

THE UNIVERSITY OF MANCHESTER

IT SERVICES TRAINING

A SELF-GUIDE INTRODUCTION TO THE

TERMINALFOUR SITE MANAGER CONTENT MANAGEMENT SYSTEM

FOR WEBSITES USING THE

FACULTY OF SCIENCE AND ENGINEERING

TEMPLATES

VERSION 1.16

2016 NOVEMBER

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INTRODUCTION

OBJECTIVES

This document is designed to provide an initial, self-guided introduction to the FSE templates of T4 Site Manager - a Content Management System (CMS) - which is designed to allow general users to update and create outward facing web pages within sites in FSE.

Using it allows many users to help update many of the pages within a typical website.

The aim of this training is to give you a first introduction to T4, up to the stage where you are confident to make changes and additions to the websites you need to have access to.

PREREQUISITES

Although no special web knowledge is assumed for this training, you should be familiar with standard computer tasks such as copying and pasting text, using multiple tabs on a browser, and downloading images from a website.

SCOPE OF T4 SITE MANAGER MODERATORS WITHIN THE WEBSITE

The T4 Site Manager CMS has been designed to allow ordinary users make changes to existing content pages, and add new pages within an existing website. These changes will automatically be published onto the live site.

It is not designed to create new websites, or edit the home and top level pages of FSE websites. These pages have been created by the FSE developers with input from the website stakeholders. Please contact the web team if you need any changes made to these pages.

Some other pages within a website may be automatically generated (examples are staff lists and some news items). Others may have complex features such as history timelines or expanding tabs within them. Unless you are confident with directly editing html, it is best to let the web team update these pages too.

If you plan to add a new section or structure the site you are working on, please contact the Web Manager for the site as a courtesy, so we can maintain consistency of design and imagery.

ADVANTAGES OF RESPONSIVE DESIGN

Our websites have been built to give users on phones and tablets as good an experience of browsing our sites as desktop users. Once the site is viewed at a narrow width, menus are collapsed and complex layouts are linearized. This is known as responsive design.

If you remember that users will experience the content of a page in different ways, it will help you to add content in a logical way and understand how T4 Site Manager will order the pieces of content you add to your website.

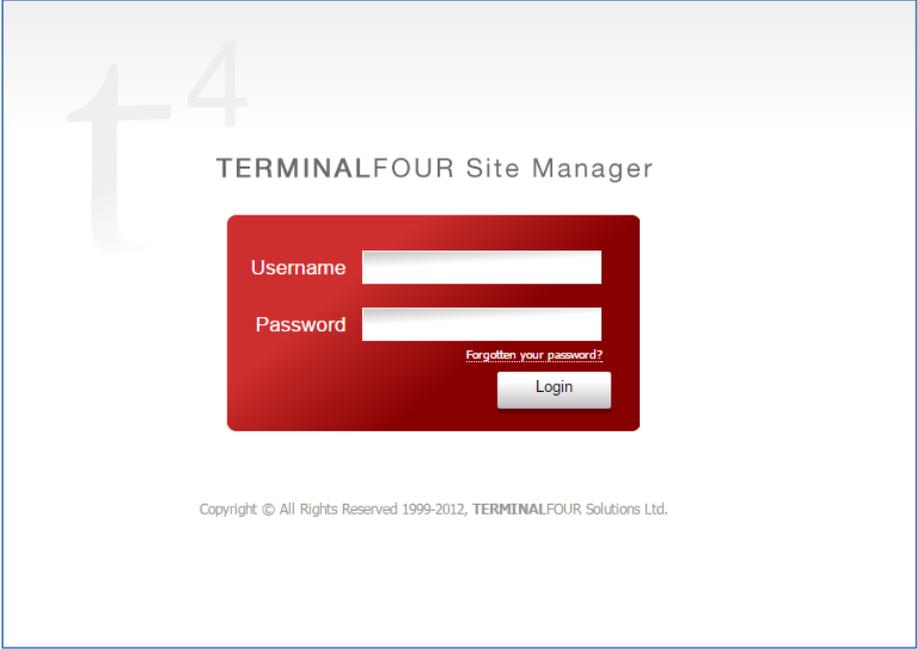
BEGINNING T4 SITE MANAGER

LOGGING IN TO T4 SITE MANAGER

In your preferred web browser visit

<https://sitemanager.manchester.ac.uk/>

(you may want to bookmark this URL). You will see the T4 Site Manager login screen:



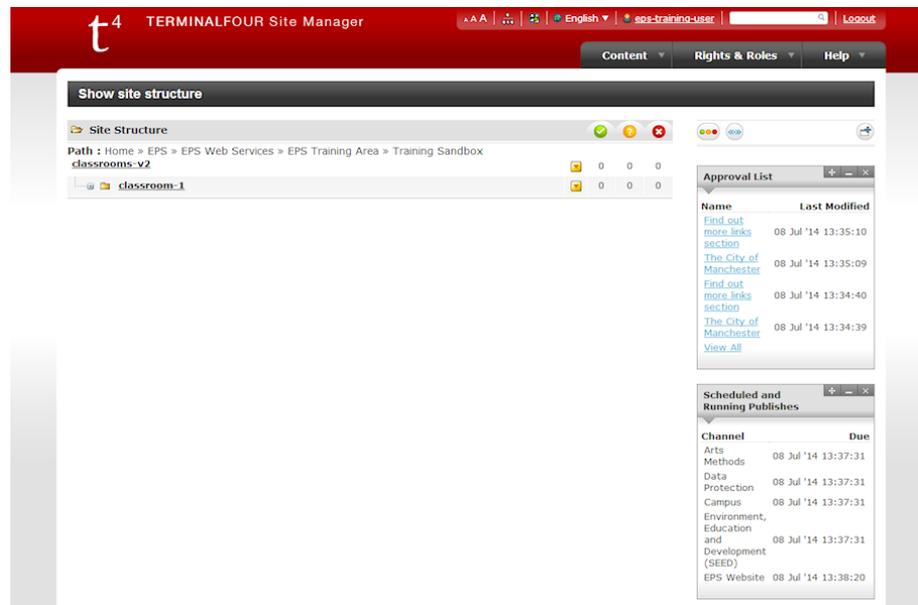
Login with the details supplied to you by the FSE Web Services team – for training, this will usually be our shared training account:

Username: eps-training-user
Password: badger



Note that there is a link to follow if you have forgotten your password.

You will see the Site Structure page, which you can think of as the “home page” of the T4 Site Manager system. It shows a list of channels that you have access to. In T4 Site Manager parlance, each channel within T4 Site Manager corresponds to a published website.

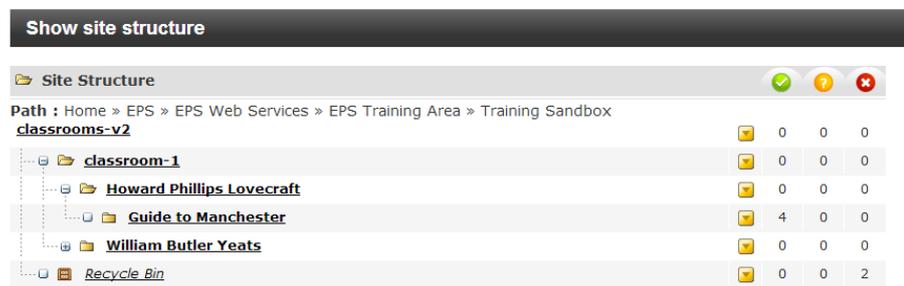


Initially, you will only have access to one channel – “classrooms-v2”. This is our training website, and once you have completed the training we can give you access to the live FSE websites you require.

You should navigate further down into the structure by clicking on the small “+” symbol to the left of the classroom you have been assigned to. A list of names, including yours, will be shown.

Click on the “+” to the left of your name to show your content. Initially, you will see a section called “Guide to Manchester”.

 **If you ever get lost within T4 Site Manager and want to return to this page, you can click on the Site Structure icon  in the top menu to jump here.**



This training page is to familiarise yourself with T4 Site Manager features before you work on a live FSE website. This page, and any you create within your folder, are yours to play with and add to as you wish, so feel free to experiment to learn the features of T4 Site Manager.

SECURING YOUR T4 SITE MANAGER ACCOUNT

You should change your password to a more secure one once you have received your user account. Click on your username at the top of the screen. You will be taken to a “Show User Details” page. Type in and confirm a memorable password on this page and click “Update”. Choose something you will be able to remember as you may not use T4 Site Manager on a regular basis, and would have to reset your password. Please don't change the password in the training account.

The screenshot shows the 'Show User Details' page in the T4 Site Manager interface. The page has a red header with the T4 logo and 'TERMINALFOUR Site Manager' text. Below the header, there are navigation tabs for 'Content', 'Rights & Roles', and 'Help'. The main content area is titled 'Show User Details' and contains a form to update user details. The form fields are as follows:

Username	eps-training-user
Groups	EPS Asset Share, EPS - Training - Classrooms - v2
Name	eps training-user
Password [unchanged if left blank]	<input type="password"/>
Confirm Password	<input type="password"/>
Default Language	English
TERMINALFOUR Site Manager User Interface Language	English - Generic (en)
Email Address *	demouser@manchester.ac.uk
Html Editor	TinyMCE
Default Preview Channel	No Default

At the bottom right of the form, there are two buttons: 'Update' and 'Cancel'.

