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

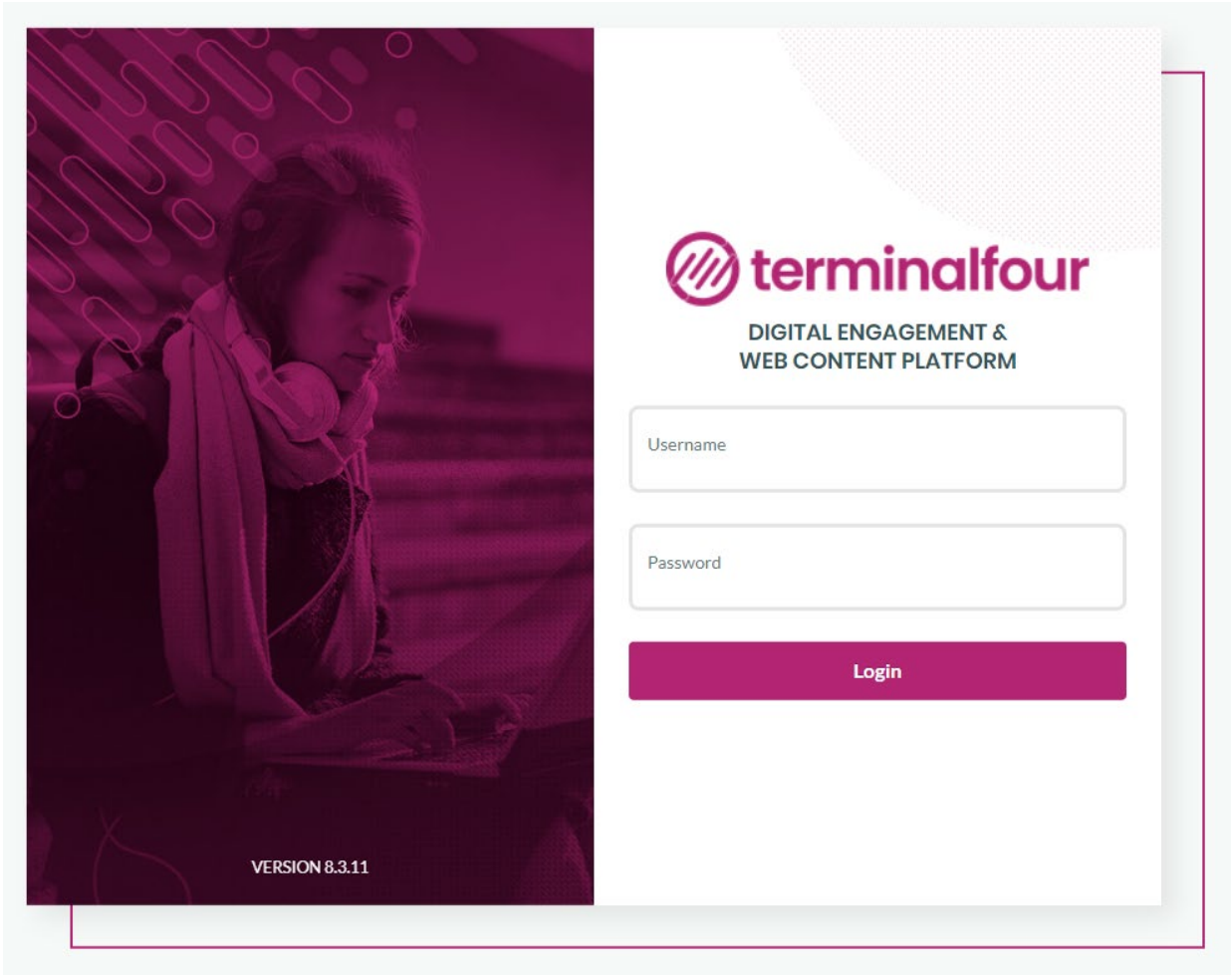
- We record analytics on how all One-Web pages are used
- Ask for reports on your pages
- Use reports to evaluate your content
- Use reports to consider what content is (not) required

Tips

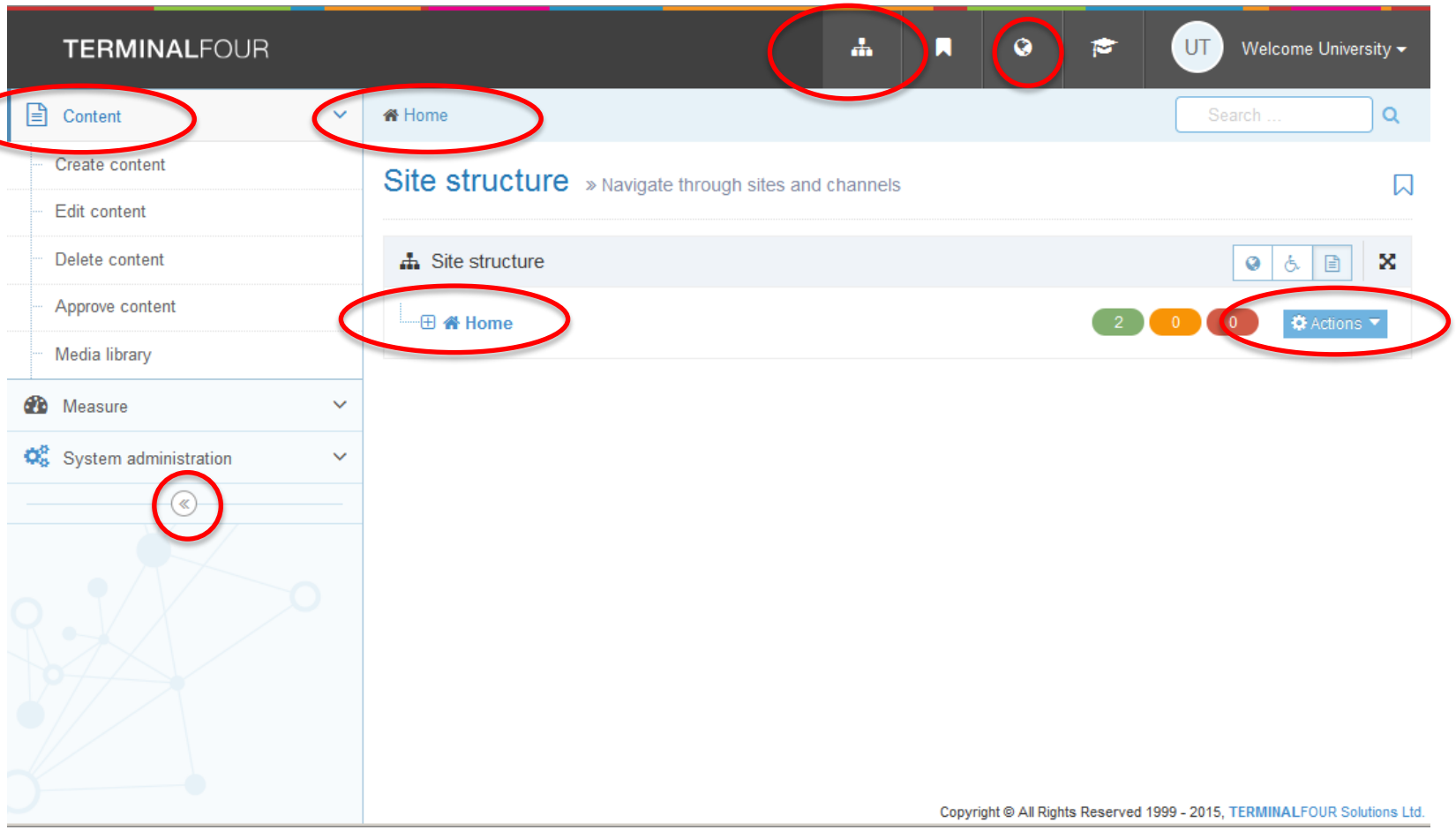
- Make sure your browser is up-to-date
- Close all tabs you don't need
- Click ON links not NEAR them
- Use the templates as intended
  - They can and will be changed globally as required to improve the sites.
- Section names
- Content naming conventions
- Powerful filter – remember to clear it!
- Use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

