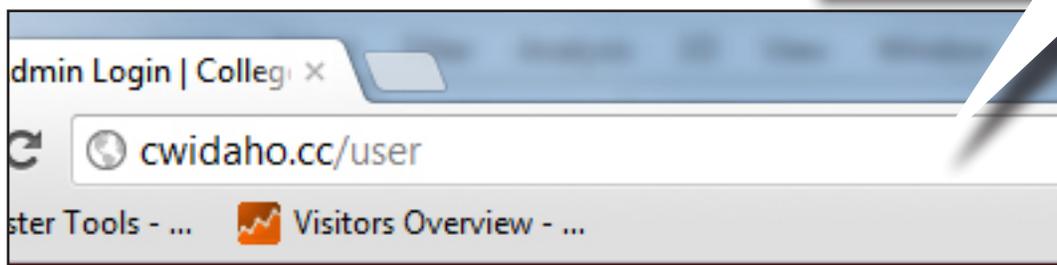
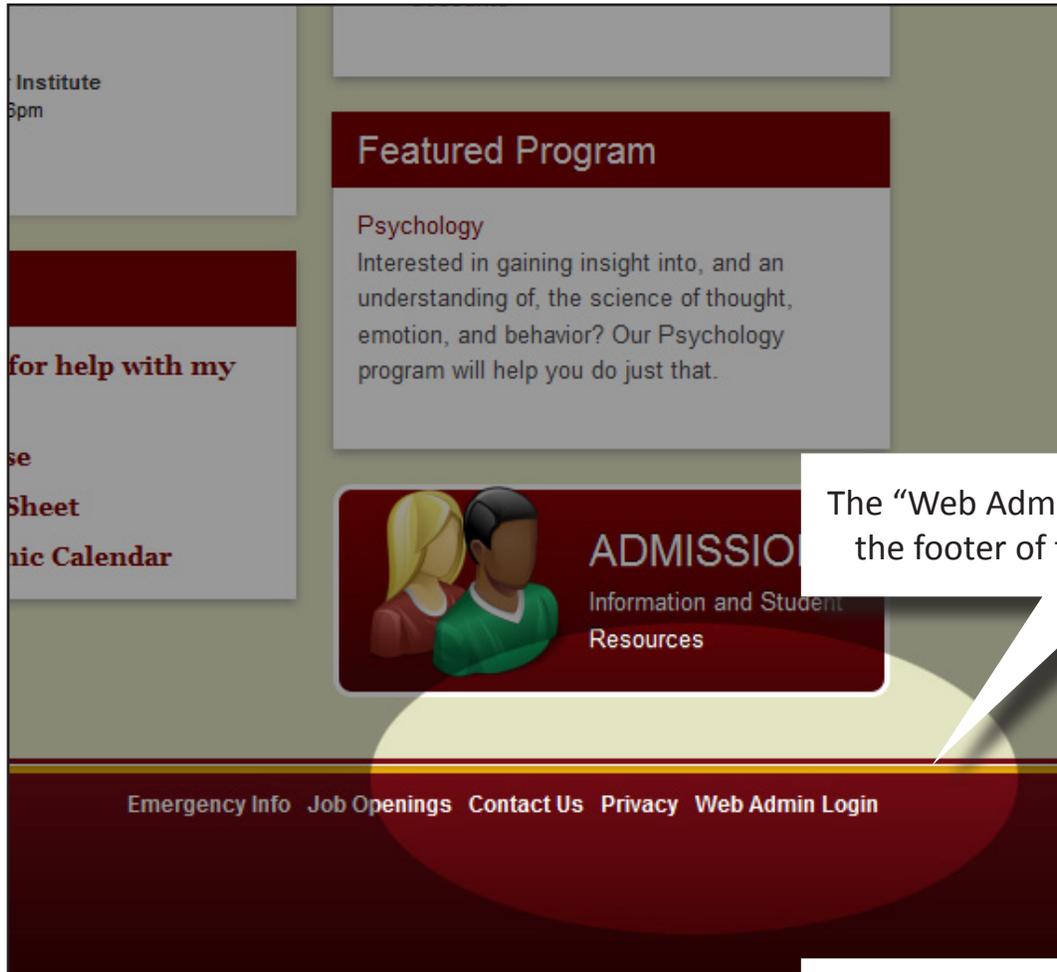


CWIDAHO.CC
CONTENT EDITORS
BASIC TRAINING GUIDE



Using the CWI website

1.1 Logging in and bookmarking



Using the CWI website

1.2 Get to know the workbench

The screenshot shows the CWI website workbench interface. At the top is a black navigation bar with links: My Workbench, Content, Structure, Configuration, Advanced help, and Help. On the right of this bar is the user name 'Hello TestUser' and a 'Log out' link. Below the black bar is a grey shortcuts bar with links: Add content, Add Page, Add File, Add FAQ, and Page building guide. The main content area is divided into several sections:

- 1**: A black bar containing the 'My Workbench' breadcrumb and navigation tabs: 'MY CONTENT' (selected), 'CREATE CONTENT', and 'MY SECTIONS'.
- 2**: A grey bar containing 'My Edits' and 'All Recent Content' buttons.
- 3**: A table titled 'My Edits' showing a list of recently edited items.
- 4**: A 'My Profile' section with a user profile picture and the text 'TestUser edit my profile'.
- 5**: A table titled 'All Recent Content' showing a list of recent site content.

