

SiteManager Version 7 – Change Guide

The new version of SiteManager looks quite different at first glance but you'll find that the majority of what you do on the CMS can be done in exactly the same way as you do it currently. This guide attempts to draw your attention to the differences that you need to know about and introduce you to some really useful new features.



Contents

New Look - 2

The Site Structure Sidebar - 3

 Search System - 3

 Publishes - 3

 Approval List - 3

 Last Modified Content - 3

Menu Changes - 4

Working with Sections - 4

Working with Content - 5

Media Library - 5

 Search - 6

 Uploading Media - 6

 Modifying Media - 7

 Variants - 7

 Inserting Media - 8

Departmental News - 8

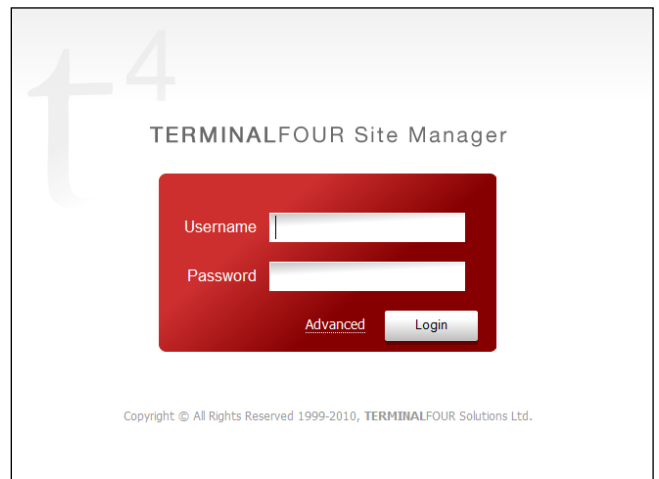
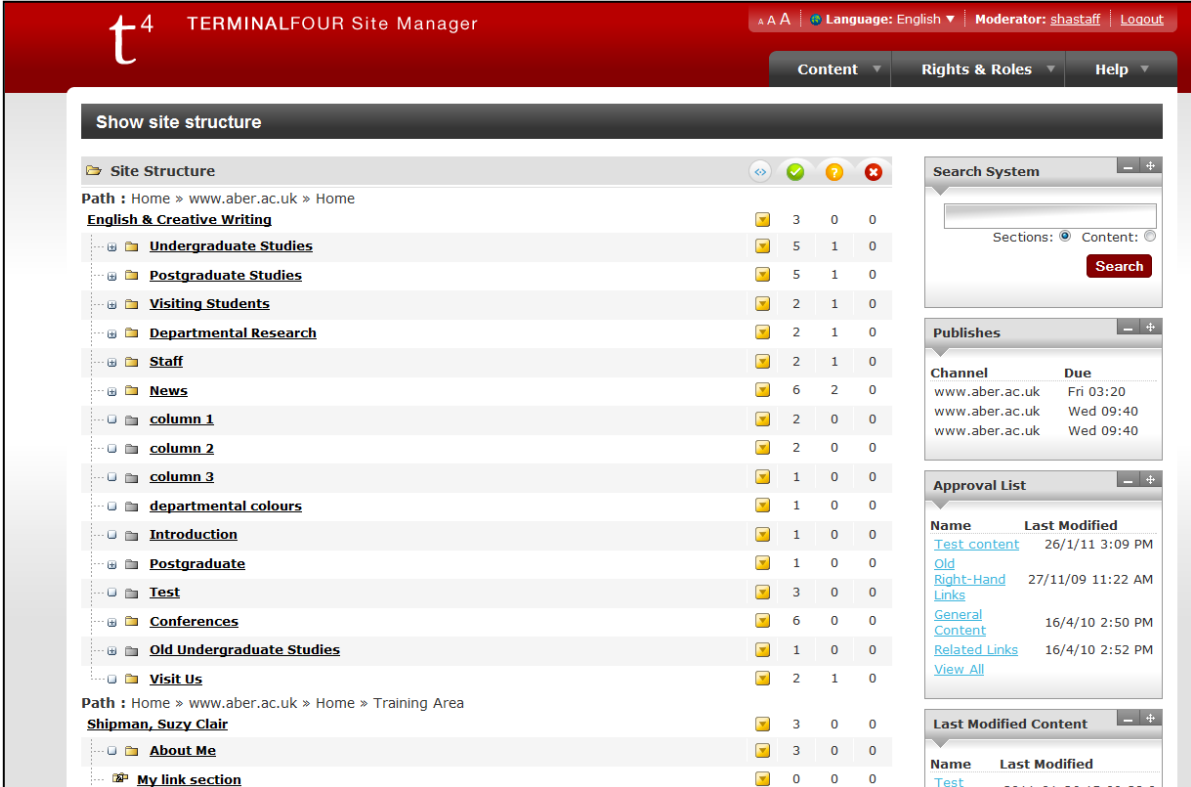
Welsh Language - 8

