ProDot
Manual

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BOSCH
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1 Introduction

ProDot is a Content Management System that facilitates convenient and simple maintenance and extension of Bosch Web pages. It is based on the RedDot Content Management System and was specifically extended with functions for the Bosch Group.

This manual serves as a guideline. It contains information and advice for your work with ProDot. It uses many practical examples that will help you understand and learn the ProDot functions step by step.

1.1 What can you do with ProDot?

ProDot permits you to maintain and update Bosch Web pages, delete old pages or add new ones. No programming skills are required. ProDot uses your commands to create HTML pages that you can upload on your server.

ProDot includes templates (also known as content classes in ProDot) you can use to create your own Web pages and fill with content as you wish.

ProDot has already integrated the corporate design for Bosch Web pages. Pages you create with this system conform with the current design and layout regulations of C/SMC32.

ProDot allows you to maintain an unlimited number of pages. You can use it to present product and corporate information, as well as current news and topics.

The "Menu Commander" permits you to create new pages and menus swiftly.

With the "Bookmark Manager", you can generate links within the Bosch Web site quickly and simply.

It is also easy to integrate external pages using ProDot.

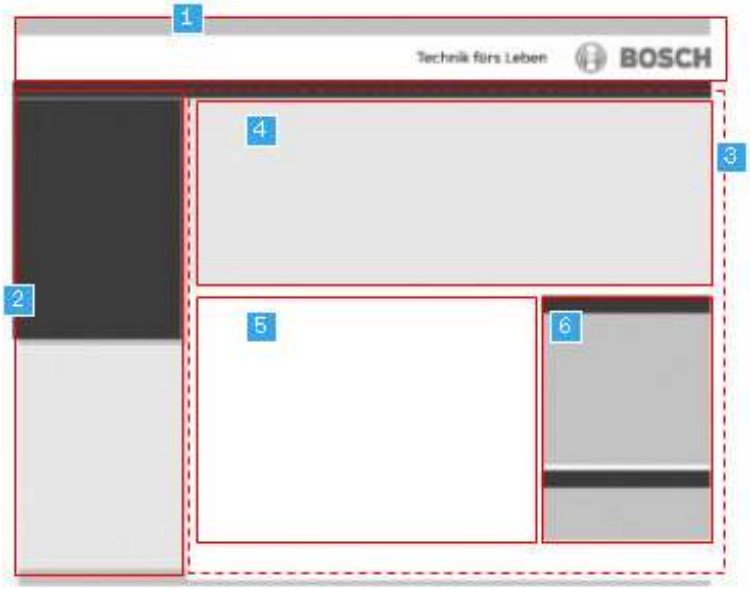
With the "News Commander", ProDot provides the additional option of administrating BoschLive articles, releasing them online or saving them in the archive. Articles from the editorial subscription are already saved in the system.

ProDot is designed for maximum user friendliness. The provided templates are designed very flexibly to support as many different types of content presentation as possible.

The system's developers focused on easy learning and convenient use.

1.2 What can you not do with ProDot?

All pages you create with ProDot fulfill the design and layout regulations of C/SMC32. The system therefore only provides you with appropriate layout elements and editing functions.



1 Header

2 Menu (Area/Sections)

3 Content Area/ Page Framework

4 Introbox

5 Main Column

6 Right Column

▶ When creating ProDot elements for the first time, they are always described as a “Page“.

1.3 What are the basic functions of ProDot?

Bosch Group Web pages conform to a uniform underlying design.

ProDot allows you to edit the Menu (2) and content in the Content area (3) – which consists of the Intro Box (4), the Main Column (5) and the Right Column (6).

In the system, you view the pages as if they were in a browser and can surf from page to page in the usual way. All areas where editing is possible are marked with red dots.

In some cases ("open..."), you can create new areas on the page, while in others ("edit"), you can directly edit texts, images or links.

Content edited in ProDot is marked with a red dot. You can click it to create new pages or entire new areas.

You do not need to add content wherever there is a red dot. Optional fields are marked as "Conditional" (or "cond.").

1.4 Browser standards and other preperation

The following technical standards are required for working with ProDot:

- Internet Explorer Version 5.5 or above (version 8 in compatibility mode)
- Windows 2000, Windows ME or above operating system
- In Internet Explorer, select the "Tools" or “Extras” menu, then "Internet Options".
- Select the "Security" tab.* Click the “Trusted Sites” icon and click the button “Sites”. Add the following domain: **http://dot.leonhardt.de**
- In the “Security” window, click the "Custom Level..." button.* In the list, make sure these options are configured as follows…
- "ActiveX controls and plug-ins": The option "Run ActiveX controls and plug-ins" and “Script ActiveX controls marked safe for scripting” must be enabled.
- “Scripting”: Options “ActiveScripting (Javascript)” and “Allow paste operations via script” must be enabled.
- Select the “Privacy” tab. Make sure the configuration is set to “Middle”.

* If you are not allowed to change these options, please contact your IT service and ask them to configure it for you.

In case your browser (e.g. IE 7) blocks popup windows:

- Disable Popup blocker (“Extras”) or enter the above URL in the exceptions settings.

In case your browser does not display expected results:

- Empty your browser cache (Menu “Extras / Internet Options / Temporary Internet files / Delete files)

1.5 Your access to ProDot

To receive a user name and password to access ProDot, please contact prodot@leonhardt.de.

1.6 After logging on

After logging on, Editors are directly shown the Start page of their Product World. From here, they can surf straight to the places that require editing.

The General Editor – who is responsible for publishing all content on a country's Web site – has more rights than Editors. He can edit all the country's Web site content and publish edited content online. The General Editor is therefore initially led to a ProDot Start page. He can choose between different links in "Edit your Web site": Start page (including the pages behind it), Imprint, BoschLive articles (for BoschLive subscribers), and Publish Site (to publish edited content online).

- All areas that can be edited are marked with a red dot signifying RedDot.
- If you wish to change pages and elements that have no editing function, contact your regional Internet Coordinator.

2 Tutorial

This step by step guide uses the following examples to introduce you to the functions of ProDot.

2.1 Before you start...

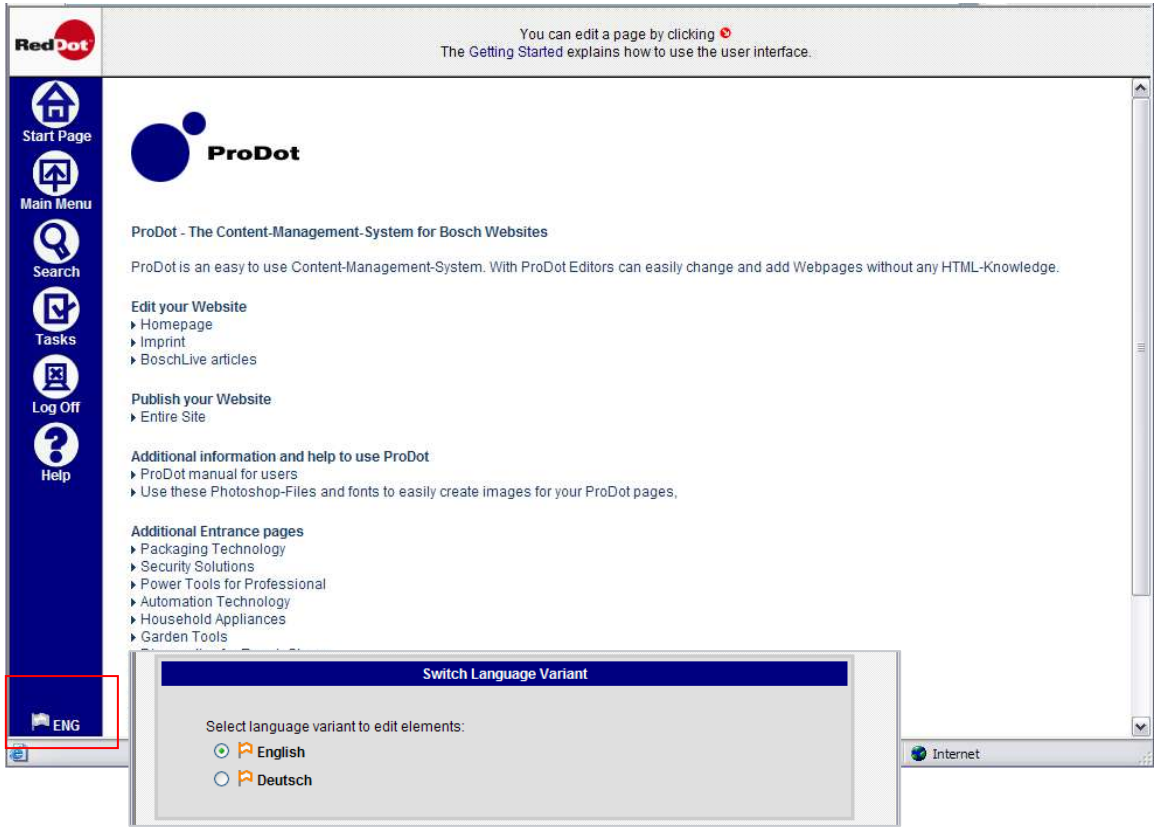
You will find that it is quick and easy to make changes in ProDot. You must, however, take decisions at certain points (e.g. on the position of a page in the menu structure or the use of a preformatted page), which cannot be reversed later or may require producing the affected pages again.

We therefore recommend the following steps:

1. Roughly assemble and structure the content.
2. Set the navigation for all pages in a uniform way. Please note that the menu cannot contain more than 20 entries (including sub-entries).
3. Create content in manuscript form using a text program. Produce translations.
4. New images (that do not yet exist in the image database) must be prepared in the relevant formats using an image editing program.
5. Log into ProDot, select the main language (see Chapter 2.1.2) and begin working with ProDot.

When creating the navigation and content, please note the relevant C/SMC32 "Guidelines for Content and Layout" for Bosch Web pages. The current documentation on the Bosch "Guidelines for Content and Layout" on the Internet are available on the CD Extranet at
design.bosch.com.

- Find out about various standard image formats in advance. They are described in Chapter "2.3.1 Standard Image Formats".



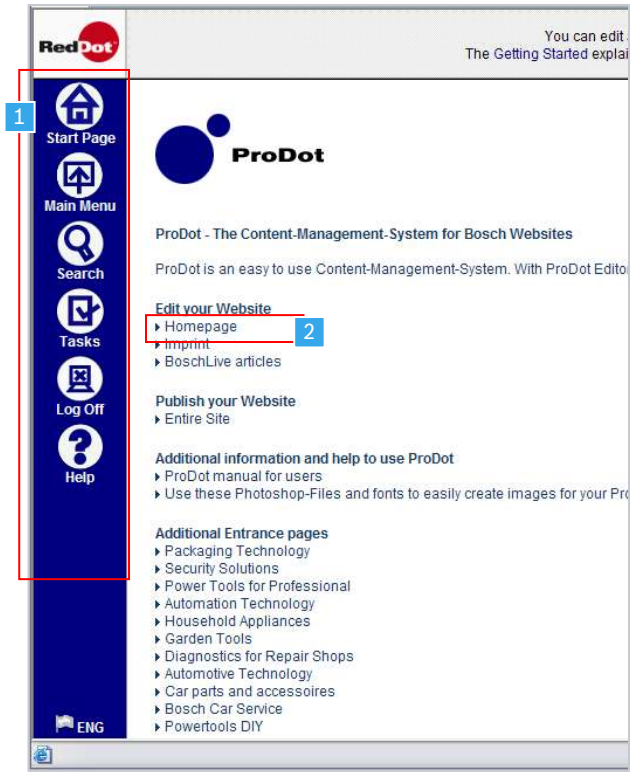
Switching languages: e.g. DEU for German and ENG for UK English or ENU for US English

2.1.1 Selecting the language

Bosch Internet pages are mainly published in at least two languages. To switch between language versions in your project, click the language function in the menu area marked in dark blue on the left hand side of the page (see image). Then select the required language version.

