Verdi

Quick Reference

Guide

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Contents

Introduction

This document is meant as a quick reference guide for anyone who needs to enter content into their website using the Verdi Content Management System.

This guide describes how to:

> Log in to Verdi Admin
> Use the Edit Pencil
> Create a new page
> Add Content
> Troubleshoot Common Issues

Verdi allows users to have different levels of access. Some users may be able to change content only, whereas others will be able to change content, approve and publish content, and upload content. This guide shows examples based on the most common of these access levels.

Please note that when you have made a change to your website you will need to refresh the webpage in your browser before the changes are visible.

As this guide is meant as a quick reference, you may need to refer to the Verdi User Guide or Training Manuals if you require a greater level of assistance or more detailed information.

Logging On

Before you can make any changes to your website you will need to log in to the administration area of Verdi. This address for this will usually be www.yourwebsite.com.au/admin (ie your website URL followed by " /admin ")

❖ Open a web browser and type in your admin website address. You will see a log in screen.

❖ Type in your username and password.

❖ Once you have logged into the Verdi system you will see this screen or one very similar:

Verdi Pages and Content Overview

❖ All of the pages of your website are organised into a hierarchy in the Verdi **Site Structure**. Choose where to add your page.

❖ Then decide which **Template** to apply to each page. Templates help define the web page design layout, and also organise the page into which sections you can and can't add content to.
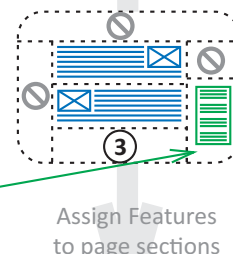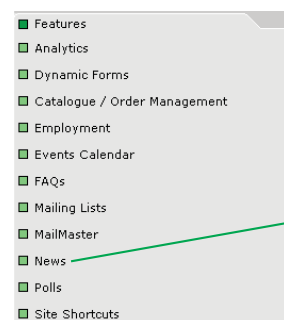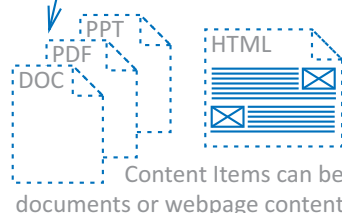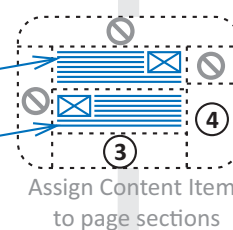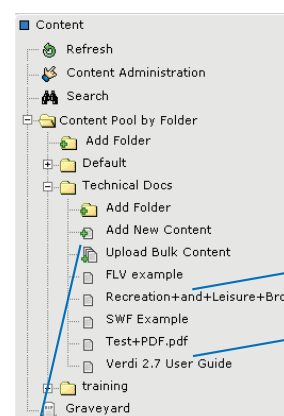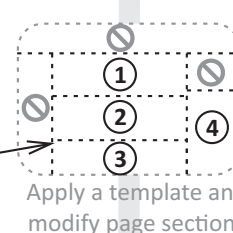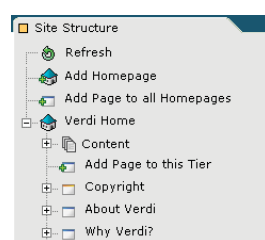
❖ **Assign Content Items** to individual section(s) on your page. Like Pages, each Content Item is organised into a hierarchy but in the **Content Folder** not the Site Structure.

Content only appears once in the Content Folder, but can be assigned to one or many pages of your website as needed - that way you can edit it in one place and update it wherever it is used.

❖ You can **create new Content** by clicking the Add New Content link in the Content Folder.

❖ You can also assign Verdi **Features** to a section of one or more pages, and then manage that feature.

e.g. you could add a news feature to many pages, and manage news articles in the features admin which will update all those pages where the news feature is used.

create a blank page

Apply a template and modify page sections

Assign Content Items to page sections

Content Items can be documents or webpage content

Assign Features to page sections

Editing Content

You may need to change the content that already exists on your website. The easiest way to do this is to use Verdi's Edit Pencil.

