User Guide

Vermont Public Service Department Website
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Table of Contents

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"	
• If you forget your password, click on the "Request New Password" link • Follow the prompts from there	

How to add a page

● Choose "Add content"
● Choose "Basic page"
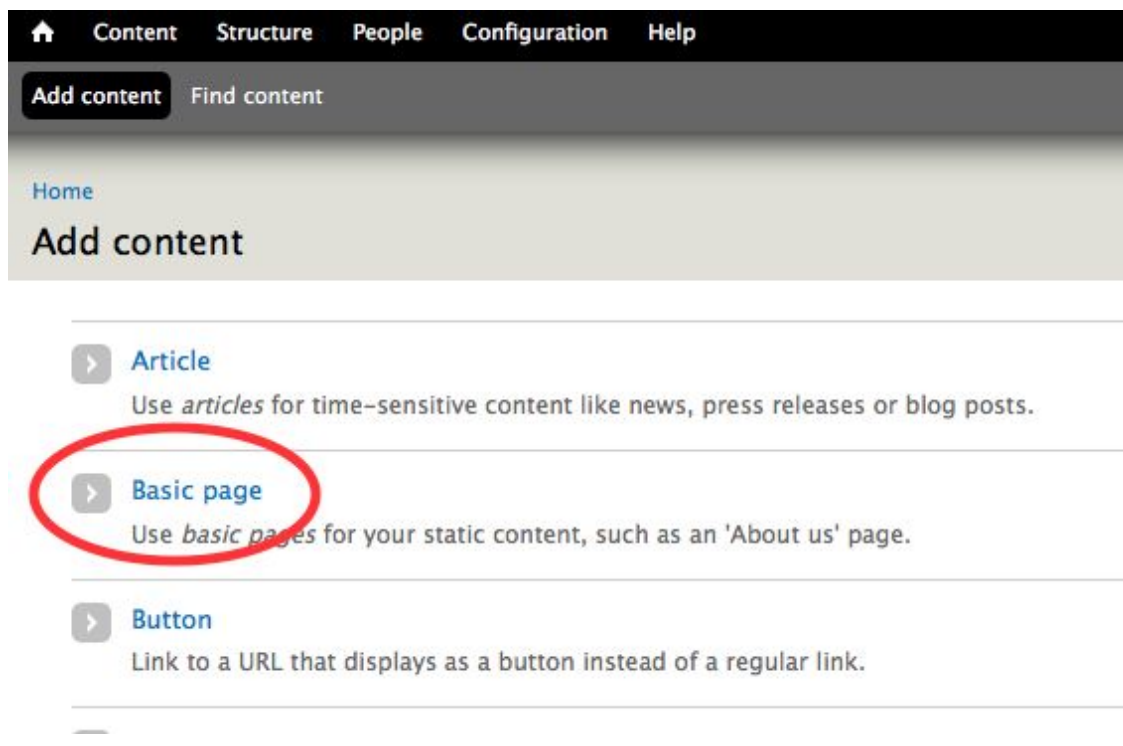
● Enter title and body content

Home » Add content

Create Basic page

Title *

Residential Building Energy Standards

Body

| ⟨⟩ Source | ✂ ▢ ▣ | ← → 🔍 ᵇₐ | ▦ Tₓ | **B** *I* U S̶ | x₂ x² ⤢ |

| 🔢 ☰ | ⇤ ⇥ „ | 🔗 🔗 ▶ | 🖼 ☰ | Styles ▾ |

Overview

The <u>Vermont Residential Building Energy Standard (RBES) - 30 V.S.A. § 51</u> 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

☑ Provide a menu link

URL path settings
Automatic alias

Menu link title

Residential Building Energy Standards

Revision information
New revision

Description

Authoring information
By irkeepin@gmail.com

Shown when hovering over the menu link.

Publishing options
Not published

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.

- 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"

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
Published

☑ Published

☐ Promoted to front page
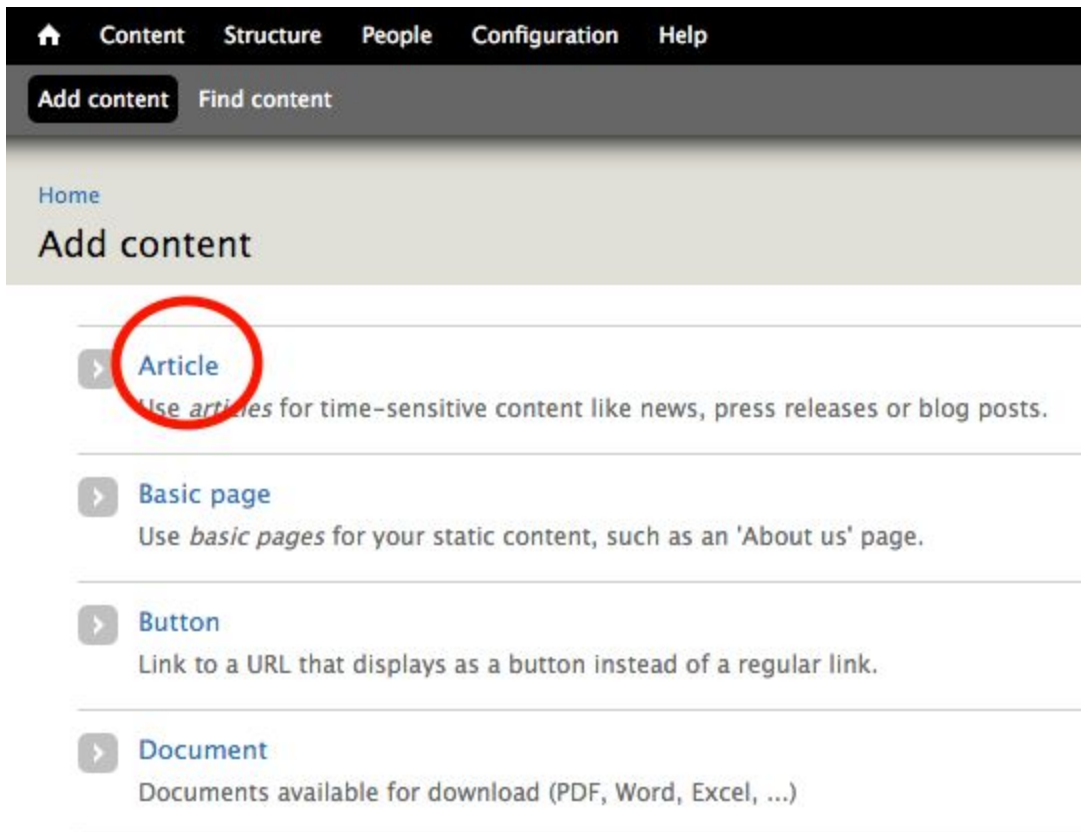
☐ Sticky at top of lists

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> <span> <a> <em> <strong> <cite> <blockquote> <code> <ul> <ol> <li> <dl> <dt> <dd> <img> <p> <h2> <h3> <h4> <h5> <h6> <div>`
- Lines and paragraphs break automatically.

