

# How to Update an Existing Web Page in Terminal Four (T4)

## Introduction:

This guide will show you how to **locate** and **edit** existing content. Instructions on how to create a new section, work with hyperlinks and graphics are in separate guides.

## Related Guides:

- Adding Content (new content as opposed to revising existing content)
- Working with Hyperlinks (link that take you to other web pages)
- Working with Graphics (photos, artwork, etc.)

## T4 Terminology: Sections and Content Types

Before we begin, it's important to know the following terminology.

### Sections / Web Pages



In T4, the term “Section” is used for web pages. So, “Add Section” is really “Add Page.” The website is composed of sections, both top-level and nested. Sections are shown as folders. If a folder is yellow, then that web page appears in the navigation on the live website. If it is gray, then it does NOT appear in the navigation. You can control whether it appears or not by clicking the “Show in navigation” checkbox. More information on this can be found in Creating a new Section.

### Content Types:

Content Types are the components that make up the body of a Section web page. It's the actual content that make up the page. In T4, you have the ability to select different Content Types when building a section. For example, you might have an introductory paragraph, video, then another paragraph. When building the section, you choose each Content Type one-by-one, then add content to each element. More information on

## Step-by-Step Instructions:

1. Navigate to the section (page) you want to edit. To locate the page in T4, refer to the **breadcrumbs** on the live web page as show in example A.

**Ex. A**

# Office of Development

Offices of the Dean > Office of Development > **Ways to Give**

Development  
Home

## Ways to Give

2. Notice the path to the section (page) in T4 is the same as the breadcrumbs (Ex.B):

### Ex. B



3. The following graphic (Ex. C) shows how content on a web page is organized in T4.

Ex. C

## Terminal Four

<b>A</b>	Offices of the Dean	
	Office of Academic Administration	
	Office of Admissions	
<b>B</b>	Office of Development	Development home page content
<b>C</b>	Development Home	Link to Development home page - for left navigation only
<b>D</b>	Our Medical Advances	Parent section (Page with nested sections within)
<b>E</b>	Overview	Link to Our Medical Advances - for left navigation only
<b>F</b>	How We Are Transforming Medicine	Child section
<b>G</b>	We Are Not Your Traditional Medical School	Child section
<b>H</b>	Our Case for Support	Parent section (Page with nested sections within)
<b>I</b>	Imagine What We Can Do	Child section
<b>J</b>	sidebar	A sidebar is where content on the right column of the page resides.
<b>K</b>	Ways to Give	
<b>L</b>	The School of Medicine Gala	
<b>M</b>	Support Our Research	

## Web Page

### Office of Development

**A** Offices of the Dean > **Office of Development** **B**

**C** Development Home

**D** Our Medical Advances > **E** Overview

**K** Ways to Give

**L** The School of Medicine Gala > **F** How We Are Transforming Medicine

**M** Support Our Research > **G** We Are Not Your Traditional Medical School

Our Donors > **H** Our Case for Support

**I** Imagine What We Can Do

You can help us continue this important work—and recognize our long history of excellence—by giving to the School of Medicine. Your support will help create an enduring legacy at an institution on the

How You Can Make an Impact

school and we are one of the ing, imagining and creating

earch, innovative medical e School of Medicine has s and patients for more

**J**

2016 Gala Video



The Future Coming into F...

Howard S. Brown  
Grateful Patient

The DJ Schafer

- Once you've located the section/page, you can either click the file name or mouse over the yellow arrow to the right then select Modify (see Ex. D)

**Ex. D**

Office of Development	14	0
Development Home	0	0
Our Medical Advances	3	0
<b>Ways to Give</b>	1	0
The School of Medicine Gala	11	0
Support Our Research	2	0
Our Donors	1	0
Medical Families	3	0

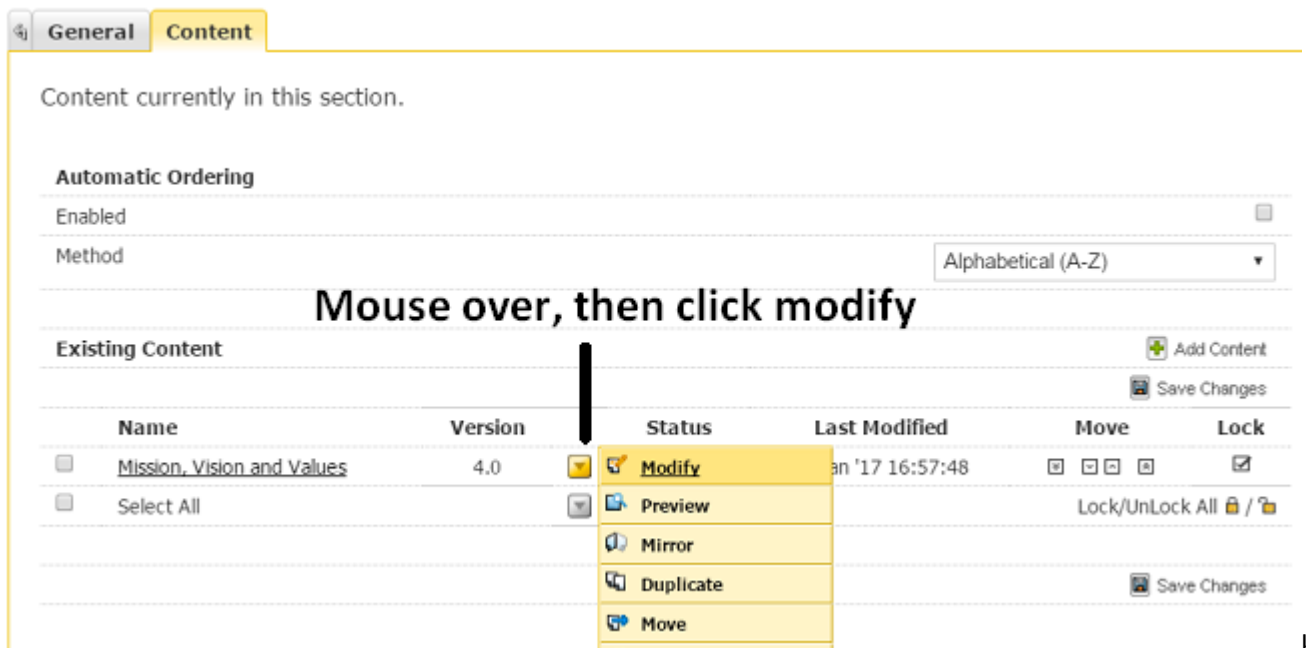
5. On the new page that loads, click the Content tab ( Ex. E)

