
CMS Training Outline

Session I: Getting Started (Mostly Demo, some Hands-on)

Documents:

Go to www.ccsf.edu/tlc/ccsfweb for links to all CMS training documents mentioned

Documents relevant to all sessions: **Getting Started Guide, Training outline** (this doc)

Session I: Pre-Production

Website Schedule; Optimizing Content and Content Migration; Logging in; Navigating the site; Overview of editing process

Documents: Handy Site Organizer, Preparing Content for the New CCSF Website; Sitemaps: Before and After

- Housekeeping: Filling out CMS Account Form; Getting logins and PWDs
 - Planning for transferring old site to new (Summarized in the **Optimize your Web Site Content** link on the TLC page above)
 - How to think about editing content: **Redundant, Outdated and Trivial** material
 - Making a site map
 - Copying text to text editor to strip formatting then pasting into text component
- **Hands-on:** Logging in; Navigating site to find your editing area.
- **Demo (if time permits):** Overview of editing process; practice using CCSFDEMO site.
 - Creating a new page; Choosing a template
 - Using the Sidekick and its components
 - Production: Placing content in your pages

For Next Session:

- Prep existing content in Text Edit/Notepad files and start saving images (.jpg or .gif) Refer to the Preparing Content for the New CCSF Website, Optimize your Website and the Getting Started Guide.
- Look at **CCSF Component User Guide** online at www.ccsf.edu/tlc/ccsfweb - left column.
- Practice in the "CCSF Workshop Demo" area. Log into the CMS with your User id & generic password: ccsf1
- Login address: **http://147.144.1.223:7502**

Session II: Production (Demo and Hands-on)

Bring in content to practice with: Text Edit or Notepad document files, Word or pdf files to upload, and images if needed.

Documents: Component guide, Template and Component Cheatsheets and "Images, Image Components and locating images in the DAM"

Use CCSF Workshop Demo area to play

- Overview demo:
 - Navigating Site Admin view: Finding your area

- Creating new pages and sub-pages in the CMS
- Double-clicking a page to edit
- The editing screen and the editing process:
 - Intro to the Sidekick: Sidekick Components: Editable Text and Image boxes that compose your pages; Dragging components to template areas; Editing and OK'ing
- Overview of Components- see document Component Cheat sheet & Component User Guide
- Commonly useful components and Component sequences:
 - CCSF Title+Text+CCSF More link.
 - CCSF Link-Arrow list for resources and right-hand navigation.
- Importing content from Text Edit/Notepad into CMS components
- **Templates:** Overview of Templates -see examples in CCSF Workshop Demo area
- **The DAM:** Intro to the Digital Asset Manager (DAM) and using images. The Text-Image component.
- Hands-on practice: Work on your own pages.

Note: Saving is automatic; publishing to the web—called activation—is not (covered in session 3)

For Next Session:

- Continue site mapping and prepping existing content into Text Edit/Notepad files. Prep images according to DAM specs (in Component User Guide).
- Continue gathering content and getting OKs from those responsible in your area
- Practice in the "CCSF Workshop Demo" area

Session III: Hands-on practice; Activating Pages

Bring content to practice with: Text Editor Notepad and Word document files & images.

Continue working in CCSFDemo site or actual CCSF site

Document: Activating CMS pages

Demos:

- More on images and the DAM: 3-image components; editing images to fit exact size.
- Uploading documents and images:
 - Uploading to the DAM
 - Uploading directly to a page
- The CCSF Document link
- Activating and publishing pages.

Workflow: Steps to publish/activate pages.

For prepping your own images for the CMS, attend the upcoming TLC workshop "Using Photoshop to Prepare Images for the New CCSF Website"