

T4 WCMS

# Advanced Editor



# Agenda

- Welcome, introductions and today's goals
- Review from basic editor class
- Using additional T4 content types and functionality

< **short break** >

- Introduce lab
- Start lab
- More T4 content types and functionality
- Finish lab

# Welcome, introductions and today's goals

# About Lynne



Lynne Figg

- **Now:** IT Collaboration Team Member  
Started October 2015
- **B4:** Web/SharePoint work @  
Scott County and Normandale College
- **Trainer:** HTC, Anoka Tech, ATC
- **Member:** MnSPUG, UXPA, Nat'l Gov't  
Web Professionals
- **Work hobby:** web content strategy
- **Personal hobby:** riding motorcycle

# About Tamara

Hide. Use for 2020  
newbie trainings



Tamara  
Bredemus

- **Now:** IT Collaboration Team Director  
Started October 2014
- **B4:** SharePoint consultant
- **Trainer/Speaker:** Mindsharp
- **Member:** Twin Cities SharePoint User Group
- **Work hobby:** Not meetings
- **Personal hobby:** Improv

# About you?

Department? What web work will you do? Hobbies?



# What we are covering

- Use [Edit Content view](#) to edit an existing section (page)
- Work with more content types
- Work with more page templates
- Additional functionality
- Use resources in T4 for help

# What we are not covering

- Writing for the web and content strategy guidelines
- How to use Direct Edit – covered in Basic class
- Every content type and page template
- Quality Owner responsibilities
- Specific content maintenance for your content



# Brief Review

# Write for the web

- Use active voice. *Professional friendly*
- Use plain language
- Avoid jargon. Spell out acronyms 1<sup>st</sup> time used
- Avoid big words. Use short sentences – max 17 words
- Avoid click here. Avoid underlines
- Chunk content. Use bulleted lists
- Follow accessibility best practices
- Incorporate search engine optimization (SEO)
- *And more . . .*

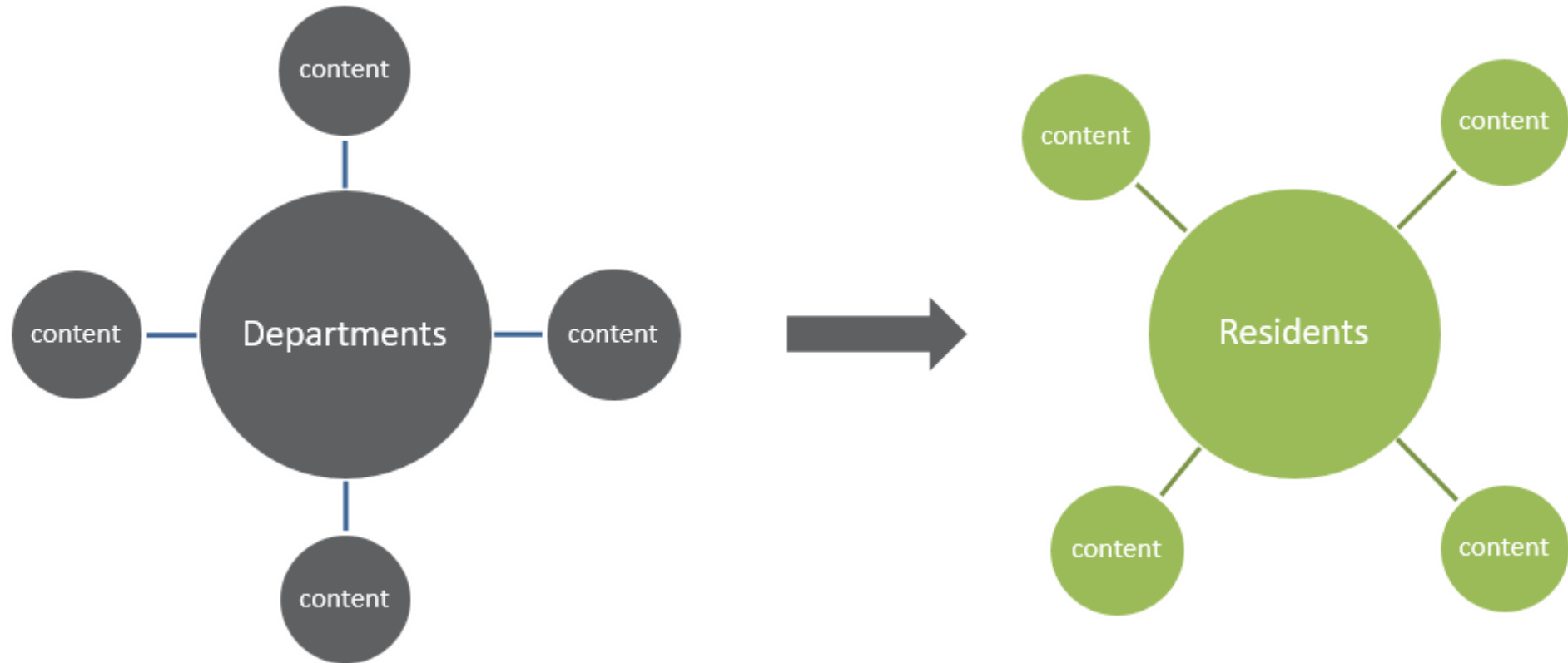
# Our new public website

## Goals

- **Consistent experience** across all parts of the city.
- **Better service for all** with easy access to tasks and clearer information.
- **Accessible.** Develop a WCAG 2.1 AA compliant site that is inclusive and accessible to more residents.
- **Modern site** that reflects the city and its people.
- **Strong digital presence** that delivers timely and relevant information.
- **Improved search.** Include filters on search listing pages.

# Our new public website

## Topic Areas




# Our new public website

City Services Residents Business Government Visitors Contact 311

SEARCH:  DEPARTMENTS/DIVISIONS

Text AA HA Translate

Minneapolismn.gov



**Ask 311**

Not sure how to contact 311, or what kind of information you need to provide to make a report or get information? The City's new video series, "Ask 311", gets these answers for you.

[Watch the series on YouTube.](#)

**FEATURED TOPICS**

[Ask 311](#)

Not sure how to contact 311, or what kind of information you need to provide to make a report or get information? The City's new video series, "Ask 311", gets these answers for you.

[Watch the series on YouTube.](#)

**CITY NEWS**


[City selected for national initiative on inclusive procurement \(6/05\)](#)

[Minimum wage increases July 1 in Minneapolis \(6/04\)](#)

[Public input wanted in food action plan \(5/31\)](#)

[More news](#)

**CONNECT WITH THE CITY**



Monday - Friday, 7 a.m. - 7 p.m.  
Saturday - Sunday, 8 a.m. - 4:30 p.m.

[Download the 311 app](#)

[f](#)
[t](#)
[i](#)
[in](#)
[the tube](#)

**STAY INFORMED**

Sign up for email subscriptions and phone alerts

[Sign Up](#)

**Current topics** Mayor's Office City Council Open government

**Minneapolis jobs**

[Property information](#)

[Utility billing](#)

[Watch government TV](#)

[Public Works projects](#)

[Meet Minneapolis](#)

**CURRENT TOPICS**

[Notice about potential data breach involving 911 call recordings](#)

[Municipal ID](#)


[2019 budget](#)

[Frequently requested police data](#)

[Minneapolis 2040](#)

[New Public Service Building](#)

**WATCH MINNEAPOLIS CITY COUNCIL TV**



Get an up-close view of local government through live and recorded programming on Minneapolis City Council TV.

[Watch live government TV](#)

**QUICK LINKS**

Home

Contact us

Email updates

Find a service

About this site

For employees

Accessibility

For reasonable accommodations or alternative formats, contact 311. People who are deaf or hard of hearing can use a relay service to call 311 at 612-673-3000. TTY users can call 612-673-2157 or 612-673-2626.

Para asistencia 612-673-2700. Yag xav tau kev pab, hu 612-637-2800. Hadi asd Caawimaad u baahantahay 612-673-3500.

Minneapolis 311 @1997-2019 City of Minneapolis, MN

**CONNECT**

311 call center

311 TTY relay service

[f](#)
[t](#)
[i](#)
[in](#)
[the tube](#)


**Minneapolis**  
City of Lakes

Minneapolis City of Lakes
Resident Services Business Services Things to Do Getting Around Government

English Spanish News Report an issue Contact Us


**What can we help you find today?**

[Search](#)




Brazilian artist Eduardo Kobra is front of his 500 Dylan mural in downtown Minneapolis.


**I want to**

 **Pay utilities**


Pay water and trash bills, set up automatic payments and view payment history.

 **Pay a parking ticket**

Pay for parking and learn about where to park.

 **Apply for a job with the city**

Find available jobs for the City of Minneapolis.

 **Adopt a pet**

Find animals available for adoption and buy pet licenses.

[More options +](#)

**Upcoming events**

July 5 - 7

City-wide street clean up

All day / Citywide

July - August 6 - 8

Multi-jurisdictional task-force on opioids subcommittee meeting

2:00pm - West Lake Library

July 31

Website content entry complete

5:00pm - Hour Exchange Building

[See all >>](#)

**Recent news**

July 2

July is National Healthy Homes Month: Free lead testing and other services available

Community Planning & Economic Development

July 1

Minneapolis authorized to join as amicus in defending federal 'clean car' standards

Election & Vote Services


[See all news >>](#)

June 25

Mayor Frey outlines proposed 2019 City budget


Mayor's Office

**City Officials and Departments**




**The Mayor's Office**

Mayor Jacob Frey  
Contact the Mayor  
Mayor's Staff



**City Council**


Find your ward  
City Council members  
Meeting agendas & calendar





**Departments**


All departments


**City data and maps**


 [Crime statistics map](#)

 [City neighborhoods map](#)

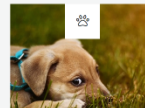
 [Downtown public art map](#)

 [311 Reports data](#)

 [2018 Honey bee permits map](#)

 [Current street closures map](#)

[See more >>](#)



**Did you know?**

If you're in a domestic violence situation and have a pet, Minneapolis Pet Care and Council will help you get your pet to safety.

[Get help >>](#)

Last updated on October 8, 2019

**Quick Links**

[Sitemap](#)

**Contact Us**

[311 Help](#)

**Follow & Share**

[Sign up for news & alerts](#)

**2018 Highest paid employees**

Mayor  
\$136,000

Copyright © 2019

## Our strategy

# Our content creation principles

- Write for accessibility and inclusion
- Be consistent
- Be concise, simple, and clear
- Use web writing best practices
- Communicate with empathy and purpose
- Be human-centered and data-driven
- Tell our story

# Resources

- <http://citytalk/web/wco>

## Website Project Work

Use the [Website Project Dashboard](#) for the 2018-2019 website project work:

- <http://citytalk/web/WebStandardsGuidelines>

## New public website standards and guidelines

Check back often. These documents will be changing frequently as we prepare for the new public website. Be sure to note the date in the footer of the document to ensure you are using the latest version.

[Voice and Tone Quick Guide](#)

[Content Strategy & Guidelines](#)

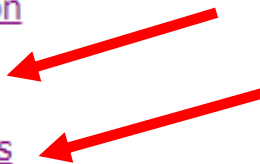
## New public website training materials

Please note: These documents may change. Be sure to note the date in the footer of the document to ensure you are using the latest version.

[Writing for the Web presentation](#)

[Page Template Detailed Guide](#)

[Web Page Template Worksheets](#)





# Transforming our content

## Page Templates

<b>Core content</b>	<b>City activities</b>	<b>Special - use</b>
<ul style="list-style-type: none"><li>• Topic Navigation</li><li>• Topic Detail</li><li>• 101 Guide</li><li>• Article</li><li>• Gateway – PDF</li><li>• Gateway – Embed</li><li>• Gateway - Videos</li></ul>	<ul style="list-style-type: none"><li>• Program/Initiative</li><li>• Project</li></ul>	<ul style="list-style-type: none"><li>• Dept/Division</li><li>• Neighborhood Detail</li><li>• Report an issue</li></ul>

**Note:** Council and Ward pages – special use case

# Roles & responsibilities overview

- **Editor**

- T4 role: contributor
- Maintain public website content. Submit content for approval

- **Quality Owner**

- T4 role: moderator
- Ensure quality of public website content. Approve.

