Introduction to the Drupal Content Management System
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Page Creation & Navigation

What we will learn:

- ✔ Department theme and naming conventions.
- ✔ Accessibility requirements.
- ✔ Creating web pages.
- ✔ Left Side Navigation Block.
- ✔ Images
- ✔ Attachments
- ✔ Tables

1.0 Introduction

Drupal Web Content Management System (CMS) is an open source web content management system that allows users to easily publish, manage and organize a large variety of content on a website. Open source describes a broad general type of computer software that makes source code available to the general public with relaxed or non-existent copyright restrictions. Drupal also helps to facilitate the collaborative creation of websites.


Drupal is user-friendly and allows Information Providers (IPers) to manage and organize the release of new content.

1.1 Benefits of Drupal

Web-based: No special software installation is needed to be able to edit web pages.

Collaborative: Different people can edit different sections of the website at the same time. One limit however, is that two people cannot edit the same page at the same time.
Style & Content are separated: Content experts are able to make changes to areas of the website, without having to learn the style rules or web editing skills required in most web authoring software.

Users with minimal prior experience with creating web pages can easily navigate and use the functionality of Drupal.

A consistent University branding for web pages is maintained for faculty/department presence on campus.

### 1.3 University Pages

The University pages include the following:

- University homepage (shown below)
- Self directed pages: Alumni, Faculty & Staff, Current Students, and Future Students
- Main pages: About the University, Academic Programs, Research, Admissions, Student Life, Giving, and News & Events

These pages are managed by Public Affairs and Communications (PAC).

Public Affairs and Communications also creates and maintains a Special Interest Features (SPIFF) library. The contents of the SPIFF library are easy shared (syndicated) to anyone using the Content Management System.
1.4 Department Pages

There is currently four themes available for departments to use.

A typical department theme is shown below. The twelve blocks that make up the page are indicated by the numbered squares.

Each block is a distinct unit that is managed by different people. Three of these blocks, 1, 2 and 12 are managed by centrally. The remaining blocks are managed by IPers. The blocks, labeled by the numbered squares, are defined as follows:
<table>
<thead>
<tr>
<th>Region</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Top Banner Block - PAC</td>
<td>• Provides quick access to websites that are specifically related to student recruitment and the University's image.</td>
</tr>
<tr>
<td>Primary Navigation Block - PAC</td>
<td>• Provides the main navigation for the department's website.</td>
</tr>
<tr>
<td>Left Navigation Block - IPer</td>
<td>• The department can replace the banner with one of their own choosing.</td>
</tr>
<tr>
<td>Custom Header Left Block (Department banner) - PAC/IPer</td>
<td>• used to showcase a department's faculty, staff, alumni or other notable features and/or events • Highlights celebrate successes, accomplishments, draw attention to special facilities, resources, etc. Usually focuses on one subject. A new highlight can appear every few seconds.</td>
</tr>
<tr>
<td>Custom Header Right Block (Slideshow or Single image) - IPer</td>
<td>• SPIFFs link to more detailed articles about topics relevant to a department • A different SPIFF can appear on the page each time the page is visited. • IPers can submit content to PAC for inclusion in a SPIFF repository.</td>
</tr>
<tr>
<td>Body Block – Iper and Approver</td>
<td>• This area contains the content of this specific web page.</td>
</tr>
<tr>
<td>Sample Link, Right Sidebar Block - IPer</td>
<td>• These links can be turned on or off for the entire site. They do not change from page to page.</td>
</tr>
<tr>
<td>Department News, Right Sidebar Block - IPer</td>
<td>• Content for this area is drawn from a central repository as an RSS feed. • IPers must enter Department News in a separate database (<a href="http://www.uwindsor.ca/departmentnews">http://www.uwindsor.ca/departmentnews</a> or whatever it’ll be).</td>
</tr>
<tr>
<td>Department Events, Right Sidebar Block - IPer</td>
<td>• The IPer can elect to display Department Events on one or more departmental web pages. • Content for this area is drawn from a central repository (RSS feed).</td>
</tr>
<tr>
<td>Footer Contact, Footer Information Block - IPer</td>
<td>• The Contact Information is displayed on every department web page.</td>
</tr>
<tr>
<td>Global Footer Block – Web Management Committee</td>
<td>• This area contains utilities that are useful for the visitor. • It is maintained by the Web Management Committee.</td>
</tr>
</tbody>
</table>
Complete information about roles and responsibilities for the University’s Web site is available in Appendix A – Roles and Responsibilities. A complete list of the content management system functions that are centrally managed are listed in Appendix B – Features Maintained Centrally. A complete list of the functions available to Tier 2, 3 and 4 Information Providers are provided in Appendix C – Features Maintained by Departments.

2.0 Accessibility

The Accessibility for Ontarians with Disabilities Act (AODA), 2005 requires that Web sites are available to everyone regardless of their disability. The law further requires that starting now, all new content must be made accessible.

There have been two sets of Web Content Accessibility Guidelines (WCAG) published; the first in May 1999 and the second in December 2008, to help guide Information Providers to develop accessible Web sites. They are known as Web Content Accessibility Guidelines or WCAG 1.0 and WCAG 2.0 respectively. There are three levels of compliance or priorities that have been defined by WCAG. They are:

**Priority 1:** A Web content developer *must* satisfy this checkpoint. Otherwise, one or more groups will find it *impossible* to access information in the document. (16 checkpoints)

**Priority 2:** A Web content developer *should* satisfy this checkpoint. Otherwise, one or more groups will find it *difficult* to access information in the document. (30 checkpoints)

**Priority 3:** A Web content developer *may* address this checkpoint. Otherwise, one or more groups will find it *somewhat difficult* to access information in the document. (19 requirements)

*AODA 2005 requires that the University website be compliant to WCAG 2.0, Priority 2.*

Drupal provides Information Providers with features that help them comply with this required standard. It is the responsibility of IPers however, to ensure their site continues to remain compliant at this level. This requires an understanding of the checkpoints necessary to achieve compliance with the Priorities noted above.

The checkpoints are as follows:
Priority 1 Checkpoints

In General (Priority 1)

1.1 Provide a text equivalent for every non-text element (e.g., via "alt", "longdesc", or in element content). This includes: images, graphical representations of text (including symbols), image map regions, animations (e.g., animated GIFs), applets and programmatic objects, ascii art, frames, scripts, images used as list bullets, spacers, graphical buttons, sounds (played with or without user interaction), stand-alone audio files, audio tracks of video, and video.

2.1 Ensure that all information conveyed with colour is also available without colour, for example from context or markup.

4.1 Clearly identify changes in the natural language of a document's text and any text equivalents (e.g., captions).

6.1 Organize documents so they may be read without style sheets. For example, when an HTML document is rendered without associated style sheets, it must still be possible to read the document.

6.2 Ensure that equivalents for dynamic content are updated when the dynamic content changes.

7.1 Until user agents allow users to control flickering, avoid causing the screen to flicker.

14.1 Use the clearest and simplest language appropriate for a site's content.

And if you use images and image maps (Priority 1)

1.2 Provide redundant text links for each active region of a server-side image map.

9.1 Provide client-side image maps instead of server-side image maps except where the regions cannot be defined with an available geometric shape.

And if you use tables (Priority 1)

5.1 For data tables, identify row and column headers.

5.2 For data tables that have two or more logical levels of row or column headers, use markup to associate data cells and header cells.
And if you use frames (Priority 1)

12.1 Title each frame to facilitate frame identification and navigation.

And if you use applets and scripts (Priority 1)

6.3 Ensure that pages are usable when scripts, applets, or other programmatic objects are turned off or not supported. If this is not possible, provide equivalent information on an alternative accessible page.

And if you use multimedia (Priority 1)

1.3 Until user agents can automatically read aloud the text equivalent of a visual track, provide an auditory description of the important information of the visual track of a multimedia presentation.

1.4 For any time-based multimedia presentation (e.g., a movie or animation), synchronize equivalent alternatives (e.g., captions or auditory descriptions of the visual track) with the presentation.

And if all else fails (Priority 1)

11.4 If, after best efforts, you cannot create an accessible page, provide a link to an alternative page that uses W3C technologies, is accessible, has equivalent information (or functionality), and is updated as often as the inaccessible (original) page.

Priority 2 checkpoints

In General (Priority 2)

2.2 Ensure that foreground and background colour combinations provide sufficient contrast when viewed by someone having colour deficits or when viewed on a black and white screen. [Priority 2 for images, Priority 3 for text].

3.1 When an appropriate markup language exists, use markup rather than images to convey information.

3.2 Create documents that validate to published formal grammars.

3.3 Use style sheets to control layout and presentation.

3.4 Use relative rather than absolute units in markup language attribute values and style sheet property values.

3.5 Use header elements to convey document structure and use them according to specification.
3.6 Mark up lists and list items properly.

3.7 Mark up quotations. Do not use quotation markup for formatting effects such as indentation.

6.5 Ensure that dynamic content is accessible or provide an alternative presentation or page.

7.2 Until user agents allow users to control blinking, avoid causing content to blink (i.e., change presentation at a regular rate, such as turning on and off).

7.4 Until user agents provide the ability to stop the refresh, do not create periodically auto-refreshing pages.

7.5 Until user agents provide the ability to stop auto-redirect, do not use markup to redirect pages automatically. Instead, configure the server to perform redirects.

10.1 Until user agents allow users to turn off spawned windows, do not cause pop-ups or other windows to appear and do not change the current window without informing the user.

11.1 Use W3C technologies when they are available and appropriate for a task and use the latest versions when supported.

11.2 Avoid deprecated features of W3C technologies.

12.3 Divide large blocks of information into more manageable groups where natural and appropriate.

13.1 Clearly identify the target of each link.

13.2 Provide metadata to add semantic information to pages and sites.

13.3 Provide information about the general layout of a site (e.g., a site map or table of contents).

13.4 Use navigation mechanisms in a consistent manner.

And if you use tables (Priority 2)

5.3 Do not use tables for layout unless the table makes sense when linearized. Otherwise, if the table does not make sense, provide an alternative equivalent (which may be a linearized version).

5.4 If a table is used for layout, do not use any structural markup for the purpose of visual formatting.
And if you use frames (Priority 2)

12.2 Describe the purpose of frames and how frames relate to each other if it is not obvious by frame titles alone.

And if you use forms (Priority 2)

10.2 Until user agents support explicit associations between labels and form controls, for all form controls with implicitly associated labels, ensure that the label is properly positioned.

12.4 Associate labels explicitly with their controls.

And if you use applets and scripts (Priority 2)

6.4 For scripts and applets, ensure that event handlers are input device-independent.

7.3 Until user agents allow users to freeze moving content, avoid movement in pages.

8.1 Make programmatic elements such as scripts and applets directly accessible or compatible with assistive technologies [Priority 1 if functionality is important and not presented elsewhere, otherwise Priority 2.]

9.2 Ensure that any element that has its own interface can be operated in a device-independent manner.

9.3 For scripts, specify logical event handlers rather than device-dependent event handlers.

Priority 3 checkpoints

In General (Priority 3)

4.2 Specify the expansion of each abbreviation or acronym in a document where it first occurs.

4.3 Identify the primary natural language of a document.

9.4 Create a logical tab order through links, form controls, and objects.

9.5 Provide keyboard shortcuts to important links (including those in client-side image maps), form controls, and groups of form controls.
10.5 Until user agents (including assistive technologies) render adjacent links distinctly, include non-link, printable characters (surrounded by spaces) between adjacent links.

11.3 Provide information so that users may receive documents according to their preferences (e.g., language, content type, etc.)

