



Train the Trainer Training

Terminalfour for trainers

All Rights Reserved. No part of this publication may be reproduced, stored in a retrieval system, or transmitted, in any form or in any means – by electronic, mechanical, photocopying, recording or otherwise – without prior written permission. All other marks are property of their respective owners.

Contact: training@terminalfour.com

Table of Contents

Table of Contents.....	2
Web content management.....	5
Training facilities.....	6
Room set-up.....	6
Number of attendees.....	6
Training location.....	6
Training objective.....	6
Dealing with participants' reactions.....	7
Pre-training check List.....	7
User roles.....	8
User rights.....	9
Who are you training?.....	10
Contributors and Moderators.....	10
Log in.....	11
✎ Make a note of your URL.....	11
🖱 How to log in.....	11
Download training material.....	12
How to download training materials.....	12
Set up a training area.....	13
🖱 How to set up a training area.....	13
Set up training Users and Groups.....	14
🖱 How to set up Users and Groups for training.....	14
.....	15
📍 Community access.....	15
📍 Authentication methods.....	15
🖱 How to set up Users and Groups for training.....	15
Edit rights.....	16
🖱 How to assign edit rights.....	16
Terminalfour interface.....	17
Site Structure.....	18
How to create Sections.....	18
Move and reorder Sections.....	20
🖱 How to move and reorder Sections.....	20
Bookmark Sections.....	21
🖱 How to Bookmark Sections.....	21
Add content.....	22
✎ Name of your generic Content Type.....	22
🖱 How to add content.....	22
Direct Edit – links.....	23

⌨ How to use Direct Edit	23
⌨ How to add links.....	24
Tables	25
⌨ How to create a table	25
History and Versions	26
⌨ How to modify content.....	26
Content Options.....	27
⌨ How to manage Content Options.....	27
📘 Content Options.....	27
Media Library – Training Area.....	28
📘 Media Library Overview.....	28
⌨ How to set up a Media Library training area	28
Media Library	29
⌨ How to add a Media Category	29
Uploading Images.....	30
⌨ How to upload images	30
Using Images	31
⌨ How to use an image.....	31
Image Variants	32
⌨ How to create variants of an image	32
Image attributes	33
⌨ How to set Media Attributes.....	33
PDF Documents.....	34
⌨ How to add PDF documents.....	34
Mirror and Duplicate	36
Approve content.....	37
📘 A note about Approving Content	37
How to Approve content	38
Content status color code	38
Workflow	39
📘 Assigning Workflows.....	39
⌨ How to set up a Workflow.....	39
Publish.....	41
How to Publish your website	41
Accessibility & SEO	42
⌨ How to run an Accessibility and SEO report	42
List of Content Types.....	43
Assign Content Types.....	44
⌨ How to assign Content Types	44
Assign a Page Layout	45
⌨ How to assign a page Layout	45
Delete Content after Training.....	46

 Deleting Content.....	46
 How to clean things up after training.....	46
Feedback survey.....	48

Web content management

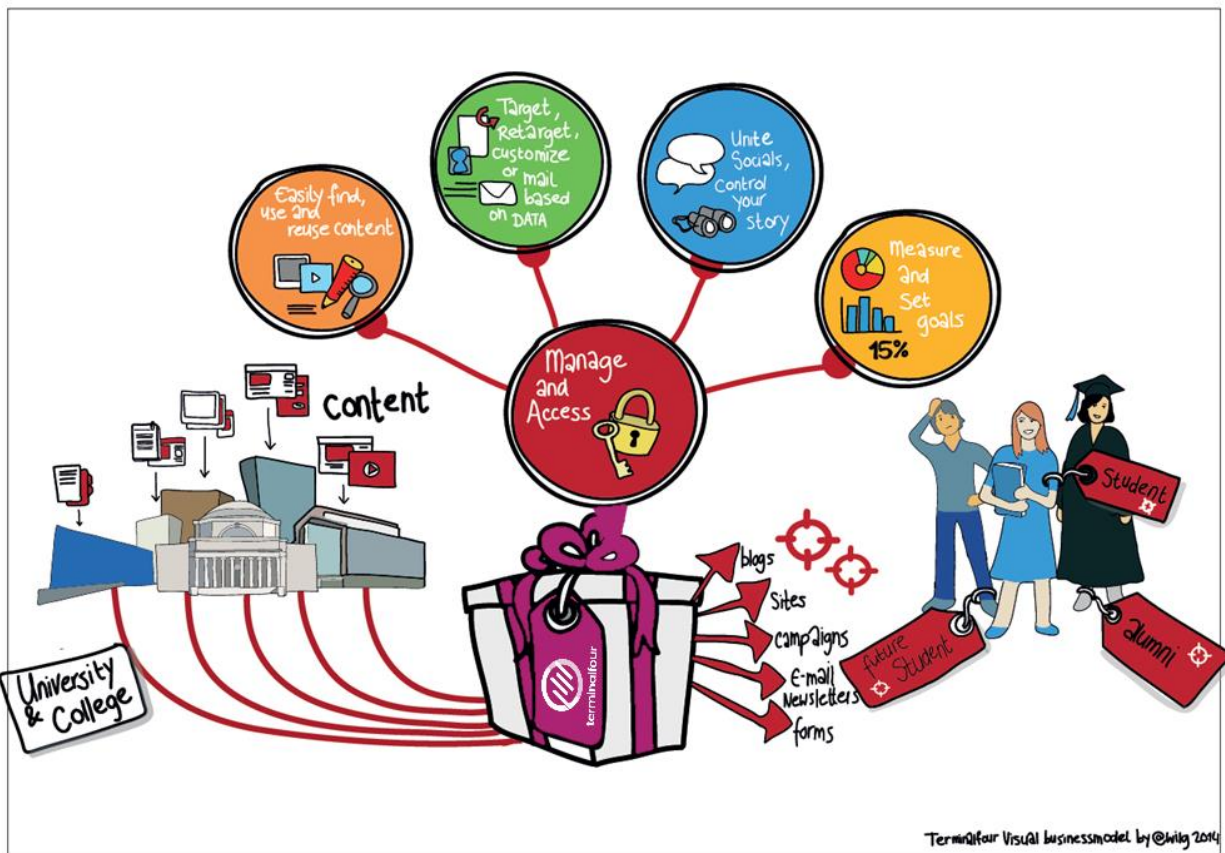
At a basic level, Terminalfour is used to build and maintain large amounts of digital content.

Users at various levels can be given permission to add and modify content. All content goes through an approval cycle, at which point dedicated "approvers" review the content. In some cases this may be the authors who wrote the content; in other cases a more complex workflow may be used to allow several people to review the content.

Once content has been approved, it is ready to "go live". This happens in the publishing process. Page layouts (header/footer) and content layouts are wrapped around the content to ensure the content is displayed correctly.

One piece of content may be published to various channels. These are simply output mechanisms, like websites, mobile sites, paper publishing, etc. By applying the page layouts and content types, different displays can be achieved whilst still just producing one piece of content.

At the publishing stage, external data can also be incorporated. This could be information from a database, website or similar.



Training facilities

Room set-up

The arrangement of the tables, chairs, equipment and lighting can impact the way your training will be received. How is the room set up? Will everyone be able to see you without straining? Does the seating arrangement allow for interaction? Try to move around the room to maximize interaction with the audience.

- > Is the room large enough to accommodate the participants?
- > Is a screen, projector and flip chart or white board available?
- > Can all participants see the screen?
- > Do all participants have a computer with access to the internet and TERMINALFOUR?
- > Are the washroom facilities easily accessible?
- > Is there adequate heating, cooling and ventilation in the room?

Number of attendees

For training to be effective it is important to be able to afford individual attention to attendees as and when required. For this reason it is suggested that you consider limiting the maximum number of attendees to ten for this type of training.

Training location

Whether training should take place in-house or not can always be discussed. An advantage of in-house training is that participants do not have to travel. A disadvantage is that they have easy access to their work station and can be distracted by work and perhaps lose focus on the training.

Training objective

What will your audience expect to gain from the training? What is the purpose of the training?
Set out an agenda for the day and agree upon breaks and lunch times.

Description	
Inform	At the end of the training, the audience will have a greater understanding of how Terminalfour works and how it impacts their work
Persuade	At the end of the training, the audience will be familiar with the new Page Layouts and Content Types introduced and understand how to use them correctly.

Dealing with participants' reactions

The following suggestions are provided to assist facilitators when dealing with participants who may experience difficulties with the changes required by the introduction of new knowledge and responsibilities:

Reactions to change	Why?	What to do
Participants feel awkward, uncomfortable or even worried	They do not know what to expect	Give examples and provide as much information as possible.
Participants complain about what they have to give up	Change can involve letting go of responsibility	Mention benefits of the change!
Participants feel they alone are having difficulties	Change occurs on an individual basis, even if the change affects everyone	Provide support and let them know who can help further.
Some participants learn quickly, others do not	Not all people accept change straight away	Be non-judgmental and accepting. Let the informal leaders in the group lead.
Participants are negative and do not want change	People are concerned that they do not have the resources to do what is expected of them	Indicate sources of support, resources to call, reference material.
After the course, participants return to the 'status quo', to the way things were before	It is normal to revert to the way things were because it is known	Be there to support staff and check on how they are doing. Solicit questions and concerns.

Pre-training check List

Task	✓
Familiarize yourself with the material	
Identify and prepare slides you may want to use	
Identify, prepare and copy handouts	
Ensure you know your contact at the facility in case any problems arise	
Have extra paper and pens available for participants	
Terminalfour URL	
Terminalfour Login/password	
PC/Laptop for everyone	
Projector	
Flip chart and/or white board with pens	

User roles

There are 5 user roles in Terminalfour, which roles will you be training?

Meet the team below:



Visitor

Hi, I'm a student at the University and a member of the Library. There's a password controlled area of the library website which I have access to using my student authentication details. I can keep track of my library account from there.



Contributor

I work at the University Library. I don't update content very often, but when I do I like to use Direct-Edit as it's easy to update the content. I have a moderator check my work before it gets published.



Moderator

I also work at the Library. Content that Carla and other Contributors create comes to me and I decide what gets published. I have permission to add new pages to the website when needed.



Power User

I oversee the Library website. I can add content, but my main duties are to look after the look and feel of the Library site, I can change the page layouts and create new content types for the Contributors and Moderators to use.



Administrator

I oversee all of the Websites here at the University. My duties are similar to Power Users but I get to oversee all the websites and have access to all areas within Terminalfour.

User rights

The default rights of each user type are detailed below

Some rights and roles are customizable by going to:

 [Administration](#) > [User Rights & Roles](#) > [Role Customization](#)

Action	Contributor	Moderator	Power User	Administrator
Add/Modify/Delete Content	✓	✓	✓	✓
Manage Site Structure		✓	✓	✓
Approve/Reject Content		✓	✓	✓
Modify User Profile		✓	✓	✓
Purge Content	✓		✓	✓
Manage Users			✓	✓
Manage Groups			✓	✓
Assign Rights to Contributors		✓	✓	✓
Assign Rights to Moderators			✓	✓
Assign Rights to Groups			✓	✓
Manage Channels			✓	✓
Manage Page Layouts			✓	✓
Manage Content Types			✓	✓
Manage Navigation Objects			✓	✓
Manage Languages			✓	✓
Manage Workflows			✓	✓
View Audit/Error Reports				✓
Configure Terminalfour				✓
Publish Content		✓	✓	✓

Who are you training?

There are 5 different user roles in Terminalfour; this training assumes that you will be training Contributors and Moderators

Contributors and Moderators

At the end of this training course you will be able to train both Contributors and Moderators. It is important to know the roles of each of these user types, as this will guide the content that is covered in your training session.

Task	Contributor	Moderator
Add content	✓	✓
Modify content	✓	✓
Delete content	✓	✓
Add files to the media library	✓	✓
Add pages		✓
Modify pages		✓
Delete pages		✓
Approve content		✓
Publish content		✓
Assign rights to contributors		✓

- > Tailor your training sessions based on the needs of your audience.
- > If possible train Contributors and Moderators separately.
- > Invite your trainees to bring examples of content along to the training session.

