



User Guide

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UNIVERSITY OF TORONTO
FACULTY OF MEDICINE

Table of Contents

What is WEBPAC?.....	2
Searching Content.....	3
Searching for Files.....	7
WYSIWYG.....	8
Images.....	1
Files.....	2
YouTube Videos.....	3
Manage Your Homepage.....	4
Homepage Banner.....	5
Add a Major Priority.....	6
Front Page Lower Feature.....	7
Homepage Content Blocks.....	8
Manage Taxonomies.....	9
Manage Users.....	10
Editing Accounts.....	11
Need Help?.....	12

What is WebPac?

WebPac provides a well-designed, time efficient, inexpensive and securely managed website for units within the Faculty of Medicine. Each site is compatible with mobile devices and ensures content can be easily managed. WebPac includes communications support, technical development, training, hosting and maintenance.

BENEFITS:

- Leverage the strength of the University of Toronto brand and, by having a consistent visual identity, create a more positive experience for visitors to your site.
- Your site will be securely hosted on the Faculty's high availability servers, which means your site will have little to no downtime.
- The websites have been user tested and are the product of wide consultation with faculty, staff and students.
- Your site will follow best practices and be AODA compliant.
- Your site will be responsive and displays well on both large and small screens.
- You will be able to easily update and manage all the content on your site, including your menus.

Writing for the Web

GUIDING PRINCIPLE

It's not about what we want users to know about us. It's about what they need and how we can help them get it. Our website should not be a billboard; it must be a conversation.

WHY WEB AS CONVERSATION?

- People have information overload
- They're in a hurry
- They come to the web with questions; we need to give them answers

HOW TO CONVERSE

- Answer your site visitors' questions
 - For every topic, think about what people want to know
 - Give them that info clearly and concisely
- Less is more
 - Stats show people read more slowly online than in print

AUDIENCE

- Our guiding principle — giving visitors what they need quickly — depends on knowing who those visitors are
- Think about who visits your pages; group them
- Ask what questions each of your groups will have

BREAKING DOWN AND ORGANIZING CONTENT

- Think "information," not "document"
- Divide content thoughtfully
- Consider how much content to put on one page
- Use PDFs sparingly and only for good reasons

BREAK DOWN COMPLEX INFORMATION

- Break text into short sections with clear headings
- Start with key messages
- Short sentences and paragraphs
- Use links
- Lists, tables and images (where appropriate)

HOW TO CREATE KEY MESSAGES

- Put most important info first
- Give people only what they need
- Be succinct. Revise. Revise again
- Think “bite, snack, meal” (headline, summary, details)
 - If you follow this format, your key messages should come across clearly, and you’ll improve your search engine optimization (SEO)

WRITING AND LANGUAGE

- Talk to your site visitors — use “you”
- Short sentences and paragraphs
- Use plain language — simple words that any audience can understand, and which are free of jargon and technical terms
 - Plain language is not “dumbing down”
 - It’s communicating clearly and respecting your visitors’ time
 - Even well-educated viewers appreciate plain language because they can read it more quickly than technical writing,; busy academics have little spare time
 - For many site users, English is not a first language. On the Faculty of Medicine site, about one-quarter of our viewers are in foreign countries
- Use active sentences; avoid the passive voice

PASSIVE VOICE

- Passive: “The form must be filled out.”
- Passive but better: “The form must be filled out by the student.”
- Much better: “The student must fill out the form.”
- Best: “*You* must fill out the form.”

Logging In

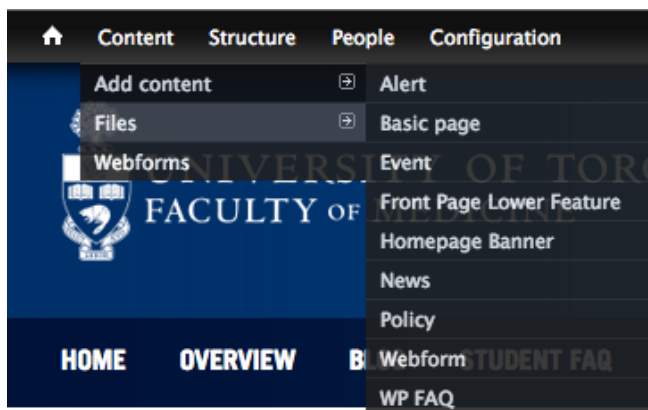
To log into your site go to your website and add “/user” to the end of the URL. For instance the log in page for the Faculty of Medicine is <http://www.medicine.utoronto.ca/user>

Drupal Menu

Once you are logged in to the site you will see the Drupal menu at the top of your browser window. If you are a Content Editor your menu will look like this:



If you are a Content Manager then you will have a few more options, which will be covered in your site administrator training.



