

User Guide

Vermont Public Service Department Website

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How to log in to the content management system (CMS)

- Go to this address:
<http://publicservice.vermont.gov/user/login>
- Enter your username and password
- Click “Log in”

publicservice.vermont.gov/user/login

Tricks Projects Knowledge Thoughts Ref Tools Fun BHG Minds Ways Pers

VERMONT OFFICIAL STATE WEBSITE

STATE OF VERMONT

Department of Public Service

INFORMATION FOR CONSUMERS INFORMATION FOR UTILITIES QUICK LINKS

Home Publications and Resources About Us Efficiency Renewables Electric Telecommunications Connectivity Cable TV

LOG IN REQUEST NEW PASSWORD

USER ACCOUNT

Username *
Enter your Department of Public Service username.

Password *
Enter the password that accompanies your username.

LOG IN

- If you forget your password, click on the “Request New Password” link
- Follow the prompts from there

publicservice.vermont.gov/user/login

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Home Publications and Resources About Us Efficiency Renewables Electric Telecommunications Connectivity Cable TV

LOG IN REQUEST NEW PASSWORD

USER ACCOUNT

Username *
Enter your Department of Public Service username.

Password *
Enter the password that accompanies your username.

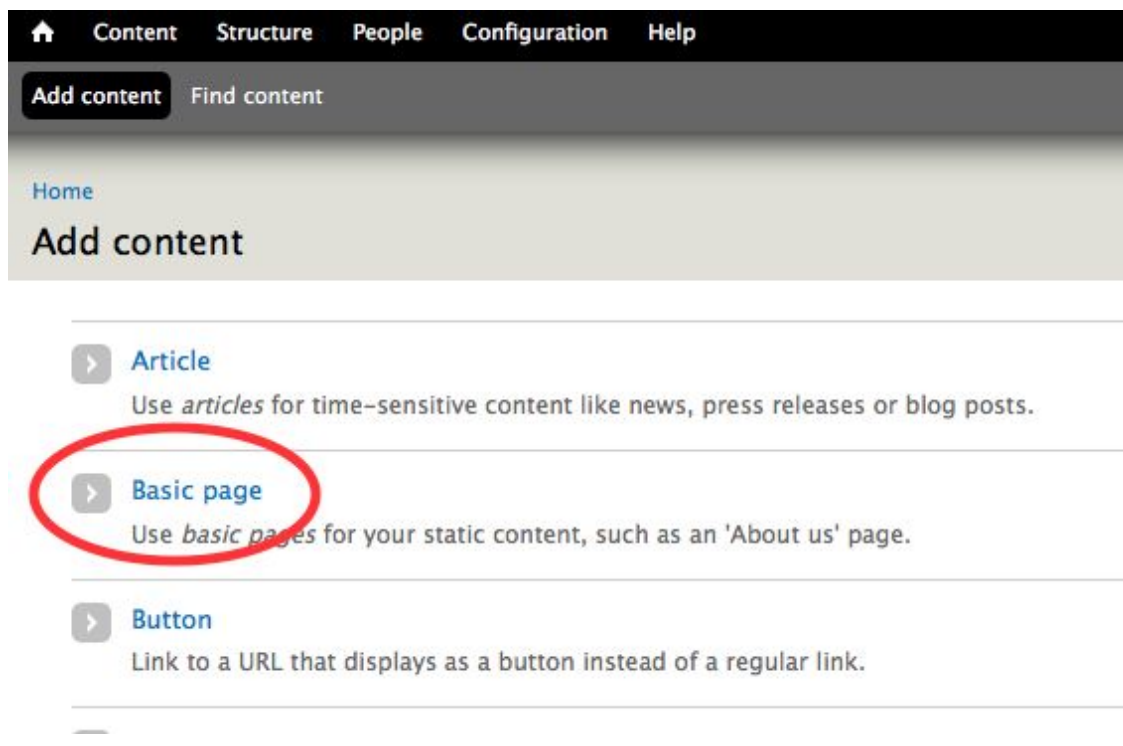
LOG IN

How to add a page

- Choose “Add content”



- Choose “Basic page”



- Enter title and body content

Home » Add content

Create Basic page

Title *

Residential Building Energy Standards

Body



Overview

The Vermont Residential Building Energy Standard (RBES) - 30 V.S.A. § 51 affects all new homes built after July 1, 1998.

New RBES revisions took effect in 2015 and apply to construction commenced on and after the effective date. RBES applies to all new residential construction, including additions, alterations, renovations, and repairs. The effective dates are as follows:

- Residential Building Energy Standard **Base** - March 1, 2015
- Residential Building Energy Standard **Stretch** (applies to all Act 250 projects) - December 1, 2015

- Scroll to the options at the bottom of this view
- Check “provide a menu link”
- Enter title that should appear in menu
- Choose menu parent item

Menu settings

Residential Building Energy Standards

URL path settings

Automatic alias

Revision information

New revision

Authoring information

By irkeepin@gmail.com

Publishing options

Not published

Provide a menu link

Menu link title

Residential Building Energy Standards

Description

Shown when hovering over the menu link.

Parent item

-- Efficiency

- Click on the “URL path settings” tab
- Uncheck “Generate automatic URL alias”
- Enter the URL alias as follows:
 - While keeping the window you are working on open, open a new browser window and go to the parent page of the one you’re creating. (For example: the parent page for “Transportation Goal 1” is “Transportation & Land Use” and the URL for the Transportation & Land Use page is http://publicservice.vermont.gov/energy_efficiency/transportation_landuse).
 - Copy only the portion of the URL after “http://publicservice.vermont.gov/” (For example, “energy_efficiency/transportation_landuse”).
 - Paste that portion of the URL in the “URL alias” field (See Exhibit 9). Insert a forward slash at the end (for example, “energy_efficiency/transportation_landuse/”).
 - Choose a short, descriptive word or phrase that best reflects your new page. Type it onto the end of the URL you are creating (for example, “energy_efficiency/transportation_landuse/transportation_goal1”). Use only lowercase letters and separate words with an underscore.

Note: As of September 2016, it appears some users do not have sufficient access permissions to carry out this step. Hopefully this situation will be remedied soon, but, in the meantime, it is okay to skip this step if you cannot see the “URL path settings” tab.

Menu settings
Residential Building Energy Standards

URL path settings
Alias: energy_efficiency/rbes

Revision information
New revision

Authoring information
By irkeepin@gmail.com

Publishing options
Not published

Generate automatic URL alias
Uncheck this to create a custom alias below.

URL alias
energy_efficiency/rbes/

Optionally specify an alternative URL by which this content can be accessed. For example, type "about" when writing an about page. Use a relative path and don't add a trailing slash or the URL alias won't work.

Save Preview

- Click on “Publishing options”
- Check “Published” if you’re ready for this page to be live. Leave it unchecked if you want to leave it unpublished for now.
- Click “Save”

The screenshot shows the Drupal publishing options interface. On the left, there is a sidebar with several sections: "Menu settings" (Residential Building Energy Standards), "URL path settings" (Alias: energy_efficiency/rbes), "Revision information" (New revision), and "Authoring information" (By irkeepin@gmail.com). The "Publishing options" section is highlighted with a red circle and contains a "Published" checkbox. A red arrow points from this section to the "Published" checkbox in the main content area. The main content area has a "Published" checkbox checked and circled in red, with two other options: "Promoted to front page" and "Sticky at top of lists", both unchecked. At the bottom, there are two buttons: "Save" and "Preview". The "Save" button is circled in red.

