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