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

Table of Contents
Each topic is linked to the caption text and timestamp.

00:00:01.920 --> 00:00:05.200
And can somebody give me a thumbs up I
can see, Henry like can you see my screen

00:00:05.200 --> 00:00:08.560
now that I went into - perfect
okay thank you. All right, so

00:00:08.560 --> 00:00:12.960
welcome to UCSF Site Builder Training
this is our Drupal Introduction and

00:00:12.960 --> 00:00:16.960
Quick Start Lab session and
I'm Jill Wolters the Web Standards

00:00:16.960 --> 00:00:21.680
Program Manager. I work out of
IT Services in a team called

00:00:21.680 --> 00:00:25.440
Web Services. John Kealy
is my supervisor and I have

00:00:26.400 --> 00:00:28.480
a lot of other co-workers that work on
our team.

About Drupal

00:00:29.280 --> 00:00:33.680
And Drupal is the name of a content
management system that we use here.

00:00:34.560 --> 00:00:38.880
We also use CMS as the acronym for
Content Management System.

00:00:40.080 --> 00:00:45.680
And Drupal is used at a lot of higher ed
places, like Stanford uses Drupal.

00:00:45.680 --> 00:00:48.880

Of course, they customize it with their own
branding like you'll see we customize

00:00:48.880 --> 00:00:52.960
ours with our branding.
And this session is for Drupal 7.

00:00:53.680 --> 00:00:57.680
There are some folks at our university
that are still on a previous version

00:00:57.680 --> 00:01:01.840
that will look a little bit different
than what I show you

00:01:01.840 --> 00:01:06.560
and then there's also a few sites in our
university that have moved to Drupal 8

00:01:06.560 --> 00:01:09.360
because they're customers of ours and
working with our developers.

00:01:10.240 --> 00:01:13.360
But if you've heard any rumors that Drupal 7 is

00:01:13.920 --> 00:01:17.200
having an end of life later
this year, that's true

00:01:17.200 --> 00:01:20.960
but at UCSF we will be supporting it for
another couple years

00:01:20.960 --> 00:01:23.440
so have no fear, there is still
support available.

About This Session

00:01:24.480 --> 00:01:29.600
And so let's get started. I usually start
off with a short PowerPoint presentation

00:01:30.160 --> 00:01:33.360
and then the bulk of the
session is all live so

00:01:34.000 --> 00:01:36.960
you can watch me as I demo
what we're going to do.

Why do We Have Websites?

00:01:38.320 --> 00:01:42.240
So here's a review why do we have
websites and it's basically to

00:01:42.240 --> 00:01:46.960
communicate with our customers.
So it's to attract patients, faculty,

00:01:46.960 --> 00:01:50.880
students, alumni, researchers,

00:01:50.880 --> 00:01:56.480
donors, informing our community, informing
the community at large, which a lot of us

00:01:56.480 --> 00:02:01.360
are starting to do now with COVID-19.

Your Audience(s)

So keep your audience in mind. We usually

00:02:01.360 --> 00:02:04.720
recommend that if you feel
that you have a lot of

00:02:04.720 --> 00:02:09.600
different audiences, maybe you need
a couple different websites. Because the

00:02:09.600 --> 00:02:12.640
the tone and voice that you would use
for a researcher is going to be

00:02:12.640 --> 00:02:18.560
something quite different than say for
a parent of a student who is thinking

00:02:18.560 --> 00:02:22.320
about coming to our university and maybe
English isn't their first language.

00:02:22.320 --> 00:02:26.400
 So you can see how there might be a whole
spectrum of language that you would use

00:02:26.400 --> 00:02:28.160
for different audiences.
And by that I mean

00:02:28.800 --> 00:02:31.920
at in the U.S., the reading level
is eighth grade level

00:02:31.920 --> 00:02:35.840
and so some people jump to the
conclusion that oh, since we're a

00:02:35.840 --> 00:02:40.960
university in higher ed, we can we
can speak at a much higher

00:02:40.960 --> 00:02:43.360
level than that. But that's
not always the case so

00:02:43.360 --> 00:02:47.120
always keep your audience
in mind and try and focus your

00:02:47.120 --> 00:02:52.080
your message to that audience.
And then responsibilities of website

Responsibilities of Website Owners

00:02:52.080 --> 00:02:55.120
owners, this is the list of

web standards that

00:02:55.760 --> 00:02:59.680
my role is responsible for. And so I'm
going to walk through what some of these

Web Standards

00:02:59.680 --> 00:03:02.080
are. Some of them have
legal liability with them

00:03:02.960 --> 00:03:08.000
like accessibility. So we want
to make sure that all of our content

Accessibility Web Standards

00:03:08.000 --> 00:03:13.680
is accessible to folks and by that
we don't want to put any barriers up for

00:03:13.680 --> 00:03:17.920
people that have disabilities.
Like somebody who's blind we want to

00:03:17.920 --> 00:03:22.640
make sure that
sometimes things like

00:03:22.640 --> 00:03:28.080
fancy javascript, they they might
get blocked. Their assistive technology

00:03:28.080 --> 00:03:31.040
can't latch onto that and
they might not be able to

00:03:31.040 --> 00:03:36.160
to get to content. Or somebody who's deaf,
if we don't have closed captioning on

00:03:36.160 --> 00:03:40.800

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

00:04:26.160 --> 00:04:29.200
audience, but it also reduced their liability and

00:04:29.200 --> 00:04:31.840
so when we have things behind a password

00:04:32.720 --> 00:04:35.920
usually students and staff have other avenues to

00:04:35.920 --> 00:04:38.400
go to instead of
bringing a lawsuit against the

00:04:38.400 --> 00:04:42.160
university. If it's a student they can go to
Student Disability Resources

00:04:42.160 --> 00:04:43.440
and ask for accommodation.

00:04:45.520 --> 00:04:49.680
Our co-workers and staff can go to HR to
ask for accommodation.

00:04:49.680 --> 00:04:53.840
So to ask for accommodation might mean
they need it in another format

00:04:53.840 --> 00:04:57.200
and we would work quickly to to provide
that for them.

Digitalaccess.ucsf.edu

00:04:57.200 --> 00:05:01.680
So there is a link there to the
digitalaccess.ucsf.edu website.

00:05:02.320 --> 00:05:07.120
And that's a site my predecessor put up
and I've been maintaining it and it has

00:05:07.120 --> 00:05:10.080
lots of information on how to make things

00:05:10.080 --> 00:05:13.680
accessible. So like you want to make sure
any pdfs that you put up on your website

00:05:13.680 --> 00:05:19.440
are accessible. So I'm going to wrap that one up with

00:05:19.440 --> 00:05:22.480
a mention of the WCAG AA standard.

00:05:22.480 --> 00:05:26.880
WCAG stands for Web Content
Accessibility Guidelines.

00:05:26.880 --> 00:05:29.680
That you can find all this information
on that on that link.

00:05:30.320 --> 00:05:34.000
And there are three levels of standard,
single A, double A (AA) and

00:05:34.000 --> 00:05:42.320
triple A (AAA). AAA is the hardest to
to comply with and so our University of

00:05:42.320 --> 00:05:46.560
California policy for accessibility says we have to

00:05:46.560 --> 00:05:50.560
meet up to level double A
so we have to meet single level

00:05:50.560 --> 00:05:54.880
A criteria and double A criteria
and this is the bulk of the work that I

00:05:54.880 --> 00:05:59.520
usually do, is helping people make their,
learning how to make their materials

00:05:59.520 --> 00:06:03.760
accessible. Now with COVID-19

I'm being pulled into doing some

00:06:03.760 --> 00:06:08.560
communications for for the
frontline communicators and so

00:06:08.560 --> 00:06:12.880
my accessibility piece has
kind of been pushed to the

00:06:12.880 --> 00:06:16.800
side. So if you've got material that you need to

00:06:16.800 --> 00:06:19.840
make accessible for COVID-19, I'm
definitely there to help you. If it's

00:06:19.840 --> 00:06:22.320
other kinds of material, we
might have to wait until

00:06:23.840 --> 00:06:29.440
things die down a little bit. So second
responsibility of website owners is

Branding Web Standards

00:06:29.440 --> 00:06:31.920
about branding. We want to make sure that we maintain

00:06:31.920 --> 00:06:36.480
UCSF's branding identity and that's so
people that come to our

00:06:36.480 --> 00:06:39.520
websites trust that it's one of our
sites because we have the same look and

00:06:39.520 --> 00:06:42.560
feel. There is also a link to Identity here

00:06:43.200 --> 00:06:46.880
and there's a different brand for the
campus side and a different brand for

00:06:46.880 --> 00:06:50.080
the medical side.
So if you go to that website you will

00:06:50.080 --> 00:06:53.760
find information about that. There's also

Digital Color Palette

00:06:53.760 --> 00:06:57.760
color palettes. There's a digital color
palette that we have incorporated in our

00:06:57.760 --> 00:07:00.400
Drupal template It's also what you would want to keep in

00:07:00.400 --> 00:07:05.440
mind if you're going to put PDFs online.
Use that color palette because

00:07:06.480 --> 00:07:10.240
all the colors have been vetted for
accessibility and the color combinations

00:07:10.240 --> 00:07:13.120
work together and
there's some good line some good

00:07:13.120 --> 00:07:17.200
guidelines there to follow.
The third one on the slide is about

Intellectual Property/Copyright Web Standards

00:07:17.200 --> 00:07:20.640
intellectual property. We don't want to
violate copyright laws -

00:07:20.640 --> 00:07:25.040
again legal liability here.
I have a story about someone at our

00:07:25.040 --> 00:07:28.160
university had taken a
picture of the Golden Gate Bridge to put

00:07:28.160 --> 00:07:31.920
on their site. And just because you can
go out on the web and find

00:07:31.920 --> 00:07:34.880
images and right click and save them
and put them up on your site

00:07:36.240 --> 00:07:39.520
means that you really should apply
due diligence for that.

00:07:39.520 --> 00:07:44.240
Make sure that you're using an image
that is copyright free.

00:07:44.240 --> 00:07:48.720
Google has a search function, I believe
it's under settings or tools where you

00:07:48.720 --> 00:07:51.840
can select that you want to find images that

00:07:51.840 --> 00:07:56.560
are available to be freely used.
And I use I

00:07:56.560 --> 00:07:59.680
I follow that guideline a lot because
what happened when

00:07:59.680 --> 00:08:02.640
somebody used that picture of the Golden
Gate Bridge on their website

00:08:04.160 --> 00:08:07.520
it was an image from Getty and
Getty photos are

00:08:07.520 --> 00:08:10.640

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

00:08:38.960 --> 00:08:43.200
agency and make sure that it's okay and
find out where who owns that image and

00:08:43.200 --> 00:08:48.400
if it's if it's okay for you to use.
So I can't stress that one enough. Also

Privacy Web Standards

00:08:48.400 --> 00:08:53.200
privacy. Again with this one
there's some laws that apply to privacy.

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

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 to have people send in their name
and their email and

00:09:08.880 --> 00:09:11.040
their 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 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.

00:09:45.760 --> 00:09:49.840
So we have
two areas or two different

00:09:50.720 --> 00:09:56.640
ways that have been vetted by UCSF to
to gather that kind of information and

00:09:56.640 --> 00:09:59.920
one of those is, you can find both of them under

00:09:59.920 --> 00:10:05.040
myaccess.ucsf.edu,
one is called Qualtrics survey, begins

00:10:05.040 --> 00:10:08.880
with "Q". I use that one
a lot for surveying,

00:10:10.000 --> 00:10:13.360
like my committee members, it's pretty
easy to use.

00:10:13.360 --> 00:10:18.160
There's another one called RedCap
r-e-d-c-a-p

00:10:18.160 --> 00:10:21.600
and that one is used a lot by our
research community.

00:10:22.160 --> 00:10:25.520
And again both of those are available
under myaccess.edu.

