Faculty and Staff Procedures for Entering Academic Departments’ Web Content
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Introduction

What is Terminal Four?
Beginning in November 2014, Terminal Four became the web content management system used by all academic departments at Sewanee. This system allows you to enter new content and edit existing content that appears to online visitors to your departmental web site.

While Terminal Four has the all of the necessary security features our IT department demands and the advanced workflow procedures our Communications department requires, Terminal Four’s most important feature is the fact that it is simple to use. For content contributors such as yourself this means that managing online content is quick and easy. If you can create a document in a word processing program then you can easily learn to create engaging content in Terminal Four.

To enter content you will simply login to the desired web site (see instructions on page 3) in order to access Terminal Four’s user interface, which is appropriately named Site Manager. This manual will assist you along the way, but help is available should you need it. See page 6 for information on where to get additional assistance if needed.

Look for ✔ HelpfulHints and callout boxes throughout the manual for additional information intended to enhance your T4 experience.

Optimizing Your Department’s Online Presence
Keeping your web pages updated and creating regular news and event entries in your department’s site is a great way to advertise and promote your discipline. Remember, prospective students want to see a department that is active and lively. If someone visits your site and sees no upcoming, or recent, events, and there have only been sporadic news entries spread out over a long period of time, your department will not be appealing.

Keep in mind that midterms, comps, lectures, student presentations, deadlines, class trips, etc. can all be entered as events. News articles can pertain to student or faculty work that is published, conferences attended, awards won, etc. Several small entries are better than none because they show activity outside the classroom.
**Site Structure**

Each academic department’s web site consists of the same sections:

1. Home page *(main landing page where all other sections are accessible from)*
2. About page
3. Courses page
4. Faculty & staff page
5. News page
6. Resources page
7. Alumni page
8. Programs of study
9. Events

The English Department home page is shown below for reference. Your department may have a slightly different layout, but the sections will remain the same.

From the department home page:

- Clicking on any of the sections (1-7) will direct you to that page.
- Content titles with gold-colored text (sections 8 & 9 or news entries) will direct you to the detailed entry.
- Clicking on the Sewanee logo will direct you to the university home page.
- There are links to other major university areas in the green box.

✔️ **Helpful Hint:** To quickly navigate between different academic department sites, click on the Academics link in the green box.
Getting Started

Login

1. Open your web browser and type in this address: https://cms.sewanee.edu/terminalfour/SiteManager

✔ HelpfulHint: Bookmark this page for quick access in the future. To quickly bookmark a page in any web browser hold down the Control button and press the letter D if you are working on a PC; hold down the Command button and press the letter D if you are working on a Mac.

2. Type your username – (email address prefix without @sewanee.edu).

3. Type your password – same password you use for Banner.

✔ HelpfulHint: This username and password combination is the one you use to login and enter payroll in Banner as well as accessing campus wi-fi on your mobile devices, and computer access in the library so it is important to remember.

4. Click the login button.

If you do not have an account in T4 or need access to additional departments, contact: Bill McIndoo at ext. 1278 or whmcindo@sewanee.edu

T4 is compatible with all browsers!
Site Manager Home Screen

Once you login, the Show Site Structure screen will open (as seen below).

- The Site Structure screen is where you will access sections in order to add, modify, or delete content.
- Sections are shown as folders just like those that you are most likely familiar with from working in Windows Explorer on a PC, or the Finder window on a Mac.
- Clicking on a folder will take you to a window that gives you access to the individual entries in those sections.
The Site Structure Screen gives you two other options to access sections in order to add, edit, or delete content.

<Option 1> Mousing your cursor over the gold dropdown menu buttons located to the right of the folders will give you the options shown below.

In addition to the add, modify, and delete options, you can also click “preview the section” which lets you see how your pages will appear live.

✔ HelpfulHint: Banner images will not display in any preview window.

<Option 2> Mousing your cursor over the Content button will give you the options shown below.

In addition to the add, modify, and delete options, you can also click the Site Structure button to quickly return to the Media Library screen (covered on pages 22-29) where images and documents are stored.

✔ HelpfulHint: If you ever feel lost while navigating in Terminal Four, clicking the Site Structure button will take you back to the Site Manager Home Screen.
Help Button & Where to Get Help

Mousing your cursor over the Help button will give you the options shown below.

Click...

- **About Site Manager** for general system information such as what version of the software you are running.

- **Community** for T4 help.
  The first time you access you must agree to terms of use. There are training materials and videos you may find useful.

