Website Guidelines

T4 User Manual
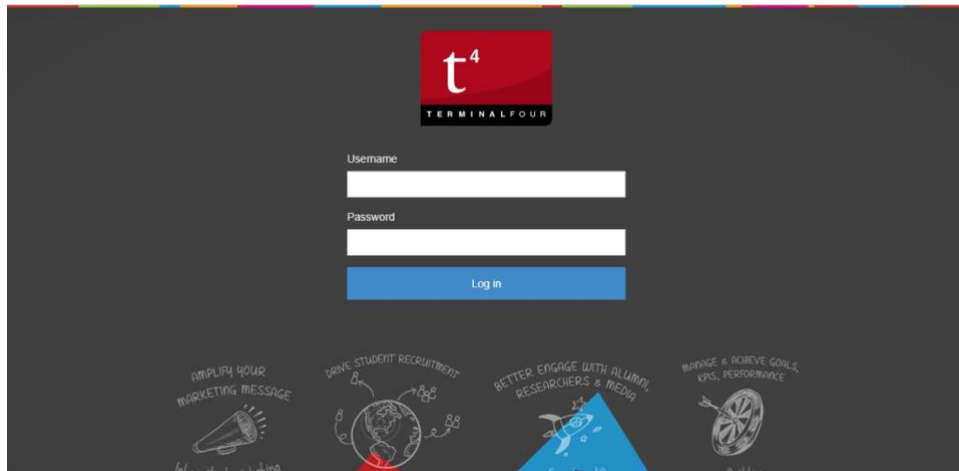
OLLSCOIL TEICNEOLAÍOCHTA
BHAILE ÁTHA CLIATH

TU DUBLIN

TECHNOLOGICAL
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Infinite
Possibilities

tudublin.ie

Table of Contents

Login and Reset Password

This section guides you through logging in and resetting your password.

LOGIN

Navigate to the login URL: https://cms.tudublin.ie/terminalfour/login.jsp

Enter username and password.

When you are initially set up with T4 access your staff number will be used for these details.

RESET PASSWORD

Contact web@tudublin.ie

Overview of Dashboard

This section gives you an overview of the T4 interface. Please note that what you see on your dashboard may be a little different to this manual due to different levels of user access.
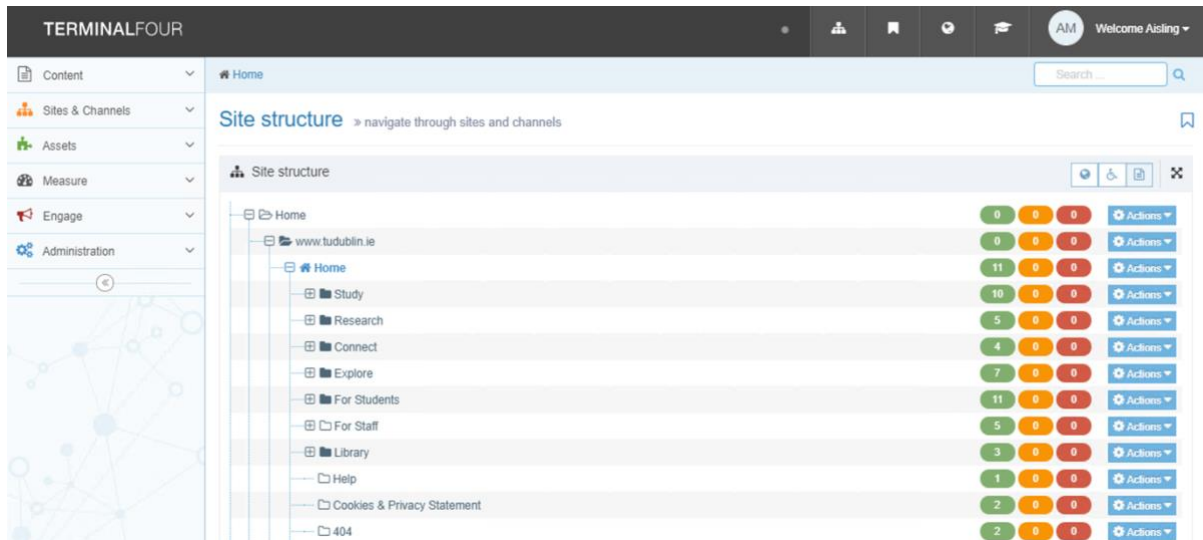
CREATE A SECTION

In the Site Structure, pick the location of your new Section, go to the Section Action Menu and select **Create New Section**.

