RedDot CMS Guide for Site Editors

This guide is designed to show you how to work with the RedDot Content Management System (CMS) at Georgia State University. Particularly, it is intended for site editors of Web sites developed on RedDot CMS foundation in the College of Arts and Sciences and its departments. A background in Web programming or HTML coding is not required to use RedDot CMS. The guide is intended for internal use by College of Arts and Sciences site editors.

To access the online documentation for this guide and to get updates, see [http://casinet.gsu.edu/techsupport](http://casinet.gsu.edu/techsupport). Then, select Knowledge Base menu.

For questions about this guide, please contact the College Web Coordinator at aswebmaster@gsu.edu

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The guide covers the following topics:

1. WHAT IS A CONTENT MANAGEMENT SYSTEM (CMS)?
2. WHAT DOES REDDOT CMS PROVIDE?
3. WHY DO WE NEED A CMS?
4. HOW TO REQUEST A REDDOT ACCOUNT
5. MINIMUM SYSTEM REQUIREMENTS
6. CONNECT TO REDDOT CMS AT GEORGIA STATE UNIVERSITY
7. REDDOT NAVIGATION MENU AND INTERFACE OVERVIEW
8. CHANGE USER SETTINGS
9. OVERVIEW OF SITE LAYOUT IN REDDOT CMS
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Getting Started

1. WHAT IS A CONTENT MANAGEMENT SYSTEM (CMS)?

According to Wikipedia, “A content management system (CMS) is computer software used to create, edit, manage, and publish content in a consistently organized fashion.”

2. WHAT DOES REDDOT CMS PROVIDE?

- Document management, enabling the administration of large numbers of documents
- Centralized management of the content layout, look and feel
- Decentralized content creation
- Separation of content and layout
- Link management to ensure valid hyperlinks
- Workflow – managing work and business processes
- Security – managing user authority and general access rights
- Publishing web pages to a web server

3. WHY DO WE NEED A CMS?

- Centralized management of content and layout
- Ensure uniformity and consistency
- Promote a positive user experience

4. REQUEST A REDDOT ACCOUNT:

Departments and units can request a RedDot account by completing the RedDot Account Request Form. This form can be downloaded from http://casinet.gsu.edu/techsupport. Then, select FORMS menu to navigate to the form.

5. MINIMUM SYSTEM REQUIREMENTS:

The following recommended requirements for RedDot Web Content Management:

- Internet Explorer (IE) 5.5 or higher installed on your Windows PC. You can download IE here.
- Pop-up windows must be enable on your IE
- Optional: Cisco System VPN Client 4.6 if you need to work with RedDot from off-campus. You can download it from https://wireless.gsu.edu/downloads.html.

Note: Currently, RedDot is not fully compatible with Mozilla Firefox or other web browsers except IE. It may work with Safari and Netscape, but functionality is limited.

6. CONNECT TO REDDOT CMS AT GEORGIA STATE UNIVERSITY

You can connect to RedDot CMS at GSU from on-campus or off-campus.

- From On-Campus:
  - Open Internet Explorer. In the address bar, type http://reddot.gsu.edu and press Enter
  - The log-in box display and enter your username and password
Click **Start** to log in

- From Off-Campus:

  *For security reasons, before establishing a connection to a RedDot server, you must first connect to Georgia State’s Virtual Private Network using Cisco System VPN Client software. If you have CISCO systems VPN client software installed on your home workstation, complete the following steps:*

  - Launch Cisco VPN Client and double-click **Off Campus VPN**

  - Enter your Campus ID in the user name field and password.

  - Click **OK**.

  - After you have connected to the Georgia State University VPN server, follow the steps **From On-Campus** above to log on to RedDot.