Always begin your ProDot work in the main language (i.e. the language that first appears when browsers access the Web site on the Internet) and note the following:

- If you intend to create a new page or elements within an existing page (e.g. a new Right Column Box), first select the main language for your project (if you have not done so already). Finish all work in the main language and release the pages for the translation workflow (Chapters 2.6 and 2.12).
- The new pages or boxes will appear in the second language of your project in the same place. Enter the translation.
- If you change already existing content, the content of the second language will remain unchanged.
- If you delete pages or boxes in one language, they are automatically deleted in the other language(s).



2.1.2 Basic functions in the left menu area

Whichever page you are editing in ProDot, you always see the menu area marked dark blue 1 on the left side of the page. It provides you with access to the following basic functions:

Start Page: You can switch from any page to the project Start page from here.

Main Menu: Here are additional functions you can use depending on your authorization level, e.g. switching between several projects.

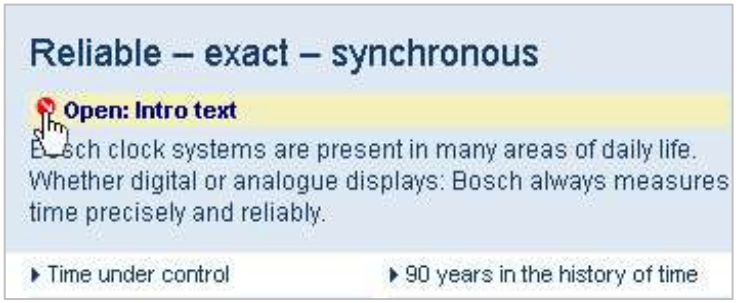
Search: Search the project using different criteria.

Tasks: Release your edited pages for publication here (Chapter 2.6).

Log Off: Use this function to leave ProDot when you have completed your work.

2.1.3 Editing the Web site

To edit the pages of your project, click the link 2 Homepage.



Open Box

Edit Text

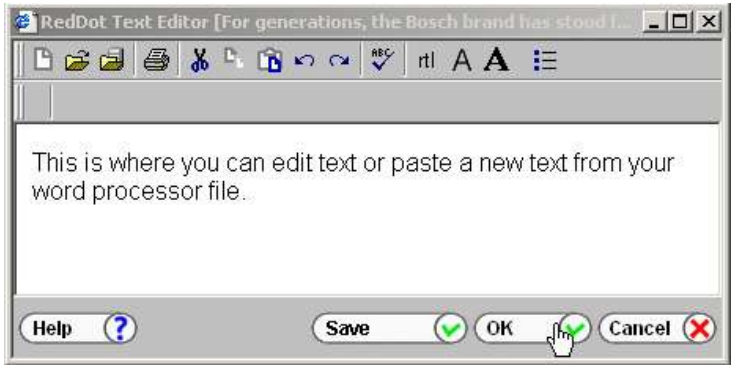
2.2 Editing text

Go to the page where you wish to edit a text. First make all the changes in your main language (i.e. the language activated when you log on).

Usually, the text is part of a "Box" you can open with the red dot ("Open: Box...").

1. Now click on "Edit: Text ...", to edit the text.

2. The text is opened in a separate window for editing. The tool bar shows you the editing options available to you in this area. In most cases, you can select text formats here, for instance.



Text Editor

3. You can save your editing by clicking "Save". The window remains open and you can continue editing the text. This function is particularly useful for work on long text passages.

4. Once you have entered all the texts, click "OK" to save your edit. The window closes and the page is displayed with the new text.

- When copying text from standard programs (such as Microsoft Word®), formatting made in those programs can affect page presentation. Therefore first copy your text into a neutral Text Editor program and only then into the ProDot system.
- In the Text Editor, a new paragraph with a new empty line is created when you press the Return button. If you simply wish to continue writing on the next line, press Shift+Return at the same time.

Open Box

Edit Image

Select image

2.3 Editing images

Select a page on which you wish to edit an image.

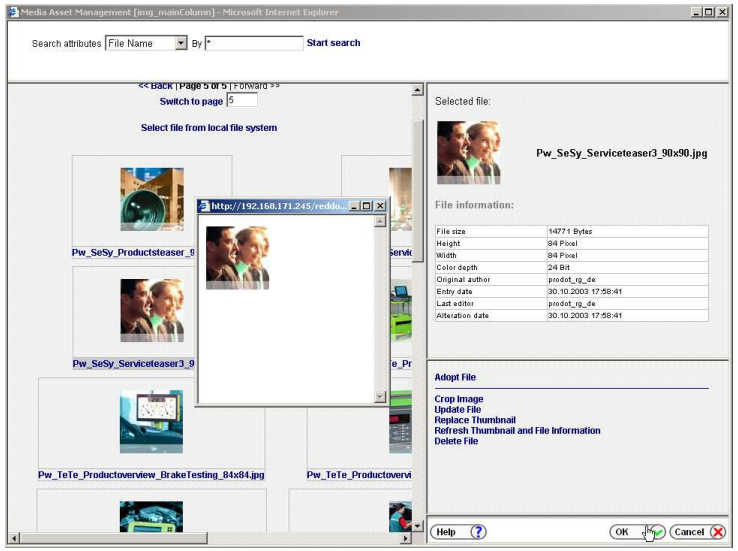
1. Usually, the image is part of a "Box" that you must first open with the red dot ("Open: Box ...").

2. Now click "Edit: Image ..."

   An image dialog opens. Click "Select image". The images already stored in the system are listed for selection.

3. Click the file name of an image to view more information on it.

4. Click "OK" to select the image. The window closes and your page is displayed with the new image.



Screen selection

2.3.1 Standard image formats

Inserted in	Ideal width	File size
Intro box	540 px	approx. 20-60 kb
Content (large)	342 px	approx. 10-30 kb
Content (medium)	174 px	approx. 10-30 kb
Content (small)	84 px	approx. 3-15 kb
Margin box	174 px	approx. 10-25 kb

- Images are automatically scaled to the right width. The page ratio remains the same. You can also upload images that are broader than the required format.
- To avoid unfocussed images or similar deficiencies, select images that conform with the allocated format.

Select file from local file system

2.3.2 Uploading your own images

If you wish to upload your own images, click "Select file from local file system" to transfer your chosen image to the RedDot server. Select the file on your local hard drive in the following dialog.

Please note that the file size of the image will not be recalculated. To avoid long upload times, give the image a format suitable for Web sites before uploading. Use the Standard Image Formats for guidance.

- You can use the free software "GIMP" to add the usual semi-transparent bars to the images.
- Convert new photos into a packed image format (.jpg, .gif) before uploading them.
- Integrate the pixel size (breadth x height) into the name of the new image file. This will allow you to sort and replace images at a later date.
- Example: Pw_Productoverview_84x84.jpg

Flash box

Edit Flash

2.4 Editing Flash

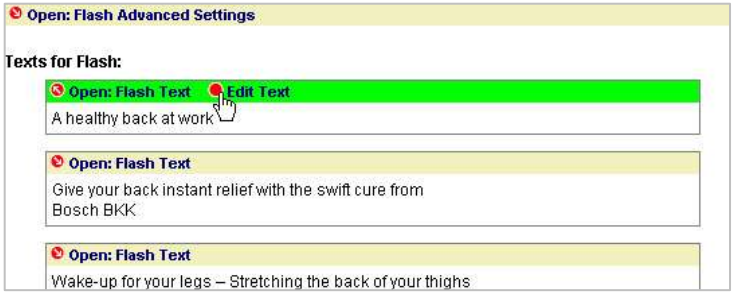
Boxes can contain Flash animations. You can easily adjust Flash animations with ProDot. To start the editing process, first click "Edit: Flash box".

1. If you wish to change a page headline, click "Edit: Headline" and enter the new headline.
2. If you wish to upload a new Flash animation, click "Edit: Flash (conditional)". A dialog window opens that is similar to the "Edit images" window you already know. Continue in exactly the same way as described in Chapter 2.3 "Editing images". The same applies to all editing of fallback images for users without a Flash player.
3. A so-called fallback image must be set up so that users without a Flash player can also see an image. Click "Edit: Fallback" and continue in exactly the same way as described in the chapter "Editing images".

If you wish to create and use your own Flash files, use the following standard formats

Used in	Width
Introbox	540 px
Right Column	174 px

Flash Box



Flash Advanced Settings

2.5 Editing Flash with editable texts

Some Flash animations allow you to edit their texts.

If you wish to edit existing texts with Flash, first click "Flash Advanced Settings". You now see a list of all existing texts.

1. Select the text you wish to edit. First click "Open: Flash Text", then "Edit: Text".

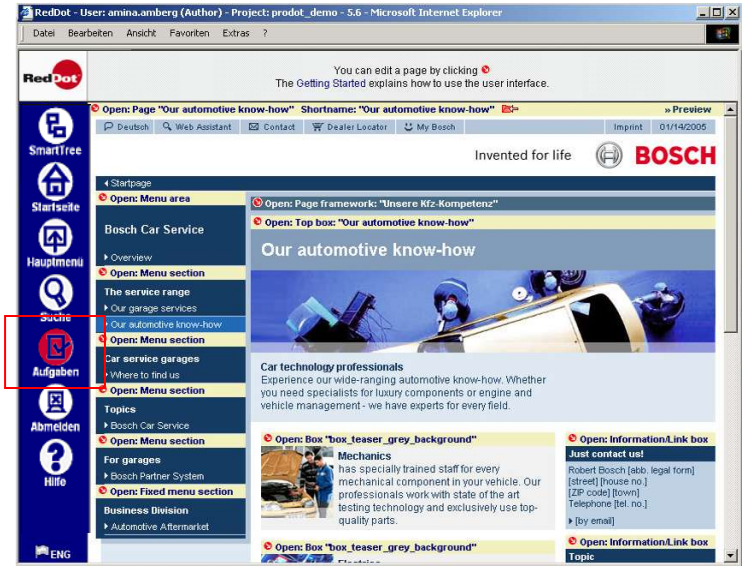
2. A text editing window you have already come across now opens for you to edit the text. Click "OK" when you have finished.

   Make sure the length of the new text is roughly the same as the length of the old text. Otherwise there might be problems playing the animation.

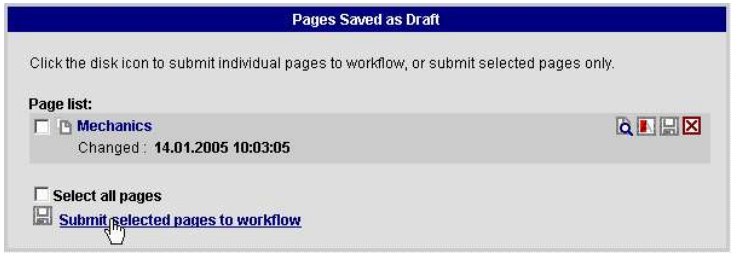
3. After you have finished editing, leave the page using the "Back" link.

You can now check the new text directly in your animation and edit it again if necessary.

- Every Flash animation with editable text has a specific number of allocated text boxes. To maintain the correct order of texts in Flash, the number and order of the text boxes should not be changed. So limit your editing to the text itself.
- Should you exchange a Flash animation with editable text for a new Flash animation, the text (number of text boxes, wording) must be manually adjusted. Otherwise the new animation will present the text of the old animation.
- If you wish to create your own Flash animation with editable text, pay attention to the rules for the structure of such a file. A preformatted example is available on the ProDot Start page at "Additional information and help to use ProDot".