T4 Training Login

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



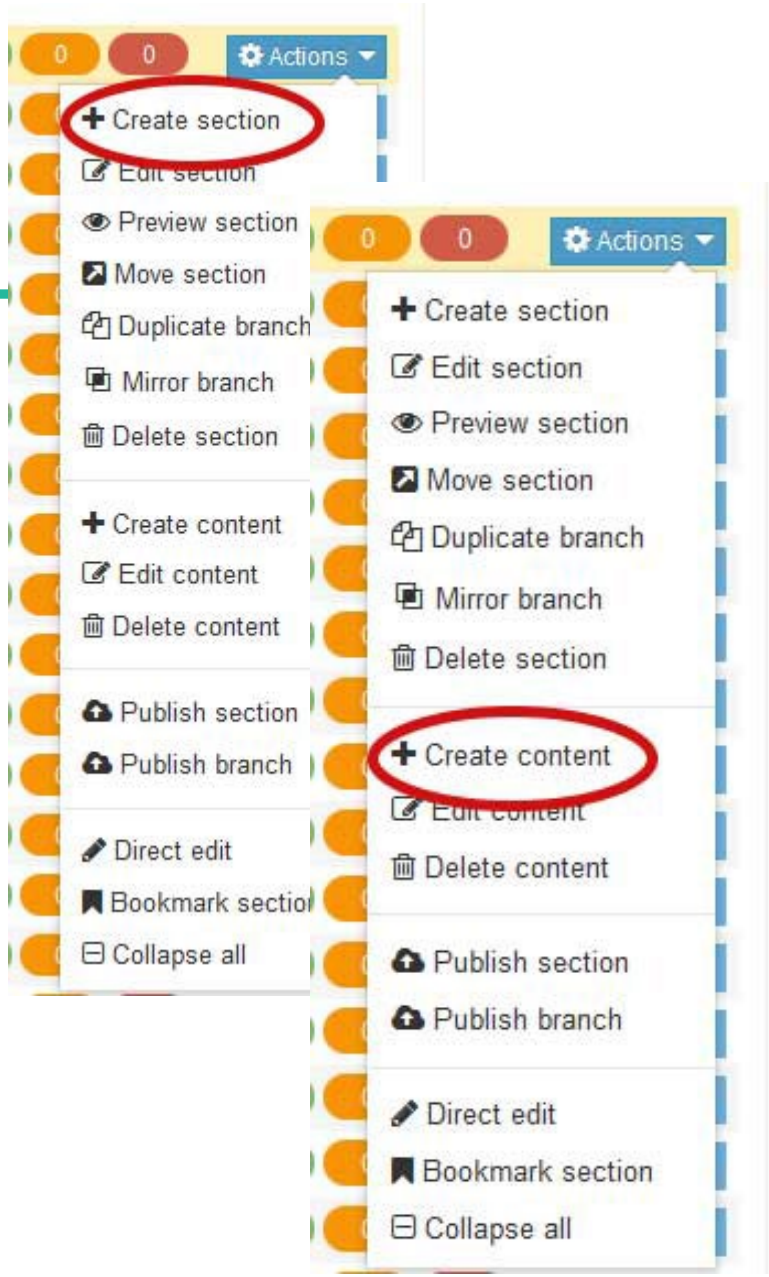
T4 – home / site structure



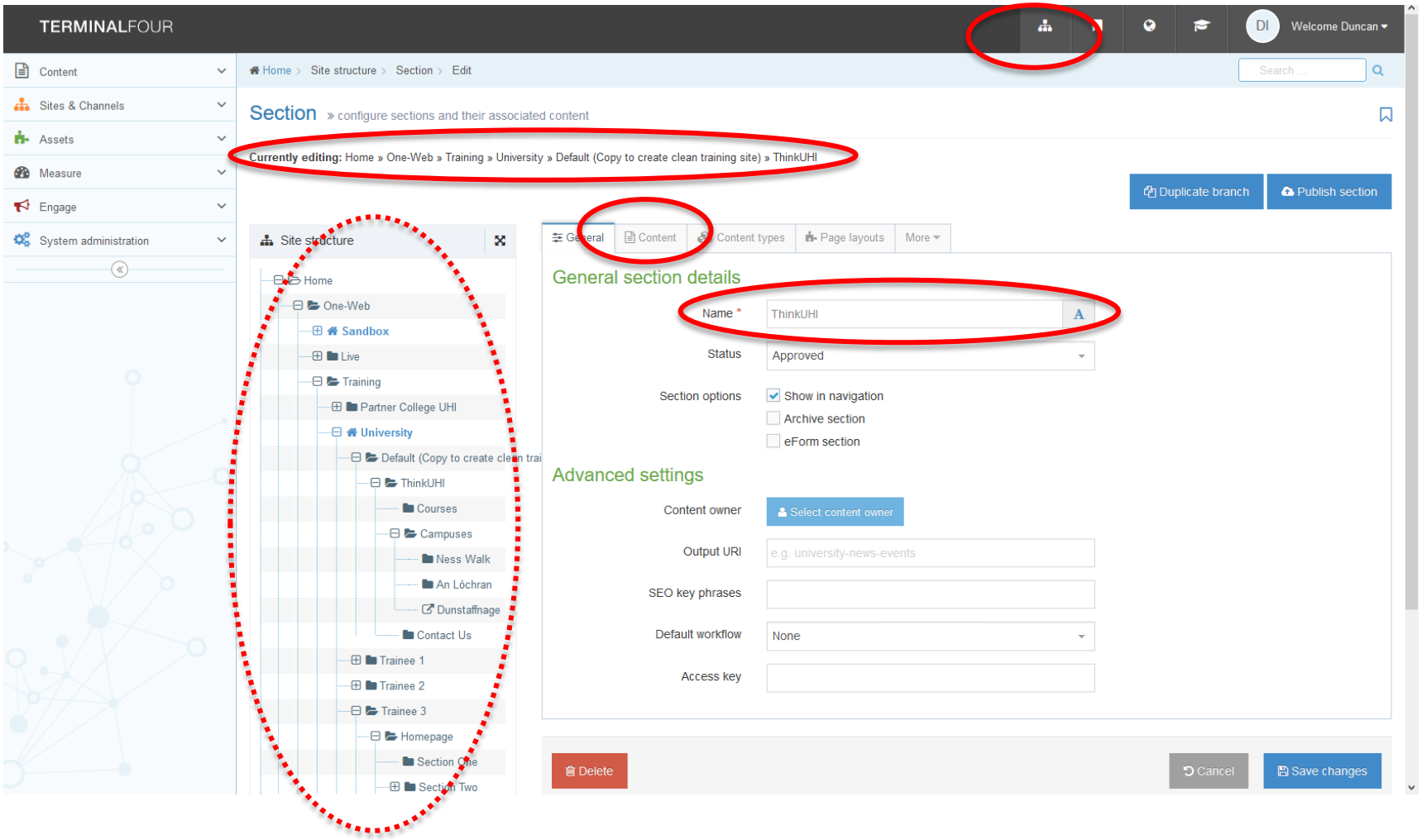
Sections

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

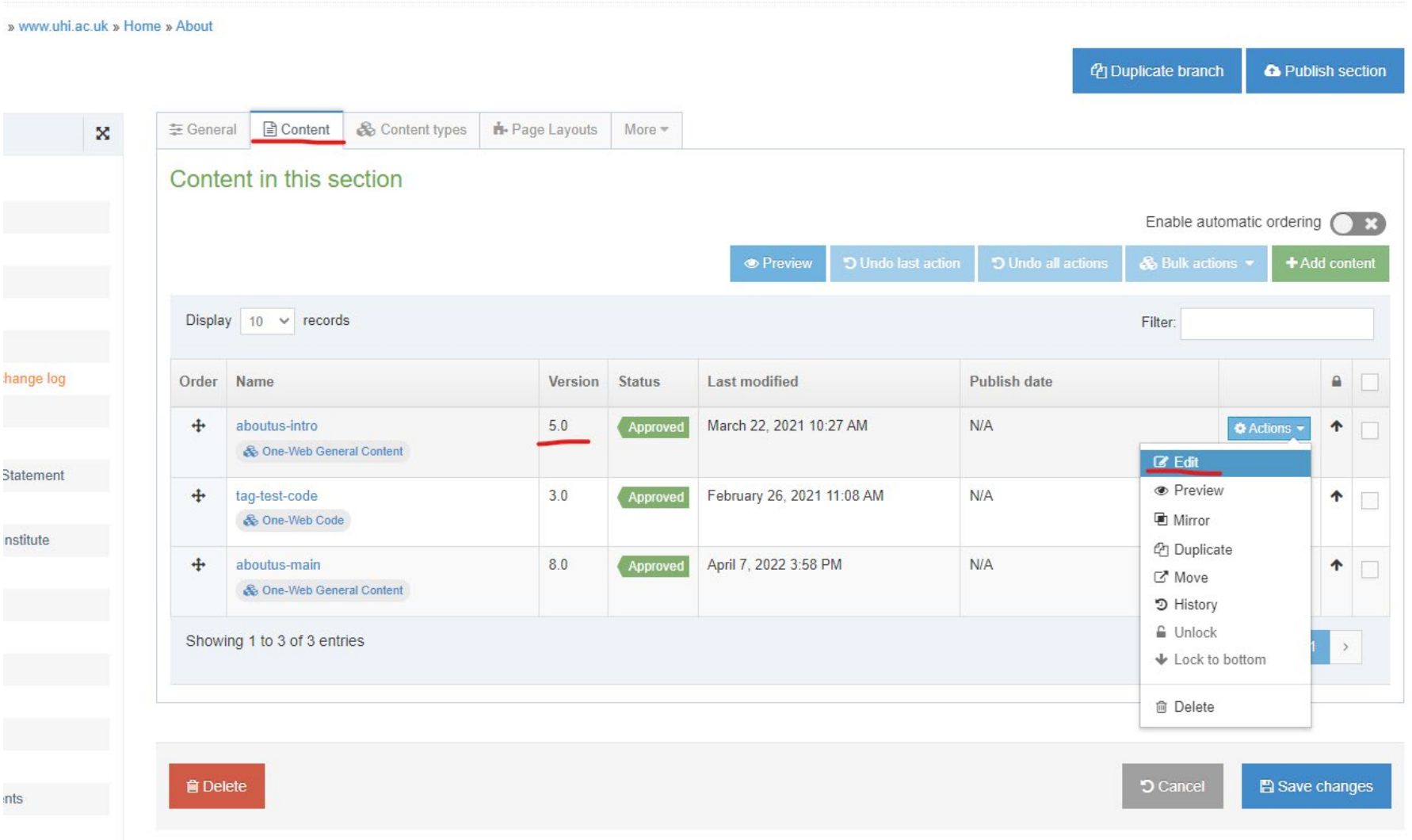


T4 – Editing a section

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



Content type – general content

How much will it cost?

- **Undergraduate Tuition Fees**
- Taught postgraduate tuition fees
- Research postgraduate tuition fees
- Funding

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

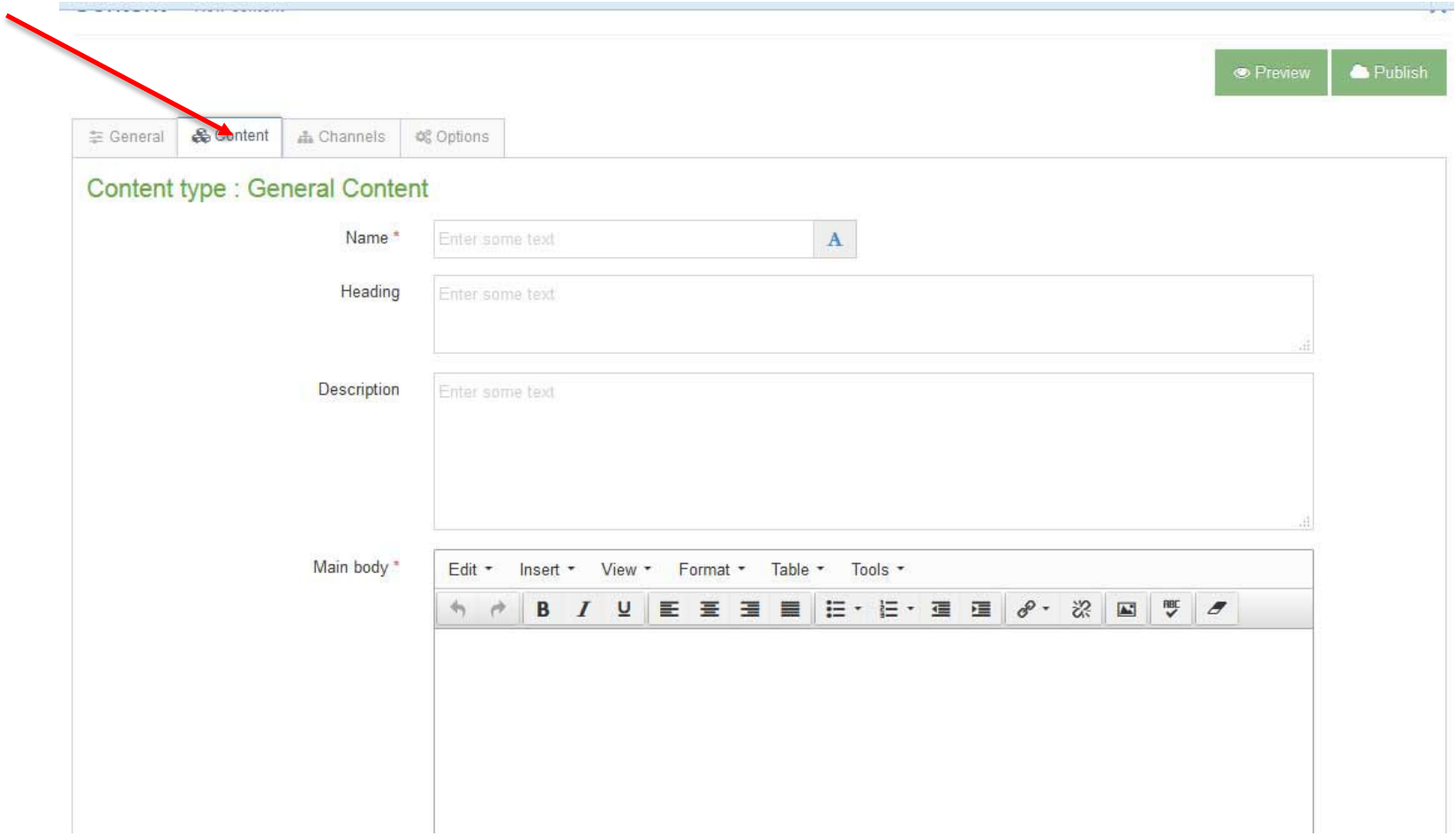
EU/EEA and Swiss nationals, starting from 2021-22 academic year onwards, with pre-settled status in the UK

- 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):