7. **REDDOT NAVIGATION MENU AND INTERFACE OVERVIEW**

- When you first log on to RedDot CMS, the **SmartEdit** opens. The **Navigation Menu** is arranged vertically and located on the left-hand side of the SmartEdit panel. The center area of the window is the work area.
Depending on the user role and authorizations (Administrator, Site Builder, Editor, Author, or Visitor), you have, you may use some or all options in the Navigation Menu on the left pane. If the options are grayed out, that means you don’t have access rights for the options.

**Left Navigation Menu:**

<table>
<thead>
<tr>
<th>Button</th>
<th>Function</th>
</tr>
</thead>
<tbody>
<tr>
<td>Homepage</td>
<td>Open a list of all your current tasks (e.g. pages saved as draft)</td>
</tr>
<tr>
<td>Web Content</td>
<td>Switch back to web content manager (e.g. SmartEdit, Search, Tasks)</td>
</tr>
<tr>
<td></td>
<td>when <strong>Homepage</strong> opens.</td>
</tr>
<tr>
<td><strong>Asset Manager</strong></td>
<td>Manage images or other media assets in RedDot CMS. Use this menu when you need to upload media files.</td>
</tr>
<tr>
<td><strong>SmartEdit</strong></td>
<td>Shows that you are working in SmartEdit. All pages of a project are edited in this mode.</td>
</tr>
<tr>
<td><strong>SmartTree</strong></td>
<td>This option is available when you are a Site Administrator or Site Builder. SmartTree is an advanced interface used to manage and edit the site project.</td>
</tr>
<tr>
<td><strong>Search</strong></td>
<td>Open a dialog window that allows you to find existing pages and favorites in the college project (i.e., all college, department, and center sites) using a variety of search criteria.</td>
</tr>
<tr>
<td><strong>Tasks</strong></td>
<td>Open a dialog window that displays your current tasks. From this window, you can release your edited pages to a workflow or undo changes.</td>
</tr>
<tr>
<td><strong>Main Menu</strong></td>
<td>Open a dialog window that allows you to change display settings, user settings, or project selection. Depending on your role, certain options in the Main Menu are not available.</td>
</tr>
<tr>
<td><strong>Help</strong></td>
<td>Show the RedDot CMS Online help.</td>
</tr>
<tr>
<td><strong>Log Off</strong></td>
<td>Close RedDot CMS through a Log Off form, which also allows you to log on to RedDot CMS again. You should always log off before closing your browser.</td>
</tr>
</tbody>
</table>

## 8. CHANGE USER SETTINGS

To change your user settings (e.g. password, contact information, etc.), you can perform the following steps:

- Select **Main Menu** on the left navigation menu
- Select **User Settings** in Main Menu dialog window.
o Make changes as you desire. Please DO NOT change your username.

o Click OK when you are done.

9. OVERVIEW OF SITE LAYOUT IN REDDOT CMS
Currently, the College and departments share the same template. In many instances, the layout is predetermined or designed by the Experience Design Group (EDG), the university Web team. As a result, site editors do not have control over the template design. However, you have full control over web content. As illustrated in Figure 1, the layout format is one column, referred to as one-column page layout. Likewise, Figure 2 shows the two-column page layout. In the two-column page layout, you may notice that there is a right rail where you can include an image, related links, or other modules. By default, your template is set to a two-column page. Of course, you can easily switch between the two formats. This topic will be covered later in the guide.

**Figure 1:** One-Column Page Layout
10. WHAT ARE CONTENT CLASSES? WHY DO YOU NEED THEM?

To fully understand how to use RedDot CMS, you need to have a general understanding of content classes. Unlike a regular HTML page, every RedDot CMS is based on content classes. Content classes contain templates and placeholders, which are used to produce completed CMS pages. Templates provide all of the code for the Page, and Placeholders contain the content. Templates are like blueprints and CMS pages are like houses. A blueprint describes the structure of the house, and the house is built according to the structure defined in the blueprint. Similarly, a content class describes the structure of the page, and the page is built according to the structure defined in the content class. RedDot System Administrators create content classes for you. For example, the College of Arts and Sciences Home Page in Figure 3 and Figure 4 illustrates the relationship between content class and the CMS page. Each page uses a content class to describe what types of content can be entered and where the content should go.
Figure 3: A CMS page

Figure 4: Page Structure defined in Content Classes
11. LOCATING YOUR SITE IN REDDOT CMS

- First, you need to login to RedDot CMS (http://reddot.gsu.edu) with your account.
- Once you’ve logged in, you see the SmartEdit Home Page, which lists a menu of sections.

