

One-Web
Content Management System (CMS)
Training – TerminalFour (T4)

Agenda

- One-Web background
- Writing for the web / style guide
- Images / attachments
- Analytics
- Using T4

One-Web project background

- Supported by webteam@uhi.ac.uk
- Common infrastructure and design
- Devolved editing
- Major changes by consensus
- Minor changes where possible and then made available to others

Writing for the web

- “When writing for the web, using plain language allows users to find what they need, understand what they have found, and then use it to meet their needs. It should also be actionable, findable, and shareable.”

Guides:

- [Style guide](#)

Writing for the web

- Responsive design
- Formatting text
 - Keep it short and friendly
 - Use bullet points to break content up
- Creating links
 - Avoid 'more information', 'click here' and other meaningless link text
- Maintaining content

House style / brand

- Communicate in a professional, consistent and understandable corporate style
- What you say and how you say it matters
- Poor communication affects our reputation



- Accessibility isn't optional
- Style guide is on the intranet

House style / brand

Unacceptable

- abbreviations
- jargon
- acronyms
- long sentences
- waffle
- excessive use of underlining, bold and italic

Acceptable

- clear and plain English or Gaelic
- simple words
- short sentence
- short paragraphs
- prescribed font, size and spacing
- ask corporate communications for help and advice

Images

- Always resize images
 - Ideally before upload
 - But also possible in T4
- Size images for where they will be used (in pixels)
 - Main full width 1250px wide
 - Two column 600px wide
 - Right ~250px wide
- See <http://www.t4help.uhi.ac.uk/media-library/preparing-photos-and-other-images/>

Attachments

- Ensure well named
 - All lower case **file.doc** NOT **File thing.doc**
 - No special characters including spaces **picture.jpg** NOT **p|ctur£.jpg**
 - Use hyphens between words (**file-long-name.doc**) if necessary
 - Correct extension **adobe.pdf** NOT **adobe**
 - Is it accessible? (title, headings, no additional blank space, image use, etc – use 'info>inspect document' in Word; Select 'tools>accessibility>full check' in PDFs)
 - Have you used the spellchecker?

Attachments

- Ensure as small as possible
 - **k** NOT **MB**
 - Convert to .pdf if appropriate
 - 'Reduce document size' in *.pdf (in 'save as' menu)

Attachments

- See <http://www.t4help.uhi.ac.uk/naming-things/naming-and-describing-media-library-items/doc-and-pdf-titles/>
- See <http://www.t4help.uhi.ac.uk/media-library/preparing-pdf-word-and-other-documents/>

Google analytics

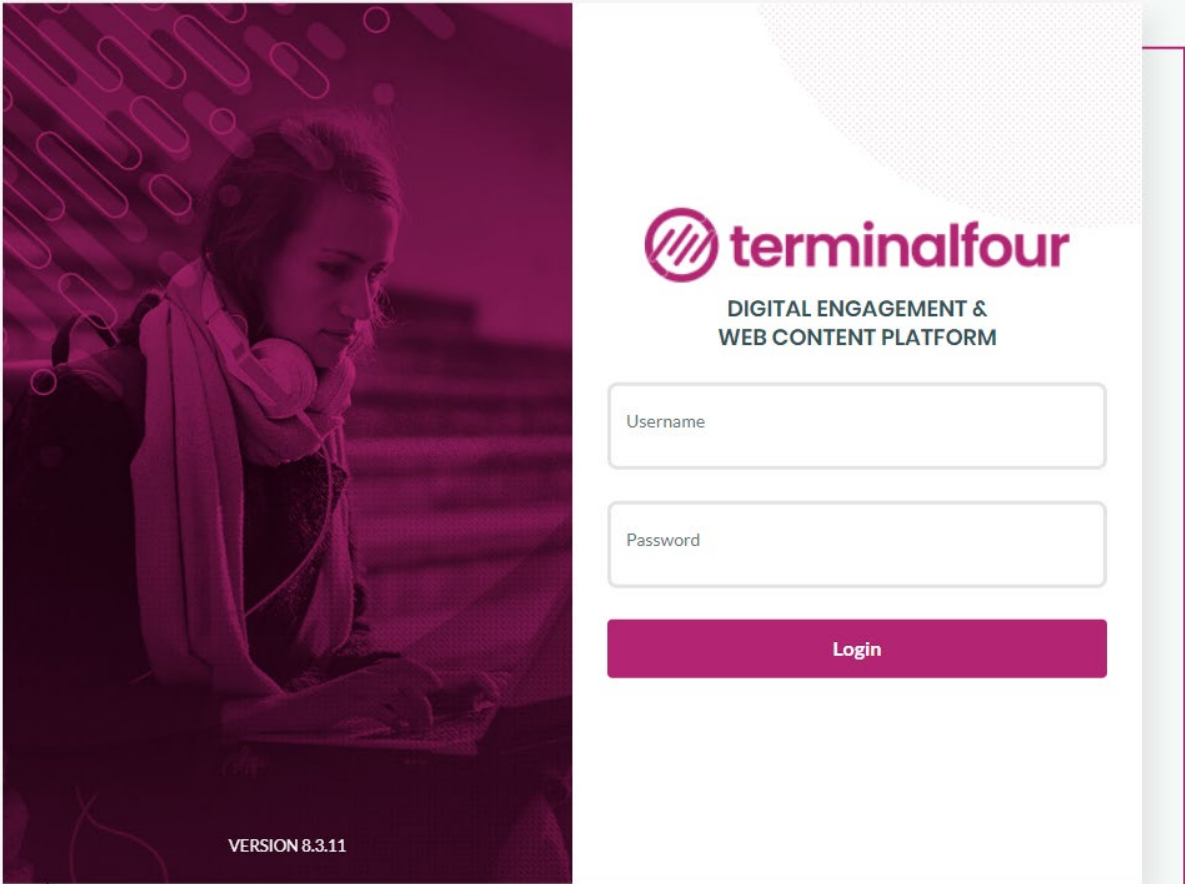
- We record analytics on how all One-Web pages are used
- Ask for reports on your pages
- Use reports to evaluate your content
- Use reports to consider what content is (not) required


Tips

- Make sure your browser is up-to-date
- Close all tabs you don't need
- Click ON links not NEAR them
- Use the templates as intended
 - They can and will be changed globally as required to improve the sites.
- Section names
- Content naming conventions
- Powerful filter – remember to clear it!
- Use T4 buttons, not browser buttons like 'Back'

T4 Training Login

- <https://www.t4.uhi.ac.uk/terminalfour/login.jsp>



 **terminalfour**
DIGITAL ENGAGEMENT &
WEB CONTENT PLATFORM

Username

Password

Login

VERSION 8.3.11

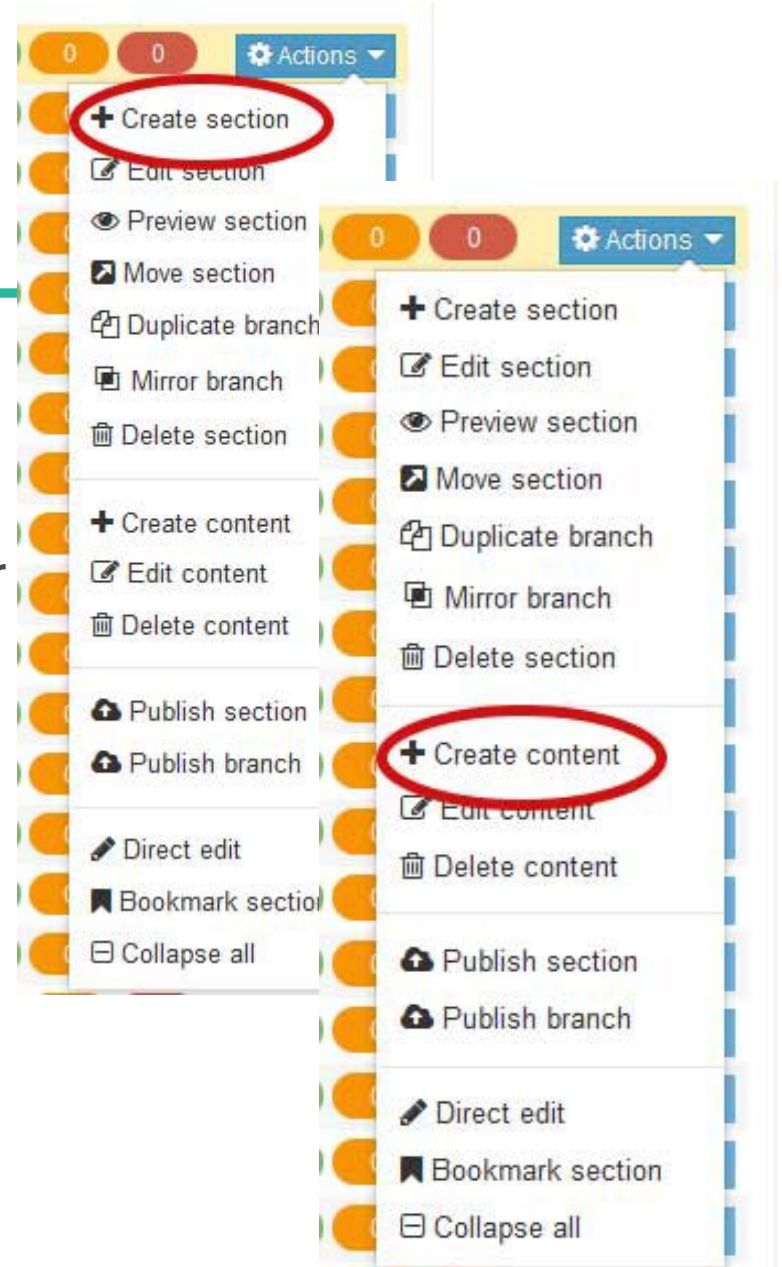
T4 – home / site structure

The screenshot displays the TERMINALFOUR user interface. The top navigation bar includes the logo 'TERMINALFOUR' and several icons: a site structure icon, a bookmark icon, a globe icon, a graduation cap icon, and a user profile icon labeled 'UT Welcome University'. The left sidebar contains a 'Content' menu with options like 'Create content', 'Edit content', 'Delete content', 'Approve content', and 'Media library', as well as 'Measure' and 'System administration' sections. The main content area is titled 'Site structure' and shows a tree view with a 'Home' node. A toolbar at the bottom right of the main area includes a globe icon, a refresh icon, a document icon, a close icon, and an 'Actions' button. A status bar at the bottom shows counts for 2 green, 0 orange, and 0 red items. A back arrow icon is visible in the sidebar.

