



TerminalFour Site Manager

Staff Intermediate Training Exercises v1.1

The first four tasks will be demonstrated by the trainer first, and then you will be given the opportunity to complete the tasks yourself.

Login

Go to: <https://www.st-andrews.ac.uk/terminalfour/SiteManager>

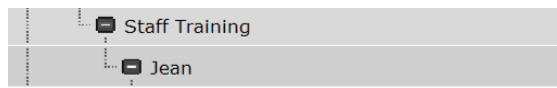
Use the following to access SiteManager:

You can modify your password by going to “Tools/Modify Profile” at the top.

Exercise 1: Edit the site structure

Task:

Create a new section of your own in the **Staff training** section. Use your name as the title. (All subsequent exercises should also be added to this section.) so it looks like the example below:



Steps:

1. Expand the **Staff training** section
2. Roll over the down-pointing arrow in the Staff training row, and select **ADD**.
3. Type your name in the **Name** field.
4. Click **ADD**.
5. Confirm the step was successful by expanding the Staff training section to see your named section.

Exercise 2: Add new content to a section

Task

Use the **General** template to add the following text to your section. Name the page **Undergraduate students** followed by your University ID. Be sure to put the title of the page in the correct field. Make sure the alignment is appropriate and no unnecessary formatting is applied. Be sure the **What makes the University of St Andrews special?** looks like a subheading

Undergraduate students

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The majority of our students are from the UK but almost 25% come from international backgrounds and altogether represent over 70 countries.


The structure of the University's modular degree programme allows for flexibility and students are given guidance from tutors and Advisers of Studies.

Teaching at the University takes place over two 15-week semesters with a break from just before Christmas after which exams are held for some course modules.

Although most applicants for first-year entry apply for Honours degree programmes the University does accept a range of other types of application.

What makes the University of St Andrews special?

Steps

1. From the top menu bar, select **Content – Add**.
2. Expand the **Staff training** section.
3. Click on **your name**
4. Select the **General** template from the drop-down list
5. Type **Undergraduate students** in the **Name** field followed by your University ID. The name field is only displayed within Site Manager.
6. Copy the **Undergraduate students** line from the source text into the **Title** field. The Title field is displayed on the web page and is styled automatically as Heading 2 for you.
7. Copy the remaining source text and paste it into the Main Body window.
8. Click the **Remove ALL formatting** button. 

9. Change the size of the **What makes the University of St Andrews special?** by selecting the **Heading 3** format from the drop-down menu.
10. Click the **Preview** button.
11. Close the preview window.
12. Click **Add** to save your new content.

When you preview the page, it should look like this.

The screenshot shows the University of St Andrews website. At the top, there is a navigation bar with links for Home, Current Staff, Current Postgraduates, Current Students, Administration A-Z, Schools and Subjects, Maps, and Contacts. Below this is a blue header with the University of St Andrews logo and name, and a search box. A secondary blue bar contains 'Staff Training' and links for Documentation and Site Manager Login. The main content area has a left sidebar with a 'Categories' menu listing Schools, Completed, Staff training (highlighted), and Steve. The main text area shows a breadcrumb trail 'You are here: Training » Staff training » Steve' followed by the heading 'Undergraduate students'. The text describes the student body, international backgrounds, the modular degree programme, and application processes. A heading 'What makes the University of St Andrews special?' is visible at the bottom of the content area. The footer contains copyright information and links for Website help and Edit.


Exercise 3: Add content to an existing section using the two-column template

Task

Use the **General – 2 columns** template to create the bulleted list below into two columns. The content will be added below the information added in Exercise 2.

