

MANUAL

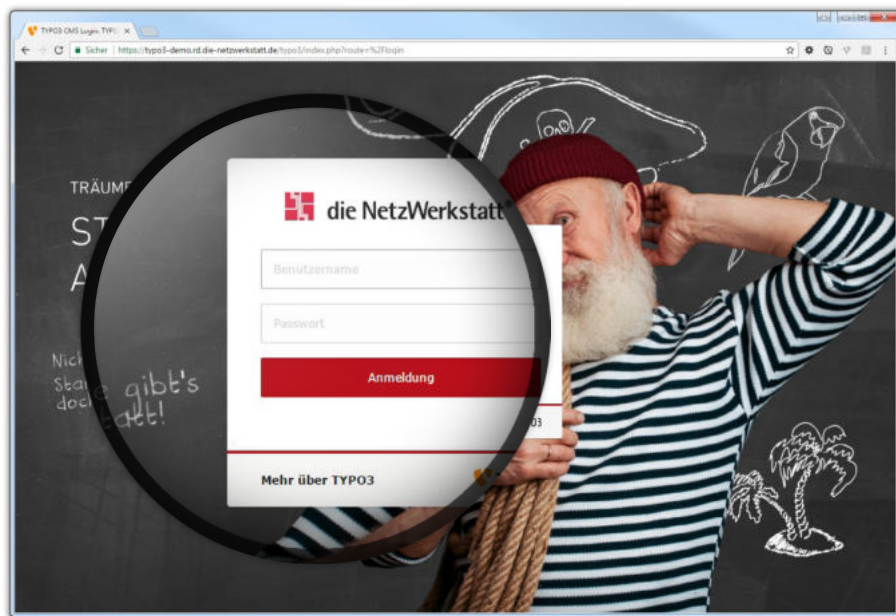
Content-Management-System TYP03



AN ORIENTATION GUIDE FROM NETZWERKSTATT

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Login

Navigating to the TYPO3 user interface

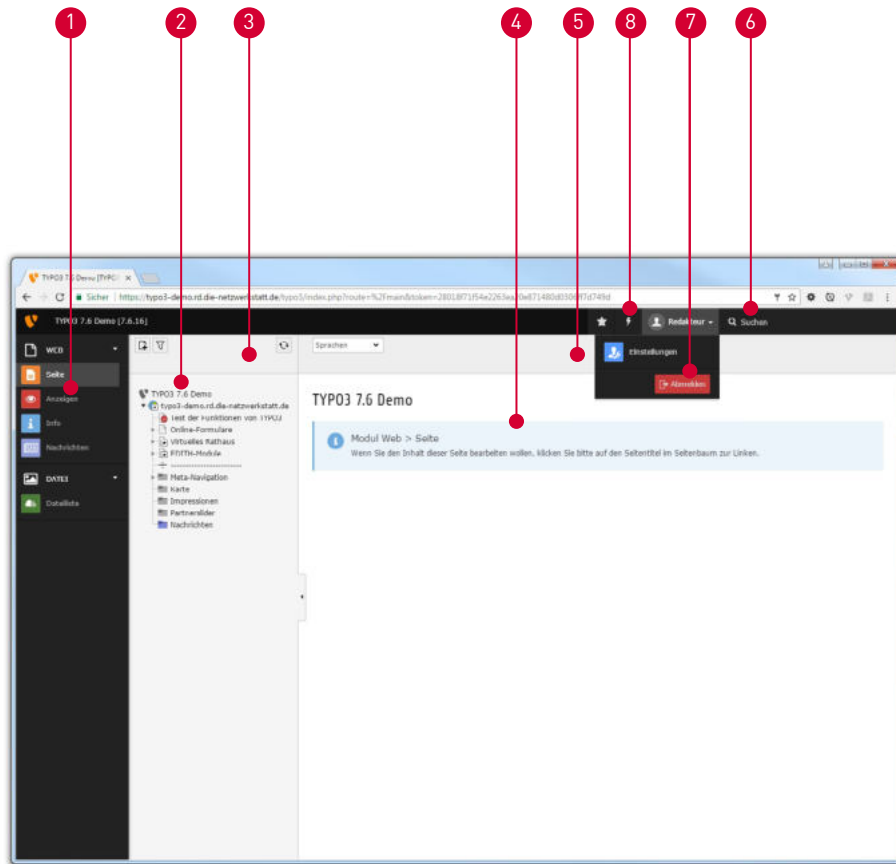
To get to the user interface of the content management system TYPO3 you have to extend your domain in the address line of your browser with **../typo3**. If you confirm the corresponding link, you will get to the login page.

Example: www.die-netzwerkstatt.de/typo3

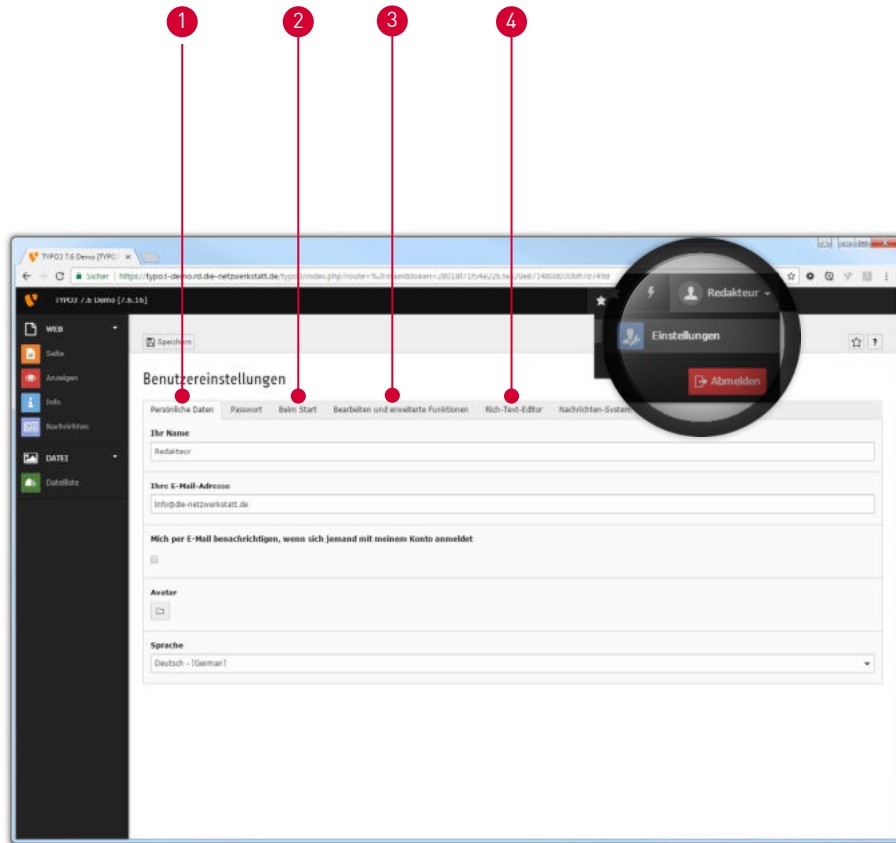
Enter the user name and password here, which you received from us during the training.

Homepage

The user interface



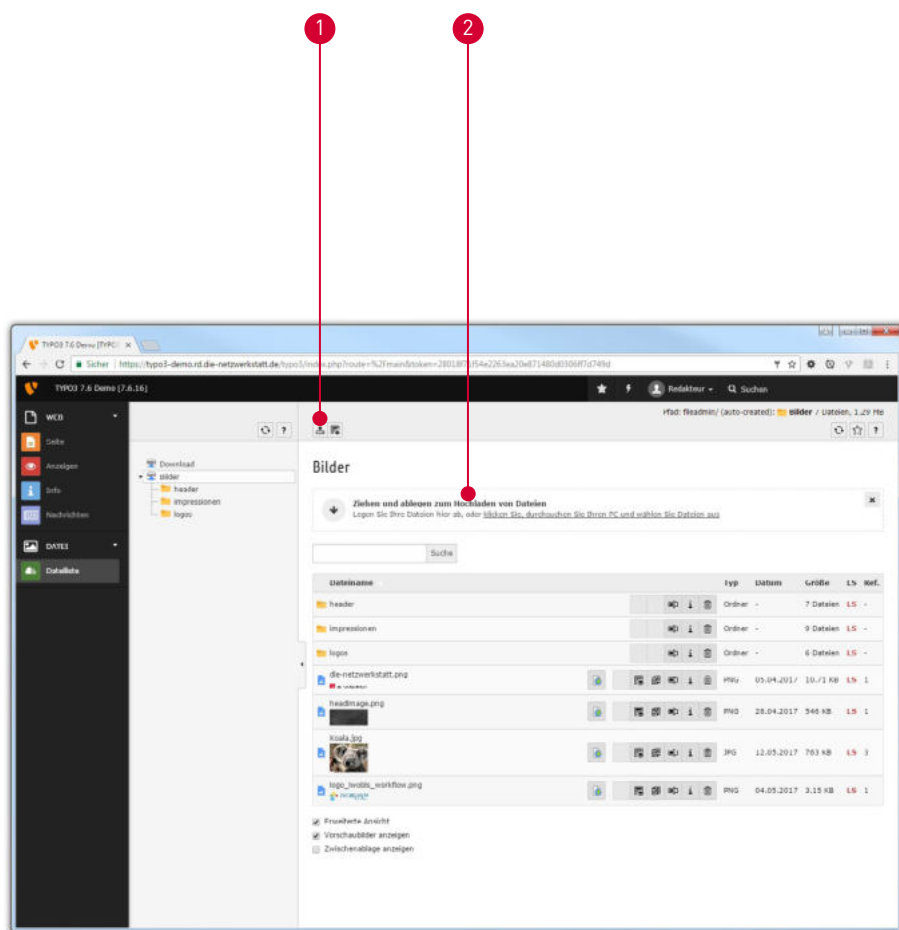
- 1 The **„Module Navigation“** lists all TYPO3 modules. Via the modules various changes are made accordingly to the website.
- 2 The **„Page Tree“** displays all pages and sub-pages that have been created for the website.
- 3 The **„Page tree toolbar“** offers through icons the possibilities, that exist within the page tree. For example, the creation of pages is possible via this.
- 4 The **„Content Area“** displays the contents and possibilities of the active page or module. Here texts are edited, elements and media are added or changed.
- 5 The **„Content Area Toolbar“** offers through icons the possibilities that exist within the content area. New elements can be created, saved or viewed.
- 6 Using the **„Search“** any page content can be found by keyword.
- 7 Via **„Logout“** you can log out of the TYPO3 backend.
- 8 Via **„Clear Cache“** you can delete the cache of your website.



