



Web Developer TERMINALFOUR 8



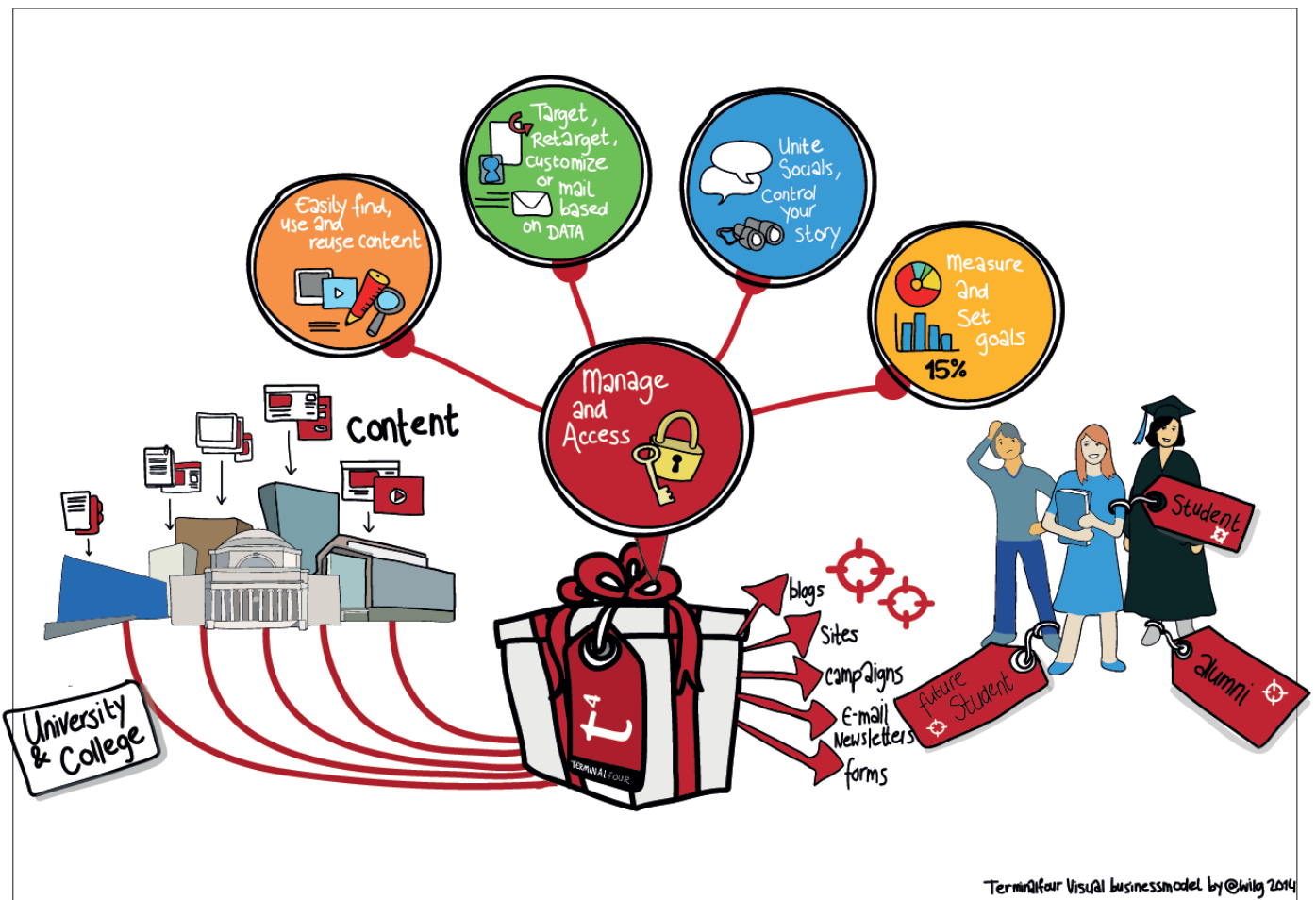
Copyright © 1999 - 2019 TERMINALFOUR Solutions Ltd.

All Rights Reserved. No part of this publication may be reproduced, stored in a retrieval system, or transmitted, in any form or in any means – by electronic, mechanical, photocopying, recording or otherwise – without prior written permission. All other marks are property of their respective owners.

Contact: training@terminalfour.com

What is web content management?

- > At a basic level, TERMINALFOUR is used for building and maintaining large amounts of 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 while still just producing one piece of content.
- > At the publishing stage, external data can also be incorporated. This could be information from a database or website, for example.



User roles in TERMINALFOUR

There are a 5 user roles in TERMINALFOUR, meet them below:



Visitor Vinny

Hi, I'm a student at the University and a member of the Library. There's a members area of the library website which I have access to 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 new content types for the Contributors and Moderators to use.



Administrator Ann

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

User rights in TERMINALFOUR

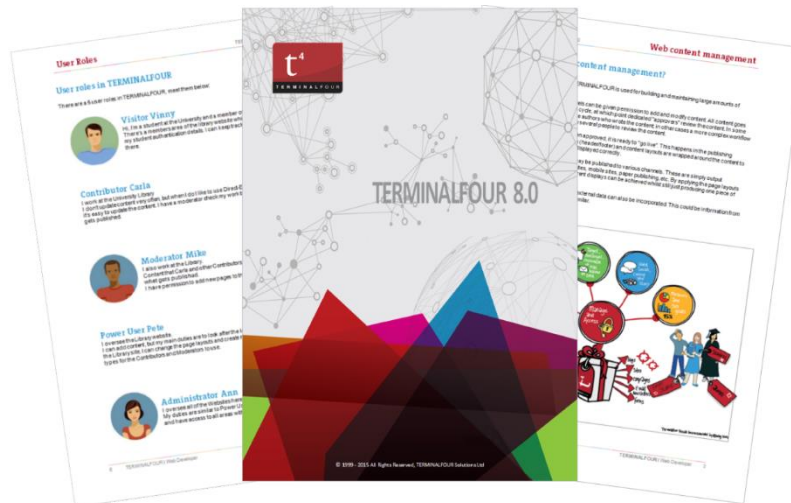
> The rights of each user type are detailed below:

Task	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		✓	✓	✓



Objective

- > TERMINALFOUR Community is your source of all information about TERMINALFOUR and related products. Being part of the TERMINALFOUR Community provides you with access to all documentation about the product.
- > Training material can be downloaded from the Training area of the TERMINALFOUR Community.



How to access the T4 community...

1. To access the community area, click the TERMINALFOUR Community icon  located towards the top right of the interface.
2. A new tab opens up, if this is your first time accessing the community area you will need to agree to the terms of use. Check the box to agree to the terms and click **Access community**.

COMMUNITY

- Forum
- Client & Partner Site Manager Implementations
- People profiles
- Extra Resources
- Powered by Site Manager

Need help with TERMINALFOUR?

Contact our support team to get help with your issue.

Community

It is all about collaboration. Check out the forum.

To facilitate the ongoing engagement and interaction of the **TERMINALFOUR** Community we've launched **your Forum**. Its aim is to allow our community to tap into the collective experience, insights and ideas of our global user base.

When you log into the Community Forum for the first time a user profile will automatically be created for you. You can then amend some of your details like your display name by selecting "Profile" from the forum menu. By default your password is set to your email address, this should be changed on your first login.

Share ideas and exchange information on your own **TERMINALFOUR** installations. You'll be able to compare your **installation** with others and be privy to all the tips and handy hints.

Why not put a face to the name? Add your profile to our [Community Profiles Page](#).

TERMINALFOUR Site Manager **powers** thousands of web sites around the world in over 200 customer installations. Being part of our user community means that you have a large pool of **knowledge** at your disposal.

OUR CLIENTS

[Client profiles](#)
[People profiles](#)
[Installation information](#)
[Sites](#)

[Find out more here](#)

EXTRA RESOURCES

[Websites](#)
[Email lists](#)
[Articles](#)
[Social Q&A](#)

[Find out more here](#)

CONTACT US

clientsupport@terminalfour.com
 UK Callers: 0175 3542234
 Irish Callers: 01 850 9777
 North American Callers: 617 500 9171
 International Callers: +353 1 850 9777

[Find out more here](#)



Objective

Create new 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, Kerberos, SAML, or CAS. Information on how to do that is available on the TERMINALFOUR community extranet.

Create a user Enabled

First name *

Last name *

Username *

Password *

Confirm password *

Email address *

Profile image

User type

TERMINALFOUR user interface language

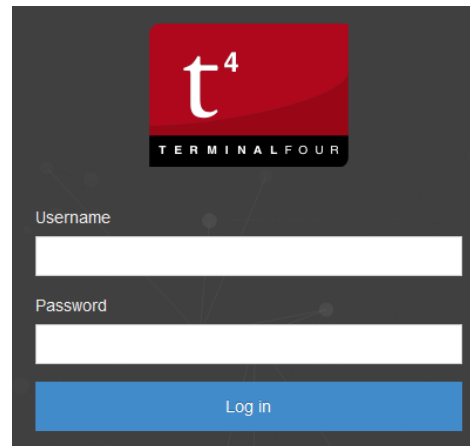
Default language

HTML editor

Preview channel

[Community access >](#)

[Authentication methods >](#)



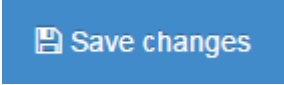
How to create a user

1. Go to [System administration](#) → [User rights & roles](#) → [User management](#) → [Create 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.
 - 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. **Profile image**: click **Select media** to select a profile image from the TERMINALFOUR media library.
 - h. **User type**: select the relevant level of user access (as instructed by the trainer).
 - i. **TERMINALFOUR user interface language**: select the language you wish to use for the interface.
 - j. **Default language**: select the language you wish to use for the site structure. The languages available will depend on your specific installation.
 - k. **HTML editor**: select the editor you wish to use for HTML elements. Depending on your set-up, several may be available.
 - l. **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.



