T4 Step-by-Step Guide

Information Technology Services
Coastal Carolina University
T4 Step-by-Step Guide

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How to Create a Page (section)

1. Click on the T4 logo in the upper left corner to make sure you are in the main site structure.

2. Hover over the main page of your site until you are over the yellow dropdown arrow, then select Add Section.

3. You MUST type a name in the Name field as you want it to appear online, and type a Page Name to appear as the header on the left column and click Add.
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How to Create a Section Link in Navigation

Follow the steps in creating a page, but only type a Name then check the box “Make this a link section?” Scroll back up and click the Details tab.

1. If you are going to put a link to a page outside of T4, type the URL in the URL box and click Add.

2. If you are going to link to a section in your website, select Section, then click Select. A window will open with all the pages in your site. Click on one, and that page will become a link in your navigation. Section links appear differently in the list. The first Future Students in this example, with an up-arrow, is a section link.
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Page Layout
There are three page layouts to select from: one-, two-, and three-column layouts. If you add a right column to your page and it is not displaying, check the layout. Click on the page name in the list, and then click on the Page Layouts tab. In the Page Layout column, select Inner 3-Col in the dropdown to the right of Coastal Carolina University Channel to create a 3-column page layout, and then click Update.

Adding Content to a Page
There are several ways to get to the form to add content to a page or section; with all of them, first click on the T4 logo in the upper left corner to make sure you are in the main site structure. Then you can either:

1. Click on the page name in the list you wish to add content (i.e., Jane Doe’s Page), click on the Content tab, then click Add Content.

2. Hover over the page you wish to add content until you are over the yellow dropdown arrow, then select Add Content (screenshot below) and click on the Content tab, and click on Add Content as in the screenshot at the top of the next page.
3. Or, you can hover over the gray **Content** tab in the main site structure, then select **Add Content** on the dropdown menu, and then follow directions in Step 1.

**Content Templates**

Once you click to **Add Content** (step 1 on previous page), you will see a list of content templates available to add to a page. You will not see all of them in this screenshot, but most of them. The highlighted templates are the most frequently used.

- **General Content:** main body template
- **Inner Banner Image:** banner template
- **Inner Bottom Navigation:** horizontal menu
- **Inner Slide Image:** rotating banner
- **Left Hand Column:** left column only
- **Right Hand Column:** right column only
- **YouTube:** YouTube in main body only
- **YouTube LHS:** YouTube in left column only
- **YouTube RHS:** YouTube in right column only
Once the General Content template is added, the first piece of content will be displayed on the content tab and you can add more pieces if you like.
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Creating a Hyperlink
Highlight text then click on the chain icon on the toolbar. Type the URL, select target, and type the Title.

1. Highlight text, then click on the chain icon (Insert/Edit Hyperlink)
2. Type URL
3. Target: select Open in New Window, if you prefer.
4. Type Title for sight readers for those with disabilities.

Preview Content
To preview the content on the page, click on the T4 logo to take you back to Site Structure, hover over the page you wish to preview until you are over the yellow dropdown arrow, then select Preview Section. Keep this window or tab open in order to view future changes to your site by just clicking the refresh button on the browser.
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Formatting Columns
To format column link to look like the automatically generated left column links - white text in a dark grey box for the header and links with lines before and after - highlight your header text and use a Heading 4 Format, then make the links bulleted. Click Add & Approve. This will not look correct in the editor, but will preview properly.

Page Preview
Reordering Content

To reorder content, use the arrows highlighted on the right. Click Save Changes before leaving this screen.

Scheduling Content to Appear/Disappear

To activate your setting, click the dropdown arrow next to Update and select Update & Approve.
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Mirror Content

If you have content on a page that you want displayed on other pages, the best thing to do is mirror it to those pages. Mirrored content can be edited from any of the pages and will change on all pages; therefore you do not have to make multiple revisions.

To mirror:

1. Go to the Content tab of the page which has the content, hover over the yellow dropdown arrow, then select Mirror.

2. The next click will be where T4 places the mirrored content. Note the top left of the screen states “Mirror content. Choose destination.” For instance, click Page 2 and the right col will be mirrored to that page.

