

Training Checklist

Company

Date

- Logging in
- Dashboard
- Profile
 - Change password
 - Email addresss

- Pages
 - Adding a new page (choose template)
 - Editing a page - styles/underline etc
 - Page revisions/preview/save draft
 - Adding a new page to menu
 - Links - existing content and external

- Posts
 - What a post is
 - Adding a new post - categories
 - Editing a post

- Uploading images/files
 - Inserting an image (alignment/resizing: imageresizer.codeplex.com)
 - Creating a gallery
 - Featured images (if applicable)
 - Adding video (if applicable)
 - Linking to docs
 - Google doc embeds

- Comments
 - Moderation
 - Settings (settings > discussion)

Slideshow

Calendar

Announcements (if applicable)

Login Details

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 jamie@printbureau.co.uk
 www.printbureau.co.uk

The Print Bureau
 Croft Mill,
 Albert Street,
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Training Checklist

- Sidebars/Widgets
- Adding users (roles)
- Google Analytics login/overview (if applicable)
- Other
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Notes from training

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