❖ Once logged into the admin page, click on the icon at the top of the page that looks like this. (You can also use the links at the bottom of the Admin console page.)


❖ When you click on this Edit Pencil icon in the Admin console, it will open up your web site in another browser window. You can then click through the website (as normal) until you find the page and piece of content you want to edit. If you have permission to edit this content, then the Edit Pencil icon will show adjacent to that piece of content on the page.

❖ When you get to the page you want to edit, click the image of the pencil. Click on the pencil, and the page with this content will appear in your Admin console browser window.


❖ In your Admin console window, scroll down the page. You will see the text from your website within the Verdi Editor. (This is the "What You See Is What You Get" or WYSIWYG Editor.)
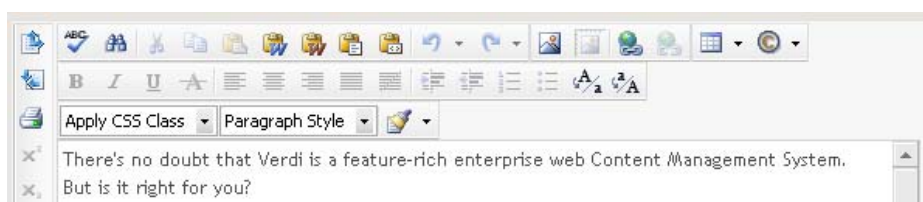
❖ You can now change the text in this WYSIWYG Text editing area. Many text editing controls will be available to you including the standard "Word" functions, as well as advanced controls such as re-sizing photographs and images.

(See the WYSIWYG section later for more details on this area)

❖ Once you have changed the text you will need to save the changes. You do this by scrolling to the bottom of the page and clicking 'Update'.
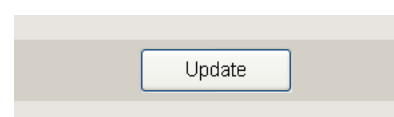

Publishing Changes

Even though you have clicked 'Update' in the last section, the change still needs to be authorised before it will appear on the live site.

Depending on the level of access you have been given, you may or may not be able to publish your own changes - ie approve your own content changes and make them "live" on your site.

## ❖ If you are Authorised to Publish Content

If you are authorised to publish content you will need to click the Red Tick icon as shown below.
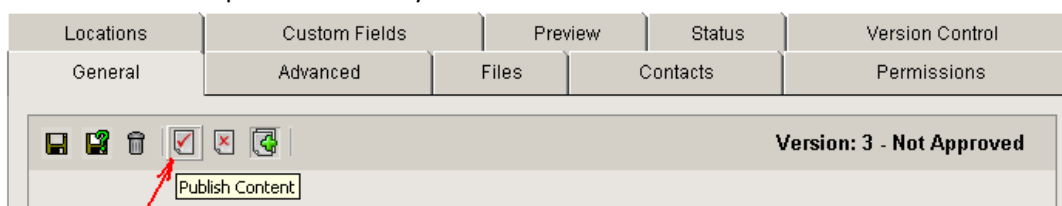
When you click on this, the content will be published and visible on the website.

❖ If you are *Not* Authorised to Publish Content

If you do not have authorization to publish changes, the process is very similar. Click on the Red Tick icon below – which will request Workflow Approval from an approved Publisher.
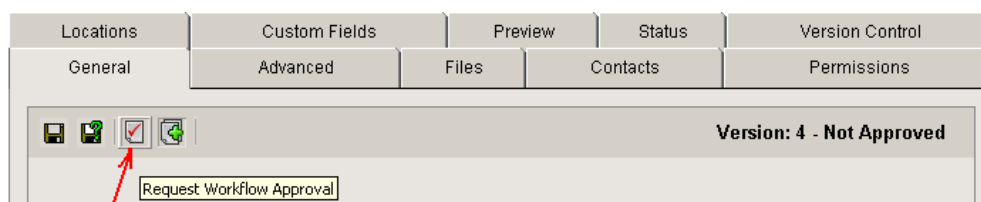
❖ You will then see the following screen. You will need to tick the name of an authorised person or a role that you know can approve the content. (there will probably be only one or two names available to you in your system).

