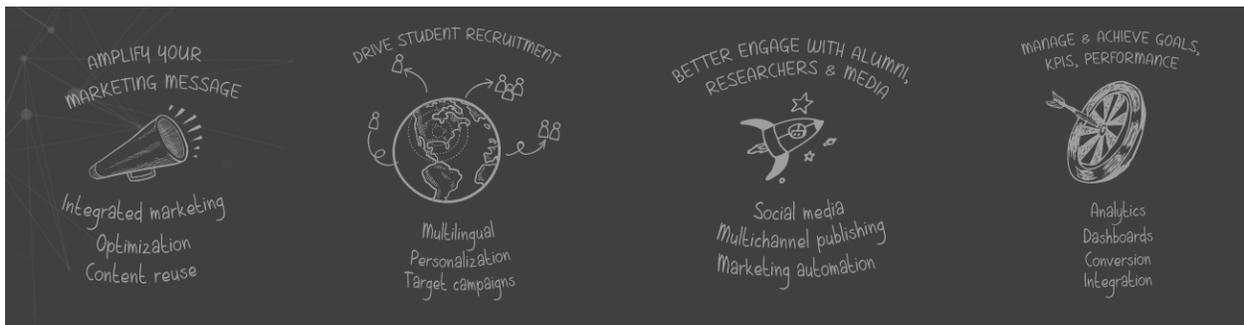


TERMINALFOUR Site Manager

End User Training



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Introduction to TERMINALFOUR

TERMINALFOUR SITE Manager

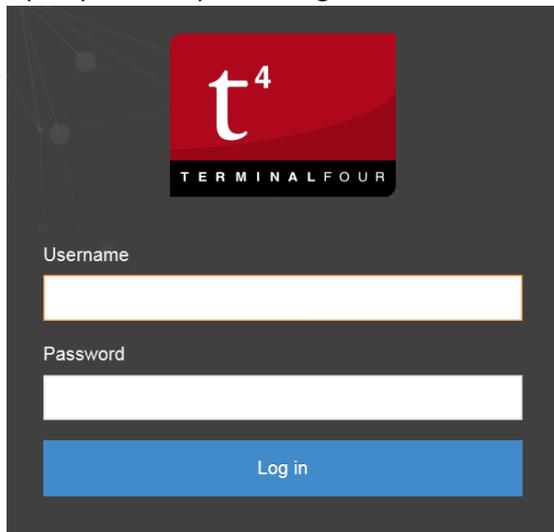
- TERMINALFOUR Site Manager is used for building and maintaining large amounts of content.
- Users at various levels can be given permission to add and modify content. All content goes through an approval cycle, at which point dedicated "approvers" review the content. In some cases this may be the authors 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 while 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



Module 1 – Getting Started

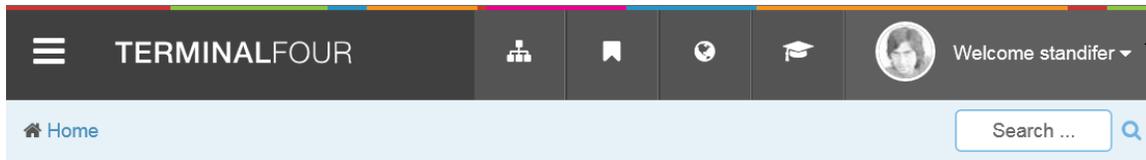
Log In

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



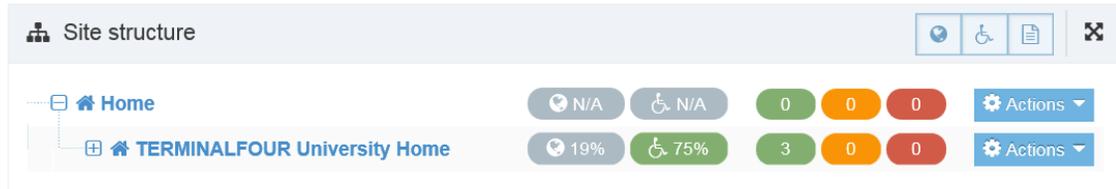
How To:

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.

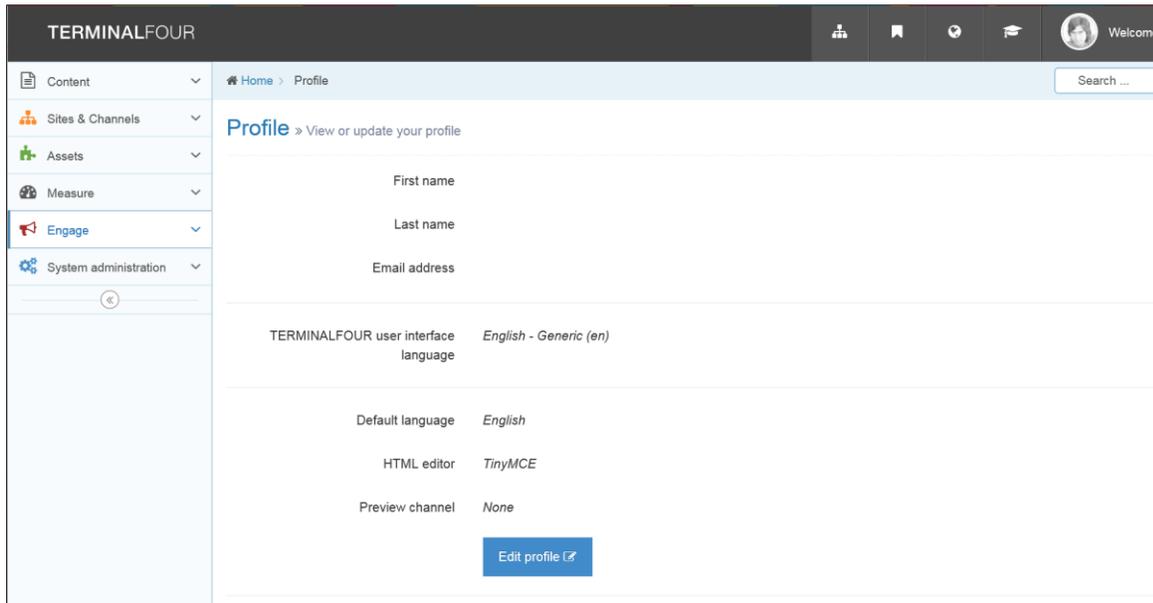


The header navigation bar features the TerminalFour logo on the left, followed by five icons representing different site management functions. On the right, there is a user profile picture and the text 'Welcome standifer' with a dropdown arrow. Below the header is a light blue bar with a 'Home' link and a search input field.

Site structure » Navigate through sites and channels



Site structure	🌐	♿	📄	✖		
Home	N/A	N/A	0	0	0	Actions
TERMINALFOUR University Home	19%	75%	3	0	0	Actions



The profile configuration page is titled 'Profile' and includes a search bar. It contains several form fields for user information and system settings:

- First name
- Last name
- Email address
- TERMINALFOUR user interface language: *English - Generic (en)*
- Default language: *English*
- HTML editor: *TinyMCE*
- Preview channel: *None*

An 'Edit profile' button is located at the bottom of the form.

Module 2 Understanding Site Structure

Topic review:

- 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 shown with different folder symbols as displayed below.
- Once you are familiar with the different options, you can build a small Site Structure to use as a base for your new website.



How To:

Moderators and Power users are able to create sections

1. If you are not already on the Site Structure screen, click the **Site Structure**  icon.
2. Move your mouse over the Top Level Channel (Folder)
3. Hover to the right of the folder and select **Actions** Drop Down Menu and click on **Create Section**.
4. Name your new section “My T4 Training”
5. Enter the relevant information to create a section. As a minimum, the **Name** must be filled in. Provide an SEO “Search Engine Optimization” title and a short description. Accept the default.
6. Select “Save Changes”.

