An Overview of TerminalFour Version 8

Contents

Introduction

Testing TerminalFour Version 8

This document describes the changes and capabilities of TerminalFour version 8. The UMB upgrade from version 7 is expected to occur the week of July 9, 2018. If you'd like to test version 8 before using it on live content, you can use the "Version 8 Testing" folder at:

SOD > University of Maryland School of Dentistry > SOD Moderator Training > Version 8 Testing

Feel free to create a new section within this folder for your own training needs.

Getting Help

For help and additional information, consult UMB's resources:

https://www.umaryland.edu/cpa/toolbox/website-manual/

You can also reach out to Preston Stone, SOD's Manager of Web Development, at pstone@umaryland.edu or by phone at 6-2673.

Logging In

Site Structure and Actions

Version 8 of T4 has the same features and capabilities as version 7, but the interface has been redesigned to make some things easier to find and use.
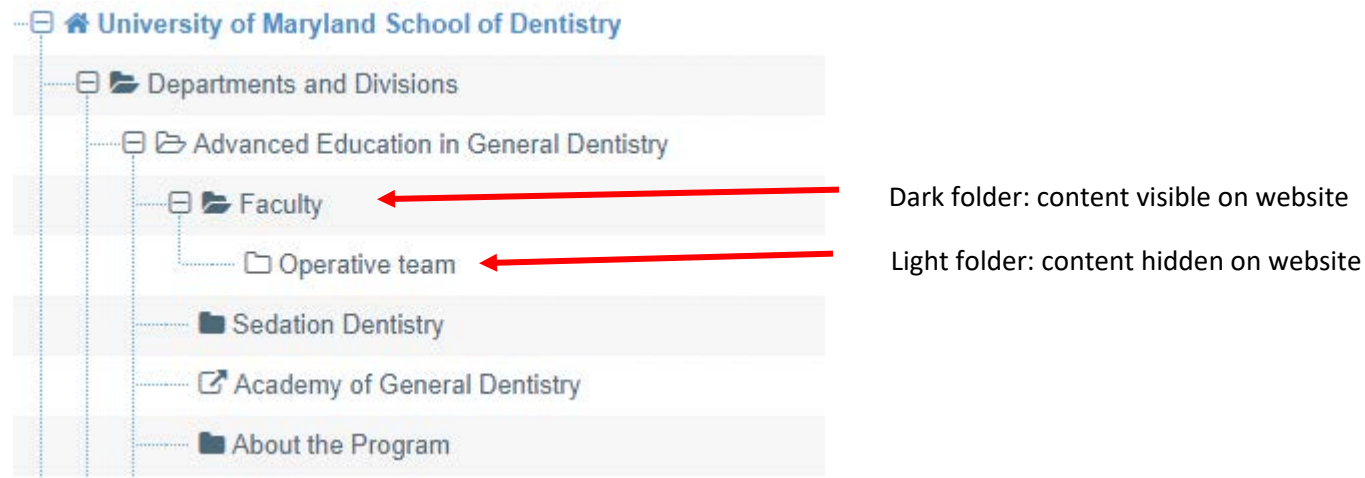
When you first login, the Site Structure view is very similar to version 7, but with different colors and icons. Most important are the Content List and Actions Button:

Content List   Actions Button

The folder icons are slightly different:


Dark folder: content visible on website

Light folder: content hidden on website

The dark folders indicate sections that are publicly visible on the website, and the white folders indicate sections that aren't publicly visible.
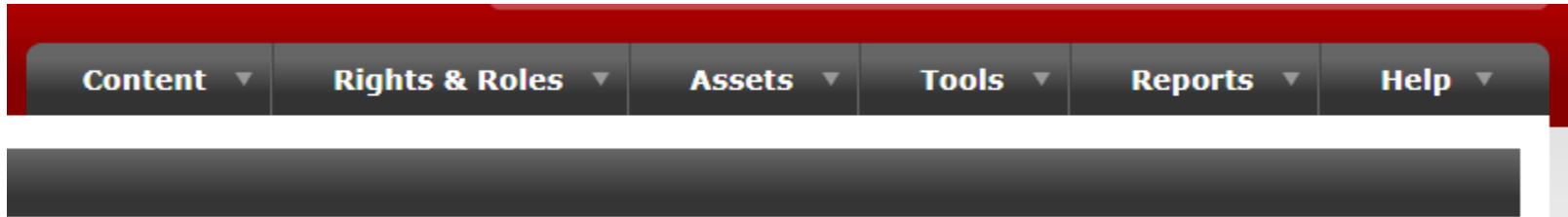
The blue "Actions" button on the far right of each row replaces the yellow arrow in version 7. If you click the Actions button, you'll see this menu:
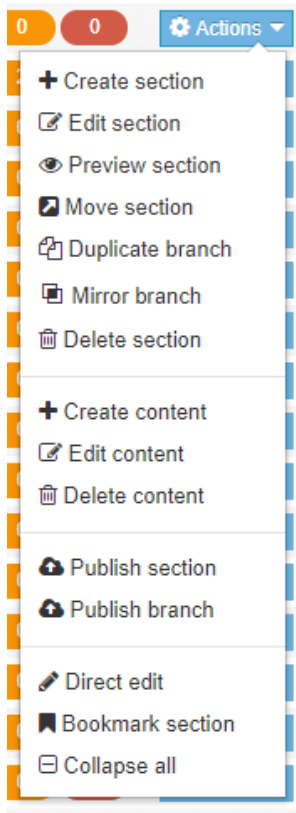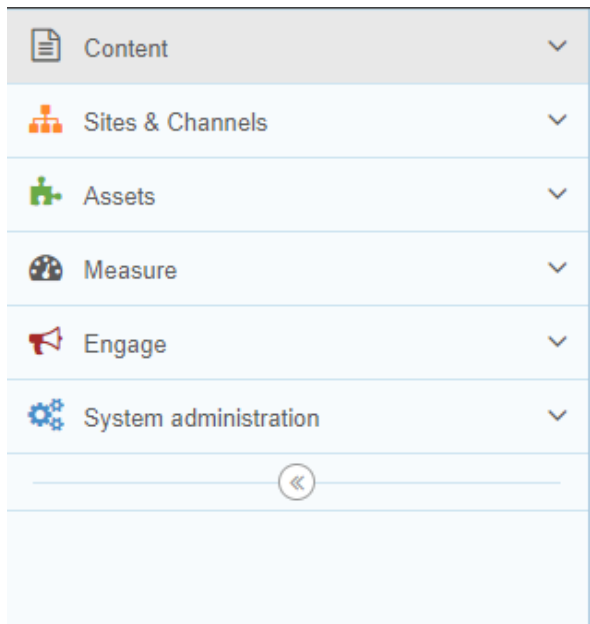

The font is a little larger, and menu items are generally easier to read.
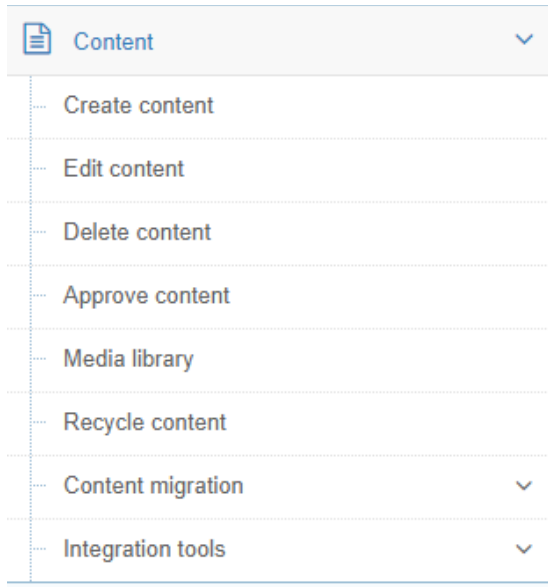
Sidebar Menu

Also notable is the left-side menu, which replaces the overhead menu in version 7. Here's the old version:
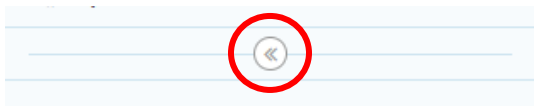

And here's how it looks in version 8 (note that your menu may look different if you're not an administrator):

This menu is a sidebar on the left side of the screen. The menu items open accordion style:

If the menu takes up too much screen space, you can close it by clicking the arrow icon at the bottom of the sidebar:

Editing Content

To edit a section, click on its name. The layout of the section screen is very familiar:
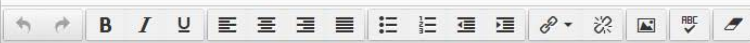
Helpful tool tips are located throughout this screen. To learn more about a field or a button, hover your mouse pointer over it:

Note: these tool tips appear in many places in T4. When in doubt, point your mouse at a field or button to see if there's more information.

To add and edit sections, click on the "Content" tab to get to this screen:

Again, the layout is familiar. Icons and colors have been improved, to make it easier to see which content is approved or inactive. Note the cross-shaped icon to the left of each piece of content – this allows you to easily reorder them. You can also click directly on the name of a piece of content to edit it, instead of using the Actions menu.

Content Types

To create new content, click the green "Create Content" button in the upper right and choose a content type:

Choose content type

Display 10 ▼ records		Filter:	
Content type ▲	**Content description ⇕**	**Group ⇕**	
Announcement An attention-grabbing announcement.	An attention-grabbing announcement.	Global	○
By The Numbers Used to add content to the By The Numbers part of the home page	Used to add content to the By The Numbers part of the home page	Global	○
Calendar Event eForm		Global	○
Calendar Event SOD A School of Dentistry event for the common calendar	A School of Dentistry event for the common calendar	Global	○
Calendar Event Uni Admin A University Administration event for the common calendar	A University Administration event for the common calendar	Global	○
Calendar Event Uni Admin Submission Form Used to submit University Administration events to the Commn Calendar	Used to submit University Administration events to the Commn Calendar	Global	○
Common Calendar Feed (Import URL) Add an event feed from the common calendar to your page.	Add an event feed from the common calendar to your page.	Global	○
Contact Box This is a standardized display of Contact Information for offices and departments.	This is a standardized display of Contact Information for offices and departments.	Global	○
Countdown Timer With Text Count down to a specific date/time.	Count down to a specific date/time.	Global	○
Countdown Timer Without Text Count down to a specific date/time.	Count down to a specific date/time.	Global	○

Showing 1 to 10 of 57 entries

‹ **1** 2 3 4 5 6 ›

↺ Cancel   → Next

The list of content types is paginated, to make it a little easier to sort through them. In the upper right is a handy Filter tool, that allows you to search for content types:

Choose content type

Content type ▲	Content description ⇕	Group ⇕	
General Content Can include paragraphs, images, etc.	Can include paragraphs, images, etc.	Global	○
General Header A standalone title.	A standalone title.	Global	○
Mega Menu General Content Can include paragraphs, images, etc.	Can include paragraphs, images, etc.	Global	○
Six Column Content Similar to General Content, but divided into six columns.	Similar to General Content, but divided into six columns.	Global	○

Display [10 ▼] records   Filter: general

Showing 1 to 4 of 4 entries (filtered from 57 total entries)   ‹ 1 ›

Content Editor

The layout for the content editing screen is very close to the layout in version 7:

The biggest difference here is in the layout of the text editor. Once again, helpful tool tips may be found here:

The new editor has a simplified toolbar:
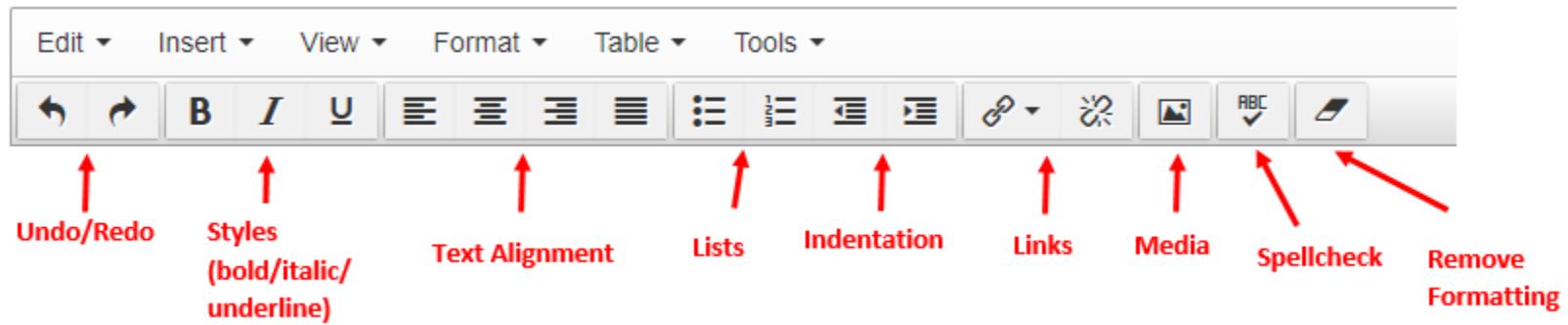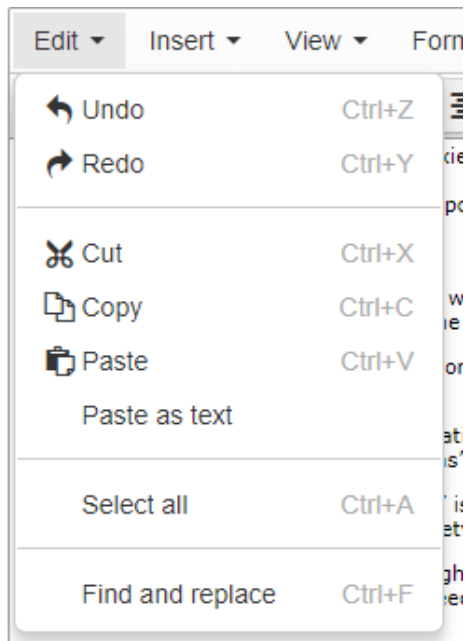

Here's the old toolbar for comparison:

The new editor is designed to keep common tasks as toolbar buttons, while putting everything else in dropdown menus. Much of what you find in the dropdown menus already exists as a button in the toolbar, for instance in the "Edit" menu:

The Format menu, which exists as its own dropdown menu in version 7, has been consolidated with other formatting options in version 8:
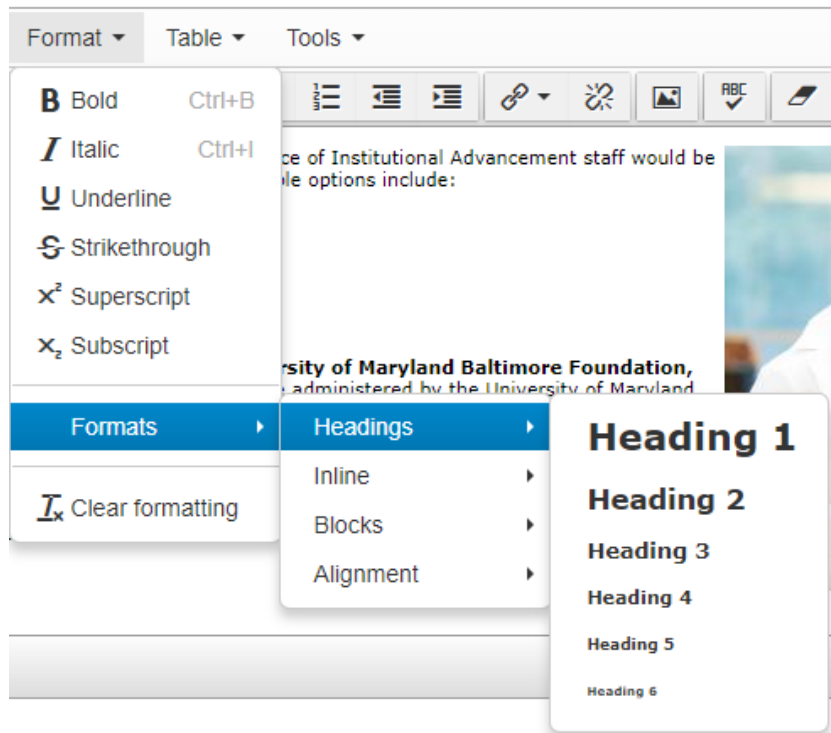
It may also be useful to know that the "HTML" button has been replaced by the "Source Code" item in the Tools menu:
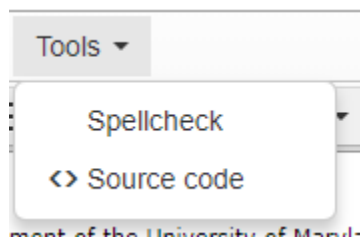
The old editor had four different buttons for adding links. The new editor has one button, with a dropdown menu:
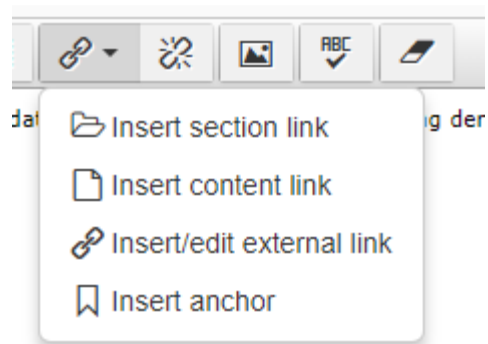

Insert section link: inserts a link to another section in T4.
Insert content link: inserts a link to a piece of content *within* a section.
Insert/edit external link: inserts a web link to an external site.
Insert anchor: inserts a link to a location within the same page.

Most of the time, you'll only need to worry about inserting a section link or an external link.

Working with Images and Media

Media Library

Like other areas in T4, the Media Library has been redesigned for ease of use:

The left sidebar is the list of categories, just like in the old version. Note that just above the category list is a "breadcrumb" navigation that makes it clear where you are in the Media Library (in this case, "Categorized > SOD"). Media are displayed as thumbnail previews, with media name and description, version number, current status, and other useful information.

Adding images and media is slightly easier in version 8. The media library is easier to navigate:

Display 10 ▼ records					Filter:		
Preview ▲	**Name** ⇕	**Version** ⇕	**Status** ⇕	**Filename** ⇕	**Type** ⇕	**Size** ⇕	
	anseloni_vanessa id:35347 Dr. Vanessa Anseloni	1.0	Approved	anseloni...ssa.jpg	Image	12.2 kB	⚙ Actions ▾
	bai_guang id:35348 Dr. Guang Bai	2.0	Approved	bai_guang 3.jpg	Image	6.7 kB	⚙ Actions ▾
	benavent_vanessa id:35349 Dr. Vanessa Benavent	1.0	Approved	benavent...ssa.jpg	Image	55.4 kB	⚙ Actions ▾
	brain id:35350 brain	2.0	Approved	brain.jpg	Image	209.8 kB	⚙ Actions ▾
	brain_bee id:35351 National Brain Bee	1.0	Approved	brain_bee.jpg	Image	173.8 kB	⚙ Actions ▾
	chung_man-kyo id:35352 Dr. Man-kyo Chung	7.0	Approved	chung_ma...kyo.jpg	Image	14.4 kB	⚙ Actions ▾
	dessem_dean id:35353 Dr. Dean Dessem	1.0	Approved	dessem_dean.jpg	Image	17.8 kB	⚙ Actions ▾

Much like the Content Type list, the media library has a "Filter" tool that allows you to search more easily for content within a folder:

Adding Media

To add a new image, click the "Add Media" button in the upper right of the screen. The resulting screen should seem familiar:

The Add Media screen has been redesigned to add a few minor features. Note that you can now drag a file to the screen in order to upload it. The screen is a little more intelligent when it comes to determining file type.

Media file (Max: 15728640KB) *
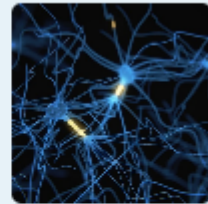
Chronic-Pain-Brain-Image-C.jpg (**0.1** MB)

✖ Remove

Media type

Image

Name *

Chronic Pain Brain Image

Description

Artwork depicting neurons

For images, enter descriptive text
unless the image is used for
layout or non-informative
purposes, does not present
important content and does not
appear within a link

Syntax highlighting language

HTML/XML

Media language dependence

● Fully independent

○ Independent media file

○ Fully dependent

Once you've added an image, complete the process by adding a name and description. There is a helpful tool tip here to assist you in coming up with description text.

Note: text from the Description field is used by visitors using screen readers to access content. For accessibility reasons, we require a description unless the image is decorative.

Creating Image Variants (Cropping and Resizing)

To create different size variations for an uploaded image, click the Actions button and choose "Variants":

The Variants screen allows you to make cropped versions of an image, as well as resized versions. It has all the same functionality as the older version of T4:

In the upper left of the Media Variants screen are two buttons that provide access to the variants tools:

Media variants

Use the tools below to cre
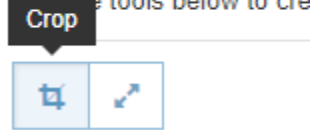
Crop

Media variants

Use t̲ below to crea
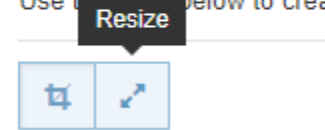
Resize

Crop   *Resize*

Once you've created an image variant, enter a name and description for it just below the image, then click "Create Variant":

Name *

e.g. Banner image

Description

e.g. An image used for a banner

+ Create variant

Finally, click "Save changes" in the lower right:

↺ Cancel   🖫 Save changes
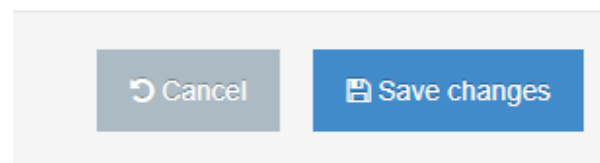
To insert an image from the Media Library into content, simply click on its name:

Brain Pain Banner
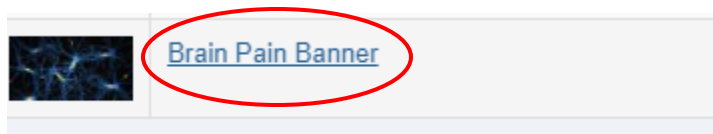
The selected media will then appear in content:

Main Body *

Edit ▾   Insert ▾   View ▾   Format ▾   Table ▾   Tools ▾

The Department of Neural and Pain Sciences (NPS) is a Department of the University of Maryland School of Dentistry with research, teaching, and service responsibilities. Its research and educational domains are in the area of neuroscience, with a strong emphasis on the neurobiology of pain. NPS faculty members conduct multidisciplinary sensory-motor system research with a major focus on acute and chronic pain mechanisms. Leaders in this department use state-of-the-art methods including advanced molecular, neur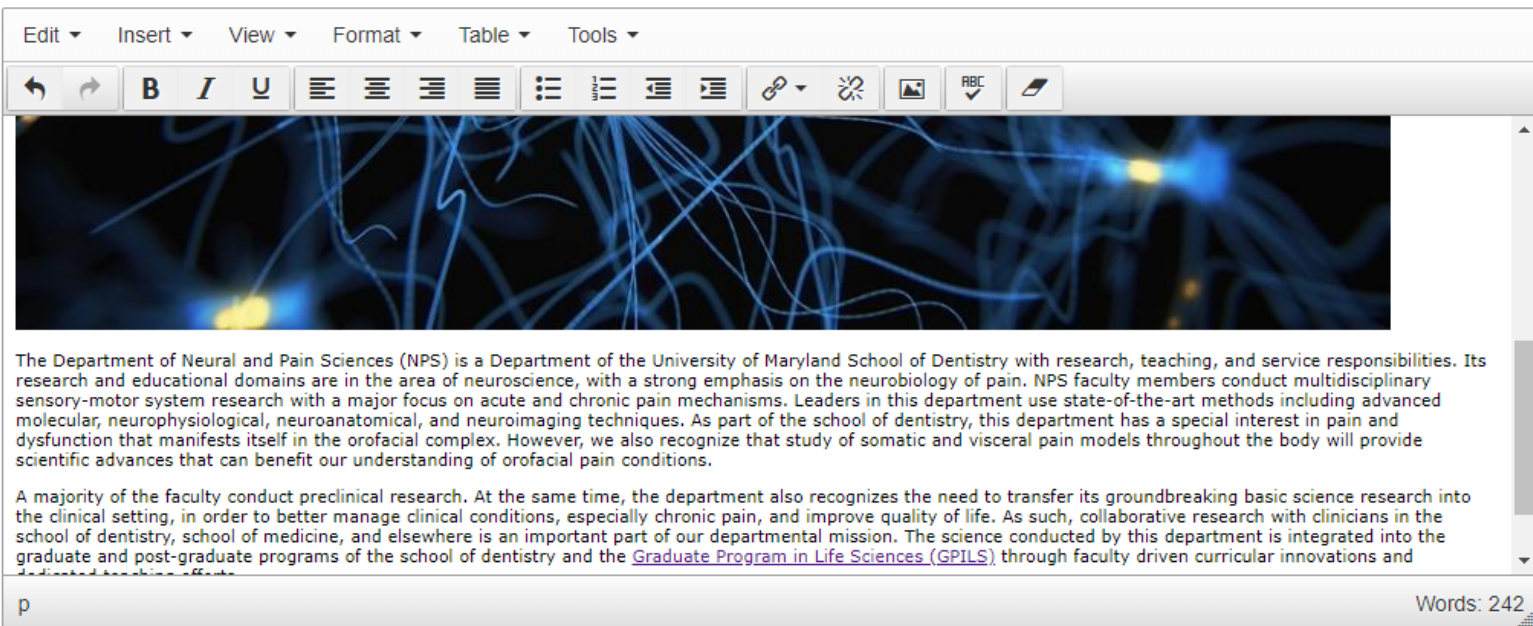ophysiological, neuroanatomical, and neuroimaging techniques. As part of the school of dentistry, this department has a special interest in pain and dysfunction that manifests itself in the orofacial complex. However, we also recognize that study of somatic and visceral pain models throughout the body will provide scientific advances that can benefit our understanding of orofacial pain conditions.

