# Transcript for UCSF Site Builder Training - Drupal Introduction and Quick Start Lab Session

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And can somebody give me a thumbs up I can see, Henry like can you see my screen

now that I went into - perfect okay thank you. All right, so

welcome to UCSF Site Builder Training this is our Drupal Introduction and

Quick Start Lab session and I'm Jill Wolters the Web Standards

Program Manager. I work out of IT Services in a team called

Web Services. John Kealy is my supervisor and I have

a lot of other co-workers that work on our team.

About Drupal

And Drupal is the name of a content management system that we use here.

We also use CMS as the acronym for Content Management System.

And Drupal is used at a lot of higher ed places, like Stanford uses Drupal.
Of course, they customize it with their own branding like you'll see we customize ours with our branding.
And this session is for Drupal 7.

There are some folks at our university that are still on a previous version that will look a little bit different than what I show you.

and then there's also a few sites in our university that have moved to Drupal 8 because they're customers of ours and working with our developers.

But if you've heard any rumors that Drupal 7 is having an end of life later this year, that's true.

but at UCSF we will be supporting it for another couple years so have no fear, there is still support available.

About This Session

And so let's get started. I usually start off with a short PowerPoint presentation
and then the bulk of the session is all live so you can watch me as I demo what we're going to do.

Why do We Have Websites?

So here's a review why do we have websites and it's basically to communicate with our customers. So it's to attract patients, faculty, students, alumni, researchers, donors, informing our community, informing the community at large, which a lot of us are starting to do now with COVID-19.

Your Audience(s)

So keep your audience in mind. We usually recommend that if you feel that you have a lot of different audiences, maybe you need a couple different websites. Because the tone and voice that you would use for a researcher is going to be
something quite different than say for a parent of a student who is thinking about coming to our university and maybe English isn't their first language.

So you can see how there might be a whole spectrum of language that you would use for different audiences. And by that I mean at in the U.S., the reading level is eighth grade level and so some people jump to the conclusion that oh, since we're a university in higher ed, we can speak at a much higher level than that. But that's not always the case so always keep your audience in mind and try and focus your message to that audience.

Responsibilities of Website Owners

owners, this is the list of
web standards that

my role is responsible for. And so I'm going to walk through what some of these

Web Standards

are. Some of them have legal liability with them

like accessibility. So we want to make sure that all of our content

Accessibility Web Standards

is accessible to folks and by that we don't want to put any barriers up for

people that have disabilities. Like somebody who's blind we want to

make sure that sometimes things like

fancy javascript, they they might get blocked. Their assistive technology

can't latch onto that and they might not be able to

to get to content. Or somebody who's deaf, if we don't have closed captioning on
our video, that puts a barrier to content for them.

00:03:41.520 --> 00:03:44.560
That there was a recent, well not so recent, but

00:03:45.120 --> 00:03:49.280
one of our sister campuses, UC at Berkeley, had a lawsuit brought against

00:03:49.280 --> 00:03:53.280
them for having video content that did not have captions.

00:03:53.280 --> 00:03:56.800
And their intent was to share all the

00:03:56.800 --> 00:03:58.960
knowledge that they had, and put all of their

00:03:58.960 --> 00:04:01.600
educational videos out online for the whole world.

00:04:02.160 --> 00:04:07.360
Which was a you know a great um a great thought but then when a lawsuit came

00:04:08.080 --> 00:04:14.960
and the the way it worked out was you either need to caption all these

00:04:14.960 --> 00:04:18.160
videos or take them down and because the cost was

00:04:18.160 --> 00:04:21.280
so great to make to provide all that captioning, they

00:04:21.280 --> 00:04:26.160
decided to put it behind a password. And in effect that reduced their
audience, but it also reduced their liability and
so when we have things behind a password
usually students and staff have other avenues to
go to instead of bringing a lawsuit against the
university. If it's a student they can go to Student Disability Resources
and ask for accommodation.
Our co-workers and staff can go to HR to ask for accommodation.
So to ask for accommodation might mean they need it in another format
and we would work quickly to provide that for them.

Digitalaccess.ucsf.edu

So there is a link there to the digitalaccess.ucsf.edu website.
And that's a site my predecessor put up and I've been maintaining it and it has
lots of information on how to make things
accessible. So like you want to make sure any pdfs that you put up on your website are accessible. So I'm going to wrap that one up with a mention of the WCAG AA standard.

WCAG stands for Web Content Accessibility Guidelines. That you can find all this information on that link.

And there are three levels of standard, single A, double A (AA) and triple A (AAA). AAA is the hardest to comply with and so our University of California policy for accessibility says we have to meet up to level double A so we have to meet single level criteria and double A criteria and this is the bulk of the work that I usually do, is helping people make their learning how to make their materials accessible. Now with COVID-19
I'm being pulled into doing some communications for the frontline communicators and so

my accessibility piece has kind of been pushed to the side. So if you've got material that you need to make accessible for COVID-19, I'm definitely there to help you. If it's other kinds of material, we might have to wait until things die down a little bit. So second responsibility of website owners is

**Branding Web Standards**

about branding. We want to make sure that we maintain UCSF's branding identity and that's so people that come to our websites trust that it's one of our sites because we have the same look and feel. There is also a link to Identity here and there’s a different brand for the campus side and a different brand for
So if you go to that website you will find information about that. There's also

*Digital Color Palette*

color palettes. There's a digital color palette that we have incorporated in our Drupal template. It's also what you would want to keep in mind if you're going to put PDFs online. Use that color palette because all the colors have been vetted for accessibility and the color combinations work together and there's some good line some good guidelines there to follow.

The third one on the slide is about *Intellectual Property/Copyright Web Standards*

intellectual property. We don't want to violate copyright laws - again legal liability here. I have a story about someone at our
university had taken a picture of the Golden Gate Bridge to put on their site. And just because you can go out on the web and find images and right click and save them and put them up on your site means that you really should apply due diligence for that. Make sure that you're using an image that is copyright free. Google has a search function, I believe it's under settings or tools where you can select that you want to find images that are available to be freely used. And I use I follow that guideline a lot because what happened when somebody used that picture of the Golden Gate Bridge on their website it was an image from Getty and Getty photos are
beautiful, high quality photos but they also come with a cost

00:08:11.280 --> 00:08:15.680 and so Getty sends out a little bot that crawls the web

00:08:15.680 --> 00:08:19.680 looking for an invisible watermark on their images to find out if their images

00:08:19.680 --> 00:08:22.000 are being used in a legitimate way or not.

00:08:22.000 --> 00:08:25.520 And if they're not, they can send you a cease and desist letter,

00:08:25.520 --> 00:08:29.200 they could send you an invoice. So do your due diligence.

00:08:29.200 --> 00:08:35.360 Just because like right now if you see pictures of UCSF maybe on the news that

00:08:35.360 --> 00:08:38.960 you want to put on your website, you might want to contact that news agency and make sure that it’s okay and find out where who owns that image and

00:08:38.960 --> 00:08:43.200 if it's if it's okay for you to use. So I can't stress that one enough. Also

Privacy Web Standards

00:08:43.200 --> 00:08:48.400 privacy. Again with this one there's some laws that apply to privacy.
HIPPA

00:08:53.200 --> 00:08:56.560
HIPPA, which I'm sure you're familiar
with, making sure

00:08:57.280 --> 00:09:03.680
we keep our health information secure.
So do not use a Google form

00:09:03.680 --> 00:09:08.880
to have people send in their name
and their email and

00:09:08.880 --> 00:09:11.040
t heir interest in your
health study because

00:09:12.000 --> 00:09:15.040
even it seems so innocent,
but even having

00:09:16.240 --> 00:09:22.560
a person's name and some kind of health
issue associated with that, if that gets

00:09:22.560 --> 00:09:29.040
out there it can cause
privacy issues. And so

00:09:30.080 --> 00:09:33.440
it may sound you know really,
you know not

00:09:34.000 --> 00:09:37.840
not that big of a deal just to get a
name and you know get more interested in

00:09:37.840 --> 00:09:41.920
your HIV study but
that kind of association, if it's out on

00:09:41.920 --> 00:09:44.720
Google, they're not known for their privacy.

So we have two areas or two different ways that have been vetted by UCSF to gather that kind of information and one of those is, you can find both of them under myaccess.ucsf.edu, one is called Qualtrics survey, begins with "Q". I use that one a lot for surveying,

like my committee members, it's pretty easy to use.

There's another one called RedCap r-e-d-c-a-p and that one is used a lot by our research community.

And again both of those are available under myaccess.edu.

FERPA

myaccess.ucsf.edu. One other privacy law you need to be aware of is the FERPA law
and that grants privacy rights to our students.

So if you're going to have a website and you want to have a page about your staff be very cautious about putting the student information.

I would recommend that you send them an email say "we'd like to feature your name and your photo on our site are you okay with that" then you have a paper trail. Should you leave your job, pass that on to the to your supervisor or the next person that takes over to show that you were allowed that because the FERPA law is pretty stringent. Even parents are not allowed to call the university and ask about their student grades. All student information is private and in our directory.ucsf.edu, if you look up a student they might not
be in the directory because they have to opt in to have that information.

And the very last one is security. We want to make sure our sites are secure and there's a link to a policy here.

If you use our Drupal template we, our team, takes care of applying security patches on a weekly basis and so if you are set up as an admin you might be getting these notification notifications that there is a security patch to apply. And it will, if you try to follow that link it's just gonna kind of lead you to a dead end but I want to make you aware that you do not have to take any action on security patches for Drupal. You don't
need to take any action if you're getting any kind of notifications like

"oh there's new feature updates"
that's all taken care of by our team.

So I want to compare using our template with using something like Squarespace or Wix. Those are some other web hosting sites

and we can't be a hundred percent sure that they're following the stringent security policies that we do. So that's why

we like to push people to use our Drupal Hosting,

that way it's it's less of a burden on you.

So that's a wrap up of the web standards and policies

More Accessibility Support

briefly. Once you have content on your website and you want to

talk about any of these issues
please feel free to contact me and I

usually do a lot of monthly sessions on

accessibility and those are kind of dwindling down

right now but we heart
I hope to start bringing those back as

soon as we
get through this as soon as the

what do they say,
as soon as it flattens out.

So here's a little plug for
one of the tools that I

I use for accessibility,
it's called Siteimprove.

Siteimprove

And it monitors your site for
accessibility compliance against the web

the WCAG, the Web Content Accessibility
Guidelines

and I'd be happy to review that tool
with you.

Take a look at our events page, there's
there's going to be a Siteimprove Kickoff meeting next Monday I hope, unless I'm pulled away but that might also be something that I record for for future use. And Siteimprove is also great it will have an analytics module, it has a Quality Assurance module which will check for broken links and possible misspellings and so it's a great tool all around to use for your website management. Here is our training agenda as soon as we finish the slideshow. I'm going to go into my test environment

Demo Begins

I want to let you know that the the website that I use, there's just a teeny tiny couple things that are a little bit different
so I will make note of that as we go through that

but hopefully everybody's logged in. I'll show you how to configure

your admin account and then we'll jump into the Site Wizard.

And there’s a couple things on this agenda that are vocabulary words that are unique to this content management system like Starting Points and Blocks.

And we'll be reviewing all of those and today's session is really just how to how to get into

you have a a blank slate I know some of you already have content

but this um the session's geared to those that have a blank slate

and I'll be showing you how going through the interface not

I won't be able to go into every nook and cranny but we'll be
taking a look at at least what you need
to get a quick start to put a website
together. And we'll be making quick decisions when
we pick colors
and we'll be going into a photo library
from UCSF where there's images that we can use on
our websites. And we'll just be making
quick decisions just as
just so you can see how this all works
together. And the very last part of this
session is the public service announcements,
that's how to get help and support
after this session so
that ends the slideshow. And
here is my screen with my Site Builder site.
I just want to do one more confirmation
if somebody could
let me know if you can still see my
screen okay.
All right I think I heard a "yes", thank you.

Site Builder Wizard

00:16:08.640 --> 00:16:12.880
Perfect, all right so this is what it looks like when you have a brand new

00:16:12.880 --> 00:16:21.840
site and we click on Let's Get Started

00:16:23.200 --> 00:16:28.400
and you want to enter your site's info.
So this word Site Builder here in the

00:16:28.400 --> 00:16:32.160
field reflects what you will see up here in the top left corner.

00:16:32.160 --> 00:16:36.000
I'm going to change the name just so you can see how how that change takes effect.

00:16:36.000 --> 00:16:39.120
I'm going to change it from Site Builder to Training

00:16:39.680 --> 00:16:43.840
Test site. And you want to make sure you have a legitimate

00:16:43.840 --> 00:16:46.320
e-mail name in here for your admin's email

00:16:48.400 --> 00:16:51.840
and hit next. And here we are at the color theme. This has been

00:16:52.800 --> 00:16:57.760
put together by Identity and we have a basic color palette with our navy and

00:16:57.760 --> 00:17:02.080
blues and shades of black, white, and gray and you

00:17:02.080 --> 00:17:06.000
get to pick your primary color and your secondary color by clicking on a color chip.

00:17:06.000 --> 00:17:08.960
I'm going to click on the blue chip for

00:17:08.960 --> 00:17:13.280
my primary color.
And I'll pick red for my secondary color.

00:17:13.280 --> 00:17:17.120
We can always come back and change these, so I'm going to make some quick

00:17:17.120 --> 00:17:22.640
decisions here and hit next.
And we have the home page banner.

Home Page Banner Options

00:17:23.280 --> 00:17:28.320
And we have five choices of banners.
There's also an option where you don't

00:17:28.320 --> 00:17:32.960
even have to apply a banner
but let me walk you through what these are.

00:17:32.960 --> 00:17:37.520
So the first two you can see are more

00:17:38.400 --> 00:17:41.120
have more of a focus on text with a big text block.

00:17:41.680 --> 00:17:45.840
And the second one, kind of the same thing, with an image tucked behind it.

00:17:46.560 --> 00:17:51.120
The third one has an image on the left
and a text block on the right.

00:17:52.240 --> 00:17:55.520
The fourth one is just that they're swapped out,

00:17:55.520 --> 00:17:58.000
text on the left and a picture on the right.

**Slide Carousel / Home Page Banner / Hero**

00:17:58.560 --> 00:18:03.760
And the fifth one is sometimes known as the slide carousel,

00:18:03.760 --> 00:18:07.200
the slide banner, or the hero. I never heard the term hero before I came to UCSF but this is what a lot of folks in University of

00:18:11.360 --> 00:18:15.520
Communications call this kind of set up. And this is what I'm going to demonstrate. You can see as I click on each of them,

00:18:15.520 --> 00:18:17.680
it puts a blue line around it to tell me I've selected it. So I'm going to select

00:18:22.880 --> 00:18:26.320
the last one, that's what I want to demonstrate and underneath,

00:18:26.960 --> 00:18:30.800
it has a choice of animation speed. This is how many seconds it will be between
your slide carousel moving from the first image to the second one

to the third etc. And because I'm in accessibility, I believe the user should

control their experience so I like to set mine to no autoplay.

Because if somebody has a cognitive disability,

having something change in 14 seconds might not be enough time for them, or it

might cause confusion. I'm a very visual person and the first

time I look at your images in the slide carousel

I definitely need more than 14 seconds to take in and look around what I want

to see. So kind of think of people, too, on a

continuum. Just because they have a disability might be a reason why

you want to do this or just for other types of users, too. I'm going to

set mine to no autoplay.
I also want to point out it's really tiny right now but you can see a left and a right arrow 

on that image so that's what I mean by the user controlling their experience. 

They can hit previous or next and go in the order 

So I'm going to select "no autoplay" and 

I'm going to click on Next. And we have a choice of a sidebar 

appearing on the left or the right. It seems like the right sidebar 

is more prevalent these days but it's your choice. Hit next and then you can have your 

sidebar filled with white as the background color or gray. 

Again pick one and hit next. 

And just make this a little smaller, there we go.
Typography style - you can see that the body text is the same choice for both of these. It's just your headings are a little bit different.

And pick the one that you want and hit next. And here is where you can add social media links. If you have a Facebook or a Twitter feed or a YouTube channel, you can go grab that url and paste that in here. I'm not going to demonstrate that one but that's how that works. And hit next.

Logo Options

Logo options. Logo options means what's going to appear here in the top left. Since I haven't applied my setting yet, my name hasn't changed yet but this word Site Builder up here is what is a place where you could
upload a custom logo.

I just want to make you aware that Identity is very particular about logos and they on their site identity.ucsf.edu

And if you work with them they might give you something called a logo lockup and that just means they've usually got the UCSF logo locked together with the the text or an image from your department and they are put together in what they call a custom logo and so you would click here to upload that. And we'll be uploading other kinds of images, so it's the same kind of uploading process. But I'm not going to demonstrate that one today. I'm going to leave mine as text here.

Hit next and then navigation.
You can have

00:21:36.400 --> 00:21:41.840
your navigation sticky.
Yes and you answer yes or no and the

00:21:41.840 --> 00:21:46.080
best way to explain that is to
demonstrate that.

00:21:46.800 --> 00:21:49.920
I'm going to take you to the UCSF homepage

00:21:49.920 --> 00:21:53.520
and by the navigation I mean these words
that start with Brand Guide

00:21:53.520 --> 00:21:57.360
and go all the way to FAQ so that's the
navigation area.

00:21:57.360 --> 00:22:02.720
As I scroll there we go
this, I'm sorry I'm on the Identity site.

00:22:02.720 --> 00:22:08.880
This one is sticky. You can see how that's
stuck there up at the top as opposed to

00:22:08.880 --> 00:22:12.880
the University homepage. Their
navigation starts with About

00:22:12.880 --> 00:22:16.480
and goes to News and Media.
When I scroll on this one

00:22:16.480 --> 00:22:19.600
you can see how that is
not sticky and it

00:22:19.600 --> 00:22:23.440
it scrolls away. So whatever your
preference is

00:22:25.120 --> 00:22:30.080
pick that and hit Next.
And meta tag image. This is how

00:22:30.080 --> 00:22:34.720
you could put up an image along with
your social media account.

00:22:34.720 --> 00:22:38.880
Again, it's choosing a file and choosing
an image and uploading that

00:22:38.880 --> 00:22:40.960
which we'll be going through later so
I'm going to

00:22:42.480 --> 00:22:47.040
leave that one as is.
And I get a "nicely done"

00:22:47.040 --> 00:22:53.840
message. Save and Continue
and this is where, hopefully, you don't

00:22:53.840 --> 00:22:57.840
get anything like this.
This is my test environment being a

00:22:57.840 --> 00:23:02.080
little bit odd and usually I should be able to go

00:23:02.080 --> 00:23:07.440
back to home. Get, here,
let me see about login

00:23:07.440 --> 00:23:07.940
okay

00:23:11.360 --> 00:23:14.880
let me log in here. I think this is
just some steps that
I have to do for my environment. Let me go back to home.

All right, hopefully, we're this is where you finished off. And it says "Welcome to your new site". Home page. There we go

all right. I want to talk to you about Starting Points so

Starting Points

those of you with a new site we're going to create a Starting Point by looking in the top of our editing menu for the word Structure.

And then clicking on Starting Points and I'll review what these different starting points are. So we have starting points for Blogs, Events, News, Profile and Publications. I'm going to talk about what each one is and we are definitely going to do a demo of profile and take that one all the way. So blog you can have you can create a
Blog

00:24:11.280 --> 00:24:14.720
custom blog.
Let me take you to our

00:24:15.760 --> 00:24:23.040
our team's Websites site
home page. We have a blog.

00:24:23.600 --> 00:24:28.640
We don't call it a blog per se,
we call it News and Events.

00:24:30.240 --> 00:24:36.480
And here you go. This is our blog.
Every time an author puts up an article

00:24:37.120 --> 00:24:40.320
it applies the date.
We can apply different

00:24:40.320 --> 00:24:43.920
topic tags that we want on there.
Over on the right,

00:24:43.920 --> 00:24:48.480
this is done automatically, each time we
add an author or a topic

00:24:48.480 --> 00:24:52.240
or a blog it puts together this
navigation here in the right sidebar.

00:24:52.240 --> 00:24:56.720
So you want to read blogs by John
Kealy, you can click on his name,

00:24:58.000 --> 00:25:04.800
see a little blurb about the topic,
you can click on that topic and read the

00:25:04.800 --> 00:25:10.000
whole article.
You want to read about John, you can

00:25:10.000 --> 00:25:14.880
click on his name and read his bio. You can see all the

00:25:14.880 --> 00:25:18.240
posts done by him. So all of this
is kind of done behind

00:25:18.240 --> 00:25:21.920
the scenes. Like I said, every time
we add an author or we add a post,

00:25:21.920 --> 00:25:25.200
all of this magically gets put together.
So that's what

00:25:25.200 --> 00:25:30.160
a blog looks like.
In this template under Events

*Events*

00:25:30.160 --> 00:25:34.720
we have two flavors. We have Site-specific
Events or we have UCSF Calendar

00:25:34.720 --> 00:25:38.800
Events. Site-specific Events are, let me take you

00:25:38.800 --> 00:25:41.840
back to our events page,

00:25:43.200 --> 00:25:49.680
looks like this. It puts together
a brief overview of what the different

00:25:49.680 --> 00:25:55.680
events are. When you click on the event
you see the information that you put in.

00:25:55.680 --> 00:25:57.760
So you guys are probably familiar with this, even.
This is what we're doing today. And let me go back to the template here,

there's also UCSF Event Calendars. Let me just click into this and,

sorry I did not want to click into this one. I just wanted to say that to use this one you need to have a free account with UCSF calendar. If you go to calendar.ucsf.edu you can apply for apply to add events to their calendar and then if you use this feature, it does a data pull which pulls in information from the calendar into your site.

So if your role is a lot of a marketing/communications type person, and you send information out to lots of different channels, think of using this.

If you put something on the UCSF events calendar instead of manually putting it
in again on your page you can have a data pull and bring that in.

News

The News is also two flavors: Site-specific news that you would manually create and then there's UCSF News this is the one I want to click on and show you that you can choose what areas that you want to pull in news from. So it's the UCSF news site that you're pulling information from so you can narrow it down to you know, multiple areas. One one area, you can select multiple topics. Let's see I'm on a Mac, I'm going to do control click to click a couple different ones, to select multiple topics. There's a little information right here how to do that on a PC or on a Mac and then create a starting point. I'm not
going to take this one all the way through but I do want to show you

a little bit what this looks like if I create a starting point.

Give it a minute here, I get a success message in the top.

There's a green check mark and it says UCSF news is installed.

I just wanted to start showing you what some of these

success messages look like. Let me move down to

Profiles

Profile. Definitely going to take this one all the way through as a demo. There is another data pull that's called Profiles

integration. If I click on that one, I get a choice of

what style do I want my Profile page to be. It can be
in Grid style, which is kind of like yearbook style,

00:28:26.080 --> 00:28:30.000
you know columns and rows of people with their pictures. Or Expanded,

00:28:30.000 --> 00:28:33.040
also in my language, I call that row by row.

00:28:33.920 --> 00:28:37.200
I'm going to start with Grid and I'll show you how we can always come back and

00:28:37.200 --> 00:28:39.680
change that. I'm going to create a starting point for

00:28:39.680 --> 00:28:43.840
this one and

00:28:47.520 --> 00:28:50.240
when this is successful, I should get a success message,

00:28:55.920 --> 00:28:59.920
there we go, this success message is a little bit cryptic. It says LDAP server

00:28:59.920 --> 00:29:03.600
configured with a green check mark next to it. LDAP

00:29:04.160 --> 00:29:10.640
server is our directory service. Profiles pulls from the information

00:29:10.640 --> 00:29:15.920
from the directory, it pulls in information from profiles.ucsf.edu.

00:29:15.920 --> 00:29:18.720
If you're in the research area you're
probably familiar with that.

00:29:19.440 --> 00:29:26.160
And it also pulls from CTSI
again if you're heavily on the

00:29:26.160 --> 00:29:28.800
research side, you'd be
you'd be familiar with that.

00:29:29.680 --> 00:29:33.040
And so this was a feature that a lot of
people asked for, like

00:29:33.680 --> 00:29:37.040
hey you know Profiles is so robust with
all this great information

00:29:37.680 --> 00:29:42.480
I hate to manually type this all again
into my website or copy and paste, so

00:29:42.480 --> 00:29:47.520
we created this data pull and we, besides
the success message that shows right

00:29:47.520 --> 00:29:49.760
here, if you take a look in my navigation I

00:29:49.760 --> 00:29:53.840
have a home and I also now have
something for People.

00:29:54.880 --> 00:29:57.760
And we'll work through that.
The last one is

00:29:58.480 --> 00:30:03.120
a publication starting point.
If I click on this one

00:30:03.120 --> 00:30:09.040
this allows you to go find URLs
of featured publications that you want
to appear in a sidebar of one of your pages.

You can only have the top three. I'm not going to demonstrate this one all the way through, but I wanted to let you know that one is there.

So now we've gone through the Starting Points. I'm going to go back to my home page.

And click on home page here. I think this might be a little bit of a different screen for - that you might not see. I go to, I'd Like to Create a Page and then hopefully, those of you that are following along that have a new site, are on your home page that looks like this. You can see I changed my name of my site.

Remember it was Site Builder now it's
Training Test Site there that appears. This is also a link that serves as home for any of your pages, your users can click on this to get back.

Create the Homepage Banner

00:31:00.160 --> 00:31:03.520 to the home page. So I want to add a slide banner to the top of the page. So I need to click on that little triangle to expand the interface so I can see about adding images. First thing you want to add to the hero template.

00:31:03.520 --> 00:31:08.880 is change this default from Secondary Page Banner to Home Page Slider.

00:31:11.600 --> 00:31:16.800 because our task right now is to create that slider banner, aka hero, aka slide carousel on our Home page.

00:31:21.200 --> 00:31:25.120 So therefore we want to make sure that this says Home Page and first thing it says is choose a file. I'm going to stop here on this page.
and talk to you about the Brand Photo Library.

Brand Photo Library

I'm opening up another tab to MyAccess. I've already logged in. I'm looking for a Brand Photography Library. If you've never been here, let's see if you've never used it, it might not be showing on your list. You might have to go under Manage Favorites which will show you the complete list of everything, and you'll find Brand Photo Library, Brand Photography Library. There we go,

and I have been to this page before, ah, actually maybe I have not on the home computer on this setup that I have, so this is good. Before we begin we have to accept cookies, so anything that has a red star next to it we want to click this to show that we
are accepting the required cookies

00:32:42.320 --> 00:32:45.680
to continue on to the
Brand Photo library.

00:32:52.320 --> 00:32:57.200
Great, all right, so I'm at the Welcome to
UCSF's Brand Photo Library.

00:32:57.840 --> 00:33:02.640
At the very top there's the navigation
and I want to click on assets

00:33:04.000 --> 00:33:10.480
and if anybody is struggling with
permissions to get in here, usually it

00:33:10.480 --> 00:33:13.200
works for everybody but sometimes,
if you're brand new

00:33:13.200 --> 00:33:15.680
or maybe there's some other
odd, weird reason,

00:33:16.800 --> 00:33:21.760
you can always email Identity@ucsf.edu
to get permissions for this.

00:33:22.400 --> 00:33:28.160
So I clicked on Assets at the top

00:33:24.960 --> 00:33:28.160
and I'm looking in the main area for the
Brand Photo Library

00:33:29.040 --> 00:33:31.600
and I'm going to click on that

00:33:33.760 --> 00:33:37.120
and I'm going to pause for just one
moment,
because somebody wrote something in chat.

And this is, when I look at this it's going to be available for everybody to see. So I

oh "Who provides the content for UCSF news?"
Good question.

That's the, I don't have exact names but those are the people that write for that, so if you've got a connection to those

people you could feed them story ideas to get them to publish stories about you

then therefore you could pull in that data to appear on your News site. I want to just mention something about the chat. I'm probably not going to be checking it until the end just because of this recording so bear with me if I if I'm
not paying attention to that.

00:34:20.560 --> 00:34:23.600
So here we are in the
Brand Photo Library. We've got

00:34:23.600 --> 00:34:26.640
three folders: Emotion,
Environment and Science

00:34:27.440 --> 00:34:30.400
and we're just going to pick one at
random. We're going to make some quick
decisions just so you can
understand how this works. I'm,

00:34:36.000 --> 00:34:38.960
since I'm building something for my home
page and these images are going to be

00:34:39.520 --> 00:34:42.240
fill the whole screen and to
look really nice on a very

00:34:42.880 --> 00:34:47.840
large screen, we want to pick images that
are more wide than they are tall.

00:34:48.960 --> 00:34:53.840
And so I'm targeting this one. I want to
take this image, so I'm going to double

00:34:53.840 --> 00:34:58.080
click on the file name, and it
opens up a dialog box about this

00:34:58.080 --> 00:35:02.080
image in particular.
First thing I want to do is my due
diligence and make sure
it's okay for me to use this image on my
website. So there's a section called Usage Rights

Usage Terms and it says "includes usage for UCSF websites"

and other things. So again if you're a marketing communications type person

that's putting together a big campaign where you're going to be using all of

take a close look at this.

For example, my intent today is just to use it on a website but if I were to use

it um on paid ad placements I would see that I

cannot use this. And usually in marketing you want

everything to be consistent so just keep an eye on on the requirements.

So I've done my due diligence, I'm going to use this for a website.

There is in the top right a series
of icons. The first one,

00:35:55.520 --> 00:35:59.520
if I hover over that, it shows this
download and for those

00:35:59.520 --> 00:36:02.800
that are on a PC I've seen this
happen a couple times where

00:36:03.440 --> 00:36:07.200
you can't see the download image.
It's almost as if it's a white icon on a

00:36:07.200 --> 00:36:10.160
white background. But if you
hover your mouse in the

00:36:10.160 --> 00:36:13.600
general area you should see at least a
pop-up that will

00:36:13.600 --> 00:36:18.080
indicate that you're at the download
area. So I'm going to download this image

00:36:20.320 --> 00:36:24.080
and I get another dialog box.
Select your download options:

00:36:24.080 --> 00:36:27.840
the desired preset always defaults to
Original which is a high-res

00:36:27.840 --> 00:36:31.840
image. It's too big to put on your
website, so you'll want to choose one of

00:36:31.840 --> 00:36:35.280
the web-optimized options.
We've got two of them here.

00:36:36.000 --> 00:36:38.560
For just remember the bigger the number
the better the resolution will be for your on-screen experience. So since I want this to be on a wide screen like I said, and take up the majority of the real estate on the screen, I'm going to go for web-optimized 1320 pixels. And I'm going to scroll down to the bottom to the submit button.

And there is Terms of Use. I promised the folks at Identity I would read this out at least once so you want to "Please read and click accept to proceed. When downloading photos you agree to One, represent the subjects in these photos accurately, please view caption information to ensure you are using the photo in the appropriate context. For example do not use a med student in a patient contact.
Number two, refrain from using photos for commercial slash paid advertising without further licensing from the photographer. Violating the terms of use may result in liability. Number three, accept and comply with the terms and conditions for use, yet another URL you can go to, I'm not going to do that at this time, and number four, please contact identity@ucsf.edu if you have any questions regarding usage."
I've done that a lot because when I was new I was like, oh you know this is, it says I can use it for a website, can I use it for a PowerPoint presentation? So I did my due diligence and reached out to them and and asked that question. So we hit accept and you might see things flashing on your screen like a download is about to
happen or it's waiting for downloads or you

just, our download just happened
and I'm on a Mac

and I can see in my bottom left corner a
jpeg has downloaded.

So I'm going to consider that
successful and I'm going to

close out of this dialog box with
the x in the top right corner.

And I'm going to do this two more times
and just do it a little bit faster.

so I'm going to look for another image that

is wider than it is tall double click on
the name

do my due diligence, look at rights usage terms.

This one includes usage for UCSF
websites which is my intent at this time.

I'm going to find that download button.

I'm going to change my desired preset to
web optimize 1320 pixels.
Just a note on the other size

00:39:03.680 --> 00:39:07.120
that would be appropriate, if you were
going to use a picture on a website that

00:39:07.120 --> 00:39:09.280
had text surrounding it, using the lower

00:39:09.280 --> 00:39:13.840
number and hit submit and accept.

00:39:16.000 --> 00:39:22.400
And I waiting to see things download.
That looks successful. I'm going to close

00:39:22.400 --> 00:39:23.600
out and I'll do one more

00:39:26.000 --> 00:39:30.720
I have found I've where I've picked images in the past

00:39:30.720 --> 00:39:35.360
that were actually bigger than the limit for the website

00:39:36.960 --> 00:39:44.720
so I think I'm gonna use
this one double click on it look at the

00:39:44.720 --> 00:39:49.600
rights usage terms: includes
usage for websites click

00:39:49.600 --> 00:39:54.560
download in the top right,
change my desired preset to

00:39:54.560 --> 00:39:58.160
web optimized 1320.
Hit submit and accept.

00:40:01.520 --> 00:40:04.400
And we'll pause here for a minute while
that download happens.

00:40:09.680 --> 00:40:15.440
Great. Okay, so now I'm gonna
head back to my template and I'm gonna

00:40:15.440 --> 00:40:19.760
start adding these images
into the home page. So I here I am on my

00:40:19.760 --> 00:40:23.520
home page, I have hero template home page slider

00:40:23.520 --> 00:40:26.240
selected and now I'm going to click on
the Choose File

00:40:26.240 --> 00:40:32.480
under the word Image. All of my images should have come to my

00:40:32.480 --> 00:40:37.680
download folder. I have mine set to view these in a

00:40:37.680 --> 00:40:40.000
list where I can see the date modified
so I

00:40:40.000 --> 00:40:42.720
can be sure I've I've picked
something from today.

00:40:43.920 --> 00:40:49.760
And I'm going to choose the first one
and after I've chosen it I should get

00:40:50.320 --> 00:40:53.680
a truncated version of the file name
showing here.

00:40:53.680 --> 00:40:54.880
Then I click on upload.

00:40:59.280 --> 00:41:02.720
And if that's successful. I get a little
And there's a little crosshair on this preview. The crosshair represents the focal point of the image and also where it might be cropped. So if I were to look at this image on a phone with a much smaller screen, I want to make sure certain areas aren't cropped out.

So the focus of this image for me is kind of the space between the two faces. So I'm going to move that there. And I'm going to skip the rest of what goes in here and I'm going to go straight to the Add a New Slide. And the interface opens up and provides me the same type of deal here. I click on choose file to get my next image.

I can see the image name is there now. I click on upload.
I can move my focal point a little more between their faces.

And this time I want to show you what adding a title looks like.

