TERMINALFOUR Site Manager

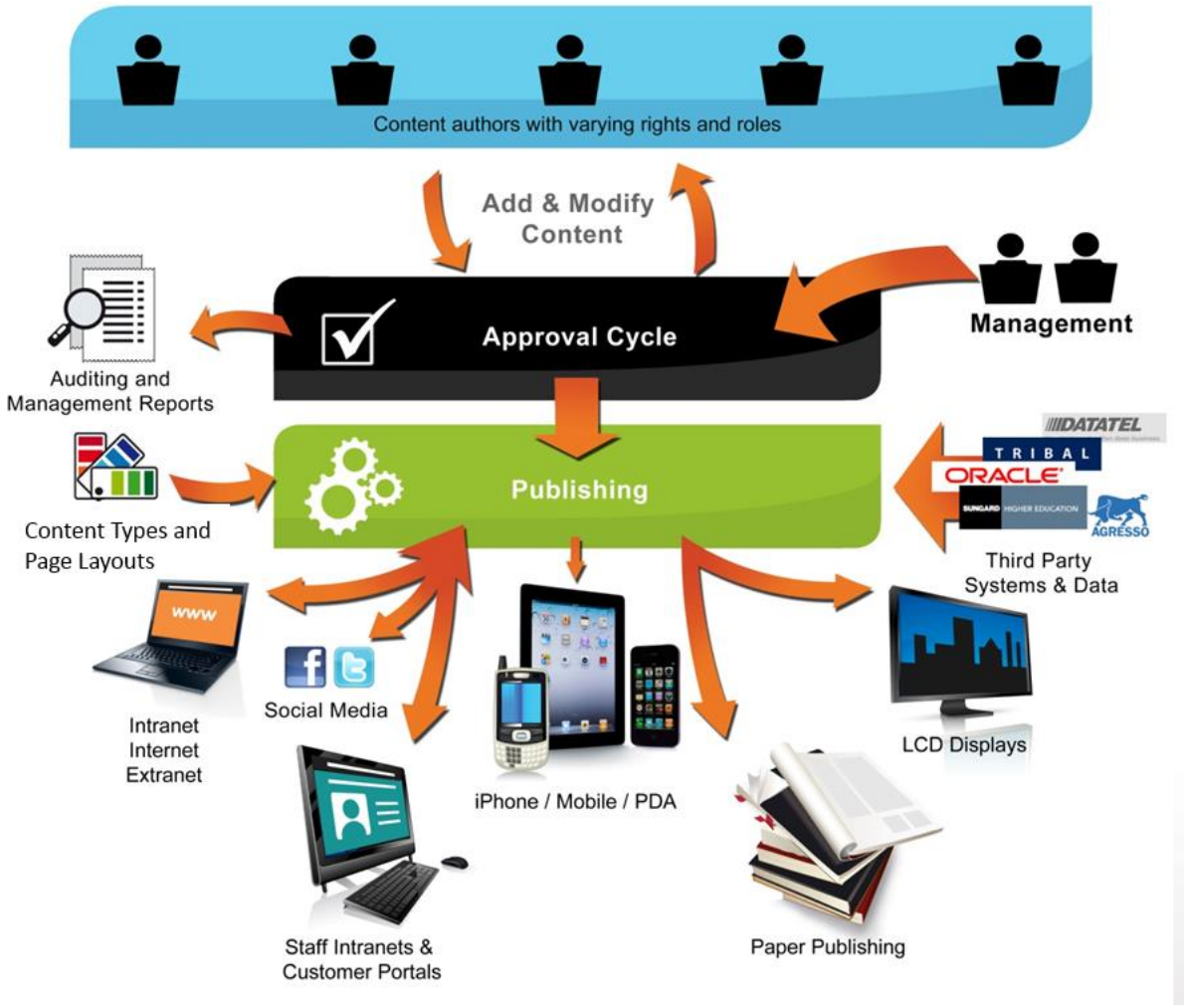
End User Training

UF | UNIVERSITY of FLORIDA

Introduction to TERMINALFOUR Site Manager

Objective

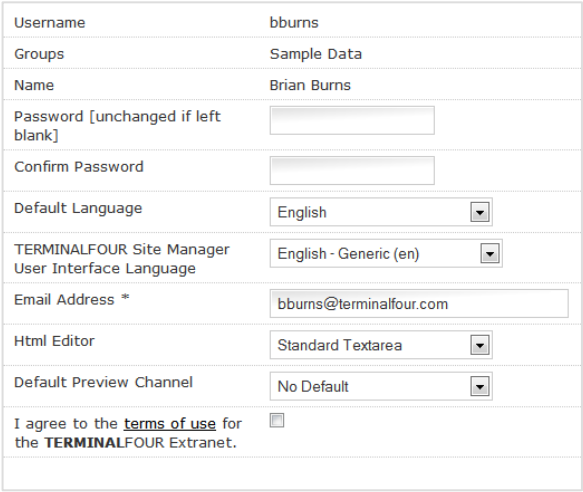
- At a basic level, TERMINALFOUR Site Manager is used for building and maintaining large amounts of content.
- Users at various levels can be given permission to add and modify content. All content goes through an approval cycle, at which point dedicated "approvers" review the content. In some cases this may be the authors who wrote the content; in other cases a more complex workflow may be used to allow several people to review the content.
- Once content has been approved, it is ready to "go live". This happens in the publishing process. Page Layouts (header/footer) and content layouts are wrapped around the content to ensure the content is displayed correctly.
- One piece of content may be published to various channels. These are simply output mechanisms, like websites, mobile sites, paper publishing, etc. By applying the Page Layouts and Content Types, different displays can be achieved whilst still just producing one piece of content.
- At the publishing stage, external data can also be incorporated. This could be information from a database, website or similar.



Log in

Objective

> Log in to TERMINALFOUR Site Manager.
> Open your user profile.



Make a note of your URL:

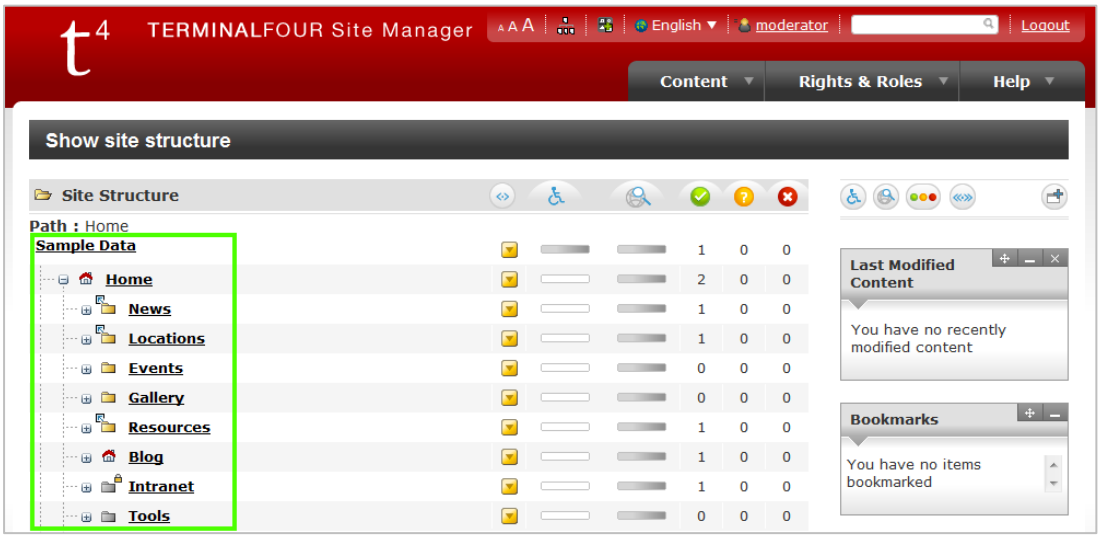
_____

How To

1. Open a web browser and navigate to your TERMINALFOUR Site Manager installation.
2. Enter your username and password; then click Login.
3. TERMINALFOUR Site Manager opens. Click on your username in the top right corner to open your user profile:
   a. You can change your Password.
   b. If more than one Language is available, you can change language. This will change the language of the site you work on when you log in.
   c. You can select your preferred User Interface Language. This is used to set the interface language of TERMINALFOUR Site Manager; menu items, site structure and user options.
   d. You can update your Email Address; this is used for notifications sent from TERMINALFOUR Site Manager.
   e. If more than one HTML Editor is available, you can change editor. The default is TinyMCE.
   f. If more than one Preview Channel is available, you can set a default channel. This is used when you preview your content to see how it will look on the live site.

Objective

- The first part of building a website is identifying at least the high level architecture. In TERMINALFOUR Site Manager this involves building a Site Structure consisting of sections (folders).
- There are a variety of different types of sections. These are displayed with different folder symbols as displayed below.
- Once the different options have been explained by the trainer, build a small Site Structure you can use as a base for your new website.

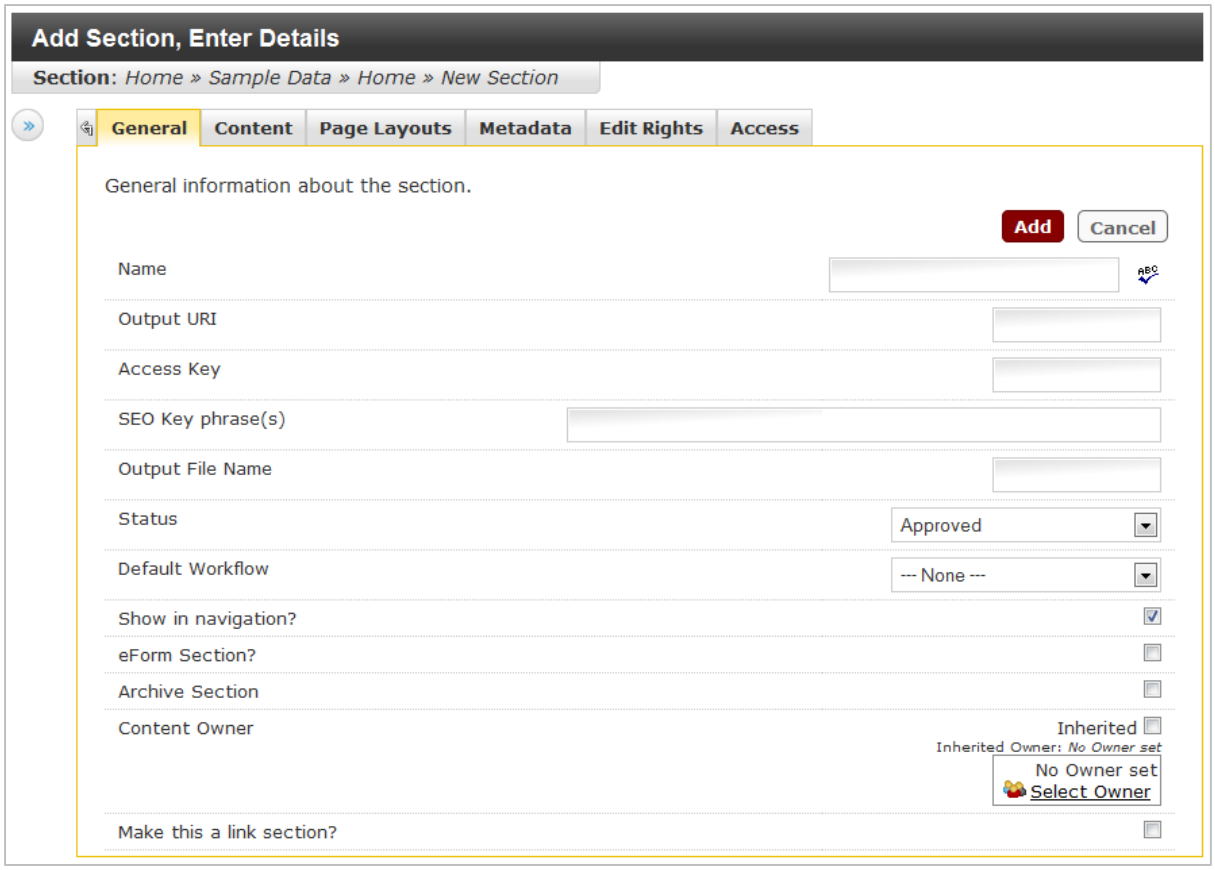


Did you know?

- Normal Section not hidden from navigation.
- Hidden Section.
- Root Section (level 1 of a Channel or Micro Site).
- Mirrored Section (original location with write access).
- Mirrored Section ("new" location with read access only).
- Archive Section (content is not updated on publish).
- Section with Access Control (only groups with access can view this section on the site).

How To

1. If you are not already on the Site Structure screen, click the Site Structure icon.
2. At the level instructed by the trainer, add a new section with your name. To do so, hover over the Section Drop-Down Menu and select Add Section.
3. Enter the relevant information to create a section. As a minimum, the Name must be filled in. All other default options are explained on the next page.
4. Enter a name for the section and click Add.
5. Repeat the steps above to build a site structure with at least three main sections. A minimum of one section should contain sub-sections as well.



How To – continued

6. When creating sections, the only required element is Name. The elements are all described below:
   a. Name: this is the name of your section and is typically also used directly in the menu navigation.
   b. Output URI: this is the Uniform Resource Identifier. If left blank, the section's name is used when publishing. It can be used to create a friendly URL or a shorter URL.
   c. Access Key: lets you enter a single character, which may be used as a shortcut within a Link Menu.
   d. SEO Key Phrase(s): in order to run an SEO report for a channel, one of multiple SEO Key Phrases must be set, at least at the root level.
   e. Output File Name: enables you to specify a file name. If left blank, the default file name is set by an Administrator.
   f. Status: select Approved, Pending or Inactive. Approved sections will publish if they contain approved content. Pending sections will not publish. Inactive sections are marked for deletion and can be permanently deleted by an Administrator.
   g. Default Workflow: select the workflow you wish to use for all content added to this section/branch.
   h. Show in Navigation: if unchecked, the section will not appear in navigation and will be displayed in the Site Structure with a grey folder icon.
   i. eForm Section: this must be checked if eForms are going to submit content to this section.
   j. Archive Section: if content is no longer updated, a section can be set as an archive. This will save publish time, as the section will not be reviewed each time a publish is run.
   k. Content Owner: select the user or group who "owns" the section. Content in the section will inherit this ownership, unless a different owner is specified for the content.
   l. Make this a Link Section: check this to create a section linking directly to another section or an external URL. This section cannot contain content.

