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## PREFACE

### I.T. SKILLS REQUIRED BEFORE ATTEMPTING THIS COURSE:

This course has been written with the assumption that you already possess the following basic IT Skills:

- **Confident navigation of MS Windows:**
  - Opening and closing MS packages.
  - Minimising and restoring Windows.
  - Moving between open files.
  - Working with multiple Windows.
  
- **Confident user of PC file structures:**
  - Know how to save a file to a specific location, e.g. floppy disk, a designated network drive, the computer hard drive, inside specified folders, etc.
  - Understand the difference between 'Save' and 'Save As'.
  - Understand file paths.
  - Know how to use 'Windows Explorer' or 'My Computer' to locate files.
  - Know how to copy and rename files.
  - Know how to create folders and move files into folders.
  
- **Basic keyboard awareness:**
  - Know where the following keys are located on the keyboard; Alt, Ctrl, Shift, Caps Lock, Space bar and Tab keys.
  - Understand the difference between the Delete and Backspace keys.
  
- **Confident user of basic formatting and basic editing:**
  - Copy and paste.
  - Understand the difference between Cut and Delete.
  - Change font, font size, underline, bold, italic and text alignment.

If you are not confident with **any** of these IT skills, Learning Services recommends that you undertake the following training before attempting this course:

- **Tutor Led – Basic IT Skills**

If the course dates advertised are not suitable, Learning Services recommends that you put your name on the waiting list for the course because this will entitle you to preferential treatment when the new course schedule is published.

If you are not confident with **up to 4** of these skills, Learning Services recommends that you attend a **Drop-In Session** to be shown these skills before attempting this course:

<b>Drop-In Session Details</b>	<b>Location:</b>	Graham Hills Building, Room 6.30 (level 6)
	<b>Day:</b>	Fridays
	<b>Times:</b>	9.30am to 12.30pm

## HOW THIS MANUAL WORKS

The manual is divided into 'explained' and 'how to'. 'Explained' sections provide the user with background information to how t4 works or how web development works. The 'how to' sections provide instructions on how to perform tasks in t4.

'How to' instructions take the format of numbered instructions with screenshots from t4. An initial instruction is often followed by a screenshot that shows the user what should happen next. Screenshots are labelled with key points that will be used in subsequent instructions.

Note boxes are used to draw the user's attention to important points that must not be forgotten.

## COPYRIGHT

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All materials have been created by the Learning Services IT Training Team unless otherwise stated.

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## **MANAGING WEB CONTENT WITH T4**



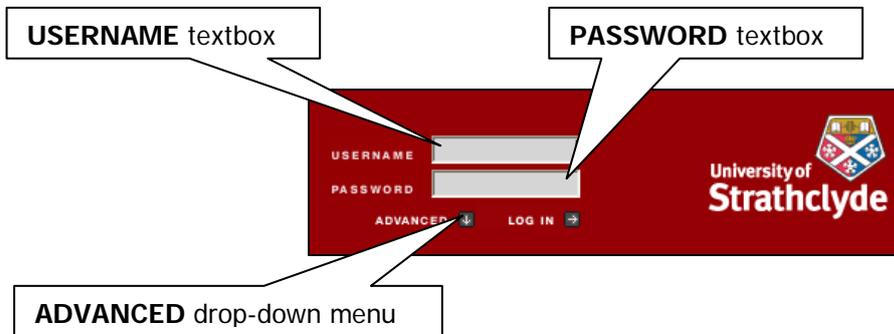
# UNDERSTANDING T4

This section covers:

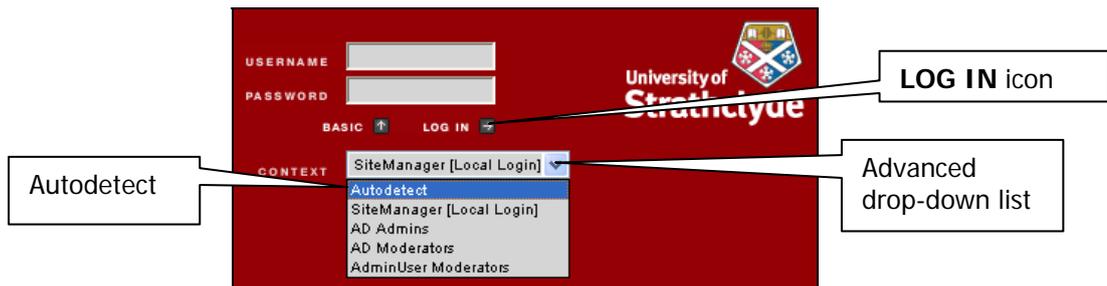
- Logging into and out of t4.
- How the menu systems work in t4.
- Understanding the t4 site structure window.
- Previewing pages.
- How t4 constructs web pages.

## LOGGING IN TO T4

1. Open an internet browser.
2. Enter **http://www.strath.ac.uk/t4** in the address bar of the browser.



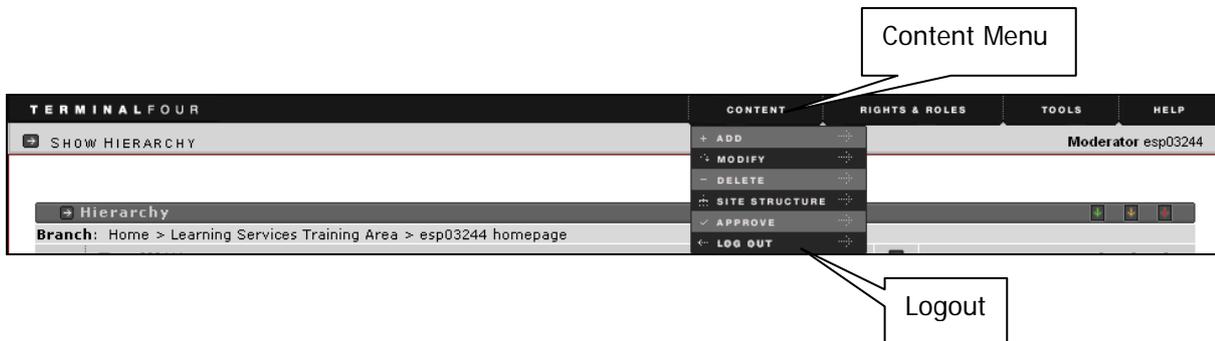
3. Enter your **DS username** in the **USERNAME** textbox.
4. Enter your **DS password** in the **PASSWORD** textbox.
5. Open the **ADVANCED** drop-down menu and choose **Autodetect**.



6. Select the **LOG IN** icon.

## LOGGING OFF FROM T4

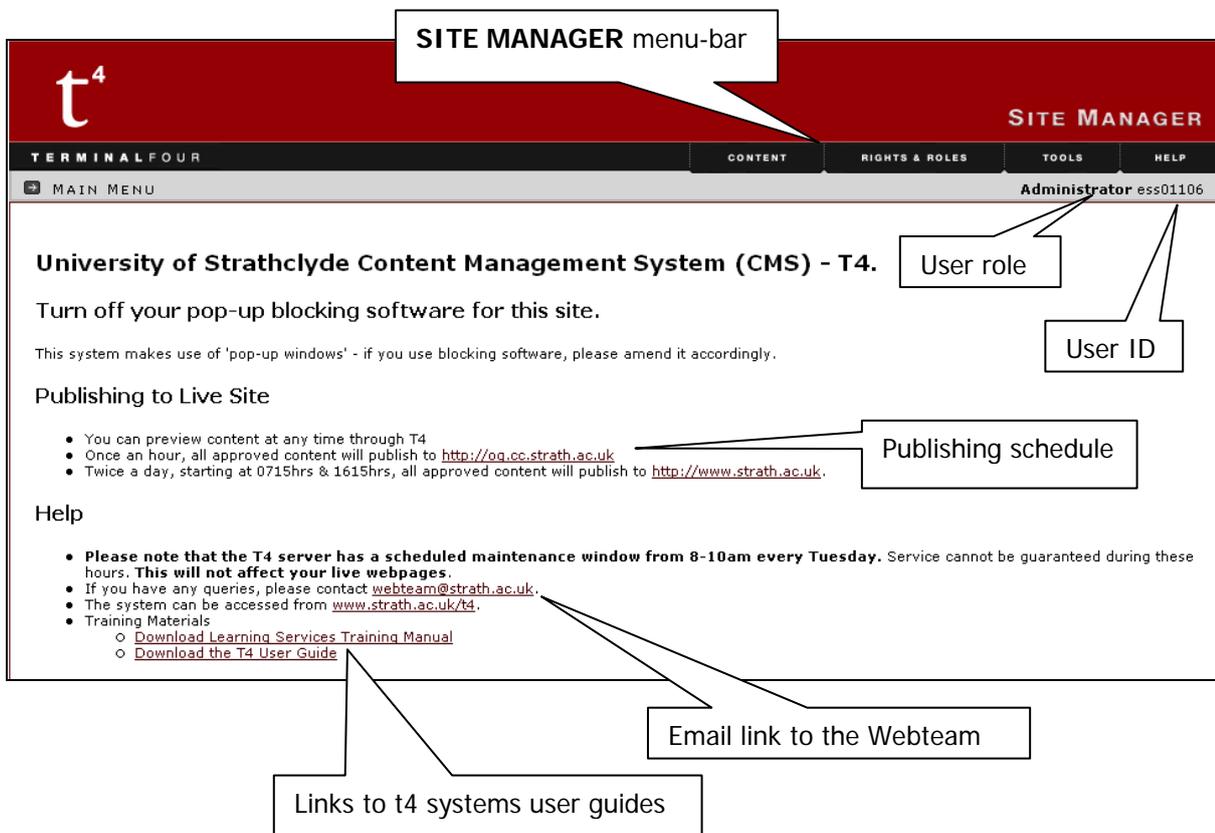
1. Open the **Content Menu** on the **Site Manager Menu-bar**.



2. Choose **Logout**.

## WELCOME SCREEN EXPLAINED

The welcome screen is the first screen the user sees on accessing the t4 system. This page will be used by the Webteam as a general noticeboard and will hold useful t4 related documentation. If there is anything you would like to see added, please contact [webteam@strath.ac.uk](mailto:webteam@strath.ac.uk).



## SITE MANAGER MENU-BAR EXPLAINED

### CONTENT MENU

The content menu enables the user to access web content within the file area associated with that user account.



Content Drop-Down Menu Options

- **ADD** Add a new section.
- **MODIFY** Modify a section.
- **DELETE** Identifies items for deletion by the system administrator.
- **SITE STRUCTURE** Overview of the logical structure (organisation) of the sections (pages) in the website.
- **APPROVE** Approve content to be published to the web at the next scheduled web update.
- **LOG OUT** Log out of the t4 content management system.



**It is not necessary to go through the 'Site Structure' option to add, edit or delete content in t4.**

**Users can directly add, edit or delete content from the Content Menu by choosing the Add, Modify or Delete options.**

### RIGHTS AND ROLES MENU

The rights and roles menu enables users to assign different access rights to designated contributors to the site. At Strathclyde we have initially chosen not to restrict users' ability to publish content rendering the 'contributor' level of user access obsolete. Users may contact the Webteam to discuss how this option may be used if they wish to investigate methods for introducing editorial control.



Rights and Roles Drop Down options

## TOOLS MENU

The tools menu enables the user to modify their user profile and access the file area of the media library that is associated with that user account.



Tools drop down options

- **MODIFY PROFILE** These options are set by integration with other University systems or by t4 Administrators. They should not be altered.
- **MEDIA LIBRARY** Upload and organise files such as PDF files, Microsoft Office documents and images.

## HELP MENU

The help menu provides a first point of help. If referring to the information provided in the help menu does not resolve the problem users should contact the Webteam or the IT Training Team.

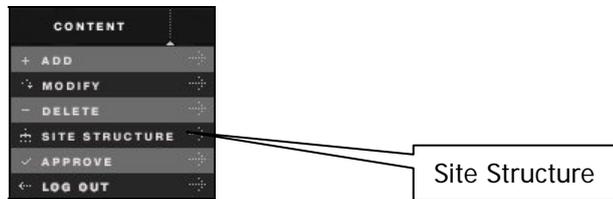


Help drop down options

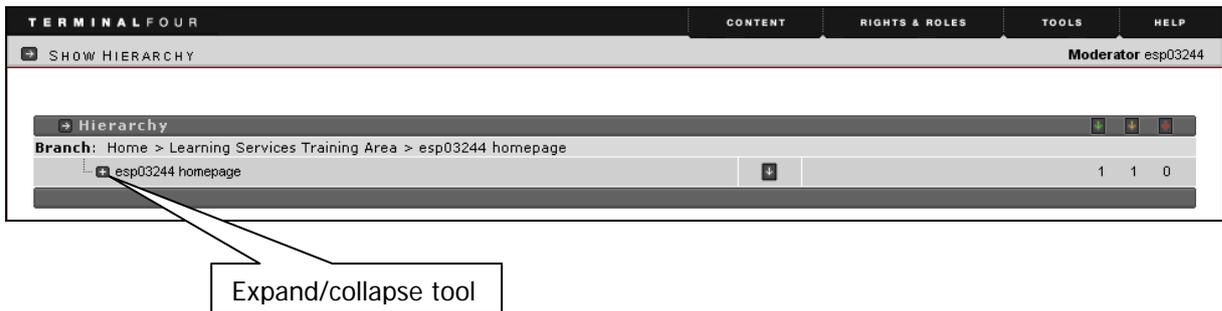
- **HELP** Links to the university web pages supporting t4 at <http://www.strath.ac.uk/terminalfour/>
- **SUGGESTION** Provides an email link to the Strathclyde Webteam with the subject line 'T4: Suggestion'.
- **REPORT BUG** Provides an email link to the Strathclyde Webteam with the subject line 'T4: Bug Report'.
- **ABOUT** Provides technical system information about t4.

## NAVIGATING THE T4 SITE STRUCTURE

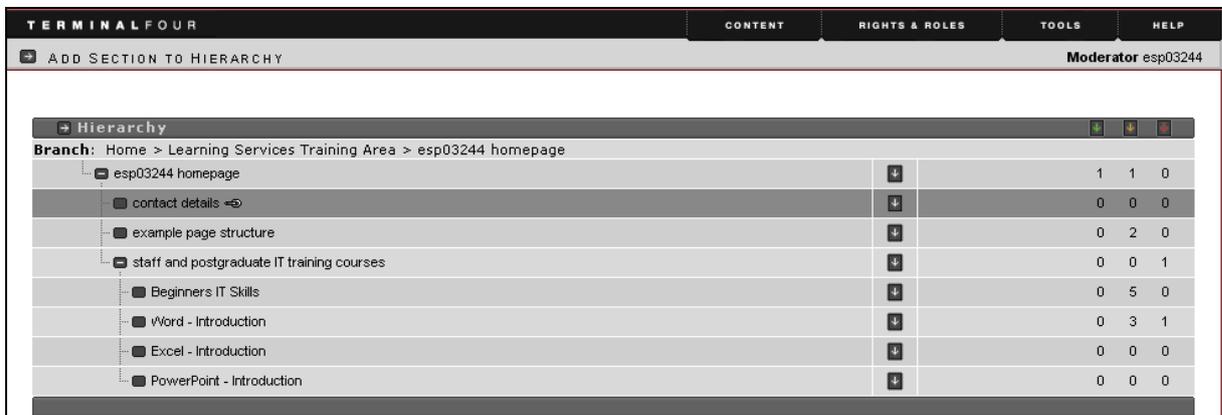
1. Open the **Content Menu** on the **Site Manager** menu-bar.



2. Choose **Site Structure**.



3. Select the **expand/collapse icon** to open up or close the file structure for different parts of the site. Note the icon changes from an expand icon (+) to collapse icon (-) depending on whether the file structure is expanded or collapsed.



Example of an expanded site structure of a simple site



**Each section has its own expand/collapse icon enabling the user to see a detailed view of the site structure when sections are expanded or a general overview when sections are collapsed.**

**The site structure details the structure of the sections (pages) of the site, not the structure of the individual 'pieces of content'.**

## T4 SITE STRUCTURE EXPLAINED

The screenshot shows the 'Terminal Four' interface for managing site structure. The main area displays a hierarchy of sections under the 'esp03244 homepage' branch. Each section is represented by a row with a collapse icon, a drop-down menu icon, and a traffic light system (three colored circles: green, amber, red) indicating its status. The traffic light system shows 1 green, 1 amber, and 0 red items for the 'esp03244 homepage' section.

Callouts in the image identify the following features:

- Branch pathway:** The breadcrumb trail at the top: Home > Learning Services Training Area > esp03244 homepage.
- Page marked for deletion:** A dark grey row representing a section marked for deletion.
- Traffic light system:** The three colored circles (green, amber, red) indicating the status of items in a section.
- Section collapse icon:** A small square icon with a minus sign used to collapse a section.
- Drop-down Section Menu:** A small square icon with a downward arrow used to open a menu for a section.

