AAOS Documentation

Release 1

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June 10, 2016

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CHAPTER 1

AAOS Logos

1.1 Logos Section 1

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CHAPTER 2

PowerPoint Templates

CHAPTER 3

HR Templates

CHAPTER 4

Meetings

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Other Branded Templates

CHAPTER 6

Specialty Societies

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Washington DC

CHAPTER 8

Applications / Software Guides

Note: These pages are currently under construction and content can change without warning.

8.1 Ektron

Note: These pages are currently under construction and content can change without warning.

8.1.1 AAOS Custom User Guides

Editing Content Via HTML Source Viewer

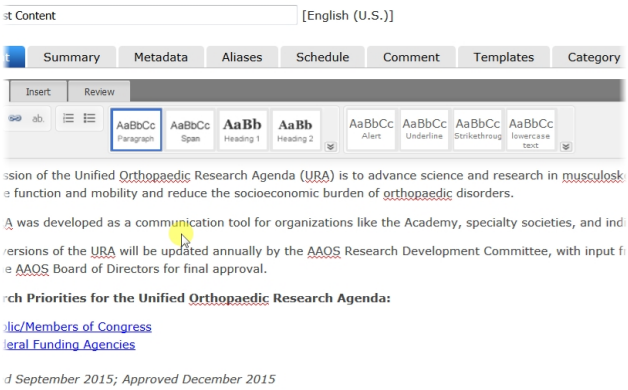
Warning: Only the following HTML Tags Elements can be used:
Elements:
'a', 'abbr', 'b', 'blockquote', 'br', 'caption', 'cite', 'code', 'col', 'colgroup', 'dd', 'dl', 'dt', 'em', 'h1', 'h2', 'h3', 'h4', 'h5', 'h6', 'i', 'img', 'li', 'ol', 'p', 'pre', 'q', 'small', 'strike', 'strong', 'sub', 'sup', 'table', 'tbody', 'td', 'tfoot', 'th', 'thead', 'tr', 'u', 'ul', 'span', 'hr', 'object', 'div', 'script', 'figure', 'noscript', 'figcaption'

DEFINTIONS

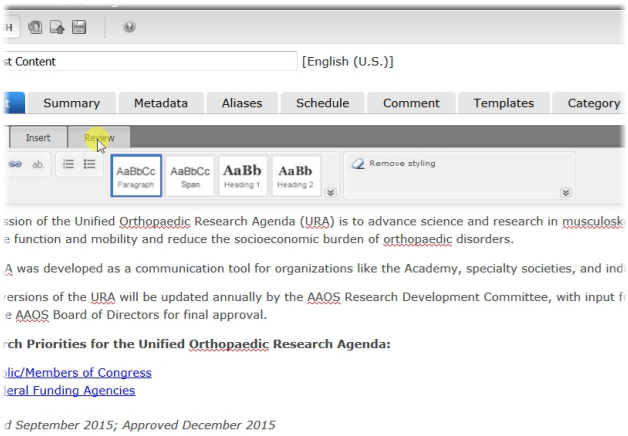
Elements The HTML tags that will be allowed within your content

Attributes The corresponding attributes allowed for the above specified tags

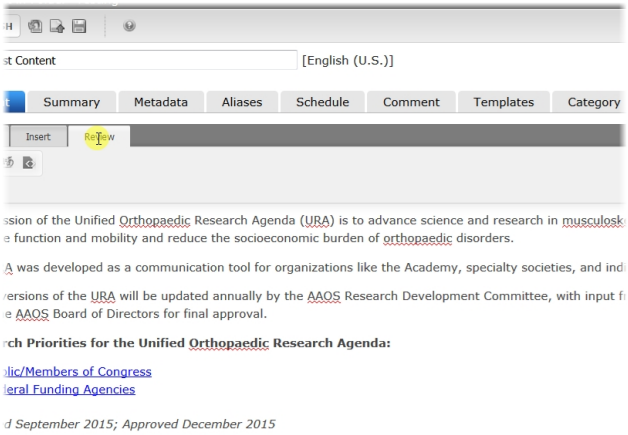
Editing The Content



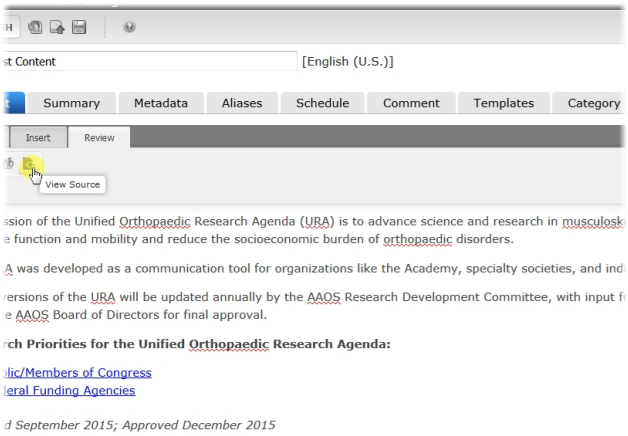
Click "Review"



