t⁴ Best Practices

Setting up your website
• 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
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](https://webservices.it.ufl.edu/terminalfour/uf-2015-template/configuration/).
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/
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

- Alphabetical List Controls
- Alphabetical List Element
- Article - Content
- Auxiliary Navigation
- Big Scroll
- Standalone
- Biography
- Breaker
- Build JSON File

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.
Exercise #3: Creating a main landing page

- Add a new section
- Look up content page on webservices 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
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/