

RUNNING WEBIT**To run Weblt**

1. Open Internet Explorer. On the address bar, type one of the following:
 - To work on the actual site, type `webit.who.int`.
 - To practice Weblt, type `webit-training.who.int`.
2. Click the underlined link "here". A new window opens.
3. Type your Weblt username and password.
4. Click Log In. Your workspace appears.

CREATING A WEB PAGE {WATCH THE VIDEO}

1. In the Workflow column, click your Division.
2. Under Actions, click New Document. The New Document page appears.
3. In the Title box, type a descriptive name for the file.
4. In the Story Type box, select one of the following page templates:
 - Topic cover. A page that is linked from the navigation column, used to introduce the contents of a section of the site.
 - Story. Contains the bulk of information in the site, does not have a right column.
4. In the Primary category box, select the folder where you want to save your file.
5. If you are creating a Story, in the Slug box, type a one-word description for the page. Make sure the slug has no capitals or no spaces.
6. In the Language box, make sure the correct language is selected.
7. Click Create. After you create the page, you can begin adding elements and entering text.
8. Click the Suggest tags button to add Subject tags to the page. Edit the tags as needed.
9. Click Save and Stay. This saves the changes and keeps you in the same window.
10. Click Preview to see how the page appears.
11. If needed, click Save to save changes and go to the Workspace.

RETRIEVING A WEB PAGE {WATCH THE VIDEO}

1. In the Workflow column, click your Division. Under

2. Actions, click Find documents.
2. In the URI box of the Search page, enter the address of the page you want to edit. Begin directly with the name of the site. For example `/immunization`.
3. Click Search.
4. In the search results, select the checkout box and click the Checkout button.

WORKING WITH ELEMENTS {WATCH THE VIDEO}**To copy and past elements**

- Copy the element by clicking the blue Page icon at the top right corner of the element. Paste by clicking Add element, then selecting "Add Element (Element name)."

To rearrange elements

- Click Save and Stay then click on the element you want to move. Note that the cursor changes. Drag the element to its new location.

To add multiple paragraphs

1. Inside the Page, click Bulk Edit.
2. In the Default field list, select Paragraph and click Change.
3. Paste the paragraphs. Make sure they are separated by a blank space. Click Save.

ADDING PHOTOS AND PDF FILES {WATCH THE VIDEO}**To create a link to a new PDF file**

1. Checkout the page where you want to add the PDF link.
2. Do one of the following:
 - If you want to add the PDF link to an existing list of files, look for the Related Links element and click Edit.
 - If you want to link the PDF outside of an existing list, click the Add Element drop down list. Select Related Links, then click the Add Element button.
3. Inside the Related Links element, select Media link in the Add Element list.
4. In the Alternate link text box, enter the title of the document.
5. Click Edit. A new window opens.
6. In the Upload as list, select PDF document.

7. Click Browse and locate the file you want to upload.
8. Click Create. Click the green URI link to preview.
9. Click Save. This returns you to Related Links box.

To add a new image to a page

1. In the Add Element list, click Image element. Then, click Edit.
2. In the Upload as list, select one either Photograph or Illustration (charts, maps, logos).
3. Click Browse, then locate and select the file.
4. Click Upload. The Media profile page appears.
5. Preview the file by clicking the green URI link at the top.
6. Describe the image in the Alt text English box. If needed, add the Caption and Credit elements.
8. Click Save. This returns you to the Document profile.

To link to an existing PDF file

1. Add a Media link element and click Edit. The search page appears.
2. In the URI box, type the address of the file. Click Search. The search results appear.
3. In the search results list, click Relate beside the file.

To link to an image

Add an Image element and click Edit. Follow Steps 2 and 3 of the section of linking to an existing PDF file.

SENDING A PREVIEW PAGE FOR APPROVAL

1. In the document profile, click the Preview button.
2. In the Preview window, click the Remove frameset button.
3. Copy the full web address on the address bar.

PUBLISHING PAGES {WATCH THE VIDEO}

Web pages will not be seen on the live site until you publish them. Media files, such as images and PDFs, need to be published separately from the pages where they appear.

To publish a web page or a media file easily

1. Go to your workspace.
2. For each file you want to publish, click the Check-in button, then click the "and Publish" option. The file will then disappear from your workspace.

MOVING AROUND WEBIT

You work in three main areas in Weblt: your workspace, the search page and the element profiles.

After you log on to Weblt, Weblt displays your workspace, an area that contains the pages, images and other files you are working on. Your workspace shows either new files you have just created or files that you have checked out of Weblt.



Figure 1. Weblt has three main sections: your workspace, the search page and the element profile page. Check the green horizontal bar at the top of the page to locate where you are in the system.

When you check out a web page, you take it out of the Weblt library and bring it into your workspace where you alone can edit it. Conversely, when you check in a page, you return it to Weblt and allow others to work on it.

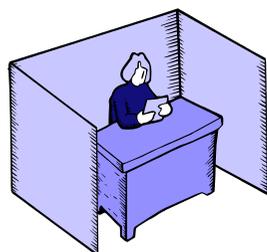


Figure 2. Your workspace contains pages and files that you have checked out of Weblt. Only you can edit the files in your workspace.

The Search page helps you find web pages and other files in the Weblt library. You can go to the search page by clicking Find documents and Find media links under your unit and your unit media, respectively.

Element profiles describe the contents of an element, which can either be actual text, an element property, or another element. Hence, if the element you want to change is inside another element, you first have to open the element that contains it.



Figure 3. Elements can be found inside other elements.

- Headline element 
- Paragraph element 
- Image element 
- Link element 

Capitis

Child and adolescent health and development topics

Development

Rights

Prevention and care of illness

Figure 4. In Weblt, every headline, image and paragraph is an element.

WORKING WITH ELEMENTS

Elements are the basic building blocks of a web page in Weblt. Each headline, image and paragraph you see on a web page is an element. By changing the position of elements, you can change how the page looks.

An element can contain actual text, as in headlines and paragraphs; but more importantly, elements can also contain other elements.

Because elements can be found inside other elements, adding elements creates a hierarchy of elements. You may often have to open several elements first before you can find the text you need to update.

For instance, if you want to change a list, you have to open the List element first, then the List Item element next.

Available elements vary for each level. You therefore need to click the Add Element button at the right level to add a particular type of element.

After you edit an element, you can either click Save and Stay to continue working on current element or click Save to return to the workspace.