

Department of Medicine Website Request Additional Pages/Architectural Change

NAVIGATIONAL INFORMATION

- 1) What is the title of the page?
- 2) CENTRALIZED CONTENT ONLY: Where should the page go in the mega-menu? Example of a page path: Education > Fellowships > Add "Our Fellows" below Policies & Guidelines
- 3) DIVISIONAL SPECIFIC CONTENT: Where on your landing page would you like to link to this content from? (Fill out the appropriate section on the attached landing page mock-up. <u>Note:</u> highlighted components can be updated and changed, but please review your individual landing page first.)

CONTENT INFORMATION

1) <u>Attach a Word document</u> of the developed content that will go on this new webpage.

<u>Note</u>: The moderators will create a new page, but <u>will not migrate this content over</u>. They will simply be reviewing content for the following and advising once the page has been created:

- a. Writing for the web principles (keep content simple, concise, use bulleted lists or tables where possible. Write for an educated audience, not necessarily an academic audience.)
- b. Cross-links to other pages on the website.
- c. Duplication does this content exist elsewhere on the website?

OWNERSHIP INFORMATION

- Please identify the faculty member who has seen and approved this content. (Division director, program director, fellowship director, etc.)
- 2) Who will be the "owner"/content editor moving forward?
- 3) How frequently do you intend to update this content? (Monthly, semi-annually, annually?)

Landing Page Title

Landing Page Introduction

Approximately 100 words, then can link to an expanded introductory paragraph on a back end page, "Welcome Message" link)

Research by Division

FOR CONSISTENCY THIS SECTION MUST REMAIN – THOUGH YOU CAN UPDATE YOUR PARAGRAPH ON THIS PAGE: http://deptmedicine.utoronto.ca/res earch-division

Division Director Bio

FOR CONSISTENCY THIS SECTION MUST REMAIN – THOUGH YOU CAN UPDATE YOUR PARAGRAPH ON THIS PAGE: http://www.deptmedicine.utoronto.

ca/division-directors

Fellowships

FOR CONSISTENCY THIS SECTION MUST REMAIN – THOUGH YOU CAN UPDATE YOUR PARAGRAPH ON THIS PAGE: http://deptmedicine.utoronto.ca/ clinical-research-fellowships

Additional Information

Brief 10-35 word intro required

Resident Resources

Info about half days, journal clubs, resident policies, lectures, and more! (Link to divisional ShareFile or Blackboard)

Additional Information

Brief 10-35 word intro required

Residency Training Program (photo) & link to PGY-1/PGY-4

page

FOR CONSISTENCY THIS SECTION MUST REMAIN – THOUGH YOU CAN UPDATE YOUR PHOTO BY SENDING <u>A 500 X 500 PIXEL PHOTO TO JOCELYN</u> CAN UPDATE PROGRAM PARAGRAPHS ON THIS PAGES: <u>http://deptmedicine.utoronto.ca/pgy-1-entry-programs</u>

http://deptmedicine.utoronto.ca/pgy-1-entry-programs

News Pic 1 Holds 6 YOU CAN ENTER THESE YOURSELF (SEE TRAINING MANUAL)

News Pic 2 Holds 6

YOU CAN ENTER THESE YOURSELF (SEE TRAINING MANUAL)

News Pic 3

Holds 6 YOU CAN ENTER THESE YOURSELF (SEE TRAINING MANUAL)

Strategic vision and mission of our division

Can provide photo 500 x 500 pixels that links to "strategic planning" backend page.

Events

Holds 3-4 upcoming events YOU CAN ENTER THESE YOURSELF (SEE TRAINING MANUAL)

Quick Links

Link title 1 Link title 2 Link title 3 Link title 4 Link title 5 Link title 6

Red buttons to pages

Can have as many as you want – will link to whatever the page title is

Additional content

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