

## Quick Website Training

### Log in/Out

- your\_site\_address\_here user
- Log in/Log out icon at the footer of your site
  - Log in button at bottom in footer
  - Log out button in same place after logging in

also can use .



### Admin menu bar overview

#### • Content

These are your options on the content page

- My Content – What you have created/edited
- Create Content – When you want to make a new piece of content
- File Manger – To upload a new document to the website or to see all previously uploaded
- Media – All the media files in your site
- My Drafts – Unpublished contents that are in Draft mode
- Needs Review – Useful for student employees

admin menu .

Both the 'My Drafts' and 'Needs Review' moderation states allow you to create and edit a piece of content without it being visible to someone viewing your website.

#### • Navigation

Manages hierarchy of menu and ordering contents

The "+ Add link" link will let you add a link to the menu hierarchy

#### • Apps

- Site Information (Site name, Footer info, Social Media Links)
- Appearance (Title bar color and Menu style)
- Courses
- Categories
- By Content type
  - Page
  - News
  - Events
  - People
  - Blog
- Tweets

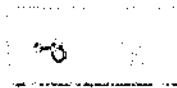
enable / disable .

keep max menu items at 8

Apps & appearance

Fb Twitter

## Hyperlinks (“Linkit” button)



Clicking on the Linkit button with a piece of text highlighted will allow you to create a link. If you already have a link, then highlighting it and clicking the Unlink button will allow you to remove the link.

- Search content (Internal Link) – Keyword search to choose an existing page within the site
- Open file browser (attach a file; .doc, .xls, .pdf...) – Open file browser button > Upload a file/choose an existing file > Insert file
- Target path (External Link) – Enter the URL (make sure to add http:// or https:// in URL)

## Other Content Types/Settings

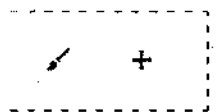
- Adding Events
- Adding News
- Adding Categories
- Adding People
- Adding Landing Page

## Landing page

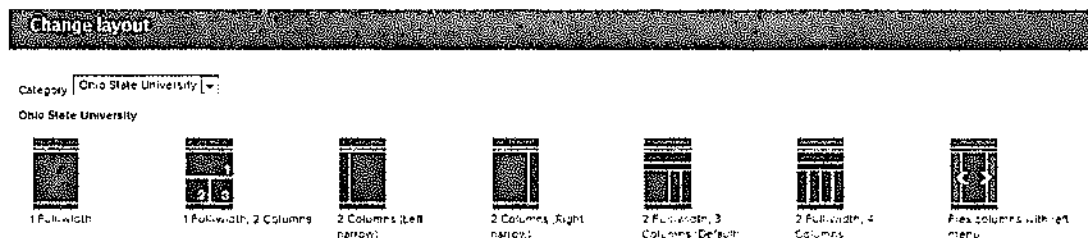
- Region based page, add available widget/widgets to a region
  - Do this by clicking on the ‘Customize this page’ button at the bottom of the page



- The ‘plus button’ will allow you to put a widget in that content frame.
- Available widget list will show with a pop-up window.
- The ‘paint-brush button’ will allow you to edit the background color of title bar, content.



- Click “Change Layout” to explore available templates



\*Only supports Ohio State University templates