



The Government Website Experts

• **BRIDGEWATER, MA**

Content Editing Training

Monday December 1, 2025.

A Break can be scheduled at 90 minutes.

Following Options Available to All Users

Login

Help Page / Revize Support

Admin Panel / Publishing & File Manager: Creating folder & adding documents

Edit Center Area: Adding Content & Links

- Link to an external website – not part of your site
- Link to a internal webpage on your site
- Link to an anchor
- Link to a Document
- Link to Email
- Link to Phone Number
- BTN button

Adding YouTube Video

Adding Images: ADA Compliance, ADA Checker

Save / Save as Draft / Cancel / History

Left Navigations:

Creating Pages/ Modules/ Templates

: Agenda list, Business Directory, Document Center, FAQ, Bid, Job list, Photo Gallery, Table Directory

Default Navigation (Side Nav)

Editing the Banner Image

Link Manager

- Adding file folders
- Uploading Documents (converting Word to pdf) **to a folder.**
- Moving and Deleting Documents in the Link Manager
- Upgrading linked Documents
- **Admin options:** Dragging Documents Creating

Calendar Event

Admin options;

Editing Home Page

Using the Back End/Admin Page (hidden pages)

Creating Accounts (assigning users, roles & permissions)