

## Humanities T4 training: Creating content using the Copy (Hum-RWD) content type

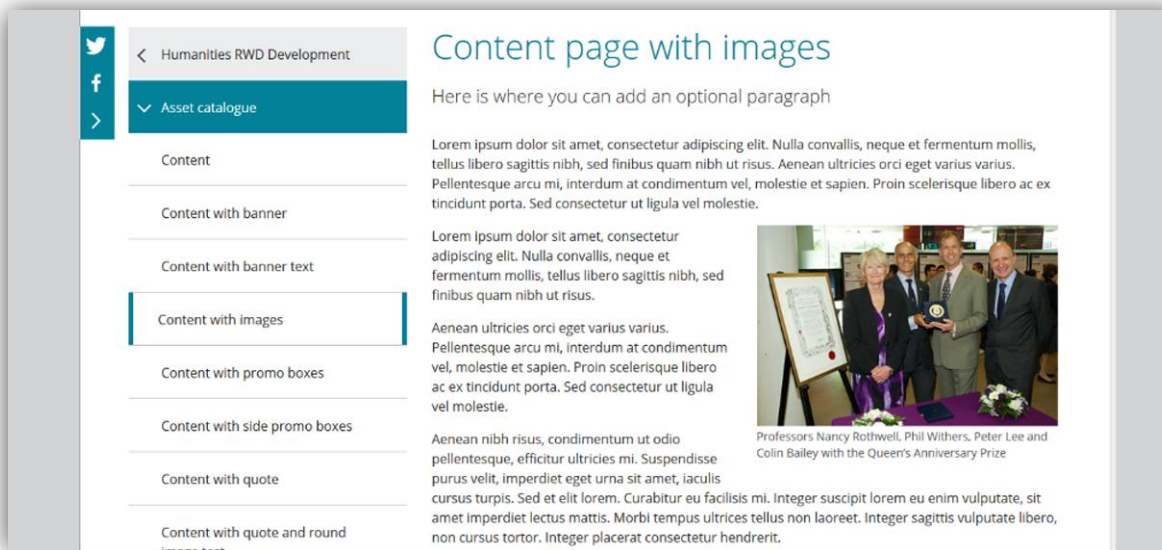
In this document, we will show you how to create content using the 'Copy (Hum-RWD)' content type. Please note that this document should be used as [an accompaniment to the video of the same name](#) which can be found on the Humanities staff intranet.

This content type forms the foundation for most Faculty web pages, and is used widely to create web pages both on its own, and in combination with other content types to build more complex web pages.

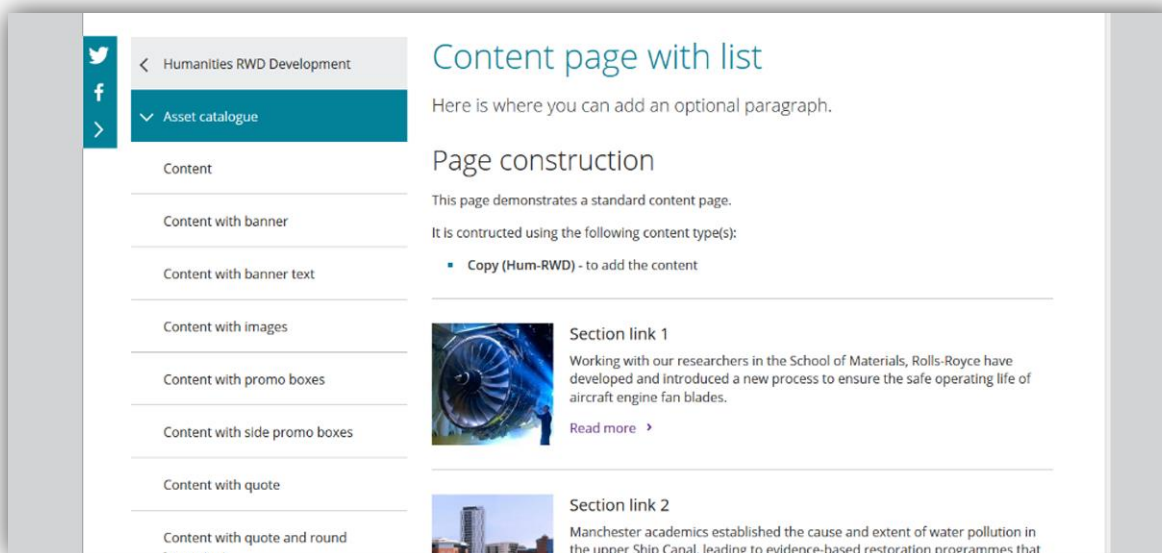
The 'Copy (Hum-RWD)' content type is generally the first content type created on a new web page.

