

Terminal Four (T4) Site Manager

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Login

The login page is available at:

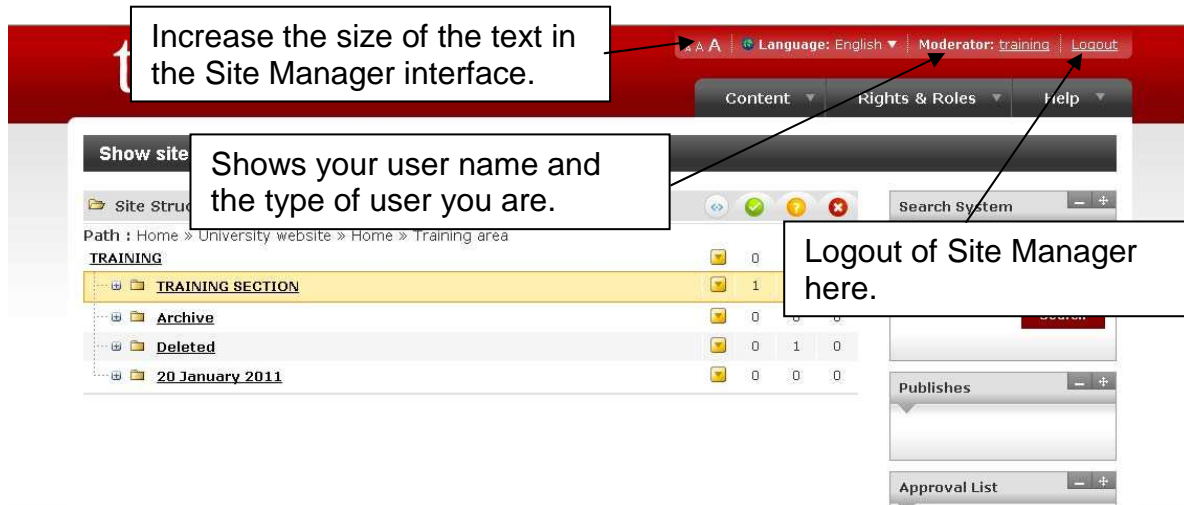
<https://content.exeter.ac.uk/terminalfour/SiteManager>

Enter your regular university username and password.

- You can also access SiteManager by keying in <https://content.exeter.ac.uk> and selecting SiteManager from the list of options.

This will open the 'Show site structure' screen. This is the site structure, where you will see the parts of the site available to you listed.

This training is aimed at 'Moderators'. The type of user is shown in the top right hand corner of the screen. From the bar in that top right hand you can also Logout of Site Manager, as well as increase and decrease the size of the text in the interface.



The Toolbar

The images below show the menus available as a 'Moderator'



On the Help menu, the 'Submit Suggestion' and 'Report an Error' options send information direct to Terminal Four. DO NOT USE THESE features. If you have errors or suggestions to report, then you should submit these to your local Web Marketing Officer or to the central Web Team via the IT Helpdesk.

The Add, Modify and Delete options from the Section menu are also available through the hierarchy dropdown menu

The screenshot shows the TERMINALFOUR Site Manager interface. The top navigation bar includes the logo 't4', the text 'TERMINALFOUR Site Manager', and a search bar with 'training' entered. Below the navigation bar are tabs for 'Content', 'Rights & Roles', and 'Help'. The main content area is titled 'Show site structure' and displays a tree view of the site structure. The path is 'Home » University website » Home » Training area'. The 'TRAINING' folder is expanded, showing sub-folders: 'TRAINING SECTION', 'Kathryn', 'Archive', and 'Deleted'. A context menu is open over the 'TRAINING SECTION' folder, listing the following options: Add Section, Modify Section, Delete Section, Move Section, Duplicate Branch, Preview Section, Add Content, Modify Content, and Delete Content. To the right of the context menu is an 'Approval List' table.

Name	Last Modified
Tom's Exercise Heading	09 Aug '11 11:58:
Adding more content	29 Sep '11 12:46:
pasting Test image	10 Oct '11 12:08:
resizing - rh 218px	05 Oct '11 16:59:

A vertical list of menu options for the 'TRAINING SECTION' folder, each with a corresponding icon:

- Add Section
- Modify Section
- Delete Section
- Move Section
- Duplicate Branch
- Preview Section
- Add Content
- Modify Content
- Delete Content

An example of a University of Exeter page

Breadcrumb Trail
This is automatically generated from the site structure

Navigation Menu
This is automatically generated from the site structure

Sub-headings
These should always be used in order; the top two here will be 'Heading 2', and the three subheadings about applying 'Heading 3'

Page Heading
This top heading is always 'Heading 1' formatting is automatically generated

Image with caption
These are always positioned in the same place with shaded caption below

Content
The main text on the page can usually be created as one piece of content, or as multiple pieces if paragraphs need to be mirrored to other pages.

Vacancies and how to apply
The University needs a wide range of staff providing for our academic, administrative, domestic, grounds, IT, professional, research, technical and trade needs.

Our vacancies
There are a wide variety of posts available at the University of Exeter. Please visit our [Vacancies pages](#) for available posts.

Apply for a position at the University of Exeter
We aim to make applying for a job at the University of Exeter as easy as possible. Vacancies are displayed on our website, placed in relevant publications and displayed on other websites such as [jobs.ac.uk](#).

Apply online
For speed and convenience, we use a web-based recruitment system. This allows us to contact you quickly throughout the application process. If you apply for another post with us some of the fields will be pre-populated with information, making a repeat application quick and easy. Our research recruitment is not currently online, if this type of post there will be clear instructions on the advert stating how to apply. If you have any queries, please contact us at hradmin@exeter.ac.uk, quoting the position reference number.

What happens next?
Shortlisting is usually within two weeks of the post closing, we will contact you to let you know the outcome. Interviews usually take place approximately two weeks later.

Want to know more about the post?
We provide an informal contact for the post so that candidates can find out more about the post, this is usually the Job Description and Person Specification document. You should be aware that the University normally does not provide referees for shortlisted candidates without further advice to applicants. When advising of referees, please ensure you supply an email address which enables us to contact them (if necessary) without delay.

The content of this page in Site Manager is shown below.

Modify content, select content.

Section: Home » University website » Home » Working here » Prospective staff » Vacancies and how to apply

General Content

Content currently in this section.

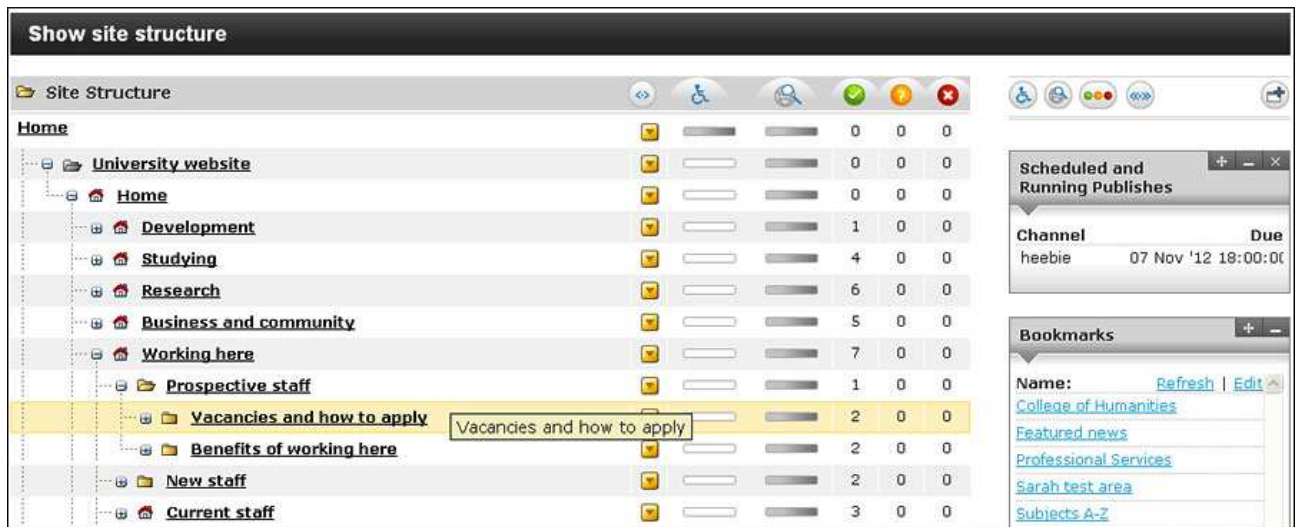
Automatic Ordering
Enabled
Method: Alphabetical (A-Z)

Existing Content

Name	Version	Status	Last Modified	Move	Lock
<input type="checkbox"/> Image with Caption	5.0	Approved	02 Nov '12 15:11:16	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/> Vacancies and how to apply	9.0	Approved	02 Nov '12 15:20:32	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/> Select All					Lock/Unlock All <input type="checkbox"/> <input type="checkbox"/>

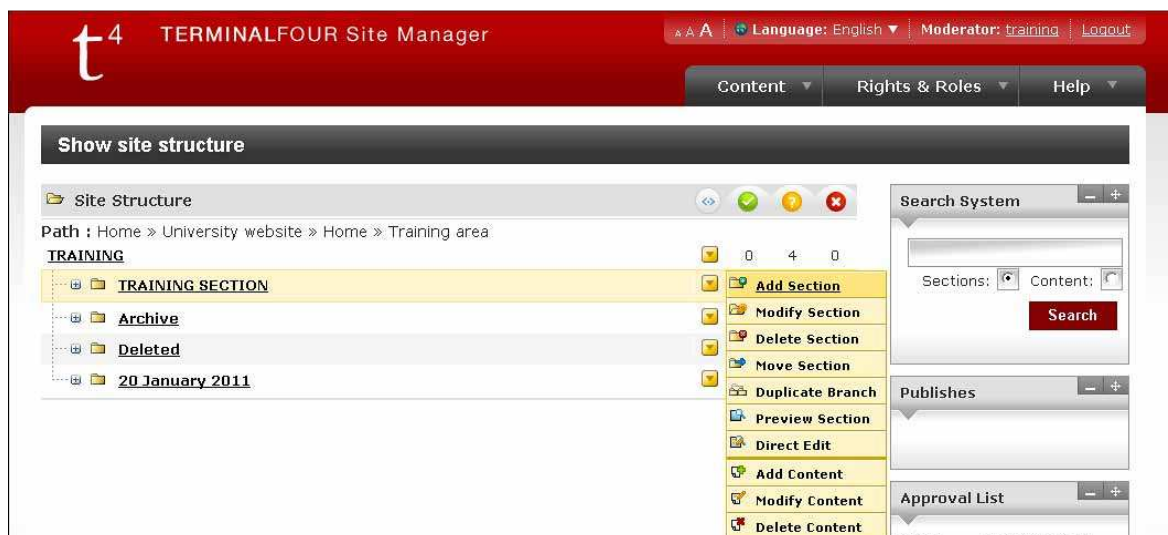
Save Changes

The site structure – finding this page:



Add a section

Click on the arrow and select ADD SECTION



This will display the following screen.

Complete the 'Name' box.

- *The name will appear as a menu item, as part of the title of the website and in the address of the section, so keep it short but relevant. Generally you should use 'sentence case' for your section names ie only capitalise the first word.*

Enter a shortened name in the Output URI field – this is the name that will be shown in the URL.

Leave the other fields as they are.

Click 'ADD', which is available from either the top or bottom of the page; this will return you to the site structure screen.

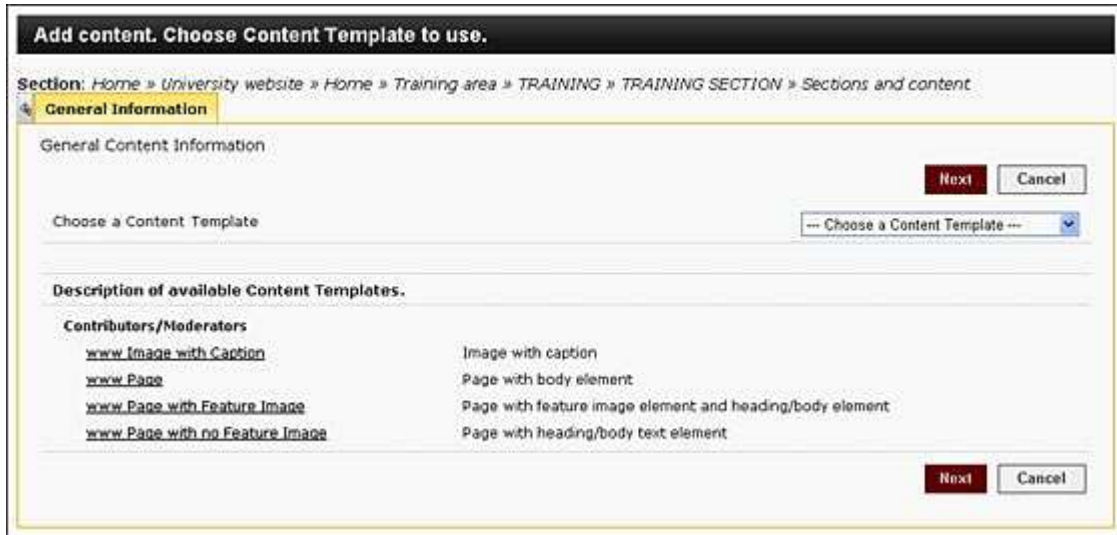
Add content to a section

From the site structure page, click on the menu arrow next to the section in which you want to add content.

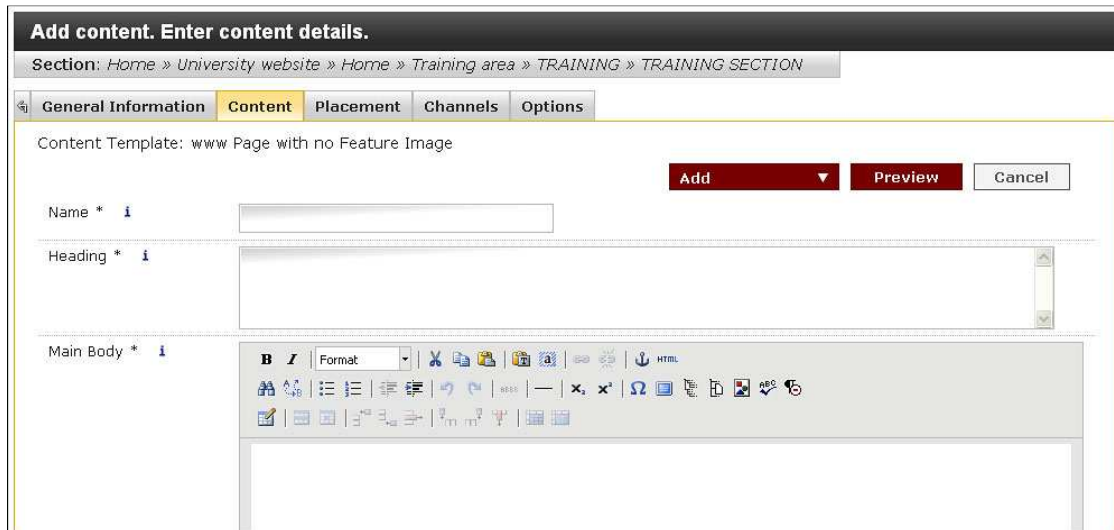


Click 'ADD CONTENT'

You will then be required to select the appropriate template.



