LEARNING & DEVELOPMENT

2019

At TERMINALFOUR we aim to continually support our clients as they strive to realize their online visions. It is our ambition to help our clients optimize their use of TERMINALFOUR and to enable them to achieve their web and marketing goals.

To help you get the most out of TERMINALFOUR our Learning & Development team have designed a number of training courses to continually build your team's skillset and competencies.

Below you will find relevant courses whether you're a Developer, Content Editor, Marketer or Administrator.

- New Features in Version 8
- End User
- Writing for the Web
- Train the Trainer
- Web Developer (a.k.a Administrator)
- Advanced Web Developer
- Web Services API Developer
- Programmable Layouts
- Custom videos

Booking a course

Please contact the TERMINALFOUR Learning & Development Team at training@terminalfour.com to discuss your unique training needs.

NEW FEATURES IN VERSION 8

Overview	Upgrading to Version 8? This course provides a detailed walk-through of the new features available in Version 8.
Audience	Contributors, moderators, power users, administrators
Prerequisite	Existing user of TERMINALFOUR
Duration	1 day
Main Topics	

Main Topics

- Log in and new authentication methods added
  - SAML; Kerberos; CAS; Remote User
- New Interface
  - Responsive design
  - User management
- Direct Edit
  - Overview of changes
  - Inline editing
  - Full access to page details
  - Site analytics
- Assets
  - Overview of changes
  - Content types
  - Navigations
  - Page layouts
    - History/version control
  - T4 tag builder

- Packages
  - Overview of changes and new features
  - Improved functionality
  - Create a package
  - Load a package
- Site analytics
  - Overview of new feature
  - Direct Edit
  - Dashboards
- Tiny MCE
  - Upgrade to Version 4
- Updating your training material
  - Training resources available
- Our road map
  - Future developments to look forward to

Overview	This training will equip your employees with the essential skills required to create and update content on your website.
Audience	Any employee who needs to use TERMINALFOUR to add and modify content.
Prerequisite	Basic keyboard skills
Duration	Half day or full day
Main Topics	• What is a CMS? • Rights and roles • Navigate the interface • Edit the site structure • Add content to a page • Add links, tables and images • Use different content types • Create links to documents • Modify existing content • Delete content

WRITING FOR THE WEB

Overview	This course has been designed to be run either independently or combined with End User training to coach people on how to write effective web-based content, either from scratch or based on existing content.
Audience	Anyone who writes and modifies content for the web
Prerequisite	A curiosity for good, clear communication
Duration	Half day
Main Topics	- Web Content - What is web content? - How web content is created and used - Communication - Standard vs. interactive - Keeping the user in mind - Reasons to write - How to write for the web - Scannable text - Chunk your information - How to write succinctly - Layout - Images - Colors, contrast and fonts - Emphasis - Alignment - Navigation - Visibility

Overview	This course is intended to train attendees to train End Users on how to use TERMINALFOUR.
Audience	Trainers
Prerequisite	Training experience is an advantage
Duration	1 day
Main Topics	- What is content management? - User roles in the system - Overview of what Page Layouts and Content Types are - TERMINALFOUR interface - Sections, Pages and Content - How to create, modify, delete, format and preview content - Media Library - The approval process - Setting up and assigning users and groups - Format of training - Material to use - Theory and practice - What to expect

WEB DEVELOPER *(A.K.A. ADMINISTRATOR)*

Overview	Comprehensive training for TERMINALFOUR Administrators and Power Users. Covers every aspect of integrating a site by using a sample design. The training is very much "hands-on". At the end of the training, each attendee will have integrated a small site.
Audience	Webmasters, developers, trainers and technical project managers
Prerequisite	Experience in HTML, CSS and traditional web publishing
Duration	2 days
Main Topics	• What is content management? • User roles and user management • Site Structure • Content (how to build a page) • Channels, outputs and publish • Direct Edit • Content Types and Layouts • Page Layouts • Referencing CSS and JavaScript Files • Navigation Objects • Media Library management • Workflows • Approve and publish

Overview	This training adds to the Web Developer training and will expand your working knowledge of TERMINALFOUR. The training is very much "hands-on". Each topic is a stand-alone "module", so it's possible to put together a course based on your specific needs and interests.
Audience	Webmasters, developers
Prerequisite	Experience in HTML, CSS and traditional web publishing. It is a pre-requisite that attendees have attended Web Developer training (formerly known as Administrator training) or have working knowledge of TERMINALFOUR at that level.
Duration	2 days
Main Topics	- Content personalization – Cookies - Content personalization – GeoIP - Tagging content - Keyword search - Content migration – using HTML import - Form Builder - Third party scripts - RSS Feed - RSS Feed and Data Object - External content syncer - PHP Events Calendar - Social media management

Don't see the module you want?
Contact us at training@terminalfour.com to discuss your specific needs for a future training session
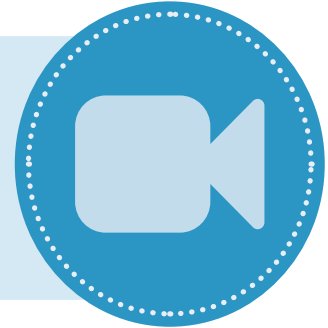
WEB SERVICES API DEVELOPER

Overview	This training will provide you with intimate knowledge of the TERMINALFOUR REST API, the TERMINALFOUR platform, and will enable attendees to automate tasks and build useful integrations with the platform.
Audience	Programmers and web developers.
Prerequisite	Attendees must have attended Web Developer training (formerly known as Administrator training) and are proficient in HTML and JavaScript. Attendees should have administrator rights on their device in order to be able to install NodeJS, NPM and Postman
Duration	2 days
Main Topics	• Overview of the REST API • Authentication with TERMINALFOUR • Retrieving data using the API • Pushing data to the API • Overview of the TERMINALFOUR data model • Bulk operations • Creation of a sample integration using JavaScript running on NodeJS
Materials	• Postman collection used during the course • Example JavaScript code used during the course

Overview	Learn to add another dimension to your TERMINALFOUR development with server-side JavaScript. This training course will introduce the concept of programmable layouts and give practical examples of how it is currently being used throughout the TERMINALFOUR community of users.
Audience	Webmasters, developers
Prerequisite	Experience in JavaScript and HTML. It is a prerequisite that attendees have attended Web Developer training (formerly known as Administrator training) or have working knowledge of TERMINALFOUR at that level. Knowledge of Java is an advantage.
Duration	2 days
Main Topics	• What are programmable layouts, building smarter content layouts • Basic output of elements through programmable layouts • Conditional scripts and default content • Section meta description technique • Displaying alternate versions of the current piece of content • Wrapping content types • Simplifying user interaction • Using centralized utils libraries in layouts • Reporting information on users and navigation objects • Getting content from another section without navigation objects • Outputting entire media library sections automatically

Have TERMINALFOUR prepare customized training videos for you

What are your plans for future training?

Are you being asked to demonstrate and teach the same tasks over and over again?

Our Learning & Development team will work with you to create customized videos on any topic. We'll make the videos personalized, relevant and useful for your community of TERMINALFOUR users, and create a video library that's available 24/7.

On-demand training resources

Learn at your own pace—we can make your videos in small, bite-size modules and your end users can watch each clip over and over.

Contact our Learning and Development team at training@terminalfour.com and we'll discuss your unique training needs, set up a script and a timeline, and we'll start filming.