

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.

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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):

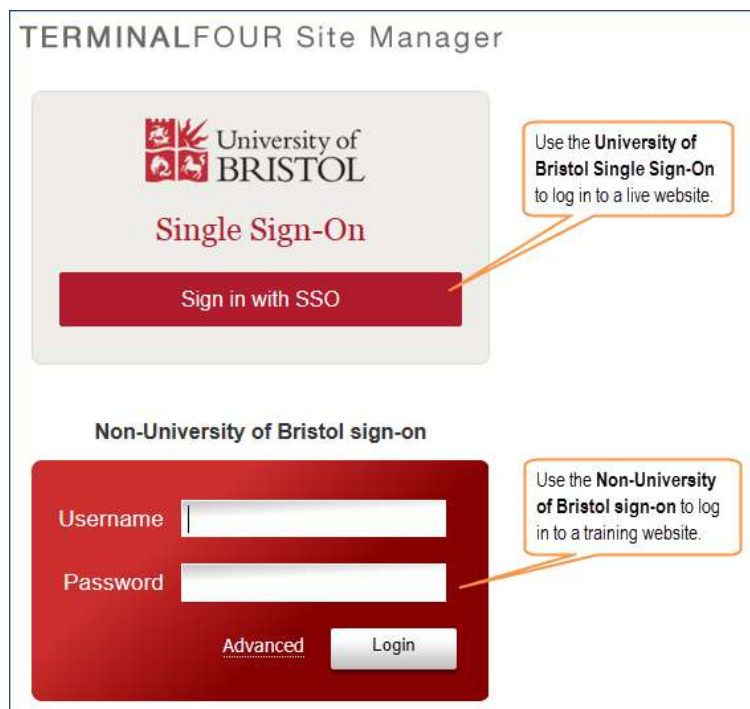


Figure 1: Site Manager UoB login screen

To log in to a live site, click on **Sign in with SSO** at the top and enter your UoB username and password prompted.

Have a play:

1.1 Log in to your allocated training site as a Contributor.

- Launch your preferred browser (i.e. in the training room you have the choice between Internet Explorer and Google Chrome) and open t4cms.bris.ac.uk
- In the **Non-University of Bristol sign-on** box login screen, enter the training **Contributor Username** and **Password** given to you by the tutor, then click **Login**.

1.2. The Site Manager interface

Once logged in as a **Contributor** you are presented with the Site Manager screen (Figure 2).

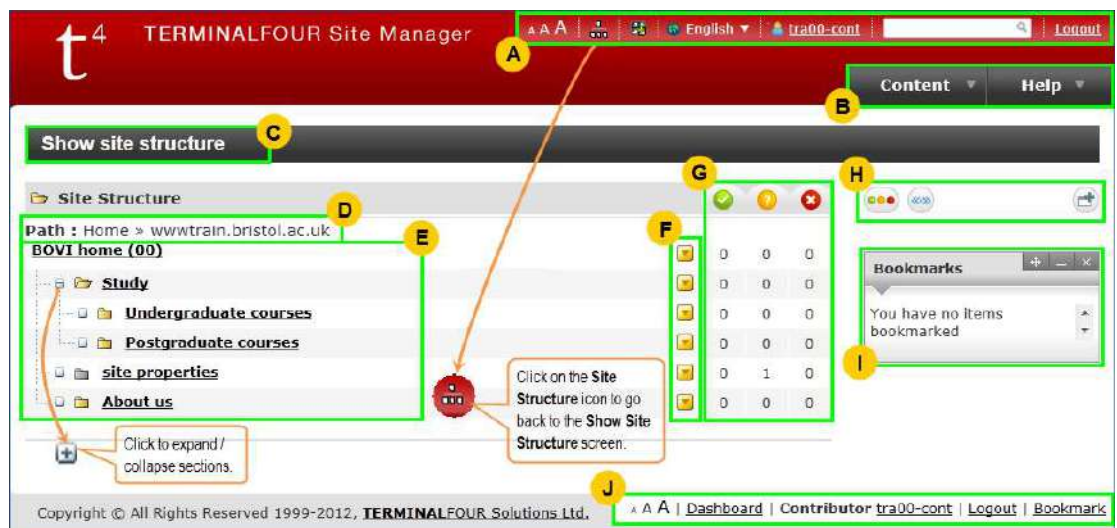


Figure 2: Site Manager Contributor interface

By default it displays the **Show site structure** screen, where you see the site(s) or section(s) of a site you can edit.

- A. Top menu** – Here you can change the text size (default is medium), go back to the default **Show site structure** screen, see your username and assigned role (by hovering the mouse cursor over the username), search the content of your site and log out. You may ignore the **Dashboard** and **Content Language** options (English is the only option).
- B. Menu toolbar** – As a **Contributor** you only have access to the **Content** and **Help** drop-down menus. Pointing the mouse cursor over these menus displays the options available (Figure 3).

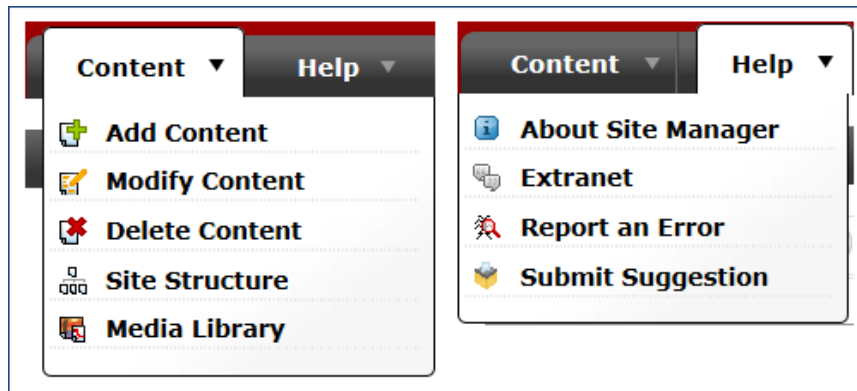


Figure 3: Content and Help menus options

- C. **Current screen title** – Shows your current action (e.g. **Modify Content**; **Add Content**; etc). **Show site structure** is the first screen you see after logging in; you can always come back to this screen by clicking the **Site Structure** icon in the top menu.
- D. **Path** – shows the path to the current location within the site structure.
- E. **Site structure** – Displays the top level section to which you have been granted access as a **Contributor**, and any sub-section(s) within it. You can use the plus (minus) sign to expand (collapse) sections that contain further sections. This forms a hierarchical (or tree) structure consisting of many levels.
- F. **Section drop-down menu** – Pointing the mouse cursor to the down arrow opposite the section you want to modify reveals options to add/modify/delete content within that section, as well as preview and bookmark it.
- G. **Traffic lights column** – The traffic lights indicate the number of content items in the section in each of three categories:
- **Green** : content which has been approved for publication.
 - **Amber** : content waiting to be approved for publication.
 - **Red** : inactive content currently within the recycle bin waiting to be purged (i.e. deleted) from the system by an Administrator.
- H. **Toggle columns** – Click to show or hide the accessibility or/and traffic lights columns.
- I. **Bookmarks widget** – Shows a list of the sections and screens you have bookmarked for quicker access.
- J. **Bottom menu** – This menu offers the same options as the top menu (see **A**) plus the option to bookmark the current screen (it will be listed in the Bookmarks widget).

1.3. Website structure in Site Manager

Sections and web pages

Website structure in Site Manager is organised in the familiar hierarchical folder structure as used on a PC (**Error! Reference source not found.**), although it refers to them as **sections** rather than folders.

The reason is that a **section** is at once a folder, because it can contain other sections (sub-sections), AND a web page because it displays content (i.e. text and images) within it as a single page.

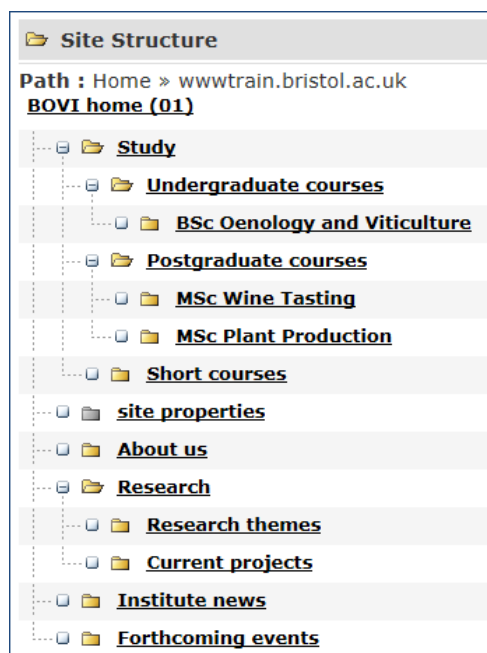


Figure 4: Sample website structure in Site Manager



The section entitled **site properties** is a special section. It contains properties associated with the website (e.g. the banner title) which cannot be edited by **Contributors**.

A typical web page/section is made up of a template (called a **Page Layout**) that defines the look of the header, footer and left navigation menu, and a content area in between.

Content blocks and Content Types

The content area consists of any number of content blocks (at least one) to which a **Content Type** is applied.

Figures 5 and 6 below show the same page created using a single content block and using two content blocks.

Both pages look exactly the same, but the second one, by breaking the page into two smaller 'chunks', makes it easier to re-use a specific 'chunk' on another page, or to make it look different by using a different **Content Type**.

The greyed out area around the content shows the **Page Layout** that has been applied to the page.

A **Content Type** defines how the content block to which it is applied will look. For example we can have different **Content Types** for general content (as in this example), to publish news articles and events or to create an image carousel.

For standard web pages (i.e. pages requiring a simple layout and consisting mostly of linear text and possibly a few images) we recommend you create a single content block using the default **Content Type** (named **Content block**).

However there may be times when you want to break down your page in several blocks to give you more flexibility to re-use a piece of content on other pages.

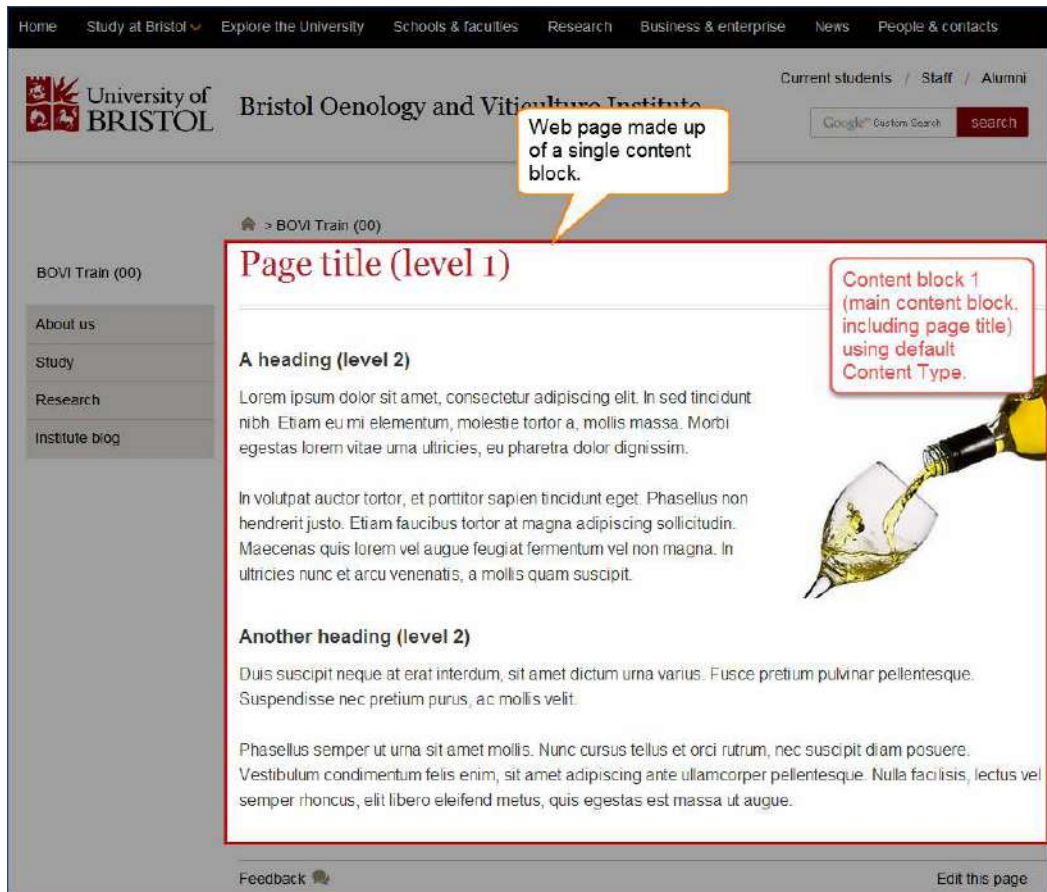


Figure 5 – Sample page built using a single content block

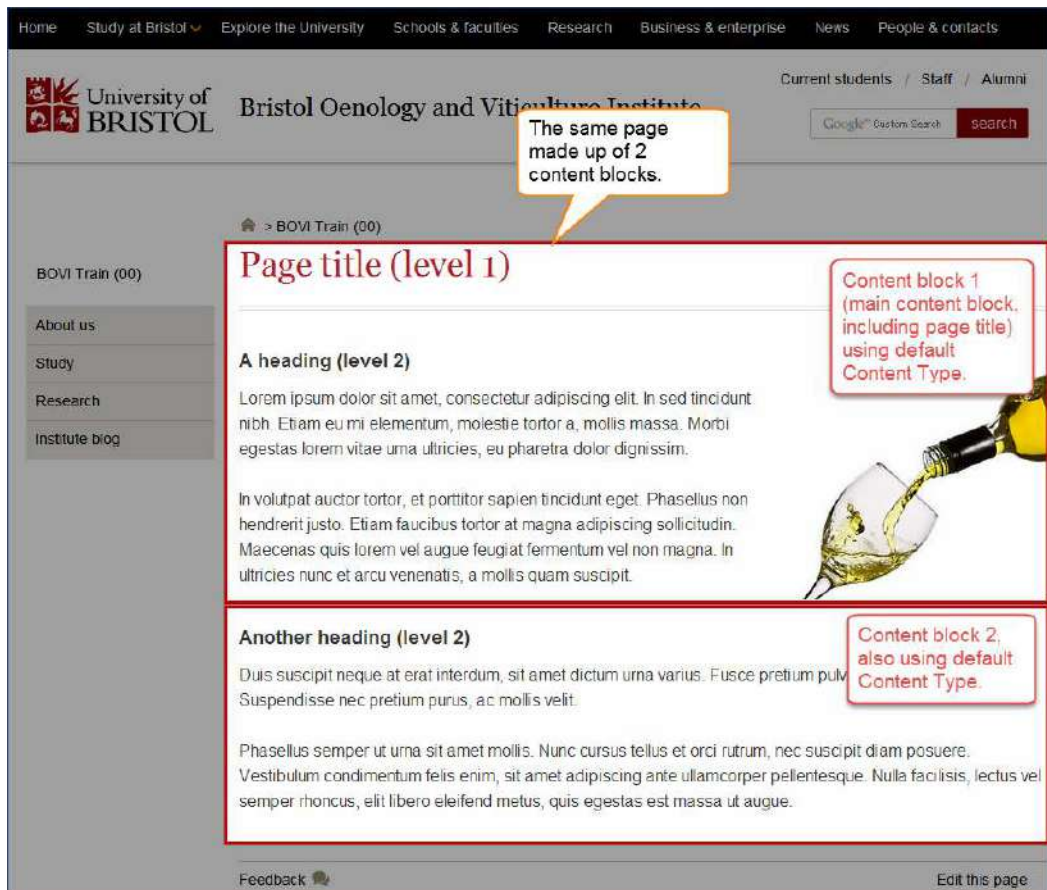


Figure 6 – The same sample page built using two content blocks

1.4. User rights and roles

In Site Manager, users can only be given one of five roles: **Visitor**, **Contributor**, **Moderator**, **Power User** and **Administrator** (Figure 7).

Visitor	Contributor	Moderator	Power User	Administrator
<ul style="list-style-type: none"> View published content. 	<ul style="list-style-type: none"> Add content Modify content Delete content Add to Media Library* 	<p>As Contributor</p> <ul style="list-style-type: none"> Add content Modify content Delete content Add to Media Library* Approve content Create Site Structure Publish now* 	<p>As Moderator</p> <ul style="list-style-type: none"> Assign and create new users* Approve content Publish channels* Publish now* Create Styles, Workflows, Navigation & Templates 	<p>As Power User</p> <ul style="list-style-type: none"> Establish Channels, websites and Intranets to publish to Manage Users, Styles, Workflows & Templates Assign and create new users Reports Access Control Set Configuration

* Depends on user's access/Configuration

Figure 7: User rights and roles in Site Manager

As a University website maintainer, you will have one of two roles: **Contributor** or **Moderator**.

As a **Contributor**:

... you can

- add / modify / delete content
- preview sections (and therefore their content)
- access the Media Library to find images, PDFs, etc to link to
- add images and other files to the Media Library

... you cannot

- add / modify / delete sections
- approve and publish content that you create
- manage other users
- create links in the left navigation menu
- create sub-categories in the Media Library

1.5. The Site Manager workflow

The default workflow in Site Manager is quite simple:

- A piece of content can be in one of 3 states: **Draft** → **Pending** → **Approved**
- Content can also show as **inactive** when it has been deleted – this marks it for 'recycling' which occurs automatically and results in the removal of all **inactive** items from the system.
- As a **Contributor**, when you add a new content block to a section, or update an existing one, its status changes to **Pending** (unless you decide to **Save as Draft**, in which case its status will show as **Draft**)

- The relevant **Moderator** then will get notified and approve it for publication.
- **Contributors** cannot publish to the live site the content that they create or modify, it needs to be **Approved** by a **Moderator**.

Have a play:

1.2 Explore the Site Manager interface:

- Explore the features described above and see what happens.
If you leave the **Show site structure** screen, click on the **Site Structure** icon in the top menu (you can also point to the **Content** tab in the menu toolbar (**B**) and select **Site Structure**).