Menu settings Residential Building Energy Standards	<input checked="" type="checkbox"/> Published
URL path settings Alias: energy_efficiency/rbes	<input type="checkbox"/> Promoted to front page
Revision information New revision	<input type="checkbox"/> Sticky at top of lists
Authoring information By irkeepin@gmail.com	
Publishing options Published	

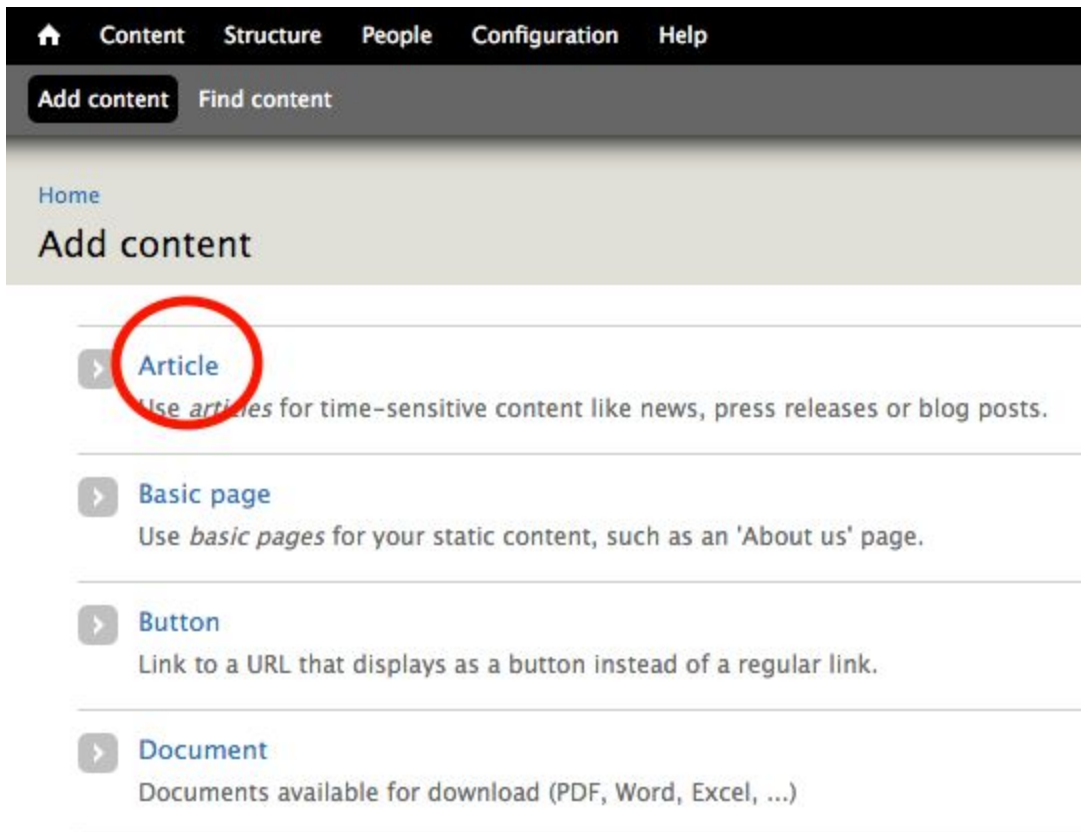
Save Preview

How to add an article (announcement or RFP)

- Choose "Add content"



- Choose "Article"



- Enter title, summary, and body content
- Note: the title and summary will display on the page that lists all announcements or RFP's. The title and body will display on the main page for this article. The summary does *not* display on the main page for this article.

Title *

Cable Television and Telecommunications Expert Services

Summary *

Vermont Public Service Department Request for Proposals for Cable Television and Telecommunications

[Switch to plain text editor.](#)

Text format

Filtered HTML

[More information about text formats](#) ?

- Web page addresses and e-mail addresses turn into links automatically.
 - Allowed HTML tags: <hr> <a> <code> <dl> <dt> <dd> <p> <h2> <h3> <h4> <h5> <h6> <div>
- Lines and paragraphs break automatically.

Body



Vermont Department of Public Service RFP for Cable TV and Telecommunications Expert

The Vermont Department of Public Service, which represents the public interest and Vermont ratepayers in utility cases before the Vermont Public Service Board (Board), federal regulatory agencies, and state and federal courts, is seeking proposals from qualified entities for telecommunications expert services related to a petition from Comcast for renewal of its Certificate of Public Good (CPG) to operate a cable television system in Vermont. The Board is the cable franchising authority for the entire State of Vermont, and under Vermont law, cable operators are required to renew their CPGs every eleven years. The Board has opened

- Select the category you'd like to assign this article.
- Currently, available categories are "Announcements" and "Requests for Proposals"

Category *

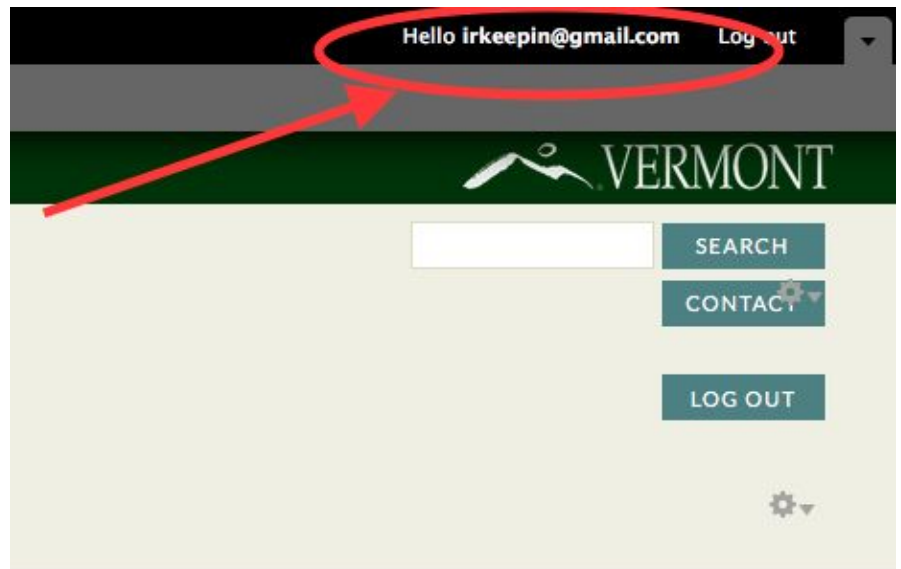
Requests for Proposals

- Check “Published” if you’re ready for this article to be live. Leave it unchecked if you want to leave it unpublished for now.
- Click “Save”

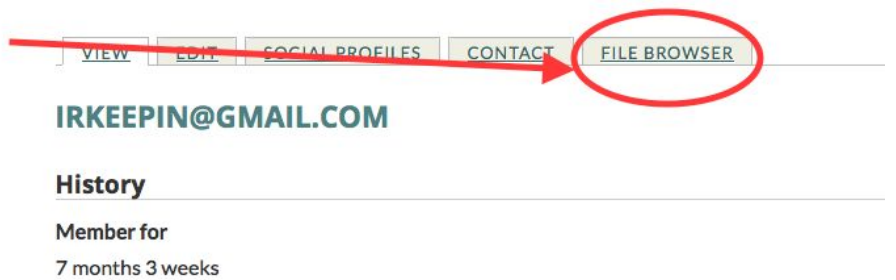
The screenshot shows a web interface for managing an article. On the left, there are three stacked panels: 'URL path settings' (Automatic alias), 'Revision information' (New revision), and 'Authoring information' (By irkeepin@gmail.com on 2015-11-09 00:42:47 -0500). Below these is a 'Publishing options' section with the 'Published' checkbox checked. To the right of the panels are three more checkboxes: 'Promoted to front page' and 'Sticky at top of lists', both of which are unchecked. At the bottom, there are three buttons: 'Save', 'Preview', and 'Delete'. Red annotations include a circle around the 'Published' checkbox, a circle around the 'Save' button, and two red arrows: one pointing from the 'Published' checkbox to the 'Save' button, and another pointing from the 'Save' button to the 'Published' checkbox.

How to add a file to the server

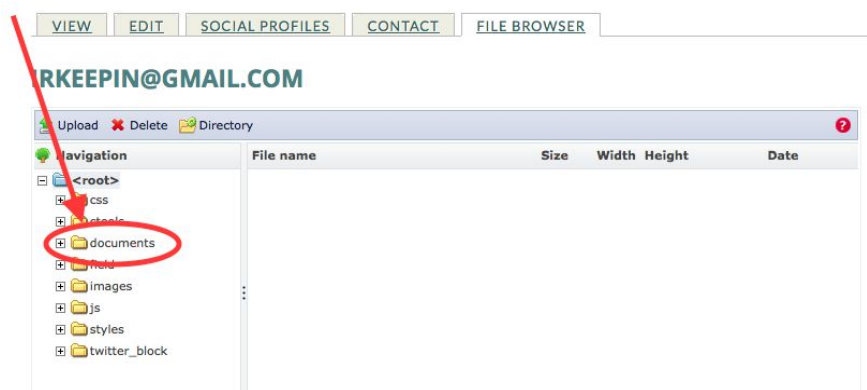
- Click on your account name in the upper right



