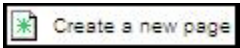
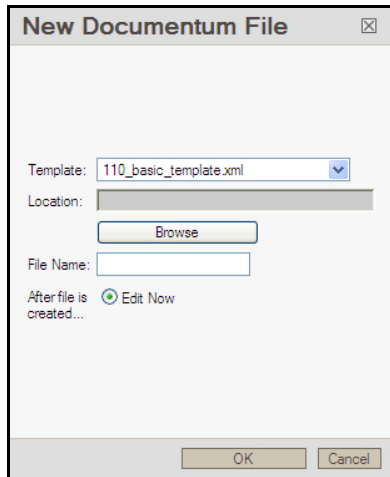


## To Create a Page

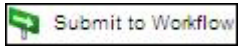
1. From the WIP web site choose the toolbox on any page.
2. Select the Create a new page icon:  

3. The **New Documentum File** dialog box is displayed.
4. Select the appropriate template from the dropdown menu.
5. Use the Browse option to select the directory where the new file will be located.
6. In the **File Name** field, type the name that identifies the file on the web. Follow conventions for naming web pages. Do not use special characters or spaces.  
**Note:** Be sure to include a file extension of ".xml" when naming a file.
7. Click **OK**.
8. The Web Composer Editor will pop up that can be used to add content.





The dialog box titled "New Documentum File" contains the following fields and controls:

- Template: 110\_basic\_template.xml (dropdown menu)
- Location: (text field with a "Browse" button)
- File Name: (text field)
- After file is created...:  Edit Now
- Buttons: OK, Cancel

## To Start a Workflow

1. Navigate to the page for which a workflow is to be started.
2. Click the toolbox to display list of options.
3. Click the Submit to Workflow icon:  

4. In a popup box, a list of workflow options is displayed.
5. Select the desired option.
6. Click the **OK** button

## Expiring a Page

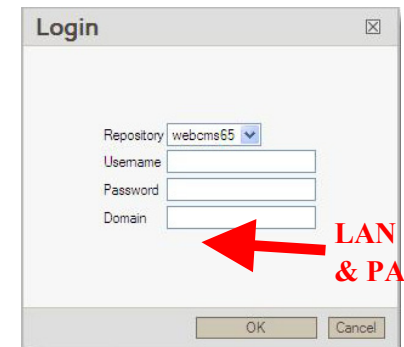
1. Navigate to the page to be expired.
2. Click on pencil 
3. Click on the expire button. 

When a page is expired, it is removed from the web server for all life cycle states. Any hyperlinks to the expired page will break. An automatic process will strip out the link code, leaving the text. Owners of pages with a broken internal link will receive notification to review their content.

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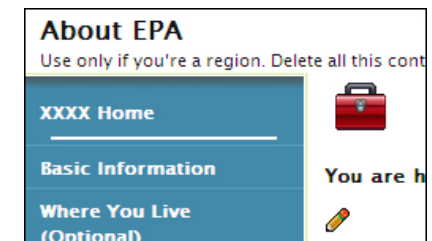
## Quick Reference Guide



The "Login" dialog box contains the following fields and controls:

- Repository: weboms65 (dropdown menu)
- Username: (text field)
- Password: (text field)
- Domain: (text field)
- Buttons: OK, Cancel

A red arrow points to the Username and Password fields with the text "LAN USER ID & PASSWORD".

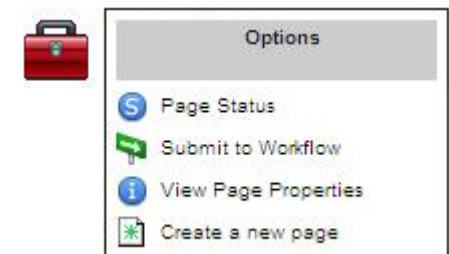


The "About EPA" page includes the following content:

- Header: "About EPA" and "Use only if you're a region. Delete all this cont"
- Navigation: "XXXX Home", "Basic Information", "Where You Live (Optional)"
- Icons: A red briefcase icon and a pencil icon.

## Toolbox

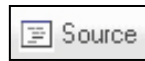
The Toolbox is a feature within Web Composer that allows you to perform actions without opening the Web Composer editor. It is a subset of the documentum toolbar (in the editor) that is accessible from the published page.



The "Options" menu contains the following items:

- Page Status
- Submit to Workflow
- View Page Properties
- Create a new page

## Formatting Toolbar



**Source** – Changes the view in the Editor from design to source code view. Source view shows the HTML code that will be inserted into the page.



**New Page** – Clears all the content within the editor to create a clean page. Not recommended in our environment.



**Word Paste** - Paste copied content from Microsoft Word; pops up an HTML editor that provides the option of removing word formatting.



**Replace** - Finds and replaces a word or phrase within the text of the editable region.



**Select All** – Selects all the text within the Editor window.



**Remove Format** – Clears all the formatting for the selected text.



**Subscript** - Creates subscript text.



**Superscript** - Creates superscript text.



**Ordered List** - Creates an ordered (numbered) list in the selected location.



**Unordered List** – Creates an unordered (bulleted) list in the selected location.



**Decrease Indent** - Decreases the indent of a selected paragraph.



**Indent** - Increases the indent of a selected paragraph.



**Hyperlink Manager** – Opens a dialog to create or edit a hyperlink. You can use this link to import new files into the repository.



**Insert/Edit Anchor** – Inserts or edits an anchor link.



**Image Manager** – Opens the image dialog which allows you to insert, edit or upload images.



**Insert File** – Opens the image dialog that allows you to insert an existing file to the page.



**Flash Manager** – Opens the flash manager that allows you to insert or upload flash objects.



**Insert Table** - Opens a dialog that lets you configure a table that will be inserted into the Editor.



**Insert Horizontal Rule** – Inserts an HR tag into the Editor.



**Insert Special Characters** – Select special characters from a predefined list and insert them into the Editor.



**Style Selector** – Select a style from the drop down list.



**EPA Box** – Creates a div element with the user selected style. Creates a header within the div. The header tag is populated with the user entered information.



**Exit EPA** – Inserts the HTML code for the exit EPA disclaimer



**Top of Page** – Inserts the HTML code for the Top of Page link



**PDF Disclaimer** – Inserts the HTML code for the PDF disclaimer



**File Info** – Inserts the HTML code for the file information disclaimer



**Archive Disclaimer** - Inserts the HTML code for the archive disclaimer

## DCTM Toolbar



**Save and Close** – Saves the file and closes the Editor. The file is unlocked and the browser is reloaded so your changes can be viewed.



**Save** - Saves content changes into an XML file stored in the repository. The Editor remains open and the file remains checked out.



**Close** - Closes the Web Composer Forms Editor.



**Documentum Status** - Provides the contributor with basic information regarding the content object.



**Web View** - Displays content within the context of your published site.



**Unlock** - Removes the lock you have on the page in the repository, *but does not save the most recent changes.*



**Properties** - Properties are descriptive characteristics, such as creation date, format, or lifecycle state.



**Start Workflow** - A workflow is typically a mechanism for promoting content through the lifecycle states.



**Expire Now** – Expires the content. This will remove the content from the Web Server.



**Create Content** – Creates a new page



**Copy File** – Copies the existing file and saves it as a new object.



**Link Manager** – Manages the links on the page.



**Version History** – Shows the previous versions of the document.