IT Service

T4 CMS User Guide

Getting started with your new website

Step-by-step guides: blogs.ncl.ac.uk/t4/
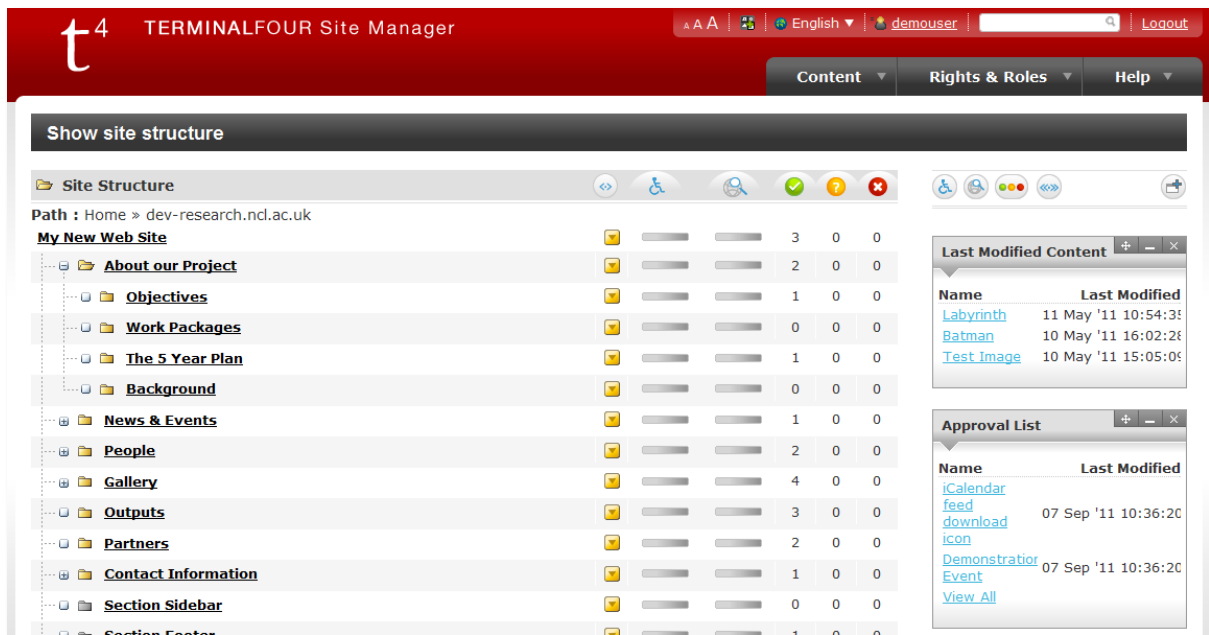Training and co-working sessions: blogs.ncl.ac.uk/t4/training-and-support

Contents

Site Structure

- Go to http://cms.ncl.ac.uk
  (Google Chrome is recommended)
- Login with your University username and password
- In the top right tabs, go to **Content > Site Structure**

You should now see the structure of your website.

Sites are structured in **Sections**, each with a folder which can be expanded or contracted using the **+** icons to their left.

Top level sections (About our Project, News & Events, People, etc) appear in the top navigation bar or your site. Subsequent levels appear in the left hand sidebar menu of your site.

Sections and their **Content** can be previewed, added, edited and removed using the yellow box ( ) dropdown menu's.

Please note: to update the content of your site's Homepage, you need to use the dropdown menu ( ) next to your **Site Title** and select **Modify Content**.
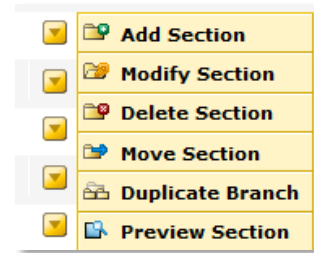
(The 'home' section is a link to take your visitors back to your main site title page; it doesn't contain any content).
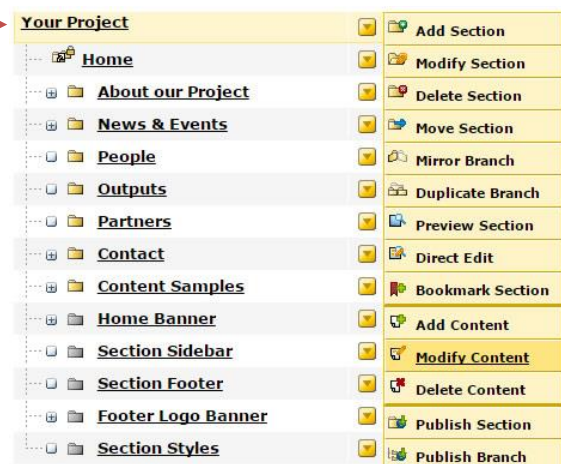
Preview your Site

- Click on the yellow box ( ) for your site's top level section and select **Preview Section**

You'll see what your site will look like when published (make sure pop-ups are enabled in your browser).