- **Digital Services Team**

- Communication/Outreach Quality Owners and Administrators
- Ensure overall quality of public website. Assist content folks

- **Subject Matter Experts**

- T4 role: none. Provides content for the web
- Reviews published content for accuracy

# Launch Plan Phases

## Resident Services

### Phase 1

- Primary Property and Housing (Inspections, Permits)
- Primary Animals and Pets
- Primary Garbage, Recycling & Cleanup
- Primary Public Safety
- Primary Neighborhoods (landing page)
- Education (landing page)
- Resident Actions

### Phase 2

- Supporting for above
- Articles for above
- Neighborhood Detail Pages
- Street Sweeping

## Business Services

### Phase 1

- Business Portal (landing page)
- Doing Business with the City
- Licenses & Permits

### Phase 2

- Supporting for above
- Article for above
- Planning & Zoning
- Business Assistance

## Site-wide

### Phase 1

- News (City-wide, public facing)
- All resident actions
- General Contact/Media Contact
- Landing pages for priority external content (sites, portals)
- Primary PDF Forms
- Accessibility Info
- About the new site

### Phase 2

- Primary/Active PDFs
- Supporting PDF forms
- Vital human translation
- Integrate external City sites
- News for Employees

### Phase 3

- Supporting for above
- Articles for above

## Things to Do

### Phase 1

- Primary Events (LIMS integration)
- Parks & Rec (landing page)

### Phase 2

- Events (City-run Community)

### Phase 3

- Attractions
- Public Art
- Visitor Resources

## Getting Around

### Phase 1

- Walking (landing page)
- Biking (landing page)
- Primary Public Transit (landing page)
- Primary Parking & Driving (landing page)
- Road Closures
- Snow Emergency

### Phase 2

- Primary Walking
- Primary Biking
- Primary Public Transit
- Primary Parking & Driving

### Phase 3

- Supporting for above
- Articles for above
- Minneapolis Skyways

## Government

### Phase 1

- Jobs at the City
- Mayor & Council - 13 Wards/Members
- Departments/ Divisions (landing pages)
- Meetings & Agendas (landing page)
- Boards & Commissions (landing page)
- Charter & Code of Ordinance (landing page)
- Government Data (landing page)
- Government Partners (landing page)
- Active Projects
- Active Programs & Initiatives

### Phase 2

- Budget
- Primary/Active Reports & Studies

### Phase 3

- Supporting for above
- Articles for above
- Get Involved
- Staff Contact
- Elections ([vote.minneapolismn.gov](http://vote.minneapolismn.gov))

# Phased launch web addresses

- Phase 1 content: <http://www.minneapolisismn.gov>
- Existing site: <http://archive.minneapolisismn.gov>

# Brief Review of T4 Basics

# Brief Review of T4 Basics

## Using T4

- Page templates concepts
- Content types
- Sections – branch section and section (page)
- T4 Site Structure
- T4 Dashboard
- T4 Lab

***Reminder:*** T4 is the name of the Web Content Management System (WCMS) and the vendor.

# Page templates review

<b>Core content</b>	<b>City activities</b>	<b>Special - use</b>
<ul style="list-style-type: none"><li>•Topic Navigation</li><li>•<b>Topic Detail</b></li><li>•101 Guide</li><li>•<b>Article</b></li><li>•<b>Gateway –Document</b></li><li>•Gateway – Embed</li><li>•Gateway - Videos</li></ul>	<ul style="list-style-type: none"><li>•Program/Initiative</li><li>•Project</li></ul>	<ul style="list-style-type: none"><li>•Dept/Division</li><li>•Neighborhood Detail</li><li>•Report an issue</li></ul>

\*Wards are a special type of Dept/Division page and neighborhood detail

# Page templates review

- Have a single purpose

- Topic Navigation

<b>When to use it</b>	You need to organize multiple, related topics.
<b>What it's for</b>	Navigating visitors to the right information and tasks quickly.

- Topic Detail

<b>When to use it</b>	You have primary information to share about a day-to-day City service, function or rule.
<b>What it's for</b>	Giving visitors detailed information on a narrow, need-to-know topic.

- Gateway – Document (PDF)

<b>When to use it</b>	You have a page that includes a link to an external tool, a downloadable document, embedded content, or a video with language variants.
<b>What it's for</b>	Gives context and prepares visitors to view types of content that may not be consistently accessible. May include a standard message about accessibility accommodations.



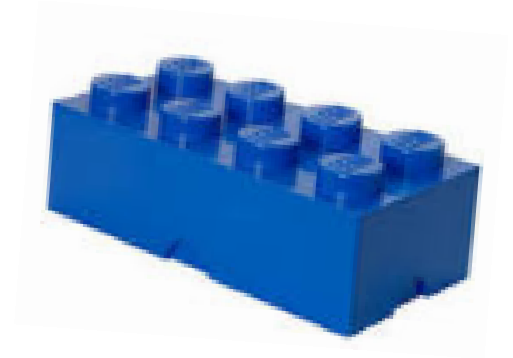
# Page templates review

- **Available** content types depends on page template
  - Topic Navigation: I want to, Explore in this section
- **Excluded** content types for each page template
  - Gateway-PDF excludes: I want to, Explore in this section
- **Recommended order** of content types
  - Required first: Page header and summary
  - Required last (when included): Contact
  - Topic Navigation:
    - Page header and summary
    - I want to
    - Report an Issue section (if included)
    - Explore in this section

# Content Types Review

**A content type is . . .**

- One block of content
- Has a single purpose



# Page template content types

## Laundry & Dry-Cleaning Business License

Learn more about applying for a license for your laundry or dry-cleaning

### Businesses that need a dry cleaning or laundry business permit

A dry-cleaning business where you or one of your employees remove stains from clothing with flammable or nonflammable liquids that aren't water needs this permit.

A business that uses coin-operated dry-cleaning machines to remove stains from clothing needs this permit. The dry-cleaning machines can be operated by coin, by chip, or by an employee.

A laundromat where people come to wash their clothes for a fee needs this permit. (If your business offers both laundry and dry-cleaning services, you only need to submit one application for the dry-cleaning license.)

### Businesses that don't need a permit

If you run a business with stations where you pick up clothing from the public and bring it somewhere else to be cleaned for a fee, you don't need to fill out this application. Pickup stations don't need any licensing.

### Application schedule

You need to apply for this license every year.

[Application for laundry and dry-cleaning business license >>](#)

## Contact

Licenses and Consumer Services

Address  
350 South 5th Street –  
Room 1  
Minneapolis, MN 55415  
–1391

Office hours  
8:00am - 4:00pm  
Monday - Thursday  
10:00am - 4:00pm  
Friday

Phone  
612-673-2080

Last updated on September 18, 2019



< Page header and summary

< Group heading (blank)

< Scannable paragraph

< Scannable paragraph

< Scannable paragraph

< Contact (group) heading

< Contact

# T4 helpful resources


## Knowledge Base



- Click T4 community icon.
- Navigate to documentation in knowledge base

<https://docs.terminalfour.com/documentation/>

### Managing Content




Learn to add and edit Content Items use the Media Library

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- Create Content
- Edit content
- Approve content
- Media Library
- Direct Edit

SEE MORE

### Page Management



Control look and feel with Page Layouts and Content Types

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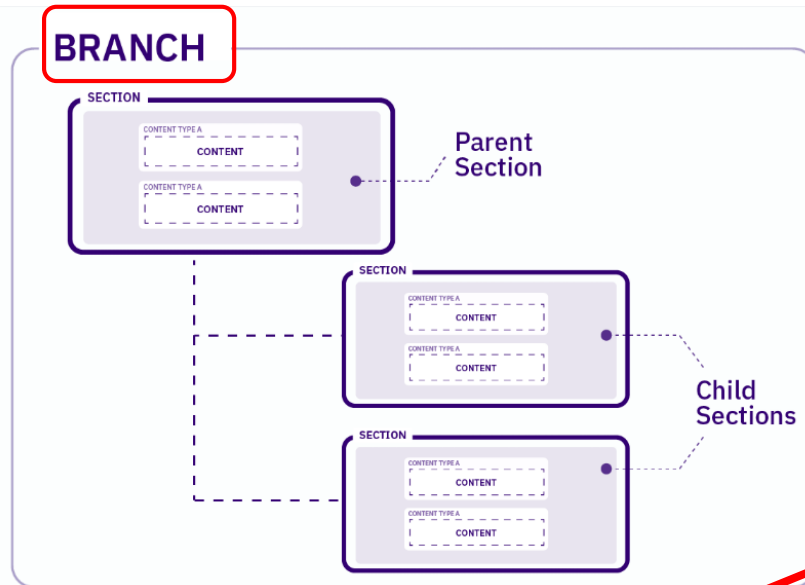
- Content Types
- Page Layouts
- Lists
- Metadata
- Generate T4 tags

SEE MORE

# Review sections

## T4 Branch Section

A Section containing Subsections is called a Branch.



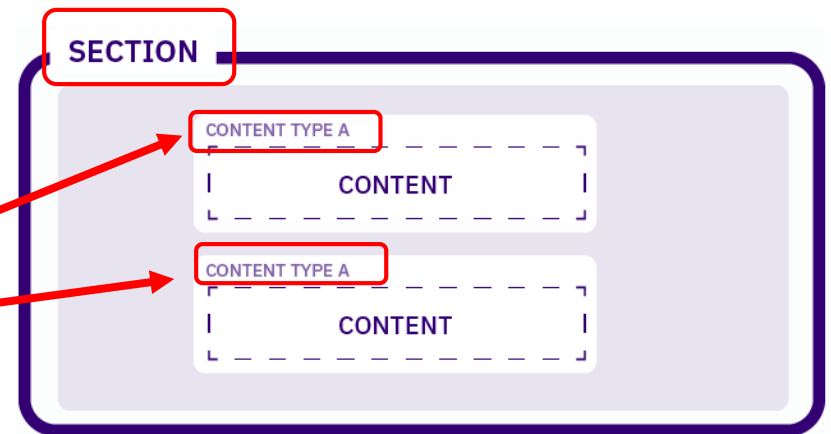
## Content type

Content blocks used in a Section to display contents on a web page

## T4 Section (page)

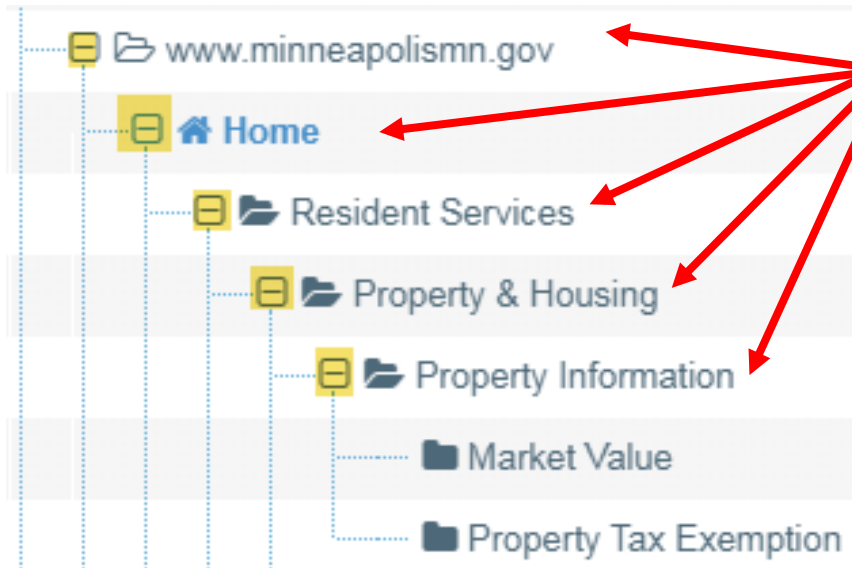
When viewing the Site Structure, you'll see that it is made up of folders and subfolders.

These are the Sections of your site(s) and they are the containers for your content.



# Used T4 Site Structure

TERMINALFOUR



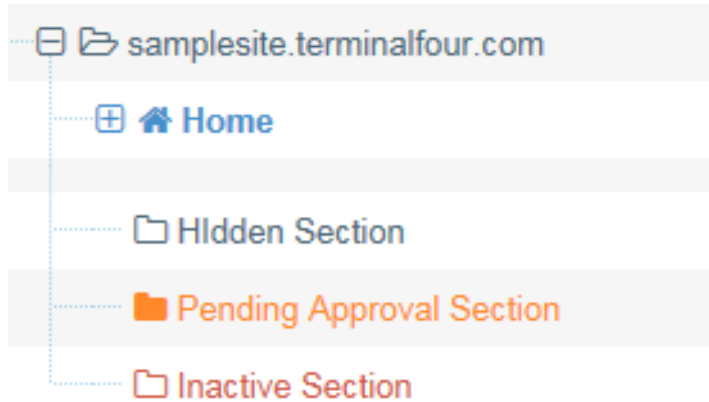
## T4 Branch Section

Any folder with + sign is a Branch Section

## T4 Section (page)

Any folder without a + sign is a Section (page)

# Used the T4 Site Structure



**i** Section icons

- Root section (homepage of the website)
- Normal section
- Hidden section
- Pending section
- Inactive section
- Internal link section
- External link section
- Mirrored

Section	Result
Normal	Shows in nav
Hidden	Not show in nav
Pending	Needs approval to show in nav
Inactive	No longer being used. "In recycle" waiting to be removed
Mirrored	Displays content from another content type

Name \*  A

Status

Section options  Show in navigation

# Used the T4 Dashboard

Government	1	0	0
Jobs at the City	14	0	0
Open Jobs	9	1	0
External jobs at the City	3	0	0

9

number of approved content items in this section

← Content appears on website

1

number of pending content items in this section

← Content awaiting approval

0

number of inactive content items in this section

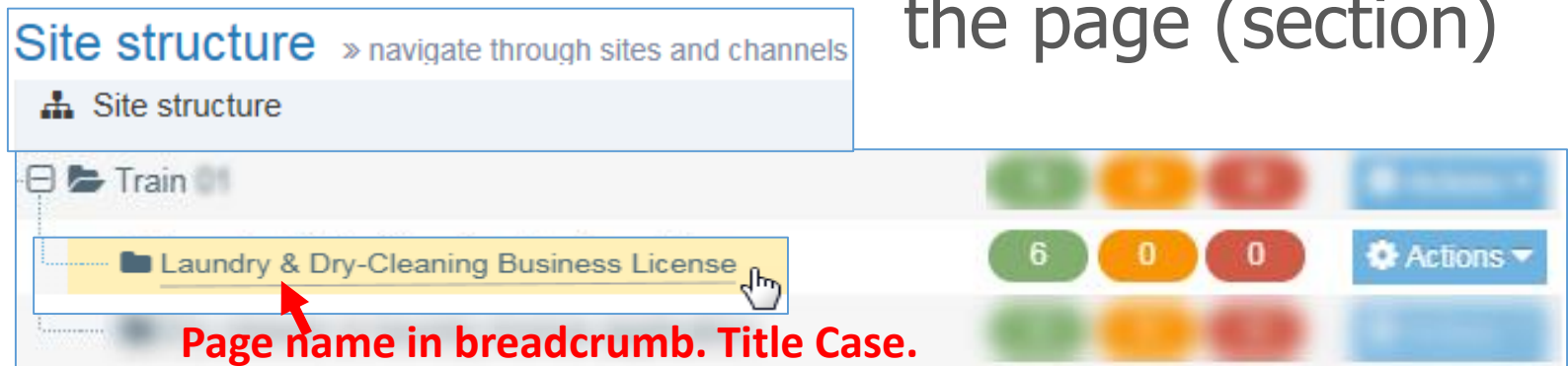
← No longer being used on page



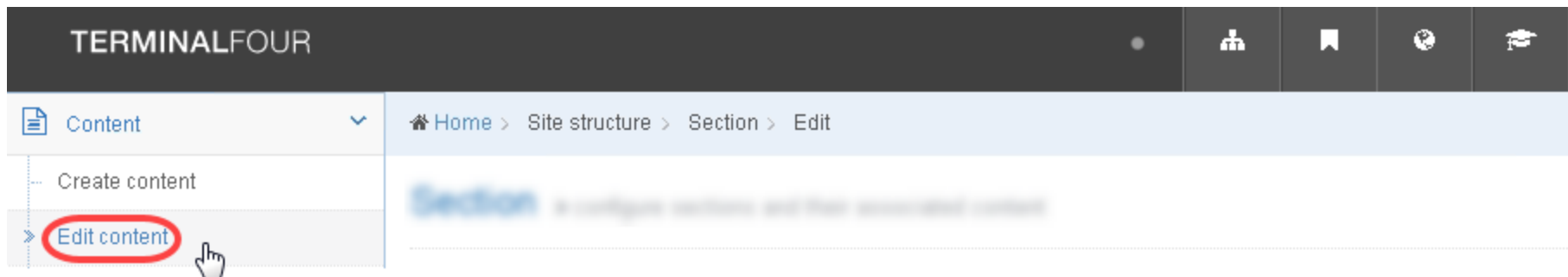
# Navigated to page to edit

## Two Methods

- Use Site Structure to navigate to the name of the page (section)



