T4 Sitemanager Training Guide

FSE Communications and Marketing Team

Contents

Introduction

T4 Sitemanager is the University's supported content management system, to allow users to update information on web-pages on sites for which they are responsible.

As a T4 contributor, you will have access to add five type of content (aka "assets") for your designated website:

- Text content [called "Copy (Hum-RWD)"] – See page 12
- Images [called "Image (FSE)"] – See page 13
- Accordion items [called "Accordion (Hum-RWD)"] – See page 14
- The key facts promo box [called "Key Facts (RWD)" See page 15

Please note that all content and images added to University of Manchester websites should adhere to the university's brand guidelines, which are set out on the brand website:

http://www.brand.manchester.ac.uk/

Opening T4

To access T4 Sitemanager go to https://sitemanager.manchester.ac.uk/ where you will see this screen:
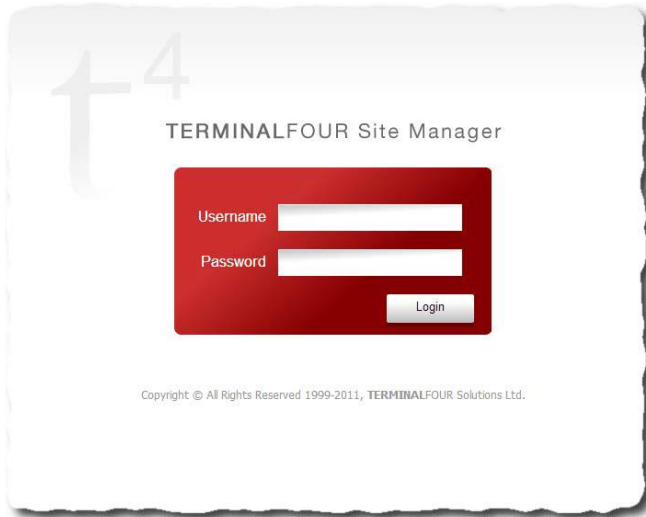

Input your username and password and click 'login'. Note that your T4 username is the same as the username used to access other online University services, but your password is specific to T4. If you forget your password or cannot remember your login details, please put a ticket into the IT Services LANDESK system.

