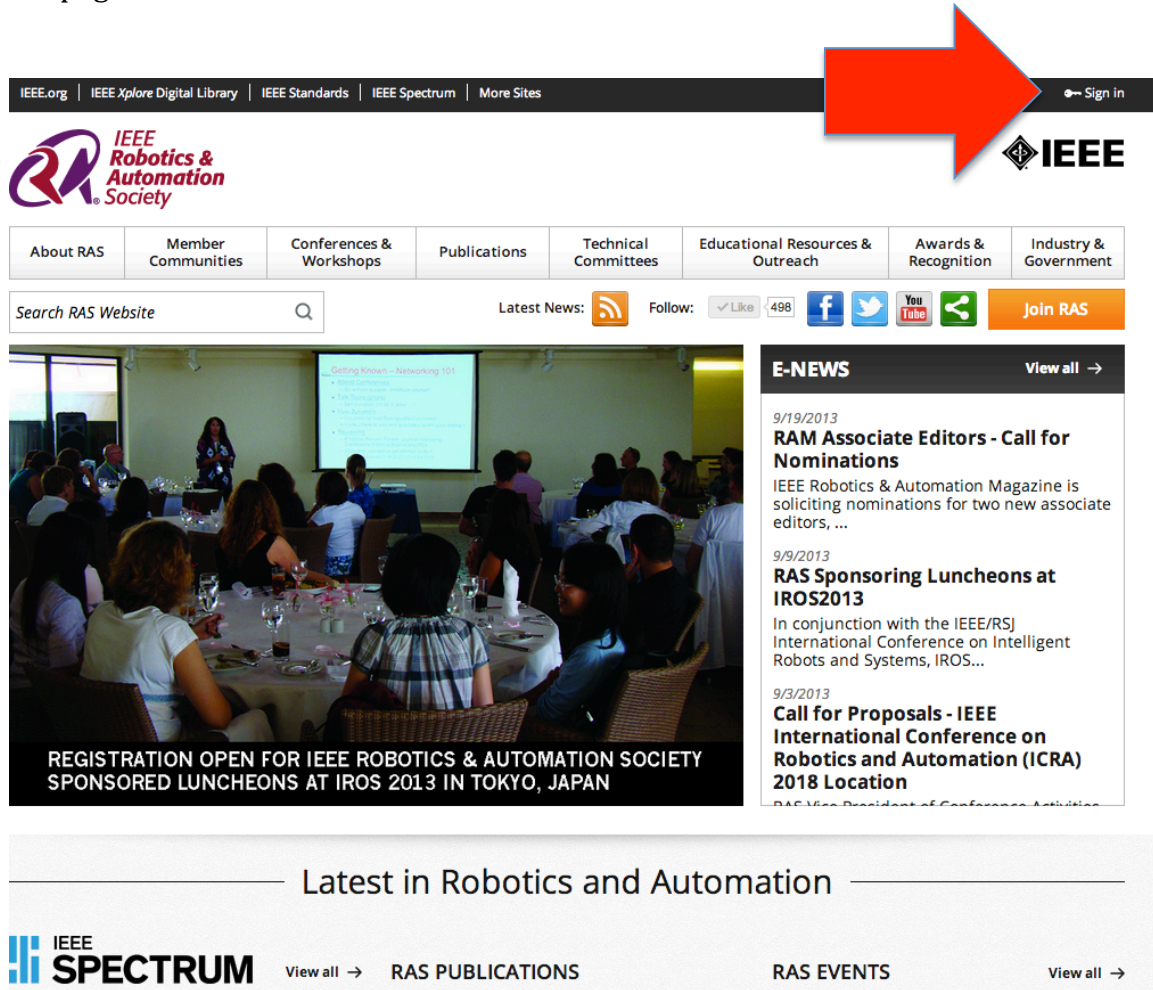Updated 9.24.13

New login procedure for updating the IEEE Robotics & Automation Society website, wwww.ieee-ras.org.

1. Visit www.ieee-ras.org. Click on the Sign On button in the upper right corner of the page. **USE YOUR IEEE USER NAME AND PASSWORD**

2. If you cannot login or have forgot your username and password, visit https://www.ieee.org/profile/public/forgotpassword/forgotUsernamePassword.html. Then return to step 1.