- **Please DO NOT USE** the Report an Error or Submit Suggestion links as they will send any information entered directly to T4. If you need to report an error, or have a suggestion, contact Bill McIndoo at ext. 1278 or whmcindo@sewanee.edu

For on campus help, please contact your assigned faculty support person who can answer questions and assist you with entries.

- Tim Garner – ext. 1487 or tegarner@sewanee.edu
- Jean Ricketts – ext. 1488 or jrickett@sewanee.edu
- Denise Davis – ext. 1940 or drdavis@sewanee.edu
- Dorothy Gates – ext. 1909 or dcgates@sewanee.edu
- Helen Stapleton – ext. 1468 or hfstaple@sewanee.edu

If you are not sure who your support person is, contact Tim Garner.
Entering Data

Department Responsibilities

It is a good idea to regularly review all of your online material to make sure data is current. Since online visitors find outdated information disorganized and irritating but see up-to-date information as professional and engaging, it likely would be helpful for each area to have a point-person designated to review content on a weekly basis. There are four sections for departments to concentrate on for data entry.

1. Faculty & staff page – Update changes at the beginning of each semester so your site reflects current faculty.

   ✓ Helpful Hint: Establish a recurring date (such as the day after midterm grades are due) at which faculty will be reminded to review and update their entries on. If they mention in their bio that their book is due out in 2012 it will be obvious to visitors that their information is outdated.

2. News page – Enter as many news items as you can to highlight activity with students and faculty. Set a goal of a minimum of two entries per month.

3. Events – Entries will automatically appear in the main Sewanee calendar appearing on the University home page and be included in the bi-weekly events email, so this is a great way to advertise to the university community.

4. Alumni page – Showcase the accomplishments of previous majors so that prospective students see the benefits of majoring in your discipline.

This manual concentrates on these four sections, but the skills you acquire can be applied to entries you make throughout Terminal Four.

Following the steps outlined in this manual will help you become more proficient in your data entry. As you become more familiar with Terminal Four you will find shortcuts faster than these steps that were selected in order to expose you to the most commonly used features.

Templates have already been developed for each section so most of your data entry will be similar to filling out fields in a form.

In each entry section you will also have access to a Main Body or Content field where data is entered similar to creating a document in a word processing program.
Content Editor Toolbar

The toolbar will give you similar options you are familiar using when creating a document. Available buttons will be in color, and buttons that are not available will be greyed out.

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Bold</strong></td>
<td><strong>I</strong></td>
<td><strong>Subtitle</strong></td>
</tr>
<tr>
<td><strong>Italic</strong></td>
<td><strong>Paragraph</strong></td>
<td><strong>Paragraph, Heading 1, Heading 2, etc...</strong></td>
</tr>
<tr>
<td><strong>Cut</strong></td>
<td><strong>Copy</strong></td>
<td><strong>Paste</strong></td>
</tr>
<tr>
<td><strong>Paste from Plain Text</strong></td>
<td><strong>Select All</strong></td>
<td><strong>Insert Web Link (greyed out until you highlight text for linking)</strong></td>
</tr>
<tr>
<td><strong>Insert Web Link (greyed out until you highlight text for linking)</strong></td>
<td><strong>Remove link (greyed out until you highlight link text for removing link)</strong></td>
<td><strong>Insert New Table</strong></td>
</tr>
<tr>
<td><strong>Insert/edit anchors</strong></td>
<td><strong>Edit HTML Source</strong></td>
<td><strong>Table row properties</strong></td>
</tr>
<tr>
<td><strong>Find</strong></td>
<td><strong>Find/Replace</strong></td>
<td><strong>Delete Row</strong></td>
</tr>
<tr>
<td><strong>Numbered Items/ Bulleted Items</strong></td>
<td><strong>Insert New Column Before/After</strong></td>
<td><strong>Delete Column</strong></td>
</tr>
<tr>
<td><strong>Decrease Indent/ Increase Indent</strong></td>
<td><strong>Undo/Redo</strong></td>
<td><strong>Merge Cells/ Split Cells</strong></td>
</tr>
<tr>
<td><strong>Horizontal rule</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
To Enter New Faculty-Member Data…

1. Go to the Site Structure screen as described on page 5.
2. Find the Faculty & Staff folder – look to the right side of the screen.
3. Mouse cursor over the gold dropdown menu button.
4. Click on Add Content to open the window below.

