



**Government of South Australia**

Department for Education and  
Child Development

# GENER8 WEB PUBLISHING MANUAL

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## I. INTRODUCTION

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Gener8 is the content management system used to publish content to DECD websites.

This manual demonstrates how to use the core functions of the Gener8 Web Publishing System. It also outlines Government<sup>1</sup> and DECD requirements as they relate to the web publishing role.

### I.1 WHO WILL USE THIS MANUAL

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This manual is intended for use by DECD employees who have undertaken the DECD Gener8 and Writing for the Web Training and use the Gener8 system to upload information to DECD websites.

For information on Gener8 and Writing for the Web training:

<http://www.decd.sa.gov.au/onlineservices/pages/training/training/>

### I.2 OTHER RELEVANT RESOURCES

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Other web publishing resources can be found at:

<http://www.decd.sa.gov.au/onlineservices/pages/publishers/webfactsheets/>

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<sup>1</sup> SA Government website standards - <http://www.cio.sa.gov.au/policies-and-standards/applications-and-internet/index.html>

## 2. ONLINE CONTENT MANAGEMENT CHECKLIST

In accordance with Government requirements all online documents and webpages must be reviewed every six months. This checklist provides you with a list of points to consider when reviewing your online documents and webpages.

|                                       |   | Page                                  | Doc         |                              |               |                                |            |   |   |
|---------------------------------------|---|---------------------------------------|-------------|------------------------------|---------------|--------------------------------|------------|---|---|
| <input type="checkbox"/>              | Information is <b>accurate and current</b> .  | ✓                                     | ✓           |                              |               |                                |            |   |   |
| <input type="checkbox"/>              | <b>Approval</b> to upload the information is obtained from the relevant manager.<br>① Authorisation Checklist for publisher of DECD Corporate web content:<br><a href="http://www.decd.sa.gov.au/docs/documents/1/AuthorisationChecklistfor.doc">http://www.decd.sa.gov.au/docs/documents/1/AuthorisationChecklistfor.doc</a>   | ✓                                     | ✓           |                              |               |                                |            |   |   |
| <input type="checkbox"/>              | <b>Permission has been obtained</b> to upload all copyrighted information and images.<br>① Information sheets available at: <a href="http://www.copyright.org.au">www.copyright.org.au</a><br>① Much of your content should be free to copy for educational purposes. To indicate 'free to copy' add the NEALS logo to documents your unit produces.<br>① For further information and the Copyright Request Form:<br><a href="http://www.decd.sa.gov.au/onlineservices/pages/publishers/copyright/">http://www.decd.sa.gov.au/onlineservices/pages/publishers/copyright/</a>  | ✓                                     | ✓           |                              |               |                                |            |   |   |
| <input type="checkbox"/>              | Writing style is <b>direct</b> , written in <b>plain English</b> and <b>appropriate for the intended audience</b> .<br>① Avoid unnecessary words, jargon, abbreviations, acronyms and clichés.<br>① Tone is appropriate to the content – e.g. casual/ formal/ authoritative/ professional.  | ✓                                     | ✓           |                              |               |                                |            |   |   |
| <input type="checkbox"/>              | <b>Text is easy to scan</b> . e.g. use <b>descriptive headings</b> and <b>subheadings, highlighted keywords, bulleted lists, one idea per paragraph</b> .<br>① Do not assume the user has read the previous page or paragraph.<br>① Use standard fonts (e.g. Arial, Times New Roman).<br>① Black text on white background is recommended (avoid using underlined text as your customers may think the text is a hyperlink when it is not).  | ✓                                     | ✓           |                              |               |                                |            |   |   |
| <input type="checkbox"/>              | <b>Page titles, section headings and link names are meaningful</b> . i.e. they make sense on their own.<br>① Do not label links 'click here' or 'download document'.<br>① Link naming examples: <table style="display: inline-table; vertical-align: middle;"> <tr> <td>✓ Online Content Management Checklist</td> <td>✗ Checklist</td> </tr> <tr> <td>✓ Criminal Screening Process</td> <td>✗ The Process</td> </tr> <tr> <td>✓ Writing For The Web Training</td> <td>✗ Training</td> </tr> </table> ① Including the document type and size within the link name will give your customers an indication of how long it will take to download the document. Dial-up internet users may choose not to download large files.<br>① The words used in your headings and links will help search engines find your information. | ✓ Online Content Management Checklist | ✗ Checklist | ✓ Criminal Screening Process | ✗ The Process | ✓ Writing For The Web Training | ✗ Training | ✓ | ✓ |
| ✓ Online Content Management Checklist | ✗ Checklist   |                                       |             |                              |               |                                |            |   |   |
| ✓ Criminal Screening Process          | ✗ The Process   |                                       |             |                              |               |                                |            |   |   |
| ✓ Writing For The Web Training        | ✗ Training  |                                       |             |                              |               |                                |            |   |   |
| <input type="checkbox"/>              | All <b>inaccurate, out of date, empty, and 'under construction'</b> pages or information are <b>removed</b> .<br>① <b>Note:</b> Gener8 is not an archiving facility.  | ✓                                     |             |                              |               |                                |            |   |   |
| <input type="checkbox"/>              | <b>Contact details</b> included on the website and within all linked documents are <b>correct</b> .   | ✓                                     | ✓           |                              |               |                                |            |   |   |
| <input type="checkbox"/>              | <b>Uppercase text is not used</b> for entire page headings or blocks of text.   | ✓                                     | ✓           |                              |               |                                |            |   |   |
| <input type="checkbox"/>              | <b>Formatting</b> is appropriate and consistent.  | ✓                                     | ✓           |                              |               |                                |            |   |   |
| <input type="checkbox"/>              | Meaningful <b>keywords</b> (including common misspellings) are included via Page Maintenance.   | ✓                                     |             |                              |               |                                |            |   |   |

|                          |   |   |   |
|--------------------------|---|---|---|
| <input type="checkbox"/> | <p><b>All links are checked</b> and any broken links are either removed or corrected.</p> <ul style="list-style-type: none"> <li>① The '<b>Redirect Warning Message</b>' has been added to external (non-DECD) links <b>only</b>.</li> <li>① <b>Hyperlinks within documents are kept to a minimum</b> to reduce the risk of documents containing broken links.</li> <li>① <b>Hyperlinks open correctly</b>. e.g., 'Open in a new window' or 'Publishing window'.</li> <li>① Refer to Linking Factsheet:<br/><a href="http://www.decd.sa.gov.au/docs/documents/1/AddingLinkstoWebPages.pdf">http://www.decd.sa.gov.au/docs/documents/1/AddingLinkstoWebPages.pdf</a></li> </ul>  | ✓ | ✓ |
| <input type="checkbox"/> | Documents and files are <b>optimised for the web</b> before they are uploaded.  |   | ✓ |
| <input type="checkbox"/> | <p><b>Document property</b> details are <b>meaningful and up to date</b>.</p> <ul style="list-style-type: none"> <li>① The title assigned in Document Properties is used by a number of search engines and is often displayed as the title of the document in search results.</li> <li>① Refer to Setting Document Properties Factsheet:<br/><a href="http://www.decd.sa.gov.au/docs/documents/1/SettingDocumentProperties.pdf">http://www.decd.sa.gov.au/docs/documents/1/SettingDocumentProperties.pdf</a></li> </ul>   |   | ✓ |
| <input type="checkbox"/> | <p><b>Documents are the final version and any 'Track Changes' are turned off</b>.</p> <ul style="list-style-type: none"> <li>① A common problem is that track changes is not turned off and publishers are not aware of this due to the type of view they are using. <ol style="list-style-type: none"> <li>1. To access your Track Changes Toolbar go to View &gt; Toolbars &gt; Reviewing</li> <li>2. To accept changes click on the 'Accept Change' icon within the Reviewing Toolbar</li> <li>3. To turn off Track Changes go to Tools &gt; Track Changes (once all changes have been accepted)</li> </ol> </li> </ul>  |   | ✓ |
| <input type="checkbox"/> | <p>Document <b>file sizes</b> are as <b>small as possible</b>.</p> <ul style="list-style-type: none"> <li>① Converting your document to <b>PDF format will reduce the file size</b>.</li> <li>① Contact the Customer Support Centre (CSC) at <a href="mailto:decdsc@sa.gov.au">decdsc@sa.gov.au</a> to obtain a license for Adobe Acrobat Writer to be installed on your computer.</li> </ul>   |   | ✓ |
| <input type="checkbox"/> | <p>The <b>correct DECD logo</b> is used within all uploaded documents.</p> <ul style="list-style-type: none"> <li>① DECD Logo: <a href="http://in.decd.sa.gov.au/publicrelations/files/links/DECD_Logo_Hor_colour.jpg">http://in.decd.sa.gov.au/publicrelations/files/links/DECD_Logo_Hor_colour.jpg</a></li> <li>① Refer to Government Branding Guidelines for the positioning of DECD Logos:<br/><a href="http://www.decd.sa.gov.au/docs/documents/1/GovernmentBrandingGuideli.pdf">http://www.decd.sa.gov.au/docs/documents/1/GovernmentBrandingGuideli.pdf</a></li> </ul>   |   | ✓ |
| <input type="checkbox"/> | <p><b>Forms are locked</b> using the forms toolbar.</p> <ol style="list-style-type: none"> <li>1. To access the Forms Toolbar go to View &gt; Toolbars &gt; Forms</li> <li>2. To lock the form, click on the 'Protect Form' icon within the Forms Toolbar</li> </ol>  |   | ✓ |
| <input type="checkbox"/> | The <b>original copy</b> of any <b>uploaded document is retained</b> on a <b>relevant network drive</b> for future updating.  |   | ✓ |
| <input type="checkbox"/> | <p>If the document belongs on the Document Management System (DMS) ensure <b>there is only one version of the document on the DMS</b>. Duplicates must be removed.</p> <ul style="list-style-type: none"> <li>① Before removing documents from the DMS, notify the document owner so that they can update any links to the old/duplicate version.</li> <li>① Refer to the DMS Dos and Don'ts to determine if your document is suitable to be uploaded to the DMS: <a href="http://www.decd.sa.gov.au/docs/documents/1/DMSDoandDont.pdf">http://www.decd.sa.gov.au/docs/documents/1/DMSDoandDont.pdf</a></li> <li>① Refer to the DMS Manual for instructions on how to use the DMS:<br/><a href="http://www.decd.sa.gov.au/docs/documents/1/DMSManual.pdf">http://www.decd.sa.gov.au/docs/documents/1/DMSManual.pdf</a></li> </ul> |   | ✓ |
| <input type="checkbox"/> | <p>An <b>appropriate page owner</b> is assigned to <b>all webpages</b>.</p> <ul style="list-style-type: none"> <li>① <a href="http://www.decd.sa.gov.au/docs/documents/1/AssigningPageOwner.pdf">http://www.decd.sa.gov.au/docs/documents/1/AssigningPageOwner.pdf</a></li> </ul>   | ✓ |   |
| <input type="checkbox"/> | <p>A <b>valid email address appears in the footer</b> of webpages for customers to contact.</p> <ul style="list-style-type: none"> <li>① This can only be updated by a Website Administrator accessing 'Subweb Admin'.</li> <li>① If the Service Group or Business Unit uses a generic email address, this can be used here, but it should be an email address that is checked on a daily basis.</li> </ul>   | ✓ |   |

