# Web Publishing using T4

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# Log in and Preview Content <span style="float:right">Module 1</span>

## Log in to t4

The t4 web publishing system is accessed using a web browser. You may use any common web browser, e.g. Firefox, Internet Explorer, Chrome or Safari, either on a Mac or PC. Please note, however, that Chrome or Firefox is recommended because some of the features in t4 work better and perhaps a bit faster. We'll start by opening a web browser and logging in to t4:

➔ From the desktop, select **Start > All Programs > Chrome** (recommended for T4)

➔ Type the following URL in the browser's address bar: `t4.gla.ac.uk/t4`

You should now see the T4 login screen below. Your tutor will have issued you with a t4 username and password.

➔ Enter your username and password and click **Login**
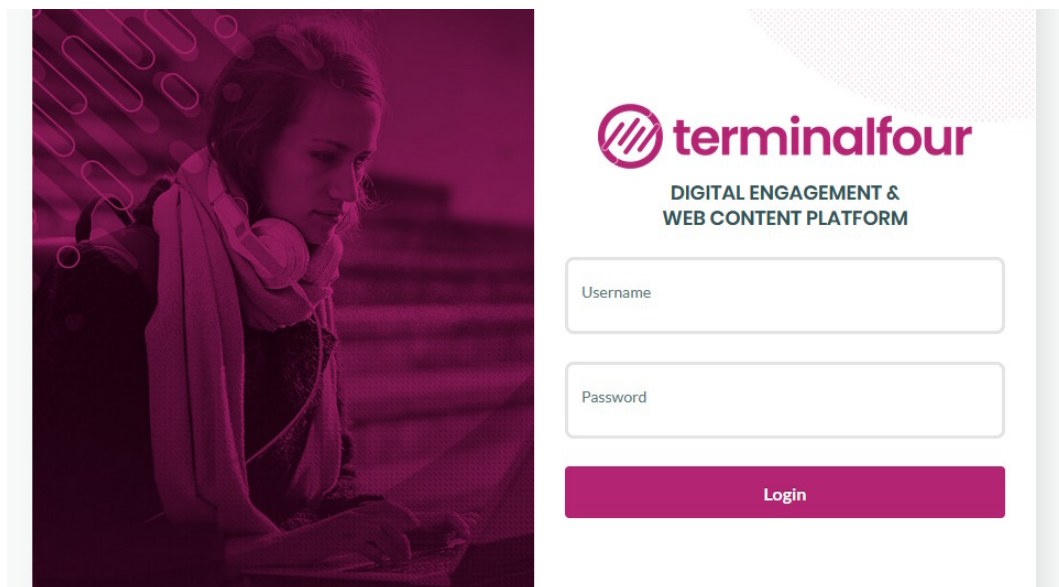


You should now see the opening screen or **Site Structure** of t4:



A. The top level, or 'home page' of your website is called **Centre for Marine Research**.
   It is also known as a '**section**', and each section represents a web page within your site.
B. There are three other sub-sections, **Research**, **Our staff** and **About us**, listed below the main section.

## Preview an existing section

t4 contains many drop-down menus that appear when you hover the mouse pointer over a button, as you will see in the next task:

➔ Hover your mouse over the **Actions** button ⚙ Actions ▾ to the right of **Centre for Marine Research**.

➔ You should now see the following pop-up menu:
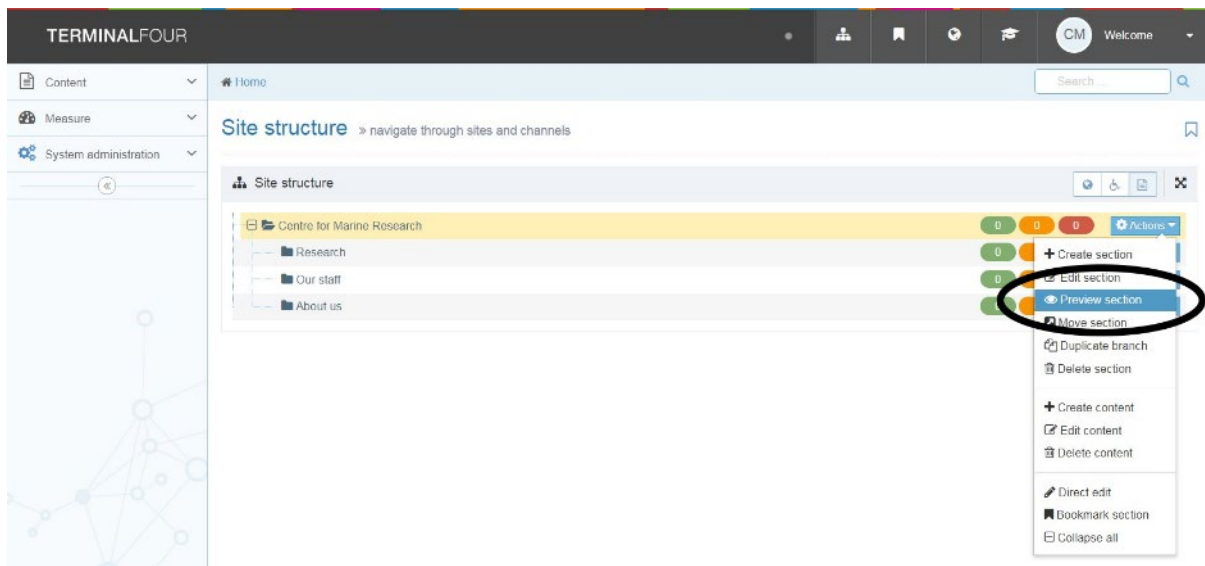


➔ Click **Preview Section** then **select Default Channel.**

*Note:* if you are using Firefox and a pop-up warning appears at the top of the browser window, click the 'Options' button and then click to allow pop-ups while using the t4.gla.ac.uk website.

A new browser window or tab should open and you should see a preview of the page. Notice the section names appear as navigation on the left side (if they have content pending):
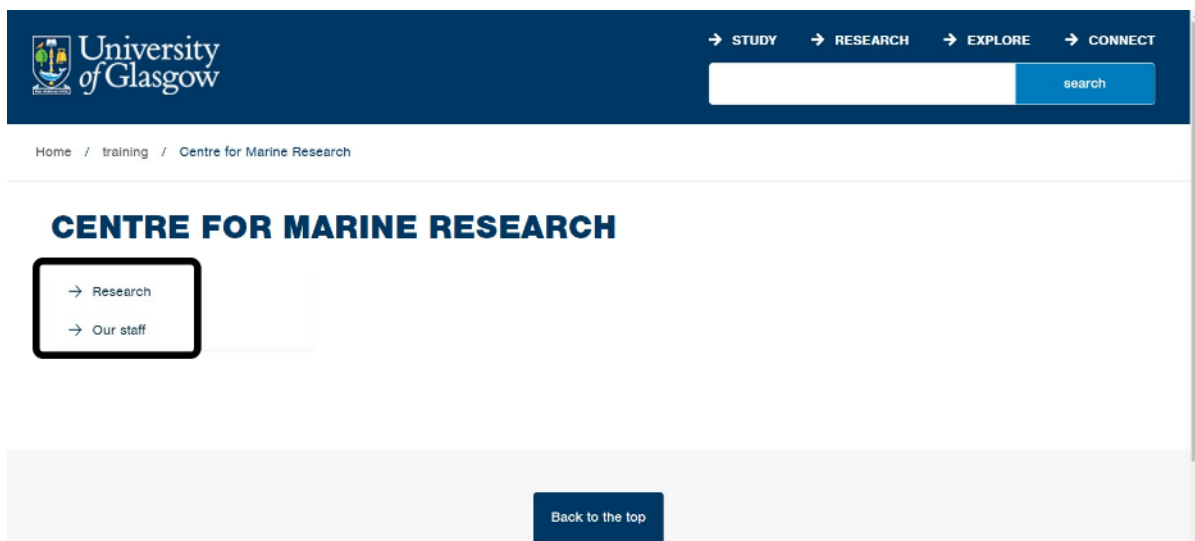


Once you've explored the content of your web site by clicking on the left-hand navigation links, close this browser preview window

# Create Sections                                     Module 2

As a t4 moderator, you may change the structure of a web site, i.e. add or delete sections and sub-sections to create new web pages and navigation options. In this module we will learn how to add a new 'Contact us' section. First, we'll return to the **Site Structure**:

➔ Select **Content > Site Structure** from the menu at the top of the window, as pictured below:
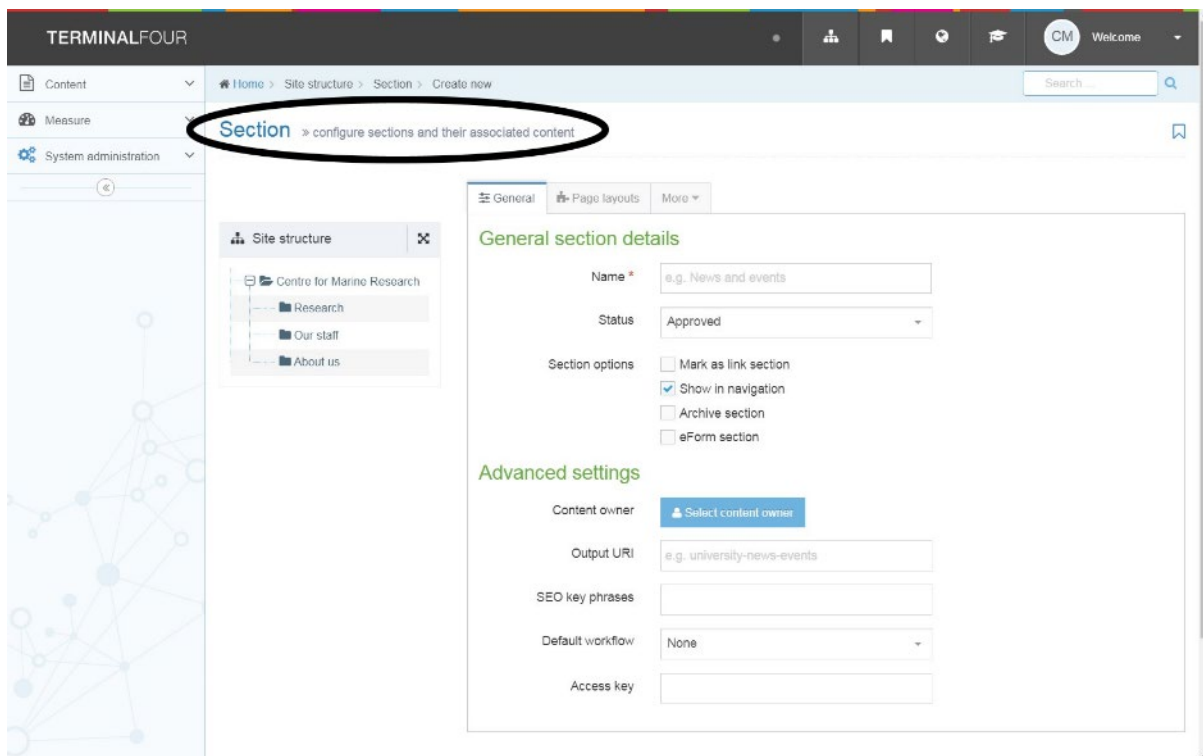


➔ Hover your mouse over the **Actions** button to the right of **Centre for Marine Research**.

➔ Click **Create Section**:
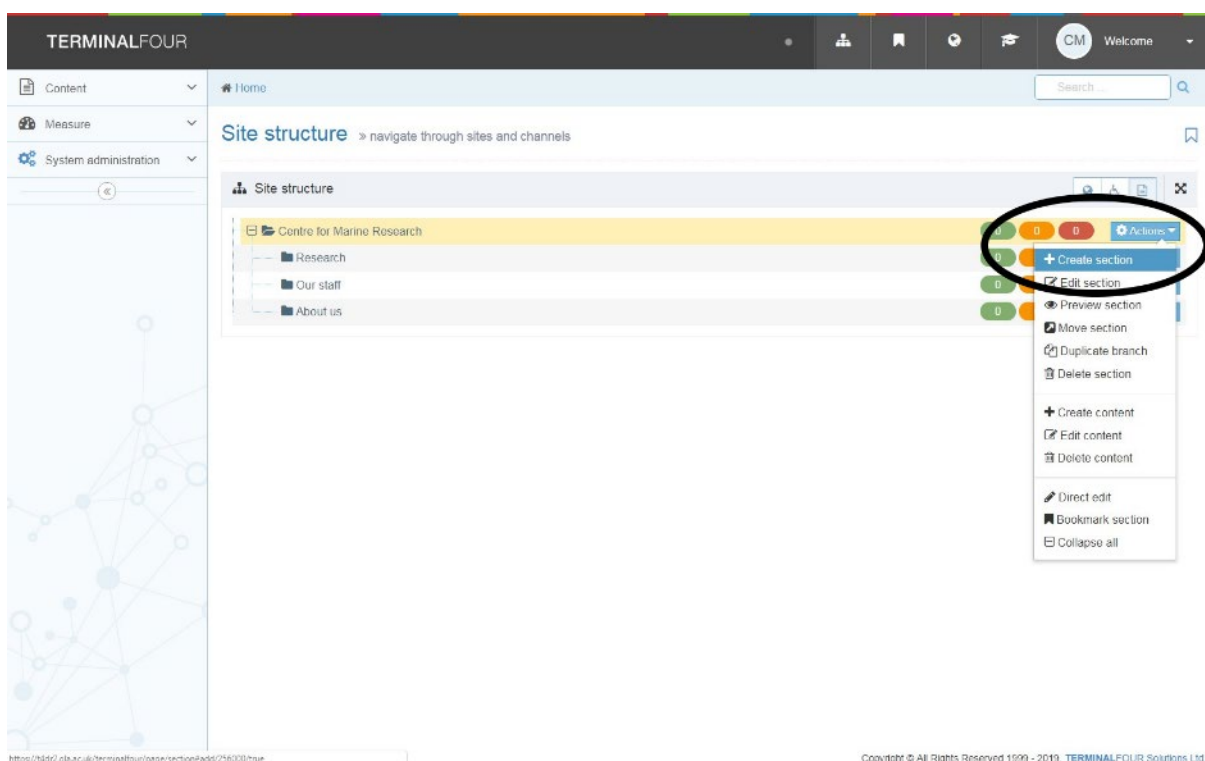
This will open the screen named **Section >> configure sections and their associated content**:



We'll explore each of the fields in order, and enter info into some of the fields as we go along:

**Name:** is the name of the section, and will also be the name of the navigation link in the finished web page.

➔ Enter the following text in the **Name** text box:  **Contact us**

**Output URI:** is a way to create a shorter web address (or 'alias') for a section. For more information, refer to 'Shorten a web address' www.gla.ac.uk/myglasgow/staff/webpublishing/help/t4tips

➔ Enter the following text in the **Output URI** text box: **contact**
This will result in a shorter web address: www.gla.ac.uk/marine/contact as opposed to www.gla.ac.uk/marine/contactus

**Access Key:** is a feature we do not use, so please leave this text box blank.

**SEO Key phrase(s):** is another feature we do not use, so please leave this text box blank.

**Status:** There are three status levels:

- **Approved**: This is the default status. In almost all cases, you should leave this setting as Approved.
- **Pending**: Sections that are pending are highlighted in pink within site structure. Content set as pending will not be published until the status is changed to "Approved".
- **Inactive**: These are sections that have been deleted and are therefore inactive. Changing their status to "Approved" can restore inactive sections. Inactive sections are highlighted in red within the site structure view and will not be published to the live site.

➔ Leave the status as **Approved**

**Default Workflow:** A 'Workflow' is a pre-defined content creation and approval process. You do not have a workflow to select during this training exercise.

➔ Leave the **Default Workflow** set to ---None---

**Show in navigation:**  If this box is ticked, then the **Name** will appear in your web site navigation on the left-hand side. If this box is not ticked, then the name will not appear. This is useful for publishing and removing seasonal sections that you may not want to appear in your navigation all year round.

➜ Ensure the box **Show in navigation** is checked

**EForm Section:** Eforms is another way of updating a webpage, but we do not support this method at the moment, so please do not tick this box.

**Archive Section:** is another feature we do not use, so please do not tick.

**Content Owner:** is a feature we do not use, so please do not tick.

**Make this a link section:** A link section does not contain any content. This allows you to create a navigation option that links to a section belonging to another school within the t4 hierarchy, or to an external website.  Since we're creating our own section, do not tick.

➜ At the bottom of the screen, click **Save changes** :



This will return you to the **Show site structure** screen. Notice your new section has been added:
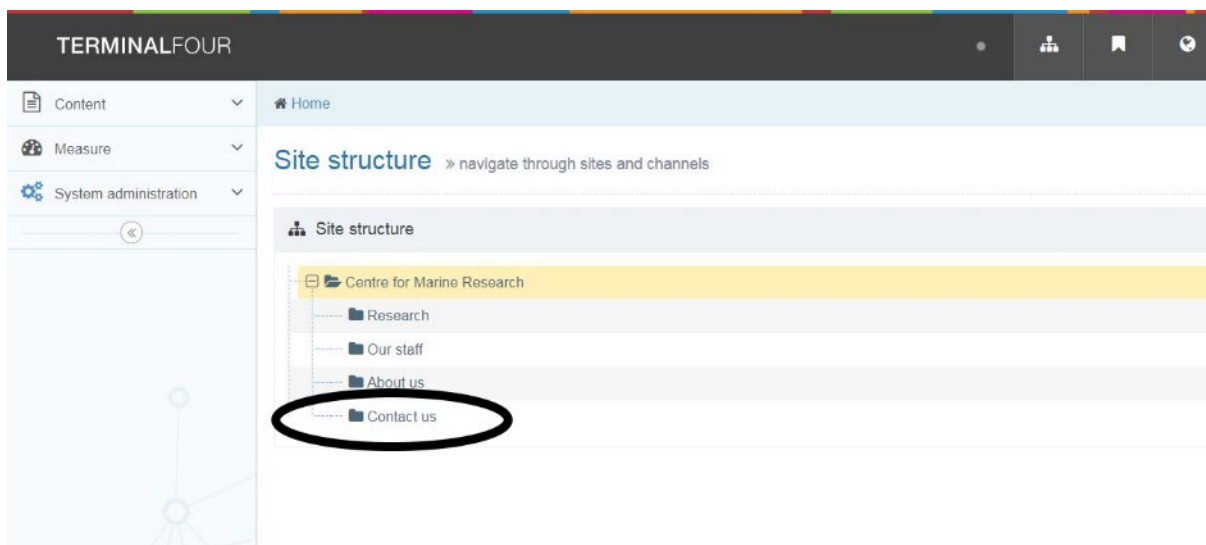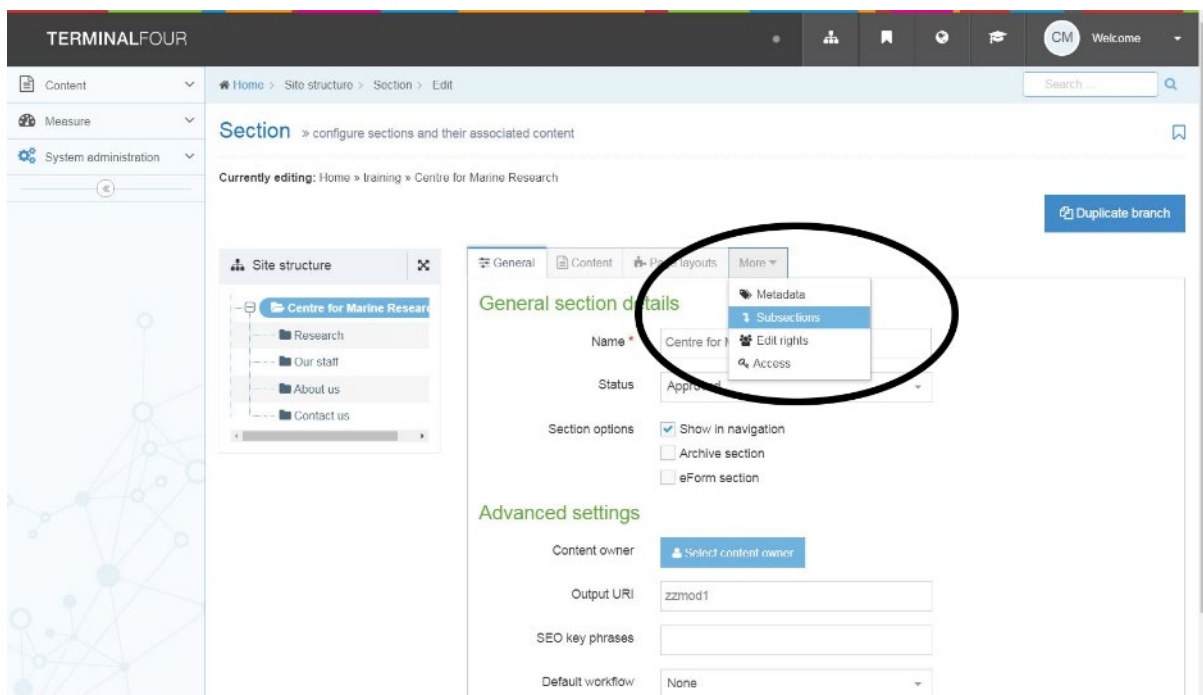
# Re-order sections

We will learn how to re-order the presentation of your left-hand web site navigation by changing the order of the sections.

➔ Select the **Site Structure** icon ⬚ from the top menu.