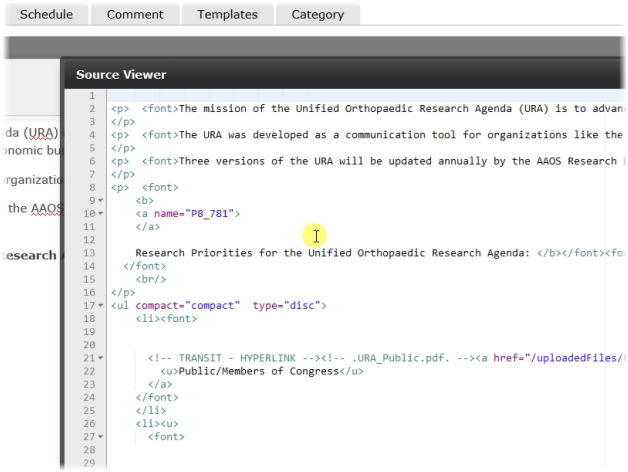
Proceed to View Source



View Source

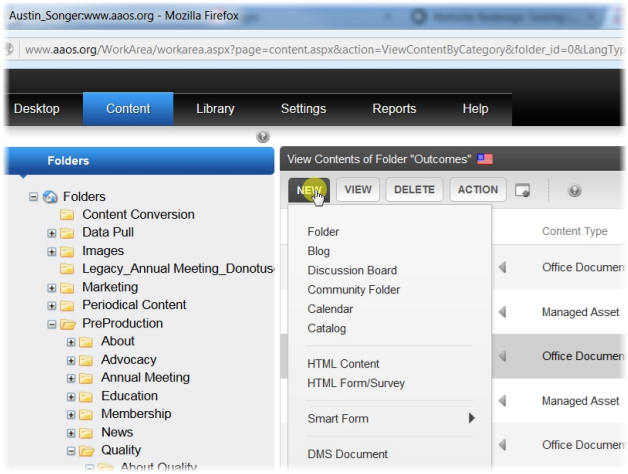


Source Viewer

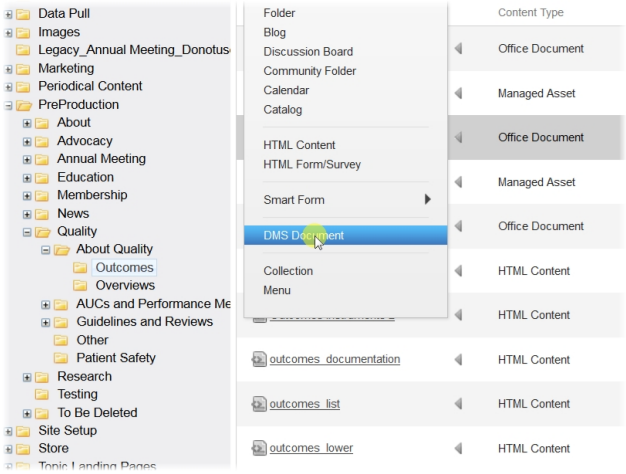


Uploading File To Ektron

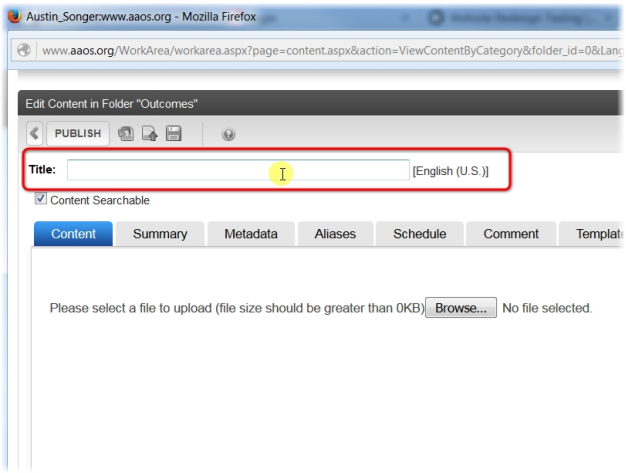
CIICK NEW

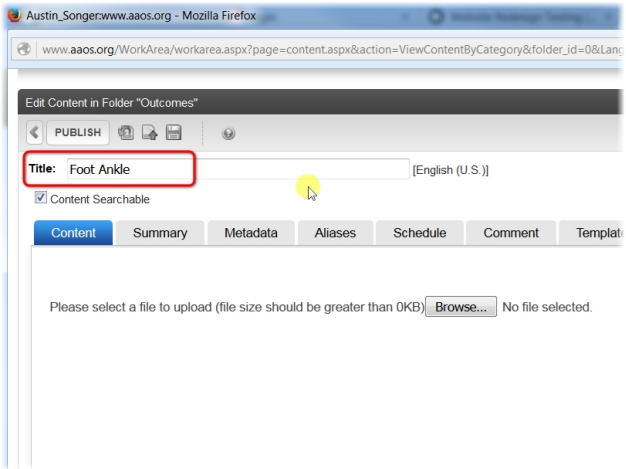


CLICK DMS DOCUMENT

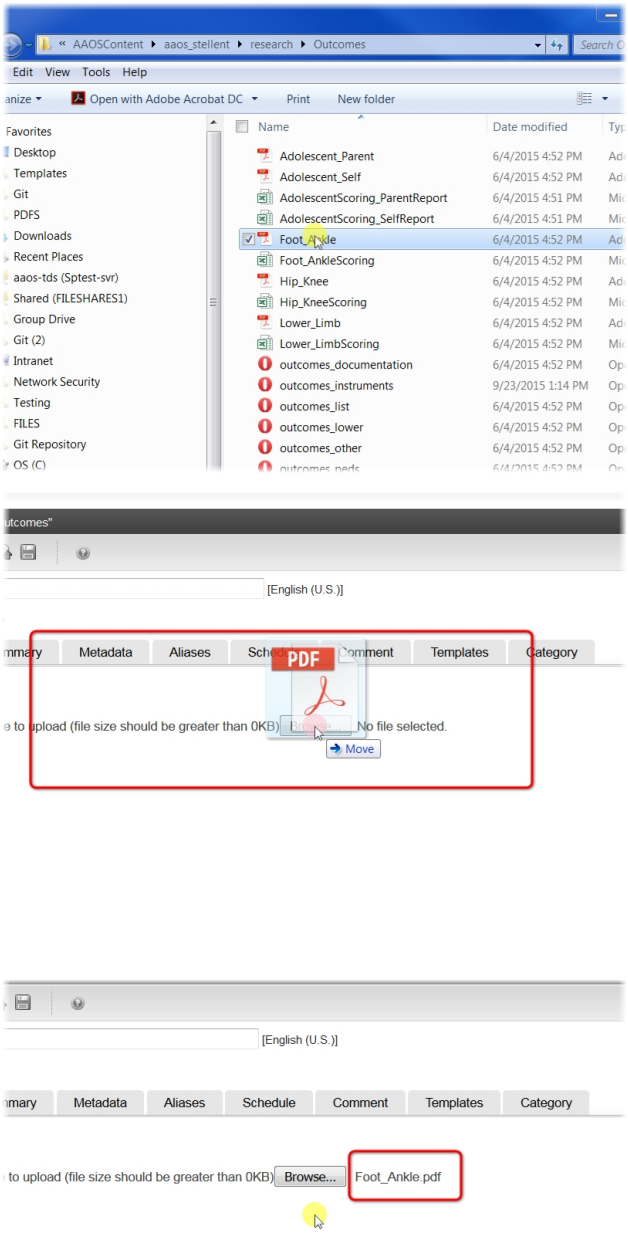


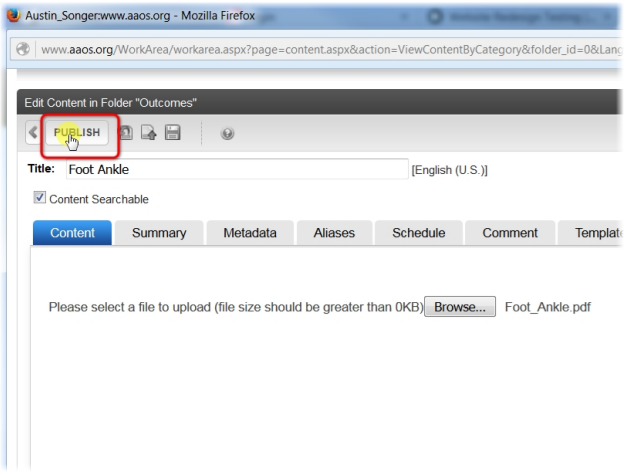
ENTER THE TITLE OF THE DOCUMENT



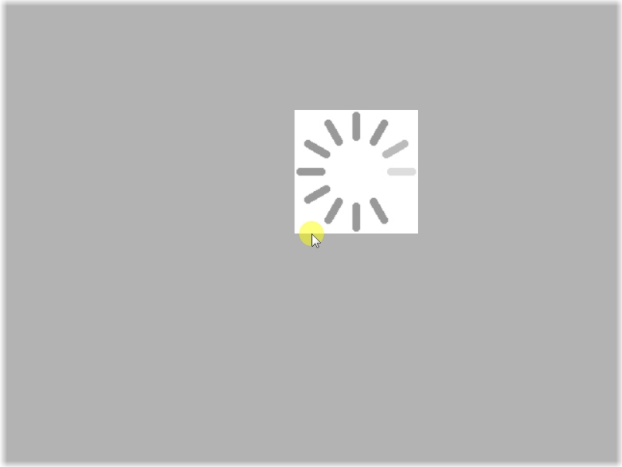


DRAG AND DROP THE FILE



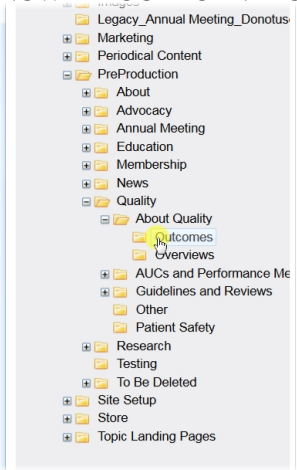


CLICK PUBLISH

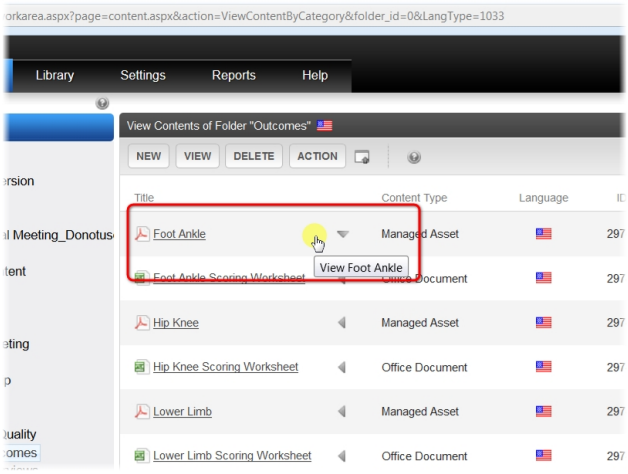


LOADING PAGE WILL APPEAR

NOW YOU CAN CLICK THE FOLDER THAT YOU UPLOADED THE FILE IN

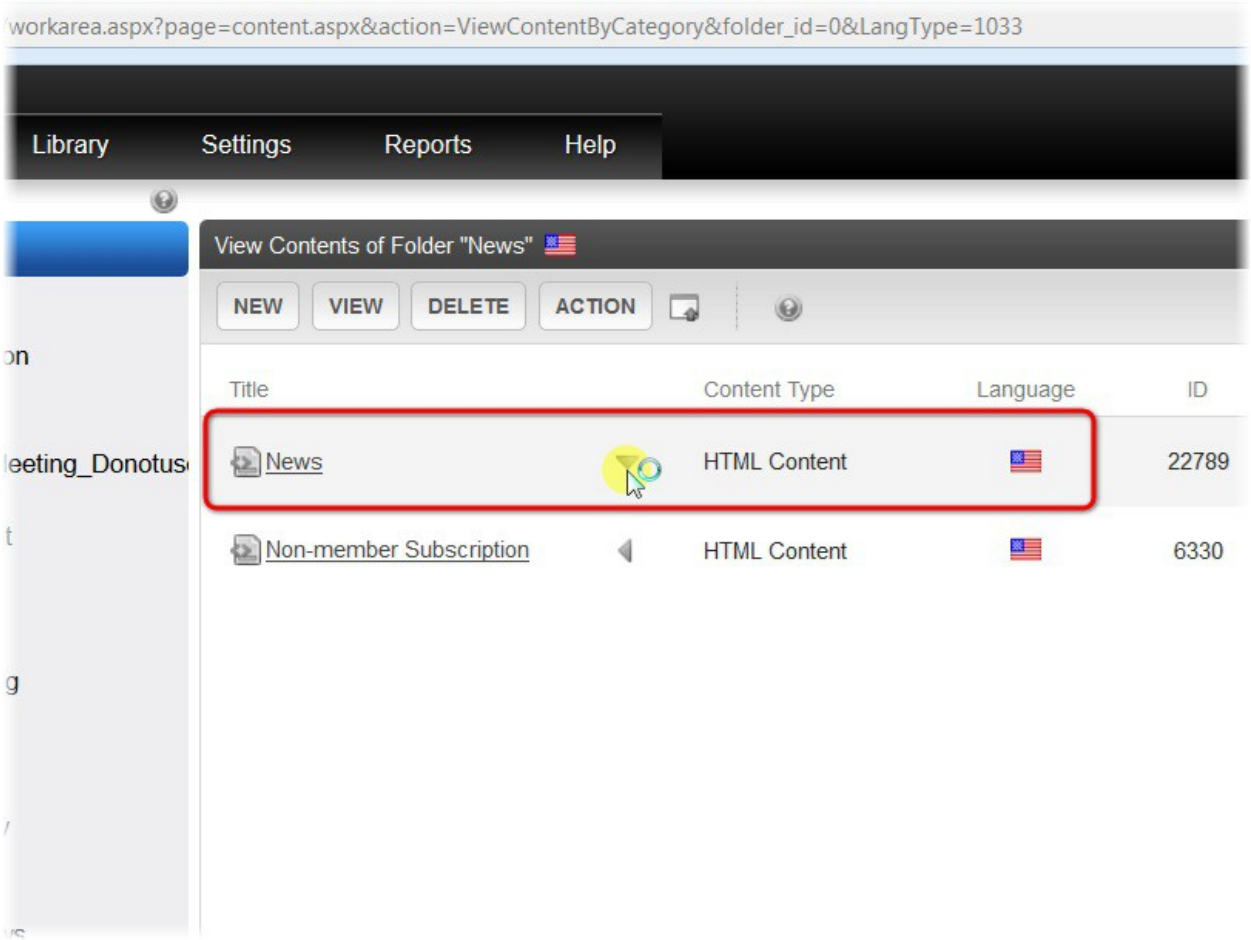


YOU WILL NOW SEE THE FILE IN THE CONTENTS OF THE FOLDER