How to create a user- continued

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



Community access >

Community access ▾

Assign access to the TERMINALFOUR community pages

T4 community Administrator access ▾

T4 community:

Select End User access or Administrator access if you wish for the user to have access to the TERMINALFOUR Community.

End User access gives restricted access.



Authentication methods >

Authentication methods ▾

Configure authentication methods available for this user

Name	Status	Identifier
Local	<input type="checkbox"/>	<input type="text"/>
LDAP	<input type="checkbox"/>	<input type="text"/>
Kerberos	<input type="checkbox"/>	<input type="text"/>
SAML	<input type="checkbox"/>	<input type="text"/>
CAS	<input type="checkbox"/>	<input type="text"/>

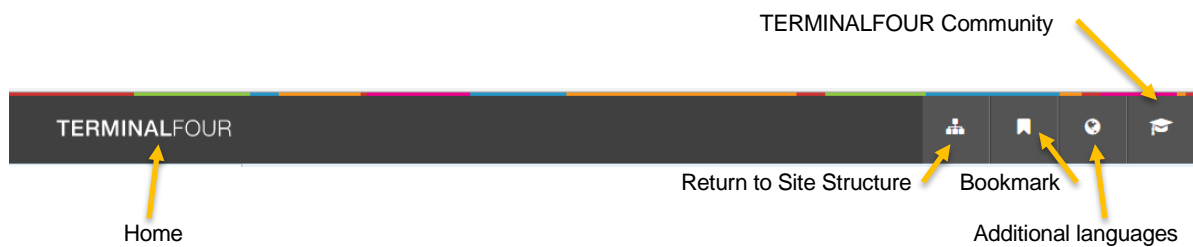
Configure authentication methods available for this user:

If your users are managed externally you can configure the relevant authentication method here.



More information can be found in the TERMINALFOUR Community.

Top navigation bar:





Objective

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

- > Give your users the right to edit the site structure.

Select the More tab

Click 'Edit rights'

Users with edit rights appear here



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** as displayed above.
3. Use the **Filter** to find the relevant users or groups.
4. Click **+Add** beside the users you want to give access to the Section.
5. Click **Save changes**.

Create new group +



Objective

- > 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.
- > The trainer will create a group to use in this training. The new users are added to this group, allowing you to organize users and assets.

Group information

Enabled

Name *

Description

Email address

Default preview channel

Group inheritance

Enabled

Use this to enable or disable your group.

Available users

All roles | Visitors | Contributors | Moderators | Power users | Administrators

Show entries Search:

Username	Name	User type	Options
acustomer	Aoife Customer	Power user	<input checked="" type="checkbox"/> Add
adirector	Anthony Director	Visitor	<input checked="" type="checkbox"/> Add
altinaPower	Altina Power	Administrator	<input checked="" type="checkbox"/> Add

Use the filter to narrow your search

Non-administrator users must be a member of a group in order to use grouped assets



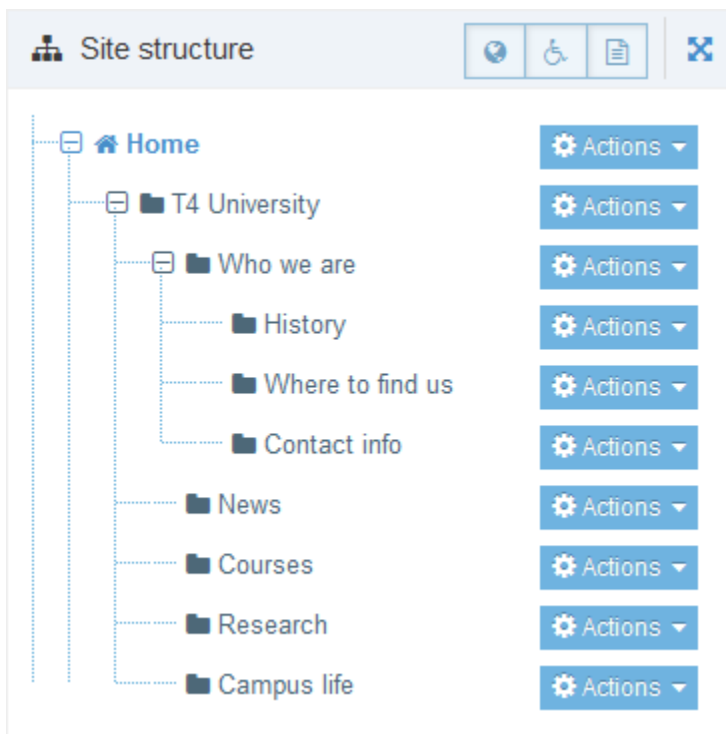
How to create a group and add users

- Expand System administration → User rights and roles → Group management → Create new group +
- Fill in the relevant information:
 - Name:** enter a name for your group.
 - Description:** enter a description for your group to indicate what it is used for.
 - 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.
 - Group 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.
 - Group inheritance:** click to see all groups. Click the ones you wish to use as sub groups to this main group, if applicable.
- A group must contain at least one user. Add your user to the group.
- Locate the list of available users and click **add+** beside the users you wish to add as members to this group.
- Click **save changes** to save the group details. Members can be added and removed at any point.



Objective

- > 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 (folders).
- > There are a variety of different types of sections. These are displayed with different folder symbols as displayed below.
- > Once the different options have been explained by the trainer, build a small site structure you can use as a base for your new website.



Section Icons

- Root Section (level 1 of a channel or micro site).
- Normal section
- Hidden section
- Pending section
- Inactive section
- Internal link section
- External link section
- Mirrored section
- Archive section (content is not updated on publish)
- eForm section



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 information about this section

Name *

Description

Output URI

Access key

SEO key phrases

Output file name

Status

Default Workflow

Show in navigation

eForm section

Archive section

Content owner Inherited
 Select content owner



Section information

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 also used directly in the menu navigation.
- > **Description**: describe what your page is about.
- > **Output URI**: this is the Uniform Resource Identifier. If left blank, the section's name is used when publishing. It can be used to create a friendly URL or a shorter URL. You can restrict which user levels can set an Output URI as well as an Output URI Path.
- > **Access key**: lets you enter a single character, which may be used as a shortcut within a navigation menu.
- > **SEO key phrases**: in order to run an SEO report for a channel, one or multiple comma-separated SEO Key Phrases must be set, at least at the root level.
- > **Output file name**: enables you to specify a file name. If left blank, the default filename set in the channel is used. This can be used in conjunction with the Output URI in three possible ways (parent = section parent folder, currentsectionname = current section name, outputuri = current section output uri, filename.html=the new file name in the current section):

- 1) **Output URI** and **Output File Name** results in a published page as follows: **parent/outputuri/filename.html**
- 2) **Output File Name** results in a published page as follows: **parent/filename.html**
- 3) **Output File Name** but with a name which is the same as the channel index name (in this case filename.html) results in the following: **parent/currentsectionname/filename.html**

- > **Status**: select **Approved**, **Pending** or **Inactive**. Approved sections will publish if they contain approved content. Pending sections will not publish. Inactive sections are marked for deletion and can be permanently deleted by an administrator.
- > **Default Workflow**: select the workflow you wish to use for all content added to this section/branch.
- > **Show in navigation**: if *unchecked*, the section will not appear in navigation and will be displayed in the site structure with a clear folder icon.
- > **eForm section**: check this box if eForms are going to submit to this section. This will be covered later.
- > **Archive section**: if content is no longer updated, a section can be set as an archive. This will save publish time, as the section will not be reviewed each time a publish is run.
- > **Content owner**: select the user who "owns" the section. Content in the section will inherit this ownership, unless a different owner is specified for the content.
- > **Make this a link section**: check this to create a section linking directly to another section or an external URL. This section cannot contain content.



Objective

[+ Create new layout](#)

- > A page layout in TERMINALFOUR consists of at least a header and footer and it typically also includes one or multiple media references and a number of 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

Page layout information

Name *

Description

Content layout

File extension

Syntax type

Layout processor

Primary group



How to create a page layout

- To create a page layout, go to [Assets](#) → [Page layouts](#) → [Create new layout](#).
- There are 3 tabs to complete. on the **General information** tab, you can fill in the following information:
 - Name:** enter a name for your page layout.
 - Description:** enter a description for your page layout.
 - Content layout:** this needs to match what you set up in the channel.
 - File extension:** if you are not going to use the default, select the relevant extension here.
 - Syntax type:** if you wish to use syntax highlighting, select it here.
 - 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.
 - 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 >>](#)



Objective

- > Use the information from the header and footer below (copy the information) to build your initial blank page layout.

General information | **Header code** | Footer code | More ▾

Header code

Generate T4 tag </> Syntax highlighting:

```
1 <!DOCTYPE HTML PUBLIC "-//W3C//DTD HTML 4.0 Transitional//EN">
2 <HTML>
3 <HEAD>
4 </HEAD>
5 <body>
6
```

General information | Header code | **Footer code** | More ▾

Footer code

Generate T4 tag </> Syntax highlighting:

```
1 </body>
2 </HTML>
```



How to create a page layout – continued

3. Copy the HTML from the header and footer above and paste it into the **Header code** and **Footer code** tabs in your page layout.
4. Click **Save changes** to save the page layout.



Syntax highlighting

- > Available in the text editor, it is used for programming or scripting language, such as HTML. The feature displays text, especially source code, in different colors and fonts according to the category of terms.




Objective

+ Create new channel

- > 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 in order to publish content to it.
- > To avoid publishing several new channels, your trainer may ask you to build your site within an existing channel or create a channel with no output directory.



How to create a channel. . .

1. To create a channel, go to  **System administration** → **Set up sites & channels** → **Channels**.
2. Click **Create new channel** and fill in the details based on the information below.
 - a. **General Information**
 - i. **Name**: give your channel a name, e.g. "**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. **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.
 - vi. **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
 - vii. **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. **Full text 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.

Continues >>



How to create a channel – continued

- 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 publish by deleting any files which were not re-published. You can add exclusion rules.
 - ii. **Publish reporting level:** in order 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.
 - i. **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).
 - ii. **Configuration:** allows you to specify what code will be added before and after the link.
 - j. **Poll**
 - i. **Default poll Icon:** this is the poll icon used for the channel. This can be overridden on a per-content basis; you can select a poll icon from the media library.
 - k. **Pending version output**
 - 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/`.
3. Click **save changes** to save the new channel. A channel can be updated at any point.



Additional Information

- > Additional information about channels can be found on the TERMINALFOUR community extranet and also in the advanced web developer configuration manual, which can be downloaded from the community extranet.



Objective

+ Create new content type

- > Content types are used for adding different types of content (e.g. news, general content, events, etc.) to editable areas on a website.
- > Content types contain elements and one or multiple layouts; elements are fields 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.

Web Developer Training Overview

Heading

Do you need to create and maintain a website or group of websites using **TERMINALFOUR**? Our team of expert trainers will show you everything you need to know about integrating websites into **TERMINALFOUR**.

Main body

Comprehensive training for **TERMINALFOUR** Administrators covers every aspect of integrating a website using a sample design. The training is very much "hands-on".

At the end of the training each attendee will have integrated a small website.



How to create a content type. . .

1. To start the work, go to Assets → Content types → +Create new 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 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 direct edit**: decide if direct edit can be used for this content type.
 - e. **eForm**: check this for eForms and xForms only. This will be described in detail later.
 - 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 Show shared groups to share the content type with more than one group.

[Continues >>](#)

General information
Elements

General content type information

Name *

Description

Minimum user level

Enable direct edit

eForm

Workflow

Primary group Show shared groups >



How to create a content type – continued

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.
6. Click **+Add element** after filling in the details for each element.
7. Once you have added all your elements, click **Save changes**. The **Content Layout** tab opens.

[Continues >>](#)

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



How to create a content type – continued

8. The **Content Layout** tab is a new Content Layout for your Content Type. Click **+Create new layout**.
9. **Name: text/html** - this is the default Type set in the Channel. This ensures the content can be displayed.
10. **File Extension: Default** - unless this is used with a different File Extension. This requires other extensions being permitted in the Channel
11. **Syntax Type: HTML/XML** – this determines which syntax is highlighted.
12. **Content layout processor:** must be set to T4 standard content.
13. **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.
14. 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.

[Continues >>](#)

Content layouts

Generate T4 tag </>
Syntax highlighting:

Name *

File extension

Syntax type

Content layout processor

Content layout code

```
<h2>TERMINALFOUR Web Developer training</h2>

<p>This training covers every aspect of the
front-end administrative interface of
TERMINALFOUR version 8</p>
```

Cancel
Save changes

Copy & paste this code into your content layout



How to create a content type – continued

15. 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 </>](#).
16. **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**.
17. The T4 Tag is automatically generated; click **Copy to clipboard** to save the generated t4 tag. It should look something like the T4 Tag below.

Preview

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

Copy to clipboard

Copy tag and paste it into your content layout





How to create a content type – continued

18. The T4 Tag you have copied should look similar to this (depending on which modifiers you have selected):

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

19. 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.

20. Click the **Generate T4 tag </>** button again.

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

- a. Normal output (inline).
- b. ✓ Parse for media library t4 tags.
- c. ✓ Parse for navigation t4 tags.

22. Click **Copy to clipboard** to copy the code from the Preview field.

23. 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.

24. The code should look similar to the screen below.

25. Click **Save changes** to save the new Content Layout. The main part of the Content Type is complete.

Content layouts

Syntax highlighting:

Generate T4 tag </>

Name *

File extension

Syntax type

Content layout processor

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" />
```



A note about elements

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



Objective

- > 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 Type Content Layout.
- > Add an HTML Anchor by building a T4 Tag of the type: Tag output Metadata.

Content
Navigation
Media

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" name="Name" />
```

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 layout** 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 Content layout code at the top. 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 similar to what is displayed below.
 7. Click **Save changes** to save your work.

Content layouts
Syntax highlighting:

Generate T4 tag </>

Name *

File extension

Syntax type

Content layout processor

Content layout code

```

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" />
```




Objective

- > 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 in order 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

Content types that are assigned to this section

Display 10 records Filter:

Content type	Group	Enabled (branch)	Enabled (section)	Disabled
T4U Generic Content Use to add generic content to your page	T4 University	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>

Showing 1 to 1 of 1 entries

Save changes

Select a radio button & save



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.



Objective

- > 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 displays a content creation form for 'T4U General Content'. It features a 'Name' field with an asterisk, a 'Heading' field, and a 'Main body' field with an asterisk. The 'Main body' field is equipped with a rich text editor toolbar containing options like bold, italic, underline, bulleted list, numbered list, link, unlink, image, and refresh. At the bottom of the form, there are three buttons: 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** box at the top of the page.



Save Options

- > **Save Changes:** adds the content as Pending. The content has to be approved before it can be published.
- > **Save & approve:** adds the content as Approved. The content is published when the next publish is run.
- > **Save as draft:** adds the content as Draft. The user can keep working on the content with no risk of it being published, as it will not appear in the approval queue.
- > **Publish:** adds, approves and publishes the content right away. This only publishes the content, not the section.



Objective

- > 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 <http://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 in to 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 the TerminalFour editor's 'Insert' menu with the 'Insert external link' option highlighted. Below the menu is the 'Insert link' dialog box, which is open and shows the following fields:

- Url:
- Text to display:
- Title:
- Target:

The dialog box has 'Ok' and 'Cancel' buttons at the bottom. A red arrow points from the 'Insert external link' option in the menu to the 'Insert 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. <http://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 up 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 path to the section, 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:

System administration → Hierarchy & content settings → HTML editor → Default title in editor.



Objective

- > 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.

Select two versions of content and click Compare selected

Elements where changes have occurred are highlighted in yellow



How to

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**.



Objective

- > 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 of the fields are optional; the Publish date, Expiry date and Review date can be used independently for their sole purpose.
- > A Content owner can be assigned to a piece of content; if a Content Owner is not set then ownership is inherited from the branch.

General Content Channels Options History

Content embargo and expiry information

Publish date

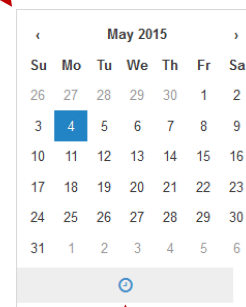
Expiry date

Review date

Archive section

Content owner

Schedule a publish date



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 at a later date. 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.



Objective

- > 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 any and all versions of it.
- > If you Duplicate a piece of content, you are creating a new ID, which is completely independent of the original.
- > If you Duplicate a Branch, you simply create an exact copy of part of the Site Structure and place it somewhere else. It can contain mirrored or duplicated content or be left blank.



Mirror Content/Sections configuration

- > You can enable/disable the mirroring of sections or content by changing the settings:
 System administration → Hierarchy & content settings → Hierarchy → Enable mirroring of sections
 System administration → Hierarchy & content settings → Hierarchy → Allow non-mirroring of content

Content also appears in:

- TERMINALFOUR University >> News
- TERMINALFOUR University >> Home Page
- TERMINALFOUR University >> School of Medicine >> News

	+	News Item #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 selected content

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 selected section

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.



Objective

- > The media library is used to store files of all sorts to use in content and assets. You can upload images, documents, videos, etc., as long as 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.

Media library

Bulk actions ▾
Add +

Search

Jump

☰
☲

Display records
Filter:

Media Preview ▾	Name	Filename	Type	Size	
<div style="font-size: 2em; color: #007bff; margin-bottom: 5px;">!</div> <p>No results found</p>					

Showing 0 to 0 of 0 entries

<
>



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.



- > You can switch between **Detailed Mode** and **Preview Mode**

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
Flash	swf	flash/*	Actions
Image	gif,jpg,jpeg,jpe,png	image/*	Actions
Image Path (CSS)	css	image/path	Actions
Inline	txt	inline/*	Actions
Javascript	js	javascript/*	Actions
Media Path	css,jpg,gif,png,swf,doc,docx,xls,xlsx,ppt,pptx,txt	path/*	Actions
Microsoft Office Document	doc,xls,mpp,ppt,docx,xlsx,pptx	application/*	Actions
PHP	php	path/*	Actions
Stylesheet_css	css	css/*	Actions

Showing 1 to 10 of 10 entries | < 1 >



How to view media content types - continued

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

[System administration](#) → [System settings](#) → [Media library](#) → [Media Types](#) tab (see screen shot above).

8. 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.

9. Click **Save changes** to save the new Media Type.



Objective

+ Add media

- > 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.

The screenshot shows a rich text editor with a menu bar (File, Edit, Insert, View, Format, Table, Tools) and a toolbar containing various editing tools. A tooltip labeled 'Insert from Media' is positioned over the image icon in the toolbar. Below the editor, a modal dialog titled '+ Add media' is open. The dialog has two tabs: 'General' (selected) and 'Categorisation'. Under 'Media details', there are several fields: 'Media file' with a drop zone, 'Media type' set to 'Image', 'Name', 'Description' (with a placeholder 'e.g. A student sitting under a tree'), 'Syntax highlighting language' set to 'HTML/XML', and 'Media language dependence' with radio buttons for 'Fully independent' (selected), 'Independent media file', and 'Fully dependent'.



How to upload media...