Body

| Source | ✂ 📋 🗒 | ↶ ↷ 🔍 b→a | ▤ I_x | B I U S | x₂ x² ⛶ |

| 1≡ :≡ ▪≡ ▪≡ 99 | 🔗 🔗 ⚑ | 🖼 ▤ | Styles ▾ |

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.
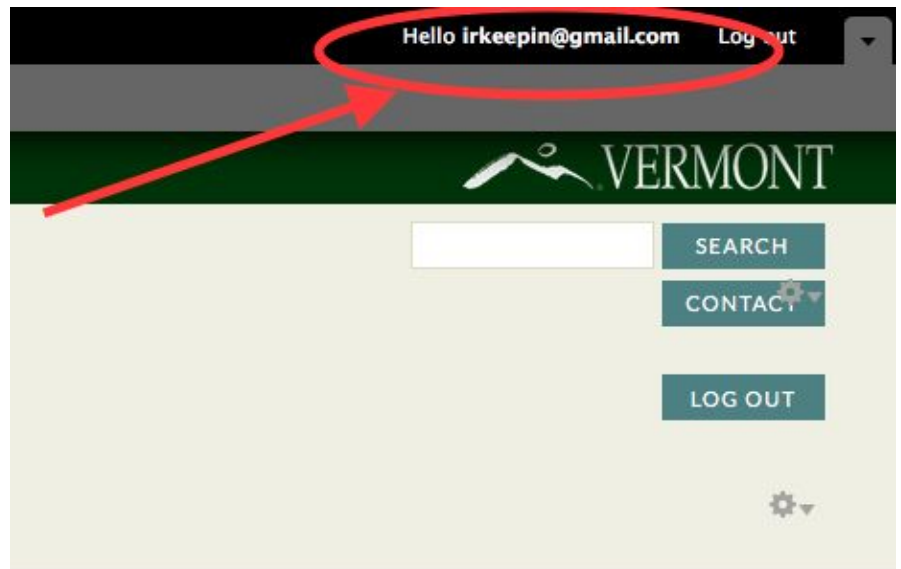- Currently, available categories are "Announcements" and "Requests for Proposals"

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.
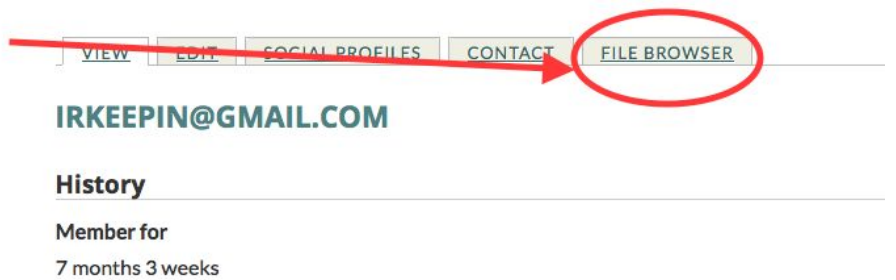- Click "Save"

