

Buildings Field Test Best Practices Website:

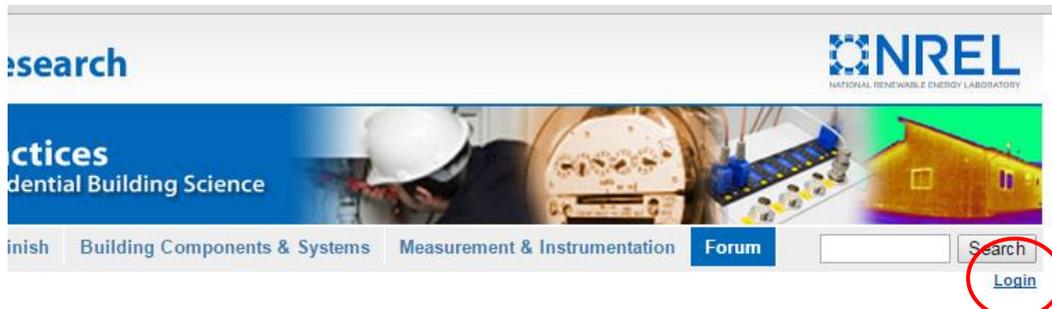
Instructions for writing/editing content

Table of Contents

Getting Started:.....	2
Writing New Content:	3
Moderation States:	5
Edit Published Content:	6
Formatting and other features:	7
Standard Formatting.....	7
Creating Links.....	8
Adding Images.....	9
Adding Tables.....	11
Uploading PDF files	11
Tools to use existing content with a new page.....	13
Importing summaries:.....	13
Summary List.....	14
Admin Tools & Content Organization	14
Content Lookup.....	14
Add Content	15
Administration:	15
My Account	17

Creating an Account:

Go to buildingsfieldtest.nrel.gov and click Login on the upper right side of the screen.



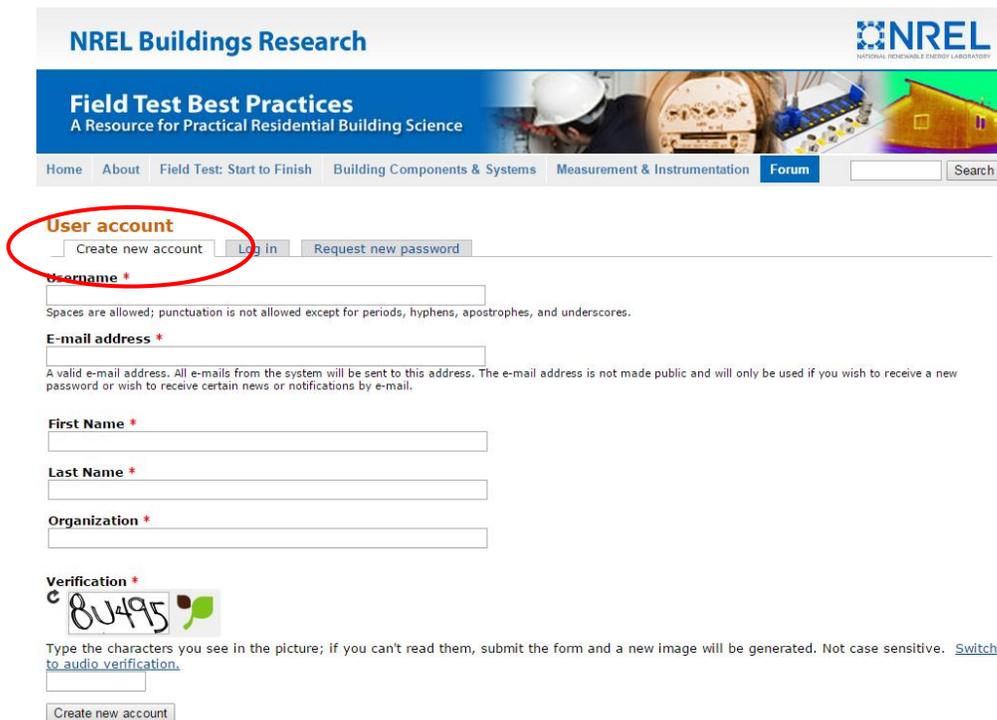
The screenshot shows the NREL Buildings Research website. The header includes the NREL logo and the text "Research". Below the header is a banner for "Field Test Best Practices" with the subtitle "A Resource for Practical Residential Building Science". The navigation menu includes "Home", "Building Components & Systems", "Measurement & Instrumentation", and "Forum". A search box and a "Login" button (circled in red) are located in the upper right corner. Below the navigation menu, there are three categories of field test best practices: "Leakage and Infiltration Measurement", "Lighting Level Measurement", and "Air Flow Measurement". To the right of these categories, there is a paragraph of text and a list of topics.

The Field Test Best Practices site is a collection of best practices and lessons learned from the U.S. Department of Energy's (DOE) [Building America](#) program.

On this website, you will find detailed guidance on:

- Planning for your field test
- Conducting a field test
- Choosing, testing, and installing components
- Selecting equipment and knowing when and how to use it.

Then select the “Create new account” tab and enter your information. A site manager will be notified of your request and will approve your new account. Your account will allow you to contribute content on the main site and to participate in forum discussions.