**Expanded site structure of a simple site**

Section Name	Green	Amber	Red
esp03244 homepage	1	1	0
contact details	0	0	0
example page structure	0	2	0
staff and postgraduate IT training courses	0	0	1
Beginners IT Skills	0	5	0
Word - Introduction	0	3	1
Excel - Introduction	0	0	0
PowerPoint - Introduction	0	0	0

There are a number of points to note about how content is presented in the site structure:

1. The **Branch Pathway** indicates where the user's web presence is in the context of the whole website.
2. The site structure provides an overview of the website that reflects the section structure of the site, not the structure of the individual 'pieces of content'.
3. A general overview of the status of the 'pieces of content' in a section is displayed in a 'traffic light system':
  - a. 'Green' (left-hand column) items are published and on the web.
  - b. 'Amber' (middle column) items are pending approval and are not visible on the web.
  - c. 'Red' (right-hand column) items have been marked for deletion, are not visible on the web and will be removed from the site structure by the system administrator.
4. Each group of sections has its own expand/collapse icon to make it easier to focus in on particular areas of the site or pull back for an overview.
5. Each section has its own drop-down **Section Menu** that offers direct access to add, modify, delete, move and preview functions.
6. Deleted sections do not immediately disappear from the site structure although they are not published to the web. The user marks a page for deletion and it is removed from the site structure by the system administrator. Until the page has been removed the user sees them in the site structure as marked as 'inactive; 'greyed' out in a dark, charcoal grey colour.



## CONTENT MENU EXPLAINED

The drop-down **Content Menu** is accessed from **inside** sections and relates to individual 'pieces of content'.

Existing Content						+ Add Content
Name	Version	Status	Last Modified	Move	Lock	
esp03244 homepage	<div style="border: 1px solid black; padding: 2px;">           C MODIFY            O MIRROR            N DUPLICATE            T MOVE            E DELETE            N HISTORY         </div>	Pending	20 Jan '06 - 20:37:05	<input type="checkbox"/>   <input type="checkbox"/>   <input type="checkbox"/>   <input type="checkbox"/>	<input checked="" type="checkbox"/>	
IT training contact details		Approved	20 Jan '06 - 17:35:00	<input type="checkbox"/>   <input type="checkbox"/>   <input type="checkbox"/>   <input type="checkbox"/>	<input checked="" type="checkbox"/>	
						Lock/UnLock All <input type="checkbox"/> / <input type="checkbox"/>
						<input type="button" value="Save Changes"/>

Drop-down  
Content Menu

Each 'piece of content' has its own drop-down **Content Menu** and options selected from the menu are applied to the 'piece of content' that relates to that particular drop-down menu.

Note **Content** label to help identify the menu as the Content Menu



- **MODIFY** Modify content level items, e.g. text, images, etc.
- **MIRROR** Mirror this piece of content in other, additional sections when the user wants the content to be displayed on more than one web page.
- **DUPLICATE** Copy this 'piece of content' to another section of the website where the user wants to keep the majority of the content the same and just edit a few details, e.g. copying a table of data that is formatted and set-up correctly but the data in the table will be different in the new section.
- **MOVE** Move content to a different section of the website.
- **DELETE** Mark content for deletion by the system administrator.
- **HISTORY** View the development history of a 'piece of content'. This feature can be used to retrieve and republish previous versions of content, e.g. if an incorrect 'piece of content' has been published a user can 'revert' to a previous version of the content.

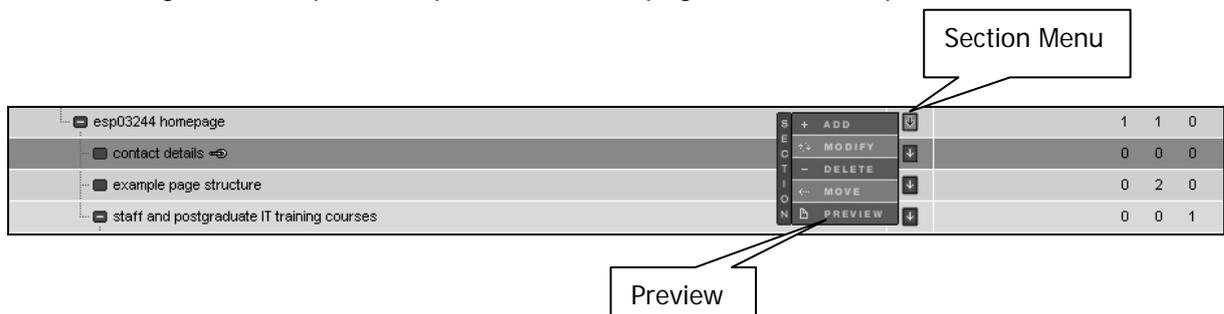
## PREVIEWING PAGES

A section is an empty page shell that is not meaningful until it has had a 'piece of content' added to it.

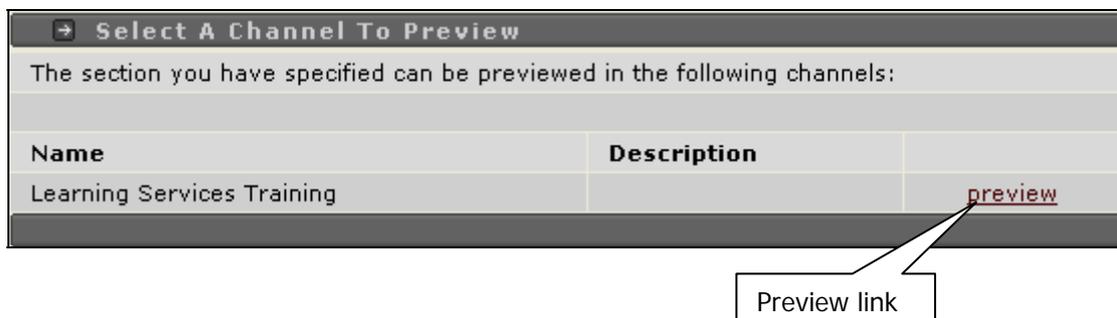
This means that sections (pages) will only be visible to users of the website if:

- There is a 'piece of content' that has been approved and attached to that section.
- There is a 'piece of content' that has been approved and attached to a sub-section (page) of that section, i.e. a page that is lower in the website's hierarchy.

1. Navigate to the parent/top section of the page that is to be previewed.



2. Open the **Section Menu** and choose **Preview**.



3. Select the **preview hyperlink** to the channel that will be used to preview the page.



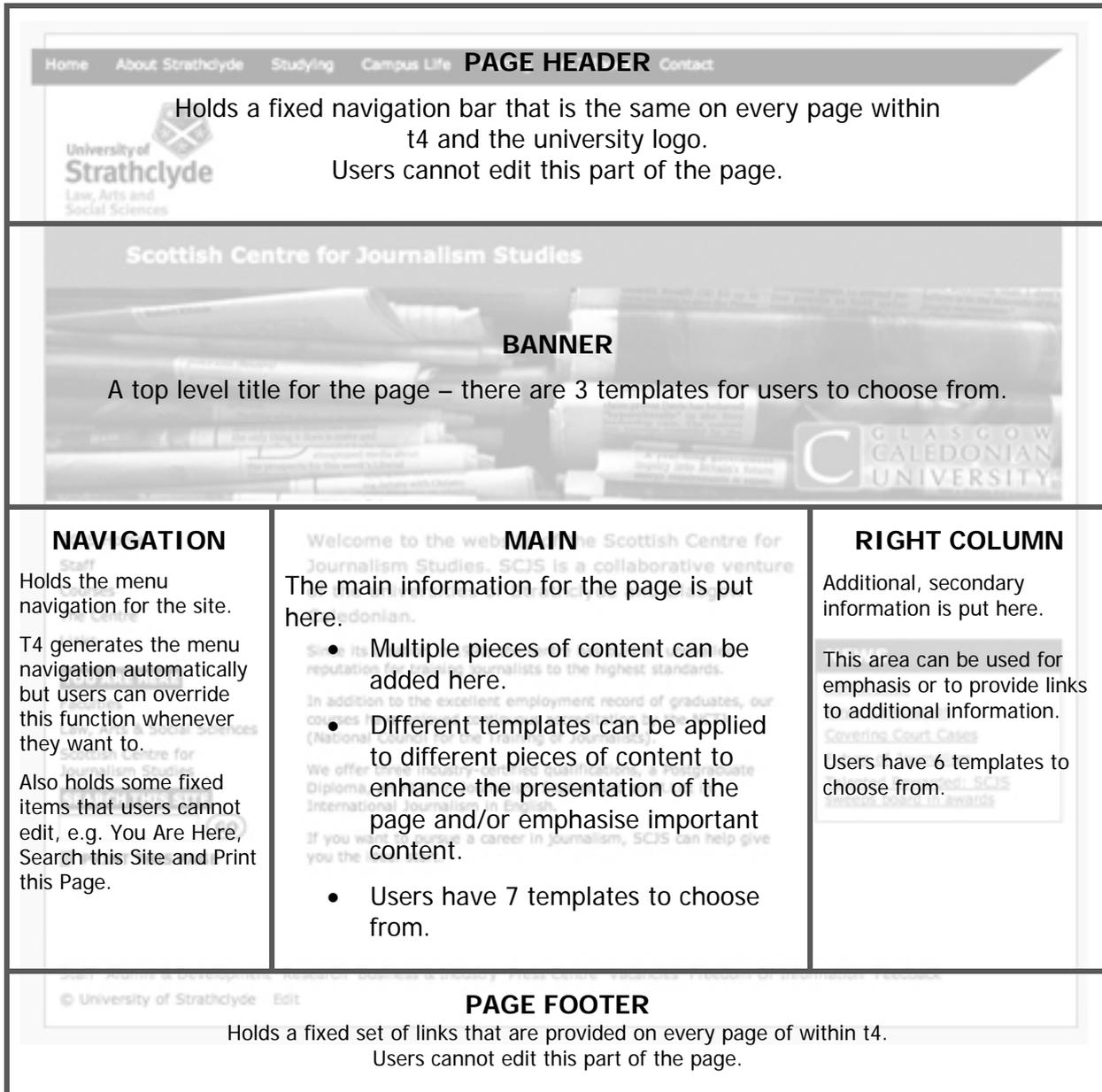
At the bottom of each page is an 'edit' link to the **Modify Content** function in t4. This enables users to directly access the edit area without having to go through the site structure.



## T4 WEB PAGE STRUCTURE EXPLAINED

In t4, a web page is made up of a series of **'pieces of content'** pulled together like a jigsaw where each **'piece of content'** has had a template applied to it. Users can edit most of the parts of the page but not all of them.

The structure of a t4 page is described below:



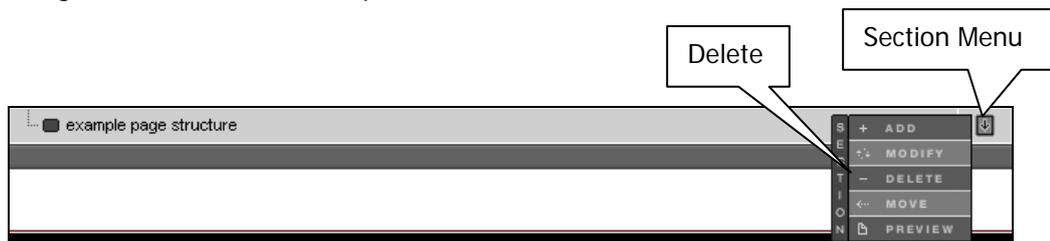
## WORKING WITH SECTIONS

This section covers how to work with sections:

- delete sections
- edit section details
- reorder sections
- move sections
- change the publishing status of a section

### DELETING A SECTION

1. Navigate to the section (or 'piece of content') to be deleted.



2. Open the **Section Menu** and choose **Delete**.



A Confirm Request window will appear.

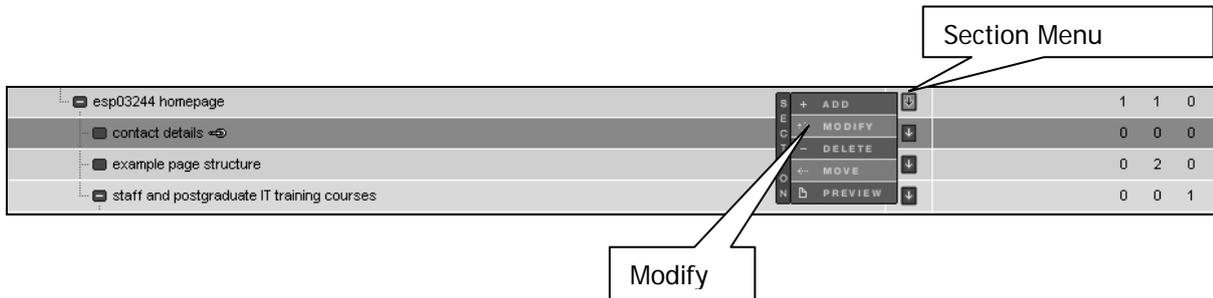
3. Select the **OK button** .



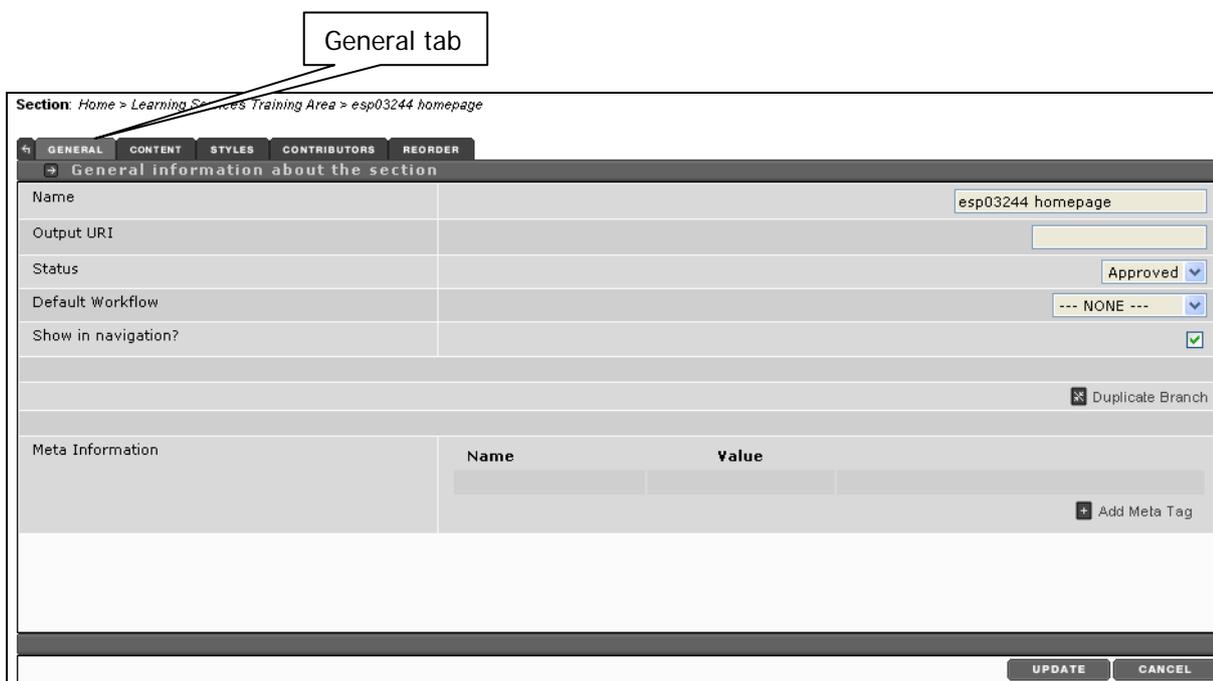
A 'deleted' section will remain in the section list until the t4 administrator removes it. It will be highlighted in a dark, charcoal grey colour and the section status will be updated to 'Inactive' in the General tab of the section area.

## EDITING DETAILS ABOUT A SECTION

1. Navigate to the section that is to be modified.



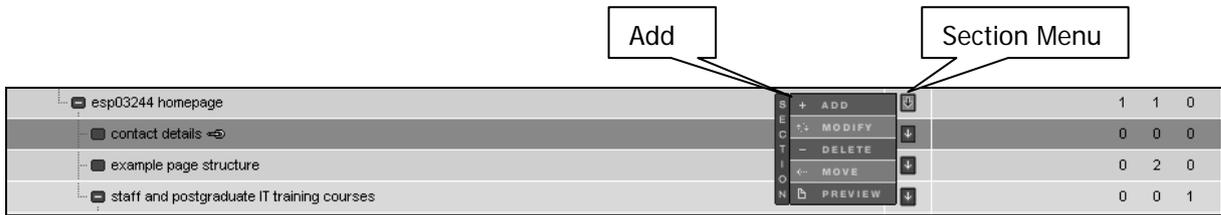
2. Open the **Section Menu** and choose **Modify**.