- Click on the "File Browser" tab



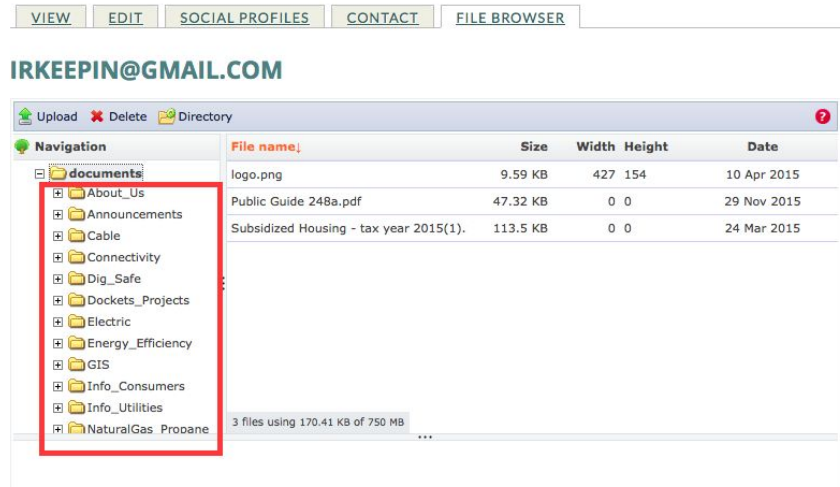
- Open the "Documents" folder



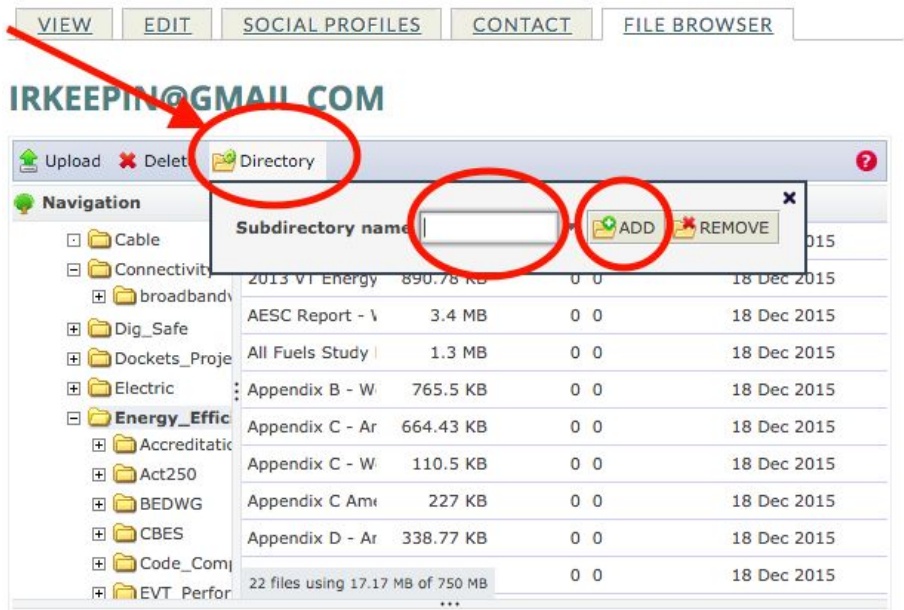
- All files should be stored in a subfolder of the “Documents” folder.

- Navigate to the subfolder that is most appropriate to the topic of your file.

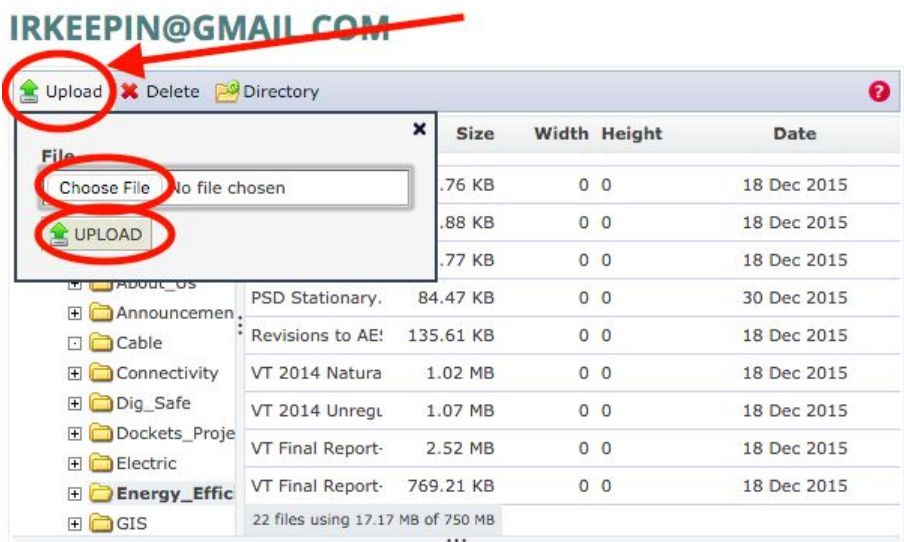
- **If you don’t see the full list of folders** click on whatever folder is listed at the top of your view. This can refresh the list and display more folders.



- If you can’t find an appropriate folder, please create a new folder in the parent folder that seems most appropriate.
- To do this, first click the Directory tab
- Then enter a name for your folder and click “Add”.
- If all else fails, there is a “general” folder for general use.
- Please avoid placing documents directly in the Documents folder. This will work, but it will become messy and hard to manage over time.



- Once you have navigated to the appropriate folder, click the “Upload” button
- Click “Choose File” and follow the dialogue to select the file on your computer you wish to upload
- Click the upload button



Looking for a file from the pre-2016 server?

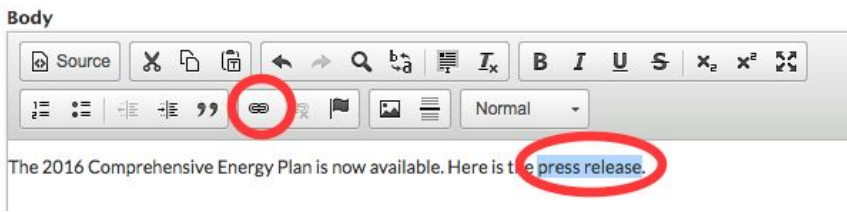
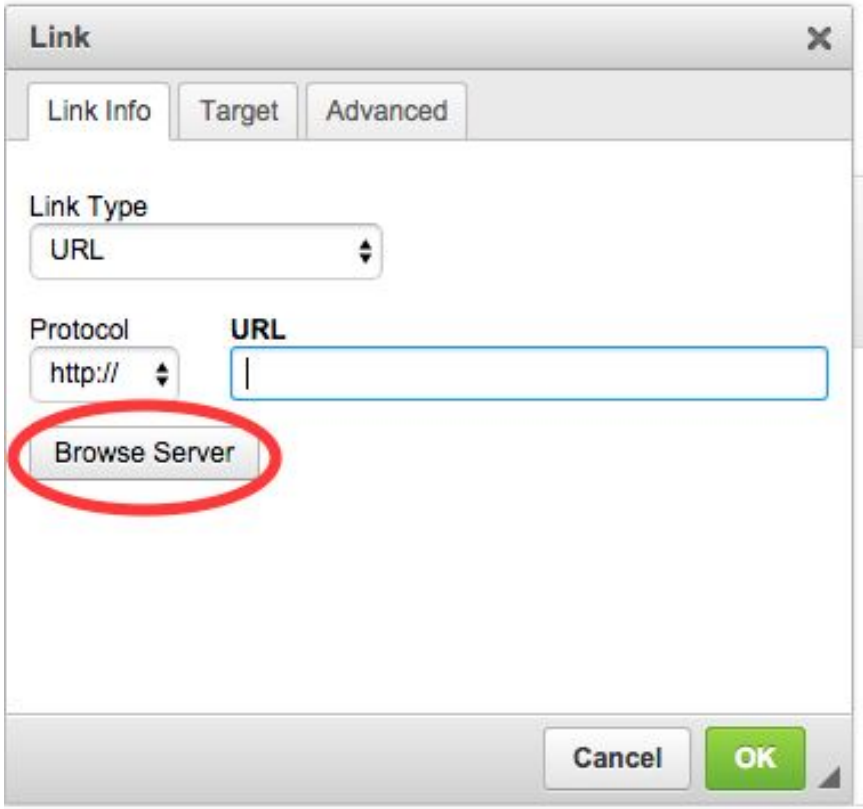
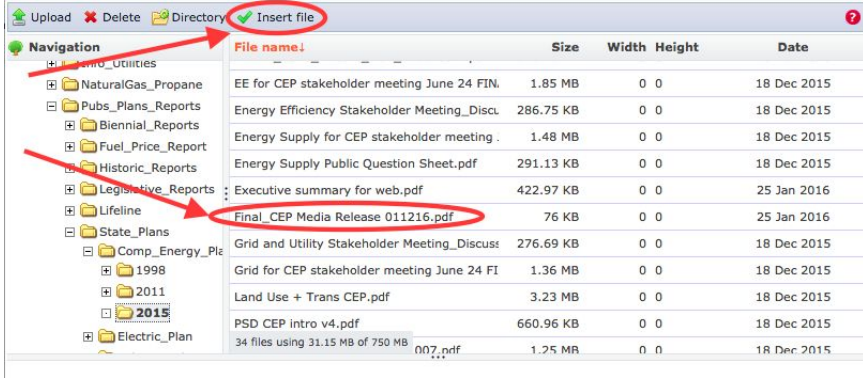
All files from the pre-2016 server are in the master “Documents” folder. Most of them are in the same subfolder that they were in pre-2016. The only files that are in a different place were moved according to these rules:

- All files that were directly in the top-level folder (ie, not in a subfolder) are now in the “general” subfolder
- All subfolders that were under “topics” are now under “Documents”.