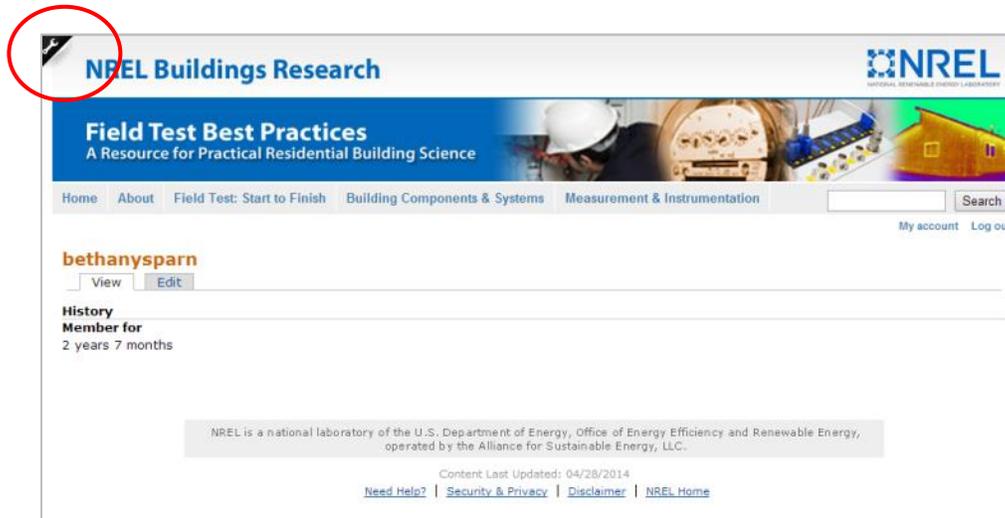


The screenshot shows the "User account" creation form on the NREL Buildings Research website. The "User account" heading is circled in red. The form includes a navigation bar with "Home", "About", "Field Test: Start to Finish", "Building Components & Systems", "Measurement & Instrumentation", and "Forum". Below the navigation bar, there are three tabs: "Create new account" (circled in red), "Log in", and "Request new password". The form fields include: "Username" (with a note: "Spaces are allowed; punctuation is not allowed except for periods, hyphens, apostrophes, and underscores."), "E-mail address" (with a note: "A valid e-mail address. All e-mails from the system will be sent to this address. The e-mail address is not made public and will only be used if you wish to receive a new password or wish to receive certain news or notifications by e-mail."), "First Name", "Last Name", and "Organization". There is also a "Verification" section with a CAPTCHA image showing the number "80495" and a note: "Type the characters you see in the picture; if you can't read them, submit the form and a new image will be generated. Not case sensitive. [Switch to audio verification.](#)". A "Create new account" button is located at the bottom of the form.

Getting Started:

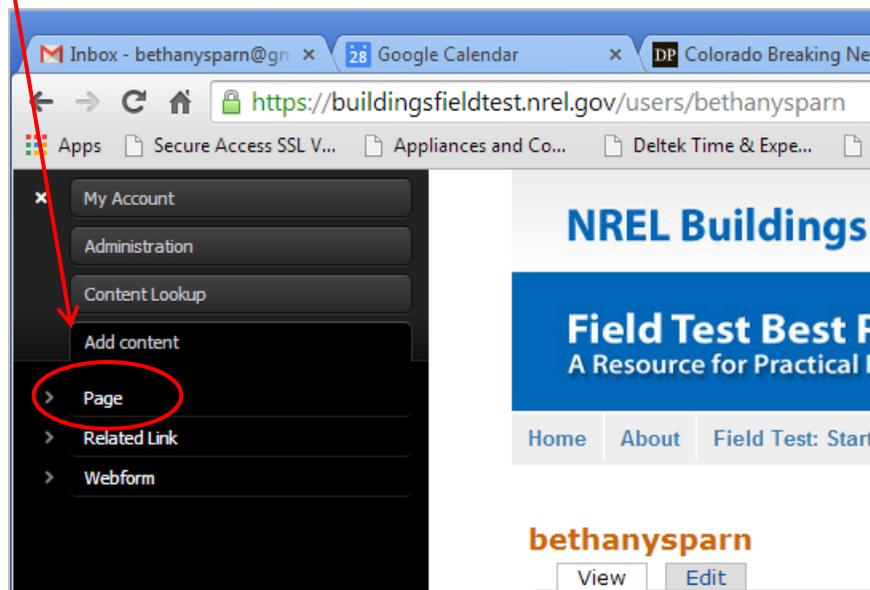
Login at: <https://buildingsfieldtest.nrel.gov/user>

To start, click on the wrench at the top, left of the screen.



Writing New Content:

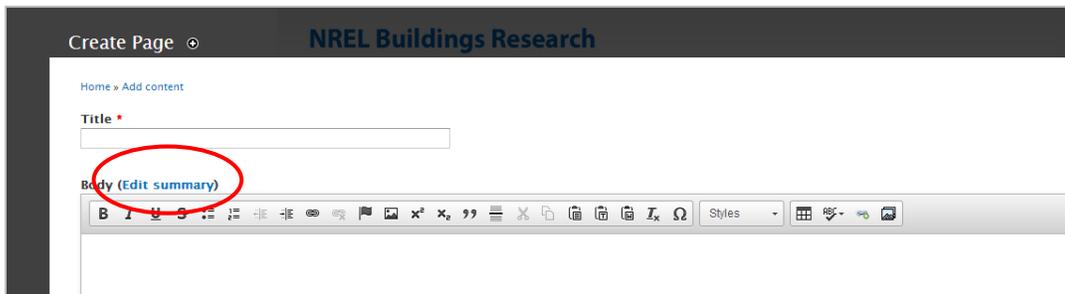
1. Click "Add Content" in the left menu, then select the "Page" option.



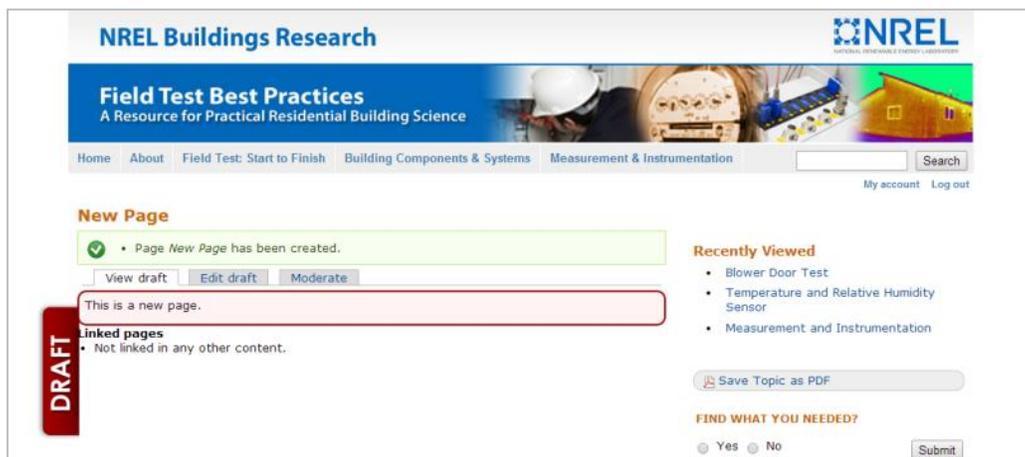
2. Create a title for you page. The title should be a concise description of the topic.
 - a. In order to prevent redundant topics, all pages with similar titles will be displayed as you type the title. Please look at any pages that have similar titles to ensure that your topic