As a T4 contributor, you do not have the necessary permissions to create a new web page – which we call a 'section' in T4 - yourself, so you should first contact the Humanities Web Team to do this for you.

You can find our contact details are at the end of this guide.



The screenshot shows a web page layout. On the left is a sidebar with a navigation menu. The menu items are: 'Content', 'Content with banner', 'Content with banner text', 'Content with images' (which is highlighted with a blue bar), 'Content with promo boxes', 'Content with side promo boxes', 'Content with quote', and 'Content with quote and round image text'. The main content area on the right is titled 'Content page with images' in a large blue font. Below the title, there is a paragraph of placeholder text: 'Here is where you can add an optional paragraph'. This is followed by two more paragraphs of placeholder text. To the right of the second paragraph is a photograph of four people standing together, with a caption below it: 'Professors Nancy Rothwell, Phil Withers, Peter Lee and Colin Bailey with the Queen's Anniversary Prize'.

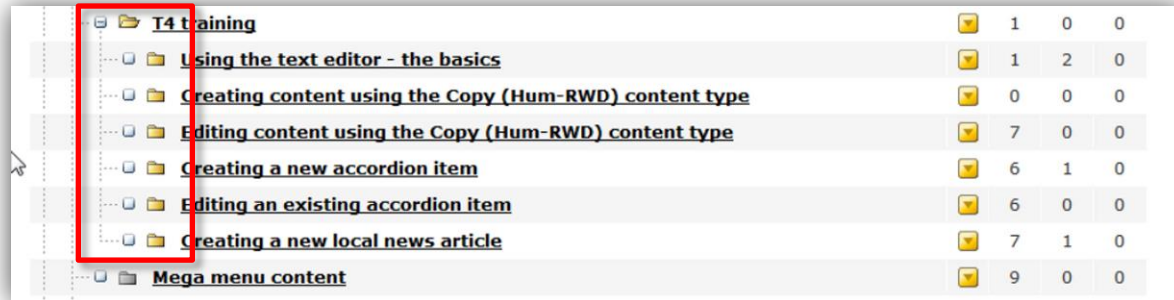


The screenshot shows a web page layout. On the left is a sidebar with a navigation menu. The menu items are: 'Content', 'Content with banner', 'Content with banner text', 'Content with images', 'Content with promo boxes', 'Content with side promo boxes', 'Content with quote', and 'Content with quote and round image text'. The main content area on the right is titled 'Content page with list' in a large blue font. Below the title, there is a paragraph of placeholder text: 'Here is where you can add an optional paragraph.' This is followed by a section titled 'Page construction' in a large blue font. Below this section, there is a paragraph of placeholder text: 'This page demonstrates a standard content page. It is constructed using the following content type(s):'. This is followed by a list item: 'Copy (Hum-RWD) - to add the content'. Below the list item, there are two sections. The first section is titled 'Section link 1' in a large blue font. Below this title is a photograph of a blue turbine engine, followed by a paragraph of placeholder text: 'Working with our researchers in the School of Materials, Rolls-Royce have developed and introduced a new process to ensure the safe operating life of aircraft engine fan blades.' Below the paragraph is a link: 'Read more >'. The second section is titled 'Section link 2' in a large blue font. Below this title is a photograph of a city skyline, followed by a paragraph of placeholder text: 'Manchester academics established the cause and extent of water pollution in the upper Ship Canal, leading to evidence-based restoration programmes that'.

