
Training: Plans, Studies, and Projects (PSP) websites

- Tools
- Process/approvals
- Content
- HowTo

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Tools

Notes:

Key – Items with * are the bare minimum needed to get started.

The items below to be discussed in more detail in the HowTo section.

- * Software
 - * Expressions Web (EW) – Web editor
 - Order from BITS <http://dotnet/servicecatalog/procurement/pro-it-proc/form-get.htm>
 - Adobe Acrobat Professional (AAP) – File editor
 - Order from BITS <http://dotnet/servicecatalog/procurement/pro-it-proc/form-get.htm>
 - PDF creation/editing guidelines
 - <ftp://ftp.dot.wi.gov/dtsd/pubeditor/training/aa/pdf-guidelines.pdf> 
 - PDF checklist for creating/editing PDF files
 - <ftp://ftp.dot.wi.gov/dtsd/pubeditor/training/aa/pdf-checklist.pdf> 
 - * MS Office – File editor
 - * Notepad – Code stripper
 - Irfanview (IV) – Image editor <http://www.irfanview.com>
 - Download and install <http://download.cnet.com/IrfanView/?part=dl-IrfanView&subj=dl&tag=button>
- Distribution lists (DL), aka Lyris – Customers can sign up to receive project updates.
 - Info. and how to <http://dotnet/webauthor/hidden/pubeditor/howto/dl.htm>
 - Ex. <http://wwwdev2/projects/swregion/000-sw/dl.htm>
- In This Together (ITT) – Business customers can help their business not only survive, but thrive, during the construction project. They can promote it via this website by uploading their business information.
 - ITT website <http://wwwdev2/business/engrserv/itt/index.htm>
 - View [Content section, ITT website](#) for more details
- Online comment sheets (OCS), aka SelectSurvey – Allows customers to submit comments online.
 - <http://dotnet/bhrs/ems/selectsurvey.htm>
 - View [Content section, OCS](#) for more details
- QR codes – Bar codes that when scanned with mobile devices send customers to URL.
 - Info. and how to <http://dotnet/webauthor/hidden/pubeditor/howto/qrcodes.htm>
- Alias – Shorter, easier to remember, project URL/website address
 - View [Content section, Alias](#) for more details

* All Process/approvals

- Edits
 - Region Communication Manager (RCM), Project Manager (PM), or others request edits via
 - Email
 - PDF file of webpage/website
 - Word document
 - Handwritten
 - Verbally
 - RCM must approve all requested edits UNLESS they authorize you to work directly with someone else.
 - Edit website
 - Format check
 - Text
 - Images
 - Files
 - Spell check
- New sites <ftp://ftp.dot.wi.gov/dtsd/projects/docs/process-pspcreation.pdf>
 - Region Communication Manager (RCM), Project Manager (PM), or others request new website.
 - They OR you need to fill out and submit the new website online request
<http://2.selectsurvey.net/WisDot/TakeSurvey.aspx?PageNumber=1&SurveyID=ml3L558&Preview=true>
 - Paper version (used if online request is not working and to help gather new website info.)
<ftp://ftp.dot.wi.gov/dtsd/projects/docs/project-websiteinfo.doc>
 - Add content
 - Text
 - Images
 - Files
 - DL
 - ITT
 - OCS
 - Format check
 - Text
 - Images
 - Files
 - Spell check
 - RCM approval must be obtained on all new websites
 - When starting the new website creation process.
AND
 - On the final mock website, ALL pages and content, prior to sending for staging.
- Staging
 - When you send items for staging we assume you have ALL the necessary approvals in place THUS you are responsible for making sure they are.
 - Send staging requests
 - To DTSD Web Content Group (Greg Simonis and Kerstin LaBuda) via email
<http://dotnet/webauthor/hidden/pubeditor/docs/sr2dtsdwcg.off>
 - (OR if the DTSD Web Content Group is not available, then send to BITS Web Content Group via email <http://dotnet/webauthor/hidden/pubeditor/docs/sr-psp4rcms.off>)
 - Items to be staged
 - ALL pages, images, and file
 - Copy and paste their URLs into the email

