



Implementer Training

T201: Terminalfour for Implementers

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Table of contents

Table of contents.....	2
Web content management.....	5
User roles.....	6
User rights.....	7
Create a User.....	8
How to create a User.....	8
Download training material.....	10
How to download training materials.....	10
Create a Group and add Users.....	11
How to create a Group and add Users.....	11
Site Structure.....	12
How to create sections.....	12
Edit rights.....	14
How to assign edit rights.....	15
Page Layouts.....	16
How to create a blank Page Layout.....	16
Header and Footer of a Page Layout.....	17
Channels.....	18
How to create a Channel.....	18
Content Types.....	20
How to create a simple Content Type.....	20
<i>i</i> A note about elements.....	23
<i>i</i> Output Methods.....	24
<i>i</i> Output Modifiers.....	24
Add HTML Anchor to Content Type.....	25
How to create an anchor.....	25
Enable a Content Type.....	27
How to enable a Content Type.....	27
Create content.....	28
How to create content.....	28
Links.....	29
How to edit content.....	29
How to insert External links.....	30
How to insert Section links.....	30
How to insert Content links.....	30
<i>i</i> Section/Content Link Title.....	30
History and Versions.....	31
How to review History and Versions.....	31
Content Options.....	32

Mirror and Duplicate	33
Media Library Overview.....	34
<i>i</i> Media Library overview	34
Media Types and Media Content Type	35
Upload and use an Image.....	38
Edit Media Attributes	39
Upload and use a PDF	40
Modify Header and Footer	41
Header and Footer for Page Layout.....	42
Add CSS files to Header	43
How to add CSS files.....	44
Modifying the Footer	45
How to add JavaScript files.....	45
Assign a Page Layout	47
<i>i</i> Multiple page layouts.....	47
Images in CSS.....	48
How to add a header logo.....	49
Title Tag.....	51
How to add a title tag	51
Navigation Objects.....	52
How to access the navigation menu	52
Link Menu Navigation Object.....	53
How to create your main/top link menu	54
How to create a left/side Link Menu	55
Apply Link Menu navigations to Page Layout	56
How to apply Link Menu Navigations to the Page Layout.....	57
Section Details – path to home	58
How to add a path to home	58
Apply Section Details Navigation to Page Layout	59
How to apply the path to home link to the page layout.....	59
Add Logo to the home link.....	60
How to add a logo to the home link.....	60
Breadcrumbs Navigation	61
How to create Breadcrumbs	62
Apply Breadcrumb Navigation to Page Layout	63
How to apply Breadcrumbs to Page Layout	63
News Content Type.....	64
How to create a News Content Type	64
<i>i</i> Friendly URL.....	67
Enable News Content Type	70
How to enable the news Content Type	70
Top Content Navigation	71

How to create a Top Content Navigation.....	71
How to create an alternate layout for Recent News	74
Apply Top Content Navigation to Page Layout	75
How to apply a new navigation object to page layout.....	75
Related Content	76
How to add a Related Content Navigation	76
Enable your Sidebar Box Content Type	81
How to enable the new Content Type	81
Apply Related Content Navigation to Page Layout	82
How to apply the new Navigation Object.....	82
Site Map.....	83
How to create a Site Map	83
How to create a Site Map	85
Enable a Content Type	86
How to enable the new Content Type	86
Site Map Navigation Object	87
How to create a Site Map Navigation Object.....	87
Use Navigation Object in content	88
How to use the new Navigation Object in content	88
Section Details – Link to Section	89
How to link to a Hidden Section	89
Apply Section Details Navigation to Page Layout	90
How to apply the Section Details to page layout	90
Direct Edit.....	91
How to edit content from published site	91
Approve content.....	92
<i>ⓘ</i> A note about Approving Content	92
How to Approve Content	93
Content status color code	93
Workflow	94
<i>ⓘ</i> Assigning Workflows.....	94
How to set up a Workflow.....	94
Publish.....	96
How to Publish your website	96
Feedback survey.....	97

Web content management

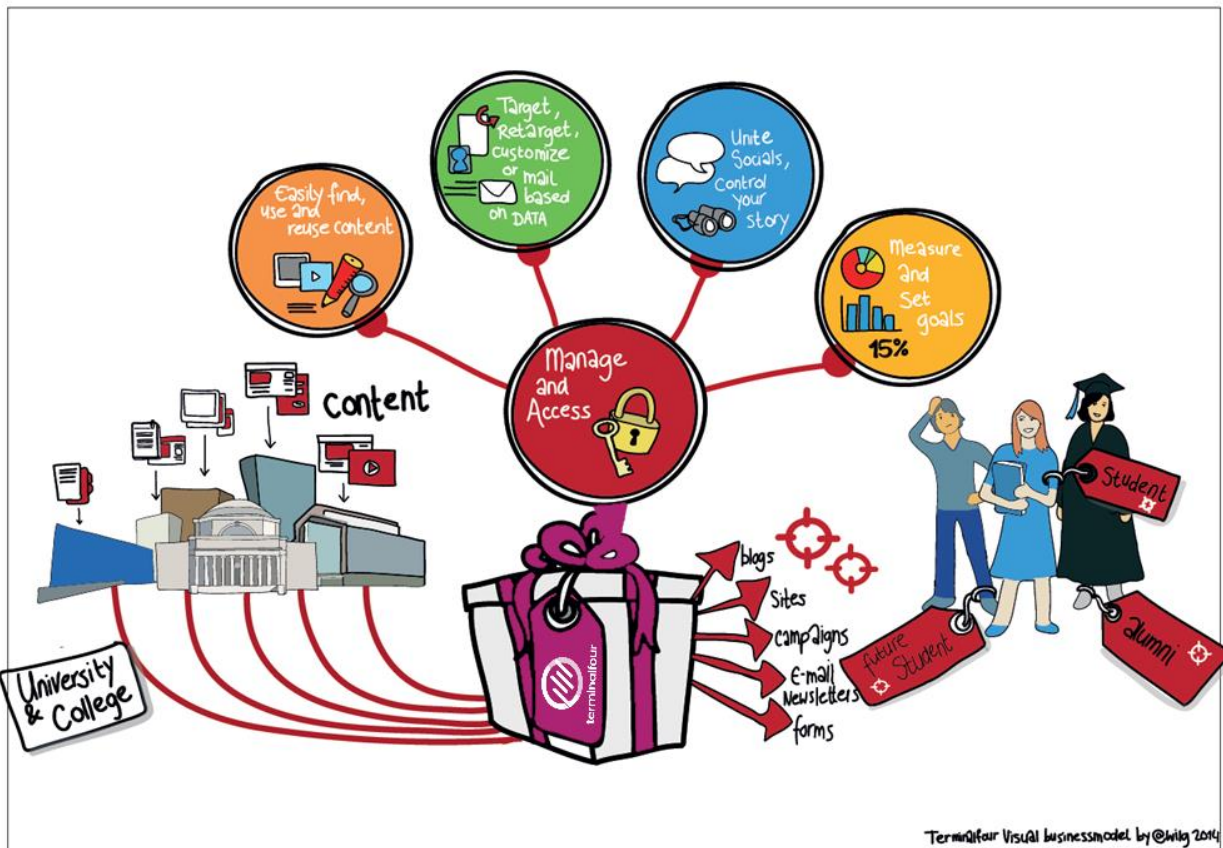
At a basic level, Terminalfour is used for building and maintaining large amounts of digital content.

Users at various levels can be given permission to add and modify content. All content goes through an approval cycle, at which point dedicated "approvers" review the content. In some cases, this may be the authors who wrote the content; in other cases, a more complex workflow may be used to allow several people to review the content.

Once content has been approved, it is ready to "go live". This happens in the publishing process. Page layouts (header/footer) and content layouts are wrapped around the content to ensure the content is displayed correctly.

One piece of content may be published to various channels. These are simply output mechanisms, like websites, mobile sites, paper publishing, etc. By applying the page layouts and content types, different displays can be achieved whilst still just producing one piece of content.

At the publishing stage, external data can also be incorporated. This could be information from a database, website or similar.



User roles

There are 5 user roles in Terminalfour, meet the team below:



Visitor Vinny

Hi, I'm a student at the University and a member of the library. There's a password-controlled area of the library's website which I access using my student authentication details. I can keep track of my library account from there.



Contributor Carla

I work at the University library. I don't update content very often, but when I do I like to use Direct-Edit as it's easy to update the content. I have a moderator check my work before it gets published.



Moderator Mike

I also work at the library. Content that Carla and other Contributors create comes to me and I decide what gets published. I have permission to add new pages to the website when needed.



Power User Pete

I oversee the library website. I can add content, but my main duties are to look after the look and feel of the library site, I can change the page layouts and create/edit content types for the Contributors and Moderators to use.



Administrator Ann

I oversee all the Websites here at the University. My duties are like Power User Pete's, but I get to oversee all the websites and have access to all areas within Terminalfour.

User rights

The default rights of each user type are detailed below.

Some rights and roles are customizable by going to:

 [Administration](#) > [User Rights & Roles](#) > [Role Customization](#)

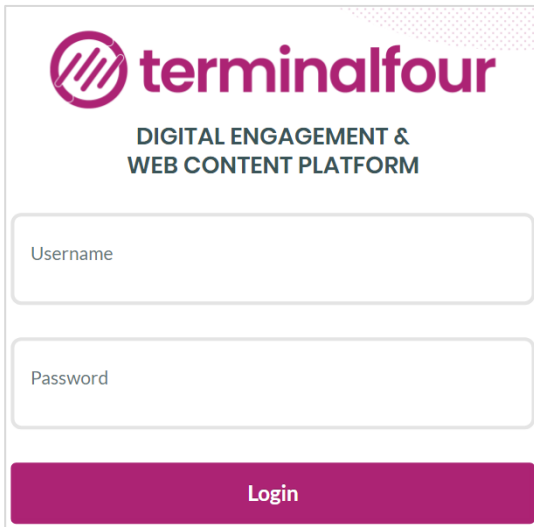
Action	Contributor	Moderator	Power User	Administrator
Add/Modify/Delete Content	✓	✓	✓	✓
Manage Site Structure		✓	✓	✓
Approve/Reject Content		✓	✓	✓
Modify User Profile	✓	✓	✓	✓
Purge Content			✓	✓
Manage Users			✓	✓
Manage Groups			✓	✓
Assign Rights to Contributors		✓	✓	✓
Assign Rights to Moderators			✓	✓
Assign Rights to Groups			✓	✓
Manage Channels			✓	✓
Manage Page Layouts			✓	✓
Manage Content Types			✓	✓
Manage Navigation Objects			✓	✓
Manage Languages			✓	✓
Manage Workflows			✓	✓
View Audit/Error Reports				✓
Configure Terminalfour				✓
Publish Content		✓	✓	✓

Create a User

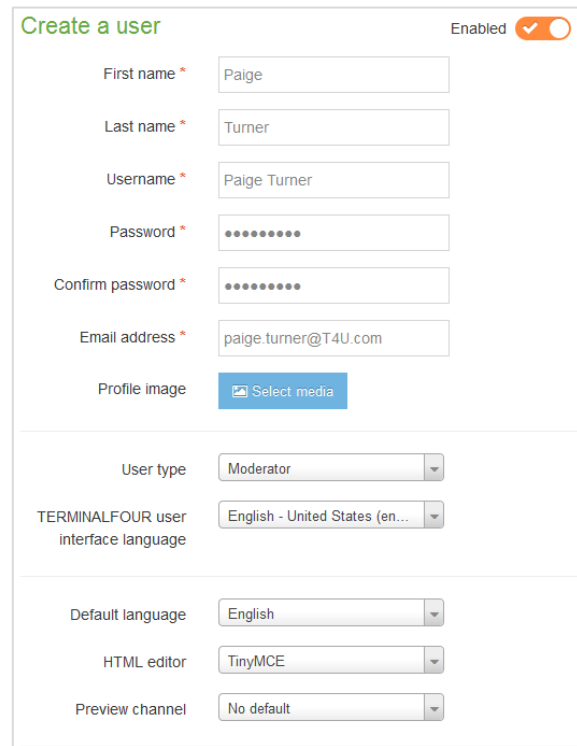
To complete the training, you need a power user or administrator user account. For the training, you may be asked to use an account specifically set up for you.

The steps below will instruct you how to create a new user in Terminalfour.

Users can also be managed externally via LDAP, SAML, CAS or Remote user. Information on how to do that is available at docs.terminalfour.com




The image shows the Terminalfour login interface. At the top, there is the Terminalfour logo and the text "DIGITAL ENGAGEMENT & WEB CONTENT PLATFORM". Below this, there are two input fields: "Username" and "Password". At the bottom, there is a large purple button labeled "Login".



The image shows the "Create a user" form in Terminalfour. The form is titled "Create a user" and has an "Enabled" toggle switch. The form contains the following fields and options:

- First name *: Paige
- Last name *: Turner
- Username *: Paige Turner
- Password *: [masked]
- Confirm password *: [masked]
- Email address *: paige.turner@T4U.com
- Profile image: [Select media button]
- User type: Moderator (dropdown)
- TERMINALFOUR user interface language: English - United States (en...) (dropdown)
- Default language: English (dropdown)
- HTML editor: TinyMCE (dropdown)
- Preview channel: No default (dropdown)

How to create a User

1. Go to  **Administration** > **User Rights & Roles** > **User Management** > **Add new user**
2. Fill in the relevant information:
 - a. **First name**: enter the user's first name.
 - b. **Last name**: enter the user's surname.
 - c. **Username**: enter a username.
 - d. **Password**: enter a password of minimum six characters.

[Continues >>](#)

- e. **Confirm password:** confirm the password by entering it again here.
- f. **Email address:** enter the user's email address. This is used for alerts and notifications.
- g. **User type:** select the relevant level of user access (as instructed by the trainer).
- h. **Terminalfour user interface language:** select the language you wish to use for the interface.
- i. **Default language:** select the language you wish to use for the site structure. The languages available will depend on your specific installation.
- j. **HTML editor:** select the editor you wish to use for HTML elements. Depending on your set-up, several may be available.
- k. **Preview channel:** select a channel the user works within, if possible. If you leave this as "no default", the user needs to select the relevant channel when previewing content.

3. Click [Save changes](#) to save the details. The new user has now been created and can log in.

Community access

Select End User access or Administrator access if you want the user to have access to the Terminalfour Community.

End User access gives restricted access.

Community access ▾

Assign access to the TERMINALFOUR community pages

T4 community

Authentication methods

Configure authentication methods available for this user.

This is where you indicate what authentication methods are necessary for the user.

The three columns are for the Name, Status and Identifier.

Select status to correspond with the user's requirements.

Using the user's username - enter the username as the identifier.

Authentication methods ▾

Configure authentication methods available for this user

Name	Identifier	Status
SAML	<input style="width: 100%;" type="text"/>	<input type="checkbox"/>
Local	N/A	<input checked="" type="checkbox"/>
LDAP	<input style="width: 100%;" type="text"/>	<input type="checkbox"/>
Kerberos	<input style="width: 100%;" type="text"/>	<input type="checkbox"/>

Download training material

Training material for this course can be downloaded from the Terminalfour Knowledge Base.

The Terminalfour Knowledge Base is your source of all information about Terminalfour.

Being part of the Terminalfour Community gives you access to training materials and documentation about the product.



How to download training materials

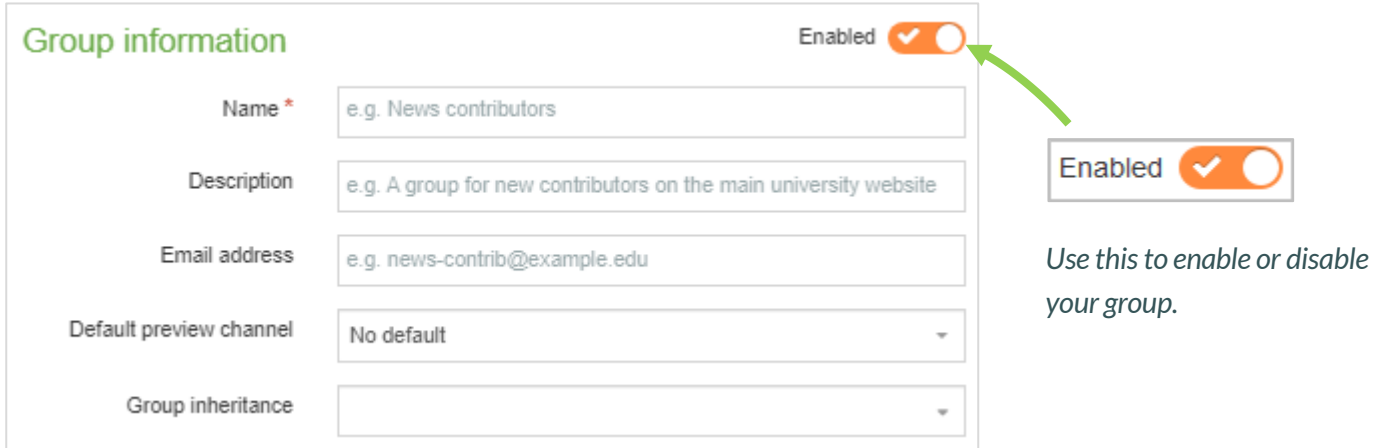
1. Your trainer will show you where to download the materials required for this course, or use this url: <https://docs.terminalfour.com/training/materials/terminalfour-83/implementers/>
2. Download the **Training Handout** and the **Training Files**.

Create a Group and add Users

Groups are used to group users as well as assets. By grouping users, you can assign a group to the site structure, rather than having to assign each individual user.

By grouping assets, you can restrict who can update and use the assets.

Create a group to use in this training. Users are added to this group, allowing you to organize users and assets.




The screenshot shows a form titled "Group information" with an "Enabled" toggle switch in the top right corner. The form fields are:

- Name *: e.g. News contributors
- Description: e.g. A group for new contributors on the main university website
- Email address: e.g. news-contrib@example.edu
- Default preview channel: No default
- Group inheritance: (empty dropdown)

A green arrow points from the "Enabled" toggle switch in the form to a callout box on the right that contains the text "Use this to enable or disable your group." and a larger "Enabled" toggle switch.

How to create a Group and add Users

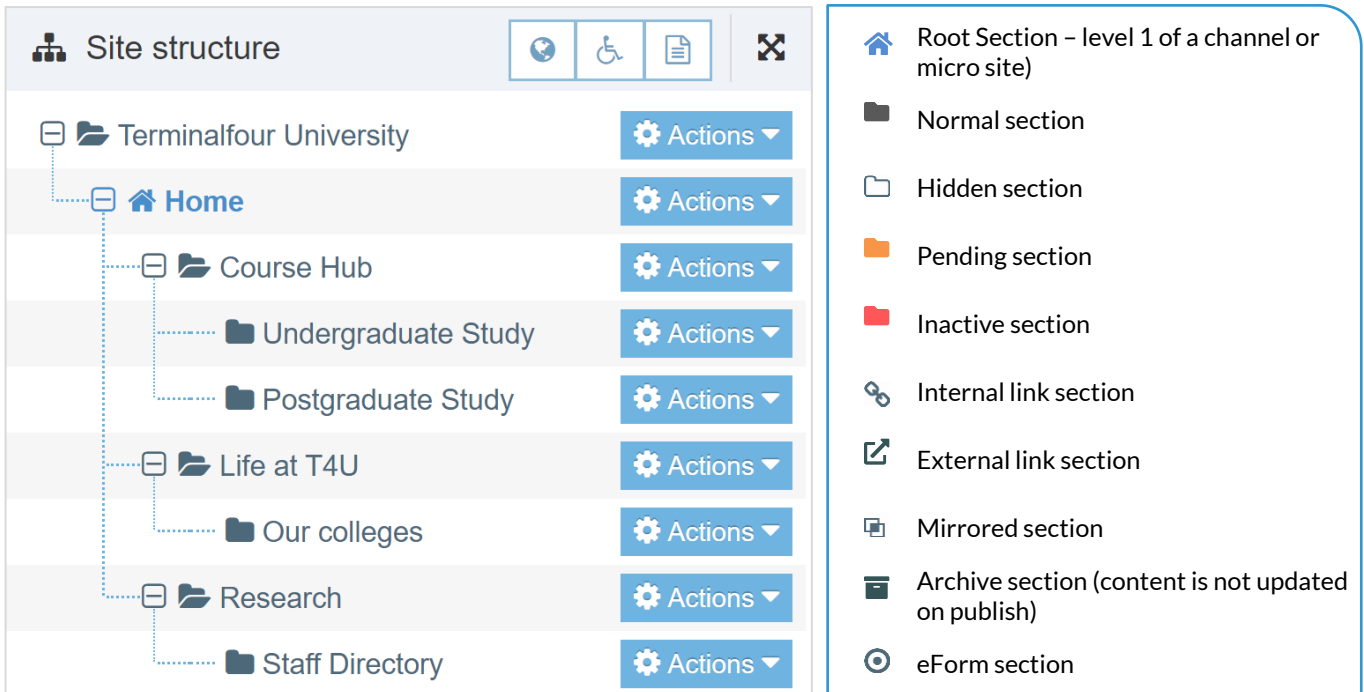
1. Expand  **Administration** > **User Rights and Roles** > **Group Management** > **Create new group**
2. Fill in the relevant information:
 - a. **Name**: enter a name for your group.
 - b. **Description**: enter a description for your group to indicate what it is used for.
 - c. **Email address**: enter an email address for the group if desired. This can be practical if all members of a group have a shared inbox.
 - d. **Default preview channel**: select a channel the group works within, if possible. If you leave this as "No default", the members of the group need to select the relevant channel when previewing content, unless they have a default set in their user profiles.
 - e. **Group inheritance**: sets the group as the main/parent group of the groups selected. This feature is currently limited to the group select content element and access control only.
3. A group must contain at least one user. Add your user to the group.
4. Locate the list of available users and click +add beside the users you wish to add as members of this group.
5. Click **Save changes** to save the group details. Members can be added and removed at any point.

Site Structure

The first part of building a website is identifying at least the high-level architecture. In Terminalfour this involves building a site structure consisting of sections.

There are many types of Section, and each type has an icon so you can identify it.

Once the different options have been explained by the trainer, build a small site structure you can use as a foundation for your new website.



The screenshot shows the 'Site structure' interface. On the left, a tree view displays the hierarchy: Terminalfour University (Root Section) contains Home (Root Section), Course Hub (Normal section), Life at T4U (Normal section), and Research (Normal section). Under Course Hub are Undergraduate Study (Normal section) and Postgraduate Study (Normal section). Under Life at T4U are Our colleges (Normal section) and Staff Directory (Normal section). Each section has an 'Actions' dropdown menu. On the right, a legend lists section types with their corresponding icons: Root Section (house icon), Normal section (dark folder icon), Hidden section (light folder icon), Pending section (orange folder icon), Inactive section (red folder icon), Internal link section (chain link icon), External link section (external link icon), Mirrored section (two overlapping squares icon), Archive section (archive box icon), and eForm section (target icon).

How to create sections

1. On the Site Structure screen, locate the section under which you wish to add your first section. Click [Actions](#) > [Create section](#).
2. Enter the relevant information to create a section. As a minimum, the Name must be filled in. All other default options are explained on the next page.
3. Click [Save changes](#) to save the section.
4. Repeat the steps above to add additional sections. Section information can be modified at any stage.

☰ General 🔗 Content types 🏠 Page Layouts More ▾

General section details

Name *

Status

Section options

Mark as link section

Show in navigation

Archive section

eForm section

Advanced settings

Content owner

Output URI

Output file name

SEO key phrases

Default workflow

Access key

General section details

When creating sections, the only required element is **Name**. Additional elements are described below:

Name: This is the name of your section and is typically used in the menu navigation and forms the basis of the URL for the published page (if an Output URI is not specified).

Status: There are three status levels:

Approved: Sections are published when they have at least one approved Content Item.

Pending: Pending Sections will not publish, even if the content within the Section is Approved.

Inactive: Deleted Sections have an Inactive status. Sections can be restored by changing the status to Approved.

Mark as link section: Link Sections contain no content and instead link to another Section in the Site Structure or an external URL.

eForm section: This option is used if you want to submit an eForm. Refer to the documentation for [eForms](#) for further details.

Advanced settings

i It should be noted that depending on your [Section metadata content type](#), more fields may be available at the top of the Advanced settings. These fields are installation specific and hence not covered here.

Custom Page Title: This is an example of an installation specific element, added using the Section meta content type. This element is not used in this T201 training.

Content owner: Select the Content Owner from the list. If left blank, it will inherit from the parent section. The content owner can be used in workflows or get notified when content expires.

Output URI: Lets you specify the Uniform Resource Identifier (URI) as the destination of the new Section. Using this field improves the Search Engine Optimization (SEO) for this Section. Otherwise, with the field left blank, the Section's name is used when publishing.

Output file name: Specify the file name used for the page. When you leave this blank, the system uses the default file name configured in the Channel Settings.

i Want to hide this option from your users?

Go to  [Administration](#) > [Hierarchy & Content Settings](#) > [Hierarchy](#) > [Enable output to filename](#)

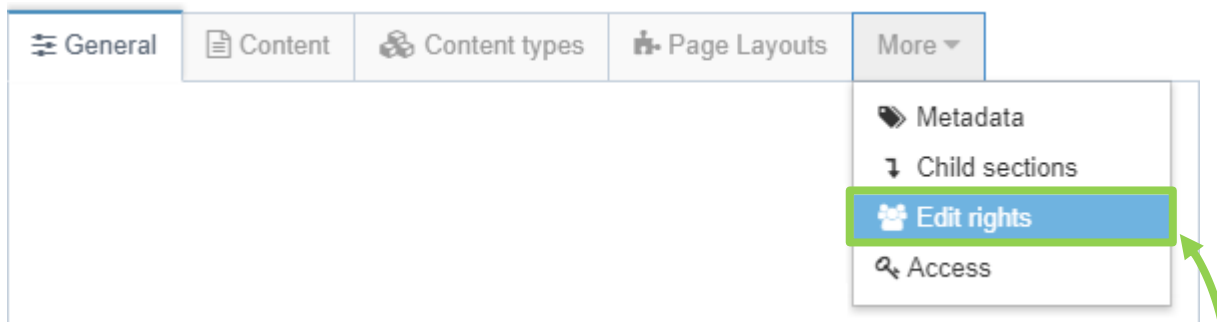
Default workflow: The default Workflow for this Section's content.

