This guide contains proprietary information. It is the express property of Suffolk University, and is intended exclusively for use by Suffolk University employees who are authorized to enter content on the Suffolk University Web Site and its subsidiary Web sites. This document is not for distribution in any form outside the University.
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Part One: Getting Started

Before you begin

This manual applies to the New England School of Art & Design at Suffolk University Web site, www.suffolk.edu/nesad/. Other manuals apply to the Suffolk University Web site, The College of Arts & Sciences site, the Sawyer Business School site, and all sub-sites residing on Suffolk University Web servers that are edited using the Red Dot Content Management System (CMS).

While these sites and sub-sites represent various schools and areas of the University, each is a part of the larger whole, and reflects upon all others. The University administration and the schools have agreed to follow certain policies, procedures, and conventions that support the unique position, audience, and purpose of each, while demonstrating the unity of the whole.

Many of these conventions are maintained or supported through the technologies that allow members of the NESAD community to post and edit content. Others are based upon existing conventions of text and page formatting as they exist on the NESAD site, The Chicago Manual of Style, The Web Style Guide Edition 2, and upon University-accepted usage.

All Web pages and the formatting of content on those pages follow consistent, predetermined formats, as described in this manual.

Only those authorized by the appropriate Web Administrators may edit any area of the Suffolk University Web site. Such authorization is generally limited to a department or area for which the contributor is responsible. Authorization requires that contributors receive Web Services instruction in the tasks for which they are authorized, and that they conform to the methods and practices outlined in the following pages.

If you would like editorial access to an area of the site, have questions about your authorization, or if you have questions or suggestions regarding any information in this manual, please contact your Web Administrator, listed at the end of this manual.

Note: Periodically, addenda to this manual will be distributed to all authorized contributors. They should be kept with the manual, and any changes should be noted, with regard to future editing, and, where appropriate, to existing Web pages.

This manual will be updated from time to time, which will be indicated by the version number. This manual is Version 1.1, and was published on March 8, 2007.

We encourage you to take notes in this manual, but do not edit or amend the manual at any time. If you would like to request any change to the manual, contact your Web Administrator, listed in the Addendum.

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Using the Content Management System

The NESAD Web site is managed by a Web Content Management System (CMS). This allows contributors to the site to enter content and even create new pages using a WYSIWIG (What You See Is What You Get) interface, without having to enter html code. The CMS also automates many tasks.

The site uses Templates to create new pages. Each Web page must have at least two parts:

- A Template, or Foundation Page, which includes the header, footer, navigation for the page, and various other page elements. This acts as a container, or shell, for...
- A Content Page, which holds the page content. Every Foundation page must have a Content Page.

In addition to the CMS system, the NESAD site utilizes Cascading Style Sheets, or CSS. This determines the look of the text and other elements of a page. For example, the CSS formats body text and each header with a specific font, in a specific size and color. This maintains the visual consistency of the site, and allows for future modifications to the site on a universal basis.

If you format your text, and other page elements, according to the conventions provided to you, your pages will continue to be viable even if the design of the site changes. If you don’t follow these conventions, for example, by changing a font size, you will need to reformat every one of your pages manually whenever there is a design revision.

Accessing the site

The tool you will use to enter and edit content on the Suffolk University Web site is the Red Dot® Content Management System (CMS). You can use the Red Dot CMS on a PC or on an Apple® (Macintosh) computer.

1. Open Firefox if you’re on a Mac, or Internet Explorer if you’re using a PC.
2. In the address bar, enter this address: http://srv-ganymede /cms
   (You may want to bookmark this address for easier access.)
3. Enter your user name and password.
4. Click the “Start” button.

Note: If you are working on a Mac, you will need to use Mozilla Firefox®. If you work on a PC, you will need to access the CMS through Microsoft’s Internet Explorer®. Any other browser will not function properly. You can only access Red Dot from a computer that is inside the University Firewall.

Warning: Never give your password to anyone. If someone else uses your password to access the system, anything they do will be attributed to you. If you don’t know your password, or need to reset it, contact the Web Administrator responsible for your area, posted in the Addendum.
You will be taken directly to a start page appropriate to your editorial responsibilities.
You will see a number of red dots on the page.

**Navigating the Site**

1. From here, you can navigate to any page in the web site. All the menu links and text links work, so you can navigate all through the site, just as you would when visiting the site in a regular web browser.

2. When Workflows are in place, each content provider is authorized to work in a specific department or area. This means that you will only be able to edit pages for which you have been authorized. If you click on a red dot on a page outside your area, a message will appear telling you that you are not authorized to edit this page.

3. When working in Red Dot, try to remember not to use the navigating tools in your browser toolbar, such as the “Back” button. It won’t always work, but more importantly, it could cause your work to be lost, or your files to become corrupted.

On the next page, you’ll see the NESAD home page as it appears in RedDot.

---

**Note:** If you are using Firefox, you may find that the formatting of the page is not appearing as it should. Disregard this, and continue to the page you will be working on…. this is not an issue on the live site.

Each of the red dots on the page is an edit point, although you will probably not use all the available options.

**Warning:** Never edit the home page without authorization. The home page is very complex, and it is the heart of the site.

Any error in editing the home page can cause the entire NESAD site to crash.
4. Sometimes, you will find that you can’t get to one place from another. If that happens, just click on the SmartEdit button on the gray left-hand menu, and it will return you to your starting page.
Sample NESAD Web Page

This sample is a Level 4 page. Level 1 is the NESAD Home Page. If you look at the left hand navigation on this sample page, you can see the various page levels. Note that Level One does not appear here— that level is reserved exclusively for the NESAD home page.

Admission Requirements | Degree Requirements | Curriculum | Course Descriptions | Pre-Graduate Accelerated Summer Program (PGAS) |

Masters of Arts in Graphic Design

We live in an increasingly visual society and everyday we are showered with images, products, to support politicians and their platforms, to see the movie or read that book, music to blend in a certain way. Graphic designers have considerable power to influence the way we not only perceive people, products and issues, but are continuously persuaded and informed.

The Master of Arts program is designed for students who wish to pursue a pre-professional program, concentrating in the study of Graphic Design. The program is designed for students who already possess a Bachelor of Fine Arts (BFA) degree in Graphic Design, and who wish to expand their knowledge of the issues confronting the professional graphic designers, as well as learning the design and research skills required of the successful practitioner. Applicants without a BFA in Graphic Design may apply to the program, but significant pre-baccalaureate coursework may be required.