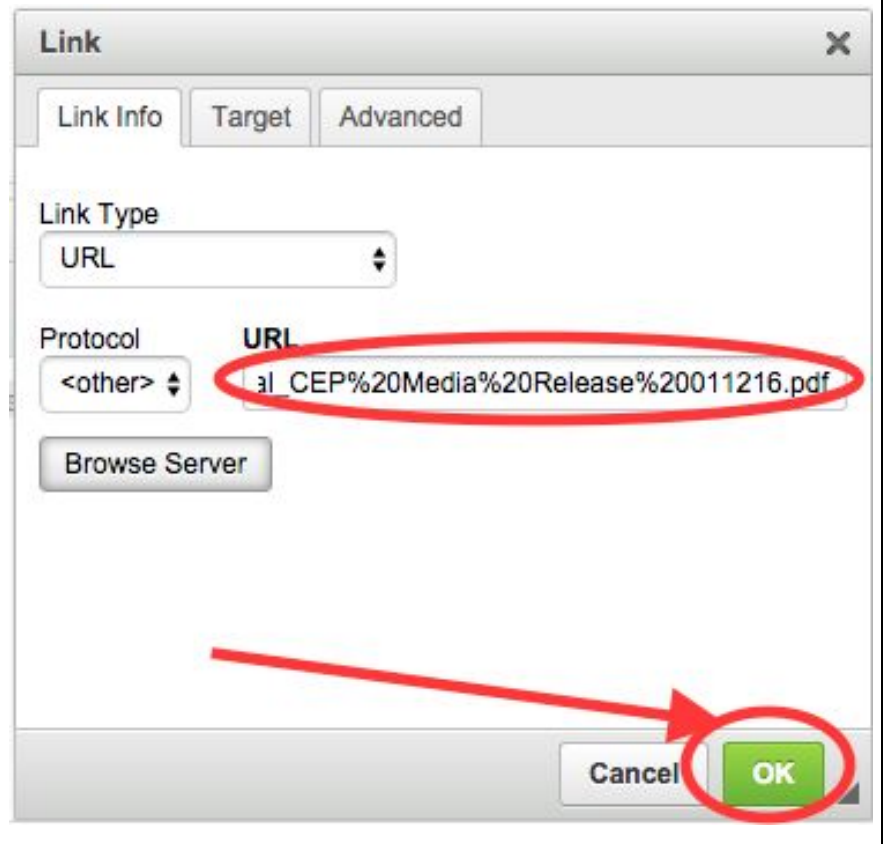
All files that were directly in the “topics” folder (ie, not in a subfolder of “topics”) are now in the “general” subfolder.

How to insert a link to a file

First be sure that the file you want to link to is already uploaded to the server (see “How to add a file” for help with this.)

<ul style="list-style-type: none">• Highlight the text that you want to link to the file (avoid using the text “click here.” Instead, provide a description of the item, for example, “press release.”)• Click the link button in the text-editor toolbar	 <p>Body</p> <p>The 2016 Comprehensive Energy Plan is now available. Here is the press release.</p>																																																												
<ul style="list-style-type: none">• In the “Link” popup window that appears, choose “Browse Server”	 <p>Link</p> <p>Link Info Target Advanced</p> <p>Link Type: URL</p> <p>Protocol: http:// URL: </p> <p>Browse Server</p> <p>Cancel OK</p>																																																												
<ul style="list-style-type: none">• Navigate the folder structure to find the file you want.• Click on the file name in the list• Then click on “Insert file”	 <p>Upload Delete Directory Insert file</p> <table border="1"><thead><tr><th>File name</th><th>Size</th><th>Width</th><th>Height</th><th>Date</th></tr></thead><tbody><tr><td>EE for CEP stakeholder meeting June 24 FIN.</td><td>1.85 MB</td><td>0</td><td>0</td><td>18 Dec 2015</td></tr><tr><td>Energy Efficiency Stakeholder Meeting_Disc.</td><td>286.75 KB</td><td>0</td><td>0</td><td>18 Dec 2015</td></tr><tr><td>Energy Supply for CEP stakeholder meeting .</td><td>1.48 MB</td><td>0</td><td>0</td><td>18 Dec 2015</td></tr><tr><td>Energy Supply Public Question Sheet.pdf</td><td>291.13 KB</td><td>0</td><td>0</td><td>18 Dec 2015</td></tr><tr><td>Executive summary for web.pdf</td><td>422.97 KB</td><td>0</td><td>0</td><td>25 Jan 2016</td></tr><tr><td>Final_CEP Media Release 011216.pdf</td><td>76 KB</td><td>0</td><td>0</td><td>25 Jan 2016</td></tr><tr><td>Grid and Utility Stakeholder Meeting_Discus</td><td>276.69 KB</td><td>0</td><td>0</td><td>18 Dec 2015</td></tr><tr><td>Grid for CEP stakeholder meeting June 24 FI</td><td>1.36 MB</td><td>0</td><td>0</td><td>18 Dec 2015</td></tr><tr><td>Land Use + Trans CEP.pdf</td><td>3.23 MB</td><td>0</td><td>0</td><td>18 Dec 2015</td></tr><tr><td>PSD CEP intro v4.pdf</td><td>660.96 KB</td><td>0</td><td>0</td><td>18 Dec 2015</td></tr><tr><td>34 files using 31.15 MB of 750 MB</td><td>007.pdf</td><td>1.25 MB</td><td>0</td><td>18 Dec 2015</td></tr></tbody></table>	File name	Size	Width	Height	Date	EE for CEP stakeholder meeting June 24 FIN.	1.85 MB	0	0	18 Dec 2015	Energy Efficiency Stakeholder Meeting_Disc.	286.75 KB	0	0	18 Dec 2015	Energy Supply for CEP stakeholder meeting .	1.48 MB	0	0	18 Dec 2015	Energy Supply Public Question Sheet.pdf	291.13 KB	0	0	18 Dec 2015	Executive summary for web.pdf	422.97 KB	0	0	25 Jan 2016	Final_CEP Media Release 011216.pdf	76 KB	0	0	25 Jan 2016	Grid and Utility Stakeholder Meeting_Discus	276.69 KB	0	0	18 Dec 2015	Grid for CEP stakeholder meeting June 24 FI	1.36 MB	0	0	18 Dec 2015	Land Use + Trans CEP.pdf	3.23 MB	0	0	18 Dec 2015	PSD CEP intro v4.pdf	660.96 KB	0	0	18 Dec 2015	34 files using 31.15 MB of 750 MB	007.pdf	1.25 MB	0	18 Dec 2015
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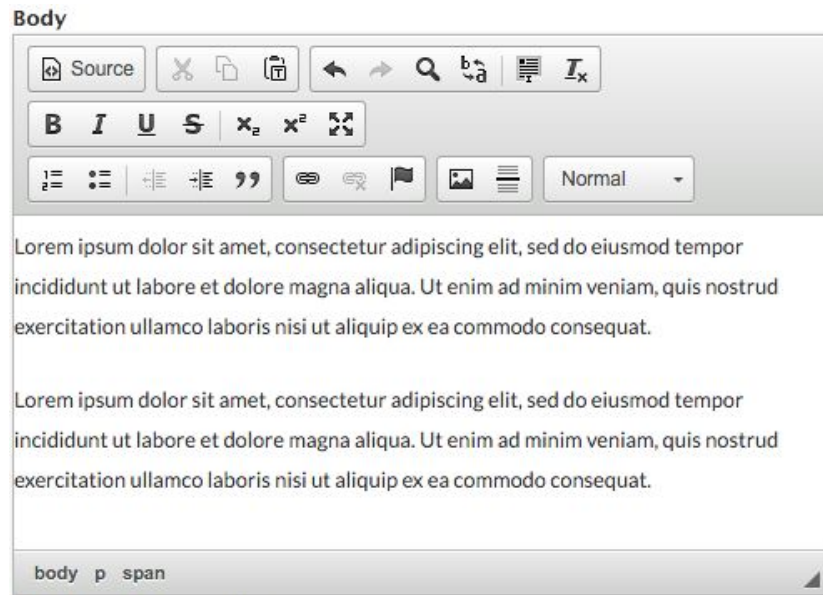
- The URL field in the “Link” popup should now be filled in with the link to your selected file
- If all looks good, click “OK” to create the link.