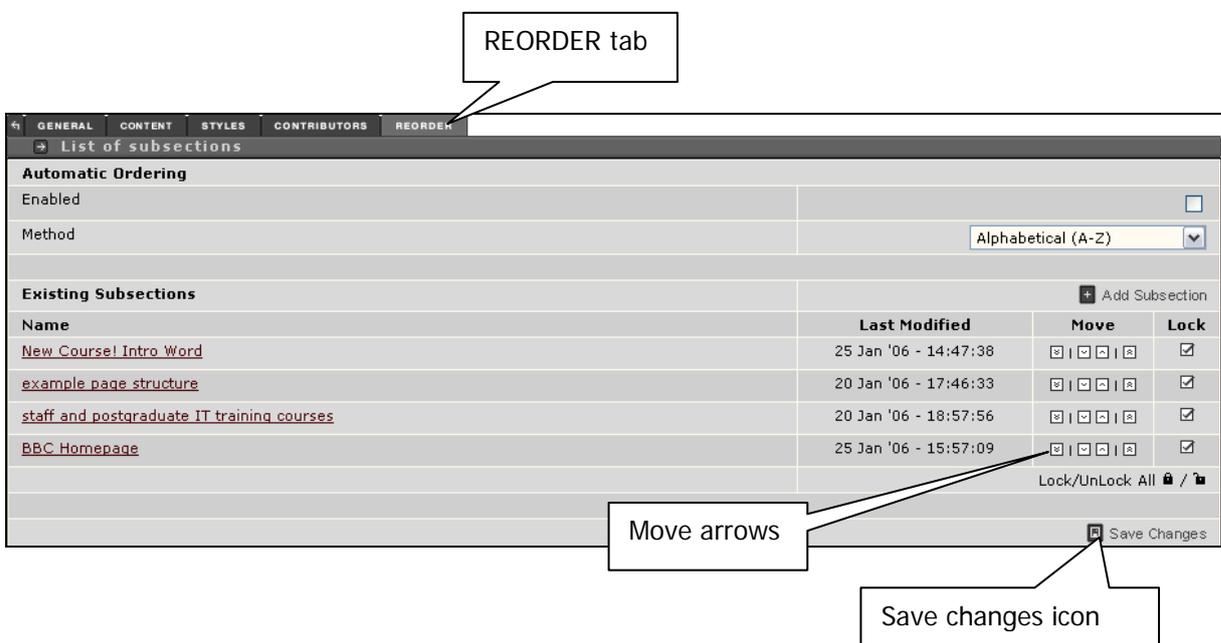
3. Select the **General tab**.
4. Edit as appropriate.
5. Select the **UPDATE button** .

## REORDERING SUB-SECTIONS WITHIN A SECTION

1. Navigate to the 'head' section (page) in the hierarchy of the section to be reorganised.



2. Open the **Section Menu** and choose **Modify**.



3. Select the **Reorder tab**.
4. Use the **move arrows** to change the order of the 'pieces of content'.
5. Select the **Save Changes icon** to save the new order.



The single headed arrows ( ⏪ | ⏩ ) move the content one place in the chosen direction and the double headed arrows ( ⏪ | ⏩ ) move the content straight to top or bottom of the list of content depending on which has been chosen.

## AUTOMATIC ORDERING

The order of sections can be automated in certain sequences; A-Z, Z-A, chronological order and reverse chronological order.

Automatic Ordering			
Enabled	<input checked="" type="checkbox"/>		
Method	Alphabetical (A-Z)		
Existing Subsections			
			<input type="button" value="+ Add Subsection"/>
Name	Last Modified	Move	Lock
<a href="#">New Course! Intro Word</a>	25 Jan '06 - 14:47:38	<input type="button" value="v"/> <input type="button" value="l"/> <input type="button" value="r"/> <input type="button" value="u"/>	<input checked="" type="checkbox"/>
<a href="#">example page structure</a>	20 Jan '06 - 17:46:33	<input type="button" value="v"/> <input type="button" value="l"/> <input type="button" value="r"/> <input type="button" value="u"/>	<input checked="" type="checkbox"/>
<a href="#">staff and postgraduate IT training courses</a>	20 Jan '06 - 18:57:56	<input type="button" value="v"/> <input type="button" value="l"/> <input type="button" value="r"/> <input type="button" value="u"/>	<input checked="" type="checkbox"/>
<a href="#">BBC Homepage</a>	25 Jan '06 - 15:57:09	<input type="button" value="v"/> <input type="button" value="l"/> <input type="button" value="r"/> <input type="button" value="u"/>	<input checked="" type="checkbox"/>
			Lock/UnLock All <input type="button" value="l"/> <input type="button" value="u"/>
<input type="button" value="Save Changes"/>			

1. Put a tick in the **Enabled** tickbox.
2. Select the method of automation from the **Method drop-down list**.
3. Select the **Unlock All icon**  to change the ticks to crosses in the lock column.
4. Select the **Save Changes icon** to save the new ordering method.

## MOVING A SECTION

1. Navigate to the section to be moved.

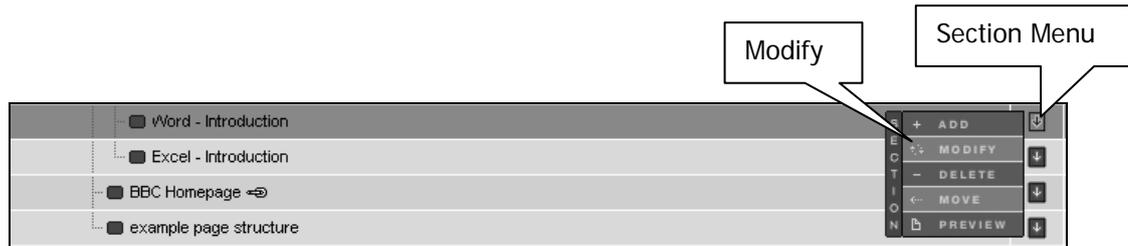
2. Open the **Section Menu** and choose **Move**.

3. Navigate to the section that will become the new 'head' for the section that is to be moved.
4. Select the hyperlink of the 'head' section.

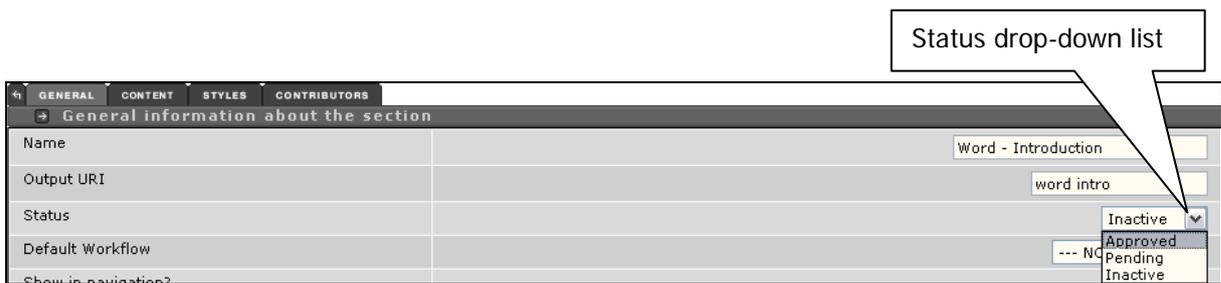
## CHANGING THE PUBLISHING STATUS OF SECTIONS

The status of a section can be controlled from the **General tab** of the section area.

1. Navigate to the section to be changed.



2. Open the **Section Menu** and choose **Modify**.



3. Open the **Status drop-down list** and choose the status required.
4. Select the **Update button**.



Effectively, sections can be 'deleted' from the General tab in the section area. Choosing 'Inactive' from the Status drop-down list identifies it as an item to be deleted by the t4 administrator.

## WORKING WITH CONTENT

This section covers how to work with 'pieces of content':

- Edit a 'piece of content'
- Delete a 'piece of content'
- Reorder 'pieces of content'
- Move a 'piece of content'
- Approving a 'piece of content'

### THE MANAGE CONTENT AREA EXPLAINED

Inside each section (page) is a **Manage Content Area** where the 'pieces of content' associated with that section are managed. It is from this area that 'pieces of content' are added, edited, deleted, moved, copied, mirrored or reordered.

Users may also view information about 'pieces of content' such as the version history, date the content was last modified and publishing status of the content.

The screenshot shows the 'Manage Content Area' interface for a section titled 'Home > Learning Services Training Area'. The interface includes a navigation menu with tabs: GENERAL, CONTENT, STYLES, GROUPS, MODERATORS, TEMPLATES, and REORDER. The 'CONTENT' tab is selected, and the page title is 'Content currently in this section'.

Key elements and their functions are explained by callouts:

- Select the Content tab within a section to access the Manage Content Area**: Points to the 'CONTENT' tab in the navigation menu.
- Automatic Options drop-down list**: Points to the 'Automatic Options' section, which includes a 'Method' dropdown menu set to 'Alphabetical (A-Z)'.
- Tickbox that enables automated ordering options available**: Points to a checkbox in the 'Automatic Ordering' section.
- Existing Content**: A table listing content items. The first row is for 'homepage'.
- File name for the content**: Points to the 'Name' column of the 'homepage' row.
- Version number of the content**: Points to the 'Version' column of the 'homepage' row.
- Content Menu**: Points to a small icon in the 'Status' column of the 'homepage' row.
- Publishing status of the content**: Points to the 'Status' column of the 'homepage' row.
- Last modified date**: Points to the 'Last Modified' column of the 'homepage' row.
- Area for manually reordering content**: Points to the 'Move' column of the 'homepage' row.
- Area for manually reordering content**: Points to the 'Lock' column of the 'homepage' row.

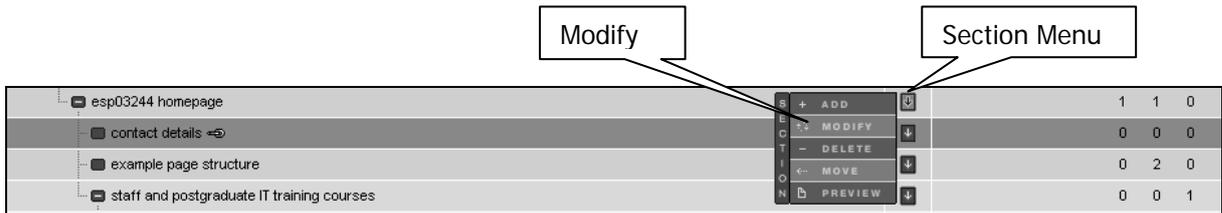
The 'Existing Content' table has the following structure:

Name	Version	Status	Last Modified	Move	Lock
homepage	3.1	Pending	02 Jun '06 - 12:04:22	[Icons]	[Lock Icon]

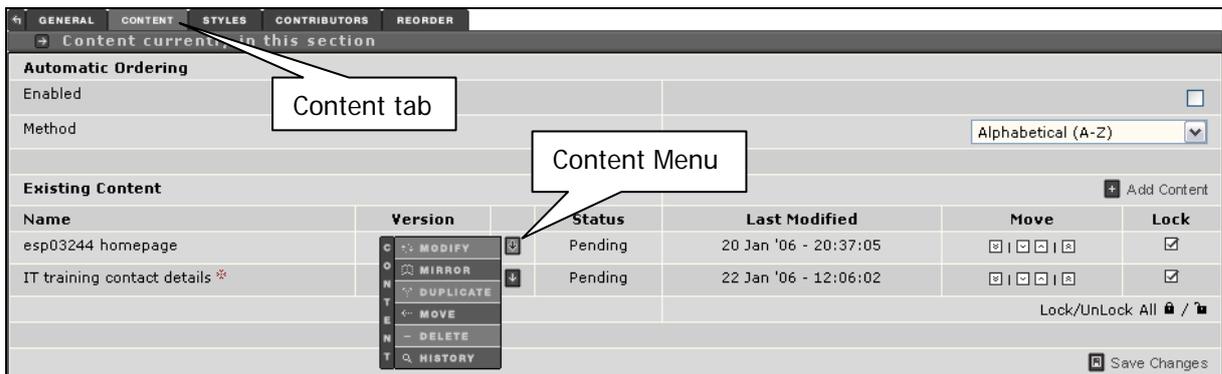
Additional interface elements include 'Add Content', 'Lock/UnLock All', and 'Save Changes' buttons.

## EDITING A 'PIECE OF CONTENT'

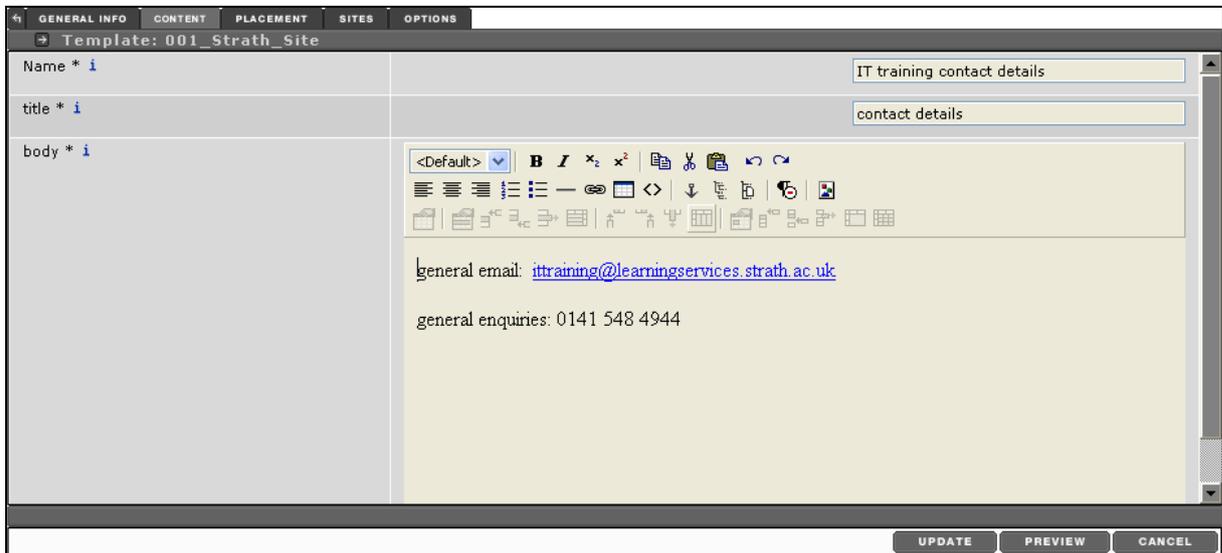
1. Navigate to the section that contains the content to be modified.



2. Open the **Content Menu** and choose **Modify**.



3. Select the **Content tab**.
4. Open the **Content Menu** and choose **Modify**.



5. Edit as required.
6. Select the **UPDATE** button .

## THE CONTENT TOOLBAR EXPLAINED

The content page provides the space and wysiwyg tools for creating content. It has a toolbar that generates accessible HTML code in the background:



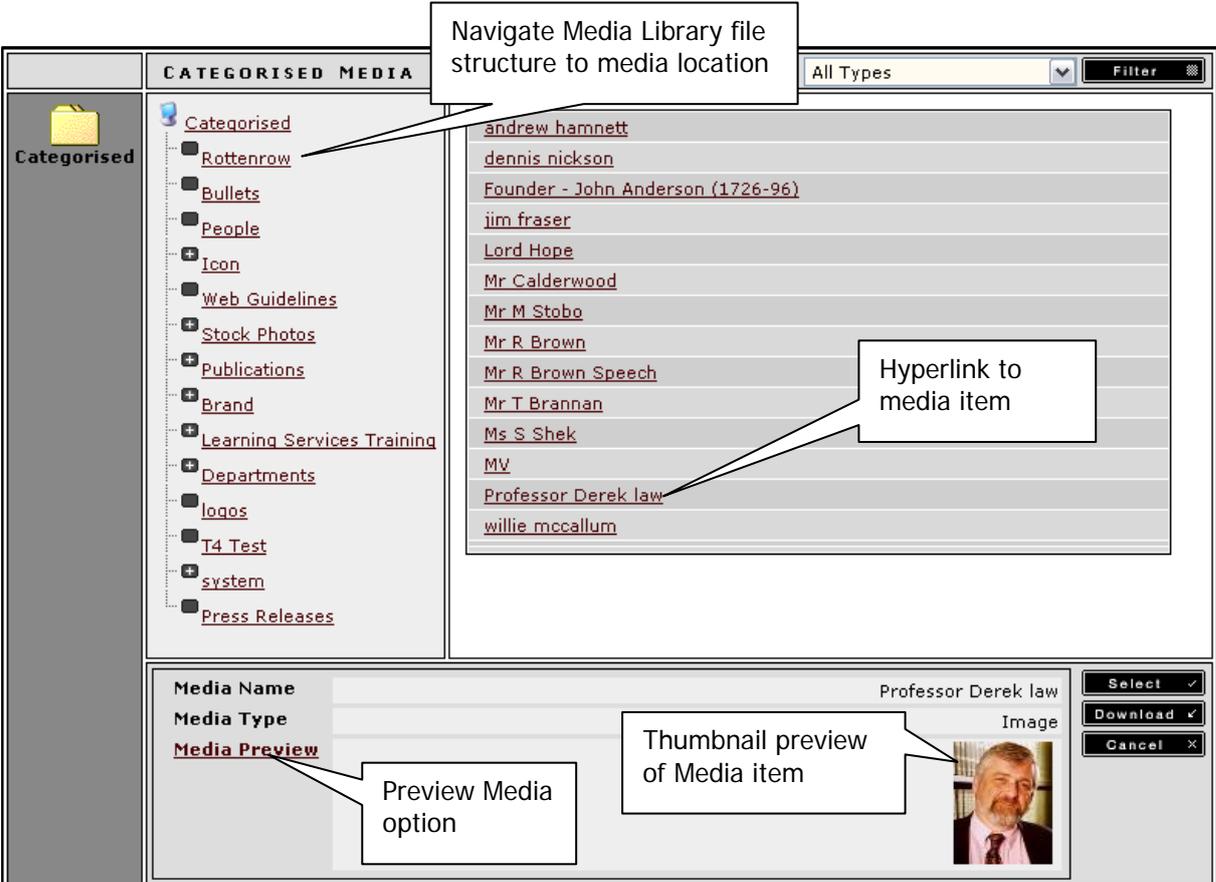
T4 wysiwyg toolbar.