Program Objectives

1. To provide students with the informational, conceptual and technical skills needed to attain both excellence in design and a fulfilling career as a graphic designer.

2. To provide a forum for advanced study and research in graphic design beyond the baccalaureate level from a NASAD-accredited institution.

3. To provide students with a balanced approach to design, equally emphasizing theory and practice in order to develop both creative problem-solving and professional skills.

4. To provide students with a comprehensive background in aesthetics and design concepts, which will be uniquely qualified to do as a Graphic Design program within a school of art & design.

5. To provide an opportunity to gain exposure to international design and a multicultural tradition through study abroad at Suffolk’s Medford and Dolbeau campuses and abroad.

For more Information, please contact:

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Tel: (617) 573-3269
Fax: (617) 994-4300
Email: mara@ Suffolk.edu
Knowing which level you’re on is particularly important when you create new pages, as they are created from the navigation—levels two, three and four in the left hand nav, and level five at the top of the page, as shown.

In this example, you can also see the various elements that make up a typical page. Using the tools and techniques described in this guide, you should be able to create pages, and to enter, edit, and format text in a manner that is consistent with the current site. Look at the pages that are within the same navigation, at the same level, to determine which formatting is most appropriate. There may be differences in formatting on different areas of the site.

As you discover how to create and modify NESAD Web pages, you may want to refer to this example again.
Part Two: Editing an Existing Page

Editing the Subtitle and Opening the Text Editor

1. In the CMS system, navigate to the page you want to edit.

   **Hint:** In Red Dot, all the navigational tools should be fully functional:
   - Links above and below the graphic page header
   - Left-hand navigation
   - Hypertext links in the body copy

2. Click on the ![edit content] red dot above the text subtitle.

3. The page will refresh, and, in the body text area, you’ll see some new red dots. For this part of the edit, we will only use the two indicated here:

   ![edit top nav]

   ![edit content]

We wanted to know why people chose The New England School of Art & Design at Suffolk University (NEDAUS). So, we asked some of our students. Here’s what they said.

**Challenging**

“I wanted to attend a college that had a very strong art program, but not attend just an art school. I wanted to have the ability to take liberal arts classes, too. Suffolk and NEDAUS offered the best of both worlds because I would be around a lot of people with similar interests and I could also come to the Fine Arts building and be around other artists.”

We wanted to know why people chose The New England School of Art & Design at Suffolk University (NEDAUS). So, we asked some of our students. Here’s what they said.

**Challenging**

“I wanted to attend a college that had a very strong art program, but
Editing the Subtitle

1. To edit the subtitle at the top of the text area, select [click to edit subtitle].

2. Type the new subtitle, as you want it to appear, in the text entry box that opens. Note that, as in the example below, the subtitle should always include the page name as it appears in the menu. In this case, additional text elaborates on that title, but does not change the meaning.

![Subtitle Example](image)

**Hint:** At the bottom of this screen, you’ll see a character counter that keeps track of the number of characters as you type. That number is much higher than you’ll want to use. By previewing the completed page (more later), you’ll be able to see if your title is too long to fit comfortably. If your page title extends to two lines, you should consider making it shorter.

3. Proofread carefully, and then click OK to enter the text on your page.

Opening the Text Editor

1. To enter or edit body text, click on [click to edit the text below]. The text editor will open. If you are working on a Mac (and using Firefox), the FCKeditor will open. If you are working on a PC (and using Internet Explorer) the RedDot Text Editor will open.
The Mac Text Editor

This is the FCKeditor you’ll see on the Mac. In the section on Entering and Editing Copy using the FCKeditor, you’ll find a detailed illustration and description of all the buttons on the menu.

Not all of the icons on the current toolbar should be used, and in the future, some may become unavailable.

In Parts Three and Four below, you’ll learn how to enter, edit, and format text on a Mac. Read these sections carefully, and reference them frequently. If you do not follow these instructions, your page may malfunction for someone using a different computer or web browser.
The PC Text Editor

This is the Red Dot Text Editor you’ll see on the PC. In the section on Entering and Editing Copy using the RedDot Text Editor, you’ll find a detailed illustration and description of all the buttons on the menu.

In Parts Five and Six below, you’ll learn how to enter, edit, and format text on a PC. Read these sections carefully, and reference them frequently. If you do not follow these instructions, your page may malfunction for someone using a different computer or web browser.
Part Three: Entering and editing copy on the Mac

There are three ways to enter copy:

- Type directly onto the page
- Copy text from a Microsoft Word or other text document
- Copy text from an existing web page

You can use any of these methods to edit your copy as well. For example, you can edit copy directly, by typing on the page. You can also add or replace copy by cutting and pasting, as described below.

**Note:** Be certain that you understand the instructions for each procedure before you proceed. Failure to follow these directions could cause your page—or your entire site—to fail.

How to enter copy directly

1. Type your copy on the blank page before you. At this stage, do not format your copy in any way, other than to separate headers, subheads, and paragraphs by a return, using the **Enter** key. Your copy will look like this:

   This is paragraph text. See that it appears in a single font. The font you see is not what you will see later, when the copy appears on the final page, but don’t worry about that now.

   A subhead

   This is more text, in another paragraph.

   And here’s another paragraph.

   Another subhead

   More text, and so on, and so on.

2. Spell-Check and proofread your text.
3. Skip to Part Four to learn about formatting in the RedDot CMS system.

How to enter copy from a Web Page, Word or other text document

1. With your FCKeditor window open, open the Web Page or other source document that contains your content.
2. In the source document, highlight the text that you want to copy to the web page, and select Edit>Copy or use the Command+C shortcut.

Minimize the source document on your screen so you can see your Red Dot page.

**Hint:** You might not want to close the source document window completely. You’ll probably find it useful as a reference when you format your page in the Red Dot Text Editor.

3. Position your cursor where you want to place the text, select use the Command + V shortcut to paste your text.

4. There may be times when the Command +V won’t paste text directly into the Text Editor. In that case, you may want to use one of the Paste buttons on the top menu.

When you use this method, you may see a text entry box like this:

![Text Entry Box](image)

Enter your text into the box using the Command + V shortcut, and click OK.

5. The copy will appear on the page. If there were any hypertext links on your page, they will not be lost—you’ll see them reappear in the text editor. Be sure you check those links before you submit your page to workflow.

6. If there are text links or formatted text, such as headers and subheads, in your source page, they will not appear when you copy them into the text editor. Bulleted or numbered lists may appear with unusual characters in the Text Editor.
Part Four: Formatting Text on the Mac with the FCKeditor

The FCKeditor Tool Bar

The tools on the text editor appear to be similar to those you’ll find in Word, but there are important differences.