If you are adding new content to your site select **Add Content**, and then select the type of page you would like to create from the dropdown list of options.

If you want to view or edit existing content, simply click **Content**.

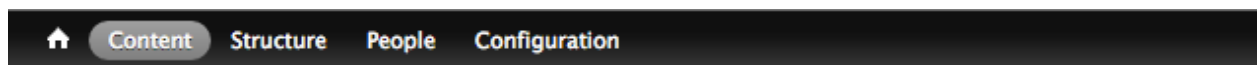
If you would like to add menu items to your site, contact your Department website administrator.

Searching Content

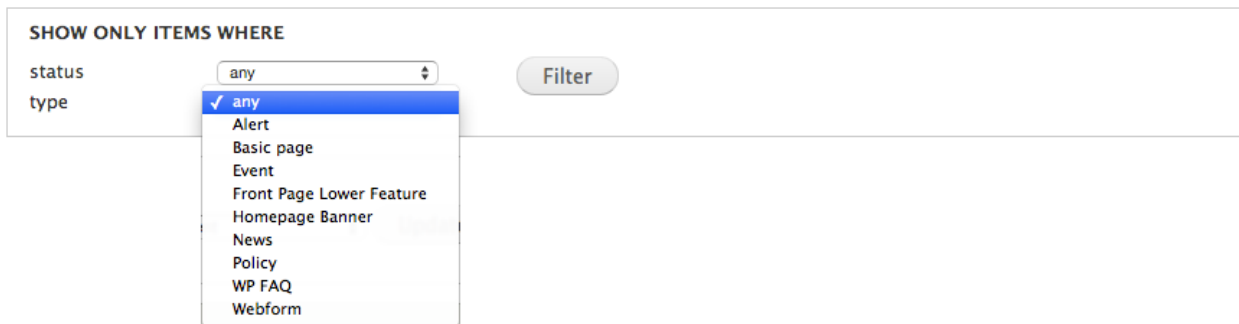
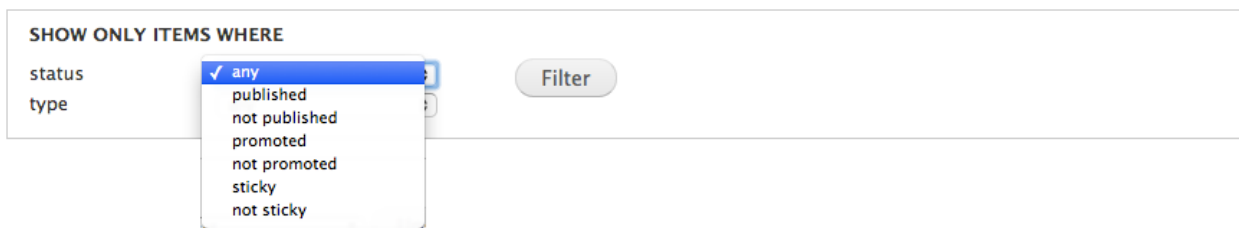
There are two ways to locate existing content on your site.