- Click the Content drop-down. Select Edit Content\*



# Direct edited an existing page

Adds a content type to a section (page)

- Preview section

---

- + Create content
- Edit content
- Delete content

---

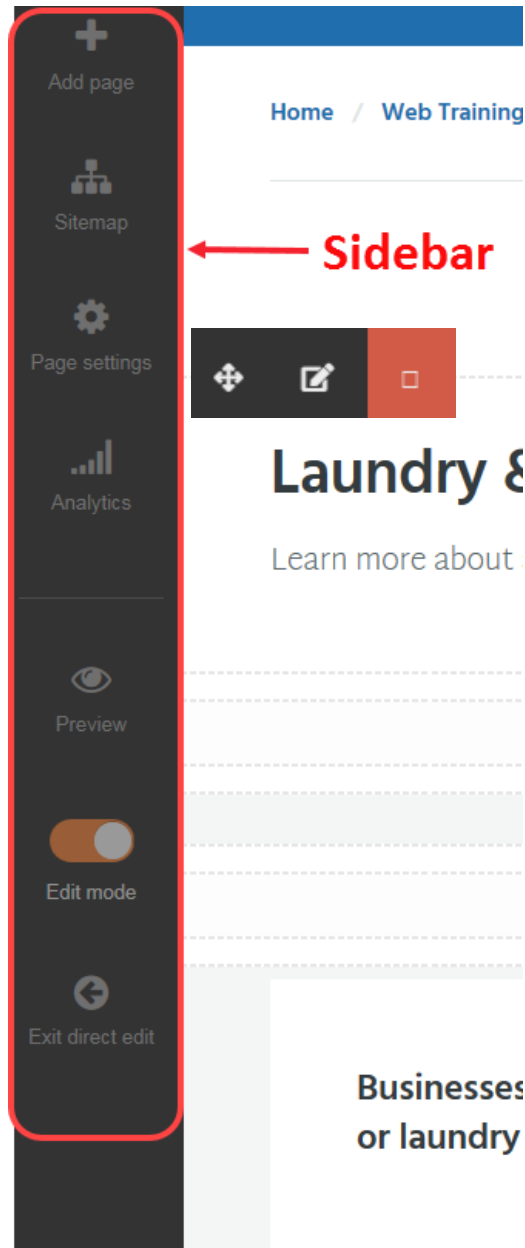
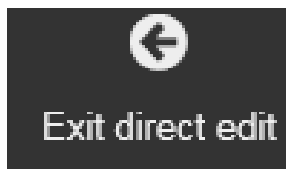
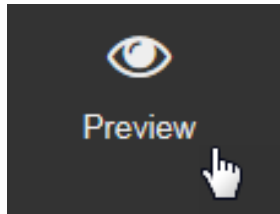
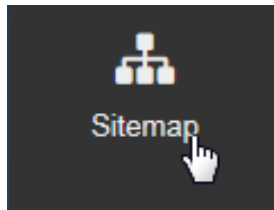
- Direct edit**
- Bookmark section

The screenshot shows a table with the following content:

Train	6	0	0	Actions
Laundry & Dry-Cleaning Business License	6	0	0	Actions
[Blurred]	[Blurred]	[Blurred]	[Blurred]	[Blurred]

The 'Actions' menu for the 'Laundry & Dry-Cleaning Business License' row is expanded, showing options: Preview section, Create content, Edit content, Delete content, Direct edit (highlighted with a red box), and Bookmark section. A red arrow points from the 'Direct edit' option to the 'Actions' button in the table. A mouse cursor is positioned over the 'Actions' button.

# Used sidebar



# Edited Paragraph and Header Summary

Content options ✕

Content Channels

**Content type : Page Header and Summary**

Name ✕

Page Heading ✕

Page Summary ✕

SEO Description ✕

SEO Keywords ✕

Original English Content ID (Hidden)

Cancel Save changes

# Edited Group Heading

## Edit Group Heading

The screenshot shows the 'Edit Group Heading' interface. At the top, there is a toolbar with an 'Edit content' button (1) and an 'Approved' status indicator. Below the toolbar is a 'Content options' panel with tabs for 'Content', 'Channels', 'Options', 'History', and 'Linked Content'. The main area displays 'Content type : Group Heading' and a form with two sections:

- Blank Group Heading:** A text input field containing 'Blank Group Heading'. A tooltip (2) points to it, stating: 'Heading for group of content blocks to follow. Use sentence case.' A red arrow points to this tooltip with the text 'hover to see tool tip'.
- Group Heading:** A larger text input field containing 'When a permit is needed' (3). A red arrow points to this field with the text 'Make sure you change both'.

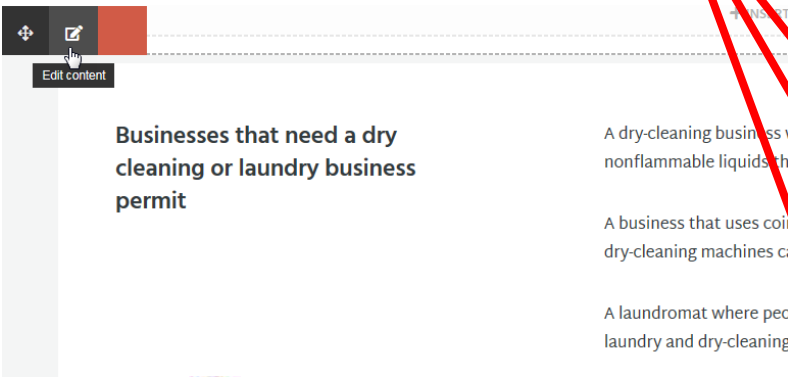
At the bottom right, there are 'Cancel' and 'Save changes' buttons (4).

# Edited Scannable Paragraph

## 2 Content elements

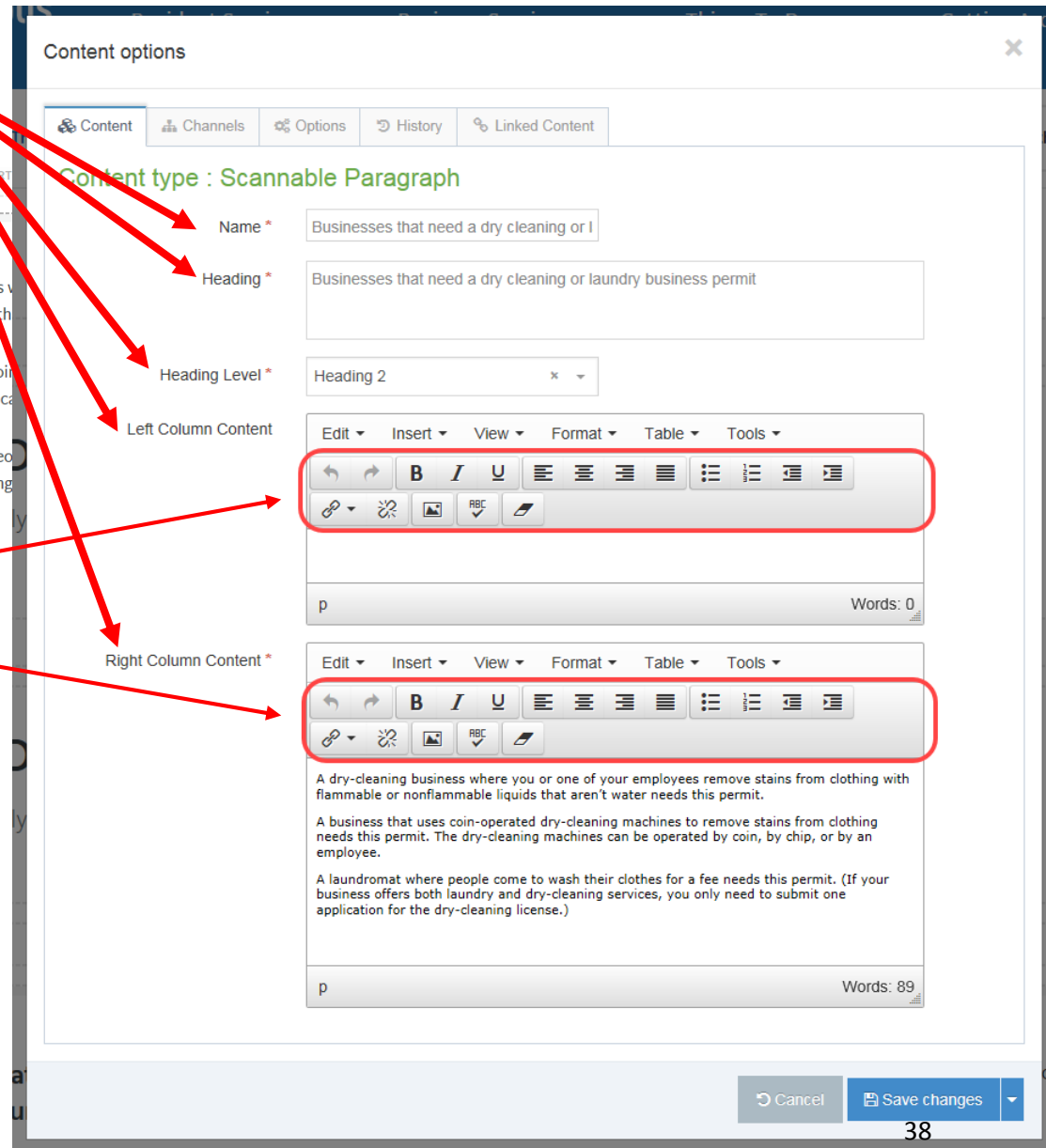
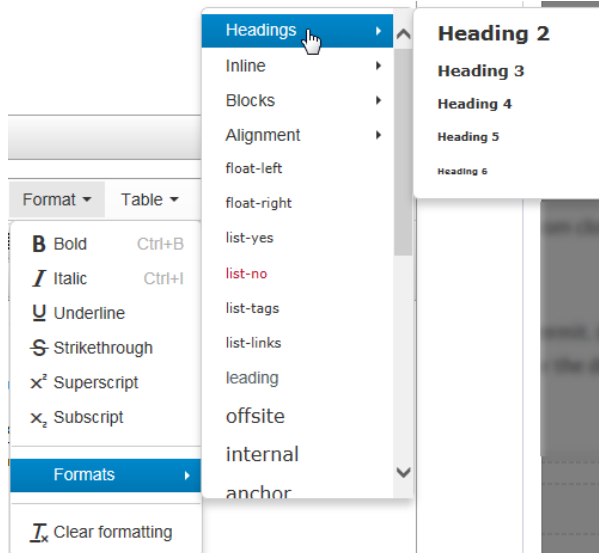
\* = required

1



3

## Ribbon



# Added promotions

## We added a sign-up promotion and promotion

+ INSERT CONTENT



### Sign-up for Laundry & Dry-Cleaning Business License newsletter

Stay current about licensing requirements for laundry and dry cleaning

Sign-up [↗](#)

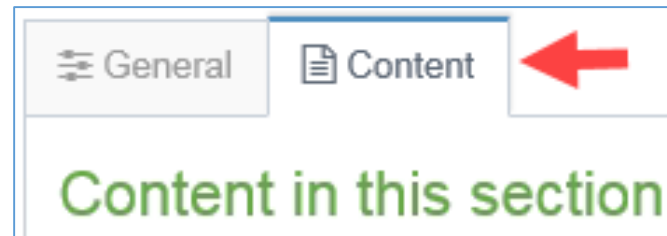



### Licenses and permits









Many licenses and permits are needed.

[Go to licenses and permits >>](#)

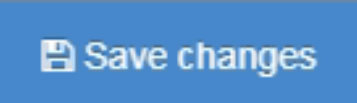
# Moved a content type



- From Content tab
  - Scroll to content type to move.
  - Click  and drag to desired position

  	Promo sign-up for Laundry & Dry-Cleaning Business License newsletter  Sign Up Promotion	0.3	
	Promo link to all licenses and permits  Promotion	0.2	

- Click General Tab. Click Save changes.





