

Cheat Sheet for websites using Universal Template in T4

Last Update: 2/12/2023

Page Layout = **Universal Template**

NOTE: Universal Template is set as the page layout for all the pages of your site.

The [default display](#) has the right column navigation. You can set a full width page by adding a *Section Template* content piece. See below for more information.

Template Content Sources:

NOTE: The following sections are set during the initial site build and do not need to be updated by T4 moderators regularly.

Page Layout: **Inherited**

- **site_logo**
 - site_name (limit 1)

- **Footer**
 - Organization Information (limit 1)

- **iLinks**
 - Simple Link (no limit)

- **cta**
 - Recruitment Links (limit 1)

- **social media**
 - Social Networking Links (limit 1)

Content Types available for the Universal Template

[Click here](#) to view screenshots of content types.

1. Section Template

- Limit 1 per section/page
- Content Options:
 - **Full Width** – when checked, the right column will be hidden.

 - **Hide Page Title** – by default, the section name displays as the Page Title (H1). If this box is checked, the Page Title will not display.

- **Hide Breadcrumbs** – by default, the template displays the breadcrumbs. If this box is checked, the breadcrumbs will not display.
- **Container Width** – this gives you an option to set the width of the contents on your page. Default is 80%; For homepages, this must be set to 100%.
- **Hide Default Interior Page Navigation** – check this box to disable the right column navigation menu
- **Hide Top Navigation Menu Bar** – check this box to disable the top menu navigation bar
- **Add Top Margin** – this gives you an option to add a top margin between the *universal hero image* and the *intro text* or the second content piece on your page.
- **Add Top Padding** – check this box if you want to add extra padding between the top menu navigation bar and the body content on your page

2. Lead Image

- Limit 1 per homepage; displays full width image on top of your page with title and body text content
- **Image** (required) - select an image from the media library
 - **Image dimensions:** 1800px(W) x 800px (H)
 - **Resolution:** 72px/inch
- **Image Alt Text** - displays as the alternative text for the image, web accessibility requirement
- **Container Width** – by default, the hero image display is 80%; For homepages, this must be set to 100%

3. Universal Hero Image

- Limit 1 per section/page; usually used on homepages and elevated pages. To add an image to the body section of an interior page, use content type = *Image Content*
- Content Options:
 - Image (required) - select an image from the media library
 - Alt Tag (required) - displays as the alternative text for the image, web accessibility requirement
 - Container Width – by default, the hero image display is 80%; For homepages, this must be set to 100%

4. Panel Divider

- No limit per section/page
- Adds spacing between content panels
- Content Options:
 - **Padding Size** – sets the amount of spacing (Extra Small, Small, Medium, Large)
 - **Background Color** – sets the background color of this content panel (Gold, Gray, Maroon, Terracotta, White). The default value is White.

5. Universal Section Header

- No Limit
- Adds H1, H2, H3, H4, H5, H6 text on your page
- Content Options:
 - **Heading 1 – 5**
 - **Background Color** – default is white
 - **Center Align Text** – default is left aligned
 - **Set Header Text as All Caps** – default text display is as typed
 - **Container Width** – default is 80%
 - **Add Content Padding** – default is none

6. Universal Intro Text

- No Limit
- For homepages, use this content type instead of Page Content Only
- Content Options:
 - **Label** – displays above the Title; all caps (h6); Text Only
 - **Title** – displays as Heading 2 (h2), Text Only
 - **Sub Title** - displays as Heading 3 (h3), Text Only
 - **Intro Paragraph** - displays below the Sub Title (font is slightly bigger than the Body content; allows for HTML content)
 - **Body** - displays below the Intro Paragraph; allows for HTML content
 - **Container Width** - Optional; Default is 80%
 - **Panel Background Color** - Optional; Default is White

7. Page Content Only

- No Limit
- Content Options
 - **Sub-Heading** – displays as H3, Text Only
 - **Body** – paragraph text; HTML content
 - **Disregard all other fields**

8. Accordion Item

- No Limit
- **MUST** set the First Panel and the Last Panel content pieces
- Content Options:

- Title - displays in all caps (h4)
- Blurb – disregard; does not apply
- Body - paragraph text; displays when accordion is dropped down/clicked
- Panel ID - fill in only if Accordion Item is marked as a *Parent Accordion*; this value must match the corresponding *Accordion Item – Nested* content pieces.
- First Panel - check this box for the first Accordion Item content piece
- Last Panel - check this box for the last Accordion Item content piece
- Mark as Parent Accordion – check if there are corresponding *Accordion Item – Nested* content pieces; if checked, make sure to fill in the *Panel ID* field
- Container Width - default is 80%

