OpenCities: Content Publishing Training Agenda

About this training

- Designed for users with advanced content authoring permissions (or with the roles OC Power Publishers, OC System Administrators and OC Site Managers).
- The purpose of the training is to give you a step-by-step introduction to OpenCities with a focus on completing end-to-end content publishing.
- We show you examples from client sites and introduce best practice tips to make your content accessible.
- After the training, we will send you a recording of the training session. We recommend following the video and trying out each functionality introduced as a take home task. You can do this in a test folder in your OpenCities admin.

Before the training

- Ensure attendees have access to your OpenCities admin to follow your trainer's demonstration.
- The training is run remotely on Microsoft Teams. To ensure the training runs smoothly, we recommend joining the meeting on your PC with a connected headset. Attending the training session with dual monitors works best to follow the trainer's demonstrations.
- You can hold the training session in a conference room on a projector/big screen. If you do, please ensure that you can connect the device you will be using with clear audio and video prior to the training.

Agenda

- Introduction to OpenCities admin - the editing side of OpenCities

- The site tree and how it maps to site navigation

- The Files library: How to upload and manage files to use on pages

- Creating a general page to understand the basic structure of any page and content type

- Content authoring tips to create accessible content

- The WYSIWYG editor and key content editing functionalities

- Overview of relevant content types

- Q & A