Modules Settings

This module gives you the possibility to change basic settings concerning the system and access to it:

- 1 the **„Personal data“**, where you can change password, username, e-mail address as well as language of the system,
- 2 the **„On Startup“** module with settings for the module to start with, preview images, and title length,
- 3 the module **„Edit and advanced functions“**, with basic as well as advanced TYPO3 functions,
- 4 the **„Rich Text Editor“**, which provides settings for the text editing tool.




Modules

Filelist

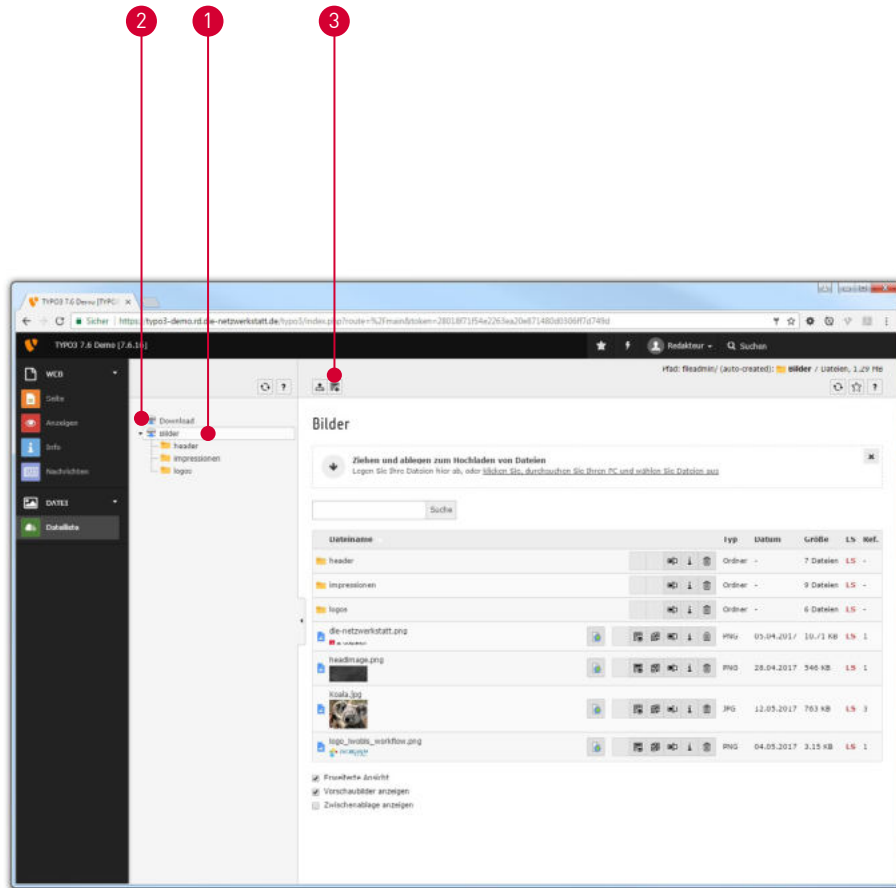
In order to make images/graphics and other files such as PDF documents usable on the page and make them available to the visitor, for example as a download, it is necessary to transfer all files to the TYPO3 system beforehand.

The **File list** is used for this purpose.

Via the icon **1** , **Upload files** it is possible to upload images or documents from your own computer into the TYPO3 system to embed them later on the website.

- 2** Since version 6.2 TYPO3 supports a drag & drop function for uploading. For uploading the file can be dragged from the computer into this area.

Furthermore, files can be replaced later. So if they have been used in the content, the corresponding files do not have to be referenced again. A more current file with the same name can simply be uploaded. When asked if the file with the same name should be saved over, it must be confirmed.




Modules

Filelist

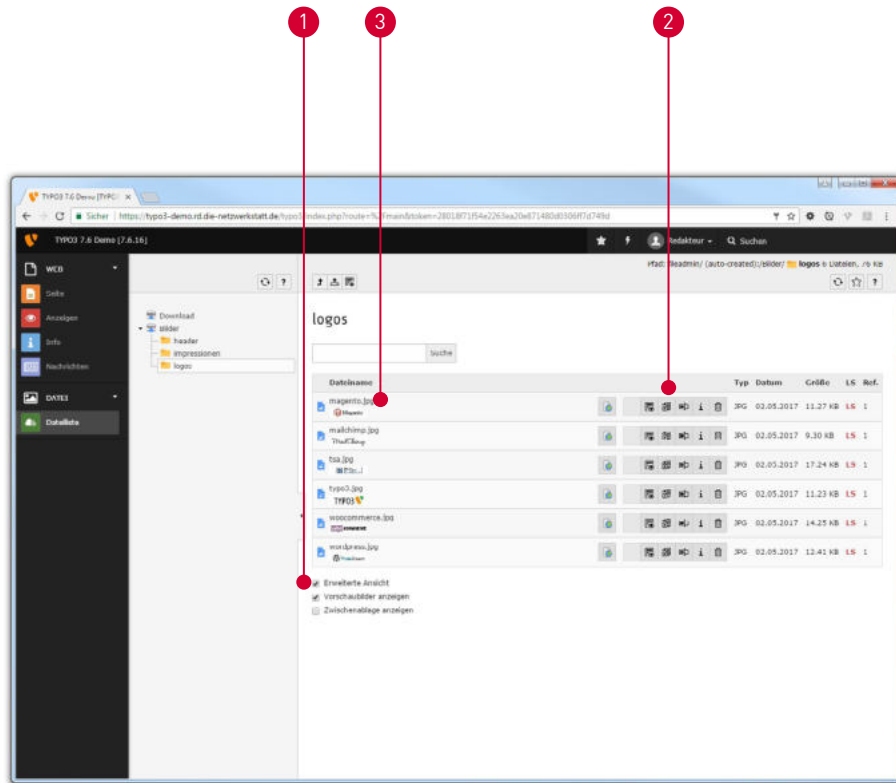
To organize the uploaded files, a self-creatable folder structure is used, as it can be found on every computer nowadays. Only two main folders are always created as defaults to form the basic framework of the folder structure:

1 .images'

2 .download'

Via the 3  'New' icon it is possible to create up to 10 folders at once, so that own files can be arranged as desired.

Folders can also be reordered later. A context menu offers the possibility to move the folder to another folder or to copy it into it. If files located in such folders have been used in the content, TYPO3 will independently re-reference the new file path.





Modules


Filelist


1 The ‚Advanced View‘ also offers the user direct control over folders, files, graphics and items through the 2 ‚Options Bar‘:


3 the file can be provided with ‚metadata‘ by clicking on the file name, so that title, description as well as an alternative text can be added. When this information is added to the file list, the metadata is automatically applied for any future use.

 the user can ‚Rename‘ the file.