➔ Select the **Actions** button ⚙ Actions ▾ to the right of **Centre for Marine Research** and click **Edit Section** (you can also click on the section name in the site structure):
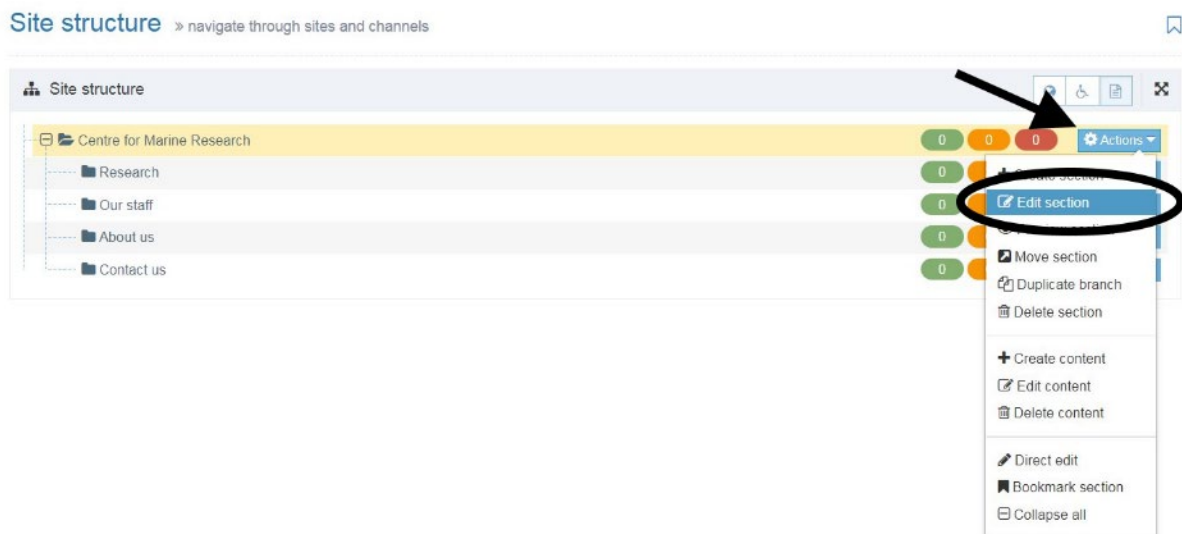


This will open the screen named **Section > configure sections and their associated content**:

➔ Select the tab named **More** then select **Subsections:**

Within this window, you may reorder sections and display navigation options in order of importance. The **Move** column has four buttons for each section, enabling you to reorder your sections by moving up/down or to the bottom/top of your list:
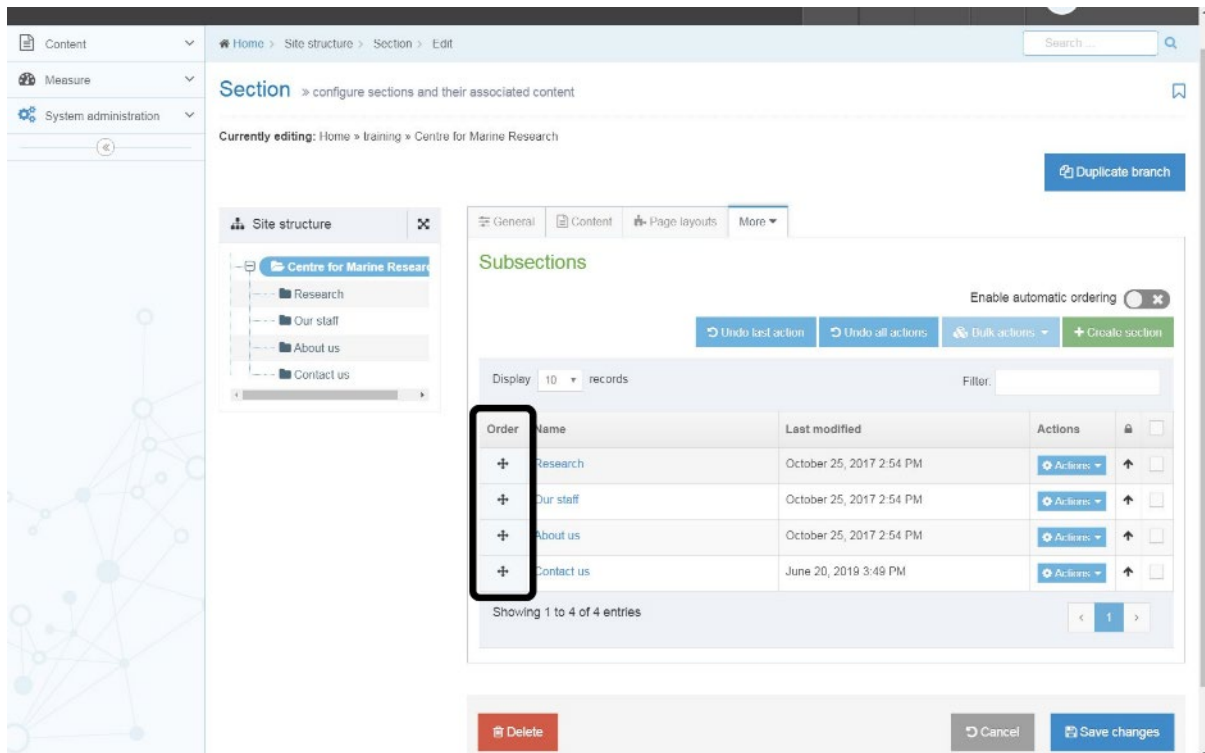


➔ Select the ✛ icon to the left of **About us**, then drag the section as shown below. This will move the section up two places to the top of the list:
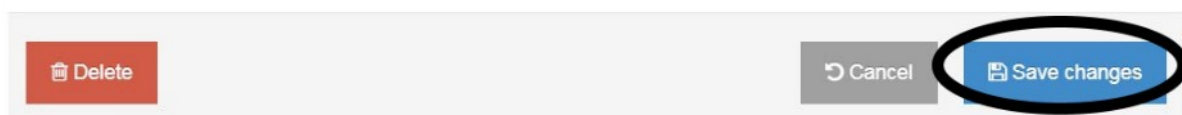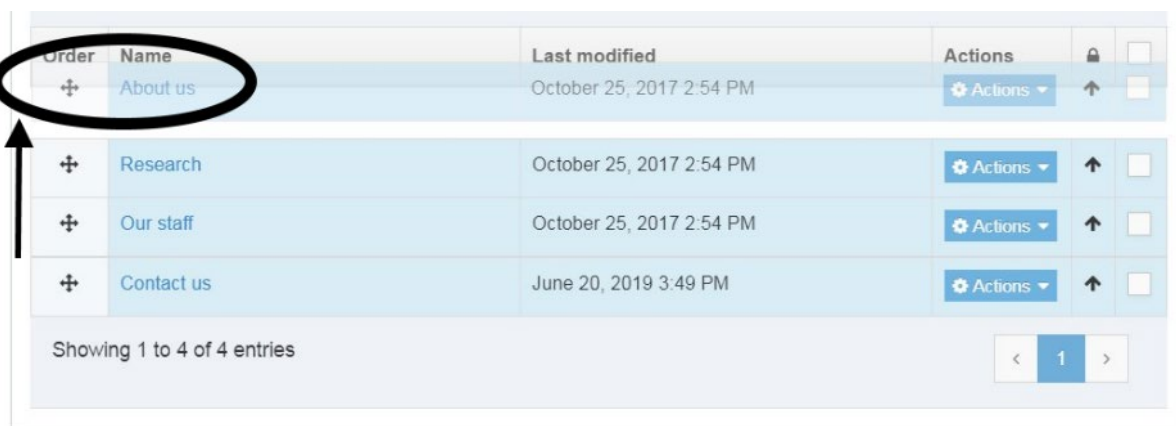


➔ Click **Save Changes**. The following message should briefly flash on the screen:
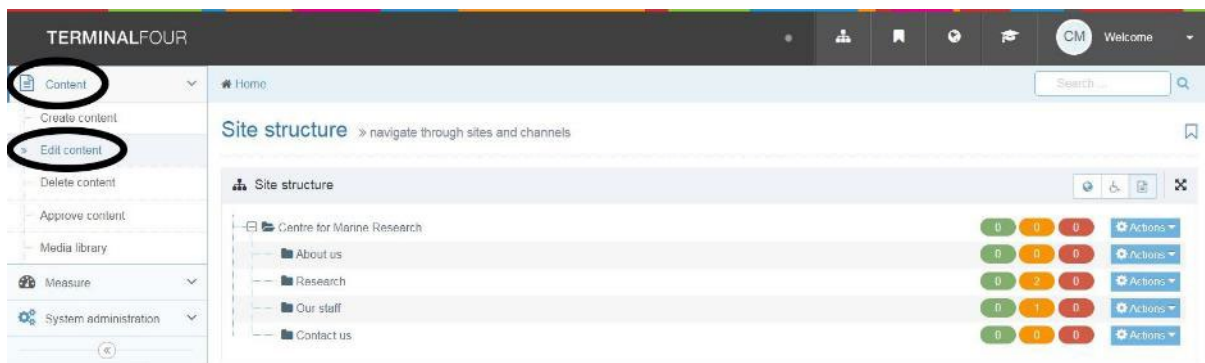


➔ Select the **Site Structure** icon to return to the **Show site structure view**.

# Edit, Create and Delete Content          Module 3

## Edit content

Now we'll learn how to open and modify some content of the Research web page:

➔ Select **Content > Edit Content** from the top menu bar:



You should now see the screen below, which is very similar to the Site Structure screen. The difference is that the black bar now says **Edit content,** choose a section and the section names change into underlined clickable links.
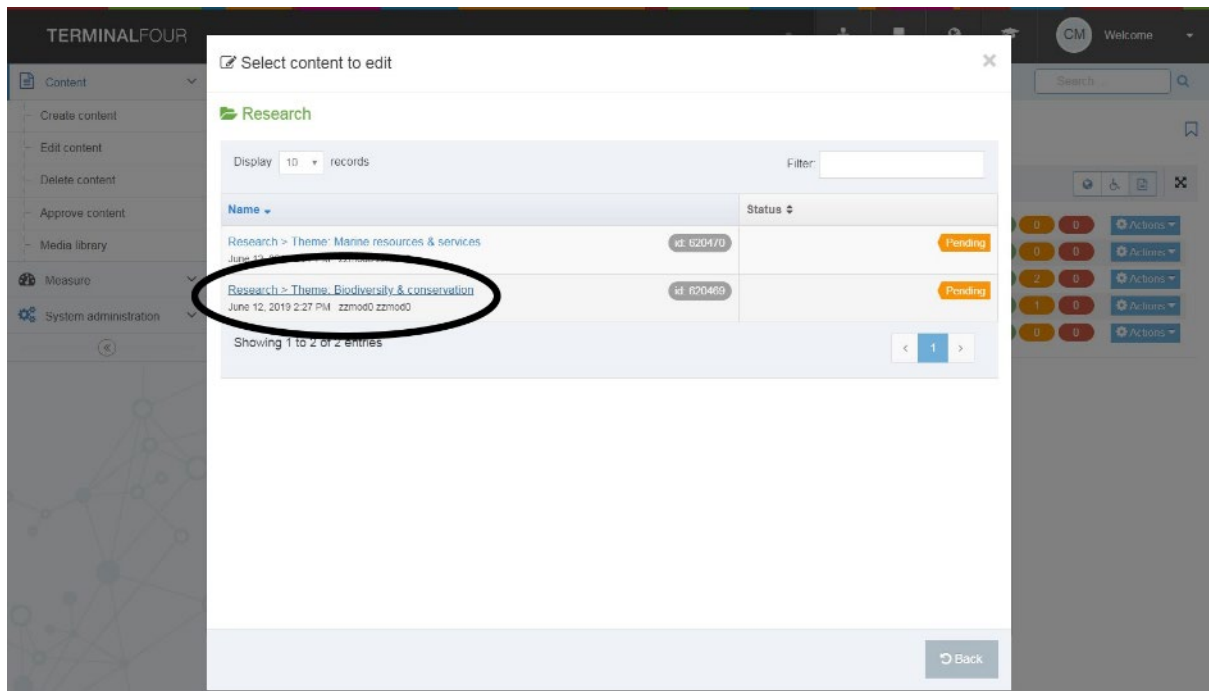
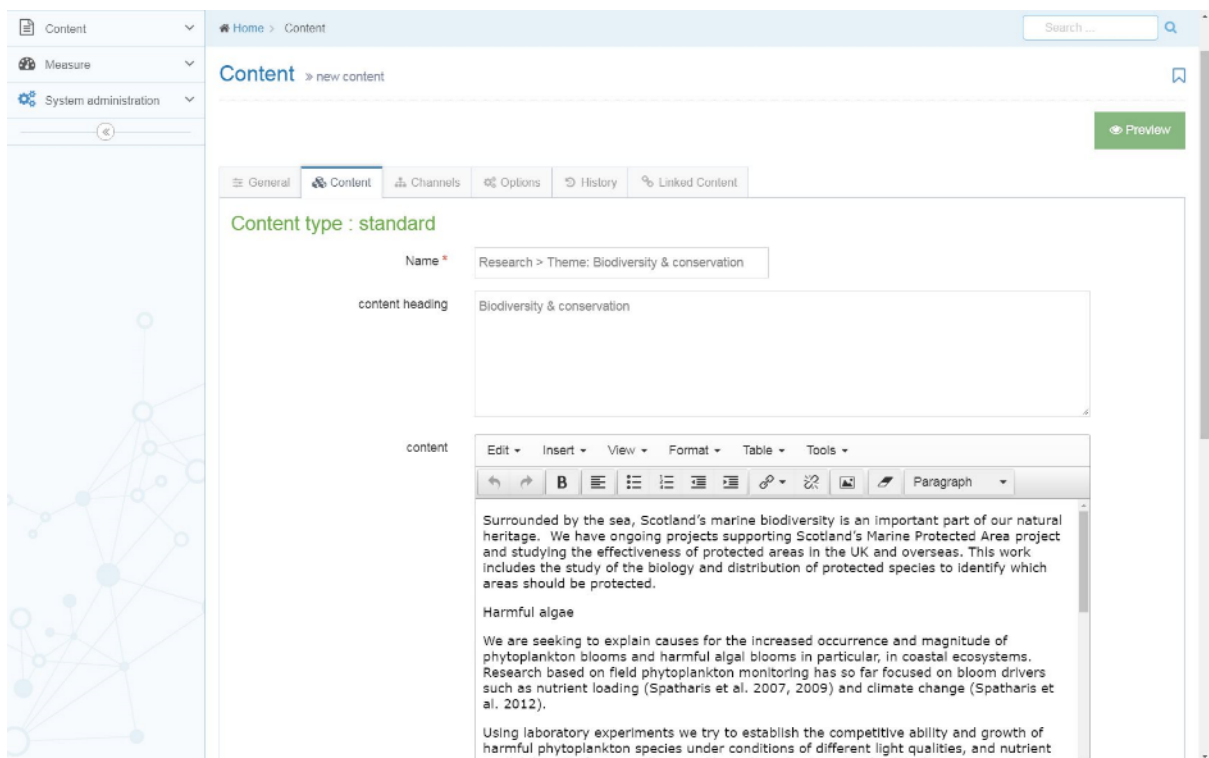➔ Click on the link named **Research:**
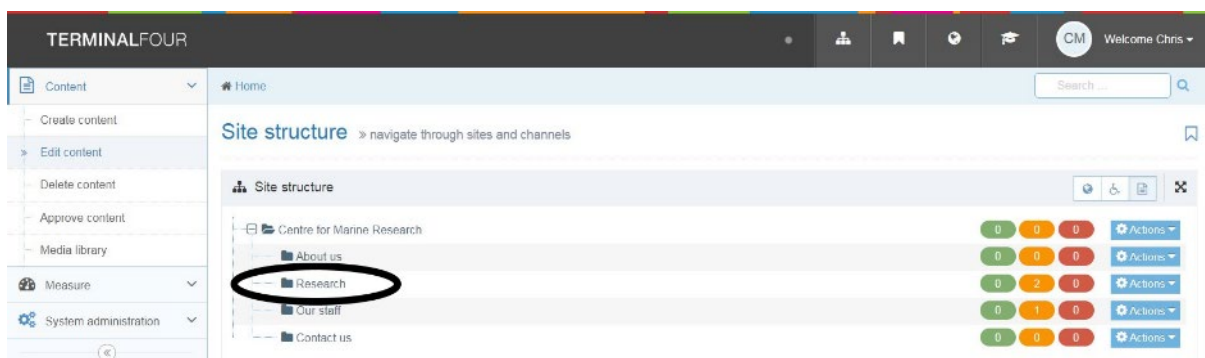


The **Edit content, choose a section to edit the content of** screen will open as shown below.
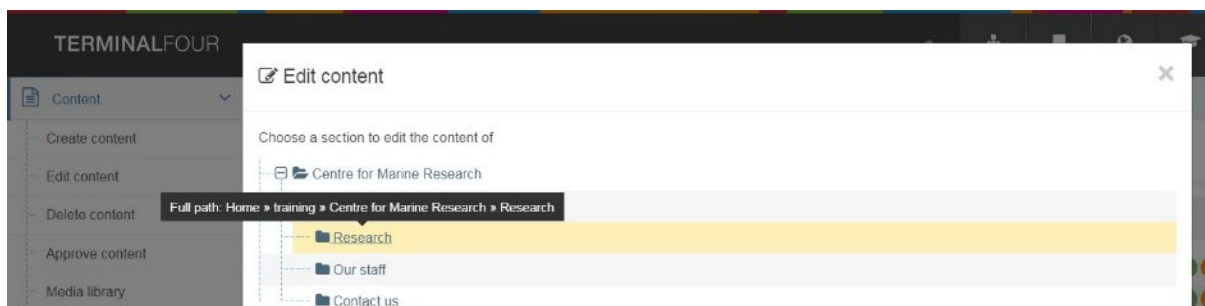


➔ Click on the content link named **Research > Theme: Biodiversity & conservation:**

You should now see the t4 page editor for this section:



The t4 page editor allows you to edit text, using formatting buttons and other functions similar to those found in word processing programs. It also contains some web-specific features we will explore later.

Now we'll format a sub-heading:

➔ Highlight the heading '**Harmful algae**' using the mouse. From the **Format** drop-down menu, select **Heading 3**, as shown below:
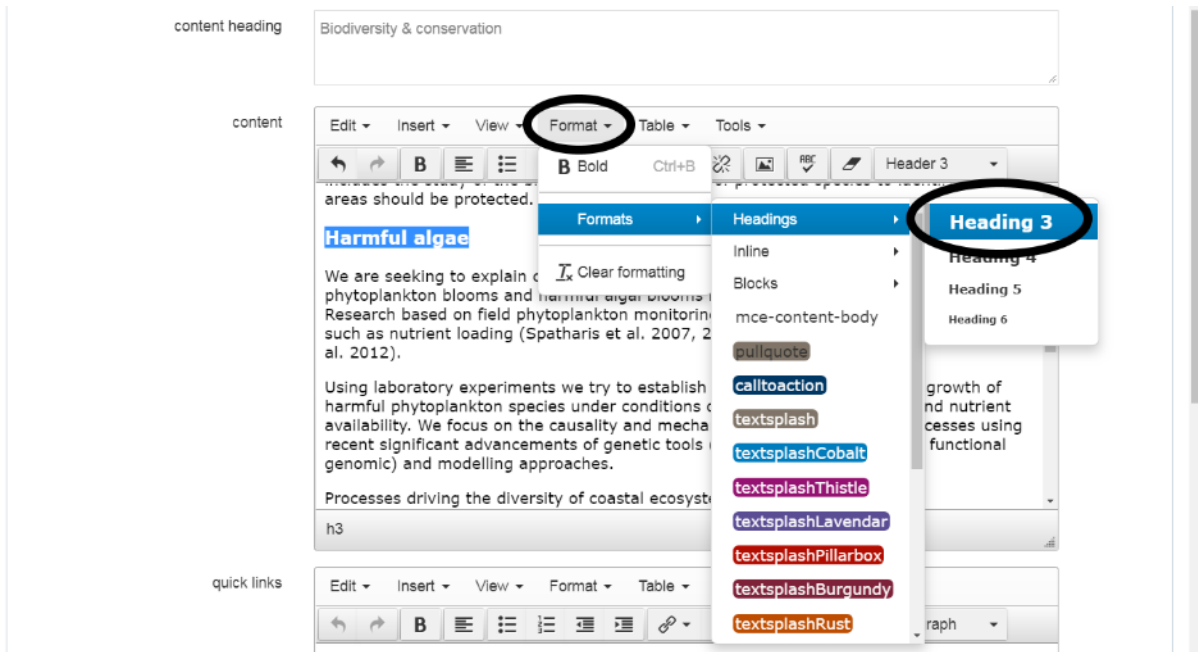


➔ Select  to preview these changes. Add another sub-heading to the page if you wish.

➔ Close the preview window.

➔ Select the blue arrow  next to the save changes button to reveal the update options. Select **Save and Approve** to save your changes.

Notice that you have three options within the **Save changes** button:
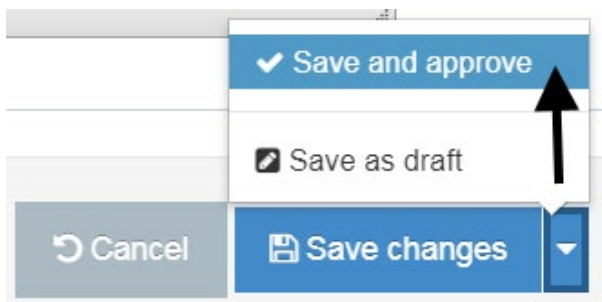


- **Save changes:** saves your work but does not publish it. The content item is placed into the approval area.
- **Save and Approve:** saves and publishes your work
- **Save as Draft:** saves your work but does not publish it. The content item is not placed into the approval area.

➔ Select **Site Structure** to return to the **Show site structure** view

# Create content

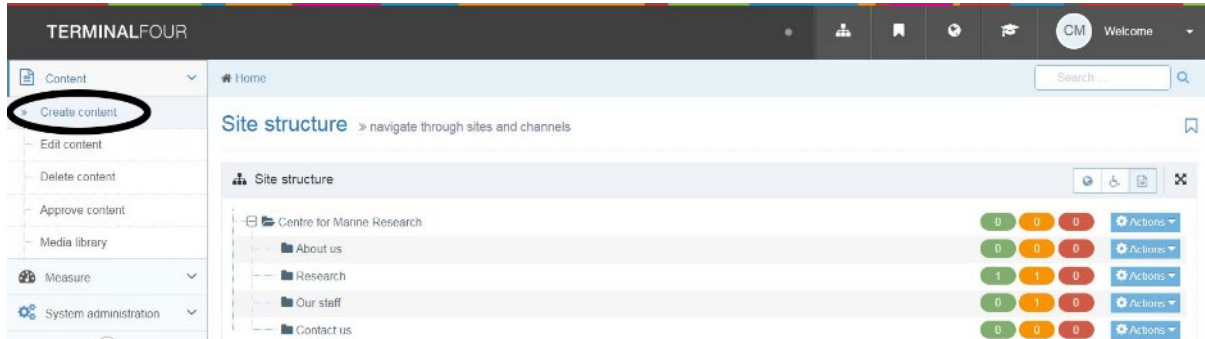We will now learn how to add content to the **Research** section:
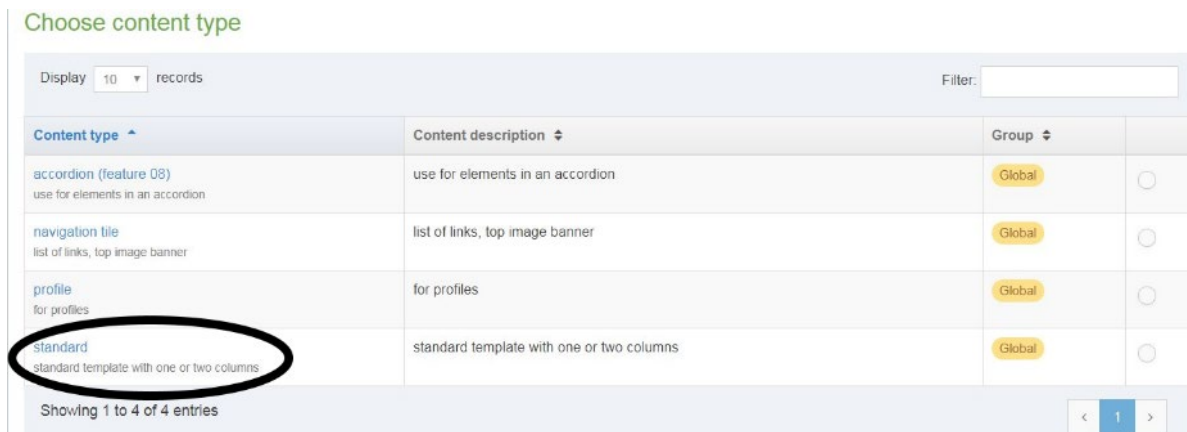
➔ Select **Content > Create Content**



Again, the sections within the site structure turn into clickable links.

➔ Click on the section named **Research**:
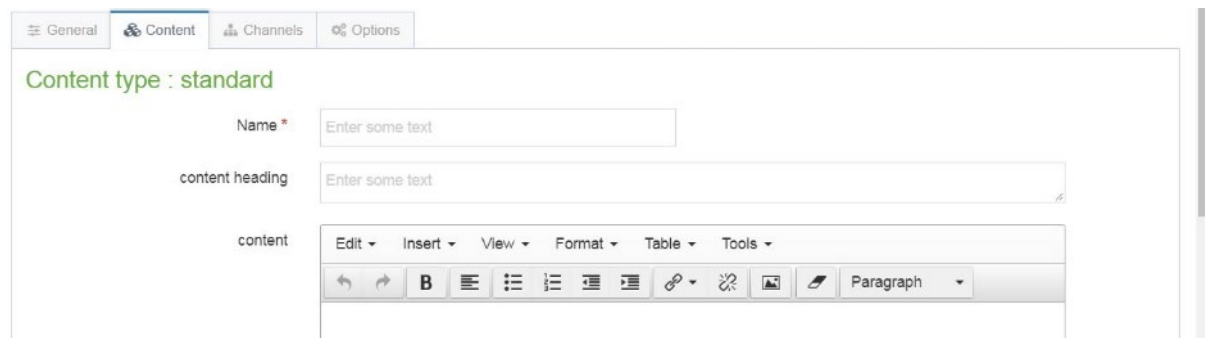


This will open the screen named **Create Content. Choose Content Type** to use.

➔ Select the **Content Type** named **standard**.



This will open the t4 page editor and an empty **standard** Content Type as pictured below:

The template has different input fields and text areas that you can type into. We'll explore each of them in detail and will add some text into the fields we go along:

**Name:** Text entered into this area does not appear on the finished web page. This is a name that t4 uses to identify a piece of content. It is also a name that you will need to remember and recognize in order to edit or manage the piece of content in the future. Therefore, it is important that you choose a name that readily identifies the content.

➜ Place the cursor into the **Name** area and enter the following text:

```
Research > Theme: Climate proxies: Biology of calcifying organisms
```

**Content heading:** Text entered here appears on the finished web page as a heading above subsequent text. It is not uncommon for the **Name** and **Content heading** to be exactly the same.

➜ Place the cursor into the **content heading** area and enter the following text:

```
Research > Theme: Climate proxies: Biology of calcifying organisms
```

**Content:** Text entered in this area may be formatted in a similar way to the previous **Edit Content** task.

➜ Place the cursor into the **content** area and enter the following paragraphs, or alternatively, try copying the text below then pasting it into the editor using the **Paste as text** option:
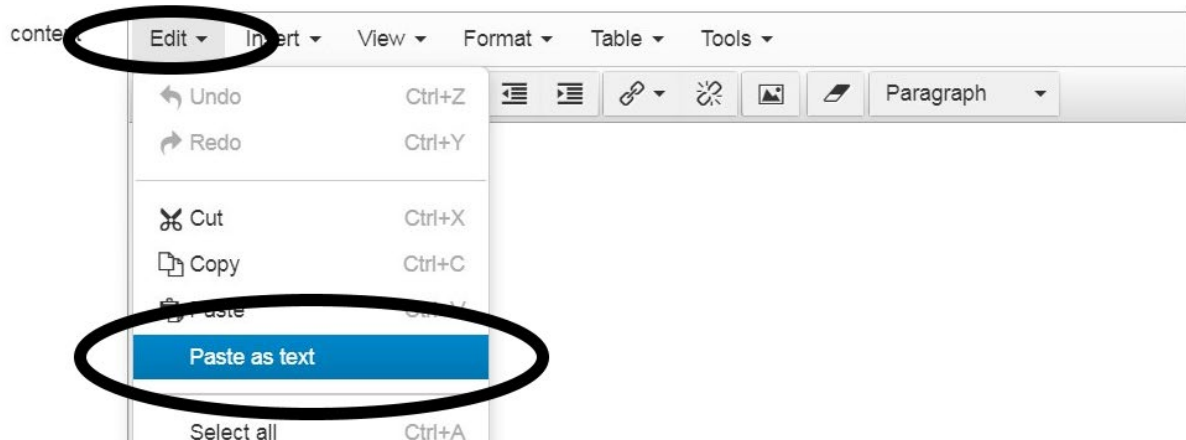


➜ The Kamenos lab explores questions about how the oceans are altered by the synergy between natural and anthropogenic change while trying to better determine the actual extent of global change.

➜ Marine biodiversity, energy cascades, climate control and global biogeochemical cycles are all resources / services that oceans provide, and are investigated in two broad disciplines:

1.  Understanding the relationships between global change (e.g. climate variability, ocean acidification & multiple stressors) and calcifying marine ecosystems (e.g. corals and coralline algae) along with the services these ecosystems provide

2.  Developing climatic and ecological proxies for the Holocene (our present geological epoch).

➔ These research areas are strongly interdisciplinary including many biological, geological and chemical techniques, with research in temperate, tropical and polar areas using SCUBA as well as in the Marine Mesocosm Facility.

➔ **Quick Links:** This area is intended for an unordered bullet list of links. You may link to an external web site or to any part of your own site that you wish to feature. This link is displayed as a narrow column down the right-hand side of the published page. It is possible to populate this column with plain text and images also. If you do use images, it is important to make sure to use images that are no wider than 158 pixels. Leaving the quick links area blank means this narrow column does not appear.

➔ Leave the **quick links** area blank.

➔ Select the [Preview] button to see how the page will look.

➔ Close the preview window.

➔ Select the blue arrow next to the **Save** button to reveal the update options. Select **Save and Approve** to save your changes:
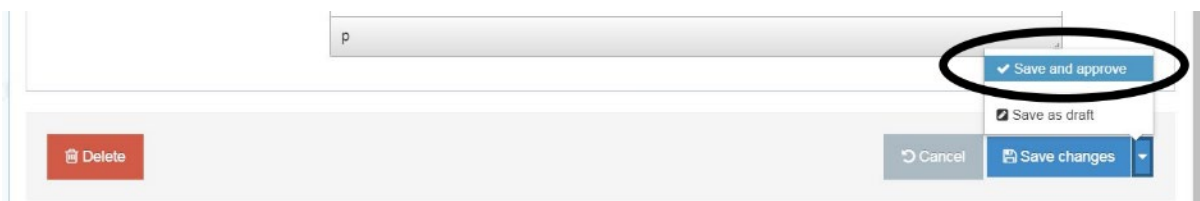


This will open the screen named **Content in this section**. This window shows the three content items that make up the research web page, displaying a list of attributes for each content item. Have a look at the attributes for the content items:

| Order | Name | Version | Status | Last modified | Publish date | | | |
|---|---|---|---|---|---|---|---|---|
| ✛ | Research > Theme: Marine resources & services   standard | 0.1 | Pending | June 12, 2019 2:27 PM | N/A | ⚙ Actions ▾ | ↑ | ☐ |
| ✛ | Research > Theme: Biodiversity & conservation   standard | 1.0 | Approved | June 20, 2019 4:06 PM | N/A | ⚙ Actions ▾ | ↑ | ☐ |
| ✛ | Research > Theme: Climate proxies: Biology of calcifying organisms   standard | 1.0 | Approved | June 20, 2019 4:32 PM | N/A | ⚙ Actions ▾ | ↑ | ☐ |

- **Order:** Allows you to re-order the content items within this section
- **Version:** The number of times this item has been edited, in this case, once.
- **Status:** The workflow status of the piece of content, in this case 'Approved'. This is because you selected the 'Save and Approve' button when this content was created. If you had selected the 'Save button, the status would display as 'Pending'.

- **Last Modified:** The date on which the piece of content was last modified, in this case, today's date.
- **Publish date:** The date the content has been published to the live website.
- **Actions:** See below for more details
- **Lock:** If the box has a tick next to it, then t4's Automatic Ordering feature will not apply to the content item. If the tick is removed, the content item may be automatically ordered alphabetically or by last modified date.

Hover your mouse over the Actions button ![Actions] to the right of **Research > Theme: Climate proxies: Biology of calcifying organisms** the following pop-up menu will appear:
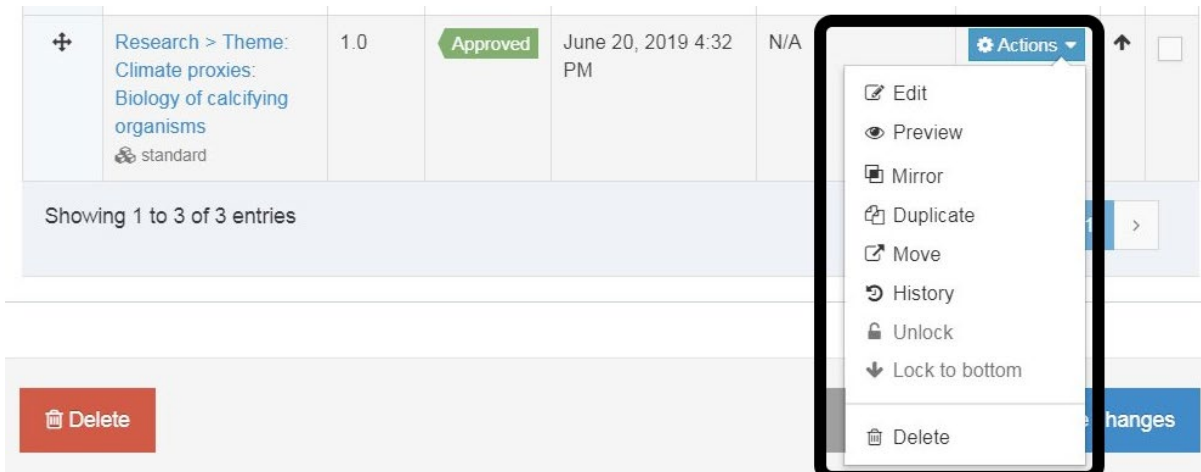


- **Edit:** enables you to open a content item and then modify it. This has the same effect as clicking on the name of the content item.
- **Preview:** allows you to preview content.
- **Mirror:** allows you to display a content item in another section. The mirrored content will subsequently change when the original content is edited.
- **Duplicate:** allows you to copy a content item into another section. The duplicated content will subsequently not be associated with the original content.
- **Move:** allows you to move content into another section.
- **History:** allows you to see the previous versions of a content item.
- **Unlock:** unlocks the content if it has been locked.
- **Lock to bottom:** locks the content at the bottom of the content list.
- **Delete:** allows you to delete a content item.

## Manual ordering of content items

We will learn how to manually change the order that the content items of the Research section are presented. As with sections, each content item has an **Order** option.

The **Order icon** ![icon] moves content to the order you wish for it to appear on the webpage.

In this case, we'll move the content item named **Research theme > Biodiversity & conservation** to the bottom of the webpage.

➔ Click on the furthest left arrow, (Move to Bottom), that is listed to the right of **Research theme > Biodiversity & conservation** to move this content item to the bottom of the page.

| Order | Name | Version | Status | Last modified | Publish date | | | |
|-------|------|---------|--------|---------------|--------------|---|---|---|
| ✛ | Research > Theme: Marine resources & services ⚙ standard | 0.1 | Pending | June 12, 2019 2:27 PM | N/A | ⚙ Actions ▾ | ↑ | ☐ |
| ✛ | Research > Theme: Climate proxies: Biology of calcifying organisms ⚙ standard | 1.0 | Approved | June 20, 2019 4:32 PM | N/A | ⚙ Actions ▾ | ↑ | ☐ |
| ✛ | Research > Theme: Biodiversity & conservation ⚙ standard | 1.0 | Approved | June 20, 2019 4:06 PM | N/A | ⚙ Actions ▾ | ↑ | ☐ |

Showing 1 to 3 of 3 entries          < 1 >

➔ Click **Save Changes**

| ✛ | Research > Theme: Climate proxies: Biology of calcifying organisms ⚙ standard | 1.0 | Approved | June 20, 2019 4:32 PM | N/A | ⚙ Actions ▾ | ↑ | ☐ |
|---|------|-----|----------|----------------------|-----|-----|---|---|
| ✛ | Research > Theme: Biodiversity & conservation ⚙ standard | 1.0 | Approved | June 20, 2019 4:06 PM | N/A | ⚙ Actions ▾ | ↑ | ☐ |

Showing 1 to 3 of 3 entries          < 1 >

🗑 Delete                                              ↺ Cancel     💾 Save changes

t4 will briefly display this success message:

✔ **Section has been edited**
Section has been edited successfully.

Now we'll preview the change

➔ Select **the Site Structure icon** from the top menu:

⊙   🖧   🔖   🌐   🎓   CM   Welcome   ▾

Site structure

Search ...   🔍

➔ Select the Actions icon **⚙ Actions ▾** to the right of the **Research** section and click **Preview Section** from the pop-up menu to preview the new order of the content.
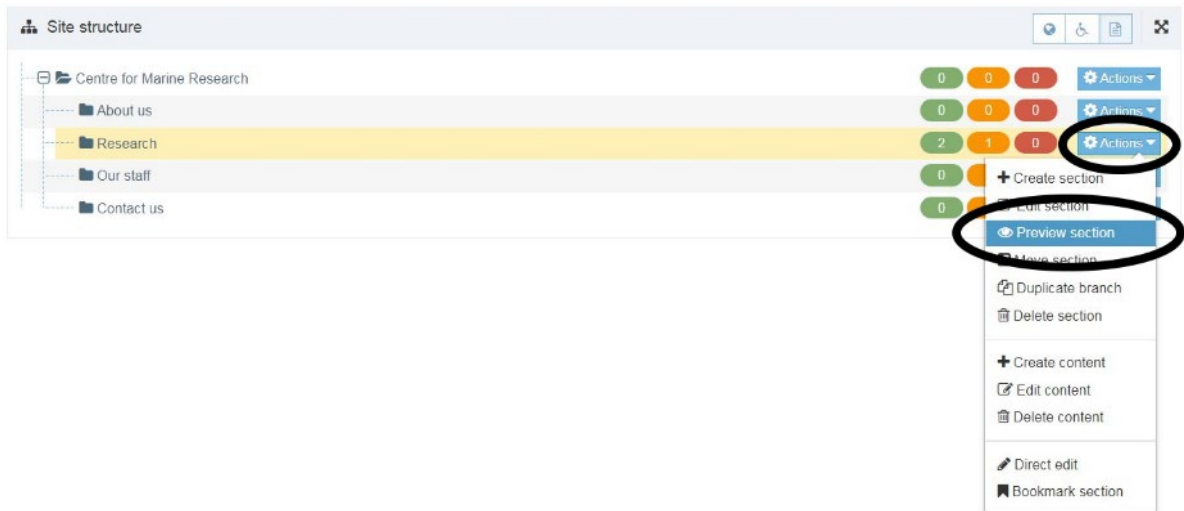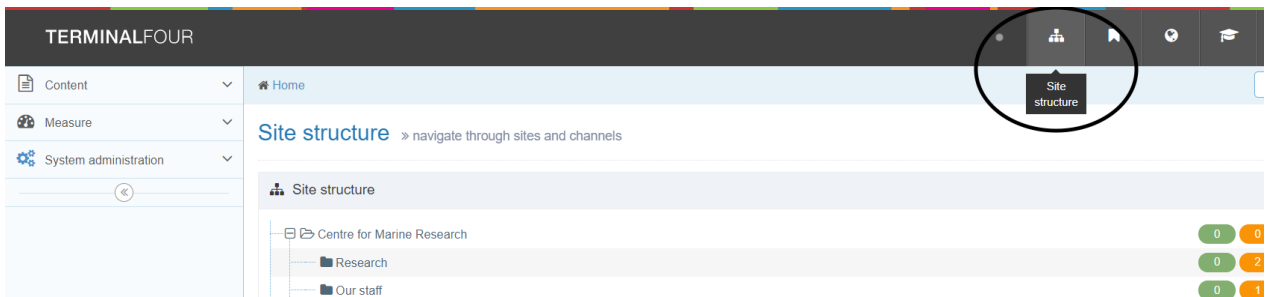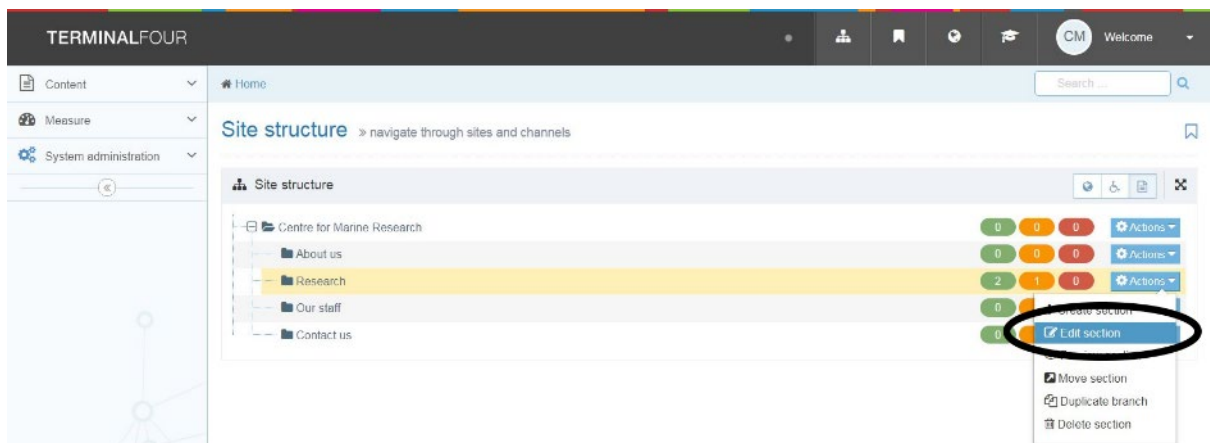


➔ Close the preview window.

## Automatic ordering of content items

Now we will learn how to automatically change the order of the content items from within the

Research section. Return to the screen named **Edit content, select content** as follows:

➔ Select **Site structure** from the main menu bar:



➔ Now click on the **Actions** button next to **Research** then select **Edit section**:

Select the **Content** tab. You may change the presentation order of the content items within the Research section alphabetically or by last update or publish date:
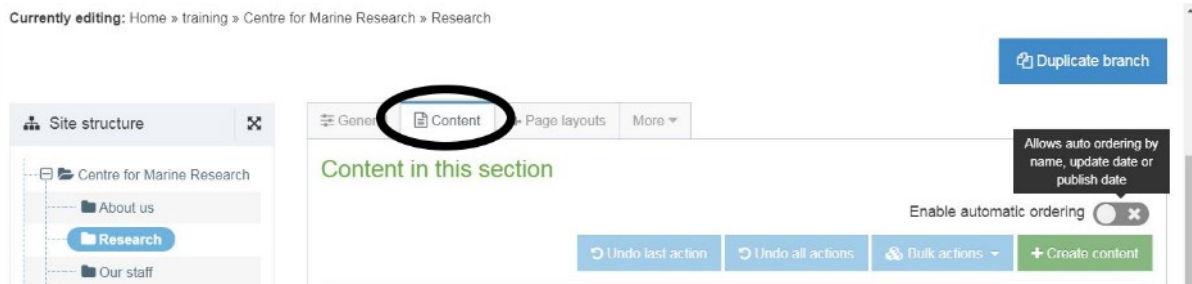


➔ Within the area of the page named **Enable automatic ordering**, check the box named **Enabled**
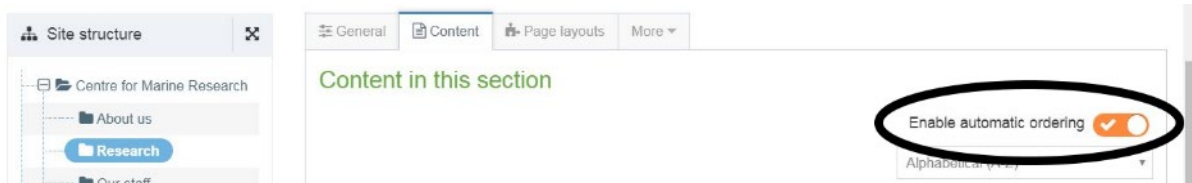


➔ Within the drop-down box of the **Enable automatic ordering** area, change the automatic order from Alphabetical (A-Z) to Alphabetical (Z-A):
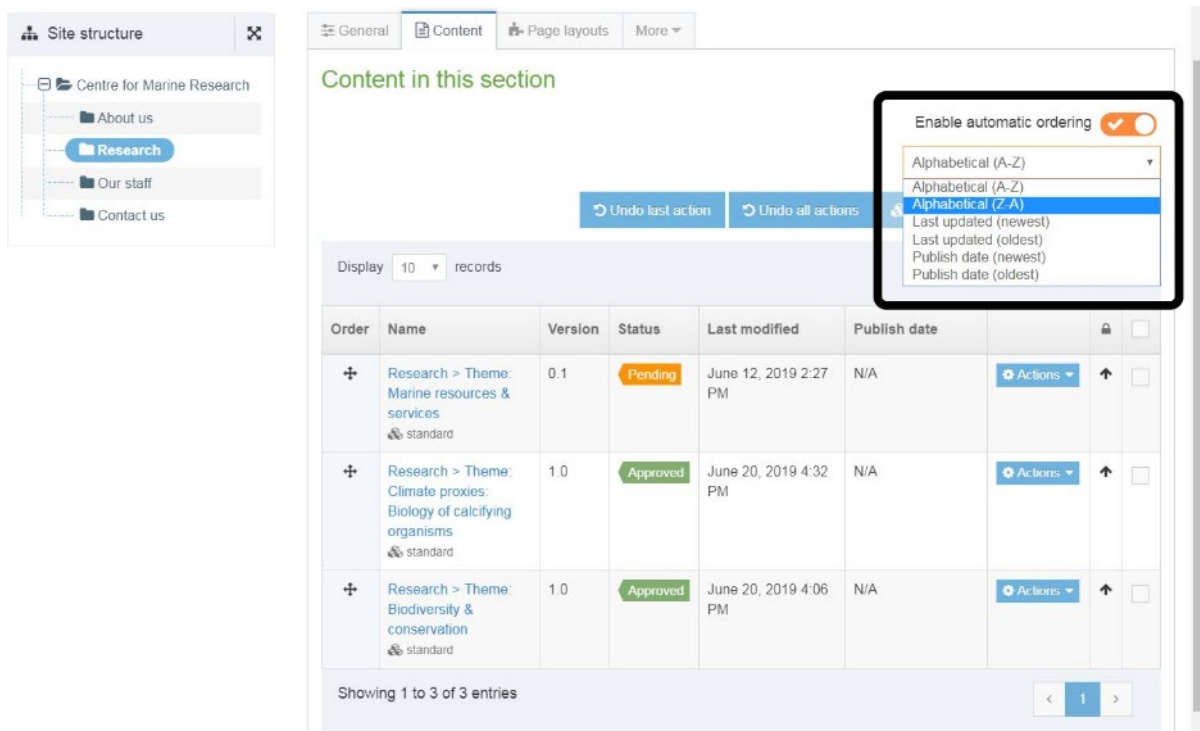


Notice that the order of the content items has changed. In a similar way, you may change the order by last update or publish date.

➔ Please **DO NOT** save the changes you have made at this time. **Select the Site Structure button** to leave without saving.

