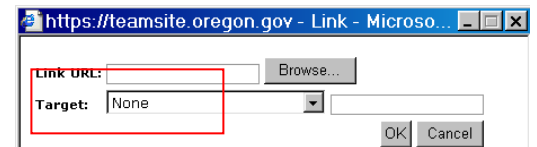


## Tips-and-Tricks

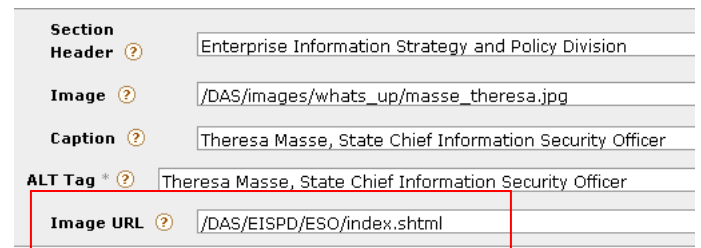
### Hyperlinks

- To delete a hyperlink, place the cursor anywhere in the link and click the hyperlink icon that contains a red **X**. This action breaks the link. After you break the link, select and delete the text. In TeamSite, do not use backspace to delete a hyperlink. If you backspace, the hyperlink is not broken; a “ghost” link still exists on the page even though you’ve deleted the text.
- You can test hyperlinks right from the VFE. Simply double-click the hyperlink and it will open. There’s no need to use “preview” simply to check a link.
- For a clean hyperlink, insert the file type into the linked text: [Creating lovely hyperlinks \(pdf\)](#).
- If you insert a hyperlink within Oregon.gov, leave the “target” field blank. This will open your link in the same window (which is the standard for linking *within* Oregon.gov). “None” is equal to “blank.”
- Never list a URL on a Web page, always use a hyperlink with appropriate text.
  - Bad: <http://oregon.gov/das/DO/tf/index.shtml>
  - Best: [Director’s Office Task Force](#)



- Some templates allow you to add a hyperlink to an image. Use the “Image URL” field if you want users to have the option to click on an image to launch a hyperlink.

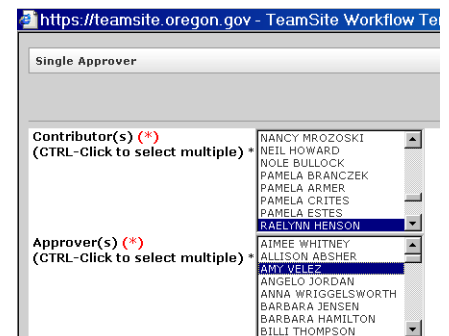
This feature is not included in every template.



- Do not use the words “click here” or “link to” when referring to hyperlinks. Simply list the topic or document or use “more information.”

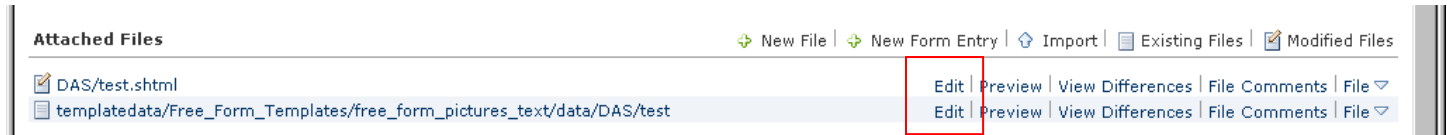
### Workflow

- Tired of scrolling to find your name in the workflow boxes? Type the first letter of your name (repeat if you are second, third, etc. in the list).  
**Example:** Raelynn Henson types an “r” once to select her name. Amy Velez types an “a” three times to select her name.
- To select multiple people to approve or publish, press the shift key.



## Workflow continued

- Need to correct a file already in the workflow? In the Task Details area, select Edit, make the correction, select Finish, answer Yes to the regenerate question, close the preview window, and then complete the workflow. *This only applies to your jobs. An approver or publisher cannot edit someone else's submission.*



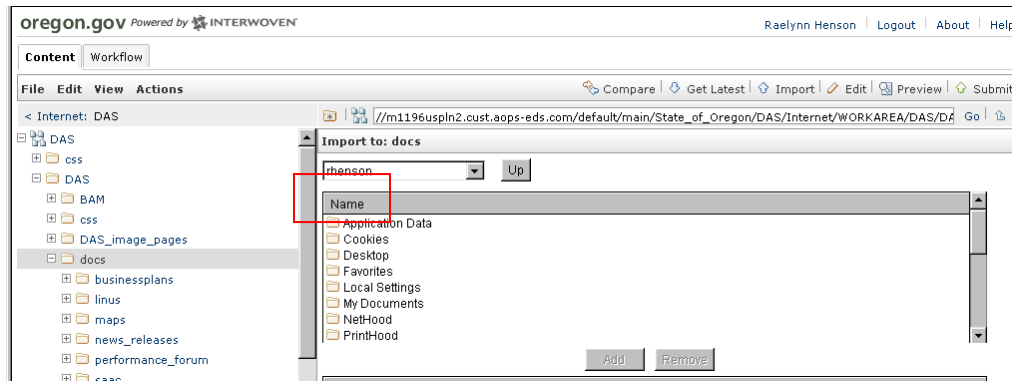
- If you need to publish a job on a specific date or at a specific time, you can schedule the job's deployment using TeamSite's Schedule Deployment feature.

Need to post something for a specific timeframe? After you've posted the information, create a workflow to *remove it* on a future date using the Schedule Deployment feature. Here's how:

- Edit the Web page and submit the item to the workflow.
- At the publishing stage, instead of selecting Approve and Publish, select Approve and Schedule Deployment. *If you are not a publisher, give your publisher instructions in the job's comment box.*
- Publisher goes to My Open Tasks, selects the item and selects Start Input Task.
- Using the onscreen calendar, select the date and time for the job to deploy. Select Done. *This item will stay in the publisher's open tasks until it deploys. This allows you to change the deploy date.*

## Importing Docs and Images

- Importing troubles? You might be clicking your mouse too slow. If you run into difficulty, try clicking at the speed of light!
- Can't see all the items in your folder? Click on the "Name" bar to reorder the folder's contents.



## Tables with Cell Borders

- A border may not appear around all cells in a table. This is especially true if a cell is empty. To force the border to appear around an empty cell, click in the cell and add at least one space by using the spacebar.

## This-n-That

- Get to TeamSite faster through your Internet favorites. Type a "t" to jump to TeamSite in your list. (Repeat if TeamSite is not the first item in your list that begins with a "t.")
- If you get a new computer, TeamSite may not work correctly. The trouble is *usually* pop-ups. If you click something and go nowhere, look at the browser bar for a message about blocked pop-ups. Right-click that message and select "Always allow pop-ups from TeamSite." You must also download a Java application to activate the VFE. TeamSite will prompt you for this download.
- The section header (blue bar) on the Pictures-Text template now accepts 80 characters (previously it held 30 characters). Feel free to go back to these older pages and expand section headers as needed.
- When you insert bullets, the VFE adds a line space after the last bullet. After inserting the last bullet, do not insert a line space. When you preview the page, you can confirm that the spacing is appropriate.