Note: Depending on your specific authorization and the specific type of content you’re editing, you may not see or be able to use all the tools you see here. DO NOT FORMAT TEXT USING TEXT COLOR OR SIZE COMMANDS, AS THESE WILL NOT MAINTAIN THE INTENDED DESIGN OF THE SITE.

1. View Source Code (The text editor creates its own HTML coding. Modifying this manually could potentially interfere with formatting when the page is viewed in another browser configuration. Use this option only if you are HTML-proficient, and be sure your code is accurate.)

2. Save (Closes Text Editor and transfers edited contents to Web Content Page.)

3. New Page (Do not Use.)

4. Preview

5. Cut

6. Copy

7. Paste, Paste as (unformatted) Text, Paste from Word

8. Print (Since text in the editor won’t show final formatting, this is not very useful.)

9. Undo - Redo

10. Find

11. Find and Replace

12. Select All

13. Unformat Text


15. Numbered and Bulleted Lists

16. Reverse Indent and Indent

17. Align Paragraph: Left, Center, Right, Justified

18. Create and Remove Text Link (Hyperlink)

19. Insert Picture

20. Insert Table

21. Insert Horizontal Line

22. Insert Symbol

23. Foreign Language Keyboard

24. Text Formatting; Body Text, Headers, etc.

25. Font (Using this will interfere with proper formatting of text in this system)

26. Font Size (Using this will interfere with proper formatting of text in this system)

27. Text Color (Do Not Use)

28. Background Color (Do Not Use)

29. Help
To make formatting easier, you may want to keep the Word or Web page you copied from available in another window.

The formatting of text in the new web site will be automatically determined by a system called Cascading Style Sheets, or CSS. Fonts, font color and sizes, and text placement, among other things, will be controlled by the CSS. You will still have a limited variety of options as to how you set up your page.

These options are available by using the tool bar at the top of the text editor. Note that some options shown on the toolbar should not be used.

In formatting text, headers and subheads, bullets and tables, you should follow the conventions that are currently in place on the NESAD site. These are different for the conventions used by the University, the College, and the Sawyer Business School.

**Note:** You should always spell-check and proofread your text before you format it. This will avoid having to make changes that may disrupt the formatting after you’ve spent the time to make your page look good.

After you’ve formatted your text, you should spell-check and proofread again. Errors can creep in at any stage of the process, but if they sneak through to the final page when it’s posted on the web site, they can be embarrassing to you and your department.

**Creating text Links**

You can create hyperlinks in your body copy. Be sure to follow the procedures outlined here, or your links will not work optimally.

**Hyperlinks to pages within the Suffolk Web site**

**Note:** Do not link to a page in the Suffolk web site with http://www.suffolk.edu/etc or create links to the old web site. A link you create to www.suffolk.edu is what we call an absolute link: once it’s clicked, the web browser leaves the page, searches the World Wide Web, and comes back into to our site. If you create a link to an existing page using Red Dot as outlined above, the link will lead directly to the page within our site, saving time for our visitors.

1. Highlight the word or words that will be your link, and click on the Insert/Edit Link button on the Text Editor Toolbar.

2. The Insert/Edit Link screen will pop up. To find the page you want to link to, click on the page icon that follows the href bar.
3. If you know the name of the page, enter that in the Headline box. You may also search for a word or group of words in the text, or the page ID. To search for the page ID or other searchable features, click on the down arrow in the Search Criteria field, select the criteria you want to use with the green plus sign, and enter the criteria in the new field that will appear. Note that some fields will have optional delimiters, such as Equal To, Greater Than, or Less Than to help you narrow your search. If you use the page ID, be sure the Headline and Search Text boxes are empty, or you may not find the page you want.
Links to pages outside the Suffolk Site

1. To Link to an external site, highlight your text as in the above example, and click on the link icon.

   **Note:** Check to be sure that there are no extra spaces when you highlight your text so that only the text you intend shows as a link.

2. Enter the URL into the URL text box, beginning with www. If the link is long, you might want to open it in another browser, and then copy the URL from the address window to avoid making mistakes. When you’re sure it’s right, click OK.

3. Whenever you link to a page outside the Suffolk Web site, you must select a target window. This causes the page to open in a separate window, like a pop-up. If you don’t the visitor may not be able to navigate back to your site.

   In the Link editor, select Target after you’ve entered the URL, select the Target tab. In the drop-down menu that opens, select New Window (_blank). Do not name the target frame. Click OK.
Links to an email address

If you want to create a link to an email address, you can select email in the drop down window for link type. This will open a window that will allow you to fill in the email address to link to, as well as the subject field, so you can preset that as well.

Tables
Sometimes, it's best to put information into tables. To create a table, click on the table icon. Select the number of columns and rows, and, if you want to show just the horizontal lines of the table, enter 0 (zero) for border width.
Adding Images using FCKeditor

To add a picture to your content page, select the Picture Icon in the Toolbar. The Image Properties window will open.

1. Click on the dotted line button to the right of the URL field to open the selection window. If your image has been loaded into the Asset Manager, select Select image from server and click OK. (Skip to the Section on Using the Asset Manager, Inserting a Picture.)

If your image is on your computer, select Select image from local file system and click OK.
2. The browse window will open. Select Browse; navigate to the picture on your computer. Select the picture and click ok.

3. The browse window will reappear with the picture’s location in the text window. Click ok.

4. You will see a list of folders. Scroll down to NESAD, select it, and click OK. This will place the picture in the NSAD folder. All pictures on the web site must be in a folder in the asset manager.
5. The Image Properties will reopen with a preview of the picture. Adjust the width height, and other qualities as necessary to insert the picture, and click OK.

The Text editor will reopen with the picture. In addition, the image will be stored in the NESAD folder for future use.
This is sample text. I want to see a picture.

There, that was easy.
Part Five: Entering copy on the PC

There are three ways to enter copy:

- Type directly onto the page
- Copy text from a Microsoft Word or other text document
- Copy text from an existing web page

You can use any of these methods to edit your copy as well. For example, you can edit copy directly, by typing on the page. You can also add or replace copy by cutting and pasting, as described below.

**Note:** Be certain that you understand the instructions for each procedure before you proceed. Failure to follow these directions could cause your page—or your entire site—to fail.