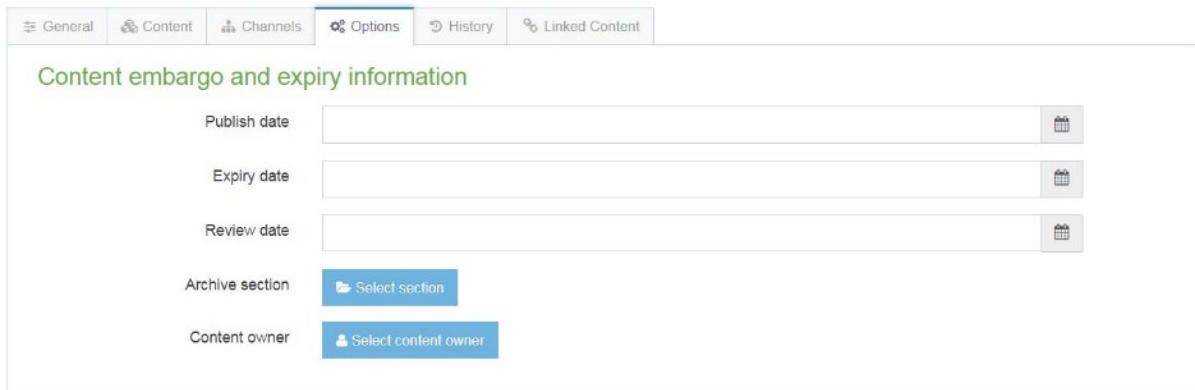Now we'll investigate the tab options:

➔ Select **Content > Edit Content** from the top menu bar

➔ Now click on the section named **Research**

➔ Click on the content item named **Research > Theme: Biodiversity & conservati**on

This will open the screen named **Content > new content**. This screen allows you to select various tab options:
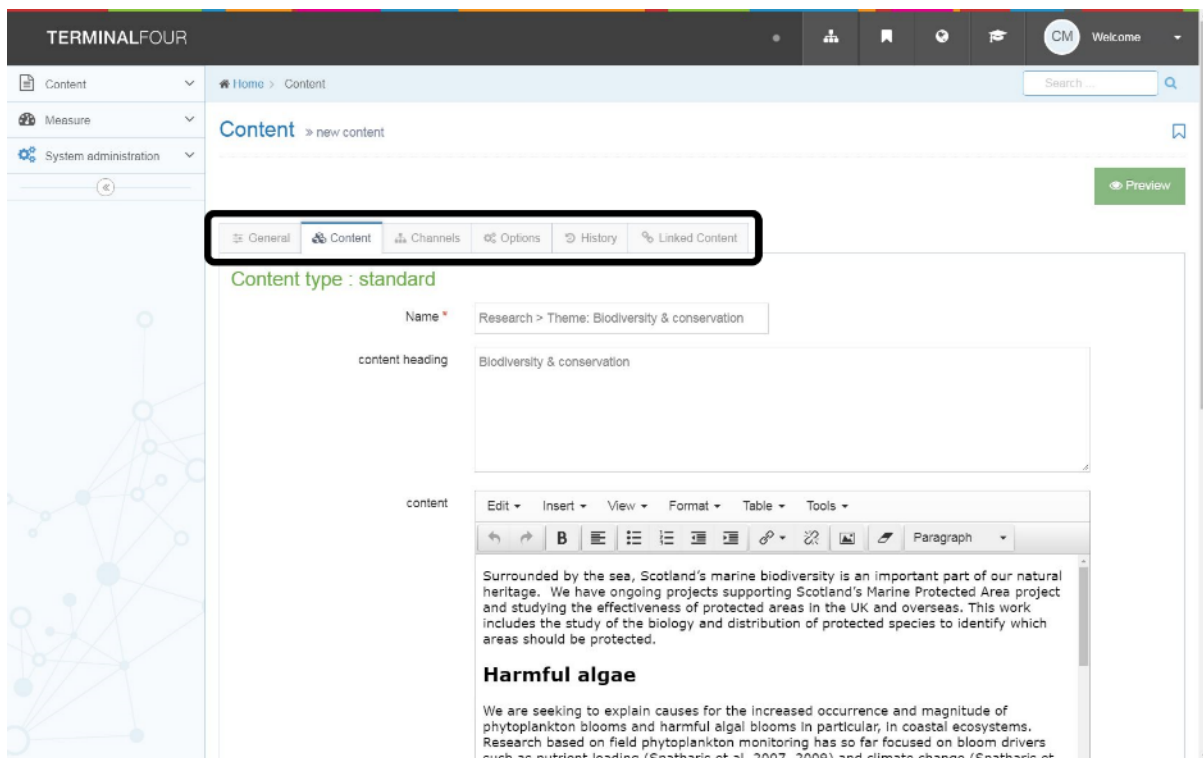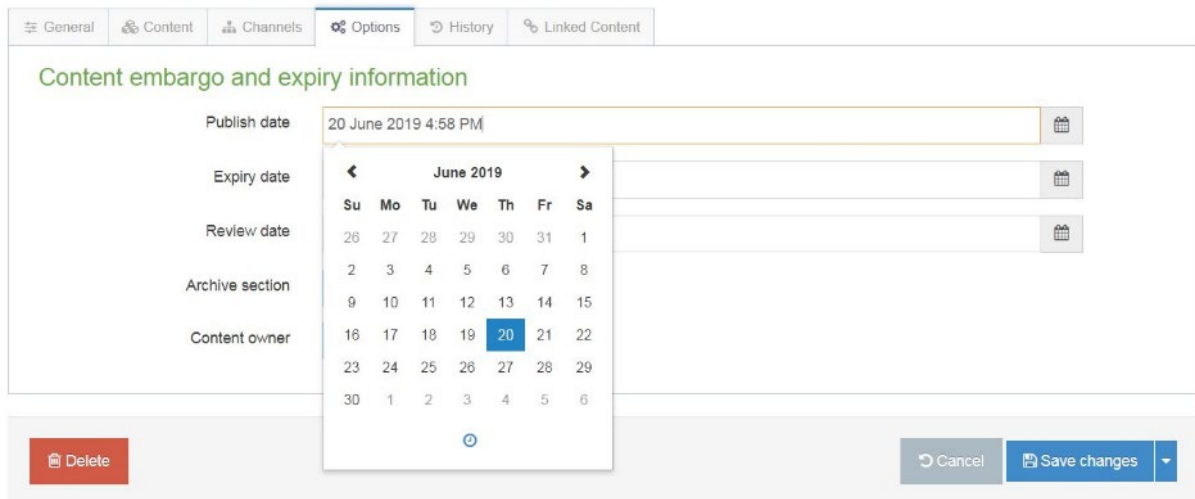


- **General Information:** This displays the name of the template used, the version number, a last modified date/author and other general content item details.
- **Content:** This is the tab that opens by default when you try to modify existing content, in other words, the t4 page editor.
- **Placement:** Another way for you to change the order that content items appear. This way is clumsier than the previous methods and is not recommended.
- **Channels:** Allows you to select a different channel to publish to. This has already been set up for you and selecting this tab is not recommended either.
- **Options:** Allows you to allocate publish and expiry type dates to specific pieces of content. This ensures that they are released, removed, or archived as required.
- **Linked Content:** Displays a list of sections that link to this content item.

➔ Select the **Options** tab. You should see an area like this on the screen:



Within the **Options** tab, you can:

- Select a date and time for the **Publish Date** field to specify when a piece of content will be published. A date picker will display as shown below. In order for the piece of content to be released to the live site, it is necessary for it to have been approved prior to the published date specified:



- Select a date and time for the **Expiry Date** field to specify when a piece of content will be removed from the live site.
- Select a date and time for the **Review Date** field and an e-mail will be dispatched to the content owner on that date as a reminder to review for quality and accuracy.
- **Archive Section** allows you to select a t4 section that expired content is moved into when the expiry date is reached.
- We do not recommend using the **Content Owner** option.

  Unfortunately, we do not have the time during this training course to fully demonstrate these features, but you may find them useful when publishing your own web pages. We do not want to update or approve any content at the moment

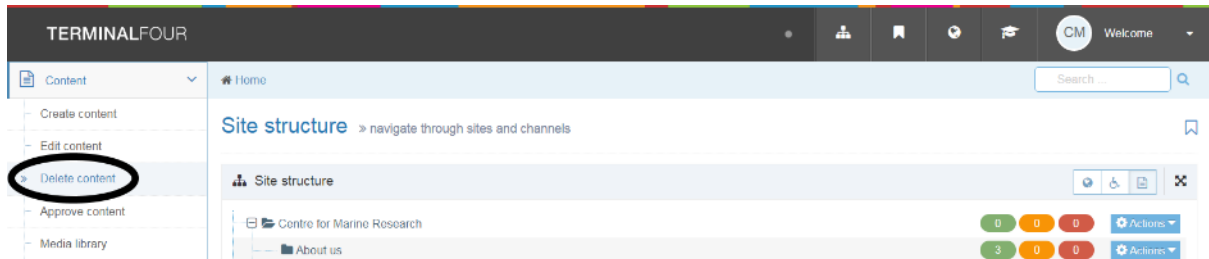➔ Click **Cancel**. This will return you to the content tab screen.
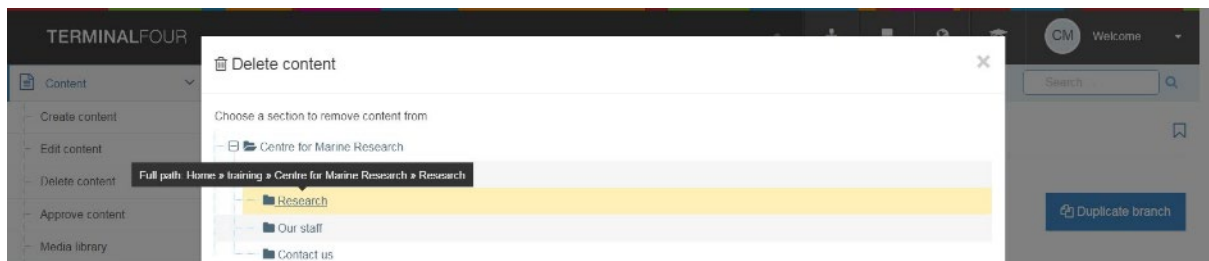


➔ Select the **Site Structure button:**

# Delete content

In this exercise, we will learn how to **Delete content** by deleting something from the **Research** section:
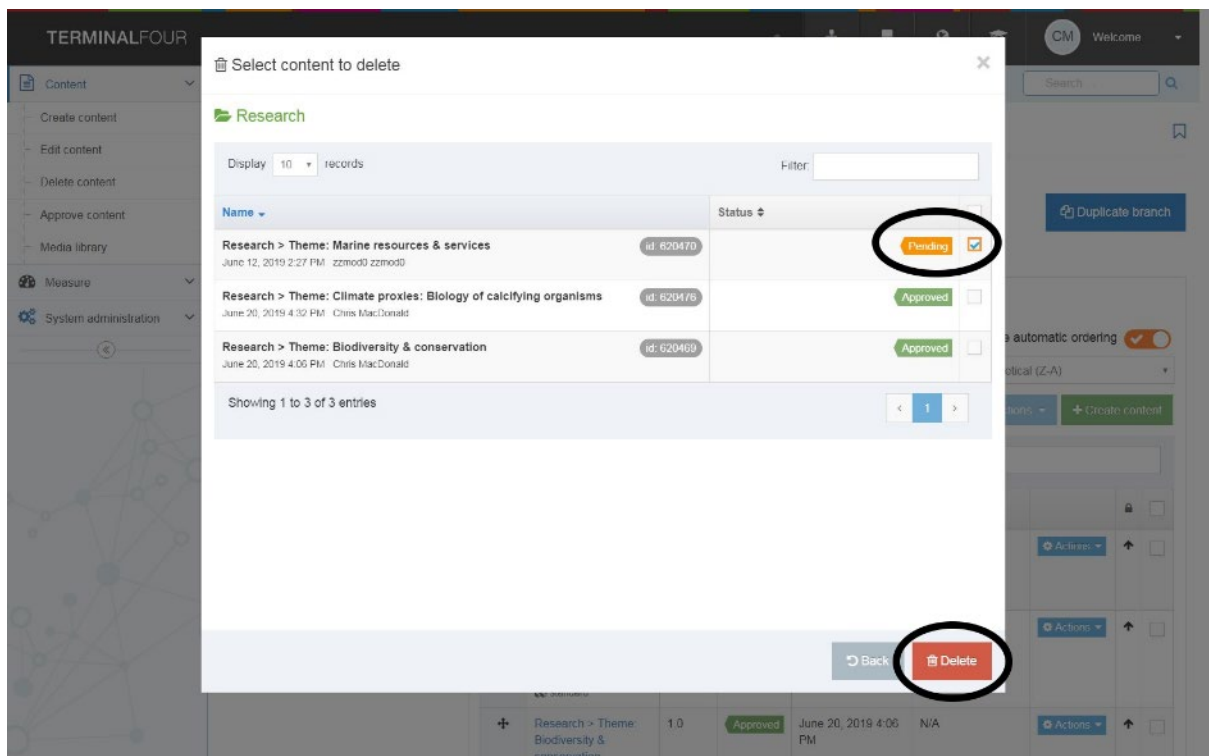
➔ Select **Content > Delete Content.**



➔ Again, the sections within the site structure turn into clickable links.
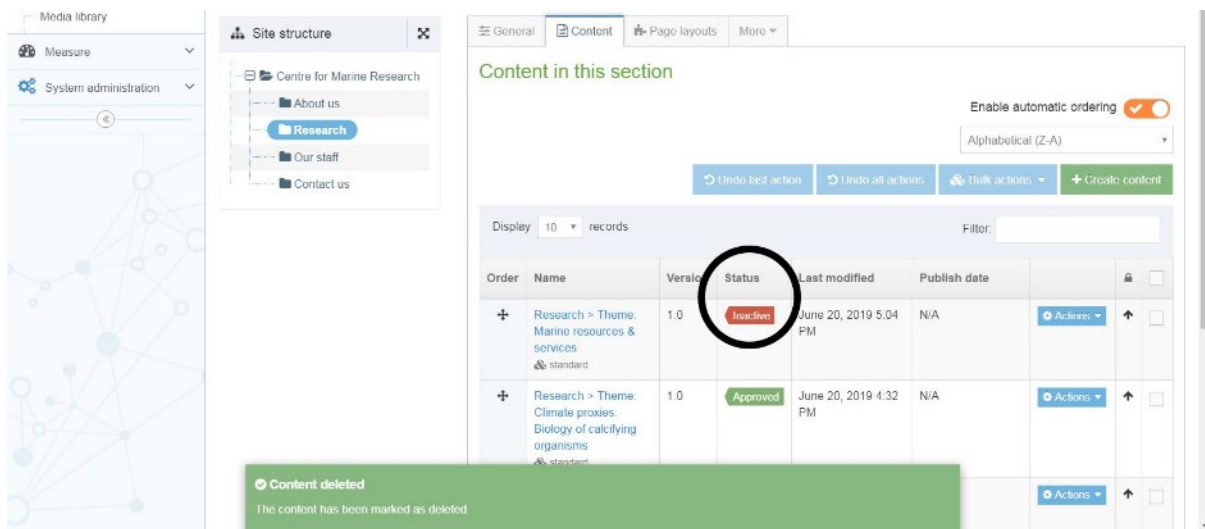
➔ Click on the section named **Research**:



This will open the screen named **Select content to delete**.

➔ Check the box next to **Research > Theme: Marine resources & services** and click **Delete**

A brief confirmation message will display in green at the bottom of the screen.

You will notice that the status of the content item that you just deleted is now marked as **Inactive**



➔ Select the **Site structure** button.

To the right of the page, you should see a 'traffic light' column display, with numbers under each of the three colours:
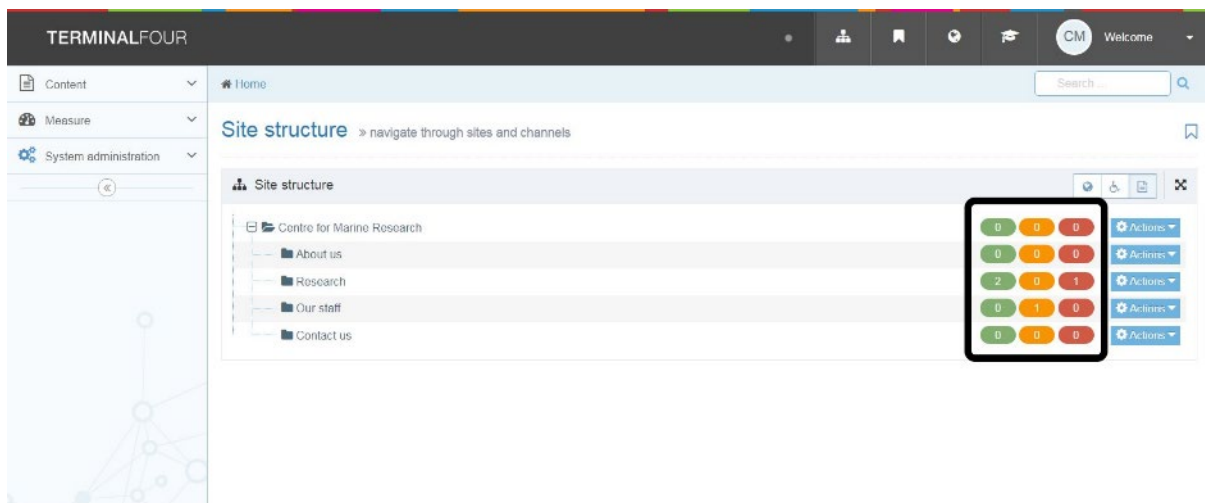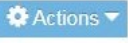


In the above example, there are four pieces of content within two sections.

- The green column shows that 2 content items have been **Approved**.
- The yellow/amber column shows that 1 content item is **Pending** approval.
- The red column shows that 1 content item is **Inactive**, which means it has either been deleted or was never activated.

You should be able to see that your section Research has 2 approved and 1 inactive items of content.

# Creating a bin for deleted content

Next, we'll create a section named **Bin** and learn how to move deleted content into it. This will keep your t4 interface tidy. We'll start by creating a new **Bin** section:
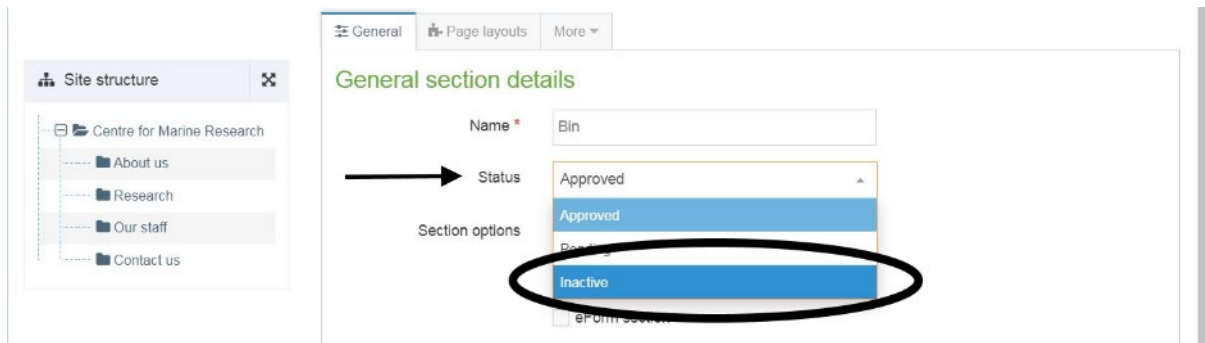
➔ Select **Content > Site Structure**

➔ Select the **Actions button** [⚙ Actions ▼] to the right of the **Centre for Marine Research** section and select **Create Section**:
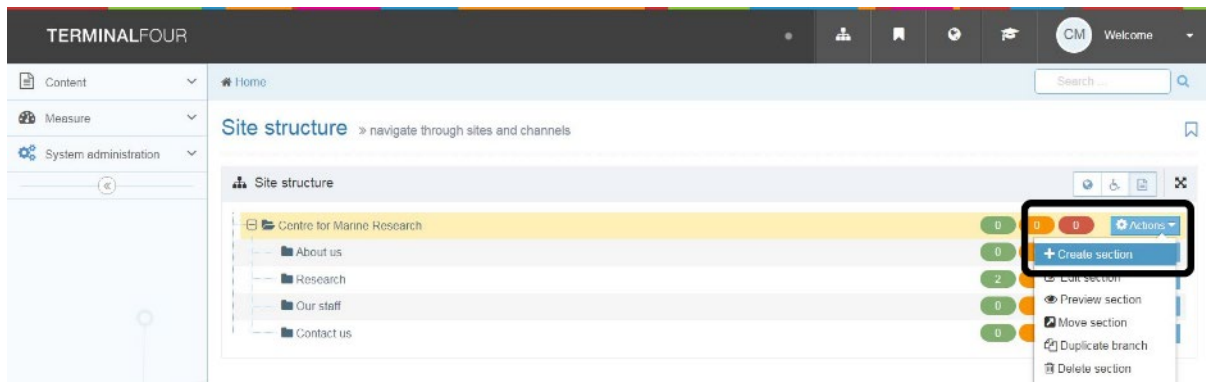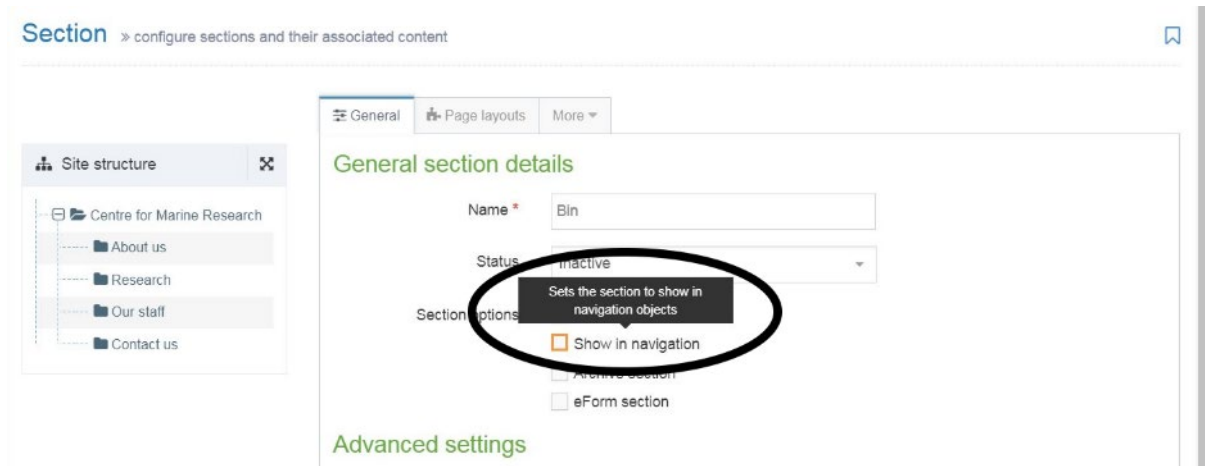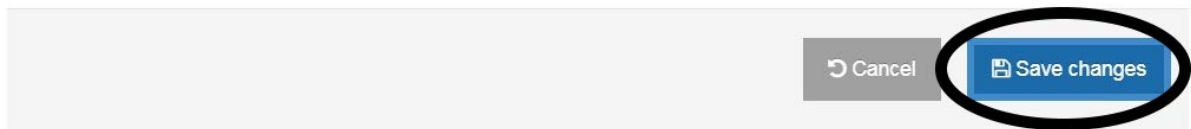


The following screen will open:
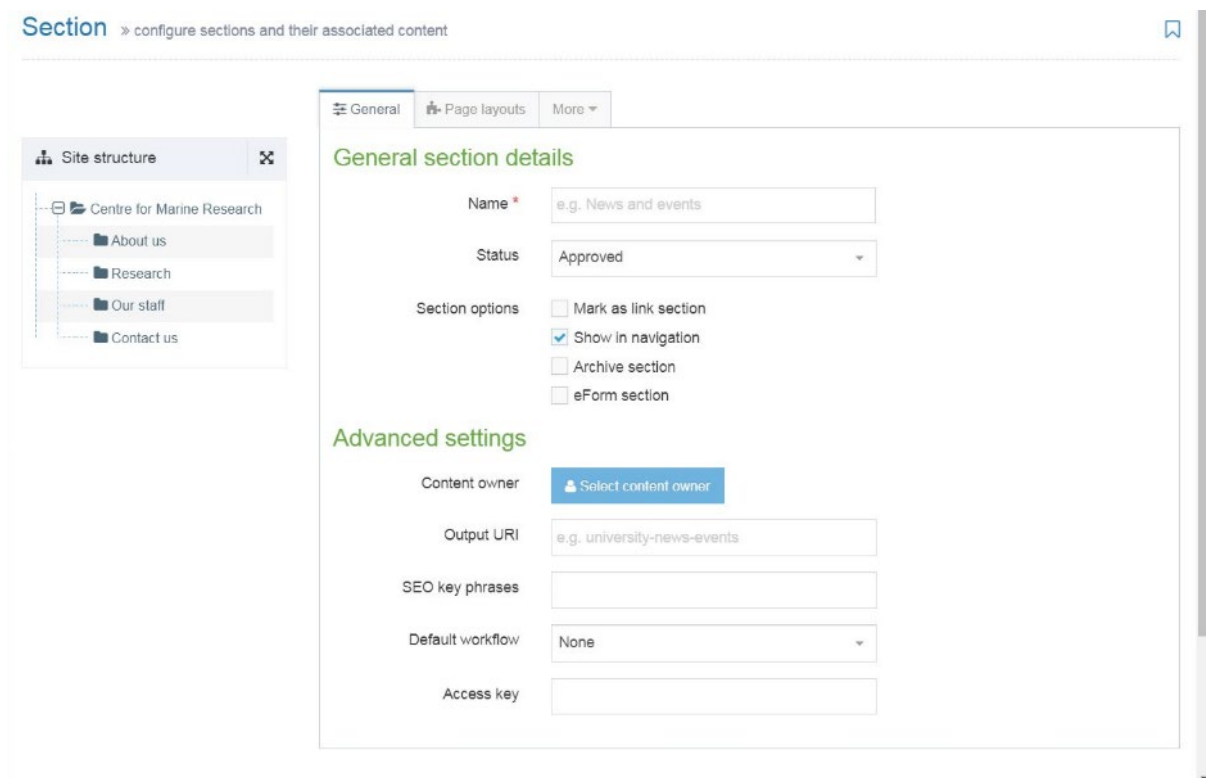


➔ Enter the following text into the **Name** box:  `Bin`

➔ Change the **Status** from Approved to **Inactive** to ensure that the Bin section is not accidentally published to the live web server:
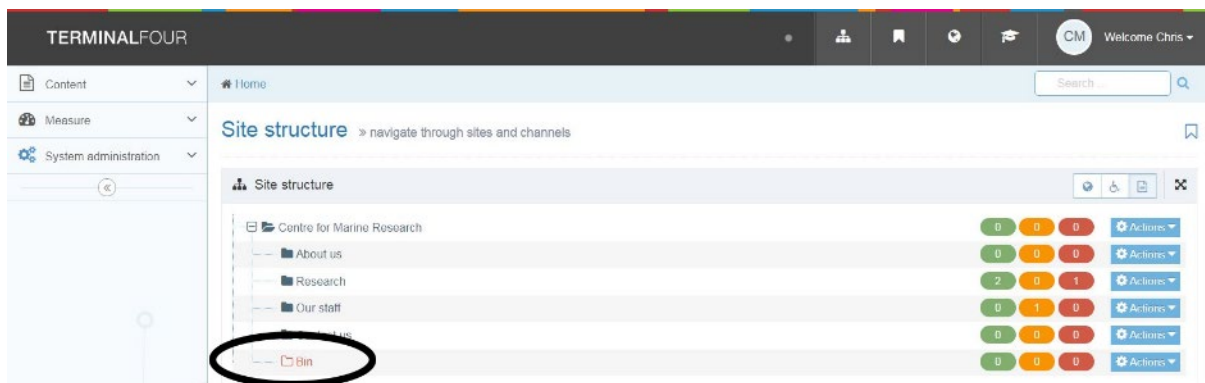
➔ Uncheck the box named **Show in Navigation**