T4 SITE MANAGER TERMINOLOGY

T4 Site Manager has its own vocabulary which it is worth knowing so that the T4 application is easier to use.

A **channel** within the T4 Site Manager application will appear as a website to browsers of the internet. Folders within **channels** are called **sections** – these will become web pages when published onto the Internet. Each **section** will be composed of one or more pieces of **content** – for instance a banner or a title, paragraph of text and accompanying image.

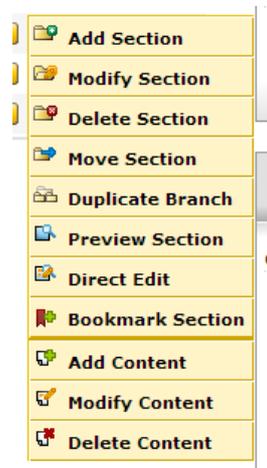
The **Content Type** for each of these pieces of content is chosen when it is created, and cannot be changed later on. We will teach you about the most useful Content Types in this training – for instance “EPS 1 col, Versatile” is a flexible Content Type with an optional image, that can be combined to create multiple layouts.

Sections are arranged in a hierarchy corresponding to the organisation of the website – T4 Site Manager will build all the necessary menu structures automatically. This means it is easy to see where pages are and how they relate to each other.

NAVIGATING SECTIONS WITHIN A CHANNEL

In the site structure the pages are arranged in a hierarchy of sections; click on the small  icon left of each section to expand or collapse the branch of the tree and see or hide all its subsections.

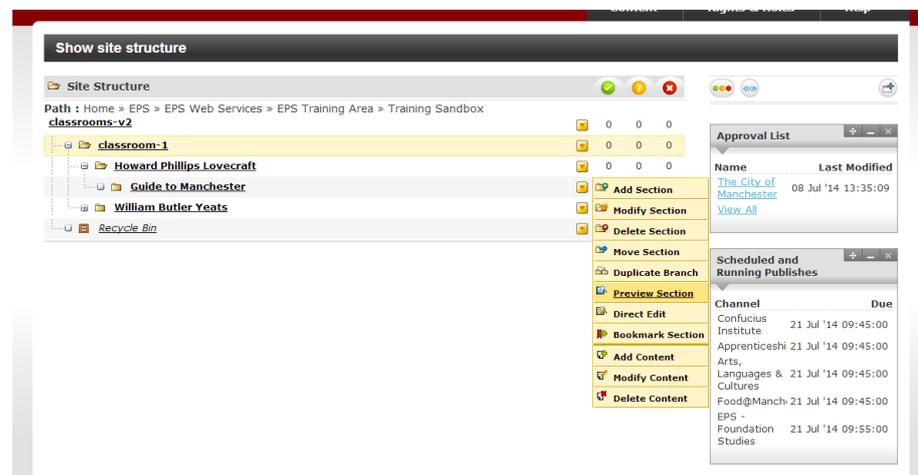
When you have navigated to the section you wish to change, if you hover over the yellow drop-down  further along the line, you will see a list of actions on the section and its content, such as modify (or edit), move, and delete. This is also where you can add a new section or new piece of content.



If you were click on the title of the section instead (for instance “Guide to Manchester”), it is the same as clicking **Modify Section** from the yellow drop-down menu, but let’s start by previewing our example content.

PREVIEW A SECTION

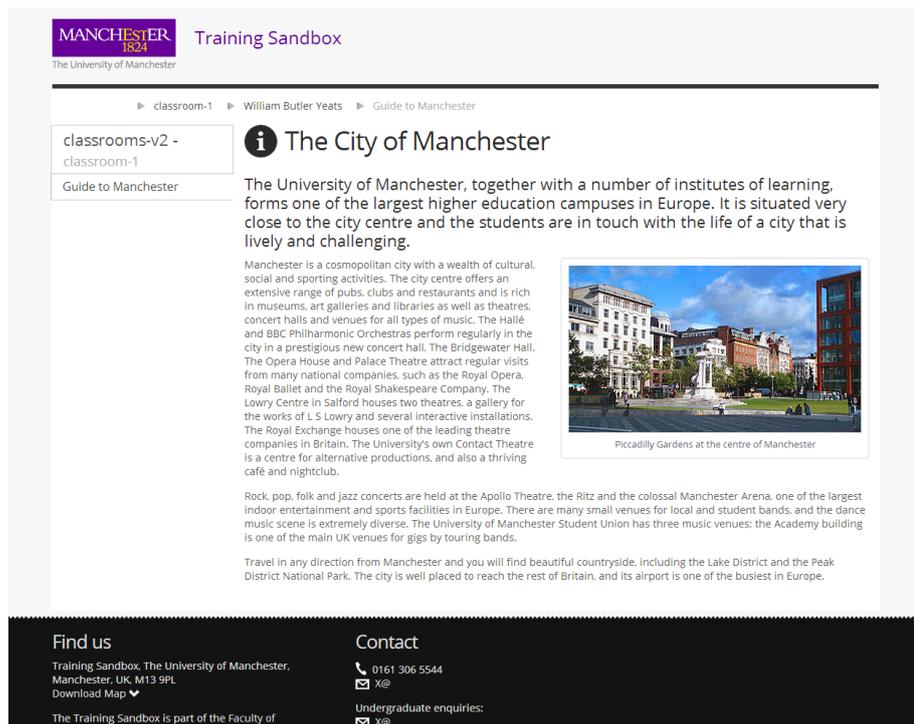
To see what your page will look like when published, we can preview a section by selecting “Preview Section” from the yellow drop down on the “Guide to Manchester” section:



T4 creates the preview as a pop-up – which your browser may block the first time you try it!

Depending on the browser, there will be different ways of allowing this pop-up – but you should choose to always allow pop-ups from T4 Site Manager , so you don’t encounter this inconvenience again. You will probably need to click on preview again after you have allowed pop-ups.

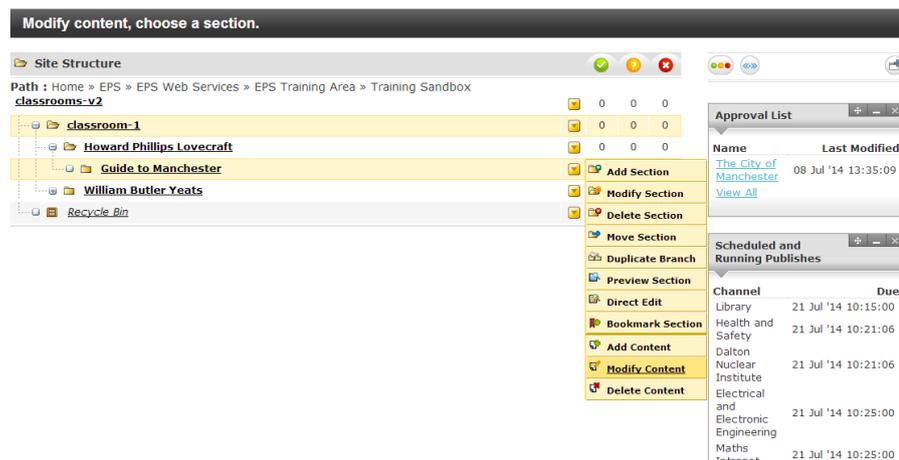
The section we will be working on is a simple page about Manchester:



To refresh the preview, the standard “F5” key will work. You can also navigate around the site within the preview.

EDITING EXISTING CONTENT - EPS 1 COL, VERSATILE

We will begin by editing existing text within a web page. On the “Guide to Manchester” section, hover over the yellow drop down and click on “Modify Content” from the menu that appears:



You will see a piece of content called “The City of Manchester”:

Modify content, select content.
Section: Home » EPS » EPS Web Services » EPS Training Area » Training Sandbox » classrooms-v2 » classroom-1 » William Butler Yeats » Guide to Manchester

Site Structure
Path : Home » EPS » EPS Web Services » EPS Training Area » Training Sandbox » classrooms-v2
classroom-1
Howard Phillips Lo
Guide to Manch
William Butler Yea
Guide to Manch
Recycle Bin

Content currently in this section.

