



t⁴ Training

Creating and managing websites
in TERMINALFOUR CMS



WEB 
SERVICES



Agenda

- Gain a deeper knowledge of t⁴ components including:
 - Sections
 - Creating Content
 - Content Types
 - Media Library
- Using Direct Edit vs. Site Manager
- Workflow and approving content
- Publishing
- Elements of “Site Config”
- Set up a website in t⁴ with the MDC Bootstrap3 templates

Activity Files

- Open Windows Explorer or -R (shortcut on your keyboard)
- Type: <\\ds1\webservices\PublicUploads\T4>
- Copy and paste the files to a folder on your desktop
 - We'll be using these throughout the training

What is TERMINALFOUR (t⁴)

- Web Content Management System (CMS)
- Current version (at MDC) is 8.2.18.2
- Focused on educational institutions
- Based out of Ireland

How to log in

- Development/Training environment:

<http://cmsdev.mdc.edu> 

- Production:

<http://cms.mdc.edu>

- Enter your MDC username and password (no “MDCC\” prefix) to log into Site Manager interface
- Click on your username in the top right corner to view your user type and profile

Site Architecture

- In t⁴, this involves building a Site Structure consisting of sections (folders).
- There are a variety of different types of sections:



Section icons



Root section (homepage of the website)



Normal section



Hidden section



Pending section



Inactive section



Internal link section



External link section



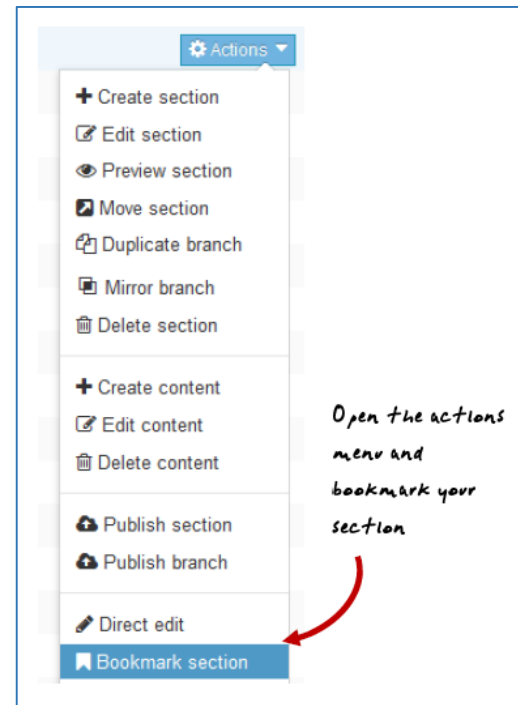
Mirrored section

Sections

- Let's build our own section inside the **Training** folder
- Fill in the following:
 - Name
 - Status
 - Section options
- Sections can easily be moved, and the order in which they appear in navigation will change to reflect this
 - Reorder the sub-sections you created earlier. Use either automatic ordering or move them manually

Bookmark Sections

- The bookmark tool allows you to add your favorite sections to a bookmark list
- Bookmark one of your sections
- Check the bookmarks tool to see that your section has been added as a bookmark.



Adding Content

- Content is added to a section by using Content Types
- Add content to one of your sections using the “General Content” type
- Preview the content to ensure it looks OK
- Add the content or save as draft

The screenshot displays a web application interface for configuring content. At the top, a breadcrumb trail reads 'Content » Configure content'. A green 'Preview' button is located in the upper right corner. Below this, a tabbed interface shows 'General', 'Content', 'Channels', and 'Options', with 'Content' being the active tab. The main area is titled 'Content type : Training - Add Content'. It contains three input fields: 'Name' with a placeholder 'Enter some text', 'Heading' with a placeholder 'Enter some text', and 'Main Body' which is a rich text editor. The rich text editor has a menu bar with 'File', 'Edit', 'Insert', 'View', 'Format', 'Table', and 'Tools'. Below the menu is a toolbar with icons for undo, redo, bold, italic, underline, bulleted list, numbered list, decrease indent, increase indent, link, unlink, image, and a checkmark. The main body text area is empty, with a small 'p' at the bottom left.

