

T4 WCMS

# Basic Editor



# Agenda

- Welcome, introductions and today's goals
- Brief review
- Getting Started with TerminalFour (T4)
- **< short break >**
- Demonstrate basics of using TerminalFour (T4)
- Introduce hands-on lab
- Self-paced lab: Use training credentials provided

# 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



Tamara  
Bredemus

- **Now:** IT Collaboration Team Director  
Started August 2014
- **B4:** SharePoint consultant
- **Trainer/Speaker:** Mindsharp
- **Member:** Twin Cities SharePoint User Group
- **Work hobby:** SharePoint
- **Personal hobby:** Improv

# About you?

How long work at City? Department? What web work will you do? Hobbies?



# What we are covering

- Navigate T4 interface to get your work done
- Use Direct Edit to edit an existing page
- Understand content types and page templates
- Add, remove and mirror a content type
- Use resources in T4 to help you get your work done

# What we are not covering

- Writing for the web and content strategy guidelines
- Every content type and page template
- Advanced concepts
- Quality Owner responsibilities
- Specific content maintenance for your content



# Brief Review

## **Review**

- In general
- Our new website
- Our strategy

## In general

# Website visitors behaviors

A typical website visitor has an attention span of 5 seconds the first time they see a webpage.

source: <http://zurb.com/article/878/3-tips-to-grab-users-attention-in-the-fir>

The first 5 words on any page will push or pull your audience to or away from your content. Arguably, this is the most important part of telling users if they're on the right page.

source: <http://www.sarahjrichards.com/1/post/2014/04/structuring-content.html>

Users only really read 20 to 28% of a web page.

source: <https://www.gov.uk/service-manual/user-centred-design/how-users-read.html>

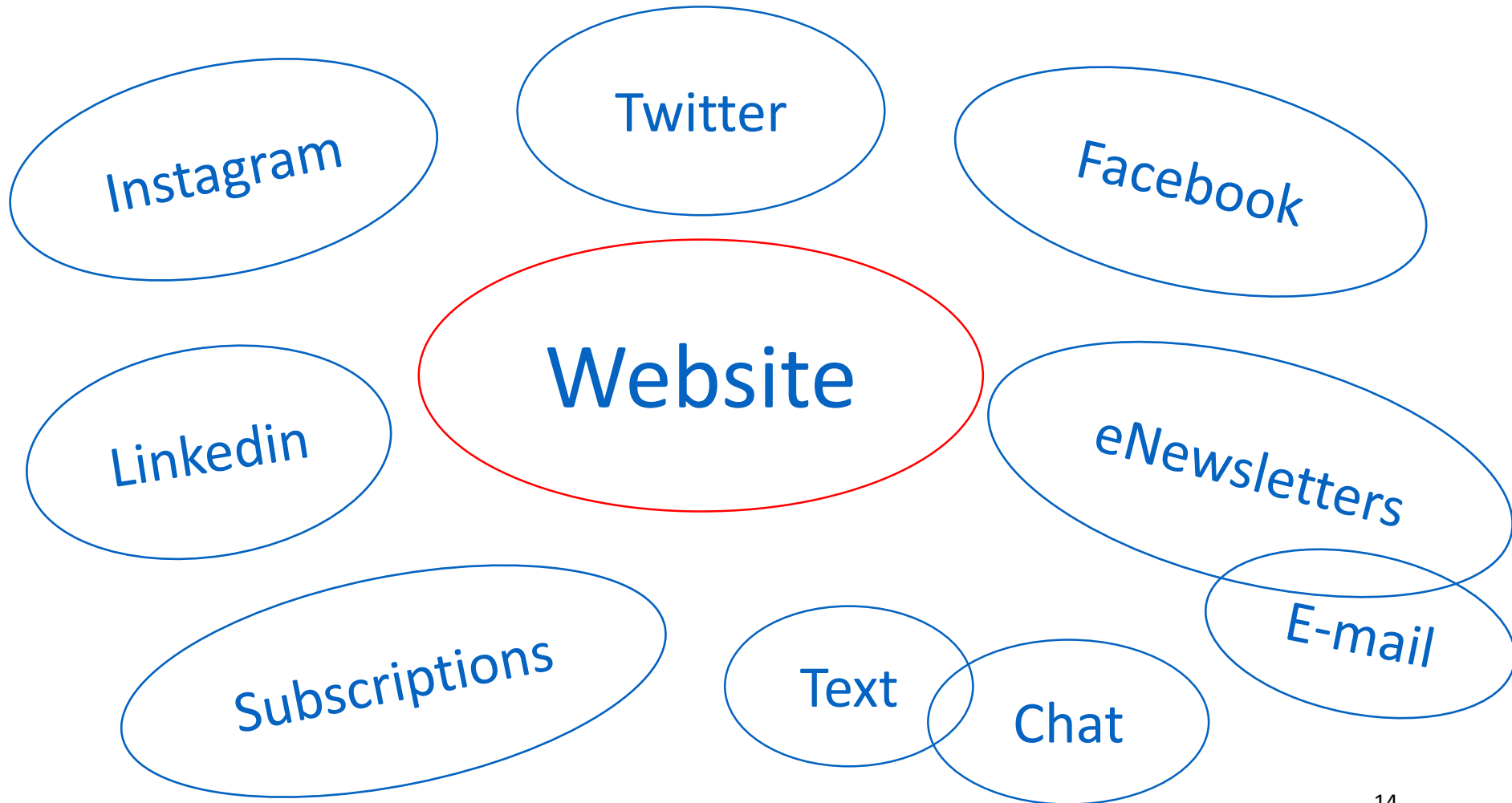
# Write for the web

- 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 . . .*

# Why a website is important

Digitally engage ...

multi-channel communication



# Why our Website is Important

More people will visit  
the City's website

than will come into  
our buildings



## Our new website



# Our new public website

## Six projects in one

- Redesign website
- Redesign navigation – information architecture
- Rewrite content
- Be visual, inclusive, and be accessible
- Improve content organization
- Improve search

**#1 focus:  
User  
Experience**

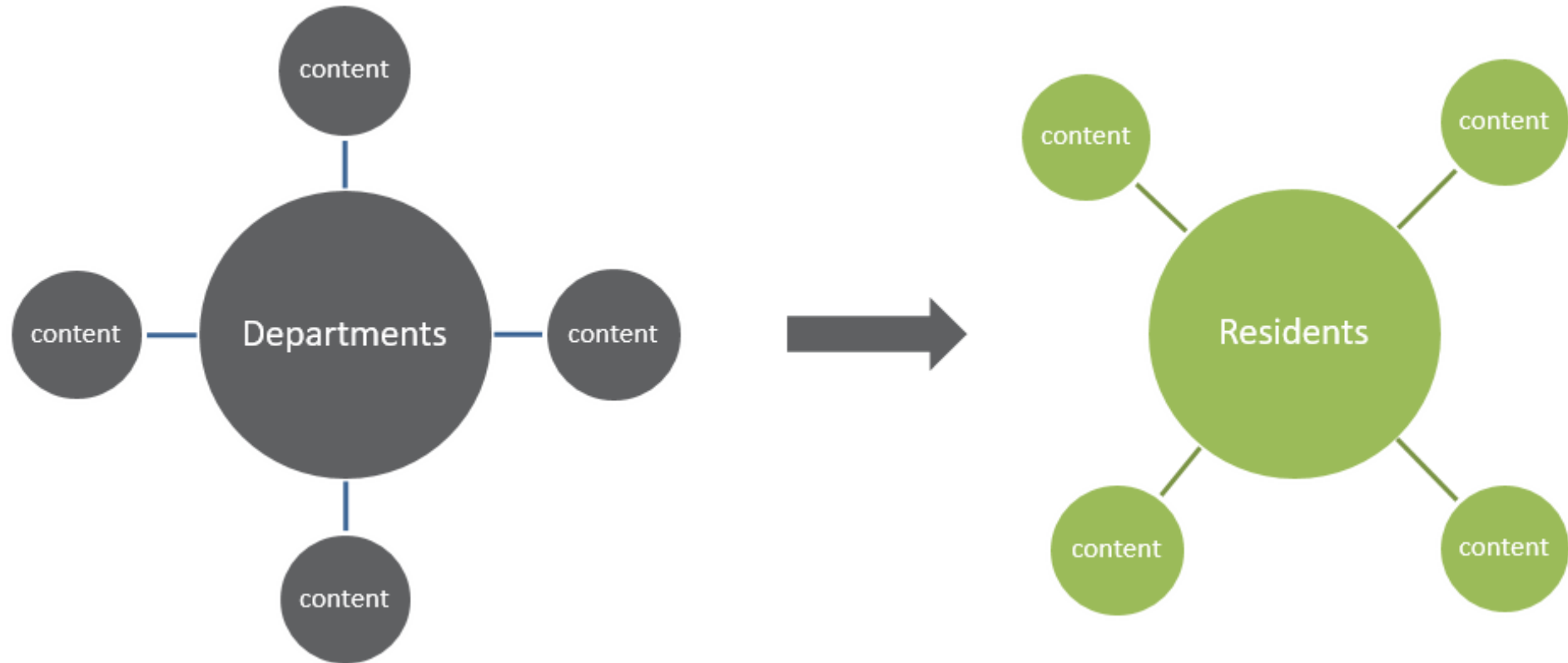
# Our new public website

## Goals

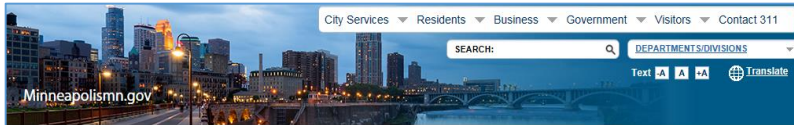
- **Consistent experience** across all parts of the city.
- **Better service for all** with easy access to tasks and clearer information.
- **Accessible.** Develop a WCAG 2.1 AA compliant site that is inclusive and accessible to more residents.
- **Modern site** that reflects the city and its people.
- **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 web



## 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 \(6/06\)](#)

[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](#)



## STAY INFORMED

Sign up for email subscriptions and phone alerts

[Sign Up](#)

## Current topics

Mayor's Office

City Council

Open government

## CURRENT TOPICS

[Minneapolis jobs](#)

[Property information](#)

[Utility billing](#)

[Watch government TV](#)

[Public Works projects](#)

[Meet Minneapolis](#)

[Notice about potential data breach involving 311 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, Hxdi aad Caswinaad u baahantahay 612-673-3500.

Minneapolis 311 ©1997-2019 City of Minneapolis, MN

## CONNECT

[311 call center](#)  
[311 TTY relay service](#)



What can we help you find today?



## 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 when 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 / City-wide

July - August 6 - 8  
Multi-jurisdictional task-force on opioids subcommittee meeting

2:00pm / East 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
June 25	Mayor Frey outlines proposed 2019 City budget	Mayor's Office

[See all news >](#)

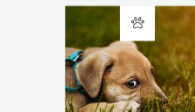
## City Officials and Departments

<p><b>The Mayor's Office</b> Mayor Jacob Frey Contact the Mayor Mayor's Staff</p>	<p><b>City Council</b> Find your ward City Council members Meeting agendas &amp; calendar</p>	<p><b>Departments</b> All departments</p>
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## City data and maps

<p>Crime statistics map <a href="#">?</a></p>	<p>311 Reports data <a href="#">?</a></p>
<p>City neighborhoods map <a href="#">?</a></p>	<p>2018 Honey bee permits map <a href="#">?</a></p>
<p>Downtown public art map <a href="#">?</a></p>	<p>Current street closures map <a href="#">?</a></p>

Last updated on October 9, 2019



## 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 >](#)

## Quick Links

[Sitemap](#)

## Contact Us

[311 Help](#)

## Follow & Share

[Sign up for news & alerts](#)

## 2018 Highest paid employees

[Mayor's SALARIES](#)

## 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

# Transforming our content

## Single purpose for content

- Separate resident tasks - from - government info
- Separate need-to-know (primary) - from - supporting
- Use page templates depending on purpose
  - Ex: Topic navigation
  - Ex: Program/Initiative
- Use content blocks for each type of content
  - Ex: Use *I want to* content type for resident tasks

*Unzebra content*



# 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.minneapolismn.gov>
- Existing site: <http://archive.minneapolismn.gov>

# Getting Started with T4

## Concepts / Terminology

- Page templates review
- Content types
- T4 page templates
- Sections

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

## Page templates review

# 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>• Article</li><li>• <b>Gateway – PDF</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>



# 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 – 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

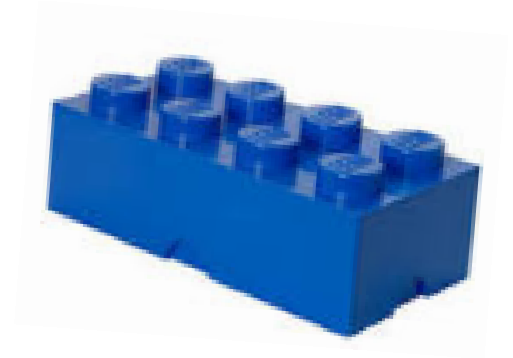
- **Available** content types depends on page template
  - Topic Navigation: I want to, Explore in this section
- **Excluded** content types for each page template
  - Gateway-PDF excludes: I want to, Explore in this section
- **Recommended order** of content types
  - Required first: Page header and 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

# Understanding content types

**A content type is . . .**

- One block of content
- Has a single purpose



# Understanding content types

## Content type - example

- Page header and summary

## Jobs at the City

The City of Minneapolis depends on our purposeful, dedicated, and talented employees. Find your next job and grow your career while serving the city you love.



# Understanding content types

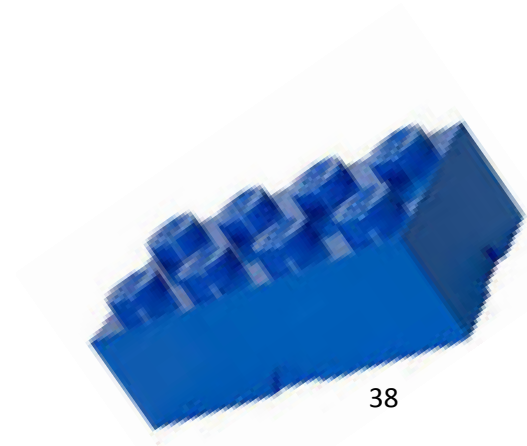
## Content type - example

- Scannable paragraph

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### Highlights

Homegrown Minneapolis is a City-Community partnership started in December 2008 by the City of Minneapolis to expand the community's ability to grow, process, distribute, eat and compost more healthy, sustainable, locally grown foods.