5. Name – Enter the faculty member’s last name, then first name (e.g., Doe, Jane) for alphabetical sorting on the live page.
6. First & Last Name – Enter as they should appear on the live page.
7. Title – Enter Professor of, Associate Professor of, etc.
9. E-mail Address – Check the online directory if you are not sure.
10. Introduction – Enter as follows: Office location / phone ext.
11. Image – click the Choose File box and a finder window will open that allows you to search your computer for the faculty image you would like to add. Once you locate and click on the image you want you can then click the Open or Save button in the bottom
right of the finder window to select your image and return to the Add Content screen shown above.

✔️ HelpfulHint: For consistency, crop headshots to 150 pixels wide by 225 pixels tall before uploading to T4 in Photoshop or other photo editing software.

12. Content – begin the first line with a link to individual’s e-mail address, hit enter, and then enter the biographical information. Links to documents, web sites, and additional pictures can be included.

✔️ HelpfulHint: Have members look at other faculty entries for bio ideas.

Scroll down past content and you will see the remaining fields.

13. Degrees – Enter all on one line using this format:

B.A., University of [X]; M.A., University of [Y]; Ph.D., University of [Z]


15. Faculty or Staff – Check the appropriate selection.


17. Mouse cursor over the arrow in the Add button and move down to click Add and Approve once you have entered all the necessary information and are satisfied with the entry. If you are not done, and need to finish later, click Save as Draft.

✔️ HelpfulHint: Click on the preview button to see how the entry will appear on the live web page. Your entry preview will open in a new browser window.

Your entry will appear on the live department page after IT carries out the next update of submitted information; this happens twice daily at 7 a.m. and 7 p.m.
To Enter News Item…

1. Go to the *Site Structure* screen as described on page 5.
2. Find the *News folder* – look to the right side of the screen.
3. Mouse cursor over the *gold dropdown menu* button.
4. Click on *Add Content* to open the window below.

![Add content: Enter content details.](image)

5. Name - This name for the news item will only be used for sorting purposes in Site Manager and **will not** be seen on the live page. You may choose to use the same text for Name and Title.

6. Title – This will be the visible title, or headline that visitors to your page will see. Try to keep the title short and to the point, yet catchy so that it will interest visitors.

   Poor example: Professor Smith went to the meeting of English faculty at Tech University to discuss new teaching styles

   Good example: Professor Smith addresses faculty at Tech
7. **Teaser** – Short, 2-3 sentence lead-in to your news item. It will be displayed on your department home page and is meant to entice visitors to click on the full news link.

8. **News Image** – If available, select an image from the Media Library (see page 26).

9. **Release Date** – This will automatically populate with current date.

10. **Main Body** – start by copying and pasting your teaser into the main body section and hit enter. This will allow visitors who click on the full news link to see the entire story, including the teaser. Now you can enter the main part of your story. Links to documents, web sites, and additional pictures can be included in the main body.

11. **Category** – this will generally be academics, but if your entry is discussing a performance of some kind (play, concert, etc.) you might also choose arts & entertainment.

   ✔ **HelpfulHint:** More than one selection can be made so a news item could be regarding academics as well as arts & entertainment.

12. **Options** tab – click this tab (A) at the top of the entry screen and your window will appear like the screen shot below. Click inside the **Publish Date** box (B) and from the calendar window that opens, select **Today** (C)

   ✔ **HelpfulHint:** You could select a date in the future if you wanted the item to not appear on your web page until the selected later date.

16. Mouse cursor over the arrow in the **Add** button and move down to click **Add and Approve** once you have entered all the necessary information and are satisfied with the entry. **If you are not done, and need to finish later, click Save as Draft.**

Your entry will appear on the live department page after IT carries out the next update of submitted information; this happens twice daily at 7 a.m. and 7 p.m.
To Enter an Event...

1. Go to the **Site Structure** screen as described on page 5.
2. Find the **Event folder** – look to the right side of the screen.
3. Mouse cursor over the **gold dropdown menu** button.
4. Click on **Add Content** to open the window below.

5. **Name** – This name for the event item will only be used for sorting purposes in Site Manager and **will not** be seen on the live page. You may choose to use the same text for Name and Title.
   
   ✔ **HelpfulHint:** Beginning the name with the date of the event in this format (yyyy/mm/dd) will help you quickly locate the entry if a modification is needed.

6. **Title** – This will be the visible event title that visitors to your page will see. Try to keep the title short and to the point, yet catchy so that it will interest visitors.

