T4 Content Management System (T4 CMS)

Guide for University Content Editors
Moderator Access
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Log in to T4

- T4 CMS is **browser based** and can be found at [http://cms.ncl.ac.uk](http://cms.ncl.ac.uk).
- Use Chrome or Firefox browser and **allow browser popup windows** - this supports the content Preview function in T4.
- Your access level is **Moderator**, and you **log in with your Windows username and password**.

Steps

1. **Open a web browser** (Chrome or Firefox) and go to [http://cms.ncl.ac.uk](http://cms.ncl.ac.uk)
2. Enter your **Windows username and password** and click **Login**.
T4 Interface

- **Site Structure** on the left mirrors the structure of your website.
- **Section Menu** gives you access to edit and manage your content.
- **Content status bar** shows how many pieces of content are in a section and the content status: Approved, Pending or Inactive (marked for deletion).
- **Widgets** appear in the side-bar. You can create a list of bookmarks and see a list of last modified content.

![T4 Interface Diagram]

**Site structure folders:**

Yellow folders are sections with navigation links that are visible on a website.

Grey folders are hidden sections – the section name does not appear in website navigation.

**Content status bar:**

You can hide parts of the Content Status Bar by clicking the widget icons:

![Content Status Bar]

**Widgets:**

You can collapse the widgets in the side-bar or drag-and-drop to reorder them.

**Preview**

Preview a section of the website or piece of content in T4 to see how it will look in the web page before you save or publish the changes.

Find the preview function in the Section Menu and within a content or page type.

**Preview not working**

Preview can be blocked by the browser. If this happens allow pop-ups to enable Preview function.
Find Content

- In T4 CMS your Site Structure is built using sections (folders) – a section can be a single page or can contain sub-pages. Within each section there are pieces of content. A web page can be made up of several pieces of content.
- You can use the Site Structure and Section Menu to find the pieces of content that make up a section.

Steps

1. Click the Site Structure icon at the top of the screen, or click the Content tab and select Site Structure to view the sections that make up your website.
2. Click the plus to the left of a folder icon to view the sub-sections.
3. To see the list of content pieces that make up a section (page) hover the cursor over the Section Menu and select Modify Content. The Status column indicates if content is Approved, Pending or Inactive (to be deleted).
Edit Content

Content types in T4 are the building blocks for your website – they enable you to apply behaviour and styling to a piece of content that make it mobile responsive.

- Copying content into T4 - before copying content from Word into T4, all content styling should be removed. To remove styling, paste content from Word into a basic text editor (e.g., Notepad), then copy from the editor and paste into T4.
- Information button - within a Content or Page Type hover the cursor over the information button next to the field title for word limit and content guidance.
- Back arrow – use the back arrows within T4 to go back to a previous screen.

Steps

1. Use the Site Structure to find a piece of content
2. To the right of the content piece hover the cursor over the Section Menu and select Modify Content.
3. Amend the content.
4. Click Preview to open a browser window and see how your amendments will look on the website.
5. Close the Preview window.
6. To save changes as Pending select Update. To publish the changes, at the next publish cycle, select Update & Approve.
Create a New Section

- When creating a section in T4, the text you add in the Name field also creates the:
  - menu link on your website
  - page header
  - web address*
- Use the Output URI field to create a short, descriptive web address for the section. See our Editorial Style guide for examples of a good URL (web address) - [https://www.ncl.ac.uk/digital-design/editorial-guide/](https://www.ncl.ac.uk/digital-design/editorial-guide/)
- To temporarily remove a section link from your website (hiding it from users of the site) Show in Navigation can be unchecked

Steps

1. Use the Site Structure to find the section where the new sub-section should be placed.
2. To add a new section go to the parent section, hover over the Section Drop-Down Menu and select Add Section. This opens a new tab for your section.
   Fill in:
   - Name: add the Name of your section (eg Graduate Employability)
   - Output URI field: add a short name that will form the web address (eg employability) The name field has a 50 character limit.
3. Click Add. The new section will appear in the Site Structure.

Exercise: create a section

Complete exercise 1 in the training exercises guide.
Add Content (using Content Types)

Content is added to a section using Content Types. A section/page can be made of several content types.

Page Title and Intro

Steps

1. Use the Site Structure to find the section you need to edit.
2. Hover over Section Menu and select Add Content – you’ll see a list of all available content types.
3. Click the content type Page Title and Intro and fill in the fields:
   - **Name**: doesn’t appear on the website but will appear in the T4 list of content types that make up your page. (Identify the content type with a Prefix (see Appendix 1). For Page Title and Intro the prefix is TITLE, eg TITLE: Graduate Employability)
   - **Title field**: automatically generated by the Section Name. Default page title can be overridden using this field, but in most cases Section Name and Page Title should be the same.
   - **Intro**: use to summarise the topic of the page. It should be less than 50 words.
4. Preview your content before saving.
5. To save your changes as Pending, select Update. To publish your changes select Update & Approve.
6. You now see a list of content types that make up your section (page). This screen has an Add Content icon that you can click to select your next content type.

Adding content types – new content will appear at the bottom of the list of items that makes up your page. You can reorder content using the arrows in the Move column.