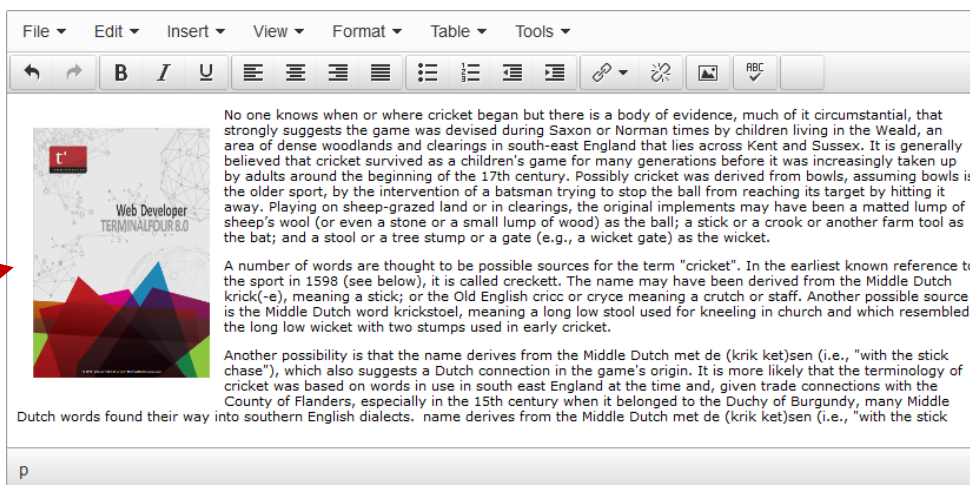
1. From the site structure screen, locate the section you added content to earlier.
2. Go to the **Actions** menu and select **Edit content**. Click on the content you want to edit.
3. In the main body of your content, place the mouse where you want to insert an image; click the media icon.
4. The media 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. **Type**: select **Image** - this is automatically detected where possible.
 - c. **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.
 - d. **Description**: by default, this is used as the alt tag and should hence always be filled in for images.
 - 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 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.
6. Click **Save changes** to add your image.
7. The image is ready to be used. Hover over it and click **Select**.
8. The image has been inserted in your content.



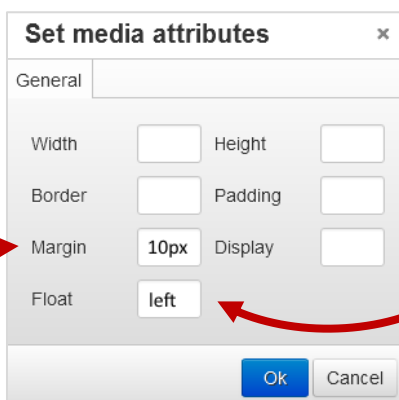
Objective

- > 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. . .

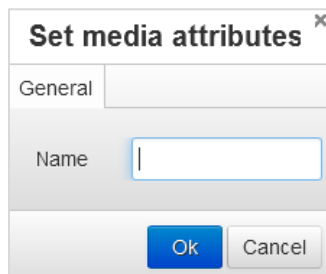
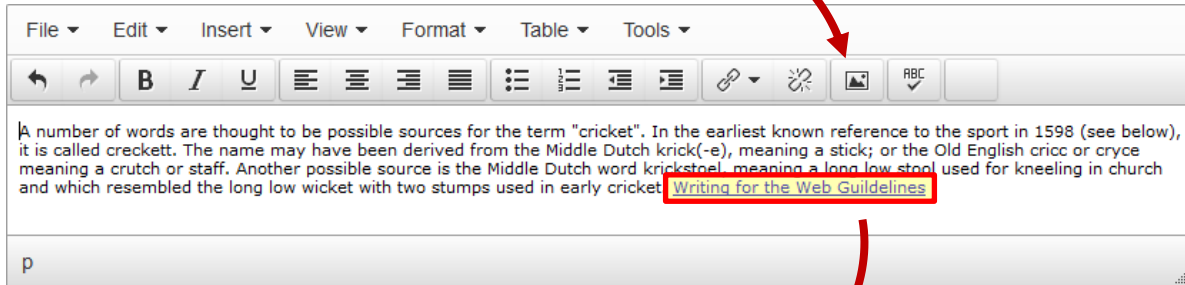
1. The image (or image variant) has been inserted in your content. If your Media Type Layout for images contains "style" options, you can set those from the content.
2. Double-click on the image to **Set Media Attributes**.
3. Specify the values you wish to set. In the example above, a margin of 10px 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.



Objective

- > 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



Double-click on the PDF link to change the link



How to upload a PDF...

- To add a PDF link to your content, click where you want the link to be and click the **Insert from Media** icon.
- The Media Library opens. Locate the Category you wish to add the PDF to and click on it.
- Click **+Add Media** (the use of **Name**, **Description** and **Keywords** is dependent on your Media Content Type Layouts):
 - Media file**: click here and select the relevant PDF.
 - Media type**: this will be automatically detected where possible. Alternatively, select the Media Type you want to use.
 - Name**: enter a name for your PDF. By default, this is used as a name in the Media Library to allow easy identification and also serves as the link text in your content.
 - Description**: by default, this is not used.
 - Syntax highlighting language**: for non-binary files you can select what syntax highlighting to use (if any).
 - Media language dependence**:
 - Fully independent**: the media is the same in all languages and can hence not be translated.
 - Independent media file**: the file and thumbnail exist independent of language. Other elements can be modified based on language.
 - Fully dependent**: all elements depend on language and can be translated.
- Click **Save changes** to add your PDF document to the Media Library.
- The PDF is ready to be used. Click it to add a link to your content.
- The PDF link has been inserted into your content.
- 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**.
- In the empty Name element, enter the new link text.
- Click **Ok** to return to the content screen.
- Click **Save changes** to save the changes you've made.



Objective

- > 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.

The diagram illustrates the placement of custom HTML files on a website layout. On the left, a document icon labeled 'header.txt' has a green arrow pointing to a green-bordered header area. This header area contains 'Header link 1', 'Header link 2', and 'Header link 3' in red text, followed by contact information: '+1 555 123 456' and 'info@t4u.edu'. Below this is a black navigation bar with 'LINK 1' through 'LINK 5' and a search box. A breadcrumb trail 'BREADCRUMB 1 / BREADCRUMB 2' is visible. On the right, a document icon labeled 'footer.txt' has a red arrow pointing to a red-bordered footer area. This footer area contains a sidebar with 'Section Name', 'Child link 1', 'Child link 2', and 'Child link 3', followed by 'Related content - Heading' and 'Top content' sections. The main content area features the heading 'Web Developer Training Overview' and text describing the training. An image of a 'Web Developer TERMINALFOUR 8.0' book cover is shown on the right. The footer area also contains '© TERMINALFOUR University 20' and 'k. 6'.



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>>](#)



Objective

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



General information **Header code** Footer code More ▾

Header code

Generate T4 tag <>

Syntax highlighting:

1



General information Header code **Footer code** More ▾

Footer code

Generate T4 tag <>

Syntax highlighting:

1

Delete Cancel Save changes



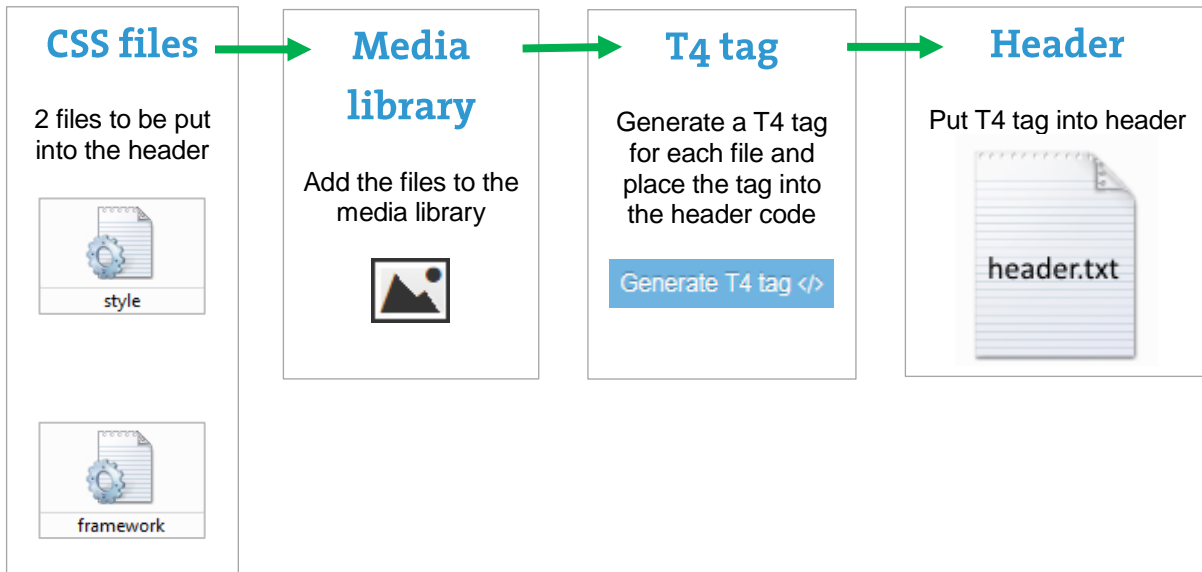
How to modify an existing page layout – continued

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.



Objective

- > 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 each one 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. **Media type**: set to **Stylesheet_css** (based on standard configuration).
 - c. **Name**: enter a name for your css file.
 - d. **Description**: **leave this blank**.
 - 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 similar to 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.