Sections will only appear in your site preview if they contain **Content.**

Content and Content Templates

Each **Section** can contain one or more pieces of **Content**

- Click on the yellow box ( ) for your site's top level section and select **Modify Content.**

You'll see your structure to the left and a list of any content in that section to the right.
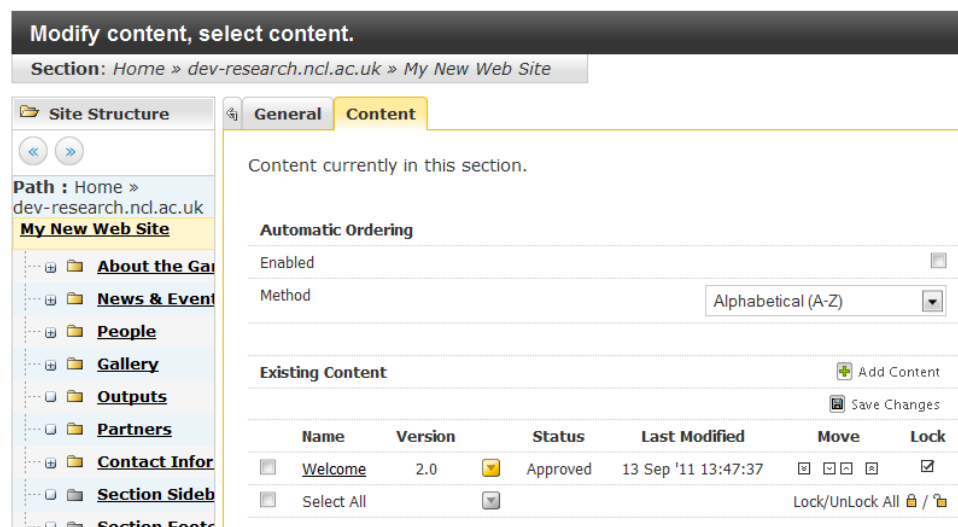
- Click on the content name or the yellow box to its right ( ) to edit.

You can now edit the content; there's standard options such as bold, italics, bullets, headings etc.

Creating and Editing Links

There are two ways to create links:

- Link to a web address
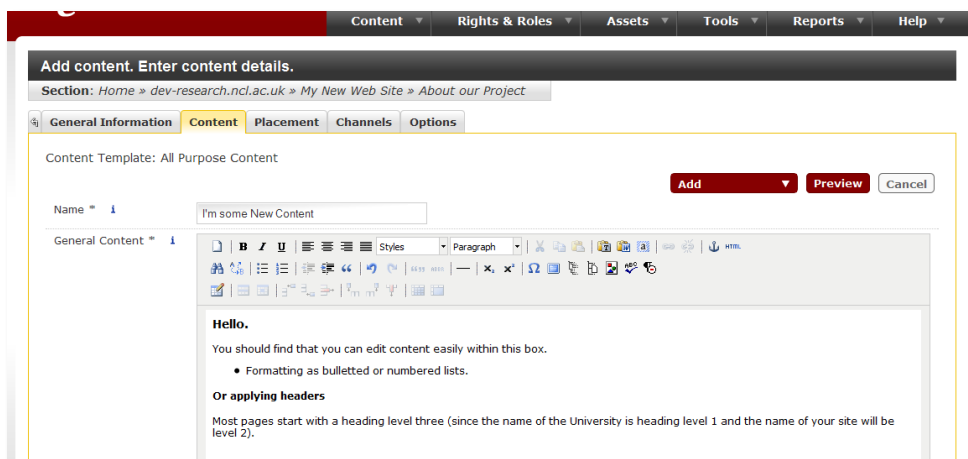- Link to a section or piece of content within your website

To link to a webpage outside of your website, highlight the text you wish to make into a link, and select the **Insert/Edit link** icon.

In the **link URL** box, enter the web address of the page you want to link to (it should begin with **http://**) then click **Insert**.

If the page you're linking to sits within the content management system, highlight the text you wish to make into a link, then use the **Insert Section** link icon.
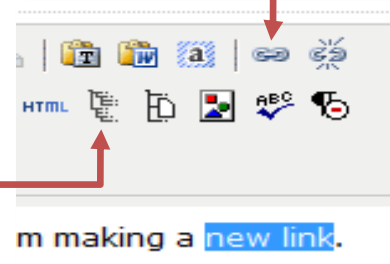
You will then be able to browse all pages within your website and select the section you want to link to. Links made in this way will continue to work even if the section is moved or renamed.