# Removed a content type

## Removed the sign-up promotion

Method 2: Click red square

+ INSERT CONTENT

Pending

Edit content



Method 1: Edit, then expire

### Sign-up for Laundry & Dry-Cleaning Business Licenses

Stay current

Content options

Content Channels Options History Linked Content



#### Content embargo and expiry information

Publish date

Expiry date



Review date

Archive section

Content owner



Cancel

Save changes

# Direct Edited a Gateway-PDF

[Home](#) / [Web Training](#) / [Train](#) / [Dry cleaner or laundry license application](#)

## Dry cleaner or laundry license application

This is the application you will need to license a dry cleaning or laundry business.

### Details

#### Application requirements

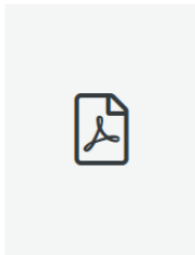
- You must complete all sections of the application.
- The owner of the business needs to sign the application.
- You have to apply for a license every year.
- You can't transfer your license. If your business changes owners, the new owner will need to apply for a new license.
- You will need Fire Department approval before the City approves your application. Your License Inspector will handle this request.

#### Where to apply

Licenses and Consumer Services  
350 South 5th Street – Room 1  
Minneapolis, MN 55415–1391

### Documents

This page links to PDF files. Use this link to download [Adobe Reader](#) if needed.



### Dry Cleaner or Laundry License Application

PDF, 81KB

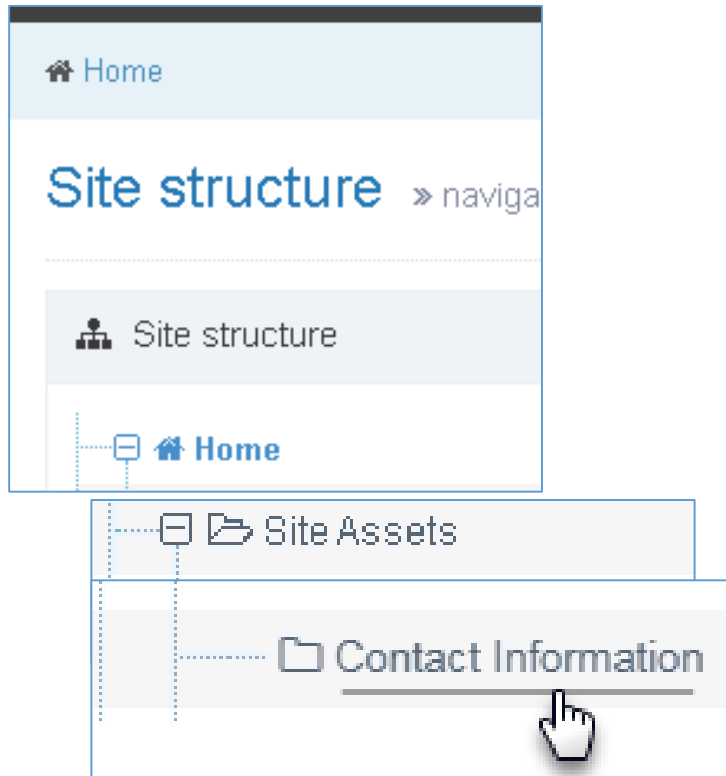
#### Request accessible format

If you use assistive technologies (such as a screen reader) and need a version of this document in a more accessible format, please email [minneapolis311@minneapolismn.gov](mailto:minneapolis311@minneapolismn.gov)

Please tell us what format you need. It will help us if you say what assistive technology you use.

# Mirrored a content type

## Add Contact Info for Licenses and Permits



1. Exit out of Direct edit
2. From Site Structure view, scroll down until you find Site Assets.
3. Expand Site Assets.
4. Click Contact Information

# Mirrored a content type

## Add contact info for Licenses and Permits

- Click Content tab
- Filter: licensing
- Find the contact content type you want
- Click Action drop-down. Select Mirror

The screenshot shows a content management system interface. At the top, the 'Content' tab is selected and circled in red. Below the header, there is a section titled 'Content in this section'. On the right, there is a toggle for 'Enable automatic ordering' which is turned off. Below this, there are buttons for 'Undo last action', 'Undo all actions', 'Bulk actions', and '+ Create content'. A red arrow points to the 'Filter: licensing' input field. Below the filter, there is a table with columns: Order, Name, Version, Status, Last modified, Publish date, and Actions. The table contains one entry: 'Business licensing' with version '1.0', status 'Approved', last modified 'July 15, 2019 10:14 AM', and publish date 'N/A'. A red arrow points to the 'Actions' dropdown menu for this entry, which is open and shows options: 'Edit', 'Preview', and 'Mirror'. The 'Mirror' option is highlighted. At the bottom of the table, it says 'Showing 1 to 1 of 1 entries (filtered from 13 total entries)'.

Order	Name	Version	Status	Last modified	Publish date	Actions
+	Business licensing: Contact	1.0	Approved	July 15, 2019 10:14 AM	N/A	Actions Edit Preview Mirror

# Completed lab per handout

## Used documents in SharePoint site for content

- Use MS-Word documents to create 2 pages
  - Topic Detail
  - Gateway - PDF
- Practiced using Direct Edit
  - Work with content types
  - Worked with content in content types
  - Mirrored a content type for contact
- Used the ribbon

### Scannable paragraph (optional)

#### Paragraph header (H2):

Food shelf license

#### Body text:

Do I need a license?

You need a license for a food shelf if you are a nonprofit organization that gives food to people.

- Get the [food shelf license application](#).

#### Getting a license

- Start early. You may need inspections and approvals from more than one City department.
- Follow the checklist. The first page of every license application packet is a checklist. If you don't complete out the entire application, you will reduce delays.
- Take your completed application to the Minneapolis Development Review Office. Staff will walk you through the process for reviews, licenses, permits and inspections.
- [Minneapolis Business Licenses](#) provides final approval to open.

#### Plans and paperwork

##### Certified Food Protection Manager

Food shelves that are only distributing food without any cooking or preparation do not need a Certified Food Protection Manager (CFPM).

For more information or to get CFPM materials in another form, contact the [Minnesota Department of Health](#).

# Completed lab pages

## Food Shelves – Topic Detail & Gateway-PDF

### Food shelf license

Food shelves in Minneapolis need to have a business license. If you are a non-profit operating a food shelf, here's what you need to know.

#### Food shelf license

**Do I need a license?**

You need a license for a food shelf if you are a nonprofit organization that gives food to people in need.

- Get the [food shelf license application](#).
- Start early. You may need inspections and approvals from more than one City department.
- Follow the checklist. The first page of every license application packet is a checklist. If you fill out the entire application, you will reduce delays, reduce delays.
- Take your completed application to the Minneapolis Development Review Office. Staff will help you through the process for reviews, licenses, permits and inspections.
- [Minneapolis Business Licenses](#) provides final approval to open.

**Plans and paperwork**

**Certified Food Protection Manager**

Food shelves that are only distributing food without any cooking or preparation do not need a Certified Food (CFPM).

For more information or to get CFPM materials in another form, contact the [Minnesota Department of Health](#).

**License and permits**

Many licenses and permits are needed.

[Go to licenses and permits](#)

### Apply for a food shelf license

Use this application if you are a nonprofit organization that gives food to people in need.

#### Before you start

There are six pages to the document. Please be sure to read and thoroughly complete the form.

When done, print the completed document. You also need to include all the additional required paperwork. Mail it in.

It's important you include all the paperwork so we can process your application. Incomplete applications will be returned.

#### Documents

This page links to PDF files. Use this link to download [Adobe Reader](#) if needed.

[Request an Access Form 550](#)

PDF, 81KB

**Request accessible format**

If you use assistive technologies (such as a screen reader) and need a version of this document in a more accessible format, please email [minneapolis011@minneapolis.gov](mailto:minneapolis011@minneapolis.gov).

Please tell us what format you need. It will help us if you say what assistive technology you use.

#### Questions?

Licenses and Consumer Services	Licenses and Consumer Services	<b>Address</b>	<b>Phone</b>
		350 South 5th Street – Room 1	612-673-2000
		Minneapolis, MN 55415-1391	<b>Fax</b>
			612-673-3380 TTY: 612-673-2152

# Basic Editor Summary

## Direct Edit

- Log-in to training area
- Navigate to page to edit
- Enter direct edit
- Edit content in a content type
  - Scannable paragraph
  - Group heading
  - Link to another page in T4

# Basic Editor Summary

## Edit Content using Direct Edit

- Learn about content types
- Add a content type to a page
- Move a content type from a page
- Remove a content type from a page
- Mirror a content type to add it to a page for contact



# More T4 Content Types and functionality

# Additional content types

## Content type fun facts

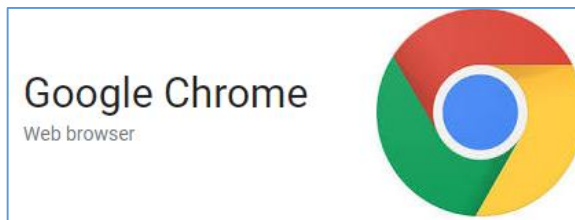
- 72 total
- 27 behind-the-scenes
- 45 for content work

*We will touch on most of them today and . . .*

*In lab, we will practice using the most common ones.*

# Let's use the content type help

- Credentials (both are case sensitive)
  - Userid: Traineditor
  - Password: Traineditor
- Use Chrome

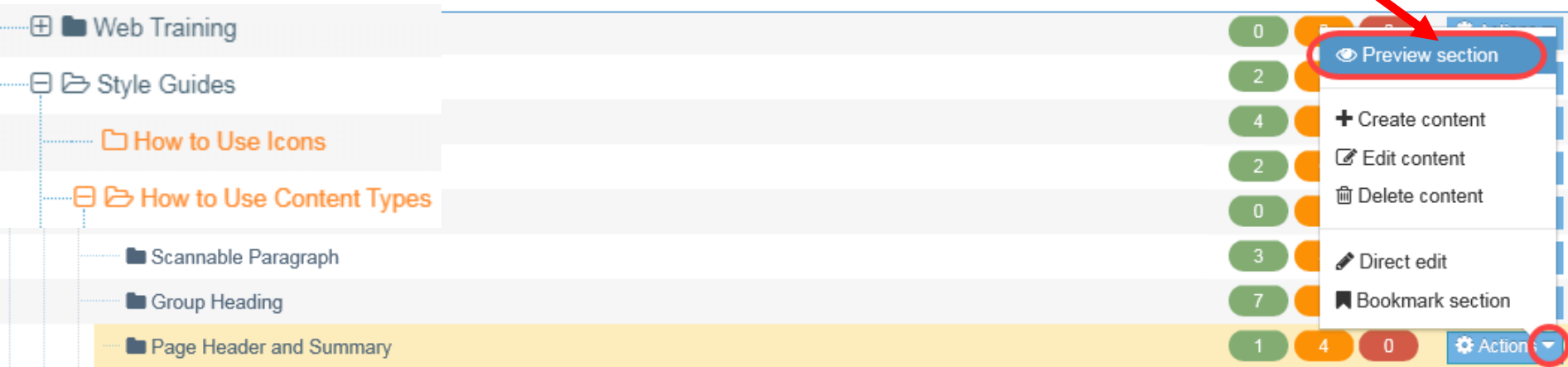
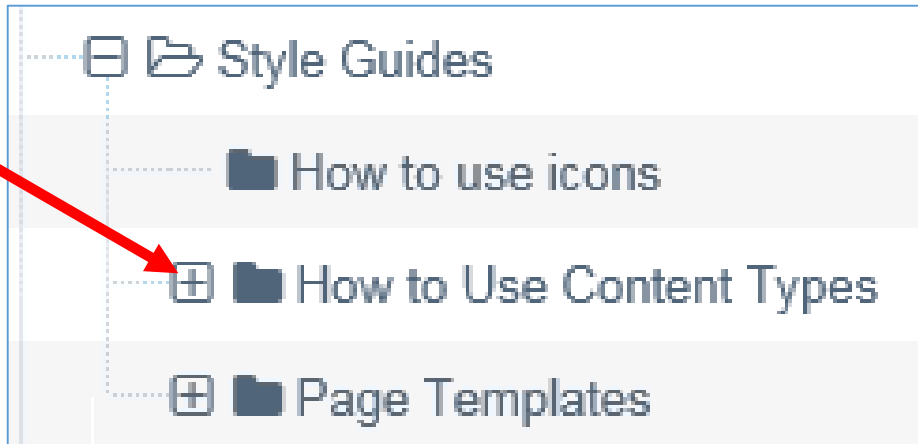
The image shows a login form for Terminal Four. At the top, there is a red square with a white lowercase 't' and a superscript '4' (t<sup>4</sup>). Below this, the words "TERMINALFOUR" are written in white capital letters on a black background. The form has two input fields: "Username" and "Password". Below the "Password" field is a blue button labeled "Log in".

*Let's do together in T4*



# Additional content types

## Use how-to info in T4 – Preview helpful resources



# Page Header and Summary

## Two types commonly used

- Page Header and Summary
- Page Header and Summary with content link

## Scroll through content type to learn:

- What it will look like
- When to use it
- Best practices

*Note: content types in blue will be highlighted in class*



# Page Header and Summary

## Two types commonly used

- [Page Header and Summary \(review\)](#)
- Page Header and Summary with content link

### Organics recycling

Recycling organics is a great way for you to reduce the amount of trash you send to the landfill while helping the City with landscaping, road construction, and soil improvement projects.

### Homegrown Minneapolis

[Contact Homegrown Minneapolis](#) ↕

Homegrown Minneapolis is a citywide initiative expanding our community's ability to grow, process, distribute, eat and compost more healthy, sustainable, locally grown foods.

### Health Department

We improve the quality of life for everyone in the city by protecting the environment, preventing disease and injury, and promoting healthy behaviors to make Minneapolis a place that is healthy to live, work and play.



