LONDON METROPOLITAN UNIVERSITY

Terminal Four Site Manager at London Metropolitan University

Public website content types: step by step guidelines

Step by step instructions on the use of Terminal Four (T4) content types on the public facing website.

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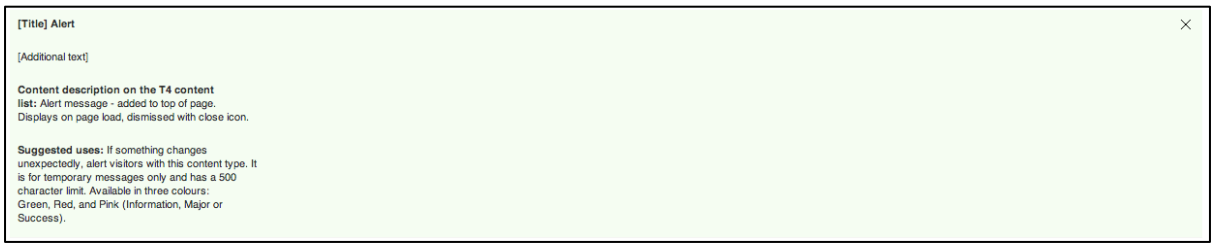
Introduction

These guidelines accompany the User guide, a separate document which is essential reading for all Terminal Four Site Manager users at London Metropolitan University.

Public facing website: step-by-step content guides

Alert



Displays a dismissible alert to the website user. The names of visible fields are indicated in square brackets in the image above.

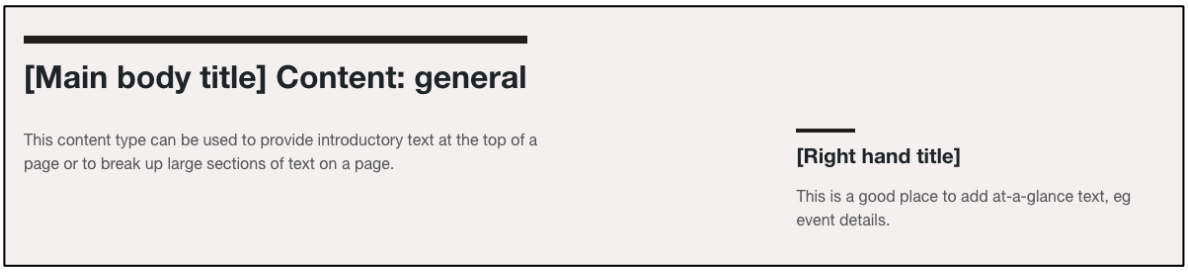
To add an Alert content type (pictured above) to a section:

1. Add the Alert content to the relevant section using one of the methods outlined on page 18 of the T4 User guide ("Methods for creating content")
2. Populate the fields, remembering that the “Name” field is for internal reference within T4 only and that you can hover over the field for more information about what you should put there.
3. When you are creating or editing the content type a drop-down gives you the option to display it in one of three colours: Green, Red, and Pink (Information, Major or Success).
4. When you have completed all mandatory fields and any optional fields you wish to, check the piece of content against the “Approval checklist” on page 57 of the T4 User guide and click “Save changes” to add the content type.

Special features of the Alert content type:

- Due to the nature of this content type you may wish to set a go live or an expiry date. To do this, refer to page 38 of the T4 User guide (“Setting content to expire, publish and setting a review date”).
- Although T4 allows you to add hyperlinks to an alert, these do not show on the live website and the text will be omitted. Do not include hyperlinks.
- Alert text is limited to 500 characters, though T4 will allow you to enter more text than this you cannot save it unless it is less.

Content: General



A text block with two columns and no associated images. The names of visible fields are indicated in square brackets in the image above.

To add a Content: General content type (pictured above) to a section:

1. Add the Content: General content to the relevant section using one of the methods outlined on page 18 of the T4 User guide ("Methods for creating content”).
2. Populate the fields, remembering that the “Name” field is for internal reference within T4 only and that you can hover over the field for more information about what you should put there.
3. When you have completed all mandatory fields and any optional fields you wish to, check the piece of content against the “Approval checklist” on page 57 of the T4 User guide and click “Save changes” to add the content type. If you haven’t finished the piece of content click “Save as draft” so that you can return to it another time.

Special features of the Content: General content type:

- The “Title” field is optional, there is a yes / no check box inside the T4 content type (be sure to uncheck one and check the other).
- The last of the fields inside the content type in T4, “Right hand form” has no function.

Course finder

Allows the user to search courses.

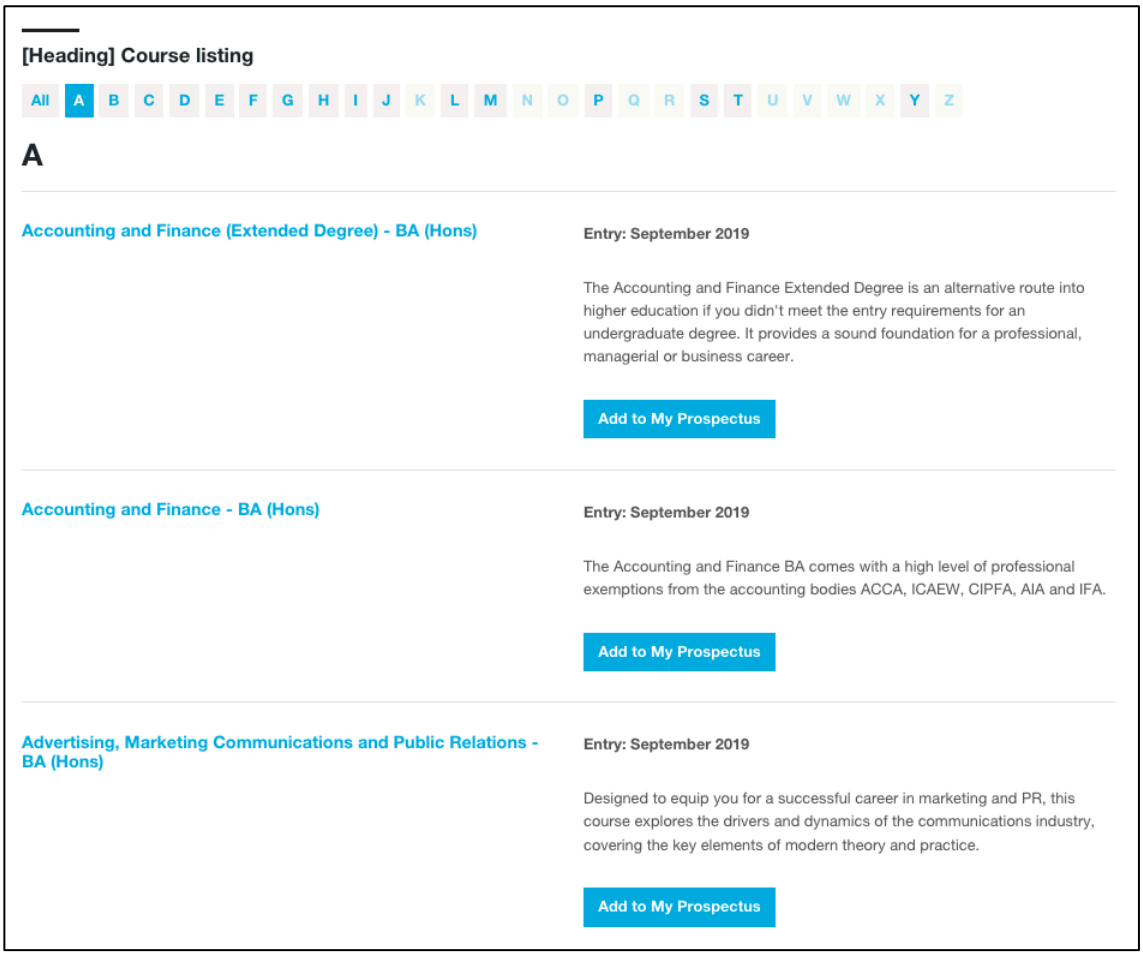
To add a Course Finder content type (pictured above) to a section:

1. Add the Course Finder content to the relevant section using one of the methods outlined on page 18 of the T4 User guide ("Methods for creating content”).
2. Populate the fields, remembering that the “Name” field is for internal reference within T4 only and that you can hover over the field for more information about what you should put there.
3. When you have completed all mandatory fields and any optional fields you wish to, check the piece of content against the “Approval checklist” on page 57 of the T4 User guide and click “Save changes” to add the content type.

Special features of the Course Finder content type:

- Fields within the content type allow the T4 user to default the course finder to look for courses from a particular school or at a particular start point if they wish. Hover over the field in T4 for the format required.
- The last of the fields inside the content type in T4, “Display results on specific page” has no function.

Course listing



Lists courses. The names of visible text fields are indicated in square brackets in the image above.

To add a Course List content type (pictured above) to a section:

1. Add the Course List content to the relevant section using one of the methods outlined on page 18 of the T4 User guide ("Methods for creating content”).
2. Populate the fields, remembering that the “Name” field is for internal reference within T4 only and that you can hover over the field for more information about what you should put there.
3. Fields within the content type allow the T4 user to set the list to display only courses for a particular school, study level, year of entry or entry point. Hover over the field in T4 for the format required.
4. When you have completed all mandatory fields and any optional fields you wish to, check the piece of content against the “Approval checklist” on page 57 of the T4 User guide and click “Save changes” to add the content type.

Special features of the Course List content type:

- If a course’s latest start date is less than one month ago, the course will not be displayed in the listing even if the course page remains live.

- The last of the fields inside the content type in T4, “Alphabetic pager threshold” has no function.

Downloads block

Lists downloads stored in a child section.

To add a Downloads block content type (pictured above) to a section:

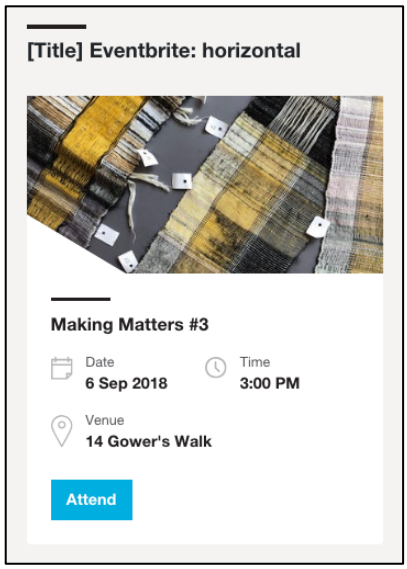
1. This content type uses the principles of specified content, so you may wish to remind yourself of these by re-reading “Using specified content types (public facing website only)” on page 45 of the T4 User guide.
2. Add the Downloads block content to the relevant section using one of the methods outlined on page 18 of the T4 User guide ("Methods for creating content”).
3. When selecting the Downloads block content type from the list of available content, note the description which reads “…lists any ‘Download item’ which matches selected category in target folder”.
4. Populate the fields of the Downloads block, remembering that the “Name” field is for internal reference within T4 only and that you can hover over the field for more information about what you should put there. In the “Categorisation” field enter the word “Alumni”.
5. Set the “Search from” field to the section in which the downloads block exists.
6. Click “Save changes” on the Downloads block content type.
7. Create a subsection of the section you have put the Downloads block into. For a reminder about how to create a new section see “Adding a new section (page) to the website” on page 12 of the T4 User guide.
8. This section is just going to be a functional folder to store the downloads which will be shown on your downloads block. As such, when you are creating it you only need to give it a name (suggested: “Downloads”).
9. Inside the new section you have just created (which you’ve called “Downloads”), add as many Download item content types as you need using one of the methods for adding content outlined on page 18 ("Methods for creating content”) of the T4 User guide.
10. The Download item content type will ask you to browse the media library to upload or select a pre-uploaded document to display as a download. For instructions on “Selecting an image or document from the media library” see the instructions under that title on page 52 of the T4 User guide.
11. Before you save changes to each Download item, be sure to give it the tag “Alumni” under “Audience” in the topic categorisation. This is a workaround as tagging it “Download” and trying to pull it into the downloads block on this term does not work.

