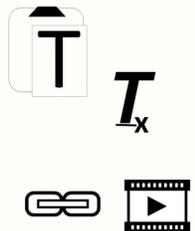


# Visual Guide to the Partner Pages Toolbar

This guide will skip the easy and obvious buttons and provide a deeper dive into the less familiar tools offered in the toolbar.

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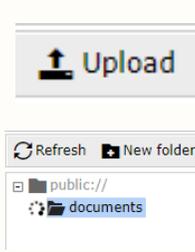
Adding an image to your page

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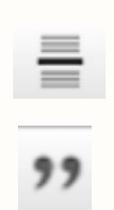
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Additional toolbar options

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## Pasting text, adding links

Body (Edit summary)



### Pasting text



Don't bother using the paste text button. Most browsers don't support its use. Always use CTRL V.



After using CTRL V **always** use Tx to format the text appropriately. To use Tx, select all text and click the Tx icon. This step ensures visitors to the site see consistent fonts, sizes, and colors from one page to the next and helps your content be readable.

### Adding links



The link button (above in green square) allows you to:

- Insert a link to something else on the internet.
- Store files on WA Portal and link to them from your web page. A file can be an image, graphic, PDF, Excel, Word document, etc. However, **you may not upload a video**. You can use the video embed button to link to a video that's hosted externally, such as on YouTube. This feature is explained below.

To add a link, see the instructions for using the [File Browser](#). Note: If clicking the link icon takes you to a log in screen, this means you need additional administrative approval. [Send a request to the WA Portal team](#).



Video files are too large to be uploaded to WA Portal. Online services such as YouTube and Vimeo allow you to create a free account where you can easily upload your meeting videos and other video content. Follow the instructions on the site you use to generate a link that you can place on your WA Portal page. Make sure the link is "public" or "available to anyone with the link."

Use the video embed button to add a video to a page or in your team folder. By using a link from a site such as YouTube or Vimeo, your user will be able to see a thumbnail image and play the video without leaving your web page. You can have the video take up the full width of the web page or you can place the video into a smaller frame (example below) and place text next to it by using the Insert Template button.



In under a minute, this video explains what vaccines do when they enter your body and how they help you and your community stop the spread of viruses.

# Adding an image to your page

Body (Edit summary)



Place your cursor in the space on your page where you want your image to display.

Click the photo icon. If clicking the icon takes you to the My Portal log in screen [send a request to the WA Portal team](#) to be assigned the permissions to upload photos.

**Insert Image** ✕

Image \*

No file chosen

Alternative text \*

Short description of the image used by screen readers and displayed when the image is not loaded. This is important for accessibility.

Align

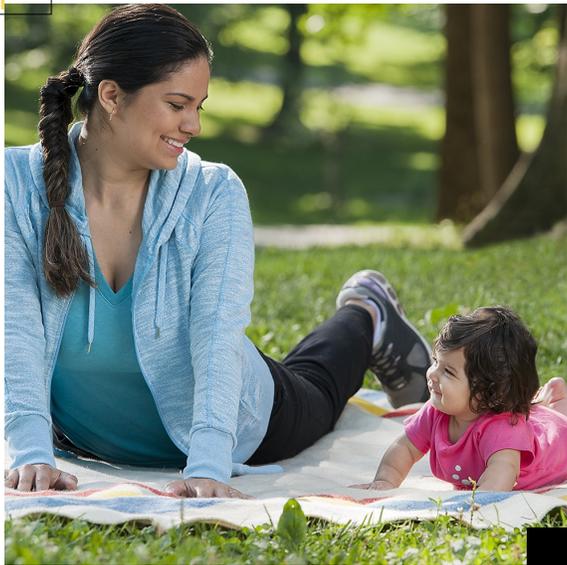
None  Left  Center  Right

Caption

Under **Image**, click *Choose File*. Find the file that is saved on your computer. Need images? DOH staff can visit the internal [DOH Photo Library](#).

Select the image from your computer and double click. In the Alternative text field, clearly describe the image. (Alternative text example: *A woman and infant in a yoga pose in an outdoor setting.*) Filling this field assists people who use handicap accessibility tools on websites. When done, Click Save.

Click and hold this square to drag the image to a different area on your page.