7. After the section has been created, click on the **Site Structure**  icon to return to the Site Structure window, you should see your section listed there.
8. We will now build our site structure. Use your mouse and navigate to the **Actions** button for the “My T4 Training” folder. Click on the **Action Button** drop down button click and select **Create Section**.
9. Repeat the steps above to continue building the site structure with at least three (3) main sections in the “My T4 Training” section and accept the default options.
 - a. For each section return to your top level channel (folder) to select the **Action Button**.
 - b. Name your sections as follows:
 - “Module 2 Training”
 - “*YourLastName* On The Web”
 - “What is New”

“When creating sections, the only required element is **Name**. The elements are all described below:

- c. **Name**: this is the name of your section and is typically also used directly in the menu navigation.
- d. **SEO Title**: this is the tile referenced for your Search Engine Optimization report
- e. **Description**: describes your section
- f. **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
- g. **Access Key**: lets you enter a single character, which may be used as a shortcut within a Link Menu.
- h. **SEO key phrases**: 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.
- i. **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
- j. **Default Workflow**: select the workflow you wish to use for all content added to this section/branch.
- k. **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.
- l. **eForm section**: this must be checked if eForms are going to submit content to this section.

- m. **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.
 - n. **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
10. Select “Save Changes”.
 11. Return to step 8 until you have created the three sections.
 12. Click the Site Structure  icon and return the Site Structure window.
 13. Scroll to the “My T4 Training” section
 14. Select the **Action’s** button and choose **Preview Section** to view your work.
If the page doesn’t appear in the preview window, check your pop-up blockers to see if it is turned off.

Module 2 Project: Results may vary



Module 3 Adding Content & Sections

Adding Content

Topic review: Module 3 Part I

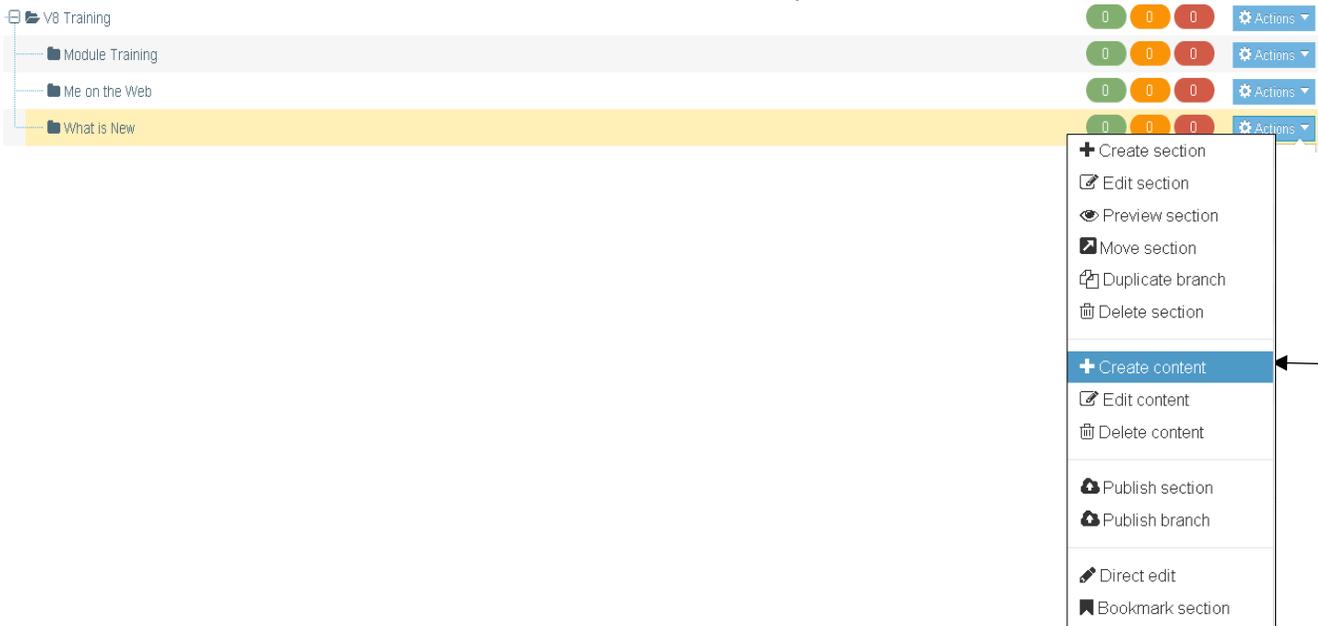
- Content is added to a section by using Content Types.
- Create content for one of your sections using the generic Content Type
- Preview the content to ensure it looks OK.
- Add the content or save as draft.

Training files needed before you begin:

- ✓ Writing for the Web.docx
- ✓ One upon a time.jpg

How To:

1. Create content for your section. At the Site Manager window, click on the **Site Structure**  Icon located at the top right portion of the T4 Window.
2. Locate and open the “My T4 Training” section.
3. Select the subsection underneath folder that you created “What’s New”
4. Hover to the **Actions button** and click on the drop down arrow next to the **section** “What’s New” that you created in Module 2.
5. Choose **create content** from the **Section Drop-Down Menu** beside the section.



6. Scroll through the Content Types.
7. Select the **Content Type** tab: Choose **Content with Right image V2**.radio button.
 - a. You may need to scroll through the pages to locate this Content Type.
8. Select the **Next** button underneath the window. The ***** next to the element indicates that the element is required.

Choose content type

Display 10 records Filter:

Content type	Content description	Group	
Alphabetical List Element Used to create an alphabetical list. Use one piece of content per letter.	Used to create an alphabetical list. Use one piece of content per letter.	Template - UF2015	<input type="radio"/>
Article - Content General article content type that can be used for news, updates, etc. Also is shown in the Homepage Hero.	General article content type that can be used for news, updates, etc. Also is shown in the Homepage Hero.	Template - UF2015	<input type="radio"/>
Bio Scroll Grabs 3 biographies and displays them as a scroller.	Grabs 3 biographies and displays them as a scroller.	Template - UF2015	<input type="radio"/>
Bio Scroll Standalone Contains all of the fields to create a 3 member bio scroll feature.	Contains all of the fields to create a 3 member bio scroll feature.	Template - UF2015	<input type="radio"/>
Breaker A content section used to break the flow of the page and introduce new ideas.	A content section used to break the flow of the page and introduce new ideas.	Template - UF2015	<input type="radio"/>
Content Page with Sidebar Navigation A generic page with left side navigation. This should be used on the "Inner - Blank" page layout.	A generic page with left side navigation. This should be used on the "Inner - Blank" page layout.	Template - UF2015	<input type="radio"/>
Content with Left Image A content section with an image on the left and content on the right.	A content section with an image on the left and content on the right.	Template - UF2015	<input type="radio"/>
Content with List and Left Image with Caption A content section with an image and caption on the left and content with a list on the right.	A content section with an image and caption on the left and content with a list on the right.	Template - UF2015	<input type="radio"/>
Content with Right Image A content section with an image on the right and content on the left.	A content section with an image on the right and content on the left.	Template - UF2015	<input type="radio"/>
Content with Right Image and Twitter Callout A content section with content on the left and an image and Twitter callout on the right.	A content section with content on the left and an image and Twitter callout on the right.	Template - UF2015	<input type="radio"/>

