

## RedDot Advanced Guide

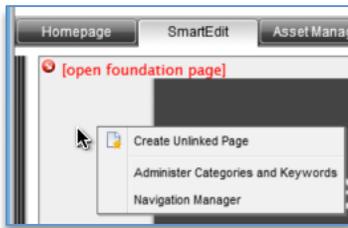
Mar. 2012  
Instructional Technology

This Document will help you to create new web pages in RedDot, add new content blocks and reorder the navigation bar, as well as deleting content blocks and web pages. You must use a PC with Internet Explorer to create, reorder and delete web pages.

### Accessing Navigation Manager

*The Navigation Manager allows users to create and edit pages on the website.*

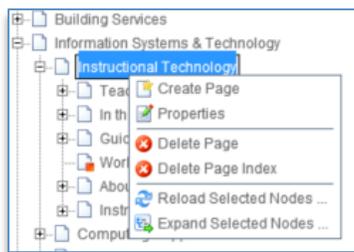
1. **Log in to RedDot**, <http://publish.law.berkeley.edu/cms>
2. **Right-Click empty space near Foundation RedDot**. A Context Menu will appear.



3. **Click Navigation Manager**. The Navigation manager window will pop up.  
**Note:** The Navigation Manager is like a file system. By clicking on the small nodes next to pages [+], you can reveal pages that are underneath them.

### Create a New Web Page

1. **Open Navigation Manager**.
2. **Open Nodes [+]** to locate where you want to add new web page.  
**Right-Click on the name of the page you want to add a new web page to**. A context menu will appear. **Warning: Do not add a page directly under “Home”**.



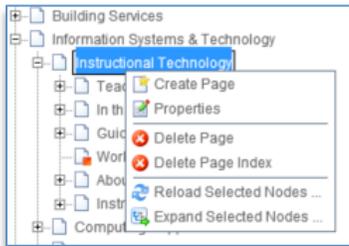
**Tip:** To add a new page under Admission, right-click on the name Admissions. You must right-click the name and not the page icon.

3. **Click “Create Page”**. A list of templates will appear.
4. **Click Circle next to the template you want to use**.  
**Tip:** Most pages use, “Foundation Interior with Standard Body Content”. If you are a center choose, “Foundation – Centers with Standard Body Content”.
5. **Type name of page in Headline field**.  
**Note:** The Headline is usually what show up as the top name of a page.
6. **Click “OK” button**. Your new page has been created.

## Delete a Web Page

1. Open Navigation Manager.
2. Open Nodes [+] to locate page you want to Delete.
3. Right-Click on the name of the page you want to Delete. A context menu will appear.

**Warning: Do not delete pages that belong to other departments.**



4. Click “Delete Page”. Delete page window will appear to confirm deletion.
5. Click “Yes” button. The page has been deleted.

## Moving and Reordering Web Pages

1. Open Navigation Manager.
2. Open Nodes [+] to locate the page you want to move.
3. Click page name.



4. Click up or down arrows to reorder, located on the far right.  
To move page to another part of the website, click and drag the page to another section of the website.

## Add Content Blocks to a Web Page

Each page in RedDot is made up of Content Blocks. Some content Blocks can take up an entire page, and other content blocks can be small columns. Every closed RedDot  is a content block on a page. Content blocks can have multiple RedDots inside them. For example, a page can have a two column content block template. Each column can also have it's own unique content block. Most pages though are made with only one content block. **Warning: Home pages for sections (i.e. admissions, centers) must get permission from Communications to change their appearance.**

1. Log in to RedDot.
2. Click “Smart Edit” tab.
3. Navigate to your web page.
4. Click Foundation page RedDot, located in the top left corner of the web page. The RedDot will open and new Red Dots will appear.

5. Click “Add/Remove/Sort Main Body Content Blocks” RedDot, located below the yellow navigation bar. The “Edit Link” Window will appear.



6. Click “Create and Connect Page”. The List of Content Classes will appear.



7. Located Desired Content Class and Click it. The Edit Headlines box will appear.  
**Tip:** Commonly used content blocks include, Standard Body W/Image, Two Column and Three Column options.
8. Type Descriptive name into the “Enter the headline” field.
9. Click “OK” button. The new content block will appear as an open red dot on the page.

## Reorder Content Blocks on a Web Page

*New Content blocks (AKA RedDots) will appear at the top. Follow these instructions to reorder them.*

1. Log in to RedDot.
2. Click “Smart Edit” tab.
3. Navigate to your web page.
4. Click Foundation page RedDot, located in the top left corner of the web page. The RedDot will open and new RedDots will appear.
5. Click “Add/Remove/Sort Main Body Content Blocks” RedDot, located below the yellow navigation bar. The “Edit Link” Window will appear.



6. Click “Edit Page Order”. The Edit Page Order Box will appear.



7. Click the content block you want to move.



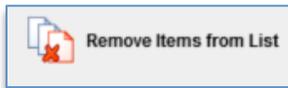
8. Click the Up and Down Arrows to reorder it.
9. Click “OK” button.

## Delete Content Blocks on a Web Page

1. **Log in to RedDot.**
2. **Click “Smart Edit” tab.**
3. **Navigate to your web page.**
4. **Click Foundation page RedDot**, located in the top left corner of the web page. The RedDot will open and new Red Dots will appear.
5. **Click “Add/Remove/Sort Main Body Content Blocks” RedDot**, located below the yellow navigation bar. The “Edit Link” Window will appear.



6. **Click “Remove Items from List”**. The Edit Page Order Box will appear.



7. **Click box next to content block you want to remove.**
8. **Click “OK” button.**