Once you have successfully logged in, you will see a page within T4 Sitemanager which displays all the web site areas to which you have been granted editorial access.
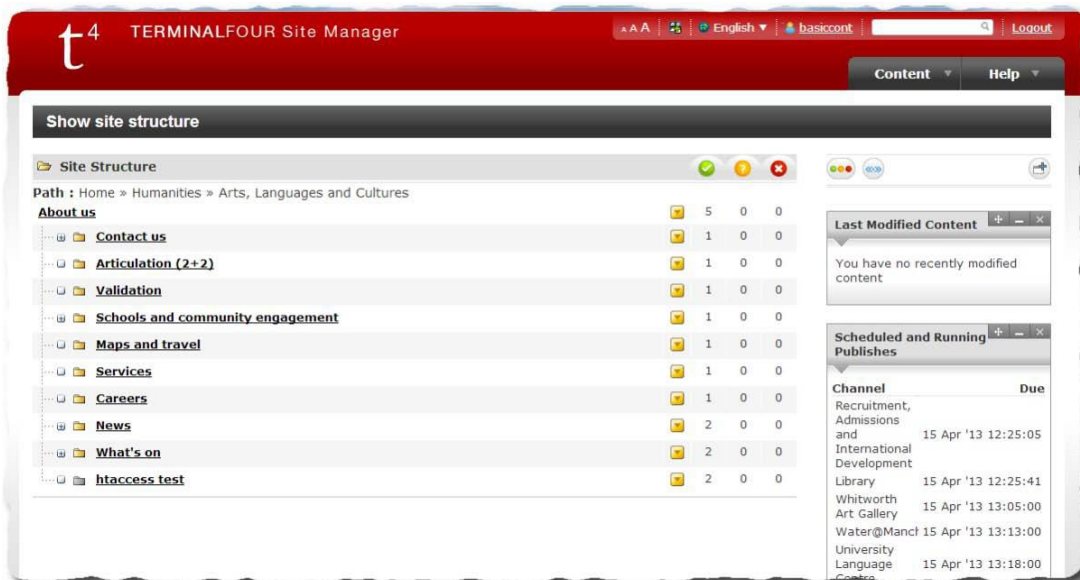
Once you have logged into T4, open the site structure (the hierarchy with a list of all the pages that you have access to) by opening the 'Content' dropdown menu in the top-right hand corner and selecting 'Site Structure':
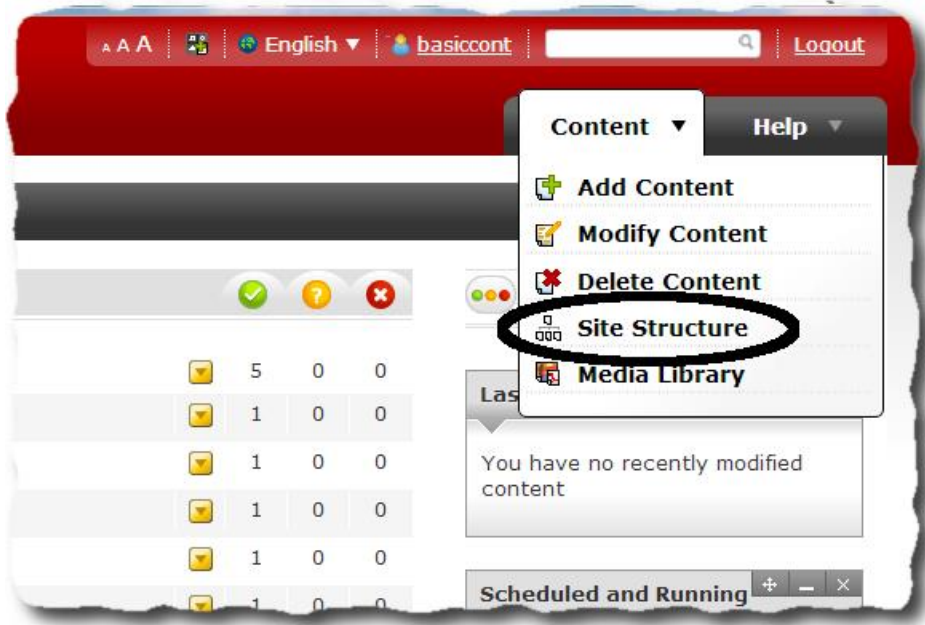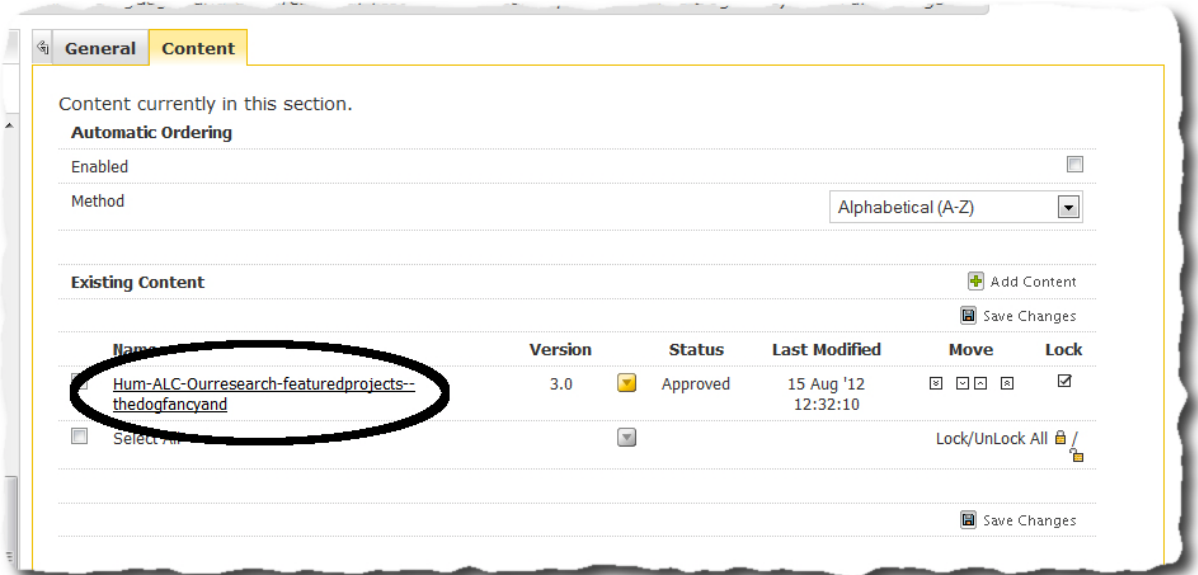
Modifying content