- Consistently high teaching quality within a strong research environment
- Excellent retention rates
- Diverse forms of teaching: web support and small group interaction
- Flexible modular degree structure
- Strong commitment to University-managed accommodation
- Compact and friendly
- A Scottish university with a cosmopolitan atmosphere
- High reputation for an excellent student experience

Steps

1. From the top menu bar, select **Content – Add**.
2. Expand the **Staff training** section, and your section, if necessary.
3. Select the **General – 2 column** template from the drop-down list
4. **Bulleted list** in the **Name** field followed by your University ID. The name field is only displayed within Site Manager.
5. Copy the **first 4 bullet points** from the source text into the **Column 1 of 2** field.
6. Copy the remaining bullet points and paste it into the **Column 2 of 2** window.
7. Click the **Remove ALL formatting** button for each bulleted list. 
8. Fix the bulleted items at the bottom of the text so they look OK.
9. Click the **Preview** button.
10. Close the preview window.
11. Click **Add** to save your new content.

When you preview the page it should look something like this:

University of St Andrews

Enter search keywords

Staff Training [Documentation](#) [Site Manager Login](#)

Categories

Schools

Completed

Staff training

Steve

You are here: [Training](#) > [Staff training](#) > Steve

Undergraduate students

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Exercise 4: Editing images for the web

Task

Download an image from the internet and edit for the web page.

1. Select an image from www.sxc.hu
2. Resize the image using www.picnik.com
3. Save the image.

Steps

1. Go to www.sxc.hu and search for **St Andrews**.
2. Select a photo and click on **Download**. Make sure it is not an image from the premium results at the top of the page!
3. When the image opens in your browser, right-click on the image and select **save image as**.
4. Save the image to the **desktop**.
5. Go to www.picnik.com. Click on **Get started now!**
6. Once the application has loaded, click on **Upload a photo**. Select the photo that you previously saved to the desktop.
7. Click on **Resize** and set the new dimensions to a width of **200** and click on **OK**.
8. Click on the tab **Save and Share**
9. Select **JPG (Best for most photos)** as the format and click on **Save Photo**.
10. Modify the file name and click on **Save**.
11. Click on **Close photo** to finish

Exercise 5: Adding images to a web page

Task

Insert an image into the content you added in Exercise 2.


1. Upload the edited image from Exercise 4 into the Media Library.
2. Insert the image to the content.
3. Preview the page.
4. Save the page.

Steps


Task 1: Add new category to the Media Library

1. Select **Tools – Media Library**. Expand the **Staff training** section.
2. Right-click on **Staff training** and click on **Add Sub-Category**. Type your name in the box and click on OK. **Click on your name within the Staff training folder.**

Task 2: Add image to the Media Library

3. Select **Add new media** 
4. In the **Name** field enter a name that will be used within the Media Library e.g. **Photo of St Andrews cathedral**. Enter a **Description** that will be used for the ALT attribute of the image.
5. Select the **Type** of file i.e. **Image**. Then next to **Media**, browse to find the **image you created** on the desktop. Click on **Open** to load the file into Site Manager. Finally click on **Add** to load the file into the Media Library.

Task 3: Add image to content

6. Select **Content – Modify** and select **your section**.
7. Click the content item you added in Exercise 2 or select **Modify** from the drop-down list next to the content.
8. Place your cursor within the content where you want the image to be placed.
9. Select the **Add Media** Button 
10. Go to **Training**, expand **your section** to find images. Select the image.
11. Scroll down and click **Select**.
12. **Right click** on the image and select **Show Media Attributes**. Enter **right** next to the **Float** field and **0 0 10px 10px** in the **Padding** field. Click on **Update**.

When you preview the page it should look like this:

Home Current Staff Current Postgraduates Current Students Administration A-Z Schools and Subjects Maps Contacts

University of St Andrews

Enter search keywords Search

Staff Training Documentation Site Manager Login

Categories

Schools

Completed


Staff training

Steve

You are here: [Training](#) » [Staff training](#) » Steve

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Exercise 6: Add related contact details to a web page

Task

Add contact details to the right hand side of the page using the Contact microformats template.

Steps

Task 1: Add new hidden section called **rel_contact**

1. Go to **Content – Site Structure** and browse to **your name** within the training section.
2. Roll over the down-pointing arrow **next to your name**, and select **ADD**.
3. Create a new section called **rel_contact**.
4. Make sure that the **Show in navigation?** checkbox is left **blank**.