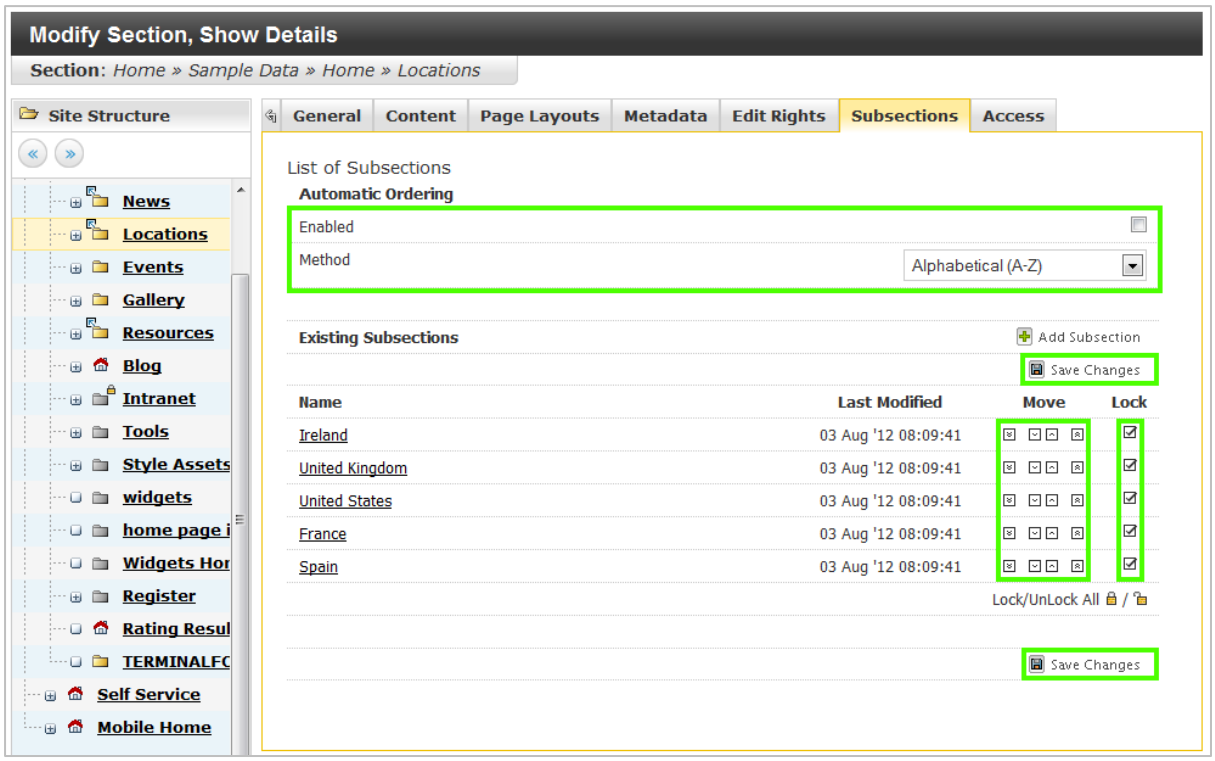
Move and Reorder Sections

Objective

> Sections can easily be moved, and the order in which they appear in navigation will change to reflect this.
> Move one of your sections, using the drag and drop method.
> Reorder the sub-sections you created earlier. Use either automatic ordering or move them manually.

Did you know?

> Sections can also be dragged and dropped from the Direct Edit screen.



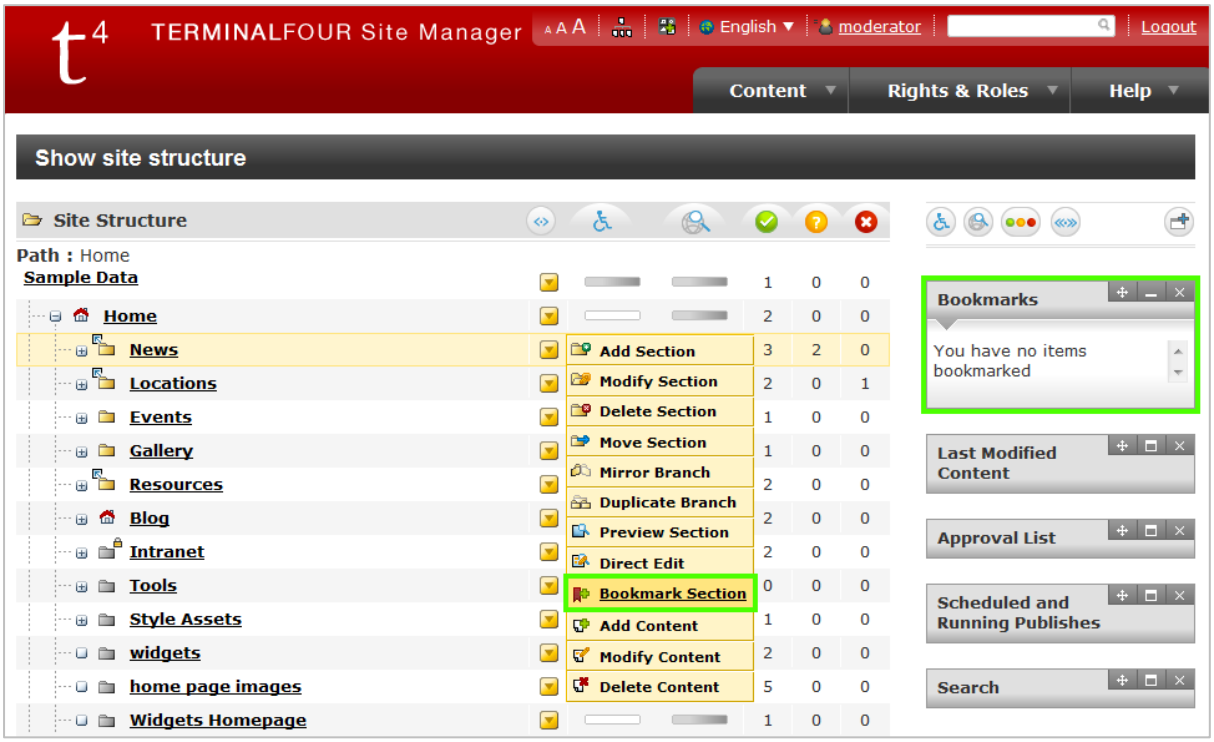
How To

1. To **move** a section, drag it with your mouse and drop it to the new location.
2. To **reorder** sections, click the Site Structure icon if you are not already on the Site Structure screen.
3. Select Modify Section from the Section Drop-Down Menu.
   a. Select the Subsections tab.
   b. If you wish to use Automatic Ordering, check the box Enabled and select a Method. By default, all sections are locked. Unlock the sections you wish to apply Automatic Ordering to. To do this, use the Lock/Unlock All button or check the individual items.
   c. If you wish to manually move the sections, use the Move arrows to move sections up and down.
   d. Click Save Changes before navigating away from this screen, as the changes will otherwise not be saved.

Bookmark Sections

Objective

- It is possible to Bookmark Sections and areas of TERMINALFOUR Site Manager to enable quick access in the future.
- Bookmarks are added to the Bookmarks Widget (as shown below)
- Bookmark one of your sections, using the Bookmark Widget.
- Test and Edit the Bookmark.
- Bookmark an area of TERMINALFOUR Site Manager.

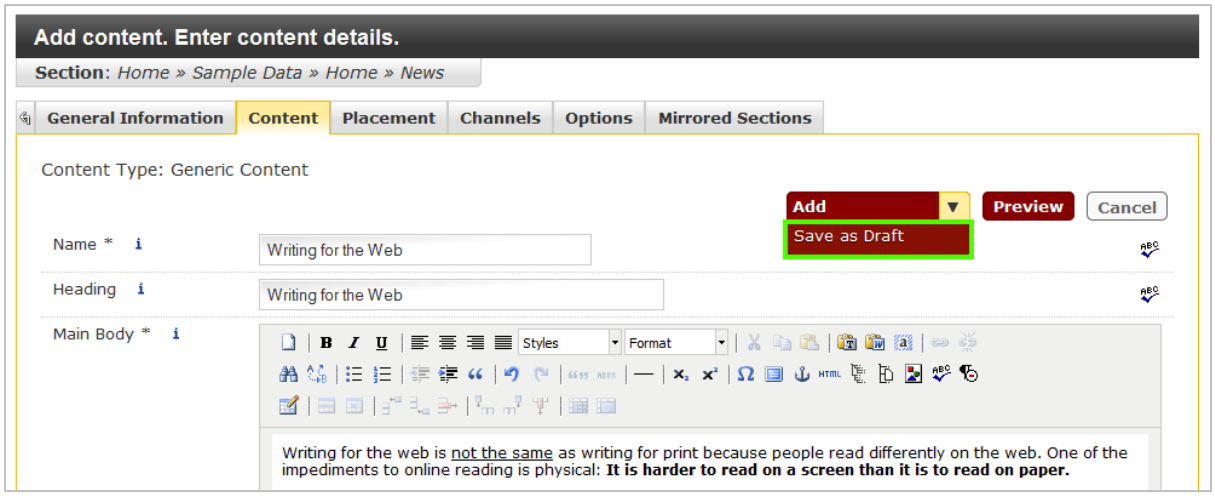


How To

1. Select Bookmark Section from the Section Drop-Down Menu beside the section you wish to bookmark.
2. Check the Bookmarks widget to see that your section has been added as a bookmark.
3. Bookmarks can be edited by selecting Edit in the Bookmarks widget.
4. Areas of TERMINALFOUR Site Manager can also be bookmarked, by clicking on Bookmark located towards the bottom right-hand-side of the screen.

Objective

- Content is added to a section by using Content Types.
- Add content to one of your sections using the generic Content Type (the trainer will point out the name).
- Preview the content to ensure it looks OK.
- Add the content or save as draft.



Name of generic Content Type:

_____

How To

1. Select Add Content from the Section Drop-Down Menu beside the section you wish to add content to.
2. If only one Content Type is enabled, this will open straight away. Alternatively you need to select which Content Type you wish to use.
   a. The * next to the element indicates that the element is required.
   b. The *i* next to the element gives you the details of the element; description and maximum size.
3. Enter a Name for the content. This will not be displayed on the published page, but simply act as a name within TERMINALFOUR Site Manager.
4. Use the Word file "Writing for the Web" and create a piece of content which looks as similar as possible to the original.
   a. Open the Word file given to you by the trainer and copy the text.
   b. Paste the text into the main body of your content. Some formatting may be necessary.
5. Preview to ensure you are happy with the result.
6. Click Add to save the content once complete, or expand your options by clicking on the drop-down icon next to Add to reveal options such as Add & Approve and Save as Draft. The drop-down menu options may vary depending on configuration.

Direct Edit – Links and Anchors

Did you know?

> There are two versions of Direct Edit. The new version can only be used with Internet Explorer 8+, Opera and Firefox. The new version may not be enabled in your TERMINALFOUR Site Manager.

Objective

> There are numerous ways to add and modify content in TERMINALFOUR Site Manager. This time we are going to use Direct Edit to add a new piece of content, with internal and external links.

> Open Direct Edit and add a new piece of content on the same page you added the "Writing for the Web" content to.

> Include a link to an external website (e.g. http://www.terminalfour.com), a link to one of your other sections (e.g. "News") and a link to another attendee's "Writing for the Web" content.

> Create an anchor link navigating from the bottom of the content back to the top.

1. Add content to the current page (section).
2. Create a new page under the current page (section).
3. Modify the details of the current page (section) you are on.
4. Delete the current page (section) you are on.
5. Approve content that has been added to TERMINALFOUR Site Manager.
6. View the Site Structure (move sections).
7. Disable and enable **Direct Edit**.

