Medicine
UNIVERSITY OF TORONTO

Drupal Training 2018

Contents

Important Notes 1
- Logging In 1
- Moderation 1
- Levels of Access 1

Logging In 2

My Workbench 2

Editing Pages 2
- Pasting information from other sources 2
- Submitting a page for review 2

Styles 2
- Using Styles 2
- Removing Styles 2

Anchors 3
- Adding Anchors 3
- Removing Anchors 3
- Adding Links to Anchors 3

Links 3
- Adding External Links 3
- Adding E-mail Links 3
- Adding Links to Uploaded Files 4
- Adding Internal Links 4
- Removing Links 4

Tables 4
- Adding tables 4
- Adding Cells to an existing table 4
- Removing Cells from an existing table 4
- Adding Rows to an existing table 4
- Removing Cells from an existing table 5
- Table Styles 5

Pictures 5
- Adding Pictures 5
- Resizing Pictures 6

Picture Justification 6
Padding 6
Open Access Pictures 6
Google Images 6
Flickr 6
University of Toronto Digital Media Bank 6
Files 7
Uploading Files 7
Renaming Files 7
Replacing Uploaded Files 7
Events 7
Creating an Event 7
News 8
Creating a News item 8

Important Notes

Logging In

Your username ***is not*** your email address.

Moderation

The Department of Medicine website is moderated. This means that any changes/updates you make to a webpage **will not be reflected on the website immediately.** Once you've clicked the "Needs Review" button at the top of the webpage, the moderator(s) receive notification of your changes/updates and will review/edit and approve.

- Please give 48 hours for moderation to occur. If it is an urgent/time sensitive website update, email Communications directly (dom.communications@utoronto.ca.)

Levels of Access

Most content contributors (divisional and central support staff) have access to update/edit basic webpages, news and events. Full access (moderation privileges) is limited to a few central support staff members. This is because:

- In an attempt to minimize redundancies and duplication of content, we will be able to recognize if content you're creating already exists, and we can provide alternative solutions.
    - This is in part why **moderators have access to create pages**
    - If you need a page created, please fill out the "Department of Medicine Website Request form" (www.deptmedicine.utoronto.ca/communication-resources) and email it to Communications directly (dom.communications@utoronto.ca).
- Moderators also have full access to change/update the "architecture" and "navigational elements" of the website. Architectural changes often require several levels of approvals before being implemented.
    - Landing pages are considered "navigational elements" and are not basic pages.
    - If you'd like a modification made to your landing page, please fill out the "Department of Medicine Website Request form" (www.deptmedicine.utoronto.ca/communication-resources) and email it to Communications directly (dom.communications@utoronto.ca).

Logging In

1. Visit www.deptmedicine.utoronto.ca/user
2. Enter your username and password

My Workbench

This page can be used to quickly access the pages that you have already edited, create new content, or review your drafts.

Editing Pages

1. Open the page you wish to edit
2. Click **"New draft"** or **"Edit draft"**
3. Once you have made the edits you wish to make, click "save" at the bottom of the page (Save frequently, as there is no "auto-save" feature. If you navigate off the page without saving, you **will** lose your work.)

Pasting information from other sources

1. Copy the text
2. A "Plain Text" pop-up may appear. Paste your text there and select **OK** or select the "**Paste as Plain Text**" button (this will remove all formatting from the text that you have copied)
3. Paste your content into the box that opens
4. Click "**OK**"
5. Format the text using the "**Styles**" drop-down menu

Submitting a page for review

1. Visit the page that you wish to submit for review
2. Ensure that the moderation state drop-down menu says "**Needs Review**"
3. Click "**Apply**"

Styles

Using Styles

1. Select the line that you would like to change the style of
2. Click the "**Styles**" drop-down menu
3. Select the style (Note: refer to the attached Style Guide for guidelines)

Removing Styles

1. Select the text that you would like to remove the style from
2. Click the "**Styles**" drop-down menu
3. Re-select the current style

Anchors

Anchors allow you to link to a specific place on a page, making information easily accessible.

