T4 Tips #2

From: Digital Services Team
To: Public Website Quality Owners and Content Editors
Date: 11-26-2019

Thank you to everyone who has attended your training sessions, department meetings, and open labs. Here are some tips and tricks that we've learned together while working in the new content management system.

Tips included:
- Tasks to preparing for launch (Includes pre-launch URL to show to City staff)
- Prelaunch search
- Duplicating page templates
- When to use Group Headings (it's more often than you think)
- Contacts not showing up on your page
- Content type reordering issues in Direct Edit
- Undoing mistakes
- How to use icons
- Adding PDFs

Have more questions?

Looking for answers about icons, images, content types, or contacts? **Visit our website guidelines page in T4!** New updates are added frequently. Bookmark this preview link in your browser for easy access:

https://minneapolismngov-cms01-production.terminalfour.net/terminalfour/preview/3/en/7508

Tip: Use the "Was this page helpful?" form at the bottom of each page to send us feedback and let us know if there's something else you'd like to see.

Preparing for launch

Prelaunch URL for showing site to City staff

When it comes time to review the website before launch, visit this pre-launch homepage. No login is required. Use this URL to share your content with City staff for content review:
https://minneapolismngov-lb01-production.terminalfour.net/   -- or --   https://tinyurl.com/t4-prelaunch

These pages will show you exactly what visitors will see once the site launches. If you don't see what you expect on a page, make sure all your content types are approved then wait 15 minutes and refresh your browser (CTRL + F5).

Headshots on department pages

Many of you have had a hard time tracking down a photo of your department leadership. **You don't need a headshot on your department page.** Instead of a *Page Header and Summary (with contact link)*, use the simpler *Page Header and Summary* content type.

Spellcheck

Did you know that you can turn on spellcheck in any text editor with a ribbon? Click on the "ABC" button in the ribbon to try it. This isn't turned on by default, so you'll need to click on the button anytime you want to use spellcheck.
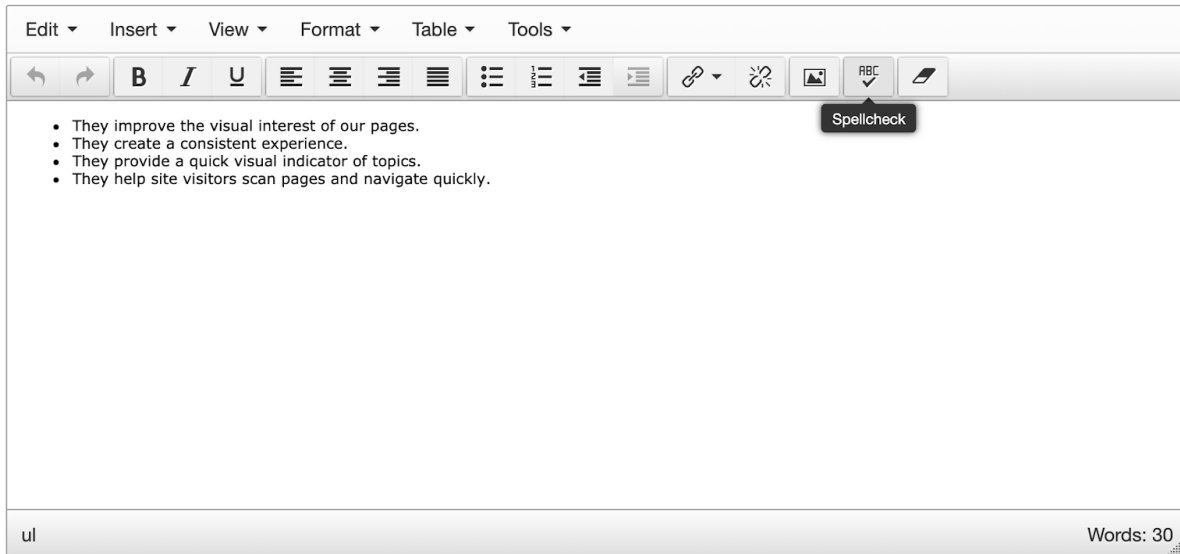
You are responsible for the content on your pages

If you are a Quality Owner, remember that you are the Guardians of Quality. You are responsible for the quality of your pages. Before you've marked pages as ready for a final review, make sure that your content is accurate, clear, and easy to understand. Check with your subject matter experts (SMEs) to make sure all of your pages are correct.

