Getting Started

DOTD Internet Home

http://wwwsp.dotd.la.gov

Sign on to a DOTD Internet Site

1. Under **EMPLOYEE PORTAL** (Upper Right Corner)
2. Click **SIGN IN/OUT**

When signing on to DOTD Internet Site from outside of DOTD Network

3. Enter your **Username** and **Password**. (Ex. "ladotdom\xxxxxx")
4. Click **OK**

Add a Web Part

1. Select the **Page** tab.
2. Click **Edit**
3. On the page, click where you want the web part to appear.
4. Select the check box of the web part or parts to add.
5. Select the **Insert** tab.
6. Click **Web Part**
7. Select the web part and click **Add**

Remove Web Parts

1. Select the **Page** tab.
2. Click **Edit**
3. Click the ▼ on the web part.
4. Select **✕ Delete**
5. The web part will be removed from the page.

Upload a Single Document

1. Select the **Add Document** link.
2. Click **Browse...**
3. Highlight the desired document.
4. Click **Open**
5. Click **OK**

Upload a Multiple Documents

1. Select the **Add Document** link.
2. Click **Upload Multiple Files**.
3. Click **Browse for Files instead**.
4. Highlight the desired documents.
5. Click **Open**
6. Click **OK**
7. Click **Save**

Delete a Document

1. Check the check box next to the document name.
2. Under **Site Actions ▼**
3. Click **Edit Page / Change the content and Web Parts on this page.**
4. On the **Document** tab, click **✕ Delete Document**
5. Click **OK**

See Version History of a Document

1. Check the check box next to the document name.
2. On the **Document** tab, click **Version History**
3. To read a previous version, click on the date and time the version was created.

Upload a Single Image

1. Click **Site Actions ▼**
2. Click **Edit Page / Change the content and Web Parts on this page.**
3. Click **Insert** tab
4. Click **Picture ▼**
5. Click **From Computer**
6. Click **Browse...**
7. Highlight the desired image
8. Click **Open**
9. Use dropdown **Upload to:**
10. Choose **Pictures** library
11. Click **OK**
12. Click **Save**

Upload a Multiple Images

1. Under **Site Actions ▼**
2. Click **View All Site Content / View all libraries and lists in this site.**
3. Under document libraries, choose the image library you want (usually **Pictures**)
4. Click **✚ Add new item**
5. Click **Upload Multiple Files...**
6. Click **Browse for files instead**
7. Use Ctrl key to choose multiple images
8. Click **Open**
9. Click **OK**
10. Click **Done**

Create New Image Library

1. Make sure you are signed in
2. Under **Site Actions ▼**
3. Click **View All Site Content / View all libraries and lists in this site.**
4. Click **Create** at top of page
5. Choose **Picture Library** from options
6. Enter the name of the new library in the box on the right and click **Create**

Create New Document Library

1. Make sure you are signed in
2. Under **Site Actions ▼**
3. Click **View All Site Content / View all libraries and lists in this site.**
4. Click **Create** at top of page
5. Choose **Document Library** from options
6. Enter the name for the new library in the box on the right and click **Create**

Create "DOTD Default" View

1. Under Site Actions ▾
2. Click [View All Site Content — View all libraries and lists in this site.]
3. Select your library & select **Library** tab.
4. Click on [Create View]
5. Select **Standard View**
6. The View Name is "**DOTD Default**"
7. Change the Columns to look like the following, (changes are circled)

Display	Column Name	Position from Left
☑	Type (icon linked to document)	1 ▾
☐	Name (linked to document with edit menu)	3 ▾
☑	Modified	5 ▾
☐	Modified By	6 ▾
☐	Check In Comment	7 ▾
☐	Checked Out To	8 ▾
☐	Content Type	9 ▾
☐	Copy Source	10 ▾
☐	Created	11 ▾
☐	Created By	12 ▾
☐	Edit (link to edit item)	13 ▾
☑	File Size	4 ▾
☐	Folder Child Count	14 ▾
☐	ID	15 ▾
☐	Item Child Count	16 ▾
☐	Name (for use in forms)	17 ▾
☑	Name (linked to document)	2 ▾
☐	Title	18 ▾
☐	Version	19 ▾

8.
9. For an alphabetical list, select

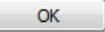First sort by the column:
[Name (linked to document) ▾]
◉ Show items in ascending order (A, B, C, or 1, 2, 3)

For a list sort by date, select

First sort by the column:
[Modified]
◉ Show items in ascending order (A, B, C, or 1, 2, 3)

10. Click [OK] to finish.

Note: You must update the Web Part on any page that contains this document library and view every time you change a document library view.

Add a New Page

1. Under Site Actions ▾
2. Select [New Page — Create a page in this site.]
3. Name the page. No spaces, use "_" and click [Create]
4. The Title field is what appears on browser tabs and left-side navigation.
5. The Page Content should ALWAYS have the Title again. After typing the title in Page Content, select the text and click [<> </> Markup Styles ▾] and then select **Heading 1**

Note: Always "Save" before Publishing or Submitting to Publish.