FERPA

00:10:25.520 --> 00:10:31.680
myaccess.ucsf.edu. One other privacy law
you need to be aware of is the FERPA law

00:10:31.680 --> 00:10:34.880

and that grants privacy rights
to our students.

00:10:34.880 --> 00:10:38.480
So if you're going to have a website and
you want to have a page about your staff

00:10:39.280 --> 00:10:42.480
be very cautious about putting the
student information.

00:10:42.480 --> 00:10:46.000
I would recommend that you send them
 an email say "we'd like to

00:10:46.720 --> 00:10:52.800
feature your name and your photo
on our site are you okay with that"

00:10:52.800 --> 00:10:56.800
then you have a paper trail. Should you
leave your job, pass that on to the

00:10:56.800 --> 00:11:00.240
to your supervisor or the next person
that takes over

00:11:00.240 --> 00:11:04.000
to show that you were allowed that
because the FERPA law is pretty

00:11:04.000 --> 00:11:08.000
stringent. Even parents are not allowed
to call the university and ask about

00:11:08.000 --> 00:11:11.200
their student grades. All student
information is private

00:11:11.200 --> 00:11:17.600
and in our directory.ucsf.edu,
if you look up a student they might not

00:11:17.600 --> 00:11:22.400

be in the directory because they
have to opt in to have that information

00:11:22.400 --> 00:11:26.320
available. So I wanted to
let you know about that one.

Security Web Standards

00:11:26.320 --> 00:11:29.760
And the very last one is security. We
want to make sure our sites

00:11:29.760 --> 00:11:33.520
are secure and there's
a link to a policy here.

00:11:34.960 --> 00:11:41.200
If you use our Drupal template we,
our team, takes care of applying security

00:11:41.200 --> 00:11:46.560
patches on a weekly basis
and so if you are set up as an admin you

00:11:46.560 --> 00:11:50.240
might be getting these notification
notifications that there is a security

00:11:50.240 --> 00:11:53.920
patch to apply. And it will,
if you try to follow that

00:11:53.920 --> 00:11:57.440
link it's just gonna kind of lead
you to a dead end but

00:11:57.440 --> 00:12:00.880
I want to make you aware
that you do not have to take any

00:12:00.880 --> 00:12:03.840
action on security patches for Drupal.
You don't

00:12:03.840 --> 00:12:06.800
need to take any action if you're
getting any kind of notifications like

00:12:07.680 --> 00:12:11.280
"oh there's new feature updates"
that's all taken care of by our team.

00:12:11.840 --> 00:12:16.160
So I want to compare using our template
with using something like Squarespace or

00:12:16.160 --> 00:12:21.040
Wix. Those are some other web hosting sites

00:12:21.600 --> 00:12:24.400
and we can't be a hundred
percent sure that they're

00:12:24.960 --> 00:12:29.280
following the stringent security
policies that we do. So that's why

00:12:29.920 --> 00:12:33.920
we like to push people to use our
Drupal Hosting,

00:12:34.640 --> 00:12:37.840
that way it's it's less of a burden on
you.

00:12:38.480 --> 00:12:42.160
So that's a wrap up of the web
standards and policies

More Accessibility Support

00:12:42.720 --> 00:12:47.440
briefly. Once you have content on your
website and you want to

00:12:47.440 --> 00:12:52.960
talk about any of these issues

please feel free to contact me and I

00:12:52.960 --> 00:12:57.120
usually do a lot of monthly sessions on

00:12:57.120 --> 00:13:00.160
accessibility and those are kind of dwindling down

00:13:00.160 --> 00:13:04.240
right now but we heart
I hope to start bringing those back as

00:13:04.240 --> 00:13:07.760
soon as we
get through this as soon as the

00:13:08.320 --> 00:13:10.080
what do they say,
as soon as it flattens out.

00:13:13.680 --> 00:13:16.720
So here's a little plug for
one of the tools that I

00:13:17.760 --> 00:13:20.880
I use for accessibility,
it's called Siteimprove.

Siteimprove

00:13:20.880 --> 00:13:24.880
And it monitors your site for
accessibility compliance against the web

00:13:24.880 --> 00:13:27.680
the WCAG, the Web Content Accessibility
Guidelines

00:13:28.320 --> 00:13:31.040
and I'd be happy to review that tool
with you.

00:13:31.840 --> 00:13:35.840
Take a look at our events page, there's

there's going to be a Siteimprove

00:13:35.840 --> 00:13:40.720
Kickoff meeting next Monday
I hope, unless I'm pulled away but that

00:13:40.720 --> 00:13:42.640
might also be something
that I record for

00:13:43.600 --> 00:13:47.280
for future use. And Siteimprove
is also great

00:13:47.280 --> 00:13:50.080
it will it has an analytics module,
it has

00:13:50.640 --> 00:13:54.240
a Quality Assurance module which will
check for broken links and possible

00:13:54.240 --> 00:13:57.920
misspellings and so it's
a great tool all around to

00:13:57.920 --> 00:14:04.240
use for your website management.
Here is our training agenda as soon as

00:14:04.240 --> 00:14:08.240
we finish the slideshow.
I'm going to go into my test environment

Demo Begins

00:14:08.240 --> 00:14:13.680
I want to let you know that the
the website that I use, there's just a

00:14:13.680 --> 00:14:15.840
teeny tiny couple things that are a
little bit different

00:14:17.680 --> 00:14:21.120
so I will I will make note of that as we
go through that

00:14:21.120 --> 00:14:24.880
but hopefully everybody's logged in. I'll
show you how to configure

00:14:25.840 --> 00:14:29.360
your admin account and then we'll jump
into the Site Wizard.

00:14:29.360 --> 00:14:31.600
And there's a couple things on this
agenda that are

00:14:32.880 --> 00:14:36.640
vocabulary words that are unique to this
content management system like Starting

00:14:36.640 --> 00:14:40.480
Points and Blocks.
And we'll be reviewing all of those and

00:14:41.440 --> 00:14:45.120
today's session is really just how to
how to get into

00:14:46.000 --> 00:14:49.920
you have a a blank slate I know some of
you already have content

00:14:49.920 --> 00:14:53.120
but this um the session's geared to those
that have a blank slate

00:14:53.760 --> 00:14:58.640
and I'll be showing you how going
through the interface not

00:14:58.640 --> 00:15:00.960
I won't be able to go into every nook
and cranny but we'll be

00:15:01.680 --> 00:15:06.160
taking a look at at least what you need
to get a quick start to put a website

00:15:06.160 --> 00:15:08.880
together. And we'll be making quick decisions when

00:15:08.880 --> 00:15:13.280
we pick colors
and we'll be going into a photo library

00:15:13.280 --> 00:15:16.240
from UCSF where there's images that we can use on

00:15:16.240 --> 00:15:19.840
our websites. And we'll just be making
quick decisions just as

00:15:19.840 --> 00:15:24.160
just so you can see how this all works
together. And the very last part of this

00:15:24.160 --> 00:15:26.880
session is the public service announcements,

00:15:26.880 --> 00:15:32.480
that's how to get help and support
after this session so

00:15:34.480 --> 00:15:41.840
that ends the slideshow. And

00:15:44.640 --> 00:15:48.160
here is my screen with my Site Builder site.

00:15:52.240 --> 00:15:55.360
I just want to do one more confirmation
if somebody could

00:15:55.920 --> 00:15:58.400
let me know if you can still see my
screen okay.

00:16:04.640 --> 00:16:07.840

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
email 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

00:18:07.200 --> 00:18:11.360
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

00:18:15.520 --> 00:18:17.680
demonstrate. You can see
as I click on each of them,

00:18:18.480 --> 00:18:22.880
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

00:18:31.840 --> 00:18:35.040
your slide carousel moving from the
first image to the second one

00:18:35.040 --> 00:18:40.480
to the third etc. And because I'm in
accessibility, I believe the user should

00:18:40.480 --> 00:18:44.800
control their experience so I
like to set mine to no autoplay.

00:18:46.320 --> 00:18:49.440
Because if somebody has a cognitive disability,

00:18:50.000 --> 00:18:55.440
having something change in 14 seconds
might not be enough time for them, or it

00:18:55.440 --> 00:18:59.840
might cause confusion.
I'm a very visual person and the first

00:18:59.840 --> 00:19:02.080
time I look at your images
in the slide carousel

00:19:02.080 --> 00:19:05.840
I definitely need more than 14 seconds
to take in and look around what I want

00:19:05.840 --> 00:19:09.600
to see. So kind of think of people, too, on a

00:19:09.600 --> 00:19:13.760
continuum. Just because they
have a disability might be a reason why

00:19:13.760 --> 00:19:17.680
you want to do this or just for
other types of users, too. I'm going to

00:19:17.680 --> 00:19:21.360
set mine to no autoplay.

I also want to point out it's really

00:19:21.360 --> 00:19:24.240
tiny right now but you can see a left
and a right arrow

00:19:24.240 --> 00:19:27.920
on that image so that's what I mean by
the user controlling their experience.

00:19:27.920 --> 00:19:30.800
They can hit previous or next
and go in the order

00:19:30.800 --> 00:19:34.000
that they want.
So I'm going to select "no autoplay" and

00:19:34.000 --> 00:19:38.560
I'm going to click on Next.
And we have a choice of a sidebar

00:19:38.560 --> 00:19:44.080
appearing on the left or the right.
It seems like the right sidebar

00:19:44.080 --> 00:19:47.680
is more prevalent these days but it's
it's your

00:19:47.680 --> 00:19:52.160
your choice. Hit next and then
you can have your

00:19:52.160 --> 00:19:56.000
sidebar filled with white as the
background color or gray.

00:19:56.000 --> 00:19:58.240
Again pick one and hit next.

00:20:00.320 --> 00:20:02.880
And just make this a little smaller,
there we go.

00:20:03.760 --> 00:20:08.560
Typography style - you can see that the
body text is the same choice for both of

00:20:08.560 --> 00:20:11.040
these. It's just your headings are a
little bit different.

00:20:11.680 --> 00:20:18.720
And pick the one that you want and hit
next. And here is where you can add

00:20:18.720 --> 00:20:22.240
social media links.
If you have a Facebook or a Twitter feed

00:20:22.240 --> 00:20:26.000
or a YouTube channel,
you can go grab that url and paste that

00:20:26.000 --> 00:20:28.240
in here. I'm not going to demonstrate that one

00:20:28.240 --> 00:20:33.920
but that's how that works.
And hit next.

Logo Options

00:20:33.920 --> 00:20:37.520
Logo options. Logo options
means what's going to appear

00:20:37.520 --> 00:20:40.880
here in the top left. Since I haven't
applied my setting yet, my name

00:20:40.880 --> 00:20:44.800
the name hasn't changed yet but this
word Site Builder up here

00:20:44.800 --> 00:20:49.040
is what is a place where you could

upload a custom logo.

00:20:49.840 --> 00:20:53.200
I just want to make you aware that
Identity

00:20:53.200 --> 00:21:00.720
is very particular about logos and they
on their site identity.ucsf.edu

00:21:00.720 --> 00:21:04.240
they have a section about logos and
proper use of the logo.

00:21:04.240 --> 00:21:08.000
And if you work with them they might
give you something called a logo lockup

00:21:08.720 --> 00:21:11.840
and that just means they've usually got
the UCSF logo

00:21:11.840 --> 00:21:18.000
locked together with the the text or an
image from your department and they are

00:21:18.000 --> 00:21:21.280
put together in what they
call a custom logo and so

00:21:21.280 --> 00:21:25.040
you would click here to upload that.
And we'll be uploading other kinds of

00:21:25.040 --> 00:21:28.320
images, so it's the same kind of
uploading process. But I'm not going to

00:21:28.320 --> 00:21:31.520
demonstrate that one today. I'm going to
leave mine as text here.

00:21:32.160 --> 00:21:35.600
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

00:23:15.440 --> 00:23:18.800
I have to do for my environment.
Let me go back to home.

