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