Log in

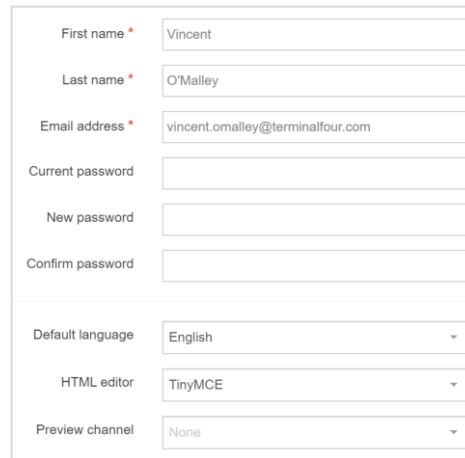
When a new User is created, they are assigned a unique username and password within Terminalfour. Single sign-on through directory services such as LDAP, SAML, Kerberos and CAS is also supported.

How will your colleagues log in to Terminalfour?

- > Log in to Terminalfour.
- > Open your user profile by clicking on Welcome in the black bar at the top right
- > To modify the profile, click **Profile**.



The login form features the Terminalfour logo and tagline 'DIGITAL ENGAGEMENT & WEB CONTENT PLATFORM'. It includes two input fields: 'Username' and 'Password'. A prominent purple 'Login' button is located at the bottom of the form.



The user profile form contains several fields: 'First name' (Vincent), 'Last name' (O'Malley), 'Email address' (vincent.omalley@terminalfour.com), 'Current password', 'New password', and 'Confirm password'. Below these are three dropdown menus: 'Default language' (English), 'HTML editor' (TinyMCE), and 'Preview channel' (None).

Make a note of your URL

How to log in

1. Open a web browser and navigate to your Terminalfour installation.
2. Enter your username and password; then click **Log in**.
3. TERMINALFOUR opens. Click on your username in the top right corner to open your user profile:
 - a. You can change your **Password**.
 - b. If more than one **Language** is available, you can change the language. This will change the language of the site you work on when you log in.
 - c. You can select your preferred **User Interface Language**. This is used to set the interface language of TERMINALFOUR; menu items, site structure and user options.
 - d. You can update your **Email Address**; this is used for notifications sent from TERMINALFOUR.
 - e. If more than one **HTML Editor** is available, you can change editor. The default is TinyMCE.
 - f. If more than one **Preview Channel** is available, you can set a default channel. This is used when you preview your content to see how it will look on the live site.

Download training material


Training material for this course can be downloaded from the Training area of the Terminalfour Community.

Terminalfour Community is your source of all information about Terminalfour.

Being part of the Terminalfour Community gives you with access to all training material, documentation about the product, and the T4 discussion forum.




How to download training materials

1. To access the community area, click the Terminalfour Community icon  located towards the top right of the interface.
2. A new tab opens up, if this is your first time accessing the community area you will need to agree to the terms of use. Check the box to agree to the terms and click Access community.
3. Your trainer will show you where to download the materials required for this course.

Set up a training area

- > It is recommended that you set up a training environment instead of using the live site for training. This can be done within the existing installation of Terminalfour and can use the same Content Types and Page Layouts to make it as realistic as possible.
- > Remember to give your Training Site a “Pending” status so that it won’t be published on your live site.



Item	🌐 N/A	♿ N/A	2	1	0	Actions
University of TERMINALFOUR	N/A	N/A	2	1	0	Actions
Writing for the Web	N/A	N/A	1	2	1	Actions
Style Guide	N/A	N/A	1	0	0	Actions
News & Events	N/A	N/A	1	0	0	Actions
News	N/A	N/A	2	0	0	Actions
Events	N/A	N/A	0	1	0	Actions
Site Map	N/A	N/A	1	0	0	Actions
Training	N/A	N/A	0	0	0	Actions

Create a training area within your site structure

How to set up a training area

1. If desired, you can set up a new channel for training and build the Site Structure within that.
2. Alternatively, within the site you want to use, create a new section for training and ensure it has a **Pending** status. This will ensure that it does not publish at any point.
3. Assign Page Layouts and Content Types to the training section based on what you want the trainees to use.
4. Set up users/groups and give them edit rights to the Training area of the Site Structure.

Set up training Users and Groups

- > To be able to control what users will access for training, it is a good idea to set up a training group and some training user ID; alternatively, you may wish attendees to use their own accounts. If Content Types are global, the users will still be able to use those. Otherwise you will need to share the Content Types with your Training group.
- > The steps below explain how to create a new user in TERMINALFOUR.

Group information

Name *

Description

Email address

Default preview channel

Group inheritance Trainer

Group members

Filter:


Display records Filter:

Username ^	Name ↕	User type ↕	Options
t_edwards	Tracie Edwards	Moderator	<input checked="" type="checkbox"/> Remove
v_omalley	Vincent O'Malley	Moderator	<input checked="" type="checkbox"/> Remove

Showing 1 to 2 of 2 entries < 1 >

How to set up Users and Groups for training

The following steps will need to be completed by an Administrator user.

1. Go to  **Administration** > **User rights & roles** > **User management**
2. Click **Add new user** and fill in the relevant information:
 - a. **First name**: enter the user's first name.
 - b. **Last name**: enter the user's last name.
 - c. **Username**: enter a username.
 - d. **Password**: enter a password of a minimum six characters.
 - e. **Confirm password**: confirm the password by entering it again here.
 - f. **Email address**: enter the user's email address. This is used for alerts and notifications.
 - g. **User type**: sets the user level. This restricts access to parts of Terminalfour based on the user level
 - h. **TERMINALFOUR user interface language**: select the language you wish to use for the interface.
 - i. **Default language**: sets the language for the Terminalfour user interface
 - j. **HTML editor**: select the editor you wish to use for HTML elements. Depending on your set-up, several may be available.
 - k. **Preview channel**: select a channel the user works within, if possible.
If no default Channel is set at all, the user is prompted to select the desired Channel whenever previewing content.

Community access

Community access ▾

Assign access to the TERMINALFOUR community pages

T4 community Administrator access ▾

T4 community:

Select End User access or Administrator access if you wish for the user to have access to the TERMINALFOUR Community.

End User access gives restricted access.

Authentication methods


Authentication methods ▾

Configure authentication methods available for this user

Name	Status	Identifier
Local	<input type="checkbox"/>	<input type="text"/>
LDAP	<input type="checkbox"/>	<input type="text"/>
Kerberos	<input type="checkbox"/>	<input type="text"/>
SAML	<input type="checkbox"/>	<input type="text"/>
CAS	<input type="checkbox"/>	<input type="text"/>

Configure authentication methods available for this user:

If your users are managed externally you can configure the relevant authentication method here.

 More information can be found in the Terminalfour Community.

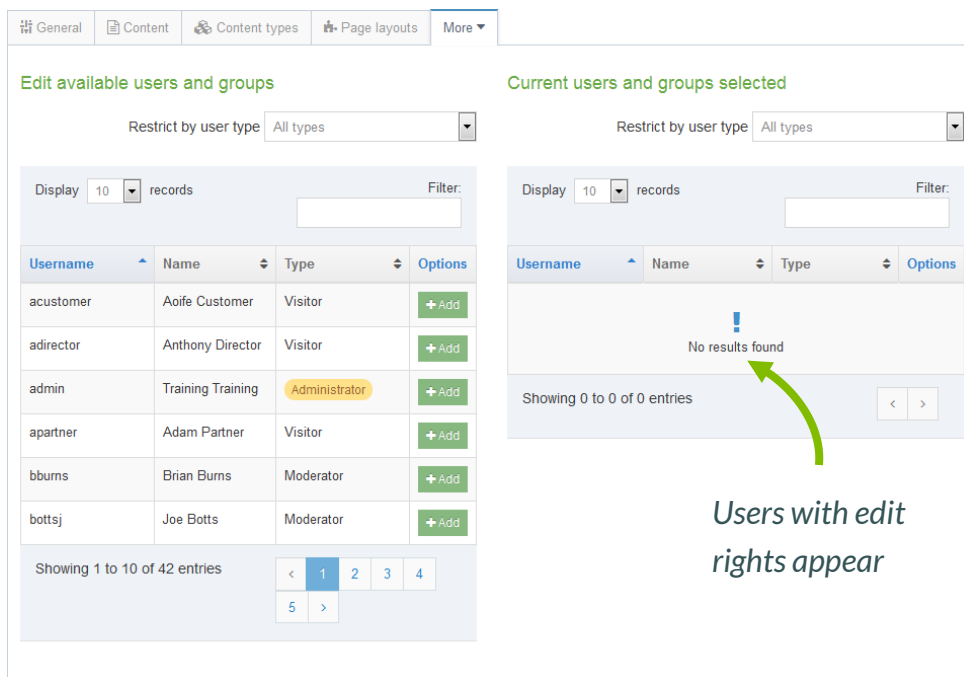
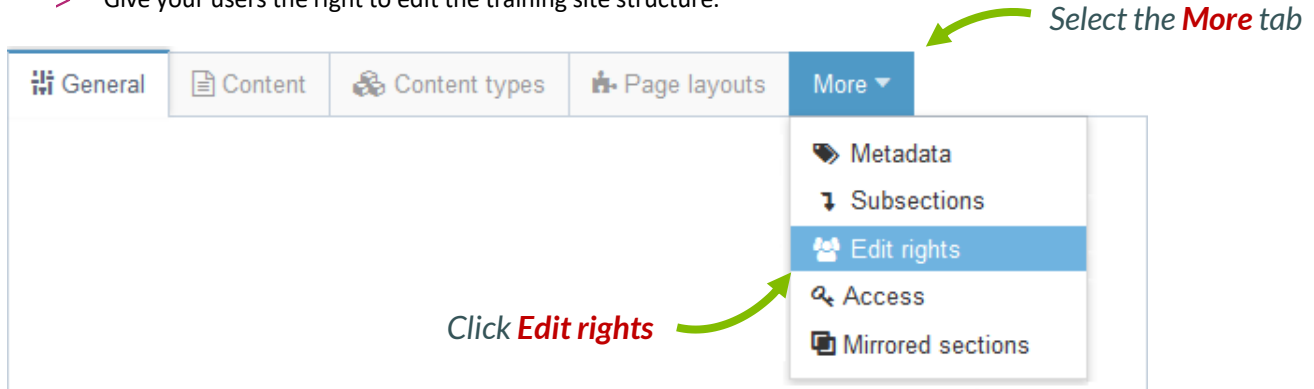
How to set up Users and Groups for training

3. Click [Save changes](#) to save the details.
4. The user has now been created and can log in. The user needs to be assigned to the relevant part of the Site Structure, i.e. the **Training** section created earlier.

Edit rights

Administrator users by default have edit rights to the entire site structure. All other user types need to be given their edit rights.

- > Give your users the right to edit the training site structure.

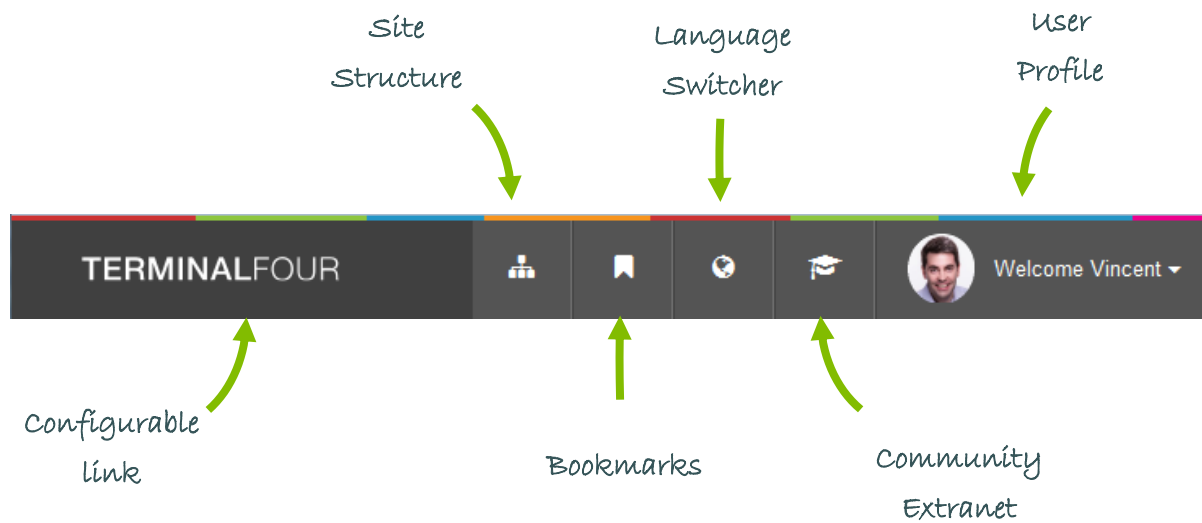



How to assign edit rights


1. To give a user or group edit rights, go to the Site structure and click on the relevant section.
2. Expand the **More** tab and click **Edit rights** as displayed above.
3. Use the **Filter** to find the relevant users or groups.
4. Click **+Add** beside the users you want to give access to the Section.
5. Click **Save changes**.


