

# FHT Solutions

Cost Effective Solutions for Family Health Team IT

FHT Website Professional – *Training & Orientation*  
Feb, 2009

# Overview

The following presentation has three sections:

1. Introduction to system concepts
2. Looking at adding a page with a menu link - steps involved
3. Details of using the HTML Web page Editor

# About us

**FHT Solutions** provides IT, EMR, and technology consulting services and products to Family Health Teams.

With a broad range of expertise across the spectrum of IT, information management, EMR systems, medical imaging, Internet technologies and organization management, FHT Solutions helps Family Health Teams solve technological problems and make innovations in data mining and operational workflow.

- Over 20 years of experience working in medical systems and software
- Comprehensive strategic and tactical capabilities
- Medical, engineering and IT background

# FHT Website Professional



FHT Website Professional is a comprehensive website solution designed for Family Health Teams.

- Powerful *Content Management System* via the Team Portal allowing users to control, modify and add pages and items to the public website
- Built-in HTML editor for a turn-key solution
- Specially designed FHT “set-pieces” are tuned to the needs of Family Health Teams - ideal presentations of FHT-related information and content
  - Background and FHT FAQ
  - Events, sessions, and meetings
  - Programs and services
  - Job postings and recruitment
  - Staff/office listings and maps
  - News items and press releases
  - And more.....

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519 546 5206 [www.fhtsolutions.com](http://www.fhtsolutions.com)

# Anatomy of the Website

# Anatomy of the Website

The screenshot shows the website layout with four callout boxes:

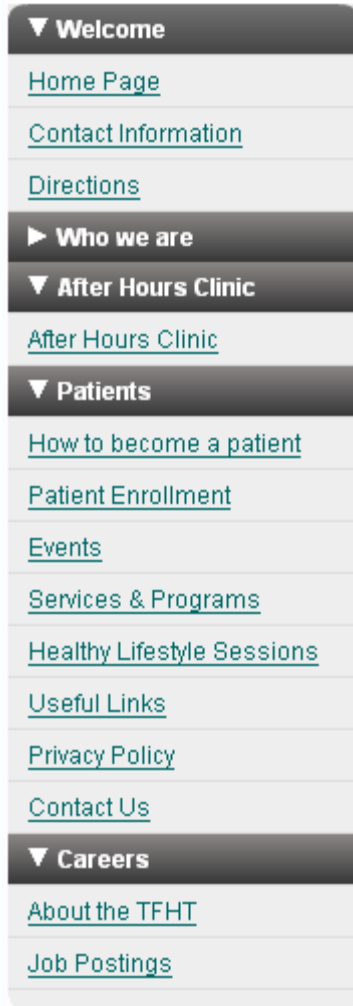
- A**: Logo area containing the Timmins logo and the text "Family Health Team / Équipe de Santé Familiale".
- B**: Top menu area containing links for "Contact Us | Site Map | Directions", "English | Français", and "Team Portal".
- C**: Main menu area on the left side, listing various navigation options like "Welcome", "Home Page", "Contact Information", "Directions", "Who we are", "What we do", "Community Engagement", "Our Team", "Our Board of Directors", "News", "After Hours Clinic", "Patients", "How to become a patient", "Patient Enrollment", "Events", "Services & Programs", "Healthy Lifestyle Sessions", "Useful Links", "Privacy Policy", "Contact Us", "Careers", "About the TFHT", and "Job Postings".
- D**: Page area containing the main content, including the "After Hours Clinic" title, address, hours, and a list of providers.

- A Logo
- B Top Menu
- C Main Menu
- D Page Area

A & B are fixed areas – not currently configurable by the user

C & D are adjustable areas – completely configurable by the user via the Team Portal

# Main Menu



Category – a group of Menu Items  
click to open and close

Menu Item – click to call up a page

This menu has 5 menu Categories

- Welcome
- Who we are
- After Hours Clinic
- Patients
- Careers

The “Careers” Category has 2 items

- About the TFHT
- Job Postings

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# Website Page

Page Heading &  
Page Sub-heading  
Optional

## After Hours Clinic

**AFTER HOURS CLINIC**  
125 THIRD AVE. SUITE 250  
TIMMINS, ONTARIO  
[\(click for map\)](#)

The After Hours Clinic at the Timmins Family Health Team is intended to treat non-life threatening medical problems and extend services to the patient of the White Pine Health Network patients. **All emergencies should go to the emergency department at the Timmins and District Hospital.**

The clinic is suitable for patients enrolled with the White Pines Health Network who have a medical problem that would normally be seen in their healthcare providers' office. During clinic hours you will be seen by a Physician or Nurse Practitioner. You cannot book appointments for this clinic. Patients will be seen on a first come first serve basis.

**CLINIC HOURS**  
MONDAY - THURSDAY 6:00 - 8:00 P.M.  
SATURDAYS 9:00 A.M. - 12:00 P.M.  
The After Hours Clinic is closed on Sunday and statutory holidays.

**Patients of the following primary health care providers may attend the clinic:**

Dr. Chris Clark	Dr. Elizabeth Paupst
Dr. Marie Josee Deslauriers	Dr. Yves Raymond
Dr. Judy Gillies	Dr. Nancy St. Pierre
Dr. Lesley Griffiths	Dr. Julie Samson
Dr. Tammy Hopkins	Dr. Lynn Schwertfeger
Dr. Nick Kanya-Forstner	Dr. Nancy Woods
Dr. Antonio Kos	Ms. Lynne Innes, Nurse Practitioner
Dr. Rick Kvas	Ms. Debby Kapias, Nurse Practitioner
Dr. Rachel Maisonneuve	Ms. Celine Lamb, Nurse Practitioner
Dr. Laurence Malo	Ms. Tanya Spencer, Nurse Practitioner
Dr. Eric Paquette	

**AFTER HOURS MEDICAL ADVICE**  
Telephone Health Advisory Service: **1-866-553-7205**  
Monday—Thursday 5:00pm to 9:00am  
Friday 5:00pm - Monday 9:00am

[Maps](#) | [Directions](#)

Printer-Friendly Print icon



Re-render the page in b/w and without decorations

Edit icon



Displayed once you have logged into the Team Portal  
Click to edit the page

Page Area

Use pre-defined FHT Website styles to keep a consistent look to the site:

FHT Heading

**After Hours Clinic**

FHT Subheading

After Hours Clinic

Highlight

**AFTER HOURS CLINIC**

Emphasis

**TIMMINS, ONTARIO**

Normal text

The clinic is suitable

Page Links

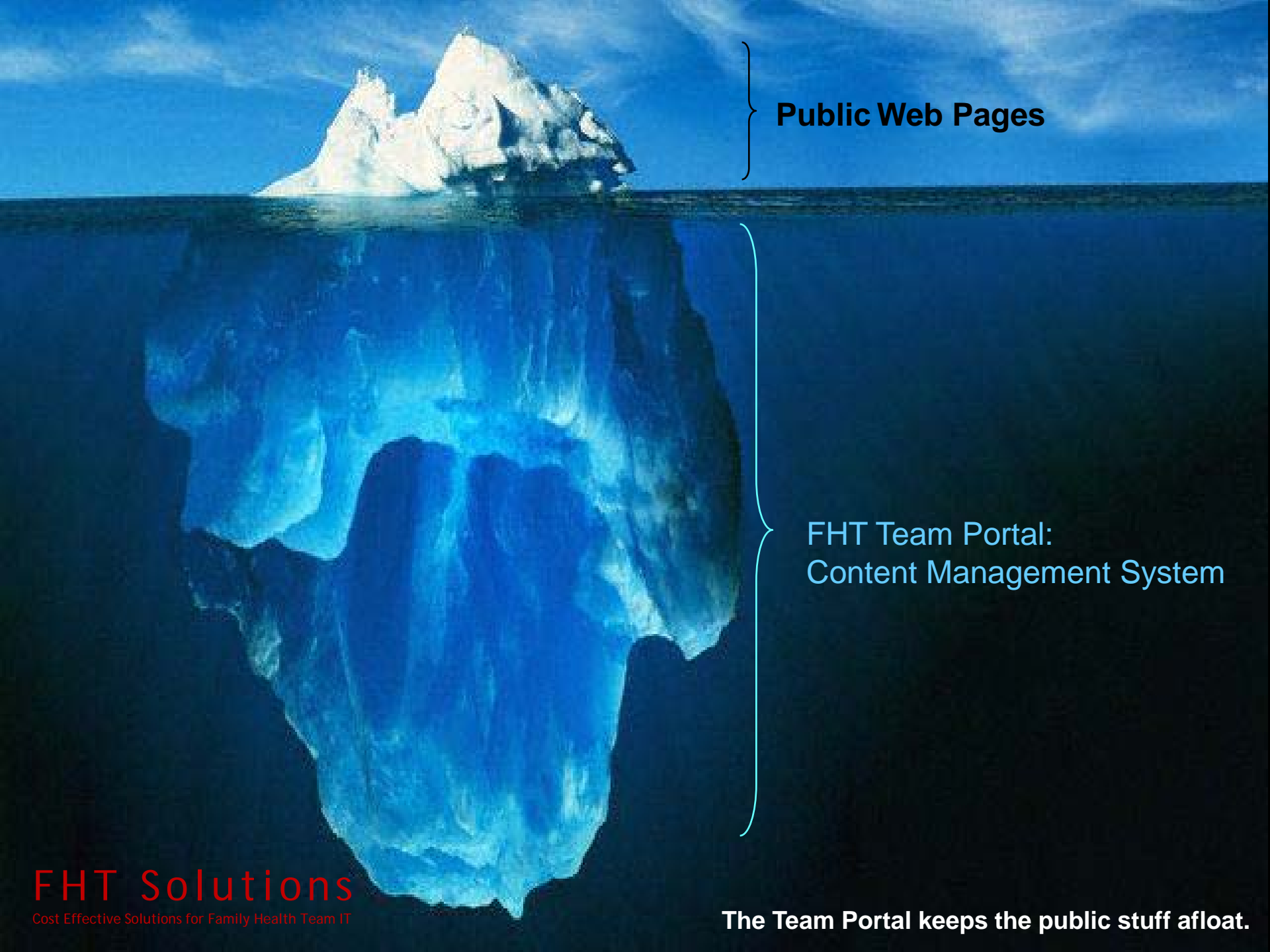
Up to 3. Specify label and destination

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# Editing with the Team Portal



**Public Web Pages**

**FHT Team Portal:  
Content Management System**

# Team Portal

- A key goal of FHT Website Professional is to make **managing your website easy**.
- The Team Portal gives you control of the detail on your website.
- The heart of the system is an SQL database which contains your website content together with information on the structure of your site. The **Team Portal** lets you modify the database; web pages are generated from it, on demand.
- Changes made via the Team Portal are immediately reflected on the public site.



Info and pages added to database  
Using various tools and screens within the Team Portal



SQL Database & Webservice  
Software generates Web pages from  
database data



Visitor clicks to see a page  
Pages generated in real-time





# Team Portal Interface

**Add New**  
Click here to create a new entry

**Search**  
Quickly find entries

**Export Selected**  
You can export entries into Excel, Word, or XML formats

**Delete**  
Select an item(s) with the checkbox, and then click to delete

**Edit**  
Click to edit that entry

**Item Selection**  
Select one or more items to **delete**, and occasionally **copy**.

**Link to connected items**  
Hover the pointer over the link for a pop-up list  
Click to see the list of items associated with this entry

**Columns**  
Click headers to sort

				Search for:		Details found: 5 Page 1 of 1		Records Per Page: 20
				Any field	Contains			
				Search		Show all		
				Delete selected	Edit selected	Export selected	Print selected	
			<input type="checkbox"/>		Category Name	Category Name FR	Category Order	
<a href="#">Edit</a>	<a href="#">Inline Edit</a>	<a href="#">View</a>	<input type="checkbox"/>	<a href="#">Main Menu Items</a>	Welcome	Bienvenue	1	
<a href="#">Edit</a>	<a href="#">Inline Edit</a>	<a href="#">View</a>	<input type="checkbox"/>	<a href="#">Main Menu Items</a>	Who we are	Qui nous sommes	20	
<a href="#">Edit</a>	<a href="#">Inline Edit</a>	<a href="#">View</a>	<input type="checkbox"/>	<a href="#">Main Menu Items</a>	Patients	Les patients	30	
<a href="#">Edit</a>	<a href="#">Inline Edit</a>	<a href="#">View</a>	<input type="checkbox"/>	<a href="#">Main Menu Items</a>	Careers	Carrières	40	
<a href="#">Edit</a>	<a href="#">Inline Edit</a>	<a href="#">View</a>	<input type="checkbox"/>	<a href="#">Main Menu Items</a>	After Hours Clinic	Clinique	25	

# Adding a New Page with Menu Link

A common task, and example of Team Portal operation and use of the built-in Web Page Editor

# Add a page with a menu link

## Overview

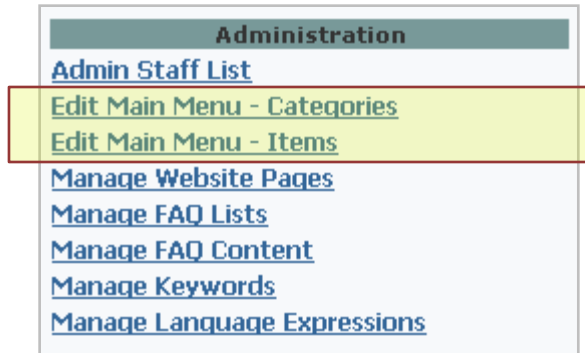
### Create new menu Item

- Go to **Edit Main Menu – Categories**
- Click **Main Menu Items** for the category to house the new item
- Click “Add New” to create a new menu Item & enter details
- For **System Page** click **Add new**; enter name for the new page
- Click **Save** to create the new menu Item