# Understanding content types

## Content type - example

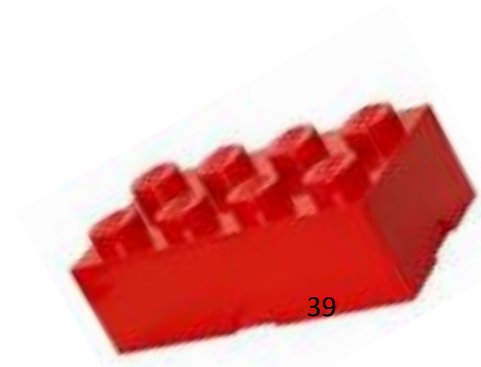
- Contact

---

Urban Agriculture  
Programs Specialist  
Claire Baglien

Urban Agriculture  
Programs Specialist  
Claire Baglien

Email  
[Claire.Baglien@minneapolismn.gov](mailto:Claire.Baglien@minneapolismn.gov)



# Content types -> page template

## A page template is . . .

- A guideline for assembling various types of content blocks for the specific page type you are creating





## T4 page templates

# 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

# Understanding page templates

## Example #1 - Gateway PDF

- Page: Home Container Labels
- **Bring up on desktop**
  - <https://tinyurl.com/container-labels>
- Credentials (password is case sensitive)
  - Userid: **Traineditor**
  - Password: **Traineditor**



# Understanding page templates

## Example #1 - Gateway PDF

- Page: Home Container Labels
- **Bring up on desktop:**  
<https://tinyurl.com/container-labels>
- Count the number of content types/blocks  
**How many?** \_\_\_\_\_
- Notice the order

# Understanding page templates

## Example #1 - Gateway PDF

### View content types

- Page: Home Container Labels
- **Edit mode:** view content types used  
<https://minneapolismngov-cms01-development.terminalfour.net/terminalfour/page/direct>Edit#edit/3/en/7219>

# Understanding page templates

## Example #2 - Topic Detail

- Page: Who can sign up
- **Bring up on desktop:**  
<https://tinyurl.com/who-can-sign-up>
- Count the number of content blocks  
**How many?** \_\_\_\_\_
- Notice the order



# Understanding page templates

## Example #2 - Topic Detail

### View content types

- Page: Who can sign up
- **Edit mode:** view content types used  
[47](https://minneapolismngov-cms01-development.terminalfour.net/terminalfour/page/direct>Edit#edit/3/en/7208</a></li></ul></div><div data-bbox=)

## Sections



## **Sections in T4**

- Review Oracle Site Studio Sections
- Understand sections
- View T4 site structure
- Understand T4 site structure
- Understand the T4 dashboard

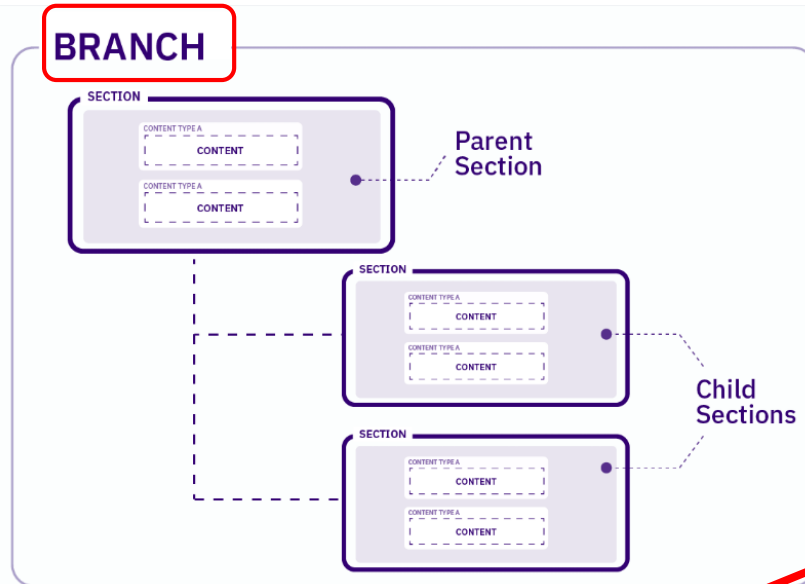
# Review Oracle Site Studio Sections

	Oracle	T4
<b>Information Technology</b>	Section	Branch Section
<u>Services</u>	Sub-section	Branch Section
<u>(1) Workforce Computing</u>	Page	Section (page)
<u>(2) Collaboration &amp; Communication</u>		
<u>(3) Business Application Management</u>		
<u>(4) Solution Development &amp; Acquisition</u>		
<u>(5) Data Management &amp; Design</u>		
<u>(6) Infrastructure Management</u>		
<u>(0) IT Security &amp; Risk Management</u>		
<u>Support</u> +		
<u>Projects</u>		
<u>Security</u> +		
<u>IT News</u> +		
<u>For IT Employees</u> +		

# Understand sections

## T4 Branch Section

A Section containing Subsections is called a Branch.



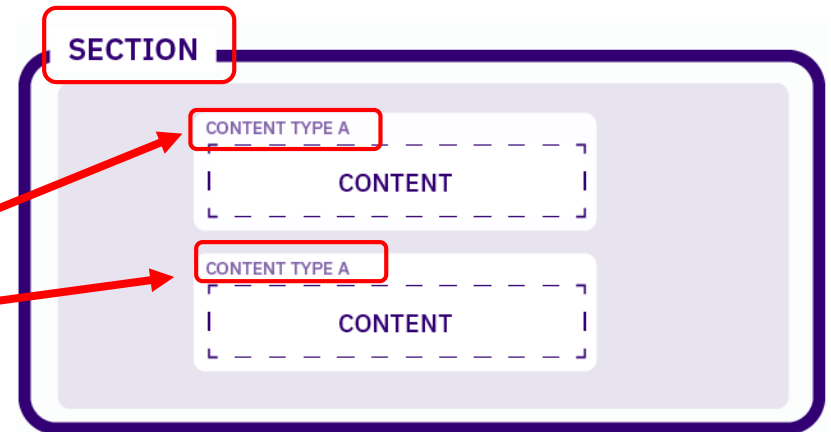
## Content type

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.



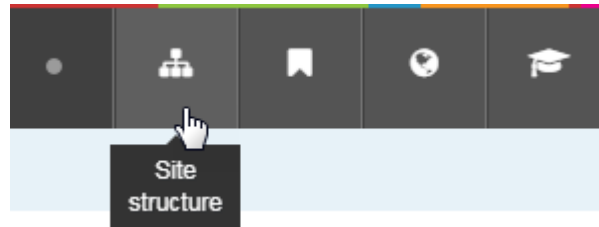
# View T4 Site Structure

## Two Methods

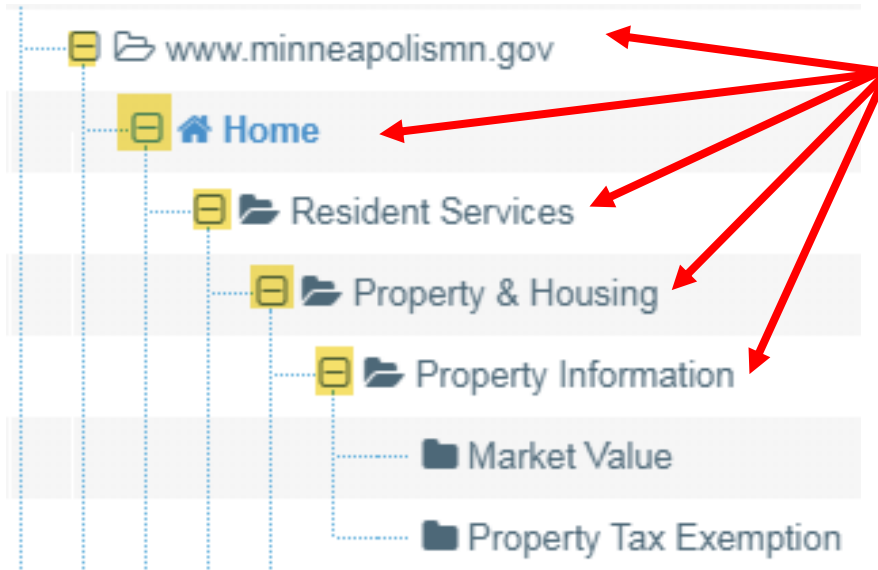
- Click the TerminalFour logo (top left)



- Click the site map icon



# Understand T4 Site Structure



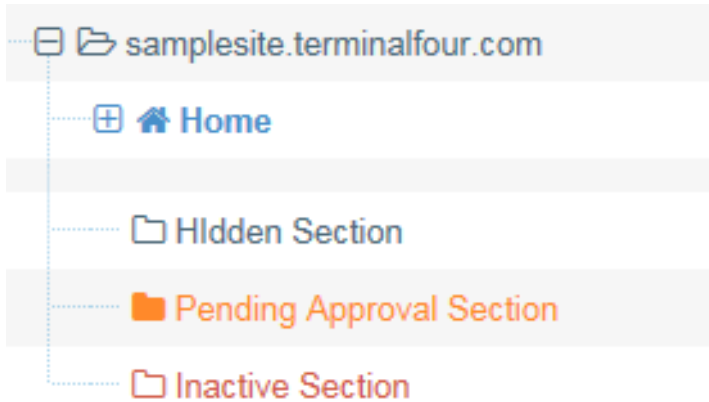
## T4 Branch Section

Any folder with + sign is a Branch Section

## T4 Section (page)

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

# Understand the T4 Site Structure



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

**i** Section icons

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

Name \*  A

Status

Section options  Show in navigation

# Understand the T4 Dashboard

	number of approved content items in this section	number of pending content items in this section	number of inactive content items in this section
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

# Agenda

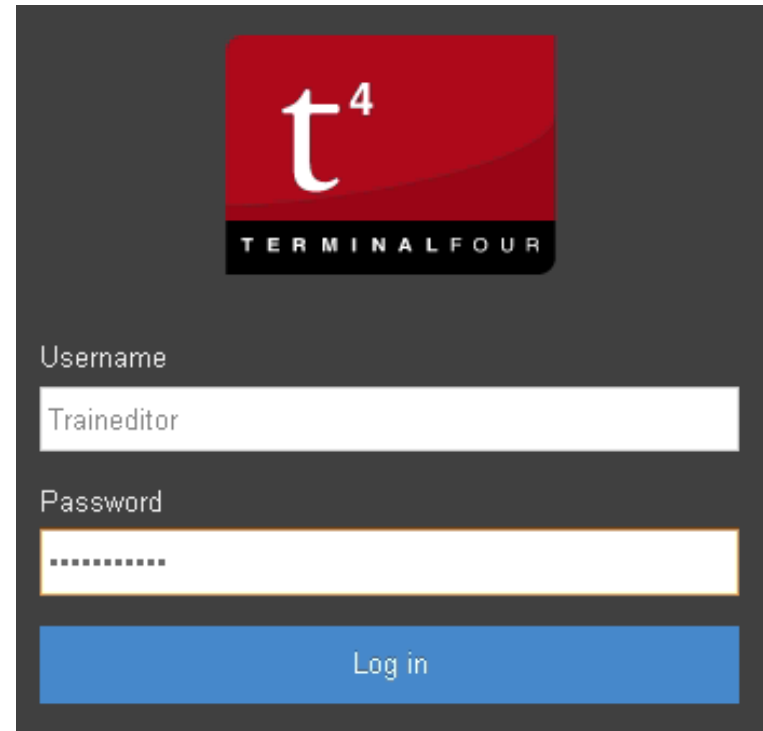
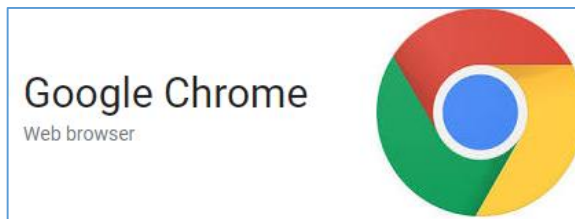
- Welcome, introductions and today's goals
- Brief review
- Getting Started with TerminalFour (T4)
- **< short break >**
- Demonstrate basics of using TerminalFour (T4)
- Introduce hands-on lab
- Self-paced lab: Use training credentials provided



# Demo basics of using T4

# How to log-in

- Credentials (password is case sensitive)
  - Userid: Traineditor
  - Password: Traineditor
- Use Chrome

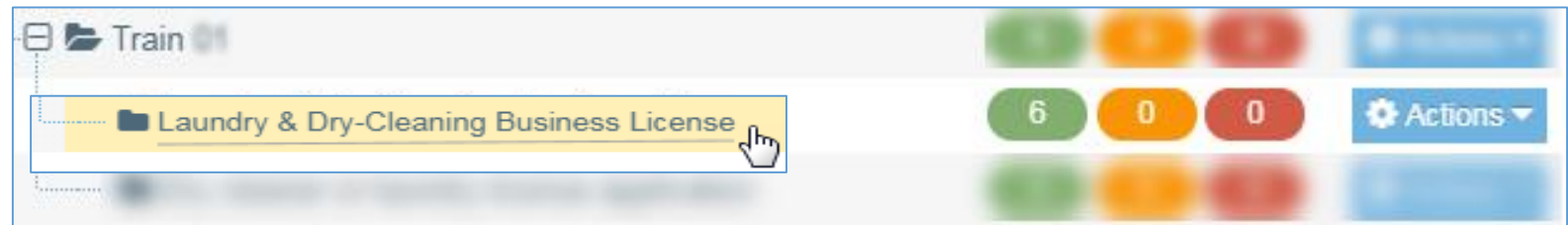
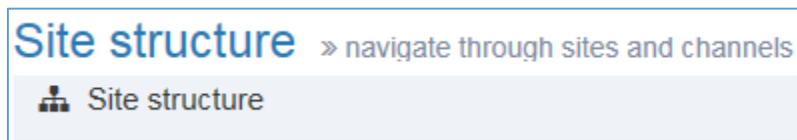
The image shows a login form for Terminal Four. At the top, there is a red square logo with a white lowercase 't' and a superscript '4' to its right. Below the logo, the text "TERMINALFOUR" is written in white capital letters on a black background. The form itself has a dark gray background. It contains two input fields: "Username" with the text "Traineditor" entered, and "Password" with a series of dots representing a masked password. Below the password field is a blue button with the text "Log in" in white.

## Direct edit a topic detail

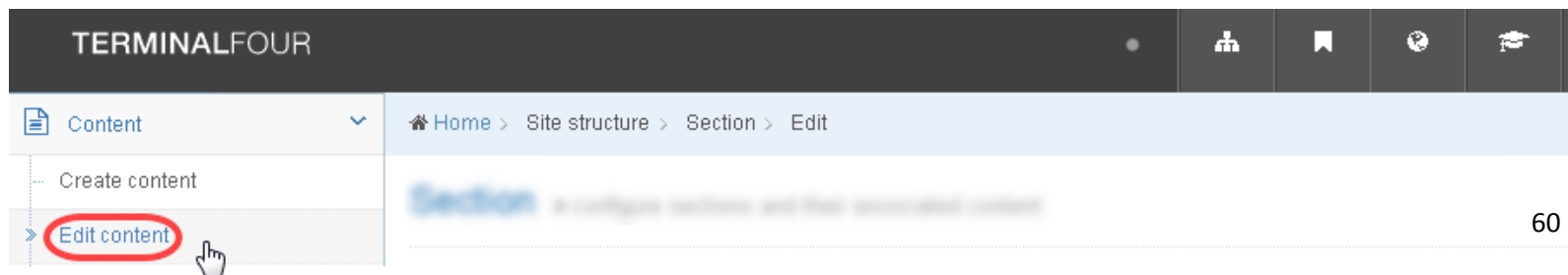
# Navigate to page to edit

## Two Methods

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

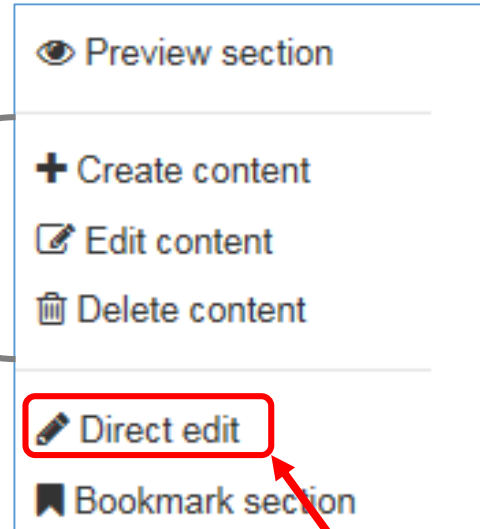


- Click the Content drop-down. Select Edit Content

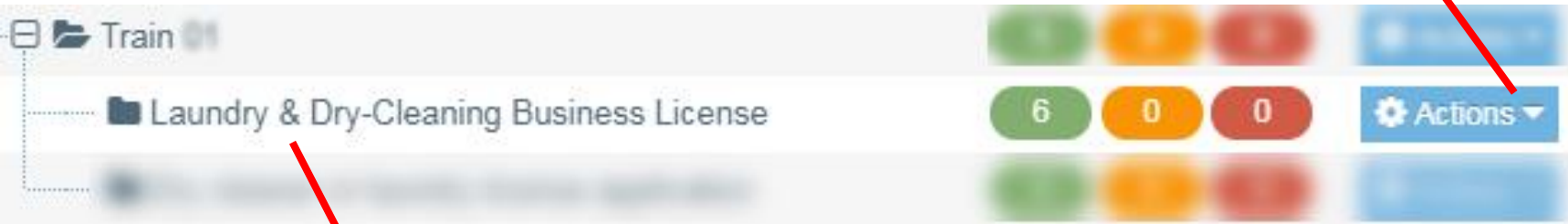


# Direct edit an existing page

Adds a content type to a section (page)



- Preview section
- Create content
- Edit content
- Delete content
- Direct edit**
- Bookmark section