URL path settings
Automatic alias

☑ Published

Revision information
New revision

☐ Promoted to front page

☐ Sticky at top of lists

Authoring information
By irkeepin@gmail.com on 2015-11-09 00:42:47 -0500

Publishing options
Published

Save   Preview   Delete

How to add a file to the server

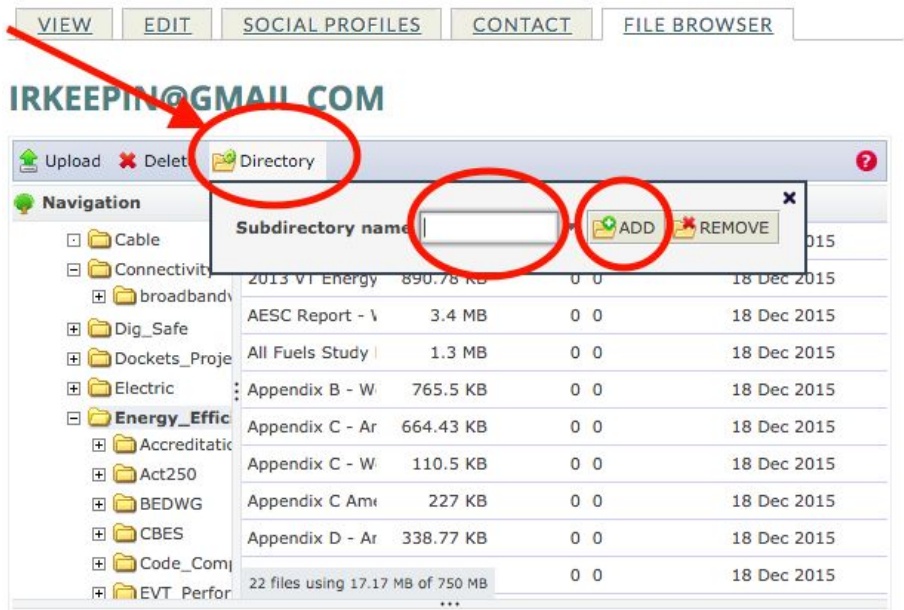|	
● Click on your account name in the upper right	
● Click on the "File Browser" tab	
● Open the "Documents" folder	
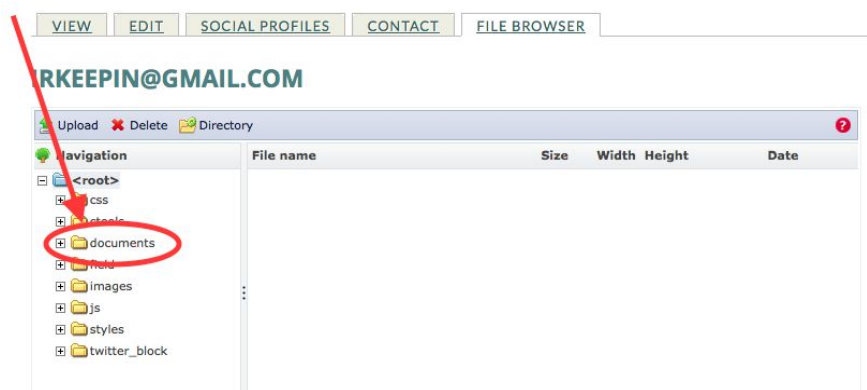
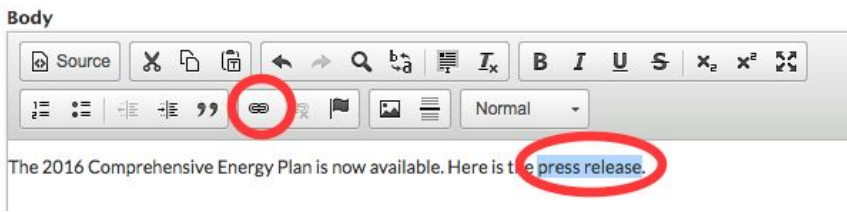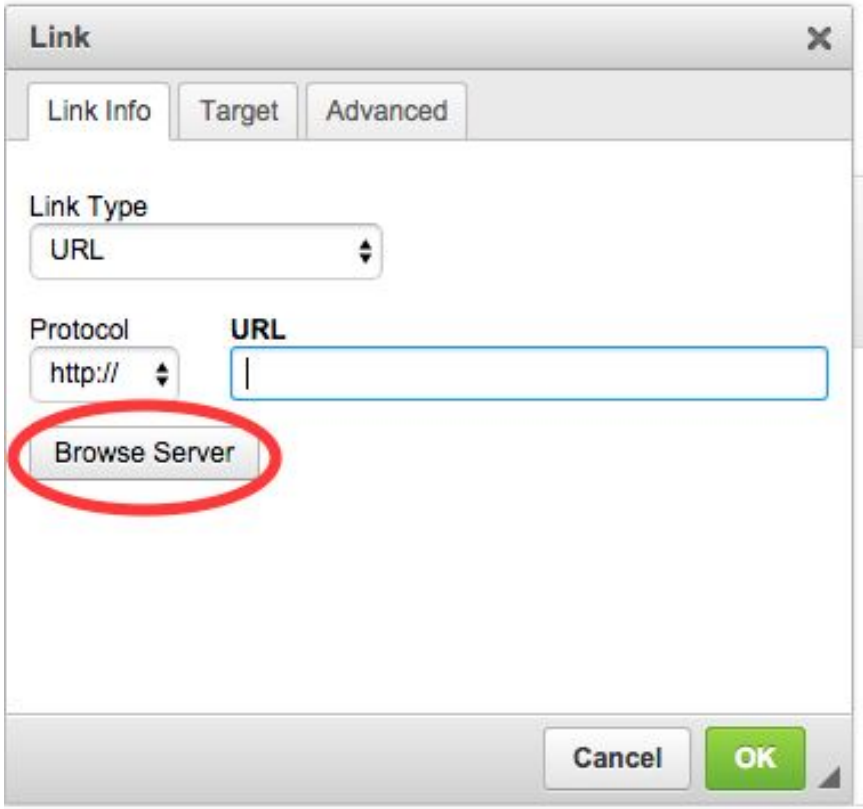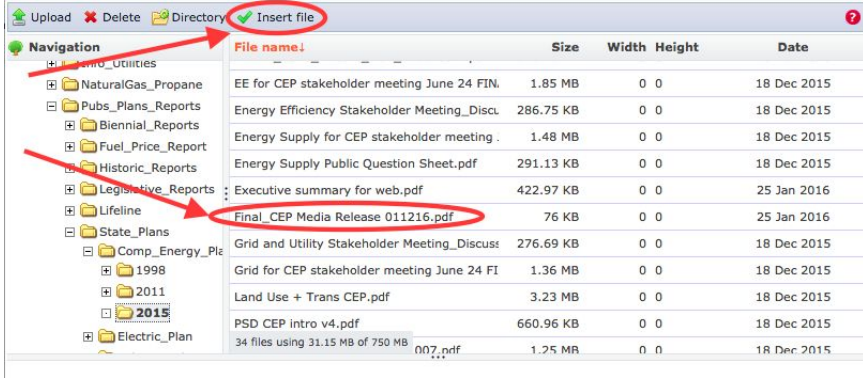|	
● All files should be stored in a subfolder of the "Documents" folder. ● Navigate to the subfolder that is most appropriate to the topic of your file. ● *If you don't see the full list of folders* click on whatever folder is listed at the top of your view. This can refresh the list and display more 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	
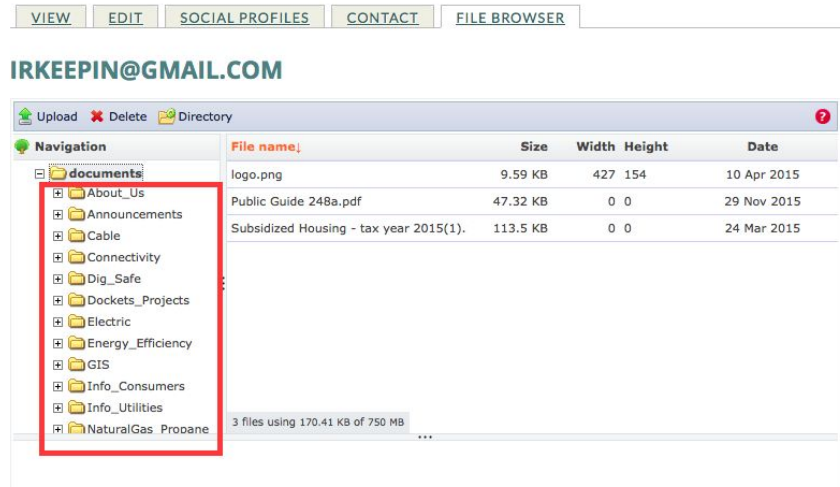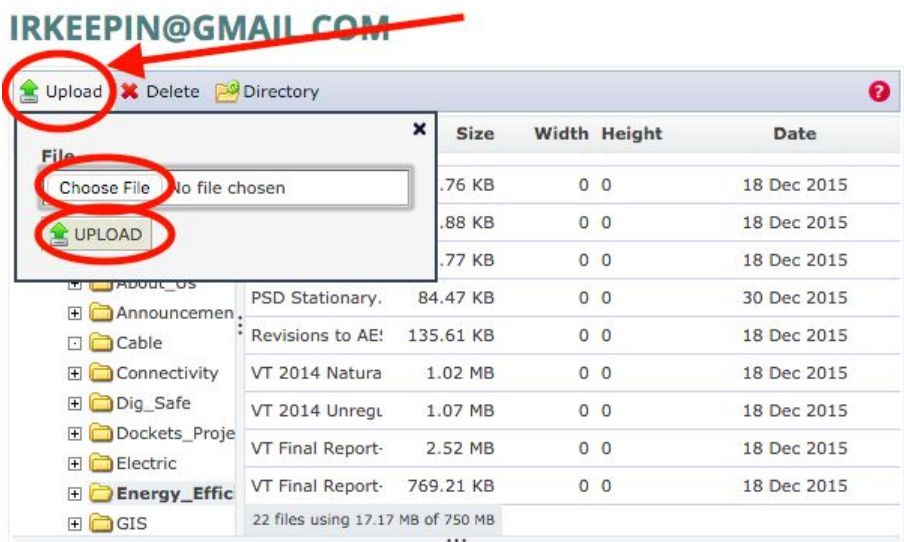
Looking for a file from the pre-2016 server?