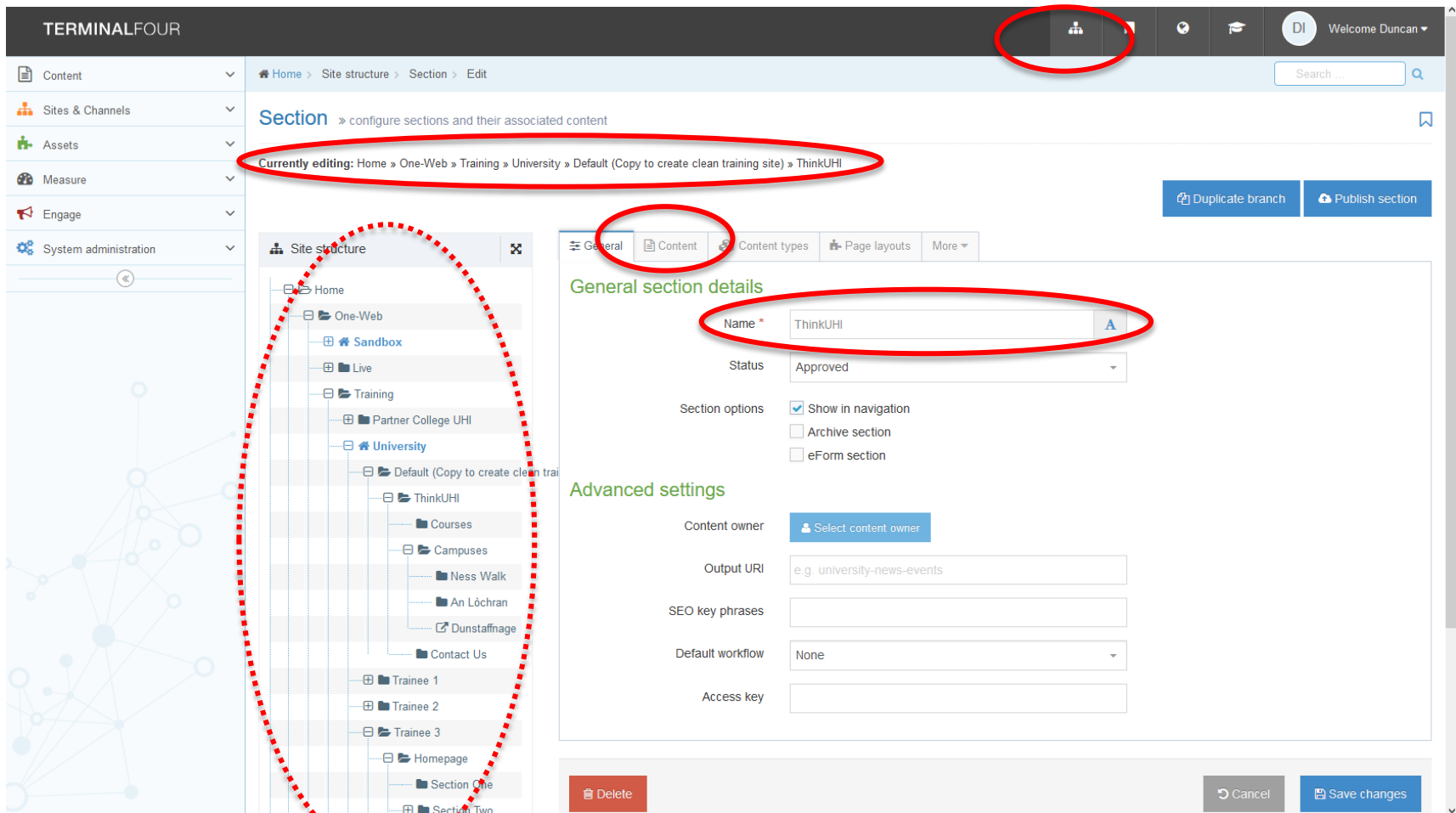
Sections

What is a section?

- A section refers to what is viewed as a webpage, but acts like a folder
- Sections can be made up from several different content types, depending on layout
- To add a new page, create a section in which to add new content



T4 – Editing a section



The screenshot displays the TerminalFour user interface for editing a section. At the top, the 'TERMINALFOUR' logo is on the left, and a navigation menu with a user profile icon is on the right. The breadcrumb trail shows the path: Home > Site structure > Section > Edit. A search bar is located on the right side of the header.

On the left, a sidebar contains navigation options: Content, Sites & Channels, Assets, Measure, Engage, and System administration.

The main content area is titled 'Section' and includes a sub-header: '> configure sections and their associated content'. Below this, a red oval highlights the text: 'Currently editing: Home » One-Web » Training » University » Default (Copy to create clean training site) » ThinkUHI'. To the right of this text are two buttons: 'Duplicate branch' and 'Publish section'.

The 'Site structure' sidebar on the left is highlighted with a red dashed oval, showing a tree view of the site's hierarchy. The path 'Home > One-Web > Training > University > Default (Copy to create clean training site) > ThinkUHI' is highlighted.

The main editing pane has a tabbed interface with 'General' selected. Below the tabs are two sections: 'General section details' and 'Advanced settings'. In the 'General section details' section, the 'Name' field contains 'ThinkUHI' and is circled in red. Other fields include 'Status' (Approved), 'Section options' (Show in navigation checked, Archive section and eForm section unchecked), 'Content owner' (Select content owner), 'Output URI' (e.g. university-news-events), 'SEO key phrases', 'Default workflow' (None), and 'Access key'.

At the bottom, there are three buttons: 'Delete', 'Cancel', and 'Save changes'.


T4 – Editing a section

Changing the section name

- This will change the page's address
- Non-T4 links will break
 - Google / Other UHI systems / UCAS
- Consider how popular a page is when changing its name
- If in doubt, discuss with webteam
 - Advice
 - Redirects
 - Output URI

Edit existing content

» www.uhi.ac.uk » [Home](#) » [About](#)

 Duplicate branch

 Publish section

General **Content** Content types Page Layouts More ▾

Content in this section

Enable automatic ordering

 Preview

 Undo last action








 Undo all actions

 Bulk actions ▾

 Add content

Display 10 records

Filter:


Order	Name	Version	Status	Last modified	Publish date		
+	aboutus-intro <small> One-Web General Content</small>	5.0	Approved	March 22, 2021 10:27 AM	N/A		 <input type="checkbox"/>
+	tag-test-code <small> One-Web Code</small>	3.0	Approved	February 26, 2021 11:08 AM	N/A		 <input type="checkbox"/>
+	aboutus-main <small> One-Web General Content</small>	8.0	Approved	April 7, 2022 3:58 PM	N/A		 <input type="checkbox"/>

Showing 1 to 3 of 3 entries

- Edit**
- Preview
- Mirror
- Duplicate
- Move
- History
- Unlock
- Lock to bottom
- Delete

 Delete

 Cancel

 Save changes

Content type – general content

How much will it cost?

Undergraduate Tuition Fees

Taught postgraduate tuition fees

Research postgraduate tuition fees

Funding

[home](#) › [study with us](#) › [considering university?](#) › [how much will it cost?](#) › [undergraduate tuition fees](#)

Undergraduate Tuition Fees

Like other Scottish Higher Education institutions, we charge different fees depending on your fee status. The following information is provided to help you consider your likely fee status and therefore the fee level for your course. The university makes an assessment of fee status based on the information provided on your application form and during the application process, pending confirmation (if appropriate) from the Student Awards Agency for Scotland (SAAS) or other student funding bodies.