9. Accordion Item – Nested

- No limit
- MUST be accompanied by content type = *Accordion Item*
- Content Options:
 - Title - displays in all caps (h3)
 - Blurb - disregard; does not apply
 - Body - paragraph text; displays when accordion is dropped down/clicked
 - Panel ID – must match the Parent Accordion Item’s *Panel ID* value

10. Image Content

- No Limit
- Content Options:
 - Select Image
 - Select Link **OR** External URL
 - Sub Head – disregard; does not apply
 - Alt Tag - must always be filled in

11. Lead Video Embed

- No Limit
- Embeds a YouTube video on your page
- Content Options:
 - Title – displays below the embedded video; bold (h4)
 - Body - text that displays below the Title
 - Link Text - call to action linked text
 - External Link **OR** Section Link - cta destination
 - YouTube Video ID

12. Tab Image Quotes

- Limit 1 per section/page
- Allows up to 4 column display (3 column display is recommended)

- Content Options:
 - Column Display Count – select the number of columns that you want to display
 - Tab 1 – Tab 4 Image
 - Tab 1 – Tab 4 Image Alt Text - Fill in ONLY if Tab 1 – Tab 4 Image is set
 - Tab 1 – Tab 4 Title - Displays below the image. All caps, bold
 - Tab 1 – Tab 4 Quote - Displays below the Title
 - Tab 1 – Tab 4 Citation - Displays below the Quote; all caps; preceded by citation character
 - Container Width – sets the width of this content panel; Default is 80%

13. Universal Audience Nav

- Add this content piece to your section to enable the audience links in the top maroon bar of your page; The links will display above your site name. Limit: add up to 3 audience links.

14. Universal Blockquote

- No Limit
- Content Options:
 - Blockquote – Displays in bold text. Text Only
 - Citation - Displays below the Quote; all caps; preceded by citation character; Text Only
 - Container Width - Optional; Default is 80%

15. Universal Blockquote with Image Overlay

- No Limit
- Content Options:
 - **Image - sets the background image for this panel**
 - **Blockquote** - Enter the quote here
 - **Citation** - Optional; displays below the Blockquote
 - **Link Text** - Optional; Displays linked text under the Blockquote or Citation
 - **Section Link, External Link** - fill in only one of these options; sets the link for the Link Text
 - **Container Width** - Optional; set panel width here; default is 80%

16. Universal Button Text

- No Limit
- MUST set the First Button Item and the Last Button Item
- Content Options:
 - Button Text – Text Only
 - Button Subtext – Text Only
 - Button Link OR Section Link - only fill in one or the other

- Mark as First Button Item – check this box to mark the first button item in this panel
- Mark as Last Button Item – check this box to mark the last button item in this panel
- Container Width - default is 80%; must only be set for the First Button Item
- Panel Background Color – default is White; must only be set for the First Button Item
- Number of Columns - must only be set for the First Button Item

17. Universal Buttons Panel

- No Limit
- Add up to 4 action buttons on your page
- Content Options:
 - Title – optional
 - Set Title Text as All Caps - Default text displayed is as typed
 - Column Display Count - displays content based on the number of columns set here
 - Background Color - default is white
 - Container Width – default is 80%
 - Button 1-4 Title
 - Button 1-4 SubTitle
 - Button 1-4 Section Link **OR** Button 1-4 External Link

18. Universal Image with Caption

- Use this content type to display an image with a panel below it that gives you the option to add a caption
- Content Options:
 - Image (select from media library)
 - Title (text only)
 - Body (HTML)
 - Linked Text (text only)
 - Section Link, External Link, or Media Link (ONLY fill in ONE of these)
 - Container Width (80% is the default)
 - Background Color (white is the default)

19. Universal Infobox

- No Limit
- Allows for content to display inside a gray box
- Content Options:
 - Title – Text Only; displays bolded text (h4)
 - Body – HTML content

20. Universal LGS Buttons

- No Limit
- Add up to 4 action buttons on your page
- Content Options:
 - **Title** – optional
 - **Set Title Text as All Caps** - Default text displayed is as typed
 - **Center Align Title** - Title defaults to left align.
 - **Number of Columns** - displays content based on the number of columns set here
 - **Background Color** - default is white
 - **Container Width** – default is 80%
 - **Button 1-4 Title**
 - **Button 1-4 SubTitle**
 - **Button 1-4 Section Link** OR **Button 1-4 External Link**

21. Universal Media Card Item

- No Limit
- Add up to 4 column cards on your page
- MUST set the First Media Card Item and the Last Media Card Item
- Content Options:
 - **First Media Card Item** – check this box for the first media card item in your content panel
 - **Last Media Card Item** – check this box for the last media card item in your content panel
 - **Column Display Count** – sets the number of column display; **must be set for the first media card item ONLY**
 - **Default Card Display** – check this box if you want to display the card items with a gray background; Default display cards in white background; **must be set for the first media card item ONLY**
 - **Display Card Items Horizontally** – check this box if you want to display the cards horizontally; **must be set for the first media card item ONLY**
 - **Display Circle Image** - ignore this, not applicable
 - **Image** – select the image that you want to display; if not filled in, no image will display
 - **Image Alt Text** – only fill in if an Image is selected
 - **Image Portrait Display** - ignore this, not applicable
 - **Label** – all caps text above the Title (h6)
 - **Title** – displays in bold (h4)
 - **Explainer** - italicized text below the Title
 - **Readout** - text below the explainer
 - **Link Text** - call to action linked text; displays in all caps, bold, maroon, and underlined

- **Internal Page Link** **OR** **External Page Link** - destination for linked text
- **Button 1-3 Color** – optional; set the background color for CTA buttons
- **Button 1-3 Text** - optional; enter the button text here
- **Button 1-3 Link** - optional; enter the full URL for the button link here
- **Container Width** - sets the width of the content panel; must only be set for the first media card item; default value is 80%; **must be set for the first media card item ONLY**

22. Universal Panel Button CTA

- No Limit
- Content Options:
 - **Lead In Text** – optional; **Text (h5) displays above the button**
 - **Button Text** – Text for the button
 - **Section Link, Media Link, or External Link** - fill in only one of these to define where the button should link to when clicked
 - **Panel Background Color** – sets the background color for this content panel
 - **Button Color** – sets the color for the button
 - **Body Content** – paragraph text that displays below the button
 - **Center Align Content** – check this box if you want to center align all the content in this panel; Optional; default display is left aligned
 - **Apply Content Padding** – optional; adds padding around the panel contents
 - **Class** – reserved for T4 admins only (UMC Digital Team); used to apply custom styling

23. Universal Refer Panel

- No Limit
- Allows for content to display like a horizontal media card
- Content Options:
 - **Title** – bolded text (h4); Text Only
 - **Explainer** – disregard; does not apply
 - **Body** – HTML content
 - **Image**
 - **Image Alt Tag** – Fill in ONLY if Image is selected
 - **Select Action Link** – fill in ONLY if External Link is set
 - **Section Link** **OR** **External Link** - fill in one or the other
 - **Container Width** – default is 80%

24. Universal Statistic Item

- No Limit
- Adds up to 4 column stats content on your page

- MUST set the **First Statistic Item** and the **Last Statistic Item**
- Content Options:
 - **Mark as First Statistic Item** – check if first stats content for this content panel
 - **Mark as Last Statistic Item** – check if last stats content for this content panel
 - **Container Width** – sets the width of the content panel; Default is 80%; must set ONLY for the First Statistic Item content piece.
 - **Number of Columns** – allows 1-4 column display; must set ONLY for the First Statistic Item content piece.
 - **Number Text Size** – sets the font size for the Stats Title; must set ONLY for the First Statistic Item content piece; default is Large
 - **Title** – displays as a bolded text
 - **Readout** - all caps text below the Title
 - **CTA Link Text** - call to action linked text; displays in all caps, bold, maroon, and underlined
 - **Section Link for CTA OR External Link for CTA** - destination for linked text
 - **Background Image** – Optional; must set ONLY for the First Statistic Item content piece; If no image is selected, there will be no background for this content panel

25. Universal Video Card Item

- No Limit
- MUST set First Video Card Item and Last Video Card Item
- Content Options:
 - First Video Card Item - check this box if the First Video Card Item
 - Last Video Card Item - check this box if the Last Video Card Item
 - Column Display Count - set only for the First Video Card Item
 - YouTube Video ID
 - Label - style needs to be fixed on this one
 - Title - Heading 4
 - Body
 - Container Width - set only for the First Video Card Item
 - Disregard all other fields

26. Universal Programming Panel

- Limit 1 per section/page
- Must be accompanied by sub section = **modules-programming**
- Displays the 3-column programming content panel (allows for news items, calendar feed, feature content pieces)
- Content Options:
 - Container Width – Optional; Default is 80%
 - Background Color – Optional; Default is White

- In section = **modules-programming**:
 - Content Types allowed in this section (Limit 3 content pieces in this section):
 - **Feature Multiple Links**
 - Allows up to 10 links
 - Content Options:
 - **Title** – displays as the column Title; all caps, bold (h5)
 - **Link 1-10 Title** – Text Only
 - **Link 1-10 URL** – Text Only; must enter full URL starting with “https://...”
 - **Link 1-10 Target** – optional; default opens the link in the same window
 - Disregard all other fields
 - **Feature Content**
 - Content Options:
 - **Title** – Text below the Image (h4)
 - **Blurb** - disregard; this field does not apply
 - **Body** - paragraph below the Title
 - **Image** - recommended dimensions: 1000x560
 - **Image ALT Text** – fill in ONLY if an Image is selected
 - **Label** - displays above the Image; all caps (h6)
 - **Tab** - displays as the column title; all caps, bold (h5)
 - Disregard the rest of the fields
 - **Calendar Feed**
 - Limit 1
 - You must have a calendar set up in the News & Events System/University Calendar System; contact the Digital Team to have a calendar set up for your department
 - Content Options:
 - **Name** – displays as the column title; all caps, bold (h5)
 - **URI** – RSS link for your calendar
 - **detail uri** – calendar detail URL
 - **siteid** – Site ID for your calendar
 - eventidnumber – disregard; does not apply
 - Select An Action Link – disregard; does not apply
 - **Calendar URL** – link for your calendar
 - Include Submit Event Link – disregard; does not apply

Content Types available for section = right_column:

Add section = **right_column** as a child section to any page to display contents under the interior page menu box. The following content types can be used in the **right_column** section. [Click here](#) to view a sample page using the **right_column** section.

- Feature Multiple Links
- Panel Divider
- Universal Button Text
- Universal Media Card Item
- Universal Statistic Item
- Universal Blockquote

Content Types reserved for T4 Administrators:

To edit the following content types, contact the UMC digital team at: digitalteam@luc.edu or via the [web request form](#)

- Custom CSS
- Custom JS
- Redirect Content
- Universal Code Only Template

Notes and Tips:

- **Set the metadata values for your pages** especially if you want to share the page/s on Social Media. The following fields should be filled in under each section: Navigate to the *More* tab >> select *Metadata*:
 - og:title
 - og:description
 - og:image
 - og:image:alt
 - twitter:card
 - twitter:description
 - twitter:image
 - twitter:image:alt
 - twitter:site
 - twitter:title

Refer to [this page](#) for information on metadata.

- **Do not define the “Output URI” and “Output file name”** (in the *General* tab) of any sections/pages in T4 unless you absolutely must. This can get confusing as your site grows.

- When **uploading a media file in the Media Library**, rename it properly before uploading to T4 (this applies to images, videos, pdfs, word documents, excel files, etc.). The filenames should all be lowercase, no spaces, and no special characters. Dashes (-) and underscores (_) can be used to separate words in your file name.
- If you want to **embed a video to your page**, you should upload it to *YouTube* first and use the *Universal Video Card Item* content type for your interior pages.

Resources for T4 Site Moderators:

- Basic T4 documentation: [Watch T4 Basic Training Video](https://www.luc.edu/media/lucedu/t4/pdfs/T4-8-training-document.docx)
<https://www.luc.edu/media/lucedu/t4/pdfs/T4-8-training-document.docx>
- Comprehensive T4 documentation (currently under development):
<http://blogs.luc.edu/t4/>
- Design Documentation:
<https://stephenravenscraft.github.io/loyola-template-4.0/deploy/luc-documentation.html>
- Facebook Debugger:
<https://developers.facebook.com/tools/debug/>
- Twitter Card Validator:
<https://cards-dev.twitter.com/>
- Chrome Plugin for WAVE (Web Accessibility Evaluation Tool):
<https://chrome.google.com/webstore/detail/wave-evaluation-tool/jbbplnpkjmeebjpifedlgcdilcofh?hl=en-US>

News and Events System/Calendar Access:

To add and manage events on your department's calendar, login with your UVID and password to: [LUC.edu/calendar/admin](https://luc.edu/calendar/admin)

To modify access to T4 and/or the News and Events System, please send your requests to: DigitalTeam@luc.edu or submit via the [web request form](#).