TITLE	EDITORIAL DEPARTMENT	TYPE	PUBLISHED	REVISED BY	LAST UPDATED	ACTIONS
testing faq moderation	Forms & Pubs	FAQ	No	TestUser	1 month 5 days ago	
Test FAQ	Forms & Pubs	FAQ	No	TestUser	1 month 2 weeks ago	
Tuition and Fees	Paying for Classes	Page	Yes	TestUser	1 month 2 weeks ago	
Tuition and Fees	Paying for Classes	Page	Yes	TestUser	1 month 2 weeks ago	

TITLE	EDITORIAL DEPARTMENT	TYPE	AUTHOR	LAST UPDATED	ACTIONS
Library	Library	Page	Lisa Jansen	1 month 5 days ago	edit
Transfer Information	Student Services	Page	PatPerkins	1 month 6 days ago	edit

1 - Main Menu and Shortcuts Bar

The black bar is the main administrative menu for navigating to different areas of the admin. The grey bar is the shortcuts bar for quick links to areas you visit frequently.

2 - Workbench Tabs

“My Content” is the default tab where you see a list of your content.

“Create Content” takes you to a screen that lists the different types of content you are able to create.

“My Sections” gives you a list of the site sections your user has access to.

3 - Your Recent Edits

Displays a short list of content which you have recently edited or worked on

4 - Your Profile

This is how you find your profile where you can change your password, add your picture and access and/or edit other personal information.

5 - All Recent Content

A list of all recent content in the site within your section which you have access to edit

Using the CWI website

1.3 Editing Your Profile

The image shows a screenshot of the CWI website's profile editing interface. The page is titled "TestUser" and has navigation buttons for "VIEW", "BOOKMARKS", and "EDIT". Below the navigation are buttons for "Account" and "Newsletters".

The main content area contains several form fields and sections:

- Username:** A text input field containing "TestUser". A callout box labeled "Username" points to this field.
- Current password:** A text input field. A callout box labeled "Enter current password here to change password (below)" points to this field.
- E-mail address:** A text input field containing "psperkins@gmail.com". A callout box labeled "Email Address associated with the account" points to this field.
- Password:** A text input field. A callout box labeled "Change Your password" points to this field.
- Confirm password:** A text input field.

Below the password fields is a section titled "EMAIL SETTINGS" with a checkbox for "Plaintext email only". Below that is a section titled "PICTURE" with an "Upload picture" button and a "Browse..." button. A callout box labeled "Upload profile picture" points to the "Upload picture" button. Below the picture section is a section titled "LOCALE SETTINGS" with a "Time zone" dropdown menu. A callout box labeled "Time Zone settings" points to this dropdown menu.

At the bottom of the page is a "Save" button.