is unique. If a page already exists on the same topic, add your content to the existing page, rather than creating a new page.

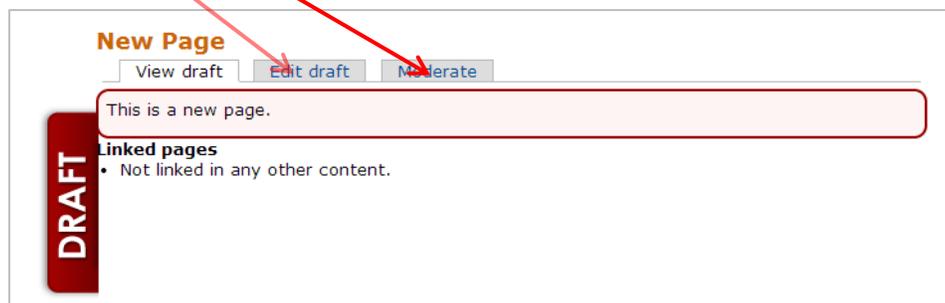
3. A short summary should be added by clicking "Edit summary." The summary should be a few sentences or a paragraph and usually consists of the first few sentences of the body. The summary can be imported onto other pages to show a quick synopsis and a link to the full page.



4. Enter page content in the body field. Formatting tools are available in the top bar of the content area. (More on formatting below.)
5. Hit "Save" at the bottom of the page.
6. When the new draft has been saved, the view will change to show the draft with a red "Draft" label.

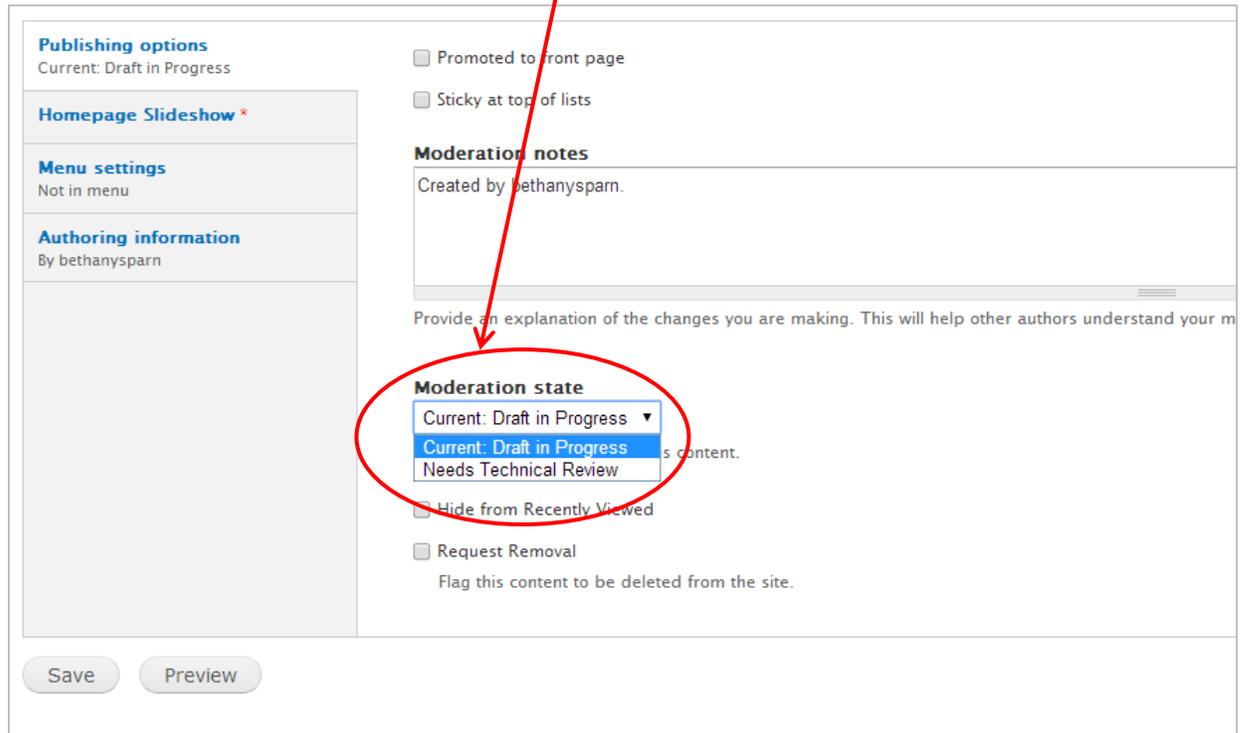


7. After a draft has been created and saved, it can either be edited further (by going to the Edit Draft tab) or pushed into the review process that will lead to the page being published (by going to the Moderate tab)



Moderation States:

1. The default state for a new page is “Draft in Progress” – meaning that the draft is not yet complete. Continue to work on drafts until you are ready to publish them.
2. When you (the author) are ready to publish your new page to the website, change the Moderation State (found either at the bottom of the editing page or under the Moderate tab) to “Needs Technical Review” and hit Save.



Publishing options
Current: Draft in Progress

Homepage Slideshow *

Menu settings
Not in menu

Authoring information
By bethanysparr

Promoted to front page

Sticky at top of lists

Moderation notes
Created by bethanysparr.