Tasks



Submit selected pages to workflow

2.6 Releasing and publishing changes

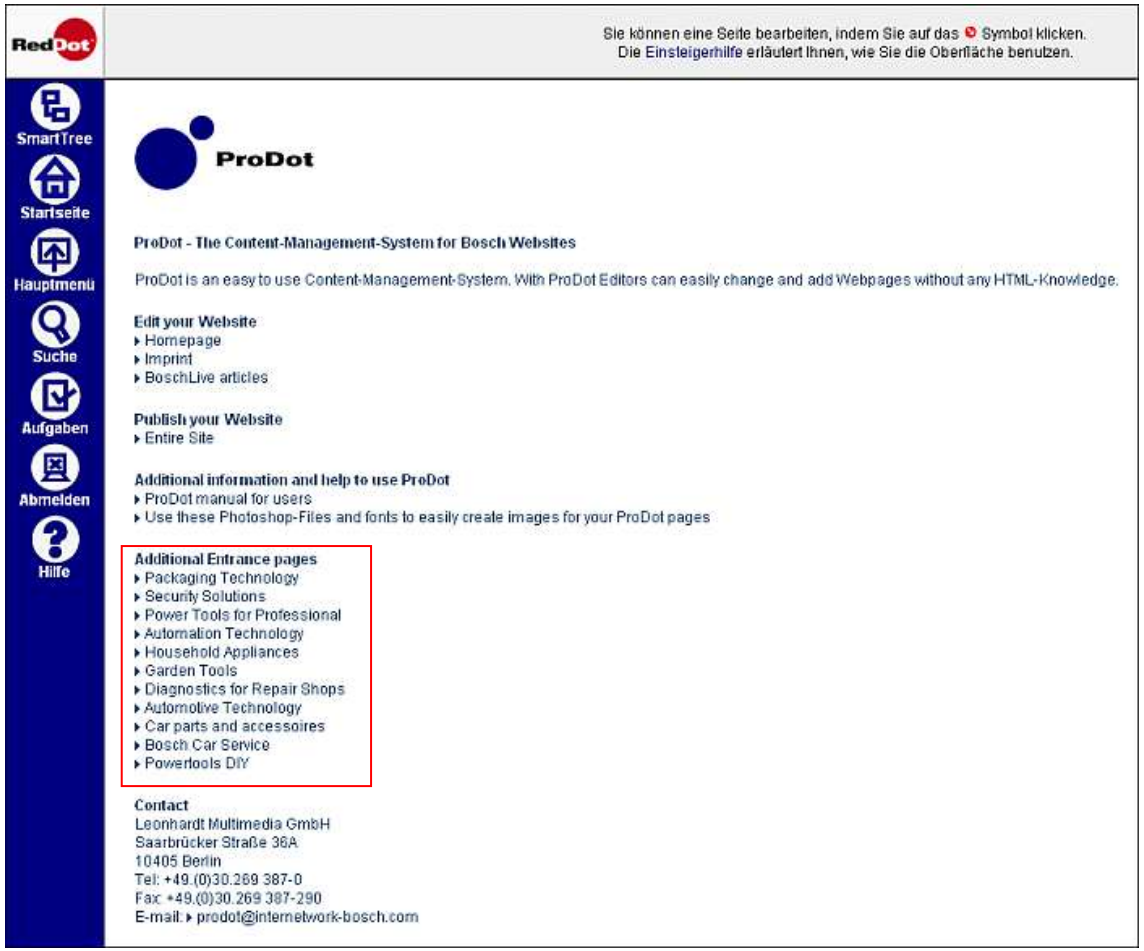
Your changes are initially only visible to you personally in the ProDot system. To publish them on the Internet, all changes must be released.

1. Click the "Tasks" button in the left RedDot bar. The status of pages awaiting release is shown, as well as elements that have been edited – for example "1 Edit Pages". Click this link.

2. Now all edited pages are shown in an overview. Beside the name, you have four buttons providing different functions (see illustration below):
   1 View page for checking, 2 Display text changes in red, 3 Save changes or 4 Delete.

3. The button "Submit selected pages to workflow" permanently saves your changes and initially submits the pages to the translation workflow. Once this has been completed, it is released for the live version.

   ▶ Most Bosch Web pages are published in two languages. Changes should only be published once all content has been translated into the desired languages (see Chapter 2.7).



Divisions that can be separately edited by Division editors

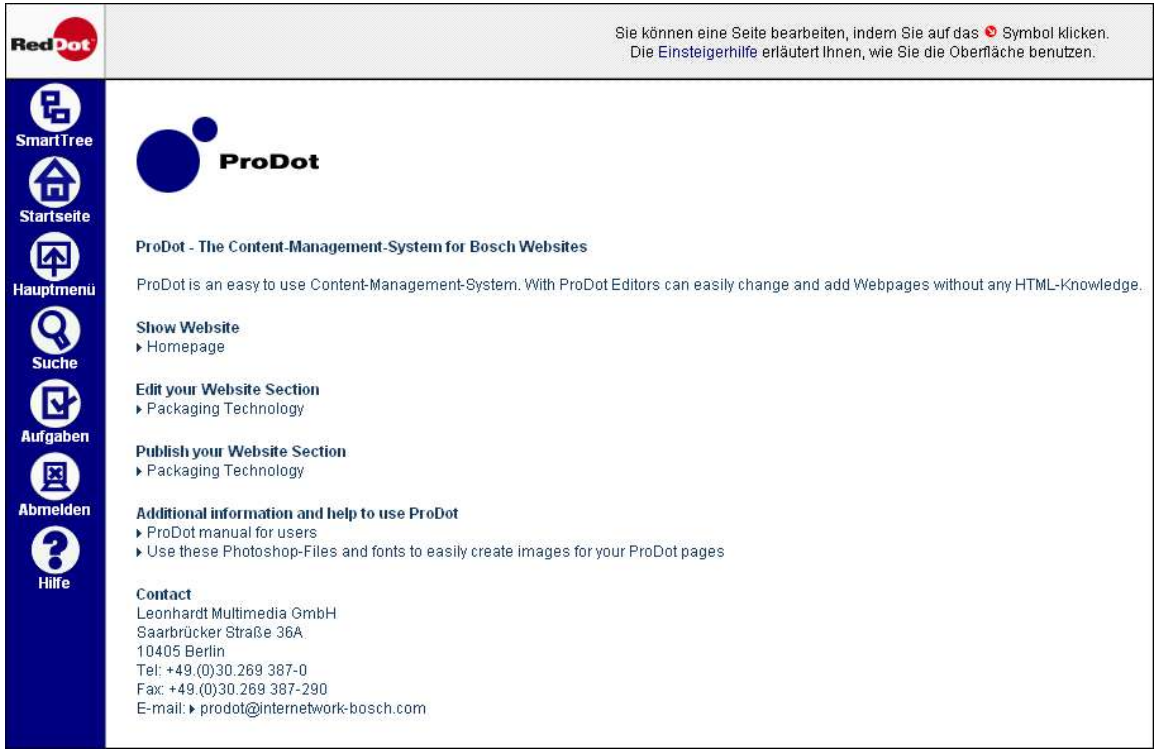
2.7 Generating released pages

Until now, only responsible RO staff were permitted to generate all pages. With the new RO module, it is now possible to name a Division Editor for each product world and the HR module, who will maintain the content of the relevant division and can publish it separately from other divisions. For this purpose, special Start pages have been produced to provide different links depending on the user logged in.

2.8 Responsible RO staff

As before, the responsible RO employee can edit, generate and publish all pages. The links are presented on the Start page in the usual way. At "Additional Entrance Pages", all divisions that can be separately generated and edited by Division editors are displayed. If no links are listed, no divisions can be separately edited.

- The described form of separate generation requires using the AutoStager (standard for all RO) and not with externally hosted pages.



View for Division editor

2.9 Division Editor

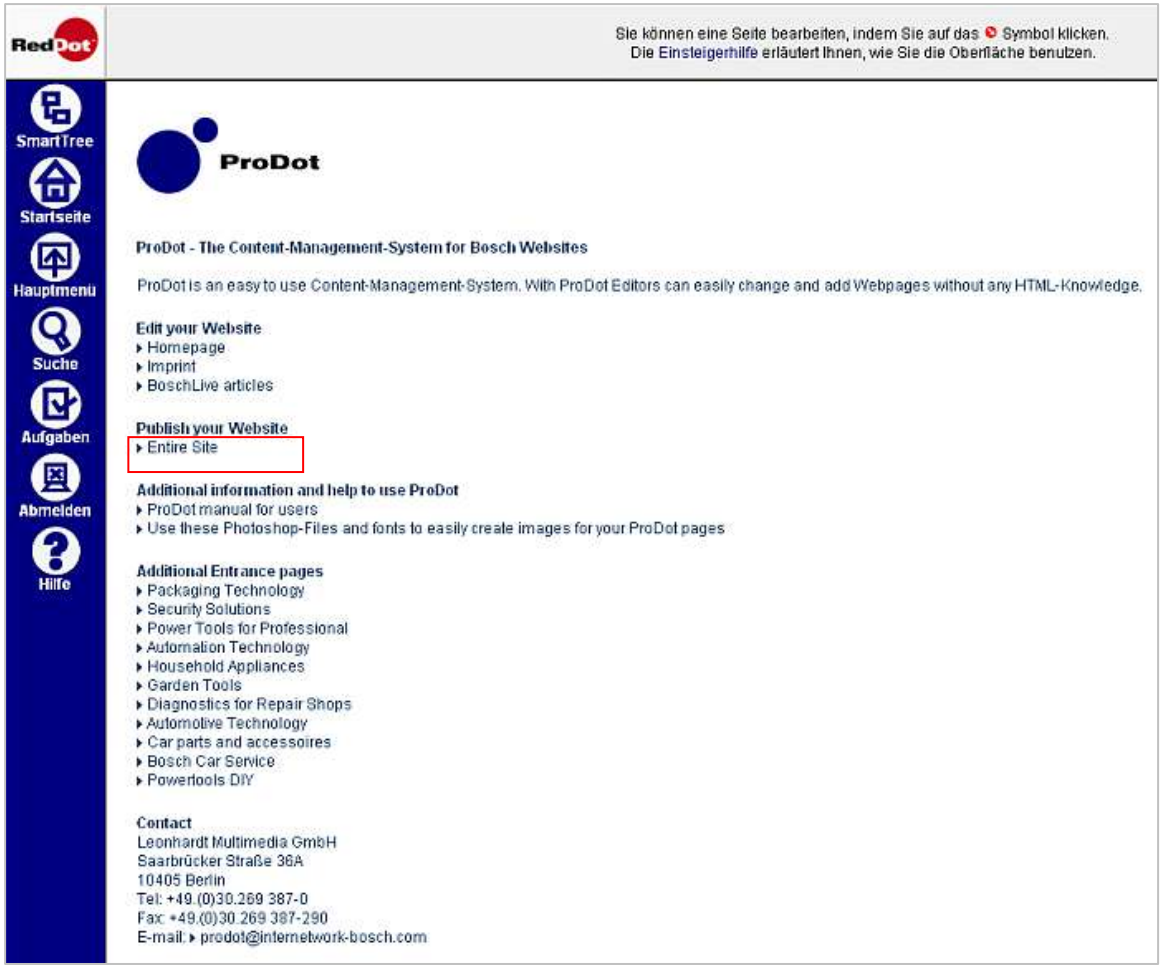
Upon request, content of a division (product world) can be edited by using a separate ProDot account. This account is assigned to an additional user whose authorization is limited to the division for which he is responsible.

The Division editor receives links for modifying, generating and publishing items in "his" division.

The link "Edit your Website" leads straight to the pages that the Division editor is permitted to edit. He can switch to other pages displayed in SmartEdit mode, but cannot edit them due to his limited authorization. Such articles are marked with a RedDot with a diagonal white line.