Using the CWI website

1.4 Finding the help files in the web admin

Access the help files via this link
in the shortcuts bar

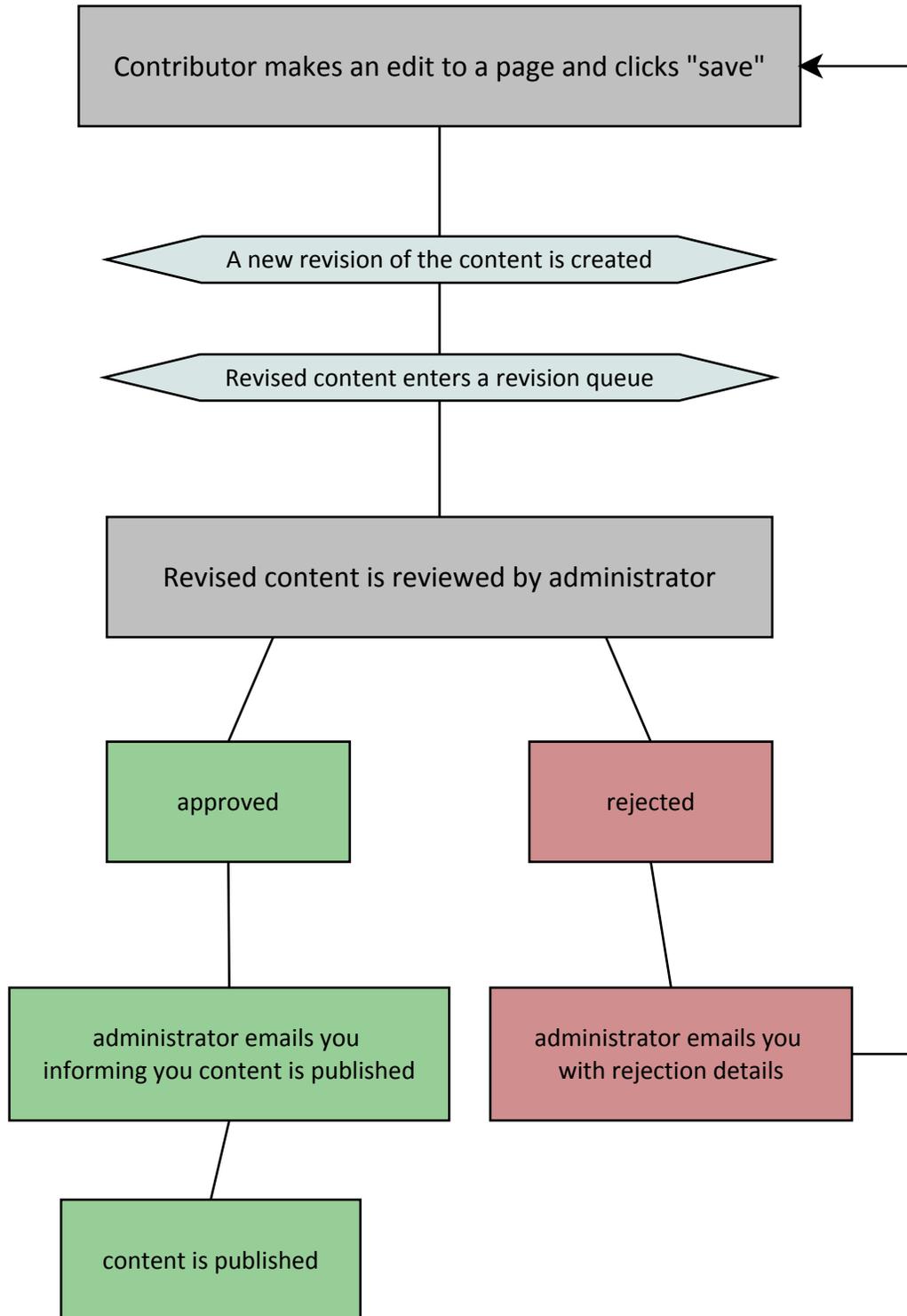
The screenshot shows the top navigation bar of the CWI website web admin. The bar includes a home icon, a 'My Workbench' button, and links for 'Content', 'Structure', 'Configuration', 'Advanced help', and 'Help'. Below the navigation bar is a shortcuts bar with links for 'Add content', 'Add Page', 'Add File', 'Add FAQ', and 'Page building guide'. The main content area shows a breadcrumb trail 'Home » Administration' and the heading 'My Workbench'. A large grey arrow points from the 'Page building guide' link in the shortcuts bar down to the 'CWI site help help index' page.

Home » Administration » Help
CWI site help help index

- [Financial Aid Editors Guide](#)
 - [Financial Aid FAQ's](#)
- [Scholarship Editors Guide](#)
 - [Scholarship FAQs](#)
 - [Adding / Managing Scholarships](#)
- [Library Editors Guide](#)
 - [Library FAQs](#)
 - [Adding / Managing External Library Resources](#)
- [Page author's guide](#)
 - [Creating a simple page](#)
 - [Creating Pages Step By Step \(Detail\)](#)
 - [Creating complex pages with Panelizer](#)
 - [Placing Individual Page Elements](#)

