



Preparing people to lead extraordinary lives

Terminal Four (T4) Content Management System – v8

Terminal Four (T4) content management system (CMS) is a Web-based application that allows users to create and edit Web pages through a Web browser. It is a WYSIWYG (What You See Is What You Get) program, which means that you can edit Web pages like you would in a word processing program. Since the CMS uses a set of templates to create pages on the Loyola site, it also ensures that pages conform to the Web design standards set by the university. While there is room for some variation between sites, the Loyola site will present a coherent style to readers.

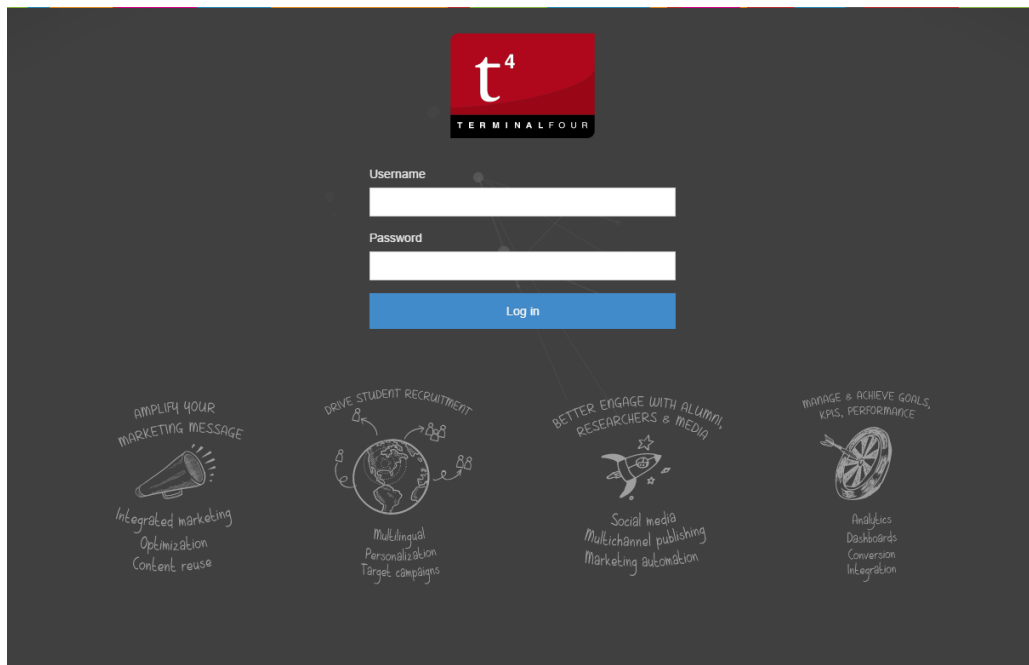
Logging in to T4

T4 can be used with any web browser, but is generally best with Firefox. You will only be able to access T4 from a networked computer on-campus, or if you have VPN access from home.

1. Enter **<http://www.luc.edu/t4>** in the Address" field of your browser window. (This page will be used for announcements and system alerts for the system)
2. Click on **T4 Login** button :



3. Type your Loyola network ID and password in the appropriate areas.
4. Click Login or press Enter.



Navigating the Site Structure



When you log into T4, you will see the basic Site Structure. To get to your school or department's web pages:

1. If needed, click on the plus sign next to Loyola University to expand the tree
2. Click on the plus sign to the left of your department's pages

To return to the Site Structure either click on the "**TERMINALFOUR**" in the upper left, or the site structure icon on the upper right.











The screenshot shows the TERMINALFOUR interface. The top navigation bar includes the TERMINALFOUR logo, a home icon, a search icon, a user profile icon, and a welcome message for Moderator Mike. The left sidebar contains a 'Content' menu and a 'Measure' menu. The main content area is titled 'Site structure' and displays a tree view of the site structure for T4 University. The tree view includes sections like 'Who we are', 'History', 'Where to find us', 'Contact info', 'News', 'Courses', 'Research', 'Campus life', and 'Site Map'. Each section has associated statistics and an 'Actions' menu.

