

Level: Novice/Intermediate

Overview

The GOSS Editor course is a hands-on, one day course that shows you how to enrich the content of your iCM powered website or intranet, manage your iCM writers, edit, audit and approve their content, and retrieve feedback from site users.

The course will look at everything you need to know to get the most out of iCM Articles. You will learn how to upload and edit images, create and manage links to other sites, upload documents for download, create interactivity using forms, and embed videos and google maps.

In addition you'll learn how security and approval functions work and how iCM security groups and users help you efficiently manage your content, and make sure it's checked before it goes live – and we'll also show you how to get it all back using version history if you change anything you didn't intend to.

On completion of this course, delegates will be able to:

- Login to iCM
- Create webpages using different article templates
- Add rich content to their pages including images and embedded content such as a google map
- Create single page and multi-page forms
- Schedule pages and media to switch its display on or off
- Set up archiving functions
- Understand the basis of the security and Approvals system

Sample Agenda

1 Day Duration	
Format for the day	
09:00 - 09:30	Arrival, Set-up
	<ul style="list-style-type: none">• Introductions – what do you need to get out of your day?• Terminology: what is a content management system?• What is content?• Introduction to iCM• The WYSIWYG and tab view article editors• Starting to write web pages
10:45 – 11:00	Break
	<ul style="list-style-type: none">• iCM content creation i.e. Links, Media, Polls etc.• Introduction to inlines• Using inlines to add google maps and Youtube videos• Choosing templates to control page display• Scheduling articles and media
12:30	Lunch Break

1:15	Afternoon session
	<ul style="list-style-type: none">• Form Basics• Form layouts discussion• Creation of a simple form• Review and design of a Simple form• Form snippets
15:00	Coffee Break
	<ul style="list-style-type: none">• Security basics – iCM users, site users, Privileges and Content• Approvals overview• Questions & Answers session• Summary of the day
16:00 – 16:30	End of day