Visual Guide to Placing Content on WA Portal

WA PORTAL

This guide will skip the easy and obvious buttons in the toolbar and provide a deeper dive into the less familiar tools to help you place content on the site.

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Also see answers for:

How do you make an image a clickable link for readers?

Can we post videos?

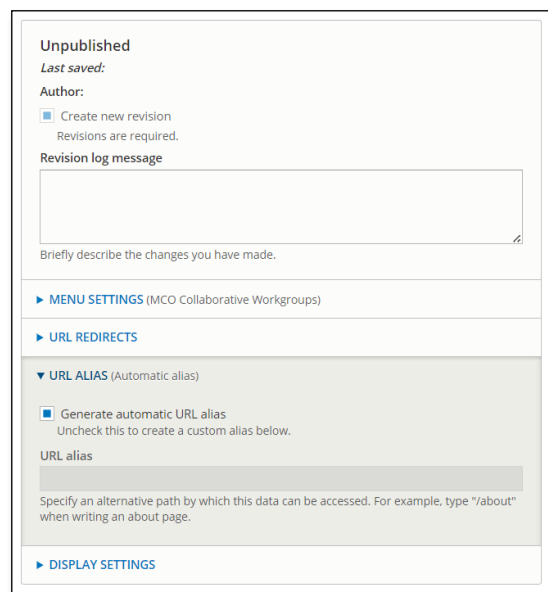When I am editing a page, should I save as draft or unpublished?

How do I create a link that opens in its own tab?

Are you editing a page?
## Do not change Settings

While editing a webpage avoid clicking on any of the settings options on the right side. This is a default menu of settings that potentially affects functionality across the Portal website and should only be adjusted by the WA Portal support team.

MAKE NO CHANGES IN THIS AREA

Unpublished
Last saved:
Author:
☐ Create new revision
  Revisions are required.
Revision log message

Briefly describe the changes you have made.

▶ MENU SETTINGS (MCO Collaborative Workgroups)

▶ URL REDIRECTS

▼ URL ALIAS (Automatic alias)

☐ Generate automatic URL alias
  Uncheck this to create a custom alias below.
URL alias

Specify an alternative path by which this data can be accessed. For example, type "/about" when writing an about page.

▶ DISPLAY SETTINGS

1.30.24

# How to put an image on a page

WA PORTAL

Placing images will go more smoothly if you have a plan for how you want images and text to look on your page. Images will look best and be easier to work with if you use a layout tool as a container for the image, such as an accordion, the template options, or a cell in a table. See the Time-saver tips below for guidance. Important: Please also rename your images if needed after reading the Important File Name Protocols on the next page.
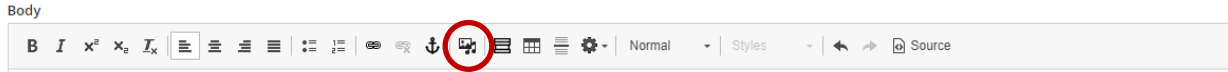
Step 1

Click Edit on your page and place your cursor where you want the image to be on the page. Make note of where your image is saved on your computer and then click the image/recording icon in the toolbar (in red circle above).

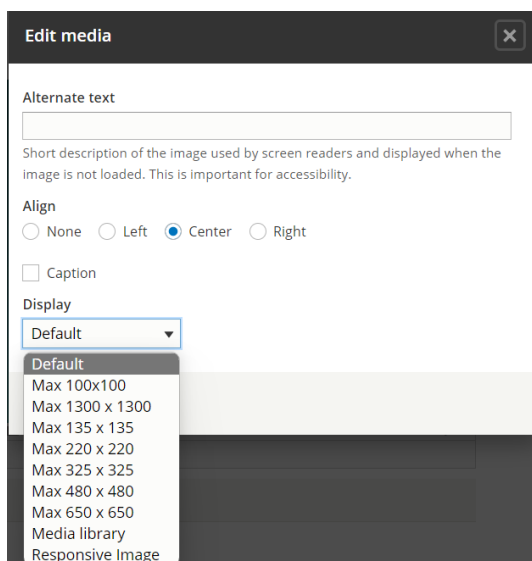Click *Choose File* and select the image from your computer.
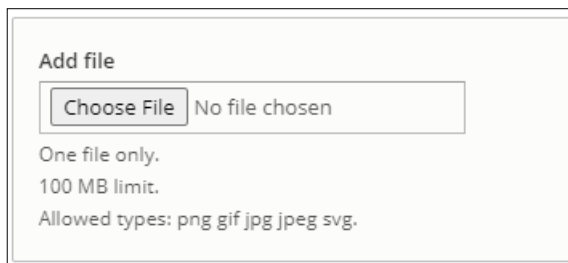
Step 2