Section	Icon 1	Icon 2	Green	Yellow	Red	Actions
T4 University	N/A	N/A	1	1	0	Actions
Who we are	N/A	N/A	0	1	0	Actions
History	N/A	N/A	0	0	0	Actions
Where to find us	N/A	N/A	0	0	0	Actions
Contact info	N/A	N/A	0	0	0	Actions
News	N/A	N/A	0	2	0	Actions
Courses	N/A	N/A	0	0	0	Actions
Research	N/A	N/A	0	0	0	Actions
Campus life	N/A	N/A	0	0	0	Actions
Site Map	N/A	N/A	0	1	0	Actions

Folder Icon Meanings:

- *The folders are known as Sections.*
- *Below is a key to what the folders mean.*
- *Sections and Sub-Sections can have multiple pieces of content. We will go over how to add content later on in the training.*

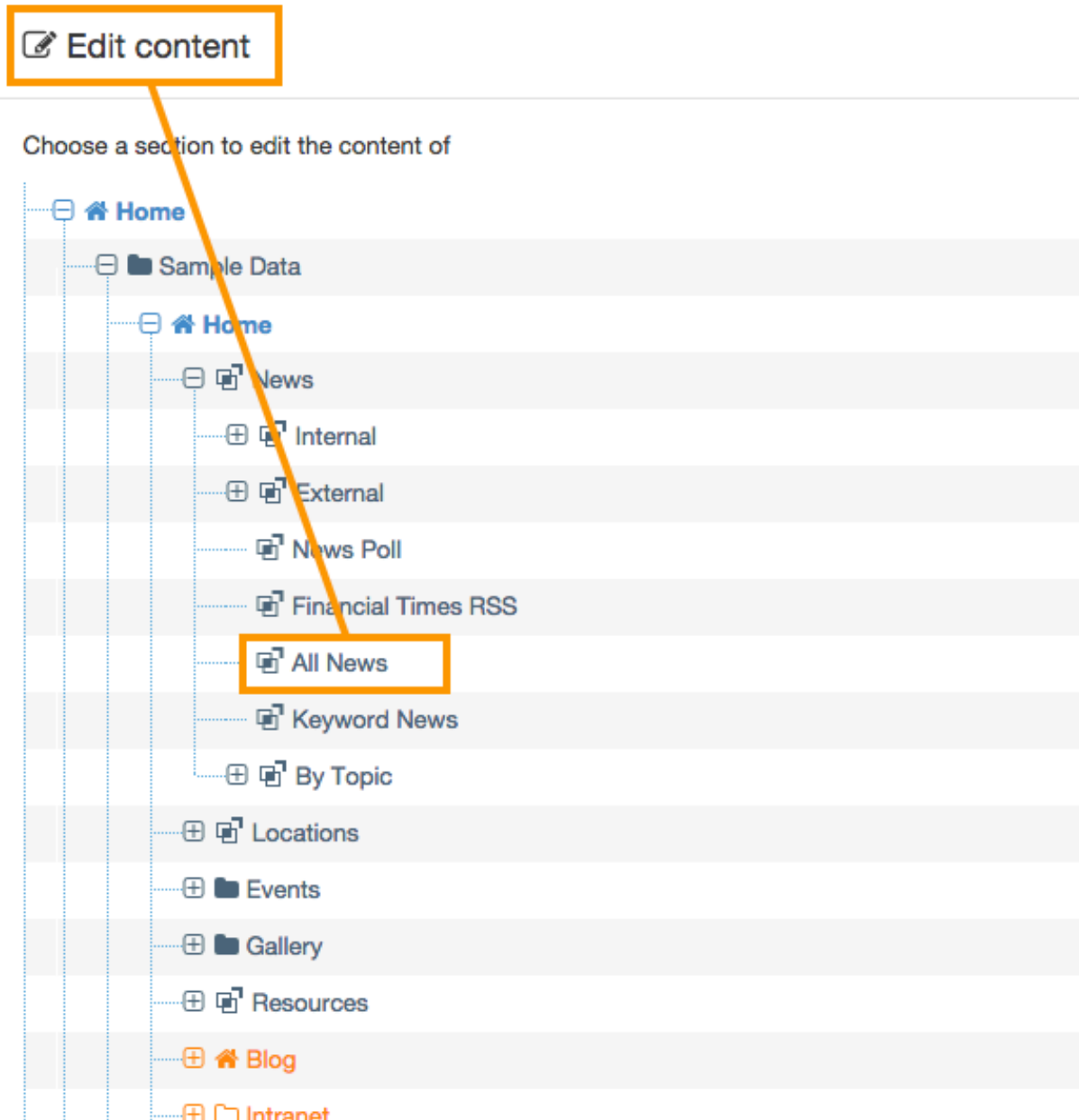
Icon	Name	Description
	Root section	This is your website's homepage
	Normal section	An interior page on your website
	Hidden section	A page that is not included in the navigation
	Pending section	A page that is not ready to be published
	Inactive section	A deleted page
	Internal link section	A page that redirects to another page on your website
	External link section	A page that redirects to a page external to your website
	Mirrored section	A page that is a mirrored copy of another page on your website

Edit and existing document

Making editorial changes to existing content can be done from within TERMINALFOUR Site structure. Unless you are already working in a section, you have a choice of two starting points. The method you choose is whatever method is most comfortable for you.