The template is shown as below:



Complete the 'NAME' and 'HEADING' fields.

Templates are covered in more detail later in this document. See 'Using Templates'.

Add content. Enter content details.

Section: Home » University website » Home » Training area » TRAINING » TRAINING SECTION

General Information **Content** Placement Channels Options

Content Template: www Page with no Feature Image

Add ▼ Preview Cancel

Name *

Heading *

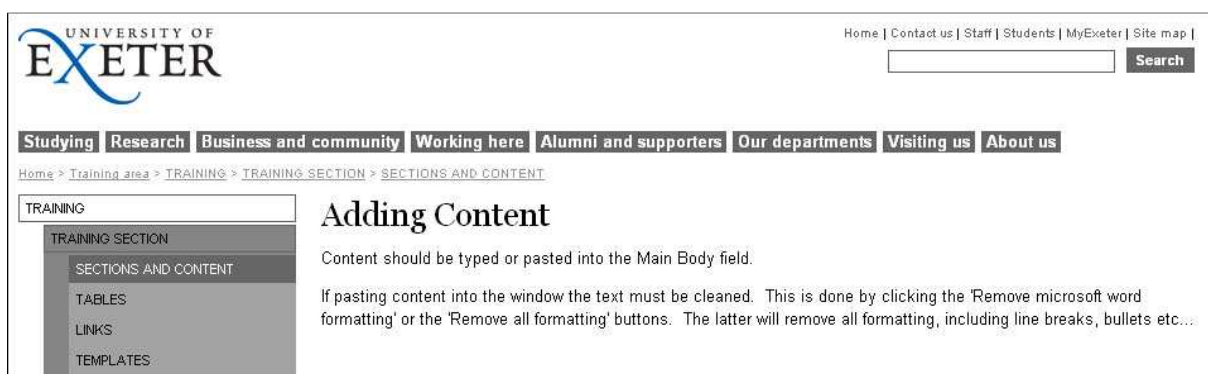
Main Body *

B *I* Paragraph

If pasting content into the window the text must be cleaned. This is done by clicking the 'Remove microsoft word formatting' or the 'Remove all formatting' buttons. The latter will remove all formatting, including line breaks, bullets etc...

Type your text into the MAIN BODY template. Paragraphs and line breaks work in the same way as Microsoft Word (use the ENTER key for a paragraph break and SHIFT+ENTER for a line break)

Click the 'PREVIEW' button to see how your content will appear on the web; your page will be displayed in a new browser window.



➤ Note that the left hand menu bar and the breadcrumb trail have been produced.

When you are satisfied that the page is as required, click on the 'ADD' button at the top or bottom of the content template page.

You will return to the Modify Content window, where the newly added content will be displayed.

To add additional content to this section, click 'ADD CONTENT' and repeat as before.

Content currently in this section.

Automatic Ordering

Enabled

Method Alphabetical (A-Z) ▾

Existing Content ➕ Add Content

💾 Save Changes

Name	Version	Status	Last Modified	Move	Lock
Adding content	0.1	⬇ Pending	13 Jul '11 - 11:32:38	⏪ ⏩ ⏴ ⏵	<input checked="" type="checkbox"/>

🔒 Lock/UnLock All 🔓 🔒

☛ *Note the version number. As this is new content that has been added, the version is 0.1.*

Content currently in this section.

Automatic Ordering

Enabled

Method Alphabetical (A-Z) ▾

Existing Content ➕ Add Content

💾 Save Changes

Name	Version	Status	Last Modified	Move	Lock
Adding content	0.1	⬇ Pending	13 Jul '11 - 11:32:38	⏪ ⏩ ⏴ ⏵	<input checked="" type="checkbox"/>
Adding more content	0.1	⬇ Pending	09 Aug '11 - 17:12:17	⏪ ⏩ ⏴ ⏵	<input checked="" type="checkbox"/>

🔒 Lock/UnLock All 🔓 🔒

Edit and modify existing content in a section

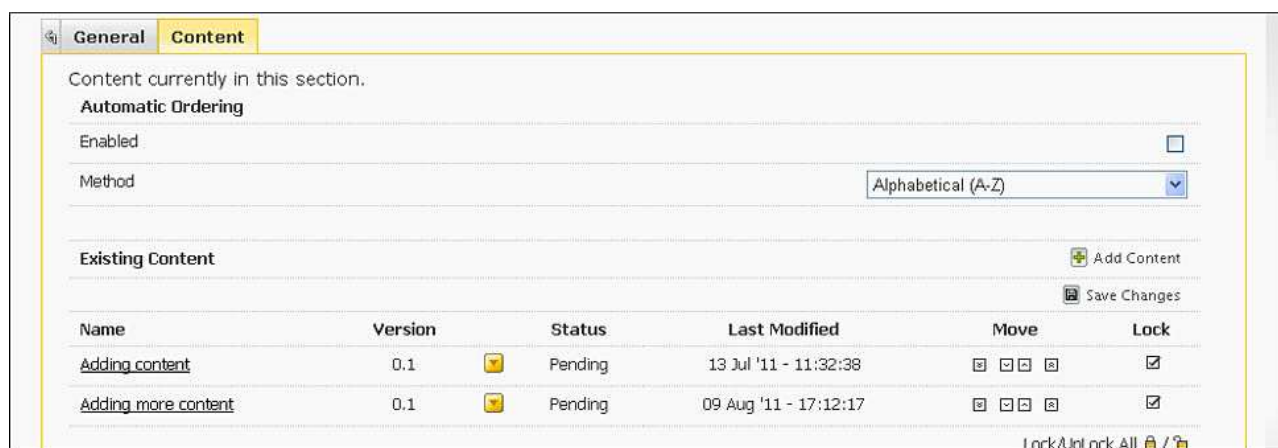
Navigate to the Section that you wish to edit or modify.

Click on the arrow next to the section containing the content to be edited.

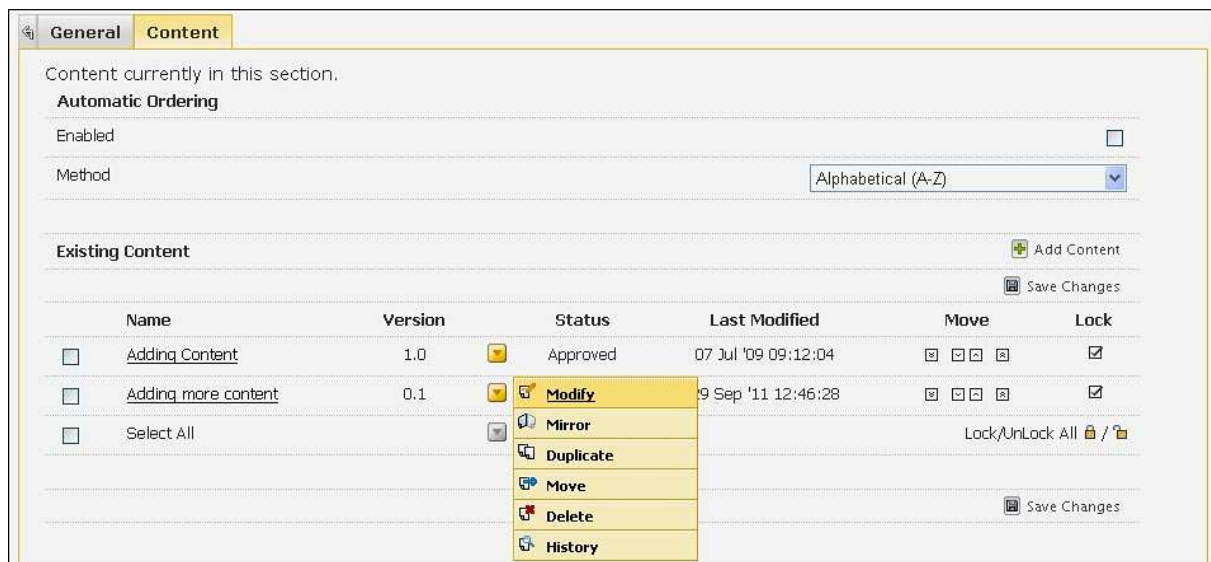


Select 'MODIFY CONTENT'

You will be returned to the Content tab in your selected section.

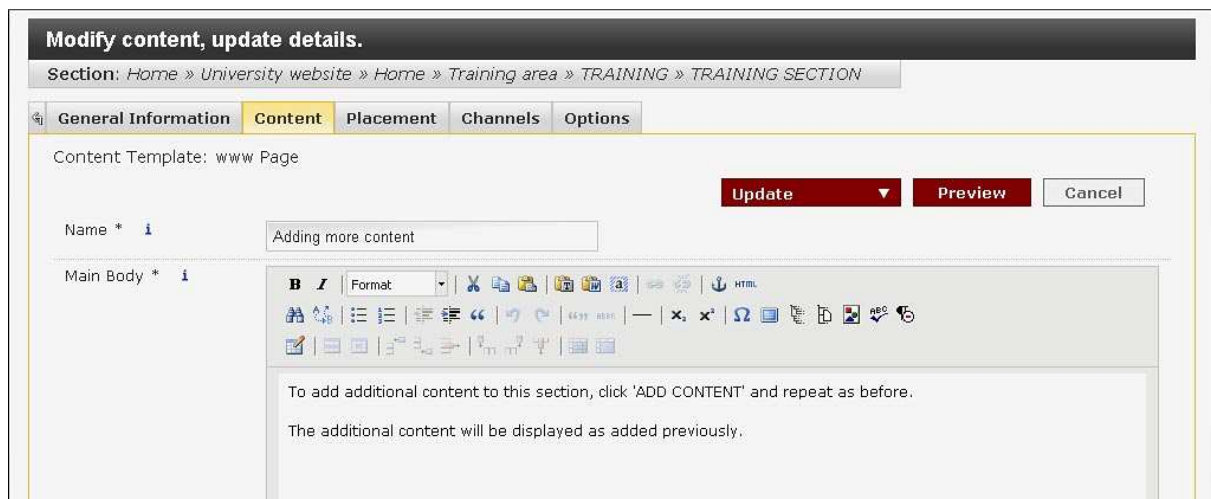


You can either click the name of the content you want to edit, which will take you straight to the editing screen, **or** click on the arrow next to the content to be edited.



Select 'MODIFY'

This will return you to the content editing screen.



After editing or adding content, 'PREVIEW' and then 'UPDATE' to save your work.

You also have the option to 'SAVE TO DRAFT' if you don't want your content approved for publication yet and intend to come back to it and finish your updating later. This is a useful option if you have a lot of amendments to carry out on a page and you don't want to risk it being approved for publishing before you are ready.

Approving content

If you are not already inside a piece of content, go back into Modify Content as before.

Click 'Update and Approve' from the 'Update' drop-down menu:

Modify content, update details.

Section: Home » University website » Home » Working here » Current staff » Web support
Manager content management system » T4 Training

General Information | **Content** | Placement | Channels | Options | Linked Content

Content Template: www Page with no Feature Image

Name * i T4 Site Manager training

Heading * i T4 Site Manager training

Main Body * i

Update | Update & Approve | Save as Draft | Preview | Cancel

Bookings for T4 Site Manager training sessions

Any staff who will need to maintain web content in a site managed within Site Manager must attend a T4 training session before they can have access to the system. These are held regularly based on demand.

Your content will now be approved and will publish out to the live site with the next scheduled transfer from the CMS.

Modify content, show section.

Modified Content
Successfully updated content.
Content: T4 Site Manager training

Site Structure

Path : Home » University website » Home » Working here » Current staff » Web support » T4 Site Manager cor

T4 Training

How-to gui

Formatti

Pasting

Pasting

Creating

Naming

General | **Content**

Content currently in this section.

Automatic Ordering

Enabled

Method

Existing Content

Name	Version	Status	Last Modified	Move	Lock
<input type="checkbox"/> T4 Site Manager training	16.0	Approved	11 Feb '13 17:18:25	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Select All				Lock/UnLock All <input type="checkbox"/> <input type="checkbox"/>	

- *Note: **Moderators** can approve their own content, depending on how the site they are editing is set up. But you won't be able to do this if your section is subject to a workflow, which means someone else reviews all updated content before publishing, so they will have the approval rights on all content in that area and have to approve your updated content for you. If your content is subject to a workflow, there will be no 'Add and Approve/Update and Approve' option displayed for that content. Workflows are not widely used on our site, but if this is the case, your Web Marketing Officer can explain to you how workflow works in your area.*

Publishing of approved content




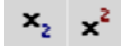
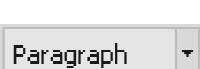






























Once your content is approved it will be published on the live site with the next scheduled transfer. These take place twice-daily, first thing in the morning and also in the early evening.

So any content that is approved during the day should be on the live site by the following morning.

The content editor toolbar

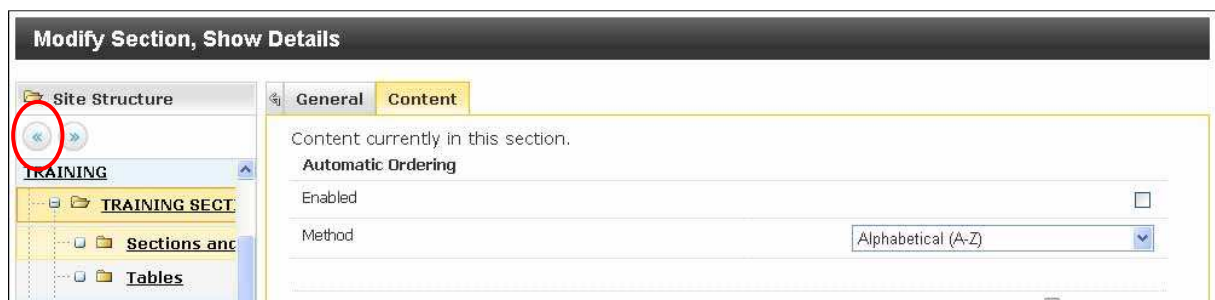


The content editor toolbar is similar to that seen in word processing applications. The buttons that are available for use will be in colour, they are greyed out when not available.