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

Header code

Generate T4 tag </>

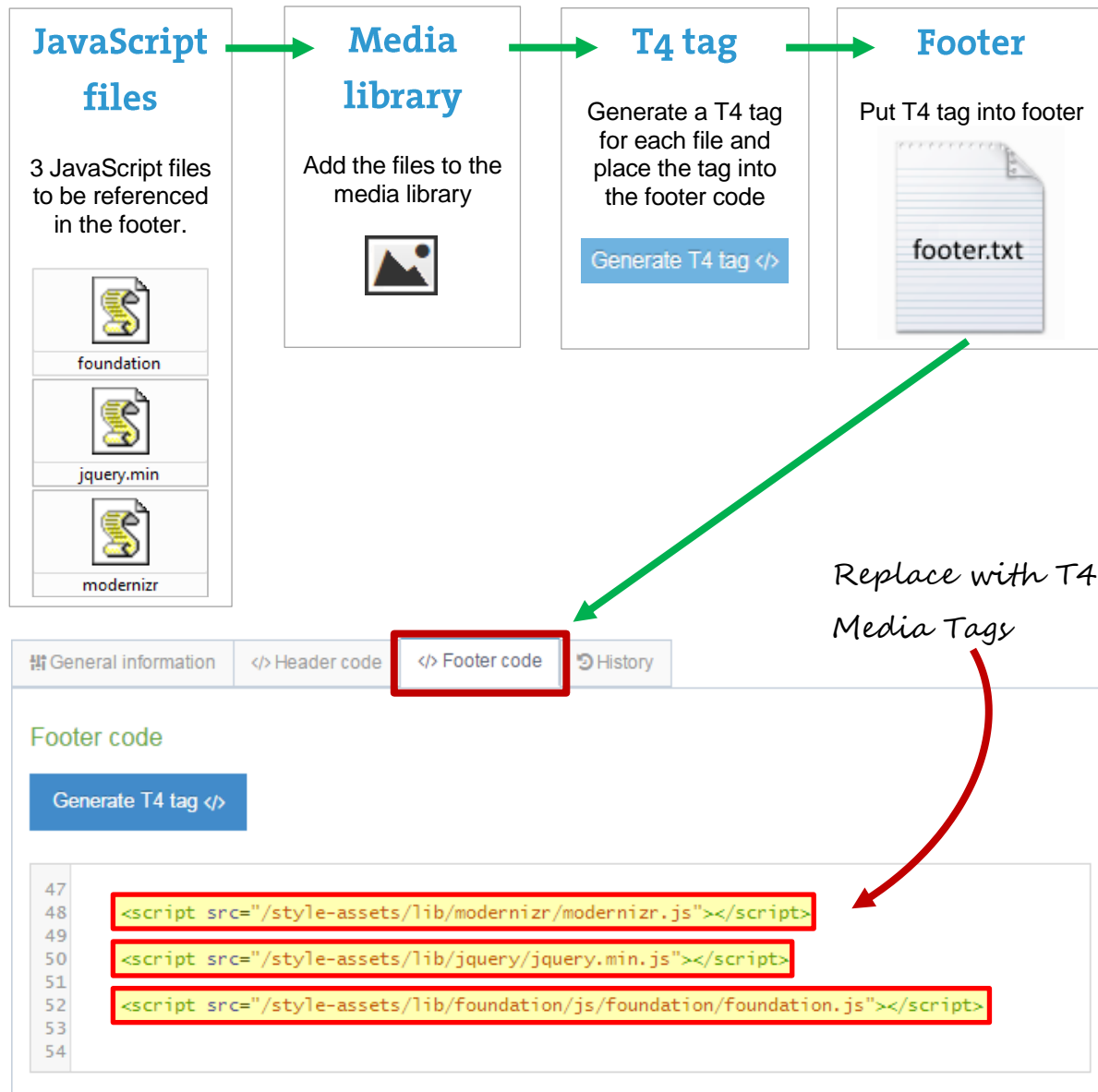
```

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     <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
```



Objective

- > There are a number of 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.
- > Below is an illustration of what files need to be referenced in your footer. The following pages will take you through the steps required to correctly reference these files.
- > Add the 3 JavaScript files to your footer code. The trainer will point you to the required files



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 >>](#)



How to add JavaScript files - continued

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**: leave this blank.
 - 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 similar to this: `<t4 type="media" formatter="javascript/" id="1376" />`.
7. Locate the JavaScript 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 all 3 JavaScript references with T4 Tags.
9. Your Footer code should now look like the screenshot below.

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

Footer code

Generate T4 tag </>

```

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
```



Objective

- > You need to assign your new page layout to your site structure in order 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

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

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.



Numerous page layouts

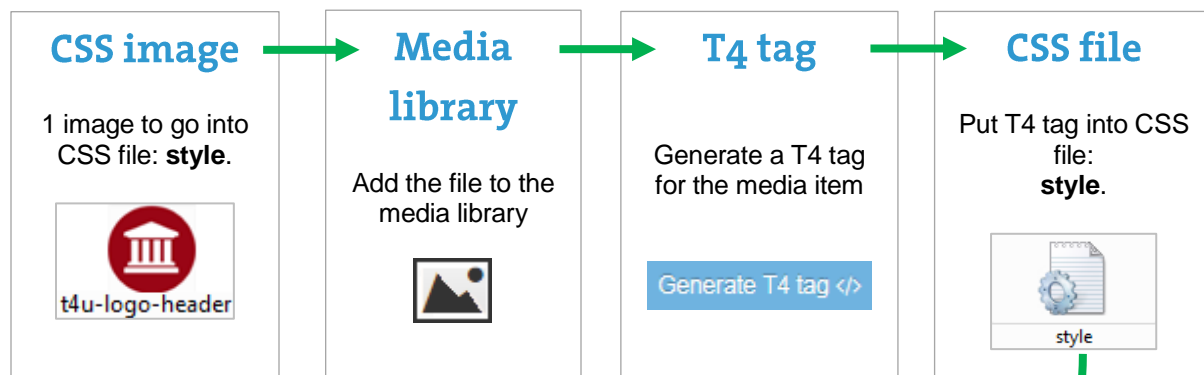
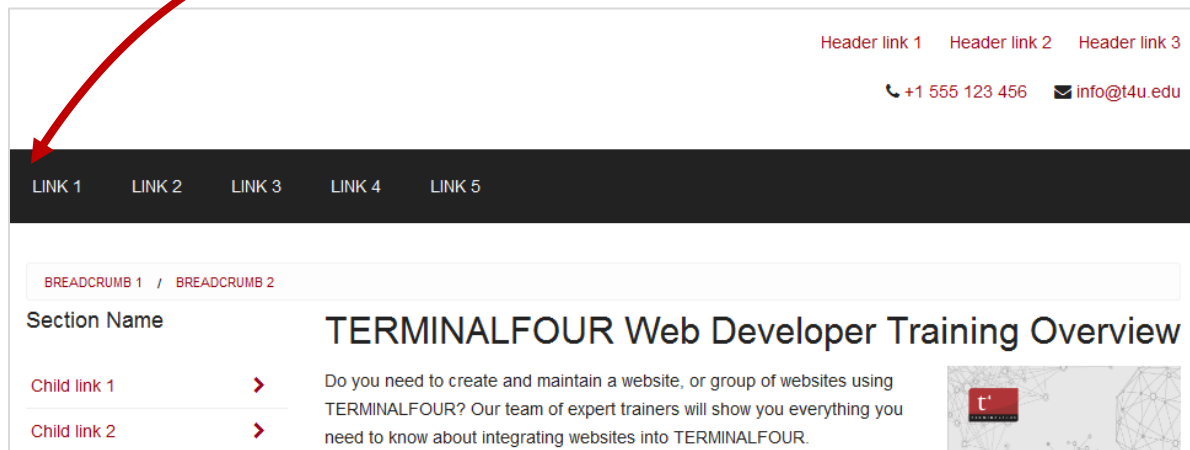
- > You can create as many page layouts as required for your website design.
- > Page layouts can be assigned to individual sections or entire branches of your site structure.
- > Based on your website's design, how many page layouts will you need?



Objective

- > 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 > Categorized
> TRAINING Files > Style Assets > Images

Select media Clear selection

Media format:

Preview

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

Copy to clipboard

*Copy tag and
paste into your
CSS style file*



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**: leave this blank.
 - 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**.
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 similar to the tag shown above in the screen shot.

[Continues >>](#)



How to add a header logo - continued

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 blue **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

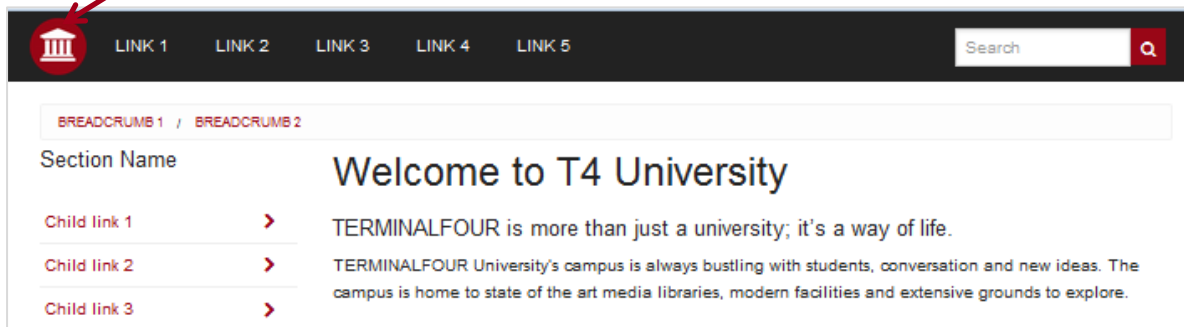
```

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;
    
```





Objective

- > Each page 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.



Objective

- > 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.

