



## How to Publish Content in TerminalFour

There are at least two ways to publish content.

### Publishing from the Site Structure view:

1. Go to the Site Structure page.
2. From the Actions menu on the right side of the page, choose the Publish Section option.
3. Publishing will save, approve and publish the content all in one action. There is no need to save before publishing.
4. Expect to see the new content live on the site at :28 or :58 after the hour.



**Note:** Only APPROVED content can be published. If you are trying to publish and the changes are not showing up, check the status and make sure that it is not inactive or pending.

## Publishing Within the Content Editor

1. To publish within the content editor, click the Publish button in the top right corner of the page.
2. The screen will “blink,” indicating that the command was received.
3. Publishing will save, approve and publish the content all in one action. There is no need to save before publishing.
4. Expect to see the new content live on the site at :28 or :58 after the hour.

Content type : General Content

Name \* Communications Training

Title Office of Strategic Communications

In the content view, make all your edits and, when finished, click the Publish button in the top right corner of the page. Publishing will save, approve and publish the content all in one action.

Content

Edit Insert View Format Table Tools

**Branding**

The visual identity program was developed to assist individual units of the College in using the Morehouse logo, typesyles and colors in their communications materials in print,web and electronic media. This guide contains strict standards designed to reflect a clear and consistent image of the College, but it also allows individual departments and offices to adopt different, more individualized looks when they are communicating with their own internal audiences. By complying with its specifications, you help project a clear, unifying image for the College as a whole.

**Web Content Management Via TerminalFour**

TerminalFour is an investment the College has made to decentralize website management. The Office of Strategic Communications no longer makes updates to individual sites because the content management system makes it possible for each department to manage their sites in real time. TerminalFour training is open to staff members who have been identified by their supervisors as content managers, as well as to all faculty members. To register for a session, go to <http://www.Morehouse14.eventbrite.com>. Training support materials are available [here](#).

**Media Coaching**

Morehouse College's reputation for thought leadership makes it a frequent source for media inquiries and interviews. Spokespeople approved by the College are eligible for media training on an as-needed basis. To request coaching, please contact [Aileen Dood](#) in Public Relations.

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