

How to create a new release page on the FHS website

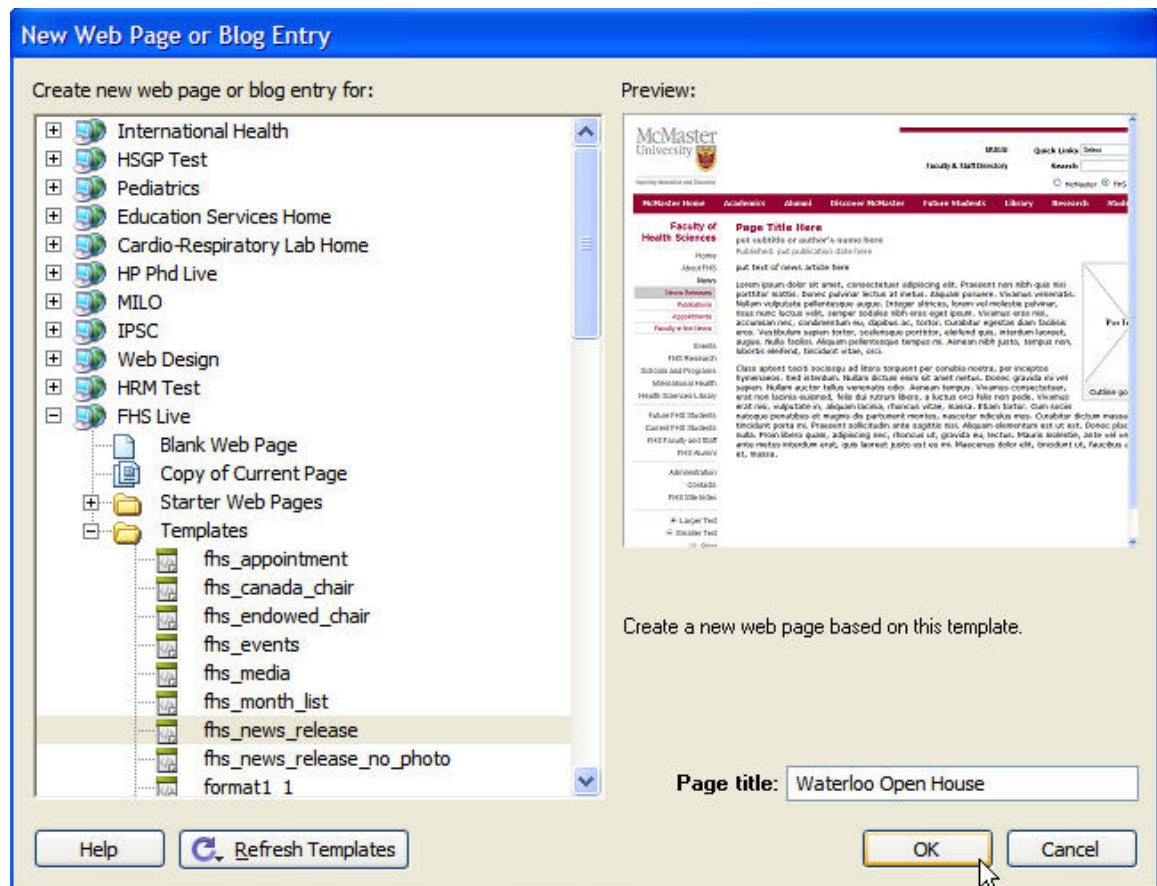
1. Start Contribute software.



