# dotCMS Content Contributor Training Agenda

**One Day (9AM-4PM)**

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

**Break for Lunch**

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.  Editing repeating events
    c.  All day  and never ending events
    d.  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