|                          |  |          |          |
|--------------------------|--|----------|----------|
| <input type="checkbox"/> | <p><b>Content provider/author details</b> are included within Page Maintenance.</p> <ul style="list-style-type: none"> <li>① Author details are included on the final Page Maintenance Screen.</li> </ul>  | <p>✓</p> |          |
| <input type="checkbox"/> | <p><b>Images</b> are used <b>appropriately, sparingly</b> and should <b>only be used to add value to the message you are trying to convey</b> (e.g. maps, graphs, diagrams).</p> <ul style="list-style-type: none"> <li>① Images should not be used to make your page/document more appealing to the eye.</li> <li>① Using images will increase the time taken for a page/document to download. Some customers are still using dial-up internet connections and the use of images may result in long downloading times.</li> <li>① All images must have ALT text and TITLE text.</li> <li>① Images are optimised for the web. Refer to Images Factsheet:<br/> <a href="http://www.decd.sa.gov.au/docs/documents/1/AddingImagesToWebPages.pdf">http://www.decd.sa.gov.au/docs/documents/1/AddingImagesToWebPages.pdf</a></li> </ul>   | <p>✓</p> | <p>✓</p> |
| <input type="checkbox"/> | <p><b>Review dates are re-set.</b> Once you have addressed all of the criteria outlined in this checklist a new review date must be set for both webpages and DMS documents.</p> <ul style="list-style-type: none"> <li>① Review dates must be reset within 220 days of creation/last review (regardless of whether or not there is any change to the content) or the webpage/DMS document will automatically go offline and will be inaccessible to customers.</li> <li>① <b>To reset the review date for webpages:</b><br/>                     Refer to Page Review Factsheet for further instruction:<br/> <a href="http://www.decd.sa.gov.au/docs/documents/1/WebpageReview.pdf">http://www.decd.sa.gov.au/docs/documents/1/WebpageReview.pdf</a></li> <li>① <b>To reset the review date for DMS documents:</b><br/>                     Refer to DMS Review Factsheet for further instruction:<br/> <a href="http://www.decd.sa.gov.au/docs/documents/1/DMSDocumentReview.pdf">http://www.decd.sa.gov.au/docs/documents/1/DMSDocumentReview.pdf</a></li> </ul> | <p>✓</p> | <p>✓</p> |

### 3. GROUPING INFORMATION

It is important to ensure that content is written specifically for the web since your customers read text on screen much differently to the way they read other mediums. Users will tend to scan a screen rather than read every word.

For this reason it is important to make effective use of page and section headings, links and formatting of paragraphs.

Before publishing any information to a DECD website you should consider the appropriateness of the information and how it will be presented. Refer to the Writing for the Web notes for further instruction:

<http://www.decd.sa.gov.au/docs/documents/1/WritingfortheWebTrainingN.pdf>

After deciding on the information that will be included in your website you will need to decide on the most appropriate way to group it.

Gener8 has five levels for grouping of content:

1. **Content Groups:** Each content group has a unique left-hand navigation menu structure
2. **Parent Items:** Pages that appear in the left-hand navigation menu
3. **Child Items:** Pages that appear in the left-hand navigation menu under associated parent items
4. **Sections:** Appear within parent and child items
5. **Links:** Appear as lists at the bottom of sections or as 'In-Text' links within sentences.

The screenshot shows a website page for 'Online Communication Services' from the Government of South Australia, Department of Education and Children's Services. The page title is 'Factsheets and Manuals for DECS Web Publishers'. The left-hand navigation menu includes 'Online News', 'Publisher Registration', 'Factsheets & Manuals', 'Maintaining your content', and 'Style Guides'. The main content area contains text about Gener8 and DMS, followed by a 'Section' titled 'Gener8 and DMS Manuals' which lists two PDF manuals: 'Gener8 Web Publishing Manual (PDF 1.1MB)' and 'Document Management System Manual (PDF 1.4MB)'. Callout boxes highlight 'Content Groups' (the main page), 'Parent Items' (the navigation menu), 'Child Items' (the 'Factsheets & Manuals' menu item), 'Section' (the 'Gener8 and DMS Manuals' heading), and 'Links' (the PDF download links).

## 4. PUBLISHING ACCESS

Gener8 has two levels of user access:

- Administrator: Access to all functions, coordinator of a website.
- Editor: Can publish, edit and authorise.

To request publishing access you must have completed the Gener8 training course.

Once you have done the training, your manager or Website Administrator must complete the Publisher Permissions Request Form:

<http://www.decd.sa.gov.au/onlineservices/pages/publishers/registration/>

## 5. LOGIN AND ACCESS THE GENER8 PUBLISH MENU

Open your web browser (e.g. Internet Explorer) and type in the URL (web address) of your website with **'login.htm'** on the end (e.g. <http://www.decd.sa.gov.au/train1/login.htm>).

The *Gener8 Login* screen will appear:

Type in your **'User Name'** and **'Password'** and click on **'Login'**.

Click on **'Publish'** in the left-hand menu. The *Gener8 Menu* will appear:



## 6. CREATING NEW PAGES AND EDITING EXISTING PAGES

To edit an existing webpage or create a new page, access the **'Publish'** menu (refer to Section 5 - Login & Access the Gener8 Publish menu).

If your website has content groups, select the group you want to add a page to from the drop-down list.

Select **'Page Maintenance'** to display the list of existing webpages. Parent Items are listed in white. Child Items are shaded and indented.

Pages are listed in the same order that they appear on the left-hand navigation menu.

If you are adding a page, decide where you want your new page to appear on the existing list. Choose a navigation order number (the third column below) and, if necessary, write it down for future reference.

| Status | Navigation Text         | Order | Status Bar Text                       | Action   | Select                   |
|--------|-------------------------|-------|---------------------------------------|--|--------------------------|
|        | Welcome                 | 100   | Homepage for Online Services website  | <a href="#">Edit</a>   <a href="#">Image</a>   <a href="#">Preview</a> | <input type="checkbox"/> |
|        | About Online Services   | 200   | About Online Communication Services   | <a href="#">Edit</a>   <a href="#">Image</a>   <a href="#">Preview</a> | <input type="checkbox"/> |
|        | Online Governance (OGC) | 300   | Online Governance Committee           | <a href="#">Edit</a>   <a href="#">Image</a>   <a href="#">Preview</a> | <input type="checkbox"/> |
|        | Advanced Search         | 1000  | Search across the whole DECS website  | <a href="#">Edit</a>   <a href="#">Preview</a>                         | <input type="checkbox"/> |
|        | Document Search         | 1100  | Search the Document Management System | <a href="#">Edit</a>   <a href="#">Preview</a>                         | <input type="checkbox"/> |

Click the **'Add New Navigation Text'** button at the top of the page to add a new page OR click **'Edit'** in the *Action* column to make changes to an existing page (to make changes to an existing section, refer to Section 8 - Creating and Editing Sections).

The **'Add New Page Item'** or **'Change Page Details'** screen will appear depending on which option you have selected.

### Add New Page Item

Menu Type: \*  Parent Item  Child Item

Item Type: \*  Gener-8 Item  Link  Display Subweb

Page contains content?: \*  Yes  No

Page Owner: \* Online Services (or enter email here)

Menu Text: \*

Menu Description: \*

Navigation Order:

Page Title: \*

**B I U** | | Styles -- | Format --

To edit an existing page, update the information in the relevant fields and then click **'Next'**.

To create a new page, there are a number of different options you can select that will cause some fields to disappear and be replaced by other options.

The following table outlines all possible fields that appear on the first screen. Use it as a guide when completing the relevant information.

| Field                         | Action: Type/Select  |
|-------------------------------|--|
| <b>Menu Type:</b>             | Select Parent Item or Child Item to determine the importance your page will have in the left-hand menu. A Child Item is a sub-menu page under a Parent Item (see Child Item below).  |
| <b>Item Type:</b>             | Select from the following: <ul style="list-style-type: none"> <li>▪ <b>Gener8 Item:</b> Creates a new webpage (within Gener8)</li> <li>▪ <b>Link:</b> Link to a document, another webpage or an external website</li> <li>▪ <b>Display Subweb:</b> Link directly to another DECD website</li> </ul>  |
| <b>Page Contains Content?</b> | Select 'Yes' if you plan to add content to the body of this page or select 'No' if the left-hand menu item for this page will act as a header for related pages.   |
| <b>Parent Item:</b>           | This drop-down list appears if you select Child Item in the Menu Type option. Select the Parent Item that you want this Child Item to appear under in the left-hand menu.  |
| <b>Page Owner:</b>            | You will be deemed responsible for the information on this page. If you are not the usual responsible publisher for this page, select the name of an appropriate publisher. The list only displays people who have access to that website.<br><br>Alternatively you can type the email address of the usual publisher into the field below the drop-down list (this is generally not recommended).   |
| <b>Open Item In:</b>          | This option appears if you select Link in the Item Type option. It is recommended that you choose 'Open in a new window' however you may wish the page to open another way: <ul style="list-style-type: none"> <li>• <b>Publishing window:</b> The page appears in the content frame. The left-hand menu and banner frame remain visible</li> <li>• <b>Fill browser window:</b> The new page replaces everything in your browser window</li> <li>• <b>Open in a new window:</b> The page opens in a new browser window</li> <li>• <b>The main publish frame:</b> The banner frame is the only frame to remain. The left-hand navigation menu and content frame are replaced by the new page</li> </ul> |
| <b>URL:</b>                   | This option appears if you select Link in the Item Type option. Enter the URL (web address) of the website you wish to link to. <b>Note: You must use the complete URL, including the http://</b>  |
| <b>Subweb:</b>                | This option appears if you select Display Subweb in the Item Type option. Use the drop-down list to select which DECD website you want to link to.   |
| <b>Menu Text:</b>             | This text appears in the left-hand menu. Type descriptive text relevant to the information on that page. Avoid using jargon, acronyms and vague terms. (25 character limit).   |
| <b>Menu Description:</b>      | This is the explanatory text that "pops up" when a client holds their mouse over the menu text. Type descriptive text relevant to the information on that page. You have a higher character limit than in the Menu Text field so you can add more information.   |
| <b>Navigation Order:</b>      | This indicates where the page will sit within the left-hand navigation menu. It is recommended that you use numbers that are increments of 10 so that new pages can be easily inserted between existing pages in the future.   |
| <b>Page Title:</b>            | This is the main title and appears at the top of the finished page. Type descriptive text relevant to the information on this page. Avoid using jargon, acronyms and vague terms. This should be related to the Menu Text but there is room for more information.  |
| <b>Page Summary:</b>          | This introductory body of text will appear on the page under the Page Title. It should be a <b>brief</b> summary of the information included on the page (in the sections and links). Ideally, it should only be one or two paragraphs long. You can type directly into the box or cut and paste from other applications and use the icons to reformat much like in Word. <b>Note: The formatting options are limited to ensure consistency across DECD websites.</b>  |

Once you have completed all necessary fields, click 'Next'.