Showing 1 to 10 of 19 entries < 1 2 >

9. Locate the training files provided in the course

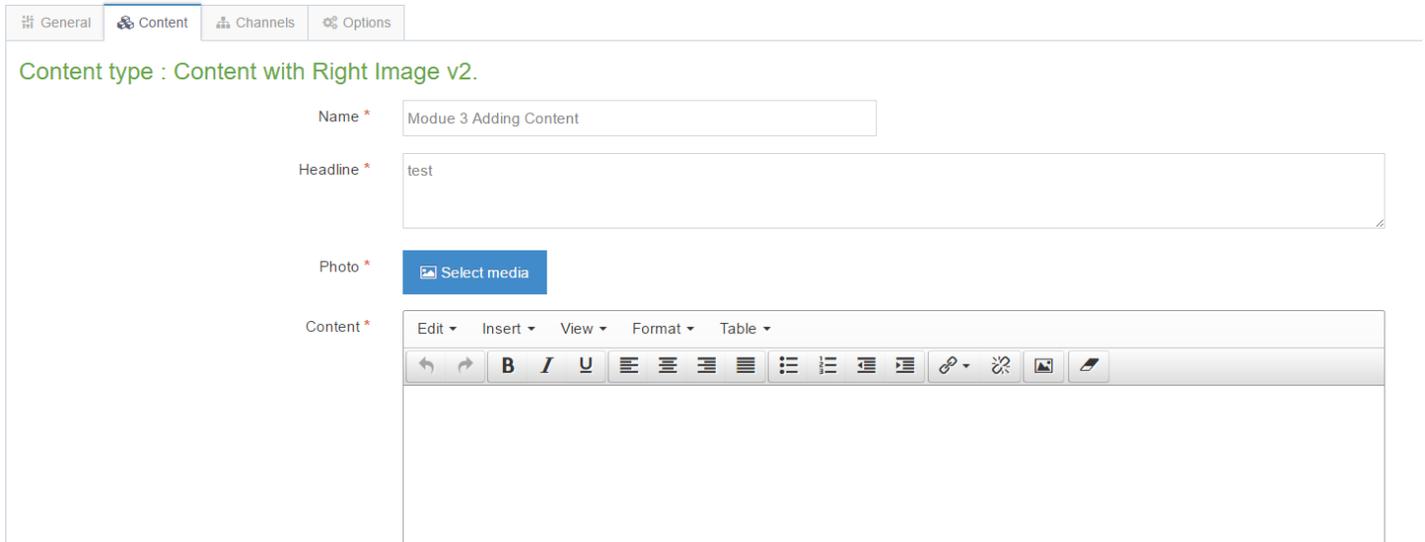
- Writing for the Web.docx
- Once upon a time.jpg

10. Select the **Next** button.

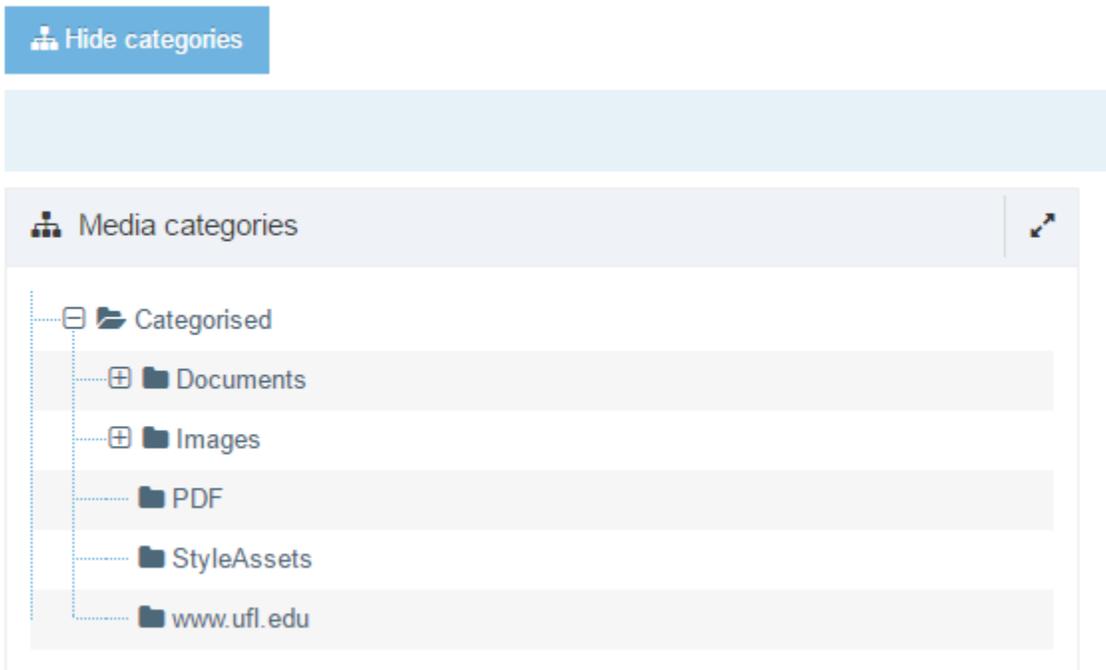
- a. Enter a **Name(*)** for the content: **“Module 3 Adding Content”**
- b. The name will not be displayed on the published page, but simply act as a name for you to reference within TERMINALFOUR Site Manager.
- c. **Image (*)**: When creating **“Content with Right Image”** the image is *required (*)* field.

11. Choose an Image (*) – **Select Media**

- a. By default, all media items are categorized.
- b. Thumbnail: *thumbnails are automatically generated for images and can be added for other file types if needed.*
- c. If the media/image has already been uploaded, you may omit step 12.



12. Notice the Media Categories window on the left.
13. Expand the Categorised window by clicking on the + sign



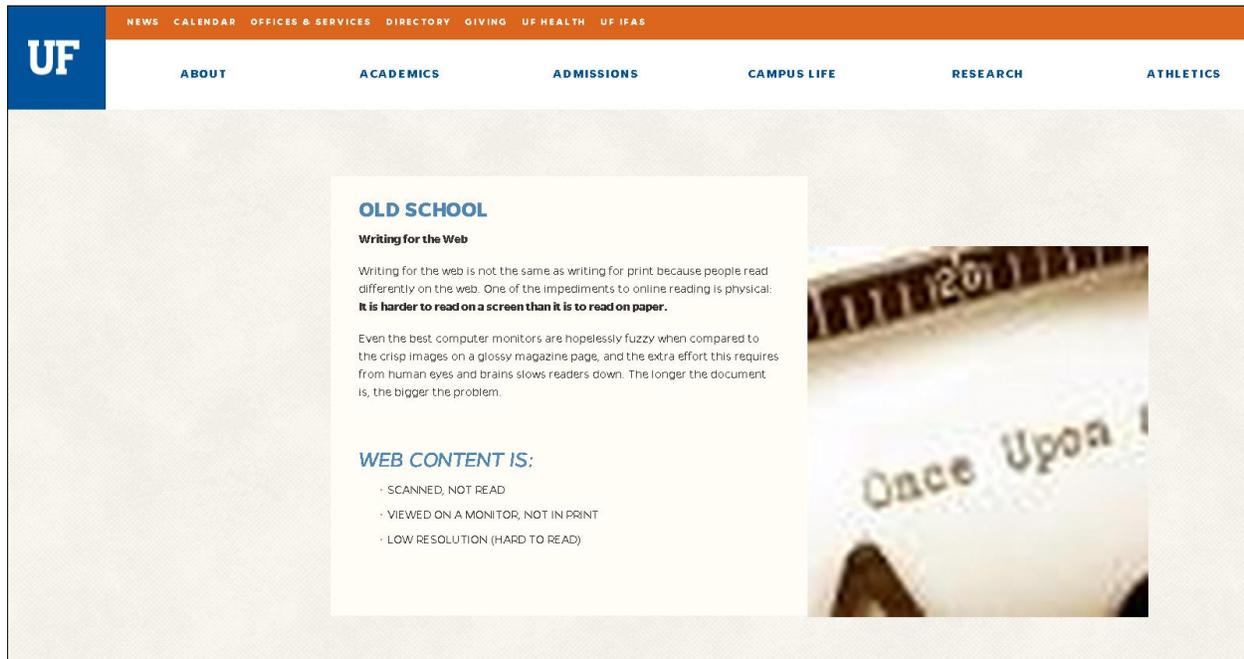
14. Click once on the **IMAGES folder, be sure to click the text** . This opens the images folder.
 - a. If it has been uploaded into the media library, locate the "Once upon a time.jpg" and click on the name of the file, the file will be inserted in the Content Type Window. Go to step 21
 - b. If the image has not been uploaded into the media library, select ADD MEDIA at the top right corner of the window. *complete steps 15-20*

15. Select Add Media
16. Locate your image on your storage device
17. Drag and drop the file in to the Media File window.
18. Complete the required fields (*).