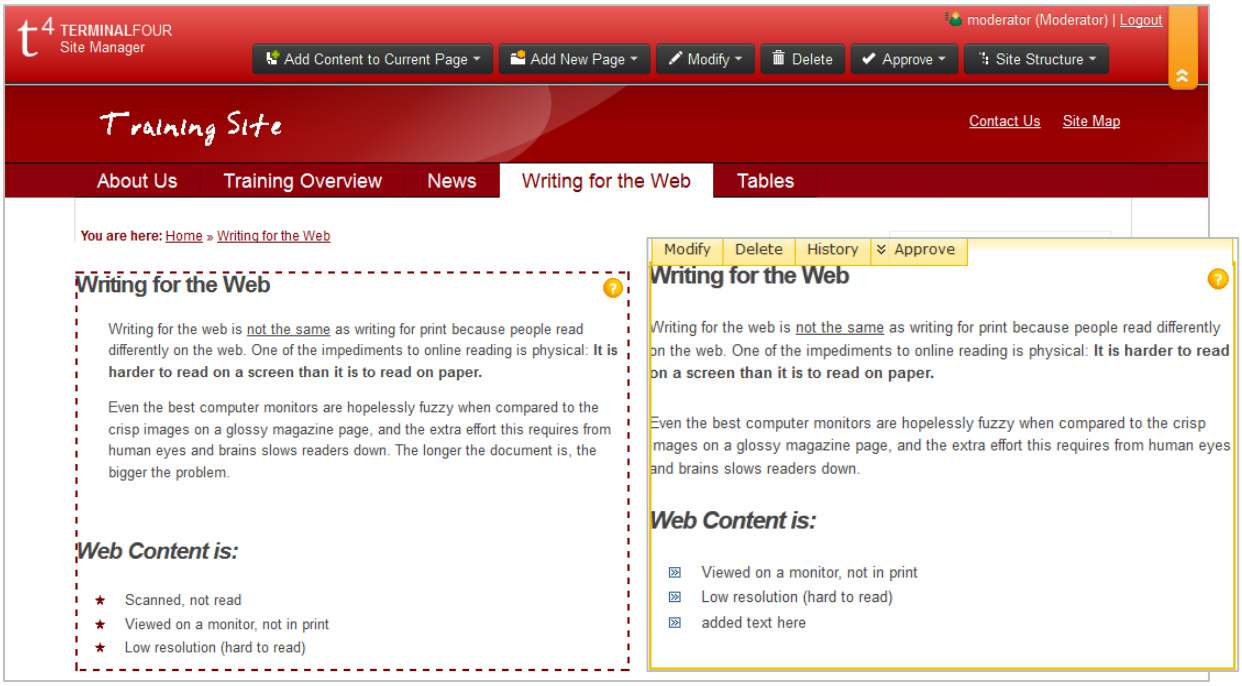
How To

1. From the Site Structure, select Direct Edit from the Section Drop-Down Menu beside the section you just added content to.
2. A Direct Edit screen opens with a red dotted line surrounding any content for which you have editing rights. A Direct Edit toolbar is displayed at the top of the screen; you can use the orange toggle button to show/hide the Direct Edit menu.
3. Click Add Content to Current Page.
4. Select a Content Type.
5. Enter a Name for your content.
6. **External Link**: e.g. http://www.terminalfour.com.
   a. Type the text you wish to use as your link text; e.g. TERMINALFOUR.
   b. Highlight the text; then select Insert/Edit Link from the WYSIWYG.
   c. The Insert/Edit Link Window opens; complete the details as required.
      i. Link URL: enter the URL of the site you wish to link to.
      ii. Anchors: anchor links will appear in the drop-down list once you have created them.
      iii. Target: select how the link should open, e.g. within the same window or in a new window.
      iv. Title: enter information about where the link will send the user; this will aid user accessibility.
      v. Class: you may have styles set for different type of links; you can select the different styles here.

Continues >>

How To- continued

7. **Section Link**: e.g. to one of your other sections.
   a. Type and highlight the text you wish to use as the link text or simply place your mouse where you want the link inserted. Select Insert Section Link from the WYSIWYG.
   b. A window will pop up displaying the Site Structure; navigate to the section you wish to link to and click on it.
8. **Content Link**: e.g. to another attendee's "Writing for the Web" content.
   a. Type and highlight the text you wish to use as the link text or simply place your mouse where you want the link inserted. Select Insert Content Link from the WYSIWYG.
   b. A window will pop up displaying the Site Structure; click on the section that contains the content you wish to link to; a list of content will be displayed.
9. **Anchor Link**:
   a. Place your mouse where you want to set your anchor.
   b. Select Insert/edit anchor from the WYSIWYG.
   c. Give your anchor a name: e.g. "top" and click Insert; an anchor icon will be placed indicating that an anchor has been set.
   d. Type and highlight the text you wish to use as the anchor link text.
   e. Select Insert/Edit Link from the WYSIWYG; the Insert/Edit Link Window opens.
   f. Click on the Anchors drop-down menu and select the anchor you have created.
   g. Click Insert.
10. Click Add or Save as Draft to save the content once complete. This will bring you directly to the preview of the content, where you can test your links.



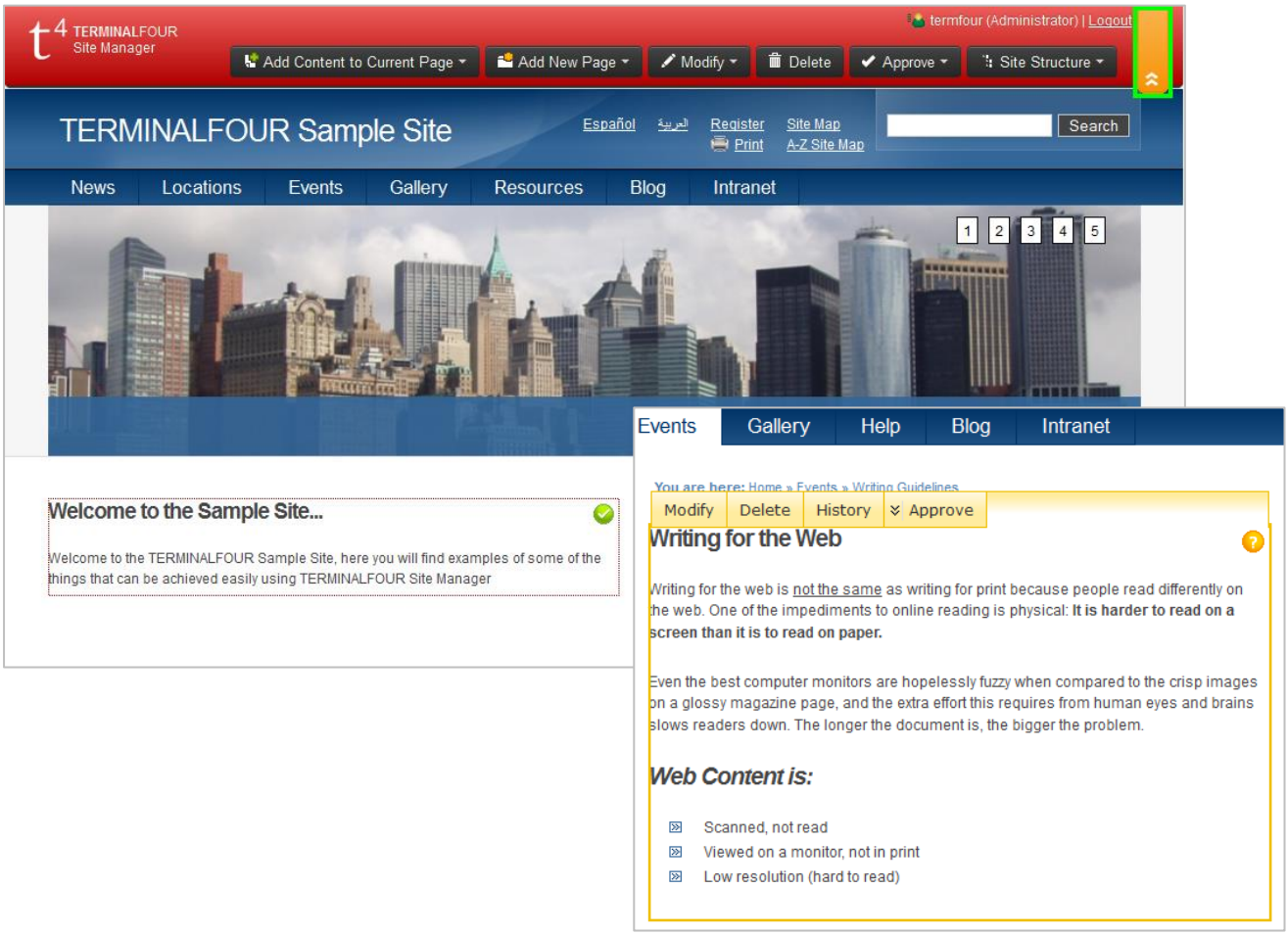
Section/Content Links

> **Section Link**: a link to a section within TERMINALFOUR Site Manager. It links to the ID of the section, which means that if the section is moved the link will stay active.
> **Content Link**: a link to a content item within a section. It works by linking directly to a specific piece of content on a page which may have multiple content items on it. As a result, the link will jump to the exact place on the page where the content starts.

Direct Edit – Links and Anchors

Objective

- There are numerous ways to add and modify content in TERMINALFOUR Site Manager. This time we are going to use Direct Edit to add a new piece of content, with internal and external links.
- Open Direct Edit and add a new piece of content on the same page you added the "Writing for the Web" content to.
- Include a link to an external website (e.g. http://www.terminalfour.com), a link to one of your other sections (e.g. "News") and a link to another attendee's "Writing for the Web" content.
- Create an anchor link navigating from the bottom of the content back to the top.



How To

1. From the Site Structure screen, select Direct Edit from the Section Drop-Down Menu beside the section you just added content to.
2. A Direct Edit screen opens with a red dotted line surrounding any content for which you have editing rights. A Direct Edit toolbar is displayed at the top of the webpage; you can use the orange tab to show/hide the Direct Edit toolbar.
3. Click Add Content to Current Page from the Direct Edit toolbar at the top of the webpage.
4. Select a Content Type.
5. Enter a Name for your content.

Continues >>

How To – continued

6. **External Link**: e.g. http://www.terminalfour.com.
   a. Type the text you wish to use as your link text; e.g. TERMINALFOUR.
   b. Highlight the text; then select Insert/Edit Link from the WYSIWYG.
   c. The Insert/Edit Link Window opens; complete the details as required.
      i. Link URL: enter the URL of the site you wish to link to.
      ii. Anchors: anchor links will appear in the drop-down list once you have created them.
      iii. Target: select how the link should open, e.g. within the same window or in a new window.
      iv. Title: enter information about where the link will send the user; this will aid user accessibility.
      v. Class: you may have styles set for different type of links; you can select the different styles here.
7. **Section Link**: e.g. to one of your other sections.
   a. Type and highlight the text you wish to use as the link text or simply place your mouse where you want the link inserted. Select Insert Section Link from the WYSIWYG.
   b. A window will pop up displaying the Site Structure; navigate to the section you wish to link to and click on it.
8. **Content Link**: e.g. to another attendee's "Writing for the Web" content.
   a. Type and highlight the text you wish to use as the link text or simply place your mouse where you want the link inserted. Select Insert Content Link from the WYSIWYG.
   b. A window will pop up displaying the Site Structure; click on the section that contains the content you wish to link to; a list of content will be displayed.
9. **Anchor Link**:
   a. Place your mouse where you want to set your anchor.
   b. Select Insert/edit anchor from the WYSIWYG.
   c. Give your anchor a name: e.g. "top" and click Insert; an anchor icon will be placed indicating that an anchor has been set.
   d. Type and highlight the text you wish to use as the anchor link text.
   e. Select Insert/Edit Link from the WYSIWYG; the Insert/Edit Link Window opens.
   f. Click on the Anchors drop-down menu and select the anchor you have created.
   g. Click Insert.
10. Click Add or Save as Draft to save the content once complete; this will bring you directly to the preview of the content, where you can test your links.

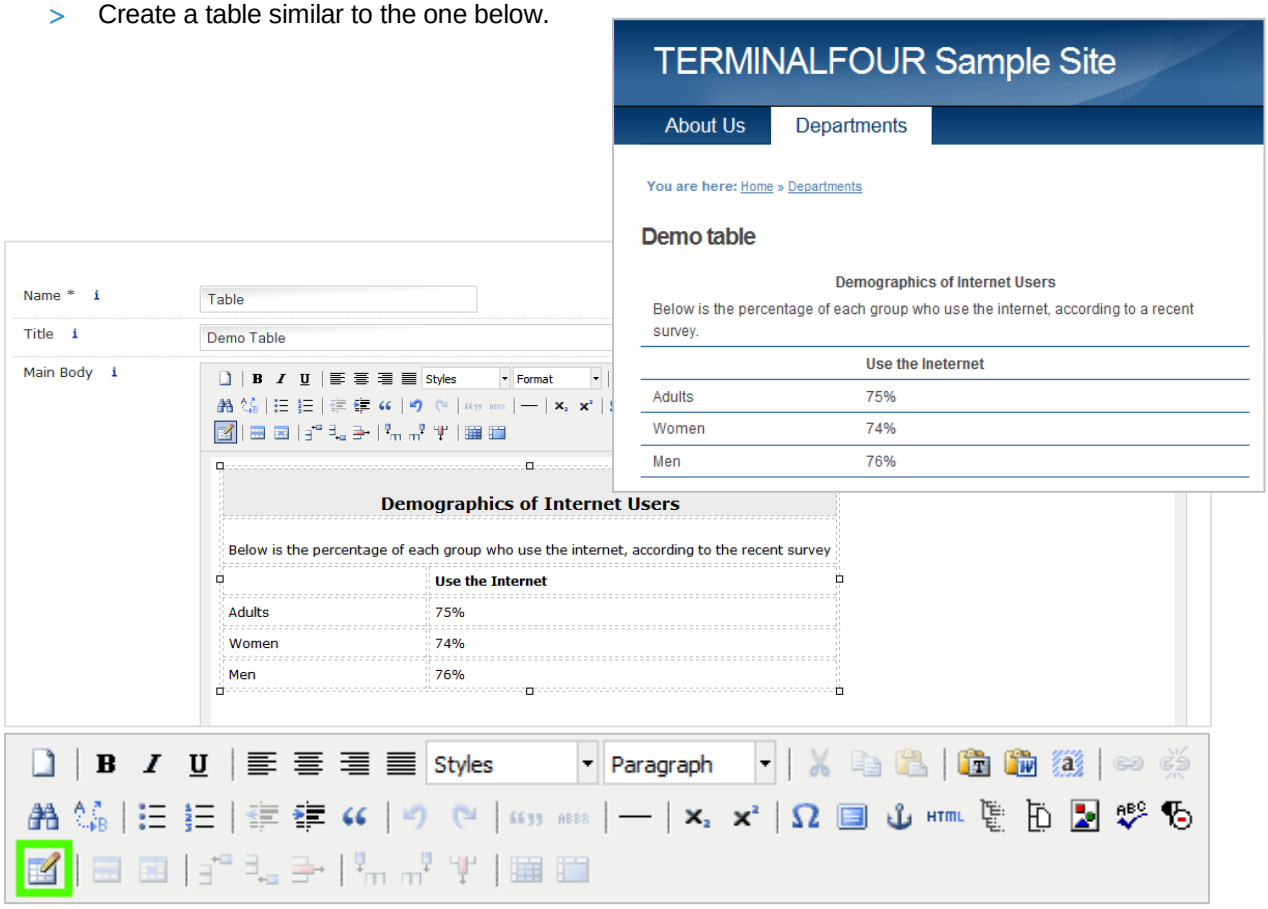
Section/Content Links

- **Section Link**: a link to a section within TERMINALFOUR Site Manager. It links to the ID of the section, this means if the section is moved the link will stay active.
- **Content Link**: a link to a content item within a section. It works by linking directly to a specific piece of content on a page that may have multiply content items on it.