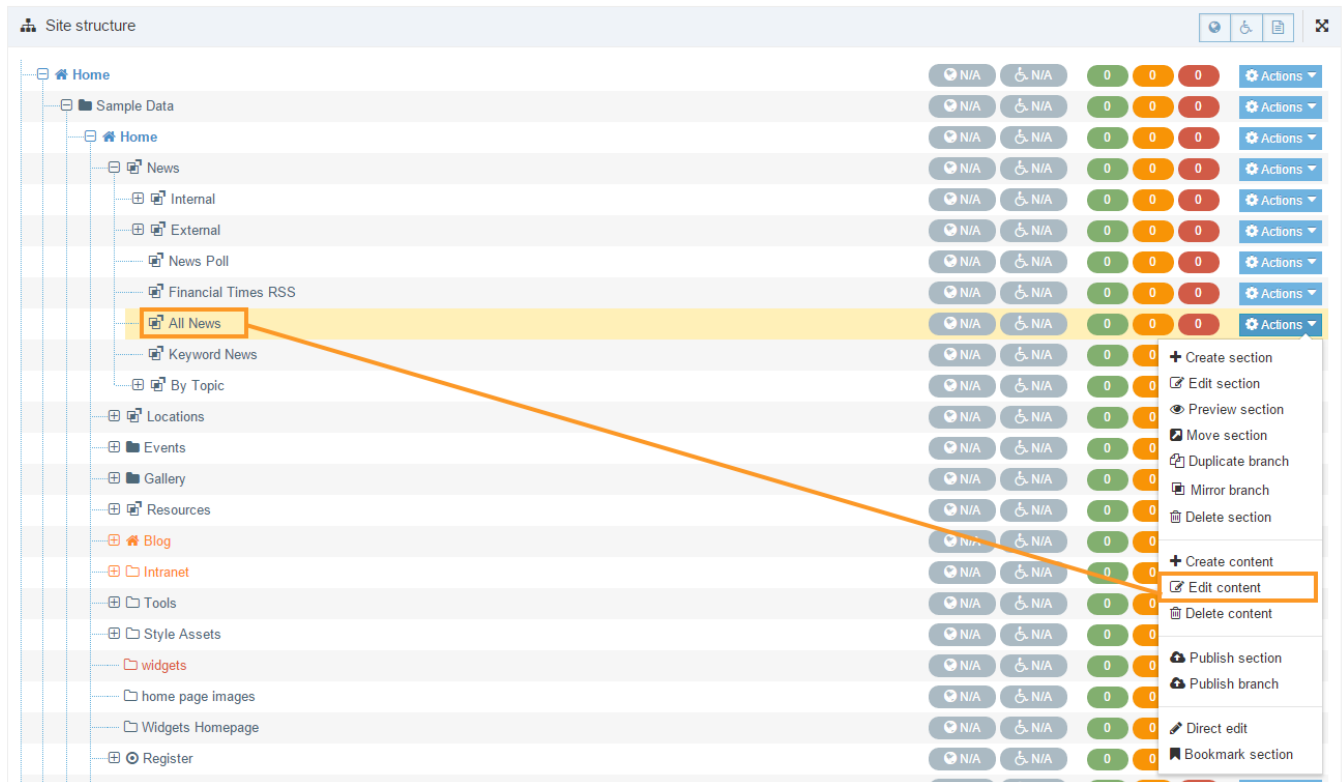
There are two ways to get to the content you want to edit. These are shown on the next pages.