**If you are the College site editors:**
- Select Arts & Sciences (AS)
- Select Site on the next page
- Your site will be loaded.

**If you are the departmental site editors:**
- Select Development link
- You will see a list of department names. Select your designated department. For instance, a site editor for Department of English, will select English (ENG).
- Click Site link on the next page
- Your department site will display in RedDot CMS.

*Note: At the development stage, your department site is located under Development link. When your site is ready for production, it will be moved to Department Sites link.*

12. TYPE OF RED DOTS IN YOUR WORK AREA

Once you open a RedDot page, different types of red dots could be visible as shown below.
Refer to the following table for a description of the different types of RedDot:

<table>
<thead>
<tr>
<th>Red Dot</th>
<th>Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>OpenPage RedDot</td>
<td>Opens a RedDot page for editing</td>
</tr>
<tr>
<td></td>
<td>ClosePage RedDot</td>
<td>Closes the Editing Mode of a Page and saves all changes</td>
</tr>
<tr>
<td></td>
<td>Edit RedDot</td>
<td>Opens the Editing Mode of a content element</td>
</tr>
<tr>
<td></td>
<td>MultiLink RedDot</td>
<td>Opens the editing mode of an element that can link to multiple Pages</td>
</tr>
<tr>
<td></td>
<td>Link RedDot</td>
<td>Opens the editing mode of an element that can link to a single Page or URL</td>
</tr>
<tr>
<td></td>
<td>LockedPage RedDot</td>
<td>Identities Pages or elements currently being edited by other users</td>
</tr>
<tr>
<td></td>
<td>Form RedDot</td>
<td>You can edit all of the content elements of a Page together in a single form</td>
</tr>
</tbody>
</table>

13. CHILD (VISIBLE) & INVISIBLE LINKS

When you open a RedDot page, you see child links and Invisible links. You probably wonder how they are different from each other. As illustrated in Figure 5, the child links (sometimes called visible links) are shown in the light green shaded area while the invisible links are shown in the light blue shaded area. Simply, the visible links are links shown on both site navigation and the content area. When you add an child link to a page, it will automatically appear in the center panel as a bulleted item (with an optional descriptive “teaser”). On the other hand, the invisible links are only visible on the site navigation. For example, when you close the Beta Site Home page, the CALENDAR link is shown on both the site navigation and the content area. As a result, the CALENDAR is the child link or visible one. The invisible child links have a prefix, inv followed by a link name (e.g. inv_About, inv_People)
14. EDITING/ADDING CONTENT TO A REDDOT PAGE

The SmartEdit interface is the simplest and quickest method for creating and editing content. Simply log on to RedDot CMS using a web browser (Internet Explorer), navigate to a section of the site that requires content, and opens the site in Editing Mode. All areas that can be edited are indicated with a red dot (●). By clicking on the corresponding red dot, the Editor is presented a dialog window that matches the type of content being edited. After completing the desired editing, the CMS Page is either published and sent directly to the departmental web server or sent into the Workflow process for approval by the designated senior editor.

For example, follow the steps below to add content to the About Page of RedDot Beta Site (Figure 5)

1. Navigate to the page to add/edit content

2. Select [Open page]

*Please note: Clicking [Open page] shows the Page Menu, which displays horizontally on the top of the RedDot page. Also displayed is the page title and page ID of the page being edited. Knowing this information is helpful for searching the page.*
3. Once the About page is open, select \([\text{Edit Body}]\) to add some text to the body area of the page.

