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

In this document, we will show you how to edit content that has been created 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.
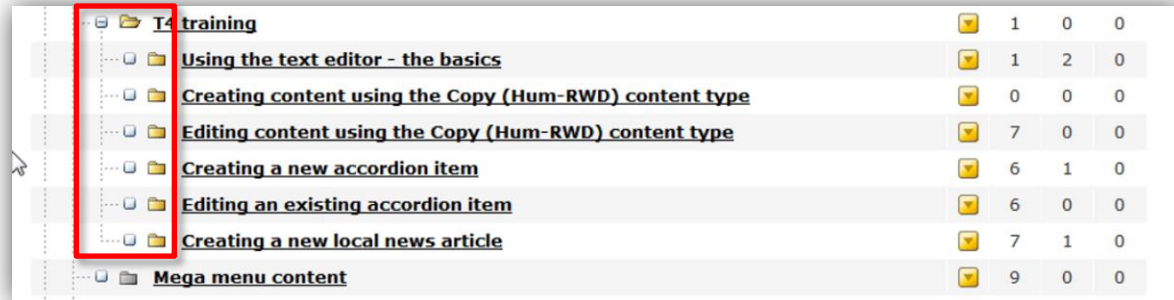
To edit a piece of content, you first need to navigate to the relevant section in T4. Use the grey 'plus' icons to open up the folder structure and navigate to the section which you wish to update.

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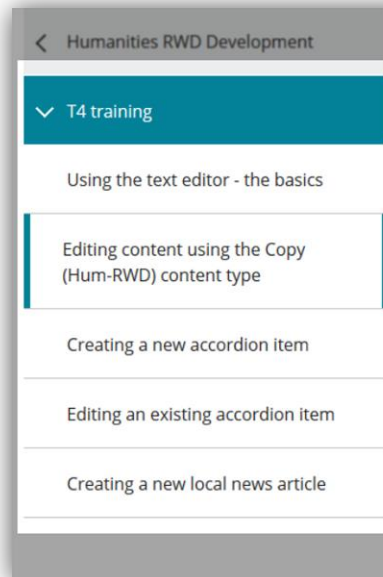
In this example, the 'Creating content using the Copy (Hum-RWD) content type' folder in T4 doesn't appear on the website's left hand navigation because there are no pieces of content in it - empty folders in T4 will never appear in your website's navigation.

You are now ready to modify the content - hover over the yellow arrow for the section that you would like to update. A drop down menu will appear with a number of options.

Select 'Modify content'.
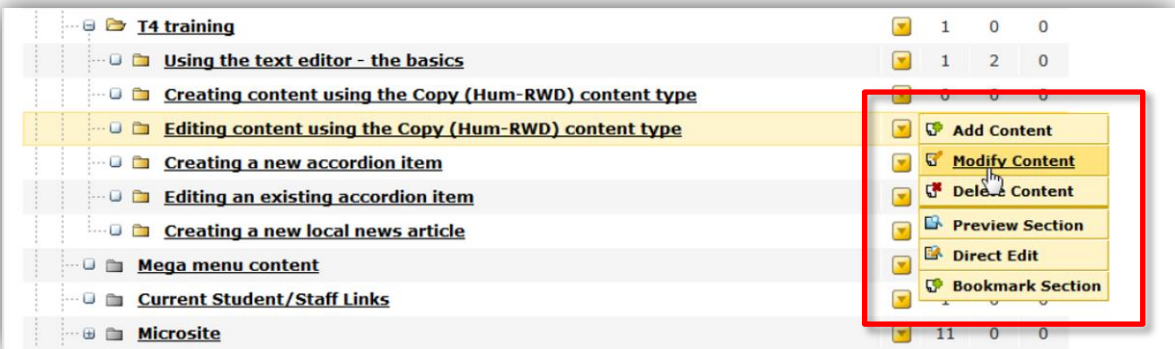
You will now be presented with a list of content types that make up the webpage you wish to update.

Each item in the list represents a separate piece of content and is labelled accordingly. The text description will indicate what the content is, and where it is located.

For example, you can see that on this page there is a piece of copy, an image, and an accordion with three accordion items.

We would like to update the 'copy' text on this page, so hover the cursor over the yellow arrow. When the drop down menu appears, select 'Modify'.

As a T4 contributor, there are certain content types that you do not have the necessary permissions to modify. This is why only some pieces of content have a yellow arrow for you to select.