7. **Start & End Date** – Both will be the actual date of the event.

8. **Recurs Every** – From the drop down list change the selection to **NEVER** for single events. If this will be a recurring event, select from the other available choices and select an end date.
   
   ✔ **HelpfulHint:** Recurring events will have the identical content for each one.

9. **Ad-hoc Recurrence** – **Do not use**; this feature will not work.
10. **Brief Description** – Short, 2-3 sentences, description of your event. It will be displayed on your department home page and is meant to entice visitors to click on the full event link.

11. **Description** – Start by copying and pasting your brief description into the description section and hit **enter** on keyboard. This will allow visitors who click on the full event link to see all the event information, including the brief description. Now you can enter the main information regarding your event. Links to documents, web sites, and additional pictures can be included in the description.

Scroll down past description and you will see the remaining fields.

12. **Event Image** – If available, select an image from the Media Library (see page 26).

13. **Event Time** – Enter start time (e.g., 4:30 p.m.).

14. **Venue** – Enter the location (e.g., Convocation Hall).

15. **Organizer** – Optional field.

16. **Event Category** – This will generally fall under the academics category for lectures, but if your event is a performance of some kind (play, concert, etc.) you might also choose arts & entertainment.

✔ **Helpful Hint:** More than one selection can be made, so an event could be listed under academics as well as arts & entertainment.
17. **Options** tab – click this tab (A) at the top of the entry screen and your window will appear like the screen shot below. Click inside the **Publish Date** box (B) and then select **Today** (C) from the calendar window that opens.

✔ **Helpful Hint:** You could select a date in the future if you wanted the event to not appear on your web page until the selected later date.

![Add content. Enter content details.](image)

18. Once you have entered all the necessary information and are satisfied with the entry, mouse cursor over the arrow in the **Add** button and move cursor down and click **Add and Approve**. If you are not done and need to finish later, click **Save as Draft**.

Your entry will appear on the live department page after IT carries out the next update of submitted information; this happens twice daily at 7 a.m. and 7 p.m.
To Enter New Alumni…

1. Go to the **Site Structure** screen as described on page 5.
2. Find the **Alumni folder** – look to the right side of the screen.
3. Mouse cursor over the **gold dropdown menu** button.
4. Click on **Add Content** to open the window below.

5. **Name** – Enter the alum’s last name then first name (e.g., Doe, John) for alphabetical sorting on the live page.
6. **First & Last Name** – Enter as they should appear on the live page.
7. **Image** – select individual’s picture from the Media Library (see page 26).

   ✔ HelpFullHint: For consistency, crop headshots to 150 pixels wide by 225 pixels tall before uploading to T4 in Photoshop or other photo editing software.

8. **Intro** – Short, 2-3 sentence description of the alum’s accomplishments since graduation. It will be displayed on your department’s alumni page and is meant to entice visitors to click on the full description link.
9. Description – Enter their biography/accomplishment information. Links to documents, web sites, and additional pictures can be included.

10. **Options** tab – click this tab (A) at the top of the entry screen and your window will change to the screen shot below. Click inside the **Publish Date** box (B) and then select **Today** (C) from the calendar window that opens.

11. Mouse cursor over the arrow in the **Add** button and move down to click **Add and Approve** once you have entered all the necessary information and are satisfied with the entry. If you are not done, and need to finish later, click **Save as Draft**.

Your entry will appear on the live department page after IT carries out the next update of submitted information; this happens twice daily at 7 a.m. and 7 p.m.
Editing Data

Edit a Faculty Entry

Faculty entries should be updated occasionally or deleted when faculty members no longer teach in your department.

1. Go to the **Site Structure** screen as described on page 5.
2. Find the **Faculty & Staff folder** – look to the right side of the screen.
3. Mouse cursor over the **gold dropdown** menu button.
4. Click on **Modify Content** to open the window below.
5. Click the entry (faculty name) you would like to edit.
6. The same screen will open that you previously made the entry in, and now you can make the necessary changes.
7. From the **Update** button choose **Update and Approve**.

*Delete an entry* – mouse cursor over the **gold dropdown** menu button to the right of the faculty member's name. From the **drop down list** click **Delete**.

The entry will remain in the list, but the status will change from Approved to Inactive and the entry will no longer be visible on the live listing of faculty.
Edit a News Entry

News entries might need to occasionally be updated.

1. Go to the Site Structure screen as described on page 5.
2. Find the News folder – look to the right side of the screen.
3. Mouse cursor over the gold dropdown menu button.
4. Click on Modify Content to open the window below.

5. Click the entry (news item) you would like to edit.
6. The same screen will open that you previously made the entry in, and now you can make the necessary changes.
7. From the Update button choose Update and Approve.

Delete an entry – Mouse cursor over the gold dropdown menu button to the right of the name of the news entry. From the drop down list click Delete.

The entry will remain in the list, but the status will change from Approved to Inactive and the entry will no longer be visible on the live listing of news items.
Edit an Event Entry

Event entries might need to occasionally be updated.

1. Go to the Site Structure screen as described on page 5.
2. Find the Events folder – look to the right side of the screen.
3. Mouse cursor over the gold dropdown menu button.
4. Click on Modify Content to open the window below.

5. Click the entry (event) you would like to edit.
6. The same screen will open that you previously made the entry in, and now you can make the necessary changes.
7. From the Update button choose Update and Approve.

Delete an entry – Mouse cursor over the gold dropdown menu button to the right of the name of the news entry. From the drop down list click Delete.

The entry will remain in the list, but the status will change from Approved to Inactive and the entry will no longer be visible on the live listing of news items.
Edit an Alumni Entry

Alumni entries might need to occasionally be updated.
1. Go to the Site Structure screen as described on page 5.
2. Find the Alumni folder – look to the right side of the screen.
3. Mouse cursor over the gold dropdown menu button.
4. Click on Modify Content to open the window below.

5. Click the entry (alum) you would like to edit.
6. The same screen will open that you previously made the entry in, and now you can make the necessary changes.
7. From the Update button choose Update and Approve.

Delete an entry – Mouse cursor over the gold dropdown menu button to the right of the name of the news entry. From the dropdown list click Delete.

The entry will remain in the list, but the status will change from Approved to Inactive and the entry will no longer be visible on the live listing of Alumni.
Media Library

Uploading Documents

Content editor gives you the ability to insert links to documents into entries. These could be faculty CV’s, class syllabi, or any other pertinent documents. Before they can be linked they must first be uploaded to the Media Library.

1. Go to the Site Structure screen as described on page 5 and then mouse cursor over the Content button. From the dropdown menu that appears below click on Media Library.

The Media Library home screen will open and you will immediately notice that there is way more information there than what you need.
2. Next to the Academics folder on the left, click the **Small + Sign**. This will expand the folder to show a list of the academic department folders shown in the next screenshot.

3. Scroll down to your academic department and click on the name next to the folder, in this case English. This will narrow your choices to the content pertaining to your department only as seen below.
4. Click the **Add Media** button to open the window shown in the next screen shot.

![Media Library](image)

5. **Name** – the name you enter here for the document will be used for sorting purposes in the Media Library AND it will also be displayed on the live web page wherever you insert a link to this document.  

   ✔ **HelpfulHint:** Give the document a name that will make sense in the context it is being used on your web page. “English 101 Sample Syllabus” is simple and to the point. It will be easier for a visitor to understand what the link is for as opposed to the name “Syllabus Advent Semester 2014 ENG 101.”

6. **Description** – (optional) enter a brief description to help you distinguish the content of the file.

7. **Keywords** – (optional) if used can help you locate files quickly. If you entered “syllabus” for all syllabi you add to the media library you could later search for that keyword.

8. **Syntax Type** – leave blank.

9. **Media** – click the **Choose File** box and a finder window will open that allows you to search your computer for the file you would like to add. Once you locate and click on the file you want you can then click the open or save button in the bottom right of the finder window to select your document and return to the Add Media screen shown above.

   ✔ **HelpfulHint:** The “no file selected” text will now be replaced with your file name allowing you to make sure you have the correct one.
10. You do not have to make any other selections as far as the Syntax type, Hide syntax highlighting, Thumbnail, and Media Language Dependence choices.

11. Click the **Add** button and your document will now appear in your list of available media items.

12. By clicking the lines or the squares in the top right hand corner (as seen below) you can choose to view items in your Media Library either in a list view or a thumbnail view.
Uploading Images

Content editor gives you the ability to insert images in your entries. Before an image can be inserted it must first be uploaded to the Media Library.

1. Go to the Site Structure screen as described on page 5 and then mouse cursor over the Content button. From the dropdown menu that appears below click on Media Library.

