ATHEX CMS Training

1. **Creating Composite Pages:**
* Page Elements / Paragraphs
* Colapse all / edit all / using the page elements dropdown
* How to find components – auditing similar pages
* Tricky Components
	+ Text Item
		- Images
		- Hyperlinks
		- Full HTML / basic HTML
		- Pasting without format (CTRL + SHIFT + V)
		- Tables and how to format them (border color)
		- CTA color
	+ Title and Text
		- Company Branding with Title and Text: <ATHEX / CLEAR / CSD>
		- Text Color
	+ Timeline
	+ Tabs
* MetaTags
	+ Page Title
	+ Meta Descriptions
* URL Alias
* URL redirects
1. **Linking Pages**
* Fields vs Text (text needs language prefix)
* Internal vs external linking
1. **Linking YouTube Videos**
* Components: <List>
1. **Uploading Media References**
* Files (how to add them as hyperlinks)
* Images
1. **Uploading Files and images Directly**
2. **Adding Pages to the Navigation Menu / Footer Nav**
3. **Using blocks to add content to systemic pages**
* Editing existing blocks
* Targeting specific pages
* Block layout
* E.g. the YouTube link banner for issuers
1. **Creating Specific Content Types**
* Solutions Pages
* Media Center Item
* Photo Item
* Seminar Item
1. **Webforms**
* Editing webforms
* Referencing webforms
1. **Reusing and referencing views**
* How to find view
* Block references