Task 2: Add content to the **rel_contact** section using the **Contact microformats** template.

5. Select **Content – Add**.
6. Select the **rel_contact** section within **your section**.
7. Select the **Contact microformats** template.
8. Type **your name** in the **Name** field.
9. Enter a **Building name (extended)** e.g. St Katharine's West
10. Enter a **Street Address**
11. Enter a **Postcode**
12. Enter a **Telephone** number
13. Enter a **Fax number** (optional)
14. For **Email**, enter your email address.
15. Click **Preview** and confirm the link works. Close the preview window.
16. Click the **Add** button.

Task 3: Approve the content.

17. To see contact details in the main preview, you will need approve the content first. Go to **Content > Approve**. Click on the content item and click on **Approve**.

When you preview the page it should look something like this:

The screenshot shows the University of St Andrews website. The top navigation bar includes links for Home, Current Staff, Current Postgraduates, Current Students, Administration A-Z, Schools and Subjects, Maps, and Contacts. The main header features the University of St Andrews logo and a search bar. Below the header, there is a 'Staff Training' section with a sub-menu for 'Staff training' and 'Steve'. The main content area is titled 'Undergraduate students' and contains several paragraphs of text, a photograph of a building, and a list of bullet points under the heading 'What makes the University of St Andrews special?'. The right sidebar contains 'Contact details' for Stephen Evans, including his address, telephone number, and email address.

Home Current Staff Current Postgraduates Current Students Administration A-Z Schools and Subjects Maps Contacts

University of St Andrews

Enter search keywords Search

Staff Training Documentation Site Manager Login

Categories

Schools

Completed

Staff training

Steve

You are here: [Training](#) > [Staff training](#) > Steve

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Contact details

Stephen Evans

Butts Wynd Building
Butts Wynd
St Andrews
Fife
KY16 9AL
Scotland, United Kingdom

Tel: 01334 462540

Email: sde1@st-andrews.ac.uk


Exercise 7: Manipulate content by editing the HTML

Task


Add a feature box to the top of the page by manipulating the HTML.

Steps

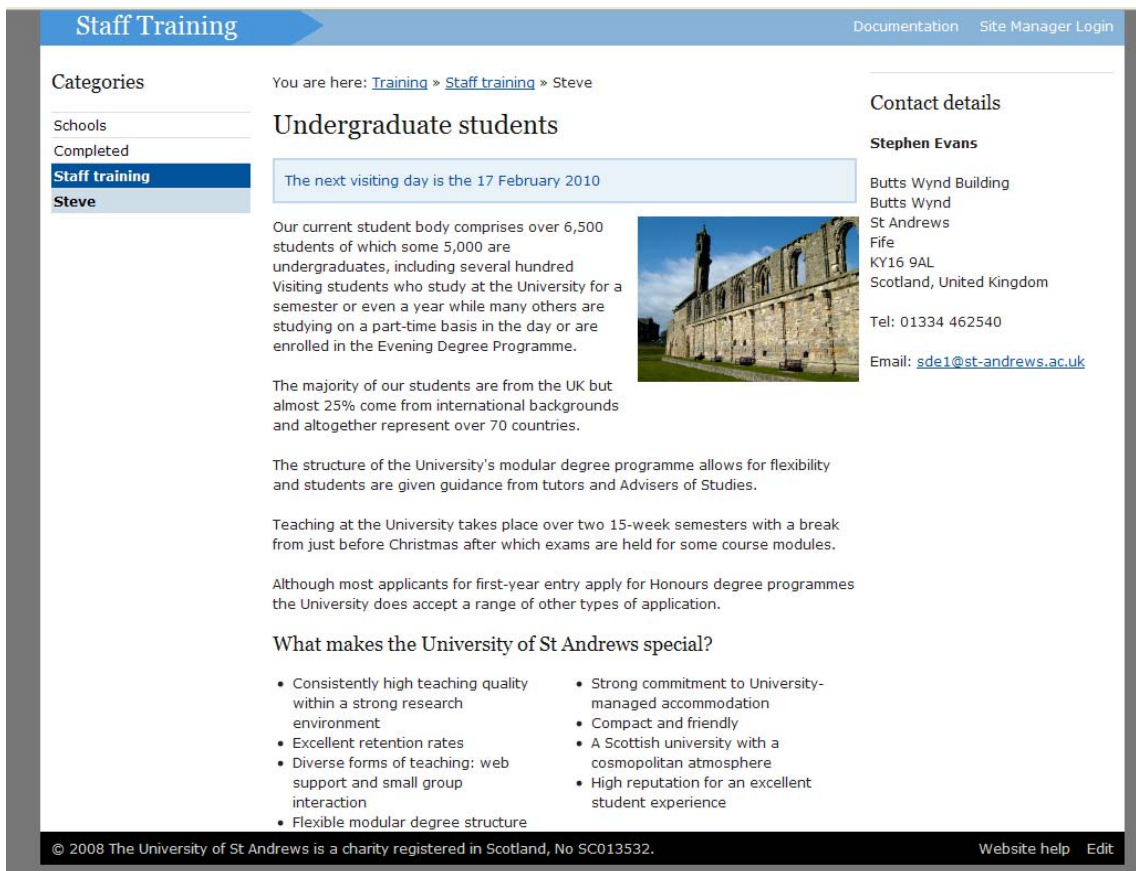
1. Select **Content – Modify** and select **your section**.
2. Click the content item you added in Exercise 2 or select **Modify** from the drop-down list next to the content.

