Faculty Web Contributor's user guide

Introduction

This document provides a comprehensive starting point for Faculty Web Contributors who have been provided access to T4 and wish to start using the system for managing web content. It also provides step-by-step instructions for all the key tasks that Contributors will need to maintain their web pages.

As a T4 user, you will have Contributor access to specific web site sections through T4 Sitemanager. You can only edit content and pages that already exist within the system.

Outside of T4, you may wish to use the Columba system to create new events or Pure to update researcher profiles. In addition, in some situations you may want to create an external website or blog. Details on all of these three aspects are also included in this guide.

Using this guide

This document should be used as a starting point for new T4 users and can be referred back to by those with some T4 experience to refresh the basic concepts.

This document can be referred to when carrying out changes to website content. It contains specific processes that should be followed for all key edits and other tasks.

Terminology

Key terminology and definitions used in this document:

Active page/section/content	Items of a site that are viewable on the live website.
Assets	Specific pieces of content displayed on live web pages and contained within specific content templates.
Channel	T4 refers to a website as a channel which is marked in the site structure with a 'house' icon.
CMS - Content management system	Program enabling the development, updating, management and publishing of web content by multiple users.
Columba	An events management system that allows users to populate the University of Manchester Public Calendar website at http://events.manchester.ac.uk/highlights/. Feeds from this calendar can be integrated into a Faculty of Humanities website.
Content	Text, images, videos and downloadable files are all different forms of web content. They are all added to web pages using specific templates with the T4 Sitemanager.
Content page	A lower level page of content with more specific details.

Content templates	content is entered into T4 using templates. The template defines how the content is formatted and displayed online. A T4 section usually contains several pieces of content which may use a variety of different templates.
Contributor	The name given to a T4 user with permissions to add/edit content.
Duplicate content	Content that is copied wholesale from one section to another. Any changes to duplicated content will not be applied to the original.
Hierarchy	The arrangement of pages or site structure. A 'parent' page is at a higher level and a 'child' page lies below a parent.
Inactive page/section/content	Items of a site that can be accessed in T4 for a time, but are not viewable on the website. Inactive content can be 'reactivated', but may also be permanently deleted by T4 Power Users or Administrators on a regular basis.
Leader page	Class of high level pages including subject and research-specific pages.
Links	Elements of text or images that can be clicked to access other sections of your website or external websites.
Metadata	Information describing the content of a web page. The metadata is not visible on the page, but is published in the page's HTML code. Some metadata is used by search engines to index and rank pages and describe them in search results.
Mirror content	Content that appears on two or more pages on the site. Any changes to mirrored content will be applied in all the sections where this content is used.
Moderator	The name given to a T4 user with permissions to add/edit content, approve content for publishing, add new sections to the website and alter the site structure.
Page	The collection of content that may be viewed at a specific URL on the website.
Phase 1	The initial development phase of the over-arching project to create a comprehensive, engaging and fully functional website experience to represent the Faculty of Humanities. Phase 1 is concerned with creating the web presence of all Schools.
Phase 2	The second stage of web site development which will focus on additional functionality and review and refresh content previously given a lower priority, such as research pages.
Power User	The name given to high level T4 users. They have permissions to moderate content and publish to a live website

School page	A page detailing the higher level information on a particular School.
Section	A section in T4 is a folder in the site structure which contains all of the content for a page on the website. A section can also contain sub-sections (which will generate sub- or child pages on your web site).
Sitemanager	The 'back-end' of T4; the online platform used to manage website content.
Subject page	A page describing the important information on a particular study subject.
T4	The CMS used by The Faculty of Humanities in The University of Manchester.
Video Library Service (VLS)	The central University system that stores video files that are displayed online.

Opening T4

To access T4 Sitemanager go to
https://sitemanager.manchester.ac.uk/
where you will see this screen:
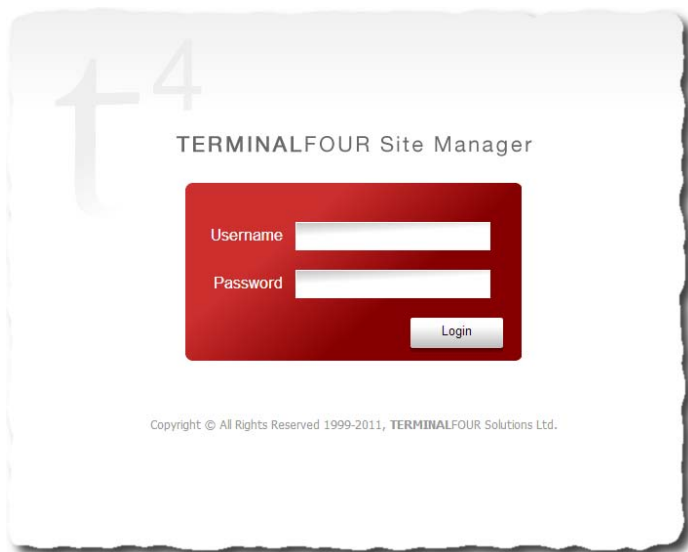
Input your username and password and click 'login'. Note that your T4 username is the same as the username used to access other online University services, but your password is specific to T4. If you forget your password or cannot remember your login details, please use Remedy to contact your Web Content Editor.

