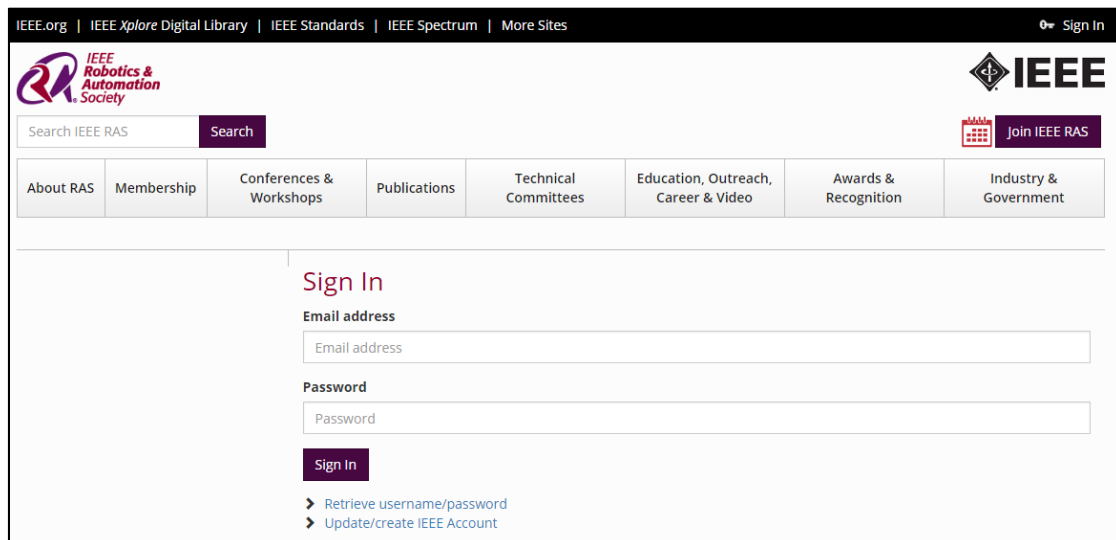
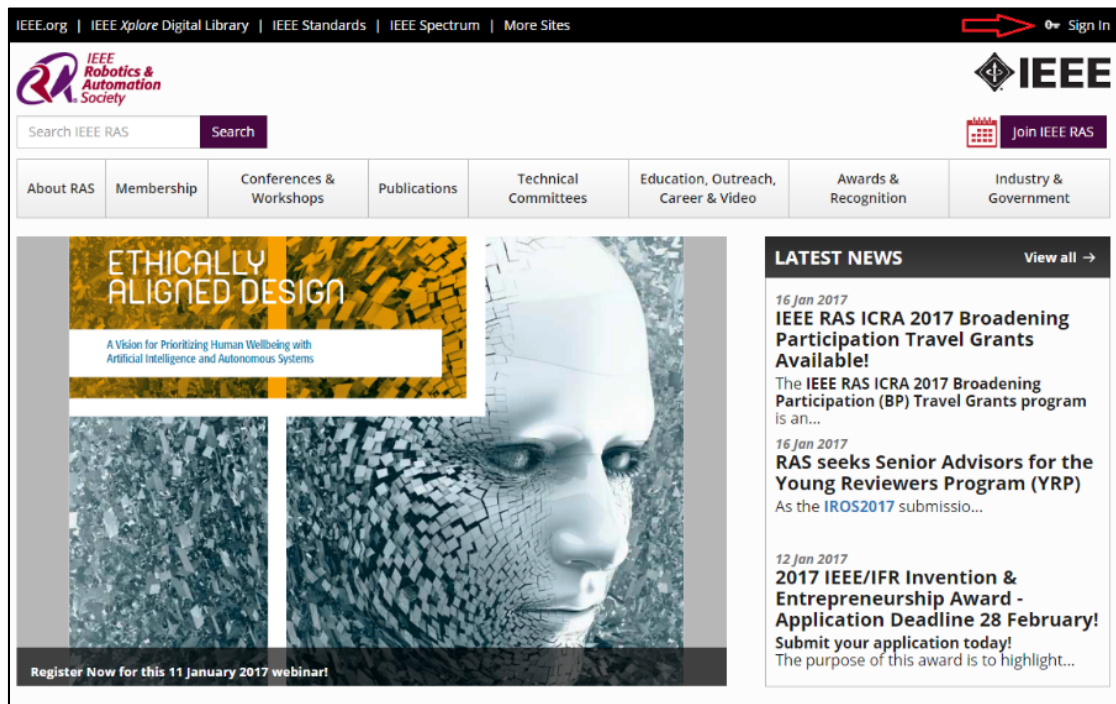


Login procedure for updating the IEEE Robotics & Automation Society website, www.ieee-ras.org.

