

## Getting Started with your New Research Site (v0.5)

This is a brief set of exercises covering the basics of TERMINAL FOUR Site Manager and your New Research Site, to familiarise yourself with the locations of the various functions for managing your content and site.

### Contents

Video Tutorials .....	2
Part 1 – Sections, Content and Content Templates.....	2
Log into TERMINALFOUR Site Manager .....	2
Modifying Content .....	2
Adding Content .....	2
Previewing your new Content.....	2
Part 2 – How Sections and Content Templates work. ....	3
About Sections and Content .....	3
Modifying a Section .....	3
Adding a New Section .....	3
Adding a New Staff Profile .....	4
Content which appears as both a List and a Full Text page .....	4
Part 3 – Content Lists and Sidebars .....	5
List Pages (of Staff, News, Events and Gallery items) .....	5
The Section Side Bar .....	5
The Section Footer .....	5
Part 4 – Publishing Your Completed Site .....	6

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## Video Tutorials

Three short video tutorials have been recorded covering the same ground as this document:

- [CMS Basics](#)
- [CMS Content Templates](#)
- [CMS Sidebars, Lists, Banners and Footers](#)

## Part 1 – Sections, Content and Content Templates

### Log into TERMINALFOUR Site Manager

- The address is: <http://cms.ncl.ac.uk/terminalfour/SiteManager>
- Use your usual ISS logon ID and password.
- In the top bar, go to **Content -> Site Structure**

You should now be able to see the structure of your website, the  $\pm$  icon's allow you to expand and contract sections.

You have been set up with '**Moderator**' level access to your site, enabling you to add, edit and remove content and sections. You may wish to set up '**Contributors**' who can only edit content and submit it for a Moderator's approval.

### Modifying Content

- Use the yellow dropdown icon to the right of the section name
- Select **Modify Content**.
- On the following screen, select a piece of content to modify, and again use the yellow dropdown and click **Modify**.
- You should see a rich text editing area in which you can modify the content.
- Click **Update & Approve**.

### Adding Content

- In the same section, back on the previous screen, click **+ Add Content**
- You can choose between content templates, usually **General Content**, for standard web based content, words and pictures, or **Raw HTML/Javascript** to insert code into your pages.
- Within the relevant sections of your site you may be offered a choice of templates including **Staff, News, Events**, etc.
- Choose General Content and create it.
- Click **Update & Approve**.

### Previewing your new Content

- In the top bar, go to **Content -> Site Structure**
- Use the yellow dropdown icon to the right of the section name
- Select **Preview Section**.
- Your site should now appear in a new window or tab.
- Browse to the content you have created.

## Getting Started with your New Research Site (v0.5)

You will notice that both of the pieces of content you created show on the same page. Pieces of content are not usually web individual web pages, but parts of pages.

### Part 2 – How Sections and Content Templates work.

#### About Sections and Content

- **Sections** equate to individual pages on a website.
- **Content** is the words and pictures, or a staff profile, news item, file upload, etc.
- Each **Section** (page) can have multiple pieces of **Content**.
- Most **Sections** will appear in the website's navigation.

Some kinds of content appears both as a part of a page and *also* has its own page, for example, A piece of **news** or **staff** content will appear both in summary (as a list in a single section), and also as a page for each item of news or staff profile.

#### Modifying a Section

- In the top bar, go to **Content -> Site Structure**
- Use the yellow dropdown icon to the right of the **Gallery** section, select **Modify Section**
- Change the name of that Section to **Images**
- Click **Update**

If you preview the site now, you will see that the name on the navigation bar will have changed. The Web address of the published site will also have changed -

from: research.ncl.ac.uk/myresearchsite/gallery  
to: research.ncl.ac.uk/myresearchsite/images

... so it's important to think carefully about the naming of your sections before your site goes live. Changing them afterwards may result in broken links.

- Go back to the section and note the "Show in navigation?" box – if you uncheck this, the section will appear in Grey rather than yellow in the Site Structure, and as indicated will not show in the top or sidebars.

You can still link to this section from within other content though. This may be useful if you had a section for legal information which you wished to link to from within some page content – a disclaimer for example – but did not wish to include in the site's navigation.

#### Adding a New Section

We will now create a new category of staff.

- In the top bar, go to **Content -> Site Structure**
- Use the yellow dropdown icon to the right of the **People** section, select **Add Section**
- Give the section a **Name**, then click **Add**.