00:23:20.400 --> 00:23:26.560
All right, hopefully, we're this is where
you finished off. And it says "Welcome to

00:23:26.560 --> 00:23:30.480
your new site".
Home page. There we go

00:23:31.440 --> 00:23:37.360
all right. I want to talk to you
about Starting Points so

Starting Points

00:23:38.400 --> 00:23:42.880
those of you with a new site we're going
to create a Starting Point by looking

00:23:42.880 --> 00:23:46.560
in the top of our editing menu for the
word Structure.

00:23:47.440 --> 00:23:52.400
And then clicking on Starting Points
and I'll review what these different

00:23:52.400 --> 00:23:55.760
starting points are. So we have starting points for Blogs,

00:23:55.760 --> 00:24:01.600
Events, News, Profile and Publications.
I'm going to talk about what each one is

00:24:02.160 --> 00:24:07.120
and we are definitely going to
do a demo of profile and take that one

00:24:07.120 --> 00:24:11.280
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.

00:25:57.760 --> 00:26:02.480
This is what we're doing today. And let
me go back to the template here,

00:26:02.480 --> 00:26:07.040
there's also UCSF Event Calendars.
Let me just click into this and,

00:26:09.120 --> 00:26:12.320
sorry I did not want to click into
this one. I just wanted to say that

00:26:13.760 --> 00:26:17.840
to use this one you need to have a free account

00:26:17.840 --> 00:26:22.240
with UCSF calendar. If you go to
calendar.ucsf.edu

00:26:22.240 --> 00:26:29.360
you can apply for apply to add events
to their calendar and then if

00:26:29.360 --> 00:26:32.960
you use this feature,
it does a data pull which pulls in

00:26:32.960 --> 00:26:35.520
information from the calendar
into your site.

00:26:35.520 --> 00:26:40.400
So if your role is a lot of a marketing/
communications type person, and you

00:26:40.400 --> 00:26:44.320
send information out to lots of
different channels, think of using this.

00:26:44.320 --> 00:26:48.160
If you put something on the UCSF events
calendar instead of manually putting it

00:26:48.160 --> 00:26:51.840
in again on your page you can have a
data pull and bring that in.

News

00:26:52.960 --> 00:26:57.520
The News is also two flavors: Site-specific news that you would manually

00:26:57.520 --> 00:27:03.040
create and then there's UCSF News
this is the one I want to click on and

00:27:03.040 --> 00:27:06.160
show you that you can choose
what areas that you

00:27:06.160 --> 00:27:10.640
want to pull in news from.
So it's the UCSF news site

00:27:11.840 --> 00:27:14.800
that you're pulling information from
so you can narrow it down to

00:27:15.600 --> 00:27:21.600
you know, multiple areas.
One one area, you can select multiple

00:27:21.600 --> 00:27:27.440
topics. Let's see I'm on a Mac,
I'm going to do

00:27:27.440 --> 00:27:31.440
control click to click
a couple different ones, to select

00:27:31.440 --> 00:27:35.520
multiple topics.
There's a little information right here

00:27:35.520 --> 00:27:40.480
how to do that on a PC or on a Mac
and then create a starting point. I'm not

00:27:40.480 --> 00:27:42.800
going to take this one all the way
through but I do want to show you

00:27:42.800 --> 00:27:47.840
a little bit what this looks like if I
create a starting point.

00:27:49.120 --> 00:27:53.360
Give it a minute here, I get a success
message in the top.

00:27:53.360 --> 00:27:56.800
There's a green check mark and it says
UCSF news is installed.

00:27:58.240 --> 00:28:01.440
I just wanted to start showing you
what some of these

00:28:01.440 --> 00:28:06.160
success messages look like.
Let me move down to

Profiles

00:28:06.160 --> 00:28:10.000
Profile. Definitely going
to take this one

00:28:10.000 --> 00:28:14.240
all the way through as a demo. There is
another data pull that's called Profiles

00:28:14.240 --> 00:28:18.720
integration. If I click on that one,
I get a choice of

00:28:18.720 --> 00:28:22.240
what style do I want my
Profile page to be. It can be

00:28:22.240 --> 00:28:26.080

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

00:30:09.040 --> 00:30:13.120
to appear in a sidebar of
one of your pages.

00:30:13.120 --> 00:30:16.800
You can only have the top three.
I'm not going to demonstrate this one

00:30:16.800 --> 00:30:19.040
all the way through, but I wanted to
let you know that one is there.

00:30:20.640 --> 00:30:25.680
So now we've gone through
the Starting Points. I'm going to go back

00:30:25.680 --> 00:30:26.640
to my home page.

00:30:28.960 --> 00:30:35.200
And click on home page here.
I think this might be a little bit of a

00:30:35.200 --> 00:30:39.200
different screen for - that you might not see.
I go to, I'd Like

00:30:39.200 --> 00:30:44.880
to Create a Page and then hopefully,
those of you that are

00:30:44.880 --> 00:30:50.000
following along that have a new site,
are on your home page that looks like

00:30:50.000 --> 00:30:54.400
this. You can see I changed
my name of my site

00:30:54.400 --> 00:30:55.840
Remember it was Site Builder now it's

00:30:55.840 --> 00:31:00.160

Training Test Site there that appears.
This is also a link that serves as home

00:31:00.160 --> 00:31:03.520
for any of your pages, your users
can click on this to get back

Create the Homepage Banner

00:31:03.520 --> 00:31:08.880
to the home page. So I want to
add a slide banner to the

00:31:08.880 --> 00:31:11.600
top of the page.
So I need to click on that little

00:31:11.600 --> 00:31:16.800
triangle to expand the interface
so I can see about

00:31:16.800 --> 00:31:20.480
adding images. First thing you want to
add to the hero template

00:31:21.200 --> 00:31:25.120
is change this default from Secondary
Page Banner to Home Page Slider

00:31:26.800 --> 00:31:29.440
because our task right now is to create

00:31:29.440 --> 00:31:35.120
that slider banner, aka hero, aka slide
carousel on our Home page.

00:31:35.120 --> 00:31:38.400
So therefore we want to make sure that
this says Home Page and

00:31:38.400 --> 00:31:43.040
first thing it says is choose a file. I'm
going to stop here on this page

00:31:43.680 --> 00:31:47.600
and talk to you about the
Brand Photo Library.

Brand Photo Library

00:31:47.600 --> 00:31:54.560
I'm opening up another tab to MyAccess.
I've already logged in. I'm looking for a

00:31:54.560 --> 00:32:00.240
Brand Photography Library.
If you've never been here, let's see if

00:32:00.240 --> 00:32:03.760
you've never used it, it might not be
showing on your list. You might have to

00:32:03.760 --> 00:32:06.880
go under Manage Favorites
which will show you the

00:32:06.880 --> 00:32:10.800
complete list of everything,
and you'll find Brand Photo

00:32:13.120 --> 00:32:16.160
Library, Brand Photography Library.
There we go,

00:32:19.280 --> 00:32:25.440
and I have been to this page before,
ah, actually maybe I have not on the home

00:32:25.440 --> 00:32:29.760
computer on this setup that I have,
so this is good. Before we begin

00:32:30.400 --> 00:32:35.360
we have to accept cookies, so anything
that has a red star next to it

00:32:35.360 --> 00:32:42.320
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 --> 00:33:24.960
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,

00:33:37.120 --> 00:33:39.520
because somebody wrote
something in chat.

00:33:40.720 --> 00:33:43.920
And this is, when I look at this it's
going to be available

00:33:43.920 --> 00:33:45.360
for everybody to see. So I

00:33:47.920 --> 00:33:51.280
oh "Who provides the content for UCSF news?"
Good question.

00:33:51.280 --> 00:33:55.200
That's the, I don't have
exact names but

00:33:55.920 --> 00:33:59.280
those are the people that write for that,
so if you've got a connection to those

00:33:59.280 --> 00:34:04.320
people you could feed them story ideas
to get them to publish stories about you

00:34:04.320 --> 00:34:07.600
then therefore you could
pull in that data to appear on your

00:34:07.600 --> 00:34:09.920
News site. I want to just mention something about

00:34:09.920 --> 00:34:12.880
the chat. I'm probably not going
to be checking it until

00:34:12.880 --> 00:34:15.680
the end just because of
this recording

00:34:16.640 --> 00:34:19.840
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

00:34:30.400 --> 00:34:34.640
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

00:35:02.080 --> 00:35:05.440
diligence and make sure

it's okay for me to use this image on my

00:35:05.440 --> 00:35:10.080
website. So there's a section
called Usage Rights

00:35:10.080 --> 00:35:15.840
Usage Terms and it says "includes usage
for UCSF websites

00:35:16.480 --> 00:35:20.960
and other things. So again if you're a
marketing communications type person

00:35:20.960 --> 00:35:24.480
that's putting together a big campaign
where you're going to be using all of

00:35:24.480 --> 00:35:28.640
these types of channels
take a close look at this.

00:35:29.600 --> 00:35:33.840
For example, my intent today is just to
use it on a website but if I were to use

00:35:33.840 --> 00:35:37.760
it um on paid ad placements
I would see that I

00:35:37.760 --> 00:35:40.720
cannot use this. And usually
in marketing you want

00:35:40.720 --> 00:35:46.080
everything to be consistent so just
keep an eye on on the requirements.

00:35:47.360 --> 00:35:50.240
So I've done my due diligence,
I'm going to use this for a website.

00:35:50.960 --> 00:35:54.960
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

00:36:38.560 --> 00:36:41.840
the better the resolution will be for your

00:36:41.840 --> 00:36:44.080
on-screen experience.
So since I want this to be

00:36:44.960 --> 00:36:48.400
on a wide screen like I said, and take up
the majority of the real estate on the

00:36:48.400 --> 00:36:54.080
screen, I'm going to go for
web-optimized 1320 pixels.

00:36:54.080 --> 00:36:57.440
And I'm going to scroll down to the
bottom to the submit button.

00:36:58.640 --> 00:37:02.320
And there is Terms of Use.
I promised the folks at Identity

00:37:02.320 --> 00:37:07.520
I would read this out at least once
so you want to "Please read and click

00:37:07.520 --> 00:37:10.480
accept to proceed. When downloading
photos you agree to

00:37:10.480 --> 00:37:14.880
One, represent the subjects in these photos
accurately, please view caption

00:37:14.880 --> 00:37:18.400
information to ensure you are using the
photo in the appropriate context.

00:37:18.400 --> 00:37:21.520
For example do not use a med
student in a patient contact.

00:37:22.400 --> 00:37:26.480
Number two, refrain from using photos for
commercial slash paid advertising

00:37:26.480 --> 00:37:30.640
without further licensing from the
photographer. Violating the terms of

00:37:30.640 --> 00:37:35.280
use may result in liability. Number three,
accept and comply with the terms and

00:37:35.280 --> 00:37:38.560
conditions for use, yet another
URL you can go to, I'm

00:37:38.560 --> 00:37:41.920
not going to do that at this time,
and number four, please contact

00:37:41.920 --> 00:37:46.000
identity@ucsf.edu if you have
any questions regarding usage."

00:37:46.000 --> 00:37:49.360
I've done that a lot because
when I was new

00:37:49.360 --> 00:37:54.080
I was like, oh you know this is, it
says I can use it for a website, can I

00:37:54.080 --> 00:37:57.280
use it for a PowerPoint presentation?
So I did my due diligence

00:37:57.280 --> 00:38:03.840
and reached out to them and and
asked that question. So we hit accept

00:38:04.960 --> 00:38:08.320
and you might see things flashing on
your screen like a download is about to

00:38:08.320 --> 00:38:11.280
happen or it's waiting for downloads or you

00:38:11.280 --> 00:38:18.240
just, our download just happened
and I'm on a Mac

00:38:18.240 --> 00:38:21.360
and I can see in my bottom left corner a
jpeg has downloaded.

00:38:22.640 --> 00:38:26.160
So I'm going to consider that
successful and I'm going to

00:38:26.800 --> 00:38:30.080
close out of this dialog box with
the x in the top right corner.

