

State of Indiana Content Management System

Training Manual
Version 2.0

Developed by

IN.gov

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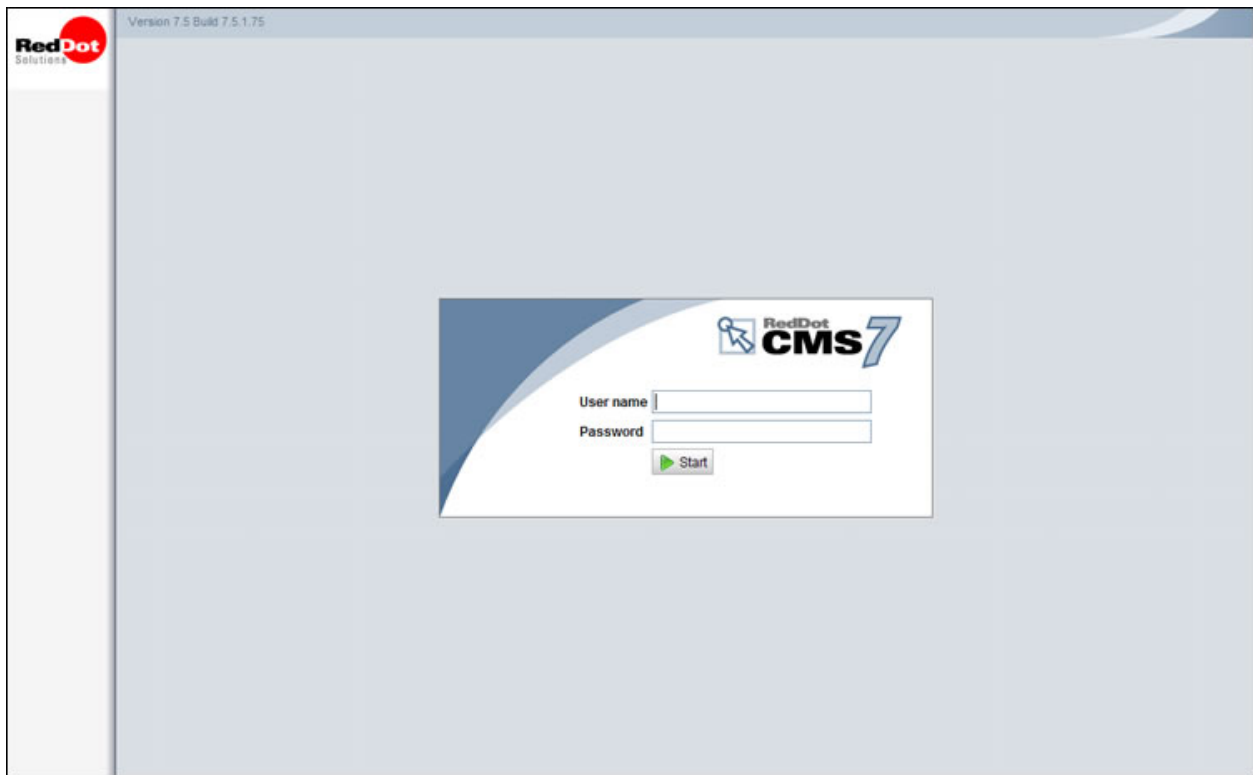
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Getting Started

Logging In

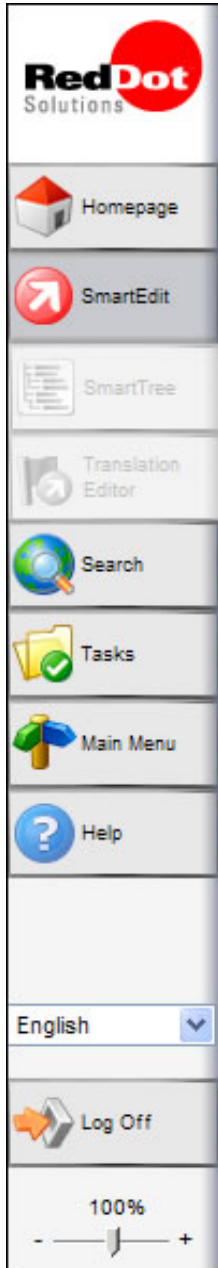
1. Open Internet Explorer
2. Type <http://webcms.in.gov> in the address bar
3. Select the cancel button on the pop-up window
4. The RedDot logo opens with two fields for username and password
5. Enter the information given to you by your trainer. This information is normally sent to you within 2 days after your training session.
6. Select Start



The screenshot shows the RedDot CMS 7 login page. In the top left corner, there is a RedDot Solutions logo and the text "Version 7.5 Build 7.5.1.75". The main content area features a login form with the RedDot CMS 7 logo at the top right. The form includes two input fields: "User name" and "Password", followed by a "Start" button with a green play icon.

RedDot Menu

The RedDot Menu is located on the left side of the Homepage. Depending on authorizations and modules assigned, the menu items that are available will differ.



Homepage

Allows the user to monitor the changes that have been made to the site.

