



t⁴ Best Practices

Setting up your website

UF | Information Technology





- Welcome
- Introductions
- Break around 3:00 p.m.
- Course Satisfaction Survey
<https://training.it.ufl.edu/services/satisfaction-survey/>



Survey

- Who is **comfortable** with the following?
 - HTML/CSS
 - JavaScript
 - Using TERMINALFOUR?

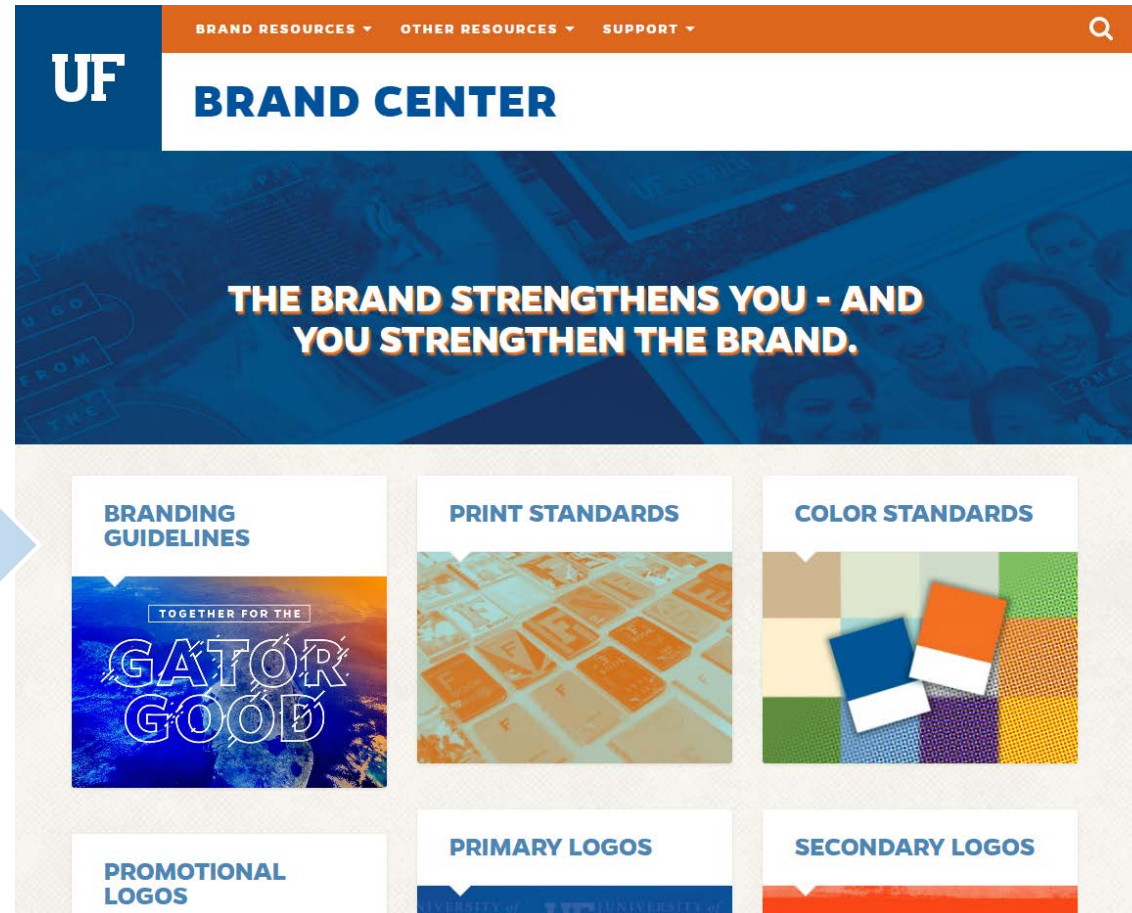


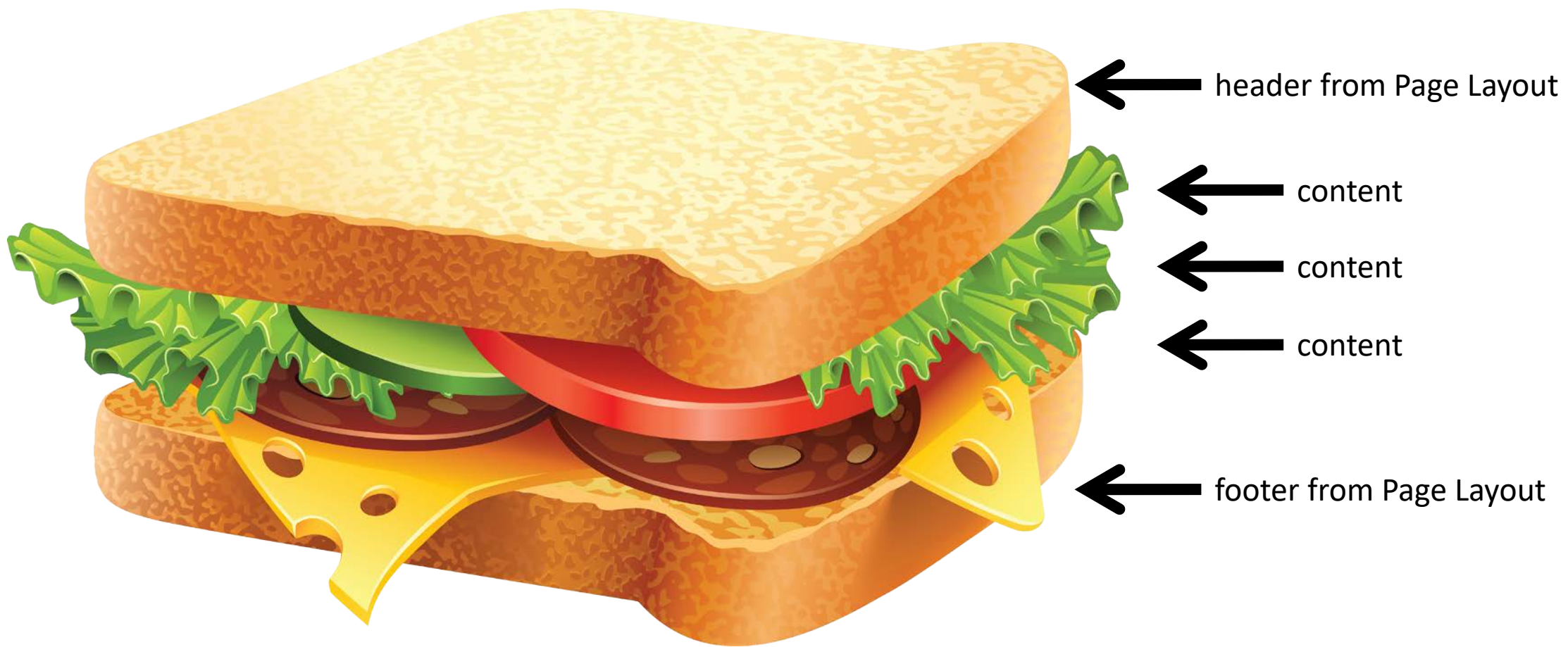
Objectives

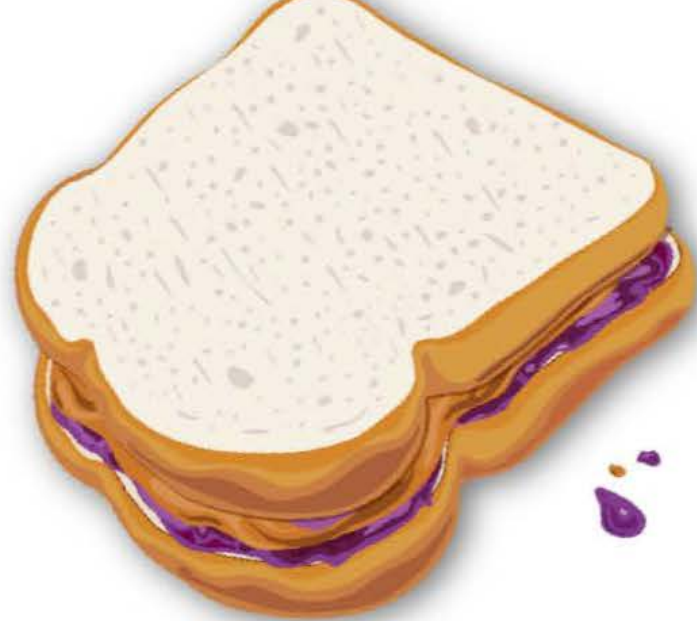
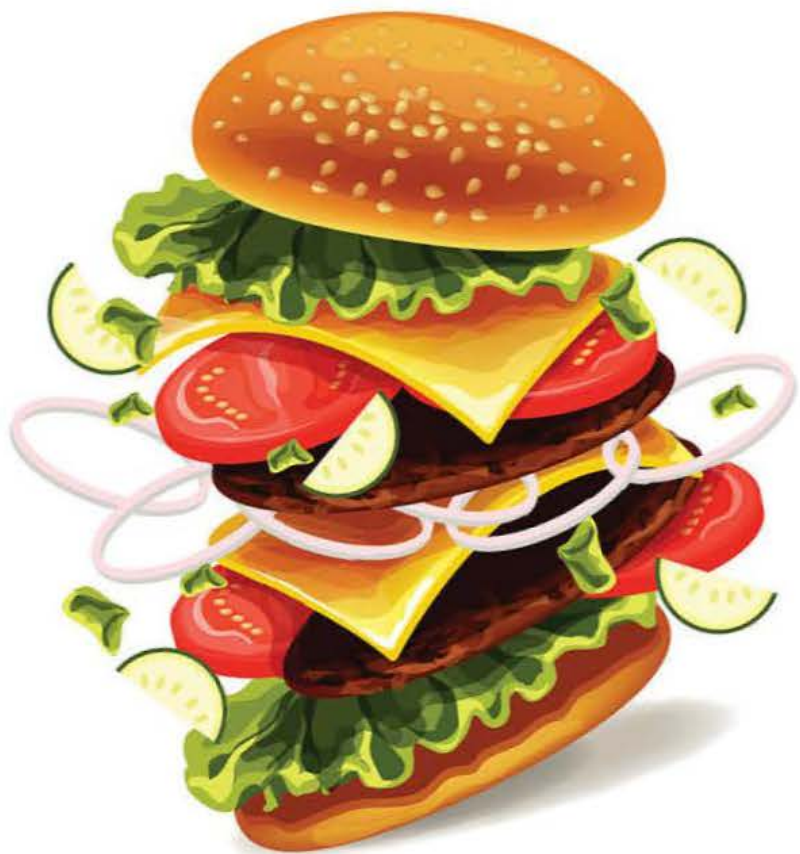
- Set up a website in t4 with the UF 2015 template
- Gain a deeper knowledge of t4 components including:
 - Sections
 - Content Types
 - Page Layouts
 - Elements of `_site-config`
- Apply best practices while working with content in t4

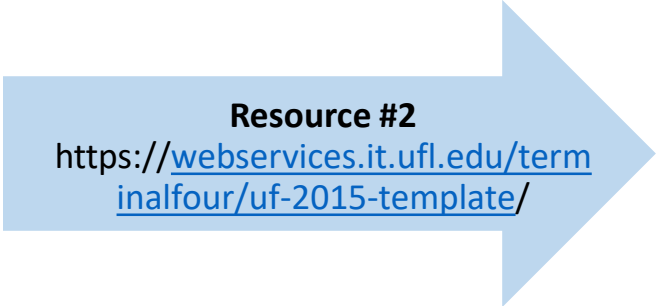
