Module 2: Creating and Organising Content

Objective: Learn how to add, structure, and edit content within BookStack.

1. Creating Books, Chapters, and Pages

- Step-by-step guide to creating a book, adding chapters, and creating pages.
- **Hands-on Exercise**: Create a book with chapters and pages.

2. Organising Content for Accessibility

- Tips for structuring content logically for different audiences.
- **Example**: Arrange chapters to guide readers through a topic, such as "Volunteer Training."

3. Editing and Formatting Pages

- Using text editor tools: headings, bullet points, images, and tables.
- **Hands-on Exercise**: Add an image to a page, format a list, and insert a table to practice common content editing tasks.

End of Module Exercise: Create a sample chapter and page structure that reflects an organizational need, such as team guidelines or a policy handbook.