Terminalfour interface

- > The TERMINALFOUR interface has been designed to be fully responsive, which means it can be used on a desktop, laptop, tablet, and/or mobile device.
- > Familiarize yourself with the interface.
- > The interface for Contributors and Moderators will be different. It is suggested that you deliver training to Contributors and Moderators separately.



 Content ▼
... Create content
... Edit content
... Delete content
... Approve content
... Media library

 Measure ▼
... Performance dashboards ▼
... Quality control ▼

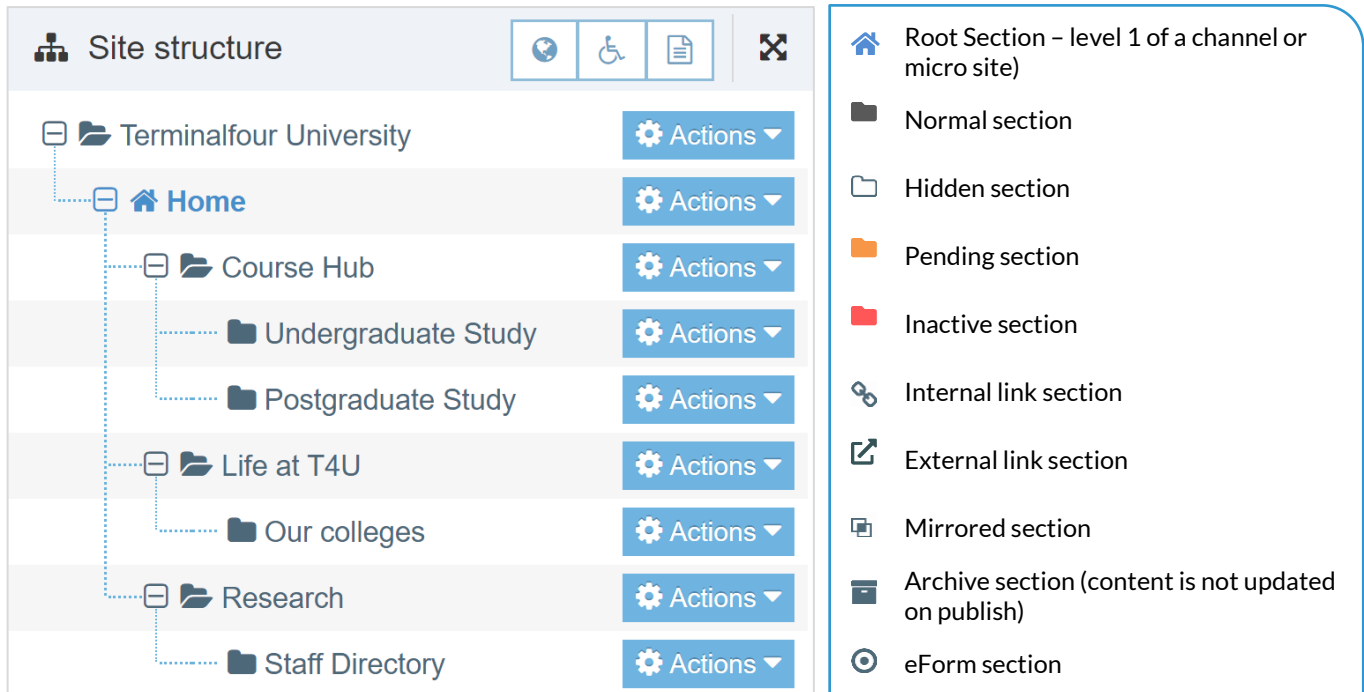
 System administration ▼
... About

Site Structure

The first part of building a website is identifying at least the high level architecture. In Terminalfour this involves building a site structure consisting of sections.

There are a many types of Section and each type has an icon so you can identify it

Once the different options have been explained by the trainer, build a small site structure you can use as a base for your new website.



The screenshot shows the 'Site structure' interface. On the left, a tree view displays the hierarchy: Terminalfour University (Root Section) containing Home (Root Section), Course Hub (Normal section), Life at T4U (Normal section), and Research (Normal section). Under Course Hub are Undergraduate Study (Normal section) and Postgraduate Study (Normal section). Under Life at T4U is Our colleges (Normal section). Under Research is Staff Directory (Normal section). Each section has an 'Actions' button. On the right, a legend lists section types with their corresponding icons: Root Section (house icon), Normal section (dark folder icon), Hidden section (light folder icon), Pending section (orange folder icon), Inactive section (red folder icon), Internal link section (chain link icon), External link section (external link icon), Mirrored section (mirrored folder icon), Archive section (archive box icon), and eForm section (target icon).

How to create Sections

1. On the Site Structure screen, locate the section under which you wish to add your first section. Click **Actions > Create section**
2. Enter the relevant information to create a section. As a minimum, the **Name** must be filled in. All other default options are explained on the next page.
3. Click **Save changes** to save the section.
4. Repeat the steps above to add additional sections. Section information can be modified at any stage.

☰ General
🔗 Content types
🏠 Page Layouts
More ▾

General section details

Name *

Status

Section options

Mark as link section

Show in navigation

Archive section

eForm section

Advanced settings

Content owner

Output URI

Output file name

SEO key phrases

Default workflow

Access key

General section details

When creating sections, the only required element is **Name**. Additional elements are described below:

Name: This is the name of your section and is typically used in the menu navigation and forms the basis of the URL for the published page (if an Output URI is not specified).

Status: There are three status levels:

Approved: Sections are published when they have at least one approved Content Item.

Pending: Pending Sections will not publish, even if the content within the Section is Approved.

Inactive: Deleted Sections have an Inactive status. Sections can be restored by changing the status to Approved.

Mark as link section: Link Sections contain no content and instead link to another Section in the Site Structure or an external URL.

eForm section: This option is used if you want to submit an eForm. Refer to the documentation for [eForms](#) for further details.

Advanced settings

Content owner: Select the Content Owner from the list. If left blank, it will inherit from the parent section. The content owner can be used in workflows or get notified when content expires.

Output URI: Lets you specify the Uniform Resource Identifier (URI) as the destination of the new Section. Using this field improves the Search Engine Optimization (SEO) for this Section. Otherwise, with the field left blank, the Section's name is used when publishing.

Output file name: Specify the file name used for the page. When you leave this blank, the system uses the default file name configured in the Channel Settings.

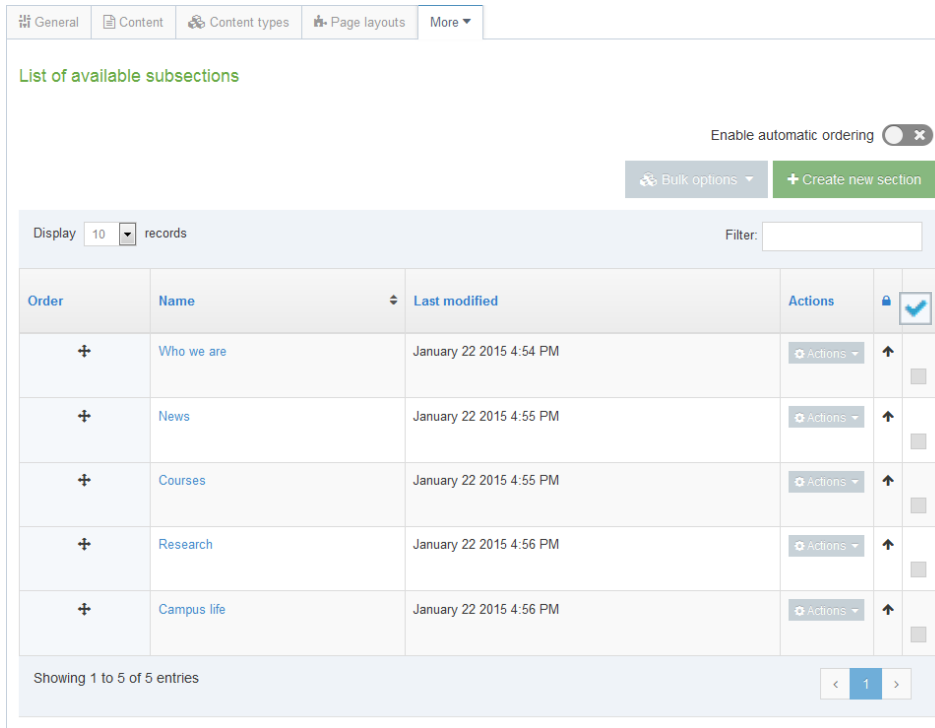
Default workflow: The default Workflow for this Section's content.

Access key: You can enter a single character, which can be used as a shortcut within a Link menu Navigation Object.

Move and reorder Sections

- > Sections can easily be moved, and the order in which they appear in navigation will change to reflect this.
- > Move one of your sections, using the drag and drop method.
- > Reorder the sub-sections you created earlier. Use either automatic ordering or move them manually.

✚ Drag & drop sections to reorder

General Content Content types Page layouts More

List of available subsections

Enable automatic ordering




Bulk options Create new section

Display 10 records Filter:

Order	Name	Last modified	Actions
+	Who we are	January 22 2015 4:54 PM	⚙️ Actions ↑
+	News	January 22 2015 4:55 PM	⚙️ Actions ↑
+	Courses	January 22 2015 4:55 PM	⚙️ Actions ↑
+	Research	January 22 2015 4:56 PM	⚙️ Actions ↑
+	Campus life	January 22 2015 4:56 PM	⚙️ Actions ↑

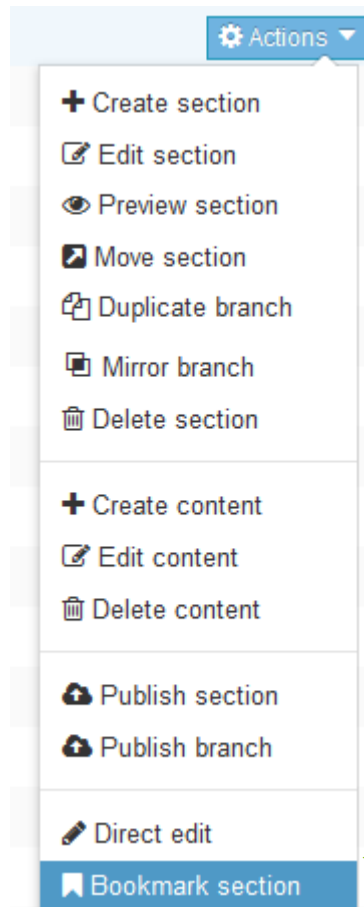
Showing 1 to 5 of 5 entries

How to move and reorder Sections

1. To **move** a section, drag it with your mouse and drop it to the new location.
2. Click **Confirm** to save the change to the site structure.
3. To **reorder** sections, click the **Site structure** icon .
4. From the **Actions** menu select **Edit section**.
 - a. Select the **More** tab > **Child sections**.
 - b. If you wish to use automatic ordering, slide the **Enable automatic ordering** toggle to the on position  and select a **method**. By default, all sections are locked. Unlock the sections you wish to apply automatic ordering to. To do this, use the **Unlock** option in the **Actions** menu.
 - c. If you wish to manually move the sections, use the **Order** icon  to move sections around.
 - d. Click **Save changes** before navigating away from this screen, as the changes will otherwise not be saved.


Bookmark Sections

- > The bookmark tool allows you to add your favorite sections to a bookmark list.
- > Bookmark one or more of your sections.