13.5 Provide navigation bars to highlight and give access to the navigation mechanism.

13.6 Group related links, identify the group (for user agents), and, until user agents do so, provide a way to bypass the group.

13.7 If search functions are provided, enable different types of searches for different skill levels and preferences.

13.8 Place distinguishing information at the beginning of headings, paragraphs, lists, etc.

13.9 Provide information about document collections (i.e., documents comprising multiple pages).

13.10 Provide a means to skip over multi-line ASCII art.

14.2 Supplement text with graphic or auditory presentations where they will facilitate comprehension of the page.

14.3 Create a style of presentation that is consistent across pages.

And if you use images and image maps (Priority 3)

1.5 Until user agents render text equivalents for client-side image map links, provide redundant text links for each active region of a client-side image map.

And if you use tables (Priority 3)

5.5 Provide summaries for tables.

5.6 Provide abbreviations for header labels.

10.3 Until user agents (including assistive technologies) render side-by-side text correctly, provide a linear text alternative (on the current page or some other) for all tables that lay out text in parallel, word-wrapped columns.

And if you use forms (Priority 3)
10.4 Until user agents handle empty controls correctly, include default, placeholder characters in edit boxes and text areas.

2.1 Testing for Accessibility

The sixteen checkpoints specified for Priority 1 are reasonably tested using automated testing methods called “code validators”. Code validators however, are not fool-proof methods for testing the accessibility of your website. Some are better at checking some things better than others. IPers must understand the required checkpoints noted above and use them as web pages are being developed.

Some examples of accessibility validators include:
- WebAims WAVE evaluator (http://wave.webaim.org/)
- University of Toronto – AChecker (http://www.atutor.ca/achecker/)
- W3C – provides a comprehensive list of accessibility checkers (http://www.w3.org/WAI/ER/tools/complete)

More information that will help IPers to understand the AODA, standards required to develop accessible Web sites and to test their sites for compliance with accessibility standards using, for example, automated Website accessibility validation software, are provided on the Web Developers site (http://www.uwindsor.ca/webdev click on “Accessibility”).
3.0 Create Pages and Left Navigation

3.1 Login and Log out
In a browser, go to your homepage, for example, http://cms3.uwindsor.ca/yourdepartment

Type user at the end of the URL and hit the enter key: http://cms3.uwindsor.ca/yourdepartment/user

Please login to the root URL each time.

If you have not been e-mailed a test account, please use the one that we provide you during the training. (Eventually, you will be able to use your UWinID and password.)

Once in edit mode, you should see the black Edit Bar across the very top of the viewing pane:

To logout click on Log out “your userid” found on the far right side of the black Edit Bar. Please remember to log out of the website once you have completed your edits. The current system will keep you logged in for 1 hour unless you log out.

3.2 Create a Left Navigation Page
In the top menu, within the black Edit Bar, click on Content management, hover over Create content and click on Page.
Give your new page a title. The **Title** will appear in the title bar of the browser window. It is located above the body in the center of the page.

![Create Page](image)

Under **Menu settings**, provide a name for left navigation menu under **Menu link title**.

![Menu settings](image)

To have your page appear in the left navigation menu, choose **<Left Navigation>** from the **Parent item**: which is at the top of the list.

**Odette and Law**: should select one of the primary headings listed below **<Primary Links>** rather than Left Navigation.

The **Weight** of the new page determines the location in the left menu. 0 and negative numbers (-1 to -50) are lighter. They will appear higher in the menu, closer to the top. 1 and positive numbers (1 to 50) are heavier. They will appear lower in the menu, sinking to the bottom. Leave the **Weight** at 0 for now. You can drag and drop your pages later to organize them.

Type text into the **Body** area of the page. More details on using the Editor will be covered later.
Scrolling down below the body area reveals other options: Switch to plain text editor, More information about formatting options, Header Images, File attachments, Sections, Revision information, URL path settings, Authoring information, and Publishing options. These will be covered later, as needed.

Your changes will not be saved until you click the Save button. There is a Save button below the Body field. There is also a Save button at the bottom of the page.

Once you have saved your new page, it will appear in the Left Navigation menu.

### 3.3 Create a Left Navigation Sub Menu Page

Use the same steps that you used to create a page described above.

(Click on Content management, hover over Create content, click on Page.)

Give your page a Title and a Menu link title.
From the **Parent item list**, find –**About the Department** (or the name of the navigation link that should have a sub menu) from the list.

![Create Page](image)

Leave **Weight** as 0.

The **Select Target** always you to open the link within the same window (**None**) or in a new window (**New Window**).

Enter text into the **Body** field.

Click the **Save** button to save your changes.
The new sub page is in the Left Navigation menu. An arrow appears to the left of the parent showing sub link(s). Click the parent to show the sub link(s).

Continue to create menu pages until your **Left Navigation** menu is complete.

### 3.4 Create a Menu Item as a Title or Link

You may need to create a link in the left navigation menu that does not have a page associated with it. This menu item could link to a URL within UWindsor or elsewhere on the Internet.

Click on **Site building**, hover over **Menus**, click on **List menus** from the black **Edit Bar** near the top of the screen.

Click on the **Left Navigation** link from the **List menus** tab.
To add an item, click on the **Add item** tab.

**Odette and Law:** Choose Primary links rather than Left Navigation.

Enter the full URL eg. [http://www.uwindsor.ca/edfac](http://www.uwindsor.ca/edfac) in the **Path** field.

Enter the name that you would like to appear in the Left Navigation menu in the **Menu link title** field.
Enter a description of the link in the **Description** field.

Place the menu item into the correct menu by choosing **<Left Navigation>** from the **Parent item** drop down.

Leave the **Weight** as 0.

Select Target: **Self** for the same window or **New Window** for a opening the link in a new window.

Remember to save your new menu item by clicking the **Save** button.

### 3.5 Order Menu Items in the Left Navigation

To organize the links in the left navigation menu, move your cursor to the right of the first link in the menu. The words **configure** and **edit menu** appear. Click **edit menu**.

![Menu Items](image)

A list of the menu items appear.

You can also see a list of menu items by hovering over **Site building**, hovering over **Menus**, clicking **List menus**, and clicking **Left Navigation**.

Using the drag and drop handle within in the **List items** menu, drag the menu items up, down, or over to the left or right.

Click the **Save configuration** button to save your changes.
3.6 Hide Menu Items from the Left Navigation

Uncheck the Enabled box beside the menu item that you wish to hide. The menu item will not show in the Left Navigation. It will show in the Menu Item list as (disabled).

This option can be used for pages that you are developing that you do not wish to show within the left navigation. These pages are still available but not through the left navigation. Google can find these pages so they are not truly disabled. Users will also find disabled pages if they have them bookmarked.

Click the Save configuration button to save your changes.

3.7 Show Sub Menus Expanded in the Left Navigation

Check the box below the Expanded title beside the Menu Item that you wish to show as expanded. This sub menu will be expanded every time the menu loads.
Click the **Save configuration** button to save your changes.

### 3.8 Edit Menu Item Settings in the Left Navigation

Click the **edit** link below **Operations** to edit the associated menu item.

<table>
<thead>
<tr>
<th>Menu item</th>
<th>Enabled</th>
<th>Expanded</th>
<th>Operations</th>
</tr>
</thead>
<tbody>
<tr>
<td>About the Department</td>
<td>✔️</td>
<td>✔️</td>
<td>edit, delete</td>
</tr>
<tr>
<td>History</td>
<td>✔️</td>
<td></td>
<td>edit, delete</td>
</tr>
<tr>
<td>UWindsor Home</td>
<td>✔️</td>
<td></td>
<td>edit, delete</td>
</tr>
<tr>
<td>test1 (disabled)</td>
<td></td>
<td></td>
<td>edit, delete</td>
</tr>
</tbody>
</table>

The following settings can be changed: **Path**, **Menu link title**, **Description**, **Enabled** settings, **Expanded** settings, **Parent item**, and **Weight** of this menu item.

You **cannot** edit the **Body** of the page using this method. Instructions on editing the **Body** field can be found in later in this manual. You are simply editing how and where the item appears within the left navigation.
Click the Save button to save your changes.

You can also Delete the menu item using the button provided.

Deleting the menu item will delete that page from the left navigation menu. This does not delete the page from the system. The page can still be found in the Content list. View the list by hovering over Content management, hovering over Content, and clicking List from the black Edit Bar at the top of the page.

If you wish to delete the menu item, clicking the Delete button will prompt a question.

Are you sure you want to delete the custom menu item History?

This action cannot be undone.

[Confirm] [Cancel]

Click the Confirm button deletes the page from the menu.
3.9 Delete Menu Items from the Menu

Click the delete operation link. This will delete the page from the menu or sub menu. This does not delete the page from the system. The page can still be found in the Content list. Details on this can be found in the List Content section of this manual.

If you wish to delete the menu item, clicking the Delete button will prompt a question.

<table>
<thead>
<tr>
<th>Menu item</th>
<th>Enabled</th>
<th>Expanded</th>
<th>Operations</th>
</tr>
</thead>
<tbody>
<tr>
<td>About the Department</td>
<td></td>
<td></td>
<td>edit: delete</td>
</tr>
<tr>
<td>History</td>
<td></td>
<td></td>
<td>edit: delete</td>
</tr>
<tr>
<td>UWindsor Home</td>
<td></td>
<td></td>
<td>edit: delete</td>
</tr>
<tr>
<td>test1 (disabled)</td>
<td></td>
<td></td>
<td>edit: delete</td>
</tr>
</tbody>
</table>

Click the Confirm button deletes the page from the menu.

Are you sure you want to delete the custom menu item History?

This action cannot be undone.

Confirm  Cancel

3.10 Odette and Law additional Menus

The Odette and Law theme have two additional menus, Tactical Navigation and Audience Navigation which can be configured in the same manner as the Primary Links menu.
4.0 The Editor (FCK Editor: Frederico Caldeira Knabben)

4.1 Edit Existing Pages

To edit a page, while logged in, click the page from the left navigation menu. You will see a View, Edit, and Move to trash tab with the contents of the page. Click the Edit tab.

You can change the name of the page and edit all titles and menu settings.

The menu item can also be deleted using the Delete this menu item select box.

A yellow bar appears to notify you that the document is current locked. Other editors should not be able to edit this page until you navigate elsewhere.
Welcome

This document is now locked against simultaneous editing. It will unlock when you navigate elsewhere.

**Title:**

Welcome

**Menu settings**

- Delete this menu item.

**Menu link title:**

Home

The link text corresponding to this item that should appear in the menu. Leave blank if you do not wish to add this post to the menu.

**Parent item:**

<Left Navigation>

The maximum depth for an item and all its children is fixed at 9. Some menu items may not be available as parents if selecting them would exceed this limit.

**Weight:**

-50

Optional. In the menu, the heavier items will sink and the lighter items will be positioned nearer the top.

The Body content can be edited.

**Body:**

Click **Save** after you enter text.
To gain more space editing your text, click the **Collapse Toolbar** option. (The black arrow to the bottom left of the editor options.

Click the **Expand Toolbar** option to see the buttons again.

### 4.1 Add Text to Pages and Format

Text can be typed directly into the Body field or copied and pasted from other locations.

When typing into the Body, you can use the editor similar to how you use Word.

Type some text into your Body field.

Use the undo \(\rightarrow\) and redo \(\leftarrow\) buttons. (You can undo and redo multiple steps.)

Use the select all \(\text{select all}\) button. It should select all the text in the Body.