Adding Anchors

1. Place your cursor where you want to place the anchor
2. Click the "**Anchor**" button
3. Name the anchor (Note: Anchors cannot contain any spaces)
4. Click "**OK**"

Removing Anchors

1. Click on the Anchor
2. Press the "**Delete**" key

Adding Links to Anchors

1. Highlight the text that you wish to be an anchor link
2. Click the "**Link**" button
3. Select "**Link to anchor in the text**" from the "**Link Type**" drop-down menu
4. Click the "**By Anchor Name**" drop-down menu
5. Select the anchor that you wish to link to
6. Click "**OK**"

Links

Note: In order to be AODA compliant and an accessible experience for those using screen readers, the link must be placed over the descriptive words in the sentence.

Correct: Completion of an Academic Planning Document (APD) is required for all full-time appointments to the Department of Medicine at the University of Toronto.

Incorrect: You can find the Department of Medicine Academic Planning Document here.

Adding External Links

1. Highlight the text that you wish to be a link
2. Click the "**Link**" button
3. Select "**URL**" from the "**Link Type**" drop-down menu
4. Paste the URL you wish to link to into the link box
5. Select the "**Target**" tab
6. Select "**New Window**" from the "**Target**" drop-down menu (for "external links" and supplementary document uploads only. If linking to another page in the DoM website, do not select any "Targets")
7. Click "**OK**"

Adding E-mail Links

1. Highlight the text that you wish to be an e-mail link
2. Click the "**Link**" button

3. Select “**E-mail**” from the “**Link Type**” drop-down menu
4. Paste the e-mail you wish to link to into the “**E-mail Address**” box
5. Click “**OK**”

Adding Links to Uploaded Files

1. Highlight the text that you wish to be a link
2. Click the “**Link**” button
3. Select “**Internal path**” from the “**Link Type**” drop-down menu
4. Type the name of the file in the **“Link”** box
5. Click “**OK**”

Adding Internal Links

1. Highlight the text that you wish to be a link
2. Click the “**Link**” button
3. Select “**Internal path**” from the “**Link Type**” drop-down menu
4. Type the name of the internal page in the “**Link**” box
5. Click “**OK**”

Removing Links

1. Select the link that you wish to remove
2. Click the “**Unlink**” button

Tables

Note: Tables are always the width of the page and cannot be changed.

Adding tables

1. When editing a page, click the “**Table”** button
2. Select the number of Rows and Columns you need
3. Click “**OK**”

Adding Cells to an existing table

1. Right-click in the table
2. Select “**Cell**”
3. Click **“Insert Cell Before”** OR **“Insert Cell After”**

Removing Cells from an existing table

1. Right-click in the table
2. Select “**Cell**”
3. Click **“Delete Cells”**

Adding Rows to an existing table

1. Right-click in the table
2. Select “**Row**”
3. Click **“Insert Row Before”** OR **“Insert Row After”**

Removing Cells from an existing table

1. Right-click in the table
2. Select “**Cell**”
3. Click **“Delete Cells”**

Table Styles

1. Once you have created a table click the “**Styles**” drop-down menu
2. Select the appropriate style for your table (refer to attached Style Guide for guidelines)

Pictures

Note: Ensure that you have the rights to post a picture online and that you properly credit the photographer.

Adding Pictures

1. Click the “**Add Media**” button
2. Use the Tabs at the top to select the location of the picture
    a. Upload
        i. Click the “**Upload**” tab at the top
        ii. Click the “**Browse**” button
        iii. Find and select the picture that you wish to upload
        iv. Click “**Open**”
        v. Click “**Next**”
        vi. Ensure that “Public local files served by the webserver” is selected
        vii. Click “**Next**”
        viii. Name the file appropriately so that it can be found for possible future use
        ix. Fill in the “**Alt Text**” box (Note: Alt text is used by screen readers, and improves search engine optimization)
        x. Fill in the “**Title Text**” box (Note: Title text is what appears when a user hovers their mouse over the image)
        xi. Click “**Save**”
    b. Library
        i. Click the “**Library**” tab
        ii. Find and click the picture that you would like to use
        iii. Click “**Submit**”
    c. My Files
    Same as the “**Library**” tab, however it only contains files that you have uploaded
        i. Click the “**My Files**” tab
        ii. Find and click the picture that you would like to use
        iii. Click “**Submit**”
3. Ensure that the “**Display as**” drop-down menu is displaying “**Default**”
4. Ensure that the **Alt Text** and **Title Text** reflect the image chosen
5. Click “**Submit**”

Resizing Pictures

1. Right click on the picture
2. Select **"Image Properties"**
3. Ensure that the image proportions are "**locked**"
4. Type the width or height (in pixels) you would like in the appropriate box
5. Click "**OK**"
   *The button beside the lock can be used to return the image to its original size if needed