2. Click New button.

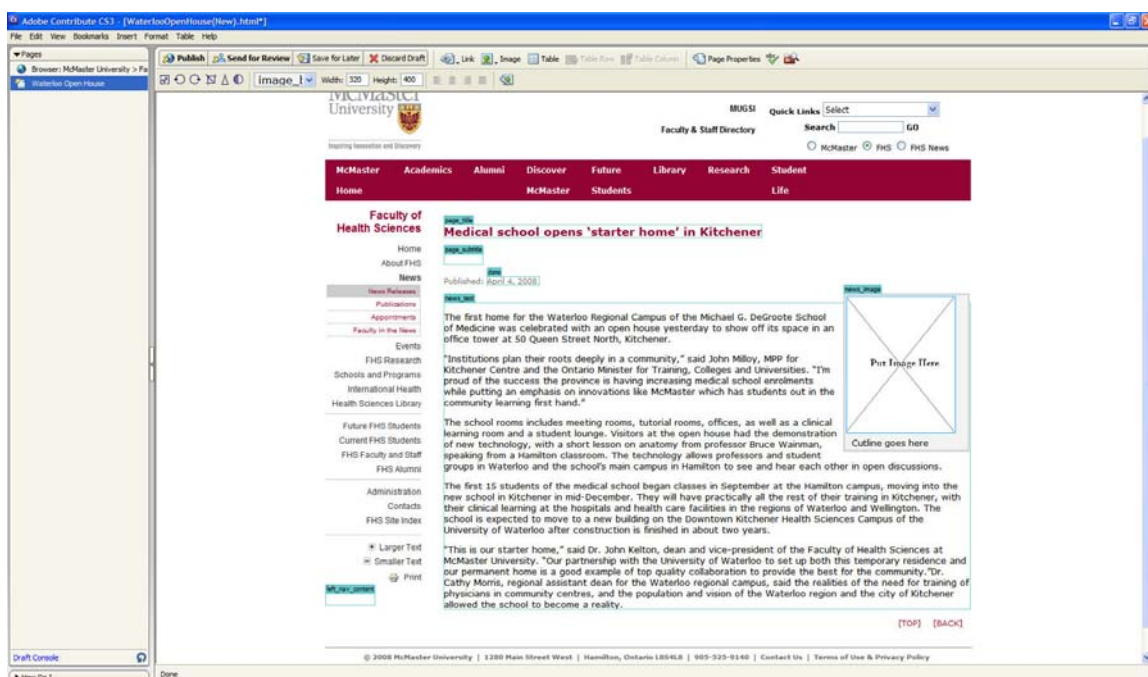


3. In the new page dialog box, select the fhs_news_release template (if you are including a photo) or the fhs_news_release_no_photo template (if you are not including a photo). Enter text in the page title box. This text will appear in the title bar of the browser for the page. Click OK.



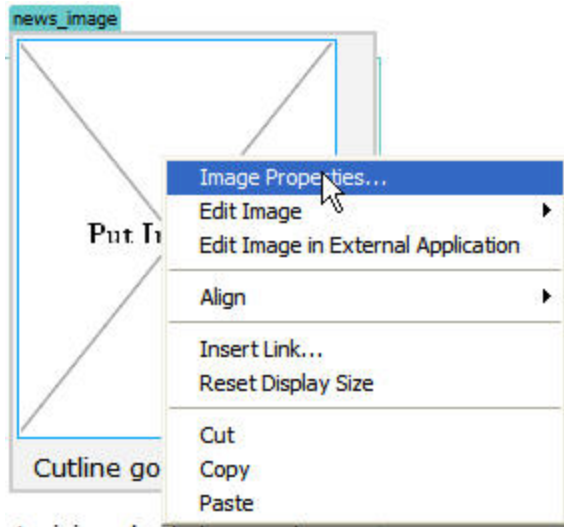
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4. Enter the title of the news release in the Page Title box.
5. Enter a subtitle or byline in page subtitle box. if you don't have text for this box, then remove the existing instruction text.
6. Enter the date in the date published box in Month, 99, 9999 format.
7. Enter the text of the story in the news text box. You may want to cut and paste from a word document. If you do cut and paste, then you may need to adjust the paragraph spacing. Just remember that the <enter> key produce a paragraph while <Shift> + <Enter> produces a line break. There may be other superfluous elements from the word document that you may need to adjust after the cut and paste. Just make sure that you check the page before you publish.