The screenshot shows a 'Link' dialog box with three tabs: 'Link Info', 'Target', and 'Advanced'. The 'Link Info' tab is active. It contains a 'Link Type' dropdown menu set to 'URL'. Below it is a 'Protocol' dropdown menu set to '<other>'. To the right of the protocol dropdown is a text input field containing the URL 'al_CEP%20Media%20Release%20011216.pdf', which is circled in red. Below the protocol dropdown is a 'Browse Server' button. At the bottom right of the dialog, there are two buttons: 'Cancel' and 'OK'. The 'OK' button is highlighted with a green background and circled in red. A red arrow points from the 'OK' button towards the text input field.

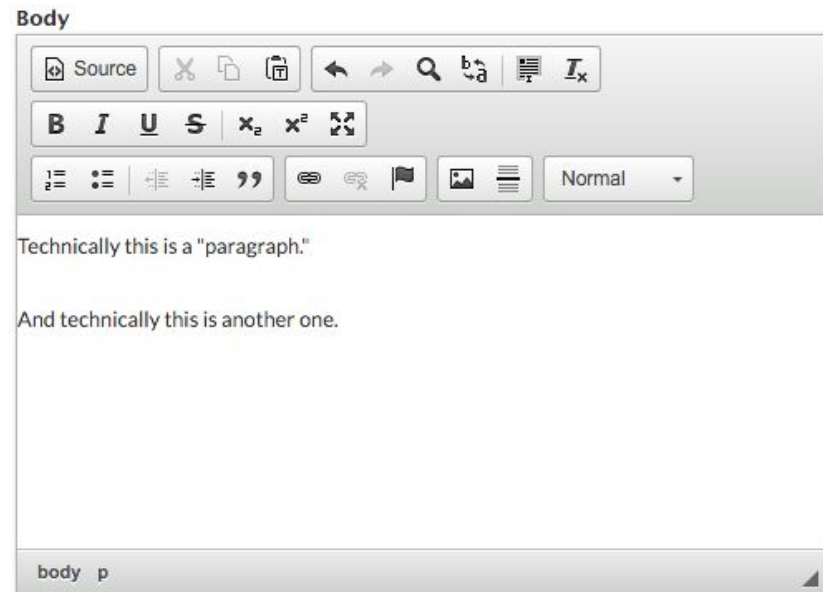
How to single-space text

- Normally, the styling of the website indicates a space between paragraphs.



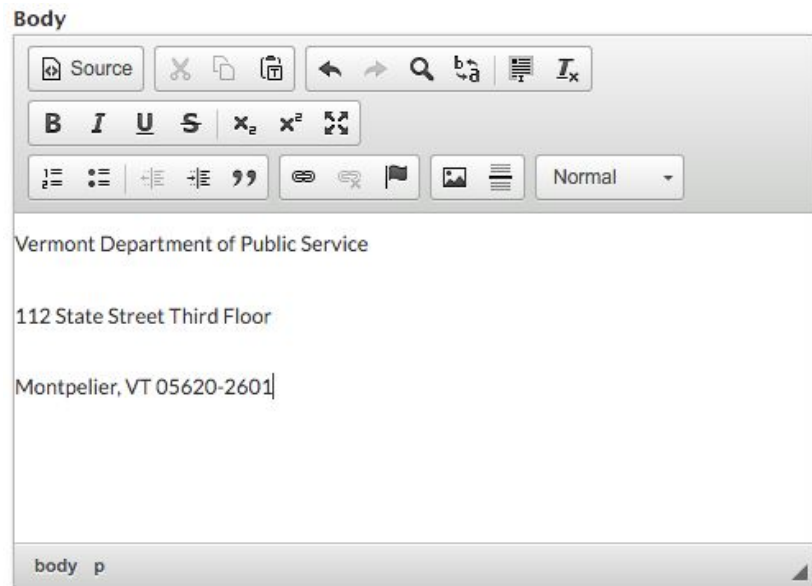
The screenshot shows a rich text editor interface. At the top, there is a toolbar with various icons for editing, including Source, Cut, Copy, Paste, Undo, Redo, Find, Bold, Italic, Underline, Strikethrough, and Text Color. Below the toolbar, there are two paragraphs of text, each starting with "Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat." The text is single-spaced. At the bottom of the editor, a status bar shows "body p span".

- Every time you press "return" in the text editor, it thinks you are starting a new paragraph.

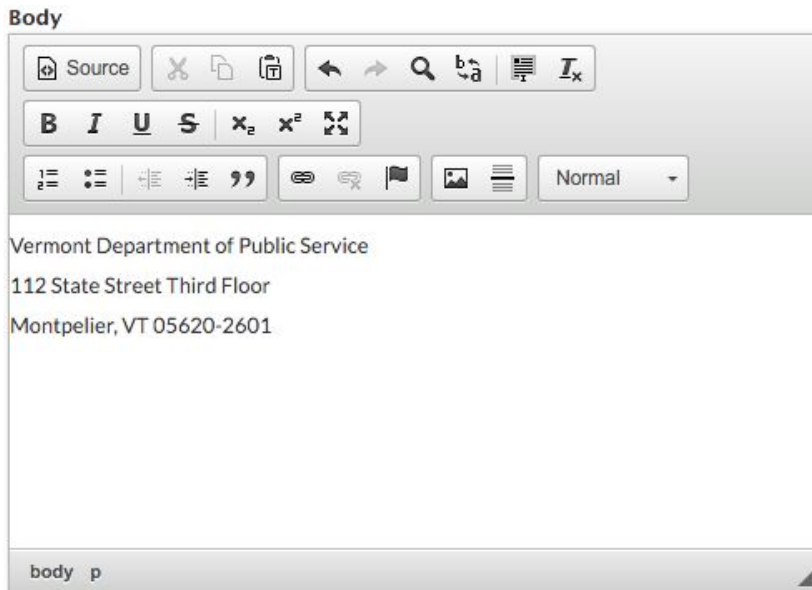


The screenshot shows a rich text editor interface, similar to the one above. The toolbar and status bar are the same. The text area contains two paragraphs. The first paragraph is "Technically this is a 'paragraph.'" and the second paragraph is "And technically this is another one." The text is single-spaced. At the bottom of the editor, a status bar shows "body p".

- Sometimes, though, you may not want this space to appear between lines. A common case might be an address.

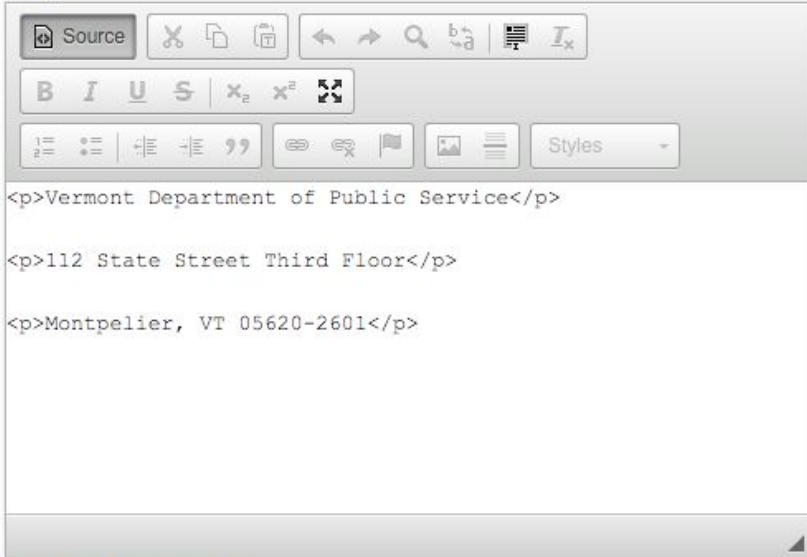


- In this case, you can press "shift-return" instead. This will start a new line without starting a new paragraph.



- If you're curious about the code, the difference here is between `<p>` tags, which indicate a new paragraph, and `
` tags, which indicate only a line break.

