How to Use – uwc.edu
Nate Millin
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Logging In

Log in at https://uwc.edu/user (Production Site)

• Your username is firstname.lastname
• Your password is the same password that you use for email.
• Email webmaster@uwc.edu if you have issues.

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

• This page will show you your recent edits & all of the pages on the site. You will only have access to edit some of the pages.

Editing a Page

After you have logged in, go to the page you want to edit. If you have permission to edit the page, you will see an “Edit” tab. Click the tab to edit the page.

Pasting From Word

Pasting content from word isn’t recommended, but can be done. Your formatting may be lost when you paste from Word. If you paste from a Word Document, click on the Word Icon and past into the pop-up.

Adding Styles to your text

The text editor is very similar to a word document. You can add bulleted lists, links, and much more. Here is what each button does:

• B - makes the text bold
• 
- makes the text italic.

• 
- underlines text.

• 
- aligns text left.

• 
- centers text.

• 
- aligns text right.

• 
- creates a bulleted list.

• 
- creates a numbered list.

• 
- indents text left/right. Don’t use this much because it won’t look good on mobile devices.

• 
- links/unlinks text.
  o Can also be used to upload & link to documents.

• 
- create Anchor links (links to a part of a page).
  o See screencast for more information.

• 
- insert images.

• 
- change the format of the block level element.
  o By default all text will have a paragraph tag (<p>). This will have some margin at the bottom. The other options follow:
  o Heading 2 – 6 – these should be used to format the structure of the page. H2 is the largest in size and the H6 is the smallest in size.
    - The Heading 1 is used for the page title and you can’t use it since there can only be one H1 per page.
    - The H2 is used to create the main sections of the page. You shouldn’t have more than 3-5 H2’s on the page.
    - H3-6 are subheadings. You can use these inside of H2’s.
Overall, H tags are used to create the page outline to make it easy for people to find what they are looking for easier.

- Div – if you don’t want and space below your text when you hit enter, switch to div tags instead of a p tag.

- allows you to add a style to an image.

- Image Left/Right will “float” an image to the right/left so the text will wrap along it. There will also be some padding added automatically.

- shows the HTML of the text you are editing. Only go into here if you know what you are doing.

- The code won’t be indented, so paste the text into http://www.freeformatter.com/html-formatter.html, and then paste the formatted text into your favorite text editor.

- removes formatting. If you have made some text bold, and indented; this will remove that for you. Just highlight the text and click this button.

- This won’t work for removing H tags. To do that you’ll have to change them manually.

- Paste from Word. If you are copy & pasting from word, you MUST use this button. If you don’t, your formatting will be very messed up.

- are used to create and edit tables. See the screencast for more information.

- embed a YouTube video.

- spellcheck.

- provide a text layout and dummy text (used in development).

Adding Images to the Page
To add images to the site:

- click on the image button
- if you know the url of the image, you can add it in the pop-up, otherwise click on the blue file browser icon
- this opens another pop-up of all the files you have access to. You can:
  - “Upload” files
    - Max size of upload (670px X 670px)
    - Permitted file extensions (gif png jpg jpeg)
  - Create “Thumbnails”
  - “Delete” files
  - Create/delete “Directories”
  - “Insert file” into page.
  - See Screencast on how to do this.
- When you have inserted a file, you then MUST provide an Image Description. This will be displayed for people that use screen readers, so describe the image (Max ~150 characters).
  - If you don’t provide an Image Description, you will get an error message. Make sure to hit “Cancel” and then add a description.
  - This is very important for us to conform to Section 508. If we don’t, we’ll get in a ton of trouble.

Adding Documents to the Page

Adding documents is very similar to adding an image. The only difference is that you type some text, highlight the text that you want to link to the document, and then click on the link icon.

- Follow the same steps as before
- Permitted file extensions (pdf doc docx)
• When you are ready to insert the link, you can have the link open in a new window. You would do this when you have a link that goes to an external site (non uwc.edu website).

![Insert/Edit Link](image)

**Creating a Table**

When you create a table you must make sure it is accessible for people that use screen readers (that way we will conform to Section 508). To make accessible tables, each table needs:

• **A Caption**

  o When you click on the table icon, make sure to check the “Table Caption” checkbox. This will give you a caption above the table, that describes the table.
• A Header Row (optional Column) with scope
  o When you create the table, make sure to have the top row describe the cells in the table. This way screen readers will be able to read the content of the Table correctly.
  o Watch the screencast to see how to do this correctly in the Text Editor.

**Embedding YouTube Videos**

The media icon ( ) allows you embed videos from YouTube. You cannot upload videos to the server and can only use videos that are on YouTube.

1. Click on the Movie Strip Icon.
2. Paste in the url of the YouTube video in the File/URL field.
3. Click the tab key, or somewhere else, and you should have a YouTube image ready to play.
4. Click on the Advanced tab, & you can Align it Right/Left if you want text to float along it.
5. Click insert to add it to the WYSIWYG.
6. You should get a yellow box for where the video will be.