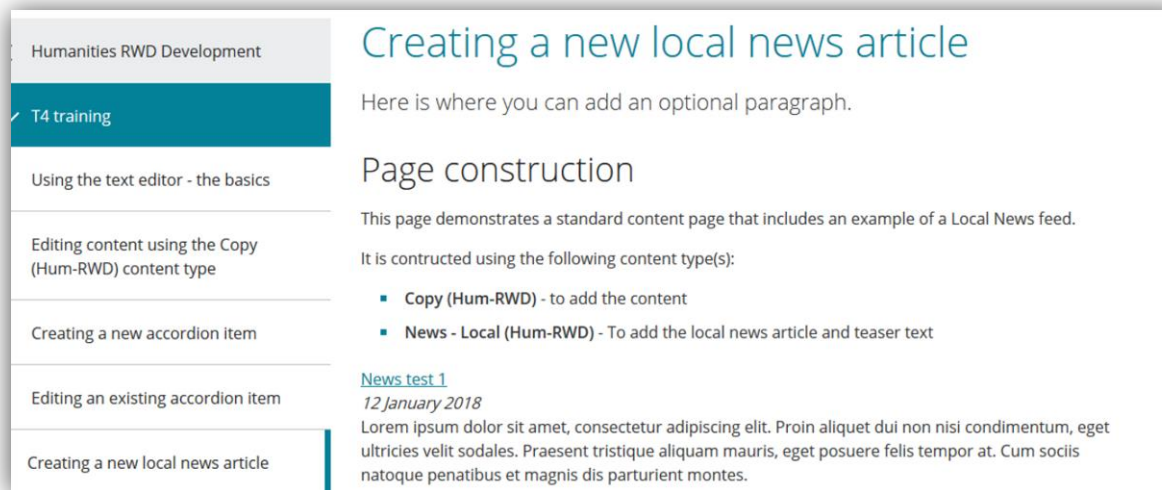


Humanities T4 training: Creating a news article using the News - Local (Hum-RWD) content type

In this document, we will show you how to create content using the 'News - Local (Hum-RWD)' content type. Please note that this document should be used as [an accompaniment to the video of the same name](#) which can be found on the Humanities staff intranet.

The majority of Faculty sites dynamically pull news articles from tagged stories on The University of Manchester's news platform.

These news stories may look as though they are part of the Faculty or School's website content, but they are actually pulled from the University's PressPage system.



Humanities RWD Development

- T4 training
- Using the text editor - the basics
- Editing content using the Copy (Hum-RWD) content type
- Creating a new accordion item
- Editing an existing accordion item
- Creating a new local news article

Creating a new local news article

Here is where you can add an optional paragraph.

Page construction

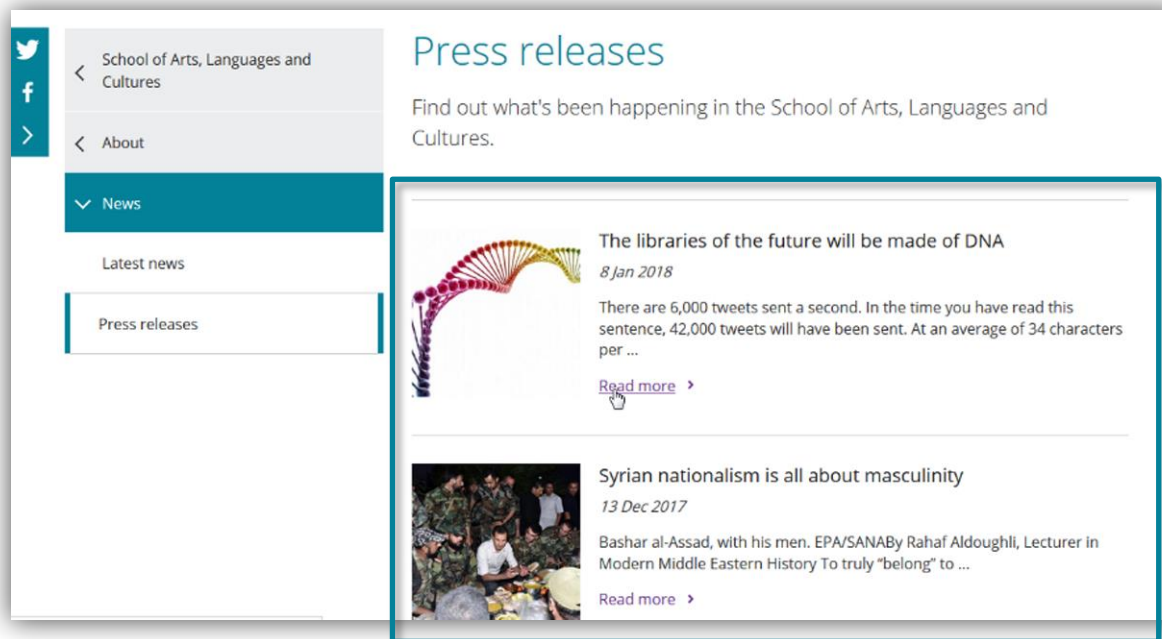
This page demonstrates a standard content page that includes an example of a Local News feed.

It is constructed using the following content type(s):

- Copy (Hum-RWD) - to add the content
- News - Local (Hum-RWD) - To add the local news article and teaser text

[News test 1](#)
12 January 2018

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Proin aliquet dui non nisi condimentum, eget ultricies velit sodales. Praesent tristique aliquam mauris, eget posuere felis tempor at. Cum sociis natoque penatibus et magnis dis parturient montes.




School of Arts, Languages and Cultures

- About
- News
- Latest news
- Press releases

Press releases


Find out what's been happening in the School of Arts, Languages and Cultures.



The libraries of the future will be made of DNA
8 Jan 2018

There are 6,000 tweets sent a second. In the time you have read this sentence, 42,000 tweets will have been sent. At an average of 34 characters per ...

[Read more >](#)



Syrian nationalism is all about masculinity
13 Dec 2017

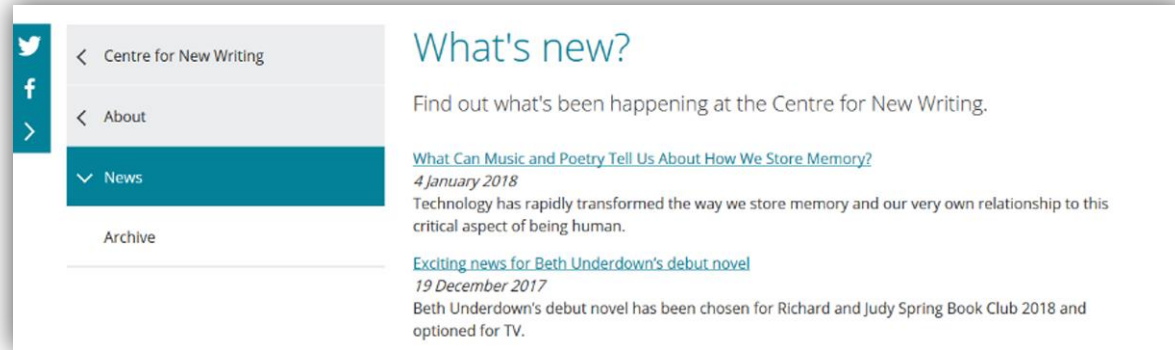
Bashar al-Assad, with his men. EPA/SANABY Rahaf Aldoughli, Lecturer in Modern Middle Eastern History To truly "belong" to ...

