

Training courses

Alterian Content Manager
Corporate Edition (CMC)
March 2009

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Available courses

Alterian currently offer the following courses for the Alterian Content Manager Corporate Edition (Alterian CMC), previously known as Immediacy.

Scheduled courses

Standard Editor
Advanced Editor
CMC Administrator
Designer
Developer
Web Asset Manager
XHTML Primer

Courses on request

Taxonomy and Categorisation Manager
Search Engine Optimization

Alterian have their own training facilities at various offices around the world. The courses for the Alterian CM Corporate Edition are delivered regularly in the UK at the Newbury office and at the Poole office. Dates are published on the Alterian website (www.alterian.com). The maximum number of delegates for a course is eight.

Outside the published training schedule, courses can be delivered on-site on request in any European country or in the USA. Just contact us at cms-training@alterian.com.

Course objectives, content, recommended prior knowledge, target audience and course duration are presented below.

Standard Editor

Course code: CMC-STDED

Course objective

The objective of this course is to provide attendees with a good foundation of the Alterian CMC. It features hands-on practical sessions so that you can quickly get to grips with the software. The course is non-technical, to ease attendees into the Alterian CMC editing environment. The Standard Editor course is an essential foundation and is recommended to all attendees wishing to progress on to more challenging courses.

Course content

- Alterian CMC Editor's site navigation system
- Editable Areas
- Updating, inserting and deleting:
 - Text Content
 - Images
 - Tables
 - Links and Bookmarks
- Adding and deleting pages
- Moving pages within the site
- Applying a Template to a page
- Applying a Style Sheet to a page
- Importing the content of Word documents and Excel spreadsheets
- Using plug-ins
 - Shared Content
 - Site map
 - Scroller
- Managing Page Properties
- Previewing pages
- Accessibility of pages
- Submitting pages for approval

Prior knowledge

Familiarity with Microsoft Office and Microsoft Word is preferential. All attendees must have basic (Windows) computer skills.

Target audience

This course is ideally suited to all individuals involved in the daily editing and content contribution process of a website or intranet.

Course duration

The Standard Editor course takes 1 day.

Recommended follow-on courses

Advanced Editor (1 day)

Advanced Editor

Course code: CMC-ADVED

Course objective

The course is designed to enable attendees to fully exploit the functionality of the Alterian CMC editing environment to build exciting pages that are both usable and accessible. It builds on the skills acquired in the Standard Editor course, going deeper into the areas covered in that course, but also exploring new grounds, such as embedding and configuring a wide range of plug-ins into editable regions. This too, is a hands-on course with plenty of time dedicated to using the Alterian CMC.

Course content

- Approving pages:
 - when approval workflow is implemented
 - when web site accessibility is implemented
- Usability, Accessibility & SEO practices
- Using link pages to enhance usability
- Displaying the links to child pages of any section on the website
- Categorising pages
- Setting up a list of news pages
- Setting up a scrolling news list
- Allowing website visitors to subscribe to web pages
- Adding Audio, Video and Flash files to web pages
- Showing web pages from another website within web pages content
- Advanced Editor Workshop – a comprehensive workshop that challenges the delegates to complete a web site project brief using the methods and practices developed on both the Standard and Advanced Editor courses.

Prior knowledge

Delegates for this course have completed the Standard Editor course.

Target audience

This course is aimed at Senior, or Managing Content Editors.

Course duration

The course “Advanced Editor” takes one day.

Recommended follow-on courses

CMS Administrator course (1 day)
Taxonomy and Categorization Manager (1 day)

CMC Administrator

Course code: CMC-ADM

Course objective

The objective of this course for attendees to learn the different aspects of Alterian CMC website administration, such as managing access rights, setting up page approval workflow, creating membership areas etc. To achieve this, attendees undertake a number of workshops, starting with creating a website, leading through to adding users, creating a permissions structure and creating a membership structure.