4. The RedDot text editor pops up (see Figure 6). The editor is self-explanatory. Just like a word processor, the RedDot text editor is user friendly. (Point your mouse cursor over each icon on the text editor and a small tool tip displays a short description of the functionality of each icon)

![RedDot Text Editor](image)

**Figure 6: RedDot Text Editor**

5. Enter some text in this editor.

6. Click \(\text{OK}\) when you are done with adding or editing content.

   *(You can click \(\text{Save}\) to save what you have been editing. The text editor remains open and you can continue adding/editing content.)*

Closing the RedDot text editor adds the content to the body area of the page (see Figure 7).
7. This completes the procedure to edit the About page, now select [Close page] to close it.

The procedure for editing content is similar to adding content.

15. CREATING A HYPERLINK THROUGH THE REDDOT TEXT EDITOR

Follow the steps below to create a hyperlink in the content. In this example, we will make College of Arts and Sciences a hyperlink, in other words, a link to the college Home Page:

1. Open the About page by selecting [Open page].

2. Click [Edit Body]

3. The RedDot text editor pops up. Highlight the text that you would like to make a hyperlink. In this case, highlight College of Arts and Sciences.
4. Next, select the Insert/Edit Link on the text editor

5. Type the URL (Universal Resource Locator) for the college Home Page http://www.cas.gsu.edu in the href field. To learn more about Insert/Edit Link Windows, click Help button.

6. Click OK button when done.

7. Click OK button on the text editor to close it.

Go back to the About page, the College of Arts and Sciences is now a hyperlink (with characteristic blue color).

16. LINK TO A REDDOT PAGE WITHIN YOUR PROJECT (Word or PDF documents)

You probably wondered what these icons are used for. Perhaps, you frequently use these two icons and. Instead of creating a direct hyperlink (link to other sites), you can also link to a RedDot page within your project or link to a file from an Asset Manager in RedDot. Follow the steps in Section 14, to perform this procedure. Rather repeating those steps in Section 14, start from step 5 in Section 14.

1. See section 14 [step 1 → 4]

2. Click , and a Search Page Windows pops up.

3. There are several search attributes (conditions) you can enter. It depends how you would like to perform a search. Enter your search preferences in appropriate fields. Make sure to use the Windows side bar to see more search options (see Figure 8).
4. Select button to perform a search.

5. The search result will display. More than one result may display. You can also click Preview to view a current page in the search result.

6. Select the page in the search result that you want to link

7. Click button on the text editor to close it.
17. ADDING AN IMAGE TO A REDDOT PAGE

1. Navigate to the page you want to insert an image.

2. Select [Open page], then select [Edit Body]

3. The RedDot text editor pops up, place your mouse cursor where you want to place an image.

4. Select image icon

5. The Insert/Edit Image window pops up

6. Select a location where your image is stored.

7. Assuming that the image is stored on the RedDot server (i.e., has previously been uploaded to RedDot), you choose Select image from server option. Then, click OK.

8. A Server location window pops up. You need to select College Images. Then, click OK.

9. The College Images window pops up. Here you see all images which belong to the College. Of course, you can use any college image if you like, but your department has an asset folder as well. All of the images you upload to the system will be stored in your unit’s asset folder. If you need to switch to your department asset folder, you select Switch Folder link. The Switch Folder link is located on the top-right corner.

10. After clicking Switch Folder, you will see the list of departments’ abbreviation. Select your designated department.

11. Select the image file name not the image object itself. If you would like to preview the image, you can click on the image object

12. Click OK or Cancel if you don’t want to insert the image.

13. Once the image has been inserted in the RedDot Editor, you can click OK to close the editor. For this example, after closing the About Page, the image appeared below the text.
18. ADDING AN IMAGE TO THE RIGHT RAIL

If you have a two-column page, you can add an image to the rail (right above Related Links). Here is how you can insert an image.

