Guide to using Direct Edit with TerminalFour (T4)

1. Welcome to TerminalFour (T4), a content management system for editing your website. This job aid will help you through the process of making changes to your current site(s), using the Direct Edit functionality.

Log in to TerminalFour at cms.umassd.edu, using your UMassD username and password.

The Single Sign On login page displays. Log into T4 with your UMassD login (same as your email username and password).

Navigate to the webpage you wish to update.
At the bottom of the browser window, in the far left corner, click on the small “+” sign.  

**NOTE:** This may be difficult to see if you have a black section at the bottom of your page. If you mouse over the area, the plus sign will appear in yellow.

*If you do not have access to the webpage in T4, please contact the Web Development Team at webdevelopment@umassd.edu.*

Log into T4 using your UMassD login (same as your email username and password).
You are brought into T4, with your webpage displayed and T4 editing tools and commands available. Your security will determine what you see on your page for editing options.

As you mouse down over your content, you will see a section of boxes appear for use with editing.

To make simple text edits, click right on the content you need to edit and begin typing.

Or, you can **Move**, **Edit**, or **Delete** content by using these buttons.

In most instances, you will be utilizing the “Edit” button, to either add or delete content to your existing page and use formatting options. Click on the **Edit** button.
4. Your content appears in a section labeled “Main Content”.

5. Edit your page accordingly. T4 functions much like MS Word. You can highlight and delete words/sentences, insert your cursor to make corrections or additions, and add links to other websites or to documents, as well as insert images. See additional Job Aids for specific instructions on adding links and images.

6. After you make all of your edits, scroll to the bottom of the page and click on the button. You will return to your web page, within T4, and the message displays at the bottom of the page.

You will notice the change(s) that you made appear on the page. This is how the page will display when it publishes.

Contact the Moderator of your page for Approval and publishing.
7. Be sure to **Exit direct edit** when you have finished editing, by clicking on the button, at the bottom of the menu on the left side of the page.

8. The following message box displays.

![Exit direct edit message box]

Select **Log out** to complete the Log out process.