00:38:30.880 --> 00:38:33.760
And I'm going to do this two more times
and just do it a little bit faster.

00:38:34.400 --> 00:38:37.680
so I'm going to look for another image that

00:38:37.680 --> 00:38:41.360
is wider than it is tall double click on
the name

00:38:42.880 --> 00:38:46.080
do my due diligence, look at rights usage terms.

00:38:46.640 --> 00:38:51.360
This one includes usage for UCSF
websites which is my intent at this time.

00:38:51.360 --> 00:38:52.960
I'm going to find that download button.

00:38:55.120 --> 00:38:58.720
I'm going to change my desired preset to

00:38:58.720 --> 00:39:03.680

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

thumbnail preview.

00:41:02.720 --> 00:41:07.040
And there's a little crosshair on this
preview. The crosshair

00:41:07.040 --> 00:41:11.520
represents the focal point of the image
and also where it might be cropped. So

00:41:11.520 --> 00:41:15.360
if I were to look at this image on a
phone with a much smaller screen,

00:41:16.240 --> 00:41:19.280
I want to make sure certain areas aren't
cropped out.

00:41:19.280 --> 00:41:25.360
So the focus of this image for me
is kind of the space between the two

00:41:25.360 --> 00:41:28.240
the two faces. So I'm going
to move that there.

00:41:29.360 --> 00:41:33.440
And I'm going to skip the rest of what
goes in here and I'm going to go

00:41:33.440 --> 00:41:35.200
straight to the Add a New Slide.

00:41:37.440 --> 00:41:40.640
And the interface opens up and provides
me the same

00:41:40.640 --> 00:41:47.840
type of deal here. I click on choose file
get my next image.

00:41:48.880 --> 00:41:51.840
I can see the image name is there now. I
click on upload.

00:41:54.000 --> 00:41:57.440
I can move my focal point a little more
between their faces.

00:41:58.480 --> 00:42:02.320
And this time I want to show you what
adding a title looks like.

00:42:03.040 --> 00:42:05.040
I'm just going to put in this is adding
a title,

00:42:09.200 --> 00:42:15.840
and it will,
let's see, and the text,

00:42:16.720 --> 00:42:24.240
the text is white by default.
Just a little tip there, and I'm going to

00:42:24.240 --> 00:42:30.160
click add a new slide and
go through the same steps again, picking

00:42:30.160 --> 00:42:33.440
a third image, uploading it.

00:42:36.640 --> 00:42:40.160
I'm going to put the focal point on the
instructor's face.

00:42:41.760 --> 00:42:47.920
A tip about faces, try and aim for like
the nose, and the eyes area. If this was a

00:42:47.920 --> 00:42:50.160
picture, like a portrait picture of
somebody

00:42:51.120 --> 00:42:54.400
that's really important, to try and get
it like right on the nose or by the eyes.

00:42:54.960 --> 00:42:58.000
If it's if it's on the chin that's the
focal area

00:42:58.000 --> 00:43:02.800
and so you looked at it on a phone the
forehead might be cropped off,

00:43:02.800 --> 00:43:07.600
So kind of keep those things in mind.
Here I'm just going to add another title.

00:43:08.160 --> 00:43:11.440
I'm going to show you what link text
looks like. I'm going to make a link to

00:43:11.440 --> 00:43:12.400
UCSF home

00:43:15.360 --> 00:43:18.080
and I'm going to put in the URL for UCSF
home

00:43:20.320 --> 00:43:21.440
and I've added

00:43:23.600 --> 00:43:28.160
three slides now. Yeah, three images I'm
gonna

00:43:28.160 --> 00:43:33.440
scroll all the way down
looking for the save button here in the

00:43:33.440 --> 00:43:33.940
bottom.

00:43:35.920 --> 00:43:42.400
And hit save and this is what
a an error message looks like. It's

00:43:42.400 --> 00:43:45.280
usually read with a
exclamation point inside of a red

00:43:45.280 --> 00:43:50.640
triangle. "Title field is required.:
Here is the title field, so I'm going to

00:43:50.640 --> 00:43:55.840
put in the word "home"
although I don't like to have a title on

00:43:55.840 --> 00:43:59.360
my home page.
So I can bypass the system by clicking

00:43:59.360 --> 00:44:02.960
the next check box
which says "Hide the title on the page."

00:44:03.680 --> 00:44:07.680
Which I'm going to do.
And scroll down and hit save. And then

00:44:07.680 --> 00:44:11.680
fingers crossed everything works,
and my homepage has been created! I get

00:44:11.680 --> 00:44:15.920
the success message, I see
my image, I see my forward and next

00:44:15.920 --> 00:44:20.000
buttons. I did not put a a time limit on that so

00:44:20.000 --> 00:44:24.000
I can control my experience and hit the
previous button on the left or the next

00:44:24.000 --> 00:44:28.400
button on the right.
I wanted to show you what the title

00:44:28.400 --> 00:44:32.240
looks like.This is not good
accessibility because

00:44:32.240 --> 00:44:35.040
it's white text against some
white background and so the

00:44:35.040 --> 00:44:39.840
color contrast rati is not that great so I

00:44:40.480 --> 00:44:44.080
from an accessibility point of view, I
would say try to

00:44:44.800 --> 00:44:48.160
if you're going to use these images, kind
of think of them as eye candy

00:44:48.720 --> 00:44:55.920
more than than important
information. I like to leave

00:44:56.640 --> 00:45:00.720
titles off of mine and put any important
information in the

00:45:00.720 --> 00:45:04.320
in the content area which
would be below the slide.

00:45:04.320 --> 00:45:07.840
The slide carousel let me go to my third
one.

00:45:08.720 --> 00:45:13.040
This is what it looks like if you have a
link. Let's test the link and see if it works.

00:45:13.040 --> 00:45:17.840
Yep, perfect.

00:45:18.560 --> 00:45:24.240
And I think I need to, I think I need to log back into my site

00:45:28.240 --> 00:45:34.720
so so you can see how
links work it will open it

00:45:35.440 --> 00:45:38.400
on top of it, it will open
whatever this link is

00:45:39.760 --> 00:45:43.600
within that same window and you might
want to link

00:45:43.600 --> 00:45:47.520
maybe to maybe your mission statement or
you know something within your site or

00:45:47.520 --> 00:45:51.920
maybe you want to link outside of your
your site too, but that's how that would

00:45:51.920 --> 00:45:52.420
work.

00:45:55.680 --> 00:45:56.180
And

00:45:58.960 --> 00:46:02.720
one thing about images that I wanted to
mention. Let me just go back

00:46:02.720 --> 00:46:06.880
in to edit mode. There's whenever you're
in edit mode

00:46:07.600 --> 00:46:14.240
or when you're logged in as an admin,
you can see the the Yeti icon that's

00:46:14.240 --> 00:46:17.760
this little Bigfoot character here.

00:46:19.120 --> 00:46:23.280
And you should be able to see a view in
an edit so if I go into edit mode

00:46:25.760 --> 00:46:28.800
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

00:48:03.440 --> 00:48:06.640
ticket, the first thing they're going to
ask you is, probably, did you just

00:48:06.640 --> 00:48:12.080
add some images? And
and if you say yes, they might say did

00:48:12.080 --> 00:48:15.120
you drag and drop them in?
And if you say yes, they'll say that's

00:48:15.120 --> 00:48:17.680
not the proper way to do it let me show
you how to delete them and

00:48:18.320 --> 00:48:21.520
and the proper way to add them, which we
just went through.

00:48:22.560 --> 00:48:25.360
and another thing about adding images,
let me just

00:48:26.480 --> 00:48:28.240
show you some comic relief here. A

00:48:32.640 --> 00:48:38.320
when you add images, sometimes
they don't appear right away and

00:48:39.040 --> 00:48:41.440
so we tell you to Keep Calm and Clear
your Cache.

00:48:42.800 --> 00:48:47.840
It's a real thing. Let me go back and
show you how to clear your cache.

00:48:48.640 --> 00:48:55.120
Under the Yeti icon there is
an option for flush all caches and you

00:48:55.120 --> 00:48:58.000

can just click that.
Just because there's fly-outs on

00:48:58.000 --> 00:49:03.440
these doesn'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
caches if I

00:49:06.160 --> 00:49:10.240
knew I had put up an image and it wasn't
appearing. Or if I had edited some

00:49:10.880 --> 00:49:16.400
some text and it wasn't
reloading, I would go into the Yeti and

00:49:16.400 --> 00:49:17.600
hit flush all caches.

00:49:20.400 --> 00:49:27.280
So now we've got a home page.
Let me just go back to home and

00:49:27.280 --> 00:49:30.960
we're going to start creating what we
call stubs of pages. If you've got a

00:49:30.960 --> 00:49:34.720
content strategy, you probably
have an idea of some of the

00:49:34.720 --> 00:49:37.520
pages that you want to add, like,
oh, I want to add a Mission

00:49:37.520 --> 00:49:42.400
page I want to add a page About Us.
We're going to be adding pages and we're

00:49:42.400 --> 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

00:50:39.360 --> 00:50:43.040
to go in and edit a page or unpublish a
page,

00:50:43.040 --> 00:50:48.720
or somehow turn it off instead of
deleting, so that's a big red flag if

00:50:48.720 --> 00:50:52.640
there's something that says
delete, really really think twice about

00:50:52.640 --> 00:50:54.960
doing that. There's only one exception and I'll tell

00:50:54.960 --> 00:50:59.600
you about that later. But
always always kind of stop and think

00:51:00.480 --> 00:51:04.640
yeah, I probably don't want to delete
that, oh and also while we're here

00:51:04.640 --> 00:51:08.640
talking about going back in to make edits to your

00:51:08.640 --> 00:51:12.720
homepage, which we did.
If you wanted to make changes to like

00:51:12.720 --> 00:51:16.160
the color theme or any other thing
that we picked out

00:51:16.160 --> 00:51:22.240
during the Site Builder Wizard, it's up
here under the word Appearance, you have

00:51:22.240 --> 00:51:23.440
a choice you can go through the Site

00:51:23.440 --> 00:51:28.000
Builder Wizard again
or you could just go to Settings UCSF

00:51:28.000 --> 00:51:31.440
Site Builder and you can see everything that we

00:51:31.440 --> 00:51:34.720
looked at was, is available here on the
left. So if you want to just target,

00:51:35.360 --> 00:51:38.560
oh I just want to change the color theme,
and change this blue to orange,

00:51:39.440 --> 00:51:43.360
and remember to hit Save
Configuration. So that's a

00:51:43.360 --> 00:51:50.080
another way you can get back
so back to creating content.

Create a Page

00:51:50.080 --> 00:51:53.920
This is how you add a page.
You go to Content > I'd like to Create a

00:51:54.640 --> 00:51:55.200
Page.

00:51:57.680 --> 00:52:02.320
And I'm gonna create stubs of pages so
first, I'm just gonna

00:52:02.320 --> 00:52:05.440
enter some titles without putting any
content in there.

00:52:05.440 --> 00:52:08.320
So we're going to be talking about
videos so I'm going to create a Videos

00:52:08.320 --> 00:52:10.720
page. I'm going to scroll on by the content

00:52:10.720 --> 00:52:14.240
area for now and before
I hit the Save button I'm

00:52:14.240 --> 00:52:17.840
going to check this
box here that says Provide a Menu Link.

00:52:19.040 --> 00:52:22.640
I'm going to skip over the rest of this
and just go to Save.

00:52:23.440 --> 00:52:28.240
And by checking that box Provide a Menu
Link, you can see I now have a menu item

00:52:28.960 --> 00:52:32.000
up here with Home and People. I have
Videos as well.

00:52:32.000 --> 00:52:36.000
So let's create a couple more. Content >
I'd like to Create a Page.

00:52:37.360 --> 00:52:40.480
Another item we'll be playing with is
called

00:52:40.480 --> 00:52:45.200
Columns. I'm going to scroll on down
click Provide a Menu Link, hit

00:52:45.200 --> 00:52:50.880
save. There's Columns.
I'm going to add another one. Go to

00:52:50.880 --> 00:52:55.680
Content oops, I'm sorry
Content I'd Like to Create a

00:52:55.680 --> 00:52:56.180

Page.