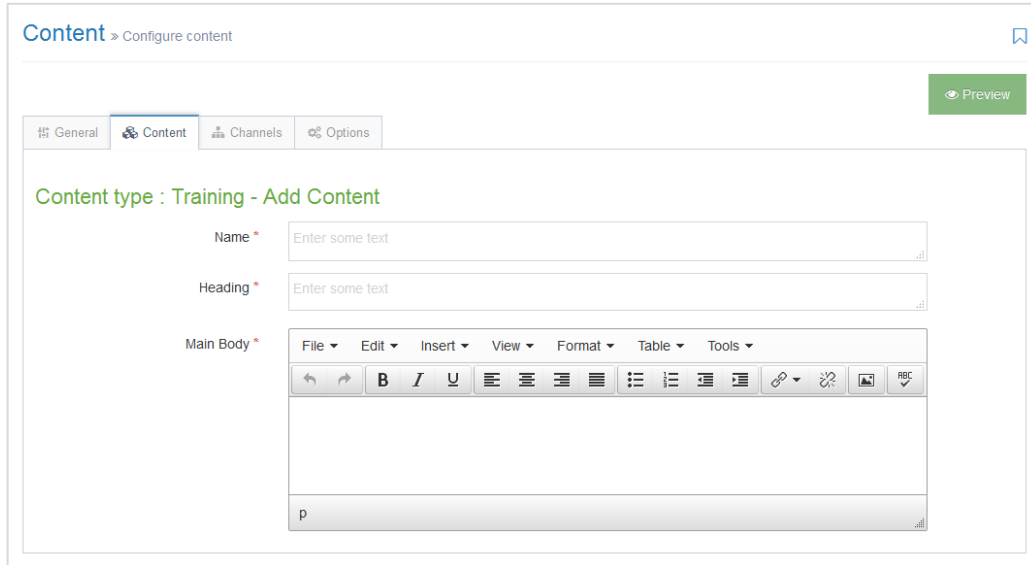
Open the actions menu and bookmark your section

How to Bookmark Sections

1. Select **Bookmark section** from the **Actions** menu beside the section you wish to bookmark.
2. Check the bookmarks tool to see that your section has been added as a bookmark.
3. Sections in Terminalfour can also be bookmarked, by clicking on Bookmark icon  located towards the top right-hand-side of the screen.



Add content

- > Content is added to a section by using Content Types.
- > Add content to one of your sections using the generic content type (the trainer will point out the name).
- > Preview the content to ensure it looks OK.
- > Add the content or save as draft.



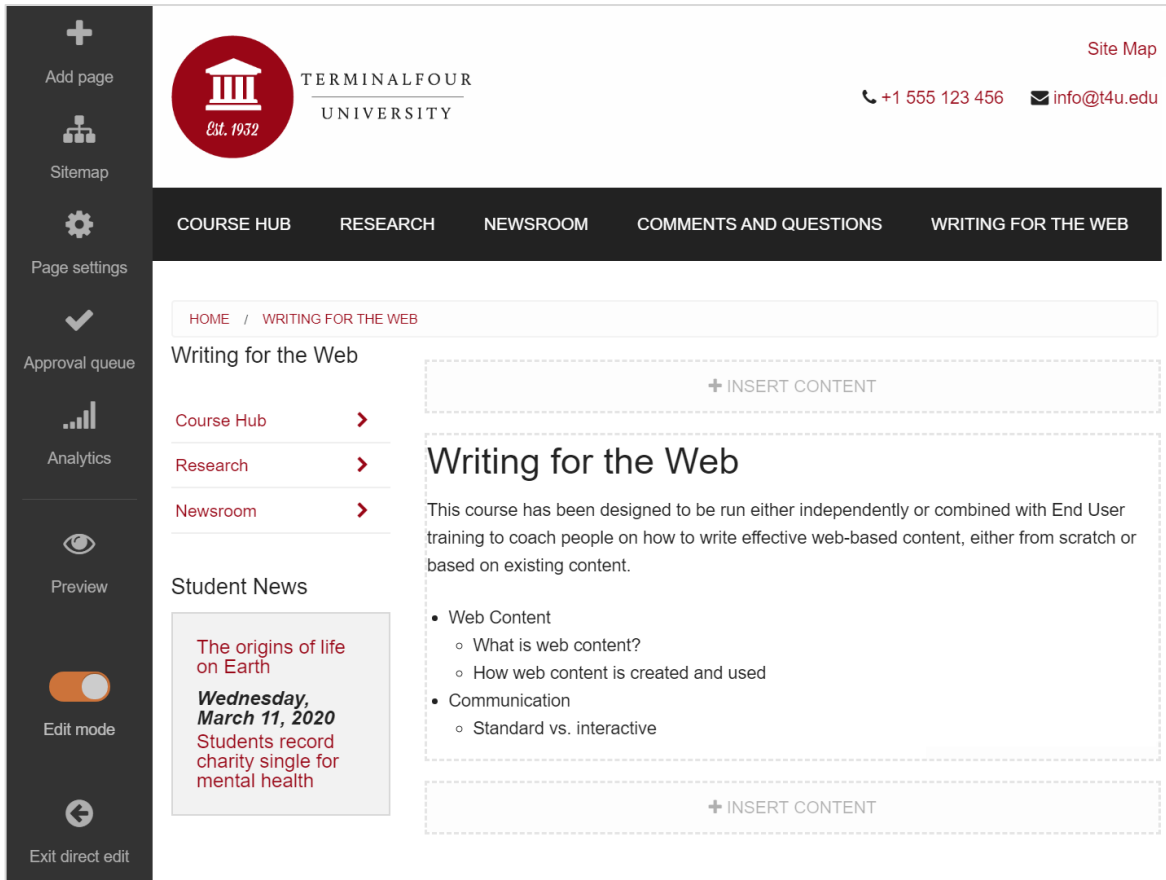
Name of your generic Content Type

How to add content

1. Select **Create content** from the  **Actions** menu beside the section you wish to add content to.
2. If only one content type is enabled, this will open right away. Alternatively you need to select the content type you want to use.
 - a. The * next to the element identifies that the element is required.
3. Enter a **Name** for the content. This will not be displayed on the published page, but simply act as a name within Terminalfour and allows for user organization.
4. Use the Word file "Writing for the Web" and create a piece of content which looks as similar as possible to the original.
 - a. Open the Word file given to you by the trainer and copy the text.
 - b. Paste the text into the main body of your content. Some formatting may be necessary.
5. **Preview** to ensure you are happy with the result.
6. Click **Save changes** to save the content once complete, or expand your options by clicking on the icon  next to **Save changes** to reveal options such as **Save & approve** and **Save as draft**. The drop-down menu options may vary depending on configuration.

Direct Edit – links



- > There are numerous ways to add and modify content in Terminalfour. This time we are going to use **Direct Edit** to add a new piece of content, with internal and external links.
- > Open **Direct Edit** and add a new piece of content on the same page you added the "Writing for the Web" content to.
- > Include a link to an external website (e.g. <http://www.terminalfour.com>), a link to one of your other sections (e.g. "News") and a link to another attendee's "Writing for the Web" content.
- > Create an anchor link navigating from the bottom of the content back to the top.







The screenshot shows the Terminalfour website interface in Direct Edit mode. The page title is "Writing for the Web". A green arrow points to a dashed box containing "+ INSERT CONTENT". The page content includes a navigation menu, a breadcrumb trail, a main heading, a paragraph, and a bulleted list. A sidebar on the left contains various editing tools like "Add page", "Sitemap", "Page settings", "Approval queue", "Analytics", "Preview", "Edit mode", and "Exit direct edit".

Click
INSERT CONTENT

How to use Direct Edit

1. From the Site Structure screen, select  **Direct Edit** from the  **Actions** menu beside the section you just added content to.
2. A Direct Edit screen opens with dotted line surrounding any content for which you have editing rights and a Direct Edit menu is displayed to the left of the screen.
3. Click **Insert content** to begin adding new content to the page.
4. Select a Content Type.
5. Enter a **Name** for your content – we will now create a number of links.



-  Link to another page
-  Link to content in a page
-  Link to external site
-  Insert anchor

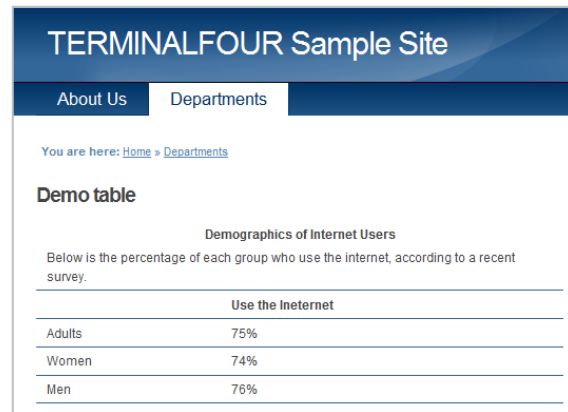
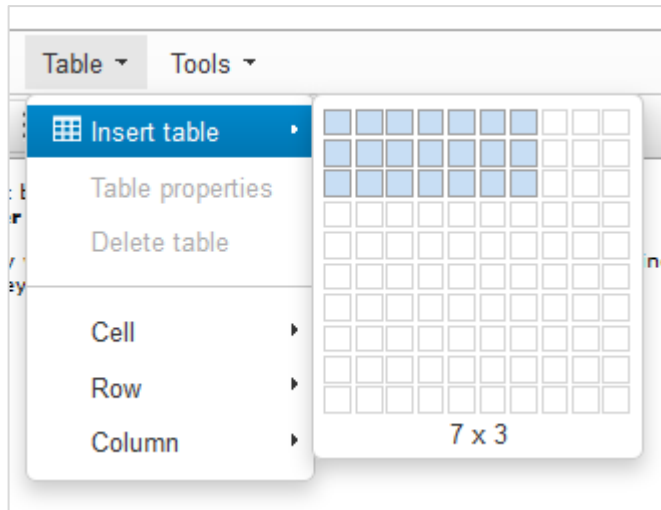
How to add links

1. **External Link:** e.g. <http://www.terminalfour.com>.
 - a. Type the text you wish to use as your link text; e.g. **Terminalfour**.
 - b. Highlight the text; then select **Link to external site** from the WYSIWYG.
 - c. The Link to external site Window opens; complete the details as required.
 - i. **URL:** enter the URL of the site you wish to link to.
 - ii. **Text to display:** enter the link text here.
 - iii. **Title:** enter information about where the link will send the user; this will aid user accessibility.
 - iv. **Target:** select how the link should open, e.g. within the same window or in a new window.
2. **Link to another page:** e.g. to one of your other sections.
 - a. Type and highlight the text you wish to use as the link text or simply place your cursor where you want the link inserted. Select **Link to another page** from the WYSIWYG.
 - b. A window will pop up displaying the Site Structure; navigate to the section you wish to link to and click on it.
3. **Link to content in a page:** e.g. to another attendee's "Writing for the Web" content.
 - a. Type and highlight the text you wish to use as the link text or simply place your cursor where you want the link inserted. Select **Insert Content Link** from the WYSIWYG.
 - b. A window will pop up displaying the Site Structure; click on the section that contains the content you wish to link to; a list of content will be displayed.
 - c. Click on the name of the content item you want to link to.
4. Click **Save changes** to save the content once complete.
5. Preview your content to review your links.


Tables

- > Tables are sometimes used to arrange information within your content to make it easier to read.
- > Create a piece of content in one of your empty sections.
- > Create a table similar to the one below.

Click here to begin creating a table

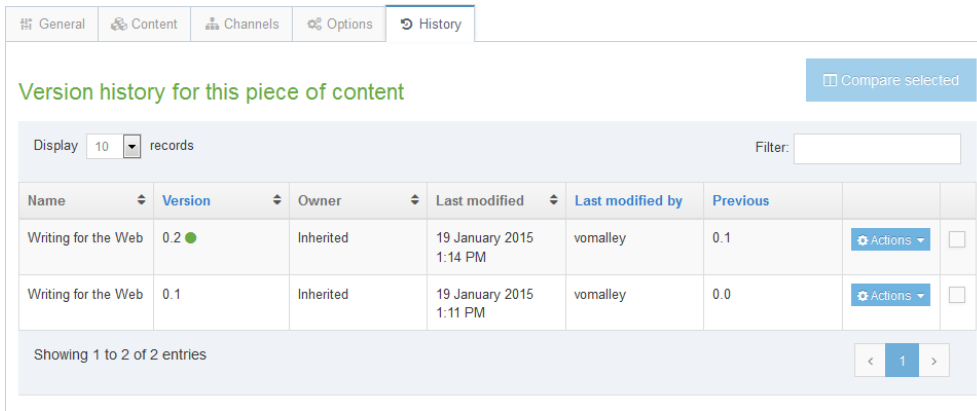


How to create a table

1. From the Site Structure screen, select **Create content** from the  **Actions** menu beside the section you wish to add content to.
2. If only one content type is enabled, this will open straight away. Alternatively you need to select which content type you wish to use.
3. Enter a **Name** for the content. This will not be displayed on the published page, but simply act as a name within Terminalfour.
4. In the Main body, click **Table** from the WYSIWYG and create a table.
5. When finished, click **Save changes** to save your work.