A Division Editor can only edit, separately generate and publish the division pages for which he has been assigned.

- The described form of separate generation requires using the AutoStager (standard for all RO) and not with externally hosted pages.



Publishing edited and released pages

Notes for all editors:

- Once the edited pages exist in all intended languages and have been released, you must publish them so they can be seen online. Click "Publish site" in the ProDot Start page to do so.
- A window opens with a note. Confirm by clicking "Start publishing".

2.10 AutoStager

The AutoStager checks the XML status every hour. If the status has changed in the last 2 hours, AutoStager collects the "docs.zip" and unpacks them into the relevant domain directory. You then receive an email report at the email address you entered. It must be checked by you in the preview. (http://www.bosch.[domain].preview.bosch.com)

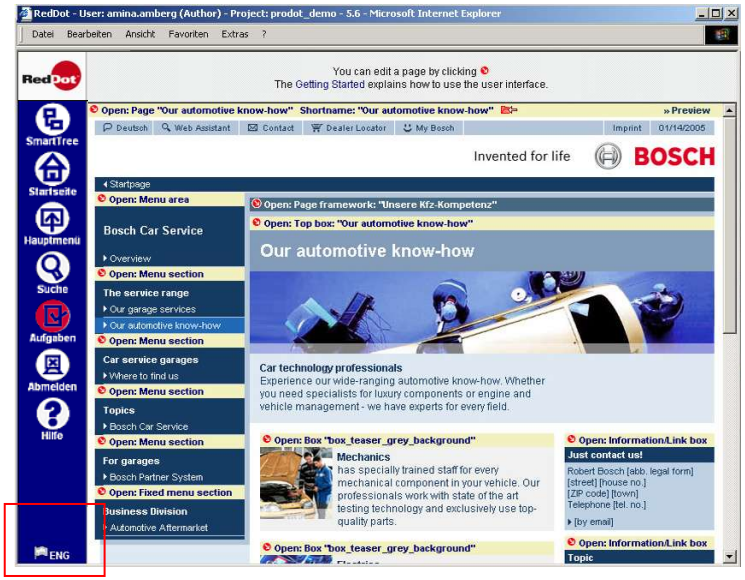
Now you must carry out "manual deployment" on the live server.

2.11 Publishing with external hosts

Once ProDot has generated static HTML pages from the edited pages, you will receive an email. It contains the generated pages in an attachment as a ZIP archive or a link to the download area of a Web server where the ZIP archive has been saved.

- If the ZIP archive is not in the mail:
  Select the link in the mail. You need a user name and password for the download area (please contact the technical staff listed at the end of the manual).
- In the download area, you can see a link list of all previously generated ZIP archives and the appropriate log files (protocol).
- Load the latest ZIP archive onto your local PC.

Unpack the ZIP archive. Copy the "Content" folder it contains into the "docs" directory of your country on Stager. Then carry out a preview deployment. If the content is in order, carry out live deployment. (You will receive advice on this process from your Bosch CI contact.) The pages can then be seen online (depending on volume, deployment can take up to one hour).



Change language
e.g. DEU for German, ENG for brit. English oder ENU for US-English

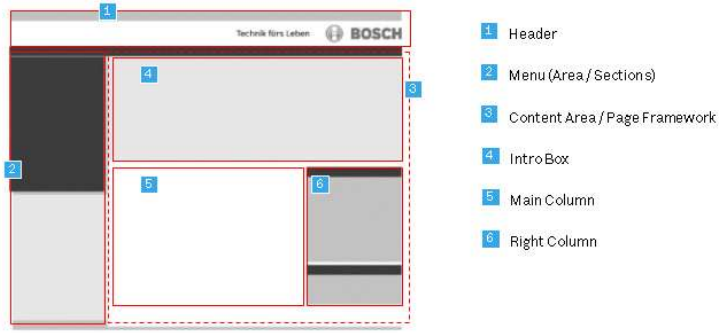
2.12 Translation into other languages

After you have released all edited content, switch to the second language using the language selection button (see illustration) and click "Tasks".

The status display shows which content is still waiting for translation. Open the pages and enter the translations.

These changes must also be subsequently released in "Tasks" (see Chapter 2.6).

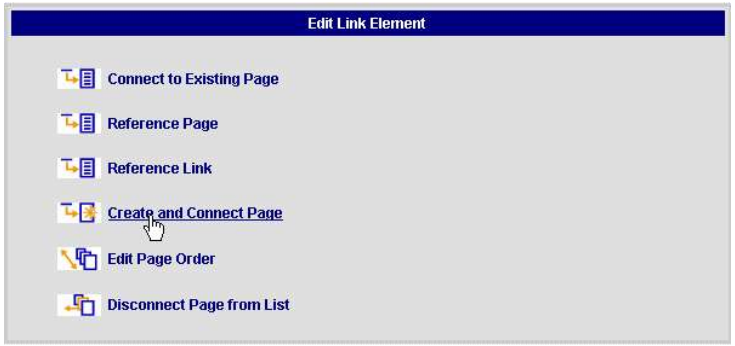
- If new pages or boxes have been created, the text entered in the main language also appears in the second language page or box.
- If you edit existing content, the content for the second language remains unchanged. Use the Tasks dialog to view the passages requiring translation. Take each individual task and enter the translation.
- If you delete pages or boxes in one language, they are also automatically deleted in the other language(s).



Page structure

Open: Page framework

Add/del/sort Intro Box



Create and Connect Page

2.13 Creating new content

The Content area of individual pages is divided into three different sub-areas: "Intro Box", "Main Column" and "Right Column".

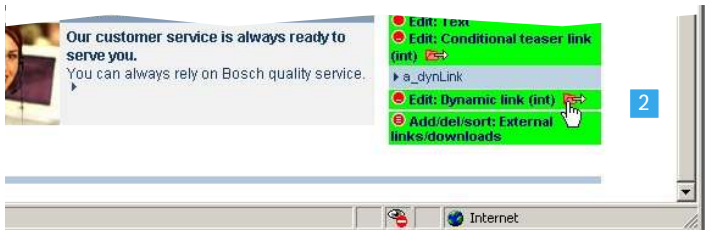
2.13.1 Setting up or changing the page layout

Any of the above areas can be freely filled with elements based on preformatted templates. You therefore have many different layout options for your pages.

1. To create or edit a page layout, select "Open Page Framework". The three sub-sections are now displayed.
2. Select "Add/del/sort ..." in the page section you wish to edit. Then select "Create and Connect Page".
3. A list of available templates (content classes) is now displayed. A screenshot is displayed alongside each template name.
4. Select a template. The window closes and the page is displayed with the new, still empty template.
5. You can now enter your text, images and links by clicking the "Edit" dots.

See chapter 4 for an overview of the different templates and their possible uses.

Add to bookmark manager (Bookmark manager zufügen)



Connect with bookmarked page

Expand Dynamic Link

- According to the Bosch Internet Styleguide internal or dynamic links should open in the main window.

2.14 Links to pages within the Web presence

Proceed as follows to create a link (in the intended position on the template) from one page to another within the Web presence:

1. Go to the page where the link should lead and click on the adjacent symbol ("Add to bookmark manager"). You have now saved the link to this page.

2. Return to the place on the page where you wish the link to be inserted. Click on the adjacent symbol and select the saved page you wish to link from the drop-down menu.

All links and their titles are now automatically entered. You can then edit the link title using "Edit ...".

If you wish to integrate several links in one box (i.e. create a link list), use the "Dynamic Link" function.

1. Click "Edit: Dynamic link" and then select "Expand Dynamic Link".

2. You can now add further (initially empty) links. Then link the pages as described above using the Bookmark Manager.

Add/del/sort: External links/downloads

- External links or document links can only be placed in the right column boxes.

Templates for Download-documents and externe links

- You can connect a box with a page or email form in the contact function of the Bosch Header (see Manual „Service functions 2.0). Add an external link and enter a call in the URL field based on the following samples.

  For calling up a page:
  javascript:openContact('XY')
  XY is placeholder for a product world shortcut which you have to enter in the contact function section.

  For calling up an email form:
  javascript:openContactEmail('xx@yyy.zz')
  Use a mail address which has been entered in the contact function (otherwise the form will not be sent).

2.15 Links to external pages or documents

It is also easy to integrate links to external pages or documents (e.g. for downloading available PDF files).

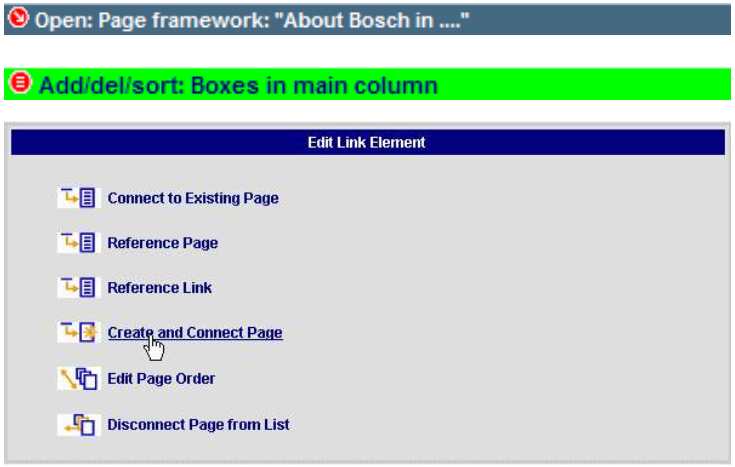
1. Open the box in which you wish to add a link to an external page or documents and click "Add/del/sort: External links/downloads".

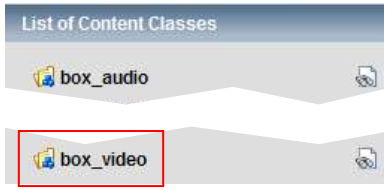
2. Select "Create and Connect Page". If you want the new page to appear in the main window, select the "link_item_Download" template for a link to a document, or "link_item_external_Link" for a link to an external page. The links are initially shown empty.

   If you wish the page to open in a new window, select "link_item_external_link popup". The empty external link is then displayed.

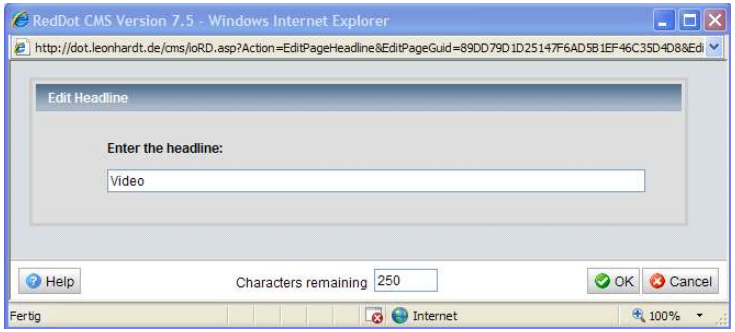
3. A new link has now been added to the box. Use the "Edit ..." buttons to enter the external Web address (URL) or linked document, to edit the link text and to make settings for the window that opens. The link must have the following format: http:// followed by the link to the external Web site (www...) or path to the document.