[Read more >](#)

However, some Schools and Institutes prefer to list news specific to their audience that might not be relevant to the wider University – the ‘News – Local (Hum-RWD)’ content type was developed with these websites in mind.

When a piece of content has been created and populated, the ‘News – Local (Hum-RWD)’ content type adds a headline and teaser text to a news index page, as well as creating a web page for the full news article.

Please contact the Humanities web team if you are unsure whether you should have a local news page or if you wish to have one created. You can find our contact details at the end of this document.



The screenshot shows a website interface. On the left is a vertical navigation menu with a Twitter icon at the top, followed by Facebook and a right-pointing arrow. Below these are links for '< Centre for New Writing', '< About', 'v News' (highlighted in teal), and 'Archive'. The main content area is titled 'What's new?' and contains the text: 'Find out what's been happening at the Centre for New Writing.' Below this are two news items: 'What Can Music and Poetry Tell Us About How We Store Memory?' dated '4 January 2018' with a teaser text, and 'Exciting news for Beth Underdown's debut novel' dated '19 December 2017' with a longer teaser text.

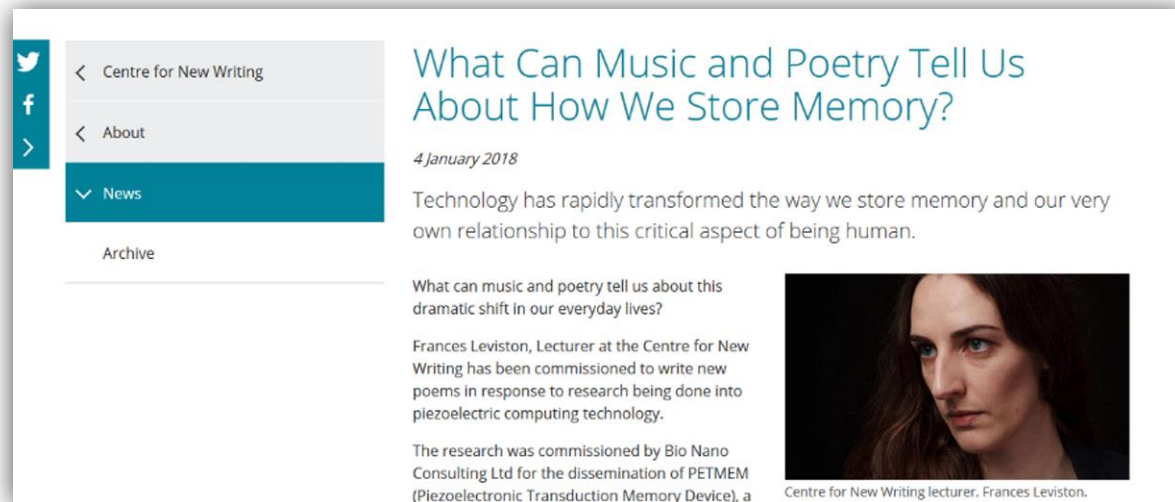
Find out what's been happening at the Centre for New Writing.

[What Can Music and Poetry Tell Us About How We Store Memory?](#)

4 January 2018

Technology has rapidly transformed the way we store memory and our very own relationship to this critical aspect of being human.

[Exciting news for Beth Underdown's debut novel](#)

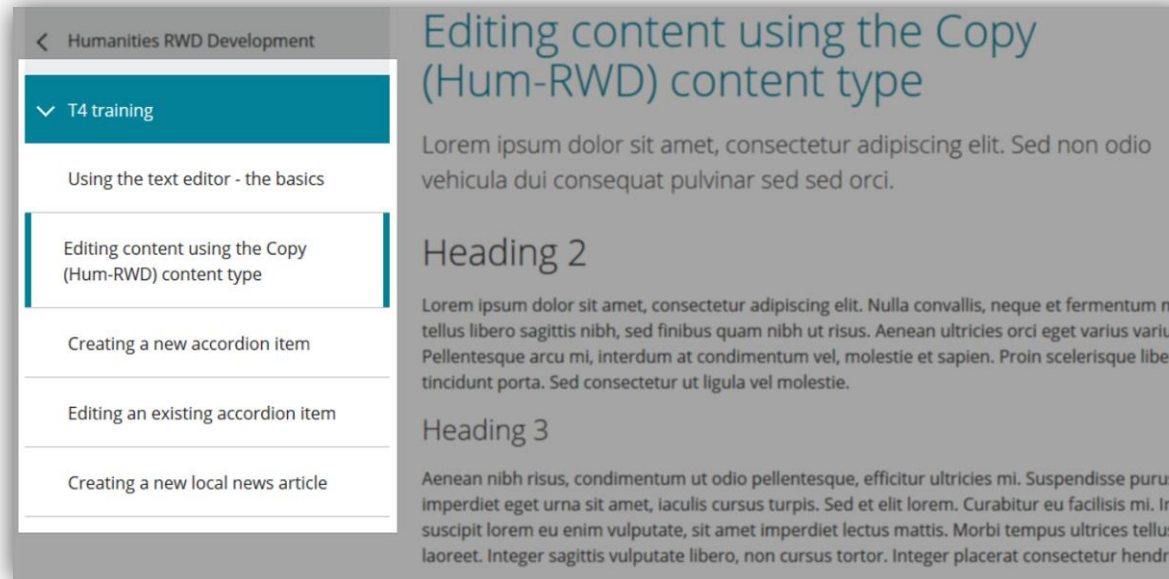
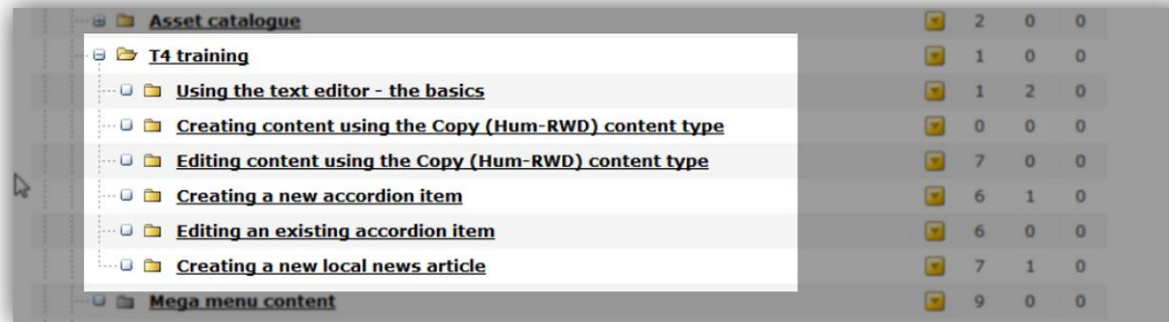
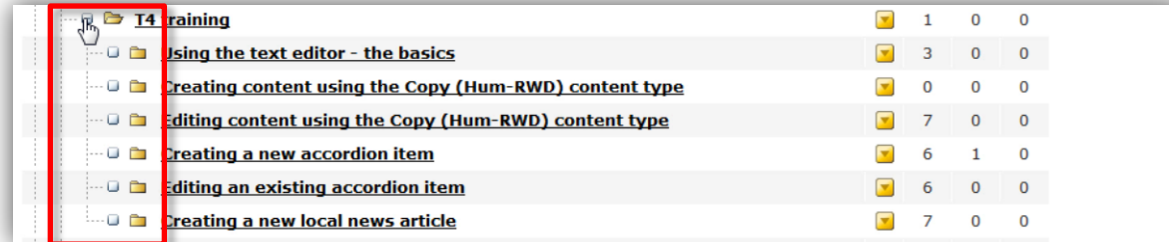