Web Content Manager/SmartEdit

Takes the user to the Start Page, to begin making changes

Search

Allows the user to search all pages created in the project

Tasks

Allows the user to review all recent changes to the site that need released and/or approved

Main Menu

Takes the user to the Main Menu of RedDot

Help

Opens the RedDot CMS Online Help menu

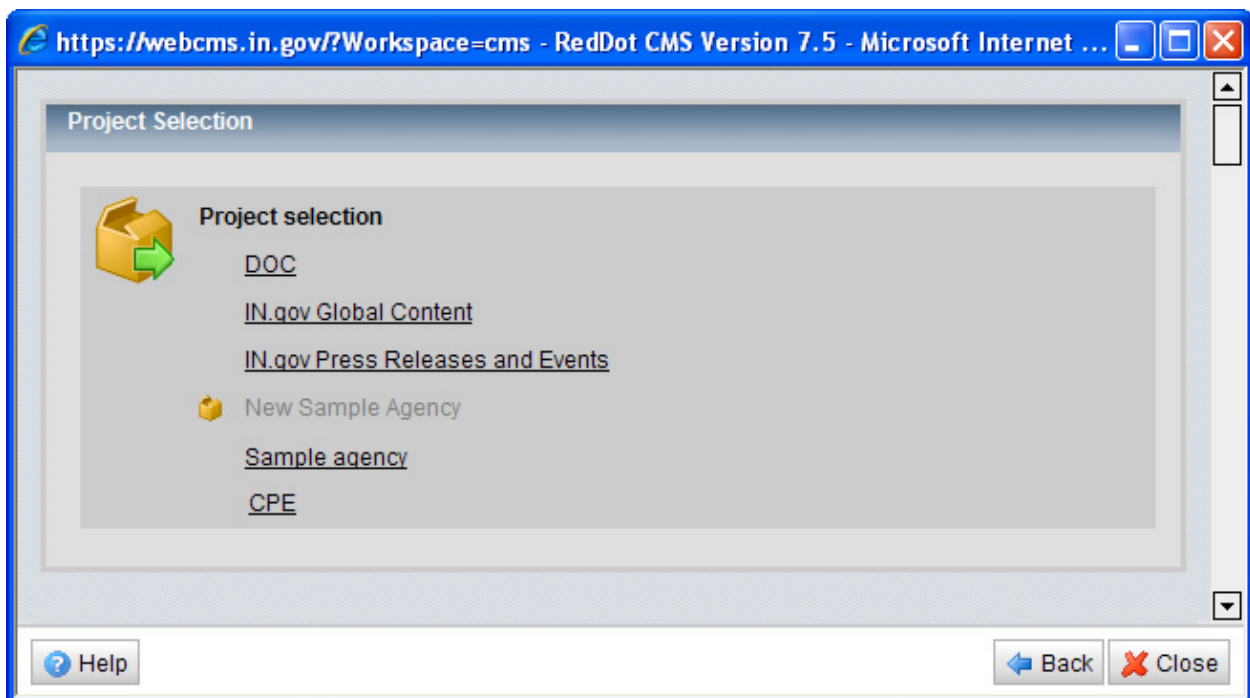
Log Off

Allows the user to successfully log off of the project

Selecting a Project

1. Once successfully logged in, select Main Menu on the RedDot Menu
2. The Main Menu opens
3. Select Projects
4. The Project Selection Menu opens
5. Select the Project to work on

Please Note: Project links are gray in color if the user is already logged into the project.