3. Go into the HTML view by clicking on 
4. At the top of content add the following HTML code:

```
<div class="feature"><p>The next visiting day is the 17 February 2010</p></div>
```

5. Exit the HTML view by clicking on 
6. Click on Preview.
7. Click on Update when you are happy with the page.

When you preview the page it should look something like this:



The screenshot shows a web page with a blue header 'Staff Training' and navigation links 'Documentation' and 'Site Manager Login'. A left sidebar contains a 'Categories' menu with 'Staff training' selected. The main content area is titled 'Undergraduate students' and features a light blue feature box at the top containing the text 'The next visiting day is the 17 February 2010'. Below this, there is a paragraph of text, an image of a building, and a bulleted list of university features. A right sidebar contains 'Contact details' for Stephen Evans. The footer includes copyright information and links for 'Website help' and 'Edit'.



Appendices

Images on the web

Image formats

Format	Strength	Weakness
GIF	Preserves sharp edges. Good for monochrome or grayscale images. Good for diagrams. Supports transparency.	Maximum of 256 colours. Poor compression where there is a gradual change in colours.
JPEG	Millions of colours	Sharp edges will appear blurred. Does not support transparency.
PNG	Millions of colours. Combines benefits of GIF with JPEG. Supports transparency.	Not supported by older browser.

Don't use TIFF or BMP formats for the web.

Image sizes for the University website

Full width within main content: 530 pixels wide

Floated right or left of text within main content: 200 pixels wide

Full width (no related content): 710 pixels

Related image: 220 pixels wide

Image in 2 column template within main content: 260 pixels wide

Image in 3 column template within main content: 168 pixels wide

Image in 3 column template without related content: 241 pixels wide

Image in 4 column template without related content: 181 pixels wide

Useful resources

- <http://www.sph.sc.edu/comd/rorden/graphics.html>
- <http://www.yourhtmlsource.com/images/fileformats.html>
- <http://info.eps.surrey.ac.uk/FAQ/standards.html>
- <http://articles.sitepoint.com/article/gif-jpg-png-whats-difference>