The screenshot shows a full article page. The navigation menu on the left is identical to the previous screenshot. The article title is 'What Can Music and Poetry Tell Us About How We Store Memory?' dated '4 January 2018'. The main text begins with 'Technology has rapidly transformed the way we store memory and our very own relationship to this critical aspect of being human.' Below this is a sub-section titled 'What can music and poetry tell us about this dramatic shift in our everyday lives?' followed by text about Frances Leviston, a lecturer at the Centre for New Writing, who has been commissioned to write new poems in response to research on piezoelectric computing technology. The article is noted as being commissioned by Bio Nano Consulting Ltd for the dissemination of PETMEM (Piezoelectronic Transduction Memory Device). A portrait of Frances Leviston is shown on the right side of the page.

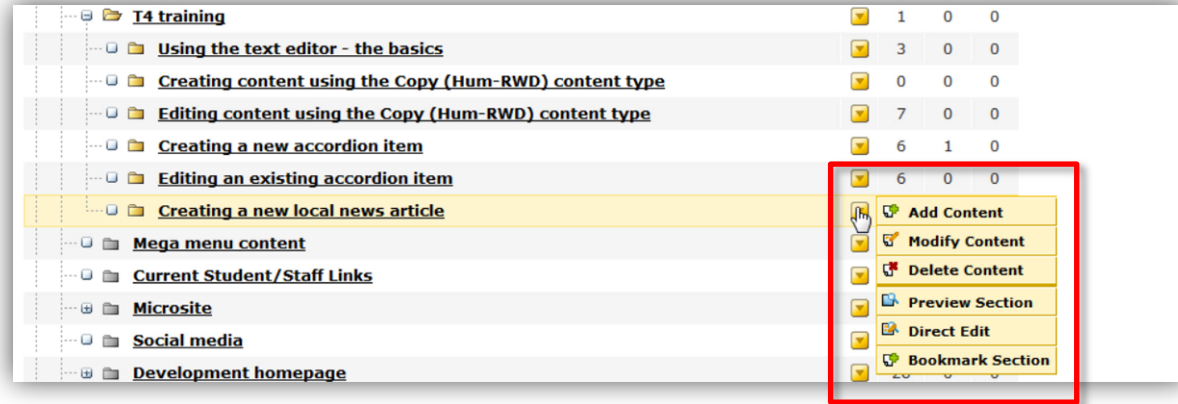
To create a local news article, you first need to navigate to the relevant section in T4. Use the grey 'plus' icons to open up the folder structure and navigate to the section in which you wish to create your content.

The folder structure within T4 mirrors the structure of the website that you are working on.

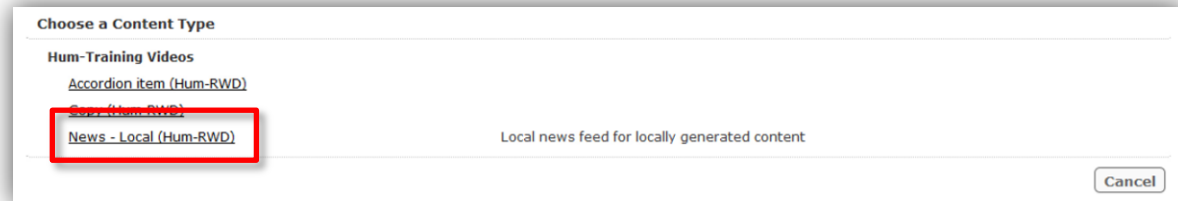
In this example, the 'Creating content using the Copy (Hum-RWD) content type' folder in T4 doesn't appear on the website's left hand navigation because there are no pieces of content in it - empty folders in T4 will never appear in your website's navigation.



To create a new piece of content, hover over the yellow arrow for that section and select 'Add content'.



You will be presented with a choice of three content types. Select 'News - Local (Hum-RWD)'.



When you create a 'News - Local (Hum-RWD)' piece of content, there are several fields to complete.

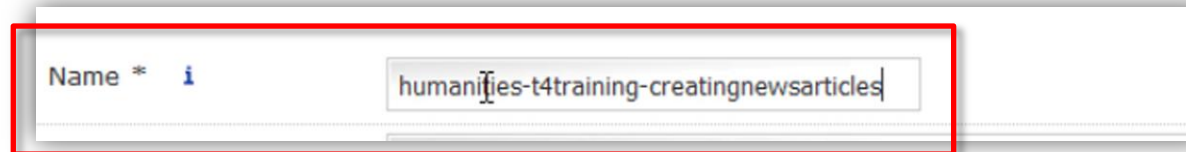


The 'Name:' field is a mandatory field, but doesn't appear on the external website - its function is purely administrative.

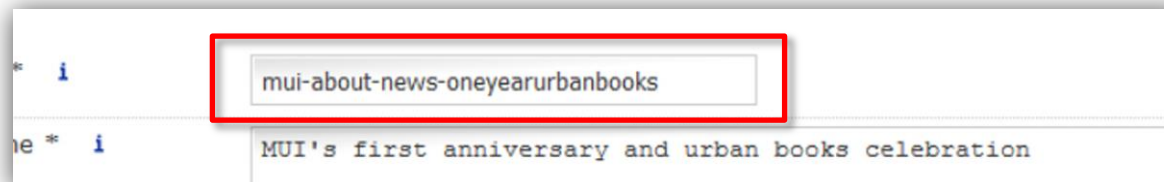
The naming convention for all content is 'school/institute/centre-section-subsection-contenttype' – so if you were creating content under 'MUI > About > News', the 'Name' field should be completed as 'mui-about-news-newsarticlebriefheadline'.

Giving a piece of content a meaningful name is good housekeeping, and makes it much easier to make sense of a web page's structure for those who might edit the page in the future.

It also helps the Humanities Web Team know which section of the website has been edited when we come to approve the content in T4.



Name *



Name *

MUI's first anniversary and urban books celebration

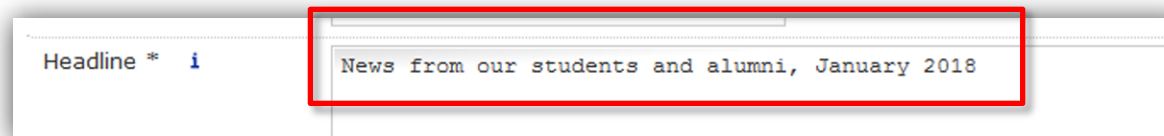
Approve Content

Pending


Content Pending Approval

Name	Priority	Last Modified
ci-about-news-newdirectors2017	•	Tue, 24 Apr 2018 16:17:47 BST
law-study-international-spotlight-student-hanz	•	Tue, 24 Apr 2018 16:00:54 BST
policy-home-RTBlog		Tue, 24 Apr 2018 15:31:08 BST

The 'Headline' field should contain the headline of the news article you wish to create, as this will display both on the news index page as part of a brief 'teaser' and as the title of the sub-page with the full news article.