Body



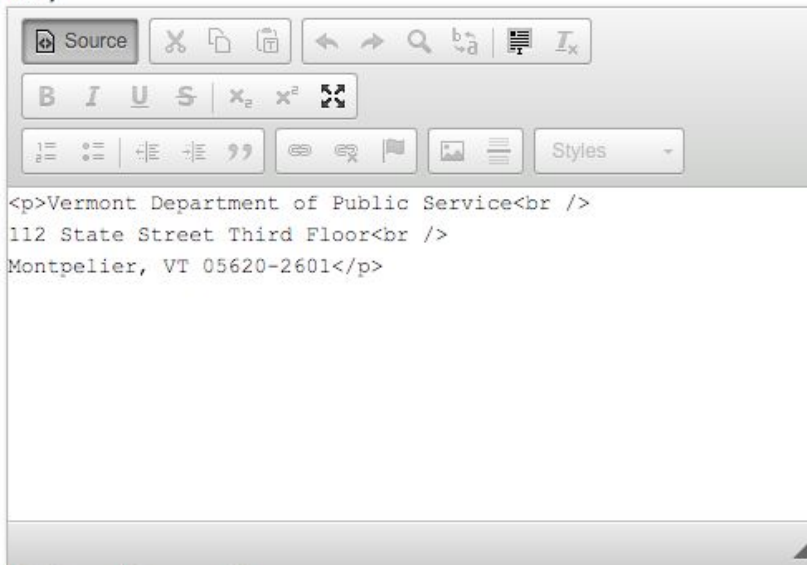
```
<p>Vermont Department of Public Service</p>

<p>112 State Street Third Floor</p>

<p>Montpelier, VT 05620-2601</p>
```

The screenshot shows a rich text editor's source code view. The text area contains three paragraphs of HTML code, each enclosed in `<p>` and `</p>` tags. The first line is `<p>Vermont Department of Public Service</p>`, the second is `<p>112 State Street Third Floor</p>`, and the third is `<p>Montpelier, VT 05620-2601</p>`. The editor's toolbar is visible at the top, including buttons for Source, Undo, Redo, Find, and various text formatting options like Bold, Italic, Underline, and Strikethrough.

Body



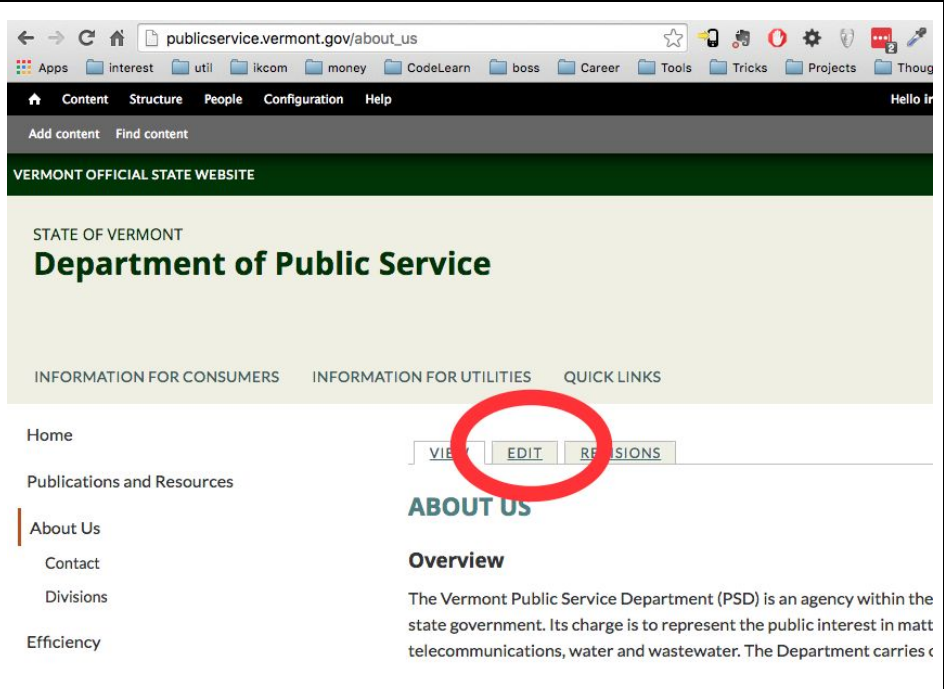
```
<p>Vermont Department of Public Service<br />
112 State Street Third Floor<br />
Montpelier, VT 05620-2601</p>
```

The screenshot shows the same rich text editor's source code view as above, but with different HTML code. The text area contains three lines of HTML code, each enclosed in `<p>` and `</p>` tags, with a `
` tag at the end of each line. The first line is `<p>Vermont Department of Public Service
`, the second is `112 State Street Third Floor
`, and the third is `Montpelier, VT 05620-2601</p>`. The editor's toolbar is visible at the top, including buttons for Source, Undo, Redo, Find, and various text formatting options like Bold, Italic, Underline, and Strikethrough.

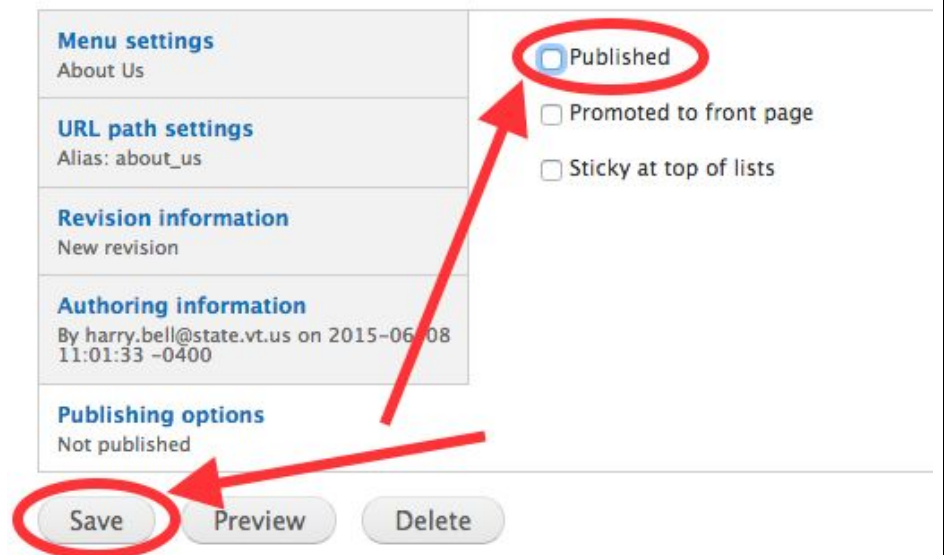
How to unpublish a page or article

Unpublishing is the best way to remove a page or article from the site. **Please avoid deleting a page or article**, as there is no way to get it back once you have done that, and you never know when it may be useful to reference previous content.

- Navigate to the page or article you want to unpublish and choose “Edit”



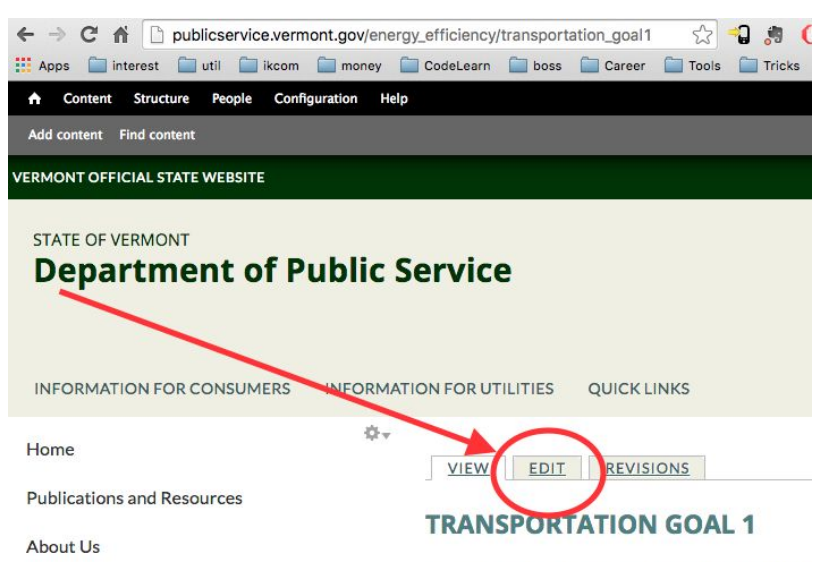
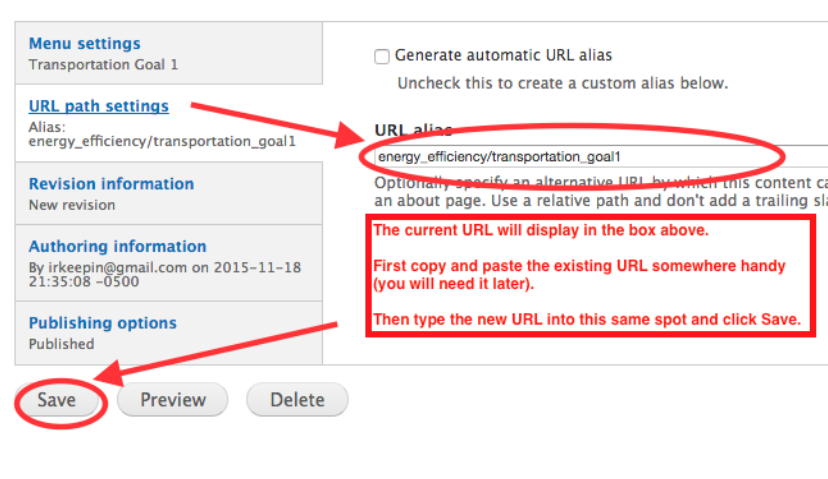

