



The Government Website Experts

# Bay County, MI 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

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

ADA Checker

Publish / Save as Draft / History

### **Admin options:**

Creating Accounts (assigning users, roles & permissions)

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## Part 2 - Advanced Features

### *Following Options Available to All Users*

Navigations: Creating new Pages/Links

Page Builder

Modules/ Templates (based on Sales Agreement)

### **Admin options:**

Editing Home Page/Top navigations/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”*