Exercise: add content (using content types)

Complete exercise 2 in the training exercises guide.
General Purpose Content

Use a new piece of General Purpose Content for each Heading 2 and following paragraph. The title field of this content type is styled as a heading 2.

Sub-headings 3, 4 and 5 are applied to content using the Format menu in the toolbar.

Steps

1. Use the Add Content icon to see the list of available Content Types.
2. Select General Purpose Content and fill in:
   a. Name: doesn’t appear on the website but will appear in the T4 list of content types that make up your page. You will also need to identify the content type with the appropriate prefix. For General Purpose Content the prefix is PARA, e.g. PARA: Our reputation
   • Title field: this Heading Level 2 introduces the paragraph (6 words or 30 characters)
   • Content: cut and paste or type your content here. (You may need to style your content.)
3. Preview your changes before saving.
4. To save your changes as Pending, select Update. To publish changes select Update & Approve.
5. Go to the Site Structure to find your section.
6. Use the Section Menu to Preview the content of your Section (page).

Exercise: add content (using content types)

Complete exercise 2 in the training exercises guide.
Hyperlinks – Adding Links to Content

- **Section link** – links to a section/page within the site structure. **If a section is moved, the link to that section is automatically updated.** If a section is deleted the link to that section is removed from the content in T4.
- **Content link** – link to a **Staff Profile**
- **Web link** – link to a website that’s not in T4 or to an **email address**

### Education for life

We encourage students to think about their future early in their studies. We have collaborated with employers to identify a set of skills which are needed in life beyond university. These skills such as business awareness, self awareness and communication, make up our [Graduate Skills Framework](#).

Our award-winning [ncl+ initiative](#) brings together activities from across the University. It provides opportunities for students to develop the skills in demand by graduate employers.

### Section link

1. **Type** then **highlight** your descriptive link text.
2. In the toolbar **select** ‘Insert Section Link’ (this opens a pop-up which display the T4 sites structure)
3. To **find a section/site to link to** expand the sections: **Go Mobile > www.ncl.ac.uk**
4. **Find and click the section to link to** (this will apply a hyperlink to the descriptive link text in your content)

### Content link

1. **Type** and **highlight** your descriptive link text.
2. **Select Insert Content Link** from the toolbar (opens the Site Structure showing all sites within T4)
3. **Navigate to** the **section you want to link to** and **click to see the list of content types** within the section.
4. **Click the content** to be linked to.
5. **Click Update & Approve** to publish your changes.

### External Website or Email link

1. **Type** and **highlight** your descriptive link text.
2. **Select Insert/Edit Link** from the toolbar and paste in:
   - the **full address** of the site link (eg [http://www.ncl.ac.uk](#) email address
3. **Click Update** to apply the link to the text (an email address will trigger the prompt message ‘Do you want to add the required mailto: prefix? Click OK to accept.)
4. **Preview** your content.
5. To **Publish** the changes **lick Update & Approve**.

### Exercise: adding links to content

Complete **exercise 3** in your training exercises guide.
Media Library

The T4 Media Library stores images and documents for use in content. Media Library sits outside of your site structure but can be accessed from the content you’re working on.

You can also find the Media Library from the Content Tab:

To access the Media Library from the content you’re working on, use the Image field found below the content area. The ‘Select’ link opens a new window for the Media Library where you can upload an image/document to the library and then link it through to your content.

Things to think about before you upload items to the Media Library are:

- crop each image to size before uploading it to the media library;
- find out what image size to use for each Content/Page Type - [https://www.ncl.ac.uk/digital-design/images/ - imagesizes](https://www.ncl.ac.uk/digital-design/images/ - imagesizes);
- crop/resize an image using Fotor - a free online manipulation tool – and our guide;
- upload images to the correct category in the media library. To navigate to your folder in the Media Library category menu: select www.ncl.ac.uk; choose the name of your site and select Images sub-folder.
- Copyright – before you publish an image to your web page get permission from the original owner of that image. Publishing an image without permission can be a breach of copyright for which the University can be fined.
Images - add an image to content

To add an image to a piece of content always use the Image field found below the Content area. Use the image field to make the image mobile responsive.

Steps

1. Use Site Structure to find the section you want to modify.
2. Hover over the Section Drop-Down Menu and select Modify Content.
3. Click the name of the piece of content to open it.
4. Scroll down to Image field and click Select – this opens the Media Library in a new window:

5. Use the file structure on the left to find your website media folder. Expand the structure to reveal the sub folders: ‘files’ and ‘images’ then click the Images folder:

6. To upload an image to the category, click Add Media and use the following fields to add information about the image:
   - **Name**: enter a name for your image.
   - **Description**: always add a description to tell the user what’s happening in the image. This Alt Text is used by Screen Readers to inform visually impaired users.
   - **Keywords**: enter relevant keywords for the image. These are used for search purposes in the Media Library.
   - **Media**: click Choose File to browse to and select an image from your PC
7. Click **Add** – your image will appear as a thumbnail in the Media Library (sometimes this can take a few minutes).

8. **Hover over the image thumbnail** and click **Select** (this takes you back to the Content Type where the file path for the image is displayed in the Image field.)

9. **Image Caption (optional)** – used to publish a caption or photo credit below the image on the web page.