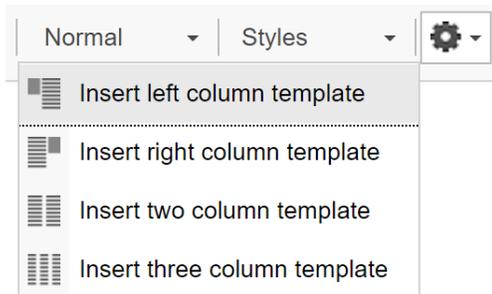


Click and pull the black square to shrink or enlarge the image.

## Insert Template

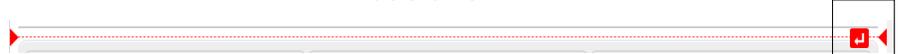


Use the templates available under this button (in blue square in toolbar image above) to present your images and text in an organized way and flow text around an image or video thumbnail.



See examples [on the next page](#).

### What's this?

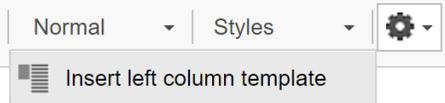


When using the Insert Template options you will see a red line like this flutter in and out of view when your cursor is near it. The red line will allow you to add space between template boxes you have placed on the page.

Hover your cursor between the boxes. Click the red square to add a space.

## Using template options on your page

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



Delete the default image and click on the video embed button in the toolbar.



You can add text below the video or image as well as to the right.



In under a minute, this video explains what vaccines do when they enter your body and how they help community stop the spread of viruses.

 Insert right column template

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.



 Insert two column template

### Funding Opportunity 2021 Minority Research Grant Program

Researchers at eligible minority-serving institutions are encouraged to apply for the grant focused on designing and testing interventions that may reduce disparities in racial and ethnic minorities, people with disabilities, sexual and gender minorities, and rural populations. To apply for the funding opportunity, visit [Grants.gov](#), or read more about the [Minority Research Grant Program](#).

### Webinar: Cost Summary Workbook Training for Local Health Jurisdictions

On May 10, 10 - 11 a.m., this webinar will provide full and complete instructions on the use of the Cost Summary Workbook as well as other FEMA mass vaccination projects. The program will address finance questions and concerns. Register to attend.

 Insert three column template

You can use these spaces for images, icons, logos or just text.



Text below



Text below



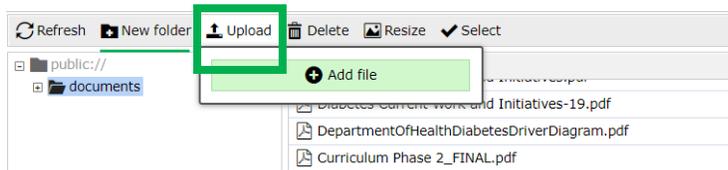
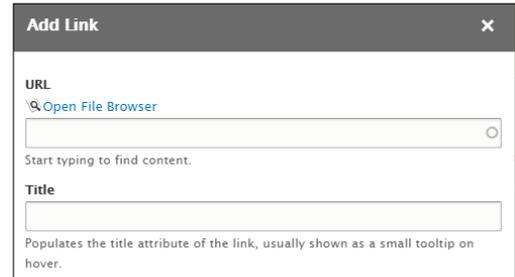
Text below

# Using the file browser to link to files on your page

Body (Edit summary)



1. Note where the file is saved on your computer.
2. While in Edit mode for your page, select the text you want to link to and then click the link button in the toolbar.
3. In the **Add Link** pop up window click *Open File Browser*.

