

WEBSITE REFRESHER SPRING 2019

County Website: www.rowancountync.gov

Username:

Password:

County Intranet: intranet.rowancountync.gov

Username:

Password:

I. Module Training

- A. Document Center/Image Repository
 - a. Adding
 - b. Replacing
 - c. Scheduling to display for a specific time
 - d. # Ref column in Document Center
- B. Calendar vs. News Flash
- C. FAQ
- D. Related Documents
 - a. Document name is what displays on page
 - b. Quirks with Drag and Drop feature
 - c. Creating Sections
- E. Staff Directory
 - a. Adding/Removing staff members
 - b. Moving staff members
 - c. Changing department information (hours, contact, etc.)

II. CivicHelp

III. Best Practices

- A. General Guidelines
 - a. CivicPlus Content Best Practices Guide (PDF)
- B. Accessibility Guidelines
 - a. Free Accessibility Tools Presentation (PDF)
 - b. [Free Accessibility Tools Video](#) (11:30 – 25:10)
 - c. [Screen reader example](#)
 - d. [Alt text example](#)
 - e. [WebAIM WCAG 2 Checklist](#)