Automatic Ordering
Enabled
Method: Alphabetical (A-Z)

Existing Content

Name	Version	Status	Last Modified	Move	Lock
<input type="checkbox"/> The City of Manchester	0.1	<input type="checkbox"/> Pending	08 Jul '14 13:35:09	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/> Select All		<input type="checkbox"/>			Lock/UnLock All <input type="checkbox"/> / <input type="checkbox"/>

Save Changes

The and buttons at the top of the Site Structure panel allow you to change the relative width of the two panels:

Modify content, select content.
Section: Home » EPS » EPS Web Services » EPS Training Area » Training Sandbox » classrooms-v2 » classroom-1 » William Butler Yeats » Guide to Manchester

Site Structure
Path : Home » EPS » EPS Web Services » EPS Training Area » Training Sandbox
classrooms-v2
classroom-1
Howard Phillips Lovecraft
Guide to Manchester
William Butler Yeats
Guide to Manchester
Recycle Bin

Content currently in this section.

Automatic Ordering
Enabled
Method: Alphabetical (A-Z)

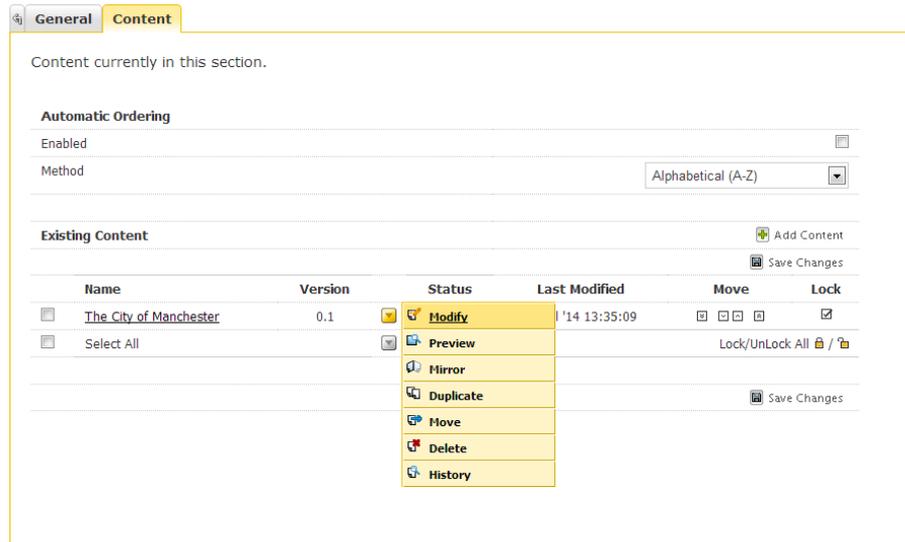
Existing Content

Name	Version	Status	Last Modified	Move	Lock
<input type="checkbox"/> The City of Manchester	0.1	<input type="checkbox"/> Pending	08 Jul '14 13:35:09	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/> Select All		<input type="checkbox"/>			Lock/UnLock All <input type="checkbox"/> / <input type="checkbox"/>

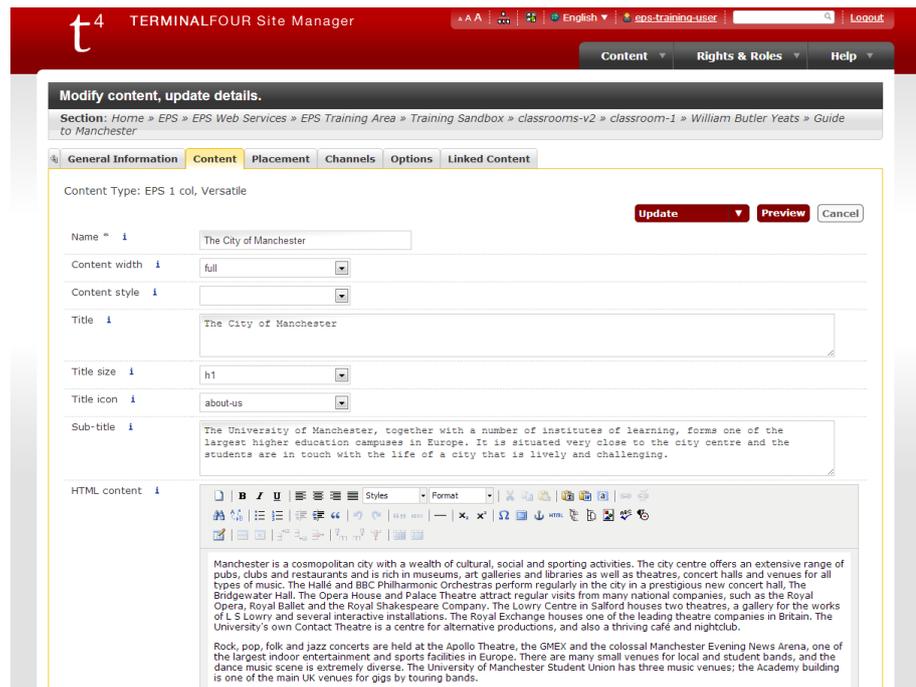
Save Changes

Sometimes T4 can get a bit confused creating this page, and keeps altering the layout. If you ever see this, changing the width will solve the issue.

Hover over the yellow drop-down and you will see a menu similar to the one we saw before:



Click on the Modify option. Clicking on the title “The City of Manchester” is another way of going to the “Modify Content” page.



You will see that this piece of content is “EPS 1 col, Versatile” type – one of the most useful content types, that can optionally consist of title, text and an image. A simple webpage can be built with just one piece of this type of content.

The compulsory Name field (“The City of Manchester - Main”) is used only within T4 by people editing this page. It is not published anywhere on the website, but it is important to identify what this content does within the context of the page.

Later on, we will explain the fields covering the title and sub-title and image options, but we will begin by making an edit to the text.

The main body of the content is placed in the **HTML content** field. A simple HTML editor at the top of the field allows you to format your text - for example creating bulleted lists, sub- and super- scripts and so on.

Within the “HTML content” add a sentence or two – maybe about sport in Manchester. When you have finished, you can click the red “Preview” button to see how your changes will look.

annual celebrations, such as the Chinese New Year, and the Italian and Spanish festivals.

Travel in any direction from Manchester and you will find beautiful countryside, including the Lake District and the Peak District National Park. The city is well placed to reach the rest of Britain, and its airport is one of the busiest in Europe.

In the sporting world Manchester is best known for its football but there are also several rugby clubs, and Test and County cricket at Old Trafford. There are many facilities for all kinds of sport at the University and in the city, and Manchester's successful bid for the 2002 Commonwealth Games created many new sporting opportunities.

Preview:

Travel in any direction from Manchester and you will find beautiful countryside, including the Lake District and the Peak District National Park. The city is well placed to reach the rest of Britain, and its airport is one of the busiest in Europe.

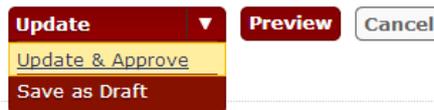
In the sporting world Manchester is best known for its football but there are also several rugby clubs, and Test and County cricket at Old Trafford. There are many facilities for all kinds of sport at the University and in the city, and Manchester's successful bid for the 2002 Commonwealth Games created many new sporting opportunities.



SAVING YOUR WORK AND PUBLISHING TO THE WEB

For T4 **sections** and **content** to be published onto the website, they need to be flagged as “Approved”.

On the red “Update” button, hover over the white triangle drop-down. When the dropdown appears, move your mouse over “Update & Approve” and click.



T4 has been created with the ability to have separate people with rights to create content and authorise it for publication on the web (to “approve”). Within FSE, we do not separate these roles out, but you will still have to save content using the “Add & Approve” or “Update & Approve” buttons in order the content to be flagged as ready for publication.

If you save your content using “Update” or “Add” then you have effectively saved a draft that will not be published to the web. It will be given the status “Pending”. This can, of course, be very useful when you are working on some content and want to continue working on it later, without it being published in the meantime.

When you approve a change on a website, it will not immediately be visible on the public internet – it has to be published after it has been approved before this happens.

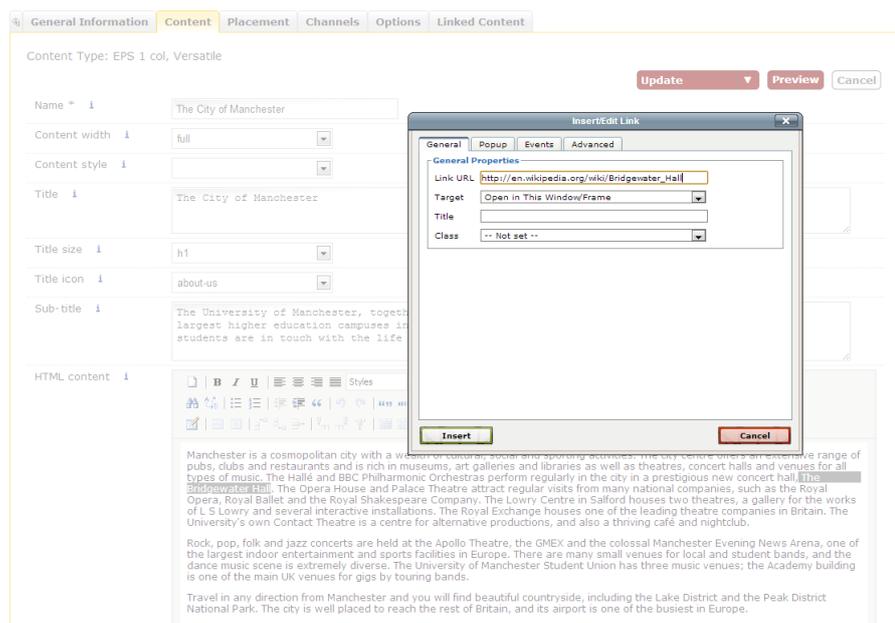
The good news is that publishing a website is automatic. It happens once an hour, at different times past the hour for different websites, in order to spread the load on the T4 servers. You therefore may need to wait for up to an hour (plus a few minutes for the publishing to process) before your content appears on the live website.