00:52:58.320 --> 00:53:00.560
and I'm going to call this one Practice.

00:53:02.720 --> 00:53:07.120
Scroll on down, hit Provide a Menu Link
and before I hit Save this time, I want

00:53:07.120 --> 00:53:10.320
to show you the secret about publishing

00:53:10.320 --> 00:53:14.480
options. Here in the bottom right.
right above the

00:53:14.480 --> 00:53:19.680
Save button is Publishing Options
and you can see that everything is

00:53:19.680 --> 00:53:25.200
checked as Published by default.
At the end of this class, at the end of

00:53:25.200 --> 00:53:29.280
the session, since we're making really quick choices

00:53:29.280 --> 00:53:32.240
and and not
putting proper content in yet at this

00:53:32.240 --> 00:53:35.440
time, you probably want to unpublish all
of your pages

00:53:35.440 --> 00:53:39.840
at the end of this session. When you
unpublish them, the public won't see them,

00:53:40.480 --> 00:53:44.640
they'll be removed from your menu and
only people that log in and can see this

00:53:44.640 --> 00:53:49.520

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

00:55:14.160 --> 00:55:16.640
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

00:55:24.800 --> 00:55:28.080
reader read every darn thing on the page they might

00:55:28.080 --> 00:55:32.160
say, use a keyboard shortcut to tell their

00:55:32.160 --> 00:55:34.880
screen reader "give me a list of all of the headings"

00:55:34.880 --> 00:55:38.640
and the headings will be read out loud
to them. So it's a much quicker way

00:55:38.640 --> 00:55:42.240
for them. It's the equivalent of us
scanning a page

00:55:42.240 --> 00:55:46.320
visually and looking for those those big
headings and things that stand out this

00:55:46.320 --> 00:55:50.400
is a way to structure a page for a blind user to

00:55:51.040 --> 00:55:54.800
get a list of different headings. The
next group

00:55:54.800 --> 00:55:58.320
are things that are pretty familiar from
Word like bold, italic,

00:55:58.320 --> 00:56:04.160
underline, strikethrough,
typically used a lot in blogs and this

00:56:04.160 --> 00:56:06.880
last one though, might not be familiar to you this is to

00:56:06.880 --> 00:56:11.600
remove format. So if you're
copying and pasting something in from

00:56:11.600 --> 00:56:14.240

like a Word document and you want to
strip out all the formatting

00:56:15.040 --> 00:56:18.560
once 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.

00:57:03.040 --> 00:57:07.520
You get a character map of different
characters that you might want to use,

00:57:08.800 --> 00:57:11.840
that may or may not be available on your
keyboard.

00:57:12.560 --> 00:57:16.400
Cancel out of that. And the last one, the little

00:57:16.400 --> 00:57:20.960
gear, the little widget, this is where all
the cool stuff is.

00:57:20.960 --> 00:57:27.040
Under here is where you can add things
like a quote and it will stylize it for you,

00:57:27.040 --> 00:57:29.520
can add columns, that's what
I want to show you next,

00:57:30.320 --> 00:57:34.400
featured content, and collapse items.
So we'll we'll work through some of those.

00:57:35.120 --> 00:57:38.800
Let's instead of doing just two columns,
let's do three columns.

00:57:38.800 --> 00:57:42.480
So I click on that and I get a dialog
box for how I want to add

00:57:42.480 --> 00:57:45.440
my three columns.
The first part is the layout, this is the

00:57:45.440 --> 00:57:48.000
percentage of the width of the three
columns on your page.

00:57:48.880 --> 00:57:51.680
If you want them to be equal widths, you can choose

00:57:52.240 --> 00:57:54.560
the choice where the numbers are the same.

00:57:55.440 --> 00:57:59.600
That's what I'm going to demonstrate and
I highly suggest you play around with

00:57:59.600 --> 00:58:01.920
the background color. They all
default to transparent

00:58:02.560 --> 00:58:06.160
but you can pick some colors from the
color palette. They should all work well

00:58:06.160 --> 00:58:10.400
together. And hit ok and it gives you three

00:58:10.400 --> 00:58:15.680
columns and it's filled with
some placeholder text you can

00:58:16.480 --> 00:58:22.640
you can delete and type over.
So let's let's work with adding

00:58:23.360 --> 00:58:27.520
an email link I'll just put in some text
that says Email

00:58:27.520 --> 00:58:36.160
Is and highlight that,
and we'll go to the link icon,

00:58:36.160 --> 00:58:39.040
click on that and decide what kind of
link we want.

00:58:39.840 --> 00:58:46.080
I want this link to be an email link.
I get a couple different options so

00:58:46.080 --> 00:58:50.960
where is this email going to go to,
you want to put in a legitimate

00:58:50.960 --> 00:58:51.460
email address.

00:58:54.400 --> 00:58:57.760
These are optional if you want to put in a message

00:58:57.760 --> 00:58:59.840
subject line for your user.

00:59:02.560 --> 00:59:06.400
Keep in mind they can always change that
but I'll just demonstrate that

00:59:06.960 --> 00:59:14.080
this is a subject line.
You could put in some starter text for

00:59:14.080 --> 00:59:18.160
them if you wanted to.
I'm going to leave this one blank. The

00:59:18.160 --> 00:59:21.520
cool thing is this choice
right here under button

00:59:21.520 --> 00:59:24.960
link style, it defaults to none
and here's a list

00:59:25.680 --> 00:59:29.200
and it's not very descriptive. So I
highly encourage you

00:59:29.200 --> 00:59:32.000
after this session go in and
play with links and

00:59:32.640 --> 00:59:39.040
see how how these all look.

So I'm gonna pick large white

00:59:39.040 --> 00:59:45.840
full width. So in your mind you might be
thinking of what this might look like

00:59:46.480 --> 00:59:50.320
"large white full width". I'm going to
choose that and I'm going to click on ok.

00:59:52.240 --> 00:59:57.760
And you can see large
means all caps. I type this in in

00:59:58.480 --> 01:00:02.400
mixed case and it put them all to
uppercase. That's what it meant by

01:00:02.400 --> 01:00:07.840
large and it also bumped up the font
size a little bit than what their

01:00:07.840 --> 01:00:11.200
default was. I compare it with
the second column it's

01:00:11.200 --> 01:00:16.640
white text and it is the full width
of the container that it's in with a

01:00:16.640 --> 01:00:24.480
little bit of a little bit of space
on either side of it if I go to

01:00:24.480 --> 01:00:28.640
the second column. Let's practice
putting an image in.

01:00:29.200 --> 01:00:31.760
I'm going to wipe out
the text that is there.

01:00:32.480 --> 01:00:37.360
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.

01:01:28.160 --> 01:01:29.840

And then you will click the Upload
button

01:01:34.320 --> 01:01:38.000
and it'll give you a a preview of what
that image looks

01:01:38.000 --> 01:01:42.960
like. And it will also highlight it in
your list of images.

01:01:44.720 --> 01:01:48.560
I'm going to do a quick switcharoo
because this image is quite

01:01:48.560 --> 01:01:52.240
quite large for putting it inside of a
little column.

01:01:52.240 --> 01:01:57.360
I have I happen to have a file here,
and then you click on Upload

01:02:00.320 --> 01:02:07.920
and then you click on Insert File
and if if it's found an image

01:02:07.920 --> 01:02:12.960
you should have a URL, some text in there
don't worry about what it says.

01:02:13.920 --> 01:02:16.640
Alternative text, this is very important
for accessibility.

01:02:17.680 --> 01:02:21.680
Again a screen reader user is not going
to be able to see your image so if

01:02:21.680 --> 01:02:25.440
there's something important
about that image

01:02:25.440 --> 01:02:27.040

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

01:03:19.520 --> 01:03:22.880
an email link. Let's see how that works.
I'm going to click on that

01:03:24.000 --> 01:03:29.840
and in theory it should open up an email
client on my computer.

01:03:31.280 --> 01:03:37.920
There we go with the with the
the name that you the email address

01:03:37.920 --> 01:03:41.920
that you put in there
is in is put there in the "To". There's

01:03:41.920 --> 01:03:45.920
that subject line that I
pre-populated and I chose not to

01:03:45.920 --> 01:03:49.600
put anything in the subject
to let the let the user

01:03:49.600 --> 01:03:53.120
add whatever they want.
So there you go, that's how an email link

01:03:53.120 --> 01:04:06.240
works and there's my picture.
I want to show you a site it's

01:04:09.840 --> 01:04:11.840
I think I have it open, yeah the Tobacco

01:04:14.160 --> 01:04:21.120
Control Research and Education site.
They have used the two columns

01:04:21.120 --> 01:04:27.120
here on their page and they've put in an
image, they've put in text, they've put in

01:04:27.120 --> 01:04:30.800

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

01:06:12.800 --> 01:06:16.320
can show you a little bit more
about that first button that shows the

01:06:16.320 --> 01:06:19.840
source code. If I click on source code,
there we go, we're in the

01:06:19.840 --> 01:06:24.560
HTML source where we can
see how things are marked

01:06:24.560 --> 01:06:28.320
up to create our our columns.

01:06:29.520 --> 01:06:32.640
You can see there's where I
created my email link

01:06:35.760 --> 01:06:41.520
with the text "Email Us", it's nested in an
anchor tag with my email address

01:06:41.520 --> 01:06:44.320
nested inside of paragraph tags,
nested inside of a div

01:06:45.120 --> 01:06:48.720
for the first column. There's a
second column, third column,

01:06:48.720 --> 01:06:51.120
they're all nested inside
of another div tag.

01:06:52.160 --> 01:06:55.680
So sometimes we need
to go into the source code

01:06:55.680 --> 01:07:02.240
for some trouble-shooting
but there you go, we've got a good page

01:07:02.240 --> 01:07:04.560
going here. I want to

01:07:07.120 --> 01:07:11.680
also mention sometimes when folks are
adding images, if you get an

01:07:11.680 --> 01:07:16.240
Access Denied message, let me
show you how to resolve that.

01:07:16.240 --> 01:07:22.960
I'm going back to my websites.ucsf.edu
page and I'm going to Help

01:07:23.520 --> 01:07:29.120
and Frequently Asked Questions.
Here's my favorite keyboard shortcut

01:07:29.120 --> 01:07:31.280
when I'm looking on a web page,
I do Control F

01:07:31.280 --> 01:07:36.080
on a Mac and I'll look for a keyword
about "access denied".

01:07:37.840 --> 01:07:42.000
Oh, there we go, this is
what I was talking about.

01:07:42.000 --> 01:07:45.840
I get access denied when accessing the
browser server to retrieve images." If you

01:07:45.840 --> 01:07:49.520
click on that there's a way that you can

01:07:52.000 --> 01:07:55.280
you can resolve that. So I just
wanted to point out we'll we'll

01:07:55.280 --> 01:07:59.200
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,

01:09:01.120 --> 01:09:04.960
get rid of that stuff okay
now my widgets available.

01:09:05.680 --> 01:09:09.120
And we're going to explore what
collapse items are.

01:09:09.680 --> 01:09:13.200
These are sometimes also
called accordions. It will

01:09:13.200 --> 01:09:17.840
give you an area where
you can type in text.

01:09:17.840 --> 01:09:20.720
So a lot of people will use
these for FAQs.

01:09:21.440 --> 01:09:23.680
so you can type in a question

01:09:25.840 --> 01:09:29.200
I'm going to type, I can't always talk
when I type , so here what's the best

01:09:29.200 --> 01:09:34.080
practice for number of

01:09:35.280 --> 01:09:36.000
menu items

01:09:38.400 --> 01:09:41.760
and then over here on the right,
if it's not expanded, I click on that

01:09:42.400 --> 01:09:47.840
to enter the content for the answer
which is five to seven items

01:09:50.800 --> 01:09:55.520
and I'm going to scroll down and
before I hit save I want you to notice

01:09:55.520 --> 01:10:01.600
that I'm leaving mine expanded
versus collapsed. However you

01:10:01.600 --> 01:10:03.280
save it is how it's going to appear.