Access key: You can enter a single character which is used as a shortcut within a Link Menu Navigation Object.

Edit rights

Administrator users by default have edit rights to the entire site structure. All other user types need to be given edit rights.

Give your users/groups the right to edit your site structure.



General Content Content types Page Layouts **More**

Edit rights

Set edit rights to the section. Shown first are users and groups who have edit rights to this section. Unassigned users and groups without edit rights are shown below. To grant edit rights to a user or group, click the "Add" button to move them into the "assigned" users/groups. Any edit rights set here will be inherited by child sections.

Users/groups with edit rights Restrict by user type: All types

Display 10 records Filter:

Username	Name	Type	Options
! No results found			

Showing 0 to 0 of 0 entries

Unassigned users/groups Restrict by user type: All types

Display 10 records Filter: moder

Username	Name	Type	Options
D.J.Jackson	Joe Jackson	Moderator	+Add
d.justin.parsons	Justin Parsons	Moderator	+Add
D.ryano'riordan	Ryan O'Riordan	Moderator	+Add

Click +Add to give users edit rights.

How to assign edit rights

1. To give a user or group edit rights, go to the Site Structure, and click on the relevant section.
2. Expand the **More** tab and click **Edit rights**.
3. Use the Filter to find the relevant users or groups.
4. Click **+Add** beside the users/groups you want to give access to the Section.
5. Click **Save changes**.

Page Layouts

Page Layouts provide a consistent structure and style to the pages on your website.

A Page Layout in Terminalfour consists of at least a header and footer and it typically also includes one or multiple media references and navigation objects.

To get started, build a basic “blank” Page Layout consisting of only a basic header and footer.

☰ General information </> Header code </> Footer code

General information

Set up basic information for this Page Layout using the options below.

Name *	<input type="text" value="My Blank Layout"/>
Description	<input type="text" value="Blank layout for mysite.edu"/>
File extension	<input type="text" value="Default"/>
Syntax type	<input type="text" value="HTML/XML"/>
Layout processor	<input type="text" value="T4 Tag Page"/>
Primary group	<input type="text"/>

[Toggle shared groups](#)

How to create a blank Page Layout

1. Go to [Assets](#) > [Page Layouts](#) > [Add new layout](#)
2. There are 3 tabs to complete. on the **General information** tab, you can fill in the following information:
 - a. **Name**: enter a name for your page layout.
 - b. **Description**: enter a description for your page layout.
 - c. **File extension**: if you are not going to use the default, select the relevant extension here.
 - d. **Syntax type**: if you wish to use syntax highlighting, select it here.
 - e. **Layout processor**: you can select the processor you wish to use. Select the default option **T4 Tag Page**, as using an alternative layout processor is not covered in these exercises.
 - f. **Primary group**: Select your group from the list. You can share your page layout with other groups by clicking [Toggle shared groups](#) and selecting the groups to share with; shared groups can be granted either read only or full access to your page layout.

[Continues >>](#)

Header and Footer of a Page Layout

When building your Page Layout, you will need to consider what will appear in the header and footer of every page that uses the Page Layout.

Typically, the Header tab will feature HTML elements up to and including the opening body tag, while the Footer tab will feature HTML from the closing body tag.

Use the code from the header and footer below to build your initial blank Page Layout.

☰ General information </> Header code </> Footer code

Header code

The header code is markup that will be output on a published page **before** any content.

```
1 <!DOCTYPE html>
2 <html lang="en">
3 <head>
4 <title>Page Title</title>
5 </head>
6 <body>
```

☰ General information </> Header code </> Footer code

Footer code

The footer code is markup that will be output on a published page **after** any content.


```
1 </body>
2 </html>
```

- Copy the HTML from the header and footer above and paste it into the Header code and Footer code tabs in your Page Layout.
- Click [Save changes](#) to save the Page Layout.

Channels

A channel creates a way for content to be assembled and directed to the website or alternative output. The space for the site itself must exist on a target web server accessible to Terminalfour to publish content to it.

How to create a Channel

1. To create a channel, go to  **Administration** > **Set up Sites & Channels** > **Channels** > **Add new channel**
 - a. **General Information**
 - i. **Name**: give your channel a name, e.g., "My University Website".
 - ii. **Description**: enter a description to accurately describe what the channel is used for.
 - iii. **Type**: assign a "type" to your channel, e.g., text/html. This is used when publishing a site, so only items with the right type is published. It allows you to have several types in use for the same content to, for instance, display content in one way on the website and a different way on the mobile site.
 - iv. **Root Section**: click **Select section** to open the site structure. Select the root section for your site. This will be your "homepage" and is always considered as level 1 in the site structure.
 - v. **Languages**: select the languages you wish to publish to by checking the relevant boxes. Only languages set up in your installation will appear on the list.
 - b. **Output Information**
 - i. **Output directory**: specify the output directory to indicate the operating system's folder to which the channel will be published. The folder structure needs to match the Site Structure.
 - ii. **Default filename**: specify the default filename, e.g., index.html.
 - iii. **Base HREF**: this holds the published URL for the channel, e.g., http://www.oursite.com or http://www.someisp.com/ourwebsite, etc. It is used to correctly preview content in Terminalfour.
 - iv. **Site root**: the Site Root refers to the part of the URL after the domain name. If the published channel is http://www.oursite.com/, the Site Root would be "/". If the published channel is http://www.someisp.com/ourwebsite/, the Site Root would be "/ourwebsite/".
 - v. **Channel publish URL**:
 - vi. **Path conversion**: specify if upper or lower case should be used – this is especially useful if the host server is case sensitive, e.g., UNIX/Linux servers.
 - vii. **Convert spaces in:**
 1. **Output URI:**
 2. **Section name:**
 3. **Retained filenames:**

This determines a default value for replacing space characters. The default is a comma (,). This can be changed in configuration
 - viii. **Favicon**: if desired, you can select a favorite icon from the Media Library.
 - c. **Page Layouts and Content**
 - i. **Page layouts**: select the default page layout you wish to use for this channel.
 - ii. **Inheritable page layout**: select the page layout your sub-sections should "inherit". If not set, sub-sections will automatically inherit the main page layout you have selected.
 - iii. **Publish empty sections**: check this box to allow sections to publish even if they contain no content.

- d. **Full text Defaults**
 - i. **Type**: this field specifies the "type" for the Layout of the second page of a full text Content Type. It is typically set to text/fulltext but can be set to anything you want.
 - ii. **File extensions**: this field contains the default file extension for the secondary full text Content Type, e.g., "html".
 - iii. **Fulltext publish period**: if you do not wish to always publish full text content, you can specify how frequently this will publish. You can either use the global settings or specify this directly for the channel.
- e. **Available file extensions**
 - i. **Enable file extension overriding**: if you have previously defined additional extensions, this allows you to publish your channel using alternative extensions such as PHP, RSS, JSP etc.
 - ii. **Permitted file extensions**: select the relevant extensions.
- f. **Publish options**
 - i. **Enable channel cleanup**: this will clean up the publish directory after publishing by deleting any files which were not re-published. You can add exclusion rules.
 - ii. **Publish reporting level**: to access reports on how long publish takes, reporting needs to be enabled. The full report will include content and section information.
 - iii. **Media publish options**: if cleanup is globally enabled, specify if you wish to publish media which is not used. This can be done on a channel or category level.
- g. **Access control and personalization**
 - i. **Enable access control**: adds a requirement to authenticate the published page when displayed to a user. This authentication may be via a login screen using any configured authentication service (e.g., NTLM, LDAP, Shibboleth, Site Manager Local User Login, IP address, .htaccess file etc.). Access Control may be inherited from a higher location in the Site Structure. Access Control can be combined with the use of personalization to determine who can see what content on the site.
 - ii. **Configuration**: allows you to specify what code will be added before and after the section.
 - iii. **Enable personalization**: allows you to enable section or page based personalization for certain sections; i.e. the user will be presented with the section and associated navigation links based on the sections he/she has been given access to. This may require authentication before the page is displayed to the user (see Access Control). Personalization can be configured to display specific sections and links based on the configuration (for example, if group-based personalization is used, users who are members of a "Student" group may see different content to users in a "Staff" group).
 - iv. **Configuration**: allows you to specify what code will be added before and after the link.
- j. **Poll**
 - i. **Default poll Icon**: the poll functionality is no longer in use.
- k. **Pending version output**

The pending version of a channel will publish all content that is Pending (awaiting approval) to allow non-Terminalfour users to see the content. This does not include pending sections. If this is configured, an extra option appears when publishing the channel, or scheduling the publish.

 - i. **Output directory**: specify the output directory to indicate the operating system's folder, to which the channel will be published, this will include Pending content. The folder structure needs to match the Site Structure.
 - ii. **Base HREF**: the Base HREF holds the published URL for the channel, e.g., <http://www.oursite.com> or <http://www.someisp.com/ourwebsite>, etc. It is used to correctly preview content in Terminalfour.
 - i. **Site root**: the Site Root refers to the part of the URL after the domain name. If the published channel is <http://www.oursite.com/>, the Site Root would be `"/`. If the published channel is <http://www.someisp.com/ourwebsite/>, the Site Root would be `"/ourwebsite/`.

2. Click **Save changes** to save the new channel. A channel can be updated at any point.

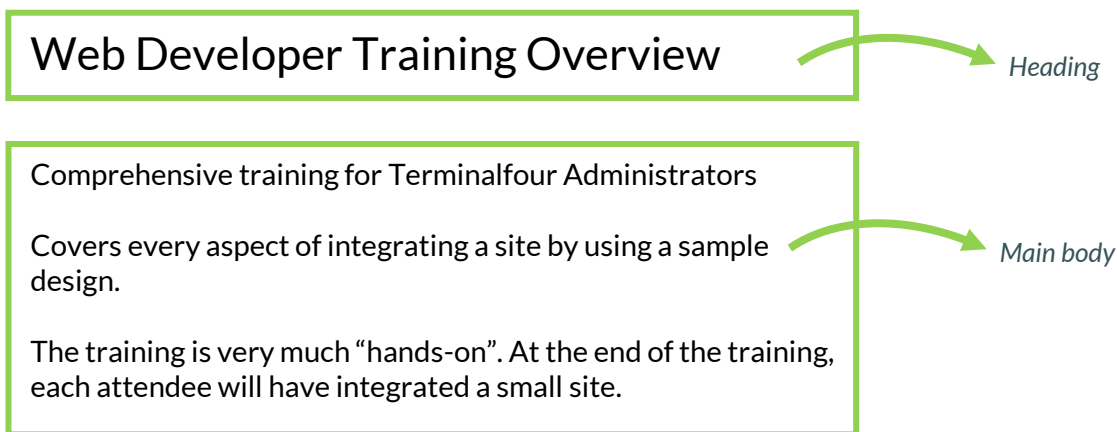
Content Types

A Content Type is the structure of a Content Item and is made up of one or more Content Elements. You can think of Content Types as structured templates for the Content Items that you will create, edit and publish.

Content types are used for adding different types of content (e.g., news, general content, events, etc.) to editable areas on your website.

Content types contain elements and one or multiple layouts; elements are fields which an end user fills in when adding content and the layout determines how the content is displayed on the site.

To determine the elements for a content type, you need to analyze the desired output and decide how to cut it up. In this example, you are going to build a generic content type containing a heading and main body.



How to create a simple Content Type

1. Go to [Assets](#) > [Content Types](#) > [Create content type](#)
2. Fill in the **General content type** information:
 - a. **Name**: enter a name here. This should suggest what type of content it is used for.
 - b. **Description**: describe in more detail when to use this Content Type.
 - c. **Minimum user level**: if you wish to restrict who can use this content type, you can set a level here. If content types are created in groups, a user must be a member of the group as well as meet the minimum user level criteria to use the Content Type.
 - d. **Enable direct edit**: decide if direct edit can be used for this content type.
 - e. **Mark as eForm**: If checked, this allows your Content Type to collect eForm data.
 - f. **Workflow**: if relevant, enable a workflow for content created using this content type.
 - g. **Primary group**: Select your group. This allows you to select the group which is permitted to use this content type. Click [Toggle shared groups](#) to share the content type with more than one group.

General
Elements

Elements

The table below shows the content type elements set up for this content type. You can add additional elements or edit/remove existing ones.
Note: not all content types require additional elements (data objects, web objects, others). Analyze your needs before proceeding.

+ Add element

Order	Name	Description	Type	Max size	Use as filename	Required
+	Name	The Name element	Plain Text	80	<input type="radio"/>	<input checked="" type="checkbox"/>

+ Add element

3. Select the **Elements** tab.
4. Each content type has a **Name** element by default. This is used to name the content and is typically not displayed on the published site.
5. Add the other elements you need by filling in the information as outlined in the table below. Click **Add element** to begin filling in the details for each element.
6. Once you have added all your elements, click **Save changes**. The **Content Layout** tab opens.

Name	Description	Type	Max Size	Required	Show
Heading	Enter the main heading	Plain Text	150	No	Yes
Main body	Enter the main body of the content	HTML	1000000	Yes	Yes

7. The **Content Layout** tab is a new Content Layout for your Content Type. Click **+Add content layout**.
8. **Name: text/html** - this is the default Type set in the Channel. This ensures the content can be displayed.
9. **File Extension: Default** - unless this is used with a different File Extension. This requires other extensions being permitted in the Channel
10. **Syntax Type: HTML/XML** - this determines which syntax is highlighted.
11. **Content layout processor:** must be set to **T4 Tag Content**.
12. **Content Layout code:** this determines the output for your content. If you have created the HTML already, you can start by pasting that into the code field as displayed below.
13. As each piece of content will have unique information in the **Header** and **Main body**, the text below needs to be replaced with what the user enters when creating the content. To do that you need to build some T4 Tags.

Content layout

Use the details below to define your content layout. Use the "content layout code" option to define the output markup, using the T4 tag generator to create the correct T4 tags for each element you want to output.

Name *	<input type="text" value="text/html"/>
File extension	<input type="text" value="Default"/>
Syntax type	<input type="text" value="None"/>
Content layout processor	<input type="text" value="T4 Tag Content"/>
Content layout code	<pre><h2>Terminalfour Web Developer training</h2> <p>This training covers every aspect of the front-end administrative interface of Terminalfour</p></pre>
<input type="button" value="Generate T4 tag"/> Syntax highlighting <input checked="" type="checkbox"/>	

14. In this example, the text **Terminalfour Web Developer training** is the **Heading** and needs to be replaced with a T4 Tag. To build this, click [Generate T4 tag](#).
15. [Generate T4 tag](#):
 - a. **Tag Output**: select **Element**;
This outputs the information the user enters in the element.
 - b. **Content element**: select the element you created earlier for the **Heading**.
 - c. **Output method**: select **Normal output (inline)**; this outputs the element by adopting the text layout of the page.
 - d. The relevant **Modifiers** are automatically selected by TERMINALFOUR, these are:
 - i. **Strip out all HTML Tags**.
 - ii. **Encode special characters to their HTML equivalent**.
 - e. Decide if you wish to **Disable direct edit for this element**.
16. The T4 Tag is automatically generated; click [Copy to clipboard](#) to copy the generated t4 tag. It should look something like the T4 Tag below.

Preview

```
<t4 type="content" name="Heading" output="normal" modifiers="striptags,htmlentities" />
```

17. The T4 Tag you have copied should look like this (depending on which modifiers you have selected):

```
<t4 type="content" name="Heading" output="normal" modifiers="striptags,htmlentities" />
```

18. Replace the original heading **TERMINALFOUR Web Developer Training** with the new tag. By leaving the `<h2>` tags around the new T4 Tag, the information entered by the end user will be wrapped in a H2.

19. Click the [Generate T4 tag](#) button again.

20. Using what you have learned above, build a tag to output the **Main body**:

- Normal output (inline).
- Parse for media library t4 tags.
- Parse for navigation t4 tags.

21. Click [Copy to clipboard](#) to copy the code from the Preview field.

22. Replace the original content for the Main Body with the new tag. You do not need to leave `<p>` tags around the tag as the HTML editor will generate the necessary tags.

23. The code should look like the screen below.

24. Click [Save changes](#) to save the new Content Layout. The main part of the Content Type is complete.

Content layout

Name *	<input type="text" value="text/html"/>
File extension	<input type="text" value="Default"/>
Syntax type	<input type="text" value="HTML/XML"/>
Content layout processor	<input type="text" value="T4 Standard Content"/>

Content layout code

```
1 <h2><t4 type="content" name="Heading" output="normal" modifiers="striptags,htmlentities" /></h2>
2 <t4 type="content" name="Main body" output="normal" modifiers="medialibrary,nav_sections" />
```

Syntax highlighting

A note about elements

- > Once you have created and saved an element, the element cannot be modified. If changes need to be made, delete the element, and create another.

Output Methods

- > **Normal output (inline):** outputs the element by adopting the text layout of the page.
- > **Output to File:** allows the file to be downloaded.
- > **Output to fulltext:** outputs the element on a separate page, which can have its own layout.
- > **Output to Image:** outputs the image directly on the page. This requires the use of an Image Element.
- > **Selective output:** can be used to ensure a Content Type Element with no value is hidden from the published site and should be used for non-required elements.

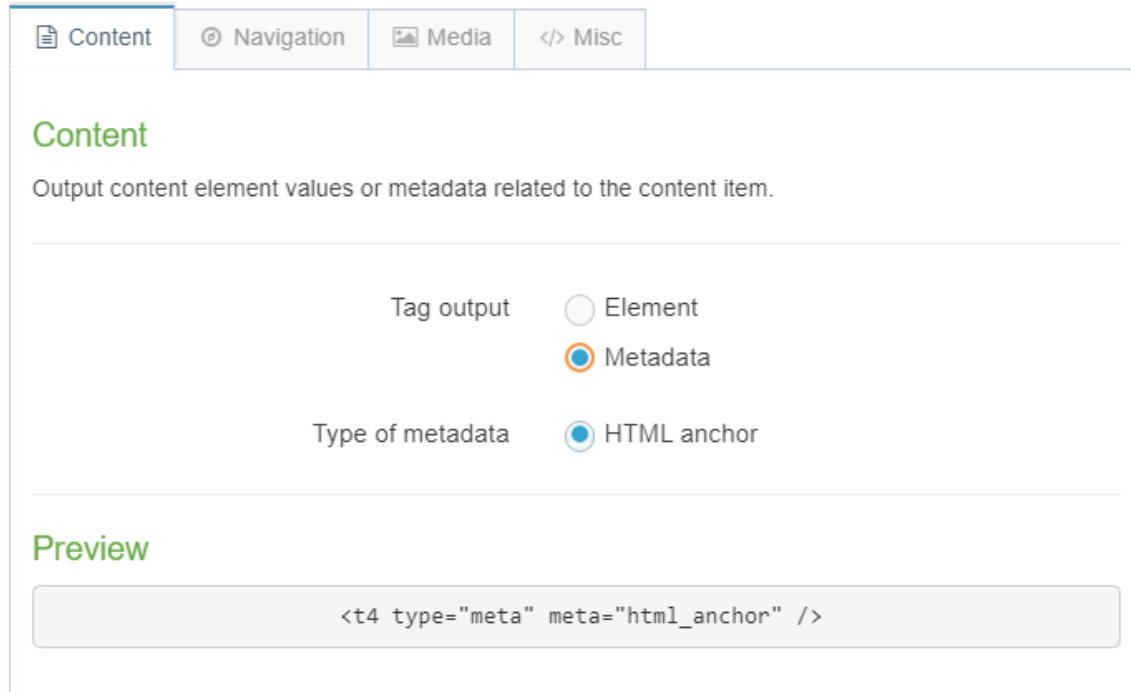
Output Modifiers

- > **Parse for media library t4 tags:** should be checked for HTML elements to ensure media elements are displayed. If left unchecked, media elements will not be displayed. This would be relevant for a text only format.
- > **Parse for navigation t4 tags:** should be checked for HTML and Section/Content Link elements to ensure section navigation is displayed.
- > **Strip out all HTML tags:** should be checked for plain text elements to avoid code being added when content is entered.
- > **Encode special characters to their HTML equivalent:** should be checked for plain text elements if you wish to convert any non-standard characters to HTML.
- > **Change new lines to HTML line breaks:** should be checked if you wish to convert line breaks in plain text fields into actual HTML line breaks.
- > **Convert invalid RSS characters to their XML equivalent:** creates character code for valid RSS. This should never be used in combination with "Strip out all HTML tags".
- > **Convert output to be suitable for use in JavaScript:** should be ticked if the element is going to be used with JavaScript.
- > **Encode email addresses to ASCII format:** should be ticked if the element is going to be used for an email address. An email address posted on any website can be easily extracted with special email collection programs and used later for sending spam. Converting an email to ASCII allows it to display on a web page as normal but would prevent spam activity.

Add HTML Anchor to Content Type

If you wish to be able to create links to specific pieces of content, you need to ensure you have placed an HTML Anchor in your Content Layout.

Add an HTML Anchor by building a T4 Tag of the type: Tag output Metadata.



Content

Navigation Media </> Misc

Content


Output content element values or metadata related to the content item.

Tag output Element Metadata


Type of metadata HTML anchor

Preview

```
<t4 type="meta" meta="html_anchor" />
```

 Copy to clipboard

How to create an anchor

To modify the Content Type, go to  [Assets > Content Types](#)

1. Using the Filter tool, locate your content type and click your content type's name to edit it.
2. Select the **Content layouts** tab and click the name of the Content layout you wish to edit e.g., **text/html**. The **Content layouts** screen opens.
3. Click the **Generate T4 tag </>** button:
 - a. **Tag output:** select the option **Metadata**.
 - b. **Type of metadata:** select **HTML Anchor**.
4. Click **Copy to clipboard** to save the Generated T4 tag.
5. Paste the tag into the top of the Content layout code. This will place an HTML Anchor at the top of each piece of content, allowing users to link to this content.
6. Your Content Type Layout should now be like what is displayed below.
7. Click **Save changes** to save your work.

Content layout

Use the details below to define your content layout. Use the "content layout code" option to define the output markup, using the T4 tag generator to create the correct T4 tags for each element you want to output.

Name *	<input type="text" value="text/html"/>
File extension	<input type="text" value="Default"/>
Syntax type	<input type="text" value="HTML/XML"/>
Content layout processor	<input type="text" value="T4 Standard Content"/>
Content layout code	<pre>1 <t4 type="meta" meta="html_anchor" /> 2 <h2><t4 type="content" name="Heading" output="normal" modifiers="striptags,htmlentities" /></h2> 3 <t4 type="content" name="Main body" output="normal" modifiers="medialibrary,nav_sections" /></pre>

Enable a Content Type

Now that you've built your content type, you need to decide where it can be used and by whom.

You need to enable your new Content type to your Site structure to test it.

Content types can only be used in Sections where they are enabled.

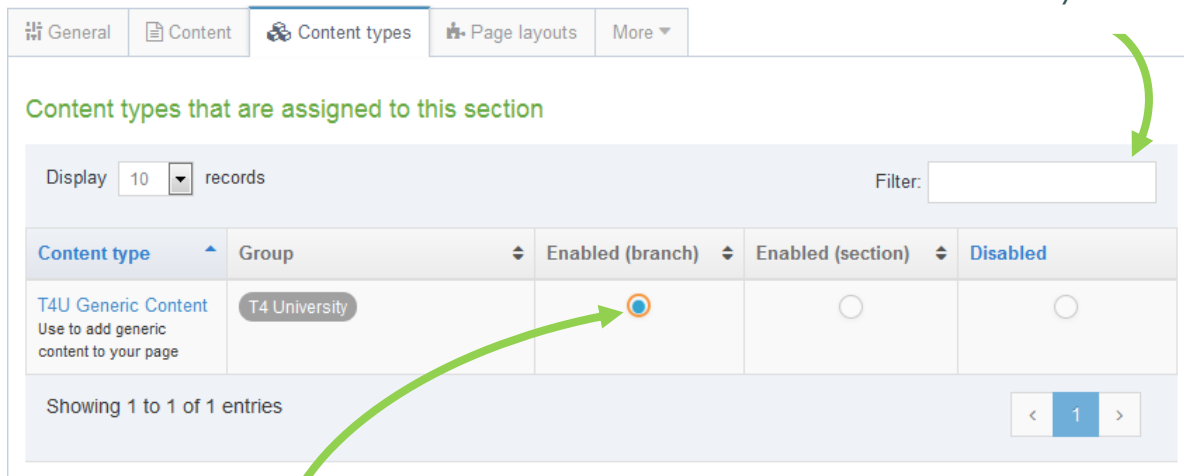
If a Content Type is created in a Group, only users who are members of that Group can use the Content Type.

Only users who meet the Minimum User Level criteria can use the Content Type.

Select the

Content types
tab.

Use the filter to
narrow your search.



Select a radio button
and save changes.