The *Advanced Page Options* screen will appear:

### Advanced Page Options

**Publish Date:**  (dd/mm/yyyy)

**Expiry Date:**  (dd/mm/yyyy)

**Display on Menu:**  Yes  No

**Authorised to Browse:**  ▼

**Default Page:**  Yes  No

**Page Alias:**  (Max. length 50 characters)

(\*) indicates required field

Complete the relevant fields as described in the table below:

| Field                        | Action: Type/Select   |
|------------------------------|---|
| <b>Publish Date:</b>         | If you want this page to appear online as soon as it is authorised, leave this field blank. If you want this page to appear automatically at a later date (e.g. you may be on leave the day you want the page to appear) type in the date that you wish the page to appear.                 |
| <b>Expiry Date:</b>          | If you want this page to appear online indefinitely (or until it is manually unauthorised or deleted) leave this field blank. If you want this page to be taken offline automatically at a later date, enter that date into the field.  |
| <b>Display on Menu:</b>      | Control whether or not this page appears on the left-hand navigation menu. If you select no, the page will be a hidden page that can only be accessed via links on other pages.   |
| <b>Authorised to Browse:</b> | Do not alter this field.  |
| <b>Default page:</b>         | This is the first page that appears when your audience goes to your website. Select 'Yes' if this page will be the website's welcome or introduction page. <b>Note: You can only have one default Page per content group.</b> Selecting 'Yes' will overwrite any current setting.           |
| <b>Page Alias:</b>           | A page alias is like a nickname for your webpage. Enter a word that describes the content of this page. The Alias becomes a part of the URL for that page. Page Aliases must not contain any spaces and underscores are discouraged as they are not visible when hyperlinks are underlined. |

## What is a Page Alias?

Gener8 uses a long string of letters, numbers and symbols to identify each webpage. This results in a URL such as the following:

[http://www.decd.sa.gov.au/onlineservices/a8\\_publish/modules/publish/content.asp?id=16352&navgrp=1035](http://www.decd.sa.gov.au/onlineservices/a8_publish/modules/publish/content.asp?id=16352&navgrp=1035)

The Page Alias field in the Page Maintenance screen allows you to give a one-word nickname for your webpage which can then be used to shorten the page URL and makes the page more easily identifiable.

As in the Page Alias example below, the nickname 'webfactsheets', shortens the URL to a manageable length which can easily be incorporated in emails or given verbally:

<http://www.decd.sa.gov.au/onlineservices/pages/publishers/webfactsheets/>

**HINT:** When inserting a webpage hyperlink into an email or document, copy the Page URL from the first line; of your webpage footer - see below.

Page URL is <http://www.decd.sa.gov.au/onlineservices/pages/publishers/webfactsheets/>  
 Date modified: 27 Aug, 2009 / Content Enquiries [Online Communication Services](#)  
[Disclaimer](#) / [Privacy](#) / [Copyright](#) © - Government of South Australia  
 Home URL is [www.decd.sa.gov.au](http://www.decd.sa.gov.au)

Click '**Next**' and the Page Maintenance screen will appear:

**Page Maintenance**

Author:\*  (Max. length 50 characters)

Author email:\*  (Max. length 300 characters)

Publisher:\*  (Max. length 50 characters)

Date:  (dd/mm/yyyy)

Keywords:  (Max. length 50 characters)

Description:  (Max. length 50 characters)

(\*) indicates required field

The information entered on the Page Maintenance screen is used by search engines to find and rank your website. The information entered here will enable customers to find specific information when searching the site.






Complete the relevant fields as described in the table below:

| Field                | Action: Type/Select  |
|----------------------|--|
| <b>Author:</b>       | Enter the name of author of the content (the person who wrote the content). This defaults to the person who created the page.  |
| <b>Author Email:</b> | Enter the email address of the author (the person who wrote the content). This defaults to the person who created the page.  |
| <b>Publisher:</b>    | Enter the name of the usual publisher for this page. This generally defaults to DECD.  |
| <b>Keywords:</b>     | Enter keywords that your audience may use to search for your information (e.g. information on Fleet SA may have keywords like car, vehicle, booking, travel) but that don't necessarily appear on the page. It is a good idea to include common misspellings in your keywords so that users who make a mistake can still find your page. |
| <b>Description:</b>  | Enter a short, meaningful, sentence that describes the content or purpose of the page. This description is used by search engines seeking words or phrases and will act as the summary of the page in search results.  |

Click '**Finish**'. The Page Listing screen will appear and display all of the pages that have been created within this content group.






To preview what you have just created or edited, click on the '**Preview**' button in the Action column (highlighted below).

**Note:** The highlighted square in the Status column below displays the icon for an unauthorised page.

| Status  | Navigation Text         | Order | Status Bar Text                       | Action   | Select                   |
|---|-------------------------|-------|---------------------------------------|--|--------------------------|
|  | Welcome                 | 100   | Homepage for Online Services website  | <a href="#">Edit</a>   <a href="#">Image</a>   <a href="#">Preview</a> | <input type="checkbox"/> |
|  | About Online Services   | 200   | About Online Communication Services   | <a href="#">Edit</a>   <a href="#">Image</a>   <a href="#">Preview</a> | <input type="checkbox"/> |
|  | Online Governance (OGC) | 300   | Online Governance Committee           | <a href="#">Edit</a>   <a href="#">Image</a>   <a href="#">Preview</a> | <input type="checkbox"/> |
|  | Advanced Search         | 1000  | Search across the whole DECS website  | <a href="#">Edit</a>   <a href="#">Preview</a>                         | <input type="checkbox"/> |
|  | Document Search         | 1100  | Search the Document Management System | <a href="#">Edit</a>   <a href="#">Preview</a>                         | <input type="checkbox"/> |

Once you have previewed the page, click on '**OK**' at the bottom of the page to return to the Page Listing screen.

You must **authorise the page** before it will appear on the left-hand menu and be accessible to your customers. Select the check box next to the page you want to authorise and click on '**Authorise Pages**' (refer to Section 7 - Authorising Pages).

| Icon  | Status                   | Definition  |
|---|--------------------------|---|
|  | <b>Default page</b>      | The default page initially appears when the website or content group is accessed.                   |
|  | <b>Authorised page</b>   | This page is viewable by customers. The navigation text appears in the left-hand navigation menu.   |
|  | <b>Hidden page</b>       | This hidden page can be linked to and viewed but there is no link on the left-hand navigation menu. |
|  | <b>System item</b>       | A system item allows access to Gener8 administration functions.                                     |
|  | <b>Unauthorised page</b> | An unauthorised page can not be viewed by customers.  |

## 7. AUTHORISING PAGES

Every time you edit a page, section or link, the page needs to be reauthorised before your customers can view it. Even if you don't make any changes, once you click on 'Edit' the page will become unauthorised.






Always preview your page before authorising to ensure that it meets the criteria set out in the Online Content Management Checklist available at the beginning of this document.

Log into your website and access the '**Publish**' menu (refer to Section 5 - Login & Access the Gener8 Publish menu).

If your website has content groups, select the content group from the drop-down list that contains the page you want to authorise.

Click on '**Page Maintenance**'

The *Page Listing* screen will appear:

| Status  | Navigation Text         | Order | Status Bar Text                       | Action   | Select                   |
|---|-------------------------|-------|---------------------------------------|--|--------------------------|
|    | Welcome                 | 100   | Homepage for Online Services website  | <a href="#">Edit</a>   <a href="#">Image</a>   <a href="#">Preview</a> | <input type="checkbox"/> |
|    | About Online Services   | 200   | About Online Communication Services   | <a href="#">Edit</a>   <a href="#">Image</a>   <a href="#">Preview</a> | <input type="checkbox"/> |
|    | Online Governance (OGC) | 300   | Online Governance Committee           | <a href="#">Edit</a>   <a href="#">Image</a>   <a href="#">Preview</a> | <input type="checkbox"/> |
|  | Advanced Search         | 1000  | Search across the whole DECS website  | <a href="#">Edit</a>   <a href="#">Preview</a>                         | <input type="checkbox"/> |
|  | Document Search         | 1100  | Search the Document Management System | <a href="#">Edit</a>   <a href="#">Preview</a>                         | <input type="checkbox"/> |

To authorise the page, click the **checkbox** in the Select column on the far right (highlighted above) of the page(s) you want to authorise and then select the '**Authorise Pages**' button at the top or bottom of the *Page Listing* screen.

## 8. CREATING AND EDITING SECTIONS

To assist visitors to easily find the information most important to them, a webpage is usually made up of sections of information with clearly labelled headings. Each page can have an unlimited number of sections which can be removed or updated individually. This means that sections can be inserted, deleted or re-ordered at any time without affecting surrounding content.

Each section can include text, hyperlinks and images.

**Note:** Images should always be used sparingly. Please refer to the 'Adding Images to a Webpage' factsheet: <http://www.decd.sa.gov.au/docs/documents/1/AddingImagestoWebPages.pdf>

Log into your website and access the '**Publish**' menu (refer to Section 5 - Login & Access the Gener8 Publish menu).

If your website has content groups, select the content group from the drop-down list that contains the page you want to access.

Select '**Section Maintenance**' then click '**Edit**' in the Action column to select the page you wish to add a section to:

**Note:** If you are working with sections, the page will become inaccessible to your customers. Once your changes have been finalised, you need to reauthorise your page (refer to Section 7 - Authorising pages).

**Select Navigation Item**

| Navigation Text         | Status Bar Text                       | Action               |
|-------------------------|---------------------------------------|----------------------|
| Welcome                 | Homepage for Online Services website  | <a href="#">Edit</a> |
| About Online Services   | About Online Communication Services   | <a href="#">Edit</a> |
| Online Governance (OGC) | Online Governance Committee           | <a href="#">Edit</a> |
| Advanced Search         | Search across the whole DECS website  |                      |
| Document Search         | Search the Document Management System |                      |

The *Section Edit* page will appear, listing any sections that currently exist on that page.

