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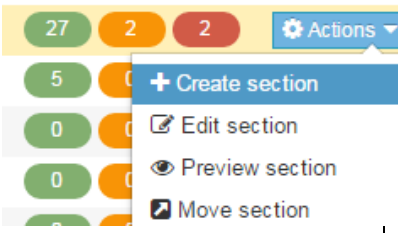
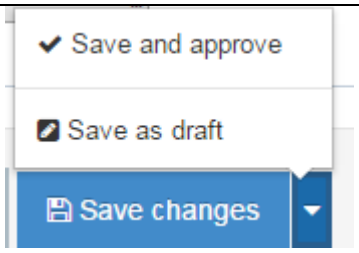
TerminalFour Quick Reference Guide

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?	Section = page on www.seattleu.edu Every section looks like a folder. A section contains all the content files that appear on a page.
Adding a new section	1. Actions – create section 2. Add a name 3. Save Changes Creates a blank web page – next add content 
Adding content to a section	1. Find your section, click to select 2. Click on content tab 3. Click create new content 4. Select content type
Saving content	Save and approve: publish queue (every 30 minutes) Save changes: pending (for previewing) 
Adding links	**Insert – Section Link** For all links to www.seattleu.edu/etc **Insert/edit External Link** For all links outside www.seattleu.edu/etc
Adding images or links to files (PDFs, etc.)	Insert from Media button Click plus to open Categorized folder, find your folder, then select or add media

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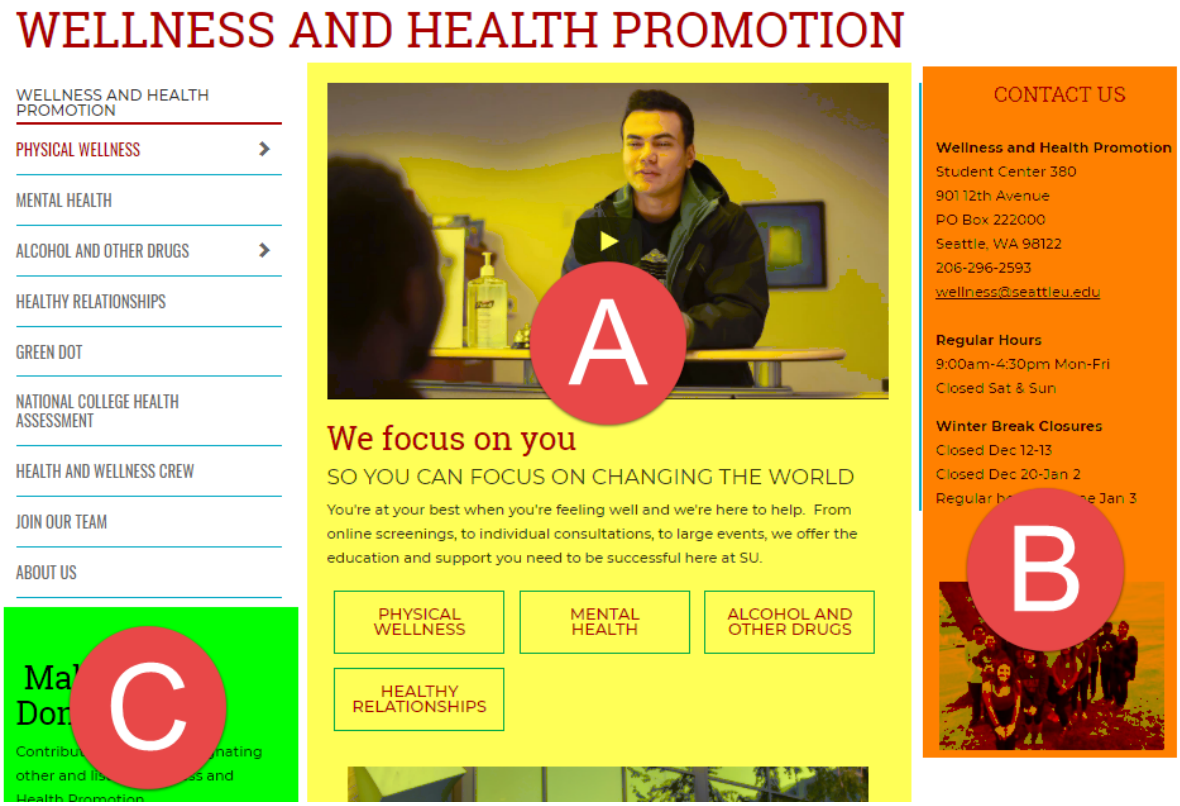
Content Types and Zones

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.



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