Provide an explanation of the changes you are making. This will help other authors understand your m

Moderation state
Current: Draft in Progress ▾
Current: Draft in Progress s content.
Needs Technical Review

Hide from Recently Viewed

Request Removal
Flag this content to be deleted from the site.

Save Preview

3. Technical editors for the site will review the document for accuracy and relevance. When the technical editor is satisfied with the content, they will change the state to “Needs Editorial Review.”
4. A member of the Communications team will provide an editorial review and ensure that all content complies with NREL standards. Then they will publish the content. At this point, the new page can be accessed publicly on the Field Test Best Practices website.

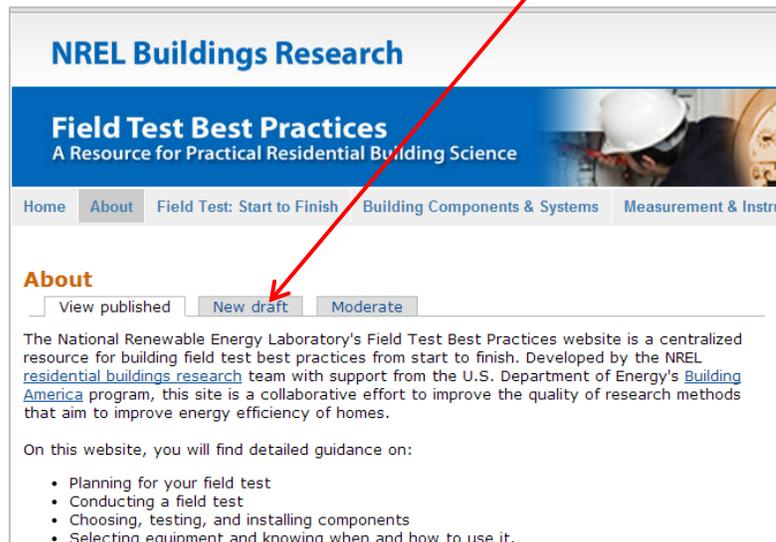
Edit Published Content:

1. Locate the desired page by using the Search bar in upper right corner of site or by using the Content Lookup tab.



The screenshot shows the NREL Buildings Research website interface. On the left, a dark sidebar titled 'Content Lookup' lists various topics with their respective IDs. A red arrow points from the 'Content Lookup' header in the sidebar to the 'About' page content. Another red arrow points from the 'Search' bar in the top right corner of the website to the same 'Search' bar. The main content area displays the 'About' page for 'Field Test Best Practices', including navigation tabs, a 'View published' / 'New draft' / 'Moderate' selector, and a list of 'Recently Viewed' items.

2. Once you have selected the desired page, click on the New Draft tab.

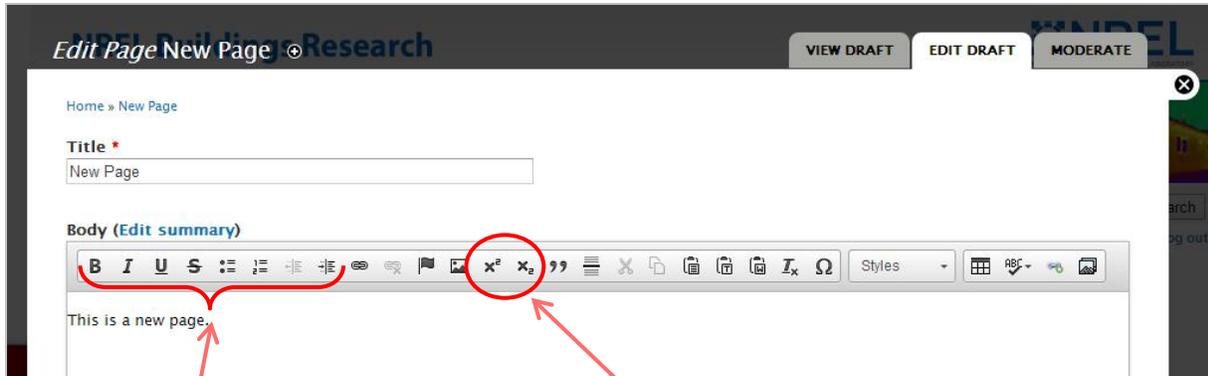


This is a close-up view of the 'About' page on the NREL Buildings Research website. A red arrow points from the 'New draft' tab in the 'About' section to the 'New draft' tab itself. The page content includes the title 'Field Test Best Practices', a navigation menu, and a list of topics under the heading 'On this website, you will find detailed guidance on:'.

3. Edit the draft and save when finished. The new version of the page will not replace the existing published page until it has gone through the review process and is published.

Formatting and other features:

The editor for the body is a WYSIWYG (What You See Is What You Get) editor and the formatting bar contains most of the formatting tools.

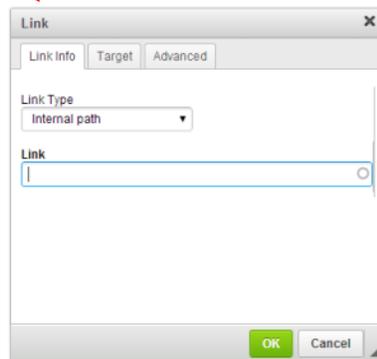
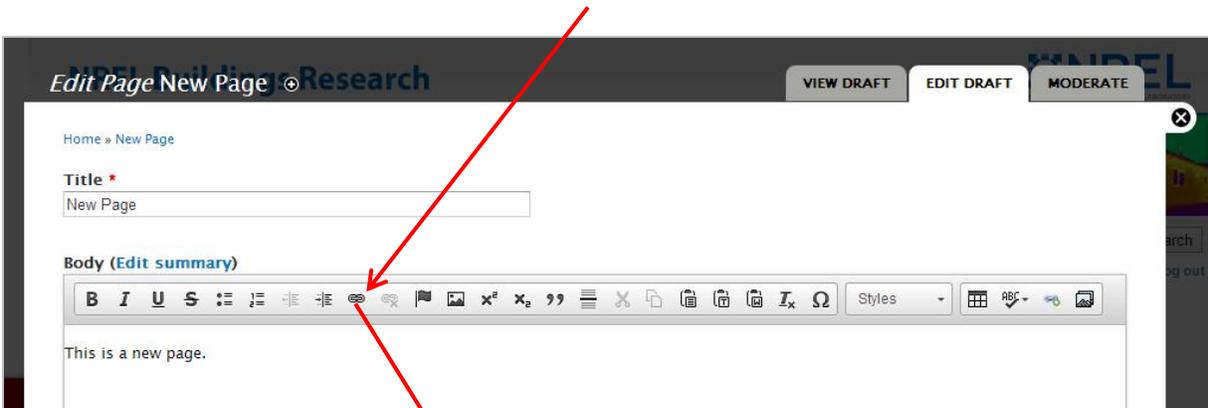