**How to enter or edit copy directly**

1. Type your copy on the blank page before you. At this stage, do not format your copy in any way, other than to separate headers, subheads, and paragraphs by a return, using the **Enter** key. Your copy will look like this:

   ```
   This is paragraph text. See that it appears in a single font. The font you see is not what you will see later, when the copy appears on the final page, but don’t worry about that now.
   A subhead
   This is more text, in another paragraph.
   And here’s another paragraph.
   this is bulleted text
   this is bulleted text
   this is bulleted text
   Another subhead
   More text, and so on, and so on.
   ```

2. To Spell-Check your text, select this icon on the Text Editor Tool Bar: [ABC]. After you’ve run the spell checker, you should proofread your text.

3. Skip to Part 6 of this manual to learn about formatting using a PC in the RedDot CMS system.
How to enter copy from a Word or other text document

1. With your Red Dot Text Editor window open, open the Word or other text document that contains your content.

   In the text document, highlight the text that you want to copy to the web page, and select Edit>Copy. Minimize the Word document on your screen so you can see your Red Dot page.

   Hint: You might not want to close the Word document window completely. You’l probably find it useful as a reference when you format your page in the Red Dot Text Editor.

2. On the top menu, click on the button for pasting unformatted text, circled below in red. Never use any other method of pasting text into the Text Editor.

   Warning:
   - Never use this button (Paste formatted Text) to paste anything into the Text Editor.
   - Never use any shortcuts, such as Control+V to paste text into the text editor.
   - These will import formatting that may corrupt the underlying HTML code of your web page.
     - Your page may not function properly
     - The corrupt page may also cause other web pages in your Web site to fail, and take down your site.
     - In addition, bullets, numbering and other formatting copied from Word will not work as intended. Even if you can’t see the problem, there will be users with other browsers who may see your page as a mess.

3. The copy will appear on the page. If there were any hypertext links on your page, they will not be lost—you’ll see them reappear in the text editor. Be sure you check those links before you release your page to workflow.

4. If there were bullets or numbered lists in your original page, they will appear in the Text Editor as characters, not formatting. You should always correct this: Failure to do so will cause your page to display improperly.
Part Six: Formatting Text on the PC with the Text Editor

The tools on the text editor are similar to those you’ll find in Word, but there are important differences. The correct use of these tools is described in Section 4.

Note: Depending on your specific authorization and the specific type of content you’re editing, you may not see or be able to use all the tools you see here.

1. Open file options (Do not use)
2. Print
3. Cut and Copy
4. Paste (Never use this tool)
5. Paste Unformatted Text (Use this tool only when pasting)
6. Undo and Redo
7. Spell Check
8. Insert Symbols (Use sparingly)
9. Switch Text Direction (Do not use)
10. Unformat text (Removes bold, italic, or underline)
11. Bold, Italic, and Underline (See the rules for using these in Section 4)
12. Superscript and Subscript (Use only when absolutely necessary)
13. Font Re-size (Never use this tool)
14. BLOCKQUOTE (Indent a paragraph)
15. Bullets and Numbering
16. Table Tools
17. Text Head and Subhead Tools
18. Do Not Wrap Text (Do not use)
19. Remove/Add Hyperlinks
Bullets and numbering

The formatting of bullets and numbered lists will be removed when you copy them to the page as unformatted text.

Here’s how a bulleted list would look after being copied from Word and pasted (unformatted, of course) into the Text Editor:

Notice that there appear to be bullets and numbers. If you had copied from a Web page, the bullets might appear as asterisks (*). But in reality, there’s no actual formatting here. You’re seeing characters, not list-formatted numbers or bullets, and they won’t work the way you want them to on your web page.

Before you try to make these into properly formatted lists again, you’ll need to delete the numbers or bullets:

1. Place your cursor in front of the first letter of the first bullet or number. For example, the letter T in item 1.
2. Using the backspace button, delete everything until you get to the next character—in this case it would be the period at the end of the first paragraph. Your text would appear to run together like this:

   They are just characters. This is an item on a numbered list.

3. With the cursor now between the period and the cap T, create a paragraph return using the Enter key.
4. Repeat the process until you get to the end of the list (It’s a good idea to go further, actually—so you’re sure there’s a return between the last bullet and any text that follows.
5. Highlight the lines you want bulleted.
6. Click on the Bullet Button on the Tool Bar. You will be given a variety of options for bulleted and numbered lists. You can create additional bullets by using the return (Enter) key on your keyboard.

Note: If you need to make sub-bullets, position your cursor on the end of the bullet line above where it will appear, and select the bullet button again.
Hyperlinks to pages within the Suffolk Web site

1. Highlight the word or words that will be your link, and click on the Insert/Edit Link button on the Text Editor Toolbar.

2. The Insert/Edit Link screen will pop up. To find the page you want to link to, click on the page icon that follows the href bar.

![Insert/Edit Link screen](image)

The search menu will open.

3. If you know the name of the page, enter that in the Headline box. You may also search for a word or group of words in the text, or the page ID. When you know the page ID, you should enter it twice—in the From and To boxes.

**Hint:** Each Web page has a number that appears in the address window of your tool bar when you look at the page in a browser. (It’s actually the number of the foundation page, but that doesn’t matter here.) Since this is the easiest and fastest way to locate a specific page; you might want to find that number by opening another browser window.)
Note: Do not link to a page in the Suffolk web site with http://www.suffolk.edu/etc or create links to the old web site. A link you create to www.suffolk.edu is what we call an absolute link: once it’s clicked, the web browser leaves the page, searches the World Wide Web, and comes back into our site. If you create a link to an existing page using Red Dot as outlined above, the link will lead directly to the page within our site, saving time for our visitors.

Links to outside the Suffolk site

1. Highlight the word or words that will be your link, and click on the Insert/Edit Link button on the Text Editor Toolbar.

2. For links to pages outside the University site, you should enter the full web address into the href bar of the Insert/Edit Links menu. Include all information, as shown here:

http://www.google.com/

The best way to do this is to open that page in another browser window, copy it from the address bar at the top of the browser window, and paste it into place. A simple typo like the extra “o” in Google in the example above, or even incorrect capitalization (thispage.com, when it’s really ThisPage.com) will make the link inoperable, and frustrate your user.

Note: When you link to an outside site, the visitor is taken away from our site and, if they explore the target site for a while, may not be able to get back to our site. To avoid this problem, always enter “_blank” in the target window. (Don’t forget the underscore
3. Before you leave the page you’re working on, be sure you test all the links.

