

# Sample Training Outline

## Hands-on Activities

- Use DirectEdit link to log into page
  - Log in as a level 6 user with an approver enforced
- Quick tour of the interface
  - Global Navigation Bar + Breadcrumb
  - Page Actions Toolbar
  - Quick Search
- Enter a page's editable region
- Discuss basic WYSIWYG functions
  - Basic text formatting
  - Headings
  - Spellcheck
  - Adding links to demonstrate Dependency Manager
    - Interior link
    - External Link
    - Link to sample document/file
  - Adding images – dependency manager again!
  - Snippets
    - Show off some of the pre-made snippets
  - Assets
    - Demonstrate adding an asset to a page
  - Demo keyboard shortcuts
- Save and exit the region
- Page Properties tab
  - Discuss Page Parameters
  - Reminders
- Versions
  - Create a backup
  - Compare versions
  - Revert
- Page check
- Send the page for approval
- Discuss some useful gadgets
  - Checked-Out Content
  - Snippets/Images
  - Others

---BREAK TIME---

- Quick Recap of the first part of training
- Check in for Q&A
- Log in as the approver for my level 6 user
- End up on the dashboard
  - Show dashboard gadgets
  - Show Workflow screen
- Navigate to page sent for approval
  - Publish and approve page
  - Mention declining a page, scheduling publishes
- Creating new pages
  - Create a page using standard “interior page” template
  - Highlight other page layout options (landing page, other special interior pages) if desired
- Navigation
  - How navigation is edited
  - Publishing \_nav.inc files
  - Demonstration of nesting navigation
- Creating new sections
- Uploading files
  - Making new empty folders
  - Discuss best practices for where files need to be uploaded
    - Images?
    - Documents?
  - Show image editor
- Miscellaneous topics
  - Other files, such as \_props
  - General best practices you want me to cover?
  - End-user guide Add-On
- Final Q&A and wrap-up