


Tracking and Vertexing Meetings - How To Post Your Talk

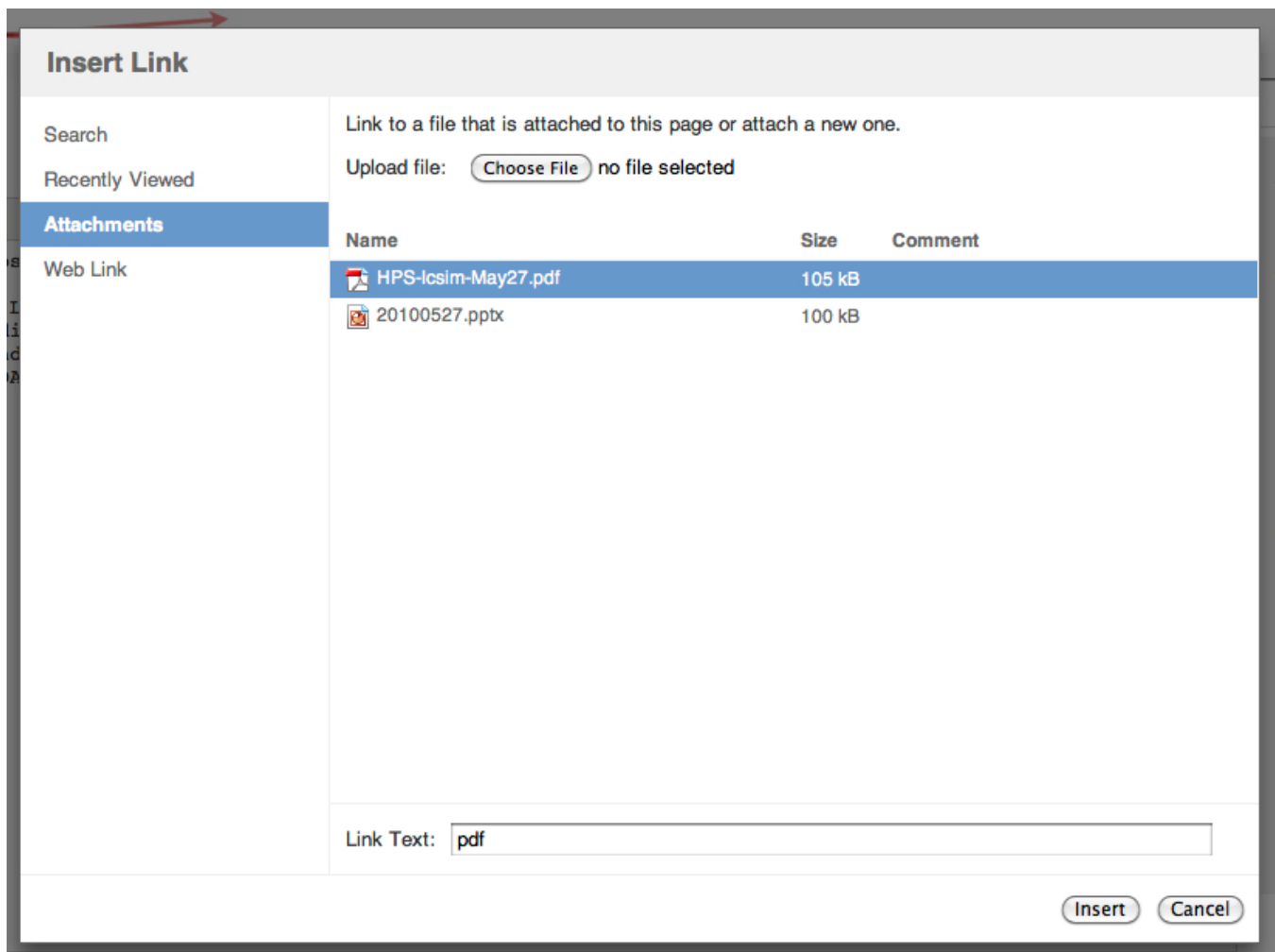
PLEASE NOTE: You will need editing privileges to post your talk to the agenda. Once you are registered in confluence, please let [Tim Nelson](#) know if you are not able to edit confluence pages.

To post your talk:

- Edit the agenda by clicking the "Edit" link at the top right of the agenda page.
- In the editing window, place the cursor at the end of the line for your talk.
- Click the link icon in the toolbar at the top of the editor ()

In the "Edit Link" panel that pops up:

- Select "Attachment" on the left.
- Click the "Choose File" button to select your talk on your local disk and upload it.
- Once the file is uploaded, click on the attachment to highlight it.
- Enter the file type as the "Link Text" at the bottom (pdf, ppt, pptx, etc.)
- Once you are done, and the "Edit Link" window looks like the attached image below, click "Save" to create a link to your talk.
- Finally, click the "Save" button at the upper right of the editor to save your changes to the agenda.



Insert Link

Search



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Attachments

Web Link

Link to a file that is attached to this page or attach a new one.

Upload file: no file selected

Name	Size	Comment
 HPS-lcsim-May27.pdf	105 kB	
 20100527.pptx	100 kB	

Link Text: