

How to Add Content in Terminal Four

Introduction:

How you manipulate content will depend on the content type. This guide demonstrates how to work with content using the **SOM A – HTML Content** content type. This content type is the most commonly used. Think of it as a blank canvas, much like a MS Word document.

Related Guides:

- Updating an Existing Section (locating and editing content)
- Working with Hyperlinks (link that take you to other web pages)
- Working with Graphics (photos, artwork, etc.)

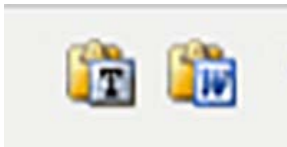
Step-by-Step Instructions:

The instructions below begin after you've logged into T4, located the section and piece of content you wish to edit and clicked, "Modify." There are separate guides on those topics (see Table of Contents).

Content can be **typed or pasted** into the main content field.

1. To paste content, click one of the two buttons in the toolbar shown in Fig. A.

Fig. A.

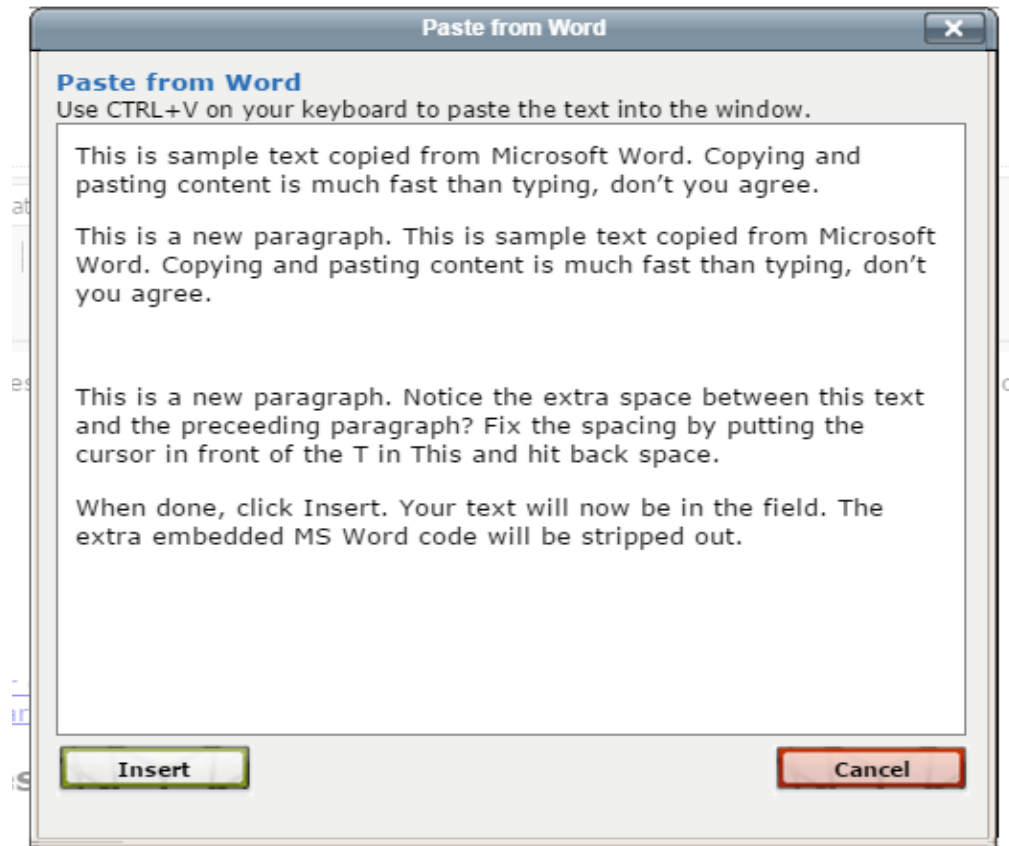


Icon with T: Paste as Text – Use this for anything copied from a source that isn't MS Word.

Icon with W: Paste from Word – Use this if you copied from an MS Word document.

2. After clicking the icon, a new smaller window will open (Fig. B). If it doesn't, check to make sure you don't have a pop-up block running.

Fig. B



3. After pasting the content, you may need to remove extra spacing between paragraphs. When done, click Insert.
4. The smaller "Paste from Word" window will close. Now, you can use the toolbar to format the text. Fig. C shows how fields are matched to web content.

Fig. C

Modify content, update details.

Section: University of Maryland Baltimore » SOM » Home » Offices of the Dean » Office of Development » Ways to Give

General Information **Content** Placement Channels Options Linked Content

Content Type: SOM A HTML Content

The name doesn't appear on the web page. It's just so we can identify this content in T4

Name * 1 Memorial and Tribute Donations

Content * 1

Heading 2 — **Memorial and Tribute Donations**

Regular text. Don't format, except for bold or italics. —

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.

Path: h2

Update Preview Cancel

NOTE: If you want to work with **hyperlinks** or **images**, please see the Guide on that topic.

- At any time, click the Preview button to see how the content will look on the web page in a browser. When previewed, the formatting will be applied. For example, text colors will change for the heading and links.

TIP: Copy the Preview URL and send it to other T4 users to review your work.

- When you are done editing, mouse over the Update button and select one of the following:

Update & Approve: This saves the changes in T4 AND puts the content type in the queue to go live when the next publishing cycle runs (hourly). **You will use this 95% of the time.**

Saves As Draft: This saves the changes in T4 only. Your changes will NOT go live until they are approved. If you Preview the content type saved this way, you can send the Preview URL to others on your team to review your work.

Publish Now: This saves the changes in T4 AND sends the changes live immediately. Please note, there is still a 5 minute or so lag time before you see the changes live. **Please only use Publish Now for emergencies.** It slows down the entire system.