TRAINING: DAY 1

To view the site on the staging server:

www. _____ .cybertechnical.com

To access the dashboard and manage the staged site:

www. _____ .cybertechnical.com/admin

- Enter user name and password

Dashboard

- Cyber Publisher CMS News
- How to Get Help
- Send Us Your Feedback

Users

- Create new user
  - ➢ Check off Administrator

Site Home

- Allows you to view changes you have made to the site while working

Pages

To create a page:

- Find Create a New Page in Navigation
- Widget Page
- Enter Page Name:_____
- Slug will fill in as you type page name
- Select a Parent
- Sort Value (order it will show up in Navigation)
- Click Show in Nav
- Choose Template (Content with Sidebar)
- Click Save/ Save and Publish

Widgets

Rich Text Editor:

- Select Main Content Tab or Sidebar Tab
- Select a Widget (Rich Text Editor Quick Add)
- Add selected widget
- Enter Content
  - ➢ Headings:

- Heading 1 (One per page)
- H 2s and H 3s (Sub headings)
- Copy content over in Word Processor
- Insert and then erase all formatting (For consistency throughout site)
  - Highlight text and click Eraser icon
- To create a subpage Create New Page and select this page as parent
- Images: (See File Manager also)
  - Click Insert Image Icon (little tree)
  - Browse
  - Navigate through folders in File Manager
  - Select image
  - Appearance tab allows you to change size of image
  - Click insert
  - Click on image
  - Style left or Style right (wraps text around image)
- Links:
  - Type text and highlight
  - Click Insert Link Icon (chain link)
  - Type in URL for other website (open in new window)
  - OR browse files
    - Published Pages
    - OR Navigate through folders and select file (Open in new window)

File Manager

- Click File Manager in Navigation (Open in new window)
- Create Folder (sub folders)
- Advanced Image Upload
- Browse for Images Saved to your computer
- Change Image Size to Fit

Notes: