# Best Practices for setting up sites in T4: exercise and instruction manual

## Objectives

- Set up a site in T4 with the UF2015 template
- Gain a deeper knowledge of t4 components, including page layouts, content types, and configuration
- Apply best practices to working with content in T4

## 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/

## Exercise #1: Changing the Page Layout

### Goals:

- Be able to identify and change page layouts
- Learn to preview sections

1. Open sandbox and navigate to site structure

Secure | https://sandbox.wcm.it.ufl.edu/t4/page/site-structure

2. Navigate to "T4 Training - **your name**" > "Exercise 1"
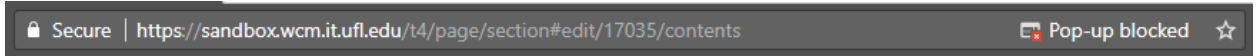
***Preview the "Exercise 1" branch***

3. There are a couple of ways to preview a page in T4. Here's one of them:
   In the site structure, click on the name of the section. Select the content tab
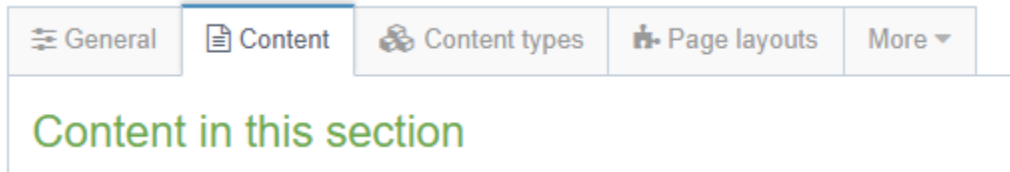
Click on the blue "Actions" button next to one of the content items and select "Preview"

Wait, what if nothing is happening? Is your pop up blocker on?



Click on the pop-up blocked icon (window with red X)
Select the "Always allow pop-ups from https://sandbox.wcm.it.ufl.edu" radio button and click Done



Click the pop-up blocked icon again and select the blue link. It should open in a new page.

### *Identify the layout used in the Page Layouts tab*
4. Keep your preview window open for now. Go back to your section details in the other window. If your preview was blocked by the pop-up blocker previously, the section details page may be stuck loading. You will need to refresh by pressing f5 on your keyboard.

Once you have the section details page open, click on the "Page layouts" tab. The channel we are currently using is the "T4 Training" channel. Right now it is set to "Inner - Blank Layout"

### *Select a different page layout*
5. Open the dropdown, select "Inner – General" and hit "Save changes"
Refresh your preview page and observe the difference
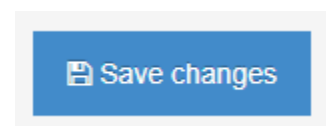
### Change the page layout back

6. Open the dropdown, select "Inner – Blank" and hit "Save changes"

## Exercise #2: Site configuration

### Goals:

- o Be able to change a site's logo and title
- o Understand where to add/remove social media headers
- o Learn to revert saved changes to content

1. Navigate back to the training folder with your name within the site structure.

### View _site-config contents

2. Click the _site-config folder, then select the content tab. Here you'll find the list of your site's configurations. Any changes made here will be consistent throughout your website.

| Order | Name | Version | Status | Last modified | Publish date | | 🔒 | ☐ |
|---|---|---|---|---|---|---|---|---|
| ✛ | General Configuration | 0.1 | Pending | July 24, 2017 4:44 PM | N/A | ⚙ Actions ▼ | ⬆ | ☐ |
| ✛ | Auxiliary Navigation | 0.1 | Pending | July 24, 2017 4:44 PM | N/A | ⚙ Actions ▼ | ⬆ | ☐ |
| ✛ | Social Media | 0.1 | Pending | July 24, 2017 4:44 PM | N/A | ⚙ Actions ▼ | ⬆ | ☐ |
| ✛ | Footer Top Links | 0.1 | Pending | July 24, 2017 4:44 PM | N/A | ⚙ Actions ▼ | ⬆ | ☐ |
| ✛ | Footer Column Links | 0.1 | Pending | July 24, 2017 4:44 PM | N/A | ⚙ Actions ▼ | ⬆ | ☐ |
| ✛ | Custom Site Code | 0.1 | Pending | July 24, 2017 4:44 PM | N/A | ⚙ Actions ▼ | ⬆ | ☐ |
| ✛ | Main Nav - Auto | 0.1 | Pending | July 24, 2017 4:44 PM | N/A | ⚙ Actions ▼ | ⬆ | ☐ |

Showing 1 to 7 of 7 entries    ‹ 1 ›

🗑 Delete      ⟲ Cancel   💾 Save changes

- • Refer to resource Site-config map: http://qianzhao.dev.webservices.ufl.edu/tutorial/ as necessary

  *** It is important that you do not change the name of this section – if it gets renamed to something like "configuration", even if it makes sense, T4 won't be able to find it.