	Bold		Abbreviation
	Italics		Subscript/Superscript
	Formatting Style (eg Paragraph, Heading 1, Heading 2, etc...)		Insert special character
	Cut		Enlarge Editor (Full screen)
	Copy		Insert Section Link
	Paste		Insert Content Link
	Paste from Plain Text		Insert Item from Media Library
	Select All		Spell Check
	Insert Web Link (greyed out until you highlight text for linking)		Remove All Formatting
	Remove link (greyed out until you highlight link text for removing link)		Insert New Table
	Insert/edit anchors		Table row properties
	Edit HTML Source		Table cell properties
	Find		Insert New Row Before/After
	Find/Replace		Delete Row
	Numbered Items/ Bulleted Items		Insert New Column Before/After
	Decrease Indent/ Increase Indent		Delete Column
	Undo/Redo		Merge Cells/ Split Cells
	Horizontal rule		

To return to the Site Hierarchy from the Section and Content Screens, click on the arrow on the left hand side of the window.

When you are in a section the Site Hierarchy is viewable in the left hand column. It can be toggled either on or off by clicking the left and right arrows at the top of the hierarchy. You can also drag the right hand side of the structure column to make it wider if you wish.



You can return to the full width Site Hierarchy window by clicking the arrow on the left hand side of the Section tabs.



- *Note: The site structure does not appear when you are actually editing a piece of content, allowing you the full width of the screen to work in.*

You can also click the T4 logo in the top left of the red page banner in any window to go back to the full site structure, but **DO NOT DO THIS** whilst editing a piece of content, as you will lose any changes you've made and not saved, since it doesn't prompt you to update or add unsaved content.

Tables

In the template editing screen, click on the 'INSERT TABLE' icon:



This will display the following window:

A screenshot of the 'Insert/Modify table' dialog box. The 'General' tab is selected. The 'General properties' section contains the following fields: 'Columns' (text input with '2'), 'Rows' (text input with '2'), 'Cellpadding' (text input), 'Cellspacing' (text input), 'Alignment' (dropdown menu with '-- Not set --'), 'Border' (text input with '0'), 'Width' (text input), 'Height' (text input), 'Class' (dropdown menu with '-- Not set --'), 'Table caption' (checkbox), 'Make first row a header' (checkbox), and 'Make first column a header' (checkbox). At the bottom, there are 'Insert' and 'Cancel' buttons.

You don't need to fill in all of the fields in this popup window, as many of them apply to elements of table style that are already handled by the central stylesheet and applied automatically to your table. You should fill in the following on the General tab:

1. Columns: The number of columns you need in your table
2. Rows: The number of rows you need in your table
3. Table caption (if required): You don't have to have a caption on every table. When people look at a table they quickly scan it to get some sense of what information it conveys, but for users who perhaps can't see so well or who are using screen readers, this kind of scanning is more difficult. So a caption accompanying a table can give them a quick idea of what the table contains because, unlike a separate heading above the table, it is attached to the table itself in the underlying code. So it is good practice to include one for tables containing data that's illustrating a point, such as statistics on student numbers, cost of living, etc.
4. Make first row/column a header: This makes your header row or column display with a different background colour, eg:

Dates	January	February
Expenses	9	5
Pay Day	29	26

This row is marked as a header row and appears with grey shading and bold text. Colours vary depending on the section of the site where the table appears.

Complete the information required and click 'OK'.

Your table will be placed in the 'Main Body' section of the template.

The grey shaded cells indicate that these are heading cells.

Enter your text into the cells.

- Note: your table will have a space in each cell. You should delete this space character when entering text into the table. If the space is left, particularly before entering text, the table will be misaligned.

Your table will resemble that below:

Dates	January	February
Expenses	9	5
Pay Day	29	26

Click on the 'PREVIEW' button to view your table.

You will see that the table has been automatically formatted.

- TRAINING
- TRAINING SECTION
- SECTIONS AND CONTENT
- TABLES

Tables - An Example

When previewing the page, you will see that the table has been automatically formatted.

Dates	January	February
Expenses	9	5
Pay Day	29	26

Return to Site Manager and click 'ADD' to save your work.

Adding Links

Links to other websites

On the content template page, highlight the text to be linked.

Click on the 'INSERT WEB LINK' button



Type in, or paste, the full URL of the web page you wish to link to.

You do not need to enter a Title, but can do if you wish to provide a little more detail about where the link goes to – but only if your link text doesn't provide enough information, which most of the time it should. The title will appear when the user of your page hovers their mouse over the link.

The 'Target' determines where the link opens up, ie in the current window, or as a new window. Best practice is that it opens in the existing window. A target of 'Open in this window/frame' will use the template's default value, so this can be left as is.

Avoid opening links in new windows unless the content is providing help text for a something a user is doing on an existing page, or they are filling in an online form and leaving the page they are in will interrupt the flow of that process. If a link is designed to open in a new window, this should be specified by selecting '_blank'. You should also indicate to the user of the page that the link opens in a new window by putting '(opens in a new window)' or '(new window)' in brackets after the link.



Click 'OK'.

The link is now shown as a hyperlink:

BBC Website.'" data-bbox="119 662 760 883"/>

When adding a link, it should be clear what the link relates to and where it is as, for further information click here (link on the words click here).

Examples

External Websites

For further information, please see the [BBC Website](#).

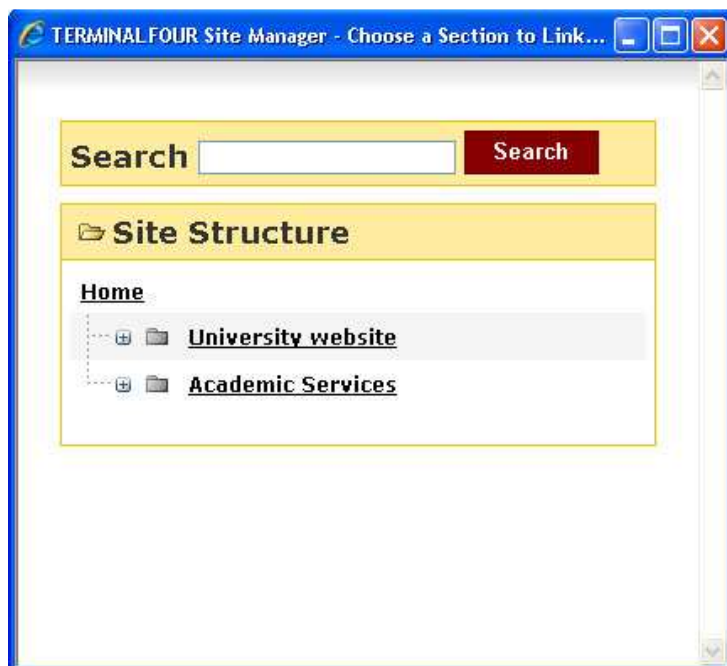
Adding links to other SECTIONS in your website

On the content template page, highlight the text to be linked.

Click on the 'INSERT SECTION LINK' button



A window of the site will appear:



Navigate through the folders to find the required area of Site Manager.

Click on the section you wish to link to.

Adding links to other CONTENT in your website

On the content template page, highlight the text to be linked.

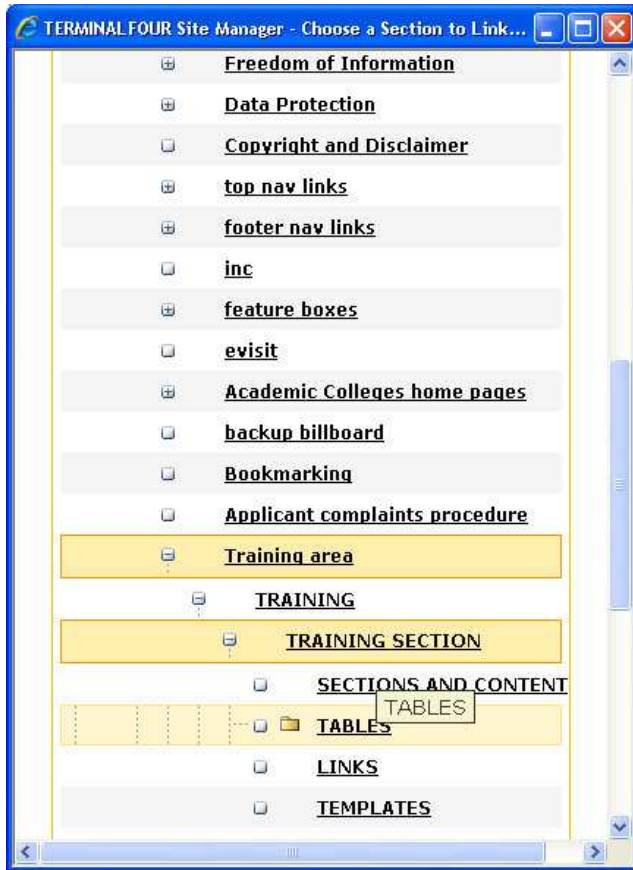
Click on the 'INSERT CONTENT LINK' button



A window of the site will appear:

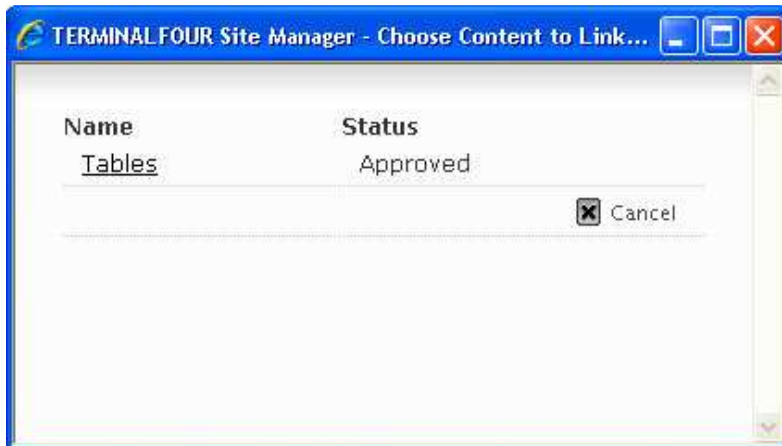


Navigate through the folders to find the required area of Site Manager.



And click on the section you wish to link to.

A new window will appear showing the content of that section:



Click on the required content. This window will disappear, returning you to the content template page, with the link completed:

Examples

External Websites

For further information, please see the [BBC Website](#).

Internal Webpages

You can also create links to other content, for example: [Adding Tables](#).

Your page can then be previewed:

The screenshot shows the University of Exeter website interface. At the top left is the University of Exeter logo. At the top right are navigation links: Home | Contact us | Staff | Students | MyExeter | Site map | and a search box with a 'Search' button. Below the logo is a horizontal menu with links: Studying | Research | Business and community | Working here | Alumni and supporters | Our departments | Visiting us | About us. Below the menu is a breadcrumb trail: Home > Training area > TRAINING > TRAINING SECTION > LINKS. On the left side, there is a sidebar menu with the following items: TRAINING (selected), TRAINING SECTION, SECTIONS AND CONTENT, TABLES, LINKS, TEMPLATES, Kathryn, Archive, and Deleted. The main content area is titled 'Adding Links' and contains the following text: 'When adding a link, it should be clear what the link relates to and where it is taking the user. Avoid links such as, for further information click here (link on the words click here).', 'Examples', 'External Websites' (with example: 'For further information, please see the [BBC Website](#).'), and 'Internal Webpages' (with example: 'You can also create links to other content, for example: [Adding Tables](#).'

Return to the content template window and click 'ADD' to submit your content.

Moving Sections

You can move a section in Site Manager. You can do this via the section drop-down menu, or you can drag-and-drop sections in the structure.

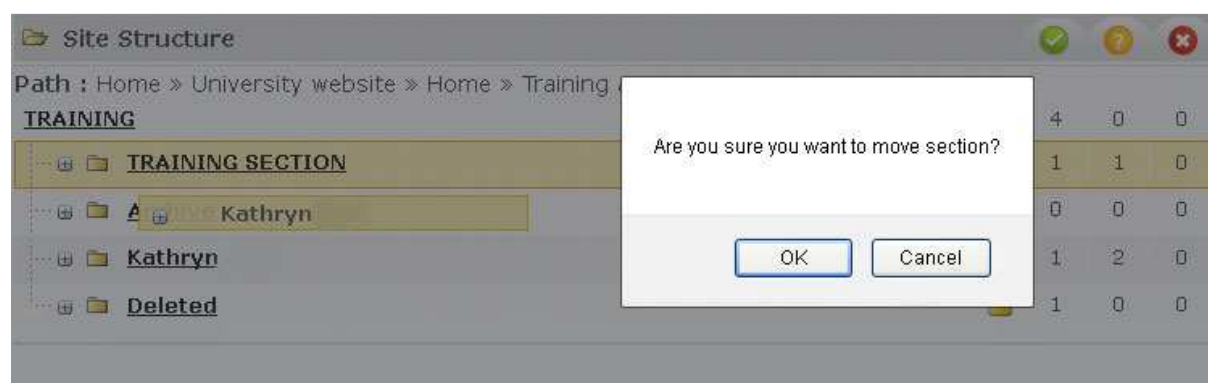
Drag and drop method

You need to be in the main site structure window to use this – it doesn't work when the structure displays to the left of a section you are in.

To drag and drop, click and drag the relevant section into another section:



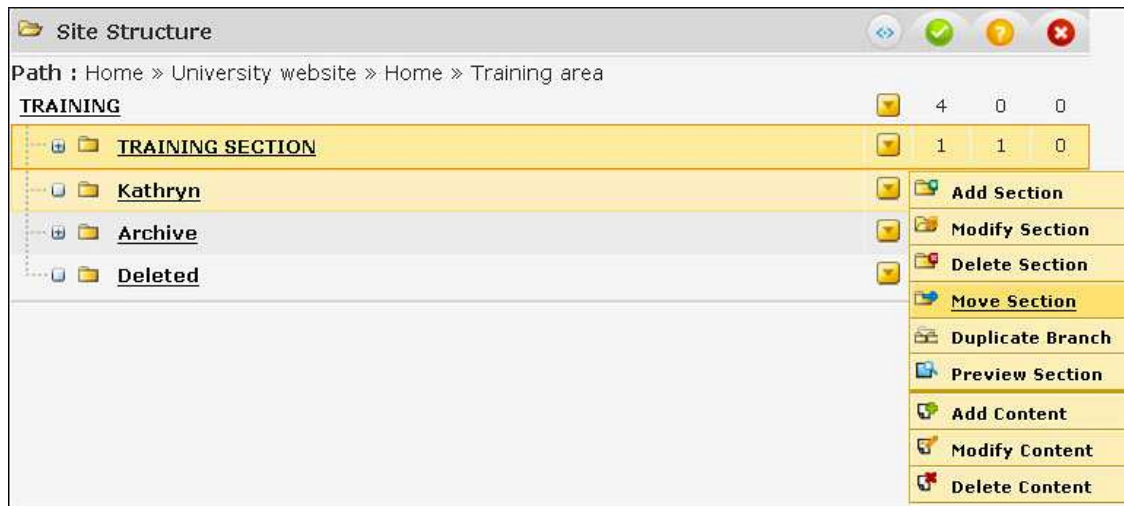
When you have located it over the section you want to move it to, release the mouse button



and click OK.