Media details:

- a. **Media File*** screen, drag and drop the media / image "Once Upon a time.jpg" into the Media library
 - b. **Media type:** Select image from the drop down menu.
 - c. **Name (*):** "Once Upon a Time". You must enter a name for your Image
 - d. **Description:** "Typewriter". by default, this is used as the alt tag and should hence always be filled in for images:
 - e. **Syntax highlighting language:** for non-binary files you can select what syntax highlighting to use (if any). This does not apply to images, PDFs, etc.
 - f. **Media language dependence:** Fully Dependent
 - 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.
19. Save Changes and return to the Content Type window.
 20. The image has been uploaded media library
 21. At the **Content type: Content with Right Image** continue making the edits.
 22. **Headline (*)** "Writing for the Web".
 23. Open the Word file "Writing for the Web" to create a piece of content which looks as similar as possible to the original.
 24. **Content (*):** Copy the text from the training file and select Edit. **Paste** the text into the main body of your content. Additional formatting may be necessary.
- *Some browsers may require you to use your keyboard CTRL+V to paste.*
25. **Preview** to ensure you are happy with the result.
 26. Click **Save and Approve** once complete, or expand your options by clicking on the drop-down icon next to Add to reveal other options **Save as Draft**. The drop-down menu options may vary depending on configuration.

Module 3 Part 1: Project Results may vary:



Module 3 Part II: Move and Reorder Sections

Topic review:

- Sections are easily created.
- Sections can easily be moved, and the order in which they appear in navigation will change to reflect this.
- You are able to 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

Content currently in this section

Enable automatic ordering

Bulk actions + Create new content

Display 10 records Filter:

Order	Name ^	Version	Status	Last modified	Publish date	Actions	Lock	Check
+	Module 3 Adding Content	0.2	Pending	April 1 2015 10:06 AM	N/A	Actions	↑	<input type="checkbox"/>
+	Module 3 Sections	0.1	Pending	April 1 2015 10:17 AM	N/A	Actions	↑	<input type="checkbox"/>

Showing 1 to 2 of 2 entries

Delete Cancel Save changes

Training file(s) needed before you begin:

- ✓ Best Practices.docx



How To:

1. Create another piece of content for “**Module 3 What’s New**” section.
2. If you are not already there, click the **Site Structure**  icon to return to the main window.
3. Navigate to the Training Folder section and locate “What’s New” sub section.
4. Click on the “**What’s New**” folder in the Site structure window.
5. At the **Section** window select **Content** tab - **Create new content** from the **Content currently in this section** window.
6. Select the **Content Type** tab: **Article Content** radio button, then select the **Next** button underneath the window. (*Hint: if more than 10 entries exist scroll to the next page*).
7. Create new content
 - a. **Name(*)** “**Module 3 Sections**”
 - b. For the **Headline *** type: Best Practices
 - c. **Teaser*** : Best Practices on the Web
 - d. Notice the **Image** is NOT required for this **Content type**.
 - e. **Category *** : Academics

- f. **Publish Date***: choose today's date.
8. Locate the training files provided in the course and open the Word file "**Best Practices.docx**" to create a piece of content.
 - g. **Content**: Copy the text from the docx file.
 - a. Paste the text into the main body of your content. Additional formatting may be necessary. Some browsers may require CTRL+V to paste. *Your document may require some edits in the format.*
 - h. **Homepage Location**: 1
 - i. **Homepage feature**: uncheck
 - j. **External Link**: optional
 - k. **Preview**. If you are happy with the results, **save the changes**.
9. Return to the **Content currently in this section** window.
 - a. You should be still in the "**Module 3 What's New**" section. If you do not see the folder, click the **Site Structure icon**  the Site Structure icon.
10. Moving a section.
 - a. To move a Section drag it with your mouse and drop it to the new location.
 - b. To reorder sections
 - c. Click on the **section** that you wish to reorder.
 - d. If you wish to use **Automatic Ordering**, check the box **Enable automatic numbering**.
 - e. By default, all sections are locked.
 - f. Click **Save Changes** before navigating away from this screen, as the changes will otherwise not be saved.

 **Tip:**

- You can have a subsection within a section
- You can allow other users in the group **access** to the subsection

The screenshot shows the 'Content' tab in the TerminalFour Site Manager. A 'More' dropdown menu is open, showing options: Metadata, Subsections, Edit rights, and Access. Below the menu, there is a 'Content currently in this section' heading, a 'Bulk actions' dropdown, and a '+ Create new content' button. A toggle for 'Enable automatic ordering' is also visible. Below this is a table with columns: Order, Name, Version, Status, Last modified, Publish date, and Actions. The table contains two entries: 'Module 3-Adding Content' (Draft) and 'Module 2 Creating a section' (Pending). At the bottom, there are 'Delete', 'Cancel', and 'Save changes' buttons.

Order	Name	Version	Status	Last modified	Publish date	Actions
+	Module 3-Adding Content	1.0.1	Draft	March 27 2015 3:29 PM	N/A	Actions
+	Module 2 Creating a section	0.1	Pending	March 30 2015 3:17 PM	N/A	Actions

Module 3 Part 2 Project Results may vary:

Sub Section 1

WRITING FOR THE WEB
Writing for the Web
 Writing for the web is not the same as writing for print because people read differently on the web. One of the impediments to online reading is physical: **it is harder to read on a screen than it is to read on paper.**
 Even the best computer monitors are hopelessly fuzzy when compared to the crisp images on a glossy magazine page, and the extra effort this requires from human eyes and brains slows readers down. The longer the document is, the bigger the problem.

WEB CONTENT IS:

- SCANNED, NOT READ
- VIEWED ON A MONITOR, NOT IN PRINT
- LOW RESOLUTION (HARD TO READ)

Sub Section 2

BEST PRACTICES
 Best practices on the Web [READ MORE](#)

Results on the following page.

[READ MORE](#)

BEST PRACTICES

Best practices on the Web

HOW TO WRITE USER-FRIENDLY CONTENT

Intro

It's important to target your audience when writing for the web. By knowing who you are writing for, you can write at a level that will be meaningful for them.

Main body

Use the words your users use to help optimize content for search engines.

Chunk your content. Chunking makes your content more scannable by breaking it into manageable sections.

Front-load the important information. Start with the content that is most important to your audience, and then provide additional details.

Use pronouns. The user is "you."

Use short sentences and paragraphs. The ideal standard is no more than 20 words per sentence, five sentences per paragraph.

Use bullets and numbered lists. One sentence and two bullets is easier to read than three sentences.

Use clear headlines and subheads.

Use images, diagrams, or multimedia to visually represent ideas in the content.

Use white space. Using white space allows you to reduce noise by visually separate information.

Content Options

Topic review:

- 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.