Commissioner  
Gretchen Musicant

[Contact Health Department](#) ↕

# Gateways

## Three types (page templates & content types)

- Gateway – Document (review)
- Gateway – Embed
- Gateway – Videos (used for video in other languages)

## Scroll through content type to learn:

- What it will look like
- When to use it
- Best practices



## Gateway - Embed

### Project map details

This map shows how construction impacts the Downtown neighborhood on Nicollet Ave between 12th Street and 11th Street.

It also indicates the locations of project highlights:

- Restoration of the plaza's fountains and water features
- More durable and environmentally friendly paving materials
- Updated lighting
- Design updates to ensure the plaza is compliant with the Americans with Disability Act

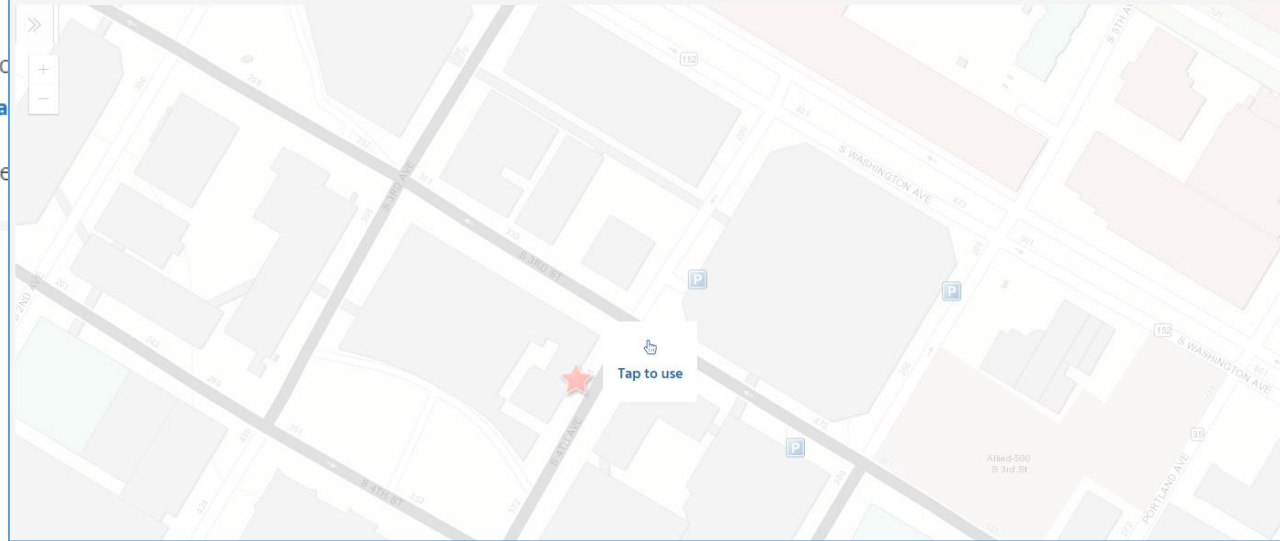
#### Request accessible format

If you use assistive technologies (such as a screen reader) and need a more accessible format, please email [minneapolis@minneapolis.gov](mailto:minneapolis@minneapolis.gov).

Please tell us what format you need. It will help us better serve you.

### Peavey Plaza project map

See full screen 

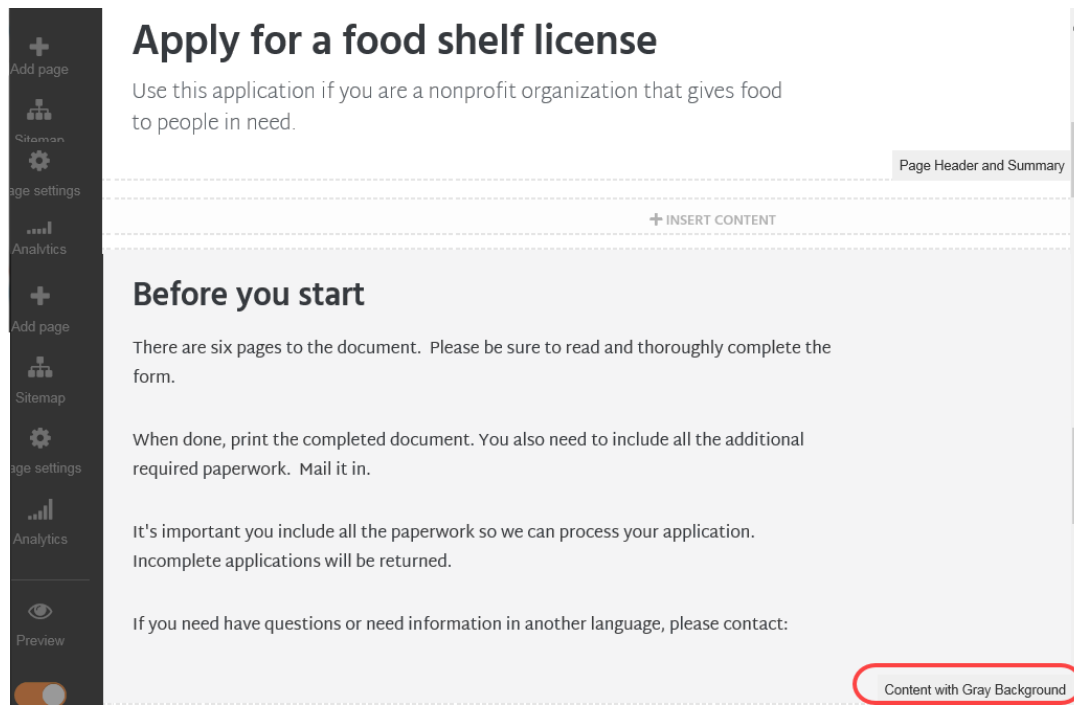




# Content presentation

## Options

- Multicolumn content
- Accordion
- Content with gray background (review)



The screenshot displays a content management system interface. On the left is a dark sidebar with navigation icons and labels: '+ Add page', 'Sitemap', 'Page settings', 'Analytics', '+ Add page', 'Sitemap', 'Page settings', 'Analytics', and 'Preview'. The main content area features a document titled 'Apply for a food shelf license' with the text: 'Use this application if you are a nonprofit organization that gives food to people in need.' Below this is a 'Page Header and Summary' section, followed by an '+ INSERT CONTENT' button. The main body of the document has a gray background and is titled 'Before you start'. It contains three paragraphs: 'There are six pages to the document. Please be sure to read and thoroughly complete the form.', 'When done, print the completed document. You also need to include all the additional required paperwork. Mail it in.', and 'It's important you include all the paperwork so we can process your application. Incomplete applications will be returned.' The final paragraph reads: 'If you need have questions or need information in another language, please contact:'. A red circle highlights the text 'Content with Gray Background' at the bottom right of the page.

# Content presentation

## Multicolumn content - content

### Multicolumn Content (One)

Cras mattis consectetur purus sit amet fermentum. Cras justo odio, dapibus ac facilisis in, egestas eget quam. Donec sed odio dui.

Praesent commodo cursus magna, vel scelerisque nisl consectetur et. Cras mattis consectetur purus sit amet fermentum. Cras mattis consectetur purus sit amet fermentum.

Nullam id dolor id nibh ultricies vehicula ut id elit.

### Multicolumn Content (Two)

Praesent commodo cursus magna, vel scelerisque nisl consectetur et. Cras mattis consectetur purus sit amet fermentum. Cras mattis consectetur purus sit amet fermentum. Nullam id dolor id nibh ultricies vehicula ut id elit.

Fusce dapibus, tellus ac cursus commodo, tortor mauris condimentum nibh, ut fermentum massa justo sit amet risus. Maecenas sed diam eget risus varius blandit sit amet non magna. Duis mollis, est non commodo luctus, nisi erat porttitor ligula, eget lacinia odio sem nec elit. Integer posuere erat a ante venenatis dapibus posuere velit aliquet. Maecenas sed diam eget risus varius blandit sit amet non magna. Vestibulum id ligula porta felis euismod semper.

# Content presentation

## Multicolumn content

### Multicolumn Content (Three)

#### Ra dellict moderan

Praesent commodo cursus magna, vel scelerisque nisl consectetur et. Cras mattis consectetur purus sit amet fermentum. Cras mattis consectetur purus sit amet fermentum. Nullam id dolor id nibh ultricies vehicula ut id elit.



#### Cras risus

Fusce dapibus, tellus ac cursus commodo, tortor mauris condimentum nibh, ut fermentum massa justo sit amet risus. Maecenas sed diam eget risus varius blandit sit amet non magna. Duis mollis, est non commodo luctus, nisi erat porttitor ligula, eget lacinia odio sem nec elit. Integer posuere erat a ante venenatis dapibus posuere velit aliquet. Maecenas sed diam eget risus varius blandit sit amet non magna. Vestibulum id ligula porta felis euismod semper.

- Sed posuere consectetur est at lobortis.
- Cum sociis natoque penatibus et magnis dis parturient montes, nascetur ridiculus mus.
- Donec sed odio dui. Etiam porta sem malesuada magna mollis euismod.

#### Infinitem finitem

Donec sed odio dui. Morbi leo risus, porta ac consectetur ac, vestibulum at eros. Cras mattis consectetur purus sit amet fermentum. Cum sociis natoque penatibus et magnis dis parturient montes, nascetur ridiculus mus. Cum sociis natoque penatibus et magnis dis parturient montes, nascetur ridiculus mus. Nullam quis risus eget urna mollis ornare vel eu leo. Maecenas sed diam eget risus varius blandit sit amet non magna. Nulla vitae elit libero, a pharetra augue. Vivamus sagittis lacus vel augue laoreet rutrum faucibus dolor auctor.

# Content presentation

## Accordion

How much time off work does the Sick and Safe Time Ordinance guarantee an employee?



Does PTO count as Sick and Safe Time?



How can Sick and Safe Time be used?



Recommended for FAQ  
Try to avoid on other pages

# Content presentation

## Accordion

How much time off work does the Sick and Safe Time Ordinance guarantee an employee?

Cras justo odio, dapibus ac facilisis in, egestas eget quam. Lorem ipsum dolor sit amet, consectetur adipiscing elit. Maecenas sed diam eget risus varius blandit sit amet non magna. Donec sed odio dui. Etiam porta sem malesuada magna mollis euismod.

Maecenas faucibus mollis interdum. Fusce dapibus, tellus ac cursus commodo, tortor mauris condimentum nibh, ut fermentum massa justo sit amet risus. Donec id elit non mi porta gravida at eget metus. Maecenas faucibus mollis interdum. Donec sed odio dui. Vivamus sagittis lacus vel augue laoreet rutrum faucibus dolor auctor. Maecenas sed diam eget risus varius blandit sit amet non magna.

Recommended for FAQ  
Try to avoid on other pages

# Links

## Options

- List of links in tiles
- List with icon

### Neighborhood organization resources

#### Neighborhood revitalization program

[NRP Phase II Plan](#)  
[NRP Phase I Plan Review](#)  
[NRP Phase I Plan](#)  
[NRP Neighborhood Summary](#)

#### Community participation program (CPP)

[2017 CPP Submission](#)  
[2017 CPP Annual Report](#)

#### Summary

[MN Compass Census Profile](#)  
[Regulatory Services Profiles](#)

### City Officials and Departments



#### The Mayor's Office

[Mayor Jacob Frey](#)  
[Contact the Mayor](#)  
[Mayor's Staff](#)



#### City Council

[Find your ward](#)  
[City Council members](#)  
[Meeting agendas & calendar](#)



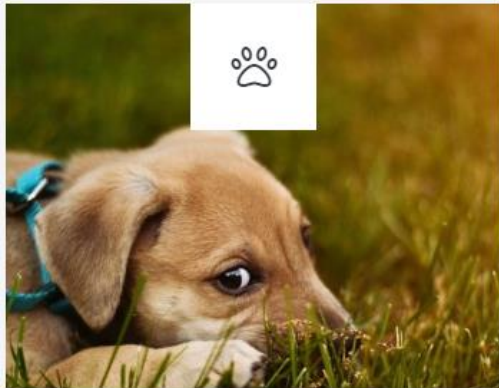
#### Departments

[All departments](#)

# Promotions

## Options

- Promotions (review)
- Promotion (large)



### Did you know?

If you're in a domestic violence situation and have a pet, Minneapolis Animal Care and Control will kennel your pets for free.

[Get help »](#)



# Images

## Options

- Feature image/video
- Row of images (1-3)
- Image in tile
- Hero image
- Image Carousel



# Images


## Options


- Feature image/video

**How does it work?**

Yoyo sociis natoque penatibus et magnis dis parturient montes, nascetur ridiculus mus.

[Optional Link Here >](#)





**What is the purpose of Sick & Safe Time?**

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Vivamus sagittis lacus vel augue laoreet rutrum faucibus dolor auctor. Maecenas sed diam eget risus varius blandit sit amet non magna. Maecenas faucibus mollis interdum.

[Optional Link Here >](#)

- Add link in manually
- Click radio button to indicate show image on right or left

# Images

## Options

- Feature image/video

### What are the benefits?

Maecenas faucibus mollis interdum. Donec id est non mi porta gravida at eget metus.