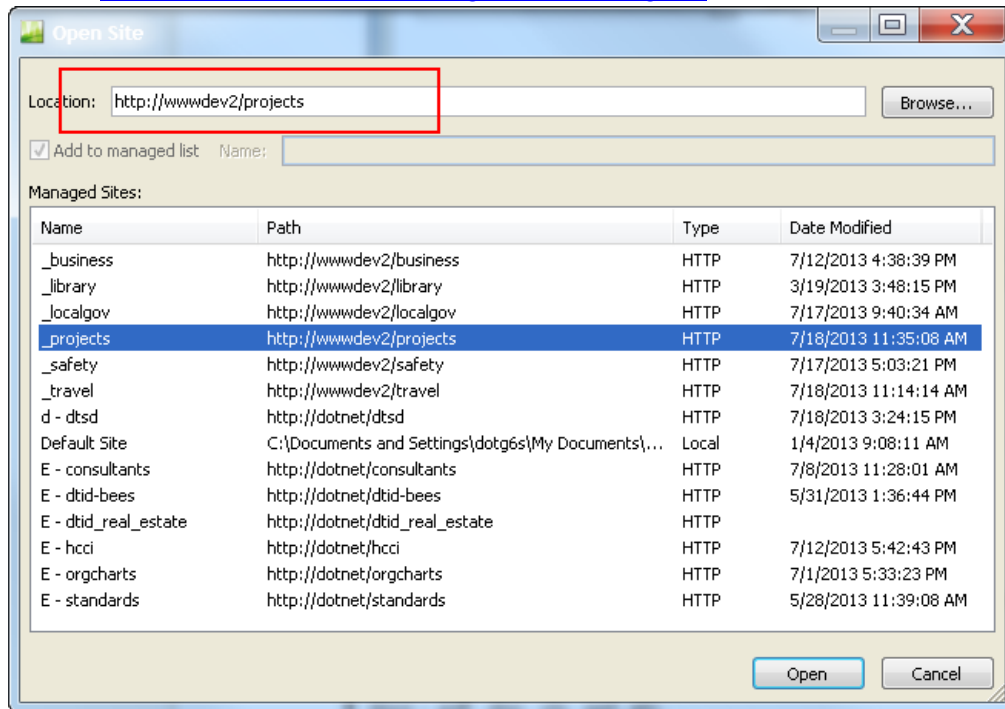
* Content

- * Template pages/sections (review in browser)
 - * Fast Facts <http://wwwdev2/projects/seregion/000-fastfacts-se/index.htm>
 - * Regular <http://wwwdev2/projects/seregion/000-se/index.htm>
- ITT website <http://wwwdev2/business/engrserv/itt/index.htm>
 - Ex. <http://wwwdev2/projects/seregion/000-se/bizlistings.htm>
 - Online info. sheet for customers to upload their business info.
<http://2.selectsurvey.net/wisdot/TakeSurvey.aspx?SurveyID=I22M978>
 - ITT, SE Region <http://wwwdev2/business/engrserv/itt/seregion/index.htm>
 - ITT, SE Region, Business listings <http://wwwdev2/business/engrserv/itt/seregion/28/index.htm>
- PDF files (see [AAP section](#) for details)
 - Creation/editing guidelines <ftp://ftp.dot.wi.gov/dtsd/pubeditor/training/aa/pdf-guidelines.pdf> 
 - Checklist <ftp://ftp.dot.wi.gov/dtsd/pubeditor/training/aa/pdf-checklist.pdf> 
- Online comment sheets (OCS), aka SelectSurvey
 - <http://dotnet/bhrs/ems/selectsurvey.htm>
 - Examples
 - [PSP, General comments](#)
 - [PSP, Alternatives comments](#)
 - [PSP, Environmental document comments](#) 0
- Alias – Shorter, easier to remember, project URL/website address
 - Info. and how to <http://dotnet/webauthor/hidden/pubeditor/alias.htm>
 - Ex.
 - Actual URL www.wisconsin.gov/000/index.htm Note - Replace 000 with actual website URL.
 - Alias www.000.dot.wi.gov Note - Replace 000 with alias name.

* HowTo

* Expressions Web (EW), basics [Handout – Training session 051414](#)

- * Setup/preferences **Note – Please set up your EW preferences prior to the training session.**
- * Accessing webs
 - Site/Open site
 - In the Location text box, type:
 - <http://wwwdev2/projects>
 - Once the site opens, navigate to your region <http://wwwdev2/projects/seregon/> and work ONLY in this folder.
 - <http://wwwdev2/business>
 - Once the site opens, navigate to your region <http://wwwdev2/business/engrserv/itt/seregon/> and work ONLY in this folder.