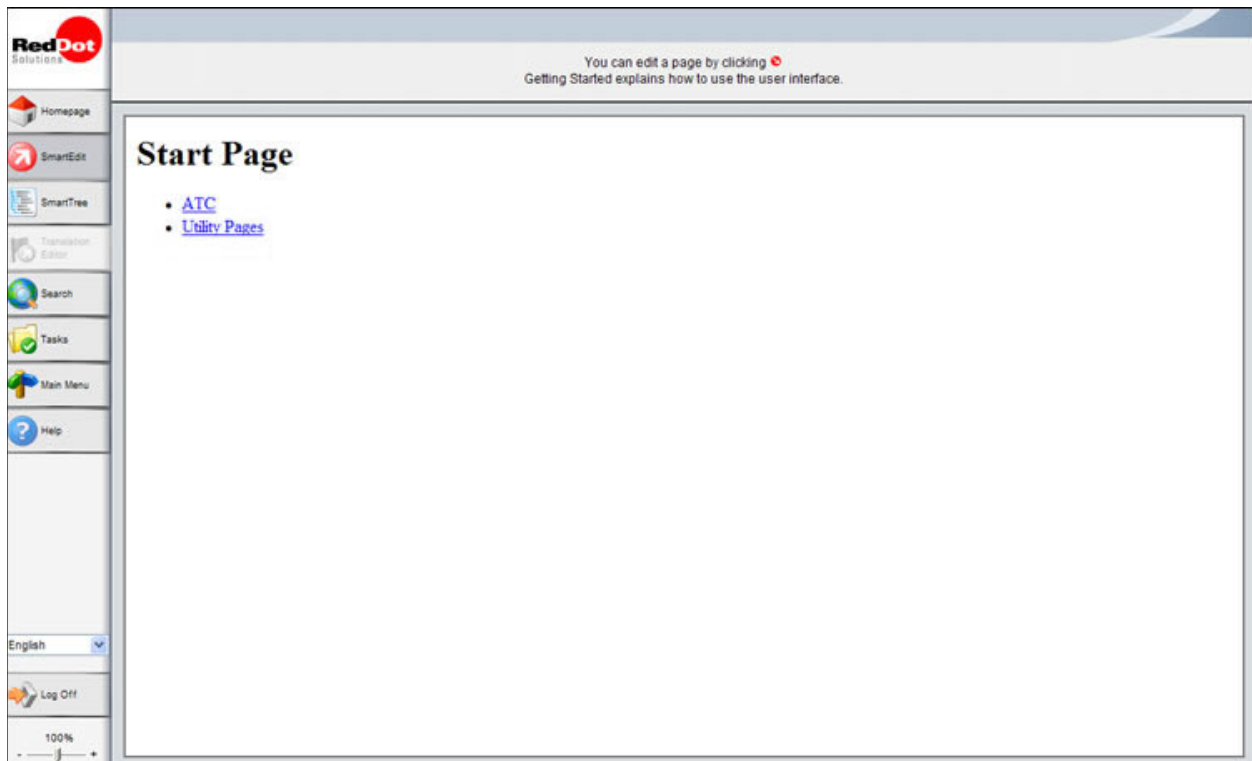


Start Page

1. Select Web Content Manager or Smart Edit from the RedDot menu to open the Start Page

The Start Page opens and contains two links, **Agency Name** and **Utility Pages**

- **Agency Name:** Select this link to begin editing the Agency's Website
- **Utility Pages:** This link is used exclusively by administrators.



Creating a New Page

1. Locate the page to add a new link from.
2. Select Open Foundation Page Controls
3. Select Advanced Options
4. Select Manage Child Pages
5. The Edit Link Element Menu opens
6. Select Create and Connect Page
7. The Edit Headline Menu Opens

STOP! Write down the 4-digit number that appears in the text box, this will be used later to create the link to the new page.

8. Type the title of the new page
9. Select OK
10. The page reappears
11. Select Edit Text Content
12. The Text Editor opens
13. Type the text of the new link in the text area
14. Highlight the word(s) to hyperlink
15. Select the Insert/Edit Link button (the globe icon with a chain link)
16. The Insert/Edit Link window opens
17. Select the Insert Link to Page button (the icon with a blank piece of paper)
18. The Page Search Menu opens
19. Select the green plus sign at the bottom to add more search criteria
20. Type the 4-digit number from Step 7
21. Select Start
22. The Search Results appear.
23. Select the title of the newly created page.
24. Select OK
25. Select OK (again)
26. The page reappears with the modifications
27. See Publishing a Single Change to publish the changes

The Text Editor

Editing Text Content

1. Navigate to the page the needs modified
2. Select Open Foundation Page Controls
3. Select Edit Text Content
4. The Text Editor opens
5. Insert/Edit content into the Text Editor
6. Select OK
7. The page reappears with the modifications
8. See Publishing a Single Change to publish the changes

Please note: If the Text Editor does not contain any content, yet there is visible content on the page, refer to Managing Page Sections to make changes to the content.

Linking Text to a URL

1. Navigate to the page the needs modified
2. Select Open Foundation Page Controls
3. Select Edit Text Content
4. The Text Editor opens
5. Highlight the word(s) to use for the link
6. Select the Insert/Edit Link button (the globe icon with a chain link)
7. The Insert/Edit Link window opens
8. Insert the Web Address into the top text box (Include the http://)
9. Select OK
10. Select OK (again)
11. The page reappears with the modifications
12. See Publishing a Single Change to publish the changes

Linking Text to an Internal Page

1. Navigate to the page the needs modified
2. Select Open Foundation Page Controls
3. Select Edit Text Content
4. The Text Editor opens
5. Highlight the word(s) to use for the link
6. Select the Insert/Edit Link button (the globe icon with a chain link)
7. The Insert/Edit Link window opens
8. Select the Insert Link to Page button (the icon with a blank piece of paper)
9. The Page Search Menu opens
10. Search for the page to link to by typing the title in the Headline field, or add more search criteria and search by Page ID.
11. Select Start
12. The Search Results appear.
13. After locating the correct page, click on the page title
14. Select OK
15. Select OK (again)
16. The page reappears with the modifications
17. See Publishing a Single Change to publish the changes

Linking to an Existing Document

1. Navigate to the page the needs modified
2. Select Open Foundation Page Controls
3. Select Edit Text Content
4. The Text Editor opens
5. Highlight the word(s) to use for the link
6. Select the Insert/Edit Link button (the globe icon with a chain link)
7. The Insert/Edit Link window opens
8. Select Insert File Link button (the icon with a valley and sunset)
9. The Insert File Link window opens
10. Select File from Server if the file is already being used on the Agency's website, if not see Linking to a New Document
11. Select OK
12. The Asset Manager Opens
13. Using the search function at the top of the window, begin typing the filename while leaving the asterisk (*) at the end, or type the complete filename and extension
14. Select the Search button
15. Preview the file by selecting the icon, or select the filename to view document information
16. After locating the correct file, click on the filename, and select OK
17. Select OK (again)
18. The page reappears with the modifications
19. See Publishing a Single Change to publish the changes