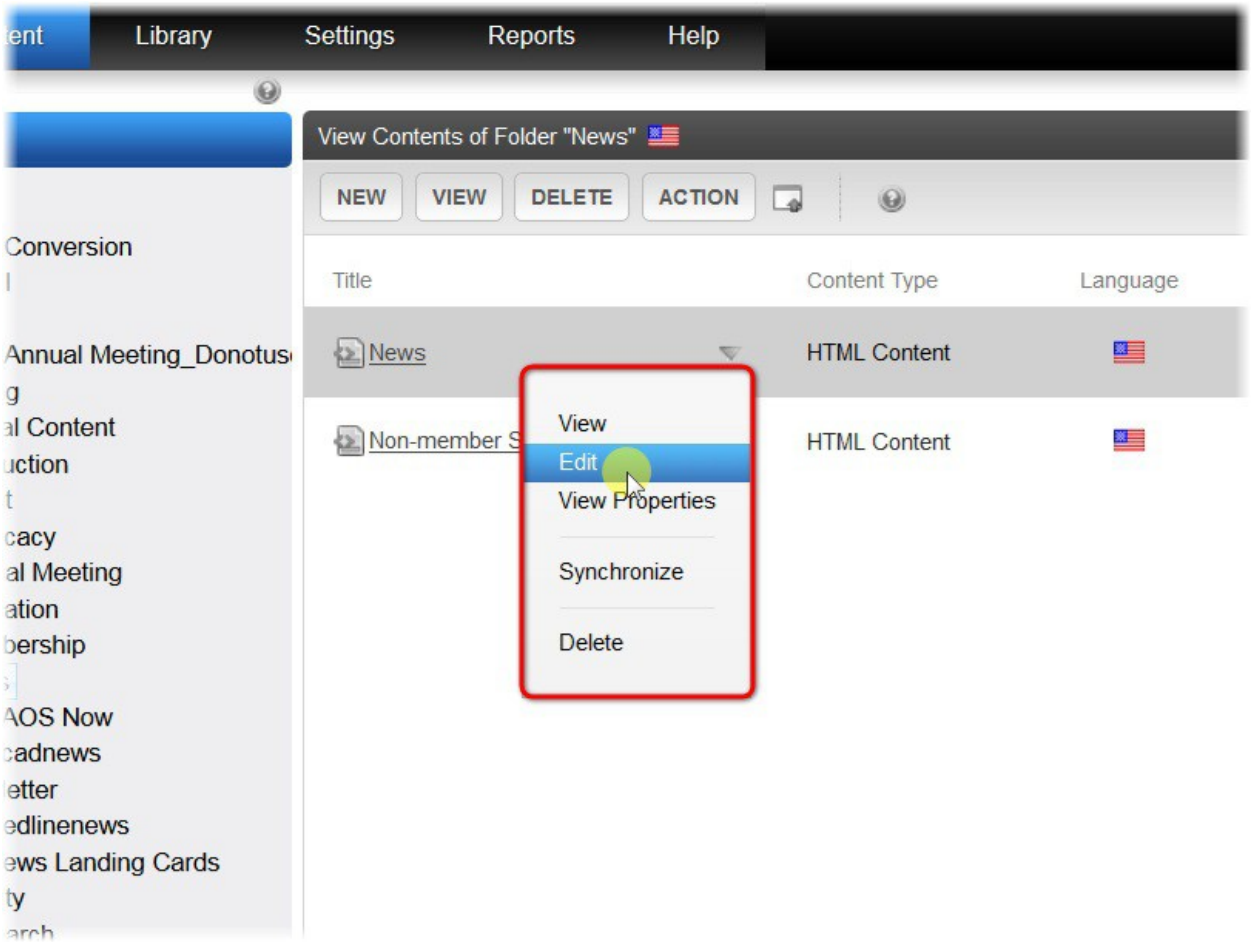
Linking To Ektron Content

Click on the web content that you want to add hyperlinks to



Note: You can just click the title or (See next Screenshot)

Click Edit - From the pop-up menu

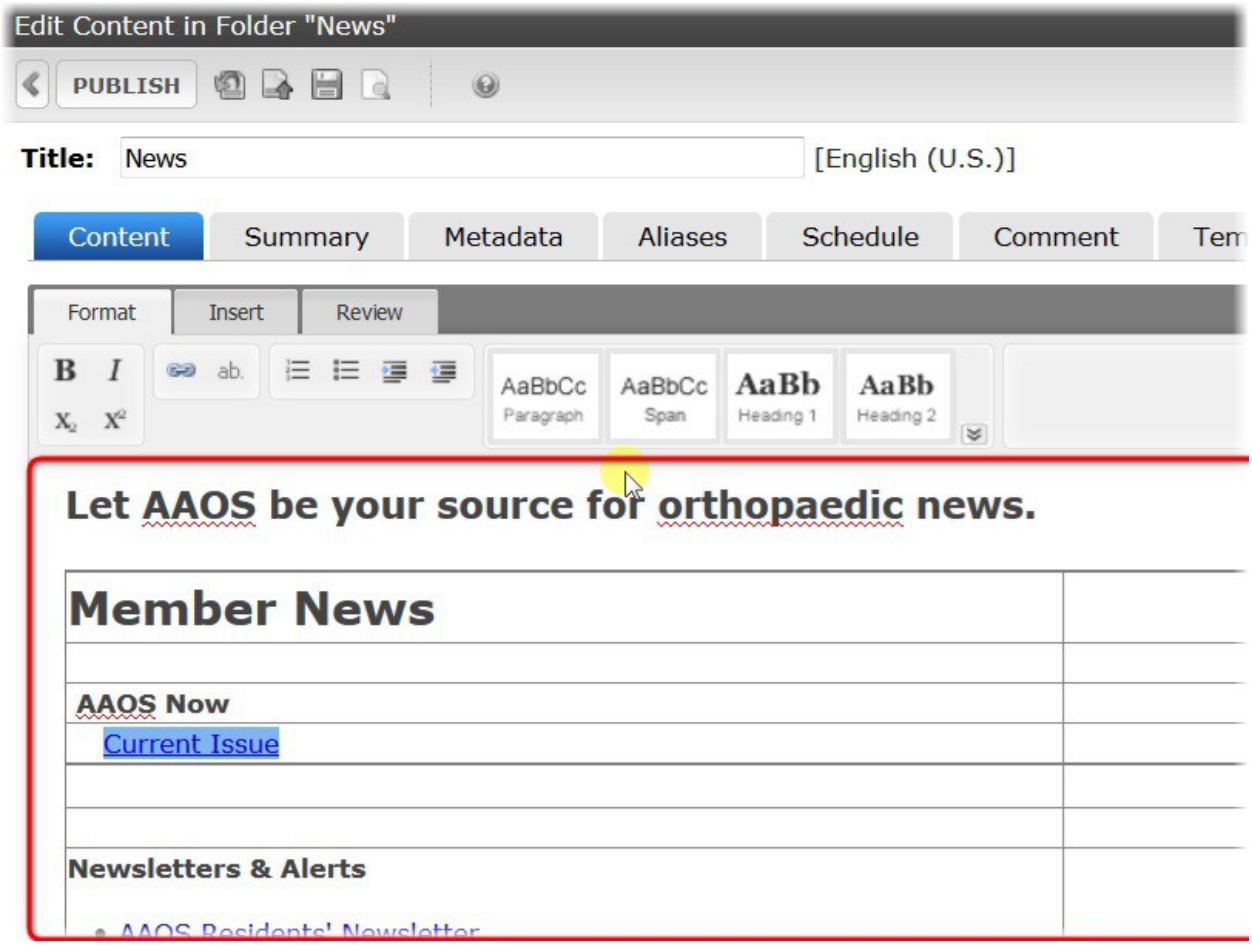


Note: Go to the text area

Note: Adding a Hyperlink

Note:

- You can click the item that you want to add a hyperlink to.
- **EXAMPLE**: Adding a Hyperlink for AAOS Residents Newsletter


Edit Content in Folder "News"
PUBLISH
Title:
News
[English (U.S.)]
Content
Summary
Metadata
Aliases
Schedule
Comment
Format
Insert
Review
AaBbCc
Paragraph
AaBbCc
Span
AaBb
Heading 1
AaBb
Heading 2
Let AAOS be your source for orthopaedic news.
Member News
AAOS Now
Current Issue
Newsletters & Alerts