If you wish to make changes to the content displayed on a page, hover on the yellow arrow next to the relevant section in which the content sits and select 'Modify Content'.
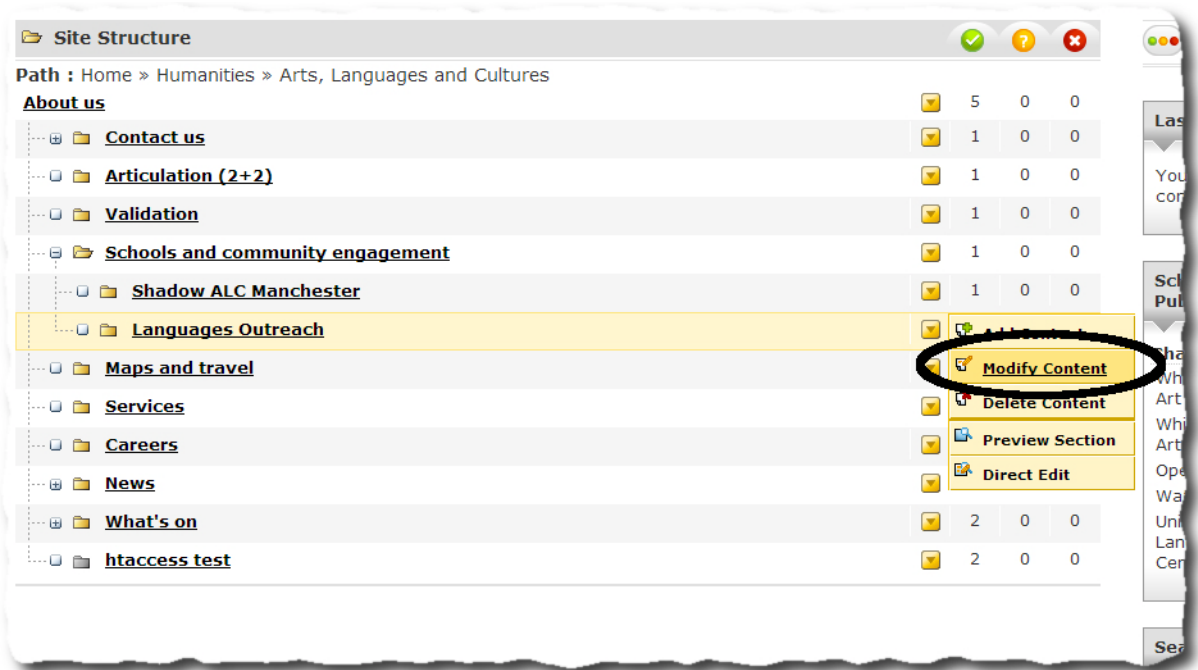
You will then be taken directly to the content tab and the list of all content items that make up this section. To the content, click on its title:

Adding new content

To add new content to an existing section, click on a page title in the site structure to open the 'Content' tab.

Then click on the 'Add Content' button on the right hand side:
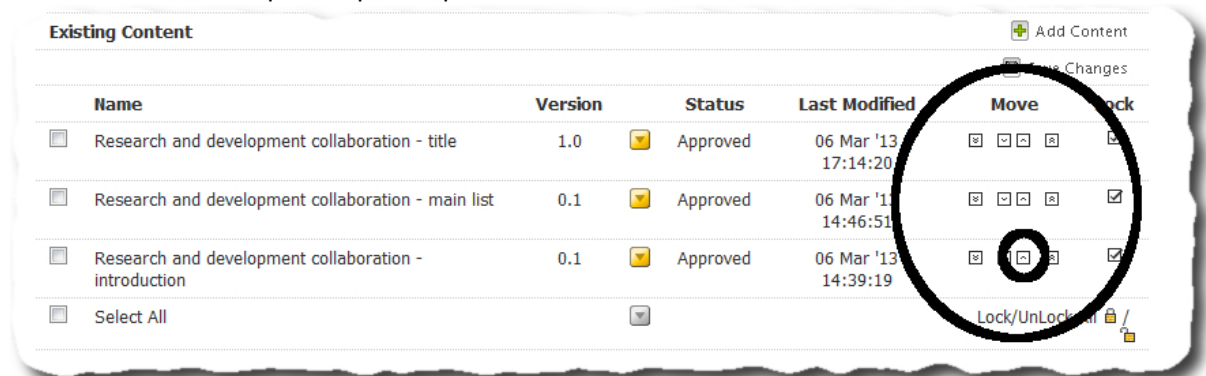
Rearrange the order of content