10. Select **Image layout:**
    - **Right** – stretches to full width on mobile
    - **Full Width** – full width on desktop and mobile
    - **Inline** - use for **logos only** - prevents image distortion
    - **Left** – do not use.

11. **Preview** the content to view the image in the page.
12. To **save your changes** select **Update**. To **Publish** select **Update & Approve**.

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**Revisit assets in the Media Library to change information about an asset:**
Change a description or keywords, download a copy of an asset, upload a new file or find out where an asset is embedded in content.

To do this go to Media Library (from the content or the Content Tab) hover over the image and select **Advanced** and use the following buttons/tabs to:

- **Select**: this will pull an image through to the content you’re working on
- **Modify**: update the Name, Description, keywords or upload a revised image file
- **Add variant**: ignore – not enabled
- **Delete**: permanently **deletes the asset** from T4 Media Library
- **Download**: download a copy to your PC
- **Cancel**: closes the asset and returns you to the thumbnail view
- **History** tab: find out when the media item it was last updated
- **Usage** tab: see where the image is being used
Exercise: add an image to content

Complete exercise 4 in the training exercises guide.
Documents - Create Document Links

You can add a document to the Media Library and link to it from content.

When adding a document to the Media Library, the Name you create in the library becomes the link text in your content. Document links should follow best practice format below:

my document (PDF: 2.25MB)

The maximum file size you can upload is 8MB. Larger documents should be optimised to reduce the size.

In the Media Library you can view the file size of any media item by selecting the View Media in Detailed Mode icon. Use the Filter to view a particular file type:

Steps:

1. Find and open a piece of General Purpose Content.
2. In the Content field place the cursor where you want to insert the document link.
3. Click the Insert Media icon.
4. Locate the Media Category you wish to add the PDF to – click to open.
5. Click Add Media button:
   - Name: enter a name for your document, e.g. Writing for the Web (the name identifies the document in the Media Library and creates the link text in the content)
   - Description: does not display on the website
   - Keywords: optional
   - Media: click Choose File to select the PDF for upload
6. Click Add.
7. Hover over the PDF thumbnail and click Select to insert the PDF into your content.
8. Click Update to return to the content screen.
9. Ensure that you add the file type and size after the document link in your content e.g. PDF: 3MB
10. Preview your content.
11. To save your changes as Pending, select Update. To publish changes select Update & Approve.

Exercise: add a document link to content

Complete exercise 5 in the training exercises guide.
Update a document

If you need to update a document file held in the Media Library. Go to the document thumbnail and link it to a new version of the file.

Steps:

1. Use the Content tab and select Media Library from the drop-down list:

2. Expand your website media folder and select the Files sub-folder
3. Find the document you wish to update (you can use Thumbnail or list view):
4. from thumbnail view hover over the thumbnail, click Advanced then Modify
5. from list view click the filename then Modify
6. Go to Media, click Choose file button to browse your PC
7. Select the new document and click Open
8. Check the Name field and update the document title as required (this updates the hyperlink text in your content)
9. Click Update to add the new document to the Media Library record (this will overwrite the previous version)
10. To check the file size of the new document switch to list view (you may need to update the information in your content)
11. Preview the content to check the document link

Note:

To find out when a document was last uploaded to the Media Library hover over the thumbnail, click Advanced and select the History tab.
External Media

- Use the Content Type **External Media** to embed external media hosted on dedicated delivery services (eg YouTube, Vimeo, Sound Cloud, ISSUU, Standard or Custom Google map) into your web page.
- To add a YouTube video always use the Embed code with ‘Privacy-enhanced mode’ enabled, and restrict ‘related videos’ to those from your channel only. For steps on how to find and amend embed code see our YouTube Video Embed Code Guide.

Steps:

1. Use the **Site Structure** to choose a section.
2. Go to the **Section Menu** and select **Add Content**.
3. Click the content type External Media and fill in:
   - **Name**: add appropriate prefix and item description. For External Media Content the prefixes are: VIDEO, AUDIO or MAP, eg **VIDEO**: Newcastle University: Our Campus.
   - **Media URL**:
     - **YouTube** - add Embed code, example format: https://www.youtube-nocookie.com/embed/gOXuJGPX_q8?rel=0
     - **Standard Google Maps** – copy the URL from the browser
     - **Custom Google Maps** - use the Embed code
     - **ISSUU** – add the Embed code (*ISSUU embeds won’t have full functionality in Preview)
     - **SoundCloud** - use the share button link for a track to display
   - **Caption**: add if title is not displayed in the media player
   - **Alignment**: set right or full width
4. **Preview** the content
5. **Update & Approve**

**Exercise: add a YouTube video to content**

Complete exercise 6 in the training exercises guide.
Google map - embed code

A Custom map that uses Google's My Maps functionality can be embedded in your site using an embed URL. Maps can be full width or right aligned on desktop.