I'm just going to put in this is adding a title,

and it will, let's see, and the text,

the text is white by default. Just a little tip there, and I'm going to click add a new slide and go through the same steps again, picking a third image, uploading it.

I'm going to put the focal point on the instructor's face.

A tip about faces, try and aim for like the nose, and the eyes area. If this was a picture, like a portrait picture of somebody that's really important, to try and get it like right on the nose or by the eyes.
If it's on the chin that's the focal area.

And so you looked at it on a phone the forehead might be cropped off.

So kind of keep those things in mind. Here I'm just going to add another title.

I'm going to show you what link text looks like. I'm going to make a link to UCSF home.

And I'm going to put in the URL for UCSF home.

And I've added three slides now. Yeah, three images I'm gonna scroll all the way down looking for the save button here in the bottom.

And hit save and this is what an error message looks like. It's usually read with an exclamation point inside of a red.
triangle. "Title field is required.: Here is the title field, so I'm going to put in the word "home" although I don't like to have a title on my home page. So I can bypass the system by clicking the next check box which says "Hide the title on the page."

Which I'm going to do. And scroll down and hit save. And then fingers crossed everything works, and my homepage has been created! I get the success message, I see my image, I see my forward and next buttons. I did not put a a time limit on that so I can control my experience and hit the previous button on the left or the next button on the right. I wanted to show you what the title looks like. This is not good accessibility because
it's white text against some white background and so the color contrast ratio is not that great so I from an accessibility point of view, I would say try to if you're going to use these images, kind of think of them as eye candy more than than important information. I like to leave titles off of mine and put any important information in the in the content area which would be below the slide.

The slide carousel let me go to my third one. This is what it looks like if you have a link. Let's test the link and see if it works.

Yep, perfect.

And I think I need to, I think I need to log back into my site so so you can see how links work it will open it
on top of it, it will open whatever this link is within that same window and you might want to link maybe to maybe your mission statement or you know something within your site or maybe you want to link outside of your your site too, but that's how that would work.

And one thing about images that I wanted to mention. Let me just go back in to edit mode. There's whenever you're in edit mode or when you're logged in as an admin, you can see the the Yeti icon that's this little Bigfoot character here. And you should be able to see a view in an edit so if I go into edit mode and you're like, oh hey, where's,
how would I

00:46:28.800 --> 00:46:33.760
swap out an image? I have to remember
to click the little triangle next to the

00:46:33.760 --> 00:46:38.160
slider banner and the first time
I saw this I was like

00:46:38.160 --> 00:46:42.000
what? Turns out you have to click on the the

00:46:42.000 --> 00:46:44.000
pencils that represent each image

00:46:46.800 --> 00:46:50.960
and then it'll look more familiar to
what you had just put in.

00:46:50.960 --> 00:46:53.840
So if you wanted to delete one, there's a
little trash can here.

00:46:54.720 --> 00:47:01.040
If you want to add a new image
use the add a new slide, let me just show

00:47:01.040 --> 00:47:03.040
you how that brings up the interface where

00:47:03.040 --> 00:47:06.480
you can go pick another image,
So we picked some, we made some quick

00:47:06.480 --> 00:47:09.920
decisions on what images we want,
if you want to go back and take some

00:47:09.920 --> 00:47:13.920
more time find better images,
know how you can come in here delete

00:47:13.920 --> 00:47:17.040
what you don't want and
go through the process of adding new

00:47:17.040 --> 00:47:22.400
ones. So that's how adding
the slide banner works on your

00:47:22.400 --> 00:47:26.080
home page. One other thing about images:

00:47:26.640 --> 00:47:30.800
some Content Management Systems allow you to drop and drag

00:47:30.800 --> 00:47:33.280
images. Say you might have Finder or

00:47:35.600 --> 00:47:38.640
some kind of File Explorer window open
and you want to

00:47:38.640 --> 00:47:42.080
drag it over. It looks like
it can be done.

00:47:42.080 --> 00:47:44.480
And it will seem like it's a success
but it's

00:47:45.120 --> 00:47:49.120
it's um it's not a good idea to do that
with this kind of template

00:47:49.760 --> 00:47:54.160
it's going to pull in a whole lot of
extra information that makes your web

00:47:54.160 --> 00:47:58.560
page load really slow.
So if you were

00:47:59.600 --> 00:48:03.440
if you're experiencing like really
slowness of your image and you put in a
ticket, the first thing they're going to ask you is, probably, did you just add some images? And and if you say yes, they might say did you drag and drop them in? And if you say yes, they'll say that's not the proper way to do it let me show you how to delete them and not the proper way to add them, which we just went through.

and another thing about adding images, let me just show you some comic relief here. A

when you add images, sometimes they don't appear right away and so we tell you to Keep Calm and Clear your Cache. It's a real thing. Let me go back and show you how to clear your cache.

Under the Yeti icon there is an option for flush all caches and you
can just click that.
Just because there's fly-outs on

00:48:58.000 --> 00:49:03.440
these don't mean you actually have to
always necessarily drill down to them. So

00:49:03.440 --> 00:49:06.160
i would just click here to flush all

00:49:06.160 --> 00:49:10.240
caches if I

00:49:10.880 --> 00:49:16.400
knew I had put up an image and it wasn't

00:49:16.400 --> 00:49:17.600
appearing. Or if I had edited some

00:49:16.400 --> 00:49:17.600
reloading, I would go into the Yeti and

00:49:20.400 --> 00:49:27.280
hit flush all caches.

00:49:27.280 --> 00:49:30.960
So now we've got a home page.

00:49:30.960 --> 00:49:34.720
Let me just go back to home and

00:49:30.960 --> 00:49:34.720
we're going to start creating what we
call stubs of pages. If you've got a

00:49:34.720 --> 00:49:37.520
content strategy, you probably

00:49:37.520 --> 00:49:39.920
have an idea of some of the

00:49:39.920 --> 00:49:42.400
pages that you want to add, like,
oh, I want to add a Mission

00:49:42.400 --> 00:49:47.280
page I want to add a page About Us.

00:49:47.280 --> 00:49:47.280
We're going to be adding pages and we're

00:49:47.280 --> 00:49:47.280
going to I'm going gonna be calling
the titles according to the feature

00:49:47.280 --> 00:49:50.960
that I wanna show you.
So I'm gonna create some that are

00:49:50.960 --> 00:49:54.000
called like Video or Columns
because that's the features

00:49:54.000 --> 00:49:59.760
we're gonna we're gonna demo.
Some because of the starting points

00:49:59.760 --> 00:50:06.080
and the way they name pages, there's some particular file, particular names of

00:50:06.080 --> 00:50:09.440
pages that you want to avoid.
Like don't create another home page.

00:50:11.200 --> 00:50:14.640
Don't create another People page because
the system

00:50:14.640 --> 00:50:18.080
already creates those types of pages. Some other reserved names

00:50:18.080 --> 00:50:19.440
are Events

00:50:22.000 --> 00:50:25.840
and publications so try to avoid using
those.

00:50:26.400 --> 00:50:30.880
You in theory, you can, but it it just
gets a little bit messy

00:50:31.600 --> 00:50:35.120
so especially if you create another
home page,

00:50:35.680 --> 00:50:39.360
it's all in this Content Management System it's usually always better

to go in and edit a page or unpublish a page,

or somehow turn it off instead of deleting, so that's a big red flag if

there's something that says delete, really really think twice about

doing that. There's only one exception and I'll tell you about that later. But always always kind of stop and think

yeah, I probably don't want to delete that, oh and also while we're here

talking about going back in to make edits to your homepage, which we did. If you wanted to make changes to like

the color theme or any other thing that we picked out

during the Site Builder Wizard, it's up here under the word Appearance, you have

a choice you can go through the Site
Builder Wizard again
or you could just go to Settings UCSF

Site Builder and you can see everything that we
looked at was, is available here on the
left. So if you want to just target,
oh I just want to change the color theme,
and change this blue to orange,
and remember to hit Save
Configuration. So that's a
another way you can get back
so back to creating content.

Create a Page

This is how you add a page.
You go to Content > I'd like to Create a
Page.
And I'm gonna create stubs of pages so first, I'm just gonna
enter some titles without putting any content in there.
So we're going to be talking about videos so I'm going to create a Videos
page. I'm going to scroll on by the content area for now and before I hit the Save button I'm going to check this box here that says Provide a Menu Link.

I'm going to skip over the rest of this and just go to Save.

And by checking that box Provide a Menu Link, you can see I now have a menu item up here with Home and People. I have Videos as well.

So let's create a couple more. Content > I'd like to Create a Page.

Another item we'll be playing with is called Columns. I'm going to scroll on down click Provide a Menu Link, hit save. There's Columns. I'm going to add another one. Go to...
and I'm going to call this one Practice.

Scroll on down, hit Provide a Menu Link and before I hit Save this time, I want to show you the secret about publishing options. Here in the bottom right.

Save button is Publishing Options and you can see that everything is checked as Published by default.

At the end of this class, at the end of the session, since we're making really quick choices and not putting proper content in yet at this time, you probably want to unpublish all of your pages at the end of this session. When you unpublish them, the public won't see them, they'll be removed from your menu and only people that log in and can see this.
menu will have access to see unpublished pages. I'm going to keep this

00:53:49.520 --> 00:53:52.160
one published so we can continue to work.

00:53:53.600 --> 00:53:59.760
And now I've got some things put together here, I've got

00:53:59.760 --> 00:54:03.840
start of a navigation. I've got some pages they're all empty

00:54:03.840 --> 00:54:06.480
right now. so let's put some content into those.

Columns

00:54:08.080 --> 00:54:15.440
Let's go to the Columns page.
I click on the link. I'm there.

00:54:15.440 --> 00:54:18.080
I see the title, nothing no content
so I'm going to go

00:54:18.080 --> 00:54:23.840
into the edit mode by clicking the Edit
tag over on the far left.

00:54:24.560 --> 00:54:27.920
And we're going to explore this content
area.

00:54:27.920 --> 00:54:32.080
There is a list of different tools that
you can use when

00:54:32.080 --> 00:54:35.280
when you're in the content area. And I'll
quickly walk you through what those are.

00:54:36.000 --> 00:54:40.800
This is the Source button if you're
familiar with working with HTML

00:54:40.800 --> 00:54:44.720
this is how you can turn on the source.
I don't have any content now so it's

00:54:45.360 --> 00:54:50.800
not going to show anything at this point.
But you toggle off and on for source

00:54:51.760 --> 00:54:55.120
format. This is where you can mark things up.

00:54:55.760 --> 00:54:58.960
Then you put text in it's going to come
in as normal but if you want to mark

00:54:58.960 --> 00:55:02.000
things up, as headings,
this is how you can add structure to

00:55:02.000 --> 00:55:05.760
your page. This is really important for
accessibility, to add proper structure to

00:55:05.760 --> 00:55:09.680
your page. Instead of
just making something

00:55:09.680 --> 00:55:13.120
bold and a bigger font,
use these headings

so somebody that uses assistive
technology there,

00:55:17.680 --> 00:55:21.520
like a screen reader a blind person will
use a screen reader as their assistive

00:55:21.520 --> 00:55:24.800
technology they might instead of letting the screen
reader read every darn thing on the page they might say, use a keyboard shortcut to tell their screen reader "give me a list of all of the headings"
and the headings will be read out loud to them. So it's a much quicker way for them. It's the equivalent of us scanning a page visually and looking for those those big headings and things that stand out this is a way to structure a page for a blind user to get a list of different headings. The next group are things that are pretty familiar from Word like bold, italic,
underline, strikethrough, typically used a lot in blogs and this last one though, might not be familiar to you this is to remove format. So if you're copying and pasting something in from
like a Word document and you want to strip out all the formatting

00:56:15.040 --> 00:56:18.560
donce you've put it in in the content, you can select it all

00:56:18.560 --> 00:56:21.600
and click this button to remove the formatting.