- **Proof your pages,** including your copy (wording of content on your page).
- **Ensure your SMEs sign-off** on your copy.
- **Proof your images** and make sure they are appropriate/compliant with expectations and have alt-text.
- Check functionality and ensure everything works as intended, including links.

Pre-launch search

The search build is not live on the site yet, but you can preview how it will work by following this link: https://tinyurl.com/T4search.

This search is also great for finding missing pages that you think may still need to be assigned to you. **Note:** that many content teams are still in the process of entering content so you might not get all results yet.

Duplicating page templates

This feature is for Quality Owners only. Remember that you should be using the "duplicate branch" feature in our Page Templates Gallery to create any new website pages.

Step 1: From the T4 sitemap, find the appropriate page template within the "Page Templates Gallery for duplicating."
Step 2: Click on the name of the template to copy.
Step 3: Click on the "Duplicate branch" button.
Step 4: Prepare to duplicate.
Select the new parent section
- Choose "Duplicate content" (**Important:** If you don't do this, your copied page will be empty.)
- Uncheck "Copy user access rights" and "Copy WebDav rules."
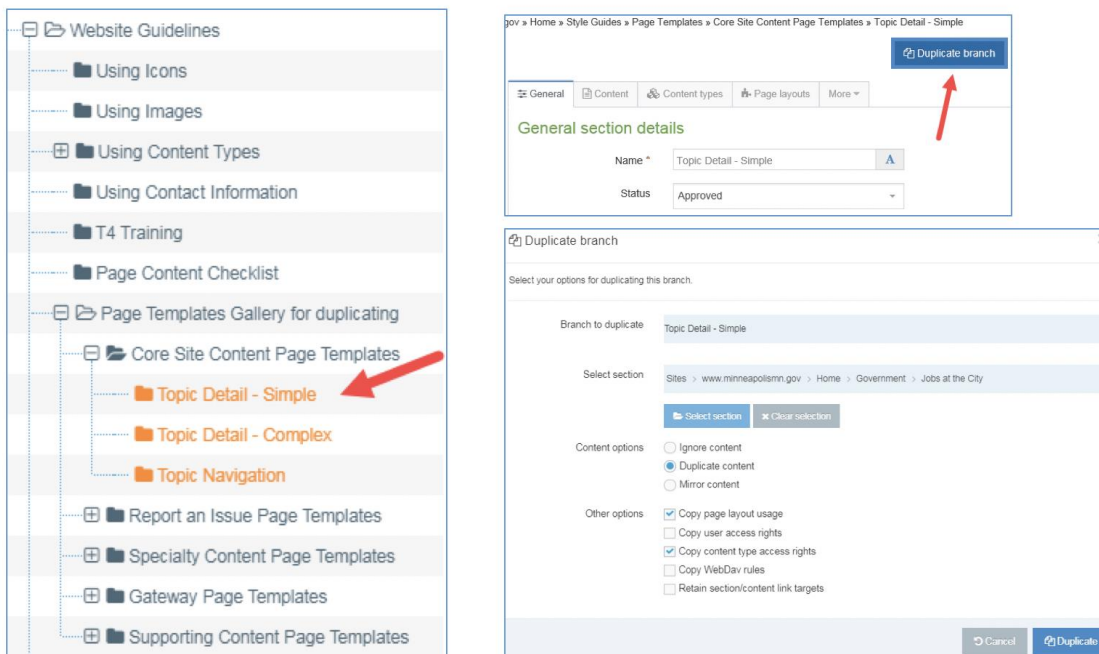
Step 5: Edit the newly copied page.
- Find the page in the T4 sitemap. It will have the name of the template you copied and it will be orange.
- Update the section name to your page name. This is the **one place** where you should use title case.
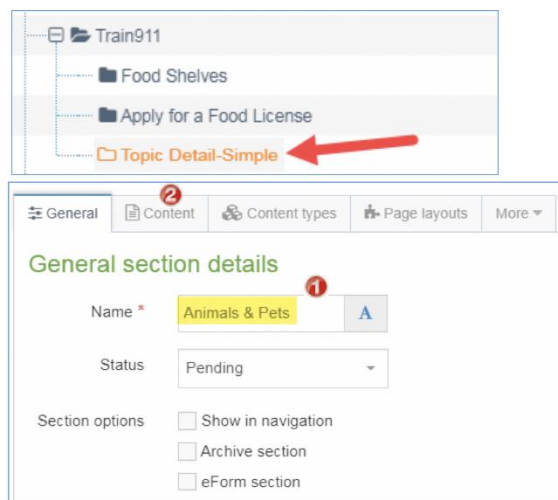
Step 6: Edit the content in the "Content" tab.
Now that your page is ready, you can start editing the content. You can use the standard view or switch to "Direct Edit" if you'd like.