The screenshot shows the Terminal Four University website. Red boxes highlight several key navigation elements:

- The university logo and name in the top left corner.
- The top navigation menu with links for COURSE HUB, LIFE AT T4U, RESEARCH, ALUMNI, and ADMISSIONS.
- A search bar in the top right.
- Contact information including a phone number (+1 555 123 456) and email (info@t4u.edu).
- A breadcrumb trail: HOME / LIFE AT T4U / OUR CAMPUS.
- A left sidebar with a 'Navigation' section containing links for 'Our campus', 'Residential services', and 'Dining services'. Below this are sections for 'Quote of the day' and 'Recent news'.
- An 'Edit this page' button in the bottom right corner of the main content area.



How to access the navigation menu

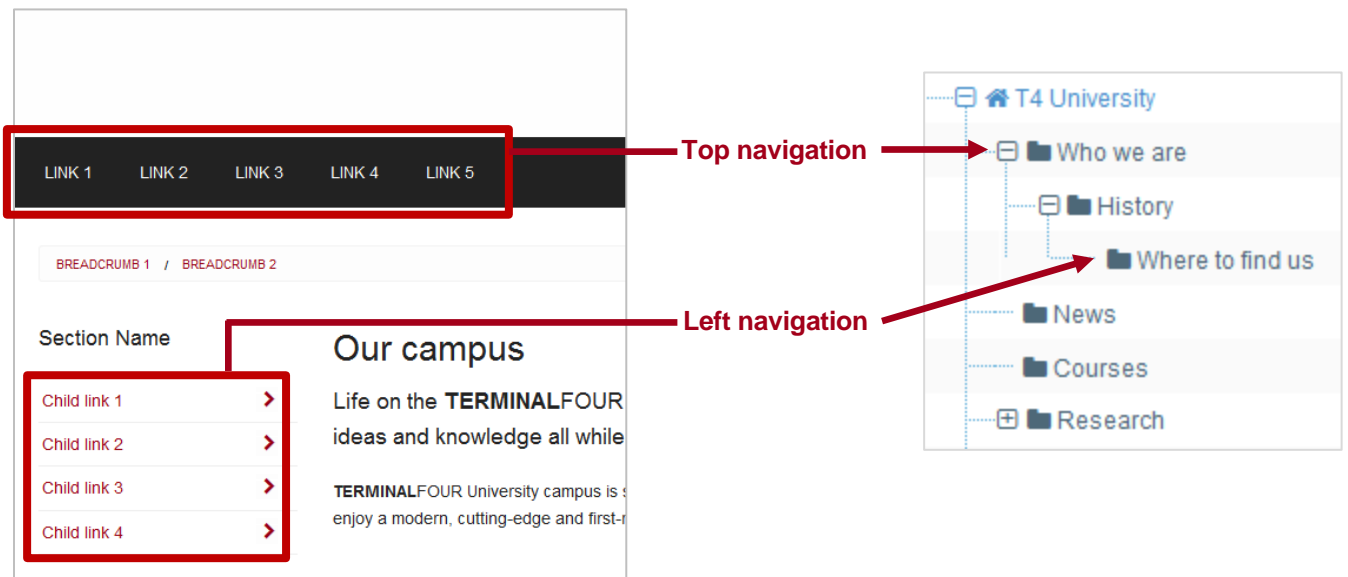
1. In the example above, there is an image of a page as it is intended to look (just without any real links). To determine what navigation objects you need in order to build this, consider each "function" on the page. It is often a good idea to highlight these before starting the build.
2. To create a navigation object, go to **Assets** → **Navigation**.
3. Click **+Create 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.

+ Create new navigation



Objective

- > Link menus create a series of clickable navigation links from a specified set of sections.
- > For your website, the top navigation and left navigation are both going to be built using link menu navigation objects.
- > Link menus are used to output sections from your site structure; in the example below you need to create two navigation objects and use them in your page layout.



How to create a top link menu

1. Go to [assets](#) → [navigation](#) → [Create new navigation](#).
2. A list of navigation object types is displayed; click [Link menu](#).

[Continues >>](#)



How to create a top link menu - continued

3. 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:** lets you view non-approved content in preview.

 - 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 parse down from the specified section list. It creates sub-menus down to as many levels as you indicate.
 - 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.
4. Click **Next** to save the navigation object.

[Continues >>](#)

Top links 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?
<hr/>	
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="e.g. "/>
After link HTML	<input type="text" value="e.g. "/>
Between links HTML	<input type="text" value="e.g. "/>

Left links 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 type="checkbox"/> Show siblings if no children <input 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?
<hr/>	
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="e.g. <div>"/>
After menu HTML	<input type="text" value="e.g. </div>"/>
Before link HTML	<input type="text" value="e.g. "/>
After link HTML	<input type="text" value="e.g. "/>
Between links HTML	<input type="text" value="e.g. "/>



How to create a top link menu - continued

- 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.



OBJECTIVE

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



How to apply a navigation object 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>

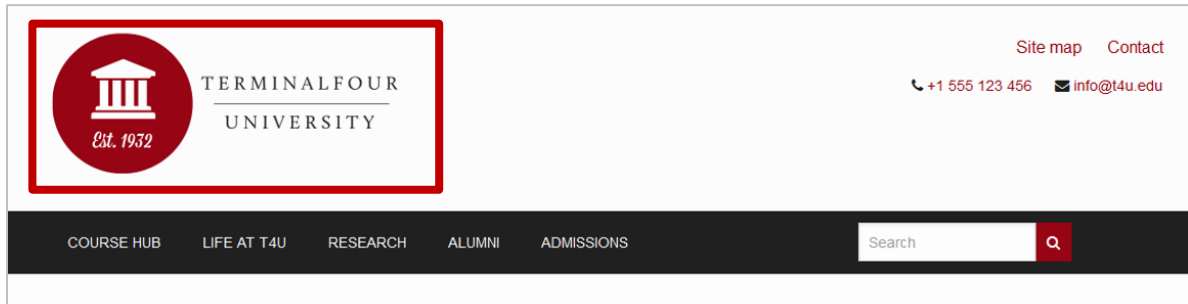
```


+ Create new navigation



Objective

- > To allow visitors to click on a link or logo to return to your Homepage, you need a **Section Details** Navigation Object.
- > Build a T4 Tag to output the Link to Home.
- > Upload a logo to the Media Library and build a T4 Tag to use instead of the link text.



How to add a link path to home

1. Go to **Assets** → **Navigation** → **Create 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 has to 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:** (**Orange box**) if the Navigation Object is used, it needs to be enabled, 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 ▼



Objective

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

How to apply the 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.



Objective

- > 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" id="1474" />
```

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

Header code

Generate T4 tag </>

```
24
25
26 <a href="<t4 type="navigation" name="Tracie July 4 link to home" id="149" />">
27
28   <svg width="303" height="123">
29     " width="303" height="123" />
30   </svg>
31
32 </a>
33 </div>
34
```



How to add a logo to the home link

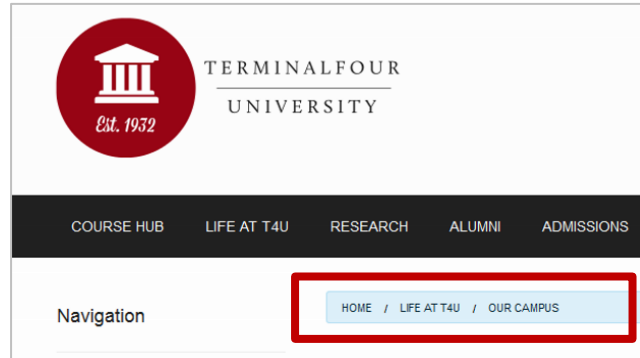
1. Go to Assets → Page Layouts.
2. From the blue Actions bar, select **Edit**.
3. From the Header code tab, click the **Generate T4 tag** button.
4. From the Media tab, click the **Select media** button.
5. The Media Library opens. Use what you have learned previously to upload the logo (image) to the 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 path, i.e. the ``.
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.



Objective

- > 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	<input type="text" value='<nav class="breadcrumbs">'/>
After HTML	<input type="text" value="</nav>"/>
Separator HTML	<input type="text" value="e.g. &nbsp;&#x2014;&nbsp;&#x2014;&nbsp;&#x2014;"/>



How to create breadcrumbs

1. Go to **Assets** → **Navigation** → **Create 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 properly)
 - 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 Navigation Object to Page Layout



Objective

- > 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.



Objective

- > 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

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.

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 new 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 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 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

Enable direct edit

eForm

Workflow *None available*

Primary group Show shared groups ▾



How to create a “News” content type - continued

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 Create new 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.

[Continues >>](#)

Name	Description	Element Type	Maximum Size	Required
Headline	Enter the main heading here	Plain Text	150	Yes
Release date	Select the date from the calendar	Date	*leave at default*	Yes
Teaser	Enter a short summary of your news item	Plain Text	2500	Yes
News story	Enter the main content for your news item	HTML	25000	Yes
Image	Select an image from the Media Library	Media	*leave at default*	No
Image caption	Enter a caption for the image	Plain Text	150	No



How to create a “News” content type - continued

12. **Content layout processor:** select **T4 Standard 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.

[Continues >>](#)

Content layouts

Syntax highlighting:

[Generate T4 tag </>](#)

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 style="color: red; font-family: monospace;"> <h3>TERMINALFOUR announces 15 new jobs for Boston HQ</h3> 2016, 03 March <p>TERMINALFOUR, today announced its plans to expand its North American operations and recruit 15 new positions in its Boston headquarters.</p> </pre>



How to create a “News” content type - continued

15. In this example, the text **TERMINALFOUR announces 15 new jobs for Boston HQ** 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 similar to 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 tag.

[Continues >>](#)



How to create a “News” content type - continued

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 **2015, 03 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.

[Continues >>](#)



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.



