

## APPENDIX 2

### RedDot Tutorial

RedDot can be a difficult program to use because there is no standard book or website to explain how to enter information and manipulate the page. SFA's University Webmaster Jason Johnstone is one of the only individuals on campus who knows how to manipulate RedDot because he attended a class. The following guide was developed throughout the construction of the website.

#### **Formatting**

To insert text on a page in RedDot, go to the desired page, click edit main text, type in text or copy and paste text from another document into the program. One issue that arises from copying and pasting, is that RedDot does not accept any formatting done in another document, so previous paragraph spacing, line spacing, font, and text size do not transfer into this program. To create a page with endnotes, begin on the page to be changed, and click "edit main text," paste text and endnotes from another document. Select the endnotes, copy them, and delete them. Paste them at the bottom of the document and format them by highlighting the endnotes and selecting one of the formatting options (this website uses Heading 5). Due to the fact that text does not retain its formatting when copied into RedDot, it is necessary to go through the endnotes and press enter after each entry in order to separate them. While these seem like unnecessary extra steps, this method retains the numbering from the original endnotes, otherwise all endnotes are numbered "1."

From that point, go through the document and highlight citation numbers one at a time and select super script, which appears as “x<sup>2</sup>” in the tool bar. Next select all of the endnotes and select the subscript tool, which appears as “x<sub>2</sub>” in the tool bar.

### **Inserting Pictures**

Another tip for RedDot is how to insert pictures into a page. It is very important to resize images to the estimated final size for the website before they are inserted in RedDot, because the program has a very basic resizing tool that can distort images. Resizing can be done in Photoshop but at times this formatting does not transfer, Microsoft Paint is often a simpler option and retains all formatting done.

After the text has been entered and formatted on the page, click the beginning of the paragraph where the photo is to be located. Next, click the Image tool, which appears as a mountain with the sun over it in the tool bar. Select the upload tab, in the image section click “select,” browse and choose the desired image, fill in the alternate text so that the picture has a title in the server, select a location for the picture by clicking the “image alignment” dropdown menu, and lastly select “insert.” To change the image alignment after it has been inserted in the page, right click on the image, select “edit image,” and select a new location from the “image alignment” dropdown menu. If necessary, resize the picture, though as little as possible to prevent distortion.

### **Linking Pages**

Another feature of RedDot is to link one page to another. To link pages, highlight the word or words to link and select the link option on the tool bar, which looks like a

chain. A screen will pop up, select “CMS,” “select,” under content type in a page name such as Sterne, click “start,” the program will search the pages on the server that contain this word in the title, select the appropriate page, and click “insert.”