Objective: To provide Section Editors with the knowledge and skills required to create page content and fully manage pages within their designated section.

Outcomes: By the end of this training you will be able to:

- Create new pages
- Sort, rename, copy, move, and delete pages
- Edit a page – including changing the layout of a page and adding new apps
- Fully utilize the Content app for text, images, files, and hyperlinks

Section Workspace

- ▶ Adding a New Page
- ▶ Organize Pages in a Section Workspace
- ▶ Page Actions
  - Copying, moving, deleting, viewing rights
- ▶ Setting Page Options
- ▶ Editing a page
  - Changing Layout
  - Adding Apps
- ▶ Content Editor
  - Inserting and editing text
  - Inserting Images
  - Inserting Links
  - Inserting Files
- ▶ Best Practices for which app to use
  - Links – Link Library, File Library, Site Shortcuts, Content app
  - Files – File Library vs. Document Viewer vs. link opening in new window
  - Embed Code – maps, videos, social media
- ▶ App Options
  - General Settings: Change App Name and Display App Name
  - Sharing Apps
- ▶ Review of Tools, Editors & Viewers, Statistics, How do I…? Tabs

Open Lab