In this example, a Subsection will be created within the Connect Section:
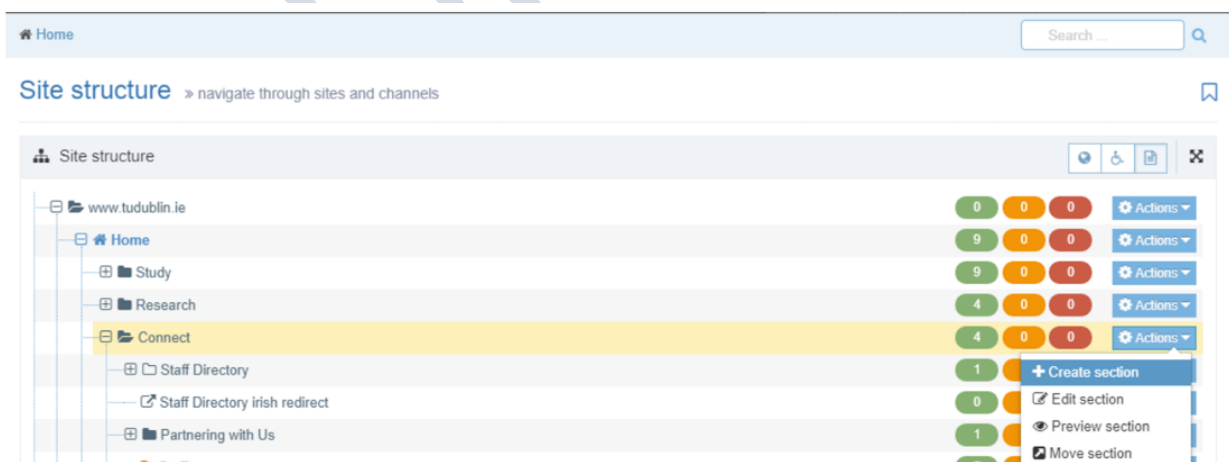
GENERAL SECTION DETAILS

The General tab of the Section configuration screen is split into General Section details and Advanced settings.

Name:
The Section name should give a clear indication of the page's content. It's better to use whole words instead of abbreviations.

The Section name is used as the basis for the URL for the published page (if an Output URI is not specified) any spaces will be replaced by a character (-) when the URL is output (e.g., News and Events will change to news-and-events.

Status:
Approved: Sections are published when they have at least one approved Content Item. Sections cannot be published without approved content in them. This is to avoid pages looking empty or incomplete.

Pending: Pending Sections will not publish, even if the content within the Section is Approved. The status can be changed to Approved, once all content is ready to be published, and the Section will publish.

Inactive: Deleted Sections have an Inactive status. Sections can be restored by changing the status to Approved or by restoring the section through the Recycle menu option. Inactive Sections cannot be published to a live site.

Select options: Show in navigation
When this box is checked, the Section appears in the navigation. Unchecked the Section is hidden from navigation. This is useful for Sections that you might want to publish but not link to from your main site e.g., a landing page.

CREATE A SECTION (INTRANET)

The Intranet sections have **restricted access** as these pages on the site are only accessible by staff using staff login details.

To create a new section in the Intranet, follow the same steps as above with one additional step:

Go to More > Access

Select the checkbox beside Staff – 3

Select **Save changes**

General Formatting

This section details the most used formatting tools.