Add Content

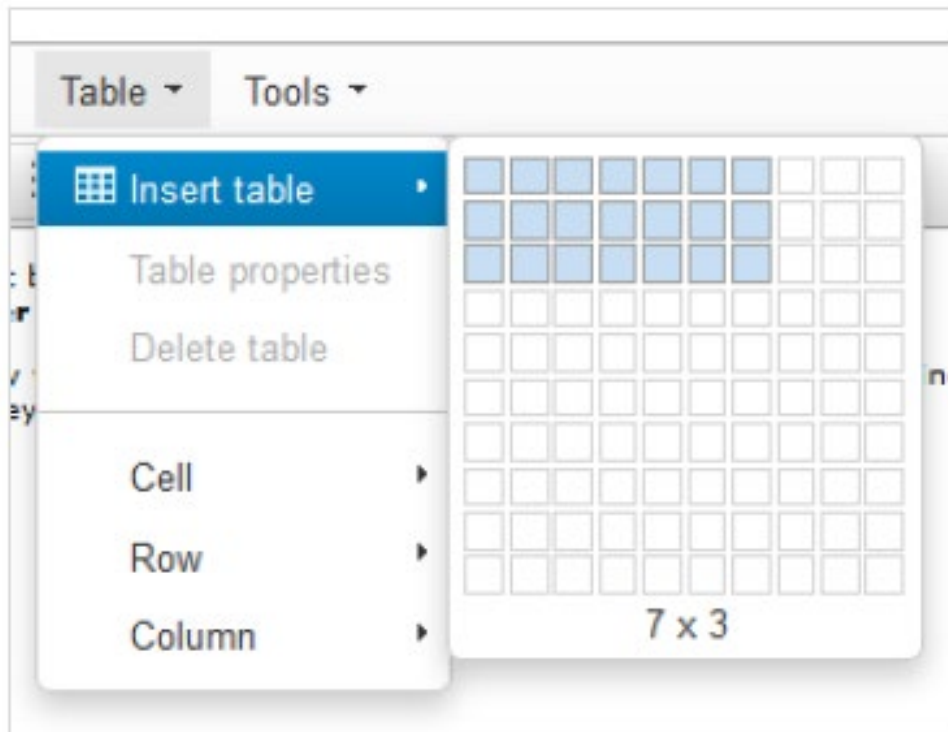
- Use the Word file "Writing for the Web" and create a piece of content which looks as similar as possible to the original
 - Copy and paste the text into the main body of your content. Some formatting may be necessary.
- Preview to ensure you are happy with the result
- Click save changes to save the content once complete, or expand your options by clicking on the icon next to save changes to reveal options:
 - **Save & approve**
 - Save as draft

Direct Edit

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

Create a table

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



History and Versions

- t⁴ allows you to see all changes made to content, compare different versions and set previous versions of the content live
- To see how this works, modify a piece of content; then compare the two versions of the content
- Set the original version of the content live again

Content Options

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

The screenshot displays the 'Content Options' tab in a software interface. It features several input fields and buttons for configuring content settings:

- Publish date:** A text input field with a calendar icon to its right.
- Expiry date:** A text input field with a calendar icon to its right.
- Review date:** A text input field with a calendar icon to its right.
- Archive section:** A button labeled 'Select section'.
- Content owner:** A button labeled 'Select content owner'.

A calendar widget for May 2015 is shown on the right side of the interface. A red arrow points from the 'Publish date' field to the date '4' on the calendar, with the handwritten text 'Schedule a publish date' above it. Another red arrow points from the time selection icon (a clock face) at the bottom of the calendar to the text 'Select time'.

Su	Mo	Tu	We	Th	Fr	Sa
26	27	28	29	30	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

Media Library

- The Media Library is used to store files of all sorts to use in content:
 - Images, PDF's, CSS, JS
- Open the **Media Library** and locate the **_Training** category.
- Add a sub-category with your own name
- Now, upload an image from the training files

Using Media Items

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

Writing for the Web



Writing for the web is not the same as writing for print because people read differently on the web. One of the impediments to online reading is physical: **It is harder to read on a screen than it is to read on paper.**

This is some more text.

Even the best computer monitors are hopelessly fuzzy when compared to the crisp images on a glossy magazine page, and the extra effort this requires from human eyes and brains slows readers down. The longer the document is, the bigger the problem.

Web Content is:

- Scanned, not read
- Viewed on a monitor, not in print
- Low resolution (hard to read)

Image Variants

- To fit an image into a piece of content, it may be necessary to resize or crop the image
- To ensure the image is properly resized, use the Media Library's facility to create variants.
 - From your content, click **Insert Media**
 - Locate the image in the Media Library, click the **Actions** button -> **Variants**
 - From here you can either Crop or Resize the image
 - Enter a **Variant name** and a **Description**
 - Click **Create variant**
- Add additional variants if needed

Adding PDF Documents

- Modify the content "Writing for the Web"
- Open the Media Library and locate your category
- Upload the PDF "Writing for the Web Guidelines"
- Add a link to the PDF file to your content