Standard Formatting

- From left to right, some standard formatting tools are found:
 - o Bold, Italic, Underline, Strikethrough, Bullets, Numbering, Decrease Indent, Increase Indent
- These can be used as they normally would in Word or other word-processing software.
- Other simple formatting options include subscript and superscript.
- The Styles dropdown menu on the right side of the formatting bar includes some different formatting styles for headers and text.

Creating Links:

The next couple icons are related to hyperlinks. Any word can be turned into a link with these tools. To create a link, highlight a word and click on the Link icon.



- To link to another page within the Field Test Best Practices Website, leave the Link Type as "Internal Path" and start typing the name of page of interest in the Link field. All similar pages will come up and you can select the desired page.
- To link to an external website*, select "URL" from the Link Type menu and paste the full web address in the Link field.

*Linking to external websites can be done when appropriate but there is always a risk that the link will change in time. Linking to websites for specific products is *not* allowed.

- To remove a link, highlight the word and click the Unlink icon:



Adding Images

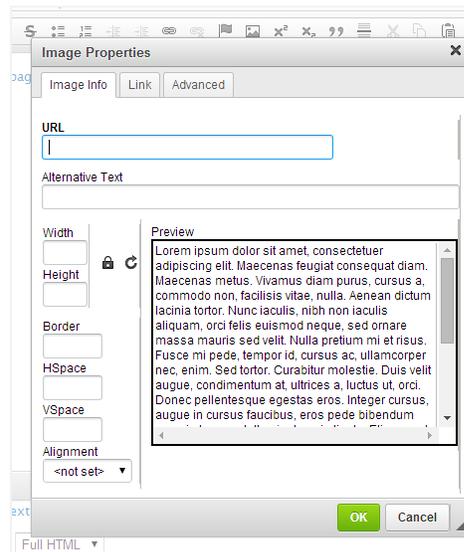
There are two main ways to add images or figures to a page. An image from the internet can be added to a page using this icon:



Alternatively, an image file (saved on your computer or on the network) can be uploaded using this link:

Adding Images from the Internet:

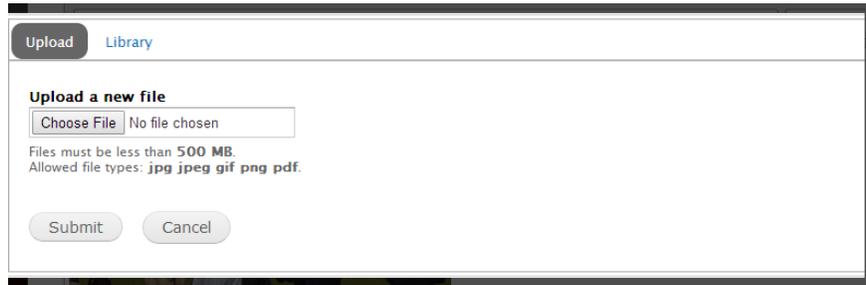
When you click on the icon for pulling images from the internet, this window will open:



- Paste the URL for the image (not for the page that it lives on) into the URL field.
- The Alternative Text field should contain a short description of the figure. (This is not the figure caption that will appear on the website.)
- The preview box shows how the figure will appear relative to text on the page (disregard the latin text).
- The options on the left of the Preview window can be used to adjust how the image will appear, but this can be handled by communications.

Uploading images

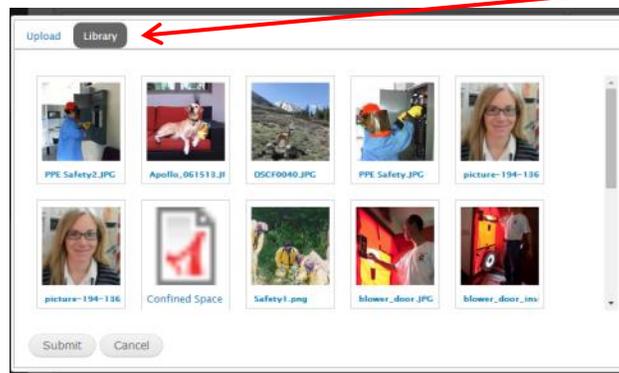
By selecting the icon for uploading images, this window will open:



- The first tab on this window is for uploading files to the website. Choose a file from your computer or network drive and hit Submit.



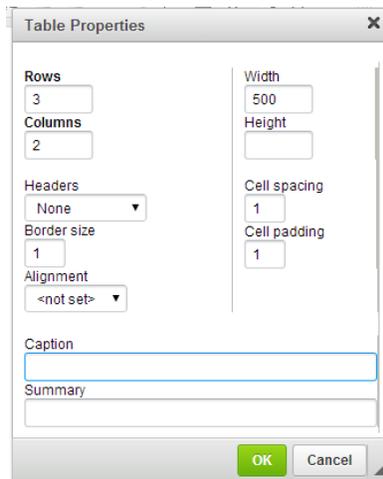
- The next window provides a Description field for adding alternative text. Communications can also add this text. When finished, hit Submit.
- Once a file has been uploaded, it is stored in the Library and can be used elsewhere on the website without needing to upload it again.
- If you want to add a photo that has already been uploaded to the website, hit the Library tab.