Save changes

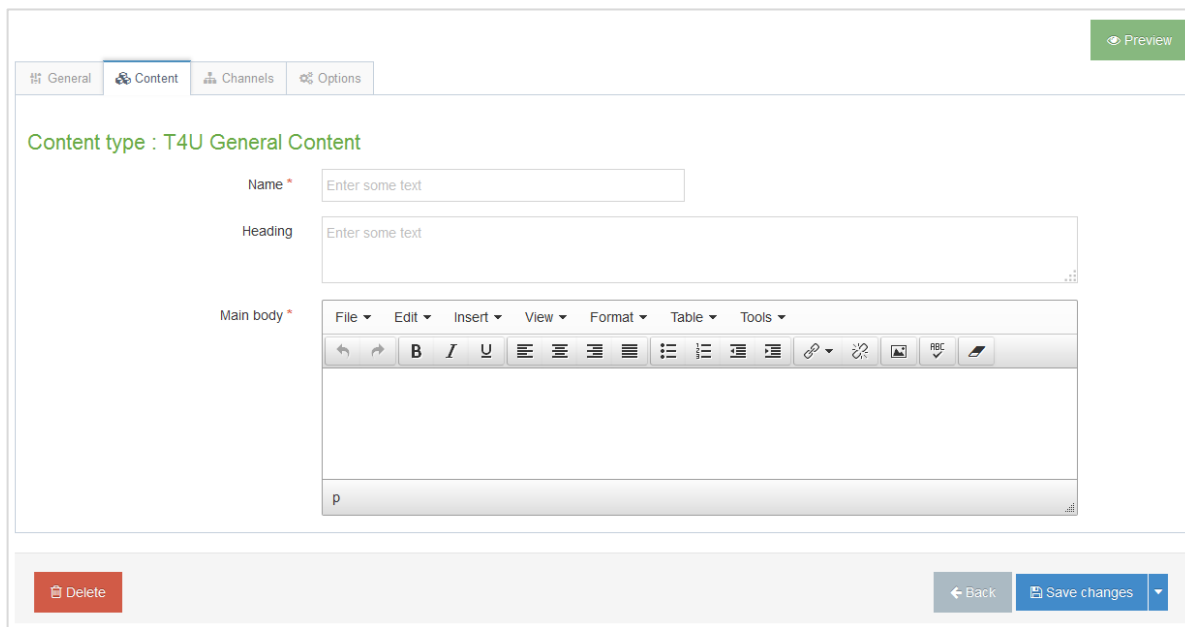
How to enable a Content Type

1. On the Site Structure screen, click on the name of your main section.
2. The **General information about this section** screen appears, select the **Content types** tab.
3. Using the Filter feature, locate your content type.
4. Select the radio button to enable your content type for either the branch or section:
 - a. **Enabled (branch)**: the Content type can be used in this section as well as all its sub-sections.
 - b. **Enabled (section)**: the Content type can be used in this section only.
5. Click **Save changes** to confirm your selection. You can now use the new Content Type to add content to your section.

Create content

The trainer will demonstrate the basic concepts of working with content. This will give you an idea of what your end users will see.

After the demonstration, add a piece of content using your new Content Type. This will be the test to ensure everything works and will allow you to tweak it if needed.



The screenshot shows a web-based content creation interface. At the top right, there is a green 'Preview' button. Below it, a navigation bar contains tabs for 'General', 'Content', 'Channels', and 'Options'. The 'Content' tab is selected. The main area displays 'Content type : T4U General Content'. There are three input fields: 'Name *' (a single-line text box), 'Heading' (a multi-line text box), and 'Main body *' (a rich text editor). The rich text editor has a toolbar with icons for undo, redo, bold, italic, underline, bulleted list, numbered list, indent, outdent, link, unlink, image, and PDF. Below the editor, a small 'p' is visible. At the bottom of the form, there is a red 'Delete' button, a blue 'Back' button, and a blue 'Save changes' button with a dropdown arrow.

How to create content

1. On the site structure screen, expand the **Actions menu** of the section you wish to add content to and select **+Create content**.
2. A list of available content types is displayed; select the content type you wish to use.
3. Fill in all required elements (marked with *).
4. Enter a **Name** for the content. This will typically not be displayed on the published page, but simply act as a name within the system. This element is always present, no matter which content type is used.
5. Use the **Heading** to enter the main heading for your content. This will automatically be wrapped in an H2 tag if you created your content type correctly.
6. Use the **Main body** to add the rest of the content. This can, for instance, be copied from a word document (you can use the file **Training Overview Document** as an example), or you can simply type in the text.
7. When you have created your content, **Preview (top of the page)** to ensure you are happy with the result.
8. Use the **Save changes** drop-down menu to either **Save changes**, **Save & approve**, **Save as Draft**, or to publish your new content now, click on the green **Publish** button at the top of the page.

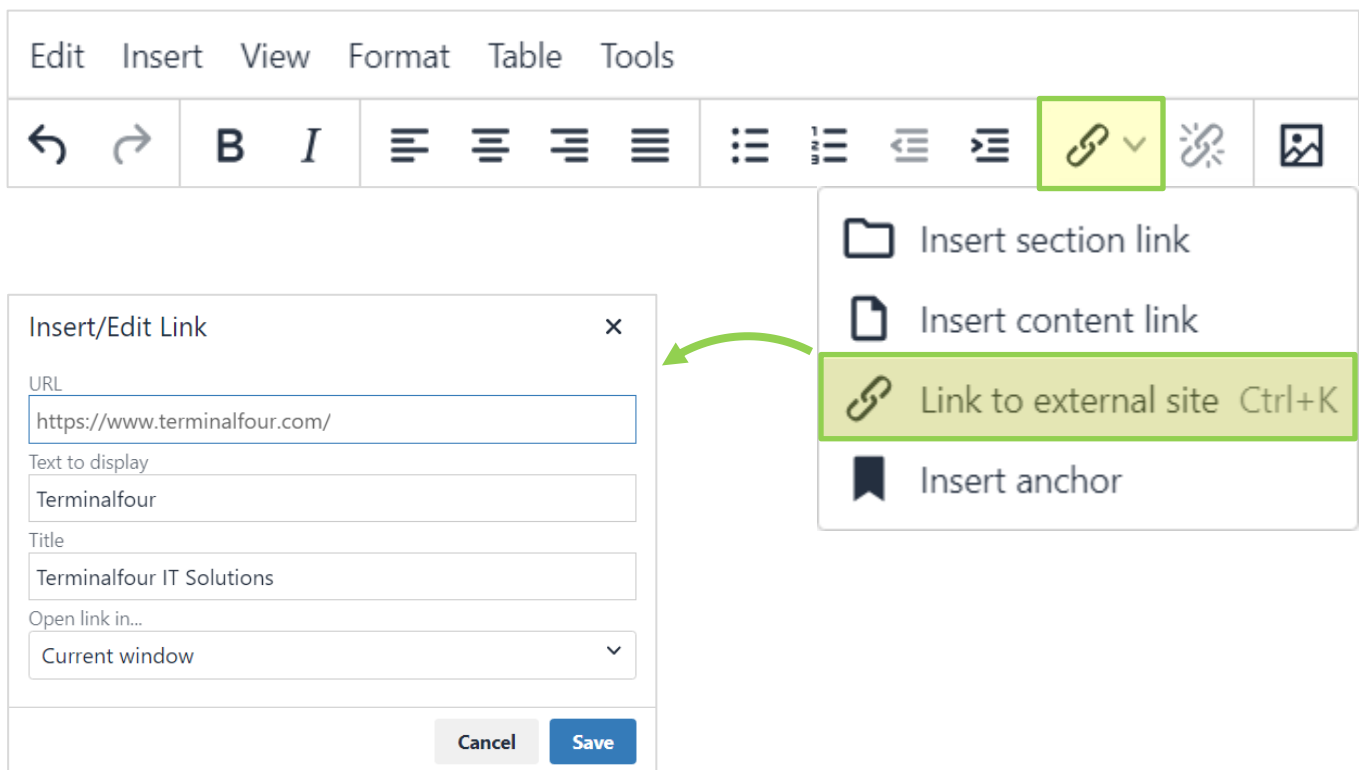
Links

When working with links, a distinction is made between External and Internal links.

An external link is used to create a link to an external website, such as <https://www.terminalfour.com>.

Internal links are used to link to a Section or a specific piece of content in a Section. If you wish to use content links, you need to ensure you have HTML Anchors in your Content Type Layout Code.

Add different types of links into your content to test that your Content Type has an HTML Anchor and the right modifiers have been set for the HTML element to allow parsing of Section Navigation.



The screenshot shows a rich text editor interface. At the top is a menu bar with 'Edit', 'Insert', 'View', 'Format', 'Table', and 'Tools'. Below the menu bar is a toolbar with various icons. The 'Link' icon (a chain link) is highlighted with a green box. A dropdown menu is open, showing options: 'Insert section link', 'Insert content link', 'Link to external site Ctrl+K' (highlighted with a green box), and 'Insert anchor'. Below the toolbar is a dialog box titled 'Insert/Edit Link'. The dialog box has fields for 'URL' (containing 'https://www.terminalfour.com/'), 'Text to display' (containing 'Terminalfour'), 'Title' (containing 'Terminalfour IT Solutions'), and 'Open link in...' (a dropdown menu set to 'Current window'). At the bottom of the dialog box are 'Cancel' and 'Save' buttons. A green arrow points from the 'Link to external site Ctrl+K' option in the dropdown menu to the 'Insert/Edit Link' dialog box.

How to edit content

1. You can continue to work with the content you added previously (or add new content if preferred).
2. From the Site Structure screen, click the **Actions** button belonging to the section which contains your content and select **Edit content**.
3. Click on the content you wish to edit.

How to insert External links

1. To insert an **External Link** in the Main Body of the content, click to where in your main body of content you wish to add the link.
2. Click the link icon in the toolbar/WYSIWYG.
 - a. **Url**: enter the external site's URL. (e.g., <https://www.terminalfour.com>).
 - b. **Text to display**: type the text that you wish to display as your link text.
 - c. **Title**: add a title for your link. This may be spoken by a Screen-reader, rendered as a tool tip, etc.
 - d. **Target**: select the relevant option for opening your hyperlink:
 - i. **None**: the link will open in the existing window.
 - ii. **New window**: the link will open a new window.
3. Click **Ok** to add your link.

How to insert Section links


1. To create a **Section Link** in the Main Body of the content, highlight the text you wish to use as the link text or simply place your mouse where you want the link inserted.
2. Select **Insert Section link** from the WYSIWYG.
3. The Site Structure will appear in a pop-up window. Click on the section you want to link to.
4. Click **Select Section** to create the link.

How to insert Content links

1. To create a **Content Link** in the Main Body of the content, highlight the text you wish to use as the link text or simply place your mouse where you want the link inserted.
2. Select **Insert Content link** from the WYSIWYG.
3. As with a Section link, the Site Structure will appear in a pop-up window. Click on the section which contains the content you wish to link to.
4. Click **View Content** to display a list of all content contained in your selected section.
5. Click on the relevant content and click **Insert Content** to create the link.



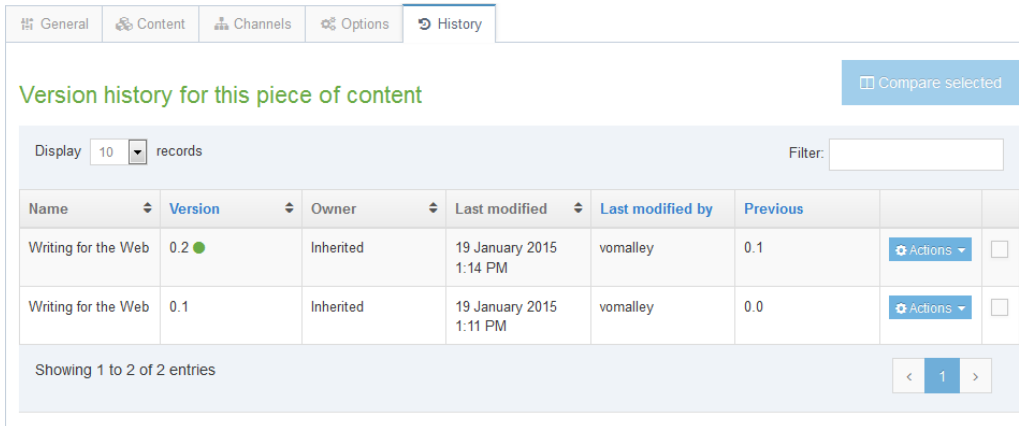
Section/Content Link Title

- > By default, the Title for a Section Link is the full section path, and for a Content Link it is the full path as well as the name of the content. This default option can be changed via the **HTML Editor** in:
 [Administration](#) > [Hierarchy & Content Settings](#) > [HTML Editor](#) > [Default title in editor](#)

History and Versions

Terminalfour 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.



Version history for this piece of content

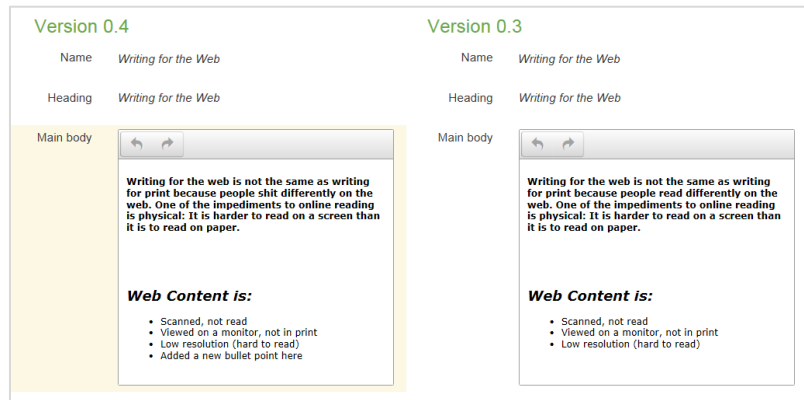
Display 10 records Filter:

Name	Version	Owner	Last modified	Last modified by	Previous	
Writing for the Web	0.2	Inherited	19 January 2015 1:14 PM	vomalley	0.1	Actions
Writing for the Web	0.1	Inherited	19 January 2015 1:11 PM	vomalley	0.0	Actions

Showing 1 to 2 of 2 entries

Check two versions of content and click **Compare selected**.

Elements where changes have occurred are highlighted in yellow.



Version 0.4

Name Writing for the Web

Heading Writing for the Web

Main body

Writing for the web is not the same as writing for print because people shit 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.

Web Content is:

- Scanned, not read
- Viewed on a monitor, not in print
- Low resolution (hard to read)
- Added a new bullet point here

Version 0.3

Name Writing for the Web

Heading Writing for the Web

Main body

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.

Web Content is:

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

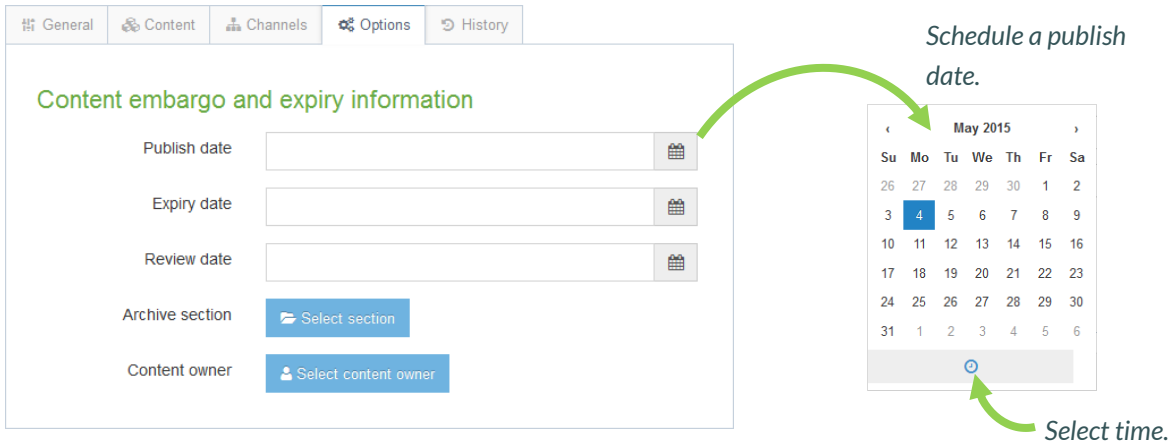
How to review History and Versions

1. Modify a piece of content: Select **Edit content** from the **Actions** menu beside the section containing the content.
2. Click the content's name to open it or select **Edit** from the **Actions** menu.
3. Make changes to the content and click **Save changes**.
4. Click back into the content and go to the **History** tab or select **History** from the **Actions** menu beside the content.
5. Select the two versions of content you wish to compare by checking the box for each version (located in the far-right column).
6. Click **Compare selected** to display both versions of content in a side-by-side comparison; elements where changes have occurred are highlighted in yellow.
7. Click **Back** to return to the History tab.
8. You can set any version as the current version by clicking the **Actions** menu > **Make current** > **Confirm**.

Content Options

When adding a new piece of content or modifying an existing piece, there are additional options available to control and manage the publishing of the piece of content.

The content options can be used to manage when the content will publish, expire, be reviewed, and archived. All the fields are optional.



Screenshot of the 'Content Options' form. The form has tabs for General, Content, Channels, Options, and History. The 'Options' tab is active, showing 'Content embargo and expiry information'. Fields include: Publish date (with a calendar icon), Expiry date (with a calendar icon), Review date (with a calendar icon), Archive section (with a 'Select section' button), and Content owner (with a 'Select content owner' button). A calendar for May 2015 is shown to the right, with the 4th highlighted. A green arrow points from the 'Publish date' field to the calendar, and another points from the time selection icon at the bottom of the calendar to the text 'Select time.'

Content Options

- > **Publish date:** schedules a publish date, i.e. the date the content will go live on the site. The content has to be approved before it can be published.
- > **Expiry date:** content will expire and be removed from the site.
- > **Review date:** TERMINALFOUR will email the **Content Owner** on the selected date. If no owner is set, the person who last modified the content will be notified instead.
- > **Archive section:** allows you to specify a section for the content to go to once it has expired. If you are publishing lots of content, it may be a good idea to create an Archive Section to store expired content in. This way the content can be used and published again later. Click **Select section** and select a section; the section id is inserted as a reference.
- > **Content owner:** Sets an owner to the Content Item.

How to manage publish dates

1. To modify a piece of content, select **Edit content** from the **Actions** menu beside the section containing the content.
2. Click on the content's name to open it.
3. Click the **Options** tab.
4. Fill in the relevant fields by clicking the box to open the calendar; simply click on the date you wish to use and adjust the time by clicking the clock icon and selecting the hours and minutes. If you do not set the time, it will default to the current time.
5. Click **Save changes** to save your work.

Mirror and Duplicate

Branches of the Site Structure as well as individual pieces of content can be Mirrored and Duplicated.


If you Mirror a piece of content, there is only one ID, and any changes made to the content will affect all instances of it.

i Mirror Content/Sections configuration

You can enable/disable the mirroring of sections or content by changing the settings:

-  [Administration > Hierarchy & content settings > Hierarchy > Enable mirroring of sections](#)
-  [Administration > Hierarchy & content settings > Hierarchy > Allow non-mirroring of content](#)

Content also appears in:				Status
TERMINALFOUR University >> News				
TERMINALFOUR University >> Home Page				
TERMINALFOUR University >> School of Medicine >> News				
	+ News Item #1	3.1		Pending

 *Mirrored content:*
 Hover over icon to see where else the content appears.

TERMINALFOUR University
Who we are
History
News
Courses

 *Mirrored section*

How to Mirror/Duplicate

Mirror/Duplicate Content

1. Select **Edit content** from the **Actions** menu beside the section containing the content you wish to mirror or duplicate.
2. Select **Mirror** or **Duplicate** from the **Actions** menu beside the content.
3. The Site Structure opens. Click on the Section you wish the mirrored/duplicated content to appear in. A small icon appears beside the mirrored content. Hover the mouse over it to see the various locations of the content. The duplicated content, however, will appear as new content.

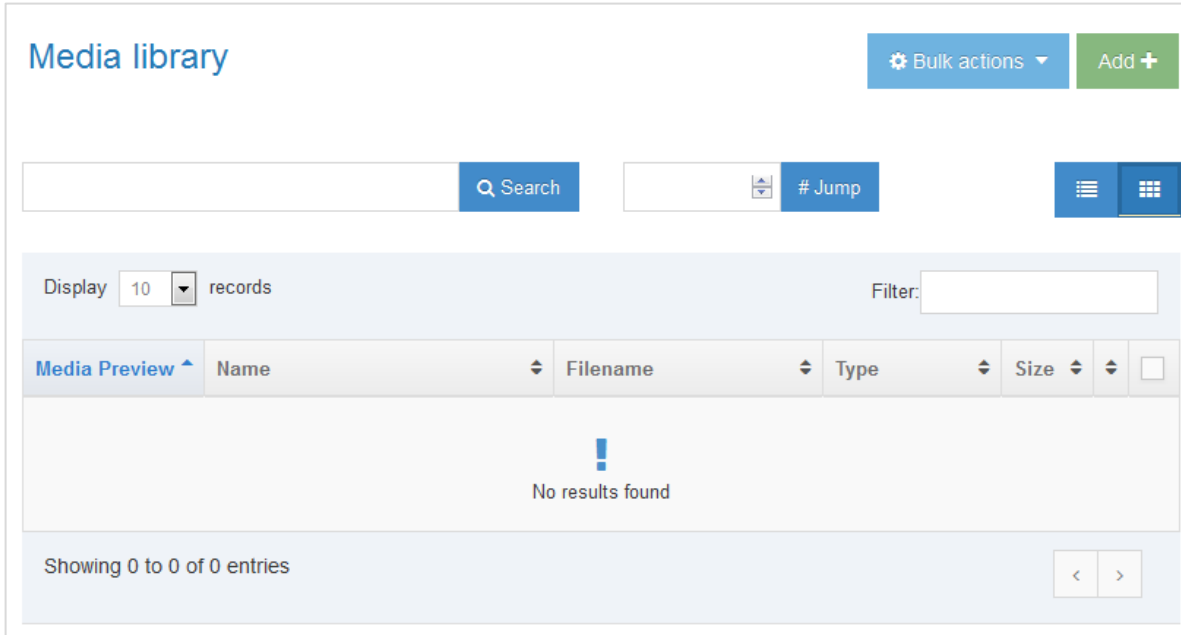
Mirror/Duplicate Branch

4. Select **Mirror Branch** or **Duplicate Branch** from the **Section Drop-Down Menu** beside the section containing the content you wish to duplicate.
5. Select the Section you wish to place the mirrored or duplicated section under.
6. A mirrored section's folder symbol will have an arrow pointing out for the original section and an arrow pointing in for the new section.

Media Library Overview


The media library is used to store files of all sorts to use in content and assets. You can upload images, documents, videos, etc., if you have a means to output these files.

You can assign read and write access to different users/groups, so not all users necessarily need to have permission to upload files into the media library.



The screenshot shows the 'Media library' interface. At the top left is the title 'Media library'. To the right are buttons for 'Bulk actions' (with a gear icon) and 'Add +' (in a green box). Below the title is a search bar with a 'Search' button and a '# Jump' box. There are also list and grid view toggle buttons. Below the search bar, there's a 'Display 10 records' dropdown and a 'Filter:' input field. The main area is a table with columns: 'Media Preview' (with an up arrow), 'Name', 'Filename', 'Type', 'Size', and a checkbox. The table is currently empty, showing a blue exclamation mark and the text 'No results found'. At the bottom, it says 'Showing 0 to 0 of 0 entries' with left and right navigation arrows.

Media Library overview

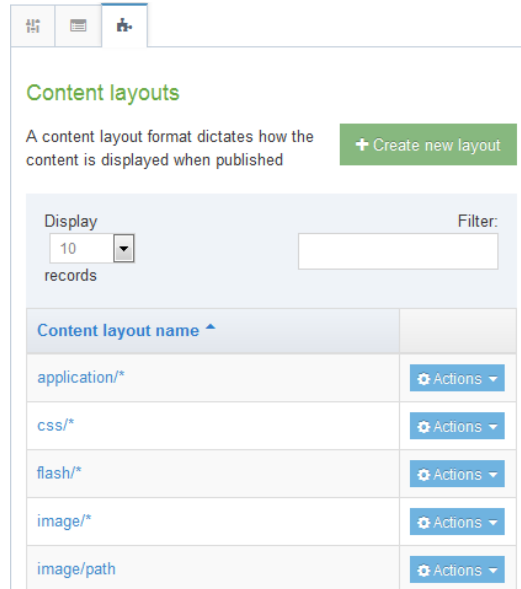
- > The **Media Library** can be accessed either as a separate item (go to **Content** and select **Media Library**) or directly from an **Asset** or piece of **Content**.
- > By default, only Administrators have write access, and all user types have read access.
- > The  button allows you to edit, create, or delete categories.
- > If you click on a category, the uploaded media will appear on the right.
- > If you modify a Category, you can determine the **Write Access**, **Read Access**, **Workflow**, **Media Categories** (manual and automatic ordering), **Auto Publish** and **Access Control**.
- > The **Add Media** button allows you to add new media items to the category you have selected.
- > You can **Search** for an item by entering keywords or an ID # in the #Jump box.
- > You can **Filter** by selecting a specific type of file from the list.

Media Types and Media Content Type

The Media Content Type controls all content added to the Media Library. This is a System Content Type for storing uploaded Media Library items.

Different types of files are output in different ways (using different Content Layouts).

The Media Content Type is a System Type. You can add additional Content Layouts or edit the existing ones. You can add to the list of file types in system settings.

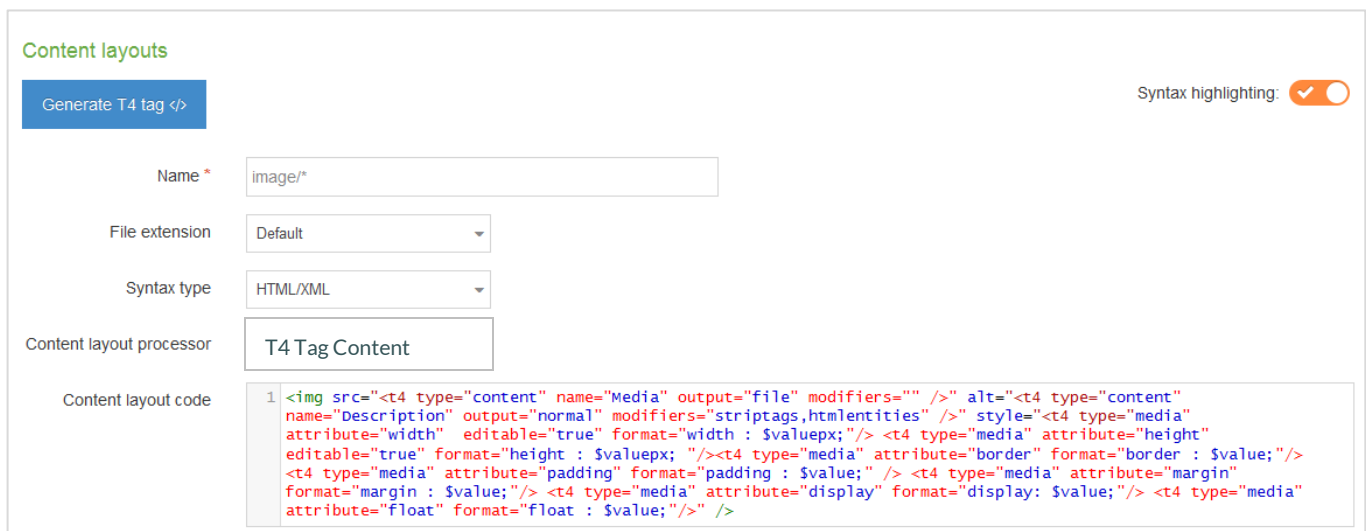


Content layouts

A content layout format dictates how the content is displayed when published [+ Create new layout](#)

Display: 10 records | Filter:

Content layout name ^	
application/*	Actions
css/*	Actions
flash/*	Actions
image/*	Actions
image/path	Actions



Content layouts

[Generate T4 tag </>](#) Syntax highlighting:

Name *

File extension

Syntax type

Content layout processor

Content layout code

```

1 " alt="<t4 type="content"
name="Description" output="normal" modifiers="striptags,htmlentities" />" style="<t4 type="media"
attribute="width" editable="true" format="width : $valuepx;"/> <t4 type="media" attribute="height"
editable="true" format="height : $valuepx; "/><t4 type="media" attribute="border" format="border : $value;"/>
<t4 type="media" attribute="padding" format="padding : $value;"/> <t4 type="media" attribute="margin"
format="margin : $value;"/> <t4 type="media" attribute="display" format="display: $value;"/> <t4 type="media"
attribute="float" format="float : $value;"/> />

```

How to view Media Content Types

1. To edit the Media Content Type Content Layouts, go to: [Assets > Content types](#)
2. Use the **filter** to search for the **Media** content type; click the name of the Media content type to edit.
3. Each type of media uses a **Content layout** as displayed above. These are linked to the different **Media Content Type Layouts**, and the same Content Type Layout can be used for several types of media. One type of media can also use several **Content Layouts**, but one must be set as the default.
4. Content Layouts in the Media Content Type are created exactly like Content Layouts in a Content Type. Changing a Content Layout will impact the media items which use the Content Layout.
5. The default Content Layout used for images has the Content Layout **image/*** and contains the code above.
6. The element **Media** outputs a file, the **Description** is used as the alt tag. You can customize this to your specific requirements using **media attribute** options to allow users to specify alt text, title, border, margin, float, etc.