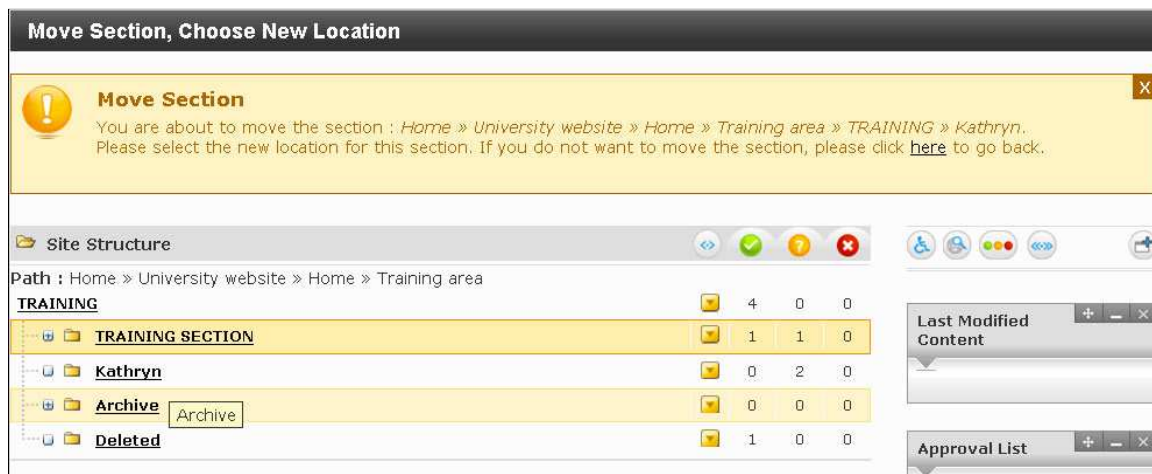
Menu method

Click the arrow next to the Section you wish to move



Click 'Move Section'

Then, in the structure that displays, click your mouse where you want the section moved to – in the image below, Archive is shown with yellow highlighting as this is where the section is being moved to.



To change the order of Subsections, click Modify Section on the top level Section.



Click on the Subsections Tab

Section: Home » University website » Home » Training area » TRAINING » TRAINING SECTION

General Content Styles Metadata Edit Rights **Subsections**

List of Subsections

Automatic Ordering

Enabled

Method: Alphabetical (A-Z)

Existing Subsections + Add Subsection

Save Changes

Name	Last Modified	Move	Lock
<u>SECTIONS AND CONTENT</u>	19 Jun '09 09:43:34		<input checked="" type="checkbox"/>
<u>TABLES</u>	23 Jun '09 13:51:29		<input checked="" type="checkbox"/>
<u>LINKS</u>	29 Jun '09 09:14:50		<input checked="" type="checkbox"/>
<u>TEMPLATES</u>	29 Jun '09 12:37:26		<input checked="" type="checkbox"/>

Lock/Unlock All

Save Changes

Use the Move buttons to move your Subsection.

Move

Move to the Top

Move up

Move down

Move to the Bottom

Click Save Changes

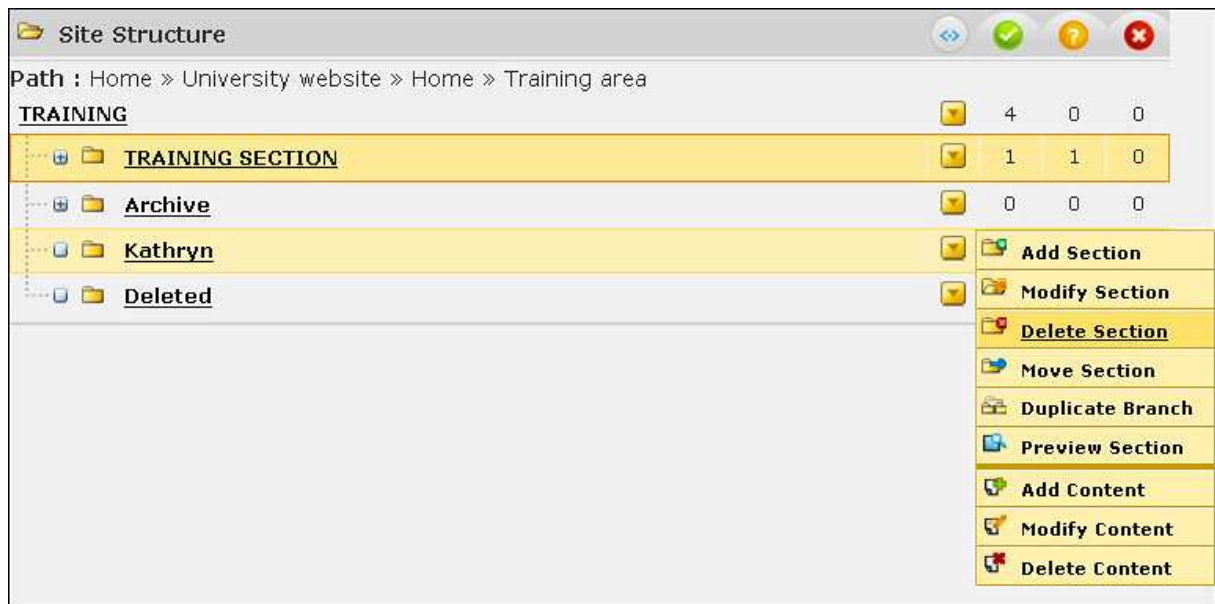
Return to the Site Structure using the UP Button

General Content Styles Metadata Edit Rights **Subsections**

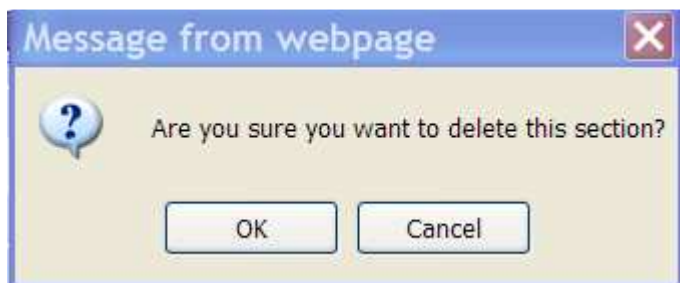
Deleting a Section

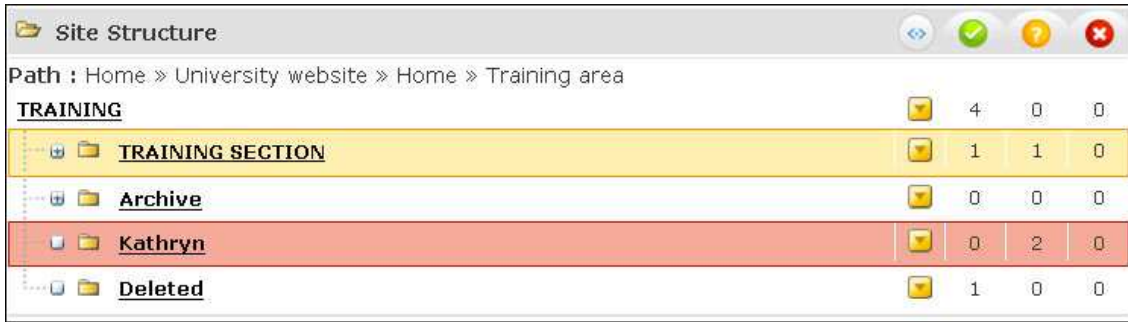
- Note: Depending on what section of the site you are working in, some areas require that you don't delete sections or content, but instead move any unwanted ones into a Pending section, to avoid losing them when content is recycled, so it is available should it need to be reused. **If you want to keep content or sections to reuse at a later date, DO NOT MAKE THEM INACTIVE by deleting them.** Instead move approved content into a Pending section set up for that purpose, from which nothing will be published to the live site. Your College or Service Web Marketing Officer can advise you on this.

To delete a Section or Content, click on the Section or Content Arrow and select DELETE.



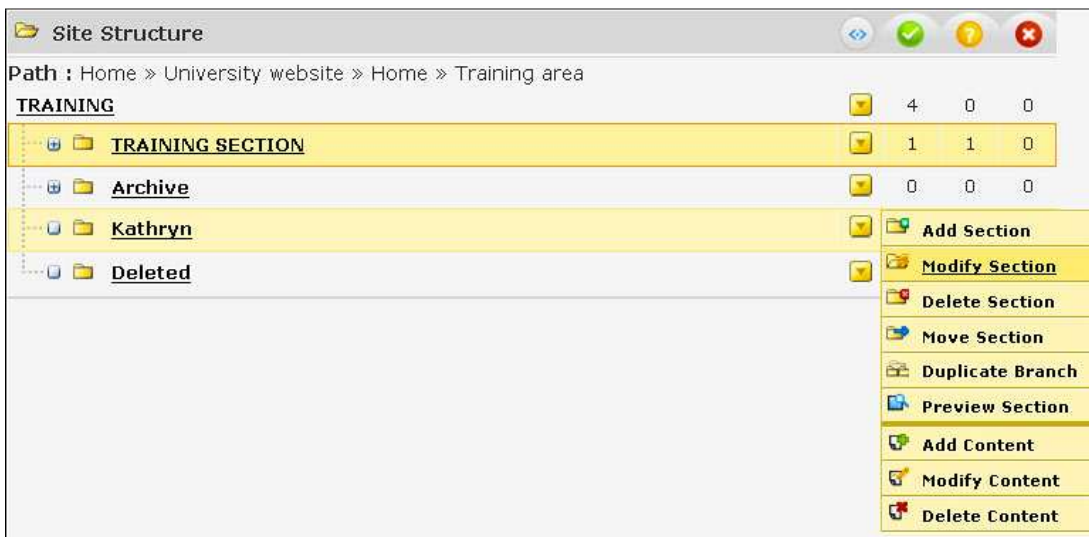
You will receive a message checking that you really want to delete the Section, click OK.



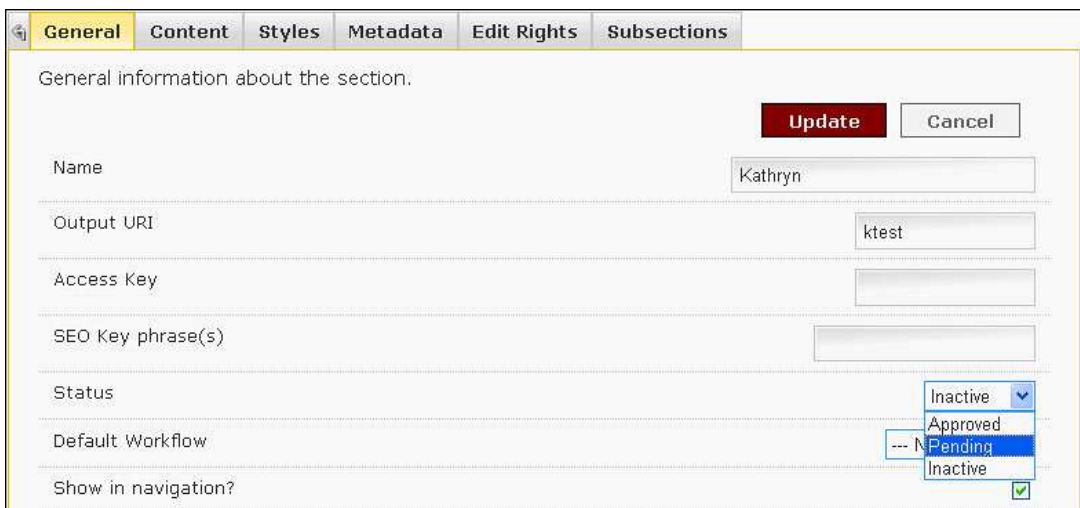


You will see that that Section is now red in colour. It will no longer show on the website, but it will still be visible in your Site Structure until the Web Team clear the deleted items, which occurs every Friday afternoon. So before deleting sections and the content they contain, be very sure that you aren't going to need it again.

If they have not been cleared from the recycle bin, deleted items can be reactivated by clicking on the down arrow for your Section and clicking MODIFY SECTION.



The Status should then be changed to Pending or Approved (depending on your level of authorisation).



Using Templates

We have used the template page previously, when first adding content where the 'www Page with no Feature Image' was used.

Section: Home » University website » Home » Training area » TRAINING » TRAINING SECTION » Sections and content

General Information

General Content Information

Choose a Content Template: --- Choose a Content Template ---

Description of available Content Templates.

Contributors/Moderators

www Image with Caption	Image with caption
www Page	Page with body element
www Page with Feature Image	Page with feature image element and heading/body element
www Page with no Feature Image	Page with heading/body text element

There is a range of templates available, but the general ones you will find yourself mostly using are those listed above. They each provide different page layouts and page elements, depending on how your content needs to be arranged.

www Page with no Feature Image

This template is used as the main page style for most straightforward page content with a heading and a body section, such as the example below:

The screenshot shows a web browser window with the URL www.exeter.ac.uk/visit/university/stay/. The page content includes a navigation menu, a search bar, and a main heading 'Where to stay'. Below the heading is a list of links for accommodation. A red box highlights the heading and the list of links, with the label 'www Page with no Feature Image'. Another red box highlights a feature image of a building, with the label 'www Image with Caption'. The image shows a modern building with a glass facade and a red roof, situated on a hillside.

It has a heading and a body section.

Only use this template for your first or only piece of content, as it gives your page its top heading (heading 1), of which you only want one per page. Never use this template more than once in a section.

You can add subheadings and paragraphs, bulleted or numbered lists and links in the body section of this template.

Unless you need an image, or content that requires a different template to style it, or you have to mirror a small part of your page content to another page, you do not need to create a new piece of content to add more text to an existing page – you just modify the existing www Page with no Feature Image content in the body section.

www Image with Caption

'Image with Caption' is used to add content which is an image with a caption off to the right of your main content.