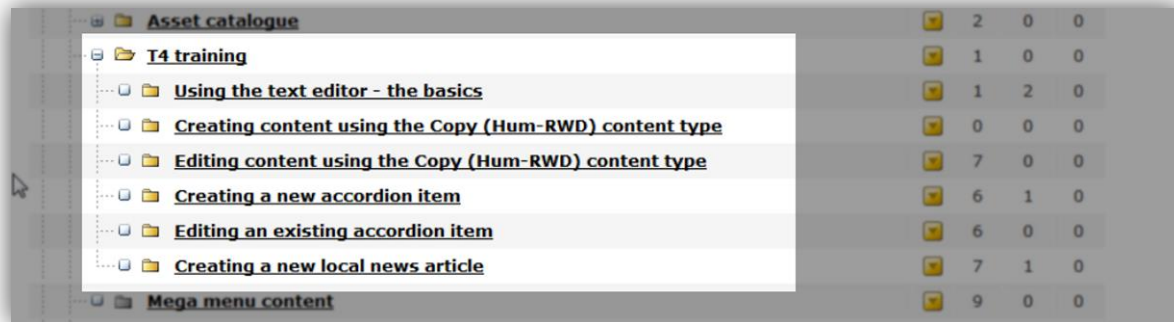
To create a piece of content, you first need to navigate to the relevant section in T4. Use the grey 'plus' icons to open up the folder structure and navigate to the section in which you wish to create your content.

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

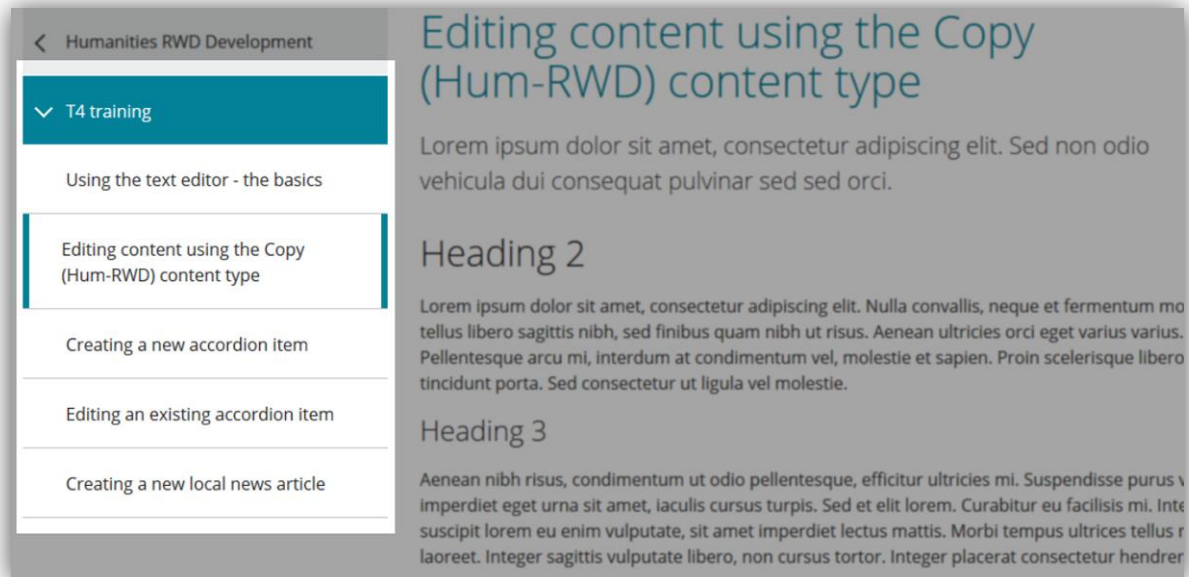
In this example, the 'Creating content using the Copy (Hum-RWD) content type' folder in T4 doesn't appear on the website's left hand navigation because there are no pieces of content in it - empty folders in T4 will never appear in your website's navigation.



+	T4 training	1	0	0
+	Using the text editor - the basics	1	2	0
+	Creating content using the Copy (Hum-RWD) content type	0	0	0
+	Editing content using the Copy (Hum-RWD) content type	7	0	0
+	Creating a new accordion item	6	1	0
+	Editing an existing accordion item	6	0	0
+	Creating a new local news article	7	1	0
+	Mega menu content	9	0	0



+	T4 training	1	0	0
+	Using the text editor - the basics	1	2	0
+	Creating content using the Copy (Hum-RWD) content type	0	0	0
+	Editing content using the Copy (Hum-RWD) content type	7	0	0
+	Creating a new accordion item	6	1	0
+	Editing an existing accordion item	6	0	0
+	Creating a new local news article	7	1	0
+	Mega menu content	9	0	0



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

## Editing content using the Copy (Hum-RWD) content type

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### Heading 2

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Nulla convallis, neque et fermentum mo tellus libero sagittis nibh, sed finibus quam nibh ut risus. Aenean ultricies orci eget varius varius. Pellentesque arcu mi, interdum at condimentum vel, molestie et sapien. Proin scelerisque libero tincidunt porta. Sed consectetur ut ligula vel molestie.

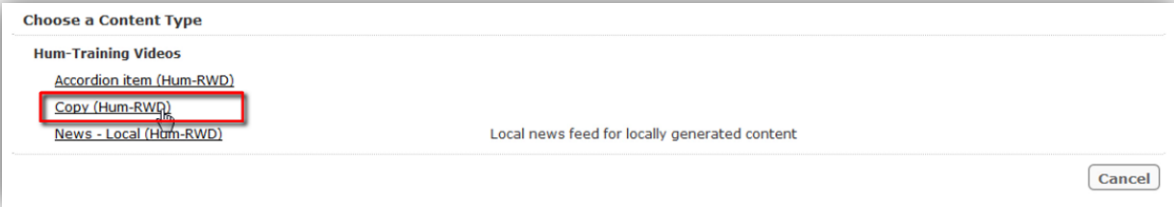
### Heading 3

Aenean nibh risus, condimentum ut odio pellentesque, efficitur ultricies mi. Suspendisse purus imperdiet eget urna sit amet, iaculis cursus turpis. Sed et elit lorem. Curabitur eu facilisis mi. Integer suscipit lorem eu enim vulputate, sit amet imperdiet lectus mattis. Morbi tempus ultrices tellus laoreet. Integer sagittis vulputate libero, non cursus tortor. Integer placerat consectetur hendrer

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

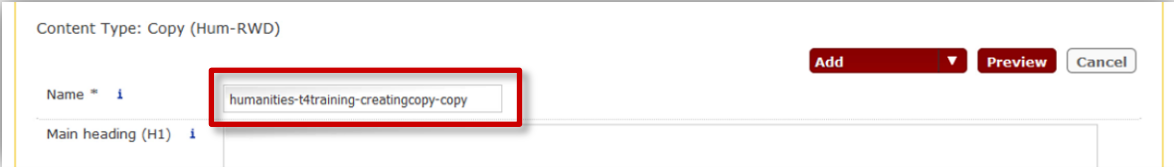


You will be presented with a choice of three content types. Select 'Copy (Hum-RWD)'.

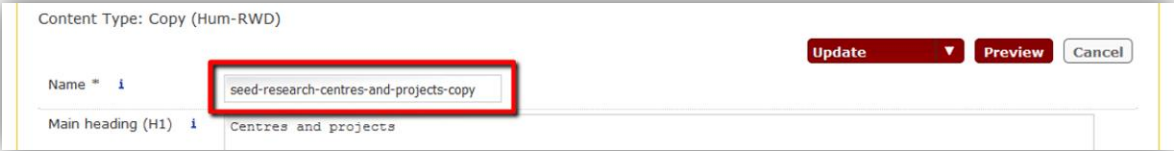


When you create a Copy (Hum-RWD) piece of content, there are several fields to complete.

Name: This 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 'SEED centres and projects', the 'Name' field should be completed as 'seed-research-centres-and-projects-copy'.