1. You can begin from the System menu via: **Content > Edit content > popup image of site structure > double click section name**




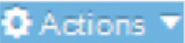
2. From (Home) Site structure via: In the corresponding **Section name > Actions (button) drop-down menu > Edit content**

1. A screen with this section's content will appear.
2. You can either select **Edit** from the **Actions** button, or double click on the blue link name of the content.
3. Click on the Content tab and then the piece of content.
4. A WYSIWYG area will appear, and you can edit your content. The functions are similar to a tool such as Word. However, some of the functions are in the dropdowns at the top.
5. When you are finished modifying your content, you have three options:
 - a. Click **Save Changes**. This option will save your changes but your page will not deploy. Note that when the page [Site structure](#) » Navigate through sites and channels



- refreshes, your content will have an orange **Pending** flag next to it. It will remain Pending until it is approved.
- b. Click from the down arrow - **Save and Approve**. This option will also publish your changes and your changes will go out on the next automatic deploy set. Notice that when the page refreshes, there is a green **Approved** flag next to your content.
 - c. Click from the down arrow - **Save as Draft**. This option will create a page that will not deploy and can only be edited by you. When the page refreshes, you will see a gray **Draft** flag next to your content.

Adding a Section

1. If you are not already on the Site Structure screen, click the site **structure icon**. 
2. Locate the Section in which you want the new page to appear.
3. Click the **actions** menu and select **Create Section**. 
4. Enter the relevant information to create a section. At a minimum, the **Name** must be filled in. All other default options are explained below.
5. Enter a name for the section and click **Save Changes**.

SECTION INFORMATION

Sections are pages of your website and displayed in the [Site Structure](#). When creating sections, the only required element is **Name**. The elements are all described below:

Section TERMINALFOUR

https://cmsdev.luc.edu/terminalfour/page/section#edit/5926

Apps https://luc.saasit.com https://luapps.luc.edu T4 Dev

Duplicate branch

General Content Page layouts More

General section details

Name * About Us

Status Approved

Section options

- ☒ Show in navigation
- ☐ Archive section
- ☐ eForm section

Advanced settings

Description Enter some text

Content owner Select content owner

Output file name about_us.shtml

SEO key phrases

Default workflow None

Access key

1. **Name:** this is the name of your section and is typically also used directly in the menu navigation.
2. **Status:** select **Approved**, **Pending** or **Inactive**.
 - **Approved sections** will publish if they contain approved content.
 - **Pending sections** will not publish.
 - **Inactive sections** are marked for deletion and can be permanently deleted by an administrator.

Section options:

1. Check **Mark as link section**, if the web page is a link elsewhere;
2. **Show in navigation** is checked by default- **if unchecked**, the section will not appear in navigation and will be displayed in the site structure with a clear folder icon;
3. **Archive section**— if content is no longer updated, a section can be set as an archive. This will save publish time, as the section will not be reviewed each time a publish is run.

Output file name: enables you to specify a file name. If left blank, the default file name set in the channel is used. Output File Name results in a published page as follows: parent/filename.shtml.

MOVE AND REORDER SECTIONS

Sections can easily be moved, and the order in which they appear in navigation will change to reflect this.

- You can move one of your sections, using the **drag and drop method**.
- You can reorder your sub-sections using either the **automatic ordering** or **moving them manually**.

Drag & drop sections to reorder


Automatic ordering, i.e. A to Z

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

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.

1. To **REORDER** sections, click the **site structure** icon.
2. From the **Actions** menu, select edit section.
 - Select the **more** tab → **subsections**


- If you wish to use **automatic ordering**, slide the box to the check 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.
- If you wish to manually move the sections, use the **move** arrows to move sections around.
- Click **save changes** before navigating away from this screen, as the changes will otherwise not be saved.


ADDING 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 straight away. Alternatively, you need to select the content type you want to use.
3. The * next to the element identifies that the element is required.
4. Enter a **name** for the content. This will not be displayed on the published page, but simply act as a name within TERMINALFOUR.
5. Using the WYSIWYG, you can create text as you would in Word. In version 8, fewer functions are shown by default, but you can use the dropdowns to access the typical Ord-style functionality.
6. **Preview** to ensure you are happy with the result. Click on the Preview button to see how it will appear on the Web. You can verify that links are working in the Preview mode as well.
7. 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 **Save & Approve** and **Save as Draft**. The drop-down menu options may vary depending on configuration.

CONTENT TYPES

Content is added to a section by using Content Types.

Content » Configure content


 Preview

General
Content
Channels
Options














Content type : Training - Add Content

Name *

Heading *

Main Body *

File
Edit
Insert
View
Format
Table
Tools

p

Specific sections call for specific content types. See the lists below for content types available for your pages.