Steps:

1. Search Google Maps for the location you want to map using the building name and postcode, ie Daysh Building, NE1 7RU.
2. Click on Share (this will open a pop-up box with two options)
3. Click on Embed Map
4. Copy the code starting <iframe src= from the box.
5. Delete everything from that code except the url, eg <iframe src="https://www.google.com/maps/embed?pb=!1m18!1m12!1m3!1d2289.5973786323857!2d-1.6163434479592638!3d54.98015950868411!2m3!1f0!2f0!3f0!3m2!1i1024!2i768!4f13.1!3m1!m3!1m2!1s0x487e70cc2f403dd3:0x3262fb045a91653e!2sDaysh+Building%2C+Newcastle+upon+Tyne+NE1+7RU!5e0!3m2!1sen!2suk!4v1476109629285" width="600" height="450" frameborder="0" style="border:0" allowfullscreen"></iframe>.
   This is important as the other instructions set width and height, which are not required for a responsive website.
6. Paste the url into the External Media content type, update and approve.
Masthead and Pull Quote

Mastheads are primary visual elements for use on section openers (e.g., About, Research) - they include the page title, an image and a teaser.

![Masthead Image]

We offer a world-class learning experience in the heart of Britain’s favourite student city.

With a low cost of living, a consistently strong graduate employment record and award-winning careers support - we’re the university of choice for a vibrant postgraduate community from over 110 countries.

We provide you with an education for life; skills and experiences that will be of value throughout your university career and beyond, all underpinned by outstanding teaching and research facilities.

“Newcastle is the UK’s favourite city”

Guardian and Readers’ Travel Awards 2014
**Steps**

1. Use the **Site Structure** to choose a section.
2. Go to the **Section Menu** and select **Add Content**.
3. Click the content type **Masthead and Intro** and add:
   - **Name**: doesn’t appear on the website but will appear in the T4 list of content types that make up your page. You will also need to identify the content type with the appropriate prefix. For Masthead the prefix is MASTHEAD, eg **MASTHEAD: Student Life**
   - **Title**: this will appear in the text box which overlays the image (less than 20 characters)
   - **Teaser**: a summary which overlays the image (maximum 100 characters)
   - **Image**: click **Select** to upload an image to the Media Library and add it to your content type.
4. **Preview** then click ‘Update’ to save changes as Pending. To **publish** select **Update & Approve**.
Pull Quote

Pull quotes can be used to highlight key text on the page. They can be added using the Content Type 07 Pull Quote. They should be around 30 words. There should be no more than two quotes per page.

Facilities

We are also a viable farming business. Our modern facilities are used daily by Newcastle University for teaching undergraduate and postgraduate students from the Faculty of Science, Agriculture and Engineering.

Our on-site conferencing facilities are available to hire for competitive prices. View our facilities catalogue (PDF: 2.6MB).

Our research

Our research capabilities and resources provide the ideal environment for your organisation to extend your knowledge and understanding of animal and arable farming.

We have a fantastic combination of arable and animal resources, dedicated academic staff and modern conference and teaching facilities.

Steps

1. Click Add Content and select Pull Quote, and fill in:
   - Name: doesn’t appear on the website but will appear in the T4 list of content types that make up your page. You will also need to identify the content type with the appropriate prefix. For a Pull Quote the prefix is: QUOTE, eg QUOTE: Newcastle is the UK’s favourite city
   - Title: who or what is this a profile of?
   - Quote: 30 words maximum
   - Citation: descriptive reference to source, eg ‘Guardian and Readers’ Travel Awards 2014’
   - Link to Section: (optional) to link your Citation to a source in T4
   - Link to URL: (optional) links your Citation to source material outside T4
   - Alignment: right or full width
2. Update & Approve to publish.
Tabbed Content

- A Tabbed page can be used to break up content within a section (think of each tab as a page). They help to keep the site’s structure shallow.
- Tab titles - you have a maximum of 75 characters to divide between tab titles. The more tabs the fewer characters you have for each. Keep tab titles short and descriptive.
- Each tab acts as a page so each tab should have an Introduction.
- Tabs can be made up of several pieces of content (e.g., External Media, Expandable Content, Pull Quote). These pieces of content must be listed underneath the Tabbed piece of content they belong with and before the following tab.
- Adding content types – new content type appears at the bottom of the list of Content that makes up your page. You can reorder content using the arrows in the Move column.

Study Law at Newcastle

The latest independent audit of Newcastle Law School’s teaching and learning provision praised the excellence of our teaching provision.

Our curriculum, feedback, and careers support were commended as examples of good practice.

Our students back up this verdict. Consistent National Student Survey scores testify to our commitment to ensuring that our students get the best degree experience possible.

Lectures and seminars

Lectures give you a framework of the subject.

Seminars – small classes of up to 12 students – run regularly to work through complex legal problems and to let you discuss the issues.

We organise further sessions at courts and prison facilities. All of our students enjoy one-to-one coursework and exam feedback sessions, improving their skills with every piece of work.

Sub-headings in tabbed content

To add a sub-heading under tabbed, general purpose or expandable content use toolbar to select the appropriate heading level:

To do this click the format drop down and select the appropriate heading level there.

Continued…/
Steps

1. Go to the Section Menu and select Add Content.
2. Click Add Content and select Tabbed Content, and fill in:
   - Name: doesn’t appear on the website but will appear in the T4 list of content types that make up your page. You will need to identify the content type with the appropriate prefix. For Tabbed Content the prefix is: TAB, eg TAB 1: Teaching Excellence
   - Intro: 50 words or less
   - Content: type or paste content (clean content before pasting into T4). Style the content.
   - Image: add as required
3. Preview your content then click ‘Update’ to save changes. To Publish select Update & Approve.
4. To create another tab repeat steps 2 and 3.