   - According to the Bosch Internet styleguide links to external pages and documents should open in a new window





List of Content Classes with “box_video”



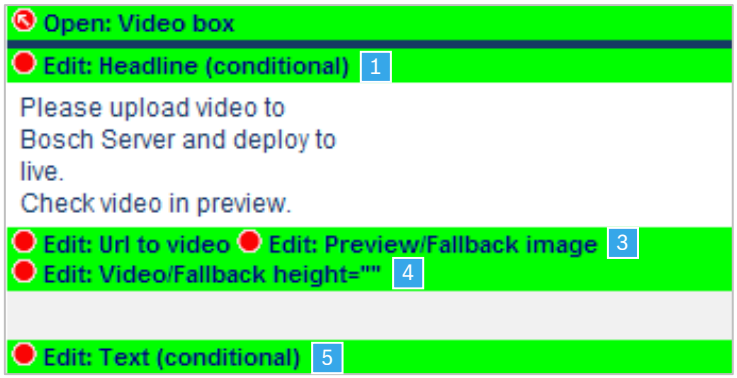
2.16 Add a video file

Instead of an image or animation, a box may contain a video.
If you want to upload a video do the following preparation:

- Make sure your video meets the Bosch Internet Styleguide and Technical Guidelines requirements.
- Scale its width according to the box you want to use for your video.
- Save it as .flv (Flash video format) and use a valid file name.
- Upload the video to the Bosch server into a directory you create for video uploads. Make a note of the path to the file. You will need it when you enter the URL (see next page).
- For browsers not equipped with Flash player, prepare a fallback image (scale it to the animation’s width and height).

After having done this you can set up a video box in the following way:

1. Select "Open Page Framework".
2. Choose "Add/del/sort: Boxes in main column" and select "Create and Connect Page".
3. Select “box_video” in the “List of Content Classes”.
4. Enter a name for the item (for internal use in ProDot only) and click on “OK”. You now have added a new box which does not contain the video yet.



Online use of video box

5. In order to connect the video to the box, click on the red dot to open the box. Now, you can ...

1 Add a headline (Edit: Headline)
2 Enter the URL to the video file you have uploaded to the Bosch server (Edit: Url to video)
3 Upload a preview/fallback image by using the Asset Manager (Edit: Preview/Fallback image)
4 Edit the height of the video/image (Edit: Video/Fallback height)
5 Insert an explanatory text (Edit: Text)

Click “Preview” to check the video box. The video will only be shown in the “Preview” when you have already deployed the video to the live system.

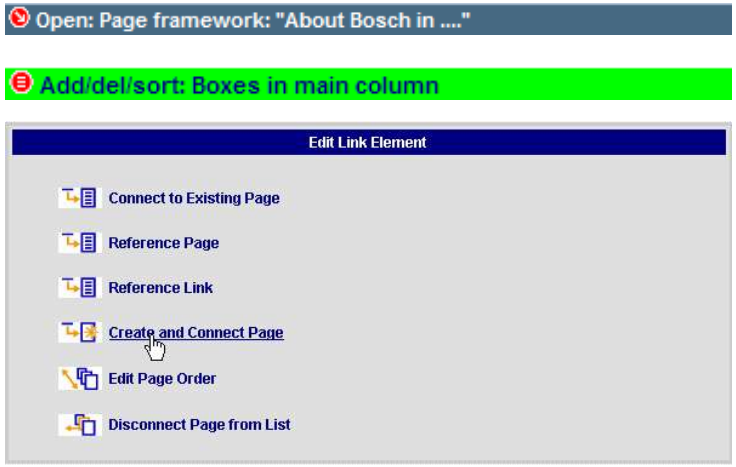
Headline and text do not have to be added. These are conditional settings.

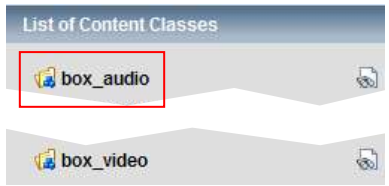
If you do not add any preview/fallback image, the first motif of the video is shown.

► Just have a look at this URL to see the “box_video” online:

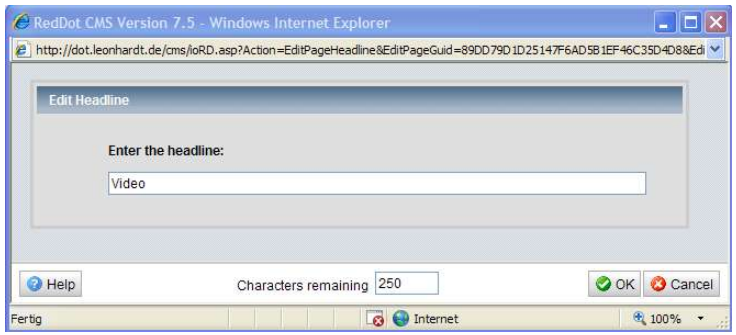
http://prodot-show.internetwork-bosch.com/content/language2/html/867.htm

User name: bosch
Password: %dot4b0sch





List of Content Classes with “box_audio”



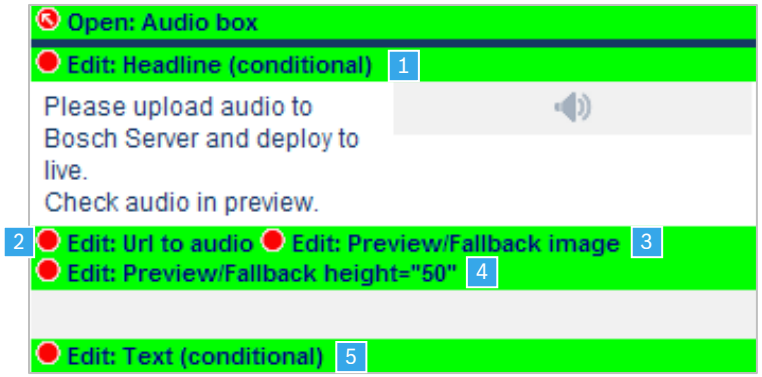
2.17 Add an audio file

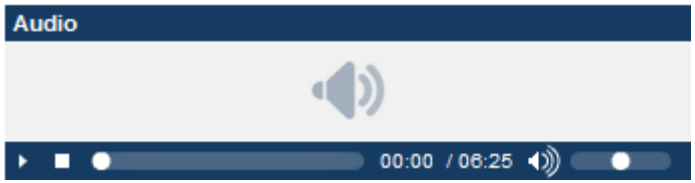
Instead of an image or animation, a box may contain an audio file. If you want to upload an audio file do the following preparation:

- Make sure your audio file meets the Technical Guidelines requirements.
- Save it as .mp3 and use a valid file name.
- Upload the audio file to the Bosch server into a directory you create for audio uploads. Make a note of the path to the file. You will need it when you enter the URL.

After having done this you can set up an audio box in the following way:

1. Select "Open Page Framework".
2. Choose "Add/del/sort: Boxes in main column" and select "Create and Connect Page".
3. Select “box_audio” in the “List of Content Classes”.
4. Enter a name for the item (for internal use in ProDot only) and click on “OK”. You now have added a new box which does not contain the audio file yet.





Online use of audio box

5. In order to connect the audio file to the box, click on the red dot to open the box. Now, you can ...

1 Add a headline (Edit: Headline)
2 Enter the URL to the audio file you have uploaded to the Bosch server (Edit: Url to audio)
3 Upload a preview/fallback image by using the Asset Manager (Edit: Preview/Fallback image)
4 Edit the height of the preview/fallback image (Edit: Preview/Fallback height)
5 Insert an explanatory text (Edit: Text)

Click “Preview” to check the audio box. The audio file will only be played in the “Preview” when you have already deployed the audio file to the live system.

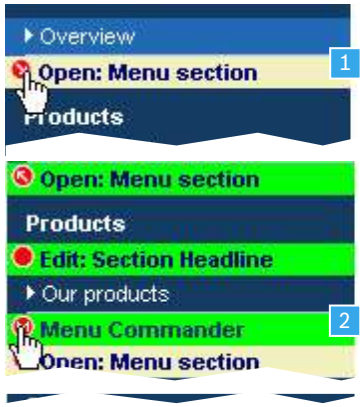
Headline and text do not have to be added. These are conditional settings.

If you do not add any preview/fallback image, the default image is shown. It is an image which is already placed within the audio box by setting it up.

- Just have a look at this URL to see the “box_audio” online:

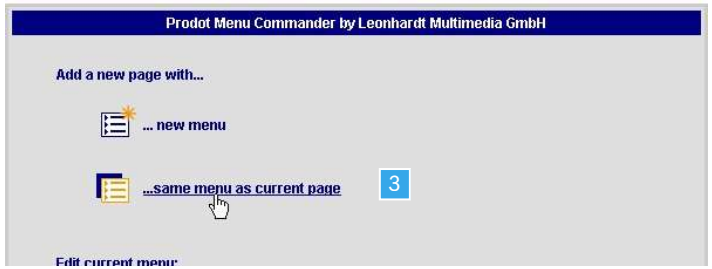
  http://prodot-show.internetwork-bosch.com/content/language2/html/867.htm

  User name: bosch
  Password: %dot4b0sch



Open: menu section

Menu Commander



Add a new page with ... same Menu as current page

2.18 Creating a new page

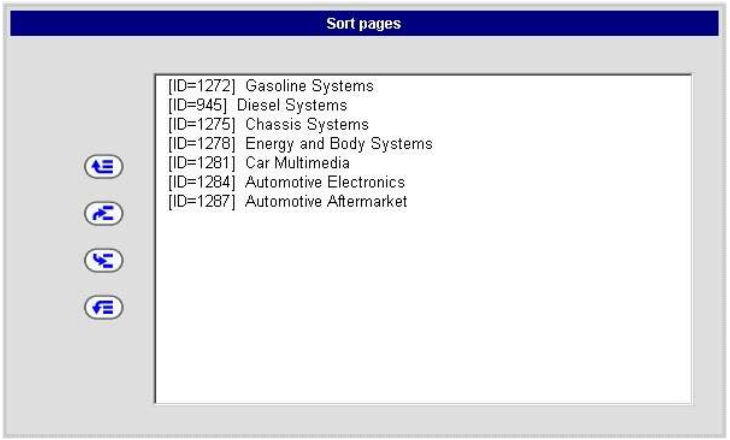
The menu with which users can access your pages is divided into main headlines, with the menu items below respectively marked by a link arrow.

If you wish to create a new page, it must be entered in the menu so it can be accessed from there. This is done as follows:

1. In the menu, click "Open: menu section" in the area in which the link to the new page should appear.
2. Now select the "Menu Commander".
3. Select "Add a new page with... same menu as current page".

Now enter the name of the page heading. Select the "page_framework" template. A new empty page is created and entered in the menu. The new page is entered at the end of an area as standard. You can position it where you wish later using the sorting function.

You can now freely fill the page with content.



Sort pages

Re-call pagename

2.19 Changing the position of a page

If the page is not to be placed at the end of the menu area, you can use the sorting function to position it elsewhere.

1. Click again on "Open: Menu section" and select the "Menu Commander".
2. In the window that opens, click "Sort menu items" below the "Edit current menu" heading.
3. Use the symbols on the left side of the window to change the menu position of all pages as desired.

2.20 Changing the name of a menu entry

If you want the page to appear in the menu with a different name, you can change it very easily.

1. First click "Open page".
2. Then click on the red dot to the right of it. The headline is embedded behind the red dot.
3. Enter the new headline and click "OK". The new title is now displayed in the menu.
4. If the new headline is especially long, enter a shorter headline for the Back navigation. To do so, click on "Shortname: Page headline" and change the headline.

Edit Meta information

2.21 Edit Meta information

Met a information (e.g. keywords) should always be edited in the default language (DL) of your project.