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 web team know which section of the website has been edited when we come to approve the content in T4.

Approve Content		
Pending		
Content Pending Approval		
Name	Priority	Last Modified
<a href="#">ci-about-news-newdirectors2017</a>	•	Tue, 24 Apr 2018 16:17:47 BST
<a href="#">law-study-international-spotlight-student-hanz</a>	•	Tue, 24 Apr 2018 16:00:54 BST
<a href="#">policy-home-RTBlog</a>		Tue, 24 Apr 2018 15:31:08 BST

Main heading (H1): For search engine optimisation, or SEO purposes, a web page should only have one instance of a Heading 1, which is why we have a mandatory field specifically for this.

The text in the Main heading (H1) field should be the same as the title of the section you are adding content to - so if you are adding content to SEED centres and projects page, your H1 title should be 'Centres and projects'.

Remember to always use sentence case for Heading 1s, as this is University of Manchester house style – so you should write 'Centres and projects', not 'Centres and Projects'.

Content Type: Copy (Hum-RWD)

[Update](#) [Preview](#) [Cancel](#)

Name \*

Main heading (H1) \*

Intro paragraph

< School of Environment, Education and Development

✓ Research

Themes

Groups


Impact

Centres and projects

Centres and projects

SEED researchers have contributed to many high-profile research centres and projects on an international scale.

These projects have touched the lives of local and global communities and continue to improve outcomes to people from all backgrounds.



Centre for Development Informatics (CDI)

CDI researches information and communication technologies (ICTs) in socio-economic development.

[Read more](#)

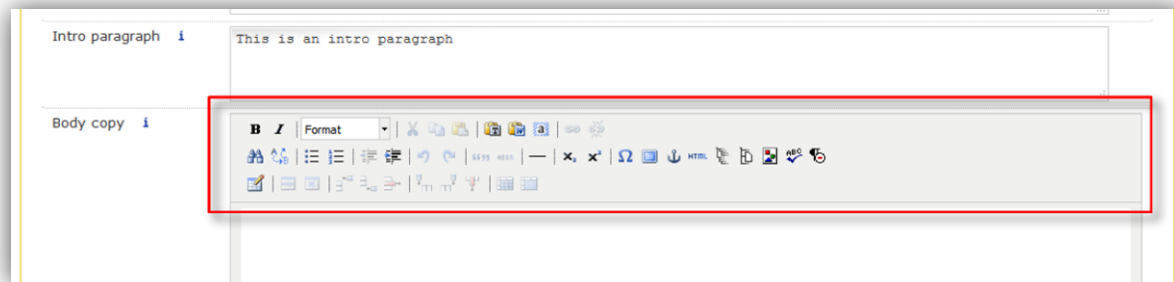
Intro paragraph: This field allows you to add a brief introduction to your page which displays on the external website in a slightly larger font than the rest of the web page.

Try to keep the intro text relatively brief – there is a 1,000 character limit but an introduction of 25 words or less is preferable.



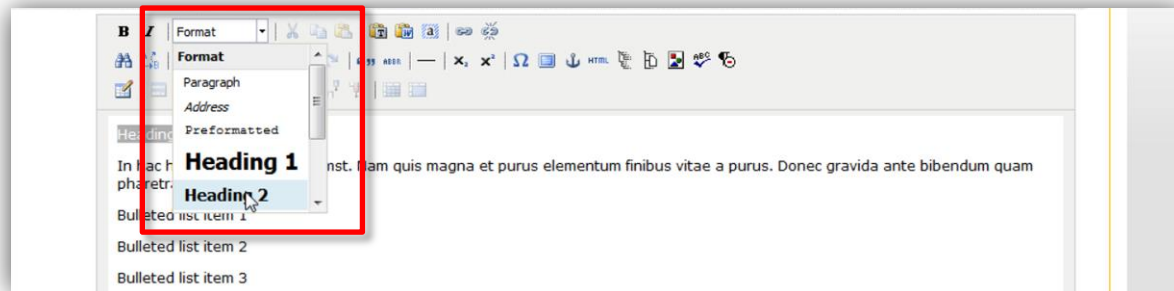
Body copy: Add the rest of the content of your web page in this field, which contains a text editor to help you format your page.