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.
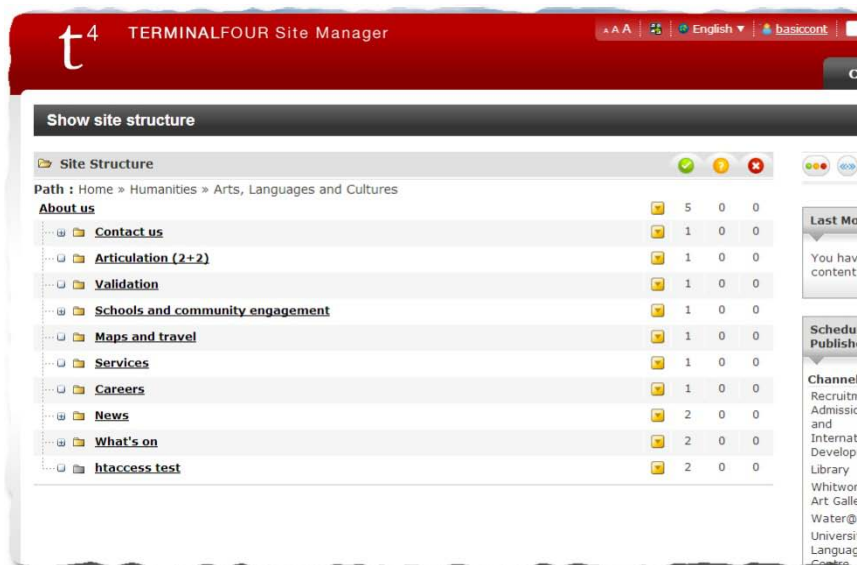
Find a section

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':
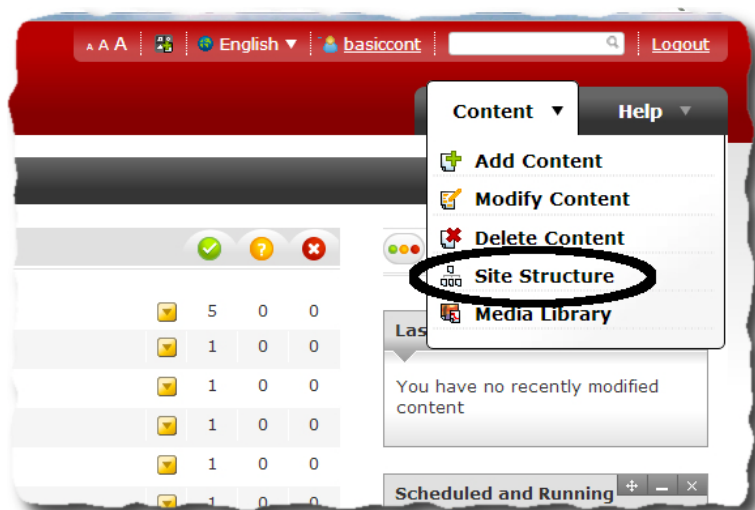

Tip: If you ever 'get lost' within T4 you can always return to this page by clicking on the 'Site Structure' option of the 'Content' menu tab (top right in T4). This will always give you the list of sections to which you have editorial access:
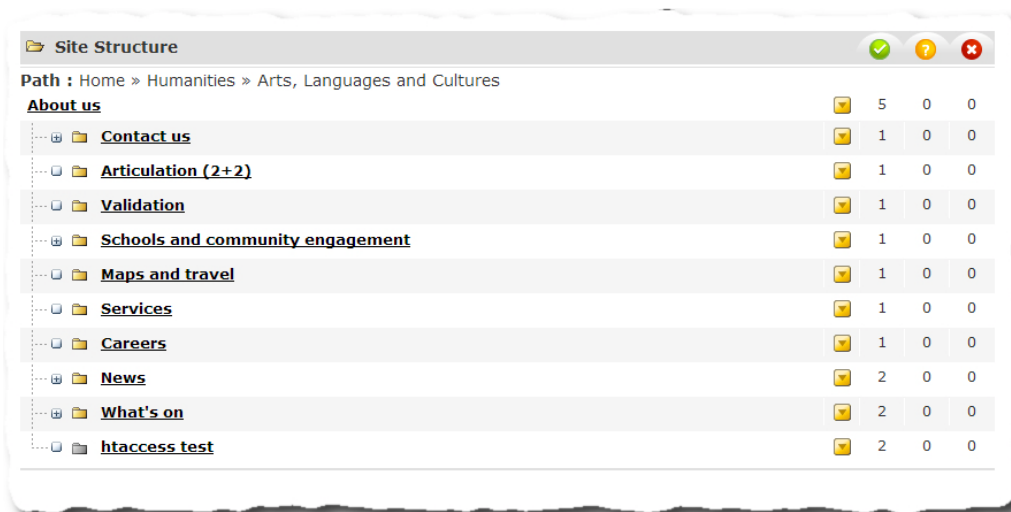
Modifying content

If you wish to make changes to the content displayed on a page, there are two ways to do so.

