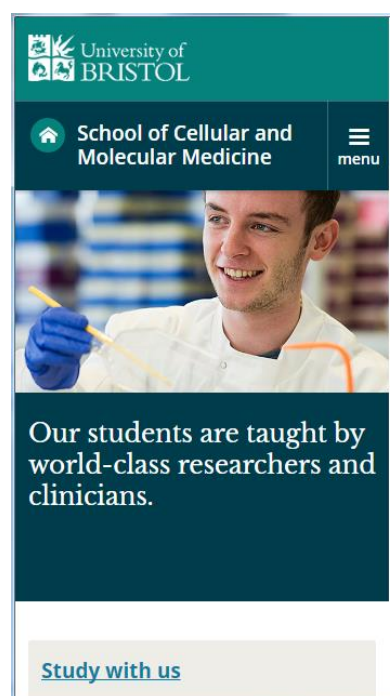# Publishing responsive web content in T4 Site Manager

Training guide

Example of a School website homepage, as it looks from a mobile phone screen.

Before migration to responsive web.

After migration to responsive web.

Contents

1 Helpful links

T4 Site Manager: https://t4cms.bris.ac.uk
Responsive web project site: http://www.bristol.ac.uk/responsive-web-project/

2 Introducing the new responsive web content types

From T4 Site Manager usage or training, you'll already be familiar with the idea of a web page being a **section**, and the content area in that section being made up of one or more **content blocks**, built using different **content types** (e.g. a listing, dropdowns, a module) which have to be specified in HTML. With responsive web, you enter content into a template in T4 instead of in HTML, and the template ensures it renders appropriately on screen. There are templates for each of the different content types (listed below). To build a section/page, you decide which **content types** you're going to need, and then enter the content in the appropriate content templates to build the page.

Using the templates means that you can be confident that the text will render correctly on screen and display effectively on different devices (such as smartphones and tablets). Building content in small chunks also means that you can make use of Site Manager functionality to mirror (clone) and duplicate (re-use) content on your site, increasing efficiency and leading to a more consistent user journey. And it means that the site features more highly in search rankings, leading to greater visibility for content.

Once your site has been migrated to responsive, you will see the responsive **content types** in T4 Site Manager. The most common page layouts on the University website can be achieved by using combinations of these content types.

This section (Section 2) of this guide will cover:

- the different responsive content types
- content type naming conventions
- previewing content
- re-using content
- ordering content
- example pages, showing the content types.

The next section (Section 3) of this guide will cover:

- more details on the different content types, with examples of each one
- implementation details
- notes and best practice suggestions.

2.1 Responsive content types and descriptions

Responsive content types T4 Site Manager:

Content type	Used to display...
_Page title (responsive)	A page title to be added at the top of a page. There should only ever be one page title per page.
Content block (responsive)	Content (in HTML) made of text separated by headings. This may also include headings, subheadings, images and bulleted lists.
Dropdowns (responsive)	Condensed, related, short blocks of content under clear headings. There can be up to 7 different dropdowns.

Image with caption (responsive)	An image followed by an optional caption and image credit.
Lead in (responsive)	An alternative landing page focal point: a single optional image followed by a single paragraph of prominent text, followed by an underline to separate it from what appears below.
Listing (responsive)	A list of up to 10 items, each with a heading, text and optional thumbnails. Headings and images (if there are any) can link.
Module (responsive)	A box with various optional elements including heading, image, link and icons, and a selection of pre-defined background colours. Modules can be positioned in a right hand or main column.
Quote (responsive)	A box containing a quote and the quotee's name and qualification, with optional image of the quotee.
Slider (responsive)	A set of up to 3 slides, each with an image and optional associated heading.

Content types are combined in a **section** to build a page. The most basic section might be just a **page title** and a single **content block**, displaying text separated by headings.

To build a more complicated layout e.g. with a dropdown or quote, a new dedicated content type is required for each different element.

There are implementation details and examples for each content type in Section 3.

2.1.1 How to add a content type

When you are ready to add new content, navigate to the relevant section in T4, which will open in the "Modify content, show section" page.
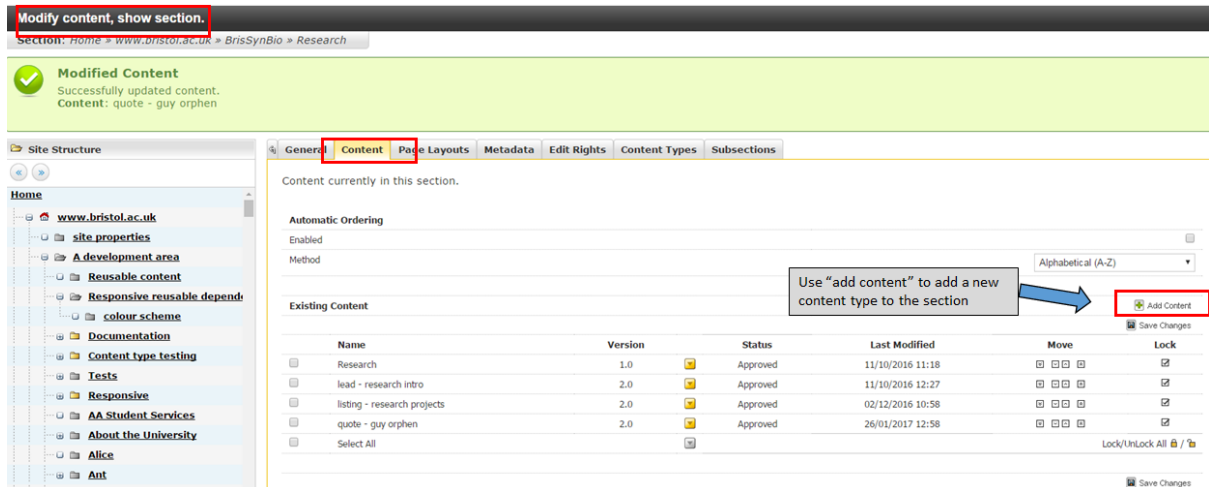Go to the "Content" tab. Use the "add content" function on the right:

Figure 1: Using "add content" to add a new content type

Select the correct responsive content type from the list:

Figure 2: choosing a Content Type

Next, the template for the content type you chose will appear, and you can add your content. See section 3 for content type details and recommendations.

2.2 Page layouts and calls to action

Throughout this document you will find references to "main column" and "right hand column".