3. Once content is mirrored, a small red asterisk appears beside it on all pages that contain the content. If you place the cursor over that asterisk, a dialogue box appears displaying the pages that content that content.
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To Edit a Page (section)

There are several ways to edit a page or section; with all of them, first click on the T4 logo in the upper left corner to make sure you are in the main site structure.

1. Hover over the page you wish to edit until you are over the yellow dropdown arrow , then select Modify Section.

![Dropdown menu with Modify Section highlighted](image)

2. Or you can just click on Jane Doe’s Page. Both will bring you to the modify screen. Once you make your changes, click Update.

Direct Edit

1. A third way to edit is to use Direct Edit. This feature allows you to edit directly on the page view. Click on the T4 logo in the upper left corner to make sure you are in the main site structure, hover over the yellow dropdown arrow , then select Direct Edit. See the screenshot on the following page.

![Direct Edit screen](image)

2. View the top bar in the image below. In this mode, you can Add Content to Current Page, Add New Page, Modify, Delete the page, Approve the page, and return to Site Structure. More on Direct Edit later.
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3. There will be a red dotted line around the content that you can edit in this mode. In this case, the General Content template.

If you place your cursor over the text, three options appear: Modify, Delete, and History.

4. To edit the content, click on Modify. Make your changes and either Update (to activate your changes) or Save as Draft to save and continue working on changes later.
5. Click **Delete**, to delete the content.

6. Click **History** to view each time the content was changed. From this view, you can click **Set Active** to go to a previous version and active it.

7. To add content in Direct Edit mode, click Add Content to Current Page and the list of templates will dropdown.

8. Click **Add New Page**, and enter a page name and click **Add**.
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Using the Media Library

Upload a File

1. To access the Media Library, hover over the dark gray Content tab at the top of the page, then select Media Library.

2. Navigate to your folder. If there are (+) signs, click to open. Find the folder where you wish to place the image and click on it. You will see an Add Media button only in folders you have rights to upload to.

3. If uploading a PDF, Word, Excel, or Powerpoint file, make sure the name is how you would want a link to that file named.
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Inserting an Image on a Page

Locate the piece of content in which you would like to add an image, and place your cursor in the Content box, then click the Insert Media icon.

1. The Media Library window opens. Navigate to the folder necessary to acquire your photo. If the photo is the correct size when uploaded, hover over it and click Select. However, if the photo is too large, click Advanced, then Add Variant to create a size you want. Once you have added a variant, click Advanced, then click the radio button next to the variant you want and click Select. The image will be placed in the page.

2. To bring the text up around the photo, click once on the image then click left justify.
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3. To add padding to the image so that the text is not flush against it, double-click on the image. In the padding field, type a number and the letters px next to it – no spaces.

4. Click Update & Approve to activate your changes.
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How to Create a Banner

Sites automatically display a banner from their parent folder. Before you begin making a banner for your site, you first need to create a page following the steps on Page 2. That page must be named “feature_area”, exactly. The next most important thing about the page is that it must be removed from navigation.

Now that the page is created, add content following the steps on Page 4. Select the Inner Banner Image template. Remember that banners must be 1024 x 360 in size. It is best to have your image sized correctly before you add it to the media library.

1. Enter an name in the Name field
2. Click Select and navigate to your folder in the media library that contains your banner image, find it, select it.
3. Click Select and navigate to the AAA – Assets folder in the media library. You may only use logos provided in this folder.
4. If you do not have a Department name transparent image, select the No Department Name image in the AAA-Assets->logos folder. If you wish to create one or have Marketing create one for you, it must be transparent and 408 x 132 in size.
5. Click Select to navigate to the page in which you want to be linked from the image.
6. Click Add & Approve. Your site will now have a new banner.
How to Create a Rotating Banner

Follow the steps in the previous section. You will continue to use the College logo, the search box, Section Title which we want to keep displayed.

The background image is no longer needed, so instead of the current one you need to change it to a transparent one. In the media library under AAA-Assets, you will find one name transparent background image 1024x360. Selecting this will effectively make the background image disappear.

Adding Slides

You can now add the slides. Add content using the Inner Slide Image content template. This will ask you to select an image from the media library, and to give any alt text you require for that image. You can add as many slides as you like (it is recommended to have at least 3).