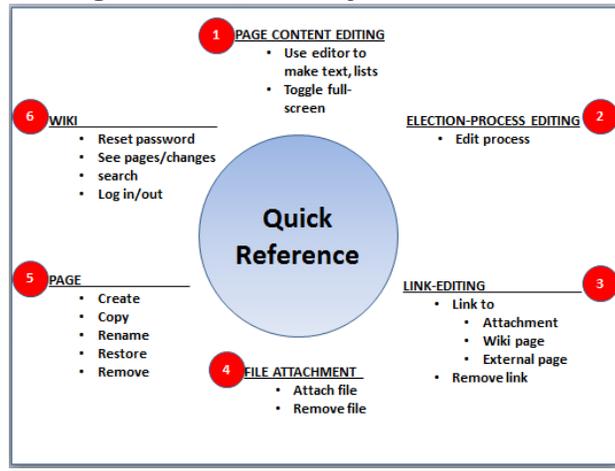


Voting TWiki Quick Reference Sheet



1. PAGE CONTENT EDITING OPERATIONS

To Edit a Given Page

- Navigate to a given page.
- Click "Edit" button (at top or bottom of page)
- Use editor to change or format text, add/remove links, tables, or lists, just as with MS-Word.
 - Locate or enter desired text at desired location in the page.
 - Highlight that text.
 - In the **Editor Controls** (at top of page),
 - To make the text a **Section Header**, from the "Format" drop-down-list select **Heading1**. Likewise, for **Sub-Section-Headers**, select **Heading2**, **Heading3**, etc.
 - To make the text **bold**, select the **Bold** button.
 - To make the text **italic**, select **Italic** button.

- To create a **numbered list**, select the **Numbered List** button.
- To create a **bulleted list**, select the **Bulleted List** button.
- ...etc... (see editor graphic for more editor buttons/operations)

- Click "Save" button to save the page.
- The modified page now exists.

#	Operation	Shortcut	#	Operation	Shortcut
1	Edit text styles		19	Insert/edit table	
2	Bold	CTRL-B	20	Table row properties	
3	Italic	CTRL-I	21	Table cell properties	
4	Typewriter text		22	Insert row before	
5	Font color		23	Insert row after	
6	Remove formatting		24	Delete row	
7	Insert/remove bulleted list		25	Insert column before	
8	Insert/remove numbered list		26	Insert column after	
9	Decrease indent		27	Delete column	
10	Increase indent		28	Split merged table cells	
11	Block quote		29	Merge table cells	
12	Insert/edit link		30	Manage attachments	
13	Remove link (unlink)		31	Insert an image	
14	Insert/edit anchor		32	Insert special character	
15	Undo	CTRL-Z	33	Insert horizontal line	
16	Redo	CTRL-Y	34	Restore auto-saved content	
17	Find	CTRL-F	35	Toggle full-screen mode	
18	Find/replace		36	Edit HTML source	
			37	Edit Twiki Markup source	

To Toggle the Editor To/From Full-Screen Mode

- Ensure have entered editing mode for a given page – i.e.,

- Navigate to a given page.
- Click "Edit" button (at top or bottom of page)

- Click the **Toggle Full-Screen** button (square icon on the lower right of the **Editor Controls** at the top of the page)
- If originally **NOT** in full-screen mode, the editor is now in full-screen mode (and vice versa).
- NOTE:** If in full-screen mode, one must first get out of full-screen mode before saving can take place.

2. ELECTION-PROCESS EDITING OPERATIONS

To Edit an Election Process

- Navigate to a given **Election Process Working Group Page** (such as *PreElection*)
- Click "Edit" button (at top or bottom of page)
- Use editor to add, change, or remove election process steps, sub-steps, related links, etc., just as in **To Edit a Given Page**.
- Click "Save" button to save the page.
- The modified election process now exists.

3. LINK EDITING OPERATIONS

To Link to a Given Page in the Site

- Navigate to given page.
- Click "Edit" button (at top or bottom of page)
- Locate or enter desired text for link at desired location in the page.
- Highlight that text.
- In the **Editor Controls** (at top of page), select **Insert Link** button.
- An **Insert Link** dialog box is displayed.
- In the first text field, type the *PageName* of the desired page to link to in the website.

- Click the *Insert* button.
- Click “Save” button to save the page. 
- The modified page now exists with the newly created link. Test the link to ensure it works as intended.*

To Link to an Attached File

- Navigate to given page.
- Click “Edit” button  (at top or bottom of page)
- Locate or enter desired text for link at desired location in the page.
- Highlight that text.*
- In the **Editor Controls** (at top of page), select *Insert Link* button. 
- An Insert Link dialog box is displayed.*
- In the first text field, type: **%PUBURL%/Voting/PageName/FileName** of the desired page to link to in the website, such as: **%PUBURL%/Voting/Election/filename.pdf**
- Click the *Insert* button. 
- Click “Save” button to save the page. 
- The modified page now exists with the newly created link. Test the link to ensure it works as intended.*

To Link to an External Website Page

- Navigate to given page.
- Click “Edit” button  (at top or bottom of page)
- Locate or enter desired text for link at desired location in the page.
- Highlight that text.*
- In the **Editor Controls** (at top of page), select *Insert Link* button. 
- An Insert Link dialog box is displayed.*