### View General Configuration

3. Open General Configuration in your _site-config

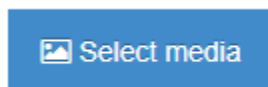### Replace Site Title in General Configuration

4. In the Site Title field, replace "Unit Name" with your last name or some other text. If you preview your site after saving, you'll notice that the text on the browser tab is this new text
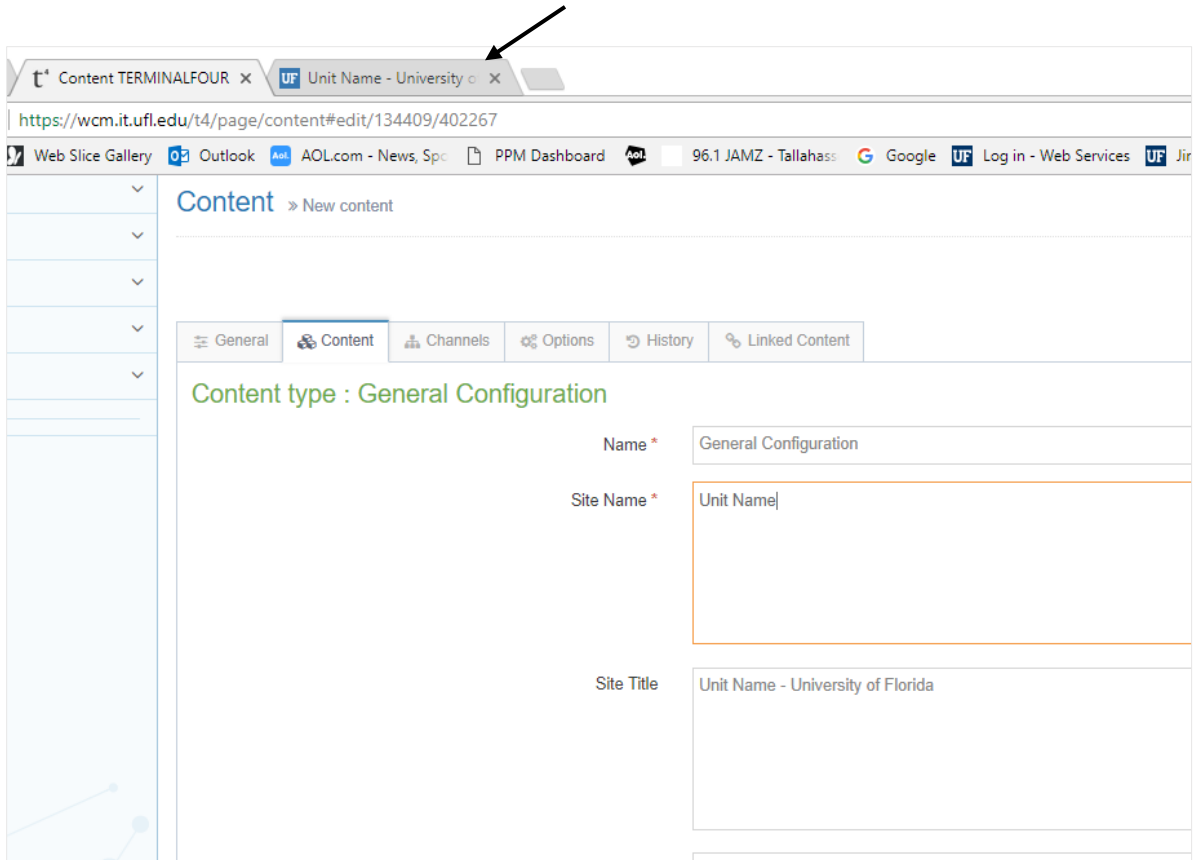
### Replace Logo

**5.** You can replace the logo in General Configuration by selecting another SVG from the media library



There are some sample site logos in the "_sample images" folder

**\*\*Note:** This logo has to be properly formatted or it will not show up – step-by-step instructions for creating the svg logo can be found on the Web Services website at: https://webservices.it.ufl.edu/terminalfour/uf-2015-template/tips-tricks/creating-an-svg-logo/