[▼ show all](#) [▲ hide all](#)

▼ **Scotland domiciled students - UK nationals and those with the right of residence in the UK, including EU/EEA and Swiss nationals with settled status in the UK**

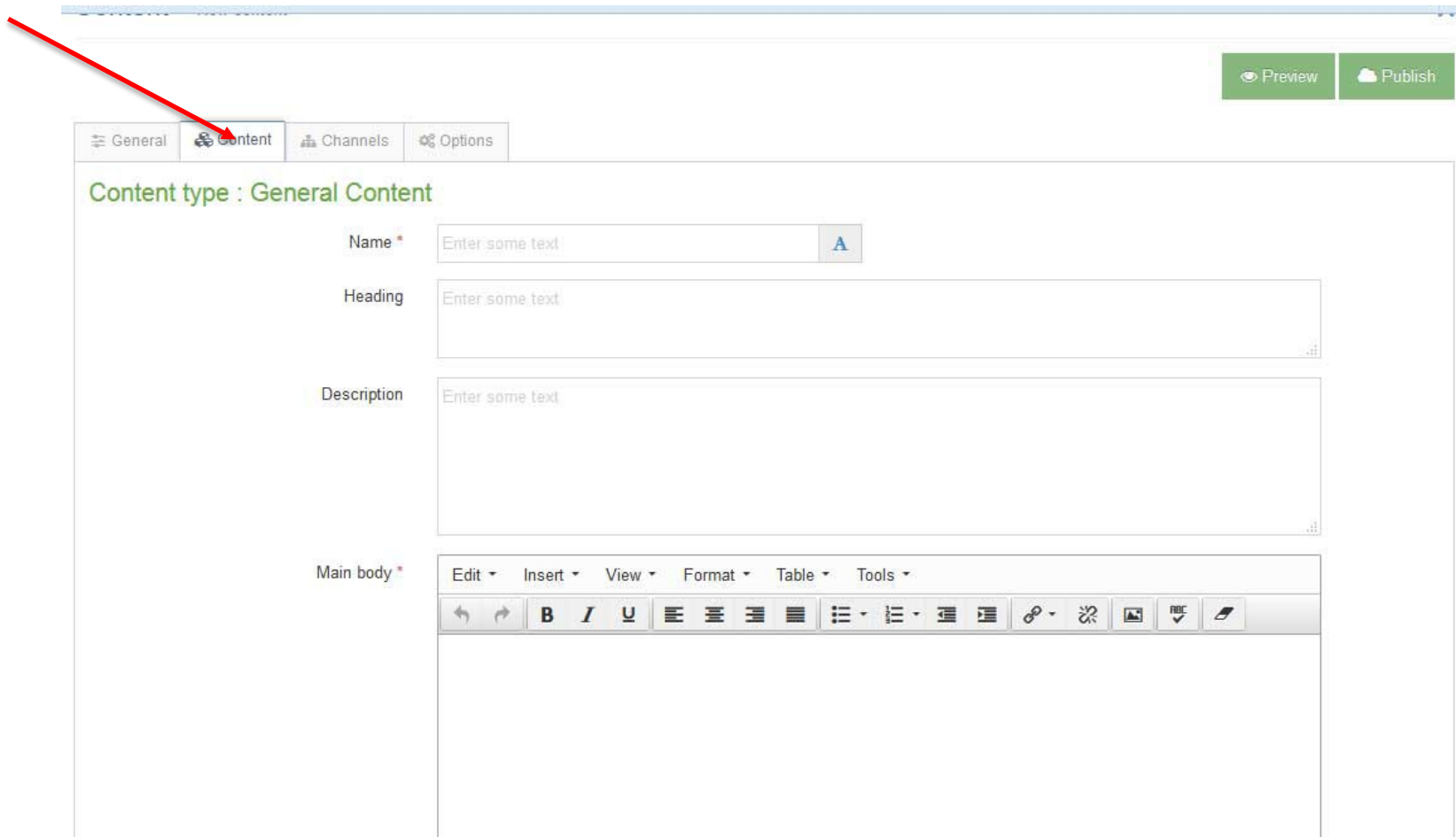
▲ **EU/EEA and Swiss nationals, starting from 2021-22 academic year onwards, with pre-settled status in the UK**

- ✦ If you are an EU national or family member of an EU national **Or**
- ✦ You are a national or family member of a national of an EEA country or Switzerland who meets the criteria for a migrant worker or self-employed in the UK **And**
- ✦ You have been resident in a UK, EEA or EU country or Switzerland for the last three years **And**
- ✦ Are commencing study with pre-settled status to remain in the UK and a term-time address in Scotland.

You will most likely be classified as **SCEU** - Scotland domiciled student for fee purposes and the following fees will apply for undergraduate courses (degree, HNC, HND):

Degrees: BA (Hons), BSc (Hons), BEng (Hons) 2021-22 2022-23

General content editing



The screenshot shows a web-based content management system interface. At the top right, there are two green buttons: "Preview" and "Publish". Below these is a navigation bar with four tabs: "General", "Content", "Channels", and "Options". A red arrow points to the "Content" tab. The main area is titled "Content type : General Content" and contains four input fields: "Name" (with a small "A" button), "Heading", "Description", and "Main body". The "Main body" field is a rich text editor with a toolbar containing icons for undo, redo, bold, italic, underline, bulleted list, numbered list, link, unlink, image, and a save icon.

Remember to approve any edits

Content editing - dates

Content » new content 🔖

👁️ Preview ☁️ Publish

☰ General 🔗 Content 👤 Channels ⚙️ Options 🕒 History 🔗 Linked Content

Content embargo and expiry information

Publish date 📅

Expiry date 📅

Review date 📅

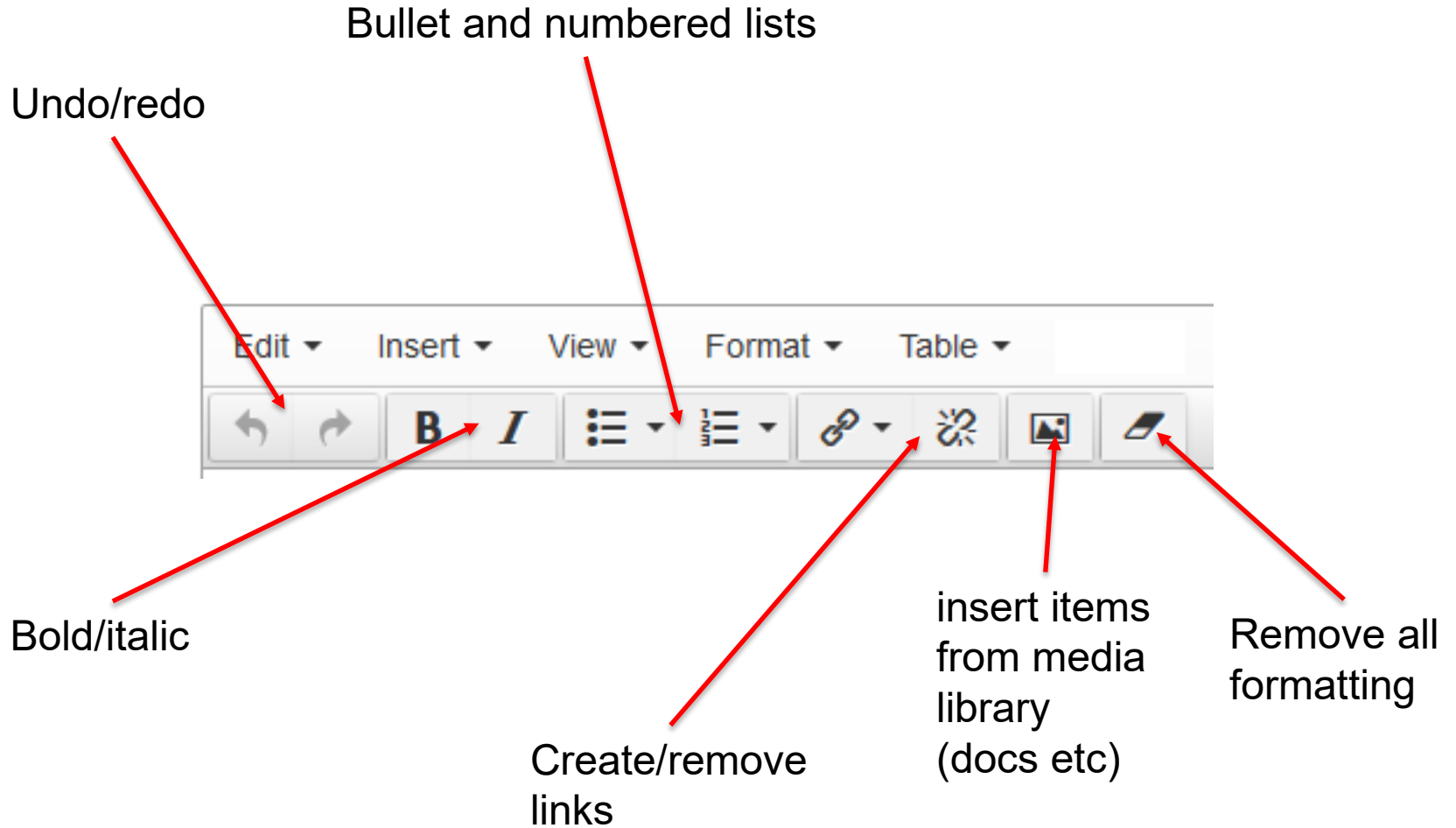
Archive section Select section

Content owner Select content owner

🗑️ Delete ↺ Cancel 💾 Save changes ▾

You can set expiry / review dates to help manage content.