- Scroll to the bottom of the edit view
- Choose the “Publishing options” tab
- Uncheck “Published”
- Click Save



How to update the URL (link address) of a page

Suppose there is a page that lives at publicservice.vermont.gov/my-great-page, and you'd rather have it live at publicservice.vermont.gov/my-excellent-page instead. This guide will show you how to do that.

Also, once you've updated the URL of a page, you have to consider all the links that may exist on other pages which will now no longer point to a valid address. In this situation you have three options. The first is to do nothing - the outdated links will simply lead to a "page not found" message. The second option is to attempt to find all the outdated links and update them to the new URL. This is time-consuming and impossible to do fully. The third option is to create an "alias" whereby the old name will redirect to the new name. The third option is explained below. Note that this requires Site Administrator access privileges - if your user does not have these privileges, ask someone to help you who does have them.

<ul style="list-style-type: none">• Navigate to the page or article you want to update and choose "Edit"	 <p>A screenshot of a web browser showing the Vermont Official State Website. The URL in the address bar is publicservice.vermont.gov/energy_efficiency/transportation_goal1. The page title is "Department of Public Service". At the bottom of the page, there are three buttons: "VIEW", "EDIT", and "REVISIONS". The "EDIT" button is circled in red, and a red arrow points to it from the left.</p>
<ul style="list-style-type: none">• Scroll to the bottom of the edit view• Choose the "URL path settings" tab• You will see the old URL listed under "URL alias." Record that somewhere - you will need it shortly.• Type in the new URL into the URL alias field• Click save	 <p>A screenshot of the "URL path settings" tab in the edit view. The "URL alias" field contains the text "energy_efficiency/transportation_goal1". Below the field, there is a red box with the following text: "The current URL will display in the box above. First copy and paste the existing URL somewhere handy (you will need it later). Then type the new URL into this same spot and click Save." At the bottom of the page, there are three buttons: "Save", "Preview", and "Delete". The "Save" button is circled in red, and a red arrow points to it from the left.</p>
<ul style="list-style-type: none">• Click the "Configuration" link at the top left of the page	 <p>A screenshot of the top navigation bar of the website. The navigation bar contains the following links: "Content", "Structure", "People", "Configuration", and "Help". The "Configuration" link is circled in red, and a red arrow points to it from the left.</p>

- Click “URL aliases”

Home » Administration

Configuration

Hide descriptions

MEDIA

▶ Social media

Social media defaults and site profile settings

SEARCH AND METADATA

▶ URL aliases

Change your site's URL paths by aliasing them.

- Click “Add alias”

Home » Administration » Configuration » Search and metadata

URL aliases

An alias defines a different name for an existing URL path – for e

+ Add alias

FILTER ALIASES

Filter

ALIAS

404

- Enter the current URL (the new one you just entered in the previous step) in the “Existing system path” field.
- Enter the old URL (the one you copied and pasted before entering the new one) in the “Path alias” field.
- Click Save

URL aliases

Enter the path you wish to create the alias for, followed by the name of the new alias.

Existing system path *

http://publicservice.vermont.gov/energy_efficiency/transportation_goal1

Specify the existing path you wish to alias. For example: node/28, forum/1, taxonomy/

Current URL goes here (the new one you just entered in the previous step.)

Path alias *

http://publicservice.vermont.gov/energy_efficiency/transportation_land_use/goal_1


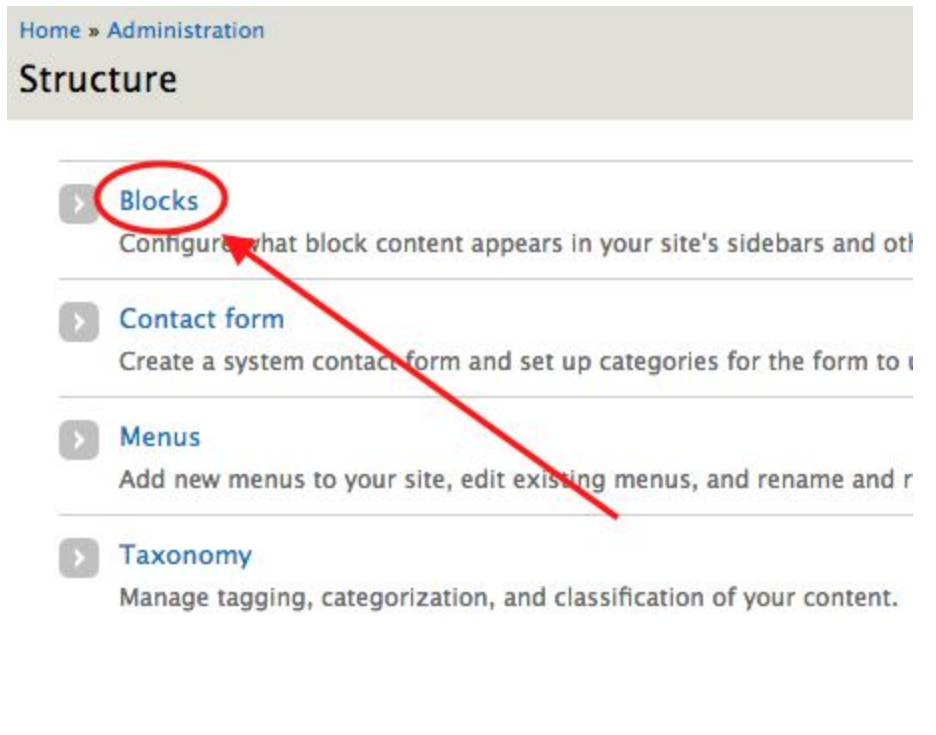
Specify an alternative path by which this data can be accessed. For example, type "about" if the URL alias won't work.

Old URL goes here (the one you copied and pasted before entering the new one.)

Save

How to update the front page image

Please note that images for the front page should be 1200 x 300 pixels in size and either .jpg or .png format.

<ul style="list-style-type: none">• Click “Structure” (found on the upper left of any page when logged in)	 <p>The screenshot shows the top navigation bar of the Drupal administration interface. The 'Structure' menu item is circled in red. Below the navigation bar, the text 'VERMONT OFFICIAL STATE WEBSITE' and 'STATE OF VERMONT Department of Public Service' is visible.</p>
<ul style="list-style-type: none">• Click “Blocks”	 <p>The screenshot shows the 'Structure' page in the Drupal administration interface. The 'Blocks' option is circled in red. Below the 'Blocks' option, the text 'Configure what block content appears in your site's sidebars and otl' is visible. Other options listed include 'Contact form', 'Menus', and 'Taxonomy'.</p>

- Find the “Full-width home page image” block (located in “Top Featured Content”) and click “configure”

Home » Administration » Structure

Blocks

PALETTE FOUR SEVEN

This page provides a drag-and-drop interface for assigning a block to a region, and for controlling the order of blocks within regions. Since not all themes implement the same regions, or display regions in the same way, blocks are positioned on a per-theme basis. Remember that your changes will not be saved until you click the *Save blocks* button at the bottom of the page. Click the *configure* link next to each block to configure its specific title and visibility settings.