Train > Laundry & Dry-Cleaning Business License

Page title/name - Title Case. Appears in breadcrumb



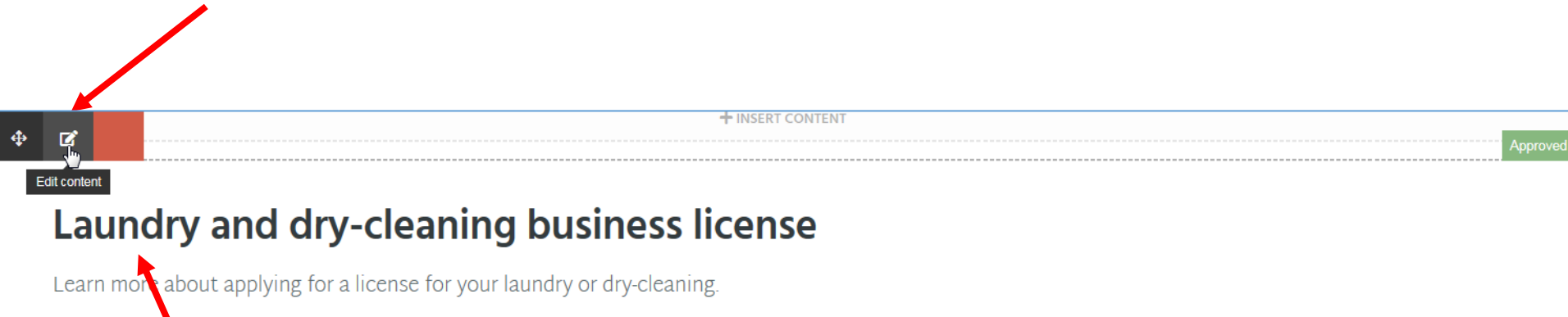
# Direct edit an existing page

The screenshot shows a CMS interface for editing a page. On the left is a dark sidebar with icons and labels: '+ Add page', 'Sitemap', 'Page settings', 'Analytics', 'Preview', 'Edit mode', and 'Exit direct edit'. The main content area has a blue header with a search bar and the breadcrumb 'Training / Train 01 / Laundry & Dry-Cleaning Business License'. The page title is 'Laundry and dry-cleaning business license' with the subtitle 'Learn more about applying for a license for your laundry or dry-cleaning.' Below the title are two content blocks, each with a '+ INSERT CONTENT' button. A '311 Help' button is in the bottom right. Red annotations include: a red arrow pointing to the 'Sitemap' icon in the sidebar labeled 'Sidebar'; a red circle '1' next to the breadcrumb; a red circle '2' next to the 'Preview' icon in the sidebar; a red circle '3' next to the 'Page Header and Summary' content type; a red circle '4' next to the 'Exit direct edit' icon in the sidebar; a red circle '5' next to the '311 Help' button; and a red label 'Content type' with arrows pointing to 'Page Header and Summary' and 'Group Heading' content types.

## Page header and summary metadata

# Direct edit in a content type

## Page header and summary content type



The screenshot shows a content management system interface. At the top, there is a dark grey header bar with a red arrow pointing to an 'Edit content' button. To the right of the button is a '+ INSERT CONTENT' link. Further right is a green 'Approved' status indicator. Below the header bar, the main content area displays the title 'Laundry and dry-cleaning business license' in a large, bold font. Below the title is a summary sentence: 'Learn more about applying for a license for your laundry or dry-cleaning.' A red arrow points from the text below to this summary sentence.

Page header - sentence case. Appears on page.



# Direct edit in a content type

Content options ✕

[Content](#) [Channels](#) [Options](#) [History](#) [Linked Content](#)

**Content type : Page Header and Summary**

Name <sup>\*</sup>

Page Heading <sup>\*</sup>

Page Summary <sup>\*</sup>

SEO Description <sup>\*</sup>

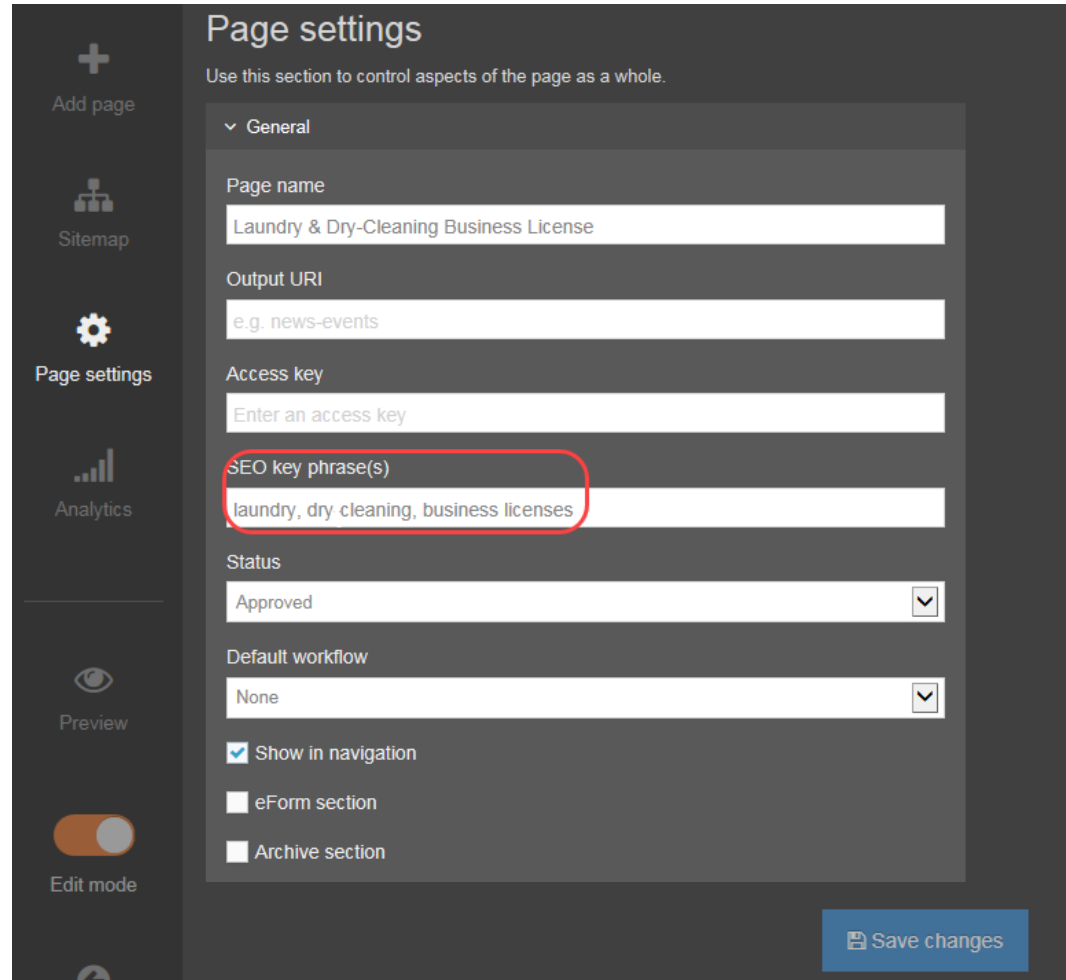
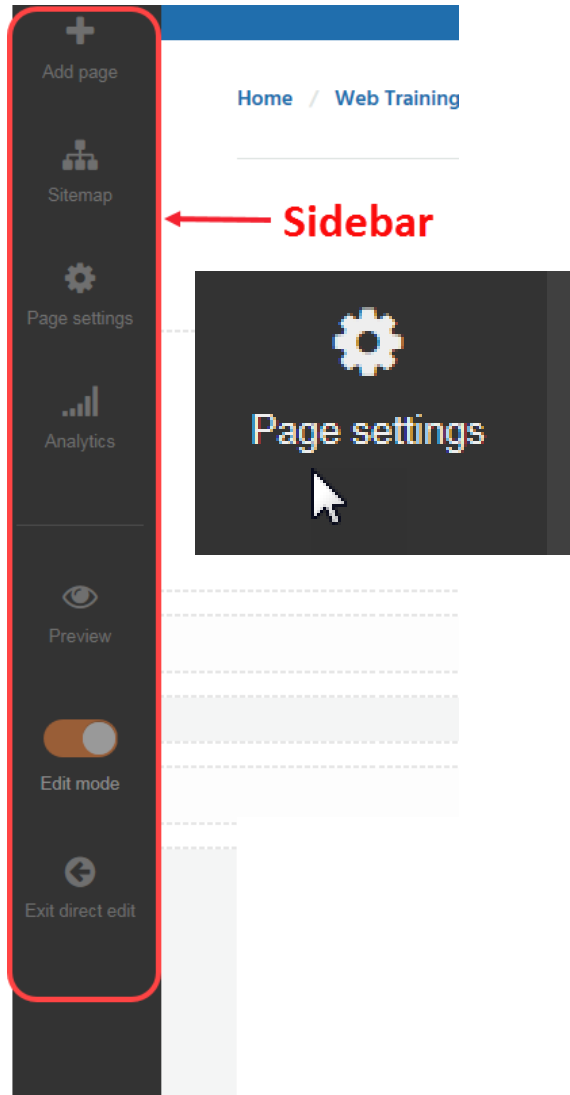
SEO Keywords <sup>\*</sup>

Original English Content ID (Hidden)

[Cancel](#) [Save changes](#) ▾

# Direct edit an existing page

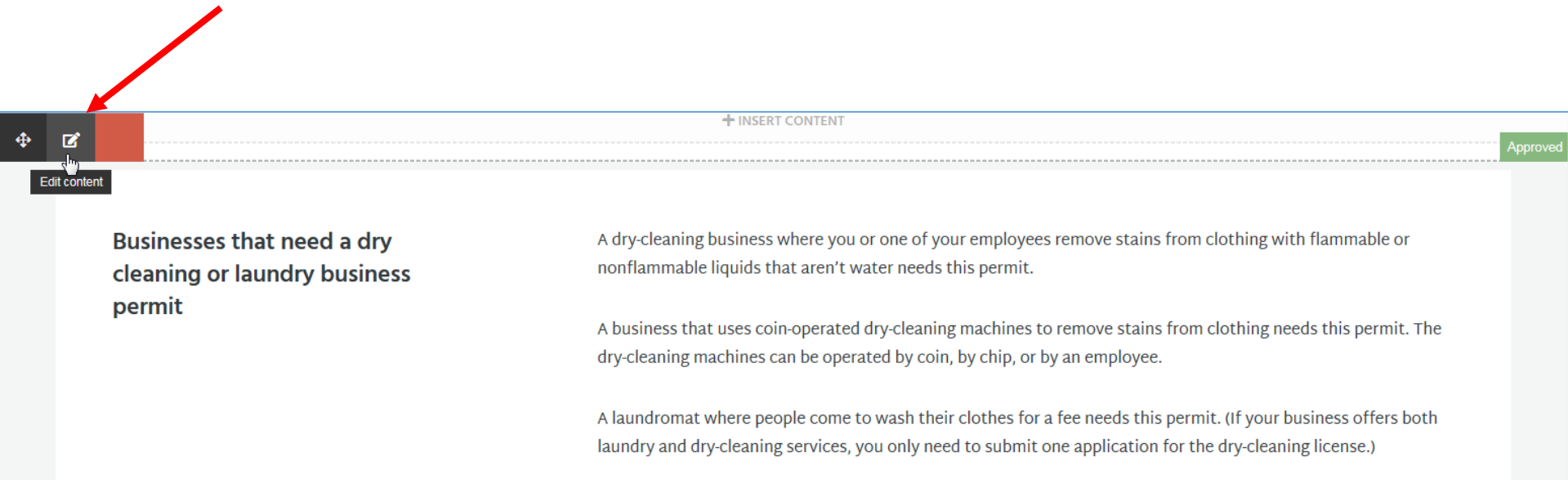
## View metadata



## Scannable paragraph

# Direct edit in a content type

## Edit scannable paragraph content type



The screenshot shows a content editor interface. At the top, there is a header bar with a red arrow pointing to the 'Edit content' button. The main content area contains a paragraph of text. The text is as follows:

**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.)

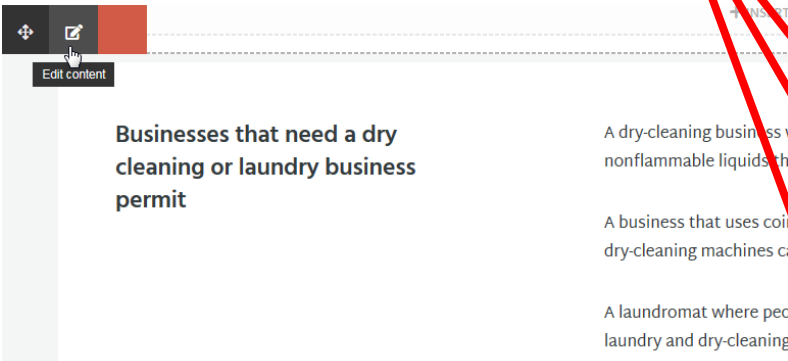
At the top of the editor, there is a '+ INSERT CONTENT' button and an 'Approved' status indicator on the right.

# Direct edit in a content type

## 2 Content elements

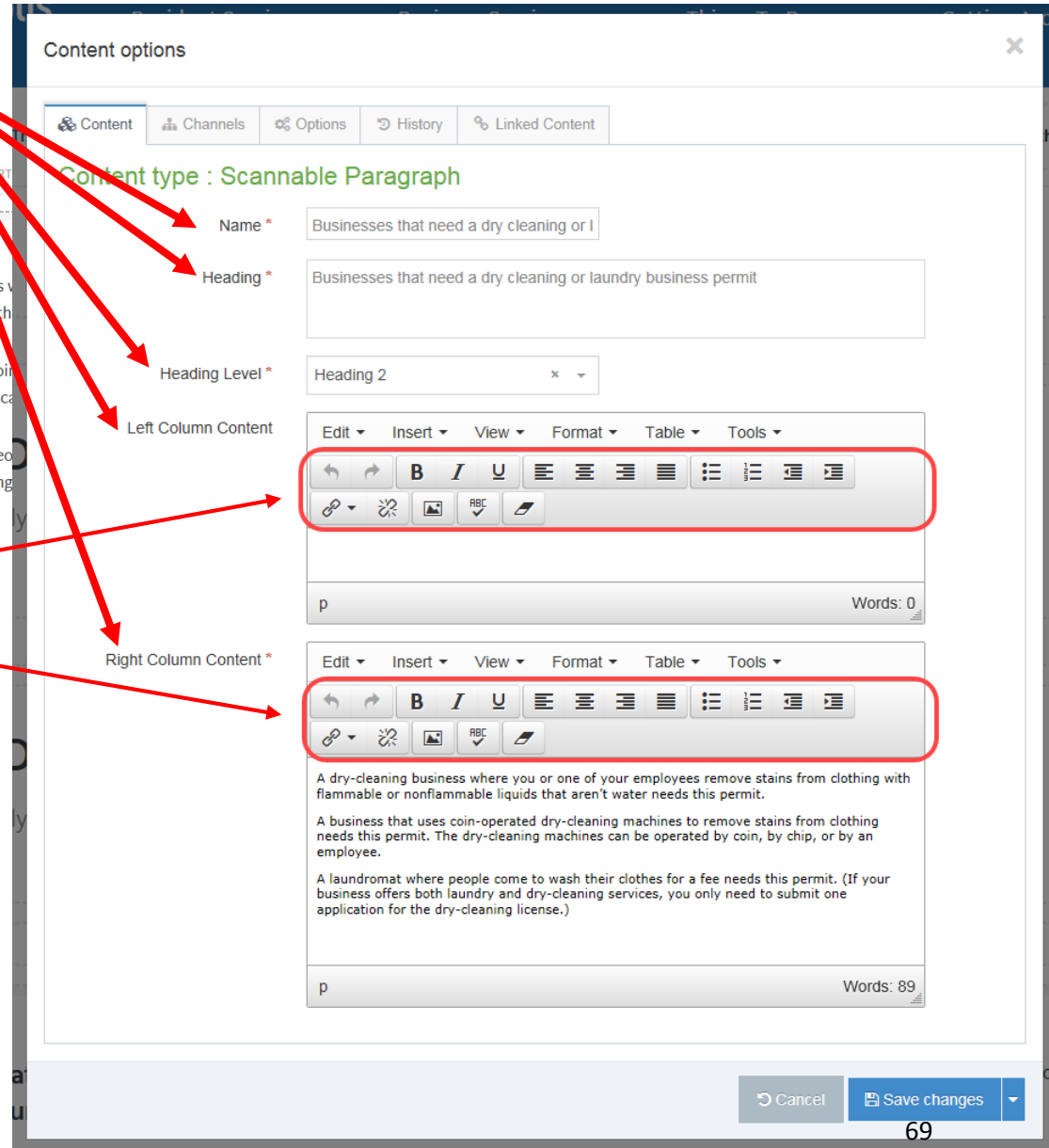
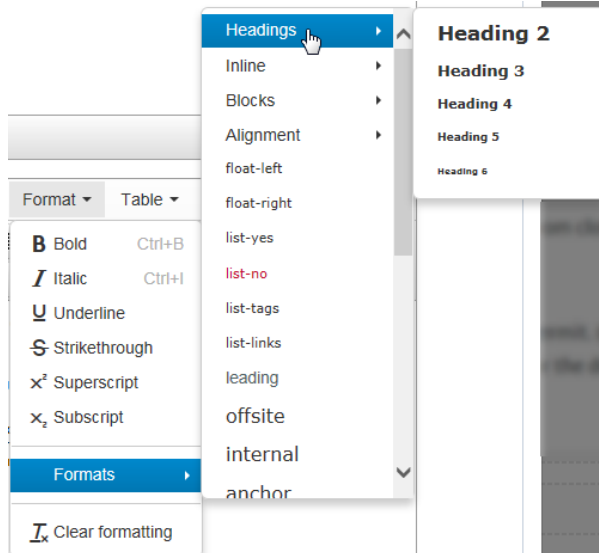
\* = required