ICON	NAME	DESCRIPTION
	Bold	Makes the selected text bold.
	Italic	Makes the selected text italic – inadvisable to use this effect because italics are inaccessible to some users.
	Subscript	Makes the selected text subscript.
	Superscript	Makes the selected text superscript.
	Copy	Copies selected data to the clipboard.
	Cut	Cuts selected data to the clipboard.
	Paste	Pastes clipboard data into the selected area.
	Undo	Undoes the previous action.
	Redo	Redoes an action that has been undone.
	Left Align	Aligns selected text to the left.
	Centre	Centres selected text.
	Right Align	Aligns selected text to the right.
	Bulleted List	Inserts a bulleted list or applies a bulleted list to selected text.
	Horizontal Rule	Inserts a horizontal rule.
	External Web Link	Converts selected text into a hyperlink that links to a web page that is external to the site.
	Insert Table	Insert a data table.
	Toggle HTML Source	Toggle the view of the page between a wysiwyg view and HTML code view.
	Enlarge Editor	Triggers a popup window that gives the user a larger design space to work in, that can be made full screen.
	Manage Anchors	Allows the user to set or delete anchors in content.

ICON	NAME	DESCRIPTION
	Section Link	Converts selected text into a hyperlink to another section (page) within the user's website.
	Content Link	Converts the selected text into a hyperlink to a specific 'piece of content' within a section (page) of the user's website.
	Remove All Formatting	Remove all text formatting that has previously been applied.  As this will leave some formatting in place, we would recommend pasting text in Notepad prior to pasting it into the wysiwyg editor to be absolutely sure all formatting has been removed.
	Insert Media Library Content	Inserts content from the Media Library, e.g. image, video, sound, etc.

## INSERTING A MEDIA LIBRARY ELEMENT INTO A 'PIECE OF CONTENT'

1. Select the **Insert Media Library icon** .



The screenshot shows the 'CATEGORISED MEDIA' interface. On the left is a tree view of categories including 'Rottenrow', 'Bullets', 'People', 'Icon', 'Web Guidelines', 'Stock Photos', 'Publications', 'Brand', 'Learning Services Training', 'Departments', 'loqos', 'T4 Test', 'system', and 'Press Releases'. The main area displays a list of media items with callouts: 'Navigate Media Library file structure to media location' points to the tree view; 'Hyperlink to media item' points to the text 'Professor Derek law' in the list; 'Preview Media option' points to the 'Media Preview' label in the bottom left; and 'Thumbnail preview of Media item' points to a small image of Professor Derek Law in the bottom right. The bottom right also shows 'Select', 'Download', and 'Cancel' buttons.

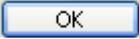
2. Navigate to the media item to be inserted.
3. Select the hyperlink to the media item to be inserted.
4. **OPTIONAL** – Select **Media Preview link** to preview media item.
5. Select the **Select button** .



**ALT Text: The 'Media Name' of the item is used as the alternative text provided in the tooltip when the page is published.**

## INSERTING AN EXTERNAL WEB LINK INTO A 'PIECE OF CONTENT'

1. Enter appropriate text for the link (remembering accessibility considerations).
2. Highlight the text.
3. Select the **External Web Link icon** .

4. Enter the external page's **FULL web address** in the **URL textbox**.
5. Enter a **short description** that will be used for a tooltip in the **Title textbox**.
6. Open the **Target drop-down list** and choose **New Window (\_blank)**.
7. Select the **OK button** .
8. Preview the page and test the link.



**Always use the correct t4 method for linking content. T4 will manage the web links and automatically update them if content is moved around. This ensures that links are not broken.**

## INSERTING A SECTION LINK INTO A 'PIECE OF CONTENT'

1. Enter appropriate text for the link (remembering accessibility considerations).
2. Highlight the text.
3. Select the **Section Link icon** .



Navigate through the site structure.

4. Navigate to the section (page) that is to be linked.
5. Select the **section hyperlink** to that section.

## INSERTING A CONTENT LINK INTO A 'PIECE OF CONTENT'

1. Enter appropriate text for the link (remembering accessibility considerations).
2. Highlight the text.
3. Select the **Content Link icon** .



Navigate through the site structure.

4. Navigate to the section that contains the 'piece of content' to be linked.

Name	Status
<a href="#">t4 introduction</a>	Pending
<a href="#">course structure</a>	Pending
<a href="#">session 1</a>	Pending
<a href="#">session 2</a>	Pending
<a href="#">prereqs</a>	Pending
<a href="#">IT training contact details</a>	Pending
	

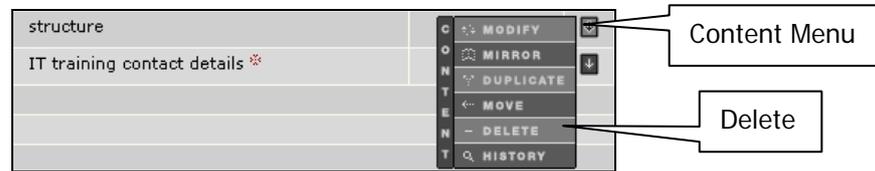
A callout box labeled 'Piece of Content hyperlink' points to the 't4 introduction' link in the table.

The 'pieces of content' for the whole section are listed.

5. Select the **'piece of content' hyperlink** from the list.

## DELETING A 'PIECE OF CONTENT'

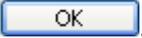
1. Navigate to the section (or 'piece of content') to be deleted.



2. Open the **Content Menu** and choose **Delete**.



A Confirm Request window will appear.

3. Select the **OK button** .



A 'piece of content' that has been 'deleted' will remain in the list of content until the t4 administrator removes it. It will not appear live on the web and it will be identified as 'inactive' in the content list.

Reinstating a 'piece of content' returns it to 'Pending' status and the user must 'Approve' it before it will go 'live' on the web.

## REINSTATING A 'PIECE OF CONTENT'

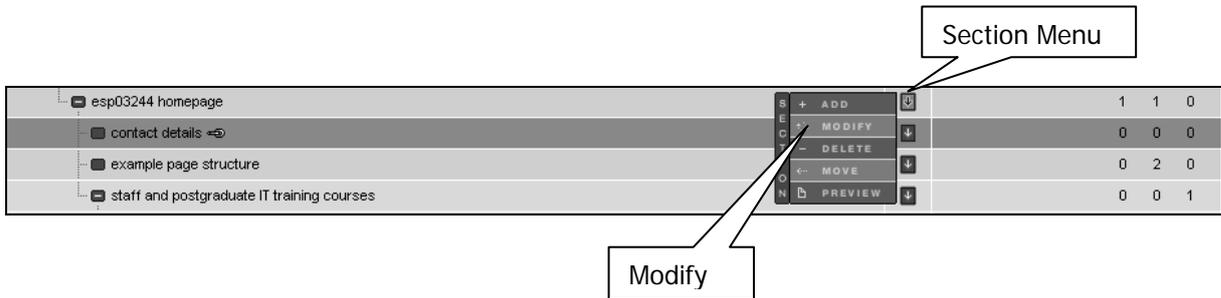
1. Navigate to the piece of content to be reinstated.



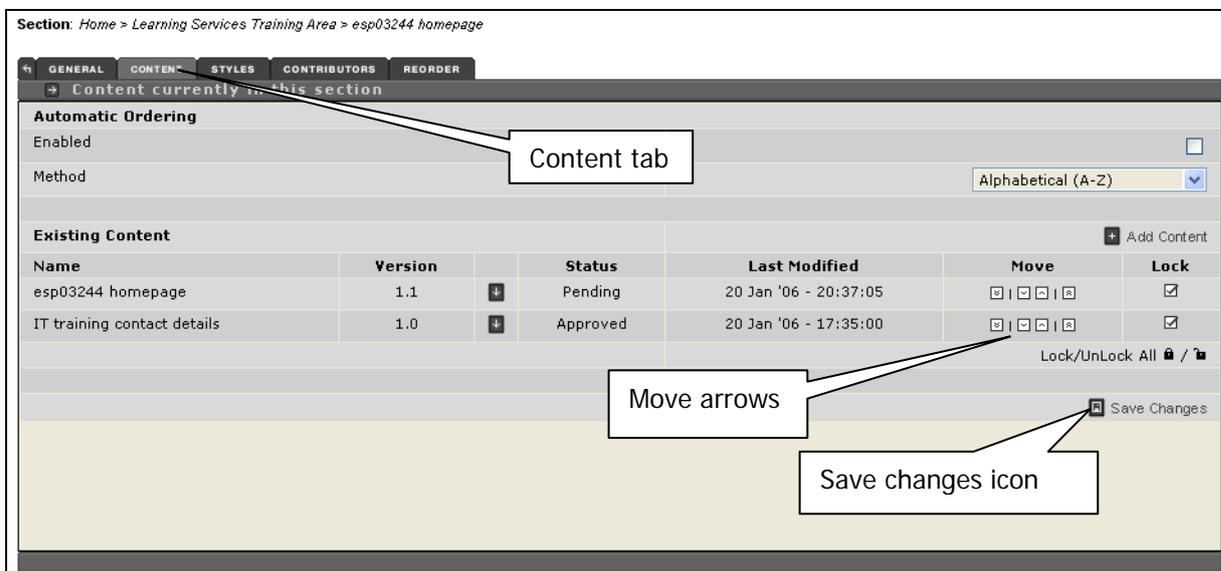
2. Open the **Content menu** and choose **Modify**.
3. Select the **Update button** .

## REORDERING 'PIECES OF CONTENT' IN A SECTION

1. Navigate to the section that is to be modified.



2. Open the **Section Menu** and choose **Modify**.



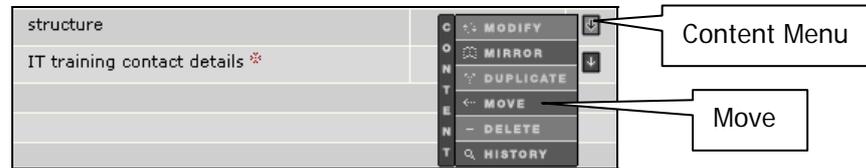
3. Select the **Content tab**.
4. Use the **move arrows** to change the order of the 'pieces of content'.
5. Select the **Save Changes icon** to save the new order.

**NOTE**

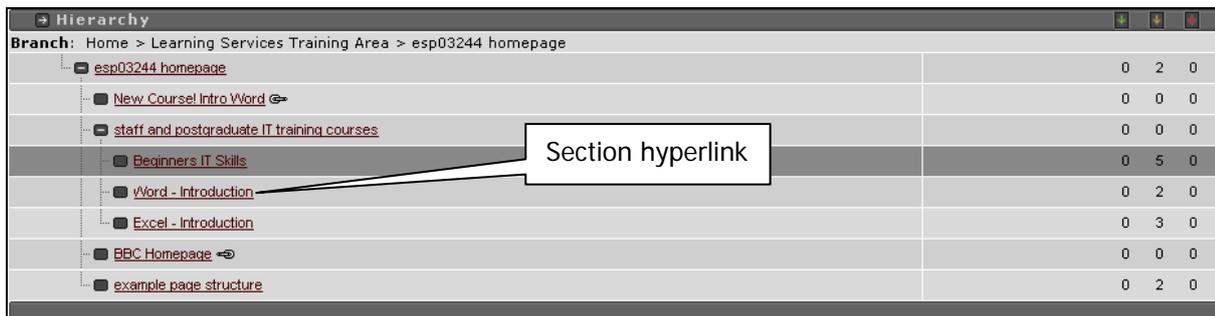
**The single headed arrows ( [Single Arrow] [Double Arrow] ) move the content one place in the chosen direction and the double headed arrows ( [Double Arrow] [Double Arrow] ) move the content straight to top or bottom of the list of content depending on which has been chosen.**

## MOVING A 'PIECE OF CONTENT'

1. Navigate to the 'piece of content' that is to be moved.



2. Open the **Content Menu** and choose **Move**.



The site structure will be displayed with hyperlinks to select the required section.

3. Navigate to the section where the 'piece of content' will be placed.
4. Select the **hyperlink** to that section.

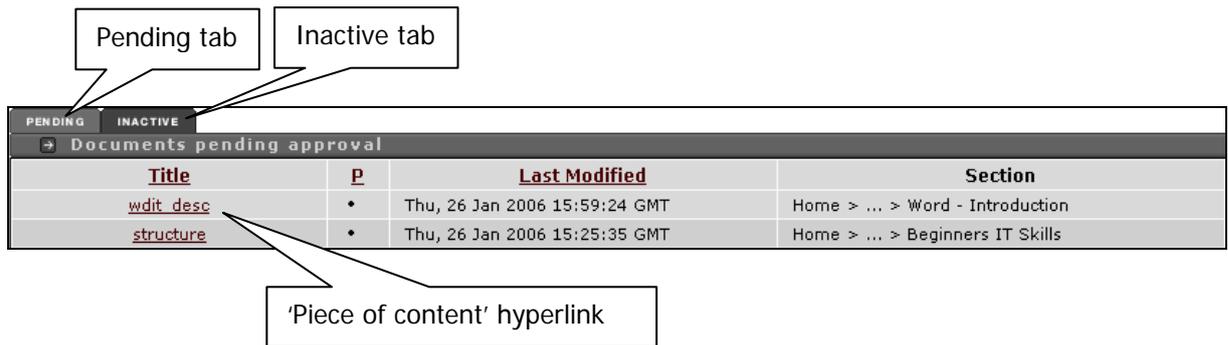
## APPROVING A 'PIECE OF CONTENT'

The default status of a 'piece of content' is 'pending'. The user must actively 'approve' content before it will be published to the web.

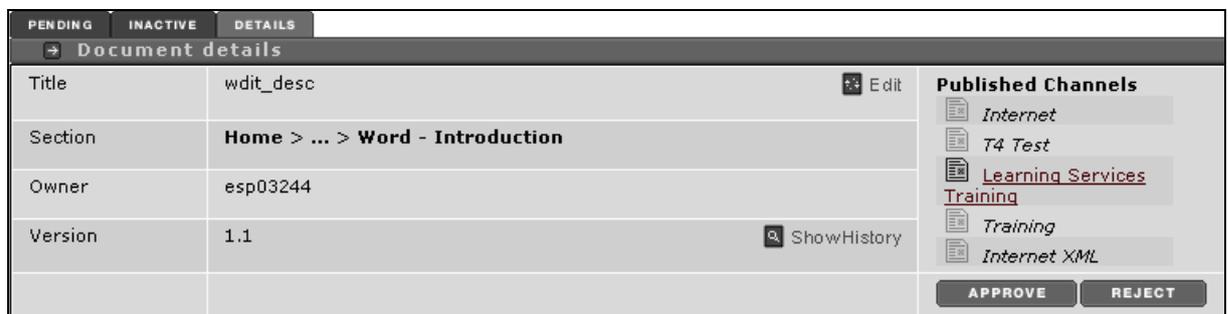
1. Open the **Content Menu** on the **Site Manager menu-bar**.



2. Choose **Approve**.



3. Select the **Pending** or **Inactive** tab as appropriate.
4. Select the **hyperlink** to the 'piece of content' to be approved.



The file properties of the 'piece of content' are displayed.

5. Select the **Approve** button .

## BUILDING SECTIONS AND CONTENT

This section covers how to build a web page in t4:

- Building a section.
- Building a 'piece of content'.
- Formatting text.
- Inserting media files.
- Creating links to other web pages.
- Creating links to specific parts of other web pages.