If this page already has sections, they appear listed in the order that they appear on the page. When adding a new section, take note of where you would like your new section to be placed. Decide on the **navigation order** number and, if necessary, write it down for future reference.

**Section Edit**

Navigation Page: **Review Date Function**

| Title  | Content   | Order | Bookmark | Action   |
|--|---|-------|----------|--|
| How does the Review Date functionality work? | <p>The Review Date function provides an automated mechanism to prompt web publishers to review we...                        | 5     |          | <a href="#">Edit</a>   <a href="#">Delete</a>   <a href="#">Image</a>   <a href="#">New Link</a> |
| More information                             | <ul><li>A review date is automatically generated when a webpage is first created and authorised.<...</li></ul>              | 15    |          | <a href="#">Edit</a>   <a href="#">Delete</a>   <a href="#">Image</a>   <a href="#">New Link</a> |
| Timing of Emails and Alerts                  | <p><table border="1" cellspacing="0" cellpadding="0" width="75%" align="center"><tbody><tr><td...</td></tr></tbody></table> | 25    |          | <a href="#">Edit</a>   <a href="#">Delete</a>   <a href="#">Image</a>   <a href="#">New Link</a> |
| Email messages generated from the system     | <p><strong>If you receive an email reminder message and are no longer in the position you where i...                        | 35    |          | <a href="#">Edit</a>   <a href="#">Delete</a>   <a href="#">Image</a>   <a href="#">New Link</a> |

To create a new section, click the '**Add New Section**' button. To alter an existing section, click '**Edit**' in the *Action* column beside the section you want to work on.

The *Edit Section Details* screen will appear:

Complete the relevant fields as described in the table below and then click 'Save'.

| Field            | Action: Type/Select  |
|------------------|--|
| <b>Title:</b>    | Enter a meaningful description of the content that is to appear in this section. This field is not mandatory, so you can leave it blank. <b>Note: Do not repeat the Page Title as a Section Title.</b>                           |
| <b>Content:</b>  | Type or paste the information to be included in this section.  |
| <b>Bookmark:</b> | This field is not mandatory and rarely used. Refer to the 'Using Bookmarks' factsheet: <a href="http://www.decd.sa.gov.au/docs/documents/1/UsingBookmarks.pdf">http://www.decd.sa.gov.au/docs/documents/1/UsingBookmarks.pdf</a> |
| <b>Order:</b>    | This is the display order for the sections on your page. When numbering sections, it is a good idea to leave gaps in the numbering (e.g. 10, 20, 30), so that new sections can be inserted in the future.                        |

## 8.1 DELETING SECTIONS

Once a section is deleted the information is not retrievable. Ensure that the section doesn't contain anything that you need to keep.

Log into your website and access the '**Publish**' menu (refer to Section 5 - Login & Access the Gener8 Publish menu).

If your website has content groups, select the content group from the drop-down list that contains the page you want to access.

Click on '**Section Maintenance**' to display the *Select Navigation Item* screen. Select '**Edit**' next to the page containing the section you want to delete.

The *Section Edit* screen will now appear, listing all of the sections that currently exist on that page.

Select '**Delete**' from the *Action* column next to the section you want to delete.



## 9. CREATING LINKS

There are two types of links within the Gener8 system:

- Link Maintenance links
- In-Text links

Links inserted via Link Maintenance appear at the bottom of a section. You can not create Link Maintenance links without first creating a section.

If you don't want to split your information with a new section to present these links you can leave the section title blank when creating the section, therefore your web audience will not notice the new section.

Links inserted via an In-Text link appear within the body of text on a page or in a section.

Links inserted via *Link Maintenance* look like this:

**Gener8 and DMS Manuals**

- [Gener8 Web Publishing Manual \(PDF 1.1MB\)](#)
- [Document Management System Manual \(PDF 1.4MB\)](#)

**Troubleshooting your pages**

- [Troubleshooting webpages \(PDF 127KB\)](#)

*In-Text* links look like this:

**Factsheets and Manuals for DECS Web Publishers**

Gener8 is the Department of Education and Children's Services (DECS) Content Management System (CMS) and the means that all online content is published.

The [Document Management System \(DMS\)](#) is a component of Gener8, it is a central repository for **shared DECS strategic and operational** documents.

The following factsheets should help publishers create and maintain their online content. If you need any further help publishing email [Online Services](#).

### 9.1 USING LINK MAINTENANCE

Log into your website and access the '**Publish**' menu (refer to Section 5 - Login & Access the Gener8 Publish menu).

If your website has content groups, select the content group from the drop-down list that contains the page you want to access.

Click on '**Link Maintenance**'.

The *Select Navigation Item* screen (see below) will appear, listing all webpages in that content group:

**Note:** If you are working with sections, the page will become inaccessible to your customers. Once your changes have been finalised, you need to reauthorise your page. (refer to Section 7 - Authorising pages).

**Select Navigation Item**

| Navigation Text         | Status Bar Text                       | Action               |
|-------------------------|---------------------------------------|----------------------|
| Welcome                 | Homepage for Online Services website  | <a href="#">Edit</a> |
| About Online Services   | About Online Communication Services   | <a href="#">Edit</a> |
| Online Governance (OGC) | Online Governance Committee           | <a href="#">Edit</a> |
| Advanced Search         | Search across the whole DECS website  |                      |
| Document Search         | Search the Document Management System |                      |

Select '**Edit**' in the *Action* column to the right of the page where you want to add links.

The *Section Listing* screen will now be displayed, listing the sections (if any) on the chosen page.

**Note:** If there are no sections listed you must first create a section to apply links to (refer to Section 8 - Creating and Editing Sections). You don't have to use a section heading if you are only creating it for the purpose of presenting links.

Find the section to place the link in and click '**Edit**' in the *Action* column to the right of that section.

You will now be on the *Link listing* screen (see below), which lists the links (if any) in that section.

**Links listing**

| Section Header         | Link Name                                     | Upload Date | Upload User | External | Link Order | Action  |
|------------------------|---|-------------|-------------|----------|------------|---|
| Gener8 and DMS Manuals | Gener8 Web Publishing Manual (PDF 1.1MB)      | 19/12/2008  |             | Y        | 0          | <a href="#">Edit</a>   <a href="#">Delete</a> |
| Gener8 and DMS Manuals | Document Management System Manual (PDF 1.4MB) | 2/6/2009    |             | Y        | 10         | <a href="#">Edit</a>   <a href="#">Delete</a> |

From this page you can **add** a new link and **edit** or **delete** an existing link by selecting the appropriate option. Each option is explained in detail below.

When adding a link to a section, take note of where you would like the new link to be placed. Decide on the **navigation order number** and, if necessary, write it down for future reference.

## 9.2 ADD A NEW LINK VIA LINK MAINTENANCE

Follow the steps outlined in Section 9.1 - Using Link Maintenance.

Click on the '**Add New Link**' button at the top of the *Links listing* screen.

The *Add New Link* screen will appear. This is where you can add a link to a document, individual webpage or website. The process varies depending on what you are linking to.

## 9.2.1 - LINK TO DOCUMENTS (EXCLUDING DMS DOCUMENTS) VIA LINK MAINTENANCE

Once a document is uploaded to the Gener8 server, any changes to the document will not occur in the online version. In the case of non-DMS documents, the updated document will need to be re-uploaded. To do this, delete the previous link to the document and create the link again.

There are a number of DECD documents that should be linked to the Document Management System (DMS). Refer the Document Management System (DMS) Manual for DMS document guidelines: <http://www.decd.sa.gov.au/docs/documents/1/DMSManual.pdf> if your document belongs on the DMS refer to the next section of this factsheet '9.2.2 Link To An External Webpage, Website, DMS Document Or Email Address Via Link Maintenance'.

Follow the steps outlined in Section 9.1 - Using Link Maintenance.

Click on the '**Add New Link**' button at the top of the *Links listing* screen.

Using the table below, complete all necessary fields.

| Field Details                         | Description   |
|---------------------------------------|---|
| <b>Link Name:</b>                     | The text that customers click to download or view the file. Type in a descriptive link name that indicates what the document is about. Include the file type and size of the document in brackets after the link name e.g. Gener8 Web Publishing Manual (PDF 506Mb). Do not use link names such as 'click here' or 'download'.  |
| <b>Link Order:</b>                    | When there is more than one link in a section, you can specify the order that they appear. The higher the number, the further down the list of links it will be. Use increments of 5 or 10 so that links can be inserted in between existing links at a later date.   |
| <b>Internal:</b>                      | Click the ' <b>Browse</b> ' button to select the document you want to upload.<br><b>Note: Some document should be placed on the Document Management System (DMS) and others should be uploaded directly to your website via an Internal link.</b> If your document does not fit the DMS guidelines, ensure the radio button next to <i>Internal</i> is selected. Refer to the <i>Document Management System (DMS) Manual</i> for document guidelines: <a href="http://www.decd.sa.gov.au/docs/documents/1/DMSManual.pdf">http://www.decd.sa.gov.au/docs/documents/1/DMSManual.pdf</a> . |
| <b>External:</b>                      | Only select this field when you are linking to DMS documents or external websites. Refer to the next section for more information.  |
| <b>Link Target:</b>                   | Select ' <b>Open in a new window</b> ' (this appears as the default when creating a new link).  |
| <b>Show Redirect Warning Message:</b> | Leave this field unticked when linking to internal documents.   |

When you have finished, click the '**Save**' button to save your link.

If everything has been done correctly you will see a message that the file has been uploaded. Click '**OK**' to return to the *Links listing* screen. Your new link will appear on the list of links for that Section.

## 9.2.2 - LINK TO AN EXTERNAL WEBSITE, DMS DOCUMENT OR EMAIL ADDRESS VIA LINK MAINTENANCE

This section outlines how to create external links to websites and Document Management System (DMS) documents.

Refer to the DMS Manual to determine if your document should be placed on the DMS or uploaded to your website directly from your network drive via an Internal Link.

<http://www.decd.sa.gov.au/docs/documents/1/DMSManual.pdf>

The DMS creates a URL for documents that can be linked to in the same way as websites.

Follow the steps outlined in Section 9.1 - Using Link Maintenance.

Click on the '**Add New Link**' button at the top of the *Links listing* screen.

The *Add New Link* screen (see right) will appear:

Using the table below as a guide, complete all necessary fields.