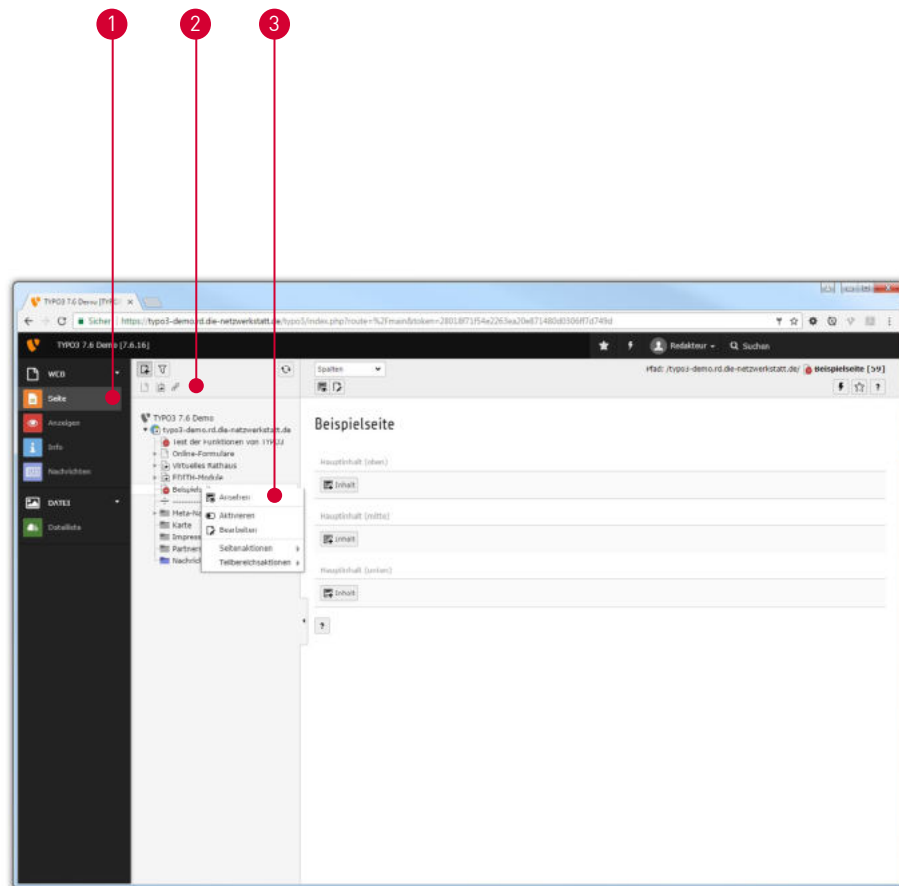
 File information can be displayed via ‚Info‘.

 the file can be removed from the file list via ‚Delete‘.

 by ‚Copy‘ the file can be put into the clipboard to paste it at another place.

 the file can be deleted by ‚cutting‘ it from the source location to paste it in another location.

Multiple files can be copied, moved or deleted via the clipboard.



Modules

Page

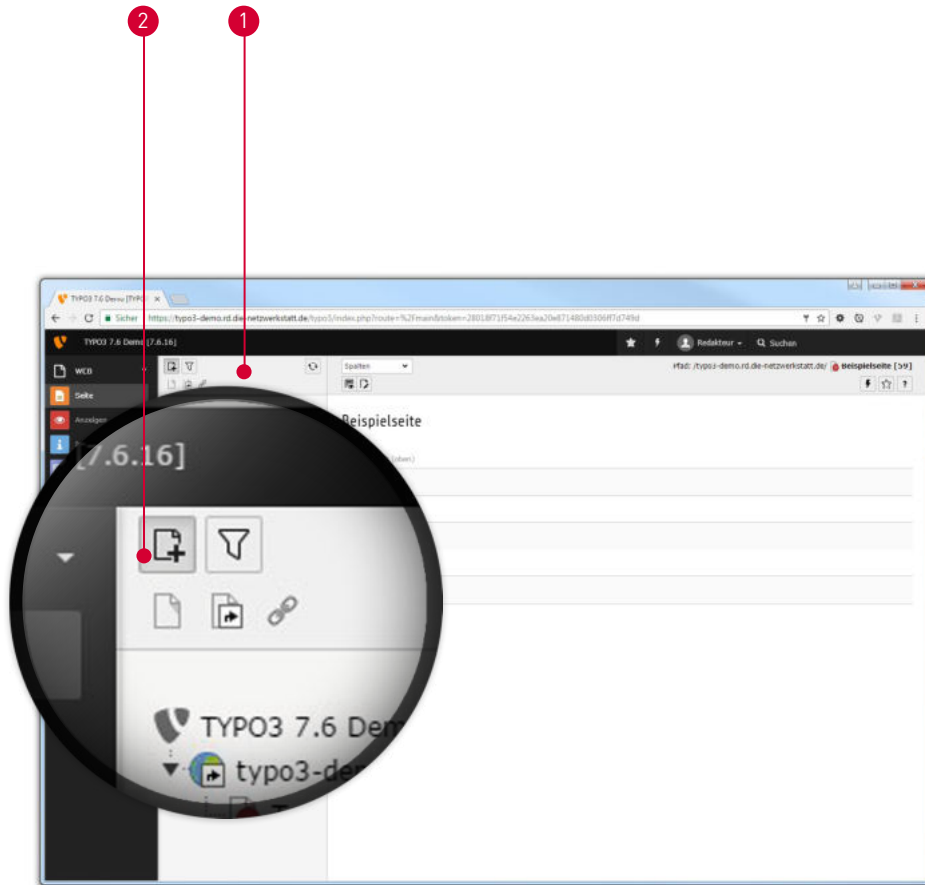
1 The ‚Page‘ module is one of the two main modules for editing the content. Here it is possible to create new pages as well as new content elements (for example, texts and images).

There are basically two ways to create a new page:

2 ‚Page Tree Toolbar‘


3 ‚Context menu‘




These methods are explained hereafter for the usage.



Modules

Page > create page

The **1** 'Page Tree Toolbar' offers the editor the possibility to create pages via drag & drop function, with a click on the icon **2**  a toolbar appears. This way, pages can be created, moved, subordinated as well as superordinated by holding down the left mouse button in order to organize the page. The page tree toolbar offers you three page types, which are represented by different icons:

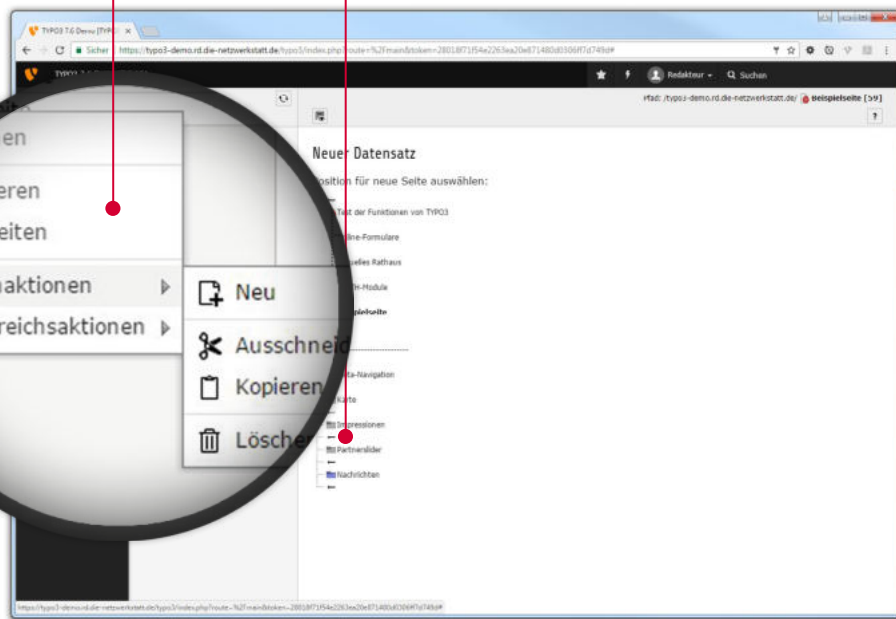
-  **Standard'** (a page to display the content)
-  **Reference'** (a page that redirects to an internal page)
-  **Link to external URL'** (a page that links to an external page)

These page types serve different purposes.

Starting on page 15, they are described in more detail.

1

2




Modules


Page


The 1 ,Context menu' offers the editor the possibility to organize pages in the page tree by clicking the right mouse button. Here, too, the editor is offered the three different page types to choose from.


By right-clicking on an existing navigation point in the page tree, the context menu offers the possibility to view the page actions. Among these are several self-explanatory functions:

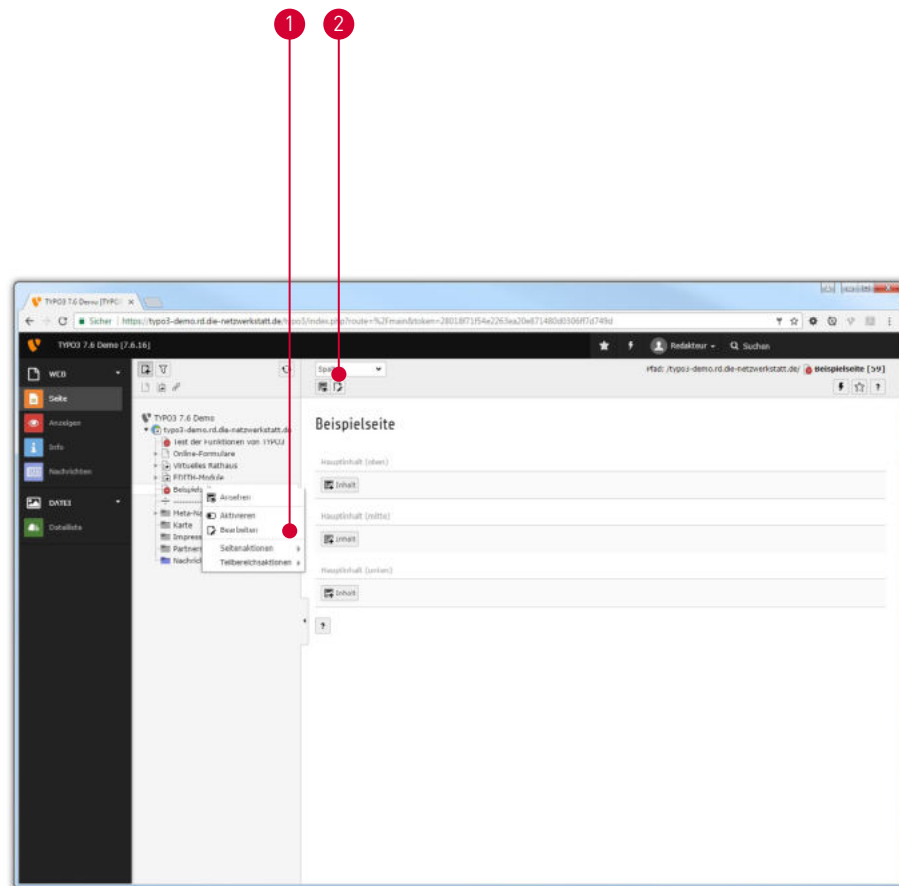
 ,New'