In the **Alternative text** field, briefly describe the image to assist people who use screen readers.

Click *Save and select* to add the image to the Portal's file folders. You can then proceed to upload other images you intend to use; **or**

Click *Save and insert*, to place it on your page.

Step 3

If your image appears too large or smaller than you want it to display, click *Edit Media* in the upper left corner of your image.

Under **Display** change the Default option in order to display the image larger or smaller on the page.

⏱ Time-saver tips

Before you start placing an image on your page:

- Make note of the file name(s) and location for image(s) you plan to use.

- Consider how large you want the image to look on the page and then choose the layout tool you will use to "contain" it *before* you place the image. Layout tools include:
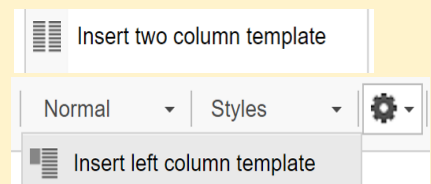
Accordion

| Accordion title 1 | ⌄ |
| Accordion title 2 | ⌄ |

To insert an accordion, click this icon in toolbar:

Template   Insert two column template

Normal ⌄ | Styles ⌄ | ⚙ ⌄

Insert left column template

To insert a Template, click this icon in toolbar:

⚙

Table To insert a table click this icon in toolbar:

How to upload and link a file

Step 1

Remember the name of the file you want to upload and where it is saved on your device.

Step 2

Use your cursor to select the word(s) on your webpage you want to link and then select the link icon in the toolbar (in red circle below).
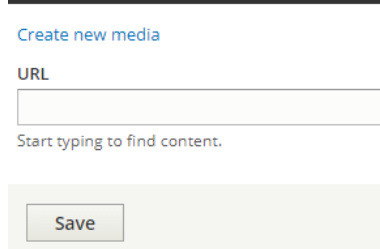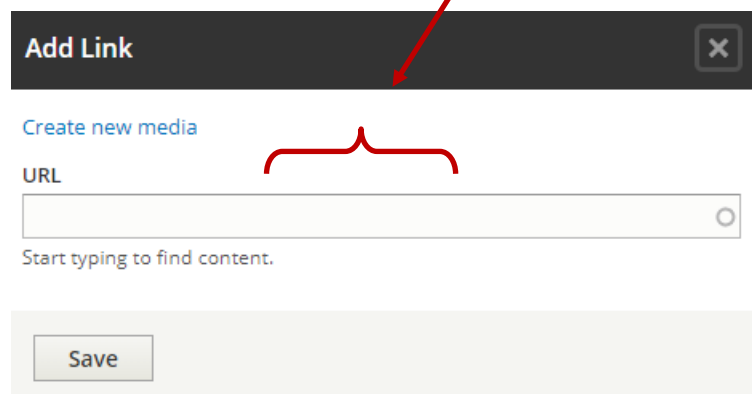
Step 3

Click *Create new media*

Step 4

Click *Choose file* and after uploading your file click *Save.*

Step 5

In the Add Link window, type the name of your document in the URL field and then *Save*.

⚠️ **Important New Rules for File Names**

Before uploading a document to WA Portal, there are protocols to follow for how to name a file:

- Avoid using spaces (dashes and underscores are OK for file name)
- Avoid using symbols such as &, @, or quotation marks
- Be as specific as possible to distinguish your file from the dozens of others being uploaded by other teams using this site.