Linking to a New Document

1. Navigate to the page the needs modified
2. Select Open Foundation Page Controls
3. Select Edit Text Content
4. The Text Editor opens
5. Highlight the word(s) to use for the hyperlink
6. Select the Insert/Edit Link button (the globe icon with a chain link)
7. The Insert/Edit Link window opens
8. Select Insert File Link button (the icon with a valley and sunset)
9. The Insert File Link window opens
10. Choose Select File from Local File System
11. Select OK
12. Select the Browse button
13. The Choose File dialog opens
14. Navigate to the Folder in which the file is currently located
15. Select the File
16. Select OK, and wait for the file to upload
17. Select OK
18. Select the folder to place the new document in (Files or Images)
19. Select OK
20. Select OK (again)
21. The page reappears with the modifications
22. See Publishing a Single Change to publish the changes

Inserting Existing Images

1. Navigate to the page the needs modified
2. Select Open Foundation Page Controls
3. Select Edit Text Content
4. The Text Editor opens
5. Select the Insert/Edit Image button (the icon with a mountain and sunset)
6. The Insert/Edit Image window opens
7. Select File from Server if the file is already being used on the Agency's website, if not see Inserting New Images
8. Select OK
9. The Asset Manager Opens
10. Using the search function at the top of the window, begin typing the filename while leaving the asterisk (*) at the end
11. Select the Search button
12. Preview the file by selecting the icon, or select the filename to view document information
13. After locating the correct file, click on the filename, and select OK
14. Select OK (again)
15. The Text Editor reappears
16. See Editing Image Properties to edit the image properties
17. Select OK
18. See Publishing a Single Change to publish the changes

Inserting New Images

1. Navigate to the page the needs modified
2. Select Open Foundation Page Controls
3. Select Edit Text Content
4. The Text Editor opens
5. Select the Insert/Edit Image button (the icon with a mountain and sunset)
6. The Insert/Edit Image window opens
7. Select File from Local File System
8. Select OK
9. Select the Browse button
10. The Choose File dialog opens
11. Navigate to the Folder in which the file is currently located
12. Select the Image
13. Select OK, and wait for the image to upload.
14. Select OK
15. Select the Images folder to place the new image in
16. Select OK
17. Select OK (again)
18. The Text Editor reappears
19. See Editing Image Properties to edit the image properties
20. Select OK
21. See Publishing a Single Change to publish the changes

Editing Image Properties

1. After the image is inserted into the Text Editor, click the image once.
2. Select the Insert/Edit Image button (the icon with a mountain and sunset)
3. The Image Properties Menu opens
4. Select Alignment to change how the image is aligned on the page.
5. Insert a Border value to add a border around the image. Typically a value of 0 or 1 is used.
6. Insert a VSpace value to add padding on the top and bottom of the image. Typically a value of 10 is used.
7. Insert an HSpace value to add padding on the left and right of the image. Typically a value of 10 is used.
8. Adjust the Height and Width of the image, or automatically Resize the image by inserting a percentage.
9. Insert an ALT tag, a brief description of the image, for every image used on the site. This is required for 508 Compliance.
10. The other tags are not used, and can remain blank.

Please Note: Preview the image changes by selecting the Preview button and reviewing the image in the Text Editor

Managing Page Sections

Editing Page Sections

Some agency sites utilize the Additional Content area. This area allows the user to store multiple page sections on a webpage.

1. Navigate to the page the needs modified
2. Select the Open Page Section
3. Select Edit Page Text
4. The Text Editor opens
5. Insert/Edit content in the Text Editor
6. Select OK
7. The page reappears with the modifications
8. See Publishing a Single Change to publish the changes

Adding Additional Page Sections

1. Navigate to the page that needs modified
2. Select Additional Content Quick Actions
3. Select Add Multiple Basic Content Elements
4. Type a name for the new page section
5. Select Create Sections
6. See Editing Additional Content Areas to add content

Rearranging Page Sections

1. Navigate to the page that contains the page sections
2. Select Open Foundation Page Controls link
3. Select Advanced Options link
4. Select Manage Additional Content Area
5. The Edit Link Element Menu opens
6. Select Edit Page Order
7. The Edit Page Order Menu Opens
8. Select the Page Section to move
9. Select the Down (or Up) Arrow to move the page section to the desired location
10. Select OK
11. The page reappears with the modifications
12. See Publishing a Single Change to publish the changes

Disconnecting Page Sections

1. Navigate to the page that contains the page sections
2. Select Open Foundation Page Controls link
3. Select Advanced Options link
4. Select Manage Additional Content Area link
5. The Edit Link Element Menu opens
6. Select Disconnect Page from List
7. The Disconnect Page from Link Menu opens
8. Select the Page Section to remove
9. Select OK
10. The page reappears with the modifications
11. See Publishing a Single Change to publish the changes