This template can be used within the same section as the www Page with no Feature Image template. It does not matter in which order this template occurs in the content list, it will always display to the right of your main content.

www Page

'Page' is used to add text content to a page

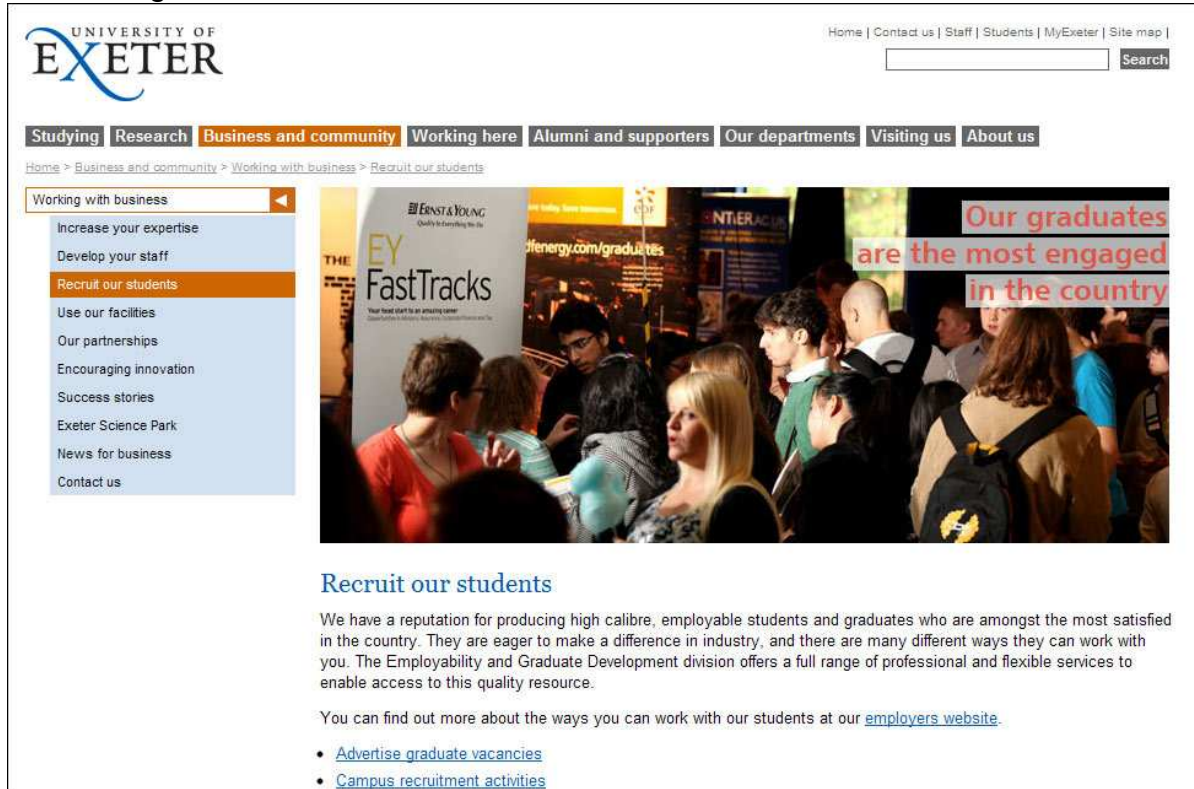
- where you want to separate it out from main text to be able to mirror it to another section,
- where you have to add text after existing mirrored content,
- or following other content that uses a different template from the standard ones where you don't want a top heading, eg after a quote panel:

The screenshot shows a navigation menu on the left with categories like Home, About us, Studying here, One Planet MBA, Research, For Business, Alumni, News, and Events. The main content area is divided into three sections:

- Why an MBA?** (www Page with no Feature Image): A text-based section with a heading and a paragraph describing the MBA qualification.
- Quote/profile panel:** A section featuring a quote from Martin Bailey, MBA 2008, enclosed in a large quotation mark graphic.
- Benefits of an MBA** (www Page): A text-based section with a heading and a paragraph listing benefits like enhanced promotion and career prospects.

www Page with Feature Image

'Page with Feature Image' is used, in the main, for title/introductory pages on some sites and puts a wide feature image above the heading and main text. You may not need to use this depending on the overall design of the particular pages you are maintaining.



UNIVERSITY OF EXETER

Home | Contact us | Staff | Students | MyExeter | Site map | Search

Studying | Research | Business and community | Working here | Alumni and supporters | Our departments | Visiting us | About us

Home > Business and community > Working with business > Recruit our students

Working with business

- Increase your expertise
- Develop your staff
- Recruit our students
- Use our facilities
- Our partnerships
- Encouraging innovation
- Success stories
- Exeter Science Park
- News for business
- Contact us

THE EY FastTracks

Our graduates are the most engaged in the country

Recruit our students

We have a reputation for producing high calibre, employable students and graduates who are amongst the most satisfied in the country. They are eager to make a difference in industry, and there are many different ways they can work with you. The Employability and Graduate Development division offers a full range of professional and flexible services to enable access to this quality resource.

You can find out more about the ways you can work with our students at our [employers website](#).

- [Advertise graduate vacancies](#)
- [Campus recruitment activities](#)

Re-using Existing Content (Mirror, Duplicate, Move)

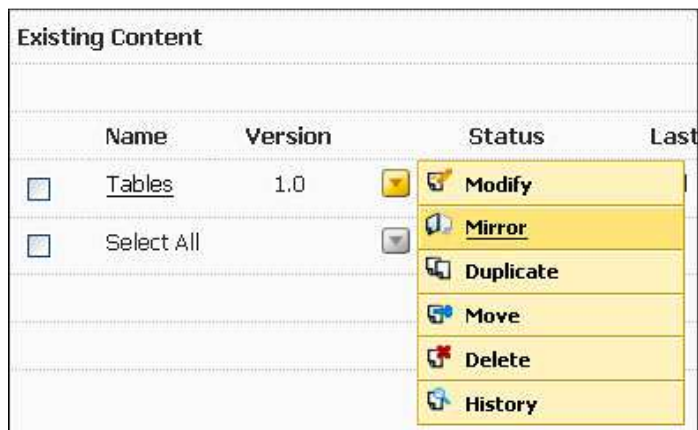
Existing content can be reused in 3 different ways:

- Mirror** Replicates content held elsewhere. When changed in one place, all other instances of the mirrored content are updated.
- Duplicate** Content is replicated as it is. Once duplicated the content stands alone and will require updating separately from its original.
- Move** Content is moved from one place to another. It appears in only one place.

Navigate to the content to be re-used. You can navigate to the Section it is in and select 'Modify content' from the right hand drop-down menu to arrive in the Content tab.

Click the arrow to the right of the content.

Select Mirror, Duplicate or Move.



	Name	Version	Status	Last
<input type="checkbox"/>	Tables	1.0		
<input type="checkbox"/>	Select All			

- Modify
- Mirror
- Duplicate
- Move
- Delete
- History

You will be returned to the main Site Structure page where you should navigate to the section to which the content will be Mirrored, Duplicated or Moved.

Click on the Section

Site Manager will then open up the Content page for the original content. As it has been mirrored, there is a snowflake image next to the content name. Hovering over the snowflake shows where the content is mirrored.



	Name	Version	Status
<input type="checkbox"/>	Tables	1.0	Approved
<input type="checkbox"/>	Select A		

Content also appears in:

- Home » University website » Home » Training area » TRAINING » TRAINING SECTION » SECTIONS AND CONTENT

Navigate to the section where the content was mirrored to; this displays the content, once again with the snowflake image, informing users that this content is mirrored.

Section: Home » University website » Home » Training area » TRAINING » TRAINING SECTION » SECTIONS AND CONTENT

General **Content**

Content currently in this section.

Automatic Ordering

Enabled

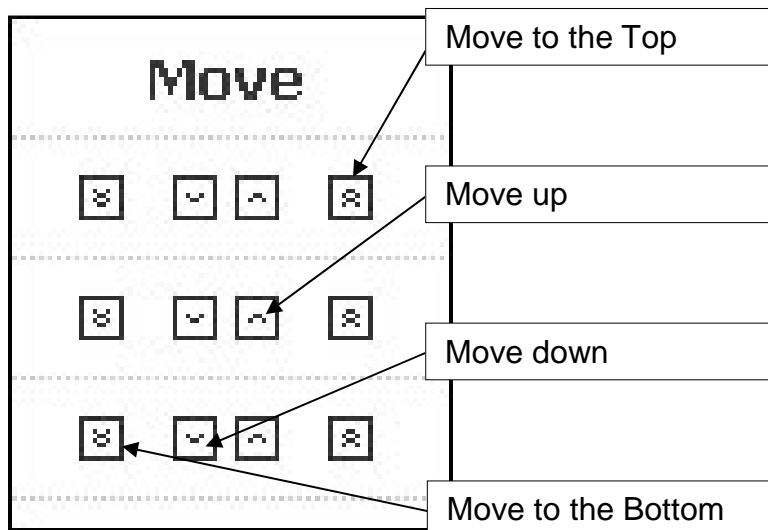
Method

Existing Content

	Name	Version	Status	Last Modified	Move	Lock
<input type="checkbox"/>	Adding Content	1.0	Approved	07 Jul '09 09:12:04	<input type="button" value="Up"/> <input type="button" value="Down"/> <input type="button" value="Top"/> <input type="button" value="Bottom"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Adding more content	1.0	Approved	07 Jul '09 09:12:04	<input type="button" value="Up"/> <input type="button" value="Down"/> <input type="button" value="Top"/> <input type="button" value="Bottom"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Tables *	1.0	Approved	07 Jul '09 09:12:04	<input type="button" value="Up"/> <input type="button" value="Down"/> <input type="button" value="Top"/> <input type="button" value="Bottom"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Select All		<input type="button" value="Down"/>		Lock/UnLock All <input type="button" value="Lock"/> / <input type="button" value="UnLock"/>	

Re-ordering Content in a Section

Content can be reordered within a section using the Move arrows.



Site Manager View

Existing Content

	Name	Version	Status	Last Modified	Move	Lock
<input type="checkbox"/>	Adding Content	1.0	Approved	07 Jul '09 09:12:04	<input type="button" value="Up"/> <input type="button" value="Down"/> <input type="button" value="Top"/> <input type="button" value="Bottom"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Adding more content	1.0	Approved	07 Jul '09 09:12:04	<input type="button" value="Up"/> <input type="button" value="Down"/> <input type="button" value="Top"/> <input type="button" value="Bottom"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Tables *	1.0	Approved	07 Jul '09 09:12:04	<input type="button" value="Up"/> <input type="button" value="Down"/> <input type="button" value="Top"/> <input type="button" value="Bottom"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Select All		<input type="button" value="Down"/>		Lock/UnLock All <input type="button" value="Lock"/> / <input type="button" value="UnLock"/>	

Web Preview

Home > Training area > TRAINING > TRAINING SECTION > SECTIONS AND CONTENT

TRAINING

TRAINING SECTION

SECTIONS AND CONTENT

TABLES

LINKS

TEMPLATES

Adding Content

Content should be typed or pasted into the Main Body field.

If pasting content into the window the text must be cleaned. This is done by clicking the 'Remove microsoft word formatting' or the 'Remove all formatting' buttons. The latter will remove all formatting, including line breaks, bullets etc...

Adding more content

To add additional content to this section, click 'ADD CONTENT' and repeat as before.

The additional content will be displayed below that added previously.

Tables - An Example

When previewing the page, you will see that the table has been automatically formatted.

Dates	January	February
Expenses	9	5
Pay Day	29	26

Move content, using the arrows:

Existing Content Add Content

Save Changes

Name	Version	Status	Last Modified	Move	Lock
<input type="checkbox"/> Adding Content	1.0	Approved	07 Jul '09 09:12:04		<input checked="" type="checkbox"/>
<input type="checkbox"/> Tables *	1.0	Approved	07 Jul '09 09:12:04		<input checked="" type="checkbox"/>
<input type="checkbox"/> Adding more content	1.0	Approved	07 Jul '09 09:12:04		<input checked="" type="checkbox"/>
<input type="checkbox"/> Select All					Lock/UnLock All

Save Changes

Click 'SAVE CHANGES'

The content has then been re-ordered when previewed.

Home > Training area > TRAINING > TRAINING SECTION > SECTIONS AND CONTENT

TRAINING

TRAINING SECTION

SECTIONS AND CONTENT

TABLES

LINKS

TEMPLATES

Adding Content

Content should be typed or pasted into the Main Body field.

If pasting content into the window the text must be cleaned. This is done by clicking the 'Remove microsoft word formatting' or the 'Remove all formatting' buttons. The latter will remove all formatting, including line breaks, bullets etc...

Tables - An Example

When previewing the page, you will see that the table has been automatically formatted.

Dates	January	February
Expenses	9	5
Pay Day	29	26

Adding more content

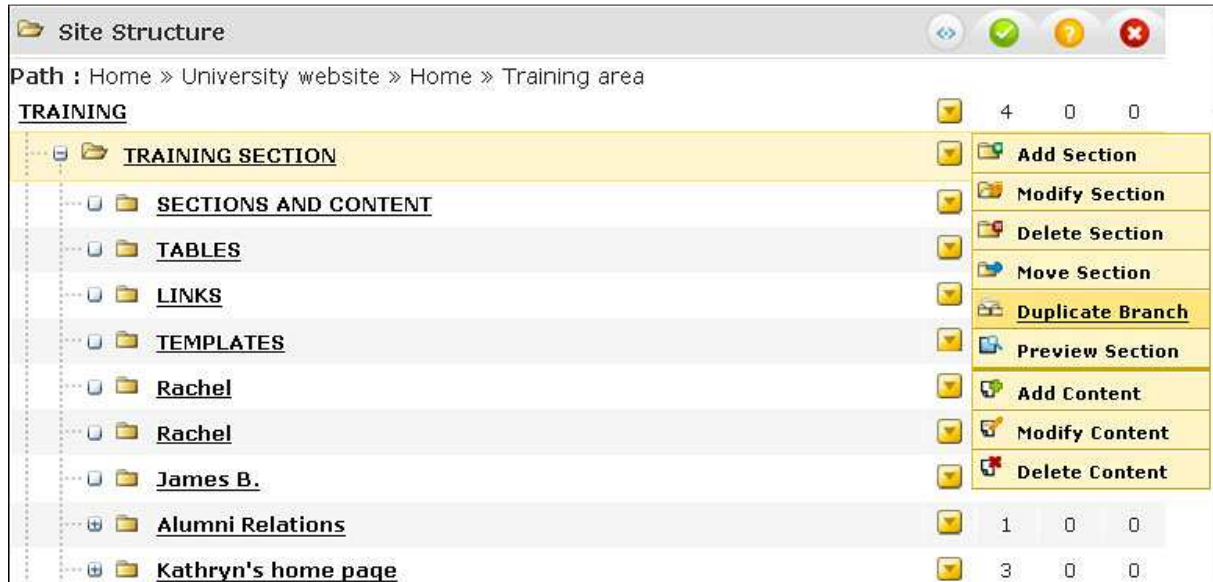
To add additional content to this section, click 'ADD CONTENT' and repeat as before.

The additional content will be displayed below that added previously.