 ,Delete'

 ,Copy'









 ,Cut'

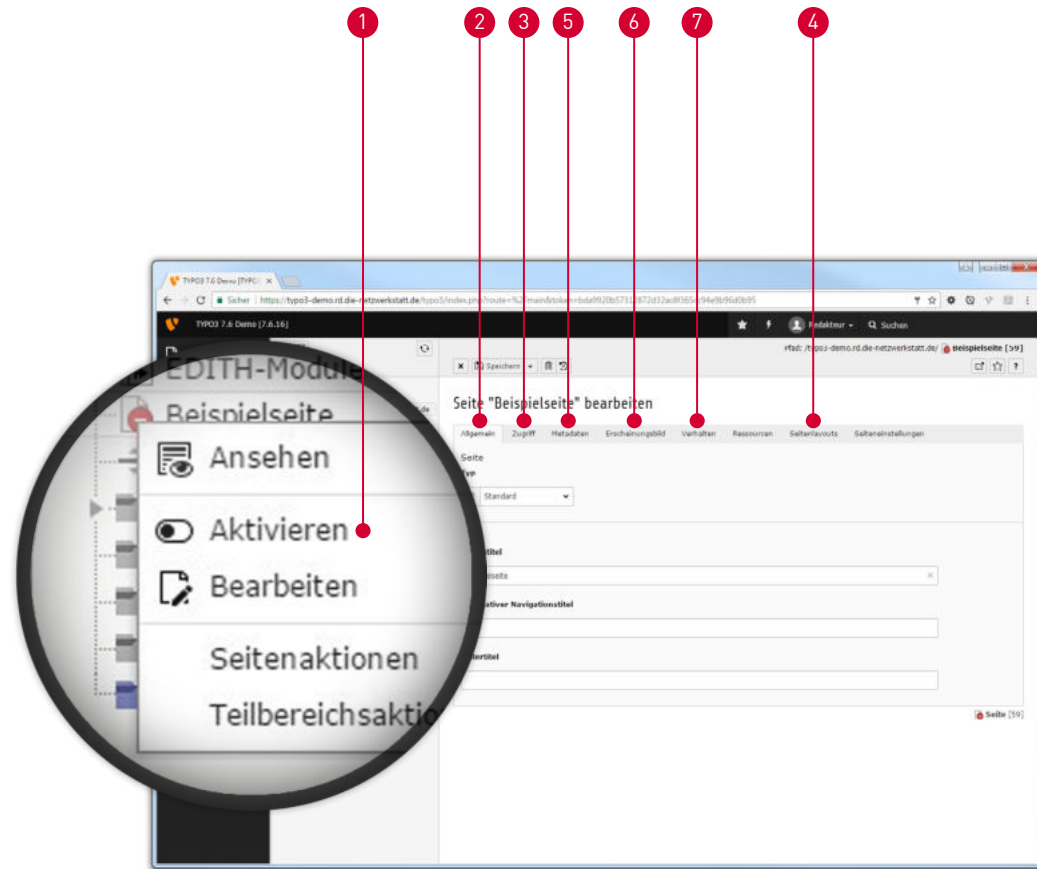
When confirming an action, a structural display of the page is built in the content area. By clicking on the icon 2 , the new page can be created, superordinated or subordinated accordingly.



Modules


Page > Page properties


For the initial setup of the page it is necessary to navigate to the         <



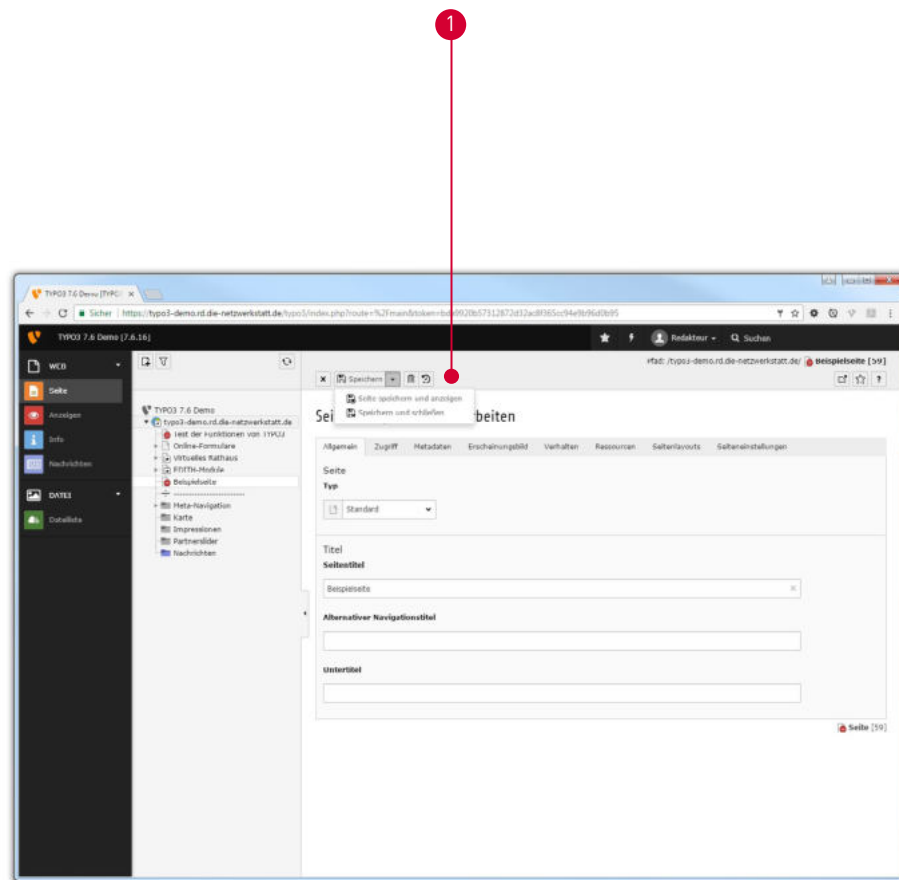
Modules

Page > Page properties

After a page is created, it is initially disabled because it does not contain any content. After any content is added to the page, the page can be **1**  activated.

After clicking on  **„Page Properties“** you will now find several tabs that can be used for the initial setup:







- 2** the **„General“** tab, which can be used to define page type, page title, navigation and subtitle,
- 3** the **„Access“** tab, through which the page can be activated, hidden in the menu or limited in time,
- 4** the **„Page layouts“** tab, which can be used to set content columns for the page.
- 5** the **„Metadata“** tab, which can be used to enter keywords and descriptions for search engines.
- 6** the **„Appearance“** tab, which can be used to set the content of another page to be displayed.
- 7** the **„Behavior“** tab, which can be used to specify a link target.

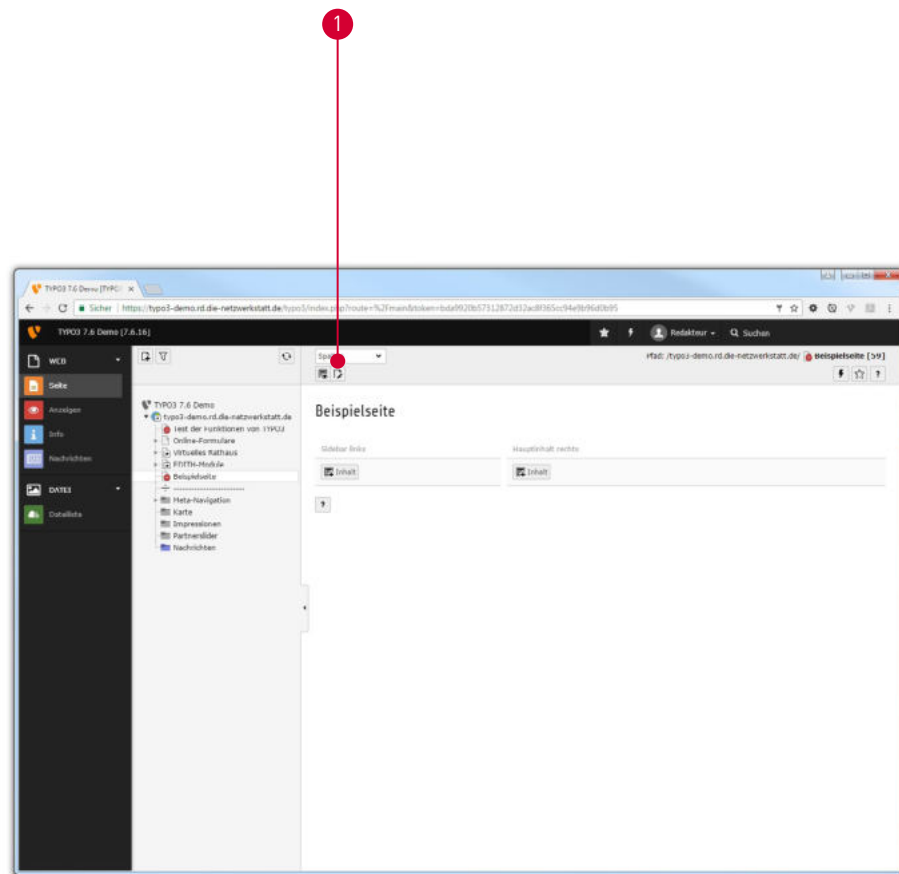


Modules

Page

To apply your changed data, discard it or simply close the page properties, there are several icons in the **1** 'Content Area Toolbar':