For more information about the functions of the T4 text editor, please refer to the training video on '[Using the text editor – the basics](#)' which can be found on the Humanities staff intranet.

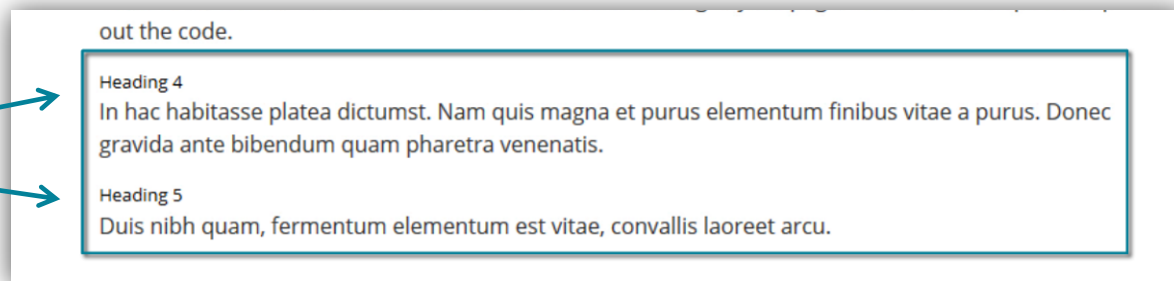




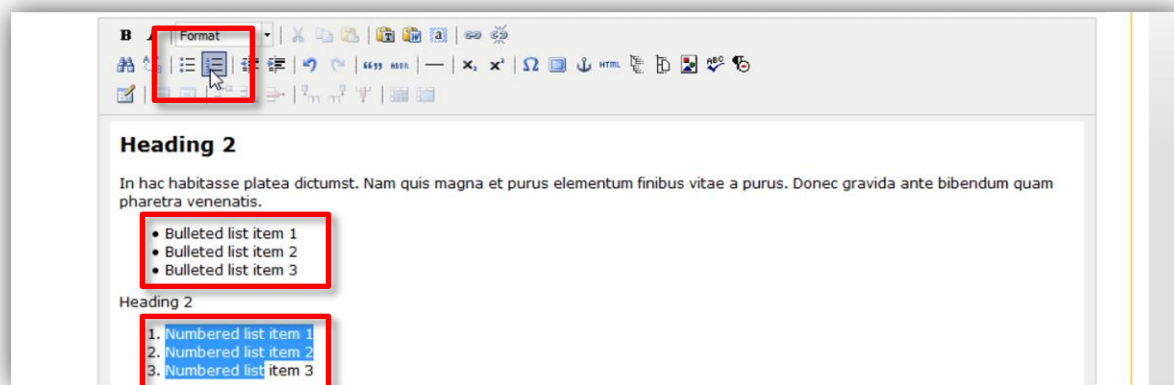
If you require a sub-heading in your copy, start with Heading 2, and for sub-sub-headings, use Heading 3. Never reuse Heading 1.



You should also avoid using Heading 4 or Heading 5 styles, as these do not render very well on our responsive websites.