Headline *



News

Archive

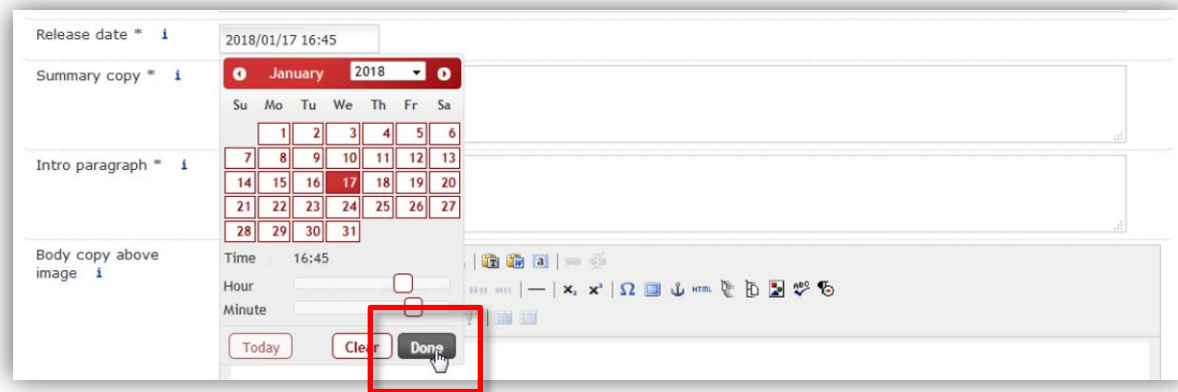
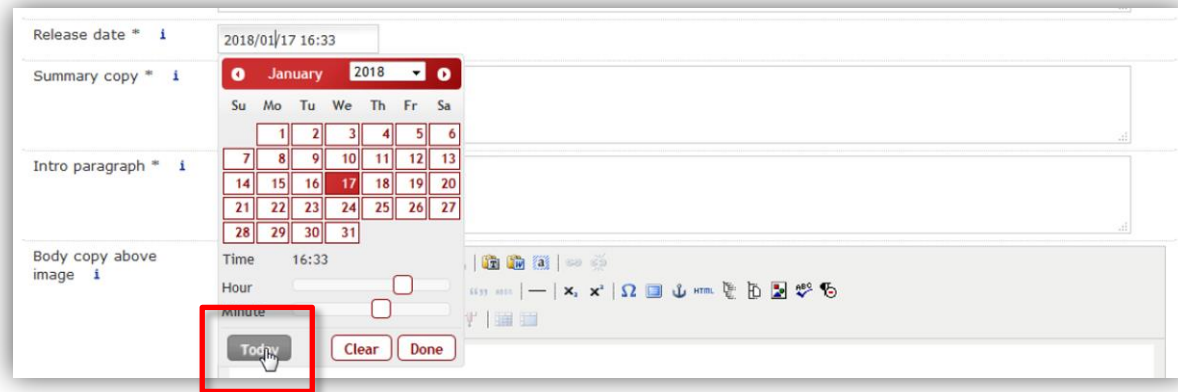
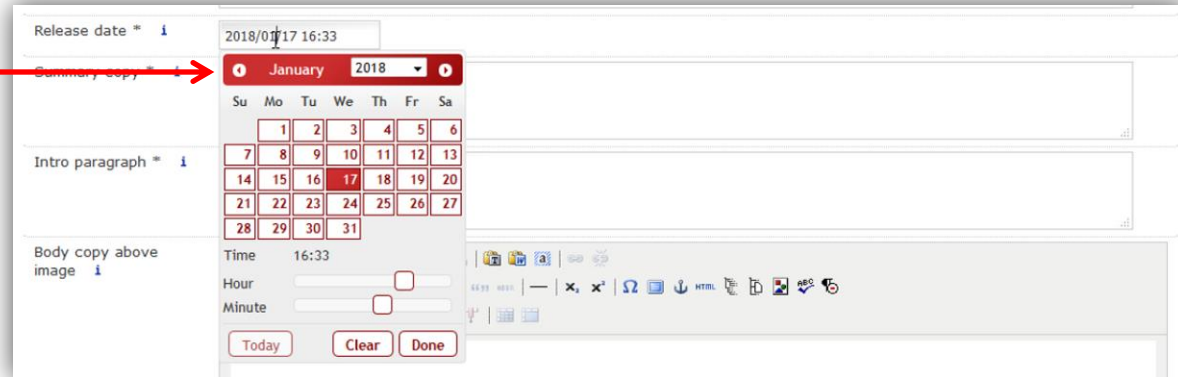
[News from our students and alumni, January 2018](#)
18 January 2018
Alicia Rouverol takes up role as Writer in Residence at Manchester's Xaverian College, and Natalie Rees is second place winner in the 2017 Flambard Prize.

Release date: If you click on today's default date in this field, a calendar will appear in a pop up box.

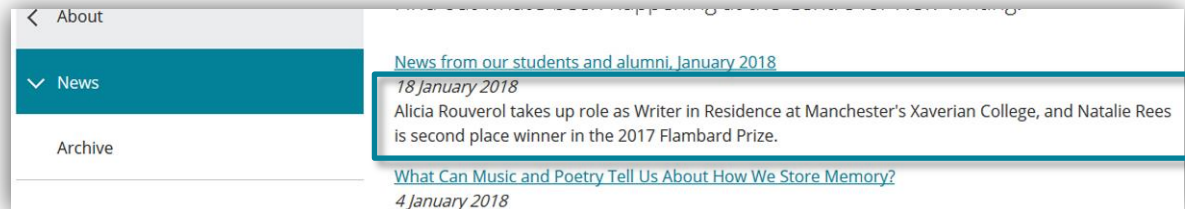
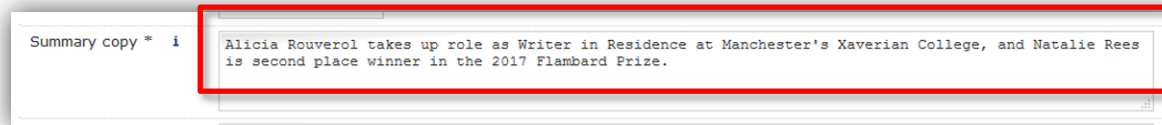
Select the date you want the news article to display – it is fine to select dates from the past. Just use the chevrons at the top of the calendar to cycle through the months, or use the dropdown to select a different year.

If you want it to display today's date, click on the 'Today' button.

