Mirror Content:

There are situations where a piece of content is used in multiple different sections. Instead of making multiple copies of the content, one copy of the content can be mirrored to several sections. This will allow that content to be edited from one section to update the same content on all other sections. This is most commonly used for a sidebar that is used on multiple pages.

1. The first thing is to create a piece of content that you want to mirror.
2. Go into the full client by clicking on the Terminal 4 banner in the top left.
3. Mouse over the yellow square next to the section that has the content to be mirrored. Note: you may have to expand site structure to find section.
4. Click on “Modify Content” from the fly out.

5. Highlight the yellow square and click on the mirror option from the fly out.

6. The page will load back to the site structure. Click on the page you wish to mirror the content to. The content that is mirrored will have a red crosshair next to it. This is a good way to check if content is mirrored.