM, 503.916.3015 or webteam@pps.k12.or.us

Best practices for document file naming

Just like paper files, electronic files need to be well-organized and labeled correctly so that they are identifiable and accessible by all employees.

Efficient management of electronic records begins with accurate file-naming. The following file-naming convention incorporates best practices in electronic records management and information technology.

1: Do not use the following special characters in a file name:

! “ # % & ‘ * + , ; < > = ? @ [] ^ ` { } |

The characters listed above are frequently used for specific tasks in an electronic environment; using them in a file name may result in lost files or errors.

2: Use dashes or underscores instead of periods or spaces.

Periods already have a specific function in a file name, which is to tell the computer program where the file-name extension begins. Spaces are frequently translated in a Web environment to be read as “%20”.

3: File names can be a combination of upper and lower case or all lower case.

Generally about 25 characters is a sufficient length to capture enough descriptive information for naming a record.

4: Include dates and format them consistently.

Some workgroups might find it more useful to have the date at the start of the file name, while others might prefer it at the end. Either way, it is a useful sorting tool when the files are organized. Just be sure to keep it consistent.

Examples: newsletter_20090204.pdf (naming convention_year, day, month)

20090204_newsletter.pdf (year, day, month_naming convention)

Each dept./school should develop a standard naming convention to be used.

5: Be consistent.

The most important rule of file-naming is to be consistent.