### BUILDING A NEW SECTION

A **section** is the 'shell' or 'container' that holds the content for the web page. It can also hold specialist sections like the banner section or rightcol section.

1. Navigate to the head section (page) in the hierarchy of the section where the new section is to be added.



2. Open the **Section Menu** and choose **Add**.

The screenshot shows the 'General tab' of the section creation interface. The breadcrumb path is: > Learning Services Training Area > esp03244 homepage > New Section. The 'General tab' is selected, showing 'General information about the section'. The form includes fields for Name, Output URI, Status (set to 'Approved'), Default Workflow (set to '--- NONE ---'), Show in navigation? (checked), and Make this a link section? (unchecked). Below these is a 'Meta Information' table with columns for Name and Value, and an 'Add Meta Tag' button. At the bottom right are 'ADD' and 'CANCEL' buttons.

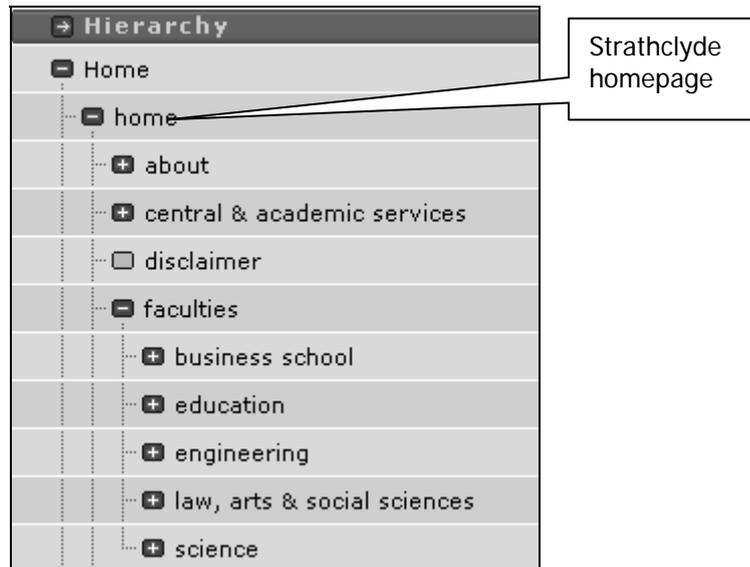
3. Select the **General tab**.
4. Enter a name for the section in the **Name** textbox. (Please use a common departmental prefix at the front of the name, e.g. LS for Learning Services.)

5. If appropriate, enter a shorter name for the section in the **Output URI** textbox (see **Output URI Explained** below for details).
6. Choose the **status** for the section (page) from the **Status drop-down list**.
7. If appropriate, put a tick in the **Show in navigation? checkbox**.
8. If appropriate, put a tick in the **Make this a link section? checkbox**. (see **Link Sections**, page 42, for details).
9. Enter **Meta Tag** details. (see **Adding Meta Tags** overleaf for details).
10. Select the **Add button** .

## OUTPUT URI EXPLAINED

The URLs (Universal Resource Locator) or web addresses for the Strathclyde website are generated automatically by t4 from the file structure within t4.

The root (top) of the file structure is [www.strath.ac.uk](http://www.strath.ac.uk) and all other pages are organised into sub-folders within sub-folders below the homepage.



The organisation of the sub-folders is determined by the logical structure of the site which has been determined by output from various Strathclyde IT systems, e.g. PEGASUS, and content created by staff within departments. This could mean that the root-folder for a department is logically located quite deeply within the full site structure which would generate an automatic URL that is long and unhelpful for users.

The URI (Uniform Resource Identifier) is used to circumvent the complicated folder structure to enable departments to provide users with sensible, memorable and short URLs, e.g. [www.strath.ac.uk/english](http://www.strath.ac.uk/english) instead of [www.strath.ac.uk/faculties/law,arts&socialsciences/englishstudies](http://www.strath.ac.uk/faculties/law,arts&socialsciences/englishstudies).

## ADDING META TAGS TO A SECTION

Meta Tags are important because they provide users with useful information about a page. They are not displayed on the web page but are used by search engines to find pages and display a brief description of the page content. Visitors to the page can also use the tags to find out who authored the page.

There are 4 tags available in t4:

- **CS.Load** This is a system field used during the import of information from the University databases. It should not be altered.
- **Author** This tag is used to identify the author to visitors of the page. Supplying a general email address in this tag helps visitors to contact the author.
- **Description** This tag is used by search engines (e.g. Google) to display a summary of the content of the page.
- **Keywords** This tag is used by search engines to find matches to search criteria.

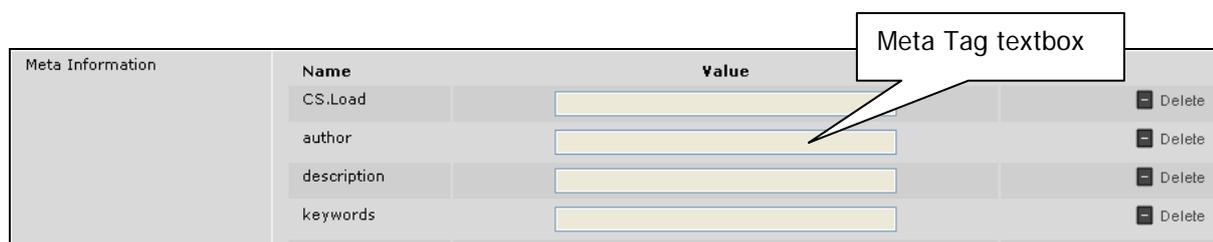
1. Navigate to the **General tab** of the section to be tagged (see **Adding a New Section**, page 26, or **Editing Details about a Section**, page 11, for further details).



2. Select the **Add Meta Tag icon**.



3. Choose a meta tag from the **Select Tag drop-down list**.



The Meta Tag will be added to the Meta Information area on the General tabbed page for the section.

4. Enter a value in the **Meta Tag textbox**.

## ATTACHING A NEW 'PIECE OF CONTENT' TO A SECTION

The process for attaching a new piece of content is the same for all **MAIN** templates. The differences occur in the way information is captured once a template has been chosen.

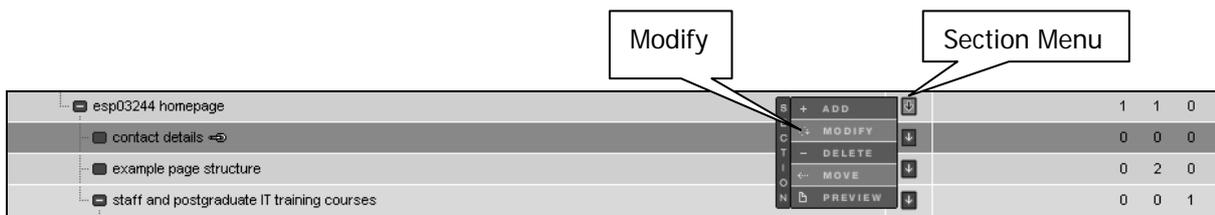
There are 7 templates available to users for changing the look and feel of text in the main part of the page:

Template Name	Snapshot				
002_Main_4Col_Banner	<p><b>This piece of content uses the 002_Main_4Col_Banner</b></p> <table border="0"> <tr> <td data-bbox="667 629 842 763"><b>It has a table structure</b> Once headings have been decided, further information is added beneath each column heading.</td> <td data-bbox="842 629 1018 763"><b>with 4 column headings</b> The information could provide more detail that explains the column heading.</td> <td data-bbox="1018 629 1193 763"><b>so that users can focus</b> Or it could contain some detail with <a href="#">links</a> to pages that hold much more detailed information.</td> <td data-bbox="1193 629 1385 763"><b>on 4 key aspects of the department</b> Or the table could be used to highlight 4 recent successes that the department has had.</td> </tr> </table>	<b>It has a table structure</b> Once headings have been decided, further information is added beneath each column heading.	<b>with 4 column headings</b> The information could provide more detail that explains the column heading.	<b>so that users can focus</b> Or it could contain some detail with <a href="#">links</a> to pages that hold much more detailed information.	<b>on 4 key aspects of the department</b> Or the table could be used to highlight 4 recent successes that the department has had.
<b>It has a table structure</b> Once headings have been decided, further information is added beneath each column heading.	<b>with 4 column headings</b> The information could provide more detail that explains the column heading.	<b>so that users can focus</b> Or it could contain some detail with <a href="#">links</a> to pages that hold much more detailed information.	<b>on 4 key aspects of the department</b> Or the table could be used to highlight 4 recent successes that the department has had.		
002_Main_Highlight_Title					
002_Main_1st_Para	<p>This piece of content uses the 002_Main_1st_Para template. This template draws the reader's attention to this paragraph by displaying the text in a larger font size. This template should be used for introductory paragraphs at the start of pages.</p>				
002_Main_General	<p>This piece of content uses the 002_Main_General template and is the template and will probably be the most commonly used template for displaying information.</p> <p>Users can insert various page elements using this template:</p> <ul style="list-style-type: none"> <li>* Text using ordinary paragraph settings.</li> <li>* Bulleted lists.</li> <li>* Links to other content, e.g. other pages or specific pieces of content in a page.</li> <li>* Media, e.g. images and links to downloadable files like pdfs and word documents.</li> <li>* Tables.</li> </ul>				
002_Main_Grouped_Content	<p>This piece of content uses the 002_Main_Grouped_Content template</p> <p><b>This allows users to group a block of content together with the following 3-part structure: a sub-title, an opening paragraph with slightly larger font settings and ordinary block paragraph settings for the rest of the text.</b></p> <p>This 3rd part of the structure works in exactly the same way as the 002_General_Main template which means that users can add text, bulleted lists, links, tables and media like images and links to downloadable files.</p>				

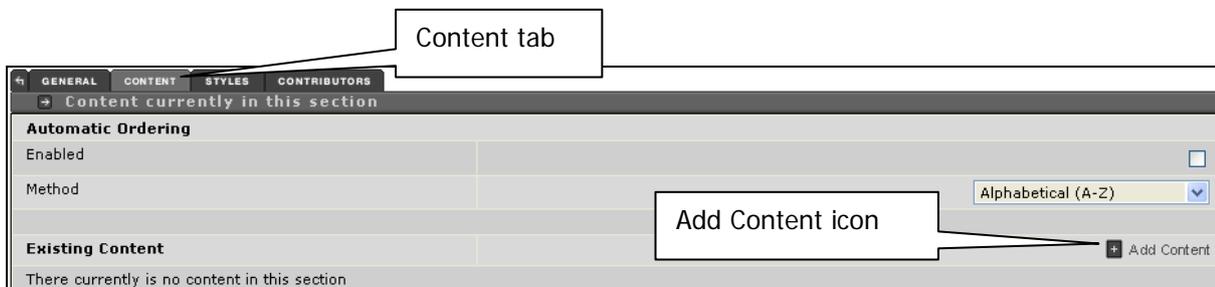
Template Name	Snapshot
002_Main_LinkList_Siblings	
002_Main_3Col_Banner	

## USING TEMPLATES, E.G. 002\_MAIN\_GENERAL

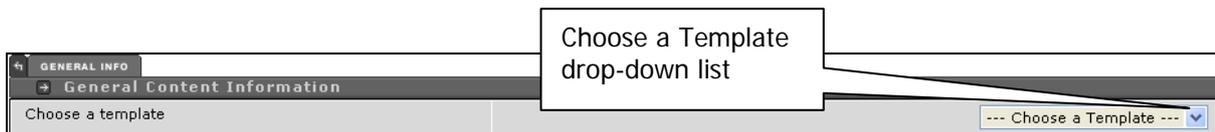
1. Navigate to the section where the 'piece of content' is to be added.



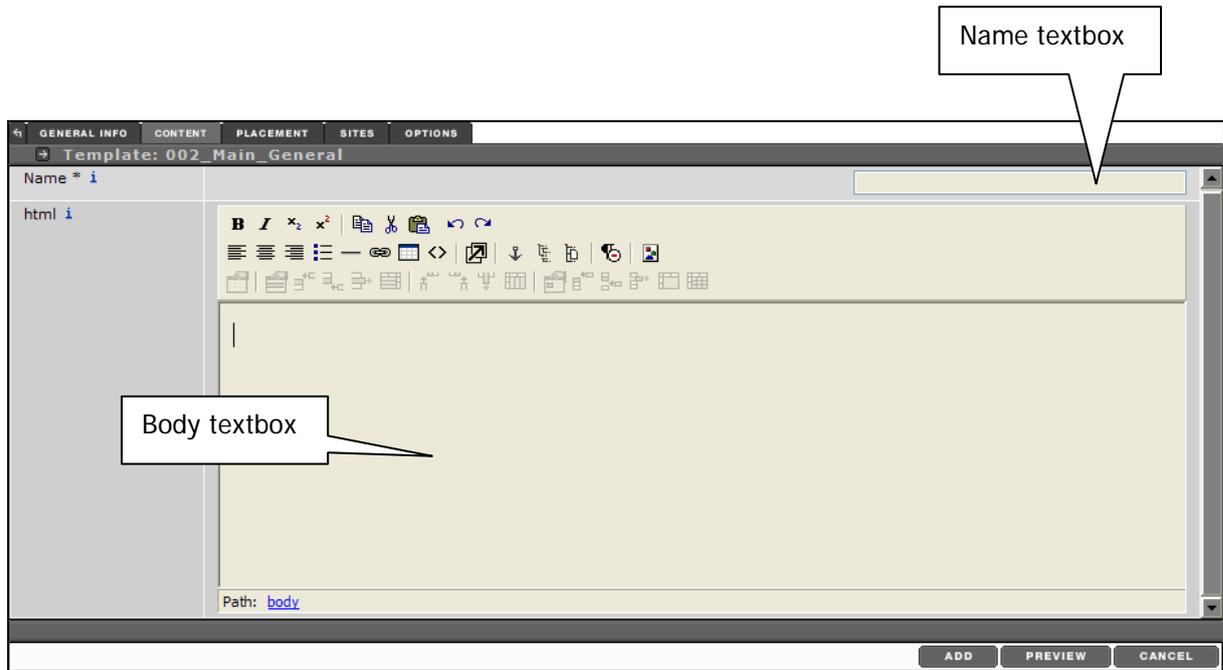
2. Open the **Section Menu** and choose **Modify**.



3. Select the **Content tab**.
4. Select the **Add Content icon**.



5. Choose a template from the **Choose a Template drop-down list**.



The **BUILD CONTENT** window opens in t4 – where ‘pieces of content’ are built.

1. Enter the file name in the **Name textbox**. (This will appear in the content list for this section.)
2. Input content as appropriate for the template being used.
3. When completed, select the **Add button** .



Don't forget to **APPROVE** the ‘piece of content’, otherwise it won't go live to the web!



If you would like additional templates for your department, contact the webteam, [webteam@strath.ac.uk](mailto:webteam@strath.ac.uk), to discuss the option of creating templates that are more tailored to your needs.

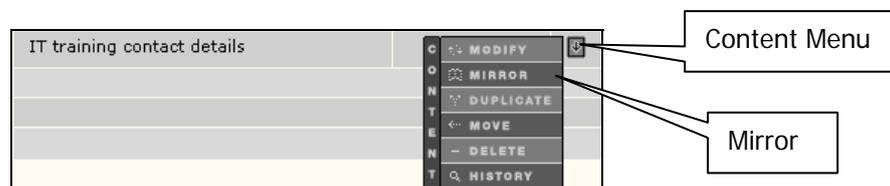
## DUPLICATING AND MIRRORING

This section covers how to duplicate or mirror content and sections:

- Mirroring a 'piece of content'
- Removing mirrors
- Duplicating a 'piece of content'
- Duplicating a section

### MIRRORING A 'PIECE OF CONTENT'

1. Navigate to the 'piece of content' that is to be mirrored elsewhere.



2. Open the **Content Menu** and choose **Mirror**.

Hierarchy				
Branch: Home > Learning Services Training Area > esp03244 homepage				
esp03244 homepage		0	2	0
New Course Intro Word		0	0	0
staff and postgraduate IT training courses		0	0	0
Beginners IT Skills		0	5	0
Word - Introduction		0	2	0
Excel - Introduction		0	3	0
BBC Homepage		0	0	0
example page structure		0	2	0

The site structure will be displayed with hyperlinks to select the required section.

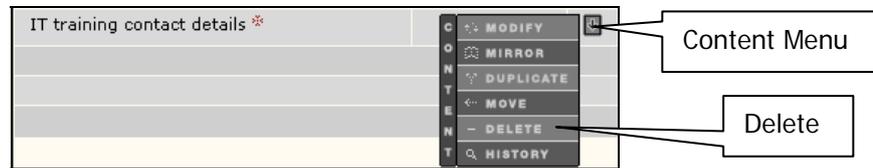
3. Navigate to the section that will display the mirrored content.
4. Select the **hyperlink** of the section where the content is to be mirrored.