1. Navigate to a page and click **Edit** – or –

2. To search all published and unpublished content, click **Content** from the administrative menu toolbar



3. From here you can filter the content by **Status** or **Type**



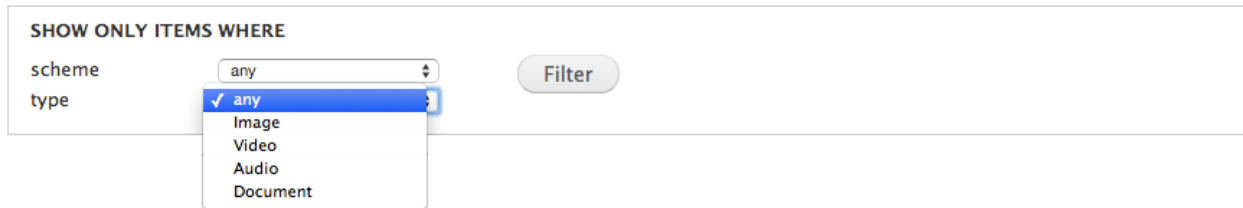
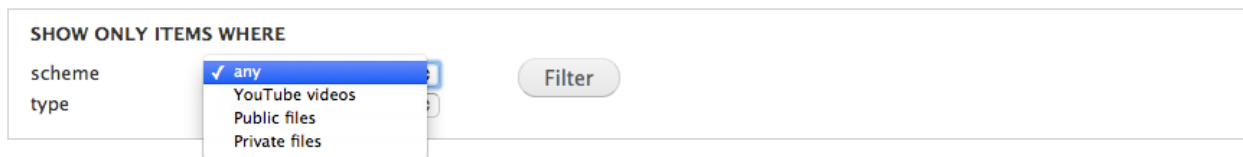
Searching for Files

1. To search from all existing files on your site, click on **Content**

2. Click the **Files** tab



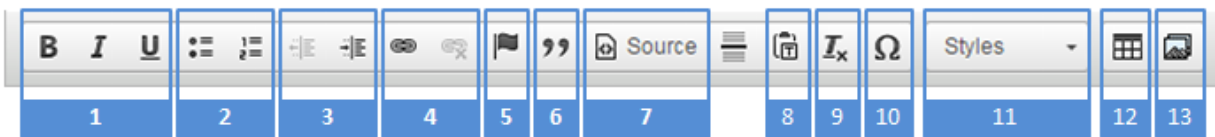
3. From here you can filter the files by **Scheme** or **Type**



WYSIWYG

"WHAT YOU SEE IS WHAT YOU GET"

Allows you to format text similar to MS Word with basic formatting tools. The WYSIWYG Editor is intentionally simple to ensure continuity between Faculty of Medicine Departments and ease of use.



AVAILABLE TOOLS

1. Basic Formatting - **bold**, *italics*, underline
2. Bullets and Numbered lists
3. Indenting
4. Linking to internal and external pages
5. Anchors
6. Block quotes
7. HTML
8. Plain text window for pasting text
9. Formatting Eraser tool
10. Special characters
11. Basic text headings
12. Tables
13. Media Browser to add images, files or YouTube video

TIPS

- Always paste text from Word into the plain text window
- Use text headings sparingly for maximum effectiveness
- Use SHIFT>ENTER at the end of a line to add a line break with no space
- Leave formatting your text to the end - the WYSIWYG will apply changes to formatting based on paragraphs and line breaks - there may be inconsistencies in font size if you format along the way
- Highlight everything and click the Erase tool to remove additional formatting

Uploading Images

Images can be added in multiple ways to enhance your site. The formatting options are intentionally limited to ensure that your pages remain responsive. Incorrect image properties will break the styling of your pages on some devices. You can add upload images and reuse uploaded images from the **Library**.

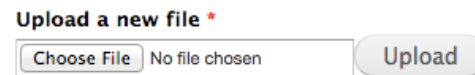
1. Click the **Media** icon on the far right for a **Basic Page**, then –



2. If you would like to use an image previously uploaded on the website, click on **Library**
3. If you would like to use an image you previously uploaded on the website, click on **My Files**



4. If you would like to upload a new image, click **Upload**
5. **Choose an image** from your computer



6. Click **Upload**
7. Click **Next**

8. Add **Alt Text** (Required)
Alternative Text is used by screen readers, search engines, and when the image cannot be loaded. By adding alt text you improve accessibility and search engine optimization.
9. Add **Title Text** (Required)
Title Text is used in the tool tip when a user hovers their mouse over the image. Adding title text makes it easier to understand the context of an image and improves usability.

10. Click **Save**
11. Click **Submit**

Uploading Files

You have several options to attach files to your **Content**. In the case of a **Basic Page**, the File will be embedded as a link. In the case of **News and Events**, they will appear as an attachment that can be downloaded.

