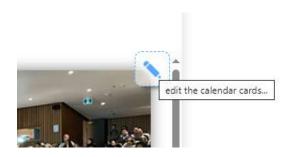
## Notes about editing the calendar cards:

## 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

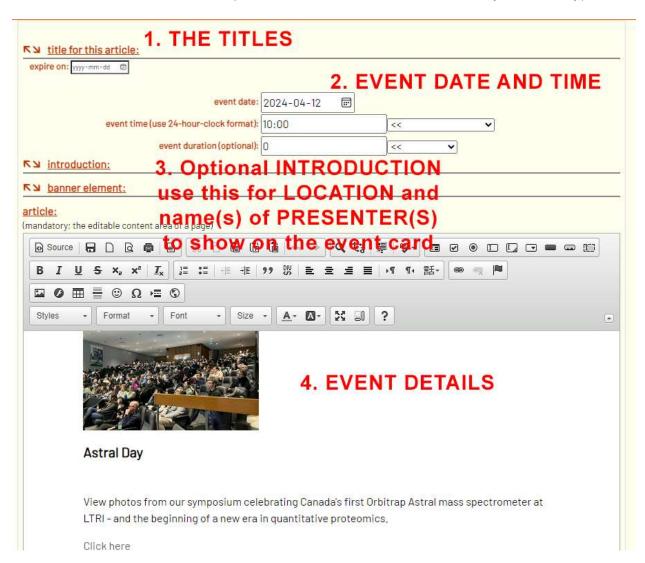
- that may be done by clicking the then, open the card in the CK Editor.
- 1. Note that saving changes to a card that already has been published will immediately show the saved changes to the selected public (unless you retract it first from publication for the duration of the editing).
- If you want 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of what you are working on within the www.lunenfeld.ca homepage whether these that you are working on are published or unpublished.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.

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

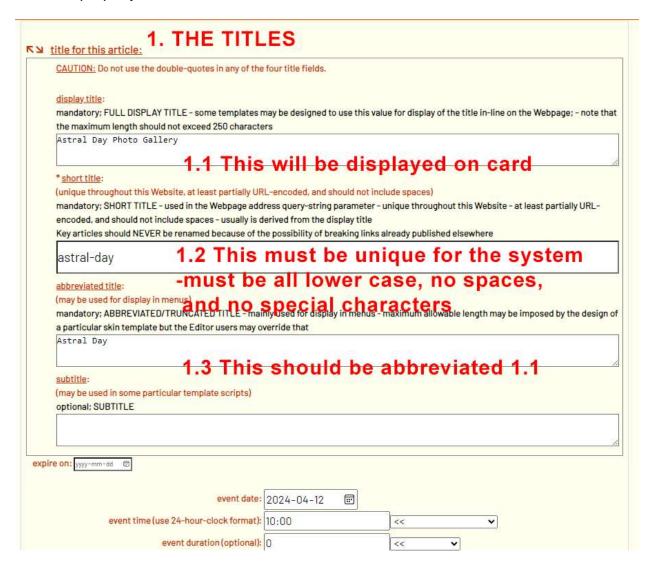
- 1. First, select one currently on file, then;
- 2. Click the "New (Blank Page)" option (or the "Copy Current..."). This will open the editor ready to accept the information for the new card, which upon saving will be inserted on top of the list of these cards.

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 <u>event date</u> and <u>time</u>, and the "optional" <u>introduction</u> fields are actually <u>mandatory</u>).



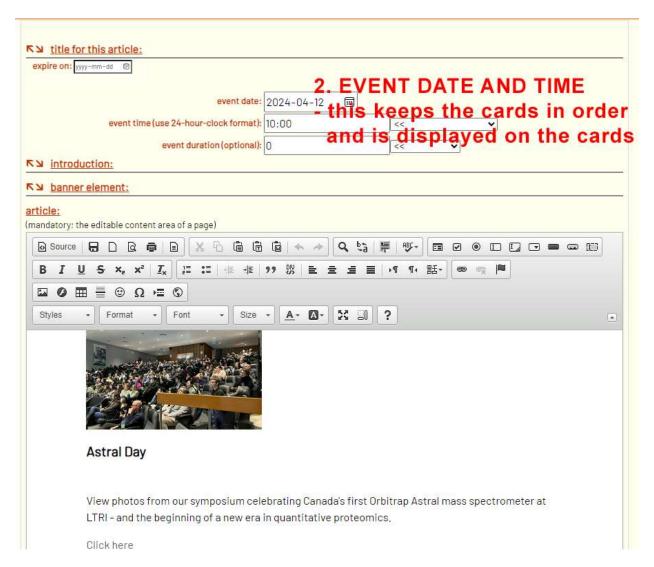
To fan-out the editing areas for the fields, such as the titles and the introduction, click on the headings visible on screen. To collapse them back out of sight, click on those headings again.

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.



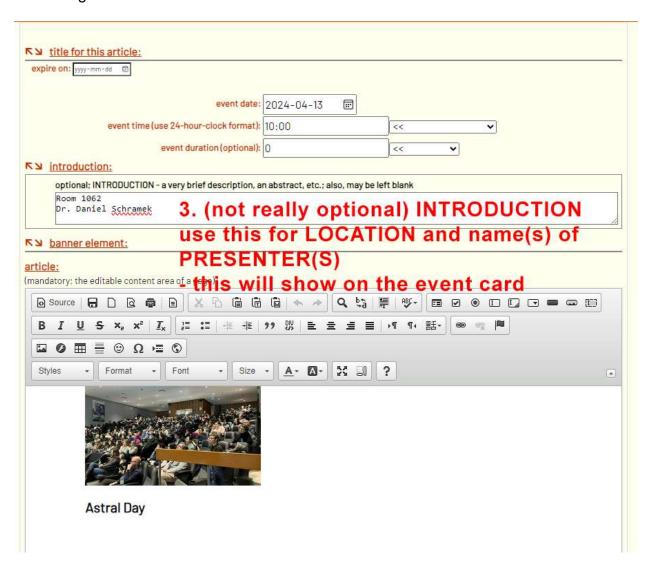
The date and time is an obvious necessity for any calendar.

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



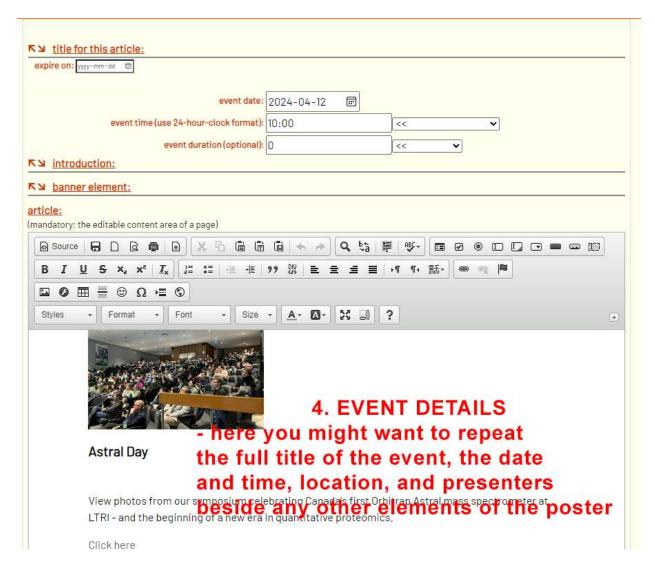
The Introduction field is marked in the editor as "optional". However in this context treat it as mandatory and populate it with the information about the location of the event and the presenter's name (or names).

Do not overload it with too much info – everything else may be placed in the main article describing the event.



- 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.



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

