

# Visual Guide to Placing Content on WA Portal

## How the Edit screen works



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## How to put an image on a page



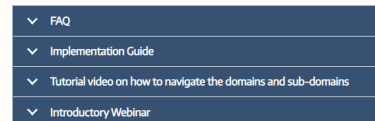
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## Answers to:

- ◆ Making an image a clickable link for readers
- ◆ Posting videos
- ◆ Saving as draft or unpublished

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# How the Edit screen works

After you select the Edit button on a page, you can place your content within the **Body** field and use the toolbar to apply features and adjust text on your page. The image of the toolbar below shows the icon order, but the icons will shift depending on your browser and view settings.

Click here to get a full screen view of your webpage as you add or edit text. You will need to click here again to revert back to a view of the full Edit page and save your work.

Drag this triangle downward to enlarge your view of the webpage as you add or edit text.

**MAKE NO CHANGES IN THIS AREA**

Published  
 Last saved: 04/15/2024 - 3:51 pm  
 Author: user  
 Create new revision  
 Revisions are required.  
 Revision log message

Briefly describe the changes you have made.

[▶ MENU SETTINGS](#)

You can comment in the **Revision log message** field and note changes you make to your page.

**Do not change Settings**  
 While editing a webpage do not change any *Menu Settings* options. This is a default menu of settings that potentially affects functionality across the full website and should only be adjusted by a WA Portal administrator.

The *Add Callout* button provides an easy way to create a noticeable box on the upper right side of your page. We cannot change where the Callout Box appears, but you can add text, links, and images in the space.

**LOGO**

No media items are selected.

[Add media](#)

One media item remaining.

**HERO IMAGE**

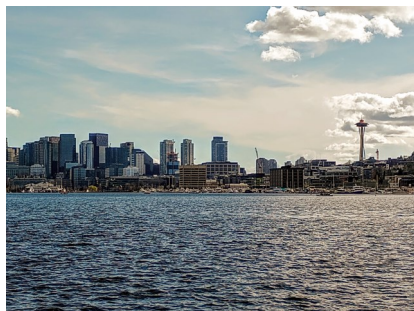
No media items are selected.

[Add media](#)

One media item remaining.



Optional: In the Logo section use the *Add media* button to place a logo representing your project or agency on the top of the page. If you also plan to add a hero image (usually a scenic Washington state landscape), you will want to use a version of the logo that is transparent with no white background.



In the **Hero Image** section use the *Add media* button to place a picture on the top of the page.

Due to the narrow horizontal format for websites, you should select an image with the primary subject in the upper center of the image..

# How to put an image on a page

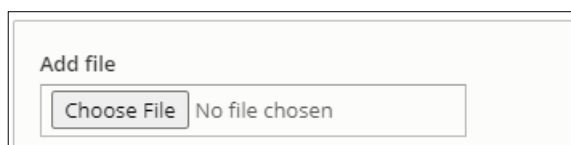
Placing images will go more smoothly if you have a plan for how you want images and text to flow on your page. Images will look best and be easier to work with if you use a layout tool as a container for the image, such as [an accordion](#) or one of [the template options](#). See the time-saver tips below for additional guidance. **Important:** Before uploading images, name your images based on the Important New Rules for File Names on the next page.



## Step 1

Click Edit on your page and put your cursor where you want the image to be placed. 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 **Add or select Media** screen you will fill in the **Alternative text** field to describe the image to assist people who use screen readers. (Learn about [alternative text best practices](#).)

Click *Save and select* to add the image to the Portal’s file folders to use on your page later. You can then proceed to upload other images you intend to use;

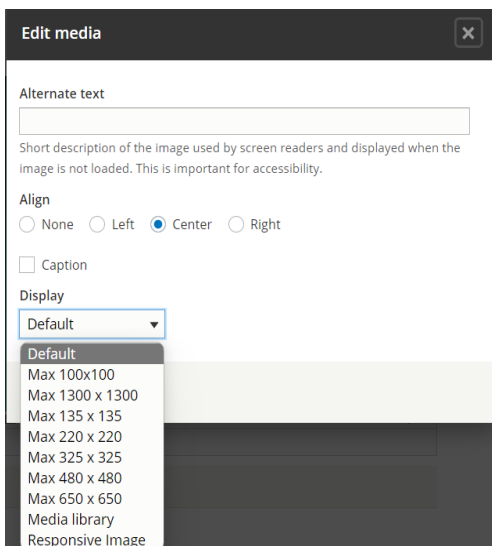
or

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

## Step 3

Once the image is on your page, if it appears too large or smaller than you want, click *Edit Media* in the upper left corner of your image.

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

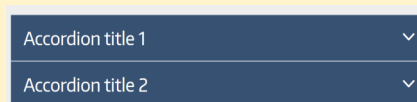


## Time-saver tips

Before you start placing an image on your page:

- Make note of the file name(s) and location of the 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 could use to “contain” it *before* you place the image. Layout tools include:

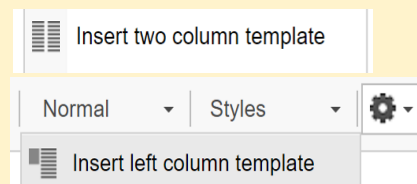
### Accordion



To insert an accordion, click this icon in toolbar:



### Template



To insert a Template, 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 (see red circle below).



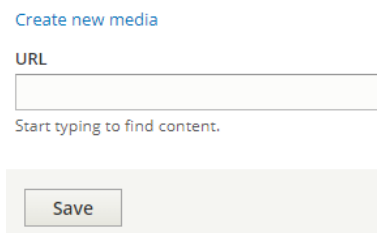
## Step 3

Click *Create new media*



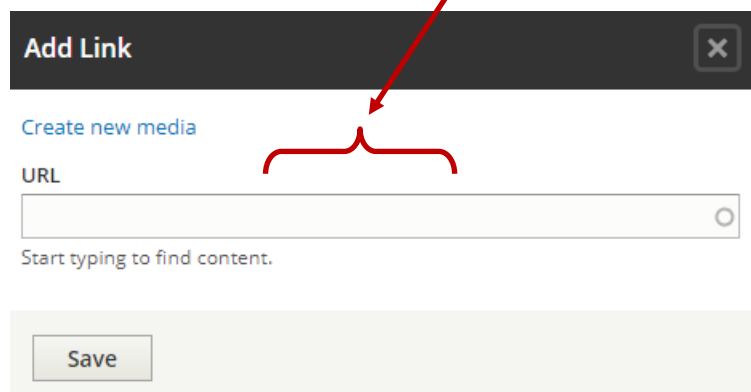
## Step 4

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 or image to WA Portal, there are protocols to follow on how to name a file:

- Avoid using spaces (dashes and underscores are OK for file names)
- Avoid using symbols such as &, @, or quotation marks
- Be as specific as possible to distinguish your file from the many 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 or tracking coding from an e-newsletter. These links can slow down how quickly pages open and also result in a broken link.

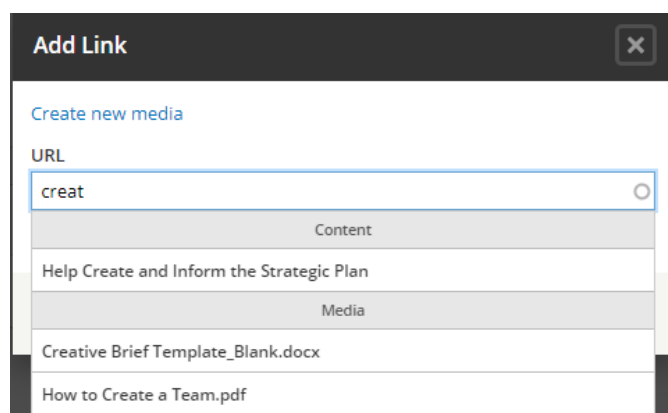
You don't have to remember the exact file name. Use any string of words, letters, or numbers you recall were in the document's file name. The search box will display all content saved in the portal that matches.

## 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 your link, they will see the file name, not the node number.

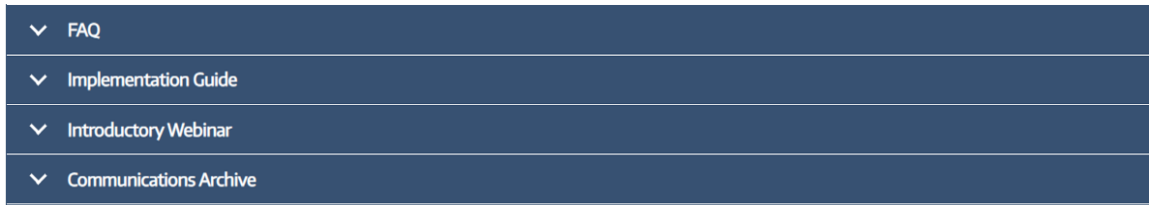
Click *Save*.

Once your link is set, you can continue to work on other parts of your page or click *Save* on the page you're editing.



# 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. Before using accordions on your webpage, [be sure to consider the pros and cons](#).



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



Undo and redo buttons ↑

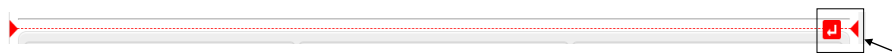
Click *Edit* on your webpage to access the edit toolbar. Place your cursor where you want to begin the accordion and then click the accordion icon (above in red circle).

The boxes will appear on your page as shown below. The words “Accordion title” and “Accordion content” 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 press CTRL+Z to restore the title or content field.




