

# T4 Tips #1

From: Digital Services Team

To: Public Website Quality Owners and Content Editors

Date: 11-22-2019

Thanks to everyone who has attended your training sessions, department meetings, and open labs. It's exciting to see all of the hard work you've put into transforming your content for the new website. We're putting together public website TERMINALFOUR (T4) tips that we learn together while working in the new content management system.

Tips included:

- Pre-Launch URLs: search and showing site to City staff
- Logging into T4 and setting a bookmark for the single sign-on web address(URL)
- Copying and pasting text into the editor
- Adding and removing headings
- Linking to other pages within text
- Reporting on your progress in Gather Content
- Adding images to T4
- Mirroring contact information

## Have more questions?

Looking for answers about icons, images, content types, or contacts? **Visit our website guidelines page in T4!** New updates are added frequently. Bookmark this preview link in your browser for easy access:

<https://minneapolismngov-cms01-production.terminalfour.net/terminalfour/preview/3/en/7508>

**Tip:** Use the "Was this page helpful?" form at the bottom of each page to send us feedback and let us know if there's something else you'd like to see.

## Pre-Launch URLs: search and showing site to City staff

- T4 search: <https://tinyurl.com/T4search>
- T4 pre-launch view of public website to share with City staff for content review: <https://minneapolismngov-lb01-production.terminalfour.net/>

## Logging into T4 using single sign-on and creating a bookmark

Since the URL for single sign-on change once entered, you can't just drop-drag the URL to your browser ribbon to bookmark it.

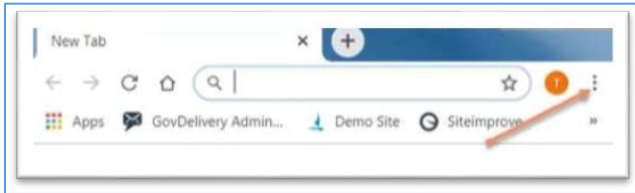
## Log-in web address

The URL to bookmark is below.

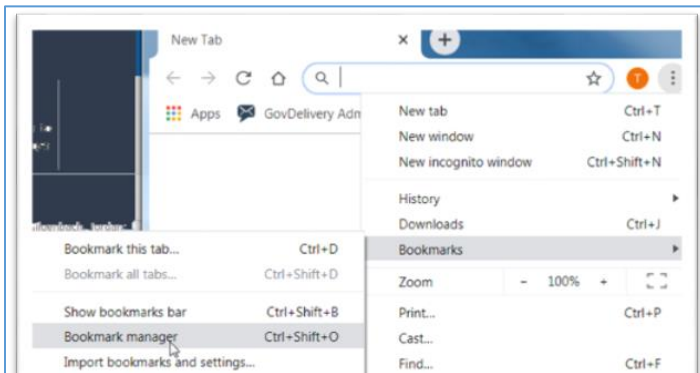
<https://minneapolismgov-cms01-production.terminalfour.net/terminalfour/saml/login>

## How to Bookmark the T4 Login Page

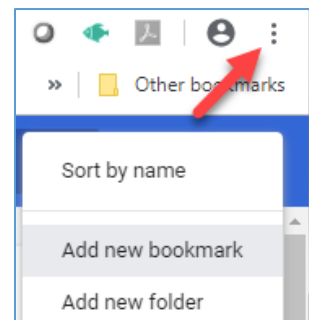
- Open your Chrome browser. Click the **vertical ellipses**.



- Select **Bookmarks**. Then select **Bookmark manager**.



- Locate Bookmarks in the blue bar, click the **vertical ellipses**.  
Select **Add new bookmark**.



- Add the bookmark.

**Name:** T4 editor

**URL:** <https://minneapolismgov-cms01-production.terminalfour.net/terminalfour/saml/login>

Add bookmark

Name

URL

## Copying and pasting in the text editor

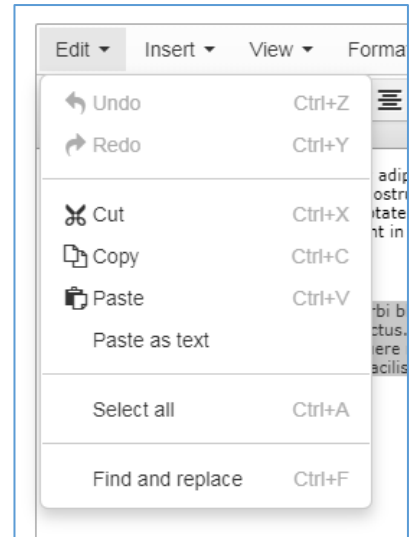
Many of the content types that we use most often include the text editor with the ribbon that lets you add formatted text. Using it can be tricky. We've put together some tips based on some of the challenges we've encountered.

### Copy and paste

You may expect that when you right-click in the text editor you'll see the "copy" and "paste" options. Unfortunately, the editor doesn't work that way right now.

Instead, you can try one of these two techniques.

- **Keyboard shortcuts.** Highlight text with your cursor. Press **CTRL + C** to copy. Put your cursor where you want to add the text and press **CTRL + V** to paste it.
- **Use the "Edit" menu item.** When your cursor is in the text editor, use the "Edit" menu item to perform either a copy or a paste. (You'll also see the keyboard shortcuts in the menu.)



