

# Page Content

This is the template used for loading general content to a page, and it is the most used content template in the Rhodes University TerminalFour.



## Objective – Page Content

- To add general content is added to a page/section.

Below is a step-by-step process of how you will go about adding content using page content.



## How To

1. **(From Site Structure View)** Select **Create Content** from the (  ) **Actions Drop-Down Menu** beside the section you wish to add content to.
2. If only one content type is available to you, this will open straight away. Alternatively you need to select which content type you wish to use. **(See fig. 1)**.
3. A new window with elements, (text boxes), that need to be filled in comes up. **(See fig.2)**,
  - a. The \* next to the element identifies that the element is required.
4. Enter the **Name** for the content piece. This will not be displayed on the published page, but simply act as a name within TERMINALFOUR Site Manager.
5. Enter **Heading**, it is standard practice to keep the name and heading the same.
6. Enter text in the **"Body Content"** element, either by typing or copying from an existing document and pasting to the body content element.
7. **Save and Approve** to save the content once complete, by clicking on the drop-down icon (  ) next to **Save Changes** to reveal options such as **Save as Draft & Save and Approve** **(See fig. 3)**..

## Choose content type

Content type ▲	Content description ▼
Carousel - Content Carousel - 4 images for the centre content	Carousel - 4 images for the centre content
Carousel - Content Images Only Carousel - 5 images for the centre content with no overlay	Carousel - 5 images for the centre content with no overlay
Page content Page content for responsive designs	Page content for responsive designs
Press Release Add a Press Release	Add a Press Release
RD Aside Page Content page content for V4 aside	page content for V4 aside
RD Aside Videos Vimeo v4	
RD Aside Videos Youtube v4	
RD Drawer Links v4	
RD Gateway Links v4	
RD Gateway Main	

Figure 1: Choosing the Page Content template

Content type : RD Page content

Name \* TerminalFour Training

Heading \* TerminalFour Training Documentation

Body Content \*

h2

Words: 308

Best practices

The way users **read on the web** is different from the way they read printed pages. For most people, **reading onscreen** is tiring for the eyes, and **25 per cent slower**, so users **scan** the page until they find information relevant to their search and then they read.

Compress images before you upload them to the web, large images take longer to download. Large downloads are not mobile data friendly.

**Create scannable pages by using:**

- highlighted keywords
- meaningful sub-headings (rather than "clever" ones)
- bulleted lists
- one idea per paragraph
- inverted pyramid style (start with the conclusion)
- lean text (short paragraphs, short sentences, short words)
- Get to the goods

The web is a **user-driven** medium. People want to **complete a task**, and do it quickly. If a website is difficult to navigate or read, they'll leave.

- **Focus on the user**, not on yourself. Users are self-absorbed and task-focused. Make sure they can complete their task, quickly and easily.
- **Keep content short and to the point.** Consider what information the user is seeking and make it immediately available. Avoid excessive introductory text – phrases like "welcome to this web page."

Delete Cancel Save changes

Figure 2: Page content with the element populated

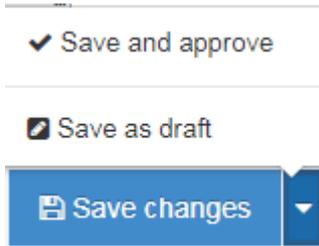


Figure 3: The pop-up showing options to save the content

The Page Content template consists of three (3) elements.

- > **Name:** An element used within **TERMINALFOUR** Site Manager to identify the content. Ideally, this should be the same as the heading, for ease of identifying the content.
- > **Heading:** This the main heading that will appear on the page, before the body content.
- > **Body Content:** This content will make up the body of your page. All the information you want to display on that page, including images and links.

The text entered in the template above will look like this:

Rhodes > Introducing Rhodes

Vice-Chancellor's Welcome

HEADING

Welcome to Rhodes University, a 113 year old institution [in 2017], with a well established reputation for academic excellence.

Located in Grahamstown in the Eastern Cape province of South Africa, Rhodes is a small university which enjoys the distinction of having among the best undergraduate pass and graduation rates in South Africa, outstanding postgraduate success rates, and the best research output per academic staff member. This is testimony to the quality of students that Rhodes attracts and of academic provision, and to the commitment of Rhodes staff to student development and success.



VC Dr Mabizela

Of our more than 8000 students, 30% are postgraduates and over 18% are international students from 54 countries around the world, making Rhodes a dynamic and cosmopolitan knowledge institution. Students are able to undertake an extensive range of undergraduate and postgraduate degrees in the faculties of Humanities, Science, Commerce, Pharmacy, Law and Education. With the most favourable academic staff to student ratio among South African universities, Rhodes students are guaranteed easy access to academics and close supervision.

The University takes pride in its motto, Where Leaders Learn, and producing graduates who are knowledgeable intellectuals, skilled professionals, and critical, caring and compassionate citizens who can contribute to economic and social development and an equitable, just and democratic society.

Education at Rhodes is a partnership between students, academics, administrators and support staff of mutual commitment to the pursuit of knowledge and understanding of our natural and social worlds. Research, teaching and community engagement seek to be alive to the social and economic challenges of the local, national, African and international contexts.

Rhodes strives to be a vibrant and innovative knowledge institution that forms professionals, thinkers and actors. Research seeks to extend the frontiers of knowledge and to also inform initiatives that promote equity, justice and economic and social development. An active community engagement programme provides numerous opportunities for students to develop and share expertise and contribute to social development.

Almost 50% of Rhodes students and the majority of undergraduates live in the University residences, while there also special residences for postgraduates. Through a well-established structure of wardens, sub-wardens and residence committees, the residences play an important role in overall student development, including developing leadership skills.

Numerous clubs and societies provide extensive opportunities for students to participate in a variety of intellectual, social, cultural, and sport activities and further develop valuable skills.

At Rhodes the partnership between students, academics and other staff extends to the governance of the university. Through the Students Representative Council and other representative bodies of undergraduates and postgraduates students participate in the Council, Senate and other decision and policy-making committees of the University.

Apart from enabling students to shape the nature and direction of Rhodes, these structures provide students invaluable opportunities to develop leadership skills.

Rhodes University looks to the future with confidence, secure that as indawo yolwazi (a place of knowledge) and through the pursuit of excellence in teaching, research and community engagement it produces outstanding graduates that are sought after and makes a vital contribution to human and social development.

I invite you to explore our website and discover what makes Rhodes University such an attractive proposition and the institution of first choice for anyone seeking an exceptional and meaningful higher education experience.

Dr Sizwe Mabizela  
Vice-Chancellor

Last Modified :Wed, 08 Mar 2017 10:27:57 SAST

BODY CONTENT

-Date the content was last modified

-This is automatically generated

Figure 4: Front end view of the page content

# Aside Page Content

## Objective – Aside

- > To display related or secondary content(including newsletters), social media and Upcoming Events
- > This content would normally show below the news
- > The Aside cascades down on all other subsection that do not have their own aside section

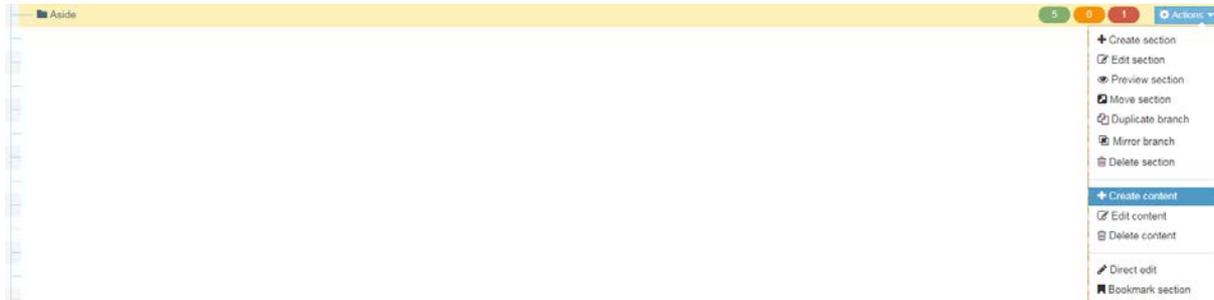


Figure 5: Adding content to the aside section

### Choose content type

Display 10 records

Content type ^	Content description ^
Aside Page Content page content for V4 aside	page content for V4 aside
Carousel - Content Carousel - 4 images for the centre content	Carousel - 4 images for the centre content
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Page content Page content for responsive designs	Page content for responsive designs
Press Release Add a Press Release	Add a Press Release
RD Aside Videos Vimeo v4	
RD Aside Videos Youtube v4	
RD Drawer Links v4	
RD Gateway Links v4	
RD Gateway Main	

Figure 6: Selecting the Aside Page content template



## Objective- Aside Page Content

This template is for adding content on the “Aside” section of the website.

This is the same as the Page Content, but with two (2) elements instead of 3, where the “name” becomes the heading:

Name \*

Body \*

Figure 7: The elements of the Aside Page Content

On the page, the content will look like this:

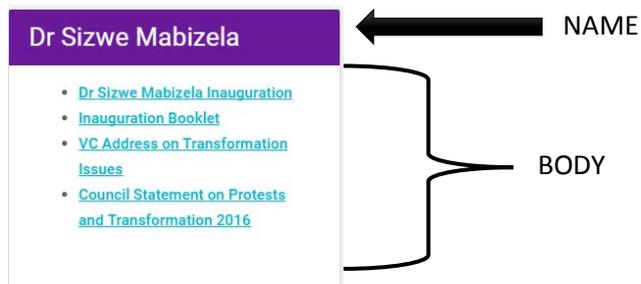


Figure 8: Front end view of the Aside Page content