1



3

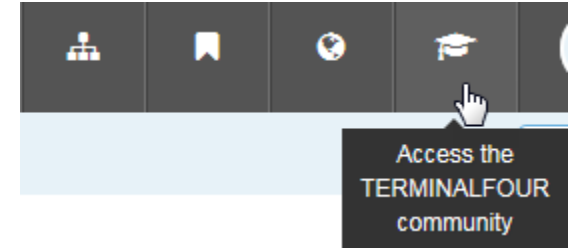
## Ribbon



# Direct edit in a content type

## Using the Ribbon

- Use the T4 Knowledge base



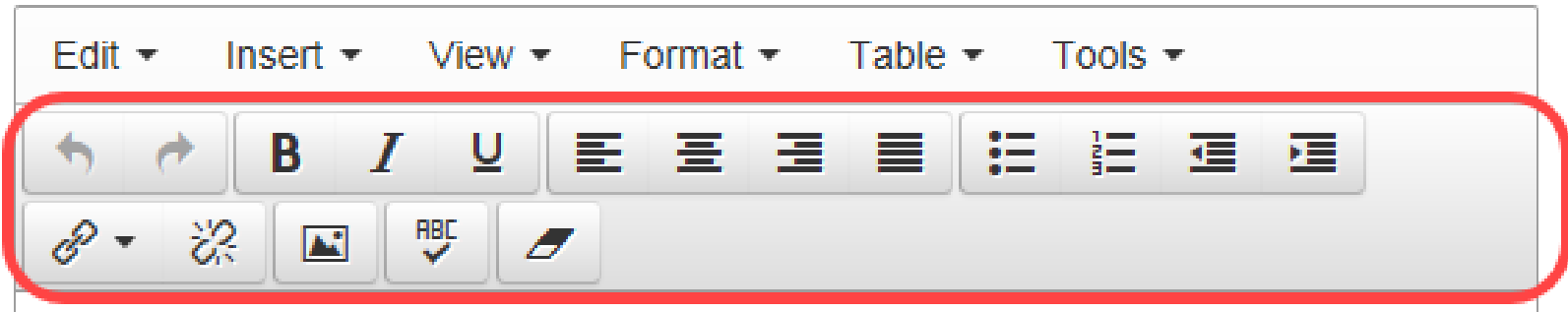
<https://docs.terminalfour.com/documentation/managing-content/tinymce/>

### Menus And Corresponding Icons

Not all functions have toolbar icons. Most functions are listed in the drop-down menus.

Menu	Item	Icon	Subitem	Further subitem	Description / Shortcut
	Formats		Headings	Heading 1	Changes text to Heading 1. Ctrl + 1
				Heading 2	Changes text to Heading 2. Ctrl + 2
				Heading 3	Changes text to Heading 3. Ctrl + 3
				Heading 4	Changes text to Heading 4. Ctrl + 4
				Heading 5	Changes text to Heading 5. Ctrl + 5
				Heading 6	Changes text to Heading 6. Ctrl + 6

# Direct edit in a content type



## In hands-on lab you will:

- Add headings – H2 and H3
- Add bullets
- Add a link
- Do a spell check
- Add an image (optional)
- Erase a format (optional)

## Group heading



# Direct edit in a content type

## Edit Group Heading

Before

Group Heading

After

When a permit is needed

Group Heading

# Direct edit in a content type

## Edit Group Heading

1

+ INSERT CONTENT

Approved

Edit content

Group Heading

Content options

Content Channels Options History Linked Content

Content type : Group Heading

Name \* Blank Group Heading

Group Heading

2

3

Heading for group of content blocks to follow. Use sentence case.

4

Make sure you change both

Cancel Save changes

# Preview changes

## Group Heading

### When a permit is needed

#### 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 cleaned for a fee, you don't need to fill out this application. Pickup stations don't need any licensing.

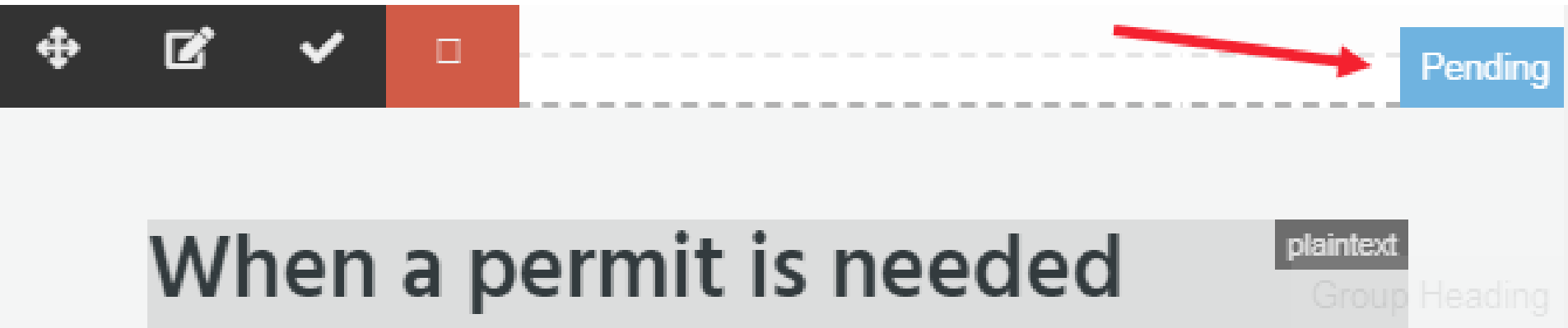
#### Application schedule

You need to apply for this license every year.

Application for laundry and dry-cleaning business license

# Preview changes

## Group Heading



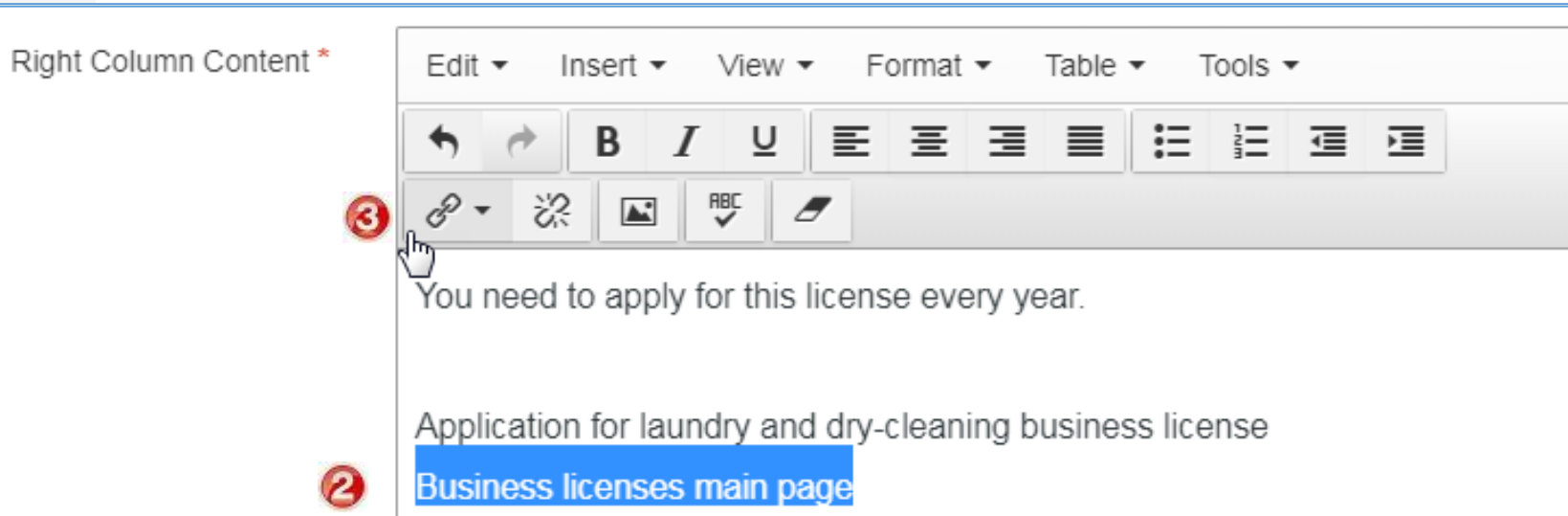
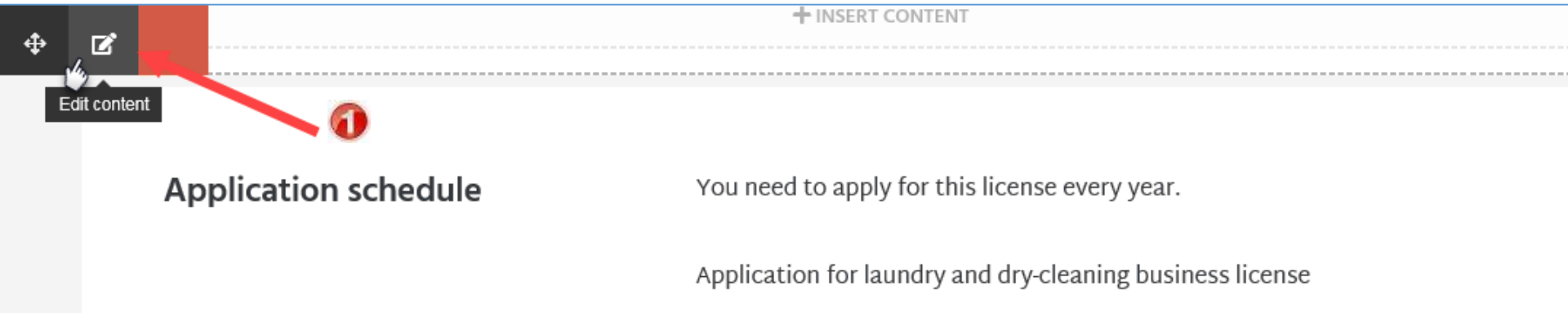
## Pending status

- Content will show in edit mode
- Content will show in preview
- Content will NOT show on public website until approved
- After approved, can take up to 15 minutes to display

## Add a link

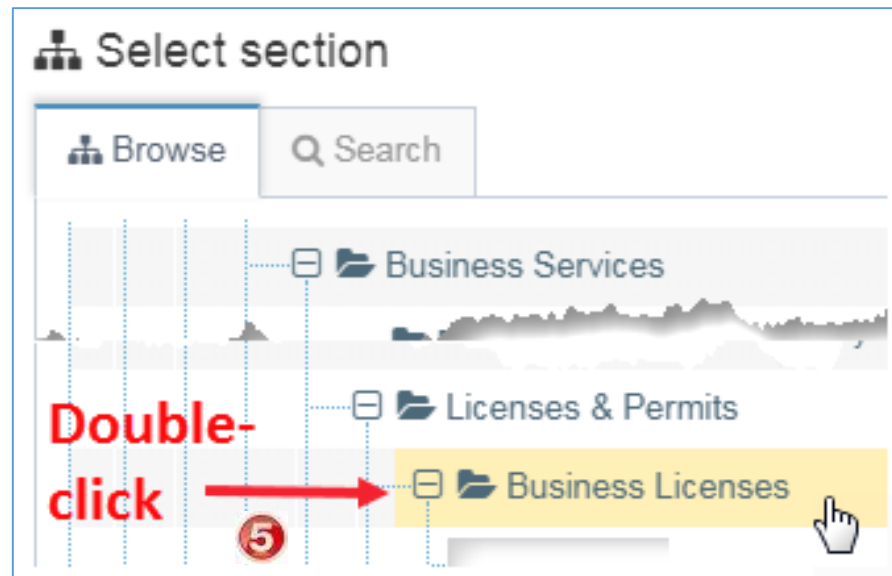
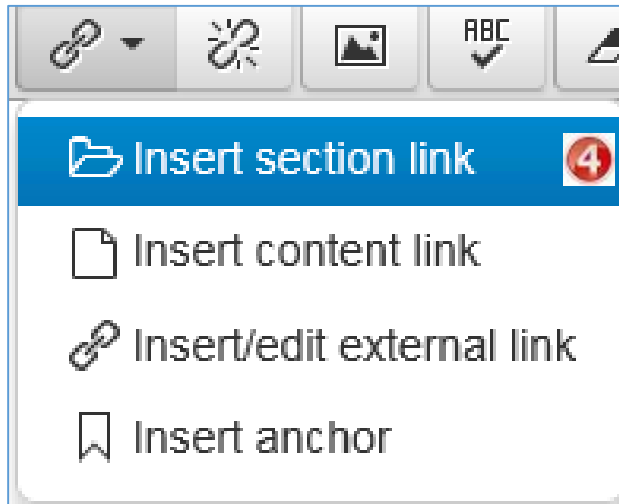
# Direct edit in a content type

## Add a link in a content block

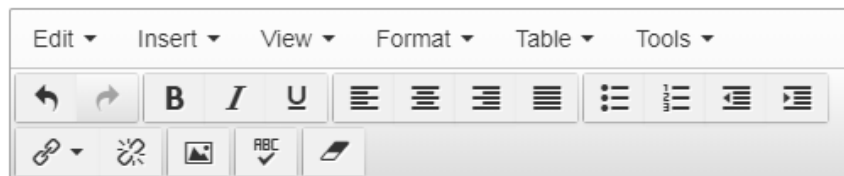


# Direct edit in a content type

## Add a link in a content block



Right Column Content \*



You need to apply for this license every year.

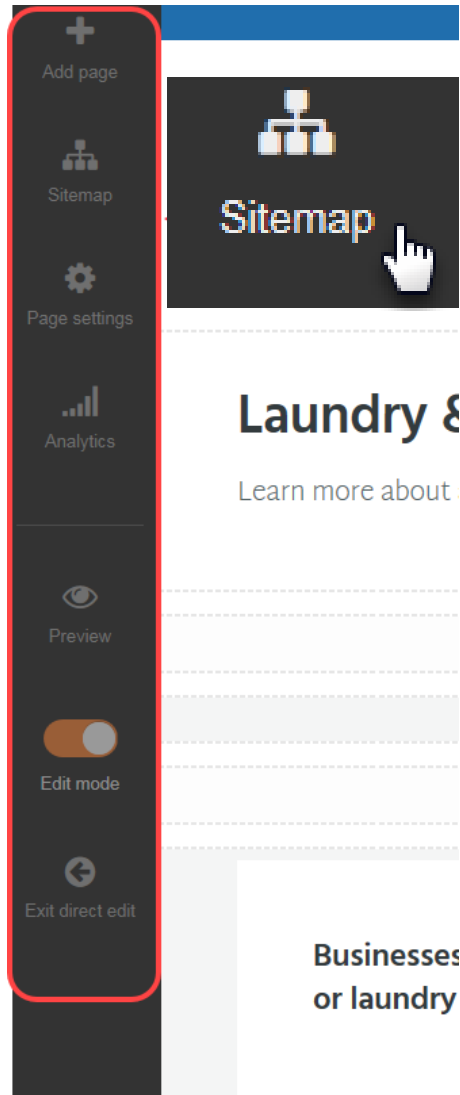
Application for laundry and dry-cleaning business license

[Business licenses main page](#)

2 of 2

# Direct edit in a content type

## Learn about promotions



- I can learn about promotions via the sitemap while in direct edit

– or –

view from site structure

- To follow along, next, you will log-in to T4.

