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

Super User Training (All Users and Editors)

* Page Templates (creating new templates)
* Widgets Library (use and description)
* Add Videos
* 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

During this training the Trainer will also cover elements of:

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