Bold \(\textbf{B}\), italicize \(\textit{I}\), underline \(\underline{U}\), and strike through \(\text{ABC}\) your highlighted text.

Use the remove formatting \(\text{remove formatting}\) button to remove the formatting on all highlighted text.

Highlight all the text. Copy it using the copy \(\text{copy}\) button, or Edit – Copy from the pull down menus in the browser, or Ctrl and c on your keyboard.

Paste it 2 times using the paste \(\text{paste}\) button, or Edit – Paste from the pull down menus in the browser, or Ctrl and v on your keyboard.
If you experience a dialog box forcing you to click Allow access, you can change your **Internet Explorer 7** options to make it go away.

Click the **Allow access** button. You may need to click it twice.

From Internet Explorer 7, choose **Tools – Internet Options** from the pull down menus.

Click the **Security** Tab.

Click the **Custom level...** button.

Scroll down. Set the **Allow Programmatic clipboard access** to **Enable**.

Click **OK**.

You will see a dialog box.

Click **Yes** to accept the change.

Click **Apply**. If Apply is greyed out, click **OK**.
You should be able to copy without getting the **Allow Access** message in the future.

Mozilla/Firefox has a similar feature.

Highlight the first piece of text that was pasted. Make it into a numbered list using the numbered list button.

Increase the indent of the text using the increase indent button.

You can separate bulleted items with a blank space by holding the “Shift” key down and then press the “Enter” key.

Highlight the second piece of text that was pasted. Center it using the center alignment button.

Click **Save** to view your changes.
Click the **Edit** tab.

Type new text into the **Body**. Hit the **Enter** key on the keyboard. This will create a new paragraph.

Type more text into the **Body**. Hit the **Shift** key as well as the **Enter** key. This will continue with the same paragraph.

To view the block structure of your text, click the block button.

The **P**’s are new paragraphs within the text.

The text typed using **Shift** and **Enter** should be with the same **P** block.

Turn off the block view by clicking the block button.

Use the **Backspace** key on your keyboard to delete a character to the left of your cursor. To delete an entire word to the left of your cursor, use the **Ctrl** key at the same time as the **Backspace** key on your keyboard.

You may have noticed that some of the buttons in the editor are greyed out. These buttons will be active when they can be used and grey when they cannot.
4.3 Format using Normal, Heading, etc.

A format is used for organizing your text and to distinguish different parts of your text.

Type Major Title then hit Enter.

Type Minor Title then hit Enter.

Type Normal text.

Highlight Major Title and use the Heading 1 Format.

Highlight Minor Title and use the Heading 2 Format.

Highlight Normal text and use the Normal Format.

These options can be used instead of using a font such as Arial or a size such as 9 pixels.

Click Save.
4.4 Copy Removing Format

We have previously copied using Ctrl + C, Edit – Copy from the menus, and the paste button.

These three options are equivalent.

We can also copy using the paste without format button, with the yellow T on it.

Navigate to a page on your existing website. Find a page that contains some formatting such as a bulleted or numbered list.

Copy a significant amount of text using Ctrl + C or Edit – Copy.

With your cursor in the Body field, use the paste without format button.

A dialog box will appear titled Paste as Plain Text.

Use Ctrl+V as requested and paste your content into the dialog box.

Click OK.

![Paste as Plain Text dialog box]

Use the show blocks button to view your paragraphs.

Click Save.
4.5 Copy from Word

Open Word.

Copy the same text that you pasted as plain text above into a new Word document. You should still see the formatting.

Save the Word file to My Documents on the hard drive. It will be used as a file attachment later.

Select all the text in Word and copy it to your clipboard using **Ctrl + c** or **Edit – Copy**.

With your cursor in the **Body** field above the previously pasted text, use the paste from Word button.

A dialog box will appear titled **Paste from Word**.

Use **Ctrl+v** as requested and paste your content into the dialog box.

Ensure that the **Ignore Font Face definitions box** is checked.

Click **OK**.

![Paste from Word dialog box](image)
Use the show blocks button to view your paragraphs.

Click **Save**.

View the differences between the text that was pasted without format and that pasted from Word.

From our experience, the text is the cleanest when you create it from scratch. The second best option seems to be from Word using the paste from Word button. You will have to determine which paste method works the best for the data that you are entering.

### 4.6 URL Hyperlinks

Type some text to highlight or highlight some existing text.

Click the hyperlink button while you have some text highlighted.

A dialog appears. Enter the URL of your homepage into the **URL** field provided.

Eg. [www.uwindsor.ca/its](http://www.uwindsor.ca/its) (The http:// is selected for you.)

Click **OK**.

Click the **Save** button.

You should have moved to the **View** tab where you will see a message that your page was updated.
Test the link that you just created to ensure that it works. It will open in the same browser window by default.

Use the back button in the browser to return to your editing screen.

Click the **Edit** tab.

Scroll down to the **Body** field.

Highlight the URL link that you just created, or place your cursor within the link.

Click the hyperlink 📬 button.

Move to the **Target** tab. Choose **New Window (_blank)** from the list provided.

Click **OK**.

Click the **Save** button.

Test the hyperlink. It should open the link in a new window.

Return to the page you were editing.

Click the **Edit** tab.
Highlight the URL or place your cursor within the text.

Click the remove hyperlink button.

Click the Undo button if you wish to bring it back.

If the button is greyed out, move your cursor outside of the text that was hyperlinked. The Undo button should now be active. Click the Undo button to bring the hyperlink back.

### 4.7 E-mail Hyperlinks

Type your first and last name into the Body. Highlight what you typed.

Click the hyperlink button.

Change URL under Link Type to E-Mail.

Enter your e-mail address into the E-Mail Address field.

Enter a Message Subject and a Message Body into the fields provided.

In the Mozilla web browser, the Message Body field uses spell checking.

Click OK.

Click Save.
The new e-mail link will open a new e-mail message with the subject and body text that you provided.

(This may not work in the classroom as you do not have Lotus Notes open. You can test it in your office.)

4.8 Find and Replace

The next item, anchor hyperlinks, requires a significant amount of text. Visit the HelpDesk FAQ website in a browser: http://www.uwindsor.ca/helpdesk/faq

Click the link in 2 labeled categorized list of all FAQ.

Click the plus sign beside Blackberry to open it.

Copy from 263 to 746. (Some numbers will be missing.)

In the Body field of the page that you are editing, click the paste without format button. (It has a yellow T on it.)

If the text that was pasted contains greater than > and less than < signs and/or vertical bars, we can remove them using the replace button.

Highlight the text that was copied from the HelpDesk FAQ website. (You can also use the select all button.)

Click the replace button.

A Find and Replace dialog box appears.

Type the less than and greater than signs with a space between them < > in the Find what: field.

Select the Match whole word box.

Click the Replace All button.
All `<` and `>` which were highlighted should have been removed (or replaced with nothing).

Repeat the sequence to remove the vertical bars `|`. Find the vertical bar `|` key on the right side of the keyboard using the `Shift` key and the `\` key.

### 4.9 Anchor Hyperlinks

Using the text that you copied and formatted above, place your cursor above 708 in the text (copied from the HelpDesk FAQs).

Click the anchor link `🔗` button.

Type `Unknown` into the field provided.

Click OK.

Place your cursor above 711.

Click the anchor link `🔗` button.

Type `Disable Phone` into the field provided.

Click OK.
You will notice anchor icons placed within the text.

Scroll back to the top of the page.

Type **Unknown** and type **Disable Phone**.

Highlight **Unknown**.

Click the hyperlink button.

Change **URL** to **Link to anchor in the text**. If you have not set-up anchors within the document, it will show an error message.

Find **Unknown** in the **Select an Anchor By Anchor Name** field.

Click **OK**.
Highlight **Disable Phone**.

Click the hyperlink 📞 button.

Change **URL** to **Link to anchor in the text** and find **Disable Phone** in the **Select an Anchor By Anchor Name** field.

Click **OK**.

Click **Save**.

Click **Unknown**. It should take you to **708** on the page.

Scroll back up to the top of the page.

Click **Disable Phone**. It should take you to **711** on the page.

Notice that your links, before they were clicked, were blue. Once visited, they changed to green.
4.10 Wrong Way to Copy Images

Visit the President’s page at: http://www.uwindsor.ca/president

Copy the text and the image.

Paste into the Body field using Ctrl+v, Edit-Copy, or the paste button.

Notice that the text and image are copied into a table. A table is not necessary in this case.

Click Save.

The page looks nice. However, the image is actually a reference to the location where it was copied. If the image is deleted from the President’s page, the image you are linking to will no longer work.

Check this by right-clicking the image in your browser.

Choose Properties.

Notice that the URL of the image is within the units/president website.

Return to the President's website.

**Copy** only the first 3 paragraphs of text in the left column.

Return to the **Body** field of the website you are editing.

Click **Edit**.

Move your cursor below the table.
Paste your text using the paste from Word button.

Using the block button, you will notice that your text was pasted into a single paragraph.

In the next section, we will save the image to the hard drive and upload it as an attachment.

4.11 Adding Attachments

Return to the President’s page, or visit a page within your website that contains an image that you want to copy.

Right-click the image.

Choose Save Image As... from the pop-up list.

Save the image to the My Documents folder using a short descriptive word such as President.

Below the Body field, you will see an arrow followed by File attachments.

Click File attachments.

Click inside the grey box or click the Browse button.

Find and click on the image that was just saved.

Click Open.

The file path will be shown in the Attach new file field. The file is not attached until you click the Attach button.

Click Attach.

You will notice that once the image is attached, the image name will show in the Description field.
The size of the image also shows. Remember to keep your images as small as possible. Under 20 kb, closer to 10kb or less, if possible.

The path to the image is shown below the Description field.

The select boxes are Delete and List.

Select the Delete box to delete the image. (The page must be saved to delete the image.)

Attach additional files using the Browse button to the right of the Attach new file field.

Attach the Word file that was created earlier.

Click Attach.

Notice the URL below the Description field.

Click Save. (A button exists above the file attachment area and at the very bottom of the page.)

Scroll all the way down to the bottom of the page being viewed.

The Attachment name and Size are visible.

Click Edit.

Scroll down to the File attachments.

Unselect both the boxes under List.

Click Save.
The images should now be hidden from the View tab.

Click Edit.

In the File attachments area, highlight and copy the URL for the image attached. NOTE: please remove the http://cms3.uwindsor.ca from the URL so that your URL begins with /department/site. It is best to use a relative URL whenever possible.

Eg. /its/wsg/sherri/sites/cms3.uwindsor.ca.its.wsg.sherri/files/President.jpeg

With your cursor at the far right side of the text in the first row, below the table, click the insert image button.

Paste your URL into the URL field.

Type a short description of the image in the Alternative Text field.

Choose Right from the Align box.

The image should show with sample text to the left.

Click OK.

Click Save.

The image is in place. We can add horizontal and vertical spacing to make it appear cleaner within the text.

Click Edit.

Right-click the image. Choose Image Properties.
Change **HSpace** (horizontal spacing) to **5**.

Change **VSpace** (vertical spacing) to **2**.

Click **OK**.

Click **Save**.

The image should fit into the text in a more pleasing way.

Click **Edit**.

The image will drag and drop within the text.

Adjust the placement of the image.

Test the other alignment options.

Click **Save**.

### 4.12 Linking to an Attached Word File

Navigate to the **File attachment** area of the page.

Highlight the URL of the Word file that was previously attached.