- In the first text field, type the external website’s address, such as: <http://www.google.com>
- Click the *Insert* button. 
- Click “Save” button to save the page. 
- The modified page now exists with the newly created link. Test the link to ensure it works as intended.*

To Remove a Link from a Given Page

- Navigate to given page.
- Click “Edit” button  (at top or bottom of page)
- Locate desired link text in the page.
- Highlight that text.*
- In the **Editor Controls** (at top of page), select the *Remove Link (Unlink)* button. 
- The link is removed and the text returns to a normal (unlinked) appearance.*
- Click “Save” button to save the page. 
- The modified page now exists with the removed link.*

4 FILE ATTACHMENT OPERATIONS

To Attach a File to a Given Page

- Navigate to given page.
- Click “Attach” button  (at top or bottom of page)
- In file system browser, drag and drop file onto page. 
- Enter descriptive file name in “Comments” text field.
- Click “Upload file” button. 
- The original page now has an additional file attached (and listed in the full list of file attachments at the bottom of the page).*

To Remove a File from a Given Page

- Navigate to given page.
- Go to “Attachments” table at bottom of page.
- Locate the given file in the “Attachments” table.
- Click “manage” link in that file’s row. 
- Click “Delete” link on right-hand-side of screen next to file name. 
- Click “Delete” button. 
- The original page now has the given file removed (and NO LONGER listed in the full list of file attachments at the bottom of the page).*

5 PAGE (TOPIC)-LEVEL OPERATIONS

To Add (Create) a New Page/Topic

- Go to **Control Panel** at left of page.
- Click “Create New Topic” 
- Enter topic name in text field.
- Select template (“GenericTopicTemplate”)
- Click “Create this topic” button 
- You are placed into an editor to edit the new page’s content.*
- Edit the page.
- Click “Save” button to save the page. 
- The new page now exists.*

To Remove a Given Page

- Navigate to given page.
- Go to **Control Bar** at bottom of page.
- Click the last, right-most link (“More topic options”) 
- Click “Delete topic”. 
- Click “Delete” button. 
- The given page is now deleted.*

To Rename a Given Page

1. *Navigate to given page.*
2. Go to **Control Bar** at bottom of page.
3. Click the last, right-most link (“More topic options”) 
4. Click “Rename/move topic”. 
5. Enter topic’s new name in text field.
6. Check that all pages with links to this page are updated with new name
7. Click “Rename/Move” button. 
8. *The given page is now renamed and related links are updated.*

To Copy a Given Page

1. *Navigate to given page.*
2. Go to **Control Bar** at bottom of page.
3. Click the last, right-most link (“More topic options”) 
4. Click “Copy this topic”. 
5. Enter topic’s new name in text field.
6. Click “Copy” button. 
7. *The original page has now been copied to a new page name.*

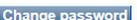
To Restore a Given Page to a Given Revision

1. *Navigate to given page.*
2. Go to **Control Bar** at bottom of page.
3. Click the last, right-most link (“More topic options”) 
4. Under “Restore topic”, enter the *revision number* to which to restore.
5. Click “Restore” button. 
6. Click “Save” button. 
7. *The original page has now been restored to the content available at a particular page revision.*

6

WIKI-LEVEL OPERATIONS

To Reset Your Password

1. *Navigate to:*
<http://collaborate.nist.gov/voting/bin/view/TWiki/ChangePassword>
2. Enter *Username* in 1st text field.
3. Enter *Current Password* in 2nd text field.
4. Click “Logon” button. 
5. *A change password screen is displayed.*
6. Enter *Username* in 1st text field.
7. Enter *Current Password* in 2nd text field.
8. Enter *New Password* in 3rd text field.
9. Enter *New Password*, again, in 4th text field (to confirm it).
10. Click “Change password” button. 
11. *Your password has now been changed to New Password.*

To See List of All Pages (Topics) on the Site

1. *Navigate to given page.*
2. Go to **Control Panel** at left of page.
3. Click “Index”. 
4. *A listing of all site pages (topics) is given, sorted alphabetically by page name.*

To See List of All Changes on the Site

1. *Navigate to given page.*
2. Go to **Control Panel** at left of page.
3. Click “Changes”. 
4. *A listing of all changes to site pages (topics) is given also indicating for each one the user who changed it and the date on which it was most recently changed.*

To Search for String on the Site Pages

1. *Navigate to given page.*
2. Go to **Control Panel** at left of page.
3. Click “Search”. 
4. Enter *search string* in text field.
5. Click “Search”. 

6. *A listing of all pages containing that search string is returned.*

To Reach the Home Page of the Site

1. *Navigate to given page.*
2. Go to **Control Panel** at left of page.
3. Click “Voting Web”. 
4. *The site home page is displayed.*

To Log In To the Site

1. *Navigate to given page.*
2. Go to **Control Panel** at left of page.
3. Click “Log In”. 
4. *A screen to enter username and password is displayed.*
5. Enter *Username*.
6. Enter *Password*.
7. Click “Logon”. 
8. *You will be logged in to the site.*

To Log Out of the Site

1. *Navigate to given page.*
2. Go to **Control Panel** at left of page.
3. Click “Log Out”. 
4. *You will be logged out of the site.*
5. **NOTE:** *If you wish to make changes to any site page at this point, you must first log in to the site before making those changes.*