The screenshot displays the 'Content Options' configuration page in the TerminalFour interface. The page title is 'Content » Configure content'. The left sidebar contains navigation menus for Content, Sites & Channels, Assets, Measure, Engage, and System administration. The main content area has tabs for General, Content, Channels, Options (selected), and History. The 'Options' tab shows the 'Content embargo and expiry information' section with the following fields:

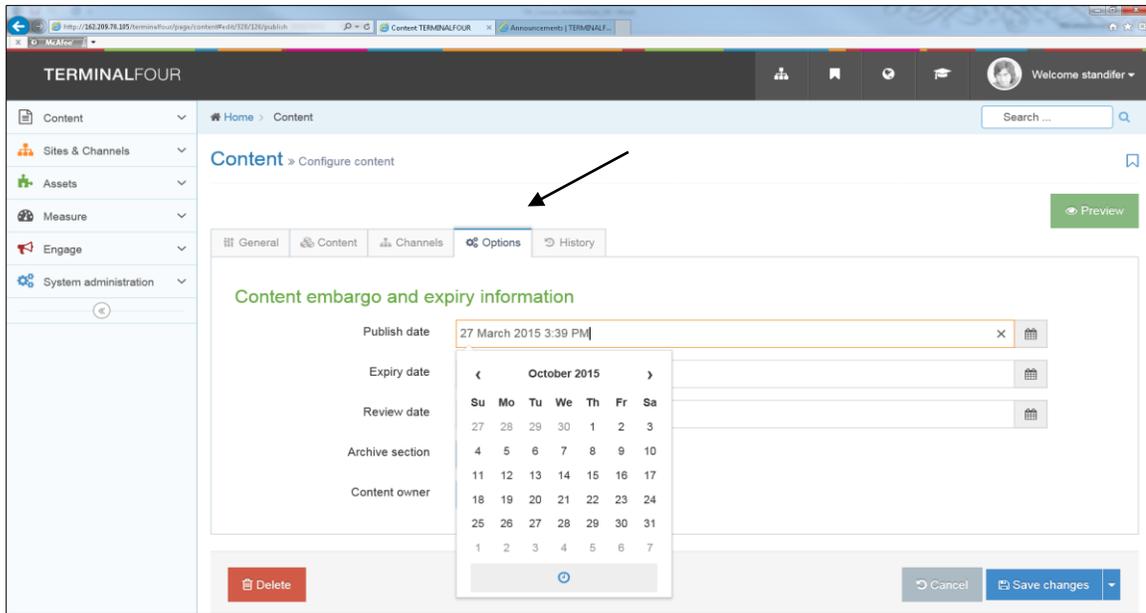
- Publish date:
- Expiry date:
- Review date:
- Archive section: [Select section](#)
- Content owner: [Select content owner](#)

At the bottom of the page, there are buttons for 'Delete', 'Cancel', and 'Save changes'.



How to:

1. From the Site Structure screen, click on the Section **“What’s New”** that was just created. Select the **Content** tab.
2. Locate the table in the **“Content currently in this section”** window.
3. Click on the content name **“Module 3 Sections”** to open it.
4. Select the **Options** tab.



5. 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 clicking on the clock icon to adjust the hours and minutes. If you do not set the time, it will default to the current time.
6. Click to **save** the changes to the content.



Tip: 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.

Module 4 Direct Edit & Links

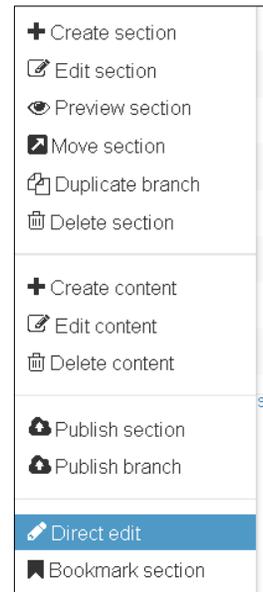


Tip:

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.

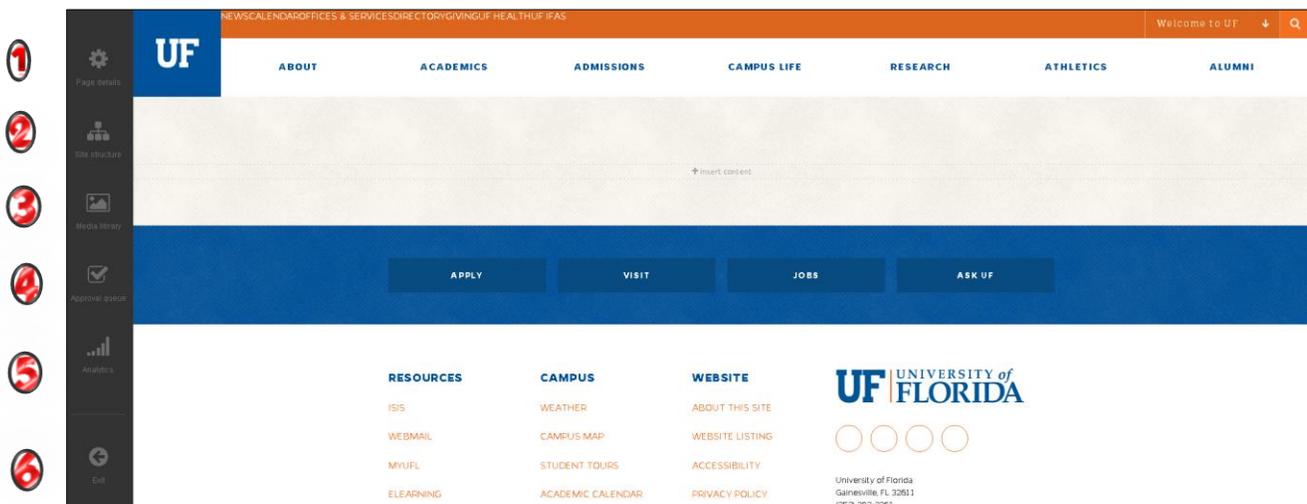
Topic review: Direct Edit

- There are numerous ways to add and modify content in TERMINALFOUR Site Manager. This time we are going to add a new piece of content, with internal and external links.
- Create a new piece of content in **“Lastname” on the Web**
- Include a **link to an external website**
- Add content to the current page (section).



Training file(s) needed:

- ✓ Testing your Document.docx
- ✓ Uf-grad.jpg



Tip:

1-Page Details:

- Modify the details of the current page (section) you are on.
- Site Structure: Create a subsection under the current page (section).

2-Site Structure – View the site structure (move sections, create subsection, delete the current page (section) you are on.

3-Media Library:

- Drag & drop images

4-Approval queue:

- Approve content that has been added to TERMINALFOUR Site Manager.
- View the Site Structure (move sections).

5-Analytics:

- See statistics about page use

6-Exit:

- Disable and enable Direct Edit.

7-Toggle helpers:

- Toggle to view the page without the dotted lines surrounding content while editing

Module 4 Direct Edit & Links



How to:

1. Click on the Site Structure  icon. Select **Direct Edit** from the **Section drop-down Menu** beside “*LastName on the Web*”, section. You should have created this section in Module 2.
2. Use your mouse to hover over the **Actions** drop down menu
3. Click on **Direct Edit**



4. A Direct Edit pane opens to the right of the window with a dotted line surrounding any content for which you have editing rights. Move your mouse inside the dotted box window and click the **Insert Content** text.
5. Select a **Content Type – Content with Left Image** (*hint: if more than 10 entries exist scroll to the next page*).
6. Click **Insert**
7. Enter a **Name** for your content. – “Accessibility”
8. Enter **Headline** - “Testing Your Document”
 - a. Locate your training file: UF Grad.jpg
 - b. **Select media**. Insert image:
 - c. **Media** type: Image
 - d. **Name***: UF Grade
 - e. **Description**: UF in graduation cap and gown
 - f. **Syntax highlighting language**: HTML/XML
 - g. **Media Language dependence**: Fully independent
9. You will be returned to the Media window. Confirm your that your media has been uploaded
10. In the search box type: UF grad to insert your media.
11. Select the **Photo Gallery snapshot variant**
12. Locate your training file: Testing Your Document.docx
 - h. Copy and paste the text from document into the text box.

Content *

File ▾ Edit ▾ Insert ▾ View ▾ Format ▾ Table ▾

undo redo **B** *I* U bulleted list numbered list decrease indent increase indent link unlink insert image insert media

paragraphs.

Main body

Use Microsoft Word's Readability Statistics feature—part of the Spelling & Grammar check—to measure your progress as you write and edit copy.

References

(Insert the links below to bulleted text. Remove the urls after you have placed the links on the text.)

- How Little do Users Read? - <http://www.nngroup.com/articles/how-little-do-users-read/>
- Document Checklist for Plain Language on the Web - <http://www.plainlanguage.gov/howto/quickreference/weblis.cfm>
- Creating SEO-friendly Content - <http://www.hhs.gov/web/governance/strategy.html>

See accessibility feature in [TERMINALFOUR](#)

Best Practices on the Web - Link one of your sections in T4.