The first half of the URL is the website:

Eg. [http://cms3.uwindsor.ca/its/wsg/sherri/](http://cms3.uwindsor.ca/its/wsg/sherri/)

The second half of the website is the location of the Word file:

Eg. cms3.uwindsor.ca.its.wsg.sherri/files/1.1.1.doc

You only need to copy the location of the Word file.
Type new text and highlight it or highlight existing text in the **Body** field.

Click the insert link button.

Change **Protocol** to `<other>`.

**Paste** the URL into the **URL** field. If the entire URL was pasted, remove the first half (the URL of the website).

Make sure the **URL** field does not start with a slash.

Click **OK**.

![Link dialog box](image)

Click **Save**.

Test your link to the Word file.

Clicking the link should open a dialog box. Open the file in Word or Save the file to the hard drive.

If you attach a PDF file, the same instructions can be followed above to link to it. It will open right in the browser unless Adobe Writer is loaded. Then it will open in Adobe Writer.

### 4.13 Tables

Tables should be used sparingly or not at all. They make compliance with WCAG standards more difficult. Use them only when you have tabular data such as schedules.

If you don’t have any tabular data to copy from your own website, go to [http://www.uwindsor.ca/steps](http://www.uwindsor.ca/steps)

Click **Schedule** in the left menu.
Copy the text from the title April to the end of Multiple Choice Tests & Exams on this page.

Go back to the page that you are editing. Paste the text that you copied using Ctrl+v or the paste button. Notice the table that is created.

Let's create the same table. Click the insert / edit table button.

A dialog box appears.

You need 4 rows:
- a row for April,
- a row for April 1 data,
- a row for April 2 data,
- and a row for April 6 data.

In addition to 4 rows, you need 3 columns:
- a column for the date,
- a column for the time, and
- a column for the event.

Enter the required Rows and Columns into the dialog box.

Leave the Border size at 1. This is the thickness of the border.

Set the Alignment to Left.

Set the Width to 500 and leave pixels.

Leave the Height empty.

Leave cell spacing as 1. This is the thickness of the cells within the border.

Set the Cell padding to 2. This is the height of the cells.

Set the Caption to Schedule of April Events. This is a title for the table that will appear above the table.

Set the Summary to April Events. This is a comment that will not show.

Click OK.
Highlight all three cells in the top row.

Right-click the cells.

Hover over Cell and click Merge Cells.

Type April into the top row.

Copy April 1, 2009 from the existing table.

To avoid pasting the formatting from the copy, use the paste without format button to paste it into the new table.

A dialog box appears. Paste your text within the field provided.

Click OK.

Copy 05:30:00 PM – 06:30:00 PM from the first table.

Paste using the paste without format button into the new table.

A dialog box appears. Paste your text within the field provided.

Click OK.
The table cell that you are pasting into will have arrows on the top and right side to let you know the cell is active (your cursor is in it).

Repeat the copy and paste steps from *Preparing for Tests & Exams*.

**Bold** April and **Preparing for Tests & Exams**.

Click **Save**.

Compare the table that was copied to the one that you are creating.

Click the **Edit** tab.

Place your cursor within the table.

Right-click.

Click **Table Properties**.

A dialog box appears.

Change **Border size** to 0.
Click **OK**.

Click **Save**.

Notice that your table borders have disappeared.

Click the **Edit** tab.

Place your cursor in an empty row of the new table.

Right-click.

Hover over **Row** and click **Delete Rows**.

Repeat to delete the second empty row.

Place your cursor inside the row containing **April 1, 2009**.

Right-click.

Hover over **Row** and click **Insert Row After**.

Copy and paste the text from the above table into the empty row.

Click **Save**.
Verify the text alignment. If you need to make changes, click the **Edit** tab and make the changes.

To delete the copied table, right-click the table.

Click **Delete Table**.

<table>
<thead>
<tr>
<th>April</th>
<th>Cut</th>
<th>Copy</th>
<th>Paste</th>
<th>Column</th>
<th>Delete Table</th>
</tr>
</thead>
<tbody>
<tr>
<td>April 1, 2009</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>April 2, 2009</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>April 6, 2009</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>April</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Prep</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Test &amp; Exam Strategies</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Multiple Choice Tests &amp; Exams</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Preparing for Tests &amp; Exams</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Date of April Events</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
4.14 List All Content

To view a list of all the content on your web site, use the black edit bar, hover over Content Management and hover over Content and click List.

You can filter pages by their status, type and category. From the pull-down menus, you can filter pages by their status, type and/or category. Click on Filter to sort pages.

From this list of content, you can review the Title, Type, Author, Status and Operations. To edit content, click on Edit next to the page you wish to edit.

It is possible to execute an action on multiple files simultaneously. Click on the checkbox next to the title(s) you wish to change. Using the pull-down menu under Update Options, click on one of the options: Publishing, Unpublish, Delete, Update Alias Path. Click the Update button to make changes.
<table>
<thead>
<tr>
<th>Title</th>
<th>Type</th>
<th>Author</th>
<th>Status</th>
<th>Operations</th>
</tr>
</thead>
<tbody>
<tr>
<td>Slide show article new</td>
<td>Slideshow Article</td>
<td>per</td>
<td>published</td>
<td>edit</td>
</tr>
<tr>
<td>Academic Writing Centre (2)</td>
<td>Page</td>
<td>demo</td>
<td>published</td>
<td>edit</td>
</tr>
<tr>
<td>Academic Writing Centre (1)</td>
<td>Page</td>
<td>demo</td>
<td>published</td>
<td>edit</td>
</tr>
<tr>
<td>Please Do Not Modify this</td>
<td>Page</td>
<td>demo</td>
<td>published</td>
<td>edit</td>
</tr>
<tr>
<td>Peer Writer Right_Banner</td>
<td>Header Right Image</td>
<td>demo</td>
<td>published</td>
<td>edit</td>
</tr>
<tr>
<td>AWC Banner 2</td>
<td>Header Left Image</td>
<td>demo</td>
<td>published</td>
<td>edit</td>
</tr>
<tr>
<td>Test to slide show updated</td>
<td>Slideshow Article</td>
<td>demo</td>
<td>not published</td>
<td>edit</td>
</tr>
<tr>
<td>ELIP (option)</td>
<td>Page</td>
<td>demo</td>
<td>published</td>
<td>edit</td>
</tr>
<tr>
<td>About the Department</td>
<td>Category</td>
<td>demo</td>
<td>published</td>
<td>edit</td>
</tr>
<tr>
<td>test page save new</td>
<td>Page</td>
<td>testadmin</td>
<td>published</td>
<td>edit</td>
</tr>
<tr>
<td>Shahid Khan 2 new</td>
<td>Special interest feature</td>
<td>per</td>
<td>published</td>
<td>edit</td>
</tr>
<tr>
<td>Shahid Khan new</td>
<td>Special interest feature</td>
<td>testadmin</td>
<td>published</td>
<td>edit</td>
</tr>
<tr>
<td>Test Spdf new</td>
<td>Special interest feature</td>
<td>per</td>
<td>published</td>
<td>edit</td>
</tr>
<tr>
<td>Johns Test</td>
<td>Slideshow Article</td>
<td>demo</td>
<td>published</td>
<td>edit</td>
</tr>
</tbody>
</table>
Blocks and Sections

What we will learn:

✓ Custom Header Left
✓ Custom Header Right
✓ Departmental Highlights Slideshow.
✓ Right sidebar block.
✓ Footer contact, footer information block.
✓ Blocks
✓ Sections.

5.0 Blocks and Sections

5.1 Left Header Image

To add a Left Header Image, using the black edit menu, hover over Content management and hover over Create content and click on Header Left Image.
The **Create Header Left Image** screen will prompt you for a **Title**. The Title is not viewed by anyone except you. Best practice is to title header images as “Left Header image of . . .” This practice makes it easy to obtain a list of Left Header Images when changing between different header images. Ignore the **Menu settings** section. It is not relevant. Below **Header Left Image**, click **Browse** to locate an image file on your computer. Images should be 490 px by 185 px. After locating the image, click on **Upload**.

After you **Upload** your image, your image will appear as a thumbnail. To make your web pages comply with accessibility standards, add text in the **Alternate Text** and **Title** to describe the image. To make the banner the default image on all pages, check the box **On**.
Click **Save** at the bottom of the page.

You can upload additional images, Drupal will randomly select a Header Left Image each time the page is refreshed.

### 5.2 Right Header Image

To add a **Right Header Image**, use the black **edit menu**, hover over **Content management** and hover over **Create content** and click on **Header Right Image**.

Follow the same procedure for uploading and saving images as in section **5.1 Left Header Image**.

### 5.3 List Left Header Images

To view all Left Header Images, use the black **edit bar** and hover over **Site building** and then hover over **Header Images** and then click on **Left Header Images**.

![Menu Screenshot](image-url)
Images will be listed alphabetically.

5.4 List Right Header Images

To list the Right Header Images, use the black edit menu, hover over Site Management and hover over Header Images and then click on Right Header Images.

Follow the same procedure as section 5.3 List Left Header Images.

5.5 Block Sections (for Custom Header Right)

Block Sections are templates for groups of pages for indicating which blocks to display on a web page. This is used to vary from page to page whether department highlights, the Custom Right Header Image or nothing will appear in the upper right of the web page.

Using the black edit bar, hover over Site building, hover over Block Sections and click on List.

This lists all the block sections. It is recommended that you configure a block section to enable the blocks you wish to display on any given page. To configure a Section that is already created, click on edit next to the Section
Also, it is possible to add a new section, click on the Add new section tab.

If you create a new Section, type a descriptive name in the Section Name. This example will allow the Custom Header Right to appear rather than the Slideshow. Check the boxes of the blocks you want to appear on the web page. There are several Blocks which you must include when creating a new Section. They are: Footer Contact, Footer Share, Google CSE, and Left Navigation.

Click the Save button at the bottom of the page.
If you created a new Section, you need to apply the Block Section in your webpage. Locate the web page you want the Slideshow to appear in and click on the Edit tab.

Scroll towards the bottom of the page and find the Section location. Type in the first few letters of the section you want to add and select it from the list.

Click the Save button at the bottom of the page.

5.6 Create Custom Right Header Block (Departmental Highlights Slideshow)

First, create a page where users will end up after clicking on the “read more” teaser on the departmental highlight. This would be the target page of the Departmental Highlight.

Be sure to note the name of the page you created. The next steps will develop the slideshow. You will link to the page you just created in the slideshow.

To create a Slideshow Article within the Custom Right Header Block, use the black edit bar, hover over Content Management and hover over Create content and click Slideshow Article.

Type a title for slideshow article in the Title box. The Title will appear on the top of the image in the Custom Right Header Block.

Odette and Law: Have a similar feature called Feature Story. Please see supplemental material on this feature.
Ignore the “Menu settings” area.

To attach an image, click on the Browse button view files saved on your hard drive. Select the image from your hard drive and click Upload. The dimensions of the image should be 242 px by 125 px.

After the upload is complete, the resulting screen appears.

For accessibility, type in the Alternative Text and Title a description of the image. The Title displays when you hover over the image.
The **Read More**: input references the page you created about the departmental highlight. Type the URL or page name in **Read More**:

To save, click **Save** at the bottom of the screen

After saving the Slideshow Article, the system will confirm the Slideshow Article was created.

Click on the tab **Add to Slideshow**.

The **Add to Slideshow** tab displays the title **Slideshow**. To add to the Slideshow, click **Add to queue**.

### 5.7 Change the Title of Slideshow Block

The title which displays above the rotating slides by default reads “Department Highlights.” You can change the title to accurately reflect your slideshow.
Using the black edit bar, hover your mouse over Site building and hover over Blocks and click on List.