Member News

AAOS Now

Current Issue

Newsletters & Alerts

- AAOS Residents' Newsletter
- Patient Safety Alerts & Newsletters

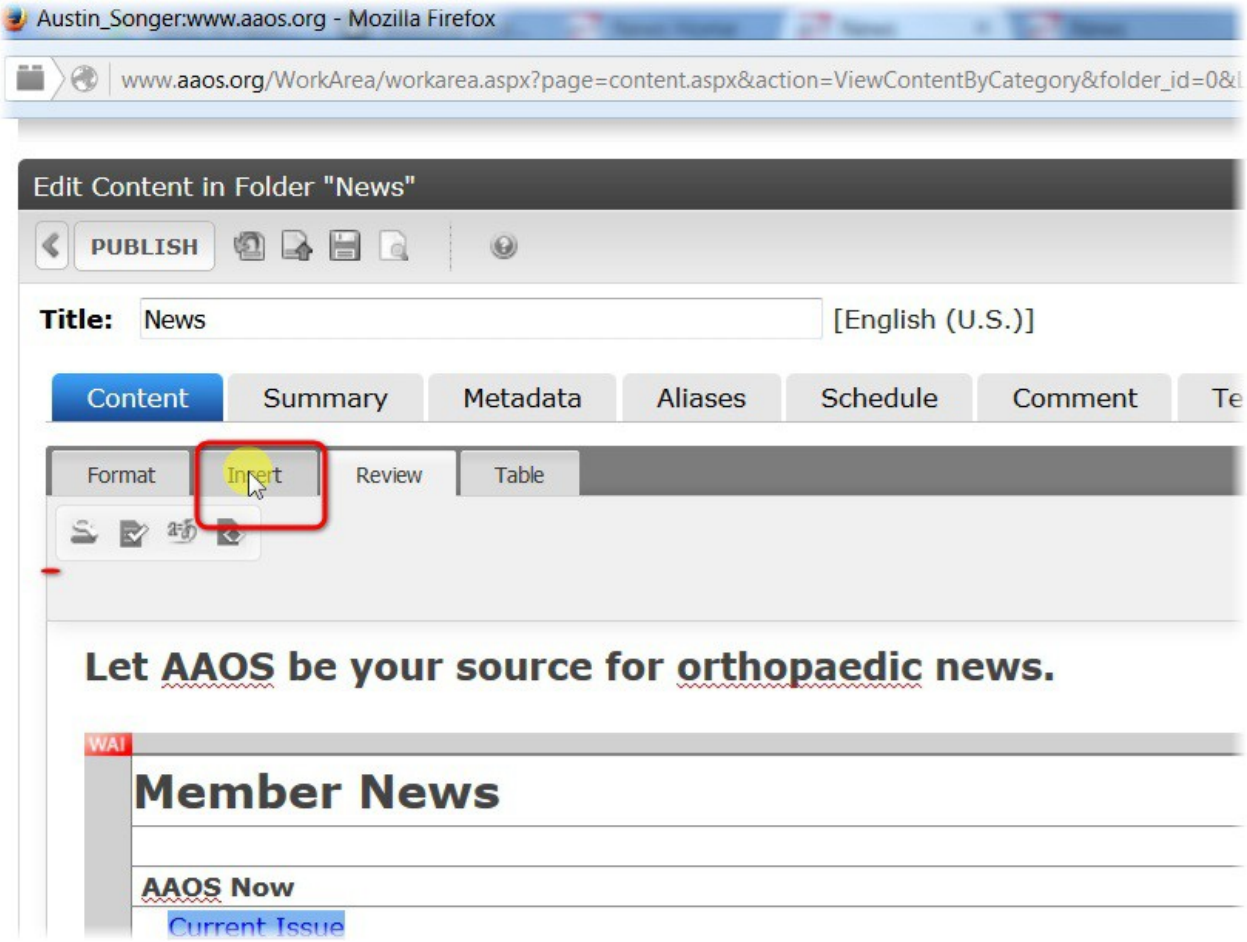
Government Relations Updates

- Advocacy Now

Subscribe or Unsubscribe:

Headline News Now
JAAOS TOC
Resident's E-Letter

Click Insert



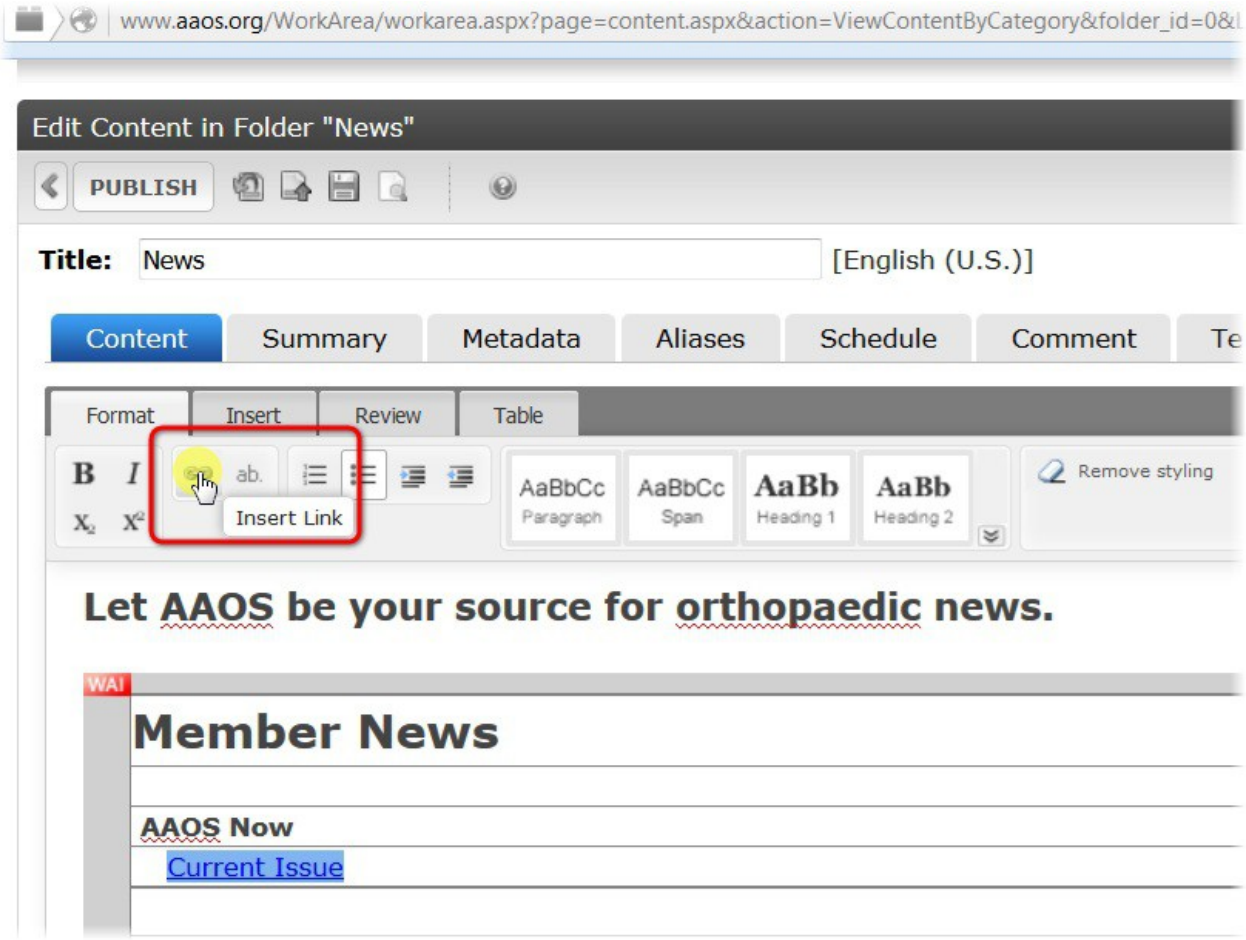
Click Insert Link

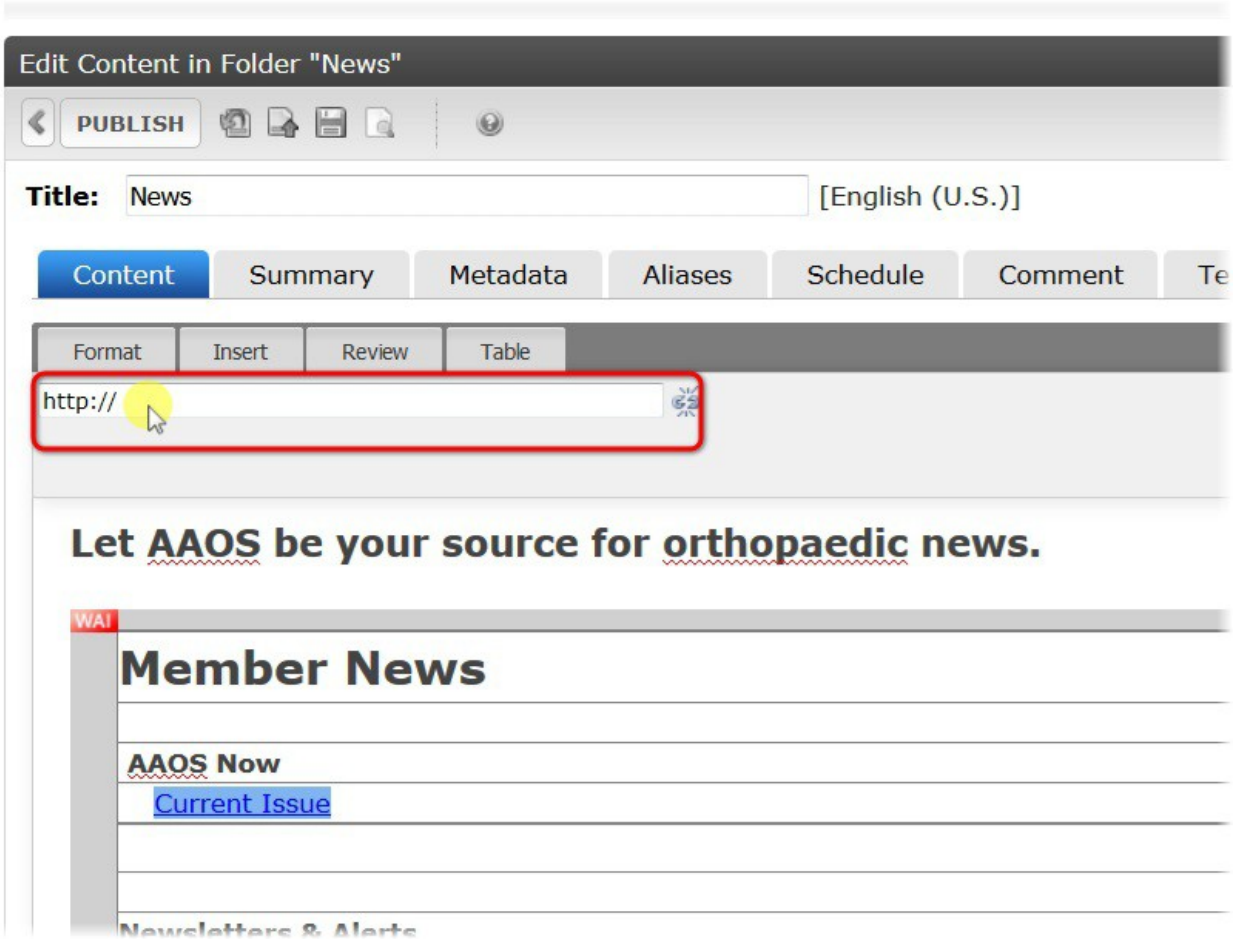
Note:

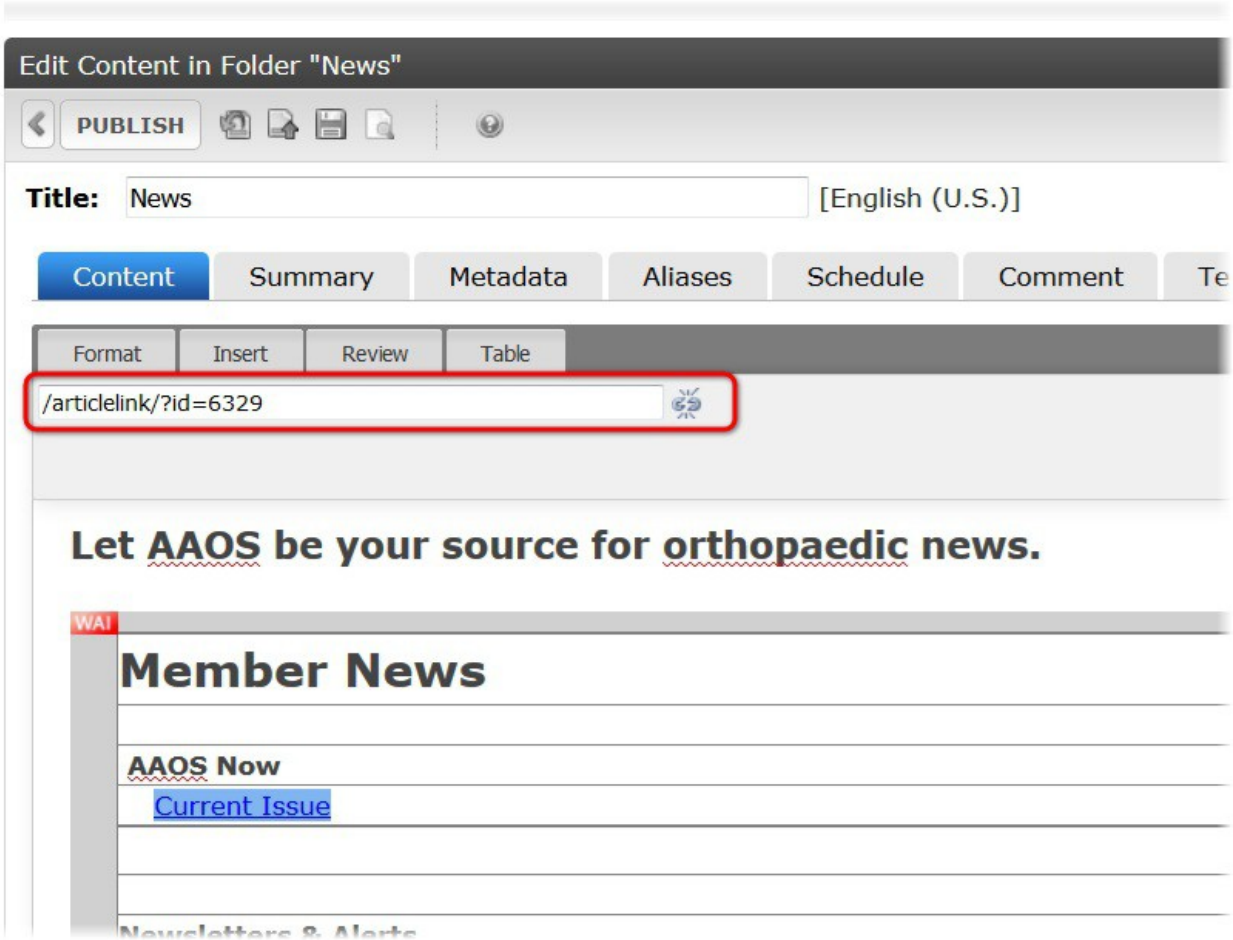
- Erase `http://`

Note:

- If you are linking to a page in Ektron, then you can delete `http://`
- The easiest way of linking to a page in ektron is by typing the following:
- `/articlelink/?id=`
- Then you will add the "Content ID" after the equal sign.
- `/articlelink/?id=6329`


www.aaos.org/WorkArea/workarea.aspx?page=content.aspx&action=ViewContentByCategory&folder_id=0&
Edit Content in Folder "News"
PUBLISH
Title:
News
[English (U.S.)]
Content
Summary
Metadata
Aliases
Schedule
Comment
Format
Insert
Review
Table
Insert Link
AaBbCc
Paragraph
AaBbCc
Span
AaBb
Heading 1
AaBb
Heading 2
Remove styling
Let AAOS be your source for orthopaedic news.
WAI
Member News
AAOS Now
Current Issue


Edit Content in Folder "News"
PUBLISH
Title:
News
[English (U.S.)]
Content
Summary
Metadata
Aliases
Schedule
Comment
Format
Insert
Review
Table
http://
Let AAOS be your source for orthopaedic news.
WAI
Member News
AAOS Now
Current Issue



Now You Can Publish The Page

Special AAO Websites

Annual Meeting

Section 1.1

Subsection 1.1.1	**Ektron Resources** For the official reference for Ektron, please click the following: Download: `Ektron CMS User Guide`

8.2 Microsoft

8.3 Adobe

8.4 Bugherd

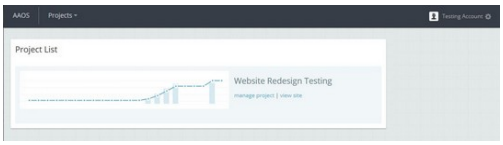
8.4.1 Using Bugherd

After you've created your account including setting up your password, please make sure you login on the Bugherd.com site before every testing session.

You can login here: https://www.bugherd.com/users/sign_in

After Initial Login

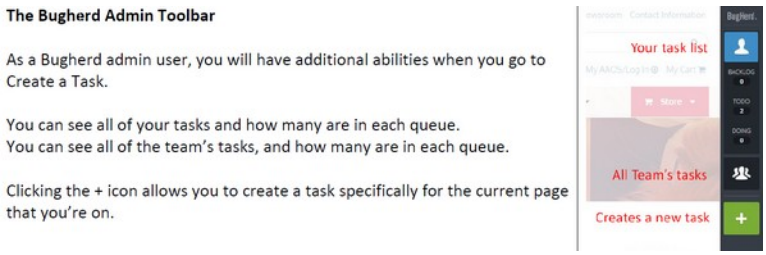
After logging in initially, you may see the following screen:



Click "Manage Project" to view the task board: BugHerd Or Click "view site" to go right to the homepage of the test site: aaos.org

Upon your first visit as a Bugherd admin, you will be presented with a short tutorial.

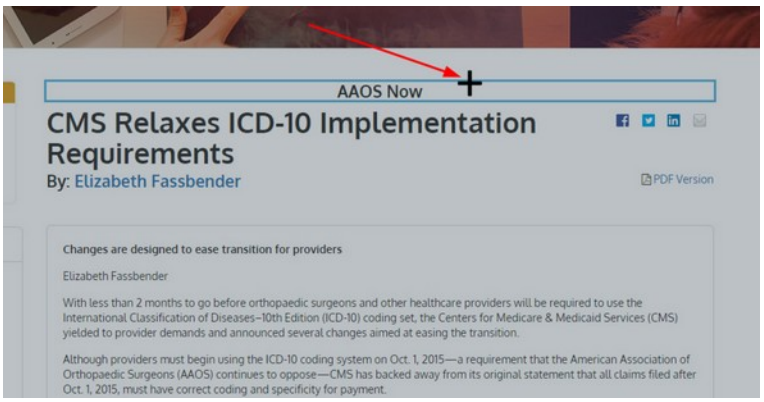
After the tutorial, you can start perusing the site, or progressing through your area's content pages to start validating your content appears where and how it should.



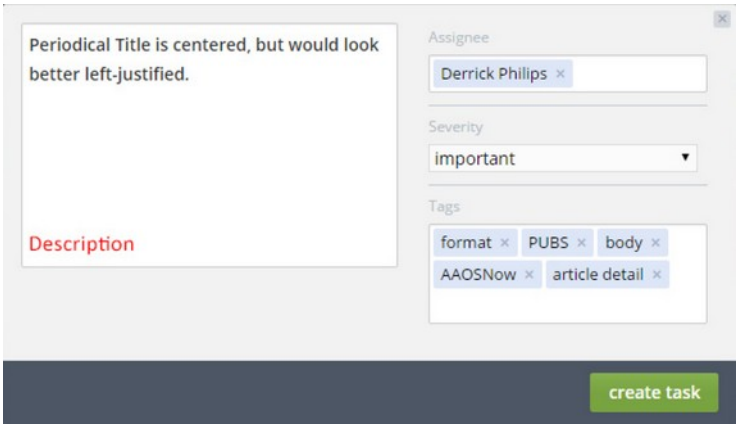
8.4.2 Reporting an Issue (Creating a Task)

To report an issue on the page you're currently on, click the + icon on the toolbar.

Next, select an area of the screen or an element on the screen you wish to report on



As an admin user you will see the following:



The admin version of the Create Task form has the following sections:

Description: Fill out with enough detail to communicate the issue. Be as concise as possible, but include any pertinent details.

Assignee: If you know the exact person responsible, assign them.

If this is something fixable via the admin interface, assign toyourself. If necessary, you may assign multiple team members.

