**Editing A Webpage**

1. The first step to editing a page is to navigate to it, the same way you would as if you were going to simply view the webpage, and log in to the Terminal 4 Direct Edit view.

2. To modify or add content to the page, mouse over content that you want to edit and then click on the “Modify” button.

3. You can now edit the content of the webpage. The name field determines the name of the content in Terminal 4, the title field determines the title at the top of the page (and what is in the tab of the browser, shows up in a search, and default for bookmark/favorite), and the body content is what follows after, usually containing the bulk of the information on the site.
4. To edit the body content on the page, click inside the body field (or toggle to full screen mode first by clicking on the blue square), and make any changes that you wish including adding text, photos, tables, and other objects.

5. After you have finished editing the page content you can either save the changes for later revision before uploading by clicking “Save as Draft” or click the “Update” button to add the new body content to the site to await approval.
   
   a. Please note that you will still have to approve the content if you press “Update” button. Pressing “Update” only puts the content into a pending state.

6. To approve the changed content, mouse over content that you want to approve changes to and select the “Approve” option.