Deleting a Page:

It is possible to remove a page from the website. Be careful when deleting pages. There is no way to recover the pages after you have deleted them. If for some reason a page is deleted by accident submit a ticket to the helpdesk.

**IMPORTANT:** When you delete a web page, you MUST check any web pages within your website that may link to that web page to ensure that there are no broken links pointing to the deleted web page. For instance, if your website’s home page links to three other pages, and you delete one of the three pages, then you need to remove the link to that expired page from your home page. Otherwise, customers who visit your website may experience frustration when they click on the broken link and they get a broken link error (often referred to as a “404 Error”). Good customer service is extremely important when trying to attract visitors to your website. You do not want to have any broken links, if possible.

1. Login to Terminal Four and navigate to the page that you want to delete. Make sure you use the Site Structure navigation on the left side of the screen. This will assist in finding the correct page.
2. After you have selected the page. Double check that it is the page highlighted in the site structure window on the left. Then press Delete Section.
3. You will be prompted with a warning asking if you want to delete the page. If you are sure then press ok.
4. When the page refreshes the page that was deleted will be highlighted with red. The section will be visible for the remainder of the day.