T4 102: Intermediate Training
Tips and Tricks

Copy Spacing
- Shift + Ctrl + Enter => Single space
- Enter => New paragraph

Images
- Float: **Left** or **Right**
    - (left moves the image to the left and right moves the image to the right)
    - Floating allows text to be in harmony with the image
- Padding coincides with this harmony
    - Think of padding as a virtual wall that prevents the text from leaning on the image itself
    - Although there are multiple ways to use padding in HTML, there's a single most efficient way to use it in T4 (next bullet)
    - In the padding field of the '**edit media attributes**' box (remember, access by double clicking an image), use the following format: 0px 0px 0px 0px, where 0 reflects the number of pixels and, in turn, the size of your padding around the image.
        - When applying that formula, think of a square. The first in the set of these 4 pixel combinations applies to the top of the square, and the last in the set of 4 pixel combinations applies to the left side of the square. Thus, the order goes clockwise around the image (top, right, bottom, left).
- Proportions
    - Be sure to always check 'constrain proportions' when attempting to resize your images' widths and heights. This will prevent your images from being skewed when either of the properties (width or height) is resized and the other isn't. When constrained, based on the number you input for the width or height, the other property would automatically change once you click the cursor inside that field.
- Helpful Classes (not always appropriate, but use your best judgement)
    - You're allowed to use several classes when working with images (access in the '**edit media attributes**' box).
        - img-responsive (conforms an image to the width of the designated space)
        - img-thumbnail (puts a white border around an image)
        - img-rounded (gives a slight curve to each corner)
    - classes should **not** be used in conjunction with padding

Asides
- **Every** page has the ability to have an 'asides' section, or the column that falls to the right of your page, under navigation (if navigation exists), even if your page doesn't have one already.
- **This is a great way to break up the monotony of text scrolling across the entire page and take up as much real estate as possible.**
    - To create, hover over the gold arrow next to the page in which you wish to have your asides, and click 'Add Section'
    - In the name field, type in lowercase with no space before or after 'asides' (without the quotes)
    - In the 'Snow in navigation?' field, be sure to uncheck the checkbox

- o Click 'Add'
- All images used in asides automatically conform to the width of the column so there is no need to resize the image

Page Headers

- You can simply copy (Ctrl + C) an existing header on your page and paste (Ctrl + V) the header into the WYSIWYG editor of a new page to keep the same formatting.
  - o Then, highlight the pasted text and write on top of it.
  - o The new name will keep the format of the old header

Helpful Header/Sub-header and Paragraph Classes

- If you're comfortable with HTML, the following classes, if input directly in the HTML view (select the HTML icon on the toolbar of the WYSIWYG editor), will get you the desired styles without copying and pasting:

P Small
`<p class="small">P Small</p>`

H3 dotted top
`<h3 class="dotted-top">H3 dotted top</h3>`

H3 dotted top normal
`<h3 class="dotted-top-normal">H3 dotted top normal</h3>`

H3 DOTTED UPPERCASE
`<h3 class="dotted-top-normal-uppercase">H3 dotted Uppercase</h3>`

H3 Subhead
`<h3 class="dotted-top-normal-subhead">H3 Subhead</h3>`

H3 Title Dotted
`<h3 class="dotted-top-normal-title">H3 Title Dotted</h3>`

H3 Site Title No dots
`<h3 class="site-title">H3 Site Title No dots</h3>`

H3 SUBHEAD (NO DOTS, CAPS)
`<h3 class="subhead">H3 Subhead (no dots, CAPS)</h3>`

H3 Page Title
`<h3 class="page-title">H3 Page Title</h3>`

H3 SUBHEAD ITALICIZED CAPS
`<h3 class="sub-heading-maroon">H3 Subhead italicized caps</h3>`

H4 Sub Heading
`<h4 class="sub-heading">H4 Sub Heading</h4>`

Mirroring Content

- If you have a piece of content that you know should exist elsewhere, no need to recreate the wheel.
  - o Mirroring content allows the same 'content piece' to be replicated as many times as you wish, but existing as a carbon copy of the original.

- o If you make an edit to the original, the edit will **automatically** be made to every content piece that has since been mirrored, saving you a drastic amount of time in the long run.
- Hover over the gold arrow next to any content piece and select 'mirror.'
- You'll be prompted to add this piece of content to a section (section is synonymous to folder in T4). Select the section you want to add the piece of content to and the content will be mirrored.
  - o Your content piece will now have a red asterisk/snowflake next to it—this indicates that the piece is mirrored
  - o Hovering over this red asterisk tells you all the places where this content has been mirrored.

Breaking up Copy with Multiple Content Pieces
- Sometimes it's a good idea to break up your pages' copy with several content pieces versus a singular content piece.
- To add a content piece, select the green plus under the 'content' tab of a given section.
  - o A new content piece will load with the WYSIWYG editor that you're familiar with.
  - o The benefit of doing multiple content pieces is that you can move content around more freely by using the arrows under the 'Move' section

Scheduling Publish and Expiration of Content
- You can schedule a publish date of a content piece that you want to appear at a later point in time
  - o Modify Content > Options Tab
  - o Select 'Publish Date' and then Update and Approve
- Similarly, you can schedule an expiration date of a content piece that you wish to appear only up until a certain time
  - o Modify Content > Options Tab
  - o Select 'Expiry Date' and then Update and Approve