

Freestlye Beginner Training Outline

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<http://freestyle.denison.edu>

login: train_f

password:train_f

http://www.denison.edu/offices/computing/support/training/web_development_tutorials.html

What is a Content Mangament System?

Media & Stories

Workflow

Create Story

Title

Story Type

Story Editing

Workspace & Profiles

Sections

#1 Information -

#2 Content – Where editing/element addition takes place.

Buttons

Enhanced Paragraph – use with Drop Down menu

Reorder

Check In

Save

Apply Changes

Cancel

Cancel Checkout

Standard Page Elements

Headings

Enhanced Paragraph – Most important Element

Links - Internal Document, Internal Media, Email, External Page
link[uniquekey] - Case Sensitive

Related Media – Relate an image to this Text Area – left or right align

Related Image Properties

Image – Centered, left, right, alone.

Expandable Text Block – FAQs, short descriptions.

Tabbed Boxes

Publishing

Check In

Approval Desk

Publish Assets

Menu Drop Down “...and publish”

Finding

The Shelf

Simple search by title

Advanced Search

Navigation Menus

Site-Wide Menu

Sections

Items

Media Items

Preview and publish to be included on all subsite pages.

Footer

Site-Wide Menu, preview and publish to be included on all subsite pages