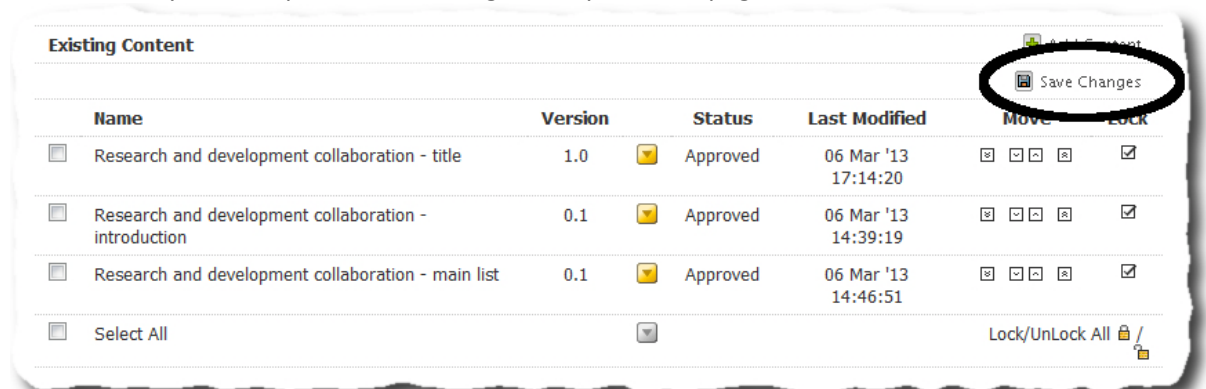To rearrange the order in which content appears on a page, navigate to the content list for a section. Next, use the arrows on the right hand side in the 'Move' column. The arrows can move a template all the way to the top or bottom of a section, or just up or down one space. We only need to move the 'introduction template' up one space as shown:

Once moved you must press 'Save Changes' to update the page:

Link to another page

Creating logical and effective links between pages help web users to find the relevant information on your web site. Both images and text can be made into links, but most T4 Contributors will only need to create text links.

Two types of text link may be created –hyperlinks to external websites and internal section links.

(1) Section links – to create a link to another University page, highlight the relevant text and use the 'Insert Section Link' button (circled at the bottom right of the above image). You will then be prompted to select the relevant page from the site structure by clicking on its title.

