T4 Basics

Create, and maintain your site

With T4, you are in control of the content of your website. Feel free to be creative, and keep your site up to date.

What is T4?

T4 (Terminal Four) is a content management system. A content management system (CMS) is a piece of software that allows non-programmers to design, create, and maintain a website. T4 is a complete CMS, with content creation, approval and deployment features. T4 lives at CCU on its own server. You use T4 by typing its URL, t4.coastal.edu in your web browser. You may use Internet Explorer, Safari, Firefox, or chrome. Theses browsers have been tested with T4. We recommend you use Firefox or Safari, as they seem to be user-friendlier when using T4. You may use the CMS on or off-campus. We will cover what is required to use T4 off campus further in this document.

Few of T4 Features

Media Library
- Keep all your images, photos, and PDF files organized and easily accessible with T4 Media Library.

Content Templates
- Customized templates allow you to input your content with ease using a 'what you see what you get editor'.

Timed publishing
- Schedule your site content to be published on a future date, also specify an expiration date.

Social Media
- Link to your department’s social media sites with ease.

Create and Preview with no worries

Create and preview your website offline as many times as you like. Make changes and refinements as you wish before your decide to make a page visible to the world.
To begin using T4, start up your favorite web browser, and then enter t4.coastal.edu in the URL area of the browser. Please note that T4 supports Internet explorer, Safari, Firefox, and Chrome. We have found that Firefox or Safari is friendlier when using T4. The Site Manager login screen will appear.

Enter your Coastal Carolina login id and password and click the Login button. The id and password are the same you would use to access your Coastal email, and WebAdvisor.

You can’t change your user id, but you can change your password in the same manner you currently do.

You may access T4 from any campus computer, including campus computer labs. Also on campus, T4 can be accessed on the wireless network ‘CCUnwired’.

We suggest that you do not use the CCUguest wireless network as it is slower, and has limited number of connections.

T4 can be accessed using a PC or a MAC. Also an iPad may be used, just make sure that your iPad is connected to the campus WIFI network and not your iPad’s 4G wireless. Also, uploading photos from the iPad to T4 media library will not function from the iPad.

To gain access to T4 from off campus using any of the previously mentioned devices, a CCU VPN account is required.
Getting Familiar with the interface

In this section we will look at the T4 interface. This is the area of T4 that you will be using to create your site structure and web pages. Once you are familiar, and feel comfortable moving around the T4 menus, we will begin building a sample site. A Site in T4 is created page by page, and each page is put together using a variety of building blocks.

1. The t4 logo is a short cut that will always navigates you back to this main screen from any other t4 screen. As you become more familiar with the system, this short cut will become invaluable.

2. In this area you will be able to change the size of the font for the t4 interface. Click on each of the ‘A’ to choose from three sizes. Note this will not change font sizes on your web pages. English is the default language. You will use the search box to locate pages you work on.

3. T4 main menu. From here you can select to add content, delete content, or modify content. As you will see, there are multiple ways in T4 to accomplish a task. As you become familiar with system, you will pick what work best for you.

4. This is the main file structure for the entire website. Depending on your access level, you may see fewer item displayed here. Each folder is a website that contains pages and content inside. This folder structure is similar to windows folders.

5. When you hover over the yellow arrows, a drop down menu appears. We will cover this menu in depth later on.

6. Americans with Disabilities Act (ADA) rating for this folder.

7. Search engine optimization rating (SEO) for this folder.

8. Displays the number of document in this folder that has been approved, waiting on approval, and inactive respectively.

9. Toggle the ADA, SEO, and folder status off and on.

10. Search for a web page in the T4 file Structure.

11. Displays a list of your last modified content.

12. If you are a moderator, this box will display a list of pages waiting for your approval before they can be published.

13. System information display.
The building blocks

Before we begin to build our sample site, let's take a quick look at the T4 building blocks that make up a web page.

Folders

A folder such as the one displayed here is the most basic building block in T4. Every webpage will have a folder, which will hold its content. In addition to the content the folder can also contain other folders. We will discuss this concept later on.

In T4 these folders are called sections. The name of the folder, in this case ‘About CCU’ will become the name of a menu item in the website menu you are building. When a visitor clicks on the menu item, the content of the ‘About CCU’ folder are displayed as a web page. You should use meaningful names for your folders, as you would like them to appear in your site’s navigation menu.