[Optional Link Here](#) 39



# Images

## Options

- Row of images (1-3)

*With 1 Image*



# Images

## Options

- Row of images (1-3)



# Images

## Options

- Row of images (1-3)

*With 3 Images*



# Additional Functionality

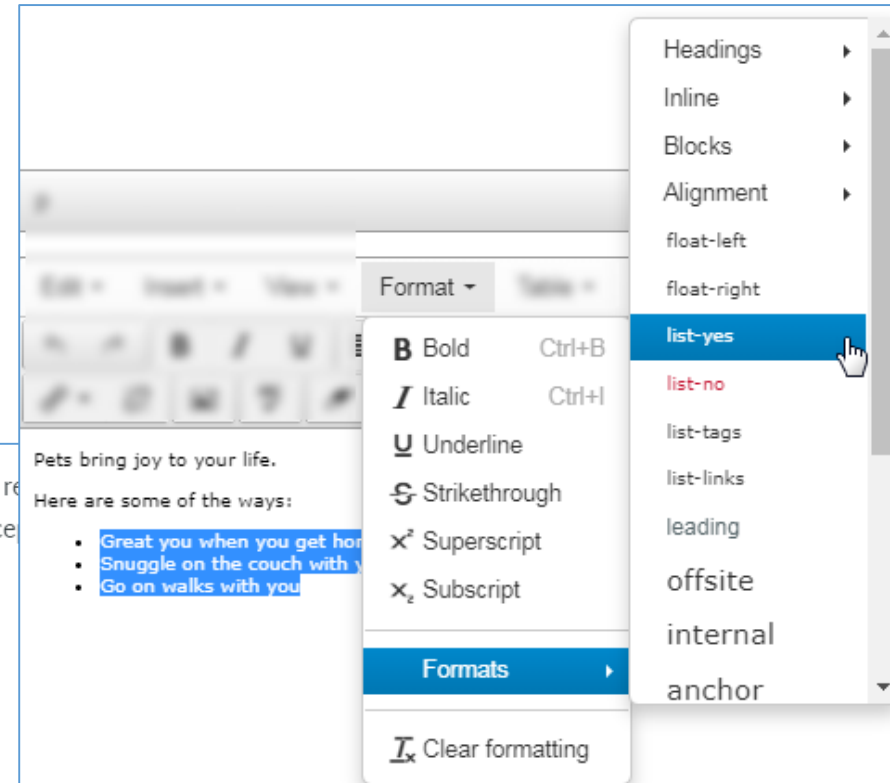
## Options

- Custom bullets
- Future dates – publish and expire
- Duplicate - create new “shell” page

# Additional Functionality

## Custom bullets

- Add 'regular' bullet
- Then select custom bullet
- Will see green or red hollow box in edit mode



Accepted for organics recycling

Organics are an important resource for compost. Know what's accepted.

### All food

- ✓ Fruits and vegetables
- ✓ Meat, fish and bones
- ✓ Dairy products
- ✓ Eggs and egg shells
- ✓ Pasta, beans and rice
- ✓ Bread and cereal
- ✓ Nuts and shell

# Additional Functionality

## Future dates

- Publish
- Expire

<https://docs.terminalfour.com/documentation/managing-content/create-content/>

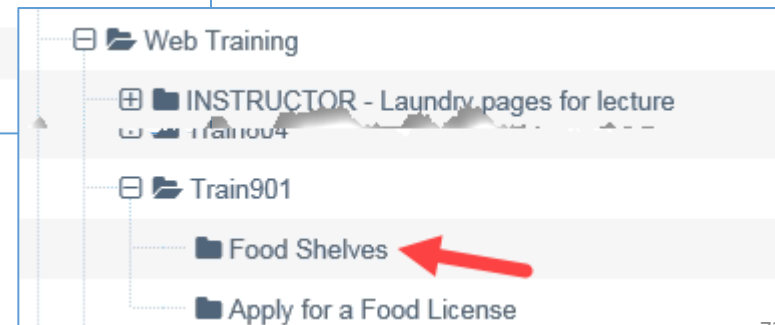
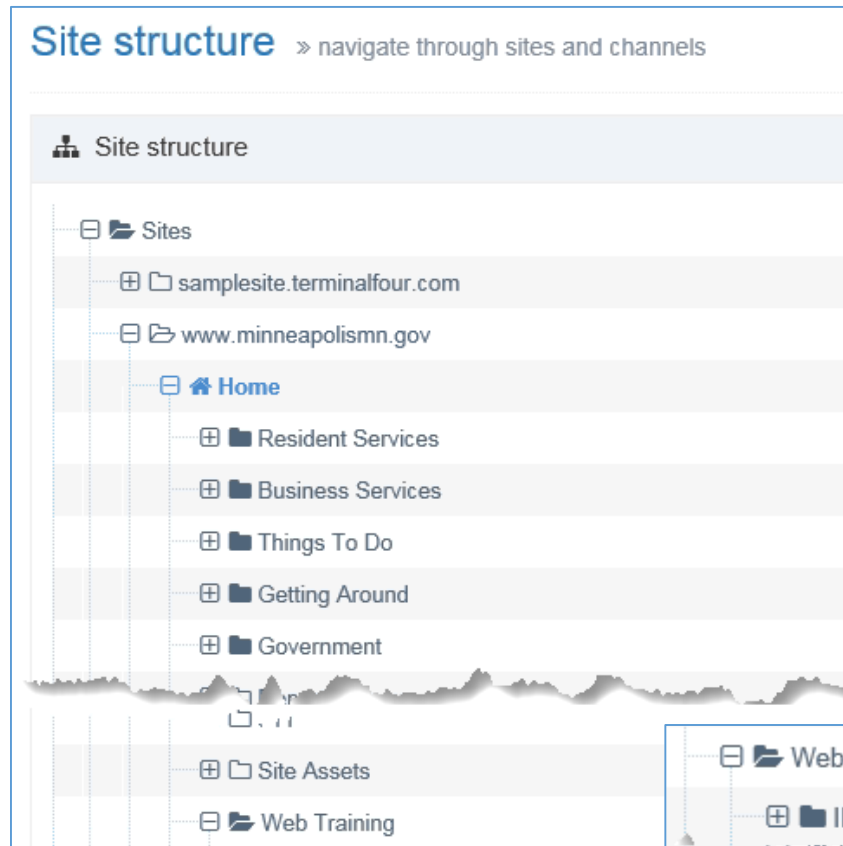
Item	Description
Publish date	The date and time when the content will be published by TERMINALFOUR if it is approved.
Expiry date	<p>The date and time that the content will expire.</p> <p>There are two ways that expired content is treated:</p> <ul style="list-style-type: none"><li>● Content that expires without an Archive Section specified: the content changes to a status of Expired and will not publish on the site. This is a safe way to remove content from your site if you do not want to delete it entirely</li><li>● Content which expires with an Archive Section specified: the content moves to the Archive Section specified and the expiry date is removed. This is useful for managing time-specific content like news and events. Under <a href="#">Content Configuration Settings</a>, TERMINALFOUR can be configured to send emails to Administrators and/or content owners when content expires.</li></ul> <p>To restore an expired Content Item, select the content to edit it and save the changes.</p>
Review date	The date and time when the content should be reviewed. An email reminder is sent to the user who last modified the content, or to the content owner (if one is set). The content review date gets removed from the content once the date is met.



# Additional Functionality

## Future dates

- Publish
- Expire



# Additional Functionality

## Future dates

- Publish
- Expire

Order	Name	Version	Status	Last modified	Publish date	
+	<a href="#">Food Shelves</a> Page Header and Summary	1.0	Approved	October 3, 2019 9:22 PM	N/A	Actions
+	<a href="#">Food shelf license</a> Group Heading	1.1	Pending	October 4, 2019 1:59 PM	N/A	Actions
+	<a href="#">Food Shelf License</a> Scannable Paragraph	2.1	Pending	October 4, 2019 1:58 PM	N/A	Actions
+	<a href="#">Getting a license</a> Scannable Paragraph	1.0	Approved	October 3, 2019 9:22 PM	N/A	Actions
+	<a href="#">Plans and paperwork</a> Scannable Paragraph	0.1	Pending	October 3, 2019 11:32 AM	N/A	Actions
+	<a href="#">License and permits promo</a> Promotion	0.1	Pending	October 3, 2019 11:47 AM	N/A	Actions




# Additional Functionality

## Future dates

- Publish
- Expire

☰ General   📄 Content   👤 Channels   ⚙️ Options   🕒 History   🔗 Linked Content

### Content embargo and expiry information

Publish date	<input type="text"/>	
Expiry date	<input type="text"/>	
Review date	<input type="text"/>	
Archive section	<a href="#">📁 Select section</a>	
Content owner	<a href="#">👤 Select content owner</a>	

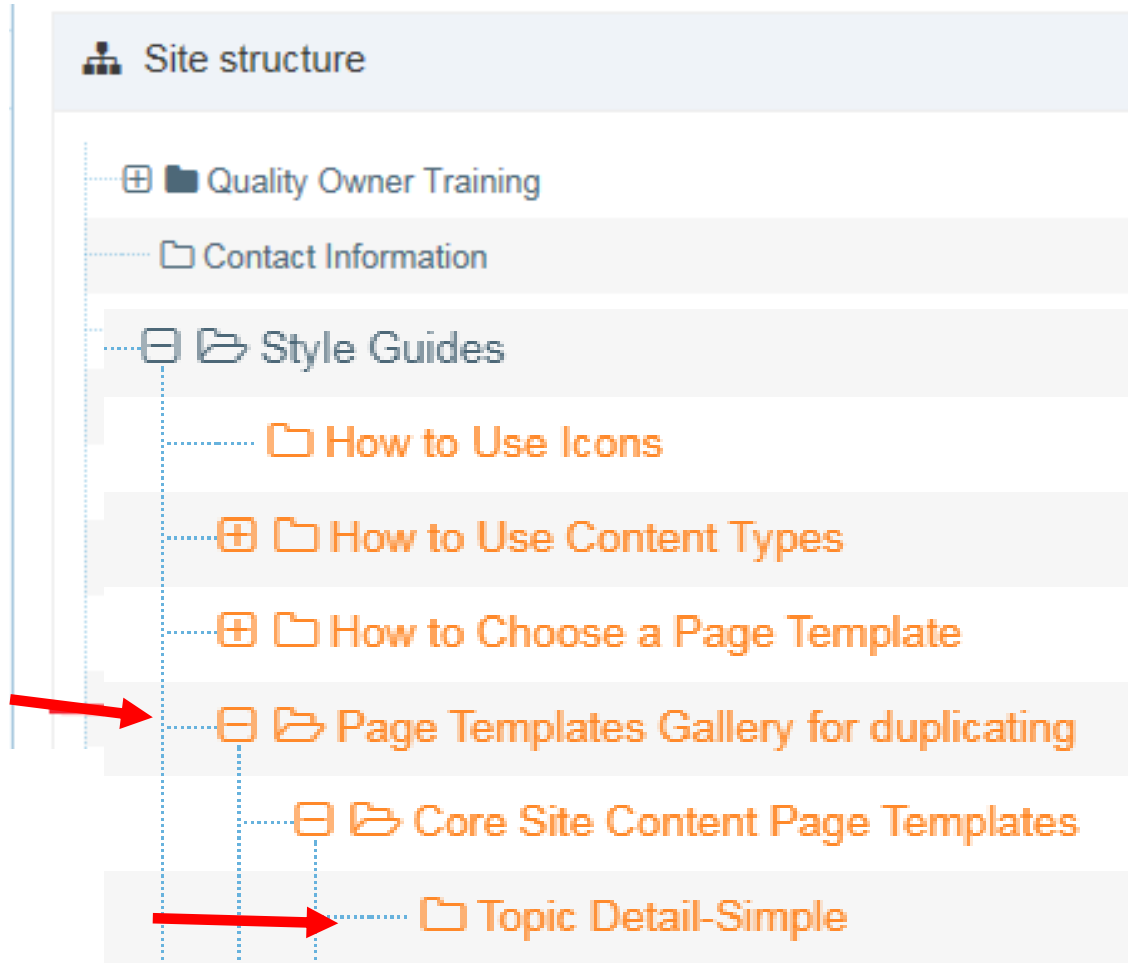
# Duplicate a new Section (Page)

**Coming soon: Duplicate Page Template**

**Create a new section (page)  
from a 'shell' page template  
with placeholder content types**

# Duplicate a new Section (Page)

**Coming soon: Duplicate Page Template**



# Duplicate a new Section (Page)

**Coming soon: Duplicate Page Template**

gov » Home » Style Guides » Page Templates » Core Site Content Page Templates » Topic Detail - Simple

 Duplicate branch

 General

 Content

 Content types

 Page layouts

More ▾

## General section details

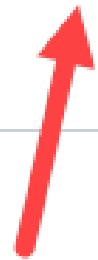
Name \*

Topic Detail - Simple




Status

Approved



# Duplicate a new Section (Page)

**Coming soon: Duplicate Page Template**

 Duplicate branch

---

Select your options for duplicating this branch.

---

Branch to duplicate

Select section

Content options

Ignore content

Duplicate content

Mirror content

Other options

Copy page layout usage

# Duplicate a new Section (Page)

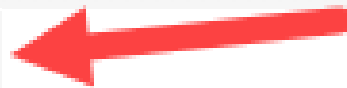
## Coming soon: Duplicate Page Template

Train911

Food Shelves

Apply for a Food License

Topic Detail-Simple



### Placeholder page summary header - a short sentence-case page heading with no period

Page summary placeholder text. A header is required for all pages. Briefly explain the purpose of this page. Use sentence case with periods. Avoid starting with a verb. Make it clear to visitors what they could learn or do by reading this page.

Scannable paragraph placeholder text (H2) Add a brief, sentence-case heading.

Placeholder content for the content in the right column.

81

Add a few short paragraphs of content here.



