



## Acclipse Web Manager

### Course objective

This course will get new users to Acclipse Web Manager updating, editing and reporting on your website. Get to know how to navigate around your website and find content easily. Adding and updating content on your website via the Web Manager Content Editor is intuitive for Microsoft users.

### Course duration

1 Hour

### Course content

#### Basics

- Viewing website areas to edit
- Login to Web Manager
- Web Manager Layout

#### Navigating

- Navigating the site tree
- Understanding objects and their functions

#### Updating your website

- What can be updated?
- Edit Existing Content
- Changing the Menu Structure
- Changing the order of content
- Hiding and disabling items
- Previewing your work
- Spell Checking

#### Editing content

- Content Editor layout
- Common editing functions
- Working with text
- Inserting and modifying tables
- Resizing and inserting images
- Working with Links
- Adding external and internal links
- Linking to documents and files
- Creating mail links
- Linking to areas of a page
- Editing and removing links
- Copying text from other applications

#### Website administration

- Changing your password
- Search Engine optimisation