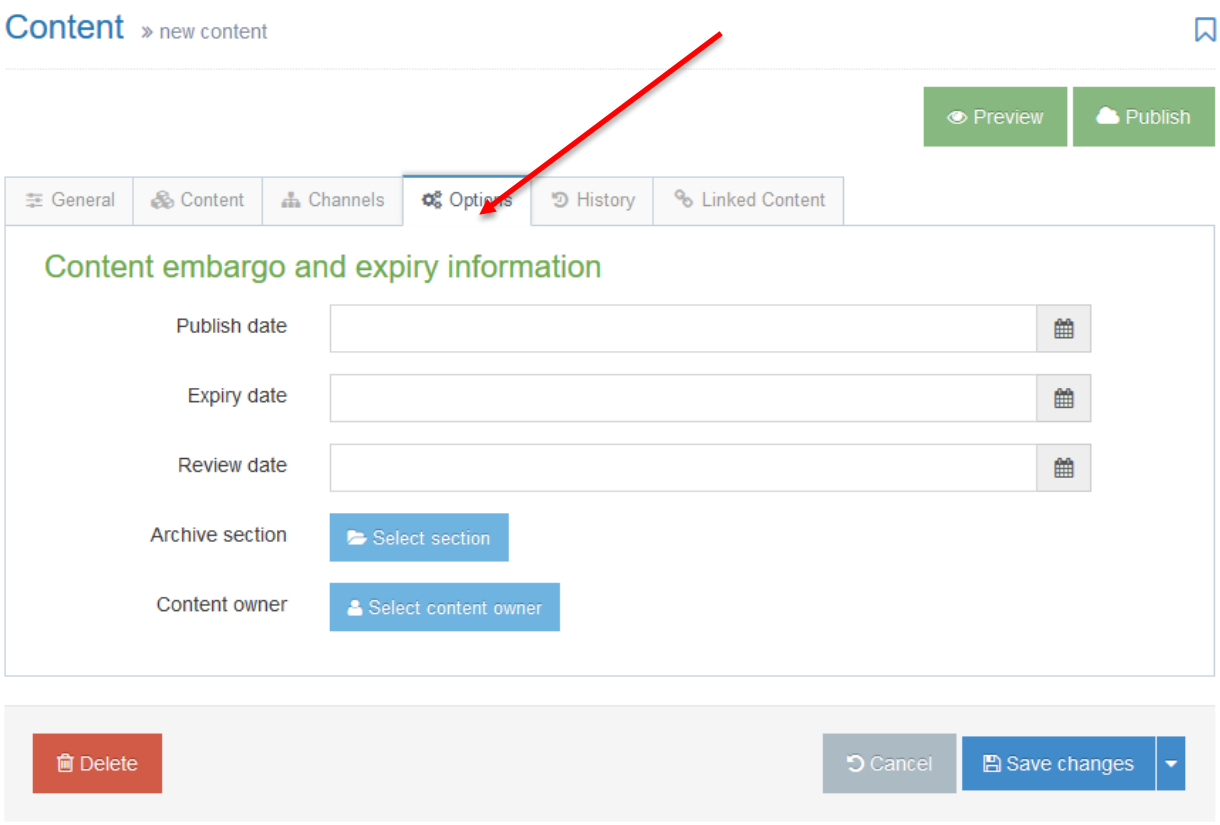
Degrees: BA (Hons), BSc (Hons), BEng (Hons)	2021-22	2022-23

General content editing



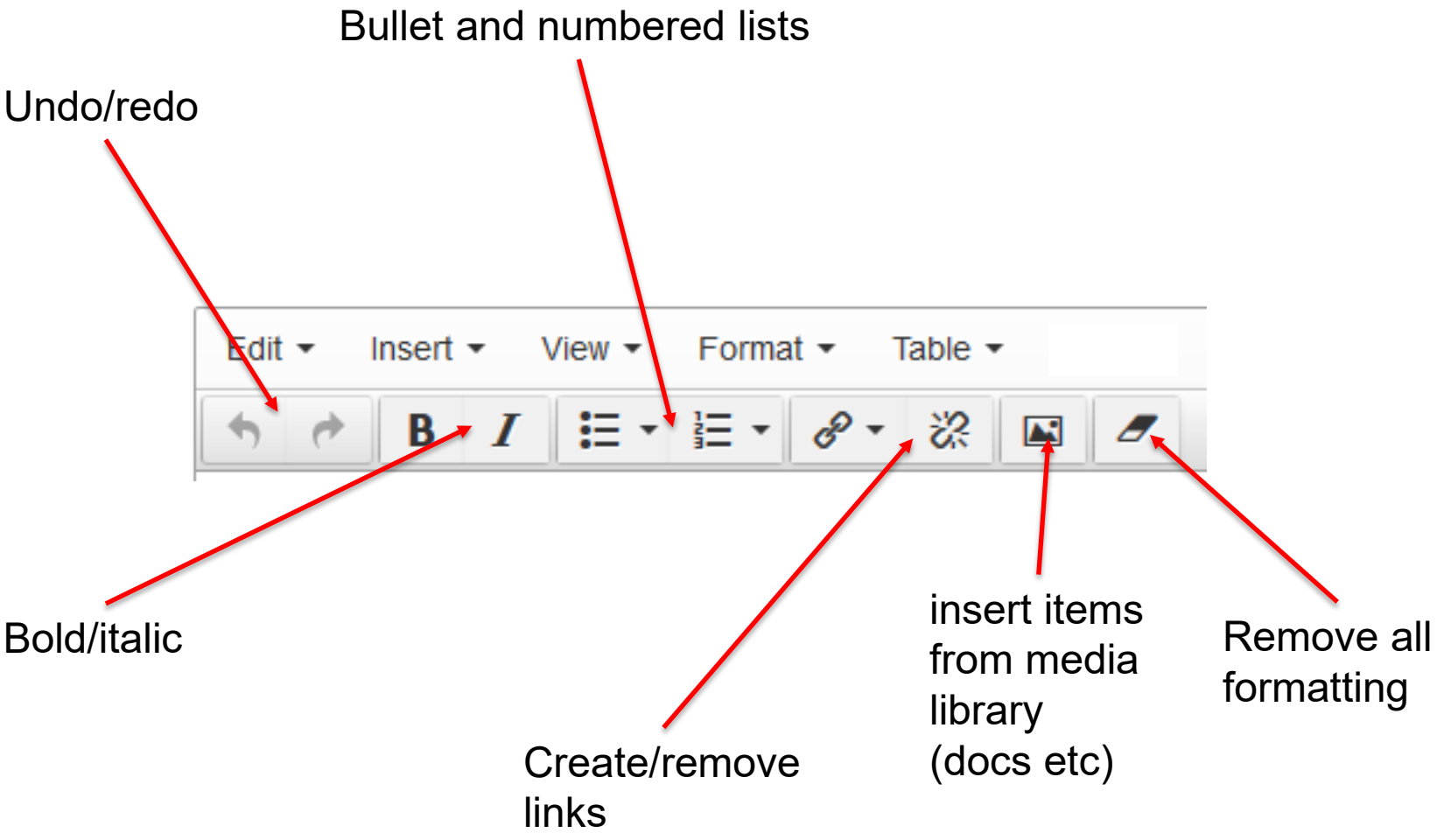
Remember to approve any edits

Content editing - dates



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

TinyMCE editor



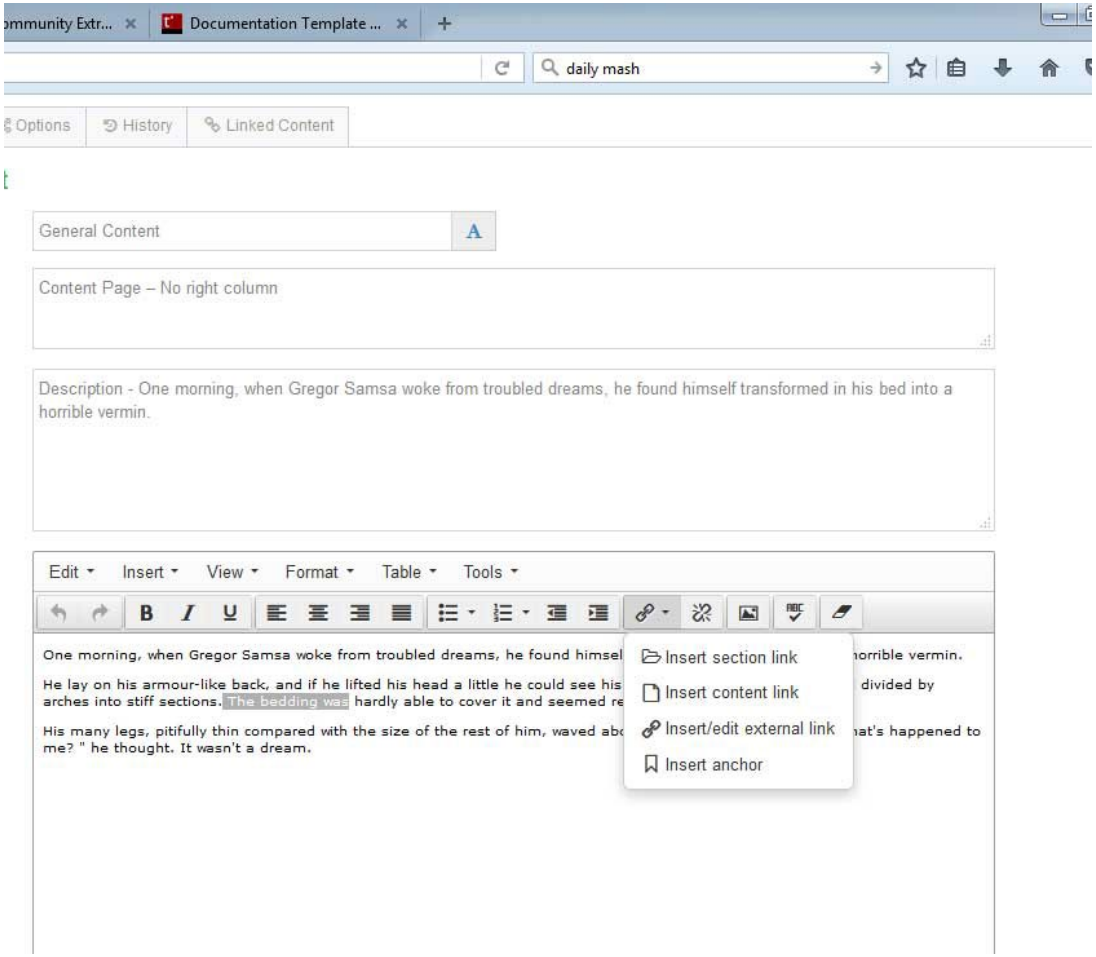
Adding links in site structure

In ‘edit’ content, highlight the relevant text.

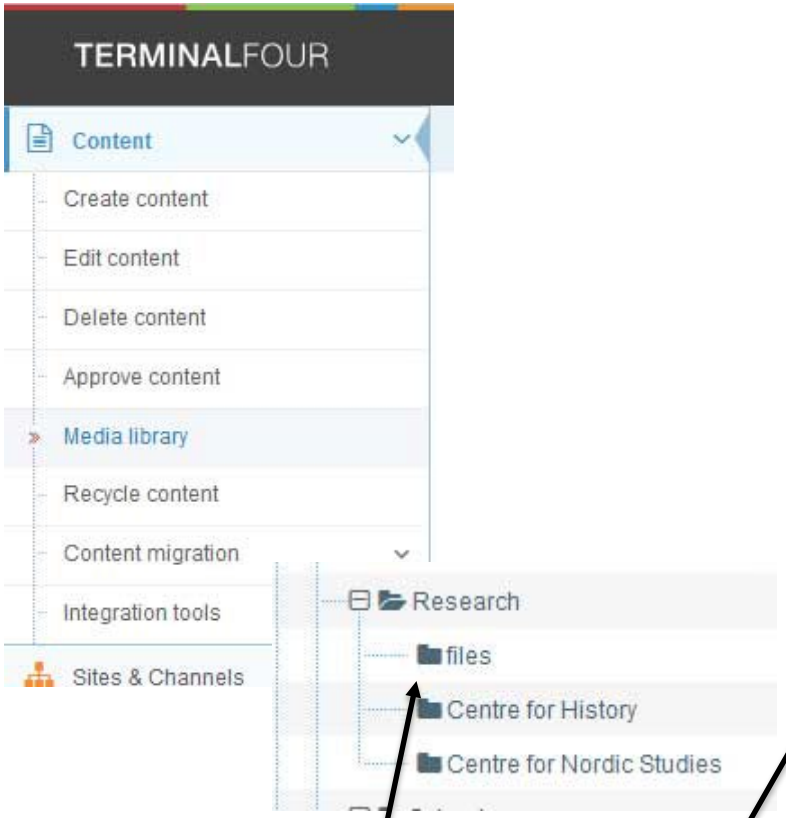
Select the link icon

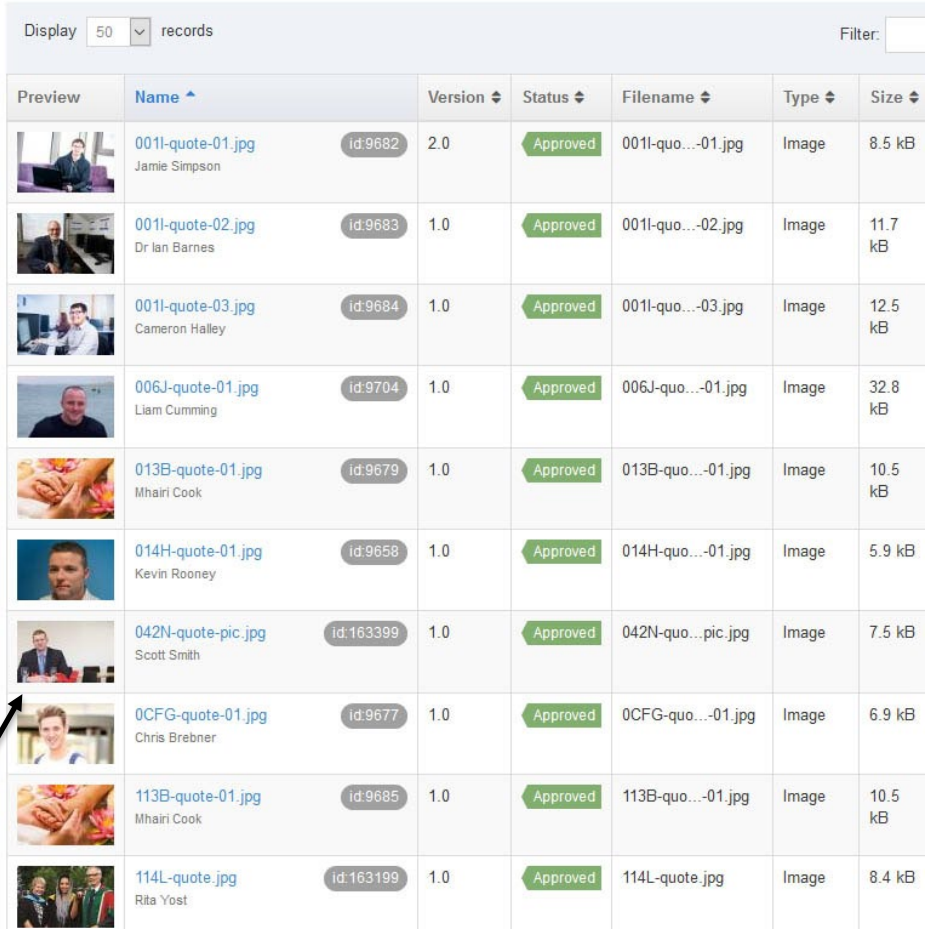
Select the type of link
- Section
- Content
- External
- Anchor

Remember to save changes



T4 – media library

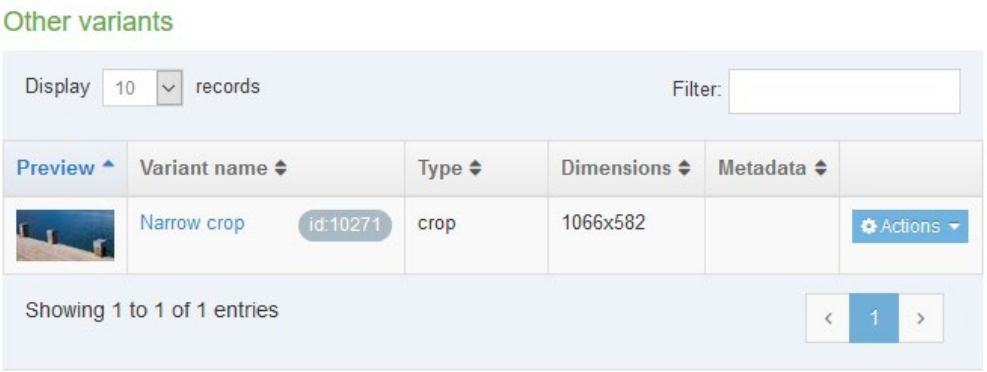


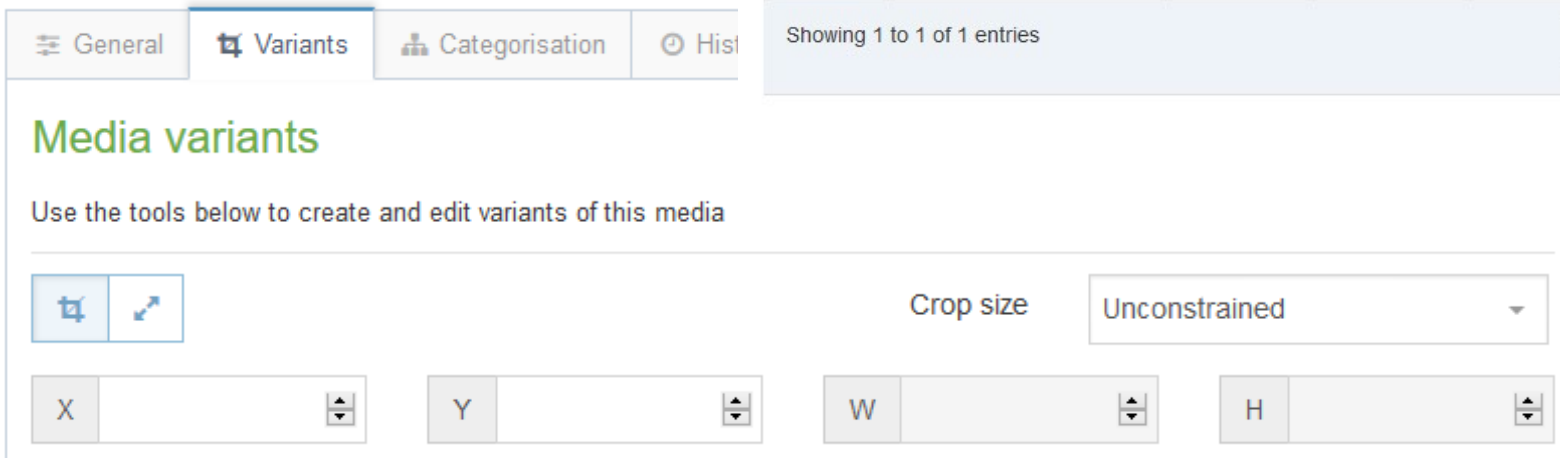


Use for both files and images

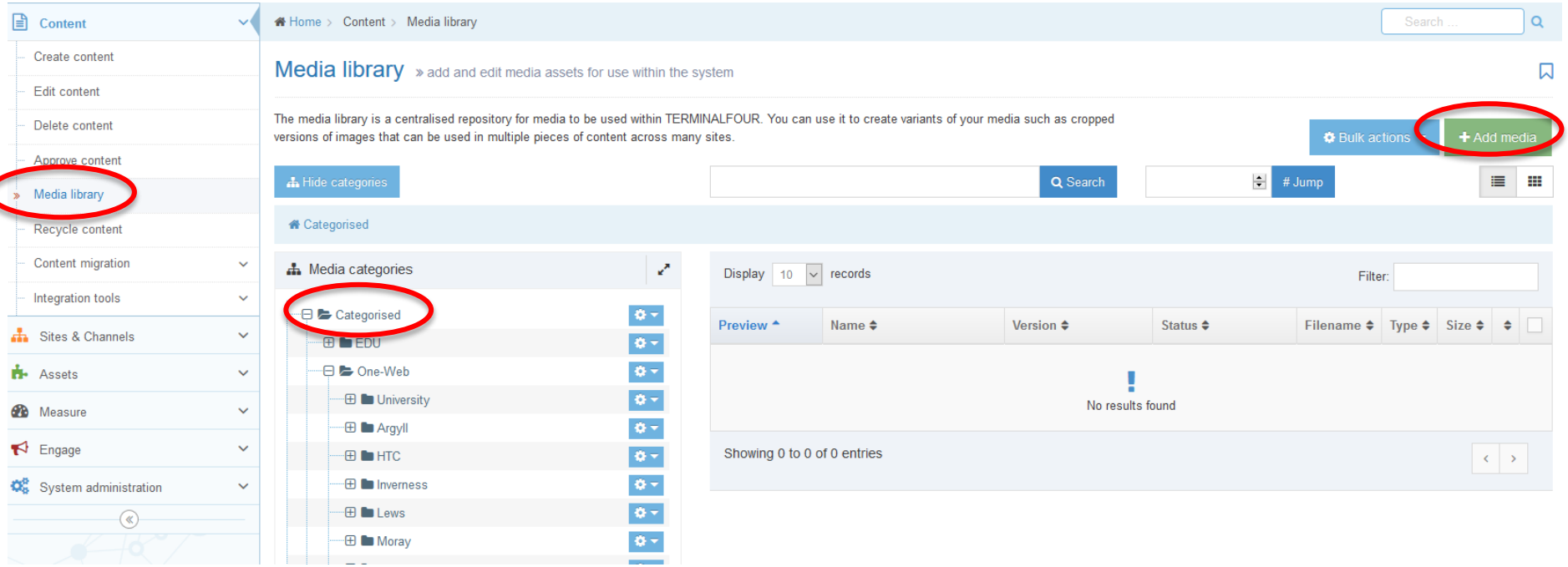
T4 – media library image editing

- 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’



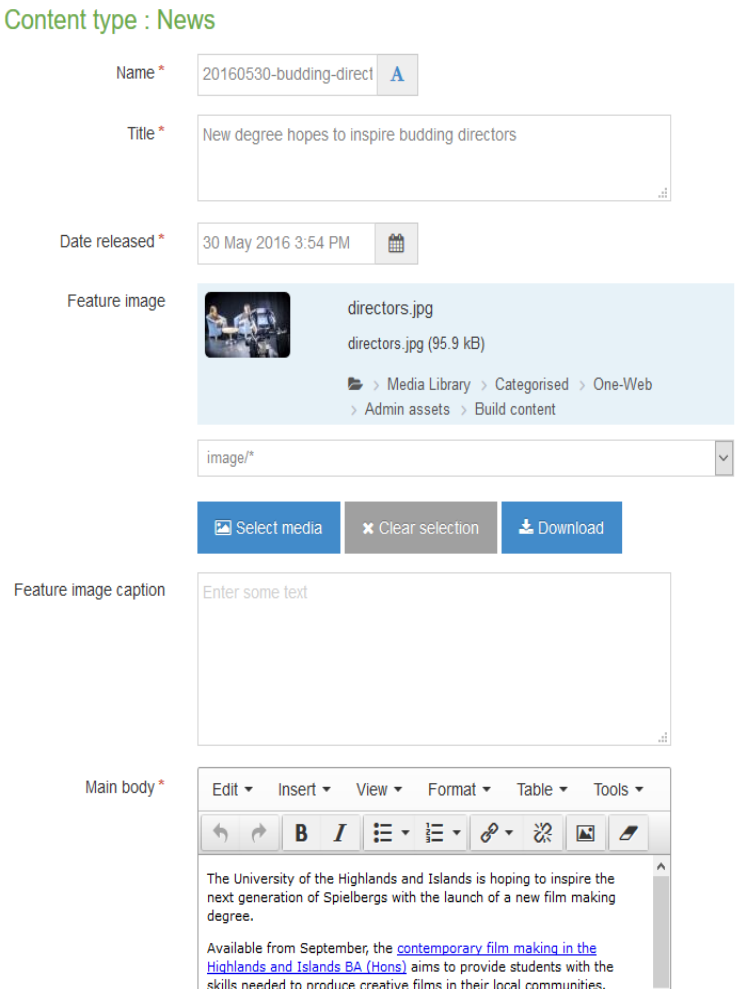


T4 – media library maintaining



Use in specific news section only

Content type – news



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

Use in specific events section only

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

Book Week Scotland

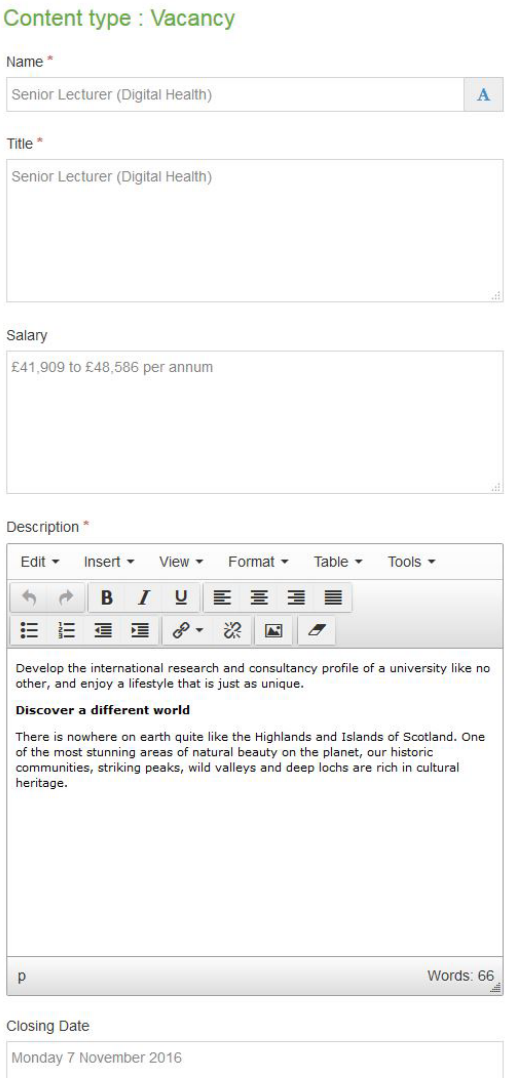
In 2021 it is a hundred years since the Orkney writer George Mackay Brown was born. Brown had a gift for seeing wonder in everyday occurrences and details, such a bluebottle flying around his lamp, dew in grass, or drift goods on the shore. These moments of wonder he captured in his poetry and novels, 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

Use in specific vacancy section only

Content type – vacancy



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:

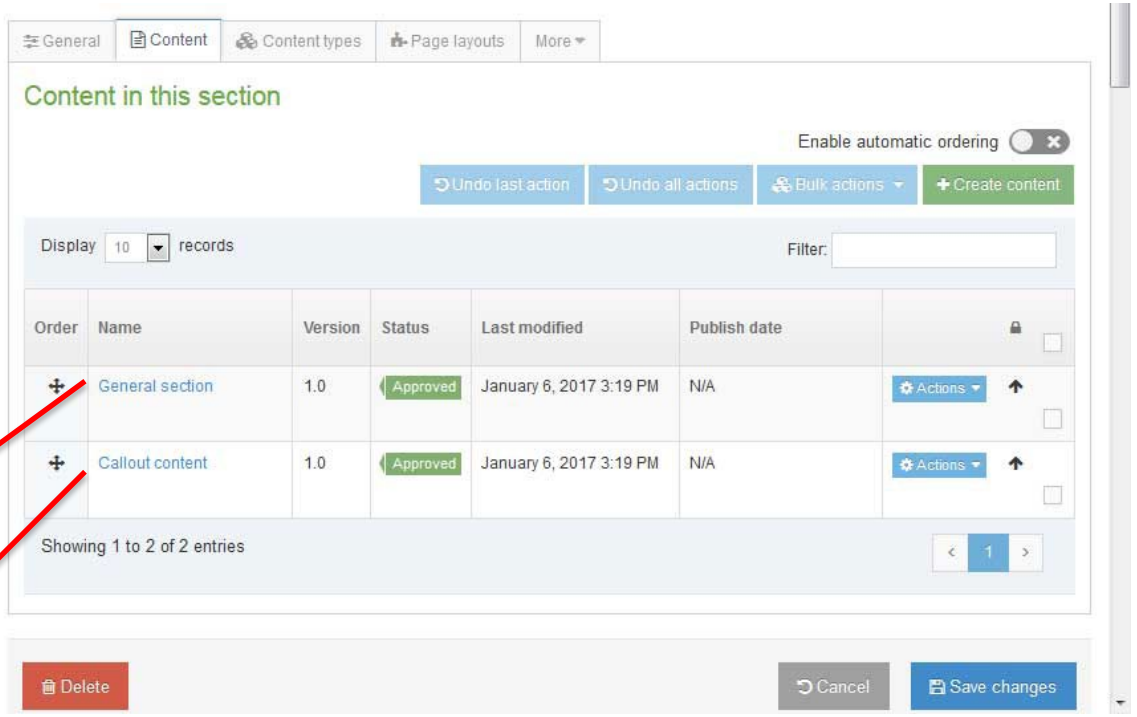
Senior Lecturer in Advanced Practice (Department of Nursing & Midwifery)

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



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

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

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

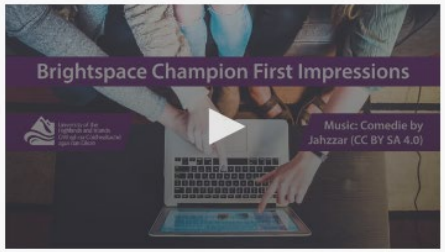
- **add internal links** to T4 Sections or Content Items available to you
- **add external links** to other website pages and email addresses
- **insert Media Assets** from the Media Library - normally images, pdf or Word documents
- format text **using the toolbar**

> *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

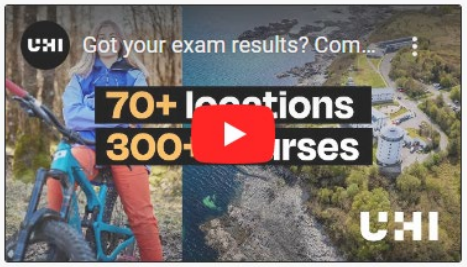
This is an Image used with a Heading and surrounded by a Link.

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

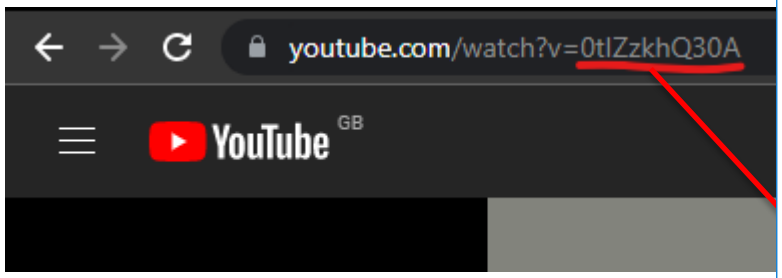
See http://www.t4help.uhi.ac.uk/content-types/one-web/social-media-card/

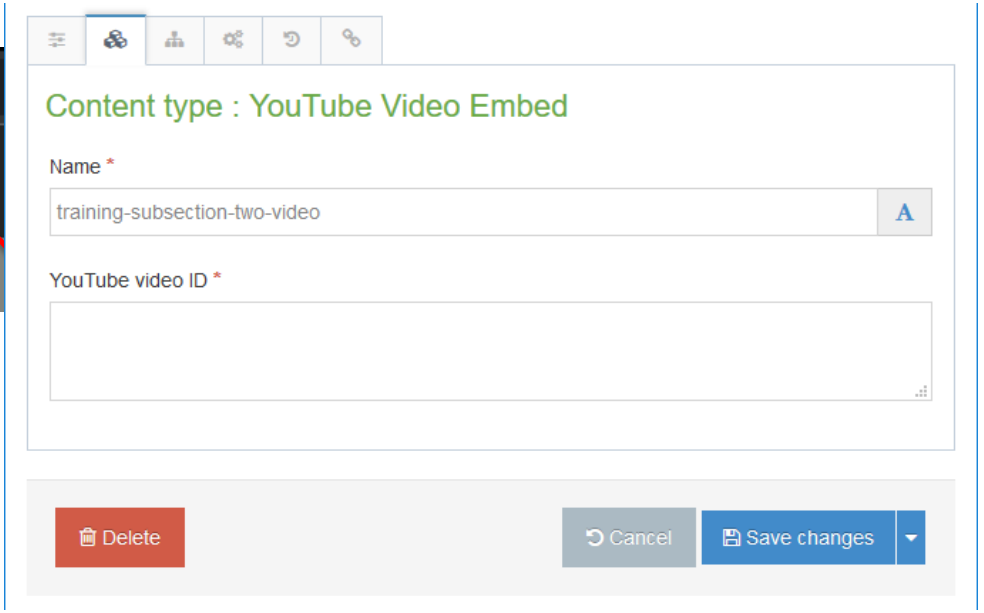
MORAY.UHI.AC.UK

Graduation - registration is now open

#MCGraduation letters have been sent.

Content type – YouTube video embed

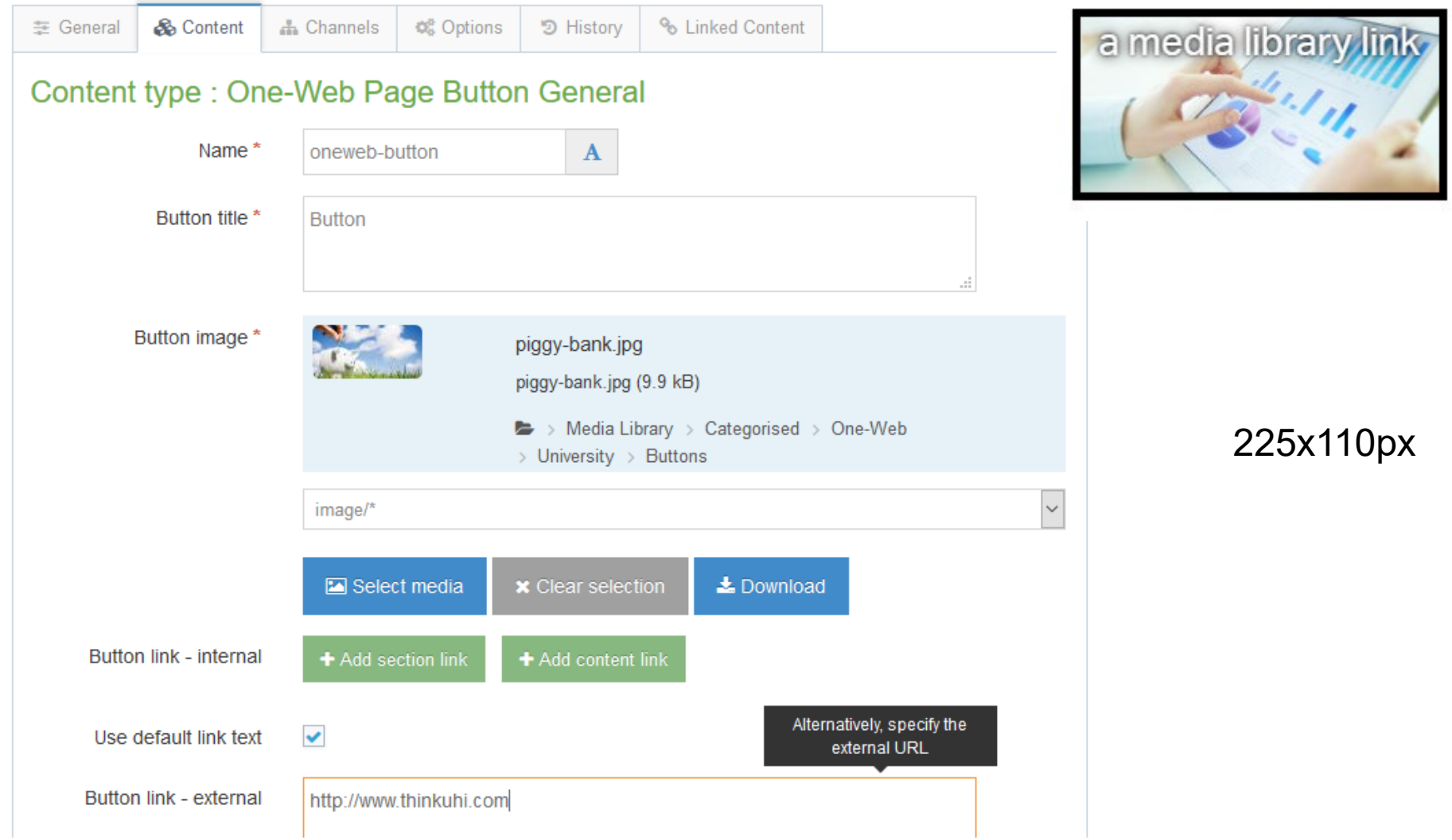




- Create the content type
- Name it
- Paste in the code only from YouTube :

https://www.youtube.com/watch?v=**0ltZzkhQ30A**

Content type – One-Web page button general

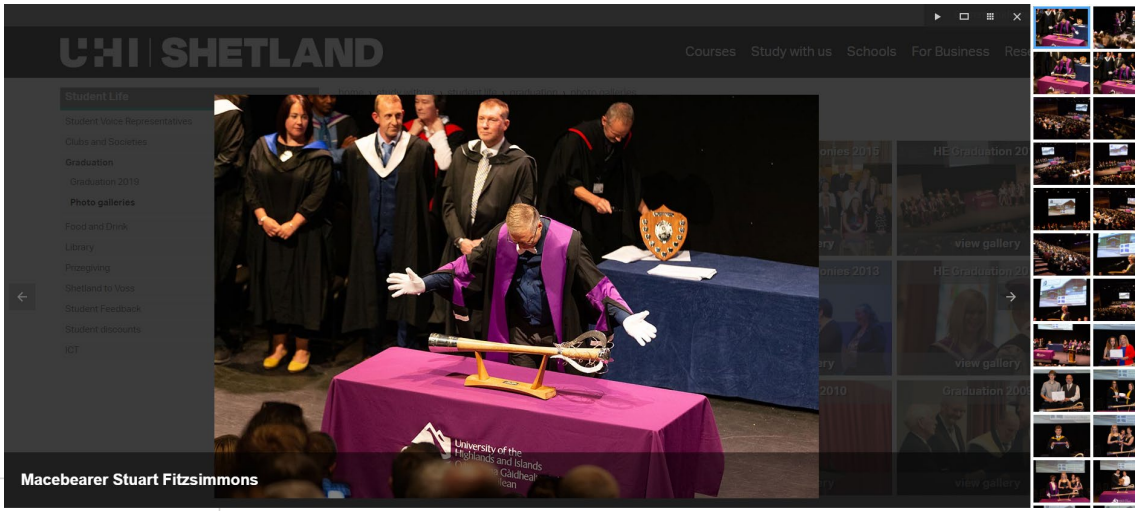


225x110px

Content type – Media Library Category Gallery

Photo galleries

Content type : One-Web Gallery



Name * gallery-prize-giving-2016-

Title * NAFC Prize Giving 2016/17

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

image/*

Select media | Clear selection | Download

Only or last gallery? Yes

Autoplay Yes

Right content

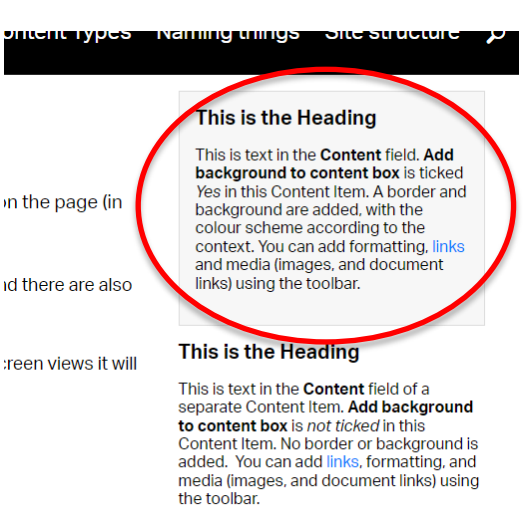
- You can add content to the right hand column
- There are a number of ‘right’ content types which will appear here without any special action by you
  - Buttons, text, images
  - Good example of where to use a filter
- Right content can appear on a single page or on every page under a particular section

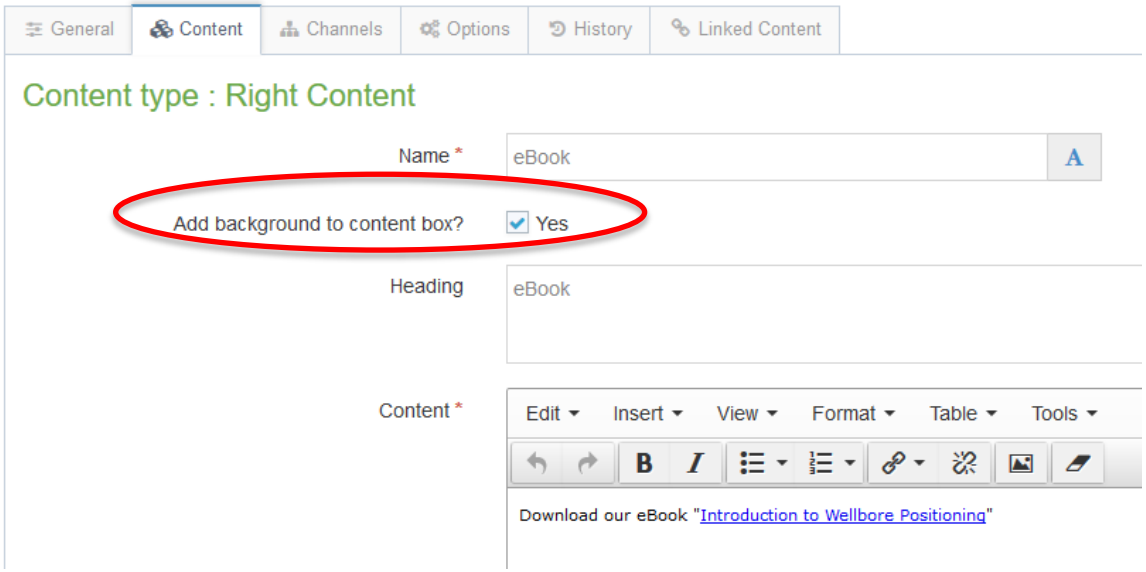
Content type – One-Web page button right

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

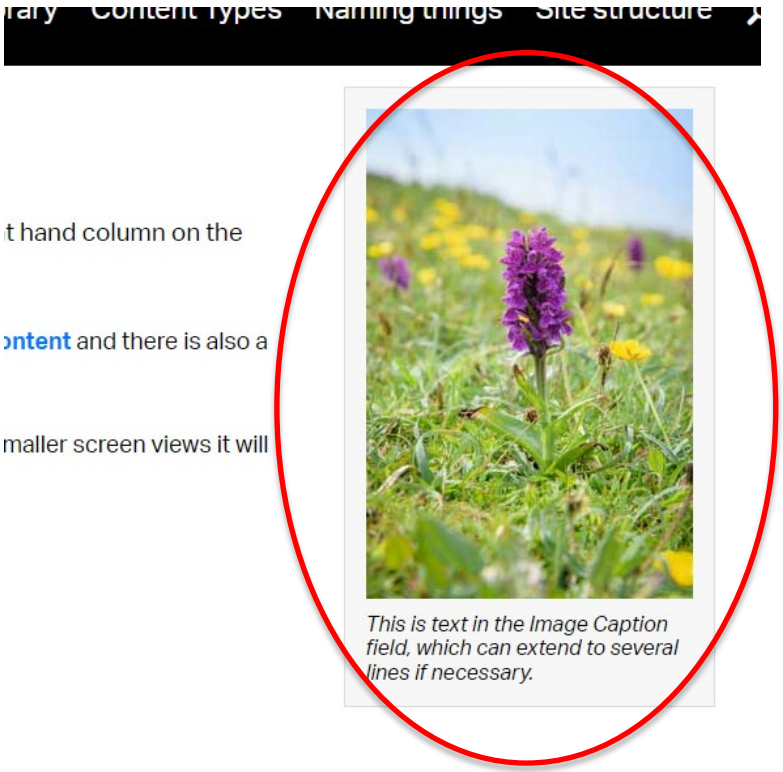
https://www.t4help.uhi.ac.uk/content-types/one-web/page-buttons/page-button-right/

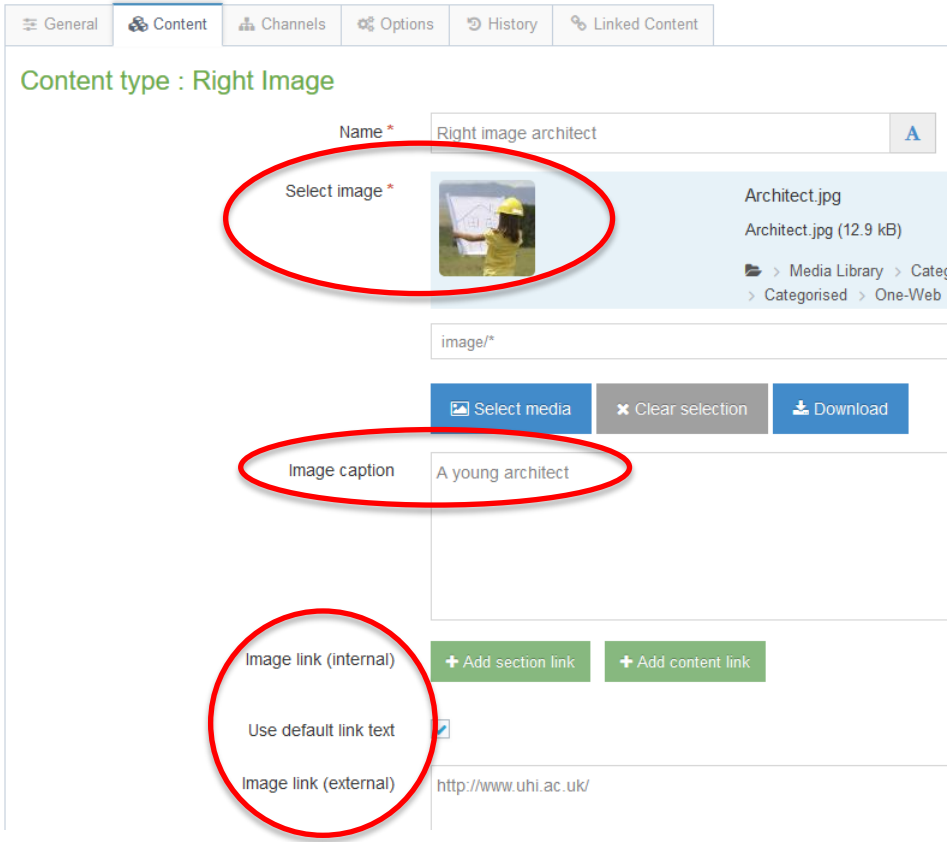
Content type – right content





Content type – right image

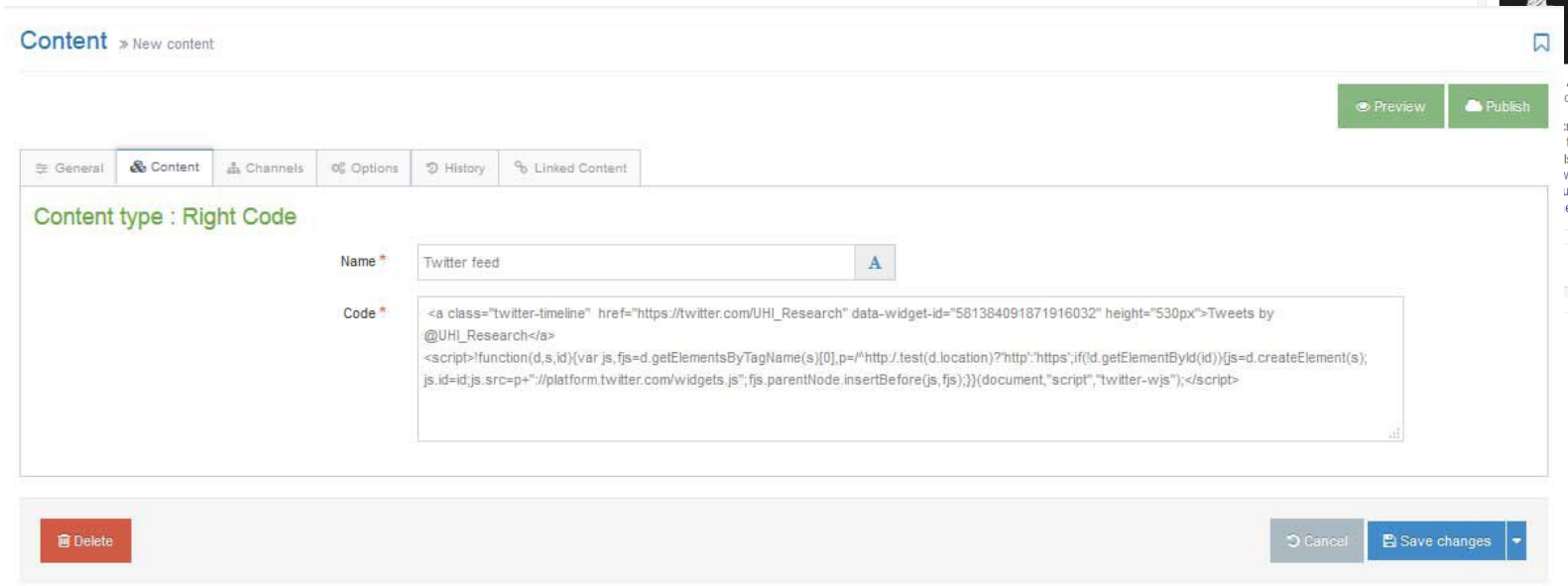




Feeds

Right code

Add embed code from Twitter or Facebook

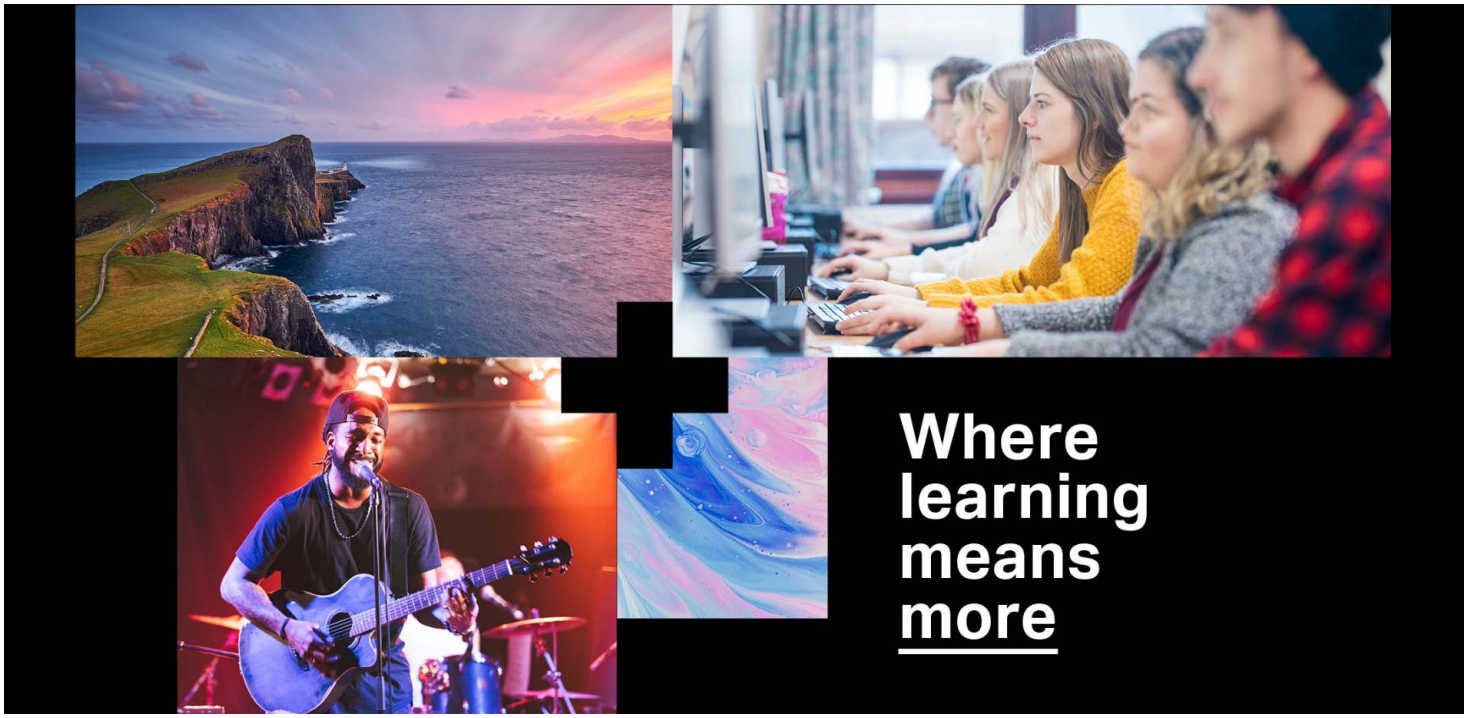


Landing Banner

- 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

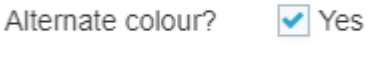
- This content item allows you to select an image from the media library to display as a full width image on the page.
- The image is given a black background and is for decorative purposes only



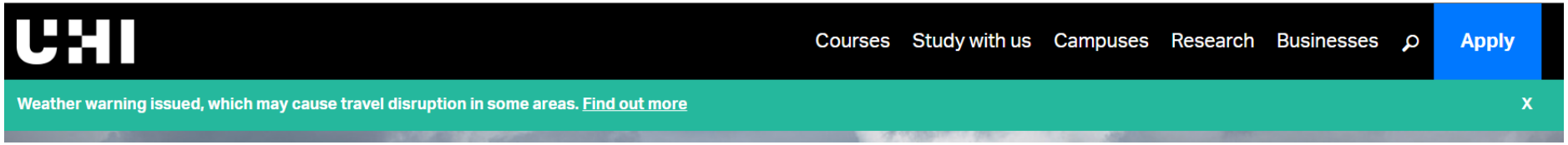
Landing Top Message

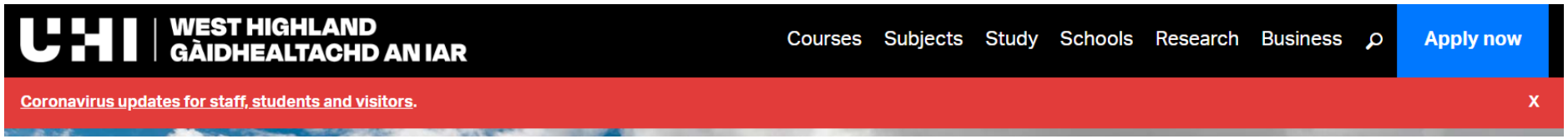
HOMEPAGE ONLY

- 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.





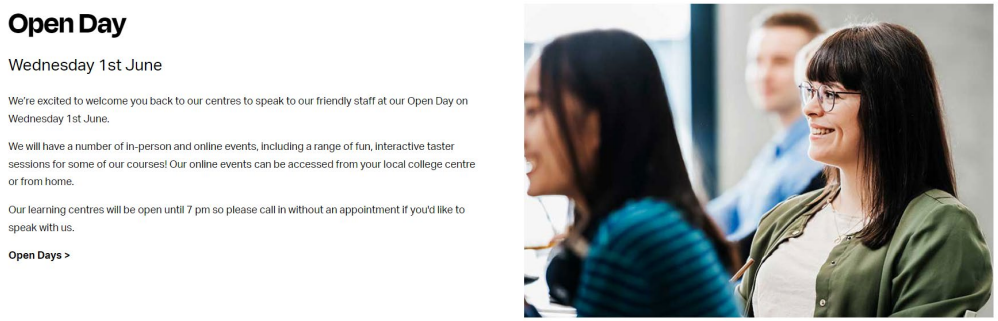
Landing Colour Bar

- 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

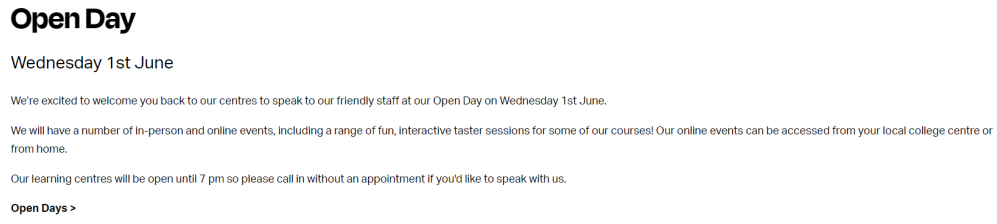
Landing Head Text Right Image

- 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.



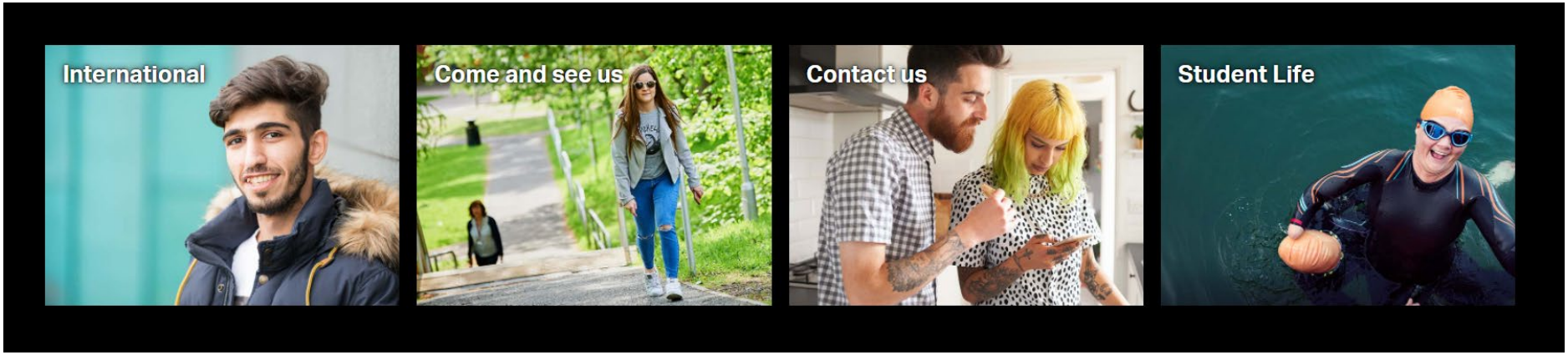
Feed Variation

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

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

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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.