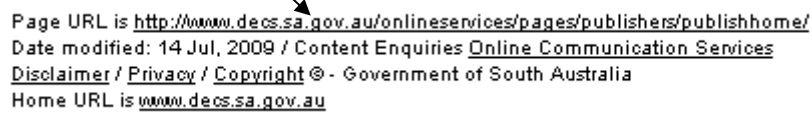
| Field Details                         | Description   |
|---------------------------------------|---|
| <b>Link Name:</b>                     | The text that customers will click to download the file. Type in a descriptive link name that indicates what the document is about. Include the file type and size of the document in brackets after the link name e.g. Gener8 Web Publishing Manual (PDF 1.8MB).   |
| <b>Link Order:</b>                    | When there is more than one link in a section, you can specify the order that they appear. The higher the number, the further down the list of links it will be. Use increments of 5 or 10 so that links can be inserted in between existing links at a later date.   |
| <b>Internal:</b>                      | Only use this field when you are uploading a document from your network drive. Refer to the previous section for more information.  |
| <b>External:</b>                      | Ensure the radio button next to <i>External</i> is selected. Enter the full URL of the website, DMS Document or email address you are linking to (include http:// for websites and DMS documents and <b>mailto: for email addresses</b> e.g. <a href="mailto:joe.bloggs@sa.gov.au">mailto:joe.bloggs@sa.gov.au</a> ). If you are pasting text from another location, make sure that http:// doesn't appear twice. Refer to <i>Document Management System (DMS) Manual</i> for instructions on how to obtain DMS document URLs:<br><a href="http://www.decd.sa.gov.au/docs/documents/1/DMSManual.pdf">http://www.decd.sa.gov.au/docs/documents/1/DMSManual.pdf</a> |
| <b>Link Target:</b>                   | When linking to a document, external website or email address, select ' <b>Open in a new window</b> ' from the drop-down list (this appears as the default when creating a new link). When linking to an individual DECD webpage select ' <b>Fill Browser Window</b> ' from the drop-down list.   |
| <b>Show Redirect Warning Message:</b> | When linking to a non-DECD website, you must check this box so that the <i>DECD Disclaimer</i> appears whenever a customer clicks on the link. Below this checkbox is another box displaying the text of the <i>Redirect Warning Message</i> .  |

When you have finished, click the '**Save**' button to save your link.

If everything has been done correctly you will see a message that the file has been uploaded. Click '**OK**' to return to the *Links listing* screen. Your new link will now be added to the list of links for that section.

### 9.2.3 - LINK TO AN INDIVIDUAL DECD WEBPAGE VIA LINK MAINTENANCE

To obtain the *Page Alias* of the Gener8 webpage you want to link to, open the page and copy the **Page URL** located in the footer of the webpage. Eg.



Page URL is <http://www.decs.sa.gov.au/onlineservices/pages/publishers/publishhome/>  
 Date modified: 14 Jul, 2009 / Content Enquiries [Online Communication Services](#)  
[Disclaimer](#) / [Privacy](#) / [Copyright](#) © - Government of South Australia  
 Home URL is [www.decs.sa.gov.au](http://www.decs.sa.gov.au)

Paste this address into the **External link** field on the *Link Maintenance* screen, then follow the steps outlined in the previous section.

## 9.3 EDIT AN EXISTING LINK VIA LINK MAINTENANCE

Not all elements of links are editable. Use the instructions below to edit the name and navigation order for Internal links (a link to a document uploaded from the network drive) or any element of External links (e.g. links to DMS documents or websites). If you want to update an Internal link you will need to delete and re-add the link.

Follow the steps outlined in Section 9.1 - Using Link Maintenance.

### 9.3.1 - EXTERNAL LINKS

Find the link in the list and select '**Edit**' in the *Action* column to the right of the link. Amend the details then click '**Save**'.

### 9.3.2 - INTERNAL LINKS

Delete the link (refer to Section 9.2 - Deleting Links via Link Maintenance) and then add a link to the new document (refer to Section 9.4 - Adding a New Link via Link Maintenance).

## 9.4 DELETE LINKS VIA LINK MAINTENANCE

Follow the steps outlined in *9.1 Using Link Maintenance*

To delete a link, find the link in the list, and then select '**Delete**' in the *Action* column to the right of that link.

## 9.5 CREATING IN-TEXT LINKS IN THE RICH TEXT EDITOR

Use the title of the document, the subject or name of the process being linked as the hyperlink name.

Don't use 'click here' or 'download' for your link text when creating links. Your customers know what a hyperlink does and how to use it, so using those phrases decreases the professionalism of a website.

For example:

| BEFORE  | AFTER   |
|---|---|
| An extended range of Short Courses and Full Qualifications are available. Go to the <a href="#">Developing People website</a> for more information.   | An extended range of <a href="#">Short Courses and Full Qualifications</a> are available.                   |
| The next training course for <b>Electrical Portable Appliance Testing</b> is on Monday 27 October. <a href="#">Click here for course information.</a> | The next training course for <a href="#">Electrical Portable Appliance Testing</a> is on Monday 27 October. |
| <a href="#">Click here to lodge applications or to access vacancies advertised via the new DECDjobs system.</a>                                       | Lodge applications or access vacancies with <a href="#">DECDjobs.</a>                                       |

**Note:** Converting documents to PDF format will reduce the file size and the time taken to download the document from your website.

Refer to the Creating PDF Documents factsheet:

<http://www.decd.sa.gov.au/docs/documents/1/CreatingPDFDocuments.pdf>

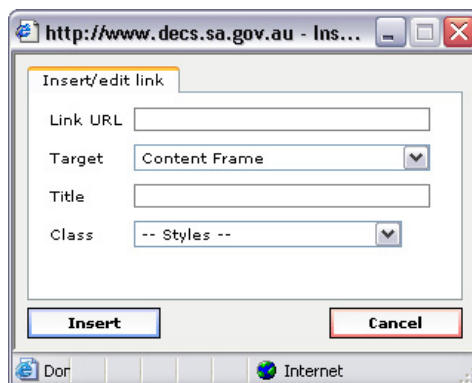
To create *In-Text* links, access your page or section via *Page Maintenance* or *Section Maintenance* (refer to Section 6 - Creating New Pages and Editing Existing Pages or Section 8 - Creating and Editing Sections).

Highlight the text that you want to change into a link (you will need to add the text if it doesn't already exist).

Select the '**Insert/Edit Link**' button (circled in red below) at the top of the Editor.



The *Insert/Edit Link* pop-up box will appear:



For websites and DMS documents type the full URL in the Link URL field (refer to Section 9.2.3 - Link to an individual DECD Webpage via Link Maintenance to obtain Gener8 webpage URLs). Remember to include <http://> before the address (e.g. <http://www.decd.sa.gov.au>) for all websites or DMS document links.

For email addresses type <mailto:> before the address (e.g. <mailto:joe.bloggs@sa.gov.au>).

Refer to the table below to determine which target to apply to the link.

| DESTINATION<br>(Link to...)  | LINK<br>FUNCTION | URL TYPE  | TARGET        |
|--|------------------|---|---------------|
| DMS document   | In-Text Link     | Document URL  | New Window    |
| Existing Non-DMS document (already uploaded via Link Maintenance)                                | In-Text Link     | Document URL (found by right clicking Link Maintenance link and copying shortcut) | New Window    |
| Gener8 page in the same content group  | In-Text Link     | Gener8 Alias  | All Frames    |
| Gener8 page in a different content group (keeping the current navigation)                        | In-Text Link     | System Address  | Content Frame |
| Gener8 page in a different content group (loading navigation from the destination content group) | In-Text Link     | Gener8 Alias  | All Frames    |
| DECD website   | In-Text Link     | Website URL   | All Frames    |
| Email Address  | In-Text Link     | mailto:email address  | Any target    |

Leave the *Title* and *Class* fields blank.

Click '**Insert**', then once you have made any other changes to the page or section, click '**Save**'.

## 10. CONTENT GROUPS OVERVIEW

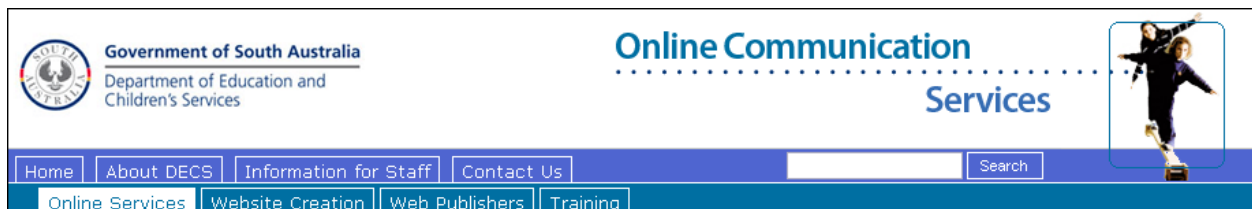
Content groups are the highest level of navigation that Website Administrators have control over. Each content group has its own unique navigation menu, giving you more freedom to break large volumes of information into easily recognisable groups. It's almost like having several websites in one!

Depending on the amount of content, not all websites require the use of content groups.

Content groups sit below your website's banner. When selected, each content group will display a new left-hand navigation menu.

Only Website Administrators are able to create, change or delete content groups, however everyone with publishing access to a website can create pages in all content groups.

Content groups are displayed in the second strip under the banner:



### 10.1 CREATE A NEW CONTENT GROUP

Log into your website and access the '**Publish**' menu (refer to Section 5 - Login & Access the Gener8 Publish menu).

Select '**Maintain Content Groups**' from the Gener8 menu (highlighted on the right).

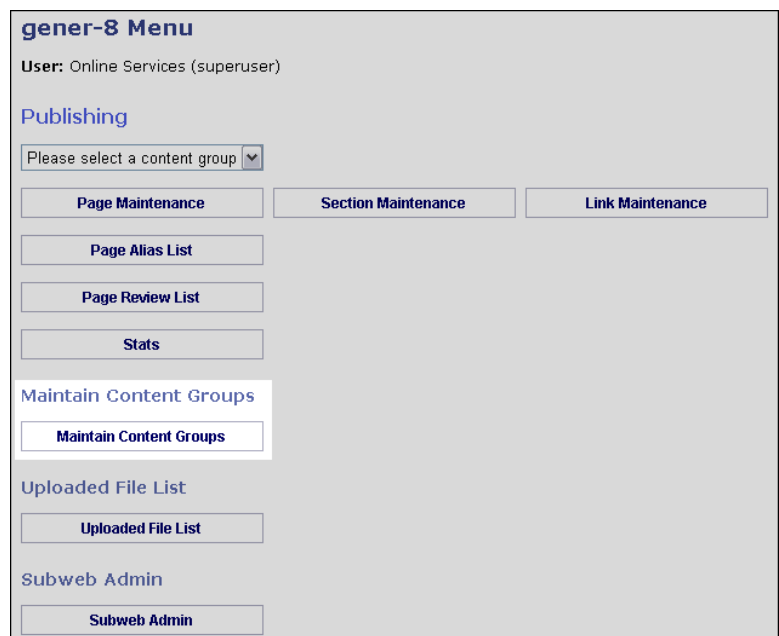
**Note:** Maintain Content Groups is only accessible to Website Administrators.