Locate the block, Slideshow which will appear in the list of regions under Header Random Images. Click on Configure.

In the Block Title, type the title you want to appear above your slideshow and click Save block.

5.8 Re-order or Delete Slideshow Articles

To re-order or delete Slideshow Articles, click on the Slideshow link.
Listed are the Slideshow Articles in the order in which they will display in rotation on a page.

Adjust the order of the slideshow by using the icons listed under the Operation column.

Up one position, down one position, top the head of the list, to the end of the list, remove.

After the list is in the appropriate order, click on Save.

To delete an article from the Slideshow, click on delete icon.

5.9 Edit Departmental Highlights

Edit Target of Department Highlight: To edit the target of the Departmental Highlight, after logging on with your user name and password, follow the link of the departmental highlight that you wish to edit. You can edit the target of the Departmental Highlight just as you would another web page by clicking the Edit tab.

Edit Slideshow Article: To edit the Slideshow Article, use the black edit bar, hover over Nodequeue and click List.
To review or change the order of the Slideshow, click on View.

Adjust the order of the slideshow by using the icons listed under the Operation column.

5.10 Block Sections (for Department Highlights – Slideshow)

Block Sections are templates for groups of pages for indicating which blocks to display on a web page. This is used to vary from page to page whether department highlights, the Custom Right Header Image or nothing will appear in the upper right of the web page.

Using the black edit bar, hover over Site building, hover over Block Sections and click on List.
This lists all the block sections. It is recommended that you configure a block section to enable the blocks you wish to display on any given page. To configure the default section, Click on Default Section.

The above example shows all the Sections created with the initial set up of your web site. The only Section in use is the Default Section.
If you want the Slideshow to appear on all pages using the Default Section, be sure that **Slideshow** is checked. Likewise, you will need to uncheck **Custom Header Right**. If you check both, both blocks will display on top of one another producing a less than desirable effect.

There are several choices which you must include when creating a new Section. They are: **Footer Contact**, **Footer Share**, **Google CSE**, and **Left Navigation**.

Click the **Save** button at the bottom of the page.

### 5.11 Sample Link – Right Sidebar Block

Using the black edit menu, hover over Site building and hover over Blocks and click on List.
Listed under right sidebar should be Sample Link Block. Click on configure.

Type a **Block description** and **Block title**. The **Block title** will display on the page as a header above the links.

In the **Block body**, type list of text to reference links, highlight the list and click on the **Insert/Remove Bulleted List** icon.

Create the link references using the **Insert/Edit Link** icon.

To save your changes, click **Save Block** at the bottom of the page.
5.12 Block Sections (for Sample Link Block)

Block Sections are templates for groups of pages for indicating which blocks to display on a web page. This is used to vary from page to page whether department highlights, the Custom Right Header Image or nothing will appear in the upper right of the web page.

Using the black edit bar, hover over Site building, hover over Block Sections and click on List

This lists all the block sections. It is recommended that you configure a block section to enable the blocks you wish to display on any given page. To configure the default section, Click on Default Section.
If you want the Sample Link Block to appear on all pages using the Default Section, be sure that **Sample Link Block** is checked.

There are several choices which you must include when creating a new Section. They are: **Footer Contact**, **Footer Share**, **Google CSE**, and **Left Navigation**.

Click the **Save** button at the bottom of the page.

### 5.13 Edit Contact Information

Using the black **edit menu**, hover over **Site building** and hover over **Blocks** and click on **List**.

Locate **footer info**. Click on **configure**.
Edit the text within the Block body and then click Save block at the bottom of the screen.

5.14 Site Information – Default Home Page

As the IP’er for your web site, you have the ability to change the default home page for your web site.

Using the black edit bar, hover over Site configuration and click on Site Information.

Scroll to the bottom of the screen and type the alias name of the web page that you wish for the default home page.

Default front page: *
http://cms3.uwindsor.ca/web/jpowell/

Reset to defaults
Click on **Save configuration** to save your changes.

### 5.15 Not Published (or Unpublished) Web Pages

You have the ability to **Published** or **Not Published** web pages. Published web pages after approval can be accessed via Left Navigation, by links or directly by URL. **Not Published** (sometimes referred to as **Unpublished**) pages will not appear in the Left Navigation and cannot be accessed by a link or directly by URL. If someone were to access a Not Published page, they will receive the message: Access Denied. The next section discusses describes how to create a custom error message.

To Not Publish a web page, scroll to the bottom of the web page in **Edit**. Click on **Publishing options** to expand. Uncheck the check box next to **Published**.

To Publish a page, simply check the box next to **Publish**.

Alternatively, if you want to make many pages Not Published, using the black *edit bar*, hover over **Content Management**, hover over **Content** and click on **List**. From the list of content, check the boxes next to the pages you wish to Not Publish. Using the pull-down menu under **Update options**, select **Unpublished** and click on **Update**.

To publish a page, check the box next to the page(s) you want to Publish. Using the pull-down menu under **Update options**, select **Publish** and click on **Update**.
5.16 Create Custom Error Page for Bad Links or Unpublished Pages (Optional Custom Messages)

To create custom error messages in case someone accesses a Not Published page or in the event that a link no longer exists on your web site, you can create a web page to address these situations.

Error number 403 (access denied) is the error returned when a page is Not Published. Simply create a web page with your custom message and save it noting the alias name of the page.

Using the black edit bar, hover over Site configuration and click on Error Reporting. Type in alias name of the page you created in the box below Default 403 (access denied) page:

Error number 404 (not found) is the error returned when a page is no longer available or does not exist. Simply create a web page with your custom message and save it noting the alias name of the page.

Using the black edit bar, hover over Site configuration and click on Error Reporting. Type in alias name of the page you created in the box below Default 404 (not found) page:
Department SPIFFs

What we will learn:

✓ Special Interest Features (SPIFFs).
✓ Ready to publish your site – retiring your old site, publishing your new site.
✓ Open dialogue – ideas for your new site.

6.0 Special Interest Features (SPIFFs)

Special Interest Features or SPIFF's are stories that generally highlight something noteworthy. The story may have relevance for just a specific department or it may have a much broader audience appeal. All SPIFF’s are syndicated, that is, they can be available to all IPers. SPIFFs reside in a central repository maintained by Public Affairs and Communications (PAC). A department may choose to have no SPIFFs displayed on their site, have a single SPIFF show continuously, or select a series of SPIFFs that randomly display on their site each time it is visited. All options are described in this document.

Think of SPIFFs as consisting of two parts. The first part is the SPIFF teaser. The teaser can appear on many Web pages throughout the University site. A typical SPIFF teaser is shown in the image below. The second part is the SPIFF itself. It is just a regular Web page that you create on your site.

If you have elected to show SPIFFs on your site the SPIFF teaser will appear in a rectangle just below the Left Navigation Block. It that contains a small image (101 pixel wide by 180 pixel high), a SPIFF title (maximum of 25 characters), and some text (150 character maximum). Together these three elements are carefully constructed to entice the web visitor to click on the SPIFF to find out more about this special interest feature.
The image on the left shows a SPIFF teaser that would appear below the Left Navigation Block if the IPer has selected at least one SPIFF for their site.

The SPIFF teaser consists of a SPIFF category “AFTER UWINDSOR” that is defined by PAC, a banner photo provided by the IPer (possibly with help from PAC), a short SPIFF Title, a short SPIFF article text, and a link to the full SPIFF article.

Anyone can create a SPIFF and request that PAC include it in the SPIFF repository. The process involves three steps:

**Step 1: create the story destined to become a SPIFF just as you would any other Web page.**

**Step 2: create the department SPIFF in the Repository.**

**Step 3: select one, or more, SPIFFs from the repository to be featured on your Web site.**

**Step 4: turn the Department SPIFF Block on.**

It is important to note that steps 1 and 2 are optional. An IPer does not have to create his/her own SPIFFs. There may be many SPIFFs already in the repository that may satisfy your department’s needs. You can select someone else’s Department SPIFF to include on your web site.

The steps required to create and integrate a SPIFF onto your website are described below.
6.1 Step 1 - Create the SPIFF story

Create a Web page that will become the SPIFF story just as you would create any other Web page as described beginning in section 3.2. You may or may not want to include the SPIFF story in your Left Navigation Block.

Only once the story is done should you proceed to the next step, request that the SPIFF is included in the SPIFF Repository.

6.2 Step 2 – Create the Departmental SPIFF in the Repository.

Open another tab in your browser and log in on the following site: http://cms3.uwindsor.ca/user. (Note: after you go live the reference to cms3 will change to cms1.)

You may be automatically logged in to the main site. If not, log in with your userid/password. You should see “Create Content” and “Create Department SPIFF” in the Left Navigation Block similar to the circled area in the image shown below ...

Click on “Create Content” to reveal “Create Department SPIFF” if it’s not already visible. Then click on “Create Department SPIFF”. You will now see a dialogue box similar to the one shown below.
Remember, you have already created the story that will be the SPIFF. All you are doing in this step is providing the information that will end up being the SPIFF teaser.

There are seven things you need to do in this step:
1. **Provide a title** for your SPIFF teaser - 25 characters max. Any additional characters you put in will be truncated in the SPIFF block view.

2. **Define the vocabulary** that will appear at the top of the SPIFF teaser.

3. **Provide a SPIFF block image.** These would typically be jpg images. The images will be resized by the Content Management System (CMS) to the appropriate size (180 pixels wide by 101 pixels high). It is recommended that the image displays better in landscape orientation.

4. **Provide the teaser.** This will be up to 150 characters of text. You will see a count of the remaining number of characters you can enter. Keep this succinct and carefully crafted to entice visitors to click on the Read link for more information.

5. **Paste the url or link** in the “Read More link” field. This is the link to the full SPIFF story related to the teaser that you created in section 15.1 above.

6. **Click whether you wish the SPIFF full story to open in a new window.**

7. Then click on “Save”.

Upon successful submission the SPIFF goes into the SPIFF repository. You can immediately select it for inclusion on your web site.

### 6.3 Step 3 - Selecting SPIFF teasers to appear on your Web site.

Your SPIFF teaser will appears automatically in the SPIFF repository.

The final step includes selecting the SPIFFs that you want to have on your site. These SPIFFs might include a combination of the ones you created as described above and/or other SPIFFs created by other people that might be relevant to your department.

The process to do this is described below.

1. **Open a tab** in your browser and **log in to the following site:**
   http://cms3.uwindsor.ca/user. (Note: after you go live the reference to cms3 will change to cms1.) Log in with your UWinID and the password you created to edit your web site in Drupal.

2. Click on **“View Approved Department SPIFFs”** that appears in the Left Navigation Block.

3. Select the department you want the SPIFF to appear on.
4. Select the tab labeled “Department SPIFF Content” on the screen that appears.

You will see a list, including thumbnail images, the title of the SPIFF, and the department name of all the SPIFF’s that have been approved and available for you to use on your site. The screen is similar to the one shown below.

5. You may select a category to filter the SPIFFs that will be presented to you. For example, if you have a series of SPIFFs already in the SPIFF Repository click on your department’s name.

6. Click on the “Select” box that appears just to the left of the SPIFF image of any new SPIFFs you want to include on your site.

7. Select as many SPIFFs as you need.
8. Click on “Submit” at the bottom of all the images listed on the page.

9. You will see the screen say “Content selected successfully” to confirm that your SPIFFs have indeed been selected.

Note that when you select SPIFFs to appear on your site they will not appear in the list of SPIFFs listed in “Department SPIFF Content”. SPIFFs you have selected will be displayed under the tab labeled “Your Selected Content”.