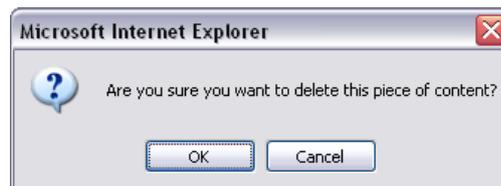
The Mirrored content will be marked with a red asterisk .

## REMOVING MIRRORED CONTENT

1. Navigate to the section that contains the mirrored content that is to be removed.

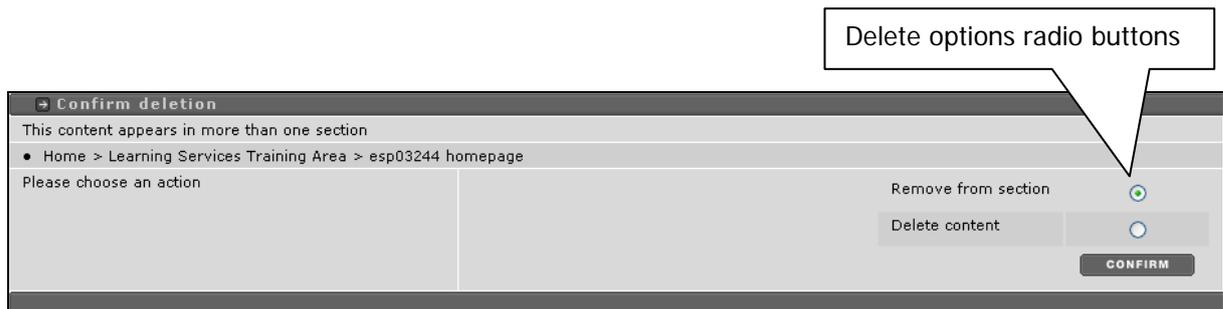


2. Open the **Content Menu** and choose **Delete**.



A **Confirm Request** window will appear.

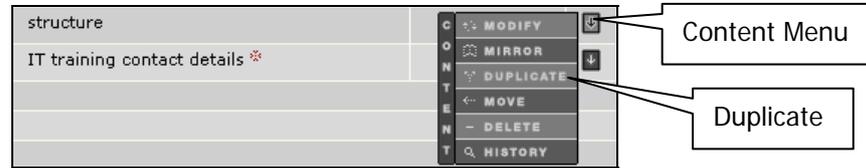
3. Select the **OK button** .



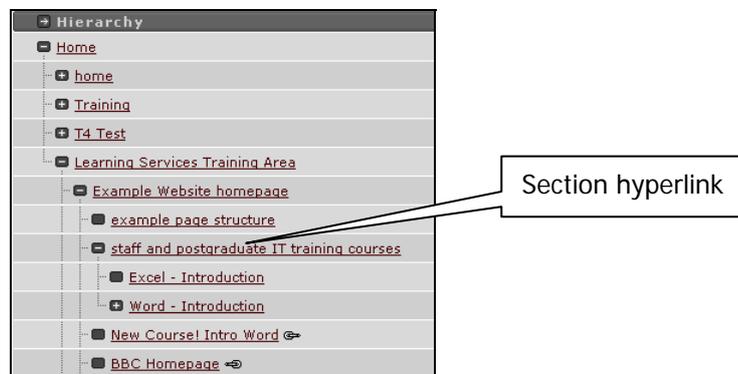
4. Choose the appropriate radio button (delete from this section or delete completely).
5. Select the **Confirm button** .

## DUPLICATING A 'PIECE OF CONTENT'

1. Navigate to the 'piece of content' that is to be duplicated.



2. Open the **Content Menu** and choose **Duplicate**.

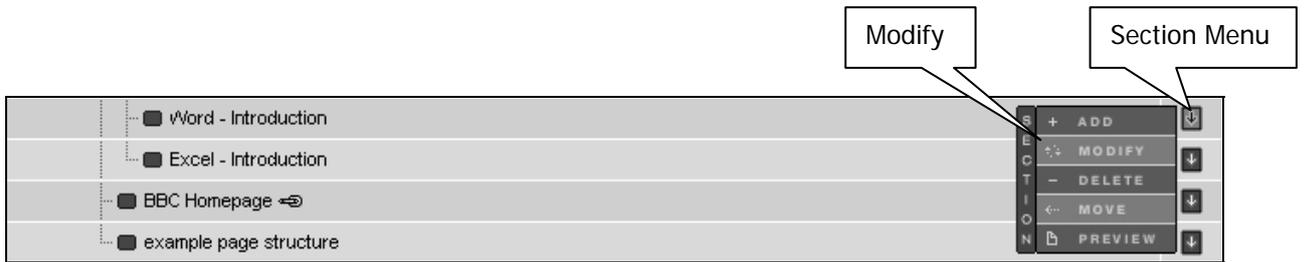


The site structure will be displayed with hyperlinks to select the required section.

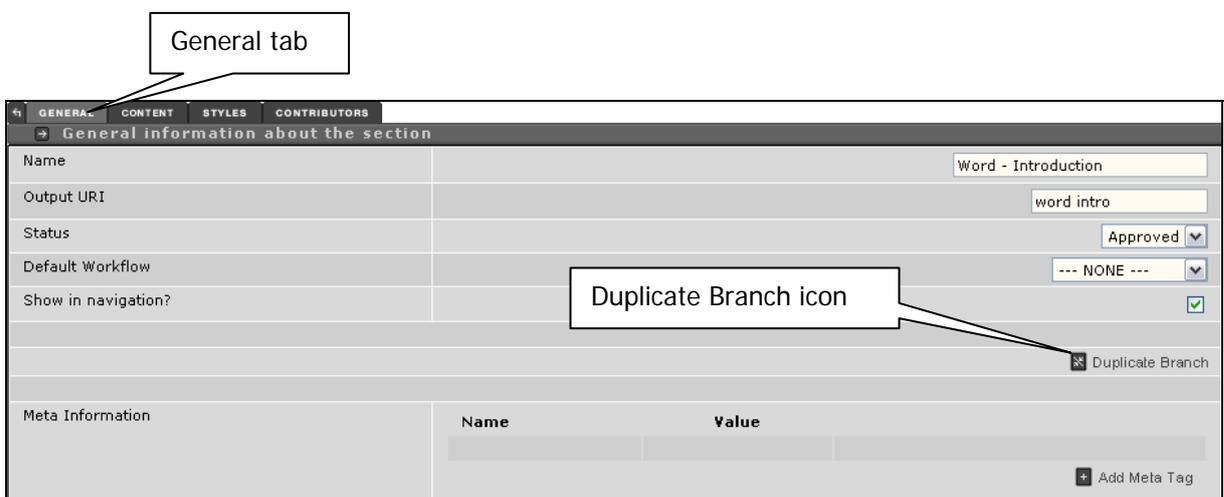
3. Navigate to the section where the 'piece of content' will be duplicated.
4. Select the **hyperlink** to the section.
5. Navigate to the duplicated 'piece of content'.
6. Open the **Content Menu** and choose **Modify**.
7. Edit content as required.
8. Select the **Update button** **UPDATE**.

## DUPLICATING A SECTION

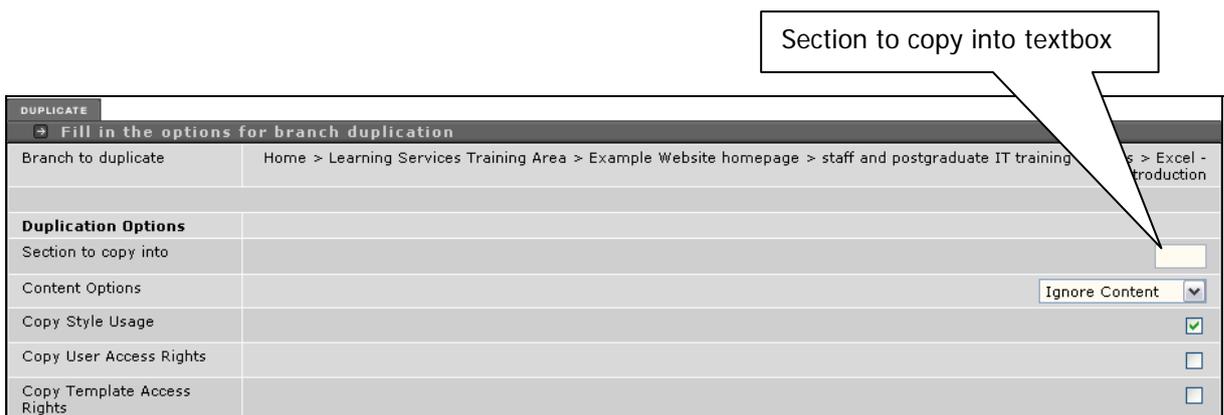
1. Navigate to the section to be duplicated.



2. Open the **Section Menu** and choose **Modify**.



3. Select the **General tab**.
4. Select the **Duplicate Branch icon**.



The Duplicate Options window will appear.

5. Select the **Section to copy into** textbox.



The Site Structure window will be displayed with hyperlinks to select the required section.

6. Navigate to the section where the branch will be duplicated.
7. Select the **hyperlink** to that section.

The screenshot shows the 'Duplicate' window with the following fields and options:

DUPLICATE	
Fill in the options for branch duplication	
Branch to duplicate	Home > Learning Services Training Area > Example Website homepage > staff and postgraduate IT training courses > Excel - Introduction
<b>Duplication Options</b>	
Section to copy into	12642
Content Options	Ignore Content
Copy Style Usage	<input checked="" type="checkbox"/>
Copy User Access Rights	<input type="checkbox"/>
Copy Template Access Rights	<input type="checkbox"/>

The Site Structure window will close and return the user to the Duplicate Options window. The unique reference code relating to the destination for the duplicated section will automatically be entered into the 'Section to copy into' textbox by t4.

8. Choose the type of copy required from the **Content Options** drop-down list.
9. Leave the **Copy Style Usage** **tickbox** ticked.
10. Leave the **User Access Rights** **tickbox** unticked.
11. Leave the **Copy Template Access Rights** **tickbox** unticked.
12. Select the **Duplicate button** **DUPLICATE** to copy the section to the required location.
13. Navigate to the duplicated section.
14. Edit content as required.
15. Select the **Update button** **UPDATE**.

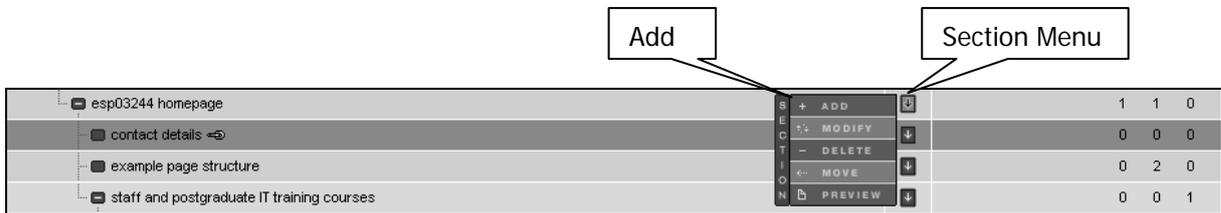
## ADVANCED FEATURES IN T4

There are a number of advanced features in t4 that enable users to manage their sites more effectively. This section covers how to:

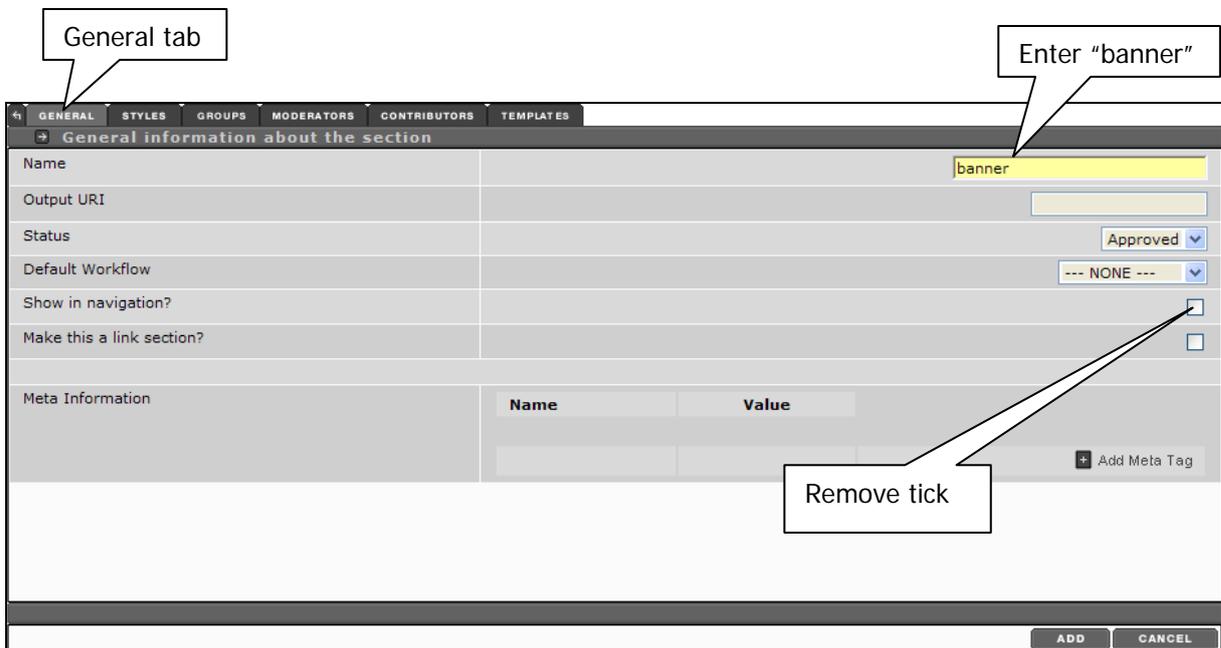
- Use the banner and right column templates.
- Using the history of a 'piece of content' to reinstate previous versions of that content.
- Using the publishing options associated with 'pieces of content'.
- Override the default menu navigation system and create the menu navigation system the user prefers.

### USING BANNER TEMPLATES

1. Navigate to the page where the banner is to be added.



2. Open the **Section Menu** and choose **Add**.

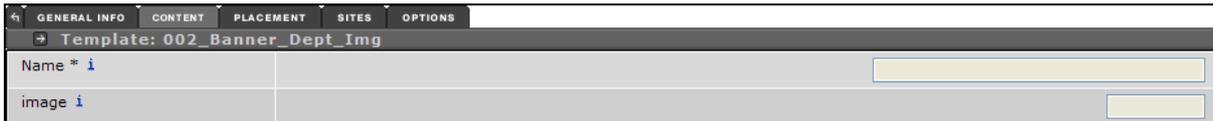


3. Select the **General tab**.
4. Enter **banner** in the **Name** textbox.
5. Take the tick out of the **Show in navigation?** Tickbox.
6. Select the **Add button** **ADD**.
7. Navigate to the new section named **banner**.



Section Menu

8. Open the **Section Menu** and choose **Modify**.
9. Select the **Content tab** and then select the **Add Content icon**.
10. From the templates list choose either **002\_Banner\_Dept\_Img** or **002\_Banner\_Toplevel\_Img**.

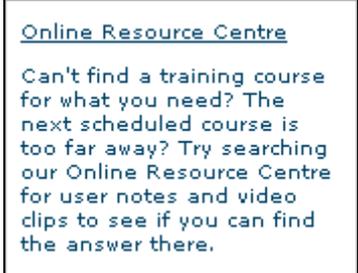


11. Enter a name for the banner.
12. Click into the **image** box to be taken to the Media Library.
13. Navigate to the **002 Stock Media > Banners** category to select an image.
14. On return to the banner window, select the **Add button** **ADD**.
15. **Approve** the content before previewing.

## USING RIGHTCOL TEMPLATES

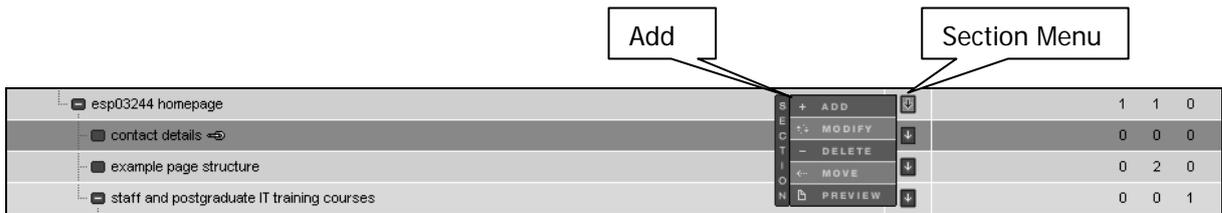
There are 6 templates available for adding interest to the page and highlighting important news or events, etc.:

Template Name	Snapshot	User Notes
002_Right_DidYouKnow		Custom graphics. See webteam about creating your own custom graphics.  Stock graphics can be found in the Media Library: 002 Stock Media > Right Column > Did You Know
002_Right_ChildLinks		Creates automatic list of child links with the title 'Related Links'.

