

Welcome to the Local Government Center website!

This short tutorial will orient you about how to use the site. As you move through the lessons, use your browser's "back" button (or left-pointing arrow in the menu bar) to get back to the main website, as needed.

On all of the major sections of the site, you'll see the same banner. Parts of this banner are clickable hot links:

- Cooperative Extension (upper left)
- UW Extension (upper right)
- and the LGC logo always takes you back to the site's home page.

The site has 3 main navigation features, or ways to find things. First the search box, which appears on every major page. Second, the horizontal navigation tabs, and finally, the links on the left-hand side.

First let's try the search box. Type in the word counties to find all the pages in the site pertaining to that term. Click on the "search" button to execute your search. Have a look at the results.

Next, observe the left-side navigation links.

- We have a section that organizes content by topic (first link). Glance at the topics, and click one or two if you're interested.
- Next is a portal designed to orient citizens and local officials to our site (middle link).
- Last is a section containing special materials for educators (bottom link).

Now let's look at the horizontal navigation tabs. Those are the ones that read "About LGC," "WisLines," "Workshops," "Documents," "Web Links," and "Subscribe."

Let's say you want to know the people who make up our teaching team. Click on "About LGC." (Notice the banner and navigation structure remain the same.) If you scroll down you'll see a photo directory of our members. There is a brief statement about each person on this page, but if you click on their picture, you will get an expanded description.

Now let's say you want to know about WisLines. Click the "WisLines" tab. This page explains what a WisLine is (paragraph 1), shows you registration brochures, and tells you about related training options (see paragraph right under the brochures). Try clicking on one of the brochures.

The Documents link lists a variety of fact sheets, reports, and videos available for free download or loan. Click it and have a look.

Let's look at the "Subscribe" tab. Click the tab. Here you can leave your email address and be notified of new programs as they become available. Unsubscribe at any time. We do not sell or rent your email address.

One last feature on every major page is the calendar of *this month's* and *next month's* programs. (See the right-hand column.) If you click on the calendar, it opens a detailed, printable PDF file to let you know what the Local Government Center has going on.

Thank you for watching this tutorial. If you have suggestions about making this site more useful, contact the webmaster at the e-mail link. (Find "lgc@uwex.edu" at the extreme bottom left of the page you're on.)