(2) External links - to link to an external website, highlight the relevant text and use the 'Insert/edit' link button (circled at the top left). A box will then open for you to define the parameters of the link:
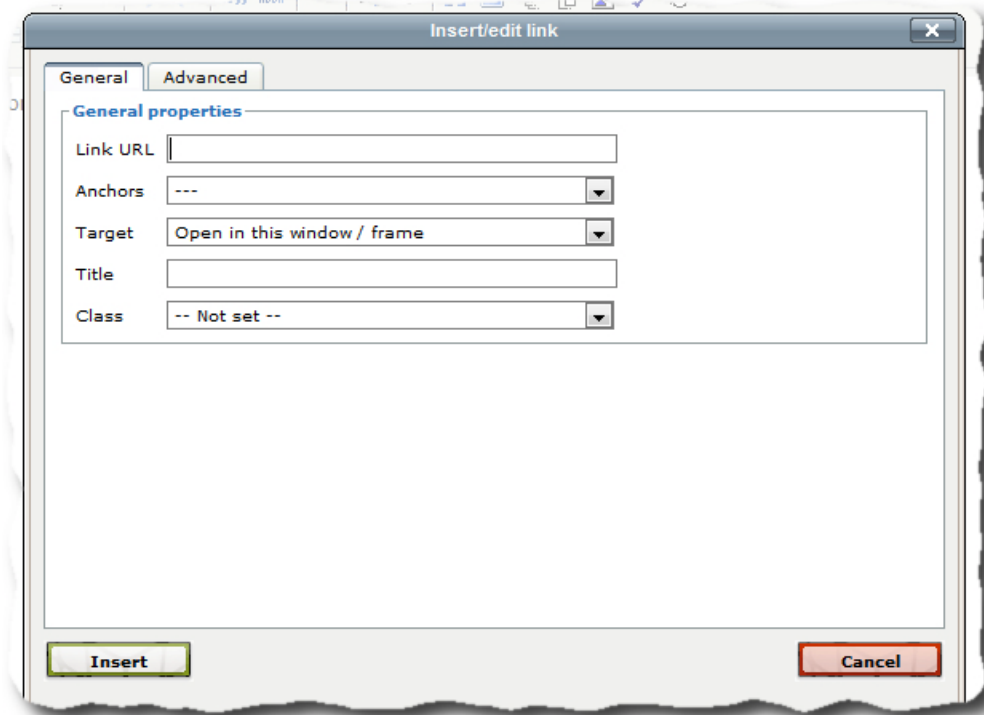
Insert the web address (URL) of the page you wish to link to in the 'Link URL' field.

If the web site is not part of the Manchester.ac.uk domain, change the "Target" pull down menu to "Open in a new window/frame"

Preview a page

Before finishing an update or addition it is good practice to click on the 'Preview' button and see that the changes are sensible and formatted as required. This opens a preview of the section in a new tab:

Deleting content

If you want to remove a piece of content, roll your mouse over the yellow triangle and click "delete".

You will need to confirm this decision by clicking ok:

Content types

Text content ["Copy (Hum-RWD)"]

Adding this piece of content will allow you to place text content on a web page.

You must first type a required name for the piece of content (which will not be displayed on the public facing page). This name should reflect the position of the piece of content within the site. For example, a section with contact numbers on the About page for the School of MACE site would be written:

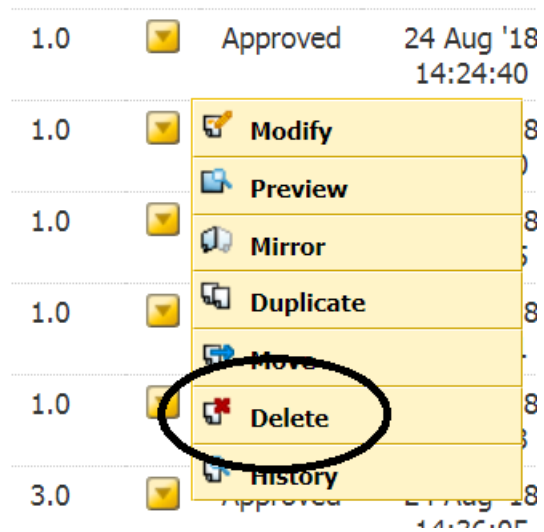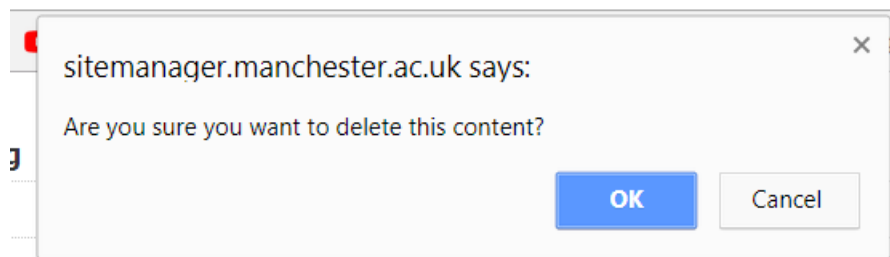MACE>About>Contact-numbers

Once named, this asset allows you to add:

1. A title for a section (call an H1)
2. An short introductory paragraph
3. Additional section headings, which you can select from the Format drop down box, which can be found on the text editor's list of tool
4. Written paragraph copy as needed
5. Links within the written copy (which can be created using the links tool)

Do's and Don't's

- Make sure you don't paste content directly from word into your webpage, as this may add addition hidden code which could disrupt the layout of content on the page. Instead, once you have copied what you want from the word document, press the "Paste as plain text" button on the content editor, so this extra code is removed from the text as it is added to the asset. Do not use the 'Paste from Word' button as this function often copies in elements of Windows code that affect the appearance of your page.