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 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
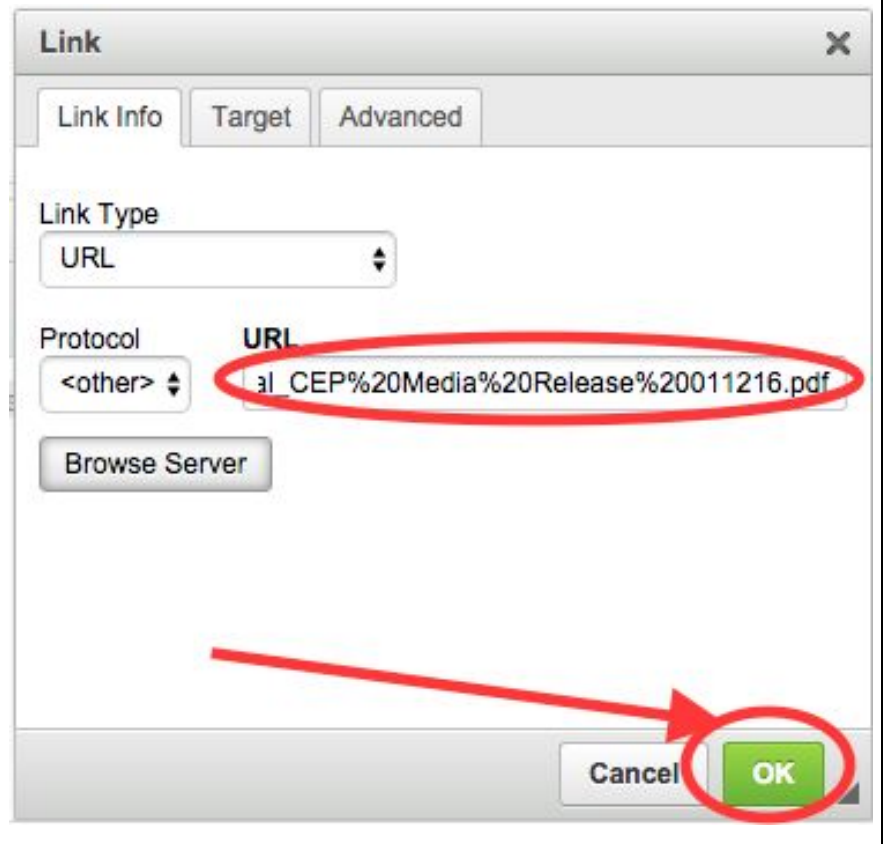- All subfolders that were under "topics" are now under "Documents".

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.)

● 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	
● In the "Link" popup window that appears, choose "Browse Server"	
● Navigate the folder structure to find the file you want. ● Click on the file name in the list ● Then click on "Insert file"	

- 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.

Link ✕

Link Info	Target	Advanced

Link Type

URL ⇕

Protocol   URL

<other> ⇕   al_CEP%20Media%20Release%20011216.pdf

Browse Server

Cancel   **OK**
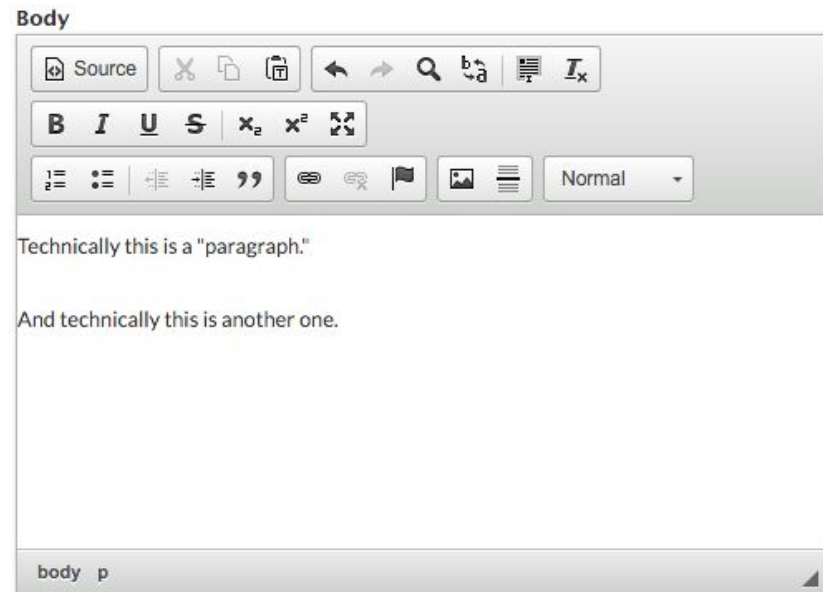
How to single-space text