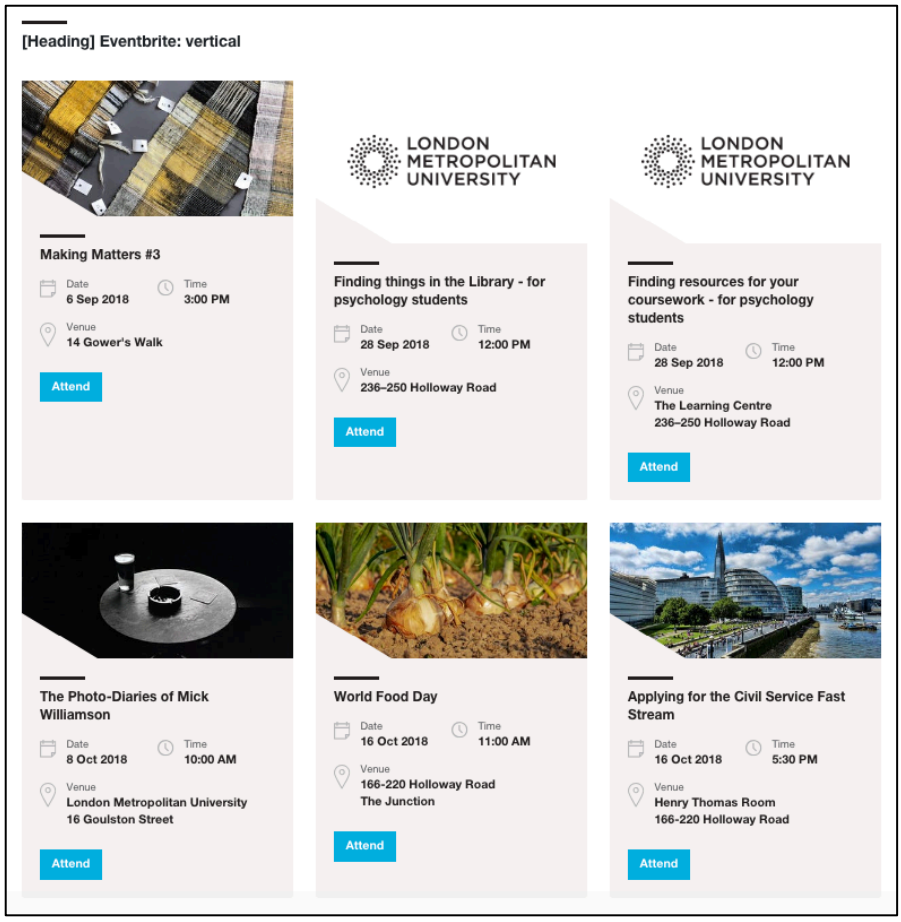
Special features of the Downloads Block content type:

- The title of the downloads block is always “Downloads”, no matter what title you enter into this field in T4.
- Using the tag “Downloads” to pull in download items does not work, as a workaround we use the “Alumni” tag.

Eventbrite event listing content types

This section covers all Eventbrite related content types, which are pictured below with their content name in the “Title” field:





To add one of the event listings pictured above to a section:

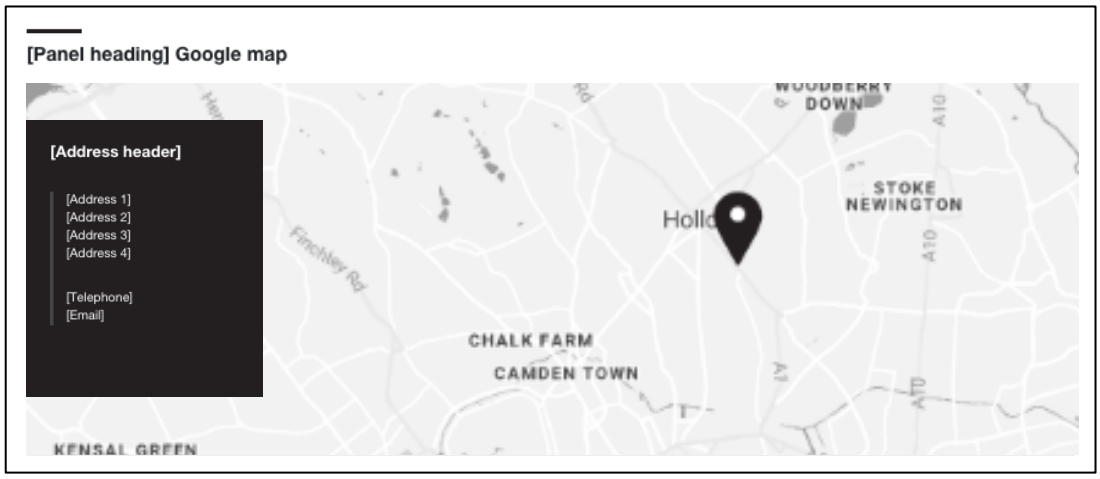
1. Add your chosen content type to the relevant section using one of the methods outlined on page 18 of the T4 User guide ("Methods for creating content”).
2. Populate the fields, remembering that the “Name” field is for internal reference within T4 only and that you can hover over the field for more information about what you should put there.
3. All of these content types have a “Keyword” field in T4. You can pull in events based on any words used in the event description and use a comma to separate multiple phrases (for example, the keywords “open day, campus tour” would pull in all open days and all campus tours.
4. When you have completed all mandatory fields and any optional fields you wish to, check the piece of content against the “Approval checklist” on page 58 of the T4 User guide and click “Save changes” to add the content type.

Special features of event listings content types:

- These content types pull in events that are live and marked as publicly advertised on the official London Metropolitan University Eventbrite account (contact the marketing team on marketing@londonmet.ac.uk for access to this).
- The events team in the Engagement department and some other teams

around the University may use special codes to ensure events are pulled in to the correct listings in T4, or to control at a more granular level where events appear. Consult the marketing team on marketing@londonmet.ac.uk for more information.

Google map



Shows a map of a specified location alongside an address. The names of visible text fields are indicated in square brackets in the image above.

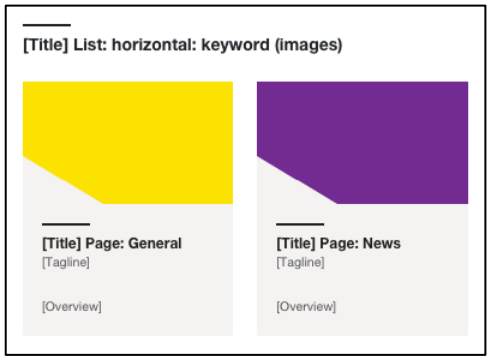
To add a Google map content type (pictured above) to a section:

1. Add the Google map content to the relevant section using one of the methods outlined on page 18 of the T4 User guide ("Methods for creating content”).
2. Populate the fields, remembering that the “Name” field is for internal reference within T4 only and that you can hover over the field for more information about what you should put there.
3. When you have completed all mandatory fields and any optional fields you wish to, check the piece of content against the “Approval checklist” on page 58 of the T4 User guide and click “Save changes” to add the content type.

Special features of the Google map content type:

- You will need the latitude and longitude of the location of the postcode to populate the relevant fields of this content type. To get this you can use an online resource such as: doogal.co.uk/LatLong.php

List: horizontal: keyword (images)

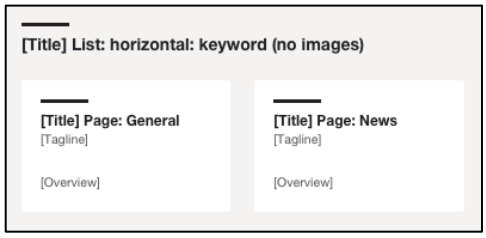


Lists relevantly tagged pages using the following content types: Page: Building, Page: Facility, Page: General, Page: News and Page: Service. Note that news listed in this content type will not be ordered by date. To do this see news list content types from page 26 of this guide.

To add a List: horizontal: keyword (images) content type (pictured above) to a section:

1. Add the List: horizontal: keyword (images) content to the relevant section using one of the methods outlined on page 18 of the T4 User guide ("Methods for creating content”).
2. Populate the fields, remembering that the “Name” field is for internal reference within T4 only and that you can hover over the field for more information about what you should put there. This content type uses the principles of keyword driven content. To complete the fields to pull in relevant content refer to “Drawing tagged content into a listing” on page 31 of the T4 User guide.
3. When you have completed all mandatory fields and any optional fields you wish to, check the piece of content against the “Approval checklist” on page 58 of the T4 User guide and click “Save changes” to add the content type.

List: horizontal: keyword (no images)

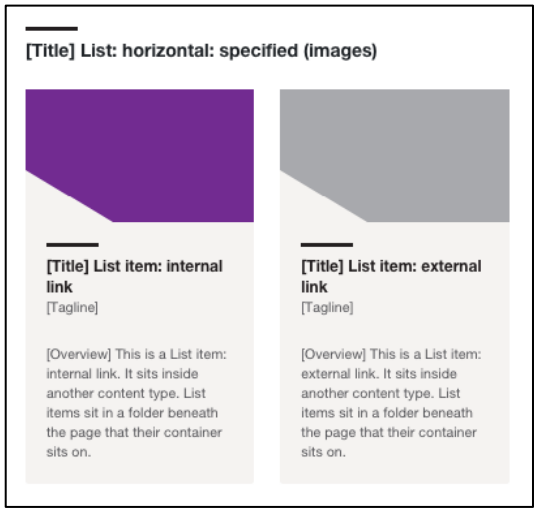


Lists relevantly tagged pages using the following content types: Page: Building, Page: Facility, Page: General, Page: News and Page: Service. Note that news listed in this content type will not be ordered by date. To do this see news list content types from page 26 of this guide.

To add a List: horizontal: keyword (no images) content type (pictured above) to a section:

1. Add the List: horizontal: keyword (no images) content to the relevant section using one of the methods outlined on page 18 of the T4 User guide ("Methods for creating content”).
2. Populate the fields, remembering that the “Name” field is for internal reference within T4 only and that you can hover over the field for more information about what you should put there. This content type uses the principles of keyword driven content. To complete the fields to pull in relevant content refer to “Drawing tagged content into a listing” on page 31 of the T4 User guide.
3. When you have completed all mandatory fields and any optional fields you wish to, check the piece of content against the “Approval checklist” on page 58 of the T4 User guide and click “Save changes” to add the content type.

List: horizontal: specified (images)



Lists link items (List item: internal links and List item: external links) stored in a child section called “SC Horizontal List”.

To add a List: horizontal: specified (images) content type (pictured above) to a section:

1. In the section where you wish the list to appear, add the List: horizontal: specified (images) content type using one of the methods outlined on page 18 of the T4 User guide ("Methods for creating content”). Note that the description of the content type on the content list reads “Horizontal list module - lists contents of child section called 'SC Horizontal List'”. You will want to copy the words “SC Horizontal List” as you will need to use them later.
2. Populate the fields, remembering that the “Name” field is for internal reference within T4 only and that you can hover over the field for more information about what you should put there.
3. This content type uses the principles of specified content, so you may wish to remind yourself of these by re-reading “Using specified content types (public facing website only)” on page 46 of the T4 User guide.
4. When you have completed all mandatory fields and any optional fields you wish to, check the piece of content against the “Approval checklist” on page 58 of the T4 User guide and click “Save changes” to add the content type.
5. Create a subsection of the section you have put the List: horizontal: specified (images) into. For a reminder about how to create a new section see “Adding a new section (page) to the website” on page 12 of the T4 User guide.
6. This section is just going to be a functional folder to store the links which will be shown in your listing. As such, when you are creating it you only need to give it a name (for this content type you must call it “SC Horizontal List” – make sure there are no spaces at the beginning or end) and uncheck the “Show in navigation” check box.
7. Inside the new section you have just created (which you’ve called SC Horizontal List”), add as many of the following content types as you need:
    a. List item: Internal link – for links to other pages on the public website
    b. List item: External link – for links to external webpages and the Staff

and Student Zones

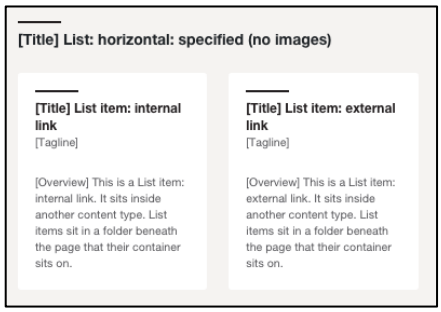
(Methods for creating content are outlined on page 18 of the T4 User guide.)