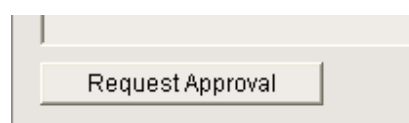❖ Finally scroll to the bottom of the screen and click the 'Request Approval' button. This will send an email notification to the authorised Publisher.

Adding a Page

We have previously described how to change content on an existing page, but you may wish to add a new page. Here's how to do this..

❖ Under where it says 'Site Structure', you will need to click on the "+" (plus) sign to the left of where it says your websites' home page.
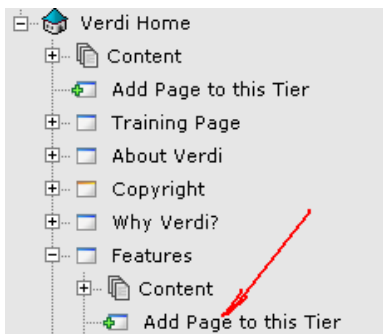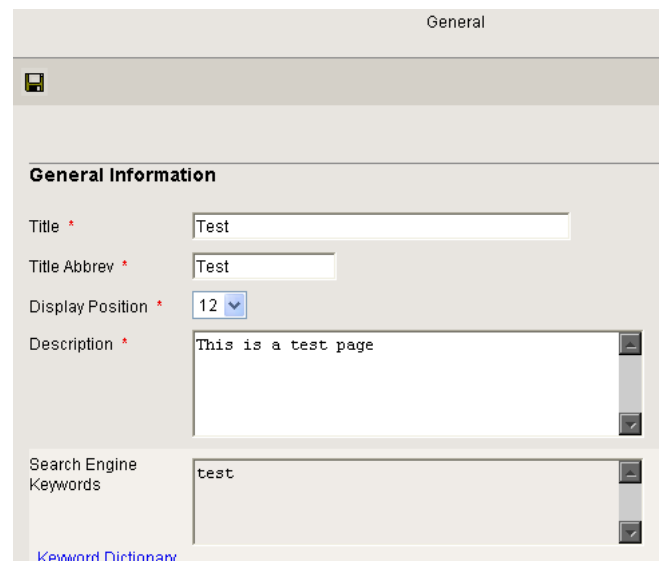
❖ When you click on the plus sign it will show you the names of all the existing web pages. You will need to decide where in the website you would like to place the new page. Once you have decided, click on 'Add Page to this Tier'.

❖ You will be required to enter information about the new webpage you are creating.

If you are unsure what to write in this area, you should speak to the website administrator.

You will need to fill in the mandatory fields marked *.

❖ When you have entered the information, you will need to click 'Save' at the bottom of the screen.
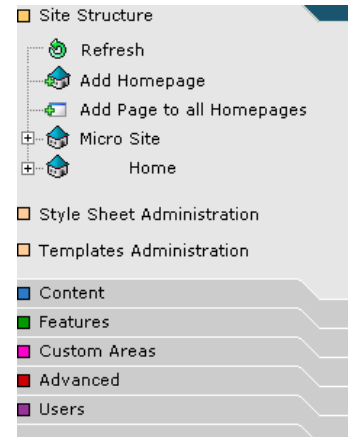
Adding Content to the new page

❖ Once you have saved your new page, the screen will change slightly. You will now have some tabs at the top. Click on Template Settings.

❖ If the new page you are adding is Tier 1 page (ie linked directly from the Home Page in your site structure hierarchy), then you will need to choose your Template. Click on "Choose Template" to select a different template from the drop down list. Then click "Show Layout", and select "Preview". If you are happy with the template, click "Save" at the bottom of the page. If you want to change the template, then select a different template – or see your Site Administrator.
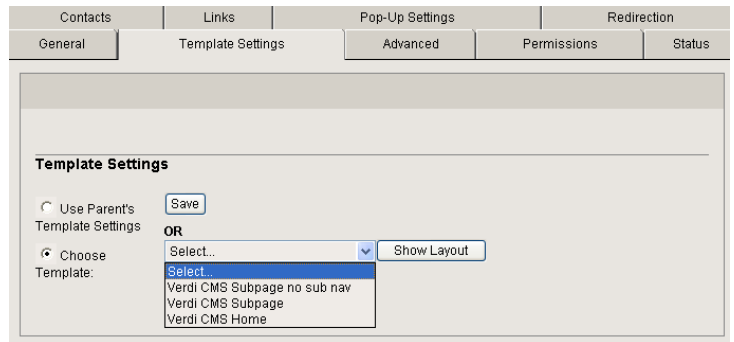
❖ If the new page you are adding is not a Tier 1 page, then Verdi will make a default selection to use the template settings of the page above it in your site hierarchy. You can change this if you need to use a different template.

