Creating a Section in Terminal Four

1. In the Site Structure section (left column), navigate to the area you want to create a new section. If you’re not sure where the section is, use the breadcrumbs on the live web page as a guide. The breadcrumbs is the path from home page to the page you’re on directly below the page title (see Fig. A which shows the breadcrumbs to the Division of Nephrology’s Clinical Training web page. To find the section in T4, you would follow the identical path (Departments, Department of Medicine, Division, etc.)

Fig. A

Division of Nephrology

Departments > Department of Medicine > Divisions > Division of Nephrology > Fellowship Training Program > Clinical Training

2. Mouse over the yellow down arrow next to the section you to add a section (Fig. B.). Note: The new page with reside “inside” whatever folder you clicked the arrow next to. Think about the navigation when deciding where to add the section.

Using the Nephrology example again, if you wanted to add another training program, you would click the yellow down arrow next to Fellowship Training Program. Doing so will put your new page at the same level as Clinical Training. If you click the down arrow next to Clinical Training, your new pages would be nested inside the Clinical Training folder.

Any folder with a nested section will have an arrow on the live web page navigation as shown in Fig. B. If “Shows in navigation is not checked, the section will not show up in the left navigation (Fig. E).

Fig. B

3. After mousing over the yellow down, select “Add Section” as shown in Fig. C.

Fig. C

4. The screen will refresh with a blank form/section. It will be open to the “General” tab. There are two things you must complete initially before you can add content. In the Name field, enter the name of the section (page). This is what will appear at the main heading on the web page, in the left navigation and breadcrumbs. See Fig. D.
5. The second thing you need to do to create the new section is decide if you want the page to appear in navigation. This is done using the “Show in navigation” checkbox, as shown in Fig E. By default, it is checked. If you don’t want the page to appear in navigation, uncheck it.

**TIP**: When creating a new section that needs to be reviewed before going live, uncheck the box so it’s “hidden.” This will allow you to have it reviewed before being making it available to the public.

Fig. E

6. When you have added the Name and unchecked (or left checked) the Show in navigation, click the Add button that appears on the top right of the page.

7. If the new section appears in navigation, you can place it wherever you’d like. Instructions on organizing files can be found in the guide, “How to Order Navigation in T4”.

8. The window will close. Now it’s time to add content. Mouse over the yellow arrow, then select “Modify Content”