8. Populate the fields of the list item content types, remembering that the “Name” field is for internal reference within T4 only and that you can hover over the field for more information about what you should put there. The list item content types will ask you to browse the media library to upload or select a pre-uploaded document to display as a download. For instructions on “Selecting an image or document from the media library” see the instructions under that title on page 52 of the T4 User guide.
9. Before you save changes to each list item, when you have completed all mandatory fields and any optional fields you wish to, check the piece of content against the “Approval checklist” on page 58 of the T4 User guide and click “Save changes” to add the content type.

Special features of this content type:

- Only one of these can be used per page as they always look to a folder of a certain name (“SC Horizontal List”) for their content.

List: horizontal: specified (no images)



Lists link items (List item: internal links and List item: external links) in a child section called “SC Horizontal List No Images”.

To add a List: horizontal: specified (no images) content type (pictured above) to a section:

1. In the section where you wish the list to appear, add the List: horizontal: specified (no images) content type using one of the methods outlined on page 18 of the T4 User guide ("Methods for creating content”). Note that the description of the content type on the content list reads “Horizontal list module - lists contents of child section called 'SC Horizontal List No Images'”. You will want to copy the words “SC Horizontal List No Images” as you will need to use them later.
2. Populate the fields, remembering that the “Name” field is for internal reference within T4 only and that you can hover over the field for more information about what you should put there.
3. This content type uses the principles of specified content, so you may wish to remind yourself of these by re-reading “Using specified content types (public facing website only)” on page 45 of the T4 User guide.
4. When you have completed all mandatory fields and any optional fields you wish to, check the piece of content against the “Approval checklist” on page 58 of the T4 User guide and click “Save changes” to add the content type.
5. Create a subsection of the section you have put the List: horizontal: specified (no images) into. For a reminder about how to create a new section see “Adding a new section (page) to the website” on page 12 of the T4 User guide.
6. This section is just going to be a functional folder to store the links which will be shown in your listing. As such, when you are creating it you only need to give it a name (for this content type you must call it “SC Horizontal List No Images”) and uncheck the “Show in navigation” check box.
7. Inside the new section you have just created (which you’ve called “SC Horizontal List No Images”), add as many of the following content types as you need:
    a. List item: Internal link – for links to other pages on our public website
    b. List item: External link – for links to external webpages and the Staff and Student Zones

    (Methods for creating content are outlined on page 18 of the T4 User guide.)
8. Populate the fields of the list item content types, remembering that the “Name” field is for internal reference within T4 only and that you can hover over the

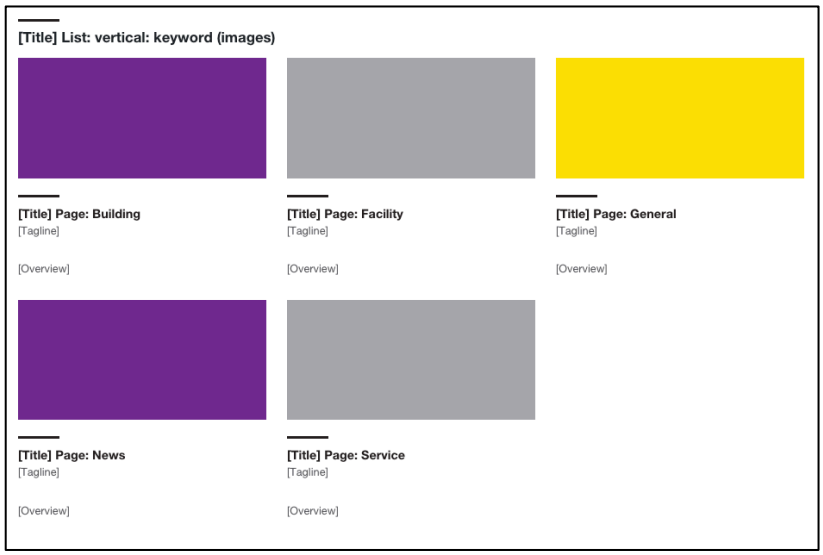
field for more information about what you should put there. The List item content types will ask you to browse the media library to upload or select a pre-uploaded document to display as a download. For instructions on “Selecting an image or document from the media library” see the instructions under that title on page 51 of the T4 User guide.

9. Before you save changes to each list item, when you have completed all mandatory fields and any optional fields you wish to, check the piece of content against the “Approval checklist” on page 58 of the T4 User guide and click “Save changes” to add the content type.

Special features of this content type:

- Only one of these can be used per page as they always look to a folder of a certain name (“SC Horizontal List No Images”) for their content.

List: vertical: keyword (images)

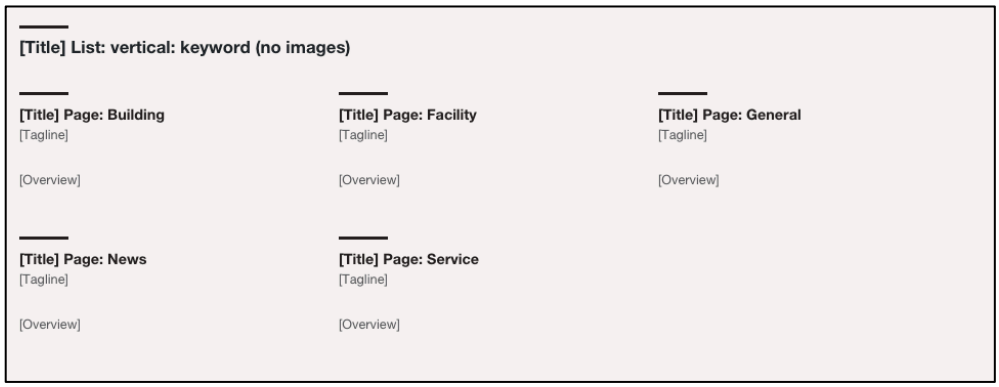


Lists relevantly tagged pages using the following content types: Page: Building, Page: Facility, Page: General, Page: News and Page: Service. Note that news listed in this content type will not be ordered by date, to do this see news list content types from page 26 of this guide.

To add a List: vertical: keyword (images) content type (pictured above) to a section:

1. Add the List: vertical: keyword (images) content to the relevant section using one of the methods outlined on page 18 of the T4 User guide ("Methods for creating content”).
2. Populate the fields, remembering that the “Name” field is for internal reference within T4 only and that you can hover over the field for more information about what you should put there. This content type uses the principles of keyword driven content. To complete the fields to pull in relevant content refer to “Drawing tagged content into a listing” on page 31 of the T4 User guide.
3. When you have completed all mandatory fields and any optional fields you wish to, check the piece of content against the “Approval checklist” on page 58 of the T4 User guide and click “Save changes” to add the content type.

List: vertical: keyword (no images)



Lists relevantly tagged pages using the following content types: Page: Building, Page: Facility, Page: General, Page: News and Page: Service. Note that news listed in this content type will not be ordered by date, to do this, see news list content types from page 26 of this guide.

To add a List: vertical: keyword (no images) content type (pictured above) to a section:

1. Add the List: vertical: keyword (no images) content to the relevant section using one of the methods outlined on page 18 of the T4 User guide ("Methods for creating content”).
2. Populate the fields, remembering that the “Name” field is for internal reference within T4 only and that you can hover over the field for more information about what you should put there. This content type uses the principles of keyword driven content. To complete the fields to pull in relevant content refer to “Drawing tagged content into a listing” on page 31 of the T4 User guide.
3. When you have completed all mandatory fields and any optional fields you wish to, check the piece of content against the “Approval checklist” on page 58 of the T4 User guide and click “Save changes” to add the content type.

List: vertical: specified (images)

Lists link items (List item: internal links and List item: external links) in a child section called “SC Vertical List”.

To add a List: vertical: specified (images) content type (pictured above) to a section:

1. In the section where you wish the list to appear, add the List: vertical: specified (images) content type using one of the methods outlined on page 18 of the T4 User guide ("Methods for creating content”). Note that the description of the content type on the content list reads “Vertical list module - lists contents of child section called 'SC Vertical List'”. You will want to copy the words “SC Vertical List” as you will need to use them later.
2. Populate the fields, remembering that the “Name” field is for internal reference within T4 only and that you can hover over the field for more information about what you should put there.
3. This content type uses the principles of specified content, so you may wish to remind yourself of these by re-reading “Using specified content types (public facing website only)” on page 46 of the T4 User guide.
4. When you have completed all mandatory fields and any optional fields you wish to, check the piece of content against the “Approval checklist” on page 58 of the T4 User guide and click “Save changes” to add the content type.
5. Create a subsection of the section you have put the List: vertical: specified (images) into. For a reminder about how to create a new section see “Adding a new section (page) to the website” on page 12 of the T4 User guide.
6. This section is just going to be a functional folder to store the links which will be shown in your listing. As such, when you are creating it you only need to

give it a name (for this content type you must call it “SC Vertical List”) and uncheck the “Show in navigation” check box.

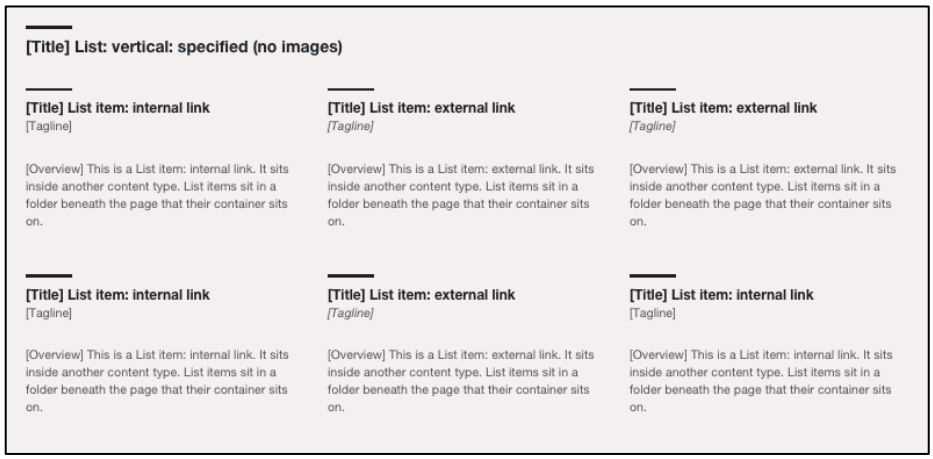
7. Inside the new section you have just created (which you’ve called “SC Vertical List”), add as many of the following content types as you need:
    a. List item: Internal link – for links to other pages on our public website
    b. List item: External link – for links to external webpages and the Staff and Student Zones

    (Methods for creating content are outlined on page 18 of the T4 User guide.)
8. Populate the fields of the list item content types, remembering that the “Name” field is for internal reference within T4 only and that you can hover over the field for more information about what you should put there. The list item content types will ask you to browse the media library to upload or select a pre-uploaded document to display as a download. For instructions on “Selecting an image or document from the media library” see the instructions under that title on page 52 of the T4 User guide.
9. Before you save changes to each list item, when you have completed all mandatory fields and any optional fields you wish to, check the piece of content against the “Approval checklist” on page 58 of the T4 User guide and click “Save changes” to add the content type.

Special features of this content type:

- Only one of these can be used per page as they always look to a folder of a certain name (“SC Vertical List”) for their content.

List: vertical: specified (no images)



Lists link items (List item: internal links and List item: external links) in a child section called “SC Vertical List No Images”.