### Change a social media link in your site folder

6. Inside the _site-config section, click on "Social Media"
Remove the twitter address: https://twitter.com/UF/ and click "Save changes"
Refresh your preview, and your twitter button is no longer in the footer

### Revert previous change with content History

7. Click on "Social Media" once again
   Click on the "History" tab
   Click the blue "Actions" button next to a previous version and select "Make current"



Hit "Save changes" – the Twitter button will be back in your preview

# Exercise 3: Bringing it all together
## Goals:

- Build a page in the UF2015 theme using content types

***Create a new section***

1. In the site structure, next to your "T4 Training – [your name]" section, click the blue "Actions" button and select "Create section" from the dropdown.
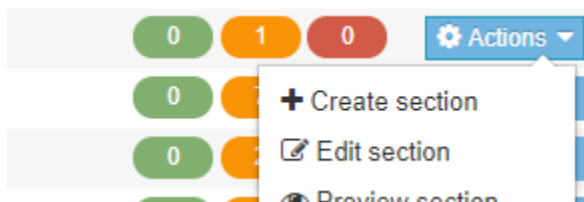
2. Enter "Exercise 3" and click the blue "Save changes" button in the bottom right



You should now see the new section in the site structure.



### *Look up a content type*

3. Visit https://webservices.it.ufl.edu/terminalfour/uf-2015-template/
4. Locate content type "Landing Page Hero Full"
   Review its options.



TERMINALFOUR • UF 2015 TEMPLATE • CONTENT TYPES • LANDING PAGE HERO FULL

# LANDING PAGE HERO FULL

This content type creates a full width image with headline and text.