When viewed on a PC, web pages are laid out in a row of columns, with the navigation to the left, and content in the main and/or right column.
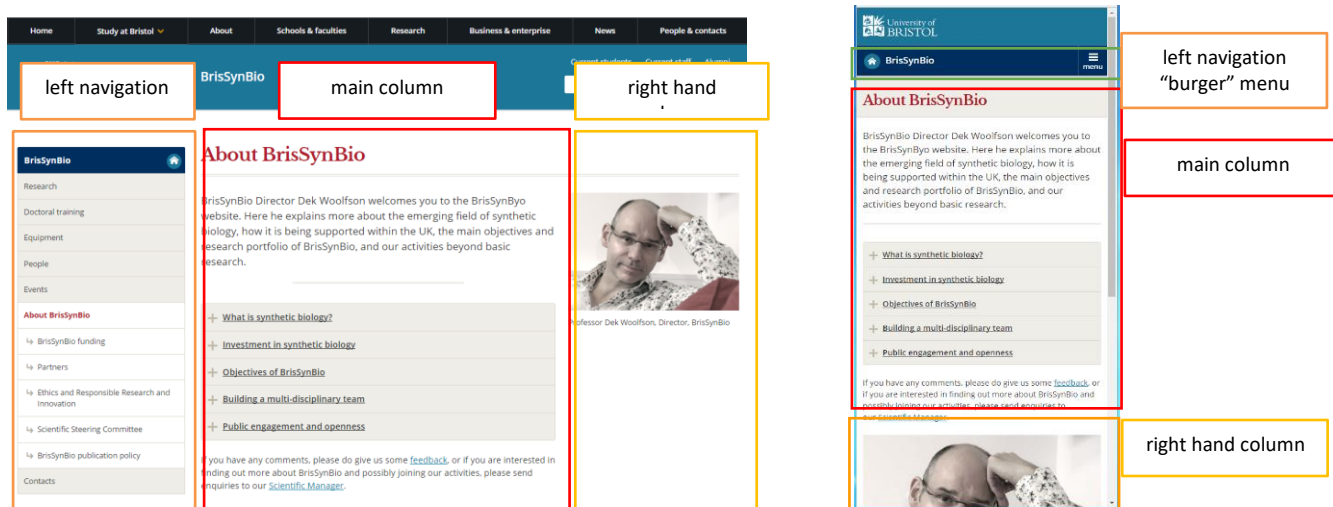

Figure 4: Web page viewed from a PC, with columns outlined; web page viewed from a mobile showing how content rendering changes.

When viewed on a mobile or tablet (the image to the right in Figure 4), the row of columns becomes vertical: the left navigation changes to a "burger" menu at the top of the screen, the main column content is prioritised at the top of the screen, with the right column content dropping to the bottom of the page. As such, calls to action should be near the top in the main column, so they are still highly visible in mobile.

2.3 Naming convention for content types

As you will now have several content types used in a single section, it's important to follow a naming convention, so different types of content can be easily identified for efficient editing. The naming convention is:

first word of content type – *short description*
e.g. "lead – welcome" [a "lead in" content type, with "welcome" content]

This should all be written in lowercase. The only exception is the **page title**, where the name is the same as the name displayed on the page. Figure 5 shows some examples.

Existing Content		Content type in T4 Site Manager	Text on page
	Name		
☐	About BrisSynBio	page title	About BrisSynBio
☐	lead - welcome	lead in	welcome intro
☐	dropdowns - about content	dropdowns	"about" text, in dropdowns
☐	content - comments and feedback	content block	"comments and feedback" text, appearing after dropdowns
☐	image - professor dek woolfson	image with caption	image of Dek Woolfson with caption; this appears in the right column on the page, which is the default location for image with caption
☐	Select All		

Figure 5: Demonstrating the naming convention: this screenshot from T4 Site Manager shows the blocks of content for the section About BrisSynBio. The table shows the content types, and we can work out the text on the page based on the naming convention.

Content types have standard positions on the page, and the templates have been created so that content renders in the standard position (e.g. "modules" are mainly used in the right-hand column). If you use as content type in a non-standard position, you should specify this in the name, so that it's clear when you're looking at the list of content in the section. The naming convention changes to:

first word of content type – *position* - *short description*
e.g. "module - main - apply now" [a "module" content type, in the main column, with "apply now" content]

There are details about how change the position of content types later in this guide.

2.4 Previewing content

Previewing content during page editing helps you to see what you're working on, before you commit to publishing it.

2.4.1 How to preview content

The easiest way to preview content once you have added or saved it as draft is to use the dropdown arrow opposite the block or section and select **Preview** (Figure 6).

Figure 6: previewing a block of content

In Google Chrome, if nothing happens when you try to preview a page, look for the pop-up blocker icon at the end of the location bar and select **Always allow pop-ups from https://t4cms.bris.ac.uk**.

This opens a preview of the page in a new browser tab. Notice the URL is not the same as on the live site, because you're still inside T4 Site Manager.

2.5 Re-using content: mirroring and duplicating

One of the benefits of the responsive content types is that organising content in smaller increments means it's possible and easy to re-use content on different pages (e.g. a funding logo, details of an application deadline, contact information). There are two ways to re-use content in T4:

Mirroring: the same content can be cloned and deployed in multiple sections. Any changes in one will be reflected on all other versions of the content.

Duplicating: content is copied to another section, and both instances can be edited independently without changes being reflected on other versions as they are not connected.

2.5.1 How to mirror or duplicate content

There are details of how to do this in the T4 Site Manager training.

2.6 Ordering content

The order of content in T4 Site Manager reflects the order that content appears on the page, with main column content appearing first, followed by right-hand column content.

Blocks can be moved up and down (thus reordering content on the page) once they have been created, it is not essential to add content in a specific order.

2.6.1 How to re-order content

In the Content tab, you can see all the blocks of content in the section,

Use the arrows to the right to move blocks of content up and down (see Figure 7). Once you are happy with the order, "save changes" and "preview" the content, to take a look at it.

Figure 7: changing the order of content blocks

2.7 In pictures: responsive web content types

Here are some examples to help show how the content types are used to build a page, how the naming convention is implemented, and order of content blocks in T4 Site Manager.

Example 1: A section/page with a title, some content and a call to action

Figure 8 is a common page layout:
- a title
- content in the main column
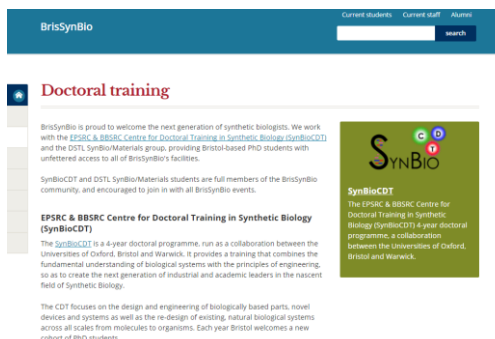- a call to action in the right hand column.

Figure 8: common page layout

In responsive content types, this is:
- a **page title**
- a **content block**
- a **module** (Figure 9).

The **content block** contains paragraph text and another heading, and the **module** contains an image, a title and some text.

Figure 9: common page layout, with content types highlighted

Figure 10 shows the content in this section in T4 Site Manager. You can see how the naming convention "content type – description" makes it easy to identify each piece of content.