TEXT

Copying from MS Word and other programmes

If you are copying and pasting previously formatted content (with colours and different sizes eg. from Microsoft Word) it is best to do either of the following:

- Paste into Notepad (Windows program) first and then paste into the Main Body
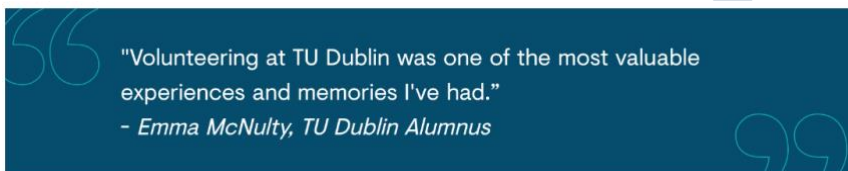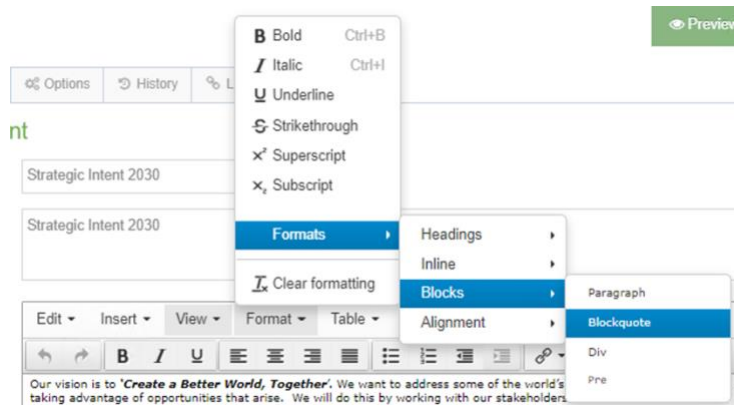- Use **Edit > Paste as text**
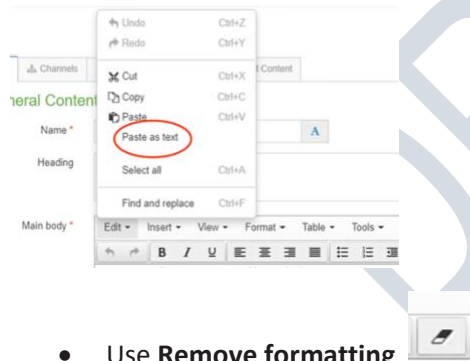
- Use **Remove formatting**

It is important to use one of these options to strip out all formatting to prevent "dummy code", branding issues and inconsistent styling of the rest of the website.
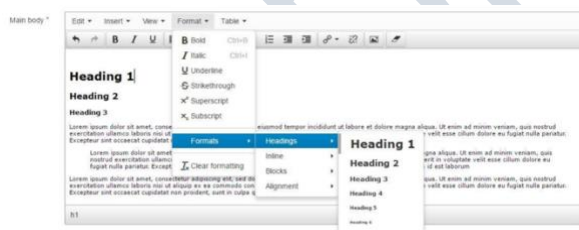
TEXT FORMATTING

Blockquote:

Formats > Blocks > Blockquote

Headings:

Headings are important for SEO. It also helps visual content hierarchy and keeps the site style consistent.

Select the text you would like to make into a heading and choose a heading option from the format drop down menu.

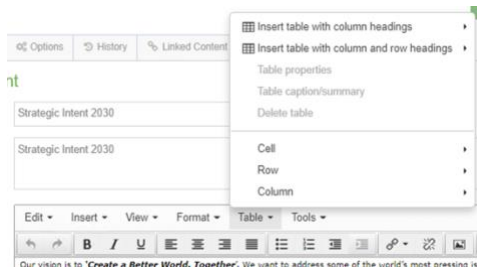# This is the Heading (h2)

This is a heading (h3)

This is a heading (h4)

This is a heading (h5)

TABLES

Tables are to be used for tabular content only such as timetables, data etc. Tables are not to be used for styling, placement of content on the page. For help with styling, please contact web@tudublin.ie

INSERT LINK

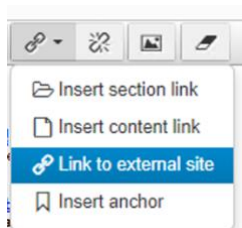To create a link highlight the desired text and select **Insert link**

**Link to external site:**

Insert link > Link to external site

Enter the destination URL

Edit the link text in Text to display

The Target should be set to **None** so that the link will open in the same window. It is important that users are placed in control of the user interface they are using, and users expect the link to be opened in the same window.