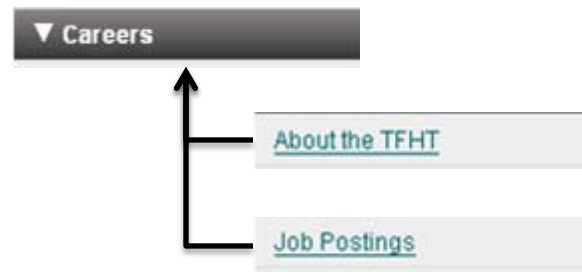
### Create new page

- Go back to the Team Portal Menu and select **Manage Website Pages**
- Find your new page and click **Edit**
- Enter the webpage details
- Click **Save**

# Editing the Main Menu



- There are two control options
- Edit Main Menu – Categories
  - Edit Main Menu – Items



The Careers category has two items linked to it. Linking Items to Categories makes them appear in the menu in that place



# Add a New Menu Item

Begin by looking at the Categories, click “Main Menu Items” to edit the items within A Category

Administration
<a href="#">Admin Staff List</a>
<a href="#">Edit Main Menu - Categories</a>
<a href="#">Edit Main Menu - Items</a>
<a href="#">Manage Website Pages</a>
<a href="#">Manage FAQ Lists</a>
<a href="#">Manage FAQ Content</a>
<a href="#">Manage Keywords</a>
<a href="#">Manage Language Expressions</a>

<a href="#">Add new</a>	Search for:	Any field	Contains	Details found: 5	Records Per Page:		
				Page 1 of 1	20		
<a href="#">Delete selected</a>	<a href="#">Edit selected</a>	<a href="#">Export selected</a>	<a href="#">Print selected</a>				
<a href="#">Edit</a>	<a href="#">Inline Edit</a>	<a href="#">View</a>	<input type="checkbox"/>	Category Name	Category Name FR	Category Order	
<a href="#">Edit</a>	<a href="#">Inline Edit</a>	<a href="#">View</a>	<input type="checkbox"/>	Main Menu Items	Welcome	Bienvenue	1
<a href="#">Edit</a>	<a href="#">Inline Edit</a>	<a href="#">View</a>	<input type="checkbox"/>	Main Menu Items	Who we are	Qui nous sommes	20
<a href="#">Edit</a>	<a href="#">Inline Edit</a>	<a href="#">View</a>	<input type="checkbox"/>	Main Menu Items	Patients	Les patients	30
<a href="#">Edit</a>	<a href="#">Inline Edit</a>	<a href="#">View</a>	<input type="checkbox"/>	Main Menu Items	Careers	Carrières	40
<a href="#">Edit</a>	<a href="#">Inline Edit</a>	<a href="#">View</a>	<input type="checkbox"/>	Main Menu Items	After Hours Clinic	Clinique	25

A list of menu categories

Hover the pointer for a pop-up of Menu Items within that category  
Click to edit those Items

Details found: 2						
Menu Item	Menu Item FR	Order	Category ID	URL	System Page	Withdraw (hide)
About the FHT abbreviation	L'abréviation du ESF	1	Careers	Employer		<input type="checkbox"/>
Job Postings	Offres d'emploi	2	Careers	JobPostings		<input type="checkbox"/>

# Add A Menu Item

Click "Add New"

[Add new](#) Search for: Any field Contains Search Details found: 2 Records Per Page: Page 1 of 1 100

[Delete selected](#) [Edit selected](#) [Export selected](#) [Print selected](#)

				Menu Item	Menu Item FR	Order	Category ID	URL	System Page	Withdraw (hide)
<a href="#">Edit</a>	<a href="#">Inline Edit</a>	<a href="#">View</a>	<input type="checkbox"/>	About the FHTabbreviation	L'abréviation du ESF	1	Careers		Employer	<input type="checkbox"/>
<a href="#">Edit</a>	<a href="#">Inline Edit</a>	<a href="#">View</a>	<input type="checkbox"/>	Job Postings	Offres d'emploi	2	Careers		JobPostings	<input type="checkbox"/>

**Main Menu Items, Add new record**

[Back to list](#)

Menu Item  [Translate](#) \*

Menu Item FR  [Translate](#)

Order

Category ID  [Add new](#)

URL

System Page  [Add new](#)

Withdraw (hide)

## Category ID

Because we approached adding an Item via the Category list, the system has entered this ID already.

You could override the Category at this point to place the Item somewhere else.

# Add A Menu Item

**Main Menu Items, Add new record**

[Back to list](#)

Menu Item	<input type="text" value="New Menu Item"/> <input type="button" value="Translate"/> *
Menu Item FR	<input type="text" value="Nouveau menu item"/> <input type="button" value="Translate"/>
Order	<input type="text" value="100"/>
Category ID	<input type="text" value="Careers"/> <input type="button" value="Add new"/>
URL	<input type="text"/>
System Page	<input type="text" value="Please select"/> <input type="button" value="Add new"/>
Withdraw (hide)	<input type="checkbox"/>

## Menu Item & Menu Item FR

The name appearing in the menu, English and French versions. Within **Internet Explorer** click on 'Translate' to get machine translations

## Order

A alphanumeric value that determines the ordering of items when displayed in a web page. Sort from smallest to highest.

## Category ID

Choose from the drop-down menu, or click "Add New" to create a new Category on-the-fly

## Connecting a page

You can connect a page to the Item by entering values into the **URL** or **System Page** fields.