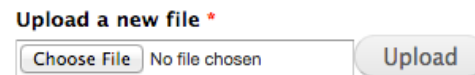
1. Click the **Media** icon on the far right for a **Basic Page**, then –



2. If you would like to use a file previously uploaded on the website, click on **Library**
3. If you would like to use a file you previously uploaded on the website, click on **My Files**



4. If you would like to upload a new file, click **Upload**
5. **Choose a file** from your computer



6. Click **Upload**
7. Click **Next**

8. Click **Submit**

SUPPORTED FILE TYPES:

jpg, jpeg, gif, png, txt, doc, docx, xls, xlsx, pdf, ppt, pptx, pps, ppsx, odt, ods, odp, mp3, rtf, mp4, m4a, m4v, mpeg, avi, ogg, oga, ogv, weba, webp, webm

Uploading Videos

Drupal will allow you to embed a YouTube video in a **Basic Page** using the **WYSIWYG**. To do this, you will need to find the embed code for the video.

1. Click the **Media** icon on the far right for a **Basic Page**, then –



2. If you would like to use a video from **YouTube**, find and copy the embed code.

3. Click on **Web**, paste the embed code and skip to step 9.



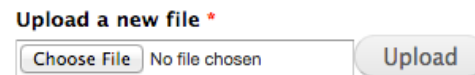
4. If you would like to use a video previously uploaded on the website, click on **Library**

5. If you would like to use a video you previously uploaded on the website, click on **My Files**



6. If you would like to upload a new video from your computer, click **Upload**

7. **Choose a file** from your computer



8. Click **Upload**

9. Click **Next**

10. Click **Submit**

SUPPORTED FILE TYPES:

jpg, jpeg, gif, png, txt, doc, docx, xls, xlsx, pdf, ppt, pptx, pps, ppsx, odt, ods, odp, mp3, rtf, mp4, m4a, m4v, mpeg, avi, ogg, oga, ogv, weba, webp, webm

Manage Your Homepage

Homepages contain multiple modules. Several of these have specific **Content Types** associated with them, while others are fed from different sections of your site.

MODULES SPECIFIC TO HOMEPAGES

- Homepage Banner
- Major Priorities
- Front Page Lower Feature
- Homepage Content Blocks - Content Panels, Quick Links etc.

MODULES THAT DISPLAY FROM OTHER PAGES

- Featured News
- Events

The screenshot displays the homepage of the University of Toronto Faculty of Medicine. At the top, there is a navigation bar with links for Emergency, Maps, U of T Main, A-Z Directory, and Contact. Below this is a secondary navigation bar with links for Education, Research, Students, Alumni, Faculty and Staff, and About the Faculty of Medicine. The main content area features a large banner image of food with a text overlay: "Finding the Sweet Spot Let's Do What Can't Be Done." Below the banner, there are several content blocks: "OUR VISION" with a quote from Dean Trevor Young, "NEWS" with three featured articles, "EVENTS" with a calendar of upcoming events, "SUPPORT" with a "BOUNDLESS" campaign, "TWEETS" with social media posts, and "OUR PRIORITIES" with a list of key initiatives. At the bottom, there are two more content blocks: "U OF T MEDICINE MAGAZINE" and "UofTMed".

Homepage Banner

This feature allows you to customize your **Homepage** with a slideshow banner. You may create up to 5 slides to display in sequence and set the order of their display. Images for slides must be 1438 x 560.

1. Under **Content** in the main menu, go to **Add Content**

2. Click **Homepage Banner**

3. Add **Title**

4. Add photo by **Uploading** an image or selecting one from the **Library**

5. Specify the **Display Order** of this slide in the slideshow

6. Add **Caption** - this will appear in a box next to image

7. Add **Link** - which will link the image to an internal or external page

8. Click **Save**

9. Repeat steps 1 to 8 to create up to 5 slides for the Homepage banner

Major Priorities

This feature allows you to highlight the work in your department. It mirrors the style of the main Faculty of Medicine site. You may add up to 4 Priorities here which are displayed on your site Homepage if configured during initial setup of your site.