Task 2 Adding content to a section

Objectives In this task you will learn:

- how to add content to an existing section
- about Content Types and how to choose between different Content Types
- about the Content tabs
- how to enter text using TinyMCE
- how to preview newly added content

Comments There are different ways to add content in Site Manager. It is useful to be aware of them all, although in practice you may settle for a preferred method.


2.1. Methods for adding a new content block to a Section

There are 3 slightly different ways to do this in Site Manager:

- using the section **Content** tab
- using the section drop-down menu
- using the **Content** menu

It is useful to be aware of all of them, although in practice you may have a preferred one.

Method 1: using the section Content tab

1. In the **Show site structure** screen, navigate to the section you want to add content to (use the  icon to the left of each section if necessary). When you have located it, click on its name (Figure 8).

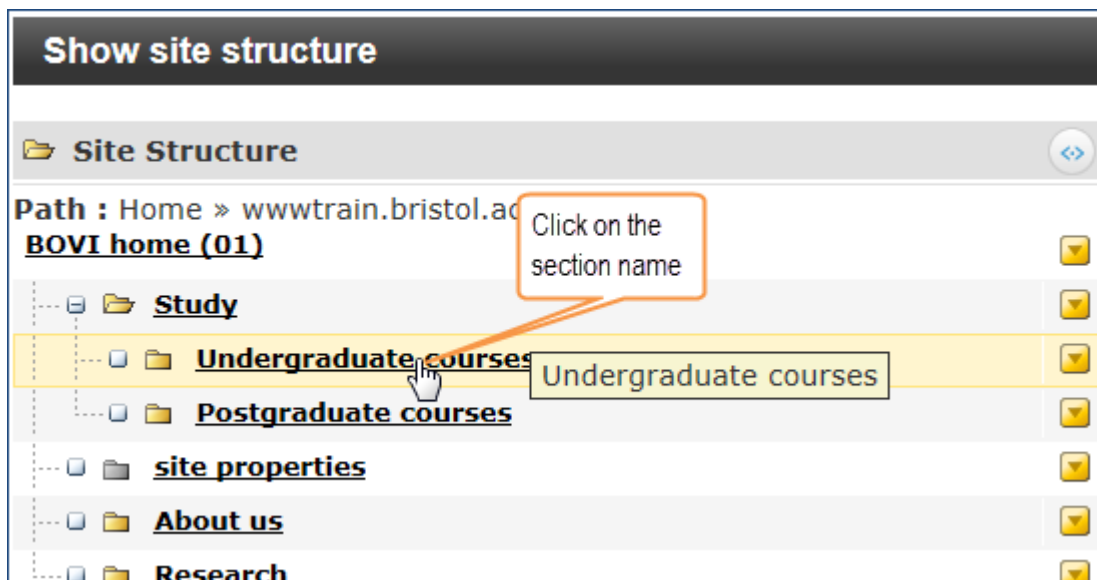


Figure 8: Selecting the section you want to add content to

This takes you to the section **Content** tab in the **Modify content, select content** screen.

2. In the section **Content** tab, click on the + **Add Content** link (Figure 9):

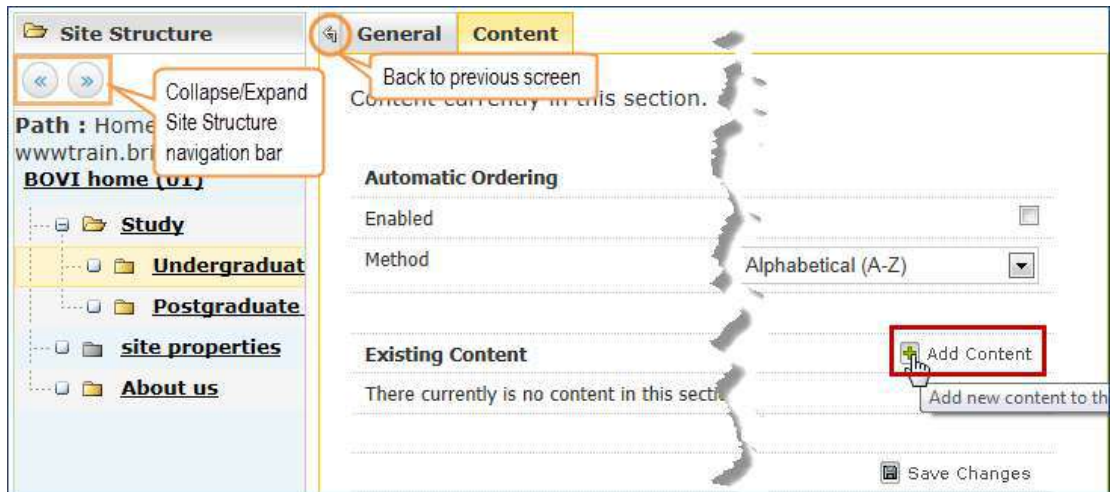


Figure 9: Section Content tab screen

Method 2: using the section drop-down menu

1. Click on the **Site Structure** icon in the top menu (Figure 10) – or in the **Content** menu drop-down (see Figure 2B in Task 1).

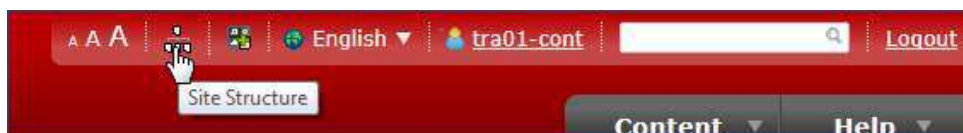


Figure 10: The Site Structure icon in the top menu

2. In the **Show site structure** screen, navigate to the section you want to add content to and point the mouse cursor to the down menu opposite, then select **Add Content** (Figure 11).

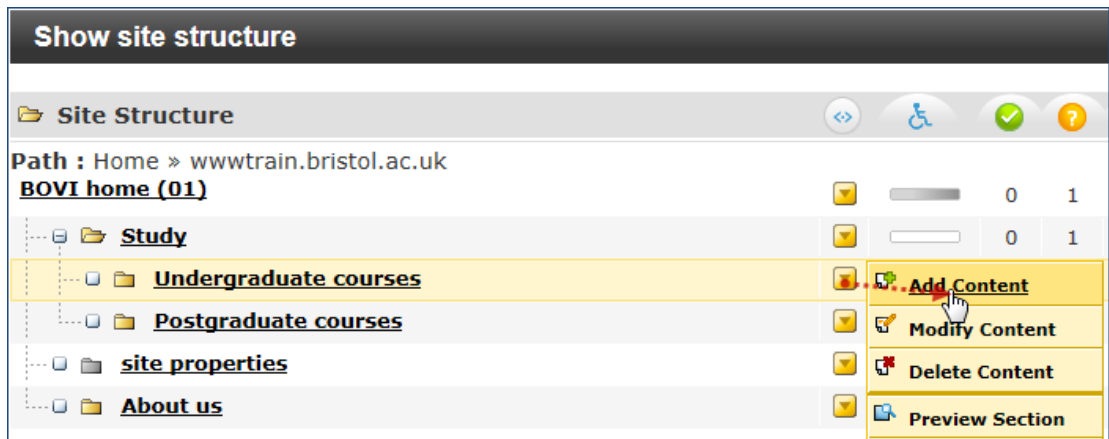


Figure 11: Adding content using the drop-down arrow opposite the relevant section

Method 3: using the Content menu

1. Point the mouse cursor to the **Content** menu (not to be confused with the **Content** tab showed above) and select **Add Content** (Figure 12).

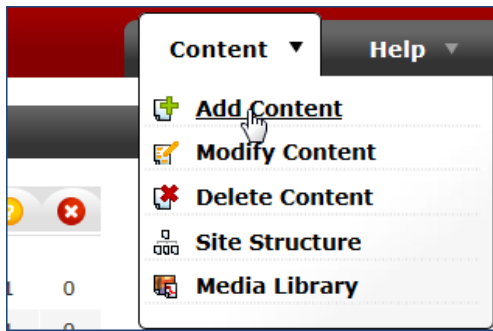


Figure 12: Adding content using the Content drop-down

2. On the **Add Content, choose a section** screen, navigate to and select the section you want to add content to (Figure 13).

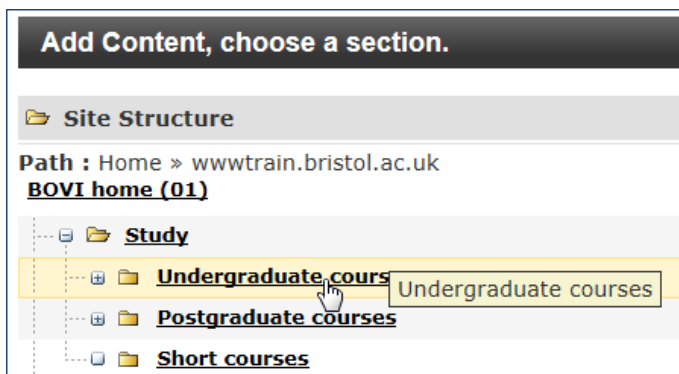


Figure 13: Choose the section you want to add content to

2.2. Choosing a Content Type

Whichever of the 3 methods described above you choose, you **may** * then be prompted to choose a **Content Type** (Figure 14):



Figure 14: Choosing a Content Type



A **Content Type** is the layout and style template that is applied to a content block. The most common one is **Content block**, which is used for standard web pages. There may be more **Content Types** to choose from in the future, and there may be **Content Types** that only apply to specific websites.

If prompted to choose a **Content Type** and unless told otherwise, choose **Content block** under the **Global** category (see Figure 14).

* Whether you are prompted to choose a **Content Type** depends on whether there is more than one to choose from. If only the default **Content Type** (i.e. Content block) is available to you as a Contributor, then you will go straight to the **Add content, enter content details** screen.

2.3. Entering content details

You now see the **Add content, enter content details** screen > **Content** tab (Figure 15) consisting of the following input fields:

- **Name** – The name of the content block as it will be referred to in Site Manager. This field is mandatory but it is not visible to users of the website. You can use the same text as for the **Title** to which you should append **[main]** to indicate that this is the main (and possible unique) content block in the section (e.g. **Study [main]**).
- **Title** – This field will appear at the top of the page, as a heading level 1 (h1). It is optional although in most cases you will want to include it. Make it as descriptive as possible of the page content (e.g. **Study**)
- **Body text** – This is where you type in the content itself. By default, this field uses the TinyMCE visual editor. Using the editor is covered in detail in Task 5.
- **Keywords** – Optionally you can specify keywords for the content block. Use a comma to separate keywords. Note that their sole purpose is to make it easier to search for a particular content block in Site Manager.

Figure 15: Entering details into the Content Type fields

- Whenever you see the icon [i] on that screen there is a tool tip available; just point the mouse cursor to it and a tool tip will pop up (Figure 16).

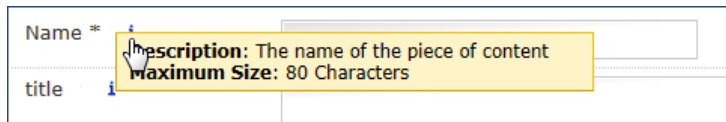


Figure 16: Tool tip pop up

- Clicking on **Preview** opens a preview of the page as it will look like when published in a separate browser tab.
- Clicking the **Add** button saves the content block and submit it to a **Moderator** for approval – its status is set to **Pending** and it is saved as **Version 0.1**.
- Alternatively you can choose to **Save as Draft** by pointing to the down arrow next to the **Add** button (Figure 17)

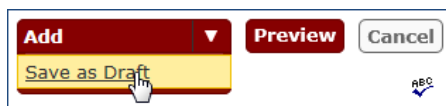


Figure 17: Saving as draft

In this case, it will be saved as **Version 0.0.1**.

After saving you will see your new content block listed (Figure 18).

Existing Content						+ Add Content
						Save Changes
	Name	Version	Status	Last Modified	Move	Lock
<input type="checkbox"/>	BOVI home [main]	0.0.1	Draft	29/10/2013 16:59		<input checked="" type="checkbox"/>
<input type="checkbox"/>	Select All				Lock/UnLock All	

Figure 18: Newly added content block in Content tab view

You will also see confirmation that the content has been added successfully in the shape of a green message box that will appear at the top of the screen.

2.4. The Add/Modify content tabs

When you add a new content block (or update an existing one) you see the **Content** tab (see Figure 15 above) by default. However there are a number of other tabs alongside (Figure 19).

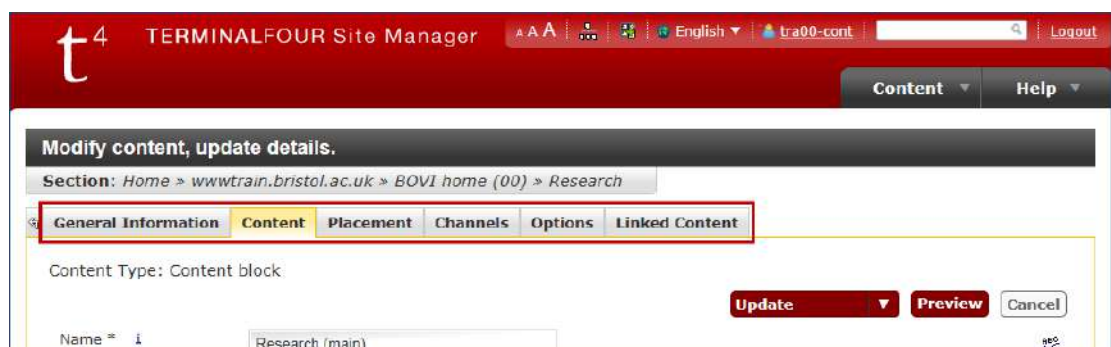


Figure 19: Add/Modify content tabs

General Information

The **General Information** tab (Figure 20) shows which **Content Type** is being applied to the content.

The screenshot shows the 'Modify content, update details.' interface with the 'General Information' tab selected. The breadcrumb path is 'Section: Home » wwwtrain.bristol.ac.uk » BOVI home (00) » Research'. The 'Content' tab is also visible. The main content area is titled 'General Content Information'. At the bottom right, there are 'Update', 'Preview', and 'Cancel' buttons. The 'Content Name' field contains 'Research (main)' and the 'Content Type Used' field contains 'Content block'.

Figure 20: Add/Modify content, General Information tab

Placement

When you have 2 or more content blocks in a section, the **Placement** tab (Figure 21) allows you to re-order them.

The screenshot shows the 'Add content. Enter content details.' interface with the 'Placement' tab selected. The breadcrumb path is 'Section: Home » wwwtrain.bristol.ac.uk » BOVI home (01) » Study'. The 'Placement' tab is highlighted. The main content area is titled 'Document Placement'. At the bottom right, there are 'Add', 'Preview', and 'Cancel' buttons. The 'Title' and 'Position' columns are visible. The 'Title' column contains 'Study', 'block 2', 'block 3', and 'New Content'. The 'Position' column contains icons for moving content up, down, and to the top/bottom. A callout box explains: 'By default a new content block gets added to the bottom of the section, but you can position it at the top or in between existing blocks if you want.' The callout box points to the 'New Content' row.

Figure 21: Add/Modify content, Placement tab

By default content blocks are ordered in chronological order (i.e. the newest at the bottom).



Note that there is another way to re-order content blocks, using the **Move up** and **down** arrows in the **Modify content, select content screen**.

Channels

The **Channels** tab (Figure 22) allows you to select which channel(s) the content will be published to.

Channels allow sites to be published in different formats for different outputs. For example, in addition to a standard web channel, we may have a mobile channel, a tablet channel and a training channel.

Figure 22: Add/Modify content, Channels tab

By default any new content will be published to all channels available, but it is possible to restrict publication to the Production channel (i.e. the public website) only by deselecting the others.

As a **Contributor** you should not have to change the default **Channels** settings.

Options

The **Options** tab (Figure 23) allows you to optionally assign publish and expiry dates to content blocks to ensure that they are published, unpublished, reviewed or archived at the right time.

Figure 23: Add/Modify content, Options tab

Content that has reached its expiry date is clearly marked as *Expired*.

When a review date has been set, the last person to have modified the content will be notified by email.

Linked Content

The **Linked Content** tab (Figure 24) shows which other content blocks within Site Manager (if any) have a hyperlink to this particular content block.

Note that this tab is displayed only when modifying an existing content block, not when adding a new one (since it would not be possible to link to a content block before it was created).

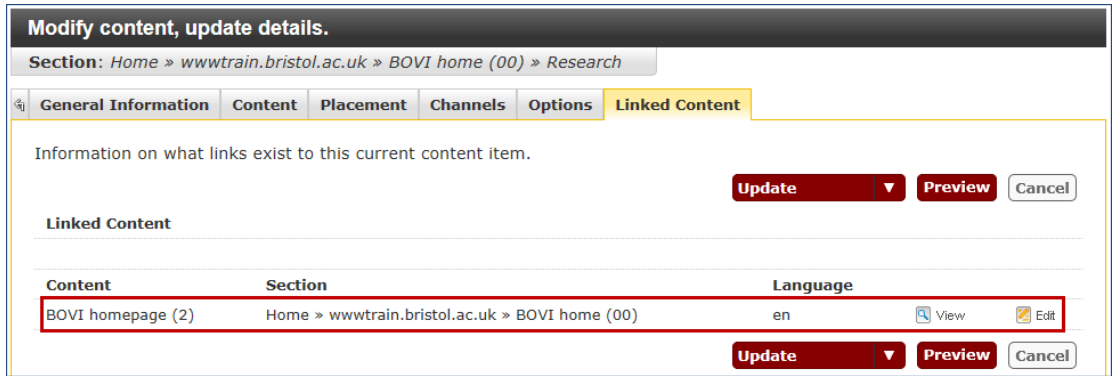


Figure 24: Modify content, Linked Content tab

2.5. Previewing content

The easiest way to preview content once you have added it or saved it as draft is to use the drop-down arrow opposite the content block or section and select **Preview** (Figure 25).