Create Tables in Content

Objective

> Tables are sometimes used to arrange information within your content to make it easier to read.
> Create a piece of content in one of your empty sections.
> Create a table similar to the one below.

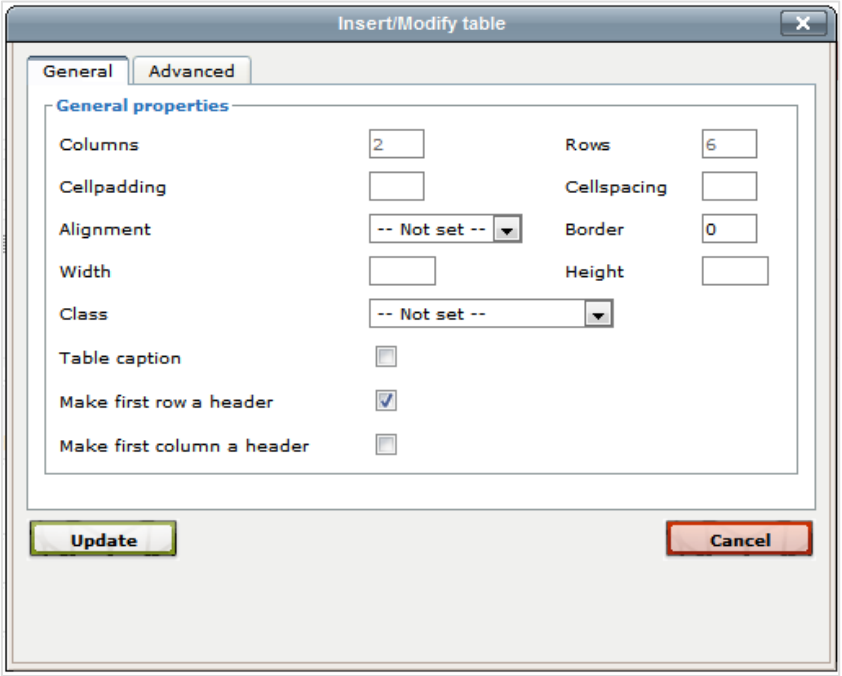


Did you know?

> Once the table is inserted and selected, additional table options are enabled in the toolbar. Hover the mouse over each icon to display the description.
> Provide a summary of a table's content and structure to ensure people using non-visual user agents may better understand it.

How To

1. From the Site Structure screen, select Add Content from the Section Drop-Down Menu beside the section you wish to add content to.
2. If only one Content Type is enabled, this will open straight away. Alternatively you need to select which Content Type you wish to use.
3. Enter a Name for the content. This will not be displayed on the published page, but simply act as a name within TERMINALFOUR Site Manager.



How To – continued

4. In the Main body, click Insert a table from the WYSIWYG; the Insert/Modify table window pops up. Complete the details as required.
   a. Columns: enter the number of columns required for the table.
   b. Rows: enter the number of rows required for the table.
   c. Cellpadding:
   d. Cellspacing:
   e. Alignment:
   f. Border:
   g. Width:
   h. Height:

   As a general rule leave these fields blank.

   i. Class: if more than one class of table is made available, select one from here.
   j. Table Caption: if you check this, space above the table is inserted, allowing you to add a caption.
   k. Make first row a header:
   l. Make first column a header:

   By checking these, the first row/column will become a header. This allows data in your table to be associated to possible headers

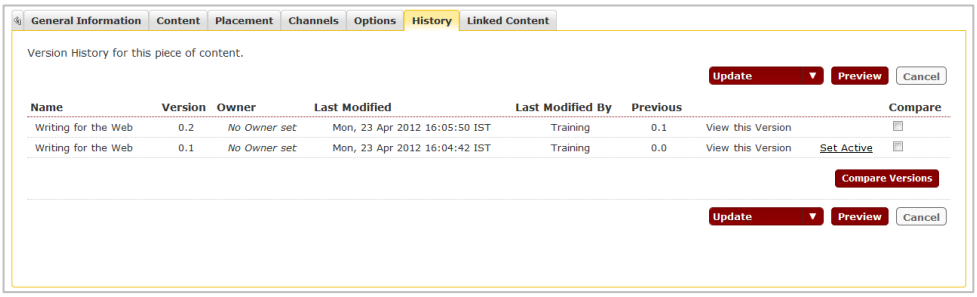
5. Click the Advanced tab.
6. Enter a Summary; this should be used to describe the primary purpose of the table and give an indication of its overall structure. Most screen readers will read the summary first to provide the user with information to help them interpret and use the table. With more complex tables, the summary becomes increasingly important.
7. Click Update to insert the table.
8. Once the table is created you will notice that more options are available to you in the tool bar.
9. Fill data into the table and merge the necessary cells for the title and description.
10. Preview your content.
11. Click Add or Save as Draft when complete.

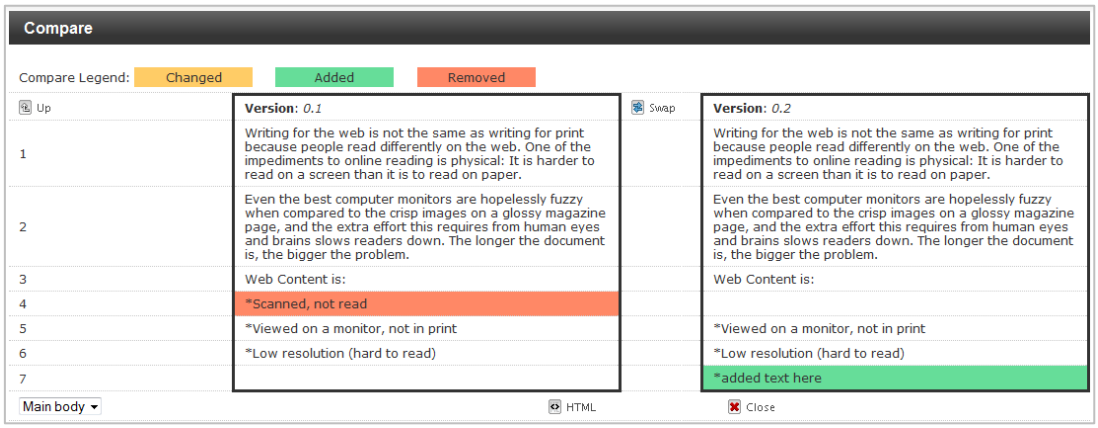
Objective

> TERMINALFOUR Site Manager allows you to see all changes made to content, compare different versions and set previous versions of the content live.
> To see how this works, modify a piece of content; then compare the two versions of the content. This can be done from the normal interface, not from Direct Edit.
> Set the original version of the content live again.

Did you know?

> History can also be accessed from the Approve Content screen



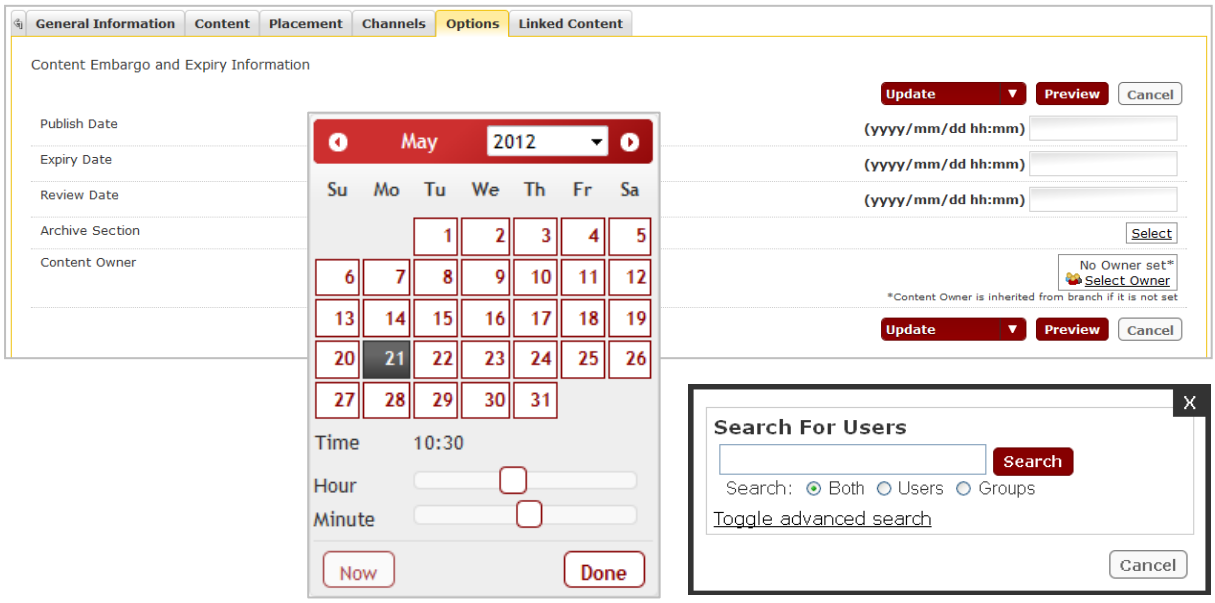


How To

1. Modify a piece of content select Modify Content from the Section Drop-Down Menu beside the section containing the content.
2. Click on the content's name to open it.
3. Make changes to the content and click Update.
4. Select History from the Content Drop-Down Menu beside the content.
5. Check Compare for two versions you wish to compare, then click either Content Comparison or Visual Comparison.
    a. Content Comparison: a side-by-side comparison of your content is displayed (see image above). This can be displayed in Text or HTML view. Deleted content is highlighted in red, added content is highlighted in green, and changed content is highlighted in amber.
    b. Visual Comparison: a preview of your content is displayed. Deleted content is highlighted in red and added content is highlighted in green.
6. Close the window and click Set Active beside the original version (assuming you wish to revert to a previous version of the content).

Objective

- Once content is approved, it will automatically be published the next time a publish is run, unless you specify a publish date.
- Specify the Publish Date, Expiry Date, Content Owner and Archive Section for one of your pieces of content.
- You can use the normal view or Direct Edit.



How To

1. From the Site Structure screen, select Modify Content from the Section Drop-Down Menu beside a section containing content.
2. Click on the content's name to open it.
3. Select the Options tab.
4. Fill in the relevant fields by clicking the box to open the calendar; simply click on the date you wish to use and adjust the time by dragging the hours and minutes, then click Done. If you do not set the time, it will default to the current time.
5. Click Update to save the changes to the content.

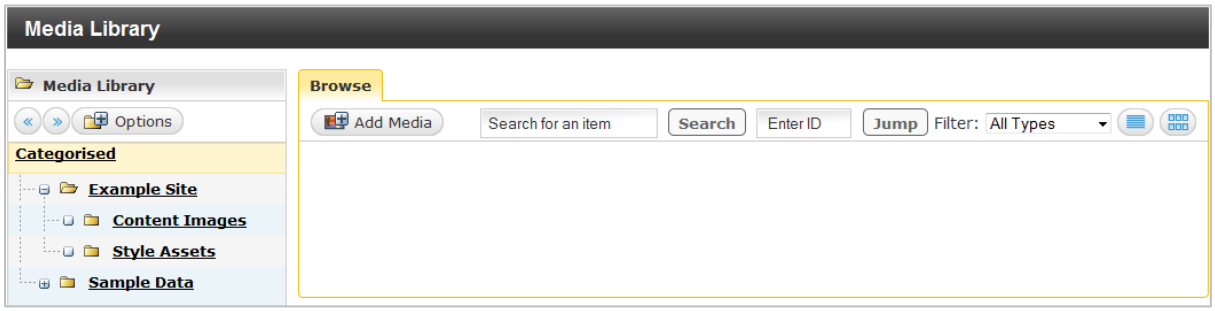
Content options

- **Publish Date**: schedules a publish date, i.e. the date the content will go live on the site. The content has to be approved before it can be published.
- **Expiry Date**: content will expire and be removed from the site.
- **Review Date**: TERMINALFOUR Site Manager will email the Content Owner. If no owner is set, the person who last modified the content will be notified instead.
- **Archive Section**: allows you to specify a section for the content to go to once it has expired. If you are publishing lots of content, it may be a good idea to create an Archive Section to store expired content in. This way the content can be used and published again at a later date. Click Select to select a section; the section id is inserted as a reference.
- **Content Owner:** sets an owner to the Content Item. If this is not set and the Section Owner is set, this will be used.

Media Library – Training Environment

Objective

> It is recommended that you set up a training environment within the Media Library instead of using the live site for training. This can be done within the existing Media Library to make it as realistic as possible.
> It is possible to assign read and write access to different users/groups, so not all users necessarily need to have permission to upload files into the Media Library.



Media Library Overview

> The **Media Library** can be accessed either as a separate item (go to Content and select Media Library) or directly from a piece of **Content**.
> By default, only Administrators have write access, and all user types have read access.
> The Options allow you to add new Categories (folders).
> If you right-click on a Category, the Category/Media menu displays:
  - For a Category, you can Add Sub-Category, Modify Category, Delete, Rename and Move.
  - For Media, you can Add New and Show Existing.
> If you modify a Category, you can determine the Write Access, Read Access, Workflow, Media Categories (manual and automatic ordering), Auto Publish and Access Control.
> The Add Media button allows you to add new media items to the category you have selected.
> You can Search for an item by entering keywords or an ID.
> You can Filter by selecting a specific type of file from the list.
> You can switch between **Detailed Mode** and **Preview Mode**.