01:10:05.360 --> 01:10:10.960
If I want to go back in and make that
always show up as collapsed I need to

01:10:10.960 --> 01:10:15.120
manually come in here,
collapse it. Let me hit save

01:10:15.120 --> 01:10:17.200
again and we'll take a look at what that looks

01:10:17.200 --> 01:10:21.920
like. Now it's up to the user to
expand that to see the information.

01:10:23.280 --> 01:10:27.920
That best practice for a number of
menu items that's for up here, if you

01:10:27.920 --> 01:10:31.280
start to get more than that, later on
I'm going to show you how we

01:10:31.280 --> 01:10:37.440
can tuck items under each other so
you can have a cleaner look up there and

01:10:37.440 --> 01:10:40.800
another this, is this, comes from
usability studies, and another

01:10:41.520 --> 01:10:43.840
thing that comes from usability studies is

01:10:45.120 --> 01:10:49.440
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

01:11:37.760 --> 01:11:41.760
for certain keywords that were only in
the answer, but not in the question

01:11:41.760 --> 01:11:45.600
that Control F functionality did not
work for them. So we were

01:11:45.600 --> 01:11:48.160
essentially hiding content from our
users. So we went with a

01:11:49.040 --> 01:11:52.400
a different way. We decided to
use anchor tags.

01:11:52.400 --> 01:11:56.320
Let me just take you over here
to show you again what that

01:11:56.320 --> 01:11:59.840
what that is. So here's
all of our questions

01:11:59.840 --> 01:12:03.920
listed in a couple different
sections and as we scroll down

01:12:05.200 --> 01:12:07.840
we repeat the questions
again with the text

01:12:10.080 --> 01:12:13.280
so if I scroll back up here
this is a link

01:12:13.840 --> 01:12:19.600
to a certain part of this page.
It just jumps me down here to that same

01:12:19.600 --> 01:12:23.760
repeated question with the answer.
So that's how anchor

01:12:23.760 --> 01:12:27.040
tags work. And now everything
is showing, nothing is

01:12:27.040 --> 01:12:29.440
collapsed because we went
away from that method.

01:12:30.000 --> 01:12:32.720
And every everything is available and

01:12:32.720 --> 01:12:38.080
searchable, so that's how collapse items work.

01:12:41.520 --> 01:12:48.160
And let's move on to
our Video page. We

Videos

01:12:48.160 --> 01:12:53.920
do not have a video streaming or
video hosting service here at UCSF so

01:12:54.480 --> 01:13:01.440
the recommendation is that videos live
on YouTube or DailyMotion or Vimeo.

01:13:01.440 --> 01:13:05.680
And that we we bring them in using this
method. So I'm going to edit my Video

01:13:05.680 --> 01:13:06.180
page

01:13:08.160 --> 01:13:10.720
and get my cursor blinking
here in the content area.

01:13:11.280 --> 01:13:15.520
Go to the video icon, looks like
a circle with a triangle in it.

01:13:15.520 --> 01:13:19.040
if you hover over it it says "insert a
YouTube, Vimeo or DailyMotion video."

01:13:19.680 --> 01:13:23.280
I click on that and get the dialog box
and it's asking for a URL.

01:13:24.080 --> 01:13:26.080
So I need to open up another tab

01:13:28.320 --> 01:13:35.760
and I'm going to go to Google
and I'm going to search for "UCSF video"

01:13:42.000 --> 01:13:45.680
and this is my favorite one, the first
one that shows up. I want to click

01:13:45.680 --> 01:13:52.160
on the video that I want. Okay
click on the video that I want, probably

01:13:52.160 --> 01:13:55.920
pause it, and you want to capture
that URL that's

01:13:55.920 --> 01:13:59.840
up there in the menu bar and copy that.

01:14:01.120 --> 01:14:04.000
Come back to your template
and paste that in.

01:14:06.560 --> 01:14:10.320
You can choose to align it on your page.
Since this is the only thing on the page

01:14:10.320 --> 01:14:16.720
I'm just going to let everything default.
I might go down to half size just for

01:14:16.720 --> 01:14:22.720
network reasons today and click ok.

And you can see the keyframe of the

01:14:22.720 --> 01:14:25.440
video. You don't see a play button or anything,

01:14:25.440 --> 01:14:29.200
sometimes the View mode is a little bit
different than what we see in Edit mode

01:14:29.200 --> 01:14:32.400
and that's true in this case. I'm going to scroll on

01:14:32.400 --> 01:14:33.520
down and hit save.

01:14:36.560 --> 01:14:39.760
And now my video player does have a play
button.

01:14:40.800 --> 01:14:46.400
I can play it, I can, I have access
to the play and the pause

01:14:46.400 --> 01:14:50.960
button. I have access to
closed captioning. There we go

01:14:50.960 --> 01:14:53.440
another accessibility -
this is a great example of

01:14:53.440 --> 01:14:57.520
a video with accessibility. It's the
closed captioning also known as the

01:14:57.520 --> 01:15:03.600
subtitles that can be turned off or on.
Works great for like I said

01:15:05.760 --> 01:15:09.360
people that have, are hard of hearing
they like to have these on

01:15:09.360 --> 01:15:13.600

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,

01:16:01.040 --> 01:16:05.840

five, six things. I'm almost about at the
limit of of what I should have up there.

01:16:06.880 --> 01:16:10.240
But you can see these came
in in a really weird order.

01:16:10.240 --> 01:16:14.560
I created my Home page first, and I did
the People starting point next,

01:16:14.560 --> 01:16:19.760
and so they're not in alphabetical order.
They're not in the order of creation.

01:16:19.760 --> 01:16:24.480
It's just random. So a way to
manipulate these is

01:16:26.240 --> 01:16:29.520
consider this our navigation
area and there is

01:16:29.520 --> 01:16:34.240
always a usually in all sections,
there's a little widget that

01:16:34.240 --> 01:16:37.760
can be invoked. If you put your
cursor in the top right

01:16:37.760 --> 01:16:41.360
corner, so there's a widget right there
over the word People, I'm going to click

01:16:41.360 --> 01:16:46.000
on that and a menu choice came up
I want to

01:16:46.000 --> 01:16:47.840
choose List Links

01:16:50.000 --> 01:16:53.360
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

01:17:01.520 --> 01:17:02.560
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

01:17:20.160 --> 01:17:25.920
part of the Content Management System
so we want that to to behave as it did -

01:17:26.480 --> 01:17:31.520
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

01:17:36.080 --> 01:17:40.400
these as fly outs underneath the
menu item I can click on that

01:17:40.400 --> 01:17:44.240
little move icon and push it
to the right so it's indented.

01:17:45.040 --> 01:17:51.120
All right I think I've got these
kind of by alpha although I kind of

01:17:51.120 --> 01:17:53.840
would like Home to be at the top
so I'm going to move that.

01:17:53.840 --> 01:17:58.080
I'm going to go by alpha and then I've
got Videos tucked underneath and I'm

01:17:58.080 --> 01:18:04.000
going to hit Save Configuration
and take a look. There we go, Home page is

01:18:04.000 --> 01:18:08.640
showing up now first. Practice is
where I tuck Videos under so

01:18:08.640 --> 01:18:12.800
you can see how that
provides another fly out and

01:18:13.440 --> 01:18:17.360
on that Videos page it also
provides away for me to

01:18:17.360 --> 01:18:18.480
get back to Practice

01:18:20.800 --> 01:18:25.040
which has nothing in it at the moment.
But that's how you can move those around.

01:18:25.040 --> 01:18:30.000
So we just looked at a list
of our links. I want to

01:18:30.000 --> 01:18:33.360
take a moment to go back and show you
a list of all of the content that we've

01:18:33.360 --> 01:18:36.960
added so far. I'm going to click
on the word Content.

01:18:36.960 --> 01:18:39.840
Nothing else under the flyout,
just Content.

01:18:40.480 --> 01:18:43.040
And now here's a list of
everything I've I've built today.

01:18:43.600 --> 01:18:47.440
And you can see there's a Title,
it's all, they're all pages,

01:18:48.720 --> 01:18:54.720
the published status is yes. Let me
 show you how you can hide these

01:18:54.720 --> 01:18:59.760
or unpublish them. So let's say
I don't want columns

01:18:59.760 --> 01:19:05.120
to show because maybe it's a page that
it's just a practice page and I don't

01:19:05.120 --> 01:19:08.880
want anyone to see it.
I'm going to go into the Operations

01:19:08.880 --> 01:19:09.600
edit mode.

01:19:12.080 --> 01:19:16.480
And I'm going to scroll down towards the
save button to the Publishing Options

01:19:16.480 --> 01:19:23.840
and choose that. And unclick Publish
and hit save and just as a reminder

01:19:23.840 --> 01:19:28.560

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

01:20:16.320 --> 01:20:19.920
about this Content Management
System and the way the process that we

01:20:19.920 --> 01:20:24.560
have is set up. Everything is live
so don't freak out if your site is new

01:20:24.560 --> 01:20:28.800
and you're putting this weird content
up today. You probably have

01:20:28.800 --> 01:20:32.080
not advertised your URL,
you probably have not done a

01:20:32.080 --> 01:20:35.360
publicity campaign that you have a new
website yet, so it's probably only,

01:20:36.000 --> 01:20:39.680
it's only between, you know, you and your
team and it that you have a site right

01:20:39.680 --> 01:20:41.680
now, but like I said, at the end
of the session

01:20:42.240 --> 01:20:44.480
I'd probably recommend
that you go in and

01:20:45.600 --> 01:20:48.640
edit these and unpublish them
until you get some some

01:20:49.200 --> 01:20:52.400
actual legitimate content
content up there.

01:20:54.240 --> 01:20:57.280
Next, I want to show you,
I'm going to take you back to

01:20:58.720 --> 01:21:02.240
Tobacco, really quick, I want
to show you how they

01:21:04.640 --> 01:21:05.140
have

01:21:10.640 --> 01:21:13.840
their sidebar. They chose their
sidebar
to appear on the right

01:21:14.960 --> 01:21:22.000
and it's filled with gray and they,
a sidebar is composed of

01:21:22.000 --> 01:21:27.840
blocks. They have one block right here
with a some text and an email link.

01:21:28.400 --> 01:21:31.600
They have another block here
with a heading and

01:21:33.120 --> 01:21:36.960
links to some other pages.
They have another block here.

01:21:36.960 --> 01:21:41.120
This is the featured Publication
Starting Point that I showed you earlier.

01:21:41.120 --> 01:21:44.880
Just a reminder, Starting Points are
available under the word Appearance.

01:21:46.160 --> 01:21:51.840
And they chose to populate it
with Publications, Quick Links and

01:21:52.560 --> 01:21:56.480
another block so.
Back to, let's go

01:21:57.280 --> 01:21:59.680
to our Practice page

01:22:06.480 --> 01:22:09.840
and create some blocks. So

01:22:11.920 --> 01:22:16.320
actually we really don't, doesn't really
matter what page we're on

Blocks

01:22:16.320 --> 01:22:19.040
because we're going to create
a block and blocks

01:22:19.760 --> 01:22:23.840
are pieces of content that by default
will appear on every page.

01:22:26.400 --> 01:22:30.000
So there are, there is logic
where you can turn it off and on

01:22:30.640 --> 01:22:33.760
but to create a block we go up to the
top where it says Structure >

01:22:34.480 --> 01:22:41.280
Blocks > Add a Block.
And my Blocks today, I'm going to do one

01:22:41.280 --> 01:22:42.640
that's called new phone number.

01:22:45.600 --> 01:22:49.840
And I usually like my block title or
I suggest block title and block

01:22:49.840 --> 01:22:53.600
description match, at least as
if you're a beginner at this.