-  Close document
-  Save document
-  Save document and display web page
-  Save and close document
-  Delete
-  Undo last change

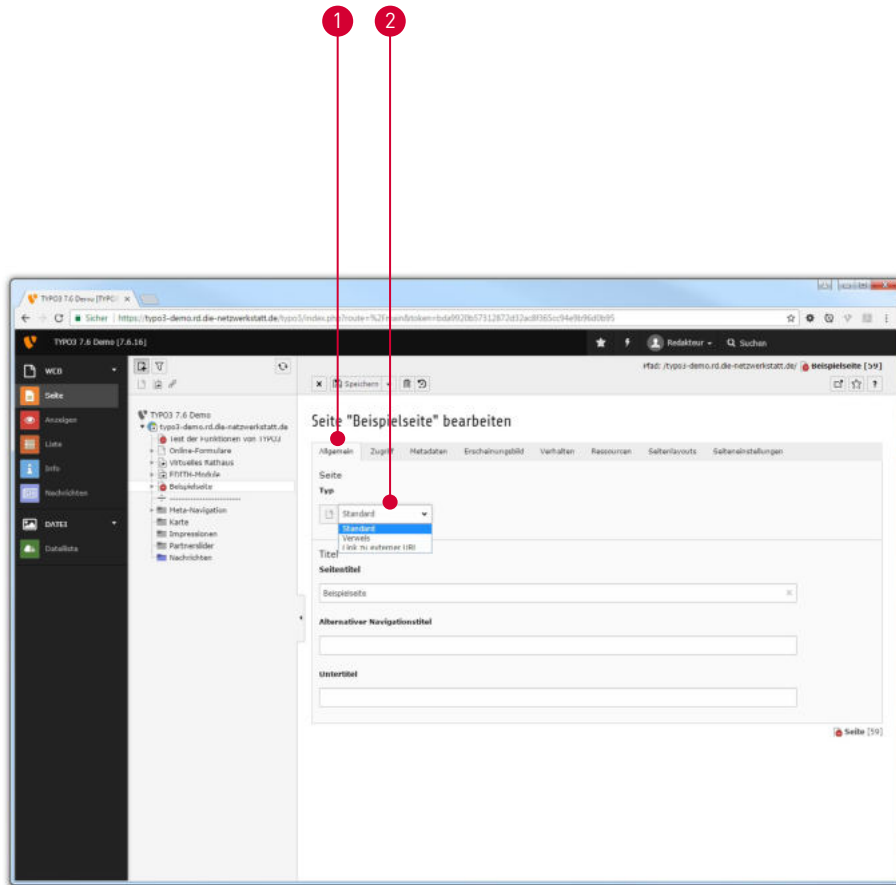


Modules

Page > Page types

After creating a page in TYPO3 as described above, basic settings have to be edited. This may include the type of a page.

To define a **„Page Type“** or to change it later, you have to navigate to the   **„Page Properties“** as explained.






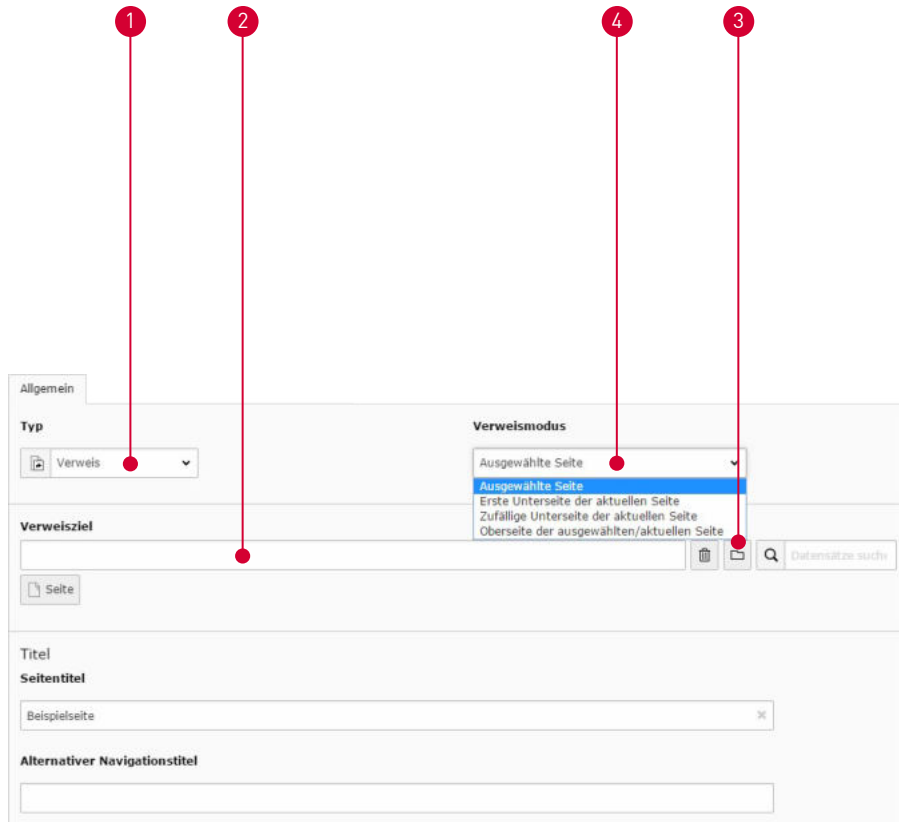
Modules

Page > Page types

Under the tab **1** **General** there is a dropdown selection.

Under **2** **Type** you can decide between three different types:


-  **Standard** (a page to display the content)
-  **Reference** (a page that redirects to an internal page)
-  **Link to external URL** (a page that links to an external page)




The screenshot shows the 'Allgemein' (General) tab of a page configuration form. The 'Typ' (Type) field is a dropdown menu with a red circle 1 over it. The 'Verweisziel' (Link target) field is an input field with a red circle 2 over it. The 'Verweismodus' (Link mode) field is a dropdown menu with a red circle 3 over it. The 'Referenzmodus' (Reference mode) checkbox is a small square checkbox with a red circle 4 over it. The form also includes fields for 'Titel' (Title), 'Seitentitel' (Page title), and 'Alternativer Navigationstitel' (Alternative navigation title).

Modules

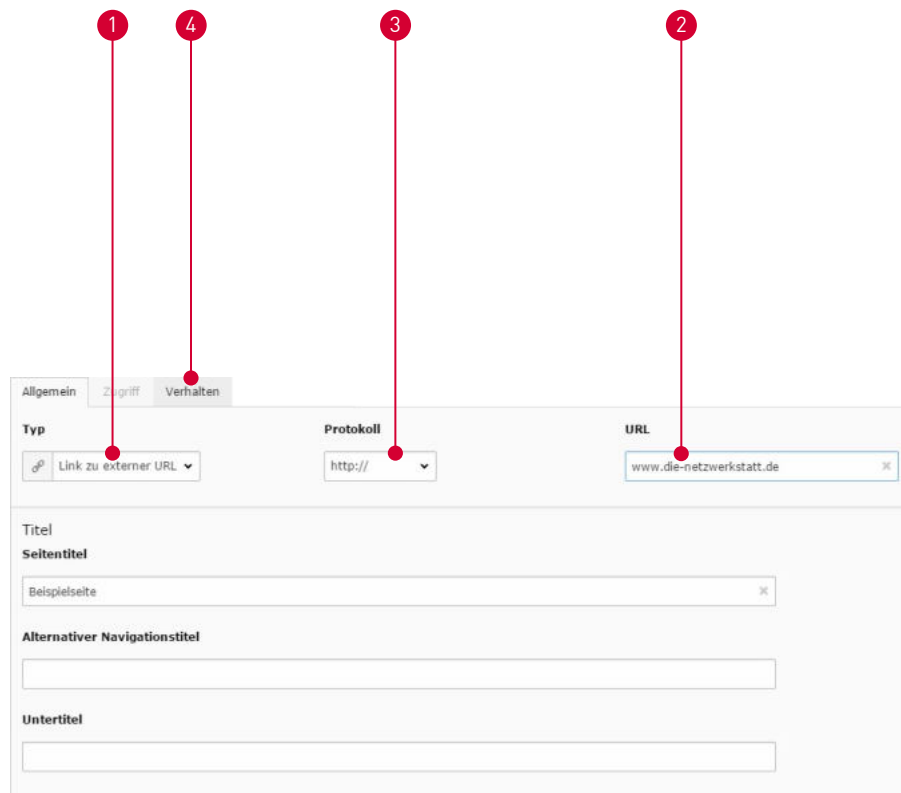
Page > Page types

The page type 1  **Link** offers the possibility to forward to an internal page. The 2 **Link destination** can be used to determine where the link leads to.