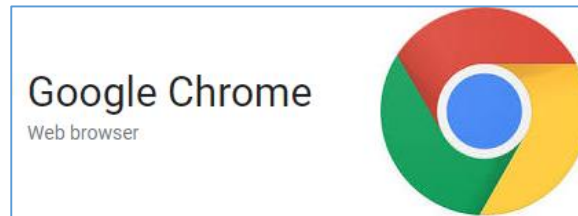
*Continue to next slide >>*



# Log-in to training area

<https://tinyurl.com/T4devMpls>

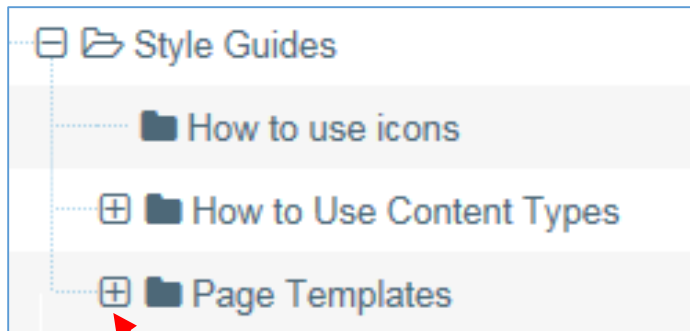
- Credentials (both are case sensitive)
  - Userid: Traineditor
  - Password: Traineditor
- Use Chrome

The image shows a login form for Terminal Four. At the top, there is a red square logo with a white lowercase 't' and a superscript '4', and the text "TERMINALFOUR" below it. Below the logo, there are two input fields: "Username" and "Password". The "Username" field is a white rectangle with a black border. The "Password" field is a white rectangle with a black border and a small eye icon on the right side. Below the password field is a blue button with the text "Log in" in white.

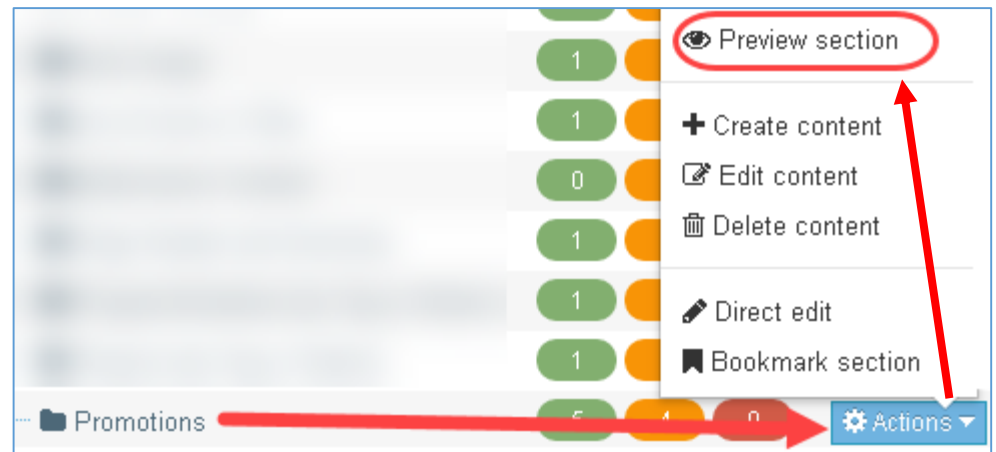
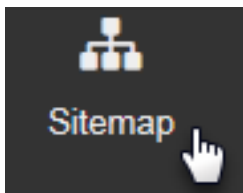
# Navigate to style guide



OR



Click + to expand



# Learn about content types

## Learn about promotion content types

### Promotions

The three different Promotion content types allow you to highlight something interesting on the website and invite site visitors to learn more. Perhaps a timely topic to feature, a City initiative, or newsletter sign-up.

### What it will look like

There are three different types of Promotions that you can use based on what images you have and what type of content you're trying to promote.

- Promotion
- Promotion (Large)
- Sign Up Promotion

### Icons

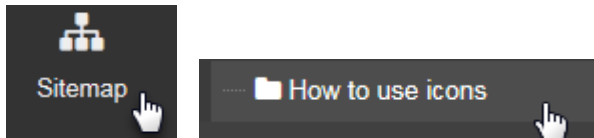
Most promotions require an icon. You have the option to choose icons based on your content's topic or type.

[How to choose an icon](#)



# Learn about content types

## Learn how to choose an icon



### Icons

Icons help make our site more friendly and visual. The City uses icons from the Font Awesome Light icon set to keep our site visually consistent.

### How to choose good icons

You'll choose icons using one of two different ways. Which way you'll use depends on the content type you're adding to your page.

1. Icons that symbolize the topic of the content. For example: *housing, storm water, police.*
2. Icons that symbolize the type of content. For example: *report, application, initiative.*

#### 1. Icons that symbolize topics

Most often, you'll choose icons based on the topic of your content. This is what your content is *about*, not the format it takes.

##### Examples

- For an application for a rental license, a topic is about rental housing or landlords. Based on this topic, some good icon choices could be a house or an apartment building.
- For a report about water quality, the topic is about drinking water or water utilities. Some good icon choices could be a *water droplet* or a *glass*.

#### 2. Icons that symbolize types

In some cases you'll choose icons based on the type of content you have. This could mean the format of a document, how the content is delivered, or even how site visitors interact with it.

##### Examples

- An type-based icon for a rental license application would be something that symbolizes an application or document. This could be a pen and pencil, a piece of paper or a check box.
- A good type-based icon for a report about water quality would be a *bar chart* or a *list of items*.

### Best practices

- Choose icons based on simple, high-level topics that use plain language. This will speed up your icon search.
- Don't worry about exact matches. Our icons are meant to be decorative, so high-level matches between your content and your icon are okay.
- Focus on objects instead of people. Objects are easier for site visitors recognize and understand.

### Finding icons

The quickest way to find icons is to look through Font Awesome's Icon Library.

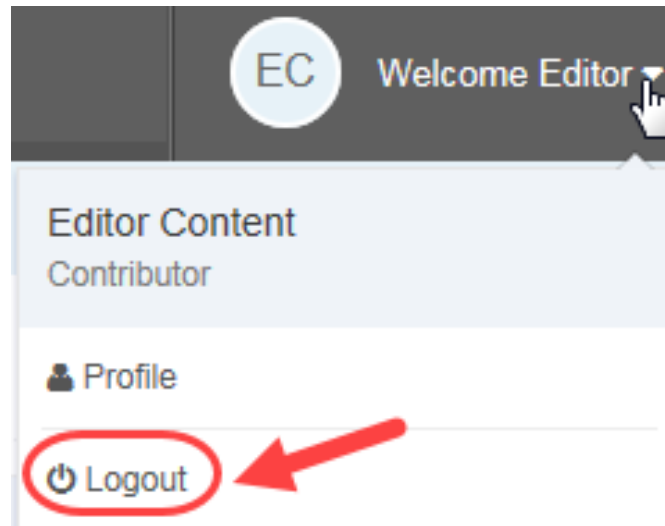
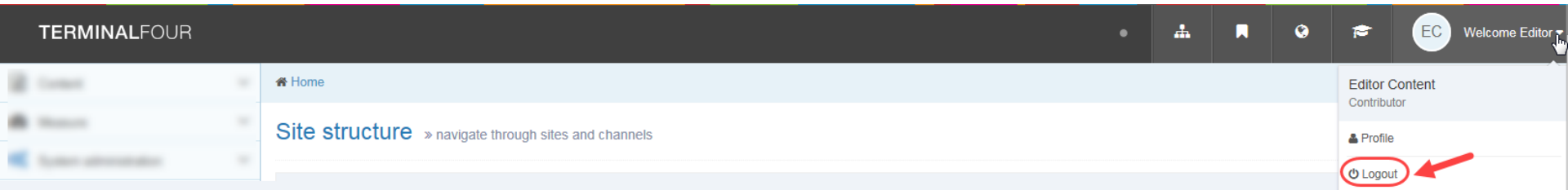
[Browse icons](#) 

### Common icons

Here are some common icons to get you started.

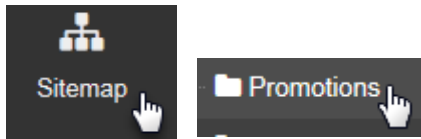



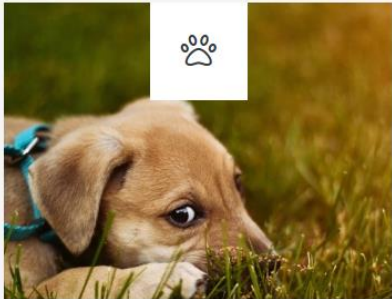
# Log-out of T4



# Learn about content types

## Return to direct edit






### 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](#)  
»

Promotion

+ INSERT CONTENT



### A sign up promotion

Description of promotion. Curabitur blandit tempus porttitor.

- Cras justo odio, dapibus ac facilisis in, egestas eget quam.
- Vestibulum id ligula porta felis euismod semper.

[Sign up here](#)

[Terms of service](#)  
»

Sign Up Promotion

# Direct edit in a content type

**Our promotion content types will look like this**



## 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 >>](#)

## Sign-up promotion



# Direct edit in a content type

## Insert a sign-up promotion content type



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

Stay current about licensing requirements for laundry and dry cleaning

Sign-up 

# Direct edit an existing page

## Add a content type/block

The image shows a CMS interface for editing a page. On the left is a dark sidebar with the following options: Add page, Sitemap, Page settings, Approval queue, Analytics, Preview, Edit mode (with a toggle switch), and Exit direct edit. The main content area has a title 'Laundry & Dry-Cleaning Business License'. Below the title is a section titled 'Application schedule' with the text 'You need to apply for this license every year.' and 'Application for laundry and dry-cleaning business license'. At the bottom of the content area, there is a '+ INSERT CONTENT' button with a red arrow pointing to it. The page footer indicates 'Last updated on September 28, 2019'.



# Direct edit an existing page

## Add a sign-up promotion content type

Insert content ✕

OR

Display  records ← Filter:  →

Content type	
 Promotion Used to add a promotion feature to a page.	<input type="button" value="+ Insert"/>
 Sign Up Promotion Information about staying informed about a particular topic on the site with a button linking to a sign up page.	<input type="button" value="+ Insert"/>

Showing 1 to 2 of 2 entries (filtered from 11 total entries) < 1 >

# Direct edit an existing page

## Add a sign-up promotion content type

Content options

Content Channels Options

Content type : Sign Up Promotion

Name

Background color

Icon

Heading

Description

1

2

See content strategy to select color

*Next: Select icon >>*

Edit Insert View Format Table Tools

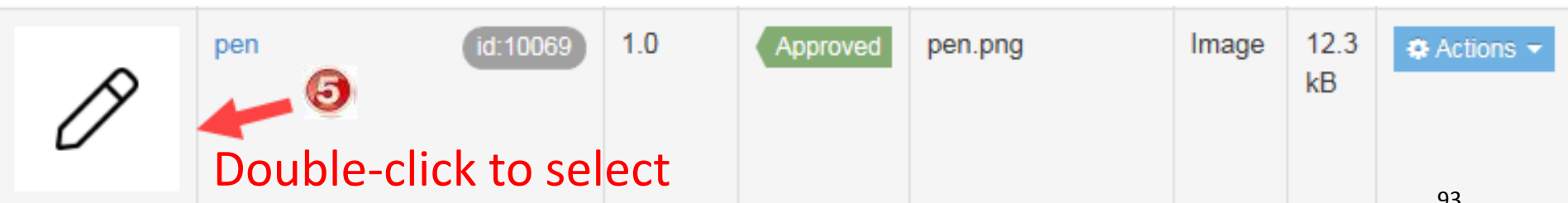
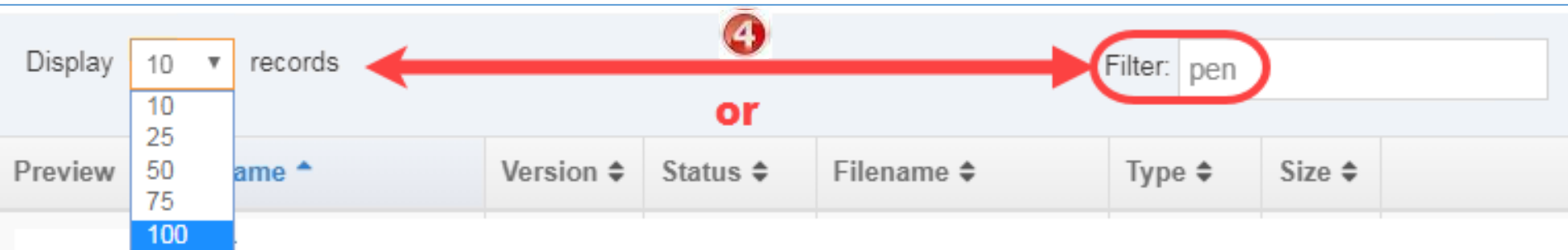
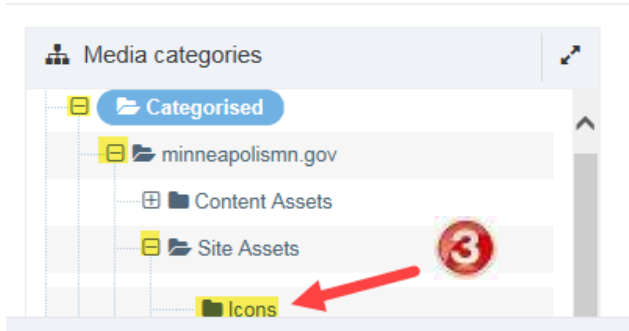
↶ ↷ B I U ☰ ☱ ☲ ☳ ☴ ☵ ☶ ☷

🔗 🔄 🖼️ ABC 📝

# Direct edit an existing page

## Add a sign-up promotion content type/block


Select media



# Direct edit an existing page

## Add a sign-up promotion content type

Icon \*



pen  
pen.png (12.3 kB)  
Media Library > Categorised > minneapolismn.gov  
Site Assets > Icons

minneapolis/figure

Select media Clear selection Download

Heading \*

Sign-up for Laundry & Dry-Cleaning Business License newsletter 6

Description \*

Edit Insert View Format Table Tools

Undo Redo Bold Italic Underline Bulleted List Numbered List Decrease Indent Increase Indent

Link Unlink Image ABC

Stay current about licensing requirements for laundry and dry cleaning 7

# Direct edit an existing page

## Add a sign-up promotion content type

Button Text

Sign-up



Button External Link

<enter gov delivery link here>|

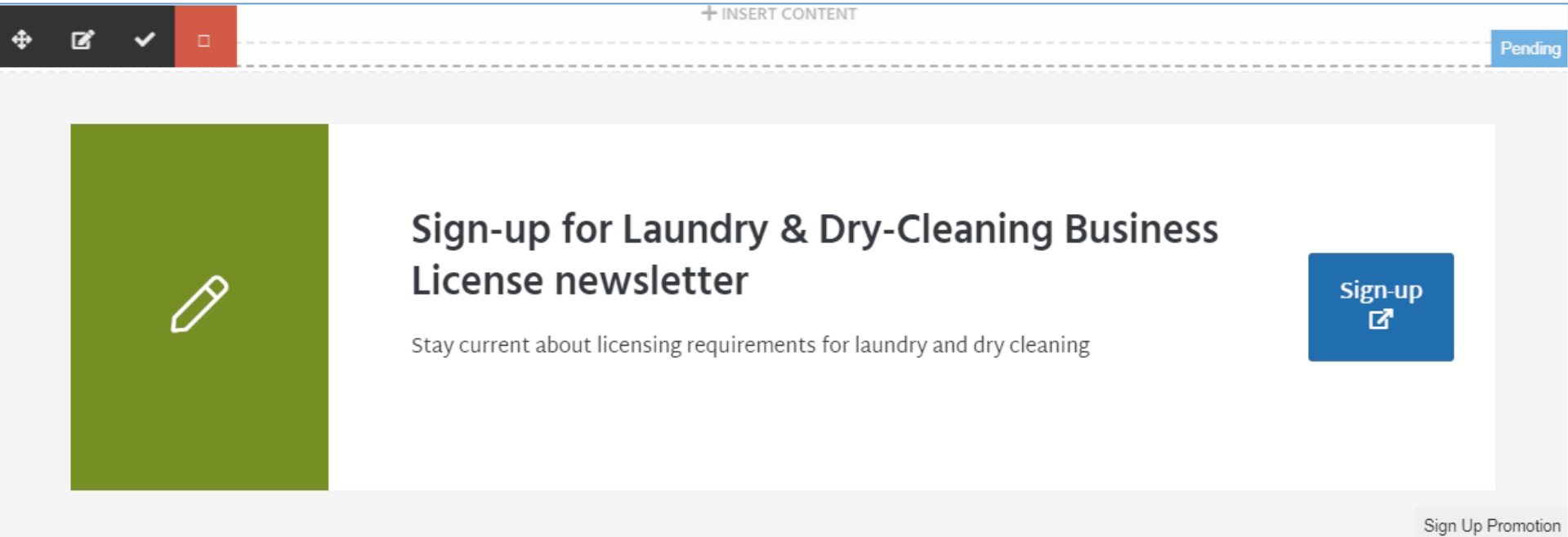


← Back

Save changes

# Direct edit an existing page

**Done. Added a sign-up promotion**



The screenshot displays a content management system interface. At the top, there is a dark navigation bar with icons for zoom, edit, save, and a red square. To the right of the navigation bar is a '+ INSERT CONTENT' button. In the top right corner, a 'Pending' status indicator is visible. The main content area features a sign-up promotion for a newsletter. On the left is a green square with a white pencil icon. The text reads: 'Sign-up for Laundry & Dry-Cleaning Business License newsletter' followed by the subtext 'Stay current about licensing requirements for laundry and dry cleaning'. On the right side of the promotion is a blue button with the text 'Sign-up' and a white arrow icon pointing to the right.