History and Versions

- > Terminalfour allows you to see all changes made to content, compare different versions and set previous versions of the content live.
- > To see how this works, modify a piece of content; then compare the two versions of the content.
- > Set the original version of the content live again.



Version history for this piece of content

Display 10 records Filter:

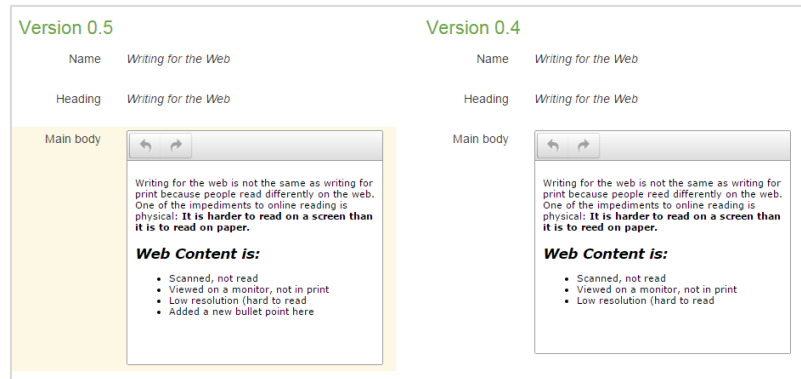
Name	Version	Owner	Last modified	Last modified by	Previous	
Writing for the Web	0.2	Inherited	19 January 2015 1:14 PM	vomalley	0.1	Actions
Writing for the Web	0.1	Inherited	19 January 2015 1:11 PM	vomalley	0.0	Actions

Showing 1 to 2 of 2 entries

Select two versions of content and click Compare selected



Elements where changes have occurred are highlighted in yellow

Version 0.5

Name Writing for the Web

Heading Writing for the Web

Main body

Writing for the web is not the same as writing for print because people read differently on the web. One of the impediments to online reading is physical: **It is harder to read on a screen than it is to read on paper.**

Web Content is:

- Scanned, not read
- Viewed on a monitor, not in print
- Low resolution (hard to read)
- Added a new bullet point here

Version 0.4

Name Writing for the Web

Heading Writing for the Web

Main body

Writing for the web is not the same as writing for print because people read differently on the web. One of the impediments to online reading is physical: **It is harder to read on a screen than it is to read on paper.**

Web Content is:

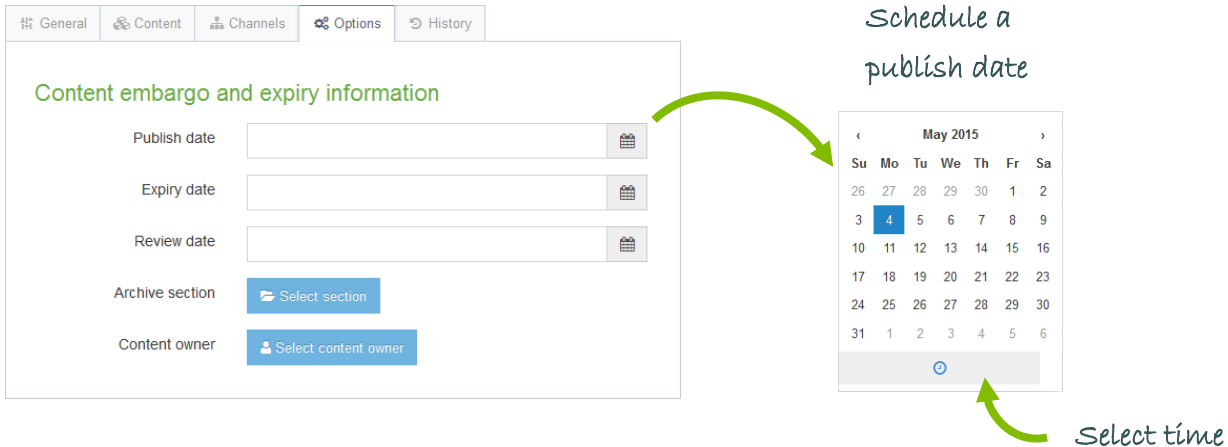
- Scanned, not read
- Viewed on a monitor, not in print
- Low resolution (hard to read)

How to modify content

1. Modify a piece of content.
 - a. Select **Edit content** from the **Actions** menu beside the section containing the content.
 - b. Click on the content's name to open it.
 - c. Make changes to the content and click **Save changes**.
2. Select **History** from the content's **Actions** menu beside the content.
3. Check the two versions of content you wish to compare and click **Compare selected**.
4. A side-by-side comparison of your content is displayed (see image above). Changed content is highlighted.
5. Click **Back** to return to the History screen.
6. Select **Make current** beside the original version (assuming you wish to revert to a previous version of the content).


Content Options

- > Once content is approved, it will automatically be published the next time a publish occurs, unless you specify to delay the publish date.
- > Specify the Publish Date, Expiry Date, Content Owner and Archive Section for one of your pieces of content.
- > You can use the normal view or Direct Edit.



The screenshot shows the 'Options' tab in the system interface. The 'Content embargo and expiry information' section includes fields for 'Publish date', 'Expiry date', and 'Review date', each with a calendar icon. Below these are 'Archive section' (with a 'Select section' button) and 'Content owner' (with a 'Select content owner' button). To the right, a calendar for May 2015 is shown with the 4th of May selected. A green arrow points from the 'Publish date' field to the calendar, and another green arrow points from the calendar to the 'Select time' text below it.

How to manage Content Options

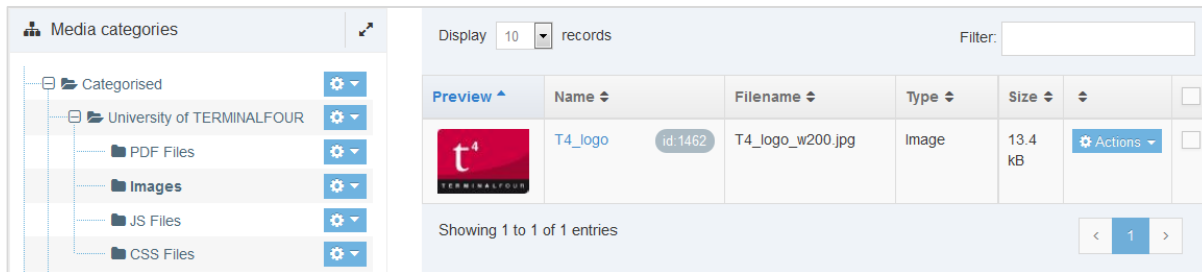
1. From the Site Structure screen, select **Edit content** from the  **Actions** menu beside a section containing content.
2. Click on the content's name to open it.
3. Select the **Options** tab.
4. Fill in the relevant fields by clicking the box to open the calendar; simply click on the date you wish to use and adjust the time by dragging the hours and minutes, then click **Done**. If you do not set the time, it will default to the current time.
5. Click **Save changes** to save the content options selected.

Content Options

- > **Publish Date:** schedules a publish date, i.e. the date the content will go live on the site. The content has to be approved before it can be published.
- > **Expiry Date:** content will expire and be removed from the site.
- > **Review Date:** TERMINALFOUR Site Manager will email the **Content Owner**. If no owner is set, the person who last modified the content will be notified instead.
- > **Archive Section:** allows you to specify a section for the content to go to once it has expired. If you are publishing lots of content, it may be a good idea to create an Archive Section to store expired content in. This way the content can be used and published again at a later date. Click **Select section** to select a section; the section id is inserted as a reference.
- > **Content Owner:** sets an owner to the Content Item. If this is not set and the Section Owner is set, this will be used.

Media Library – Training Area


- > It is recommended that you set up a training area within the Media Library instead of using the live site for training. This can be done within your existing Media Library to make it as realistic as possible.
- > It is possible to assign read and write access to different users/groups.



Media Library Overview

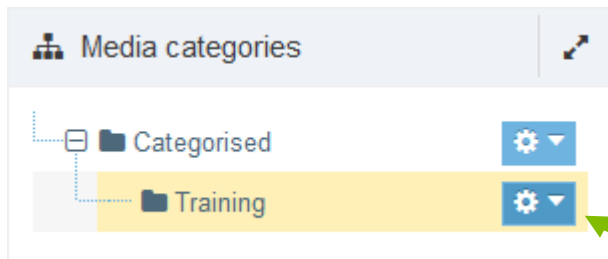
- > The **Media Library** can be accessed either as a separate item (go to **Content** and select **Media Library**) or directly from a piece of **Content**.
- > By default, only Administrators have write access, and all user types have read access.
- > It is possible to add additional categories to the Media Library.
- > If you modify a Category, you can determine the **Write Access**, **Read Access**, **Workflow**, **Media Categories** (manual and automatic ordering), **Auto Publish** and **Access Control**.
- > The **Add Media** button allows you to add new media items to the category you have selected.
- > You can **Search** for an item by entering keywords or an ID.
- > You can **Filter** results by typing into the Filter tool.

How to set up a Media Library training area

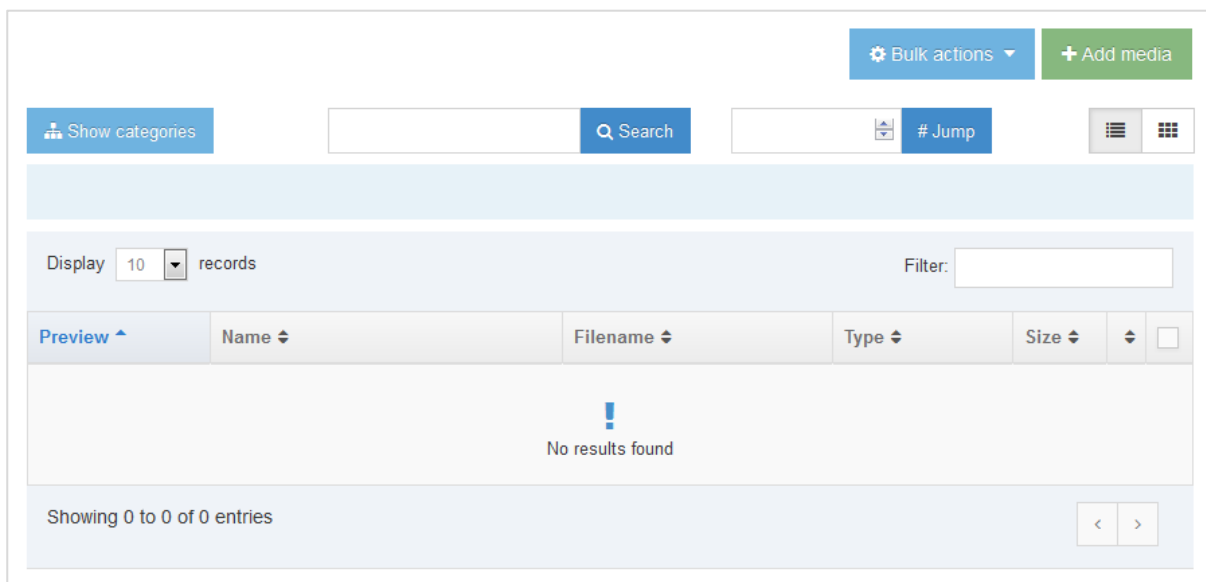
1. **The following steps will need to be completed by an Administrator user.**
2. To add a **Category**, go to **Content** and select **Media Library**.
3. The Media Library opens; click on the Actions button beside the category you want to add a new Training category to.
4. Give the new category a name, e.g. "**Training**".
5. The new category will be added to the Media Library.
6. Click the  **Actions** button beside your new **Training** category and click **Edit category**.
7. Select the **Access** Tab and click **Write access**.
8. Add the user(s) or group(s) you want to give write access to the Training category.
9. Click **Save changes** to save the details.
10. Members can be added and removed at any point.