## Getting Started with your New Research Site (v0.5)

If you now went to [preview](#) the People section of your site, you will see that this new Section for staff does NOT appear in the sidebar. ONLY sections which contain pieces of content will show in the final website.

### Adding a New Staff Profile

- In the top bar, go to **Content -> Site Structure**
- Expand the **People** section.
- Use the yellow dropdown icon to the right of the Section you just created select **Add Content**
- [As before](#) you should see Content Templates for **General Content** and **HTML/Javascript**, but in addition will see an option for **Staff Profile**.
- Within the relevant sections of your site you may be offered a choice of templates including **Staff, News, Events**, etc.
- Choose the **Staff Profile** template, fill it in as you see fit. You may also upload an image to the Staff Profile template.
- Click **Update & Approve**.

### Content which appears as both a List and a Full Text page

As [mentioned above](#), some kinds of content have both a List view and a Full Text page of their own.

- In the top bar, go to **Content -> Site Structure**
- Expand the **People** section.
- Use the yellow dropdown icon to the right of the **Collaborators** section, select **Preview Content**.

You will see that each piece of content (each staff profile) in the People/Collaborators list appears as a summary using some of the fields from the Staff Profile template, but *ALSO* includes a link to a separate page containing the profile in full.

*This is the 'getting a feel for the system' section done with,  
now we're moving more into 'how to manage your site'*

## Getting Started with your New Research Site (v0.5)

### Part 3 – Content Lists and Sidebars

#### List Pages (of Staff, News, Events and Gallery items)

While in the preview mode, click the *People* link in the top bar. You will see that this page contains a list of all of the Staff Profiles from all of the Sections within the People Section.

This is done by a Content Template within the People Section. Close the preview and go back to the CMS.

- In the top bar, go to *Content -> Site Structure*
- Expand the *People* section.
- You will see subcategories of people, including the one you [created earlier](#), containing different numbers of sample staff.
- Use the yellow dropdown icon to the right of the *People* section, select *Modify Content*
- Use the yellow dropdown icon to the right of the *All Staff* content, select *Modify*

You will see that the content contains the following code: `<t4 type="navigation" id="34"/>`

This refers to a piece of code within TERMINAL FOUR Site Manager which will automatically bring in all of the staff profiles from each of the sub sections.

The News, Events, Gallery and People sections all operate in this way. You don't particularly need to understand this, just remember that the majority of content in these sections is within the subsections. For example *People/Collaborators* or *Gallery/Launch Event* rather than being held in the People or Gallery sections themselves.

#### The Section Side Bar

Each section has a sidebar. As you have already seen, at the top of this sidebar is the list of subsections. The sidebar is controlled by the *grey coloured* section called *Section Side Bar*

[As explained earlier](#), the grey colour indicates that this section does not appear in the site navigation.

You can Add, Modify or Delete content from the sidebar as with any other area. If a Section Side Bar doesn't appear with a section, the system will look in the next section up, and keep on going until it finds one.

As such, it's possible to ensure that, for example the logo of a funding body appears on the sidebar of every page of your site.

#### The Section Footer

The top level section of your site will have a *grey coloured* section called *Section Footer*.

This functions in exactly the same way as the sidebar – the closest *Section Footer* to the section in the site structure is included as the footer.

## Getting Started with your New Research Site (v0.5)

We will add a custom footer to the People section (perhaps indicating that you cannot be responsible for content on the personal sites that they may have linked to).

- In the top bar, go to **Content -> Site Structure**
- Use the yellow dropdown icon to the right of the **Section Footer** content, select **Duplicate Branch**
- Select the **Section to Copy** Into as the **People** section.
- In the **Content Options** dropdown, select **Mirror Content**. This means that if the original footer is updated, changes are reflected in the Staff section also.
- Click **Duplicate**.
- In the top bar, go to **Content -> Site Structure**
- Expand the **People Section** and within it you should see your new **Section Footer**.
- Click **Modify Content**

You should see the content (**Address**) that was within your original sidebar. Note that it has a red star next to it. This indicates that the content is mirrored from another section, and modifying this content will change every instance.

- Click **Add Content**
- Create some **General Content**, then **Add and Approve**

If you preview the site now, you will see that the content you just added only appears within the footer of the **People** section. Any changes you make to the Address content will continue to appear in the footer of all sections.

## Part 4 – Publishing Your Completed Site

The content of each site is published from TERMINAL FOUR Site Manager every hour.

Sites can be manually published by clicking the 'publish now' button.