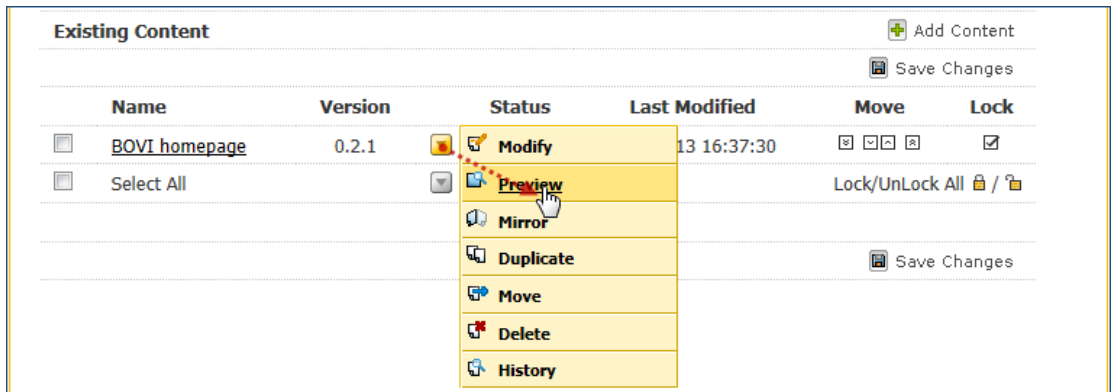


Figure 25: Previewing a content block

This opens a preview of the published page in a new browser tab (Figure 26). It shows you what the page will look like on the live site.

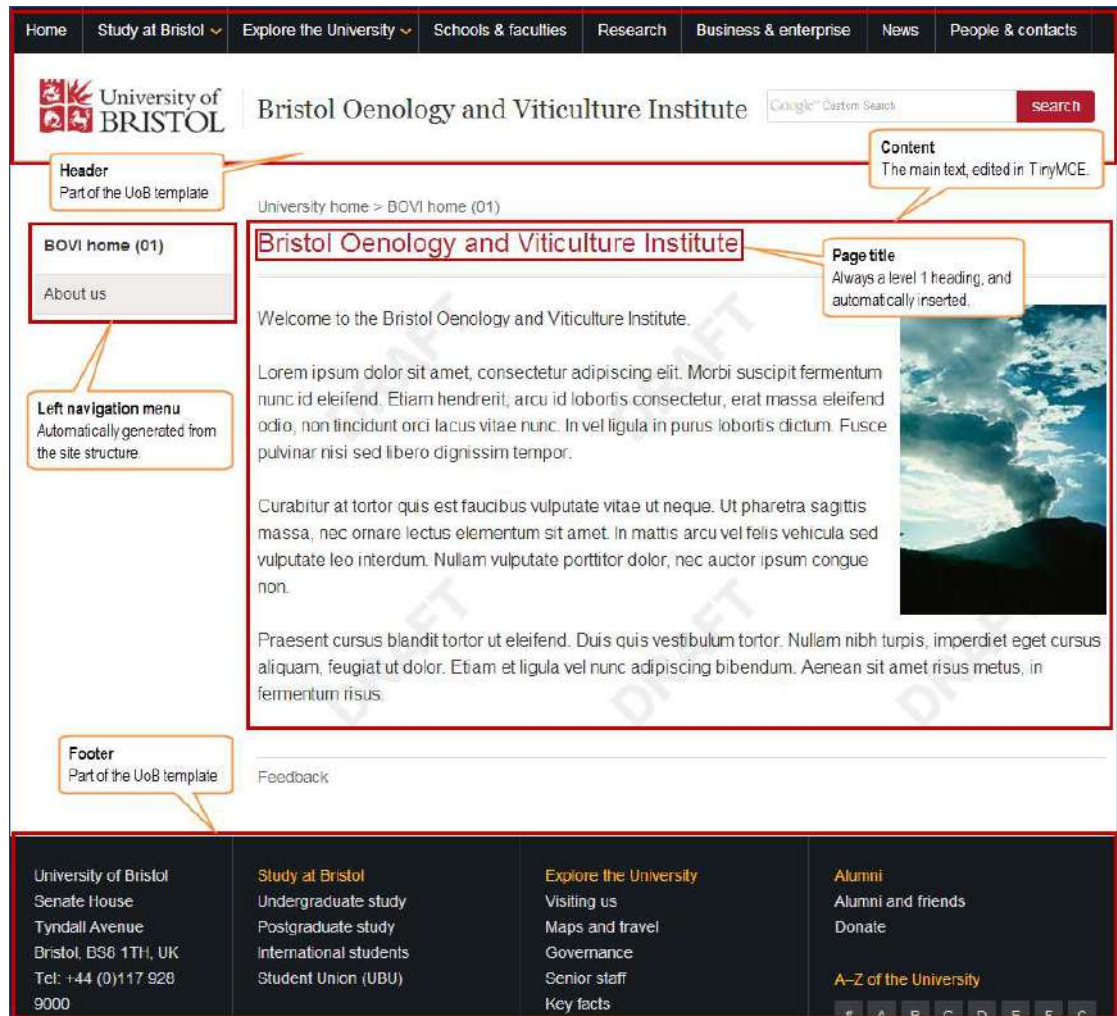


Figure 26: Preview of published page

Have a play:

2.1 Add a content block to existing sections:

- Using any of the methods described above, add a content block to all sections except **About us**.

Tips for naming:

- Name: use the same name or an abbreviation of the section name and add **main** to indicate this is the main content block (e.g. **BOVI home (main)**; **Study (main)**)
 - Title: use the same as for the section (e.g. **Bristol Oenology and Viticulture Institute**; **Study**)
 - Type a few words in the **Body text** field.
 - Optionally add keywords (e.g. **oenology**, **viticulture**, etc)
- Before adding (or saving as draft), preview the content that you created if you wish.

Task 3 Modifying content

Objectives In this task you will learn:

- to edit existing content using the **Modify Content** option
- to delete content
- to move, duplicate and mirror content
- to view content history and compare versions
- to bookmark content

Comments In the same way that there are a few options for adding new content, there are different options for modifying existing content.

3.1. Methods for modifying existing content

In the same way that you can add content using three different methods in Site Manager, you can modify existing content using similar methods:

- using the section **Content** tab
- using the section drop-down menu
- using the **Content** menu

Method 1: using the section Content tab

1. Expand the site structure until you see the section containing the content block you want to modify.
2. Click through on the section name (Figure 27)



Figure 27: Clicking through the section to edit its content

3. In the **Modify content, select content** screen, do one of the following:
 - a) Click on the content block you want to edit (Figure 28).

Existing Content					
	Name	Version	Status	Last Modified	
<input type="checkbox"/>	Study hp	0.2		Pending	26 Feb '13 14:47:41
<input type="checkbox"/>	Sele...				

Content Type used: Content block with heading 1

Figure 28: Choose the content block you want to edit

or:

- b) Point the mouse cursor to the down arrow of the content block you want to edit and select **Modify** (Figure 29)

	Name	Version	Status	Last Modified
<input type="checkbox"/>	Study hp	0.2	Modify	b '13 14:47:41
<input type="checkbox"/>	Select All		Preview	
			Mirror	
			Duplicate	

Figure 29: Select Modify from the down arrow options

Method 2: using the section drop-down menu

1. Expand the site structure until you see the section containing the content block you want to modify.
2. Point the mouse cursor to the section drop-down menu, then select **Modify Content** (Figure 30):

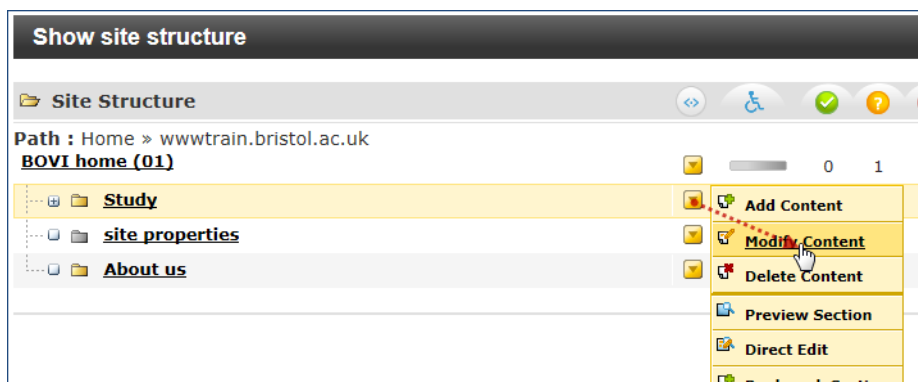


Figure 30: Modifying content using the drop-down arrow opposite the relevant section

3. Do step 3 of the first method.

Method 3: using the Content menu

1. Point the mouse cursor to the **Content** menu and select **Modify Content** (Figure 31).

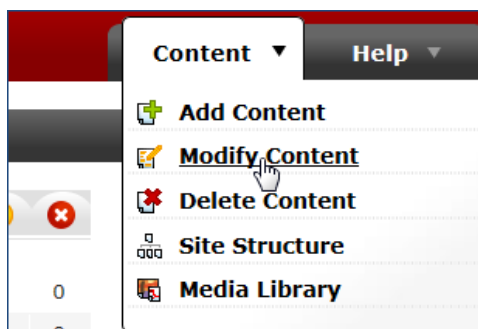


Figure 31: Modifying content using the Content drop-down

2. Next, in the **Modify content, choose a section** screen, navigate to and select the section you want to add content to (Figure 32).



Figure 32: Clicking through the section to edit its content

- Do step 3 of the first method.

3.2. Modify content, update details screen

Whatever method you choose, they will open the **Modify content, update details** screen (Figure 33). This is where you can update the different elements of a particular content block (e.g. Name, Title), and in particular the **Body text** using the built in editor TinyMCE.

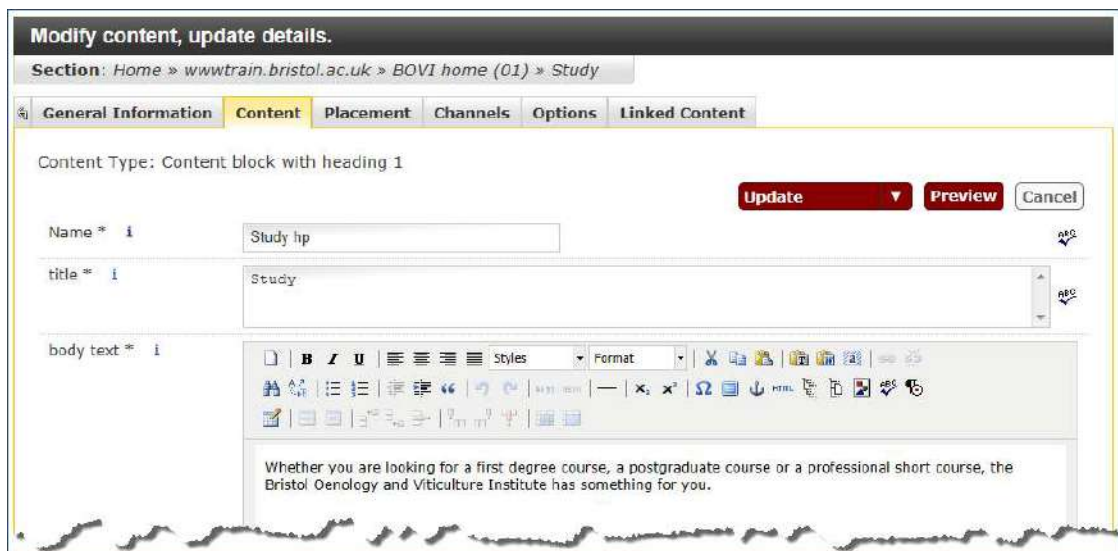


Figure 33: Modify content, update details screen

Have a play:

- Using the different options described above, modify 2 or more of the content blocks that you created in Task 2.
 - Feel free to modify any of the fields, but in particular the **Body text** in TinyMCE.
 - Select **Update** to save your changes.

3.3. Deleting content

To delete content, do the following:

- Navigate to the section which you want to delete content from. Once you have located it, click on its name in the Site Structure (Figure 34):

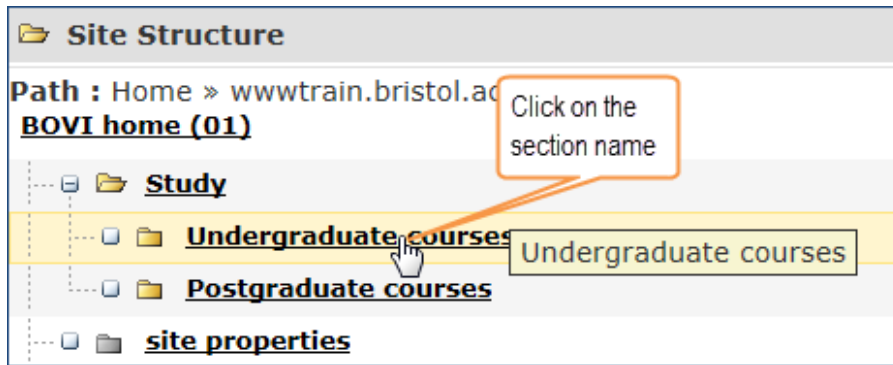


Figure 34: Locating the section containing the content to be deleted

2. In the **Content** tab of the **Modify content, select content** screen, point the mouse cursor to the down arrow to the right of the content block you want to delete and select **Delete** from the drop-down (Figure 35):

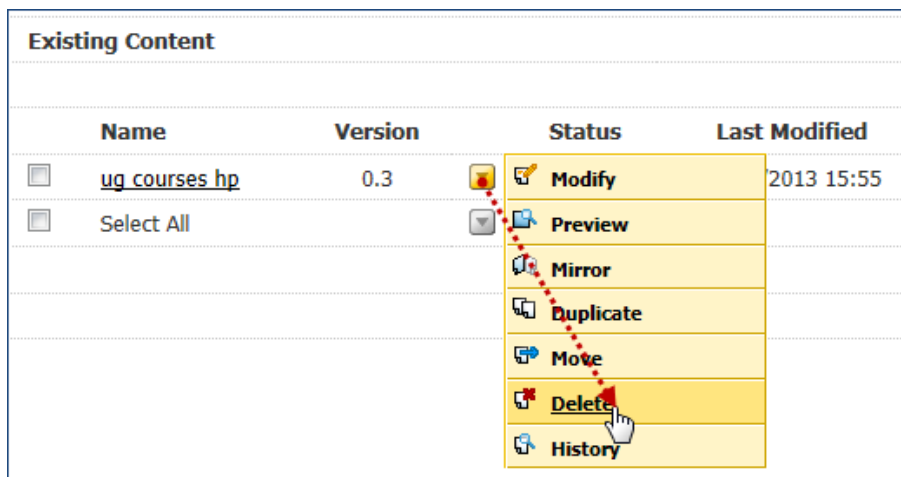


Figure 35: Selecting content for deletion

A pop up warning will appear asking you to confirm whether you want to proceed or cancel.

If you click **OK** you will get a confirmation message this particular content block has been set to **Inactive** (Figure 36):

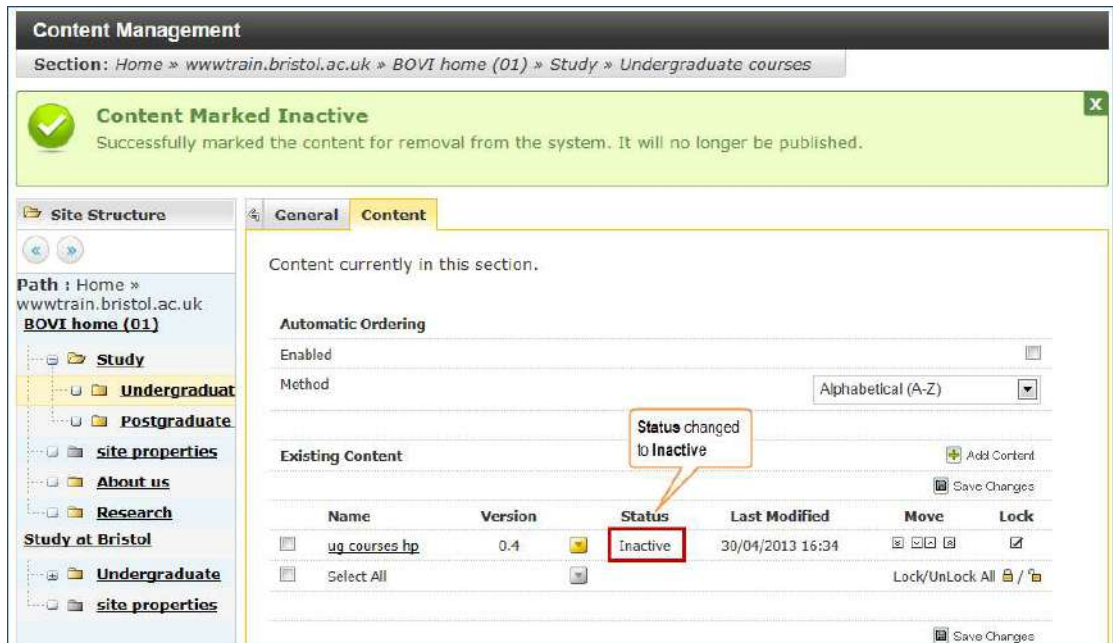


Figure 36: Confirmation of Status changed to Inactive



The **Delete** command is misleading in Site Manager because it does not actually delete the item, instead it changes its status to **Inactive**, which effectively marks the item for 'recycling'. Content blocks marked as **Inactive** are still visible and can be reinstated. However the system will automatically 'recycle' them (i.e. delete forever) after 31 days.

Restoring content marked as inactive

'Deleted' content can be restored as long as it has not been recycled.