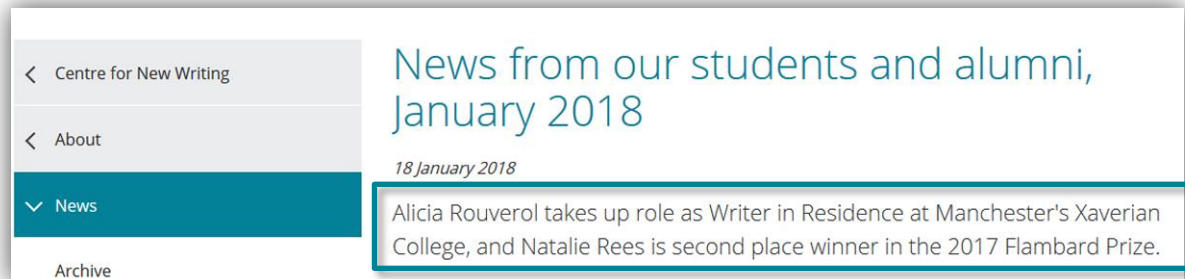
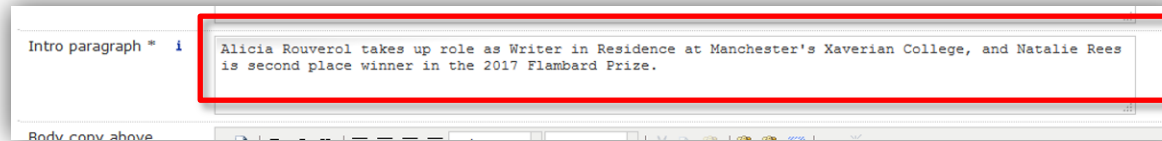
Once you are happy, click on the 'Done' button.



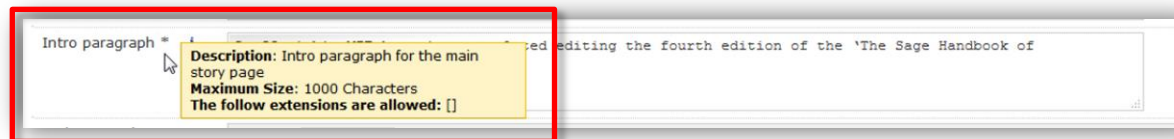
Summary copy: This is the teaser text that appears underneath the news headline on the news index page. Try to be as brief as possible as there is a 275 character limit for this field – and please bear in mind that this limit includes spaces.



Intro paragraph: Most T4 users tend to duplicate the text in the 'Summary copy' field here, but you can add alternative text if you so wish.



Including spaces, there is a 1,000 character limit in this field, so you should try and keep it relatively brief.



Body copy above image: If you have a photograph or illustration you wish to include in your news article, you can use this field to define how much of your news article text you wish to display before the image appears.

If you are not using an image, you can add all of your news article text in this field.

Body copy above image 1

Book Club 2018 and optioned for TV.

It's been a hectic week for Centre for New Writing lecturer Beth Underdown. Her debut novel *The Witchfinder's Sister* has just been selected for the Richard and Judy Spring 2018 Book Club. Her novel, which was published in Spring 2017 and was recently awarded the HWA Debut Crown, is one of eight titles chosen by the famous book-loving couple. Richard and Judy have both reviewed the book in preparation for the Spring 2018 book club, and readers will have the opportunity to vote for their favourite book later in the year. A new paperback edition has just been released to coincide with the book club.

Following hot on the heels of this announcement, Beth also released the news that *The Witchfinder's Sister* has been optioned for TV by Monumental Television. Monumental Television, the London production company set up by Oscar-nominated and BAFTA-winning producers Alison Owen and Debra Hayward, acquired TV rights from Jonathan Sissons at Peters Fraser and Dunlop on behalf of Nelle Andrew.



Body copy above image 1

Drs Terry Hanley and Laura Winter from the Educational and Counselling Psychology (ECP) subgroup of the Special Educational and Additional Needs (SEAN) research group, have just finished this mammoth task (alongside Emeritus Professor Colin Feltham, Sheffield Hallam University). The book, at over 700 pages and with over 100 contributions, brings together the essentials of counselling and psychotherapy theory, research, practice and skills.

Body copy below image: As with the previous field, you can use this text area to define what part of your news article should appear after an image if you wish to include one.

Please note that the text you add to the 'Body copy below image' field will wrap around the image, as well as appear under it.

Body copy below image 1

debut novel

19 December 2017

Beth Underdown's debut novel has been chosen for Richard and Judy Spring Book Club 2018 and optioned for TV.


It's been a hectic week for Centre for New Writing lecturer Beth Underdown. Her debut novel *The Witchfinder's Sister* has just been selected for the Richard and Judy Spring 2018 Book Club. Her novel, which was published in Spring 2017 and was recently awarded the HWA Debut Crown, is one of eight titles chosen by the famous book-loving couple. Richard and Judy have both reviewed the book in preparation for the Spring 2018 book club, and readers will have the opportunity to vote for their favourite book later in the year. A new paperback edition has just been released to coincide with the book club.

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The novel is focused on the witch-hunts orchestrated by Matthew Hopkins in seventeenth century Essex from the perspective of his fictional sister Alice.

Further information:

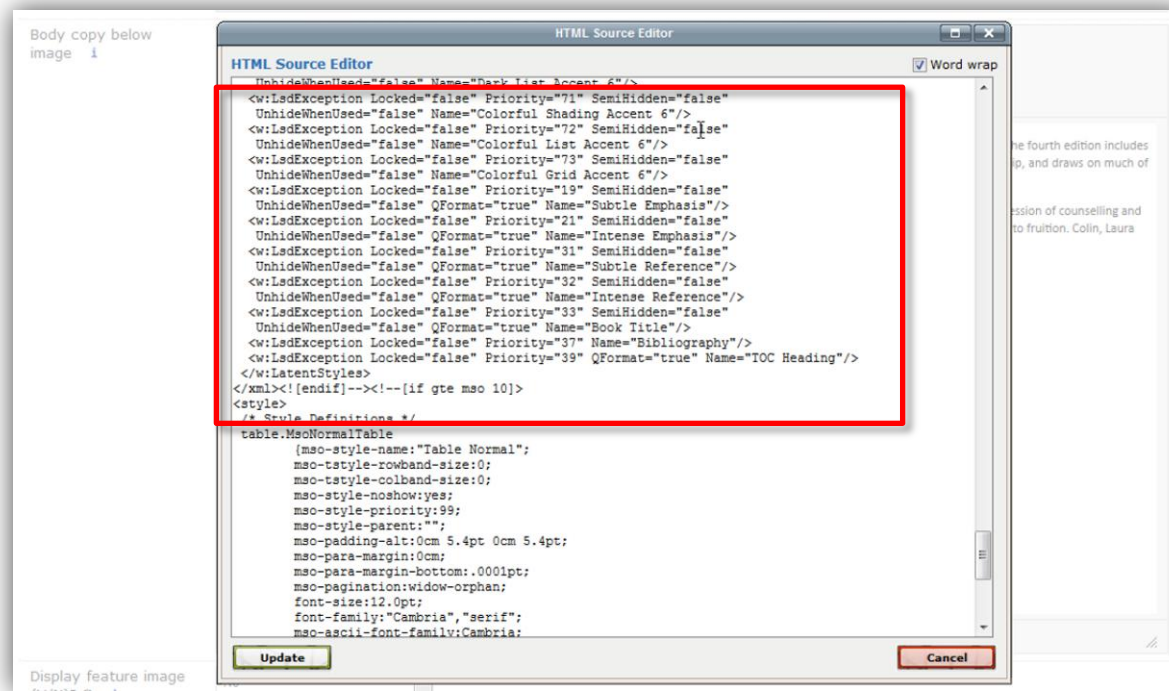
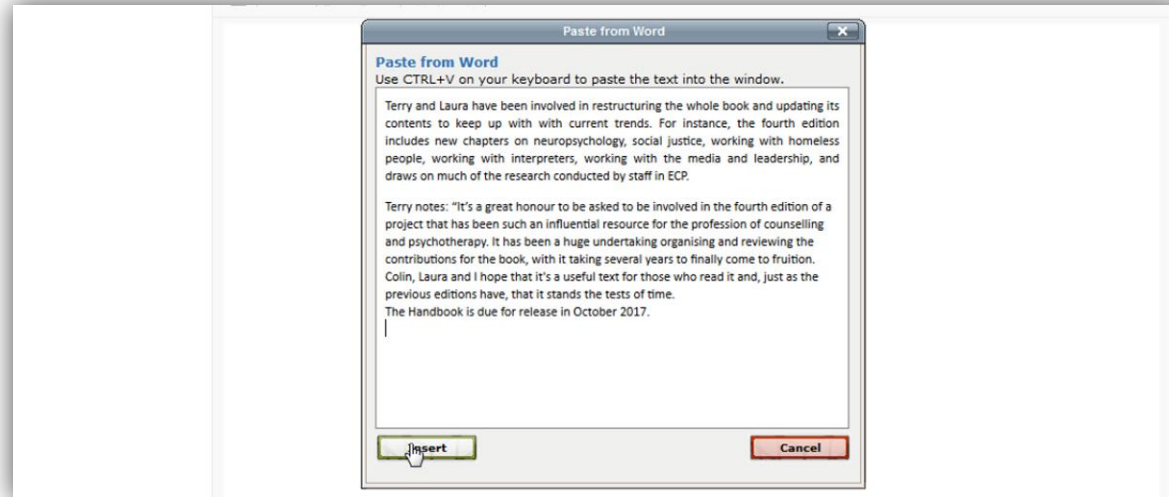
- Richard and Judy book club at WHSmith
- The *Witchfinder's Sister* optioned for TV - The Bookseller article



