Complete Terminal 4 v7.4 Instructions.

Index

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Logging In To Direct Edit</td>
<td>2</td>
</tr>
<tr>
<td>Creating a New Page</td>
<td>4</td>
</tr>
<tr>
<td>Approve Changes</td>
<td>6</td>
</tr>
<tr>
<td>Editing a Page</td>
<td>8</td>
</tr>
<tr>
<td>Uploading Documents or Images</td>
<td>9</td>
</tr>
<tr>
<td>Modifying Documents or Images</td>
<td>11</td>
</tr>
<tr>
<td>Deleting Pages</td>
<td>19</td>
</tr>
<tr>
<td>Hyperlinks</td>
<td>23</td>
</tr>
<tr>
<td>Sidebars</td>
<td>24</td>
</tr>
<tr>
<td>Section Title</td>
<td>28</td>
</tr>
<tr>
<td>Tables</td>
<td>30</td>
</tr>
<tr>
<td>Navigating Full Client</td>
<td>30</td>
</tr>
<tr>
<td>Moving Sections</td>
<td>36</td>
</tr>
<tr>
<td>Mirror Content</td>
<td>37</td>
</tr>
<tr>
<td>Re-Order Content</td>
<td>39</td>
</tr>
<tr>
<td>Slideshow</td>
<td>42</td>
</tr>
<tr>
<td>Site Menu</td>
<td>44</td>
</tr>
</tbody>
</table>
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.

   ![Terminal 4 Direct Edit View](image)

   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.

   ![Add New Page button](image)
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.

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.

---

**Approving Changes:**

Changes can be made to pages and saved before it goes to the live web site. This enables users to review changes and edit them before the updated content is published. Terminal For has a pending state and an approved stage. The content is automatically set to pending after any changes have been made.

1. To approve content, mouse over the content box that you want to approve.
2. You will see four boxes: Modify, Delete, History, and Approved. Mouse over the approved and click on Approved form the drop down.
3. You will be asked if you are sure you want to approve the content. If you are sure, click the "Approve" button.
4. Keep in mind that sometimes it may take between 15 to 30 minutes for changes to occur on the live site.

**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.

Uploading or Adding a Document / Photo to a Page

1. The first step to uploading a document/photo is to login to the Terminal 4 direct edit view within the site you wish to upload the document/photo to.

2. To upload a document/photo, first hover your mouse over the page content and select the “modify” option as if you were going to edit the content on the page.

3. In the group of buttons above the body content field to the far right you will see a button that looks like a white square with a red square, a green circle and a blue triangle in it.

Upon hovering your mouse over it you should see the words “insert media”.
4. Click the "insert media button" button and it should open a window that looks like this.
5. From the insert media window navigate into the department folder where you would like to store the document/photo, preferably under the same department directory as the site that it will be added to under the folder titled “documents/images” if there is one. Then you will want to click the “Add Media” button at the top of the window near the “Browse” tab.

If you are seeking to add a document/photo that already exists in a directory, navigate through the directories to the left until you find the proper location and skip to step 7.

6. After clicking the “Add Media” Button a window like the one below should appear. From this window, name your document/photo something distinct that will be able to find for future use and you have the option of adding a description and keywords to make it easier to find the document/photo amongst others later on.
7. Finally click the browse button under the media section and select the document that you would like to upload. When you’re finished, click the “Add” button.
8. Once you’ve added the document/photo, locate it in the list of media under the directory you placed it and click on its name under the “Media Name” column. Once you click on the document/photo name you should be greeted by a window similar to this.
9. (for photos) In the event that your photo is too large to fit on the page or if you just simply wish to alter the size, from the window below, click the “Add Variant” button.
10. From this window you can crop (cut off sides from a photo to change its size or remove unwanted photo elements) and or resize the image as you like (the average image size is no more than 500x500 so if you image exceeds that reduce the largest margin to 500 and the other margin will size itself accordingly, Ex. 3000x400 scales to 500x67). When you are done modifying the photo, give a name to the “Variant Name” section like “<filename> scaled” or something to indicate it as the version you wish to use then click save and then update.