TinyMCE editor



Adding links in site structure

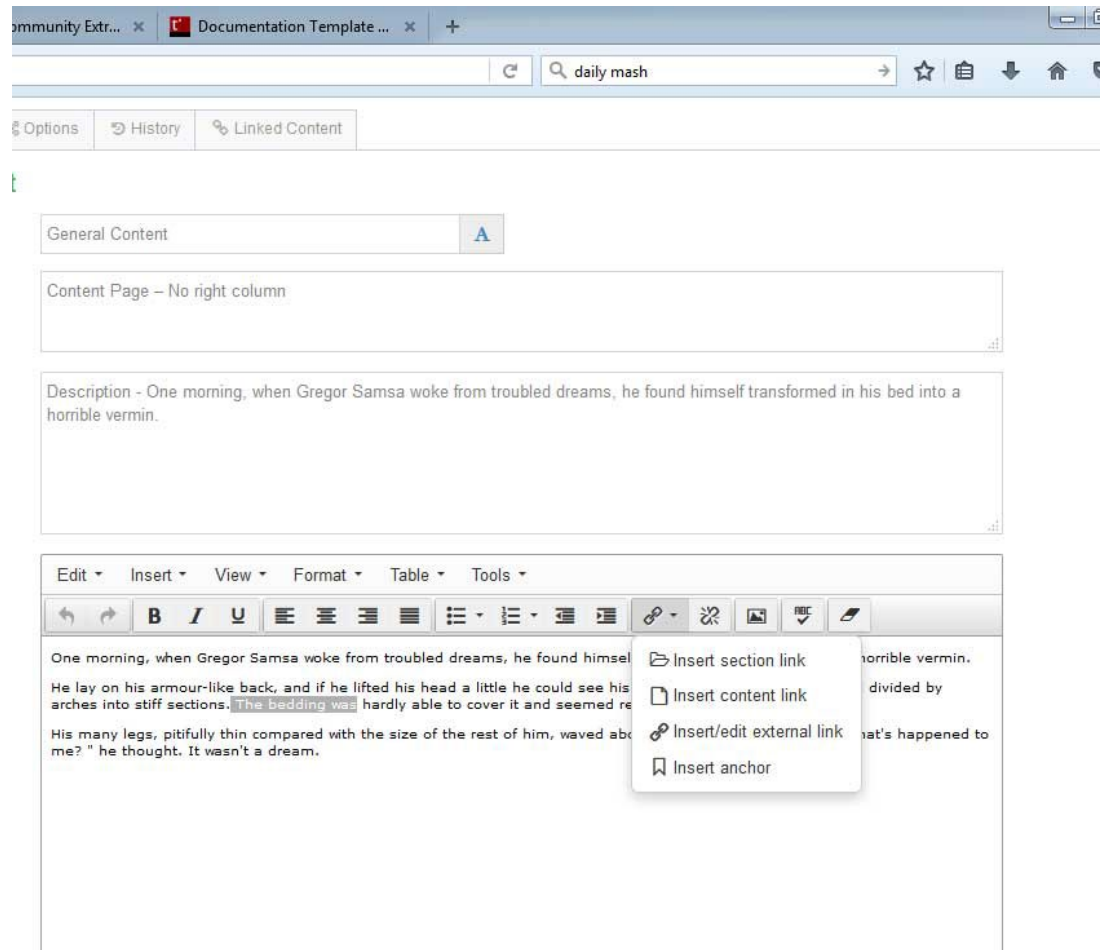
In 'edit' content, highlight the relevant text.

Select the link icon

Select the type of link

- Section
- Content
- External
- Anchor

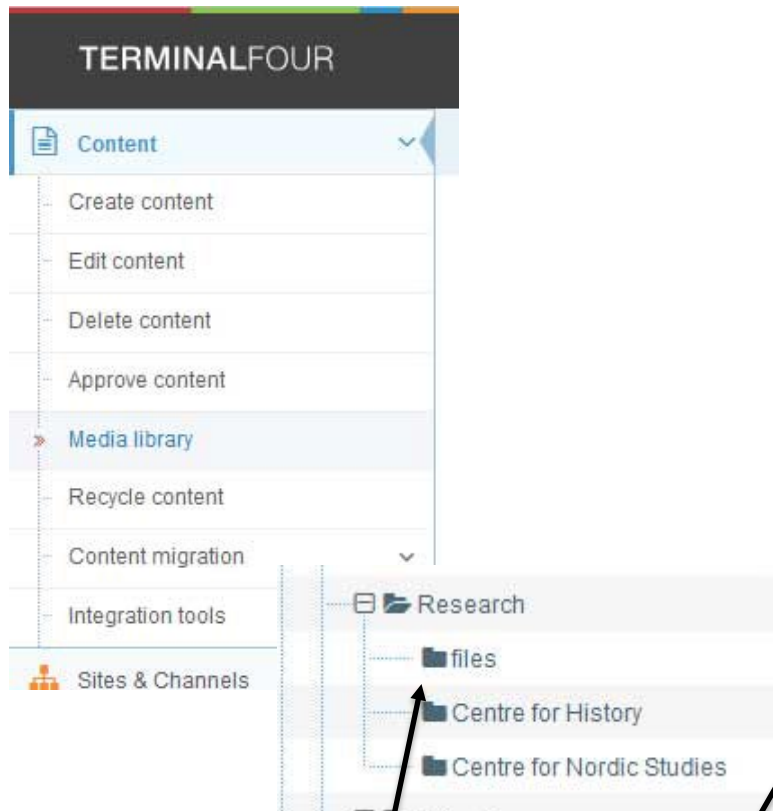
Remember to save changes













The screenshot shows a web browser window with two tabs: 'Community Extr...' and 'Documentation Template ...'. The address bar contains 'daily mash'. Below the browser, there's a navigation bar with 'Options', 'History', and 'Linked Content' buttons. The main content area has a 'General Content' field with a blue 'A' icon. Below that is a 'Content Page - No right column' field. The main text area contains the following text: 'Description - One morning, when Gregor Samsa woke from troubled dreams, he found himself transformed in his bed into a horrible vermin. He lay on his armour-like back, and if he lifted his head a little he could see his arches into stiff sections. The bedding was hardly able to cover it and seemed reduced to a mere patch of yellow. His many legs, pitifully thin compared with the size of the rest of him, waved about helplessly as he looked at me." he thought. It wasn't a dream.'

A context menu is open over the highlighted text 'The bedding was', showing four options: 'Insert section link', 'Insert content link', 'Insert/edit external link', and 'Insert anchor'.

T4 – media library



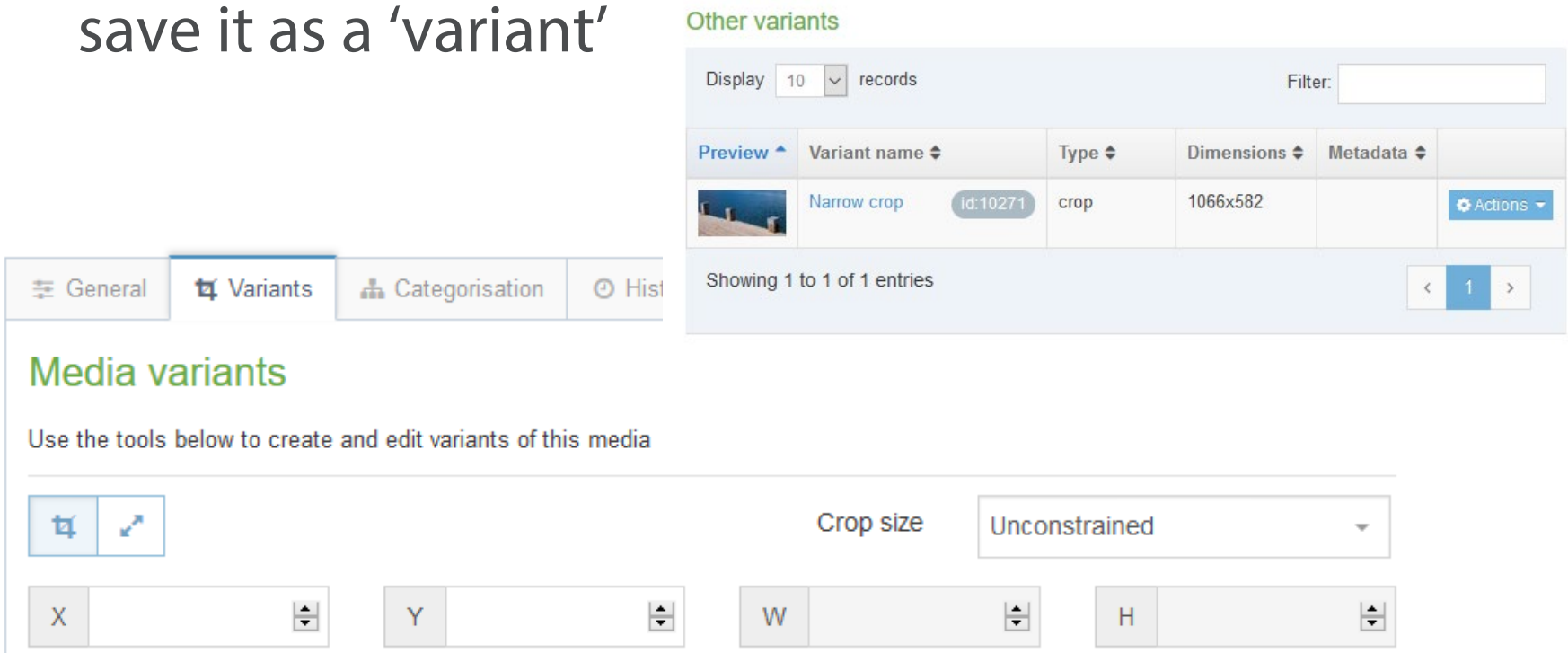
Display 50 records Filter:

Preview	Name	Version	Status	Filename	Type	Size
	001I-quote-01.jpg Jamie Simpson	id:9682 2.0	Approved	001I-quo...-01.jpg	Image	8.5 kB
	001I-quote-02.jpg Dr Ian Barnes	id:9683 1.0	Approved	001I-quo...-02.jpg	Image	11.7 kB
	001I-quote-03.jpg Cameron Halley	id:9684 1.0	Approved	001I-quo...-03.jpg	Image	12.5 kB
	006J-quote-01.jpg Liam Cumming	id:9704 1.0	Approved	006J-quo...-01.jpg	Image	32.8 kB
	013B-quote-01.jpg Mhairi Cook	id:9679 1.0	Approved	013B-quo...-01.jpg	Image	10.5 kB
	014H-quote-01.jpg Kevin Rooney	id:9658 1.0	Approved	014H-quo...-01.jpg	Image	5.9 kB
	042N-quote-pic.jpg Scott Smith	id:163399 1.0	Approved	042N-quo...pic.jpg	Image	7.5 kB
	0CFG-quote-01.jpg Chris Brebner	id:9677 1.0	Approved	0CFG-quo...-01.jpg	Image	6.9 kB
	113B-quote-01.jpg Mhairi Cook	id:9685 1.0	Approved	113B-quo...-01.jpg	Image	10.5 kB
	114L-quote.jpg Rita Yost	id:163199 1.0	Approved	114L-quote.jpg	Image	8.4 kB


Use for both files and images

T4 – media library image editing

- Upload an image to the media library
- 'Edit' that image and select the 'Variants' tab
- You can now either crop or resize the image and save it as a 'variant'



The screenshot displays the 'Variants' tab of a media library interface. At the top, there are navigation tabs: 'General', 'Variants' (selected), 'Categorisation', and 'History'. Below the tabs, the heading 'Media variants' is shown in green. A sub-heading reads 'Use the tools below to create and edit variants of this media'. The main content area features a table titled 'Other variants' with the following structure:

Preview	Variant name	Type	Dimensions	Metadata	Actions
	Narrow crop id:10271	crop	1066x582		Actions

Below the table, it indicates 'Showing 1 to 1 of 1 entries' with navigation arrows. To the left of the table, there are input fields for 'X', 'Y', 'W', and 'H' with up/down arrows. Above these fields, there is a 'Crop size' dropdown menu set to 'Unconstrained'. At the top left of the editing area, there are two icons: a crop icon and a resize icon.

T4 – media library maintaining

The screenshot displays the T4 Media Library interface. On the left is a navigation menu with items like 'Content', 'Media library', 'Assets', and 'System administration'. The 'Media library' item is circled in red. The main content area shows the 'Media library' header with a search bar and a '+ Add media' button circled in red. Below this is a 'Categorised' section with a list of media categories: 'Categorised', 'EDU', 'One-Web', 'University', 'Argyll', 'HTC', 'Inverness', 'Lews', and 'Moray'. The 'Categorised' item is also circled in red. The right side of the interface shows a table with columns for 'Name', 'Version', 'Status', 'Filename', 'Type', and 'Size'. The table is currently empty, displaying 'No results found' and 'Showing 0 to 0 of 0 entries'.

Content

Home > Content > Media library

Search ...

Media library

add and edit media assets for use within the system

The media library is a centralised repository for media to be used within TERMINALFOUR. You can use it to create variants of your media such as cropped versions of images that can be used in multiple pieces of content across many sites.

Bulk actions + Add media

Hide categories

Search # Jump

Categorised

Media categories

- Categorised
- EDU
- One-Web
- University
- Argyll
- HTC
- Inverness
- Lews
- Moray

Display 10 records Filter:

Preview	Name	Version	Status	Filename	Type	Size	
No results found							

Showing 0 to 0 of 0 entries

Content type – news

Content type : News

Name * 20160530-budding-director [A](#)

Title * New degree hopes to inspire budding directors

Date released * 30 May 2016 3:54 PM

Feature image

directors.jpg
directors.jpg (95.9 kB)

[Media Library](#) > [Categorised](#) > [One-Web](#)
[Admin assets](#) > [Build content](#)

image/*

Select media Clear selection Download

Feature image caption

Enter some text

Main body *

Edit ▾ Insert ▾ View ▾ Format ▾ Table ▾ Tools ▾

B *I*

The University of the Highlands and Islands is hoping to inspire the next generation of Spielbergs with the launch of a new film making degree.

Available from September, the [contemporary film making in the Highlands and Islands BA \(Hons\)](#) aims to provide students with the skills needed to produce creative films in their local communities.

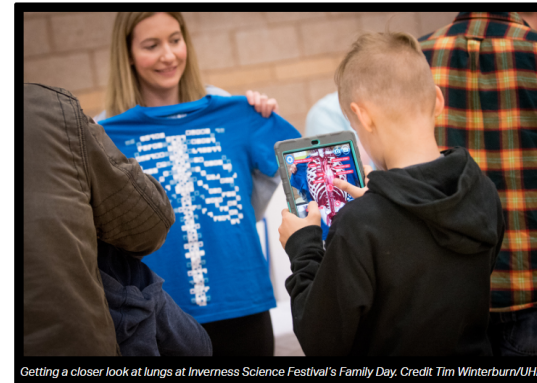
home › media › news › inverness science festival returns to inspire family fun

Inverness Science Festival returns to inspire family fun



18/04/2022

Inverness Science Festival returns this month, with a mixture of online and in-person free activities for all ages. Running from Friday 29 April to Saturday 14 May, the event aims to inspire people to learn more about science and to develop a passion for subjects including biology, chemistry, astronomy and physics.



Getting a closer look at lungs at Inverness Science Festival's Family Day. Credit Tim Winterburn/UJH

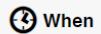
Events at this year's festival include a bilingual Gaelic | English Lamppost Scavenger hunt running throughout May, in Bank Street and High Street, Inverness, with the chance to win several prizes.

- Naming convention : yyyyymmdd-short-name
- Image : upload full size, can be captioned
- Use Options Tab to set archive date and location
- Image is important, use landscape

Content type – event

Creative Writing Workshop – The Wondrous Scarf

Join us for an interactive creative writing workshop with Gabrielle Barnby in celebration of the centenary of Orkney writer George Mackay Brown. This online workshop is aimed at Orkney residents but open to anyone with an interest in George Mackay Brown's writing or a love for Orkney. In the workshop you will be encouraged to see wonder in everyday things – such as a knitted scarf, old tins or bruck on the beach, insects and grass – and use texts by George Mackay Brown to inspire you to write a short text of your own. Together our texts will join each other to form a scarf of wonder.



When
7.00PM Mon 15 November
to
9.00PM Mon 15 November



Where
Remote access only
-



Remote access
Please register by using the "Book Online Now" button, bottom right.

Joining details will be forwarded upon registration.



Cost
Free



Contact
email: ragnhild.ljosland@uhi.ac.uk



Add to Calendar
[vCal](#) [iCal](#)



Share
[f](#) [m](#) [t](#) [w](#) [i](#) [e](#)



In 2021 it is a hundred years since the Orkney writer George Mackay Brown was born. Brown had a gift for seeing wonder in everyday occurrences and details, such as a bluebottle flying around his lamp, dew in grass, or drift goods on the shore. These moments of wonder he captured in his poetry and novels, but also in his journalism. For many years, Brown worked successively for the Orkney Herald and Orcadian newspapers, using the pen name Islandman. During this time, his colourful knitted scarf took on celebrity. Brown and his scarf were immortalised by R.T. Johnston in his 'Spike' cartoon.

To celebrate George Mackay Brown's 100th birthday, the UHI Creative Writing team and Orkney College have teamed up with Book Week Scotland to create a scarf of wonder. This is a digital scarf where each section contains piece of text written in response to George Mackay Brown.

- Same good practice as news

Content type – vacancy

Content type : Vacancy

Name *
Senior Lecturer (Digital Health)

Title *
Senior Lecturer (Digital Health)

Salary
£41,909 to £48,586 per annum

Description *

Edit Insert View Format Table Tools

Develop the international research and consultancy profile of a university like no other, and enjoy a lifestyle that is just as unique.

Discover a different world

There is nowhere on earth quite like the Highlands and Islands of Scotland. One of the most stunning areas of natural beauty on the planet, our historic communities, striking peaks, wild valleys and deep lochs are rich in cultural heritage.

p Words: 66

Closing Date
Monday 7 November 2016

UHI is the United Kingdom's leading integrated university encompassing both further and higher education. Based in the Highlands and Islands of Scotland, our distinctive partnership of 12 independent colleges and research institutions is locally based and rooted in communities, but with national and international reach, as part of a regional university structure.

To support our work we are recruiting to the following role:

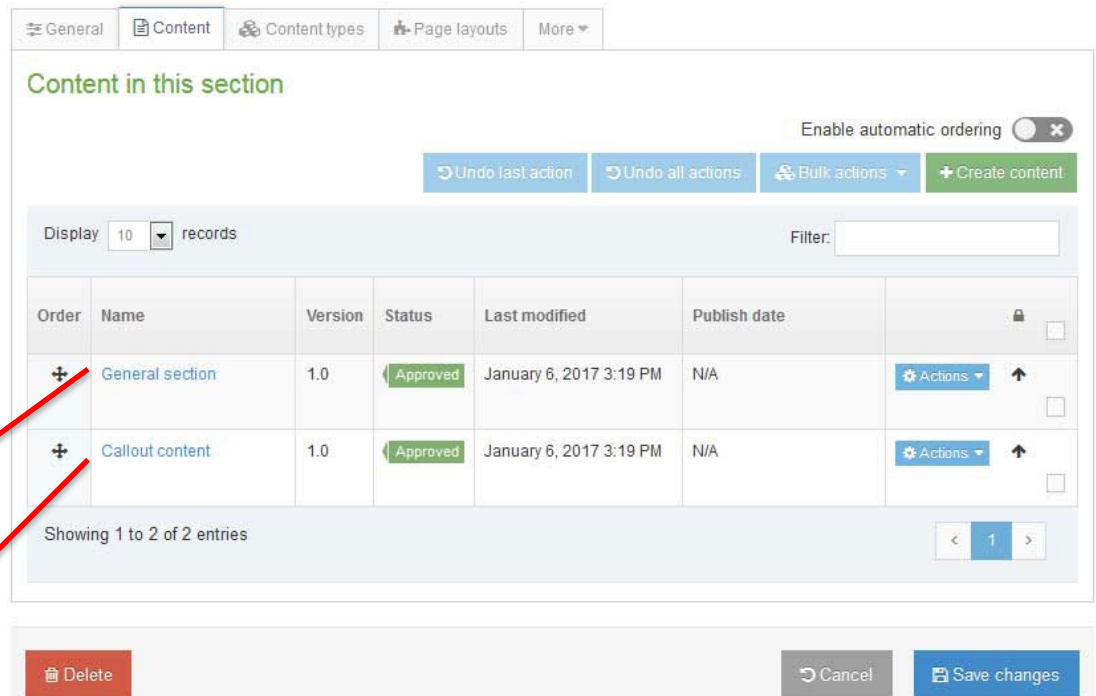
Senior Lecturer in Advanced Practice (Department of Nursing & Midwifery)