How To

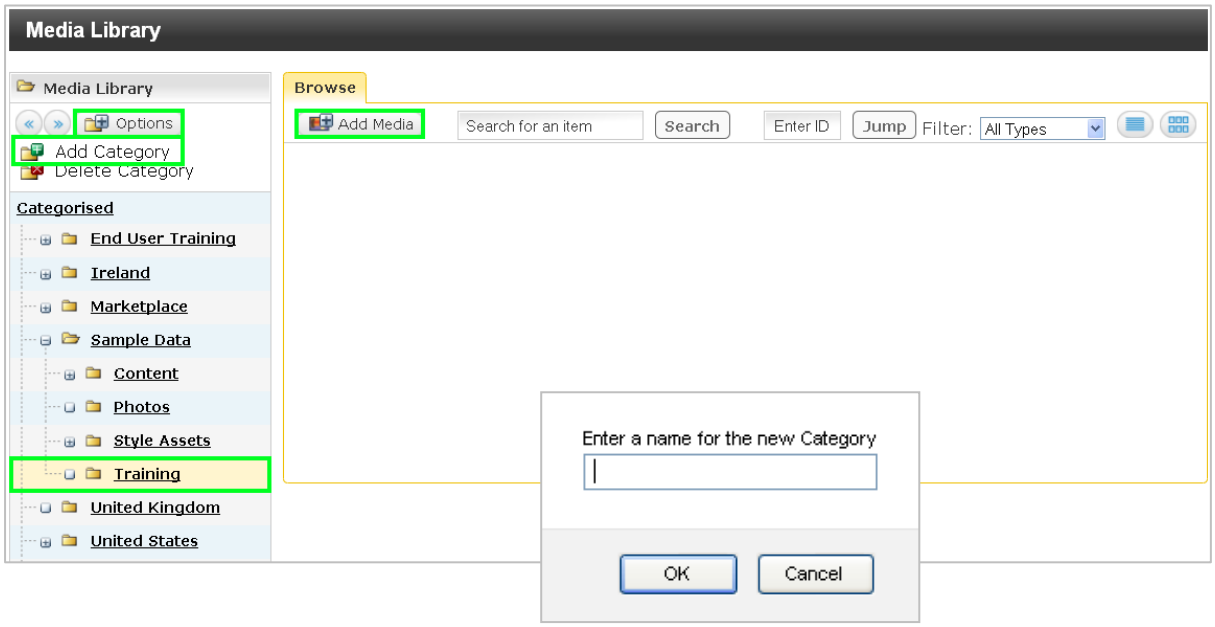
1. **The following steps will need to be completed by an Administrator user.**
2. To add a Category, go to Content and select Media Library.
3. The Media Library opens; hover your mouse over Options and click Add Category.
4. Give the new category a name, e.g. "**Training**".
5. The new category will be added to the Media Library.
6. Right-click on the Training category and click Modify Category.
7. Select the Write Access Tab.
8. Use the Search For Users to find the relevant user(s) or group(s) you wish to give write access to the Training category.
9. Click the plus [+] beside the user(s)/group(s).
10. Click Update to save the details.
11. Members can be added and removed at any point.

Objective

> The Media Library is used to store files of all sorts to use in content. You may not have access to uploading new files – this depends on your user credentials.
> Open the Media Library and locate the training category.
> Add a category with your own name; then upload the image you have been given by the trainer.

Did you know?

> The Media Library can be accessed directly from the WYSIWIG as well; this means you can add media while you are adding the content.



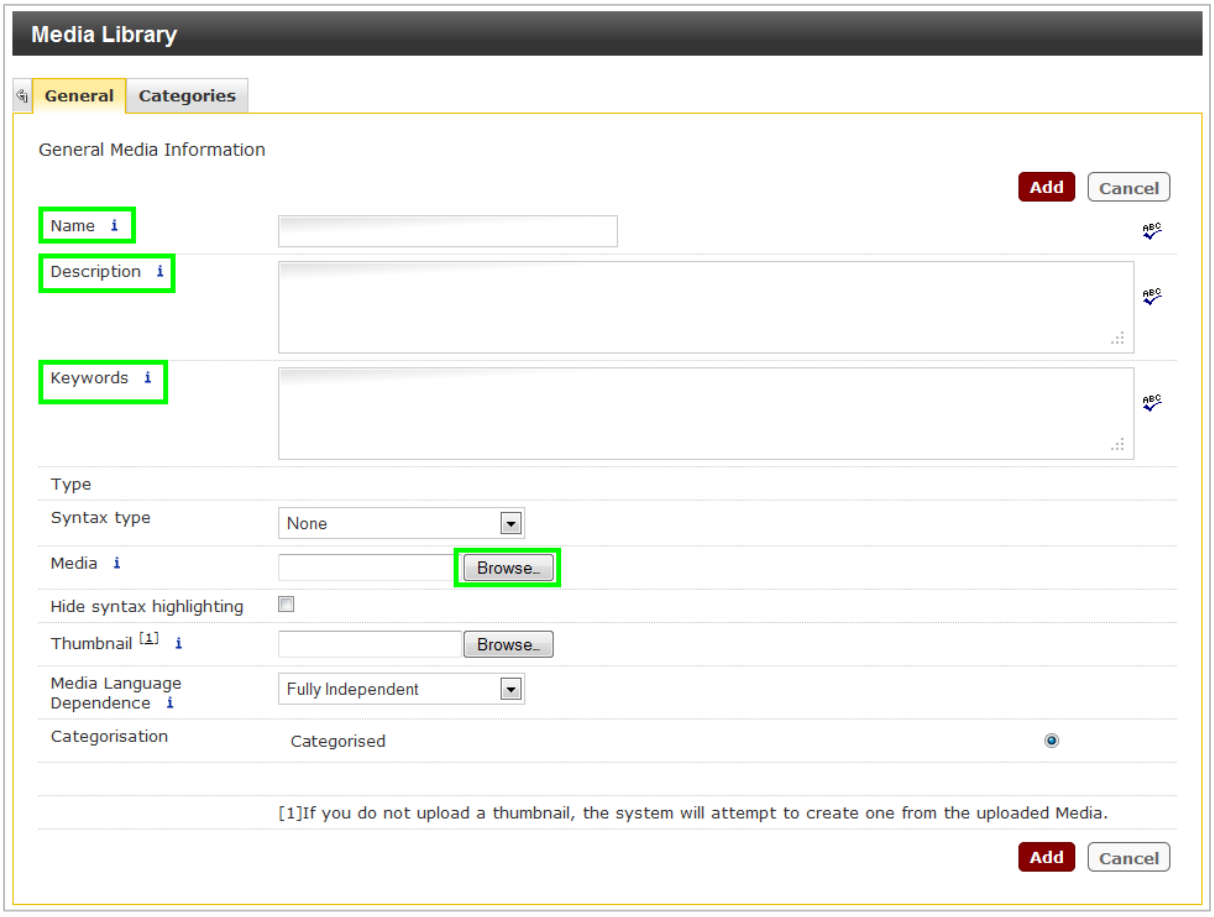
How To

1. To add a Category, go to Content and select Media Library.
2. The Media Library opens.
3. Expand the tree structure to find the "Training" category and click on it.
4. Click Options.
5. Click Add Category.
6. A Category box pops up; enter your new category name and click OK.
7. Click on your new category.

Continues >>

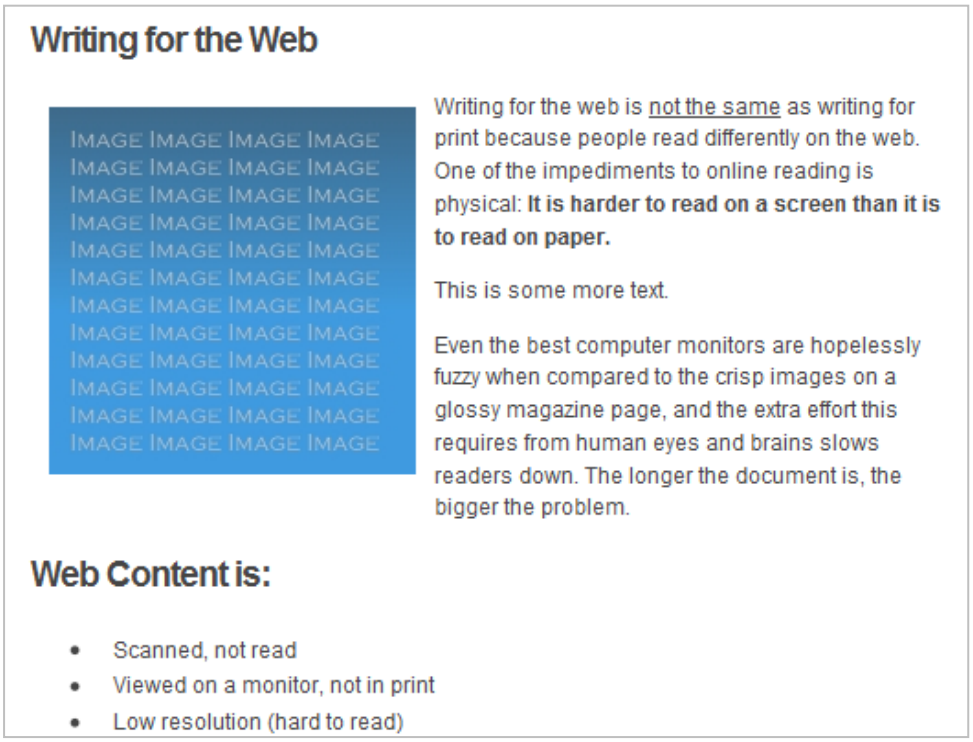
How To – continued

8. To add media to your category, click Add Media (the use of **Name**, **Description** and **Keywords** is dependent on your Media Layouts):
   a. Name: enter a name for your Image. By default, this is not output on the site, but is used only as a name in the Media Library to allow easy identification.
   b. Description: by default, this is used as the **alt tag** and should hence always be filled in for images.
   c. Keywords: enter relevant keywords for the image. These are used for search purposes in the Media Library.
   d. Type: this will be automatically detected where possible. If an incorrect type is selected, you need to add the file and then modify it again in order to change the type.
   e. Syntax Type: for non-binary files you can select what syntax highlighting to use (if any).This does not apply to images, PDFs, etc.
   f. Media: click Browse to select the relevant image.
   g. Hide Syntax Highlighting: check this option if a Syntax Type is selected and you wish to hide it.
   h. Thumbnail: thumbnails are automatically generated for images and can be added for other file types if needed.
   i. Media Language Dependence:
      i. Fully Independent: the media is the same in all languages and can hence not be translated.
      ii. Independent Media File: the file and thumbnail exist independent of language. Other elements can be modified based on language.
      iii. Fully Dependent: all elements depend on language and can be translated.
   j. Categorisation: by default, all media items are categorised.
9. Click Add.



Objective

> You are going to add the image which you just uploaded into the Media Library to an existing content item by modifying the content "Writing for the web".
> Ensure the image is in the top left corner.



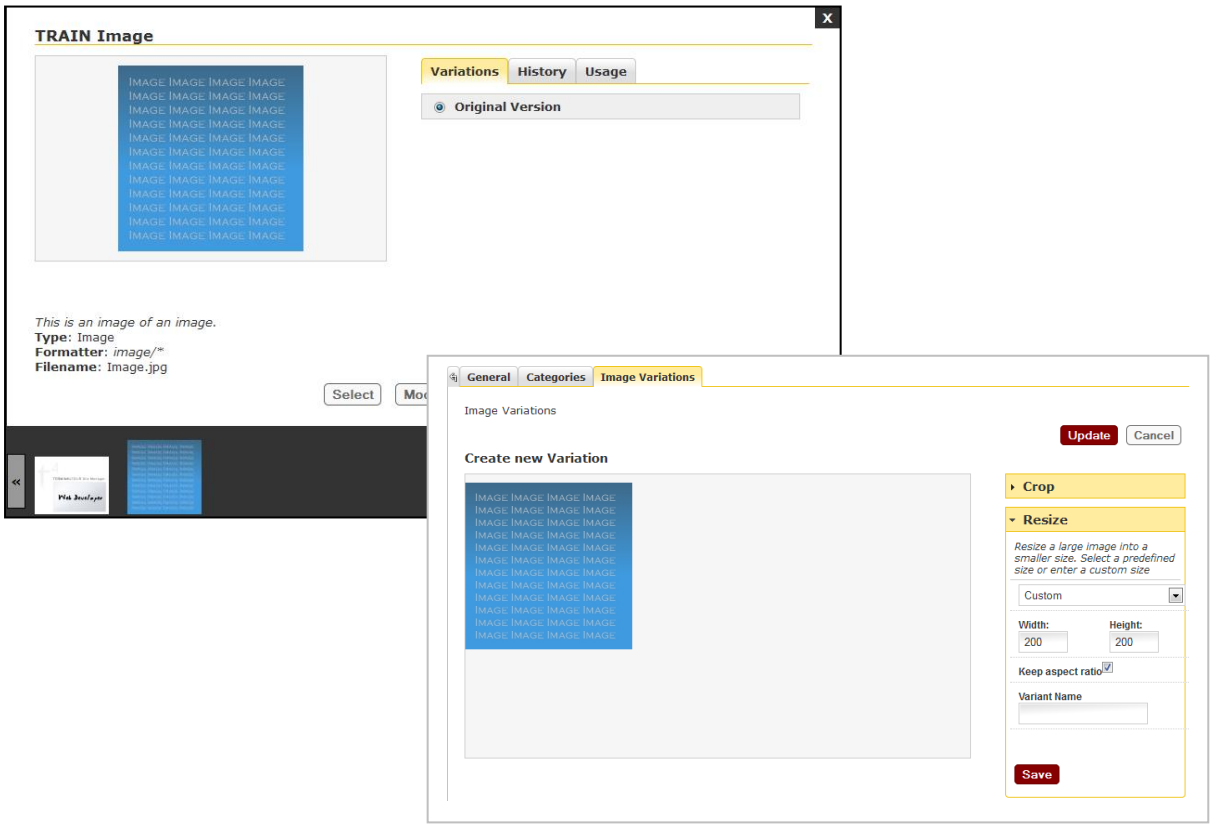
How To

1. From the Site Structure screen, select Modify Content from the Section Drop-Down Menu beside the section containing the content "Writing for the Web".
2. Click on the content's name to open it.
3. Place your mouse where you wish to insert the image within the main body of the content; then select Insert Media from the toolbar.
4. The Media Library opens.
5. Navigate to the category where you uploaded the image earlier.
6. Hover over the image thumbnail and click Select.
7. The image is inserted in to your content.