The Media Library home screen will open and you will immediately notice that there is way more information there than what you need.
2. Next to the Academics folder on the left, click the Small + Sign. This will expand the folder to show a list of the academic department folders shown in the next screenshot.

3. Scroll down to your academic department and click on the name next to the folder, in this case English. This will narrow your choices to the content pertaining to your department only as seen below.
4. Click the **Add Media** button to open the window shown in the next screen shot.

![Add Media Window]

5. **Name** – the name you enter here for the image will be used for sorting purposes in the Media Library.

6. **Description** – (optional) enter a brief description to help you distinguish the content of the image.

7. **Keywords** – (optional) if used can help you locate images quickly. If you entered “student” for all student pictures you add to the media library you could later search for that keyword.

8. **Type** – for all images click the **Image** media type.

9. **Media** – click the **Choose File** box and a finder window will open that allows you to search your computer for the image you would like to add. Once you locate and click on the image you want you can then click the **open or save** button in the bottom right of the finder window to select your image and return to the Add Media screen shown above.

10. You do not have to make any other selections as far as the Syntax type, Hide syntax highlighting, Thumbnail, and Media Language Dependence choices.

11. Click the **Add** button and your image will now appear in your list of available media items.
Uploading Header Images

Header images display across the top of all department pages. Special consideration needs to be given to these images due to their size. Images should be cropped to 1500 pixels wide by 250 pixels tall before uploading to T4 in Photoshop or other photo editing software.

1. Go to the Site Structure screen as described on page 5 and then mouse cursor over the Content button. From the dropdown menu that appears below click on Media Library.

The Media Library home screen will open and you will immediately notice that there is way more information there than what you need.

2. Next to the Academics folder on the left, click the Small + Sign. This will expand the folder to show a list of the academic department folders shown in the next screen shot.
3. Scroll down to your academic department and click the **Small + Sign** next to the folder, in this case English. This will expand the folder to show additional selections as seen below. Click on **Headers**.
4. Click the **Add Media** button to open the window shown in the next screen shot.

![Media Library Window]

5. **Name** – the name you enter here for the header will be used for sorting purposes in the Media Library.

6. **Description** – (optional) enter a brief description to help you distinguish the content of the image.

7. **Keywords** – (optional) if used can help you locate images quickly.

8. **Type** – for all header images you must click the **Media Path** media type.

   ✔️ **Helpful Hint**: Media Path will only be used for header images.

9. **Media** – click the **Choose File** box and a finder window will open that allows you to search your computer for the header image you would like to add. Once you locate and click on the image you want you can then click the **Open or Save** button in the bottom right of the finder window to select your image and return to the Add Media screen shown above.

10. You do not have to make any other selections as far as the Syntax type, Hide syntax highlighting, Thumbnail, and Media Language Dependence choices.

11. Click the **Add** button and your header image will now appear in your list of available headers.

Contact your faculty support person (see page 6) for assistance with header images if you have any questions.
Content Editor Common Functions

In each section (as described on page 2) you will have access to a Main Body or Content field where the content editor (seen below) gives you the ability to manipulate text similar to creating a document in a word processing program.

While you are most likely familiar with the majority of these functions such as cut, copy, paste, etc., there are some helpful features covered in the following pages that allow you to easily add flair and advanced functionality to your entries.

See page 8 for a detailed list of toolbar functions available to you.

✔ Helpful Hint: Most fields limit you to simply entering text. Only where the field contains the Content Editor (as seen below) will you have access to these advanced functions.
To Insert a Link to a Web Page...

In the example below we are entering a news story and we want to provide a link that a visitor can simply click on in order to obtain additional information regarding the topic of the story; *The Sewanee Review*.

1. In the **Main Body** or **Content** field enter your desired text.
2. Mouse cursor to the text you want to link and then click and hold your mouse down while dragging the cursor across the text. The text will now be highlighted and the **Insert Web Link** button will now be available for use.

3. Click the **Insert Web Link** button and the window below will open.
4. In the **Link URL** field copy and paste the web address of the page you want visitors to go to when the link is clicked on.

   ✔ **Helpful Hint:** Web addresses can be difficult to type accurately. Copying and pasting the web address will make sure your link works properly.

5. In the **Target** field click on the small up and down arrows to the right of the field and then click on **Open in New Window**.

   ✔ **Helpful Hint:** Having a link open in a new window will make it easier for a visitor to remain on your web page even after they have visited the link you supplied.

