

For Newcomers to our UMRA RedDot Website

Red Dot is a software program that is used by the University of Manitoba. Our Retirees Association (UMRA) website is embedded in that program. For those who are not familiar with the U of website, and more specifically with ours, I would like to make some suggestions:

1. The RedDot program permits three sizes of viewing the website. You can find the choices (A A A icons) at the bottom of each web page. The default of the University of Manitoba is the left A, the smallest. UMRA pages are set up and formatted in that size. However, the print is rather small and the middle A may be preferable. The right A (the largest), is for those who have problems with their vision. Depending on your set-up, your selection may or may not be remembered by your web browser. You can change it any time you wish.
2. Under the three A's, you also will find **Print**. When you click on it, the banner (without the photo) and the main text of the page will be printed. The text adjusts to the whole width of the page. The left and right columns do not print. You can of course use any other print option of your known preferences.
3. Several pages are also available in PDF format for printing. The link to the PDF format is **Printable Version**. You will require Adobe Acrobat Reader to view the PDF files.
4. For visual aesthetics, I use within sections of a page of considerable length a symbol (a gable) to move back to the top. At the end of longer pages I use the "To Top" as a link to return to the top of the page. Subheadings that get you quickly to sections of the page (ie. Retirees Benefits - Making a Claim), and terms, that refer to another page, are also linked (ie. from the Join Us page to the Membership Form page).
5. The left navigation menu expands as on many other websites. To get a quick overview of all pages, click on the **UMRA Site Map**, the last entry of the navigation bar to the left. At present, there are no links to the pages from its entries.
6. The way the website is set up allows anyone to go to the U of M sites, ie. all the links of the horizontal navigation bar and the emblem are active.
7. The website also has a Search field above UMRA Home for site specific search. You can type in any name or item regarding our UMRA website, and if it is in its content, it will find the page that contains that name or item.
8. The bottom bar also provides a contact to the University and has a convenient link to the Campus Map. In addition, the UMRA e-mail address is active. Anyone can contact us by clicking on it.
9. Once you are leaving the site (to another website or the PDF format), most of the time you will have to use the **Back Button**, to get back to the UMRA site. Ensure that the Standard Buttons are viewable on your screen (in Internet Explorer select: View> Toolbars > Standard Buttons, in Mozilla Firefox: View> Toolbars > Navigation Toolbar). If you exit via the x (white on red background in the right top corner), you leave the site (and possibly the browser).

I hope you find the website pleasing and easy to navigate. Any comments please direct to me.

Janice Mann

UMRA Webmaster