**Tables**

Sometimes, it’s best to put information into tables. When you copy a table from either a Word document or a web page, it will appear as text. On the toolbar, click the table button on the left side of the toolbar. A screen will pop up asking you how many rows, how many columns, and other information about the table. The only other information you need to fill in at this time is the width column, which you will probably want to appear at 100%.

You can use the following tools on the toolbar to adjust your table:

1. Insert a Table
2. Format a Table
3. Insert a row above or below
4. Delete a row
5. Insert a cell to the left or right
6. To delete a cell

These tools are identified on the Text Editor Tool Bar illustration.
Part Seven: Using the Asset Manager

Linking to a PDF (PC only)

The CMS system stores images and PDF files in a separate area from pages: The Asset Manager.

If you want to put an image on your page, or link to a PDF file, go to the Asset Manager.

**Note:** Images require special formatting. If this is not done, the image may be larger than your entire page, causing it to malfunction.

1. Highlight the text that you want to use as your link in Text Editor.

2. Click on the Insert/Edit Link symbol, on the toolbar. The Insert/Edit Link menu will open.

3. Click on the “Insert File Link” icon.

4. From the next menu, select files from server, and click OK. Do not select a file from “Local File System.” If you do, it will go into the wrong folder, and it will be deleted.
5. In the next menu, below, select Files.

This will bring you to a large menu.

6. In the upper portion of that menu, select Switch Folder

A list of folders will open in a new Media Asset Management Screen.

7. Select your folder from the list.

8. When you open your folder, you will see a number of images, each with a name, on the left side of the screen. On the right you will see instructions for previewing or selecting a particular file.
9. When you select the file by name, you will see all the information available about the file. If it is the one you want, Click OK.

10. The name of the file will appear in your “Insert/Edit Link Menu. Click OK. When you return to the text editor, you should see the link. As with all links, test it before you submit the page to workflow.

Note: It is possible to load PDF files from source other than your folder on the server. We ask for a number of technical reasons, that you do not load from anywhere other than your department’s Asset Manager Folder. If a file is not in your folder, please contact the appropriate administrator, as listed in the Addendum, for assistance.

Inserting a Picture from the Asset Manager (Mac and PC)

1. Using either text editor, select the Insert a picture option.

2. When the popup window opens, select Content Images. DO NOT SELECT ANY OTHER NESADSU FOLDER.

3. The Asset Manager will open. Select Switch Folder.
4. Scroll down the list of Content Images folders, select NESAD Content Images, and select the picture by clicking on its name. Click OK. If you are using a Mac, this will open the Image Properties box, and you should proceed as explained in the FCKeditor section of this manual.

If you are on a PC, the picture will appear in your text editor.
Part Eight: Creating a New Page

How pages are created

To create a new level two, three, or four Web Page, begin with the left hand menu of an existing Web page.

In the CMS, Web pages, and the left-hand menus that link to them, are generated automatically. When you add a page title to the left-hand menu, the system creates a new Web page. It also updates the menu on any Web page where it belongs.

Before you start, you should understand that all the Web pages on a Web site are on “levels.” As you saw in the sample web page at the beginning of this manual, a standard web page can have level two, three, and four links in the left-hand navigation, and level five links in the nav under the page’s graphic header. You should only use the [edit top nav] red dot at the top of the web page with explicit authorization.

Only two links, NESADSU Home and Request More Information appear in this navigation.

You can, however, create new pages from levels two, three, and four in the left hand navigation, or from the level five navigation.
Creating a new Web page

The first step in creating a new Web page is the creation of a foundation page.

1. Begin by navigating to the page that is, in the hierarchy of your site, directly above the page you want to create.

2. If you want to create a new level 2 Web page, you begin by clicking on the red dot [edit LEFT NAV]. This will open up the following red dots:
   - [end editing LEFT NAV]
   - [add, sort, delete links]

   It is unlikely that you will ever need to create a level two page.

   If you want to create a new level three or four Web page, you begin by clicking the [manage sub nav] under the page where you want it to appear.
   - [end managing sub nav]
   - [edit sub nav] will open.

   In either case, the procedure is essentially the same. Because you’re most likely to be editing sub nav, we’ll use that as an example.

3. Click on the red dot for [edit sub nav].

   The Edit Link Element menu will open.

4. Select Create and Connect Page. This step will automate the creation of a link in the navigation, and the page you want to create at the same time. This way, your page is connected (by a navigation link) to the Web site. You can only make pages that are connected to the site through the navigation.

5. The Edit Headline menu will open. Type in the name of the page. Be sure you overwrite the “Foundation ######” that appears in the menu, or that will become the name of your page in the navigation. Be sure to eliminate any blank spaces at the end of the name.
6. Your page will open again, and you will see the name of your page in the left hand navigation. Click on the name of the page and the new foundation page will open.

7. Select edit structure to begin building the page.

More red dots will appear on the page:
Establishing the Section Identifiers for the page

The location of any page on the NESAD site is visually identified by the header image, the link color, and the arrow color. For example, the Master of Graphic Arts page shown in the sample page uses graphic_design for its header image, as do all graphic design pages, and it uses light green for the link and arrow colors, as do all pages in the Programs and Degrees section of the NESAD site.

1. Select [click to edit the link color for this page] to edit the link color.

   The Edit Element 'opt_color' menu will open:
2. Select the color that is appropriate for the area of the Web site in which the page is located. For example, all pages under Admission use orange, and all pages under Programs and Degrees use Light Green.

3. To select a color for the link arrow, click on [click to edit the color of the link arrow]. This will bring you to the NESAD Images folder in the Asset Manager. Click on the name of the appropriate arrow—to match the selected link color—then click OK.

**Insert Header Image**

To insert an image at the top of the page, select [click to edit the large image]. This will bring you to the Asset Manager NESAD Image Folder. All header images use the same formatting, so it is important that you select the correct image. To preview the image, click on the thumbnail, and it will open in a new window. To insert the image, click on the name of the image, below the thumbnail, then select OK.

**Add content to your page**

All Web pages must have content, and the only way to add content to a Web page is to add a Content Page within your foundation page.

There are eight different classes, or types, of Content Pages, each with specific design characteristics, and a specific purpose. The Content Classes are:

- Faculty_Staff
- Gallery Index
- Gallery Item
- Newsletter
- Photos_Events
- Programs_Degrees
- Students_Graduates
- Text Only
The Content Class you will use most often will be Text Only. Do not use any other content class without prior approval of your Web Administrator.