(The template will define the layout of the webpage. If you are unsure which to use, you should speak to the website administrator.)

❖ In the left hand column you will now see your new page. Click on the 'Add New Content' button.
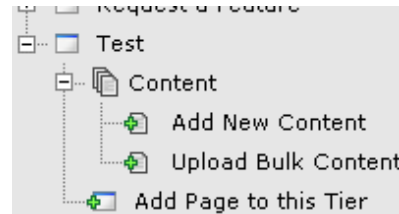
❖ You can now fill in information about this content item. Make sure you have enabled your changes so that the content will be displayed on the site.
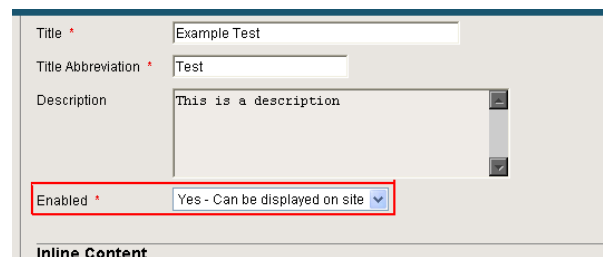
❖ You can now enter text and other content using the WYSIWYG Editor. You can write in this area or paste content from your clipboard.

❖ You will then need to save your changes by using the button at the bottom of the page and approve them following the process detailed earlier in this guide document.
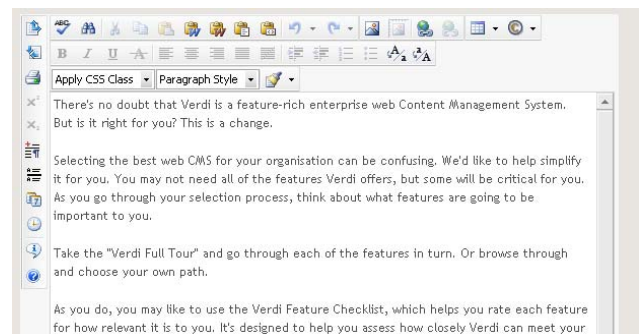
Using the WYSIWYG Editor

❖ The WYSIWYG Editor (Pronounced Wizzy
Wig, which stands for "What you see is What
You Get") can be referred to as many things
such as the:
- Rich text Editor
- Content Editor
- Telerik R.A.D Editor
- HTML Editor
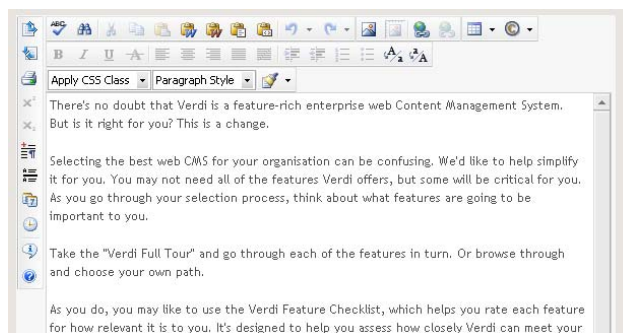
It is the area which looks like this, and which
provides an interface and a number of tools very similar to the Microsoft Word interface to allow you to
format and author webpage content, i.e. that content which will appear on your webpages.