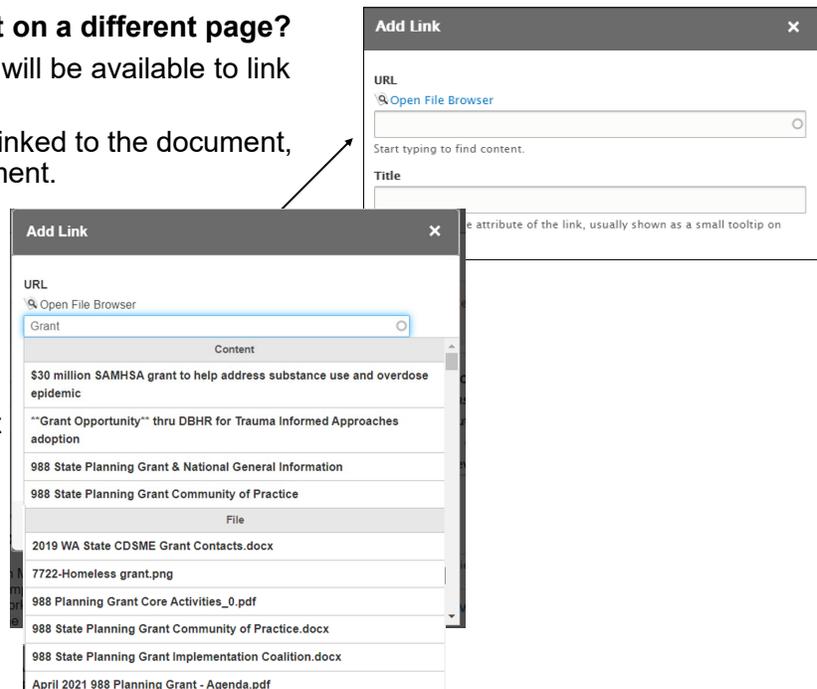


4. Select *Upload* and then *Add file* to copy the document from your computer into the default **documents** folder. You also can use the *New folder* button and create a folder with the same name as your webpage.
5. Once your document has uploaded to the folder, select it so it is highlighted, then double click on the file name to return to the **Add Link** window and click *Save*.

Name	Size	Width	Height	Date
Diabetes Current Work and Initiatives-19.pdf	297.2 KB			2021-03-20
DepartmentOfHealthDiabetesDriverDiagram.pdf	409.5 KB			2021-03-20
Curriculum Phase 2_FINAL.pdf	448.9 KB			2021-03-20
Crisis Connection.png	8.1 KB	413	122	2021-03-20
Covid19.png	1.2 MB	1000	1001	2021-03-20
Comprehensive.png	37.7 KB	531	152	2021-03-20
CommunityWorkerFluVaccineTalkingPoints_SP 100820.pdf	113.8 KB			2021-03-20
Community Worker Flu Vaccine Talking Points 100820.pdf	111.5 KB			2021-03-20
Community People.png	4.9 KB	225	225	2021-03-20

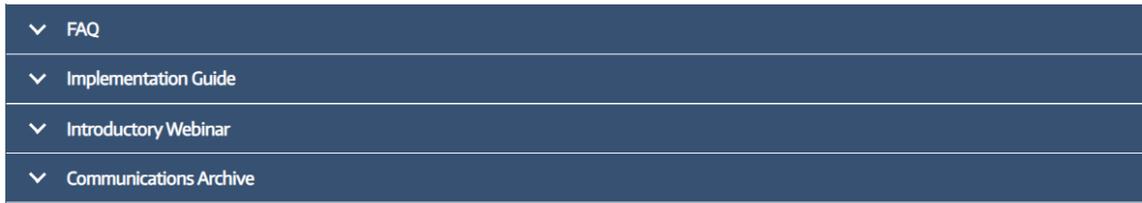
## Want to link to the same document on a different page?

1. Once you have uploaded a file, it will be available to link to on any page.
2. Select the text you want to have linked to the document, for example, the title of the document.
3. Click the link button in the toolbar.
4. Below *Open File Browser*, type any word or words that's in your file name.
5. Scroll down to view web pages (labeled as "Content") or files that match the word(s) you typed. Click the file with the name you're wanting to link to. The system fills in the node number of the item you're linking to.
6. Click *Save*.

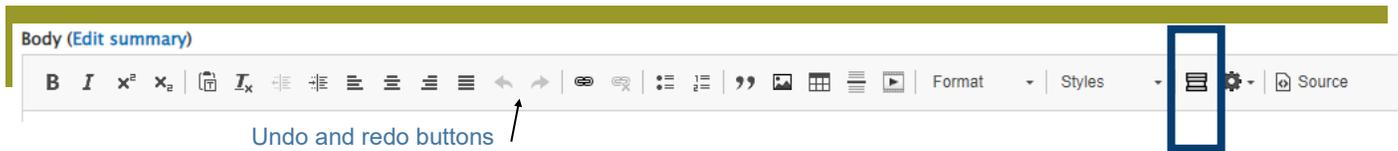


## How to place an accordion on your page

An accordion menu is a vertically stacked list of headers that can be clicked to show or hide content below the headers. Before using accordions on your webpage, [be sure to consider the pros and cons](#).