Existing Content

➕ Add Content

💾 Save Changes

	Name	Version	Status	Last Modified	Move	Lock
☐	humanities-t4training-editingcontent-copy	4.0	▾ 🖋 **Modify**	'17 52	⊡ ⊡⊡ ⊡	☑
	rwd-t4training-Using the text editor - the basics - image	2.0	🖙 Preview	'18 19	⊡ ⊡⊡ ⊡	☑
	humanities-t4training-editingaccordions-accordionbegin	1.0	🗗 Mirror	'18 49		
☐	humanities-t4training-editingaccordions-accordionitem-accordion1	1.0	▾ 🗏 Duplicate ☮ Move ☮ Delete	'18 49	⊡ ⊡⊡ ⊡	☑
☐	humanities-t4training-editingaccordions-accordionitem-accordion2	1.0	▾ 🗂 History Approved	16 Jan '18 15:43:41	⊡ ⊡⊡ ⊡	☑
☐	humanities-t4training-editingaccordions-accordionitem-accordion3	1.0	▾ Approved	16 Jan '18 15:43:41	⊡ ⊡⊡ ⊡	☑
	humanities-t4training-editingaccordions-accordionend	1.0	Approved	16 Jan '18 15:43:40	⊡ ⊡⊡ ⊡	☑
☐	Select All		▾		Lock/UnLock All 🔒 / 🔓	

💾 Save Changes

The Copy (Hum-RWD) content type contains fields for 'Name', 'Main heading (H1)', 'Intro paragraph' and 'Body copy'.

General Information | **Content** | **Placement** | **Channels** | **Options** | **Linked Content**

Content Type: Copy (Hum-RWD)

Update ▾ | Preview | Cancel

Name * ⓘ
humanities-t4training-editingcontent-copy

Main heading (H1) ⓘ
Editing content using the Copy (Hum-RWD) content type

Intro paragraph ⓘ
Lorem ipsum dolor sit amet, consectetur adipiscing elit. Sed non odio vehicula dui consequat pulvinar sed sed orci.
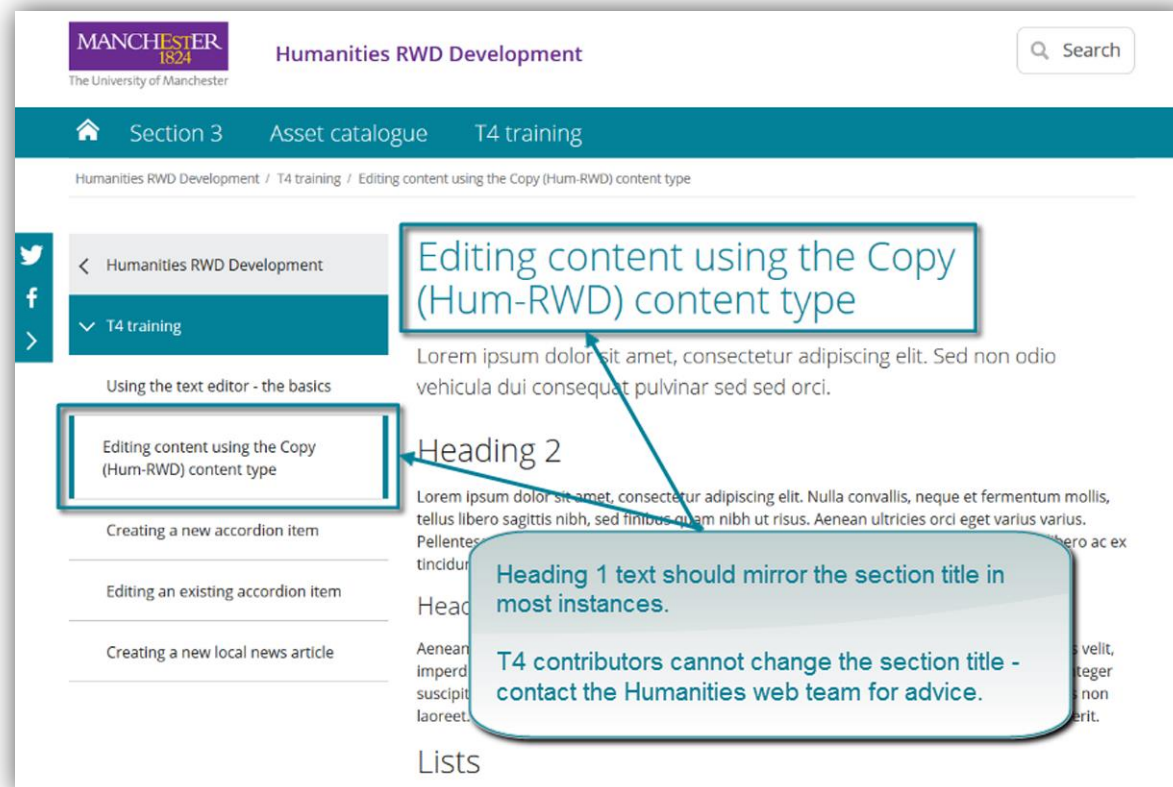
Body copy ⓘ
B *I* | Format ▾ | ✂ ⧉ 📋 | 📖 📖 🅰 | ∞ ⬚
🔍 🔎 | ☰ ☰ | 🔁 🔁 | ↺ ↻ | ⎚ ⎚ | — | ×₂ ×² | Ω ▦ ⚓ ᴴᵀᴹᴸ 🗒 📄 📄 ✓ ⌖
📝 | ⊟ ⊟ | ⊞ ⊞ | ⊞ ⊞ | ⊞ ⊞

