revize.
The Government Website Experts

Keysville, VA
Content Editor's Training

Part 1 - The Basic Features

Following Options Available to All Users

Login – at the bottom of any page
Overview of Homepage: The Policy Statements / Editing Toolbar

Admin Tools - Publishing feature & File Manager
Rich Text Editor - Adding Content

Adding Links with Link Manager:
- Link to a page NOT on your site -
- Link to a page ON your site -
- Link to a Document -
- Link to Email (Prefix mailto:) -
- Phone Number (Prefix tel:) -

BTN
Revize Help Center
Embedding a Video
Adding Images: ADA Compliance & ADA Checker

Publish / Save as Draft
Navigations: Creating New Pages/Links
Admin options:
Creating Accounts (assigning users, roles & permissions) Releasing the Website

Part 2 - Advanced Features and Q&A

Following Options Available to All Users

Editing Calendar and News
Modules
- With builder, you can place one below the Text Editor on an inner page.
- Accordion / Photo Gallery / Document Center…

Slider image
Side Navigation Builder

Admin Items:
Back End/Dashboard: Friendly Links, Hidden pages
Editing Home Page/Top navigation

Note: Some options are not enabled until the site is LIVE such as *"Facebook Integration", "E-Notify", and "Search"*