Exercise 7: add tabbed content

Complete exercise 7 in your training exercises guide.
**Linking between tabs - using the Content link**

Use a **Content Link** within a section to link from one piece of tabbed content to another. You can find the Content link icon in the toolbar:

![Choose Content to Link - TERMINALFOUR Site Manager](image)

### Steps

1. **Type** and **highlight** your descriptive link text.
2. **Select Insert Content Link** from the toolbar. The Site Structure, showing all sites within T4, will appear.
3. **Navigate to the section you want to link to** and **click** to reveal the list of content types within the section.
4. **Click the Tab** you want to link to.
5. **Click Update & Approve** to publish your changes.
Expandable Content

- Expandable content is expandable or collapsible and can be used to temporarily hide supplementary information on a page, eg entry requirements for different qualifications.
- Expandable content can behave in one of two ways - either always expandable or only expandable on mobile.
- Use this content type at the end of a page – users don’t expect content to follow expandable boxes.

Steps:

1. Use the Site Structure to choose a section.
2. Go to the Section Menu and select Add Content.
3. Click the content type Expandable Content and fill in:
   - Name: this doesn’t appear on the website but will appear in the T4 list of content types that make up your page. You will also need to identify the content type with the appropriate prefix. For Expandable Content the prefix is: EXPANDABLE, eg EXPANDABLE: Work Experience.
   - Expand/collapse options: click radio button to select Always (Desktop and Mobile) or Mobile Only
   - Title: less than 30 characters
   - Header Level for Title: default is H3, but H4 can be selected to maintain heading hierarchy
   - Content: maximum of 100 words
   - Image: can be used where a logo is needed to support content
   - Image caption: optional
   - Image layout: set right
4. Preview the content
5. Update & Approve
**Google Directions**

Use Google Directions (Content type **14. Google directions**) to help your website users find ways to travel to your location.

It’s **ideal for a Find Us** or **Contact Us** page and replaces paragraphs of sometimes unhelpful directions.

Steps:

1. Use the **Site Structure** to choose a section.
2. Go to the **Section Menu** and select **Add Content**.
3. Select the content type **14. Google Directions** and fill in:
   - **Name**: eg ‘DIRECTIONS: building or accommodation name’
   - **Building name AND postcode**: eg Ridley Building 2, NE1 7RU
**Social Media Link**

Use a Social Media link to add an icon and link to social media accounts within a page.

- Social media links should be used to link to accounts specific to the topic of the page and are added using the Content Type 09. Social Media Link.
- Each social media link should contain the account name and a call to action – see examples on our Go Mobile Demo Site - [https://www.ncl.ac.uk/digital-design/content-types/social-media/](https://www.ncl.ac.uk/digital-design/content-types/social-media/)

**Corporate Web Development**

Read our blog

**Steps:**

1. Use the Site Structure to choose a section.
2. Go to the Section Menu and select Add Content.
3. Select the Content Type 09. Social Media Link and fill in:
   - **Name**: use the prefix ‘SOCIAL MEDIA:’ and add the link title
   - **Title**: add the ‘link title’
   - **Call to action text**: eg ‘Read our blog’
   - **Icons**: use the buttons to select the icon to be displayed
   - **URL**: add the web address of the social media account or blog
   - **Optional**:
     - **Google Analytics Event Category**: include an event category you want Google Analytics to track social media action with
     - **Google Analytics Event Label**: include an event label that identifies this social media action in Google Analytics
4. Save your changes: Update or Update & Approve.
History and Versions

T4 allows you to see all changes made to content. You can compare different versions and reinstate previous versions of the content and republish to the web page.

Steps:

1. Browse to a Section and Modify Content
2. Choose a piece of content, go to Section Menu and select History
3. Check Compare against the two versions you wish to compare, the click Content Comparison
4. Select the Content field by checking the button then click Text to view the two versions
5. Click Close to go back to the History list
6. To make a previous version of the content live on the website, click Set Active. This version will move to the top of the History list.
7. Click Update and Approve to publish the changes to the website.
News Items

- Add a News item to your News Listing page using the ‘Page Type’ 01. News
- The news item can include an image (dimensions 818x428px), styled quote and video
- News items must be set to expire 12 months from date of publication.
- Expired items should be linked and move into an Archive sub-folder within News section.

Steps – create a news item

1. Use the Site Structure to find the News section – news item content is contained in the sub-section ‘News Items’
2. Go to Section Menu and select Modify Content to view the news items that appear on the News listing page of the website
3. Click the Add Content icon and select the Page Type – 01. News

4. Fill in the following fields:
   - Name – title of the article which will appear in T4 (unique to each item)
   - Title – main heading for the article which also appears in search results
   - Intro – introductory paragraph visible in the page and in search results
   - Description – displayed in lists and grids. This acts as a summary of the story. Under 150 characters
   - Content – type or paste in the content of your News Item and style as required
   - Image (optional) – click ‘Select’ to go to the Media Library where you can upload an image to add to the News item (image size 818x428)
   - Image caption – optional
   - KEYWORDS – eg ‘news’ (separated by a comma only, no spaces)
   - Quote (optional) – add a quote up to 30 words
   - Quote citation – add the name of the speaker or source of the quote
   - Media URL (optional) – add a full width video to your news item using the embed code copied from YouTube (eg https://www.youtube.com/embed/j-szbRd-1Ow?rel=0) - to find the embed code see our Video Embed code guide
   - Media caption – optional

