University of BRISTOL

IT SERVICES

Introduction to T4 Site Manager (Contributor training)

Practical workbook

Aims and Learning Objectives

The overall aim of this course is to enable you to create and modify content to University standards on the University website using the TERMINALFOUR (T4) Site Manager.

By the end of this course you will have gained a working knowledge of Site Manager and, as a Contributor, you will be able to:

- add, modify, preview and delete content within existing sections;
- add and modify content using Site Manager's Direct Edit mode;
- resize and optimise images for using on the web;
- add images and files to Site Manager's Media Library;
- format content (including creating links and inserting images) using the built-in visual editor TinyMCE.

Document information

About this document

This practical workbook is intended to be used as part of a tutor-led training course, but it can equally be used for self-paced learning or as a self-help guide.

To download a copy, go to www.bristol.ac.uk/it-services/learning/resources and in the **Keyword** box, type the document code given in brackets at the top of this page.

Related documentation

Site Manager training and support website
www.bristol.ac.uk/web/t4sm

Standards, guidelines and templates for University websites
www.bristol.ac.uk/web/guide

University house style guide
www.bristol.ac.uk/visualidentity/house-style.html

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Introduction

TERMINAL FOUR Site Manager is the new University of Bristol Web Content Management System (CMS) for public facing websites. It is a web-based tool for managing and publishing content on the University website.

It makes it easier than ever for people with no technical knowledge of the web to edit and publish web content easily and quickly.

Some of the CMS features and benefits include:

- user-friendly interface;
- easy content publishing via a Word-like WYSIWYG editor and Direct Edit mode;
- flexible workflow management to ensure quality control;
- flexible user rights and roles to control access to relevant areas of the website;
- easy to enforce template and consistent look and feel;
- built-in web accessibility and standards compliance.

Prerequisites

Basic computer skills.

Contents

Document information

Task 1 Getting to know Site Manager 1
1.1. Accessing Site Manager 1
1.2. The Site Manager interface 2
1.3. Website structure in Site Manager 3
1.4. User rights and roles 6
1.5. The Site Manager workflow 6
Task 2 Adding content to a section 8
2.1. Methods for adding a new content block to a Section 8
2.2. Choosing a Content Type 10
2.3. Entering content details 11
2.4. The Add/Modify content tabs 12
2.5. Previewing content 15
Task 3 Modifying content 17
3.1. Methods for modifying existing content 17
3.2. Modify content, update details screen 19
3.3. Deleting content 19
3.4. Moving, duplicating and mirroring content 22
3.5. Viewing content history and comparing versions 24
3.6. Bookmarking content 26
Task 4 Using Direct Edit to add and modify content 28
4.1. Accessing Direct Edit 28
4.2. The Direct Edit interface 29
4.3. Adding content in Direct Edit 30
4.4. Modifying and deleting content in Direct Edit 31
4.5. Viewing content history in Direct Edit 32
4.6. Navigating the site structure in Direct Edit 33
Task 5 Adding media to the Media Library 34
5.1. Introducing the Media Library 34
5.2. Optimising images for the web 35
5.3. Uploading images and other media files 36
5.4. Deleting media from the Media Library 38
5.5. Assigning media to other categories 39
Task 6 Editing and formatting text in TinyMCE 42
6.1. Before you start 42
6.2. Structuring text: paragraphs, headings and lists 44
6.3. Creating links 45
6.4. Adding and positioning images 48
6.5. Creating data tables 50
Appendix A List of TinyMCE toolbar icons 55

Task 1 Getting to know Site Manager

Objectives In this task you will:

- learn how to access Site Manager;
- learn to navigate around the Site Manager interface;
- gain an understanding of website structure in Site Manager
- gain an understanding of user rights and roles;
- gain an understanding of the Site Manager workflow.

Comments The URL to login to Site Manager is http://t4cms.bris.ac.uk

As a University web publisher it is your responsibility to ensure that the information you provide on your website is up-to-date, professional and accessible. Also, it must comply with current Data Protection, Freedom of Information and copyright legislation, and with the University's web accessibility policy.

For further information on your responsibilities as a web publisher, please refer to http://www.bristol.ac.uk/web/guide/gettingstarted/responsibilities.html

1.1. Accessing Site Manager

For this training course, you are allocated a training site, username and password.

Make a note of the training site and login details as provided by the tutor:

Username : **tra___-cont** (e.g. tra01-cont)

Password : _____

Open your preferred web browser and go to t4cms.bris.ac.uk (you may want to bookmark this URL). This takes you to the Site Manager login screen (Figure 1):

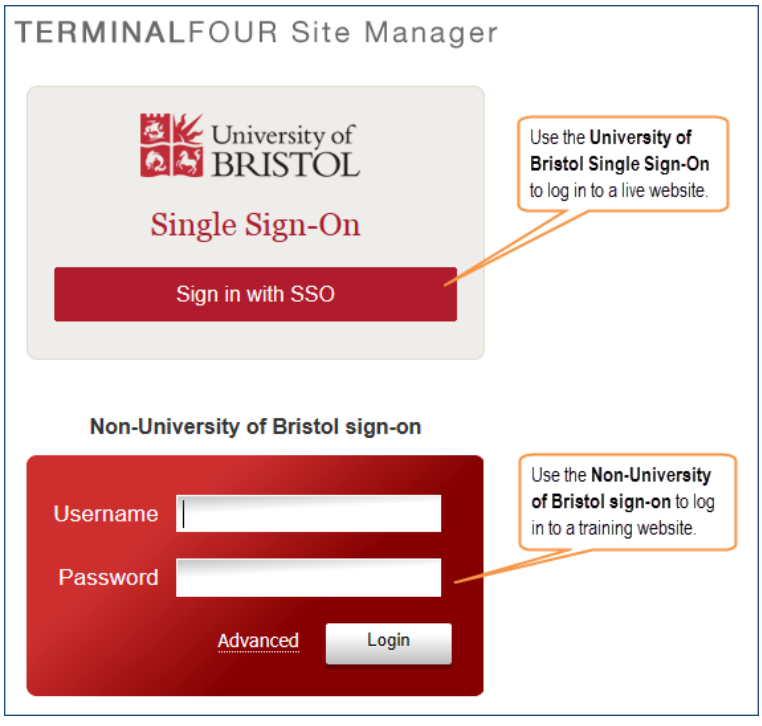

Figure 1: Site Manager UoB login screen

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