When to use group headings

You should always place a Group Heading above a group of one or more of the following "stackable" content types. A Group Heading does **not** need to have text, so even if you don't have an H2 heading to add, you should add a Group Heading above one or more of these.

- Scannable paragraph
- Multicolumn content
- Structured table

Featured Image/Video

When you use a Group Heading with text, it will appear as a Heading 2 element on the page. The headings within the group of stackable content types below it should start at Heading 3.

When you use a Group Heading without text, all headings within the group of stackable content types below it should start at Heading 2.

Here is an example image that shows what happens when you **don't** include an empty Group Heading content type above a Scannable Paragraph. Notice the thin gray gap between the content type and the page heading above it. Adding a Group Heading will increase the space between the Scannable Paragraph and the heading, making it flow better with the rest of the appearance of the page.
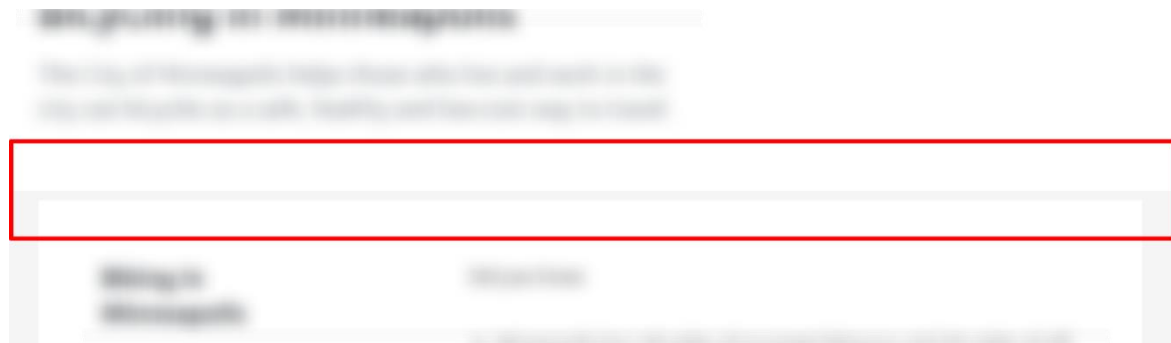
Contacts not showing up on your page?

If you or your Quality Owner have mirrored contacts on your page and they aren't appearing in preview, you're probably missing the **"Contact Heading" content type.** Add a Contact Heading content type directly above your mirrored contacts. Use "Contact" as the heading text. This will reveal your contacts in preview.