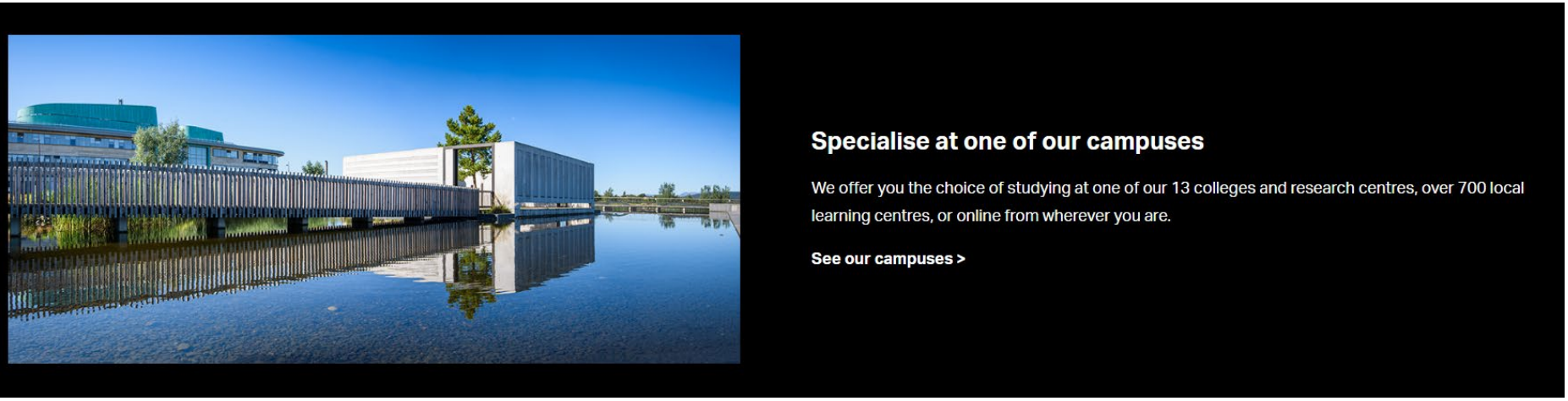
Teaching on the degree programme varies between face-to-face teaching, video-based teaching, self-directed study, and clinical skills sessions with patients to learn and develop our practical skills so there really is something to suit everyone's learning needs. We all have our own personal academic 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



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.

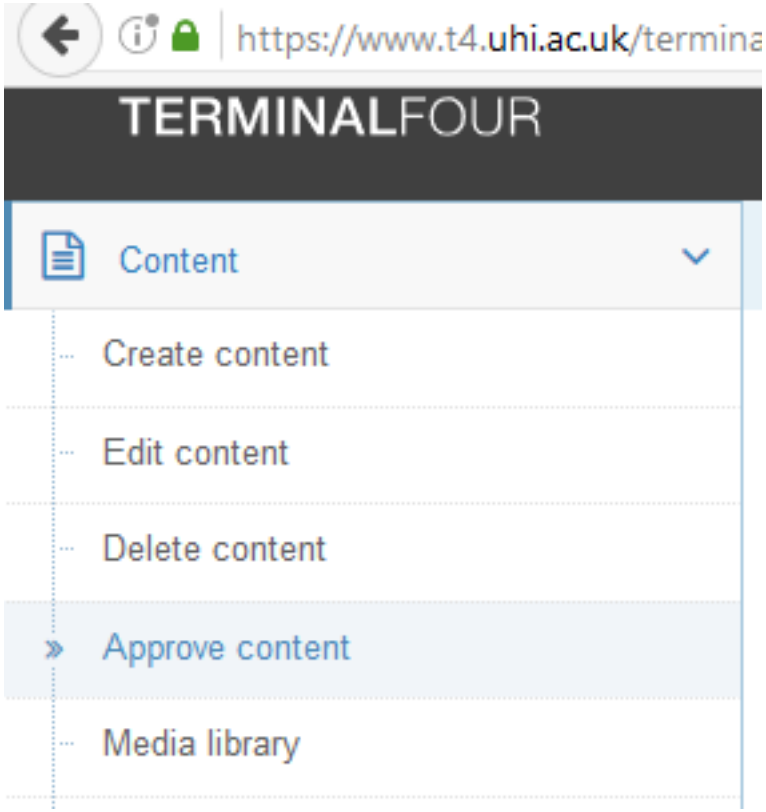
Virtual learning environments >

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

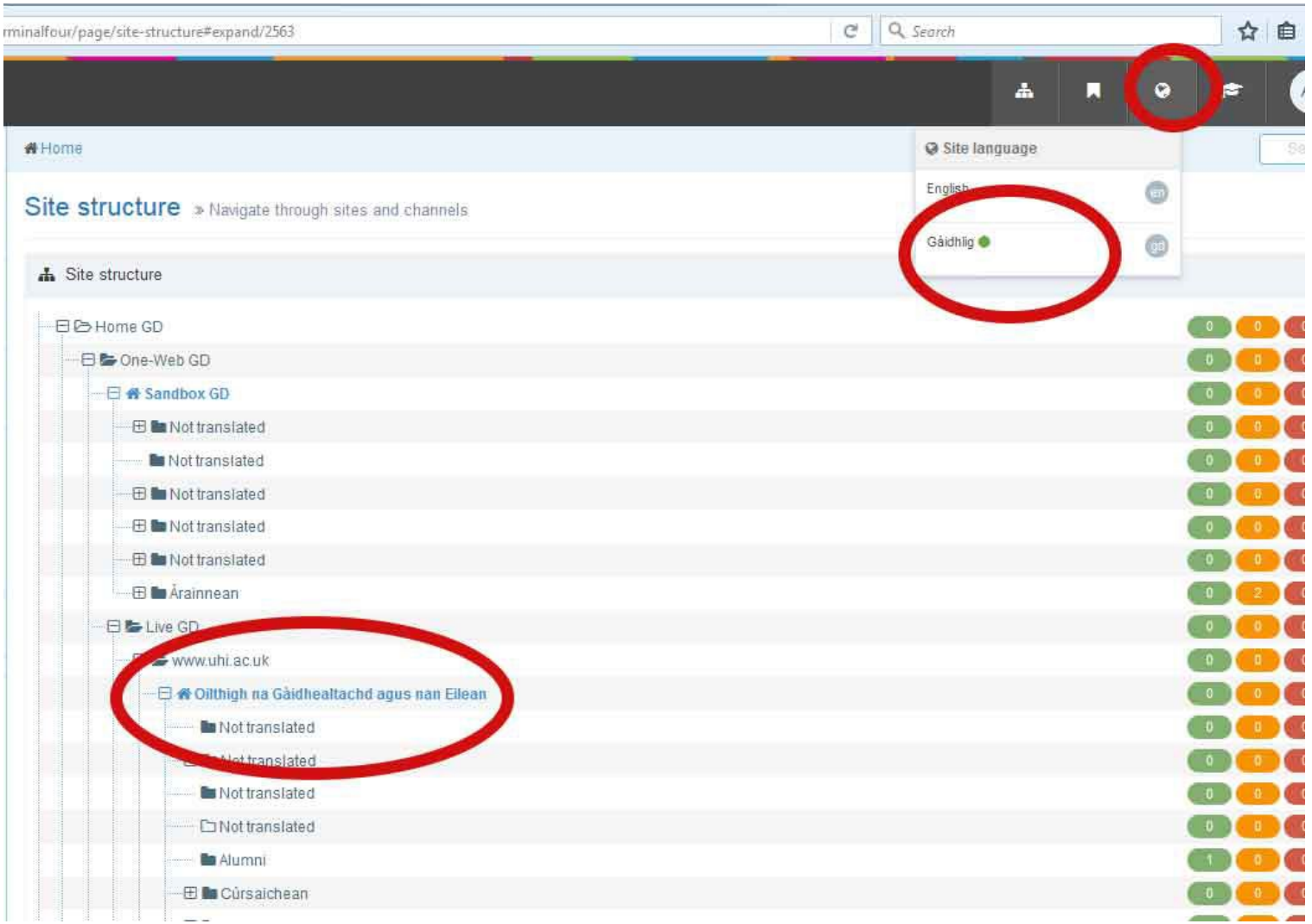
- You can approve content using the Content menu
- You can approve many items at once if required
  - Naming convention!



T4 – Publishing

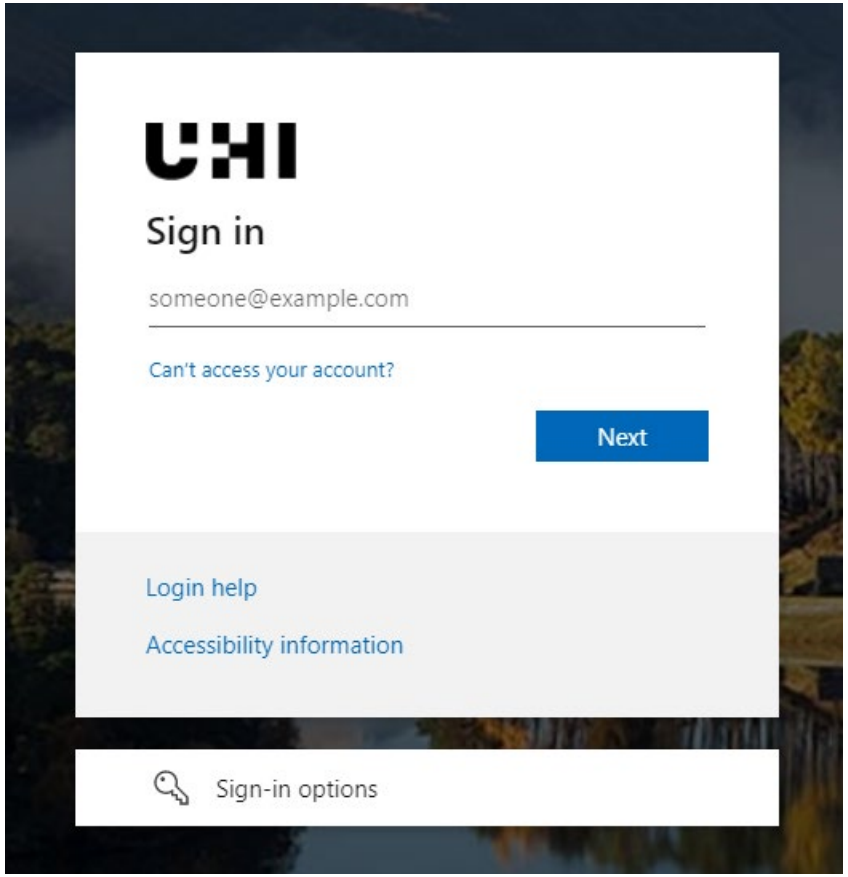
- Changes will not go live immediately
  - Makes website faster and more reliable for users
  - Helps with search engines
- You can ‘preview’ how your page will look at any time.
- Once you ‘approve’ a change it gets ‘published’ to the ‘live’ server
- Publishes happen on the hour

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



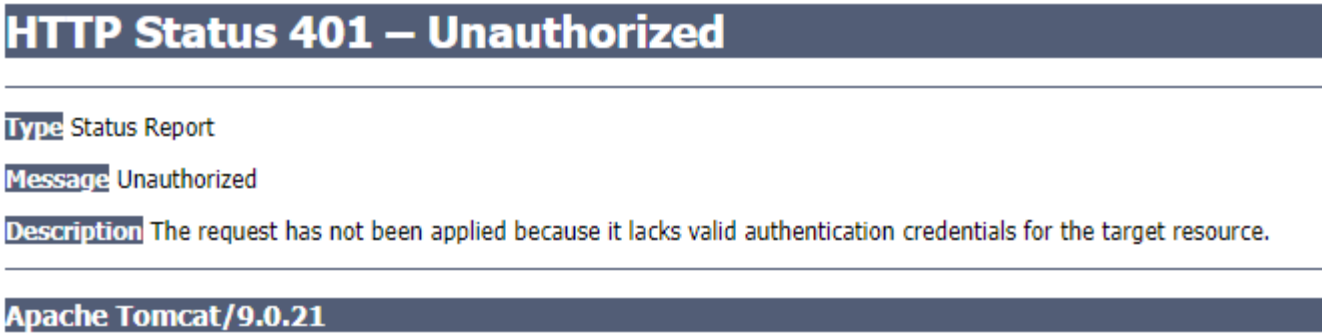
T4 Live Login

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



T4 Live Login - Workarounds

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



- 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