Through the folder icon 3  **Browse records** an already created page can be selected from the page tree. Clicking on the page will then take the user directly to the selected page.

The 4 **Reference mode** offers the possibility to use some standardized page targets like child or parent pages as reference target.

If a page refers to a disabled page, the referring page and its subpages will not be displayed in the menu.



The screenshot shows a configuration form for 'Page > Page types'. It has three tabs: 'Allgemein', 'Zugriff', and 'Verhalten'. The 'Allgemein' tab is active. The form contains the following fields:

- Typ:** A dropdown menu with the selected option 'Link zu externer URL'. A red circle with the number 1 points to this dropdown.
- Protokoll:** A dropdown menu with the selected option 'http://'. A red circle with the number 3 points to this dropdown.
- URL:** A text input field containing 'www.die-netzwerkstatt.de'. A red circle with the number 2 points to this field.
- Titel:** A section containing three text input fields:
 - Seitentitel:** Contains 'Beispielseite'. A red circle with the number 4 points to this field.
 - Alternativer Navigationstitel:** An empty text input field.
 - Untertitel:** An empty text input field.

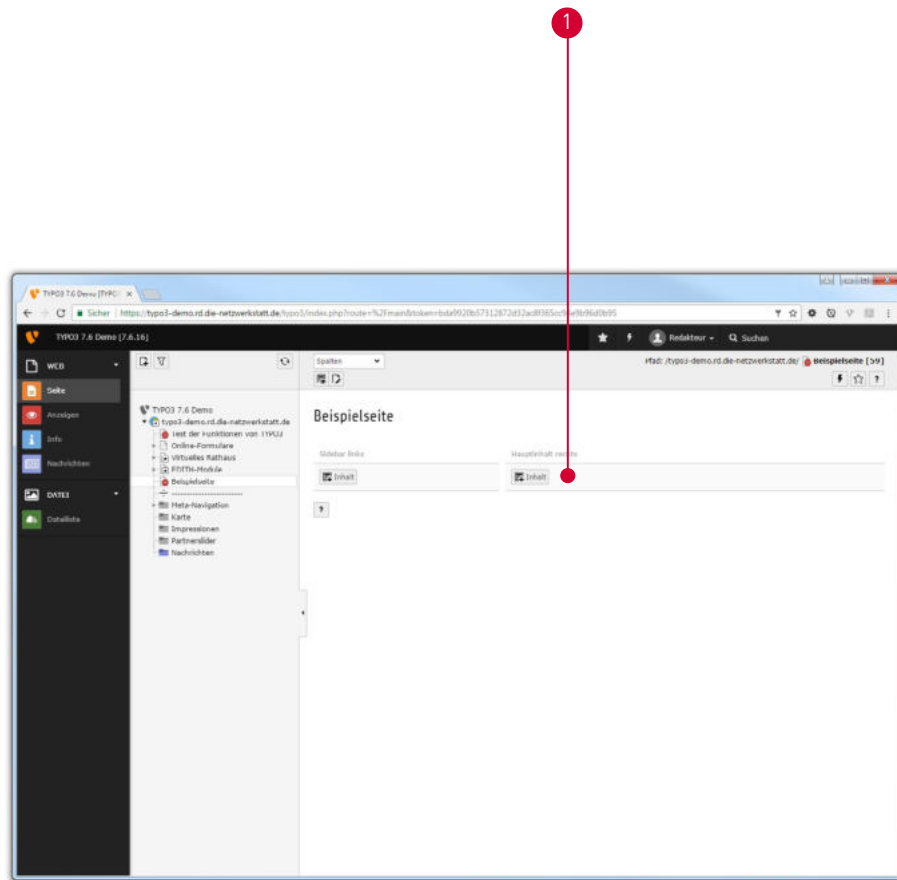
Modules

Page > Page types

The page type ① , **Link to external URL** offers the possibility to forward to an external page. By means of the ② **URL** it can be determined where to link to.

The ③ **Protocol** can be used to specify the network protocol of the external side.


On the ④ **Behavior** tab you can specify the link target: e.g. `._blank` to open the target page in your new tab.

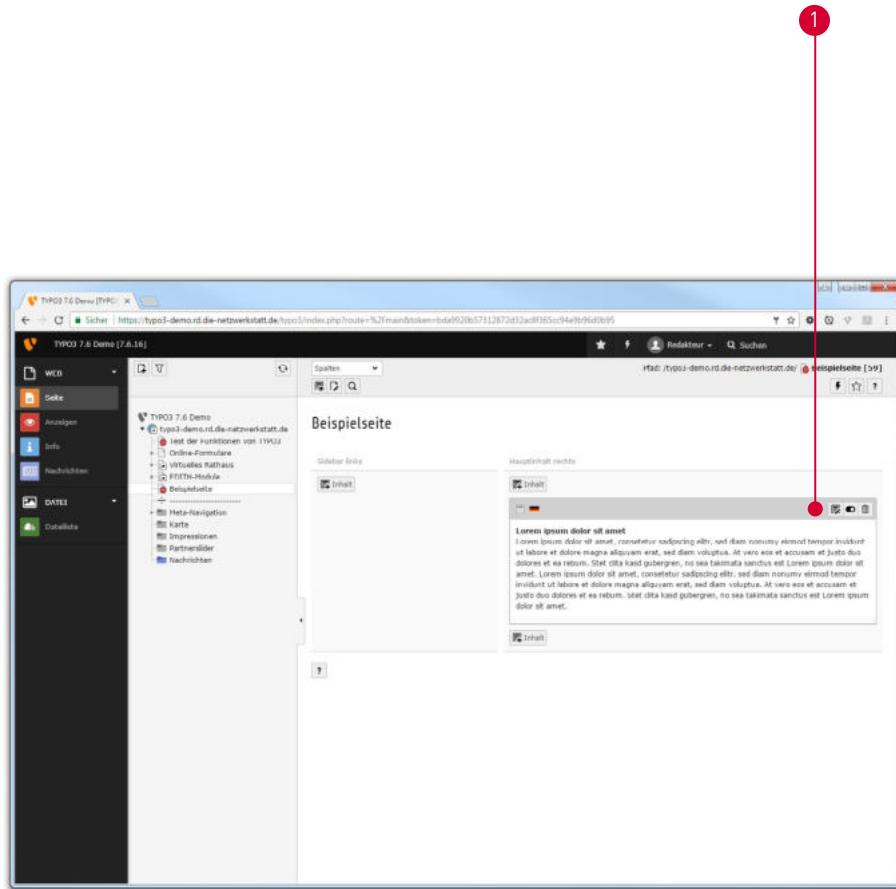


Modules

Page > Insert content

To add content elements to the page that has now been created, the page on which the content is to appear must be selected in the page tree. The schematic representation in the content area, which reflects the column system from the selection in the 'Page layouts' tab of the page, offers the possibility to position the content.

Clicking on **1**  **„Create new content element“** opens a wizard. Here you can define the page content type. The page content types are explained in more detail starting on page 22.






Modules

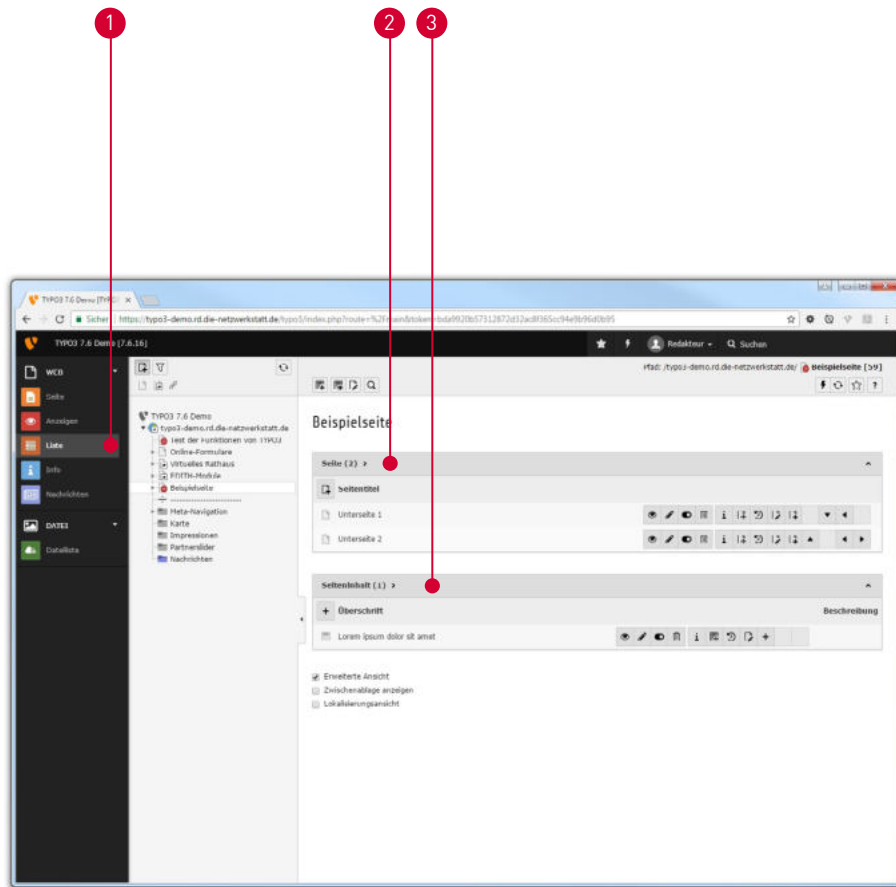
Page

Provided that the record has been finished being edited, it must be saved. This is done via the content area toolbar, which in turn offers the familiar icons for further actions.