6.4 Turning the SPIIFF block On.

SPIFFs need to be turned on each page that you want them to display on your site.

You do this by logging into your site, click on Site Building, Block Sections and List. You will see a screen similar to the one shown below.
Now find “Default Section” in the list of Section Names (it’s circled in the diagram above). Click on the **Edit** link that is next to it. **Check the box** next to Department SPIFF Block and click on **Save** (see image below). You will see a message stating that the “Section Default Section was updated”. 

![Image of Block Sections](image-url)
6.5 Viewing the SPIFFs you selected to appear on your Web site.

Click on the tab labeled “Your Selected Content” and select the department you are managing. You should now see a screen similar to the one shown below.

This screen shows the SPIFFs you are currently displaying on your Web site. Remember, if you don’t have any SPIFFs selected, this area will be empty. If you have one SPIFF selected it will show on all your Web pages just below the Left Navigation Block. If you have selected more than one SPIFF they will randomly cycle every time a visitor to your site refreshes or reloads a Web page.

![View Approved Department SPIFFs](image-url)
6.6 Deleting SPIFFs

You can delete one or more SPIFFs that you have selected to display on your site by clicking on the check box to the left of the SPIFF image. Once you have selected all SPIFFs that you want to delete, click on Submit at the bottom of this page.

The page will be refreshed automatically to display the SPIFFs that still remain on your site.

6.7 Searching for the right SPIFF.

It is anticipated that a lot of SPIFFs will become available for you to choose for your site. There is a facility to help you search for the right SPIFF for you.

Click on the link labeled “Search Department SPIFFs” in the Left Navigator Block. The Department SPIFF Repository will display on the page. You can enter a keyword and then click on Apply to search through all the SPIFF names. The SPIFFs that satisfy your search criteria will be displayed below the keyword entry field. Click on the entries to review them and decide if they’ll work for you.

6.8 Notes about SPIFFs

If you have not selected any SPIFFs from the SPIFF repository the SPIFF block will not appear on your Web site.
If you select one SPIFF from the SPIFF repository that SPIFF will automatically show up on all your Web pages just below the Left Navigation Block.

If you select more than one SPIFF from the SPIFF repository then a different SPIFF from all the SPIFFs you selected will be displayed on all of your Web pages.

SPIFFs will automatically be listed on your web site for 60 days before it expires. One week before the expiration date, you will be notified that the SPIFF will be removed from your web site. Once the SPIFF expires, it will be removed from your web site.
7.0 Ready to Publish?

Information Providers will work with their department chairs/heads and the Web Site “Approver” to build out their site in Drupal. When the department deems that the site is ready for publication the IPer will inform Web Services Group via the Helpdesk (ext. 4440 or helpdesk@uwindsor.ca). Web Services Group will decommission the old site and commission the new site. Some of the activities included in this process include the following:

7.1 Decommissioning/Commissioning Process

After each training session and after the department has approved the site, Web Services Group will do the following:

- Ensure permissions are set up properly as per the department’s instructions
- Ensure security is set up properly – security audit
- Update redirects as required. Redirects to point to the new site. Note – redirects will be done using LotusNotes for the foreseeable future.
- Create redirects if required
- Decommission the old site after the redirect takes effect.

Decommissioning will also include:

- Remove world access from the old site
- “archive” the old site.
- Ensure all new links work
- Notify (e-mail) the IPer and department head that the site has been changed.
- Notify IPers across campus that this department will be going “live” with their new site and that they should check and update links as necessary.
- Set up Google Analytics.

7.2 Routine Follow-up

- Regular meetings with the department head, approver and IPer to review site.
- A review of analytics with IPer and department head.
• A review of intelliResponse (askUWindsor) analytics and FAQs in that resource and how they relate to the Department's needs.
• An assessment to determine how well the website is meeting the department's goals.
• Remedial actions will be recommended as required.
• Update contact lists i.e. who the IPers are, who the website approvers are.
• Ensure new IPers know where to get support, training, etc.
• Update IPers in resources such as the IPer forum.
• Validation checks for compliance with W3C standards for accessibility.
What we will learn:

- Web related policies.
- Using official sources of information.
- Tools that you should use.

8.0 Web related policies

There are policies that have been established to help guide you in the development of your Web site. These are provided here for your convenience. An up-to-date list of policies is provided at http://www.uwindsor.ca/policies.

8.1 Commercial Activity on the University of Windsor Websites

Policy Statement:

The promotion of commercial activities which do not directly support the University of Windsor’s educational and scholarly mission are not permitted on web pages. University web pages presenting information about an Academic Administrative Unit or area of study; a Faculty; non-academic program; or, activities offered by the University, may include recognition of sponsorship or donor support for events, programs, services, products, or facilities. Recognition of sponsorships or donor support may not necessarily include direct advertising of sponsor or donor products or services. Instead it may include links to web pages of a sponsor or donor or links to dedicated sponsor or donor recognition sections within the University Website. The Website Management Committee is authorized by the University, to determine whether web pages conform to the requirements of the Policy Statement on Commercial Activity on the University of Windsor Website.
For the purpose of this policy, the following definitions may be helpful:

"Commercial activity" is any activity undertaken by a business or organization external to the University or by a unit within the University for the purpose of revenue-generation.

The "University of Windsor's educational and scholarly mission" is that set of goals and enabling activities described in the University’s Mission Statement approved by the Board of Governors.

"Sponsorship or donor support" is any form of support, financial or otherwise, for a project, program, or event.

"Advertising" is a message created and displayed for the primary purpose of promoting a business or organization and/or the products and services of that business or organization. Graphic symbols such as logos are included in this definition and as such, are not allowed to appear on University web pages except in sections dedicated to the recognition of sponsors or donors. The name of the organization may appear as a text-based link in pages not specifically dedicated to such recognition.

### 8.2 Administrative Survey Policy

**Policy Statement:**
The University will be coordinating the administrative survey research on campus in order to ensure meaningful and reliable results.

Over the past few years there has been a significant increase in the number of surveys administered across campus. Given the increasing profile and importance of survey results, it is imperative that results be meaningful and reliable and that actions are coordinated in order to maximize response rates. With the increasing number of surveys administered, survey fatigue has become a serious concern, thus survey coordination is critical.

**Purpose:**
The purpose of this policy is to maximize the benefits of the administrative surveys on campus by:
- Avoiding the collection of duplicate information;
- Reducing possible survey fatigue by limiting the number and timing of surveys to any one specific group;
- Maximizing the participation rates for critical university administrative surveys;
 Ensuring those who undertake survey research are aware of Freedom of Information and Protection of Privacy (FIPPA) issue as well as the need to have Ethics Committee approval;

• Encouraging the communication and sharing of survey results with the campus community.

**Scope:**
This policy applies to all administrative surveys which involve a broad sampling or census of a population at the University (including applicants and alumni).

Faculty wide administrative surveys are covered by this policy; however, surveys involving small samples are not covered by this policy.

If there is any uncertainty as to whether or not the survey falls under this policy, Institutional Analysis (IA) should be contacted for guidance.

**Exceptions to Policy:**
This policy does not apply to:

a) individual faculty research;
b) surveys that involve small, specific sampling;
c) surveys that are part of assigned work of a course or degree requirements;
d) evaluation of an event by participants or feedback from clients at the point of service;
e) teaching evaluation forms.

**Definitions:**

NSSE (The National Survey of Student Engagement): This survey involves first entry program students in first and final year;

CUSC (Canadian Undergraduate Survey Consortium): The population of this survey rotates from all direct entry program undergraduates, all direct entry first year students and all direct entry programs with students just about to graduate. This survey does not include Law and Education students.

CGPSS (Canadian Graduate and Professional Student Survey): This survey covers all graduate students.

OUAC (Graduate Placement Survey): This survey is administered to students who have graduated from with an undergraduate degree from all programs.

LSSSE (Law School Survey of Student Engagement): This survey is designed specifically for Law students in all years.

**Procedure:**
An individual or group wishing to conduct a broad administrative survey or having responsibility for managing an external survey, should consider
whether or not it falls within this policy. If so, the individual or group must make an application to Institutional Analysis prior to administering the survey. This application will identify:

- The purpose of the survey and who is managing it;
- What data is to be collected and from what population;
- The sample size;
- How the survey will be administered;
- The planned timelines;
- If it is a one-time survey or if it will be administered on a cycle (frequency);
- If the final results will be made public or shared.

The application is to be made in the prescribed format (Appendix: Administrative Survey Form).

Institutional Analysis (IA) will discuss the survey with the group considering criteria such as:

- Is there other data available that will allow the survey to be avoided;
- Can the data needs be combined with other surveys planned;
- What is the optimal timing to ensure it does not interfere with university surveys. The surveys as noted in the definition section will take precedence over other survey research;
- Approvals required by the Ethics committee and FIPPA issues.

IA will recommend, annually, a schedule of surveys to be done (both by IA and others). This proposal will be brought forward to the Vice Presidents committee for review and to the Senior Management Group for approval.

**Contact Information:**
Office of Institutional Analysis ext 2162
8.3 Procedure for developing on-line forms.

1. Web Services Group routinely develops on-line forms used by researchers at the University of Windsor to collect data. This document describes procedures that will be followed by both the developers/programmers in Web Services Group - IT Services and the researcher for whom the on-line form(s)/survey(s) is being developed.

2. The researcher must obtain appropriate permissions/approvals from the Research Ethics Board to conduct survey research on human subjects. The Web site for this group is www.uwindsor.ca/reb. Web Services Group will provide evidence to the researcher, upon demand, to help Research Ethics Board understand or appreciate compliance with their policies.

3. Web Services Group will typically develop the following products for each request for on-line form(s)/survey(s) ...

- static web site - used by the researcher to introduce and describe the purpose of their research. This is typically requested by the Research Ethics Board as a mechanism to inform the public and research subjects the purpose and legitimacy of the research.

- on-line form(s) - typically these forms may include appropriate approval forms wherein the respondent/subject agrees to participate in the survey, contest entry forms if the research is providing some kind of incentive for participating in the study, the questionnaire(s) or survey(s) themselves along with any other on-line forms the researcher requires.

4. Web Services Group will ensure that security procedures are applied to protect access to the data collected by the on-line form(s).

5. A full-time Web Services Group staff member will always be assigned to work with the researcher. If a student has been assigned to work on the project the researcher cannot communicate with the student unless the communication is shared with the full-time staff member. The student will ensure that the researcher also communicates any changes of design or instructions to the full-time staff member in the event the student feels the researcher has not shared their communications with the full-time staff member assigned the project.

6. It is the responsibility of the researcher to ensure that the data collected by the on-line form(s) is as expected. The researcher must pre-test their on-line form(s), and any workflow associated with it. The researcher must ensure that he/she can transfer their data to an appropriate analytical engine (i.e., SPSS,
Excel, NUDIST, etc.). The researcher must demonstrate that he/she can analyze the data collected in the pretest, and later in the full study, as per their defined methodology.

7. The researcher will provide evidence (a note or e-mail) to Web Services Group, that they have fully tested the online data collection procedure and subsequent data analysis methodologies and that they function as expected.

8. Web Services Group will not agree to proceed with the survey unless the on-line surveys have been fully tested as per above. If the researcher decides to proceed without Web Services Group approval it is understood that Web Services Group will not be held responsible for any problems that may arise. If problems do arise and the researcher has not fully tested their on-line surveys as per the item above, Web Services Group will not be held responsible for any recovery methods.

9. All researchers will be presented with this policy and acknowledge that they understand the conditions of this policy and their responsibility.