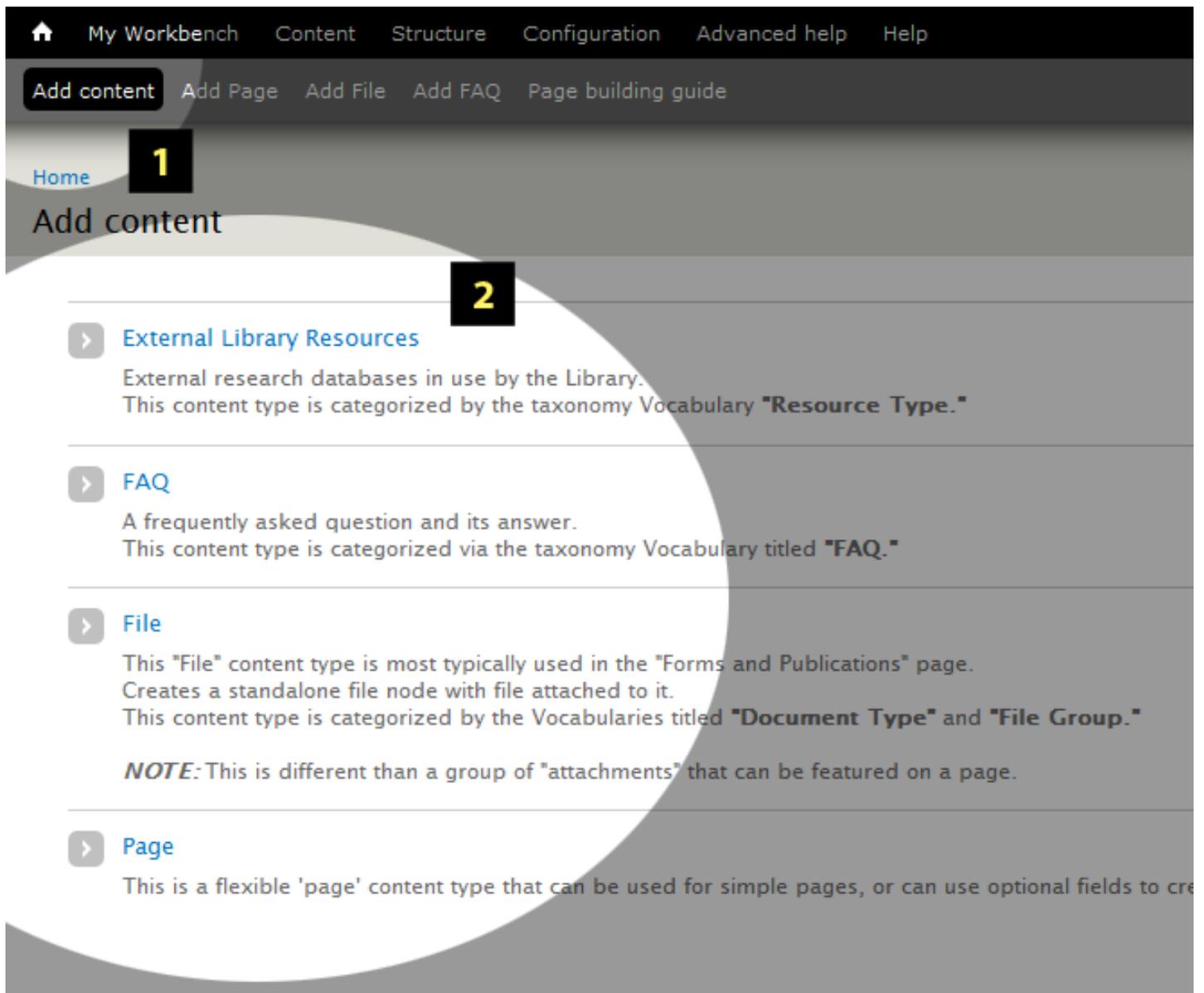
Using the CWI website

2.0 The Basic Content Workflow



Using the CWI website

2.1.0 Workflow: making your edits



1. Click the “Add Content” link which takes you to this screen where you can choose from the content types available for you to work with.

2. Each editor role is different and will have different items show up here depending upon their access rules. Some roles may only have “Page” and “FAQ” while other roles may have access to special role-specific content types such as seen here with “External Library resources” which is a specific content type associated only with Library editors.

Using the CWI website

2.1.1 Workflow: Entering a revision message

The screenshot shows the 'Create FAQ' form in the CWI website. The navigation bar at the top includes 'My Workbench', 'Content', 'Structure', 'Configuration', 'Advanced help', and 'Help'. Below the navigation bar, there are links for 'Add content', 'Add Page', 'Add File', 'Add FAQ', and 'Page building guide'. The 'Add FAQ' link is highlighted. The breadcrumb trail shows 'Home » Add content'. The main heading is 'Create FAQ'. The form is divided into two main sections: 'Standard fields' (marked with a yellow '1') and 'Revision log message' (marked with a yellow '2'). The 'Standard fields' section includes a 'Revision information' field with the text 'New revision'. The 'Revision log message' section includes a text area with the text 'Created by TestUser.' and a prompt 'Provide an explanation of the changes you a'. At the bottom of the form, there are 'Save' and 'Preview' buttons.

All content editors are strongly advised to enter a good revision log message whenever making edits to existing content. Not all changes are easy for administrators to spot so we ask that you enter a descriptive revision log message to help us figure out what was changed. This is especially important when making any changes using panelizer.

1. "Revision Information" tab reveals the revision log message box. Here it is shown on an FAQ page for demonstration only.
2. "Revision Log Message" - by default this will only contain a short tag to attribute the content to the person creating it. In edit mode, this is where you would enter your revision message to help admins understand what you changed.