If you are copying and pasting content from Microsoft Word or other external sources, please first select the 'Paste from Word' icon in the text editor in T4.

Then paste the external content in the pop up box and click on 'Insert' rather than pasting directly into either of the 'Body copy:' fields.

MS Word content pasted directly into T4 can carry a lot of hidden formatting which can affect the appearance of the text you wish to display – using the 'Paste from Word' option minimises the impact of this hidden formatting.



Display feature image (Y/N): Select 'Yes' from the dropdown if you have an image for your news article. If you don't want to use an image, leave it set to 'No', which is the default setting.

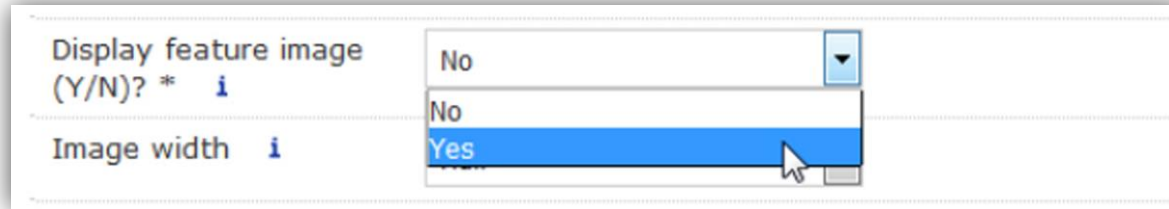


Image width: Although this field gives you a drop-down choice of one-third, half or full width for your image, you should leave this field set to its default 'Half' setting as this works better with our T4 templates. If you really need to display a full-width or one-third-width image, please contact the Humanities web team for advice.

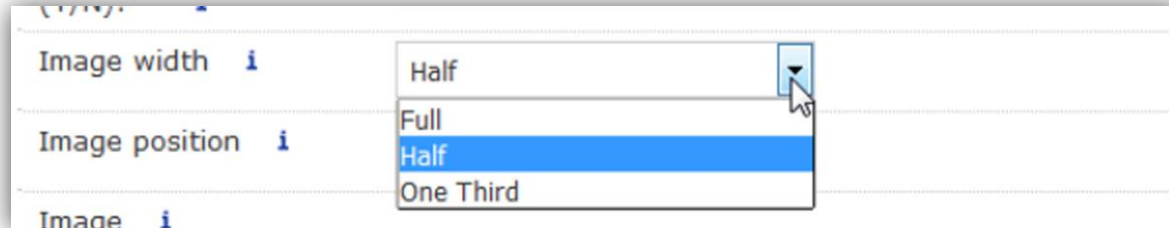
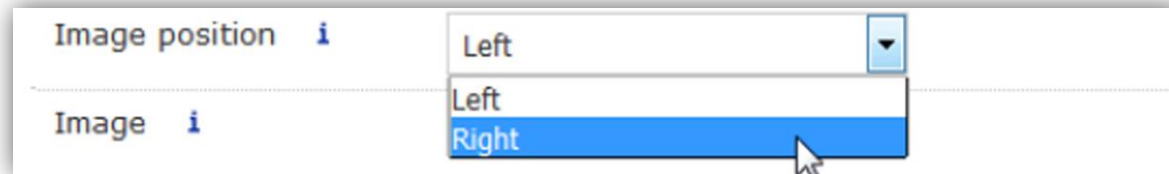


Image position: This field sets where the image will appear on the page. Although it is set to 'Left' by default, it is advised that you should select 'Right' from the dropdown – text tends to wrap more neatly around images which are right aligned.



preparation for the Spring 2018 book club, and readers will have the opportunity to vote for their favourite book later in the year. A new paperback edition has just been released to coincide with the book club.

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The novel is focused on the witch-hunts orchestrated by Matthew Hopkins in seventeenth century Essex from the perspective of his fictional

Image/Choose file (button): This option allows you to browse for an image on your computer's local drive. Select your desired image and click on 'Open'.

Please note that you should always scale your image to **500 pixels wide** by **298 pixels high** – the T4 templates have been designed for this specific image size. It also aids consistency across all of the Faculty websites. Images may not display as intended on your webpage if they are cropped to the incorrect size.

The file size of the image must be **smaller than 50KB** – T4 will return an error message when you come to save your article if the image is 50KB or more.

To crop and size your own images, you can use the free Photoshop-style online editor [Pixlr Express](https://pixlr.com/express/) if you don't have Photoshop.

Alternatively, if you need help resizing an image, please contact the Humanities web team.