00:56:23.280 --> 00:56:26.480
As we move on we've got the alignments for left, center and right.

00:56:27.520 --> 00:56:34.240
We have numbering and bullet lists, indentations, and then this

WYSIWYG Toolbar

00:56:34.240 --> 00:56:37.120
last piece is what we call the WYSIWYG toolbar.

00:56:37.840 --> 00:56:40.480
WYSIWYG is the acronym for What You See Is What You Get.

00:56:41.200 --> 00:56:45.760
And it starts off with a way to add a link,

00:56:45.760 --> 00:56:49.120
a way to remove a link, how to add anchors,

00:56:49.840 --> 00:56:57.360
images, videos, pasting from Word, inserting

00:56:57.360 --> 00:57:03.040
a horizontal line, inserting special characters, let me click on that one.
You get a character map of different characters that you might want to use, that may or may not be available on your keyboard.

Cancel out of that. And the last one, the little gear, the little widget, this is where all the cool stuff is.

Under here is where you can add things like a quote and it will stylize it for you, can add columns, that's what I want to show you next.

featured content, and collapse items. So we'll work through some of those.

Let's instead of doing just two columns, let's do three columns.

So I click on that and I get a dialog box for how I want to add

my three columns. The first part is the layout, this is the percentage of the width of the three columns on your page.
If you want them to be equal widths, you can choose the choice where the numbers are the same.

That's what I'm going to demonstrate and I highly suggest you play around with the background color. They all default to transparent but you can pick some colors from the color palette. They should all work well together. And hit ok and it gives you three columns and it's filled with some placeholder text you can delete and type over. So let's let's work with adding an email link I'll just put in some text that says Email.

I want this link to be an email link. I get a couple different options so
where is this email going to go to, you want to put in a legitimate email address.

These are optional if you want to put in a message subject line for your user.

Keep in mind they can always change that but I'll just demonstrate that this is a subject line. You could put in some starter text for them if you wanted to. I'm going to leave this one blank. The cool thing is this choice right here under button link style, it defaults to none and here's a list and it's not very descriptive. So I highly encourage you after this session go in and play with links and see how how these all look.
So I'm gonna pick large white

full width. So in your mind you might be thinking of what this might look like

"large white full width". I'm going to choose that and I'm going to click on ok.

And you can see large means all caps. I type this in in mixed case and it put them all to uppercase. That's what it meant by large and it also bumped up the font size a little bit than what their default was. I compare it with the second column it's white text and it is the full width of the container that it's in with a little bit of a little bit of space on either side of it if I go to the second column. Let's practice putting an image in.

I'm going to wipe out the text that is there. Make sure my cursor is blinking in there.
I'm going to go to the image icon

01:00:37.360 --> 01:00:42.160
in the WYSIWYG toolbar and
the first time I saw this it was very

01:00:42.160 --> 01:00:45.280
confusing. I'm like IRL for my image?
What does that mean?

01:00:45.280 --> 01:00:49.520
So it means just kind of follow along.
Click the next button.

01:00:49.520 --> 01:00:50.160
browse the server.

01:00:53.040 --> 01:00:57.920
If you have a blank website, you're not going to have any images

01:00:57.920 --> 01:01:02.480
in here. If you have already have content
and images on your site. you're going to

01:01:02.480 --> 01:01:05.920
see this, so for those of you that don't have any

01:01:05.920 --> 01:01:08.640
images yet. let me walk you
through this interface.

01:01:09.520 --> 01:01:13.440
First, you click on
Upload and then Choose File

01:01:14.320 --> 01:01:18.640
and this is going to open up your file
browser in your on your computer.

01:01:19.840 --> 01:01:26.480
And you want to make sure
you pick a jpeg and open.
And then you will click the Upload button

and it'll give you a preview of what that image looks like. And it will also highlight it in your list of images.

I'm going to do a quick switcharoo because this image is quite quite large for putting it inside of a little column.

I have I happen to have a file here, and then you click on Upload

and then you click on Insert File and if it's found an image you should have a URL, some text in there don't worry about what it says.

Alternative text, this is very important for accessibility.

Again a screen reader user is not going to be able to see your image so if there's something important about that image
you want to describe what that is.

01:02:30.640 --> 01:02:34.080
And it will tell you the height and width

01:02:34.080 --> 01:02:35.040
you you could

01:02:38.560 --> 01:02:41.680
you could reset the size.
I highly recommend not

01:02:41.680 --> 01:02:45.360
messing with image sizing here in this program. It's better to

01:02:46.560 --> 01:02:50.480
open a photo or an image editing software like Photoshop or

01:02:50.480 --> 01:02:53.520
Preview or something like that if you need to really adjust your height and

01:02:53.520 --> 01:02:56.400
width. You have choices for alignment, you have

01:02:56.400 --> 01:03:00.800
choices to caption and image caption, and image I'm just going to go with

01:03:00.800 --> 01:03:05.840
alternative text and hit on OK and there I have an image inside

01:03:05.840 --> 01:03:08.800
of a column. Let's

01:03:11.200 --> 01:03:19.520
scroll down. I'm going to hit save and view what I've got here. So I've got
an email link. Let's see how that works. I'm going to click on that

and in theory it should open up an email client on my computer.

There we go with the with the name that you the email address

that you put in there is in is put there in the "To". There's

that subject line that I pre-populated and I chose not to

put anything in the subject to let the user

add whatever they want. So there you go, that's how an email link

works and there's my picture. I want to show you a site it's

I think I have it open, yeah the Tobacco

Control Research and Education site. They have used the two columns

here on their page and they've put in an image, they've put in text, they've put in
links over here, another image, more text, more

01:04:30.800 --> 01:04:33.040
links. Just wanted to show
you how that could

01:04:33.040 --> 01:04:38.800
be incorporated in the whole
the whole website on a web page.

01:04:38.800 --> 01:04:42.160
They used a different slider at the top,
they use the one with image on the left

01:04:42.160 --> 01:04:45.520
and the text on the right
and therefore the

01:04:45.520 --> 01:04:47.920
Previous and Next buttons
move over here with the text.

01:04:48.480 --> 01:04:54.720
They put a link in here
in their in their slide carousel.

01:04:56.320 --> 01:04:59.600
So back to our pages.
back to our template

01:05:00.400 --> 01:05:04.080
let's let me show you
what responsive design is.

01:05:04.080 --> 01:05:07.760
So that's how is the page
going to look when it

01:05:07.760 --> 01:05:14.720
shrinks down to fit onto an iPhone or
any kind of phone device. I'm gonna just

01:05:16.240 --> 01:05:20.080
pseudo demonstrate that by changing the
size of my browser window

01:05:20.880 --> 01:05:26.400
and showing you what the columns do,
keep an eye on the column on the right

01:05:26.400 --> 01:05:30.800
with the text in it as it starts
to shrink you'll see the

01:05:30.800 --> 01:05:34.160
text will wrap around, to remain in that

01:05:34.160 --> 01:05:37.360
column. And then there's going to be a point

01:05:37.360 --> 01:05:41.760
where the columns end up stacking on top of each other

01:05:43.040 --> 01:05:44.400
to fit on a phone.

01:05:46.880 --> 01:05:50.240
So perhaps you might have
seen some websites

01:05:50.240 --> 01:05:54.880
where on your phone maybe the the text
looks like it's hanging off on the right-

01:05:54.880 --> 01:05:58.320
hand side, that means they did not have good

01:05:58.320 --> 01:06:02.000
responsive design. So, we have that
built into our template.

01:06:02.000 --> 01:06:05.040
Another reason to use our template
and

01:06:07.760 --> 01:06:12.800
let me go back into edit mode
because now that I have content here I
can show you a little bit more about that first button that shows the
source code. If I click on source code, there we go, we're in the
HTML source where we can see how things are marked
up to create our our columns.
You can see there's where I created my email link
with the text "Email Us", it's nested in an anchor tag with my email address
nested inside of paragraph tags, nested inside of a div
for the first column. There's a second column, third column,
they're all nested inside of another div tag.
So sometimes we need to go into the source code
for some trouble-shooting but there you go, we've got a good page
going here. I want to

also mention sometimes when folks are adding images, if you get an

Access Denied message, let me show you how to resolve that.

I'm going back to my websites.ucsf.edu page and I'm going to Help

and Frequently Asked Questions. Here's my favorite keyboard shortcut

when I'm looking on a web page, I do Control F

on a Mac and I'll look for a keyword about "access denied".

Oh, there we go, this is what I was talking about.

I get access denied when accessing the browser server to retrieve images." If you

click on that there's a way that you can

you can resolve that. So I just wanted to point out we'll we'll

look at more more of the Help page and
more of the FAQs later, but

01:07:59.760 --> 01:08:02.480
just wanted to mention that that is
available there.

01:08:03.600 --> 01:08:07.680
And I want to show you I'm
going to create another page.

01:08:07.680 --> 01:08:09.840
So I'm going to go to Content > I'd like
to Create a Page

01:08:12.320 --> 01:08:15.440
and in the Content area here
we're going to play with

01:08:16.240 --> 01:08:23.840
collapsing items. You might have seen
that under here, under the widget

01:08:26.160 --> 01:08:27.680
hmm let me just

01:08:32.160 --> 01:08:35.120
oh I know I need to actually

01:08:37.280 --> 01:08:40.480
I'm creating a page first before I get
into the content part

01:08:40.480 --> 01:08:46.240
so I'm going to call this one
Collapsing Items

01:08:48.320 --> 01:08:55.040
and I'll scroll all the way down
to provide a menu link hit save

01:08:56.800 --> 01:08:58.560
all right I'm going to come back in and
edit,
get rid of that stuff okay now my widgets available.

And we’re going to explore what collapse items are.

These are sometimes also called accordions. It will give you an area where you can type in text.

So a lot of people will use these for FAQs.

so you can type in a question

I'm going to type, I can't always talk when I type, so here what's the best practice for number of menu items

and then over here on the right, if it's not expanded, I click on that to enter the content for the answer which is five to seven items

and I'm going to scroll down and before I hit save I want you to notice
that I’m leaving mine expanded versus collapsed. However you save it is how it’s going to appear.

If I want to go back in and make that always show up as collapsed I need to manually come in here, collapse it. Let me hit save again and we’ll take a look at what that looks like. Now it’s up to the user to expand that to see the information.

That best practice for a number of menu items that’s for up here, if you start to get more than that, later on I’m going to show you how we can tuck items under each other so you can have a cleaner look up there and another this, is this, comes from usability studies, and another thing that comes from usability studies is when if you use too many FAQs
and you have them all

01:10:49.440 --> 01:10:55.760
collapsed, if your user tries that
Control F keyboard

01:10:55.760 --> 01:10:59.040
finding shortcut, if I were
to look for the

01:10:59.600 --> 01:11:02.720
number seven it's not going
to find it because

01:11:02.720 --> 01:11:04.400
this information's collapsed.

01:11:06.880 --> 01:11:12.400
When it's open, it's there so
if everything is collapsed you're in

01:11:12.400 --> 01:11:15.760
theory, like hiding content
from your users that

01:11:15.760 --> 01:11:20.240
might not be aware that things expand
and collapse. So this is good for

01:11:20.240 --> 01:11:23.680
you know, maybe have just three
of these and maybe leave them,

01:11:23.680 --> 01:11:27.920
consider leaving them expanded so
people that are scanning, can quickly

01:11:27.920 --> 01:11:33.200
quickly find the information. On our
websites.ucsf.edu page we used to have

01:11:33.200 --> 01:11:37.760
all of our FAQs in this format
and so if people were looking
for certain keywords that were only in
the answer, but not in the question

that Control F functionality did not
work for them. So we were

especially hiding content from our
users. So we went with a

a different way. We decided to
use anchor tags.