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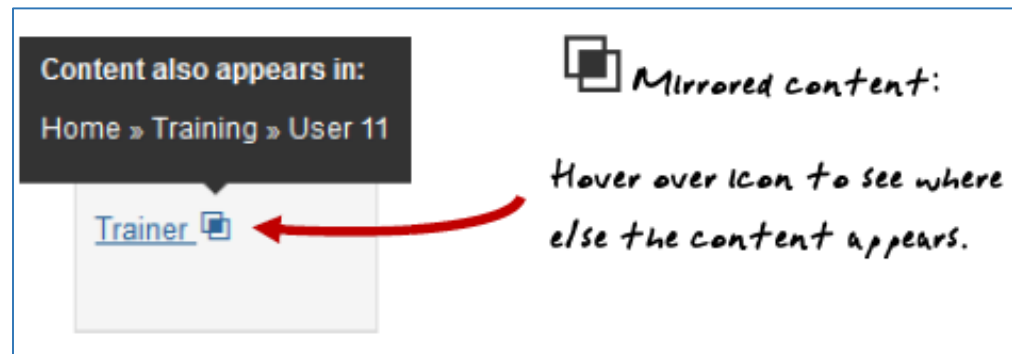
For more information check the guidelines: [Writing for the Web Guidelines](#)

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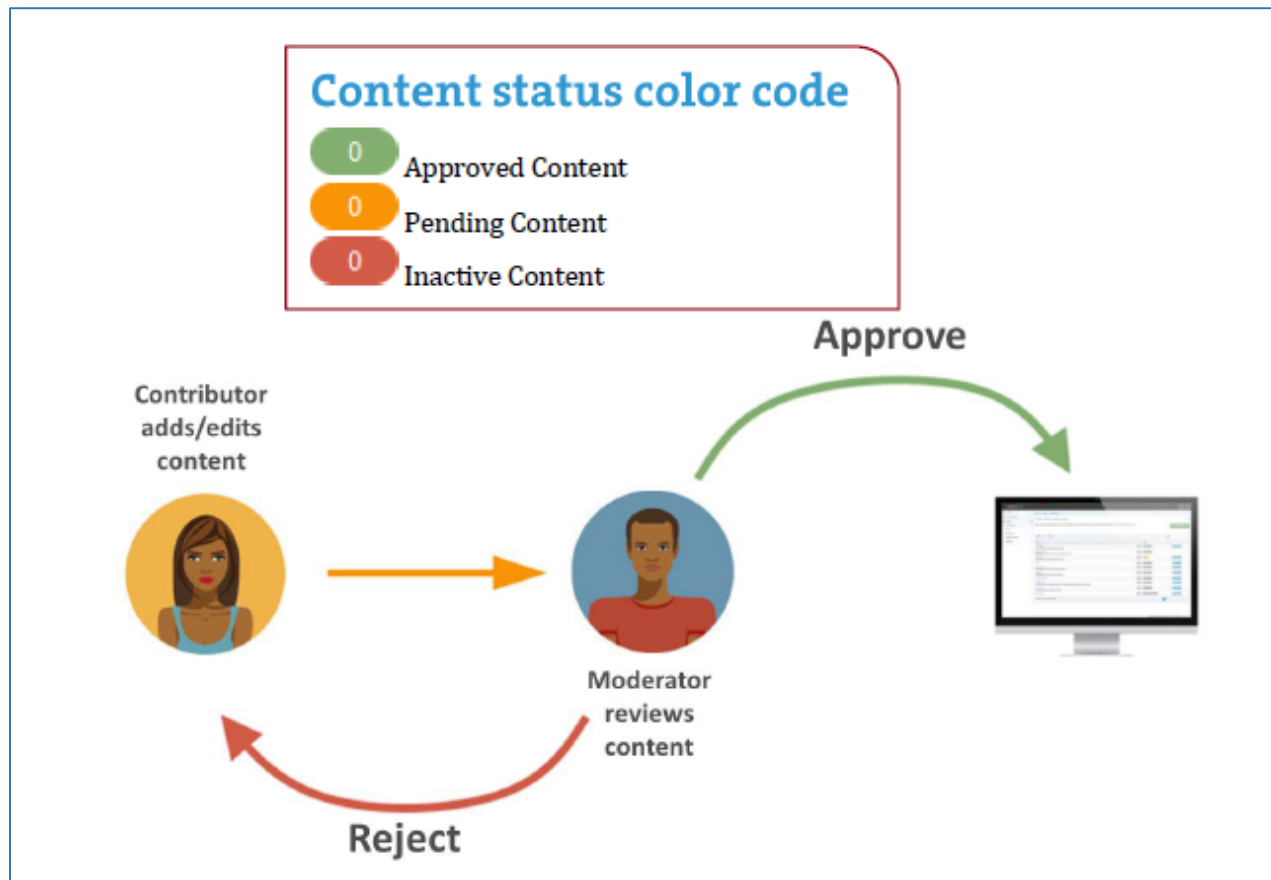
Mirror and Duplicate

- Branches of the Site Structure as well as individual pieces of content can be Mirrored and Duplicated
- Mirror or Duplicate a section and a piece of content
- When content is mirrored, updates from either location will affect the content from all locations.
- When content is duplicated, you create an independent piece of content.