3. Once logged in on the RAS homepage, go to www.ieee-ras.org/administrator. Use your IEEE Username and Password. The login information for Joomla previously used will no longer work.

If using your IEEE account information does not allow access on the Joomla login page, please contact r.o.warnick@ieee.org and it will be restored.

4. The ability to change your username and password from the IEEE account information is no longer permitted as the system pulls from IEEE information and should therefore align. IEEE username/password will be the same as Joomla/RAS Website Content access.

5. You will be taken to this screen.
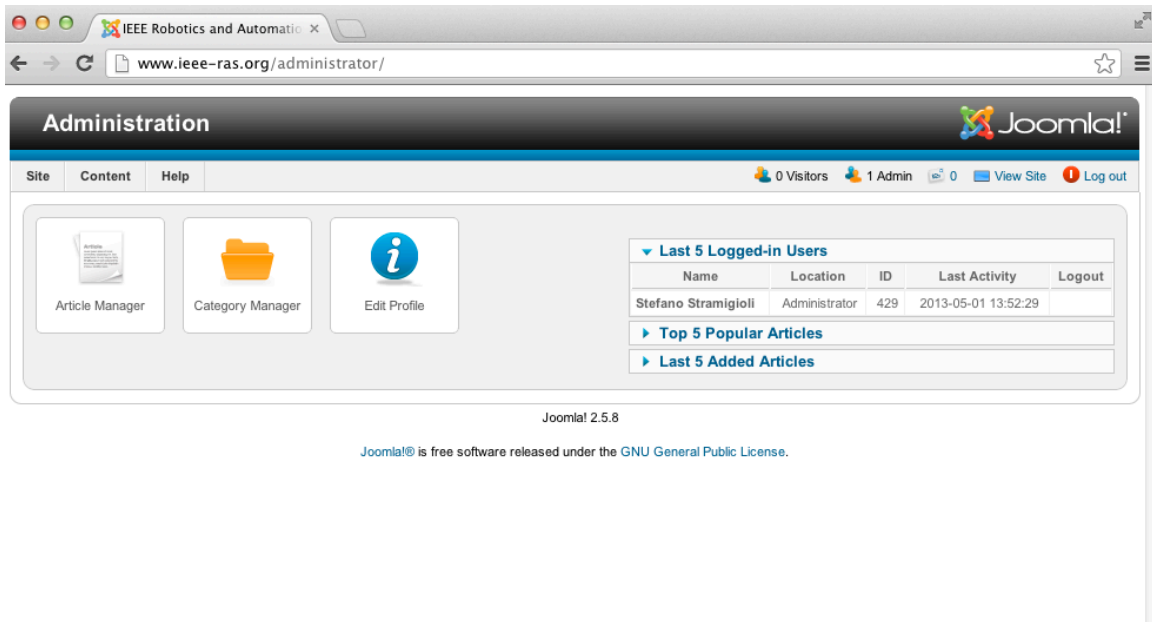
6. Each user has been set up within a specific user group, which allows access to only those categories/articles where permission has been granted. The permission given may limit to editing and adding pages. If you have the need for additional pages or changes that you cannot make on your own or if you would like to restructure a section of the website, please contact r.o.warnick@ieee.org.

7. To edit the pages you have been given permission for, click the Article Manager. This will take you to the page below. Please note that the Articles you have access to are in blue and the others are listed in gray.