13. At the T4 Direct Edit window and underneath “**REFERENCES**”
 - a. Insert the URL’s to the right of the three bulleted text that are provided in the training document.
14. Click and drag to select the URL’s, press CTRL X to cut the web address
15. Click and drag to the text “How Little Do Users Read?”
16. Select **Insert – Insert external link**
17. External Links: **Insert/edit external link: the text** 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 external link** from the WYSIWYG.
 - c. The Insert Link Window opens; complete the details as required.
 - i. **Link URL:** enter the URL of the site you wish to link to.
 - ii. **Text to display:**
 - iii. **Title:** enter information about where the link will send the user; this will aid user accessibility.
 - iv. **Target:** select how the link should open, e.g. within the same window (none) or in a new window.
 - v. **Class:** you may have styles set for different type of links; you can select the different styles here.
18. At the **Insert Link window**, paste the URL in the **URL** box
19. Repeat step 13 for each of the bulleted references. The links are provided in the training document.
20. Preview and Save Changes

Module 4 Part 2

Linking Content in T4- Content **Link**.

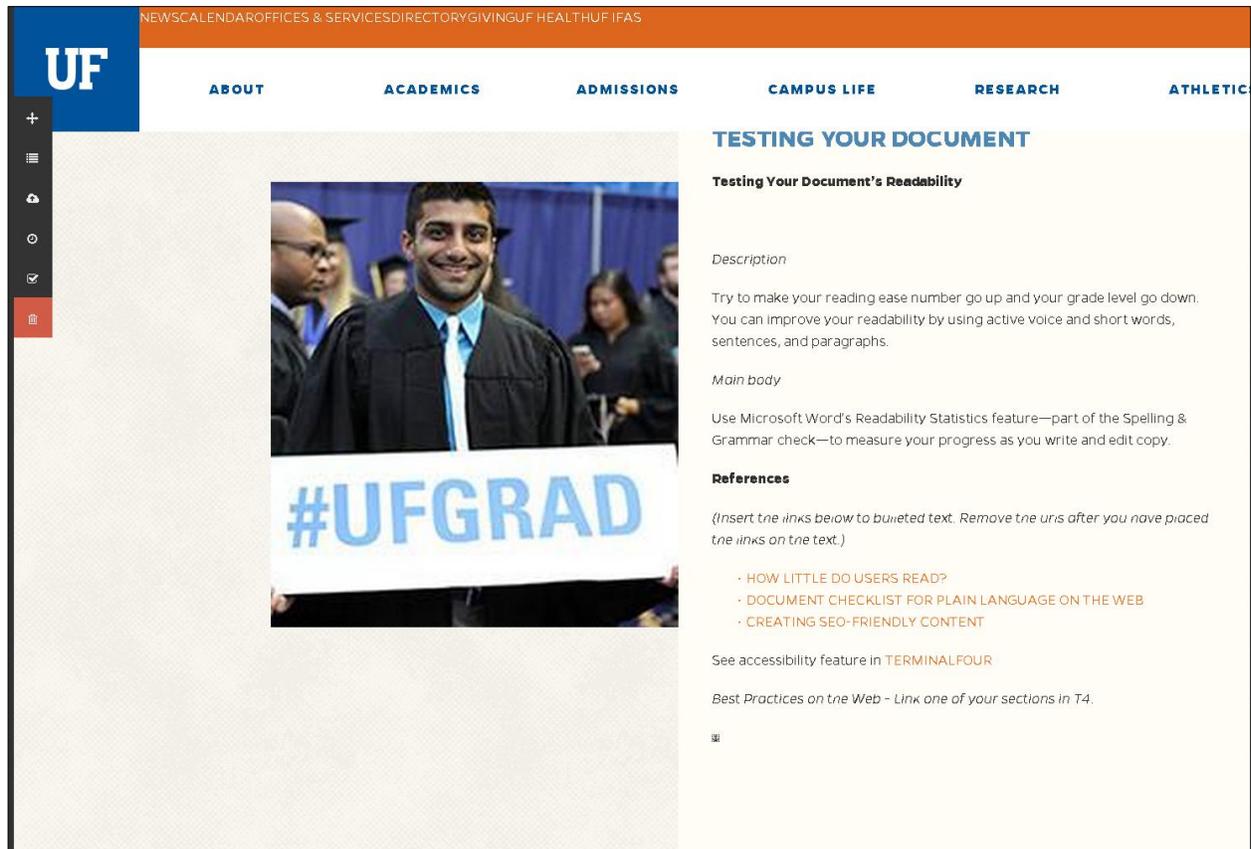
1. Use Direct Edit to edit “Accessibility” content from Part 1 of this module
2. Click on the Site Structure  icon. Select **Direct Edit** from the **Section drop-down Menu** beside “*LastName* **on the Web**”, section. Use your mouse to hover over the **Actions** drop down menu

3. Click on Direct Edit



4. Locate the content “Testing your Document” in the **Section** created in Part 1 of this module.
5. Scroll down to the last paragraph, “Best Practices on the Web”
6. Link the text to the content in another section.
 - a. Click and drag to select the text
7. . Select **Insert Section Link** from the WYSIWYG.
 - a. 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, if possible.
 - 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. Your site structure will appear
10. Navigate to “*Lastname on the Web*”
11. Click on “Module 3 Sections”
12. Select **Insert Content**
13. You will be returned to the Direct Edit window
14. **Preview** this will bring you directly to the preview of the content, where you can test your links. If you are satisfied with the results **Save Changes**
15. To close the Direct Edit window, click **Exit** from the left navigation pane.

Module 4 Project Results may vary



The screenshot displays the TERMINALFOUR Site Manager interface. At the top, there is a navigation menu with links for ABOUT, ACADEMICS, ADMISSIONS, CAMPUS LIFE, RESEARCH, and ATHLETIC. Below the menu, the main content area is titled "TESTING YOUR DOCUMENT". On the left side, there is a sidebar with a "UF" logo and a vertical menu of icons. The main content area features a large image of a graduate holding a sign that says "#UFGRAD". To the right of the image, there is a section titled "Testing Your Document's Readability" with a description, a main body of text, and a references section. The references section includes links to "HOW LITTLE DO USERS READ?", "DOCUMENT CHECKLIST FOR PLAIN LANGUAGE ON THE WEB", and "CREATING SEO-FRIENDLY CONTENT".



TIP: 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.

Module 5 Tables & Uploading Files

Topic review:

- 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.



How To:

1. Click the **Site Structure** screen  icon, navigate to the “*LastName on the Web*” folder and select **Create Content** from the **Actions** drop down menu
2. Select which **Content Type** you wish to use: **Content Page with Sidebar Navigation**
3. Complete the required fields
 - a. **Name (*)** for the content: **T4 Table**.
 - i. This will not be displayed on the published page, but simply act as a name within TERMINALFOUR Site Manager.
 - b. **Page Title*** “Training for Writing on the Web”
4. Click In the Main body **Content** window
5. Copy and paste the text below into to content window and above your table.

Even when creating tables, you should always strive to maintain web ADA compliance. 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.

6. Move your mouse to the beginning of the first paragraph and press the ENTER key on your keyboard to create space for the table.
7. Choose **Table option** from the WYSIWYG . A drop down arrow next to the item reveals other table options. Select **Insert table** and use your mouse to create a table with two rows and two columns. You can use your mouse to drag the handles of the table to enlarge it.

Course	Title	Time
TERMINALFOUR	End User	Online

8. Click inside the table then select **Table** again, then, **table properties**.

9. Complete the details as required.

General tab:

- a. **Width:** Optional field
- b. **Height:** Optional field
- c. **Cell padding:** 0
- d. **Cell spacing:** 0
- e. **Alignment:** Center
- f. **Border:** 0
- g. **Table Caption:** if you check this, space the table is inserted, allowing you to add a caption.

As a general rule you can leave these fields blank

above

Advanced

- h. **Style**
- i. **Border Color**
- j. **Background Color**

Optional fields

10. Enter a **Caption** in the body of the content window; this should be used to describe the primary purpose of the table and give an indication of its overall structure.