10. All on-line forms will contain a FIPPA compliance message.

11. The researcher is responsible, after being trained by the full-time staff member, for creating the view(s) that collects the data, unless this is impossible or other arrangements have been made.

8.4 The University of Windsor WebMark

For your convenience, the following information is provided about the branding policy. More complete information is available at http://www.uwindsor.ca/brand.

All official University of Windsor Web pages must have the University's WebMark on the top right hand corner of the Web page. This WebMark is automatically positioned in its proper place in the template that University departments are required to use.

From time-to-time, at the sole discretion of the Office of Public Affairs and Communications (PAC), this WebMark may change. Web pages based on the official template will automatically update to show this new WebMark.

For other websites, perhaps HTML websites, you may wish to link to this image, as well:
<IMG SRC="http://www.uwindsor.ca/uweb/TopLevels.nsf/logosm.gif">

All you need to do is copy and paste this whole code into your html.

If you are placing this link onto a University of Windsor website that is located on www (the Cronus or Athena servers) it is more appropriate to use this code:

<IMG SRC="/uweb/TopLevels.nsf/logosm.gif">

### 8.5 Course/Program Information, Students Fees, Etc.

The official source of information for credit courses and programs that lead to a degree or diploma are provided on the University Calendar. This is also true of fees related to tuition and other services provided by the University. Information Providers **MUST NOT** duplicate or copy or provide their own descriptions of this information. Rather, they **MUST** link to these official sources of information. Your site will be examined to ensure that you do link to these official sources. The current Undergraduate Calendar is always at [http://www.uwindsor.ca/calendar](http://www.uwindsor.ca/calendar). The Graduate Calendar is always at [http://www.uwindsor.ca/gradcalendar](http://www.uwindsor.ca/gradcalendar). You may call the Helpdesk to inquire how to link to specific parts of the calendar. Fee information is available at [http://www.uwindsor.ca/cashiers](http://www.uwindsor.ca/cashiers).

### 8.6 Posting events and news stories.

Information Providers are encouraged to contact Public Affairs and Communications if they feel they have a newsworthy story that deserves publicity. These news stories can be syndicated through a variety of ways including RSS feeds that provide mechanisms to display your story in numerous ways. PAC can be reached at ext. 3238 or by e-mail at kevinj@uwindsor.ca.

Events should be posted to [http://www.uwindsor.ca/events](http://www.uwindsor.ca/events). This site provides an events calendar that can be syndicated, using RSS feeds to any web site. Departments may also request a departmental events category that can be used to post departmental events just to the department’s web site. In addition to events the site also provides a “ride board” and classified ads. More information is available on the site.
8.7 Plasma panel displays

Many units are acquiring large or plasma panel displays to display information to visitors to their area. A cost-effective service has been developed to help departments use these displays to their full potential. The displays can be customized for each department’s needs. This service also provides a simple, Web based, on-line management facility. In the event of an emergency, Campus Community Police can override building messaging with important emergency information for visitors in your building. If your department is considering such a display please contact the Web Services Group through the Helpdesk (ext. 4440 or helpdesk@uwindsor.ca)
A.1 Appendix A – Roles and Responsibilities

A.1.1 System Logging

The system shall allow for robust and granular logging of transactions. Logs shall be configurable to include who made changes, when the changes were made and what was changed. The override or truncate interval shall be configurable as well.

A.1.2 User roles and implications for publication workflow

Within the context of the Department Sites, three roles have been identified:

**PAC reviewer** – department changes shall generate a notification only event to a PAC reviewer who can subsequently perform a quality review on the change. Note: changes to the site shall be applied regardless of this review.

System shall allow rules to be configured for routing the notifications based on which site they came from.

System shall allow for a level of granularity in terms of the types of changes that require notification.

If possible, system shall allow a generic workbox to be setup to receive these notifications, with multiple people having access to review the changes.

Note: customizations should not be applied to meet these requirements.

**Department Approver** – the person responsible for approving content submitted within the department site, prior to the changes appearing on the website. This may or may not be the same person as the IPer, depending on the department.

**Department IPer/Administrator** – the administrator of the department level site, responsible for content authoring, editing and images/block settings for the department site. Department Contributor – contributes new content and images to the department site within existing structures. IPer/Administrator must review/approve submissions from Contributors prior to final publishing to the website.

The above roles can be adjusted in the future, and appropriate workflow steps can be changed as well.

Email notifications shall be inserted at different steps in the publication process. Emails shall include URL such that the recipient can login to the system directly to the appropriate page and take action. Examples of where this will be needed include:
• Addition of a new page,
• Banner images updated,
• Block settings turned on/off, and
• Pages edited.

There are also two other roles at the administrators level. These are:

**Super Admin** – maintains the Drupal Content Management System. This person also creates and distributes resources to departments so that they can create websites using the Content Management System.

**Global Administrator** – responsible for the items specified in the section titled “Features maintained Centrally”
B.1 Appendix B – Features Maintained Centrally

B.1.1 Templates, page layouts
- Ability to add new webpage templates into the environment, making those templates available to the departments for their selection and use.
- Ability to edit layouts of existing webpage templates; changes shall apply automatically to department sites leveraging those templates. For example:
  - Change the column width of the left column
  - Change the height of the page header
  - Change the banner image height

B.1.2 Colour options
- Ability to add, edit, delete colour palette options available to departments.
- New colour palettes shall be available to departments for their selection.
- Each colour palette shall have a name, thus a naming convention can be established and maintained
- Changes to existing palettes shall apply automatically to department sites leveraging those templates.

B.1.3 Header
- Ability to add, edit or delete links menus, logos and search boxes in the header of the web page template. Changes shall include the content itself and the display of the content. Changes shall apply automatically to department sites. Ability to change the height of the header
- The department header is a global element, and should be maintained in one place, regardless of how many different templates or pages leverage the header. University Site header should be maintained separately
- Ability to add, edit, delete logos available to departments for their selection in the header

B.1.4 Footer
- Ability to add, edit or delete footer elements including but not limited to Share, Podcast and RSS links blocks. Changes shall include the content itself and the display of the content, including the height of the footer. Changes shall apply automatically to department sites.
• Ability to change the position and display style of the contact information block in the footer. Note that the content of the contact information block is controlled at the department level.

• The department footer is a global element, and should be maintained in one place, regardless of how many different templates or pages leverage the footer. The University Site footer should be managed separately.

• Ability to set and maintain a Maps & Directions link in the footer, below the contact information. This would be managed centrally and would appear on all department level sites.

B.1.5 Global Blocks

• Ability to add, edit or delete blocks from the left column including but not limited to the Syndicated Content SPIFF. Changes shall apply automatically to department sites. Changes shall include:
  • the existence of the block
  • whether it is set to display on the sites, global on/off switch
  • the display/theme of the block itself
  • the positioning of the block relative to other blocks in the left column
  • The content included in the block. Note: for some blocks, the content could be fed from other sources inside or outside of Drupal. In these cases, the configuration of the block will still be maintained centrally.

B.1.6 Block renderings for Department Specific Blocks

• Ability to change the appearance of the Department Highlights block. Changes shall apply automatically to all department sites. Changes specifically are:
  • The position and size of the heading bar
  • The font settings for the heading within the heading bar
  • The button controls for scrolling within the block
  • The default time setting that controls how long the site script will stay on one item in the block before changing to the next item
  • Note: the colour palette choice, the block display on/off settings and the content within the block are controlled at the department level

• Ability to change the appearance of the Department News and Department Events blocks. Changes shall apply automatically to all department sites. Changes specifically are:
  • The position and size of the heading bar
  • The font settings for the heading within the heading bar
  • Note: the colour palette choice and the block display on/off settings are controlled at the department level

• Ability to change the appearance of the Department Links block. Changes shall apply automatically to all department sites. Changes specifically are:
  • The position and size of the heading text and horizontal line
• The bullet style
• Note: the colour palette choice, the block display on/off settings and the content within the block are controlled at the department level
C.1 Appendix C - Features Maintained By The Departments

C.1.1 Colour palette selection
• Ability to designate a colour palette for the site, choosing from a pre-defined list of colour palette options. Colour choice can be made or changed at any point in time, and shall take effect automatically.

C.1.2 Header
• Ability to turn Audience Navigation menu on/off. Changes shall take effect automatically
• Ability to select a logo from a pre-defined list of choices. Logo choice can be changed at any point in time, and the change shall take effect automatically.

C.1.3 Banner images
• Ability to add or delete primary banner image(s) to the site
• Ability to designate a default primary banner image for the site. The image can be changed at any time, changes shall take effect automatically.
• Ability to override the default primary banner image on an individual page level. Override can be removed or changed at any time, changes shall take effect automatically.
• Ability to add or delete Department Title image(s) to the site.
• Note: this is the white text that floats over the banner image, it will be an image itself with a transparent background and a drop shadow
• Note: the PAC group will provide the Department Title image to each department. The image will be the same size as the primary banner image, and the text will be positioned in a variety of locations based on individual situations
• Ability to designate default Department Title image for the site.
• Ability to override the default Department Title image on an individual page level. Override can be removed or changed at any time, changes shall take effect automatically.
• Ability to add or delete secondary banner image(s) to the site.
• Ability to designate a default secondary banner image for the site. The image can be changed at any time, changes shall take effect automatically.
• Ability to override the default secondary banner image on an individual page level. Override can be removed or changed at any time, changes shall take effect automatically. Note: this image will only display if the Department Highlights SPIFF is set to “off”.

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C.1.4 Footer contact block
- Ability to add or edit the contact information in the Contact Footer block. Changes shall take effect automatically.
- System shall allow flexibility to add atypical information in the contact information block, such as more than one address or phone number.

C.1.5 Pages
- Ability to add or edit pages and their associated data elements (including Page Heading) into the site.
- Ability to “soft delete” pages from the site. These pages would not be deleted from the system, but would not display on the website nor on any search engine index. These pages could be re-activated at any time, this change shall take effect automatically.
- Ability to delete pages from the site. A warning should be displayed that the deleted page will be permanently removed.
- Ability to add inline video within the body copy area of a page
- Ability to add audio/podcast files within the body copy area of a page

C.1.6 Left column links menu
- Ability to add, edit or delete links in the left column menu at the site and/or individual page level
- Menu shall allow internal or external links
- Order of links within menu shall be configurable within the system
- Left column menu links display shall behave as follows:
  - Secondary links shall always display
  - Tertiary links shall only display when a parent or sibling link has been selected
  - Fourth-level links shall only display when a parent or sibling link has been selected
  - Nested links beyond four levels will be allowed within the system, but will not be indented. The visual presentation of the links will be less than ideal, and four plus levels should be discouraged.
  - A visual cue shall be added to denote when a link has child links “>”

C.1.7 Related links block
- Ability to turn on or off the Related Links block at the individual page level.
- Ability to add, edit or delete links in the Related Links block
- Link title and link itself shall be configurable
- Block shall allow internal or external links
- Order of links within block shall be configurable within the system
- Note: The Related Links title is fixed and cannot be changed at the Department Level
C.1.8 Department Highlights Feature (SPIFF)

- Ability to default the Department Highlights block to on or off as a default at the site level. The default can be changed at any time, changes shall take effect automatically.
- Ability to override the default setting at an individual page level. The override can be removed at any time, and this change shall take effect automatically.
- Ability to add or edit the text Heading that displays in the colour bar above the photo in the block.
- Ability to add, edit, delete and re-order one or more of two distinct types of content to be displayed in the block (should work similar to U Home Page slideshow within Drupal).
- “Billboards”, “Factoids”, images with an optional title and no link
- Featured content or stores, images with a title and a link to an internal or external page
- Website user shall be able to scroll through the stories using the button controls.
- Site shall automatically scroll through the stories at a time interval. The default interval will be set centrally. The system shall allow the time interval to be deactivated as well, thus the stories would not scroll automatically.
- The title shall have a character limit. The title shall always display in white text. A black gradient treatment shall be applied to the photo such that the text is readable.