1. Locate the deleted content block as explained above (see Figure 34).
2. Click on the name of the content block you want to restore to modify it (Figure 37):

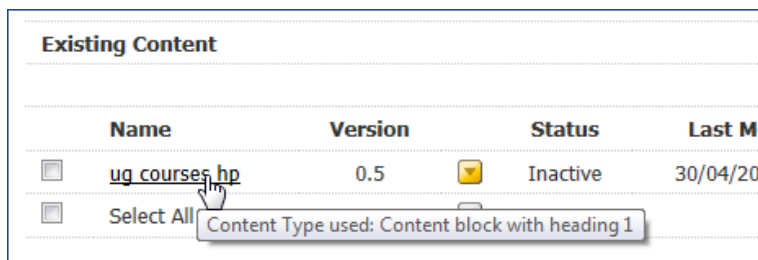


Figure 37: Opening the content block to be modified

3. In the **Modify content, update details** screen, select **Update** or **Save as Draft** (Figure 38):

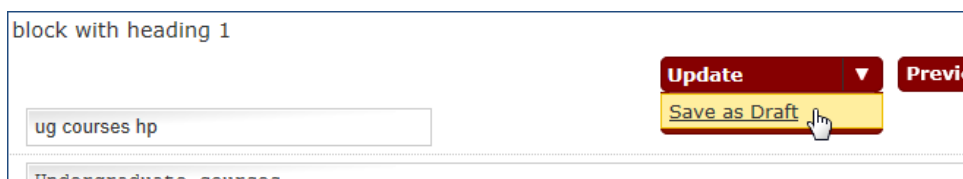


Figure 38: Reinstating an Inactive content block as Pending or Draft

The content block status will now show as **Pending** or **Draft**.

3.4. Moving, duplicating and mirroring content

As well as deleting content, you can move, duplicate and mirror it:

- **Move** – means cutting a content block from one section and pasting it in another
- **Duplicate** – means creating a copy of a content block and pasting it in the same or a different section. The copy and original are independent from each other, so changes made to one will not affect the other.
- **Mirror** – means the same as duplicate (i.e. copying a content block and pasting it in another section) with a difference: any changes made to the original version will automatically be reflected in the copy (or copies) and vice versa. So all copies of a mirrored content block will always be identical.



Duplicate and **Mirror** should only be used exceptionally as it is best to avoid having duplicate content on a website.

To move, duplicate or mirror content:

1. Click on the **Site Structure** icon in the top menu (see Figure 10 in Task 2) – or in the **Content** menu drop-down (see Figure 2B in Task 1).
2. In the **Show site structure** screen navigate to the section you want to move, duplicate or mirror content from, and either:
 - select **Modify Content** from the yellow drop-down menu opposite the content, or:
 - click through the section **Name**.
3. In the **Content** tab, point the mouse cursor to the yellow drop-down arrow menu opposite the content block and select the relevant option (Figure 39):

Existing Content				
	Name	Version	Status	Last Modified
<input type="checkbox"/>	<u>Study hp</u>	0.2	Modify	b '13 14:47:41
<input type="checkbox"/>	Select All		Preview	
			Mirror	
			Duplicate	
			Move	
			Delete	
			History	

Figure 39: Moving, duplicating or mirroring content

4. In the **Move/Duplicate/Mirror content, select destination** screen, navigate to the section you want to move the content to and click on its **Name** (Figure 40):

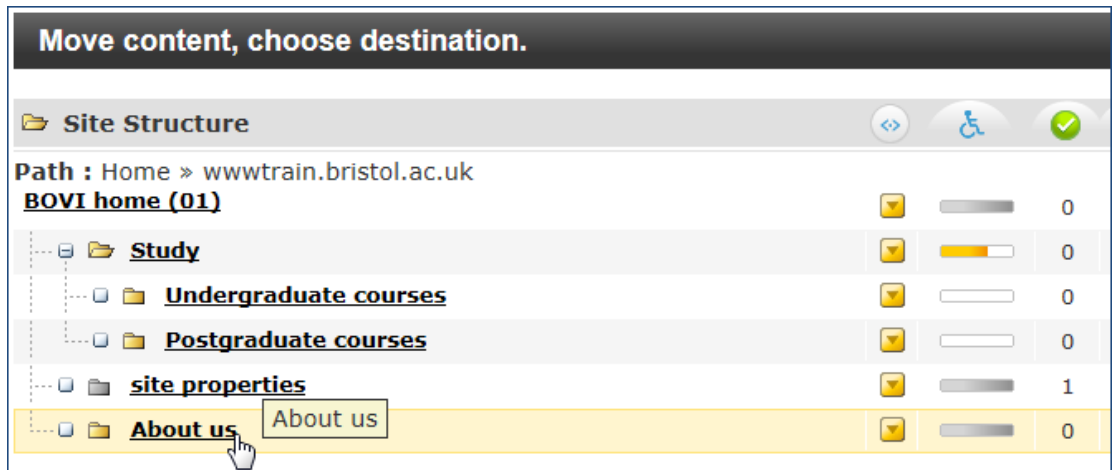


Figure 40: Clicking through the section to move content to



Mirrored content is identified by a little red 'snowflake' icon next to its name.

Existing Content					
	Name	Version	Status	Last Modified	
<input type="checkbox"/>	<u>Study hp</u> ❄️	0.2	Pending	26 Feb '13 14:47:41	
<input type="checkbox"/>	Select All				

Pointing to the snowflake will show you a list of sections where the content also appears.

To remove mirrored content from one or more sections:

It is possible to remove mirrored content from any section in which it appears, as long as you keep it in at least one section.

1. Go to the section containing the mirrored content block you want to remove.
2. In the **Content** tab, point the mouse cursor to the yellow drop-down menu opposite the content block and select **Delete** (Figure 41):

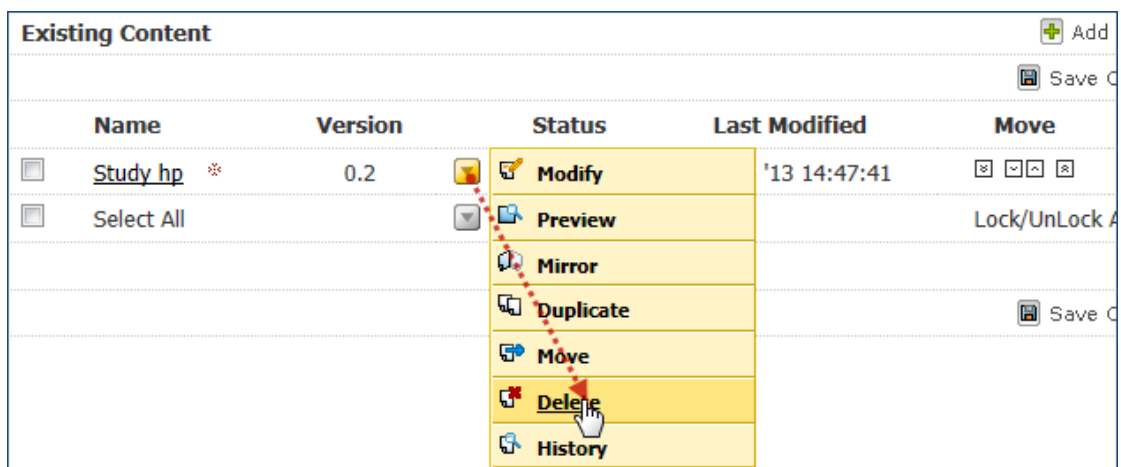


Figure 41: Removing mirrored content

3. Click **OK** when asked “Are you sure you want to delete this content?” (or **Cancel** if you’ve changed your mind!).

- In the **Confirm Content Deletion** screen (Figure 42), you are given 2 options:

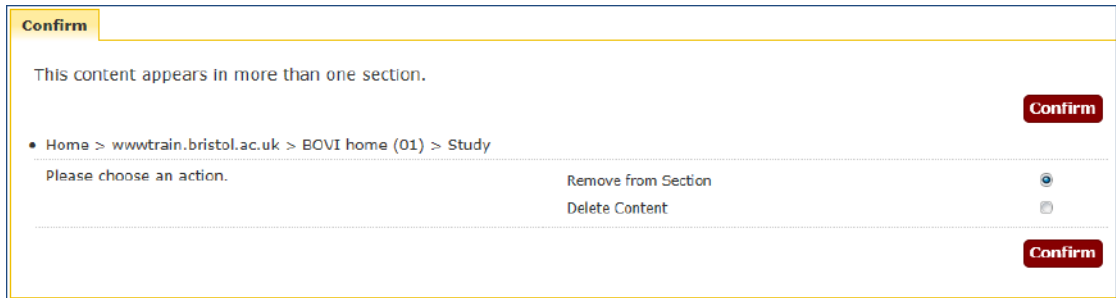


Figure 42: Confirming how you want mirrored content removed

- Remove from Section** (default): select this option if you want to remove the mirrored content from this section, but keep it in others.
 - Delete Content**: will make all mirrored instances of the content (including the original block) **inactive** and mark it for 'recycling' (i.e. permanent deletion)
- Choose the option you want (or keep the default one) and click **Confirm**.

Have a play:

- Following the instructions above, try to delete, move, duplicate and/or mirror a content block.
 - At the end, try to remove a mirrored content block from one of the section in which it appears.

3.5. Viewing content history and comparing versions

To view content history:

- Navigate to the section containing the content you want check the history of (hint: start from the Show Site Structure screen).
- Either click on the yellow drop-down arrow opposite the relevant section and select **Modify Content**, or click through the section name.
- In the **Content** tab, click on the drop-down arrow opposite the relevant content block and select **History** (Figure 43):

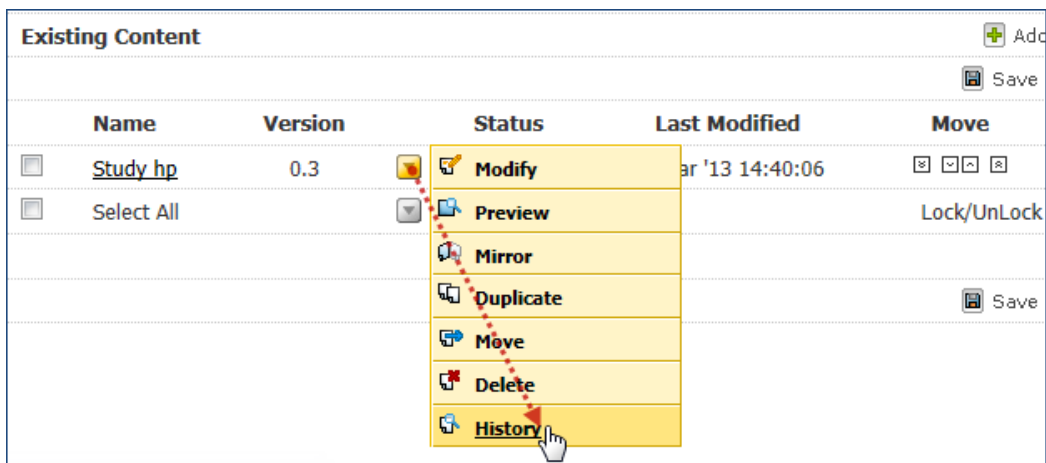


Figure 43: Accessing the history of a content block

The **History** tab in the **Modify content, update details** screen (Figure 44) shows the editing history for a particular content block (e.g. name, version, last modified, etc).

Modify content, update details.

Section: Home » wwwtrain.bristol.ac.uk » BOVI home (01) » Study

General Information Content Placement Channels Options **History** Linked Content

Version History for this piece of content.

Click to preview version in new tab. **Update** **Preview** Cancel

Name	Version	Owner	Last Modified	Last Modified By	Previous	Compare
Study hp	0.3	No Owner set	Wed, 06 Mar 2013 15:15:32 GMT	tra01-cont	0.2	<input type="checkbox"/> View <input type="checkbox"/>
Study	0.2	No Owner set	Wed, 06 Mar 2013 15:14:24 GMT	tra01-cont	0.1	<input type="checkbox"/> View <input checked="" type="checkbox"/> Set Active <input type="checkbox"/>
Study	0.1	No Owner set	Wed, 06 Mar 2013 15:13:16 GMT	tra01-cont	0.0	<input type="checkbox"/> View <input checked="" type="checkbox"/> Set Active <input type="checkbox"/>

Select 2 versions for comparison. **Content Comparison** **Visual Comparison**

Update **Preview** Cancel

Figure 44: Modify content, History tab

You can also preview a particular version in a different tab by clicking on **View**, and to set an older version as the active one by clicking the **Set Active** link.

To compare two versions:

Once in the **Modify content > History** tab (see Figure 44 above), you have the option to compare 2 versions at a time.

1. Select the two versions you want to compare by ticking the relevant check boxes in the **Compare** column.
2. Click on the **Content Comparison** button and in the **Compare** screen (Figure 45), first select the field you want to compare (this will usually be the **Body text**).

Compare

Name	Type
Name	Plain Text
title	Plain Text
body text	Html
keywords	Plain Text

1 Select the field you want to compare.

2 Choose whether you want to see just the text or the text with the HTML elements.

HTML Text

Figure 45: Compare screen options



The **Visual Comparison** option shows the changes in preview mode, however it is not as useful as comparing different versions side by side.

3. Then click on **Text** or **HTML** (choose the former if all you want to do is compare the text; if you also want to compare HTML tags, then choose HTML).

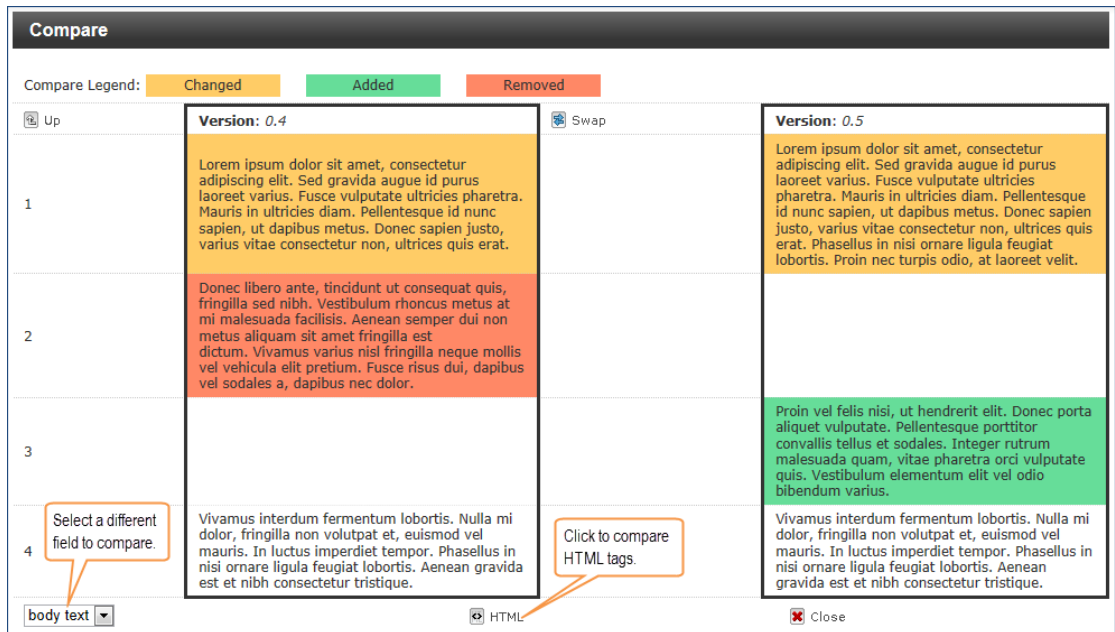


Figure 46: Comparing two versions of the same content

Have a play:

3.3 Following the instructions above, try to make changes to a content block and compare the different versions.

3.6. Bookmarking content

To bookmark a section and its content:

1. In the site structure, navigate to the section you want to bookmark and click through it to display its **Content** tab.
2. Click on the **Bookmark** link in the bottom right corner of the screen (Figure 47).

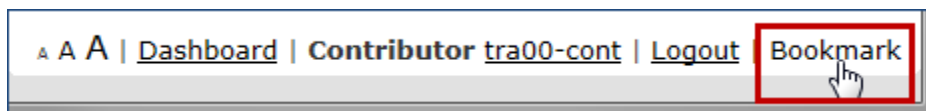


Figure 47: Bookmarking content

3. Replace the text in the **Name** field with the section name and click **OK** (Figure 48).

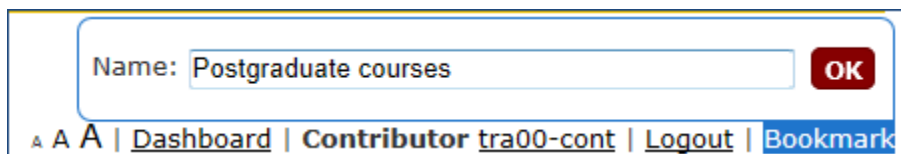



Figure 48: Enter the section name

4. Click on the Site Structure icon . The section is now listed in the **Bookmarks** widget.

To modify or delete a bookmark:

1. In the **Bookmarks** widget, click on **Edit** and then on the **Delete** icon to remove the bookmark or **Modify** to edit its name ().

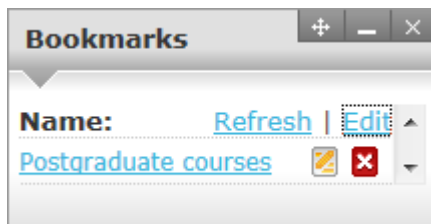


Figure 49: Modifying or deleting a bookmark



There is a **Bookmark Section** option in the section drop-down menu, but due to a problem in Site Manager, if you bookmark a section using this method as a Contributor, you will not be able to access it.

Have a play:

- 3.4 Try to bookmark a section and to access it from the **Bookmarks** widget.

Task 4 Using Direct Edit to add and modify content

Objectives In this task you will learn:

- to access the Direct Edit mode
- to add content in Direct Edit
- to modify and delete content in Direct Edit
- to view content history in Direct Edit
- to navigate the site structure in Direct Edit

Comments Direct Edit mode is Site Manager's highly visual way to edit your site's content. The way it works is that you edit sections (i.e. web pages) in preview mode, so you see page content in context. It is particularly recommended for occasional users as it requires little knowledge of Site Manager.

4.1. Accessing Direct Edit

You can access Direct Edit in one of two ways:

- using the Direct Edit option in the section drop-down menu in the main interface
- using the 'Edit this page' link on a live web page

Method 1: using the Direct Edit option in the section drop-down menu

When logged into Site Manager's main interface, as explained in **Task 1, Getting to know Site Manager**.

1. From the **Show Site Structure** screen (Hint: click on the **Site Structure** icon in the top menu or in the **Content** menu drop-down), navigate to the section you want to add content to.
2. Point the mouse cursor to the yellow drop-down menu arrow opposite the relevant section and select **Direct Edit** (Figure 50).