● Normally, the styling of the website indicates a space between paragraphs.	**Body** 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. 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. body p span
● Every time you press "return" in the text editor, it thinks you are starting a new paragraph.	**Body** Technically this is a "paragraph." And technically this is another one. body p

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● Sometimes, though, you may not want this space to appear between lines. A common case might be an address.	**Body** Source ✂ ⧉ 📋 ↩ ↪ 🔍 ᵇ⇆ₐ 🗏 I_x B I U S x₂ x² ⤢ 📑 ☰ ⇥ ⇤ 99 🔗 ⧉ 🏳 🖼 ≡ Normal ▾ Vermont Department of Public Service 112 State Street Third Floor Montpelier, VT 05620-2601| body p
● In this case, you can press "shift-return" instead. This will start a new line without starting a new paragraph.	**Body** Source ✂ ⧉ 📋 ↩ ↪ 🔍 ᵇ⇆ₐ 🗏 I_x B I U S x₂ x² ⤢ 📑 ☰ ⇥ ⇤ 99 🔗 ⧉ 🏳 🖼 ≡ Normal ▾ Vermont Department of Public Service 112 State Street Third Floor Montpelier, VT 05620-2601 body p
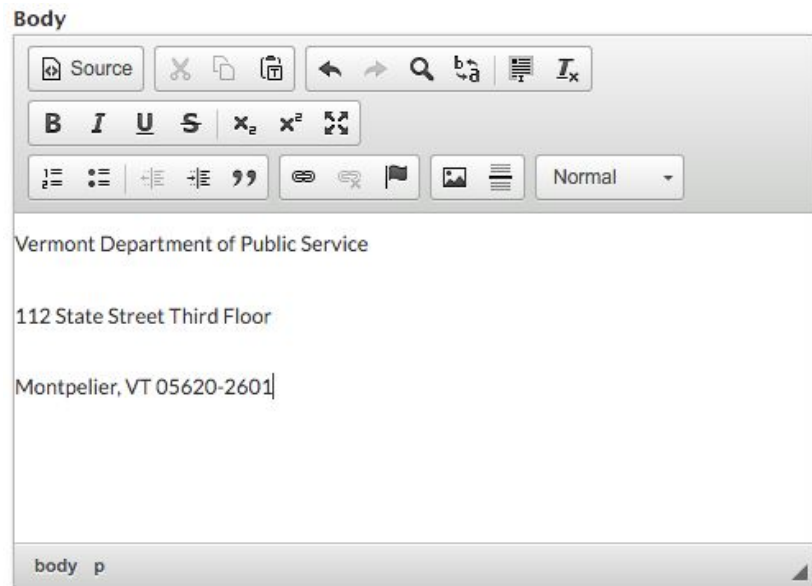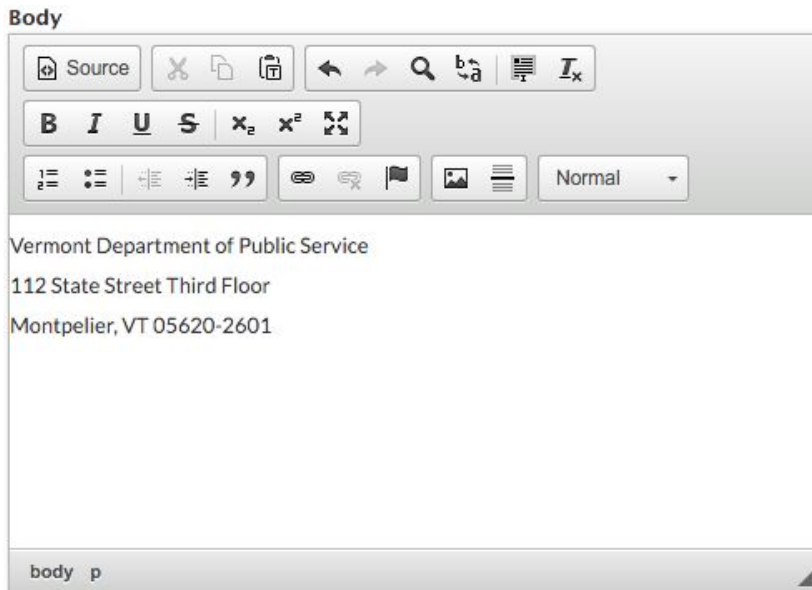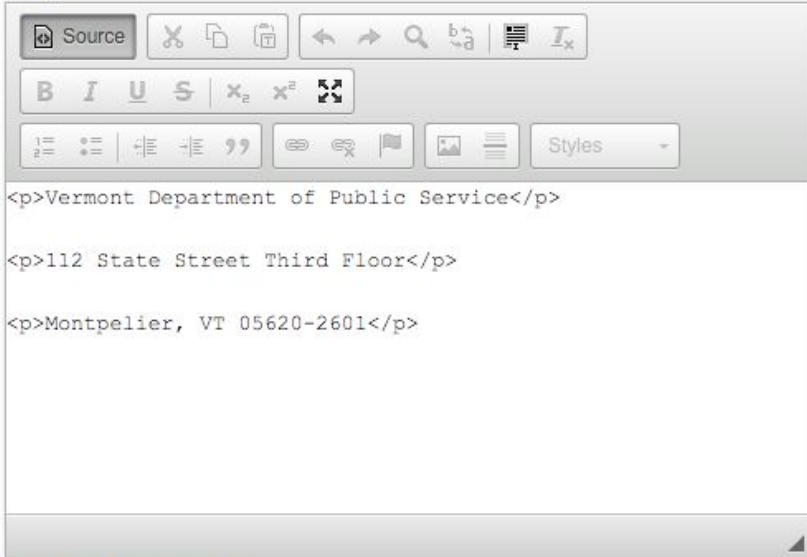
- If you're curious about the code, the difference here is between `<p>` tags, which indicate a new paragraph, and `<br>` tags, which indicate only a line break.