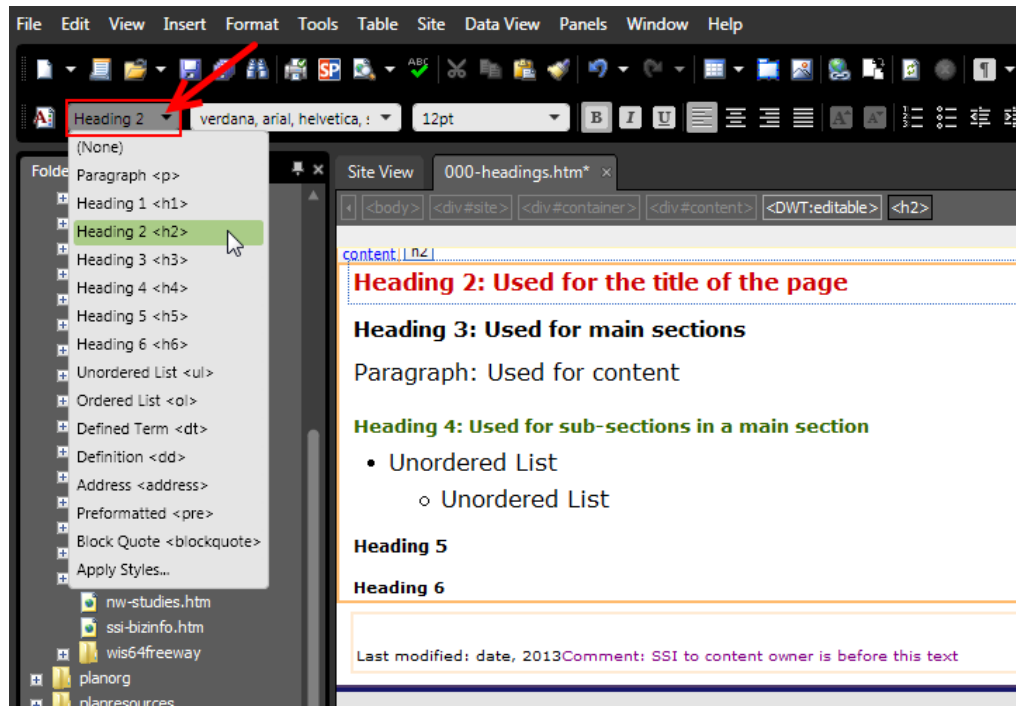


- * Working with existing websites
 - Text
 - **Note – DO NOT copy text from a document and paste directly into EW, it adds a lot of junk code.**
 - Ex. Text copied directly from document and pasted into EW - **Bad**

```
<div>
  <h2>General (Basics)<span <o:p></o:p> /span></h2>
</div>
<h3>Adding text</h3>
<p class="MsoNormal">Note - If text is copied from a document and
pasted directly into EW, a lot of junk code is added.</p>
```
 - **Note – DO copy text from a document into Notepad AND THEN copy the text from Notepad and paste into EW.**
 - Ex. Text copied from document into Notepad then copied from notepad into EW - **Good**

```
<p>General (Basics)<br />
Adding text<br />
Note - If text is copied from a document and pasted directly into
EW, a lot of junk code is added.</p>
```
 - Heading styles
 - Use on section headings

- There are several heading styles to choose from:



- Heading 2 (<h2>) - Page title, Red and bold **Heading 2**
- Heading 3 (<h3>) – Page sections, Black and bold **Heading 3**
- Heading 4 (<h4>) – Page sub-sections, Green and bold **Heading 4**
- Bullet points
 - Creating bullet and sub-bullet lists
 - Note – EW does not allow you to use the return key to go from a sub-bullet back to a main bullet.
 - If a bulleted list with sub-bullets is needed:
 - Add the main bullet points first using 
 - Then go back in and add the sub-bullets using the tab key or 
 - If a sub-bulleted item/list is already created, and there is a need to put a main bullet underneath it:
 - Go to the main bullet above the sub-bullet
 - Place your cursor at the start of the text and hit return. This should create a new main bullet point.
 - Select the sub-bulleted item/list and drag it to the new main bullet point just created.
 - Putting a paragraph/heading item under a bulleted list
 - Note – EW does not allow you to use the return key to add a paragraph/heading item under a bulleted item.
 - If there is a bulleted item/list and the need to put a paragraph/heading item underneath it:
 - Go to another part of the page with a paragraph/heading item
 - Place your cursor at the end of the text and hit return. This should create a new paragraph/heading item.
 - Select the bulleted item/list and drag it to the new paragraph/heading item just created
 - Creating a space after a bulleted list

