



Training Outline

- Click to the right of Section (not left)
- Creating a **link to a pdf**
- Creating **Internal Emails/External**
- Creating **Internal Section Links/Content**
- **Options** (Published Date, Expiry, Review and Archive)
- **Metadata** (Google Indexes)
- **Documentation online** and FAQ's, etc



09:00-09:10 Creating a link to a pdf

- Use insert media icon 

09:10-09:25 Creating Internal Emails – Using External Linking

- Use chainlink icon called “insert/edit link” 

09:25-09:45 Creating Internal Section Links/Content

- Use proper icon for “internal section linking”  so you have no broken links
- Use the “insert content link”  icon when necessary

09:45-10:00 Options

- **Published/Expiry/Review/Archive** Date for when your away or going on holidays and section needs to be live on website

General Information	Content	Placement	Channels	C
Content Embargo and Expiry Information				
Publish Date				
Expiry Date				
Review Date				
Archive Section				
Content Owner				

10:00-10:15 Break

Log in: <http://selkirk.ca/admin>

Future Training Dates

Are posted for the year!

<http://selkirk.ca/s/training/booking/>

Documentation & Videos

<http://selkirk.ca/s/training/>

10:15-11:00 Metadata

- You must **Modify Section** then click on **Metadata**

Home » Programs » Business and Aviation

General	Content	Styles	Metadata	Edit Rights	Content
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Metadata

Name	Value
DC.abstract	The School of Business and Aviation at Selkirk
DC.author	School of Business and Aviation
DC.contributor	Henri Bureaud
DC.copyright	(c) 2008 Selkirk College. All rights reserved.
DC.description	The School of Business and Aviation at Selkirk
DC.format	text/xhtml
DC.keywords	professional pilot, pilot, aviator, aviation, pilot tra
DC.language	en
DC.title	School of Business and Aviation

Update