Sign Up Promotion



# Promotion

# Direct edit in a content type

## Insert a promotion content type



### Licenses and permits

Many licenses and permits are needed.

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

# Direct edit an existing page

## Next, add a promotion content type



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

Stay current about licensing requirements for laundry and dry cleaning

Sign-up  
↗

Sign Up Promotion

+ INSERT CONTENT







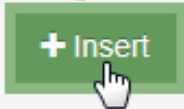


# Direct edit an existing page

## Add a promotion content type

Insert content ✕




Display  records


Filter:

Content type	
 Promotion Used to add a promotion feature to a page.	   
 Sign Up Promotion Information about staying informed about a parti	

Showing 1 to 2 of 2 entries (filtered from 6 entries)

Content options

 Content  Channels  Options

**Content type : Promotion** 

Name \*

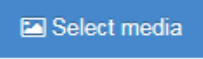

Icon  

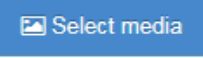
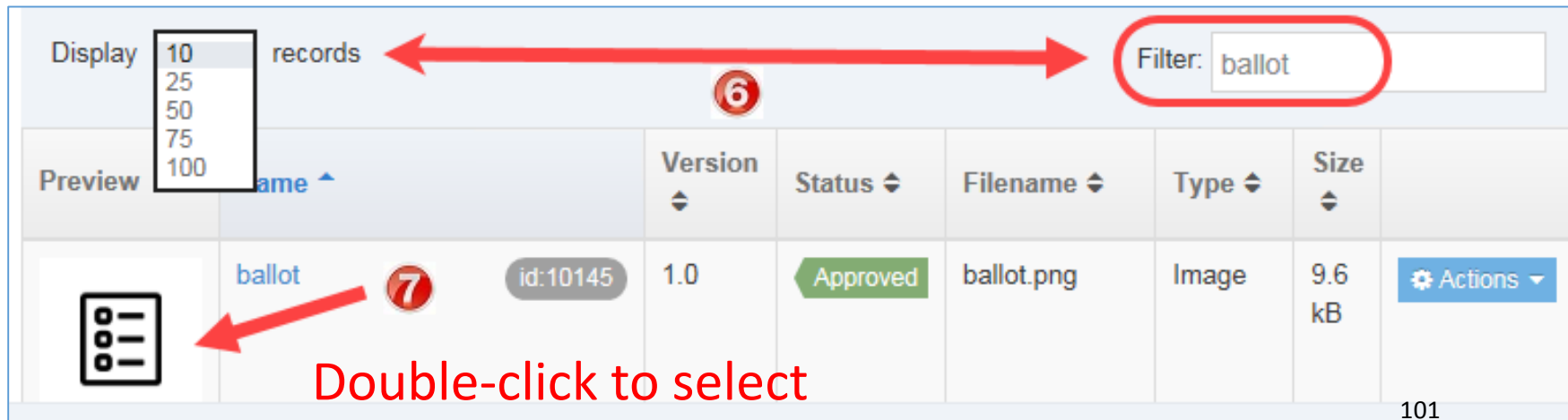
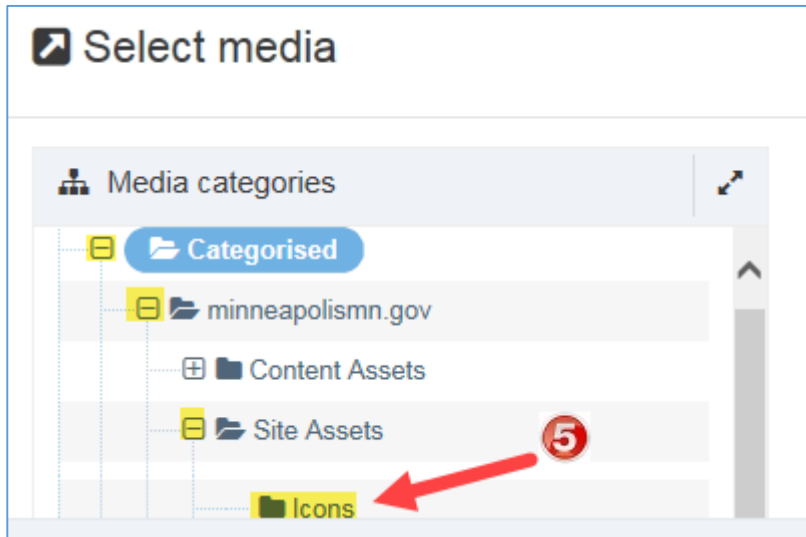
Image 

Image alt

< 1 >

# Direct edit an existing page


## Add a promotion content type



# Direct edit an existing page

## Add a promotion content type

Name\*

Icon  ballot  
ballot.png (9.6 kB)  
Media Library > Categorised > minneapolismn.gov > Site Assets > Icons

Image

Image alt

Heading\*  **8**

Description\*  **9**

# Direct edit an existing page

## Add a promotion content type

Call to Action link text \*  10

Call to Action Link (CMS Page)  
  11

**Section:** Sites » www.minneapolismn.gov » Home » Business Services » Licenses & Permits

Use default link text

Call to Action Link (External Site)

### Select section

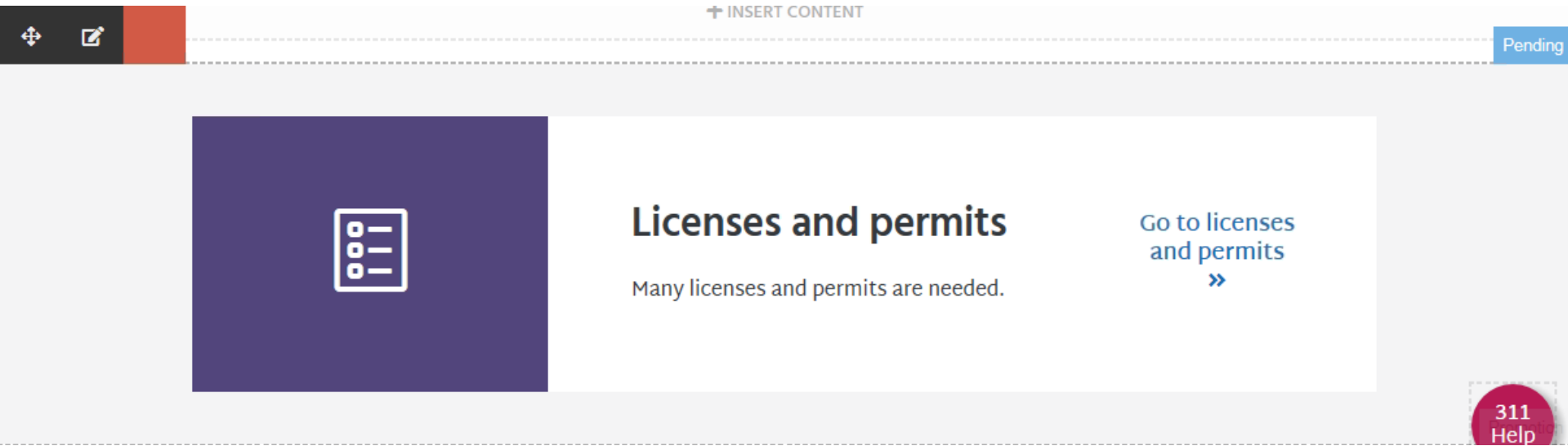
- www.minneapolismn.gov
  - Home
    - Resident Services
    - Business Services
      - Business Portal
      - Licenses & Permits 12

path: Sites » www.minneapolismn.gov » Home » Business Services » Licenses & Permits

13

# Direct edit an existing page

## Done. Added a promotion



The screenshot shows a web editor interface. At the top, there is a dark toolbar with a red highlight and a '+ INSERT CONTENT' button. A 'Pending' status indicator is visible in the top right. The main content area features a promotion card with a purple square icon containing a list symbol. The card text reads: 'Licenses and permits', 'Many licenses and permits are needed.', and 'Go to licenses and permits >>'. A '311 Help' button is located in the bottom right corner.



# Preview changes



Preview



## 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.

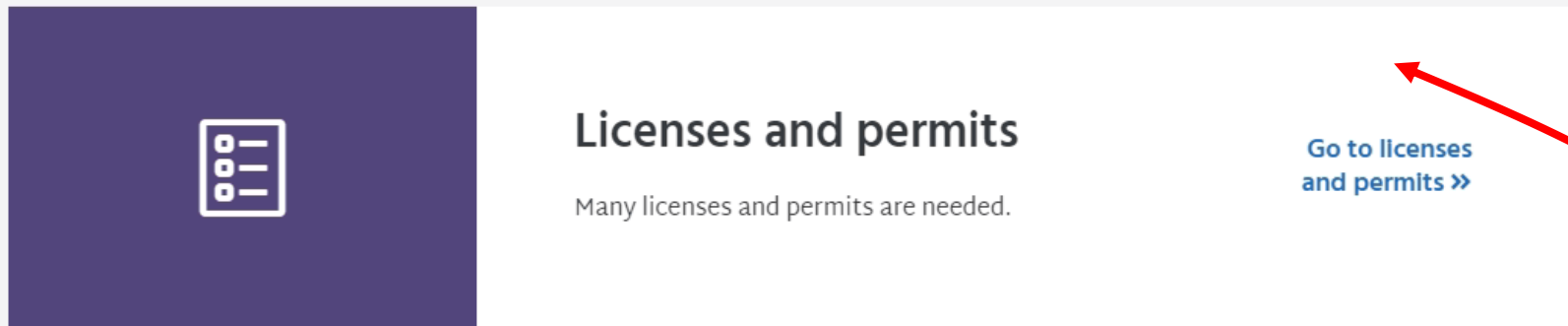
[Go to licenses and permits](#) >>

## Move content type

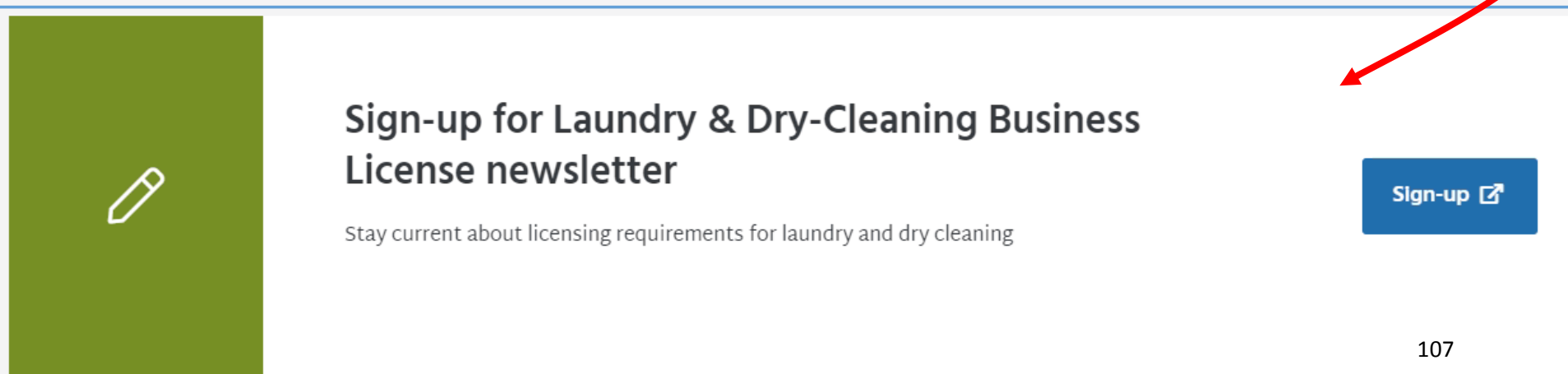
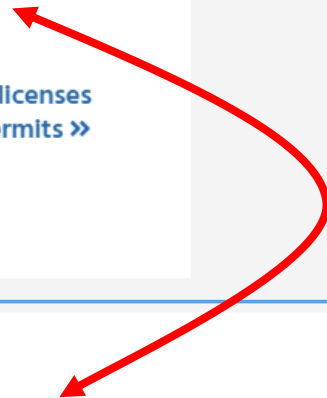
# Move a content type

## Move the sign-up promotion

Should be right before footer or contact content type(s)



This screenshot shows a content type card for 'Licenses and permits'. It features a purple square on the left with a white icon of a document with three lines. The text on the right reads 'Licenses and permits' in bold, followed by 'Many licenses and permits are needed.' and a blue link 'Go to licenses and permits >>'.

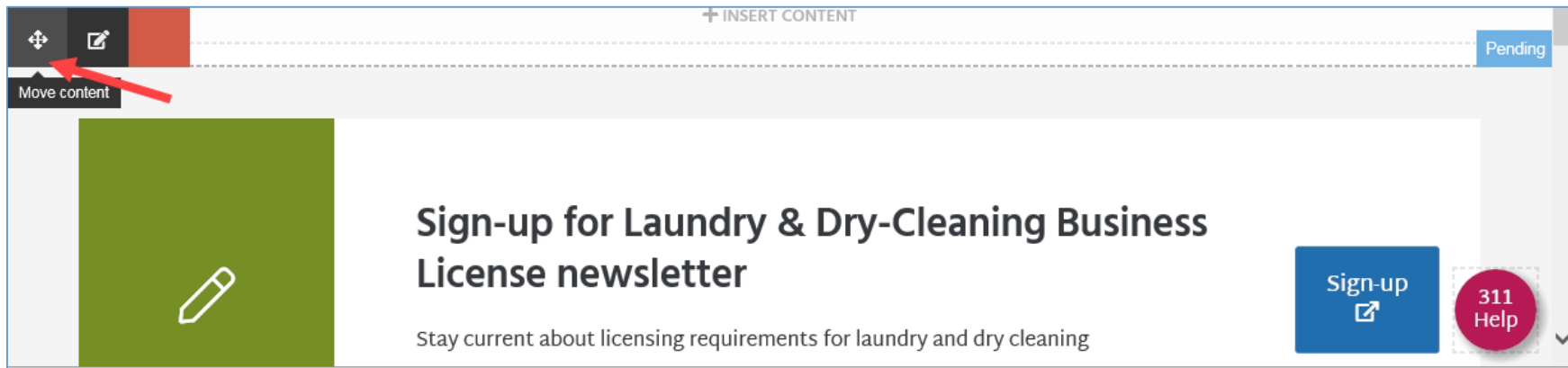


This screenshot shows a content type card for a newsletter sign-up. It features a green square on the left with a white pencil icon. The text on the right reads 'Sign-up for Laundry & Dry-Cleaning Business License newsletter' in bold, followed by 'Stay current about licensing requirements for laundry and dry cleaning' and a blue button labeled 'Sign-up' with an external link icon.

