



## Task

1. Log in to Site Manager.
2. Open your user profile.

Username	<input type="text"/>
First Name	<input type="text"/>
Last Name	<input type="text"/>
Password	<input type="password"/>
Confirm Password	<input type="password"/>
User Type	Contributor <input type="button" value="v"/>
Default Language	English <input type="button" value="v"/>
Site Manager User Interface Language	English - Generic (en) <input type="button" value="v"/>
Enabled	<input checked="" type="checkbox"/>
Email Address	<input type="text"/>
Html Editor	TinyMCE <input type="button" value="v"/>
Default Preview Channel	No Default <input type="button" value="v"/>
Can View My Support	<input type="checkbox"/>
Extranet Access	No Access <input type="button" value="v"/>

### TERMINALFOUR Site Manager

Username

Password

Create user and log in to Site Manager.



## How To

- Open a web browser and navigate to your Site Manager installation.
- Enter your username and password; then click **Login**.
- Site Manager opens. Click on your username in the top right corner to open your user profile:
  - a. You can change your **password**.
  - b. You can update your **email address**.
  - c. If more than one **language** is available, you can change language.
  - d. If more than one **HTML Editor** is available, you can change editor.



## Task

1. Build a site structure at the level instructed by the trainer.
2. Use your own name for the root.
3. Add a minimum of 2 sections below the root.
4. Ensure at least 1 of the sections has sub-sections.

The screenshot shows the TerminalFour Site Manager interface. The top navigation bar includes the logo 't4', the text 'TERMINALFOUR Site Manager', and user information: 'Language: English' and 'Administrator: termfour | Logout'. Below the navigation bar are tabs for 'Content', 'Rights & Roles', 'Assets', 'Tools', 'Reports', and 'Help'. The main content area is titled 'Show Hierarchy' and displays a tree view of the site structure. The 'Root' node is expanded to show several sub-sections: 'Training Website', 'Home', 'About Us', 'News', 'Internal News', 'External News', and 'Departments'. Each section has a yellow drop-down menu icon, a search icon, and a status column with three zeros. A green box highlights the 'Training Website' section and its sub-sections. To the right of the hierarchy is a 'Search Sections' box with a search input field and a 'Search' button. Below that is an 'Approval List' table with columns for 'Name' and 'Last Modified'.

Name	Last Modified
Facilities	Fri, 26 Mar 20
Internal News 16 November 2009	Fri, 05 Mar 20



## How To

- Go to **Content** and select **Site Structure**.
- At the level instructed by the trainer, add a new section with your name. To do so, point your mouse to the yellow drop-down menu and select **Add Section**.
- Enter a name for the section and click **Add**.
- Repeat the steps above to build a site structure with at least 3 main sections. A minimum of 1 section should contain sub-sections as well.



## Task

1. Move one of your sections, using the drag and drop method.
2. Reorder the sub-sections you created earlier. Use either automatic ordering or move them manually.

### Modify Section, Show Details

**Hierarchy**

Path : Root

**Sample Data**

- Home
- News
- Locations
- Facilities
- Hardware
- Phone D
- Events
- Gallery
- How It's Do
- Blog

General
Content
Styles
META
Contributors
Subsections

List of subsections

**Automatic Ordering**

Enabled

Method Alphabetical (A-Z) ▾

Existing Subsections + Add Subsection

Name	Last Modified	Move	Lock
<a href="#">Ireland</a>	22 Oct '09 - 10:53:39	⬅️ ➡️	<input checked="" type="checkbox"/>
<a href="#">United Kingdom</a>	22 Oct '09 - 10:53:47	⬅️ ➡️	<input checked="" type="checkbox"/>
<a href="#">United States</a>	22 Oct '09 - 10:53:57	⬅️ ➡️	<input checked="" type="checkbox"/>

Lock/UnLock All  /

Save Changes



## How To

- To move a section, drag it with your mouse and put it down in the new location.
- To reorder sections, go to **Content** and select **Site Structure**.
- From the yellow drop-down menu, select **Modify Section**.
  - a. If you wish to use **Automatic Ordering**, check the box **Enabled** and select a **Method**.
  - b. If you wish to manually move the sections, use the **Move** arrows to move sections up and down.
  - c. Use the **Lock** to keep certain sections from moving, if relevant.
  - d. Click **Save Changes** before navigating away from this screen as the changes will otherwise not be saved.



## Task

1. Add content to one of your sections, using the generic template (the trainer will point out the name).
2. Preview the content to ensure it looks OK.
3. Add the content.

Section: *Root > Training Website > Home > About Us*

General Info **Content** Placement Channels Options

Template: Generic Content

Add Preview Cancel

Name \*

Title \*

Main body \*



## How To

- Select **Add Content** from the yellow drop-down menu beside the section you wish to add content to.
- If only one content template is enabled, this will open straight away. Alternatively you need to select which content template you wish to use.
- Enter a **Name** for the content. This will not be displayed on the published page, but simply act as a name within Site Manager.
- Use the Word file "Writing for the Web" and create a piece of content which looks as similar as possible to the original.
- **Preview** to ensure you are happy with the result.
- Click **Add** to save the content once complete.



## Task

1. There are numerous ways to add and modify content in Site Manager. This time we are going to use Direct Edit to add a new piece of content.
2. Open Direct Edit and add a new piece of content on the same page you added the "Writing for the Web" content to.
3. Include a link to an external website (eg. <http://www.terminalfour.com>), a link to one of your other sections (eg. "News") and a link to another attendee's "Writing for the Web" content.

The screenshot shows the TerminalFour Site Manager interface. On the left, the 'Actions' menu is visible, with 'Add Content' highlighted in a green box. Below it, the 'Hierarchy' section shows a tree structure with 'Home', 'About Us', 'News', and 'Departments'. The main content area displays the 'About Us' page, which has a yellow drop-down menu open above the 'Writing for the Web' section. The menu options are 'Modify', 'Approve', 'Reject', and 'Delete'. The 'Writing for the Web' section contains text about online reading and a list of 'Web Content is:' items: 'Scanned, not read', 'Viewed on a monitor, not in print', and 'Low resolution (hard to read)'. A grey button with the TerminalFour logo is visible on the left side of the content area.



## How To

- From the site structure, select **Direct Edit** from the yellow drop-down menu beside the section you just added content to.
- The page opens with a red dotted line surrounding the content and the Site Manager menu displayed on the left. You can use the grey button to show/hide the menu.
- Click **Add Content**.
- Select the content template you created earlier.



## How To – continued

- Create a piece of content with three links:
  - Web link: eg. <http://www.terminalfour.com>. Highlight the text you wish to use as the link text; then select **Insert/Edit Link** from the WYSIWYG. Enter the URL and click **Insert**.
  - Section link: Highlight to text you wish to use as the link text or simply place your mouse where you want the link inserted. Select **Insert Section Link** from the WYSIWYG. Navigate to the relevant section and click on it.
  - Content link: Highlight to text you wish to use as the link text or simply place your mouse where you want the link inserted. Select **Insert Content Link** from the WYSIWYG. Navigate to the relevant content and click on it.
- Click **Add** to save the content once complete.

**t<sup>4</sup> TERMINALFOUR**  
Site Manager

**TERMINALFOUR Sample Site**

**Actions**

- Add Content
- Add Section
- Approve Content

**Hierarchy**

Home

- About Us**
- News
  - Internal News
  - External News
- Departments

**Logout**

**About Us**

You are here: [Home](#) » [About Us](#)

**Writing for the Web**

Writing for the web is not the same as writing for print because people read differently on the web. One of the impediments to online reading is physical: **it is harder to read on a screen than it is to read on paper.**

Even the best computer monitors are hopelessly fuzzy when compared to the crisp images on a glossy magazine page, and the extra effort this requires for human eyes and brains slows readers down. The longer the document is, the bigger the problem.

**Web Content is:**

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

**Adding content with links**

- This is a web link to [TERMINALFOUR](#).
- This is a section link to .
- This is a content link to someone else's content.



## Task

1. Create a piece of content in one of your empty sections.
2. Create a table similar to the one below.

Section: [Root](#) > [Training Website](#) > [Home](#) > [Departments](#)

General Info | **Content** | Placement | Channels | Options

Template: Generic Content

Name \*

Title \*

Main body \*

**TERMINALFOUR Sample Site**

About Us
Departments

You are here: [Home](#) » [Departments](#)

**Demo table**

**Demographics of Internet Users**

Below is the percentage of each group who use the internet, according to a recent survey.

Use the Internet	
Adults	75%
Women	74%
Men	76%



## How To

- Add a new piece of content to one of your empty sections.
- In the Main body, click **Insert a table**. Add a table with two columns and six rows. The first row should be a header row.
- Fill data into the table and merge the necessary cells for the title and description.
- **Preview** your content and **Add** when complete.



## Task

1. Modify one of your pieces of content – make some changes and Update.
2. Compare the two versions of the content.
3. Set the original version of the content live again.

Section: Root > Training Website > Home > About Us

General Info Content Placement Channels Options **History**

Version History for this piece of content

[Update](#)
[Update & Approve](#)
[Preview](#)
[Cancel](#)

Name	Version	Owner	Last Modified	Previous	Compare
About Us content	0.2	termfour	Wed, 14 Apr 2010 14:21:33 IST	0.1 <a href="#">View</a>	<input checked="" type="checkbox"/>
About Us content	0.1	termfour	Tue, 13 Apr 2010 14:19:09 IST	0.0 <a href="#">View</a> <input checked="" type="checkbox"/> Set Active	<input checked="" type="checkbox"/>

**Compare**

Changed  Added  Removed

Up	Version: 0.1	Swap	Version: 0.2
1	Writing for the web is not the same as writing for print because people read differently on the web. One of the impediments to online reading is physical: It is harder to read on a screen than it is to read on paper.		Writing for the web is not the same as writing for print because people read differently on the web. One of the impediments to online reading is physical: It is harder to read on a screen than it is to read on paper.
2			This is some more text.
3	Even the best computer monitors are hopelessly fuzzy when compared to the crisp images on a glossy magazine page, and the extra effort this requires from human eyes and brains slows readers down. The longer the document is, the bigger the problem.		Even the best computer monitors are hopelessly fuzzy when compared to the crisp images on a glossy magazine page, and the extra effort this requires from human eyes and brains slows readers down. The longer the document is, the bigger the problem.
4	Web Content is:		Web Content is:
5	*Scanned, not read		*Scanned, not read
6	*Viewed on a monitor, not in print		*Viewed on a monitor, not in print
7	*Low resolution (hard to read)		*Low resolution (hard to read)

Main body [HTML](#) [Close](#)



## How To

- Modify a piece of content.
  - Select **Modify Content** from the yellow drop-down menu beside the section containing the content.
  - Click on the content's title to open it.
  - Make changes to the content.
  - Click **Update**.
- Select **History** from the yellow drop-down menu beside the content.
- Select **Compare** for the two versions you wish to compare, then click **Compare Versions**.
- Select either **Preview Compare** or **Normal Compare**, depending on how you wish to see the content. Changed, added and removed content is highlighted in colour.
- Close the window and click **Set Active** beside the original version.





## Task

1. Once content is approved, it will automatically be published the next time a publish is run, unless you specify a publish date.
2. Specify the publish date for one of your pieces of content.
3. Specify an expiry date and select an archive section.

Section: *Root > Training Website > Home > About Us*

Content Embargo and Expiry Information

Publish Date (yyyy/mm/dd hh:mm)

Expiry Date (yyyy/mm/dd)

Review Date (yyyy/mm/dd)

Archive Section

April 2010 00:00

Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

Hour Minute



## How To

- Modify a piece of content.
- Select **Modify Content** from the yellow drop-down menu beside the section containing the content.
- Click on the content's title to open it.
- Select the **Options** tab.
- Fill in the relevant field by clicking the box to open the calendar. Simply click on the date you wish to use and adjust the time by dragging the hours and minutes, then click **Done**. If you do not set the time, it will default to midnight.
- Click **Update** to save the changes to the content.



## Task

1. The content you have created so far is all pending approval. Ensure your content is approved.
2. Content can also be approved from the Direct Edit screen.

Pending
Inactive
Workflow

Documents pending approval

Name	Priority	Last Modified	Section	Workflow	Approve
<a href="#">About Us content</a>	•	Wed, 14 Apr 2010 14:21:33 IST	Root > ... > About Us		<input type="checkbox"/> <span style="float: right; background-color: #800000; color: white; padding: 2px 5px;">Approve</span>
<a href="#">Facilities</a>	•	Fri, 26 Mar 2010 15:01:33 GMT	Root > ... > Facilities		<input type="checkbox"/> <span style="float: right; background-color: #800000; color: white; padding: 2px 5px;">Approve</span>

Select All   
Fast track

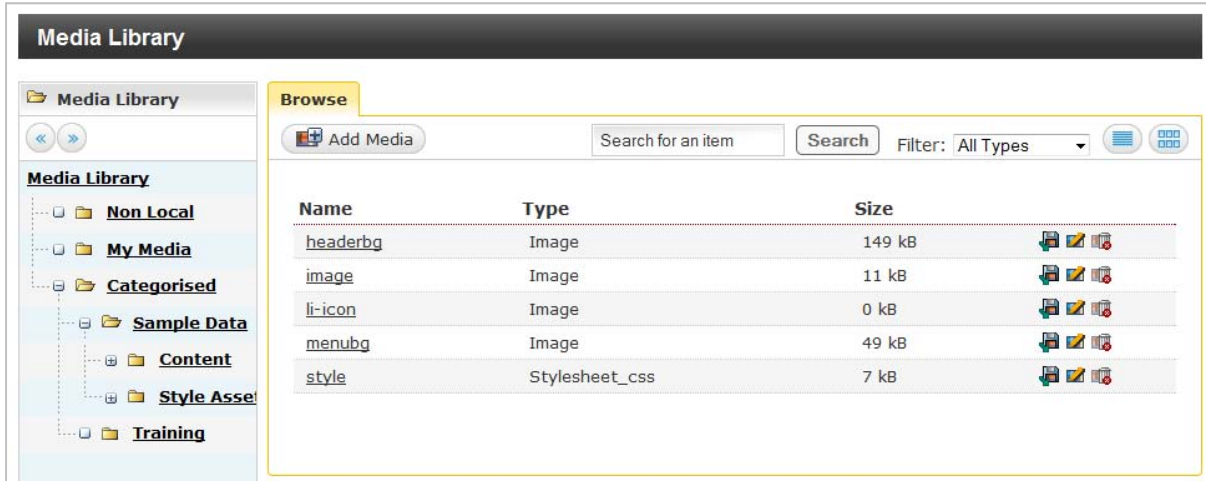


## How To

- To approve content, go to **Content** and select **Approve Content**.
- The **Pending** tab will contain a list of content you can approve.
  - Click the name to check the details of the content.
  - Hover your mouse over the section details to see the exact path to the content.
  - If selective approval is enabled, you can approve content by checking the **Approve** box beside the content.
- Once content has been approved, it will disappear from the main list.
- In the site structure, the approved content appears in the green column under the traffic lights.

## Task

1. The Media Library is used to store files of all sorts to use in content or assets. You may not have access to uploading new files – this depends on how your user account is set up.
2. Open the Media Library and locate the training category.
3. Add a category with your own name; then upload the media files you have been given by the trainer.



The screenshot shows the Media Library interface. On the left is a navigation tree with folders: Non Local, My Media, Categorised, Sample Data, Content, Style Assets, and Training. The main area is titled 'Browse' and contains a search bar, an 'Add Media' button, and a filter dropdown set to 'All Types'. Below this is a table of files:

Name	Type	Size	
headerbg	Image	149 kB	
image	Image	11 kB	
li-icon	Image	0 kB	
menubg	Image	49 kB	
style	Stylesheet_css	7 kB	

## How To

- Go to **Content** and select **Media Library**.
- Expand the tree structure to find the "Training" category. Click on it.
- From **Options**, select **Add Folder**.
- Give your folder a name and click **OK**.
- Click **Add Media** to upload a file to your folder.
- Fill in Name and Description; then browse to find the Media file. If possible, the system will automatically detect the file type. Alternatively it will ask you to select.
- Click **Add**.
- Follow the steps above to ensure you have the following files:
  - Image (file type=Image).
  - Writing for the web guidelines (file type=PDF)

 **Task**

1. Modify the content "Writing for the web".
2. Add the image "image.jpg" into the content, using the WYSIWYG.
3. Ensure the image is in the top left corner.