Course content

- The CMC directory structure of a typical install
- Creating test website environments for editors and developers
- Editing site configuration files
- An overview of Active Directory import
- Setting permissions for CMC users and groups
- Setting up page approval workflow
- Switching on accessibility to force CMC editors and approvers to run an accessibility check
- Creating email templates
- An overview of scheduled tasks
- Page Archiving:
 - Restoring previous versions of pages
 - Restoring deleted pages
- Managing website images:
 - Adding & Deleting images from the Image library
 - Updating image MetaData
 - Creating image library categories
- Managing MetaData categories:
 - Creating standard categories
 - Creating extended categories
- Creating website visitor membership and implementing authentication on pages
- Generating CMC reports
 - Management Report
 - Link Checker Report
 - Audit Log Report
 - Index Report
 - XHTML & Accessibility Report
- Creating User Polls
- Creating Forms
- Additional miscellaneous software configurations

Prior knowledge

Delegates for this course have attended the Alterian CMC Standard or Advanced Editor Course. Knowledge of NT Users and networks will be beneficial.

Target audience

This course is ideally suited to all individuals involved in the creation and administration of Alterian CMC websites.

Course duration

The course “CMC Administrator” takes one day.

XHTML/CSS Primer

Course code: CMC-PRIM

Course objective

This course is designed to equip its attendees with the knowledge that will allow them to take the maximum benefit of the Alterian CMC Designer Course. At the end of the course, delegates have a sound understanding of, and have had hands-on experience with, the basics of today's web design standards.

Course content

- Creating an XHTML page
 - Text and Images
 - Tables, Forms and Links
 - Validating Web Pages (XHTML compliance)
- Using CSS
 - Introduction to cascading Style Sheets
 - Inline styles
 - Internal styles
 - External styles
 - Understanding Cascading
- Positioning elements within a page

Prior knowledge

For this course, basic PC Skills are sufficient.

Target audience

This course is ideally suited to those individuals who

- have recently made the move into a web page design/creation role;
- design/create pages using Graphical Design tools, such as Dreamweaver, and have had no previous requirement to work with the base XHTML files;
- are planning to attend the Alterian CMC Designer Course and whose XHTML/CSS knowledge may need refreshing.

Course duration

The course "XHTML/CSS Primer" takes one day.

Recommended follow-on courses

Designer Course (1 day)

Designer

Course code: CMC-DES

Course objective

This course is designed to equip its attendees with the knowledge necessary to build Alterian CMC templates either from scratch or based on existing (non-Alterian CMC) templates. It is aimed primarily at Designers but is also a very useful introduction for the Alterian CMC Developer Course.

Course content

- Changing default styles used by the Editor
- Setting up styles
 - site wide
 - template specific
 - user selectable
- Creating templates with multiple editable areas
- Inserting plug-ins into templates
- Plug-in output rendering
- Producing Editor 'mock ups' of plug-in output
- Allowing for different styles in the Editor and the live site

Prior knowledge

Delegates have attended the Alterian CMC Advanced Editor Course and are familiar with CSS, HTML and XHTML. The "XHTML/CSS Primer" course provides a good foundation for the design related aspects of this course.

Target audience

This course is ideally suited to all individuals involved in the creation of Alterian CMC templates.

Course duration

The Designer course takes 1 day.

Recommended follow-on courses

Developer Course (2 days)

Developer

Course code: CMC-DEV

Course objective

This is a highly intensive course designed to give experienced developers sufficient grounding to be able to write plug-ins to be used in Alterian CMC templates. Plug-ins may be seen as units of functionality that can be inserted into any Alterian CMC template. For example, a plug-in could seamlessly access databases, XML web-services or any other functionality that is possible with ASP.NET. Off the shelf .NET controls can be used within Alterian CMC or bespoke plug-ins can be developed in any programming language supported by .NET.

Course content

- Creating a Visual Studio project from an Alterian CMC site
- Plug-in based on a .NET User control
- Plug-in based on a .NET Server control
- Creating an HTML dialogue for use in the Editor
- Creating a Metadata type and dialogue
- Using the support object
- Interrogate the Alterian CMC Database
- Creating a databound, templated Control
- Creating a Manager Add-In.