Click on the “select” button and a link to the document will appear in the body content field.
11. Once you’ve completed the updated steps, re-select the picture form the list and you will now have a window like this with an original version and the variant. Click the bubble for the variant that you created and click select and now the photo in your body content will be the scaled/re-sized image you created.

12. For documents) If you want to create your own text that links to the document, you can select the hyperlink from the body content section and click on the “insert/edit link” button to pull up the URL to the documents location from which you can create your own hyperlink. See <hyperlinks doc> for how to create your own hyperlinks.
Modify/Replace a Document or Image

Before uploading any image or document, you always need to make sure the file is in its final draft. This will save you the effort of having to make minor tweaks later and upload the file all over again.

1. To update a file that has already been uploaded into Terminal 4, navigate to the page where the file is located and log in to the terminal 4 direct edit view.
2. Once in direct edit view, hover your mouse over the page content and select the “modify” option as if you were going to edit the content on the page.

3. In the group of buttons above the body content field to the far right you will see a button that looks like a white square with a red square, a green circle and a blue triangle in it.

(If you hover your mouse over it you should see the words “Insert Media”.)
4. Click the “Insert Media” button and it should open a window that looks like this.
5. From the insert media window navigate into the department folder where the original document or photo can be found. Most departments have “documents” and an “images” folder where files can be found.
6. To modify a document or photo, click on its name in the list and you will see the following window.

Click on the modify button.
7. You will then be greeted by the window below. Select browse under the “Media” section and select the updated version of the file you are trying to update.

Click either of the update buttons and you’re done.

Deleting a page

*It is possible to remove a page from the website. Be careful when deleting pages. Pages will remain in red until our overnight process runs. There is no way to recover the pages after the overnight process has completed.*

**Important:** When you delete a web page, you MUST check any web pages within your web site that may link to that web page to ensure that there are no broken links pointing to the deleted web page. For instance, if your web site’s home page links to three other pages, and you delete one of the three pages, then you need to remove the link to that expired page from your home page. Otherwise, customers who visit your web site may experience frustration when they click on the broken link and they get a broken link error (often referred to as a “404 Error”).

1. To delete a page, navigate to the page you wish to delete and log in to terminal 4’s direct edit view.
2. Once logged in make sure that the page you are on is the one you intend to delete. Once you are sure you have the site selected click the “Delete” button in the Terminal 4 banner.
3. Once you click the “delete” button you will see this prompt, asking if you are sure if you want to delete the page.

![Delete confirmation dialog]

Click OK to delete the page.

4. When the page refreshes the page that was deleted will be highlighted with in red. The section will be visible for the remainder of the day but should be gone by the following day.

### Hyperlinks/Email Links

Before we show you how to insert a hyperlink, you should first be aware that there are three basic types of hyperlinks generally used on web pages.

- **External Hyperlink** – An external hyperlink is used to link to any page that is not within your department. These types of links should be used for linking to other departments and to other sites.
- **Internal Hyperlink** – Internal hyperlinks are used to link to pages within your department. The internal linking tool allows the system to keep track of the links and will help prevent broken links.
- **Anchor Hyperlink** – An anchor hyperlink, in terms of Terminal Four, allows you to link from one location on a web page directly to another location on that same web page. This allows you to create web pages with a lot of content that users can access quickly. A great example of this is an FAQ page. The questions might have anchor links to their answers and when clicked, the web page will automatically move down to that section of the webpage.

1. To insert a hyperlink to a site, first login to Terminal Four’s direct edit view on the site on which you would like to add a hyperlink/Email link.
2. Once logged in, hover your mouse over the body content which you wish to add a hyperlink to and click “Modify”.
3. Now, within the body content, highlight the text with which you wish to make into a hyperlink, and click on either the “Insert/edit Link” option, the “Insert section link” option, or the “Insert/edit Anchor link” option.

   a. Insert/Edit Link option (furthest to the right) – when you click the insert/edit link button you will be greeted by this window. Enter the URL (web address) for the link you want to create and click “Insert”.

     i. For an Email/Mailto link, enter an email address in the “Link URL” section and you will receive a box like this. Click “OK”
b. Inserting a Section Link (center most link) – When you click the insert section link button you will see this window. Select the site that is already created within terminal 4 and it will create a link to that site.