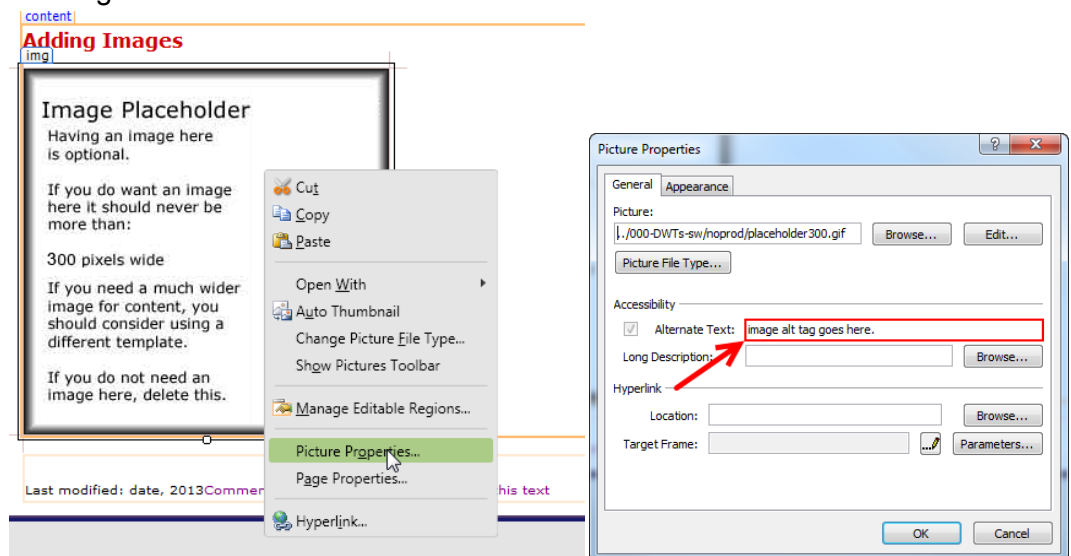
- Note – EW does not create a space between a bulleted list and a paragraph when viewed in the browser
- In order to create the space, go to Code view and find the end of the bulleted list
- Then after the closing unordered list tag `</ul>`, add a break tag `<br />`

```

</ul>
</li>
</ul><br />
<p>Thank you for your interest and assistance with this important
project.</p>

```

- Images (see [HowTo Irfanview](#))
 - Image size
 - Max. 200 pixels - Top right
 - Max. 300 or 500 pixels - Main content area (with two column template)
 - Resize using Irfanview (download <http://www.irfanview.com/>)
 - Free download and install
 - View [Irfanview How to document](#) 
 - Copy image file from computer to the project 'images' folder.
 - Add the alt text, brief description of the image.
 - In Design view:



- In Code view:

```

<h2>Adding Images</h2>
<p>
</p>

```

- Documents (PDF files)
 - Copy PDF file from computer to the project 'docs' folder.
 - See [AAP section](#) for details.
- * Folder/file names

Note – Do not create new folders! The DOT DTSD Web Content Group and/or the DOT BITS Web Content Group does this.

- Request new folders from the [DOT DTSD Web Content Group](#) and/or the [DOT BITS Web Content Group](#) (via the DOT IT Service Desk ticket system).
- New project folder name developed by DOT DTSD Web Content Group after discussion with RCM/PM.