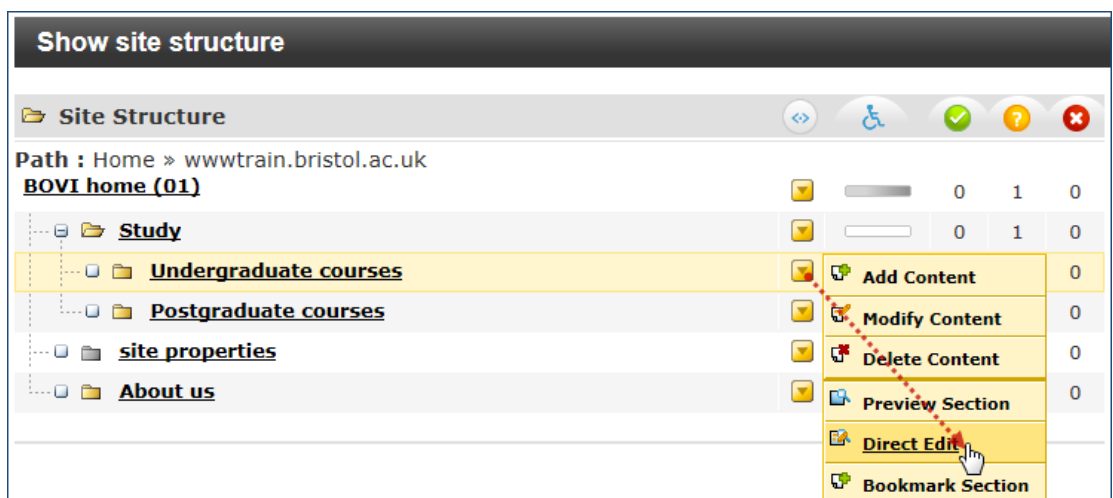


Figure 50: Accessing Direct Edit

Depending on which browser you use, Direct Edit opens in a new tab (Internet Explorer) or a new browser window (Google Chrome).

Method 2: using the 'Edit this page' link on a live web page

1. In a web browser, open your live website and navigate to the page you want to modify.
2. Look for the **Edit this page** link in the bottom right of the page, just above the footer, and click on it (Figure 51).



Figure 51: Accessing Direct Edit through the Edit this page link

3. Click on **Sign in with SSO** and enter your UoB username and password.

4.2. The Direct Edit interface

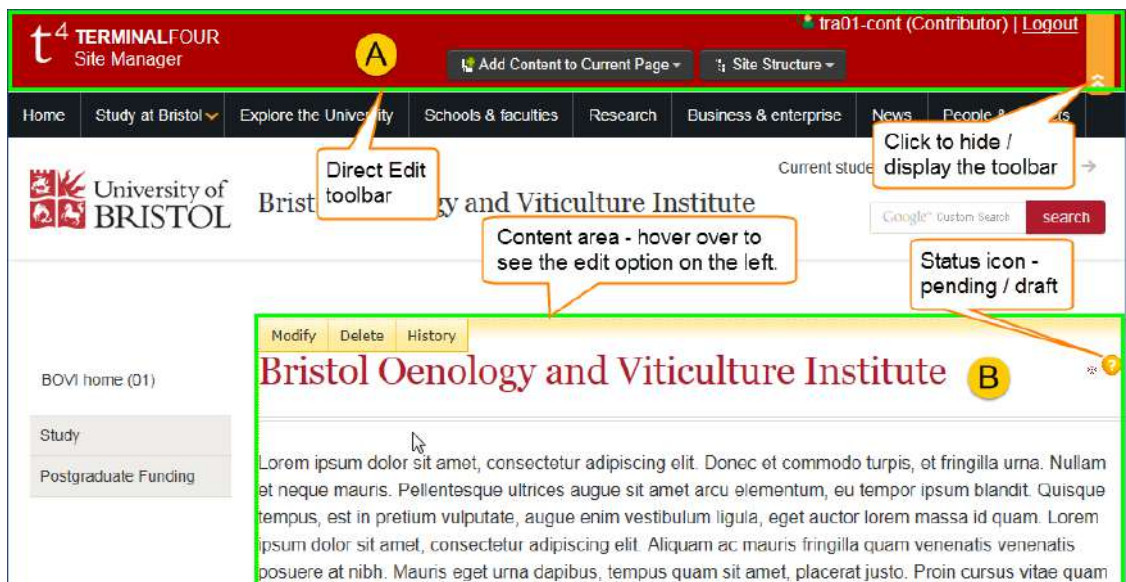


Figure 52: Direct Edit interface for Contributors

A. Direct Edit toolbar – Here you can:

- add a new content block to the current section (**Add Content to Current Page** button)
- access the site structure (**Site Structure** button) to navigate to a different section
- hide or display the toolbar (click the up / down arrows in the top right)

B. Content area – Editable content blocks are identifiable by the thin dotted red line that delineates them. Hover the mouse cursor inside a content block to see the **Modify**, **Delete** and **History** options.

4.3. Adding content in Direct Edit

1. Click on the **Add Content to Current Page** button and, if prompted, select a **Content Type** (Figure 53).

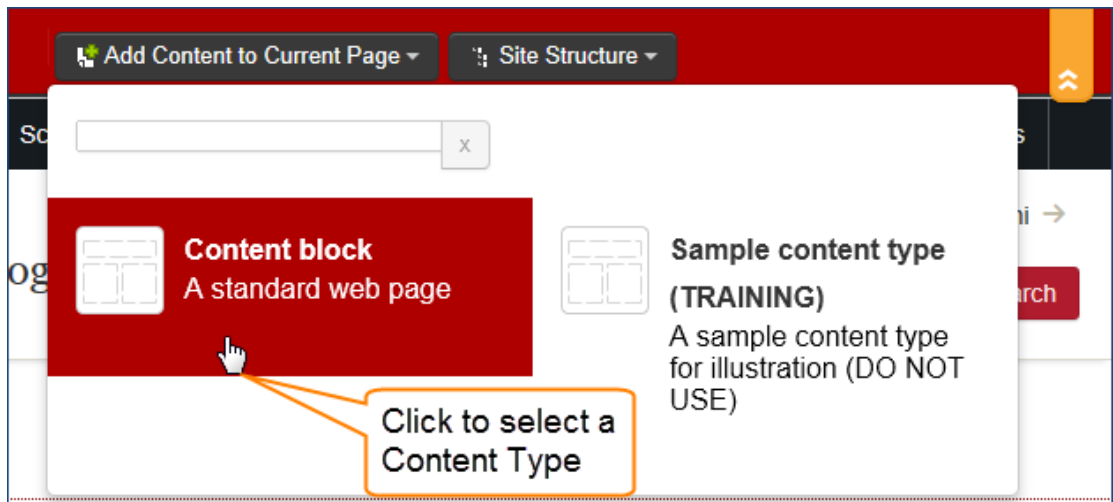


Figure 53: Adding content and selecting a Content Type

2. In the **Content** tab, fill in the content details as you did in **Task 2, Adding content to a section** (Figure 54).

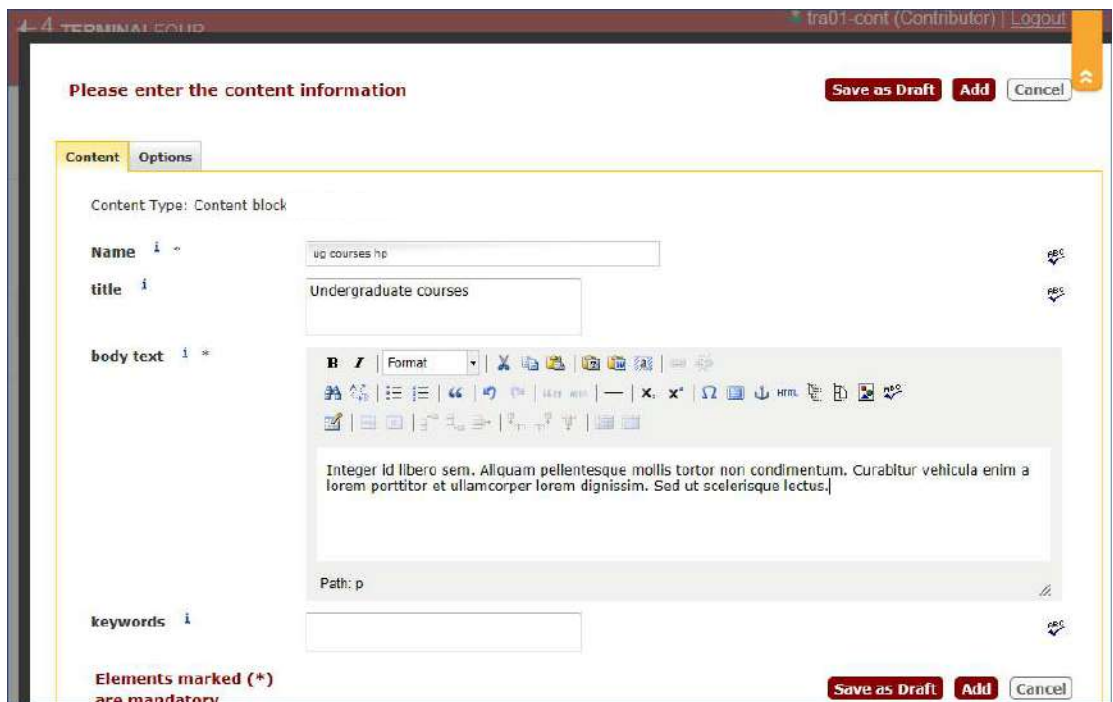


Figure 54: Filling in the Content details

Optionally you may want to fill in the **Options** tab fields (Figure 55).

Figure 55: Filling in the Options details

3. Click **Save as Draft** if you need to make further edits before submitting or **Add** to submit the page for approval.

4.4. Modifying and deleting content in Direct Edit

Once a section contains one content block, it can be edited straight away in Direct Edit mode.

Any content block for which you have editing right is surrounded by a red dotted line.

When you hover the mouse cursor towards the top of this area, it will change into an orange dotted line and 3 option tabs will appear in the top left: **Modify**, **Delete** and **History** (Figure 56).

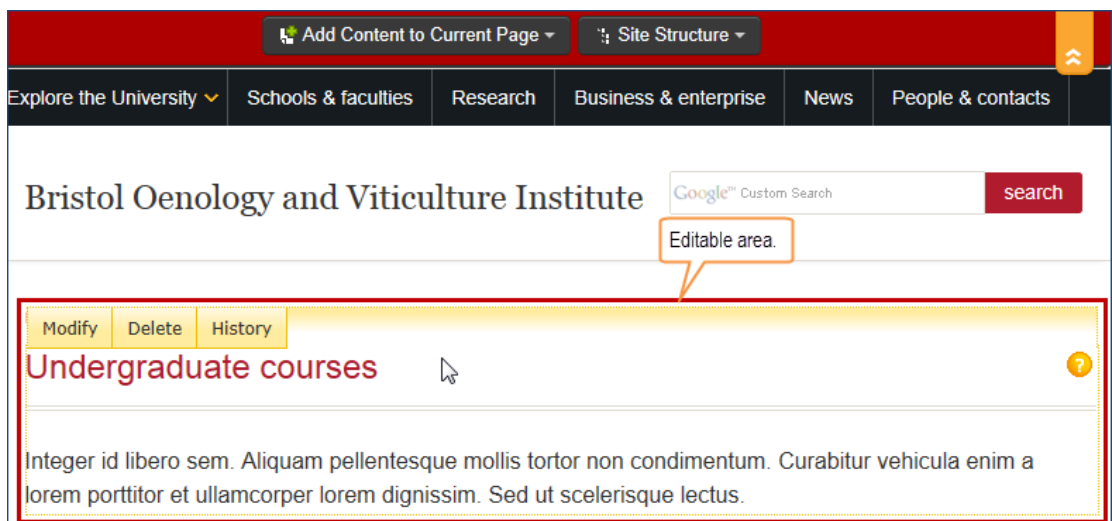


Figure 56: Content editing area in Direct Edit mode

To modify content:

1. Click on the **Modify** tab. This takes you to the **Modify content** screen, which is identical to the one you use to add content (see Figure 54 and Figure 55).
2. Edit your content as desired and click **Save as Draft** if you need to make further edits before submitting or **Update** to submit the page for approval.

To delete content:

1. Click on the **Delete** tab.

2. A window will pop up, prompting you to confirm that you want the content to be deleted (Figure 57).

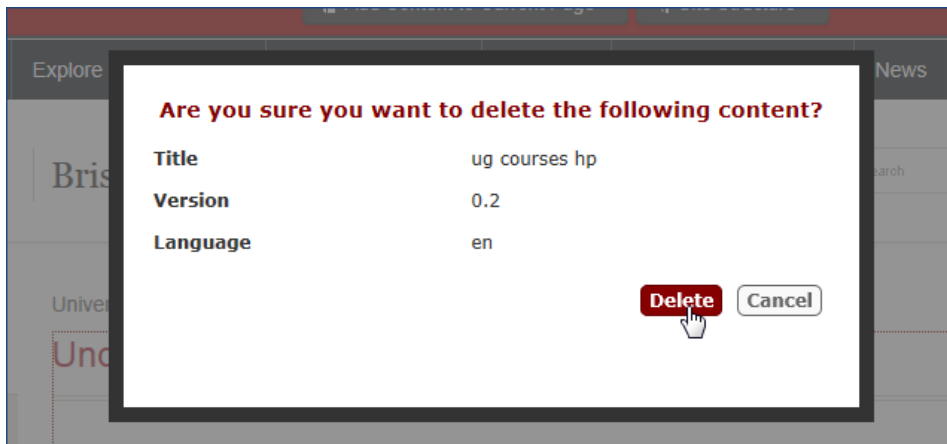


Figure 57: Confirm content deletion window

You will see a confirmation message appear at the top of the screen for a few seconds (Figure 58).



Figure 58: Content deletion confirmation message

Once deleted, the content will disappear from the page – although you will need to reload the page to see the change.

4.5. Viewing content history in Direct Edit

1. In the content editing area, click the **History** tab (Figure 56).
The **View Content history** window (Figure 59) shows all the versions listed.

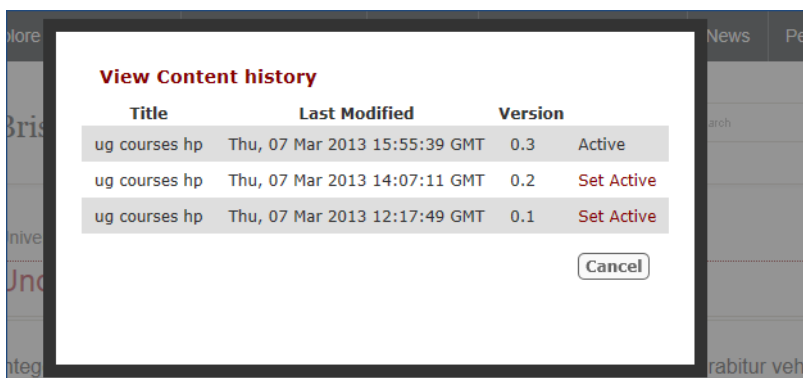


Figure 59: View Content history window

It allows you to replace the current (**Active**) version with a previous one by clicking the **Set Active** link.

2. Click **Cancel** to leave the **History** view.

4.6. Navigating the site structure in Direct Edit

1. Clicking on the **Site Structure** button opens a pop up menu showing the site structure (Figure 60).

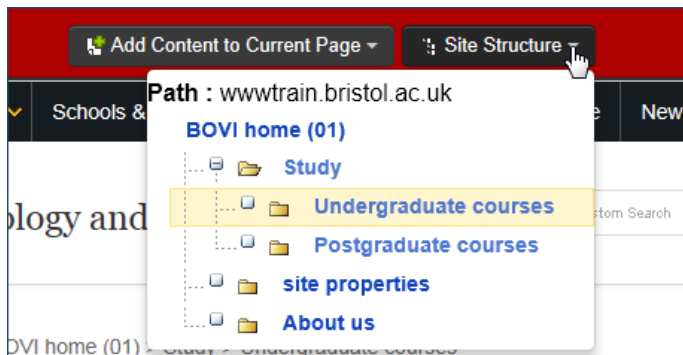




Figure 60: Site Structure pop up menu

2. Navigate through the hierarchy to select the section you want to add content to, or whose content you want to modify. Click on the  and  icons to expand / collapse sections.

Have a play:

- 4.1 Following the instructions above, within the **Study** section, modify the main content in the **Undergraduate courses** and **Postgraduate courses** sections.
- 4.2 Create a new content block in the **About us** section:
 - Use the **Site Structure** button to navigate to the **About us** section.
 - Then click on the **Add Content to Current Page** button and select **Content block** as the **Content Type**.
 - Enter a suitable **Name** (e.g. **About us (main)**), **Title** (i.e. **About us**) and a few words of your own to the main body text.
 - Finally, preview your pages and try the left navigation links that have been automatically created.
 - Select **Save as Draft** or **Add** to save your work.

Task 5 Adding media to the Media Library

Objectives In this task you will learn:

- to access the Media Library
- to optimise images for the web using an online photo editor
- to add media files to the Media Library
- to delete media files from the Media Library
- to move media files to a different category

Comments The Media Library is where you keep all media files (e.g. images, PDFs, Office documents, etc) – except videos – related to a website in Site Manager.

5.1. Introducing the Media Library

The Media Library is where media files are stored in Site Manager. Media files include images, PDF files, Microsoft Office files, style sheets and scripts, but **not** videos. Once in the Media Library files are easy to access from within Site Manager, for example to create a link to a PDF file or insert an image in a web page.

