

# Notes about editing the calendar cards:

## Publishing rules:

1. The cards will be presented to users in groups announcing future events, in a tabular form or rectangular cells responsive to view size.
2. The order in which the cards will be displayed depends on the date and time of the event. Depending on the publication levels plus the relative sequence, the list of five may differ when viewed internally and by the public, on the Internet.
3. Three blank cards will remain in the system as a backup to fill in the free spots, if fewer than three of the editable cards are published. This will prevent an accidental gaps, if the editor retracts all the editable ones.

The cards were meant to function only as a minimum info buttons (event title, time and place, and presenter). However, they will be also hyperlinked to their source pages where announcement posters may be created; and those like all webpages may link out to even more resources.



The editing area is located on “?page=960” of the calendar cards editor.

To get there, first log in; then, click the hyperlinked button that should appear over the top-right corner of the calendar cards section. This requirement is only for the purpose of consistency.

**To edit an existing card**, first select its page to display that page on screen

– that may be done by clicking the [Read more](#) button displayed on each card; then, open the card in the CK Editor.

1. Note that saving changes to a card that already has been published will immediately show the saved changes to the selected public (unless you retract it first from publication for the duration of the editing).

- If you want only to experiment, make a copy first, and work with that copy until satisfied. Then either replicate the new content or publish that new card.

2. Note that while you are logged in as an editor, you will be able to see the results of what you are working on within the [www.lunenfeld.ca](http://www.lunenfeld.ca) homepage – whether these that you are working on are published or unpublished. However, the visitors to the Website will see only the published cards.

Moreover, if you chose to publish some cards for internal consumption, you may select that option when publishing them.

**To insert a new card** – there are many ways but the most straight-forward (possibly) is this:

1. First, select one currently on file, then;
2. Click the "New (Blank Page)" option (or the "Copy Current..."). This will open the editor ready to accept the information for the new card, which upon saving will be inserted on top of the list of these cards.

There are several key pieces of information that you must fill in for the card to become a viable entry in these calendar pages (all three title fields in their respective formats, the event date and time, and the "optional" introduction fields are actually mandatory).

**1. THE TITLES**

title for this article:

expire on: yyyy-mm-dd

**2. EVENT DATE AND TIME**

event date: 2024-04-12

event time (use 24-hour-clock format): 10:00

event duration (optional): 0

**3. Optional INTRODUCTION**


introduction:

**use this for LOCATION and name(s) of PRESENTER(S) to show on the event card**

banner element:

article:  
(mandatory; the editable content area of a page)

**4. EVENT DETAILS**



Astral Day



View photos from our symposium celebrating Canada's first Orbitrap Astral mass spectrometer at LTRI - and the beginning of a new era in quantitative proteomics.

[Click here](#)

To fan-out the editing areas for the fields, such as the titles and the introduction, click on the headings visible on screen. To collapse them back out of sight, click on those headings again.

3. Provide some meaningful titles for the card page. Refer to the next image for how the titles are properly structured and what each of them is used for in this context.

## 1. THE TITLES

  **title for this article:**

**CAUTION:** Do not use the double-quotes in any of the four title fields.

**display title:**  
mandatory; FULL DISPLAY TITLE - some templates may be designed to use this value for display of the title in-line on the Webpage; - note that the maximum length should not exceed 250 characters

Astral Day Photo Gallery

**1.1 This will be displayed on card**

**\* short title:**  
(unique throughout this Website, at least partially URL-encoded, and should not include spaces)  
mandatory; SHORT TITLE - used in the Webpage address query-string parameter - unique throughout this Website - at least partially URL-encoded, and should not include spaces - usually is derived from the display title  
Key articles should NEVER be renamed because of the possibility of breaking links already published elsewhere

astral-day


**1.2 This must be unique for the system  
-must be all lower case, no spaces,  
and no special characters**


**abbreviated title:**  
(may be used for display in menus)  
mandatory; ABBREVIATED/TRUNCATED TITLE - mainly used for display in menus - maximum allowable length may be imposed by the design of a particular skin template but the Editor users may override that

Astral Day

**1.3 This should be abbreviated 1.1**

**subtitle:**  
(may be used in some particular template scripts)  
optional; SUBTITLE

**expire on:**  

**event date:**  

**event time (use 24-hour-clock format):**

**event duration (optional):**

The date and time is an obvious necessity for any calendar.

The event duration is technically optional. However, if you know that, enter the appropriate information there as well.

**2. EVENT DATE AND TIME**  
- this keeps the cards in order  
and is displayed on the cards

**title for this article:**  
expire on:

event date:

event time (use 24-hour-clock format):

event duration (optional):

**introduction:**


**banner element:**

**article:**  
(mandatory; the editable content area of a page)

Source

B I U S x<sub>2</sub> x<sup>2</sup> I<sub>x</sub>

Styles Format Font Size



### Astral Day

View photos from our symposium celebrating Canada's first Orbitrap Astral mass spectrometer at LTRI - and the beginning of a new era in quantitative proteomics.

