

# WordPress Training | Online

## Introduction to the [WordPress training](#)

Presentation of the training program

Setting up the tools for WordPress training

## Installation and basic configuration

What is a Content Management System (CMS)?

WordPress vocabulary (post, page, widget, theme, plugin, etc.)

History of WordPress

Registering a domain name.

Finding a host for your site.

Downloading WordPress

Installing WordPress

Configuring WordPress

Dashboard

## Create and organize content

Create posts

Display posts on the homepage

Create categories

Create menus

Practical workshop: *create posts, menus and display them on the site*

## Managing media

Image formats (PNG, GIF, JPEG).

Manage media

Insert images

Insert video

## Site administration

Users, groups, and permissions

Content access rights

Manage users

## Manage site appearance

Theme concept

Install themes

Set up the theme

Customize theme appearance

## WordPress Extensions

Define a plugin

Configure a plugin

Where to find WordPress extensions

Download/install extensions

## SEO in WordPress

Definition of SEO

Basics of natural SEO

WordPress SEO plugins

## Recommended after this training:

[WordPress Training: Creating a theme and SEO](#)

[WooCommerce Training](#)

## Advanced WordPress Training:

[WordPress Plugin Development Training](#)

# Adobe Acrobat Pro: PDF Accessibility Essentials

## Introduction to the [Acrobat Pro Accessibility Training](#)

## Understanding Digital Accessibility and the SGQRI 008-02 Standard

Explore the fundamentals of web accessibility, legal requirements (including the SGQRI 008-02 standard), and the tools available in [Adobe Acrobat Pro](#) to ensure your PDF documents are compliant and inclusive.

## Enhancing PDF Accessibility

- Structure reading order and tab sequence
- Ensure proper pagination and document traceability
- Add accessible bookmarks and links
- Correctly tag tables (simple and complex)
- Add alternative text to images and logos
- Manage page insertion or removal without affecting accessibility

## Implementing Accessible Interactivity

- Configure interactive elements (forms, buttons)
- Ensure JavaScript compatibility with screen readers

## Essential Tools for Validation and Compliance

- Acrobat's built-in Accessibility Check tool
- [PDF Accessibility Checker \(PAC\)](#)
- [Color Contrast Analyser \(CCA\)](#)
- [Screen readers \(e.g., NVDA\)](#)

---

# Adobe InDesign Fundamentals Training

## Introduction to the [Adobe InDesign Training](#)

- Overview of the InDesign interface and tool palette
- Customizing the workspace to boost productivity

## Managing and Working with Frames

- Creating and linking text frames
- Setting up multi-column layouts
- Using automatic text flow balancing
- Managing guides (smart, layout, and custom)
- Understanding and applying layout grids
- Precise alignment, rotation, scaling, and positioning of frames
- Editing frame content, containers, and outlines

## Advanced Paragraph Management in Adobe InDesign

- Text formatting using the control panel
- Inserting and managing text within frames
- Setting up hyphenation and justification
- Creating and applying paragraph styles
- Typing on a path and advanced typographic options
- Chaining text frames and configuring text frame options
- Using built-in spell check

## Creating and Styling Tables

- Manual table creation within InDesign
- Importing tables from Word and Excel
- Formatting cells, rows, and columns

## Integrating and Managing Images

- Importing and placing images
- Using the Links panel to manage linked files
- Clipping paths, cropping, and fitting techniques
- Applying basic text wraps and color treatments

## Mastering Color in InDesign

- Creating and editing custom colors
- Working with swatches and color libraries
- Creating and applying gradients
- Understanding color modes (CMYK, RGB)

## Preflight and Export Preparation

- Preflight checks to avoid print errors
- Font and image verification
- Previewing overprint and separations
- Packaging the entire project
- Exporting to PDF for print or digital use
- Using export presets for optimal output

## Recommended Follow-up Training

[Training: InDesign with AI – From Text to Image](#)

---

# Adobe Acrobat Pro DC Training (PDF/A) | Certified Trainer

## Introduction to the [Adobe Acrobat Pro DC \(PDF/A\) Training](#)

This course is designed to provide a thorough understanding of the advanced features of Adobe Acrobat Pro DC, with a specific focus on PDF/A compliance, file protection, and the integration of digital signatures in professional workflows.