New Look

The first thing you'll notice is the new look. Version 7 uses a new cleaner, crisper style, with curves and clean white backgrounds. You still log in in exactly the same way as normal though.

The site structure view has the same basic layout on the left – you can see the branches and sections you have permission to work in. Differences are that hidden sections (ones which have had “Show in Navigation” unticked, so they won't appear in department menus) appear with grey folder icons and visible sections have yellow folder icons.

Over on the right there is a brand new side bar containing lots of useful new features for you.

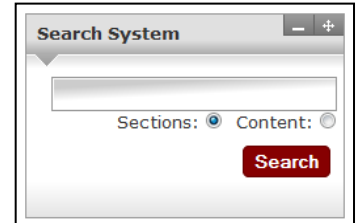
You can now get back to the Site Structure at any time by clicking on the T4 logo in the top left of the screen.

The Site Structure Sidebar

The sidebar is made up of several helpful widgets. These can be moved around so that you can put your favourite at the top. They can also be minimised if you don't need them.

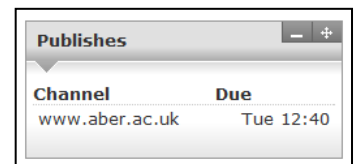
Search System

This widget allows you to search through section or content names to find the section or piece of content you wish to edit. This is especially useful if you work on a department with a large number of sections. You can go directly from the search results to either modify the section or the content.



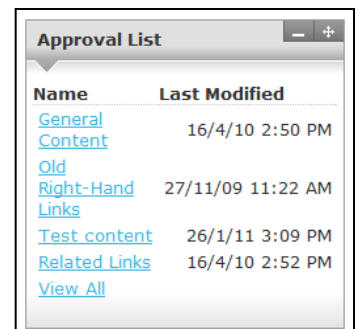
Publishes

This widget keeps you updated as to when the next scheduled publish will be running. This allows you to see at a glance when your work will get published and what time you should aim for if you wish to get it published as soon as possible.



Approval List

This widget allows you to see your approval list (all content that is awaiting approval in sections you have permission to edit in – not just your content) without having to visit the main approval page. This gives you a visual reminder to approve content you've worked on and helps to avoid pending content getting forgotten about and never going live. The main approval page is still available from the Content menu.



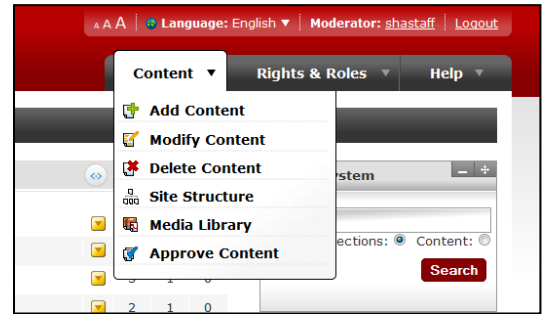
Last Modified Content

This widget allows you to see what content has been worked on recently in sections you have permission to edit in. This can be useful if you are working in a department where there are several people working in the same area as you will be able to see which pages have been recently edited.



Menu Changes

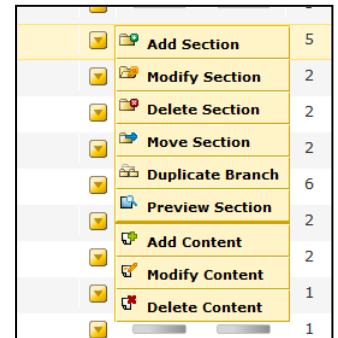
There is one less menu on the top right – the Tools menu has now gone. The Media Library can now be accessed from the Content menu. The rest of the Content menu is the same as normal with the exception of the Logout option which has now moved to a more sensible location at the top right corner above the menus.