INSERTING AND EDITING HYPERLINKS

Now we will modify our content further.

To add a hyperlink to link to an external site, it is easiest to visit the site and copy the URL from your browser. This will mean when you add the Link URL within T4 you can paste it rather than type it in, which can be a source of errors.

To create the link, highlight the text you wish to attach a link to and click the Insert/edit link button () in the HTML content panel (top line, second from right – when some text is highlighted).



You should choose link text that clearly describes where you will be going when you click the link; in particular avoid variants of “click here” or “find out more” which do not convey any meaning to either your reader or Google.



If you need to insert an email link, use the same button, and use the mailto format (<mailto:example.name@manchester.ac.uk>)

If the link you wish to include is within an FSE website you have access to, a better alternative to the Insert/edit button is to use Insert Section Link -  - which will allow you to select a section on your websites. The advantage of using this is

that if the section moves, T4 will keep track of the move and your link will not go stale.

Click on Update & Approve to save your work.

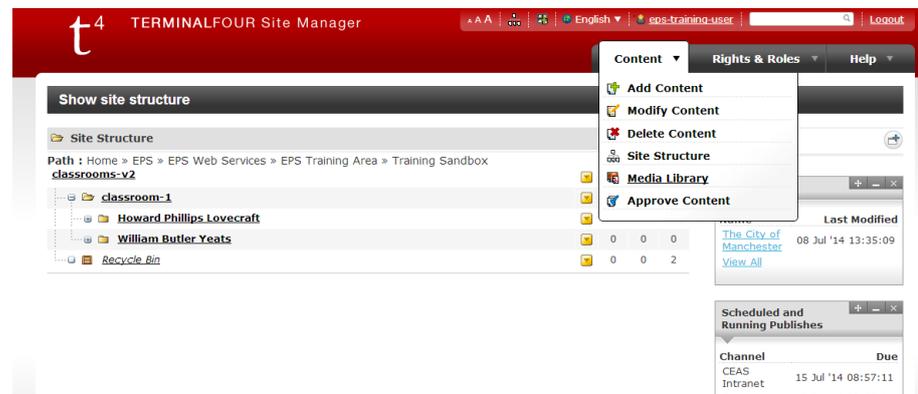
INTRODUCTION TO T4 MEDIA LIBRARY

The Media Library is the T4 repository for many kinds of images and documents stored in Microsoft Office or the Adobe PDF format. The media items are shared between all the T4 powered websites within the University.

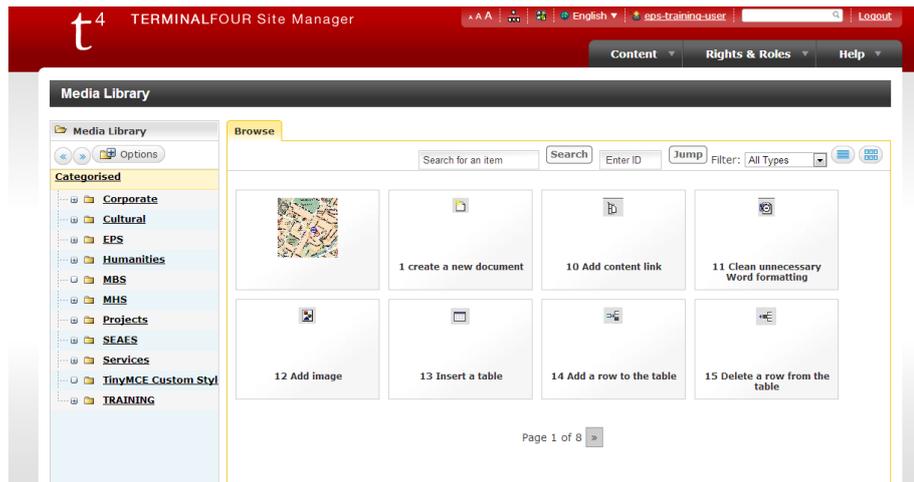
If you have a large number of media to add please contact the Web Team, as we will be able to upload these for you in bulk. The Media Library does not store video – please ask the Web Team for advice if you have a video to upload.

NAVIGATING THE MEDIA LIBRARY

When you are editing content and add or change an image, or insert a media item, the system will take you to the Media Library. The Media Library can also be accessed from the “Content > Media Library” menu option:



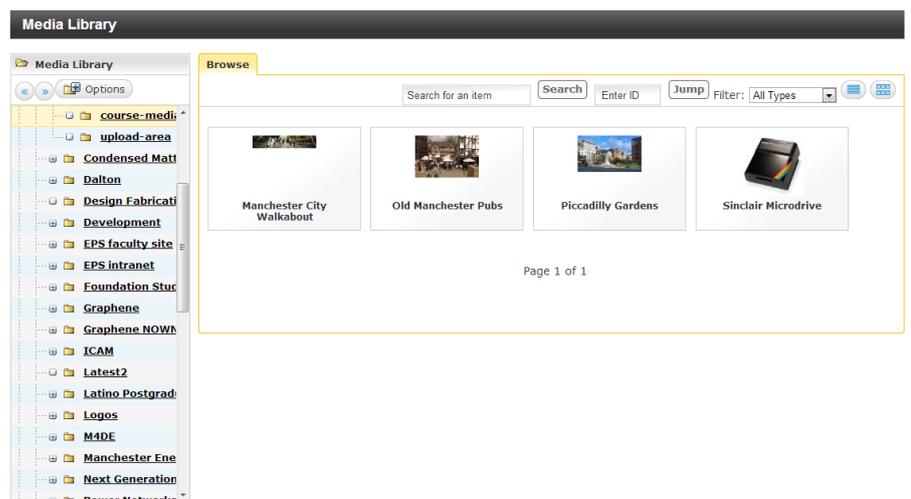
The Media Library shows content from all T4 sites you have access to, starting at a top level “EPS” folder, so you will probably want to navigate to the section where media for the website you are editing is stored. (The T4 system will remember this for the rest of your session.)



Click on the “+” symbol to the left of the folder icons to navigate to the folders for your site. “EPS” is the top level folder for all FSE sites so start your journey there.

Just as elsewhere in T4, you can use the  and  buttons towards the top left to adjust the split between site structure panel and the media list panel to make navigation easier.

Navigate to EPS > classroom-v2 > course-media.



You will see a list of images available for training – if there are many images, note that the media library will paginate the images.

USING THAT IMAGE ON A PAGE

Now we will change the image on our example web page. Click on the Site Structure icon  to take us back to your pages. Click on the Yellow drop-down  against “Guide to Manchester” and select “Modify Content” again.

Scroll down to the Image field, click on the Change link on the extreme right and you will be taken to a Media Library pop-up to choose a replacement image for your content.

HTML no wrap around image No Wrap

Link for title and image Select Section

Use Default Link Text

Image

Image position

Image frame style

Image frame shadow Drop Shadow

Image caption

Following content onto new row Force following content onto new row below

Notes

Hover over the “Old Manchester Pubs” picture and click “Select”.

Media Library

Options

course-media

upload-area

Condensed Matter I

Dalton

Design Fabrication

Development

EPS faculty site

EPS intranet

Foundation Studies

Graphene

Graphene NOWNar

ICAM

Latest2

Latino Postgraduad

Logos

M4DE

Manchester Energy

Next Generation Ni

Downer Networks C

Browse

Search for an item Enter ID Jump Filter: All Types

Manchester City Walkabout

Old Manchester Pubs
Type: Image

Piccadilly Gardens

Sinclair Microdrive

Page 1 of 1

You have now changed the image on the page – clicking Preview will show you the effect. (Notice we haven’t changed the caption to the image yet – do this for more practice if you feel confident!)

MANCHESTER 1824 Training Sandbox
The University of Manchester

classroom-1 William Butler Yeats Guide to Manchester

classrooms-v2 - classroom-1

Guide to Manchester

i The City of Manchester

The University of Manchester, together with a number of institutes of learning, forms one of the largest higher education campuses in Europe. It is situated very close to the city centre and the students are in touch with the life of a city that is lively and challenging.

