Create a New Page

1. On the My Workbench landing page, hover on “Create Content” in the top right, then select “Basic Page”

2. Give the new page a title.

3. Under “WB Section” choose the section where your new page will be housed.

   Type content in the “Body” field. If you are pasting content from another website or from Word do not copy and paste directly into the “Body” field. Select the Paste from Word Icon and past the content into the pop-up, then insert. Then select the text and click on the eraser icon to strip remaining styling code.

4. Click “Save” at the top of the page.

5. NON-MARKETING STAFF: After the page has been saved, it will not appear in the menu navigation. An email alert will be sent to the site administrators, who will add the page to a menu.

Email webmaster@uw.edu if you need to create more than 3 pages a month.

Note: please give the site administrator a heads-up if you are about to create more than a couple of pages.
Create an Image Gallery

1. On the My Workbench page, hover over “Create Content” in the upper right. Select “Basic Galleria Page”

2. Give the page a title.

3. Under “WB Section” select the section this page will be housed in.

   Add content in the “Body” field. If you are pasting content from another website or from Word do not copy and paste directly into the “Body” field. Select the Paste from Word Icon and past the content into the pop-up, then insert. Then select the text and click on the eraser icon to strip remaining styling code.

4. In the “Gallery” section select “Choose File.” Find the image you wish to upload. “Upload.”

5. Add Alternative text (required for accessibility): this should be a short description of the image content.

6. Repeat step 6 for each photo you wish to upload.
7. Click Save.

8. NON-MARKETING STAFF: After the page has been saved, it will not appear in the menu navigation. An email alert will be sent to the site administrators, who will add the page to a menu.
Add Page to a Menu

1. In the list of pages in My Workbench, find the page that has not been added to the menu.
2. “Edit” the page.
3. In “Menu Settings” at the bottom, check “Provide a Menu Link”

4. The menu link title will automatically be the same as the page title. You can make the menu title shorter, which is recommended for long page titles. Just make sure that the shortened menu title has the same words as the page title, for example: “Equity in Athletics Disclosure Act” becomes “Equity in Athletics.”
5. In the “Parent Item” drop-down choose the parent section where the page will be housed in the menu.

Note: This should generally match the “WB Section” for the page.

6. In “URL path settings”, un-check the “generate automatic URL alias” box and make sure the URL matches the navigation path where the page is nested.
   For example, if the “Alumni Updates” page is under “Alumni” which is under “Community Outreach” in the main menu, the URL should be community/alumni/alumni-updates.

7. Click Save at the top of the page
Edit a Custom Content Block/Widget

1. Hover over the top right area of the block – a gear icon will appear. Click on the gear and click “Edit.”

2. In the text editor box, make changes like you would to a basic page. NOTE: Remember to use the “paste from word” tool and the eraser tool to clean any extra formatting.

3. Save your edits.

The change will be reflected on every page where that block is placed.
Create/Edit Profile Widget

1. On the Workbench landing page, Hover over “Add Content” at top. Select “Profile.”

2. In WYSIWYG editor add a title, subheading, and content like you would a regular page.

3. A profile image is required. In the “Image” Section choose file and upload.

   ![Image]

   Note: Alternative text is required for accessibility. Please include a short description of the image content

4. In “Publishing Options” select “Promote to Front Page” to add the profile into the homepage widget rotation.

5. Select “Save” and View.
Add/Remove eAlert

1. On the Workbench landing page, hover over “Add Content” at top. Select “eAlert”

2. Give the eAlert a title.

3. In the “Body” field, content is already filled out for possible eAlerts. Delete all and accept the eAlert description that fits this occasion.

4. Edit the text to fit purpose and make campus specific.

5. Click “Save” at top.

6. To remove an eAlert after it is over, click the title of the eAlert in the page listing in “My Workbench.”

7. Select “Edit” on the eAlert page.

8. Under “Publishing Options” uncheck the “Published” box.

9. Save the changes.
Create/Edit a Promotional Event

1. Under “My Workbench” hover over “Create Content.” Select “Event.”
2. Give the event a name.
3. Select the “Public Promotional Event” type.

4. Click “General Information.” Fields will drop down.
5. Give event a date and time. Check “repeat” and choose options for repeating events.
6. Give the event a location, tag and description. These are required.
7. Optional: add a cost, contact, and link to event information.
8. Select “Save” at top of page.
9. Optional: email the UR and request your event be promoted to the front page.
Create a Blog Article

1. On the My Workbench landing page, hover over “Create Content” in the top right of the page, then select “Article”

2. Give the article a title. This will be added to the URL.

3. In the “WB Section” drop-down select the section this article will be housed in.

4. Add blog content to the “Body” field.
   
   If you are pasting content from another website or from Word **do not** copy and paste directly into the “Body” field. Select the Paste from Word Icon ![Paste from Word Icon](image) and past the content into the pop-up, then insert. Then select the text and click on the eraser icon to strip remaining styling code.

5. Save

Note: See the image tutorial for how to include an image in your blog article.
Create/Edit a Room Reservation

1. Under “My Workbench” hover over “Create Content.” Select “Event.”
2. Give the event a name.
3. Select the event type. A Public or Private Room Reservation.

   **EVENT TYPE**
   - Public Promotional Event
   - Public Room Reservation
   - Private Room Reservation

   Note: Private Room Reservations will not appear on the site, but will appear in your Workbench.

4. Click “General Information.” Fields will drop down.
5. Give event a date and time. Check “repeat” and choose options for repeating events.
6. Give the event a location, tag and description. These are required.
7. Optional: add a cost, contact, and link to event information.
8. Click “Internal Information” This information will be for maintenance personnel and will not appear in the event post.
10. Add customer information.
11. Select “Save” at top of page.
12. To search for events go to “View All Events” under “My Workbench”

   Note: Public Room Reservations only show up on the Room Reservation page.