Salary range	£45,052 - £52,230 pa pro rata
Duration	Permanent
Working hours	35 hrs per week
Location	Inverness
Closing Date	24 April 2022

We are seeking a suitably experienced and enthusiastic individual with advanced clinical practitioner experience as either a nurse, midwife or allied

- Upload Job desc, Person spec and Further info
- T&C and Guide links automatically included
- Alternatively use the Vacancy Link content type to add a link to a vacancy on a Partner site

Content type – callout



General Content Content types Page layouts More

Content in this section

Enable automatic ordering

Undo last action Undo all actions Bulk actions Create content

Display 10 records Filter:

Order	Name	Version	Status	Last modified	Publish date	
+	General section	1.0	Approved	January 6, 2017 3:19 PM	N/A	Actions ↑
+	Callout content	1.0	Approved	January 6, 2017 3:19 PM	N/A	Actions ↑

Showing 1 to 2 of 2 entries

Delete Cancel Save changes

This is text entered in the Heading field, for a secondary heading

This is text entered in the optional Description field - use it for a summary of the content type

One-Web General Content is the most commonly-used Content Type, for standard text content. Using the toolbar you can:

- add internal links to T4 Sections or Content Items available to you
- add external links to other website pages and email addresses
- insert Media Assets from the Media Library - normally images, pdf or Word documents
- format text using the toolbar

This is text in the **Callout Content** field. Formatting, links and media (images, and document links) can be added using the toolbar. Use this for short pieces of content that require emphasis, within the context of a longer page. For example, it can be used in between two **One-Web General Content** items.

Content type – Highlight Content



This is an Image used with a Heading and surrounded by a Link.

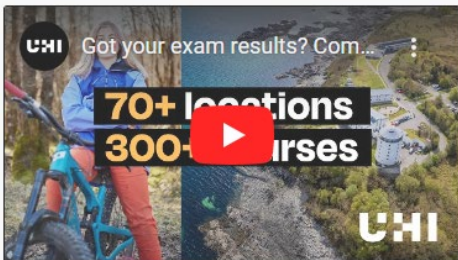
This is some content in the **Main body** field which **can also contain a link** and some styling like **bold** or *italic*.



This is a Stream video with **Main body** content which **can also contain a link**.



This is an Image used with a Heading.



This is a YouTube video used with a Heading.



This is an Image used with a Heading.



This is an Image used with a Heading.

Name *

Heading

Image

Select media

Internal Link

+ Add section link

+ Add content link

Use default link text

External Link

Link to Media file

Select media

video summary

YouTube video ID

Stream video ID

Main body

Edit Insert View Format Table Tools

Content type – Text Banner


Heading for this Text Banner

The **One-Web Text Banner** highlights pieces of content in a reverse-coloured box like this. It includes fields for **telephone** (either none or both of these should be entered), **email** contacts, internal and/or external **links**. The banner can act as a **signpost** to further information elsewhere. All, some or none of the fields (other than the Heading) can be used. **Links can be used** here in this Text Content field, and a **Button Link format** (below) can optionally be used.

BUTTON LINK

 01463 279000


reallyreallylongemailaddress@uhi.ac.uk

 **Internal link**

 **External link**

Content type – Social Media Card

See <http://www.t4help.uhi.ac.uk/content-types/one-web/social-media-card/>

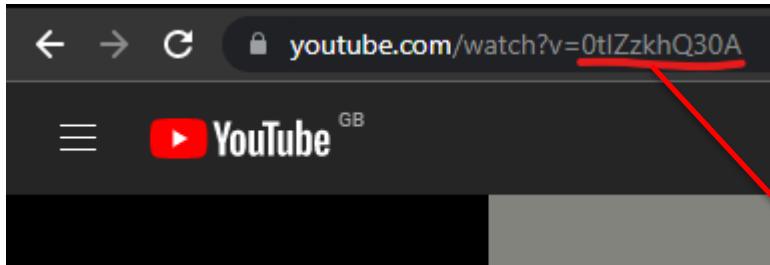


MORAY.UHI.AC.UK

Graduation - registration is now open

#MCGraduation letters have been sent.

Content type – YouTube video embed

A screenshot of a content management system interface. At the top, there are several icons for navigation and editing. Below them, the text 'Content type : YouTube Video Embed' is displayed in green. There are two main input fields: 'Name *' with the value 'training-subsection-two-video' and 'YouTube video ID *' which is currently empty. At the bottom, there are three buttons: a red 'Delete' button, a grey 'Cancel' button, and a blue 'Save changes' button with a dropdown arrow.

- Create the content type
- Name it
- Paste in the code only from YouTube :

<https://www.youtube.com/watch?v=0tZzkhQ30A>

Homepage
Section One
Section Two
First Subsection
Second Subsection
Third Subsection (external)
Section Three

university › default (copy to create clean training site) › homepage › section two › second subsection


Second Subsection




Content type – One-Web page button general

General Content Channels Options History Linked Content

Content type : One-Web Page Button General

Name * oneweb-button 

Button title * Button

Button image *  piggy-bank.jpg
piggy-bank.jpg (9.9 kB)
Media Library > Categorized > One-Web > University > Buttons

image/*

Select media Clear selection Download

Button link - internal + Add section link + Add content link

Use default link text

Button link - external



225x110px

Alternatively, specify the external URL

Content type – Media Library Category Gallery

Photo galleries



Content type : One-Web Gallery

Name * [A](#)

Title *

Featured image *



[prize-giving-2016-17-01.jpg](#)

[prize-giving-2016-17-01.jpg](#) (81.3 kB)

[Media Library](#) > [Categorised](#) > [One-Web](#)
> [NAFC](#) > [about-us](#) > [image](#) > [gallery](#)
> [prize-giving-2016-17](#)

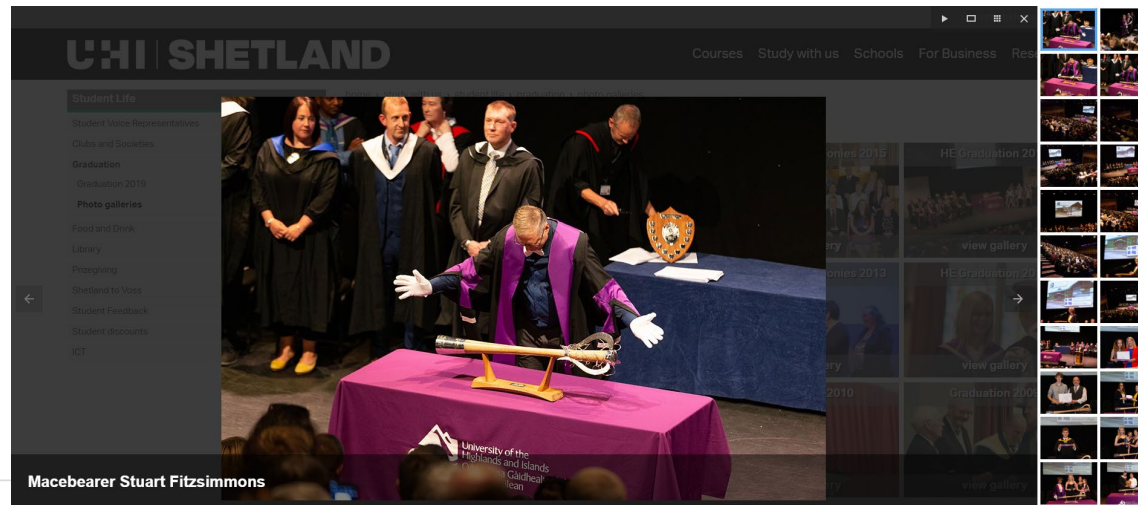
Select media

Clear selection

Download

Only or last gallery? Yes

Autoplay Yes



Right content

- You can add content to the right hand column
- There are a number of 'right' content types which will appear here without any special action by you
 - Buttons, text, images
 - Good example of where to use a filter
- Right content can appear on a single page or on every page under a particular section

Content type – One-Web page button right

- Exactly as per One-Web Page Button General but for use in Right Column

<https://www.t4help.uhi.ac.uk/content-types/one-web/page-buttons/page-button-right/>

Content type – right content

Content types Naming things Site structure

This is the Heading

This is text in the **Content** field. **Add background to content box** is ticked Yes in this Content Item. A border and background are added, with the colour scheme according to the context. You can add formatting, [links](#) and media (images, and document links) using the toolbar.

in the page (in

id there are also

:reen views it will

This is the Heading

This is text in the **Content** field of a separate Content Item. **Add background to content box** is *not ticked* in this Content Item. No border or background is added. You can add [links](#), formatting, and media (images, and document links) using the toolbar.

