



The Government Website Experts

City of Milford, OH

June 1<sup>st</sup> and June 8<sup>th</sup> 10:00 AM EST

**Part 1 - The Basics (90 minutes)**

*Following Options Available to All Users*

Login / Adding Content & Links (Edit Center Data)

- Link to another webpage ... on your site
- and one off your site
- Link to a Document
- Link to New Page for Additional Information (Read More - fullwidth)
- Link to Email/ Phone Number

Save / Save as Draft / Cancel / History

**Adding Images:** ADA Compliance

Left Navigations: Creating Pages/ Modules/ Templates

- FAQ: Default navigation
- Photo Gallery
- Staff Directory, Bid Posting, Document Center

Creating Calendar Event

Help Page / Revize Support / Admin Panel / Publishing & File Manager

**Admin options;** Creating Accounts (assigning users, roles & permissions)

Editing the Top Navigations

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**Part 2 - Advanced Features and Q&A (90+ minutes)**

Q&A: Have you been editing the site? Any concerns? Questions?

*Following Options Available to All Users*

Link to an Anchor

Adding YouTube Video

Editing the Banner Image

Editing Modules /Pages: Photo Gallery, freeform, fullwidth

**Admin options**

Editing Home Page, enotify

Using the Back End/Admin Page (hidden pages)

**Note:** Some options are not enabled until the site is LIVE such as "Facebook Integration", "enotify", "save-as-draft", "Search"