- Edit the description as needed and hit Submit.

Adding Tables

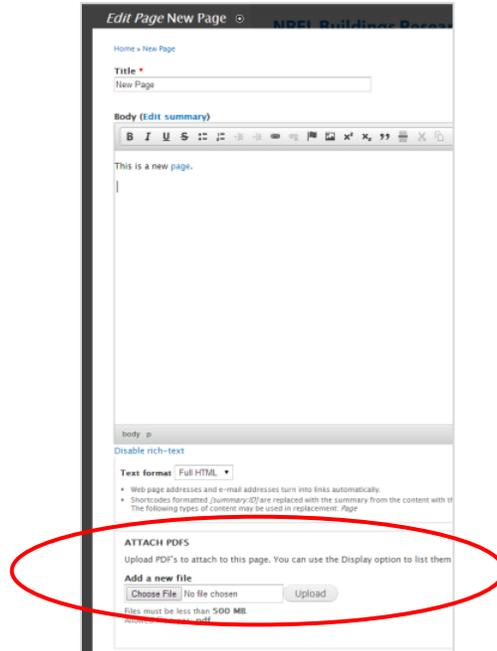
To add a table, click on the Table icon:

A screenshot of the 'Table Properties' dialog box. The dialog has a title bar with 'Table Properties' and a close button. It contains several sections: 'Rows' with a text input field containing '3'; 'Columns' with a text input field containing '2'; 'Headers' with a dropdown menu set to 'None'; 'Border size' with a text input field containing '1'; 'Alignment' with a dropdown menu set to '<not set>'; 'Width' with a text input field containing '500'; 'Height' with an empty text input field; 'Cell spacing' with a text input field containing '1'; and 'Cell padding' with a text input field containing '1'. At the bottom, there are two text input fields labeled 'Caption' and 'Summary', and two buttons: 'OK' and 'Cancel'.

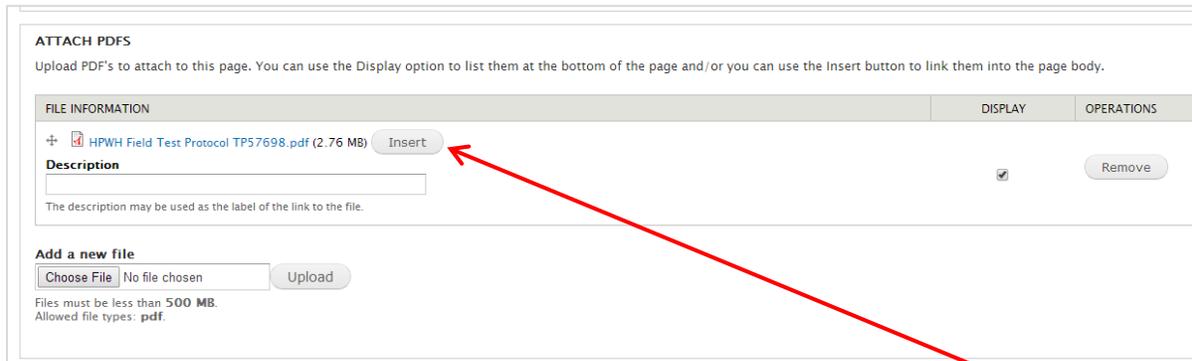
- The Table properties windows lets you set up your table, including which rows or columns should be designated as headers.
- The Caption will be displayed on the website; while the summary is the alternative text that is not displayed on the site (is used by screen readers for blind users).
- The formatting options for tables are limited.

Uploading PDF files

Including references for the information and recommendations provide is strongly encouraged. When possible, uploading the reference PDF may be a good way to immediately connect people with the references.



- To add a PDF file, use the "Attach PDFs" section below the main text area.



- When attaching PDFs, the file will be displayed at the bottom of the page by default.
- If you would rather insert the link to the file in a different place on the page, use the Insert button. If you enter words in the Description box, the PDF will be linked to those words.
 - o If inserting the PDF, uncheck the Display box on the right so that the PDF doesn't show up at the bottom of the page as well.

Inserting Equations or Mathematic Symbols

The content editor recognizes LaTeX symbols, which can be used to insert symbols in line with text or to create equations separate from the text. The saved version of the page will show how the equations will look to visitors to the website. To create in-line symbols or equations, there should be a single \$ before and after the code; \$\$ around the code will put the equation on a new line and centered. There are many online resources available to find the correct syntax for all the mathematical symbols available in LaTeX. As an example, Euler's formula is shown written in text and how it looks once the page is saved:

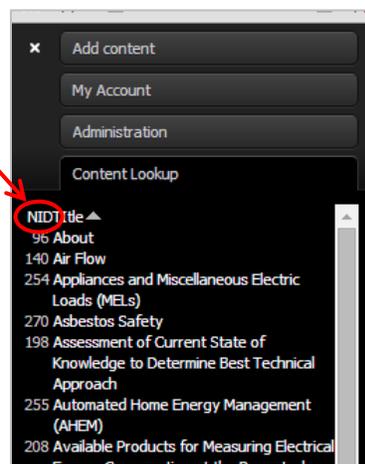
$$\text{\$}e^{i\theta}=\cos\theta+isin\theta\text{\$} \rightarrow e^{i\theta} = \cos\theta + isin\theta$$

Tools to use existing content with a new page

The modular design of the website allows users to import content from one page and display on another page. There are a couple of ways to do this. Importing the summary of a page allows a quick synopsis of a page to be displayed on another page. Additionally, you can also import the entire page if that is useful. These import features allow many pages to use the same content, but if the source of that content is updated, all pages that feature the content will be updated automatically.

Importing summaries:

The summary section of a page should contain several sentences that will summarize the content. To import the summary of a page, the code [summary:*NID*] should be added to the body of a page, where *NID* is the node ID number for a specific page. The easiest way to find the node ID for a page is the Content Lookup tab. The number to the left of the title is the node ID.