(1) Click on the page title in the site structure and you will be taken through to the 'Content' tab containing the list of content elements within the section. This list may contain content using several different templates or just a single content item:
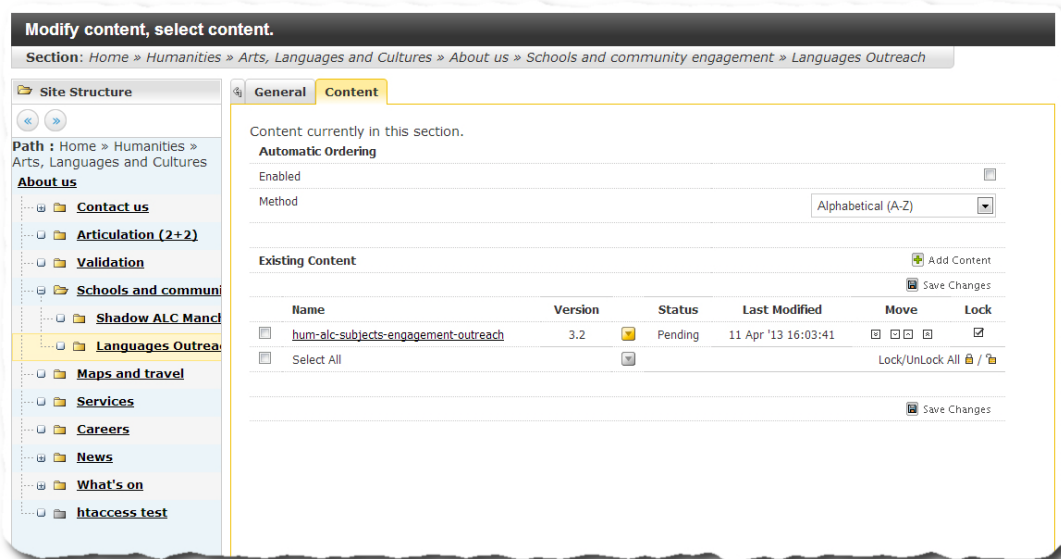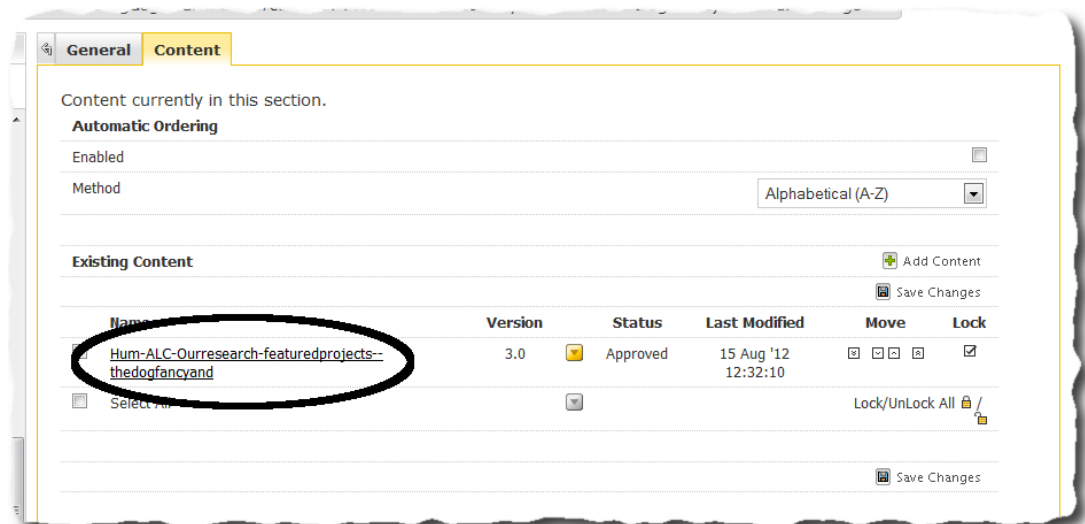