General settings
Media variants
Media types

+ Create new media type

Display 10 records
Filter:

Media type ▲	File extensions ↕	Content layouts ↕	
Adobe PDF Document	pdf	application/*	⚙ Actions ▼
CSS Stylesheet File	css	css/*	⚙ Actions ▼
Font File	eot,svg,woff,woff2,ttf	path/*	⚙ Actions ▼
Image	gif,jpg,jpeg,jpe,png,svg	image/normal	⚙ Actions ▼
Inline display	txt, html	inline/*	⚙ Actions ▼
Javascript File	js	text/javascript	⚙ Actions ▼
Microsoft Office Document	doc, xls, mpp, ppt, docx, xlsx, pptx	application/*	⚙ Actions ▼
Phar File	phar	path/*	⚙ Actions ▼
PHP Blade Calendar View Files	php	path/*	⚙ Actions ▼
PHP File	php	path/*	⚙ Actions ▼

Showing 1 to 10 of 12 entries

<
1
2
>

How to edit Media Content Types

1. To edit the Media Types (or add new ones), go to:

 [Administration](#) > [Settings](#) > [Media library](#) > [Media Types](#) tab (see screen shot above).

2. Each Type is linked to one or more Layouts in the Media Content Type. To create a new Type, click [+Create new media type](#).
 - a. **Name:** enter a name for the new Media Type. This will display in the drop-down menu in the Media Library.
 - b. **Permitted file extensions:** list all permitted extensions (comma separated list). If a file extension is not listed for a Media Type, it will not be automatically recognized and the user will have to manually select the Media Type. This can be further restricted in the Media Handler.
 - c. **Maximum file size:** if you do not wish to use the default maximum size, you can specify a smaller size here (bytes).
 - d. **Media type options – Binary file:** check this option if the files are binary. This can also be used for non-binary files to prevent users from being able to edit the text directly in the Media Library.

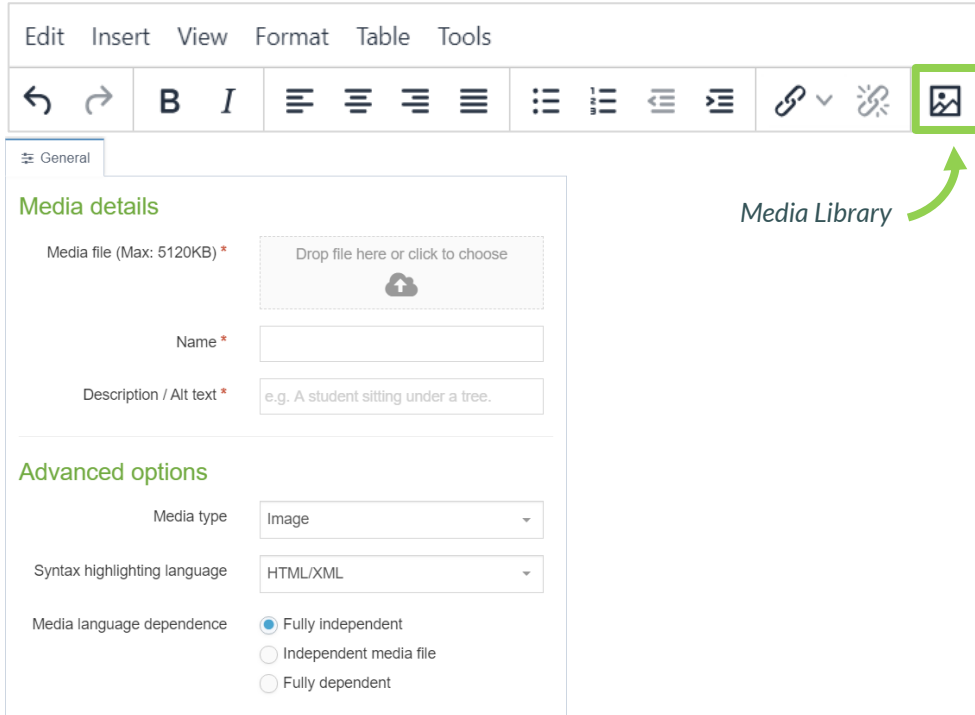
Associated content layouts:

 - e. **Content Layouts:** select the Media content layout you wish to associate to this Media Type. Each Media Type must have a default Content Layout but can have additional Content Layouts added.
3. Click [Save changes](#) to save the new Media Type.

Upload and use an Image

Now that you understand how the Media Content Type is pieced together, you should have a better idea of how the Media Library content is used.

Upload an image to the Media Library, create Image Variants and use the image in content.



Media details

Media file (Max: 5120KB) *

Name *

Description / Alt text *

Advanced options

Media type

Syntax highlighting language

Media language dependence

Fully independent

Independent media file

Fully dependent

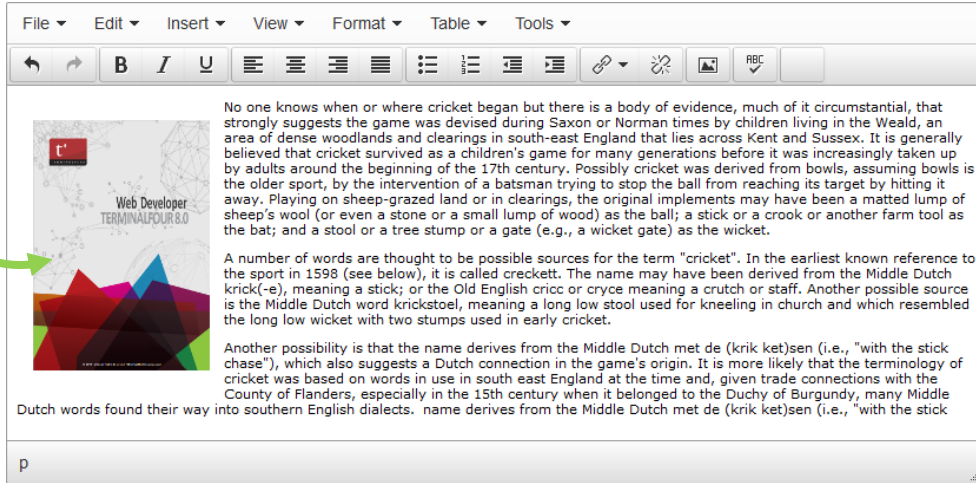
How to upload Media

1. From the site structure screen, locate the section you added content to earlier.
2. Go to the **Actions** menu and select **Edit content**. Click on the content you want to edit.
3. In the main body of your content, place the mouse where you want to insert an image; click the media icon.
4. The media library opens. Locate the category you wish to add the image to and click on it.
5. Click **+Add media** (the use of **Name**, **Description** and **Keywords** is dependent on your Media Content Layouts):
 - a. **Media file**: Drop your image file here or click to select the image from your drive.
 - b. **Name**: enter a name for your Image. By default, this is not output on the site, but is used only as a name in the Media Library to allow easy identification.
 - c. **Description/Alt text**: by default, this is used as the alt tag and should always be filled to describe the image.
 - d. **Media type**: select **Image** - this is automatically detected where possible.
 - e. **Syntax highlighting language**: for non-binary files you can select what syntax highlighting to use (if any).
 - f. **Media Language Dependence**:
 - i. **Fully independent**: the media is the same in all languages and cannot be translated.
 - ii. **Independent media file**: the file and thumbnail exist independent of language. Other elements can be modified based on language, such as the image description/alt text.
 - iii. **Fully dependent**: all elements depend on language and can be translated.
6. Click **Save changes** to add your image.
7. The image is ready to be used. Hover over it and click **Select**.

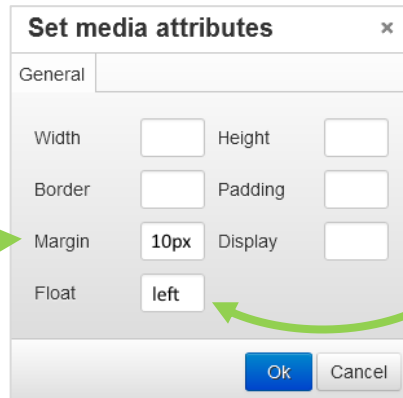
Edit Media Attributes

If your Media Type Layout for images contains "style" options, you can set the Media Attributes in the content to specify Margin, Float, etc.

Double-click image to access Media Attributes



Apply a margin of 10 pixels around your image



Float image to the left of your text

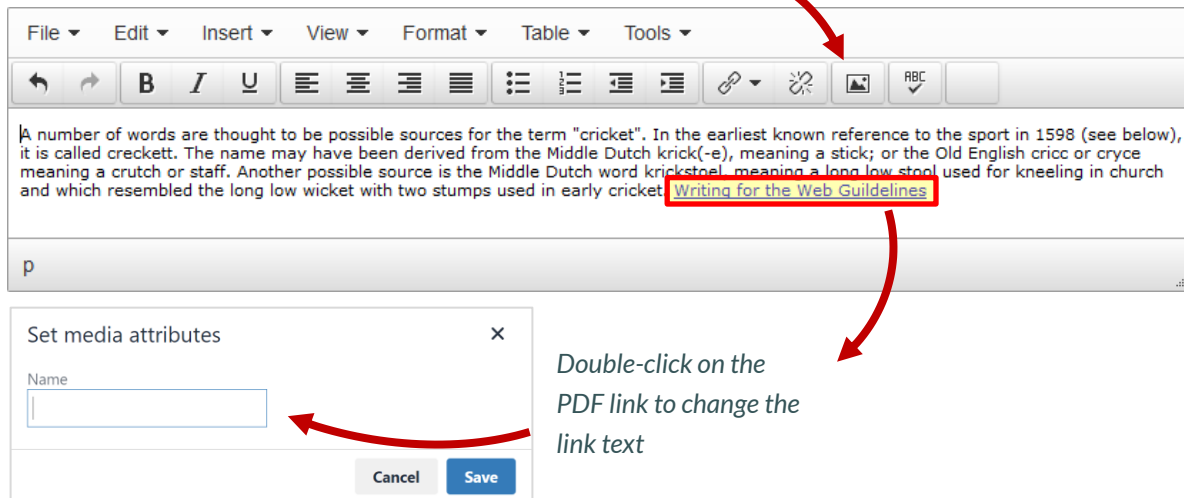
How to set Media Attributes

1. The image (or image variant) has been inserted in your content. If your Media Type Layout for images contains "style" options, you can set those from the content.
2. Double-click on the image to **Set Media Attributes**.
3. Specify the values you wish to set. In the example above, a margin of 10px has been set, and the image has been set to float left (wrapping the text around the image with the image floating to the left).
4. Click **OK** to return to the content screen.
5. Click **Save changes** to save the changes made to the content.

Upload and use a PDF

You can upload a PDF to the Media Library, use it in content and set the Media Attributes.

Open the Media Library and insert a PDF document



The screenshot shows a rich text editor interface. The top menu bar includes File, Edit, Insert, View, Format, Table, and Tools. Below the menu is a toolbar with various icons for text formatting and media insertion. The main content area contains a paragraph of text about the origin of the word 'cricket'. A red box highlights the text 'Writing for the Web Guidelines' within the paragraph. A red arrow points from this box to a 'Set media attributes' dialog box. Another red arrow points from the 'Insert from Media' icon in the toolbar to the dialog box. The dialog box has a 'Name' input field and 'Cancel' and 'Save' buttons.

How to upload a PDF

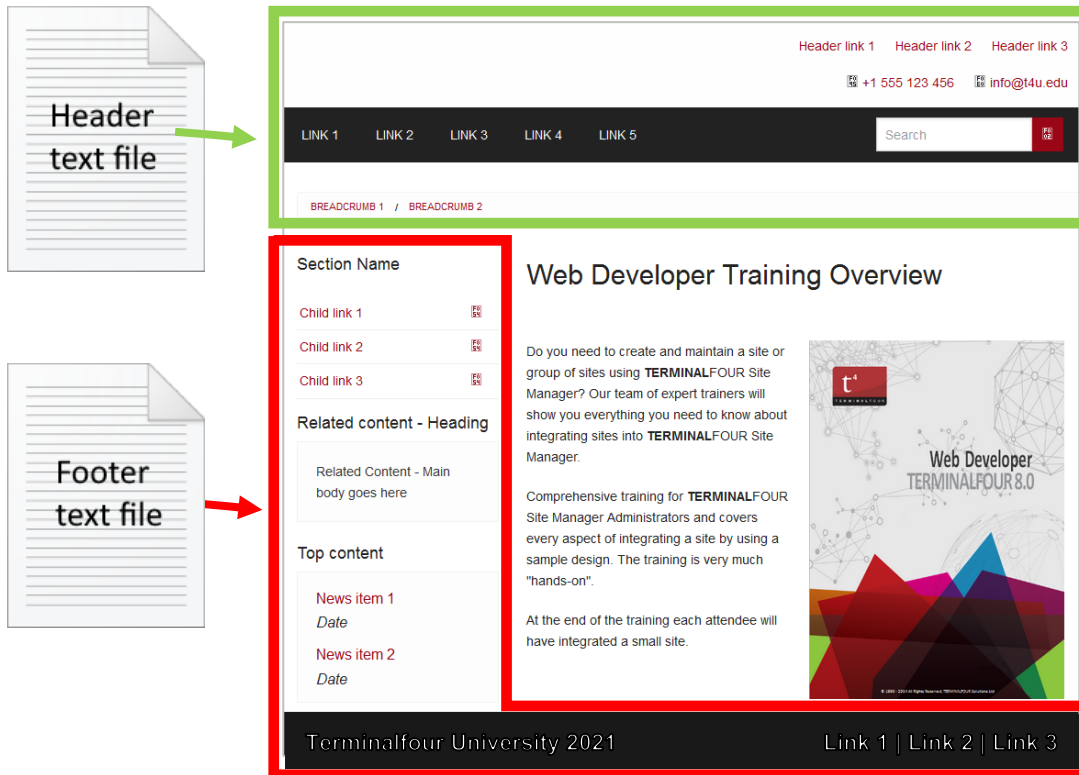
1. To add a PDF link to your content, click where you want the link to be and click the **Insert from Media** icon.
2. The Media Library opens. Locate the Category you wish to add the PDF to and click on it.
3. Click **+Add Media** (the use of **Name**, **Description** and **Keywords** is dependent on your Media Content Type Layouts):
 - a. **Media file**: click here and select the relevant PDF.
 - b. **Media type**: this will be automatically detected where possible. Alternatively, select the Media Type you want to use.
 - c. **Name**: enter a name for your PDF. By default, this is used as a name in the Media Library to allow easy identification and serves as the link text in your content.
 - d. **Description**: give your PDF a description; by default, the description of PDF's is for internal use and does not appear on your webpage
 - e. **Syntax highlighting language**: for non-binary files you can select what syntax highlighting to use (if any).
 - a. **Media language dependence**:
 - i. **Fully independent**: the media is the same in all languages and can hence not be translated.
 - ii. **Independent media file**: the file and thumbnail exist independent of language. Other elements can be modified based on language.
 - iii. **Fully dependent**: all elements depend on language and can be translated.
8. Click **Save changes** to add your PDF document to the Media Library.
9. The PDF is ready to be used. Click it to add a link to your content.
10. The PDF link has been inserted into your content.
11. If you do not wish to use the item's Name as the link text, double-click on the PDF link text to open the **Media attributes**.
12. In the empty Name element, enter the new link text.
13. Click **Ok** to return to the content screen.
14. Click **Save changes** to save the changes you've made.

Modify Header and Footer


It's time to update the look and feel of your website.

You currently have an empty page layout (a blank page). Modify the page layout you created earlier to consist of a new header (**green**) and a new footer (**red**).

The trainer will explain where to download the HTML for the header and footer.



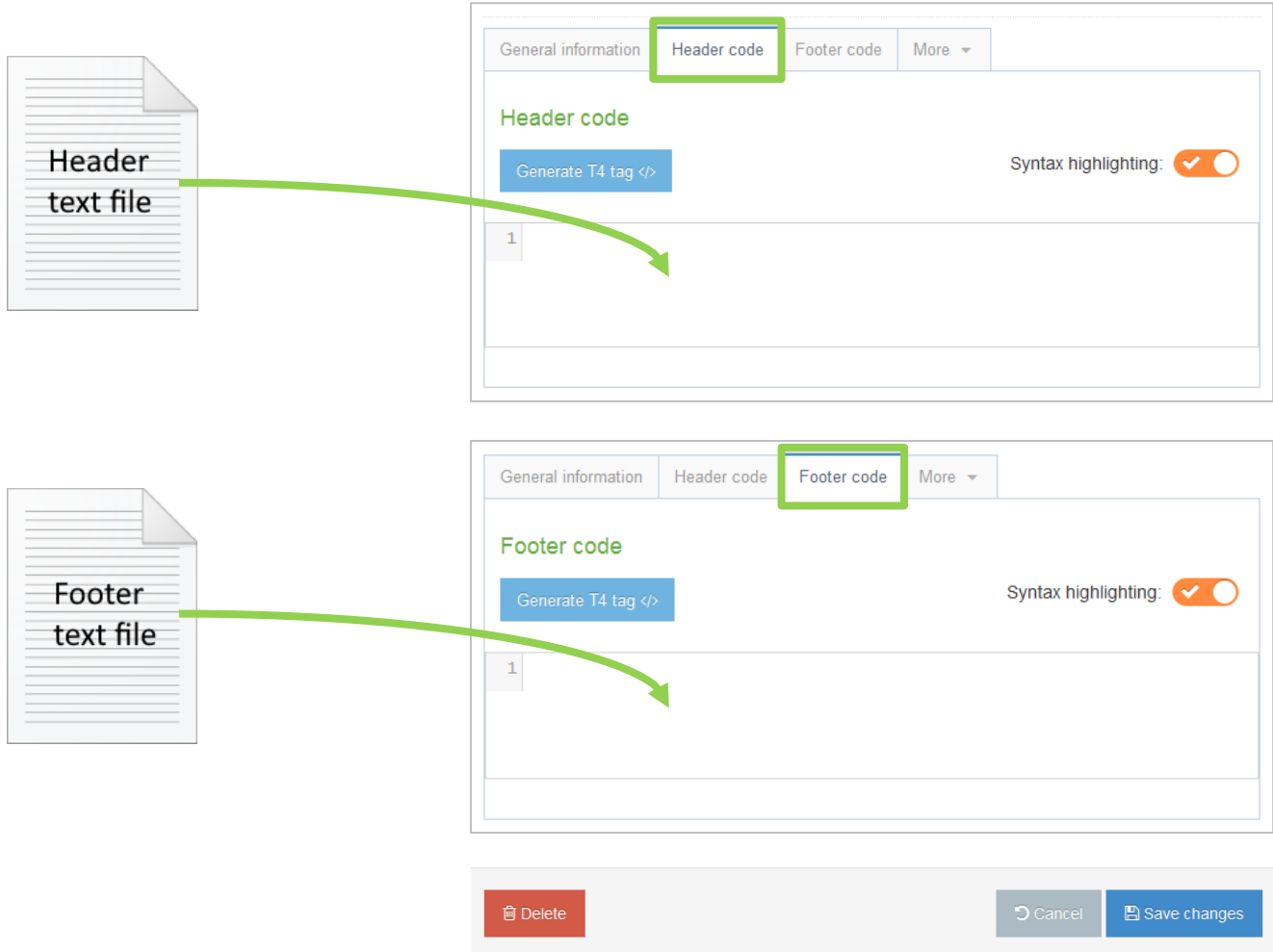
How to modify an existing Page Layout

1. To modify a page layout, go to  **Assets > Page layouts**
2. The page layouts screen opens. Locate the page layout you created earlier and click its name to begin modifying.
3. On the **general Information** tab, you can update the following information, if needed:
 - a. **Name:** enter a new name for your page layout.
 - b. **Description:** enter a description for your page layout.
 - c. **Content layout:** this needs to match what you set up in the channel, e.g., **text/html**.
 - d. **File extension:** if you are not going to use the default, select the relevant extension here.
 - e. **Syntax type:** if you wish to use syntax highlighting, select it here, e.g., **HTML/XML**.
 - f. **Layout processor:** you can select the processor you wish to use. Select the default option **T4 Standard Page**, as using an alternative layout processor is not covered in these exercises.
 - g. **Primary group:** Select your group from the list. You can share your page layout with other groups by clicking **show shared groups** and selecting the groups to share with; shared groups can be granted either **read only** or **full access** to your page layout.

[Continues >>](#)

Header and Footer for Page Layout

Use the information from the header and footer files (located in the web developer training folder) to update your page layout.

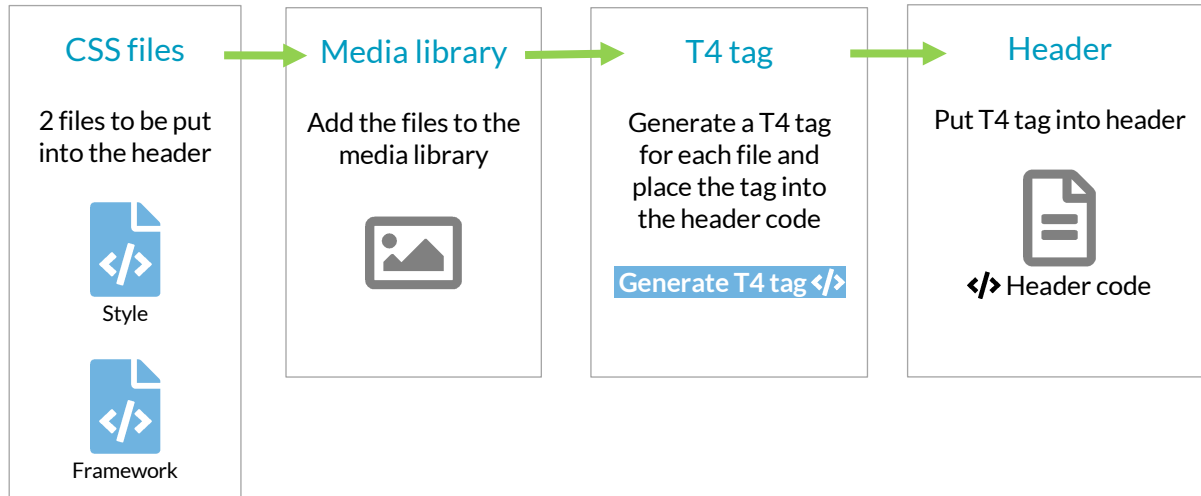


The image shows two screenshots of a page layout editor. The top screenshot shows the 'Header code' tab selected, with a green box around the tab label and a green arrow pointing from a 'Header text file' icon on the left. The bottom screenshot shows the 'Footer code' tab selected, with a green box around the tab label and a green arrow pointing from a 'Footer text file' icon on the left. Both screenshots show a 'Generate T4 tag <>' button and a 'Syntax highlighting' toggle. At the bottom of the editor, there are buttons for 'Delete', 'Cancel', and 'Save changes'.

4. Drag & drop the header and footer files (located in the web developer training folder) into the **header code** and **footer code** tabs in the page layout.
5. Click **Save changes** to save the updates to your page layout.

Add CSS files to Header

- > There are 2 CSS files in the <head> element of your header. These are not currently referenced correctly and hence do not display when you preview your site.
- > Upload the required files to the media library and build T4 tags to reference them in your <head> element.