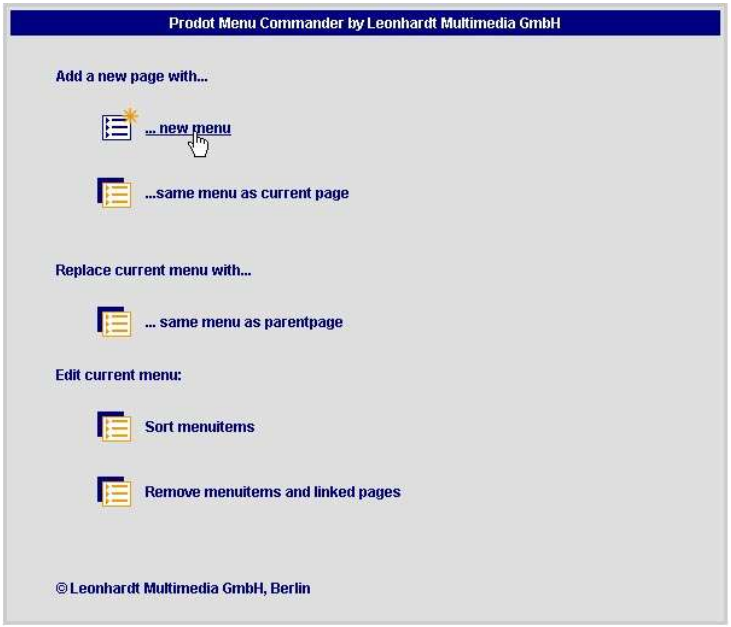
1. Click on “Open page”.
2. Click on “Meta description”.
3. Enter the Meta description and confirm with “OK”.

4. In order to edit the Meta Keywords, click the red dot next to it.
5. Enter Meta Keywords for this page (comma-seperated). Click „OK“.

6. In order to edit the Basic Declaration, click the red dot with the „F“ (Edit via Form). From the drop down, select the correct Business sector, Business Division and Business Unit. Confirm with “OK”.

Make sure you release your tasks (if necessary, enter Meta information tot he second language version of your project).

Publish your pages and deploy to live.



Menu Commander

- ProDot automatically creates a back navigation. You just need to appoint the back-link. In ideal manner the back-links should be named like the page. Is there not enough space to do so, a shorter but similar synonym should be found.

2.22 Creating a new area with several sub-pages

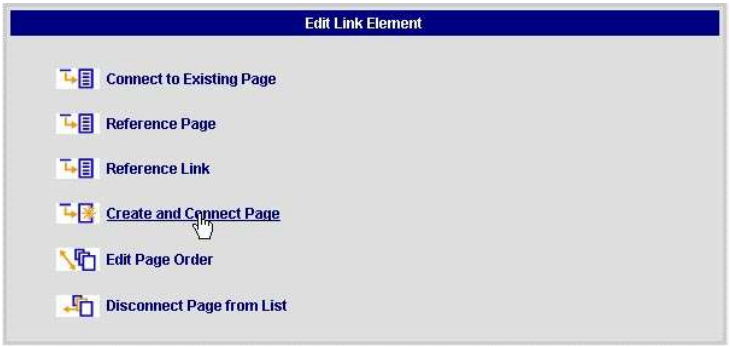
In Chapter 2.16, you created a new page that was directly added to the existing menu. You can also create complete new areas with additional sub-pages – for instance for a product catalog. The number of intermediate and sub-pages you can create and edit with ProDot is unlimited.

1. First surf to the area of the main navigation where you wish to create a new page. Select the "Menu Commander" as described in the previous chapter.

2. To create a page, surf to the area in the main navigation where you wish to create a new page, but select "Add a new page with ... new menu".

   A new sub-page for the area is created and opens in its own still empty menu item. The menu can be filled with further pages (cf. chapter 2.16 "Creating a new page").

3. Enter the page title for the Back navigation. To do so, first click "Open page". Under the item "Shortname", enter its name for the Back link.



Create and Connect page

Enter pagename

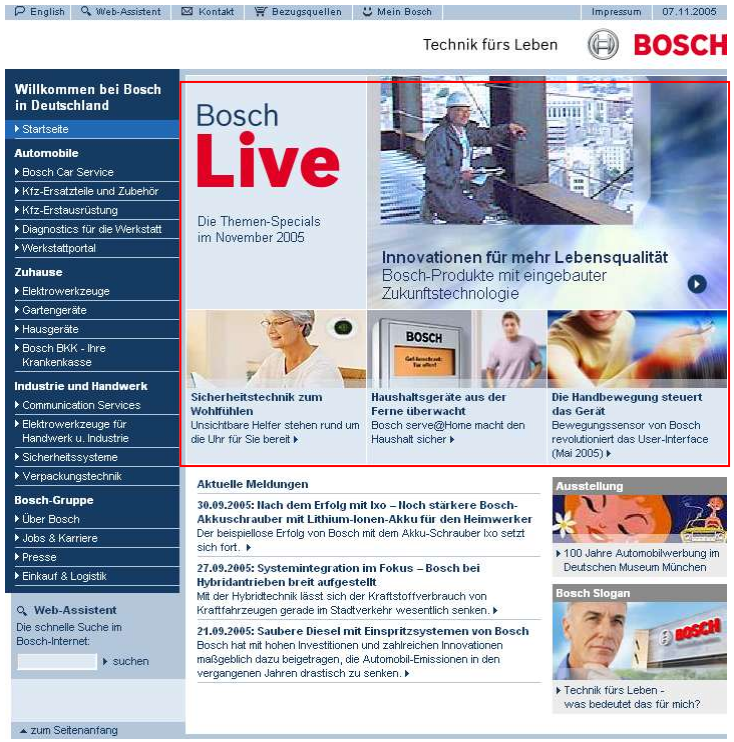
2.23 Creating a new menu section

If you wish to create a new area in the menu under your own headline, select "Open Menu Area".

1. Now click "Add/del/sort: Menu sections" and then "Create and Connect page".

2. Now enter a name for the headline of the new menu area and click "OK".

3. The new menu area now appears in the menu bar. You can give it new sub-pages using the "Menu Commander" (cf. Chapter 2.19 "Creating a new area with several sub-pages")



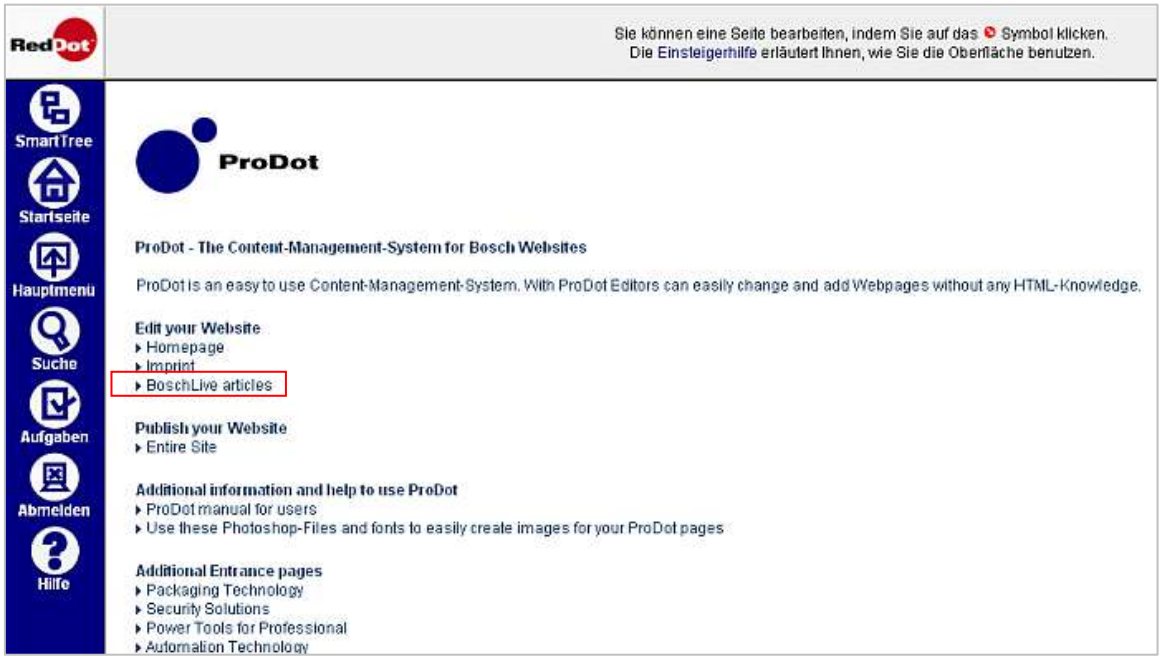
2.24 Editing the Start page

The country Start page contains different formats that also differ from other pages in terms of how they are edited in ProDot.

1 The marked area contains the header and teaser boxes for the 4 BoschLive articles. Use the New Commander to set up new BoschLive articles and slot them into one of the four positions on the Start page.

2 The section "New messages" allows you to link additional short messages. The links can lead to external sites or a follow-up page that is directly connected to the link and not linked in the menu.

3 Special content is linked in additional teaser boxes. The templates are embedded in the marginal column and edited in the same way as on other pages.



Link to „BoschLive Articles“ on the ProDot-Startpage

Data sheet view

2.25 Editing, creating and deleting BoschLive articles

BoschLive articles are edited using the News Commander. Proceed as follows: Click the link "BoschLive articles" on the ProDot Start page. Then select "Editing functions display on/off". Click "Open News Commander" to open a list of all available BoschLive articles.

- The column labeled "Magazine" is used to determine which articles will be presented online.
- The "Start Page" column shows where the Start page link to the articles is placed.
- The "Archive" column determines in which archive category the article will appear.
- The "Save changes" link saves the changes made. (Changes are only visible after the next publication has been released.)

To create a new BoschLive article, select "Create and Connect Page" in the list. To delete an article, select "Disconnect Page from List". Use the Menu Commander to change the order of articles within BoschLive. When a new article is created, a new page without content is generated for you to fill.

Articles from the BoschLive subscription are automatically provided every month and are initially placed "on hold" in the list. You can edit and publish articles in ProDot. Detailed instructions explain the special aspects of BoschLive. (Please ask your contact specified at the end of this manual.)

2.26 Editing BoschLive messages

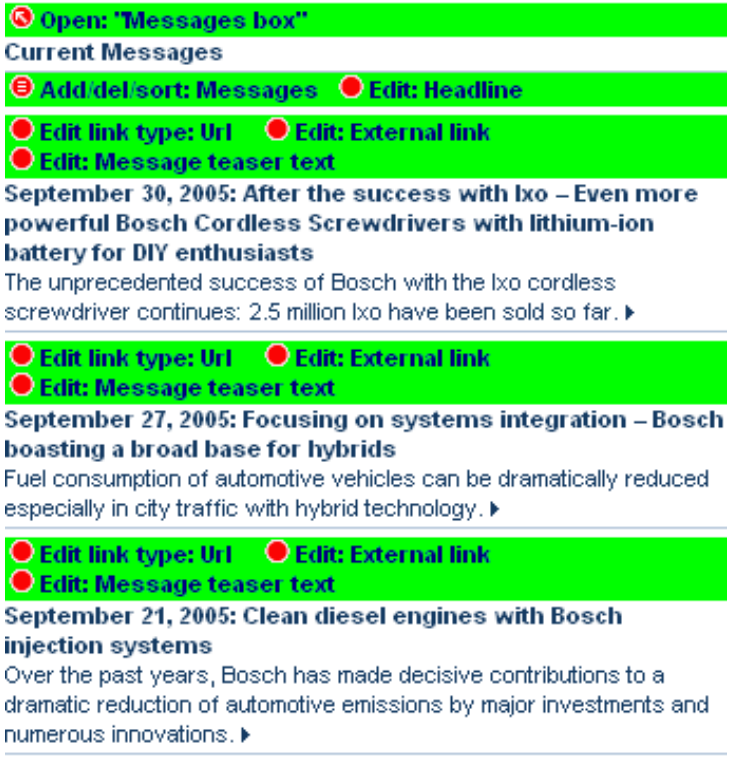
In principle, BoschLive messages on the Start page are edited and filled in ProDot in the same way as all other pages. There are a few additional aspects to note:

The texts in the Flash animations can be subsequently edited in ProDot (see Chapter 2.5).

The texts, images and Flash animations that appear in the teaser box on the Start page or the archive pages are entered directly on the page of the message.

