

Training Outline

- Create new pages/new sections
- Create headings (Heading 1, Heading 2, Heading 3, etc)
- Move, delete, rename folders and files
- Edit left/right navigation
- Rename a link to a media file (other than it's filename)
- **Documentation online** and FAQ's, etc

09:00-09:15 Create new pages and new sections

- How to add a sub-section, new page

09:15-09:25 Create headings (H1 – H4) and paragraph tags

- Creating headings in different sizes (blue font)
- Changing the drop down inside editor from Format to Paragraph

09:25-10:35 Move, delete, rename folders and files

- Move sections or content
- Delete Section or content
- Rename a Section

10:35-10:45 Edit Left/Right Navigations

- Editing left navigation
- Adding an rhc

10:45-11:00 Rename a link to a media file

- Rename a link (pdf)

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/>