Adding a Link to an Outside URL in a Page Section

1. Navigate to the page the needs modified
2. Select Open Page Section
3. Select Manage List of Pages/URLs/Files
4. The Edit Link Element Menu opens
5. Select Create and Connect Page
6. The Content Class Groups Menu opens
7. In the top section, select Content Components [GLOBAL]
8. In the bottom section, select Link to a Page or URL
9. The Edit Headline Menu opens
10. Insert the text to use for the link into the text box
11. Select OK
12. The page reappears with the modifications
13. Locate the new link
14. Select Link to Page or URL, the red dot with an underscore (_)
15. The Edit Link Element Menu opens
16. Select the Assign URL link
17. The Assign URL Menu opens
18. Insert Web site Address into the text box (Include the http://)
19. Select OK
20. The page reappears with the modifications
21. Select the Tasks button on the left-side menu
22. The Select Tasks Menu opens
23. Select the 1 Edit Pages link
24. The Search Results Menu opens
25. Select the newly created link
26. Select the Submit Selected Pages to Workflow button.
27. See Publishing a Single Change to publish the changes

Adding a Link to an Internal Page in a Page Section

1. Navigate to the page the needs modified
2. Select Open Page Section
3. Select Manage List of Pages/URLs/Files
4. The Edit Link Element Menu opens
5. Select Create and Connect Page
6. The Content Class Groups Menu opens
7. In the top section, select Content Components [GLOBAL]
8. In the bottom section, select Link to a Page or URL
9. The Edit Headline Menu opens
10. Insert text to use for the link into the text box
11. Select OK
12. The page reappears with the modifications
13. Locate the new link
14. Select Link to Page or URL, the red dot with an underscore (_)
15. The Edit Link Element Menu opens
16. Select the Reference Page link
17. The Page Search Menu appears
18. Search for the page to link to by typing the title in the Headline field, or add more search criteria at the bottom and search by Page ID.
19. Select Start
20. The Search Results appear.
21. After locating the correct page, select the page title
22. The page reappears with the modifications
23. Select the Tasks button on the left-side menu
24. The Select Tasks Menu appears
25. Select the 1 Edit Pages link
26. The Search Results Menu opens
27. Select the newly created link
28. Select the Submit Selected Pages to Workflow button.
29. See Publishing a Single Change to publish the changes

Creating a New Page linked from a Page Section

1. Navigate to the page the needs modified
2. Select Open Page Section
3. Select Manage List of Pages/URLs/Files
4. The Edit Link Element Menu opens
5. Select Create and Connect Page
6. The Content Class Groups Menu opens
7. In the top section, select New - Foundation [GLOBAL]
8. In the bottom section, select Foundation (Main foundation template for all pages)
9. The Edit Headline Menu opens
10. Insert a title for the new page in the text box
11. Select OK
12. Select the Tasks button on the left-side menu
13. The Select Tasks Menu opens
14. Select the 1 Edit Pages link
15. The Search Results Menu opens
16. Select the newly created page
17. Select the Submit Selected Pages to Workflow button.
18. See Publishing a Single Change to publish the changes

Please Note: The new page will be published without any content. After following all of the steps above, see Editing Text Content to add content to the new page.

Adding a Link to a File in a Page Section

1. Navigate to the page the needs modified
2. Select Open Page Section
3. Select Manage List of Pages/URLs/Files
4. The Edit Link Element Menu opens
5. Select Create and Connect Page
6. The Content Class Groups Menu opens
7. In the top section, select Content Components [GLOBAL]
8. In the bottom section, select Link to a File
9. The Edit Headline Menu opens
10. Insert text to use for the link into the text box
11. Select OK
12. The page reappears with the modifications
13. Locate the new link
14. Select The File to Link To red dot next to the newly created
15. The Edit Media Element Menu opens
16. Select the Green Pencil
17. The Asset Manager Opens
18. Using the search function at the top of the window, begin typing the filename while leaving the asterisk (*) at the end
19. Select the Search button
20. Preview the file by selecting the icon, or select the filename to view document information
21. After locating the correct file, click on the filename, and select OK
22. The page reappears with the modifications
23. Select the Tasks button on the left-side menu
24. The Select Tasks Menu opens
25. Select the 1 Edit Pages link
26. The Search Results Menu opens
27. Select the newly created link
28. Select the Submit Selected Pages to Workflow button.
29. See Publishing a Single Change to publish the changes

Please Note: If linking to a file that is not listed in the Asset Manager, click Select from Local File System and locate the file to link to.