Image Variants

Objective

> To fit an image into a piece of content, it may be necessary to resize or crop the image.
> To ensure the image is properly resized, use the Media Library's facility to create variants.



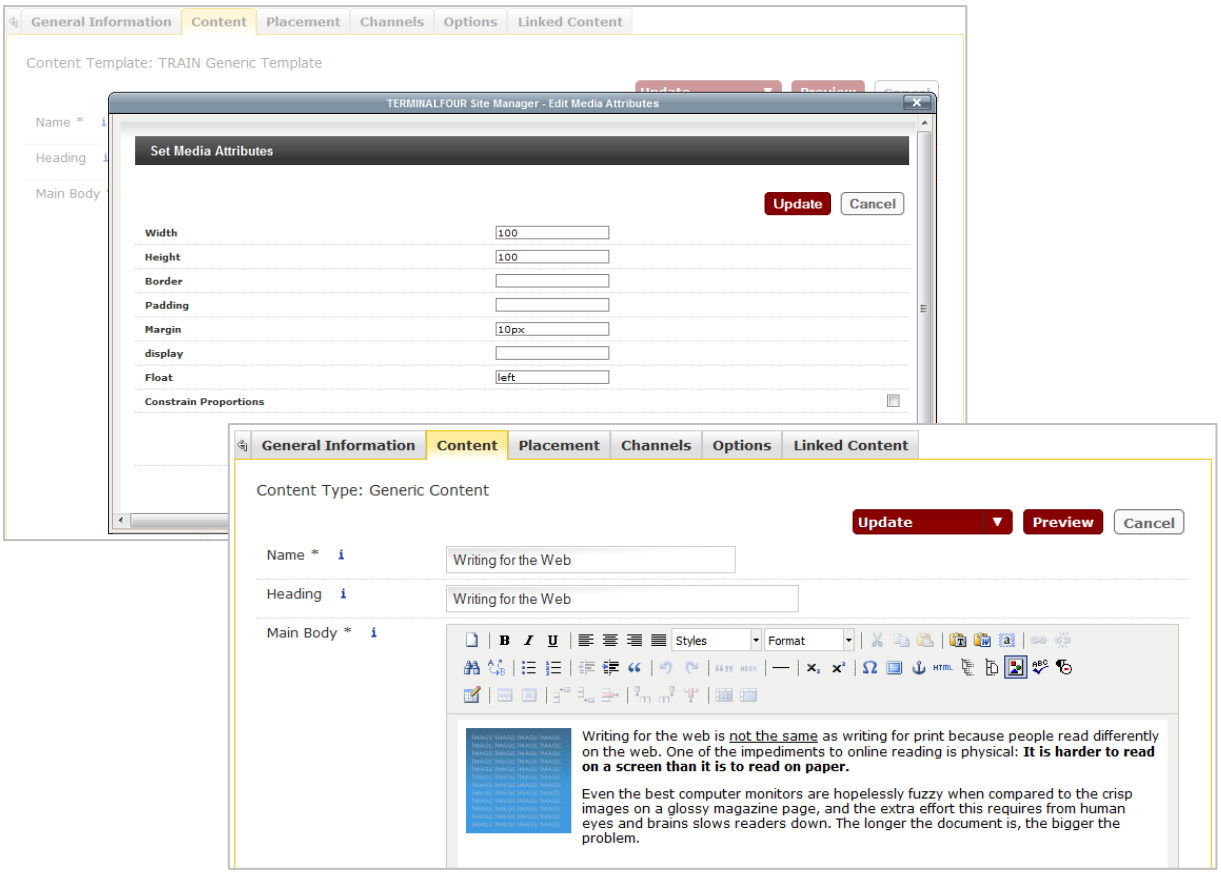
How To

1. From your content, click Insert Media .
2. Locate the image in the Media Library; the next step is dependent on which **Mode** you are using to view the contents of the Media Library.
   a. If the Media Library is in **Preview Mode;** hover over the image thumbnail and click Advanced.
   b. If the Media Library is in **Detailed Mode**; click on the media item's name.
3. From the Variations Tab, click Add Variant.
4. Either Crop or Resize the image.
5. Enter a Variant Name, if desired; if left blank, the new size will be used as the name.
6. Click Save.
7. Add additional variants if needed.
8. Once you have added the necessary variants, click Update to save.
9. To use a variant in content; the next step is dependent on which **Mode** you are viewing the Media Library.
   a. If the Media Library is in **Preview Mode;** hover over the image thumbnail and click Advanced.
   b. If the Media Library is in **Detailed Mode**; click on the media item's name.
10. All variants will be displayed. Click the radio button to select the variant you wish to use.
11. Click Select to add the image variant to your content.
12. The variant is inserted in to your content.

Edit Media Attributes

Objective

> You may want to specify where on the page an image should appear and how text is placed around this image. Set the Media Attributes which will let you specify Margin, Float, etc.



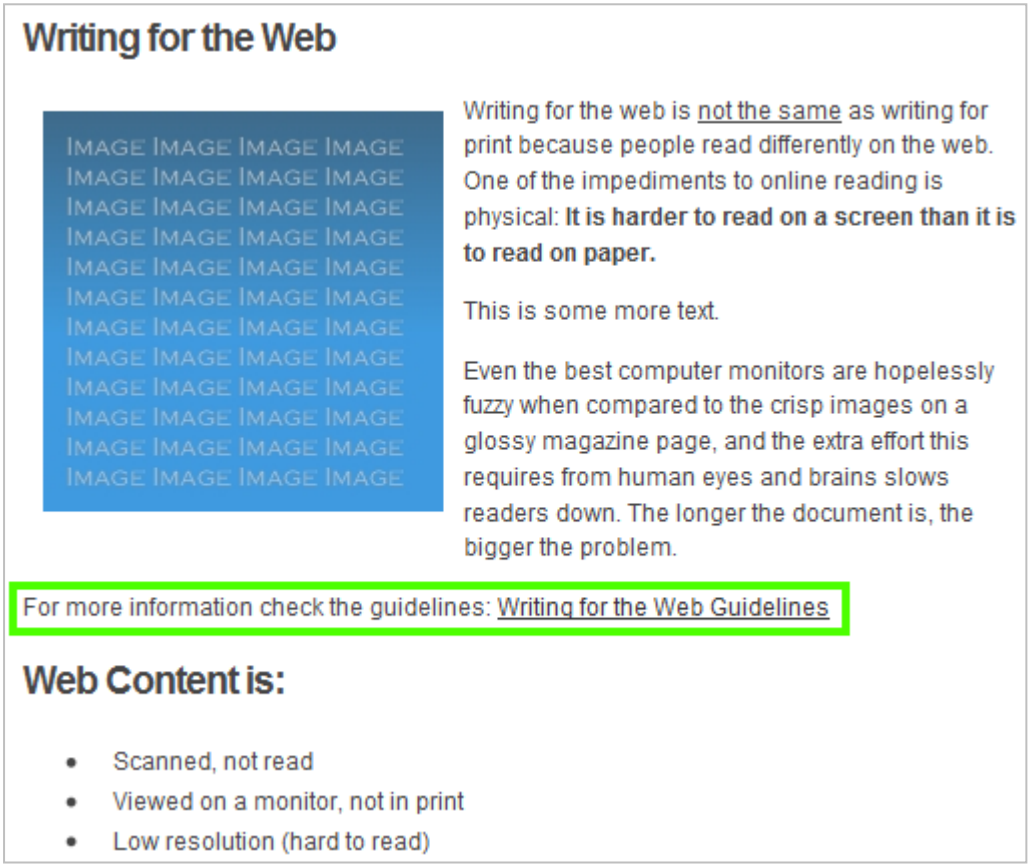
How To

1. The image (or image variant) has been inserted in your content. If your media layout for images contains style options, you can set those from the content.
2. Double-click on the image to open the Media Attributes.
3. Specify the values you wish to set. In the example above, a margin of 10px has been set, and the image has been set to float left (hence wrapping the text around the image on the right).
4. Click Update to return to the content screen.
5. Preview your content to ensure you are happy with the result.
6. Click Update to save the changes made to the content.

Using Media Items – PDF

Objective

> Modify the content "Writing for the web".
> Open the Media Library and locate your category.
> Upload the PDF "Writing for the Web Guidelines" you have been given by the trainer.
> Add a link to the PDF file to your content.



How To

1. From the Site Structure screen, locate the section you added your "Writing for the Web" content to earlier.
2. Point your mouse to the Section Drop-Down Menu and select Modify Content.
3. In the Main Body of your content, place the mouse where you want to insert the link to the PDF; then click Insert Media.
4. The Media Library opens. Locate the Category you wish to add the PDF to and click on it.

Continues >>

How To - continued

5. Click Add Media (the use of **Name**, **Description** and **Keywords** is dependent on your TERMINALFOUR Site Manager Configuration):
   a. Name: enter a name for your PDF. By default, this is used as a name in the Media Library to allow easy identification and also serves as the link text in your content.
   b. Description: by default, this is not used.
   c. Keywords: enter relevant keywords for the PDF. These are used for search purposes in the Media Library.
   d. Type: this will be automatically detected where possible. If an incorrect type is selected, you need to add the file and then modify it again in order to change the type.
   e. Syntax Type: for non-binary files you can select what syntax highlighting to use (if any).
   f. Media: click Browse to select the relevant PDF.
   g. Hide Syntax Highlighting: check this option if a Syntax Type is selected and you wish to hide it.
   k. Thumbnail: thumbnails are automatically generated for images and can be added for other file types if needed.
   l. Media Language Dependence:
      i. Fully Independent: the media is the same in all languages and can hence not be translated.
      ii. Independent Media File: the file and thumbnail exist independent of language. Other elements can be modified based on language.
      iii. Fully Dependent: all elements depend on language and can be translated.
   m. Categorisation: by default, all media items are categories.
6. Click Add.
7. The PDF is ready to be inserted in your content; the next step is dependent on which **Mode** you are viewing the Media Library.
   a. If the Media Library is in **Preview Mode;** hover over the PDF thumbnail and click Select.
   b. If the Media Library is in **Detailed Mode**; click on the PDF's name.
8. The PDF has been inserted in your content
9. If you do not wish to use the PDF's Name as the link text, double-click on the PDF link text to open the Media Attributes.
10. In the empty Name element, enter the new link text.
11. Click Update to return to the content screen.
12. Preview your content to ensure you are happy with the result.
13. Click Update to save the changes made to the content.

Objective

> Use the information from the document "International Students" to create a section with content.
> Ensure you take a **best practice** approach. Consider layout, structure and formatting.
> The result should be similar to what you see below:

University of Florida Graduates

More than 367,000 alumni are located throughout the world. University of Florida graduates can be found in all 50 states and more than 135 countries, truly demonstrating that the Gator Nation is everywhere.

Notable alumni include Robert Cade (inventor of Gatorade), actress Faye Dunaway, actor Buddy Ebsen, comedian Darrell Hammond, Carl Hiaasen (columnist and novelist), Bob Graham (former U.S. senator and Florida governor), Eleanor Smeal (former president of National Organization for Women), and Olympic medalists Dara Torres and Ryan Lochte.

UF alumni also include at least nine former Florida governors, two Nobel Prize laureates, eight NASA astronauts, eight former U.S. ambassadors, and dozens of professional and amateur athletes.

"An investment in knowledge pays the best interest."

-Benjamin Franklin

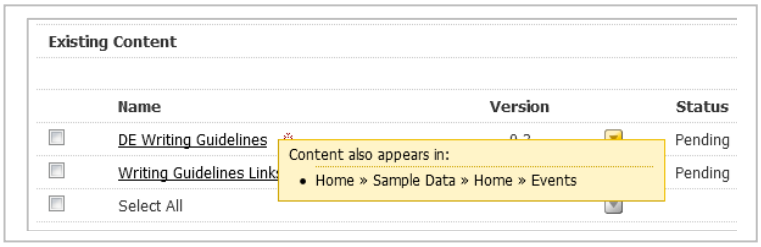
2012-2013 Graduation Statistics

For the 2012-2013 academic year, UF awarded 14,226 graduate and undergraduate degrees. The table below displays how many of each type of degree were awarded.

Degree	Number Awarded	Percent of Total
Bachelors	8,245	57.96
Masters	4,017	28.24
Doctor of Medicine	131	0.92
Doctor of Dental Medicine	79	0.56
Doctor of Veterinary Medicine	86	0.6
Juris Doctor	361	2.54
Doctor of Pharmacy	427	3
Doctor of Philosophy	880	6.19

Objective

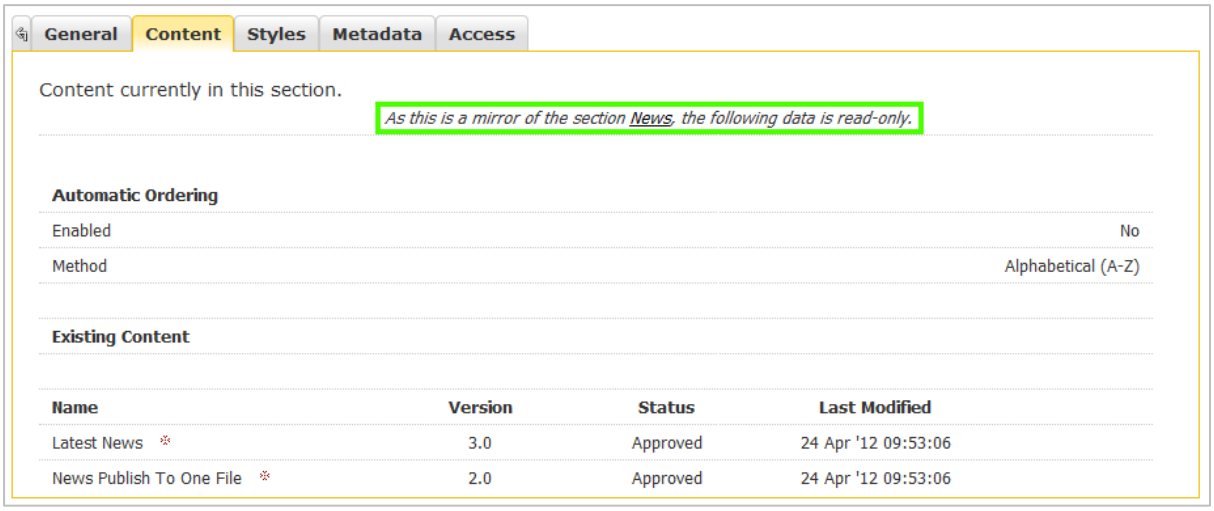
- Branches of the Site Structure as well as individual pieces of content can be Mirrored and Duplicated.
- Mirror a section if this feature is enabled. The options available will depend on the configuration. Alternatively, duplicate a section.
- Mirror or Duplicate a piece of content. When content is mirrored, updates from either location will affect the content from all locations. When content is duplicated, you create an independent piece of content.