Related content

Table 1: How to setup related content for the internal external site

Type of related information	Name of section to set related information for just one section	Name of section to set related information for all sections	Type of template to use when creating related information
Contact	rel_contact	rel_global_contacts	Contact
Opening times	rel_opening_times	rel_global_opening_times	General no title
General information	rel_content	rel_global_content	General no title
Applications	rel_applications	rel_global_applications	File Upload
Documents	rel_documents	rel_global_documents	File Upload
Forms	rel_forms	rel_global_forms	File upload
Internal links	rel_internal_links	rel_global_internal_links	General no title – if you use a bulleted list for the links, make sure that the tags are removed.
External links	rel_external_links	rel_global_external_links	Useful link
Image	rel_image	rel_global_image	File Upload – make sure image is resized to 220 pixels wide

HTML

HTML markup consists of pairs of tags. The tags are used to structure the content within a web page to tell the browser how to render the page.

Headings

The heading text is contained within the following pairs of tags. Note that the tags are lower case.

```
<h1></h1>  
<h2></h2>  
<h3></h3>  
<h4></h4>
```

<h5></h5>

Paragraphs

<p></p>

If you want to have a single line break then you need to use

For example:

```
<p>This is some example text<br/>
and continues to the next line</p>
```

Would appear as:

This is some example text
and continues to the next line.

If you had:

```
<p>This is some example text</p>
<p>and continues to the next line</p>
```

It would appear as:

This is some example text

and continues to the next line.

Lists

Unordered lists start with and end with

Ordered lists start with and end with

List items for both ordered and unordered lists use and

For example:

```
<ul>
<li>Item 1</li>
<li>Item 2</li>
<li>Item 3</li>
</ul>
```

Would appear as:

- Item 1
- Item 2
- Item 3

Or

```
<ol>
<li>Item 1</li>
<li>Item 2</li>
<li>Item 3</li>
</ol>
```

Would appear as:

1. Item 1
2. Item 2
3. Item 3

Tables

Tables begin with `<table>` and end with `</table>`. In between is HTML tags to determine whether a table header `<th></th>`, table row `<tr></tr>` or table cell `<td></td>` is going to be displayed. For example

```
<table>
<tbody>
<tr><th>Heading for column 1</th><th>Heading for column 2</th></tr>
<tr><td>Data for column 1</td><td>Data for column 2</td></tr>
</table>
</tbody>
</table>
```

By default table striping is applied to tables on the University website. To turn table striping off, modify the HTML to include a `class="noborder"` e.g.

```
<table class="noborder">
<tbody>
<tr><th>Heading for column 1</th><th>Heading for column 2</th></tr>
<tr><td>Data for column 1</td><td>Data for column 2</td></tr>
</table>
</tbody>
</table>
```

Bold and emphasized text

To make text bold use the `` tags e.g.

```
<p><strong>This is bold text</strong></p>
```

To italicize text use the `` tags e.g.

```
<p><em>This is italicized text</em></p>
```

Divisions

Divisions or divs are used to block text or features together. The tag is in pairs of `<div>` and `</div>` with other HTML inserted in between.

For example:

```
<div>
<p>This is some example text<br/>
and continues to the next line</p>
</div>
```

Like all HTML tags, we can use CSS (Cascading Style Sheet) to control the appearance of the HTML. For example, we can add a class to the div to turn it into a feature box.

```
<div class="notice">
<h3>Influenza Advice and Guidance</h3>
<p>
Influenza advice and guidance for Students, Staff, Parents, Prospective
Students and Visitors to the University of St Andrews with up-to-date
information, advice, reassurance and guidance about 'flu, ways to limit
the spread of infection and who to contact for further help and advice.
</p>
</div>
```

On the University website we can use `class="feature"`, `class="notice"` or `class="alert"` to change the appearance of the div.

Incorrect HTML sometimes created by Site Manager

The following HTML is sometimes created by Site Manager and is not correct:

```
<p></p> i.e. empty paragraph tags
```

```
<ul><li>Item 1</li>
<li>Item 2</li><br/> there should be no <br/> tag here.
</ul>
```

```
<p><strong><strong>Bold text</strong></strong></p> there should not be an
additional <strong> tags here.
```

Further information

This is just a basic primer of how to use HTML. For a more complete reference to HTML see <http://www.w3schools.com/>

Site Manager Templates

General

Used for first piece of content in main content. Not used in related content area.