## Adding and removing headings in the text editor

When you want to add headings to content in the text editor with the ribbon, follow these steps:

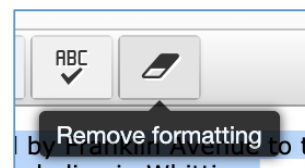
1. Make sure the text you want to change is on its own line.
2. Highlight the text.
3. Find the "Format" option in the text editor ribbon.
4. Go to "Format" > "Formats" > "Headings"
5. From the list of headings, pick the right level based on your content.

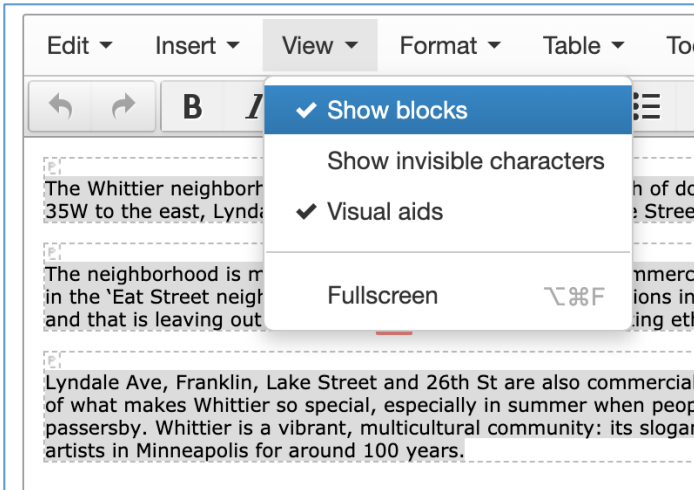
You can also use **keyboard shortcuts** to add headings. Highlight the text you want to change and hit "Ctrl" + the heading number. For example, to create a heading 3, highlight the text and press **Ctrl + 3**.

### Using the "eraser" button

Sometimes, when you're editing content or when you've copy and pasted something, the formatting can look bad or regular text can actually become a heading. Here are a few tips for cleaning up badly formatted content.

Highlight the text you need to clean up. Click on the eraser icon in the ribbon to remove the formatting.



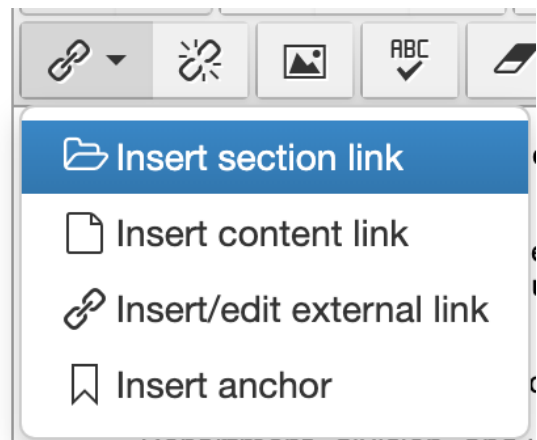


If you have unexpected line breaks, try using “View” > “Show Blocks” from the ribbon. This will reveal how the editor organizes your content. Once you see the blocks, you may be able to better figure out what area is causing formatting issues.

## Linking to other pages in the text editor

You can add section links to other pages within your paragraph content.

1. Type in the text you want to become the link.
2. Highlight the text.
3. Find “Insert” > “Insert Link” > “Insert Section Link”
4. A window will open with the sitemap. Click on the page you want to link to.



## Reporting your progress in Gather Content

Courtney Miner uses the Gather Content workflow status for the Status Reports sent to your team. Please update Gather Content when you are editing your pages in T4 so the report accurately reflects your progress!

- **Ready for City review/edit.** This means the content is ready for you in T4. If it’s in this state, we count it as “not started.”
- **T4 needs to re-check.** This status alerts T4 that something went wrong with the migration of the page. Make sure you leave on comment on the page in GatherContent for T4 so they can understand the issue.
- **Review/Edit in progress.** Set to this status when you’ve started working on a page.
- **Review/Edit complete (pending approval).** This shows that content editors and quality owners have approved the page and consider it ready for final review with your department.

Note: If you change the status to T4 needs to re-check please add comments in the Notes tab. T4 will need some context about why they need to recheck the content. Only use this status when it looks like the migration appeared to fail in some way.

- Missing content
- Mangled or badly formatted content
- Missing images

## Adding images

### Adding photos to T4

If you have a photo you need to add to T4, please send an email to the IT Service Desk with the subject line “Images to Add to T4.” Attach images and any Tennessee agreements. You’ll get a response when the ticket has been completed and your images are ready to add to your page. The IT Service desk has had quick turnaround when we’ve asked them to add an image for us!

Please make sure your image follows our [sizing guidelines](https://minneapolismngov-cms01-production.terminalfour.net/terminalfour/preview/3/en/8413). <https://minneapolismngov-cms01-production.terminalfour.net/terminalfour/preview/3/en/8413>

### Department head portraits

Content teams are responsible for taking these photos and sending them to the IT service desk to add to T4. As a short-term solution, you can add the content type without a photo and update the page when the photo is ready.

## Mirroring contact information

Terminal 4 offers a unique way to manage content across multiple pages called “Mirroring.” Typically, we will use this feature to manage and display City contacts. Anytime you mirror contact information to your page, think of it as a reflection of the original. Editing a reflection will update the original, and vice versa. This means that any changes you make will also happen to every other reflection on the site. This applies to all other content types as well!

For further information, checkout the website guidelines for mirror contact information:

<https://minneapolismngov-cms01-production.terminalfour.net/terminalfour/preview/3/en/9658/24354>