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Plone Content Management Public Training Syllabus*

August 12th, 13th and 14th 2009

Day One ~ Wednesday August 12th, 2009

9:00 - 10:30 am

Introductions / Access Setup

What is Content Management?

The Basics of Plone

Content Items

- Item Types
- Metadata

Displays

Users

Appearance of the Plone Interface

- The Page Head
- The Content Area
- The Sidebars
- The Page Footer

Working with Plone

A Quick Tour

- The Website Before Logging In
- Registering and Activating a User Account
- Logging In
- The Website after Logging In
- Your Dashboard
- Logging Out

Working with Pages

- Adding a Page
- Editing a Page
- Accessing Older Revisions
- Deleting a Page

- Other Item Types
- Working with Folders
- Adding a Folder
 - Folder Content
 - Folder Display Styles
 - Copying and Moving Items
 - Deleting Folders
- Publishing Items
- Submitting Items for Publication
 - Publishing or Rejecting Items

10:30 - 10:45 am

Break (Refreshments provided)

10:45 - 12:00 pm

Item Types

Similarities

- The View Display
- Editing
- Metadata and the Dublin Core Standard

Pages

News Items

Events

Images

Files

Links and Favorites

Folders

- Contents Display

12:00 - 1:00 pm

Lunch

1:00 - 2:30 pm

Creating Dynamic Pages Using Collections

- Search Criteria

- Sub-Collections

2:30 - 2:45 pm

Break (Refreshments provided)

2:45 - 4:00 pm

Working with Items

Items in the Website

- Adding Items
- Short Names and Renaming
- Copying, Moving, and Deleting
- Folder Actions

Accessing Revisions

Day Two ~ Thursday August 13th, 2009

9:00 - 10:30 am

Using Workflows

- Simple Workflow
- One-Step Workflow
- Community Workflow
- Intranet/Extranet Workflow
- Tools
- Simultaneous State Changes with Multiple Items

10:30 - 10:45 am

Break (Refreshments provided)

10:45 - 12:00 pm

Working Copies

- Creating a Working Copy
- Replacing the Original with a Working Copy

Commentary

- Taking Part in Discussions
- Discussion Settings
- Deleting Contributions to the Discussion

Syndication

- RSS Feeds and the RSS Portlet
- RSS Feeds published by Plone
- Syndication Item Display

12:00 - 1:00 pm

Lunch

1:00 - 2:30 pm

Users, Roles, and Groups

User Registration

- Registering with the Help of an Administrator
- Self-Registration
- Forgot your Password?

Logged-in Users

- Logging In
- Logging In with OpenID
- User Actions
- Your Personal Dashboard Page
- Personal Profile
- Personal Preferences
- Personal Folder
- User Searches

2:30 - 2:45 pm

Break (Refreshments provided)

2:45 - 4:00 pm

Roles

- Standard Roles
- The "Sharing" Display

Groups

User Interface

Item Displays

- Tabs and Menus
- Item Actions
- Status Messages

Navigation

- Folder Hierarchy
- Favorites
- Search

Portlets

Static Text Portlet

Links in the Page Head

The Kupu Editor

- Kupu's Toolbar
- Style Templates
- Images, Links, Anchors and Tables

Day Three ~ Friday August 14th, 2009

9:00 - 10:30 am

Accessibility Features

Using Plone's Control Panels

Add-on Products

Calendar

Collection

Content Rules

Errors

HTML Filtering

Language

Mail

10:30 - 10:45 am

Break (Refreshments provided)

10:45 - 12:00 pm

Using Plone's Control Panels (cont'd)
Maintenance
Markup
Navigation
Search
Security
Site
Themes
Types
Users and Groups
Visual Editor
Zope Management Interface

12:00 - 1:00 pm

Lunch

1:00 - 2:30 pm

Setting up a Wiki
Special Topics and Q&A

2:30 - 2:45 pm

Break (Refreshments provided)

2:45 - 4:00 pm

Special Topics and Q&A

**Closely follows 'A User's Guide to Plone 3.0', hardcopy of book will be provided on Day One, syllabus subject to change as necessary*