➔ Press the **Save Changes** button:



➔ A brief confirmation message will display at the bottom of the screen:

**⊘ Section has been created**
Section has been created successfully.

You will see that your section named **Bin** now appears in the Site Structure coloured in red (marked as inactive):

Now we'll practice how to **Move** content by moving the deleted content into your **Bin**:

➔ Select **Content > Edit Content** from the left menu bar

➔ Now click on the section named **Research**

➔ Select the **Actions** button ![Actions] to the right of the **Research > theme: Marine resources & Services** and click **Move**
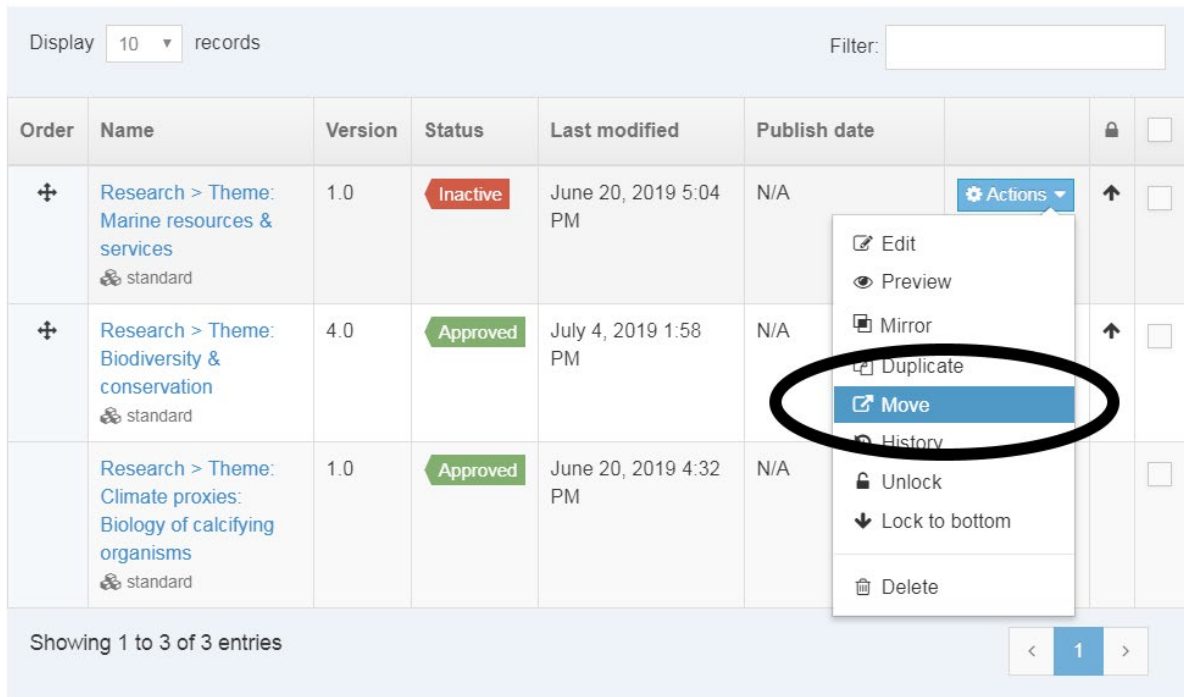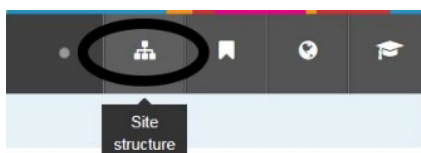


➔ This will open the screen named **Move content, choose destination**. Select the section named **Bin:**



The following message will display:



➔ Finally, select the **Site Structure** button from the top menu:

# Creating content and links                    Module 4

The new University web style allows for greater flexibility, a clearer distinction between navigational and content pages, and displays more elegantly in mobile devices with small screens. On a small screen, content will flow into a single column.

You should always think about your users when publishing to the web. Many more are now accessing the site using devices with small screens: which makes it even more important that you say what you need to as concisely as possible. See Writing for the web for more.

In this module, we will add a navigation tile using a different content type and learn how to include images and section links. The **navigation tile** content type provides a link box, image and text, which should be used to add navigation elements to a page. When we are finished with this exercise, our finished content will look something like this:
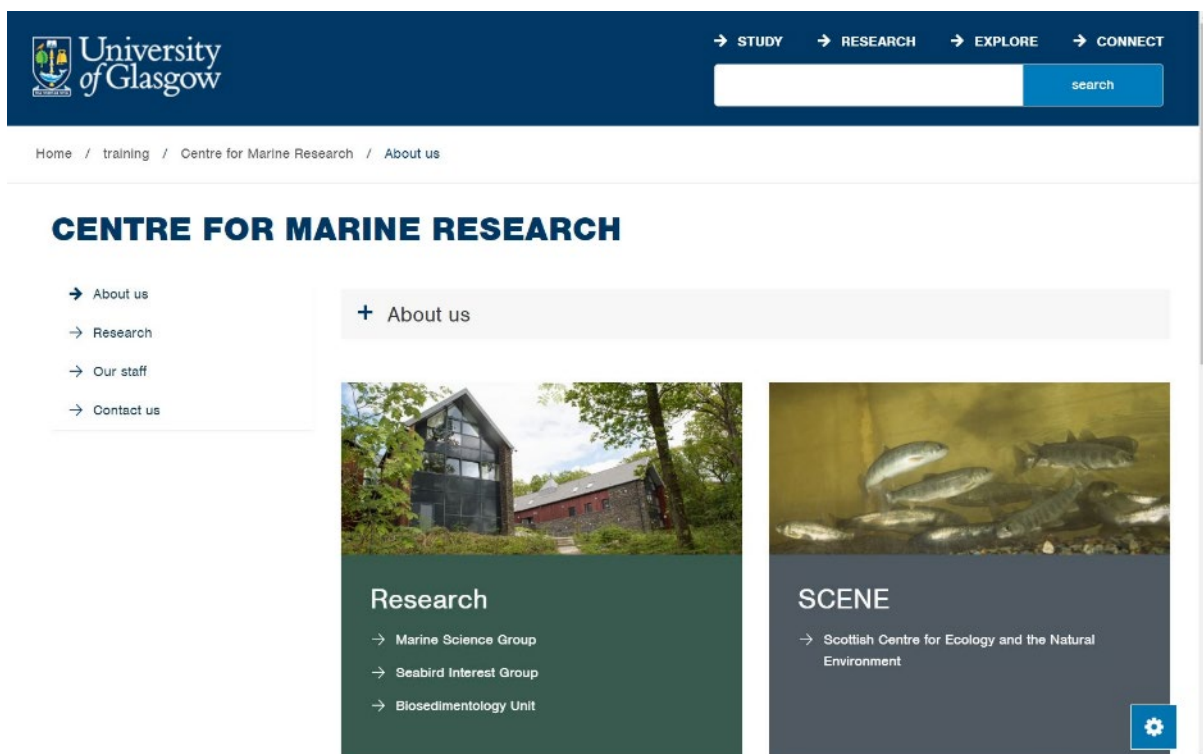


Now we'll add a new piece of content to the section named 'Contact us' using the 'Standard' template:
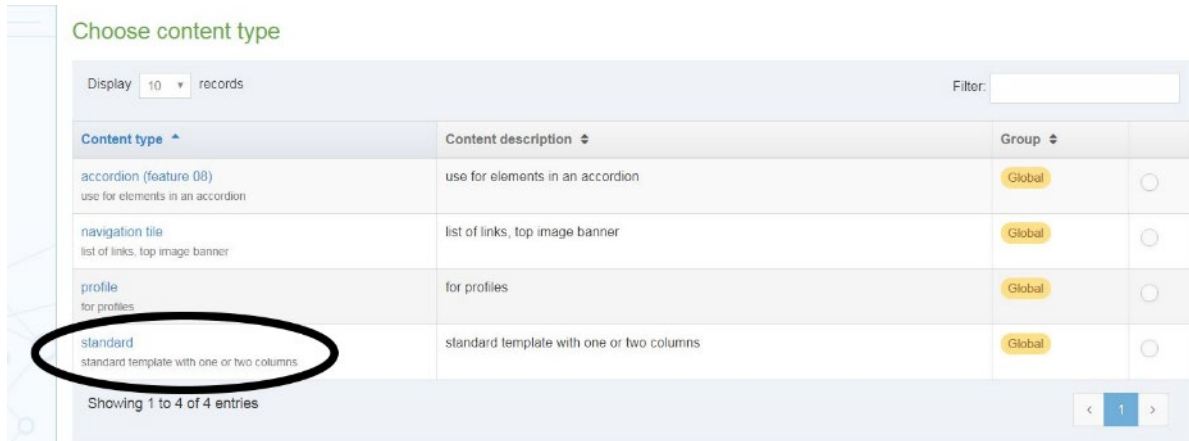
➔ Select **Content > Create Content**

The sections within the site structure turn into clickable links.

➔ Click on the section named **Contact us**

This will open the screen named **Create Content. Choose Content Type use**.

➔ Select the template named **Standard**:



This will open the t4 page editor and an empty **Standard** Content Type.

Now we'll add some content into the profile:

➔ Place the cursor in the **Name** area and enter the following text:
`Add > standard content`

Remember, the **name** is the name of the section, and subsequently the name of the navigation link in the finished web page.

➔ Place the cursor into the **content heading** area and enter the following text: `Contact us`

The **content heading** will be the heading that shows at the beginning of this section of content on the finished web page.

➔ Place the cursor into the **content** area and enter the following text:

`To find out more about our centre for Marine Research, please contact us using the details below or visit our staff pages.`
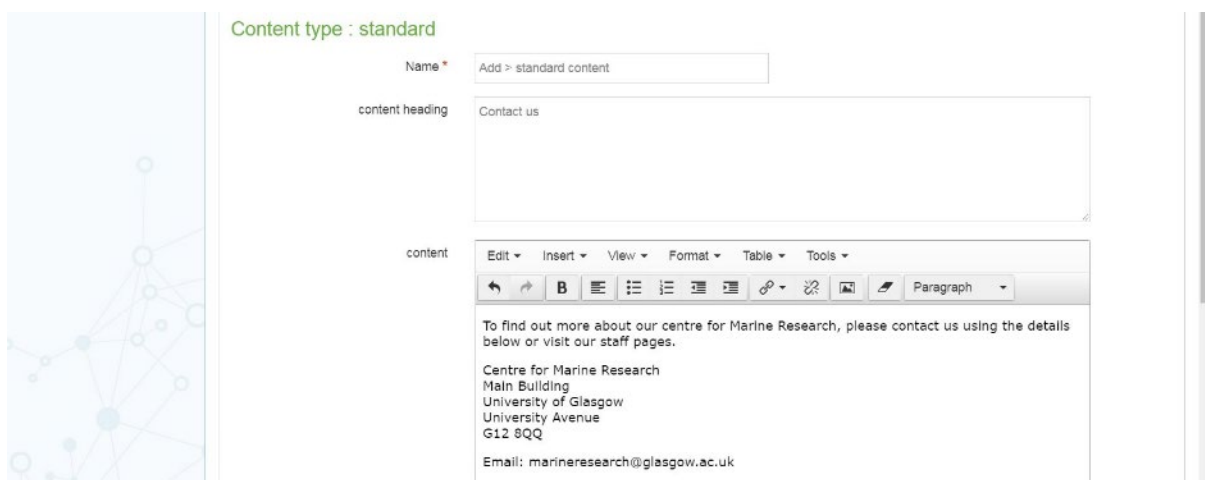
➔ `Centre for Marine Research`
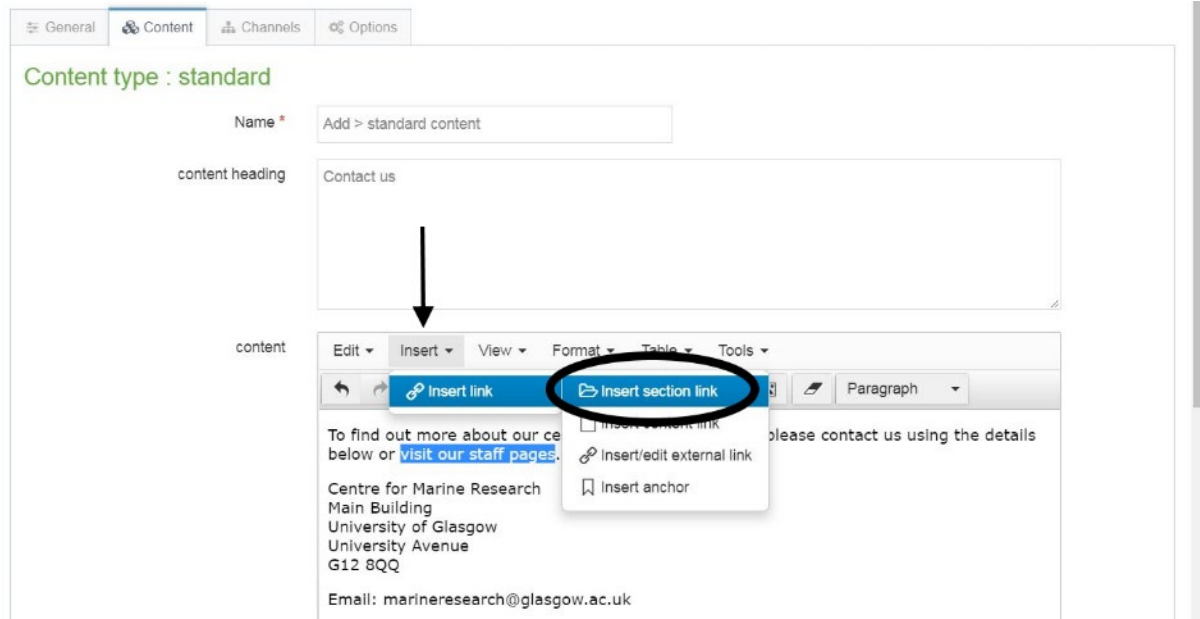`Main Building`
`University of Glasgow`
`University Avenue`
`G12 8QQ`

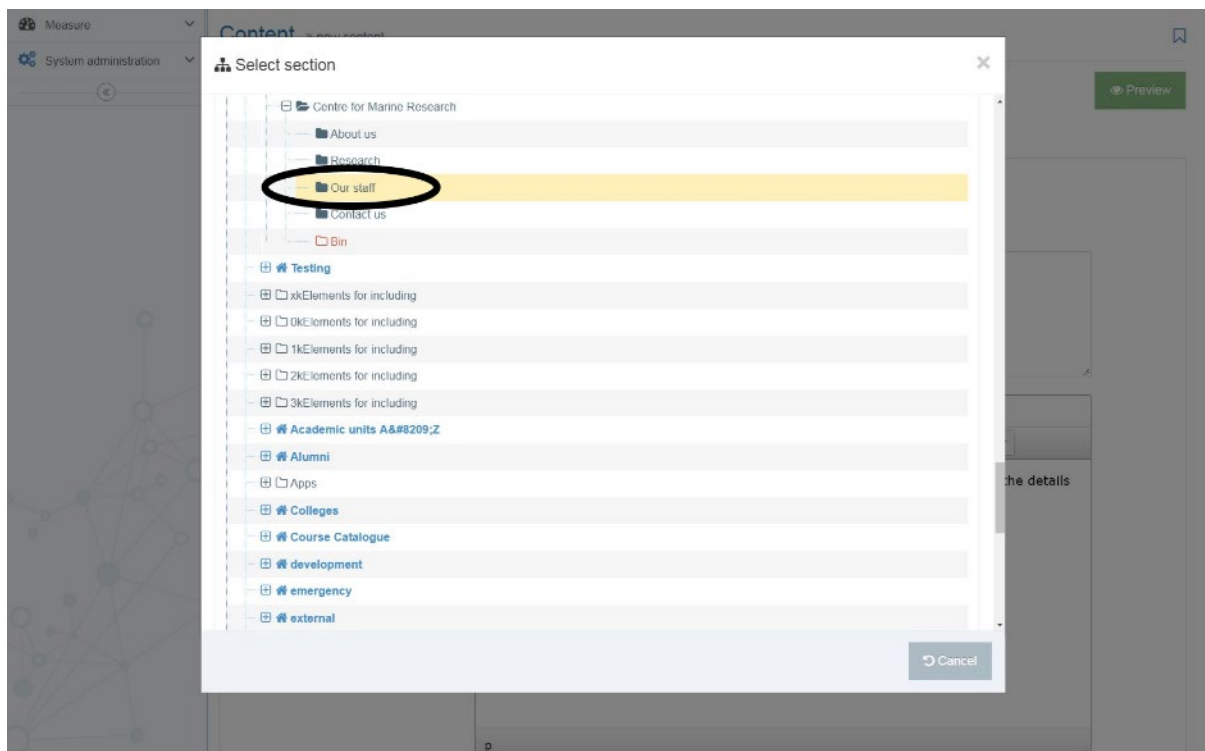➔ `Email:` marineresearch@glasgow.ac.uk

Highlight the text 'visit our staff pages' then select the **Insert > Insert link > Insert link** button in the editor:



A box will open displaying the t4 site structure, open the folders indicated below to find 'Our Staff'.

Select this section to add the section link (always use section link when linking internally):

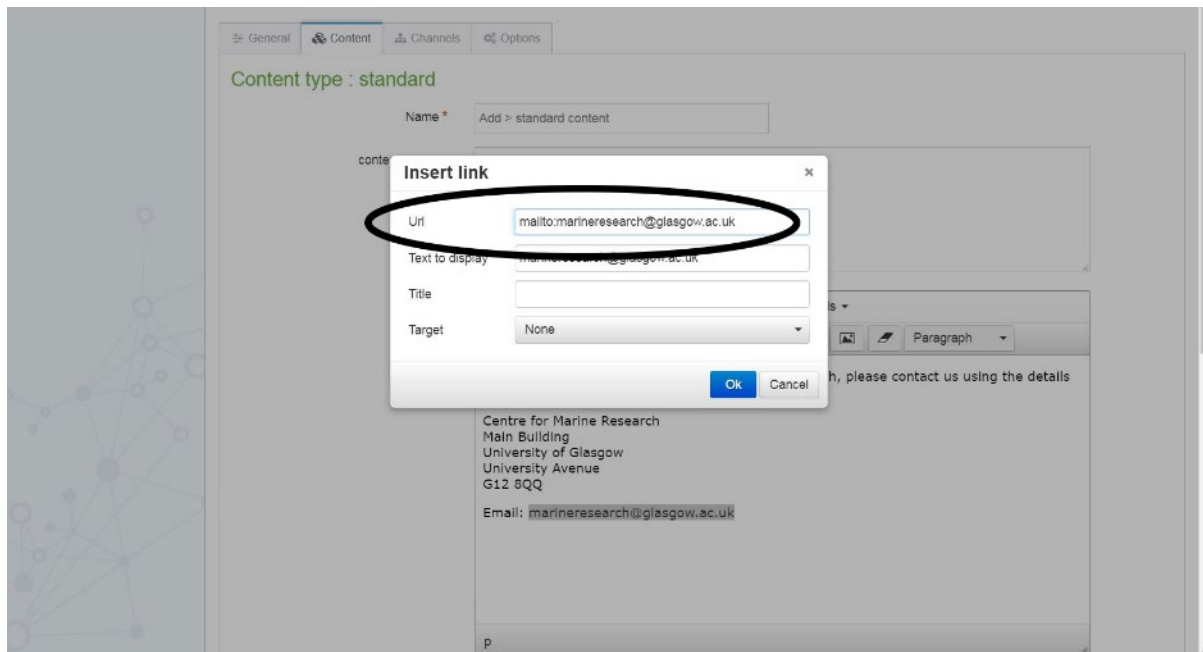**Home » Training » Centre for Marine Research » Contact us » Our staff**



The two link icons in the editor will display highlighted, indicating that you have successfully added the section link. The text 'visit our staff pages' should now be underlined.
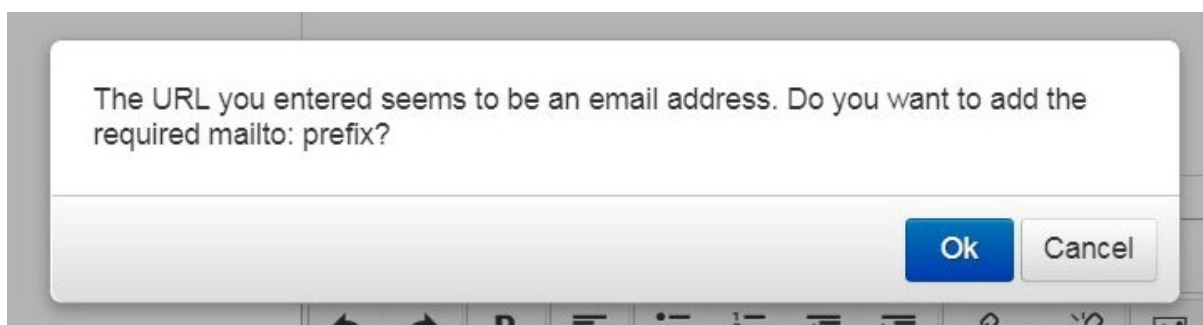
Highlight the text 'marineresearch@glasgow.ac.uk' and then **select** the **Insert/edit external link button**:
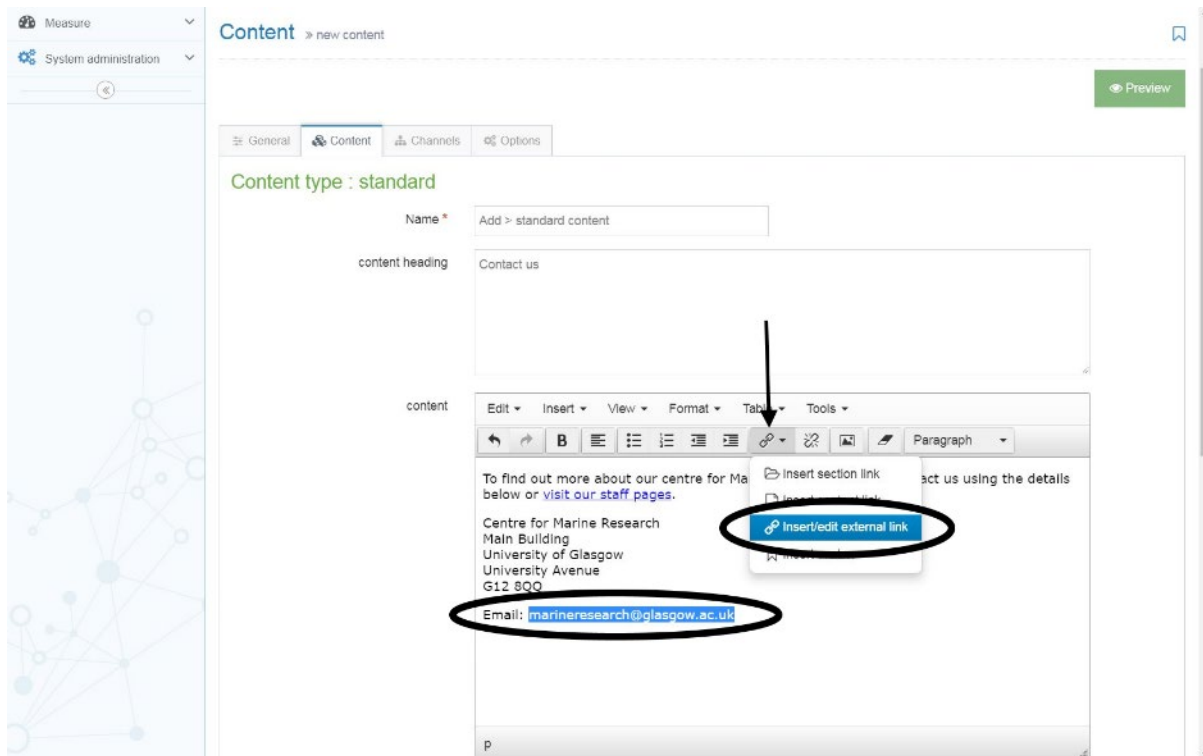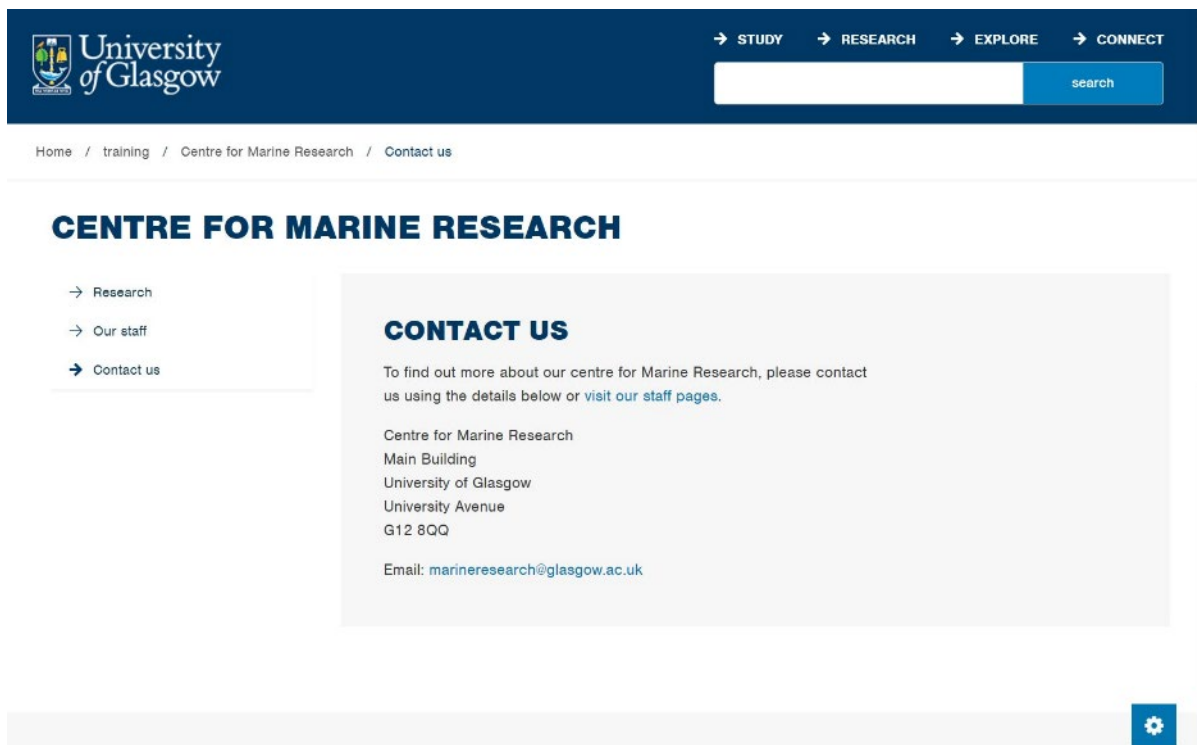
The 'Insert link' box will open, enter 'mailto:marineresearch@glasgow.ac.uk':



Note: if you leave out the 'mailto:' prefix, t4 will prompt you to add this:



The URL you entered seems to be an email address. Do you want to add the required mailto: prefix?