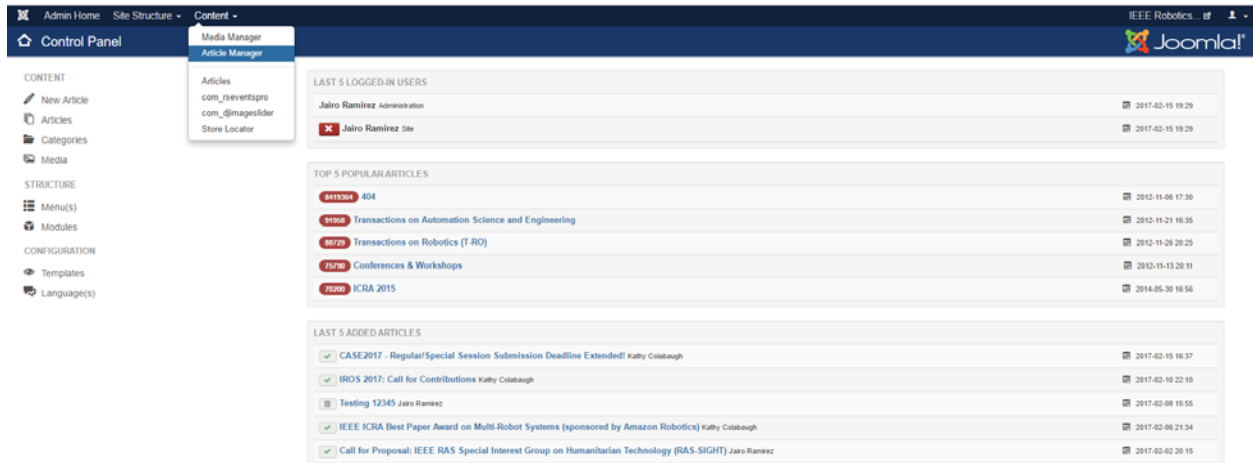
(Updated 15 February 2017)

- 1) Go to www.ieee-ras.org. Click on the “Sign In” button on the upper right corner of the page and use your **IEEE USER NAME** and **PASSWORD** to sign-in to the IEEE RAS website.
 - a. Forgot Username and/or Password? Please visit the following page:
<https://www.ieee.org/profile/public/forgotpassword/forgotUsernamePassword.html>.
 - b. If you are new to editing www.ieee-ras.org , please contact ras@ieee.org for instructions and access.

SIGN IN USING YOUR IEEE USER NAME AND PASSWORD



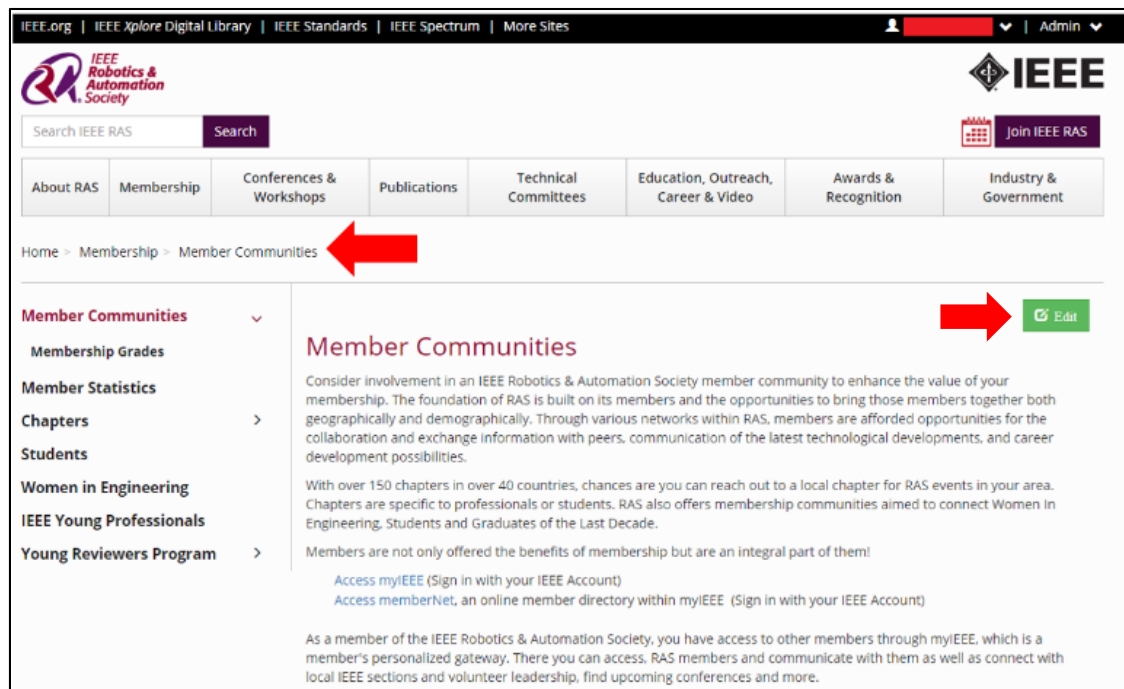
- 2) Once logged in on the IEEE RAS homepage, click on “Admin” in the upper right corner of the page, and select “Administrator” from the drop-down menus.
- 3) Click on “Content”, and “Article manager” to view all of the articles.