Let me just take you over here
to show you again what that

what that is. So here's
all of our questions

listed in a couple different
sections and as we scroll down

we repeat the questions
again with the text

so if I scroll back up here
this is a link

to a certain part of this page.
It just jumps me down here to that same

repeated question with the answer.
So that's how anchor
tags work. And now everything is showing, nothing is collapsed because we went away from that method.

And every everything is available and searchable, so that’s how collapse items work.

And let’s move on to our Video page. We do not have a video streaming or video hosting service here at UCSF so the recommendation is that videos live on YouTube or DailyMotion or Vimeo.

And that we we bring them in using this method. So I’m going to edit my Video page and get my cursor blinking here in the content area.

Go to the video icon, looks like a circle with a triangle in it.
if you hover over it it says "insert a YouTube, Vimeo or DailyMotion video."

I click on that and get the dialog box and it's asking for a URL.

So I need to open up another tab and I'm going to go to Google and I'm going to search for "UCSF video"

and this is my favorite one, the first one that shows up. I want to click on the video that I want, probably pause it, and you want to capture that URL that's up there in the menu bar and copy that.

Come back to your template and paste that in.

You can choose to align it on your page. Since this is the only thing on the page I'm just going to let everything default. I might go down to half size just for network reasons today and click ok.
And you can see the keyframe of the
video. You don't see a play button or anything,
sometimes the View mode is a little bit
different than what we see in Edit mode
and that's true in this case. I'm going to scroll on
down and hit save.
And now my video player does have a play
button. I can play it, I can, I have access
to the play and the pause
button. I have access to
closed captioning. There we go
another accessibility -
this is a great example of
a video with accessibility. It's the
closed captioning also known as the
subtitles that can be turned off or on.
Works great for like I said
people that have, are hard of hearing
they like to have these on
so they can read that. It works great in situations that are very noisy like at

01:15:13.600 --> 01:15:16.720
the airport usually they have
TV monitors with news

01:15:16.720 --> 01:15:19.200
playing and they usually have
the subtitles turned on so

01:15:19.200 --> 01:15:26.640
people can read those. If you're,
when I used to ride BART on my

01:15:26.640 --> 01:15:31.280
phone, if I forgot my headset, I didn't
want to blast everybody with a video so

01:15:31.280 --> 01:15:35.040
I would turn off my volume and
I would read the closed captions so

01:15:35.040 --> 01:15:37.520
again a lot of these
accessibility features

01:15:37.520 --> 01:15:41.520
reach out to everybody,
all all types of users.

01:15:41.520 --> 01:15:45.280
So there we go, we've got a video in
there. That's how the videos work.

01:15:47.920 --> 01:15:55.920
Let's let's see we've done an image
and we've added links. Let's let's work

01:15:55.920 --> 01:16:01.040
on managing our menu up here.
So we've got, I've got one, two, three, four,
five, six things. I'm almost about at the limit of of what I should have up there.

But you can see these came in in a really weird order.

I created my Home page first, and I did the People starting point next,

and so they're not in alphabetical order. They're not in the order of creation.

It's just random. So a way to manipulate these is

consider this our navigation area and there is

always a usually in all sections, there's a little widget that

can be invoked. If you put your cursor in the top right corner, so there's a widget right there over the word People, I'm going to click

on that and a menu choice came up I want to

choose List Links

and here is a list of everything
in my Main Menu.

01:16:54.640 --01:16:57.200 These all correspond to exactly what you see up here.

01:16:57.760 --01:17:01.520 So if I want to move these around, let's say I want to try and get these in alphabetical order.

01:17:07.920 --01:17:12.400 Let's move People above Practice. I'm clicking on the little move icon

01:17:13.200 --01:17:15.840 and pulling it up there, above the word Practice.

01:17:16.560 --01:17:19.600 It's also dragging something else along with it that is part of the Content Management System so we want that to behave as it did -

01:17:20.160 --01:17:25.920 coming along. Let's say I want to tuck Videos underneath Practice,

01:17:31.520 --01:17:35.440 as if my menu I was getting too many items and I want to have these as fly outs underneath the menu item I can click on that

01:17:36.080 --01:17:40.400 little move icon and push it to the right so it's indented.
All right I think I've got these kind of by alpha although I kind of would like Home to be at the top so I'm going to move that.

I'm going to go by alpha and then I've got Videos tucked underneath and I'm going to hit Save Configuration and take a look. There we go, Home page is showing up now first. Practice is where I tuck Videos under so you can see how that provides another fly out and on that Videos page it also provides away for me to get back to Practice which has nothing in it at the moment. But that's how you can move those around.

So we just looked at a list of our links. I want to take a moment to go back and show you a list of all of the content that we've
added so far. I'm going to click on the word Content.

Nothing else under the flyout, just Content.

And now here's a list of everything I've built today.

And you can see there's a Title, it's all, they're all pages,

the published status is yes. Let me show you how you can hide these

or unpublish them. So let's say I don't want columns

to show because maybe it's a page that it's just a practice page and I don't

want anyone to see it.
I'm going to go into the Operations

edit mode.

And I'm going to scroll down towards the save button to the Publishing Options

and choose that. And unclick Publish and hit save and just as a reminder


we're on the Columns page, and it was up there in the menu when I

01:19:28.560 --> 01:19:31.280
turned off published and hit Save. Columns

01:19:32.560 --> 01:19:38.240
is now not there, it's not in our menu.
So that is you can always go back to

01:19:38.240 --> 01:19:38.800
Content

01:19:42.080 --> 01:19:48.400
and you can see the publish status is no.
You can always go back into edit and

01:19:49.280 --> 01:19:50.320
republish it again.

01:19:52.480 --> 01:19:56.480
So this might work great in the scenario of, oh, you know, we're changing our

01:19:56.480 --> 01:20:00.400
mission. Let's leave our current mission page up there as it is and let's

01:20:00.400 --> 01:20:05.200
create a mission two page and let's work on that, you know, on your

01:20:05.200 --> 01:20:08.320
own or with a team until you get it approved and ready to

01:20:08.320 --> 01:20:11.920
go. Then you could publish the new one and you can

01:20:11.920 --> 01:20:16.320
unpublish the old one. So that's that's one of the odd things
about this Content Management System and the way the process that we have is set up. Everything is live so don't freak out if your site is new and you're putting this weird content up today. You probably have not advertised your URL, you probably have not done a publicity campaign that you have a new website yet, so it's probably only, it's only between, you know, you and your team and it that you have a site right now, but like I said, at the end of the session I'd probably recommend that you go in and edit these and unpublish them until you get some some actual legitimate content content up there. Next, I want to show you, I'm going to take you back to
Tobacco, really quick, I want to show you how they have their sidebar. They chose their sidebar to appear on the right and it's filled with gray and they, a sidebar is composed of blocks. They have one block right here with some text and an email link. They have another block here with a heading and links to some other pages. They have another block here. This is the featured Publication Starting Point that I showed you earlier. Just a reminder, Starting Points are available under the word Appearance. And they chose to populate it with Publications, Quick Links and another block so. Back to, let's go.
to our Practice page

and create some blocks. So

actually we really don't, doesn't really matter what page we're on

Blocks

because we're going to create a block and blocks

are pieces of content that by default will appear on every page.

So there are, there is logic where you can turn it off and on

but to create a block we go up to the top where it says Structure >

Blocks > Add a Block. And my Blocks today, I'm going to do one

that's called new phone number.

And I usually like my block title or I suggest block title and block description match, at least as if you're a beginner at this.

Page 101 of 140
And then you, anything that has a red star is required.

01:22:57.280 --> 01:22:59.840
So we do have to have something in Description and we do have to have

01:22:59.840 --> 01:23:05.840
something in Body.

01:23:09.840 --> 01:23:15.040
Let's get some text in there and very important before we hit save,

01:23:15.040 --> 01:23:20.640
there's a section called Region Settings and the default is always "none" so we

want to make this block appear in the sidebar so

I'm choosing sidebar and here

is the logic where you could choose to have it

01:23:31.200 --> 01:23:34.800
only appear on certain pages. I'm going to go with the default of it appearing

01:23:34.800 --> 01:23:39.200
on all pages and hit save block, and hopefully I get a

success message. "The block has been created."

01:23:42.320 --> 01:23:46.560
Here's a list of blocks that belong on
my page and you're probably thinking hey

wait, we just created one.
What are all of these?

These are all the pieces of your Content Management System that
create the areas on your site so even if they're not
filled with any content yet, try and avoid being OCD and wanting to clean
these things up like, "oh, main main menu level one, I don't know"
what that is. I 'm gonna hit delete." Don't delete that.
That contains the login piece so when you go when a log in as an
admin, if you delete that that's gone and
you'll have to put a ticket in and ask to have that
restored. So these are, it's a little overwhelming to see all
this at first. But just remember
we created a block and we said we want

01:24:30.560 --> 01:24:34.080
it to appear in the sidebar.
Here's my new phone number block.

01:24:35.600 --> 01:24:39.600
Here's something else that I, it's really
good that they didn't let me delete this,

01:24:39.600 --> 01:24:43.600
again this kind of follows along with
the new phone so just don't worry about

01:24:43.600 --> 01:24:46.800
it let it, let it hang out
but let's test that we

01:24:46.800 --> 01:24:49.760
can see our sidebar. So I'm
gonna at random go to

01:24:49.760 --> 01:25:04.480
any page, my home page, there's my block
underneath the slider. Let's go to

01:25:04.480 --> 01:25:08.000
Collapsing Items and see if the block is
there. There it is. Good! So far so good.

01:25:08.000 --> 01:25:11.840
Let's create another block
I'm going to go to Structure >

01:25:11.840 --> 01:25:15.600
Blocks > Add Block and I'm going
to call this one new Address.

01:25:15.600 --> 01:25:19.760
And a little body text

01:25:19.760 --> 01:25:23.520
and remember before you hit save go to
Region Settings,
change it from none to sidebar and hit save.

And fingers crossed we'll go to a page and we should have two sidebars or two blocks in our sidebar. Let's say, oh, I'm not really sure I like that red. So let's do a reminder of how to change colors. And I'm going to go to Appearance Settings > UCSF Site Builder. Go to the color theme and that red was under the secondary choice. Let's say I want purple instead.

Hit Save Configuration. Let's go to one of our pages. And you can see how that changed so again another thing you might want to do outside of this session, see where colors get applied. Know how you can go back in and change them.

If you want to edit any of these
these blocks again you can invoke that

01:26:22.880 --> 01:26:27.520 little widget to show, I was kind of trying to hover in the

01:26:27.520 --> 01:26:30.000 imaginary dotted line that I couldn’t see

01:26:30.000 --> 01:26:32.400 around that block to get that widget to show.

01:26:33.200 --> 01:26:37.440 And the choices under the widget are just one it’s Configure Block,

01:26:37.440 --> 01:26:40.800 takes you back to the same page where you can make

01:26:40.800 --> 01:26:46.640 edits to your text. It’s the Region Settings are still at

01:26:46.640 --> 01:26:50.240 sidebar which is what we want, and hit save block.

01:26:50.240 --> 01:26:53.360 And then our changes are made. You could also

01:26:53.360 --> 01:26:59.200 go in to Configure Block and if you don’t want it to show, instead of

01:26:59.200 --> 01:27:03.840 deleting it, I highly recommend you just change it to None.

