

Direct Edit

To Do

Edit the content using Direct Edit, using one of two options:

1. **Site Structure:** Select **Direct Edit** from the section drop-down menu.
2. **Published Page:** Selecting **Direct Edit this page** from the published page (in the example, it is at the bottom of the page).

The left screenshot shows the 'TERMINALFOUR Site Manager' interface. The 'Show Hierarchy' section displays a tree structure of sections. The 'Office Supplies' section is highlighted, and a context menu is open with 'Direct Edit' selected. The right screenshot shows the 'TERMINALFOUR Intranet' page for 'Office Supplies'. At the bottom of the page, there is a link that says 'Edit this page Direct Edit this page'.



Notes

Access from Site Structure:

1. Select **Direct Edit** from the section drop-down menu beside the section you wish to edit.
2. The page opens in Direct Edit.
3. Edit your content (see details on the next page).

Access from Published Page:

1. Select **Direct Edit this page**. This option may not be available. In the example above, the link is at the bottom of the page.
2. The page opens in Direct Edit.
3. Edit your content (see details on the next page).

Direct Edit

Direct Edit Menus:

1. **Actions:** From this menu you can add New Content, New Sections and Approve Content.
2. **Edit Content Options:** This edit menu allows you to Edit, Delete, View the content history and modify META data.

The screenshot shows the TERMINALFOUR Intranet interface. On the left, the 'Actions' menu is highlighted with a green border, containing 'New Content', 'New Section', and 'Approve Content'. The main content area displays 'Office Supplies' with a yellow border around the 'Edit', 'Delete', 'History', and 'META' options. The page includes a calendar for December 2009 and a footer with 'XHTML - CSS' and '© Copyright 2009, TERMINALFOUR'.



Notes

Actions:

1. Select **Add Content** to add new content to the current section. You will be able to select which content template to use.
2. Select **Add Section** to add a new section. It will be a "child" to the current section.
3. Select **Approve Content** to see a list of content awaiting your approval.

Edit, Delete, History, META:

1. Select **Edit** to open the content for editing. Make the relevant changes and click Update. The content will need to be approved before it is published.
2. Select **Delete** to delete the piece of content. It will be set to inactive and no longer publish, but it needs to be purged by an Administrator.
3. **History** and **META** are not active functions yet.