Manchester is a cosmopolitan city with a wealth of cultural, social and sporting activities. The city centre offers an extensive range of pubs, clubs and restaurants and is rich in museums, art galleries and libraries as well as theatres, concert halls and venues for all types of music. The Hallé and BBC Philharmonic Orchestras perform regularly in the city in a prestigious new concert hall. The Bridgewater Hall, The Opera House and Palace Theatre attract regular visits from many national companies, such as the Royal Opera, Royal Ballet and the Royal Shakespeare Company. The Lowry Centre in Salford houses two theatres, a gallery for the works of L.S. Lowry and several interactive installations. The Royal Exchange houses one of the leading theatre companies in Britain. The University's own Contact Theatre is a centre for alternative productions, and also a thriving café and nightclub.

Rock, pop, folk and jazz concerts are held at the Apollo Theatre, the Ritz and the colossal Manchester Arena, one of the largest indoor entertainment and sports facilities in Europe. There are many small venues for local and student bands, and the dance music scene is extremely diverse. The University of Manchester Student Union has three music venues: the Academy building is one of the main UK venues for gigs by touring bands.

Travel in any direction from Manchester and you will find beautiful countryside. Including the Lake District and the Peak District National Park. The city is well placed to reach the rest of Britain, and its airport is one of the busiest in Europe.



Piccadilly Gardens at the centre of Manchester

ADDING NEW CONTENT

ADDING CONTENT TO A SECTION

To add a new piece of content, click on the “add content” button. You will get a Content Type selection page showing the many different types of content available to creators of FSE T4 websites. In this basic introduction, we will cover just one Content Type, but it is a flexible and powerful type that will enable to create a good looking page without need for further complexity – “EPS 1 col, Versatile”.

Add content. Choose Content Type to use.

Section: Home » EPS » EPS Web Services » EPS Training Area » Training Sandbox » classrooms-v2 » classroom-1 » Howard Phillips Lovecraft » Guide to Manchester

General Information

General Content Information Cancel

Choose a Content Type

EPS Asset Share	
EPS 1 col, Banner Image	Banner image for a 1 column layout, usually at very top of page
EPS 1 col, HTML	
EPS 1 col, KIS Horizontal	Horizontal Unistats KIS widget for a one column layout
EPS 1 col, Simple	HTML content
EPS 1 col, Versatile	Flexible content with image that can be combined to create multiple layouts
EPS 2 col, left, Banner Image	Banner image for a 2 column layout in the left main column, usually at very top of page
EPS 2 col, left, Simple	Simple content for a 2 column layout in the left main column
EPS 2 col, left, Versatile	Flexible content with image that can be combined to create multiple layouts for a 2 column layout in the left main column
EPS 2 col, right, Contact Us	
EPS 2 col, right, Did You Know	Did You Know panel in the right column
EPS 2 col, right, Download	
EPS 2 col, right, External Website	
EPS 2 col, right, Gen Highlight	General internally linked highlight box
EPS 2 col, right, Research Centres	
EPS 2 col, right, Testimonials	Testimonial of staff, student or alumni in the right column
EPS 2 col, right, YouTube	YouTube video embedded in the right column
EPS-Content	Standard Content
EPS-ContentWithHeader	EPS Content Template with Header
EPS-Include	Used to include PHP code
EPS-PlainText	Plain Text, used for adding T4 Tags
Related Links - Optional	Related Links - Optional
seaes-local-news	Displays SEAES local news items and latest news

Cancel

Select this Content Type which we will use to add a new highlighted section about Manchester to our page – for example about dining out in Manchester and its range of restaurants and cafés.

We will look at one particular Content Type in a little more detail since (as its name suggests) it is the most flexible and frequently used Content Type. It is possible to build many pages, from simple to complex ones, using just this Content Type. More content types are covered in the “Advanced – Further Content Types” section of this document.

Add content. Enter content details.

Section: Home » EPS » EPS Web Services » EPS Training Area » Training Sandbox » classrooms-v2 » classroom-1 » Howard Phillips Lovecraft » Guide to Manchester

General Information **Content** Placement Channels Options

Content Type: EPS 1 col, Versatile

Name *

Content width

Content style

Title

Title size

Title icon

Sub-title

HTML content

Add Preview Cancel

Like all content types, we need to give our content a **Name**. This does not appear on the website, but is used to identify the piece of content in our list. So make sure you give it a name that will help a colleague or yourself in a few months, to remember what is in here. T4 does not have an automatic way of letting you look at a web page and showing you the piece of content that created each part, so it really helps if you are descriptive at this point. For now we will give it the name “Manchester Food”.

The **Content width** and **Content style** fields are covered in the Advanced – Further Content Types section – we can leave them alone for now.

The fourth field, **Title**, is the one we will fill in next. This field will be seen on the web page at the top of our new piece of content. Type a title in and

The next fields are **title size** and title icon. A title whose size is “h1” is the biggest you can get and the titles will get smaller and smaller as you use higher numbers – h2, h3 etc.

A page should only have one title with an h1 style – the one at the top of the page. So if you are adding a second piece of content onto a page, be sure to change the default h1 title size for something smaller. In our case, we are adding a section about eating out in Manchester to existing content which uses an h1 tag

If you want to use a title icon, then choose a style from the dropdown – the default in “none”. These are only available on h1 titles and if the title is set to any other size the icon will be suppressed. Title icons, where used, should match the content of the section. If in doubt, they are best avoided.

Modify content, update details.

Section: [Home](#) » [EPS](#) » [EPS Web Services](#) » [EPS Training Area](#) » [Training Sandbox](#) » [classrooms-v2](#) » [classroom-1](#) » [Howard Phillips Lovecraft](#) » [Guide to Manchester](#)

General Information **Content** Placement Channels Options Linked Content

Content Type: EPS 1 col, Versatile

Update **Preview** Cancel

Name *

Content width

Content style

Title

Title size

Title icon

Sub-title

HTML content

Modify content, update details.

Section: [Home](#) » [EPS](#) » [EPS Web Services](#) » [EPS Training Area](#) » [Training Sandbox](#) » [classrooms-v2](#) » [classroom-1](#) » [Howard Phillips Lovecraft](#) » [Guide to Manchester](#)

General Information **Content** Placement Channels Options Linked Content

Content Type: EPS 1 col, Versatile

Update **Preview** Cancel

Name *

Content width

Content style

Title

Title size

Title icon

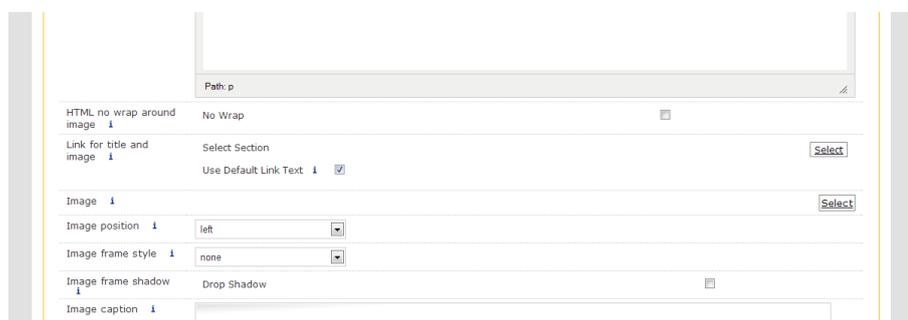
Sub-title

HTML content

Press the Preview button to see your work in progress. Remember that your piece of content will be at the bottom of the page unless you move it up when you have finished editing it.

ADDING IMAGES

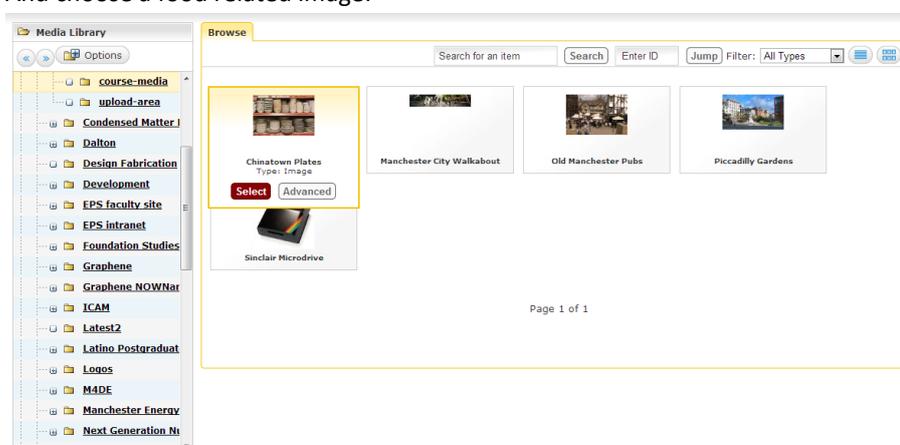
To add an image to our new content, click **Select** on the Image field:



The screenshot shows a form for configuring an image. The fields include:

- Path: p
- HTML no wrap around image: No Wrap
- Link for title and image: Select Section (with a **Select** button) and Use Default Link Text (checked)
- Image: (with a **Select** button)
- Image position: left (dropdown menu)
- Image frame style: none (dropdown menu)
- Image frame shadow: Drop Shadow
- Image caption: (text input field)

And choose a food related image:



Press **Select** to confirm your image, and you return to editing your new content.