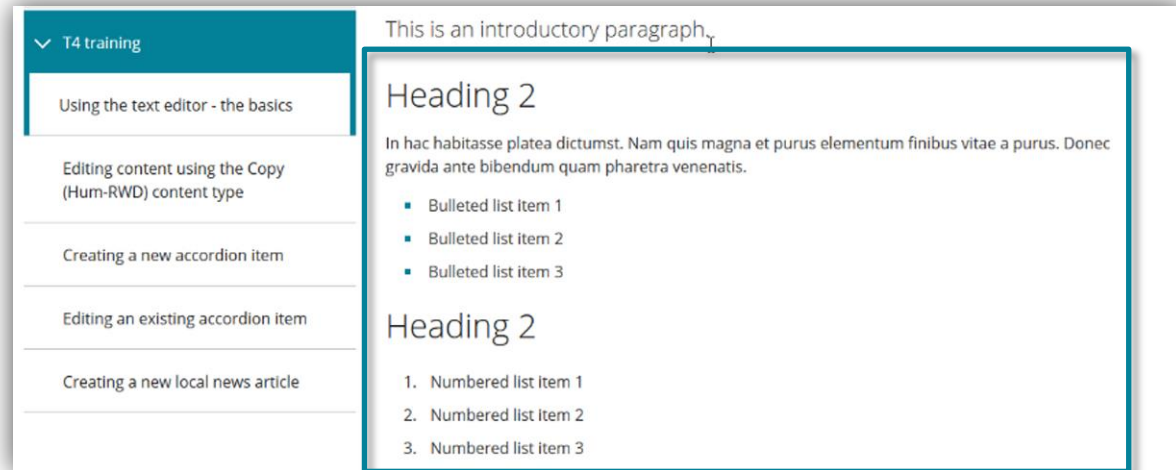


You can also add bulleted and numbered lists by clicking on the relevant icon.



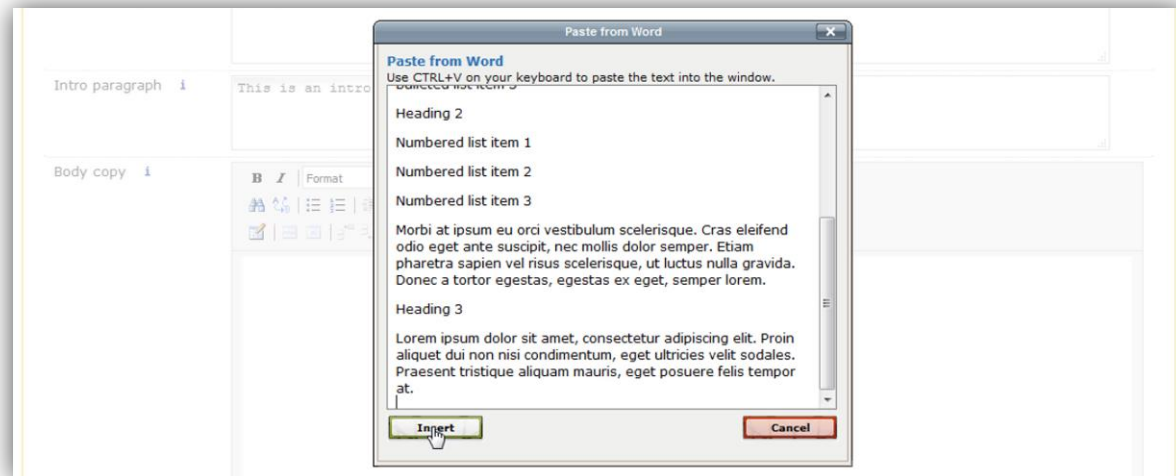
You should avoid adding extra line spacing between headings, paragraphs and bullet points, as the paragraph styles in T4 are already set up to provide adequate space between sections.


Please refer to the '[Writing for the web](#)' training video (which can be found on the Humanities staff intranet) for some useful 'dos' and 'don'ts' to bear in mind when formatting your copy.



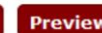
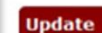
Please note that if you are copying and pasting content from Microsoft Word or other external sources, please first select the 'Paste from Word' icon in the text editor in T4.

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





You will receive an email notification when your changes





have been approved, and updates will be live on your website following the next scheduled publish.

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

Name \*

humanities-t4training-creatingcopy-copy

Main heading (H1)

Heading 1

Intro paragraph

This is an intro paragraph

Add

Preview

Cancel

01:59:57

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

MANCHESTER  
1824  
The University of Manchester

Faculty of Humanities web team contact details

t<sup>4</sup>  
TERMINALFOUR

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Philip Moores - 61630

Web Officers

Warren Gates - 61638

Claire Morris - 62188

Dermot Nuttall - 52020/54845

Tony Rickard - 61749

Tracy Timperley - 62656/7759414

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

Please submit general website requests via the Support Centre:

<http://man.ac.uk/tYd70M>