Steps continued …/
Set the ‘Publish From’ and ‘Expire’ date/time:

Use the Options tab to set the ‘Publish From’ and ‘Expire’ date/time:

1. Select the Options tab and fill in:
   - Publish date – shows on your ‘news item’ and ‘listing page’. Click into the date field to show the Calendar – this picks up the current date/time. Click required Date, adjust the time. Click Done.
   - Expiry date – set for 12 months from the Publish Date. Click Done (this moves the item from the News List page to the ‘Archive’ section).
   - Archive – links the News item to the Archive. Click Select and use Site Structure to find the link to your News Archive section.

2. Click the Content tab to return to the News Item content
3. Select Update & Approve – your item will appear on the website at the next scheduled publish.

Publish Now

To publish a news item to the News Listing page straight away, publish both the Item and the News section (publishing the Section makes the item appear on the News list page):

1. Modify the News Item content:
   - select Publish Now
   - check the Publish Output channel and Submit

2. Go to the Site Structure and find the News section:
   - Hover over the Section Menu and select Publish Section
   - Check the Publish Output channel and Submit

3. Website Homepage – if your homepage contains a News Grid republish the page to display the item in the grid:
   - Hover over the Section Menu and select Publish Section
   - Check the Publish Output channel and Submit

Exercise: create a news item

Complete exercise 8 in the training exercises guide.
Event Items

- Add an **Event item** to your **Event Listing** page using the ‘Page Type’ **02. Event**.
- The **event item** can include an image, styled quote, video and a ‘call to action button’.
- **Event items** must be **set to expire** on the **date/time the event finishes**. Expired Events will **move offline** and into an **Archive** sub-folder within T4.

Steps

1. Use the **Site Structure** to find the **Event section** and select the greyed-out ‘**Event Items**’ section
2. Go to **Section Menu** and select **Modify Content** to view the event items that appear on the Events listing page of your website
3. Click the **Add Content** icon and select the **Page Type – 02. Event**
4. Fill in the following fields:
   - **Name** – title of the event which will appear in T4 – this forms the web address of the item and must be different from other names. If two items have the same name T4 can only publish one of the items.
   - **Title** – title of the event which will appear on your Event listing page (50 characters)
   - **Intro** – a paragraph to summarise and introduce your event on the even page
   - **Description** – shorter than the Intro, page (20 words)
   - **Event Date and Time** – shows on your ‘event listing page’ and in the ‘event content’ - use the format **15 July 2015, 10:00 - 14:30**
   - **Venue**: location of event
   - **Calendar Sort Date ‘Start’**: click field and set to match event Start time (‘orders’ the event in the calendar listing page)
   - **Calendar Sort Date ‘End’**: click field and set to match event End time (this removes event from the website. If not filled in item will be removed at the event start time.)
   - **Content** – type or paste in the content of your event and style as required
   - **Image (optional)** – click ‘Select’ to go to the Media Library (image size 818x428)
   - **Image caption** - optional
   - **KEYWORDS** – eg event (separated by a comma and with no spaces)
   - **Quote (optional)** – add a quote up to 30 words
   - **Quote citation** – add the name of the speaker or source of the quote
   - **Media URL (optional)** – add a full width video to your news item using the embed code copied from YouTube (eg https://www.youtube.com/embed/j-szbRd-10w?rel=0) - to find the embed code use our Video Embed guide
   - **Media caption** - optional
   - **Button text** (optional) – creates a call to action button (eg ‘Book your place’)
     i. **Link to section** – link to a page in T4
     ii. **Link to URL** – link to a form or page outside T4

**Set the ‘Publish From’ and ‘Expiry’ date/time and ‘link to the Archive’**:  
5. Click the **Options tab** and fill in:
   - **Publish date** – click the field to show the Calendar – this will pick up the current date/time – adjust if required. Click **Done**.
   - **Expiry date** – set to expire same day as event finishes. Click **Done**.
   - **Archive** – link the Event to the Archive. Click **Select** and use Site Structure to link to the Events Archive folder

6. Click the **Content tab** to return to the Event Item
7. Select **Update & Approve**.

**Publish Now**
To make an event appear on the website straight away, **publish the event item and Event section**:

1. **Modify** the Event Item content:
   - select Publish Now
   - check the Publish Output channel and Submit
2. Go to the **Site Structure** and find the Events section:
   - Hover over the **Section Menu** and select Publish Section
   - Check the Publish Output channel and Submit
Exercise: create an event item

Complete exercise 9 in the training exercises guide.
Staff Profiles

- **University staff profiles** are displayed in an A–Z list on your site using the Page Type Staff Profile (MyImpact). The content and profile picture is brought in from the MyImpact system.
- **Non-University staff profiles** can be created and integrated into your staff list using the Page Type Staff Profile (Manual Entry) (eg a Postgraduate student or someone not employed by the University).
- **Staff profiles** can also be listed by job role or research theme – keywords you add to the profile will make a profile display on the A-Z, Staff by Role or Staff by Theme pages.
- **Keywords** used to determine on which list a profile will display are predefined when the site is built. Have a look at existing profiles to see which keywords are used.