To add a List: vertical: specified (no images) content type (pictured above) to a section:

1. In the section where you wish the list to appear, add the List: vertical: specified (no images) content type using one of the methods outlined on page 18 of the T4 User guide ("Methods for creating content”). Note that the description of the content type on the content list reads “Vertical list module - lists contents of child section called 'SC Vertical List No Images'”. You will want to copy the words “SC Vertical List No Images” as you will need to use them later.
2. Populate the fields, remembering that the “Name” field is for internal reference within T4 only and that you can hover over the field for more information about what you should put there.
3. This content type uses the principles of specified content, so you may wish to remind yourself of these by re-reading “Using specified content types (public facing website only)” on page 45 of the T4 User guide.
4. When you have completed all mandatory fields and any optional fields you wish to, check the piece of content against the “Approval checklist” on page 58 of the T4 User guide and click “Save changes” to add the content type.
5. Create a subsection of the section you have put the List: vertical: specified (no images) into. For a reminder about how to create a new section see “Adding a new section (page) to the website” on page 12 of the T4 User guide.
6. This section is just going to be a functional folder to store the links which will be shown in your listing. As such, when you are creating it you only need to give it a name (for this content type you must call it “SC Vertical List No Images”) and uncheck the “Show in navigation” check box.
7. Inside the new section you have just created (which you’ve called “SC Vertical List No Images”), add as many of the following content types as you need:
    a. List item: Internal link – for links to other pages on our public website
    b. List item: External link – for links to external webpages and the Staff and Student Zones

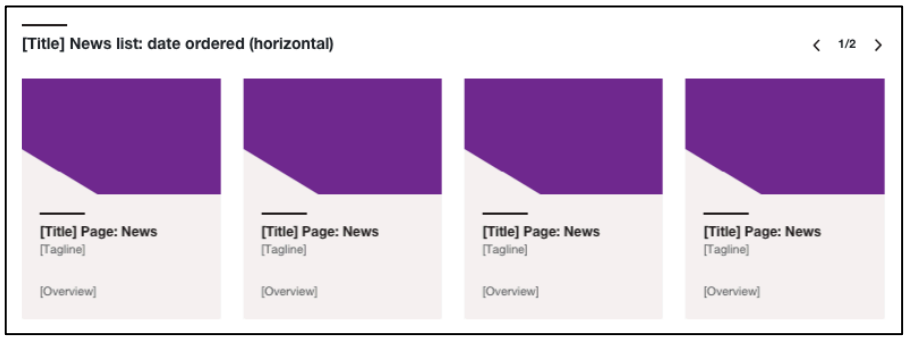
    (Methods for creating content are outlined on page 18 of the T4 User guide.)

8. Populate the fields of the list item content types, remembering that the “Name” field is for internal reference within T4 only and that you can hover over the field for more information about what you should put there. The list item content types will ask you to browse the media library to upload or select a pre-uploaded document to display as a download. For instructions on “Selecting an image or document from the media library” see the instructions under that title on page 52 of the T4 User guide.
9. Before you save changes to each list item, when you have completed all mandatory fields and any optional fields you wish to, check the piece of content against the “Approval checklist” on page 58 of the T4 User guide and click “Save changes” to add the content type.

Special features of this content type:

- Only one of these can be used per page as they always look to a folder of a certain name (“SC Vertical List No Images”) for their content.

News list: date ordered (horizontal)

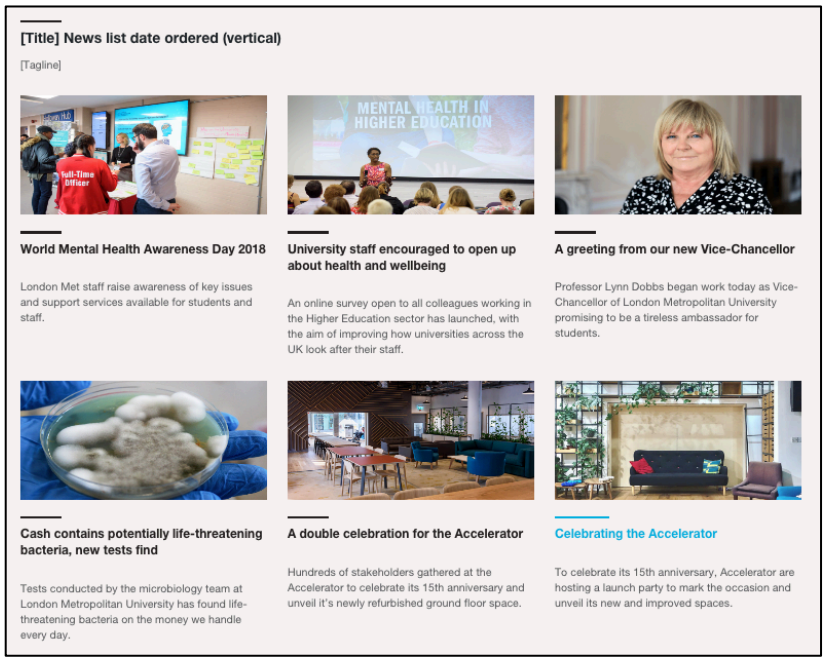


Lists relevantly tagged Page: News content types in order of their “Date for ordered listing” field.

To add a News list: date ordered (horizontal) content type (pictured above) to a section:

1. Add the News list: date ordered (horizontal) content to the relevant section using one of the methods outlined on page 18 of the T4 User guide ("Methods for creating content”).
2. Populate the fields, remembering that the “Name” field is for internal reference within T4 only and that you can hover over the field for more information about what you should put there. This content type uses the principles of keyword driven content. To complete the fields to pull in relevant content refer to “**Error! Reference source not found.**” on page **Error! Bookmark not defined.** of the T4 User guide.
3. When you have completed all mandatory fields and any optional fields you wish to, check the piece of content against the “Approval checklist” on page 58 of the T4 User guide and click “Save changes” to add the content type.

News list: date ordered (vertical)

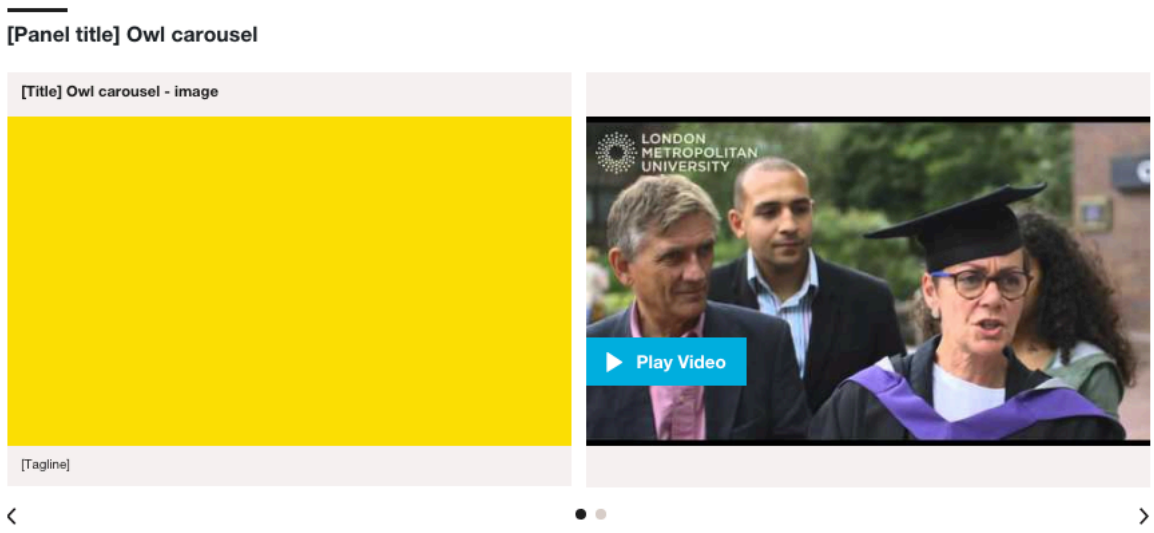


Lists relevantly tagged Page: News content types in order of their “Date for ordered listing” field.

To add a News list: date ordered (vertical) content type (pictured above) to a section:

1. Add the News list: date ordered (vertical) content to the relevant section using one of the methods outlined on page 18 of the T4 User guide ("Methods for creating content”).
2. Populate the fields, remembering that the “Name” field is for internal reference within T4 only and that you can hover over the field for more information about what you should put there. This content type uses the principles of keyword driven content. To complete the fields to pull in relevant content refer to “Drawing tagged content into a listing” on page 31 of the T4 User guide.
3. When you have completed all mandatory fields and any optional fields you wish to, check the piece of content against the “Approval checklist” on page 58 of the T4 User guide and click “Save changes” to add the content type.

Owl carousel



Lists items (Owl carousel – images, Owl carousel – videos, List item: internal links, and List item: external links) in a child section called “SC Owl Carousel”. This content type is capable of showing videos in a horizontal listing or showing images and videos alongside each other.

To add an Owl carousel content type (pictured above) to a section:

1. In the section where you wish the list to appear, add the Owl carousel content type using one of the methods outlined on page 18 of the T4 User guide ("Methods for creating content”). Note that the description of the content type on the content list reads “Responsive, mixed content slideshow. Content from child folder, SC Owl Carousel. Accepts Owl image/Owl video/Internal link/External link. Only one per page”. You will want to copy the words “SC Owl Carousel” as you will need to use them later.
2. Populate the fields, remembering that the “Name” field is for internal reference within T4 only and that you can hover over the field for more information about what you should put there.
3. This content type uses the principles of specified content, so you may wish to remind yourself of these by re-reading “Using specified content types (public facing website only)” on page 46 of the T4 User guide.
4. When you have completed all mandatory fields and any optional fields you wish to, check the piece of content against the “Approval checklist” on page 58 of the T4 User guide and click “Save changes” to add the content type.
5. Create a subsection of the section you have put the Owl carousel into. For a reminder about how to create a new section see “Adding a new section (page) to the website” on page 12 of the T4 User guide.
6. This section is just going to be a functional folder to store the links which will be shown in your listing. As such, when you are creating it you only need to give it a name (for this content type you must call it “SC Owl carousel”) and uncheck the “Show in navigation” check box.
7. Inside the new section you have just created (which you’ve called “SC Owl carousel”), add as many of the following content types as you need:

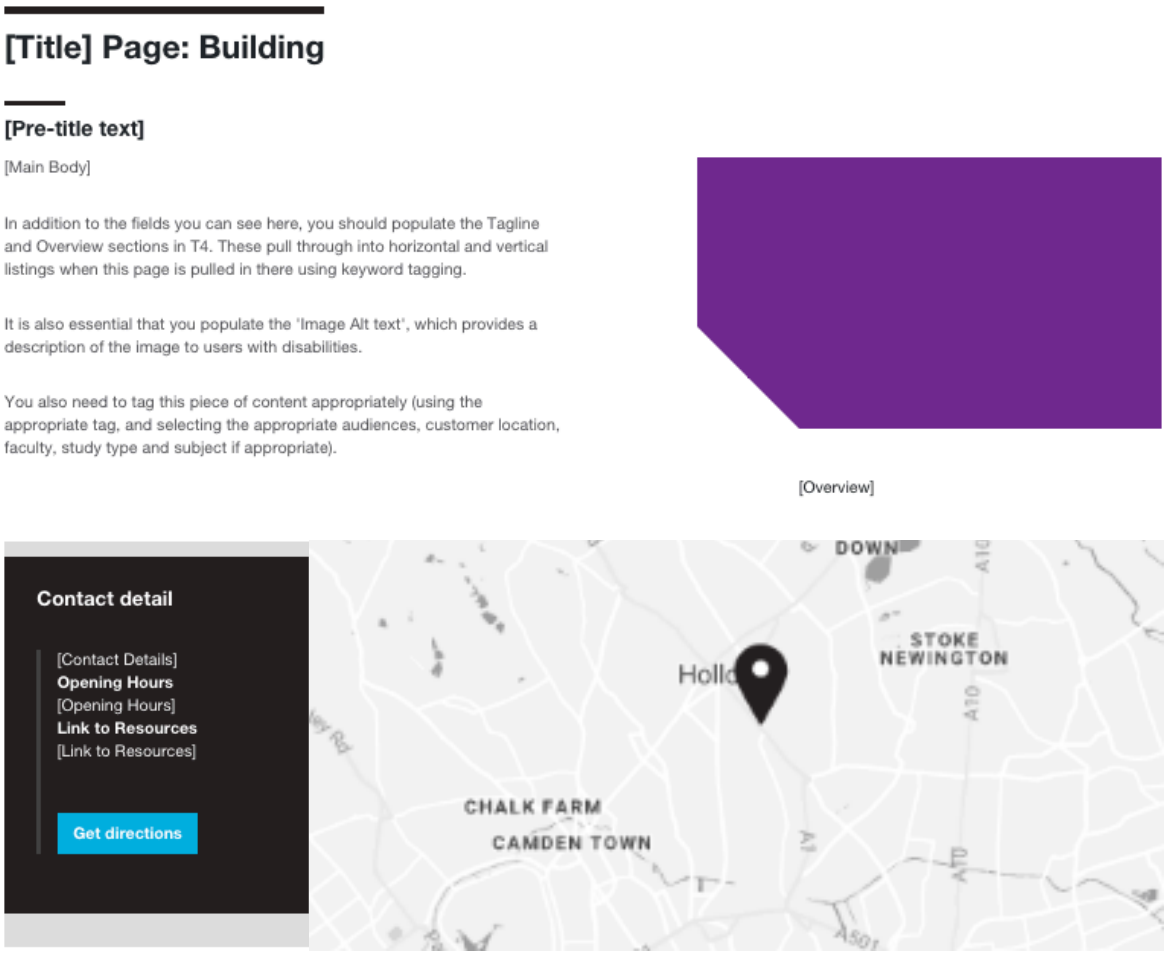
    a. Owl carousel – image: a still image
    b. Owl carousel – videos: videos on YouTube or Vimeo
    c. List item: Internal link – for links to other pages on our public website
    d. List item: External link – for links to external webpages and the Staff and Student Zones

    (Methods for creating content are outlined on page 18 of the T4 User guide.)
8. Populate the fields of the list item content types, remembering that the “Name” field is for internal reference within T4 only and that you can hover over the field for more information about what you should put there. The list item content types will ask you to browse the media library to upload or select a pre-uploaded document to display as a download. For instructions on “Selecting an image or document from the media library” see the instructions under that title on page 52 of the T4 User guide.
9. Before you save changes to each list item, when you have completed all mandatory fields and any optional fields you wish to, check the piece of content against the “Approval checklist” on page 58 of the T4 User guide and click “Save changes” to add the content type.

Special features of this content type:

- Only one of these can be used per page as they always look to a folder of a certain name (“SC Owl Carousel”) for their content.

Page: Building



Displays building information. The names of visible text fields are indicated in square brackets in the image above.

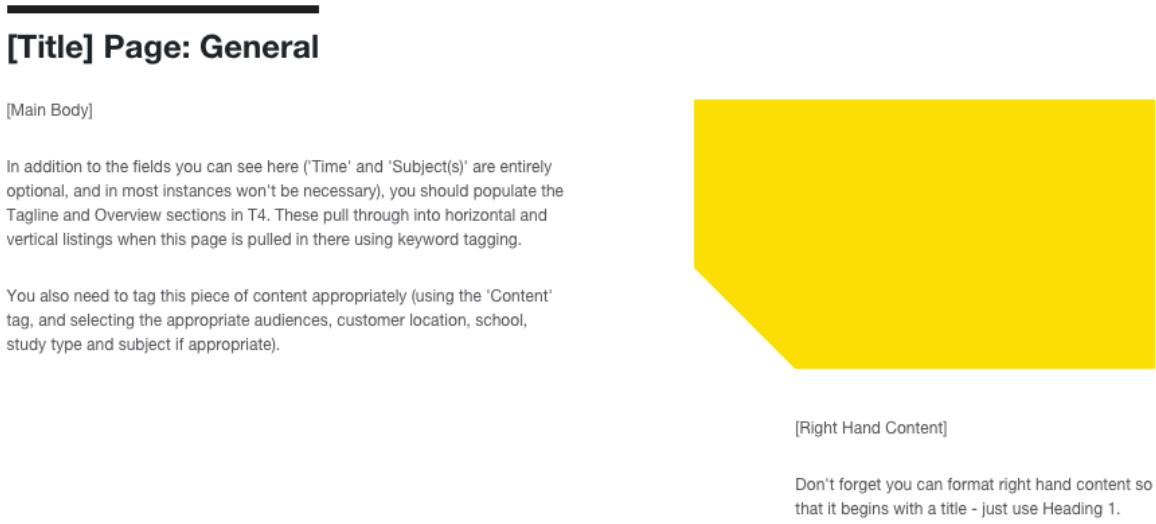
To add a Page: Building content type (pictured above) to a section:

1. Add the Page: Building content to the relevant section using one of the methods outlined on page 18 of the T4 User guide ("Methods for creating content").
2. Populate the fields, remembering that the “Name” field is for internal reference within T4 only and that you can hover over the field for more information about what you should put there. This content type includes and image and will ask you to browse the media library to upload or select a pre-uploaded document to display as a download. For instructions on “Selecting an image or document from the media library” see the instructions under that title on page 52 of the T4 User guide.
3. When you have completed all mandatory fields and any optional fields you wish to, check the piece of content against the “Approval checklist” on page 58 of the T4 User guide and click “Save changes” to add the content type.

Special features of the Page: Building content type:

- New buildings are rare. This content type will mostly just be used by Estates.

Page: General



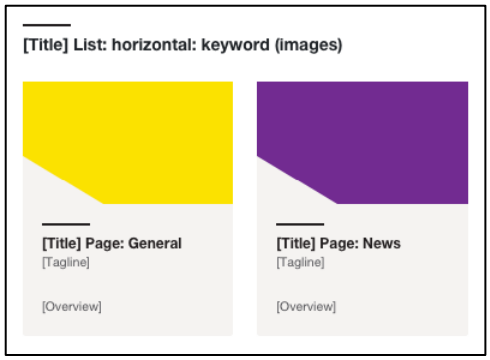
A generic template for general information. The names of visible text fields are indicated in square brackets in the image above.

To add a Page: General content type (pictured above) to a section:

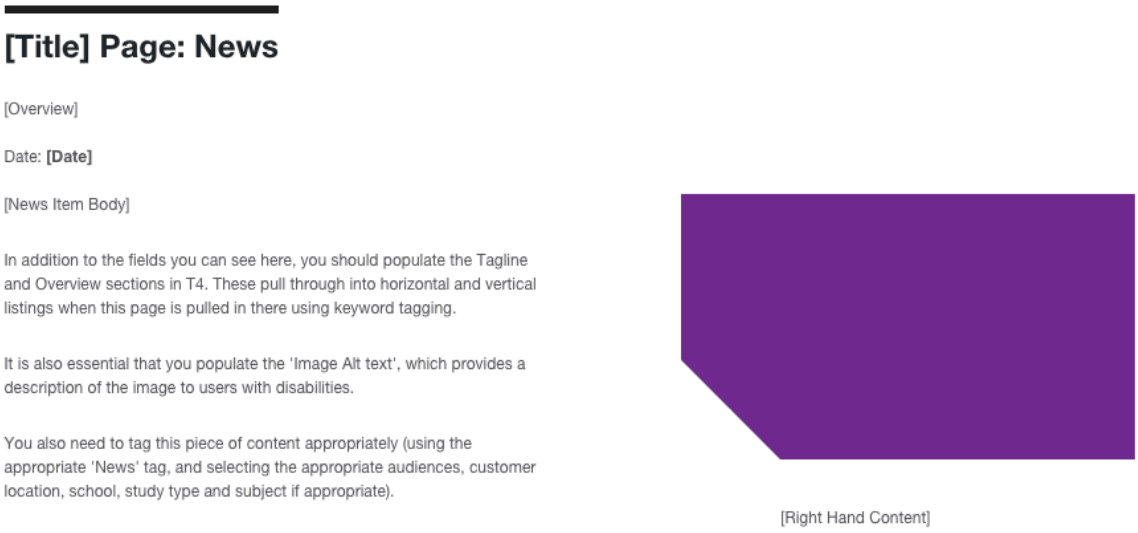
1. Add the Page: General content to the relevant section using one of the methods outlined on page 18 of the T4 User guide ("Methods for creating content”).
2. Populate the fields, remembering that the “Name” field is for internal reference within T4 only and that you can hover over the field for more information about what you should put there. This content type includes and image and will ask you to browse the media library to upload or select a pre-uploaded document to display as a download. For instructions on “Selecting an image or document from the media library” see the instructions under that title on page 52 of the T4 User guide.
3. When you have completed all mandatory fields and any optional fields you wish to, check the piece of content against the “Approval checklist” on page 58 of the T4 User guide and click “Save changes” to add the content type

Special features of the Page: General content type:

- This content type includes “Tagline” and “Overview” fields which aren’t shown on the page itself but are drawn into listing types based on the tags the piece of content. You should always populate these. For more information see the table on page “Common content types and explanations of frequently seen fields” on page 20 of the T4 User guide. Here is an example of the tagline and overview fields being pulled in elsewhere:


[Title] List: horizontal: keyword (images)
[Title] Page: General
[Tagline]
[Overview]
[Title] Page: News
[Tagline]
[Overview]

Page: News



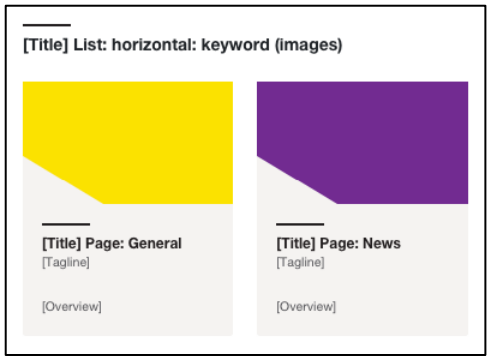
A template to be used for all news items. The names of visible text fields are indicated in square brackets in the image above.

To add a Page: News content type (pictured above) to a section:

1. Add the Page: News content to the relevant section using one of the methods outlined on page 18 of the T4 User guide ("Methods for creating content”).
2. Populate the fields, remembering that the “Name” field is for internal reference within T4 only and that you can hover over the field for more information about what you should put there. This content type includes and image and will ask you to browse the media library to upload or select a pre-uploaded document to display as a download. For instructions on “Selecting an image or document from the media library” see the instructions under that title on page 52 of the T4 User guide.
3. When you have completed all mandatory fields and any optional fields you wish to, check the piece of content against the “Approval checklist” on page 58 of the T4 User guide and click “Save changes” to add the content type.

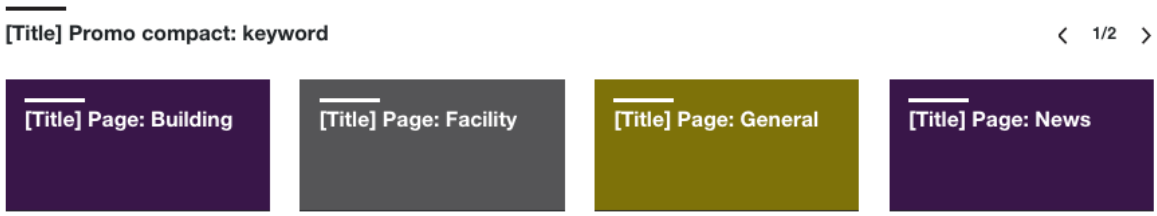
Special features of the Page: News content type:

- This content type includes “Tagline” and “Overview” fields which aren’t shown on the page itself but are drawn into listing types based on the tags the piece of content. You should always populate these. For more information see the table on page “Common content types and explanations of frequently seen fields” on page 20 of the T4 User guide. Here is an example of the tagline and overview fields being pulled in elsewhere:



- The main image can be replaced by another content type (for example an Owl carousel containing a video):
    1. In the Page: News, check the “Hide image” field.
    2. Save changes to the completed content type.
    3. Add a subsection of the section that contains the news item: name it “Supplementary info 1” and set it not to show in the navigation. This acts as a functional folder and isn’t visited by users of the website.
    4. Inside “Supplementary info 1”, put the content type you wish to display in place of the main image on the news item, adding any relevant subsections inside “Supplementary info 1”. For example, add an Owl carousel into the “Supplementary info 1” folder, then a subsection beneath “Supplementary info 1” called “SC Owl carousel” and then put an Owl carousel – video into the “SC Owl carousel” folder.
    5. Whatever you add into “Supplementary info 1” will show in place of the hidden main image. The main image will continue to display on listings the news item is pulled into.