Heading 2

You shouldn't need to edit the 'Name' or 'Main heading (H1)' fields when you edit existing content.

If you do wish to alter the main heading, please contact the Humanities web team first, as the title of the section you are working in will also need to change in T4 to reflect this. As a T4 contributor, you do not have the necessary permissions to do this yourself.

The' Intro paragraph' field is a basic text box and is very simple to update should you need to do this. Just overwrite the copy as you would in any other text document.
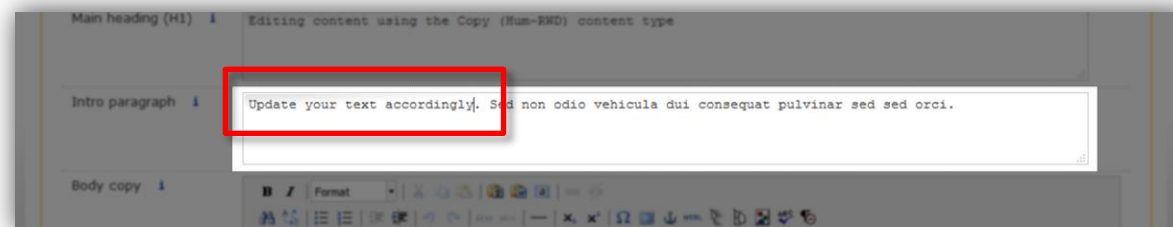
The 'Body copy' box is the main text field and you will notice that T4 has its own tool bar, or text editor, which shares many similar features to those offered in Microsoft Word or equivalent.

For more information about the functions of the T4 text editor, please refer to the training video and notes - '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, as this may affect search engine optimisation (SEO) and Google rankings for the web page.