1. Under **Content** in the main menu, go to **Add Content**

2. Click **Major Priorities**

3. Add **Title**

4. Add **Link**

5. Add an **Icon** for the Priority

6. Set the **Order** in which you would like the Priority to appear

7. Repeat steps 1 to 6 to create up to 4 Priorities for the Homepage

Front Page Lower Feature

This feature allows you to customize the bottom of your **Homepage** with a **Feature** Image and a link to the related content. You may post a single feature. Adding a second feature effectively un-publishes an existing one since the most recent feature will be displayed, however it is a good housekeeping to “un-publish” or remove content you no longer need.

1. Under **Content** in the main menu, go to **Add Content**

2. Click **Front Page Lower Feature**

3. Add **Title**

4. Add **Caption**

5. Add **Link Title**

6. Add **ULR** (internal or external) to Featured item

7. Upload an **image** or choose one from your Library

UNPUBLISH OR DELETE CONTENT

Click on **Content** and select the item to be removed or unpublished. Then, from the left side menu, select **Publishing options** and uncheck **Published** or **Delete** it from the bottom menu.



Homepage Content Panes

The **Homepage** is pre-configured with **Custom Content Panes**, which allow you to easily add custom content to your homepage. To access these panes you go to **Structure** in the main menu and click **Custom Content Panes**. Current panes will be listed on the page. You have the option to edit the content panes as they were set up for your site during the initial configuration.

1. Under **Structure** in the main menu, go to **Custom Content Panes**

2. Click **Edit** from the **Operations** column on the right

3. **Administrative Title** and **Description** will be only be displayed to users who edit your site

4. Category – **do not** change the default value

5. Add a **Title** which will be displayed on the site

6. Add **Body Text** for the Content in the **WYSIWYG** editor

Manage Taxonomies

Taxonomy is for categorizing content. **Terms** are grouped into **vocabularies**. For example, a Vocabulary called "Hospitals" would contain the Terms "UHN" and "Sunnybrook".

Terms allow you to control the terminology used where there are multiple versions, for example: SMH, St. Mike's or St. Michael's. Anything that needs to be in a drop down list will be added as a **Term**.

Landing Pages are optional – if you want to create them – use the **site section taxonomy**. These give you a chance to give a broader description of areas like Research or post a Chair's Message to the Faculty and Staff page.

EDIT VOCABULARY

1. Under **Structure** in the main menu, go to **Taxonomy** and click **Add vocabulary**

2. Click **Edit**

3. Update **Name** or **Description**

4. Click **Save**

Name *

Description

Save

ADD TERMS

1. Under **Structure** in the main menu, go to **Taxonomy**, and select the content to which you would like to add a term

2. Click **Add Term**

3. Add a **Name** – or –

4. Click **Edit**

5. Click **Save**

Manage Users

CREATE NEW ACCOUNT

1. Under **People** in the main menu, click **Add User**

2. Provide a **Username, E-Mail Address, Password** and **Confirm Password**

3. Click **Active**

4. Assign **Role**

Adding users with roles like **Webform Creator** or **Taxonomy Manager** would be useful for temp employees or summer students.

Roles

- authenticated user**
 - Taxonomy Manager**
 - Menu Manager**
 - Webform Creator**
 - User Manager**
 - Content Editor (Basic Page, News, Events)**
 - Content Manager (No content restrictions, moderator privileges)**
 - administrator**
-

5. Check **Notify user of account**

6. Click **Create new account**

7. You may also edit roles by selecting **People** in the main menu, going to **Permissions**, and clicking **Roles**. Then, you may **edit role** or **edit permissions** from the **operations** column on the right.

Editing Accounts

1. To view all existing accounts, click **People** in the main menu
-

2. For the account you wish to edit, click **edit** under the **Operations** column
-

CHANGE PASSWORDS

3. Enter your **Current password** to change it or to change the email address associated to your account,
– or –
-

4. Click **Request new password** to forward a password link to the account owner so they may access their account and create a new password
-

5. Click **Save**

Save

Cancel account

CANCEL OR REMOVE AN ACCOUNT

6. Alternatively, you may click **Cancel account** to remove a user
-

7. When editing an existing account, don't select **Delete the account and its contents**. This will delete **ALL** of their content.
-

8. **Disable the account and keep its content** and **Delete the account and make its content belong to the Anonymous user** are better options

Need Help?

Discovery Commons is here to support your implementation of your new site within the Faculty of Medicine. Please contact us via phone or email for assistance.



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