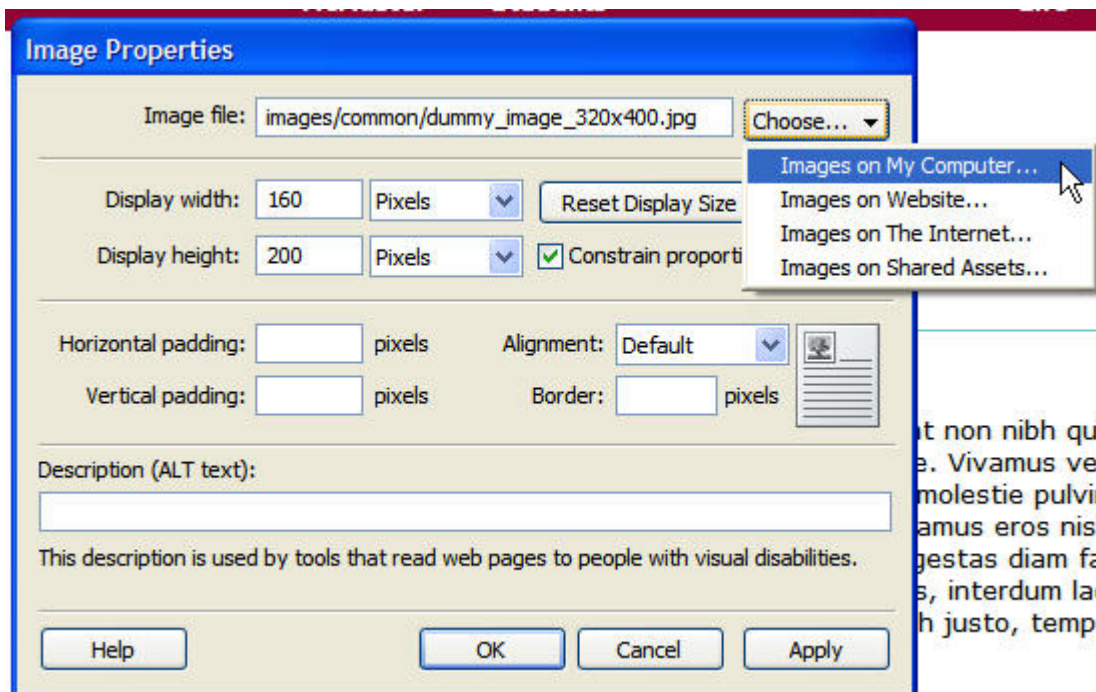


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8. Right click on the dummy image and select Image Properties.