Severity: For severity, choose "not set" if you are unsure. TDS can assignlater. Other options are:

Critical = Can't go live until issue is fixed

Important = Should be fixed before go-live, but not critical

Normal = Usually Items that can be fixed in admin interface

Minor = Small items; can possibly be addressed after launch

Tags: Tags are very important to help organize and prioritize tasks correctly. At the end of these instructions you will find a Bugherd Tag Legend. There are 6 types of Tag. The first three youshould apply to each task you create:

1. **Issue Type** (Required): Nearly all issues will be one of three types: *Data, Format or Functionality*.
   - **Data**: The wrong text or images appear on a page, or don't appear when they should. Be sure to compare to the original page on the current aaos.org site to confirm the source page shows something different than the Ektron site page.

     Examples: *An article lists the wrong author. An issue lists the wrong articles. The published date for an article is incorrect. A different image appears for an identical article on the current aaos.org site.*
   - **Format**: Use this tag to point out issues related to how something looks.

     Examples: *A sentence on a page seems to have a different font type or font size than the rest of the article. The paragraph headings on a page are all a different color than they are expected to be. The caption under a figure has a font size that is way too small.*

     PLEASE NOTE: Most, if not all "format" issue types are expected to be fixable by you and your team in the Ektron admin interface. If the format issue is within the content portions of the page, you should make yourself the Assignee on the create task form as well so you can create a task list you and your team can use to fix the content after the final conversion.*
   - **Function**: Something on the site happens unexpectedly, or doesn't it happen when it should. Most often these are site "bugs" that the developers need to fix.

     Examples: *Clicking ona main item in the mega menu fails to show the dropdown sub-menu. Filtering items on the store listing page by the facets in the left navigation produces unexpected results. When logged in as a non-member you can access content that should be only accessible to members.*
2. **Site Template** (Required):

   Each page on the site uses an Ektron custom template. Most are self-evident (ie. Landing Page, Content Page, Article Page) and you may use the appropriate tag for the page template if you can identify it. If you are not sure, use the tag template and TDS staff will identify the template and place the proper tag.

3. **Page Element** (Required):

   Each page is made up of various elements that can be identified using one of the tags in the Page Element list. If you don't see a page element tag that applies, use the tag element and TDS will assign the proper tag.
4. **Area of Responsibility** (If applicable):

   Use this tag if the content you are creating a task for is specific to your area. The tags are identical to the values in the Assigned Department column in the Master Content Inventory spreadsheet.
5. **Periodical Type** (if applicable):

   Use if referring to one of the landing pages or article detail pages for AAOS Now or one of the journals.
6. **Design Type**: (if applicable):

Use ONLY if the issue you are reporting is related to a specific rendering of the page. Use desktop if you only see the issue on the desktop version of the site, and mobile if you only see the issue when you view the mobile version.

Other Items:

404 Errors: For any link that doesn't work or returns a 404 error, you will need to submit a ticket on the original page, not the 404 page. After you get a 404 error you may hit the back button in your browse then click the link to submit a ticket.

8.4.3 Bugherd Tag Legend

Please use all tags that apply for each BugHerd ticket you submit. Enter them one at a time (you don't need to separate with a comma or semi-colon).

Tag Type	Bugherd Tag	What to Use it For
Issue Type	format	Issues related to formatting such as font type, font size, font color, bold/italics/underline, link color, image size/placement, etc.
Issue Type	data	Issues related to incorrect data being converted (ie wrong article title, wrong article links in an issue, wrong author, incorrect images on a page, etc.)
Issue Type	function	Issues related to functionality of the web site (ie incorrect permissions to view/not view a page, dropdown menu for Education doesn't work, when choosing facets to narrow search results nothing happens, etc.)
Site Template	homepage	Any issue (data, format, functionality) on the homepage
Site Template	landing page	Any issue (data, format, functionality) on a landing page Includes Landing Page A, Landing Page B, Landing Page C, Subspeciality Landing Page, Periodical/AAOS Now Main Landing Page, Periodical/AAOS Now Issue Landing Page
Site Template	content page	Any issue (data, format, functionality) on a page using the Content template
Site Template	article detail	Any issue (data, format, functionality) on a page using the Article detail template
Site Template	search page	Any issue (data, format, functionality) on the search page or pertaining to search results outside of the store
Site Template	AM site	Any issue (data, format, functionality) on a template for the Annual Meeting microsite
Site Template	course listing	Any issue (data, format, functionality) on a event listing page in the store A listing page contains a list of courses or events based on a calendar daypart (day/month/year) or another facet (course type, course format, etc.).
Site Template	course detail	Any issue (data, format, functionality) on a event detail page for a specific course or event An event detail pages lists all of the pertinent information for a single event or course.
Site Template	product listing	Any issue (data, format, functionality) on a product listing page in the store A listing page contains a list of items in the store either related to a single topic/category, or filtered by a facet in the left navigation bar.
Site Template	product detail	Any issue (data, format, functionality) on a product detail page for a specific item in the store
Site Template	committee listing	Any issue (data, format, functionality) on the committee listing page A listing page contains a list of committees related to a single topic/category.
Site Template	committee detail	Any issue (data, format, functionality) on the page that lists all the details for a specific committee.
Site Template	video gallery	Any issue (data, format, functionality) on the Video Gallery page, including the video player.

Tag Type	Bugherd Tag	What to Use it For
Site Template	podcast	Any issue (data, format, functionality) on the podcasts page.
Site Template	my library	Any issue (data, format, functionality) found on the My Library page
Site Template	my aaos	Any issue (data, format, functionality) found on the My AAOS page
Page Element	mega menu	Any issue (data, format, functionality) with the Mega Menu
Page Element	dashboard	Any issue (data, format, functionality) with the member dashboard element
Page Element	non-targeted card	Any issue (data, format, functionality) with a content card that is non-targeted (doesn't change depending on certain conditions of logged-in user) Examples would include external ads, periodical highlights, etc.
Page Element	targeted card	Any issue (data, format, functionality) with a content card that contains targeted content (content can change depending on certain conditions of logged-in user). Examples would be Upcoming Events, Targeted Internal Ad, etc.
Page Element	left nav	Any issue (data, format, functionality) related to the dynamic navigation in the left column
Page Element	body	Any issue (data, format, functionality) related to the content within the body of the page This is usually the main content that is added to the page via the Ektron admin tool, or came over to the site during conversion.
Page Element	footer	Any issue (data, format, functionality) related to the footer on the bottom of each site page
Page Element	store nav	Any issue (data, format, functionality) related to the facet navigation in the left hand menu on store pages
Page Element	periodical links	Any issue (data, format, functionality) related to the Periodical Links located in the upper left column of all the periodical and AAOS Now pages
Page Element	image slider	Any issue (data, format, functionality) related to the image slider found on some landing pages
Page Element	tabbed content	Any issue (data, format, functionality) related to the tabbed content element found on some landing pages
Page Element	video player	Any issue (data, format, func-

Tag Type	Bugherd Tag	What to Use it For
Area of Responsibility	EXEC	Executive Dept.
Area of Responsibility	OGR	Office of Government Relations
Area of Responsibility	HR	Human Resources Dept.
Area of Responsibility	INTL	International Dept.
Area of Responsibility	IS	Dept of Technology and Data Services
Area of Responsibility	LEGAL	Legal Dept.
Area of Responsibility	MBRSVCS	Member Services Dept.
Area of Responsibility	MKTG	Marketing Dept.
Area of Responsibility	PR	Public Relations Dept.
Area of Responsibility	PUBS	Publications Dept.
Area of Responsibility	RSRCH	Research and Scientific Affairs Dept.
Periodical Type	AAOS-NOW	Any issue (data, format, functionality) found in any of the AAOS Now description, full article or main/issue landing pages
Periodical Type	OKOJ	Any issue (data, format, functionality) found in any of the OKOJ abstract, full article or main/issue landing pages
Periodical Type	JBJS	Any issue (data, format, functionality) found in any of the JBJS abstract or main/issue landing pages
Periodical Type	JAAOS	Any issue (data, format, functionality) found in any of the JAAOS abstract or main/issue landing pages
Design Type	desktop	Any format or functionality issue found ONLY in the desktop version of a page
Design Type	mobile	Any format or functionality issue found ONLY in the mobile version of a page

CHAPTER 9

Departments

9.1 Executive Department

9.2 Educational Programs

9.3 Operations and Finance

9.4 Technology and Data Services

9.4.1 Meeting Minutes

2016

9.4.2 TDS Financials

TDS Invoices

2016 Invoices

9.5 Medical & Government Relations

CHAPTER 10

Design and Style

10.1 Print Design

CHAPTER 11

Committees

Table of Contents

- *Committees*

CHAPTER 12

Contribute

Note: These pages are currently under construction and content can change without warning.

12.1 AAOS Docs Style Guide

By **'Austin Songer'_**

This document provides an overview of how articles published on docs.aaos.org should be formatted. You can actually use this file, itself, as a template when contributing articles.

In this article:

- *Article Structure*
- *ReStructuredText Syntax*

12.1.1 Article Structure

Articles should be submitted as individual text files with a **.rst** extension. Authors should be sure they are familiar with the Sphinx Style Guide, but where there are disagreements, this document takes precedence. The article should begin with its title on line 1, followed by a line of === characters. Next, the author should be displayed with a link to an author specific page (ex. the author's GitHub user page, Twitter page, etc.).

Articles should typically begin with a brief abstract describing what will be covered, followed by a bulleted list of topics, if appropriate. If the article has associated sample files, a link to the samples should be included following this bulleted list.

Articles should typically include a Summary section at the end, and optionally additional sections like Next Steps or Additional Resources. These should not be included in the bulleted list of topics, however.

Headings

Typically articles will use at most 3 levels of headings. The title of the document is the highest level heading and must appear on lines 1-2 of the document. The title is designated by a row of === characters.

Section headings should correspond to the bulleted list of topics set out after the article abstract. *Article Structure*, above, is an example of a section heading. A section heading should appear on its own line, followed by a line consisting of — characters.