You should also avoid using Heading 4 or Heading 5 styles, as these do not render very well on our responsive websites.
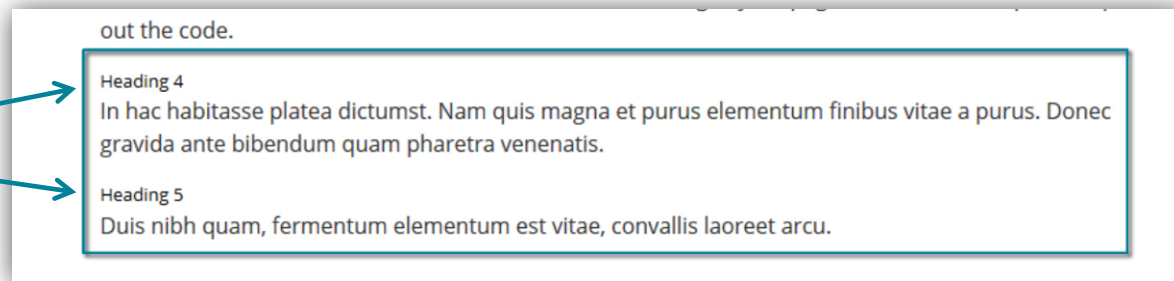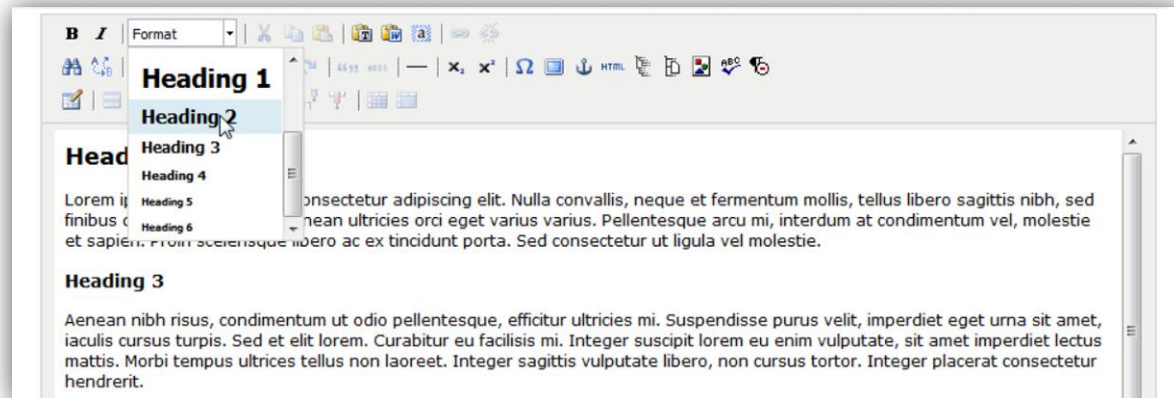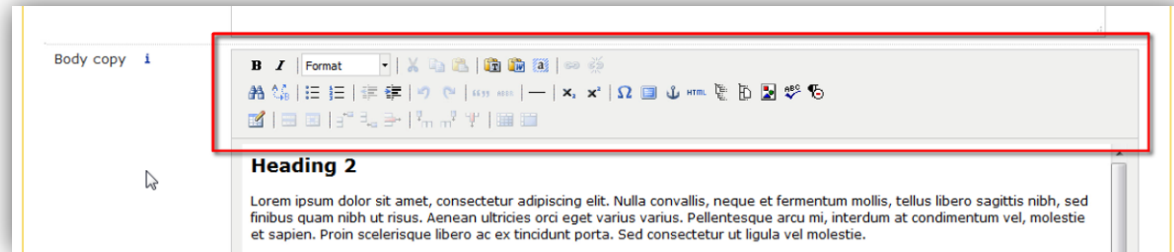
You can also add bulleted and numbered lists by clicking on the relevant icon.
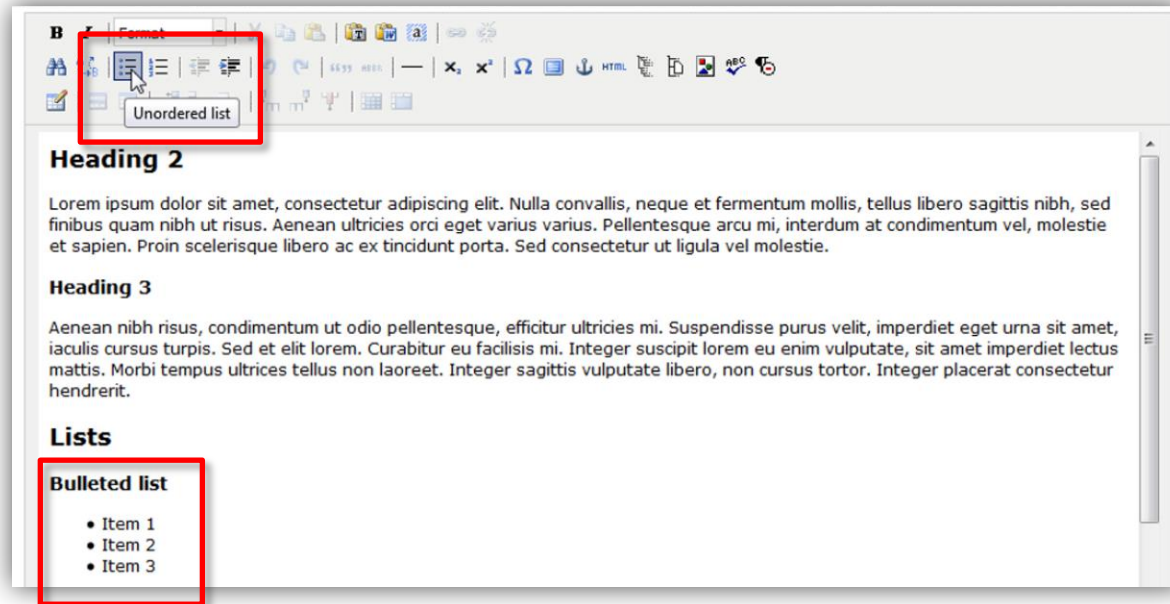
You should avoid adding extra line spacing between headings, paragraphs and bullet points, as the paragraph styles in T4 are already set up to provide adequate space between sections. You can see this extra spacing on this example web page.