[Click here](#)



4. Populate the card content – the event details. However, there are some rules for that (the scripts require standard input or they will not be able to process the data – if necessary to augment these rules, describe the needs and we'll work out how to add to these):

4.1 The card may include images – the first one found will be used as a background on the card itself.

However, ensure that the image that you will use is not unnecessarily huge – if you do not know how yet, learn how to edit images.

**title for this article:**

expire on:

event date:

event time (use 24-hour-clock format):

event duration (optional):

**introduction:**

**banner element:**

**article:**  
(mandatory; the editable content area of a page)

Rich text editor toolbar with options for Source, Bold, Italic, Underline, Text color, Background color, Bulleted list, Numbered list, Indent, Outdent, Quote, Unquote, Link, Unlink, and others.

**4. EVENT DETAILS**  
- here you might want to repeat the full title of the event, the date and time, location, and presenters beside any other elements of the poster

**Astral Day**

View photos from our symposium celebrating Canada's first Orbitrap Astral mass spectrometer at LTRI - and the beginning of a new era in quantitative proteomics.

[Click here](#)

5. Be sure to **save** your content.

While within the editor, you may check what it will look like in the final form once you publish it. As long as you are logged in as an editor, unpublished content will be shown to you.

6. **Publish.** Before publishing the saved content, check (pt. 5) what it may appear like to the users.

Once satisfied with its appearance, **publish** it for the appropriate audience.

7. Leave old cards in the system.

Only once the list becomes unwieldingly long, we will consider deleting old ones or rearranging them. At any time, the users will be presented with all future events cards, which fit their levels of access.



# Addendum

https://www.lunenfeld.ca/Default.asp

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Contact Us | sciHigh | COVID-19 | [Donate](#)

**Sinai Health** | Lunenfeld-Tanenbaum Research Institute

## Lunenfeld-Tanenbaum Research Institute

Sinai Health's engine of innovation and discovery and one of the world's top biomedical research institutes.

[Learn more](#)

### Meet Our Researchers

Our scientists examine the entire life course from prenatal to old age, pushing the boundaries for health solutions

### Science of Sinai Health

LTRI brings together creativity, curiosity and observation for the investigation of medicine's most important questions

### Message from the Director

Appointment of our new Director, Dr. Anne-Claude Gingras

*Two new buttons for scrolling through the list*

LTRI News

carousel-cards-live ▾



Lunenfeld-Tanenbaum  
Research Institute

Contact Us | sciHigh | COVID-19

Log in  
using your SLRI\_LAN I  
network account

EDIT  
me | POWERED (W...  
© 1999-2024

Authorised Content Ed...  
Jovana Drinjakovic,  
and DBA



### Meet our Researchers

Our scientists examine the  
Edit: card 1  
8000  
published on the Internet  
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page.  
es for



### Science of Sinai Health

LTRI brings together creativity,  
Edit: card 2  
7000  
published on the Internet  
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tions



### Message from the Director

Appointment of our new  
Edit: card 3  
6000  
published on the Internet  
gras

## Notes about editing the cards:

### Publishing rules:

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- 2, The top five will be selected on the basis of the publication levels and relative sequence.

The cards are meant to function only as buttons. They may be hyperlinked. Ensure that the content where the hyperlinks will send the users exist before such links are added, - See below how to add links.

To edit a card: select its page to be displayed on screen. Open the card in CK Editor.


### To insert new card:

- 1, First select one currently on file, then:
  - 2, Click the "New (Blank Page)" option.
- 2,1 To insert the new card so once published it will be at the top of the stack, start by selecting the top most (left-most) current card before the clicking the "New (Blank Page)", Likewise, to insert the new card somewhere between existing cards, select the one that later will be behind the new card once it is

carousel-cards-live ▾


Contact Us | sciH

**Sinai Health** | Lunenfeld-Tanenbaum Research Institute




**Meet our Researchers**

Our scientists examine the  
Edit: card 1  
8000  
published on the Internet  
e from  
page.  
es for



**Science of Sinai Health**

LTRI brings together creativity,  
Edit: card 2  
7000  
published on the Internet  
ion for  
dicine's  
tions



**Message from Director**

Appointment of our new  
Edit: card 3  
6000  
published on the Internet  
gras

**Sign in / Sign on**

Domain:  
CONTACTDB  
CONTACTDB  
SIRI\_TAN1

Sign in

Don't have an account?  
- Create one by signing  
Sign-on - register

Cancel Contact Admin

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### Meet our Researchers

Our scientists examine the  
Edit: card 1  
published on the Internet



### Science of Sinai Health

LTRI brings together creativity,  
Edit: card 2  
published on the Internet



### Message from the Director

Appointment of our new  
Edit: card 3  
published on the Internet



*Click the Edit to open the storage space of that particular card*

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### Meet our Researchers

Our scientists examine the entire human life course from prenatal period to old age, pushing the boundaries for health solutions

<b>Sinai Health</b>   Lunenfeld-Tanenbaum Research Institute 800 University Avenue Toronto, Ontario, M5G 1X5 Phone: 416-598-4200 <a href="#">Get Directions</a>	Sinai Health Circle of Care Hennick Bridgepoint Hospital Mount Sinai Hospital Sinai Health Foundation	<b>For our people</b> COVID-19   Finance   Grants Admin Assistants   Biobar   Safety
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Click the "New(Blank Page)" to create a new card

- Page
- Page
- New...
  - New (Blank Page)
  - Copy Current
  - New (at New Level)
- Open...
- CK-Editor
- Plain Text

CKeditor (WYSIWYG)  
- not supported on all browsers

Within the storage space of the card click CK Editor to edit it.