1. Select ![Page image] on the right rail
2. Select Switch Folder link from Media Asset Management window.
3. Locate your department abbreviation
4. Select an image, click ![OK]. If you like, you can enter Alt attribute (alternative text).
5. Click ![OK]

Also, you can insert a caption by clicking ![Edit Caption], and enter the caption. Click ![OK] when you are done.
19. CREATING RELATED LINKS

If your page is a two-column layout, you see a predefined RELATED LINKS on the right rail. This type of links list is specific to this page. For a list that can be used on multiple pages, create a list as a right rail module (see section 20 below). This RELATED LINKS will be visible if anchor links are connected. By default, there is only one anchor link which is not connected to anything. First, you need to determine how many links you would like to create. Let’s say you want to create 4 related links.

1. As always, locate the page you would like to create related links

2. Open this page by clicking [Open page]

3. Click Link RedDot in front of anc_RelatedLinks

4. The Edit Link Element pops up, select

5. Enter the number of links you like in Add dynamic link(s) field. In this case, 3 is entered for a total of 4 since 1 (one) link anc_RelatedLinks already existed.

6. Click [OK]
7. Thus, 4 (four) anchor links are created and the next step is to name those links and connect them to other pages or assign URLs to them. You have to modify each individual link.

8. Click Link RedDot  for the first anchor

9. Enter a link name in Link name field in Edit Link Element window

10. Now, you need to determine how you want this link to be connected. Although the link menu gives you various options, including Connect Existing Page and Create and Connect Page, you should choose either Reference Page, Reference Link, or Assign URL when creating links (See Table 1 below for more details)

<table>
<thead>
<tr>
<th>Button</th>
<th>Function</th>
</tr>
</thead>
<tbody>
<tr>
<td>![Connect Existing Page]</td>
<td>This option is for reusing Pages that may also exist in another section of the website. That way, you do not have to create the same Page with the same content more than once. Selecting this option when creating a links list will actually embed a version of the page in the list.</td>
</tr>
<tr>
<td>![Reference Page]</td>
<td>The Reference Page option allows you to create a link to a RedDot page that exists in the college project. Selecting this button opens the RedDot search tool.</td>
</tr>
<tr>
<td>![Reference Link]</td>
<td>This option allows you to use a pre-defined link from a centrally maintained list of common links. When this central link is updated, all the referenced links are updated as well.</td>
</tr>
<tr>
<td>![Create and Connect Page]</td>
<td>Creates a new page and connect to it. You may see a list of possible Content Classes that can be connected to this Placeholder. If so, you select the Content Class that properly defines the structure for the Page that you would like to connect. Selecting this option when creating a links list will actually embed a version of the page in the list.</td>
</tr>
<tr>
<td>![Assign Target Container]</td>
<td>Allows you to assign a target container in your project. Depending on your roles, you won’t see this option.</td>
</tr>
<tr>
<td>![Edit Target]</td>
<td>Allows you to determine how the linked page will behave when opened. If you leave this empty, then the linked page will take over the browser window. If “_blank” is entered here, the linked page will open in a new window.</td>
</tr>
<tr>
<td>![Assign URL]</td>
<td>Allows you to enter a full URL (i.e., website address). Ex. <a href="http://www.gsu.edu">http://www.gsu.edu</a>. This option is for linking to external pages that are not part of the college RedDot project.</td>
</tr>
</tbody>
</table>
Use this option to re-order the anchor links as needed.

This option is used to create more links placeholders.

Deleting the anchor link.

Table 1: Edit Link Element

11. Click ✅ OK

12. Repeat 18 [step 1 → step 11] for other links.

Final Result:

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20. ADDING RIGHT RAIL MODULES
Suppose you would like to add another Link List module, POPULAR LINKS, below the RELATED LINKS that you have just created in the last section. Make sure your page is a two-column format.