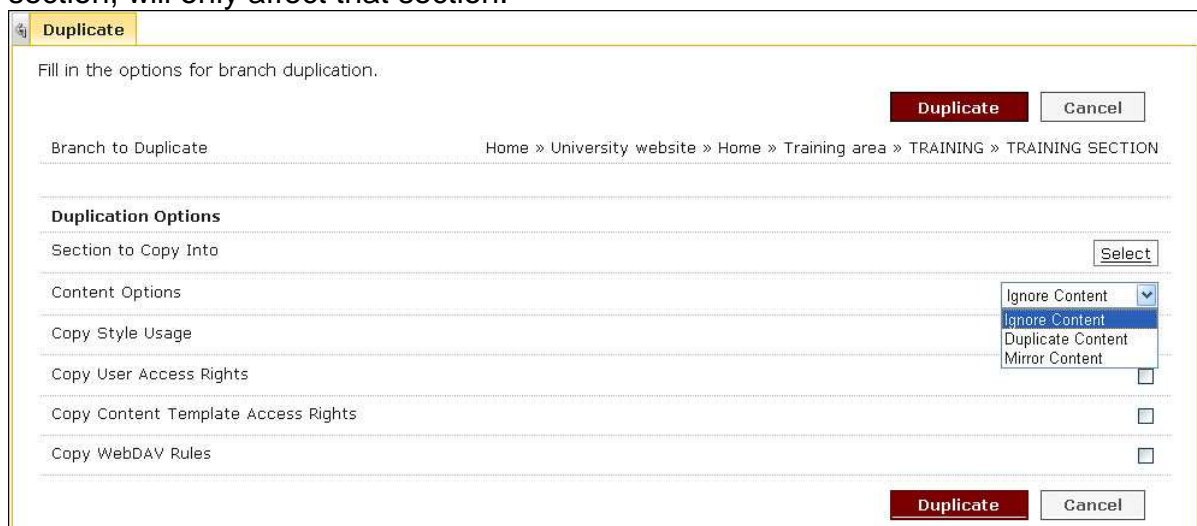
Copying Whole Branches

Sometimes you may want to copy a whole branch of a website (this will include all the sections and therefore its structure). When copying you can choose whether or not to include the content itself.

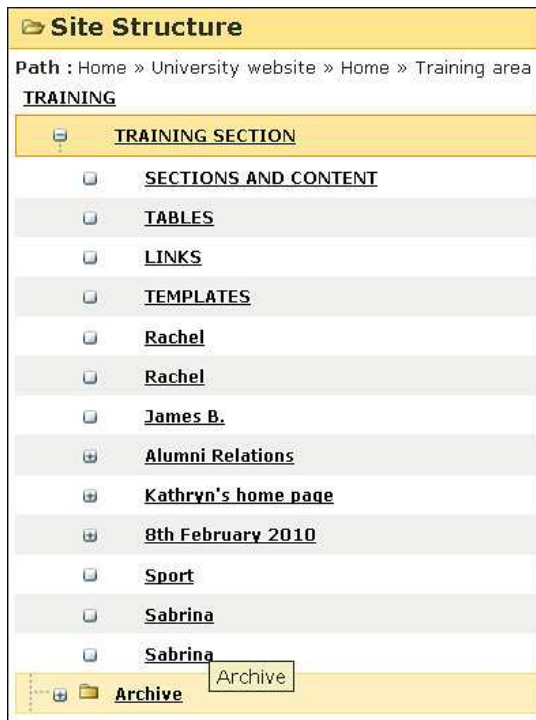
Click on the arrow next to the Section you wish to copy and click **DUPLICATE BRANCH** from the menu



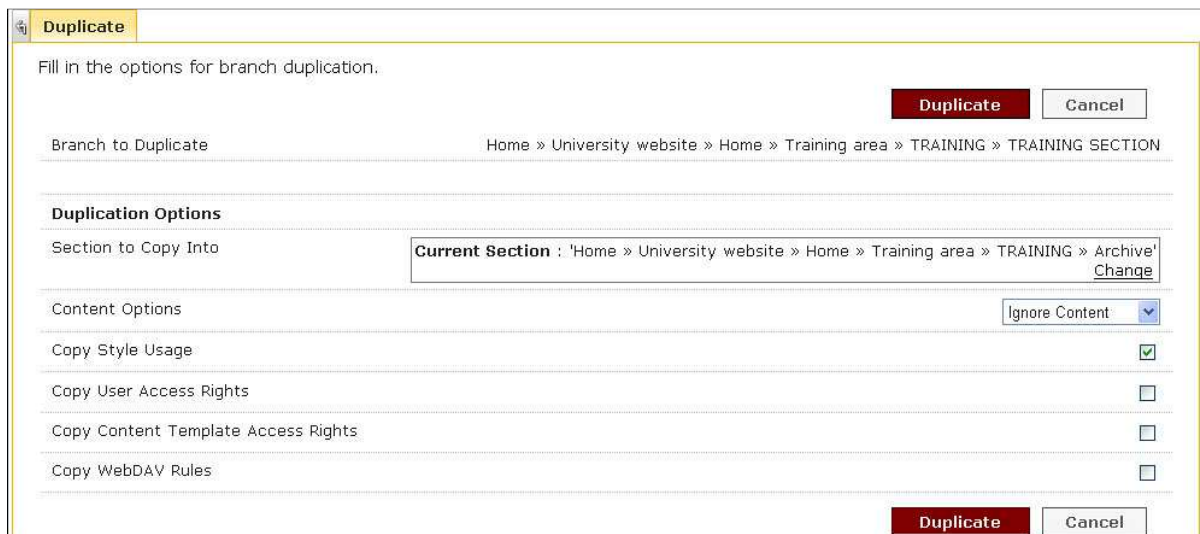
You can choose to ignore the content and simply copy the structure of the branch, or duplicate or mirror the content. As before, if you mirror the content, any changes you make will be made in the original; if you duplicate, the changes you make in your section, will only affect that section.



Select where you want to duplicate the branch by clicking on the Select button, a new window will open, showing your site structure.

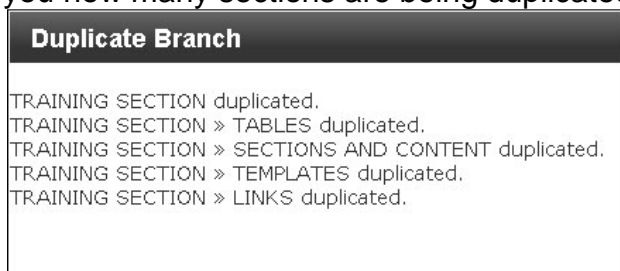


Click the section where you want to copy the branch to.

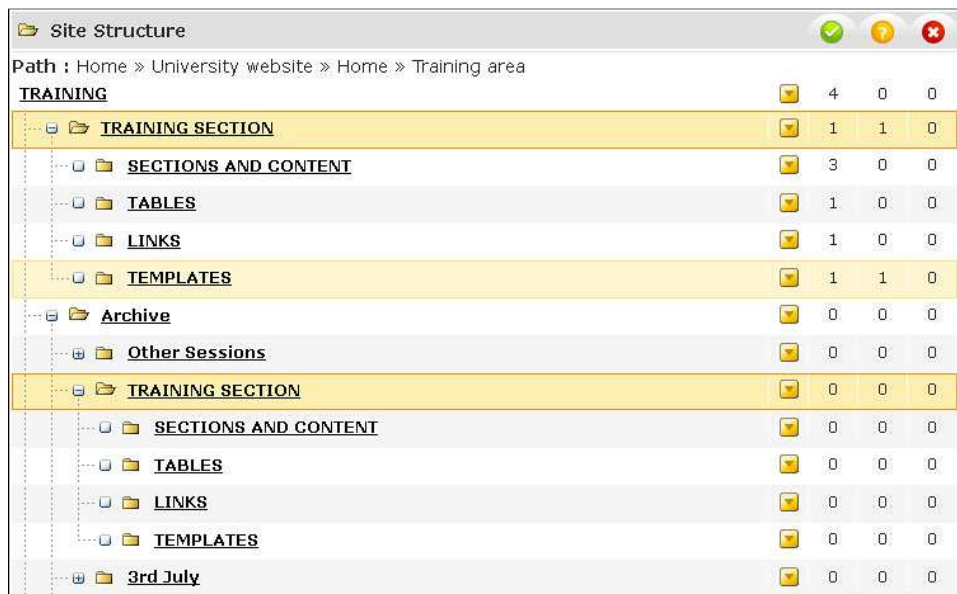


The details of the Section being copied into are then shown; if this is incorrect it can be corrected by clicking on the Change link.

Click the Duplicate button at the bottom of the screen. A 'progress' window shows you how many sections are being duplicated.



The full branch will then be duplicated in the new location.



The screenshot shows a 'Site Structure' window with a path of 'Home » University website » Home » Training area'. It displays a hierarchical tree of folders and their associated counts in a table format.

Folder Name	Count 1	Count 2	Count 3
TRAINING	4	0	0
TRAINING SECTION	1	1	0
SECTIONS AND CONTENT	3	0	0
TABLES	1	0	0
LINKS	1	0	0
TEMPLATES	1	1	0
Archive	0	0	0
Other Sessions	0	0	0
TRAINING SECTION	0	0	0
SECTIONS AND CONTENT	0	0	0
TABLES	0	0	0
LINKS	0	0	0
TEMPLATES	0	0	0
3rd July	0	0	0

Media Library

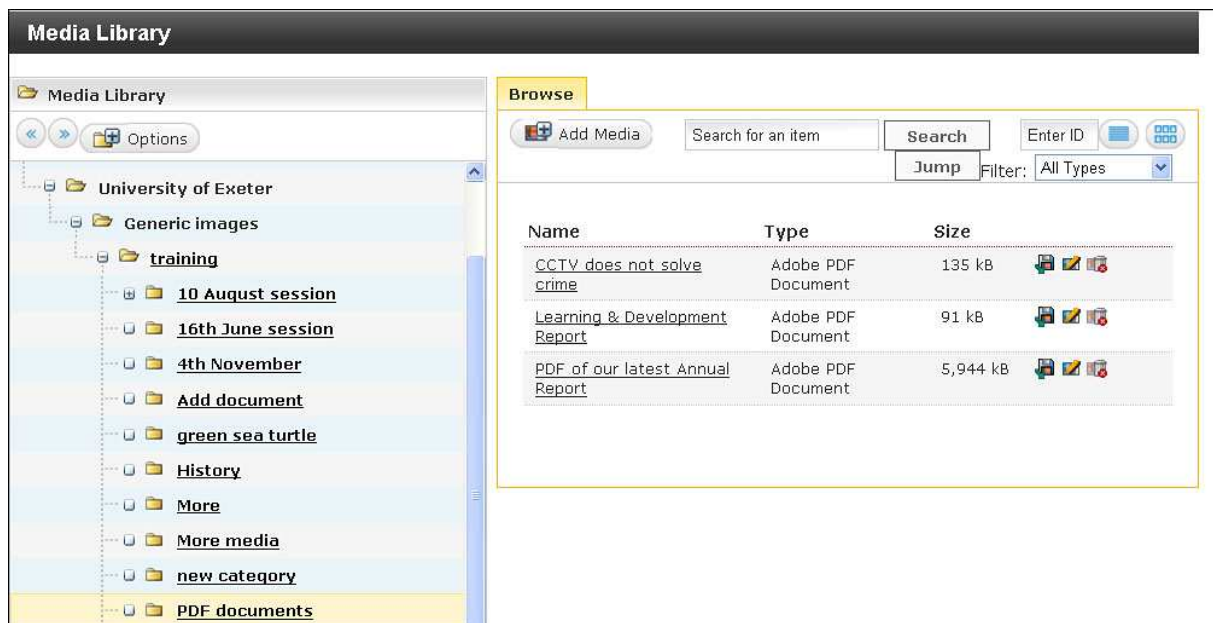
Any image, document or other form of media to be included in content must first be uploaded into the Media Library.

Uploading Media

From the Site Structure page, select Media Library from the Content Menu:



Navigate to where the file should be uploaded:



Click on the Add Media button:



General Categories

General Media Information

Name *i* Add Cancel

Description *i*

Keywords *i*

Type

Syntax type

Media *i* Browse...

Hide syntax highlighting

Thumbnail [1] *i* Browse...

Media Language Dependence *i*

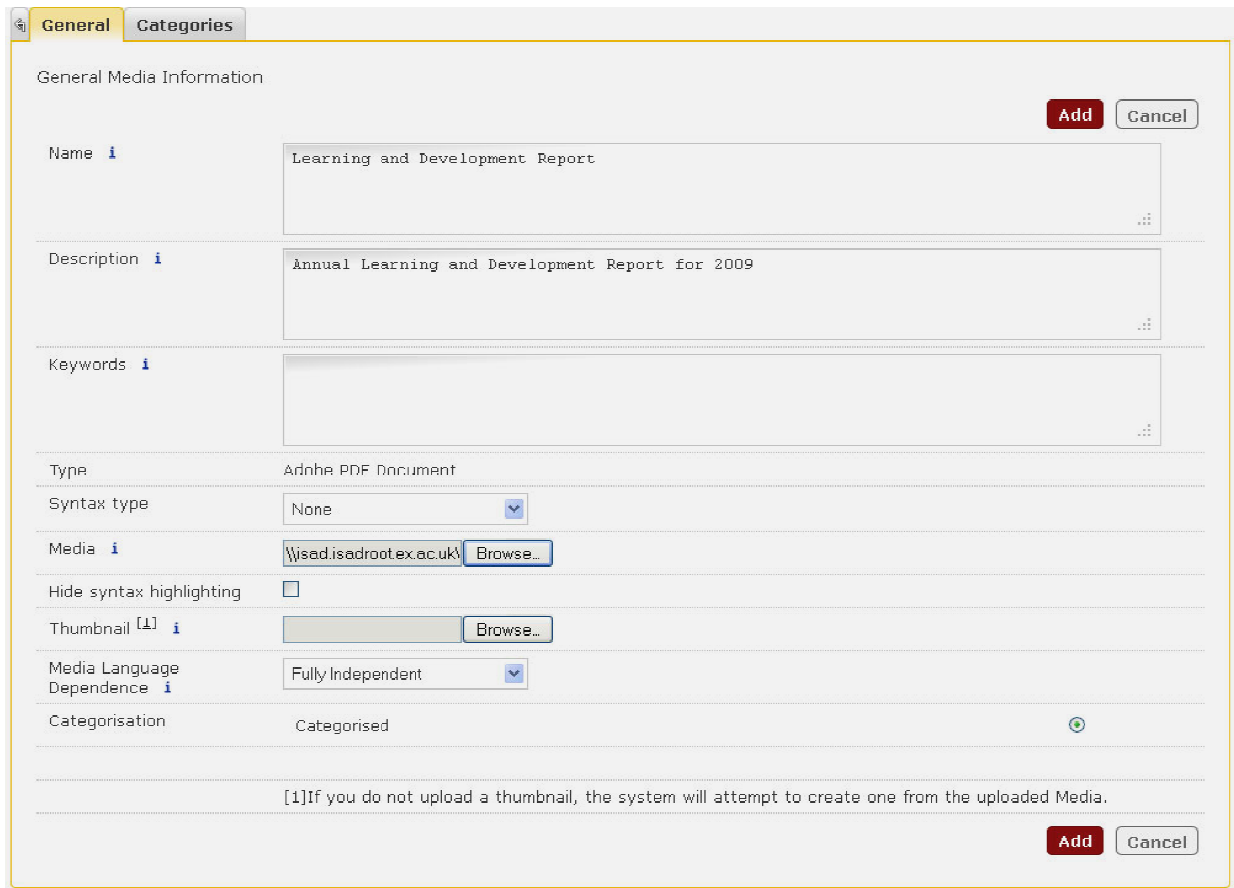
Categorisation +

[1]If you do not upload a thumbnail, the system will attempt to create one from the uploaded Media.