01:22:53.600 --> 01:22:57.280

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

01:23:20.640 --> 01:23:24.160
want to make this block
appear in the sidebar so

01:23:24.160 --> 01:23:28.080
I'm choosing
sidebar and here

01:23:28.080 --> 01:23:31.200
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

01:23:39.200 --> 01:23:41.440
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

01:23:46.560 --> 01:23:48.960
wait, we just created one.
What are all of these?

01:23:48.960 --> 01:23:52.560
These are all the pieces of your Content
Management System that

01:23:52.560 --> 01:23:56.000
create the areas on your site
so even if they're not

01:23:56.720 --> 01:24:03.040
filled with any content yet, try
and avoid being OCD and wanting to clean

01:24:03.040 --> 01:24:06.640
these things up like, "oh, main
main menu level one, I don't know

01:24:06.640 --> 01:24:08.560
what that is. I 'm gonna hit delete."
Don't delete that.

01:24:09.120 --> 01:24:15.760
That contains the login piece
so when you go when a log in as an

01:24:15.760 --> 01:24:18.720
admin, if you delete that
that's gone and

01:24:18.720 --> 01:24:20.720
you'll have to put a ticket
in and ask to have that

01:24:21.360 --> 01:24:26.160
restored. So these are,
it's a little overwhelming to see all

01:24:26.160 --> 01:24:30.560
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 --> 01:24:56.080
any page, my home page, there's my block
underneath the slider. Let's go to

01:24:56.080 --> 01:25:01.120
Collapsing Items and see if the block is
there. There it is. Good! So far so good.

01:25:01.120 --> 01:25:04.480
Let's create another block
I'm going to go to Structure >

01:25:04.480 --> 01:25:11.840
Blocks > Add Block and I'm going
to call this one new Address.

01:25:14.160 --> 01:25:15.600
And a little body text

01:25:23.360 --> 01:25:27.520
and remember before you hit save go to
Region Settings,

01:25:27.520 --> 01:25:30.800
change it from none to sidebar and hit
save.

01:25:31.440 --> 01:25:36.880
And fingers crossed we'll go to a page
and we should have two sidebars or two

01:25:36.880 --> 01:25:40.960
blocks in our sidebar. Let's say,
oh, I'm not really sure I like

01:25:40.960 --> 01:25:44.080
that red. So let's do a reminder of how to change

01:25:44.080 --> 01:25:47.760
colors. And I'm going to go to Appearance

01:25:48.320 --> 01:25:55.360
Settings > UCSF Site Builder.
Go to the color theme and that red was

01:25:55.360 --> 01:25:58.960
under the secondary choice.
Let's say I want purple instead.

01:25:58.960 --> 01:26:03.760
Hit Save Configuration.
Let's go to one of our pages.

01:26:04.640 --> 01:26:08.640
And you can see how that changed so
again another thing you might want to do

01:26:08.640 --> 01:26:11.760
outside of this session, see
where colors get applied. Know how

01:26:11.760 --> 01:26:13.280
you can go back in and change them.

01:26:16.560 --> 01:26:22.880
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 >

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

01:27:56.560 --> 01:27:59.040
it says there's no people currently
available to display.

01:27:59.760 --> 01:28:06.480
We created a Starting Point earlier on.
Again, Starting Points are under

01:28:06.480 --> 01:28:08.640
Structure >; Starting points. I'm not going to click

01:28:08.640 --> 01:28:10.560
on it, that's just to tell you where they are.

01:28:11.280 --> 01:28:16.000
Now to create a page for People,
we go to Content > I'd like to create a

01:28:17.040 --> 01:28:22.800
UCSF person is the choice that we want
and we want to put in a UCSF email

01:28:22.800 --> 01:28:30.800
address
and hit submit.

01:28:37.360 --> 01:28:41.840
And it's going out to the Directory,
it's going out to profiles.ucsf.edu,

01:28:43.040 --> 01:28:48.640
and it's going out to CTSI and
globalprojects.ucsf.edu,

01:28:48.640 --> 01:28:52.160
finding all the information it can
about this person and scraping it

01:28:52.160 --> 01:28:56.080
and pulling in that data to
create this page. So there we go,

01:28:56.080 --> 01:28:59.760
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

01:29:06.480 --> 01:29:10.320
nose or the eyes. So I clicked in
the new focal area that I want

01:29:11.440 --> 01:29:15.600
and there's all kinds of
things that you can do

01:29:15.600 --> 01:29:19.600
and can't do. You could
you could upload another

01:29:20.400 --> 01:29:24.080
headshot photo if you wanted to have a
picture of him maybe instead of the suit

01:29:24.080 --> 01:29:27.440
and tie you want him in his lab coat or you want

01:29:27.440 --> 01:29:31.680
a more casual picture. You you know how to add files now

01:29:31.680 --> 01:29:33.760
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

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

01:29:56.880 --> 01:29:59.840
to come in because that's the point of
this data pull. I don't have to do

01:29:59.840 --> 01:30:02.240
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

01:30:10.640 --> 01:30:14.160
we can't change anything. I'm
highlighting this and hitting the delete

01:30:14.160 --> 01:30:17.200
key and I I can't change anything.
I'm going to

01:30:17.200 --> 01:30:19.840
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 > I'd like to create a > 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
they decide to opt in and only if they

01:32:09.680 --> 01:32:13.200
opt in
will this functionality work and if you

01:32:13.200 --> 01:32:17.120
want to try and get around it and
manually create a student page again

01:32:17.120 --> 01:32:21.760
remember to ask for their permission
so here's my info

01:32:24.240 --> 01:32:27.440
there's no headshot showing for me i
could choose one if I wanted to

01:32:28.320 --> 01:32:36.880
um I can just put in you know what I do
and hit save and now we have

01:32:38.000 --> 01:32:41.840
my page not quite as robust as Dr.
Volberding's

01:32:41.840 --> 01:32:48.800
let's look at the complete people page
here we are remember I chose grid style

01:32:48.800 --> 01:32:53.760
so it's going to start
building a couple people in the first

01:32:53.760 --> 01:32:55.760
row and then it's going to add another
row with

01:32:55.760 --> 01:32:58.960
a couple more people if your people
don't have head shots

01:32:59.680 --> 01:33:03.120

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

01:33:13.280 --> 01:33:16.640
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

01:33:51.920 --> 01:33:55.360
check mark so it's telling us that it was

01:33:55.360 --> 01:34:00.320
successful. I go to People
and now here we are, row by row

01:34:01.360 --> 01:34:05.920
which might look a little bit better
because some people, like I said, might

01:34:05.920 --> 01:34:10.400
have headshots and might have a
a nice body of text to go with their

01:34:10.400 --> 01:34:14.160
name. So that's how you can change that so the

01:34:14.160 --> 01:34:19.840
order is always alpha by last name.
Let's say I'm the PI

01:34:19.840 --> 01:34:23.200
of this research lab and
I want to be at the top of the list.

01:34:23.840 --> 01:34:28.400
So here's how we change that.
I'm again trying to invoke that little

01:34:28.400 --> 01:34:31.040
widget to show up
in the top right corner

01:34:31.040 --> 01:34:34.640
of the dotted line around my
information. I click on that widget

01:34:35.280 --> 01:34:40.000
and I'm going to go into edit. Here is
the only place where I would feel safe

01:34:40.000 --> 01:34:43.200

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,

01:36:28.240 --> 01:36:32.880
remember to click on the
pencils to get into edit mode,

01:36:33.680 --> 01:36:39.360
to either use the trash can to delete,
or use the add a new slide to add a new

01:36:39.360 --> 01:36:42.160
slide. In theory you don't
have to have a slide

01:36:42.160 --> 01:36:46.720
carousel. You could delete all of these.
There's some nicely done home pages that

01:36:46.720 --> 01:36:49.760
don't have a slide carousel.
Just because it's there doesn't mean you

01:36:49.760 --> 01:36:55.920
have to use it. But that's how you would
edit your home page. Again don't, don't

01:36:55.920 --> 01:37:01.680
delete it, don't create another one!
Go in and edit it. Remember

01:37:01.680 --> 01:37:07.520
if you want to hide any of your
pages go into edit mode and

01:37:08.560 --> 01:37:14.080
look for the publishing options below to
uncheck published and hit save.

Backups

01:37:15.680 --> 01:37:21.520
And backups backups are done
every night for all these websites

01:37:22.320 --> 01:37:24.800

but the backups are only
kept for three days

01:37:25.520 --> 01:37:28.560
so if you mess something up
on your site and you need

01:37:28.560 --> 01:37:32.080
a restore of your site because you've
got a lot of content and you want it.

01:37:33.120 --> 01:37:36.720
You need to restore it.
Put in a ticket as soon as you can.

01:37:38.560 --> 01:37:42.160
If uh and also keep three day
weekends in mind.

01:37:44.640 --> 01:37:51.040
We if you have one coming up tomorrow
so if you messed something up today and

01:37:51.040 --> 01:37:53.760
you waited till Monday to
ask for a restore

01:37:56.000 --> 01:37:59.920
you might lose two days if you wait that
long because it might, it'll probably

01:37:59.920 --> 01:38:03.360
it'll restore Sunday's and Saturday's and
tomorrow.

01:38:03.360 --> 01:38:07.360
So don't be afraid to put in a ticket.
I'm going to take you to our

01:38:08.560 --> 01:38:15.840
websites.ucsf.edu webpage
and take you to the Help page

Help and Support

01:38:16.720 --> 01:38:20.160
and walk you through everything
that we have. Here this is

01:38:20.160 --> 01:38:23.680
your support after this session.
We don't have somebody

01:38:23.680 --> 01:38:26.880
on the phone able to
answer your questions

01:38:26.880 --> 01:38:30.960
every minute of the day, so I want to
make sure you understand what we do have

Frequently Asked Questions

01:38:30.960 --> 01:38:34.000
available. We have the Frequently Asked Questions.

01:38:34.640 --> 01:38:37.360
Let me just take you there one more time.
I'm going to just open this up in a new

01:38:37.360 --> 01:38:38.240
window real quick.

01:38:41.840 --> 01:38:45.200
So let's say like I need
a refresher on how to

01:38:45.200 --> 01:38:47.840
how do I make somebody
sticky at the top of the people page?

01:38:49.120 --> 01:38:52.080
You can look through here and try and
find that. Or you can do my favorite

01:38:52.080 --> 01:38:55.440

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.

01:41:10.640 --> 01:41:14.160
Here's today's session.
Here's what will be happening.

01:41:15.120 --> 01:41:19.040
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.

01:41:23.200 --> 01:41:29.680
Even if we have to do them as recordings
if not as live zoom. Although my favorite

01:41:29.680 --> 01:41:32.480
is always working with people
one-on-one and seeing their face and

01:41:33.040 --> 01:41:37.360
working together. That's the way I work
best. So I can't wait till we can all do

01:41:37.360 --> 01:41:42.480
that again and back to our Help page.
Here's the

01:41:42.480 --> 01:41:44.880
very important thing about
submitting an IT

01:41:44.880 --> 01:41:48.320
ticket. Let me take you
to this link before I go

01:41:48.880 --> 01:41:52.320
to that link it's going to say we're
going to click on something

01:41:52.320 --> 01:41:55.120
that says "report something
that just isn't working right"

01:41:55.680 --> 01:41:58.960
and we're going to make sure that we
select that it's a UCSF Drupal Hosted

01:41:58.960 --> 01:42:03.040
website. And these tickets get routed to our Web

01:42:03.040 --> 01:42:08.160
Services Group under the direction
of John Kealy. And

01:42:08.160 --> 01:42:14.640
we also have offshore staff in India
that work on these tickets. so please

01:42:14.640 --> 01:42:18.720
don't send an email right to me
especially during this time

01:42:18.720 --> 01:42:22.480
I have to make COVID-19
my priority then my second

01:42:22.480 --> 01:42:26.400
priority is accessibility, and Site Builder

01:42:26.400 --> 01:42:30.640
support kind of falls a
little bit lower than that.