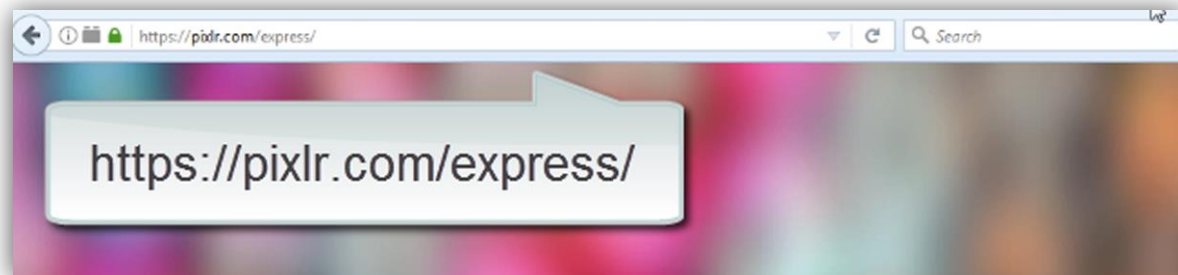
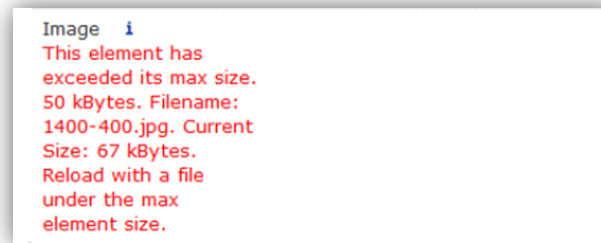
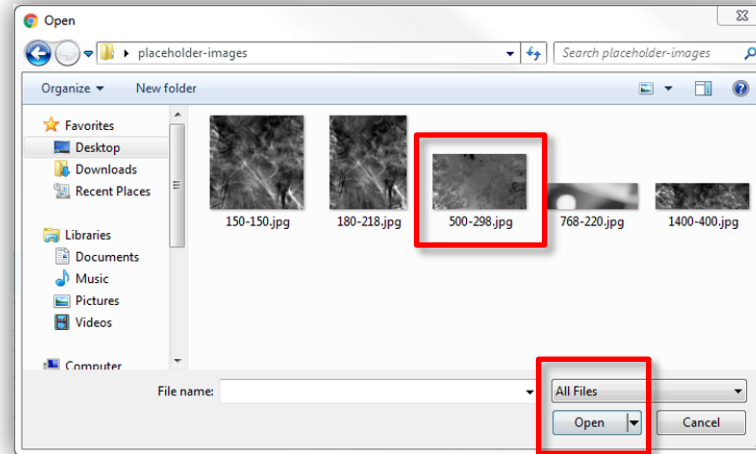


Image alt text: For accessibility purposes, it is essential that you add alt text to any image you use on a website. Sight-impaired visitors to your website rely on screen reading software to read content, so a brief summary of the image should be added to the alt text field.

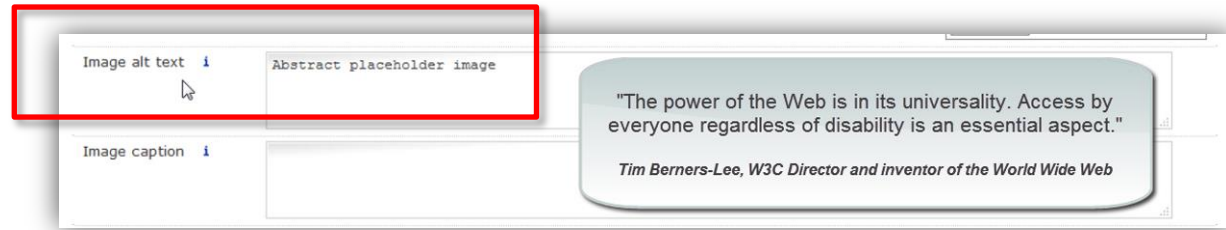
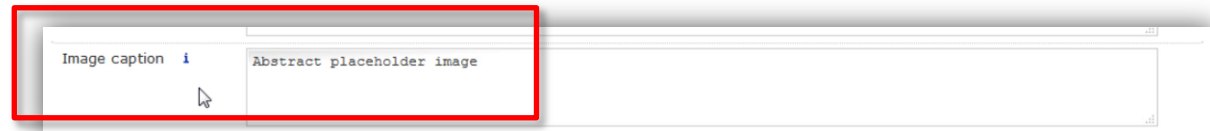
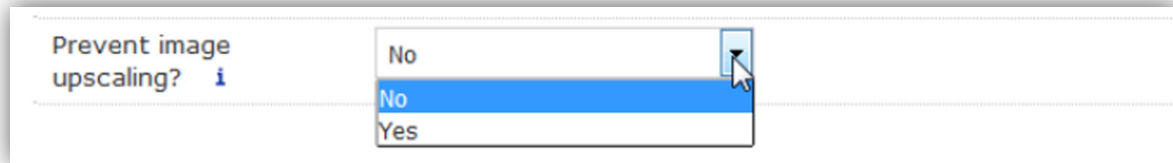


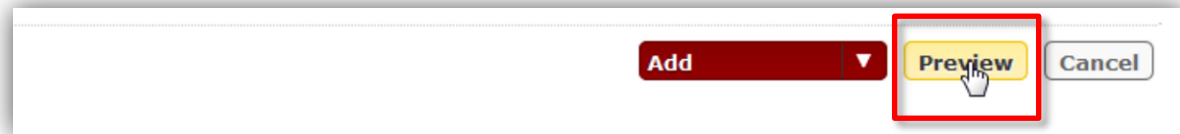
Image caption: If you want to include a caption for your image, add it here. Many T4 users tend to use the same text as they have used for their alt text for their caption.



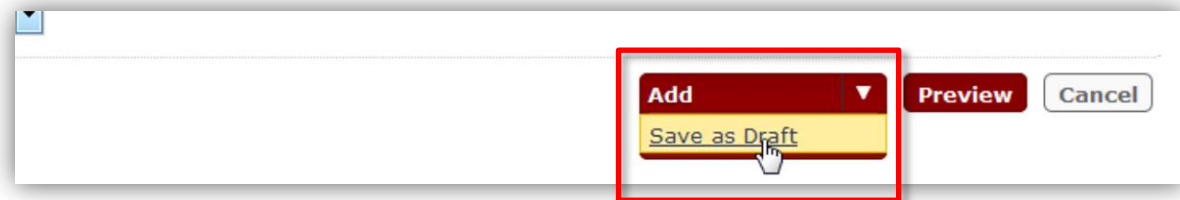
Prevent image upscaling?: This option affects how images are viewed on different screen resolutions. As our templates are already responsive, please leave this field to the default 'No' selection.



Use the preview button to see how your content will look on the live website. The preview window opens in a new tab in your browser and takes a few seconds to load.



When you've finished creating your news article, you need to save it as a draft. As your article isn't quite ready, you don't want to submit it to the Humanities web team for approval just yet.



New pieces of content will be added by default to the bottom of the list of content types that make up the page – therefore the news article you have just created will be sat at the bottom of the list. Use the chevrons to move your article up and down in the list of articles.

The single chevrons (highlighted on the diagram on the right in a blue rectangle within the red rectangle) move your content one place up or down in the list of content types.