How to create a “News” content type – continued

33. To build the fulltext Content Layout, click **Create new 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. Select the relevant **Syntax type** language to enable syntax highlighting.
37. **Content layout processor** should be **T4 Standard 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).
39. 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.

[Continues >>](#)

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 Standard Content"/>
Content layout code	<pre> <h2> TERMINALFOUR announces 15 new jobs for Boston HQ </h2> Release Date: 2015, 03 March <div class="newsimage"> <div class="caption">Caption text</div> </div> <p> TERMINALFOUR, today announced its plans to expand its North American operations and recruit 15 new positions in its Boston headquarters. The expansion is being accelerated due to the successful launch of TERMINALFOUR's latest software release which has resulted in TERMINALFOUR winning 7 new significant higher education clients.</p> </pre>



How to create a “News” content type – continued

40. In this example, the text **TERMINALFOUR announces 15 new jobs for Boston HQ** 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.
41. The text **Release Date: 2015, 03 March** is the Release date element and also 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.
42. **** 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.

[Continues>>](#)



How to create a “News” content type – continued

43. Click [copy to clipboard](#) to copy the XML code.
44. 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.
45. 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.
46. 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.
47. Click [Save changes](#) to save the new Content Layout. The Content Type is complete.



Objective

- > You need to enable your new Content Type to your Site Structure in order 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 new 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.

+ Create new navigation



Objective

- > 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.

The screenshot shows the Terminal Four University website. The header includes the university logo, name, and contact information. The main navigation bar contains links for 'WHO WE ARE', 'NEWS', 'COURSES', and 'RESEARCH', along with a search bar. The page content is divided into sections: 'T4 University Section Name', 'History', 'Where to find us', 'Maps and tours', 'Quote of the day', and 'Life at T4U'. The 'Recent news' section is highlighted with a red box and contains three items: '#ILOVETERMINALFOUR campaign' (Feb. 14th 2015), 'Squirrel resembling Abraham Lincoln found dead' (Feb. 10th 2015), and 'New Library opens' (Feb. 9th 2015). The footer contains copyright information and links for 'Webmail', 'eLearning', 'Campus Map', 'Calendar', and 'Ask T4U'.



How to create a “Top News” navigation. . .

1. Go to **Assets** → **Navigation** → **Create 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.
 - d. **View in preview**: lets you view non-approved content in preview.
 - 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.

[Continues >>](#)



How to create a “Top News” navigation - continued

- 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:** if content should not be published to all channels, select one or multiple channels from the list.
 - j. **Content dates:**
 - a. Use current content.
 - b. Use upcoming or future content.
 - k. **Date element:** enter the name of the date element in your Content Type(s). This must be an exact match.
 - l. **Number of pieces of content to display:** specify the maximum number of content items you wish to display.
 - m. **Which piece of content to start at:** specify which piece of content to start with. This does not have to be the first piece
 - n. **Upcoming content:** check this to include content with a date in the future. It is an either/or, so if this is selected and the date is in the past it is not included
 - o. **Ignore date ordering:** check this if you have ordered the content in your section and wish to use that order, rather than the date order
 - 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
 - r. **Use Alternate Content Layout:** check this to use an alternate content layout for the content. If not checked, the content will be output using the default content layout as specified in the Channel (e.g. text/html).
 - s. **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/topnews**
4. Click **Add** to save the Navigation Object

[Continues >>](#)


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="x T4U News"/>
Channel	<input type="text" value="Complete channel"/>

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"/> <small>Element name used to specify the publish date of the content</small>
Ignore date ordering?	<input type="checkbox"/> Return content in the order TERMINALFOUR displays it
Display	<input type="text" value="3"/> <small>Number of pieces of content to display</small>
Start at	<input type="text" value="1"/> <small>Which piece of content to start at?</small>

Content layouts	<input type="radio"/> Use channel default <input checked="" type="radio"/> Use alternate content layout
Alternate content layout	<input type="text" value="text/topnews"/>
Before HTML	<input type="text" value='<div class="panel">'/>
After HTML	<input type="text" value="</div>"/>



How to create a “Top News” navigation – continued

5. To build the alternate Content Layout, go to  **Assets** → **Content Types**.
6. Click **Edit** beside your Content Type (News).
7. Select the **Content Layout** tab and click **Create New**. The **Modify Content Layout** tab opens a new Content Layout for your Content Type.
8. The **Content Layout** will be empty, as you have already used the default. 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/topnews**.
9. 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.
10. Select the relevant **Syntax Type** language to enable syntax highlighting.
11. 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).
12. 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.
13. 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.

Name *	<input type="text" value="text/topnews"/>
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> <h5>TERMINALFOUR wins "Company of the Year" at ICT Excellence Awards</h5> 17 May </pre>



OBJECTIVE

- > The Navigation Object you just built now needs to be applied to the 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

General information

Header code

Footer code

History

```
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
28 </div><!-- /.panel -->
29 </div><!-- /.medium-3 -->
30 </div>
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.

+ Create new navigation



Objective

- > 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.

The screenshot shows the Terminal Four University website. At the top left is the university logo. To the right are header links and contact information. Below is a navigation menu with 'WHO WE ARE', 'NEWS', 'COURSES', and 'RESEARCH'. A search bar is also present. The main content area is titled 'Life at T4U' and includes sections for 'History', 'Where to find us', and 'Maps and tours'. A 'Quote of the day' box is highlighted with a red border, containing a quote by Theodore Roosevelt. Below the quote is a 'Recent news' section with three items: '#ILOVETERMINALFOUR campaign', 'Squirrel resembling Abraham Lincoln found dead', and 'New Library opens'. The footer contains copyright information and links for 'Webmail', 'eLearning', 'Campus Map', 'Calendar', and 'Ask T4U'.



How to add a “Related Content” box. . .

1. Go to **Assets** → **Navigation** → **Create new navigation** → **Related content**.
2. Use the HTML from the footer to determine how the Related Content should be built.
3. 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, a descriptive name should be considered.
 - c. **Description**: enter a description for the Related Content, i.e. what will be output.
 - d. **View in preview**: allows you to view non-approved content in preview.
 - e. **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.
 - f. **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**

[Continues >>](#)



How to add a “Related Content” box – continued


- iv. **Use grandchild:** functions like the **Use child** option
 - g. **Before HTML:** the HTML to be output before the content
 - h. **After HTML:** the HTML to be output after the content
 - i. **Use channel default:** If checked, the content will be output using the default Content Layout as specified in the Channel (e.g. text/html).
 - j. **Use alternate content layout:** specify which Content Layout you wish to use. In this instance you have not created the Content Layout (or Content Type) yet, but you can still set the Content Layout, e.g. **text/left**
4. Click **Save changes** to save the Navigation Object

[Continues >>](#)

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/left"/>
<hr/>	
Before HTML	<input type="text"/>
After HTML	<input type="text"/>



How to add a “Related Content” box – continued

5. You need a new Content Type for adding content in the Related Content box on the left. To create that, go to  **Assets** → **Content Types**.
6. Fill in the **General** information:
- a. **Content Type Name:** enter a name here. This should suggest what type of content it is used for.
 - b. **Content Type 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 Direct Edit:** decide if Direct Edit can be used for this Content Type.
 - e. **eForm:** check this for eForms and xForms only. This will be described in detail later.
 - f. **Default Workflow:** if relevant, enable a workflow for content using this Content Type.

[Continues >>](#)



How to add a “Related Content” box – continued

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 **Add Content Type**. The **Modify Content Layout** tab opens.

[Continues >>](#)

Name	Description	Element Type	Maximum Size	Required
Heading	Enter your main heading	Plain Text	150	Yes
Main Body	Enter the main body for the left side	HTML	2500	Yes



How to add a “Related Content” box – continued

10. The **Modify Content Layout** tab is a new Content Layout for your Content Type.
11. 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/left**
12. 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
13. Select the relevant **Syntax Type** language to enable syntax highlighting.
14. 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).
15. 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.

[Continues >>](#)

Content layouts

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

Name *

File extension

Syntax type

Content layout processor

Content layout code

```

1 <h4>Heading of related content</h4>
    <div class="panel">
      <p>Main body of related content</p>
    </div><!-- /.panel -->
```

Copy & paste this code into your content layout



How to add a “Related Content” box – continued

16. 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.
 - a. **T4 Tag Type:** as you need to output the information the user enters in this element, select the option **Output Content Element**.
 - b. **Content Type Element:** select the element you created earlier for the **Header**.
 - c. **Choose an 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. **Change Special Characters to their HTML Equivalent.**
 - ii. **Strip out all HTML Tags.**
 - e. Decide if you wish to **Disable Direct Edit in this Element**.
17. Copy the XML code from the **Generated T4 Tag** field.
18. The T4 Tag you have copied should look similar to this (depending on which modifiers you have selected):
19. `<t4 type="content" name="Heading" output="normal" modifiers="striptags, htmlentities" />`
20. Replace the original heading: **Heading of Related Content**, with the new tag.
21. Select the **Generate T4 Tag** button again.
22. Using what you have learned above, build a tag to output the **Main Body:**
 - a. **Normal Output (inline).**
 - b. **Parse for Section Navigation Tags.**
23. Copy the XML code from the **Generated T4 Tag** field.
24. 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.
25. The Content Layout should look similar to the screen below.
26. 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

```

1 <h4><t4 type="content" name="Heading" output="normal" modifiers="striptags, htmlentities" /></h4>
2 <div class="panel">
3 <t4 type="content" name="Main body" output="normal" modifiers="nav_sections" />
4 </div><!-- /.panel -->
    