Setting the Target to open in a New window causes accessibility issues for screen readers and prevents the ability to use the back button. Do not use unless it is appropriate. For example, if the link provides assistance or help, if it may interrupt an ongoing process or when launching a Web application. It is recommended that when links are opened to a new window, there is advance warning.
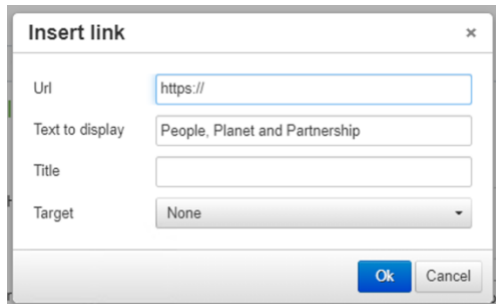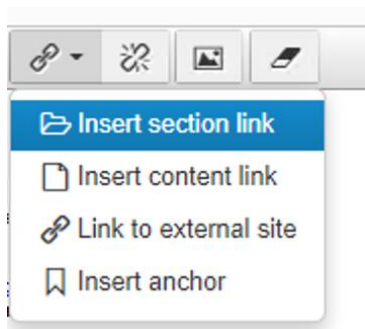

Add a section link:

Section links should be used for links to pages within the TU Dublin website. This is important to prevent broken links on our site. If a section link is updated, it will automatically update across the site.
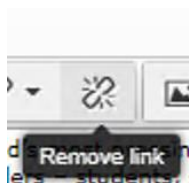
Insert link > Insert section link
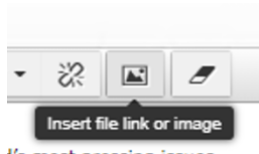
Select the section

REMOVE A LINK

Highlight link and click on Remove link.

MEDIA (IMAGES & FILES)

Select **Insert file link or image.**

Choose an image from the Media Library to select a file already on the website.

Select **Add Media** to upload a new file.

Enter a descriptive **Name**

Enter descriptive **Alt Text**

Descriptive Alt Text is very important for accessibility and improves SEO. Alt text is the written copy that appears in place of an image on a webpage if the image fails to load on a user's screen. This text helps screen-reading tools describe images to visually impaired readers and allows search engines to better crawl and rank your website. Be descriptive and specific!

For example:

Note:

1. Files should be optimised for web and should have descriptive names.
2. File names should not include invalid characters (\/:*?"<> etc.).
3. Use – instead of spaces eg. TU-Dublin-Presentation-2020.pdf

To edit the text that appears on file links, double click on the link and insert text in **set media attributes**
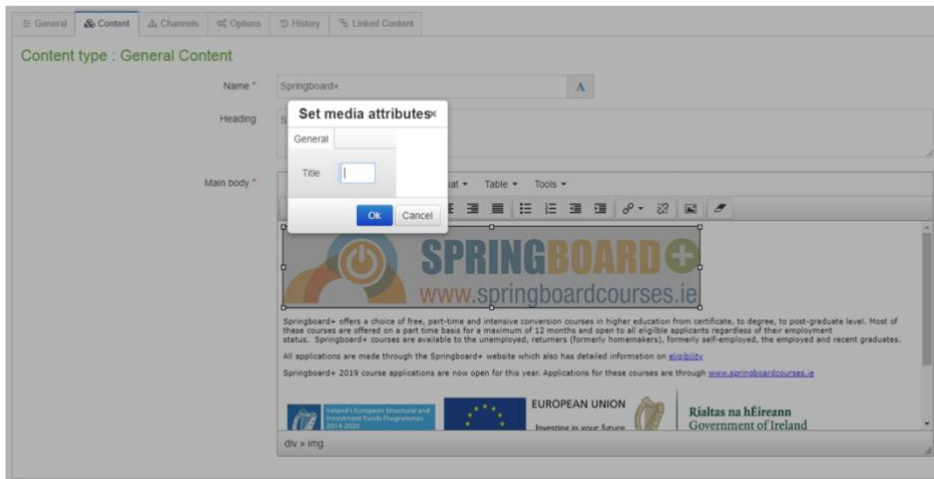
VIDEOS

