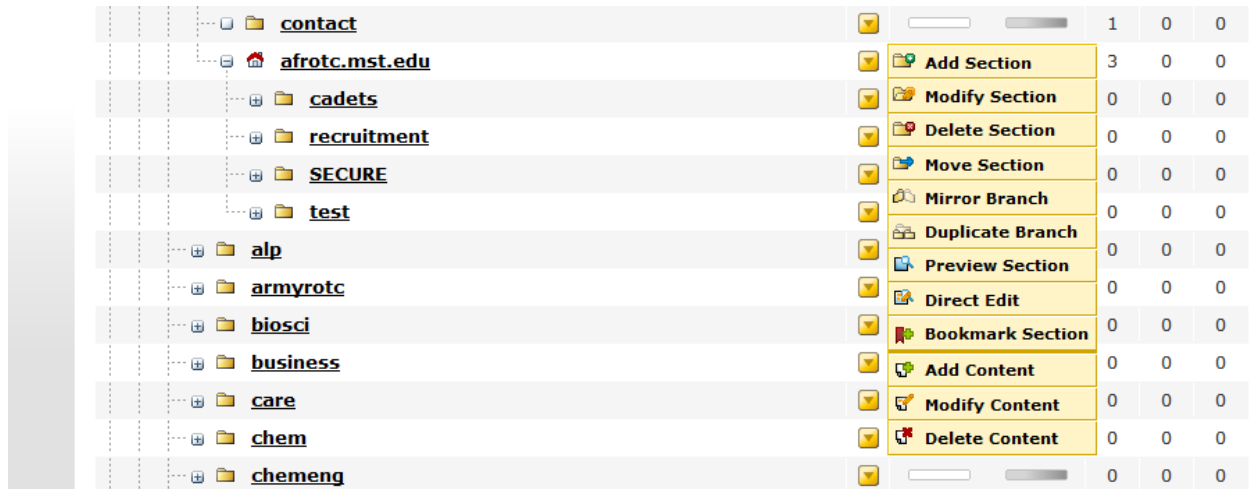


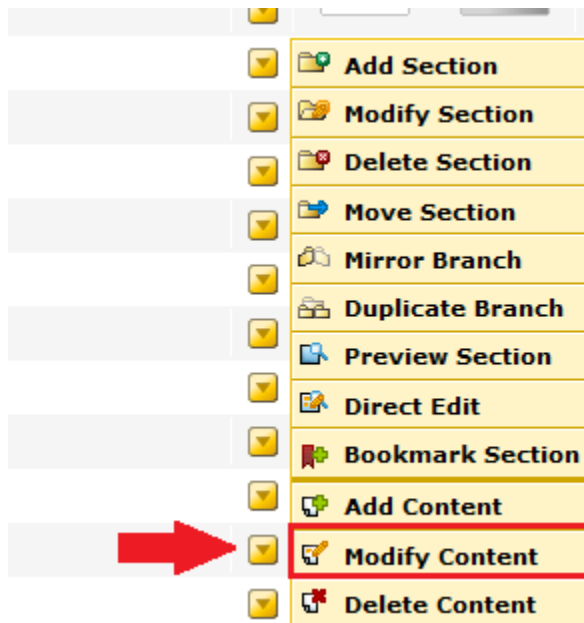
Reordering Content

There are several different reasons why one may need to reorder content. For example, if one would like to switch two sidebar elements with each other or possibly switch pieces of body content. One important thing to always keep in mind is that your body content must always come first before any other elements such as sidebars.

1. Log in to the Terminal 4 full client.
2. Mouse over the yellow square next to the section that has content to be reordered.



3. Click on “Modify Content” from the drop down menu.



4. To reorder content, simply use the move arrows highlighted in red. The two middle buttons will move the piece of content up or down by a single level. The two buttons on the outside will move the piece of content all the way to the top or all the way to the

bottom.

t4 TERMINALFOUR Site Manager

Content Rights & Roles Assets Tools Reports Help

Modify Section, Show Details

Section: Home » Sites » Academic » afrotc » afrotc.mst.edu

Site Structure

- Home
 - Templates
 - Sites
 - Content Repository
 - Web Root

General **Content** Styles Metadata Edit Rights More »

Content currently in this section.

Automatic Ordering

Enabled

Method: Alphabetical (A-Z)

Existing Content

Name	Version	Status	Last Modified	Move	Lock
<input type="checkbox"/> Main Body	15.0	<input type="checkbox"/> Approved	21 Oct '13 12:03:13	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/> Contact Us	1.0	<input type="checkbox"/> Approved	17 Feb '12 11:28:07	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/> Additional Websites	1.0	<input type="checkbox"/> Approved	17 Feb '12 11:28:07	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/> Select All					Lock/UnLock All <input type="checkbox"/>

Save Changes

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5. When you're finished organizing the content, click the "Save Changes" button.

The screenshot shows the TERMINALFOUR Site Manager interface. The main window is titled "Modify Section, Show Details" and shows the breadcrumb "Section: Home » Sites » Academic » afrotc » afrotc.mst.edu". The "Content" tab is selected, and the "Existing Content" table is visible. A red arrow points to the "Save Changes" button at the bottom right of the content area.

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