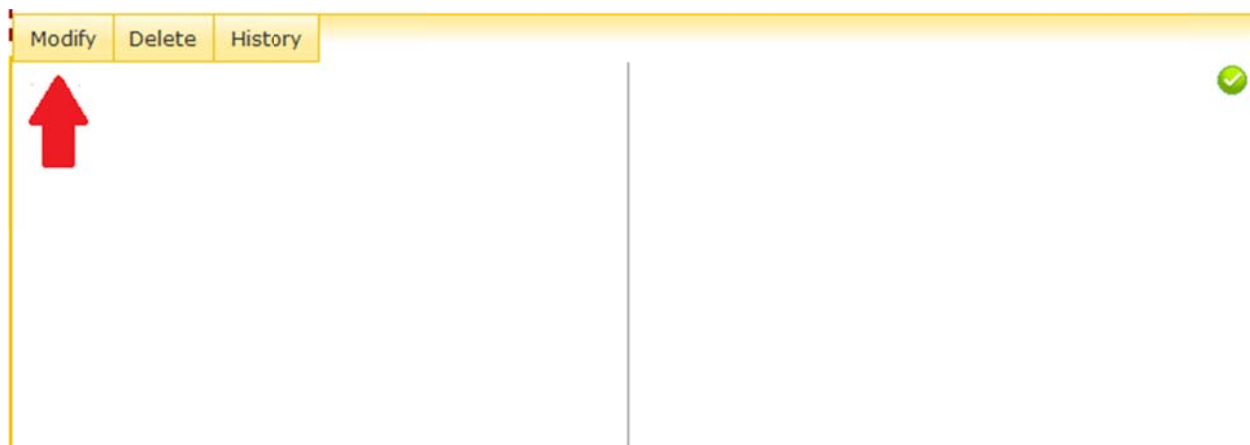


Editing A Webpage

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.



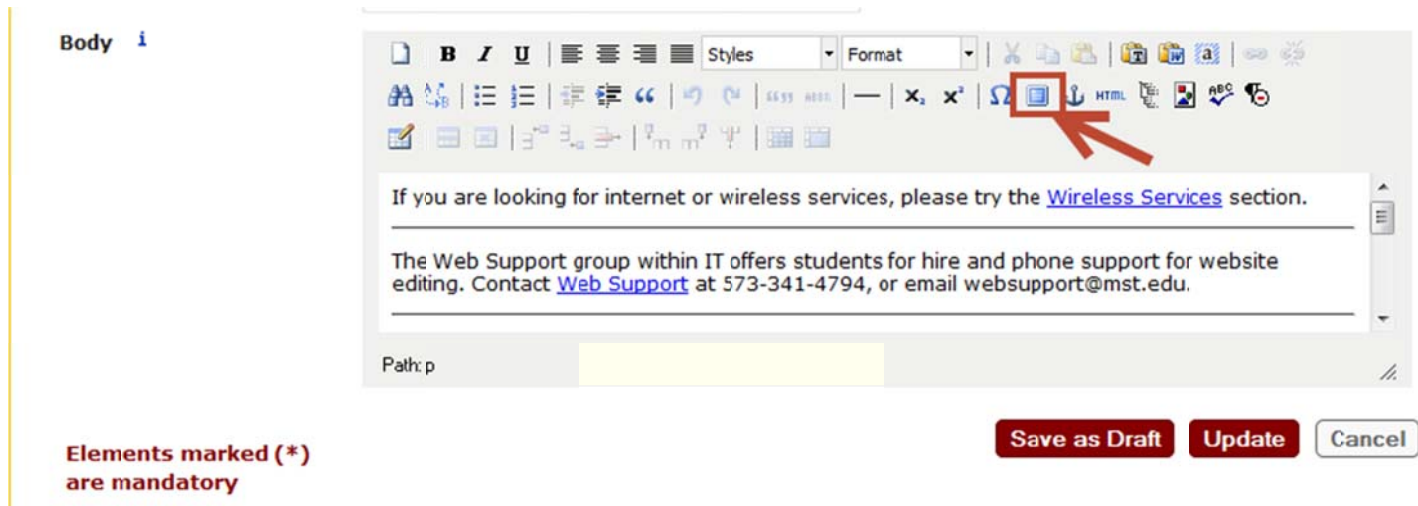
3. You can now edit the content of the webpage. The name field determines the name of the content in Terminal 4, the title field determines the title at the top of the page (and what is in the tab of the browser, shows up in a search, and default for bookmark/favorite), and the body content is what follows after, usually containing the bulk of the information on the site.

A screenshot of the "Modify Content" form. The form has a title "Modify Content" and three buttons: "Save as Draft", "Update", and "Cancel". Below the title, there are two tabs: "Content" and "Options". The "Content" tab is selected. The form contains the following fields:

- Content Template: Body Content
- Name (i) (*): News and Events
- Title (i):
- Body (i): A rich text editor with a toolbar and a text area containing the word "Events".

At the bottom of the form, there is a path indicator "Path: table" and a legend "Elements marked (*) are mandatory". There are also "Save as Draft", "Update", and "Cancel" buttons at the bottom right.

- 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.



The screenshot shows a web editor interface. On the left, there is a vertical yellow bar with the text "Body i". The main editing area contains two paragraphs of text. The first paragraph reads: "If you are looking for internet or wireless services, please try the [Wireless Services](#) section." The second paragraph reads: "The Web Support group within IT offers students for hire and phone support for website editing. Contact [Web Support](#) at 573-341-4794, or email websupport@mst.edu." Below the text is a "Path: p" field. At the bottom right, there are three buttons: "Save as Draft", "Update", and "Cancel". A red box highlights a blue square icon in the toolbar, with a red arrow pointing to it.

Elements marked (*) are mandatory

Save as Draft **Update** **Cancel**

- 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.
 - 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.
- To approve the changed content, mouse over content that you want to approve changes to and select the "Approve" option.



The screenshot shows a toolbar with four buttons: "Modify", "Delete", "History", and "Approve". The "Approve" button is highlighted with a red box, and a red arrow points to it from the right. A yellow question mark icon is visible in the bottom right corner of the toolbar area.