PFOND Editor Manual

1. First you need to create an account on PFOND by going to http://web3.cmmt.ubc.ca/dev/register
2. Send an email to pseidkarbasi@gmail.com with your registered username so your account can be granted editor access.
3. We will try to keep this document as up to date as possible, but things may change as we are developing.

PFOND Contact:

1. Dr. Wasserman – wyeth@cmmt.ubc.ca
2. Cynthia Ye – kittybobtail@gmail.com
3. Puya Seid-Karbasi – pseidkarbasi@gmail.com
4. For any technical inquiries please direct your questions to Puya. There is a mailing list that you can use to contact all the members of PFOND: pfond@cmmt.ubc.ca.

Customizing your new site:

1. Change the front page image
2. Adding a text tooltip
3. Configure RSS feeds for your News Page.
4. Configure your PubMed / Google RSS feeds.
5. Add information about this disease, links, and experts.
6. Post on your new forum.
7. Adding a welcome message

Customizing the front page image:

1. Find or create an appropriate image (aim to make it exactly 930x250 pixels).
2. Send an email with the attached image to pseidkarbasi@gmail.com and it will be updated for you.

Adding a tooltip for specific text:

1. An example can be found here http://web3.cmmt.ubc.ca/dev/aniridia/about/overview/
2. Create a hover animation for a specific text; could be used to provide definitions etc.
3. This is how you can create a tooltip in any page/post:
4. [tooltip content="This will show in a tooltip" url="This will make tooltip a link"]Hover over me for tooltip[/tooltip]
5. If no url is needed for the tooltip then one can simply do:

6. [tooltip content="This will show in a tooltip"]Hover over me for tooltip[/tooltip]
7. The best way to learn how to use these features is to copy and paste those examples and play around with how it turns out.

Configuring your PubMed RSS feed:

1. Go to PubMed at http://www.ncbi.nlm.nih.gov/pubmed/.
2. Search for a relevant key word, e.g. "aniridia".
3. Check that the search results are appropriate to your disease site.
4. On the top menu, select the link labeled "RSS".
5. In the small box that pops up, select "Create RSS", leaving the other options as they are.
6. Click the button labeled "XML". A new window/tab should open.
7. Copy the URL of the new page.
8. From the Admin Panel, go to Appearance > Widgets.
9. On the right hand side, find the item labeled "RSS: Scientific Articles on 'Template'" and click the small arrow to its right.
10. Paste the URL you copied into the text box labeled "Enter the RSS feed URL here".
11. Customize the feed title as desired.
12. Click "Save".

Configuring your Google RSS feed:

1. Go to Google Alerts at http://www.google.com/alerts.
2. Sign in with any Google account.
3. Enter relevant search term(s).
4. Make sure the following options are selected: Type – "Everything"; How often – "As-it-happens"; Volume – "All results"; Deliver to – "Feed".
5. Click "Create Alert". You should be redirected to a list of all Alerts you have created with this Google account.
6. Click the orange RSS icon for the alert you have created.
7. Copy the URL of the new page.
8. From the Admin Panel, go to Appearance > Widgets.
9. On the right hand side, find the item labeled "RSS: Google Results on 'Template'" and click the small arrow to its right.
10. Paste the URL you copied into the text box labeled "Enter the RSS feed URL here".
11. Customize the feed title as desired.
12. Click "Save".

Adding disease information:

1. From the Admin Panel, go to Disease Info > Add New.
2. Edit the title & content as desired. Note: the title will be used to generate hyperlinks to this information.
3. On the right hand side, choose a category for this information.
4. If desired, customize how the order in which the information is displayed on the page in the "Info Ranking" box.
5. Publish the information – it should now appear in the appropriate 'About' section.

Adding disease experts:

1. From the Admin Panel, go to Experts > Add New.
2. Edit the title & content. The title should be the expert's name, while the content should be a brief description of the expert (possibly a short biography pulled from their webpage).
3. Below the content editor in the box labeled "Expert's personal or laboratory website", enter the URL to the expert's webpage.
4. In the box labeled "Expert's e-mail address", enter the expert's e-mail address.
5. On the right hand side in the box labeled "Locations", select an appropriate location for the expert; if none exists, add a new location by clicking on the "Add New Category" link.
6. In the box labeled "Specializations", enter one or more specializations to help viewers identify this expert's field of knowledge.
7. Click Update. The entry should now appear in the Experts page.

Adding links:

1. From the Admin Panel, go to Links > Add New.
2. Enter a name, web address, and a brief description of the link.
3. Click "Add Link". It should now appear in the Links page & any widgets you have configured.

Adding custom articles for the News Page:

1. From the Admin Panel, go to Posts > Add New.
2. Edit the title & content as desired.
3. On the Categories menu on the right hand side, ensure that "News" (and *only* "News") is checked.
4. Publish the article – it should now appear in the News section of the site.

Adding front page highlights/notifications:

1. From the Admin Panel, go to Posts > Add New.
2. Edit the title & content as desired. Note: the title will be used as the notification text on the front page.
3. On the Categories menu on the right hand side, ensure that "Notifications" (and *only* "Notifications") is checked.
4. Publish the article – it should now appear as a green text box on the front page.
5. Note: by design, only the latest notification appears on the front page. Older notifications can be displayed as a widget.

Promoting a news article as a "Feature Article":

1. From the Admin Panel, go to Posts.
2. Hover your mouse cursor over the news article you wish to promote and select "Quick Edit".
3. Check the box labeled "Make this post sticky".
4. Click Update.

Adding a RSS feed for the News Page:

1. From the Admin Panel, go to the "Syndication" tab.
2. In the dialog box labeled "Website or feed URI", enter the Internet address of the RSS feed you wish to add.
3. Click the "Add" button.
4. In the next screen, choose the feed that best corresponds to the one you intended to add (based on its homepage/description/URL), then click "Use this feed".
   Steps 5-7 ensures that users can click on feed titles in the News Page and be shown a list of the news items under that feed.
5. Hover your mouse cursor over the feed that you just added, and in the links that appear, select Settings > Categories.
6. Scroll to the bottom of the page, and in the section titled "Post Tags", enter in **one** tag that appropriately labels this feed (e.g. a feed from WebMD may be "webmd").
7. Click the "Save Changes" button.
8. In the navigation menu, select Syndication > Syndication. For the feed you just created, select "Update Now".
9. New posts that have been generated will need to be approved before they will appear in the News Page. Go to Posts > Posts to do this.

Adding a Welcome Message:

1. This adds a welcome message that appears only an x number of times for each specific/unique user. Logged in users never see this.

2. If needed, ask us to get this feature enabled for you.