Too vague: MeetingAgenda.pdf

Best: 081923PublicHealthCouncilAgenda.pdf

Best practice for links

Do not copy and paste urls that include "safelinks" coding. These links can slow down how pages open and can result in a broken link.


You don't have to remember the exact file name. Use any string of words, letters, or numbers you can recall were in the document's name. The search box will display all content saved in the portal that matches the wording.

Select Create new media and then Choose File to upload your document and click Save to add it to the Portal's database for files.

In the URL field, begin to type the name of the file you uploaded.

Example

To call up the document titled *Creative Brief Template*, I only needed to start typing the word *Creative*. Once you select the "media" you want, the system will give it a "node number" and inserts that as your URL link. If someone hovers their cursor over
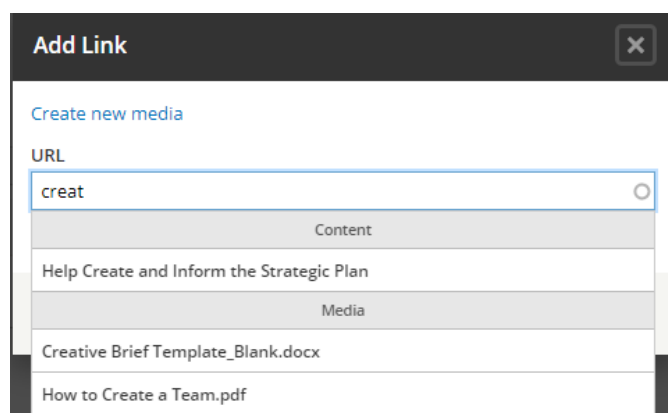
Placing an accordion on a page

An accordion menu is a vertically stacked list of titles that can be clicked to show or hide content below the headers. Before using accordions on your webpage, be sure to consider the pros and cons.
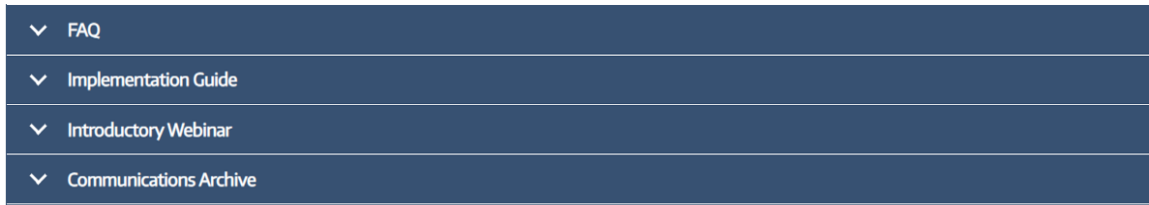

Note: The image of the edit toolbar below shows the order for icons, but the icons will shift depending on your browser and your view settings.


Undo and redo buttons
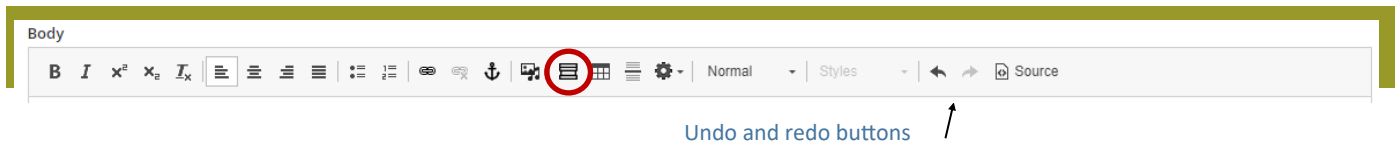
Click *Edit* on your webpage to access the edit toolbar. Place your cursor on your page where you want to begin the accordion and then click the accordion icon (above in red circle).

The boxes will appear on your page as shown below. The word "Accordion" will be visible when you save your page until you replace the text in the field. **CAUTION:** The blue and green accordion fields are very sensitive to deleting and back spacing. If you accidentally delete the blue or green field, promptly click undo or CTRL Z to restore the title or content field.