General Content Channels Options History Linked Content

Content type : Right Content

Name * eBook

Add background to content box? Yes

Heading eBook

Content *

Edit Insert View Format Table Tools

Download our eBook "[Introduction to Wellbore Positioning](#)"

Content type – right image

Primary Content types Naming things Site structure

the hand column on the

Content and there is also a


smaller screen views it will



General Content Channels Options History Linked Content

Content type : Right Image

Name * Right image architect

Select image *  Architect.jpg
Architect.jpg (12.9 kB)
Media Library > Cate
Categorised > One-Web

image/*

Image caption A young architect

Image link (internal)

Use default link text

Image link (external) http://www.uhi.ac.uk/

Feeds

Right code

Add embed code from Twitter or Facebook

Your career journey, alongside the influences of unplanned

re encourage you to see career es to be curious, look creatively lands and Islands and beyond.

ranges Things.

time for a career conversation, and job searching. You can also and employability information.

se your opportunities to

UHI Careers
Like Page 1.6K likes

UHI Careers
17 hours ago

Great job with the amazing Cromarty Arts Trust & Old Brewery #ThinkUHI #UHIGrad

JOIN OUR TEAM

Arts Trust & Old Brewery
owners · Yesterday at 14:05

Would you or someone you know the next CAT Arts Development Officer? Is here: www.cromartyartstrust.org.uk/the-ultment Please help spread the word! #jobsinhearts

Comment 1

Content > New content

Preview Publish

General Content Channels Options History Linked Content

Content type : Right Code

Name * Twitter feed

```
<a class="twitter-timeline" href="https://twitter.com/UHI_Research" data-widget-id="581384091871916032" height="530px">Tweets by @UHI_Research</a>  
<script>!function(d,s,id){var js,fjs=d.getElementsByTagName(s)[0],p=/http:\/\/test(d.location)?http:\/\/https:/;if(!d.getElementById(id)){js=d.createElement(s);js.id=id;js.src=p+"//platform.twitter.com/widgets.js";fjs.parentNode.insertBefore(js,fjs);}(document,"script","twitter-wjs");</script>
```

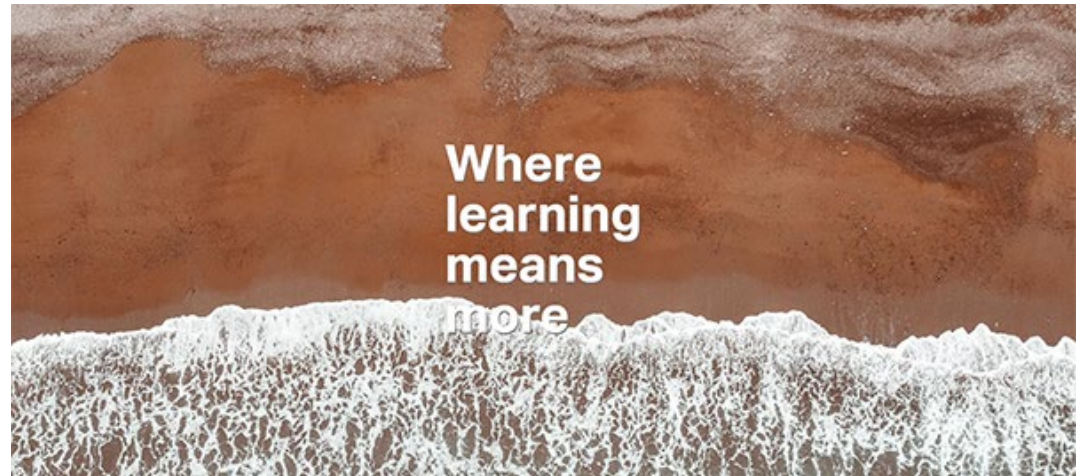
Delete

Cancel

Save changes

Landing Banner

- You must upload your image to the media library before creating this content item.
- The image must be 1950px wide and at least 1100px tall.
- The text in the centre is customisable and is an internal link.
- You can also have an optional final word that is underlined.



Landing Big Image

- This content item allows you to select an image from the media library to display as a full width image on the page.
- The image is given a black background and is for decorative purposes only



Landing Top Message

HOMEPAGE ONLY

- This content item adds a message bar at the top of the page just below the top nav bar.
- It is to be used for announcements that require high visibility on a landing page.
- There are two variations, default red for highly important messages and green for general messages.
- To change to green, just make sure the 'Alternate colour' checkbox is checked.
- This should NOT be a permanent feature on your homepage.
- For temporary announcements only.

Alternate colour? Yes

UHI

[Courses](#) [Study with us](#) [Campuses](#) [Research](#) [Businesses](#) [🔍](#)

[Apply](#)

Weather warning issued, which may cause travel disruption in some areas. [Find out more](#)

X

UHI | **WEST HIGHLAND**
GÀIDHEALTACHD AN IAR

[Courses](#) [Subjects](#) [Study](#) [Schools](#) [Research](#) [Business](#) [🔍](#)

[Apply now](#)

Coronavirus updates for staff, students and visitors.

X

Landing Colour Bar

- This content item is designed to be placed immediately after the landing banner image.
- It contains:
 - a course search bar,
 - a link to all courses,
 - an optional second link to sit below the all courses link
 - an optional "Download our prospectus" link that can be a media item download or an internal link

What would you like to study?



[See all courses >](#)

[Continuing Professional Development \(CPD\) >](#)

[Download our prospectus](#) 

Landing Head Text Right Image

- This content item displays text on the left and an image or video on the right all with a white background.
- The header text, subheader text and bottom link are all optional.

No image Variation

- The image is also optional. You can use this content item to display just text.

Feed Variation

- This content item can also be used to display a feed on a landing page.
- Email webteam@uhi.ac.uk

Open Day

Wednesday 1st June

We're excited to welcome you back to our centres to speak to our friendly staff at our Open Day on Wednesday 1st June.

We will have a number of in-person and online events, including a range of fun, interactive taster sessions for some of our courses! Our online events can be accessed from your local college centre or from home.

Our learning centres will be open until 7 pm so please call in without an appointment if you'd like to speak with us.

[Open Days >](#)



Open Day

Wednesday 1st June

We're excited to welcome you back to our centres to speak to our friendly staff at our Open Day on Wednesday 1st June.

We will have a number of in-person and online events, including a range of fun, interactive taster sessions for some of our courses! Our online events can be accessed from your local college centre or from home.

Our learning centres will be open until 7 pm so please call in without an appointment if you'd like to speak with us.

[Open Days >](#)

Research

PhD study at HTC

[+ PhD Topics](#)

Finance and Scholarships

[+ Part-scholarships may be available](#)

Where can I study?

[+ On campus or at home](#)

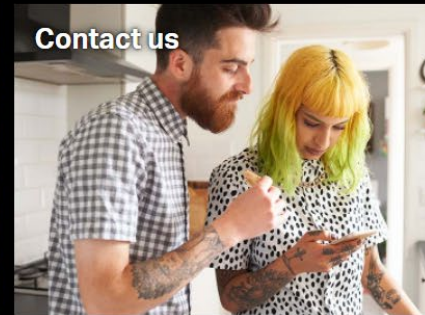
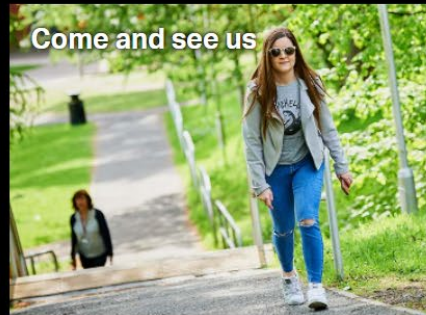
For more information

[+ Contact \[htcadmissions@uhi.ac.uk\]\(mailto:htcadmissions@uhi.ac.uk\)](#)



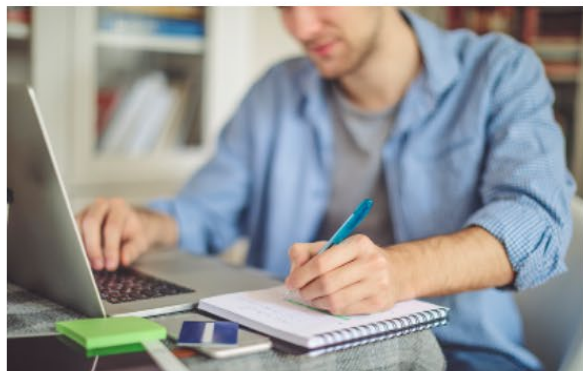
Landing Image Blocks

- This content item allows you to display up to 8 image block links all with a black background.
- The picture and link text is customisable and the link can be internal, external or media item links.



Landing More Boxes

- This content item allows you to have up to three pictures with accompanying text in a row.
- The link at the bottom is internal with customisable text.



More choices

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Maecenas lectus dolor, pellentesque vel nibh vitae, commodo imperdiet elit. Integer tincidunt lorem vel risus commodo, ut iaculis ipsum finibus. Nam ultricies eros vel ex vestibulum, ut finibus quam efficitur. Duis tristique fringilla diam, et dignissim nisi hendrerit et. Lorem ipsum dolor sit amet, consectetur adipiscing elit.

[Your choice >](#)



More adventures

Sed semper est eu bibendum ornare. Ut porttitor facilisis mattis. Nullam sodales commodo erat, quis convallis nisi tincidunt in. Curabitur tristique ut elit vitae tristique. Mauris elementum libero vitae nisi tristique, ac accumsan ligula suscipit. Proin tincidunt mi eu pellentesque rutrum. Quisque vel cursus orci.