**Ex. E**



6. Depending on how the section was built, there will be one (Ex F) or more content types (Ex. G) in the Content area. Some pages, like the one shown in Ex. F have all the contents of the middle section of the page in one type. So, to edit this content, you would mouse over the yellow arrow and click Modify.

**Ex. F**



any change to the middle part of the page, you would mouse over the yellow arrow and click "Modify :.

7. If there are more than one Content item listed, you'll need to find the correct one. An easy way to do this (other than just opening each one and looking) is to cross reference the live web page with these content items. (See Ex. G)

Content currently in this section.

## Content types in T4

**Automatic Ordering**

Enabled

Method

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**Existing Content**

	Name	Version		Status
<input type="checkbox"/>	Make a Gift Button <b>A</b>	8.0		Approved
<input type="checkbox"/>	Intro and Ways to Give <b>B</b>	2.0		Approved
<input type="checkbox"/>	Horizontal Rule <b>C</b>	1.0		Approved
<input type="checkbox"/>	Memorial and Tribute Donations <b>D</b>	1.0		Approved
<input type="checkbox"/>	Horizontal Rule <b>E</b>	1.0		Approved
<input type="checkbox"/>	Car Donation Program <b>F</b>	1.0		Approved
<input type="checkbox"/>	Select All			



## **A** How they appear on web page

The secret of our success and the key to our future growth comes, in part, from the internationally recognized faculty and the best and brightest medical students in the nation. Perhaps even more important are people like you—the generous donors and friends who make discovery and advancement possible. Philanthropic support of the University of Maryland School of Medicine offers a wonderful way to say thanks to a physician for a job well done.



- [nnash@som.umaryland.edu](mailto:nnash@som.umaryland.edu) or call 1-(877) FUND-SOM
- [Make a Gift Online](#)
- [Planned Giving](#)

**C**

## Memorial and Tribute Donations **D**

Memorial and tribute gifts honor special people, events, and milestones in our lives. Any gift can be designated as a memorial or honorary gift and helps to advance the University of Maryland School of Medicine's educational, research and clinical missions in significant ways.

If you wish to make a tribute gift to the University of Maryland School of Medicine, please indicate:

- If it is a memorial gift or a gift in honor of an individual
- Name (and address, if applicable) of the person that the gift is in honor/memory of
- Name and address of person who should be notified of gift
- Where the gift should be designated

Please make your check payable to the University of Maryland Baltimore Foundation, Inc. (UMBF, Inc.).

For more information on making a gift to the School of Medicine, please contact Nicole Nash at 410-706-6877, 877-FUND-SOM (877-386-766), or [nnash@som.umaryland.edu](mailto:nnash@som.umaryland.edu).

**E**

## Car Donation Program **F**

8. After finding the correct content type, mouse over the yellow arrow and click Modify.

9. A new window will open with content that can be edited. The majority of content types are called, "SOM – A HTML Content" which is basically, a blank canvas much like a MS Word document. See Ex. G to see how fields are matched to web content.

**NOTE:** If you want to paste text, work with hyperlinks or graphics, please see those corresponding guides.

**Ex. G**

The screenshot shows a content editor window titled "Modify content, update details." The breadcrumb path is "Section: University of Maryland Baltimore » SOM » Home » Offices of the Dean » Office of Development » Ways to Give". The editor has tabs for "General Information", "Content", "Placement", "Channels", "Options", and "Linked Content". The "Content" tab is active, showing a content type of "SOM A - HTML Content". The "Name" field contains "Memorial and Tribute Donations". A red arrow points to this field with the text: "The name doesn't appear on the web page. It's just so we can identify this content in T4". Below the name field is a rich text editor with a "Format" toolbar. A red arrow points to the toolbar with the text: "Heading 2". The main content area contains a heading "Memorial and Tribute Donations" and several paragraphs of text, including a bulleted list and a photo of four people. A red arrow points to the text "Regular text. Don't format, except for bold or italics." At the bottom left, a red circle highlights the text "Path: h2". At the bottom right, there are "Update", "Preview", and "Cancel" buttons.

10. When done editing, mouse over the red button on the top right. Select **Update & Approve**. This will save your work and put it in the queue to be published live during the next publishing cycle. If you click Save as Draft, your work will be saved inside T4 but it will not be published live.

**Related Guides:**

- Adding Content (new content as opposed to revising existing content)
- Working with Hyperlinks
- Working with Graphics