A majority of the faculty conduct preclinical research. At the same time, the department also recognizes the need to transfer its groundbreaking basic science research into the clinical setting, in order to better manage clinical conditions, especially chronic pain, and improve quality of life. As such, collaborative research with clinicians in the school of dentistry, school of medicine, and elsewhere is an important part of our departmental mission. The science conducted by this department is integrated into the graduate and post-graduate programs of the school of dentistry and the Graduate Program in Life Sciences (GPILS) through faculty driven curricular innovations and

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Words: 242

Saving and Publishing

Once you're done editing content, you can preview, save, and/or publish it. The Preview and Publish buttons are in the upper right:

The Save Changes button is in the lower right. By default, clicking this button saves and approves the content (which means it will be published the next time the site is refreshed). To save your work as a draft, click the arrow next to the Save Changes button and choose "Save as draft":
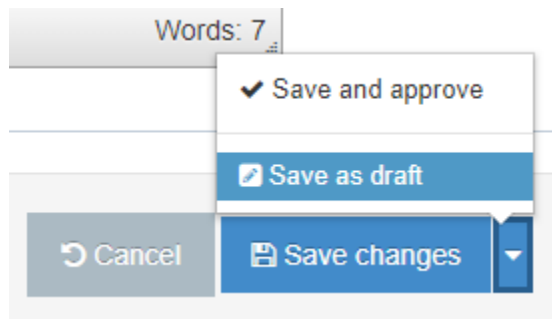
Once you've published or saved the content, you'll see a confirmation message at the bottom of the screen. I've saved this piece of content as a draft, and the associated icon has changed on the content list screen:

✛	Neural and Pain Sciences Header ⅍ General Header	2.0	Approved	January 29, 2018 9:21 AM
✛	Department Slideshow ⅍ Slideshow	1.0	Approved	July 19, 2014 11:44 AM
✛	NPS homepage image ⅍ Slide	4.0	Approved	February 14, 2017 3:28 PM
✛	NPS Department Home Page Content ⅍ Quick Links	9.0.1	Draft	June 13, 2018 11:15 AM
✛	CODE: Column 1 ⅍ UMB Code only	1.0	Inactive	October 3, 2015 10:31 AM

Important Differences:

- Preview now appears in a frame on the same screen (instead of opening in a new window or tab).
- When you publish content, it is now placed into a publishing queue with all other publishing requests at UMB. This shouldn't result in any significant delays, but it does function a little differently.