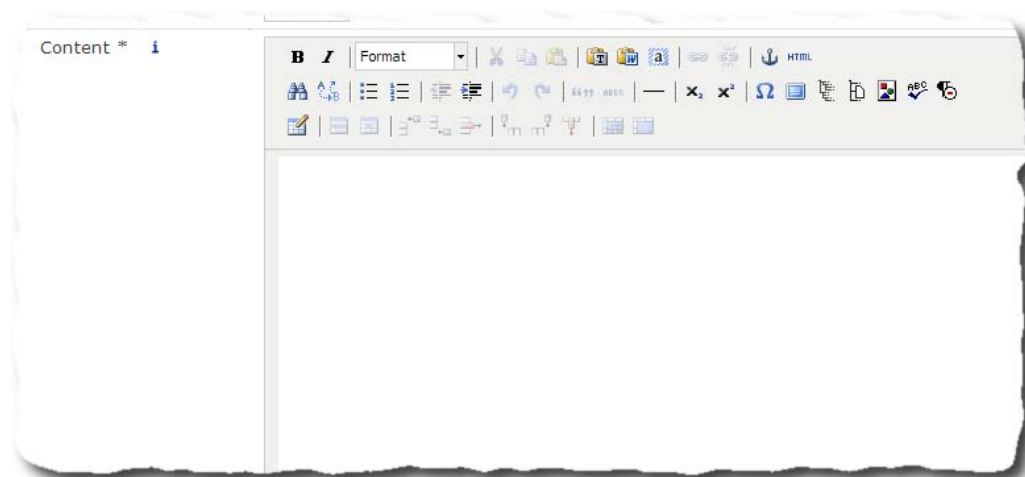To edit the content, hover on the yellow arrow next to it and select 'Modify':
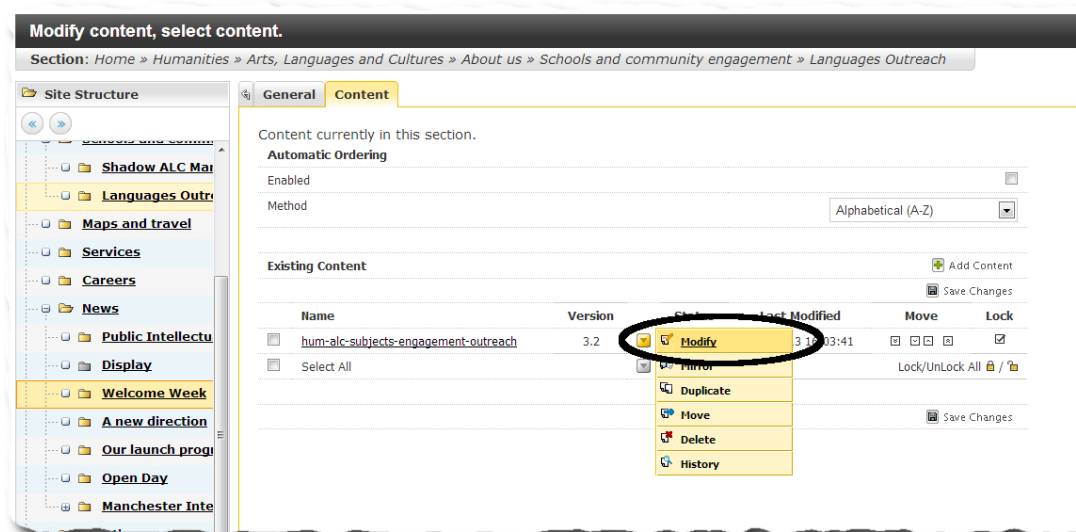
(2) Hover on the yellow arrow next to the relevant section in which the content sits and select 'Modify Content'
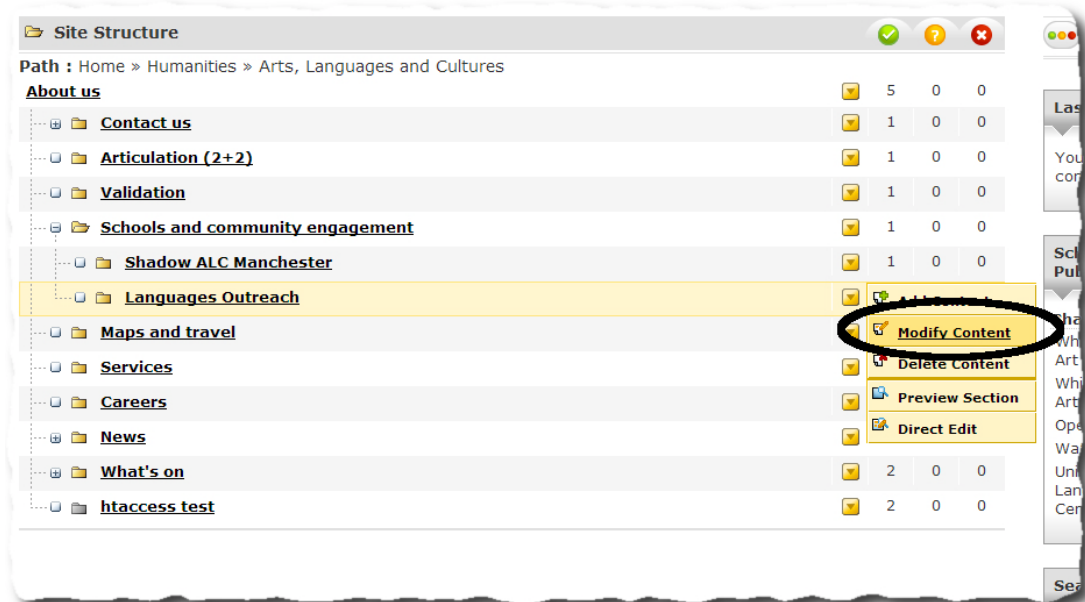
You will then be taken directly to the content tab and the list of all content items that make up this section. To the content, click on its title:

Whichever of the two methods you choose, you will then be able to make edits to the content within the template (described in more detail in the following section). The majority of your edits will be to text in the main content field:
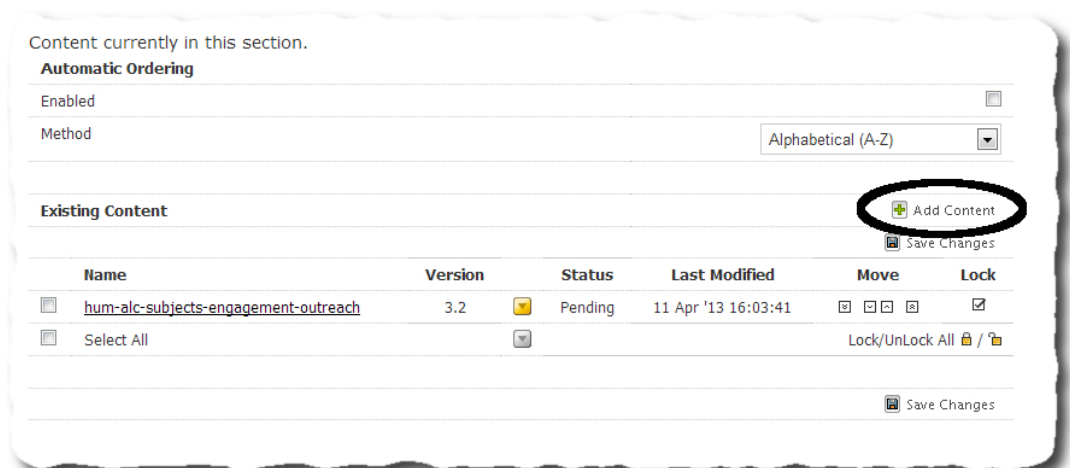
Adding new content

There are two methods for adding new content to an existing section:

(1) From the site structure, hover on the yellow arrow next to the section and select 'Add Content' as shown:
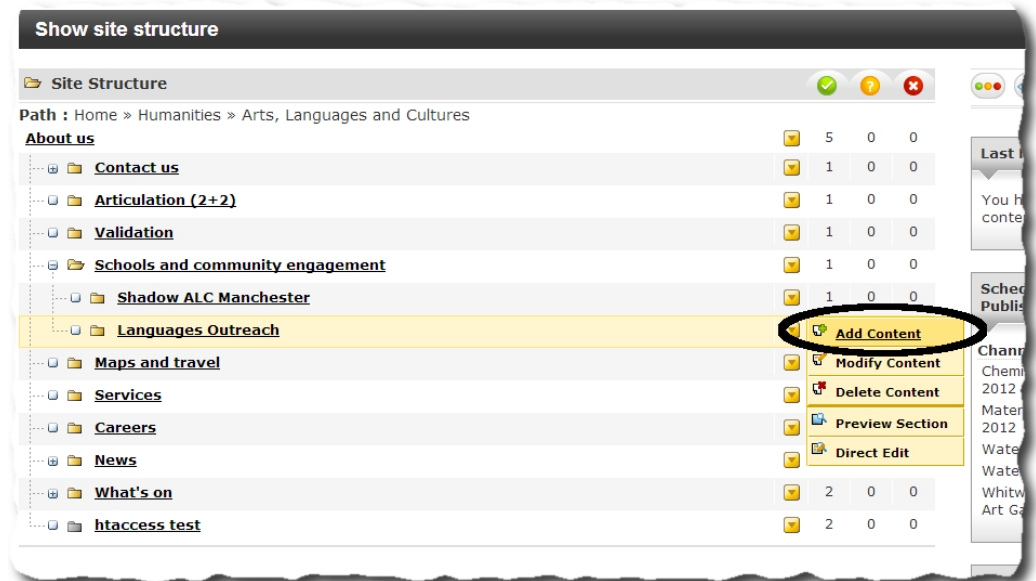
(2) Click on a page title in the site structure to open the 'Content' tab. Then click on the 'Add Content' button on the right hand side:

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:

| Existing Content					
					Save Changes
Name	**Version**	**Status**	**Last Modified**	**Move**	**Lock**
Research and development collaboration - title	1.0	Approved	06 Mar '13 17:14:20		☑
Research and development collaboration - introduction	0.1	Approved	06 Mar '13 14:39:19		☑
Research and development collaboration - main list	0.1	Approved	06 Mar '13 14:46:51		☑
Select All					Lock/UnLock All
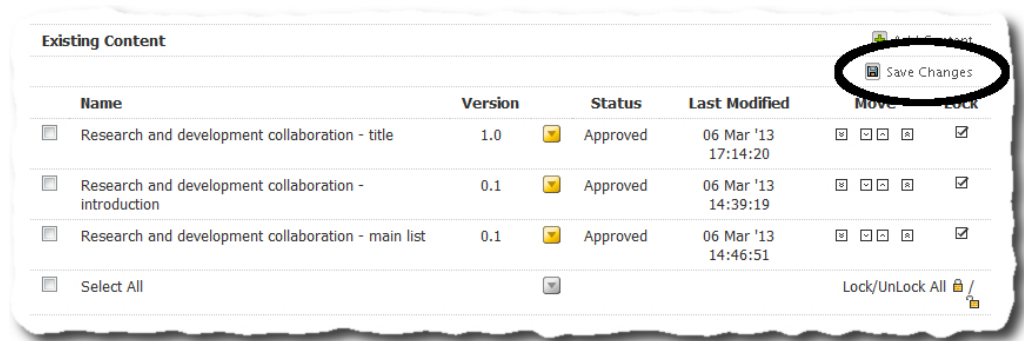
Edit text

A number of basic text edits may be made to page bodies quickly and easily in content templates. Note that the colours and font styles of text within a page cannot be altered as these comply with brand styles across the entire University collection of websites.

The text is edited or added in the 'Content' field of a template:
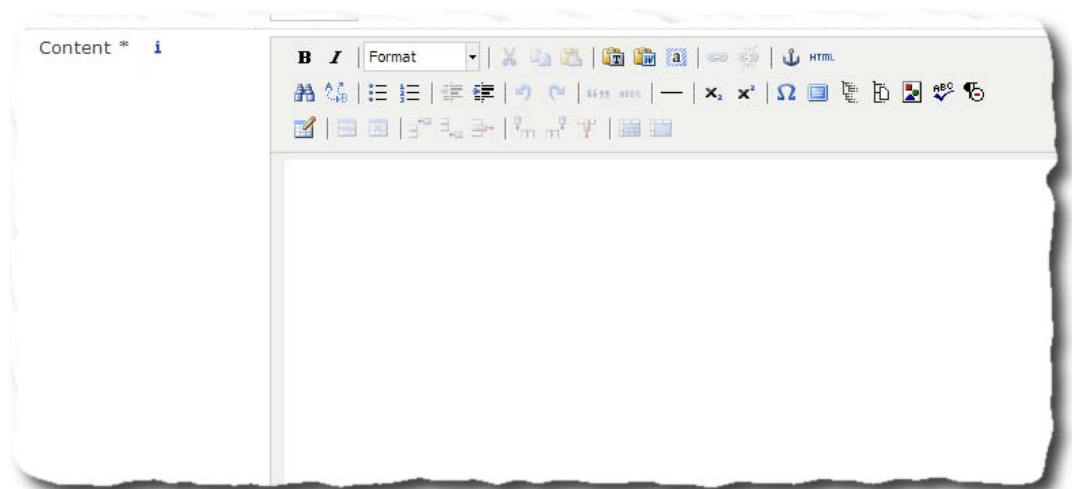
This field contains many features of a standard word processing application. Important formatting tools include::

Options for applying set styles and formatting functions to text. Highlight text and select a style to apply to it from these dropdown boxes.

Headings and sub-headings

The proper use of headings and sub-headings will ensure that information on a page is well structured and accessible for the reader.

Please refer to our 'Writing for the Web' guide for more information.

Pasting into content templates

The 'Paste as Plain Text' button is useful to remove all formatting if you are pasting text from another source.

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.

To ensure that you copy in text with all formatting attributes removed, follow this process:

Open the source file, such as a Word document, and highlight the text required then copy it to your clipboard (the keyboard shortcut is 'CTRL+C' – or you can right-click and select 'Copy').
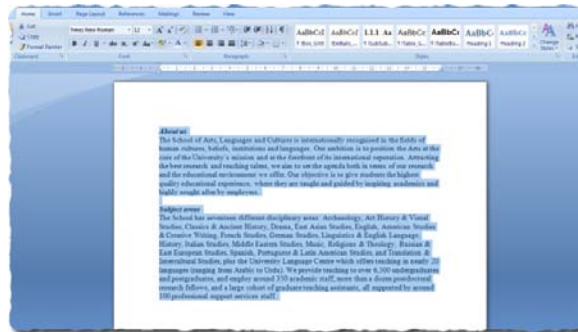
Open a notepad file and paste the text into it (the keyboard shortcut is 'CTRL+V' or you can right-click and select 'Paste').

This will remove formatting attributes set by Word leaving just plain text.