Figure 10: the section in T4 Site Manager, showing the Content Types in this section.

Example 2: A section/page using more content types

A more complex page:
- title
- introduction
- dropdowns
- content
- image.

Figure 11: page using more detailed layout (showing one dropdown expanded)

In responsive content types:
- **page title**
- **lead in**
- **dropdowns** (with text)
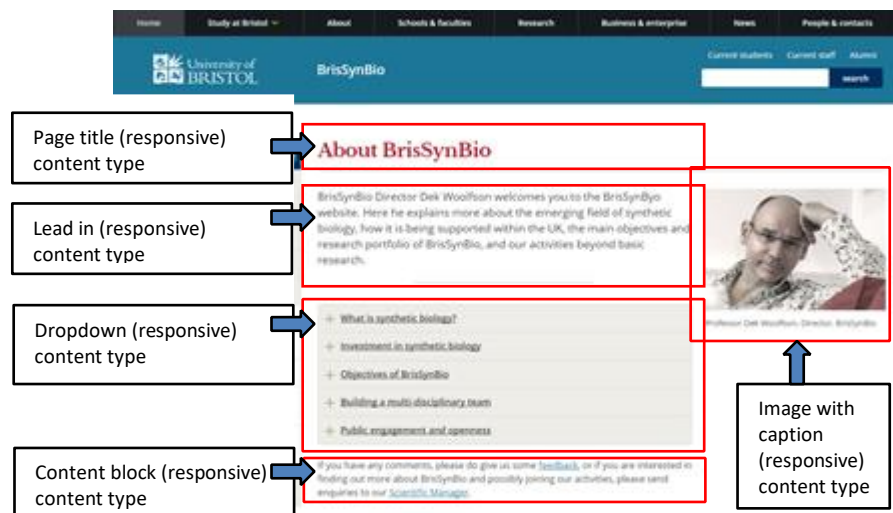- **content block** (the paragraph after the dropdowns)
- **image with caption**

Figure 12: more detailed page layout, with content types highlighted

In T4 Site Manager, it's easy to identify the different content types.

The naming convention becomes even more vital on pages with more content types.

Figure 13: the section in T4 Site Manager, showing the different content types.

3 Implementing content types for content publishing

This section covers the detail of implementing each of the different responsive content types, from the point at which the content type has already been selected in T4 Site Manager (see Section 1 for additional details prior to this point). For each content type, there is a description and example screenshot, followed by the steps for adding it including the required fields, and any relevant notes.
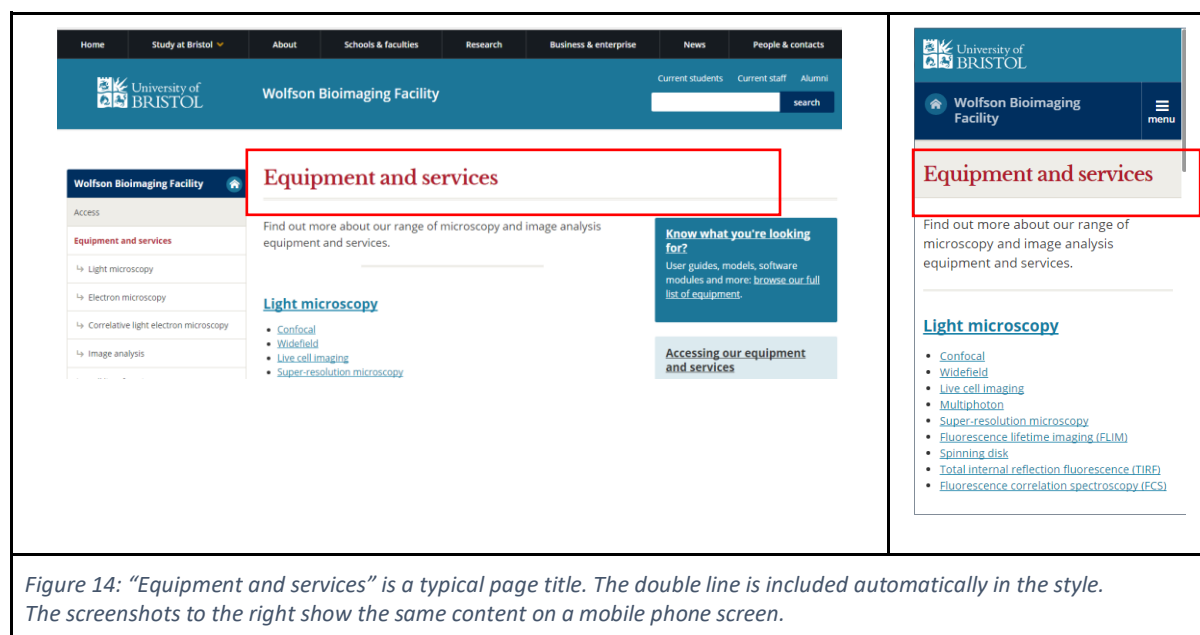
3.1 Page title

Description

Use **page title** to add a title at the top of a page. There should only ever be one page title per section/page, and it must be the first content type listed in the section, to ensure it appears at the top of the page

Use **sentence case** house style for headings and subheadings, i.e. an initial capital followed by all lower case (unless a proper noun appears in the heading). Capitalisation should be reserved for proper nouns, and the official names of organisations.

The page title renders in the style "h1". When you add headings in the page content, they should follow in "h2", with subheadings in "h3".

Example of a page title

Figure 14: "Equipment and services" is a typical page title. The double line is included automatically in the style. The screenshots to the right show the same content on a mobile phone screen.

An example of a page title on a webpage:

- http://wwwdev.bris.ac.uk/aa/mw/school-of-best-practice/research/

Adding a page title

Select the page title content type, you will then see the **Add content, enter content details** screen > **Content** tab

Figure 15: Entering details into the page title content type.

Fields

Fields to complete in the template when adding this content type in T4 Site Manager:

- **Name**
  Enter the desired page title in the name field, using sentence case i.e. an initial capital followed by all lower case (unless using proper nouns)

Notes

Page titles were previously added using a separate field in a **content block**. Since pages are now often made up of multiple blocks it is more practical to have a separate content type for the page title.

3.2 Content block

Description

A **content block** is a content type for general, simple content. This is usually text separated by headings, but may also include elements such as bulleted lists, tables and occasionally images.

The content block template includes a "what you see is what you get" (WYSIWYG) HTML editor to allow flexibility with content layout.

Content blocks can only be used in the main column, and not in the right hand column.

If a page has a large amount of text and there is no content in the right column, the content block can be customised to use the full width of the page (both the main and the right hand column). The method for doing this is described below.