All videos must be uploaded to YouTube before publishing on the website.
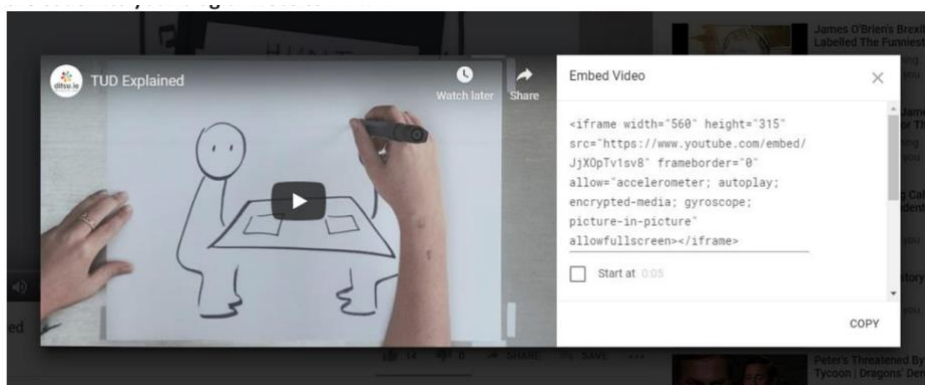https://www.youtube.com/

For help with embedding, please send YouTube video link to web@tudublin.ie.

Embedding:

On YouTube, under the video, click SHARE.
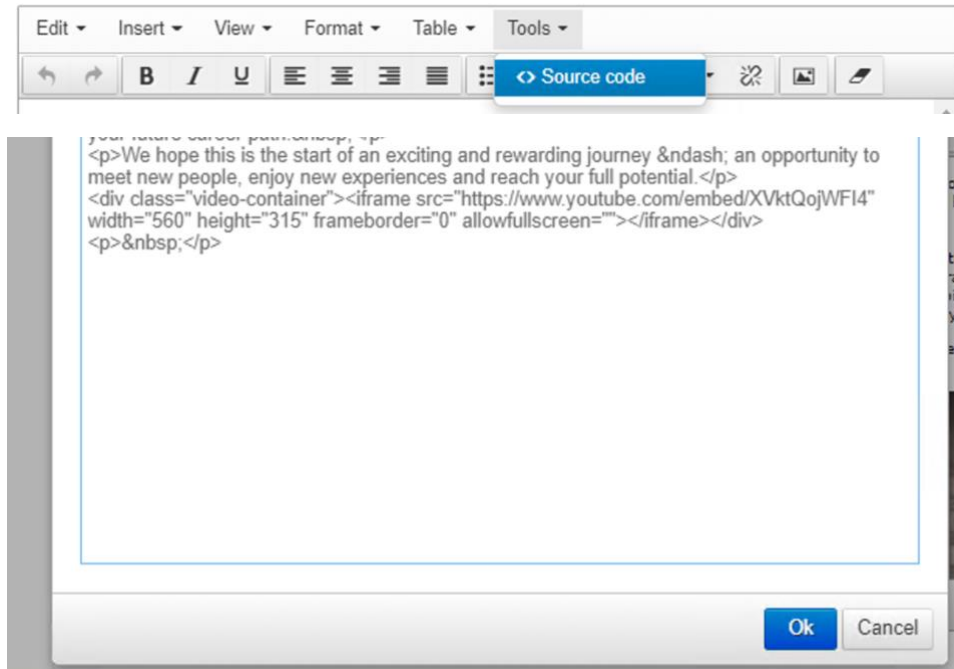
Click Embed. From the box that appears, copy the HTML code, from <iframe width.... </iframe>

Paste the html code into the main body in html view (Tools > Source Code)

To ensure that the video is **responsive** for viewing on mobile add <div class="video-container">
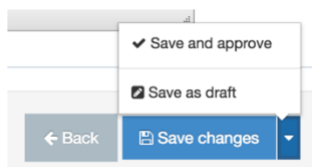before the <iframe src= and </div> after the </iframe>

Select Ok to save.