Accessing the Media Library

To access the Media Library, go to **Content > Media Library** (Figure 61):

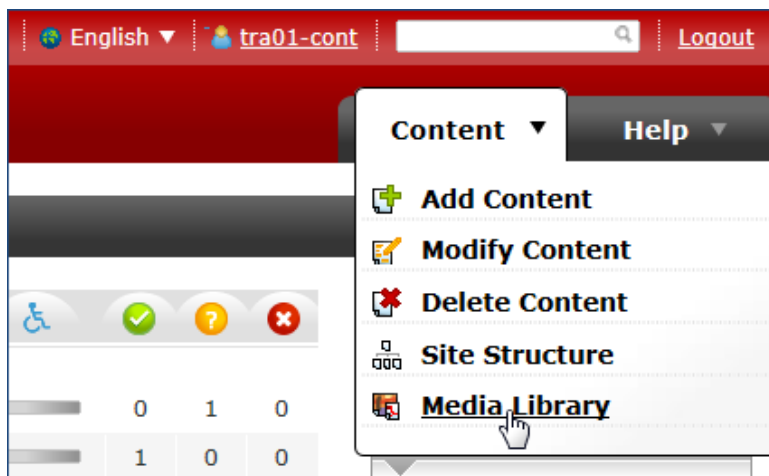


Figure 61: Accessing the Media Library

Interface

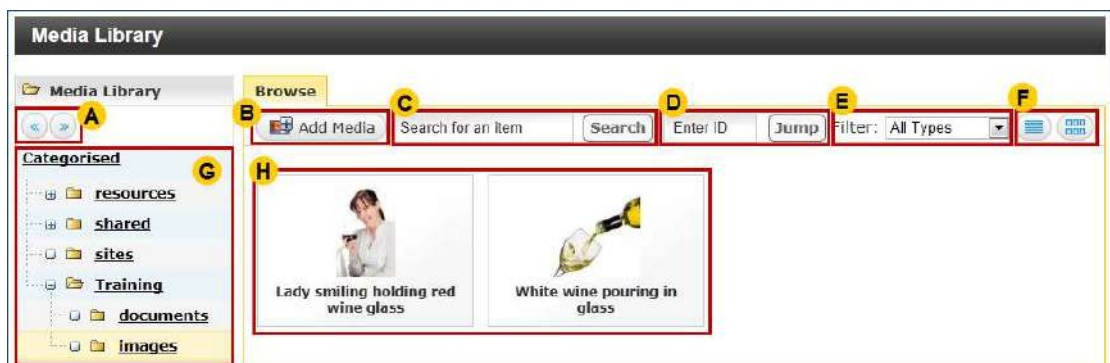


Figure 62: The Media Library interface

- A. Resize categories view navigation menu** – allows you to widen or narrow the categories navigation menu.
- B. Add Media button** – use to upload a new media file.
- C. Search** – allows you to search for items in the Media Library, by name, keywords or description.
- D. Jump** – allows you to search for media items by ID (if you happen to know it which is unlikely). Ignore.
- E. Filter** – allows you to filter which file types are displayed (e.g. Image, Adobe PDF Document, Script, etc).
- F. Views** – allow you to select how the media items are displayed. Click the icons to toggle between **Detailed Mode** and **Preview Mode**.
- G. Categories navigation menu** – displays the hierarchy of available categories.
- H. Media items** – this areas displays the content of the chosen category, in **Detailed Mode** or in **Preview Mode** (see F).

5.2. Optimising images for the web

Before using an image on a website, it is good practice to optimise it for the web. This means re-sizing it to the pixel dimensions (i.e. width and height) you want it to take up on the page and reducing its file size, and ensuring that it is in a suitable format.

What is a good image size?

A good size for an image depends on how you are planning to use it, but as a rule of thumb, 955 pixels is the maximum width needed on the University website (for a full page width banner for example).

In the case of images used to illustrate a standard page and positioned to the right with the text on the left, **you should use the recommended width of 283 pixels** to ensure the image fits properly within the page layout.

However there may be occasions (e.g. when it contains a lot of small details or textual information) when the image needs to be wider than 283 pixels.

Note that the height is not so important, so you should always decide on the width first.

What tools to use for resizing and cropping images?

The quickest is to use a free online tool like Web Photo Resizer (<http://www.webresizer.com>) or Pixlr (<http://pixlr.com>):

- **Web Photo Resizer** is very easy to use: click on the **Resize Photos Now** button, upload your image, set the width (leaving all other options as they are), click the **apply changes** button and download the resized image.
- **Pixlr** is a full blown image editor with Photoshop like capabilities. Choose the advanced option (**Open Pixlr editor**) and select **Open image from computer** to upload an image. Then go to **Image > Image size** and enter the width you want (the height will automatically adjust provided **Constrain proportions** is selected). Click **OK**. Go to **File > Save** (choose a suitable file format – see below).

Alternatively use **Serif PhotoPlus** which should be pre-installed on your University computer (go to **Start > All Programs > Serif Applications**) or any other photo editor you may have access to (e.g. Photoshop CS / Elements, Google Picasa, etc).

Which file format?

There are three file formats for the web:

- **JPG** (or **JPEG**): best for photos and images with lots of colours but no transparency. You can set the level of quality between 10% and 100% - don't go for 100% for web images, instead choose 80% which is still high, but will reduce the file size considerably.
- **GIF**: for a long time the default format for logos and graphics with solid areas of colour. However it can only display a maximum of 256 colours and for this reason it is not suitable for photos.
- **PNG**: seen as a replacement for GIF, over which it has many advantages: not limited to 256 colours; better transparency support (useful for creating images with transparent backgrounds); smaller file size (a PNG image is about 20% smaller than the same images saved as GIF). You should use this format instead of GIF whenever possible.

Have a play:

5.1 Optimise an image using Web Photo Resizer:

- Open webresizer.com in a browser.
- Click on the **Resize Photos Now** button and upload an image (open Windows Explorer and use images located in **Favorites > Public > Public Pictures > Sample Pictures**) – note that the maximum size allowed is 10MB.
- Set the width size to **283px**, leave the **Sharpen** and **Image quality** options as they are.
- Click on the **apply changes** button followed by the **download this image** link and save the optimised image locally (e.g. in **Favorites > Downloads**) – at this stage you can rename the file to a web-safe name (see note on next page).
- If you have time you can also try the crop option with another image and save it in the same folder.

5.3. Uploading images and other media files

1. Open the **Media Library** (see Figure 61 above) and navigate to the category in which you want to upload a media file.
2. Click on the **Add Media** button (see Figure 62 B above).
3. In the **Media Library** screen, **General** tab, (Figure 63), fill in the following fields:
 - **Name**: enter a brief description of the media (in the case of a PDF or Office file enter the document title).
 - **Description**: DO NOT enter a description as this would be used by default as the image alternative text and may not be appropriate to the context in which the image is used, or reflect its function (e.g. if used as a link).
 - **Keywords**: optionally enter relevant keywords (these can be useful when you search the Media Library).
 - **Media**: use this field to navigate to the media file location on your system.

Media Library

General Categories

General Media Information

1 Give the media a descriptive name

Name

Description

Keywords

Type

Syntax type None

2 Browse your filestore to find the file you want to upload

Media Browse...

Hide syntax highlighting

Thumbnail Browse...

Media Language Dependence Fully Independent

Categorisation Categorised

[1]If you do not upload a thumbnail, the system will attempt to create one from the uploaded Media.

Add Cancel

Figure 63: Media Library General tab options for uploading a new media



Before uploading files to the Media Library, **make sure that all file names are web-safe**; i.e. all lower case (no capital letters), not containing spaces (use a hyphen to separate words) or special characters (e.g. accented characters) and including the extension. Beware that non-web-safe file names may result in broken links in some browsers.

4. Click **Add** when done.

The media is now listed in the relevant category (Figure 64):

Media Library

Browse

Add Media

Search for an item Search Enter ID Jump Filter: All Types

Media Name	Filename	Type	Size
Grape picking close up	grape-picking02_opt.jpg	Image	21 kB
Lady smiling holding red wine glass	smiling-lady-with-wine-glass.jpg	Image	103 kB
White wine pouring in glass	white-wine-pouring-in-glass.jpg	Image	56 kB

Figure 64: Newly added media

Have a play:

- 5.2** Following the instructions above add an image and a PDF file to the Media Library:
- Add the image you have optimised previously to the **Training > images** category – include your training site number in the name (e.g. **Grapes 01**).
 - Optionally, add a PDF file to the **Training > documents** category, again including your training site number in the name.

5.4. Deleting media from the Media Library

If you are in the View Media in Detailed Mode:

1. Click on the **Delete** icon opposite the media you want to delete (Figure 65) and confirm when prompted:

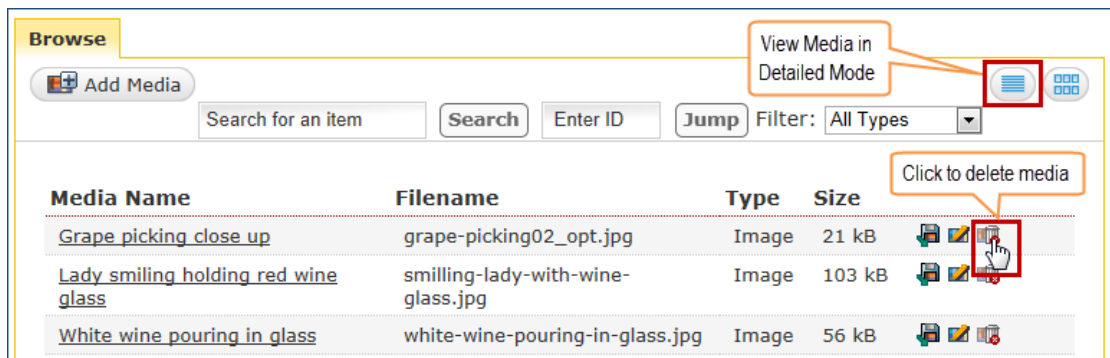


Figure 65: Deleting in the View Media in Detailed Mode

If you are in the View Media in Preview Mode:

1. Hover the mouse cursor over the media you want to delete and click on the **Advanced** button (Figure 66):

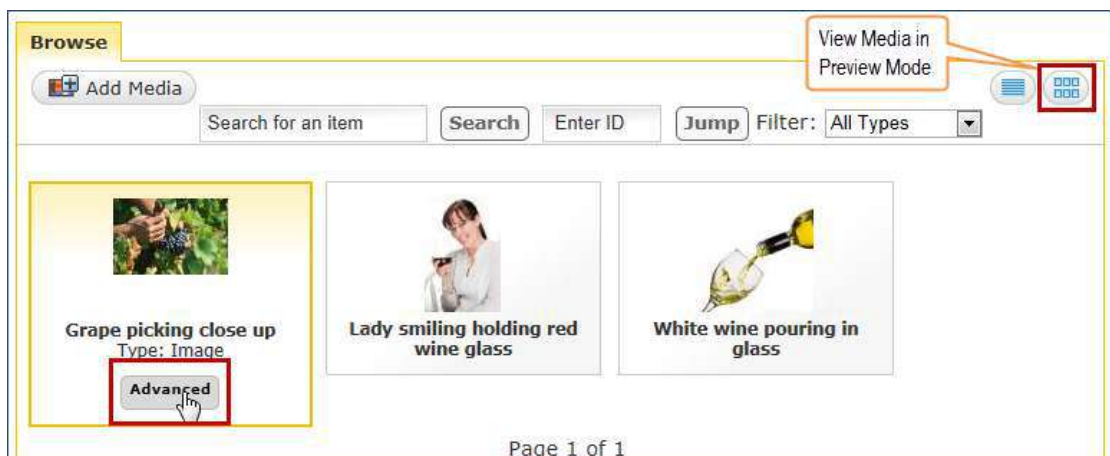


Figure 66: Deleting in the View Media in Preview Mode

This opens the media details view (Figure 67):

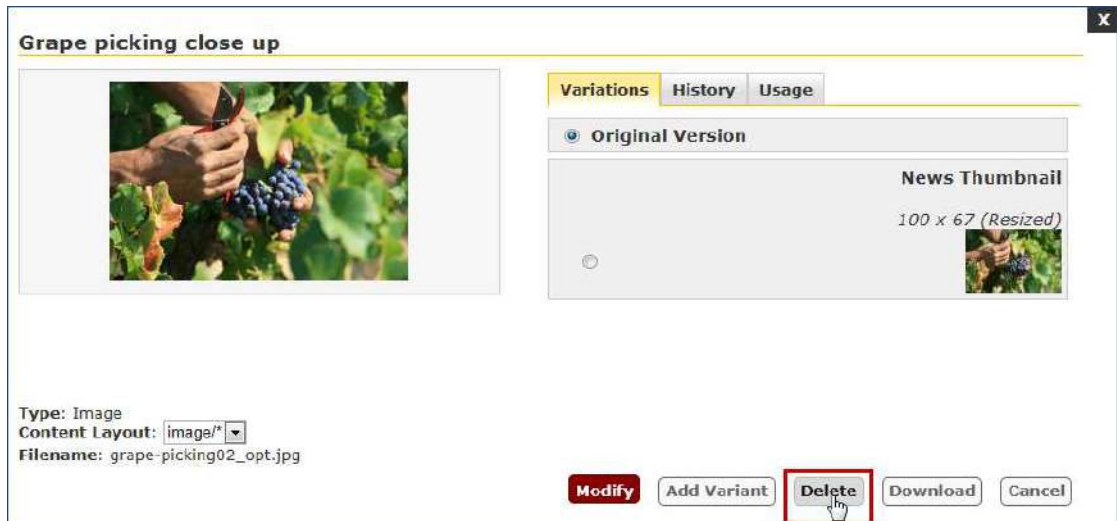


Figure 67: Media details view, Delete

2. Click **Delete** and confirm when prompted.

Notice that if the media you try to delete is used on a page you will receive a warning (Figure 68):



Figure 68: Media usage deletion warning

In this case DO NOT PROCEED, as this will result in a broken link on those pages that have a link to it.

5.5. Assigning media to other categories

There are no Move or Cut / Copy & Paste options in the Media Library. Instead media are assigned to categories or sub-categories.

By default, media item are assigned to the category in which they are added. However it is possible to assign a media item to different categories after it has been added.

If you are in the View Media in Detailed Mode:

1. Click on the **Modify** icon opposite the media you want to delete (Figure 69) and confirm when prompted:

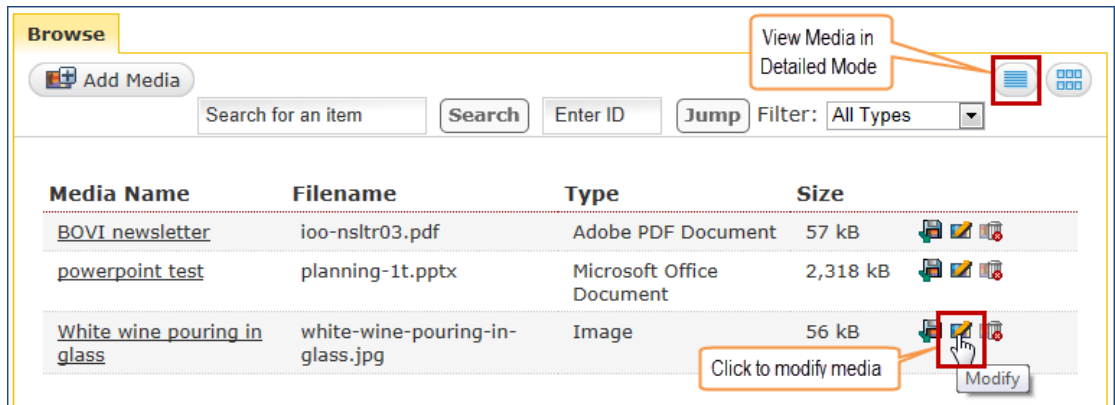


Figure 69: Modifying in the View Media in Detailed Mode

2. Select the **Categories** tab (Figure 70):

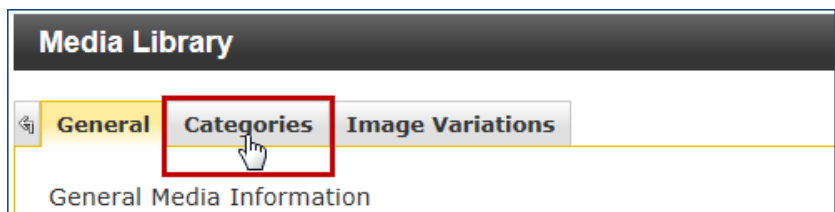


Figure 70: Selecting the Categories tab

3. Once in the **Media Categories** screen, select or de-select the categories you want to add or remove the media in / from (Figure 71) and click **Update**.