01:27:05.280 --> 01:27:09.040 It’s gone. If you want to
bring it back go to Structure &gt;

01:27:10.000 --> 01:27:13.360
Blocks. I'm just clicking on
Blocks not any fly-out

01:27:13.360 --> 01:27:17.840
and I'm getting the list of
all of them. I'm looking in the

01:27:19.040 --> 01:27:22.720
it was in the sidebar. I'm scrolling down
to the bottom where there's a disabled

01:27:23.440 --> 01:27:29.760
section and it was
the new address bar

01:27:29.760 --> 01:27:32.560
that I want to bring back
into my sidebar

01:27:33.200 --> 01:27:36.240
so I would highly recommend
using, changing it to none

01:27:36.240 --> 01:27:40.000
versus changing it to delete.
There's plenty of room on the server.

01:27:40.000 --> 01:27:46.480
no need to worry about
saving space. Hit Block. Let's

01:27:46.480 --> 01:27:50.640
come back and make sure it's back there.
It is. So that's how Blocks work.

People Page / Profiles

01:27:51.760 --> 01:27:55.600
Next is the People page.
Right now, if we go to People
it says there's no people currently available to display.

We created a Starting Point earlier on. Again, Starting Points are under Structure >; Starting points. I'm not going to click on it, that's just to tell you where they are.

Now to create a page for People, we go to Content > I'd like to create a UCSF person is the choice that we want and we want to put in a UCSF email address and hit submit.

And it's going out to the Directory, it's going out to profiles.ucsf.edu, and it's going out to CTSI and globalprojects.ucsf.edu, finding all the information it can about this person and scraping it and pulling in that data to create this page. So there we go,

we have Dr. Volberding here
with his name displayed.

01:28:59.760 --> 01:29:02.800
There's his headshot and his focal point is at his chin.

01:29:03.360 --> 01:29:06.480
Remember I recommend moving that more towards the nose or the eyes. So I clicked in the new focal area that I want

01:29:06.480 --> 01:29:10.320
and there's all kinds of things that you can do

01:29:11.440 --> 01:29:15.600
and can't do. You could you could upload another headshot photo if you wanted to have a picture of him maybe instead of the suit

01:29:20.400 --> 01:29:24.080
and tie you want him in his lab coat or you want a more casual picture. You you know how to add files now

01:29:24.080 --> 01:29:27.440
you can go through that process of choosing a different file.

01:29:34.400 --> 01:29:40.800
Sometimes our titles reflect what is in HR and sometimes it's a little bit cryptic. So you can retype a department name or

01:29:40.800 --> 01:29:44.080
cryptic. So you can retype a department name or

01:29:44.080 --> 01:29:48.560
you can retype contact info and title.

01:29:49.200 --> 01:29:51.840
And you could put in an extra thing about what you do.

01:29:53.760 --> 01:29:56.880
I'm going to keep all the defaults. I want all of his publications to come in because that's the point of this data pull. I don't have to do anything manual. This is all going to do the work for me.

01:30:02.880 --> 01:30:07.120
Here is the LDAP data area. This is what comes from the directory.

01:30:07.120 --> 01:30:10.640
You can see it's all kind of grayed out. We can't we can't change anything. I'm highlighting this and hitting the delete key and I I can't change anything. I'm going to

01:30:14.160 --> 01:30:17.200
scroll all the way down to the bottom and just hit save.

01:30:23.680 --> 01:30:27.440
And I get the success message that his page has been updated.

01:30:27.440 --> 01:30:31.760
There it is with his headshot,
his name, all the stuff he does,

01:30:31.760 --> 01:30:38.480
all the publications, on and on.
What's great is when Profiles updates

01:30:38.480 --> 01:30:41.360
occur once a week, your website's going to go

01:30:41.360 --> 01:30:44.400
out and find that information and pull it in.

01:30:44.400 --> 01:30:48.000
So in the old days we would have to
kind of keep an eye on

01:30:48.000 --> 01:30:51.280
when things were changing and we'd have
to come back and copy and paste things

01:30:51.280 --> 01:30:54.560
in. And there's always room for human error and

01:30:54.560 --> 01:30:57.440
so this is a feature a lot of people ask for and

01:30:58.320 --> 01:31:01.680
and there it is. Let me demonstrate one more

01:31:01.680 --> 01:31:05.440
time. So Content &gt; I'd like to create a &gt; UCSF

01:31:05.440 --> 01:31:08.960
Person. And I'm going to put my own email

01:31:08.960 --> 01:31:12.400
address in there, oops,
I thought I had a shortcut to put

01:31:12.400 --> 01:31:19.200
in my email address.
Okay and I hit Submit

01:31:21.920 --> 01:31:25.280
and here's something interesting first thing is

01:31:26.720 --> 01:31:30.640
there's a success message that it went out to profiles to look for some data

01:31:31.200 --> 01:31:34.640
but there is none that exists for this person me

01:31:34.640 --> 01:31:37.200
makes sense I'm not in profile so it's skipping

01:31:37.840 --> 01:31:42.080
and then there's a warning message and it says the email release

01:31:42.080 --> 01:31:44.720
has been restricted and the telephone number is restricted

01:31:45.280 --> 01:31:49.440
so I personally went into the the directory under my account

01:31:49.440 --> 01:31:52.080
and said I only want my phone and my email to show for

01:31:52.640 --> 01:31:58.240
internal people and if you get anything that says restricted or you

01:31:58.240 --> 01:32:00.880
might get something for denied especially if it's a student that you're

01:32:00.880 --> 01:32:03.360
trying to put in remember when I talked about the FERPA law

01:32:03.920 --> 01:32:09.680
they are not in the directory unless
decide to opt in and only if they

opt in
will this functionality work and if you

want to try and get around it and
manually create a student page again

remember to ask for their permission
so here's my info
there's no headshot showing for me i
could choose one if I wanted to

um I can just put in you know what I do
and hit save and now we have

my page not quite as robust as Dr.
Volberding's

let's look at the complete people page
here we are remember I chose grid style

so it's going to start
building a couple people in the first

row and then it's going to add another
row with

a couple more people if your people
don't have head shots
it's gonna there's gonna always be like some trapped white space

01:33:03.120 --> 01:33:06.720
so if I wanted to change this back from grid to the other way

01:33:08.000 --> 01:33:09.520
i can go to appearance

I'm sorry I'm going to the starting point I go to structure

01:33:16.640 --> 01:33:17.520
starting points

01:33:21.040 --> 01:33:25.680
and I'm going to go to profile I'm going to click on profiles integration

01:33:27.360 --> 01:33:30.960
I'm going to change the style from grid to expanded

01:33:30.960 --> 01:33:34.640
remember expanded is also known as row by row

01:33:35.360 --> 01:33:39.360
and this is a little bit misleading it says create starting point I'm really

01:33:39.360 --> 01:33:42.320
editing my starting point I'm going to click on that button

01:33:43.200 --> 01:33:47.280
we'll go back to the people page as soon as it says this is successful

01:33:48.560 --> 01:33:51.920
all that server configured remember the cryptic message but there's a green
check mark so it's telling us that it was successful. I go to People and now here we are, row by row

which might look a little bit better because some people, like I said, might have headshots and might have a nice body of text to go with their name. So that's how you can change that so the order is always alpha by last name. Let's say I'm the PI of this research lab and I want to be at the top of the list.

So here's how we change that. I'm again trying to invoke that little widget to show up in the top right corner of the dotted line around my information. I click on that widget and I'm going to go into edit. Here is the only place where I would feel safe
to delete something, because you saw how easy it was to add a person.

01:34:43.920 --> 01:34:47.760
Any other time it says delete
I try to find another way to either

01:34:48.400 --> 01:34:51.520
hide it, unpublish, change it to none,
something like that.

01:34:52.240 --> 01:34:53.520
Anyway back to editing.

01:34:56.800 --> 01:35:01.200
Down the bottom, towards the save button,
this is also under Publishing Options,

01:35:01.200 --> 01:35:06.720
for people pages.
I can have myself "sticky"

01:35:06.720 --> 01:35:09.760
at the top" of the list. So you heard that vocabulary word used

01:35:09.760 --> 01:35:15.120
in this context before, "sticky." We'll make sure something stays and this

01:35:15.120 --> 01:35:17.120
is going to make me stay at the top of the list.

01:35:17.680 --> 01:35:21.120
I hit save and we'll test make sure that worked.

01:35:21.120 --> 01:35:25.040
So there I am at the top.
You can have up to three people

01:35:25.040 --> 01:35:28.080
"sticky at the top" of the list.
Those three people

01:35:28.080 --> 01:35:31.600
are going to be sorted by last name
alpha and then the rest of the people

01:35:31.600 --> 01:35:35.440
sort by alpha. So that's how Profiles work.

01:35:37.280 --> 01:35:41.840
And this only works for UCSF folks.

01:35:46.080 --> 01:35:53.200
Next I want to. talk about
let me just take a moment to

01:35:53.200 --> 01:35:55.200
just review my notes
and see if there was

01:35:55.200 --> 01:35:56.880
anything I left off.

01:36:00.720 --> 01:36:04.800
Okay I'm going to go to to our public
service announcements piece now.

Public Service Announcements

01:36:06.080 --> 01:36:09.840
Here's some important information
about these websites.

01:36:11.120 --> 01:36:14.720
We've talked about not deleting
things. Remember

01:36:15.360 --> 01:36:20.800
don't delete the home page! Edit it
instead. Let's go back to home,

01:36:22.240 --> 01:36:27.600
go into edit. If I want to
manipulate my slide banner,
remember to click on the pencils to get into edit mode,

to either use the trash can to delete, or use the add a new slide to add a new slide. In theory you don't have to have a slide

carousel. You could delete all of these. There's some nicely done home pages that don't have a slide carousel. Just because it's there doesn't mean you have to use it. But that's how you would edit your home page. Again don't, don't delete it, don't create another one!

Go in and edit it. Remember

if you want to hide any of your pages go into edit mode and look for the publishing options below to uncheck published and hit save.

Backups

And backups backups are done every night for all these websites
but the backups are only kept for three days

so if you mess something up on your site and you need

a restore of your site because you've got a lot of content and you want it.

You need to restore it. Put in a ticket as soon as you can.

If uh and also keep three day weekends in mind.

We if you have one coming up tomorrow so if you messed something up today and

you waited till Monday to ask for a restore

you might lose two days if you wait that long because it might, it'll probably

it'll restore Sunday's and Saturday's and tomorrow.

So don't be afraid to put in a ticket. I'm going to take you to our websites.ucsf.edu webpage and take you to the Help page
Help and Support

and walk you through everything that we have. Here this is

your support after this session. We don't have somebody

on the phone able to answer your questions

every minute of the day, so I want to make sure you understand what we do have

Frequently Asked Questions

available. We have the Frequently Asked Questions.

Let me just take you there one more time. I'm going to just open this up in a new

window real quick.

So let's say like I need a refresher on how to

how do I make somebody sticky at the top of the people page?

You can look through here and try and find that. Or you can do my favorite
shortcut CTRL F to bring up keywords
and maybe look for

01:38:55.440 --> 01:38:58.880
the word Profile.
we can see there's 12 occurrences of

01:38:58.880 --> 01:39:03.520
profiles on this page and we can
keep moving around as we try

01:39:03.520 --> 01:39:05.280
to find that information.

01:39:07.280 --> 01:39:10.960
And here it is how can I customize a
People page to list the PI first.

01:39:11.520 --> 01:39:14.960
Find the Publishing Options,
select sticky at the top

01:39:15.760 --> 01:39:16.400
and there you go.

01:39:20.800 --> 01:39:26.000
The next, next we have two columns
of information. The first one is about

01:39:26.000 --> 01:39:29.440
specific to Site Builder,
a repeat again of the

**Drupal Chatter Group**

01:39:29.440 --> 01:39:33.440
FAQs. Another great one is the Drupal
Group on Chatter.