General information **</> Header code** </> Footer code History

Header code

Generate T4 tag </>


```

1 <!doctype html>
2 <html lang="en">
3
4 <head>
5 <meta charset="UTF-8" />
6 <meta name="viewport" content="width=device-width, initial-scale=1.0" />
7 <title>Name of page - T4 University</title>
8
9 <link rel="stylesheet" href="/css/style.css" />
10
11 <link rel="stylesheet" href="/css/framework.css" />
12
13 <link rel="stylesheet" href="/css/font-awesome-4.1.0/css/font-awesome.min.css" />
14
15
16 </head>
17
18 <body>
19
  
```

Replace with T4 Media Tags

How to add CSS files

1. In your Page Layout, select the `</>` **Header code** tab and click [Generate T4 tag](#), the T4 tag builder opens.
2. Select the **Media** tab and click [Select media](#). This opens the Media Library.
3. To upload the css files to your Category in the Media Library, click [+Add media](#):
 - a. **Media file**: drop files here or click to choose.
 - b. **Name**: enter a name for your css file.
 - c. **Description/Alt text**: this is used to define the CSS media type such as **print**, **screen**, **tv** etc., etc.
In the sample site the CSS files you upload are intended for use by all devices so we will set the value to **all**.
 - d. **Media type**: set to **CSS Stylesheet File**
 - e. **Syntax highlighting language**: set to **Stylesheet CSS** to avail of syntax highlighting.
 - f. **Media language dependence**:
 - i. **Fully Independent**: the media is the same in all languages and can hence not be translated.
 - ii. **Independent media file**: the file and thumbnail exist independent of language. Other elements can be modified based on language.
 - iii. **Fully dependent**: all elements depend on language and can be translated.
4. Click [Save changes](#).
5. The CSS file is ready to be used. Hover over it and click it.
6. A T4 Tag appears in the **Preview** field. Click [Copy to clipboard](#) to copy this tag. It should look like this:
`<t4 type="media" formatter="css/" id="1370" />`.
7. Locate the CSS reference in the **Header** and replace it with your T4 Tag to create a reference to it.
8. Repeat these steps until you have replaced both CSS references with T4 Tags.
9. Your Header code should now look like the screenshot below.



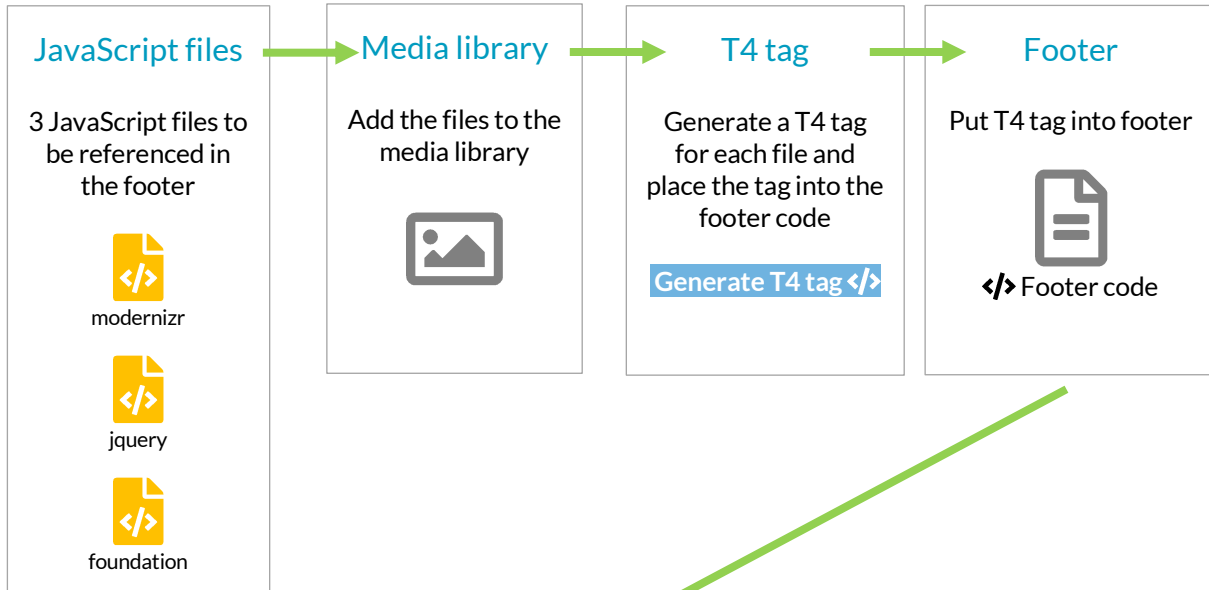
```

1 <!doctype html>
2 <html lang="en">
3
4 <head>
5   <meta charset="UTF-8" />
6   <meta name="viewport" content="width=device-width, initial-scale=1.0" />
7   <title>Name of page - T4 University</title>
8
9   <t4 type="media" formatter="css/" id="1370" />
10
11  <t4 type="media" formatter="css/" id="1371" />
12
13  <link rel="stylesheet" href="/css/font-awesome-4.1.0/css/font-awesome.min.css" />
14
15
16 </head>
17
18 <body>
19

```

Modifying the Footer

- > There are several JavaScript files in the new footer code that you added to your page layout. These are not currently referenced correctly and hence do not display when you preview your site.
- > Add the 3 JavaScript files to your Footer code. The trainer will point you to the required files



Replace with T4 Media Tags

General information | </> Header code | </> Footer code | History

Footer code

Generate T4 tag </>

```

47
48 <script src="/style-assets/lib/modernizr/modernizr.js"></script>
49 <script src="/style-assets/lib/jquery/jquery.min.js"></script>
50
51 <script src="/style-assets/lib/foundation/js/foundation/foundation.js"></script>
52
53
54

```


How to add JavaScript files

1. In your Page Layout, select the </> Footer code tab and click **Generate T4 tag </>**, the T4 tag builder opens.
2. Select the **Media** tab and click **Select media**, this opens the Media Library.

[Continues >>](#)

3. The Media Library opens. Click **+Add media** to upload the JavaScript files to your Category in the Media Library:
 - a. **Media file**: drop files here or click to choose.
 - b. **Media type**: set to **JavaScript** (based on standard configuration).
 - c. **Name**: enter a name for your JavaScript file.
 - d. **Description**: describe the file, i.e., **Sample site JS**.
 - e. **Syntax highlighting language**: set to **JavaScript** to avail of syntax highlighting.
 - f. **Media language dependence**:
 - i. **Fully Independent**: the media is the same in all languages and can hence not be translated.
 - ii. **Independent media file**: the file and thumbnail exist independent of language. Other elements can be modified based on language.
 - iii. **Fully dependent**: all elements depend on language and can be translated.
4. Click **Save changes**.
5. The JavaScript file is ready to be used. Hover over it and click it.
6. A T4 Tag appears in the **Preview** field. Click **Copy to clipboard** to copy this tag. It should look like this:


```
<t4 type="media" formatter="javascript/*" id="1376" />
```
7. Locate the JavaScript reference in the **Footer** and replace it with your T4 Tag to create a reference to it.
8. Repeat these steps until you have replaced all 3 JavaScript references with T4 Tags.
9. Your Footer code should now look like the screenshot below.



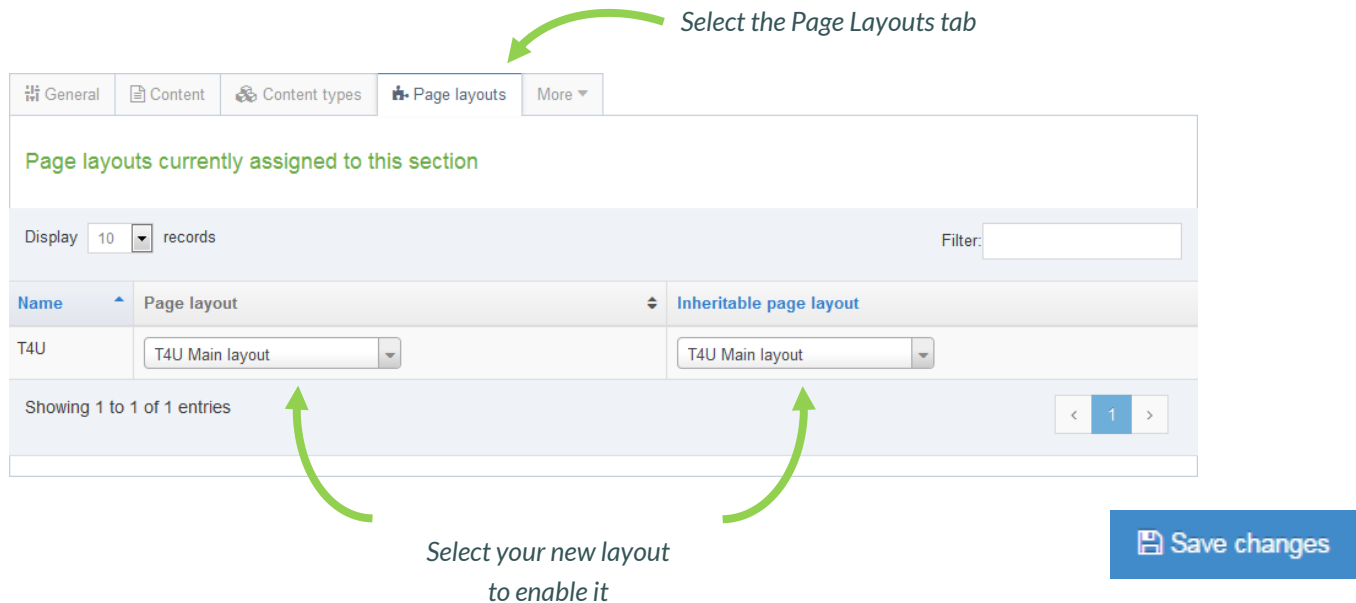
```

47
48 <t4 type="media" formatter="javascript/*" id="1378" />
49
50 <t4 type="media" formatter="javascript/*" id="1377" />
51
52 <t4 type="media" formatter="javascript/*" id="1376" />
53
54
55

```

Assign a Page Layout

- > You need to assign your new page layout to your site structure to test it. This will allow you to preview your sections and content with the new page layout wrapped around it.
- > You can keep your preview window open and refresh it whenever you make changes. This saves you having to open a preview window all the time.



Select the Page Layouts tab

Page layouts currently assigned to this section

Display 10 records Filter:

Name	Page layout	Inheritable page layout
T4U	T4U Main layout	T4U Main layout

Showing 1 to 1 of 1 entries

Select your new layout to enable it

Save changes

How to assign the page layout

1. On the Site Structure screen, click the name of your main section.
2. Select the **Page Layouts** tab.
3. Select your Page Layout from the drop-down menu.
4. Click **Save changes** to save the work. Your Page Layout has now been assigned to your section/branch.

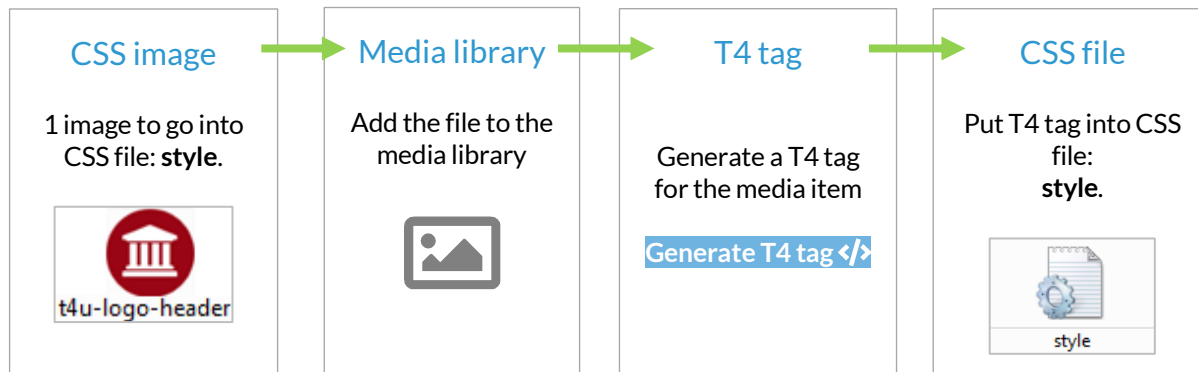
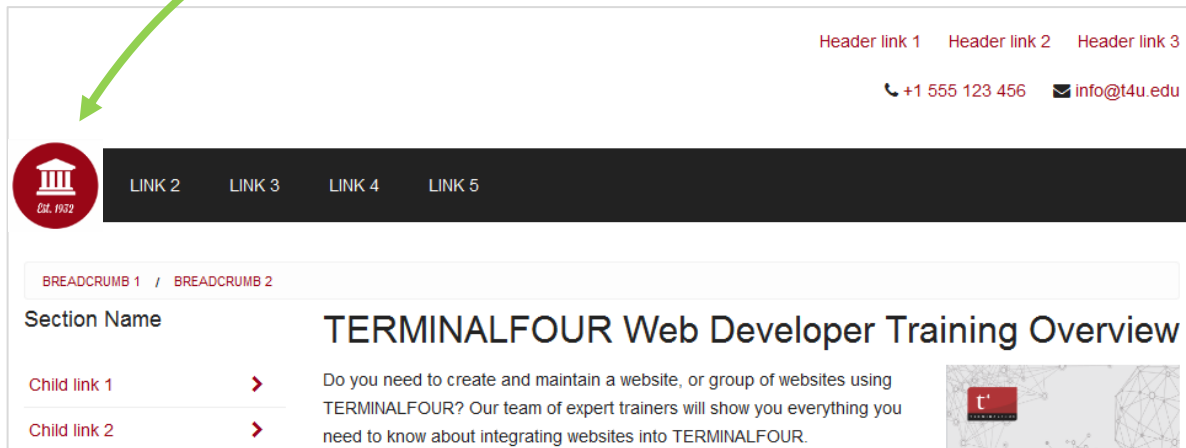
Multiple page layouts

- > You can create as many page layouts as required for your website design.
- > But the more Page Layouts you have, the more you'll need to maintain.
- > Page layouts can be assigned to individual sections or entire branches of your site structure.
- > Based on your website design, how many page layouts will you need?

Images in CSS

- > There is an image in the CSS file:style which is not currently referenced correctly and hence does not display when you preview your site.
- > Upload the image to the media library and build a T4 Tag to reference it in the css:style file.
- > To avoid opening and closing screens all the time, consider having one screen open for the page layout and one for the css file in the Media Library.

Use a T4 Media Tag to add an image to your CSS file



```

111 body>.off-canvas-wrap>.inner-wrap>.fixed>nav>.title-area>.name>a {
112   display: block;
113   visibility: visible;
114
115   background: url("/style-assets/img/t4u-logo-header.png") 0 0 no-repeat;
116
117   position: absolute;
118   z-index: 999;


```

Navigation
Media
Meta tags
Channel

Media

Outputs a media item.

Selected media



Header Logo

t4u-logo-header.png (3.0 kB)

Media Library
> Categorised
> TRAINING Files
> Style Assets
> Images


Select media
x Clear selection


Media format

image/*

Preview

`<t4 type="media" formatter="image/*" id="1511" />`

Copy tag and paste into your CSS style file 

 Copy to clipboard

How to add a header logo

1. Go to [Assets > Page Layouts](#)
2. Use the filter tool to search for your page layout and click the name to edit.
3. Select the **header** tab.
4. Click the **Generate T4 tag </>**.
5. Select the **Media tab** and click **Select media**. This opens the Media Library.
6. To upload a css image to your Category in the Media Library, click **+Add media**.
 - a. **Media file**: drop files here or click to choose.
 - b. **Media type**: set to **Image Path (css)** (based on standard configuration).
 - c. **Name**: enter a name for your image.
 - d. **Description**: give your file a description.
 - e. **Syntax highlighting language**: Set this to **None**.
 - f. **Media language dependence**:
 - i. **Fully Independent**: the media is the same in all languages and can hence not be translated.
 - ii. **Independent media file**: the file and thumbnail exist independent of language. Other elements can be modified based on language.
 - iii. **Fully dependent**: all elements depend on language and can be translated.
10. Click **Save changes**.

[Continues >>](#)

11. The CSS Image is ready to be used. Hover over it and click it.
12. A T4 Tag appears in the **Preview** field. Click **Copy to clipboard** to copy this tag. It should look like the tag shown above in the screen shot.
13. Paste the T4 Tag of your CSS Image into your Style CSS:
14. Click **Generate T4 Tag**.
15. Click **Select Media**.
16. Click the Category where your Style CSS file is.
17. Click the **Actions** button belonging to your Style CSS file and select **Edit**.
18. Select the Editor tab.
19. Locate the image path for the CSS image and replace it with the T4 Tag you built to reference the image.
20. Click **Save changes** to save the changes made to your Style CSS file.
21. Refresh the preview of your site to see the changes.

Before

```

116 body>.off-canvas-wrap>.inner-wrap>.fixed>nav>.title-area>.name>a {
117   display: block;
118   visibility: visible;
119   background: url("/style-assets/img/t4u-logo-header.png") 0 0 no-repeat;
120   position: absolute;
121   z-index: 999;

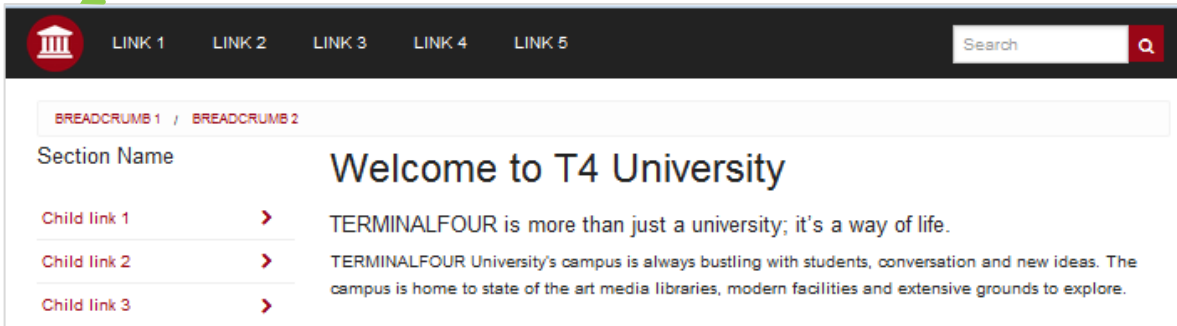
```

After

```

116 body>.off-canvas-wrap>.inner-wrap>.fixed>nav>.title-area>.name>a {
117   display: block;
118   visibility: visible;
119   background: url("<t4 type="media" id="1472" />") 0 0 no-repeat;
120   position: absolute;
121   z-index: 999;

```



BREADCRUMB 1 / BREADCRUMB 2

Section Name **Welcome to T4 University**

Child link 1	>	TERMINALFOUR is more than just a university; it's a way of life.
Child link 2	>	TERMINALFOUR University's campus is always bustling with students, conversation and new ideas. The campus is home to state of the art media libraries, modern facilities and extensive grounds to explore.
Child link 3	>	

Title Tag

- > The T4 Title Tag outputs the name of the section being displayed in a web browser
- > Your Page Layout currently has "Name of page - T4 University" as the title. Make the page title dynamic by replacing the title with the T4 Title Tag.
- > You can also update the Meta Tag with the T4 Title tag.


```
<t4 type="title" />
```

Header code

Generate T4 tag </>

```
1 <!doctype html>
2 <html lang="en">
3
4 <head>
5   <meta charset="UTF-8" />
6   <meta name="viewport" content="width=device-width, initial-scale=1.0" />
7
8   <title>Name of page - T4 University </title>
9
```

How to add a title tag

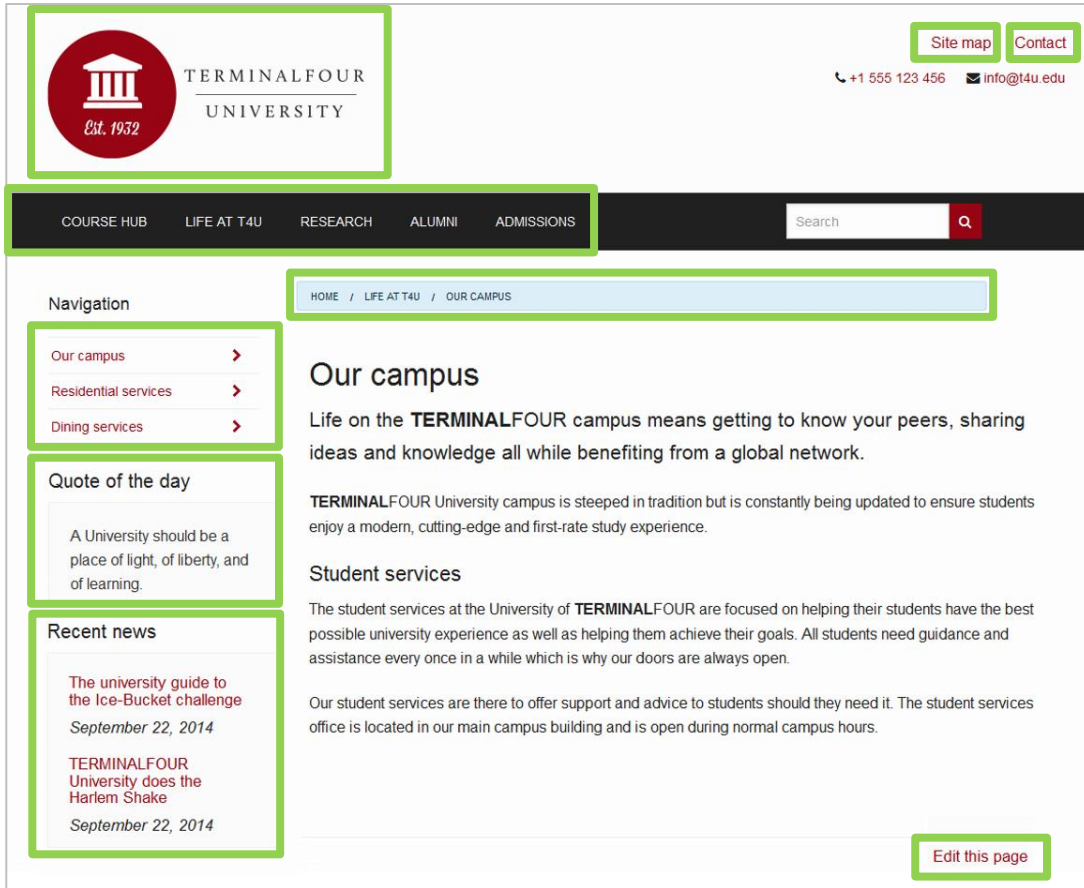
1. Go to  Assets > Page Layouts
2. Click your Page layout name to edit it. (Use the Filter tool to search). Open the </> Header code tab.
3. We will replace the actual title or part of it with a T4 title tag. Click on [Generate T4 tag](#)
4. Click on the </> Misc tab
5. Select "Title" from the drop-down options from "Available page layout tags".
6. Copy the tag to your clipboard, and copy the tag into the **Header** code at

```
<title>Name of page - T4 University</title>
```

7. Click [Save changes](#) to save the changes to your Page Layout.
8. Update your preview to check the result.

Navigation Objects

- > Navigation objects are primarily used to create navigation structures but also to create place holding objects to pull in content, etc.
- > Navigation objects are created to change what they output depending on where on a site you are, so a breadcrumb navigation object will display one trail on the homepage and another trail on sub-pages.
- > Navigation objects can be placed in page layouts, content types or content, depending on what function they will have.



How to access the navigation menu

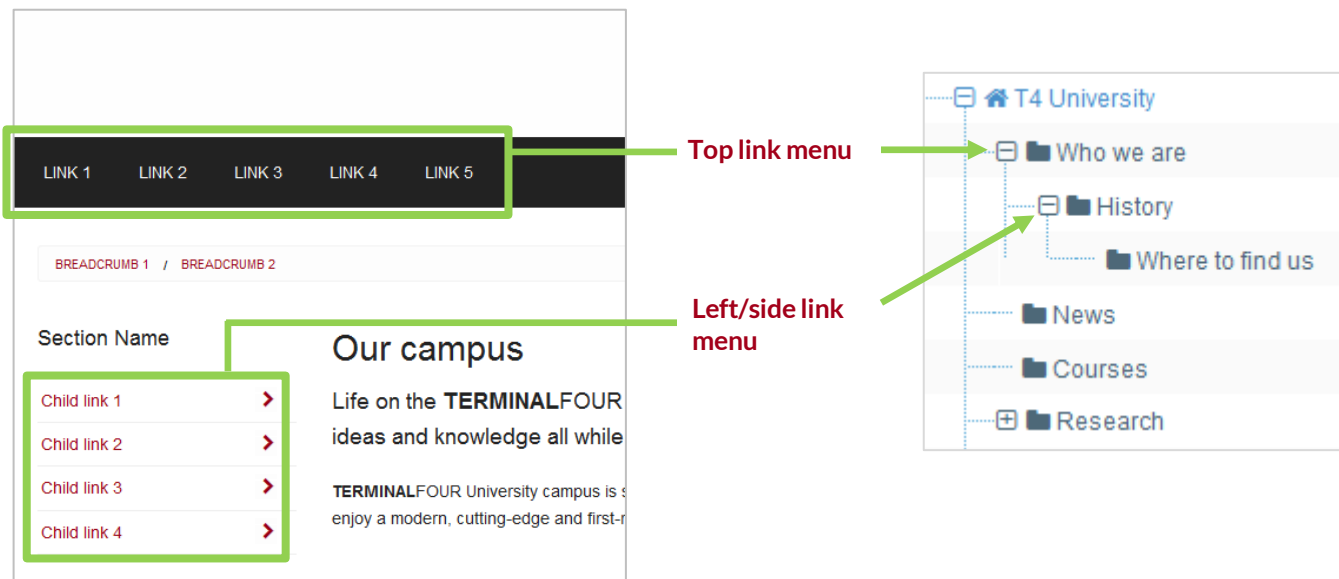
In the example above, there is an image of a webpage as it is intended to look on completion of the build. To determine what navigation objects you need to build this, consider each "function" on the page.

1. To create a navigation object, go to [Assets > Navigation > Add new navigation](#)

An alphabetical list of each navigation object type is described. The exercises on the following pages will guide you through how to build the navigation objects highlighted above.

Link Menu Navigation Object

- > With the Link Menu Navigation Object, you can add links to a specific Section and its Child Sections to your pages. Typically, the main and side navigation menus of a website are built with the Link Menu Navigation Objects.
- > For your website, the top navigation and left navigation are both going to be built using link menu navigation objects.
- > The example below requires you to create two navigation objects and use them in your page layout.



How to create your main/top link menu

1. Go to [Assets](#) > [Navigation](#) > [Add new navigation](#) > [Link menu](#)
2. The link menu contains the following options:
 - a. **Name:** enter a name for the link menu.
 - b. **Description:** enter a description for the Link Menu, i.e., what will be output.
 - c. **Primary group:** Select the primary group you wish to add the navigation to, you can also share the navigation with other groups by clicking [show shared groups](#) and selecting the relevant groups from the list.
 - d. **View in preview:** includes pending content when previewing a page.