Content Type reordering issues in Direct Edit

We don't recommend reordering content types on your page using Direct Edit. You may see issues with the order of the remaining content types when you use Direct Edit, especially when you have inactive content types. The best way to sort content when this happens is to **switch to the standard view**. You can drag and drop content types to sort them from the **"Content" tab.** Remember to save your changes.
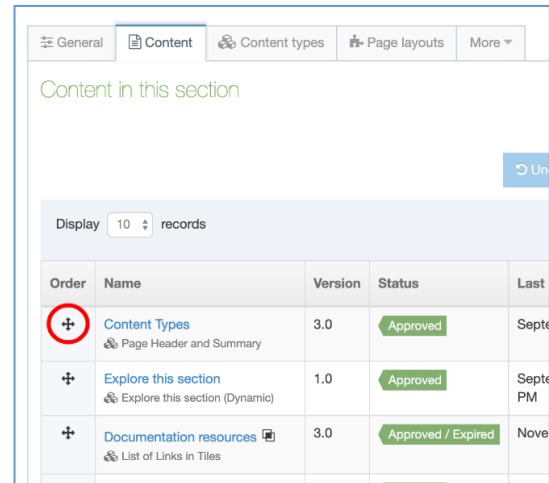
How to quickly undo your last action

Did you know that you can use key commands to undo your last action? Hit **Control+Z** to undo something. You can repeat this command several times to undo multiple actions.

Hint: This works in lots of other programs too, not just T4, so it's a good one to have in your repertoire.
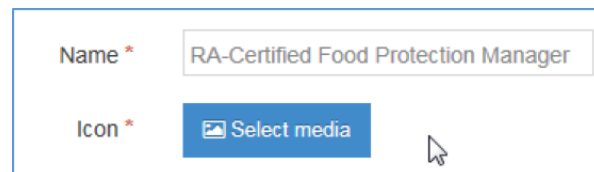
Icon usage and how to select icons

How to add an icon to your content type

1. Hit the Select media button.

2. In the left navigation pane, go to Categorised > minneapolismn.gov > Site assets > Icons.
   (Click the plus icons to open the folders until you get to Icons.)
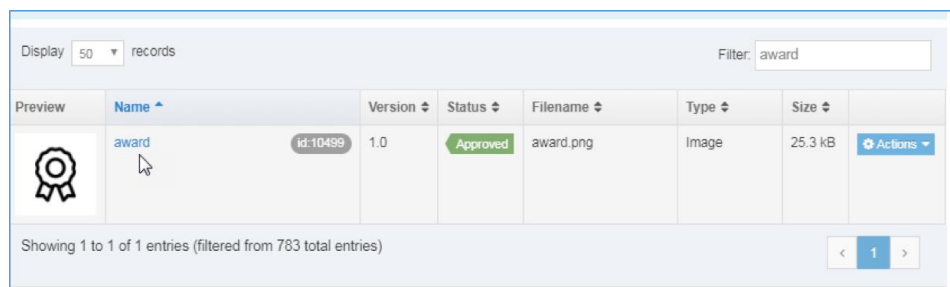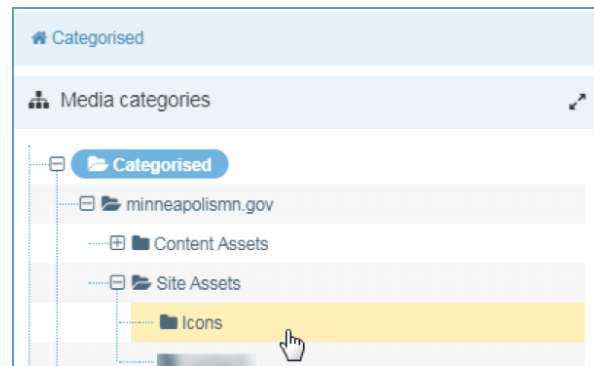
3. Select an icon to add it to your content type.

How to choose an appropriate icon

Choose icons based on simple, high-level topics that use plain language. This will speed up your icon search. Don't worry about exact matches. Our icons are meant to be decorative, so high-level matches between your content and your icon are okay.

