Logging In

1. Go to your campus website and add "/user" to the end of the URL and hit enter.

   Your username is firstname.lastname.
   Your password is the same as your email password.

   Note: If you have issues logging in email webmaster@uwc.edu.

2. After you log in, you will be redirected to the Workbench landing page.

   On this page you can see all recent edits and changes that have been made on all pages of the website.
How to Edit a Page

1. Go to the page you want to edit and lick the “Edit” tab just below the page title.

2. If you are pasting content from another website or from Microsoft Word select the “Paste from Word” icon and paste content into the pop-up and select “Insert.” Then select all of the text and click the eraser icon. This will strip out additional formatting and code (that you may or may not see, but can cause problems for you in the future). You may need to add some styles back in, like bolding.

   Otherwise, type content directly into Body field.

3. Use the following tools to format your content. Many are the same as in Word.

   - Bold
   - Italic
   - Underline

   This includes heading and paragraph styles.

   This is for wrapping content around an image.

Please read the Misc Tips for Drupal Editors document for best practices on editing web pages in Drupal.
Adding Documents

1. In the text editor field, type the title of the document and highlight the text that will link to the file. Click on the link icon.

2. In the pop-up, click the browser icon to the right of the URL field.

3. A pop-up will open with all the files you have access to. You can:
   
   “Upload” files
   “Delete” files (see the video tutorial for this)
   Create/delete “Directory” folders (see the video tutorial for how to remove folders)
   “Insert Files”
   Ignore “Thumbnails”

4. Click the plus icons next to the folders in the directory to navigate to the folder that matches the page you are adding a document to. If a folder does not exist for that page, select the name of the folder that matches the parent page and click the “Directory” button. Title the folder (in one word, if possible) to match the name of the page you
want to add the document to, and click the “Add” button.

5. To add a document to this folder, make sure you have selected the folder and then click “Upload”, then click “choose file” to browse your computer for the file you want. (Ignore the thumbnail options.) Then click the “upload” button in that pop-up box.

6. Your document will automatically be highlighted in blue. While it is highlighted, click “Insert File”

7. Finally, click “Update” in the Insert/Edit Link window.
Adding Images

1. Click on the image icon.

2. In the pop-up, add the image URL (if it already exists in the site), or click the browser icon to the right of the URL field.

3. Another pop-up window will open with all the files you have access to.

4. Click “Upload” Images

5. Choose an image from your computer using “Choose File” button, then click “upload” under the thumbnails list (ignore the thumbnails list)

6. Once the image is loaded, it will be highlighted in blue. While it is highlighted, click “Insert File”

7. Once you have inserted the image, add a short description of the content of the image. This is required for accessibility (people with visual impairments using screen readers).

   Note: If you forget to add a description, an error message will appear. Just hit cancel and add a description of the image.

8. Click “Insert File” at the bottom of the pop-up window.

9. Select the image with your cursor, then select either “Image left” or “Image right” from the “Styles” drop-down in the editing toolbar. This will wrap the text on the page around the image and add spacing around the image.

(Note: See the screencast for how to delete images.)
Correct Way to Create an Internal Link

1. In the Body text field, highlight the text you would like to link to.

2. Click the link icon

3. In the “Link URL” enter the part of the URL after “edu”

4. **The forward slash is important.** Make sure to begin the URL with a forward slash.

5. Select “Insert” In the link box.

6. Hit “Save” at the top of the page.

7. Test the link.
Create an Anchor Link

1. Highlight text that will be the anchor.
2. Select the Anchor Link icon.
3. Give the anchor a name in the pop-up (keep it short, with no spaces or symbols/special characters). Select “Insert”

Note: The Anchor name must be unique to the page.

4. Copy the Anchor name.
5. Highlight the text that will be the link.
6. Select the Insert/Edit Link Icon.
7. In the URL field enter a pound symbol (#) followed by the Anchor name.
8. Insert the link.
9. Click “Save” at the top of the page.
Embedding a YouTube Video

1. Click on the Media Icon.

2. Paste in the URL of the YouTube video in the File/URL field.

3. Click the tab key to preview the video.

Note: In the Advanced tab, you can align it Right/Left if you want text to wrap around the video box.

5. Click “Insert.”

6. You will see a yellow box where the video will be.

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

NOTE: You will need to view the page in a separate browser window (not logged in) to test if the video is working.
Create a Table

1. Select the Insert/Edit Table Icon.
2. Choose the number of rows and columns
3. Check “Table Caption.” This is required for accessibility purposes.
4. Click “Insert”
5. Add a description of the table in the gray Caption area
6. Select all of the cells in the top row, click “Table Row Properties” icon and select “Header” under “Row Type” and then “Insert”

7. Select all of the header row cells and click the “Table Cell Properties” icon. For “Cell Type” select “Header” and for “Scope” select “Column” then click “Update”
8. Add header row titles for each column.
9. Add content to the rest of the table cells.

When your cursor is in the table, you may use the following icons available in the text editor toolbar:

- Table Row Properties
- Insert Row Above
- Insert Row Below
- Delete Row
- Insert Column Before
- Insert Column After
- Delete Column
- Table Cell Properties
- Split Merged Cells
- Merged Cells

8. When you've finished entering the data, select “Save” at the top of the page.