 - e. **Menu type:** determine where the links will be sourced from:
 - i. **Branch at level:** links are to sections found at the specified level in your branch. The root section is always level 1.
 - ii. **Children:** links are to the child sections of the current or specific section.
 - iii. **Siblings:** links are to the sibling sections of the current or specific section.
 - iv. **Siblings and children:** links are to the sibling and child sections of the current or specific section.
 - f. **Display method:** specify how to display the menu:
 - i. **Normal Menu:** plain HTML links.
 - ii. **Javascript drop-down:** each link is an option in a select box. The visitor jumps to the link by clicking it.
 - g. **Level to branch for links:** this is only used if the menu type is branch at level, as it specifies the level to find links at.
 - h. **Levels to recurse:** enter the number of levels to create sub-menus for.
 - i. **Use 'currentbranchN' class:** allows you to use different css classes for different branches, so instead of using the regular "currentsection" span class, each link in the current branch gets its own span class of "currentbranchN" where N is that particular section's level in the channel hierarchy. This works best if the number of levels to recurse is set to 2 or greater.
 - j. **Make current section a link?:** check this to display the current section as a link.
 - k. **Link options: Show children of non-current sections?:** only relevant when creating a children menu. If checked, it will output the children of all sections.

 - l. **Title before menu:** enter the title you wish to output before the menu or leave it blank if you do not wish to use a title.
 - m. **Add the section's name in front of the title?:** if checked, it will place the section's name in front of the title (assuming a title is used).
 - n. **Before menu HTML:** the HTML to be output before the menu, i.e., `<ul class="left large-8 columns">`
 - o. **After menu HTML:** the HTML to be output after the menu, i.e., ``
 - p. **Before link HTML:** the HTML to be output before each link, i.e., ``
 - q. **After link HTML:** the HTML to be output after each link, i.e., ``
 - r. **Between Links:** the HTML to be output between the links.
3. Click [Next](#) to save the navigation object.

[Continues >>](#)

Top link menu

Menu type	<input type="text" value="Branch at level"/>
Display method	<input type="text" value="Normal menu"/>
Level to branch for links	<input type="text" value="2"/>
Levels to recurse	<input type="text" value="0"/>
Markup options	<input type="checkbox"/> Use 'currentbranchN' class <input checked="" type="checkbox"/> Make current section a link?
Link options	<input type="checkbox"/> Show children of non-current sections?

Title before menu	<input type="text" value="e.g. quicklinks"/>
Section options	<input type="checkbox"/> Add the section's name in front of the title?
Before menu HTML	<input type="text" value='<ul class="left large-8 columns">'/>
After menu HTML	<input type="text" value=""/>
Before link HTML	<input type="text" value=""/>
After link HTML	<input type="text" value=""/>
Between links HTML	<input type="text" value="e.g "/>

Left link menu

Menu type	<input type="text" value="Children"/>
Display method	<input type="text" value="Normal menu"/>
	<input type="checkbox"/> Always output children of a specific section?
	<input checked="" type="checkbox"/> Show siblings if no children
	<input checked="" type="checkbox"/> Show ancestors if no children or siblings
Markup options	<input type="checkbox"/> Use 'currentbranchN' class <input checked="" type="checkbox"/> Make current section a link?
Link options	<input type="checkbox"/> Show children of non-current sections?

Title before menu	<input type="text" value="e.g. quicklinks"/>
Section options	<input type="checkbox"/> Add the section's name in front of the title?
Before menu HTML	<input type="text" value='<ul class="side-nav">'/>
After menu HTML	<input type="text" value=""/>
Before link HTML	<input type="text" value=""/>
After link HTML	<input type="text" value=""/>
Between links HTML	<input type="text" value="e.g "/>

How to create a left/side Link Menu

- Using what you have learned, build another Link Menu Navigation object to be used to output your left menu. You can use the screenshot above as a reference when deciding on the properties to select.

Note: The left menu is referenced in the Footer of your Page Layout.

Apply Link Menu navigations to Page Layout

- > The Link Menu navigation objects you just built now need to be applied to your page layout to replace the hardcoded menus.
- > Build a T4 Tag to output the Top Menu and a T4 Tag to output the Left Menu.

✓ Your Link menu navigation object has been created!

Your navigation object "t4 nav" has been created and is ready to use. Drop the code below into your page layout or content type to begin using this navigation object. You can create another navigation object or return to the listing page.

T4 tag embed code

```
<t4 type="navigation" id="70" />
```

 Highlight the T4 tag embed code and press Ctrl+C to copy

General information

Header code

Footer code


More >

Header code

Generate T4 tag </>

64	<code><section class="top-bar-section"></code>
65	<code><div class="row collapse"></code>
66	<code><ul class="left large-8 columns"></code>
67	<code>Link 1</code>
68	<code>Link 2</code>
69	<code>Link 3</code>
70	<code>Link 4</code>
71	<code>Link 5</code>
72	<code></code>

How to apply Link Menu Navigations to the Page Layout

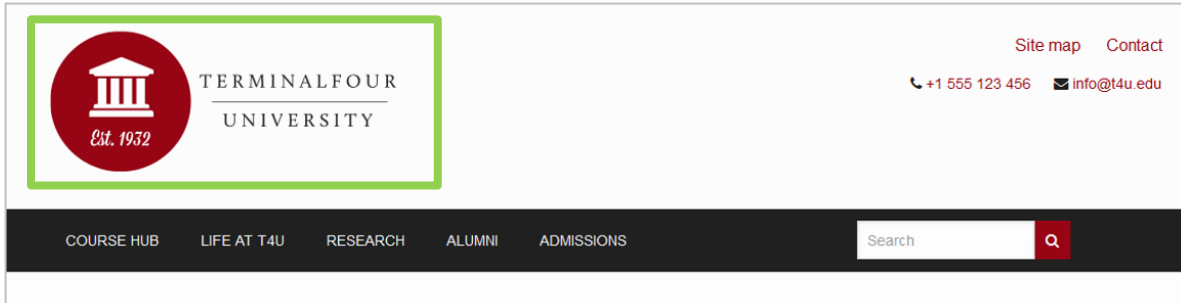
1. Go to  **Assets > Page Layouts**.
2. Find your page layout and click the name to edit it.
3. Select the **Header** tab.
4. Click **Generate T4 Tag**.
5. Use the **Navigation T4 Tag Builder**:
 - a. **Select Navigation Type**: Link Menu.
 - b. **Choose a Navigation Object**: select your Top Menu.
6. Copy the **Navigation T4 Tag**.
7. Paste the T4 Tag in to replace the HTML you entered in the Navigation Object.
8. Click **Save Changes**.
9. Preview your site to check the result. If you have a preview open already, simply refresh that one. Otherwise, you can preview the site from the Site Structure screen.
10. Repeat the steps above to build a T4 Tag to output the Left Menu as well. The code for the Left Menu is in the Footer code.

Footer code

```
1 | </div>
2
3 | <div class="small-12 medium-3 medium-pull-9 columns">
4 |   <h4>Section Name</h4>
5 |   <ul class="side-nav">
6 |     <li><a href="#">Child link 1</a></li>
7 |     <li><a href="#">Child link 2</a></li>
8 |     <li><a href="#">Child link 3</a></li>
9 |   </ul>
10 |   <h4>Heading of related content</h4>
11 |   <div class="panel">
12 |     <p>Main body of related content</p>
```

Section Details – path to home

- > To allow visitors to click on a link or logo to return to your Homepage, you need a [Section Details](#) Navigation.
- > Build a T4 Tag to output a path to your Homepage.
- > Upload a logo to the Media Library and build a T4 Tag to use instead of the link text.



How to add a path to home

1. Go to [Assets](#) > [Navigation](#) > [Add new navigation](#) > [Section Details](#)
2. Use the HTML from the header to determine how the Link to Home should be built. You need to replace the # with a path to the section/branch in the Site Structure, and the image path must be replaced with a media tag to allow you to select a logo in the Media Library.
3. The [Section Details](#) contains the following options:
 - a. **Enabled:** if the Navigation is used, it needs to be enabled or otherwise nothing will be output.
 - b. **Name:** enter a name for the Link to Home. This will appear in a comment when used in the Page Layout, and to make it easy to identify what it is used for, a descriptive name should be considered.
 - c. **Primary group:** select a primary group
 - d. **Description:** enter a description for the Link to Home, i.e., what will be output.
 - e. **View in preview:** lets you view non-approved content in preview.
 - f. **Detail method:** Current section; **Use section at level:** if you selected Branch at Level, specify the level here. This will be ignored if you selected Specific Section. **Use section:** if you selected Specific Section, click Browse and select the section you wish to use. This will be ignored if you selected Branch at Level.
 - g. **Output detail:** you can output the section's ID, Name or Path or alternatively output Link to Section.
4. Click [Next](#) to save the Navigation Object.

Detail method	Use section at level
Level	1
Output detail	Section path

Apply Section Details Navigation to Page Layout

- > The Navigation Object you just built now needs to be applied to the Page Layout to replace the hardcoded path.
- > Build a T4 Tag to output the Link to Home.

 **Your Section details navigation object has been created!**

Your navigation object "T4U Link to homepage" has been created and is ready to use. Drop the code below into your page layout or content type to begin using this navigation object. You can create another navigation object or return to the listing page.

T4 tag embed code

```
<t4 type="navigation" id="3" />
```

 Highlight the T4 tag embed code and press Ctrl+C to copy to clipboard

General information | **</> Header code** | </> Footer code | History

Header code


[Generate T4 tag </>](#)

```

23 <div class="small-8 small-centered medium-uncentered medium-4 columns">
24   <a href="/home.html"> </a>
25
26 </div>
27

```

How to apply the path to home link to the page layout

1. Go to  **Assets > Page Layouts**.
2. Click **Edit** beside your Page Layout. Go to the **</>Header code tab**.
3. Click **Generate T4 tag</>**
4. Use the **Navigation T4 Tag Builder**:
 - a. **Restrict list by type**: Section Details.
 - b. **Available navigation objects**: select your Link to Home.
5. Click **Copy to clipboard** to copy the T4 Tag.
6. Paste the T4 Tag into your header to replace the original section path, i.e., the **/home.html**.
7. Click **Save changes**.
8. The path is now complete, but the image needs to be replaced with an actual image.

Add Logo to the home link

- > Upload your logo into the Media Library and build a T4 Tag to output it as part of the Link to Home.

```
<t4 type="media" formatter="image/*" id="1474" />
```

General information
</> Header code
</> Footer code
History


Header code

The header code is markup that will be output on a published page **before** any content.

```

23 <div class="small-8 small-centered medium-uncentered medium-4 columns">
24
25 <a href="<t4 type="navigation" name="T4U Path to home" id="909" />">
26
27 <svg width="303" height="123">
28
29 <image xlink:href="/style-assets/img/t4u-logo.svg" src="/style-assets/img/t4u-logo.png" width="303" height="123" />
30
31 </svg>
32
33 </a>
34 </div>
```

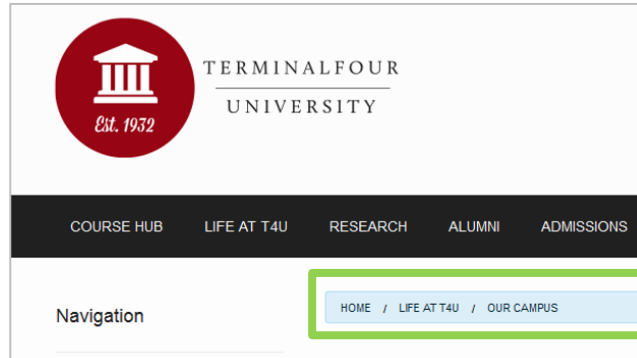
How to add a logo to the home link

1. Go to  **Assets > Page Layouts**
2. From the blue Actions bar, select **Edit**.
3. From the Header code tab, click the **Generate T4 tag** button.
4. From the Media tab, click the **Select media** button.
5. The Media Library opens. Use what you have learned previously to upload the logo (image) to the Media Library.
6. Hover over the image and click it. Copy the **Media T4 Tag**.
7. Paste the T4 Tag in to replace the original image reference, i.e. the `<svg width="303"... </svg>`
8. Click **Save changes**
9. Preview your site to check the result. If you have a preview open already, simply refresh that one. Otherwise, you can preview the site from the Site Structure screen.

Breadcrumbs Navigation


- > To allow visitors to see how they got to a page, a breadcrumb trail may be useful.
- > Build a Breadcrumbs Navigation Object and apply it to your Page Layout.

Breadcrumbs are used to provide the visitor with the ability to instantly see their location within the site structure. If links are enabled, the user can click any of the sections forming the path between the site root and current section. Start & end level can also be specified.



Options	<input checked="" type="checkbox"/> Output each section level as a link <input checked="" type="checkbox"/> Output the current section level as a link <input type="checkbox"/> Hide the '🏠 Home' or root level
Breadcrumb length	<input checked="" type="radio"/> Full path <input type="radio"/> Set start & end levels <input type="radio"/> Set maximum length
Full text options	<input type="checkbox"/> Append content "name" for full text pages
Before HTML	<code><nav class="breadcrumbs"></code>
After HTML	<code></nav></code>
Separator HTML	e.g. <code>&nbsp;&#x2014;&nbsp;&#x2014;&nbsp;&#x2014;</code>

How to create Breadcrumbs

1. Go to  **Assets** > **Navigation** > **Add new navigation** > **Breadcrumbs**
2. Use the HTML from the header to determine how the breadcrumb trail should be built.
3. The breadcrumbs navigation object contains the following:
 - a. **Name**: enter a name for the breadcrumb trail. This will appear in a comment when used in the page layout, and to make it easy to identify what it is used for, a descriptive name should be considered.
 - b. **Description**: enter a description for the breadcrumb trail, i.e. what will be output
 - c. **Primary group**: Select your group.
 - d. **View in preview**: allows the breadcrumb output to be viewable in preview.
 - e. **Options**
 - i. Output each section level as a link.
 - ii. Output the current section as a link.
 - iii. Hide the '🏠 Home' or root level.
 - f. **Breadcrumb length**
 - i. Full path
 - ii. Set start & end levels.
 - iii. Set maximum length.
 - g. **Full text options**
 - i. Append content "name" for full text pages. This will add your fulltext contents to appear within the breadcrumb path (we will not use this feature in this activity as it has not been styled)
 - ii. Choose the content element you would like to display.
 - h. **Before HTML**: the HTML to be output before the Breadcrumb trail.
 - i. **After HTML**: the HTML to be output after the Breadcrumb trail.
 - j. **Separator HTML**: leave this blank as the Style CSS will control the breadcrumb separator.
4. Click **Next** to save the Navigation Object
5. Copy the Navigation T4 Tag to your clipboard; to be pasted into your Page Layout later.

Apply Breadcrumb Navigation to Page Layout

- > The Navigation Object you just built now needs to be applied to the Page Layout to replace the hardcoded breadcrumb trail.
- > Build a T4 Tag to output the Breadcrumbs.

✓

Your navigation object has been created!

Your navigation object has been created and is ready to use. Drop the code below into your page layout or content type to begin using this navigation object. You can create another navigation object or return to the listing page.

T4 tag embed code

`<t4 type="navigation" id="3" />`

📌 Highlight the T4 tag embed code and press Ctrl+C to copy to clipboard

🏠 General information
</> Header code
</> Footer code
🔄 History

Header code


Generate T4 tag </>

```

79 <div class="row">
80 <div class="small-12 columns">
81 <nav class="breadcrumbs"><a href="..">Breadcrumb 1</a><a href="..">Breadcrumb 2</a></nav>
82 </div>
83 </div>
84

```

How to apply Breadcrumbs to Page Layout

1. Go to  **Assets > Page Layouts**.
2. Click **Edit** beside your Page Layout.
3. Select the **Header** tab.
4. Paste the Breadcrumb Navigation T4 Tag in to replace the original breadcrumb trail as highlighted above.
5. Click **Save changes** to apply these changes.
6. Preview your site to check the result. If you have a preview open already, simply refresh that one. Otherwise, you can preview the site from the Site Structure screen.

News Content Type

- > When adding news items to a site it is often useful to give the visitor a "quick overview" first and then provide a link to the full news item. You are going to create this effect by using a fulltext Content Layout.
- > To first determine the elements for this Content Type, you need to analyze the desired output and decide how to cut it up. In this example, you are going to have two different outputs – the quick overview as well as the main news item.

TERMINALFOUR wins "Company of the Year" at ICT Excellence Awards

2012, 17 May

TERMINALFOUR are delighted to announce we've been named "Company of the Year" at the recent ICT Excellence Awards.

TERMINALFOUR wins "Company of the Year" at ICT Excellence Awards

Date Released: 2012, 17 May

TERMINALFOUR are delighted to announce we've been named "Company of the Year" at the recent ICT Excellence Awards. These awards recognise the best of Irish technology companies operating and succeeding globally.



TERMINALFOUR received the top honour of the night based on continued success scaling the business internationally, particularly in the US which accounted for 58% of new business revenue in the past year.

TERMINALFOUR

The award also reflects further growth into Canada, Australia and the Middle-East.

How to create a News Content Type

1. To start the work, go to [Assets > Content Types > Create content type](#)
2. Fill in the **General** information:
 - a. **Name:** enter a name here. This should suggest what type of content it is used for.
 - b. **Description:** describe in more detail when to use this Content Type.
 - c. **Minimum user level:** if you wish to restrict who can use this Content Type, you can set a level here. If Content Types are created in groups, a user must be a member of the group as well as meet the minimum user level criteria to use the Content Type.
 - d. **Enable direct edit:** is checked as a default. Decide if Direct Edit should not be used for this Content type.
 - e. **eForm:** check this if the Content type will be an e-form.
 - f. **Workflow:** if relevant, enable a workflow for content using this Content Type.
 - g. **Primary group:** Select your group.

[Continues >>](#)

General information
Elements

General content type information

Name *

Description

Minimum user level x ▼

Enable direct edit

eForm

Workflow None available

Primary group x ▼

[Show shared groups ▼](#)

3. Select the **Elements** tab.
4. Add the elements you need by filling in the information as outlined in the table below.
5. Once you have added all your elements, click [Save changes](#).
6. From the Content Types table, search for your News content type and click on the name to edit.
7. Select the **Content Layout** tab.
8. Click [Add content layout](#) to begin creating a new Content Layout for your Content Type.
9. **Name**: needs to be filled in with the default Type set in the Channel. This ensures the content can be displayed. Use text/html
10. **File Extension** should be left at **Default**, unless this is used with a different file extension. This requires other extensions being permitted in the Channel.
11. **Syntax type**: Select the relevant language to enable syntax highlighting. I.e., HTML/XML.

Name	Description	Element Type	Maximum Size	Required	Show
Headline	Enter the main headline here	Plain Text	150	Yes	Yes
Release date	Select a date using the date picker	Date	*leave at default*	Yes	Yes
Teaser	Enter a short summary of your news item	Plain Text	2500	Yes	Yes
News story	Enter the main content for your news item	HTML	100000	Yes	Yes
Image	Select an image from the Media Library	Media	*leave at default*	No	Yes
Image caption	Enter a caption for the image	Plain Text	150	No	Yes

[Continues >>](#)

12. **Content layout processor:** select **T4 Tag Content**.
13. Use the **Content layout code** to build the first output for your content. If you have created the HTML already, you can start by pasting that into the code field as displayed below (copy the code text in red).
14. As each piece of content will have unique information in the **Headline**, **Release Date** and **Teaser**, the text below needs to be replaced with what the user enters when creating the content. To do that you need to build some T4 Tags.

Content layout

Name *	text/html
File extension	Default ▾
Syntax type	HTML/XML ▾
Content layout processor	T4 Tag Content
Content layout code	<pre> <h3>The Terminalfour panel debates the challenges facing higher education</h3> 2024, 12 March <p>We hosted our first panel debate of 2020 and got deep into a debate on a wide range of challenges facing institutions</p> <hr> </pre>

15. In this example, the text **The Terminalfour panel debates the challenges facing higher education** is the **Headline** and needs to be replaced with a T4 Tag. To build this, click the **Generate T4 tag** button
16. **Build Content Type T4 Tag:**
 - a. **Tag output:** as you need to output the information the user enters in this element, select the option **Element**.
 - b. **Content element:** select the element you created earlier for the **Headline**.
 - c. **Output Method:** select **Normal Output (inline)**, as this outputs the element by adopting the text layout of the page.
 - d. Select the relevant **Modifiers:**
 - i. **Strip out all HTML Tags.**
 - ii. **Encode special characters to their HTML equivalent**
 - e. Decide if you wish to **disable direct edit for this element**.
17. Click **Copy to clipboard** to copy the XML code.
18. The T4 Tag you have copied should look like this (depending on which modifiers you have selected):


```
<t4 type="content" name="Headline" output="normal" modifiers="striptags, htmlentities" />
```
19. Replace the original **Headline** with the new T4 Tag.

20. Click the [Generate T4 Tag](#) button again.
21. You are now going to build a tag to replace the date (Release date):
 - a. **Tag output:** as you need to output the date the user selects in this element, select the option **Element**.
 - b. **Content Element:** select the element you created earlier for **Release date**.
 - c. **Date format:** choose your preferred date format from the drop-down menu.
 - d. **Output Method:** select **Normal Output (inline)**, as this outputs the element by adopting the text layout of the page.
 - e. No **Modifiers** are relevant for a date element.
 - f. Decide if you wish to **disable direct edit for this element**.
22. Click [Copy to clipboard](#) to copy the XML code.
23. Replace the original date **2024, 12 March** with the new tag.

24. Click the [Generate T4 Tag](#) button again.
25. You are now going to build a tag to replace the **Teaser**.
 - a. **Tag output:** as you need to output the information the user enters in this element, select the option **Element**.
 - b. **Content element:** select the element you created earlier for **Teaser**.
 - c. **Output Method:** select **Normal Output (inline)**, as this outputs the element by adopting the text style of the page.
 - d. Select the relevant **Output Modifiers**:
 - i. **Strip out all HTML Tags**
 - ii. **Encode special characters to their HTML equivalent**
 - iii. **Change new lines to HTML line breaks (this is not automatically selected—check the box)**
26. Click [Copy to clipboard](#) to copy the XML code.
27. Replace the original teaser with the new tag. You need to leave a set of <p> tags around the T4 Tag or it will not display as a paragraph.

28. Click the [Generate T4 Tag](#) button again.
29. You are now going to build a tag to replace the path for the link (#)
 - a. **Tag output:** select the option **Element**
 - b. **Content element:** select any one of your elements, e.g., **Headline**.
 - c. **Output Method:** select **Output to fulltext**, as this creates the path to the fulltext page (which we will build next).
 - d. **Fulltext URL:** you can uncheck this box. See the information box below about a “Friendly URL”.
30. Click [Copy to clipboard](#) to copy the XML code.
31. Replace the # with the new tag.

32. Click [Save changes](#) to save the new Content Layout. The first part of the Content Type is complete.



Friendly URL

- > To control the URL of the fulltext version of the content, you can select to use one of your elements. By default the **Name** element is used.
- > You can select an alternative element to be used in the URL of the fulltext version by checking the “Use element value as friendly URL” box at the Fulltext URL option.
- > The URL for the fulltext version of the content will contain the text entered in the **Headline** (if you select this element). You can configure the converting of any spaces in the Friendly URL via the Channel and Configuration settings.

[Continues>>](#)

33. To build the fulltext Content Layout, click **Add content layout** in the **Content layout** tab.
34. **Name**: We have already used text/html. Use the default fulltext type set in the channel. We'll use **text/fulltext**
35. **File Extension** should be left at **Default** unless this is used with a different File Extension. This requires other extensions being permitted in the Channel.
36. **Syntax type**: Select the relevant language to enable syntax highlighting. E.g., **HTML/XML**.
37. **Content layout processor** should be **T4 Tag Content**.
38. Use the **Content Layout Code** to build the first output for your content. If you have created the HTML already, you can start by pasting that into the code field as displayed below (copy the code text in red).

Name *	<input type="text" value="text/fulltext"/>
File extension	<input type="text" value="Default"/>
Syntax type	<input type="text" value="HTML/XML"/>
Content layout processor	<input type="text" value="T4 Tag Content"/>
Content layout code	<pre> <h2>The Terminalfour panel debates the challenges facing higher education</h2> Release Date: 2024, 12 March <div class="newsimage"> <div class="caption">Caption text</div> </div> <p>Last month we hosted our first webinar of 2024 with a panel discussion featuring our founder Piero Tintori, as well as Liz Gross and Claire Gibbons.</p> </pre>

As each piece of content will have unique information in the **Headline, Release Date, News Story, Image** and **Image Caption**, the text below needs to be replaced with what the user enters when creating the content. To do that you need to build some T4 Tags.

39. In this example, the text **The Terminalfour panel debates the challenges facing higher education** is the Headline and needs to be replaced with a T4 Tag. Use what you have learned to build the tag and replace the original Headline with the new tag.
40. The text **2024, 12 March** is the Release date element and needs to be replaced with a T4 Tag. Use what you have learned to build the tag and replace the original date with the new tag. Select the date format you'd like from the drop-down menu.

[Continues>>](#)

41. `` needs to be replaced with the image the user selects from the Media Library. To make that possible, build a T4 Tag for the **Image**:
 - a. **Tag output**: select **Element**.
 - b. **Content element**: select the element you created earlier for **Image**.
 - c. **Media formatter**: select **image/***
 - d. **Output Method**: select **Normal Output (inline)**.
 - e. No **modifiers** are relevant.

42. Click [Copy to clipboard](#) to copy the XML code.

43. Replace the original image tag with the new T4 Tag. Based on the Media Content Type Layout, the Description in the Media Library will be used as the alt tag.

44. The text **Caption text** is the Image Caption and needs to be replaced with a T4 Tag. Use what you have learned to build the tag and replace the original Image Caption with the new tag.

45. The paragraph of text (**News Story**) needs to be replaced with a T4 Tag. Use what you have learned to build the tag and replace with the new tag.

46. Click [Save changes](#) to save the new Content Layout. The Content Type is complete.

Enable News Content Type

- > You need to enable your new Content Type to your Site Structure to test it.
- > Content Types can only be used in Sections where they are enabled.
- > If a Content Type is created in a Group, only users who are members of that Group can use the Content Type.
- > Only users who meet the Minimum User Level criteria can use the Content Type.