8. Articles are the pages within the RAS site. If you need to identify the page you want to update from the RAS site, please see the breadcrumb to help identify.
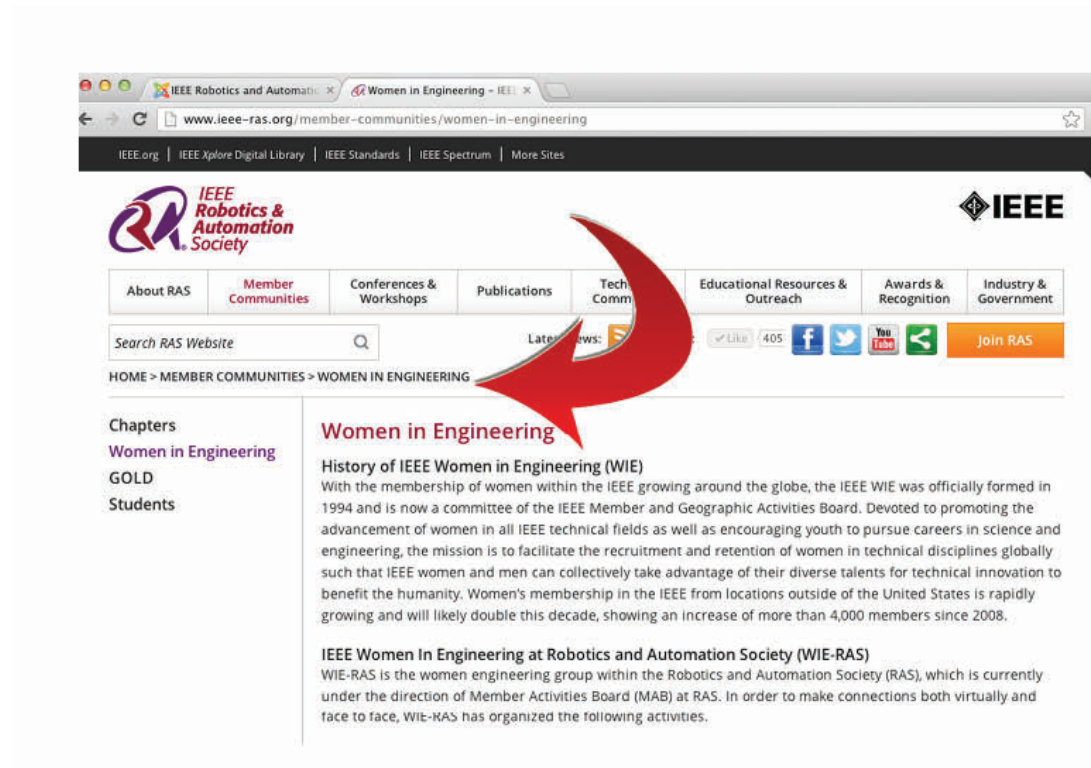
9. In efforts to see all of the Articles on the RAS site, scroll to the bottom of the page and adjust the Display #.

10. For a quick view of the pages you can change, click on the Select Category and select the area of the site you want to work within.
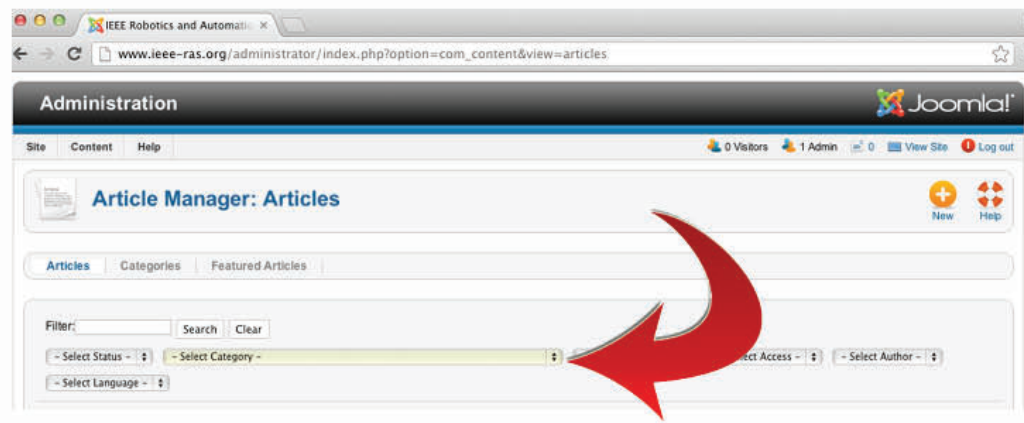
11. You will be taken to the following list. Example Member Communities. If there is a lock button to the left of the Article Title, you will need to contact the last editor to access and as them to unlock or contact ras@ieee.org.

12. To access the Article/Page click on the Title, which will open up the Article Manager: Editor. Article Text is where changes can be made.
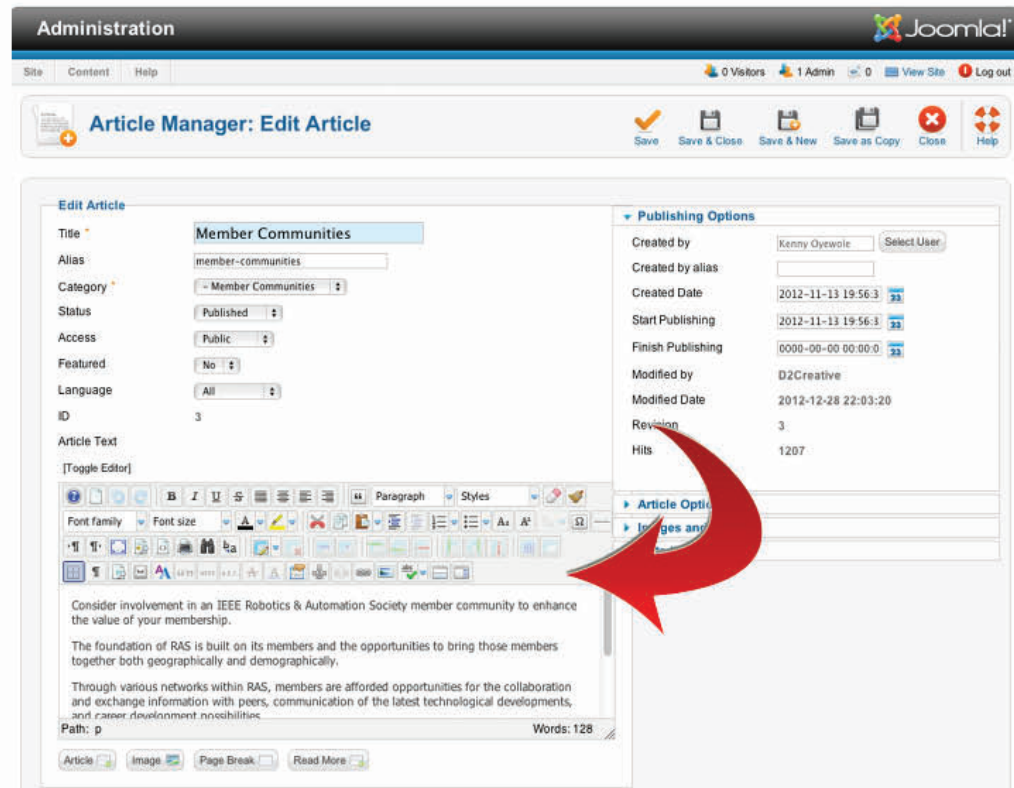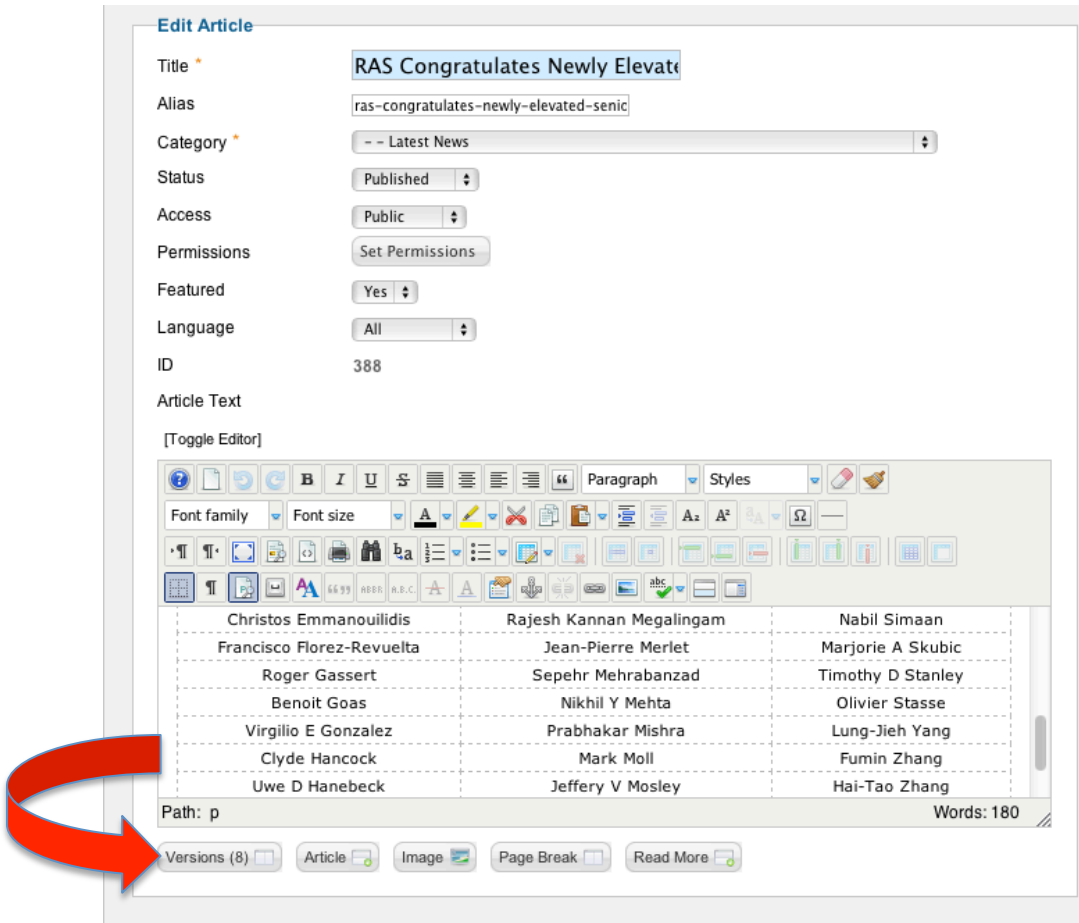
13. The Article Text features a common tool for editing the page text.
    a. In efforts to keep a common design throughout the site, please use the predefined Formats: Paragraph, Heading 1, etc.
    b. When pasting text into the text box, it is best to remove all formatting in a Text Edit
    c. When inserting a link to another web page or email address by clicking the chain icon, please set the Target to Open in a New Window if it is an external page (not within www.ieee-ras.org).
    d. When adding a file or photo, use the Image Manager. There documents, photos, files can be directly uploaded.