Now the record is visible on the page. If you move the mouse over this element, **three icons** ¹ are available:

-  Edit
-  Hide
-  Delete

Using the drag & drop function, data records can also be moved around on the page and thus sorted.



Modules

List

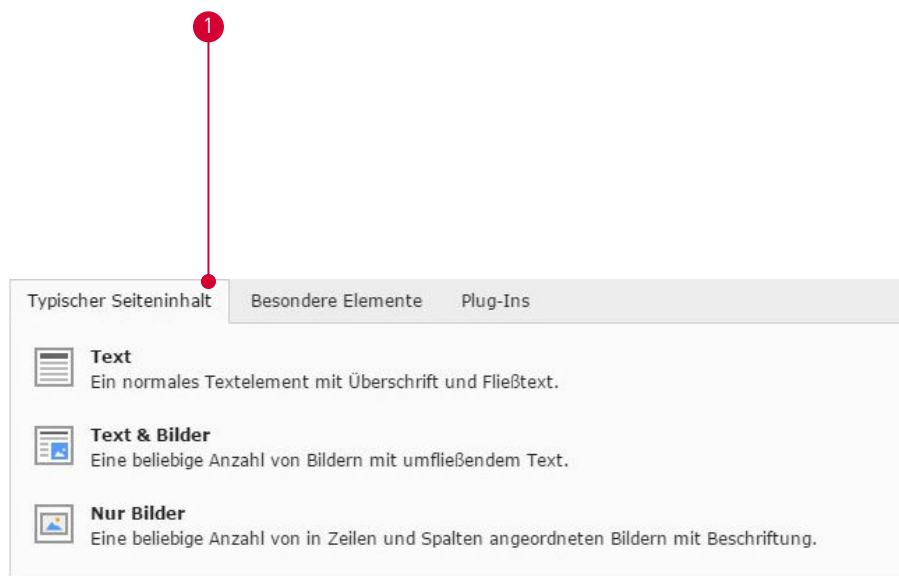
The **1** 'List' module is one of the two main modules for editing the content. Here it is possible to create new pages as well as new content elements (for example, texts and images).

Furthermore, special data records such as addresses or maps can be maintained via the 'List' module.

Within the list view the same possibilities are offered as already explained for the module 'Page'. However, the schematic column display in the content area gives way to a list display here.

2 All **'pages'** rooted in the selected page are located here and can be edited.

3 All **'page contents'** can be selected directly here.






Content elements

Page content types

When creating a new  **data set** as described above, the page content type must first be selected under the **1** **Typical page content** tab.


These three content types can be used as desired:

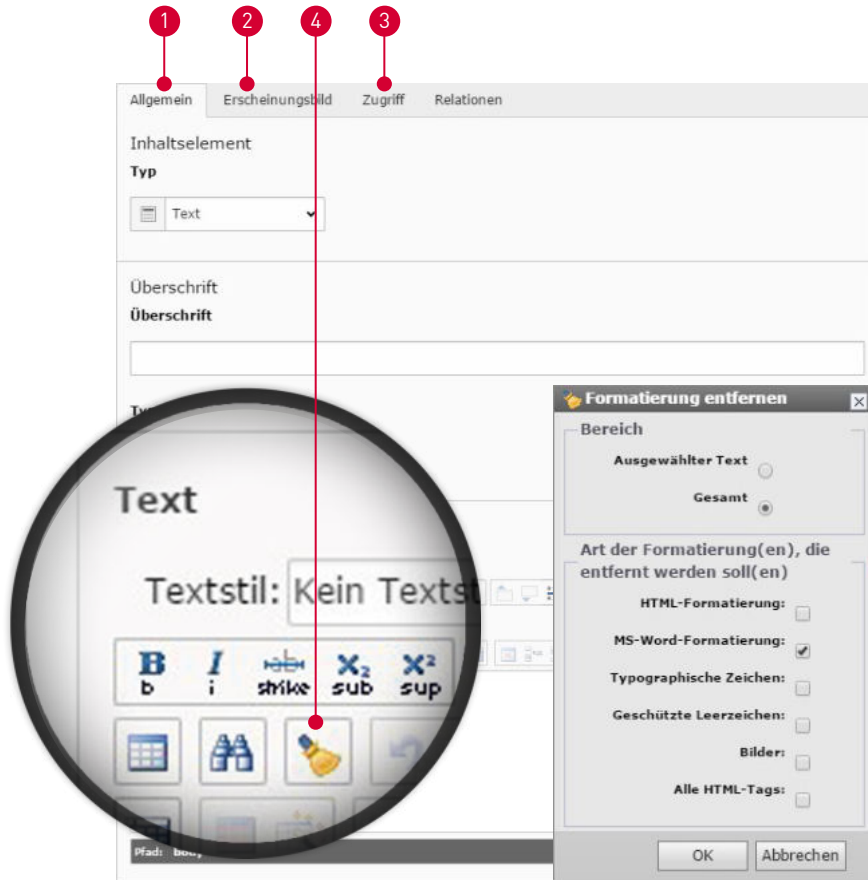
-  **Text** (plain text)
-  **Text & Images** (text with image material)
-  **Just images** (image only)


The input mask of the content element that appears after selection contains functions corresponding to the page content type.

Content elements

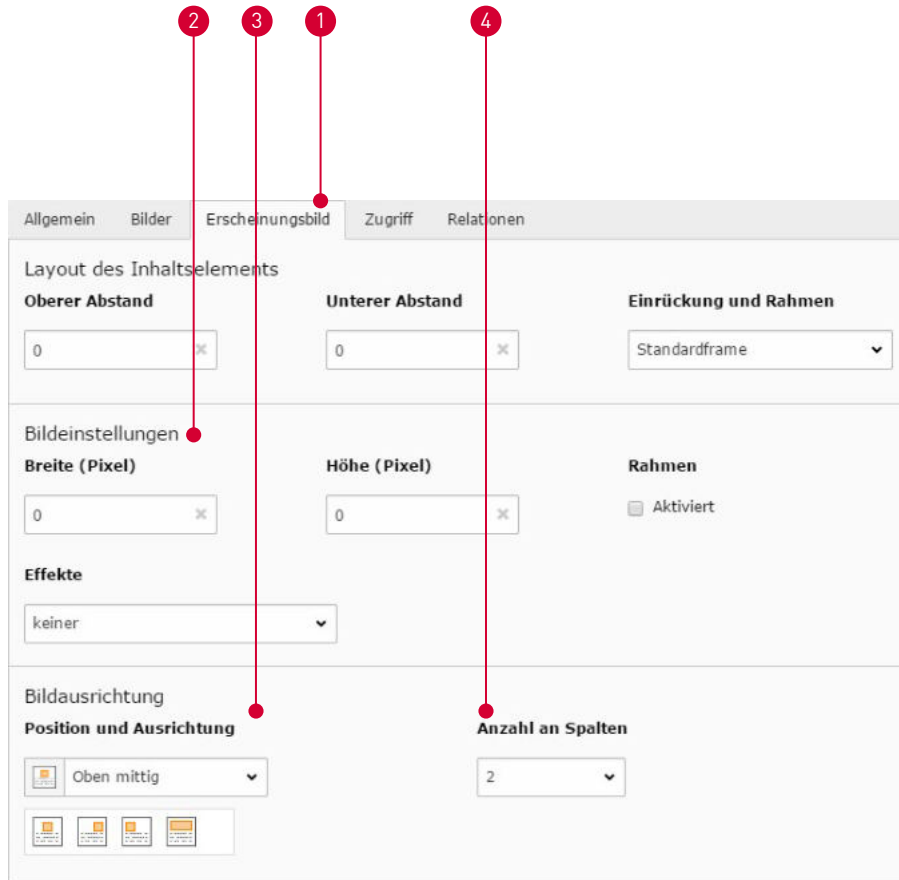
Page content types > Text

The  'Text' page content type allows the editor to create, insert or edit content in text form.




