Task

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

Username	
First Name	
Last Name	
Password	
Confirm Password	
User Type	Contributor
Default Language	English
Site Manager User Interface Language	English - Generic (en)
Enabled	☑
Email Address	
Html Editor	TinyMCE
Default Preview Channel	No Default
Can View My Support	☐
Extranet Access	No Access

TERMINALFOUR Site Manager

Username

Password

Login

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.

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.

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.

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.

Create tables in content

Task

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

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.

How To

- Modify a piece of content.
    o Select Modify Content from the yellow drop-down menu beside the section containing the content.
    o Click on the content's title to open it.
    o Make changes to the content.
    o 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.

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.
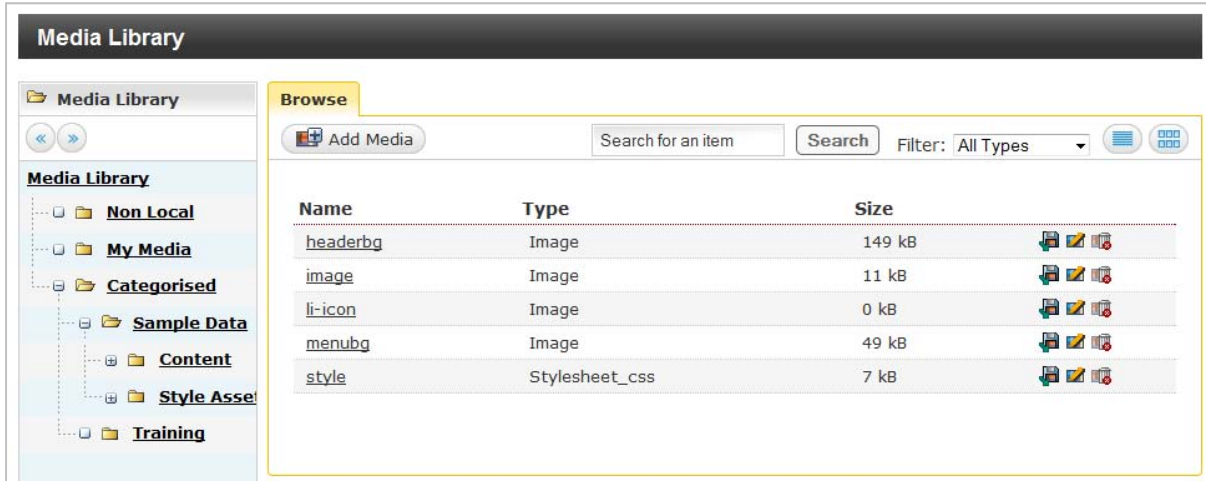
How To

- 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.

Media Library

Browse			

Add Media   Search for an item   Search   Filter: All Types ▾

Media Library
- ☐ 📁 **Non Local**
- ☐ 📁 **My Media**
- ☐ 📂 **Categorised**
  - ☐ 📂 **Sample Data**
    - ⊞ 📁 **Content**
    - ⊞ 📁 **Style Asse**
  - ☐ 📁 **Training**

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

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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

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For more information check the guidelines: Writing for the Web Guidelines

Web Content is:

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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 icon] **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.

![How To icon] **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.