**Writing for the Web**

IMAGE IMAGE IMAGE IMAGE  
IMAGE IMAGE IMAGE IMAGE  
IMAGE IMAGE IMAGE IMAGE  
IMAGE IMAGE IMAGE IMAGE  
IMAGE IMAGE IMAGE IMAGE  
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Writing for the web is not the same as writing for print because people read differently on the web. One of the impediments to online reading is physical: **It is harder to read on a screen than it is to read on paper.**

This is some more text.

Even the best computer monitors are hopelessly fuzzy when compared to the crisp images on a glossy magazine page, and the extra effort this requires from human eyes and brains slows readers down. The longer the document is, the bigger the problem.

**Web Content is:**

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

 **How To**

- Select **Modify Content** from the yellow drop-down menu beside the section containing the content.
- Click on the content's title to open it.
- Place your mouse where you wish to insert the image; then select **Insert Media** from the WYSIWYG.
- Double-click on the image to open the **Media Attributes**.
- Set **Float** to either "left" or "right". Add **Padding** if desired (eg. "10px").
- Click **Update**.
- **Preview** the content.
- **Update** the content.

 **Task**

1. Modify the content "Writing for the web".
2. Add a link to the PDF file you previously uploaded in the Media Library "Writing for the web guidelines".

## Writing for the Web



Writing for the web is not the same as writing for print because people read differently on the web. One of the impediments to online reading is physical: **It is harder to read on a screen than it is to read on paper.**

This is some more text.

Even the best computer monitors are hopelessly fuzzy when compared to the crisp images on a glossy magazine page, and the extra effort this requires from human eyes and brains slows readers down. The longer the document is, the bigger the problem.

For more information check the guidelines: [Writing for the Web Guidelines](#)

### Web Content is:

- Scanned, not read
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 **How To**

- Select **Modify Content** from the yellow drop-down menu beside the section containing the content.
- Click on the content's title to open it.
- Place your mouse where you wish to insert the link to the PDF; then select **Insert Media** from the WYSIWYG.
- **Preview** the content.
- **Update** the content.

## Task

1. Mirror a piece of content so it appears in two different locations. When content is mirrored, updates from either location will affect the content from all locations.
2. Duplicate a piece of content so a copy appears in a different location. When content is duplicated, you create an independent piece of content.

The screenshot shows the 'Content' tab in the Site Manager interface. On the left, a 'Hierarchy' pane shows a tree structure with 'About Us' selected. The main area shows 'Automatic Ordering' settings (Enabled, Method: Alphabetical (A-Z)) and a table of 'Existing Content'. The 'About Us content' row is highlighted with a green box. A tooltip for this row lists the following paths: Root > Training Website > Home > DepartmentsRoot > Training Website > Home > News > Internal NewsRoot > Training Website > Home > News > External News.

Name	Version	Status	Last Modified	Move	Lock
About Us content *	3.0	Approved	07 May '10 - 14:16:05		<input checked="" type="checkbox"/>

## How To

### Mirror Content

- Select **Modify Content** from the yellow drop-down menu beside the section containing the content you wish to mirror.
- Select **Mirror** from the yellow drop-down menu beside the content.
- The site structure opens. Click on the section you wish the mirrored content to appear in. A small “snow flake” appears beside the mirrored content. Hover the mouse over it to see the various locations of the content.

### Duplicate Content

- Select **Modify Content** from the yellow drop-down menu beside the section containing the content you wish to duplicate.
- Select **Duplicate** from the yellow drop-down menu beside the content.
- The site structure opens. Click on the section you wish the duplicated content to appear in.