Example of a content block

Figure 16: The "Contacts" text is a typical content block (inside red outline). Content can include titles, text, bullets, images, links, all in the same block. Content blocks normally appear in the main column. If necessary, content can use the full width of the page as in "Funding"; the method for doing this (using a custom position) is specified below. The screenshots to the right show the same content on a mobile phone screen; you can see how the Content block resizes the text to appear without needing to scroll to the right.

An example of a content block on a webpage:

- http://wwwdev.bris.ac.uk/aa/mw/school-of-best-practice/research/cancer-biology/

Adding a content block

Select the Content block (responsive) content type, you will then see the **Add content, enter content details** screen > **Content** tab:

Figure 17: Entering details into the content block content type fields

Fields

Fields to complete in the template when adding this content type in T4 Site Manager:

- **Name**

    Enter a name to identify the content. Please use the following format:
    content - [description of content]
    Example: 'content - university history'
    In this example the identifier 'content' is short for 'content block'.
    If using the full width of the page (both the main and the right column), then add "full" to the name to show that it's not using the default position, eg:
    content - full - [description of content]
    Example: 'content - full - university history'

- **Content (HTML)**

    Use the WYSIWYG editor to add content here.

- **Position**

    Should remain in the default position of '1 - Main column'.
    If using the full width of the page (both the main and the right column), select '3 - custom'.

- **Custom position**

    If using the full width of the page (both the main and the right column), enter 'full-width' in this box. Otherwise, leave it blank.

3.3 Dropdowns

Description

Dropdowns are used to show/hide content beneath a set of headings. There can be up to seven dropdown sections in this content type.
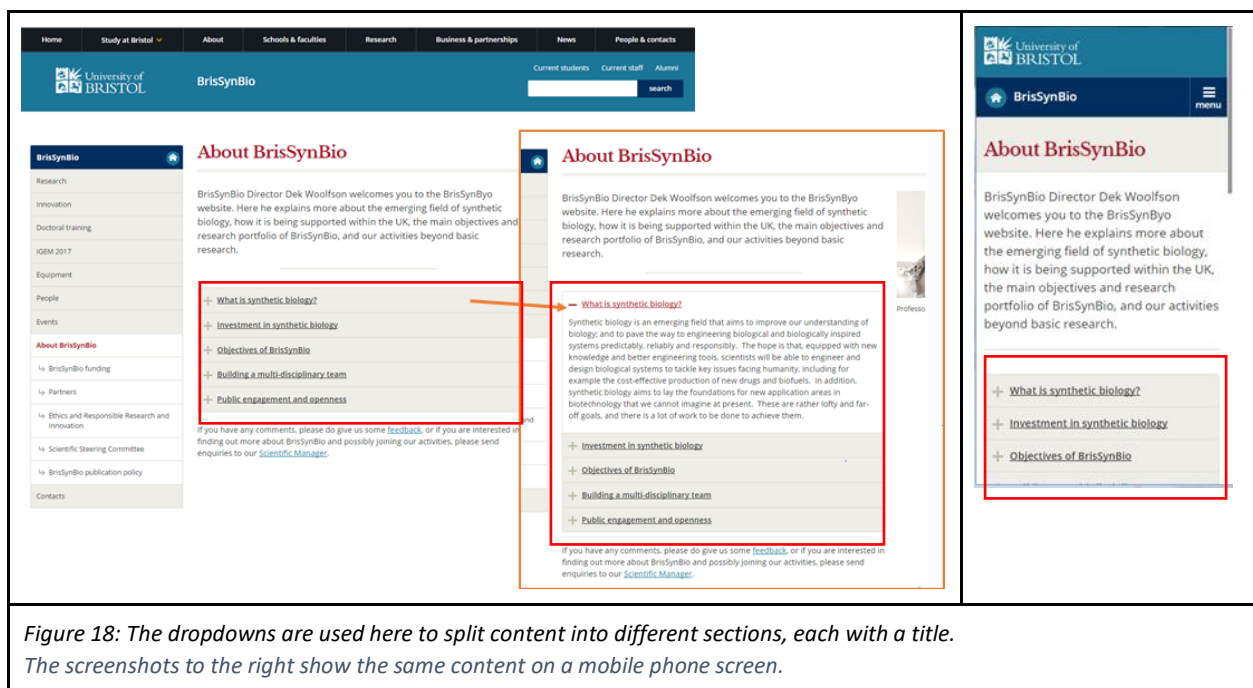
Generally, dropdowns are not recommended, because they hide content from users and in-browser searches. The exception is for short blocks of content, each with a heading that clearly describes the content, and where only a small number of these content blocks are likely to be relevant to the user.

Recommendations

1. If you want users to read most or all of the sections, do not use a dropdown menu.
2. The content type only allows for up to seven sections in a dropdown. If you have more than 7, this suggests that the content should be organised in a different way, perhaps even into separate pages.
3. Only include up to two or three paragraphs per dropdown item. Any more than this suggests that the content should be split into separate pages.
4. Conversely, if each section contains just one or two short sentences, don't use a dropdown menu. It will be quicker for a user to scan the content without a dropdown menu in place.
5. Use dropdowns sparingly, because they require increased user interaction in clicking to open and close menus; users do not want to have to navigate through page after page full of dropdown menus searching for specific content.

If in doubt, know that a well structured page with clear headings is always preferable to hiding content away behind a dropdown menu.

Example of a dropdown

Figure 18: The dropdowns are used here to split content into different sections, each with a title.
The screenshots to the right show the same content on a mobile phone screen.

An example of a dropdown on a webpage:

- http://wwwdev.bris.ac.uk/aa/mw/school-of-best-practice/about/facilities/

Adding a dropdown

Select the Dropdowns (responsive) content type, you will then see the **Add content, enter content details** screen > **Content** tab:

Figure 19: Entering details into the dropdown content type fields

Fields

Fields to complete in the template when adding this content type in T4 Site Manager:

- **Name**

  Enter a name to identify the content in the format:

  drop - [position if not default] - [description of content]

  Example: 'drop - ug study faq'

- **Heading level**

  This will determine the heading level (size) used on each of the dropdown headings in the list, i.e. 'Heading 2', 'Heading 3' etc. When selecting a heading size you should follow the flow of the page. If you add a heading in the 'optional introduction' field using 'Heading 2', then the dropdown headings should be 'Heading 3'.

- **Optional introduction**

  This field can be used to add a heading for the dropdown, or to add introductory text.

- **Drop 1 - Heading**

  Text to display on the first dropdown heading

- **Drop1 - Content**

  The content of the dropdown; which will be revealed when the heading is clicked

- [Drop # - Heading] and [Drop # - Content] fields are repeated up to a total of 7 dropdowns

- **Custom position**

  For Web team use only

Notes

The character limit imposed on dropdowns includes any HTML code, so the amount of allowed visible characters may be shorter, particularly if there are many links in the text.
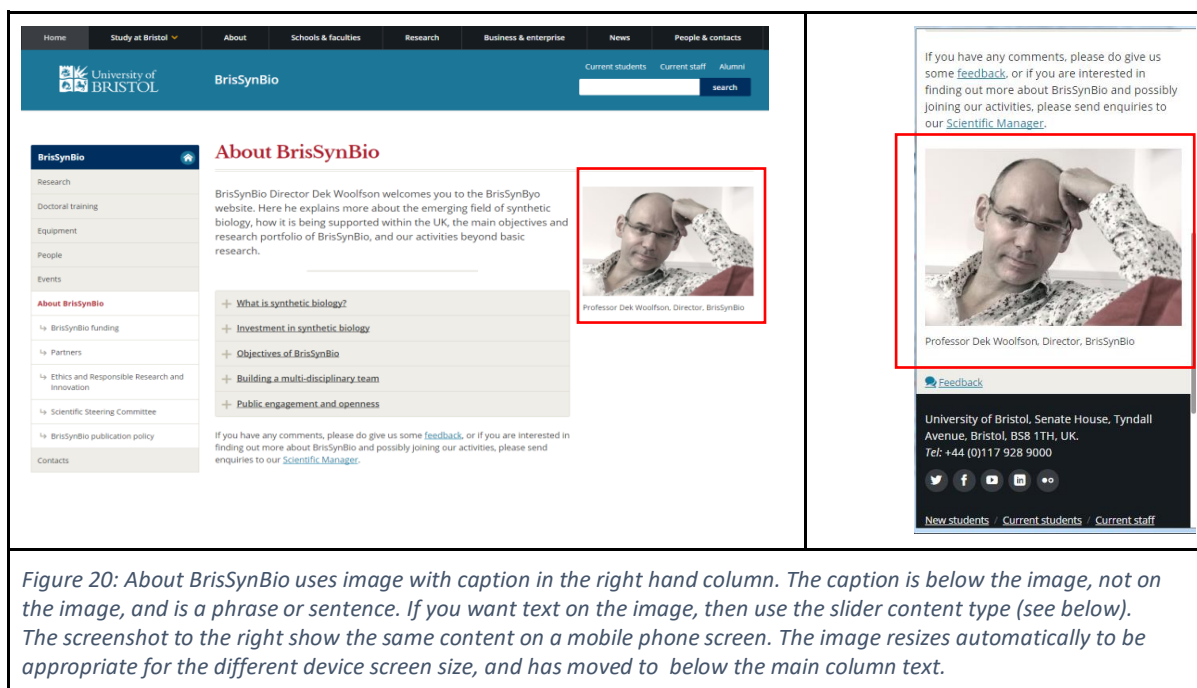
3.4 Image with caption

Description

Displays images with optional caption and image credit. This content type can be used to display images in the central column, or in the right hand column.

Image guidelines and sizes

- Images should be high quality, sharp and not overly detailed or busy
- Photographic images should be saved as .jpg files. Images with blocks of flat colours or graphics should be saved as .png files.
- Avoid over-compressing images, around 60-70% JPEG compression works well for most photographs. Use Serif PhotoPlus, Photoshop or or an online tool like Pixlr Editor, PicResize or Web Resizer for resizing and compressing images.
- Right hand column images can be 500 pixels wide and 250px high or 500px wide by 500px high.
- Main column images must be 650px wide and no higher than 450px.
- Do not use portrait images in the main column as they will be too tall.
- The University is committed to ensuring our website is accessible. Images that contain text or add meaning to the page content need to have alternative text. This appears when a user hovers over the image, when the image is missing, or be read by a screen reader. The field for entering the image's alternate text is the description field in the Media Library. An example of a meaningful alternative text is "Cross-section of the small intestine".

Example of an image with caption

Figure 20: About BrisSynBio uses image with caption in the right hand column. The caption is below the image, not on the image, and is a phrase or sentence. If you want text on the image, then use the slider content type (see below). The screenshot to the right show the same content on a mobile phone screen. The image resizes automatically to be appropriate for the different device screen size, and has moved to below the main column text.

An example of an image with a caption on a webpage:

- http://wwwdev.bris.ac.uk/aa/mw/school-of-best-practice/research/cancer-biology/ the cancer cells in the right hand column.

Adding an image with caption

Select the Image with caption (responsive) content type, you will then see the **Add content, enter content details** screen > **Content** tab:

Figure 21: Entering details into the image with caption content type fields

Fields

Fields to complete in the template when adding this content type in T4 Site Manager:

- **Name**
  Enter a name to identify the content in the format:
  image - [position if not default] - [description of content]
  Examples: 'image - something clever', 'image - main - wills building'

- **Image**
  Select an image from your image library.

- **Caption**

- **Image credit**
  Enter the appropriate text.

- **Position**
  Set to 'Main column' or 'Right hand column'.

- **Custom position**
  For Web team use only.

3.5 Lead in

Description

A **lead in** provides a short and compelling summary of the page content; it is in a slightly larger font, and is followed by a centred line. A lead in can optionally contain an image.

Example of a lead in

Figure 22: The Diploma in Dental Hygiene uses a lead in with an image; About BrisSynBio uses image a lead in without an image. The text is in a larger font, and is followed by a centred double line.
The screenshots to the right show the same content on a mobile phone screen. The image and text resize automatically for the different display dimensions.

Examples of a lead in on a webpage:

- http://wwwdev.bris.ac.uk/aa/mw/school-of-best-practice/research/

- http://wwwdev.bris.ac.uk/aa/mw/school-of-best-practice/research/cancer-biology/

Adding a lead in

Select the Lead in (responsive) content type, you will then see the **Add content, enter content details** screen > **Content** tab:

Figure 23: Entering details into the lead in content type fields

Fields

Fields to complete in the template when adding this content type in T4 Site Manager:

- **Name**
  Enter a name to identify the content in the format:
  lead - [description of content]
  Example: 'lead - wills img and introduction'

- **Image**
  Select an image from your media library. Image must be 650px wide x 265px high.

- **Image focal point**
  At smaller screen sizes (mobile phones) the whole image is not shown, instead it is zoomed in on showing either the left, centre or right hand portion of the image. Choose from left, right or centre depending on where the main focus of attention is in the image.

- **Text**
  Text content should be added here. We recommend avoiding links in this text, however if you really need to add them then use inline HTML, e.g.:
   University of Bristol
  to link to the site homepage.

- **Custom position**
  For Web team use only.

Notes

Only use one lead in per page. It should always be the block after the page title.

3.6 List item

Description

Use list items to display groups of related items, in a list. Listings are useful on homepages and landing pages as section indexes, for example for a list of subsections, research groups, projects or people.

List items can optionally include thumbnail images, and can be a single column or multicolumn.