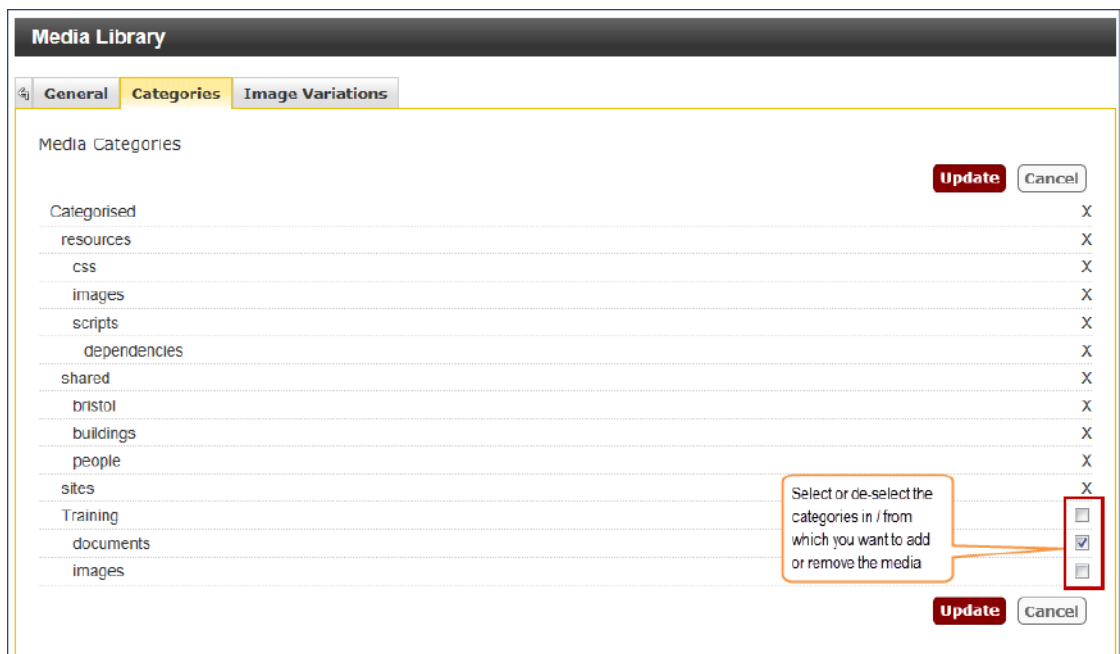


Figure 71: Selecting / de-selecting categories

If you are in the View Media in Preview Mode:

1. Hover the mouse cursor over the media you want to delete and click on the **Advanced** button (see Figure 66 above).
2. In the media details view, click **Modify** (Figure 72):

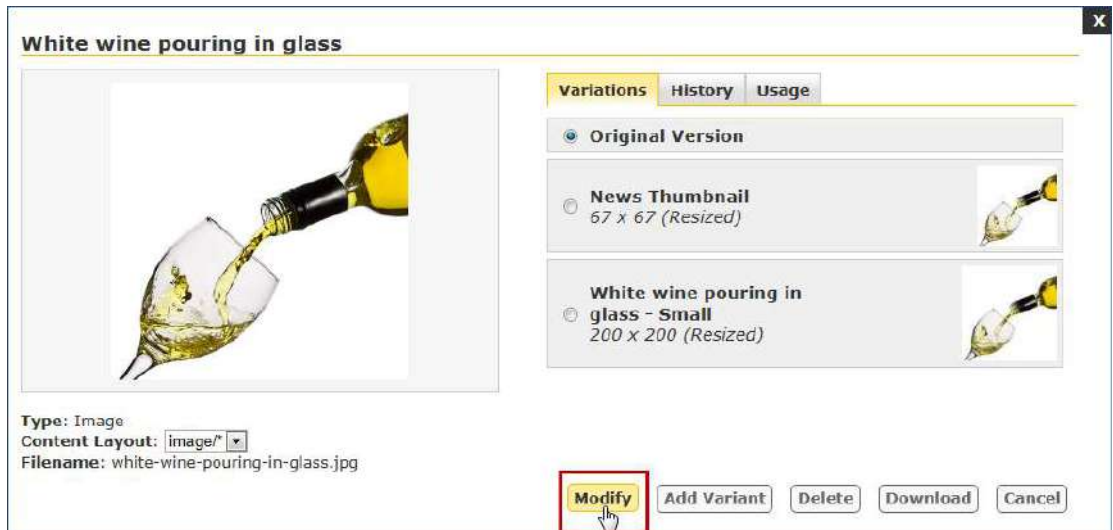


Figure 72: Media details view, Modify

3. Follow steps 2 to 3 above.

Have a play:

- 5.3 Following the instructions above reassign a media to a different category:
- Go to the Media Library and reassign the PDF file you uploaded earlier to the **Training > documents** category.

Task 6 Editing and formatting text in TinyMCE

Objectives In this task you will learn:

- to use basic text formatting (e.g. headings, lists, etc) correctly
- to create links (to other websites, to sections in your website and to bookmarks within a page)
- to create links to non-HTML files (e.g. PDFs) stored in the Media Library
- to create data tables
- to add and position images from the Media Library

Comments This final task focuses on editing the content of pages using TinyMCE, a simple WYSIWYG¹ content editor. Whatever editing method you use (standard or Direct Edit) you will use TinyMCE

6.1. Before you start

The content editor toolbar

The content editor toolbar (Figure 73) will be familiar as it uses similar icons to those seen in other word processing applications such as Microsoft Word; for example icons for making text bold, creating bullet lists, etc.

However some icons will be new as they are specific to web content editing within Site Manager.



Figure 73: TinyMCE content editor toolbar

The faded out tools are inactive until needed (e.g. the table formatting options at the bottom become active when a table has been created and is selected).

For a full list of tools available in TinyMCE, please refer to Appendix AAppendix A.


¹ What You See Is What You Get




Notes on copying and pasting content from other sources

The cut, copy and paste options currently only work in Internet Explorer, so if you use Google Chrome or Firefox, you will need to use the context menu (see below) or the keyboard shortcuts (i.e. <CTRL> + X for cut, <CTRL> + C for copy and <CTRL> + V for paste).

Copying and pasting from a Microsoft Word, PDF document or web page:

Simply use the **Paste** icon  in the toolbar or the <CTRL> + V keyboard shortcut.

DO NOT USE THE **Paste from Word** icon  as it will add a lot of unwanted styling.

Copying from Google Mail:

Before pasting, click on the **Paste as Plain Text** icon  and THEN the **Paste** icon (or <CTRL> + V).

In both cases, you will probably need to reformat your content in TinyMCE afterwards.

Working in full screen mode

For longer edit and when working in **Direct Edit** mode you may want to switch the editor to full screen.

To do this, click on the **Toggle fullscreen mode** icon (Figure 74). Click on it again to go back to Site Manager or **Direct Edit** view.



Figure 74: Switching to full screen mode for easier editing

Warning! Fullscreen mode does not open a separate window, so ensure you do not close the browser tab or window by mistake as this will result in losing your edits.

The context menu

The **context menu** can be accessed by **right-clicking** on any element (word, paragraph, image, table cell, etc) on the page.

The tools available in the context menu depend on the actions that are possible with the currently selected element in the WYSIWYG view of the editor.

For example right-clicking on a group of selected words will give you the options to cut, copy and paste, and to insert a link (Figure 75).

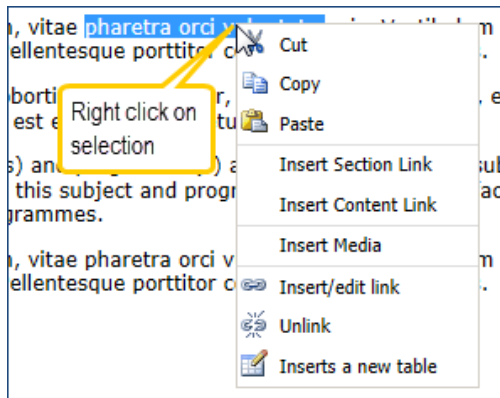


Figure 75: Accessing the context menu

6.2. Structuring text: paragraphs, headings and lists

Paragraphs and headings

When you start typing the text will be automatically formatted as a paragraph:

- Pressing **<ENTER>** will create a new paragraph.
- Pressing **<SHIFT> + <ENTER>** will create a line break.

To create a heading, select the text (or place the mouse cursor anywhere in the paragraph) you want to make a heading and select one of the options from the **Format** drop-down box in the **Toolbar** (Figure 76).

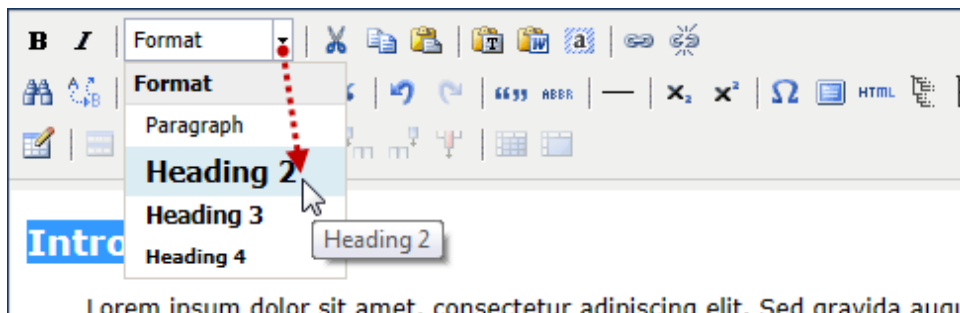


Figure 76: Creating a level 2 heading



Heading formatting starts from **Heading 2** because **Heading 1** is reserved for the page title and is automatically created by the system when using a **Content Type** with a **Title** field.



Rules for using headings:

- Use the different heading levels **in their intended, logical order** (ie start from Heading 2 to introduce the main sections in your page, followed by Heading 3 for sub-sections and, if necessary Heading 4 for sub-sub-sections).
- Finally, use headings for their **intended purpose** (ie as section headings); do not use them for anything else (eg for making text bold or for image captions).

Lists


Lists come in two types: **unordered** (ie bullet) and **ordered** (ie numbered). To insert a list:

1. Type the list items one by one as separate paragraphs (press **<ENTER>** at the end of each item).



2. Select all items with the mouse and click either of the list icons:  for an unordered list and  for an ordered list.
3. To take a list item out of a list, click the same list icon (it is highlighted) again – the item is automatically formatted as a paragraph.

Have a play:

6.1 Copy and paste content from a Word document in the **About us** section:

- Open the Word document named **about.docx** (the trainer will show you where to find it) then select all its content and copy it.
- Modify the **About us (main)** content block and click the TinyMCE **Toggle fullscreen mode** icon if you want (see Figure 74 above).
- Delete any existing content and press **CTRL + V** on your keyboard to paste the content – if you use Internet Explorer as your browser you can also click the **Paste** icon 

6.2 Add formatting to the text:

- Select each section heading (i.e. **Background, Mission, Vision, Activities, Research, Study, Consultancy**) in turn and apply the correct heading level.
Hint: the last 3 are sub-headings of **Activities**.
- Look for paragraphs that naturally lend themselves to be formatted as lists and apply convert them to bullet  or numbered  lists as appropriate.
- Save your changes as draft (**Save as Draft** option in the Update drop-down).

6.3. Creating links

You may want to add a link to an external website, to another page in your site, or to a specific target within a page.

Linking to external websites

1. Select the text you want to make a link then click on the **Insert/edit link** icon  in the toolbar. This opens the **Insert/Edit Link** dialogue box (Figure 77):

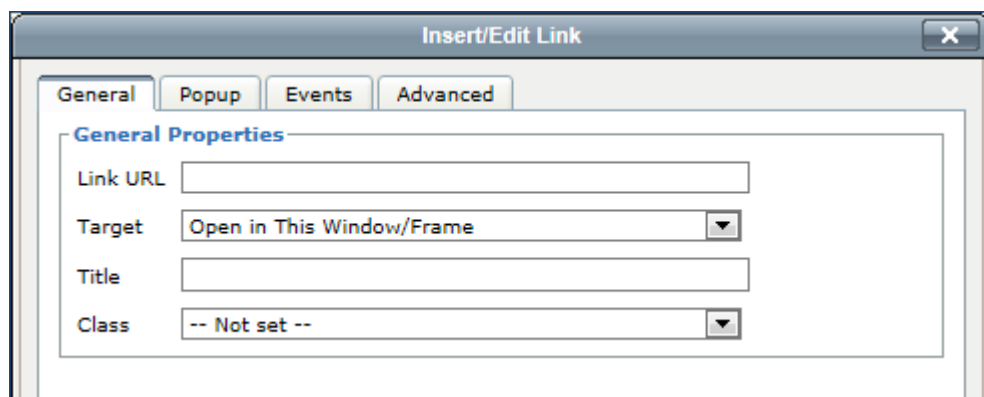


Figure 77: Insert/Edit Link dialogue box, General tab options

2. In the **Link URL** field, type in the external website URL (eg <http://www.bbc.co.uk/news> for a link to the BBC News website) – if you forget to include the **http://** prefix a message will pop up asking if you want it added; click **OK** to accept.

Target attribute: leave the default option **Open in This Window/Frame** – exceptionally you may change it to **Open in New Window (_blank)**.

Title attribute: use this to provide additional text to describe the link or add useful information about the link.

For example if you forced a link to open in a new window you could use the **Title** attribute to warn users by saying *link opens in new window*.



Ignore the **Class** attribute and the other tabs.

3. Click the **Insert** button.

Have a play:

- 6.3** Following the instructions above, create a couple of links to external websites:
- Modify again the **About us (main)** content block and in the **body text** field, locate the 4th paragraph in the **Background** section (“We work in partnership with English Wine Producers and the United Kingdom Vineyards Association.”).
 - Select the text **English Wine Producers** and link it to ***www.englishwineproducers.com***
 - Repeat for the text **United Kingdom Vineyards Association**, linking it to ***www.ukva.org.uk***
 - Save your changes as draft, then preview your page and try the links.

Linking to another Section or content block in Site Manager

1. Select the text you want to make a link then click on the **Insert Section Link** icon  in the toolbar (or the **Insert Content Link** icon  if you want to link to a specific content block within a section). This opens the **Choose a section to link** dialogue box (Figure 78):

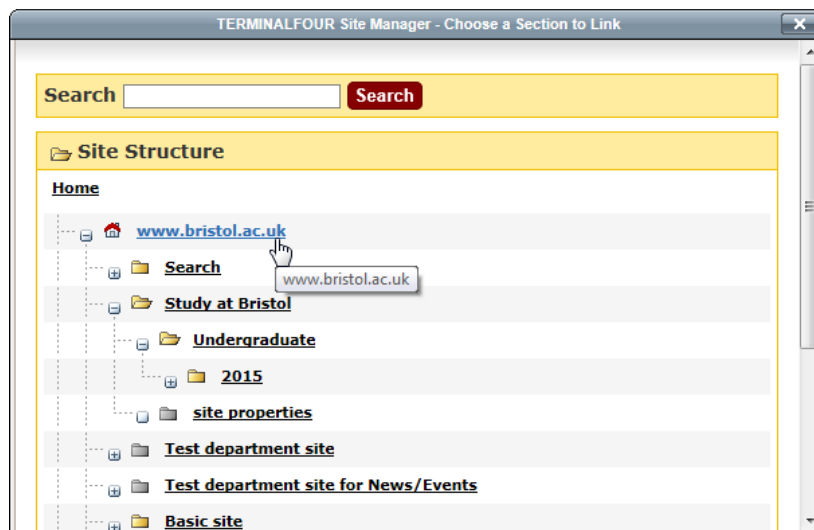


Figure 78: Choose a section to link dialogue box

- Using the Site Structure, navigate to the **Section** you want to link to.



The Site Structure shows the entire University website starting from the University homepage. Therefore you can use this method to link to any website hosted in T4 Site Manager.

For other University websites not in Site Manager you will need to use the method for linking to external websites.

Have a play:


6.4 Following the instructions above, create a couple of links to other Sections:

- Modify again the **About us (main)** content block and locate the **body text** field.
- In the **Background** section, 1st paragraph, select the text **Bristol Oenology and Viticulture Institute (BOVI)** and link it to your site homepage
- Now scroll down to the **Activities** section and in point 2 of the numbered list, select the text **programmes of study** and link it to your site's **Study** section.
- Save your changes as draft, then preview your page and try the links.

Linking to a Microsoft Office or PDF file



All media files including Microsoft Office and PDF files are stored in the **Media Library**. As a **Contributor** you can view and link to files in the **Media Library** but you cannot add files to it, this can only be done by **Moderators**.

- Place the mouse cursor where you want to insert your link and click on the **Insert Media** icon .

This opens the **Media Library** browser (Figure 79):

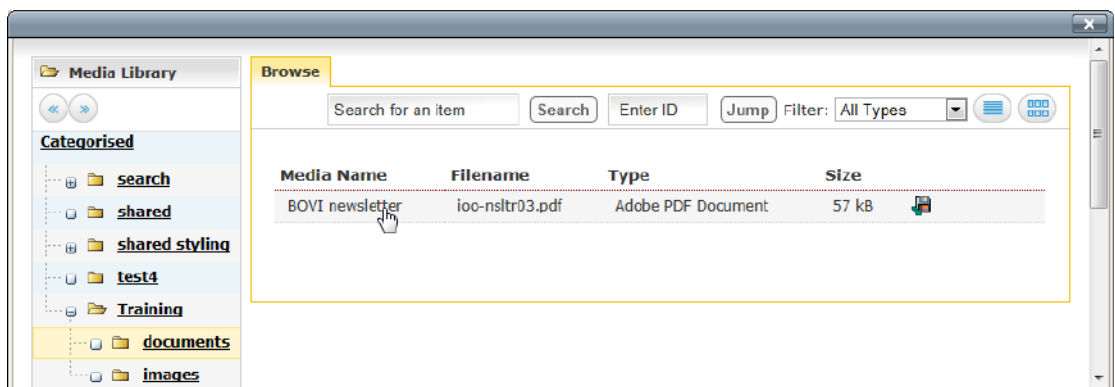


Figure 79: Media Library browser

- In the **Media Library** browser, navigate to the folder containing the file you want to link to and click on its name in the **Media Name** column. The file **Media Name** as well as the file type and size in brackets will be automatically used as the link text.


Have a play:


- 6.5** Following the instructions above, create a link to a PDF file in the Media Library:
- Again, modify the **About us (main)** content block and locate the **body text** field.
 - Create a link to the **BOVI newsletter** located in the Media Library > **Training > documents**.
 - Update the page, preview it and click on the link to test it.

Linking to an email address (mailto link)




The mailto link text should clearly indicate that the link will activate an email program. This can be achieved by either using the email address as the link (e.g. joe.blog@bristol.ac.uk) or a phrase like [Email the School of Humanities office](mailto:office@bristol.ac.uk).

1. Select the text you want to link to an email address and click on the **Insert/Edit link** button .
2. In the **Link URL** field type in (or paste) the email address (e.g. joe.blog@bristol.ac.uk) and click **Insert**.
3. Click **OK** when prompted **to add the required mailto: prefix**.

Warning! If you copy a linked email address from a web page (e.g. from the University Contact Directory), make sure you click on the **Paste as Plain Text** button  before pasting. This is particularly important if you use Google Chrome as it will force the mail to link to open Google Mail.

6.4. Adding and positioning images

Selecting an image from the Media Library:

1. Place the mouse cursor where you want to insert your link and click on the **Insert Media** icon . This opens the **Media Library** browser (see Figure 79 above).
2. In the **Media Library** browser, navigate to the folder containing the image you want to insert and click on its name in the **Media Name** column.

This opens a preview of the image offering a choice of predefined sizes (Figure 80):



Figure 80: Selecting an image from the Media Library

- Under the **Variations** tab, select the size option you want and click **Select**.