Rearranging Links in a Page Section

1. Navigate to the page the needs modified
2. Select Open Page Section
3. Select Manage List of Pages/URLs/Files
4. The Edit Link Element Menu opens
5. Select Edit Page Order
6. The Edit Page Order Menu opens
7. Select the Page Section to move
8. Select the Down (or Up) Arrow to move the link to the desired location
9. Select OK
10. The page reappears with the modifications
11. See Publishing a Single Change to publish the changes

Disconnecting Links in a Page Section

1. Navigate to the page the needs modified
2. Select Open Page Section
3. Select Manage List of Pages/URLs/Files
4. The Edit Link Element Menu opens
5. Select Disconnect Page from List
6. The Disconnect Page from Link Menu opens
7. Select the Page Section to remove
8. Select OK
9. The page reappears with the modifications
10. See Publishing a Single Change to publish the changes

Managing Online Services

Adding an Online Services to an Outside URL

1. Navigate to the Agency's front page
2. Select Open Right Box
3. Select Manage List of Services
4. The Edit Link Element Menu opens
5. Select the Create and Connect Page link
6. The Content Class Groups Menu opens
7. In the top Section, select Content Components [GLOBAL]
8. In the bottom Section, select Link to a Page or URL
9. The Edit Headline Menu opens
10. Insert the title of the Online Service into the text box
11. Select OK
12. The agency front page reappears
13. Locate the new link
14. Select Link to Page or URL, the red dot with an underscore (_)
15. The Edit Link Element Menu opens
16. Select the Assign URL link
17. The Assign URL Menu opens
18. Insert Web site Address into the text box (Include the http://)
19. Select OK
20. The agency front page reappears
21. See Publishing the Entire Site to publish the changes

Adding an Online Service to an Internal Page

1. Navigate to the Agency's front page
2. Select Open Right Box
3. Select Manage List of Services
4. The Edit Link Element Menu opens
5. Select the Create and Connect Page link
6. The Content Class Groups Menu opens
7. In the top Section, select Content Components [GLOBAL]
8. In the bottom Section, select Link to a Page or URL
9. The Edit Headline Menu opens
10. Insert the title of the Online Service into the text box
11. Select OK
12. The agency front page reappears
13. Locate the new link
14. Select Link to Page or URL, the red dot with an underscore (_)
15. The Edit Link Element Menu opens
16. Select the Reference Page link
17. The Page Search Menu opens
18. Search for the page to link to by typing the title in the Headline field, or add more search criteria at the bottom and search by Page ID.
19. Select Start
20. The Search Results appear.
21. Select the page to link to by selecting the page title.
22. The front page reappears
23. See Publishing the Entire Site to publish the changes

Adding an Online Service to a File

1. Navigate to the Agency's front page
2. Select Open Right Box
3. Select Manage List of Services
4. The Edit Link Element Menu opens
5. Select the Create and Connect Page link
6. The Content Class Groups Menu opens
7. In the top Section, select Content Components [GLOBAL]
8. In the bottom Section, select Link to File
9. The Edit Headline Menu opens
10. Insert the title of the Online Service into the text box
11. Select OK
12. The agency front page reappears
13. Locate the new link
14. Select The File to Link To red dot next to the newly created link
15. The Edit Media Element Menu opens
16. Select the Green Pencil
17. The Asset Manager Opens
18. Using the search function at the top of the window, begin typing the filename while leaving the asterisk (*) at the end
19. Select the Search button
20. Preview the file by selecting the icon, or select the filename to view document information
21. After locating the correct file, click on the filename, and select OK
22. The front page reappears
23. See Publishing the Entire Site to publish the changes

Please Note: If linking to a file that is not listed in the Asset Manager, click Select from Local File System and locate the file to link to.

Rearranging Online Services

1. Navigate to the Agency's front page
2. Select Open Right Box
3. Select Manage List of Services
4. The Edit Link Element Menu opens
5. Select Edit Page Order
6. The Edit Page Order Menu opens
7. Select the Online Service to move
8. Select the Down (or Up) Arrow to move the Widget to the desired location
9. Select OK
10. The front page reappears
11. See Publishing the Entire Site to publish the changes

Disconnecting Online Services

1. Navigate to the Agency's front page
2. Select Open Right Box
3. Select Manage List of Services
4. The Edit Link Element Menu opens
5. Select Disconnect Page from List
6. The Disconnect Pages from List Menu opens
7. Select the Online Service to remove
8. Select OK
9. The front page reappears
10. See Publishing the Entire Site to publish the changes

Managing I Want To's

Adding a Link to an Internal Page

1. Navigate to the Agency's front page
2. Select Open I Want To...
3. Select Manage "I Want" list
4. The Edit Link Element Menu opens
5. Select the Create and Connect Page link
6. The Content Class Groups Menu opens
7. In the top Section, select Content Components [GLOBAL]
8. In the bottom Section, select Link to a Page or URL
9. The Edit Headline Menu opens
10. Insert text of the I Want To into the text box
11. Select OK
12. The agency front page reappears
13. Locate the new link
14. Select Link to Page or URL, the red dot with an underscore (.)
15. The Edit Link Element Menu opens
16. Select the Reference Page link
17. The Page Search Menu opens
18. Search for the page to link to by typing the title in the Headline field, or add more search criteria at the bottom and search by Page ID.
19. Select Start
20. The Search Results appear.
21. After locating the correct page, click the page title.
22. The front page reappears
23. See Publishing the Entire Site to publish the changes