1. To Add a Content Page, click on
   [Add/Edit Main Section Landing Page Content (Will Not Appear in the Green Top Navigation)]
   The Edit Link Element menu will open.
2. Select Create and Connect Page.
3. A list of Content Classes will open:
4. Select Content-Text_Only.

Note: Each content class has different characteristics or features, and is used for a different purpose. The Content Class you will use most often is Text Only Content. If you wish to use any other content class, check with your Web Administrator.

5. In the Edit Headline Menu, highlight the area following Content, and add the name of the foundation page, as it appears in the navigation. So the content page for the Masters of Arts in Graphic Design would be Content – Masters of Arts in Graphic Design.
You will be returned to your foundation page, where you will see red dots for content and subtitle entry,

6. To Enter the subtitle, click on [click to edit the subtitle] and enter the name of the page as it will appear on the site. The Subtitle should be identical to the name of the foundation page, which is the name that appears in the left-hand navigation.

7. To enter body copy, click on [click to edit the text below], then enter and format copy as described in Parts 3 and 4 for the Mac, using the FCKeditor, or Parts 5 and 6 for the PC, using the RedDot Text Editor.

**Adding Level Five Links**

If you are working on a Level Four page, it may need to add additional sub-navigation—Level Five pages. These appear at the top of the page... not in the left-hand navigation.

1. Click on the edit structure red dot.

2. To add these links, click [create, remove, or sort top nav links]. As you’ll see when you mouse over this red dot, a set of instructions will pop up, directing you to create and connect a page:

   ![Diagram of adding Level Five links]

   This will take you into the same process you used to create a new Content page and select the Content – Text Only option. The link to the page will appear in the top navigation:
3. To build this next page, just navigate to the page by clicking on the link and begin the construction process as on the previous page. You can add fifth-level navigation from a fourth level page, or from another fifth level page, and the link will automatically appear on the related fourth and fifth level pages.

Creating a FAQ Content Page

An FAQ-Style Jump Style Page is useful for long lists of frequently asked questions. This type of page allows you to put all the questions in a list at the top of the page, where visitors are most likely to find them, and then jumps them down the page to answer.

If you’ve never used a FAQ page before, find one on the Suffolk Web site to get a sense of how it works.

The primary use of a FAQ page is to answer questions that are frequently asked of your department. If the visitor can find the answers on the Web, it makes their search for information that much easier.

At the same time, if you just use the FAQ page to repeat material that’s already on your site, you’re creating a potential problem for your department—one that could, in some cases, result in legal liability. If you change the information on the regular web page, but forget to change it on the FAQ page, you will be posting contradictory and incorrect information. If you have a question that is already on your site, give a short general answer that contains a link to the page where the original information resides.

1. On the foundation page where your FAQ will reside, click [Manage body component(s)].
2. Select “Create and Connect Page” from the Edit links Menu.
3. On the List of Content Classes Menu that appears, select “FAQ-style jump list”.

4. Enter a headline, such as “FAQ style jump list for mydepartment.”

5. Open again. Select [Open and edit this content].

6. The page will refresh, and you will see this:

7. To add your first question, click on [Manage content nuggets].

8. The familiar “Link Element” menu will pop up. Select “Create and Connect Page.”

9. You will be prompted to create a headline for your question. This headline is actually the question, as you want it to appear on the page.
10. To add additional questions, click on [Open and edit this content] and then select follow the same procedure to create your next question and answer.

11. In addition to creating adding questions to your page, you can also change the order of the questions.
   a. Select [Manage content nuggets] again
   b. At the “Edit Link” menu, select “Edit Page Order.” This will open a list of the pages sub-nav.
   c. Select a page to highlight it, then use the up or down arrows to change the page order.
   d. When you’re satisfied with the order, click OK.

12. You can edit your questions, changing the question itself, and adding the answer that will appear with it, at any time during this process: for each question as you create it, or for all of your questions at one time. To learn how to add content to your questions or edit them, see Part Two: edit your Content.

13. When you finish creating, editing, and ordering your questions, you’ll see numerous pages in your Task menu. Don’t forget to submit all of them to workflow. You’ll find instructions for submitting pages to Workflow.
Part Nine: Submitting your pages to Workflow

Before a brochure or any other document the University sends out to the public is printed, it gets reviewed to make sure there are no errors. In fact, it may be checked several times by different people.

- Is it factual?
- Does it represent the University in an appropriate manner?
- If there are pictures, or other copyrighted materials, has permission been obtained to use them?
- Is everything spelled properly, and is it free of grammatical errors?
- Is everything aligned as it should be, and is all the spacing correct?
- Do the typeface, headers, and other formatting follow University guidelines?

These are just a few of the questions that must be addressed before any document is published.

In the same way, anything that is posted to the Suffolk Web site must be reviewed. In addition to these questions, we need to ask ourselves

- Does the page function properly?
- Is the copy concise, and broken into small blocks or “chunks” to help the reader find information?
- Are all the links working as they should?

Whenever, a new page is created or when an existing page is modified, it must meet all of these criteria before it can be published to your website. The approval process takes place within the workflow established for your area or department. Within that workflow, various individuals are assigned roles to assure the success of this process.

Workflow Roles

Each individual who has access to RedDot is assigned one of four specific roles. Each role has specific responsibilities. These roles are Author, Editor, and Publisher. In each department, one or more individuals may be assigned to a role, and, with rare exceptions, each individual will fill only one role. An additional role—that of Visitor—stands outside the workflow.

Note: In addition to understanding how to perform your role in the workflow, you should be familiar with the roles and procedures of others. An Editor or Publisher may need to function as Author on some occasions—and a broader understanding of the roles can help your workflow function more effectively.
Author

An Author enters content into the Red Dot system. In many cases, the Author isn’t the person who wrote the content. The Author may simply be cutting and pasting content (or creating new pages) at the request of someone else in the department.

Editor

An editor reviews the page after it is authored. If the page needs corrections, the Editor can return the page to the Author to have those corrections made. Generally, the Editor does not actually make the corrections on the page. If the editor does make corrections on the page, he becomes the author of record and cannot send the page back to the original author for revision.

If the Editor finds that the page is correct, he or she sends the page on to the Publisher.

Publisher

The Publisher reviews the page again. If changes need to be made, the page goes back to the Author, and starts the cycle again. If the publisher makes corrections on the page, he becomes the author of record and cannot publish the page or send the page back to the original author for revision.

If the page is ready to go live, the Publisher releases the page and it is published with the next publishing cycle, at 5am on weekdays. This schedule may change at any time.