Click the [Preview] button, to preview the changes. Your content should now appear like this:



➔ Close the preview window.

➔ Select the blue arrow next to the save changes button to reveal the update options.

➔ Select **Save and Approve** to save your changes.
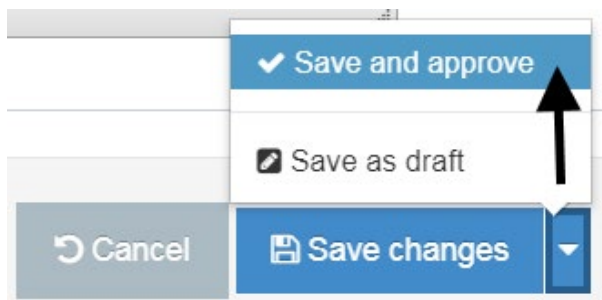


## Format text

Adding an image and changing the format of the text that you added could improve the display of this page. We'll start by formatting your address as 'splash text' to draw attention to it:
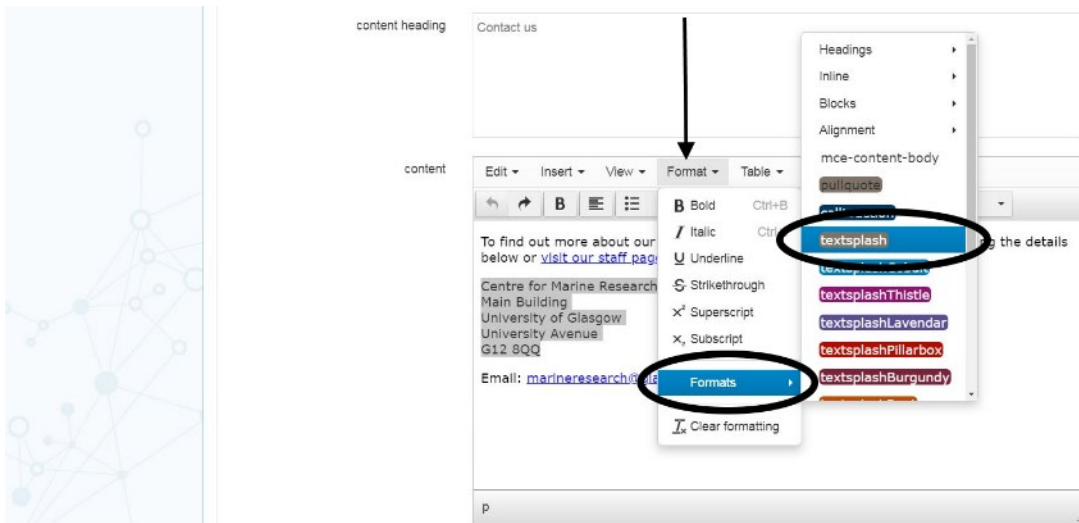
➔ Select the existing content named **Add > standard content > Contact us**:

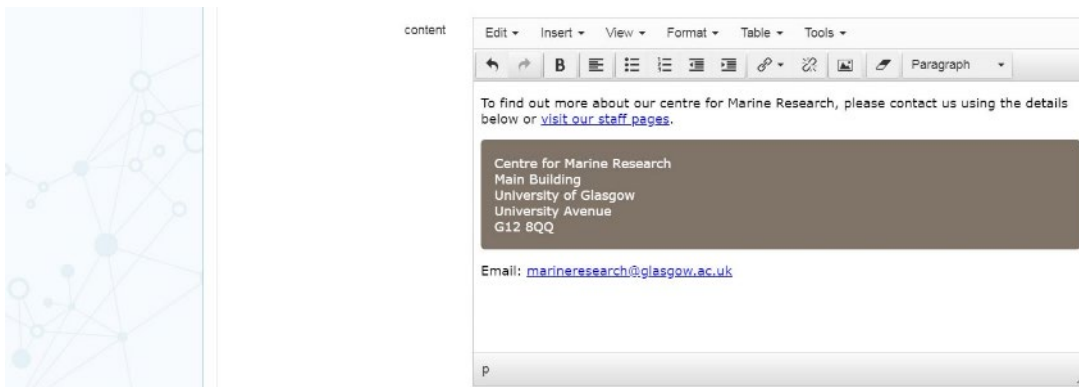| Order | Name | Version | Status | Last modified | Publish date | | 🔒 | |
|-------|------|---------|--------|---------------|--------------|---|---|---|
| ✛ | Add > standard content | 1.0 | Approved | June 21, 2019 12:04 PM | N/A | ⚙ Actions ▾ | ↑ | ☐ |

➔ In the **standard content > content area**, highlight the address text:
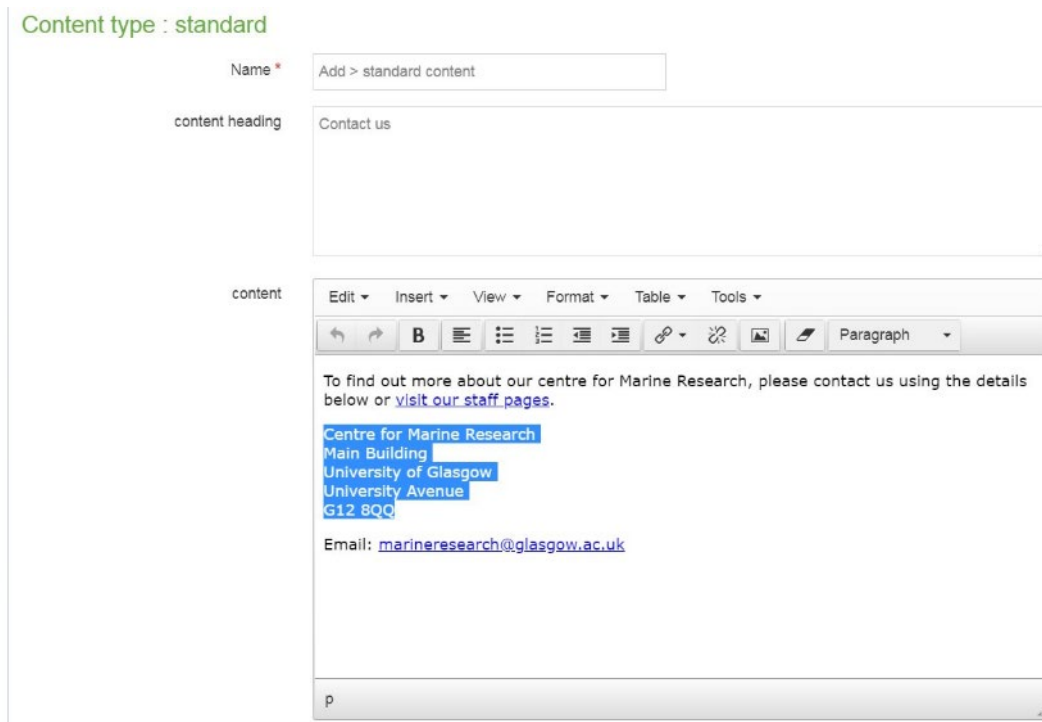


➔ From the **Format** dropdown menu, select **Formats > textsplash**:



This will add the style indicated below and you can now **Save and approve** these changes:

# Create an accordion and image

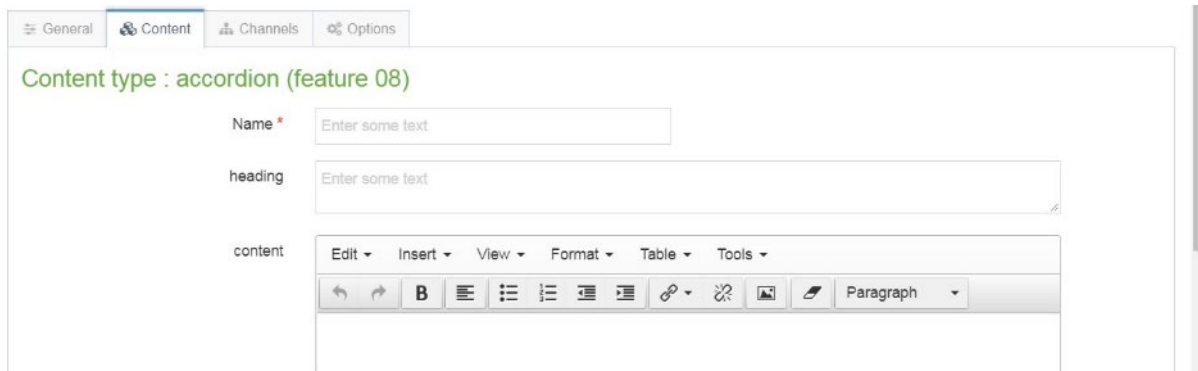Next we will add another content type to a page.  Select the 'About us' page, then the content tab.

Select the **Create Content** button [+ Create content] and choose **accordion (feature 08)**:

| Content type ▲ | Content description ⇕ | Group ⇕ | |
|---|---|---|---|
| accordion (feature 08)<br>use for elements in an accordion | use for elements in an accordion | Global | ○ |
| navigation tile<br>list of links, top image banner | list of links, top image banner | Global | ○ |
| profile<br>for profiles | for profiles | Global | ○ |
| standard<br>standard template with one or two columns | standard template with one or two columns | Global | ○ |

Showing 1 to 4 of 4 entries

The fields should be familiar, a Name for the content, heading, editor and content area:

≡ General   & Content   ⊹ Channels   ⚙ Options

Content type : accordion (feature 08)

Name *   Enter some text

heading   Enter some text

content   Edit ▾   Insert ▾   View ▾   Format ▾   Table ▾   Tools ▾

↶ ↷ **B** ≣ ☰ ☷ ⇥ ⇤ 𝒫▾ ✂ ▦ ✏ Paragraph ▾

➔ Place the cursor in the **Name** area and enter the following text:

➔ `Acc-about us` (or similar)

➔ Remember, the **name** is the name of the content in t4, so try to choose a naming convention that makes sense and helps to identify the content in a long list of items, acc- for accordion for example.

➔ Place the cursor into the **content heading** area and enter the following text:

➔ `About us`

The **content heading** will be the heading that shows at the beginning of this section of content on the finished web page.

➔ Place the cursor into the **content** area and enter the following text:

➔ **The University of Glasgow has a wide range of expertise in the marine sciences across our Colleges. We have research programmes in biological, physical and social sciences, supported by specialist technical support and facilities, such as the Marine Biological Station at Millport, Cumbrae. We are also a member organisation of the Marine Alliance for Science & Technology for Scotland.**
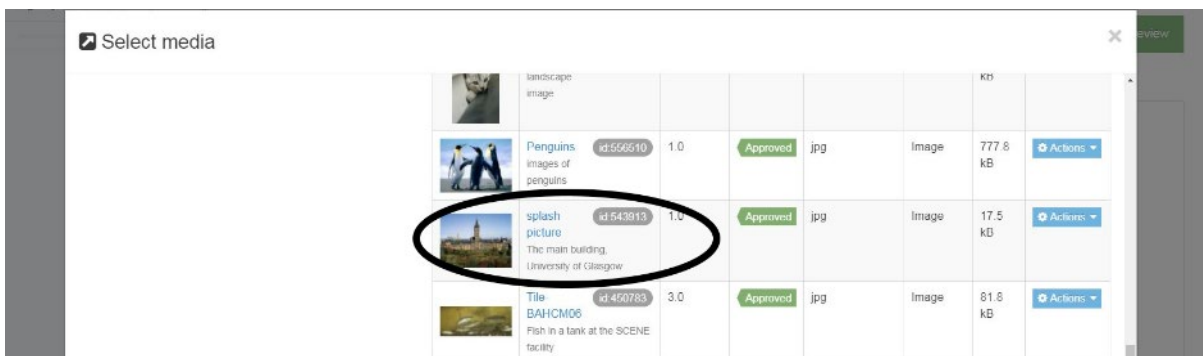
Once done, place the cursor at the start of a new paragraph then select the **Insert from Media** button on the editor to open the t4 media library:
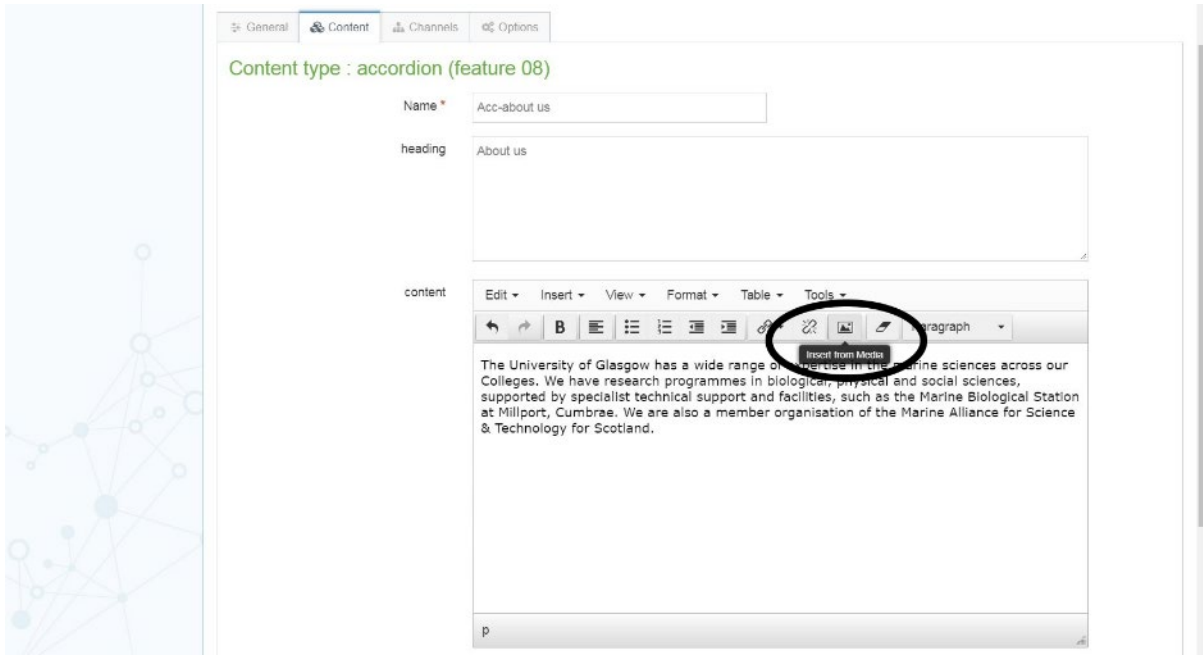
➔ This will open the following window. The folders to the left are known as **Media Libraries**. Open the Categorised folder then select the media library named **zzmod (training)**:
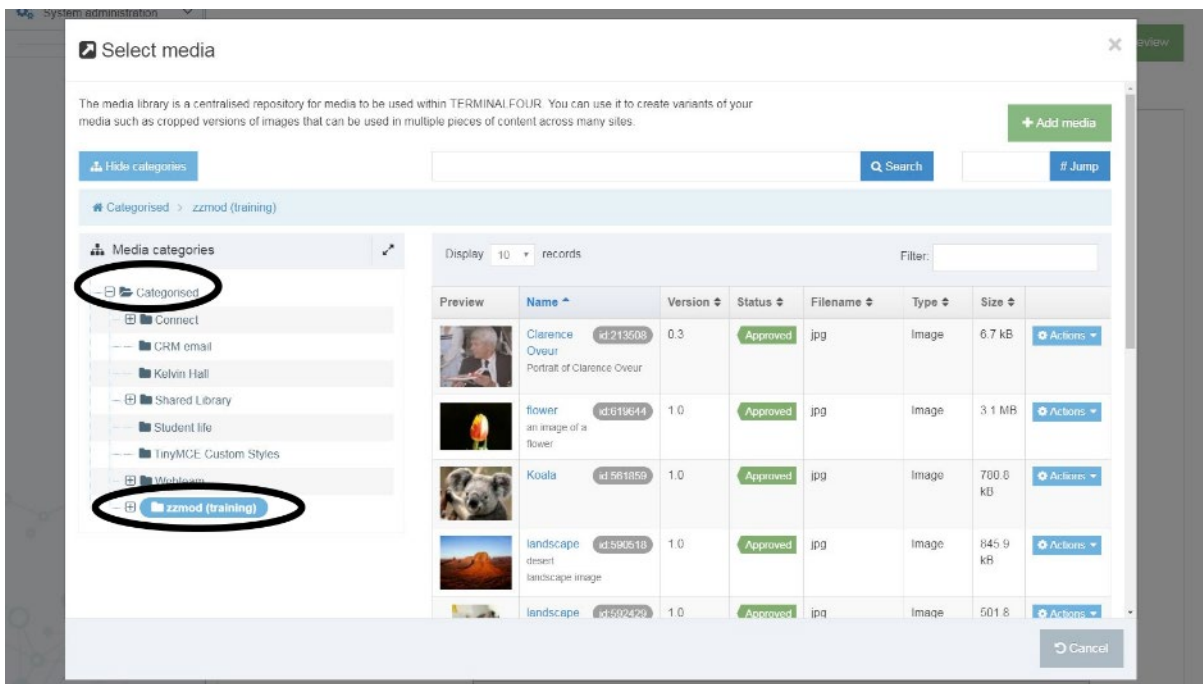


Select the media item named **splash picture:**

➔ This will add the image from the media library. **When adding media, always ensure that 'alt text' has been added to the image.** This descriptive text is essential for accessibility and screen readers.
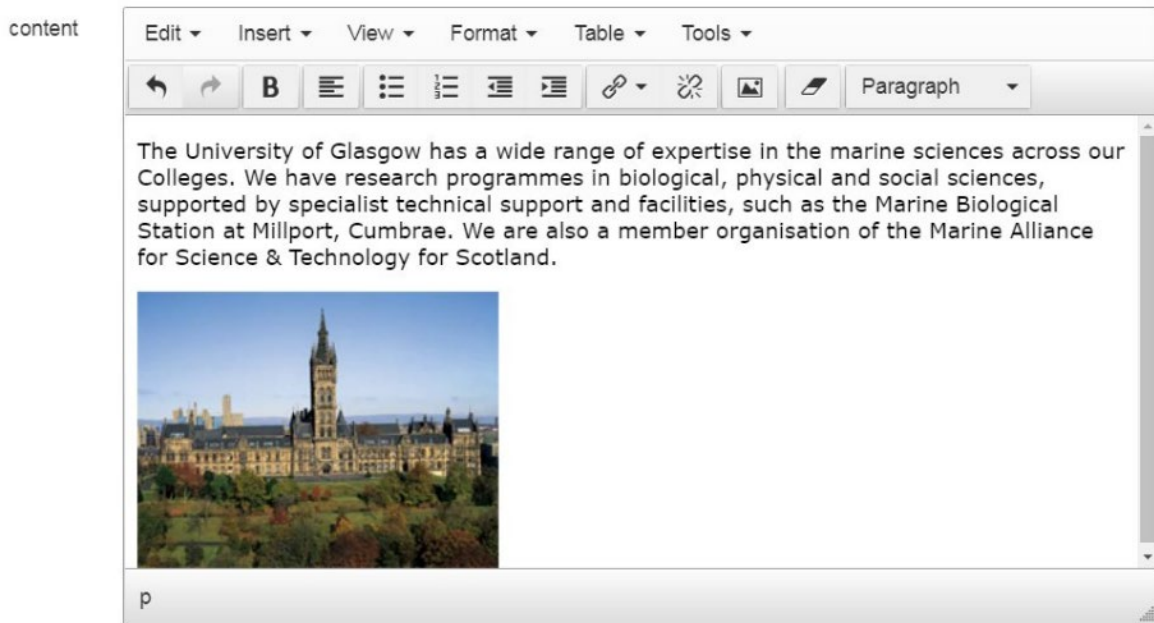


➔ Select a **heading background colour** that is different from the default.