The formats of the teaser images differ from the usual column measurements:

- Width of the main article on the Start page: 359 px (height 233 px)
- Width of articles 2-4 on the Start page: 179 px (height 78 px)
- Width of a regular teaser box in ProDot: 174 px

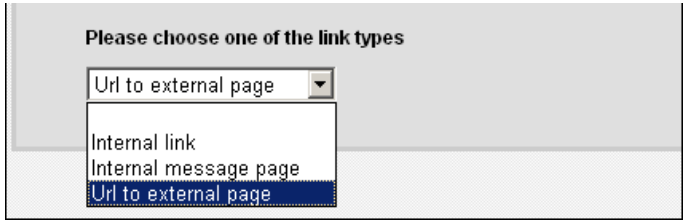


2.27 Setting up Current Messages on the Start page

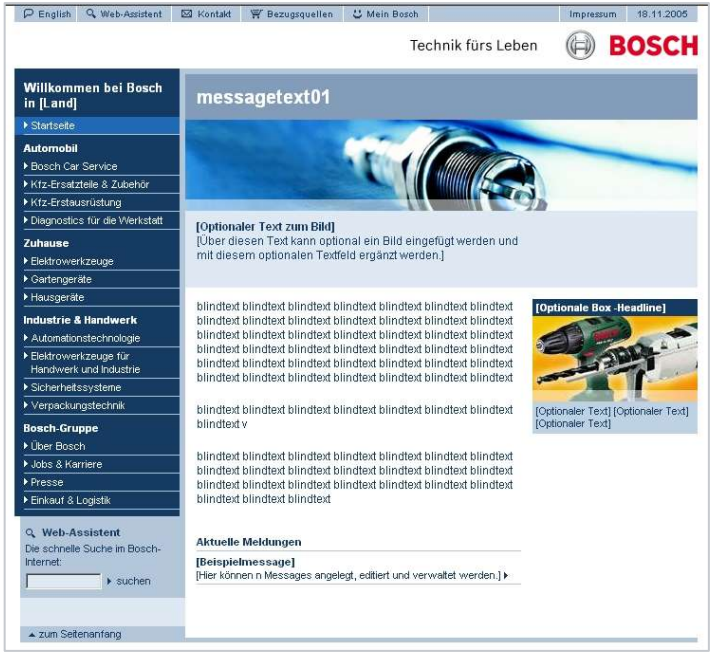
On the Start page, "Current messages" can now be entered. Either in the preview or in the generated page, you will only see something if at least one news item already exists. Otherwise, the area will remain empty.

ProDot functions:

- "Add/del/sort: Messages": Adds a new report
- "Edit: Headline": Edits the headline (in the image "Current Messages"
- "Edit link type: URL": Sets the link type
- Three different link types can be selected:



- Internal link: Using a Bookmark Manager, link to an existing ProDot page
- Internal message page: Create a separate page for the message
- URL to external page: External link
  The following options can now be selected:
  - "Edit: External link": Allows you to embed an external link and defines whether the pages should be opened in the same or a new window.
  - "Edit: Message teaser text":
    Edits a preview of the report text. The text editor provides different formatting possibilities



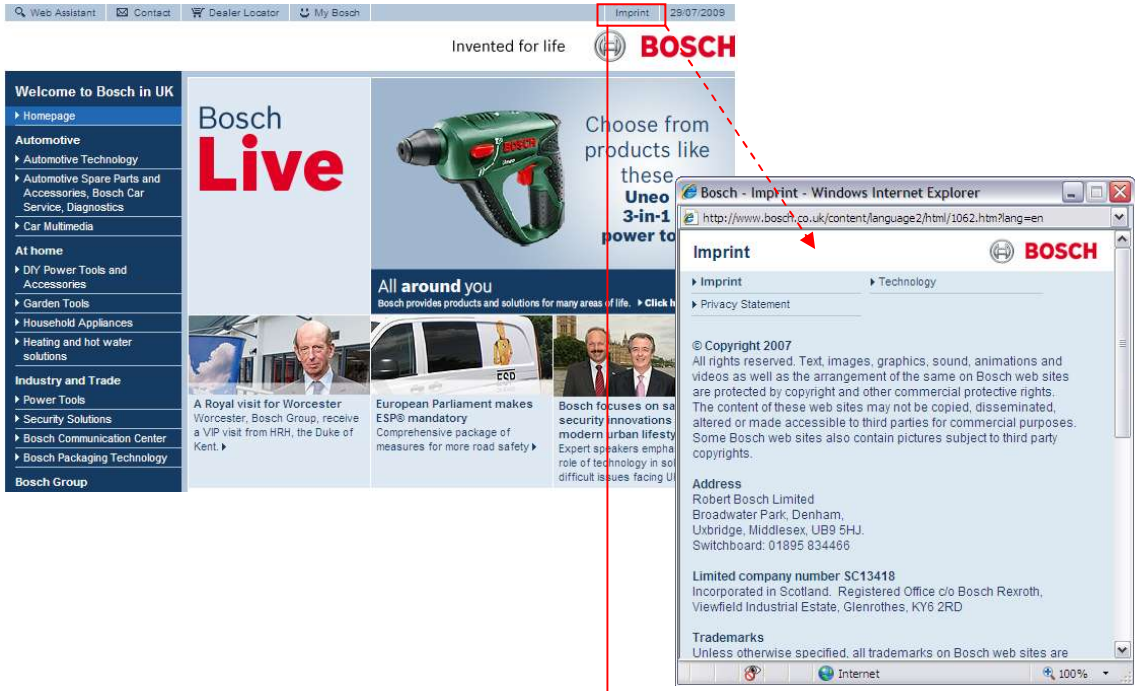
2.27.1 Creating a page for a news item

If you select the link type "Internal message type" when creating the report, you must give the follow-up page (see image) that contains the actual content a new layout.

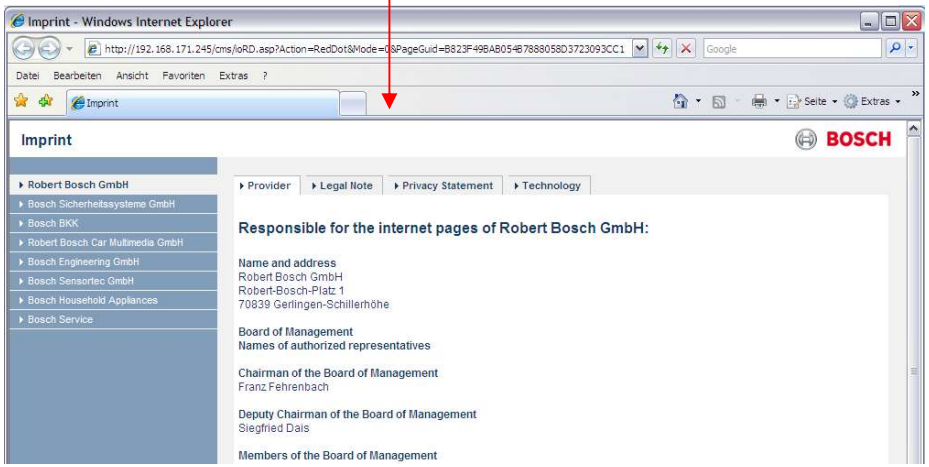
To do so, click the message text you have just set up on the Start page. It leads to the follow-up page. You can edit the page layout in the usual way.

2.27.2 Download function

Is available in the template of the news messages under the right column. The ProDot function is "Add/del/sort: External links/Downloads". The following file types can be made available for downloads: pdf; doc; rtf; zip



Imprint (current)



Imprint (new)

2.28 Imprint

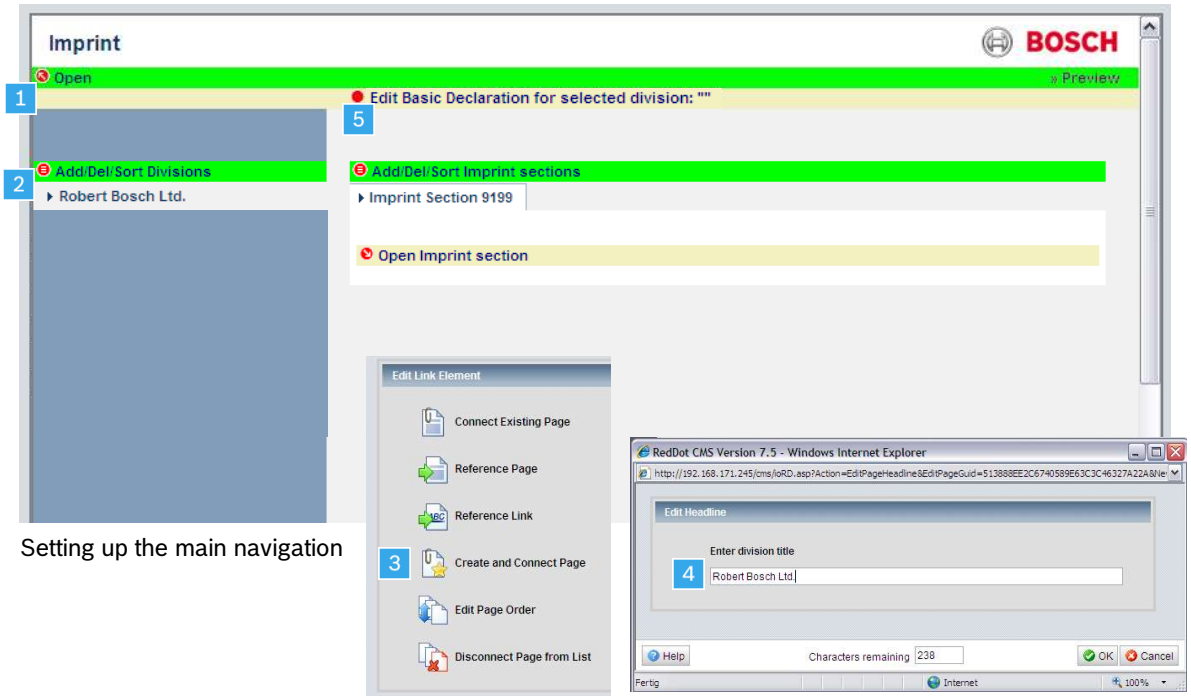
The imprint is centrally provided for all Bosch websites of a country. It can be accessed by the public via the button “Imprint” in the header.

The current imprint is being replaced by a revised new version which offers these improvements:
- **Individual provider information** per product world (division) of a country, e.g. terms and conditions, privacy statement, conditions of purchase ...)
- **Context sensitive call** of the relevant imprint from the RO or division website (according entry is displayed at the first position).

The RO internet coordinator is responsible for adding content to the new format as well as updating its content in the future. Follow the below instructions in order to make the new imprint available (until then, the current imprint will remain accessible):

On the ProDot entry page, which appears after the log in, you can see the links “Imprint” and “Imprint new”. Click “Imprint new” in order to edit the new imprint.

Imprint with completed main and tab navigation (sample from Germany)



Setting up the main navigation

On the left, you can see a completed new imprint with the following structure:

A **Vertical main navigation** (primary menu level): contains the divisions of a country with their individual provider information. First entry contains RO provider information.

B **Horizontal tab navigation** (secondary menu level): contains the topics within the provider information of a division.

Now enter the content of your country's imprint.