Visitor

A visitor has access to view pages in the RedDot Content Management System, but he has no access to the red dots that enable adding or editing content. Sometimes, the person who originally wrote the content may not be part of the workflow, so Visitor status allows that individual to see the page and comment outside the workflow.

Standard Criteria for Reviewing a Web Page

Everyone who looks at the page—the Author who created it, as well as the Editor and Publisher—should review the content on each page before it is published. Of course, common sense will tell you a lot about whether a page is ready to be published, but, at a minimum, always keep these criteria in mind.

- Accuracy of information
- Spelling
- Grammar and punctuation
- Text formatting—All headers, subheads, body text, bullets and tables conform to Section Three of this Guide
• Respect for copyright—never use copyrighted material without explicit written permission. Remember, everything you find on the Web, including pictures, is protected by copyright.

• Pictures—are they of the appropriate image quality and size for the Web? Are they optimized so that they download quickly?

• Does everything align as it should on the Web page?

• Are sentences short and easy to read? Are paragraphs broken into easily scanned chunks? A paragraph that’s more than five lines long on the page is getting difficult to read.

• Are headers and subheads used to help visitors scan the text and find what they’re looking for?

• Is the page too long? A great page shows all its content without scrolling. If a page is longer than twice that, consider breaking it into two pages.

If all of these criteria have been met, and you feel that the page is ready to be posted to the web site, you can move it along to the next step in the workflow.

**Note:** If anything needs to be corrected the Editor or Publisher should send it back to the Author for correction. Note that, as an editor or publisher, you can edit a page, but the system will make you the author for that page.

### Submitting and Reviewing Pages

When a page is created, it is only available (visible) in the account of the person who is working on that document. By submitting your files into the workflow, you make them available to all RedDot users. Until a page is submitted, it cannot be reviewed or published to the live web site.

1. When you have one or more pages to submit to workflow, or you want to review pages as an Editor or Publisher, click on the Task button of the Red Dot left hand menu.
This will take you to the Selected Tasks window. Click on Edit Pages to open the Pages Saved as a Draft. Depending on your role, you may see different options in the Selected Tasks Window.

Each Author, Editor, and Publisher needs to monitor the Tasks to make sure that created and modified pages move appropriately through the workflow to be approved and published.

**The Author’s Role: Submitting and Correcting Pages**

As an author, you can submit pages you have created or edited. You can also correct and resubmit any pages that have been returned to you by the Editor or Publisher for your department or area.

If you want to submit a page, go to the Selected Tasks Window. Pages saved as draft are pages that you have authored, or that you have edited, in which case you will now be listed as the Author.
1. Click on the text circled above to open the list of pages waiting to be submitted. A list of all pages that have been saved as draft will open. You can change the display and sort options for this screen by clicking on the links at the top of the menu.

**Note:** When you create or modify a page, it will appear in your Selected Tasks menu as a draft page. This means that the page is still in your workspace, until you decide that you are finished making changes, and you are ready to submit it.

2. If a page is new, you can preview the page (click on the binocular icon), and if it’s revised, you can also look at the changes in redlining mode. (r icon).

3. To go back and change the page, click on the page name, and it will open.
4. To submit your page(s) to Workflow, either click on the check box to the right of each page you want to upload (left circle) or, if you want to submit all the pages on your list, click the “Select all entries of this results page” checkbox below.

You can also submit individual pages using the green checkmark icon to the left of the page name, or, if you have made a change that you don’t want to submit, you can cancel the change using the red “x” icon (Undo Changes).

**Note:** Remember that, even if you’ve only added one new Web page to your site, you may have several “pages” to submit. For example, you may have pages named “Pagename,” “Pagename Sub Nav,” “Pagename Content,” and “See Also for Pagename” (a right hand navigation element). Together, all of them make up the actual web page, and all of them should be submitted to workflow.

5. Then select Submit Selected Pages to Workflow.

If a page has been returned for revisions, you can open it from the “Select Tasks” window. A Rejection window will open, explaining why the page has been sent back for corrections.

1. To correct the page, click on the page name to open it. After you have made all the requested corrections, you can submit this page to workflow again.

**The Editor’s Role: Reviewing Pages for Content and Formatting**

The Editor reviews pages submitted to Workflow by an Author in his or her department or area.

**Note:** It is recommended that Editors do not circumvent the editorial process by making corrections to pages, as this will change the Editor to an Author within the RedDot system. The original Author will no longer be able to see the corrections, or to make further corrections until after the page is published.

An editor should review each page based on

- Correct formatting of the Foundation page and menus
New England School of Art & Design at Suffolk University
Web Content Provider’s Guide

- The accuracy of content
- The effectiveness of the copy
- Spelling, punctuation, and grammar
- Correct functioning of all hypertext and right hand column links
- The quality and appropriate sizing of images (if present)
- Its appropriateness for the Web
- Content formatting as specified in the Content Provider’s Guide Section Three

To begin reviewing pages, select Tasks in the left hand menu of the RedDot screen. The Select Tasks window will open. If there are pages waiting for release, they will be indicated in this window as well as any pages you have submitted for review, and pages you may need to correct.

**Note:** When you create or modify a page, it will appear in your Selected Tasks menu as a draft page. This means that the page is still in your workspace, until you decide that you are finished making changes, and you are ready to submit it. Until you submit the page to workflow, it’s only visible through your login account—you’re the only person who can see it. It will remain Saved as Draft until it is submitted to Workflow and released, which will make it visible to anyone who logs in to RedDot.

1. Select the Edit Pages text under “Pages waiting for release.”
A new window will open with a list of pages waiting for edit. In this example, the second page has been revised, while the remaining pages are new. In addition to a symbol in the left-hand page icon the redlining symbol appears on the right side.

To review a revised page, you can click on the binoculars to see the finished result, or the “r” icon to see the changes in redlining mode.

In some instances, you may need to look at the page in RedDot mode, to determine just what’s wrong with certain formatting errors. You can open the page by clicking on the name of the page, and then open the text editor. But be careful to click Cancel, not Save or OK to close out the text editor, or you will become the Author of the page, and you won’t be able to send it back for correction.

2. If a page needs changes, click on the red x icon for that page. A text window will open for your comments. Type in whatever instructions are necessary to help the Author make the required changes. If more than one person might have reviewed a page, it’s a good idea to identify yourself by name in closing.