Media Library

- > The Media Library is used to store files of all sorts to use in content. You may not have access to uploading new files – this depends on your user credentials.
- > Open the Media Library and locate the training category.
- > Add a category with your own name; then upload the image you have been given by the trainer.




Open the actions menu
and select:
Create sub-category



How to add a Media Category

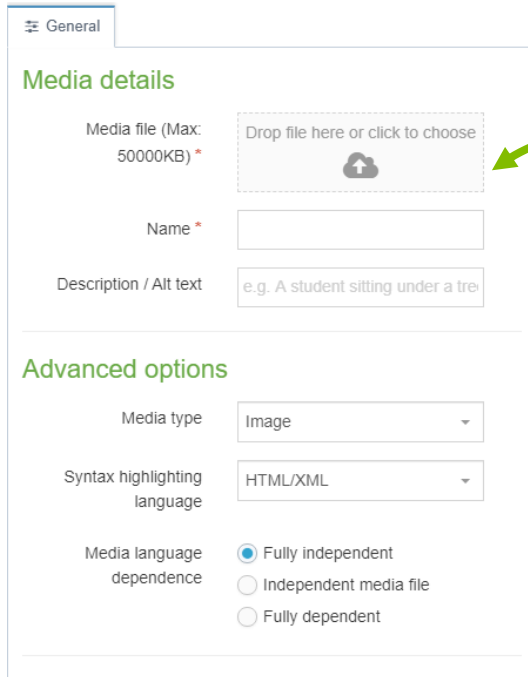
1. To add a **Category**, go to **Content** and select **Media library**.
2. The Media Library opens.

Expand the tree structure to find the "Training" category and click on the actions menu 

3. Click **Create sub-category**.
4. Enter your new category name and click **Save changes**.
5. Click on your new category.

Uploading Images

- > Upload an image to your media category.



The screenshot shows a 'General' tab for a media upload form. It is divided into two sections: 'Media details' and 'Advanced options'. In the 'Media details' section, there is a 'Media file' field with a maximum size of 50000KB, a 'Name' field, and a 'Description / Alt text' field. A green arrow points from the 'terminalfour' logo to the 'Drop file here or click to choose' area. The 'Advanced options' section includes a 'Media type' dropdown set to 'Image', a 'Syntax highlighting language' dropdown set to 'HTML/XML', and 'Media language dependence' radio buttons with 'Fully independent' selected.

Drag and drop
your image



How to upload images

To add media to your category, click [Add media](#)

- Media details**
 - Media file:** click to select the relevant image.
 - Name:** enter a name for your Image. By default, this is not output on the site, but is used only as a name in the Media Library to allow easy identification.
 - Description/Alt text:** by default, this is used as the alt tag and should be filled in for images.
- Advanced options**
 - Media type:** this will be automatically detected where possible. If an incorrect type is selected, select the media type from the list.
 - Syntax highlighting language:** This does not apply to images, PDFs, etc.
 - Media Language Dependence:**
 - Fully independent:** the media is the same in all languages and can hence not be translated.
 - Independent media file:** the file and thumbnail exist independent of language. Other elements can be modified based on language.
 - Fully dependent:** all elements depend on language and can be translated.
- Click [Save changes](#).

Using Images

- > You are going to add the image which you just uploaded into the Media Library to an existing content item by modifying the content "Writing for the web".
- > Ensure the image is in the top left corner.

The web content merry-go-round

What do I do to stop my rage,
when everyone wants to be on the homepage?
There's a solution I use; maybe you do as well?
It's the wonderfully accommodating carousel.

It helps me satiate the vanity,
of multiple departments that want to see,
their precious content on page number 1,
and this is where I have some fun...

Rather than tell you to go to hell,
I'll stick your junk onto my carousel.
With infinite slides there's enough for all,
my carousel is at your beck and call.



How to use an image



1. From the Site Structure screen, select **Edit content** from the  **Actions** menu beside the section containing your content.
2. Click on the content's name to open it.
3. Place your cursor where you wish to insert the image within the main body of the content; then select **Insert file link or image**  from the toolbar.
4. The Media Library opens.
5. Navigate to the category where you uploaded the image earlier.
6. Hover over the image thumbnail and click it.
7. The image is inserted into your content.

Image Variants

- > To fit an image into a piece of content, it may be necessary to resize or crop the image.
- > To ensure the image is properly resized, use the Media Library's facility to create variants.

Crop

Resize

Preview	Name ^	Version v	Status s	Filename f	Type t	Size s		
	Carousel Brightly painted wooden horses on a fairground carousel	id:31873	1.0	Approved	Carousel.jpg	Image	186.9 kB	Actions v

Showing 1 to 1 of 1 entries

- Select media
- Edit
- Move
- Variants
- Download
- Delete

✓ Select variant
✕

Preview ^	Name v	Variant name v	Type t	Dimensions v	Metadata v	
	Carousel Brightly painted wooden horses on a fairground carousel	id:31873	Original			Actions v
	Carousel Brightly painted wooden horses on a fairground carousel	id:31879	custom	resize	300x200	Actions v

Showing 1 to 2 of 2 entries

< 1 >

How to create variants of an image


1. From your content, click **Insert file link or image**
2. Locate the image in the Media Library, click **Actions** v > **Variants**.
3. Enter a **Variant name** and a **Description**.
4. From here you can either **Crop** or **Resize** the image.
5. Click **Save variant**.
6. Add additional variants if needed.
7. Once you have added the necessary variants, click **Cancel** to exit Variants
8. To use a variant in content; click on your image and any variants associated with the image will be displayed.
9. Click **Actions** > **Select media** to add the image variant of your choice.

Image attributes

If your Media Type Layout for images contains "style" options, you can set the Media Attributes in the content to specify Margin, Float, etc.

The web content merry-go-round

What do I do to stop my rage,
when everyone wants to be on the homepage?
There's a solution I use; maybe you do as well?
It's the wonderfully accommodating carousel.



It helps me satiate the vanity,
of multiple departments that want to see,
their precious content on page number 1,
and this is where I have some fun...

Rather than tell you to go to hell,
I'll stick your junk onto my carousel.
With infinite slides there's enough for all,
my carousel is at your beck and call.

Double-click image to Set media attributes

Apply a margin of 10px around your image

Set media attributes x

General

Width	<input type="text"/>	Height	<input type="text"/>
Border	<input type="text"/>	Padding	<input type="text"/>
Margin	<input type="text" value="10px"/>	Display	<input type="text"/>
Float	<input type="text" value="right"/>		

Ok Cancel

Float image to the right of your text


How to set Media Attributes

1. The image (or image variant) has been inserted in your content. If your Media Type Layout for images contains "style" options, you can set those from the content.
2. Double-click on the image to **Set Media Attributes**.
3. Specify the values you wish to set. In the example above, a margin of 10px has been set, and the image has been set to float right (wrapping the text around the image with the image floating to the right).
4. Click **OK** to return to the content screen.
5. Click **Save changes** to save the changes made to the content.

PDF Documents

- > Modify the content "Writing for the web".
- > Open the Media Library and locate your category.
- > Upload the PDF "Writing for the Web Guidelines" you have been given by the trainer.
- > Add a link to the PDF file to your content.

Writing for the Web



Writing for the web is not the same as writing for print because people read differently on the web. One of the impediments to online reading is physical: **It is harder to read on a screen than it is to read on paper.**

This is some more text.



Even the best computer monitors are hopelessly fuzzy when compared to the crisp images on a glossy magazine page, and the extra effort this requires from human eyes and brains slows readers down. The longer the document is, the bigger the problem.

For more information check the guidelines: [Writing for the Web Guidelines](#)

Web Content is:

- Scanned, not read
- Viewed on a monitor, not in print
- Low resolution (hard to read)

How to add PDF documents

1. From the Site Structure screen, locate the section you added your content to earlier.
2. Click the  **Actions** menu and select **Edit content**.
3. In the Main Body of your content, place the mouse where you want to insert the link to the PDF; then click **Insert file link or image** .
4. The Media Library opens. Locate the Category you wish to add the PDF to and click on it.



5. To add media to your category, click **Add media** (the use of **Name** and **Description** is dependent on your Media Layouts):
 - a. **Media file**: click to select the relevant image.
 - b. **Media type**: this will be automatically detected where possible. If an incorrect type is selected, select the media type from the list.
 - c. **Name**: enter a name for your Image. By default, this is not output on the site, but is used only as a name in the Media Library to allow easy identification.
 - d. **Description**: by default, this is not required for PDF documents .
 - e. **Syntax highlighting language**: for non-binary files you can select what syntax highlighting to use (if any). This does not apply to images, PDFs, etc.
 - f. **Media Language Dependence**:
 - i. **Fully independent**: the media is the same in all languages and can hence not be translated.
 - ii. **Independent media file**: the file and thumbnail exist independent of language. Other elements can be modified based on language.
 - iii. **Fully dependent**: all elements depend on language and can be translated.
6. Click **Save changes**.
7. The PDF is ready to be inserted in your content; click on the PDF's name to insert it into your content.
8. The PDF has been inserted in your content
9. If you do not wish to use the PDF's **Name** as the link text, double-click on the PDF link text to open the Media Attributes.
10. In the empty **Name** element, enter the new link text.
11. Click Ok to return to the content screen.
12. Preview your content to ensure you are happy with the result.
13. Click **Save changes** to save the changes made to the content.



Mirror and Duplicate

- > Branches of the Site Structure as well as individual pieces of content can be Mirrored and Duplicated.
- > If you Mirror a piece of content, there is only one ID, and any changes made to the content will affect any and all versions of it.

Mirror Content/Sections configuration

You can enable/disable the mirroring of sections or content by changing the settings:

-  [Administration](#) > [Hierarchy & content settings](#) > [Hierarchy](#) > [Enable mirroring of sections](#)
-  [Administration](#) > [Hierarchy & content settings](#) > [Hierarchy](#) > [Allow non-mirroring of content](#)

Content also appears in:				
TERMINALFOUR University >> News				
TERMINALFOUR University >> Home Page				
TERMINALFOUR University >> School of Medicine >> News				
				Status
		News Item #1 	3.1	Pending



Mirrored content:

Hover over icon to see where else the content appears.

<ul style="list-style-type: none"> TERMINALFOUR University <ul style="list-style-type: none"> Who we are History News Courses



Mirrored section

How to Mirror and Duplicate

Mirror/Duplicate Content

1. Select **Edit content** from the **Actions** menu beside the section containing the content you wish to mirror or duplicate.
2. Select **Mirror** or **Duplicate** from the **Actions** menu beside the content.
3. The Site Structure opens. Click on the Section you wish the mirrored/duplicated content to appear in. A small icon appears beside the mirrored content. Hover the mouse over it to see the various locations of the content. The duplicated content, however, will appear as new content.

Mirror/Duplicate Branch

4. Select **Mirror Branch** or **Duplicate Branch** from the **Section Drop-Down Menu** beside the section containing the content you wish to duplicate.
5. Select the Section you wish to place the mirrored or duplicated section under.
6. A mirrored section's folder symbol will have an arrow pointing out for the original section and an arrow pointing in for the new section.

Approve content

- > When content is added to Terminalfour, it needs to go through an approval process before it can be published; only published content will be visible on your website.
- > The content you have created so far is all pending approval. Ensure your content is approved.