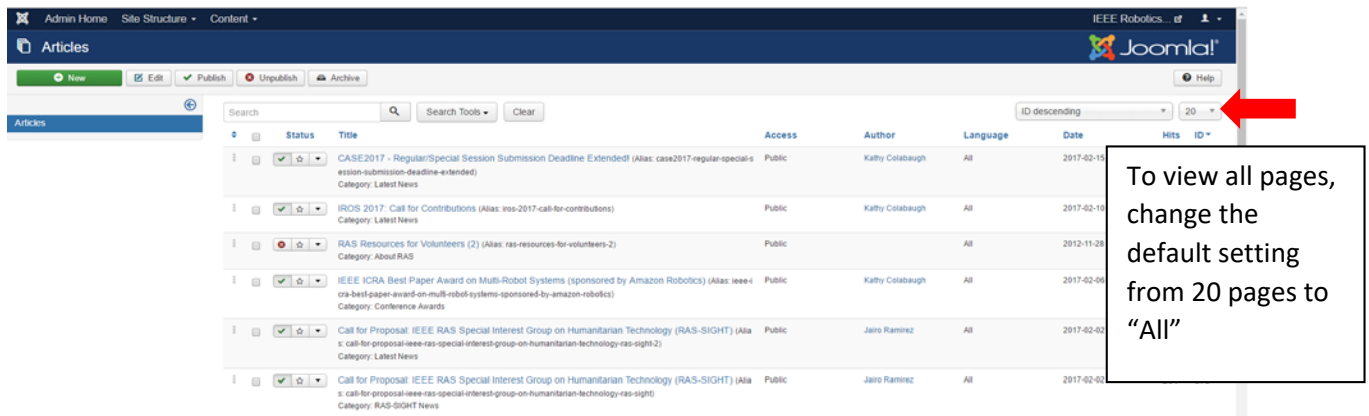
Articles are the pages within the RAS site. There are two ways of editing an article/page:

- a) To edit from the RAS site directly, click on the edit (green button).
- b) Using the admin view, the article name can be found in the page breadcrumb.

Editing directly from RAS Site




Editing from the Admin View

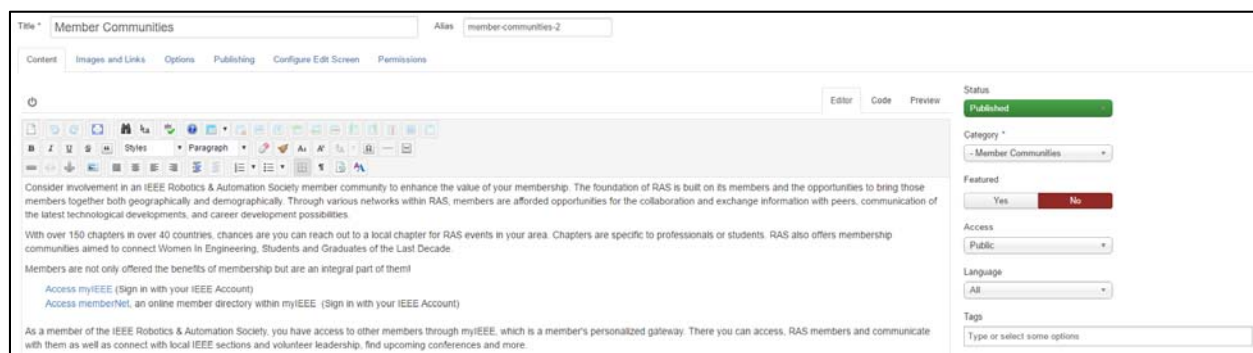


To view all pages, change the default setting from 20 pages to "All"

- 4) Type the article title in the search box. Add filters to your search to narrow down results by clicking on "Search Tools." After finding the correct article, click on the title.

If an article is locked, please contact ras@ieee.org to unlock the page.

- 5) Click on "Member Communities" to edit the content on the page.
- Predefined Formats must be used (i.e. Paragraph, Heading 1, etc...)
 - When pasting text into the text box, it is best to remove all formatting in a text edit.
 - 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).
 - To insert an image: Click on the Image icon , click on "Upload", Click on "Browse", select the image you want to insert, click "Upload", highlight/click on the file of the image you just downloaded, and click insert. (Please make sure the size of the image is appropriate for the web)



Member Communities

Content Images and Links Options Publishing Configure Edit Screen Permissions

Editor Code Preview

Status: Published

Category: Member Communities

Featured: Yes No

Access: Public

Language: All

Tags: Type or select some options

- 6) Once changes are made, it is important to always “Save”, “Save & Close” or “Close” a page. If you exit by closing the window, that page will be locked for other users.
- 7) If you make changes, review them on the live site to ensure the content is correct. If you need to revert the Article content to a previous version, please contact ras@ieee.org.

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.
- Use 80x100 image if inserting a portrait picture onto the site.
- Dates on the site should be given in the Day/Month/Year format throughout the site.

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, 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.