Promo compact: keyword

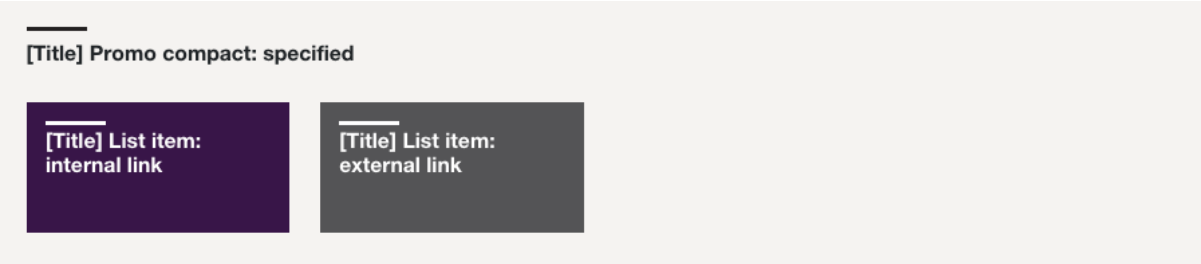


Lists relevantly tagged pages using the following content types: Page: Building, Page: Facility, Page: General, Page: News and Page: Service. Note that news listed in this content type will not be ordered by date, to do this see news list content types from page 26 of this guide.

To add a Promo compact: keyword content type (pictured above) to a section:

1. Add the Promo compact: keyword content to the relevant section using one of the methods outlined on page 18 of the T4 User guide ("Methods for creating content”).
2. Populate the fields, remembering that the “Name” field is for internal reference within T4 only and that you can hover over the field for more information about what you should put there. This content type uses the principles of keyword driven content. To complete the fields to pull in relevant content refer to “Drawing tagged content into a listing” on page 31 of the T4 User guide.
3. When you have completed all mandatory fields and any optional fields you wish to, check the piece of content against the “Approval checklist” on page 58 of the T4 User guide and click “Save changes” to add the content type.

Promo compact: specified



Lists link items (List item: internal links and List item: external links) in a child section called “SC Promo Compact”.

To add a Promo compact: specified content type (pictured above) to a section:

1. In the section where you wish the list to appear, add the Promo compact: specified) content type using one of the methods outlined on page 18 of the T4 User guide ("Methods for creating content”). Note that the description of the content type on the content list reads “Promo block - 1 col image with superimposed title. Lists items in child section 'SC Promo Compact'. Max 15”. You will want to copy the words “SC Promo Compact” as you will need to use them later.
2. Populate the fields, remembering that the “Name” field is for internal reference within T4 only and that you can hover over the field for more information about what you should put there.
3. This content type uses the principles of specified content, so you may wish to remind yourself of these by re-reading “Using specified content types (public facing website only)” on page 45 of the T4 User guide.
4. When you have completed all mandatory fields and any optional fields you wish to, check the piece of content against the “Approval checklist” on page 58 of the T4 User guide and click “Save changes” to add the content type.
5. Create a subsection of the section you have put the Promo compact: specified into. For a reminder about how to create a new section see “Adding a new section (page) to the website” on page 12 of the T4 User guide.
6. This section is just going to be a functional folder to store the links which will be shown in your listing. As such, when you are creating it you only need to give it a name (for this content type you must call it “SC Promo Compact”) and uncheck the “Show in navigation” check box.
7. Inside the new section you have just created (which you’ve called “SC Promo Compact”), add as many of the following content types as you need:
    a. List item: Internal link – for links to other pages on our public website
    b. List item: External link – for links to external webpages and the Staff and Student Zones

    (Methods for creating content are outlined on page 18 of the T4 User guide.)
8. Populate the fields of the list item content types, remembering that the “Name” field is for internal reference within T4 only and that you can hover over the field for more information about what you should put there. The list item content types will ask you to browse the media library to upload or select a pre-uploaded document to display as a download. For instructions on “Selecting an image or document from the media library” see the instructions

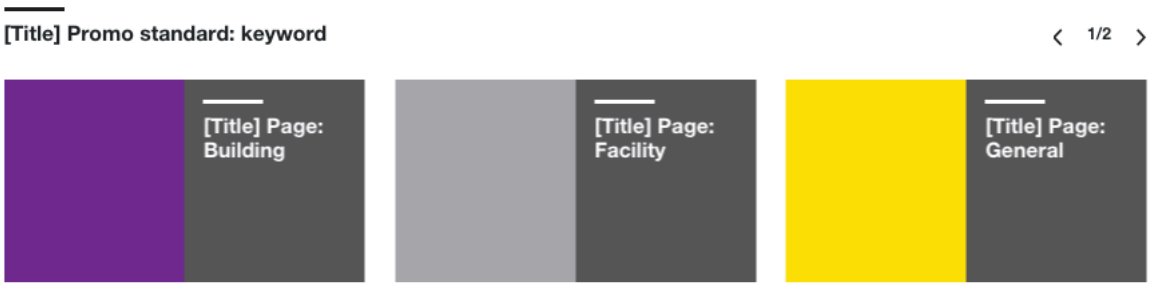
under that title on page 52 of the T4 User guide.

9. Before you save changes to each list item, when you have completed all mandatory fields and any optional fields you wish to, check the piece of content against the “Approval checklist” on page 58 of the T4 User guide and click “Save changes” to add the content type.

Special features of this content type:

- Only one of these can be used per page as they always look to a folder of a certain name (“SC Promo Compact”) for their content.

Promo standard: keyword



Lists relevantly tagged pages using the following content types: Page: Building, Page: Facility, Page: General, Page: News and Page: Service. Note that news listed in this content type will not be ordered by date, to do this see news list content types from page 26 of this guide.

To add a Promo standard: keyword content type (pictured above) to a section:

1. Add the Promo standard: keyword content to the relevant section using one of the methods outlined on page 18 of the T4 User guide ("Methods for creating content”).
2. Populate the fields, remembering that the “Name” field is for internal reference within T4 only and that you can hover over the field for more information about what you should put there. This content type uses the principles of keyword driven content. To complete the fields to pull in relevant content refer to “**Error! Reference source not found.**” on page **Error! Bookmark not defined.** of the T4 User guide.
3. When you have completed all mandatory fields and any optional fields you wish to, check the piece of content against the “Approval checklist” on page 58 of the T4 User guide and click “Save changes” to add the content type.

Promo standard: specified

Lists link items (List item: internal links and List item: external links) in a child section called “SC Promo standard”.

To add a Promo standard: specified content type (pictured above) to a section:

1. In the section where you wish the list to appear, add the Promo standard: specified content type using one of the methods outlined on page 18 of the T4 User guide ("Methods for creating content”). Note that the description of the content type on the content list reads “Promo block - 1 col element (title top, image bottom). Lists items in child section 'SC Promo Standard'. Max 15 items”. You will want to copy the words “SC Promo standard” as you will need to use them later.
2. Populate the fields, remembering that the “Name” field is for internal reference within T4 only and that you can hover over the field for more information about what you should put there.
3. This content type uses the principles of specified content, so you may wish to remind yourself of these by re-reading “Using specified content types (public facing website only)” on page 45 of the T4 User guide.
4. When you have completed all mandatory fields and any optional fields you wish to, check the piece of content against the “Approval checklist” on page 58 of the T4 User guide and click “Save changes” to add the content type.
5. Create a subsection of the section you have put the Promo standard: specified into. For a reminder about how to create a new section see “Adding a new section (page) to the website” on page 12 of the T4 User guide.
6. This section is just going to be a functional folder to store the links which will be shown in your listing. As such, when you are creating it you only need to give it a name (for this content type you must call it “SC Promo standard”) and uncheck the “Show in navigation” check box.
7. Inside the new section you have just created (which you’ve called “SC Promo standard”), add as many of the following content types as you need:
    a. List item: Internal link – for links to other pages on our public website
    b. List item: External link – for links to external webpages and the Staff and Student Zones

    (Methods for creating content are outlined on page 18 of the T4 User guide.)
8. Populate the fields of the list item content types, remembering that the “Name” field is for internal reference within T4 only and that you can hover over the field for more information about what you should put there. The list item content types will ask you to browse the media library to upload or select a

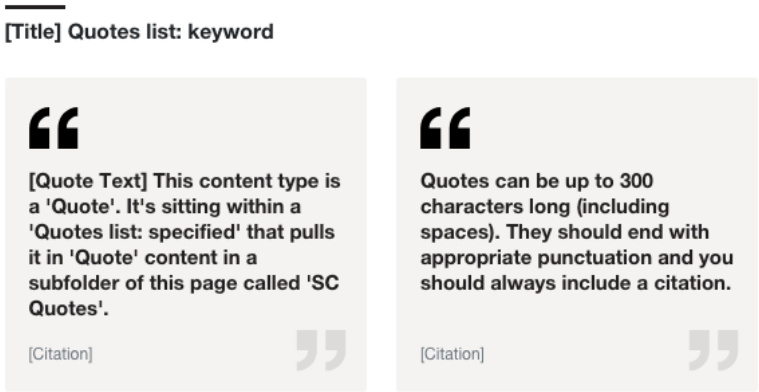
pre-uploaded document to display as a download. For instructions on “Selecting an image or document from the media library” see the instructions under that title on page 52 of the T4 User guide.

9. Before you save changes to each list item, when you have completed all mandatory fields and any optional fields you wish to, check the piece of content against the “Approval checklist” on page 58 of the T4 User guide and click “Save changes” to add the content type.

Special features of this content type:

- Only one of these can be used per page as they always look to a folder of a certain name (“SC Promo standard”) for their content.

Quotes list: keyword

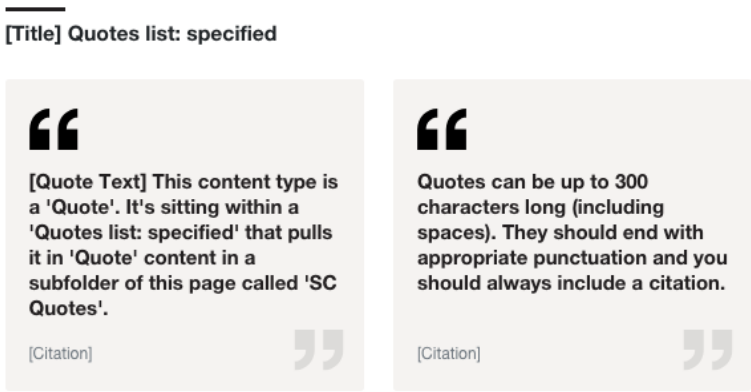


Lists relevantly tagged Quote content types.

To add a Quotes list: keyword content type (pictured above) to a section:

1. Add the Quotes list: keyword content to the relevant section using one of the methods outlined on page 18 of the T4 User guide ("Methods for creating content”).
2. Populate the fields, remembering that the “Name” field is for internal reference within T4 only and that you can hover over the field for more information about what you should put there. This content type uses the principles of keyword driven content. To complete the fields to pull in relevant content refer to “Drawing tagged content into a listing” on page 31 of the T4 User guide.
3. When you have completed all mandatory fields and any optional fields you wish to, check the piece of content against the “Approval checklist” on page 58 of the T4 User guide and click “Save changes” to add the content type.