The *Maintain Content Groups* screen lists all content groups for your website.

Select '**Add New Group**' from the top or bottom of the page.

Select the type of content group you wish to create (see the following section) then click '**Continue**'.

Use the tables below to complete the fields.





## 10.1.1 OPTION 1: GROUP CONTENT TOGETHER

This allows you to make an empty content group, so that you can create a new left-hand navigation menu. This is the option that you are most likely to need. If you are unsure about which option to select, choose Option 1 or contact the Online Communication Services team.

| Field                     | Description  |
|---------------------------|--|
| <b>Group Name:</b>        | The name of the content group as it should appear in your banner. Keep it short so it doesn't claim all the available space across your banner! One or two words should suffice.                     |
| <b>Group Description:</b> | This field allows you to expand on what users can expect to find within a content group. Write a short sentence explaining the purpose of that content group.  |
| <b>Group Alias:</b>       | A nickname that is used in the URL as a shortcut to that content group. Type one word that describes the content of the group.   |
| <b>Sort Order:</b>        | The order that the content groups appear in the banner. It is recommended that you order the content groups in 10's or more (eg 10, 20, 30) to allow spaces in the numbering for any future changes. |
| <b>Hidden:</b>            | By checking this box, your content group name will not appear in your banner. It will remain 'hidden' from view, although you can still link to pages within that content group.                     |

## 10.1.2 OPTION 2: DISPLAY A CONTENT GROUP FROM ANOTHER WEBSITE

This option allows you to link directly to a content group on another DECD website. This can be particularly useful if their information is directly related to your work and to your customers because it means that you don't have to recreate existing information on your website.

| Field                                       | Description  |
|---|--|
| <b>Group Name:</b>                          | The name of the content group as it should appear in your banner. Keep it short so it doesn't claim all the available space across your banner! One or two words should suffice.                       |
| <b>Group Description:</b>                   | This field allows you to expand on what users can expect to find within a content group. Write a short sentence explaining the purpose of that content group.  |
| <b>Group Alias:</b>                         | A nickname that is used in the URL as a shortcut to that content group. Type one word that describes the content of the group.   |
| <b>Sort Order:</b>                          | The order that the content groups appear in the banner. It is recommended that you order the content groups in 10's or more (eg 10, 20, 30) to allow spaces in the numbering for any future changes.   |
| <b>Content Group the Item will link to:</b> | Use the drop-down list to find the website and content group you want to link to. The list is in alphabetical order and includes the name of the website, followed by the names of each content group. |
| <b>Hidden:</b>                              | By checking this box, your content group name will not appear in your banner. It will remain 'hidden' from view, although you can still link to pages within that content group.                       |

### 10.1.3 OPTION 3: GO TO ANOTHER SUBWEB

This option allows you to link directly to all of another DECD website rather than just a content group. When doing so however, you must also select the content group you want that website to open. However, it is preferable that you use the "Link to an internet resource" option below to link to DECD websites.

| Field                                       | Description  |
|---|--|
| <b>Group Name:</b>                          | The name of the content group as it should appear in your banner. Keep it short so it doesn't claim all the available space across your banner! One or two words should suffice.                       |
| <b>Group Description:</b>                   | This field allows you to expand on what users can expect to find within a content group. Write a short sentence explaining the purpose of that content group.  |
| <b>Group Alias:</b>                         | A nickname that is used in the URL as a shortcut to that content group. Type one word that describes the content of the group.   |
| <b>Sort Order:</b>                          | The order that the content groups appear in the banner. It is recommended that you order the content groups in 10's or more (eg 10, 20, 30) to allow spaces in the numbering for any future changes.   |
| <b>Content Group the Item will link to:</b> | Use the drop-down list to find the website and content group you want to link to. The list is in alphabetical order and includes the name of the website, followed by the names of each content group. |
| <b>Hidden:</b>                              | By checking this box, your content group name will not appear in your banner. It will remain 'hidden' from view, although you can still link to pages within that content group.                       |

### 10.1.4 OPTION 4: LINK TO AN INTERNET RESOURCE

This option allows you to link directly to any other website and is the preferred option for linking to DECD websites.

| Field                     | Description   |
|---------------------------|---|
| <b>Group Name:</b>        | The name of the content group as it should appear in your banner. Keep it short so it doesn't claim all the available space across your banner! One or two words should suffice.  |
| <b>Group Description:</b> | This field allows you to expand on what users can expect to find within a content group. Write a short sentence explaining the purpose of that content group.   |
| <b>Group Alias:</b>       | A nickname that is used in the URL as a shortcut to that content group. Type one word that describes the content of the group.  |
| <b>URL:</b>               | The web address for the website that you are linking to. The URL must begin with http:// or it will not work.   |
| <b>URL Target Window:</b> | Use the drop-down list to select how the new website opens. It is strongly recommended that you do not link to external (non-DECD) websites or documents from a content group, however all links to external websites must <b>open in a new window</b> . This is also true for any documents you may link to. |
| <b>Sort Order:</b>        | The order that the content groups appear in the banner. It is recommended that you order the content groups in 10's or more (eg 10, 20, 30) to allow spaces in the numbering for any future changes.  |
| <b>Hidden:</b>            | By checking this box, your content group name will not appear in your banner. It will remain 'hidden' from view, although you can still link to pages within that content group.  |

## 10.2 EDIT OR DELETE A CONTENT GROUP OR SET THE DEFAULT

Log into your website and access the '**Publish**' menu (refer to Section 5 - Login & Access the Gener8 Publish menu).

Select '**Maintain Content Groups**' from the Gener8 menu.

The *Maintain Content Groups* screen lists all content groups for your website.

| Status | Group Name            | Group Alias    | Sort Order | Hidden | Action  |
|--------|-----------------------|----------------|------------|--------|---|
|        | Online Services       | onlineservices | 10         | -      | <a href="#">Edit</a>   <a href="#">Delete</a>                               |
|        | Website Creation      | creatingweb    | 20         | -      | <a href="#">Edit</a>   <a href="#">Delete</a>   <a href="#">Set Default</a> |
|        | Web Publishers        | publishers     | 30         | -      | <a href="#">Edit</a>   <a href="#">Delete</a>   <a href="#">Set Default</a> |
|        | Training              | training       | 40         | -      | <a href="#">Edit</a>   <a href="#">Delete</a>   <a href="#">Set Default</a> |
|        | Home                  | portal         | 15000      | -      | <a href="#">Edit</a>   <a href="#">Delete</a>                               |
|        | About DECS            | about          | 15100      | -      | <a href="#">Edit</a>   <a href="#">Delete</a>                               |
|        | Information for Staff | staff          | 15200      | -      | <a href="#">Edit</a>   <a href="#">Delete</a>                               |
|        | Contact Us            | contactus      | 15300      | -      | <a href="#">Edit</a>   <a href="#">Delete</a>                               |

In the *Action* column (highlighted above) you can **Edit** or **Delete** existing content groups, or set the **Default** content group.

The bottom four content groups for any website that use the standard DECD banner template are the default DECD groups (highlighted below).

| Status | Group Name            | Group Alias    | Sort Order | Hidden | Action  |
|--------|-----------------------|----------------|------------|--------|---|
|        | Online Services       | onlineservices | 10         | -      | <a href="#">Edit</a>   <a href="#">Delete</a>                               |
|        | Website Creation      | creatingweb    | 20         | -      | <a href="#">Edit</a>   <a href="#">Delete</a>   <a href="#">Set Default</a> |
|        | Web Publishers        | publishers     | 30         | -      | <a href="#">Edit</a>   <a href="#">Delete</a>   <a href="#">Set Default</a> |
|        | Training              | training       | 40         | -      | <a href="#">Edit</a>   <a href="#">Delete</a>   <a href="#">Set Default</a> |
|        | Home                  | portal         | 15000      | -      | <a href="#">Edit</a>   <a href="#">Delete</a>                               |
|        | About DECS            | about          | 15100      | -      | <a href="#">Edit</a>   <a href="#">Delete</a>                               |
|        | Information for Staff | staff          | 15200      | -      | <a href="#">Edit</a>   <a href="#">Delete</a>                               |
|        | Contact Us            | contactus      | 15300      | -      | <a href="#">Edit</a>   <a href="#">Delete</a>                               |

These groups appear in the first blue bar under the banner and must **always** be visible.

Using any of the names of these content groups (especially *Home* or *Contact Us*) for your own content groups is not recommend as it can confuse your customers.

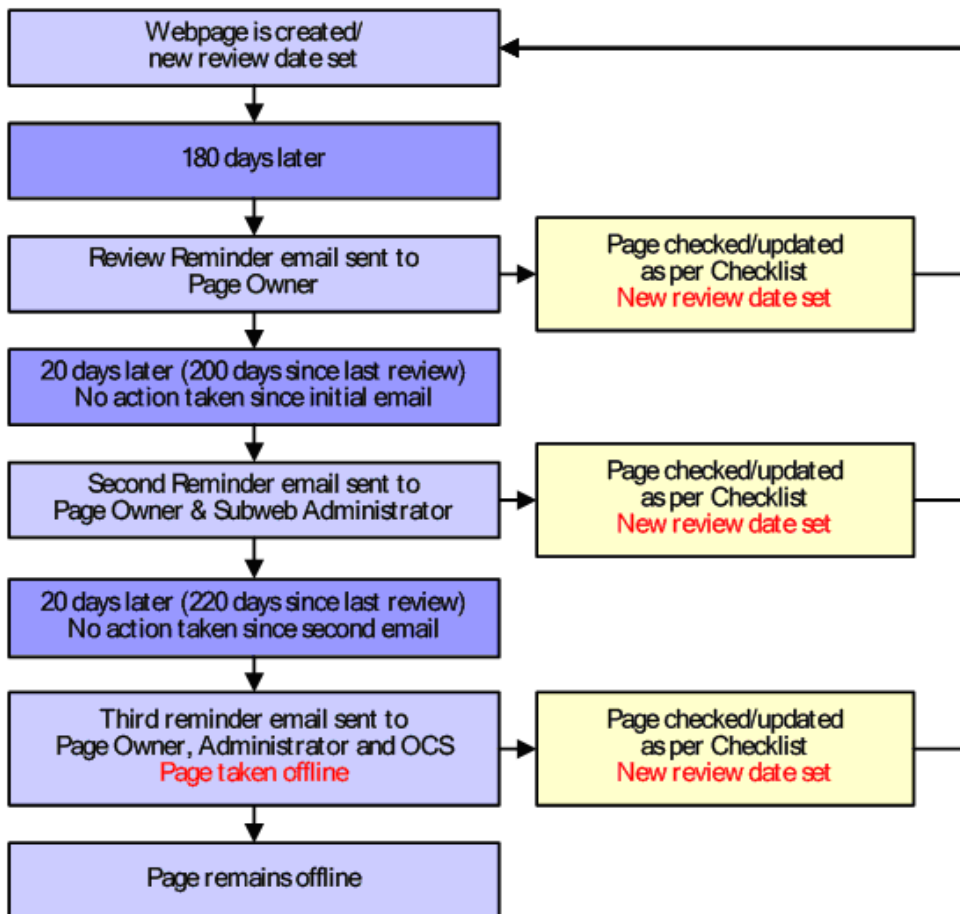
## II. REVIEWING WEBPAGES

All DECD websites must be reviewed for currency and accuracy at least once every 6 months in accordance with South Australian Government Website Standards.