3. When all of your changes are documented, click the OK at the bottom of the window, and the page will be sent back to the Author, who can then make the changes and resubmit the page.
4. If, after you’ve examined a page, it meets all the criteria for a good Web page, you can release the page to the Publisher, who will do a final check and then release the page for publication.

The Publisher’s Role: Reviewing and releasing for publication

The Publisher’s role is, in large part, like that of the Editor. A publisher reviews a page to make certain all of the criteria for the page are met.

A Publisher should review each page based on

- Correct formatting of the Foundation page and menus
- The accuracy of content
- The effectiveness of the copy
- Spelling, punctuation, and grammar
- Correct functioning of all hypertext and right hand column links
- The quality and appropriate sizing of images (if present)
- Its appropriateness for the Web
- Content formatting as specified in the Content Provider’s Guide Section Three

To begin reviewing pages, select the Task button in the left hand menu of the RedDot screen. The Select Tasks window will open. If there are pages waiting for release, they will be indicated in this window.

1. Select the Edit Pages text.
A new window will open with a list of pages waiting for review. In this example, the top page has been revised, while the remaining pages are new.
2. To review a revised page, you can click on the binoculars to see the finished result, or the “r” icon to see the changes in redlining mode.

   In some instances, you may need to look at the page in RedDot mode, to determine just what’s wrong with certain formatting errors. You can open the page by clicking on the name of the page, and then open the text editor. But be careful to click Cancel, not Save or OK to close out the text editor, or you will become the Author of the page, and you won’t be able to send it back for correction.

3. If a page needs changes, click on the red x icon for that page. A text window will open for your comments. Type in whatever instructions are necessary to help the Author make the required changes.

1. If, after you’ve examined a page, it meets all the criteria for a good Web page, you can release the page for publication, and the page will publish to the live server in accordance with the publishing schedule.
Web Administrators

The following are the Web Administrators for Suffolk University. If you have a question or request regarding Web pages for which you are responsible, please contact the Web Administrator appropriate to your area or department, as listed here.

- University Departments: Web Services  webadmin@suffolk.edu
- College of Arts & Sciences: Mark Rotondo, Sherri Miles, Mikhail Spivak
- Sawyer Business School: Teri Malionek, Nick Silva
- Suffolk University Madrid: Raul de la Fuentes Marcos
- Suffolk University Dakar: D. Dunham Rowley

News Administrators

If you would like to post a story or event on a News or Calendar page outside your department, or have your story featured on the University’s or your school’s home page, please contact the News Administrator for your area or department.

- University Departments: Office of Public Affairs  webnews@suffolk.edu
- College of Arts & Sciences: Sherri Miles
- New England School of Art & Design: TBA
- Sawyer Business School: Theresa Malionek
- Law School: Kara Peterson, Deb Beaudette
- Suffolk University Madrid: Raul de la Fuentes Marcos
- Suffolk University Dakar: D. Dunham Rowley
- Alumni: Jim Wolken Ellen Solomita
- Athletics: Brenda Laymance
- Adams Gallery: Nancy Kelleher
- Centennial: Nancy Kelleher
- Beacon Hill Institute: Frank Conte
- Political Research Center: Mariellen Norris & Dave Paleologos
- Performing Arts: TBA
- Student Activities: TBA
Glossary

Asset Manager
The server that holds files such as images and PDFs for use in the University site.

Body Text
The text that appears in the main part (or body) of a web page. Body text is automatically formatted for font, color, and size by Cascading Style Sheets (CSS), and should not be modified.

Cascading Style Sheet (CSS)
A computer language that provides a simple mechanism for adding styles (e.g., different fonts, colors, etc.) to a web document. The CSS sets styles across the site, such as headers, body text, tables, and bullets. By making a change in the CSS, a particular style can be modified instantaneously across the entire Suffolk Web site. The Suffolk style sheets managed by Web Services/UMS, and unauthorized users should not try to edit them.

Content Classes and Components
Content is held in a variety of “containers,” called Pages in the Red Dot Content Management System (CMS). Components are groups of different types, or Classes, of content holders. These are the various Content Classes you may find when you create a content page. Most Content pages use the generic or FAQ-style classes.

Content Management System (CMS)
A software system, usually web based, by which web sites are organized. A CMS system separates the visual presentation and content, allowing for consistent site-wide presentation through the use of templates. CMS systems allow content providers to participate in the collaborative creation and editing of content through a WYSIWYG content editing process.

HTML
Formatting language or code that is read by the browser to determine how a web page will appear. The HTML is invisible to anyone viewing the page.

Hypertext
A link within the body text of a page to another web page or document.

Left-hand Menu
The section of a web page that holds the main navigation links, allowing a user to find and move to other, usually related, web pages.

Navigation
1. Structure of a Web Site, as indicated by links, in one or more dedicated areas of the Web page. Suffolk University uses left hand navigation, with high-level navigation links in the header, and standardized links in the footer. Hypertext and right-hand column links may provide supplemental navigation. Ideally navigation is intuitive or obvious to the site visitor.

2. The act of navigating from one page to the next in a web site. Most visitors navigate through a web site looking for specific information, or a specific category of information.

Page
Generally, a page is a Web page—the combination of images, text content and navigation that appears when you click on a link. All web pages are identifiable by a unique address, or URL (Uniform Resource Locator).
In RedDot, a page is an editable element of the completed Web Page. There are several types of pages that can be used to create a Web Page.

**Content Page**
The component into which body text, and, in some instances images, are entered. Different types of pages perform different functions.

**Foundation Page**
The main component, or shell, of a Web page. The foundation page is the container for all other elements (pages) and generally includes the left-hand menu, header, and footer. A foundation page is always based on a pre-determined template. The address of the foundation page is the address of the Web page.

**Text**
A broad term for the words that appear on the Web Page.

**Formatted Text**
Text that contains styles such as bold, italic, links, indentation, bullets, etc. Text copied from a Word or other word-processor document contains formatting specific to that software. Text copied from a web page contains formatting specific to that web page. In either case, that formatting will conflict with the Red Dot formatting and cause the page to appear improperly in some browsers, or to fail.

**Unformatted Text**
Text that does not contain styles. Generally this text is stripped out of a copied document by copying it into the Red Dot Text Editor using the Unformatted Text button.

**Web Browser**
Software that interprets the markup of files in HTML, formats them into Web pages, and displays them to the user. Internet Explorer, Firefox, Netscape, and Opera are all browsers.

**Workflow**
A process that requires one or more levels of approval; in RedDot, draft pages are submitted to a workflow with predetermined levels by department: editor, author, approver.