**URL** can link to another page in the site, or an external page. e.g. "staff.php", "http://www.cbc.ca"

## System Page

These are user-defined pages within the system. Choose from the drop-down menu, or click "Add new" to create a new page

## Add new page

Note: "Add new" will only create a page "stub", next you need to edit the page and add headings and content

# Edit the new page

Administration
<a href="#">Admin Staff List</a>
<a href="#">Edit Main Menu - Categories</a>
<a href="#">Edit Main Menu - Items</a>
<a href="#">Manage Website Pages</a>
<a href="#">Manage FAQ Lists</a>
<a href="#">Manage FAQ Content</a>
<a href="#">Manage Keywords</a>
<a href="#">Manage Language Expressions</a>

Go back to the Team Portal, and select **Manage Website Pages**

				<input type="checkbox"/>	Page ID ↓	Heading	Sub Heading	Private Area Page	Contains FAQ	FAQ Title	Contains Web Link Table	Web Links Table Title	Display Job Table	Display News Table	Include Calendar
<a href="#">Edit</a>	<a href="#">Copy</a>	<a href="#">View</a>	<a href="#">Disp</a>	<input type="checkbox"/>	What We Do	What We Do		<input type="checkbox"/>	What We Do				<input type="checkbox"/>	<input type="checkbox"/>	
<a href="#">Edit</a>	<a href="#">Copy</a>	<a href="#">View</a>	<a href="#">Disp</a>	<input type="checkbox"/>	PrivacyPolicy	Privacy Policy		<input type="checkbox"/>					<input type="checkbox"/>	<input type="checkbox"/>	
<a href="#">Edit</a>	<a href="#">Copy</a>	<a href="#">View</a>	<a href="#">Disp</a>	<input type="checkbox"/>	patientenrollment	Patient Enrollment in a Family Health Team		<input type="checkbox"/>					<input type="checkbox"/>	<input type="checkbox"/>	
<a href="#">Edit</a>	<a href="#">Copy</a>	<a href="#">View</a>	<a href="#">Disp</a>	<input type="checkbox"/>	patenroll	Patient Enrollment		<input type="checkbox"/>					<input type="checkbox"/>	<input type="checkbox"/>	
<a href="#">Edit</a>	<a href="#">Copy</a>	<a href="#">View</a>	<a href="#">Disp</a>	<input type="checkbox"/>	OurTeam	Our Health Team		<input type="checkbox"/>					<input type="checkbox"/>	<input type="checkbox"/>	
<a href="#">Edit</a>	<a href="#">Copy</a>	<a href="#">View</a>	<a href="#">Disp</a>	<input type="checkbox"/>	news	News & Press Releases		<input type="checkbox"/>					<input type="checkbox"/>	<input checked="" type="checkbox"/>	
<a href="#">Edit</a>	<a href="#">Copy</a>	<a href="#">View</a>	<a href="#">Disp</a>	<input type="checkbox"/>	New Page			<input type="checkbox"/>					<input type="checkbox"/>	<input type="checkbox"/>	

Find the new page, click **Edit**

# Edit the Page

The edit page has numerous fields that are used to create general, as well as specialised, pages.

Page ID	<input type="text" value="New Page"/>	<input type="button" value="Translate"/>
Heading	<input type="text"/>	<input type="button" value="Translate"/>
Heading FR	<input type="text"/>	<input type="button" value="Translate"/>
Sub Heading	<input type="text"/>	<input type="button" value="Translate"/>
Sub Heading FR	<input type="text"/>	<input type="button" value="Translate"/>
Private Area Page	<input type="checkbox"/>	
Keywords (comma separated)	<input type="text"/>	<input type="button" value="Translate"/>
Keywords (comma separated) FR	<input type="text"/>	<input type="button" value="Translate"/>
Display Job Table	<input type="checkbox"/>	
Display News Table	<input type="checkbox"/>	
Include Calendar	<input type="text" value="Please select"/>	
Contains FAQ	<input type="text" value="Please select"/>	
FAQ Title	<input type="text"/>	<input type="button" value="Translate"/>
FAQ TitleFR	<input type="text"/>	<input type="button" value="Translate"/>
Contains Web Link Table	<input type="text" value="Please select"/> <input type="button" value="Add new"/>	
Web Links Table Title	<input type="text"/>	<input type="button" value="Translate"/>
Web Links Table Title FR	<input type="text"/>	<input type="button" value="Translate"/>
link1Name	<input type="text"/>	<input type="button" value="Translate"/>
link1Name FR	<input type="text"/>	<input type="button" value="Translate"/>
link1URL	<input type="text"/>	
link2Name	<input type="text"/>	<input type="button" value="Translate"/>
link2Name FR	<input type="text"/>	<input type="button" value="Translate"/>
link2URL	<input type="text"/>	
link3Name	<input type="text"/>	<input type="button" value="Translate"/>
Link3Name FR	<input type="text"/>	<input type="button" value="Translate"/>
link3URL	<input type="text"/>	
<input type="button" value="Save"/> <input type="button" value="Reset"/>		

## Heading and Sub Heading

Appear in set locations on each page. Optional.

## Private Area Page

Click to requires shared-login and password for access. Password set in **Website Admin & Locale**

## Keywords

Used to created additional **Site Map** entries for this page

## Job and News Tables

Used to create the job and news item pages. Click to include these tables in the page.

## Include Calendar

Select a calendar to include on the page – intended for Private Area Pages, which have no Main Menu.

## Links 1,2, & 3

Each page can display up to 3 links at the bottom of the page. Enter the name and URL here, and the link will appear.

# Edit the Page - cntd

The edit page has numerous fields that are used to create general, as well as specialised, pages.

Page ID	<input type="text" value="New Page"/>
Heading	<input type="text"/> <small>Translate</small>
Heading FR	<input type="text"/> <small>Translate</small>
Sub Heading	<input type="text"/> <small>Translate</small>
Sub Heading FR	<input type="text"/> <small>Translate</small>
Private Area Page	<input type="checkbox"/>
Keywords (comma separated)	<input type="text"/> <small>Translate</small>
Keywords (comma separated) FR	<input type="text"/> <small>Translate</small>
Display Job Table	<input type="checkbox"/>
Display News Table	<input type="checkbox"/>
Include Calendar	<input type="text" value="Please select"/>
Contains FAQ	<input type="text" value="Please select"/>
FAQ Title	<input type="text"/> <small>Translate</small>
FAQ TitleFR	<input type="text"/> <small>Translate</small>
Contains Web Link Table	<input type="text" value="Please select"/> <small>Add new</small>
Web Links Table Title	<input type="text"/> <small>Translate</small>
Web Links Table Title FR	<input type="text"/> <small>Translate</small>
link1Name	<input type="text"/> <small>Translate</small>
link1Name FR	<input type="text"/> <small>Translate</small>
link1URL	<input type="text"/>
link2Name	<input type="text"/> <small>Translate</small>
link2Name FR	<input type="text"/> <small>Translate</small>
link2URL	<input type="text"/>
link3Name	<input type="text"/> <small>Translate</small>
Link3Name FR	<input type="text"/> <small>Translate</small>
link3URL	<input type="text"/>
<input type="button" value="Save"/> <input type="button" value="Reset"/>	

## Include FAQ

FAQs are special items that can be added to a page. Select an FAQ from the list, and add a title.

## Web Link Table

Web Link Tables are special items that can be added to a page. Select the table from the list, and add a title.

# Page Layout

When 'special items' are included on a page the following ordering is observed:

## Heading

### Sub Heading

Job Table

News Table

User Contents (HTML)

Slide  
show

Note: the ability to include a user-defined slide-show will shortly be available. This is handled as a special **FHT Code** within the **User Contents**.