1. [Interior Pages](#)
2. [Homepages](#)
3. [Left or Right Columns](#)
4. [Template Sections](#)

CONTENT TYPES FOR INTERIOR PAGES

Name	Description	Notes
Page Content Only	Main template to add content to a page. This is used on most pages.	Elements: Name*, Sub-Heading, Body*, Published Date, Tag/s
FAQ Box New	Starts a list of frequently asked questions.	Elements: You can have multiple FAQ Boxes on a page but “Group ID” must be defined in order to group FAQ Items.
FAQ Item	Creates a new question and answer in your FAQ list.	Elements: Name*, Question, Answer, Image, Image Alt Tag, Image Title Tag, unique identifier, Group ID, Create Date <i>Create Date</i> determines the listing order when FAQ Box New is used to group FAQ Items (most recent displays on top) <i>unique identifier</i> must be defined to target the style for a specific content piece.
Image	Used to embed an image to a page	Elements:

		Also used in template sections: site_logo and site_background
Infobox	Used to highlight content on a page. Displays content in a gray box.	Elements: Name*, Sub-Heading, Body
Panopto Video Embed	Embeds a Panopto video on page	Elements: Name*, Title, Panopto Video ID*, Blurb
Redirect Content	Used only if you want to redirect a section that is included in navigation.	
YouTube Video Embed	Embeds a YouTube Video on page.	Elements: Name*, YouTube Video ID*, Blurb, Label, Image

CONTENT TYPES FOR HOMEPAGES

Name	Description	Notes
announcements	Displays content in maroon bar on top of the site's homepage	Elements: (Name*, Title, Blurb, Link, External URL) limit Blurb to 240 characters Used in section = home_announcement
Feature Link		Elements: Used in sections = home_news, home_top, home_center

Feature Story		Elements: Used in sections = home_news, home_top, home_center
Feature Blog Post		Elements: Used in section = home_news
Feature Content		Elements: Used in section = home_news
Feature Profile		Elements: Used in section = home_news
Feature Video		Elements: Used in section = home_news

CONTENT TYPES FOR LEFT OR RIGHT COLUMNS

The following content types can be used in sections = **home_left, interior_left, home_right, and right_column**

Name	Description	Notes
Feature Link		Elements:
Feature Story		Elements:

Feature Blog Post		Elements:
Feature Content		Elements:
Feature Multiple Links		Elements:
Feature Photo Gallery		Elements:
Feature Profile		Elements:
Feature Video		Elements:
Recruitment Links		Elements:
Social Networking Feeds New		Elements:
Social Networking Links	Displays social media icons with links for Facebook, Twitter, and other Social Networking Accounts.	Elements:

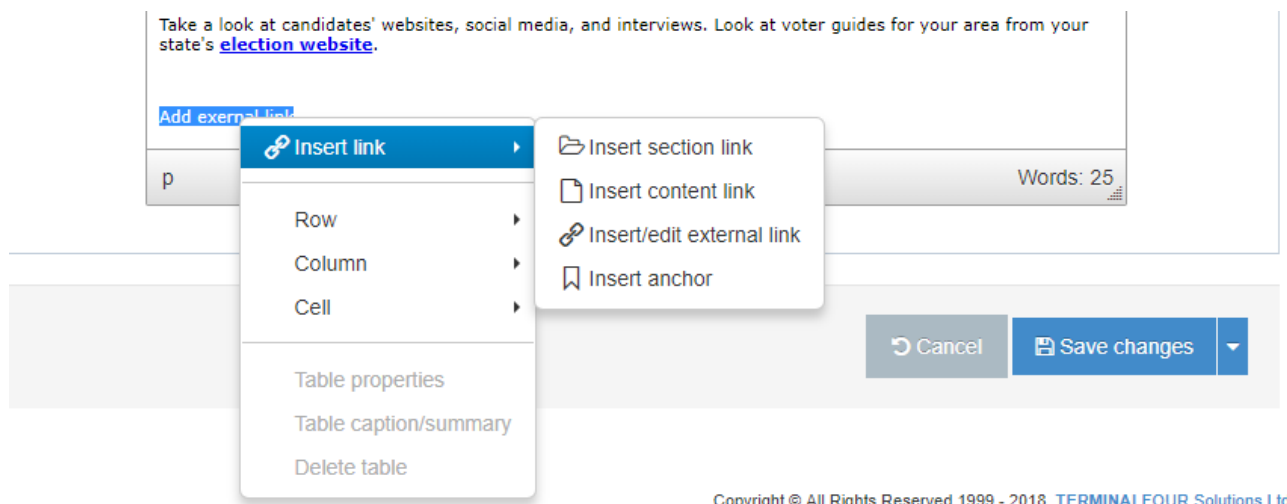
CONTENT TYPES FOR TEMPLATE SECTIONS

Name	Description	Notes
Image	<p>Displays the Site Name when used in section = site_logo</p> <p>Sets the background image for the section when used in section = site_background</p>	<p>Elements: Name*, Select Image, Select Link/Custom Link Text, External URL, Sub Head, Alt Tag</p> <p>Site background image files are located in: <i>Media Library » Categorised » site backgrounds</i></p>