Add Cancel

Complete the fields providing the Name of the Document or Image (note that the name you give a document will be used for link text in links to that document, although this can be edited once you add it to your content – see www.exeter.ac.uk/staff/web/sitemanager/guides/documents/linking/), and a Description.

Then use the Browse button next to 'Media' to find the media file you want to upload from your hard drive. Site Manager works out from the file extension of your uploaded file (eg .jpg/.pdf/.docx) what possible media Types are appropriate, and these will be displayed next to 'Type' above the Media field.



General Media Information

Name *i* Learning and Development Report

Description *i* Annual Learning and Development Report for 2009

Keywords *i*

Type Adobe PDF Document

Syntax type None

Media *i* Wisad.isadrootex.ac.uk Browse...

Hide syntax highlighting

Thumbnail *i* Browse...

Media Language Dependence *i* Fully Independent

Categorisation Categorised

[1]If you do not upload a thumbnail, the system will attempt to create one from the uploaded Media.

In many cases there will only be a single type available so you will not have to choose an option. However, if there is more than one - for example, an image can be either 'Image' type or 'Media path' type depending on what template it is going to be used in - then you will have to select the appropriate type from those listed. When using an image in an 'Image with Caption' template, the media type will always be 'Image', so choose this option.

Note: If you should choose the wrong media type when adding media, you should Add it anyway, and then go back in to Modify it, when the Media field will display a drop-down menu of media types, from which you can select the correct one and Update the file.

Click 'image' as the media type

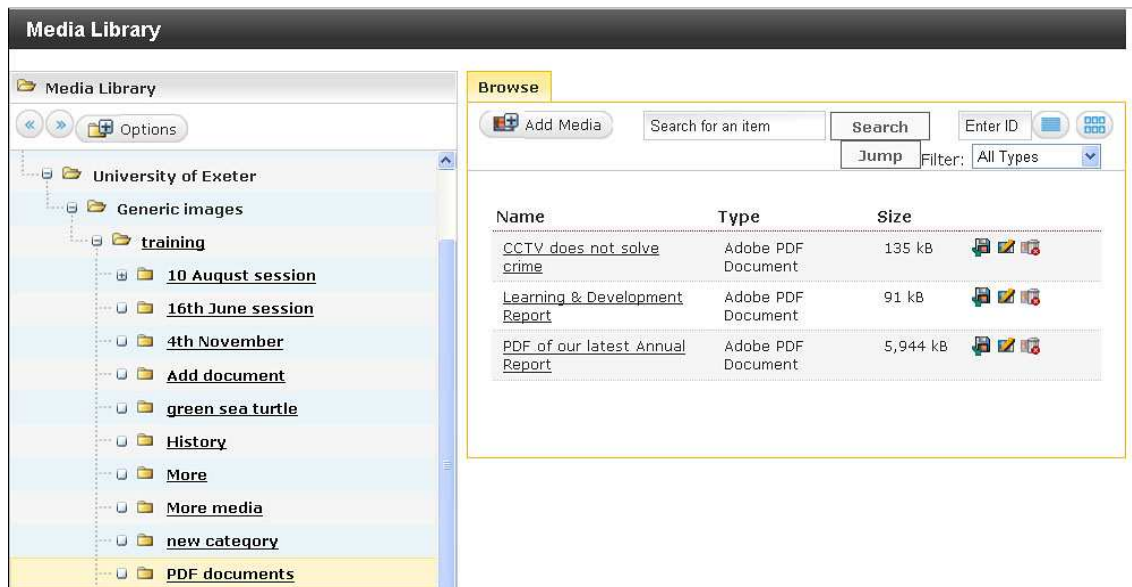
If you have a thumbnail image for the media you may also upload this, otherwise T4 will create one for you.

You don't need to complete any other fields.

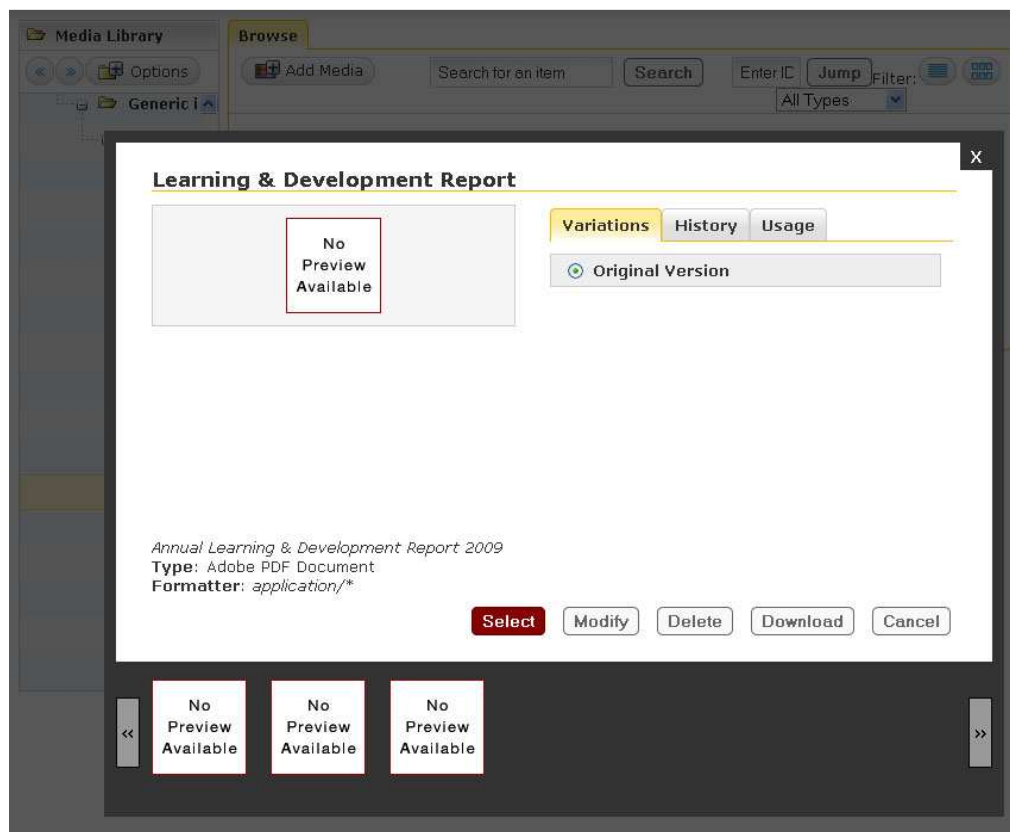
Click on the Add button.

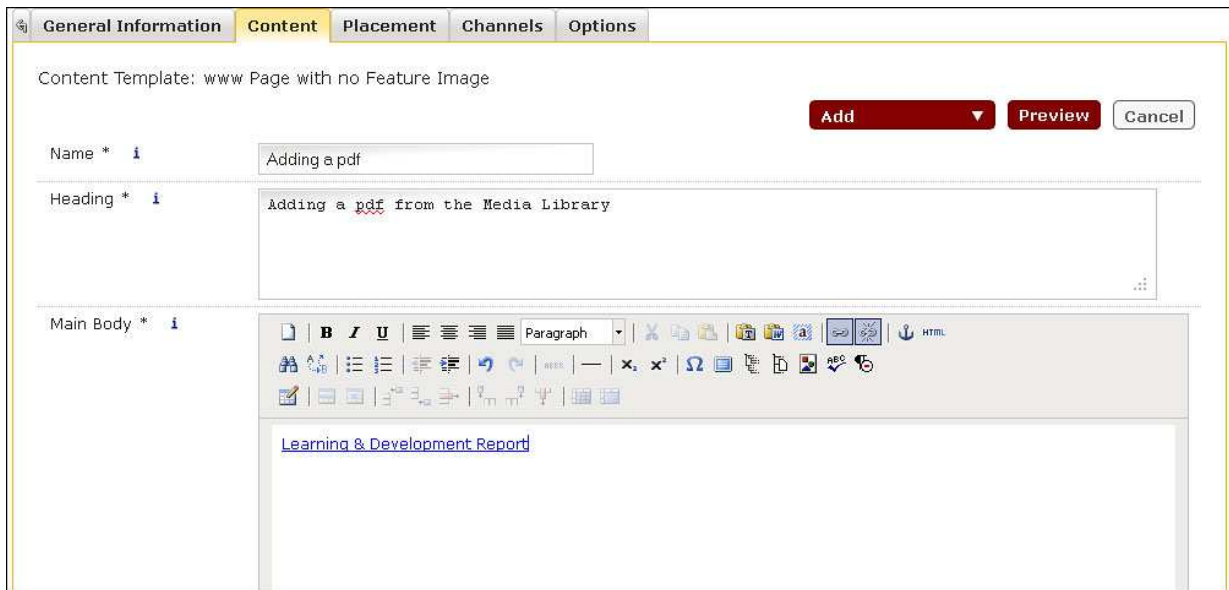
Adding Media as Content: Document Links

Locate your cursor where you want to link to your media to appear and click on the 'Insert Item from Media Library' icon.



Navigate to where the media item is saved and click on its name. A popup window opens showing the media item you have clicked. Click 'Select'.



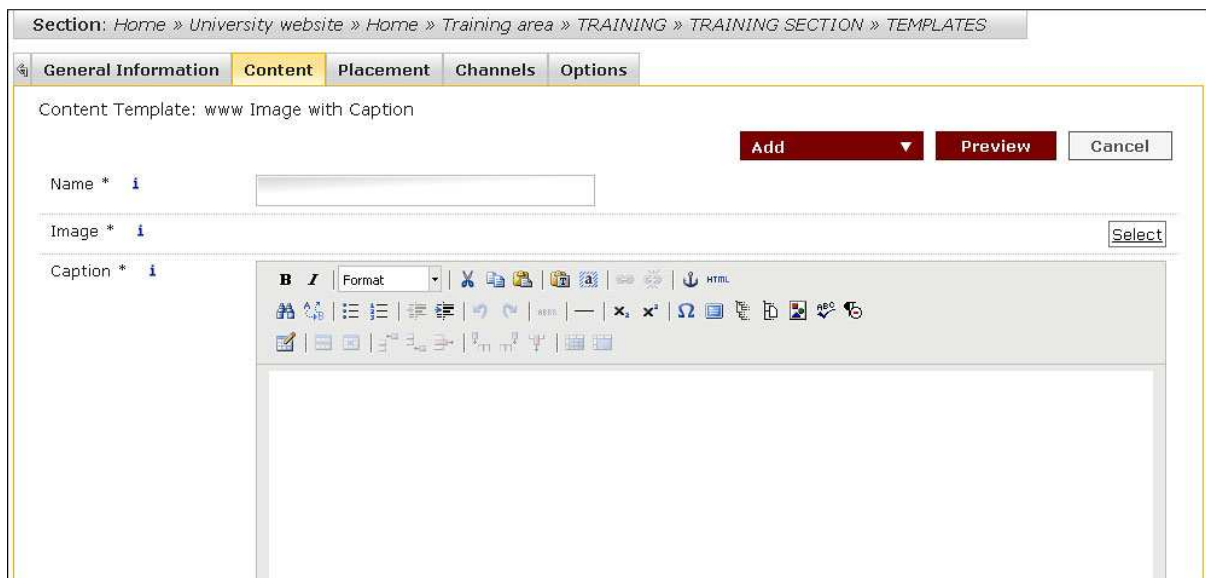


The name of the media item will then be displayed as a link.

Adding Media as Content: Images

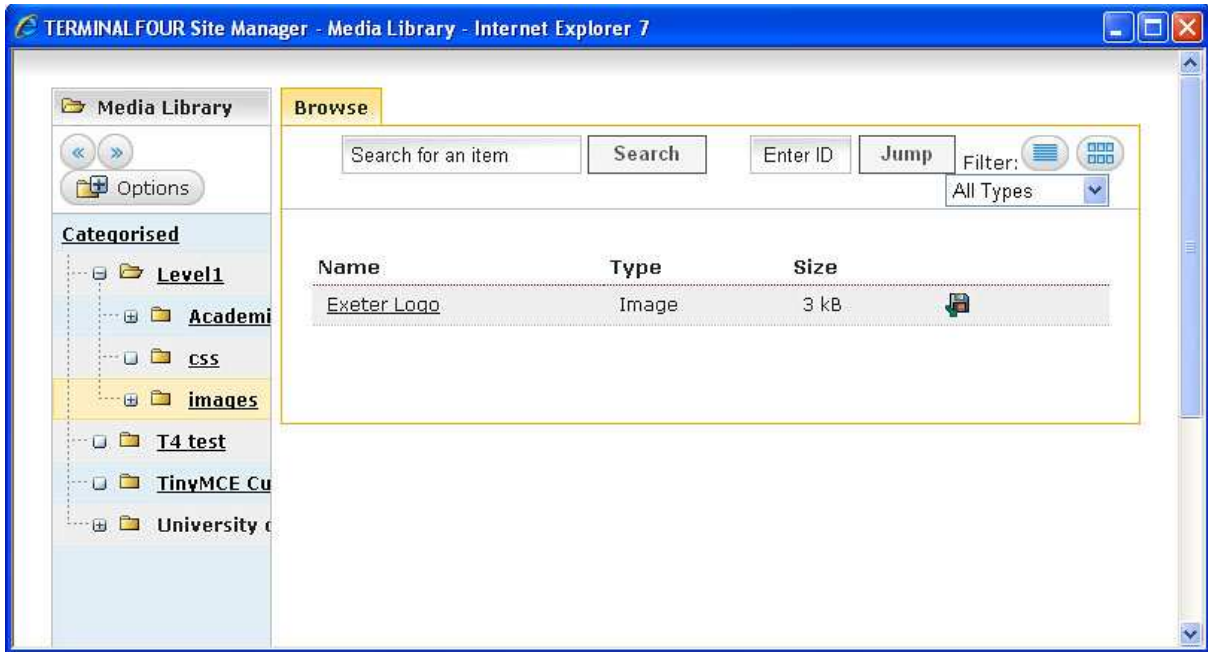
Images should only be used on University web pages using appropriate templates. The most commonly available is the 'Image with Caption' template, although there are others available (eg staff contact pages etc...)

Click on the 'www Image with Caption' link. This will open up the template.



Give the image a name.

Click 'SELECT' adjacent to Image.