11. **Preview** your content.

12. Click **Save Changes** when complete.

Module 5 Part 1 Results may vary: (TABLE PROPERTIES NEED STYLING)

TRAINING FOR WRITING ON THE WEB

T4 Training		
Course	Title	Time
TERMINALFOUR	End User	Online

Even when creating tables, you should always strive to maintain web ADA compliance. 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

Module 5 Uploading Files

Topic review

- 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.

File needed:

- a. Maintain WCAG.pdf

How To

1. From the Site Structure screen, click on the section in “*LastName* on the Web” section where you added "T4 Table" content. If you haven't performed this task review Module 5 in this manual.
2. Click on “T4 Table”.
3. Select the **CONTENT** tab.
4. In the Main Body of your content, place the mouse beneath the last paragraph where to insert the link to the PDF; then click **Insert from media**.



5. The Media Library opens.
6. Select Add Media in the upper right hand portion of your window.
7. Drag and drop the training file “Maintain WCAG.pdf from your storage device to the **Add Media** file window
 - a. **Media type:** Adobe PDF Document
 - b. **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.
 - c. **Description:** type a description. By default, this is not used.
 - d. **Syntax highlighting language:** for non-binary files you can select what syntax highlighting to use (if any).
 - e. **Hide Syntax Highlighting:** check this option if a Syntax Type is selected and you wish to hide it.
 - f. **Media Language Dependence:** Fully Dependent
 - 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.
8. The .pdf will be added to the Media Categories
 9. You will be returned to the Media window.
 10. Select **Cancel Media** window and return to your content.
 11. In the main body of your document, locate the text.
 12. Select the text in the first paragraph,

Even when creating tables, you should always strive to maintain web ADA compliance. 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.

13. Click on the **Media** Icon Locate in the WYSIWYG format bar.
14. Locate the .pdf that you just added to the Media categories.
 - a. If you do not readily see the file WCAG standards, use the search feature.
Keyword: WCAG
15. Click **Save Changes**.
16. **Preview** your content to ensure you are happy with the result.

Module 5 Part 2 Results may vary:



ACCESSIBILITY, SEO

TESTING YOUR DOCUMENT

Testing Your Document's Readability

Description

Try to make your reading ease number go up and your grade level go down. You can improve your readability by using active voice and short words, sentences, and paragraphs.

Main body

Use Microsoft Word's Readability Statistics feature—part of the Spelling & Grammar check—to measure your progress as you write and edit copy.

References

(Insert the links below to bulleted text. Remove the urls after you have placed the links on the text.)

- [HOW LITTLE DO USERS READ?](#)
- [DOCUMENT CHECKLIST FOR PLAIN LANGUAGE ON THE WEB](#)
- [CREATING SEO-FRIENDLY CONTENT](#)

See accessibility feature in [TERMINALFOUR](#)

Best Practices on the Web - Link one of your sections in T4.

T4 TABLE

- ABOUT
- ACADEMICS
- ADMISSIONS
- CAMPUS LIFE
- RESEARCH
- ATHLETICS
- ALUMNI
- CURRENT STUDENTS

	Online courses	
Course	Title	time
TERMINALFOUR	End User	Online

Maintain WCAG. 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.

Module 6 Publishing your Website

Approve Content

- 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.



TIP:

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

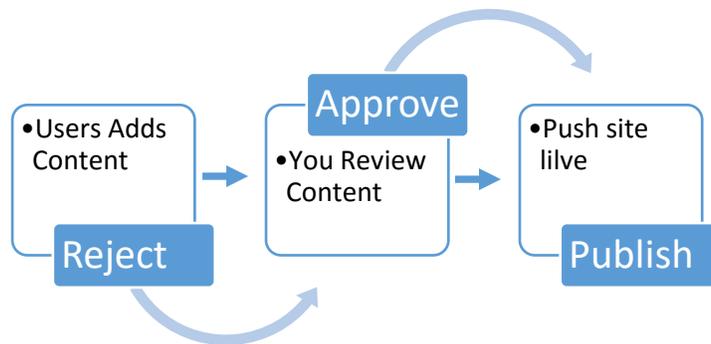


How To

1. From the **Site Structure** screen , navigate to the "My T4 Site" folder and click on Content tab that you wish to Approve.
 - a. Click on the **Content** that is **Pending**
2. Click the name to check the details of the content.
 - a. Hover your mouse over the section details to see the exact path to the content.
 - b. You can sort by **name, priority** or last **modified**.
3. Hover your mouse over the Save **changes button**.
4. Select **Save and Approve**.
5. In the site structure, the approved content appears in the green column under the traffic lights.

Workflow

- 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 are created by Power Users and Administrator users.
- Add a workflow to one of your sections.



 **Informational only. Do not perform this workflow activity as part of training**

How To:

- To build a workflow, contact a Power User or Administrator who is able to perform the following step.
- From the Site Structure screen, locate the section you added your "Writing for the Web" content to in the earlier Module "My T4 Site on the Web".
- Point your mouse to the **Section Drop-Down Menu** and select **Edit Section**.
- Select the content tab.
- Expand the System Administration panel and select User rights & roles
- Choose workflow.
- At the top of the window select create new workflow button. 
- Type a **name** in the required field. A **description** is optional.
- Select the dropdown arrow in the workgroup window to create a **new group**.

Workflow management > Modify or create new workflows for use within the system

General information

General information about the workflow.

Workflow name*

Workflow description

Workflow group

- Click 'Save Changes'.

11. To complete the process, provide detailed information with the steps required for the workflow you wish to implement.

Workflow management > Modify or create new workflows for use within the system

General information about the step.

Name* Final news team approval

Description

Step priority Normal

Restrict to editors

> Optional settings

> Step approval settings

> Notification settings

> User alert configuration settings

> Configure users*

Available users **Current users**

Filter: All roles

Display 10 records

Filter:

Display 10 records

Username ^ Name ↕ User type ↕ Options

12. Click on the settings item to expand the window and select the options that are best for the group.
13. Select 'Save Changes'.
14. The workflow is now set and all content added to the section will be approved via the specified workflow process.

Accessibility & SEO

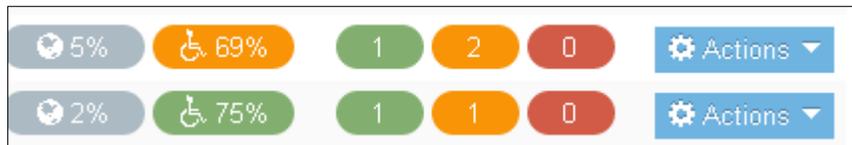
Topic review

- 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 Optimization (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.

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

How To

1. Power Users are able to run an Accessibility or SEO report. For one of your sections, click on the accessibility button bar in the Accessibility or SEO column; this will open up the **Detailed Section Report**.



If a Data Summary is displayed; click on Extended Data for more detailed information.