The select all of the text from the notepad file (by using the keyboard shortcut 'CTRL+A', by left-clicking and dragging the mouse or by holding 'Shift' and using the arrow keys) and copy it.
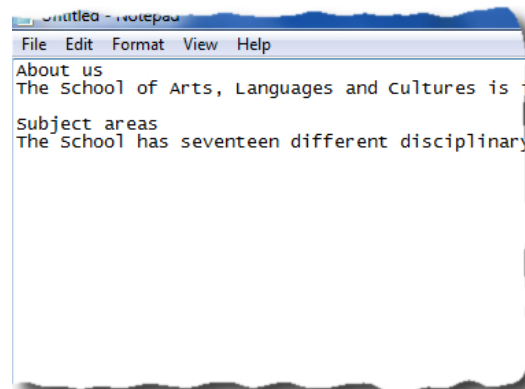
Next simply paste the text into the relevant content template where it will be included without any formatting. You may then format the text as required.
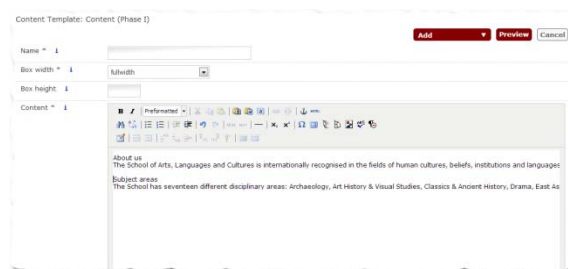
Do not use the 'Edit HTML Source' button as it is possible to easily damage your page through removing or editing important items of code.

List buttons create an 'Unordered list' (bullet points) or an 'Ordered list' (numbers).

Once you have finished your edits, you can **preview** or **update** the content.

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:
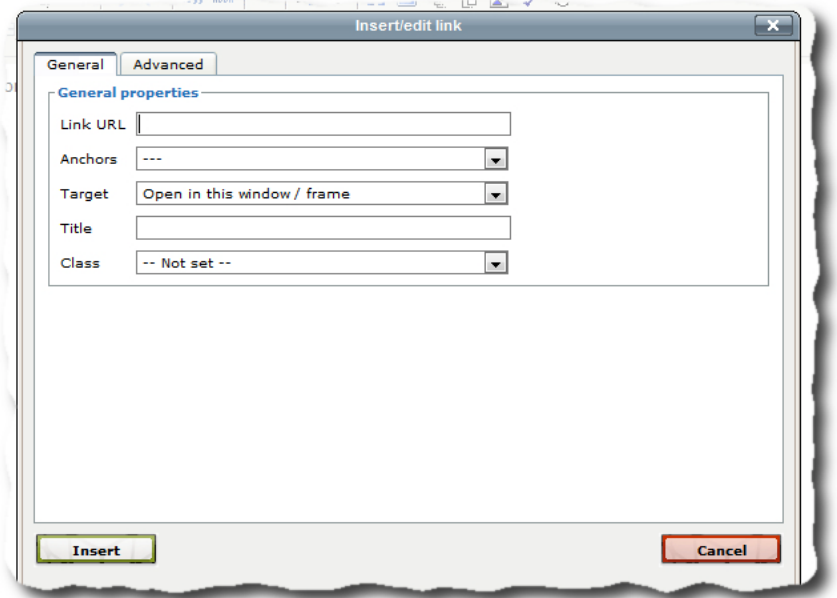
Insert the web address (URL) of the page you wish to link to in the 'Link URL' field.

Link policy – all links to internal or external websites and pages should open in the same tab and window as the current page. The website viewer may choose to open any links in a new tab themselves (e.g. by right-clicking a hyperlink and electing to do so) but the general practice is that all links should open in the same tab as, and therefore replace, the page currently being read.

When creating a section link this setting will automatically apply. To comply with this policy when creating links to external pages, simply ensure that 'Open in this window/frame' is selected in the 'Target' field as shown above.

The only exception to this policy is when linking to a PDF file. In this case, in the 'Target' field select 'Open in new window (_blank)'. This will ensure that, when the link is clicked on, the pdf will open in a new web browser tab or window.

When selecting text to turn into a link (whether to an external site or to another University section) ensure that the linked text is part of a sentence and not a standalone term such as 'click here' or 'more'. This is known as a 'contextual' link and delivers a better experience for a reader. Make sure that the words of your contextual links clearly describe what is on the target page.

For example, in the text "Results from our new collaborative archaeology project in Brazil show that…" the underlined words are a link to another page; a user will easily understand the information they are likely to obtain if they click through to that page. It would not make sense if only the word Brazil was the link.

Try to limit text links to roughly one per paragraph. You can also include a list of links as bullet point at the bottom of the page.

Advanced edits

To request advanced edits, please submit a Remedy request using the form below: http://remedy.manchester.ac.uk/cgi-bin/sr.cgi?scid=139

Examples of advanced edits include:

- **Add** a feature video to your content page

- **Remove/delete** an existing page/section

- **Change** a page name or URL

- **Change** a page title

- **Rearrange** the order of the pages

- **Create** a new page/section (either a standalone page or an area with child pages)

- **Request** a change to the Leader page – These are the main marketing pages within the site and the aim of these pages is to best represent the work that the School/Subject area undertakes. Changes to these pages must be discussed with your Subject lead/head before discussing your request with your School Web Content Editor.