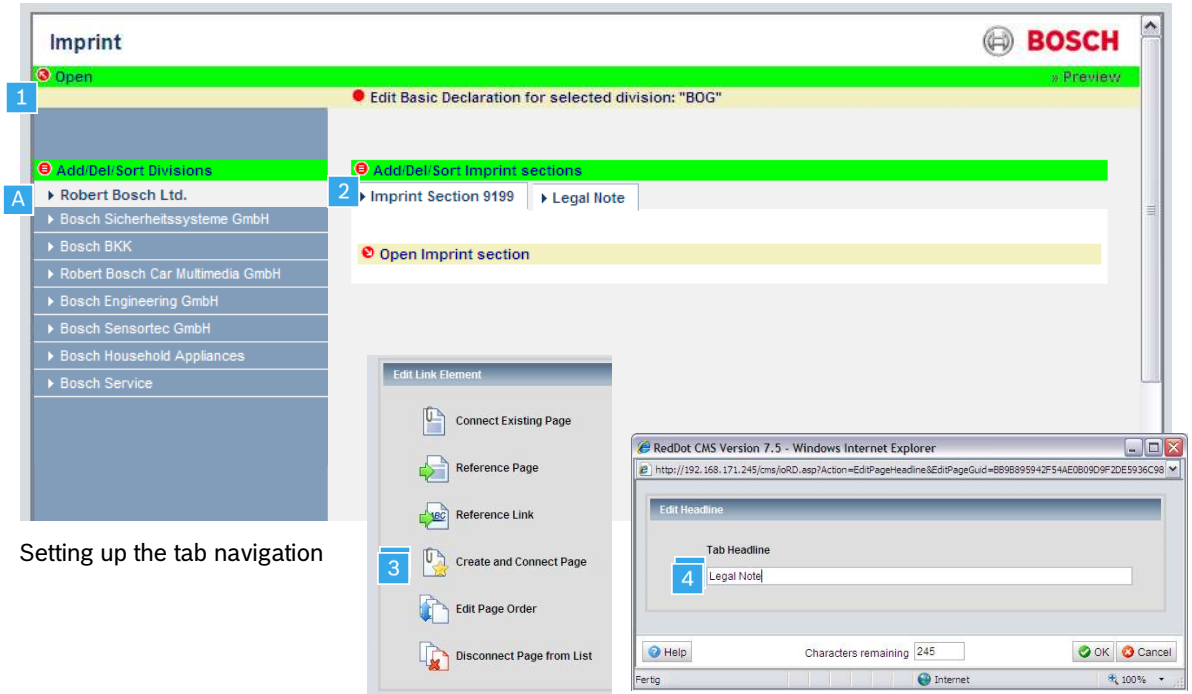
- If your website offers more than one language version, make sure that you edit the imprint in the default language (DL). After finishing your editing, release your tasks, switch to the second language version and enter the translation.

Setting up the main navigation: The RO imprint has been entered already. Please add the entry for each division of your country below the existing RO imprint:

1. Click on "Open".
2. Click on "Add/Del/Sort Divisions".
3. In the dialog, select „Create and Connect Page".
4. Enter the title of the menu entry (division name) and confirm with "OK".
   The entry appears in the vertical main navigation.
5. In order to support the context sensitive call of this menu entry, signify it: Click on „Edit Basic Declaration...".
   Enter the according division shortcut for each division (C/CCB31 will tell you the shortcuts).
   Confirm with "OK".

Repeat steps 2-5 for each division.

Completed tab navigation (sample from Germany)



Setting up the tab navigation

Continue by setting up the imprint's tab navigation. B

For each entry in the main navigation, a first tab will be added automatically. Add more tabs as is necessary for the topics of each imprint. You can add as many tabs and name them as you like (for the content of each tab, 1 page will be available).

Setting up the horizontal tab navigation: Select the first entry in the main navigation. A

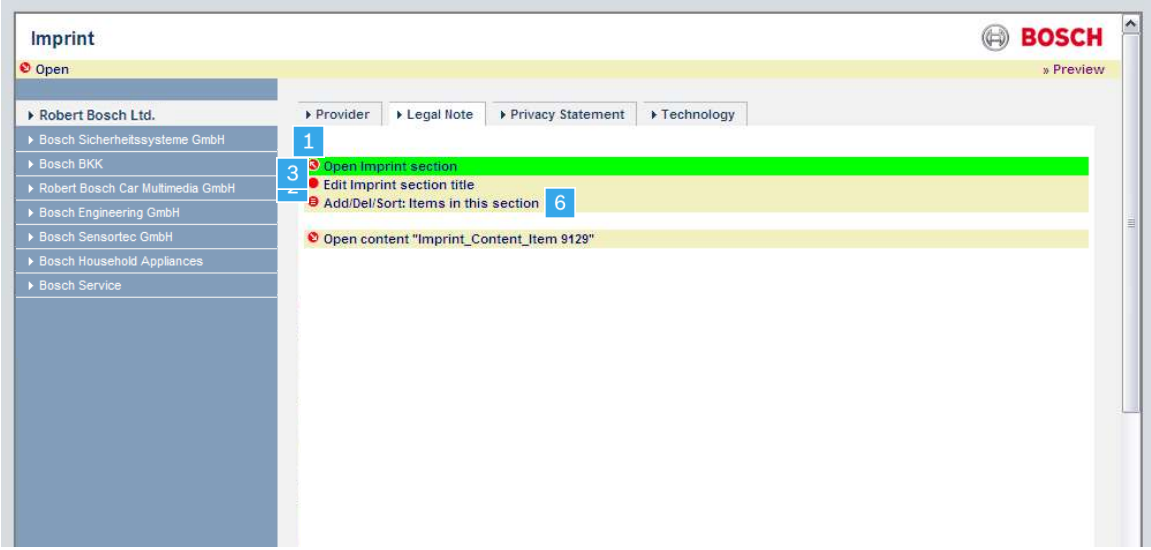
1. Click on "Open".
2. Click on "Add/Del/Sort Imprint sections".
3. In the dialog, select "Create and Connect Page".
4. Enter a title for the tab (topic name) and confirm with „OK". The tab appears in the navigation.

Repeat steps 1-4 for each main navigation entry and for each tab you need.

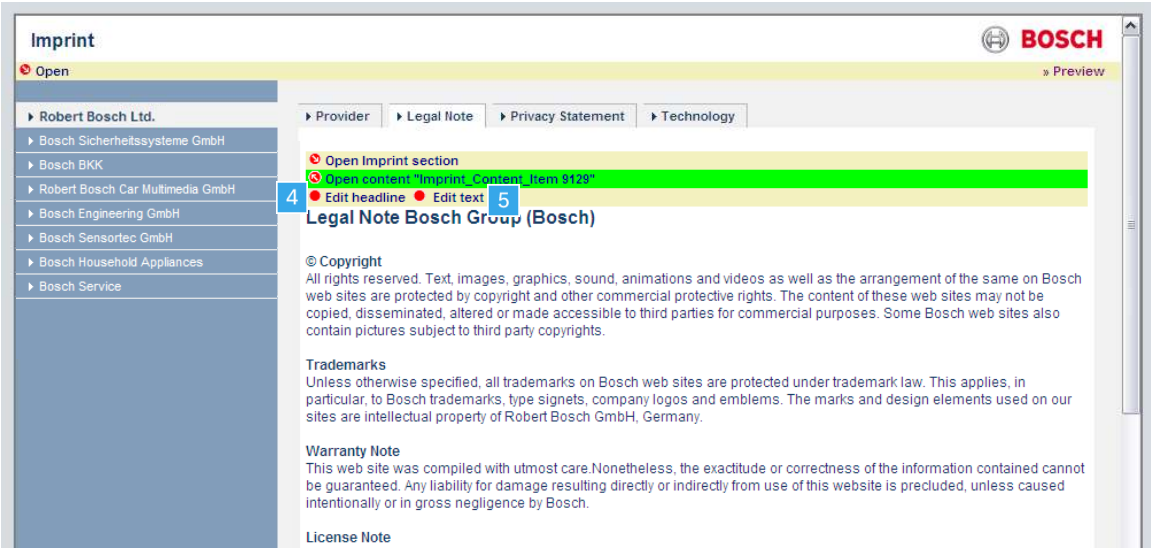
Now enter imprint content for each topic as described on the next page.

Contact the divisions of your country and request content for their imprint topics. When available, enter this content. For orientation, look at the imprint of www.bosch.de.

If a division consists of different business units (BU), the according provider information can be entered and displayed in separate sections within the tab content, using sub headlines.



Editing content in the tab navigation



Editing tab content: Select a tab and edit the topic's content:

1. Click on „Open Imprint section",
2. To edit the tab's title, click on "Edit Imprint section title".
3. To edit the tab's content, click on "Open content".
4. To enter a headline for the topic's content, click on "Edit headline".
5. To edit the text below the headline, click on "Edit text" (you can format your text in the text editor as usual).

Repeat steps 1-5 for each tab you have added, in each of the main navigation's entries.

If a division consists of different business units (BU), you can edit and display these BUs in separate sections as follows:

6 Click on "Add/Del/Sort Items in this section". In the dialog, select "Create and Connect Page". An additional (yet empty) section is displayed. Enter content according to steps 3-5.

Activating the new imprint: As soon as you have finished your editing and have released your tasks, publish your pages and inform serviceteam@leonhardt.de that your imprint is ready. The new imprint will be activated. The link to the old imprint will be removed. Deploy to live.

- For the context sensitive call of the imprint, the website has to contain Header version 2.0 plus Basic Declaration taggings. For websites containing an older Header version, the context sensitive call can be integrated manually. Please contact serviceteam@leonhardt.de.

3. If you encounter any problems ...

3.1 General

If functions do not work the way described in this manual, first ensure that your operating system and browser meet the technical requirements (chapter 1.4).

3.2 Uploading files

Ensure that the name of the file you wish to upload includes no spaces, "umlauts", special characters or dashes, and that the permitted maximum file size is not exceeded.

3.3 Making entries

If you can see all functions, but cannot make any entries, change the language settings of your keyboard.

3.4 The display

If the images or texts are not displayed like you want them to be, first ensure that the appropriate standard image formats have been used and that maximum text lengths have not been exceeded.

Flashbox with Introtext

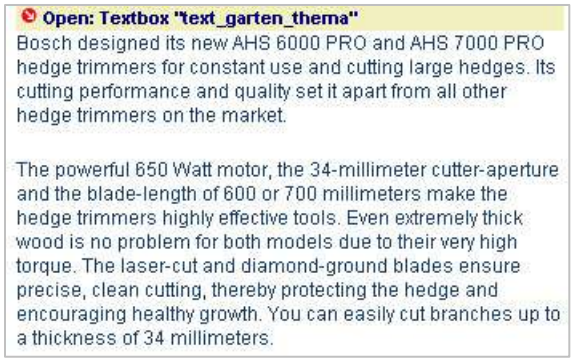
Topbox with Introtext

4. Attachment

4.1 Examples of different templates (content classes)

Different templates (content classes) are available for individual areas. ProDot automatically provides all templates and editing options permitted in the relevant area when you are creating and editing.

Usually, templates can be flexibly filled with content. ProDot distinguishes between optional and compulsory fields. In this way, a template provides many different options for how it will subsequently be presented on the Internet, depending on the way it is filled.



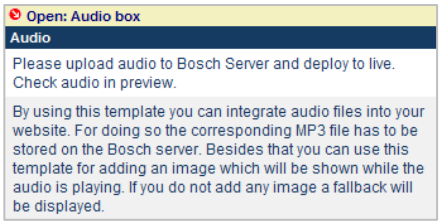
Content Textbox without visual

Content Universal Textbox without visual

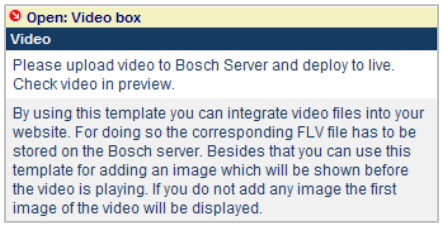
Content Textbox with visual
and grey background

Column box with link

Column box without link



Audio box
with headline and text



Video box
with headline and text

5. Contact

Your contact at C/CCB31

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