❖ There are many tools in the WYSIWYG Editor, and they do take some practice to use correctly.
To view information on all the tools you can hover your mouse over each icon to find out it's
name, or click on the question mark icon to view a description of each tool (these are
listed on the next page).
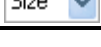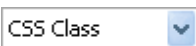
❖ The WYSIWYG Editor allows you to:

o Paste text content which has been cut or copied from Word, Notepad or from other
webpages
o Add or Edit text content directly onscreen
o Add or edit images and Flash animations at different sizes and alignments which have
been uploaded or you wish to upload from your PC
o Add or edit links to pages or documents on other websites or on your website, or to
create anchor links (links within a page) or email links
o Add or edit tables of information, and style the table outlines, background colours, cells
rows and columns
o Format paragraphs of text, or single words or characters with your website's pre-
determined styles

WYSIWYG ICONS		
Icon	**Description**	**Keyboard shortcut**
	Design button - Switches r.a.d.editor into Design Mode.	-
	HTML button - Switches r.a.d.editor into HTML Mode.	-
	Preview button - Switches r.a.d.editor into Preview Mode.	-
	Convert the text of the current selection to upper case, preserving the non-text elements such as images and tables.	-
	Convert the text of the current selection to lower case, preserving the non-text elements such as images and tables.	-
	Allow users to create image maps through draging over the images and creating hyperlink areas of different shapes.	-
	Allow users to insert and format code blocks into the content.	-
Size	Allows the user to apply to the current selection font size measured in pixels, rather than a fixed-size 1 to 7 (as does the FontSize tool).	-
	Toggle Screen Mode - Switches r.a.d.editor into Full Screen Mode.	-
	Show/Hide Border - Shows or hides borders around tables in the content area.	-
Zoom	Zoom - Changes the level of text magnification.	-
	Module Manager - Activates /Deactivates modules from a drop-down list of available modules.	-
	Toggle Docking - Docks all floating toolbars to their respective docking areas.	-
	Repeat Last Command - A short-cut to repeat the last action performed.	-
	Find and Replace - Find (and replaces) text in the editor's content area.	Ctrl+F
	Print button - Prints the contents of the r.a.d.editor or the whole web page.	Ctrl+P
	Spell button - Launches the spellchecker.	-
	Cut button - Cuts the selected content and copies it to the clipboard.	Ctrl+X
	Copy button - Copies the selected content to the clipboard.	Ctrl+C
	Paste button - Pastes the copied content from the clipboard into the editor.	Ctrl+V
	Paste from Word button - Pastes content copied from Word and removes the web-unfriendly tags.	-
	Paste from Word cleaning fonts and sizes button - cleans all Word-specific tags and removes font names and text sizes.	-
	Paste Plain Text button - Pastes plain text (no formatting) into the editor.	-
	Paste as HTML button - Pastes HTML code in the content area and keeps	-
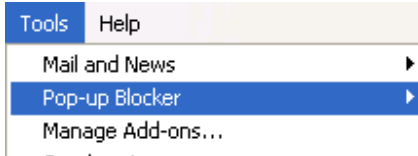
	all the HTML tags.	
	Undo button - Undoes the last action.	Ctrl+Z
	Redo button - Redoes/Repeats the last action, which has been undone.	Ctrl+Y
	Format Stripper button - Removes custom or all formatting from selected text.	-
	Quick Help - Launches the Quick Help you are currently viewing.	-
	About Dialog - Shows the current version and credentials of r.a.d.editor.	-
INSERT AND MANAGE LINKS, TABLES, SPECIAL CHARACTERS, IMAGES and MEDIA		
	Image Manager button - Inserts an image from a predefined image folder(s).	Ctrl+G
	Image map - Allows users to define clickable areas within image.	-
	Absolute Object Position button - Sets an absolute position of an object (free move).	-
	Insert Table button - Inserts a table in the r.a.d.editor.	-
	Toggle Table Borders - Toggles borders of all tables within the editor.	-
	Insert Snippet - Inserts pre-defined code snippets.	-
	Insert Form Element - Inserts a form element from a drop-down list with available elements.	-
	Insert Date button - Inserts current date.	-
	Insert Time button - Inserts current time.	-
	Flash Manager button - Inserts a Flash animation and lets you set its properties.	-
	Windows Media Manager button - Inserts a Windows media object (AVI, MPEG, WAV, etc.) and lets you set its properties.	-
	Document Manager - Inserts a link to a document on the server (PDF, DOC, etc.)	-
	Hyperlink Manager button - Makes the selected text or image a hyperlink.	Ctrl+K
	Remove Hyperlink button - Removes the hyperlink from the selected text or image.	Ctrl+Shift+K
	Insert Special Character dropdown - Inserts a special character (€ ®, ©, ±, etc.)	-
	Insert Custom Link dropdown - Inserts an internal or external link from a predefined list.	-
	Choose HTML Template - Applies and HTML template from a predefined list of templates.	-
CREATE, FORMAT AND EDIT PARAGRAPHS and LINES		
	Insert New Paragraph button - Inserts new paragraph.	Ctrl+M

