



The Government Website Experts

## *Bee Cave, TX* *Content Editor's Training*

### Part 1 - The Basics

#### *Following Options Available to All Users*

Login / Rich Text Editor - Adding Content & Links

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

#### 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
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- Embedding a Video
  - **Adding Images:** ADA Compliance

ADA Checker

Publish / Save as Draft / History

Navigations: Creating New Pages/Links

#### **Admin options:**

Creating Accounts (assigning users, roles & permissions)

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### Part 2 - Advanced Features

#### *Following Options Available to All Users*

Page Builder

Modules/ Templates (based on Sales Agreement)

#### **Admin options:**

Editing Home Page/Top navigation/Calendar/News

Using the Back End/Admin Page (hidden pages)

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