Saving Changes

Once your changes have been made, you can **Preview**, **Update**, **Update & Approve** or **Save as Draft** using the red buttons to the right of the screen above the content area.
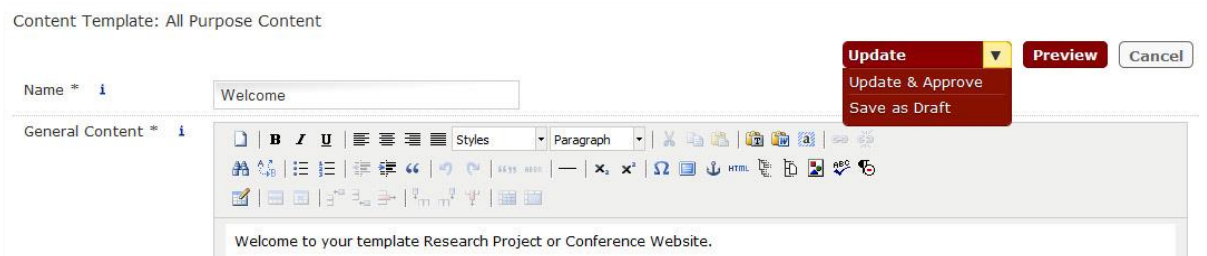
- **Update:** Saves your content but doesn't approve it for publishing. If your site has multiple editors, they will be able to see the saved content and make further changes to it
- **Update and Approve:** Saves the content and marks it to be published during the next publishing cycle (see Appendix 1: Publishing Schedule)
- **Save as Draft:** Saves your content as a draft but for your eyes only. Any other editors of your site will not be able to see the saved content or make changes to it

You can preview content that has been updated, saved as draft or approved.

Creating and Moving Sections

- Return to **Content > Site Structure**.
- Use the yellow dropdown (📙) to the right of your homepage section and click **Add Section.**
- Enter a **Name** for your new section and optionally a shortened name for the web address (**Output URI**).

If you don't enter an Output URI, the web address of the page will be the name of the section in lowercase with spaces and punctuation removed.

If you return to the Site Structure and preview the site, your new section won't be in the navigation yet, this is because it doesn't have any content.

- If you don't want a Section to show in your site's navigation, uncheck the **Show in Navigation** box. The hidden Section will appear in a grey folder.
- You can reorder sections either by dragging and dropping or by clicking 📙 **Modify Section > Subsections**

Creating New Content

Each section appears as one page on your website; but a section (page) can contain multiple pieces of content.

Choose a section and click to 📙 **Add Content** – you will be shown a list of content types, these include Events, News items and an option to upload a File Resource.
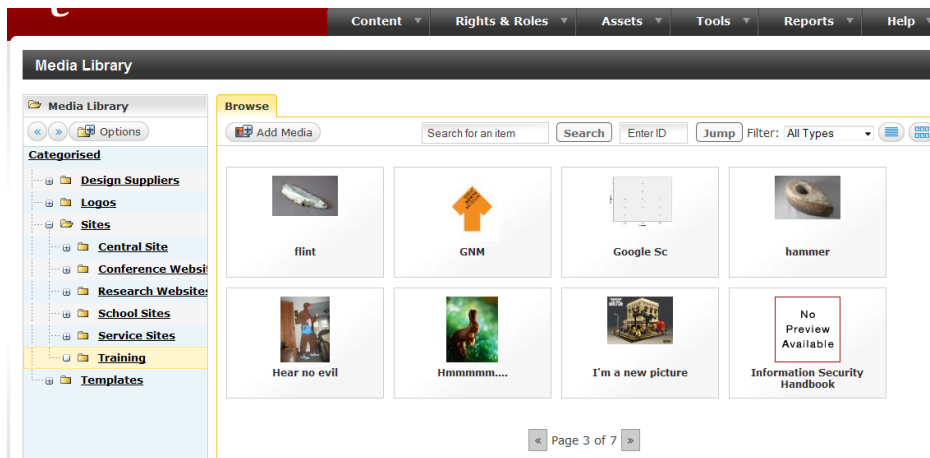
- Select **All Purpose Content**
- Give your content a name and enter whatever you like into the General Content box

If you are pasting content from **Microsoft Word**, use the button with a 'W' icon to paste the content and remove unnecessary formatting.

The Media Library

Images are stored in the **Media Library**.

You can see all media libraries, but you can only **Add Media** to your own.

- Go to **Content > Media Library**
- Click to **Add Media**
- Choose a **Name** and **Description**, then browse to the file you wish to upload.

