

# Training for Posting to the Snowden Overlook Website

Winter 2016

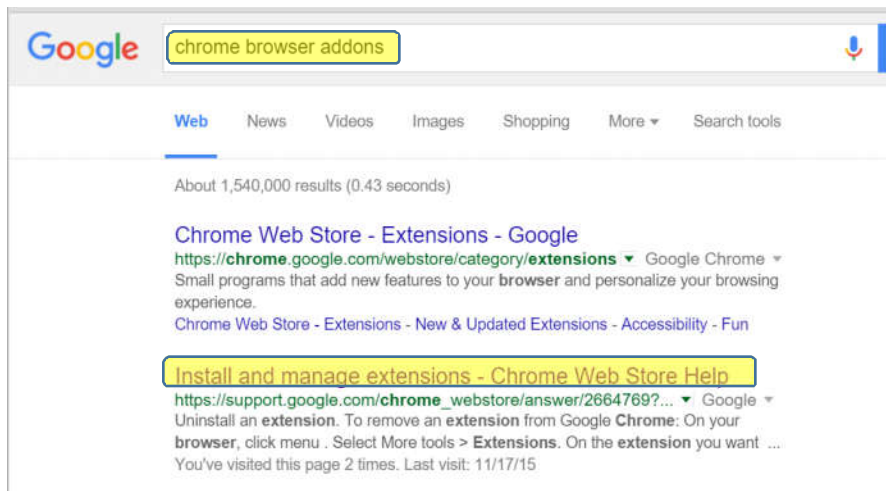
Dennis Eichenlaub – [deichenlaub@gmail.com](mailto:deichenlaub@gmail.com) – 410-872-0429

## Part 4: Overview

**Your account** - terms & conditions are on the account application form

**Computer hygiene** – top 4

4. Watch browser add-ons.



3. Change default passwords on routers and devices as well as computers.

2. Watch your URLs

The domain is the last two words before the first single "/". Words are separated by "."

**24/7 Microsoft Support - MyPhoneSupport.com**  
microsoft.myphonesupport.com (855) 698-3249  
**Phone Our Tech Support Experts 24/7 For Microsoft Support. Call Now...**  
**Microsoft Store - Sales and support**  
www.microsoftstore.com/store/.../DisplayHelpContactUsPag...  
Microsoft Store  
More about Microsoft Store  
Feedback  
**Global Customer Service phone numbers - Microsoft Support**  
support.microsoft.com/.../customer-service-...  
support-microsoft.com/.../customer-service-...

1. Keep software up to date

# Training for Posting to the Snowden Overlook Website

Winter 2016

Dennis Eichenlaub – [deichenlaub@gmail.com](mailto:deichenlaub@gmail.com) – 410-872-0429

## **Page Content and Layout**

These are *your* pages. Give them focus and personality.

If you are maintaining condo pages, you are writing for two audiences – the board and the residents.

Keep the most important information near the top of the page. What is important to residents?

What do I do if my roof leaks?

Who do I ask if I want to put up a Ravens banner? How about if I'm a Redskins fan?

When do I need approval from the architectural committee? What is the process?

Did the board vote to raise our monthly fee next year?

Keep the page layout friendly. Text-dense pages are hard to read.

Write a plan. Mock it up in Word.

Use an icon to mark a new section (use link to blank)

Use graphical page separators (use link to blank)

Use "read more" to put a lot of topics on one page, allowing the reader to delve into the topic they want.

Post pictures of board and committee members.

To add pages, contact the webmaster. I may ask to see your plan.

To delete pages, first remove all content from the page. Then contact the webmaster.

Be a resource for each other. Feel free to contact me. (Pass out list of Address, Email, and phones.)

Training survey.

## **Homework**

If you wish, save your training page. Remove content on your training page and all the files you added to the media folder. Let me know when you are done. I will remove your training page.