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



Click *Edit* on your webpage to access the edit ribbon. Place your cursor on your page where you want to begin the accordion and then click the accordion icon (above in blue square).

The boxes will appear on your page as shown below. The word “Accordion” will be visible when you save your page until you type a label in the field. **CAUTION:** the accordion fields are very sensitive to deleting and back spacing. You may need to promptly click undo or CTRL Z to restore the title or content field.



Insert your text or links in the blue and green fields. If you need more rows, right-click within the accordion space to be given options to add more or to 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.



- 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 (details on page 4) to place an accordion inside a space with an image.



## Placing anchors or bookmarks to guide your readers



Anchors, also called page bookmarks, allow you to:

- Help your reader jump quickly to information on another section or body of text on your page or another page. For example, you could offer a brief table of contents on the top of your page for readers to reach detailed or specific information on a topic without having to scan all the text on your page to get to it.
- Provide a link for a place on your page that you can use in an email or a publication.

[Send a request to the WA Portal support team](#) for assistance with placing anchors on your pages.

The Washington State CBW Workforce page has seven sections with links to trainings and informational videos, creating a very deep page. To help visitors of the page easily see all sections without having to scroll the depth of the page, anchors provide visibility and access. Each header is listed at the top of the page and accessible with an anchor.

### Washington State CBW Workforce



## Resources and Support for Community-Based Workers

### Sections on this page

[Community-Based Workers: Supporting People in Crisis with Compassion & Empathy](#)

[Community-Based Workers: Promoting Flu Vaccines](#)

[Community-Based Workers: Helping the Community with Technology](#)

[Community-Based Workers: HIPAA Reminders](#)

[Community-Based Workers: Caring for Ourselves and Our Community Members](#)

[Community-Based Workers Success Stories](#)

[For Supervisors of Community-Based Workers](#)

[See the WA Portal directory for community-based and community health workers](#)

**Tip:** Anchor links can be used in a newsletter to bring a reader to a specific section on your webpage and to any other pages on your WA Portal site.

## Additional toolbar options



Inserts a thin line



### What is Palliative Care?

Palliative care is specialized care for people living with serious illness. Care is focused on relief from the symptoms and stress of the illness and treatment—whatever the diagnosis. The goal is to improve and sustain quality of life for the patient, loved ones and other care companions. It is appropriate at any age and at any stage in a serious illness and can be provided along with active treatment. Palliative care facilitates patient autonomy, access to information, and choice. The palliative care team helps patients and families understand the nature of their illness, and make timely, informed decisions about care.

Please explore the Washington Rural Palliative Care Initiative Handbook to learn more about the framework of this initiative.

### Now available! The Palliative Care Road Map



The Palliative Care Road Map is a publication to help patients, and the people they love sort through the experience of serious illness and conditions. Healthcare teams may find it a useful tool for assisting their patients. Each section offers empathy and information to help make sense of how serious illnesses and conditions unfold over time, with listed resources and key terms defined.

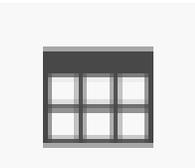


Indents text and inserts a vertical line



*"Health is a state of complete harmony of the body, mind and spirit. When one is free from physical disabilities and mental distractions, the gates of the soul open."*

*B.K.S. Iyengar*



Inserts a table

**Table Properties** ✕

<b>Rows</b>	<b>Width</b>
<input type="text" value="3"/>	<input type="text" value="500"/>
<b>Columns</b>	<b>Height</b>
<input type="text" value="2"/>	<input type="text"/>
<b>Headers</b>	<b>Cell spacing</b>
<input type="text" value="None"/>	<input type="text" value="1"/>
<b>Border size</b>	<b>Cell padding</b>
<input type="text" value="1"/>	<input type="text" value="1"/>
<b>Alignment</b>	
<input type="text" value="&lt;not set&gt;"/>	
<b>Caption</b>	
<input type="text"/>	
<b>Summary</b>	
<input type="text"/>	
<input type="button" value="Cancel"/> <input type="button" value="OK"/>	



Source

This button gives you a view of the page with all computer coding that supports how it looks. **Avoid using the button or changing the coding.**