Next, we can use the **Image position** field to choose a position for the image within your content block other than the default “left”, where any text flows around the right of the image.

In this case, we will use the drop down to choose “right”. The image will then be positioned to the right of the content, and any text will flow to the left.

If we chose “none” then the image will be centred at the top of the content with no text flow around it.

The **Image frame style** and **Image frame shadow** fields are used to put borders and drop shadows around your image. Try “photo-frame” as a style or experiment with various effects – Preview will show them without having to update your content block.

Optionally, we can also use the **Image caption** field to give a caption underneath the image.

Lastly, the **Notes** field is not published on any website – it is a place to add comments that may help you or your colleagues understand the context of the content in this block.

COPY AND PASTING TEXT INTO CONTENT

When adding a passage to a content block, it is quite common to already have text which you want to copy into T4. One thing to watch out for is that some programs (for example, Microsoft Word) have added a lot of information into text that should be removed when copying into T4. Although there is a button within T4 to do this, a more reliable way is to copy the text into the Notepad program on your PC. This will strip out any hidden codes. Copy the text from Notepad into T4, and, if necessary, re-format in T4 using standard formats in the “Format” dropdown in the HTML Content editor.

DELETING CONTENT

To remove an entire piece of content from the website, simply select the “Delete” option in the yellow drop down against the relevant piece of content.

The content will be given the status of **Inactive** and will no longer be published on the website. It will however remain in the list of content for your page until the next purge on the T4 system takes place. These typically happen every few weeks.

Main Menu

Inactive content will be deleted

All inactive content will be deleted on Monday 17th Nov. Please set content or sections to pending if you wish to keep them.

For further information contact cms.support@manchester.ac.uk.

[Close message and continue to Site Manager](#)

Until this happens, you will be able to undelete your content by modifying it and selecting “Update and Approve”.

Content set to “Draft” or “Pending” will not be deleted at purge, and will not be published on the live site either. It is therefore the best option is you have content you want to keep but not go live.

T4 MEDIA LIBRARY – ADDING NEW CONTENT

ADDING IMAGES TO THE MEDIA LIBRARY

You can add an image from the media library to a piece of content very easily. In the EPS Banner Image and EPS Versatile Content Types, for example, click on “Select” against the “Banner Image” or “Image” fields and you will be taken to the Media Library for you to make your selection. If the image is not yet in the Media Library, you may add it while still editing your content – so you don’t have to break of from working on your content.

Within the Media Library, navigate to “EPS > classroom-v2 > upload-area”. Within this area, you will see an “Add Media” button just underneath the Browse tab, which is not present in other areas of the Media Library where you do not have sufficient privileges to upload new media from your computer.

Make sure the image is the right size to fit into your page – typically 250 – 400 pixels wide is a good starting point.

If you have a large image you want to reduce in size, the website <http://apps.pixlr.com/editor/> can do this online, if you do not have an image editor on your computer. Alternatively, Adobe has a free to use Photoshop Express Editor available for web use at <http://www.photoshop.com/tools>.

ADDING CONTENT TO THE MEDIA LIBRARY

Once you have reached the folder for your website you can hover over the media you want to use. If you are adding content to a folder you will see an “Add Media” button in folders that you have write permission in.

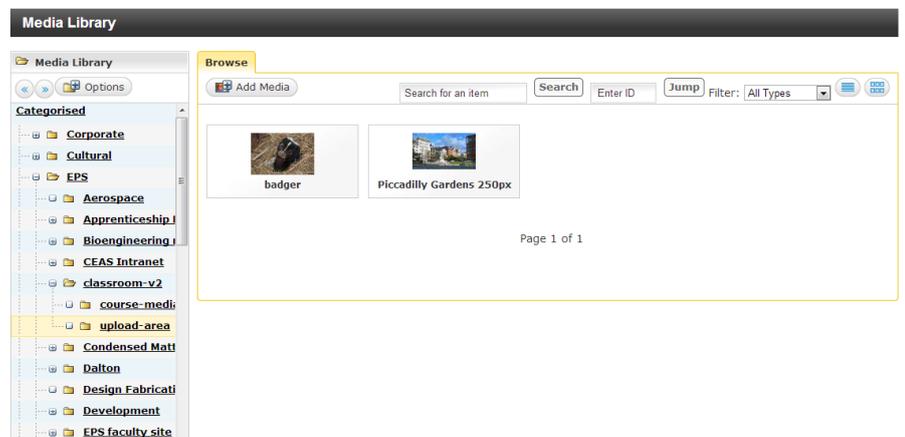
Note that you can only add media to the areas of the Media Library corresponding to the web sites you have access to.

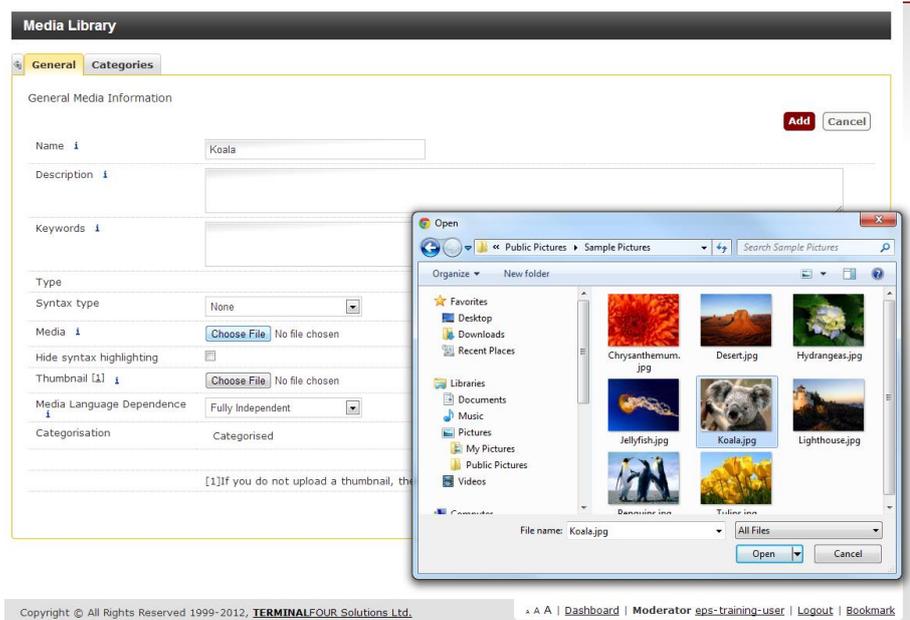
At the moment, this will just be the EPS > classroom-v2 > upload-area, which is shared with other trainees.

You should ensure that the University has the permission to use any image you upload to the Media Library. Just because an image is on another website, it does not mean that it is copyright free, and in general you should avoid downloading images from this source. The University has a library of photographs whose permissions are secured (<http://www.staffnet.manchester.ac.uk/images/>).

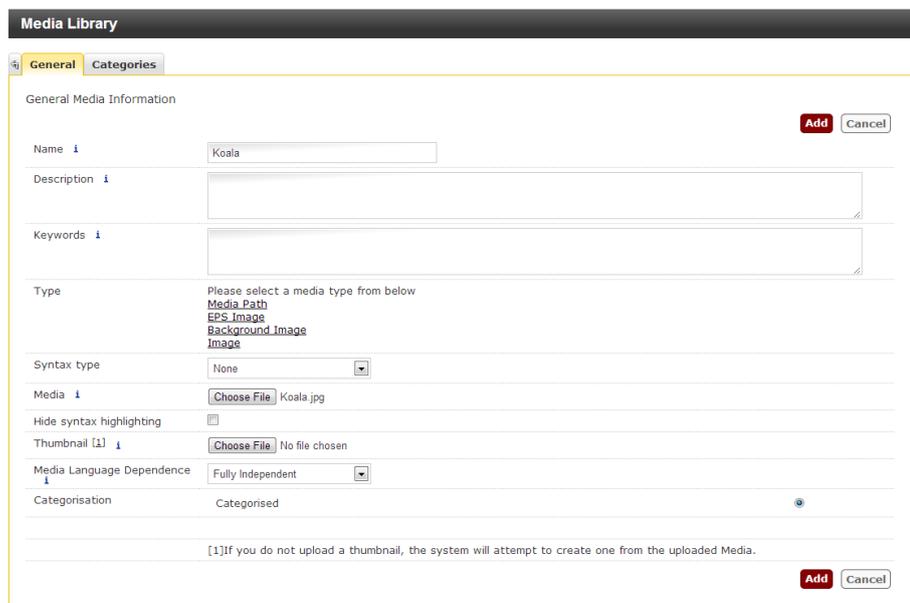


The University library has produced a guide to copyright with further details of your responsibilities and examples of copyright free image libraries at <http://subjects.library.manchester.ac.uk/copyright/>.