Subsection headings can be used to organize content within a section. *Headings*, above, is an example of a subsection heading. A subsection heading should appear on its own line, followed by a line of ^^^ characters.

```
Title (H1)
==========

Section heading (H2)
--------------------

Subsection heading (H3)
^^^^^^^^^^^^^^^^^^^^^^^
```

For section headings, only the first word should be capitalized:

- Use this heading style
- Do Not Use This Style

More on sections and headings in ReStructuredText: http://sphinx-doc.org/rest.html#sections

12.1.2 ReStructuredText Syntax

The following ReStructuredText elements are commonly used in ASP.NET documentation articles. Note that **indentation and blank lines are significant!**

Inline Markup

Surround text with:

- One asterisk for *emphasis* (*italics*)
- Two asterisks for **strong emphasis** (**bold**)
- Two backticks for ``code samples``(an `<html>` element)

..note:: Inline markup cannot be nested, nor can surrounded content start or end with whitespace (`* foo*` is wrong).

Escaping is done using the \ backslash.

Format specific items using these rules:

- ***Italics* (surround with *)**
  - Files, folders, paths (for long items, split onto their own line)
  - New terms
  - URLs (unless rendered as links, which is the default)
- **Strong (surround with **)**
  - UI elements
- **`Code Elements` (surround with ``)**
  - Classes and members
  - Command-line commands
  - Database table and column names
  - Language keywords

Links

Inline hyperlinks are formatted like this:

```
Learn more about `ASP.NET <http://www.asp.net>`_.
```

Learn more about ASP.NET.

Surround the link text with backticks. Within the backticks, place the target in angle brackets, and ensure there is a space between the end of the link text and the opening angle bracket. Follow the closing backtick with an underscore.

In addition to URLs, documents and document sections can also be linked by name:

```
For example, here is a link to the `Inline Markup`_ section, above.
```

For example, here is a link to the *Inline Markup* section, above.

Any element that is rendered as a link should not have any additional formatting or styling.

Lists

Lists can be started with a − or ⋆ character:

```
- This is one item
- This is a second item
```

Numbered lists can start with a number, or they can be autonumbered by starting each item with the # character. Please use the # syntax.

```
1. Numbered list item one.(don't use numbers)
2. Numbered list item two.(don't use numbers)

#. Auto-numbered one.
#. Auto-numbered two.
```

Source Code

Source code is very commonly included in these articles. Images should never be used to display source code - instead use `code-block` or `literalinclude`. You can refer to it using the `code-block` element, which must be declared precisely as shown, including spaces, blank lines, and indentation:

```
.. code-block:: c#

public void Foo()
{
        // Foo all the things!
}
```

This results in:

```
public void Foo()
{
        // Foo all the things!
}
```

The code block ends when you begin a new paragraph without indentation. Sphinx supports quite a few different languages. Some common language strings that are available include:

- `c#`

- `javascript`
- `html`

Code blocks also support line numbers and emphasizing or highlighting certain lines:

```
.. code-block:: c#
   :linenos:
   :emphasize-lines: 3

public void Foo()
{
        // Foo all the things!
}
```

This results in:

```
1       public void Foo()
2       {
3               // Foo all the things!
4       }
```

Note: `caption` and `name` will result in a code-block not being displayed due to our builds using a Sphinx version prior to version 1.3. If you don't see a code block displayed above this note, it's most likely because the version of Sphinx is < 1.3.

Images

Images such as screen shots and explanatory figures or diagrams should be placed in a `_static` folder within a folder named the same as the article file. References to images should therefore always be made using relative references, e.g. `article-name/style-guide/_static/asp-net.png`. Note that images should always be saved as all lower-case file names, using hyphens to separate words, if necessary.

Note: Do not use images for code. Use `code-block` or `literalinclude` instead.

To include an image in an article, use the `.. image` directive:

```
.. image:: style-guide/_static/asp-net.png
```

Note: No quotes are needed around the file name.

Here's an example using the above syntax:

Contribute/style-guide/_static/asp-net.png

Images are responsively sized according to the browser viewport when using this directive. Currently the maximum width supported by the http://docs.asp.net theme is 697px.

Notes

To add a note callout, like the ones shown in this document, use the `.. note::` directive.

```
.. note:: This is a note.
```

This results in:

Note: This is a note.

Including External Source Files

One nice feature of ReStructuredText is its ability to reference external files. This allows actual sample source files to be referenced from documentation articles, reducing the chances of the documentation content getting out of sync with the actual, working code sample (assuming the code sample works, of course). However, if documentation articles are referencing samples by filename and line number, it is important that the documentation articles be reviewed whenever changes are made to the source code, otherwise these references may be broken or point to the wrong line number. For this reason, it is recommended that samples be specific to individual articles, so that updates to the sample will only affect a single article (at most, an article series could reference a common sample). Samples should therefore be placed in a subfolder named the same as the article file, in a `sample` folder (e.g. `/article-name/sample/`).

External file references can specify a language, emphasize certain lines, display line numbers (recommended), similar to *Source Code*. Remember that these line number references may need to be updated if the source file is changed.

```
.. literalinclude:: style-guide/_static/startup.cs
        :language: c#
        :emphasize-lines: 19,25-27
        :linenos:
```

You can also include just a section of a larger file, if desired:

```
     .. literalinclude:: style-guide/_static/startup.cs
             :language: c#
             :lines: 1,4,20-
             :linenos:
```

This would include the first and fourth line, and then line 20 through the end of the file.

Literal includes also support *Captions* and names, as with `code-block` elements. If the `caption` is left blank, the file name will be used as the caption. Note that captions and names are available with Sphinx 1.3, which the ReadTheDocs theme used by this system is not yet updated to support.

Tables

Tables can be constructed using grid-like "ASCII Art" style text. In general they should only be used where it makes sense to present some tabular data. Rather than include all of the syntax options here, you will find a detailed reference at http://docutils.sourceforge.net/docs/ref/rst/restructuredtext.html#grid-tables.

UI navigation

When documenting how a user should navigate a series of menus, use the `:menuselection:` directive:

```
:menuselection:`Windows --> Views --> Other...`
```

This will result in *Windows* → *Views* → *Other...*.

12.1.3 Additional Reading

Learn more about Sphinx and ReStructuredText:

- Sphinx documentation
- RST Quick Reference

12.1.4 Summary

This style guide is intended to help contributors quickly create new articles for docs.asp.net. It includes the most common RST syntax elements that are used, as well as overall document organization guidance. If you discover mistakes or gaps in this guide, please submit an issue.

12.2 AAOS.org Web Site Image Guidelines

12.2.1 Imagery should complement web text

- Our preferred style is straightforward, approachable – employing pleasant lighting and optimistic settings. It should reflect forward-thinking, innovation and inclusiveness. It should reflect our organization's professional expertise while conveying openness to the public and empathetic patient care.
- Think about an image being action focused vs. product focused

12.2.2 Imagery should complement key audience: clinical, patient or physician

- **When showing physicians:**
  - Reflect the spectrum of practice areas
  - Strive for diversity in terms of sex, ethnicity, race, age and career stage
  - Edit imagery to eliminate stethoscopes or other non-orthopaedic instruments/settings
  - Ensure physicians appear professional, empathetic, and approachable; not careless.

FAQ

Where can I find images?

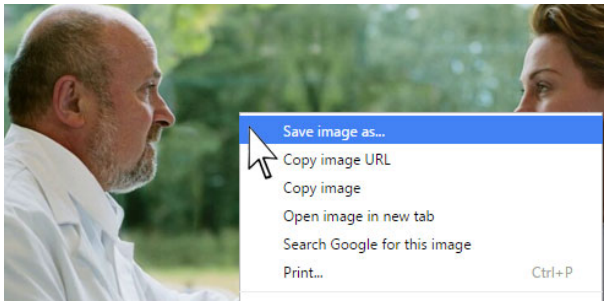
- AAOS owned images: Joan Golembiewski and her staff in publications keep a library of Academy owned imagery, but a sample subset is available in Dropbox according to audience: clinical, patient and physician.
- Each core team member should have received a link to Dropbox where they can look at sample imagery. You must have a DropBox account linked to your AAOS.org email address to access. Click Here for Website Image Library Dropbox .

How do I use images that are already in Dropbox?

- Images that you can use are located within the subfolders of the **"Available"** Subfolder in Dropbox , divided into AAOS Images (photos taken by staff or commissioned by AAOS) and Stock Images (obtained via ThinkStock

or similar source). Clicking into either folder will reveal subfolders named to help find certain types of images faster. You may click on the images to view them.

- If you think you've found a suitable image, **right-click** on the image in Dropbox, and choose **"Save Image As"** to save it locally. You may also choose Copy Image to copy it to your clipboard (see figure to the left).



- Now go to the Image Review Submission Form and fill it out as completely as possible. Make sure you indicate in the proper field that the image you wish to use is in the Website Image Library on **Dropbox**. Include a copy of the image *(upload the file you just downloaded, or paste the image in the proper box)* and include any editing instructions you may have.
- The request will be sent to Abel and Suzanne. Once reviewed/edited and approved, they will deposit the image file you are to use inside the "In Use" folder, under your area's subfolder. They will also send you a notification that it's ready for you to use.

I looked in Dropbox and don't see anything that fits my needs. Where can I get another image?

- The preferred stock image provider of AAOS is Thinkstock (http://www.thinkstock.com). Please look here first for new images.
- At present time, the Academy has three licenses for ThinkStock across the enterprise. AAOS staff graphic designers, Abel Jimenez and Suzanne O'Reilly have accounts.
- On ThinkStock.Com, you can search for an image using keywords or browse by the categories on the front page.
- When you find an image you would like to use, click to get the full view, and then either take a snippet of the image and save it, right-click to save the image, or right-click and copy image to paste later in the Image Review Submission Form.
- If you are getting the file from ThinkStock, make sure you get the ThinkStock ID for the specific photo you wish to use.

OK. I found an image I want to use on the web site. What's next?

All images to be used on the site must be reviewed and approved by one of our image team members.