![TERMINALFOUR Site Manager - Choose a Section to Link](image)

b. Inserting a Section Link (center most link) – When you click the insert section link button you will see this window. Select the site that is already created within terminal 4 and it will create a link to that site.

c. Insert/edit Anchor Link (furthest to the right) - when you click the insert/edit Anchor link button you will see this window. Give a meaningful name to the Anchor and click insert. You will notice a little Anchor symbol next to the phrase you linked.

![Insert/edit anchor](image)

c. Insert/edit Anchor Link (furthest to the right) - when you click the insert/edit Anchor link button you will see this window. Give a meaningful name to the Anchor and click insert. You will notice a little Anchor symbol next to the phrase you linked.

Now we will create the text that users will click in order to jump to the “anchor” that we have created. Highlight the text you wish to transform into a link and click the “insert/edit
link” button, instead of entering a URL simply click the drop down arrow under the “Anchors” section and select the anchor you wish to use and click insert.

Adding/Editing Sidebar Items

1. To add or edit sidebar items you first need to navigate to the page you wish to edit and log in to the Terminal 4 direct edit view.

2. Once logged in to the editor, select the “Add Content to Current Page” option from the Terminal 4 banner.

3. Select “Sidebar” from the dropdown box that will appear as pictured below.
4. Fill in the fields for the name of the sidebar, the title text for the sidebar (optional), and the body content.

You can also choose a border type and background color. For the border type the options are grey, gold, and none. For the background color the options are grey, gold, and white.

When you are finished, click the “Add” button.
Creating/Editing a Section Title

The section title is the text you see in the tabs of your browser that represents the name of the page and also browsers use it as the default text when you bookmark a page. Search engines also use it for the link name when they display a search and the proper use of a section title in general makes your page easier to find and identify on the web.

1. To add or edit a section title, the first thing you need to do is to log in to Terminal 4’s direct edit view.
2. After logging in, select the “Modify” button and a dropdown menu should appear.
3. Type in the text you wish to have as the section title under the section labeled “Please enter a page title and click update.”
Creating a table

1. Log in to the terminal 4 direct edit view.
2. Hover your mouse over the body content and select “Modify”

3. To create a table, click the insert table button in the body editor.

A new window will pop up with the general properties for the table. Here you can set how many rows and columns the table has.

- **Cellpadding** – to allow space between the content and the cell borders.
- **Cellspsacing** – to create space between the cells.
- **Alignment** – aligns text in cells to either center, left, or right (default is center).
- **Border** – sets the thickness of the black line that surrounds the cells and table.
- **Table caption** – add text above table for description.
- **First row/column header** – shades the cells and makes the text bold.
After you complete all the settings you would like to change, click insert. You can always view and modify these settings by right clicking inside the table and click on table properties.

The table will appear where the cursor was. There will be some new buttons that can now be used to modify the table.

1. Insert another table
2. Modify row properties
3. Modify cell properties
4. Insert a row before cursor position
5. Insert a row cursor position
6. Delete the row of the cursor position
7. Insert a column before cursor position
8. Insert a column after cursor position
9. Delete the column of cursor position
10. Split any merged cells in selected area
11. Merge selected cells

**Modify Row Properties:**
To view and modify row or cell properties click on the appropriate button (#2 in from previous picture)

- **Alignment** - This option allows you to align the content of all the cells in that row to left, center, or right.
- **Vertical Alignment** – This option allows you to align the content in the rows top, center, or bottom.
- **Height** – The height field allows the row to have a fixed height instead of the contents height.
- **Choose from the drop down menu above Update button the rows to update**
  - Update Current Row
  - Update Odd Rows in Table
  - Update Even Rows in Table
  - Update All Rows in Table
Modify Cell Properties:

- **Alignment**: This option allows you to align the content of all the cells in that row to left, center, or right.
- **Cell Type**: Data is the normal cell type. The header option shades the cell and makes the text bold.
- **Vertical Alignment**: This option allows you to align the content in the rows top, center, or bottom.
- **Width**: The width field allows the cell to have a fixed width instead of the contents width. Note that a cell's width will expand all other cells in the same column if it has the greatest width.
- **Height**: The height field allows the row to have a fixed height instead of the contents height.
- **Choose from the drop down menu above Update button the cells to update**
  - Update Current Cell
  - Update All Cells in Row
  - Update all cells in column
  - Update All Cells in Table
Navigating the Full Client

Create a new webpage through the site manager.