➔ Select **Save and approve** to create the new accordion. A confirmation message will display:
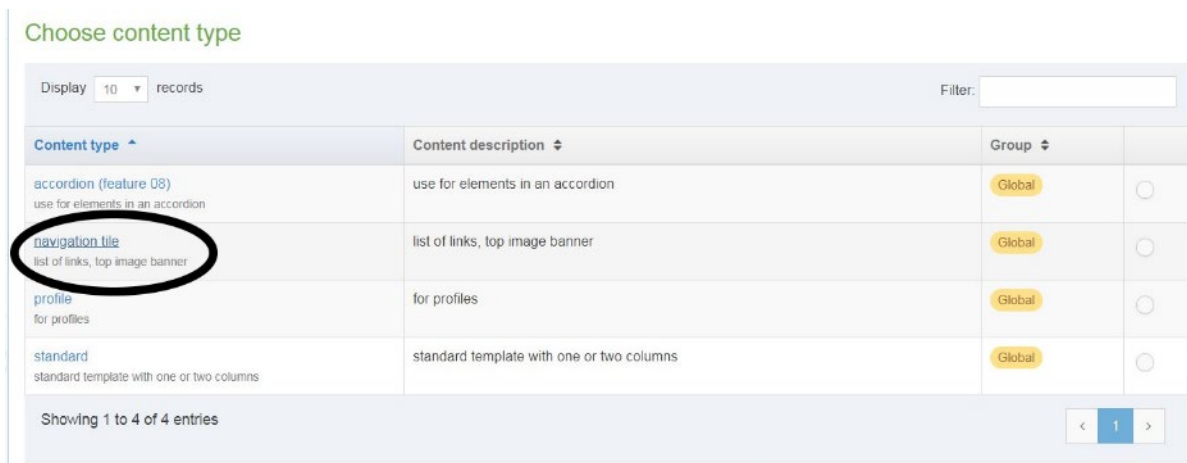


You can now preview the content in this section using the **Actions** button and should see the accordion added as follows:
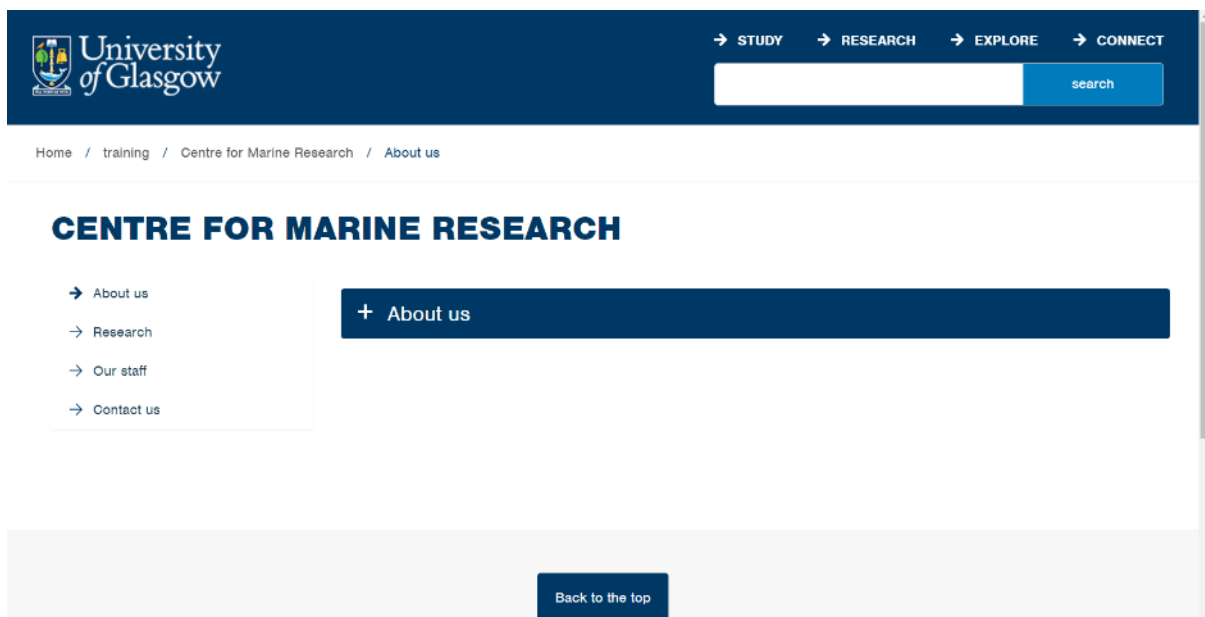
# Creating Navigation tiles and links

Staying within the About us content tab, select **Create Content**, then choose **navigation tile**:



You will see a familiar format when editing the tile content (name, image, heading, editor & content area). Add the name of the content for t4, keeping it contextual for easy identification later. Similar to the accordion content, we will use **tile-Research**. Add a heading of **Research**:
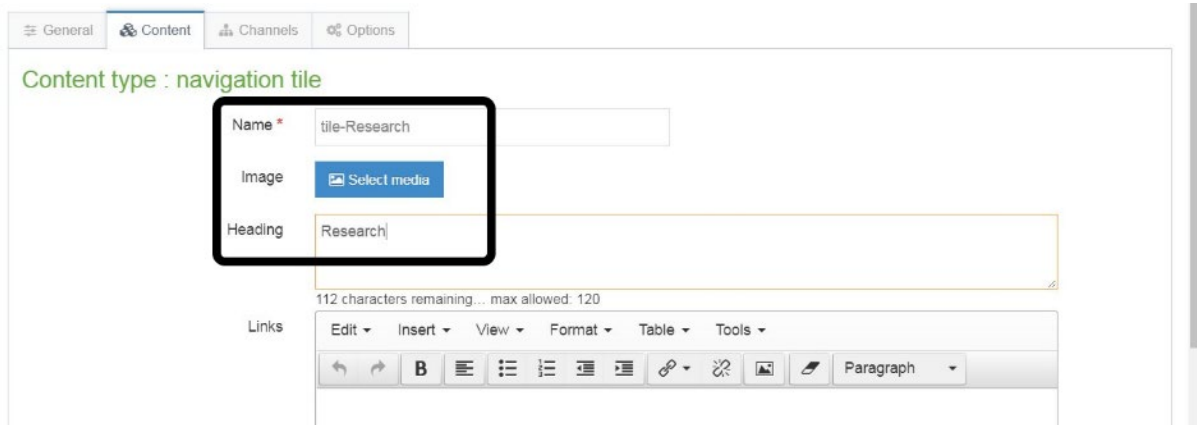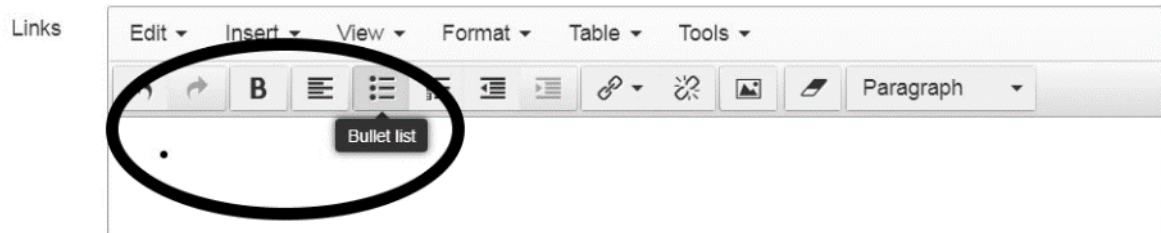


Click on the **Select media** button on the image row to open the t4 media library. Select one of the tile images:
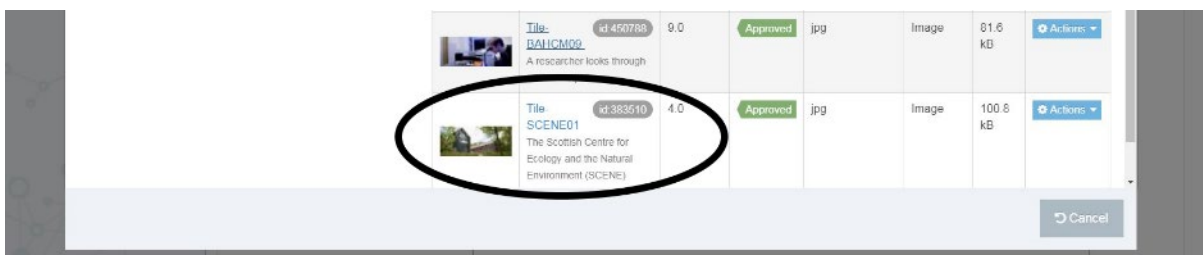


This will add the image and display the option to select a new image, clear it or download it:

➔ Left click the editing area to place the cursor, select the **Bullet list** option from the editor to create a bullet point:



➔ Select Insert > Insert link > Insert section link from the editor:
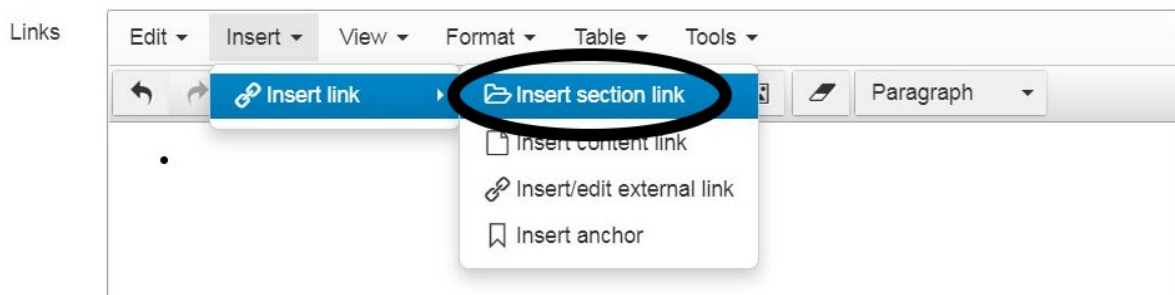


➔ The t4 site structure will open in a new window, navigate to then select the **Marine Science Group**:

➔ **Home » Schools » School of Biodiversity, One Health & Verterinary Medicine » Research » Shared Interest Groups » Marine Science Group**
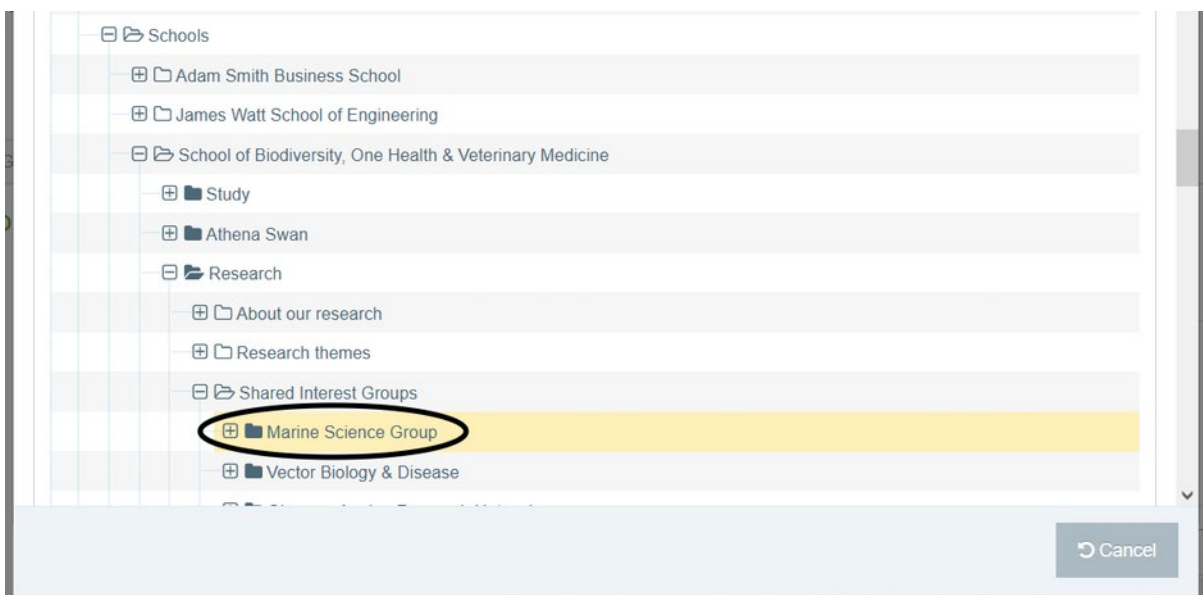


➔ Create a new bullet point after the link that has been added, then repeat the steps above to add 2 new links to the unordered list, selecting the 'Seabird Interest Group' and 'Biosedimentology Unit' sections in the School of Biodiversity, One Health & Veterinary Medicine site structure:
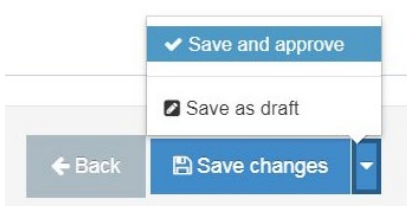
➔ **Select** a **background** colour:
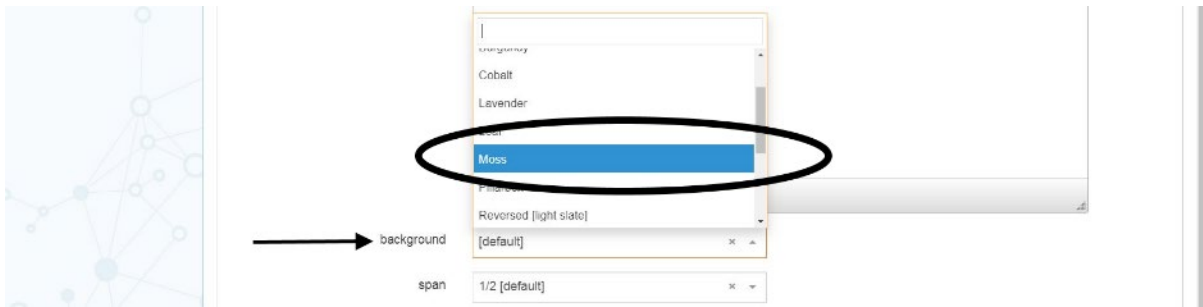


➔ Then **select span** to set the tile with a width of 2/3:



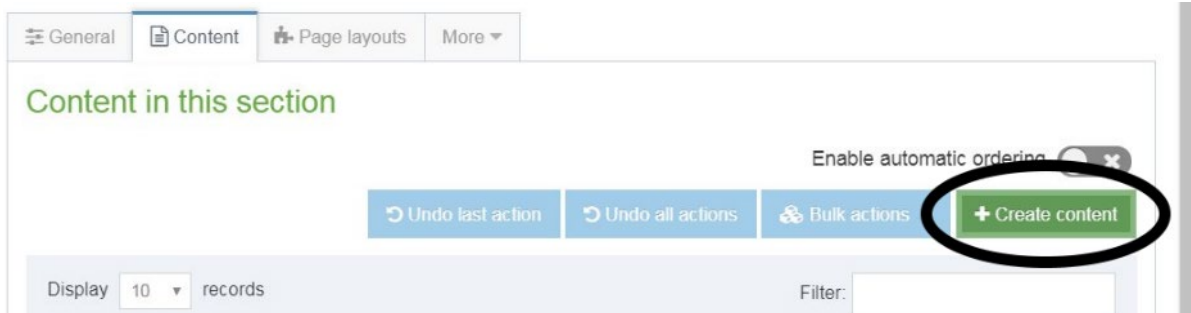➔ Check to ensure that all of the fields are correctly completed, select **Save and approve** to create Navigation tile and see the confirmation message below:



Now we will add another tile to the About us page, this time selecting navigation tile 3, a simpler version of navigation tile 01 which allows an image, one link and some descriptive text.

Select **Create content**, choose **navigation tile**:

If you add a single link to a **navigation tile**, once the tile is live on the webpage both the image and tile heading will link to the destination.

Add in a name for the tile content called '**tile-facilities**':



Click the **Select media** button to **open the media library** and **add an image** to the tile. Choose one of the "tile-" images as these are set to the recommended tile size 700x300px:



Repeat the steps for adding the previous navigation tile > Add a tile Heading "SCENE" > left click the editing area to place the cursor, select the **Bullet list** option from the editor to create a bullet point then select Insert > Insert link > Insert section link from the editor:
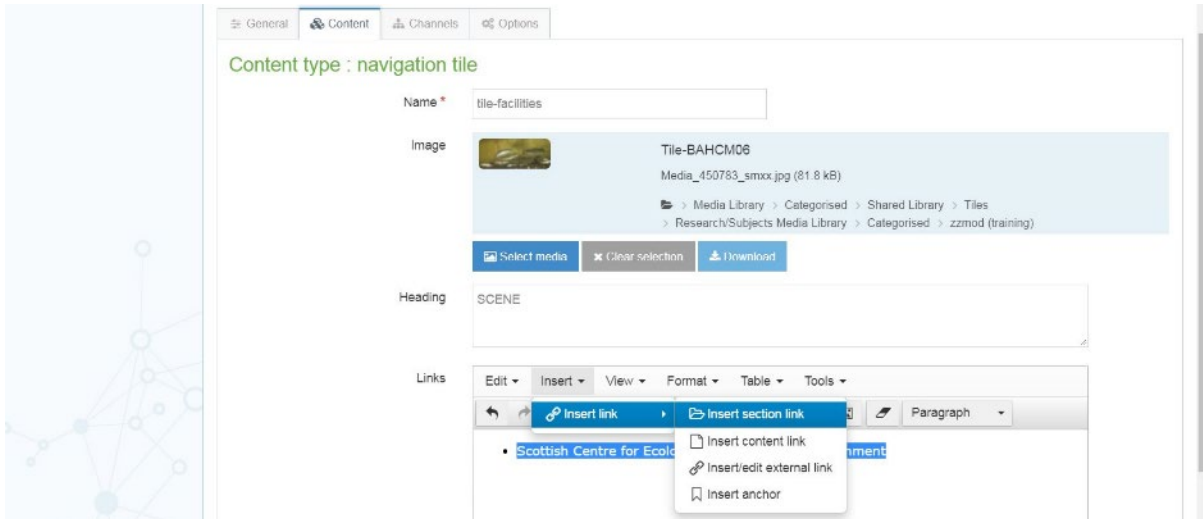
Select the **section**:  **Home » Research » Research units A-Z » Scottish Centre for Ecology and the Natural Environment**
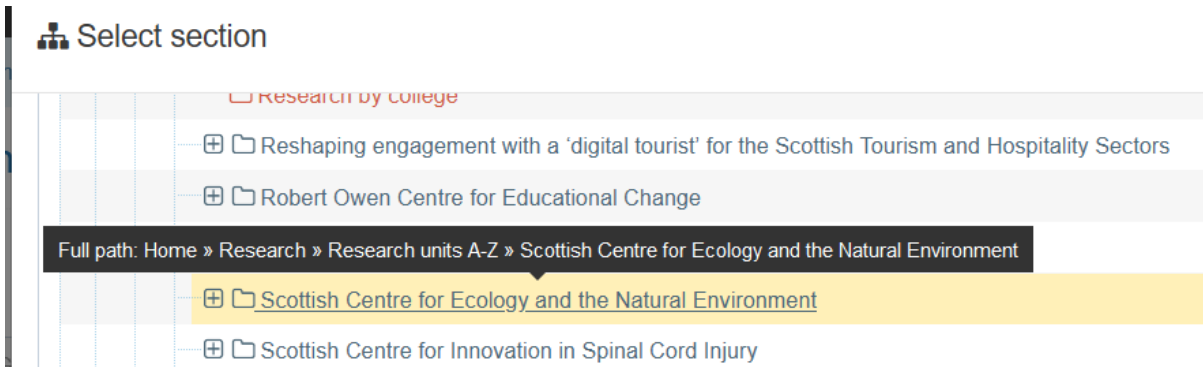


Will finish by adding a background colour to the tile and choosing a span to set the width of the tile.

When choosing a colour, try to select one that goes well with the image you have chosen and set a span/width that will match any other tile content in the row.  As we selected 2/3 for navigation tile 01, we will choose 1/3 for this tile:

**Select** a background and **span 1/3** so that the two tiles make up the full content width, then select **Save and Approve** to save your changes and create the tile:
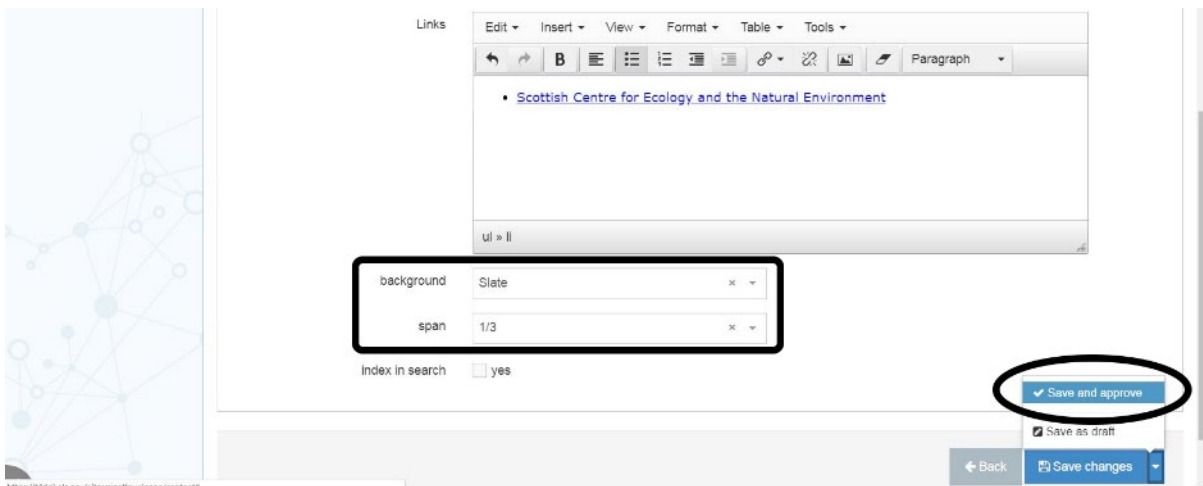
A confirmation message will display. Using the Actions button **select Preview** to view the new content on the page:



As you can see from the preview page, the tiles do not fit well when set to 2/3 and 1/3:
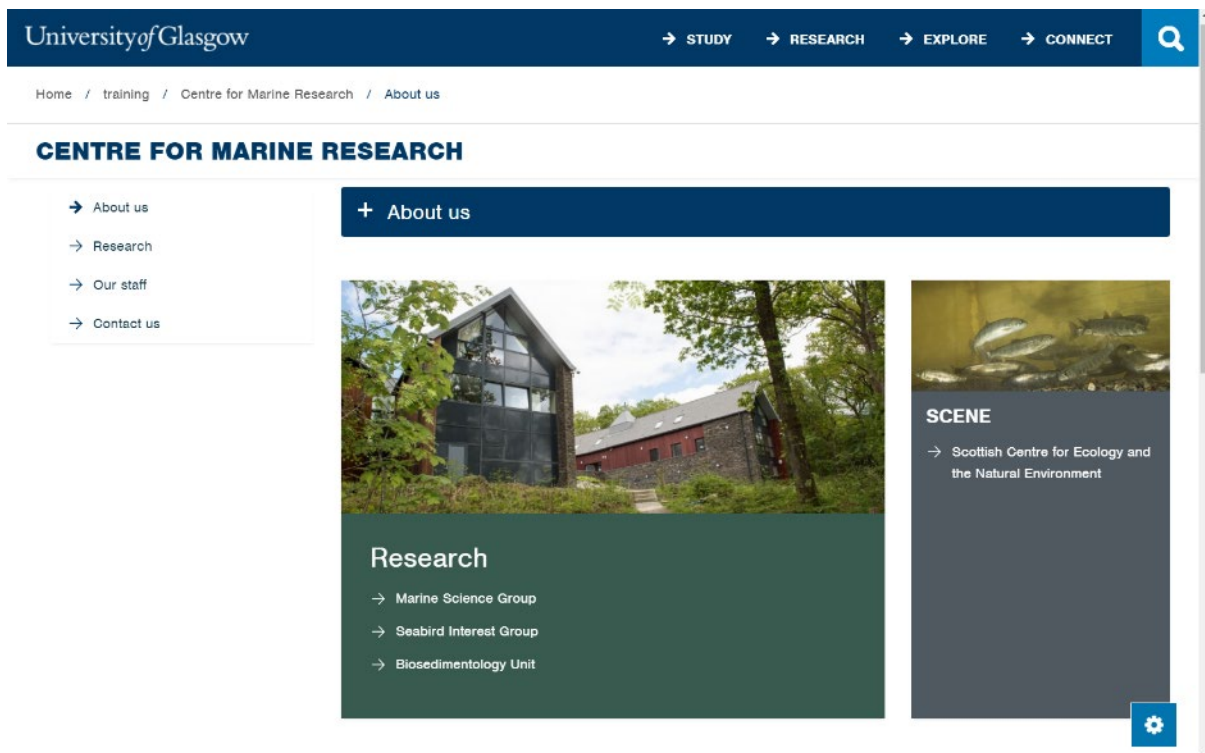


**Select Edit** using the **Actions button** for both navigation tiles then **select '½ (default)'** for the span/tile width:
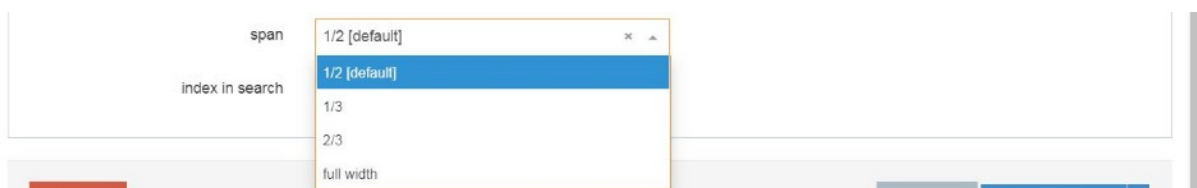


**Save and approve**, then **Preview** the page to review your changes:

Both tiles now look much better on the page as there is now less grey or "negative" space. You should always consider the display of your content and try to achieve the best layout for the content you have on the page. The user journey on your webpages should take priority, with the most popular content being easy to find and logical steps taken to reach your content. Put yourself in the shoes of someone using your website and test what you are creating as much as possible, to ensure that you are making the most of the options you have.

