

Use Optim to structure your document

🕒 **Duration:** 2 days

L'objectif de la formation est d'apprendre à utiliser la chaîne éditoriale Optim pour réaliser des documents usuels : diaporama, site web, rapport. La formation s'adresse aux futurs utilisateurs d'Optim.

The goal of the training is to **learn how to use** the publishing chain Optim to create everyday documents: slideshow, website, report. The training is intended for Optim users-to-be.

Prerequisites

Afin de profiter au maximum des exercices de manipulation, chaque stagiaire peut apporter un exemple de contenu (en format électronique éditable) : le document, des ressources telles que des images, vidéos...

In order to take advantage of the manipulation exercises, each trainee is invited to prepare an existing content (in editable digital format) to transfer in Optim, as well as resources such as images, videos...

For who?

👤 **Target audience:** All audiences.

This training is intended for beginners and Optim users-to-be wishing to master the publishing chain in order to fully take advantage of all its possibilities.

Objectives

Know...

- The principles of a publishing chain;
- Optim's features;
- The terminology;
- Optim's extensions.

Know-how to...

- Create Optim essential items;
- Choose a scenario;
- Structure your content to take advantage of Optim possibilities;
- Add internal links and *see also* in the content;
- Add multimedia resources and galleries in the content;

- Resize the resources such as images, charts...
- Publish the 3 formats (web, paper, slideshow).

Program

Day 1

- Presentation of Optim Office and the basics of a publishing chain;
- Analysis of the document to digitize: identify the basics items in this content, identify the structure elements;
- Creation exercise of a part of a web site, a slideshow, a report;
- Use filters;
- Text markup;
- Adding resources.

Day 2

- Create internal references;
- Reuse fragments of contents;
- Elements of choice to decide of the implementation mode and the structure of workspaces.
- Use proofreading features through a web browser.

Pedagogy and tools

Educational principles

- The training is focused on the practice: the manipulation of Optim through exercises;
- The terminology and concepts are introduced as the training progresses;
- The training is adjusted to your needs, the manipulation of Optim is done ideally on **your own project**.
- The parts that do not correspond to your use are deleted and the important ones deepened.

Tools

The open source publishing chain Optim Office, as well as the content to digitize.

Organization

A trainer can assist a **maximum of 6 trainees** during the training.