Regardless of change/no change to content the review date must be updated to reflect that the document has been checked, and is considered current.

The 'Review Date Reminder' functionality within the Gener8 web publishing software provides an automated mechanism to prompt designated people to review web content.

If the page is not reviewed within the allotted time, the webpage will be taken off line and can not be viewed until a new review date is set. Visitors will receive a message stating "The page you are looking for has not been found. The page may be under review to be updated or may have been removed or deleted from the site."



**Note:** If the page is no longer required, delete the page when you receive the first review reminder email, ensuring that any links to that page are also updated/removed. The Gener8 Web Publishing System is not an archiving facility and all old content should be deleted.

All pages to be deleted should be printed and the hard copy filed before deletion to comply with Records Management protocols. Pages cannot be retrieved once deleted.

## 11.1 WHAT TO DO WHEN YOU RECEIVE A REMINDER EMAIL

The Page Owner must review the webpage to ensure that it meets the criteria set out in the *Online Content Management Checklist* available at the beginning of this manual.

The Page Owner may need to work with the person who wrote the content (the author) to ensure that information is current, relevant and appropriate. If various sections of the webpage have different authors then the Page Owner must check with all authors before a new review date is set.

**Note:** Once the webpage has been reviewed, and if necessary, edited and re-authorised, a new Review Date needs to be set.

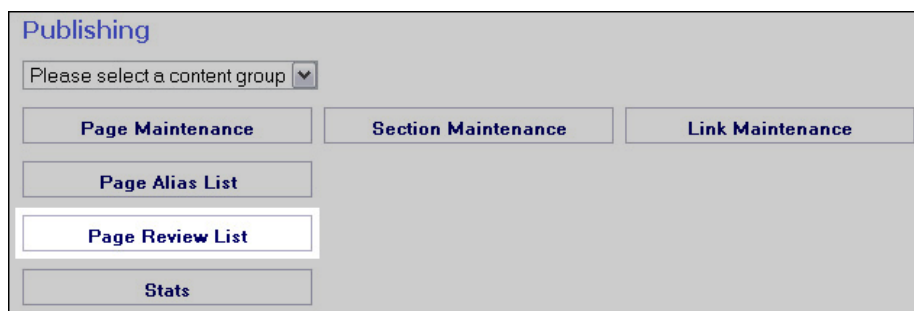
New review dates can be set from the *Page Review List* or *Page Maintenance* screens.

### 11.1.1 OPTION 1: SETTING NEW REVIEW DATES WITHIN PAGE REVIEW LIST

To edit an existing webpage or create a new page, log into your website and access the '**Publish**' menu (refer to Section 5 - Login & Access the Gener8 Publish menu).

If your website has content groups, select the content group from the drop-down list that contains the page that requires a new review date.

Click on '**Page Review List**' (highlighted below) from the Gener8 Menu.



The *Page Review Listing* screen will appear.

The *Last Review Date* column displays the number of days since the page was last reviewed. If the page requires review, the number of days will appear in red (as with the example highlighted below).

Once pages have been checked and updated if necessary, select the **tick box** in the Select column on the far right hand side (highlighted below) for each page requiring review.

| Status | Navigation Text         | Last Review Date          | Page Owner                      | Action               | Select                   |
|--------|-------------------------|---------------------------|---------------------------------|----------------------|--------------------------|
|        | Welcome                 | (67 days ago)             | <a href="#">Online Services</a> | <a href="#">Edit</a> | <input type="checkbox"/> |
|        | About Online Services   | (67 days ago)             | <a href="#">Online Services</a> | <a href="#">Edit</a> | <input type="checkbox"/> |
|        | Online Governance (OGC) | 11/12/2008 (181 days ago) | <a href="#">Online Services</a> | <a href="#">Edit</a> | <input type="checkbox"/> |
|        | Advanced Search         | (67 days ago)             | <a href="#">Online Services</a> | <a href="#">Edit</a> | <input type="checkbox"/> |
|        | Document Search         | (67 days ago)             | <a href="#">Online Services</a> | <a href="#">Edit</a> | <input type="checkbox"/> |

Click on '**Review Pages**' at the top of the page list.

**Note:** Once a new review date is set for a web-page the *Last Review Date* column will show (0 days ago) and the text returns to black.

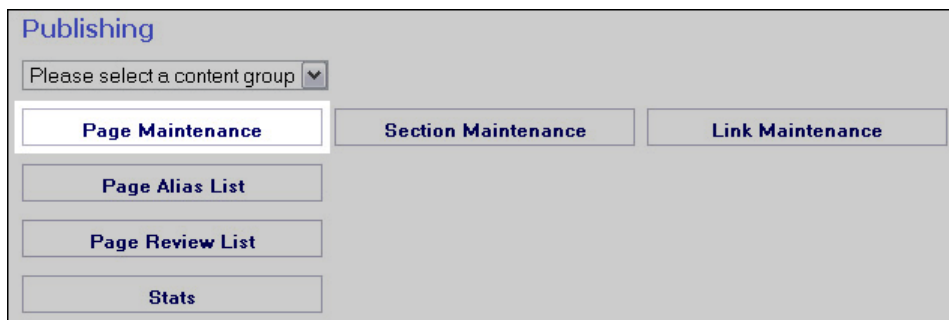
## 11.1.2 OPTION 2: SETTING REVIEW DATES WITHIN PAGE MAINTENANCE

**Note:** You will not be able to view the Last Review Date in the *Page Maintenance* screen but if you already know which pages require review (i.e. you have received an email notification or you have just updated the page) you can reset the review date from this screen.

Log into your website and access the '**Publish**' menu (refer to Section 5 - Login & Access the Gener8 Publish menu).

If your website has content groups, select the content group from the drop-down list that contains the page that requires a new review date.

Click on '**Page Maintenance**' button (highlighted below) from the Gener8 Menu.



Select the tick box in the Select column on the far right of the page (highlighted below) for each page you want to review and then click the '**Review Pages**' button at the top or bottom of the page.

| <a href="#">Authorise Pages</a> <a href="#">Review Pages</a> <a href="#">Delete Pages</a> <a href="#">Move Pages</a> <a href="#">Copy Pages</a> |                         |        |   |  |                          |
|---|-------------------------|--------|---|--|--------------------------|
| Status  | Navigation Text         | Order  | Status Bar Text   | Action   | Select                   |
|   | Welcome                 | 100    | Homepage for Online Services website                        | <a href="#">Edit</a>   <a href="#">Image</a>   <a href="#">Preview</a> | <input type="checkbox"/> |
|   | About Online Services   | 200    | About Online Communication Services                         | <a href="#">Edit</a>   <a href="#">Image</a>   <a href="#">Preview</a> | <input type="checkbox"/> |
|   | Online Governance (OGC) | 300    | Online Governance Committee                                 | <a href="#">Edit</a>   <a href="#">Image</a>   <a href="#">Preview</a> | <input type="checkbox"/> |
|   | Advanced Search         | 1000   | Search across the whole DECS website                        | <a href="#">Edit</a>   <a href="#">Preview</a>                         | <input type="checkbox"/> |
|   | Document Search         | 1100   | Search the Document Management System                       | <a href="#">Edit</a>   <a href="#">Preview</a>                         | <input type="checkbox"/> |
|   | Publish                 | 91000  | Publish   |  |                          |
|   | DMS Admin               | 92000  | Update and maintain files in the Document Management System |  |                          |
|   | Change Password         | 97000  | Change Password   |  |                          |
|   | Logoff                  | 999999 | Logoff  |  |                          |

## 12. ASSIGNING NEW WEB PUBLISHERS/ADMINISTRATORS

It is essential that every DECD website is assigned an appropriate Web Administrator and that every webpage is assigned to an appropriate Web Publisher/Page Owner to ensure that information is maintained effectively in accordance with SA Government standards.

The Administrator's role is to ensure that:

- Pages are assigned to appropriate page owners/web publishers
- The website content is appropriate, maintained and reviewed in accordance with SA Government Standards and the Online Content Management Checklist located at: <http://www.decd.sa.gov.au/onlineservices/pages/publishers/contentchecklist/>
- Review reminder emails are actioned by the appropriate web publishers and new review dates are set at least every six months.

The Secondary Contact is often the same as the Website Administrator, although it doesn't have to be. The Secondary Contact's role is to ensure that:

- Review reminder emails are actioned by the appropriate web publishers and new review dates are set at least every six months.

The Page Owner's role is to ensure that:

- Webpage content is maintained and reviewed in accordance with SA Government Standards and the Online Content Management Checklist available at: <http://www.decd.sa.gov.au/onlineservices/pages/publishers/contentchecklist/>
- Review reminder emails are actioned and new review dates are set for each page at least every six months.

Website Administrators and Page Owners are required to have undertaken the Gener8 web publishing and writing for the web training within the last 2 years. For information on Web Publisher training:

<http://www.decd.sa.gov.au/onlineservices/pages/Training/>

### 12.1 VIEWING CURRENT PAGE OWNERS AND SECONDARY CONTACT

Log into your website and access the '**Publish**' menu (refer to Section 5 - Login & Access the Gener8 Publish menu).

If your website has content groups, select the appropriate content group from the drop-down list.

Click on '**Page Review List**'.

At the top of the *Page Review Listing* screen is the **Content Group** information which includes the Secondary Contact. Below that you will see a list of all pages for that content group. The 'Page Owner' column displays the names of the corresponding page owners for each page. Make a note of the Page Owners that require updating.

If your website has content groups, **repeat the above process for all content groups.**

## 12.2 EDITING OR UPDATING PAGE OWNERS

Once you have identified which pages require updating you will need to edit them.

Log into your website and access the **'Publish'** menu (refer to Section 5 - Login & Access the Gener8 Publish menu).