*Note:* for an explanation of how to upload images into a media library, see [www.gla.ac.uk/myglasgow/staff/webpublishing/help/tutorials/workingwithmedia/](www.gla.ac.uk/myglasgow/staff/webpublishing/help/tutorials/workingwithmedia/)

➔ **Select** the **Site structure** button from the top menu:



## Insert and format links

*Note:* In the standard template, the narrow column down the right hand side of the page is for **quick links**. This column adds an unordered list of links as sticky navigation, meaning the content added will scroll down the page, depending on how long the rest of the content on the page is.

➔ Click on the section named **Research** then select the **content tab.**

➔ Select the existing content item named **Research > Theme: Biodiversity & conservation:**
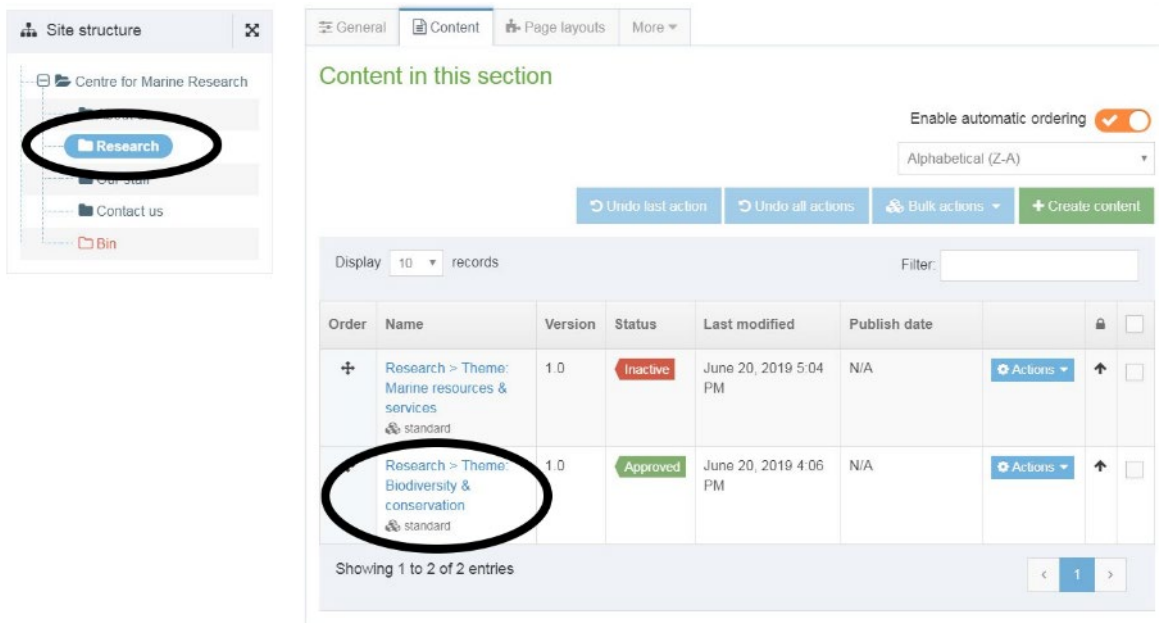
➔ Scroll down and place the cursor into the **quick links** area. Enter the text **Related links** and from the drop-down menu of the editor, select **Heading 3:**
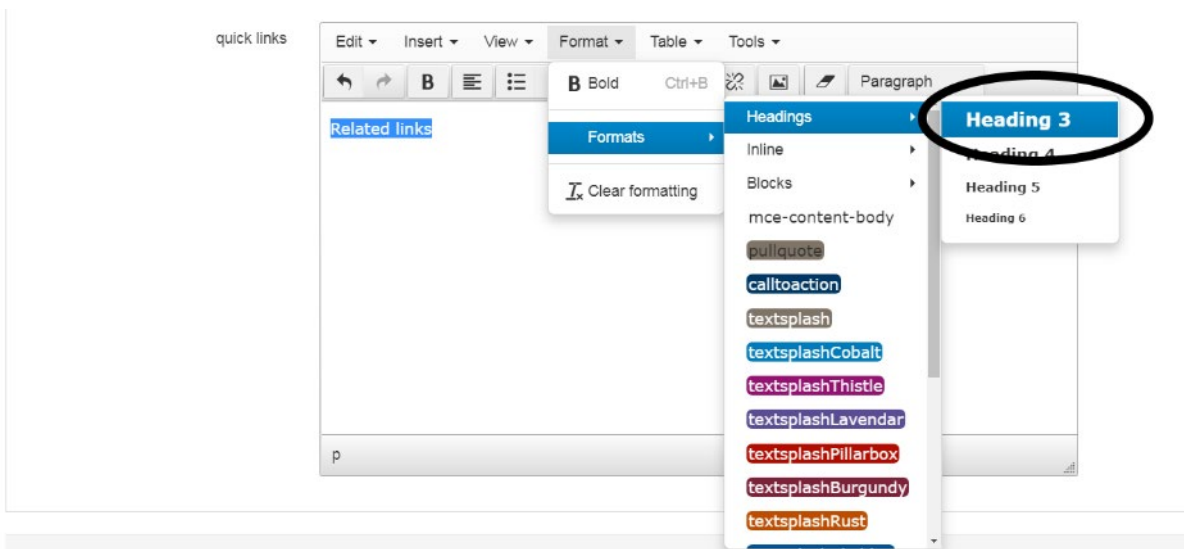


## Insert an external link

➔ Press enter or place the cursor below the Related links text, add the text 'Biogeosciences', then select the **Insert/edit external link** button:
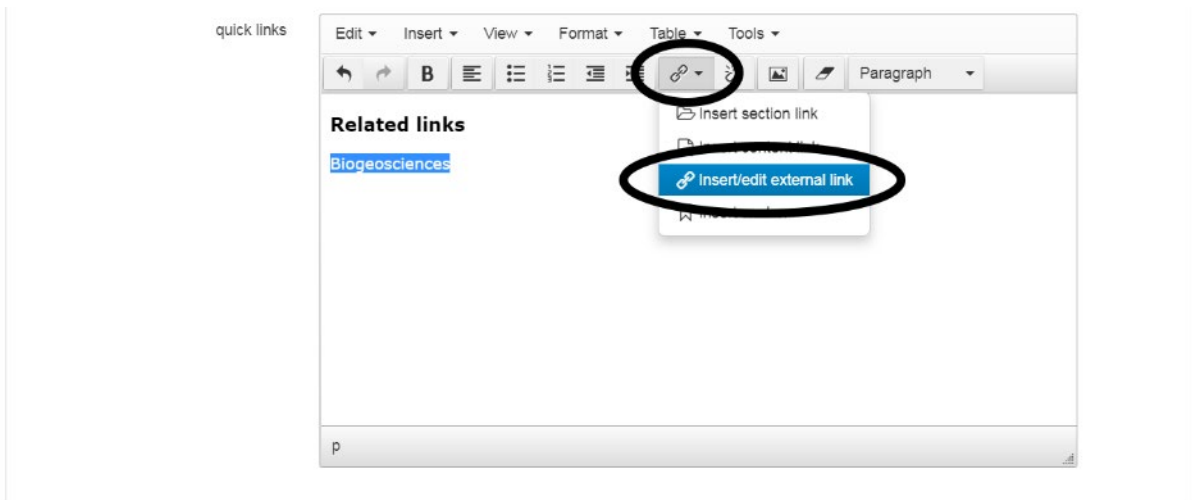
A pop-up window named **Insert link** will appear:
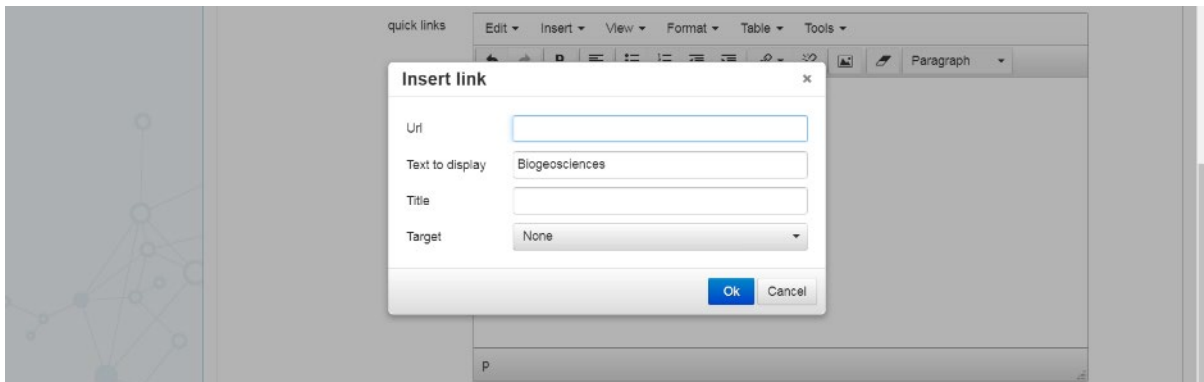


➔ In the box named **Link URL**, enter the following text: **www.biogeosciences.net**

➔ Ignore all the other options and click **Ok.**

A pop-up window will appear:
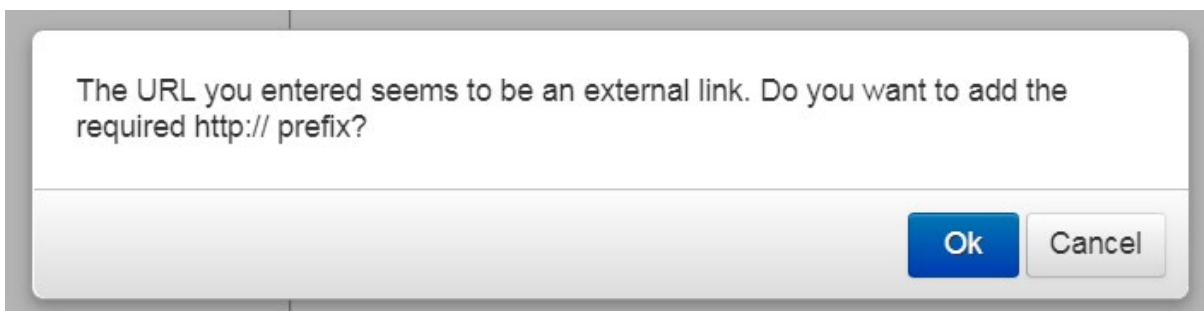


➔ Click **OK**

## Insert a section link

If you would like to link to other pages within the University website, it is best to use what is known as a **Section Link** in t4. An important advantage of using section links is that if someone decides to move the sections you are linking to, t4 will automatically update your links so that they don't break. Now we'll practice making a 'section link' within t4:

➔ Under the previous link add the text 'School of Life Sciences', then select **insert section link**:
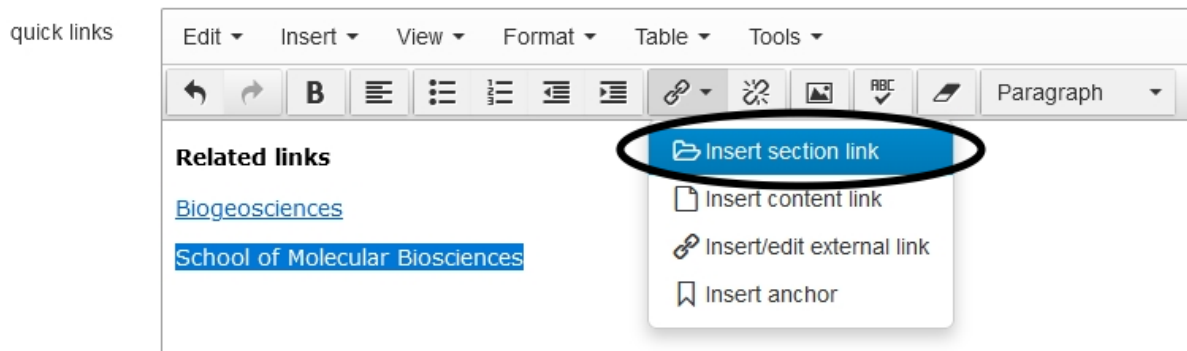


A pop-up window will appear that shows the entire site structure of everything within the t4 system.

➔ Scroll down and expand the section named **Schools** by clicking on the ⊞ plus icon:
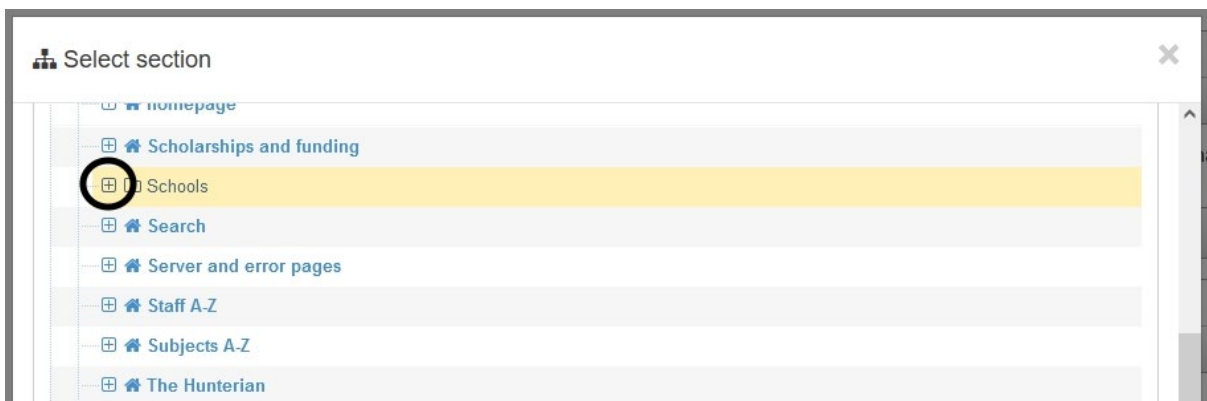


➔ Scroll down again and select the section named **School of Molecular Biosciences**:
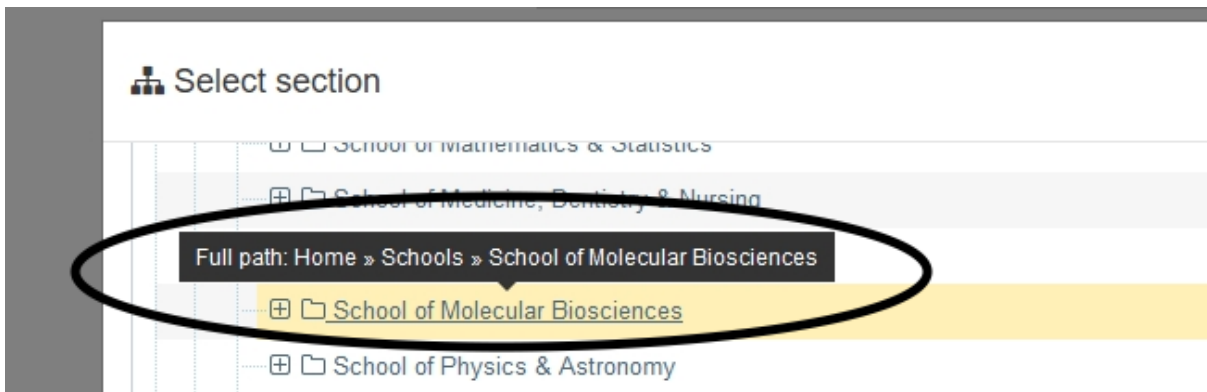


Now we will format the links as an unordered (bulleted) list:

➔ Highlight the two links and select the ⊞ **unordered/bullet list** button:
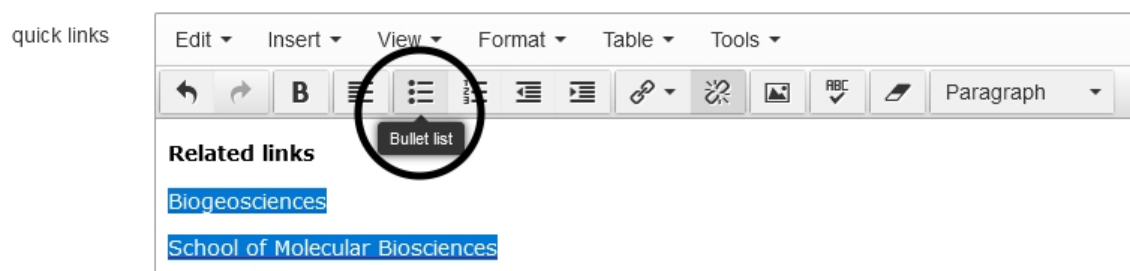
➔ Select the **Preview** button to see how the page will look and test out the links you just created:



➔ Close the preview window

➔ Select **Save and approve** to update the content. A confirmation message will display:

➔ Select Site Structure

# Build the homepage

Now that you have some active subsections with approved content on them, it is time to revisit the homepage. Click on **Centre for Marine Research** in the site structure or **select > Actions > Edit Section**.

Click on the **Content** tab.

Good practice for a homepage is to identify the key user journeys that visitors to your website will want to take in order to 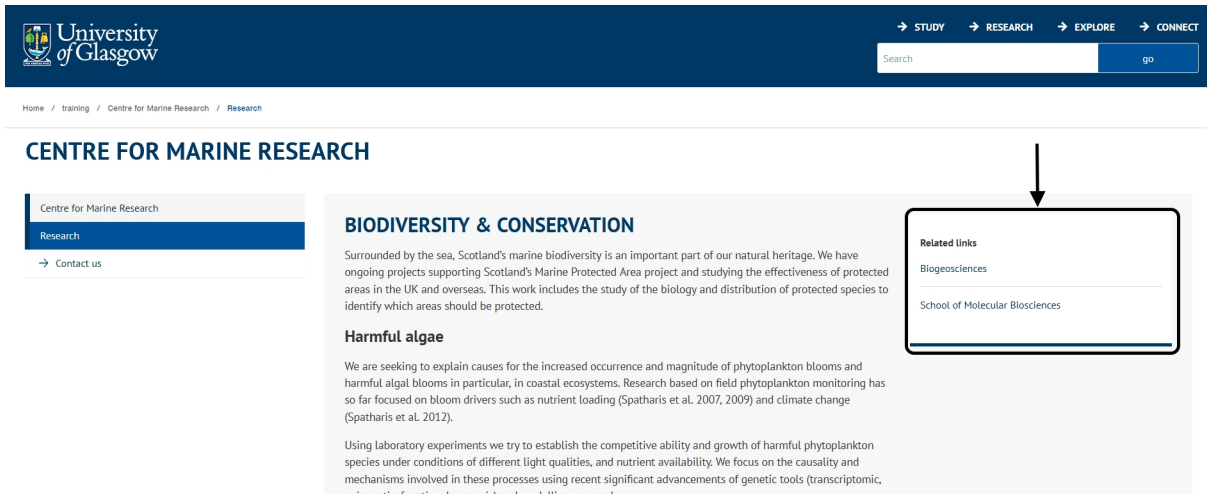find the information they are looking for. This could be to find information on Marine Research, see what your staff do or contact you.

**Add content** to your homepage in the form of navigation tiles on the grid that link to your subsections. You can mix these tile links with other t4 content types but it is important to remember that you should ensure your key user journeys are as quick to find and follow as possible.

Don't add a giant splash image at the top of your page, or a large "welcome to our website" message at the top as this only gets in the way while pushing your important links further down the page, forcing users to scroll to try and find them which leads to a bad user experience and less traffic.

As you work on your homepage you will find other tips and useful info, such as tips on writing for the web, in our Guide to Web Publishing:  www.gla.ac.uk/myglasgow/staff/webpublishing

Our website also shows you how our various content types can be used to create different types of pages and should give you a few ideas on how best to organise your information.

Once you have finished adding navigation tiles pointing to your subsections and other homepage content, click on the **Site Structure** then click the **Actions** button and **Preview the Centre for Marine Research** section.

Navigate around your new website and test it from the perspective of visitor - check that all of your links work, make sure that your images all have alt text and are the correct size so that the page load time isn't affected.  Think about your website structure and how best to display your content using the options available.  Keep things simple: a user friendly website is one that people will return to.

## Save changes and logout

You should always click 'Save and approve' on any content you have edited and click 'logout' as soon as you have finished a session, even if you plan to log in again 15 minutes later. t4 will automatically log out after 1 hour and you will lose any changes/edits that have not been saved.

Now we'll log out of t4:

➔ Click Welcome "your name" then **Logout** at the top right of the screen
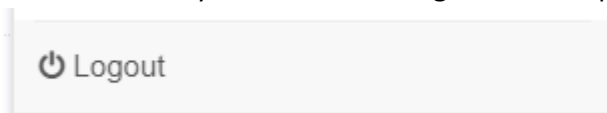


# Miscellaneous                                          Module 5

- Never resize images using the **Set Media Attributes** window. Images should be uploaded to your t4 media library and sized by graphics software such as Adobe Photoshop to the dimensions you wish to use. If you don't have Photoshop, a free web-based image editor is available at: http://pixlr.com/editor
- We publish an 'Images size chart' at: www.gla.ac.uk/myglasgow/staff/webpublishing/help/tutorials/workingwithmedia
- When using the 'standard' template, entering the text 'right' into the box named 'class' allows you to neatly flow text around an image inserted into a paragraph.

## Spellcheck

We will open the content item named 'Research':

➔ Select **Content > Edit Content** from the top menu bar

This will open the window named **Edit content**

➔ Click on the section named **Research**

➔ Select the existing content item named **Research > Theme: Biodiversity & conservation**

➔ Within the **content, highlight text**, select the  **Spell Check** button and explore this feature

## Migrate content from Word or an existing web site

The course tutor will explain the best way to migrate content from Word or an existing web site, or any digital source for that matter. It is very important that you do not cut content from Word or Internet Explorer and paste directly into t4. This will also paste some 'invisible' formatting into t4 and may mean that:

- your web page will not be accessible, i.e. useable by all regardless of ability
- your web page may display incorrectly

## t4 Moderators and Contributors

t4 has two types of user:

- **Moderator:** a moderator may create, edit, delete and approve content. You are all registered as Moderators today.
- **Contributor:** a contributor may add, edit and delete content items within existing sections, but may not create or delete sections and can therefore not alter web site navigation or structure. In addition, a contributor cannot approve content. All edits made by a contributor must be approved by a moderator before going live.

## Writing for the web

Corporate Communications has created a short series of online audio training materials for anyone seeking extra advice on how to modify their writing style for an online audience. If you'd like to know more about how to:

- define website pages
- structure copy effectively
- use appropriate tone of voice; and
- edit your material

then you can listen to and/or read the six short training sessions online at:
www.gla.ac.uk/myglasgow/staff/webpublishing/design/writingfortheweb

## Register to use t4 and future support

Each School has a Principle Web Publisher or PWP. Visit
www.gla.ac.uk/myglasgow/staff/webpublishing/registerfort4

Following this training please contact your PWP, who will be able to advise on:

- t4 registration
- website migration
- visual identity
- database integration (e.g. how staff profiles draw in content from HR and enlighten)
- information architecture (e.g. how Subjects A-Z works)

Visit www.gla.ac.uk/myglasgow/staff/webpublishing for t4 and general web publishing support.
If you require additional support, e-mail webteam@glasgow.ac.uk

## Additional resources

- www.gla.ac.uk/myglasgow/staff/webpublishing/advicefort4users/
- www.gla.ac.uk/myglasgow/staff/webpublishing/advicefort4users/contenttypest4webpagetemplates/