Modifying the image attributes:

Site Manager will automatically insert the image description as the text equivalent (**Alt** attribute) in the image tag (i.e. ``). However if you need to modify it or want to add a title attribute, do the following:

- Right-click on the image and in the pop-up context menu, select **Edit Media Attributes** (Figure 81):

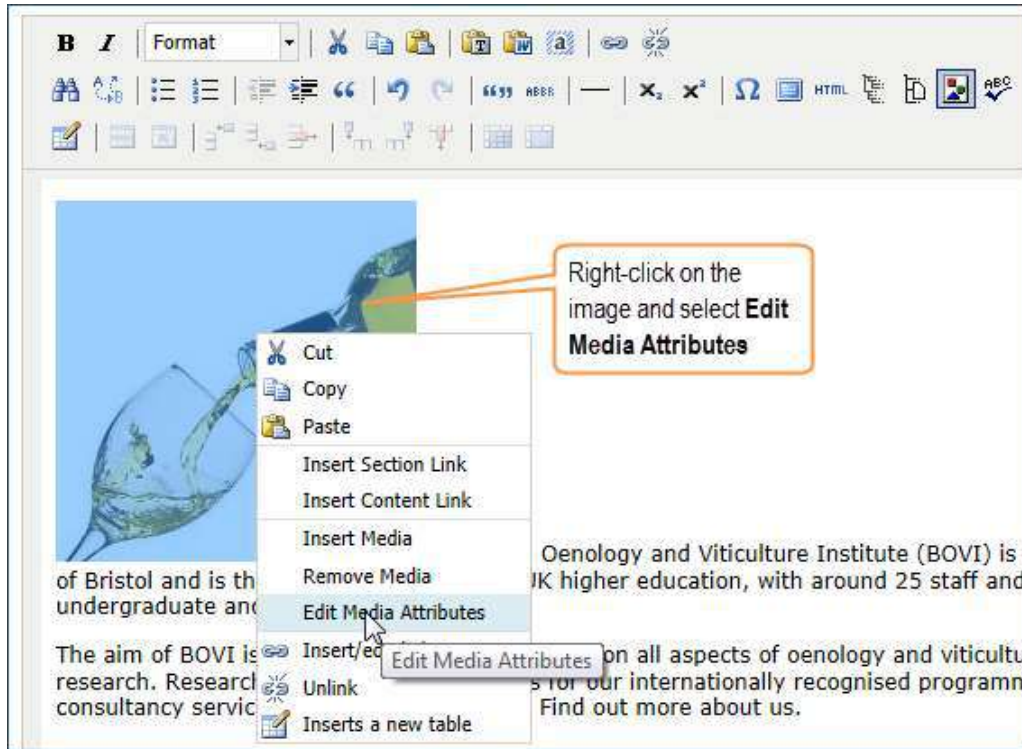


Figure 81: accessing the Media Attributes dialogue box

This opens the **Set Media Attribute** dialogue box (Figure 82):

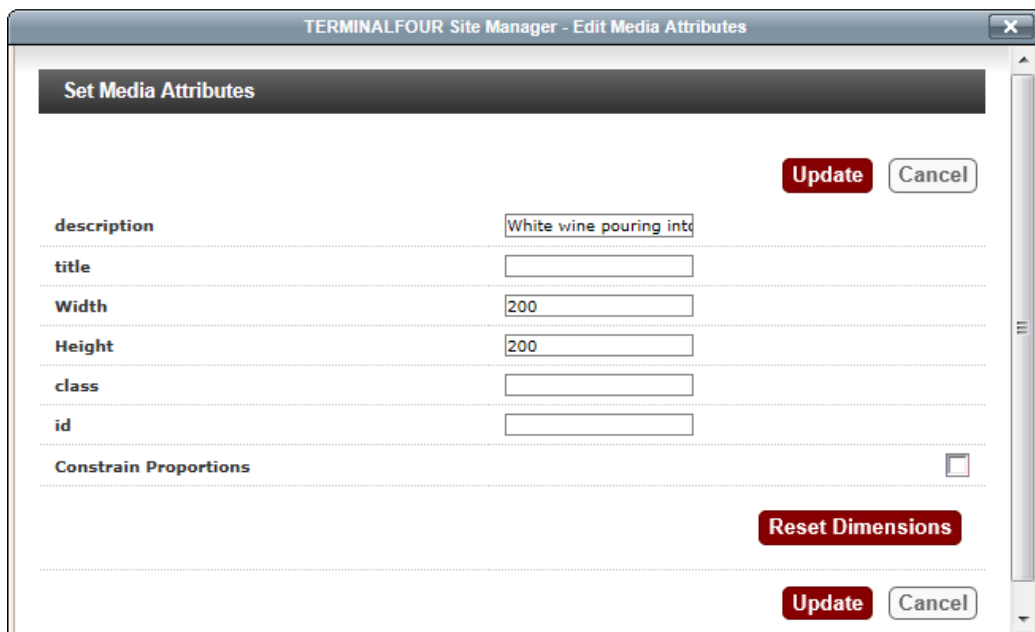


Figure 82: Setting the media attributes

You can change the **Alt** text in the description field at the top.

If the image is used as a link you can also use the **title** attribute to indicate what happens when the image is clicked (e.g. if the image represents Winston Churchill and it links to his Wikipedia entry then a suitable title would be: **Opens the Wikipedia entry for Winston Churchill**).

Right aligning the image:

You can easily align an image to the right of your page with the text on the left by applying a style class (note that there is no equivalent class to align images to the left).

5. Open the **Set Media Attributes** dialogue box as described in step 4 above and in the **class** field type:
 - a) **align-right** when the image is the standard width (283 pixels);
 - b) **align-right-no-width** when the image width is different from 283 pixels.
6. Click **Update** in the **Set Media Attributes** dialogue box and again (or **Save as Draft**) when back in the **Content** tab view.

Have a play:

6.6 Following the instructions above, insert an image in one of the pages:


- Go to your root section (**BOVI home**) and modify the content.
- In the editor, place the cursor at the beginning of the first paragraph, then click on the **Insert Media** icon to access the **Media Library**.
- In the **Media Library**, navigate to **Training > images** and pick an image.
- Position it to the right.
- Update and preview your changes.

6.5. Creating data tables



Data tables should be used to present lists of at least two related items with two or more categories of information (i.e. at least two rows and two columns), and to compare numerical data.

Basic table creation:

1. Place the mouse cursor where you want to insert a data table and click on the **Insert a new table** icon . This opens the **Insert/Edit Table** dialogue box and shows the **General** settings (Figure 83):

Set the options for your table using the **General** settings as follows:

- **Cols / Rows:** sets the number of columns and rows including header rows/columns.
- **Cell Padding:** adds space between the edges of cells and the text; set it to 4 or 5 pixels.
- **Cell Spacing:** adds space between cells; best left to 0.

- **Alignment:** sets the horizontal alignment: Left (default), Center and Right; best left to default as this can be set in a style sheet.
- **Width / Height:** leave blank as this is best left to adjust automatically to fit the text.
- **Class:** can be used to link to a style sheet.
- **Table Caption:** tick this box (you will then need to type a caption above your table).
- **Make first row / column a header:** defines header rows / columns; your table should have a header row, so tick this box, and optionally the header column option.

The screenshot shows the 'Insert/Edit Table' dialog box with the 'General' tab selected. Under 'General Properties', the following settings are visible:

- Cols: 2
- Rows: 6
- Cell Padding: 4
- Cell Spacing: 0
- Alignment: -- Not set --
- Border: 1
- Width: (empty)
- Height: (empty)
- Class: -- Not set --
- Table Caption:
- Make first row a header:
- Make first column a header: (with a callout box pointing to it containing the text: "Select only if the table's leftmost column is a header column.")

Buttons for 'Insert' and 'Cancel' are at the bottom.

Figure 83: Insert/Edit Table General options

2. Click **Insert / Update**.
3. Type in the row and/or column headers and the data.

Making tables accessible:



See accessibility.psu.edu/tablehtml for further information on data tables accessibility.

1. Left-click anywhere in the table and then right-click. In the pop-up context menu select **Table Properties**.
2. In the **Insert/Edit Table** dialogue box, select the **Advanced** tab (Figure 84):

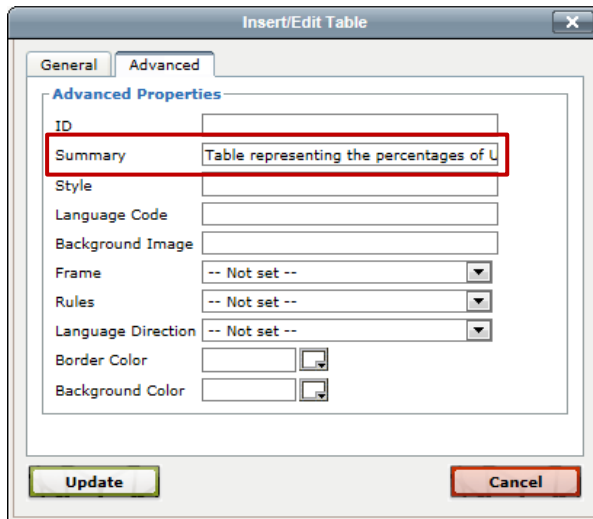


Figure 84: Insert/Edit Table Advanced options

3. In the Summary field enter a brief description of the table (e.g. Table representing the percentages of UK adults who drink wine by age group) – not that this is an accessibility requirement.

Leave all other fields empty (in particular do not use the **Border Color** and **Background Color** as this is better done in a style sheet).

Click **Update** when done.

4. Next click anywhere on the header row (i.e. the top row) and then right-click. Select **Cell > Table Cell Properties** (Figure 85):

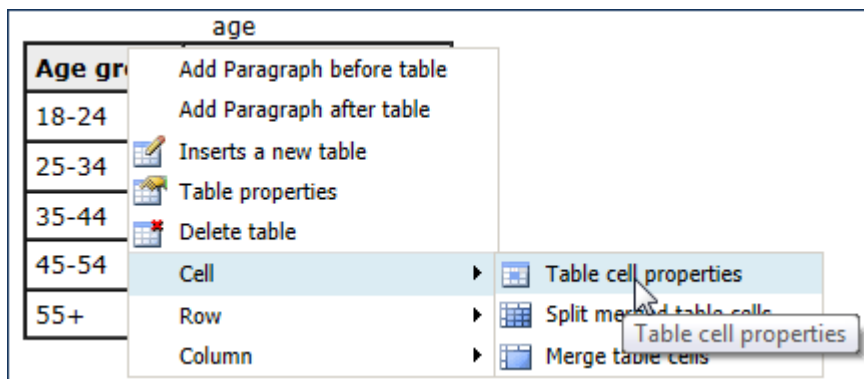


Figure 85: Selecting the Table Cell Properties

In the **Table Cell Properties** dialogue box (Figure 86):

- check that the **Cell Type** is set to **Header**
- set the **Scope** option to **Column**
- select **Update All Cells in Row** from the drop-down just above the **Update** button:
- click **Update** when done.

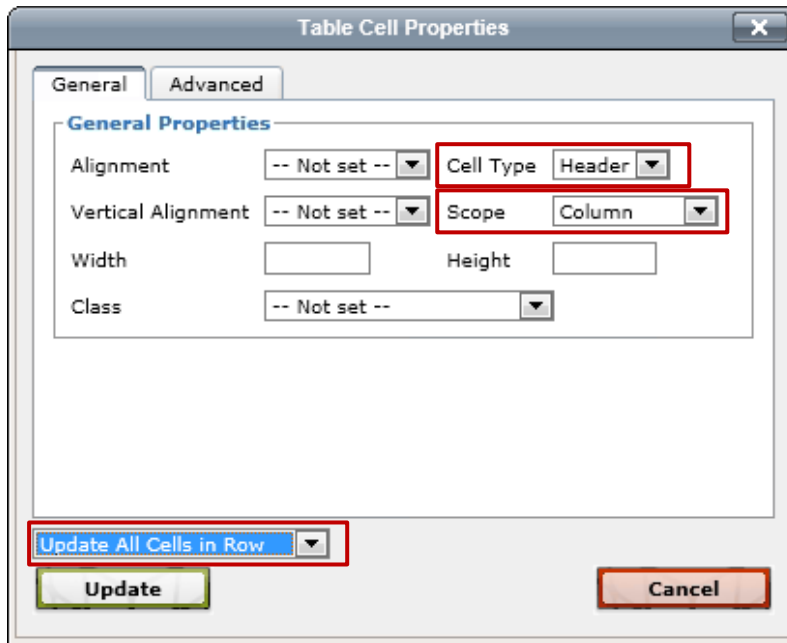


Figure 86: Table Cell Properties dialogue box



Note that if the table had a header column on the left, you would need to repeat this step, setting the **Scope** to **Row** and the drop-down field above the **Update** button to **Update All Cells in Column**.

5. Finally, click again on the header row, then right-click and select **Cell > Table Row Properties**.

In the **Table Row Properties** dialogue box (Figure 87):

- set the **Row Type** to **Header**
- check that the drop-down option above the **Update** button is set to **Update Current Row**
- click **Update**

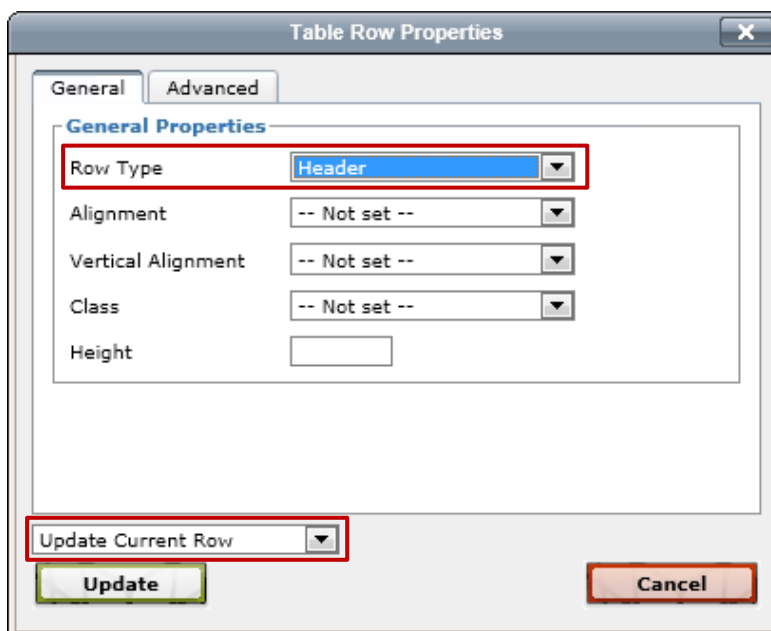


Figure 87: Table Row Properties dialogue box

Applying basic styling

1. Left-click anywhere in the table and then right-click. In the pop-up context menu select **Table Properties**.
2. In the **Class** attribute, select **(value)** from the drop-down and type **table-basic** in the now blank field (Figure 88).

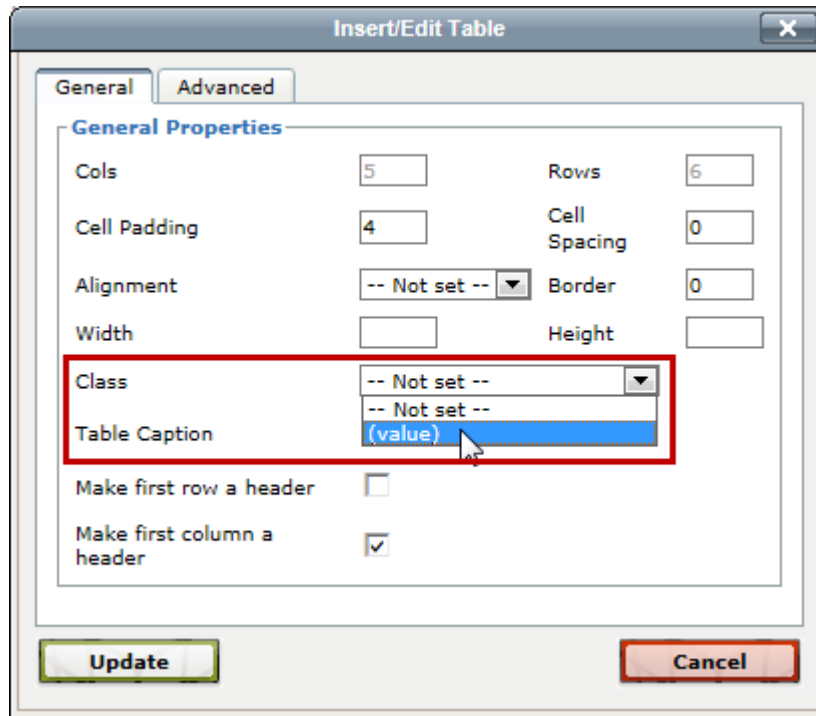


Figure 88: Adding basic styling to a table



The CSS class **table-basic** is part of the UoB template stylesheet and defines default styling for data tables.

Have a play:

- 6.7 Create a simple data table with a header row and a header column using your own or the following data:





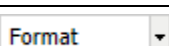

























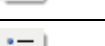








	2012	2011	2010	2009	2008
Red Bordeaux	8	8	10	10	8
White Bordeaux	7	8	7	7	8
Red Burgundy	9	8	9	9	7
White Burgundy	8	8	9	8	7

Caption: French Vintages 2008-2012

Summary: French vintages score out of 10 from 2008 to 2012

- Make sure the table is fully accessible.

Appendix A List of TinyMCE toolbar icons

	Make selected text Bold		Insert a horizontal ruler
	Make selected text Italics		Make selected text Subscript
	Text formatting styles (e.g.paragraph, heading 2)		Make selected text Superscript
	Cut *		Insert custom character (e.g. accented characters)
	Copy *		Toggle full screen mode
	Paste *		Edit HTML source
	Paste as plain text		Insert link to a Section within SM
	Paste from Word (DO NOT USE THIS WHEN PASTING FROM WORD)		Insert link to a specific content block within SM
	Select all		Insert a link to a media item (e.g. image, PDF) in the SM Media Library
	Insert / edit hypertext link to an external web page		Run the spell checker
	Unlink (remove link)		Insert a new data table
	Find		Edit table row properties
	Find and replace		Edit table cell properties
	Format selected paragraphs as unordered (bullet) list		Insert new table row above / below
	Format selected paragraphs as ordered (numbered) list		Delete table row
	Outdent / Indent (use the latter to create sub-lists)		Insert new column before / after
	Format paragraph as blockquote		Delete column
	Undo / Redo previous actions		Split merged table cells
	Format selected text as a Citation		Merge selected table cells
	Format selected text as an Abbreviation		