How To

Mirror/Duplicate Content

1. Select Modify Content from the Section Drop-Down Menu beside the section containing the content you wish to mirror or duplicate.
2. Select Mirror or Duplicate from the Content Drop-Down Menu beside the content.
3. The site structure opens. Click on the section you wish the mirrored/duplicated content to appear in. A small "snow flake" appears beside the mirrored content. Hover the mouse over it to see the various locations of the content. If content is duplicated it will appear as new content in the section you have duplicated the content to.



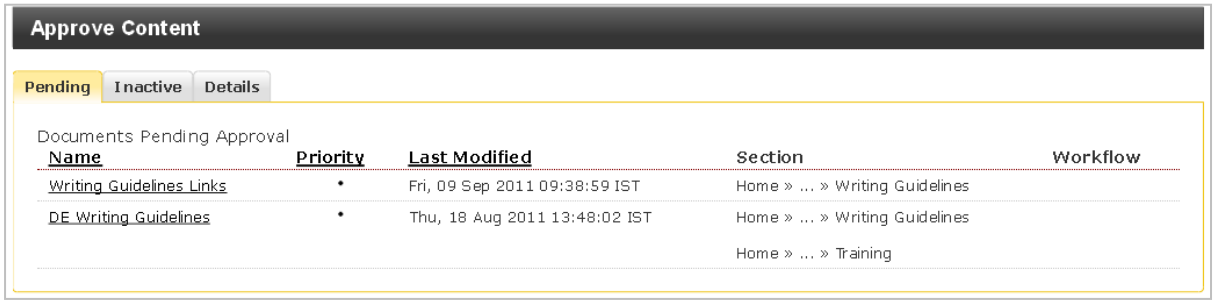
Approve Content

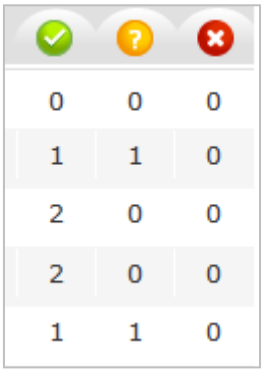
Objective

> When content is added to the site, it will have to be approved before it can be published and hence "go live".
> The content you have created so far is all pending approval. Ensure your content is approved.

Did you know?

> Approving content can also be done from the Direct Edit screen.





Content Traffic Lights Column

- Approved Content
- Pending Content
- Inactive Content

Did you know?

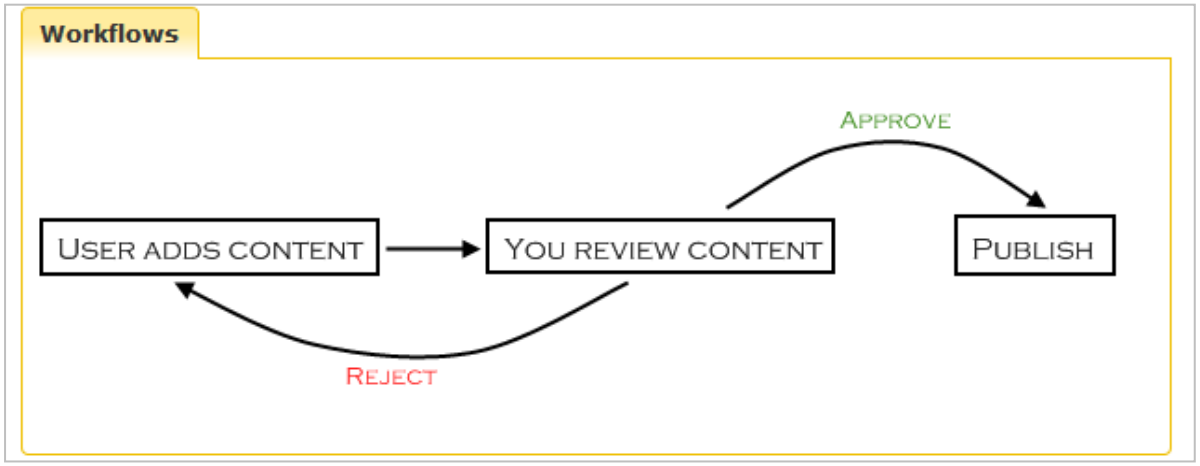
> If selective approval is enabled, you can approve content by checking the Approve box beside the content and then clicking on Approve.

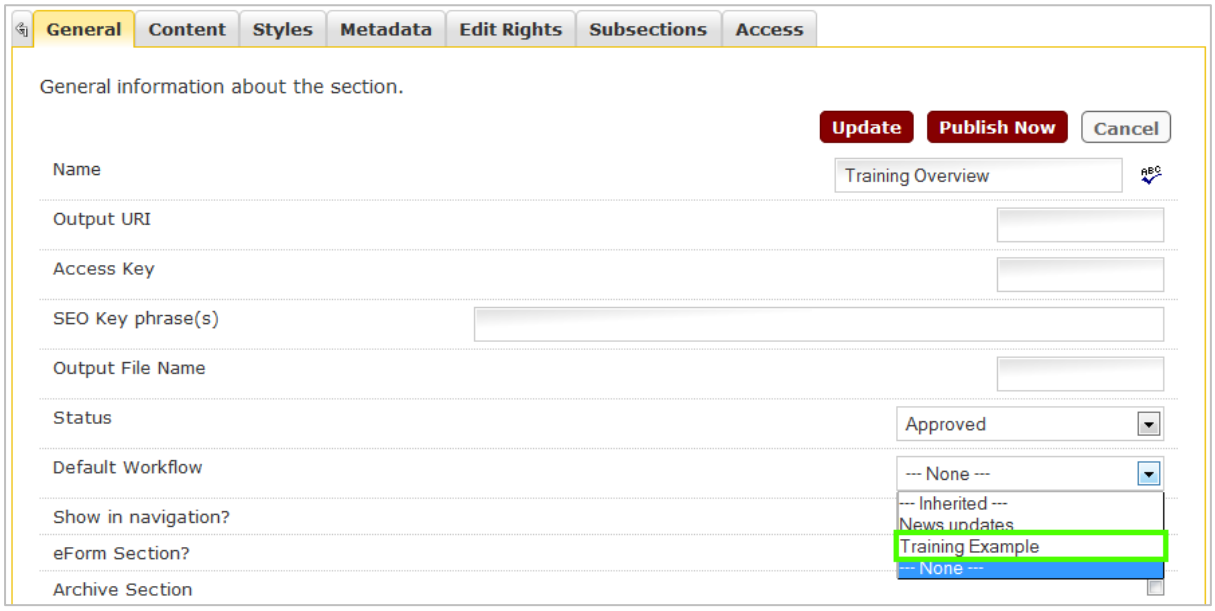
How To

1. To approve content, go to Content and select Approve Content.
2. The Pending tab will contain a list of content you can approve.
   a. Click the name to check the details of the content.
   b. Hover your mouse over the section details to see the exact path to the content.
   c. You can sort by **name**, **priority** or **last modified**.
3. Once content has been approved, it will disappear from the main list.
4. In the site structure, the approved content appears in the green column under the traffic lights.

Objective

> By default, content goes through an approval process in TERMINALFOUR Site Manager. Moderators + can approve content in sections they are assigned to. To specify a process for approving content, you can create workflows.
> Workflows can be created by Power Users and Administrator users.
> Add a workflow to one of your sections.





How To

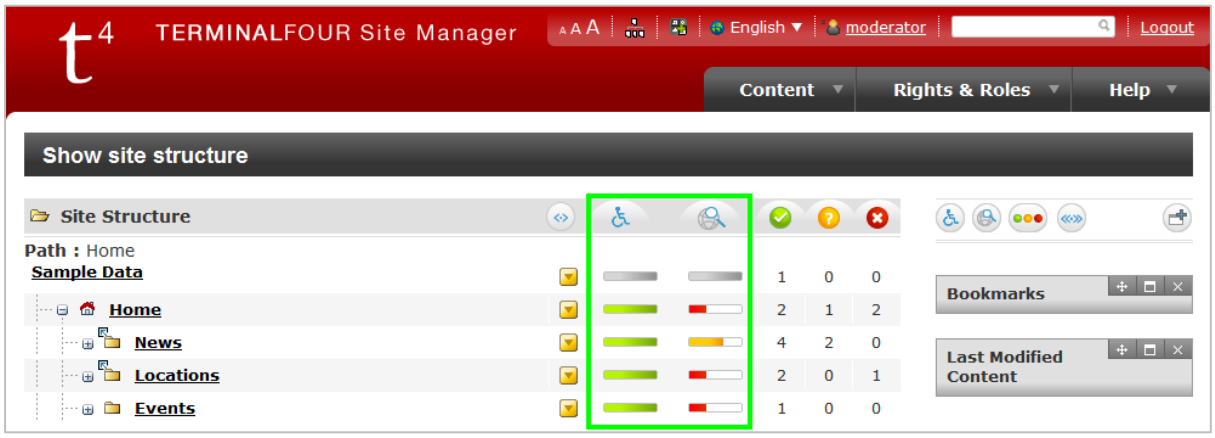
2. **To build a workflow, contact a Power User or Administrator**.
3. From the Site Structure screen, locate the section you added your "Writing for the Web" content to earlier.
4. Point your mouse to the Section Drop-Down Menu and select Modify Section.
5. Select the workflow you wish to use from the Default Workflow Drop-Down Menu.
6. The workflow is now set and all content added to the section will be approved via the specified workflow process.

Objective

- Accessibility checking functionality in TERMINALFOUR Site Manager allows you to determine how accessible your content is. This is important to ensure your site can be used by people with visual impairments, etc.
- Search Engine Optimisation (SEO) checking functionality in TERMINALFOUR Site Manager allows you to determine how easily a search engine can find your content. This information can then be used to increase the visibility of content.
- Based on the information in the report, you can improve your content and hence obtain better ranking in the search engines.

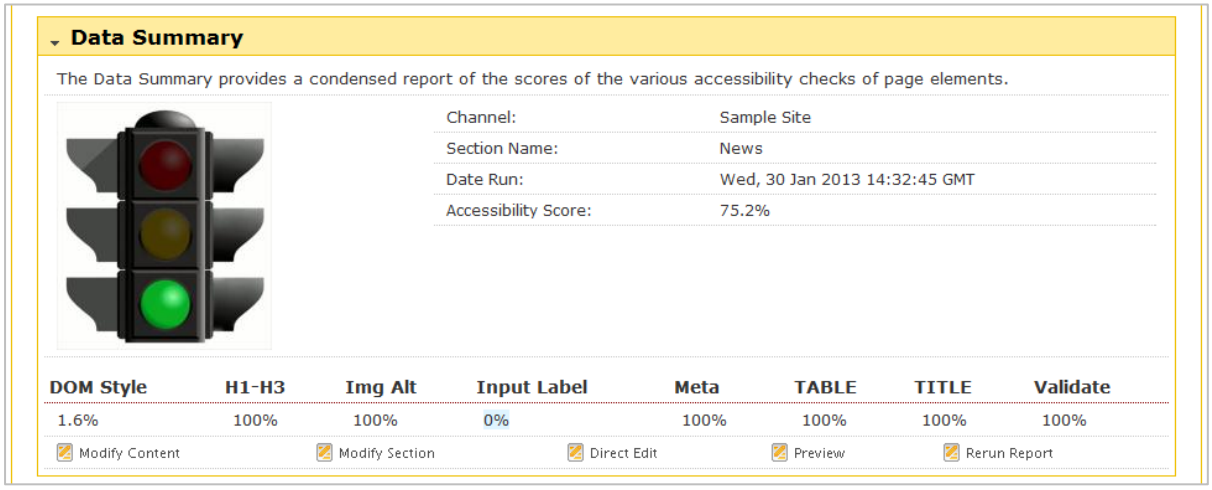
Did you know?

- Accessibility and SEO Reports can be run by Administrators; these can be scheduled to run periodically.



How To

1. Your trainer will run an Accessibility or SEO report. For one of your sections, click on the coloured bar in the Accessibility or SEO column; this will open up the Detailed Section Report.
2. A Data Summary is displayed; click on Extended Data for more detailed information.



