

## **Day 1 - Wednesday, 24th of November**

09:30-11:00 Information Architecture - a key to effective website planning

- what is information architecture
- the role of information architect in the website planning
- organizing information
- creating effective navigation
- creating labeling systems
- search systems

11:00-11:30 Coffee break

11:30-13:00 Effective website planning and production

- Research - identifying objectives, audience, content and function requirements
- Process documentation
- Production

13:00-14:30 Lunch

14:30-16:00 Online campaigning/activism tools

- short presentations with participants' input about currently used tools, like signing petition, postcard mailing, voting, image gallery
- looking up other examples on Internet
- introducing the APC ActionKit project

16:00-16:30 Coffee break

16:30-18:00 Mailing list manager software - mailman

- setting up different types of lists
- general list configuration
- making the list reliable in terms of spam, viruses, bulk mail, etc.
- subscriber management
- private lists issues
- list archives

## **Day 2 - Thursday, 25th of November**

09:30-11:00 Using APC-AA - basics

- The ActionApps approach to content management and site design
- basic elements: slices, fields, items and the index and fulltext
- permissions
- a simple input form
- linking AA to webpages - publishing a few articles
- export of an item to other slice
- anonymous forms

11:00-11:30 Coffee break

11:30-13:00 Advanced usage of ActionApps

- briefly about different field types and parameters, aliases and functions
- displaying images, uploading files
- categories and Creating hierarchical systems of categories
- index and Full Text views, other views, parameters of views
- related items, relation between slices
- csv file upload

13:00-14:30 Lunch

- 14:30-16:00 Introduction to PHP programming
- Basic introduction to PHP programming
  - Tips for PHP coders, resources, libraries
  - Coding standards

16:00-16:30 Coffee break

- 16:30-18:00 Advanced usage of ActionApps - requiring coding skills
- Creating powerful database searches
  - Building complex fully dynamic sites using Site Module
  - Creating multilingual websites
  - Creating rss feeds for online information sharing

### **Day 3 - Friday, 26th of November**

09:30-11:00 Bash scripting basics

- pipelines, output redirection
- for cycle
- basics of regular expressions
- using the power of text manipulation programs grep+sed+awk

11:00-11:30 Coffee break

11:30-13:00 APC-AA installation

- how to install APC-AA
- APC-AA issues related to php+apache+mysql installation

13:00-14:30 Lunch

- 14:30-16:00 Web standards
- XHTML
  - Accesibility guidelines
  - Metadata (Dublin C standard)
  - CSS
  - Useful resources

16:00-16:30 Coffee break

16:30-18:00 Using OpenSource software

- Choosing and using open source software

- Using WIKI for online collaboration
- Using phpMyAdmin to administer your database
- environmental shareware/open source software - survey

#### **Day 4 - Saturday, 27th of November**

09:30-11:00 Data backup strategies

- Cost effective data backup techniques and strategies
- Local and remote backup, mirroring, disaster recovery

11:00-11:30 Coffee break

11:30-13:00 Happy hour - covering issues/topics raised by participants during the training

13:00-14:30 Lunch