Adding a Link to an Outside URL

1. Navigate to the Agency's front page
2. Select Open I Want To...
3. Select Manage "I Want" list
4. The Edit Link Element Menu opens
5. Select the Create and Connect Page link
6. The Content Class Groups Menu opens
7. In the top Section, select Content Components [GLOBAL]
8. In the bottom Section, select Link to a Page or URL
9. The Edit Headline Menu opens
10. Insert text of the I Want To into the text box
11. Select OK
12. The agency front page reappears
13. Locate the new link
14. Select Link to Page or URL, the red dot with an underscore (_)
15. The Edit Link Element Menu opens
16. Select the Assign URL link
17. The Assign URL Menu opens
18. Insert Web site Address into the text box (Include the http://)
19. Select OK
20. The agency front page reappears
21. See Publishing the Entire Site to publish the changes

Adding a Link to a File

1. Navigate to the Agency's front page
2. Select Open I Want To...
3. Select Manage "I Want" list
4. The Edit Link Element Menu opens
5. Select the Create and Connect Page link
6. The Content Class Groups Menu opens
7. In the top Section, select Content Components [GLOBAL]
8. In the bottom Section, select Link to File
9. The Edit Headline Menu opens
10. Insert text of the I Want To into the text box
11. Select OK
12. The agency front page reappears
13. Select The File to Link To red dot next to the newly created link
14. The Edit Media Element Menu opens
15. Select the Green Pencil
16. The Asset Manager Opens
17. Use the search function at the top of the window, begin typing the filename while leaving the asterisk (*) at the end
18. Select the Search button
19. Preview the file by selecting the icon, or select the filename to view document information
20. After locating the correct file, click on the filename, and select OK
21. The front page reappears
22. See Publishing the Entire Site to publish the changes

Please Note: If linking to a file that is not listed in the Asset Manager, click Select from Local File System in the Asset Manager and locate the file link to.

Rearranging I Want To's

1. Navigate to the Agency's front page
2. Select Open I Want To...
3. Select Manage "I Want" list
4. The Edit Link Element Menu opens
5. Select Edit Page Order
6. The Edit Page Order Menu opens
7. Select the I Want To to move
8. Select the Down (or Up) Arrow to move the Widget to the desired location
9. Select OK
10. The front page reappears
11. See Publishing the Entire Site to publish the changes

Disconnecting I Want To's

1. Navigate to the Agency's front page
2. Select Open I Want To...
3. Select Manage "I Want" list
4. The Edit Link Element Menu opens
5. Select Disconnect Page from List
6. The Disconnect Pages from List Menu opens
7. Select the I Want to to remove
8. Select OK
9. The front page reappears
10. See Publishing the Entire Site to publish the changes

Managing Widgets

Adding Left Widgets

In order to maintain IN.gov's Design Standards, submit a request for a new widget to <http://webmasters.in.gov>. Please include a detailed description of the widget as well as any artwork the widget will contain.

Adding Right Widgets

In order to maintain IN.gov's Design Standards, submit a request for a new widget to <http://webmasters.in.gov>. Please include a detailed description of the widget as well as any artwork the widget will contain.

Rearranging Left Widgets

1. Navigate to the Agency's front page
2. Select Open Foundation Page Controls
3. Select Advanced Options
4. Select Edit Left Widgets
5. The Edit Link Element Menu opens
6. Select Edit Page Order
7. The Edit Page Order Menu opens
8. Select the Widget to move
9. Select the Down (or Up) Arrow to move the Online Service to the desired location
10. Select OK
11. The front page reappears
12. See Publishing the Entire Site to publish the changes

Rearranging Right Widgets

1. Navigate to the Agency's front page
2. Select Open Foundation Page Controls
3. Select Advanced Options
4. Select Edit Global Right Content
5. The Edit Link Element Menu opens
6. Select Edit Page Order
7. The Edit Page Order Menu opens
8. Select the Widget to move
9. Select the Down (or Up) Arrow to move the Widget to the desired location
10. Select OK
11. The front page reappears
12. See Publishing the Entire Site to publish the changes

Please Note: Please leave Online Service and FAQ widgets in their current positions in order to comply with IN.gov design standards.

Disconnecting Left Widgets

1. Navigate to the Agency's front page
2. Select Open Foundation Page Controls
3. Select Advanced Options
4. Select Edit Left Widgets
5. The Edit Link Element Menu opens
6. Select Disconnect Page from List
7. The Disconnect Pages from List Menu opens
8. Select the Widget that needs removed
9. Select OK
10. The front page reappears
11. See Publishing the Entire Site to publish the changes

Disconnecting Right Widgets

1. Navigate to the Agency's front page
2. Select Open Foundation Page Controls
3. Select Advanced Options
4. Select Edit Global Right Content
5. The Edit Link Element Menu opens
6. Select Disconnect Page from List
7. The Disconnect Pages from List Menu opens
8. Select the Widget that needs removed
9. Select OK
10. The front page reappears
11. See Publishing the Entire Site to publish the changes

Please Note: Please leave Online Service and FAQ widgets in their current positions in order to comply with IN.gov design standards.

Managing Left Navigation Items

Adding Tier 1 Left Navigation Items

A lot of thought and planning went into each agency's left navigation. Please contact your department head and get prior approval.