# Agenda

- ✓ Welcome, introductions and today's goals
- ✓ Review from basic editor class
- ✓ Using additional T4 content types and functionality

**< short break >**

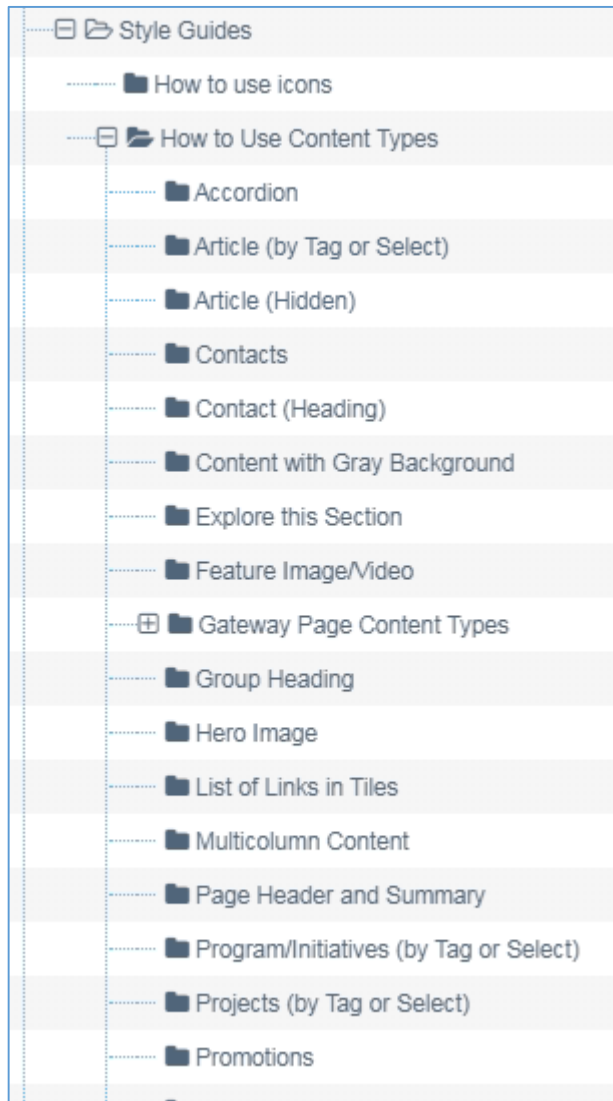
- Introduce lab
- Start lab
- More T4 content types and functionality
- Finish lab

# Introduce hands-on lab

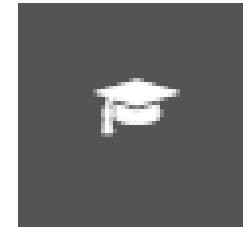
## Time to experiment

# Lab: Use Resources

## In City's T4



## T4 KB Documentation



<https://docs.terminalfour.com/documentation/>

A screenshot of the "Managing Content" documentation page. The page has a purple header with the title "Managing Content" and a circular icon containing a grid of content items. Below the header, the text reads "Learn to add and edit Content Items use the Media Library". A list of actions is provided: "Create Content", "Edit content", "Approve content", "Media Library", and "Direct Edit". At the bottom right, there is a button labeled "SEE MORE".

# Lab Part 1: Time to experiment

## Add to Topic Detail – advanced editor

- Multi-column content
- List of links
- Feature image/video – do 2: image on left, image on right
- Insert custom bullets
- Accordion
- Link to content – Try on your own: links to content type

# Lab Part 1: Time to experiment

## Add to Topic Detail – basic editor

- Scannable paragraph
- Promotion
- Sign-up promotion
- Content with gray background
- Mirrored contact information
- Link to another section in the site
- Link to an external site

*We used direct edit*

# Hands-on lab

## Premise

1

**Duplicate  
page template**



2

**Replace placeholder  
content with real content**

# Hands-on lab

## Premise

1

Duplicated  
page templates



2

Rename section  
For breadcrumb



Click on section  
to rename

# Lab Part 1: Time to experiment

## Topic Detail

### Pet adoption

Be a great human. Adopt a healthy dog, cat or small critter today.

#### Reasons why pets are great to have in your life

Pets bring joy to your life.


Here are some of the ways:

- ✔ Great you when you get home
- ✔ Snuggle on the couch with you and watch TV
- ✔ Go on walks with you

Dogs	Cats	Critters
<ul style="list-style-type: none"><li>• Purebred</li><li>• Mixedbreed</li></ul>	<ul style="list-style-type: none"><li>• Purebred</li><li>• Mixedbreed</li></ul>	<ul style="list-style-type: none"><li>• Furry</li><li>• Safe</li></ul>

#### Dogs and cats

Dogs provide unconditional love	+
Cats	+




#### Adopt fun loving Bruno

Bruno loves to play catch and go on long walks.

#### Adopt a cuddly cat today

Samatha loves to sit in your lap and purr. She's a purrfect pet!

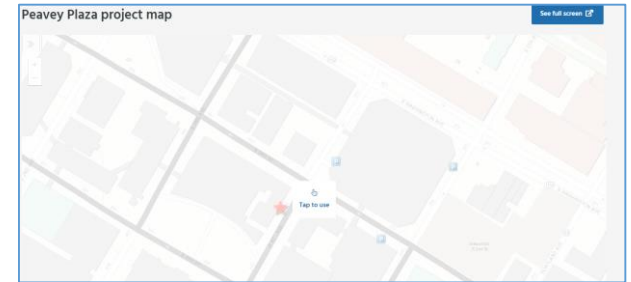




# Lab Part 1: Time to experiment

## Gateway – Embed (GIS)

- Full screen button – link to URL
- Display on page - add embed iframe code



### Embed iframe code

```
<iframe height="800"
src="http://cityoflakes.maps.arcgis.com/apps/MapTour/index.html?appid=fb93a57d5b204c2e
a6a94b065a88092c&webmap=0561ab533fc448a5b5a4b6d6cde7e4c8"
width="100%"></iframe>
<a
href="http://cityoflakes.maps.arcgis.com/apps/MapTour/index.html?appid=fb93a57d5b204c2ea6a94b065
a88092c&webmap=0561ab533fc448a5b5a4b6d6cde7e4c8">View larger map</a>
```

### Full link

```
http://cityoflakes.maps.arcgis.com/apps/MapTour/index.html?appid=fb93a57d5b204c2ea6a9
4b065a88092c&webmap=0561ab533fc448a5b5a4b6d6cde7e4c8
```

# Lab Part 1: Time to experiment

## Gateway - Embed

### Dangerous dogs

View a map of dangerous dogs in your area.


### How to use the map

The following animals have been declared dangerous in the City of Minneapolis. These pets have had an animal-to-animal bite/incident or an animal-to-human bite/incident. In order to keep our residents safe, we post pictures of these animals and their addresses.

There are two ways to view information about a dangerous dog


- Click on the pinpoint to view the information about the dangerous dog
- Click the slide show arrows to scroll through the slideshow of the dangerous dogs

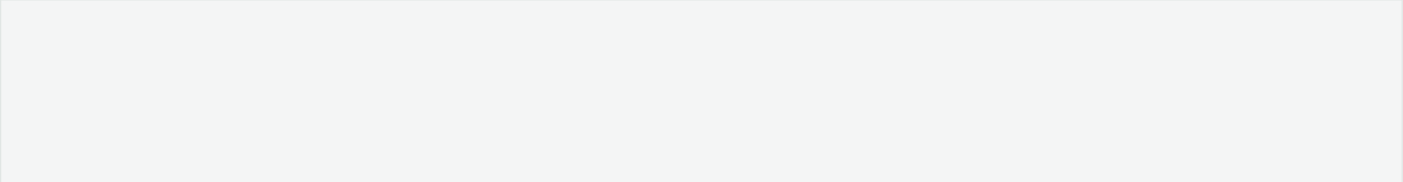
#### Request accessible format

If you need a version of this document in a more accessible format, please [email minneapolis31@minneapolismn.gov](mailto:minneapolis31@minneapolismn.gov) 

Please tell us what format you need. It will help us if you say what assistive technology you use.

### Dangerous dogs map

[See full screen](#) 



# Lab Part 1: Time to experiment

Use the **lab handout** as a guide. Play.  
Add more content types and functionality.

## 30 minutes

**Have fun!**



- Topic detail
- Gateway - embed

# More T4 content types and functionality

# Agenda

- ✓ Welcome, introductions and today's goals
- ✓ Review from basic editor class
- ✓ Using additional T4 content types and functionality

**< short break >**

- ✓ Introduce lab
- ✓ Start lab
- More T4 content types and functionality
- Finish lab

# Display article(s) on web page

Articles (Hidden) -vs- Articles by tag or Select

Pet adoption (TD) web page

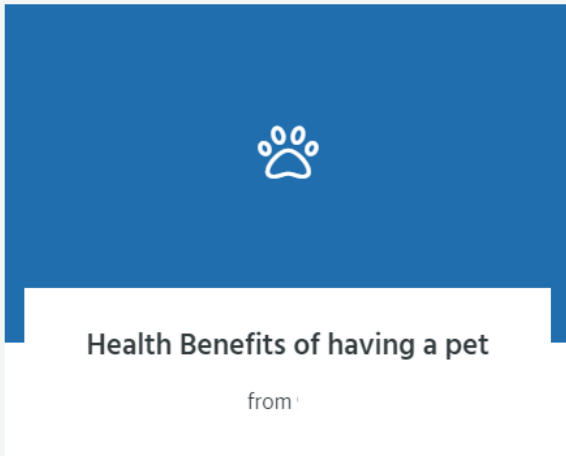
Article web page

[Home](#) / [Web Training](#) / [TrainAdv999](#) / [Pet Adoption](#)

## Pet adoption

Be a great human. Adopt a healthy dog, cat or small critter today.

### Helpful articles



A blue rectangular thumbnail with a white paw print icon in the center. Below the thumbnail is a white box containing the text 'Health Benefits of having a pet' and 'from '.



[Home](#) / [Web Training](#) / [TrainAdv999](#) / [Articles](#) / [Health benefits of having a pet](#)

## Health Benefits of having a pet

There are many health benefits of owning a pet

### Benefits

#### Benefits of owning a dog

Dog ownership provides many benefits.

A dog will:

- Play fetch with you
- Greet you fondly when you come home
- Leave presents for you

# More T4 content types

- Articles (Hidden)
- Articles by tag or Select

## Article (hidden) content type

- Include content type **on article** web page
- Used for tagging

## Article by tag or select content type

- Include content type on **web page to display** article(s)
- Choose what shows by tag or manually select

# Display article(s) on web page

Articles (Hidden) -vs- Articles by tag or Select

## Site Structure



1 Create article branch section (Do once)

2 Create article

3 Add/update content type on web page to show article in the tile



# Articles

## Steps to add an article and display

### 1. Create article branch section (Do once)

- A branch in content area for articles
- Note: hide from navigation if don't want it to show

### 2. Create article and tag

- Create article (section/page) in the article branch
- Include **Article (hidden)** content type
- Tag properly

### 3. Add/Update content type on page to display article(s)

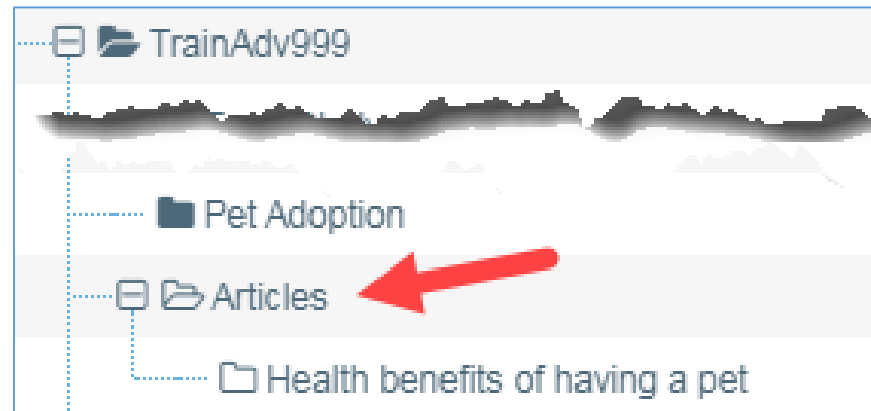
- Include **Article by tag or select** content type
- Tag properly

# Articles

## 1. Create article branch section (Do once)

Use a branch section to store article section page

Hide from navigation

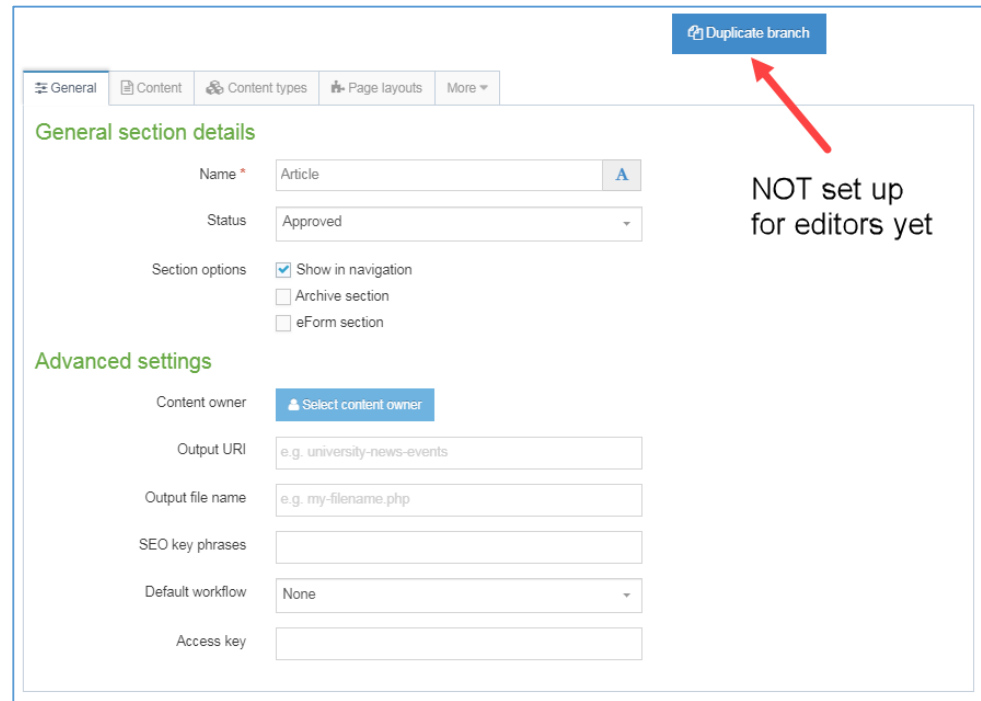
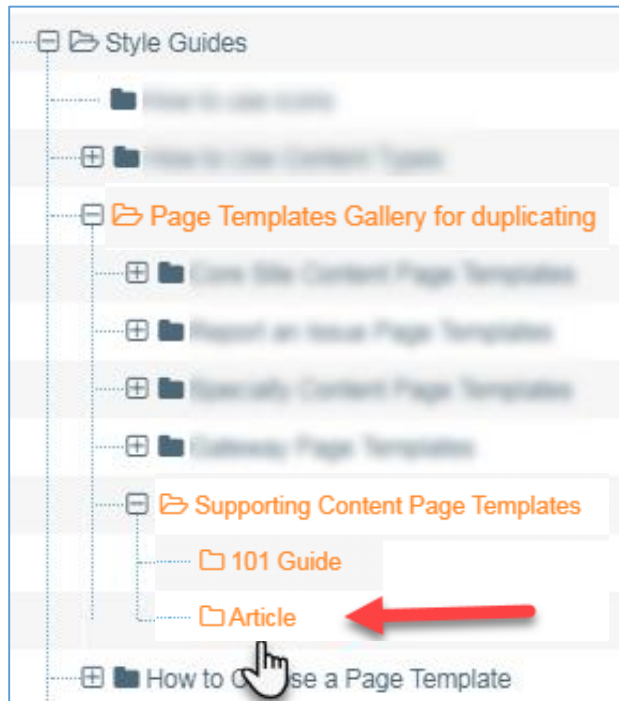


Can choose to show articles branch page.  
We'll cover that next.