See description of **FHT Codes**

FAQ Heading

FAQ

Calendar

Web Link Table Heading

Web Link Table

Link1 Link2 Link3

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# FHT Codes

FHT Codes are convenience codes that can be used in a web page. The system translates them into FHT specific text:

<b>Code</b>	<b>Description</b>
FHTfullname	Full name of FHT, e.g. "Timmins Family Health Team"
FHTshortname	Shortened name, e.g. "Timmins FHT"
FHTabbreviation	Abbreviation e.g. "TFHT"
FHTphone	Phone number
FHTfax	Fax number
FHTwebsiteURL	URL of the website, e.g. <a href="http://www.timminsfht.ca">www.timminsfht.ca</a>
FHTedfname	First Name of Executive Director
FHTedsname	Surname of Executive Director
FHTedtitle	Title of chief e.g. "Executive Director"
FHTEDMAIL	Email of Executive Director
FHTrecruitName	Name of person responsible for recruitment
FHTrecruitPhone	Phone number to use for recruitment inquiries
FHTrecruitEmail	Email for recruitment inquiries
FHTINFOMAIL	Insert "info" email link
FHTaddressL1 – L3	Each of three lines of the FHT address

Note: values are set by an 'admin' user, using **Website Admin & Locale**

## New

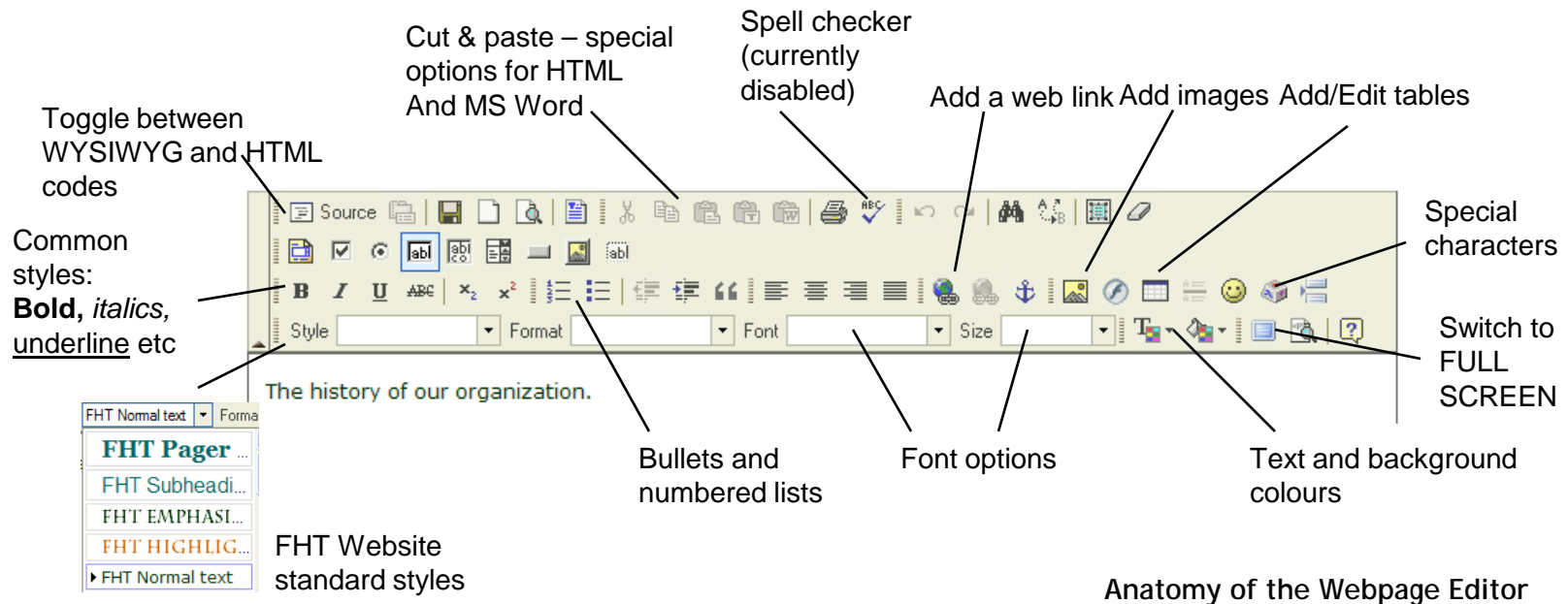
[FHTSlideShow] slide\_show\_name [/FHTSlideShow]

Add a slide show named "slide\_show\_name" at this position; enclose the name within the square bracket labels



# Editing a System Page – User Contents

The system has a built-in Web Page editor, and an external HTML editor is not needed to create and maintain your web pages.



# HTML Editor

The editor provides most of the commonly used functions from desktop editors such as MS Word. By using the Editor you can write text, format it, create tables and much more. The editor doesn't need any kind of installation on your computer. The only thing you need to work with FCKeditor is a compatible browser, like Internet Explorer, Firefox, Safari or Opera.

The Editor provides a clean and simple user interface which should be familiar to users who worked on common desktop text editors such as MS Word or Open Office. It consists of four distinct elements:

[Toolbar](#) - the area at the top of the editor, which contains many different buttons. You will use these buttons to activate the programs functions.

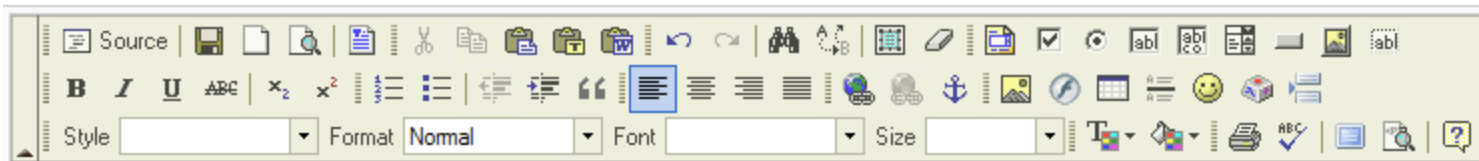
[Editing Area](#) - the area below the toolbar. This is the place where you type your text in.

[Context Menu](#) - a menu with functions which appears when you click the right button of the mouse inside the editing area.

**Dialogs** - small windows that appear when some of the functions are activated, used to provide the necessary information to accomplish that function.

# HTML Editor


The **Toolbar** is the area in Editor where you can activate most of the editor features. Each button in the toolbar access a different function. There are simple functions for basic text formatting and more advanced features like creation of links and tables.