List of Content Types

Objective

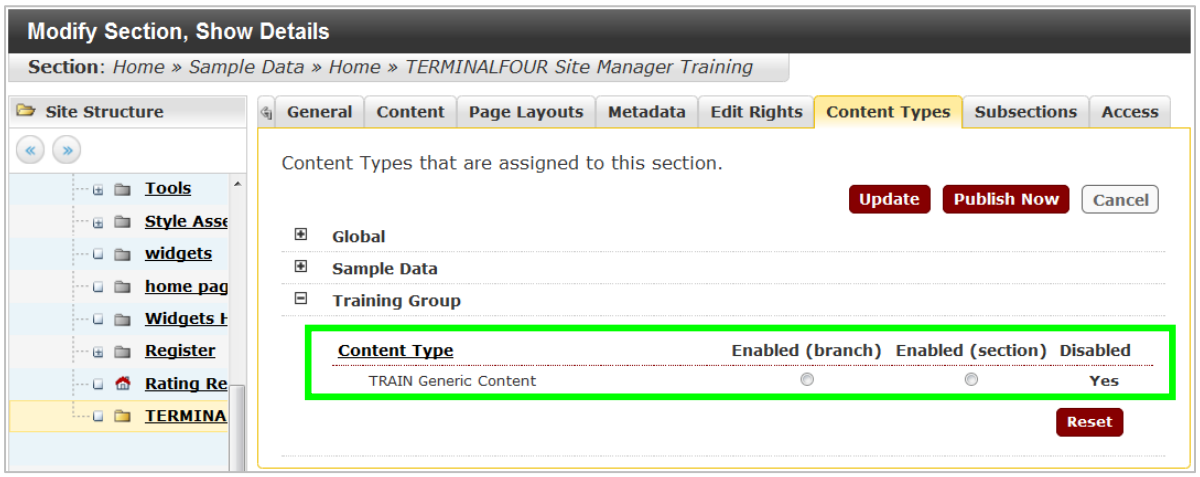
> Below is a list of some of the Content Types which are going to be used on your website.

Content Type Name	Description
Example: News	Example: This content type is to be used when adding news items to a page. It is only available to approved Users and only enabled for use on certain pages of the website. A workflow rule applies to the approval process of all News content.

Assign Content Types

Objective

> For users to be able to add content, they need to have access to Content Types from the site structure. To use a Content Type, a user must also be a member of the group in which the Content Type is available.



How To

1. Assuming you already added the users to the relevant groups previously, from the Site Structure, click Modify Section beside the section you wish to assign the Content Type to, i.e. **Training**.
2. Select the Content Types tab.
3. Select the radio button to enable the Content Type either at branch or section level. If you select "branch", the Content Type can be used for this section and its sub-sections. If you select "section", the Content Type can only be used for this section.
4. Click Update.

Assign a Page Layout

Objective

> You can decide which Page Layout you want to use to display the training content. You may want to opt for an “inner” page layout to make as much room for content as possible. The example below has the content area highlighted.

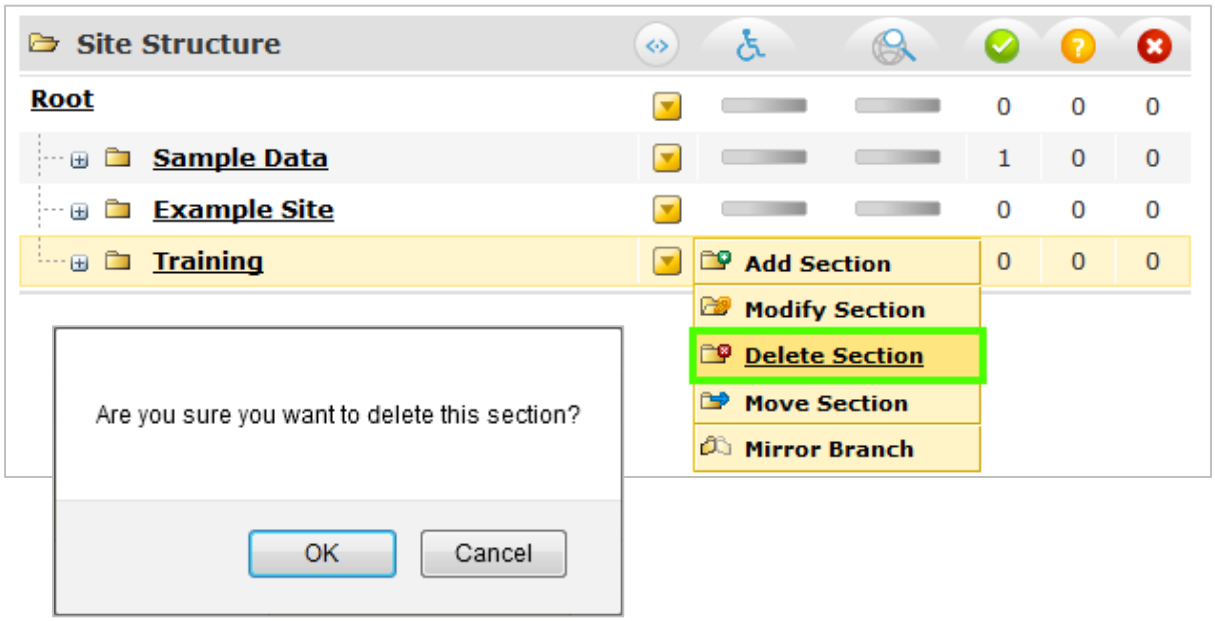
How To

1. From the Site Structure, click Modify Section beside the training section.
2. Select the Page Layout tab and select the relevant Page Layout for your site.
3. Click Update.
4. Preview to ensure the new page layout has been applied and works as expected. This will require that you have a piece of content to preview first.

Deleting Content after Training

Objective

> Once training has been completed, you may wish to delete the attendees' work in preparation for the next training session.
> Delete sections and content which are no longer required.



Did you know?

> When you delete a piece of content in TERMINALFOUR Site Manager, you do not remove it from the system immediately. Instead, an Administrator will approve the deletion before it disappears from view. Once this is done, the content and its history will be gone from the database.

How To

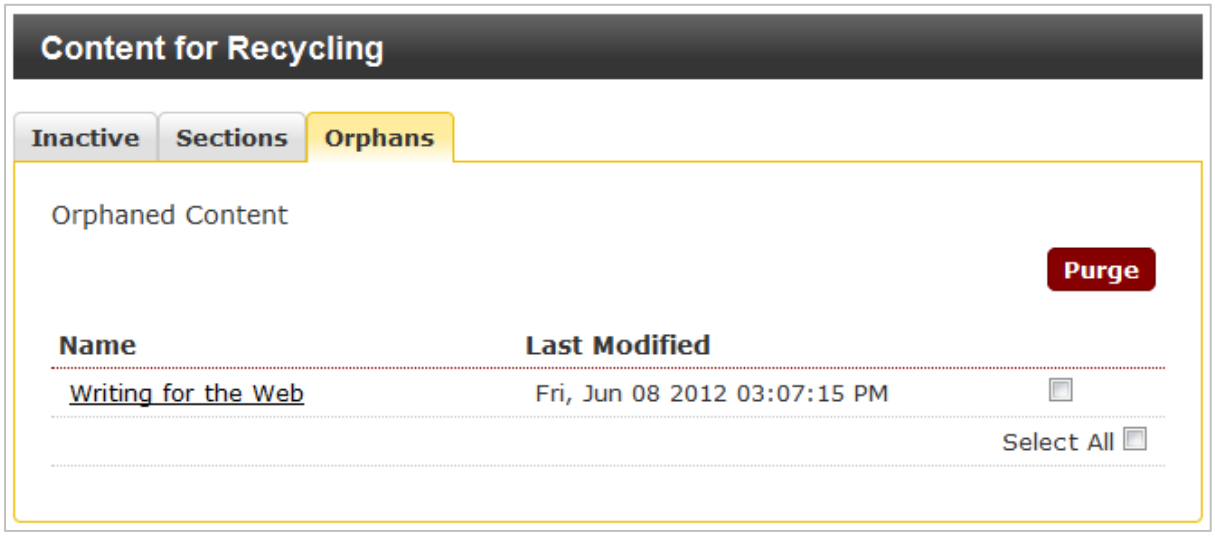
1. Decide which of the training sections you wish to delete.
2. Select Delete Content from the Section Drop-Down Menu beside the section you wish to delete. This will delete the current section and all its sub-sections.
3. Click OK.
4. Repeat the above steps until you have deleted all the unwanted training sections.
5. **The following steps will need to be completed by an Administrator user.**
6. To Purge a Section or Content, go to Content and select Recycle Content.
7. The Inactive tab displays all content which has an Inactive status.
   a. Check the content you wish to purge, or check Select All.
   b. Click Purge to remove content.
   c. A warning is displayed that you are about to delete content, click Confirm to completely purge the content.

Continues >>

How To - continued

8. The Section tab displays a list of all sections which have an Inactive status.
    a. Check the sections you wish to purge, or check Select All.
    b. Click Purge to remove the section(s).
    c. A warning is displayed that you are about to delete the section(s), click Confirm to completely purge the content.
    d. If a purged section contained content, this content will now be moved to the Orphans tab.

Continues >>

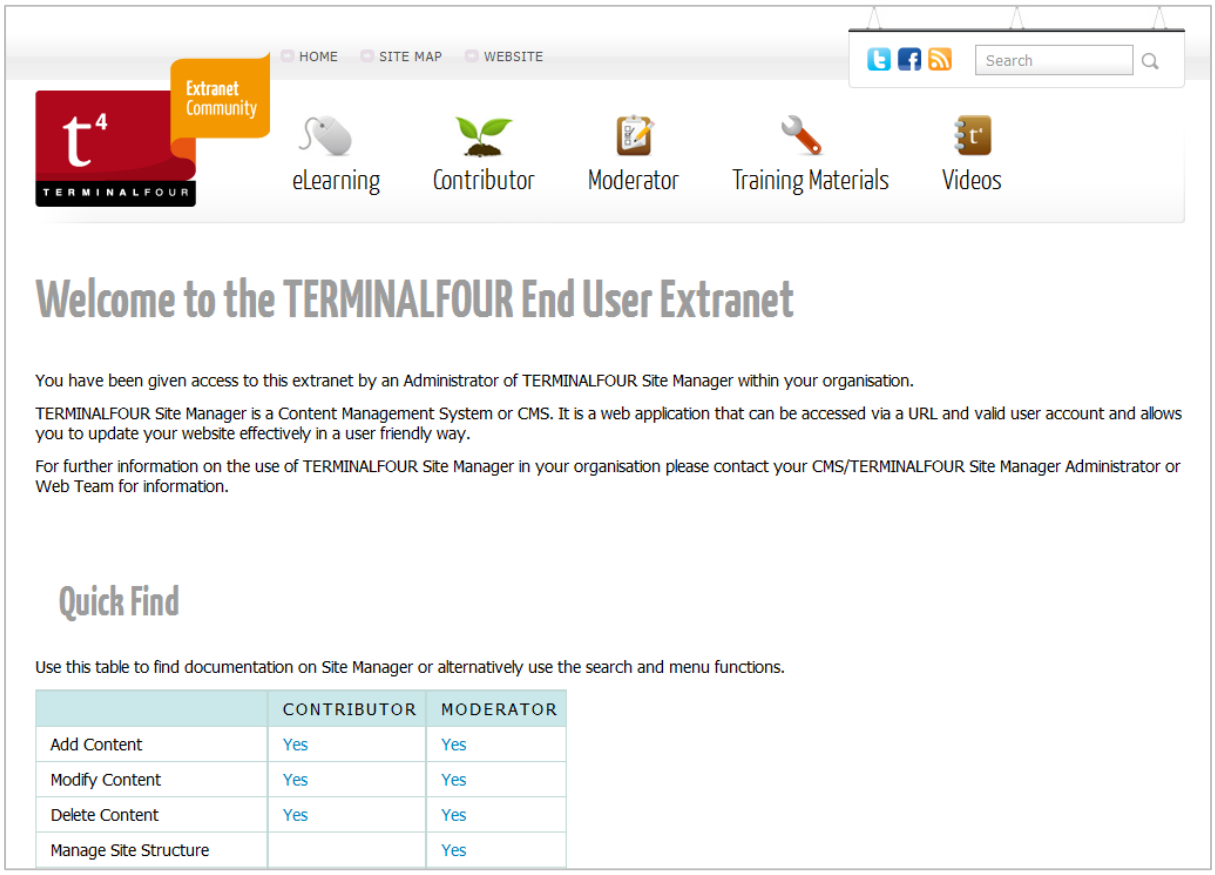


How To - continued

9. The Orphans tab contains a list of all content which previously resided in a section which has been purged.
    a. If you do not wish to delete the content:
        i. Click on the content's name.
        ii. The Site Structure will be displayed.
        iii. Select a new location for the content; click on a Section.
        iv. The content will be moved to your chosen section; the content status will be Pending.
    b. If you do wish to delete the content:
        i. Check the content you wish to purge, or check Select All.
        ii. Click Purge to remove the content).
        iii. A warning is displayed that you are about to delete the content, click Confirm to completely purge the content.

Objective

> TERMINALFOUR Extranet is an online resource which will provide you with documentation, training material and extra resources which will aid you in using TERMINALFOUR Site Manager.



How To

1. When in TERMINALFOUR Site Manager, go to Help and select Extranet.
2. The first time you access the Extranet, you will need to accept the terms and conditions.
3. The menu is broken up into sections:
    a. Documentation: contains end user documentation. The structure follows the TERMINALFOUR Site Manager navigation. Version and minimum user level is highlighted for all documentation. The documentation is spilt into Contributor and Moderator to allow you to quickly find your information relevant to you.
    b. Training Material: contains training material for Contributors and Moderators.
    c. eLearning: contains eLearning packages for Contributors and Moderators.
    d. Video Demonstrations: contain video demonstrations of exercises covered today.

Objective

> In addition to the various sets of training material available on the Extranet, we have created an eLearning package which is designed to aid you in the training of your end users.
> The eLearning package has been designed to ensure that new and existing users can easily access information regarding the use of TERMINALFOUR Site Manager as a Contributor or Moderator.

How To

1. When in TERMINALFOUR Site Manager, go to Help and select T4 Extranet.
2. The first time you access the T4 Extranet, you will need to accept the terms and conditions.
3. Go to Training to find training material.
4. Select eLearning and choose which user level you wish to view, Contributor or Moderator.
5. The eLearning package will commence.