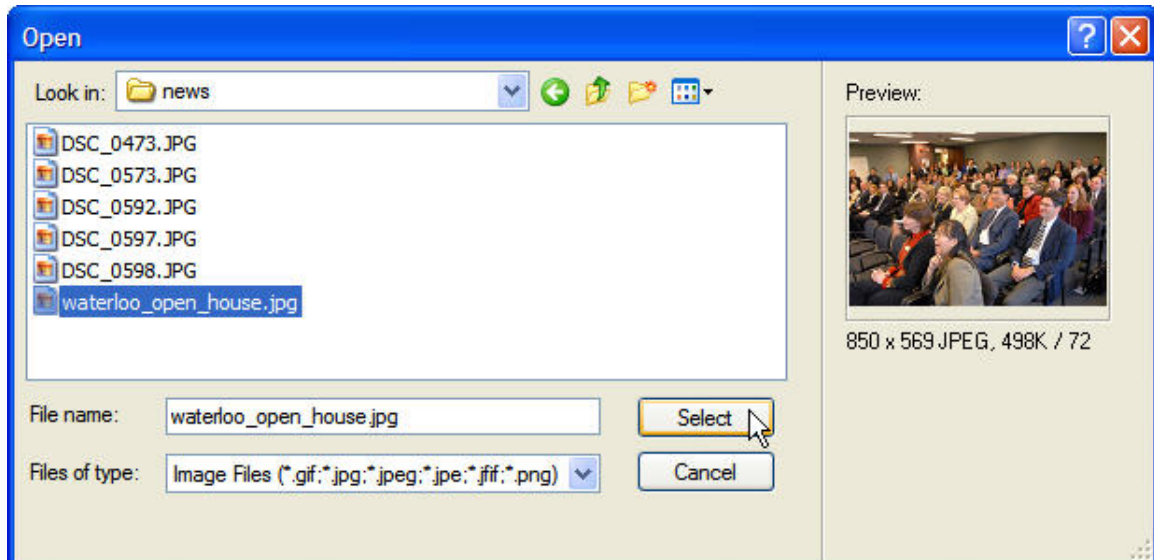


9. In the Image Properties dialog box, click Choose and select Images on My Computer.

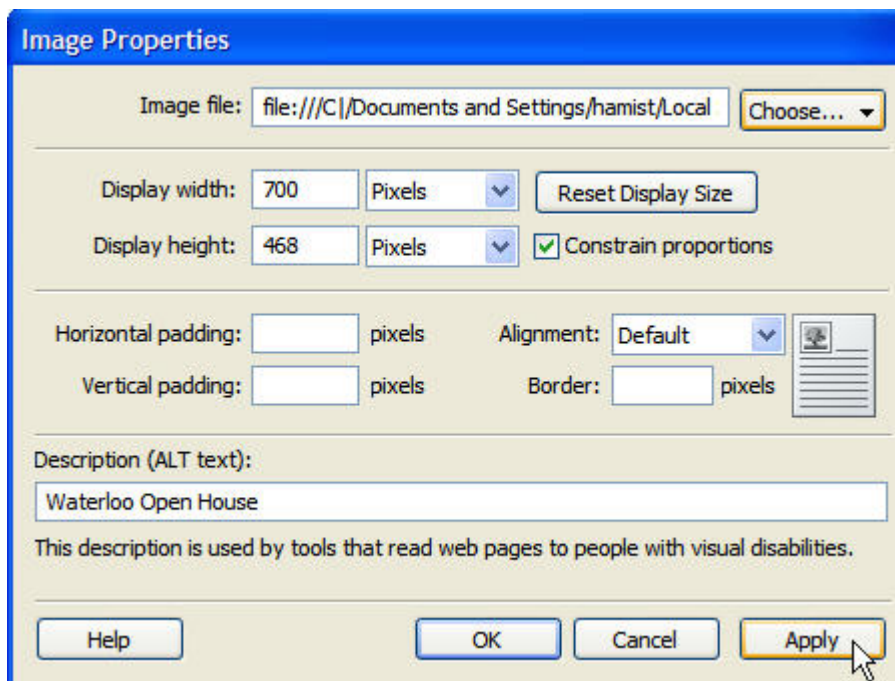


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10. In the Open dialog box, browse to the image on your computer that you want to put in the story, select it and click Select.



11. In the Image Properties box, enter a Description (Alt text) of the image, click Apply, and then click OK.



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12. If the image needs to be resized, cropped or rotated, select the image and click one of the tools that appear under the Publish button: (from left) resize, rotate counter clockwise, rotate clockwise, crop, sharpen, brightness/contrast.



13. If you are resizing or cropping, drag the blue handles to the size you want the picture to be, or to the area that you want to crop the picture. If you are rotating, click the rotate button repeatedly until the image has rotated to where you want it to be. It is not recommended that you use the brightness or contrast buttons.

14. Enter text in the cutline box.

Faculty of Health Sciences

- Home
- About FHS
- News
 - News Releases**
 - Publications
 - Appointments
 - Faculty in the News
- Events
 - FHS Research
 - Schools and Programs
 - International Health
 - Health Sciences Library
- Future FHS Students
- Current FHS Students
- FHS Faculty and Staff
 - FHS Alumni
- Administration
 - Contacts
 - FHS Site Index
- Larger Text
- Smaller Text
-  Print

Medical school opens 'starter home' in Kitchener

Published: April 4, 2008


The first home for the Waterloo Regional Campus of the Michael G. DeGroote School of Medicine was celebrated with an open house yesterday to show off its space in an office tower at 50 Queen Street North, Kitchener.