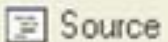


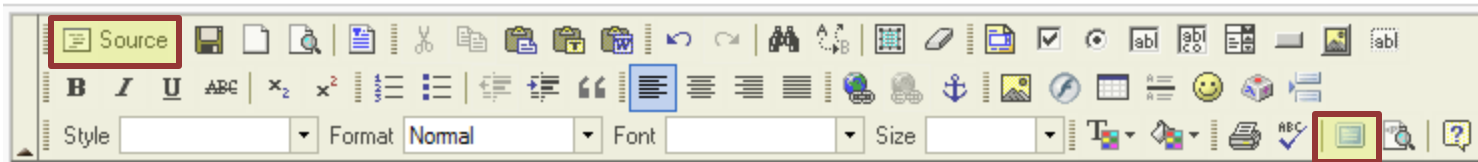
To use the **buttons** in the toolbar you must move your mouse pointer over the button. The button will highlight and a message with the information about the button function will appear. Click on the button to execute its function. With more experience you will have full control over all Editor features and you won't have to read the discription of the buttons. You will just use them intuitively.

Besides the toolbars buttons there are also toolbar **combos** (drop down boxes). The combos are the white areas with a little arrow on its side. They can be easily accessed by clicking on the white area or the little arrow. Once clicked the menu will expand so you can choose from one of its available options. To execute one of them, simply click on it.

# Useful Options

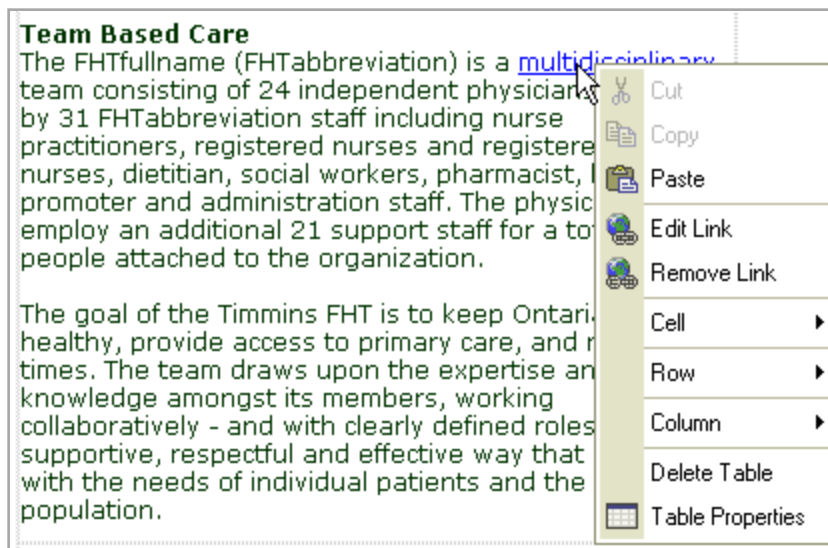
1. To expand the Editor to the full size of the browser window, click the **full screen** button. Click it again to return. 

To view the underlying HTML code, click the **Source** button to toggle back and forth to this view. Understanding and following the HTML code can be helpful if you are having trouble formatting text. 



# Context Menus

Once you start working with text, the **context menu** becomes very useful. It's a menu which will appear when you click the right button of your mouse anywhere inside the [editing area](#) or on an existing object.



As its name indicates, the menu is **context sensitive**, which means that the available items depend on the place you click. In the example above, you see options for the web link as well as the table in which the text resides.

# Writing Text

## Internet (the Web) vs Paper

Writing in the Editor is as simple as writing on desktop text editors. But consider that:

- On Internet, **pages have no physical limits**. They can grow infinitely.
- The same **content can look different on different computers**, or different web browsers. Text lines can contain more or less words, depending on the computer features and configurations.

## The ENTER key

The keyboard key ENTER key has a specific function when writing web pages. It does more than start a new line - it **creates a new paragraph**. This creates a larger spacing between text.


Pressing the SHIFT+ENTER keys simultaneously will just break the line in the same paragraph.

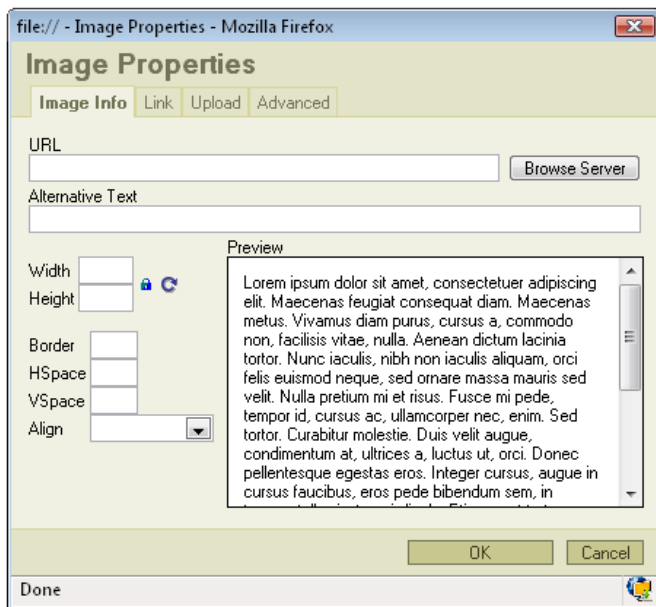
## The BACKSPACE key

The BACKSPACE key is used for deleting characters, whole words or whole text. You can use a combination of CTRL and BACKSPACE keys to erase the whole word which was before the cursor.



# Inserting Images

Inserting Images in the Editor is very simple. Just press the  button on the toolbar. A popup window called "Image Properties" will appear.



The first tab refers to the "Image Info"

**URL** defines the URL address of the image. You may also use the "Browse Server" in order to browse the files.

**Alternative Text** puts the descriptions of the image if you want it to be different than the image name.

**Width** and **Height** specify sizes for the displayed image, if different from the image's natural size

You may lock the image proportions by pressing the lock icon or you can return to the original image size by pressing the return icon.