General
Content
Content types
Page layouts
More ▾

Content types that are assigned to this section

Display records
Filter:

Content type	Group	Enabled (branch)	Enabled (section)	Disabled
T4U File download <small>Use for adding files to your page</small>	T4U Group	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
T4U General Content <small>Use this to add general pieces of content to your page</small>	T4U Group	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
T4U News <small>Use to add a News item to your page</small>	T4U Group	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Showing 1 to 3 of 3 entries
< 1 >

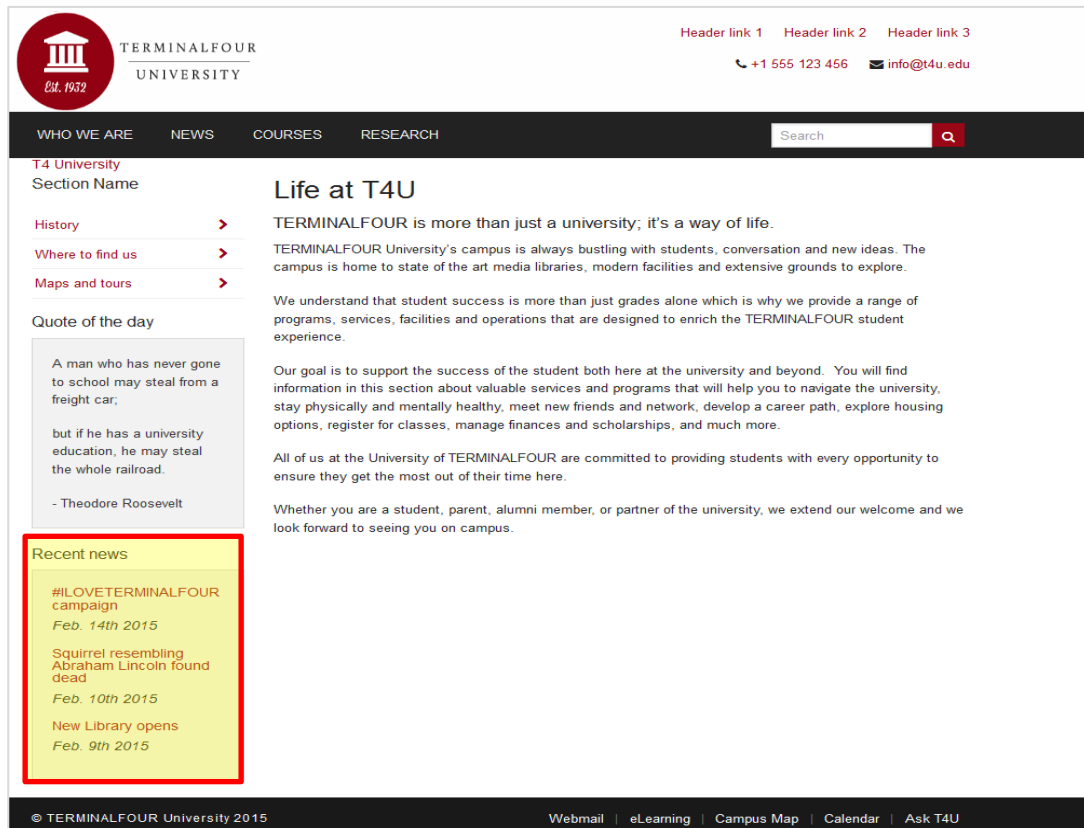
Save changes

How to enable the news Content Type

1. On the Site Structure screen, beside your main section, click **Actions** menu > **Edit section**.
2. Select the **Content Types** tab.
3. Click the radio button to enable the newly created Content Type for either the branch or section:
 - a. **Enabled (branch)**: the Content Type can be used in this section as well as all its sub-sections.
 - b. **Enabled (section)**: the Content Type can be used in this section only.
4. Click **Save changes** to save the changes.
5. Use the new Content Type to add content to your section.

Top Content Navigation

- > A Top Content Navigation Object can be used to output, for instance, the most recent news items in a specific location on your site.
- > In this example, build a Top Content Navigation Object to output the three most recent news stories in the Latest News box on the left.
- > Build a third Content Layout for your News Content Type to output the Headline and the Publish Date.



How to create a Top Content Navigation

1. Go to [Assets](#) > [Navigation](#) > [Add new navigation](#) > [Top content](#)
2. Use the HTML from the footer to determine how the Top News should be built.
3. The **Top content** contains the following options:
 - a. **Name:** enter a name for the Top News. This will appear in a comment when used in the Page Layout, and to make it easy to identify what it is used for, a descriptive name should be considered.
 - b. **Description:** enter a description for the Top News, i.e., what will be output.
 - c. **Primary group:** Select a group to add the navigation to.

[Continues >>](#)

- d. **Options**
 - i. **Show pending content in preview:** lets you view non-approved content in preview.
 - ii. **Cache output:** Check this option to cache the output of this Navigation Object, which can improve preview and publish performance. This is useful once the object is configured and working as expected.
 - e. **Title:** enter the title you wish to output before the menu or leave it blank if you do not wish to use a title.
 - f. **Fetch Method:** select the relevant option:
 - i. **Use Section:** content will be fetched only from the Section you specified above.
 - ii. **Use Branch:** content will be fetched from the Branch, starting at the Section you specified above.
 - iii. **Use Current:** content will be fetched from the current section. If you selected a Section above, this will be ignored.
 - iv. **Use Current Branch:** content will be fetched from the Branch, starting at the current section. If you selected a Section above, this will be ignored.
 - g. **Select section:** click and navigate to the section you wish to fetch the content from.
 - h. **Content type name:** select one or multiple Content Types from the list. Only content using these Content Types will be fetched.
 - i. **Channel:** Content should be restricted to a specific Channel or Microsite.
 - j. **Content dates:**
 - a. **Use current content:**
Display content where the date is in the past, up until the current date/time, with the most recent item shown first.
 - b. **Use upcoming or future content:**
Display content where the date is in the future, with the next upcoming item shown first
 - k. **Date element:** enter the name of the date element in your Content Type(s). This must be an exact match.
 - l. **Ignore date ordering:** Checkbox to order the content based on the order in the Section (only relevant if the Fetch method is **Use Section** or **Use Current**). Unchecked, the date element is used instead.
 - m. **Number of pieces of content to display:** specify the maximum number of content items you wish to display.
 - n. **Which piece of content to start at?:** specify which piece of content to start with. This does not have to be the first piece.
 - o. **Content layouts**
 - a. **Use channel default:**
Select to use Channel default (specified in the channel settings)
 - b. **Use alternate content layout:**
Select to use an alternate Content Layout.
Alternate Content Layout: specify which Content Layout you wish to use. In this instance you have not created the Content Layout yet, but you can still set one, e.g., **text/latest-news**
 - p. **Before HTML:** the HTML to be output before the list of items.
 - q. **After HTML:** the HTML to be output after the list of items.
4. Click **Next** to save the Navigation Object

Title	<input type="text" value="<h4>Recent news</h4>"/>
Fetch method	<input type="text" value="Use section"/>
Section	Home > T4 University > News <input type="button" value="Select section"/>
Content type name	<input type="text" value="* T4U News"/>
Channel	<input type="text" value="Complete channel"/>
<hr/>	
Content dates	<input checked="" type="radio"/> Use current content <input type="radio"/> Use upcoming or future content
Date element	<input type="text" value="Release date"/> Element name used to specify the publish date of the content
Ignore date ordering?	<input type="checkbox"/> Return content in the order TERMINALFOUR displays it
Display	<input type="text" value="3"/> Number of pieces of content to display
Start at	<input type="text" value="1"/> Which piece of content to start at?
<hr/>	
Content layouts	<input type="radio"/> Use channel default <input checked="" type="radio"/> Use alternate content layout
Alternate content layout	<input type="text" value="text/latest-news"/>
Before HTML	<input type="text" value='<div class="panel">'/>
After HTML	<input type="text" value="</div>"/>

How to create an alternate layout for Recent News

1. To build the alternate Content Layout, go to [Assets > Content Types](#).
2. Click **Edit** beside your Content Type (News).
3. Select the **Content Layout** tab and click **Add content layout**.
4. The Content Layout **Name** will be empty, as you have also used the default fulltext Content Layout, you need to create a new one to match what you specified in the Navigation Object, e.g., **text/latest-news**.
5. The **File Extension** should be left at **Default** unless this is used with a different File Extension. This requires other extensions being permitted in the Channel.
6. Select the relevant **Syntax type** language to enable syntax highlighting.
7. Use the **Content layout code** to build the output for your content. If you have created the HTML already, you can start by pasting that into the code field as displayed below (copy the code text in **red**).
8. As each piece of content will have unique information in the **Headline** and **Release Date**, the text below needs to be replaced with what the user enters when creating the content. To do that you need to build some T4 Tags.
9. The Content Layout is very similar to the original text/html Content Layout, so you should be able to build this by using what you have learned.

Content layout

Name *	text/latest-news
File extension	Default ▼
Syntax type	HTML/XML ▼
Content layout processor	T4 Tag Content
Content layout code	<pre style="font-family: monospace; color: #c00000; margin: 0;"> <h5>Terminalfour wins "Company of the Year" at ICT Excellence Awards</h5> 17 May <hr></pre>

Apply Top Content Navigation to Page Layout

- > The Top Content Navigation Object you just built now needs to be added to your Page Layout to replace the hardcoded list of Top News.
- > Build a T4 Tag to output the Top Content.

 **Your navigation object has been created!**

Your navigation object has been created and is ready to use. Drop the code below into your page layout or content type to begin using this navigation object. You can create another navigation object or return to the listing page.

T4 tag embed code

```
<t4 type="navigation" id="3" />
```

 Highlight the T4 tag embed code and press Ctrl+C to copy to clipboard


</> Footer code

```

10
11 <h4>Recent news</h4>
12 <div class="panel">
13   <div class="top-news-item">
14     <h5><a href="/08/news/news-item-1.html">News item 1</a></h5>
15     <em>Date</em>
16   </div>
17
18   <div class="top-news-item">
19     <h5><a href="/08/news/news-item-2.html">News item 2</a></h5>
20     <em>Date</em>
21   </div>
22
23   <div class="top-news-item">
24     <h5><a href="/08/news/news-item-3.html">News item 3</a></h5>
25     <em>Date</em>
26   </div>
27 </div><!-- /.panel -->
28 </div><!-- /.medium-3 -->
29 </div>
30
31

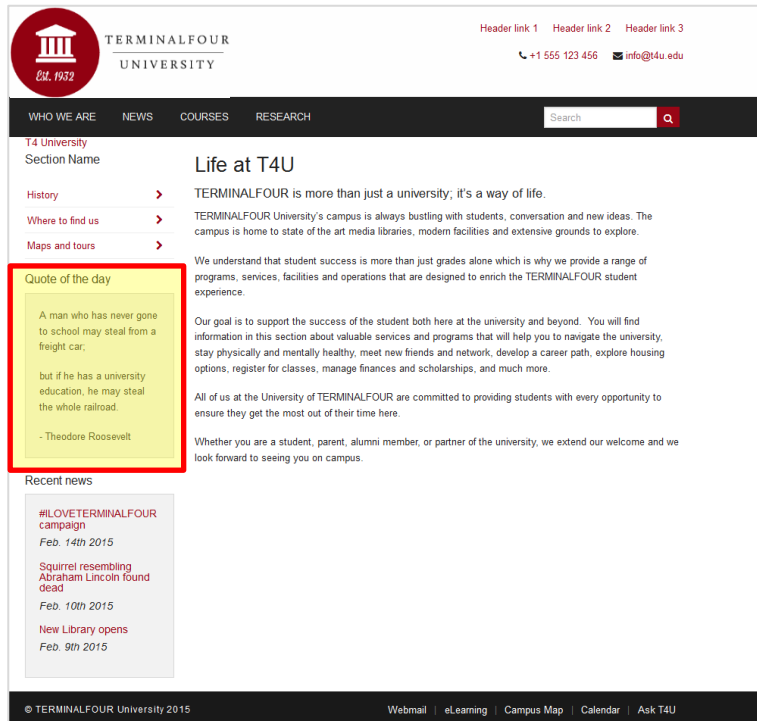
```

How to apply a new navigation object to page layout

1. Go to  **Assets > Page Layouts**.
2. Use the Filter tool to locate your Page Layout and click the name to edit.
3. Select the **Footer** tab.
4. Paste the Navigation T4 Tag in to replace the original menu as highlighted above.
5. Click **Save changes**.
6. Preview your site to check the result. If you have a preview open already, simply refresh that one. Otherwise, you can preview the site from the Site Structure screen.
7. You may wish to add a couple of news items to be able to check the result.

Related Content

- > A Related Content Navigation Object fetches content which relates to the main content. This can be based on where the related content is added, what Content Layout is used, etc.



How to add a Related Content Navigation

1. Go to [Assets](#) > [Navigation](#) > [Add new navigation](#) > [Related content](#)

Use the HTML from the footer to determine how the Related Content should be built.

2. The **Related Content** contains the following options:
 - a. **Enabled:** if the Navigation Object is used, it needs to be enabled, otherwise nothing will be output.
 - b. **Name:** enter a name for the Related Content, to make it easy to identify what it is used for.
 - c. **Description:** enter a description for the Related Content, i.e., what will be output.
 - d. **Show pending content in preview:** allows you to view non-approved content in preview.
 - e. **Cache output:** Check this option to cache the output of this Navigation Object, which can improve preview and publish performance. This is useful once the object is configured and working as expected.

[Continues >>](#)

- f. **Output title:** enter the title you wish to output before the menu or leave it blank if you do not wish to use a title.
- g. **Fetch method:** determine where the content will be fetched from:
 - i. **Use current:** the content will be fetched from the current section. Unless an **Alternate Content Layout** is specified, it will fetch all content with the default (text/html) Content Layout from the current section.
 - ii. **Use section:** the content will be fetched from a specific section.
 - iii. **Use child:** the content will be fetched from a child section with a specific name. You need to specify the details in **Child section name**. Also, select the **Content type(s)** to be used, and number of pieces to **display**.
 - iv. **Use grandchild:** functions like the **Use child** option.

- h. **Content layouts**
 - Use channel default.
Select to use Channel default (specified in the channel settings)
 - Use alternate content layout.
Select to use an alternate Content Layout.

Alternate Content Layout: specify which Content Layout you wish to use. In this instance you have not created the Content Layout yet, but you can still set one, e.g., **text/sidebar-box**

- i. **Before HTML:** the HTML to be output before the content.
- j. **After HTML:** the HTML to be output after the content.

3. Click **Next** to save the Navigation Object

Output title	<input type="text"/>
Fetch method	<input type="text" value="Use current"/>
Content layouts	<input type="radio"/> Use channel default <input checked="" type="radio"/> Use alternate content layout
Alternate content layout	<input type="text" value="text/sidebar-box"/>
Before HTML	<input type="text"/>
After HTML	<input type="text"/>


4. You need a new Content Type for adding content in a sidebar box on the left-side of your page. To create that, go to [Assets > Content Types](#)
5. Fill in the **General** information:
 - a. **Name**: enter a name here. This should suggest what type of content it is used for.
 - b. **Description**: describe in more detail when to use this Content Type.
 - c. **Minimum User Level**: if you wish to restrict who can use this Content Type, you can set a level here. If Content Types are created in groups, a user must be a member of the group as well as meet the minimum user level criteria to use the Content Type.
 - d. **Enable Direct Edit**: decide if Direct Edit can be used for this Content Type.
 - e. **Mark as eForm**: check this for eForms and xForms only. This will be described in detail later.
 - f. **Workflow**: if relevant, enable a workflow for content using this Content Type.
 - g. **Primary group**: restricts access to the Content Type based on the Primary Group a User is a member of
6. Select the **Elements** tab.
7. Add the elements you need by filling in the information as outlined in the table below.
8. Once you have added all your elements, click [Save changes](#). The **Content Layout** tab opens.

Name	Description	Type	Max size	Required	Show
Heading	Enter your main heading	Plain Text	150	Yes	Yes
Main body	Enter the main body for the left side	HTML	2500	Yes	Yes

9. The Modify Content Layout tab is a new Content Layout for your Content Type.
10. The Content Layout **Name** will be filled in, using the default Type set in the Channel. As you do not need the content displayed in its main section, change this to **text/sidebar-box**
11. The **File Extension** should be left at Default unless this is used with a different File Extension. This requires other extensions being permitted in the Channel.
12. Select the relevant **Syntax Type** language to enable syntax highlighting.
13. Use the **Content Layout Code** to build the first output for your content. If you have created the HTML already, you can start by pasting that into the code field as displayed below (copy the code text in red).
14. As each piece of content will have unique information in the Heading and Main Body, the text below needs to be replaced with what the user enters when creating the content. To do that you need to build some T4 Tags.

Content layout

Name *	text/sidebar-box
File extension	Default ▼
Syntax type	HTML/XML ▼
Content layout processor	T4 Tag Content
Content layout code	<pre style="margin: 0; font-family: monospace; color: #A52A2A;"><h4>Heading of related content</h4> <div class="panel"> <p>Main body of related content</p> </div><!-- /.panel --></pre>



Copy & paste this code into your content layout

15. In this example, the text **Heading of related Content** needs to be replaced with a T4 Tag. To build this, select the [Generate T4 Tag](#) button.

16. [Generate T4 tag](#):

- f. **Tag Output:** select **Content Element**;
This outputs the information the user enters in the element.
- g. **Content element:** select the element you created earlier for the **Heading**.
- h. **Output method:** select **Normal output (inline)**; this outputs the element by adopting the text layout of the page.
- i. The relevant **Modifiers** are automatically selected by Terminalfour, these are:
 - i. **Strip out all HTML Tags.**
 - ii. **Encode special characters to their HTML equivalent.**
- j. Decide if you wish to **Disable direct edit for this element**.

17. The T4 Tag is automatically generated; click [Copy to clipboard](#) to copy the generated t4 tag. The T4 Tag you have copied should look like this (depending on which modifiers you have selected):

```
<t4 type="content" name="Heading" output="normal" modifiers="striptags, htmlentities" />
```

18. Replace the original heading: **Heading of related content**, with the new tag.

19. Select the [Generate T4 Tag](#) button again.
20. Using what you have learned above, build a tag to output the **Main Body**:
 - a. **Normal Output (inline)**.
 - b. **Parse for Section Navigation Tags**.
21. The T4 Tag is automatically generated; click [Copy to clipboard](#) to copy the generated t4 tag.
22. Replace the original content for the Main Body with the new tag. You do not need to leave `<p>` tags around the tag as the HTML editor will generate the necessary tags.
23. The Content Layout should look like the screen below.
24. Click [Save changes](#) to save the new Content Layout. The Content Type is complete.

Name *	<input type="text" value="text/left"/>
File extension	<input type="text" value="Default"/>
Syntax type	<input type="text" value="HTML/XML"/>
Content layout processor	<input type="text" value="T4 Tag Content"/>
Content layout code	<pre>1 <h4><t4 type="content" name="Heading" output="normal" modifiers="striptags,htmlentities" /></h4> 2 <div class="panel"> 3 <t4 type="content" name="Name" output="normal" modifiers="nav_sections" /> 4 </div><!-- /.panel --></pre>

 Save changes

Enable your Sidebar Box Content Type

- > You need to enable your new Content Type to your Site Structure to test it.
- > Content Types can only be used in Sections where they are enabled.
- > If a Content Type is created in a Group, only users who are members of that Group can use the Content Type.
- > Only users who meet the Minimum User Level criteria can use the Content Type.

General
Content
Content types
Page layouts
More ▾

Content types that are assigned to this section

Display records
Filter:

Content type	Group	Enabled (branch)	Enabled (section)	Disabled
T4U File download <small>Use for adding files to your page</small>	T4U Group	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
T4U General Content <small>Use this to add general pieces of content to your page</small>	T4U Group	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
T4U Left content <small>Use this to add content to the left of your page</small>	T4U Group	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
T4U News <small>Use to add a News item to your page</small>	T4U Group	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>

Showing 1 to 4 of 4 entries
< 1 >

How to enable the new Content Type

1. On the Site Structure screen click your main section name to edit it
2. Select the **Content Types** tab.
3. Click the radio button to enable the Content Type for either the branch or section:
 - a. **Enabled (branch)**: the Content Type can be used in this section as well as all its sub-sections.
 - b. **Enabled (section)**: the Content Type can be used in this section only.
4. Click **Save changes** to save the changes.
5. Use the new Content Type to add content to your section.

Apply Related Content Navigation to Page Layout

- > The Navigation Object you just built now needs to be applied to the Page Layout to replace the hardcoded Related Content.
- > Build a T4 Tag to output the Related Content.

 **Your navigation object has been created!**

Your navigation object has been created and is ready to use. Drop the code below into your page layout or content type to begin using this navigation object. You can create another navigation object or return to the listing page.

T4 tag embed code

```
<t4 type="navigation" id="3" />
```

 Highlight the T4 tag embed code and press Ctrl+C to copy to clipboard

General information
</> Header code
</> Footer code
History


Footer code

Generate T4 tag </>

```

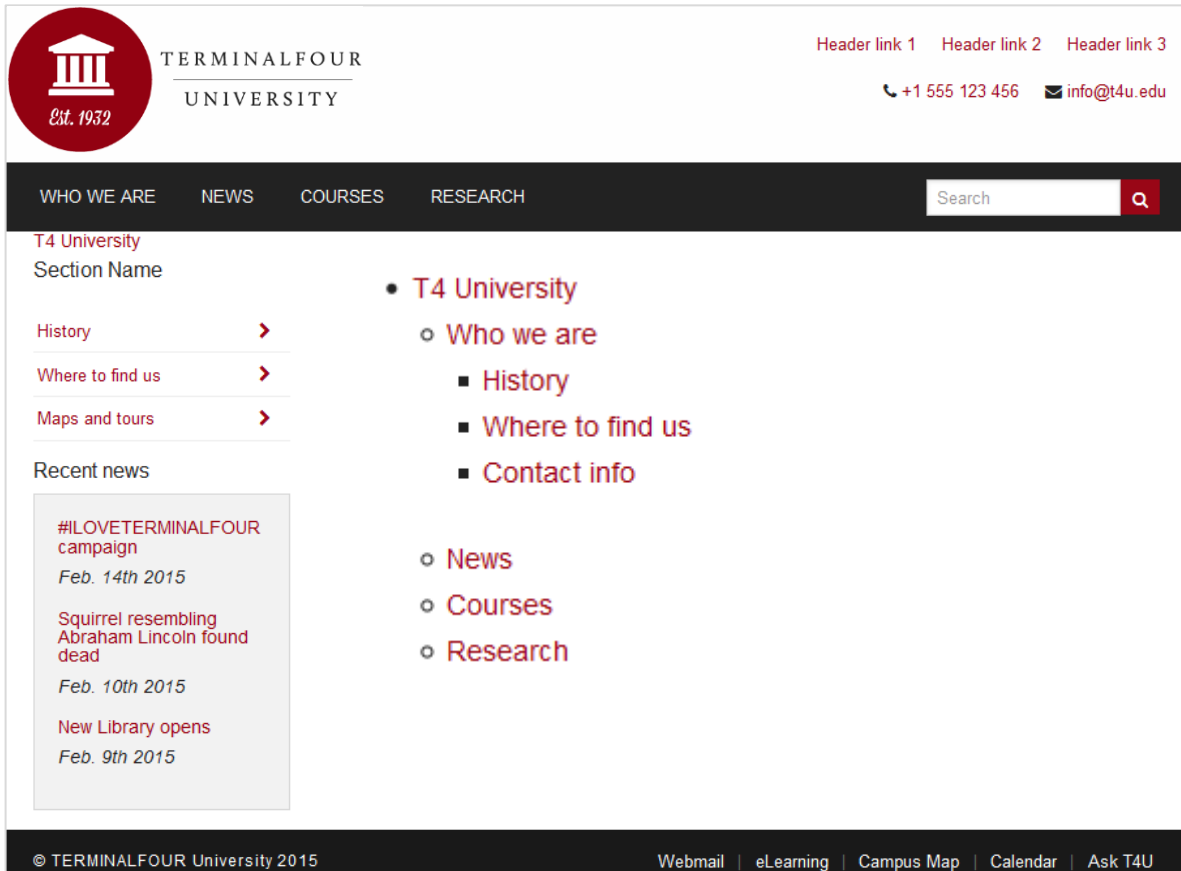
1  </div>
2
3  <div class="small-12 medium-3 medium-pull-9 columns">
4    <h4>Section Name</h4>
5    <t4 type="navigation" name="t4u Left Menu" id="94" />
6    <h4>Heading of related content</h4>
7    <div class="panel">
8      <p>Main body of related content</p>
9    </div><!-- /.panel -->
10
```

How to apply the new Navigation Object

1. Go to  **Assets > Page Layouts**
2. Locate your page layout and edit it.
3. Paste the T4 Tag in to replace the original content as highlighted above.
4. Click **Save changes**.
5. Preview your site to check the result. If you have a preview open already, simply refresh that one. Otherwise, you can preview the site from the Site Structure screen.

Site Map

- > Build a Site Map Navigation Object and link to the Site Map by using a Section Details Navigation Object.
- > A Site Map is typically used in a piece of content using a plain text Content Type to avoid having a Site Map appear on every page of your website.
- > The Navigation Object outputs your Site Structure as links (with the ability to set a start and finish point).



Header link 1 Header link 2 Header link 3
+1 555 123 456 info@t4u.edu

WHO WE ARE NEWS COURSES RESEARCH Search

T4 University
Section Name

- History >
- Where to find us >
- Maps and tours >

Recent news

#LOVETERMINALFOUR campaign
Feb. 14th 2015

Squirrel resembling Abraham Lincoln found dead
Feb. 10th 2015

New Library opens
Feb. 9th 2015

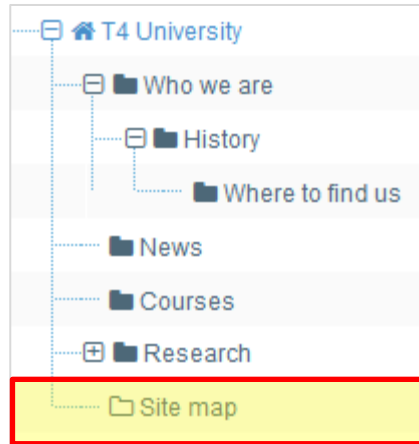
- T4 University
 - Who we are
 - History
 - Where to find us
 - Contact info
 - News
 - Courses
 - Research

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How to create a Site Map

1. To create the section for the Site Map Content, select **Create section** from the **Actions** menu beside your main section.
2. Enter a **Name** for your section, e.g., **Site Map**.
3. Uncheck the box **Show in Navigation**.
4. Click **Save changes**. The section has been added to your Site Structure.