1. Navigate to the page you would like to add a right rail module
2. Click [Open page] to open the page
3. Click [Manage right rail modules]
4. Select in Edit Link Element window
5. You see Content Class Groups and List of Content Classes as shown in Figure 9

![Figure 9: Content Class Groups and List of Content Classes]

6. Since you want to create a LINKS LIST, select
7. Enter Headline in the Edit Headline window. In this example, you would enter Popular Links (or Faculty Links, or Student Links, or Favorite Links, etc.). The text will be capitalized by default.
8. Now, you see the POPULAR LINK module has been created with one default anchor link.
9. Determine how many links you need so that you can expand (add) more anchor links. Let’s say you want 4 links. Rather repeating the whole process in section 18, you can refer to step [3 – 11] in section 18 (CREATE...
Note: As you can see, you can add several right-rail modules depending on your needs.

Final result:

21. HOW TO EDIT LINK ORDER

You would like to edit the order of links in the POPULAR LINKS link list. For example, you want to move the Registration link to the top. Here are the steps to perform the move:

1. Select [Edit module]
2. Click Link RedDot ⊗ of the first anchor
3. Select Edit Dynamic Link Order in the Edit Link Element window
4. Select the Registration link in the Link List window
5. Select ‼ to move it up (one click per move)
6. Click OK when you are done
Note: move to the first position

move to the last position

Final Result:

22. HOW TO EDIT MODULE TITLE (HEADLINE)

To edit an individual module, you can select [Edit module] on a RedDot page. For instance, you want to change the header title, POPULAR LINKS, to NEWS AND EVENTS.

1. Select [Edit module]

2. Select Properties from the Page Menu (Figure 10)

3. Enter a new head line in Headline field

4. Click OK when you are done.

Final Result:

23. DELETING AN INDIVIDUAL ANCHOR LINK

1. Select Link RedDot of the anchor that you want to delete. For example, you want to delete Financing Your Education in NEWS AND EVENTS MODULE. You would select in front of Financing Your Education.

2. Select Delete Dynamic Link in the Edit Link Element

3. Confirm that you want to delete (Yes or No)
Final Result:

24. HOW TO DELETE A MODULE

Sometimes, you want to delete a module which you no longer need. For example, let’s say you want to remove the NEWS AND EVENTS module.

1. Select ![Edit module]

2. Select **Actions** from the Page Menu (Figure 10)

3. Select ![Delete Page]

4. Confirm that you would like to delete (yes or no)

You should only delete pages that are no longer in use in any part of the college project. If you want to remove a page, but not delete it, you should select Disconnect Page from List (see below).

25. DESCRIPTION OF PAGE MENU ACTIONS
It is good to know each function of the page menu actions because you use them all the time. Below is the description of their functionalities.

<table>
<thead>
<tr>
<th>Button</th>
<th>Function</th>
</tr>
</thead>
<tbody>
<tr>
<td>Submit to Workflow</td>
<td>Use this menu item to submit the page to the workflow.</td>
</tr>
<tr>
<td>Release Page</td>
<td>Use this menu item to release the current page. Only the last released version of the page will be published.</td>
</tr>
<tr>
<td>Publish Page</td>
<td>Use this menu item to publish the current page to your web server for public viewing.</td>
</tr>
<tr>
<td>Delete Page</td>
<td>Use this menu item to delete the current page.</td>
</tr>
<tr>
<td>Edit Elements via Form</td>
<td>Select this menu item if you want to edit all page elements via a common dialog window.</td>
</tr>
<tr>
<td>Replace Content Class</td>
<td>Select this item if you want to assign a different content class to the current page.</td>
</tr>
<tr>
<td>Show Versions</td>
<td>Select this item to view a list of all the versions of the current page.</td>
</tr>
<tr>
<td>Page Preview</td>
<td>Select this item to view a preview of the current page.</td>
</tr>
<tr>
<td>Permanent Page Preview</td>
<td>Select this item to open the Permanent Page Preview.</td>
</tr>
<tr>
<td>Validate Page</td>
<td>Select this item to check the current page against the project variant settings for accessibility and conformity.</td>
</tr>
<tr>
<td>Check Spelling</td>
<td>Select this item to check spelling. This action checks the spelling for the entire page as it would be published.</td>
</tr>
</tbody>
</table>
26. ADDING CONTENT MODULES TO CONTENT AREA

So far, you can add modules to the right rail area. Similarly, you can also add content modules to the content area (see Figure 2). Below is the list of Content Classes available for use in RedDot.