- **Request** changes to the left hand navigation

- **Add/edit** quick links

- **Add/edit/remove** a twitter feed/Facebook/social media link

- **Add** a search facility

- **Add** a feature box for events or add an event to the public calendar website at http://events.manchester.ac.uk/highlights/ (automatically updated through the Columba events system – guidelines provided separately).

- **Incorporate** a subject blog/news feed – your Web Content Editor can help you set up an area of a page that will draw in a feed from a blog or news resource elsewhere on the ALC site.

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:

You can also preview a page from the T4 site structure by hovering on the yellow arrow opposite the section and selecting 'Preview Section':
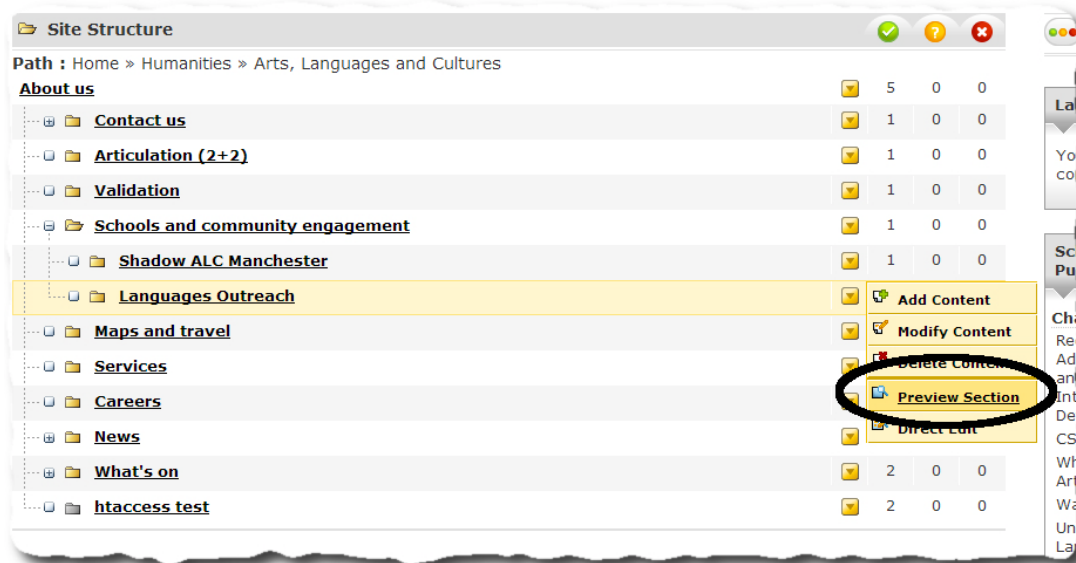
When editing is complete, select 'Update' (or 'Add' if this is new content) in the top right hand corner. All your changes will be submitted for review to your School's Web Content Editor who has additional approval (moderator) rights:

Publishing content

The Faculty's web team has a service level agreement with Schools. All content submitted for approval will be dealt with in accordance with this agreement.

Publishing an event

If you have an event that you wish to publish on the public calendar website at http://events.manchester.ac.uk/highlights/ and/or add to a page in a feature box, the first step is to register the event using the Columba events system. Contact your Web Content Editor to learn how.

Maintaining an academic profile

Staff members are required to maintain online profiles detailing a level of personal information, their research interest and publications.

Staff profiles are set up and maintained using the MyManchester system, with the Academic Profiles portlet.

The information displayed on your profile page is a combination of details from four different sources:

1. **Personal contact details** – from the staff online directory http://directory.manchester.ac.uk/.

2. **Publications** – from eScholar http://www.escholar.manchester.ac.uk/.

3. **Data in the teaching tab of your profile page** – fed by Campus Solution.

4. **Information in your profile page** – from the Academic Profiles portlet in MyManchester (http://my.manchester.ac.uk), the staff portal).

To display this information live on the web ensure that there is sufficient information in all four areas and that viewer settings are set for public display.

For more details, see the Guidance Notes for Academic Profiles Portlet in MyManchester.

External websites

Sometimes researchers, centres or institutes want a website that does not fall within the capabilities or organisation of the Faculty or University. Under these circumstances you can create an external site.

When creating external websites, keep in mind the brand, style and quality levels expected by the Faculty of Humanities. People will be more willing to link from University-managed web sites to your external site if it is well managed and compliant with the University's own guidelines.

Setting up blogs or wikis for projects is also allowed, but the Faculty also recommends that you follow the content guidelines and best practice outlined in this document.

Note that external blogs and websites are managed outside of the T4 CMS and are not governed by the same approval and publishing cycle as the wider web pages.

Speak to your Web Content Editor for more information.