

# Module 5: Maintenance and Best Practices

**Objective:** Equip participants with skills to manage and maintain content effectively over time.

## 1. Regular Content Review and Update

- Establishing a routine for content review.
- **Example:** Monthly updates for project pages or quarterly policy reviews.

## 2. Consistency in Content Formatting

- Tips for maintaining a consistent structure across pages for a cohesive look.
- **Exercise:** Apply a standard format to a page, using headings, lists, and tables as per organizational guidelines.

## 3. Managing User Access and Permissions

- Tips for updating permissions as teams change.
- **Example:** Grant temporary access to volunteers working on a specific project.

**Final Activity:** Review key takeaways and each participant shares one way they plan to apply BookStack to their work.

---

Revision #1

Created 6 November 2024 04:52:45 by Pooja

Updated 6 November 2024 04:53:49 by Pooja