14. Adding a photo to a page
    a. When you have an open Article, click on the Image icon [image] at the top. It will open a Image Manager window.
    b. There, under Folders select Technical Committee Images. Click on the name of your TC. In the middle of the screen, right side, there is an

upload button with the blue arrow. Click there and another window pops up.

    c. You can drag and drop the file or browse for it. Please try to ensure the size of the image is appropriate for the web. Click Upload. Click Insert.

    d. You can modify the size, etc. at the top of the Image window under Properties.

15. Once changes are made, it is important to always, Save/Save & Close/Close out of a page. If you back out of a page or exit by closing the window, that page will be locked for other users.

16. If you make changes, please review them on the site to ensure the content looks and is correct. If you need to revert the Article content to a previous version you can do so. While in the Article Manager: Edit Article, click the Versions button:

This will allow you to preview and use previous versions of the page.

Best Practices
- Text Formatting – to ensure text is using the correct/desired Style:
  - Add text
  - Highlight
  - Click the broom icon (Clean up HTML)
  - Then click the eraser icon (Remove formatting)
  - Using the drop down the style menu and select text style.
- There are a variety of acronyms used within the IEEE and RAS. To effectively communicate to the general public, please spell out the full name in the first reference and in following instances use the acronym.
- Dates on the site should be given in the Day/Month/Year format throughout the site.
- It is important to always, Save/Save & Close/Close out of a page. If you back out of a page or exit by closing the window, that page will be locked for other users.
- Upload photos in the size that you want them on the website.
- Always using image dimensions of 100x140 pixels for the photos of TC co-chairs.

Other
- **Calendar and News Item Listings -** If you would like to have an event or item added to the RAS Calendar or the E-NEWS sections, please send the information with complete details to ras@ieee.org.
- **Governance/Committee Listings** – Information in the Governance can be updated or edited by contacting ras@ieee.org. This information impacts other operational areas of RAS, therefore Staff can ensure that the proper steps are taken to update in the other areas.