6. Click the **Insert** button on the bottom left and the Insert/Edit Link window will close. Your linked text will now display in blue and be underlined as seen below.

7. Mouse cursor over the arrow in the **Add** button and move down to click **Add and Approve** once you have entered all the necessary information and are satisfied with the entry.

   Your entry will appear on the live department page after IT carries out the next update of submitted information; this happens twice daily at 7 a.m. and 7 p.m.

   On the live page when a visitor clicks on the linked text a new window will open up displaying *The Sewanee Reviews’* web page.
To Insert a Link to an Email Address...

In the example below we want to direct visitors to contact Professor Jane Doe for any questions they might have regarding the topic of the story; *The Sewanee Review* fall open house.

1. In the **Main Body** or **Content** field enter your desired text.

2. Mouse cursor to the text you want to link and then click and hold your mouse down while dragging the cursor across the text. The text will now be highlighted and the **Insert Web Link** button will now be available for use.

3. Click the **Insert Web Link** button and the window below will open.
4. In the **Link URL** field enter the email address of the person you want visitors to contact when the link is clicked.

5. Click the **Insert** button on the bottom left and a message will appear that reads “The URL you entered seems to be an email address. Do you want to add the required mailto: prefix?”

6. Click **OK** or **Yes** and the Insert/Edit Link window will close. Your linked text will now display in blue and be underlined as seen below.

7. Mouse cursor over the arrow in the **Add** button and move down to click **Add and Approve** once you have entered all the necessary information and are satisfied with the entry.

   Your entry will appear on the live department page after IT carries out the next update of submitted information; this happens twice daily at 7 a.m. and 7 p.m.

   On the live page when a visitor clicks the linked text their email program will open up a new email message that is already addressed to the contact person.
To Insert a Link to a document...

In the example below we want to offer visitors an opportunity to view a class syllabus for one of Professor Jane Doe’s classes.

1. In the **Main Body** or **Content** field enter your desired text.

2. Mouse cursor to the text you want to link and then click and hold your mouse down while dragging the cursor across the text. The text will now be highlighted.

3. Click the **Insert Media** button and the Media Library window as seen below will open.
4. Next to the Academics folder on the left, click the **Small + Sign**. This will expand the folder to show a list of the academic department folders.

5. Scroll down to your academic department and click on the name next to the folder, in this case **English**. This will narrow your choices to the content pertaining to your department only as seen below.

6. Scroll through the media files available to locate the file you want to insert.

   ✔ **Helpful Hint:** If you have not already uploaded your file to the Media Library click the **Add Media** button and follow the instructions on page 22 to do so now.

7. Click the **Filename** of the document you would like to link to and the window below will open.
8. Click **Select** and your linked text will now display in blue and be underlined as seen in the next screen shot.

Notice that the text we highlighted in **Step 2** has now been replaced by both the link *and* the name of the file we just linked to. *English 789 Advent 2014 Syllabus* is probably too descriptive for our purposes, but we can edit the link to match our text.

9. Mouse cursor to the text that contains our new link and then click and hold your mouse down while dragging the cursor across the text. The text will now be highlighted.

10. **Right-click** your mouse while on the highlighted text and the Edit Media Attributes box will open as seen in the screen shot below.
11. Click *Edit Media Attributes* and the window in the next screen shot will open where we can edit the text to our linked document.

12. Type a new name for the link that will more closely match the text you have entered in Content Editor. In this case we will change the name to “Class Syllabus” as we originally had called the link in step 2.

13. Click *Update*. Now our link is still active and the text displayed to visitors will flow naturally when read.

14. Mouse cursor over the arrow in the *Add* button and move down to click *Add and Approve* once you have entered all the necessary information and are satisfied with the entry.

Your entry will appear on the live department page after IT carries out the next update of submitted information; this happens twice daily at 7 a.m. and 7 p.m.

On the live page when a visitor clicks the linked text they will see a copy of Professor Doe’s class syllabus.
To Insert an Image…

In the example below we want to add an image of William Shakespeare to our text since the topic refers to his work.

✔ Helpful Hint: Images used online must not violate any copyright laws. A good practice is to do an image search from Google.com and under Search Tools select “Labeled for noncommercial reuse” for any images you use online.

1. In the **Main Body** or **Content** field enter your desired text.

2. Mouse cursor to the beginning of the first row of text and click before the first letter. You should see a flashing cursor symbol. Now click the Insert Media button and the Media Library window as seen below will open.

