

CMS Training Session

1. Basic overview of the CMS, its parts and various functions.
2. Editing using WYSIWYG:
 - Adding and changing page content including tables and formatting (and how to avoid problems)
 - Uploading images and documents to the web server – size matters
 - Working with images and documents
 - Linking to internal CMS pages
 - Linking to External websites
 - Linking to documents.
3. Editing additional page options including Page title, Page heading and Meta Data
4. Overview of HPAD produced templates – how edited content is displayed
5. Adding new pages – selecting a template and inserting a link on to an existing page.
6. Understanding CMS Statistics