# Articles

## 2. Create article and tag

Create article (section/page) in the article branch




*Done for you for this class.*

## 2. Create article and tag

Replace placeholder content with your content

☰ General | 📄 Content

### General section details


Name \*  A 

Status

Section options

- Show in navigation
- Archive section
- eForm section

### General section details

Name \*  🔒 A 

Status

Section options  Show in navigation

# Articles

## 2. Create article and tag

Create article (section/page) in the article branch

General Content Content types Page layouts More

### General section details

Name \* Health benefits of having a pet Article A

Status Pending

Section options  Show in navigation

Approved

Approved

Pending

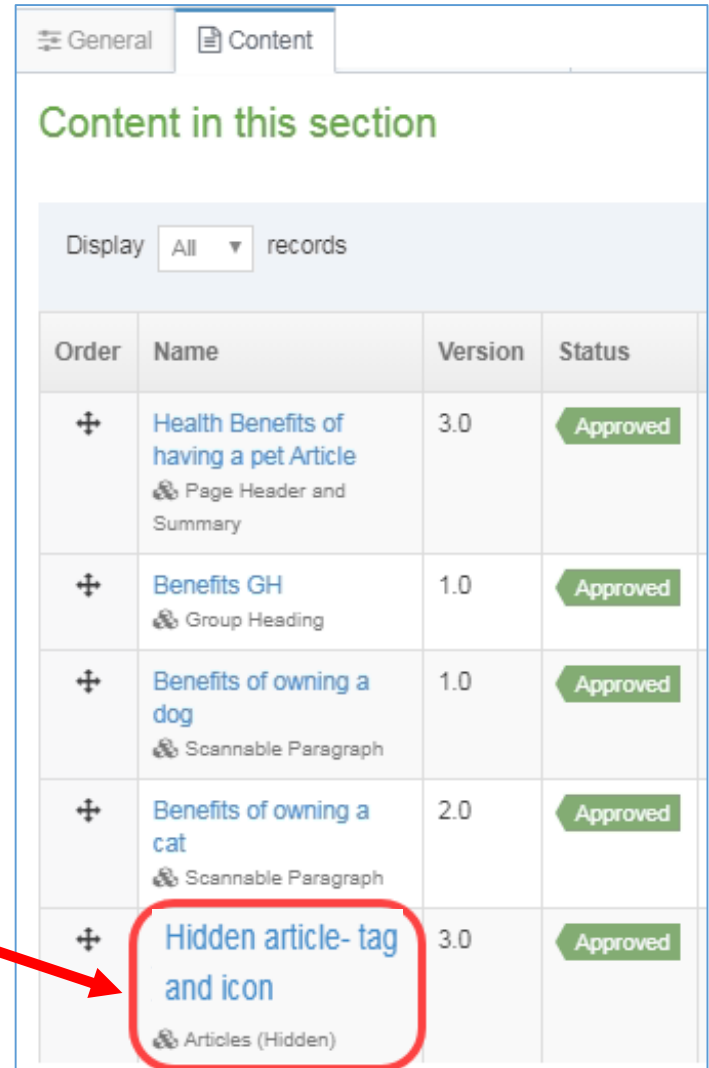
Inactive

# Articles

## 2. Create article and tag

Include **Article (hidden)**  
content type

Tag properly



Content in this section

Display  records

Order	Name	Version	Status
+	Health Benefits of having a pet Article Page Header and Summary	3.0	Approved
+	Benefits GH Group Heading	1.0	Approved
+	Benefits of owning a dog Scannable Paragraph	1.0	Approved
+	Benefits of owning a cat Scannable Paragraph	2.0	Approved
+	Hidden article- tag and icon Articles (Hidden)	3.0	Approved

## 2. Create article and tag

### Tag properly

General Content Channels Options History Linked Content

Content type : Articles (Hidden)

Name

Select Department


Link to Department

Section: Sites » www.minneapolismn.gov » Home » Government » Departments » Regulatory Services

Use default link text

Select Program and Initiatives

Select Topics

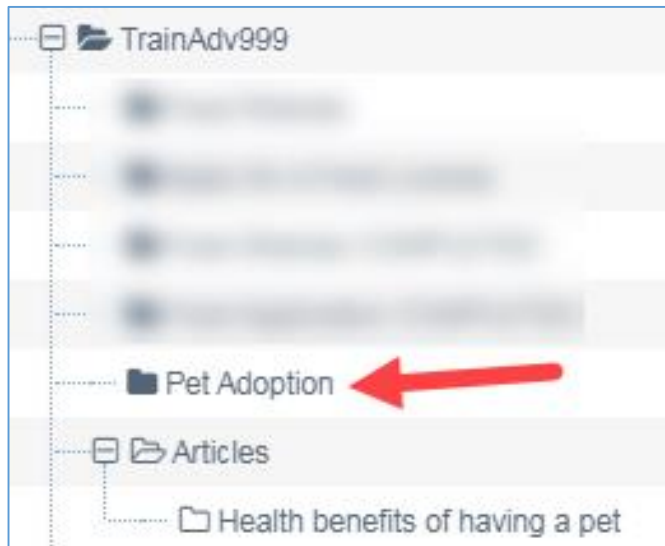
Icon  paw  
paw.png (18.5 kB)  
Media Library > Categorised > minneapolismn.gov > Site Assets > Icons

## 3. Add/update content type to display on page

Include **Article by tag or select** content type

Tag properly

+ Create content



A screenshot of a content management system's 'Content types' tab. The table shows the following content types:

Order	Name	Version	Status
+	<a href="#">Pet adoption and shelters</a> Page Header and Summary	1.0	Approved
+	<a href="#">Articles - list in tiles</a> Articles by tag or Select	4.0	Approved

A red arrow points to the 'Articles - list in tiles' content type.



## 3. Add/update content type to display on page

**Required:** Tag properly for article to be included on pages that “pull in” articles with these values

- Specify “who” organizationally article relates to:
- Tag Department(s)
- Tag P/I
- Tag Topic

Content Channels Options History Linked Content

Content type : Articles by tag or Select

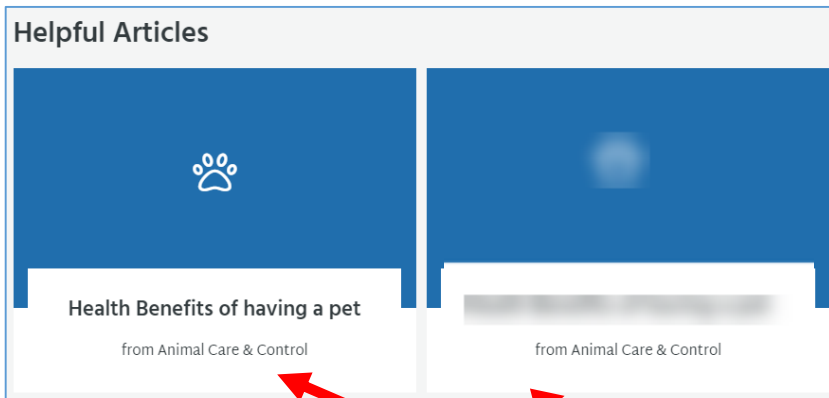
Name \* Helpful articles

Group Heading \* Helpful articles

Tag Department(S) **x Animal Care & Control**

Tag Program and Initiatives Select some options

Tag Topic Select some options



## 3. Add/update content type to display on page

**Optional:** Override organization tags and manually select up to 3 articles(s) to display on the page **and** specify order.

Manual Article Select 1 [+ Add section link](#) [+ Add content link](#)

[✕ Remove](#) [🏠 Section: Sites » www.minneapolis.gov » Home » Web Training » TrainAdv999-Instructor » Articles » Health Benefits of Having a Pet](#)

Use default link text

Manual Article Select 2 [+ Add section link](#) [+ Add content link](#)

Use default link text

Manual Article Select 3 [+ Add section link](#) [+ Add content link](#)

## 3. Steps to add an article and display

Add/Update content type on page to display article(s)

- **Optional:** Add link to show more articles

All Link Section + Add section link + Add content link

✕ Remove  Section: Sites » www.minneapolismn.gov » Home » Resident Services »  
Animals & Pets » Pet Adoption & Shelters

Use default link text

All Link Text

↶ Cancel Save changes

## View article(s) on Adopt a Pet page

### Pet adoption

Be a great human. Adopt a healthy dog, cat or small critter today.

### Helpful articles



Health Benefits of having a pet


from Reg Services



Health Benefits of having a pet

from Reg Services

## View all articles tagged for a department



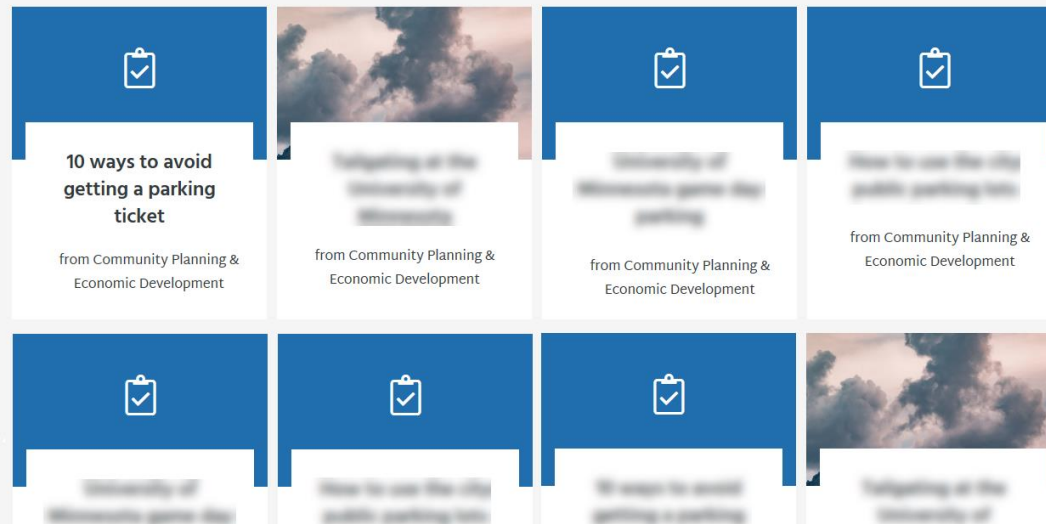
The navigation bar features the Minneapolis City of Lakes logo on the left. To its right are menu items: Resident Services, Business Services, Things to Do, Getting Around, and Government. The Government item is highlighted with a white background. On the far right, there are links for English, Sitemap, News, Report an Issue, and Contact Us. Below the navigation bar is a breadcrumb trail: Home / Government / Departments / Community Planning & Economic Development. To the right of the breadcrumb is a search box labeled 'Search the city' with a magnifying glass icon.

### Community Planning & Economic Development Articles

Public Service Commission Report: Public meeting with City of Minneapolis on matters of public and private use of public lands.

34 articles

Showing 1 - 12



A grid of article cards is displayed. Each card has a blue header with a white checkmark icon. The first card is titled '10 ways to avoid getting a parking ticket' and is attributed to 'from Community Planning & Economic Development'. The second card has a background image of clouds and is titled 'Supporting at the University of Minnesota'. The third card has a blue header and is titled 'University of Minnesota gets the parking'. The fourth card has a blue header and is titled 'How to use the city public parking lots' and is attributed to 'from Community Planning & Economic Development'. The grid continues with more cards, some with blue headers and some with background images.

# More T4 content types

- Programs and Initiatives (hidden) – use on page
- Programs and Initiatives by tag or Select – to display
- Projects – use on page to tag
- Project by tag or Select – display on page by tag

## Projects content type

- *Same as (hidden) but can also be used to display*
- *Not covering in class. Similar process as initiatives*

# More T4 content types

- Programs and Initiatives (Hidden)
- Programs and Initiatives by tag or Select

## Programs and Initiatives (hidden)

- Include content type on program/initiative web page
- Used for tagging

## Programs and Initiatives by tag or select

- Include content type on page to display P/I page
- Choose what shows by tag or manually select

# Lab Part 2: Time to experiment

Use the **lab handout** as a guide. Play.  
Add more content types and functionality.

## 30 minutes

**Have fun!**



- Article
- Topic Detail



T4 WCMS

# Advanced Editor