The training video on 'Writing for the web' offers some useful 'dos' and 'don'ts' regarding copy and formatting. This and other T4 training videos can be found on the Humanities faculty intranet.
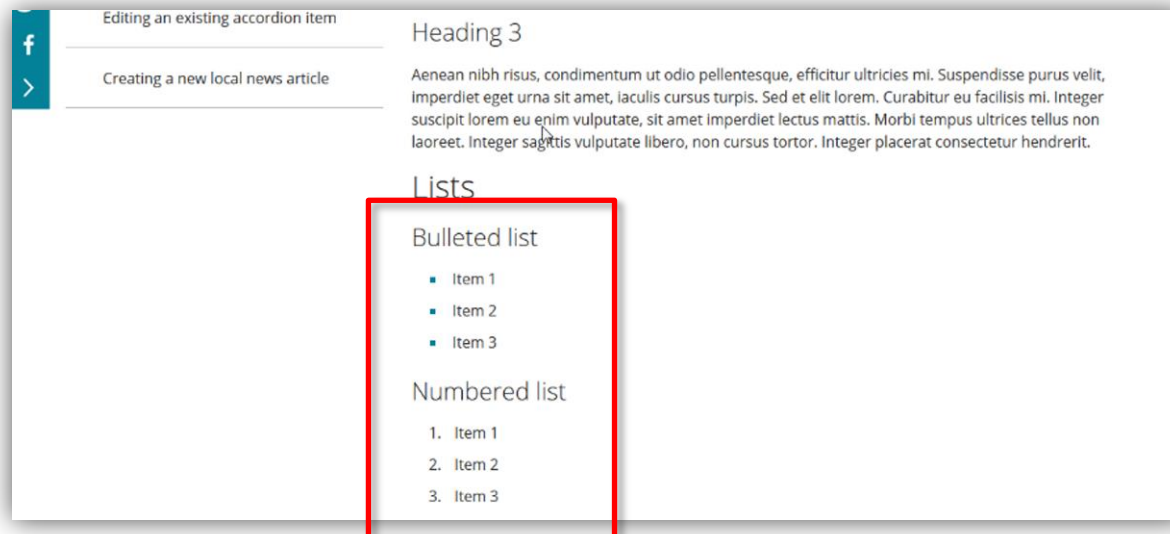
Use the preview button to see how your content will look on the live website. The preview will appear in a new tab in your browser and may take a few seconds to load.

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

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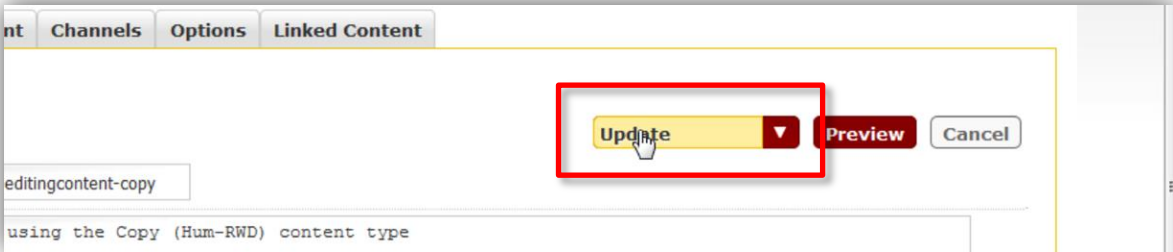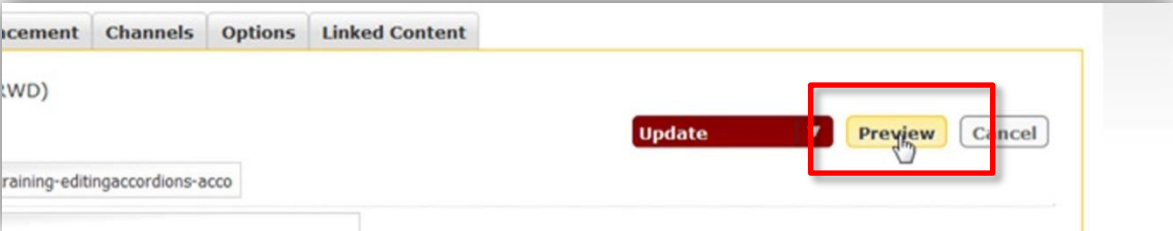
Please contact the Humanities web team for more information or advice about your website.

Faculty of Humanities web team contact details

Web Content and Digital Marketing Manager
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Please submit general website requests via the Support Centre:
http://man.ac.uk/tYd70M