

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.

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