Picture Justification

1. Right click on the picture
2. Select **"Image Properties"**
3. Click the "**Alignment**" drop-down menu
4. Select the side that you would like the picture to be on
5. Click "**OK**"

Padding

Note: Padding – whitespace around a photograph – automatically occurs in a table, but does not occur elsewhere on pages. To add padding

Open Access Pictures

Google Images

1. Once you have searched for images, click "**Search tools**"
2. Click the "**Usage rights**" drop-down menu
3. Select **"Labeled for reuse"** OR **"Labeled for noncommercial reuse"**

Flickr

1. Visit flickr.com
2. Search for the images you would like
3. Click the "**Any license**" drop-down menu
4. Select **"All creative commons"** OR **"Commercial use allowed"** OR **"No known copyright restrictions"**

University of Toronto Digital Media Bank

1. Visit mediabank.utoronto.ca
2. Login with your UTORid
3. Search for the media you would like
4. Select the picture you want
5. Select the quality of photo that you want
   *Depending on the usage rights for the photo, you may have to request permission to use the photo (via online form).

Files

Uploading Files

1. Hover your mouse over "**Content**" in the black toolbar at the top of the website
2. Click "**Files**"
3. Click "**Add File**"
4. Click "**Browse**"
5. Select the file that you wish to upload
6. Click "**Open**"
7. Click "**Next**"
8. Ensure that **"Public local files served by the webserver"** is selected
9. Click "**Next**"

Renaming Files

1. Once you have uploaded the file, click "**Edit**"
2. Rename the file
3. Click "**Save**"

Replacing Uploaded Files

1. Hover your mouse over "**Content**" in the black toolbar at the top of the website
2. Click "**Files**"
3. Select the file that you wish to replace* (note: next to the file name it will tell the user how many webpages that file has been "used in."
4. Click "**Edit**"
5. Click "**Browse**"
6. Select the file that you wish to upload
7. Click "**Open**"
8. Click "**Save**"

   *By replacing the file – rather than uploading a new "modified" file – Drupal will automatically update all the webpages that the file is "used in" and you won't have to go back and "relink."

Events

Creating an Event

1. Hover your mouse over "**Content**"
2. Hover your mouse over "**Add content**"
3. Click "**Event**"
4. Fill in the information on the "**Basic Info**" tab including selecting the **"Event Type"** from the drop-down. Ensure that you add the name of your division before every event name, for filtering purposes, i.e. "Hematology: Grand Rounds" (Note: The "**Description**" box is the same as any other content page, and so can contain any of the normal features)
5. Click on **"Site Display Settings"** in the left hand toolbar. Under the **"Landing Page"** drop-down menu, select which landing pages this event should show on. If it should show on multiple landing pages (ie:

Hematology Grand Rounds might be of interest to Medical Oncology faculty members as well) click the **"Add another item"** button and select a second (or multiple landing pages)*

6. Click on the remaining tabs in the left hand toolbar (Location Info, Contact Info, etc.) and ensure all relevant information is added
7. Click "**Save**"
   *All content (basic pages, events, news, etc.) are moderated before the changes are reflected on the website. The moderator will liaise with all divisions to ensure that they approve before an event is added to multiple landing pages.

News

Creating a News item

1. Hover your mouse over "**Content**"
2. Hover your mouse over "**Add content**"
3. Click "**News**"
4. Fill in the information on the "**Main Content**" tab (Note: The "**Body**" box is the same as any other content page, and so can contain any of the normal features)
5. Click on **"Site Display Settings"** in the left hand toolbar. Under the **"Landing Page"** drop-down menu, select which landing pages this event should show on. If it should show on multiple landing pages (ie: Hematology news might be of interest to Medical Oncology faculty members as well) click the **"Add another item"** button and select a second (or multiple landing pages)*
6. A photo must be associated with the news item. In **"Site Display Settings"** click on **"Browse" under Featured Photo** and select a photo from the library or upload another appropriate photo.
7. Click on the remaining tabs in the left hand toolbar (Related Content, etc.) and ensure all relevant information is added
8. Click "**Save**"
   *All content (basic pages, events, news, etc.) are moderated before the changes are reflected on the website. The moderator will liaise with all divisions to ensure that they approve before a news item is added to multiple landing pages.