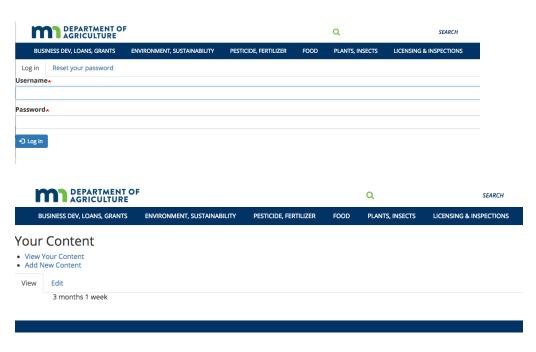
MDA Content Migration

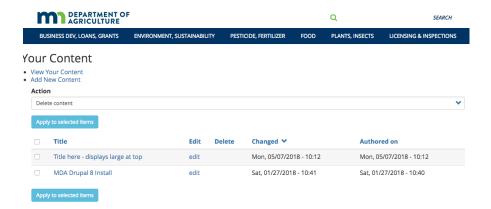
URL – To login and logout

mda.nighthawkmktg.com/user/login mda.nighthawkmktg.com/user/logout

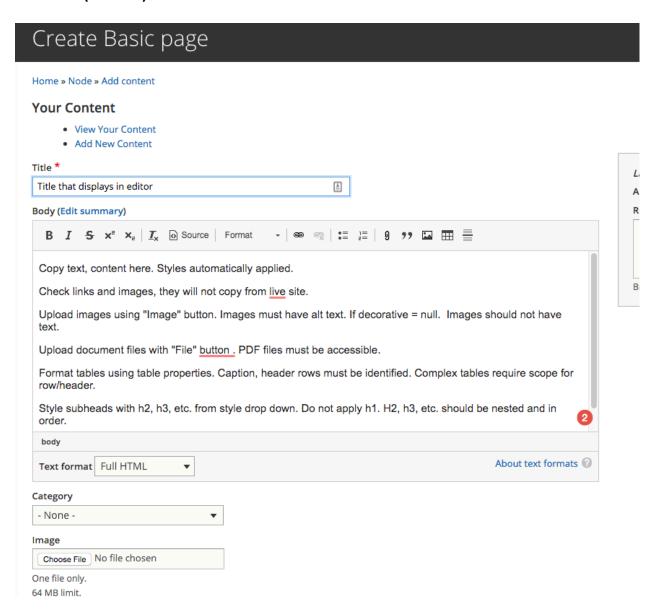


- See Your Content link.
 - View Your Content You can view and edit.
 - o Add New Content Create a new page.

VIEW YOUR CONTENT



ADD NEW (OR EDIT) YOUR CONTENT



- **Title**: main heading that displays on the page.
- Body: Copy text, content here. Styles automatically applied.
 - o Check links and images, they will not copy from live site. Link with "link" button.
 - Upload images using "Image" button. Images must have alt text. If decorative = null. Images should not have text.
 - o Upload document files with "File Browser" button . PDF files must be accessible.
 - Format tables using table properties. Caption, header rows must be identified.
 Complex tables require scope for row/header.
 - Click on table, table properties. Identify header row.

- Input caption.
- Style subheads with "Format" button: h2, h3, etc. from style drop down. Do not apply h1. H2, h3, etc. should be nested and in order.
- o When editing content, authors can image upload into WYSIWYG.
- Content should be "tagged" by category. Relates to the main menu. Also add submenu if shown.

Other Sections:

All content auto formats and populates in the desired, themed area.

- Forms & Resources limited to 3
- External Links limited to 3
- Contact Us
 - o This references a person. Begin typing.
- Hero image Banner image if available. Hero text = brief text under title if desired.
- Learn more References to other pages on the site.
- Moderation state blank. Content will auto publish.