### Saving in [PDF/A-compliant Format](#)

- Understanding the different levels of compliance:
  - PDF/A-1
  - PDF/A-2 (a, b, u)
  - PDF/A-3
  - Custom PDF/A configurations
- Creating files that meet PDF/A standards for long-term digital archiving
- ISO validation and best practices to ensure compliance

### File Security and Protection

- Applying redaction to permanently remove sensitive content
- Setting up security preferences and protection tools
- The 3 levels of password protection: opening, editing, and content extraction
- Cleaning a PDF from metadata, hidden layers, and embedded data

### Managing Digital Signatures

- Selecting and configuring a digital signature certificate
- Creating and managing professional digital IDs
- Adjusting password and security settings for signature operations
- Adding a scanned handwritten signature

### If time allows: [Advanced Page Management](#)

- Crop and rotate pages

- Insert or replace a document
- Move, copy, extract, or delete pages
- Renumber pages with customized headers and footers
- Add professional watermarks or backgrounds

---

# Drupal Training: the most complete training

## Introduction to Drupal Training: the most complete training

### Make Basic Configurations

Set time

Set up error pages

The rewriting of url

The search engine

The translations

### Put an editor for Drupal

Text format

Intsaller a WYSIWYG

Install an editor

Practical workshop: create a text format for our editor

### Learn Drupal Taxonomy

The vocabulary

Terms

Manage vocabulary

Create a content type

Practical workshop: create a particular type of content for our project

## Content Management with Drupal

Manage fields for display

User right for our new content type

Create a content management role

## User management

The roles

Add rights

Practical Workshop: Creating Users and Assigned Rights

## Managing the display of a Drupal site

The structure of the Drupal site

The theme

The menus

The blocks

The regions

Block Management

Install a Drupal theme

Theme Management

Retouching and Style Changes

## Site Administration

Manage spam

Moderate comments and users.

## Expand Drupal

Adding extensions

Useful modules of Drupal

Practical workshop: installation of multiple

## SEO

SEO definition

Basics of natural referencing

Drupal extension for SEO

## Maintain your Drupal site

Import and export content.

Update the software.

The maintenance of the site

Backup and restoration of the site

The update of the site

## Drupal theme creation

Html / css base reminder

Managing themes in Drupal

Drupal Theme System

Components of a theme

Adapt a theme (CSS, images, ...)

Files of a theme

Replacement of functions

Change the behavior of a theme

Practical Workshop: Creating a Drupal Custom Theme

## Using Artisteer

Download / Intsaller Artisteer

Artisteer User Interface

Define formatting

Define Columns and Content

Set the background

Set the header

Set the menu

Set the sidebar

Define navigation

Set footer

Template Export and Installation

Practical Workshop: Creating a Drupal Theme with Artisteer

## Create a Drupal module

Drupal for firebug

Drupal Folder Tree 7

Organizing files of a module

The summary page

The module configuration page

Using settings for the summary page

Execute SQL queries in a module

---

# Advanced Training: HTML5 / CSS3, JavaScript / DOM + Responsive Design

## Advanced Training Introduction: HTML5/CSS3, JavaScript/DOM + Responsive Design

Why HTML5?

Tag formatting

HTML, CSS, XHTML, XML, HTML5 standards

The W3C and validators

Encoding logic, ISO-8859-1, UTF-8,...

## Basic Concepts Review

Tag types

Style rule syntax

CSS positioning (relative, absolute, float, display)

Practical Workshop: *Create an XHTML/CSS site*

## Transition to HTML5

Syntax, new doctype, and tools

Structure and semantics

Div and span

New HTML5 tags

Practical Workshop: *Rebuild our site using HTML5/CSS3*

## Multimedia Tags

Insert an image (<figure> tag)

Insert a video (<video> tag)

Insert audio (<audio> tag)

Browser compatibility

Practical Workshop: *Use JavaScript to control audio and video objects*

## Forms

New types for <input>

New attributes

New elements <output>

Form validations in HTML5

Practical Workshop: *Create an HTML5 form*

## Drawing: Dynamic Image Creation with JavaScript

Canvas tag

SVG

Drawing shapes (rectangle, circle, etc.)

Colors, fills, gradients

Practical Workshop: *Enhance video playback with a progress bar*

## Geolocation

Overview

Positioning (latitude, longitude)

## CSS3

Overview

Syntax, CSS3 prefixes

Rounded corners

Drop shadows

Text-Shadow

Box-shadow

Linear gradients

font-face

Attribute selectors

## **CSS3: Transformations, Transitions, and Animations**

Rotation

Translation

Animations

Practical Workshop: *Animate various element properties*

## **Introduction to JavaScript**

JavaScript Basics

Core JavaScript concepts

Event handling

Dynamic CSS management

Practical Workshop: *Validate fields in our contact form*

## **Document Object Model**

What is the DOM?

Node concept

Node hierarchy (DOM Tree)

Relation properties

State properties

Node access methods

Firefox DOM Inspector

Modify HTML content

Modify HTML element styles

Practical Workshop: *Create a photo gallery*

## Responsive Design

Principles

CSS 3 Media Queries

Practical Workshop: *Create a multi-platform site (smartphone, tablet, etc.)*

## Using Bootstrap

Introduction to Bootstrap

Bootstrap installation

Grid system for positioning

Layouts

Responsive Design

Practical Workshop: *Create a page using Bootstrap*

## Bootstrap Components

Dropdown menus

Navigation bars

Breadcrumbs