# Move a content type

## Two Methods

- #1 - Direct Edit: Click  and drag to

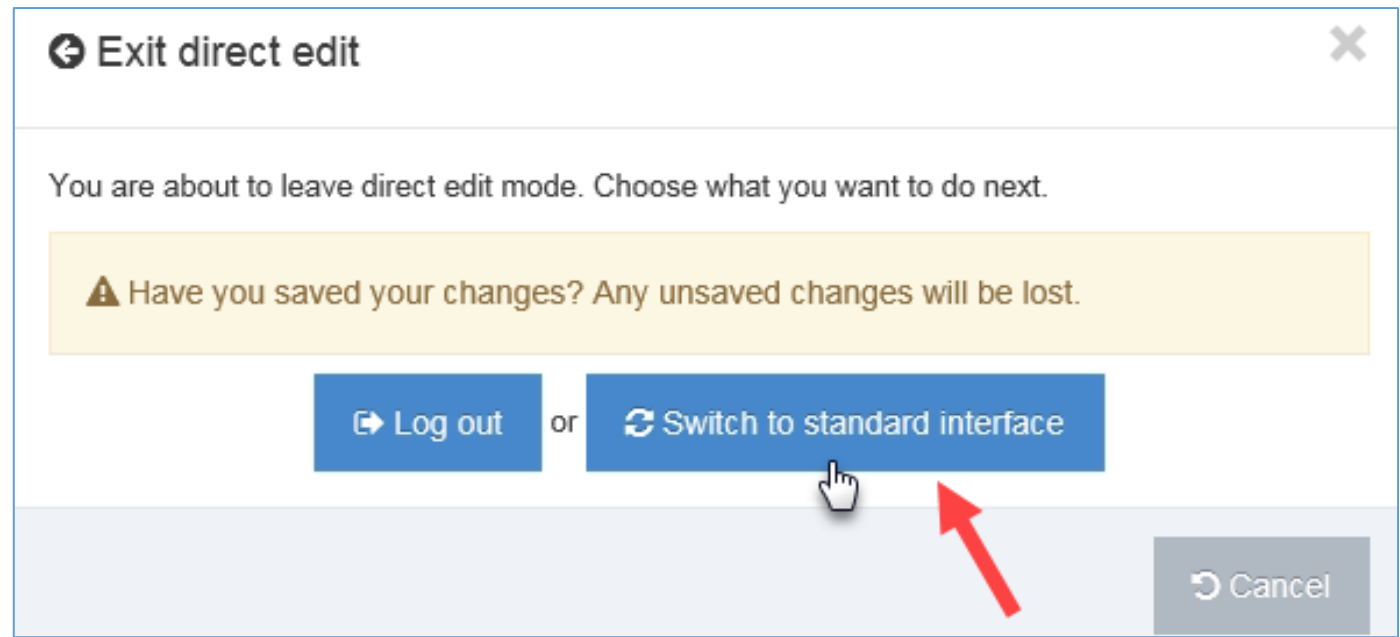
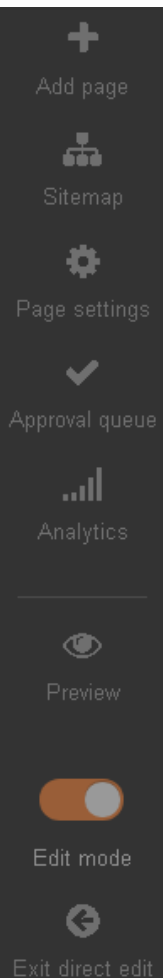


- From Site Structure view
  - See next page

# Move a content type

## Two Methods

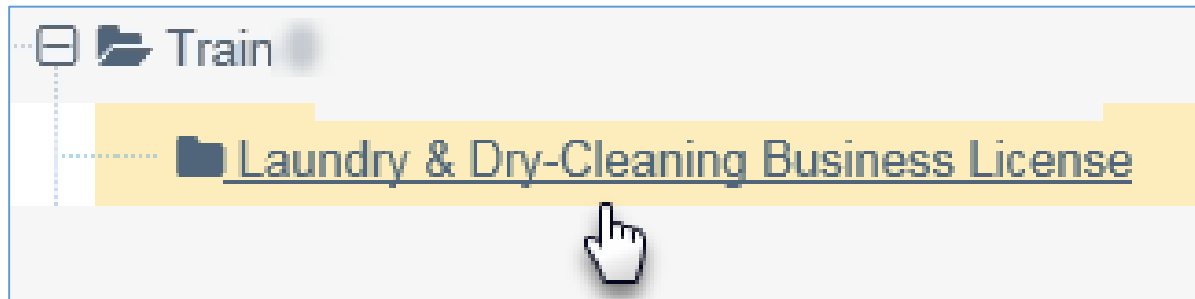
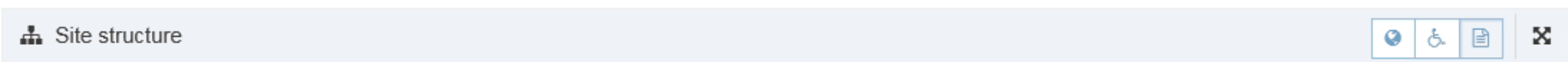
- #2 - From Site Structure view
  - Exit direct edit



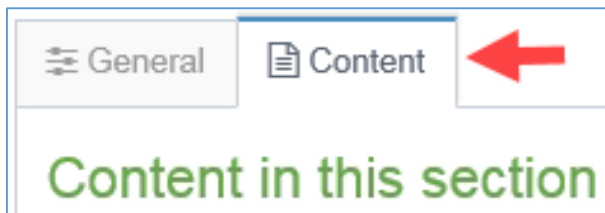
# Move a content type

## Two Methods

- #2 - From Site Structure view
  - Site Structure: Scroll to page. Click on it.




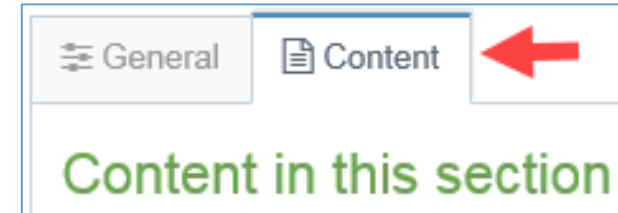
- Click Content tab










# Move a content type

## Two Methods

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



 	<a href="#">Promo sign-up for Laundry &amp; Dry-Cleaning Business License newsletter</a>  Sign Up Promotion	0.3	
	<a href="#">Promo link to all licenses and permits</a>  Promotion	0.2	

- Click General Tab. Click Save changes.



## Remove content type



# Remove a content type

## Remove the sign-up promotion

It was decided not to create a newsletter after all



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

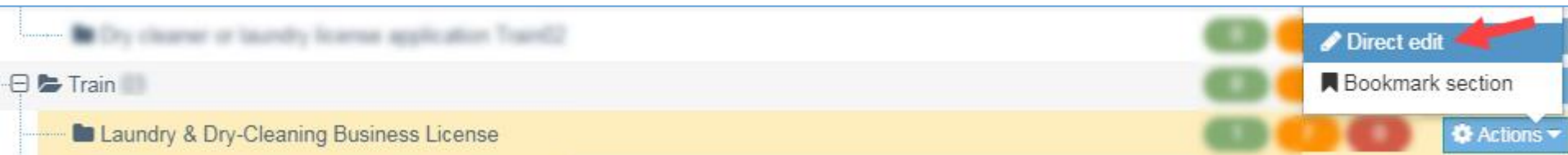
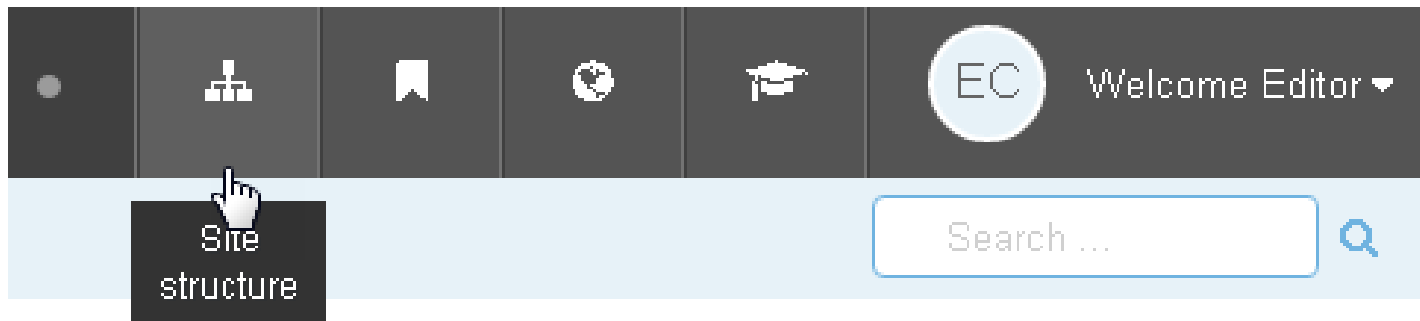
Stay current about licensing requirements for laundry and dry cleaning

Sign-up 

# Remove a content type

## Remove the sign-up promotion

Return to Direct Edit



# Remove a content type

## Remove the sign-up promotion

Click red box to immediately expire or . . .

The screenshot shows a content management system interface. At the top, there is a toolbar with icons for navigation and editing. A red box highlights a specific icon in the toolbar, with a red arrow pointing to it and the text "Click red box to immediately expire or . . .". Below the toolbar, there is a "Pending" status indicator. The main content area displays a green box with a pencil icon, labeled "Edit content". The title of the content is "Sign-up for Laundry & Dry-Cleaning Business License". Below the title, there is a "Content options" dialog box. The dialog box has tabs for "Content", "Channels", "Options", "History", and "Linked Content". The "Options" tab is selected, and a red circle with the number "2" is around it. The "Options" tab contains a section titled "Content embargo and expiry information" with the following fields: "Publish date", "Expiry date", and "Review date". The "Expiry date" field is highlighted with a red circle and contains the text "September 2019 9:37 AM". A red circle with the number "3" is around the "Expiry date" field. Below the "Expiry date" field, there are two buttons: "Select section" and "Select content owner". At the bottom of the dialog box, there are two buttons: "Cancel" and "Save changes". A red circle with the number "4" is around the "Save changes" button. The page number "115" is visible in the bottom right corner.

# Direct edit an existing page

## Remove a Content Types - Options

Item	Description
Publish date	The date and time when the content <b>will be</b> 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 <b>expires</b> without an Archive Section specified: the content changes to a status of Expired and will <b>not publish</b> on the site. This is a <b>safe way to remove content</b> from your site if you do not want to delete it entirely</li><li>• Content which expires with an <b>Archive Section</b> specified: the content moves to the Archive Section specified and the expiry date is removed. This is <b>useful for managing time-specific content like news and events</b>. Under <b>Content Configuration Settings</b>, 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 <b>date and time when the content should be reviewed</b> . 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.
Archive Section	Specify a Section for the content to move to once it has expired. Under <b>Content Configuration Settings</b> , a <b>Default Archive Section</b> can be set to move expired content to. Content with an explicit Archive Section set overrides this default. If you are publishing lots of content, it may be a good idea to create an Archive Section to store expired content. This way the content can be used and published again at a later date.
Content Owner	Assign a Content Owner to a Content Item. If this is not set, the <b>content owner will be inherited</b> from the Section or the Branch above.

### Managing Content



Learn to add and edit Content Items use the Media Library

[Create Content](#)

Edit content

Approve content

Media Library

Direct Edit

SEE MORE

## Mirror content type contact information

# Mirrored a content type

## Add Contact Info for Licenses and Permits



- **Exit out** of edit mode.
- From Site Structure view, scroll down until you find Site Assets
- Expand Site Assets – Expand
- Click Contact Information

# Mirror 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

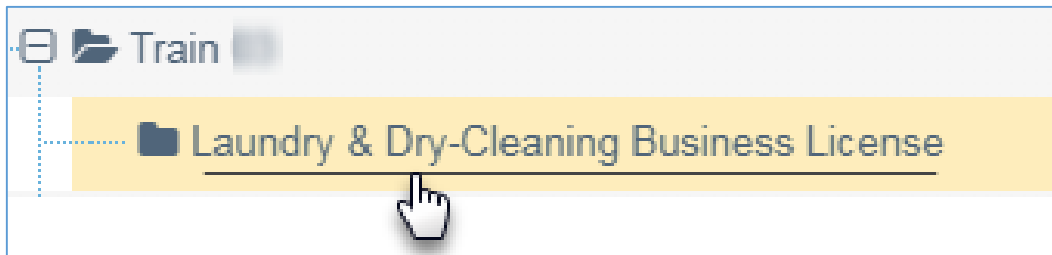
The screenshot shows a content management system interface. At the top, there are tabs for 'General', 'Content', 'Content types', 'Page layouts', and 'More'. The 'Content' tab is selected and highlighted with a red circle. Below the tabs, there is a section titled 'Content in this section' with an 'Enable automatic ordering' toggle. A toolbar contains buttons for 'Undo last action', 'Undo all actions', 'Bulk actions', and '+ Create content'. Below the toolbar, there is a 'Display 10 records' dropdown and a 'Filter: licensing' input field. A table lists content entries with columns for Order, Name, Version, Status, Last modified, and Publish date. The first entry is 'Business licensing: 1.0' with a status of 'Approved' and a last modified date of 'July 15, 2019 10:14 AM'. An 'Actions' dropdown menu is open over the first entry, showing options for 'Edit', 'Preview', and 'Mirror'. The 'Mirror' option is highlighted with a red arrow. At the bottom, a status bar indicates 'Showing 1 to 1 of 1 entries (filtered from 13 total entries)'.

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

# Mirror a content type

## Add contact info for Licenses and Permits

- In the pop-up window, navigate to the page you want the contact content type to appear





# Mirror a content type

## Done. View mirrored contact content

- Return to **direct edit** for the page to view the contact content type

Business licensing:

Business licensing:

Office hours

Phone

8:00am - 4:00pm

[612-673-5095](tel:612-673-5095)

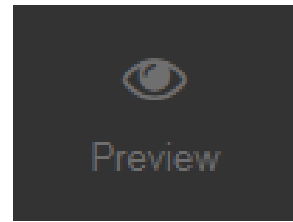
Monday - Thursday

10:00am - 4:00pm

Friday

Contact

# Preview page



Home / Web Training / Train 03 / Laundry & Dry-Cleaning Business License

Search the city

## Laundry & Dry-Cleaning Business License

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

### When a permit is needed

<b>Businesses that need a dry cleaning or laundry business permit</b>	<p>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.</p> <p>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.</p> <p>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.)</p>
<b>Businesses that don't need a permit</b>	<p>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.</p>

### 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](#)

### Application schedule

You need to apply for this license every year.

Application for laundry and dry-cleaning business license

### Contact

Licenses and Consumer Services	Licenses and Consumer Services	<b>Address</b> 350 South 5th Street - Room 1 Minneapolis, MN 55415-1391	<b>Office hours</b> 8:00am - 4:00pm Monday - Thursday 10:00am - 4:00pm Friday
--------------------------------	--------------------------------	---	---

Last updated on 10/20/2016

# Mirror a content type

## Add Contact Info for Licenses and Permits

- Return to **direct edit** for the page to view the contact content type

Business licensing:

Business licensing:

Office hours

Phone

8:00am - 4:00pm

[612-673-5095](tel:612-673-5095)

Monday - Thursday

10:00am - 4:00pm

Friday

Contact

# Summary so far

## 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

# Summary so far

## **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

## Edit a Gateway-PDF

# What it will look like

[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

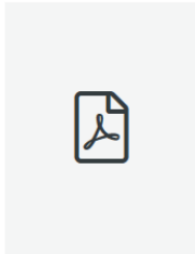
- You must complete all sections of the application.
- The owner of the business needs to sign the application.
- You have to apply for a license every year.
- You can't transfer your license. If your business changes owners, the new owner will need to apply for a new license.
- You will need Fire Department 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

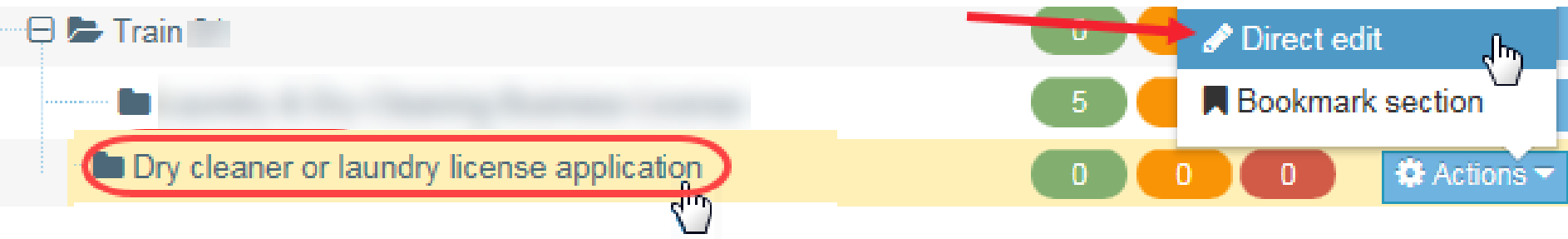
#### Request accessible format

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.