Paragraph Style ⌄	Paragraph Style Dropdown button - Applies standard text styles to selected text.	-
	Outdent button - Indents paragraphs to the left.	-
	Indent button - Indents paragraphs to the right.	-
	Align Left button - Aligns the selected paragraph to the left.	-
	Center button - Aligns the selected paragraph to the center.	-
	Align Right button - Aligns the selected paragraph to the right.	-
	Justify button - Justifies the selected paragraph.	-
	Bulleted List button - Creates a bulleted list from the selection.	-
	Numbered List button - Creates a numbered list from the selection.	-
	Insert horizontal line (e.g. horizontal ruler) button - Inserts a horizontal line at the cursor position.	-
CREATE, FORMAT AND EDIT TEXT, FONT and LISTS		
B	Bold button - Applies bold formatting to selected text.	Ctrl+B
I	Italic button - Applies italic formatting to selected text.	Ctrl+I
U	Underline button - Applies underline formatting to selected text.	Ctrl+U
A	Strikethrough button - Applies strikethrough formatting to selected text.	-
x^2	Superscript button - Makes a text superscript.	-
x_2	Subscript button - Makes a text subscript.	-
Fonts ⌄	Font Select button - Sets the font typeface.	-
Size ⌄	Font Size button - Sets the font size.	-
A	Text Color (foreground) button - Changes the foreground color of the selected text.	-
	Text Color (background) button - Changes the background color of the selected text.	-
CSS Class ⌄	Custom Styles dropdown - Applies custom, predefined styles to the selected text.	-
	Allow users to insert and format code blocks into the content.	-
Custom Links ⌄	Custom Links dropdown - Inserts custom, predefined link.	-
OTHER KEYBOARD SHORTCUTS		
-	Selects all text, images and tables in the editor.	Ctrl+A
-	Finds a string of text or numbers in the page.	Ctrl+F
-	Closes the active window.	Ctrl+W
-	Closes the active application.	Ctrl+F4

Troubleshooting - General

The following is a list of common administration errors some Verdi users have experienced.
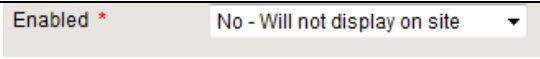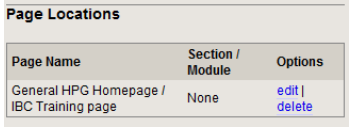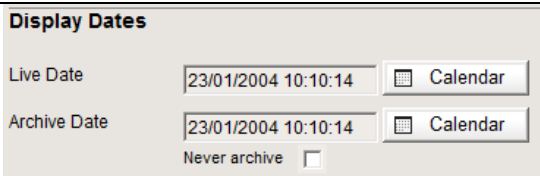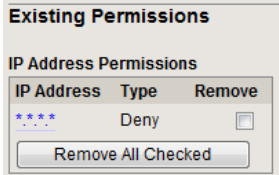
One of the most common issues is that Pop-Up Blockers are enabled in your browser.
You will need to switch OFF pop-up blockers.

Problem	What to Look for	What?	Where?
Unable to upload a document	Pop-up Blockers	Pop-up blockers block the FTP process.	Internet Explorer browser, Tools, Pop-up Blocker or some browser Task Bars.
Verdi requires Active X to be installed	Active X control message appears in your browser	You will need to install ActiveX	Check with your IT dept.

Troubleshooting - Content

CONTENT may not appear on your webpage after you added it, or have made changes.
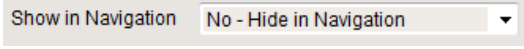
Some common issues are listed below in the order they are most often found.