"Institutions plan their roots deeply in a community," said John Milloy, MPP for Kitchener Centre and the Ontario Minister for Training, Colleges and Universities. "I'm proud of the success the province is having increasing medical school enrolments while putting an emphasis on innovations like McMaster which has students out in the community learning first hand."

The school rooms includes meeting rooms, tutorial rooms, offices, as well as a clinical learning room and a student lounge. Visitors at the open house had the demonstration of new technology, with a short lesson on anatomy from professor Bruce Wainman, speaking from a Hamilton classroom. The technology allows professors and student groups in Waterloo and the school's main campus in Hamilton to see and hear each other in open discussions.

The first 15 students of the medical school began classes in September at the Hamilton campus, moving into the new school in Kitchener in mid-December. They will have practically all the rest of their training in Kitchener, with their clinical learning at the hospitals and health care facilities in the regions of Waterloo and Wellington. The school is expected to move to a new building on the Downtown Kitchener Health Sciences Campus of the University of Waterloo after construction is finished in about two years.

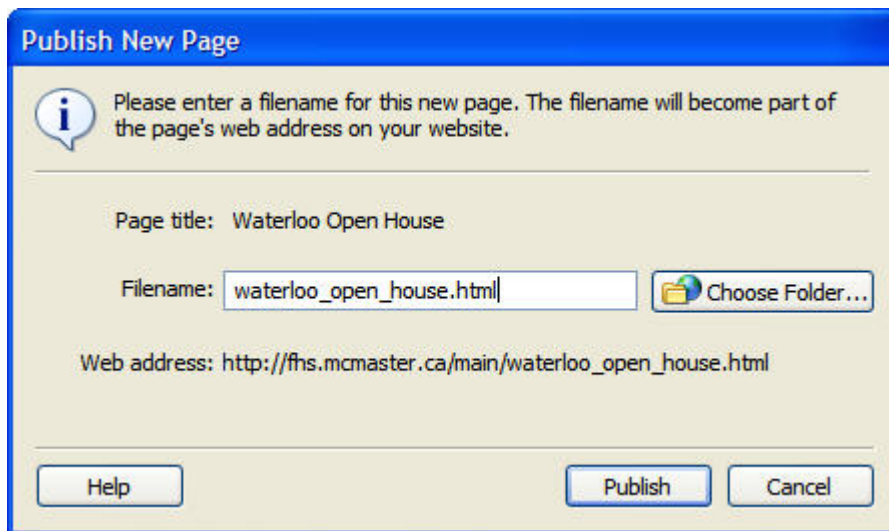
"This is our starter home," said Dr. John Kelton, dean and vice-president of the Faculty of Health Sciences at McMaster University. "Our partnership with the University of Waterloo to set up both this temporary residence and our permanent home is a good example of top quality collaboration to provide the best for the community." Dr. Cathy Morris, regional assistant dean for the Waterloo regional campus, said the realities of the need for training of physicians in community centres, and the population and vision of the Waterloo region and the city of Kitchener allowed the school to become a reality.