```



Objective

- > You need to enable your new Content Type to your Site Structure in order 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 10 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.



Objective

- > 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.



Objective

- > 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).

The screenshot shows the Terminal Four University website. At the top left is the university logo with the text 'TERMINALFOUR UNIVERSITY' and 'Est. 1972'. To the right are three header links: 'Header link 1', 'Header link 2', and 'Header link 3'. Below these are contact details: '+1 555 123 456' and 'info@t4u.edu'. A dark navigation bar contains 'WHO WE ARE', 'NEWS', 'COURSES', and 'RESEARCH', along with a search box. The main content area displays a site map for 'T4 University' with a 'Section Name' of 'T4 University'. The map is structured as follows:

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

On the left side of the page, there are three menu items with right-pointing chevrons: 'History', 'Where to find us', and 'Maps and tours'. Below these is a 'Recent news' section with three items:

- #ILOVETERMINALFOUR campaign
Feb. 14th 2015
- Squirrel resembling Abraham Lincoln found dead
Feb. 10th 2015
- New Library opens
Feb. 9th 2015

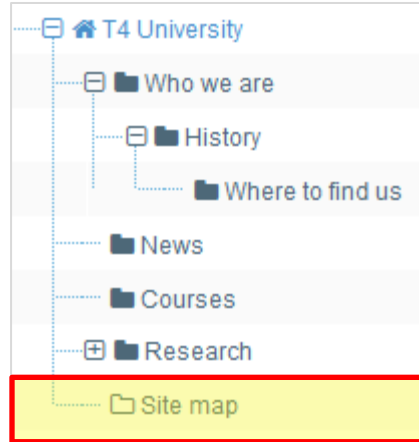
The footer contains the copyright notice '© TERMINALFOUR University 2015' and a row of utility links: 'Webmail', 'eLearning', 'Campus Map', 'Calendar', and 'Ask T4U'.



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 >>](#)



How to create a site map - continued

+ Create content type

5. To create the Content Type, go to Assets → Content Types → Create new 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 direct edit**: decide if Direct Edit can be used for this Content Type.
 - e. **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 information

Elements

General content type information

Name *

Description

Minimum user level

Enable direct edit

eForm

Workflow

Primary group Show shared groups ▾



How to create a site map - continued

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.

[Continues >>](#)

Name	Description	Element Type	Maximum Size	Required
Code	Enter code here	Plain Text	25000	Yes



How to create a site map - continued

1. Click **Create 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 Standard 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 XML code.
 - 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" modifiers="" />
```



Objective

- > You need to enable your new Content Type to your Site Structure in order 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, select **Edit Section** from the **Actions** menu beside your **Site map** section.
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 you've made.
5. Use the new Content Type to add content to your section.

[+ Create new navigation](#)



Objective

- > 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](#) → [Create 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. **View 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 Show shared groups ▾

View in preview

Start section Use channel root
 Use alternate section

Child section links Only show child section

Levels ▴ ▾

Maximum number of levels to display

Add content count Append the content total in the section to the link



Objective

- > 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 *



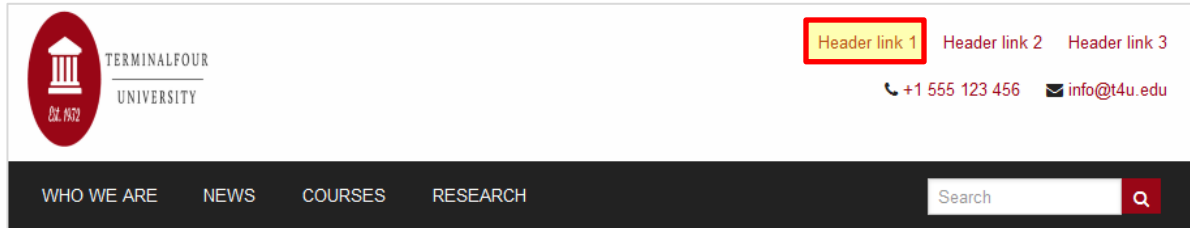
How to use the new navigation object in content...

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



Objective

- > 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 site map. . .

1. Go to [Assets](#) → [Navigation](#) → [Create 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, assuming you named your Section "Site Map".
3. The [Section Details](#) 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.
View in preview: lets you view non-approved content in preview.
 - c. **Details 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. **Level:** if you selected [Use section at level](#), specify the level here.
 - ii. **Select section:** if you selected [Use section](#), click [Select section](#) and select the section you wish to use.
 - d. **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

→ Next



Objective

- > 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
```



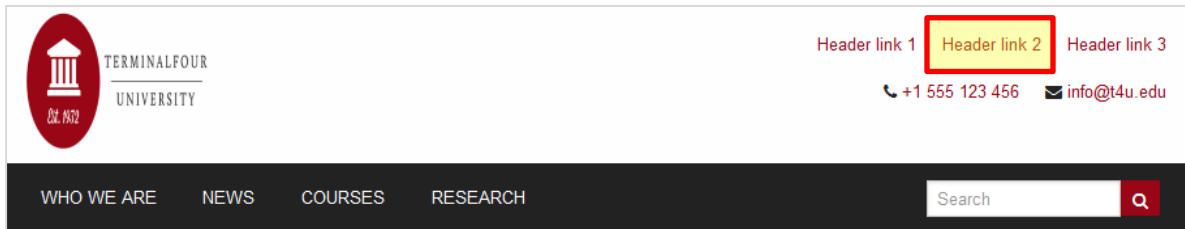
How to apply the navigation object to page layout. . .

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. If you have a preview open already, simply refresh that one. Otherwise you can preview the site from the Site Structure screen.



Objective

- > 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



Objective

- > 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		Actions	<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		Actions	<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		Actions	<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		Actions	<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		Actions	<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		Actions	<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		Actions	<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		Actions	<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		Actions	<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		Actions	<input type="checkbox"/>

Showing 1 to 10 of 11 entries < 1 2 >



Did you know?

- > 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.

[Continues >>](#)

Reject content

Rejected content	An email will be sent to the content owner informing them the content they submitted has been rejected
Reject reason	<div style="border: 1px solid #ccc; height: 80px; width: 100%;"></div>

↶ Cancel
✓ Reject

Content status color code

- 0 Approved Content
- 0 Pending Content
- 0 Inactive Content

How to approve content – continued

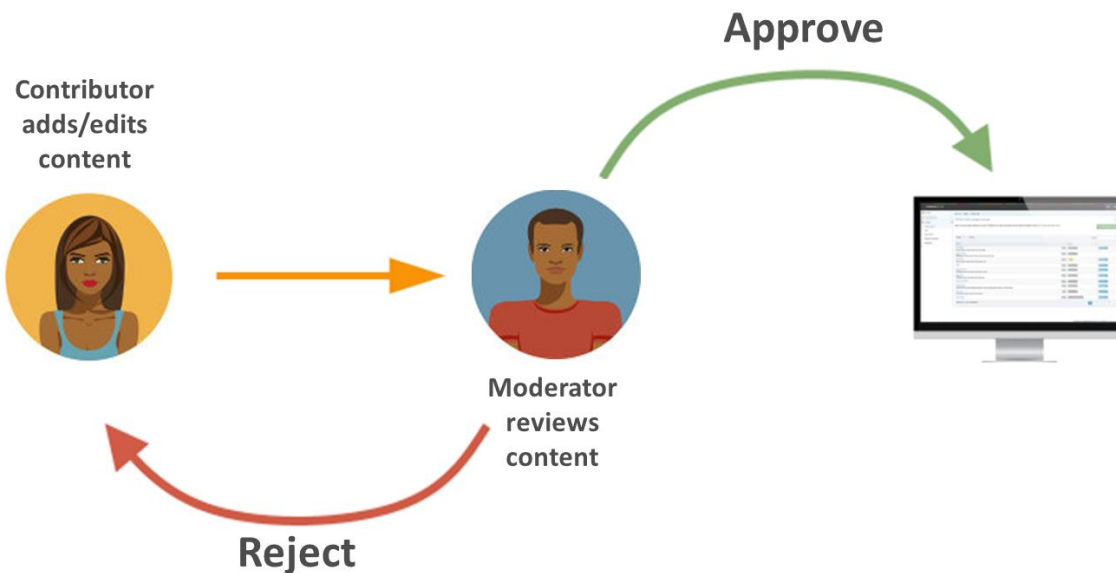
3. From within the **Pending** tab; click the name of a piece of content to check the details.
 - a. Preview the content by clicking on a channel from the **Published Channels** list.
 - b. Click **Show History** to view any previous versions of the content.
 - c. Click **Edit** if you wish to make changes to the content.
4. If the content is assigned to a workflow, an Administrator can select a **Fast Track** option using the radio buttons.
 - a. **No Fast Track** will not Fast Track content.
 - b. **Advance to Next Step** will advance content to the next step of the Workflow.
 - c. **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 0.

+ Create new workflow



Objective

- > 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.



Did you know?

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



How to set up a workflow

1. To build a workflow, go to [System administration](#) → [User rights & roles](#) → [Workflow](#) → [Create 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 [Create 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 >>](#)



How to set up a workflow – continued

4. **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.
5. **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.
6. **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.
 - iv. **Timed after:** an alert is sent to the content owner or those involved in the workflow step if a piece of content is not reviewed within the specified time period.
7. **User alert configuration 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.
8. **Configure users:**
Select the users or groups to be involved in this step.
9. Click **save changes** to add the step to the workflow.
10. Click **create new step** to add a further step to the workflow if required, otherwise click **save changes**.
11. To assign the workflow to your content type, go to **Assets** → **Content types** → **Edit** your content type.
12. From the **Workflow** drop-down list, select your workflow.
13. Click **save changes**.



Objective

- > 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
▼

04 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 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 archive sections.
 - e. **Override publish period restriction**: If your channel has a publish period restriction on fulltext content check this box to override the restriction.



Objective

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



Training feedback survey

Congratulations on completing the
TERMINALFOUR training course.

Please provide your feedback by
clicking the link below:

[Training feedback survey](#)