You add content to a folder by the means of content templates. T4 has many types of content templates to display different types of information on a web page. A content template is a mechanism for collecting all the required information that will make up, and display a block of information on a web page.
Styles

A style basically is a page layout. Each section (folder) in T4 can have its own style. By default, if you don’t change or specify a style for a section, it will inherit the style of the section above it, called the parent section.

We will be working with three different styles:

**Inner 1-Col Style**

This layout allows for only a general content section on a page. No left or right columns. This is not a recommended style, unless you are an experienced programmer.

**Inner 2-Col Style**

This is one of the most widely used style, allowing for a left column, and general content area as the main body of the web page.

**Inner 3-Col Style**

This style yields a left column, a general content area (same as the 2-col style), but also allows for a right column area. Using this style, the size of your general content area will be reduced in order to
Content Templates Overview

General Content Template

This template is one of the most widely used templates in T4. It is used to input and display almost any type of information in the main body of your web page. For example if you have three different articles to display in the main body of your web page, you could enter them in one general content template, or you could insert three separate general content templates, one for each story, and T4 will stack them one after the other. The advantage for having separate template for each article, is that it will be easier to manage each article in the future, and to set an article to expire and stop displaying on a specific date without effecting the other two articles.

Left Hand Column template

As the name indicates, this template will insert content in the left column of the page. It will create a block that consists of a title and content. The content can be text information, an image, a menu items that link to internal or external pages, a social media icons with links, or a weather block. As with the previous template, you could combine multiple items in one LHC template, or stack multiple LHC into the left column of a page.

Right Hand Column template

This template will insert content in the right column of the page. It will create a block that consists of a title and content. The content can be text information, an image, a menu items that link to internal or external pages, a social media icons with links, or a weather block. As with the previous template, you could combine multiple items in one RHC template, or stack multiple RHC into the left column of a page.

Inner Banner Image template

This template is used for one purpose, and one purpose only, and that is to insert a top banner on a web page. Once you supply the information this template requires, it will create the top banner. We will cover how to use this template in depth later on.
Content Templates Overview (continued)

Inner Button Navigation Template

Using this template you will be able to insert a navigation menu, similar to the one displayed on top of the CCU main page. This menu will appear on the button of the banner, instead of the top. Each page can have its own menu, or you can mirror one menu across multiple pages.

You Tube Template

Allow you to display and play a You Tube video in the general content (main body) of a web page. You supply the link to the You Tube video, and the display dimensions.

You Tube LHS

Works the same as the ‘You Tube’ template, except the video will display as a smaller block in the left hand column of your page. Please note, using this template your video display width is limited by the width of the left column.

You Tube RHS

Works the same as the ‘You Tube’ template, except the video will display as a smaller block in the right hand column of your page. Please note, using this template your video display width is limited by the width of the right column.

Code Only template

This template lends additional flexibility for creating content, by allowing you to enter content in the general area of a page as code instead of text. This template is intended for individuals who are familiar with programming.

Code Only LHS template

Same functionality as the ‘Code Only’ template, but the content will be displayed as a block in the left hand column of a webpage.

Code Only RHS template

Same functionality as the ‘Code Only’ template, but the content will be displayed as a block in the right hand column of a webpage.
Media Library Overview

Before we can start building our sample site, we need to take a look at another T4 tool, the Media Library. The Media Library is where you will store all assets (photos, PDF files, etc.) that you will use in your site design. In addition to keeping track of your site assets, the media library also offers simple image manipulations such as resizing and cropping your photos.

You access the Media Library by moving your mouse pointer over the ‘content’ tab, then selecting ‘Media Library’ from the drop down menu. You will see something similar to the image below.

1. This section displays a list of all available folders in the media library. These folders hold all the assets such as photos, PDF files, etc. Click on the ‘+’ next to each folder to view assets, or more folders within. Please note that this folder structure does not contain web pages, and although it might contain folders with similar names as the T4 folder structure, this is a totally independent from the main system.

2. Here you will see a list of assets available within the selected folder. It displays the name, type, and size of each asset.

3. Allow you to switch between the detailed mode (shown above), and the preview mode where a sample thumbnail will be also displayed.
4. By clicking on these icons, you can download, modify or delete a file. We will discuss these functions in more detail later.

5. Sets a filter to display only the desired file type. For example, if a folder contains .jpg image file, .gif image files, and .PDF files, by setting this drop down to .jpg, other file type will not be displayed in the list.