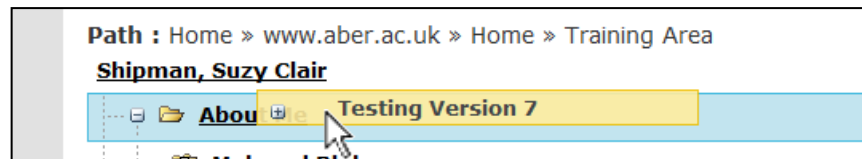
Working with Sections

You create sections in the usual way, but if a section already exists and you want to modify it, you don't have to go to the menu and choose modify (you can, but don't **have** to) – instead just click on the name of the section and it will open up for editing.

It's also possible to go directly to the content tab for the section – use the drop down menu that appears on the menu button and choose "Modify Content". Choosing "Add Content" will take you directly to the list of content types to choose from.

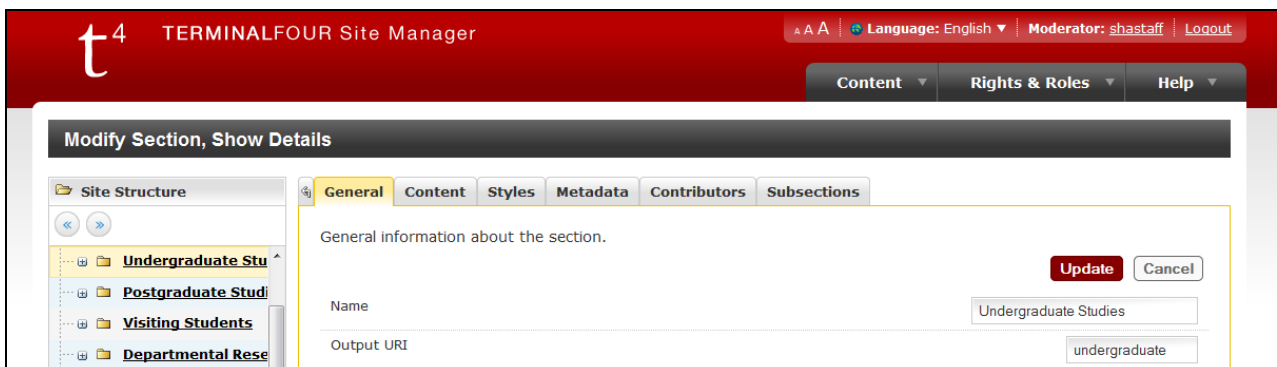


If you need to move sections, you can now drag and drop them. Just click and hold the section you wish to move and drag it to a new location – the section you move it to will highlight in blue. Let go and the section will be placed in the new location and a pop up will ask you to confirm.



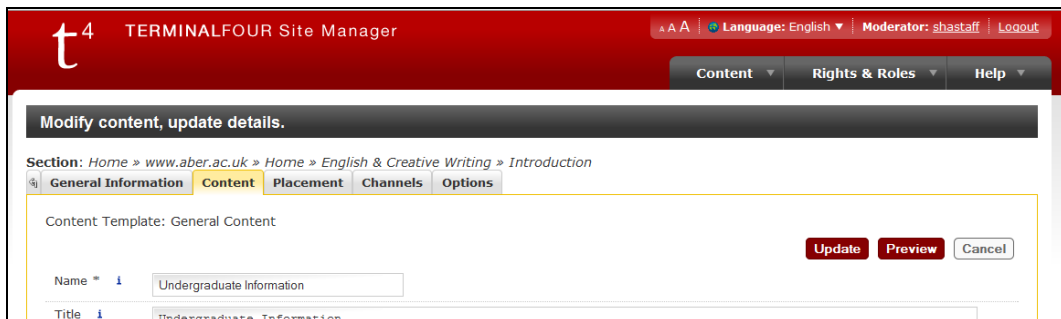
When editing your section you'll notice that the site structure is still available over on the left sidebar so you can change to another section without going back to the main site structure view. This sidebar is adjustable – you can make it wider or hide it.

When you finish modifying your section, you can click on Update at either the bottom (where it used to be) or top (new!) of the page.