Body

```
Source

B  I  U  S  x₂  x²

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

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

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

Body

```
Source

B  I  U  S  x₂  x²

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

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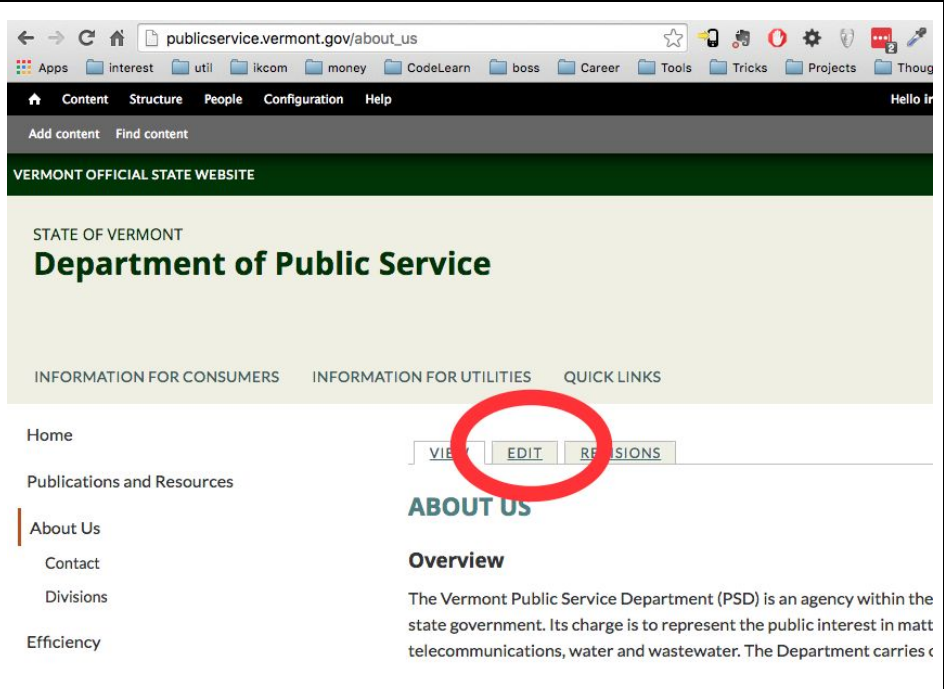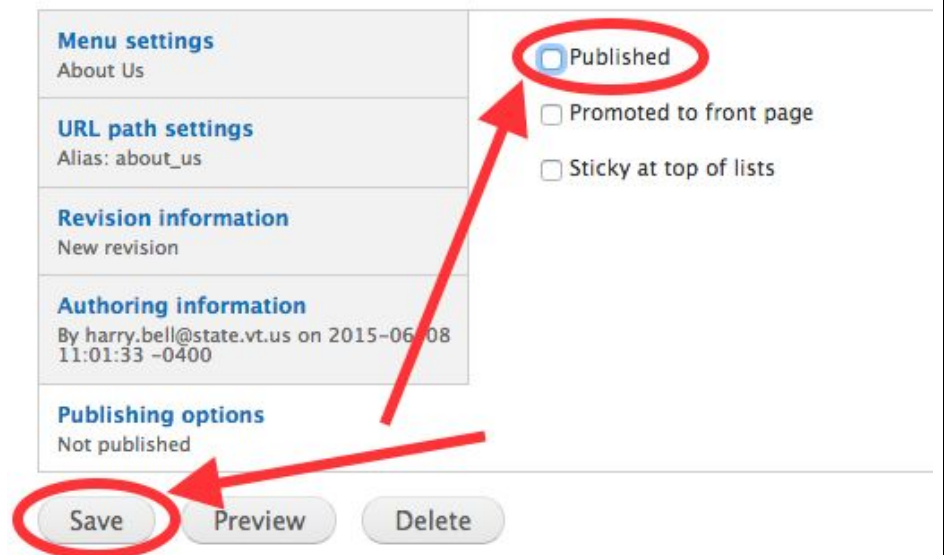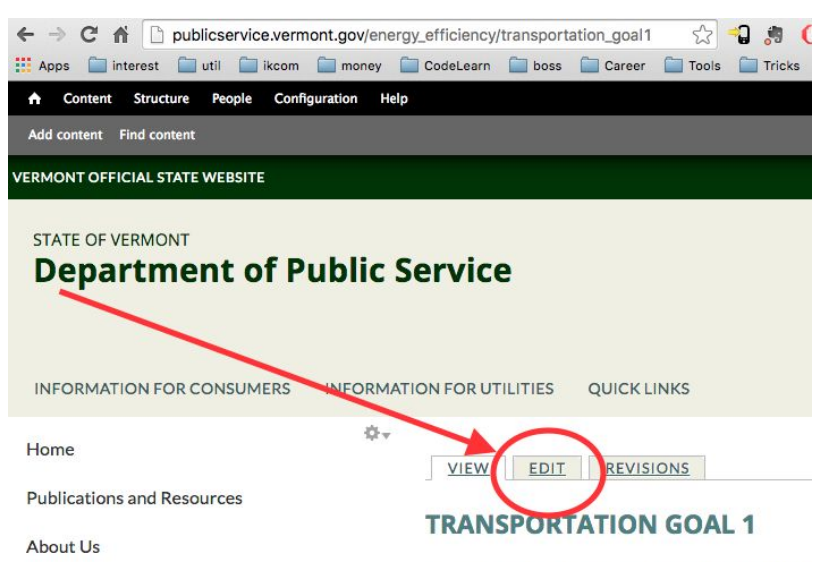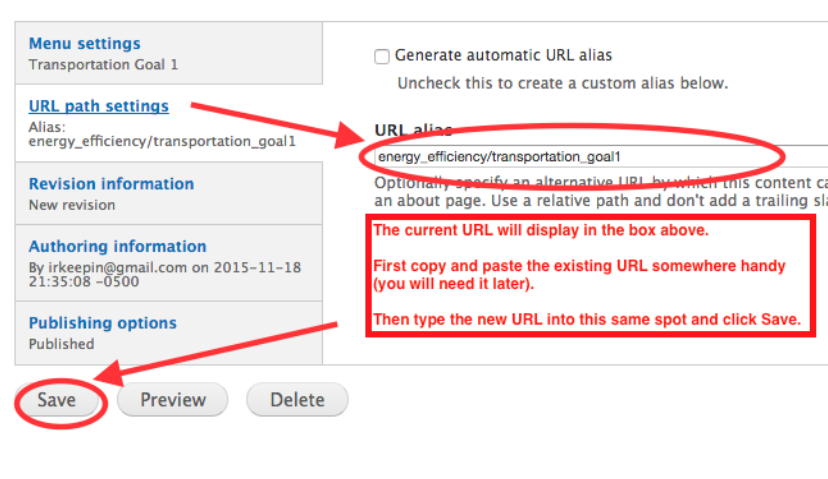
How to update the URL (link address) of a page

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.