6. This search field will search and display a list of files containing any set of search words (tags) you enter. Please note that the entire media library will be searched. Enter search words separated with commas.

7. This button is used to upload photos, PDF files etc. from your computer into the media library. Please notice that this button is only visible if you have rights to upload to the selected folder. Although you can view and use photos from the entire media library (all folders), you can only upload and delete files from certain folders that access has been granted.

8. You can use this button to create additional folder, or delete folders you no longer need. Again, please note that you can do so only within the folders that access has been granted.
Adding assets to the Media Library

To add photos, PDF files, etc., first find and select the folder you wish to add the assets to. Once you select the appropriate folder, click on the ‘Add Media’ button. The screen displayed below will appear. Now you need to supply some information about the file you are uploading.

1. Enter the name of the file as you would like to show in Media Library.
2. Enter a detailed description of the file. This will be used as the ALT tag for a photo, and used by the ADA readers.
3. Enter a list of keywords separated with commas. This is used as search keywords in the media library.
4. Click on the ‘Choose File’ button. A window dialogue box will appear. Navigate to the file you wish to upload and select it.

Once you complete this form, click update.
**Name** – The name can be whatever you like, and do not have to match the actual name of the file on your computer. Remember, if you are uploading a PDF file, whatever you enter in this field will be used as the link name to the PDF file on a web page.

**Description** – Enter a meaningful description for the photo you are uploading. Whatever you enter in this field will be displayed for the image tag, and used by the ADA readers.

**Keywords** – These are the words used when you use the search function in the Media Library.

**Media** – When you click the ‘Choose File’ button, a windows dialogue box will be displayed, navigate to the file you wish to upload to the media library and select it. This file will be copied from your local computer to the selected folder in the media library. Then you may proceed to use this file (photo, PDF, etc.) in your webpages.

**Image Resizing and Cropping**

The media library also allows for some simple image manipulations such as resizing and cropping. It is preferred that you upload photos that are already resized to the desired dimensions you need for your webpages, but if you have uploaded some photos that you would like to have in smaller dimensions, then you can use the Media Library built-in resizing and cropping features.

To resize a photo, first hover your mouse pointer over the image (if you are in the preview mode), or click on the image name if you are in the detailed mode.
Image Resizing

Click the ‘Advanced’ button, the resizing/cropping screen will be displayed (see Figure below). The actual width and height of the image will be displayed. You may enter the new smaller width you require, and the system will fill in the matching height for you to keep the aspect ratio of the image. If you enter the height instead, the system will pick the correct width; which will keep the aspect ratio for the image.

An alternative to entering a new width or height as discussed above, you may select from a predefined set of custom dimensions by clicking on the ‘Custom’ drop down field as shown in the figure on the right.

One thing to keep in mind, you always resize and image from a larger size to a smaller size, but never resize a smaller image to a larger size. Doing the later will degrade the quality of the image.

The ‘Keep aspect ration’ should always be checked. If you uncheck it, your image will be distorted, and it will appear as it was stretched or compressed. When this option is checked, and you enter the desired width, the system will pick the appropriate height for you that will keep you photo looking as it should.
When the Crop and resize screen displays, the ‘Resize’ Panel always displays as the default. If like to crop a photo, you must click on the ‘Crop’ option, directly above the ‘Resize’ panel. This will switch to the crop functionality.

Image Cropping

When you crop an image, you are in effect selecting only part of the image and clipping the remaining parts away. This sometimes is necessary if you only want to display a portion of the photo on your web page.

Once you enter the cropping mode, a small black dot appears in the upper corner of the photo. Now you are ready to define the area of the photo that you would like to keep to use on a web page.
The next step will be to enter a name that will be used for the resulting image. Now you are ready to define which portion of the image you want to keep. Click on the black dot in the upper left corner of the image; drag down, and to the right until you have a block high lighting portion on the image. Now, you can click anywhere inside this block and move in around over the image until you frame the area you would like to keep. Adjustments can me made to the size of the crop box to expand or shrink it by clicking on any of the black dots then dragging inward or outward. This will make the box smaller or larger. Once you have framed the area you would like to keep, click on the save button, then the update button.

You have effectively created a new photo containing the portion of the image that was only visible inside the crop box. Your original photo continues to exist. The new photo will be saved in the media library under the name you supplied in the ‘Variant Name’ Box.
Building the Sample Site

Our first step in creating the sample site is to create its home folder (section). This will be the first page in the site. On this page, we will add content, and links to other pages (sections) that we will create within this folder.

Since I will be creating this sample site under the ITS website, the ‘Information Technology Services’ folder is where I will begin. My first step will be to add the first page of the sample site. To do so, I will hover over the drop-down menu next to the ITS folder then select ‘Add Section’. I will call my site ‘T4 Sample Site’.

Once I click on the ‘Add Section’, the form below will appear. On this form I need to supply information about the new Section (folder) I will be creating. The following pieces of information are required:

1. I must supply a Name. This will become the name of the folder in the T4 navigation tree. It also will become a menu item name that will appear in the navigation menu. So make sure to supply a name that will accurately represent the page. In this case I entered ‘T4 Sample Site’.

2. Must supply a page name. In reality this will become the left navigation menu header on this web page. We will discuss this more later.

3. By default, the ‘Show in Navigation’ option will be checked. This is basically saying that once you enter a single piece of content on this page, this page will become visible in the left menu navigation. If you uncheck this option, the page will continue to exist, but the users will have no way to navigate to it. There is other ways to display this page though; we will talk about that later on. In this case I unchecked this option since I do not want my sample site to appear.

4. Now I am ready to click the ‘Update’ button to create and save the first page of my sample site.
Now that I have completed the above form and saved it, I can click on the T4 logo to refresh my site tree view. The new ‘T4 Sample Site’ section I created should be visible.
At this point, I have the structure of the first page of my sample site created and I am ready to begin adding content on this page. When I am done, my site will look as displayed below:
Although there is no magical order to how I add content to this page, I am going to start by building my top banner for this page. Please keep in mind that if I do not build a banner, my site will inherit its banner from its parent page. In this case, since I am building my sample site under the ITS site, I will have whatever the ITS banner is for the folder my page is within.

Let's take a quick look at the components that make up a banner. The banner is a composite of three different images. You supply these images, and T4 will create your banner.

1. **Banner Photo** – Which is the ‘Background Image’ of the banner. The image must be 1024 pixels wide, and 360 pixels in height. These dimensions must be exact, or you will have white space padding on either end of the banner. The photo you use must be stored within the ‘Media Library’ in T4.

2. **CCU Logo** – Which is called the ‘Logo Image’, must be one of four university-approved logos. You will find these logos in the ‘Media Library’ within the folder ‘AAA-Assets’ then ‘Logos’. Again, you must use one these four logos to maintain the official university branding. Pick the one that looks the best with the background image you have selected.

3. **College/Department Name Logo** – which is called ‘College Name Image’, is provided by you. This can be your department or college name as you can see in the figure above. You can request this image from Marketing and Communications, or you can create one yourself. Please note if you decide to create this yourself, the dimensions must be exactly 408 pixels in width, and 132 pixels in height. Also, please use a font type consistent with the web site.

The top menu on the banner will be added by the system. You cannot change or remove this menu. This menu looks the same throughout the site.

The search box will also be added to the banner. You cannot turn this feature off/on.
My first step in building a banner is to add a section (folder) within my main page’s folder. This banner folder must be named `feature_area`. (All characters must be lower case, and must use the under score and not the dash.)

Please notice in the figure above that the ‘feature_area’ section icon is gray instead of yellow. This is the case since I unchecked the ‘show in navigation’ option when I created this section. If I did not do so, I will have a menu item in the left navigation menu on my ‘T4 sample site’ called feature_area. Since feature_area is a special folder name intended to hold banner information only, I will never need to display it in the menu as a link for my visitors.

Now that I have the banner container created, I am ready to add the banner itself. Hover over the drop down menu next to the feature_area, the drop down menu will appear, select ‘Add content’.

Once I select ‘Add Content’, T4 will ask me what type of content I would like to add. It does that by presenting a list of content templates.

As you recall, we discussed earlier that content templates used to insert content in different areas of a web page.
In this case, I will select ‘Inner Banner Image’ template. This template is only used to create banners, and should only be added as content inside a feature_area section.

Once I select this template, I must supply it with some information. To do so, I click on the ‘select’ button next to each required piece of information. In the case of the first three ‘Select’ buttons, the Media Library interface appears, and I select the appropriate images. As for the last ‘Select’ button, the T4 sections window appears, and I select a T4 webpage for my link.

Once done, I click on ‘Save & Approve’. My screen will look as the figure below.
Once I supply all the information as shown, I click the ‘Add & Approve’ option from the drop down menu. At this point if I preview my sample site, I will see the banner I have just created.

Now that I am done with the banner, I am ready to begin adding more content onto my sample page. Again, there is no magic to the order I follow in adding these blocks.

I am going to add the ‘Contact Us’ block next. I would like it to appear at the top of my right column. To be able to do so, my page must be set to have a 3-column style. In this case I know that to be true. But I can check by clicking on my page folder, then selecting the Style tab. I will only work with the ‘Coastal Carolina University’ channel. The Style for this channel must be ‘Inner 3-col’.
Now that I have the appropriate style selected, I am ready to add the ‘Contact Us’ block. I do so by clicking on the ‘Content’ tab. Then I simply click on ‘Add Content’.

Any time I click on ‘Add Content’, T4 displays a list of content templates for me to select from. Basically it is asking where on the page I would like to place this content. In this case, I will select ‘Right Hand Column’ template.

If I wanted to place my ‘Contact Us’ block in the left column, I would have selected the ‘Left Hand Column’ template instead.

Both the RHC and LHC templates are identical in the way the way I supply information to them. The only difference is the location they will place the content in.

For the sake of simplicity I will not show the list of content templates further in this document. Just remember that every time I select ‘Add Content’ the above list on templates will be displayed by T4. I must select the template that is appropriate
As soon as I select the ‘Right Hand Template’, a form will appear. I must supply information on this form that will build my ‘Contact Us’ block.

**Name** – I will give my content a name. This name is only used within T4, and it will help me find this piece of content so that I can edit it later. In this case I will call it ‘Contact Us Panel’.

**Content** – Here I will type whatever information I need displayed in this block. In this case I entered a title called ‘Contact Us’ first. I want this to be the header for this block. To do so I selected the text and made it Heading 4 (see figure above). Now I am ready to type the content information I want displayed in this block. I also entered an email contact. To make this email clickable by the user, I select it and click on the link icon (see figure above). An ‘Insert/Edit Link’ window appears (see Figure on next page Below).

In this window, I will enter [mailto:emailAddress@coastal.edu] then click the ‘Insert’ button. This action will create a clickable email link. When the visitor clicks on this email, the browser will open an email window addressed to the email recipient I have entered. Keep in mind that this email linking process works anywhere in a web page. So as we discuss other type of content in this document, this linking method will apply.
The last step in creating my ‘Contact Us’ block is to add some social media links. Although I can add these links in any left or right column blocks, I feel the contact us block is the most appropriate location for social media. To add the links you see in the figure on the right, I will follow the steps outlined next.

I entered the email address I want to be linked here with the word mailto: in front of the email.
Social media links can be added at the bottom of any left or right block on any page. To do so, I scroll further down the page where I am adding the content for a particular left or right hand block. There I will find four boxes. For each social media site, I need to supply an icon, and a link to the social media site. I can have up to four sites listed in any left or right column block. Once I supply this information I select ‘Add & Approve’ from the drop down menu at the button of the page (see figure below).

When I click on a select button to select an icon, a media library window will open. I will navigate to the ‘AAA-Assets folder on the left, then to the ‘Social Media’ folder, and select the appropriate icon.
In the figure below you can see what my completed social media configuration looks like.

At this point I have a completed ‘Contact Us’ block that will appear on the main page of my sample site in the right column.

If I decide to have a ‘Contact Us’ block appear on another page(s) of my site I will build another block the same way, or mirror this block to appear on other pages.

Mirroring is the preferred way of accomplishing this and it has lots of befits. We will cover mirroring later in this document.
Now I am ready to add my next piece of content on this page. I am going to add my first article in the main body of the page (see figure on right).

This can be accomplished by following these steps:

1. Click on my ‘T4 Sample Site’ Folder in the folder tree on the left side.
2. Once the new screen appears, I click on the ‘Content’ tab on top.
3. Now I will click on ‘Add Content’, just as I did when I added the ‘Contact US’ block before.
4. This time I will select the ‘General Content’ template instead of the ‘Right Hand Column’ template I selected when I built the ‘Contact US’ Block.
5. The screen below appears, without any information populated.
6. First I will enter information in the Name field. This is the name I will give to this piece of content. This name is only used within T4. I usually make this name the same as the title of my article. This will help me locate this article later if I need to edit or delete it. SO in this case I will enter ‘What is T4’.
7. The next piece of information I will supply is the ‘Heading’. This will appear at the top of my article in a large font. On few occasions I might not desire a heading for my content. In this case I will leave this field blank. For this example I am going to enter ‘What is T4?’
8. Now I am ready to enter the actual text for my article. I can type this text, or I can cut from another document or another webpage and paste in this field.
9. Once I am done, I will click on the down arrow, the drop down menu will appear, I will select ‘Add & Approve’
10. I just finished creating this piece of content that will display in the main body of my page.
11. I can preview my site now and see if it looks as I expect, or if changes are required.
So everything looks fine, but as you probably noticed, my article does not contain the red T4 graphic visible in the sample. To be clear on how we add photos into an article, I chose here to add the graphic after I have created my article. You can actually add photos during the creation of a content piece.

1. I will select to modify the piece of content I just added. To do so I will click on the ‘T4 Sample Site’ yellow folder in the site navigation tree.

2. Just as before, I will click on the content tab. Now I should see the two pieces of content I added so far. The ‘Contact Us’ block, and the ‘What is T4?’ article.
3. Next I will click on the yellow drop down arrow you see if the figure above.

4. A yellow drop down menu will appear, I will select ‘Modify’. This allows me to modify the content of this article.

5. The editor window will open, and I will see the content of the ‘What is t4?’ article just like before (see figure below).

6. Now I will click at the start of the text in the article. My cursor should appear at this location (See figure above).

7. Click the Add media icon that appears in the editor tool bar (See figure above). This will open the media library window (See figure below)

8. In the media library window, navigate to the folder that contains my photos. In this case it is called ‘Sample Site’.

9. Hover over the photo I wish to insert.

10. Click on the ‘Select’ button.

NOTE: The two blue icons in the top right corner of the media library window allow view switching. The preview mode will allow me to see an image sample instead on the name only.
At this point, the image I selected has been inserted in the article. Looking at figure below, you will notice that the image I just inserted and the text in the article are touching. I would like to have a small gap ‘padding’ between the image and the text.
This can be accomplished by simply double clicking on the image I just inserted. A window similar to the one shown in the figure below will open.

In the ‘Padding’ field I will enter 10px. This will give a 10 pixel padding around the image, and will separate it from the text. There is nothing magical about the ‘10′, you may choose whatever padding that you wish.

Please note that I must enter the ‘px’ after the 10, or whatever number you decide to use. Now my article will display correctly with a nice padding between the image and the text. (See figure below)
Now I am ready to add my next two articles on this page. I would like for them to go be displayed in the general content area below the article I just added. When done, I should have something that looks like the figure below.

To accomplish this I will repeat the exact steps I did earlier when adding the first article. To conserve time I will not show screen shots for every step, or be very detailed, I will just summarize the process.
To add the two articles, I will repeat the following steps for each article:

1. Click on the ‘T4 Sample Site’ Folder displayed in the left navigation tree.

2. Once the screen with the tabs on top is displayed, click on the ‘Content’ tab.

3. Here I can see all the content I added on this page so far.

4. Click on ‘Add Content’ icon on the right side of the screen.

5. T4 will display a list of content templates for me to select from.

6. In this case I will be adding the article in the main body of my page, so I will select ‘General Content’ template.

7. The ‘General Content’ form will display.

8. I must supply a name for my content. This name is only used with in T4. I think it is a good practice to make the name the same as the heading of the article. This will make it easier for you in the future to locate a certain article for editing or deletion.

9. Next I need to supply a ‘Heading’. This heading will become the headline for my article. In some cases if do not want a headline, I can leave this field blank.

10. Now I am ready to input my content. Which will be the body of the article. I can type it in, or cut and past from another webpage or document.

11. I can add photos if necessary in the same manner as I did in the previous article.

12. When done, I will click on the down arrow at the bottom or the one at the top of the page. The dropdown menu appears and I will select ‘Add & Approve’.

Now, I should have the three articles displayed in the general content area on my page. I could have put the three articles in one block of general content, but the advantage to having three different blocks is that I am able to delete or rearrange the order of the articles individually.
Next I am ready to add the ‘Sample Happenings’ Panel in the right column of my page. My first step will be to create the full story page. This will be the page I will send my readers to when they click on the ‘Read more’ link. I will create this page just as I have created the main page. Below is outline of the steps.

1. To create the page with the full story, I will add a section under my main page folder. Click on the drop down menu and select ‘Add Section’.

2. The create a new section form appears. I will call this section ‘First double degree’. I will also uncheck the show in navigation option since I don’t wish for this page to appear in my left menu system. The only way my visitors will see it is if they click on the ‘Read More’ link.
3. Next I will click on the update button to create my new section. At this point I have effectively created a webpage, but I still do not have any content on it.

4. To add the content I will click on the page-name of the page I just created, ‘First double degree’, then I will select the ‘Content’ tab.

5. Click on the ‘Add Content’ icon, and select the ‘General Content’ template.

6. Complete the form as I have done previously when I added general content on the main page (see figure below).

Now that I have created my page with the fully story, I am ready to create my right column introduction and link it to display this fully page story.

1. Since I would like my introduction to be on my main page, I will click on my main page folder ‘T4 Sample Site’ folder.
2. Select the ‘Content’ tab.
3. Click on the ‘Add content’ icon.
4. Select ‘Right Hand Column’ template
5. Complete the template form as shown in the figure below.
6. Select ‘Add & Approve’ from the drop down menu.
My next step is to create the ‘Additional Links’ panel in the left column.

1. Since I want this panel to appear on my main page, I will click on the ‘T4 Sample Site’ folder name.
2. Select the ‘Content’ tab.
3. Click on the ‘Add Content’ icon.
5. Once the form is displayed, I will enter the name I want to give to this piece of content, in this case I decided to call it ‘Additional Links – Left Panel’.
6. Next, in the ‘Content’ space I will type the text I want to appear as the header for this panel. In this case I will type ‘Additional Links’, then select this text and give it a type of ‘Heading 4’.
7. To create the links, first I will click on the ‘unordered list’ icon, and then type ‘WebAdvisor’ Press enter, then type ‘Faculty & Staff Web Mail’.
8. At this point I have created the links, but they still not functional. My next step is to link each one of these links to an actual web site.
9. To do so I will select ‘WebAdvisor’ then click on the ‘Insert/Edit Link’ Icon.
10. Once the linking box appears, I will enter the URL for webadvisor which is http://webadvisor.coastal.edu. Please note that I must enter the //http before my URL.
11. Now I will select ‘Faculty & Staff Web Mail’, then click on the ‘Insert/Edit Link’ icon again, this time in the URL box I will enter http://outlook.coastal.edu.

Please see the figure below for a sample of this form we just discussed.
I continue to build my page one block at a time. Now I will add the YouTube Video block in the lower right hand column of the page.

My first step will be to click on the ‘T4 Sample Site’ Folder, then click on the ‘Content’ tab. Now I will click on ‘Add Content’. As before T4 will display a list of the available content templates. Since I have decided to add the video in the right column of the page, I will select the ‘YouTube RHS’ content template.

A form similar to the one below will display.
I need to supply some information about the video.

1. NAME – This is the name of my video block, and it is only used inside T4. This is only used to identify this block.
2. URL – This is URL of the video I wish to display. To obtain this URL, open a web browser window, and go to Youtube.com. Locate the video, and then copy the URL from the browser’s address bar. In this case, this is the URL http://www.youtube.com/watch?v=PV8CuprKPI M See figure below.

![YouTube Video](http://www.youtube.com/watch?v=PV8CuprKPI M)

3. Width and Height – Since I am inserting this video in the left column of my page, the maximum width that I can use is 220 pixels. If I was inserting the video in the right column, the maximum width I can use will be 200 pixels. In this case I know that I can use 220px for the width, but I am not sure what is the correct height to use. The height will be different for most videos depending on their width and the format they were shot at. Luckily, YouTube has a calculator that will figure that out for me. I will supply the width I like to use and the calculator will return the correct height for the video.

To gain access to this calculator, go to YouTube and find the video you would like to use. Then click on the ‘Share’ button below the video.

In the figure below, you can see the location of the ‘Share’ button below the video I will be using.
After I click the ‘Share’ button, the ‘Embed’ Button appears, I will click on it. See figure below for location of the ‘Embed’ button.

1. Then I will click on the ‘Embed’ button to display the calculator.
Once I click ‘Embed’ the calculator appears. I will no enter 220 for the width and the calculator will fill-in the width. See figure below.

At this point I have my URL for the video, and my width and height. All I have to do is enter them on the template in T4. My screen should look like the figure below. Save and approve and I will have my video displayed in the right column of my web page.