

WEB WORKSHOP

Thursday, January 17, 2019, SG 137

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Topics: Editor Tool & Accessibility Basics, Staff Directory

Editor Tool Overview

- Login, Password (forgot your pw link)
- Dashboard (Help Menu & buttons)
- Pages:
 - How to find pages in the backend
 - Edit Design vs Edit Detail
 - Insert images & documents
 - Updating documents
 - Insert links to internal (GCC pages) and links to external (non-GCC) pages
- Accessibility Basics
 - Headings 1-5 (Use in sequential order)
 - Images (Alt. tag)
 - Tables (Use for presentation of data, not design or formatting)
 - Resource for web accessibility: <https://webaim.org/>
- Staff Directory
 - Update (including office hours)
 - Add
 - Delete