# Direct edit an existing page

## Site Structure: Navigate to Gateway-PDF page





# Direct edit an existing page

## T4-ize content brought in from GatherContent

### Where to apply

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




Change:  
use mirrored  
contact


# Direct edit an existing page

## Add Gateway Document content type to page

Insert content ×

Display  records Filter:

	Content type <span>▲</span>	
	<b>Gateway: Document</b> Used to add a document to a page.	<input type="button" value="+ Insert"/>



# Direct edit an existing page


## Add Gateway Document content type to page

Content options

Content Channels Options


Content type : Gateway: Document

Name \* Dry Cleaner or Laundry License Applica

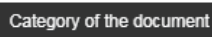
Document Title \* Dry Cleaner or Laundry License Application 

File Extension \* PDF x ▾

Add Link To Download Adobe Reader?  Yes


Document Upload \* 

Document Language \* English x ▾

Accessible Format \*  No Text  Request Accessible Format  This 

Document Category \* Form x ▾

← Back

 Save changes

# Direct edit an existing page

## Add PDF to Gateway Document content type

This may be the name brought in from GatherContent. We'll need to change name and/or change description

Select media

The media library is a centralised repository of content. You can use it to create variants of your media such as cropped versions of images that can be used in multiple pieces of content across many sites.

+ Add media

Hide categories

Search



# Jump

Categorised > minneapolismn.gov

Media categories

Display 10 records

Filter:

Preview	Name	Version	Status	Filename	Type	Size	Actions
	wcmstp-174016.pdf Dry Cleaner or Laundry License Application	id:10970 2.0	Approved	wcmstp-174016.pdf	Adobe PDF Document	83.6 kB	

Showing 1 to 1 of 1 entries

< 1 >

# Direct edit an existing page

## Add PDF to Gateway Document content type

### Insert or find media

+ Add media



+ Add media

Select media

The media library is a centralised repository of content. You can use it to create variants of your media such as cropped versions of images that can be used in multiple pieces of content across many sites.

Hide categories

Categorised > minneapolismn.gov

Media categories

- Categorised
  - minneapolismn.gov
    - Content Assets
      - Audio files
      - Documents
      - Images

Search bar with 'Q Search' button and '# Jump' button.

Display 10 records Filter:

Preview	Name	Version	Status	Filename	Type	Size	Actions
	wcmosp-174016.pdf Dry Cleaner or Laundry License Application	id:10970 2.0	Approved	wcmosp-174016.pdf	Adobe PDF Document	83.6 kB	Actions

Showing 1 to 1 of 1 entries



This may be the name brought in from GatherContent. We'll need to change name and/or change description

# Direct edit an existing page

## Add Gateway Document content type to page

Content options

Content Channels Options

Content type : Gateway: Document

Name \* Dry Cleaner or Laundry License Applica

Document Title \* Dry Cleaner or Laundry License Application

File Extension \* PDF

Add Link To Download Adobe Reader?  Yes

Document Upload \* [Select media](#)

Document Language \* English

Accessible Format \*  No Text  Request Accessible Format  This

Document Category \* Form

Category of the document

Back Save changes

# What it will look like

## 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.

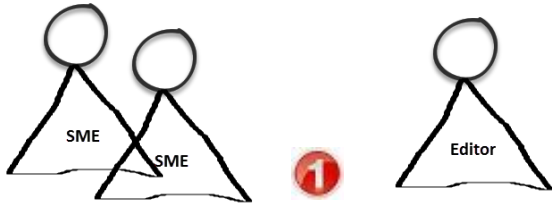
# Introduce hands-on lab

Let's start together

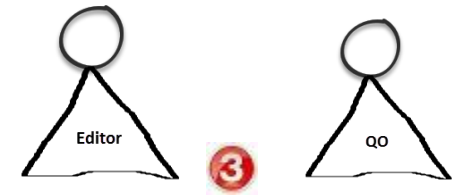


# Hands-on lab

## Practice concepts learned today



2

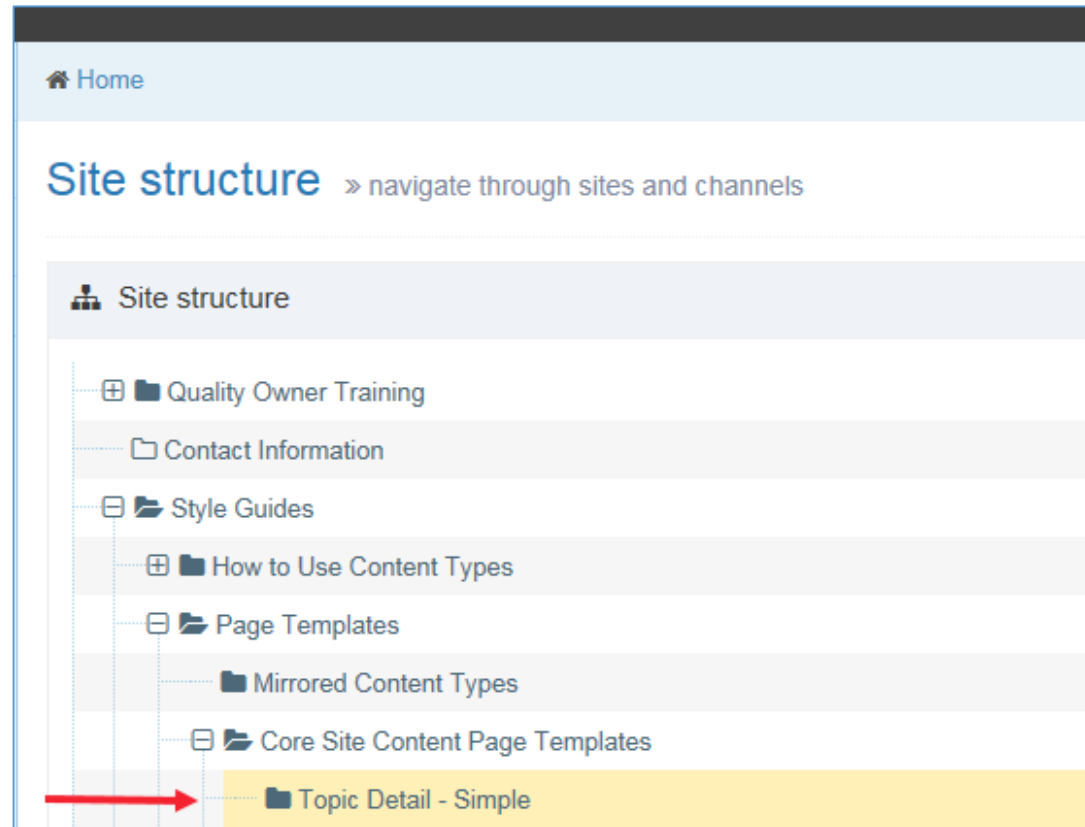


# Duplicate a new Section (Page)

## Future functionality: Duplicate Page Template

- Create the new pages from 'shell' page templates
  - Topic Detail
  - Gateway - PDF

Shell pages with placeholder content created for you for today's lab



# Hands-on lab

## Practice concepts learned today

- Use MS-Word documents to create 2 pages
  - Topic Detail
  - Gateway - PDF
- Practice using Direct Edit
  - Work with content types
  - Add/edit content in content types

# Open MS-Word Documents

## Go to SharePoint site for content

- Open appropriate folder in SharePoint site
  - [Web Content Management](#)
  - Transformation > Business Services > Licenses & Permits > Business Licenses > [Food Licenses](#)

<https://tinyurl.com/T4Food>

- Practice using Direct Edit
  - Work with content types
  - Add/edit content in content types

# Open MS-Word documents

## Go to SharePoint site for content

Writing Content Template – Topic Detail

Writing Content – Blank fill-in-the-blank template

### Required

**Page Title:**

Food Shelves

I

**Page header (H1):**

Food shelf license

**Page summary sentence:**

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

### Metadata (for search. Put in GatherContent)

**Title tag:**

Food Shelves

**Keywords:**

food shelves, food shelf license

**Description:**

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.

# Completed lab page

**On last page on lab handout**

## **Food Shelves – Topic Detail**

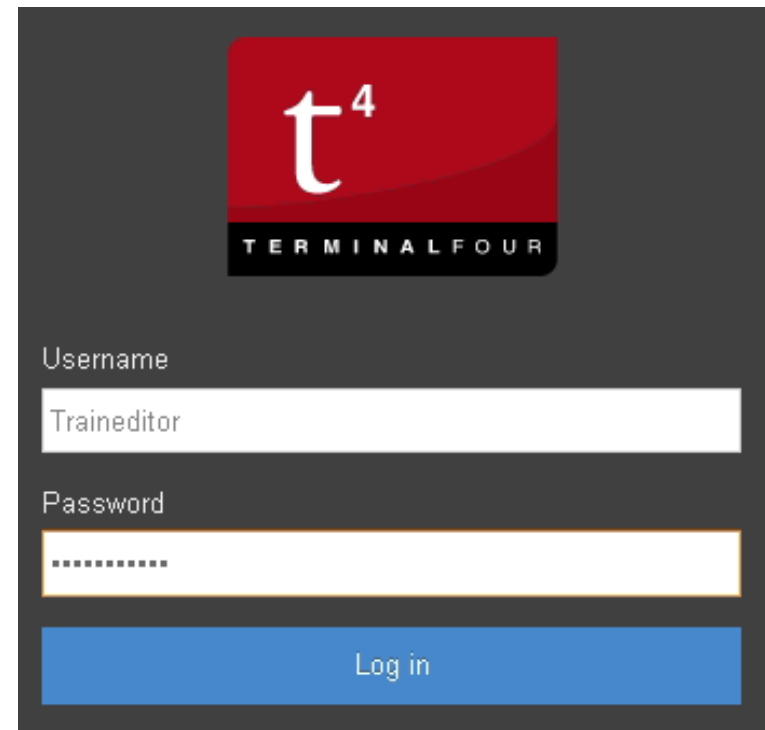
<https://minneapolisismngov-cms01-development.terminalfour.net/terminalfour/preview/3/en/7789>

## **Food Shelves – Gateway**

<https://minneapolisismngov-cms01-development.terminalfour.net/terminalfour/preview/3/en/7777>

# Log-in to training area

- <https://tinyurl.com/T4devmpls>
- Credentials (both are case sensitive)
  - Userid: Traineditor
  - Password: Traineditor



The screenshot shows a login form for Terminal Four. At the top is the logo, which consists of a red square with a white lowercase 't' and a superscript '4' to its upper right, and a black horizontal bar below it containing the text 'TERMINALFOUR' in white capital letters. Below the logo, the form has a dark grey background. The 'Username' label is positioned above a white text input field containing the text 'Traineditor'. Below that, the 'Password' label is above another white text input field filled with ten dots. At the bottom of the form is a blue rectangular button with the text 'Log in' in white.

# Navigate to page to edit

## Two Methods

- Navigate to the name of the page (section) \*

Site structure » navigate through sites and channels

The screenshot displays the 'Site structure' interface. On the left, a tree view shows a hierarchy: 'Web Training' (expanded) contains 'Train' (expanded), which contains 'Food Shelves' (highlighted with a red circle). To the right of the tree, a table of statistics is visible:

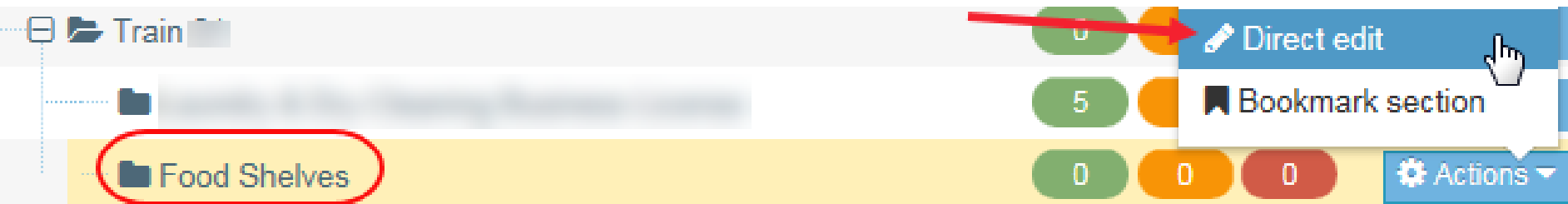
Item	Green	Yellow	Red	Actions
Web Training	0	0	0	Actions
Train	0	0	0	Actions
Food Shelves	5	1	0	Actions
...	0	2	0	Actions

Below the table, a red arrow points to a 'Direct edit' button (pencil icon) which is also circled in red. Below it is a 'Bookmark section' button (bookmark icon).



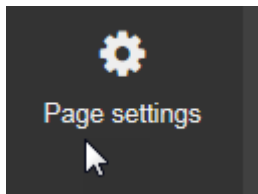
# Direct edit an existing page

## Site Structure: Navigate to Topic Detail page



# Direct edit an existing page

## View metadata



**Page settings**

Use this section to control aspects of the page as a whole.

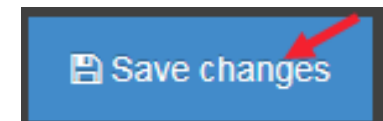
▼ General

Page name

Output URI

Access key

SEO key phrase(s)



# Direct edit an existing page

## Paste MS-Word content into content types

<https://Tinyurl.com/T4Food>

### Writing Content Template – Topic Detail

Writing Content – Blank fill-in-the-blank template

#### Required

##### Page Title:

Food Shelves

##### Page header (H1):

Food shelf license

##### Page summary sentence:

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.

### Content options

Content

Channels

Options

#### Content type : Page Header and Summary

Name \* Food Shelves

Page Heading \* Food shelf license

Page Summary \* 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.

Original English Content ID  
(Hidden) Enter some text

← Back

Save changes

147

# Direct edit an existing page

## Paste MS-Word content into content types

### 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 in

- 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 out the entire application, you will reduce delays.
- Take your completed application to the Minneapolis Development Review Office. Staff will 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](#).

The screenshot shows the 'Content options' dialog box for a 'Scannable Paragraph' content type. The dialog has three tabs: 'Content', 'Channels', and 'Options'. The 'Content' tab is active, showing the following configuration:

- Content type:** Scannable Paragraph
- Name:** Food shelf license
- Heading:** Food shelf license
- Heading Level:** Heading 3

Below the configuration, there are two preview panes:

- Left Column Content:** Shows a preview of the heading 'h3' with a word count of 0.
- Right Column Content:** Shows a preview of the body text, including the heading 'Getting a license' and a list of bullet points. The word count is 150.

At the bottom of the dialog, there are navigation buttons: 'Back' and 'Save changes'.

# Completed lab page

## Food Shelves – Topic Detail

<https://minneapolisismngov-cms01-development.terminalfour.net/terminalfour/preview/3/en/7789>

## Food Shelves – Gateway

<https://minneapolisismngov-cms01-development.terminalfour.net/terminalfour/preview/3/en/7777>

# Self-paced lab

# Complete lab per handout

## Work at your own pace

- Use MS-Word documents to create 2 pages
  - Topic Detail
  - Gateway - PDF
- Practice using Direct Edit
  - Work with content types
  - Add/edit content in content types
  - Mirror a content type
- Use the ribbon
  - Add headings – H2 and H3
  - Add bullets
  - Add a link
  - Do an image
  - Do spell check
  - Erase a format (optional)

# Finish lab per handout

## Let's do Before You Start section together

1. What credentials should you use to log-in for training?

Username: \_\_\_\_\_ Password: \_\_\_\_\_

2. How do you navigate to the page to edit?

Answer: \_\_\_\_\_

3. What button do you click to select Direct Edit?

Answer: \_\_\_\_\_

4. What is the keyboard shortcut to add a Heading 3?

Answer: \_\_\_\_\_

5. What branch section do you expand to see how to use content types, page templates, and see how to use icons branch sections?

Answer: \_\_\_\_\_



T4 WCMS

# Basic Editor