● Navigate to the page or article you want to update and choose "Edit"	
● 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	
● Click the "Configuration" link at the top left of the page	

● 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.

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

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/

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

Path alias *

http://publicservice.vermont.gov energy_efficiency/transportation_land_use/goal_1
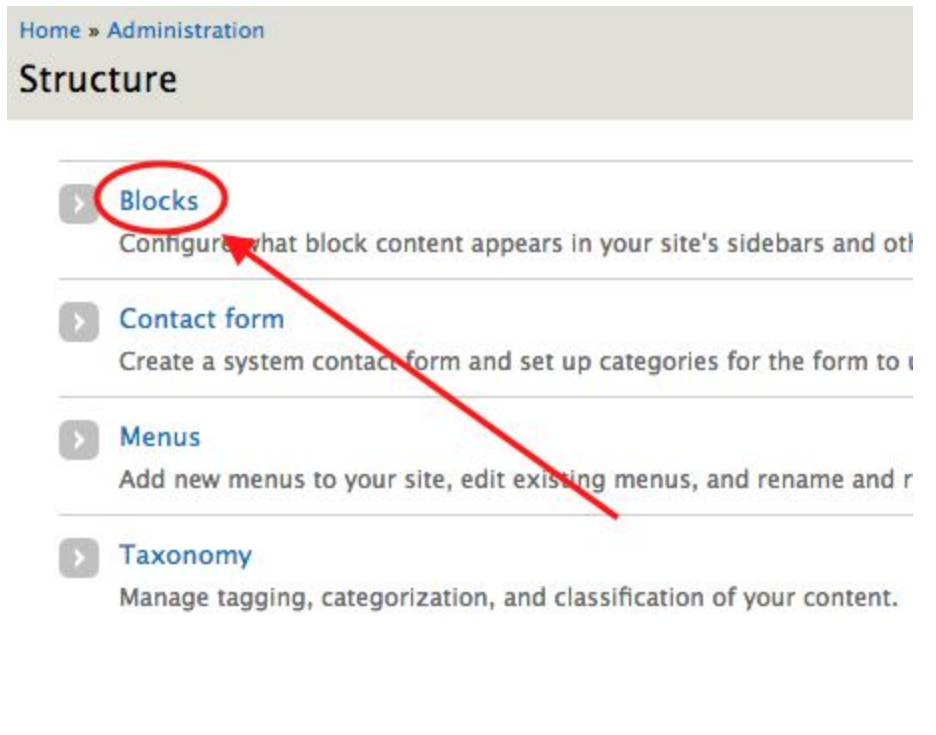
Specify an alternative path by which this data can be accessed. For example, type "abou the URL alias won't work.

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.

● Click "Structure" (found on the upper left of any page when logged in)	
● Click "Blocks"	

● Find the "Full-width home page image" block (located in "Top Featured Content") and click "configure"	
● Delete the current image (by clicking on it and pressing delete)	
● Click the "insert image" button	

● Click "Browse Server"	**Image Properties** ✕ Image Info | Link | Advanced **URL** /sites/dps/files/images/solar-big-flower-1.jpeg Browse Server **Alternative Text** **Preview** Cancel **OK**
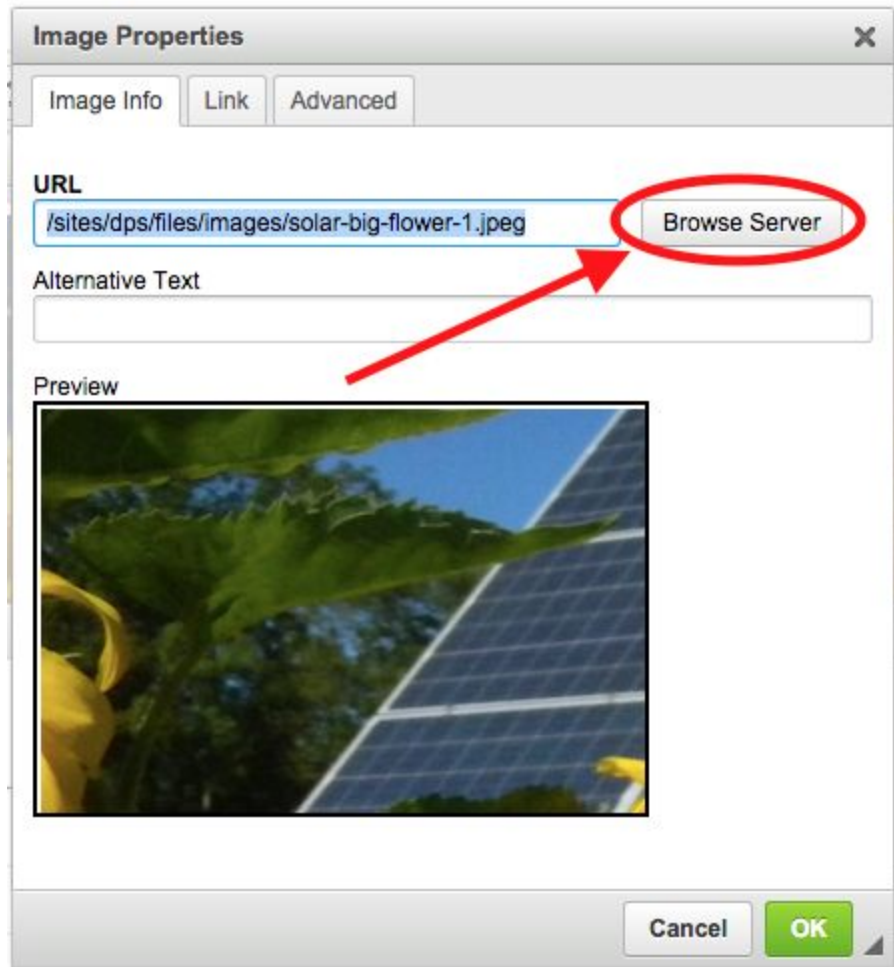
● Navigate to the "images" folder. If the image you want to use is not present, use the "Upload" button to upload it.	⬆ Upload ✖ Delete 🗐 Directory ✔ Insert file ❓
	