[Your adventure >](#)



More support

Donec viverra lacinia elit, eget mattis nibh elementum quis. Orci varius natoque penatibus et magnis dis parturient montes, nascetur ridiculus mus. Nunc sed ligula quis felis iaculis efficitur et quis enim. Etiam luctus sit amet metus at ultrices. Nulla nulla justo, ornare non imperdiet id, sodales et justo.

[Your support >](#)

Landing Quote Block

- This content item displays quote text in very large white text with a black background and the citation text in the highlight yellow colour.

Teaching on the degree programme varies between face-to-face teaching, video-based teaching, self-directed study, and clinical skills sessions with patients to learn and develop our practical skills so there really is something to suit everyone's learning needs. We all have our own personal academic tutors, who we can contact about any troubles we might be having, and we also have regular one-to-one meetings with them. All our tutors are there for support and are only an email away whenever we need them.

Lauren Connolly, BSc Oral Health Science student

Landing Text Image Left

- This content item displays an image or video on the left and text on the right all with, by default, a black background.
- The heading and bottom link are optional and the link is an internal link.
- You can change the background and text colour using optional checkbox.

White background Yes



Specialise at one of our campuses

We offer you the choice of studying at one of our 13 colleges and research centres, over 700 local learning centres, or online from wherever you are.

[See our campuses >](#)

Landing Text Image Right

- This content item displays an image or video on the right and text on the left all with, by default, a white background.
- The heading and bottom link are optional and the link is an internal link.
- You can change the background and text colour using optional checkbox.

Black background Yes

Learn online from wherever you are

The university has some of the best online learning technologies meaning you can study many of our courses from home or work, wherever you are in the world.

[Virtual learning environments >](#)

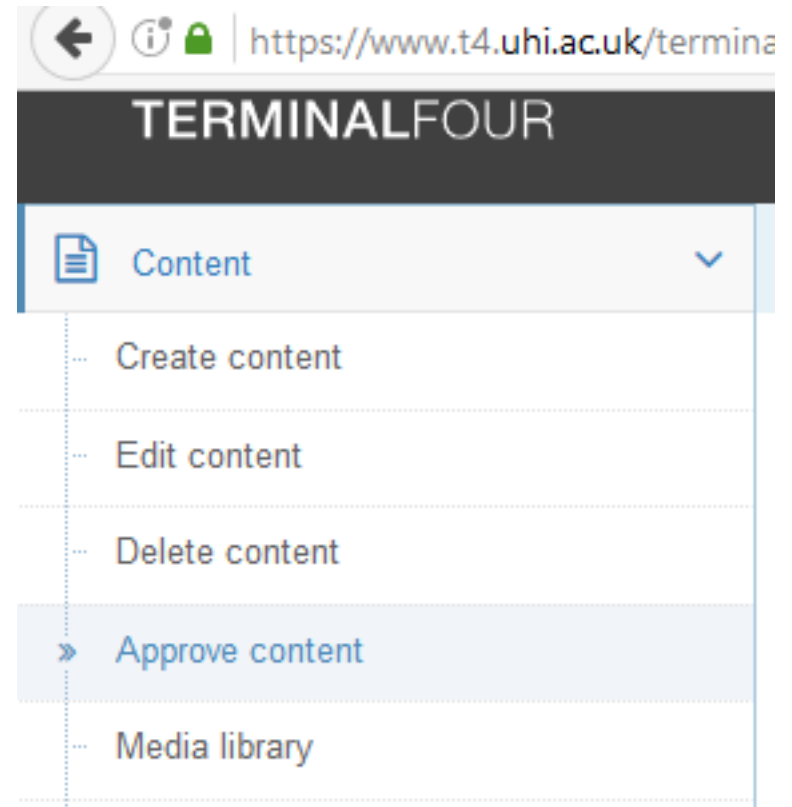


T4 – Deleting

- If you 'delete' sections or content in T4, it is set to be 'inactive'
 - Inactive things go to the recycle bin
 - You can 'undelete' content by editing it again
 - You can 'undelete' sections by changing the status back to approved/pending.
- **The recycle bin may be emptied at any time**
 - Never delete something you're not happy to lose

T4 – Approving

- You can approve content using the Content menu
- You can approve many items at once if required
 - Naming convention!



T4 – Publishing

- Changes will not go live immediately
 - Makes website faster and more reliable for users
 - Helps with search engines
- You can 'preview' how your page will look at any time.
- Once you 'approve' a change it gets 'published' to the 'live' server
- Publishes happen on the hour

Gaelic translations (www.uhi.ac.uk - only)

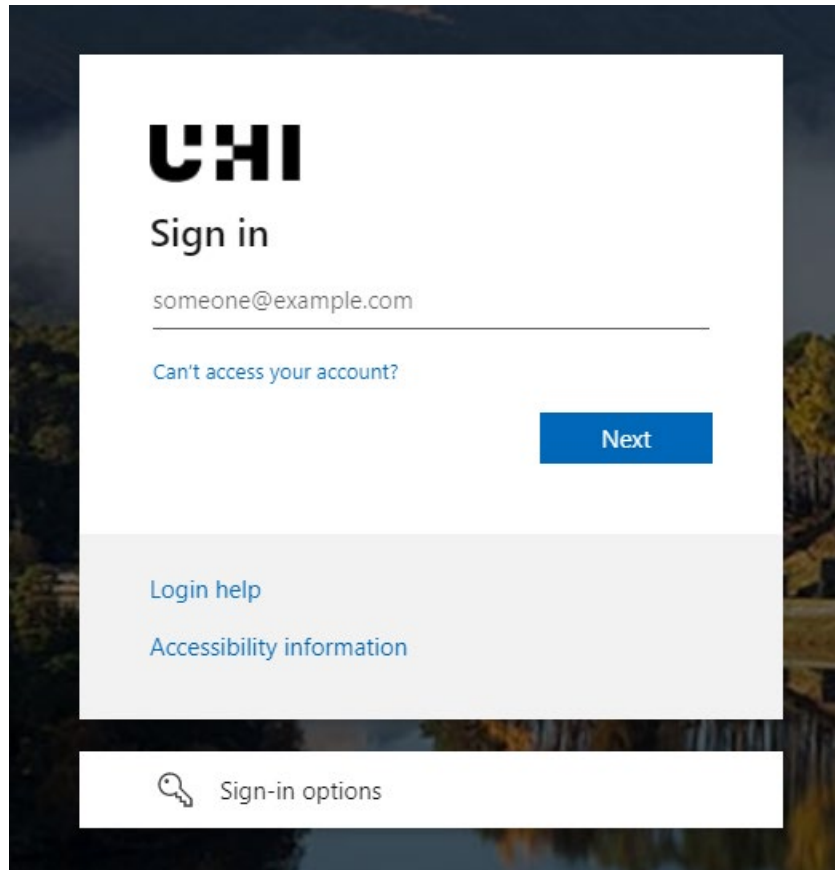
The screenshot displays a web management interface with the following elements:

- Browser Address Bar:** `minimalfour/page/site-structure#expand/2563`
- Navigation Bar:** Includes a search bar and a refresh button (circled in red).
- Site Language Dropdown:** Shows "English" (en) and "Gàidhlig" (gd) (circled in red).
- Site Structure:**
 - Home GD
 - One-Web GD
 - Sandbox GD
 - Not translated
 - Not translated
 - Not translated
 - Not translated
 - Not translated
 - Not translated
 - Àrainnean
 - Live GD
 - www.uhi.ac.uk
 - Oilthigh na Gàidhealtachd agus nan Eilean (circled in red)
 - Not translated
 - Not translated
 - Not translated
 - Not translated
 - Alumni
 - Cùrsaichean

On the right side, a grid of colored buttons (green, orange, red) is visible, likely representing status or action buttons for each site structure item.

T4 Live Login

- <https://www.t4.uhi.ac.uk/>
- Normal username / password. With MFA.

A screenshot of the UHI Sign in page. The page features the UHI logo at the top left, followed by the text "Sign in". Below this is a text input field containing the placeholder text "someone@example.com". Underneath the input field is a horizontal line, and below that is a link that says "Can't access your account?". To the right of the input field is a blue button labeled "Next". At the bottom of the page, there is a white bar containing a key icon and the text "Sign-in options". The background of the page is a dark, blurred image of a building and trees.

UHI

Sign in


someone@example.com

[Can't access your account?](#)

Next

[Login help](#)

[Accessibility information](#)

 Sign-in options

T4 Live Login - Workarounds

- Sometimes when you login, you will be given a HTTP Status 401 – Unauthorized error message

HTTP Status 401 – Unauthorized

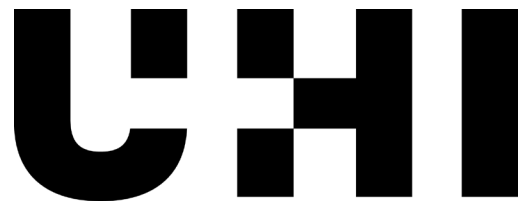
Type Status Report

Message Unauthorized

Description The request has not been applied because it lacks valid authentication credentials for the target resource.

Apache Tomcat/9.0.21

- This is a common occurrence that you can get around by using one of the following three workarounds:
 - Clear your browser cache and try login again
 - Open an Incognito/InPrivate browser window and login using that
 - Login using a different browser to your usual one.



Thank you

webteam@uhi.ac.uk

www.t4help.uhi.ac.uk