The **Description** is used as the alternative text for an image, so it needs to make sense should someone see the text instead of the picture.

In the media library, if you mouse-over a picture and click 'Advanced' you will be given the option to **Add Variants.**

If you select **Crop** you will be able to drag a box around the area of the image you wish to keep. If you select **Resize** you will be prompted for the new size of the image in pixels.

As a guide, the content area of your website is approximately 1000px wide.

Give the Variant a name and click **Save**.
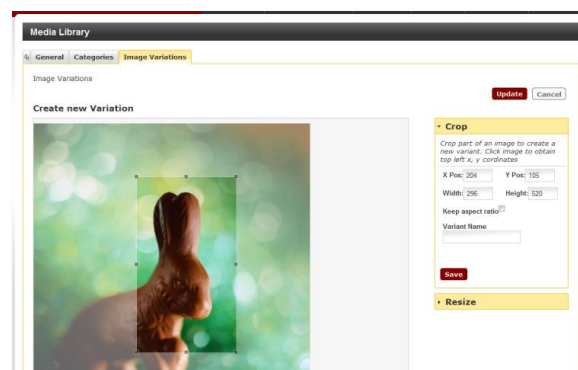
To include an image form the library in your page:

- Click the Media Library icon
- Browse to the image you want
- click '**Select**' to place it in your content

You can resize images placed in your page but it's more reliable to resize images in the media library.

Rearranging Sections and Content

Sections and Content can be moved, arranged, duplicated or mirrored.

- Drag and drop **Sections** in and out of other sections from the Site Structure Screen
- Re-ordered Sections by going to ▼ **Modify Section** and clicking on the **Subsections** tab
- Click **Save Changes** each time you reorder

Sections can be sorted manually or automatically by 'last modified' date or alphabetically. You can also lock the position of sections so they don't move if automatic ordering is Enabled.

Content can be re-ordered in the same way from the ▼ **Modify Content** screen.
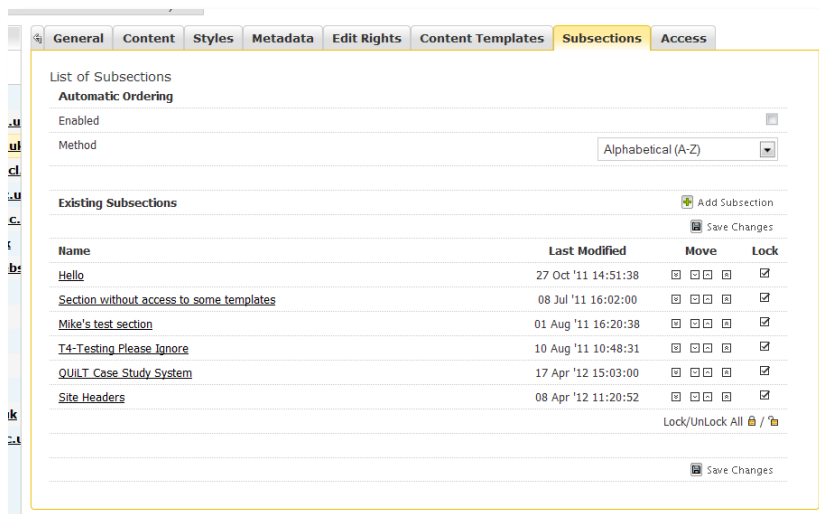
Duplicating and Mirroring

Both Sections and Content have a ▼ **Duplicate** or ▼ **Mirror** option.

▼ **Duplicate** creates a new copy, which can be edited in its own right

▼ **Mirror** creates a new copy but if one version is edited, all versions are updated. (Mirroring is useful for adding standard disclaimers to pages.)

Content Versioning

Within ▼ **Modify Content** you'll find a dropdown item called **History**, this enables you to view and compare all previous versions of a piece of content.

- Choose two versions and select **Preview Compare**

In the preview screen, removed content is highlighted in red, added content in green and altered content in yellow.

To return to a previous version, select the version you want and click the **Set Active** button.

Publishing Schedule

Publishing takes approximately one hour and is done at daily at scheduled times:

dev-conferences.ncl.ac.uk	14:05	02:05
dev-research.ncl.ac.uk	14:35	02:35
conferences.ncl.ac.uk	15:35	03:35
research.ncl.ac.uk	09:05	21:05

Help and Support

Step-by-step guides for adding content, images and changing page layouts can be found at
blogs.ncl.ac.uk/t4/

Training workshops and co-working sessions (with support) can be booked
at blogs.ncl.ac.uk/t4/training-and-support

Additional support is available via the IT Service Desk on 0191 208 5999 or it.servicedesk@ncl.ac.uk