C.1.9 Right column Links block

- Ability to set the Department Links block to on or off as default at the site level. The default can be changed at any time, and the change shall take effect automatically.
- The default can be overridden at the individual page level. The override can be removed at any time, and this change shall take effect immediately.
- The title of the Department Links block is configurable and can be edited at any time, Any change to the title shall take effect immediately.
- Ability to add, edit or delete links in the Right column Links block
- Link title and link itself shall be configurable
- Block shall allow internal or external links
- Order of links within block shall be configurable within the system

C.1.10 Department News block

- Ability to turn on or off the Department News block at the site and/or individual page level.
• Ability to set, modify the URL of the RSS feed that provides the content for the block. Note: the feed itself will be setup by ITS, and provided to the Department
• Ability to set, modify the number of stories displayed in the block, default is 5
• Ability to set, modify the Read All link URL, and the link could be internal or external
• A link within the block shall allow a site visitor to subscribe to the feed

C.1.11 Department Events block
• Ability to turn on or off the Department Events block at the site and/or individual page level.
• Ability to set, modify the URL of the RSS feed that provides the content for the block. Note: the feed itself will be setup by ITS, and provided to the Department
• Ability to set, modify the number of events displayed in the block, default is 5
• Ability to set, modify the Read All link URL, and the link could be internal or external
• A link within the block shall allow a site visitor to subscribe to the feed
D.1 Appendix D - Special Interest Features – SPIFF’s

The Department sites shall contain a block in the left column that is similar to the SPIFF block on the main University site. This block is labeled herein as the Syndicated SPIFF block. The content displayed in the block shall be managed in a central repository. Department IPers shall have access to the repository to select stories of interest for display on their individual sites. In this way, content will be syndicated across the breadth of department sites at the University.

- IP’ers have the ability to add SPIFF entries to a central library or repository. These entries will be references to featured “stories” which exist on a web page. The references will contain the following data elements:
  - Title
  - Teaser
  - Image
  - Reference Link (internal link or external URL)
- PAC shall have the ability to modify existing SPIFF entries
- Department level IPers can search for stories based on keywords in the title or teaser
- Department level IPers can sort or filter stories based on keywords or entry date
- The system shall display the number of active department links on each SPIFF entry.
- The system shall display the sites that are currently linked to a SPIFF entry.
- The system shall allow department level IPers to view SPIFF entries
- The SPIFF entries shall include a death date. The SPIFF shall no longer display if the current date is after the death date. A notification email shall be sent to any IPers linked to the story upon the death date.
- Department level IPers can select or unselect one or more stories for display in the left column SPIFF on their site. The Department level IPer is the single authority of what stories display on their site, with the exception of when the story is past the dead date.
- Department level IPers can opt-in or opt-out of an email or workflow alert within a Drupal system inbox, notifying them of new stories that match their keywords of interest.
- The system shall not allow the department IPers the explicit ability to turn off the SPIFF block on their site. However if they do not associate
any stories from the repository to their site, the block shall not display on the website.

- On the website, a story will be displayed in the block at page load. The story will be randomly selected from the stories in the repository that are associated with the given Department.

- The text heading for the heading of the SPIFF block shall be maintained globally across all sites, by PAC. The heading text can be edited at any time and changes shall take effect immediately across all sites.

- The system shall allow a death date to be set on a SPIFF story. On said date, the system shall trigger an alert via workflow or email that would notify any associated department IPers that they should consider removing the story from their site. This is a notification only, the IPer has the option to retain or remove the story. This is a nice to have requirement.
## E.1 Appendix E – Editor Toolbar Functions

<table>
<thead>
<tr>
<th>Toolbar Element</th>
<th>Function</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image" alt="Source" /></td>
<td>View or edit the document source code (for advanced users). See <a href="#">Source Editor</a>.</td>
</tr>
<tr>
<td><img src="image" alt="Cut" /></td>
<td>Cut the highlighted text to the clipboard. See <a href="#">Cut, Copy and Paste</a>.</td>
</tr>
<tr>
<td><img src="image" alt="Copy" /></td>
<td>Copy the highlighted text to the clipboard. See <a href="#">Cut, Copy and Paste</a>.</td>
</tr>
<tr>
<td><img src="image" alt="Paste" /></td>
<td>Paste the data copied to the clipboard with formatting. See <a href="#">Cut, Copy and Paste</a>.</td>
</tr>
<tr>
<td><img src="image" alt="Paste" /></td>
<td>Paste the data copied to the clipboard without formatting. See <a href="#">Cut, Copy and Paste</a>.</td>
</tr>
<tr>
<td><img src="image" alt="Paste" /></td>
<td>Paste content copied from Microsoft Word or similar applications. See <a href="#">Cut, Copy and Paste</a>.</td>
</tr>
<tr>
<td><img src="image" alt="Undo" /></td>
<td>Undo the most recent action taken. See <a href="#">Undo and Redo</a>.</td>
</tr>
<tr>
<td><img src="image" alt="Redo" /></td>
<td>Redo the most recent action taken. See <a href="#">Undo and Redo</a>.</td>
</tr>
<tr>
<td><img src="image" alt="Find" /></td>
<td>Find a word or phrase within the document. See <a href="#">Find and Replace</a>.</td>
</tr>
<tr>
<td><img src="image" alt="Find" /></td>
<td>Find and replace a word or phrase within the document. See <a href="#">Find and Replace</a>.</td>
</tr>
<tr>
<td><img src="image" alt="Select" /></td>
<td>Select the entire text in the document.</td>
</tr>
<tr>
<td><img src="image" alt="Remove" /></td>
<td>Remove the formatting from the highlighted text.</td>
</tr>
<tr>
<td><img src="image" alt="Convert" /></td>
<td>Converts the text in hyperlinks. It may also be used to manage file uploads and links to files on the web server. See <a href="#">Links, E-Mails and Anchors</a>.</td>
</tr>
<tr>
<td>Icon</td>
<td>Description</td>
</tr>
<tr>
<td>------</td>
<td>-------------</td>
</tr>
<tr>
<td><img src="image1.png" alt="Image" /></td>
<td>Removes the text in hyperlinks. It may also be used to manage file uploads and links to files on the web server. See <a href="#">Links, E-Mails and Anchors</a>.</td>
</tr>
<tr>
<td><img src="image2.png" alt="Image" /></td>
<td>Link to Menu (within the website).</td>
</tr>
<tr>
<td><img src="image3.png" alt="Image" /></td>
<td>Inserts or modifies a link anchor. See <a href="#">Links, E-Mails and Anchors</a>.</td>
</tr>
<tr>
<td><img src="image4.png" alt="Image" /></td>
<td>Inserts images into the document. See <a href="#">Inserting Images</a>.</td>
</tr>
<tr>
<td><img src="image5.png" alt="Image" /></td>
<td>Inserts an Adobe Flash element into the page.</td>
</tr>
<tr>
<td><img src="image6.png" alt="Image" /></td>
<td>Creates a table with the defined number of columns and rows. See <a href="#">Tables</a>.</td>
</tr>
<tr>
<td><img src="image7.png" alt="Image" /></td>
<td>Inserts a horizontal line.</td>
</tr>
<tr>
<td><img src="image8.png" alt="Image" /></td>
<td>Inserts symbols &amp; special characters (accented characters, trademark, currency symbol, etc.).</td>
</tr>
<tr>
<td><img src="image9.png" alt="Image" /></td>
<td>Styles &amp; formatting determine the appearance and semantic value of your document. You may use the drop down boxes to apply styles, set the font, its size, etc. To remove the applied style select the style name again. See <a href="#">Text Formatting</a>.</td>
</tr>
<tr>
<td><img src="image10.png" alt="Image" /></td>
<td>Applies <strong>bold</strong>, <em>italic</em>, <em>underscore</em> or <em>strikethrough</em> formatting to the highlighted text. See <a href="#">Text Formatting</a>.</td>
</tr>
<tr>
<td><img src="image11.png" alt="Image" /></td>
<td>Subscript the highlighted text. See Subscript in <a href="#">Text Formatting</a>.</td>
</tr>
<tr>
<td><img src="image12.png" alt="Image" /></td>
<td>Superscript the highlighted text. See Superscript in <a href="#">Text Formatting</a>.</td>
</tr>
<tr>
<td><img src="image13.png" alt="Image" /></td>
<td>Creates numbered lists. See <a href="#">Creating Lists</a>.</td>
</tr>
<tr>
<td><img src="image14.png" alt="Image" /></td>
<td>Creates bulleted lists. See <a href="#">Creating Lists</a>.</td>
</tr>
<tr>
<td><img src="image15.png" alt="Image" /></td>
<td>Decrease the text indentation.</td>
</tr>
<tr>
<td><img src="image16.png" alt="Image" /></td>
<td>Increase the text indentation.</td>
</tr>
<tr>
<td>Icon</td>
<td>Description</td>
</tr>
<tr>
<td>------</td>
<td>-------------</td>
</tr>
<tr>
<td><img src="image" alt="Left Alignment" /></td>
<td>Sets the text alignment to left. See Text layout and format in <a href="#">Text Formatting</a>.</td>
</tr>
<tr>
<td><img src="image" alt="Center Alignment" /></td>
<td>Sets the text alignment to centered. See Text layout and format in <a href="#">Text Formatting</a>.</td>
</tr>
<tr>
<td><img src="image" alt="Right Alignment" /></td>
<td>Sets the text alignment to right. See Text layout and format in <a href="#">Text Formatting</a>.</td>
</tr>
<tr>
<td><img src="image" alt="Block Elements" /></td>
<td>Shows where the block elements boundaries in the text.</td>
</tr>
<tr>
<td><img src="image" alt="Quotation" /></td>
<td>Format a block of text to identify quotations (text provenient from other sources).</td>
</tr>
<tr>
<td><img src="image" alt="Justify Alignment" /></td>
<td>Sets the text alignment to justified. See Text layout and format in <a href="#">Text Formatting</a>.</td>
</tr>
<tr>
<td><img src="image" alt="Spell Check" /></td>
<td>Spell check the text in the document. See <a href="#">Spell Checking</a>.</td>
</tr>
<tr>
<td><img src="image" alt="Page Break" /></td>
<td>Inserts a printing page break. Only impacts printed version.</td>
</tr>
<tr>
<td><img src="image" alt="Maximize Editor" /></td>
<td>Maximizes the editor size inside the browser.</td>
</tr>
</tbody>
</table>
F.1 Appendix F – Keyboard and Mouse Tips

The Enter key on your keyboard will create a new paragraph. To enter to the next line and remain within the same paragraph, use the Shift and Enter keys at the same time.

The Backspace key will delete the character to the left of your cursor. To delete an entire word to the left of your cursor, use the Ctrl key at the same time as the Backspace key on your keyboard.

Copy using the Ctrl and the C on the keyboard or Edit – Copy from the pull down menus in your browser.

Paste using the Ctrl and the V on the keyboard or Edit – Paste from the pull down menus in your browser.

Cut using the Ctrl and X on the keyboard or Edit – Cut from the pull down menus in your browser.

Mouse:

If you double click on a word, you select the word. If you triple click on a word, you select the entire paragraph.