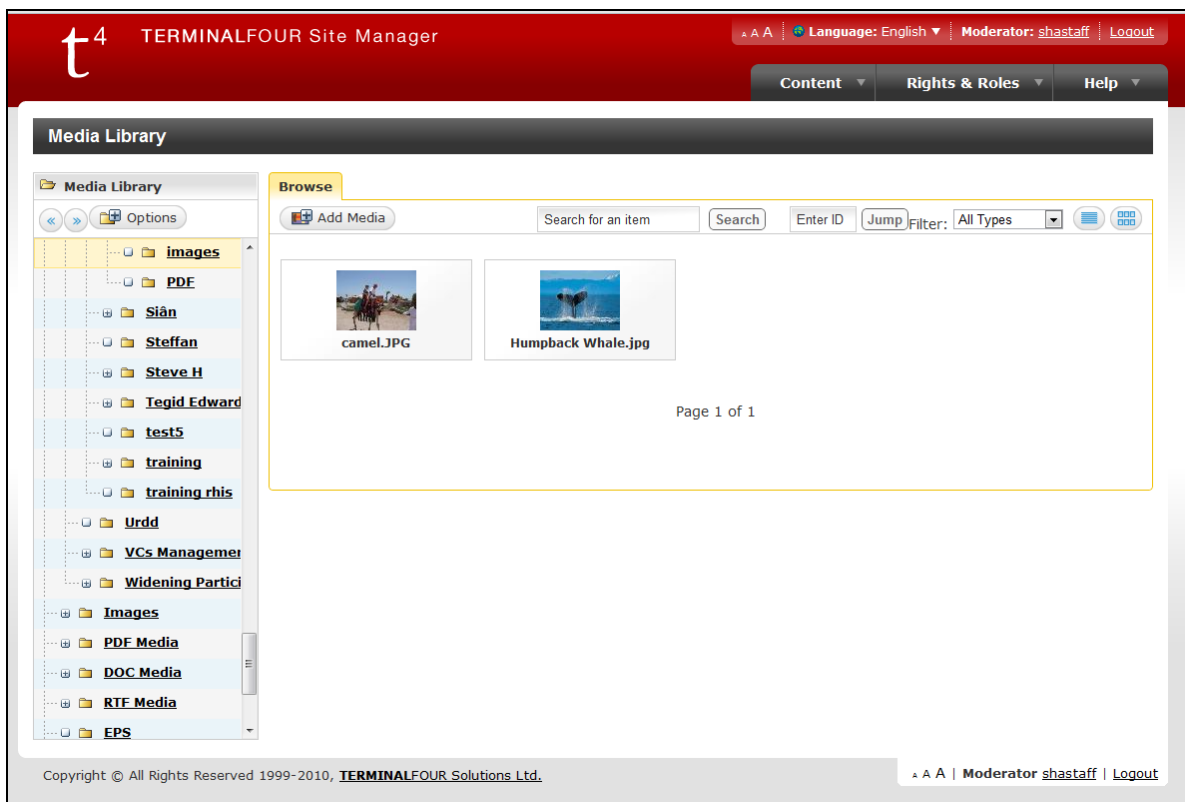
Working with Content

Content can be accessed in the usual way, in the content tab in the relevant section, however you can get directly to the content tab from the site structure by using the “Modify Content” option in the section menu. Changes are the addition of an Add or Update button at the top of the page as well as at the bottom of the content page.



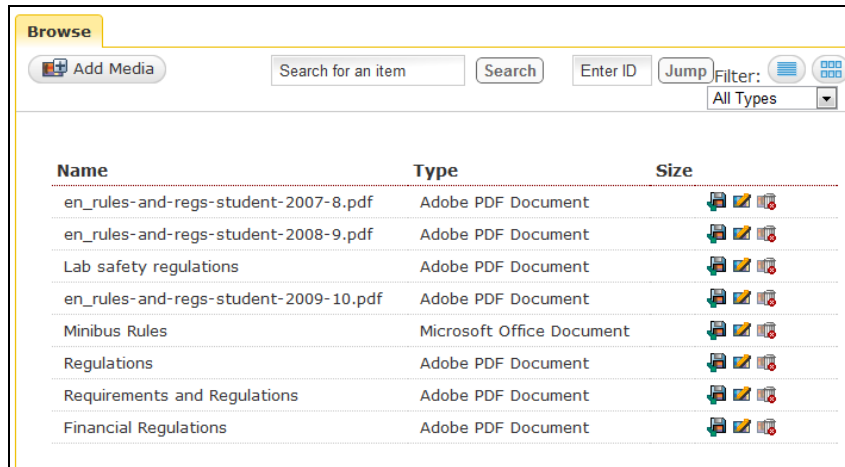
Media Library

The Media Library is now located under the Content menu, and looks quite different. On the left is the usual category structure which you can open and find the appropriate category for your department (this now stays at the point in the Media Library that you are viewing rather than jumping back to the top). Along the top are the Add Media button, Search, Jump to media by ID, Filter and change view buttons. The Add Media button is now on the left (rather than further over as it used to be). If you wish to view the files differently you can change between “Detailed Mode” and “Preview Mode” by clicking the buttons on the top right.



