



User Guide

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UNIVERSITY OF TORONTO
FACULTY OF MEDICINE

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What is WEBPAC?

The WEBPAC is a standard solution based on Drupal version 7 for departments or units looking for a website. Discovery Commons has developed this site in partnership with OSCER. It is a collection of modules that offer great advantages to departments looking for:

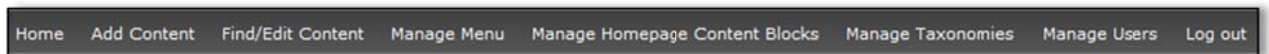
1. Consistent branding across the Faculty of Medicine
2. Standard features
3. Regular User Training & Support
4. Quick development time
5. Secure

Searching Content

There two ways to locate existing content on your site.

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

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 To search from all published and unpublished content, click **Find/Edit Content** from the administrative menu toolbar



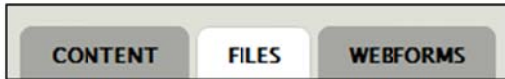
3. From here you can search for content by **Title, Content Type, Author, Publication Status or Vocabulary**

A search filter form with a light background and a thin border. It contains five search criteria: Title (text input), Type (dropdown menu with '- Any -' selected), Author (text input with a search icon), Published (radio button), and Vocabulary (dropdown menu with '- Any -' selected). To the right of the dropdowns are two buttons: 'Apply' and 'Reset'.

Searching for Files

1. To search from all existing files on your site, click **Find/Edit Content**
-

2. Click the **Files** tab



3. From here you can search by **Name, Type or User**

A search filter interface with three input fields: 'Name' (a text box), 'Type' (a dropdown menu showing '- Any -'), and 'User' (a text box with a search icon). To the right are two buttons: 'Apply' and 'Reset'.

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.



Available tools

1. Basic Formatting - **bold**, *italics*, and 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. Eraser tool
10. Special characters
11. Basic text headings
12. Image formatting
13. Media Browser to add images, files or YouTube video

Tips

1. Always paste text from Word into the plain text window
2. Use text headings sparingly for maximum effectiveness
3. Use SHIFT>ENTER at the end of a line to add a line break with no space
4. Do not use tables in your text - these cannot be made responsive
5. Leave formatting your text to the end - the WYSIWYG will apply changes to formatting based on paragraphs and line breaks - you may notice inconsistencies in font size if you format along the way
6. Type all of your basic text with no formatting
7. Highlight everything and click the Erase tool to remove additional formatting
8. Format your text with bold, italics, underline etc.
9. Images overlapping? Use the Horizontal Rule to add a "clear" between so that images do not overlap - images will stack inconsistently or indent until there is enough text. Applying the Horizontal Rule will add a "clear"

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.

Upload Images

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

2. Click **Browse**



3. **Choose a file** from your desktop

4. Click **Upload**

5. Click **Next**

6. Add **Alt Text** (Required)

7. Add **Title Text** (Required)

8. Click **Save**

9. Click: Submit

What's Alt Text?

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.

What's Text Title?

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.

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.

Upload Files to Embed or Attach

1. Click the **Media Browser** icon on the far right - for a **Basic Page** otherwise –



-
2. Click **Browse**

-
3. Choose a file from your desktop

-
4. Click **Upload**

-
5. Click **Next**

-
6. Click **Submit**

Embed or Attach Files from the Library

1. Click the **Media Browser** icon on the far right - for a **Basic Page** otherwise –



-
2. Click **Browse**

-
3. Click: **Library**

-
4. Click the image you want to include in your content

-
5. Click: **Submit**

-
6. Click: **Submit** (again)

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

YouTube 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. [Click this link](#) to see how to find it.

Embed a YouTube Video

1. Click the **Media Browser** icon on the far right



-
2. Click **Web**

-
3. Add URL to video

-
4. Click **Submit**

-
5. Click **Submit** (again)

Embed or Attach Files from the Library

1. Click the **Media Browser** icon on the far right



-
2. Click **Browse**

-
3. Click **Library**

-
4. Click the video you want to include in your content

-
5. Click **Submit**

-
6. Click **Submit** (again)

Manage Your Homepage

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

Modules

1. Homepage Banner

2. Major Priorities

3. Front Page Lower Feature

4. Homepage Content Blocks - Content Panels, Quick Links etc.

Modules that display from other pages

1. Featured News

2. Events

Homepage Banner

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

To add or edit a banner

1. Click **Add Content**

2. Click **Homepage Banner**

3. Add **Title**

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

5. Add up to 5 images

6. Set the **Display Order**

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

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

Add a Major Priority

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. Click **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

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. Click **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

Homepage Content Blocks

The **Homepage** is pre-configured with **Custom Content Blocks** which allow you to easily add custom content to your site homepage. To access these blocks you click **Manage Homepage Content Blocks**. Current blocks will be listed on the page. You have the option to edit the content blocks as they were set up for your site during the initial configuration.

1. Click **Manage Homepage Content Blocks**

2. Click **Operation Edit**

3. **Administrative Title** and **Description** will 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"

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

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**.

Edit Vocabulary

1. Click **Manage Taxonomies**



2. Click **Edit**



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



4. Click **Save**



Add Terms

1. Click **list terms**



2. Click **Add Term**



3. Add a **Name** - or –



4. Click **Edit**



5. Click **Save**



TERM	OPERATIONS
Anesthesia	edit
SMH	edit
St. Michael's	edit
Sunnybrook	edit
TCH	edit

Manage Users

Create new account

1. Click **Manage Users**
-
2. Provide the following information
 - a) Username
 - b) E-Mail Address
 - c) Password
 - d) Confirm Password
 - e) Check Notify user of account
 - f) Assign Role
 - g) Click Create new account

Assign a Role

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

- Content Manager
- Taxonomy Manager
- Content Editor
- Webform Creator

Editing Accounts

When editing an existing account, don't ever click the checkbox beside a person and click Operation > Delete. This will delete **ALL** of their content.

Change Passwords

1. Click **OPERATIONS / Edit**

2. Add **Password**

3. Confirm **Password**

4. **Request new password** - will forward a password link to the Account owner

Cancel an Account

1. Click **OPERATIONS / Edit**

2. Delete the account and make its content belong to the **Anonymous user**

3. Click **Cancel the Account**

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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