User Guide

Table of Contents

• Getting Started
  • Logging into the UTSOA website
  • My Workbench
    • Profile Editor
      • Accessing the Profile Editor
      • Adding a Photo and Basic Information
      • Adding Education & Interests
      • Adding Links & CV
      • Adding Publications
    • Content Creation and Editing
      • Creating 'Event' Content
      • Creating 'Headline' Content
      • Updating 'Page' Content
        • Listing users on a Page
      • Creating 'Publication' Content
      • Creating 'Work' Content
      • Updating 'Course' Content
    • Text Editor
      • Creating Links
  • My Files
    • Media Uploader & Linking Existing Media
    • Image Editor