The summary will show up when the page has been saved and will be displayed with the title of the page (that also is a link to the full page) and the summary text from that page:

Electric Tankless Water Heater ▶

Also known as instant or on-demand water heaters, tankless water heaters heat water when hot water is asked for, rather than heating a large tank of water. One disadvantage to a storage tank type water heater is that a large portion of the energy used to heat the water is lost due to tank losses and tankless water heaters eliminate that problem. Without the large storage tank, tankless water heaters take up less space. Due to the high heating capacity, there is essentially limitless hot water available when using a tankless water heater. However, there is usually some delay in the delivery of hot water and if hot water use is intermittent (like when washing dishes), delivery of hot water can be inconsistent or non-existent if the flow rate is too low to trigger the heating element.

Heat Pump Water Heaters ▶

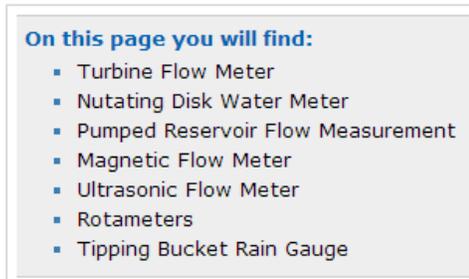
Heat pump water heaters (HPWHs) are a type of electric water heater that extracts the heat in the ambient air to heat the water using a heat pump. Most heat pump water heaters can heat the water with either the heat pump or back up electric resistance heaters, or both. Heat pump water heaters can be up to three times more efficient than a standard electric resistance water heater, but in most climates are not competitive with gas water heaters.

Note: The site will prevent you from adding a summary to a new page to prevent recursion. If you want to add a summary to a new page, save the page and then add the summary.

Summary List

If a page has several summaries, it may be helpful to add a list of the included pages at the top. This is done by using the code: [summary:list]. This feature can be added to any page with summaries but is most useful when there are at least 4 summaries.

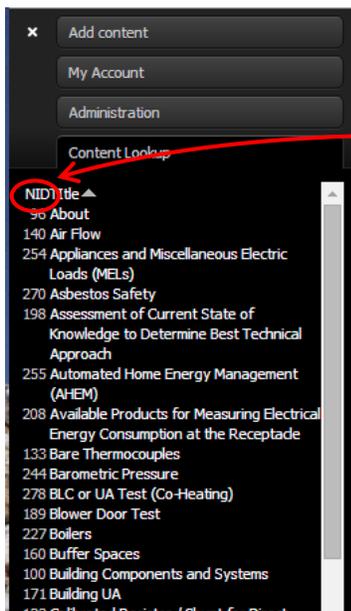
The result looks like this:



Note: Be sure that the page you are editing is set to use Full HTML Text format. A dropdown menu is directly below the text editor that shows if the Text format is set to full or limited HTML. In limited HTML mode, these shortcut codes will not work.

Admin Tools & Content Organization

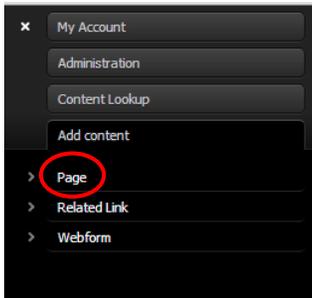
The black tool bar allows a user to create and edit content, manage existing content, and moderate content as it moves through the review process. There are 4 tabs on the tool bar: Content Lookup, Add Content, Administration and My Account.



Content Lookup

The Content Lookup tab provides the user with a list of all the existing pages in alphabetical order.

The user can also click on the header “NID” to sort by Node ID number. The node ID numbers are used for some referencing features, but they also indicate the age of a page. The newest pages have the highest Node ID numbers.



Add Content

The Add Content tab is where a user goes to create a new page, by selecting the Page option.

The other options available are: Forum topic, Related Link and Webform. These are seldom used formats and will typically only be used by the website developers.

Administration:

The administration tab only has one option, My Workbench, which has three tabs to choose from: My Content, Review Content and Published Pages. This area is intended to help administrators keep track of the items that they have been working on recently and what other people are working on.

My Content

My Edits
Five of the most recently updated pieces of content.

TITLE	PUBLISHED	LAST UPDATED
New Page	No	3 days 2 hours ago
Heat Pump Water Heaters	Yes	3 days 19 hours ago
Field Test Safety Awareness	Yes	1 month 3 weeks ago
Sulfur Hexafluoride Safety	Yes	1 month 3 weeks ago
Electrical Safety and Lock Out/Tag Out	Yes	1 month 3 weeks ago

[view all](#)

