Northern Bristol Public Health Alliance, MA
Content Editor's Training

Part 1 - The Basics (90 minutes)

Following Options Available to All Users

Part I:
Login / Adding Content & Links (Edit Center Data)

Revize Help Center / Admin Tools / Publishing feature & File Manager

- Link to a page off your site - external link
- Link to a page on your site - internal link
- Link to a Document
- Link to Email (Prefix mailto:)
- Phone Number (Prefix tel:)
- Link to an Anchor

- Adding YouTube Video
- **Adding Images:** ADA Compliance

    ADA Checker
Save / Save as Draft / Cancel / History

Left Navigations: Creating Pages/Freeform Fullwidth/New Navigation

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

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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

Modules/ Templates (based on Sales Agreement)

Editing the Banner Image

Editing Home Page/Top navigations

Creating a Calendar event/News Items

Using the Back End/Admin Page (hidden pages)

E-notify

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