



Help for the Public Web Site of the Desabra-Centerville Project (FERC No. 2179)

Public access to documents and other files on this site is restricted to viewing, printing, and/or downloading to the user's desktop. Documents cannot be edited, renamed, uploaded, or moved on the site in any way.

Quick Launch

Utilize the left-hand menu on the public home page to view files posted in various subsections within the site. Each subsection displays a page that lists files and folders and their contents, as well as hyperlinks to each file. The page also includes commands for sorting and filtering the list of files. Although tabs for New Document, Upload Document, New Folder, and Edit in Datasheet are visible, they are for administrative use only.

View a File

1. On the left-hand menu on the public home page, click a heading (e.g., References), then click the name of the subsection (e.g., Instream Flow References) that you want to open.
2. Click on the name of the file or folder to open.
3. The file will either open in the appropriate reader within the Web page, or it will open in an external viewer (e.g., MS Word).
4. To close a document that opens within the Web page, use the browser's back button. If you close the browser window, you will exit the site. If the file opens in an external viewer, close the file in the viewer.

Download a File

1. Right-click on the file link.
2. Choose **Save Target As**
3. Choose the location to save the document.
4. Click **Save**.

View the Calendar

The Calendar may be viewed in calendar format, as a list of all events, or as a list of current events. Click on **Calendar** on the left-hand menu bar on the public home page. Then follow the instructions below:

All Events format

1. Click **All Events** on the left-hand menu.
2. Click on an event link in the calendar to view event details.
3. Click on **Attachments** to view and print the attached document.

Calendar format

1. Click on **Calendar** on the left-hand menu.
2. Click on the arrows in the black month bar to move from month to month.
3. Click on an event link in the calendar to view event details.
4. Click on **Attachments** to view and print the attached document.

Current Events format

1. Click **Current Events** on the left-hand menu.
2. Click on an event link in the calendar to view event details.
3. Click on **Attachments** to view and print the attached document.

Although tabs for New Item, Edit Item, and Delete Item, are visible on certain pages, they are for administrative use only.

Link the Event Calendar to Outlook 2003

1. Click on **Event Calendar** on the left-hand menu on the public home page.
2. Click on the **Link to Outlook** tab.
3. Click **Yes** at the “Connect this SharePoint Calendar to Outlook?” prompt.

You will now see the linked folder under Other Calendars in the Outlook navigation pane, as well as in the Folder List.

By default, Outlook 2003 checks each linked list for updates whenever the user switches to that folder in Outlook and every 20 minutes thereafter, and it copies new or updated items to the local contact file. Users can perform a manual update of a linked SharePoint list at any time while the folders are displayed.

Update the Outlook 2003 Copy of a Linked List

Right-click the Outlook folder, and then click Refresh.

Outlook monitors the progress of the update in the Outlook Send/Receive Progress dialog box and maintains information in the status bar on the number of items in the linked folder, the time of the last update, and the next scheduled update. (Note that if the user is displaying multiple calendar folders side by side, this information does not appear in the status bar.)

Remove a Linked List from Outlook 2003

Right-click the name of the folder in the navigation pane (left-hand menu), and select Delete “DeSabra-Centerville Relicensing Web Site - Calendar.”

Removing a linked list from Outlook does not delete the list from the Desabra-Centerville Relicensing Web site.

[Click here to download this Help file \(pdf\).](#)

NOTE: Alerts are restricted to authorized users.

This Web site is best viewed with Microsoft Internet Explorer 7. Many of the site documents are in the Adobe portable document format (PDF) and that will require Adobe Acrobat Reader. We recommend that you upgrade to Internet Explorer 7 and to Acrobat Reader 8. This software is free for your use and can be downloaded by clicking on the buttons below:

