

**Sitefinity for Business Users**

**Course Number:** STFN-102  
**Duration:** 1 day

**Overview**

This online Sitefinity for Business Users training course teaches attendees how to enter data, use the task-oriented modules, and edit content using the text editor. Participants learn how to create customized pages that deliver news, blogs, events, and much more using Sitefinity's out-of-the-box modules or drag-and-drop feature.

**Prerequisites**

No prior experience is presumed.

**Materials**

All Sitefinity training students receive comprehensive courseware.

**Software Needed on Each Student PC**

* Sitefinity

**Objectives**

* Manage all images, documents, files, and more, in one central location
* Build custom web pages using drag-and-drop
* Automatically publish and expire pages to deliver fresh content on schedule
* Personalize your workspace for maximum productivity
* Manage the content approval process
* Manage forms and set rules to navigate the process of form submission

**Outline**

* Introduction
* Sitefinity's Word-Like Text Editor
* Managing Images, Documents, Files, and More
* Out-Of-The-Box Content
  + Delivering news, blogs, events, images, documents, video, or any generic content
* Drag-and-Drop for Custom Web Pages
* Reusable Content
* Publishing and Expiring Pages on a Schedule
* Personalizing the Workspace
* Versioning
* The Content Approval Process
* Managing Forms
  + Setting rules to navigate the process of form submission
* Conclusion