Workflow and Approving Content

- When content is added to the site, it will have to be approved before it can be published. Ensure your content is approved.



Publishing

- There are several ways to publish:
 1. On Site Manager, click **Action** -> **Publish Section/Publish Branch**
 2. Publishing is also scheduled as follows:
 - Incremental publish every hour
 - Full publish once a day starting at midnight
- Remember, only “Approved” content and sections are published

Publishing URL's

- Development/Training environment:

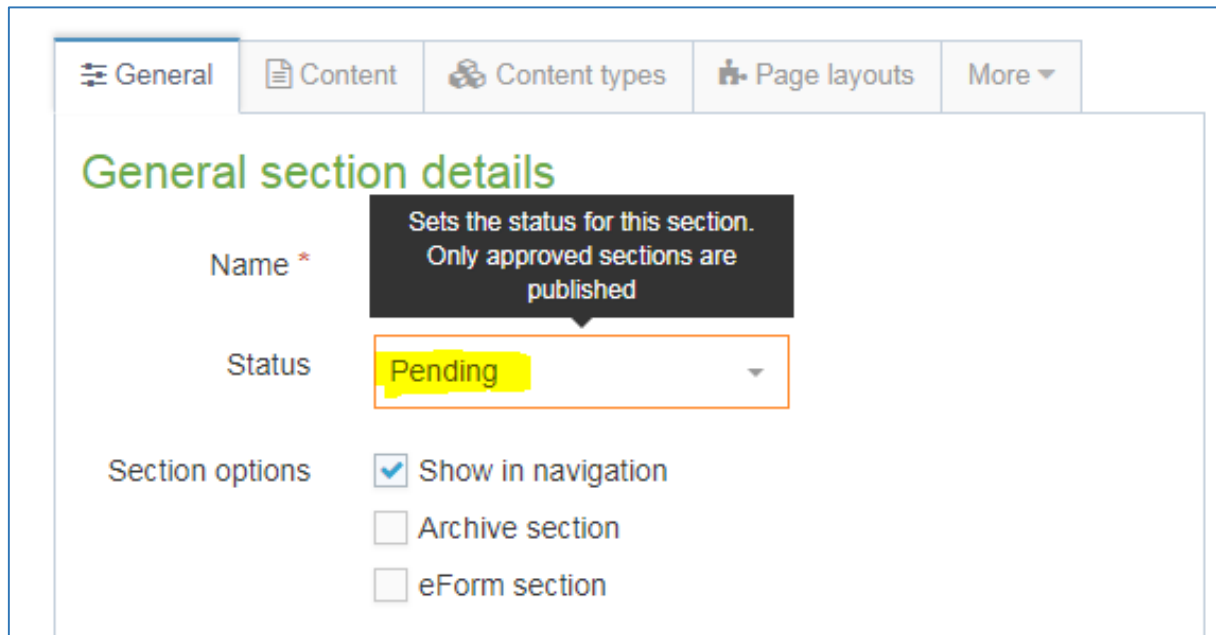
<http://cmsdevpublish.mdc.edu/mdc/> 

- Production:

<http://cmspublish.mdc.edu/mdc/>

Sharing preview links with other users

- To share sites that are in development with others, set the status of the section to Pending



The screenshot shows the 'General' tab of a 'General section details' form. The 'Status' dropdown menu is highlighted with a yellow background and an orange border, showing the option 'Pending'. A black tooltip box with white text points to the dropdown, stating: 'Sets the status for this section. Only approved sections are published'. Below the status field, there are three checkboxes under the heading 'Section options': 'Show in navigation' (checked), 'Archive section' (unchecked), and 'eForm section' (unchecked). The top navigation bar includes tabs for 'General', 'Content', 'Content types', 'Page layouts', and a 'More' dropdown.

- Use the Preview option and share that link with user

Documentation and Help

- TERMINALFOUR Community is your source of all information t⁴ and related products. Being part of the community provides you with access to documentation about the product.