<input type="checkbox"/>	hum-t4train-creatingnewsarticle-localnews-test5	2.0	Approved	12 Jan '18 10:50:11	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	hum-t4train-creatingnewsarticle-localnews-test6	3.0	Approved	12 Jan '18 10:50:52	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	humanities-t4training-creatingnewsarticles-newsarticle	0.0.1	Draft	17 Jan '18 16:57:00	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Select All					

Lock/UnLock All /

Name	Version	Status	Last Modified	Move	Lock
<input type="checkbox"/> hum-t4train-creatingnewsarticle-localnews-copy	2.0	Approved	12 Jan '18 10:22:48	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/> hum-t4train-creatingnewsarticle-localnews-test1	3.0	Approved	12 Jan '18 10:21:50	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/> hum-t4train-creatingnewsarticle-localnews-test2	2.0	Approved	12 Jan '18 10:21:11	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/> hum-t4train-creatingnewsarticle-localnews-test3	2.0	Approved	12 Jan '18 10:23:14	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/> hum-t4train-creatingnewsarticle-localnews-test4	2.0	Approved	12 Jan '18 10:49:48	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/> hum-t4train-creatingnewsarticle-localnews-test5	2.0	Approved	12 Jan '18 10:50:11	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/> humanities-t4training-creatingnewsarticles-newsarticle	0.0.1	Draft	17 Jan '18 16:57:00	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/> hum-t4train-creatingnewsarticle-localnews-test6	3.0	Approved	12 Jan '18 10:50:52	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input checked="" type="checkbox"/>

Save Changes

The double chevrons (highlighted on the diagram on the right in the blue rectangles within the red rectangle) move the content either to the top or to the bottom of the list of content types.

Name	Version	Status	Last Modified	Move	Lock
humanities-t4training-creatingnewsarticles-newsarticle	0.0.1	Draft	17 Jan '18 16:57:00	[Up] [Down] [Double Chevrons]	<input checked="" type="checkbox"/>
hum-t4train-creatingnewsarticle-localnews-copy	2.0	Approved	12 Jan '18 10:22:48	[Up] [Down] [Double Chevrons]	<input checked="" type="checkbox"/>
hum-t4train-creatingnewsarticle-localnews-test1	3.0	Approved	12 Jan '18 10:21:50	[Up] [Down] [Double Chevrons]	<input checked="" type="checkbox"/>
hum-t4train-creatingnewsarticle-localnews-test2	2.0	Approved	12 Jan '18 10:21:11	[Up] [Down] [Double Chevrons]	<input checked="" type="checkbox"/>
hum-t4train-creatingnewsarticle-localnews-test3	2.0	Approved	12 Jan '18 10:23:14	[Up] [Down] [Double Chevrons]	<input checked="" type="checkbox"/>
hum-t4train-creatingnewsarticle-localnews-test4	2.0	Approved	12 Jan '18 10:49:48	[Up] [Down] [Double Chevrons]	<input checked="" type="checkbox"/>
hum-t4train-creatingnewsarticle-localnews-test5	2.0	Approved	12 Jan '18 10:50:11	[Up] [Down] [Double Chevrons]	<input checked="" type="checkbox"/>
hum-t4train-creatingnewsarticle-localnews-test6	3.0	Approved	12 Jan '18 10:50:52	[Up] [Down] [Double Chevrons]	<input checked="" type="checkbox"/>

As you will generally want your most recent news article to sit at the top of the list of articles, use the double chevrons to move your content to the top of the list, but then drop it one place so that it sits underneath the webpage's introductory text.

Name	Version	Status	Last Modified	Move	Lock
hum-t4train-creatingnewsarticle-localnews-copy	2.0	Approved	12 Jan '18 10:22:48	[Up] [Down] [Double Chevrons]	<input checked="" type="checkbox"/>
humanities-t4training-creatingnewsarticles-newsarticle	0.0.1	Draft	17 Jan '18 16:57:00	[Up] [Down] [Double Chevrons]	<input checked="" type="checkbox"/>
hum-t4train-creatingnewsarticle-localnews-test1	3.0	Approved	12 Jan '18 10:21:50	[Up] [Down] [Double Chevrons]	<input checked="" type="checkbox"/>

Once you have moved your content into the correct place, click on 'Save Changes'.

Existing Content

Add Content

Save Changes

Name	Version	Status	Last Modified	Move	Lock
hum-t4train-creatingnewsarticle-localnews-test1	3.0	Approved	12 Jan '18 10:21:50	[Up] [Down] [Double Chevrons]	<input checked="" type="checkbox"/>

A pop up box will appear in T4 if you forget to click on save changes and try to navigate away from this screen. If this happens, click on 'Stay on Page'.

This page is asking you to confirm that you want to leave - data you have entered may not be saved.

Leave Page Stay on Page

Name	Version	Status	Last Modified	Move	Lock
hum-t4train-creatingnewsarticle-localnews-test1	3.0	Approved	12 Jan '18 10:21:50	[Up] [Down] [Double Chevrons]	<input checked="" type="checkbox"/>

Click on 'Save Changes' and T4 will give you a confirmation message that the changed order of the content has been saved successfully.

The screenshot shows the 'Existing Content' table with columns: Name, Version, Status, Last Modified, Move, and Lock. A 'Save Changes' button is highlighted with a red box. Below the table, the 'Automatic Ordering' settings are shown, with a 'Success' message box stating 'Sequence information saved successfully.' also highlighted with a red box.

Reopen your newly created article by hovering over the yellow down arrow and clicking on 'Modify'.

If you don't wish to submit your news article immediately for approval, for example, when drafting a long article in stages, select the 'Save as draft' option from the dropdown.

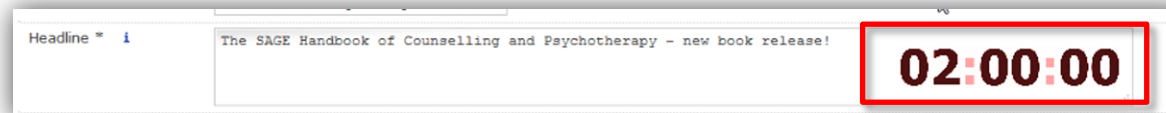
It is advisable to save long articles as a draft regularly so you don't lose any work. T4 will time-out an open page after 15 minutes or so (with an option to refresh the content) and will log you out after 20 minutes of the screen being idle

The screenshot shows a table of content items with columns: Name, Version, Status, Last Modified, Move, and Lock. A dropdown menu is open for the item 'humanities-t4training-creatingnewsarticles-newsarticle', showing options: Modify, Preview, Mirror, Duplicate, Move, Delete, and History. The 'Modify' option is highlighted with a red box. Below the table, a dropdown menu is open for the 'Add' button, showing the 'Save as Draft' option highlighted with a red box. Other buttons 'Preview' and 'Cancel' are also visible.

When you are happy for your content, click on the 'Add' or 'Update' button. Your changes will be automatically submitted to the Humanities Web Team for approval.

You will receive an email notification when your news article has been approved, and it will be live on your website following the next scheduled publish.

A publishing cycle runs on every Faculty website every two hours.



Please contact the Humanities web team for more information or advice about your website.

A dark-themed slide with white text providing contact information for the Faculty of Humanities web team. The slide features the University of Manchester logo (1824) in the top left and the 't4' logo in the top right. The text is organized into sections: 'Web Content and Digital Marketing Manager' (Philip Moores - 61630), 'Web Officers' (Warren Gates - 61638, Claire Morris - 62188, Dermot Nuttall - 52020/54845, Tony Rickard - 61749, Tracy Timperley - 62656/7759414), and 'Web Content Editors' (Dominic Claeys-Jackson (SEED) - 51397/07876 845944, TBC (SoSS) - 53252/07876 845945, Dipika Mummery (SALC) - 61928, Phil Olsen (Law) - 61104/07876 845946). At the bottom, it states: 'Please submit general website requests via the Support Centre: http://man.ac.uk/tYd70M'.