

## **TerminalFour Quick Reference Guide**

Login Info	https://t4.wits.ac.za	
	Login: your Wits username/password	
Access/questions	webteam@wits.ac.za	
Help guides	http://www.wits.ac.za/web	
What's a section?	Section = page on <a href="http://www.wits.ac.za/">http://www.wits.ac.za/</a>	🖶 🖨 Home
	Every section looks like a folder. A	🕀 🗄 Study at Wits
	section contains all the content	🕀 🗄 Students
	files that appear on apage.	🕀 🖿 Campus life
Adding a new section	1. Actions – Create Section	27 2 2 & Actions
C	2. Add a name	
	3. Save Changes	
	Creates a blank web page – next add	Preview section
	content	
Adding content to a	1. Find your section, click to select	
section	2. Click on contenttab	
	3. Click create content	
	4. Select content type	
Saving content	Saveandapprove:publishqueue(every 4	Save and approve
	hours)	
		Save as draft
	Save changes: pending (for previewing)	
		🖺 Save changes 🔻
Adding links	Insert – Section Link	
	For all links within www.wits.ac.za	
	Insert/edit External Link	
	For all links outside www.wits.ac.za	
Adding images or	Insert from Media button	彩 🔳 🖤
linkstofiles(PDFs,	Click pluste op op Categorized folder	
etc.j	find your folder then coloct or add	insert from Media
	media	
	incula	

## **Content Types and Zones**

Contenttypesare programmedtogoindifferentpartsofthewebpage.ContenttypesforZone Awill appear in the center of the page. Content types programmed for Zone Bwill show up in the right column, and content types for Zone Cwill appear below the navigation menu on the left-hand side of the page. Go to <a href="https://www.wits.ac.za/web/content-types">www.wits.ac.za/web/content-types</a> to see examples of each content type and instructions for use.



**Zone 1 only** Header Image Header Intro Header Image and Intro Slideshow

## Zone 2 only

Sliding Feature Box Sliding Feature Box - Video 2X Feature Boxes 3X Feature Boxes 4X Call to Action Boxes 4X Feature Boxes 6X Feature Boxes Accordions Feature Card - Image Feature Card - Video Image Panel with Link Inline Soundcloud Audio Inline Youtube Video Tabs

## Zone 3 only

Promo Box 1 Promo Box 2 Promo Box 3 Secondary Social Media Secondary Logo Social Media Promotion HTML Content Box Video Content Box