

concrete5 Advanced Editor Training - Outline

1. Auto-nav vs. Page List

- a. **Sitemap hierarchy**
 - i. Starting point
 - ii. Sub-page options
- b. **Single level of tree**
- c. **Excluding pages from Autonav and Page List blocks**
- d. **Best practices:** Auto-nav and Page List block performance

2. Custom Templates

- a. **Apply custom template to block**
- b. **Remove custom template**
- c. **Availability of custom templates**
 - i. Core blocks
 - ii. Marketplace add-ons & themes

3. Block and area design options

- a. **Apply inline styles**
- b. **Save, apply and update presets**
- c. **Custom styles**
 - i. Inline CSS
 - ii. Using class and ID names from theme
- d. **Best practices:** inline styles vs. theme & block styles

4. Layouts

- a. **Control table & column based content**
- b. **Adjust & lock column widths**
- c. **Removing layouts**
 - i. Handling of blocks inside deleted layout
- d. **Best practices:** using layouts

5. Recycling page content

- a. **Clipboard**
 - i. Copy block to clipboard
 - ii. Preview items in clipboard
 1. Scope of clipboard
 - iii. Paste block from clipboard
 1. Editing pasted blocks
- b. **Stacks**
 - i. Create stack from Dashboard
 1. Add blocks to stack

- ii. Manage stacks
 1. Edit blocks in stack
 2. Change order of blocks in stack
 3. Delete stack
 4. Versions
- iii. Using stacks on your site
 1. Add entire stack to area
 2. Add single block from stack
- iv. Change content on multiple pages
- v. Location in sitemap
- c. **Global Areas**
 - i. Identifying global areas
 - ii. Add blocks to a global area
 - iii. Deploy content to multiple pages

6. **Setting default content, properties and attributes**

- a. **Page Type Defaults**
 - i. Add default content to page types
 - ii. Edit default content
 1. Published changes
 2. Immediate changes
 - iii. Add content to existing pages
 1. Determine current default block placement
 2. Push content to selected pages
 - a. Adjust order of new content
- b. **Page Type Settings**
 - i. Set default attributes
 - ii. Change page type icon
 - iii. Change page type name

7. **Creating content using Composer**

- a. **Dashboard based publishing option**
 - i. Alternative to front-end editing and / or creating pages in Sitemap
- b. **Write**
 - i. Basic Information
 - ii. Publish Location
 - iii. Attributes & Content
 - iv. Auto-save
 - v. Save, Preview & Publish
- c. **Drafts**
 - i. View unpublished drafts
 - ii. Location in sitemap
- d. **Composer Setup**
 - i. Page type Composer setup

1. Include page type in Composer
2. Publishing settings
 - a. Beneath all pages
 - b. Beneath specific page
 - c. Beneath specific page type
3. Attributes
4. Composer content order
- ii. Make blocks & stacks available to Composer
 1. Page type defaults
 2. Composer name
 3. Default content & settings