Demonstrate block regions (Palette Four)

+ Add block + Add Twitter block

BLOCK	REGION	OPERATIONS
Header Right		
+ (Nodeblock: Button): Contact Button	Header Right	configure
Navigation bar		
+ MD Megamenu: Mega Menu	Navigation bar	configure
Top Featured Content		
+ Full-width home page image	Top Featured Content	configure delete
Highlighted		
No blocks in this region		

- Delete the current image (by clicking on it and pressing delete)

Block body *

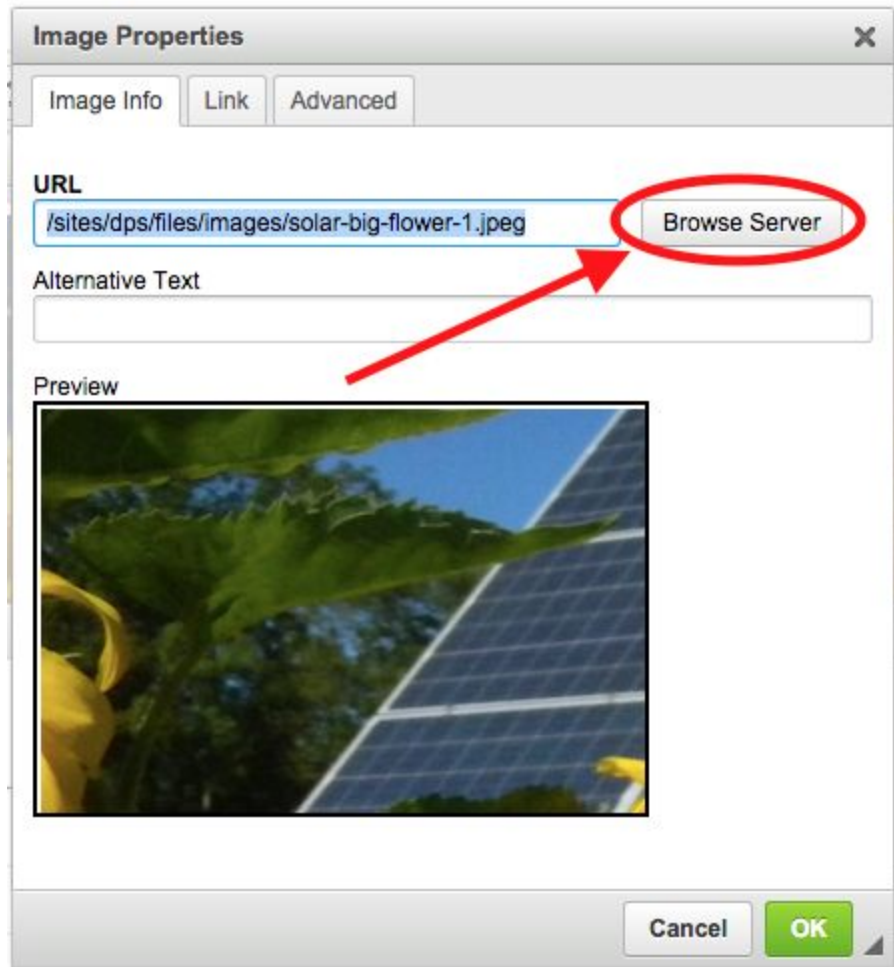
Switch to plain text editor

- Click the “insert image” button

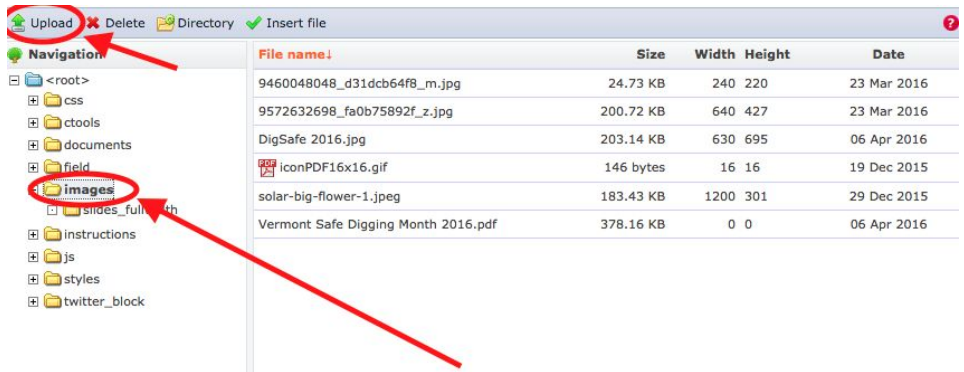
Block body *

body p

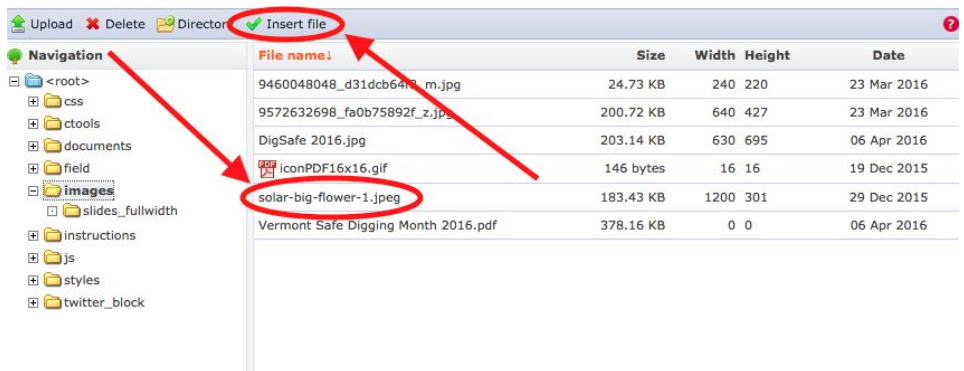
- Click "Browse Server"



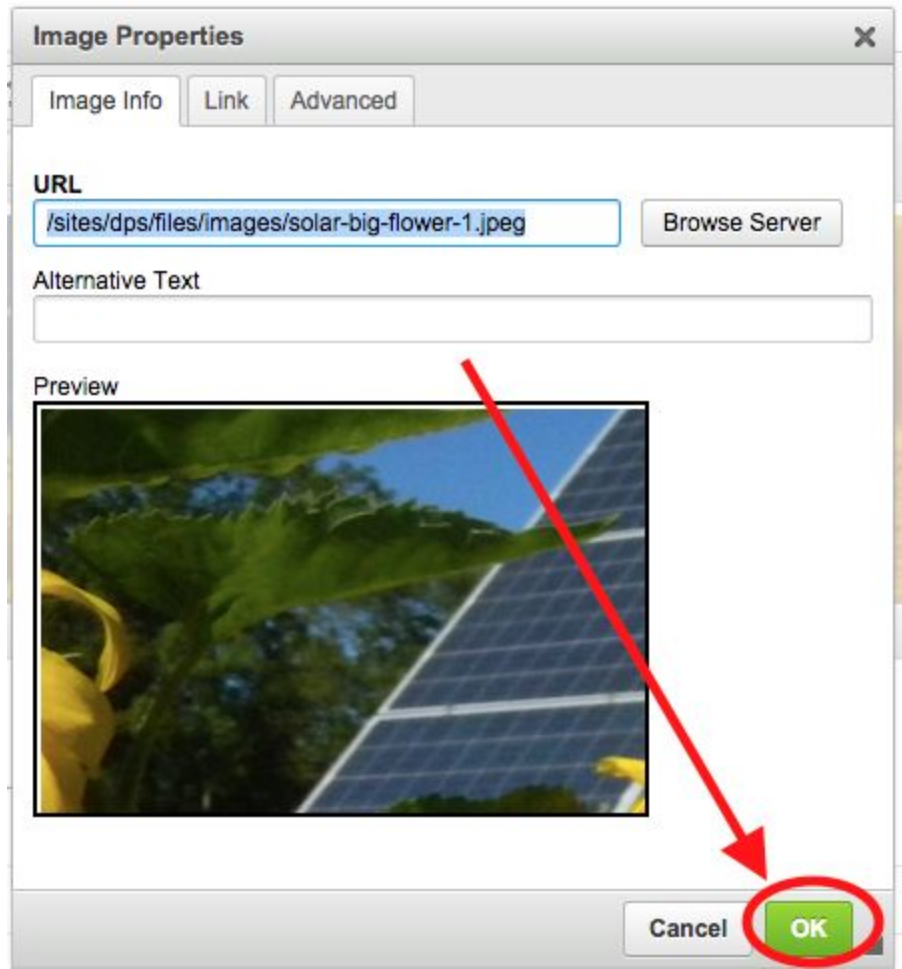
- Navigate to the "images" folder. If the image you want to use is not present, use the "Upload" button to upload it.



- Click the name of the file you want to use.
- Click "Insert file"
- Note that images for the front page should be 1200 x 300 pixels in size and either .jpg or .png format.



- The URL of the desired file should now be displayed.
- If all looks good, click “OK”



- If all looks good, click “Save block”