1 Name
   • Name is a required field in T4 and is not used other than for reference with this content type.

2 Headline
   • Headline to be displayed over the image.

3 Image
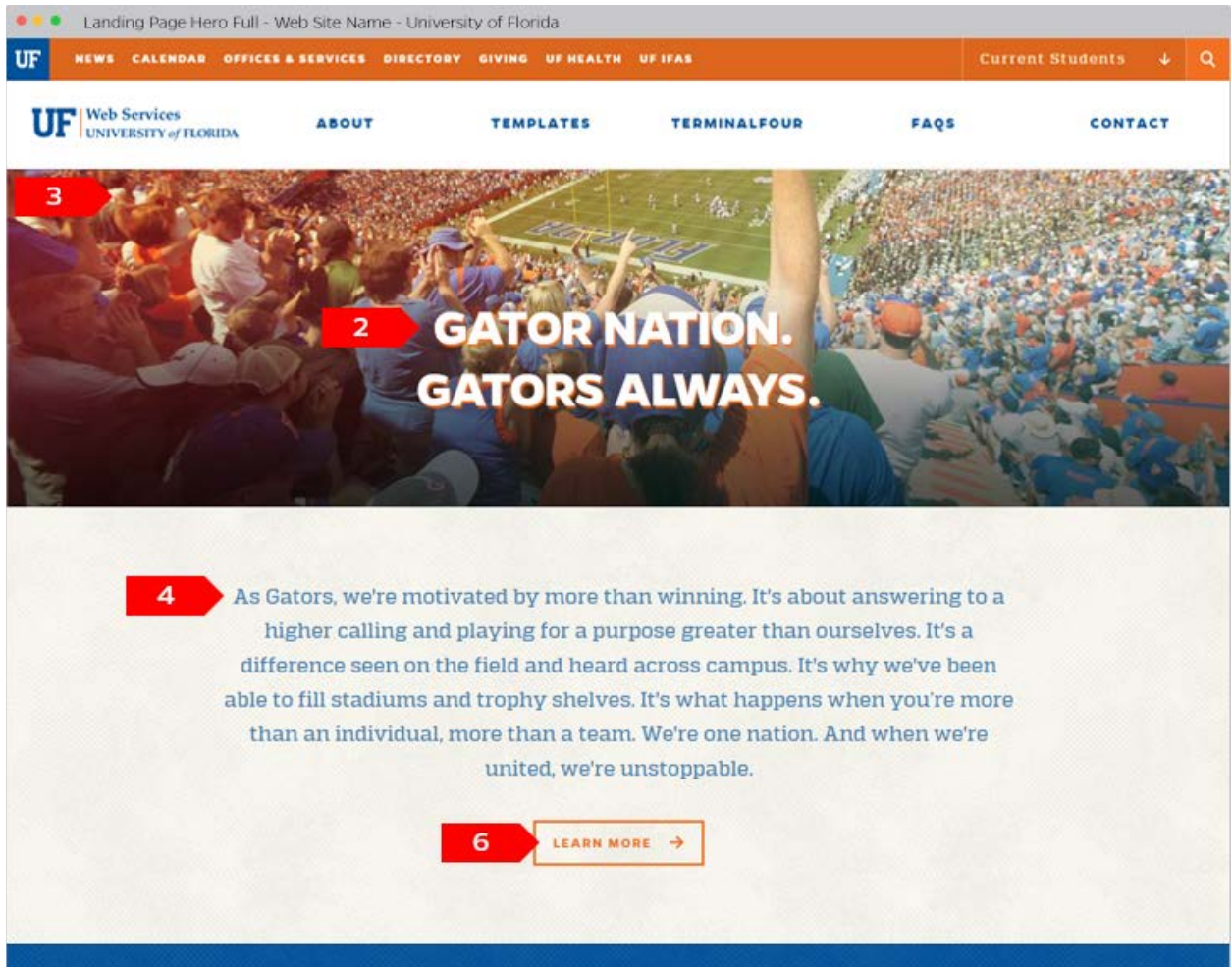
### Creating content

5. Log in to T4 and navigate to your Exercise 3 section
6. Click "Create content"
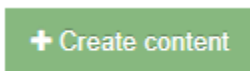


7. If necessary, enter text in your Filter field to narrow down the content types displayed

8.  Select "Landing Page Hero Full" – the following page will open:



9.  Complete the required fields


**Name**
**Headline**
**Image** : Select media button
**Text:** If problems editing, use HTML within TinyMCE with Tools  Source code
You can use the sample below or type your own:

At his September 2015 State of the University Address, President Fuchs
announced a university-wide faculty and staff climate survey.  The UF Faculty and
Staff Climate Survey was available for completion from October 27 through
November 27 of 2015 and was designed to help determine how well the
university fosters an overall sense of belonging for its faculty and staff while
leveraging the uniqueness of the people who work here.
Source: http://president.ufl.edu/

**Hide Button**
**Button Text**
**Button Link Internal**
**Button Link external**

### _Preview content before saving_

10. The green Preview button at the top of the page will show you a preview of your content before you save.
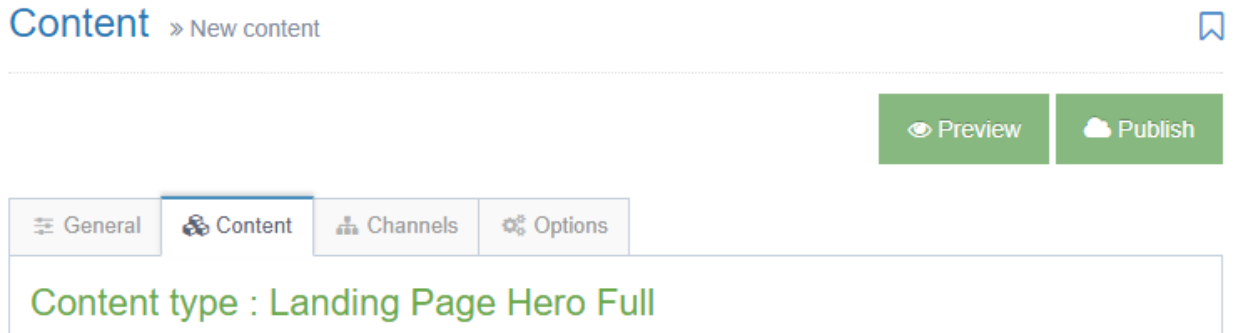


### _Save changes_

11. Save changes is the blue button at the bottom right of your page. The blue caret button gives you additional save options when clicked.
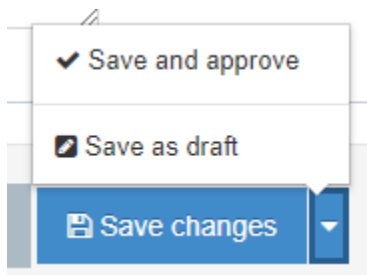


Here's what the different save options mean:

- Save changes → Pending :

  Content saved by selecting "Save changes" shows up in the section with orange status tag "Pending" – this means that it will show up in preview, but will not be published to the live site. It will appear on a list of content that Approvers can approve for publish.

- Save as draft → "Draft"

  Content saved by selecting "Save as draft" shows up in the section with gray status tag "Draft" – think of this state as a pre-cursor to "Pending"
  Draft content will not appear on the list of content to be approved.



- Save and approve → "Approved"

  Content saved by selecting "Save and approve" will show up in the section with the green status tag "Approved" – these changes are okayed to be published to the live site

## Final result