Note: When you're deciding which icons to use, browsing is much easier in Font Awesome. Start by searching for related keywords here: https://fontawesome.com/icons?d=gallery&s=light

More information on icons

For more detailed information on icons, check out the icon resources in T4 (the tinyurl in the blue box on page 1 will get you there, or you can navigate to Home > About this site > Website Guidelines > Using Icons.)
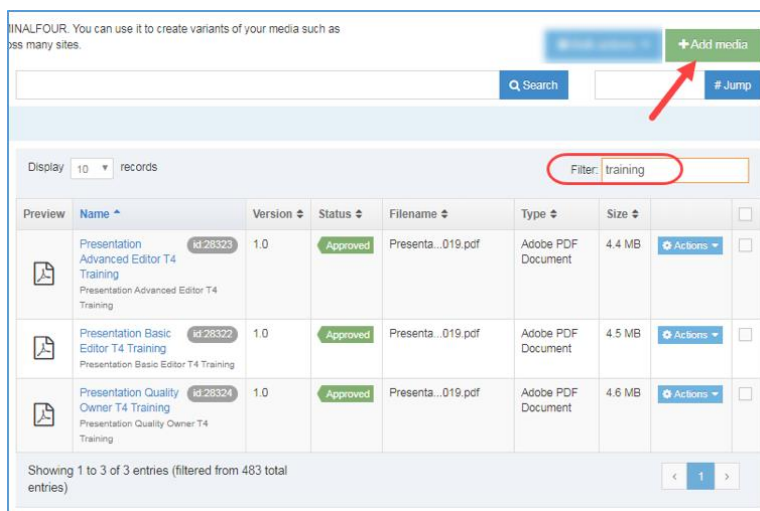
How to add a PDF to the Media Library

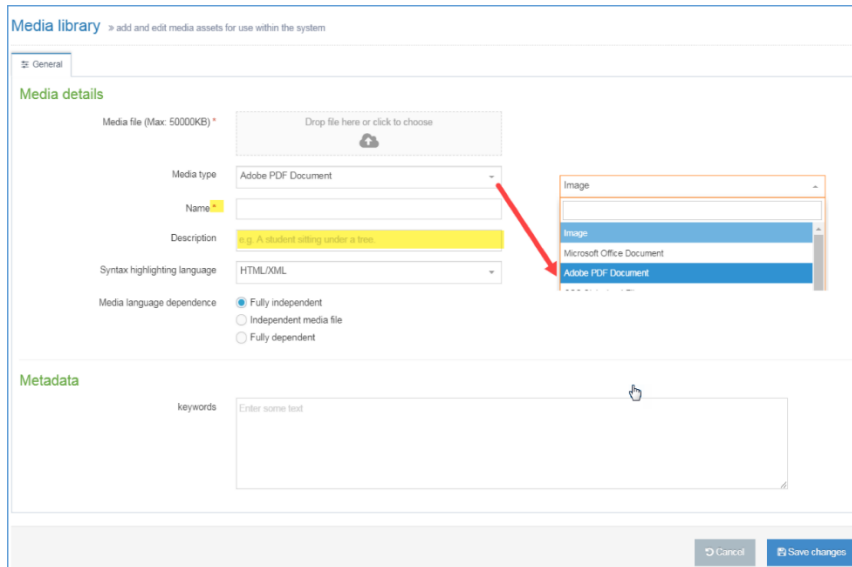**Only Quality Owners can add PDFs to the T4 media library.**

Go to the T4 site structure view. In the left navigation, open the **Content** tab and select **Media library**.
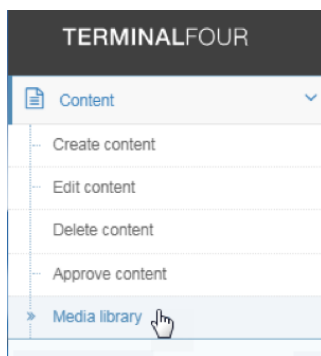
On the Media library page, click the green button in the top right corner labeled "Add media."

In the media type dropdown, select "Adobe PDF document." Name the document and add a description.

Once you have uploaded your file, you can then add the PDF to your page. You will find it in Categorised > minneapolismn.gov > Content Assets > Documents.