Objectives

After the Training participants will be able to...

1. Navigate/find their content
2. Edit/publish their content properly
3. Organize content within the components to display within widgets on the proper pages

Agenda

Basic Training (All Users and Editors)

* Intro and overview of Homepage
* Dashboard and administration interface overview
* Support Menu and Help buttons
* Intro and overview of Homepage

Site Content tab

* + Pages
    - How to find pages in the back end of the CMS
    - Navigate/find their content
  + Adding, editing and deleting
    - Edit/publish their content properly
  + Saving, Archiving and Publishing
* Image Library-How to Upload
* Document Central-How to Upload
* Calendar-Overview of the component, how to Create an Event
* News-Overview of the component, how to Create a News Story
* Review of Concepts / Discussion
* Widgets
  + Organize content within the components to display within widgets on the proper pages

During this training the Trainer will also cover elements of:

1. Numbered Lists
2. Bulleted Information
3. Heading Styles