**title for this article:**  
expire on: [ ]

**introduction:**

**banner element:**

**article:**  
(mandatory: the editable content area of a page)



## Meet our Researchers

Our scientists examine the entire human life course from prenatal period to old age, pushing the boundaries for health solutions

3.

- 0. Start by exposing blocks.
- 1. Image option
- 2. Formatting levels options, - Heading2.(H2), Normal (P)
- 3. Link option

Page Tools publish Internet | unrestricted - public visitors Help

Category id: ARTICLE (time insensitive) skin id: (-2002 2022 reser) desc. skin id: (-2000 2022 basic)

Save option

Alternate Save option

Meet our Researchers

Our scientists examine the entire human life course from prenatal period to old age, pushing the boundaries for health solutions

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**title for this article:**

**CAUTION:** Do not use the double-quotes in any of the four title fields.

**display title:**  
mandatory: FULL DISPLAY TITLE - some templates may be designed to use this value for display of the title in-line on the Webpage: - note that the maximum length should not exceed 250 characters

card 1

**short title:**  
(unique throughout this Website, at least partially URL-encoded, and should not include spaces)  
mandatory: SHORT TITLE - used in the Webpage address query-string parameter - unique throughout this Website - at least partially URL-encoded, and should not include spaces - usually is derived from the display title  
Key articles should NEVER be renamed because of the possibility of breaking links already published elsewhere

card-1

**abbreviated title (may be used in a particular skin):**  
mandatory: AB  
card 1

**subtitle:**  
(may be used in some particular template scripts)  
optional: SUBTITLE

expire on: [ ]



This short title must be unique; Although you are encouraged to fill properly all three title fields, the short title is the only one mandatory for the system of these cards.

**introduction:**

**banner element:**

article:



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record id: 951 article cat: ...

Tools  
File Stream  
Manage Readers  
Compact Pages  
Refresh Sequence  
Analytics  
Views...  
Article  
History  
Site Map

title for the article:  
expire on: by: ...


introduction:  
banner element: site

article:  
(mandatory: the editable content area of the page)

Source

B I U S x x I ...

Styles Format Font Size



Meet our Researchers

Our scientists examine the entire human life course from prenatal period to old age, pushing the boundaries for health solutions

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Where to find the editor's Site Map



[Show Webpage articles only](#) [Refresh the sequences](#) [Overview](#)

ID	menu ID	parent ID	Refresh sequences	CK Editor	Source Editor	Delete
* 0 <b>Replica</b> <a href="#">Public   Webpage Article</a>		home	0	CK	Source	Del
* 960 <b>carousel-cards-live</b> <a href="#">Public   Webpage Article</a>	0	0	10000000	CK	Source	Del
* 964 <b>card 4</b> <a href="#">Public   Webpage Article</a>	807	960	3000	CK	Source	Del
* 965 <b>card 1</b> <a href="#">Public   Webpage Article</a>	807	960	4000	CK	Source	Del
* 966 <b>card 5</b> <a href="#">Public   Webpage Article</a>	807	960	5000	CK	Source	Del
* 963 <b>card 2</b> <a href="#">Public   Webpage Article</a>	807	960	6000	CK	Source	Del
* 962 <b>card 3</b> <a href="#">Public   Webpage Article</a>	807	960	7000	CK	Source	Del
* 961 <b>card 1</b> <a href="#">Public   Webpage Article</a>	807	960	8000	CK	Source	Del
* 740 <b>static header 1</b> <a href="#">Editors   Webpage Article</a>	740	0	18700000	CK	Source	Del
* 954 <b>2022 static header 1</b> <a href="#">Editors   Webpage Article</a>	954	0	18600000	CK	Source	Del
* 741 <b>static footer 1</b> <a href="#">Editors   Webpage Article</a>	741	0	18700000	CK	Source	Del
* 955 <b>2022 static footer 1</b> <a href="#">Editors   Webpage Article</a>	955	0	18700000	CK	Source	Del

On the Site Map you may rearrange the sequences of articles. Each sequence functions within the level of items on the map - see the left side how the levels are indented.

For the purpose of the cards, manipulate only the relative sequence numbers only (where the arrow is pointing).

Do not manipulate anything else here, and do not click the delete button to remove anything. Work only within the card items section.