These options appear when you right-click within the accordion space:
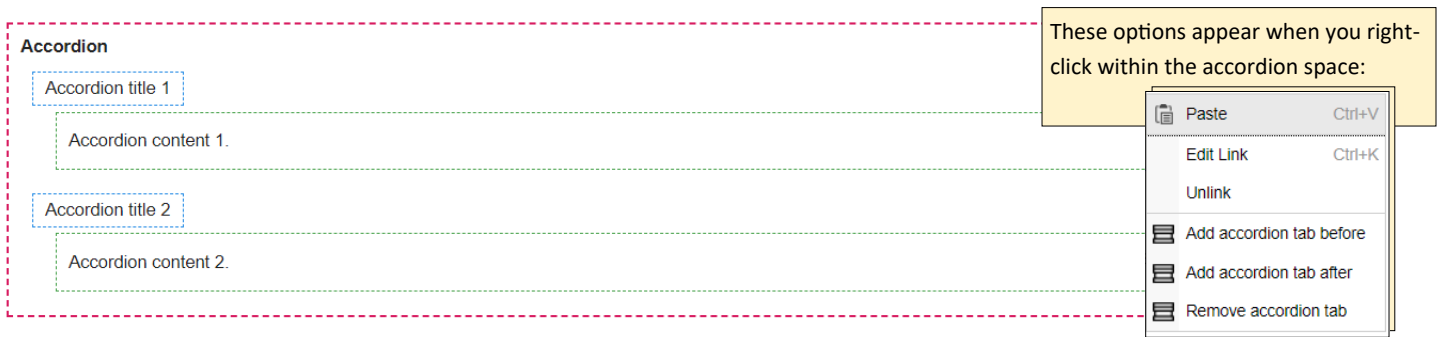
Insert your text in the blue and green fields. If you need more rows, right-click within the accordion space to be given options to add more or remove accordion sections. Continue right-clicking to add more rows to your accordion section. You also can create separate sections, perhaps for content on a different topic. To do this, place your cursor outside the dotted red line and click the Accordion icon in the toolbar.

- To create more space between accordion sections, hover your cursor between them and look for a red line like this to appear:
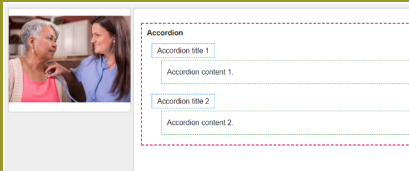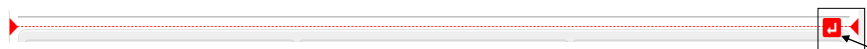

- The red line will flutter in and out of view as you move your cursor. Click the red square to add a space.

 Tip: Use this icon to insert a thin line between your accordions or to help visually separate the accordion from other content on your page.
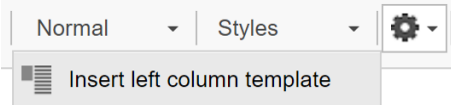
 Tip: Use column templates (details on page 5) to place an accordion inside a space with an image.
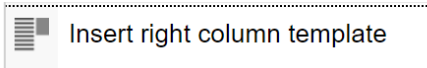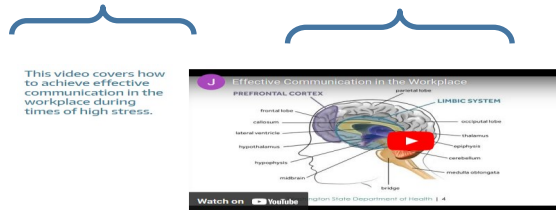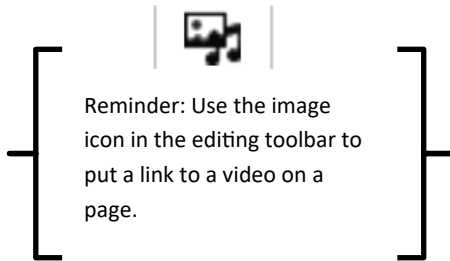
Using template layouts on your page

There are four template options available. They can help you neatly set text next to an image or video link. You also can use them to package columns of text, or a combination of text and images. The images below show you what each template option could look like on your page.