01:39:34.960 --> 01:39:41.680
Let me open that up. This is based
on the theory that we all help

01:39:41.680 --> 01:39:44.160
each other and help people answer questions, so

01:39:44.160 --> 01:39:47.680
sometimes you might see me
answering someone's questions, a lot of

01:39:47.680 --> 01:39:50.800
times you might not see me
available to answer questions.

01:39:52.720 --> 01:39:56.080
Now looks like I’ve been answering some
questions lately here but you can see

01:39:56.080 --> 01:39:58.240
like here's somebody from my team, Eric Guerin.

01:39:58.240 --> 01:40:02.560
He's one of our developers.
He answered a question for Fiona.

01:40:03.280 --> 01:40:09.360
This site has a search bar up here.
I found it not to be very helpful. Here's

*Workaround for Chatter Group Search Function*

01:40:09.360 --> 01:40:13.360
my work around. If I'm trying to find a
question that somebody might have asked

01:40:14.800 --> 01:40:17.600
I will scroll all the way down
to the bottom of the page.

01:40:18.240 --> 01:40:22.160
And I don't know if you saw it but
there for a second it said loading so it's

01:40:22.160 --> 01:40:26.320
loading more information
I do this a couple times just to get it

01:40:26.320 --> 01:40:30.560
to load a bunch of content and then

01:40:30.560 --> 01:40:35.040
let's do my CNTLF trick
and let's say we wanted to find

01:40:35.040 --> 01:40:40.400
something about maybe access denied.

01:40:43.360 --> 01:40:50.560
And we here we found one and.
There's somebody answering and people

01:40:50.560 --> 01:40:54.160
working working together.
So we encourage you to

01:40:54.160 --> 01:40:57.840
use this as a way to find answers and
also to contribute back to the community.

01:40:57.840 --> 01:41:01.120
Once you get a better
understanding of this so we

01:41:01.120 --> 01:41:07.120
can all help each other.
And let's look at our Events

01:41:07.120 --> 01:41:09.040
page. I think we looked
at that really quickly.

Here's today's session.
Here's what will be happening.

Hopefully on April 7th, if things die
down, if not I'm going to just do another

01:41:19.040 --> 01:41:23.200
recording because we want to
try and keep our events alive.
Even if we have to do them as recordings if not as live zoom. Although my favorite is always working with people one-on-one and seeing their face and working together. That's the way I work best. So I can't wait till we can all do that again and back to our Help page. Here's the very important thing about submitting an IT ticket. Let me take you to this link before I go to that link it's going to say we're going to click on something that says "report something that just isn't working right" and we're going to make sure that we select that it's a UCSF Drupal Hosted website. And these tickets get routed to our Web Services Group under the direction of John Kealy. And
we also have offshore staff in India that work on these tickets. so please don’t send an email right to me especially during this time.

I have to make COVID-19 my priority then my second priority is accessibility, and Site Builder support kind of falls a little bit lower than that.

So this is how you can get the best immediate support. Click on submit an IT ticket. Click on the get IT Help. It should populate the form with your information and as we scroll down "type of help" we want to make sure we choose "UCSF Drupal Hosted Website." And under more information, please, please, please always put in the
URL of what you're struggling with. That will

01:43:01.200 --> 01:43:05.200
save an extra point of contact with someone to say

01:43:05.200 --> 01:43:07.600
what what's your URL or can you send the link?

01:43:07.600 --> 01:43:10.080
So put that in and then if you can be more

01:43:10.720 --> 01:43:15.200
descriptive to, you know, something like I'm getting access denied when I'm

01:43:15.200 --> 01:43:19.120
uploading an image or I'm getting access tonight when I try to

01:43:19.120 --> 01:43:21.520
log in. I could log in the other day but I can't now.

01:43:21.520 --> 01:43:25.920
I successfully added somebody via Profiles the other day

01:43:25.920 --> 01:43:30.000
and now it's not working. So the more specific you can be the more helpful

01:43:30.000 --> 01:43:34.240
that is to our team and feel free to use this

01:43:34.880 --> 01:43:38.400
for how-to questions, for feature requests

01:43:38.400 --> 01:43:41.040
and for actual you know technical support

Users Helping Users

next paragraph is about our monthly Users Helping Users session.

It's not on our Events page right now I'm not sure

how our developers are going to handle this
during the COVID-19 crisis so you can always go back to this idea of

submitting an IT ticket. There is an inquiry form that you can fill out. You can still fill it out now where you can put in your issue and you

know, tell them what version of Drupal you're using if your site looked like mine and the navigation was the same

you're using Drupal 7 Site Builder. You can also say "I don't know" but here's
where you can also put in an issue
and so when this session runs

once a month it's usually a two-hour session hosted

by one of our developers. They usually break the first hour into

beginner questions and the second hour into more advanced questions.

And first questions answered are the ones that are submitted if the person

is present during the session and then they will also you know let people

ask questions ad hoc throughout the session.

And if you are a beginner and you don't want to stick around for the second half

you know, no no hurt feelings when they meet in

person if you were to get up and leave for the second half

that's okay. Although if you have the time and the
interest this is how I learned. I would attend everything I could even if it was above my head

and start to learn what the questions were people were asking even if I didn't understand the solution. I started to understand the language and the

to help with COVID-19 communications, so that might be that

duration
longer but you can still feel free to

01:46:10.240 --> 01:46:12.640
fill out this request and they can get
back to you

01:46:12.640 --> 01:46:16.320
and let you know what the situation is.
Don't be afraid of this thing at the

01:46:16.320 --> 01:46:19.600
bottom that asks you to put in a speed
type or your chart account.

You don't get charged for your initial
session or an initial you know speaking

with them and that's when
they just they'll decide

01:46:31.040 --> 01:46:33.920
like are you the right kind of
client for what we do.

01:46:34.560 --> 01:46:41.360
And if we're if our pipeline is full
we have third-party outside vendors

01:46:41.360 --> 01:46:44.560
that we work with that we
can refer you to.

01:46:45.280 --> 01:46:49.360
So that's the consultation form for our
in-house agency there is a charge but

01:46:49.360 --> 01:46:53.200
not for the initial conversation
but for work

01:46:53.200 --> 01:46:56.720
that they do. There's another link here to the Brand
Identity website. Let me take you there real quick because I want to show you under print and digital, here there's the digital color palette when it should be used for remember if you're going to put a pdf on the website you want to make sure you're using the digital color palette. Not the regular or print one. I'm going over here on the left, they have their sidebar on the left they have a nice little block here that says digital colors pdf guidelines. I'm clicking there on that link that says digital colors section and here's a whole pdf about the different colors that you should use. And if you're into HTML code it's usually the hexadecimal values that
you use to to identify the different colors

01:47:55.920 --> 01:48:00.880 like this blue color is #007cbe for example

01:48:03.440 --> 01:48:05.200 and back, back

01:48:08.640 --> 01:48:10.400 trying to get back to my Help page here

01:48:13.680 --> 01:48:20.960 one second. I think I lost it, let me go back in

01:48:22.720 --> 01:48:29.520 websites.UCSF.edu, back to the help page. Let me make this bigger, okay.

01:48:30.720 --> 01:48:33.200 Second column of text is about the Drupal Community.

01:48:34.080 --> 01:48:38.160 There is a Slack workspace, so if you’re a Slack user

01:48:38.160 --> 01:48:42.320 and I think if you’re not one, you will probably want to be one, soon especially

01:48:42.320 --> 01:48:44.160 with all the telecommuting that we’re doing.

01:48:44.160 --> 01:48:48.640 There’s one where you can ask questions, there is the Drupal group on Chatter.

01:48:48.640 --> 01:48:51.600 Same thing, same link from over here on the left
in the left column that we looked at. I gave you the hint of making the page, getting a lot of content to reload, by scrolling and then using the Control F to find your topic. There is a Drupal Users Group. We didn't see any on the event page

Drupal Users Group Meetup

just because of COVID-19 right now. There's also a local San Francisco Drupal Users Group Meetup. It's not officially associated with UCSF, but if you're familiar with Meetup.com, you can find it under there. They were typically hosted at the Mission Center Building after hours once a month, with pizza and soda. And then there is Drupalize Me Guides. Again, not officially associated or
endorsed by UCSF. Let me just pop that one open,

and this is something I do not personally use. It's above and beyond what I need as a content editor. I can pretty much do everything I need with what I walked you through today. This is for those of you that really want to get into Drupal. So like today's session was really geared towards UCSF users, this is geared towards Drupal users in general, and so it may be above and beyond with with what you need and it might also be giving you information that might not be available working within our template. So if your if your job is a developer full time, this might be
something for you. But if you’re more marketing/communications and building a simple website, it might not be for you.

So today’s session was really to, Quick Start Lab, we call it Quick Start because it’s, we quickly went through the interfaces, We didn’t go into all the nitty gritty details, but hopefully we gave you enough information to show you how the content toolbars work,

some of the navigation items up here at the top and how to read, you know, how to rearrange things. So I hope that this gave you a jump start or a quick start to what
you need to do. One other thing
I want to mention is

01:51:21.360 --> 01:51:27.520
let's say you want to have a donation
link on your page, you'll want to work

01:51:27.520 --> 01:51:32.080
with University Development
Alumni Relations,

01:51:32.960 --> 01:51:37.040
also known as UDAR. Let me just
quickly find their page for you.

01:51:38.400 --> 01:51:42.320
They will give you a donation code

01:51:45.760 --> 01:51:48.400
so you could have a little
Give button on your page

01:51:49.200 --> 01:51:54.320
and they would customize it to,
so people can make a gift to your

01:51:54.320 --> 01:51:56.960
specific area. So if your area
is not on here,

01:51:57.680 --> 01:52:01.200
they can work with you to get
that listed so that's,

01:52:01.200 --> 01:52:04.320
you would work in partnership
with them because that's a secure

01:52:05.120 --> 01:52:09.840
setup where people can securely put in their credit card

01:52:09.840 --> 01:52:11.520
information to donate to your cause.
And one last note about some people are like, oh, what about private sites? Right, I want this behind password.

If you remember when I took you to the blog there happened to be a blog item from John Kealy about creating a private secured site with MyAccess.

He starts off right at the, let me go back. There is a little blurb here. This is not the correct method for using HIPPA or FERPA data, but it is a way to put up a private site.

Another thought that you might want to do, is maybe you just have some a public-facing website but you have a couple files that are going to be
private. You might want to just link to those and have them placed in Box so your users you could have, you could have a link that like like "View our SOPs" and then you might say something like this you know, requires MyAccess login. And you would you would build a link and you would put in the link from your Box URL in there so that's that's one way where you could have a little bit of privacy for some of your things.

I'm gonna, that pretty much wraps up all the information I wanted to give you. I'm gonna open up the Chat just to see what we've got going on in here. And
okay, great, thanks Anthony, and "I tried to add a
block to the home page and now it's just blank white. And I can't
get anything. I try to upload it and it's just blank." Okay, I'd say you probably
need to put in a ticket and our team will help resolve that for you and then this one, "I'm unable to see the
pages after I have published them. Is there a screen I can go to that shows
all the pages I have created and allows me to move them around?" Yeah,
let me just demonstrate that again really quick. So if you go back to
Content and just click on the word Content,
nothing else that flies out, this gives you a list of the pages that
have been created and there's a column that will tell you
the publishing status so if you don't see it, perhaps your publishing status is no. You could go back in and edit that page and change the publishing options to what you need. And I see one more coming in. Let's see what we've got. Great, all right, thank you, Christy: "Able to redo my web page it looks much more legitimate." Awesome, great well, thank you all so much. I appreciate your participation and I look forward, to hopefully meeting you one day in person. Thanks so much. Stay safe. Virtual fist bump and we'll talk to you later.