- Name = name for content item – not published to website
- Title = title of page – formatted as heading 2
- Main body = HTML content

General no title

Used for content with main content and in related content area.

- Name = name for content item – not published to website
- Main body = HTML content

Notes:

If this is the first piece of content in the main content area you need to ensure it has a title formatted as heading 2.

If this is used in a `rel_internal_links` section and it contains a list of links, the HTML needs to be edited to remove the `` and `` tags removed.

General – 2 columns

Used for set out content in two columns of equal width.

Column1 Lorem ipsum dolor sit amet, consectetur adipiscing elit. Fusce vitae felis sed dolor suscipit rhoncus. Donec at augue non nisl adipiscing viverra. Suspendisse potenti. Aenean nunc pede, viverra eget, varius a, nonummy aliquam, ante. Praesent bibendum.

Column2 Lorem ipsum dolor sit amet, consectetur adipiscing elit. Fusce vitae felis sed dolor suscipit rhoncus. Donec at augue non nisl adipiscing viverra. Suspendisse potenti. Aenean nunc pede, viverra eget, varius a, nonummy aliquam, ante. Praesent bibendum.

- Name = name for content item – not published to website
- Column 1 of 2 = HTML content
- Column 2 of 2= HTML content

General – 2 columns (1-23)

Used to set out content into two columns. The first column is one third the width of the page, the other spans two thirds of the page.

3 column thin

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Cras tellus velit, laoreet sit amet.

3 column wide

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Cras tellus velit, laoreet sit amet, commodo quis, scelerisque ac, neque. Mauris vestibulum metus ac orci. Suspendisse erat. Mauris gravida tellus semper velit.

- Name = name for content item – not published to website
- Column 1 of 1-23 = HTML content
- Column 2 of 1-23 = HTML content

General – 2 columns (32-1)

Used to set out content into two columns. The first column is two thirds the width of the page, the other spans one third of the page.

3 column wide

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Cras tellus velit, laoreet sit amet, commodo quis, scelerisque ac, neque. Mauris vestibulum metus ac orci. Suspendisse erat. Mauris gravida tellus semper velit.

3 column thin

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Cras tellus velit, laoreet sit amet.

- Name = name for content item – not published to website
- Column 1 of 12-3 = HTML content
- Column 2 of 12-3 = HTML content

General – 2 columns (1-234)

Used to set out content into two columns. The first column is one quarter the width of the page, the other spans three quarters of the page.

4 column thin 4 column wide

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Cras tellus velit, laoreet sit amet, commodo quis, scelerisque ac, neque. Mauris vestibulum metus ac orci. Suspendisse erat. Mauris gravida tellus semper velit.	Lorem ipsum dolor sit amet, consectetur adipiscing elit. Cras tellus velit, laoreet sit amet, commodo quis, scelerisque ac, neque. Mauris vestibulum metus ac orci. Suspendisse erat. Mauris gravida tellus semper velit.
---	---

- Name = name for content item – not published to website
- Column 1 of 1-234 = HTML content
- Column 2 of 1-234 = HTML content

General – 2 columns (432-1)

Used to set out content into two columns. The first column is three quarters the width of the page, the other spans one quarter of the page.

4 column wide

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Cras tellus velit, laoreet sit amet, commodo quis, scelerisque ac, neque. Mauris vestibulum metus ac orci. Suspendisse erat. Mauris gravida tellus semper velit.

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Cras tellus velit, laoreet sit amet, commodo quis, scelerisque ac, neque. Mauris vestibulum metus ac orci. Suspendisse erat. Mauris gravida tellus semper velit.

4 column thin

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Cras tellus velit, laoreet sit amet, commodo quis, scelerisque ac, neque. Mauris vestibulum metus ac orci.