Prior knowledge

Candidates for this course have ample experience in ASP.NET, C#, CSS, XHTML, JavaScript and SQLServer. They should also have (Alterian CMC) template creation experience equivalent to having attended the Alterian CMC Designer Course.

Target audience

The course is aimed at experienced C#, .NET developers who wish to create their own customized plug-ins.

Course duration

The Developer course takes 2 days

Web Asset Manager

Course code: CMC-WAM

Course objective

Part of the Alterian CMC, the Web Asset Manager (WAM) is a repository for assets that organizations may wish to display via their Alterian CMC driven websites. In this course, attendees learn how to manage documents and images within the WAM and how to use these assets in the website. Attendees are taken through a series of workshops designed to introduce them to all aspects of using the WAM from creating users, granting document permissions and linking to documents or images under its control.

Course content

- Importing files into the WAM
- Maintaining WAM resident files
- Checking Out, Checking In and Publishing documents
- WebDAV Interface
- WAM interface
- Importing LDAP users and creating non-LDAP users
- Setting folder permissions
- Setting document properties
- Setting up Document Categories
- Mapping WAM to CMS permissions
- Using the WAM/DMS interface to:
 - insert WAM held images into web pages;
 - insert links to WAM held documents;
 - dynamically build links to WAM documents.

Prior knowledge

Candidates for this course have completed the Standard Editor course or have at least an equivalent level of understanding of the Alterian CMC.

Target audience

This course is ideal for any individual who has one (or more) of the following roles:

- document managers;
- knowledge managers;
- administrators;
- cataloguers;
- editors using WAM as a repository.

Course duration

The Web Asset Manager course takes 1 day.

Taxonomy and Categorisation Manager

Course code: CMC-TCM

Course objective

This course is a beginner's guide to taxonomy creation and management using the Taxonomy Manager that is part of the Alterian CMC. The course is specifically aimed at those involved in the categorisation of content created in the CMS.

Course content

- Taxonomy structure
- Auto-categorising content in the Editor
- Manually refining the results of auto-categorisation
- Using the Taxonomy Manager interface
- Importing and editing a taxonomy
- Creating a taxonomy
- Editing taxonomy categories
- Publishing and exporting a taxonomy
- Deleting a taxonomy
- Managing user accounts with the TCM Administrator tool

Prior knowledge

Candidates for this course have completed the Standard and Advanced Editor courses and have an appreciation of the importance of search engines in locating web based information.

Target audience

This course is ideal for any individual who has one (or more) of the following roles:

- Alterian CMC Editors
- TCM Administrators
- Anyone involved in the categorisation of web based content
- Anyone involved in the creation and management of taxonomies

Course duration

The "Taxonomy and Categorisation Manager" course takes 1 day.

Corporate and
European Headquarters

The Spectrum Building
Bond Street
Bristol
BS1 3LG
UK
T +44 (0) 117 970 3200
F +44 (0) 117 970 3201

North American
Headquarters

35 East Wacker Drive
Suite 200
Chicago, Illinois
60601
USA
T +1 312 704 1700
T +1 312 704 1701

Other Offices

Insight House
Newbury Business Park
London Road
Berkshire
RG14 2QA
UK
T +44 (0) 1635 262000
F +44 (0) 1635 262001

1010 Washing Boulevard
9th Floor
Stamford, CT
06901
USA
T +1 203 653 9090
F +1 203 653 9095

Building 34
Suakin Drive
Mosman
NSW 2088
Australia
T +61 2 9968 2449
F +61 2 9969 1163

Ocean House
4 Stinsford Road
Poole
Dorset
BH17 0RW
UK
T +44 (0) 1202 250000

Naarderweg 16
1217 GL
Hilversum
The Netherlands
T +31 (0) 35 625 7890
F +31 (0) 35 625 7899

3rd Floor H.M. Rochester
No 197 Double Road
Indiranagar, Bangalore – 560 038
Karnataka
India
T +91 80 25210739/40/41/42

25152 Springfield Court
Suite 360
Valencia, CA
91355
USA
T +1 661 367 9970
F +1 661 367 9969