![List of Content Classes](image)

**Figure 11: List of Available Content Classes**

Managing the content modules is not much different from managing the right rail modules. Let’s start with an example, adding a story list module using the Beta Site. This module displays a list of stories with a title and read more link.
1. Navigate to the page you want to add a content module

2. Click [Page image] to open the page

3. Select [Manage content modules] on that page

4. Select [Create and Connect Page] in the Edit Link Element. Note: You can also connect an existing page.

5. Select [Content Modules] in Content Class Groups window
6. Select a module that you want to add in **List of Content Classes** window. In this case, **Story List** is chosen.

**Final Result:**

![Image of a web page with a module selected]

27. **SWITCHING BETWEEN ONE-COLUMN PAGE LAYOUT AND TWO-COLUMN PAGE LAYOUT**

You can switch a one-column page to a two-column page as follows:

1. Navigate to the page you would like to make changes

2. Click ![Page image] to open the page

3. Click **Actions** from the Page Menu

![Image of page editing interface]

4. Select ![Replace Content Class] from **Page Actions** menu

5. Select ![Core Pages] in **Content Class Groups**
6. Select ![Core Page - 2-col](image) in List of Content Classes

7. The Replace Content Class window pops up

![Replace Content Class](image)

8. Click ![OK](image)

**Note:** By following the steps above, you can also switch a two-column page to a one-column page. In step 6, you should select ![Core Page - 1-col](image). You will receive an alert message since one-column page does not hold the right rail modules. Click **OK** to accept or **Cancel** to reject.
28. REUSING THE LINK LIST MODULE

In a certain circumstance, you would like to create a link list on a right rail. You also want this link list to appear on other pages. In other words, you want to reuse this link list as many times as possible for other pages. For instance, you want to create a link list, CURRENT STUDENTS (Figure 12), which will be shown on the right rails of both UNDERGRAD PROGRAM (Figure 13) and GRADUATE PROGRAMS (Figure 14).

CURRENT STUDENTS
- Registration
- Continuous Enrollment
- Reentry to Graduate Studies
- Graduation
- Student Health Insurance

Figure 12: CURRENT STUDENTS LINK LIST

Figure 13: UNDERGRAD PROGRAMS PAGE
To create this reusable link, you need to perform the following steps:

1. Click [Open page] on UNDERGRAD page to open and edit it.

2. Select [Manage right rail modules] once UNDERGRAD page is open. A new window pops up as Figure 4.

3. Select [Create and Connect Page], and a Content Class Groups window will display (Figure 15).

**Figure 18: GRADUATE PROGRAM PAGE**

**Figure 19: Edit Link Element**
4. Choose and enter a headline in the Enter the headline field. In this case, you enter “CURRENT STUDENTS”

5. Click OK. You will see CURRENT STUDENTS module created in the right rail as shown (figure 16).

6. Now you can create a list of links by clicking on a red dot. Determine how many links you would like to create. In this example, you would create 5 links: Registration, Continuous Enrollment, Reentry to Graduate Studies, Graduation, and Student Health Insurance. Currently, you have only one available anc_RelatedLinks. You need 4 more.
7. Select and Expand Dynamic Link window will display. Enter your desired number and click OK.

The CURRENT STUDENTS module now has 5 links as shown in figure 17.
Figure 112: CURRENT STUDENTS with 5 anc_links

8. Click on the red dot of the first anc_RelatedLinks, and name your link in Link name field. You will enter Registration as the name for the first link.