1. Navigate to the Agency's front page
2. Select Open Foundation Page Controls
3. Select Manage Main Navigation
4. The Edit Link Element Menu opens
5. Select Create and Connect page
6. The Content Class Groups Menu opens
7. In the top section, select Foundation [GLOBAL]
8. In the bottom section, select Foundation (Main foundation template for all pages)
9. Type the left navigation link name
10. Select OK
11. The front page reappears
12. See Rearranging Tier 1 Left Navigation Items to move the item to the appropriate position
13. See Publishing the Entire Site to publish the changes

Adding Tier 1 Left Navigation Items with Dropdowns

A lot of thought and planning went into each agency's left navigation. Please contact your department head and get prior approval.

1. Navigate to the Agency's front page
2. Select Open Foundation Page Controls
3. Select Manage Main Navigation
4. The Edit Link Element Menu opens
5. Select Create and Connect page
6. The Content Class Groups menu opens
7. In the top section, select Foundation [GLOBAL]
8. In the bottom section, select Foundation (Main foundation template for all pages)
9. Type the left navigation link name
10. Select OK
11. The front page reappears
12. Select the newly created Tier 1
13. Select Open Foundation Page Controls
14. Select Add Sub Navigation
15. The Edit Link Element menu opens
16. Select Create and Connect page
17. The Content Class Groups Menu opens
18. In the top section, select Structural Components [GLOBAL]
19. In the bottom section, select Sub Navigation
20. Select OK
21. The page reappears
22. Select Manage Sub Navigation
23. The Edit Link Element Menu opens
24. Select Create and Connect Page
25. The Edit Headline Menu opens
26. Type the text for the new Tier 2 link
27. Select OK
28. The front page reappears
29. Select the newly created Tier 1
30. Select the newly created Tier 2
31. See Editing Text Fields to add content
32. See Rearranging Tier 2 Left Navigation Items to move the item to the appropriate position
33. See Publishing the Entire Site to publish the changes

Rearranging Tier 1 Left Navigation Items

A lot of thought and planning went into each agency's left navigation. Please contact your department head and get prior approval.

1. Navigate to the Agency's front page
2. Select Open Foundation Page Controls
3. Select Manage Main Navigation
4. The Edit Link Element Menu opens
5. Select Edit Page Order
6. The Edit Page Order Menu opens
7. Select the Left Navigation Item to move
8. Select the Down (or Up) Arrow to move the Left Navigation Item to the desired location
9. Select OK
10. The front page reappears
11. See Publishing the Entire Site to publish the changes

Adding Tier 2 Left Navigation Items

A lot of thought and planning went into each agency's left navigation. Please contact your department head and get prior approval.

1. Navigate to the Agency's front page
2. Locate the Tier 1 link that includes the dropdown to modify
3. Select Open Sub Navigation
4. Select Manage Sub Navigation
5. The Edit Link Element Menu opens
6. Select Create and Connect Page
7. The Edit Headline Menu opens
8. Type the text for the new Tier 2 link
9. Select OK
10. The front page reappears
11. See Rearranging Tier 2 Left Navigation Items to move the item to the appropriate position
12. See Publishing the Entire Site to publish the changes

Rearranging Tier 2 Left Navigation Items

A lot of thought and planning went into each agency's left navigation. Please contact your department head and get prior approval.

1. Navigate to the Agency's front page
2. Locate the Tier 1 link that includes the dropdown to modify
3. Select Open Sub Navigation
4. Select Manage Sub Navigation
5. The Edit Link Element Menu opens
6. Select Edit Page Order
7. The Edit Page Order Menu opens
8. Select the Left Navigation Item to move
9. Select the Down (or Up) Arrow to move the Left Navigation Item to desired location
10. Select OK
11. The front page reappears
12. See Publishing the Entire Site to publish the changes

Releasing/Publishing

Publishing a Single Change

1. Finish making the change
2. Select the Actions link
3. The Page Actions Menu opens
4. Select Release Page
5. Select the Actions link
6. The Page Actions Menu opens
7. Select the Publish Page link
8. Select the Publish all following checkbox
9. Select HTML_APACHE_PROD and HTML_APACHE_TEST
10. Select OK

Please Note: If you do not see Release Page on Step 4, your agency has a workflow in use. At this point, select Submit Page to Workflow and you are finished. It will be up to the approver to accept the change and publish.

Publishing the Entire Project

There are two reasons why you would need to publish the entire project.

- You make a change to the left or right navigation areas, or
- You make multiple changes across the entire site

If you have performed either of the above, follow these steps:

1. Finish making the change(s)
2. Navigate to the Agency's front page
3. Select the Tasks button on the left-side menu
4. The Select Tasks Menu opens
5. Select the # Edit Pages link, the number will vary with the amount of changes made across the site
6. The Search Results Menu opens
7. Select the modified elements to publish
8. Select the Submit Selected Pages to Workflow button.
9. Select Open Foundation Page Controls
10. Select the Actions link
11. The Page Actions Menu opens
12. Select the Publish Page link
13. Select Publish all following pages, and Publish related pages
14. Select HTML_APACHE_PROD and HTML_APACHE_TEST
15. Select OK

Please Note: If after selecting Submit Selected Pages to Workflow (Step 8), you see your pages waiting for release by other users in workflow, your agency has a workflow in use. At this point, you are finished. It will be up to the approver to accept the change and publish.