SAVE CHANGES AND PUBLISHING

To save the edits made to a page but not publish – select Save changes > **Save as draft**

To save the edits made to a page and publish – select: Save changes > **Save and approve**

Once this content has been saved and approved it will publish during the next site publish.
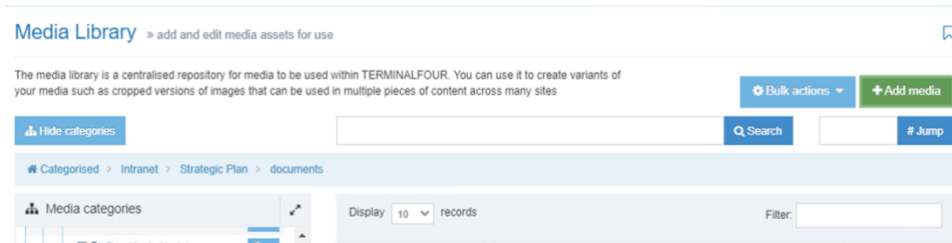

PREVIEW A SECTION

It is important to preview content additions before it publishes on the website. To do so, find the
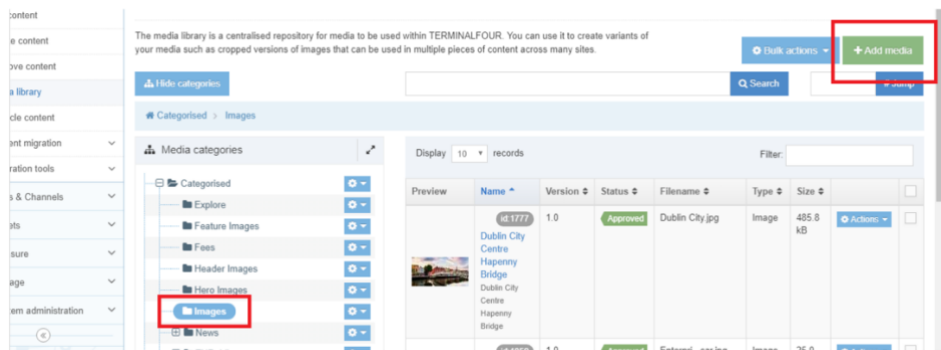Section in the Site Structure, click on the "Actions" menu and choose "Preview".

Media Library

This section guides you through accessing the media library.

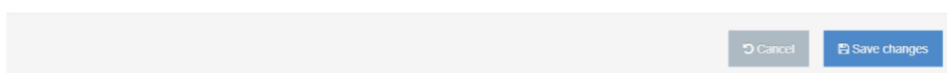From any page, go to Content > Media Library

Choose the category to which you want to add the media item (image, pdf etc.) and click "+Add media". Users can only add content to their relevant section


Hit **Save changes**.

CATEGORIES

The folders in the Media Library are called Categories. Adding Categories to the Media Library Categories help you keep organized. When you add a new item to the Media Library you can choose to add it to a new or existing Category folder. Categories are arranged in a hierarchical folder structure so you can place Child Categories (sub folders) inside Parent Category (main folders) folders.
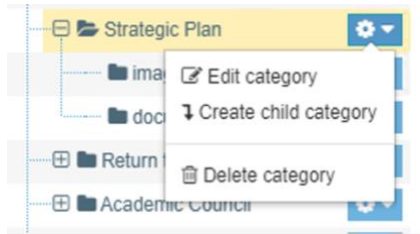
We recommend having separate categories for images and documents.