Quotes list: specified



Lists Quote content types in a child section called “SC Quotes”.

To add a Quotes list: specified content type (pictured above) to a section:

1. In the section where you wish the list to appear, add the Quotes list: specified content type using one of the methods outlined on page 18 of the T4 User guide ("Methods for creating content”). Note that the description of the content type on the content list reads “Horizontal list of 2 col width 'Quote' content types. Content from child section, 'SC Quotes'”. You will want to copy the words “SC Quotes” as you will need to use them later.
2. Populate the fields, remembering that the “Name” field is for internal reference within T4 only and that you can hover over the field for more information about what you should put there.
3. This content type uses the principles of specified content, so you may wish to remind yourself of these by re-reading “Using specified content types (public facing website only)” on page 45 of the T4 User guide.
4. When you have completed all mandatory fields and any optional fields you wish to, check the piece of content against the “Approval checklist” on page 58 of the T4 User guide and click “Save changes” to add the content type.
5. Create a subsection of the section you have put the Quotes list: specified into. For a reminder about how to create a new section see “Adding a new section (page) to the website” on page 12 of the T4 User guide.
6. This section is just going to be a functional folder to store the links which will be shown in your listing. As such, when you are creating it you only need to give it a name (for this content type you must call it “SC Quotes”) and uncheck the “Show in navigation” check box.
7. Inside the new section you have just created (which you’ve called “SC Quotes”), add as many of the Quote content type as you need. (Methods for adding content are outlined on page 18 of the T4 User guide ("Methods for creating content”).)
8. Populate the fields of the list item content types, remembering that the “Name” field is for internal reference within T4 only and that you can hover over the field for more information about what you should put there. The list item content types will ask you to browse the media library to upload or select a pre-uploaded document to display as a download. For instructions on

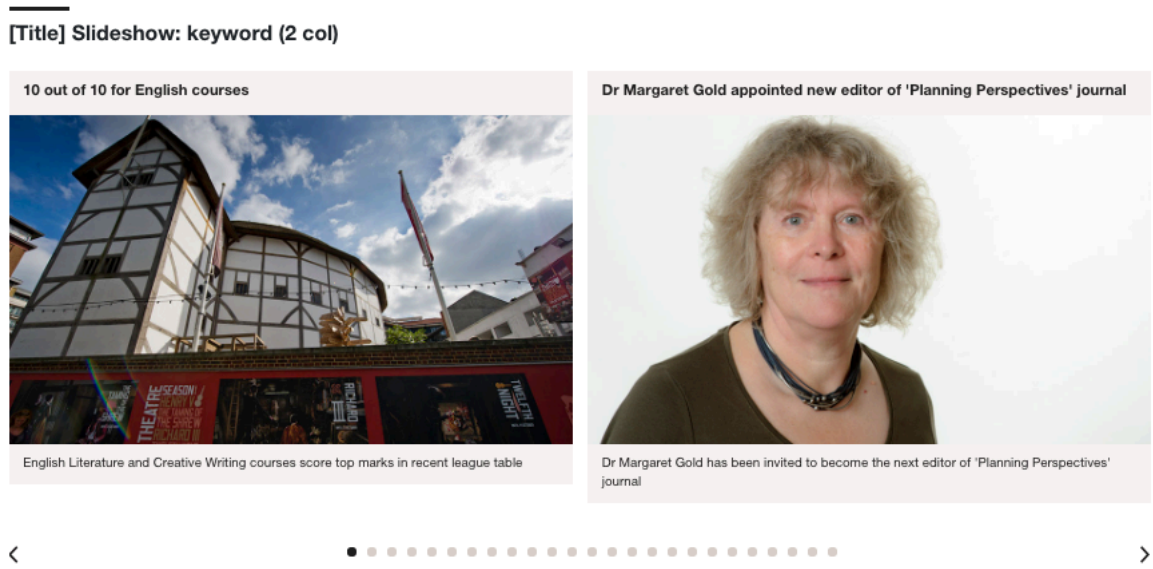
“Selecting an image or document from the media library” see the instructions under that title on page 52 of the T4 User guide.

9. Before you save changes to each list item, when you have completed all mandatory fields and any optional fields you wish to, check the piece of content against the “Approval checklist” on page 58 and click “Save changes” to add the content type.

Special features of this content type:

- Only one of these can be used per page as they always look to a folder of a certain name (“SC Quotes”) for their content.

Slideshow: keyword (2 col)

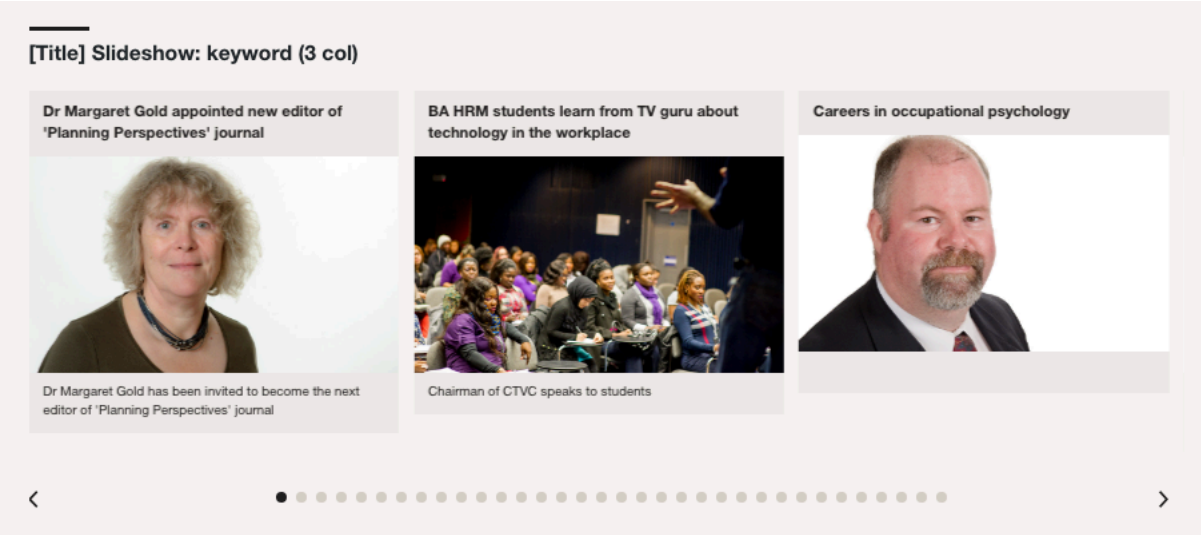


Lists relevantly tagged pages using the following content types: Page: Building, Page: Facility, Page: General, Page: News and Page: Service. Note that news listed in this content type will not be ordered by date, to do this see news list content types from page 26 of this guide.

To add a Slideshow: keyword (2 col) content type (pictured above) to a section:

1. Add the Slideshow: keyword (2 col) content to the relevant section using one of the methods outlined on page 18 of the T4 User guide ("Methods for creating content”).
2. Populate the fields, remembering that the “Name” field is for internal reference within T4 only and that you can hover over the field for more information about what you should put there. This content type uses the principles of keyword driven content. To complete the fields to pull in relevant content refer to “Drawing tagged content into a listing” on page 31 of the T4 User guide.
3. When you have completed all mandatory fields and any optional fields you wish to, check the piece of content against the “Approval checklist” on page 58 of the T4 User guide and click “Save changes” to add the content type.

Slideshow: keyword (3 col)

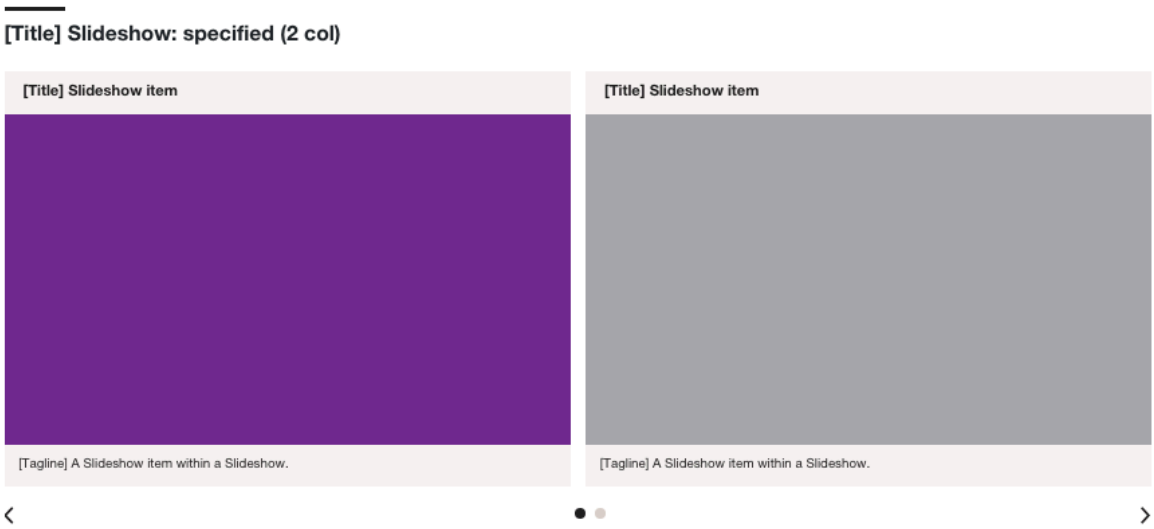


Lists relevantly tagged pages using the following content types: Page: Building, Page: Facility, Page: General, Page: News and Page: Service. Note that news listed in this content type will not be ordered by date, to do this see news list content types from page 26 of this guide.

To add a Slideshow: keyword (3 col) content type (pictured above) to a section:

1. Add the Slideshow: keyword (3 col) content to the relevant section using one of the methods outlined on page 18 of the T4 User guide ("Methods for creating content”).
2. Populate the fields, remembering that the “Name” field is for internal reference within T4 only and that you can hover over the field title for more information about what you should put there. This content type uses the principles of keyword driven content. To complete the fields to pull in relevant content refer to “Drawing tagged content into a listing” on page 31 of the T4 User guide.
3. When you have completed all mandatory fields and any optional fields you wish to, check the piece of content against the “Approval checklist” on page 58 of the T4 User guide and click “Save changes” to add the content type.

Slideshow: specified (2 col)



Lists Slideshow item content types in a child section called “SC Small Slideshow”.

To add a Slideshow: specified (2 col) content type (pictured above) to a section:

1. In the section where you wish the list to appear, add the Slideshow: specified (2 col) content type using one of the methods outlined on page 18 of the T4 User guide ("Methods for creating content”). Note that the description of the content type on the content list reads “Slideshow block - 2 col image with title. Content from child section 'SC Small Slideshow'. Only 1 instance per page”. You will want to copy the words “SC Small Slideshow” as you will need to use them later.
2. Populate the fields, remembering that the “Name” field is for internal reference within T4 only and that you can hover over the field for more information about what you should put there.
3. This content type uses the principles of specified content, so you may wish to remind yourself of these by re-reading “Using specified content types (public facing website only)” on page 45 of the T4 User guide.
4. When you have completed all mandatory fields and any optional fields you wish to, check the piece of content against the “Approval checklist” on page 58 of the T4 User guide and click “Save changes” to add the content type.
5. Create a subsection of the section you have put the Slideshow: specified (2 col) into. For a reminder about how to create a new section see “Adding a new section (page) to the website” on page 12 of the T4 User guide.
6. This section is just going to be a functional folder to store the links which will be shown in your listing. As such, when you are creating it you only need to give it a name (for this content type you must call it “SC Small Slideshow”) and uncheck the “Show in navigation” check box.
7. Inside the new section you have just created (which you’ve called “SC Small Slideshow”), add as many of the Slideshow item content type as you need. (Methods for creating content are outlined on page 18 of the T4 User guide.)
8. Populate the fields of the list item content types, remembering that the “Name”

field is for internal reference within T4 only and that you can hover over the field for more information about what you should put there. The list item content types will ask you to browse the media library to upload or select a pre-uploaded document to display as a download. For instructions on “Selecting an image or document from the media library” see the instructions under that title on page 52 of the T4 User guide.