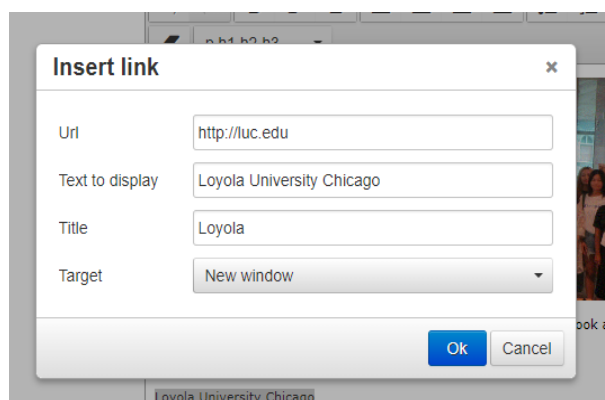
Organization Information	Displays the site's footer information.	Elements: Name*, Email Address, URL, Street Address, City, State, Country, Postal Code, Phone Number Used in: section = footer
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ADD LINKS

1. **External Link:** e.g. <http://luc.edu>
 - a. Type the text you wish to use as your link text; e.g. TERMINALFOUR.
 - b. Highlight the text; then select Insert external link from the WYSIWYG.
 - c. The Insert/Edit Link 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.



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2. **Section Link:** 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 mouse where you want the link inserted. Select Insert Section Link 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.

Body

Edit ▾ Insert ▾ View ▾ Format ▾ Table ▾

↶ ↷ **B** *I* U [List Icons] [Link Icon] [Image Icon]

[Text Icon] p,h1,h2,h3,... ▾



Take a look at candidates' websites, social media, and interviews. Look at voter guides for your area from your state's [election website](#).

[Loyola University Chicago](#)

p » strong » a

Words: 25

- Insert section link
- Insert content link
- Insert/edit external link
- Insert anchor

3. **Content Link:** e.g. to another attendee's "Writing for the Web" content.
- Type and highlight the text you wish to use as the link text or simply place your mouse where you want the link inserted. Select Insert Content Link from the WYSIWYG.
 - 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.
4. Click Save changes to save the content once complete.
5. Preview your content to test your links.

Select content

Helpful Links

Display 10 records Filter: [Filter Input]

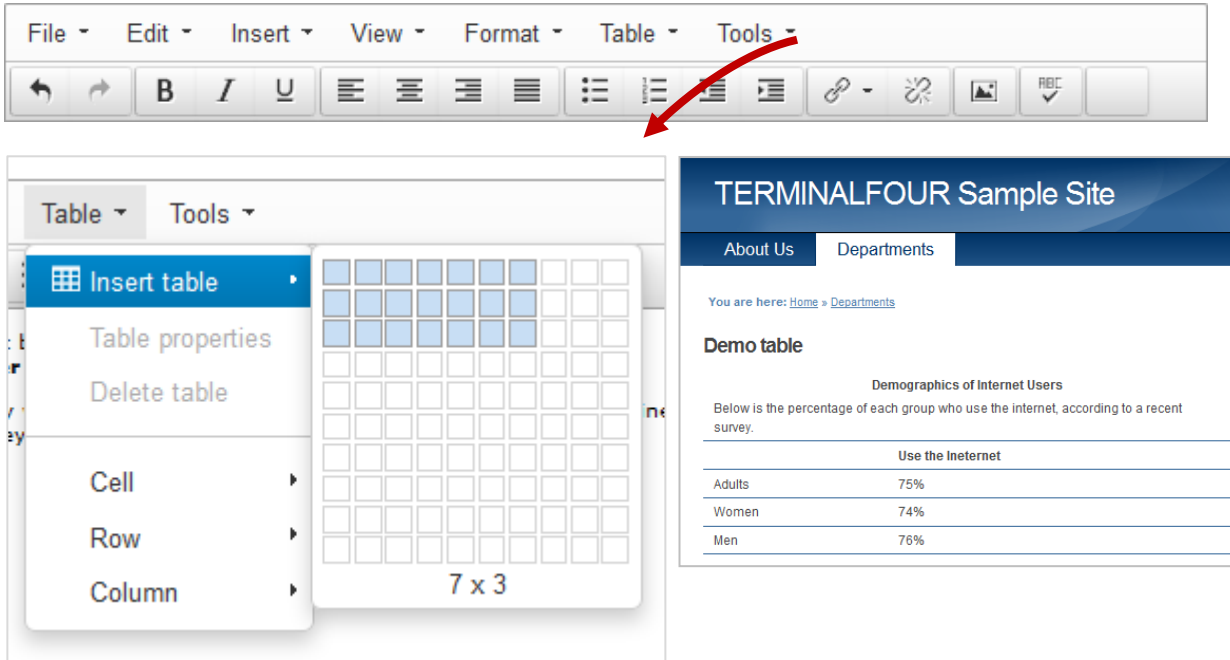
Name	Status
Helpful Links September 6, 2018 12:46 PM 4972	id: 50927 Approved