Normal ▾ | Styles ▾ | ⚙ ▾
▦ Insert left column template

Reminder: Use the image icon in the editing toolbar to put a link to a video on a page.

You can use each column to insert text or an image, but **do not insert a video link** in the smaller box.

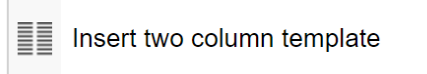You can use this space for text, an image, or a video link.

This video covers how to achieve effective communication in the workplace during times of high stress.

▦ Insert right column template

Welcome to the COVID-19 Care Coordination Project resource webpage. This resource page is managed by the Washington State Department of Health.

The Care Connect team is working with partners in providing Regional Care Coordination hubs to ensure essential services reach people who are in home isolation or quarantine as they've tested positive for COVID-19 or come in contact with someone who has tested positive.

On this page you will find links and resources to help your team support people in your community. See our Care Connect graphics page to share images and download printable flyers to help people contact Care Connect for help while experiencing COVID or isolating.

Help inform communities about Care Connect

Click here to access our campaign graphics

▦ Insert two column template

You can use either of the two-column spaces for text, an image, or a video link.

Nurses shape immunization strategies for long-term care sites

Despite the vulnerability of nursing home residents to COVID-19 infection, less than 40% of nursing home residents in our country are up to date with their COVID-19 vaccinations. In an upcoming webinar nursing home teams from across the U.S. will share successful strategies to overcome COVID-19 vaccine hesitancy and fatigue.

Campaign to reduce underage drinking launches

To reduce underage drinking among high school teens, the state Health Care Authority developed the Focus On campaign. The campaign spotlights positive social norms, and offers information about the risks and consequences of underage drinking in ways that are relevant for youth, and more.

▦ Insert three column template
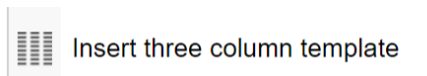
You can use these spaces for images, icons, logos, and text. Video links will not display correctly in the narrow columns, but you can use an image taken from a video and then you can use the link button to link the image to the video. See next page for instructions.

Text below

Text below

Text below

Questions and answers

How do you make an image a clickable link for readers?

1. Copy the URL you want to use in your link.
2. Once your image is placed where you want it on your page, click on it just once to select it so a blue square forms around it.
3. Select the link icon in the toolbar to start your link.
4. Paste the URL you want to link to into the **URL** field and then click *Save*.

Reminder: You can follow this same process to link an image to a file. For example, the cover of a report can be saved as an image and uploaded as described on page 2. Then follow the steps above so someone opens the PDF of your report when they click that image.

Can we post videos?

You can, but the WA Portal is not able to allow *uploads* of any video files, such as .mp4. First you will need to save your video to an online platform such as YouTube or Vimeo, copy the URL, and then follow the steps to insert a link on your webpage. The only exception is for training recordings from a learning management system. While they play similar to videos, their file type is smaller and adaptable for use on WA Portal. Contact the WA Portal support team for assistance posting training recordings to a page.

To share a link to a video follow these steps:

1. As with inserting an image on a page, the first thing you want to do is choose a location on your page and a "container" to hold the video thumbnail. The Template options usually work best. Use the left template, right template, or two-column template, and put your cursor in the wide space.
2. Click the image/recording icon in the toolbar.
3. In the **Add or Select media** window click *Remote video* on the left.
4. In the **Add Remote video via URL** field paste the link to your video.

When I am editing a page, should I save as draft or unpublished?

For a brand new page, save as draft. If you need to temporarily pull a published page from the live site, save as unpublished. A page set to either draft or unpublished will be removed from the public navigation menu and be inaccessible to people without an account or page editor permissions. They will reach an "access denied" page when trying to visit a draft or unpublished page with a link or the web address.

How can I have draft or unpublished pages reviewed by other people without WA Portal accounts before they're published?

Contact the WA Portal support team and we can provide you with links to your pages in a way that is accessible but won't appear in the site navigation.

How do I create a link that opens in its own tab?

The default setting is for links to open in the same tab that someone is using to view your webpage. This is in alignment with best practices for accessibility. We are not able to provide a workaround for this setting.