MyImpact staff profile – add a profile

Steps:

1. Use Site Structure to find the Staff section and expand structure to view the Staff Profile sub-section (this ‘grey’ section contains all profile content).
2. Go to Section Menu and select Modify Content to see the list of profile content.
3. Click the Add Content icon and select the Page Type – Staff Profile (MyImpact)
4. Fill in the following fields:
   - **Name**: use the format Smith, Mr Andrew (profiles are ordered by Surname)
   - **Email Address**: use the format andrew.smith (this matches email format in MyImpact)
   - **Web Key**: eg ‘nuls’ (the web key identifies your Academic Unit or Service in MyImpact and pulls profiles associated with your unit from MyImpact into the Staff Profiles folder in T4).
   - **Keywords**: add keywords to make a profile display on the A-Z, Staff by Role or Staff by Theme listing pages (keywords are separated with a comma only, eg atoz,academic)
5. Click Update & Approve to add your changes to the next scheduled system Publish
6. Preview your Staff section to check that the profile is visible on your listing pages.

Exercise: adding staff profiles

Complete exercise 10 in the training exercises guide
Manual Entry staff profile

Steps

1. Use the Site Structure to find your Staff Profile section.
2. Go to Section Menu and select Modify Content.
3. Click the Add Content icon and select the Page Type – Staff Profile (Manual Entry)
4. Fill in the following fields:
   - Name: use the format Smith, Mr Andrew
   - Display Name: Andrew Smith
   - Role/Job Title: maximum of 64 characters
   - Image: add an image (size 456 x 456 pixels)
   - Email Address: add email address (add n/a if not available)
   - Telephone: add number (add n/a if not available)
   - Fax:
   - Address:
   - Background: add content, edit and style
5. Keywords: add keywords to make a profile display on the A-Z, Staff by Role or Staff by Theme listing pages, (keywords are separated with a comma only, eg atoz,academic)
6. Click Update & Approve.
7. Preview your Staff section.
Delete Content or Sections

To delete a piece of content or delete a page from your site, the content status must be changed to Inactive. Deleting content from a site happens in two stages:

1. When a piece of content or a section is marked for deletion its status changes to Inactive. On the next publishing cycle inactive content/section is removed from the live website.
2. Inactive content removed from the website remains visible in T4. Inactive content is deleted from T4 once a week by the system administrator. Content removed from T4 cannot be recovered.

Steps – delete a piece of content

1. Use the Site Structure to find the content you want to delete
2. Hover over the Section Menu and select Delete:

The content status becomes Inactive:

To reverse this action:

1. Modify the content
2. Select Update or Update & Approve

Continued.../
Steps – delete a Section:

1. Use the Site Structure to find the Section you want to delete
2. Hover over the Section Menu and select Delete Section:

The warning message: ‘Are you sure you want to delete “section name” section’ will appear

3. Click OK to proceed - the deleted section is highlighted in red:

To reverse this action:

1. Modify Section
2. Find the Status field and use the drop down menu to change the status from Inactive to Approved:
Appendix 1: Content Type Prefixes

When naming a new piece of content add a Prefix (from the table below).

The prefix appears in the list of content pieces and helps to quickly work out what is contained in each content type:

<table>
<thead>
<tr>
<th>Content Type</th>
<th>Prefix</th>
</tr>
</thead>
<tbody>
<tr>
<td>Headers and Mastheads</td>
<td></td>
</tr>
<tr>
<td>Page Title and Intro</td>
<td>TITLE:</td>
</tr>
<tr>
<td>Masthead and Intro</td>
<td>MASTHEAD:</td>
</tr>
<tr>
<td>Content Blocks</td>
<td></td>
</tr>
<tr>
<td>General Purpose Content</td>
<td>PARA:</td>
</tr>
<tr>
<td>Tabbed Content</td>
<td>TAB:</td>
</tr>
<tr>
<td>Expandable Content</td>
<td>EXPANDABLE:</td>
</tr>
<tr>
<td>Profile Box</td>
<td>PROFILE:</td>
</tr>
<tr>
<td>External Media</td>
<td>Description of the media you are adding eg VIDEO, AUDIO:</td>
</tr>
<tr>
<td>Pull Quote</td>
<td>QUOTE:</td>
</tr>
<tr>
<td>Button</td>
<td>BUTTON:</td>
</tr>
<tr>
<td>Google Directions</td>
<td>DIRECTIONS:</td>
</tr>
<tr>
<td>Social Media Link</td>
<td>SOCIAL MEDIA:</td>
</tr>
</tbody>
</table>
Appendix 2: Keyword Management for Staff, News and Events

Keywords are used to map staff profiles, news or event items to lists – e.g. for a Staff Profile to appear in your A-Z section, the keyword a-z must be added to the keyword field in your Staff Profile.

The keywords for your site will be setup for you and based on your existing staff, news, event, and seminar lists.