	🟢 **Navigation**
	☐ 📁 \<root>
	  ⊞ 📁 css
	  ⊞ 📁 ctools
	  ⊞ 📁 documents
	  ⊞ 📁 field
	  ⊞ 📁 images
	    ⊡ 📁 slides_fullwidth
	  ⊞ 📁 instructions
	  ⊞ 📁 js
	  ⊞ 📁 styles
	  ⊞ 📁 twitter_block
	
	File name↓ **Size** **Width Height** **Date**
	9460048048_d31dcb64f8_m.jpg 24.73 KB 240 220 23 Mar 2016
	9572632698_fa0b75892f_z.jpg 200.72 KB 640 427 23 Mar 2016
	DigSafe 2016.jpg 203.14 KB 630 695 06 Apr 2016
	📄 iconPDF16x16.gif 146 bytes 16 16 19 Dec 2015
	solar-big-flower-1.jpeg 183.43 KB 1200 301 29 Dec 2015
	Vermont Safe Digging Month 2016.pdf 378.16 KB 0 0 06 Apr 2016

● 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.
	⬆ Upload ✖ Delete 🗐 Directory ✔ Insert file ❓
	
	🟢 **Navigation**
	☐ 📁 \<root>
	  ⊞ 📁 css
	  ⊞ 📁 ctools
	  ⊞ 📁 documents
	  ⊞ 📁 field
	  ⊟ 📁 images
	    ⊡ 📁 slides_fullwidth
	  ⊞ 📁 instructions
	  ⊞ 📁 js
	  ⊞ 📁 styles
	  ⊞ 📁 twitter_block
	
	File name↓ **Size** **Width Height** **Date**
	9460048048_d31dcb64f8_m.jpg 24.73 KB 240 220 23 Mar 2016
	9572632698_fa0b75892f_z.jpg 200.72 KB 640 427 23 Mar 2016
	DigSafe 2016.jpg 203.14 KB 630 695 06 Apr 2016
	📄 iconPDF16x16.gif 146 bytes 16 16 19 Dec 2015
	solar-big-flower-1.jpeg 183.43 KB 1200 301 29 Dec 2015
	Vermont Safe Digging Month 2016.pdf 378.16 KB 0 0 06 Apr 2016
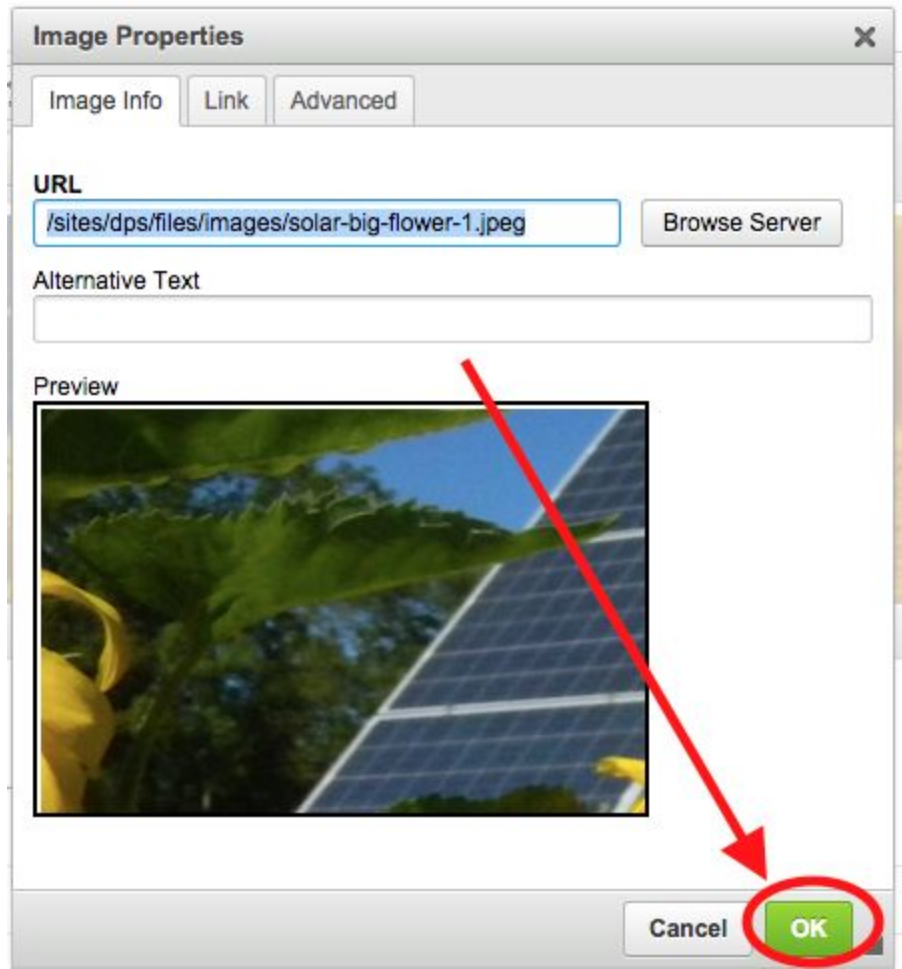
● The URL of the desired file should now be displayed. ● If all looks good, click "OK"	**Image Properties** ✕ Image Info | Link | Advanced **URL** /sites/dps/files/images/solar-big-flower-1.jpeg Browse Server Alternative Text Preview Cancel **OK**
● If all looks good, click "Save block"	**Pages** Restricted to certain pages **Content types** Not restricted **Show block on specific pages** ○ All pages except those listed ● Only the listed pages <front> Specify pages by using their paths. Enter one path per l the blog page and *blog/** for every personal blog. *<fro* Save block