Approve content » review and approve content

Display 10 records Filter:

Name	Version	Last modified	Last modified by	Workflow (Step)	Actions	
acustomer <small>Home>>Sample Data>>Home>>Resources>>Profiles>>acustomer</small>	id: 1188 0.1	December 11 2012 10:28 PM	Dorte Eriksen		Actions	<input checked="" type="checkbox"/>
admin <small>Home>>Sample Data>>Home>>Resources>>Profiles>>admin</small>	id: 1193 0.1	December 11 2012 10:28 PM	Dorte Eriksen		Actions	<input type="checkbox"/>
Consumer <small>Home>>Sample Data>>Home>>Resources>>Profiles>>Consumer</small>	id: 1191 0.1	December 11 2012 10:28 PM	Dorte Eriksen		Actions	<input type="checkbox"/>
external <small>Home>>Sample Data>>Home>>Resources>>Profiles>>external</small>	id: 1185 0.1	December 11 2012 10:28 PM	Dorte Eriksen		Actions	<input type="checkbox"/>
markbaldwin <small>Home>>Sample Data>>Home>>Resources>>Profiles>>markbaldwin</small>	id: 1194 0.1	December 11 2012 10:28 PM	Dorte Eriksen		Actions	<input type="checkbox"/>
mdoyle <small>Home>>Sample Data>>Home>>Resources>>Profiles>>mdoyle</small>	id: 1186 0.1	December 11 2012 10:28 PM	Dorte Eriksen		Actions	<input type="checkbox"/>
power user <small>Home>>Sample Data>>Home>>Resources>>Profiles>>power user</small>	id: 1192 0.1	December 11 2012 10:28 PM	Dorte Eriksen		Actions	<input type="checkbox"/>
sam.smith <small>Home>>Sample Data>>Home>>Resources>>Profiles>>sam.smith</small>	id: 1195 0.1	December 11 2012 10:28 PM	Dorte Eriksen		Actions	<input type="checkbox"/>
t4admin <small>Home>>Sample Data>>Home>>Resources>>Profiles>>t4admin</small>	id: 1190 0.1	December 11 2012 10:28 PM	Dorte Eriksen		Actions	<input type="checkbox"/>
t4wsuser <small>Home>>Sample Data>>Home>>Resources>>Profiles>>t4wsuser</small>	id: 1187 0.1	December 11 2012 10:28 PM	Dorte Eriksen		Actions	<input type="checkbox"/>

Showing 1 to 10 of 11 entries < 1 2 >



A note about Approving Content

- > Approval of content can also be done from the Direct Edit screen.
- > If selective approval is enabled, you can approve content by checking the Approve box beside the content and then clicking on **Approve**.
- > The Approve Content screen will refresh itself periodically; the refresh rate can be set in Configuration.
- > If content is assigned to a workflow, approving the content will advance it to the next step. **Fast Track** is an option available to Administrators allowing you to by-pass any further steps in the workflow and brings the content straight through to completion of the Approval workflow.

How to Approve content

1. To approve content, go to [Content > Approve content](#).
2. There are three tabs available to you; **Pending**, **Inactive**, and **Workflow**.
 - a. The **Pending** tab will contain a list of content you can approve; you can sort by **name**, **priority**, or **last modified**. Hover your mouse over the section breadcrumb to see the exact path to the content.
 - b. The **Inactive** tab will contain a list of any content which has been set as Inactive.
 - c. The **Workflow** tab will list details of all content currently in a Workflow Queue.

? Reject content
✕

Rejected content

Reject reason

An email will be sent to the content owner informing them the content they submitted has been rejected

↶ Cancel
✔ Reject

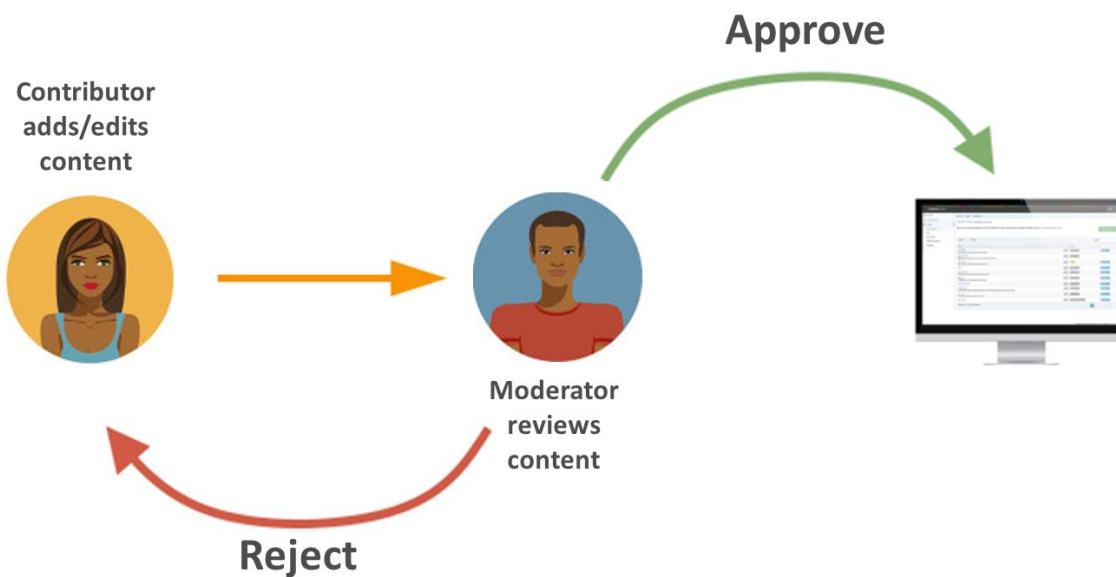
Content status color code

- Approved Content
- Pending Content
- Inactive Content

3. From within the **Pending** tab; click the name of a piece of content to check the details.
 - a. Preview the content by clicking on a channel from the **Published Channels** list.
 - b. Click **Show History** to view any previous versions of the content.
 - c. Click **Edit** if you wish to make changes to the content.
4. If the content is assigned to a workflow, an Administrator can select a **Fast Track** option using the radio buttons.
 - d. **No Fast Track** will not Fast Track content.
 - e. **Advance to Next Step** will advance content to the next step of the Workflow.
 - f. **Advance to Completion** will by-pass any remaining workflow steps and bring content approval to completion.
5. Click **Approve** if you are happy to approve content; otherwise, click **Reject**.
6. When content has been rejected, a **Reject Reason** can be added to explain the decision.
7. Once content has been approved, it will disappear from the main list.
8. In the Site Structure, the approved content appears in the green column

Workflow


- > By default, content goes through an approval process in Terminalfour. Moderators + can approve content in sections they are assigned to. To specify a process for approving content, you can create workflows.
- > Create a workflow to ensure all content added using your Content Type for generic content is approved by you.
- > Assign the workflow to your Content Type.



Assigning Workflows

- > Workflows can be assigned to:
 - Sections,
 - Content types,
 - Media library categories

How to set up a Workflow

1. To build a workflow, go to  [Administration](#) > [User rights & roles](#) > [Workflow](#) > [Add new workflow](#)
2. Give your workflow a **Name** and **Description**, and assign to your group; then click [Save changes](#).
3. The Steps tab appears. Click [Add new step](#) to add the first step to your workflow.
 - a. Give your step a **Name** and **Description**.
 - b. Select the **Step priority**; approvers can sort content by Priority in the Approval list.
 - c. Check the box **Restrict to editors** if you wish to restrict the users who can review/approve this step to those who have editing rights to the content.

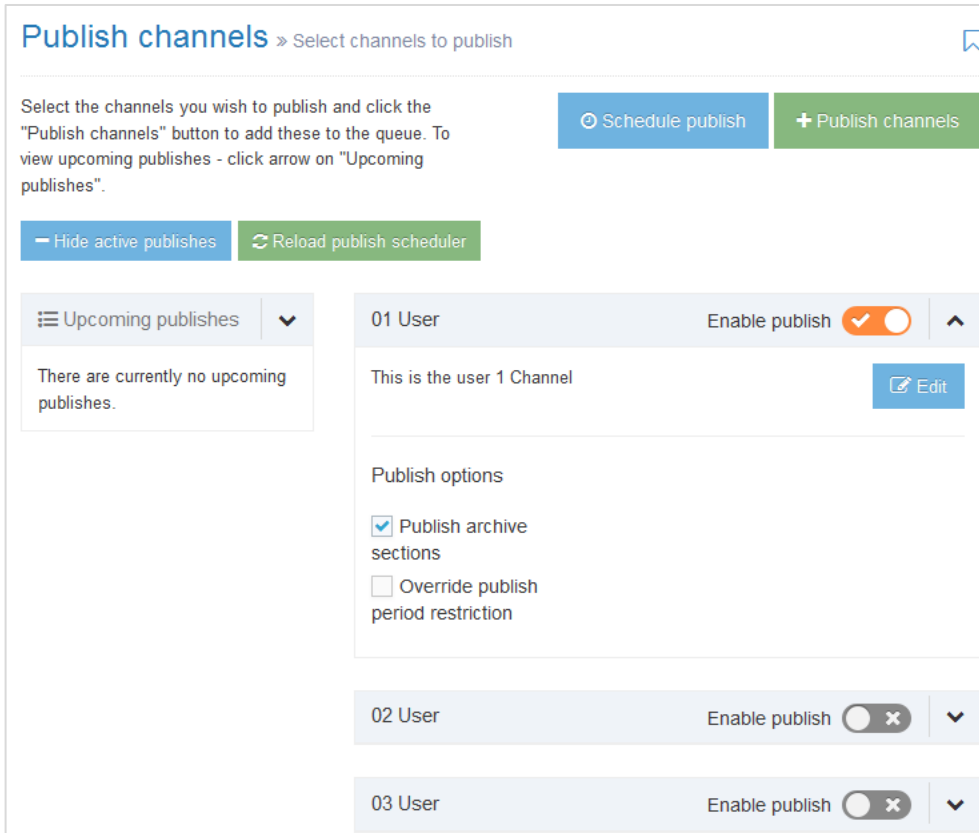
[Continues >>](#)

1. **Configure users:**
Select the users or groups to be involved in this step.
2. **Optional settings:**
Select the radio button to specify what happens to a piece of content if it is rejected.
 - i. **Content owner:** will reject content back to the content owner.
 - ii. **Last modified by:** will reject content back to the person who last modified the content.
 - iii. **Step X:** send the content to a step within the same workflow and select the step.
 - iv. **Different workflow:** from a drop-down menu you can select a different workflow to send the content to.
 - v. **Do nothing:** use this option if you do not wish to reject the content to anyone; content will therefore remain in the Approval list.
3. **Step approval settings:**
If there is more than one approver in a workflow step, approval of content can be put to a vote; select the radio button for the option you wish to apply.
 - i. **All moderators:** if selected, all the approvers in this step will need to vote to approve the content.
 - ii. **Majority:** content will only be approved once a majority of approvers have approved the piece of content.
 - iii. **X number of moderators:** determines how many approvers will need to approve the content in order for it to be approved in this step; set a number by entering it into the field.
 - iv. **Content owner:** if selected, only the content owner can vote to approve content; this option requires that a content owner has been set. If no owner is set, the content may only be approved by an administrator.
 - v. **Enable active moderation** if checked, the vote count will be for both approval and rejection with content being either approved or rejected once the configured “X” number has been reached.
4. **Notification settings:**
Email alerts can be sent to content owners or those involved in the workflow step during the approval process. Avoid selecting all options as this generates large quantities of emails.
 - i. **Start:** an alert is sent to the content owner or those involved in the workflow step when a piece of content enters a step they participate in.
 - ii. **In progress:** an alert is sent to the content owner or those involved in the workflow step when a piece of content is either approved or rejected.
 - iii. **End:** an alert is sent to the content owner or those involved in the workflow step when a piece of content is either fully approved or rejected, hence completing the current step.
5. **User alert settings:**
Specifies who receives alerts and notifications by email.
 - i. **Content owner:** this informs the content owner when any of the above alerts or triggers are fired.
 - ii. **Step moderators:** this informs any of those involved in the workflow step when any of the above notifications are sent.
 - iii. **All content owners and moderators:** this informs content owners and any of those involved in the workflow step when any of the above alerts or triggers are fired.
6. Click **Save changes** to add the step to the workflow.
7. Click **Add new step** to add a further step to the workflow if required, otherwise click **Save changes**.
8. To assign the workflow to your content type, go to **Assets > Content types > Edit** your content type.
9. From the **Workflow** drop-down list, select your workflow.
10. Click **Save changes**.

Publish

- > Once Content has been approved, it still needs to be published before the content will appear on the website.
- > Publish can be scheduled and/or activated manually

How will your organization handle publishing?



Publish channels » Select channels to publish

Select the channels you wish to publish and click the "Publish channels" button to add these to the queue. To view upcoming publishes - click arrow on "Upcoming publishes".

— Hide active publishes ↻ Reload publish scheduler

☰ Upcoming publishes ▼

There are currently no upcoming publishes.