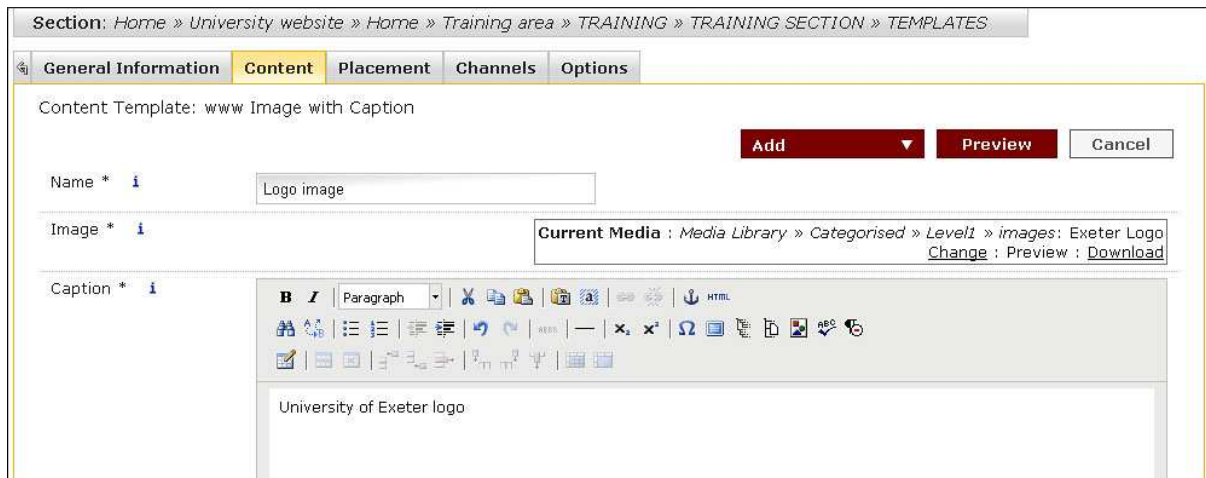
Browse through the categories until you find the image you're looking for.

Once you have found the required image, click on it and a popup window will display it as below.



Click SELECT and the path to your selected image will appear in the template's Image field.

Add your caption text.



The screenshot shows a web-based content management system interface. At the top, there is a breadcrumb trail: "Section: Home » University website » Home » Training area » TRAINING » TRAINING SECTION » TEMPLATES". Below this, there are several tabs: "General Information", "Content" (which is selected), "Placement", "Channels", and "Options". The main content area is titled "Content Template: www Image with Caption". There are three buttons: "Add", "Preview", and "Cancel". The "Name" field contains "Logo image". The "Image" field shows "Current Media : Media Library » Categorised » Level1 » images: Exeter Logo" with links for "Change", "Preview", and "Download". The "Caption" field contains "University of Exeter logo".

Click 'ADD' to save.

- **Note:** *It is not possible to preview images from the Media Library in content you have not yet Added. When you have put your image into a piece of Image with Caption content, 'ADD' the content in order to save it, and then go back in by clicking MODIFY. Now you will be able to Preview it as normal.*

Guidelines on Images in the Media Library

Preparing images for use on the web: image size

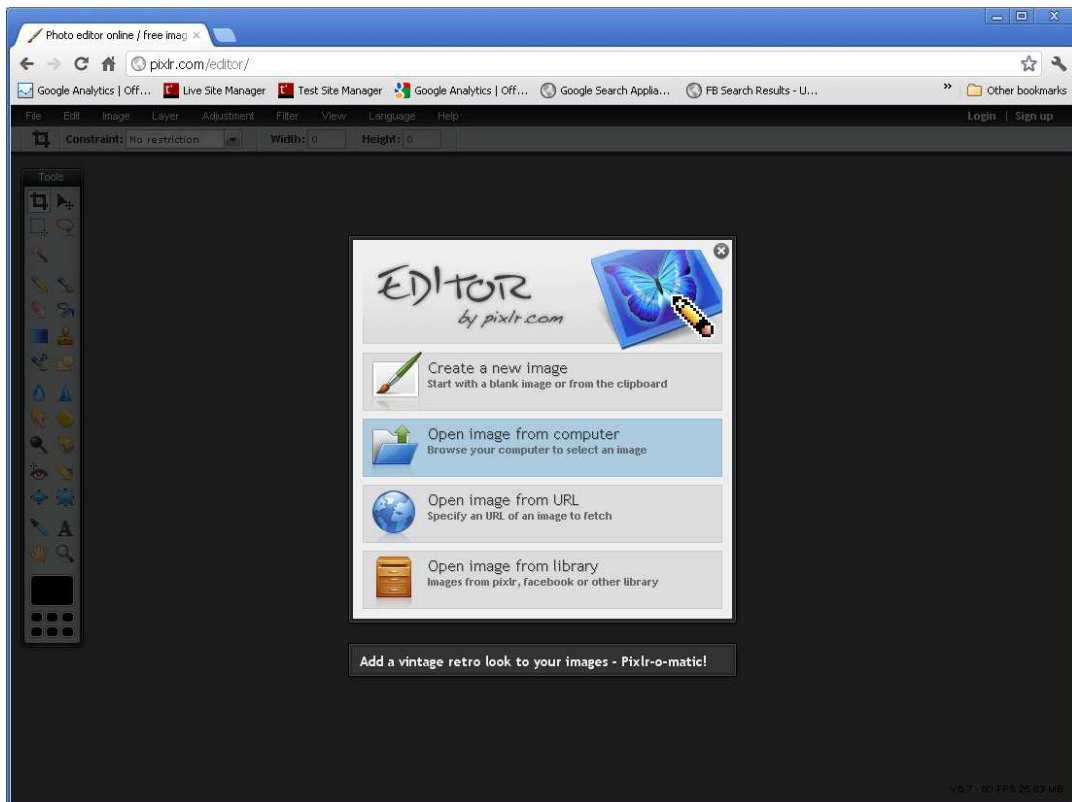
- **Note:** *There is an 'Image variation' feature available in the Media Library, which you may notice when you go to select an image to bring into your Image with Caption template. Unfortunately, this feature really does not work well enough for us to recommend you use it. So we advise you not to try it, but to use **pixlr.com** instead. If you feel you need more help with this, then do [contact your Web Marketing Officer](#) for assistance.*

For use with the 'www Image with Caption' template, images should be 218 pixels wide and 72 dpi.

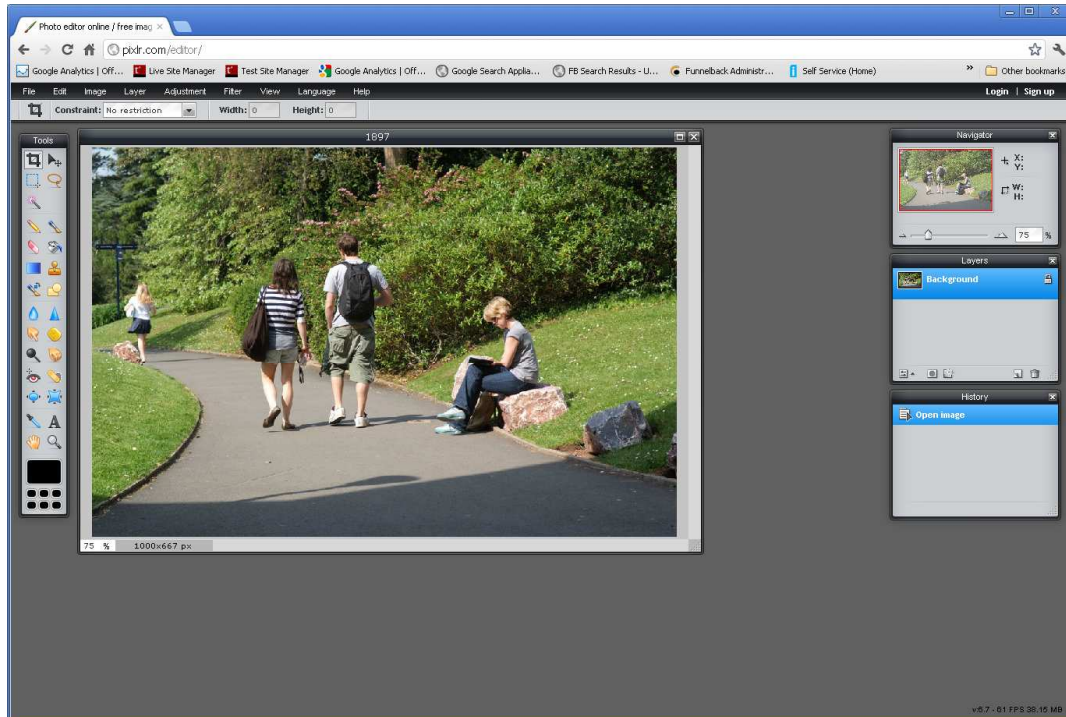
Using the Pixlr photo editor to resize images

There is a handy web-based photo editor called Pixlr you can use to resize images. This does not require you to download software to your computer or purchase any kind of licence to use it.

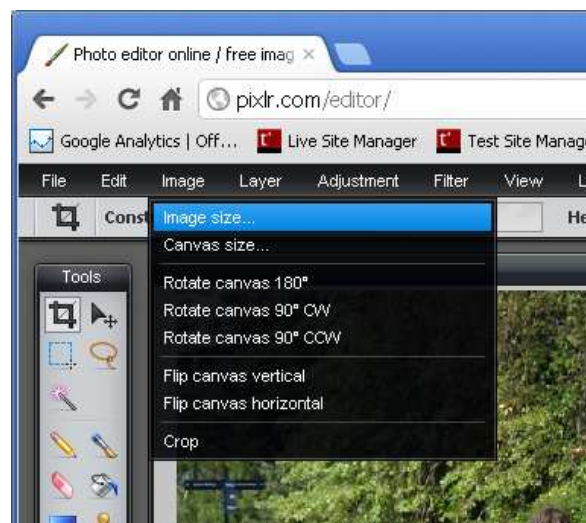
To open Pixlr, simply type the following address into your browser:
<http://pixlr.com/editor/>



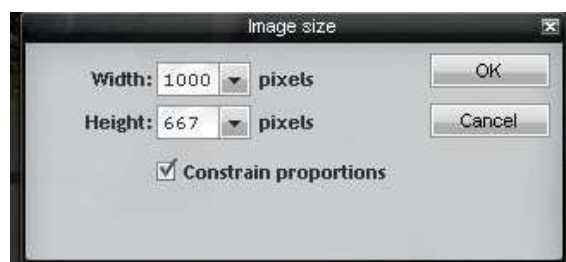
Open your image by selecting '**Open image from computer**' in the initial popup panel that displays (or select **File > Open image...** and browse to your chosen image on your computer).



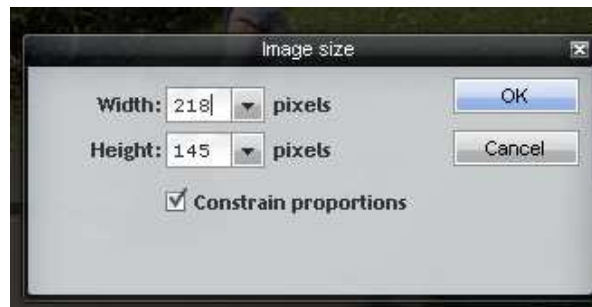
Go to **Image** (in the top menu bar) > select the Image Size tool from the top menu to resize the image to the dimensions you need.



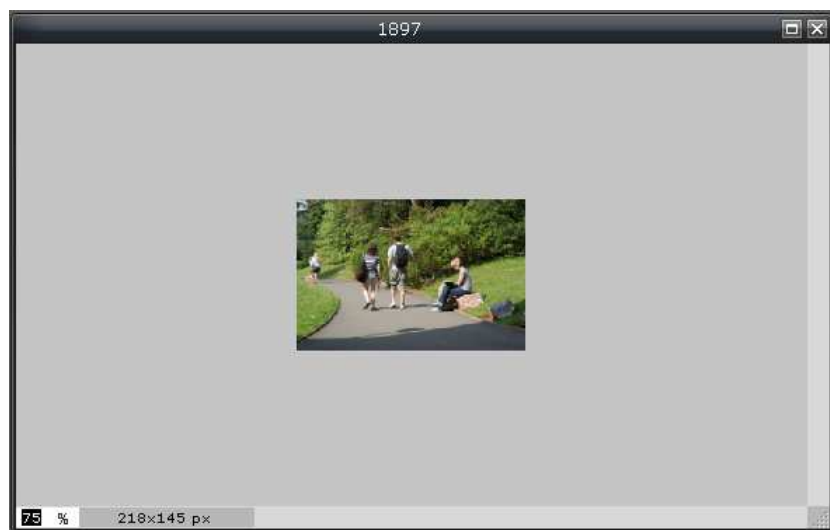
In the popup that opens, ensure that '**Constrain proportions**' is ticked.



Type '218' into the box for the **Width** – this is the correct width for any image for use in a www Image with caption template. The **Height** figure will automatically change to retain the original proportions of the image.



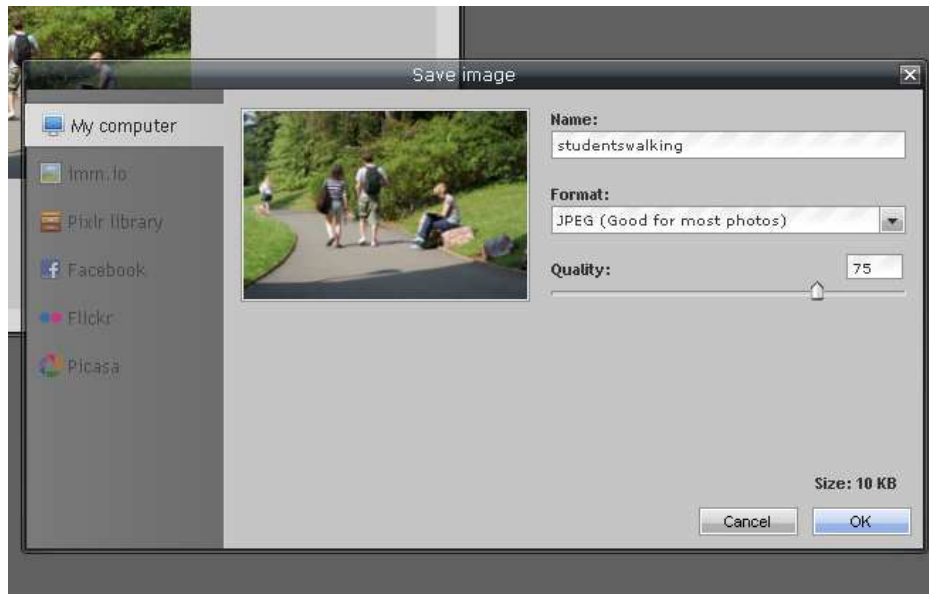
Click **OK**. Your image will reduce in size.



If it looks very small, check the bottom left hand corner of the window in which the image appears, **increase the percentage to 100% and press Return**. The image will now appear at its actual size.



Go to **File > Save** the image and optimise using the **Quality** setting at around 75 by adjusting the slider to around this number.



If you need any assistance, try the **Help** menu (there are video tutorials, a forum and FAQs).