On this same window, you decide how to connect your links. In this case, you want to assign a URL to Registration link. So, you click on Assign URL and enter the URL. (Note: you can reference a page or link or connect to existing page. You decide your best choice here)
9. Repeat step 8 for the remainder links. Once you’ve finished, you will see the list of links.

Now, you would like to reuse this link list on other pages. In this illustration, you would like to reuse this CURRENT STUDENTS link list on GRADUATE PROGRAMS page.

10. Open the page which you want this link list to appear on. Open the GRADUATE PROGRAMS page.

11. Click [Manage right rail modules] and Edit Link Element window will display.

12. Select and Search window will display.

13. Enter your desired search information in the search fields. So, you try to search the CURRENT STUDENTS page which you have just created.

14. Click Start to perform your search.

15. A search result window will display, select your link list page. In this example, you select the CURRENT STUDENTS page.

The final result is a reused Current Students link for Graduate Programs.
29. ACCESSING ASSET MANAGER

The Asset Manager can contain many types of files but it is most often used for images. In the RedDot interface, these files are managed in folders that can be configured to appear as lists or thumbnail views. Non-image files are normally stored in a standard file folder called College Files/YourDepartment folder.
To access Asset Manager in RedDot:

1. Click to switch to homepage interface

2. Click from the left navigation menu

3. You will see the Asset Manager as shown below

![Asset Manager Interface]

4. Click to locate your designated department folder

5. Select your department folder (e.g. CHEM[Chemistry])

To upload files from your local computer:

While you are in your designated asset folder, you can select **Select asset from local file system**. Then, you browse your local files to upload.
To delete your asset files from your asset manager:

1. Select the file name (not the thumbnail) you want to delete

2. You will see the action links as shown in the picture below

3. Select **Delete File** from the action links.

When you have finished managing your Asset Manager, you can switch back to Web Content Manager, where you can edit your RedDot pages, by selecting [Web Content Manager](#).

**30. USING SEARCH (SEARCHING FOR PAGES)**

You can search for Pages in RedDot CMS by clicking on the Left Menu. You can search for text in documents, Content Class, Page ID, Creation Period, and Alteration Period. Since you may have many results in the search, you can restrict your search results to a maximum number of results. Click **Start** to initiate the search. You can
preview Pages by clicking the link on the right side of the dialog window. Clicking the name of the Page will load that Page into the **SmartEdit** work area. The search interface is shown below.
31. HOW TO PUBLISH YOUR REDDOT PAGE(S)

Now, you have finished editing/adding contents to your page(s). You are ready to publish your changes to your web server (hosting your web site). Several College of Arts and Sciences departments have their websites hosted on Georgia State University servers. IS&T provides technical support in setting up Web accounts for the departments. There is a misconception that you have to use FTP to edit RedDot pages on the Web server. Actually, it is not correct. You use the RedDot CMS as a Web-based interface system to manage your web content. In other words, you use RedDot to add/edit/delete/publish your Web content through RedDot as indicated below:

Currently, the College Web Coordinator will configure a publication package in your project for you. So, you don’t have to worry about how to create the package.

Pages saved as draft will not be published until you release them to the workflow. To release pages, you can perform the following steps:

1. Click from the left menu

2. Select the green arrow link (number of Edit Pages)

3. You can either submit a particular or all pages. Make your selection here.
4. Once you’ve selected your choices, click submit.

Now you can publish your page(s) as follows:

5. Navigate to the page you would like to publish

6. Open that page

7. Select Actions from the Page Menu

8. Select Publish Page from Page Action window

9. Make your selection in the Publish window. If you want all of the “child” pages of the current page to publish along with the “parent,” then check, the Publish all following pages option.

10. Click OK to start publishing

Depending on the current activity on the RedDot CMS, it will take a few minutes to finish the publishing process.
**Note:** You can also submit your current page from Page Menu without going through Task button. While you are still in an editing mode, select Actions from Page Menu, then select Submit to Workflow.