Once you have selected your image and it has been uploaded, you will need to select a Type for it – select “Image”.



Click on the “Add Media” button and you will be taken to the form to add media.

Type a descriptive name for your image, and optionally a description and keywords to help the media be searchable within the Media Library. Click on “Choose File” to bring up a dialogue box to select an image from your machine. You must then select a media type – choose “Image” and then click “Add”.

Your image has been added to the Media Library and is ready to use.

If you want to delete the image, hovering over it in the media library will reveal an “Advanced” button. Click on this, and then click “Delete” and confirm that you want to delete it when prompted. Only delete something once you have checked where it is being used!

You can also add a PDF, MS Word, MS Excel, or MS PowerPoint document using very similar steps – you will not need to choose the “Type” as T4 will work this out from the file extension.

USING A MICROSOFT OFFICE OR PDF FROM THE MEDIA LIBRARY

Linking to a PDF, MS Word, MS Excel or MS PowerPoint from the Media Library is easy. Within the HTML content field, at the point in the text you wish the PDF link to go, click the “Insert Media” button and navigate the Media Library until you find the document you want to use. Click the “Select” button that appears when you hover over the media.

If you want to add your own document to the Media Library, follow the same steps as if you were adding a new image to the Media Library.



Note that the link to the document on the website will show the name of the media in the library.

CHANGING THE ORDER OF YOUR CONTENT

As you recall, T4 uses the terminology of a “section” of a “channel” to refer to what the final browser sees as a “page” of a “web site”. A T4 section can contain child sections (i.e. sub-pages) as well as content. The screenshot below shows how pieces of content are ordered within a section. Each piece of content corresponds to an area in the main part of the page (T4 automatically creates the header, footer and navigation).

The screenshot shows the 'Modify content, select content.' interface. The breadcrumb path is: Home » EPS » EPS Web Services » EPS Training Area » Training Sandbox » classrooms-v2 » classroom-1 » Howard Phillips Lovecraft » Guide to Manchester. The 'Content' tab is active, showing 'Content currently in this section.' with 'Automatic Ordering' enabled and set to 'Alphabetical (A-Z)'. A table lists existing content items:

Name	Version	Status	Last Modified	Move	Lock
Example Banner	1.0	Approved	15 Jul '14 11:07:13	⏪ ⏩ ⏴ ⏵	🔒
The City of Manchester	3.0	Approved	15 Jul '14 10:14:41	⏪ ⏩ ⏴ ⏵	🔒
Manchester Sports	4.0	Approved	15 Jul '14 16:16:30	⏪ ⏩ ⏴ ⏵	🔒
Manchester Food	1.0	Approved	08 Jul '14 15:45:47	⏪ ⏩ ⏴ ⏵	🔒
Select All					🔒/🔓

T4 takes the content in order when creating a page and tries to make the best layout it can with the content. When you add new content to a page it will be added to the bottom of the page, so you may need to move it into a new position in the list. Do this by clicking on the tiny up and down buttons in the “Move” column. From left to right, the buttons are move to bottom, move one down, move one up and move to top.

One thing to remember is that you need to click the “Save Changes” button or the re-ordering you have done will be forgotten.

ADDING A NEW SECTION

Adding a new Section will result in a new page being created on the website. To add a page at the next level down to the “Guide to Manchester” page, hover over the yellow drop-down and select “Add Section”

Add Section, Enter Details

Section: Home » EPS » EPS Web Services » EPS Training Area » Training Sandbox » classrooms-v2 » classroom-1 » Howard Phillips Lovecraft » Guide to Manchester » New Section

Site Structure

Path : Home » EPS » EPS Web Services » EPS Training Area » Training Sandbox » classrooms-v2 » classroom-1 » Howard Phillips Lovecraft » Guide to Manchester » New Section

General | Content | Page Layouts | Metadata | Edit Rights

General information about the section.

Name Add Cancel

Output URI

Access Key

SEO Key phrase(s)

Status

Default Workflow

Show in navigation?

eForm Section?

Archive Section

Content Owner Inherited Inherited Owner: No Owner set No Owner set Select Owner

Make this a link section? Add Cancel

You will be presented with the “Add Section, Enter Details” pages – on the “General” tab:

Show site structure

Site Structure

Path : Home » EPS » EPS Web Services » EPS Training Area » Training Sandbox » classrooms-v2

classrooms-v2

- classroom-1
- Howard Phillips Lovecraft
- Guide to Manchester**
- William Butler Yeats
- Recycle Bin

0 0 0

0 0 0

0 0 0

0 0 0

Approval List

Name	Last Modified
The City of Manchester - Main	22 Jul '14 13:49:59

View All

Scheduled and Running Publishes

Channel	Due
Library	28 Jul '14 14:15:00
Condensed Matter	28 Jul '14 14:15:00
Physics Group	28 Jul '14 14:15:00
Bioengineering; Dalton	28 Jul '14 14:17:00

The first thing to note here is that the Name field will be used by T4 to build the navigation so it is a very visible field. Do not use any punctuation or special characters in the Name field. Note that the second and subsequent words should normally be lower case (unless proper nouns), in line with the University brand.

The Output URI field is the web address that will be used for your page – if you leave it blank, T4 will automatically this one for you.

However, it is best to fill in the Output URI field yourself, particularly if the name has more than one word. Filling the Output URI field will enable T4 to create a web address that is easy to read by humans and search engines. The best format to use is **all in lower case, with hyphens replacing spaces**. So “Getting to Manchester” in the Name field would become “getting-to-manchester” in the Output URI field.

All the other fields on this page may be left either blank or at the default values.

Let's add a page called "Getting to Manchester" (for example) – type into the Name and Output URI fields and click the red "Add".

Add Section, Enter Details

Section: Home » EPS » EPS Web Services » EPS Training Area » Training Sandbox » classrooms-v2 » classroom-1 » Howard Phillips Lovecraft » Guide to Manchester » New Section

Site Structure

General Content Page Layouts Metadata Edit Rights Content Types

General information about the section.

Name: Getting to Manchester

Output URI: getting-to-manchester

Access Key:

SEO Key phrase(s):

Status: Approved

Default Workflow: -- None --

Show in navigation?

eForm Section?

Archive Section

Content Owner: Inherited No Owner set

Make this a link section?

Show site structure

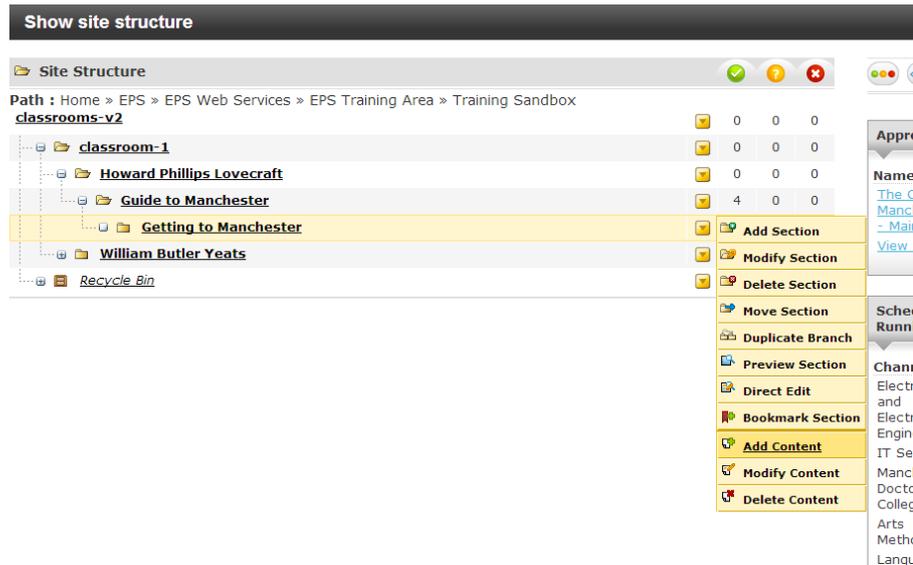
Site Structure

Path : Home » EPS » EPS Web Services » EPS Training Area » Training Sandbox

classrooms-v2				
classroom-1	0	0	0	0
Howard Phillips Lovecraft	0	0	0	0
Guide to Manchester	4	0	0	0
Getting to Manchester	0	0	0	0
William Butler Yeats	0	0	0	0
Recycle Bin	0	0	0	3

Note that when you click "Add" to add the section, you have not yet added any content – until you do, T4 won't publish the page. This is to make sure empty pages don't appear on the live FSE sites.

Let's add some content. As before, hover over the yellow drop-down for your new page and select "Add Content".



Select to “EPS 1 col, Versatile” once more. This time we can add some content about getting to Manchester via rail, road and air from Wikipedia, or add some content on your own topic. Add and approve your content – and your page is ready for publication. Note that T4 creates the “Getting to Manchester” navigation menu for you automatically (it’s smaller as it the next level down in the site structure):



ADVANCED – FURTHER CONTENT TYPES

Each piece of content within T4 is based on a particular Content Type. Once created, this Content Type cannot be changed, so it is worth knowing the restrictions on each kind of content.

