


SC Website 101 – a quick guide to navigating this site

We appreciate that you may be new to website exploration and so, to help you find what you want and enjoy your time here, we include this overview of how the site works and a quick guide to the various symbols and shortcuts we've used. Most importantly – don't be scared to try using the site; nothing you do will 'break' or damage it. You might end up on a page you weren't intending to go, but the tips below should get you back on track – and you might discover something interesting along the way!


Key navigation tools (the ways in which you move around the site):

- Section 'buttons' (Businesses, Noticeboard, etc.) – These are always located at the top of each page, so you can easily get to a different area of the site, from whatever page you're on. Some of these buttons, such as 'Community Groups', when you pass the cursor over them, show a dropdown menu of sub-sections. Simply move your cursor down the list and click on the one you want to see, and you will be taken to the main page of that sub-section.
- Breadcrumbs – One of these is always located beneath the green banner on each page, and indicates the trail of pages/sections coming before the one you're on. Simply click on the page in this list that you want to go back to, and that's where you'll go.
- Quick links – Some pages contain quick links in the right sidebar (a sidebar is just a term that signifies an area to the left or right of the main content area of a page). These are shortcuts to a document, image, article or external website, as described by the graphic or text of the quick link. Simply click on the link and it opens up for you in another window; when you've finished accessing the linked information, simply close the window and you'll still find yourself on the page of this site that you were on before you clicked on the link.
- The 'back' button at the very top left-hand corner of your browser page (next to the box where you will have typed in 'www.steelscreek.vic.au' to get to this site) – When all else fails, you can click on this button as many times as you need to go back, page by page, to the main section page that you started on or, with one final click, to the homepage.
- '... read more' – This device is used to save space on the page; clicking on it reveals more information below the 'read more' point.
- Black text – This indicates a link, and is another way in which you are drawn to exploring key information. When your cursor hovers over the word, the hand symbol appears and the word turns blue – this indicates that the word is a link to some other piece of information; clicking on it takes you to that information.

Key symbols used:

 The 'hand' symbol turns on when your cursor hovers (passes) over a piece of text or image that has been created as a link (to another website, a document, another area of this site). Clicking your mouse when a hand symbol is showing, activates the link.

+ A plus sign next to some text or heading indicates that related information is hidden, to save space on the page and to make finding key information simpler. Clicking on the plus sign reveals this information. You'll notice, when you do this, that the plus turns into a minus sign. Clicking on the minus sign when you've finished reading that bit of information, hides the information again. That is why this +/- device is called a 'toggle'.

 Quick search – Clicking on the symbol opens up a box in which you simply type a key word that describes what you're looking for, then press Enter. The search results are then displayed in the page below.