



Punch User Training

Duration

1 day

Prerequisites

A working knowledge of the Windows operating system.

Overview

Authors, editors and publishers at some point will be tasked to start putting content together using templates developed by the designers. This task is quite straightforward within punch but does require the users to be aware of what the pages will look like they are generating. In most content management systems users will be given some kind of style guide along with the look and feel of completed pages highlighting the area's in which they are able to edit. This familiarisation is important so that when they start to implement changes and updates they will make fewer mistakes and be more productive.

For an author tasked to edit or build new content, they will have to be able to do the following. The course will take you through Punch elements showing you how a user goes about creating pages within Punch and uploading images to support those pages.

Course Content

- Creating pages from templates.
- Create menus from templates.
- Upload and delete images to the media library.
- Create folders in the media library.
- Be able to use a basic WYSIWYG editor.
- Understand the design constraints of the template and work within these boundaries.

The good news is that in any workflow system, you will be submitting pages that will be checked before ever being put on-line. The chances of pages going up on your web server incorrectly are minimal.