Oracle Portal Content Editor Course Agenda

1. Introduction and Course Overview
    a. The Applications Support Help Desk
    b. Core Concepts
        i. Portals
        ii. Communities
        iii. Web pages
        iv. Portlets
        v. WYSIWYG Editors
        vi. Style Sheets
        vii. Workflow and Approval
    c. Security Roles
        i. Guest User
        ii. Registered User
        iii. Content Editor
        iv. Content Approver
        v. Communications Office
        vi. Portal Administrator
2. Aqualogic Basics
    a. Logging into Aqualogic
    b. The User Toolbar
    c. Communities and basic navigation
3. The Aqualogic Content Item Editor Interface
    a. Accessing the Content Item Editor via the EDIT PENCIL button
    b. The Title Bar
    c. The Action Button Bar
    d. The Information Section
    e. The Aqualogic Help Feature
    f. The Left (and Right) Navigation Menus
    g. The Properties Section
4. Creating, Editing, and Deleting Web pages
    a. Creating and deleting web pages
    b. Item Checkin / Checkout
    c. Editing Text

5. Image Management
    a. Basic image guidelines
    b. Uploading images
    c. Linking images
    d. Inserting previously uploaded and linked images
    e. Editing images
6. Document Management
    a. Document Waivers
    b. Uploading documents
    c. Linking to documents
7. Links
    a. Creating links to internal Commonwealth content
    b. Creating links to external content
    c. Editing links
    d. Removing links
8. Tables
    a. Inserting, editing, and deleting tables / table elements
9. Notes
10. Versioning
    a. Viewing versions
    b. Comparing versions
    c. Restoring versions
11. The Preview Button
    a. What the preview button will and will not display
    b. How the preview button can help (and hinder) web page construction
12. Exiting out of the Content Item Editor
    a. Checking an item in versus Saving an item
13. Workflow
14. Questions and Wrap-up