

dotCMS Content Contributor Training Agenda

Session 1

1. dotCMS Overview
 - a. dotcms login (/admin VS /edit)
 - b. How pages and content are displayed

2. Website Browser
 - a. File tree & Detail area right click options
 - b. Creating new pages, folders, files, and menu links
 - c. Adding navigation items with "Show on Menu"
 - d. dotCMS versions
 - e. Adding objects to multiple hosts
 - f. Website Browser tabs - filtering by object type

3. The Content Tab
 - a. Adding new content, search filtering, re-ordering
 - b. Publish, Unpublish, and Archive status
 - c. Host fields
 - d. Categories, Tags, and Relationship fields
 - e. Content versions
 - f. Importing content
 - g. Publish and Expire fields on Content

4. The WYSIWYG Editor
 - a. Formatting Tools
 - b. Placing Images
 - c. Lists and Links
 - d. dotCMS clipboard

5. Files as Content
 - a. System fields & Metadata
 - b. Uploading via webdav

6. The Image Editor
 - a. Cropping & resizing
 - b. Saving and clipping to a WYSIWYG

7. Page Properties
 - a. Page properties & statistics
 - b. Edit, Preview, and Live Mode
 - c. Adding/re-using/re-ordering content

8. Questions and Answers

Session 2

9. The Time Machine
 - a. Examining past snapshots
 - b. Future publishing

10. Workflow
 - a. How workflow tasks are created
 - b. Managing tasks
 - c. Ordering workflow
 - d. Custom workflow walk-thru

11. Workflow enforced Broken Link Checker

12. Creating New Forms
 - a. Creating a form
 - b. Adding a form to a webpage
 - c. Form permissions

13. The Event Calendar
 - a. Single and repeating events
 - b. All day and never ending events
 - c. Event filtering

14. Using Widgets
 - a. Re-using a widget
 - b. Adding a new widget
 - c. Editing widget parameters

15. Push Publishing
 - a. Push Publishing objects
 - b. Push Publishing from workflows

16. Questions and Answers