3. Next to the Academics folder on the left, click the **Small + Sign**. This will expand the folder to show a list of the academic department folders.
4. Scroll down to your academic department and click on the name next to the folder, in this case *English*. This will narrow your choices to the content pertaining to your department only as seen below.

5. Scroll through the media files available to locate the image you want to insert.

✔️ **Helpful Hint:** If you have not already uploaded your image to the Media Library, click the *Add Media* button and follow the instructions on page 26 to do so now.

7. Click the *Filename* of the image you would like to insert and the window below will open.

8. Choose either *Original Version* or *News Image (resized)* by clicking the small circle corresponding to your choice.

✔️ **Helpful Hint:** The *Original Version* of your image could be larger than you would like so selecting *News Image* is usually a safe choice. Note: If you select the *Original Version* option you can resize the image once it is inserted in Content Editor. If you choose the *News Image* option you cannot adjust the size.
9. Click **Select** and your image will now be displayed along with your text as seen in the screen shot below.

10. The image is positioned at the beginning of our text, but we would like for the text to “wrap” around the image much like you would see in a newspaper or magazine. Mouse cursor over any part of the image and **Right Click**. The popup box shown in the screen shot below will appear.
11. Mouse cursor to the popup box and click *Edit Media Attributes*.

12. After clicking *Edit Media Attributes* the following popup box will open.

13. The Border, Margin, and Display fields can all be left blank.

14. In the Float field type the word *Left* or *Right*, depending on which side of the text you want your image to display.

15. Click *Update*.

If we took no further steps our image would appear on the left side of our text as seen in the next screen shot. This is looking better, but notice that there is no space between the text and our image. This makes reading lines of text difficult so we need to add some space using the *Padding* field which is covered next.
“Padding” Images

**Padding** adds space between text and images in entries. As you can see in the screen shot below without space between our text and our image the lines of text are difficult to read.

1. Mouse cursor over any part of the image and **Right Click**. The popup box shown in the screen shot below will appear.

2. Mouse cursor to the popup box and click **Edit Media Attributes**.

3. After clicking **Edit Media Attributes** the Set Media Attributes popup box that we previously worked in to align our image to the left will open.

   ✔ **Helpful Hint:** You can align your image and add space using the Padding field in one step to save time.
4. To add space between text and images you must enter four numbers as seen in the Padding field above.

✔ Helpful Hint: You must enter four numbers – use a 0 (zero) where no space is needed. You must also enter px (for pixels) next to number values greater than 0.

Reading from left to right, what do these four numbers do?

1\textsuperscript{st} number places space at the Top of the image.
2\textsuperscript{nd} number places space to the Right of the image.
3\textsuperscript{rd} number places space at the Bottom of the image.
4\textsuperscript{th} number places space to the Left of the image.

Our Padding entry above \textit{0 10px 5px 0} would translate to:

1\textsuperscript{st} number = 0 – no space at the top.
2\textsuperscript{nd} number = 10 pixels of space to the right of the image.
3\textsuperscript{rd} number = 5 pixels of space at the bottom of the image.
4\textsuperscript{th} number = 0 – no space to the left.

✔ Helpful Hint: 10 and 5 pixels are a good “average” to use, but you can use different values if you like. Also, remember to change your values if you would like your image to display on the right side of the text.

4. Click \textit{Update}.

In the next screen shot you can see how “Padding” the image has provided the necessary space to make our text both easier to read and given us a more professional looking web entry.
Resizing Original Version Images

If you selected the *Original Version* of your image from the Media Library (see page 42) you may find it necessary to adjust the image to a larger or a smaller size. This can easily be accomplished in Content Editor.

1. Mouse cursor over image and click anywhere inside the image.

2. Notice the image is now highlighted and there are small boxes around the perimeter of the image.

3. Mouse cursor over the lowest corner box closest to the text and you will notice that your cursor turns into an arrow.

4. While holding your mouse down in the click position drag the box to adjust the size of the image to a larger or smaller size.

5. Click *Update*. 
Notice in the screen shot below how different the web entry appears with the larger *Original Version* image as opposed to the top screen shot on page 47 that uses the *News Image* choice when the image was originally selected.

**Shakespeare Image Test**

November 21, 2014
Sewanee: The University of the South

In the web entry above the image is so large that it distracts from the text. You may wish to experiment with using *Original Version* images and resizing them, but selecting the *News Image* choice when inserting images is usually the safest choice.