If your website has content groups, select the content group from the drop-down list that contains the page you want to edit or update.

Click on **'Page Maintenance'**, then select **'Edit'** in the Action column for the pages requiring a new page owner.

The Page Owner field automatically updates to the name of the person logged in. If this is not the name of the correct Page Owner, select the appropriate name from the drop-down list.

**Note:** Only publishers who have access to your website will appear on the list.

Scroll to the bottom of the screen and select **'Next'**, then scroll to the bottom of the second screen and select **'Next'**, then select **'Finished'** at the bottom of the third screen.

**Repeat this process for all pages requiring a page owner update.** Select the check box in the far right column for the pages updated in this process.

Click on **'Authorise Pages'**.

## 12.3 VIEWING AND EDITING WEBSITE ADMINISTRATORS, SECONDARY CONTACT AND CONTENT ENQUIRIES

All DECD websites have a 'Content Enquires' email link displayed at the bottom of each webpage. This link contains the email address of the Website Administrator. Or it may contain a generic email address for your unit/office.

This link is the same across all pages of any given DECD website (i.e. you can not have different 'Content Enquiries' links for different pages of your website). Because of this it is a good idea to include unit/topic specific contact details on your site to provide your customers with more specific contact information.

Website Administrators can be determined by clicking on the 'Content Enquiries' link at the bottom of each webpage. If this link does not provide you with a name, email Online Communication Services requesting the name of the Administrator/s for that website.

In addition to the Administrator, there is the Secondary Contact email address. This appears on the Page Review List, and is the person that the second Page Review Reminder emails go to.

To update the Administrator/Content Enquiries or Secondary Contact email:

Log into your website and access the **'Publish'** menu (refer to Section 5 - Login & Access the Gener8 Publish menu).

If your website has content groups, select the appropriate content group from the drop-down list.

Click on **'Subweb Admin'**.



**Note:** This can only be done by Website Administrators. If your website does not have an appropriate Website Administrator please contact Online Communication Services.

Update the '**Owner Name**' and '**Owner Email**' fields with the correct Website Administrator or Content Enquiry details.

Scroll to the bottom of the screen and update the '**Secondary Contact Email**' if necessary then click '**Save**'.

**Note:** Website Administrators and Secondary Contacts are required to have undertaken the Gener-8 Web Publishing and Writing for the Web training.

## 13. PAGE STATISTICS

Page Statistics allow you to see which pages of your website are being accessed. It's a quick reference which can help you to plan for future updates by letting you see what information users are accessing the most on a month by month basis.

The function is limited as it does not record the dates that your pages were viewed, it just collects them as a month long count.

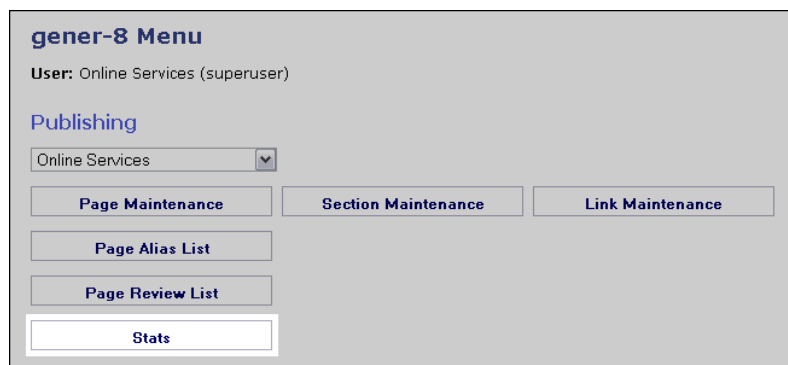
**Note:** Only Website Administrators have access to view Page Statistics.

### 13.1 VIEWING PAGE STATISTICS

Log into your website and access the '**Publish**' menu (refer to Section 5 - Login & Access the Gener8 Publish menu).

If your website has content groups, select the content group from the drop-down list.

Select the relevant content group (if applicable) then click on the '**Stats**' button (highlighted below).



The *Page Statistics* screen will appear:

| Page Statistics                                 |                         |           |                      |
|---|-------------------------|-----------|----------------------|
| <a href="#">Back</a>                            |                         |           |                      |
| Statistics Last updated: 27/09/2009 11:00:13 PM |                         |           |                      |
| < Sep 2009 >                                    |                         |           |                      |
| Status  | Navigation Text         | Hit Count | Action               |
|   | Welcome                 | 297       | <a href="#">Edit</a> |
|   | About Online Services   | 46        | <a href="#">Edit</a> |
|   | Online Governance (OGC) | 27        | <a href="#">Edit</a> |
| <a href="#">Back</a>                            |                         |           |                      |

The *Hit Count* column displays the number of visits for each page during the current month.

To see the hits for previous months, click the arrow to the left of the month under '**Statistics Last updated**'.

## 14. TROUBLESHOOTING GENER8 WEBPAGES

There are six major reasons why a Gener8 webpage may not display. These are outlined below, along with explanations of how to fix these problems.

You will need login to your website in order to resolve any problems with your website. Once you are logged in, you will be able to check why the webpage has "gone missing", or will not load.

### 14.1 IS THE WEBPAGE AUTHORISED?

| CHECK  | SOLUTION  |
|--|---|
| <p>A webpage may not appear if it has not been Authorised.</p> <p>Check the <b>Page Maintenance</b> screen to see if the webpage has been Authorised.</p> <p>An unauthorised webpage has a "floppy disc icon" in the status column. Hovering your mouse over this icon will display 'Unauthorised Item'.</p> | <p><b>Authorise</b> the webpage on the <b>Page Maintenance</b> screen (refer to Section 7 - Authorising pages).</p> |

### 14.2 HAS YOUR WEBPAGE BEEN REVIEWED?

| CHECK   | SOLUTION  |
|---|---|
| <p>A webpage may not appear if it has not been reviewed recently.</p> <p>Check the <b>Page Review List</b>, if the webpage has a <b>Last Review Date</b> of more than <b>220 days</b> it is offline. Look for webpages with <b>red</b> dates.</p> | <p><b>Review</b> the webpage on the <b>Page Review List</b> (refer to Section 11 - Reviewing webpages).</p> |

### 14.3 IS YOUR WEBPAGE HIDDEN?

| CHECK  | SOLUTION  |
|--|---|
| <p>A webpage may not appear if it is "hidden".</p> <p>Check the <b>Page Maintenance</b> screen, if the webpage has an icon that looks like a post-it note with an X in it, the web-page is hidden.</p> <p>Hovering your mouse over this icon will display 'Page is not displayed on the navigation bar'.</p> | <p>On the <b>Advanced Page Options</b> screen (the second screen) within the <b>Edit</b> function there is an option "Display in menu".</p> <p>Select "Yes" to make the page appear in the left-hand navigation list.</p> <p>Checking "No" will cause the webpage to be hidden and not appear in the navigation list.</p> <p>(Refer to Section 6 - Creating new pages and edition existing pages)</p> |

## 14.4 HAS THE PAGE EXPIRED?

| CHECK  | SOLUTION   |
|--|--|
| <p>Webpages can be assigned Publish and Expiry dates that control when the webpage is online or offline.</p> <p>If the <b>Expiry Date</b> has passed, the webpage is now offline. If the <b>Publish Date</b> is after the current date then the webpage will be offline.</p> | <p>On the <b>Advanced Page Options</b> screen (the second screen) within the <b>Edit</b> function, edit the <b>Expiry</b> or <b>Publish</b> dates as necessary (refer to Section 6 - Creating new pages and edition existing pages).</p> |

## 14.5 HAS THE “ACCESS TO BROWSE” OPTION CHANGED?

| CHECK   | SOLUTION   |
|---|--|
| <p>Webpages can be assigned to only allow certain users or groups of user to view them.</p> <p>If any option other than “Every One” is selected on the <b>Authorised to Browse</b> drop-down list, the webpage will only be visible to the specified users.</p> | <p>On the <b>Advanced Page Options</b> screen (the second screen) within the <b>Edit</b> function, make sure that the <b>Authorised to Browse</b> drop-down list says <b>Every One</b> (refer to Section 6 - Creating new pages and edition existing pages).</p> |

## 14.6 IS THE PAGE A “CHILD ITEM”?

| CHECK   | SOLUTION   |
|---|--|
| <p>Child items are not visible if the associated Parent Item is offline.</p> <p>If the Parent Item is unreviewed, unauthorised, hidden, expired or had its permissions changed, then it and any of its associated Child items will not appear in the left-hand navigation frame.</p> <p>Check the <b>Page Maintenance</b> screen to see if the webpage has been is a Child item, and if so, check the associated Parent item.</p> | <p>Refer to the above list for details on how to make sure the Parent Item is showing.</p> |

## 15. GLOSSARY OF TERMS

| TERM                            | DEFINITION   |
|---------------------------------|--|
| Applications                    | Software programs  |
| Authorise                       | The action of making the webpage appear online.  |
| Content Management System (CMS) | An application that allows text, images and documents to be displayed on the internet and accessed by web users.                                       |
| DECD Portal                     | The Department for Education and Child Development website: <a href="http://www.decd.sa.gov.au">www.decd.sa.gov.au</a>                                 |
| DMS                             | Document Management System   |
| Document                        | Generally a PDF or Word Document   |
| Field                           | A place where you can store/enter data. The field may contain data to be entered as well as data to be displayed.                                      |
| Gener8                          | Software used to publish information to DECD websites  |
| Hard Drive                      | Often this is your C drive. A hard disk drive for storage of computer files.   |
| Hyperlink                       | An electronic link providing direct access from one webpage or document to another.  |
| Internet Server                 | A computer that holds information like webpages and documents that is accessible through the internet.   |
| Link                            | An electronic hyperlink providing direct access from one webpage or document to another.   |
| Microsoft Office Programs       | Standard applications installed on your computer (e.g. Word, Excel, Access, PowerPoint, Outlook, Publisher, Project). Also referred to as MS Office.   |
| Navigation Menu                 | The list of menu items (pages) appearing on the left-hand side of DECD websites.   |
| Network/Shared Drive            | A network that provides a location for the shared storage of computer files.   |
| PDF                             | Portable Document Format (PDF) is a file format created by Adobe Systems used to reduce the file size and increase security of the document.           |
| Taskbar                         | The area in Windows Operating Systems displaying open applications.  |
| Toolbar                         | Generally located at the top of your screen within programs, provides icons and menu items to perform specific functions such as save, open, copy etc. |
| Upload                          | To digitally move a copy of a document from a Desktop Computer or Network to an internet server.   |
| URL                             | Uniform Resource Locator (URL) is an address that connects to a webpage or online document.  |

**ATTENTION:**

DECD GENER8 WEB PUBLISHERS

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