1. Log in to the Terminal 4 site manager at [https://tsmapp.mst.edu/terminalfour/SiteManager](https://tsmapp.mst.edu/terminalfour/SiteManager) which will greet you with this page

or by clicking the Terminal 4 banner in the top left corner from the direct edit view on a page.

2. Once logged in you should see a page like this.

From here you’ll want to navigate to the Directory in which you wish to add, modify or remove content.
3. Navigate deeper into the directories by clicking the [+] to the left of every site until you find the directory under which you would like to make your edits.

4. Once the desired directory has been located, mouse over the yellow arrow to the right of the directory to view the options available for the site or section.
Moving sections

Terminal 4 Site Manager allows for the sections to be re-ordered without the need of re-creating pages. Moving sections also allows better organization by placing sections under other sections similar to a folder hierarchy.

1. Log in the Terminal 4 direct edit view of the website that you wish to modify the location.
2. In the Site Structure menu of the Terminal 4 banner, click and hold the section that you intend to move.
3. Drag the section up or down until you find the directory you want to place the section under.
4. A message box will pop up asking “Are you sure you want to move section?” Click OK.

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

![Terminal 4 client interface](image)
3. Click on “Modify Content” from the drop down menu.

4. Highlight the yellow square again on this new page and click on the “mirror” option from the dropdown menu.
5. This will return you to the client page with the list of sites, click on the name of the site on which you wish the content to be mirrored and you will see this confirmation message at the top of the page.

![Content Mirrored]

**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
5. When you’re finished organizing the content, click the “Save Changes” button.
Slideshow Content

*Image slideshows can only be created by Web Support.* To request a slideshow, submit a ticket with the request to Web Support. However, after slideshows have been created, regular users can edit which images appear in the slideshow. The instructions for doing this are provided below.

1. Login to the Terminal 4 direct edit view.
2. Mouse over the slide show and select the “Modify” option.

3. To add an image, click on the “Insert Media” button above the body content.

4. Navigate through the media library until you find the photo you wish to add to the slideshow (usually located within the department folder under the section titled “Images”). When you find the photo, click on its name and you will be greeted by a page similar to the one below. Click the select button.
If you wish to add an image not currently in the system uploading the photo first.

5. The image should now appear in the body content of the editor. Click update and the images should show in slideshow format on the page.
Site Menu

The ability to access and edit the site menu is determined by the Electronic Marketing Communications Team (Emarcomm). If a department does not have permissions to make changes to the site menu then a request must be made to Emarcomm for any changes. When Emarcomm approves a change Web Support will then make the changes. Follow the step below to make changes to the site menu.

1. To edit the site menu, first login to Terminal four’s direct edit view on the site which you wish to edit the site menu on <link >

2. Once logged in go to the Terminal 4 banner, click the "Site Structure" button, and navigate into the directory for the site you wish to edit and locate its folder titled "site_menu" and select it.
3. Once you’ve selected the site menu folder you should see a page similar to this.

Hover you mouse over the text and select the modify option
4. From this window you can edit the text found within the site menu.

5. The text in the site menu will look like a bulleted list, each level of indentation representing a level in the site menu. You are allowed to have 3 levels at most within your site menu (mouse over option one > sub options appear, mouse over sub options > more sub options appear). The level of each item is determined by the indentation, an indented item is listed under the nearest non-indented item (in the example above “Breakdown” is under “High School Students” so when you mouse over “High School Students”, “Breakdown” and the options below it will be listed).
Use the outdent and indent buttons to adjust the indenting of each item you add to the site menu.

6. One important thing of note, before submitting site menu content, **ALL SITE MENU OPTIONS MUST BE HYPERLINKS.** If your site menu has an item on it that is not hyperlinked to a pre-created page then the changes will be rejected until the site menu meets the requirements.
7. When you are done making changes be sure to Approve Changes to make sure it updates on the actual site.