9. Before you save changes to each list item, when you have completed all mandatory fields and any optional fields you wish to, check the piece of content against the “Approval checklist” on page 58 of the T4 User guide and click “Save changes” to add the content type.

Special features of this content type:

- Only one of these can be used per page as they always look to a folder of a certain name (“SC Small Slideshow”) for their content.

Slideshow: specified (3 col)

Lists Slideshow item content types in a child section called in a child section called “SC Slideshow”.

To add a Slideshow: specified (3 col) content type (pictured above) to a section:

1. In the section where you wish the list to appear, add the Slideshow: specified (3 col) content type using one of the methods outlined on page 18 ("Methods for creating content”). Note that the description of the content type on the content list reads “Slideshow block - 3 col image with title and optional description. Content from child section 'SC Slideshow'. Only 1 instance per page”. You will want to copy the words “SC Slideshow” as you will need to use them later.
2. Populate the fields, remembering that the “Name” field is for internal reference within T4 only and that you can hover over the field for more information about what you should put there.
3. This content type uses the principles of specified content, so you may wish to remind yourself of these by re-reading “Using specified content types (public facing website only)” on page 45.
4. When you have completed all mandatory fields and any optional fields you wish to, check the piece of content against the “Approval checklist” on page 58 of the T4 User guide and click “Save changes” to add the content type.
5. Create a subsection of the section you have put the Slideshow: specified (3 col) into. For a reminder about how to create a new section see “Adding a new section (page) to the website” on page 12 of the T4 User guide.
6. This section is just going to be a functional folder to store the links which will be shown in your listing. As such, when you are creating it you only need to give it a name (for this content type you must call it “SC Slideshow”) and uncheck the “Show in navigation” check box.
7. Inside the new section you have just created (which you’ve called “SC Slideshow”), add as many of the Slideshow item content type as you need. (Methods for creating content are outlined on page 18 of the T4 User guide.)
8. Populate the fields of the list item content types, remembering that the “Name” field is for internal reference within T4 only and that you can hover over the field for more information about what you should put there. The list item

content types will ask you to browse the media library to upload or select a pre-uploaded document to display as a download. For instructions on “Selecting an image or document from the media library” see the instructions under that title on page 52 of the T4 User guide.

9. Before you save changes to each list item, when you have completed all mandatory fields and any optional fields you wish to, check the piece of content against the “Approval checklist” on page 58 of the T4 User guide and click “Save changes” to add the content type.

Special features of this content type:

- Only one of these can be used per page as they always look to a folder of a certain name (“SC Slideshow”) for their content.

Tabs panel

Displayed Tab content types stored in a child section called “Tabs”.

To add a Tabs panel content type (pictured above) to a section:

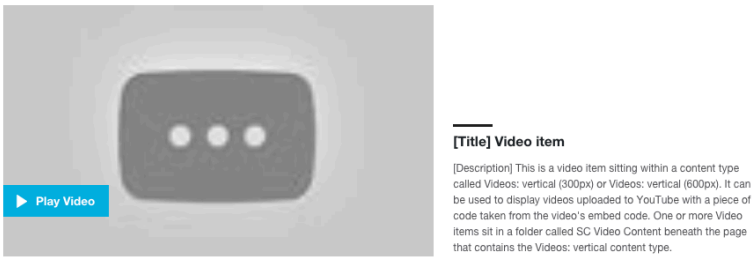
1. In the section where you wish the list to appear, add the Tabs panel content type using one of the methods outlined on page 18 of the T4 User guide ("Methods for creating content”). Note that the description of the content type on the content list reads “Panel of tabbed content - individual tabs drawn from child section called "Tabs". Only 1 instance per page”. You will want to copy the words “Tabs” as you will need to use them later.
2. Populate the fields, remembering that the “Name” field is for internal reference within T4 only and that you can hover over the field for more information about what you should put there.
3. This content type uses the principles of specified content, so you may wish to remind yourself of these by re-reading “Using specified content types (public facing website only)” on page 45 of the T4 User guide.
4. When you have completed all mandatory fields and any optional fields you wish to, check the piece of content against the “Approval checklist” on page 58 of the T4 User guide and click “Save changes” to add the content type.
5. Create a subsection of the section you have put the Tabs panel into. For a reminder about how to create a new section see “Adding a new section (page) to the website” on page 12 of the T4 User guide.
6. This section is just going to be a functional folder to store the links which will be shown in your listing. As such, when you are creating it you only need to give it a name (for this content type you must call it “Tabs”) and uncheck the “Show in navigation” check box.
7. Inside the new section you have just created (which you’ve called “Tabs”), add as many of the Tab content types as you need. (Methods for adding content are outlined on page 18 of the T4 User guide ("Methods for creating content”).)
8. Populate the fields of the list item content types, remembering that the “Name” field is for internal reference within T4 only and that you can hover over the field for more information about what you should put there. The list item content types will ask you to browse the media library to upload or select a pre-uploaded document to display as a download. For instructions on “Selecting an image or document from the media library” see the instructions under that title on page 52 of the T4 User guide.
9. Before you save changes to each list item, when you have completed all mandatory fields and any optional fields you wish to, check the piece of content against the “Approval checklist” on page 58 of the T4 User guide and

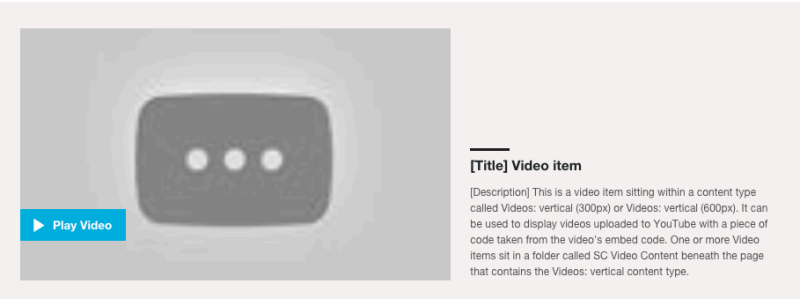
click “Save changes” to add the content type.

Special features of this content type:

- Only one of these can be used per page as they always look to a folder of a certain name (“Tabs”) for their content.

Videos: vertical (300px)





Lists Video item content types stored in a child section called “SC Video Content”.

To add a Videos: vertical (300px) content type (pictured above) to a section:

1. In the section where you wish the list to appear, add the Videos: vertical (300px) content type using one of the methods outlined on page 18 of the T4 User guide ("Methods for creating content”). Note that the description of the content type on the content list reads “Vertical list of YouTube videos (300px width) with optional title and description. Content from 'SC Video Content'. Only 1 instance per page”. You will want to copy the words “SC Video Content” as you will need to use them later.
2. Populate the fields, remembering that the “Name” field is for internal reference within T4 only and that you can hover over the field for more information about what you should put there.
3. This content type uses the principles of specified content, so you may wish to remind yourself of these by re-reading “Using specified content types (public facing website only)” on page 45 of the T4 User guide.
4. When you have completed all mandatory fields and any optional fields you wish to, check the piece of content against the “Approval checklist” on page 58 of the T4 User guide and click “Save changes” to add the content type.
5. Create a subsection of the section you have put the Videos: vertical (300px) into. For a reminder about how to create a new section see “Adding a new section (page) to the website” on page 12 of the T4 User guide.
6. This section is just going to be a functional folder to store the links which will be shown in your listing. As such, when you are creating it you only need to give it a name (for this content type you must call it “SC Video Content”) and uncheck the “Show in navigation” check box.
7. Inside the new section you have just created (which you’ve called “SC Video Content”), add as many Video item content types as you need. (Methods for creating content are outlined on page 18 of the T4 User guide.)
8. Populate the fields of the list item content types, remembering that the “Name”

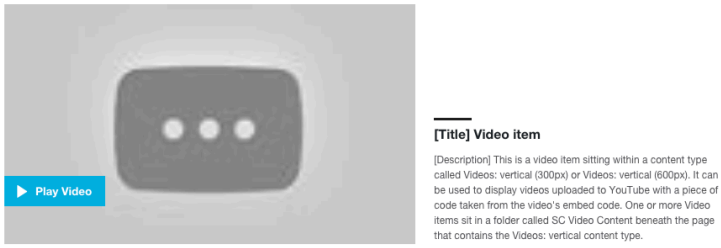
field is for internal reference within T4 only and that you can hover over the field for more information about what you should put there. The list item content types will ask you to browse the media library to upload or select a pre-uploaded document to display as a download. For instructions on “Selecting an image or document from the media library” see the instructions under that title on page 52 of the T4 User guide.

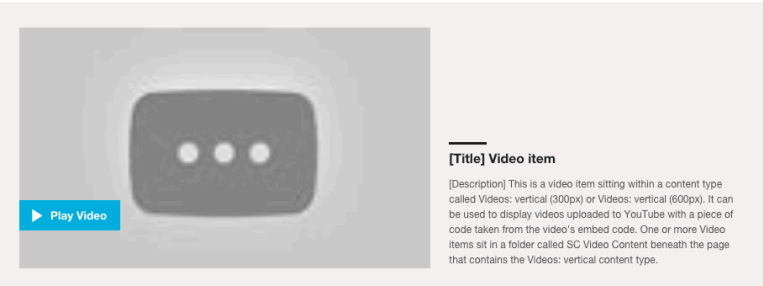
9. Before you save changes to each list item, when you have completed all mandatory fields and any optional fields you wish to, check the piece of content against the “Approval checklist” on page 58 of the T4 User guide and click “Save changes” to add the content type.

Special features of this content type:

- Only one of these or the Videos: vertical (600px) content type can be used per page as they always look to a folder of a certain name (“SC Video Content”) for their content.

Videos: vertical (600px)





Lists Video item content types stored in a child section called “SC Video Content”.

To add a Videos: vertical (600px) content type (pictured above) to a section:

1. In the section where you wish the list to appear, add the Videos: vertical (600px) content type using one of the methods outlined on page 18 of the T4 User guide ("Methods for creating content”). Note that the description of the content type on the content list reads “Vertical list of YouTube videos (300px width) with optional title and description. Content from 'SC Video Content'. Only 1 instance per page”. You will want to copy the words “SC Video Content” as you will need to use them later.
2. Populate the fields, remembering that the “Name” field is for internal reference within T4 only and that you can hover over the field for more information about what you should put there.
3. This content type uses the principles of specified content, so you may wish to remind yourself of these by re-reading “Using specified content types (public facing website only)” on page 45.
4. When you have completed all mandatory fields and any optional fields you wish to, check the piece of content against the “Approval checklist” on page 58 of the T4 User guide and click “Save changes” to add the content type.
5. Create a subsection of the section you have put the Videos: vertical (600px) into. For a reminder about how to create a new section see “Adding a new section (page) to the website” on page 12 of the T4 User guide.
6. This section is just going to be a functional folder to store the links which will be shown in your listing. As such, when you are creating it you only need to give it a name (for this content type you must call it “SC Video Content”) and uncheck the “Show in navigation” check box.
7. Inside the new section you have just created (which you’ve called “SC Video Content”), add as many Video item content types as you need. (Methods for creating content are outlined on page 18 of the T4 User guide.)
8. Populate the fields of the list item content types, remembering that the “Name”

field is for internal reference within T4 only and that you can hover over the field for more information about what you should put there. The list item content types will ask you to browse the media library to upload or select a pre-uploaded document to display as a download. For instructions on “Selecting an image or document from the media library” see the instructions under that title on page 52 of the T4 User guide of the T4 User guide.

9. Before you save changes to each list item, when you have completed all mandatory fields and any optional fields you wish to, check the piece of content against the “Approval checklist” on page 58 of the T4 User guide and click “Save changes” to add the content type.

Special features of this content type:

- Only one of these or the Videos: vertical (300px) content type can be used per page as they always look to a folder of a certain name (“SC Video Content”) for their content.