Showing 1 to 1 of 1 entries

< 1 >

CREATING TABLES

Tables are sometimes used to arrange information within your content to make it easier to read. You can create a piece of content in one of your empty sections or create a table similar to the one below.



The screenshot shows the WYSIWYG editor interface. At the top is a menu bar with 'File', 'Edit', 'Insert', 'View', 'Format', 'Table', and 'Tools'. Below the menu bar is a toolbar with various icons. A red arrow points to the 'Table' icon in the toolbar. On the left, a 'Table' dropdown menu is open, showing options: 'Insert table', 'Table properties', 'Delete table', 'Cell', 'Row', and 'Column'. To the right of the menu is a grid representing a 7x3 table, with the text '7 x 3' below it. On the right side of the screenshot is a preview of the 'TERMINALFOUR Sample Site'. The site has a blue header with 'About Us' and 'Departments' tabs. Below the header is a 'Demo table' titled 'Demographics of Internet Users'. The table contains the following data:

Use the Internet	
Adults	75%
Women	74%
Men	76%

CREATING TABLES

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.






THE MEDIA LIBRARY

The **Media library** is a repository within TERMINALFOUR used to store media files.

Media files are defined as:

- images
- text documents
- PDF files
- audio
- video

To get started, go to [Site Structure Screen > Content > Media library](#). This screen appears:

-  Sites & Channels
-  Assets
-  Measure
-  Engage
-  System administration

[Bulk actions](#)
[+ Add media](#)



 Categorised

Filter:

< 1 >

Media library » add and edit media assets for use within the system

The media library is a centralised repository for media to be used within TERMINALFOUR. You can use it to create cropped versions of images that can be used in multiple pieces of content across many sites.

Hide categories

Categorised

Media categories

Categorised

events calendar group

Sample Data

Style Assets

JS

CSS

Images

PHP

Lightbox

Flash

Content

Photos

Edit category


Create sub-category

Delete category

Display 10 records

Preview

Name


test

Showing 1 to 1 of 1 entries

It is possible to:

- **Hide categories**
- Click to expand/reduce categories. Categories can expand to full page size.
- **Edit category**, **Create sub-category** and **Delete category**.

ADD A CATEGORY

1. To add a **Category**, go to **Content** and select **Media library**.
2. The Media Library opens.
3. Expand the tree structure to find the "Training" category and click on the actions menu 
4. Click **Create sub-category**.
5. Enter your new category name and click **save changes**.
6. Click on your new category.

ADD MEDIA

1. 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. Upload an image or other media to your category


[+ Add media](#)

General

Categorisation

Media details

Media file *

Drop files here or click to choose


Media type

Image ▼

Name *

Description

e.g. A student sitting under a tree

Syntax highlighting language

HTML/XML ▼

Media language dependence

☒ Fully independent

☐ Independent media file

☐ Fully dependent

ADDING AN IMAGE TO YOUR PAGE

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

Writing for the Web

IMAGE IMAGE IMAGE IMAGE
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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.


Web Content is:

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

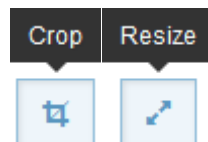
EDITING AN IMAGE

-- 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.