- Standard folders in project folder
 - docs - .pdf, .doc, .xls, .ppt, etc.
 - images - .jpg, .gif, .png
 - av - .mp3, .mp4, .mov, etc.
- All lower case letters
- NO spaces, underscores, or funky characters
- Keep as short as possible (less than 12 characters NOT including the file extension (.htm, .pdf, etc.))
 - This helps keep URLs shorter, easier to remember, and easier to relay to customers.
 - Ex. bad – 3990publicinformationmeetinghandout.pdf
 - Ex. good – ho.pdf OR ho20140914.pdf
- * Adding new pages to an existing site

Note – **Do not create new pages!** The DOT DTSD Web Content Group and/or the DOT BITS Web Content Group does this.

 - Email request to [DOT DTSD Web Content Group](#) and we will add it in and fix the navigation file.
 - (OR if the DTSD Web Content Group is not available then the [DOT BITS Web Content Group](#) via the DOT IT Service Desk ticket system))
- * Prep for staging
 - Format check
 - Text
 - Images
 - Files
 - Spell check
 - Preview in browser using development server URL – <http://wwwdev2/projects/index.htm>
 - Fix any errant spacing
 - Verify all images have alt descriptions that pop up.
 - Verify all links work and go to where they should.
 - Verify that all file names are correct.
 - Update the Last modified footer date on all edited pages.
- Requesting new websites (view [Process/approvals New sites section](#))
- More EW info. <http://dotnet/webauthor/hidden/pubeditor/howto/ew.htm>

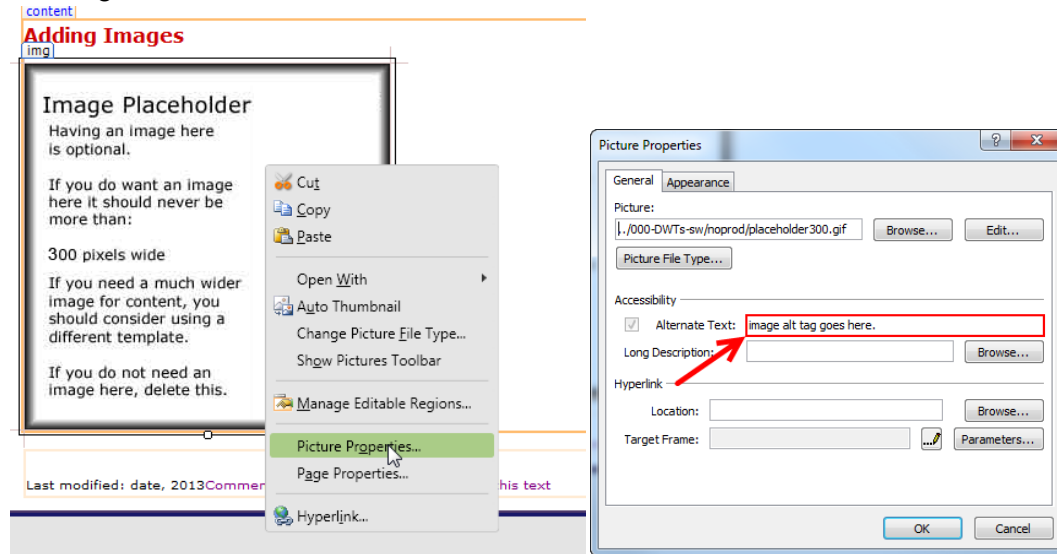
HowTo (continued)

Adobe Acrobat Professional (AAP)

- Creation/editing guidelines <ftp://ftp.dot.wi.gov/dtsd/pubeditor/training/aa/pdf-guidelines.pdf> 
 - Handling environmental documents
 - Standards (required)
 - Document properties (title, author, subject, and keywords)
 - Version
 - File size
 - Tagging
 - Fast Web View
 - Redaction
 - Text
 - Images
 - Links/Email addresses
 - Guidelines (recommended but not required)
 - Creation
 - MS Word Style formats/bookmarks
 - Conversion settings
 - Exporting maps
- Checklist for creating/editing PDF files <ftp://ftp.dot.wi.gov/dtsd/pubeditor/training/aa/pdf-checklist.pdf> 

Irfanview

- Resize images using Irfanview [Irfanview How to document](#) 
- Image size
 - Max. 200 pixels - Top right
 - Max. 300 or 500 pixels - Main content area (with two column template)
- Copy image file(s) from computer to the project 'images' folder
- Add Alt text
 - In Design view:



- In Code view:

```
<h2>Adding Images</h2>
<p>
</p>
```