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 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.

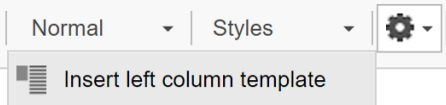


**Tip:** Use column templates (page 6) to place an accordion inside a space with an image.



## Using template layouts on a page

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

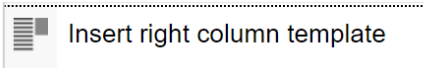


You can use each column to insert text or an image, but **do not embed a video** in the smaller box.

You can use this wider space for text, an image, or an embedded video.

**Reminder:** Use the image icon in the editing toolbar to embed a video on a page.

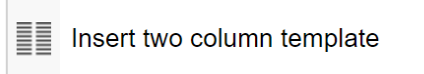
This video covers how to achieve effective communication in the workplace during times of high stress.



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.

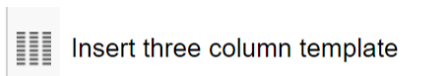
On this page you will find links and resources to help your team support people in your community. See our [Care Connect graphics page](#) to share images and download printable flyers to help people contact Care Connect for help while experiencing COVID or isolating.



You can use either of the two-column spaces for text, an image, or embedded videos.

**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.

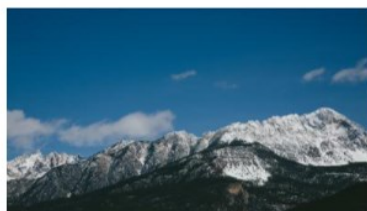
**Campaign to reduce underage drinking launches**  
 To reduce underage drinking among high school teens, the state Health Care Authority developed the Focus On campaign. The campaign spotlights positive social norms, and offers information about the risks and consequences of underage drinking in ways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



You can use these spaces for images, icons, logos, and text. Embedded videos will not display correctly in the narrow columns, but you can use an image taken from a video and link the image to the video. See page 8 for instructions.



Text below



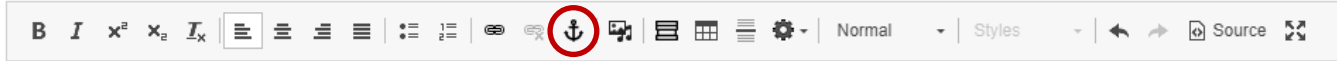
Text below



Text below

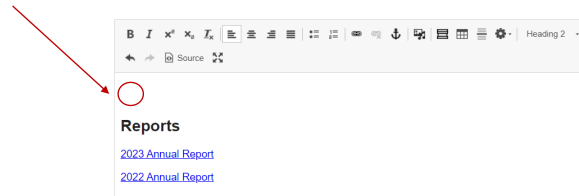
# 📌 Linking to headers or text on a page

Anchor links are a helpful way to reduce the need to search or scroll a lengthy page to reach specific content. You can use anchors to create a table of contents ([see this example](#)), jump to a section on a page, or bring someone to a specific location on another WA Portal page.



## Step 1

Place your cursor above or in front of the header where you want someone to go on your page. Then click the Anchor icon.



## Step 2

Create a unique term to bring someone to this spot. Type the term in the **Anchor ID** field. Click **OK**.

Insert Anchory ✕

Anchor ID:

Cancel OK

## Step 3

- A. At the top of your page, or wherever you want your readers to see the link to the desired section, write words that they will associate with the destination.
- B. Select the words and then click the link icon in the toolbar. In the **Edit Link** URL field, type the hashtag symbol (#) and the unique term you used for that spot. Note: Any capitalization must match what you used in the Anchor ID (Step 2). Avoid using spaces. Click *Save*.



**Edit Link** ✕

Create new media

URL

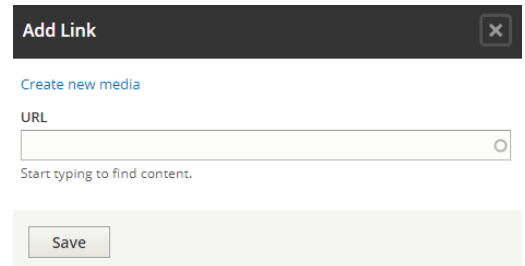
Start typing to find content.

Save

## 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, for example to a file or webpage.
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*.



### 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 embed the video on your webpage. The only exception is for training modules from a learning management system (e.g. Articulate 360, Captivate, etc.). While they play like videos, their file type is adaptable for use on WA Portal. Contact the [WA Portal support team](#) for assistance posting training modules to a page.

To embed a video link 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. The Template options usually work best. Use either the two-column or left/right template.
2. Place the cursor in the space you want the video to be on the page. Place it in in the wider column, if applicable. 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  to your video.
5. Click *Add* and then *Save and insert*.

### 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 are 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 accessibility best practices. We are not able to provide a workaround for this setting.