Examples of a listing

Figure 24: BrisSynBio Research: the main column content uses a listing.
Graduate School of Biomedical Sciences: the main column content uses a multi-column listing. Neither include images (which are optional).
Wolfson Bioimaging Facility: listing with images in the main column.
Faculty of Science/ Research: multi-column listing with images in the main column, good for simple indexes with very little descriptive text.
The screenshots to the right show the same content on a mobile phone screen., focusing on the listing content.

Examples of a listing on a webpage:

- http://wwwdev.bris.ac.uk/aa/mw/school-of-best-practice/research/
  - the "research groupings" section uses a single column listing with thumbnail images
  - the "impact" section uses a multi-column column listing without images

Creating a listing

You need to add each list item separately – repeat these steps for each item in your listing:

In the **Content** tab of your section, select **Add content**.

Select the **List item (responsive)** content type, you will then see the **Add content, enter content details** screen.

Figure 25: Entering details into the list item content type fields

Fields

Fields to complete in the template when adding this content type in T4 Site Manager:

- **Name**. Use the format:
  list item - [description of content], for example:
  'list item - research group - econometrics'
- **Multi-column list**. Check the box to display your list in two columns. You only need to check this on the first item in the list.
- **Heading**. The main title of the list item. If you add an internal or external link, your heading text will link to it.
- **Description**. A brief description of the list item
- **Internal Link**. Select a section in T4 to link to.
- **External Link**. Insert a URL to link to on an external website.
- **Image**. Select an optional image from the Media Library. This will appear as a thumbnail image to the left of the heading. Make sure the images in each list item are the same size as each other, using one of the following formats:

Square: 150px wide x 150px high
Portrait: 150px wide x 200px high
Landscape: 150px wide x 100px high
- **Custom position.** For Web team use only.

Once you have added items to your list, you can easily change the order they appear. By default, they will appear in the order you created each item.

In the **Content** tab of your section, use the up and down arrows under the **Move** column to move items up or down. Then select the small **Save Changes** button at the top of the **Move** column.

3.7 Module

Description

Use modules to signpost to subpages or other content, or highlight calls to action. Modules are styled containers which can include icons, an image, heading, text (20-30 words) or list, and there are a range of background colours to choose from a predefined list.

Modules are more commonly used in the right hand column, but can be used in the main column of a page to really call attention to content, e.g. a change to opening hours. Use modules to:

- highlight and link to single pages of related content
- create a list menu linking to several related pages
- highlight facts or profiles
- highlight important messages or alerts
- link to social media accounts

Where possible, the heading should be made into a link to the relevant page.

Examples of modules
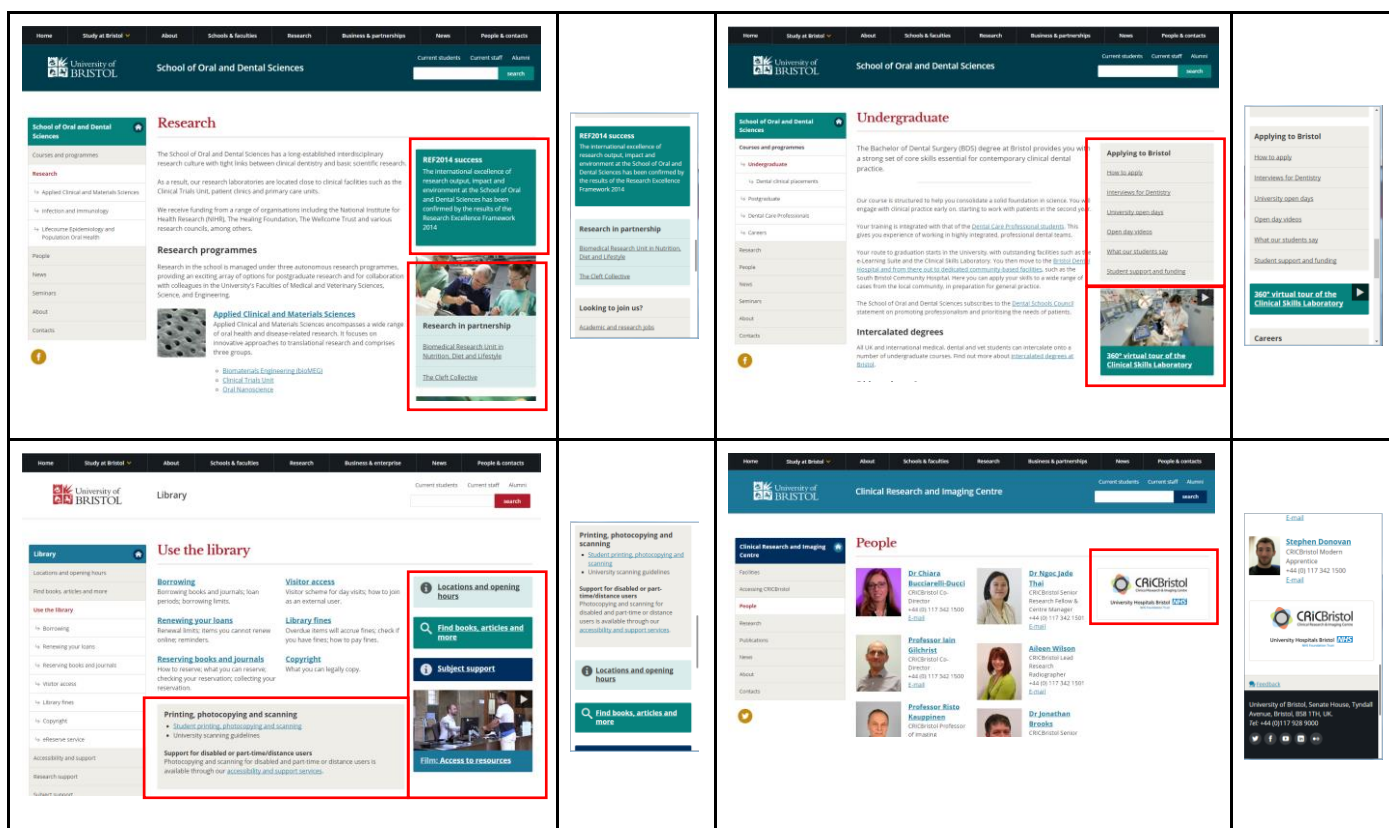
Figure 26: School of Oral and Dental Sciences/Research: these two modules are in the standard right-hand column position. "REF2014 success" has a heading which links, and some text. "Research in partnership" has an image, heading and unordered list.
School of Oral and Dental Sciences/Undergraduate: the first module has a heading and an unordered list, the second has a video and includes a video "play" icon.
Library: the module "Printing, photocopying and scanning" uses the "custom" position "main column". The modules on the right display other icons, the "information" "i", the "search" magnifying glass, and the video "play".
CRIC: the CRIC logo is in a module, making it efficient to mirror (clone) it across the site.
The screenshots to the right show the same content on a mobile phone screen, focusing on the area displaying the module.