01:42:30.640 --> 01:42:33.360
So this is how you can get
the best immediate support.

01:42:33.920 --> 01:42:37.760
Click on submit an IT ticket.
Click on the get IT Help.

01:42:39.520 --> 01:42:47.520
It should populate the form
with your information and as we scroll

01:42:47.520 --> 01:42:50.160
down "type of help" we
want to make sure we

01:42:50.160 --> 01:42:55.520
choose "UCSF Drupal Hosted
Website." And under more

01:42:55.520 --> 01:42:58.560
information, please, please,
please always put in the

01:42:58.560 --> 01:43:01.200

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

01:43:43.760 --> 01:43:44.260
and

Users Helping Users

01:43:48.400 --> 01:43:52.320
next paragraph is about our monthly
Users Helping Users session.

01:43:53.520 --> 01:43:56.560
It's not on our Events page
right now I'm not sure

01:43:56.560 --> 01:43:59.520
how our developers are
going to handle this

01:44:00.480 --> 01:44:06.640
during the COVID-19 crisis so
you can always go back to this idea of

01:44:06.640 --> 01:44:12.240
submitting an IT ticket.
There is an inquiry form that you can

01:44:13.040 --> 01:44:19.120
fill out. You can still fill it out now
where you can put in your issue and you

01:44:19.120 --> 01:44:23.600
know, tell them what version of
Drupal you're using if your

01:44:23.600 --> 01:44:27.040
site looked like mine and
the navigation was the same

01:44:27.040 --> 01:44:32.240
you're using Drupal 7 Site Builder.
You can also say "I don't know" but here's

01:44:32.240 --> 01:44:36.960
where you can also put in an issue
and so when this session runs

01:44:36.960 --> 01:44:39.680
once a month it's usually a two-hour session hosted

01:44:39.680 --> 01:44:42.880
by one of our developers.
They usually break the first hour into

01:44:42.880 --> 01:44:46.480
beginner questions and the second hour
into more advanced questions.

01:44:47.120 --> 01:44:50.800
And first questions answered are the
ones that are submitted if the person

01:44:51.920 --> 01:44:58.400
is present during the session and
then they will also you know let people

01:44:58.400 --> 01:45:01.040
ask questions ad hoc
throughout the session.

01:45:01.680 --> 01:45:05.840
And if you are a beginner and you don't
want to stick around for the second half

01:45:05.840 --> 01:45:08.560
you know, no no hurt feelings
when they meet in

01:45:08.560 --> 01:45:11.920
person if you were to get up
and leave for the second half

01:45:11.920 --> 01:45:16.240
that's okay. Although if you
have the time and the

01:45:16.240 --> 01:45:19.200

interest this is how I learned. I would attend

01:45:19.200 --> 01:45:21.680
everything I could even
if it was above my head

01:45:21.680 --> 01:45:25.680
and start to learn what the questions
were people were asking even if I didn't

01:45:25.680 --> 01:45:28.640
understand the solution. I started to
understand the language and the

01:45:28.640 --> 01:45:32.880
vocabulary so
that's very helpful and

01:45:34.560 --> 01:45:40.400
we also have within our Web Services
Team we have an in-house agency

01:45:40.400 --> 01:45:48.240
and here's a website consultation form
that you can fill out about the

01:45:48.800 --> 01:45:54.000
the website help that you need and what
timing you're looking at. Just so you

01:45:54.000 --> 01:45:58.480
know, their pipeline is full
until late spring and that was

01:45:58.480 --> 01:46:02.160
before COVID so some of our
team is being pulled off to

01:46:02.160 --> 01:46:06.640
help with COVID-19
communications, so that might be that

01:46:06.640 --> 01:46:10.240
pipeline might be full for a little bit

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.

01:46:20.960 --> 01:46:28.640
You don't get charged for your initial
session or an initial you know speaking

01:46:28.640 --> 01:46:31.040
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

01:46:56.720 --> 01:46:59.840
Identity website. Let me take you there
real quick because I want to

01:46:59.840 --> 01:47:07.840
show you under print and digital,
here there's the digital color palette

01:47:08.640 --> 01:47:11.760
when it should be used for
remember if you're going to put

01:47:11.760 --> 01:47:15.920
a pdf on the website you want to make
sure you're using the digital color

01:47:15.920 --> 01:47:19.600
palette. Not the regular or print one.

01:47:21.040 --> 01:47:25.040
I'm going over here on the left, they
have their sidebar on the left they have

01:47:25.040 --> 01:47:29.680
a nice little block here that says
digital colors pdf guidelines. I'm

01:47:29.680 --> 01:47:32.320
clicking there on that link
that says digital colors

01:47:32.320 --> 01:47:38.400
section and here's a
whole pdf about

01:47:39.600 --> 01:47:41.520
the different colors that you should use.

01:47:43.920 --> 01:47:49.520
And if you're into HTML code
it's usually the hexadecimal values that

01:47:49.520 --> 01:47:54.960

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

01:48:52.480 --> 01:48:56.000
in the left column that we looked at. I
gave you the hint of making the page,

01:48:56.720 --> 01:49:00.000
getting a lot of content to reload, by
scrolling and then using the Control F

01:49:00.000 --> 01:49:05.520
to find your topic. There is
a Drupal Users Group.

01:49:06.480 --> 01:49:08.160
We didn't see any on the event page

Drupal Users Group Meetup

01:49:10.320 --> 01:49:14.560
just because of COVID-19 right now.
There's also a local San Francisco

01:49:14.560 --> 01:49:18.640
Drupal Users Group Meetup.
It's not officially associated with UCSF,

01:49:18.640 --> 01:49:23.120
but if you're familiar with Meetup.com,
you can find it under there. They

01:49:24.320 --> 01:49:27.840
were typically hosted at the Mission
Center Building

01:49:28.480 --> 01:49:31.760
after hours once once a month,
with pizza and

01:49:33.440 --> 01:49:34.880
soda. And then

01:49:37.040 --> 01:49:43.360
there is Drupalize Me Guides.
Again, not officially associated or

01:49:43.360 --> 01:49:47.040
endorsed by UCSF.
Let me just pop that one open,

01:49:49.200 --> 01:49:53.360
and this is something I do not
personally

01:49:53.360 --> 01:50:00.160
use. It's above and beyond what I need
as a content editor. I can pretty much

01:50:00.880 --> 01:50:04.720
do everything I need with what I, to
create a basic website with what I

01:50:04.720 --> 01:50:09.360
walked you through today.
This is for those of you that really

01:50:09.360 --> 01:50:12.400
want to get into Drupal.
So like today's session was

01:50:12.400 --> 01:50:17.120
really geared towards UCSF users,
this is geared towards Drupal users in

01:50:17.120 --> 01:50:19.760
general, and so it may be
above and beyond with

01:50:19.760 --> 01:50:24.160
with what you need and it might also be
giving you information

01:50:24.160 --> 01:50:28.080
that might not be available working
within our template. So

01:50:28.880 --> 01:50:32.640
if your if your job is a developer
full time, this might be

01:50:32.640 --> 01:50:36.080
something for you. But if you're more
marketing/communications and

01:50:36.080 --> 01:50:40.160
building a simple website,
it might not be for you.

01:50:40.160 --> 01:50:47.120
So so today's session was really to,
Quick Start Lab, we call it Quick

01:50:47.120 --> 01:50:50.480
Start because it's, we quickly
went through the interfaces,

01:50:50.480 --> 01:50:52.960
the interface.
We didn't go into all the nitty gritty

01:50:52.960 --> 01:50:56.960
details, but hopefully we gave you
enough information to show

01:50:56.960 --> 01:51:00.560
you how how the content
toolbars work,

01:51:01.680 --> 01:51:06.160
some of the navigation items
up here at the top and

01:51:07.200 --> 01:51:10.320
how to read, you know,
how to rearrange things. So

01:51:10.320 --> 01:51:16.080
I hope that this gave you
a jump start or a quick start to what

Giving Donation Button

01:51:16.080 --> 01:51:19.840

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 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 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.

01:52:15.280 --> 01:52:20.480
And one last note about
some people are like, oh, what about

01:52:20.480 --> 01:52:23.360
private sites? Right, I want this
behind password.

01:52:24.080 --> 01:52:27.280
If you remember when
I took you to the blog

01:52:28.080 --> 01:52:31.920
there happened to be a blog item
from John Kealy

01:52:32.480 --> 01:52:38.560
about creating a private
secured site with MyAccess.

01:52:39.440 --> 01:52:44.000
He starts off right at the,
let me go back.

01:52:44.000 --> 01:52:45.600
There is a little blurb here.

01:52:48.320 --> 01:52:51.680
This is not the correct method
for using HIPPA or FERPA

01:52:52.400 --> 01:52:55.600
data, but it is a way to
put up a private site.

01:52:56.240 --> 01:53:00.160
Another thought that you might want to
do, is maybe you just have some

01:53:00.800 --> 01:53:04.080
a public-facing website but
you have a couple files that are going to be

01:53:04.080 --> 01:53:07.920
private. You might want to
just link to those and

01:53:07.920 --> 01:53:13.600
have them placed in Box
so your users you could have,

01:53:14.320 --> 01:53:16.800
you could have a link that

01:53:20.800 --> 01:53:26.640
like like "View our SOPs"
and then you might say

01:53:26.640 --> 01:53:29.920
something like this
you know, requires MyAccess

01:53:30.880 --> 01:53:36.640
login. And you would you would build
a link and you would put in the

01:53:37.280 --> 01:53:40.800
link from your Box URL
in there so that's

01:53:41.360 --> 01:53:45.680
that's one way where you could have a
little bit of privacy for some of

01:53:45.680 --> 01:53:46.180
your things.

01:53:48.400 --> 01:53:54.000
I'm gonna, that pretty much wraps up
all the information I wanted to give you.

01:53:54.000 --> 01:53:56.960
I'm gonna open up the Chat just to see what we've

01:53:56.960 --> 01:54:00.560
got going on in here. And

01:54:05.200 --> 01:54:12.000
okay, great, thanks Anthony,
and "I tried to add a

01:54:12.000 --> 01:54:15.120
block to the home page and now it's just
blank white. And I can't

01:54:15.120 --> 01:54:19.760
get anything. I try to upload it and it's
just blank." Okay, I'd say you probably

01:54:19.760 --> 01:54:23.920
need to put in a ticket and
our team will help resolve that for

01:54:23.920 --> 01:54:27.200
you and then this one,
"I'm unable to see the

01:54:27.200 --> 01:54:30.400
pages after I have published them. Is
there a screen I can go to that shows

01:54:30.400 --> 01:54:34.720
all the pages I have created and
allows me to move them around?" Yeah,

01:54:34.720 --> 01:54:38.480
let me just demonstrate that again
really quick. So if you go back to

01:54:38.480 --> 01:54:41.120
Content and just click
on the word Content,

01:54:41.120 --> 01:54:45.520
nothing else that flies out,
this gives you a list of the pages that

01:54:45.520 --> 01:54:47.920
have been created and
there's a column that will tell you

01:54:47.920 --> 01:54:52.720
the publishing status so if you don't
see it, perhaps your publishing status is

01:54:52.720 --> 01:54:57.200
no. You could go back in and edit that page

01:54:59.600 --> 01:55:06.800
and change the publishing options
to what to what you need. And I see one

01:55:06.800 --> 01:55:11.040
more coming in. Let's see
what we've got. Great,

01:55:11.040 --> 01:55:15.200
all right, thank you, Christy:
"Able to redo my web page it looks

01:55:15.200 --> 01:55:19.920
much more legitimate." Awesome,
great well, thank you all so much.

01:55:19.920 --> 01:55:27.600
I appreciate your participation
and I look forward, to hopefully meeting

01:55:27.600 --> 01:55:32.320
you one day in person.
Thanks so much. Stay safe. Virtual

01:55:32.320 --> 01:55:35.120
fist bump and we'll talk to you later.