Module 7 Requesting your Access

Topic review

- Identify your role in the Web Content Management System
- Identify your role in the Enterprise System

TERMINALFOUR roles:

 contributor	 moderator	 poweruser	 administrator
<ul style="list-style-type: none"> • Add Content • Modify Content • Delete Content • Add files to Media Library 	<ul style="list-style-type: none"> • Add Content • Modify Content • Delete Content • Add files to Media Library • Add Section • Modify Section • Delete Section • Approve Content • Publish Now • Assign rights to Contributors 	<ul style="list-style-type: none"> • Add Content • Modify Content • Delete Content • Add files to Media Library • Add Section • Modify Section • Delete Section • Approve Content • Publish Now • Create Contributor and Moderator users • Assign rights to Contributors and Moderators • Publish Channels • Create and modify Assets within assigned groups • Create and modify Workflows within assigned groups 	<ul style="list-style-type: none"> • Add Content • Modify Content • Delete Content • Add files to Media Library • Add Section • Modify Section • Delete Section • Approve Content • Publish Now • Create users • Assign rights to users • Create, modify and publish Channels • Create and modify Assets • Create and modify Workflows • Reports • Access Control • Configuration • Create and modify Widgets • Directory Services • Import/Export of data • Metadata Mapping

Enterprise System roles:

Contributor - UF_N_WEB_CONTENT_AUTHOR

Moderator - UF_N_WEB_CONTENT_PUBLISHER

Power User - UF_N_WEB_CONTENT_SITE_ADMIN



How To Gain Access

1. Complete all the required training and submit the final module quiz.
2. View the **Web Content Management ARS Security Role** names and descriptions available on the **Identity Access Management** website: www.identity.it.ufl.edu

Web Content Management Roles

End User	
Role Name	Description
UF_N_VPN_WCM_WEBDAV	<p>This role will be assigned to system or site administrators in the UF web content management system to provide VPN access to the WCM WebDAV for import of content when new sites are added to the system. It will be assigned to a user only for the time needed to accomplish this task. The user must also have either the UF_N_WEB_CONTENT_SYSTEM_ADMIN or UF_N_WEB_CONTENT_SITE_ADMIN role.</p> <p>Password Level (3)</p>
UF_N_WEB_CONTENT_AUTHOR	<p>This role provides access to web site authors within the UF web content management system to:</p> <ul style="list-style-type: none"> ■ Add, modify, and delete content ■ Add files to Media Library <p>Password Level (3)</p>
UF_N_WEB_CONTENT_PUBLISHER	<p>This role provides access to web site publishers within the UF web content management system to:</p> <ul style="list-style-type: none"> ■ Add, modify, and delete content ■ Add files to Media Library ■ Add, modify, and delete sections ■ Approve and publish content <p>Password Level (3)</p>
UF_N_WEB_CONTENT_SITE_ADMIN	<p>This role provides access to web site administrators within the UF web content management system to:</p> <ul style="list-style-type: none"> ■ Add, modify, and delete content ■ Add files to Media Library ■ Add, modify, and delete sections ■ Approve and publish content ■ Create and modify assets and workflows within assigned groups <p>Password Level (4)</p>

3. Contact your Department's **Primary Web Coordinator (PWC)** who will provide you with your **Group name, T4 role** and if need be, your **Access Request System (ARS)** security role. If you are not sure of your group name, contact UFIT Web Services at webmaster@ufl.edu
4. Submit the [TERMINALFOUR Request form](#) located at UFIT Web services website.
5. Locate your Department's **DSA**. Your supervisor will have this information
6. Contact your Department's Security Approver (DSA) and request your **ARS** Security role for T4.
7. The DSA must submit your **Security role** request in PeopleSoft.
8. Web Services will confirm and approve your **group name** that was provided to you by your **PWC**.
9. The request is then forwarded to **Identity Access Management** and access is granted. Allow 24 business hours for the request to be processed.

-END-

T4 Definitions and Terminology

Channel - Channel creates a way for content to be assembled and directed to the actual website or alternative output

Content - A piece of content in the system is an instance of a Content Type. These normally correspond to your content types, such as a "news story" or a "press release".

Content Type - A Content Type in Site Manager is a structured form, which you can define, to allow your users to add pieces of content to the system. You typically create content types for each content type you have (for example: news, press release, course information, etc.). A content type is constructed from Content Type Elements and Content Layouts.

For example:

News Content Type				<- Name of Content Type
Heading	Plain text	80 characters	Compulsory	<- Content Type Element
Story Date	Date	N/A	Compulsory	<- Another Content Type Element
Main Body	HTML	80000 characters	Optional	<- Another Content Type Element

Content Type Element - A Content Type Element is designed to be an individual field that a user would fill out when they are adding content to the system (i.e. a heading, a story date, a main body, etc.). You can add as many elements to a content type as you need. Content Type Elements can have different types (for example: text box, drop-down list, radio button, HTML area, image, etc.).

Content Layout - A Content Layout dictates how the content is displayed when published. For example: wrapping the heading element of a news story in html <h1> tags will display the value of the heading element as a heading when viewed through a web browser. You can also use multiple content layouts on each content type and these can be linked, or they can be used separately.

For example:

```
<h1>Heading Element</h1>
<p><strong>Story Date Element</strong></p>
Main Body Element
```

Group - Users and system assets (such as sections, navigation objects, styles, etc.) can be grouped together for the purpose of usability and to apply consistent privileges across them. By grouping users, you can avoid assigning individual users to the Site Structure, if multiple users need access to the same parts. Grouping assets will also allow you to control who can use and modify specific assets (content types, page layouts, etc.).

Language - Site Manager allows you to manage multi-lingual versions of your site. All multi-lingual versions of a site in Site Manager will follow the same structure as the original. You can also configure Site Manager to show content from a "default language" version if the translation for a piece of content is not available

Media - A media item is a single piece of media, such as an image, a sound file, a Microsoft Office document, a PDF document, etc. Media files are designed to be inserted directly into content, used in styles, etc. They are stored in a central repository (the Media Library) and referenced where ever they are needed across the site.

Media Category - A Category in your Media Library is a folder in which you can include different types of media files. Keeping your files and Categories organized will enable you to more effectively manage your media files. You can also use media categories to restrict read/write access to your media from certain users or groups of users

Micro Site - A micro site in Site Manager allows you to publish smaller parts of a channel independently from the rest of the channel. This can be useful in large sites where most of the content on the site remains static except for a couple of branches of the site (for example: your news or press release area). By publishing only a part of a site, there is a smaller load on the system during publishing and important changes can be made live quicker than publishing the entire site every time. You can also use a micro site to change the "Base URL" of part of the published site. For example: change <http://www.domain.com/news/> to <http://news.domain.com/>.

Navigation Object - Navigation Objects are primarily used to create navigation structures but also to create place holding objects to pull in content. Navigation Objects are created to change what they output depending on where on a site you are, so a breadcrumb navigation object will display one trail on the homepage and another trail on sub-pages. Navigation Objects can be placed in Styles, Content Template Formatting or Content, depending on what function they will have.

For example:-

A Top Content navigation object can be configured to output the latest three news stories, based on the story date element, using a specific template formatter. In this example, the content is output by the navigation object.

A Link Menu navigation object can be configured to output a menu of links from your Site Structure starting a specific level and showing two/three levels deep (like a websites left navigation menu). In this example the navigational links to the relevant sections are output by the navigation object.

Page Layout - A Page Layout in Site Manager is used to control the basic layout of your pages (i.e. two column, three column pages, etc.). A Page Layout is responsible for wrapping the page content in the code which makes up the rest of the webpage (i.e. your logo, site navigation, footer links, etc.). By separating this information from the page content, you can ensure a consistent look and feel across your entire site.

Section - A section in Site Manager refers to a folder in the Site Structure and closely matches an individual page on your website. It is a container for storing pieces of content. You can have multiple pieces of content on a page and each piece of content can be a different type (for example: a piece of general content, followed by a news story, followed by a press release, etc.). You build up your site structure by creating multiple layers of sections in a hierarchical structure.

User - A user in Site Manager is assigned a unique username and password. Users can also be authenticated using LDAP. Everything a user does in the system is logged in the Audit Trail. There are 5 different types of users in the system (Visitor, Contributor, Moderator, Power User or Administrator Users) and may be combined into groups to simplify assigning rights and roles within TERMINALFOUR Site Manager.

Workflow - A workflow in Site Manager defines the process that content in the system goes through before it can be published on the site. For example: you can define a workflow for all "news" content such that when a content author creates the content it will be marked as pending, then a moderator user will receive an email notification and will need to review the content and either accept or reject it for publishing. If the content is accepted, then the content is marked as approved and becomes ready for publishing. If the content is rejected, it is sent back to the content author with a message from the moderator as to why it was not acceptable. The content author can then amend the content and resubmit for approval. There are no restrictions as to how many steps can be in a workflow and you can have different workflows for different content types or different areas of a site.

WYSIWYG - "What You See Is What You Get", describing the editor.