**Border** specifies the size of the border you want to place around the image.

**HSpace** and **VSpace** define the size of any horizontal and vertical gap.

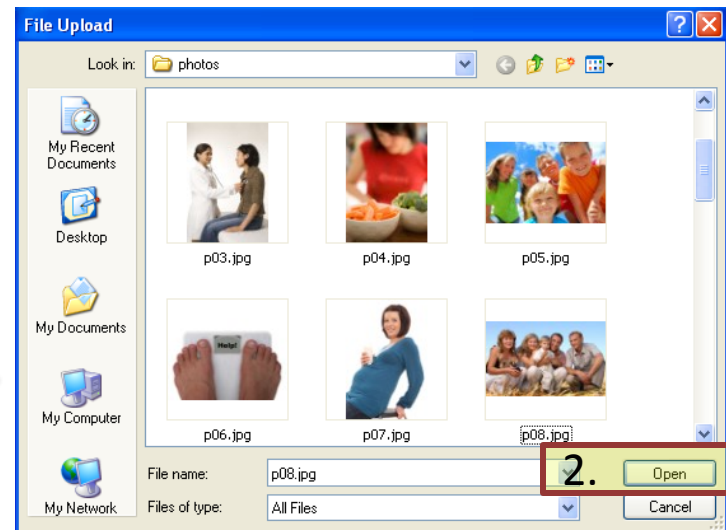
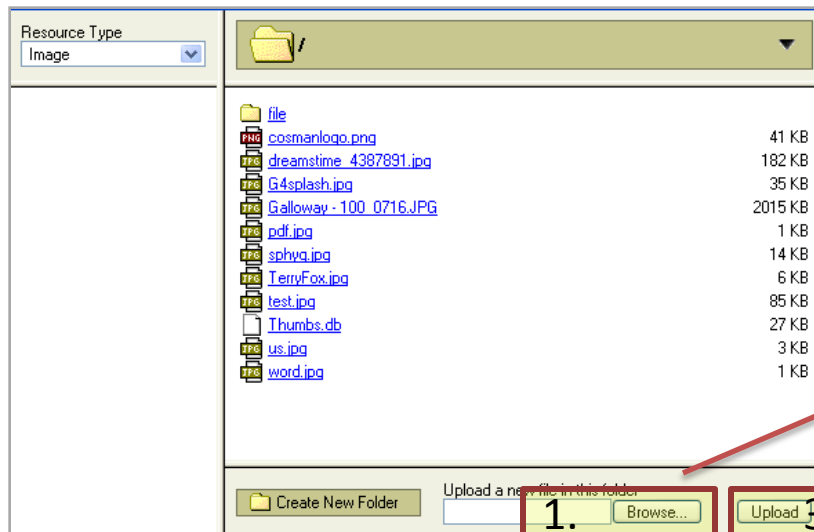
**Align** specifies the alignment of the image. You can choose from: Left, Abs Bottom, Abs Middle, Baseline, Bottom, Middle, Right, Text Top or Top.

To add an image from your local computer, either click **Browse Server** and then click **Browse** and then **Upload**, or go directly to the "upload" tab.



# Uploading images

From “Image Properties” click **Browse Server**. This shows you the images available on the server. To upload a new image, click **Browse** to browse your local computer. Select an image and click **Open**. The image is then selected in the image browser and you can click **Upload**

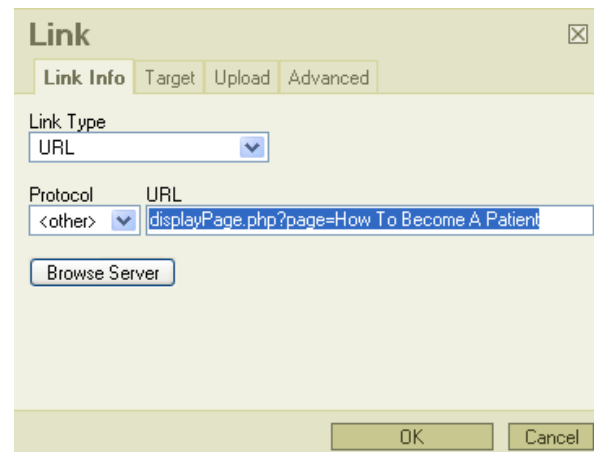




# Creating Links

## Web Links

Highlight some text and use the link icon from the toolbar to turn that text into a web link.

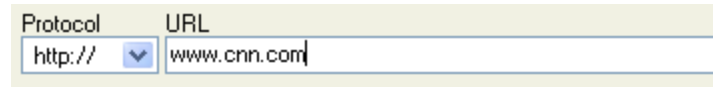


The screenshot shows a 'Link' dialog box with the following fields and options:

- Link Info** (selected tab)
- Link Type:** URL
- Protocol:** <other>
- URL:** displayPage.php?page=How To Become A Patient
- Buttons:** Browse Server, OK, Cancel

For links to other pages on your website use the protocol “other” and specify the destination. Note that many pages are displayed using the syntax: **displayPage.php?page=page id**

For external links, set the protocol to **http://** and specify the URL



The close-up shows the following configuration:

- Protocol:** http://
- URL:** www.cnn.com

# Using Tables

Tables can be used to tabulate information, or by setting the border width to zero (to be invisible) they can be used to construct the layout of a page.

To create a table in the Editor press the **Insert/Edit Table** button on the toolbar. A "Table Properties" popup window will appear.

file:// - Table Properties - Mozilla Firefox

### Table Properties

Rows:  Width:  pixels

Columns:  Height:  pixels

Border size:  Cell spacing:

Alignment:  Cell padding:

Caption:

Summary:

OK Cancel

**Rows & Columns** - specify the dimensions of the table

**Border size:** sets the thickness of the tables border. Set to **zero** for an invisible table

**Alignment:** specifies the alignment of your table on the page. You can set it to left, center or right.

**Width:** sets the width of you table in pixels or percentage. E.g. if you choose 40 percent the table will take 40% of the page width.

**Cell spacing:** specifies how thick will the cells border be.

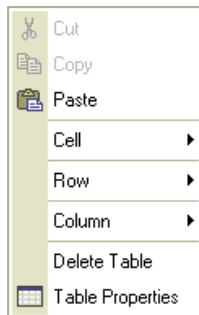
**Cell padding:** sets the spacing around a cell.

**Caption:** specifies an optional title of your table. The title will appear in the top of the table.

Not all fields have to be completed - fill in only Rows and Columns for a quick table. The rest of the fields are optional and you may use them depending on your needs.

# Working with Tables

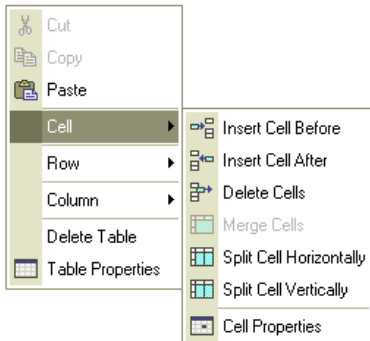
You can change a table's properties by using a context menu. Point your mouse on the table click the **right button**.



To change the table's properties click **Table Properties** and a popup window will appear – the table properties window used to create the table.

You can delete the table by clicking "**Delete Table**".

The other three options are Cell, Row and Column. If you point your mouse cursor on one of them a new context menu will appear.



**Insert Cell Before:** inserts a new cell before the selected cell.

**Insert Cell After:** inserts a new cell after the selected cell.

**Delete Cells:** deletes the selected cell(s).

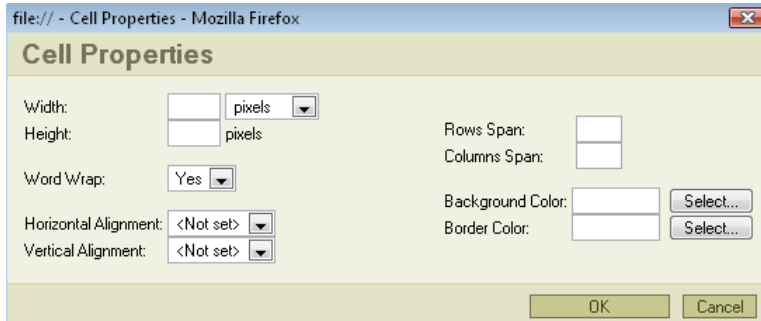
**Merge Cells:** merges cells you have highlighted into a one cell.