Examples of a module on a webpage:

- http://wwwdev.bris.ac.uk/aa/mw/school-of-best-practice/about/
  - "The school on film" uses a "play" icon to show it links to video content.
  - "Did you know" is a module with just heading and bulleted list.
- http://wwwdev.bris.ac.uk/aa/mw/school-of-best-practice/study/undergraduate/
  - "Applying to Bristol" uses a bulleted list with the bullets removed
  - "Get in touch" (main column) shows a module in the main column.
- http://wwwdev.bris.ac.uk/aa/mw/school-of-best-practice/contacts/
  - How to find us" includes an image as well as text.

Adding a module

Select the Module (responsive) content type, you will then see the **Add content, enter content details** screen > **Content** tab:

Figure 27: Entering details into the module content type fields

Fields

Fields to complete in the template when adding this content type in T4 Site Manager:

- **Name**
  Enter a name to identify the content in the format:
  module - [position if not default] - [description of content]
  Examples: 'module - explore bristol research', 'module - main - accommodation guarantee'

- **Box colour**
  Choose a box colour from the dropdown list, which includes the colours in the University's colour pallet. Use the coloured module boxes sparingly - the more colour and styling you apply to the page, the more distracting it is for your reader. Stick to the colours within your website's colour scheme in accordance with the [University visual identity guidelines](#) (e.g. if your site has a bright blue banner, then please use a range of bright blue, dark blue and blue tint for your module boxes).

  You may also choose 'stone' as a neutral background, or choose to have no background which may work better with images.

- **Icon**
  If appropriate, select an icon from the dropdown list. The list includes info, warning, search, download, social media icons, podcast and play. Any text in your module will align with the icon automatically.

- **Heading text**
  Enter optional heading text.

- **Heading level**
  This determines the heading level of the 'Heading text'. Heading level should follow the flow of the page. In general module boxes added to the right hand column should be at Heading 2. The heading level of modules added to the main column may need to be adjusted depending on headings already on the page.

- **Internal heading link (T4 section)**
  Links the heading to another section inside T4 (use "select" and navigate to the desired section in T4). Both the heading and image (if there is one) will act as a link.
  Where a link is included, a heading must be added to describe the target of the link.

- **External heading link**
  Enter an optional external URL. Both the heading and image (if there is one) will act as a link.
  Where a link is included, a heading must be added to describe the target of the link.

- **Image**
  Use 'select' to navigate to an image in the media library. Images in modules can be either:

  - 500px wide x 175px high

  - 500px wide x 250px high.

- **Show image at mobile view**
  By default, module images are not loaded or displayed at smaller screen sizes. Tick this box

if an image *must always* be displayed on mobile view, eg when you a module needs to be particularly prominent on mobile view.

- **Text content**
  The text content of the module. This should be kept short and may include HTML content such as links or short lists.

  To create the effect of a list (e.g. for a set of links as in "Looking to join us?"), add the text as a bulleted list, and then add the following class to the "ul" list tag:
  <ul class="list-no-style list-links">
  Using the class removes the bullets, and instead adds the lines between each list item and a stone background. Ensure that the module box has a matching background colour.

- **Position**
  Default: 'right hand column', but may also be added to the 'main column' by selecting this option from the dropdown.

- **Custom position**
  For Web team use only.
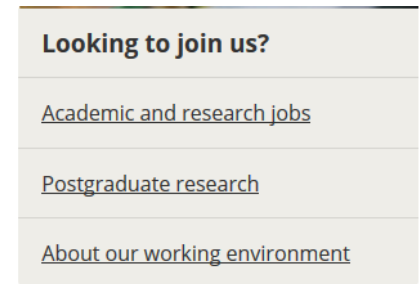
Notes

If the primary content is a quote or image use the appropriate content type and *not* a module box.

3.8 Quote

Description

Use quotes and quote boxes to reinforce or exemplify a key message that you are trying to communicate on the page. You can use quote boxes with or without images, in the main or right hand column.

Examples of a quote

Figure 28: Outreach in Biomedical Sciences: a quote with an image in the right hand column.
About the Faculty: a quote with no image in the main column.
The screenshots to the right show the quote content on a mobile phone screen, showing how it resizes for the smaller format.

An example of a quote on a webpage:

● http://wwwdev.bris.ac.uk/aa/mw/school-of-best-practice/research/ in the right hand column.

Adding a quote

Select the Quote (responsive) content type, you will then see the **Add content, enter content details** screen > **Content** tab:

Figure 29: Entering details into the quote content type fields

Fields

Fields to complete in the template when adding this content type in T4 Site Manager:

- **Name**
  Enter a name to identify the content in the format:
  quote - [position if not default] - [description of content]
  Examples: 'quote - prof basker', 'quote - right - erendira'

- **Optional image**
  Insert an image, from the media library, of the person being quoted. Images must be a square crop, 150px x 150px.

- **Quote text**
  The quote itself.

- **Quotee name**
  The name of the person or organisation being quoted.

- **Internal link (T4 section)**
  Links the heading to another section inside T4 (use "select" and navigate to the desired section in T4).

- **External link**
  Insert a URL to the desired target page, on an external website.

- **Bristol degree - award and year**
  If the person quoted is a current student or alumni, indicate their award following the [house style](). Note that brackets are added automatically.

- **Job title or other information**
  Additional information about the person being quoted. Keep this brief and relevant.

- **Position**
  Default: 'main column', but may also be added to the 'right hand column' by selecting this option from the dropdown.

- **Custom position**
  For Web team use only.

Notes

The background colour defaults to 'stone', which cannot be changed.

3.9 Slider

Description

In the new responsive templates, sliders can hold up to three images, with optional headings, and optionally link. Sliders can be in the main column, or can be full-width across the main and right hand column on homepages or landing pages.
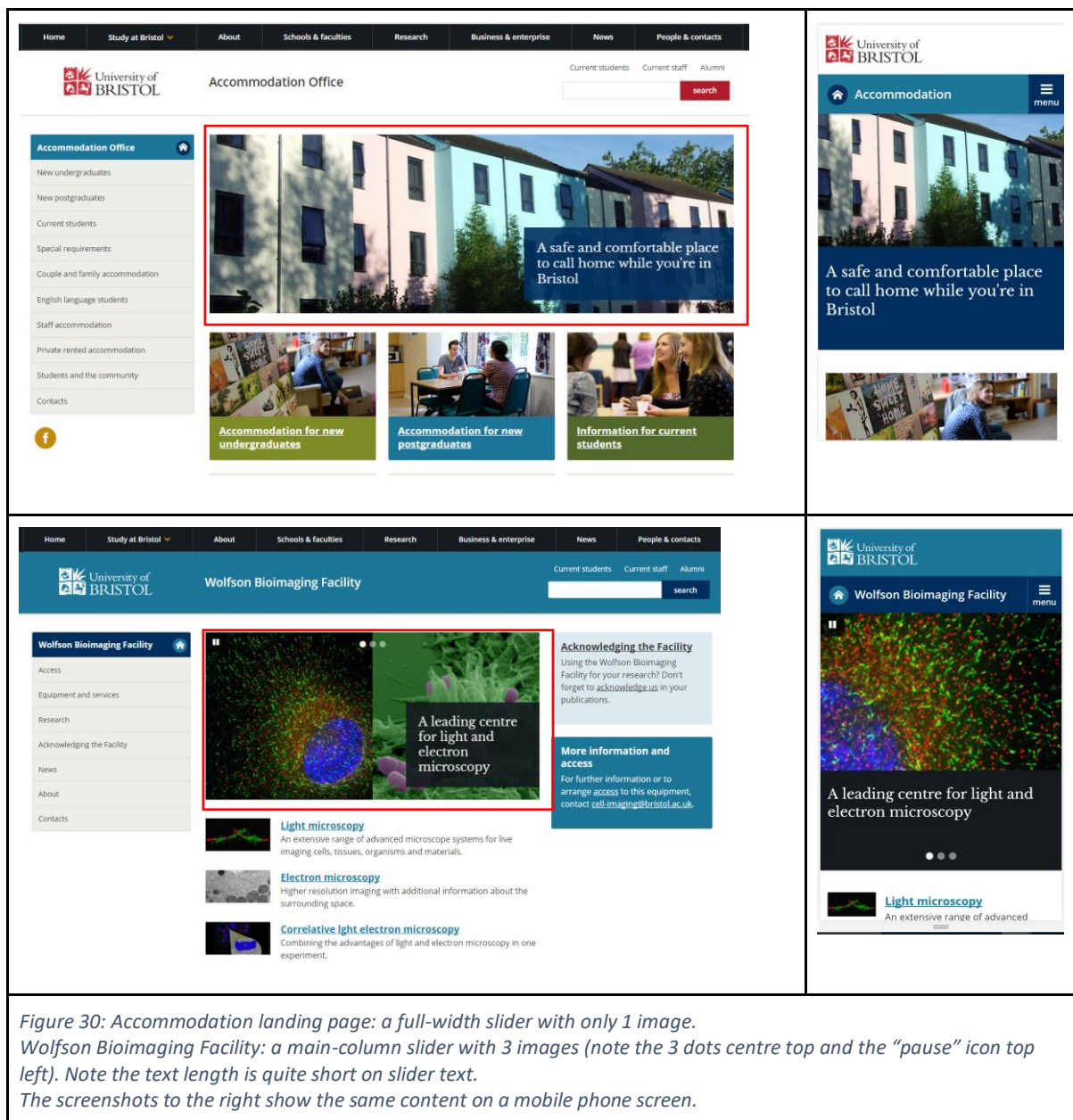
Note that the space for text on the responsive slider is much smaller than on the previous (non-responsive) slider.

Do not add critical content to the second or third slide; users will often have left the page before the rotation moves from the first image, and in some mobile browsers only the first slide will ever be shown.

Slider images

- images should be high quality, sharp and not overly detailed or busy
- Photographic images should be saved as .jpg files. Images with blocks of flat colours or graphics should be saved as .png
- Avoid over-compressing images, around 60-70% JPEG compression works well for most photographs. Use Serif PhotoPlus, Photoshop or or an online tool like Pixlr Editor, PicResize or Web Resizer for resizing and compressing images.

Example of a slider

Figure 30: Accommodation landing page: a full-width slider with only 1 image.
Wolfson Bioimaging Facility: a main-column slider with 3 images (note the 3 dots centre top and the "pause" icon top left). Note the text length is quite short on slider text.
The screenshots to the right show the same content on a mobile phone screen.

See an example of a slider on a webpage:

- http://wwwdev.bris.ac.uk/aa/mw/school-of-best-practice/

Adding a slider

Select the Slider (responsive) content type, you will then see the **Add content, enter content details** screen > **Content** tab:

Figure 31: Entering details into the slider content type

Fields

Fields to complete in the template when adding this content type in T4 Site Manager:

- **Name**
  Enter a name to identify the content in the format:
  slider - [position if not default] - [description of content]
  Examples: 'slider - spiky', 'slider - main - wills'

- **Background colour**
  Select an appropriate colour which compliments your site's colour scheme. If you add heading text, then you will need to specify a background colour. If you don't specify a background colour but you have added a heading, the background will be black.

  Use the colour sparingly - the more colour and styling you apply to the page, the more

distracting it is for your reader. Stick to the colours within your website's colour scheme in accordance with the [University visual identity guidelines](#).

- **Slide 1 - Heading**
  The heading to display on the first slide. Remember, if you add heading text then you need to specify a background colour.

- **Slide 1 - Link URL**
  Make the heading a link by adding a target URL here

- **Slide 1 - Image**
  Select an image from the media library. Full-width images are 996px wide x 337px high. Main column images are 650px wide x 265px high.

- **Slide 1 - Image focal point**
  At smaller screen sizes the image is zoomed in. This option determines which portion of the image will remain visible

- **[Slide # - ...] fields are repeated up to a total of 3 slides.**
  Note, users often leave the page before the second or third slide is displayed, so do not add critical content to these slides.

- **Position**
  Default: 'Full-width' stretches the full width of the page. These are mainly used on homepages. Change to 'Main column' for a smaller slider, and use on pages with content in the right hand column.

- **Custom position**
  For Web team use only.

Notes

For an example of how this looks on the webpage and for more information about the application of this content type see: *To be added*.

4. Once content is added: next steps

Once content is added (Figure 32):

- Click on **Preview** to preview what the page will look like when published; this opens in a separate browser tab

Point to the down arrow next to the **Add** button

- Select **Save as Draft** to save the content.
- Click on **Add and Approve** to save the content; it will then be published to the live site in the next publishing cycle.
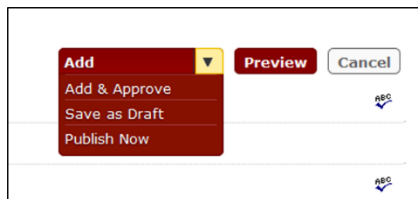

Figure 32: Preview, Save as Draft, Add and Approve.

5. Colour schemes (for reference)

Colour schemes for schools, faculties and departments: colour palette

Non-corporate colour schemes for schools, faculties and departments.

Bright aqua	Bright pink	Bright lime
Dark aqua	Dark pink	Dark lime
Bright blue	Bright red	Bright green
Dark blue	Dark red	Dark green
Bright purple	Bright yellow	
Dark purple	Dark yellow	

Module box colours

Use the following colours for module boxes only:

Stone	Tint - Bright green	Tint - Bright purple
Tint - Bright aqua	Tint - Bright lime	Tint - Bright red
Tint - Bright blue	Tint - Bright pink	Tint - Bright yellow