Template Name	Snapshot	User Notes
002_Right_News		News box combination of Heading text and body text.
002_Right_Advert_Img		Text and image combination.  Images drawn from Media Library: 002 Stock Media > Right Column
002_Right_Image		Image drawn from Media Library: 002 Stock Media > Right Column > Main Image  Custom images should be 175px wide by 101px high.
002_Right_Titlelink_Summary		Draws users attention to information that is held deeper in the site structure.  Attention can be drawn to this by including a 002_Right_ Image above or below this box.

Applying right column templates:

1. Navigate to the page where the rightcol item is to be added.



2. Open the **Section Menu** and choose **Add**.

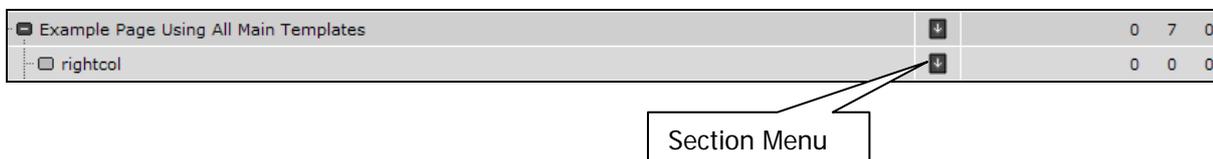
General tab

Enter "rightcol"

Remove tick

ADD CANCEL

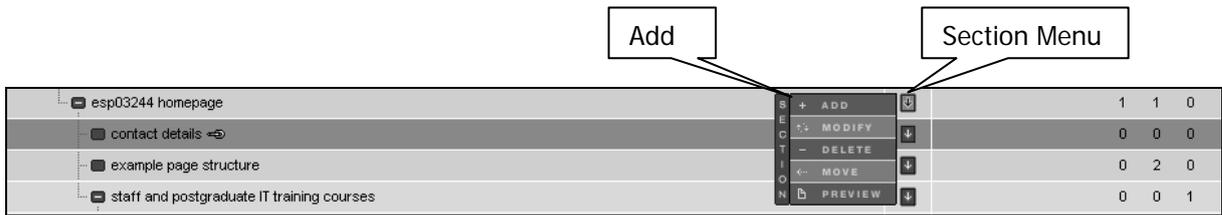
3. Select the **General tab**.
4. Enter **rightcol** in the **Name** textbox.
5. Take the tick out of the **Show in navigation?** tickbox.
6. Select the **Add button** **ADD**.
7. Navigate to the new section named **rightcol**.



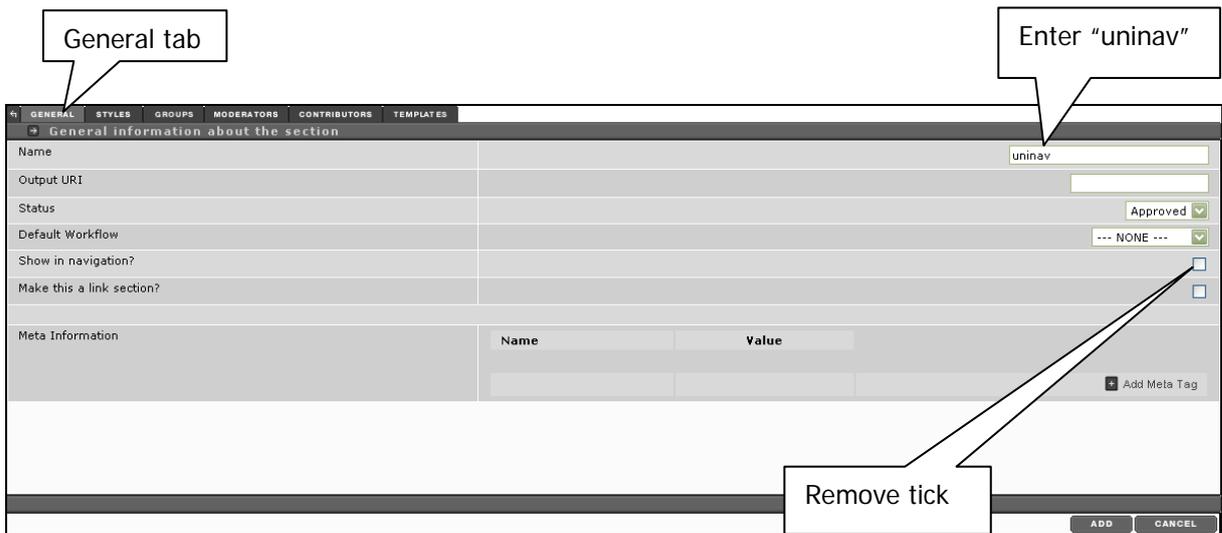
8. Open the **Section Menu** and choose **Modify**.
9. Select the **Content tab** and then select the **Add Content icon**.
10. From the templates list choose one of the **Right** templates.
11. Complete the template as appropriate (use guidance above for details).
12. Click into the **image** box to be taken to the Media Library.
13. Select the **Add button** **ADD**.
14. **Approve** the content before previewing.

## USING ADDITIONAL NAVIGATION

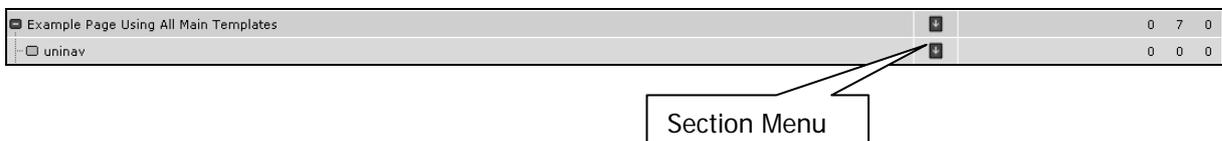
1. Navigate to the page where the additional navigation is to be added.



2. Open the **Section Menu** and choose **Add**.



3. Select the **General tab**.
4. Enter **uninav** in the **Name** textbox.
5. Take the tick out of the **Show in navigation?** tickbox.
6. Select the **Add button** **ADD**.
7. Navigate to the new section named **uninav**.



8. Open the **Section Menu** and choose **Modify**.
9. Select the **Content tab** and then select the **Add Content icon**.
10. From the templates list choose the **002\_Main\_General** template.
11. Enter the additional navigation as a bulleted list (remembering to convert the list items into links).
12. Select the **Add button** **ADD**.
13. Approve the content before previewing (see previous item for approving content).

## CREATING AN INTERNAL LINK SECTION

A link section does not contain any content; it puts a link in the site navigation menu to other sections (pages) in the existing site or to external sites.

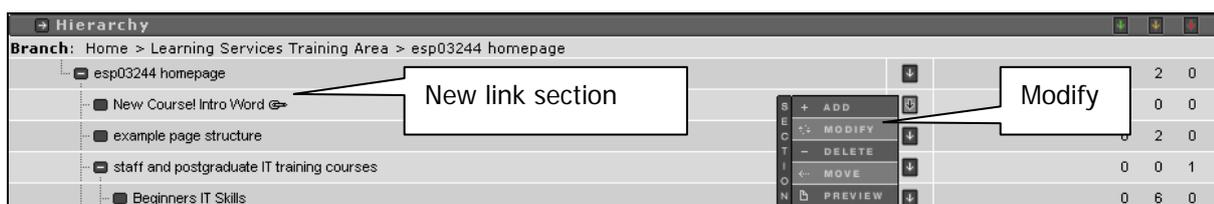
1. Navigate to the main page (top page) of the section where the linked section is to be added.



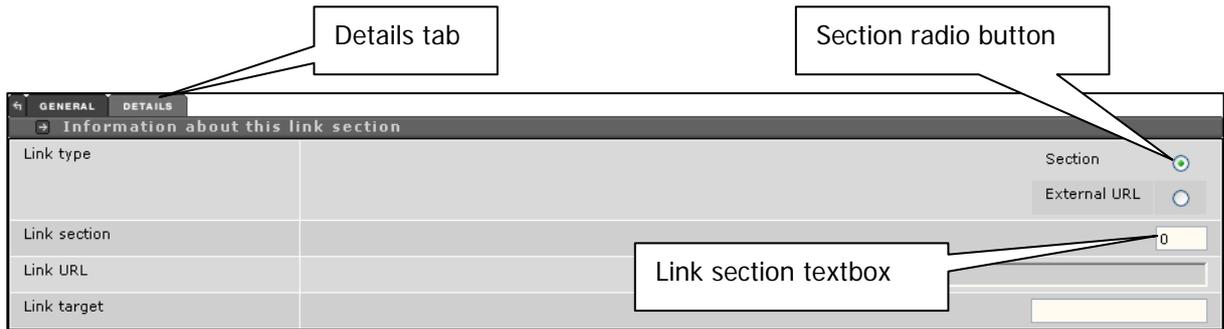
2. Open the **Section Menu** and choose **Add**.

A screenshot of the 'General' tab for creating a new link section. The form includes fields for 'Name' (New Course! Intro Word), 'Output URI' (new intro word), 'Status' (Approved), 'Default Workflow' (--- NONE ---), 'Show in navigation?' (checked), and 'Make this a link section?' (checked). There is also a 'Meta Information' section with a 'Name' (keywords) and 'Value' (new course, word). Callouts point to the 'General tab' and the 'Link section tickbox'.

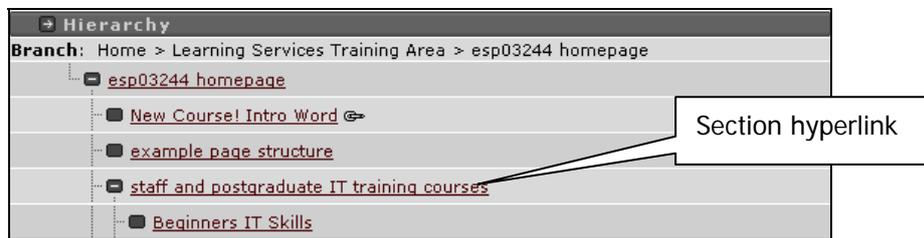
3. Enter the text to be used as the link in the navigation menu in the **Name** textbox.
4. If appropriate, enter a shorter name for the section in the **Output URI** textbox (see **Output URI Explained**, page 27, for further details).
5. Choose the **status** for the link from the **Status drop-down list**.
6. Put a tick in the **Show in navigation? tickbox**.
7. Put a tick in the **Make this a link section? tickbox**.
8. Select the **Add button** **ADD**.



9. Open the **Section Menu** of the new link section and choose **Modify**.

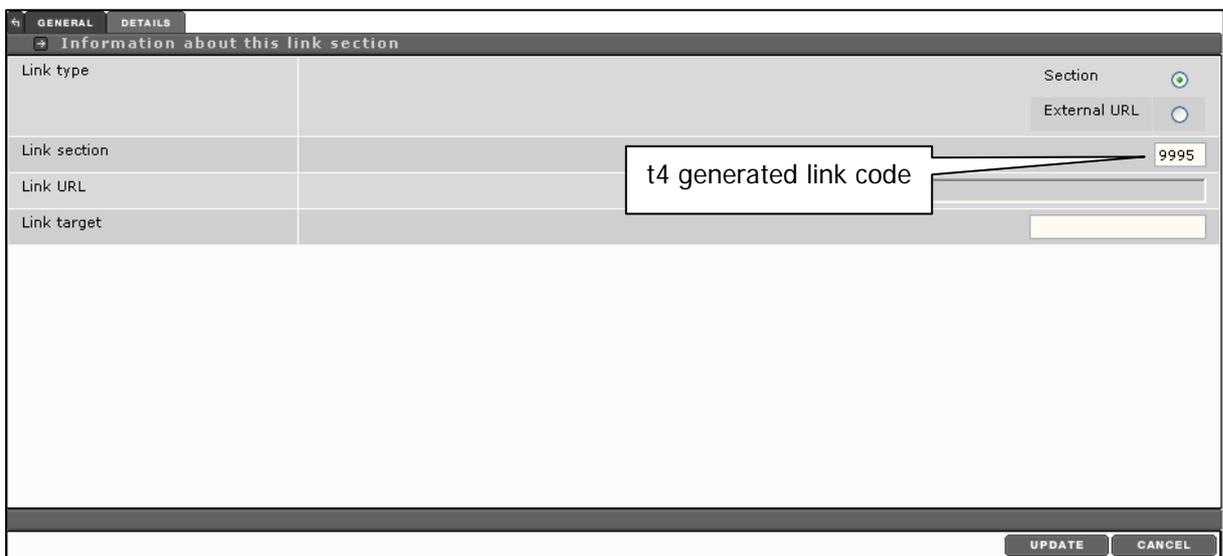


- 10. Select the **Details tab**.
- 11. Choose the **Section radio button**.
- 12. Select the **Link Section textbox**.



Navigate through the site structure.

- 13. Navigate to the section for the new link.
- 14. Select the **section hyperlink** for the new link.



t4 automatically generates a unique code for the section link.

- 15. Select the **Update button** .

## CREATING AN EXTERNAL LINK SECTION

A link section does not contain any content; it puts a link in the menu to other sections (pages) in the existing site or to external sites.

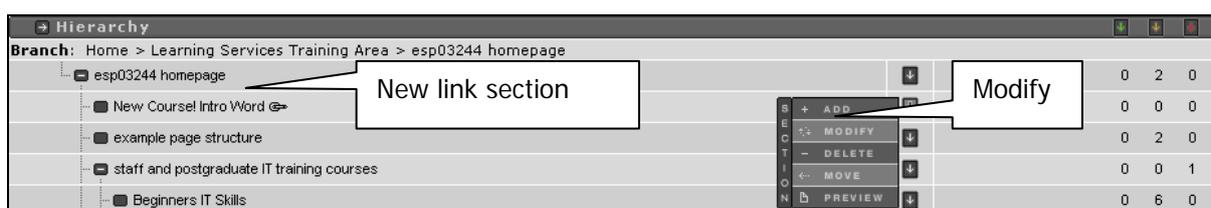
1. Navigate to the main page (top page) of the section where the linked section is to be added.



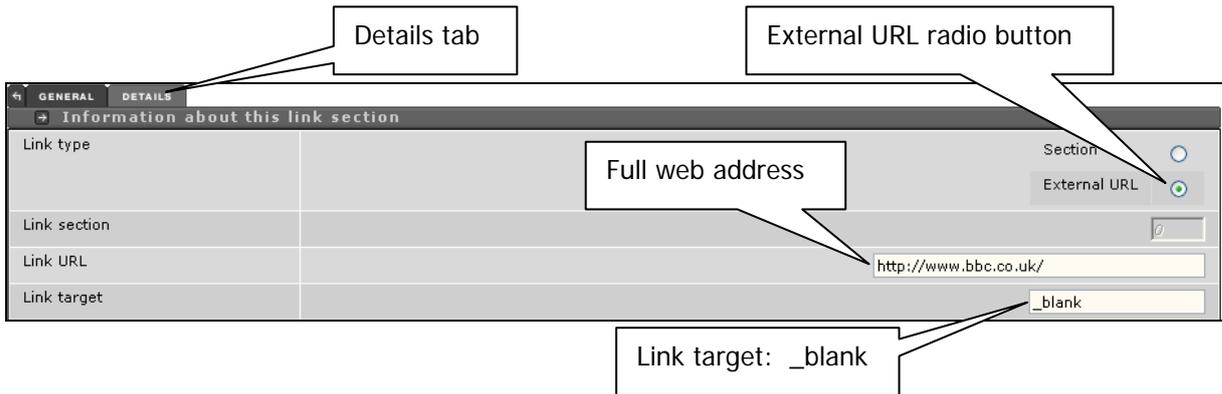
2. Open the **Section Menu** and choose **Add**.

A screenshot of the 'General Information about the section' form. The form has tabs for 'GENERAL', 'STYLES', and 'CONTRIBUTORS'. The 'GENERAL' tab is active. Fields include: Name (New Course! Intro Word), Output URI (new intro word), Status (Approved), Default Workflow (--- NONE ---), Show in navigation? (checked), and Make this a link section? (checked). A 'Link section tickbox' callout points to the 'Make this a link section?' checkbox. The 'Meta Information' section has a table with columns 'Name' and 'Value', containing 'keywords' with value 'new course, word'. There are 'Delete' and 'Add Meta Tag' buttons. At the bottom are 'ADD' and 'CANCEL' buttons. A 'General tab' callout points to the 'GENERAL' tab.

3. Enter the text to be used as the link in the navigation menu in the **Name textbox**.
4. If appropriate, enter a shorter name for the section in the **Output URI textbox** (see **Output URI Explained**, page 27, for further details).
5. Choose the **status** for the link from the **Status drop-down list**.
6. Put a tick in the **Show in navigation? tickbox**.
7. Put a tick in the **Make this a link section? tickbox**.
8. Select the **Add button** **ADD**.



