

Getting started with Veolay

Logging into the Editor

To access Veolay you will need to login by visiting **www.yourdomain.com.au/editor**
Make sure you replace “*yourdomain.com.au*” with your actual domain name.

From here you will be asked for a Username and Password. This will have been provided to you when the editor was activated on your site.

TIP: domain names should be typed into the address bar of your web browser, NOT the Google search bar.

NOTICE: If you have not requested for the editor to be activated on your site, will need to contact us by sending an email to it@bakasit.com.au, with your **Company Name, Domain Name and a **request to have the editor activated**.**

Start Editing

To begin editing your website you will need to click “**Edit Content**.” This will load your website in a new tab, and it will appear very similar to normal, with one difference. You will see a small icon in the top right of any areas of your site that is editable. These areas are called editable regions.

When you click on the icon, a “**Content Editor**” will pop-up and you will see the content of that editable region, available for you to make changes to. You will also see a toolbar at the top – similar to Microsoft Word – that will help you make various changes to the content of your site.

Once you have finished making changes to the content, click “**SAVE**” in the bottom right of the pop-up. If you do not wish to save your changes, you can always click “**cancel**” in the top right of the pop-up., or press “**ESC**” on your keyboard.

TIP: If you are unsure what any of the toolbar icons do, hover your mouse pointer over the icon, and a tool tip will let you know.