Waterloo Open House

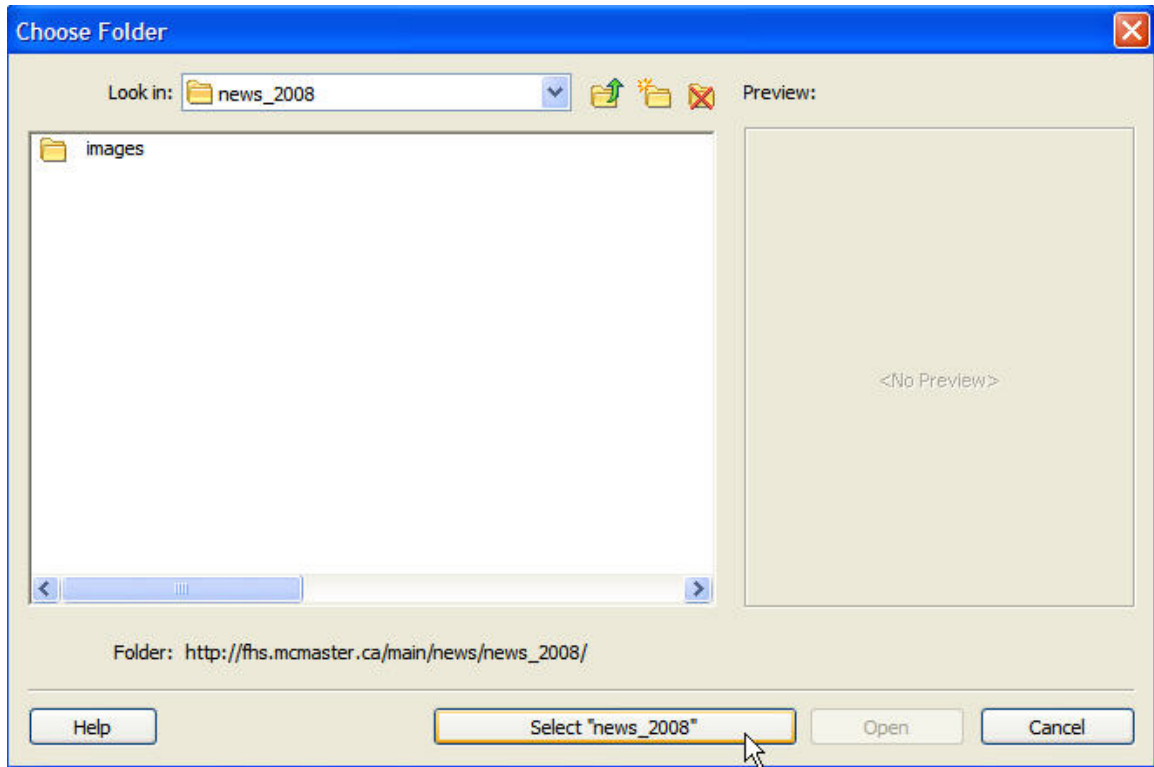
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15. After you are satisfied with the page, click the Publish button. If a warning box comes up saying that the page is not linked yet, that's okay. Click yes to continue publishing.
16. In the Publish New Page dialog box, enter a file name for the page. Use all lowercase letters and do not use imbedded spaces (use underscore instead). Click Choose Folder.



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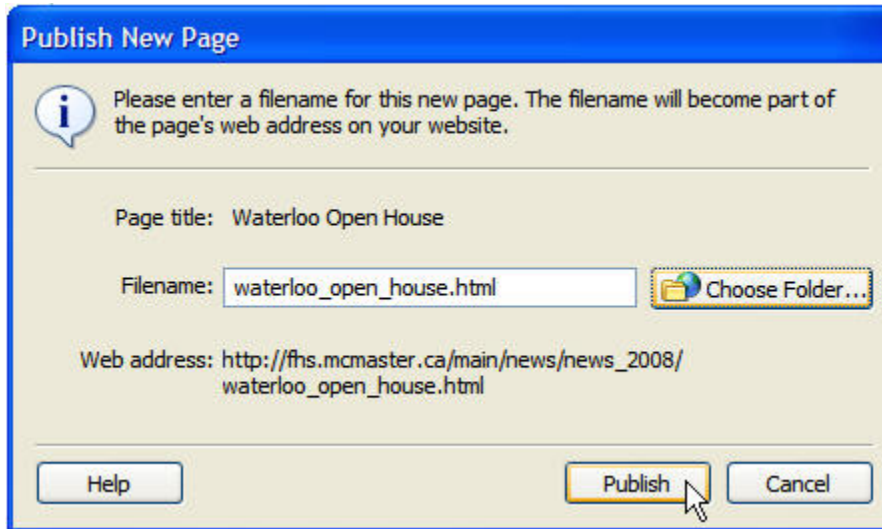
17. In the Select Folder dialog box, browse to news -> news_2008 and click Select "news_2008".



18. Click F12 to view the page draft in your browser.

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19. The full web address of the page will now appear in the Publish New Page dialog box. Click Publish.



20. The news story has been copied to the server along with the image.
21. The next step is to put a link to the news release page on the news list page.