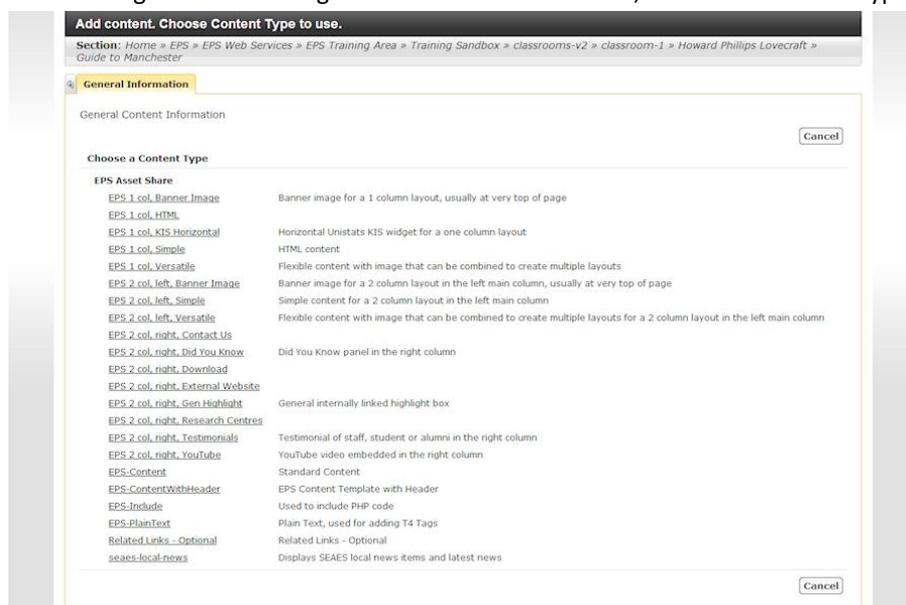
CHOOSING BETWEEN ONE AND TWO COLUMN LAYOUTS

A typical page on an FSE website is built of a header, a footer and navigation, together with the main content of a page. This main content is either in a one-column or a two-column layout. The choice of which of these has been used depends on the type of content and the web designers preferences.

The main thing to note is not to mix one-column and two-column content within one section; this would be confusing to both you and the website browser. The other thing to note is that once you have created some content, the Content Type is fixed and cannot be changed – so think ahead!

ADDING A BANNER TO A PAGE

One of the simplest Content Types is a banner that goes across the top of the whole page – it just needs a title and an image. This Content Type is called “EPS 1 col, Banner Image”. When adding content as described above, select this Content Type.



The image should be 1200 pixels wide and 250 pixels deep. There is an example banner in the course-media folder called “Manchester City Walkabout”.

When you have added the content you should order your banner to the top of the page to make a logical order to the list of content.



USING EPS 1 COL, VERSATILE TO MAKE A LAYOUT

One of the fields within “EPS 1 col, Versatile” is the “Content width” field. This can be set to several fractional widths, such as half, quarter, third and more. Selecting one of these options means that the content can be combined with other “EPS 1 col, Versatile” blocks, to create attractive layouts of your content.

For your first attempts, choose something simple such as two side-by-side half width blocks of content. The example below shows a page made from three Versatile content blocks – the first full width, the last two half width (“Manchester Sports” and “Manchester Food”). If you experiment further, you will see that T4 always tries to use the complete width of the page as it creates the page from the content blocks in order, and will only use the next row when it needs to.

The field “Content style” can be used to give background shading and borders around content blocks. In the case of the half width content blocks, for example, we have selected subtle-highlight to distinguish these pieces of content from the main content.

The screenshot shows a page layout for 'The City of Manchester'. At the top left, there is a breadcrumb trail: 'classrooms-v2 > classroom-1 > Howard Phillips Lovcraft > Guide to Manchester'. Below this is a sidebar with 'classrooms-v2 - classroom-1' and 'Guide to Manchester'. The main content area starts with an information icon and the title 'The City of Manchester'. The main text describes the University of Manchester and the city's cultural and sporting activities. A small image of Piccadilly Gardens is included with the caption 'Piccadilly Gardens at the centre of Manchester'. Below the main text, there are two side-by-side content blocks: 'Manchester Sports' and 'Manchester Food', both with a 'subtle-highlight' background style. The 'Manchester Sports' block mentions football, rugby, and cricket, while the 'Manchester Food' block discusses the city's diverse restaurant scene.

EPS 2 COL, LEFT, VERSATILE

A similar Content Type to the above is “EPS 2 col, left, Versatile”. This takes exactly the same parameters as its 1 column equivalent – the only difference is that it occupies only the left hand part of a two column page.

ADVANCED – FURTHER FEATURES

COPYING AND MIRRORING CONTENT

Content can be copied to save effort in two different ways within T4. Use the yellow drop-down in the content list and select either:

Duplicate to make an independent copy of the piece of content. This is the best choice when you want to work on the copy to make it different from the first.

Mirror to use a dependent, linked copy of the content. This is the best choice for re-using the same piece of content on multiple pages – for instance contact details.

In both cases Site Manager will prompt you to choose the destination section. After the move, please note that you will be taken back to the source section.

HISTORY

One of the powerful features of Site Manager is the ability to compare different versions of a piece of content, and, if required, revert to an earlier version. Access the history of a piece of content by clicking on the “History” menu item in the yellow drop-down.

If you click on the “Set Active” then that version will become the active one.

Modify content, update details.

Section: Home » EPS » EPS Web Services » Materials Container » Materials » Industry » Working with us

General Information Content Placement Channels Options **History** Linked Content

Version History for this piece of content.

Update Preview Cancel

Name	Version	Owner	Last Modified	Last Modified By	Previous	Compare
Working with us - Sponsoring our students	6.0	No Owner set	Tue, 04 Dec 2012 17:51:55 GMT	mitosr12	5.1	View <input type="checkbox"/>
Working with us - Sponsoring our students	5.1	No Owner set	Tue, 04 Dec 2012 17:51:50 GMT	mitosr12	5.0	View <input checked="" type="checkbox"/> Set Active <input type="checkbox"/>
Working with us - Sponsoring our students	5.0	No Owner set	Tue, 04 Dec 2012 17:13:11 GMT	mitosr12	4.1	View <input checked="" type="checkbox"/> Set Active <input type="checkbox"/>
Working with us - Sponsoring our students	4.1	No Owner set	Tue, 04 Dec 2012 17:13:06 GMT	mitosr12	4.0	View <input checked="" type="checkbox"/> Set Active <input type="checkbox"/>
Working with us - Sponsoring our students	4.0	No Owner set	Tue, 04 Dec 2012 09:11:46 GMT	mclssab2	3.1	View <input checked="" type="checkbox"/> Set Active <input type="checkbox"/>
Working with us - Sponsoring our students	3.1	No Owner set	Tue, 04 Dec 2012 09:11:42 GMT	mclssab2	3.0	View <input checked="" type="checkbox"/> Set Active <input type="checkbox"/>
Working with us - Sponsoring our students	3.0	No Owner set	Mon, 03 Dec 2012 16:58:17 GMT	mclssab2	2.1	View <input checked="" type="checkbox"/> Set Active <input type="checkbox"/>
Working with us - Sponsoring our students	2.1	No Owner set	Mon, 03 Dec 2012 16:58:13 GMT	mclssab2	2.0	View <input checked="" type="checkbox"/> Set Active <input type="checkbox"/>
Working with us - Sponsoring our students	2.0	No Owner set	Mon, 03 Dec 2012 16:53:59 GMT	mclssab2	1.1	View <input checked="" type="checkbox"/> Set Active <input type="checkbox"/>
Working with us - Sponsoring our students	1.1	No Owner set	Mon, 03 Dec 2012 16:53:55 GMT	mclssab2	1.0	View <input checked="" type="checkbox"/> Set Active <input type="checkbox"/>
Working with us - Sponsoring our students	1.0	No Owner set	Mon, 03 Dec 2012 16:43:15 GMT	mclssab2	0.1	View <input checked="" type="checkbox"/> Set Active <input type="checkbox"/>
Working with us - Sponsoring our students	0.1	No Owner set	Mon, 03 Dec 2012 16:43:12 GMT	mclssab2	0.0	View <input checked="" type="checkbox"/> Set Active <input type="checkbox"/>

Content Comparison Visual Comparison

FURTHER SUPPORT

Hopefully by now you have a good overview of the Site Manager application and feel confident making simple changes to FSE websites. If you contact us, we can then discuss access to the live FSE websites (or parts of websites) that you need.

There is a support and training website that has been created for FSE web users at:

- <http://www.staffnet.manchester.ac.uk/staff-learning-and-development/academic/practical-skills-and-knowledge/university-it-systems/t4-site-manager/>

This website is password protected and you will need to enter your standard University credentials to gain access. This should be your first place to look to refresh your knowledge of TerminalFour Site Manager.