The process is as follows:

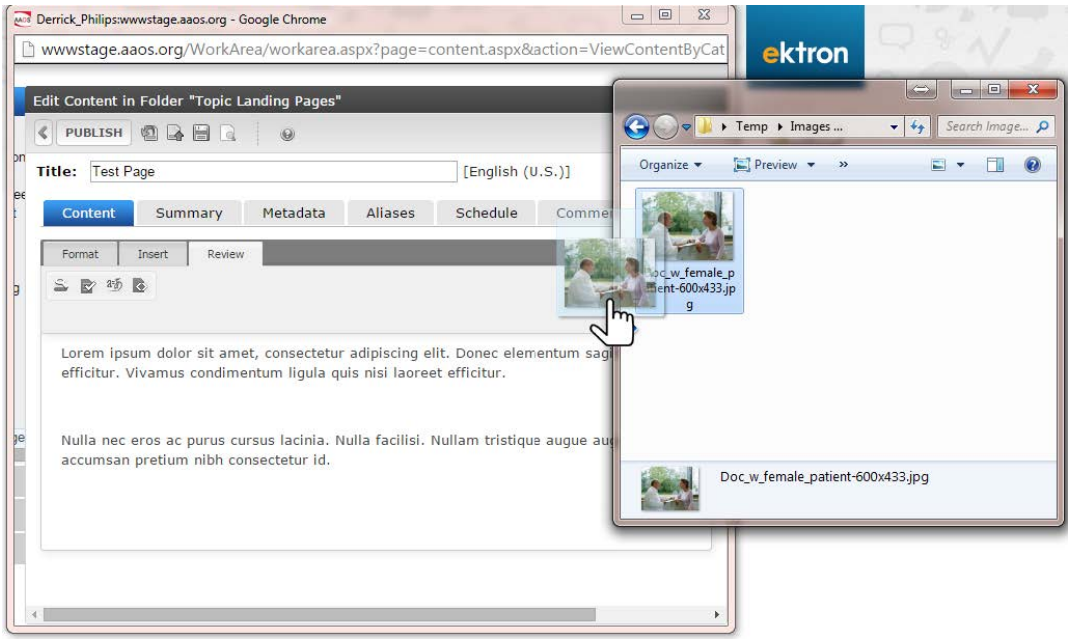
1. Go to the Image Review Submission Form and fill it out as completely as possible. Please have either a file to upload, or copy and paste the image from the source page. If it's a ThinkStock image make sure you know the ThinkStock number, and put it in the appropriate field.

2. Fill out the form completely. If you have an actual file of the image, you may upload the image via the form, or if you've copied it to your clipboard (right-click then "Copy Image"), paste it in the appropriate box in the form.

3. The request will be sent to Abel and Suzanne, and also be deposited in the "For Review" Dropbox folder. Once reviewed/edited and approved, they will deposit the image file you are to use inside the "In Use" folder, under your area's subfolder (see figure below). They will also send you a notification that it's ready for you to use.

Now that I have an approved image, how do I use it on the web site?

- There are several ways to upload images to use within Ektron. The following steps describe how you add images to pages as you need them. Make sure you are logged into Ektron and are in edit mode for your page or HTML area of your SmartForm. Also, make sure you have downloaded the actual web-ready file to your local computer, and have that folder open as well. Arrange them side by side like the figure on the next page. Once you have the editor window open and the folder with the image open, simply click and drag the image file to where you wish to place it in your content page.



- There other methods of adding items directly to a library for access within your content. For more information on Libraries and how to add/manage images in them, see Working with Files in the Library in the Ektron documentation.

Image Manipulation

- Please be on the lookout for various details of images you wish to use that should be accounted for before going up on the new site. For example, images with radiographs in the background may need to be manipulated to replace brain scans with orthopaedic images. If you run across issues like this use the Image Review Submission Form to request the changes to the image.

- Be aware of anything in the photo that constitutes someone else's trademark or copyright (ie. hospital logo on doctor's jacket, medical device company logo on a lanyard, Coca Cola can on table, etc.). You may also use the Image Review Submission Form to request those things to be removed, if possible, before use.

CHAPTER 13

Governance

13.1 Intranet

13.2 Website Content

CHAPTER 14

Project Management Office

14.1 Current Projects

14.2 Templates

Caution: The attached documents on this page is currently just a **"Placeholder"** document for the purposes of rendering.

14.2.1 Initiating

`Project Charter Template`

14.2.2 Planning

`Business Requirements Template`

`Project Scope Statement`

`Work Breakdown Structure (WBS) Template`

`Schedule Template`

14.2.3 Executing

`Project Staff Assignments Template`

14.2.4 Monitoring and Controlling

`Change Request Template`

14.2.5 Closing

`Lesson Learned Template`

14.3 Project Request

CHAPTER 15

Service Desk

15.1 Track-It

CHAPTER 16

Sphinx (Docutils) Project Documentation

The latest working documents may be accessed individually below, or from the `docs` directory of the Docutils distribution.

Contents

- *Sphinx (Docutils) Project Documentation*
  - *Project Fundamentals*
  - *`user/`: Introductory & Tutorial Material for End-Users*
  - *`ref/`: Reference Material for All Groups*
  - *`peps/`: Python Enhancement Proposals*
  - *`api/`: API Reference Material for Client-Developers*
  - *`howto/`: Instructions for Developers*
  - *`dev/`: Development Notes and Plans for Core-Developers*

16.1 Project Fundamentals

These files are for all Docutils stakeholders. They are kept at the top level of the Docutils project directory.

README.txt Project overview: quick-start, requirements, installation, and usage.

COPYING.txt Conditions for Docutils redistribution, with links to licenses.

FAQ.txt Docutils Frequently Asked Questions. If you have a question or issue, there's a good chance it's already answered here.

BUGS.txt A list of known bugs, and how to report a bug.

RELEASE-NOTES.txt Summary of the major changes in recent releases.

HISTORY.txt Detailed change history log.

THANKS.txt Acknowledgements.

16.2 `user/`: Introductory & Tutorial Material for End-Users

Docutils-general:

- Docutils Front-End Tools

- Docutils Configuration
- Docutils Mailing Lists
- Docutils Link List

Writer-specific:

- Easy Slide Shows With reStructuredText & S5
- Docutils LaTeX Writer
- Docutils ODF/OpenOffice/odt Writer

reStructuredText:

- A ReStructuredText Primer (HTML) (or text source)
- Quick reStructuredText (user reference)
- reStructuredText Cheat Sheet (text only; 1 page for syntax, 1 page directive & role reference)
- reStructuredText Demonstration (a demonstration of most reStructuredText features; you can also have a look at the text source)

Editor support:

- Emacs support for reStructuredText

16.3 `ref/`: Reference Material for All Groups

Many of these files began as developer specifications, but now that they're mature and used by end-users and client-developers, they have become reference material. Successful specs evolve into refs.

Docutils-general:

- The Docutils Document Tree (incomplete)
- Docutils Transforms
- Docutils Generic DTD
- OASIS XML Exchange Table Model Declaration Module (CALS tables DTD module)

Although not in the "ref" directory, PEP 258 is a must-read reference for any Docutils developer.

reStructuredText:

- An Introduction to reStructuredText (includes the Goals and History of reStructuredText)
- reStructuredText Markup Specification
- reStructuredText Directives
- reStructuredText Interpreted Text Roles
- reStructuredText Standard Definition Files

Prehistoric:

- Setext Documents Mirror

16.4 `peps/`: Python Enhancement Proposals

- PEP 256: Docstring Processing System Framework is a high-level generic proposal. [PEP 256 in the master repository]
- PEP 257: Docstring Conventions addresses docstring style and touches on content. [PEP 257 in the master repository]
- PEP 258: Docutils Design Specification is an overview of the architecture of Docutils. It documents design issues and implementation details. [PEP 258 in the master repository]
- PEP 287: reStructuredText Docstring Format proposes a standard markup syntax. [PEP 287 in the master repository]

Please note that PEPs in the master repository may not be current, whereas the local versions are.

16.5 `api/`: API Reference Material for Client-Developers

- The Docutils Publisher
- Inside A Docutils Command-Line Front-End Tool
- Docutils Runtime Settings
- (Docutils Transforms should be moved here)

PEP 258 is an overview of the architecture of Docutils.

16.6 `howto/`: Instructions for Developers

- **Security:** Deploying Docutils Securely
- Writing HTML (CSS) Stylesheets for Docutils
- Docutils Internationalization
- Creating reStructuredText Directives
- Creating reStructuredText Interpreted Text Roles

16.7 `dev/`: Development Notes and Plans for Core-Developers

Docutils-general:

- Docutils Hacker's Guide
- Docutils Distributor's Guide
- Docutils To Do List
- Docutils Project Policies
- Docutils Web Site
- Docutils Release Procedure
- The Docutils Subversion Repository

- Docutils Testing
- Docstring Semantics (incomplete)
- Python Source Reader (incomplete)
- Docutils Python DTD (experimental)
- Plan for Enthought API Documentation Tool
- Enthought API Documentation Tool RFP

reStructuredText:

- A Record of reStructuredText Syntax Alternatives
- Problems With StructuredText

CHAPTER 17

KNOWLEDGE CENTER

Caution: There are multiple attached documents throughout the website that are just a **"Placeholder"** document for the purposes of rendering the webpage correctly.

Note: This website is currently under construction so some pages you come across may be blank for the time being.

You may also download this entire document as a PDF

DOWNLOAD AS PDF

Applications / Software Guides	Project Management Office	Service Desk
Adobe	*Current Projects*	*Track-It*
Ektron	*Templates*	
Microsoft	*Project Request*	
Bugherd		

AAOS Templates	Governance
HR Templates	*Intranet*
LetterHead	*Website Content*
AAOS Logos	
Meetings	
Other-Branded Templates	
PowerPoint Templates	
Specialty-Societies Templates	
Washington DC Templates	

Author Austin Songer

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