# Logging in to terminal 4 direct edit view

1. The first step to creating, editing, and adding content to a page is to go to the page you wish to edit, or the webpage that you wish to create a webpage under, the same way you would if you were going to view the webpage normally.

2. Scroll down to the bottom of the page and look at the footer (the content in grey with various bits of university information). Click on the link "Terminal Four".
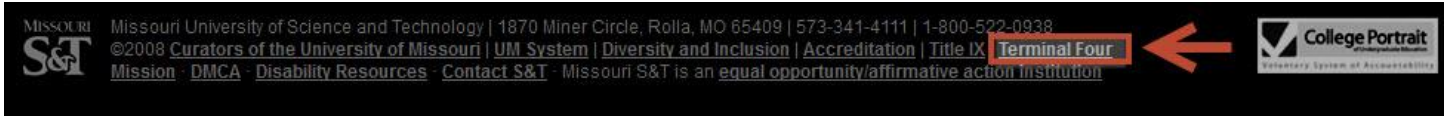
After you click the link you should be redirected to the Terminal 4 login page where you can login using your university credentials.

3. Once logged in you should be greeted by a page similar to this. The webpage you originally navigated to, below the terminal 4 direct edit menu.

Now you are ready to start editing and creating webpages.

Create a New Web Page:

1. To create a new web page, Log in to the Terminal 4 Direct Edit view

2. Once in the Direct Edit View, select the "Site Structure" button from the Terminal 4 banner and a dropdown menu should appear.
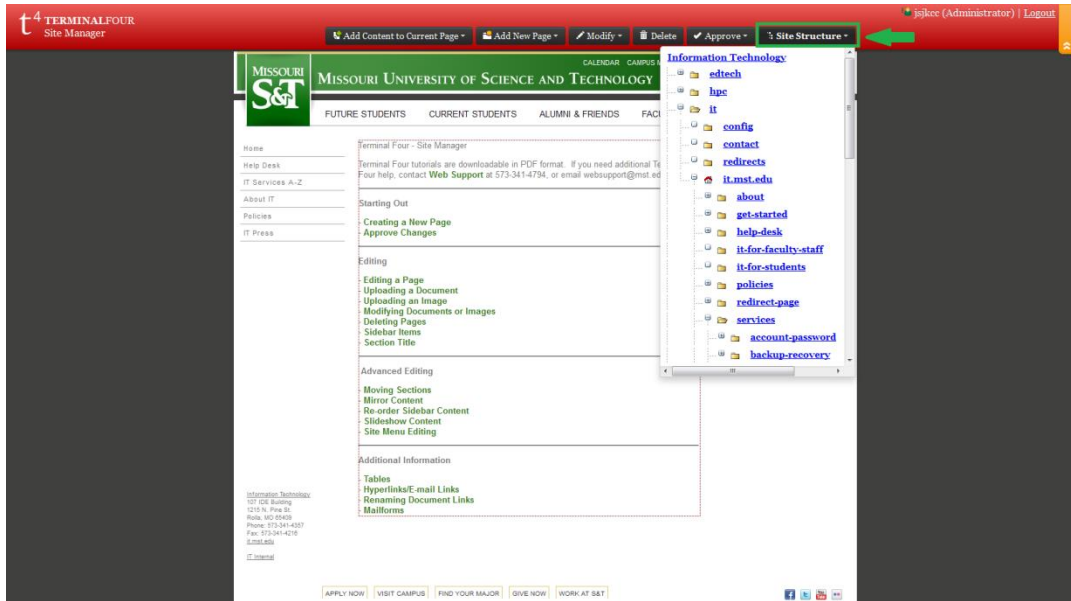
Navigate to the directory under which you wish the site to be (ex. Help-desk is under it.mst.edu)

3. Once on the site click on the "Add New Page" button in the terminal 4 banner.

4. When the option is given, type the name of the new page. Use all lower case letters and dashes ("-") to indicate a space. Everything else will be stripped from the name. e.g. "my-web-page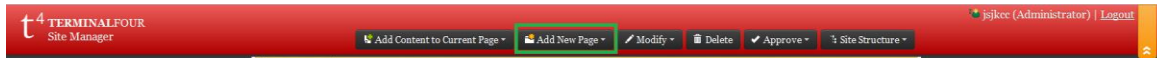". In the "Please enter a new page name" field enter the title you wish the page to have. The title is the name that will be displayed after the "Missouri S&T" in the top of the browser tab / window. This content is allowed to have uppercase letters and spaces. When you are finished, click "Add" and the page will be created.

5. The new page will be created but will contain no default body content. To add content to this new page, click on the "Add Content" button in the Terminal 4 banner located furthest to the left. Choose Body Content as the new content type.

6. For the title field enter the text that you would like to have as the title on the top of the page. The Body field is where the content for the page goes. When the title and body fields have been filled out, click Add.

7. When you are done making changes be sure to Approve Changes to make sure it updates on the actual site.
8. Next, you can create a Section Link from any of your other pages to this page. *Note: You cannot create the Section Link to your new page until you have Approved Content on your new page.*