Keywords added to a staff profile, news or event item match keywords that are embedded in the section where a list will appear i.e.:

- A-Z
- Staff by Role
- Staff by Theme
- News
- Event

Keywords

This table shows keywords used to organise the lists of Staff, News and Events on the T4 CMS training website, and what keyword relates to which listing page, theme or role.

<table>
<thead>
<tr>
<th>Keyword</th>
<th>Page</th>
<th>Role/Theme</th>
</tr>
</thead>
<tbody>
<tr>
<td>a0z</td>
<td>Staff – A - Z</td>
<td>-</td>
</tr>
<tr>
<td>academic</td>
<td>Staff by Role</td>
<td>Academic Staff</td>
</tr>
<tr>
<td>admin</td>
<td>Staff by Role</td>
<td>Administrative Staff</td>
</tr>
<tr>
<td>technical</td>
<td>Staff by Role</td>
<td>Technical Staff</td>
</tr>
<tr>
<td>finance</td>
<td>Staff by Theme</td>
<td>Finance &amp; Financial Law</td>
</tr>
<tr>
<td>human</td>
<td>Staff by Theme</td>
<td>Newcastle Forum for Human Rights</td>
</tr>
<tr>
<td>environmental</td>
<td>Staff by Theme</td>
<td>Environmental Regulation</td>
</tr>
<tr>
<td>gender</td>
<td>Staff by Theme</td>
<td>Gender Research</td>
</tr>
<tr>
<td>news</td>
<td>News</td>
<td>-</td>
</tr>
<tr>
<td>event</td>
<td>Events</td>
<td>-</td>
</tr>
</tbody>
</table>
## Appendix 3: Publishing Actions in T4

### Creating new content

<table>
<thead>
<tr>
<th>Action</th>
<th>Status</th>
<th>Outcome</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Add</td>
<td>Pending</td>
<td>Not published – awaiting approval</td>
<td>The content appears in all previews</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Save as Draft</td>
<td>Draft</td>
<td>Not published – awaiting approval</td>
<td>Draft content will only appear in preview when you preview the individual piece of draft content</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Only approved content is displayed in the preview of a section</td>
</tr>
<tr>
<td>Add &amp; Approve</td>
<td>Approved</td>
<td>Not published – content will publish at the scheduled publishing time for the channel that your site is in</td>
<td>The content appears in all previews</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Publish Now</td>
<td>Approved</td>
<td>Content is published</td>
<td>Publishing may be delayed if a number of people are publishing at the same time on the same channel</td>
</tr>
<tr>
<td></td>
<td></td>
<td>When selecting ‘publish now’ on any piece of content in a section T4 will publish all approved content in that section</td>
<td>Pending and draft pieces of content will not be published</td>
</tr>
</tbody>
</table>
## Modifying existing content

<table>
<thead>
<tr>
<th>Action</th>
<th>Status</th>
<th>Outcome</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Update</td>
<td>Pending</td>
<td>Not published – awaiting approval</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>The content appears in all previews</td>
<td></td>
</tr>
<tr>
<td>Update &amp; Approve</td>
<td>Approved</td>
<td>Not published – content will publish at the scheduled publishing time for the channel that your site is in</td>
<td>Publishing may be delayed if a number of people are publishing at the same time on the same channel</td>
</tr>
<tr>
<td></td>
<td></td>
<td>The content appears in all previews</td>
<td></td>
</tr>
<tr>
<td>Publish Now</td>
<td>Approved</td>
<td>Content is published</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>When selecting ‘publish now’ on any piece of content in a section, T4 will publish all approved content in that section</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Pending and draft pieces of content will not be published</td>
<td></td>
</tr>
<tr>
<td>Save as Draft</td>
<td>Draft</td>
<td>The existing (approved) content remains live on the site while you work on the new content. As soon as you approve the draft content it will replace the existing content when it is published</td>
<td>The previous version of the content can be restored by selecting it in ‘history’. This is done by selecting ‘set as active’ on the piece of content that you wish to reinstate</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Draft content will only appear in preview when you preview the individual piece of content</td>
<td></td>
</tr>
</tbody>
</table>
### Deleting content

These actions can be accessed from the section menu.

<table>
<thead>
<tr>
<th>Action</th>
<th>Status</th>
<th>Outcome</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Delete content</td>
<td>Inactive</td>
<td>Content is still live on the site until the section or branch is re-published</td>
<td>To reinstate inactive content modify the content and change the status</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Inactive content in T4 is purged from the system by an administrator on a regular basis at which point it can’t be reinstated</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Deleted content can be previewed from the piece of content (until it is purged from the system) but does not appear in a preview of the section</td>
</tr>
<tr>
<td>Delete section</td>
<td>Marked red</td>
<td>The section is still live on the site until the section or branch is re-published at the scheduled publishing time for the channel that the site is in</td>
<td>Content inside the section and the status of this content remains the same</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>To reinstate the section modify the section and change the status to ‘pending’ or ‘approved’ on the general tab</td>
</tr>
</tbody>
</table>
Appendix 4: Resources for Editors

Digital Design demo site
https://www.ncl.ac.uk/digital-design/

T4 CMS Training Resources
https://www.ncl.ac.uk/digital-design/training/resources/

Editorial Style Guide
https://www.ncl.ac.uk/digital-design/editorial-guide/

Web Team Blog
https://blogs.ncl.ac.uk/web/