

**New Hanover, PA**  
Friday, July 21th – 12:30 PM EST  
Agenda for Training

*Following Options Available to All Editors*

- Login
  - Admin Panel: Publishing
  - Edit Meta Data
  - Revize Support / Help button/ Revize FAQ page
  - Edit Center Area
- Copy and Paste Content – Plain Text, please.  
Remove Formatting!

**Links:**

- Link to another page: Home
- Link to another site: Revize
- Link to a document: Agenda
- Link to an embedded page: Read More

**Contact Links:**

- Email: [alec@revize.com](mailto:alec@revize.com)
- Phone: (123) 123-1234

**Media**

- Insert YouTube video
- Insert/edit image

- Edit Banner
- Website Feedback
- Save/Save-As-draft (publishing)/Cancel/ History
- Left Nav and Fly-outs: adding, editing, rearranging, deleting
- Templates
- News
- Calendar

**note: Some options are not enabled until the site is LIVE such as “save-as-draft”, “Search”**

**Administrative Options:**

- Admin Panel: Create Users, Assign Roles, & Set Permission
- Emergency Alert
- Picture Slider
- Landing Page Content and Home Page Suggestion
- Quick Link Buttons/Admin (Hidden) and Pages: “Live”, “Work”, “Play”

- Revize Support : Utilizing The Customer Portal to Report Issues