01 User Enable publish ^

This is the user 1 Channel Edit

Publish options


Publish archive sections

Override publish period restriction

02 User Enable publish v

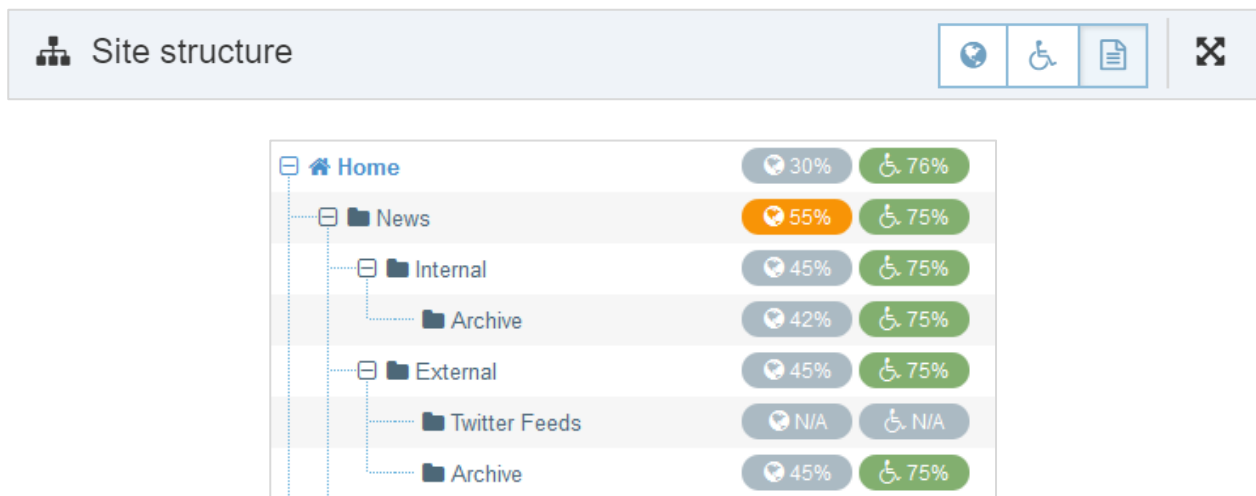
03 User Enable publish v

How to Publish your website

1. To publish your website, go to  **Sites & Channels** > **Publish Channels**
2. Locate your channel and select **Enable publish**
3. Click **Publish channels** to publish.
4. You can create a publish schedule by clicking **Schedule publish**.
 - a. **Next due**: Use the calendar to select the next publish date and time.
 - b. **Execution interval**: Select the frequency of the scheduled publish.
 - c. **Channel**: Set the channel to publish.
 - d. **Publish archive sections**: check the box to force a publish of archived sections.
 - e. **Override publish period restriction**: If your channel has a publish period restriction on fulltext content check this box to override the restriction.

Accessibility & SEO

- > Accessibility checking functionality in TERMINALFOUR allows you to determine how accessible your content is. This is important to ensure your site can be used by people with visual impairments, etc.
- > Search Engine Optimization (SEO) checking functionality in Terminalfour allows you to determine how easily a search engine can find your content. This information can then be used to increase the visibility of content.
- > Based on the information in the report, you can improve your content to obtain better ranking in search engines.
- > Accessibility and SEO Reports can be run by Administrators; these can be scheduled to run periodically.



How to run an Accessibility and SEO report

1. Ask an Administrator to run an Accessibility or SEO report. For one of your sections, click on the colored bar in the Accessibility or SEO column; this will open up the **Detailed results**.
2. A **Data Summary** is displayed; click on **Detailed page report** for more detailed information.

List of Content Types

- > Below is a list of some of the Content Types which are going to be used on your website. You may wish to pick one or two of these to focus on when training End Users

Content Type Name	Description
News	<p>Use this to add news items to your page.</p> <p>It is only available to approved Users and only enabled for use on certain pages of the website. A workflow rule applies to the approval process of all News content.</p>
Events	<p>Use this to add an event to your page</p> <p>It is only available to approved Users and only enabled for use on certain pages of the website. A workflow rule applies to the approval process of all events.</p>

Assign Content Types

- > For users to be able to add content, they need to have access to Content Types from the site structure. To use a Content Type, a user must also be a member of the group in which the Content Type is available.

General
Content
Content types
Page layouts
More ▾

Content types that are assigned to this section

Display records
Filter:

Content type	Group	Enabled (branch)	Enabled (section)	Disabled
T4U File download <small>Use for adding files to your page</small>	T4U Group	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
T4U General Content <small>Use this to add general pieces of content to your page</small>	T4U Group	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
T4U Left content <small>Use this to add content to the left of your page</small>	T4U Group	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
T4U News <small>Use to add a News item to your page</small>	T4U Group	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>

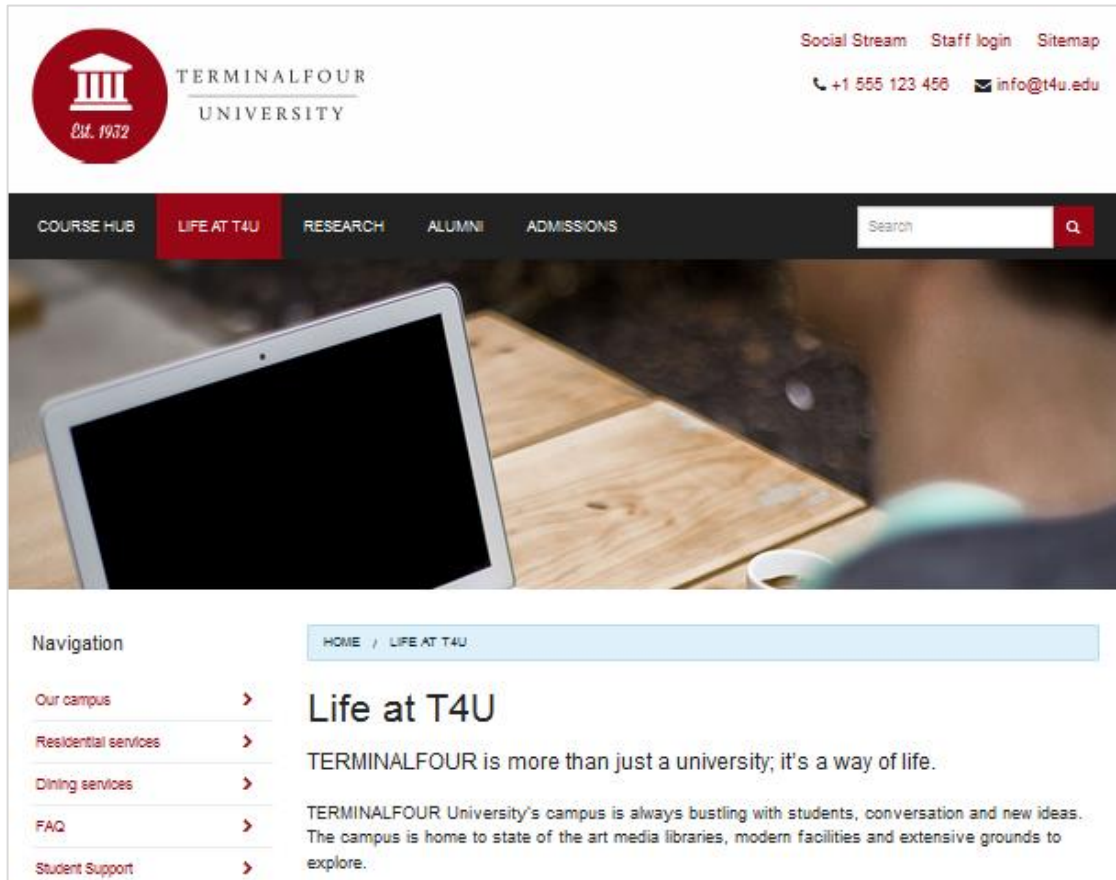
Showing 1 to 4 of 4 entries
1

How to assign Content Types

1. Assuming you already added the users to the relevant groups previously, from the Site Structure, click **Edit section** beside the section you wish to assign the Content Type to, i.e. **Training**.
2. Select the **Content types** tab.
3. Select the radio button to enable the Content Type either at **branch** or **section** level. If you select "branch", the Content Type can be used for this section and its sub-sections. If you select "section", the Content Type can only be used for this section.
4. Click **Save changes**.

Assign a Page Layout

- > You can decide which Page Layout you want to use to display the training content. You may want to opt for an “inner” page layout to make as much room for content as possible. The example below has the content area highlighted.

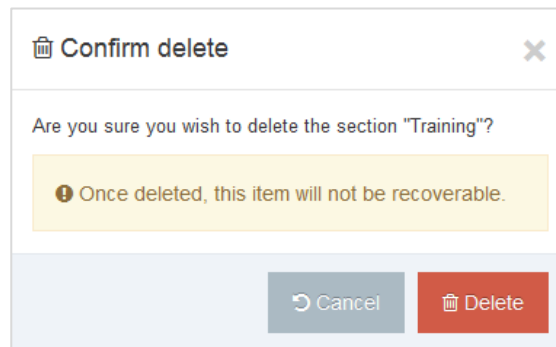
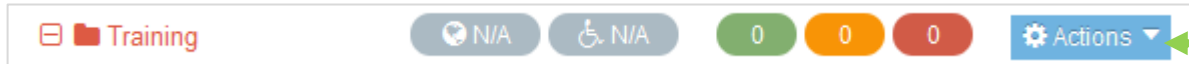


How to assign a page Layout

1. From the Site Structure, click **Edit section** within the training section **Action** menu.
2. Select the **Page layout** tab and select the relevant page layout for your site. You may need to select from the most appropriate Channel.
3. Click **Save changes**.
4. **Preview** to ensure the new page layout has been applied and works as expected. This will require that you have a piece of content to preview first.

Delete Content after Training

- > Once training has been completed, you may wish to delete the attendees' work in preparation for the next training session.
- > Delete sections and content which are no longer required.



Select 'Delete section' from the Actions menu

Deleting Content

- > When you delete a piece of content in TERMINALFOUR, you do not remove it from the system immediately. Instead, an Administrator will approve the deletion before it disappears from view. Once this is done, the content and its history will be gone from the database.

How to clean things up after training

1. Decide which of the training sections you wish to delete.
2. Select **Delete section** from the **Actions** menu beside the section you wish to delete. This will delete the current section and all of its sub-sections (branch).
3. You will be asked to confirm delete, click **Delete** to confirm.
4. Repeat the above steps until you have deleted all the unwanted training sections.

The following steps will need to be completed by an Administrator user.

5. To Purge a Section or Content, go to **Content** → **Recycle content**.
6. The **Inactive content** tab displays all content which have an Inactive status.
 - a. Check the content you wish to purge.
 - b. Click **Purge content** to remove content.
 - c. A warning is displayed that you are about to delete content, click **Purge** to completely purge the content.

7. The **Inactive sections** tab displays a list of all sections which have an Inactive status.
 - a. Check the sections you wish to purge.
 - b. Click **Purge sections** to remove the sections.
 - c. A warning is displayed that you are about to delete the section(s), click **Confirm** to completely purge the content.
 - d. If a purged section contained content, this content will now be moved to the **Orphaned content** tab.

Inactive content

Inactive sections

Orphaned content

Orphaned content

Display records Filter:

Name ^	Last modified v		<input type="checkbox"/>
Writing for the Web id: 6	March 20 2015 12:05 PM	Actions v	<input checked="" type="checkbox"/>

Showing 1 to 1 of 1 entries < 1 >

8. The **Orphaned content** tab contains a list of all content which previously resided in a section which has been purged.
 - a. If you do not wish to delete the content:
 - i. Click the content's **Actions** menu > **Move content**.
 - ii. The Site Structure will be displayed.
 - iii. Select a new location for the content; click on a **Section** and click **Add content**.
 - iv. The content will be moved to your chosen section.
 - b. If you do wish to delete the content:
 - i. Check the content you wish to purge.
 - ii. Click **Purge content** to remove the content.
 - iii. A warning is displayed that you are about to delete the content, click **Confirm** to completely purge the content.

Feedback survey

- > Congratulations on completing the Train the Trainer training course.
- > Please open our on-line survey and provide your feedback



Congratulations on completing the course

Please provide your feedback

[Training feedback survey](#)