- Name = name for content item – not published to website
- Column 1 of 432-1 = HTML content
- Column 2 of 432-1 = HTML content

General – 3 columns

Used to create three columns of equal width.

Column1 Lorem ipsum dolor sit amet, consectetur adipiscing elit. Fusce vitae felis sed dolor suscipit rhoncus. Donec at augue non nisl adipiscing viverra. Suspendisse potenti. Aenean nunc pede, viverra eget, varius a, nonummy aliquam, ante. Praesent bibendum.	Column2 Lorem ipsum dolor sit amet, consectetur adipiscing elit. Fusce vitae felis sed dolor suscipit rhoncus. Donec at augue non nisl adipiscing viverra. Suspendisse potenti. Aenean nunc pede, viverra eget, varius a, nonummy aliquam, ante. Praesent bibendum.	Column3 Lorem ipsum dolor sit amet, consectetur adipiscing elit. Fusce vitae felis sed dolor suscipit rhoncus. Donec at augue non nisl adipiscing viverra. Suspendisse potenti. Aenean nunc pede, viverra eget, varius a, nonummy aliquam, ante. Praesent bibendum.
--	--	--

- Name = name for content item – not published to website
- Column 1 of 3 = HTML content
- Column 2 of 3 = HTML content
- Column 3 of 3 = HTML content

General – 4 columns

Used to create four columns of equal width.

Column1 Lorem ipsum dolor sit amet, consectetur adipiscing elit. Fusce vitae felis sed dolor suscipit rhoncus. Donec at augue non nisl adipiscing viverra. Suspendisse potenti. Aenean	Column2 Lorem ipsum dolor sit amet, consectetur adipiscing elit. Fusce vitae felis sed dolor suscipit rhoncus. Donec at augue non nisl adipiscing viverra. Suspendisse potenti. Aenean	Column3 Lorem ipsum dolor sit amet, consectetur adipiscing elit. Fusce vitae felis sed dolor suscipit rhoncus. Donec at augue non nisl adipiscing viverra. Suspendisse potenti. Aenean	Column4 Lorem ipsum dolor sit amet, consectetur adipiscing elit. Fusce vitae felis sed dolor suscipit rhoncus. Donec at augue non nisl adipiscing viverra. Suspendisse potenti. Aenean
---	---	---	---

- Name = name for content item – not published to website
- Column 1 of 4 = HTML content
- Column 2 of 4 = HTML content
- Column 3 of 4 = HTML content
- Column 4 of 4 = HTML content

Useful link

Used to create links to external websites or email addresses in a related content section e.g. `rel_external_links`

- Name = name for content item – not published to website
- Link title = name of link
- URL = URL of website e.g. `http://www.bbc.co.uk` or email e.g. `mailto:admissions@st-andrews.ac.uk`
- Description = optional description used to provide extra information when someone hovers over the link.

File Upload

Used to create links to resources in the Media Library in related content section e.g. PDF files.

- Name = name for content item – not published to website
- Media = link to Media Library

CSS classes

Feature boxes

To create boxes around your content you need to edit the HTML to insert `<div class="feature">` before the content and `</div>` after.

This is a `<div>` with the class `.feature`. [Link](#).

This is a `<div>` with the class `.error`. [Link](#).

This is a `<div>` with the class `.notice`. [Link](#).

This is a `<div>` with the class `.success`. [Link](#).

Adding a div with class="box" will put a light blue background to the content.



Tables

By default tables are striped. To turn striping off, add class="noborder" to the table:

```
<table class="noborder">
```

Images

Images can be positioned within a web page by applying CSS attributes to them. The easiest way to do this is to right click on an image within Site Manager and select **show media attributes**

To float an image to the right of the text enter **Right** in the **Float** field and **0 0 10px 10px** in the **Padding** field.

To float an image to the left of the text enter **Left** in the **Float** field and **0 10px 10px 0** in the **Padding** field.