Add Image to Homepage Slideshow

2. Add a Title and Description with the image.
3. Choose and upload image.
   
   ![Choose File](image.png)
   
   Note: **Images must be 620x315 pixels.** You cannot upload smaller images. Larger images will be cropped.
4. Add alternate text and a title. Alternate text is required and should be descriptive for accessibility.
5. Add a relative link URL in “Link URL” field for the page you want to send people. For example: community/continuing-ed/courses
6. Click “Save.”
7. On the image page select “Nodequeue”

![Alumni image 2](image.png)

8. Select “Add to Queue” next to “Homepage Slideshow”
Add Image to Random Image Slideshow

2. Add a Title. This is for internal use only.
3. A description is not needed for random image slideshows.
4. Choose and upload image

Note: **Images should be 620 x 315 pixels.** Smaller images will be pixelated. Larger images will be cropped.

5. Add alternate text: this is required and should be descriptive for accessibility.
6. Click “Save” on the page.
7. On the image page select “Nodequeue”

8. Select “Add to Queue” next to the random image slideshow you want. This is indicated by “Rand Img”
9. View the slideshow.
Add Image to Tabbed Slideshow

2. Add a Title. This will appear with the image.
3. Add a description of the image.
4. Choose and upload image

Note: Images must be 620 x 315 pixels. Smaller images cannot be uploaded. Larger images will be cropped.

5. Add alternate text: this is required and should be descriptive for accessibility.
6. Click “Save.”
7. On the image page select “Nodequeue”

8. Select “Add to Queue” next to the tabbed slideshow you want. This is indicated by “Slideshow Tabs – Page Name”
9. View the slideshow.

Note: Tabbed slideshows can have 5 images in the queue, but only the first 4 will be shown.

10. To re-order the images hover over “Structure” click “Nodequeues” View the Nodequeue you want to edit. Drag images to re-order.
11. “Save” the new order.
Edit a Custom Content Block/Widget

1. Hover over the top right area of the section of the page that has links – a gear icon will appear. Click on the gear and click “Edit.”

   ![Facebook Links]
   ![Flickr Feed]

2. In the text editor box, make changes like you would to a basic page. **These should only be an unordered list of links to social media accounts other than your campus-wide account.**

3. Save your edits.

NOTE: Please contact webmaster@uwc.edu if you want to remove a block of links, or add one, if you have content ready to go.
Create/Edit Promo Video Widget

1. On the Workbench landing page hover over “Add Content.” Select “Promoted Youtube Video”

2. Add video title.

3. Copy and paste video URL from Youtube into “Youtube URL” field.

4. Make sure “Published” is checked.

5. Click “Save” at top of page.

6. View the homepage for video.

   Note: Widget will include links to past promoted videos.
How to Enter an External News Item

STEP 1
select "News - External" from the “Create Content” list (accessible from the top right of My Workbench page)

STEP 2
enter the title per the following standard:
UW-Campus was featured in a story about X; UW-Campus professor was quoted in an article about Y; UW-Campus program was mentioned in an article about Z

STEP 3
Enter the entire URL of the page where the article appears

STEP 4
enter the name of the author and the name of the publication

STEP 5 (optional)
enter the published date of the article, if not the current date

STEP 6 (optional)
If you aren’t ready for the item to be posted on the website, un-check the “published” checkbox in the “Publishing options” tab at the bottom of the page.

if you have permissions to do so, you may select "promoted to front page" if you want the link to the article to show up in the homepage news feed (otherwise it will only show on the news listing page).

if you do not have permissions to do this, an email will be automatically sent to the UR, indicating that you have created the article and the UR can choose to add it to the home page newsfeed.

STEP 7
scroll to the top and click "Save"
How to Enter an Internal News Item

STEP 1
select "News - Internal" from the “Create Content” list (accessible from the top right of My Workbench page)

STEP 2
enter the title of the article (required) and any sub-heading (optional)

STEP 3
using the "paste from word" icon, paste your content into the body field. you may add an image and/or a video embed link, if applicable.

STEP 4
enter the date of the release, if not the current date

STEP 5
enter your contact info, or the contact info of a person people can contact for more information (no need to include this in the body of the text)

STEP 6 (optional)
If you aren’t ready for the article to be posted on the website, un-check the “published” checkbox in the “Publishing options” tab at the bottom of the page.

if you have permissions to do so, you may select "promoted to front page" if you want the article to show up in the homepage news feed (otherwise it will only show on the news listing page).

if you do not have permissions to do this, an email will be automatically sent to the UR, indicating that you have created the article and the UR can choose to add it to the home page newsfeed.

STEP 7
scroll to the top and click "Save"
Re-Order Pages in a Menu

NOTE: this can be dangerous and should only be used for reordering pages within the same section.

1. In the Workbench top bar, hover over “Structure.” Hover over “Menus” then select “Main Menu.”
   **Note:** You will be redirected to a page where all pages are listed in nesting order.

2. A cross-hair drag icon will appear next to the pages if you have permissions to re-order. Drag to re-order.

3. To save changes, Click “Save Configuration” at the bottom of the page.

PLEASE CONTACT webmaster@uwc.edu before attempting this:

1. To house a page in a sub-section, drag to the subsection. “Save Configuration”
   **Important:** The URL will need to be changed to mimic the new nesting structure.

2. To change the URL select “Edit” on the page you moved.

3. Under “URL path settings” change the URL alias to match the new structure.

   a. To undo/change the move, drag the page to where it needs to go.
   **Note:** Remember to also change the URL to match the current structure.

4. Save.