[Continues >>](#)



5. To create the Content Type, go to [Assets > Content Types > Create content type](#)
6. Fill in the **General information**:
 - a. **Name**: enter a name here. This should suggest what type of content it is used for, e.g., **Code container**.
 - b. **Description**: describe in more detail when to use this Content Type.
 - c. **Minimum user level**: if you wish to restrict who can use this Content Type, you can set a level here. If content types are created in groups, a user has to be a member of the group as well as meet the minimum user level criteria in order to use the Content Type.
 - d. **Enable in direct edit**: decide if Direct Edit can be used for this Content Type.
 - e. **Mark as eForm**: check this for eForms and xForms only. This will be described in detail later.
 - f. **Workflow**: if relevant, enable a workflow for content using this Content Type.
 - g. **Primary group**: select the group that will use this content type.

General
Elements

General

Set basic information for this content type

Name *	<input type="text" value="T4U Code"/>
Description	<input type="text" value="Use this to add code to a page"/>
Minimum user level	<input style="text-align: right; font-size: small; font-weight: normal; border: none; border-bottom: 1px solid #ccc;" type="text" value="Administrator"/> x ▾
Options	<input checked="" type="checkbox"/> Enable in direct edit <input type="checkbox"/> Mark as eForm
Workflow	<input style="border: none; border-bottom: 1px solid #ccc;" type="text"/>
Primary group	<input style="border: none; border-bottom: 1px solid #ccc;" type="text"/>

7. Select the **Elements** tab.
8. Add the elements you need by filling in the information as outlined in the table below.
9. Once you have added all your elements, click **Save changes**. The **Content layout** tab opens.

Name	Description	Type	Max size	Required	Show
Code	Enter your code here	Plain Text	25000	Yes	Yes

How to create a Site Map

1. Click **Add content layout**
The **Content layouts** screen is a new Content Layout for your Content Type.
 - a. **Name: text/html** - this is the default Type set in the Channel. This ensures the content can be displayed.
 - b. **File extension: Default** - unless this is used with a different File Extension. This requires other extensions being permitted in the Channel
 - c. **Syntax type: HTML/XML** - this determines which syntax is highlighted.
 - d. **Content layout processor:** must be set to **T4 Tag Content**.
 - e. **Content layout code:** this determines the output for your content.
- To allow you to output the content, you need to generate a T4 Tag for the **Code** element.
2. Click **Generate T4 tag**
 - a. **Tag output:** as you need to output the information the user enters in this element, select the option **Element**.
 - b. **Content element:** select the element you created earlier for the **Code**.
 - c. **Output method:** select **Normal output (inline)**, as this outputs the element by adopting the text style of the page.
 - d. No **Modifiers** are relevant for this element. (**Uncheck any that have been pre-selected**).
 - e. Decide if you wish to disable **Direct edit** in this element.
3. The T4 tag is generated in the **Preview** area.
 - a. Click **Copy to clipboard** to copy the T4 Tag.
 - b. Paste the T4 Tag into the **Content layout code** field.
4. Click **Save changes** to save the new Content Layout. The Content type is complete.

Content layouts

Syntax highlighting:

[Generate T4 tag </>](#)

Name *

File extension

Syntax type

Content layout processor

Content layout code

```
<t4 type="content" name="Code" output="normal" />
```

Enable a Content Type

- > You need to enable your new Content Type to your Site Structure to test it.
- > Content Types can only be used in Sections where they are enabled.
- > If a Content Type is created in a Group, only users who are members of that Group can use the Content Type.
- > Only users who meet the Minimum User Level criteria can use the Content Type.

General
Content types
Page layouts
More ▾

Content types that are assigned to this section

Display records
Filter:

Content type	Group	Enabled (branch)	Enabled (section)	Disabled
T4U Code <small>Use this for adding code</small>	T4U Group	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
T4U File download <small>Use for adding files to your page</small>	T4U Group	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
T4U General Content <small>Use this to add general pieces of content to your page</small>	T4U Group	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
T4U Left content <small>Use this to add content to the left of your page</small>	T4U Group	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
T4U News <small>Use to add a News item to your page</small>	T4U Group	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>

Showing 1 to 5 of 5 entries
< 1 >

How to enable the new Content Type

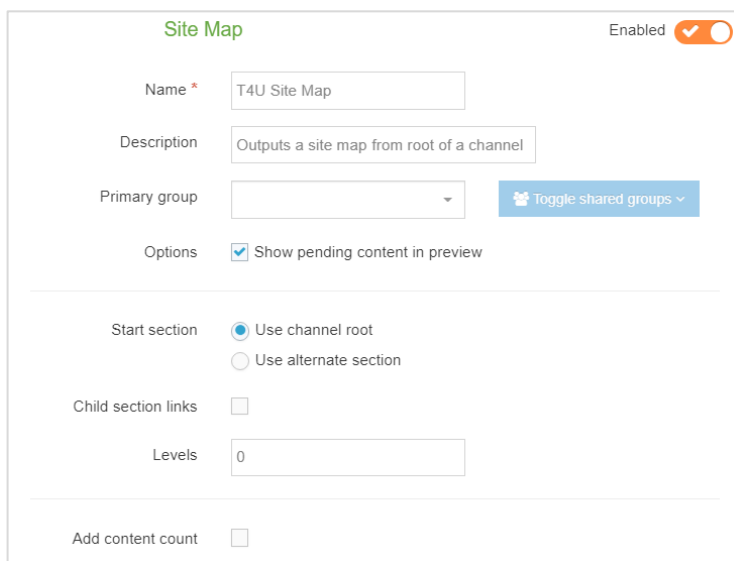
1. On the Site Structure screen click your main section name to edit it
2. Select the **Content Types** tab.
3. Click the radio button to enable the Content Type for either the branch or section:
 - a. **Enabled (branch)**: the Content Type can be used in this section as well as all its sub-sections.
 - b. **Enabled (section)**: the Content Type can be used in this section only.
4. Click **Save changes** to save the changes.
5. Use the new Content Type to add content to your section.

Site Map Navigation Object

- > The Navigation Object needs to output the Site Map for your part of the site.
- > Build a T4 Tag to output the Site Map.
- > Create a piece of Content with the Site Map Navigation Object.

How to create a Site Map Navigation Object

1. Go to [Assets](#) > [Navigation](#) > [Add new navigation](#) > [Site map](#)
2. The **Site Map** navigation object contains the following options:
 - a. **Name**: enter a name for the Site Map; to make it easy to identify what it is used for; a descriptive name should be considered.
 - b. **Description**: enter a description for the Site Map, i.e., what will be output.
 - c. **Primary group**: Select a group to add the navigation to.
 - d. **Show pending content in preview**: lets you view non-approved content in preview.
 - e. **Start section**: decide where you want the site map to start.
 - f. **Child section links**: check this option to hide the section you selected above as the root.
 - g. **Levels**: leave this as 0 to show the full Site Map. Alternatively specify the number of levels.
 - h. **Add content count**: check this option to count the pieces of content in each section and display it.
 - i. **Restrict content types**: select the Content Types to include in the count above.
 - ii. **Maximum level count**: set a level if you wish to stop the count of content.
 - iii. **Recursive count**: if checked, this adds up all the sub-sections and outputs a total at the parent section, otherwise each section will have its own total.
 - iv. **Text before**: enter the text you wish to display before the count.
 - v. **Text after**: enter the text you wish to display after the count.
3. Click [Next](#) to complete the Navigation Object.



Site Map Enabled

Name *

Description

Primary group [Toggle shared groups](#)

Options Show pending content in preview

Start section Use channel root
 Use alternate section

Child section links

Levels

Add content count

Use Navigation Object in content

- > The Navigation Object you just built now needs to be used as a piece of Content in the hidden Section you created called Site Map.
- > Build a T4 Tag (in your Page Layout) to output the Site Map.
- > Create a piece of content using your Code Content Type and paste the T4 Tag in as the content.

 **Your navigation object has been created!**

Your navigation object has been created and is ready to use. Drop the code below into your page layout or content type to begin using this navigation object. You can create another navigation object or return to the listing page.

T4 tag embed code

```
<t4 type="navigation" id="3" />
```

Highlight the T4 tag embed code and press Ctrl+C to copy to clipboard

General

Content

Channels

Options

Content type : T4U Code

Name *

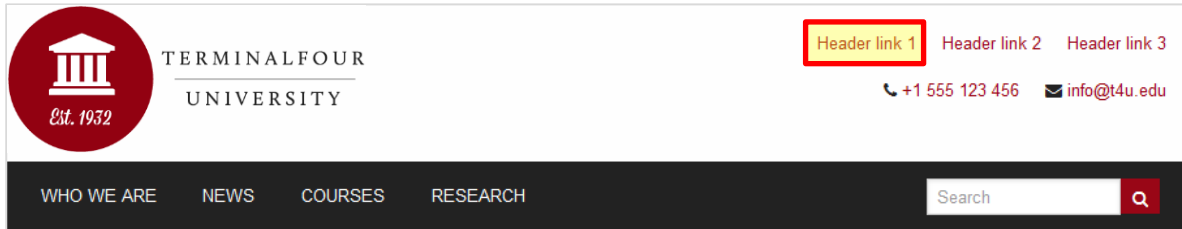
Code *

How to use the new Navigation Object in content

- Once your navigation object has been created, copy the generated [T4 tag embed code](#).
- Navigate to the Site Structure screen and select **Add Content** from the **Action menu** beside your **Site Map section**.
- Select your Code container Content Type.
- Give the piece of content a name and paste the [T4 tag embed code](#) into the Code element as displayed above.
- Click **Preview** to check the result.
- Return to the content screen and click either [Save changes](#) or [Save and approve](#) to save the content.

Section Details – Link to Section

- > As the Site Map Section is hidden from navigation, you need a link for visitors to click on to get to the Site Map. To create that, you need a Section Details Navigation Object.
- > Build a T4 Tag to output the Link to Site Map and apply it to your Page Layout.



How to link to a Hidden Section

1. Go to [Assets](#) > [Navigation](#) > [Add new navigation](#) > [Section details](#)
2. Use the HTML from the header to determine how the Link to Site Map should be built. In this case you can build a full link.
3. The **Section Details** navigation contains the following options:
 - a. **Name**: enter a name for the Link to Site Map. This will appear in a comment when used in the Page Layout, and to make it easy to identify what it is used for, a descriptive name should be considered.
 - b. **Description**: enter a description for the Link to Site Map, i.e., what will be output.
 - c. **Primary group**: The members of the Primary Group can modify the Navigation Object. Click **Show Shared Groups** to share an object with other Groups, providing either full access or read-only access for the members of that Group.
 - d. **Show pending content in preview**: lets you view non-approved content in preview.
 - e. **Detail method**: determine whether the detail refers to **Use section at level** or **Use section**; then use one of the following two options to specify the relevant details.
 - i. **Current section**:
 - ii. **Level**: if you selected **Use section at level**, specify the level here.
 - iii. **Select section**: if you selected **Use section**, click **Select section** and select the section you wish to use.
 - f. **Output detail**: you can output the section's ID, Name or Path or alternatively output Link to Section.
4. Click **Next** to complete the Navigation Object.
5. The T4 Tag is automatically generated; copy this tag to your clipboard, to be applied to your page layout later.

Detail method

Use a specific section *

Home > T4 University > Site Map

Select section
Clear selection

Output detail

Apply Section Details Navigation to Page Layout


- > The Navigation Object you just built now needs to be applied to the Page Layout to replace the hardcoded links in the header or footer.
- > Build a T4 Tag to output the Link to Site Map.

 **Your navigation object has been created!**

Your navigation object has been created and is ready to use. Drop the code below into your page layout or content type to begin using this navigation object. You can create another navigation object or return to the listing page.

T4 tag embed code

```
<t4 type="navigation" id="3" />
```

 Highlight the T4 tag embed code and press Ctrl+C to copy to clipboard

Header code


[Generate T4 tag </>](#)

```

31
32     <li> <a href="#1">Header link 1</a> </li>
33
34     <li> <a href="#2">Header link 2</a> </li>
35
36     <li> <a href="#3">Header link 3</a> </li>
37

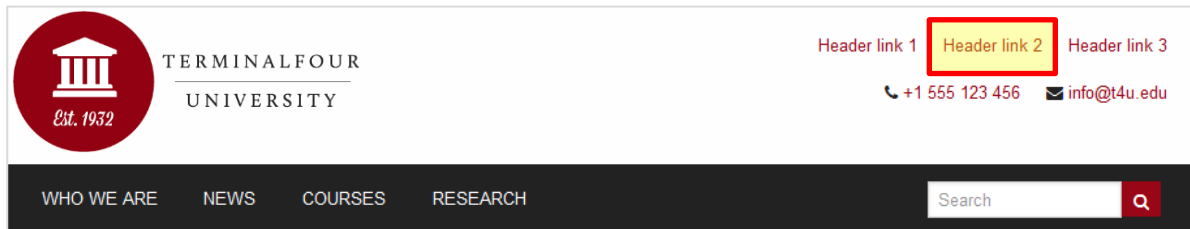
```

How to apply the Section Details to page layout

1. Go to  **Assets** > **Page Layouts**
2. Click your Page Layout's name to edit it.
3. Select the **T4 Tag Builder** tab.
4. Use the **Navigation** T4 Tag Builder:
 - a. **Restrict list by type**: Section Details.
 - b. **Available navigation objects**: select your Link to Site Map.
5. Click **Copy to clipboard** to copy the **Navigation T4 Tag**.
6. Paste the T4 Tag in to replace the original section link, i.e., `Header link 1`.
7. Click **Save changes** to save the work.
6. The link is now complete. Preview your site to check the result.

Direct Edit

- > To allow users to update content directly from the published site, add an **Edit this Page** link in the footer of your Page Layout.




```
<t4 type="edit-page" action="direct-edit" text="Edit this page" />
```

Header code

Generate T4 tag <>

```
31
32 <li> <a href="#1">Header link 1</a> </li>
33
34 <li> <a href="#2">Header link 2</a> </li>
35
36 <li> <a href="#3">Header link 3</a> </li>
37
```

How to edit content from published site

1. Go to  **Assets > Page Layouts**
2. Click **Edit** beside your Page Layout.
3. Select the Header tab and locate the "Header link 2" link as highlighted above.
4. Replace the link with:

```
<t4 type="edit-page" action="direct-edit" text="Edit this page" />.
```

5. Click **Save changes**. The link is now complete. Preview your site to check the result. If you have a preview open already, simply refresh that one. Otherwise, you can preview the site from the Site Structure screen.

Approve content

- > When content is added to Terminalfour, it needs to go through an approval process before it can be published; only published content will be visible on your website.
- > The content you have created so far is all pending approval. Ensure your content is approved.

Approve content » review and approve content

Display 10 records Filter:

Name	Version	Last modified	Last modified by	Workflow (Step)		
acustomer <small>Home>>Sample Data>>Home>>Resources>>Profiles>>acustomer</small>	id: 1188 0.1	December 11 2012 10:28 PM	Dorte Eriksen			<input checked="" type="checkbox"/>
admin <small>Home>>Sample Data>>Home>>Resources>>Profiles>>admin</small>	id: 1193 0.1	December 11 2012 10:28 PM	Dorte Eriksen			<input type="checkbox"/>
Consumer <small>Home>>Sample Data>>Home>>Resources>>Profiles>>Consumer</small>	id: 1191 0.1	December 11 2012 10:28 PM	Dorte Eriksen			<input type="checkbox"/>
external <small>Home>>Sample Data>>Home>>Resources>>Profiles>>external</small>	id: 1185 0.1	December 11 2012 10:28 PM	Dorte Eriksen			<input type="checkbox"/>
markbaldwin <small>Home>>Sample Data>>Home>>Resources>>Profiles>>markbaldwin</small>	id: 1194 0.1	December 11 2012 10:28 PM	Dorte Eriksen			<input type="checkbox"/>
mdoyle <small>Home>>Sample Data>>Home>>Resources>>Profiles>>mdoyle</small>	id: 1186 0.1	December 11 2012 10:28 PM	Dorte Eriksen			<input type="checkbox"/>
power user <small>Home>>Sample Data>>Home>>Resources>>Profiles>>power user</small>	id: 1192 0.1	December 11 2012 10:28 PM	Dorte Eriksen			<input type="checkbox"/>
sam.smith <small>Home>>Sample Data>>Home>>Resources>>Profiles>>sam.smith</small>	id: 1195 0.1	December 11 2012 10:28 PM	Dorte Eriksen			<input type="checkbox"/>
t4admin <small>Home>>Sample Data>>Home>>Resources>>Profiles>>t4admin</small>	id: 1190 0.1	December 11 2012 10:28 PM	Dorte Eriksen			<input type="checkbox"/>
t4wsuser <small>Home>>Sample Data>>Home>>Resources>>Profiles>>t4wsuser</small>	id: 1187 0.1	December 11 2012 10:28 PM	Dorte Eriksen			<input type="checkbox"/>

Showing 1 to 10 of 11 entries

< 1 2 >



A note about Approving Content

- > Approval of content can also be done from the Direct Edit screen.
- > If selective approval is enabled, you can approve content by checking the Approve box beside the content and then clicking on **Approve**.
- > The Approve Content screen will refresh itself periodically; the refresh rate can be set in Configuration.
- > If content is assigned to a workflow, approving the content will advance it to the next step. **Fast Track** is an option available to Administrators allowing you to by-pass any further steps in the workflow and brings the content straight through to completion of the Approval workflow.

How to Approve Content

1. To approve content, go to [Content > Approve content](#).
2. There are three tabs available to you; **Pending**, **Inactive**, and **Workflow**.
 - a. The **Pending** tab will contain a list of content you can approve; you can sort by **name**, **priority**, or **last modified**. Hover your mouse over the section breadcrumb to see the exact path to the content.
 - b. The **Inactive** tab will contain a list of any content which has been set as Inactive.
 - c. The **Workflow** tab will list details of all content currently in a Workflow Queue.

🔍 Reject content
✕

Rejected content

Reject reason

An email will be sent to the content owner informing them the content they submitted has been rejected

↶ Cancel
✔ Reject

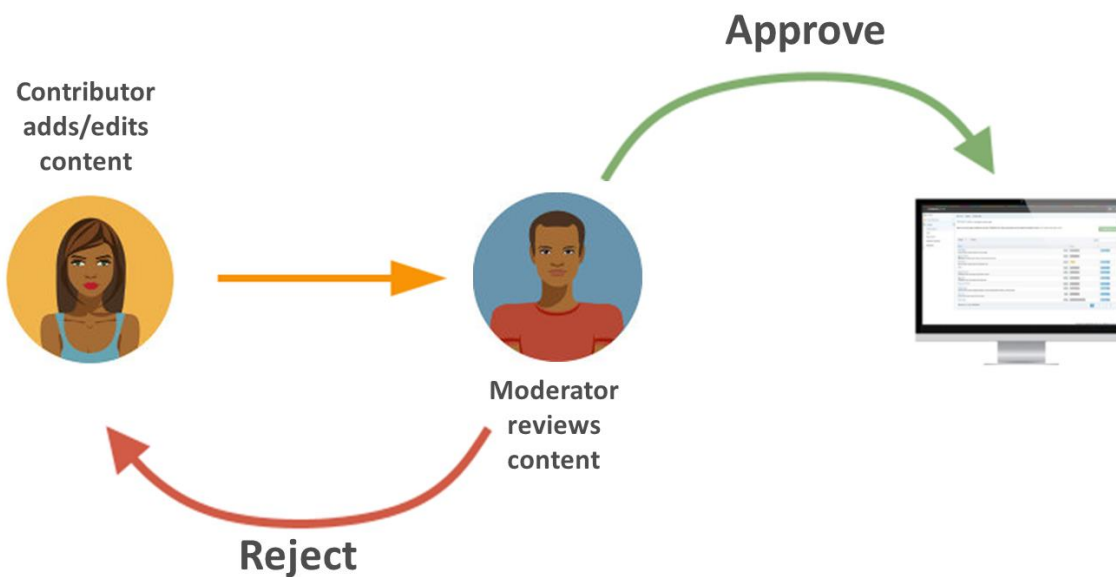
Content status color code

- Approved Content
- Pending Content
- Inactive Content

3. From within the **Pending** tab, click the name of a piece of content to check the details.
 - a. Preview the content by clicking on a channel from the **Published Channels** list.
 - b. Click **Show History** to view any previous versions of the content.
 - c. Click **Edit** if you wish to make changes to the content.
4. If the content is assigned to a workflow, an Administrator can select a **Fast Track** option using the radio buttons.
 - d. **No Fast Track** will not Fast Track content.
 - e. **Advance to Next Step** will advance content to the next step of the Workflow.
 - f. **Advance to Completion** will by-pass any remaining workflow steps and bring content approval to completion.
5. Click **Approve** if you are happy to approve content; otherwise, click **Reject**.
6. When content has been rejected, a **Reject Reason** can be added to explain the decision.
7. Once content has been approved, it will disappear from the main list.
8. In the Site Structure, the approved content appears in the green column

Workflow


- > By default, content goes through an approval process in Terminalfour. Moderators + can approve content in sections they are assigned to. To specify a process for approving content, you can create workflows.
- > Create a workflow to ensure all content added using your Content Type for generic content is approved by you.
- > Assign the workflow to your Content Type.



Assigning Workflows

- > Workflows can be assigned to:
 - Sections,
 - Content types,
 - Media library categories

How to set up a Workflow

1. To build a workflow, go to  [Administration](#) > [User rights & roles](#) > [Workflow](#) > [Add new workflow](#)
2. Give your workflow a **Name** and **Description** and assign to your group; then click [Save changes](#).
3. The Steps tab appears. Click [Add new step](#) to add the first step to your workflow.
 - a. Give your step a **Name** and **Description**.
 - b. Select the **Step priority**; approvers can sort content by Priority in the Approval list.
 - c. Check the box **Restrict to editors** if you wish to restrict the users who can review/approve this step to those who have editing rights to the content.

[Continues >>](#)

1. **Configure users:**
Select the users or groups to be involved in this step.
2. **Optional settings:**
Select the radio button to specify what happens to a piece of content if it is rejected.
 - i. **Content owner:** will reject content back to the content owner.
 - ii. **Last modified by:** will reject content back to the person who last modified the content.
 - iii. **Step X:** send the content to a step within the same workflow and select the step.
 - iv. **Different workflow:** from a drop-down menu you can select a different workflow to send the content to.
 - v. **Do nothing:** use this option if you do not wish to reject the content to anyone; content will therefore remain in the Approval list.
3. **Step approval settings:**
If there is more than one approver in a workflow step, approval of content can be put to a vote; select the radio button for the option you wish to apply.
 - i. **All moderators:** if selected, all the approvers in this step will need to vote to approve the content.
 - ii. **Majority:** content will only be approved once a majority of approvers have approved the piece of content.
 - iii. **X number of moderators:** determines how many approvers will need to approve the content in order for it to be approved in this step; set a number by entering it into the field.
 - iv. **Content owner:** if selected, only the content owner can vote to approve content; this option requires that a content owner has been set. If no owner is set, the content may only be approved by an administrator.
 - v. **Enable active moderation** if checked, the vote count will be for both approval and rejection with content being either approved or rejected once the configured “X” number has been reached.
4. **Notification settings:**
Email alerts can be sent to content owners or those involved in the workflow step during the approval process. Avoid selecting all options as this generates large quantities of emails.
 - i. **Start:** an alert is sent to the content owner or those involved in the workflow step when a piece of content enters a step they participate in.
 - ii. **In progress:** an alert is sent to the content owner or those involved in the workflow step when a piece of content is either approved or rejected.
 - iii. **End:** an alert is sent to the content owner or those involved in the workflow step when a piece of content is either fully approved or rejected, hence completing the current step.
5. **User alert settings:**
Specifies who receives alerts and notifications by email.
 - i. **Content owner:** this informs the content owner when any of the above alerts or triggers are fired.
 - ii. **Step moderators:** this informs any of those involved in the workflow step when any of the above notifications are sent.
 - iii. **All content owners and moderators:** this informs content owners and any of those involved in the workflow step when any of the above alerts or triggers are fired.
6. Click **Save changes** to add the step to the workflow.
7. Click **Add new step** to add a further step to the workflow if required, otherwise click **Save changes**.
8. To assign the workflow to your content type, go to **Assets > Content types > Edit** your content type.
9. From the **Workflow** drop-down list, select your workflow.
10. Click **Save changes**.

Publish

- > Once Content has been approved, it still needs to be published before the content will appear on the website.
- > Publish the channel you have been working on. The trainer will advise you of the published URL.

Publish channels » Select channels to publish 🔖

Select the channels you wish to publish and click the "Publish channels" button to add these to the queue. To view upcoming publishes - click arrow on "Upcoming publishes".

⌚ Schedule publish
+ Publish channels

- Hide active publishes

↻ Reload publish scheduler

☰ Upcoming publishes ▼

There are currently no upcoming publishes.

01 User
Enable publish
⌵

This is the user 1 Channel ✎ Edit

Publish options


Publish archive sections

Override publish period restriction

02 User
Enable publish
⌵

03 User
Enable publish
⌵

How to Publish your website

1. To publish your website, go to  **Sites & Channels > Publish Channels**
2. Locate your channel and select **Enable publish**
3. Click **Publish channels** to publish.
4. You can also create a publish schedule by clicking **Schedule publish**.
 - a. **Next due**: Use the calendar to select the next publish date and time.
 - b. **Execution interval**: Select the frequency of the scheduled publish.
 - c. **Channel**: Set the channel to publish.
 - d. **Publish archive sections**: check the box to force a publish of archived sections.
 - e. **Override publish period restriction**: If your channel has a publish period restriction on fulltext content check this box to override the restriction.

Feedback survey

- > Congratulations on completing the Implementer training course.
- > Please open our on-line survey and provide your feedback



Congratulations on completing the course.

Please provide your feedback

[Training feedback survey](#)