- For section headings only select "Heading 2" or below (i.e. "Heading 3", etc.) for sections headings, or you may negatively impact the page's Google search results/ranking.
- Don't add images into a text content asset, or this may impact the page's layout on mobile devices. Instead, use the Image (FSE) asset for this.

Image content ["Image (FSE)"]

Images can be displayed alongside normal text content. Each image asset allow for a single image to be added to the page.** Images can be set to half or full width and can be aligned left or right. Written content from the Copy (Hum-RWD) asset will automatically wrap around images.

You must first type a required name for the piece of content (which will not be displayed on the public facing page). This name should reflect the position of the piece of content within the site. For example, a section with contact numbers on the About page for the School of MACE site would be written:

MACE>About>Contact-numbers

Once named, this asset allows you to add:

1. Set the width of the image to display at half or full width on the page
2. Set the position of the image to left or right on the page
3. Select the image to upload from your computer
4. Add the image Alt text (which will display for accessibility when the image cannot load on the page). This should accurately reflect what the image represents.
5. Add a caption for the image
6. An option to "prevent upscaling" (always set this to "No")

Do's and Don't's

- Do make sure that your images fit the size and image quality requirement for T4. To do this, you will need to use some form of image editing software, like Adobe Photoshop or Corel Draw, as you cannot scale or edits images within T4:
    - 50Kb maximum file size
    - Recommended dimensions (some flexibility is allowed with the height dimension, e.g. portrait style images):
        - Half page width setting: width 500px, minimum height 298px
        - Full page width setting: width 768px, minimum height 220px
- Do make sure you always include image alt text. This is important for the page's accessibility for users using web readers, and also therefore for Google scoring of the page in search results.

***If you need to add a slideshow of several images to a page, contact your digital team.*

Accordion Item ["Accordion (Hum-RWD)"]

The according item asset allows you to add an additional item to an already existing accordion item on a page***.

You must first type a required name for the piece of content (which will not be displayed on the public facing page). This name should reflect the position of the piece of content within the site. For example, a section with contact numbers on the About page for the School of MACE site would be written:

MACE>About>Contact-numbers

Once named, this asset allows you to add:

1. A required heading for the accordion item
2. Required text copy for the accordion item

After you've added this content piece, you will need to move it into the position you would like it to appear in the existing accordion list. You can find instruction on how to move content pieces around in the list of content on the page on page 8 of this guide.

Do's and Don't's

- For this accordion piece to display correctly, it's is very important that it is placed between the two content pieces which are listed as "Accordion begin" and "Accordion end" in the list of content pieces on the page.

***If you which to create a new accordion on a webpage, and/or if you need to add a video or an image to an accordion item, contact your digital team.*

Key Facts ["Key Facts (RWD)"]

This asset allows you to create a promotion box for key facts.

You must first type a required name for the piece of content (which will not be displayed on the public facing page). This name should reflect the position of the piece of content within the site. For example, a section with contact numbers on the About page for the School of MACE site would be written:

MACE>About>Contact-numbers

Once named, this asset allows you to add:

1. A required title
2. Required written content
3. A width for the asset (either half or full page)
4. A position for the asset (either left or right)

Do's and Don't's

- The main title text is set as an H2 heading, so any headers added within the body text of the key facts must be set to H3. H4, H5. H6 should not be used.

Completing your edits

As you make content edits you can select "Save as draft" to save changes you've not yet completed, without sending them to the live website.

Once you've completed your edits, click either "Add" or "Update" to confirm the changes you'd like to make. Changes to pages on T4 are sent to the digital team for approval.

The digital team will automatically be notified of the need to review and approve this change to the page, so there is no need to send a separate email.

Contact us

If you have any questions or difficulties when working with T4, please contact the FSE team: fsemarketing@manchester.ac.uk