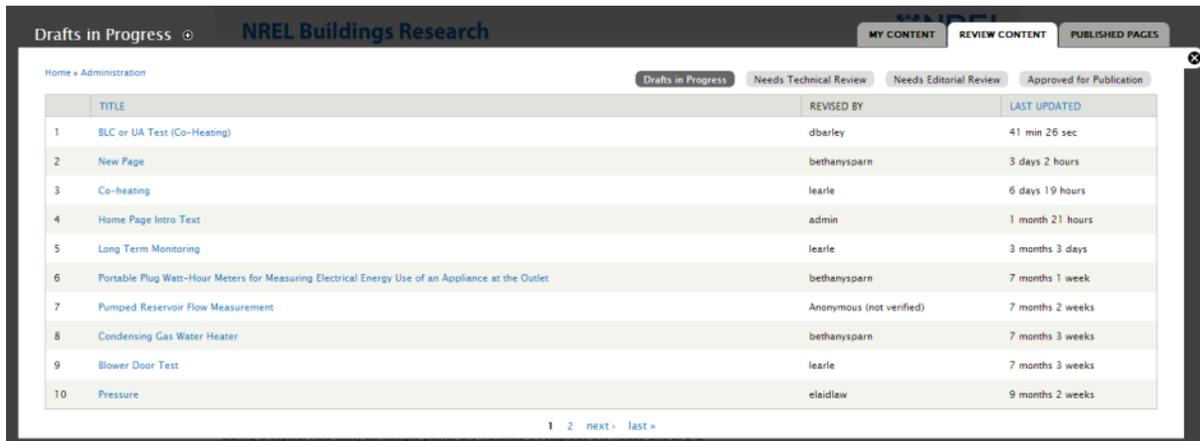
All Recent Content

TITLE	AUTHOR	REVISED BY	LAST UPDATED
Tracer Gas Testing	bethanysparrn	Edited by Michelle.	2 days 21 hours ago
Heat Pump Water Heaters	Michelle	Edited by bethanysparrn.	3 days 19 hours ago
Buffer Spaces	bethanysparrn	Edited by learle.	6 days 19 hours ago
Site Documentation	Anonymous (not verified)		1 month 21 hours ago
Test Page for Media	Anonymous (not verified)		1 month 21 hours ago
Home Page Intro Text	Anonymous (not verified)	Edited by Michelle.	1 month 21 hours ago
Field Test Safety Awareness	bethanysparrn	Edited by bethanysparrn.	1 month 3 weeks ago
Sulfur Hexafluoride Safety	bethanysparrn	Created by bethanysparrn.	1 month 3 weeks ago
Electrical Safety and Lock Out/Tag Out	bethanysparrn	Created by bethanysparrn.	1 month 3 weeks ago
Ladder Safety and Fall Protection	bethanysparrn	Edited by bethanysparrn.	1 month 3 weeks ago

[view all](#)

The My Content tab shows a summary of recent activity on the site. There is a table at the top of the page that shows My Edits. This shows all recent edits and activity by the logged in user. The table at the bottom of the page shows all recent activity, by any user. The All Recent Content table shows both the original author and the user that most recently edited the content.

Review Content



The screenshot shows the 'Review Content' tab in the NREL Buildings Research system. The page has a dark header with 'Drafts in Progress' and 'NREL Buildings Research' on the left, and 'MY CONTENT', 'REVIEW CONTENT', and 'PUBLISHED PAGES' on the right. Below the header, there are four tabs: 'Drafts in Progress' (selected), 'Needs Technical Review', 'Needs Editorial Review', and 'Approved for Publication'. The main content is a table with the following data:

	TITLE	REVISED BY	LAST UPDATED
1	BLC or UA Test (Co-Heating)	dbarley	41 min 26 sec
2	New Page	bethanysparr	3 days 2 hours
3	Co-heating	learie	6 days 19 hours
4	Home Page Intro Text	admin	1 month 21 hours
5	Long Term Monitoring	learie	3 months 3 days
6	Portable Plug Watt-Hour Meters for Measuring Electrical Energy Use of an Appliance at the Outlet	bethanysparr	7 months 1 week
7	Pumped Reservoir Flow Measurement	Anonymous (not verified)	7 months 2 weeks
8	Condensing Gas Water Heater	bethanysparr	7 months 3 weeks
9	Blower Door Test	learie	7 months 3 weeks
10	Pressure	elaiddaw	9 months 2 weeks

At the bottom of the table, there is a pagination control: '1 2 next > last >'.

The Review Content tab shows all the content that is being edited or is in the review process. There are four tabs on this page that correspond to the four moderation states that precede publication: Draft in Progress, Needs Technical Review, Needs Editorial Review, and Approved for Publication.

The Drafts in Progress tab shows all the pages that are currently have a version that is being edited. The table shows who has revised the page and when the most recent update happened. This table makes it easier to see if there are new pages or new versions of pages that have been idle for a long period of time or to see the content that is in progress before it gets published.

The Needs Technical Review page shows all the pages that are waiting for technical review. A technical review can come to this page and quickly review the items.

The Needs Editorial Review page shows all the pages that are waiting for editorial review. The editorial reviewers can come to this page and review the pages that need their attention.

The Approved for Publication page shows all the pages that have been flagged as ready for publication. This state is not used frequently, as it is only necessary when the editorial reviewer needed to make significant changes to the page and wants the technical reviewer to verify that their edits do not affect the content of the page. Otherwise, the editorial reviewer would just push the page to publication when their review is complete.

Published Pages

Published Pages **NREL Buildings Research** MY CONTENT REVIEW CONTENT PUBLISHED PAGES

Home » Administration » My Workbench

Title Name

Enter a comma separated list of user names.

	TITLE	REVISED BY	LAST UPDATED
1	Heat Pump Water Heaters [moderation history]	bethanysparrn	3 days 19 hours ago
2	Buffer Spaces [moderation history]	learle	6 days 20 hours ago
3	Field Test Safety Awareness [moderation history]	bethanysparrn	1 month 3 weeks ago
4	Sulfur Hexafluoride Safety [moderation history]	bethanysparrn	1 month 3 weeks ago
5	Electrical Safety and Lock Out/Tag Out [moderation history]	bethanysparrn	1 month 3 weeks ago
6	Ladder Safety and Fall Protection [moderation history]	bethanysparrn	1 month 3 weeks ago

The Published Pages tab shows all the pages that have been published, starting with the most recently published pages. The page also shows the person that last edited the page and when that revision occurred.

My Account

The last tab in the black sidebar is used to access the user's account. There are three options under My Account: View my account, Edit my account, and Logout.

- View my account shows how long the user has been a member of the site.
- Edit my account allows you to change your user name and password. There are a few other settings associated with the user's account that can be changed here as well, but editing username and password are the My Account page's most useful features.
- Log out allows the user to log out. There is also a log out button in the upper right corner of the page, just below the search bar:

Latex Symbols Building America Wireless Guest Server Exception Requests NREL Org Chart Universal Industrial ... Mesa Top Weather S... NREL

NREL Buildings Research **NREL**
NATIONAL RENEWABLE ENERGY LABORATORY

Field Test Best Practices
A Resource for Practical Residential Building Science

Home About Field Test: Start to Finish Building Components & Systems Measurement & Instrumentation

My account

bethanysparrn

History
Member for
2 years 7 months