

Creating a Section in TerminalFour

NAME: Fill out the field which is internal to T4. Describe the section and its contents.

STATUS: Change the status to Pending until you are ready to approve and publish the section and its contents.

SECTION OPTIONS: Show in navigation is the default selection. If you do not want the section listed in the left-hand navigation of your site, uncheck the box.

OUTPUT URI: The name for this should apply to the category of content and be enclosed in forward slashes.
Example: /this_is_correct/

OUTPUT NAME: The name of the file should be descriptive, to the point and end with .html
Example: thisiscorrect.html

Important Rules to Follow for Both Output Fields:

- Do not leave spaces between words when creating the URI or the Output Name.
- Use lowercase letters when creating the URI and Output Name

[Duplicate branch](#) [Publish section](#)

General Content Content types Page layouts More ▾

General section details

Name *

Status

Section options

- Show in navigation
- Archive section
- eForm section

Advanced settings

Content owner

Output URI start and end with forward slash each time

Output file name add .html here every time

SEO key phrases

Default workflow

Access key