Preview ^	Name ^	Filename ^	Type ^	Size ^	Actions
	T4_logo id:1462	T4_logo_w200.jpg	Image	13.4 kB	<div><div>Edit</div><div>Move</div><div>Variants</div><div>Download</div><div>Delete</div></div>

Showing 1 to 1 of 1 entries



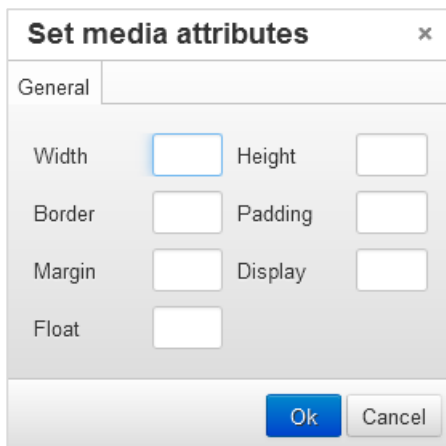
Other variants

Display <div>10</div> records		Filter: <input type="text"/>		
Preview ^	Variant name ^	Dimensions ^	Metadata ^	
	cropped logo crop	102x105		<div>Actions</div>
	resized logo resize	75x54		<div>Actions</div>

1. From your content, click **Insert Media**
2. Locate the image in the Media Library, click the **Actions** button → **Variants**.
3. From here you can either **Crop** or **Resize** the image.
4. Enter a **Variant name** and a **Description**.
5. Click **Create variant**.
6. Add additional variants if needed.
7. Once you have added the necessary variants, click **Save changes** to save.
8. To use a variant in content; click on your logo and any variants associated to the image will be displayed.
9. Click **Select** to add the image variant to your content.
10. The variant is inserted in to your content.

Edit Image Attributes

-- You may want to specify where on the page an image should appear and how text is placed around this image. Set the Media Attributes which will let you specify Margin, Float, etc.

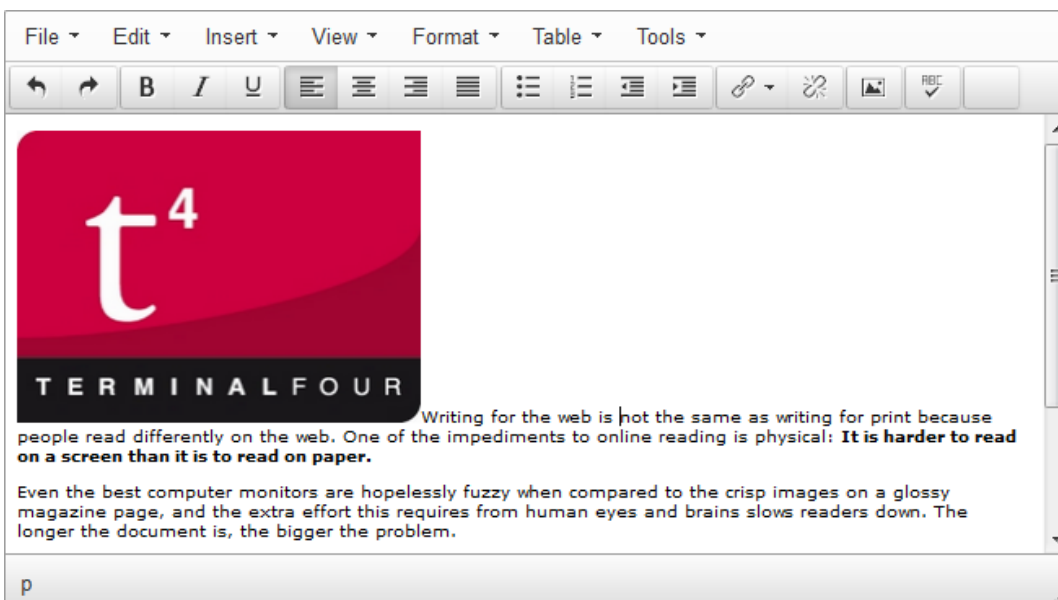


The dialog box is titled "Set media attributes" with a close button (X) in the top right corner. It has a "General" tab selected. The form contains several input fields for styling an image:

- Width:
- Height:
- Border:
- Padding:
- Margin:
- Display:
- Float:

At the bottom of the dialog are "Ok" and "Cancel" buttons.

Double-click on an image to set media attributes




1. The image (or image variant) has been inserted in your content. If your Media Layout for images contains style options, you can set those from the content.

2. Double-click on the image to open the **Media Attributes**.
3. Specify the values you wish to set.
4. Click **Ok** to return to the content screen.
5. **Preview** your content to ensure you are happy with the result.
6. Click **Save changes** to save the changes made to the content.

USING MEDIA ITEMS - PDF DOCUMENTS

-- You can upload PDFs as media content as you would images.

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)

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 Media**
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.

APPROVING/SAVING YOUR CONTENT