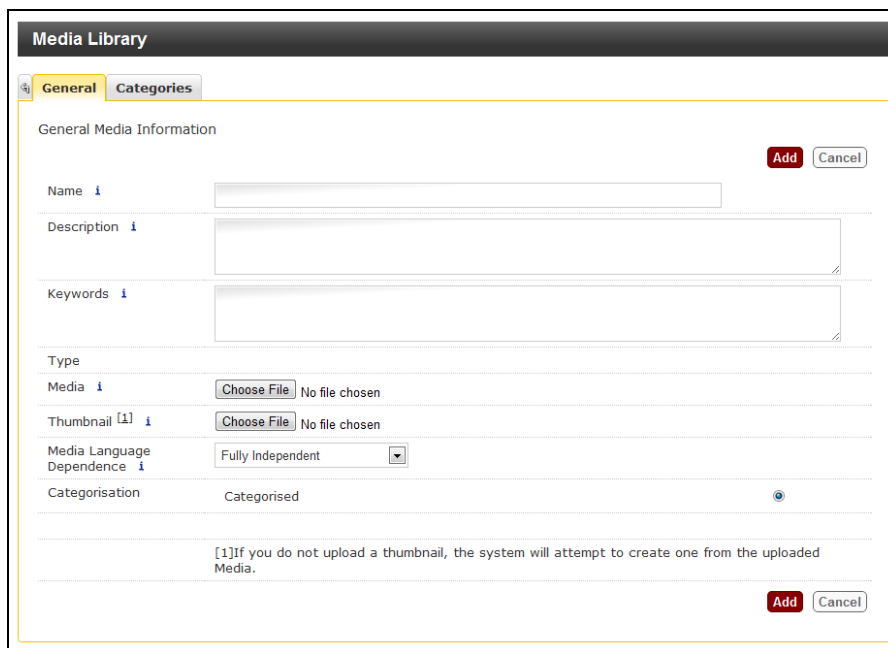
Search

The new search option allows you to search for a file by typing a word from the file’s name in the search box – the results will show all items which include that word in their name, keywords or description. For example, searching for “regulations” gives:

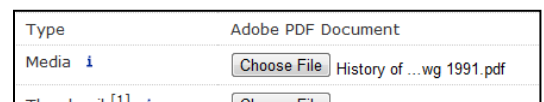


Uploading Media

When uploading an item to the media library you’ll find a few extra features.



- When you browse to your item from the Choose File button, the file type will be set intelligently – if you pick a PDF document, the type will be automatically set to Adobe PDF Document – if you pick an image, you will be given a choice of types that can apply to images.
- There’s a new (optional) box to add keywords for the file – these can be used when searching for files.



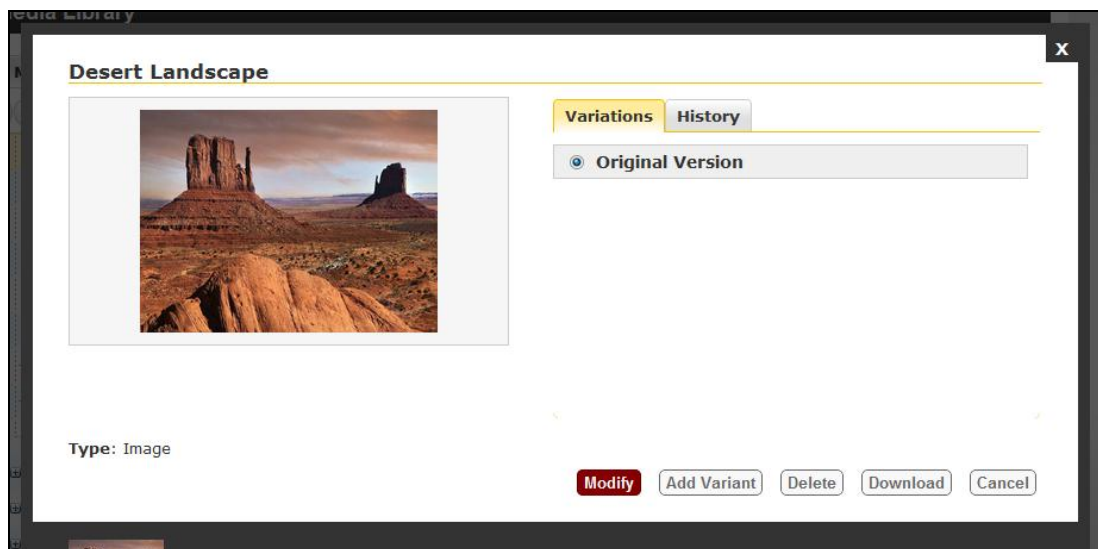
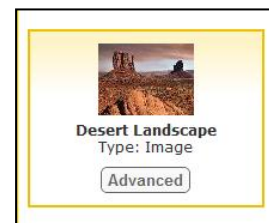
- Media Language Dependence – this allows you to choose between “Fully Independent”, “Independent Media File” and “Fully Dependent”. The meanings are:

Media Language Dependence i	Fully Independent
Categorisation	Fully Independent
	Independent Media File
	Fully Dependent

- *Fully Independent* – the file, it’s name and description, are the same for English and Welsh (this type is unlikely to be used in future, but exists for old media as these options didn’t previously exist)
- *Independent Media File* – there will only be one file, but it’s name and description need to be different depending on the language (this is useful if you have a bilingual document that you need to access from Welsh and English pages)
- *Fully Dependent* – there will be 2 files – one for each language, each with their own name and description (this is useful if there is a separate document for each language- they can be stored together, but have different names and information)

Modifying Media

To modify an item in the media library, in preview mode in you now move your mouse over it – when it highlights you can click on the Advanced button which takes you to the editing screen. If in detailed mode, just click on the name of the media item. From here you can modify the file (change its name, other information or reupload the file), create a new variant (if it is an image) or look at the file history.



Variants

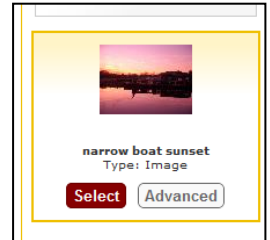
Images in the media library can now be edited to create different variants at difference sizes or crops – for example if the image you uploaded is too big for your page, you can now resize it (tick ‘keep aspect ratio’ first, then change either width or height) or crop it within the CMS, or you could create 2 versions of an image for different situations.

However, this is still not perfect – you can’t combine resizing and cropping which you might need to do to get a rectangular image to be a square of set size (eg for a special menu). **Use with care!**

Inserting Media

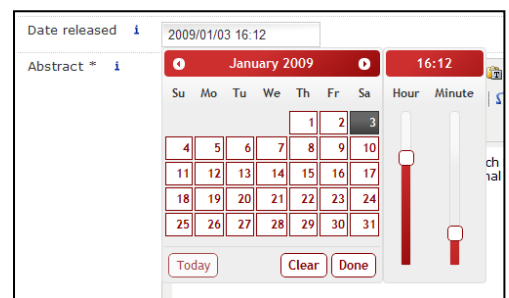
When inserting media into a page, you will use a “pop-up” version of the Media Library as previously, but now this pop-up is fully functioning – if you realise at this point you haven’t uploaded the item yet, you can upload it from here. You can also make changes to a media item from here if, for example, you realise that a PDF file hasn’t yet got a description.

Once you have found your media file you can simply click on Select under the thumbnail (in preview mode) or click on the name of the file (in detailed mode) to insert it into your content. For an image file, clicking the Advanced button instead will allow you to choose from any variants the image might have. You will get a similar window to the one you get when editing an image, but now there is a Select button to click when you have picked the appropriate variant.



Departmental News

Users who use the news system will find that they can now pick dates from a pop up calendar for their news items. Click into the date box and the date picker will appear.



Welsh Language

The language change button has moved up to the top of the screen, above the menus. Sections and content that do not yet have a Welsh version now display as “Not translated” instead of “Not set”, but you can still put your mouse over the words and see the name of the section or piece of content in English.

There is now a Welsh Interface available. This is accessible by clicking on your user id at the top of the page – this takes you to the “Show User Details” screen where you can change the “TERMINALFOUR Site Manager User Interface Language” to “Welsh – Generic (cy)” in the drop down menu.