UF Branding: <http://identity.ufl.edu>

Resource #1. <http://identity.ufl.edu>









Resource #2

<https://webservices.it.ufl.edu/terminalfour/uf-2015-template/>

Your resource for everything T4





Exercise #1 Goals

You should be able to:

- ✓ Identify and change the page layout of your section
- ✓ Preview the section





Exercise #1: Setting the Page Layout

- There are 4 main types of Page Layouts

1. Homepage Layout
2. Inner – General
3. Inner – Blank
4. Inner – Alpha List



- **Advanced:** Some sites have their own custom page layouts



Configuration

_site-config

- Comes default with all UF2015 template sites
- **DO NOT** change the name of this section – it WILL break your site



Resource #5
<https://webservices.it.ufl.edu/terminalfour/uf-2015-template/configuration/>

The screenshot shows the 'CONFIGURATION' page of the Terminal Four website. The page has a white header with the University of Florida logo and navigation links: ABOUT, TEMPLATES, TERMINALFOUR, FAQs, and CONTACT. Below the header is a breadcrumb trail: TERMINALFOUR • UF 2015 TEMPLATE • CONFIGURATION. The main heading is 'CONFIGURATION' in large blue letters. The page content includes a paragraph explaining the configuration section, a list of content types, and a link to a 'Getting Started' page.

UF | Web Services
UNIVERSITY of FLORIDA

ABOUT TEMPLATES TERMINALFOUR FAQs CONTACT

TERMINALFOUR • UF 2015 TEMPLATE • CONFIGURATION

CONFIGURATION

The new template has a section (`_site-config`) for configuration of various site settings. This section is also where the main header and footer is customized.

