Quick Website Training

Log in/Out
• your_site_address_here
• 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

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 Manager – 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  ➢ My Drafts – Unpublished contents that are in Draft mode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

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
  ➢ Apps & Appearance
  enable / disable
  keep max menu items at 8
  Apps & appearance
  Facebook
  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 'painbrush 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*