
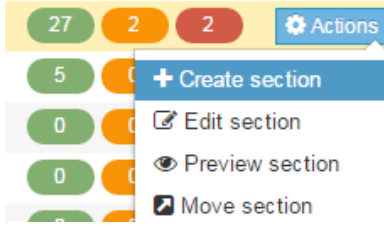
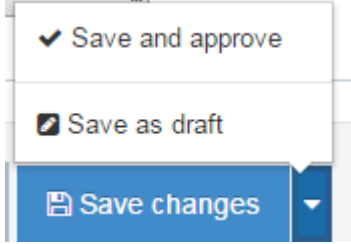
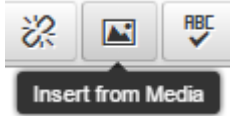


SEATTLEU

TerminalFour Quick Reference Guide

Login Info	https://cms.seattleu.edu/terminalfour/ Login: your SU username/password
Access/questions	web@seattleu.edu or chimenti@seattleu.edu
Help guides	https://www.seattleu.edu/web
What's a section?	<p>Section = page on www.seattleu.edu Every section looks like a folder. A section contains all the content files that appear on a page.</p> 
Adding a new section	<ol style="list-style-type: none"> 1. Actions – create section 2. Add a name 3. Save Changes <p>Creates a blank web page – next add content</p> 
Adding content to a section	<ol style="list-style-type: none"> 1. Find your section, click to select 2. Click on content tab 3. Click create new content 4. Select content type
Saving content	<p>Save and approve: publish queue (every 30 minutes)</p> <p>Save changes: pending (for previewing)</p> 
Adding links	<p>Insert – Section Link For all links to www.seattleu.edu/etc</p> <p>Insert/edit External Link For all links outside www.seattleu.edu/etc</p>
Adding images or links to files (PDFs, etc.)	<p>Insert from Media button</p> <p>Click plus to open Categorized folder, find your folder, then select or add media</p> 



Content Types and Zones

Content types are programmed to go in different parts of the web page. Content types for Zone A will appear in the center of the page. Content types programmed for Zone B will show up in the right column, and content types for Zone C will appear below the navigation menu on the left hand side of the page. Go to www.seattleu.edu/web/training/content-types to see examples of each content type and instructions for use.

WELLNESS AND HEALTH PROMOTION

The screenshot shows a website layout for 'WELLNESS AND HEALTH PROMOTION'. On the left is a navigation menu with items like 'PHYSICAL WELLNESS', 'MENTAL HEALTH', 'ALCOHOL AND OTHER DRUGS', 'HEALTHY RELATIONSHIPS', 'GREEN DOT', 'NATIONAL COLLEGE HEALTH ASSESSMENT', 'HEALTH AND WELLNESS CREW', 'JOIN OUR TEAM', and 'ABOUT US'. The main content area has a yellow background with a video player (Zone A) showing a man at a desk. Below the video is the text 'We focus on you SO YOU CAN FOCUS ON CHANGING THE WORLD' and a paragraph about services. There are four buttons: 'PHYSICAL WELLNESS', 'MENTAL HEALTH', 'ALCOHOL AND OTHER DRUGS', and 'HEALTHY RELATIONSHIPS'. On the right is an orange 'CONTACT US' box with address, phone, and hours information. At the bottom left is a green box with 'Ma' and 'Don' (Zone C).

Zones A, B, C	Zone A only	Zones B, C
Audio, Call to action feature* Carousel*, Contact box*, Code only Infographic, Mini spotlight*, Organizer Primary/secondary/supplemental content Program overview*, Quote Testimonial, RSS Feed	Accordion* Blog post, News Dual column content Faculty & staff bio Feature content Featured profile* Image panel* Jumbotron (I, II, III*) Jump links*, Media Kit Slideshow Spotlight* Video (embedded)	Curated events box Curated news Facebook or Twitter feed Give button Program summary box Quicklinks Social media buttons SU Master Calendar Feed Video (pop up)
Zone B only Call to Action Links Undergraduate* Call to Action Links Graduate*		
Footer Department contact info		Top Zone Color box navigation, Title banner, Section banner, Megabanner