In this section you can use the following content types to customize the site:

- Auxiliary Navigation
- Custom Site Code
- Footer Column Links
- Footer Top Links
- General Configuration
- Main Navigation – Automatic
- Main Navigation with Dropdown and Image
- Social Media Links

For detailed instructions on setting up your site for the first time please view the [Getting Started](#) page.



Decoding the - site_config

General Configuration

>-- Site Logo

Auxiliary Menu

Social Media

Footer Top Links

Footer Column Links

Custom Site Code

Main Nav - Auto

Resource #6

<http://qianzhao.dev.webservices.ufl.edu/tutorial/>

A screenshot of the University of Florida Web Services website. The top navigation bar is orange with white text for 'NEWS', 'CALENDAR', 'OFFICES & SERVICES', and 'DIRECT'. Below this is a white header area with the 'UF' logo and 'Web Services UNIVERSITY of FLORIDA' on the left, and an 'ABOUT' link on the right. A yellow dashed box highlights the header area. Below the header is a large, blurred image. At the bottom, there is a white box with the heading 'OUR RESPONSIBILITIES' and a paragraph of text. The footer at the very bottom features the 'UF' logo and the text 'Information Technology'.

OUR RESPONSIBILITIES

Web Services supports the UF homepage (ufl.edu) i path sites. These sites represent the university and Web sites. The critical path sites are often the first i people including high-leverage individuals such as p faculty or staff as well as legislators, peer reviewers maintain the high quality of Web Presence for the U

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Exercise #2 Goals

You should be able to:

- ✓ Change a site's logo, name and title
- ✓ Remove social media headers
- ✓ Revert saved changes to content





Exercise #2: General Configuration

1. Set the site name & title
2. Select a site logo
 - Find the desired Category in the Media Library
3. Change social media links
 - Use History to undo the change



Exercise #3 Goals

You should be able to:

- ✓ Create a section
- ✓ Look up Content Type info on the Web Services page
- ✓ Add content to your site using Content Types
- ✓ Edit HTML within TinyMCE with Tools → Source code





Content types

Resource #7
<https://webservices.it.ufl.edu/terminalfour/uf-2015-template/content-types/>

UF NEWS CALENDAR OFFICES & SERVICES DIRECTORY GIVING UF HEALTH UF IFAS UFIT Welcome to UF ↓ 🔍

UF Web Services UNIVERSITY OF FLORIDA ABOUT TEMPLATES TERMINALFOUR FAQs CONTACT

TERMINALFOUR • UF 2015 TEMPLATE • CONTENT TYPES

CONTENT TYPES

There are many different content types that are used to create the various pages for the template. Check out the [Page Layouts](#) section to see which content types should be used with each page layout.

Below is a list of all the various content types that can be used with the template.

- ALPHABETICAL LIST CONTROLS**
This content type creates the controls for an Alphabetical List page. Add one of these content types to a section using the *Inner - Alpha List* page layout.
- ALPHABETICAL LIST ELEMENT**
This content type creates a single letter list of link for an Alphabetical List page. Add one of these items PER LETTER to a section using the *Inner - Alpha List* page layout.
- ARTICLE - CONTENT**
This content type is used for articles and news items that will be used in the Homepage Hero and will create fulltext versions for linking.
- AUXILIARY NAVIGATION**
- BIO SCROLL STANDALONE**
- BIOGRAPHY**
- BREAKER**
- BUILD JSON FILE**
- CARDS**



Exercise #3: Creating a main landing page

- Add a new section
- Look up content page on webservice [site](#)
- Add a Landing Page Hero Full content type to your new section
- Attempt to replicate our [demo](#) page with this section



General Q & A

Congratulations, you have created a full page on your own!

Lingering Questions about T4? Now is the time.

PowerPoint and link to video at:

<https://webservices.it.ufl.edu/terminalfour/downloads/>

Resources

1. UF branding guidelines: <http://identity.ufl.edu>
2. UF 2015 Template info page: <https://webservices.it.ufl.edu/terminalfour/uf-2015-template/>
3. Sandbox for TERMINALFOUR: <https://sandbox.wcm.it.ufl.edu/t4/page/site-structure>
4. Page Layouts: <https://webservices.it.ufl.edu/terminalfour/uf-2015-template/page-layouts/>
5. Site configuration: <https://webservices.it.ufl.edu/terminalfour/uf-2015-template/configuration/>
6. Site-config map: <http://qianzhao.dev.webservices.ufl.edu/tutorial/>
7. Content types: <https://webservices.it.ufl.edu/terminalfour/uf-2015-template/content-types/>