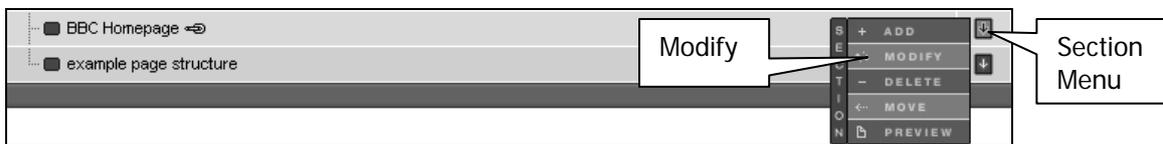
9. Open the **Section Menu** of the new link section and choose **Modify**.



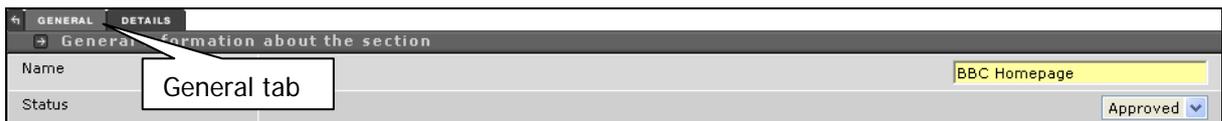
10. Select the **Details tab**.
11. Choose the **External URL radio button**.
12. Copy and paste the **FULL** web address of the external page into the **Link URL textbox**.
13. Enter **\_blank** into the **Link target textbox**.
14. Select the **Update button** **UPDATE**.

## EDITING LINK SECTION DETAILS

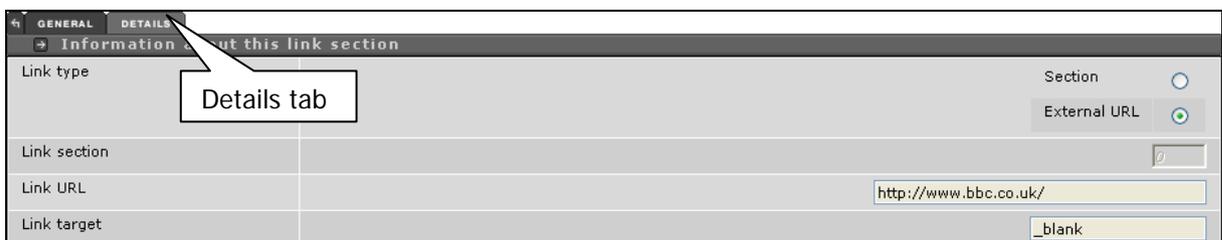
1. Navigate to the linked section that is to be modified.



2. Open the **Section Menu** and choose **Modify**.



3. To change the link's name on the web page or the publishing status of the link; select the **General tab** and make the required changes.



4. To change the URL that the link points to, the type of link it is or the way the link will be targeted; select the **Details tab** and make the required changes.
5. When updates have been completed select the **Update button** **UPDATE**.

## VIEWING THE HISTORY OF A 'PIECE OF CONTENT'

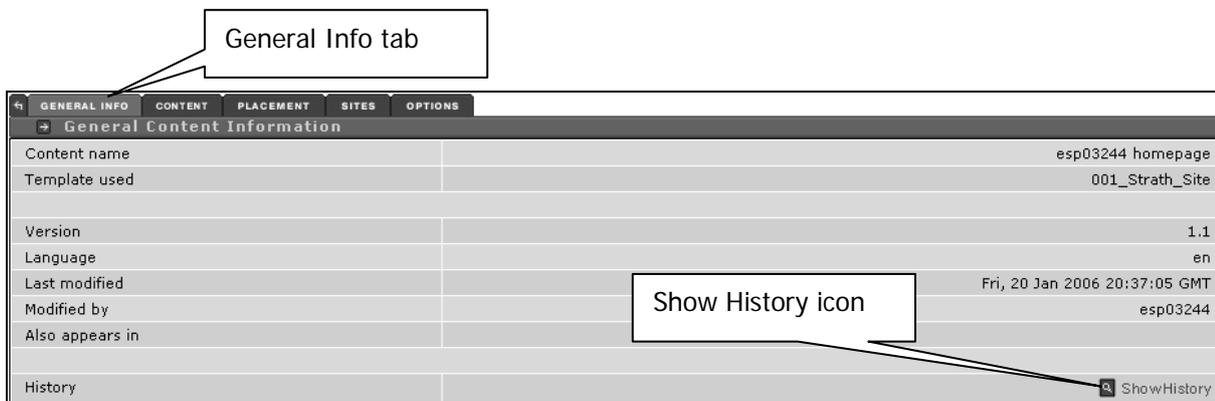
The history of a 'piece of content' can be viewed in 2 ways:

### FROM THE GENERAL INFO TAB:

1. Navigate to the 'piece of content'.



2. Open the **Content Menu** and choose **Modify**.
3. Select the **General Info tab**.



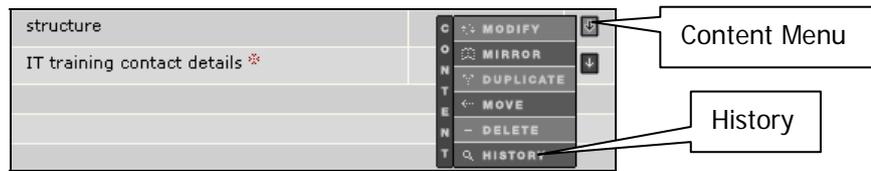
4. Select the **Show History icon**.



The work history of the 'piece of content' will be listed.

## FROM THE CONTENT MENU

1. Navigate to the 'piece of content'.



2. Open the **Content Menu** and choose **History**.

Version History for this piece of content							
Name	Version	Owner	Last Modified	Previous			
esp03244 homepage	1.1	esp03244	Fri, 20 Jan 2006 20:37:05 GMT	1.0		View	
esp03244 homepage	1.0	esp03244	Fri, 20 Jan 2006 17:27:50 GMT	0.1		View	<input checked="" type="checkbox"/> Set Active
esp03244 homepage	0.1	esp03244	Fri, 20 Jan 2006 17:21:51 GMT	0.0		View	<input checked="" type="checkbox"/> Set Active

The work history of the 'piece of content' will be listed.

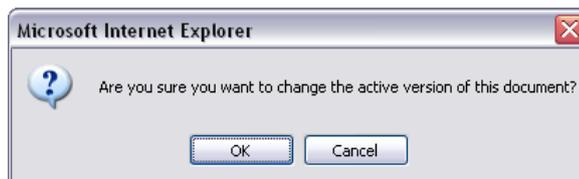
## REINSTATING A PREVIOUS VERSION OF A 'PIECE OF CONTENT'

1. Navigate to the **History tabbed page** of the 'piece of content' (see above).

A screenshot of the history tabbed page. The table shows the version history for 'menu nav'. Callout boxes point to the 'View icon' and the 'Set Active icon' (checkbox) for the 0.1 version.

Version History for this piece of content							
Name	Version	Owner	Last Modified	Previous			
menu nav	0.3	ess01106	Fri, 02 Jun 2006 12:18:49 BST	0.2		View	
menu nav	0.2	ess01106	Fri, 02 Jun 2006 12:17:11 BST	0.1		View	<input checked="" type="checkbox"/> Set Active
menu nav	0.1	ess01106	Fri, 02 Jun 2006 11:58:57 BST	0.0		View	<input checked="" type="checkbox"/> Set Active

2. Select the **View icon** beside 'pieces of content' to find the version required.
3. Select the **Set Active icon** of the preferred 'piece of content' to change the version that is to be used.



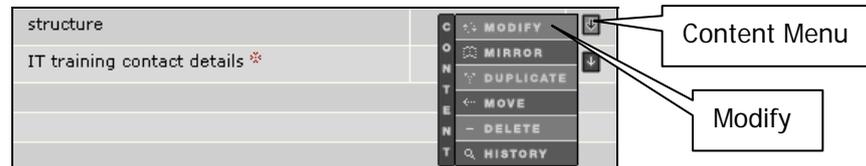
A Confirm Request window will appear.

4. Select the **OK button**

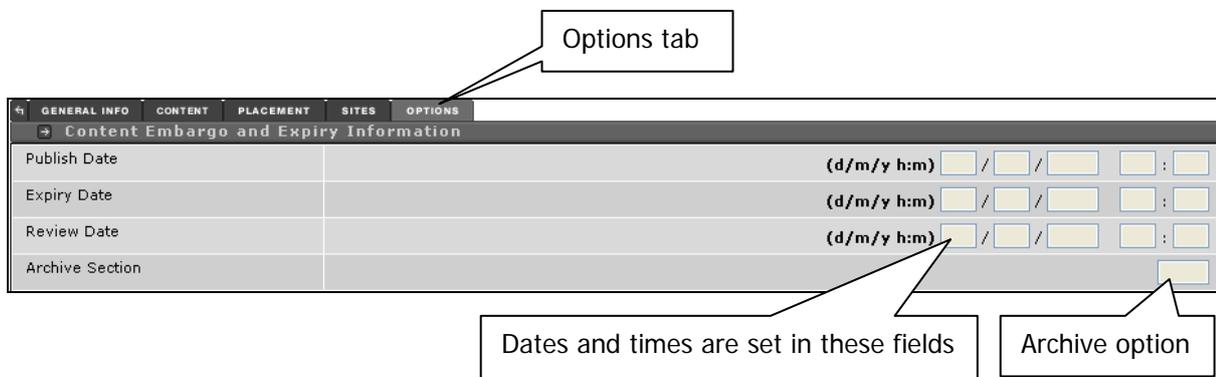
## SETTING PUBLISHING OPTIONS

This page enables the user to control when pages are published, expire and should be reviewed or archived.

1. Navigate to the 'piece of content'.



2. Open the **Content Menu** and choose **Modify**.



3. Select the **Options tab**.
4. Enter the date restrictions as required.
5. **OPTIONAL** – select an archive location if required.
6. Select the **Update button** .



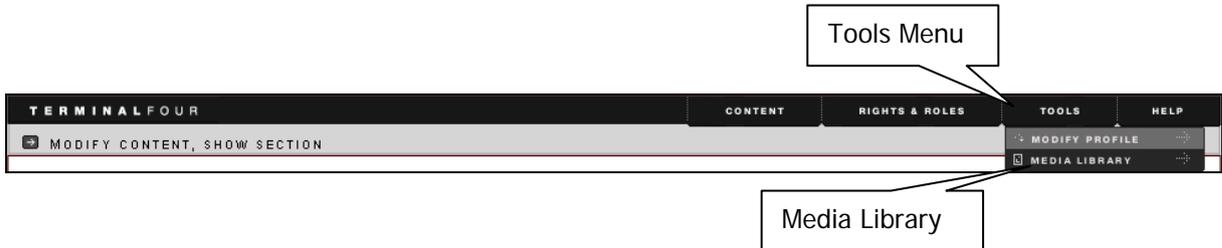
This is a useful feature that enables users to prepare pages in advance of publication and then set release dates for those pages.

It also enables users to set expiry dates with the option to automatically move the expired page to an archive section.

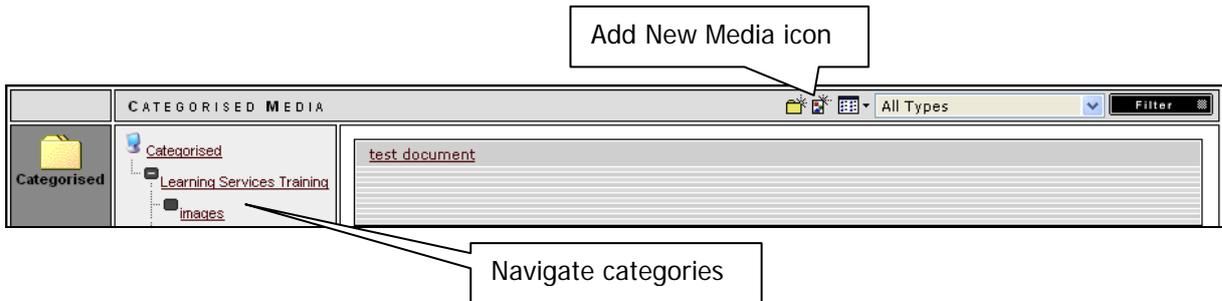
# WORKING WITH THE MEDIA LIBRARY

## UPLOADING MEDIA FILES

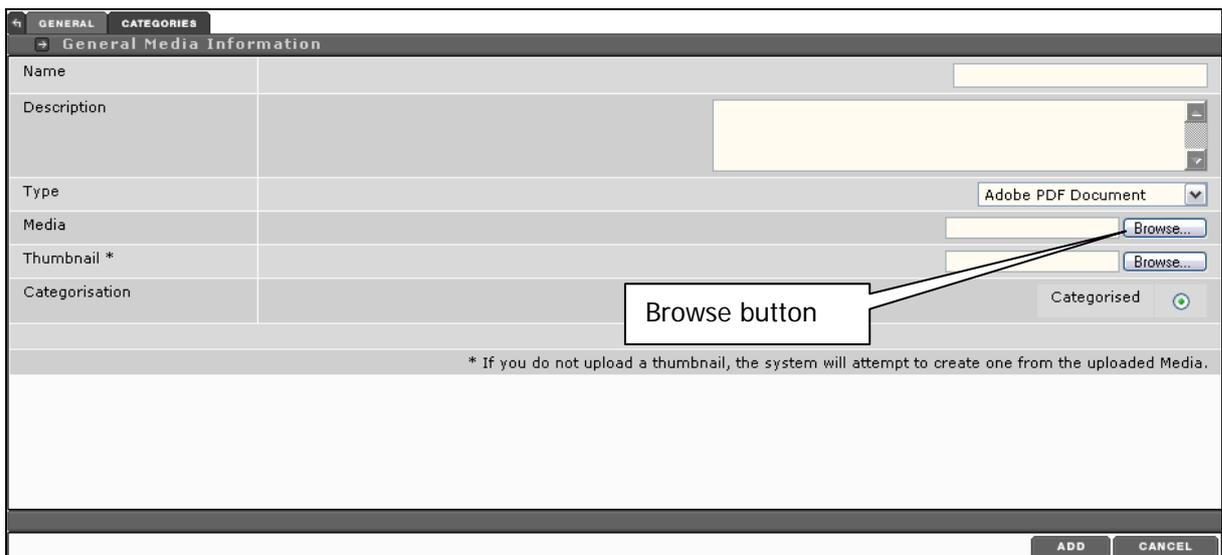
1. Open the **Tools Menu** on the **Site Manager menu-bar**.



2. Choose **Media Library**.

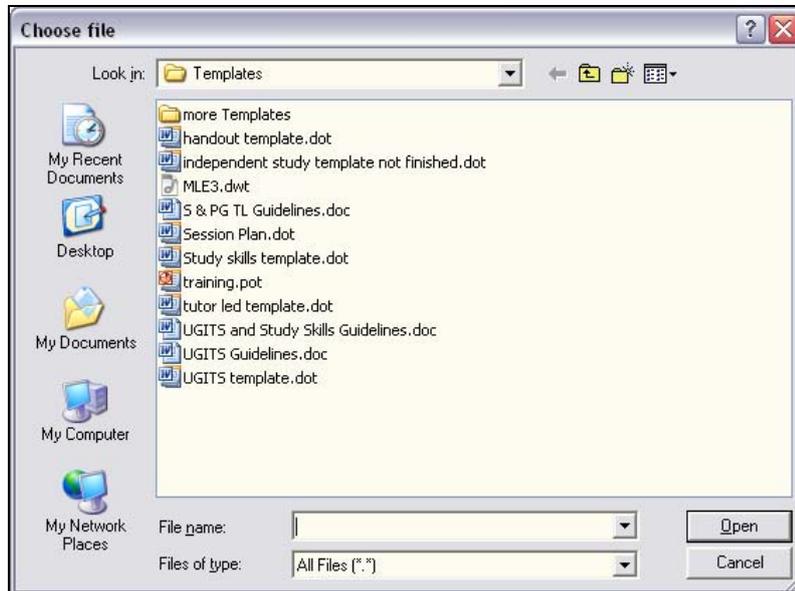


3. Navigate to the appropriate **Category**.
4. Select the **Add New Media icon**.



Upload media window

5. Enter a meaningful name for the file in the **Name textbox**.
6. Enter a description for the file in the **Description textbox**.
7. Open the **Type drop-down list** and choose the file type of the media.
8. Select the **Media Browse button**



Navigate the local computer file structure to find media file required.

9. Navigate to the media file required and select it.
10. Select the **Open button**
11. **OPTIONAL** – select the **Thumbnail Browse button**
12. Select the **Add button**



**It is essential to enter a meaningful description in the Description textbox because it is used as the ALT tag (displayed as a tooltip) which makes the media item accessible/meaningful to users viewing the webpage through a screen reader.**