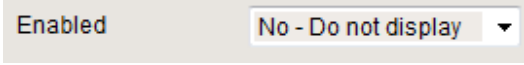| Problem	Where to look?	What to Look for	What to do?
The Content has not been enabled.	Content / Your content item / General tab	Enabled * No - Will not display on site	Enable the content item
Content has not been Published, or is Denied or is awaiting a Workflow Group of content items to be published.	Content / Your content item / General Tab	And Note: this is not the live version of this content **Click for Live Version**	Publish the item yourself, or contact the relevant publisher to have it published
The content item has not been assigned to a page.	Content / Your content item / Locations Tab / Page Locations	Look for your page being listed here, if it is not your content will not display on it.	Add a new Page Location
The content item has been added to a page, but no page section has been chosen.	**Page Locations** Page Name / Section / Module / Options General HPG Homepage / IBC Training page None edit | delete	Look for the word "None" under Section/Module	Click edit, and choose a section of the page from the dropdown for the content to appear in
The content has been scheduled to not display (either the live date is set in the future, or there is an Archive date that is in the past)	Content / Your content item / Advanced Tab / Display Dates	**Display Dates** Live Date 23/01/2004 10:10:14 Calendar Archive Date 23/01/2004 10:10:14 Calendar Never archive	Change the live date to be some time in the past, and Set the Archive date to a time in the future, or to Never Archive
The content has been restricted with permissions.	Content / Your content item / Permissions Tab / Existing Permissions	**Existing Permissions** IP Address Permissions IP Address Type Remove **** Deny Remove All Checked	Remove the permissions, or change them so that the correct users can view the content.

Troubleshooting - Pages

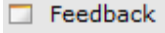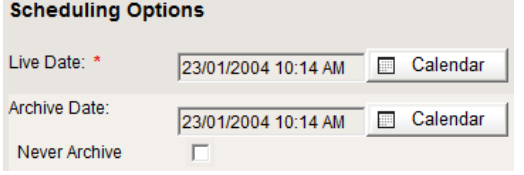**PAGES may not appear on your website after you added them, or have made changes.**
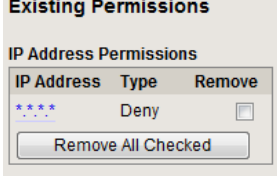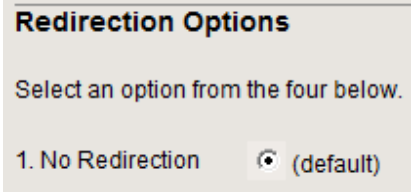*Some common issues are listed below in the order they are most often found.*

Problem	Where to look?	What to Look for	What?
The page has not been enabled	Site Structure / Your Page / General tab / Display Options	Enabled No - Do not display ▼	Set the page to "Yes – Display on site"
The page has been set to NOT display in the main website navigation	Site Structure / Your Page / General tab / Display Options	Show in Navigation No - Hide in Navigation ▼ Also shown by an orange folder in the Site Structure Tree for that page ☐ Feedback	Set the page to "Yes – Link in the Navigation Area". If it is set to not display, the page icon will be orange
The page has been scheduled to not display (either the live date is set in the future, or there is an Archive date that is in the past)	Site Structure / Your Page / General tab / Scheduling Options	Scheduling Options Live Date: * 23/01/2004 10:14 AM 📅 Calendar Archive Date: 23/01/2004 10:14 AM 📅 Calendar Never Archive ☐	Change the live date to be some time in the past, and Set the Archive date to a time in the future, or to Never Archive
The page has been restricted with permissions.	Site Structure / Your Page / Permissions Tab / Existing Permissions	Existing Permissions IP Address Permissions IP Address Type Remove **** Deny ☐ Remove All Checked	Remove the permissions, or change them so that the correct users can view the content.
There is a redirection set up on that page to another page or website.	Site Structure / Your Page / Redirection Tab / Redirection Options	If one of the OTHER options is selected, then the page IS redirecting elsewhere Redirection Options Select an option from the four below. 1. No Redirection ⦿ (default)	Set the Redirection to "No Redirection" as shown.