**Split Cell Horizontally:** splits a cell in two. One cell is split in two columns.

**Split Cell Vertically:** splits a cell in two. One cells is split in two rows.

**Cell properties:** if you click the cell properties a new popup window called "Cell Properties" will appear:

# Working with Tables



**Width:** sets the cell width in pixels, or in percentage of the table width.

**Height:** sets the height of the cell.

**Word Wrap:** turns on/off word wrapping.

**Horizontal Alignment:** determines the horizontal alignment of the text in your cell. It can be set to Left, Center or Right.

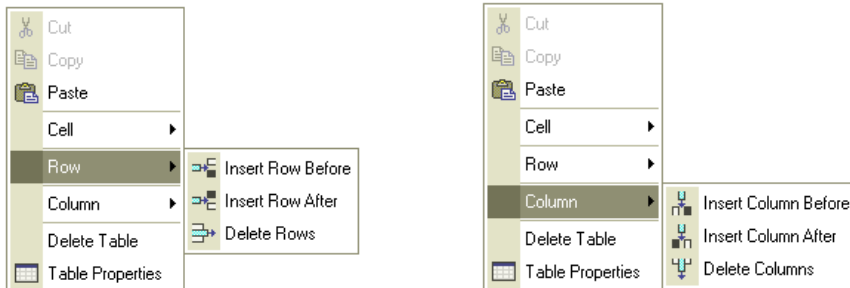
**Vertical Alignment:** determines the vertical alignment of the text in your cell. It can be set to Top, Middle, Bottom or Baseline.

**Rows & Column span:** normally handled by the Editor

**Background color:** sets the background color of your cell. You can either select a color or type it manually.

**Border Color:** sets the color of your cells border. You can either select a color or type it manually.

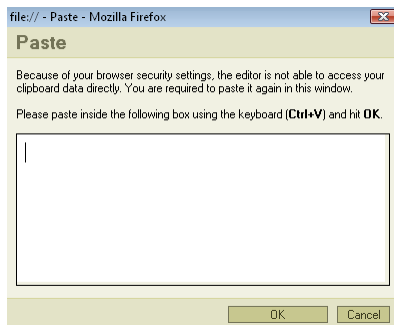
## Row and Column Options:



# Pasting from other tools

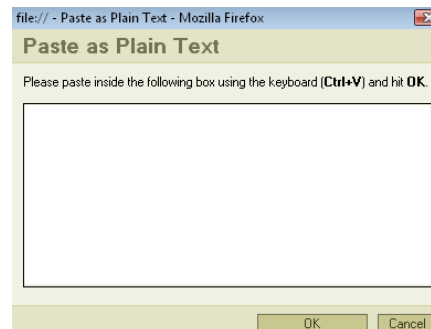
There are three options for pasting text into the Editor window:  
Paste From **Clipboard**, As **Plain Text**, and **From WORD**

In each case, paste into the dialog box, and click **OK**



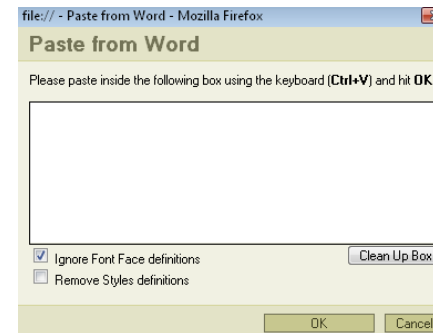
## Paste (Regular)

Pastes from the clipboard – the usual action. You can also use CNTL-V or APPLE-V as a keyboard shortcut



## Plain Text

Pastes from the clipboard – but eliminates formatting to give plan text.  
Very safe

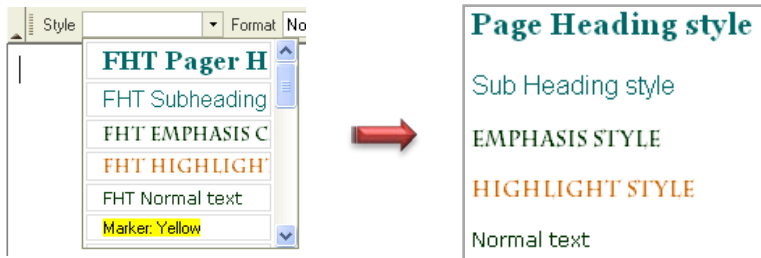


## Paste from Word

Allows you to eliminate some of the formatting and font style settings that Word generates. However, numerous *codes* and *fields* are likely to remain. Recommend: pasting as Plain Text and then re-formatting using the Editor

# Using FHT Styles





You can use pre-defined FHT Website styles. Click on the **Styles** drop-down menu. Using these styles will keep a consistent look to your website. Also, these styles are converted for **Printer-friendly printing** into appropriate greyscale fonts.



HTML: It should be noted that some styles are implemented as **paragraph** styles, and some as **span** classes. If the formatting is not appearing as expected, it is likely that there is some accidental complexity or error in the nesting of styles, best resolved by looking at the HTML source with manual editing of the HTML.

```
<p class="FHTPageHeader">Page Heading style</p>
<p class="FHTSubheading">Sub Heading style</p>
<p><span class="EventTableHeader">Emphasis style</span></p>
<p><span class="FHThighlightnoBar">Highlight style</span></p>
<p class="FHTtext">Normal text</p>
```

# Shortcuts in Editing and Viewing a Page

				<input type="checkbox"/>	Page ID ↓	Heading	Sub Heading	Private Area Page	Contains FAQ
<a href="#">Edit</a>	<a href="#">Copy</a>	<a href="#">View</a>	<a href="#">Disp</a>	<input type="checkbox"/>	What We Do	What We Do		<input type="checkbox"/>	What We Do
<a href="#">Edit</a>	<a href="#">Copy</a>	<a href="#">View</a>	<a href="#">Disp</a>	<input type="checkbox"/>	PrivacyPolicy	Privacy Policy		<input type="checkbox"/>	

From the list of System Pages you can click on **Disp** to view that page

## The Timmins Family Health Team - Overview

**Team Based Care**  
The Timmins Family Health Team (TFHT) is a [multidisciplinary](#) team consisting of 24 independent



From web page display, and once you have logged into the Team Portal, you can click on the **Page Edit** icon to proceed directly to editing that page.