- 1 Under the **General** tab, the heading of the content element is entered, if desired. The rank of the heading can also be specified. Below this is the **RTE** or **Rich Text Editor**. Here the page content can be formulated or inserted. If necessary, the page content type can also be subsequently adjusted in this tab.
- 2 Under the tab **Appearance** you will find the possibility to define spacing as well as separator lines.
- 3 Under the **Access** tab, editors have the option to limit the visibility of the content item by time.
- 4 First, the desired text must be marked in Microsoft® Word, copied to the clipboard and then pasted into the RTE using the key combination CTRL+V. Then click on the  **Remove formatting** icon.

As an alternative to the **Remove formatting** function, the texts can also be copied into the Microsoft® Editor before being pasted into the RTE, which automatically removes all formatting.



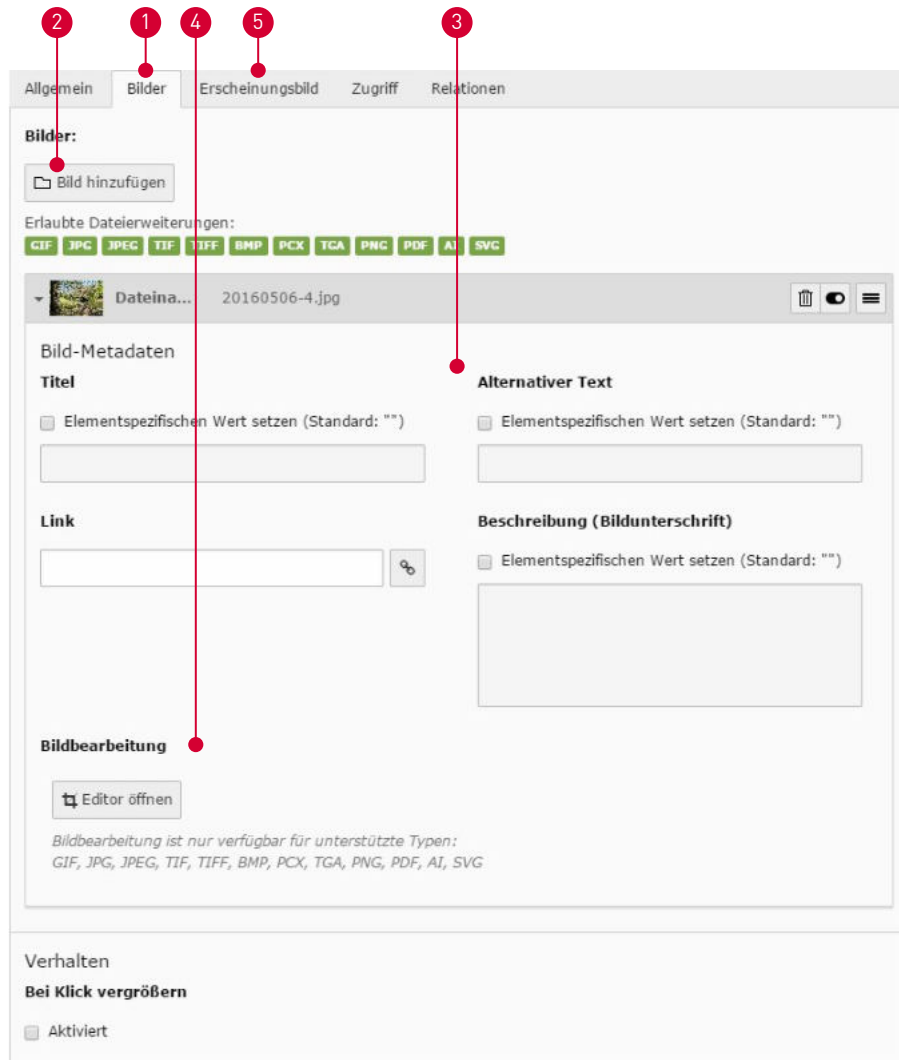
Content elements

Page content types > Images only

The  **Images only** page content type allows the editor to add content to the page in the form of visuals.


Under the tab **1 Appearance** there is now, in comparison to the other page content types, an additional section on the **Image Settings**. **2 Image Settings**, under which the size of the images as well as effects can be selected. For the size, only one value (either width or height) should be specified at a time, otherwise only the height value will be taken into account. The missing value is automatically calculated based on the aspect ratio. The arrangement of the image can be changed via the **3 Image alignment**.


Under **4 Number of columns** you can select how many images are displayed next to each other on the website.




Content elements

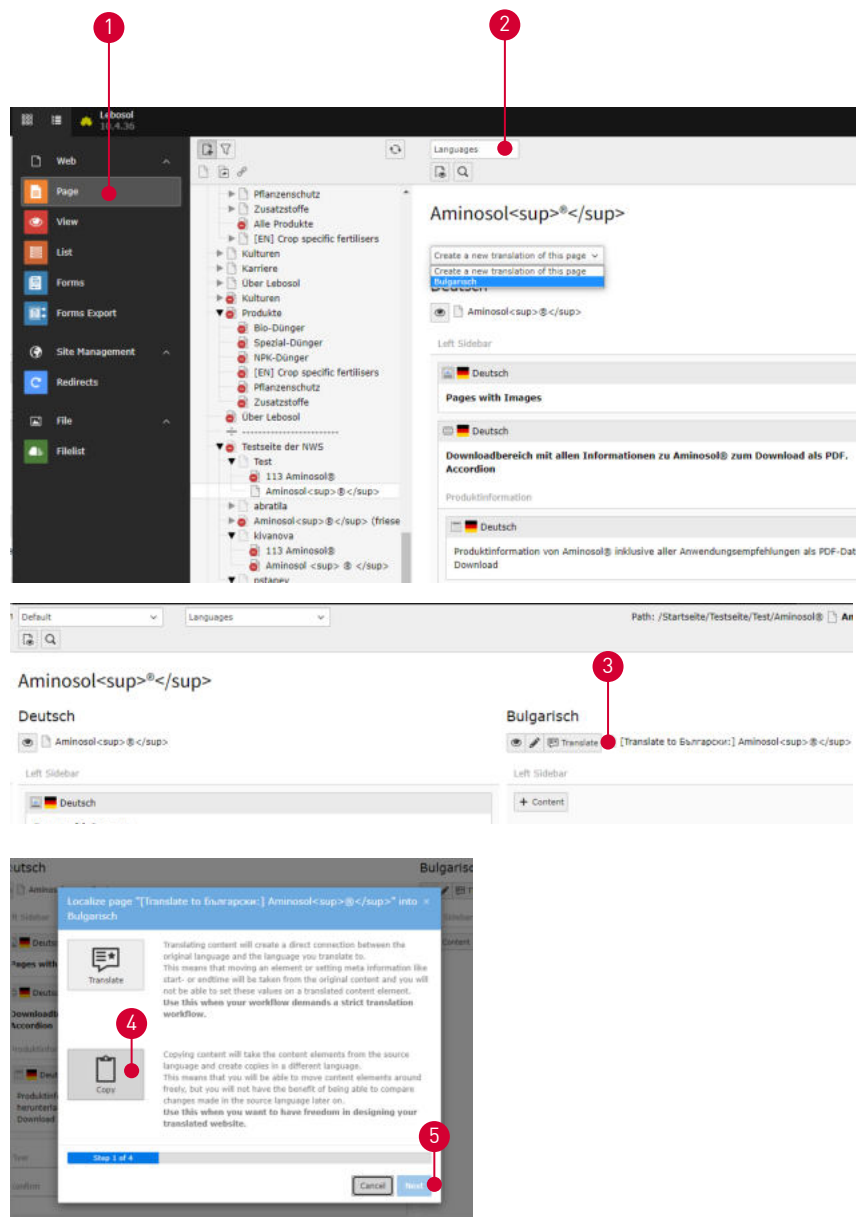
Page content types > Text & images

With the page content type , **'Text & Images'**, the editor can set content that is a combination of text and images.

The input mask is extended by the tab **1**, **'Images'**. Here it is possible to select image material from the 'File list' that was previously uploaded. The **2** , **'Add image'** button is used for this purpose. After the selection has been made, **3**, **'Image Metadata'** can optionally be specified. This includes title, any redirection via a link, an alternative text to be displayed if the image is not displayed to users under certain circumstances, and the image description. If these have already been specified in the file list, you can overwrite the information here.

With the **4**, **'Image editing'** the image can be trimmed as desired. This editing applies only to the corresponding position where it is performed. The original file in the file list remains unaffected.

The **5**, **'Appearance'** tab contains the same configuration options as for the , **'Images only'** page content type. In addition, the alignment of the images to the text can be set here.



Adding translations

With the module **1** **‘page’** selected click on the page in the page tree you wish to translate. Make sure that the dropdown on top has **2** **‘languages’** selected. Click on the dropdown **‘create a new translation of this page’**. It’ll open the page properties of the translationpage. Translate the fields we’ve already seen on page 13 of this manual. When done, save and close the page properties.

Afterwards you’ll find the original language and the new created language in the normal pageview. Click on **3** **‘translate’** and choose **4** **‘copy’** to create the content elements for your translated page. Click **5** **‘next’** until you reach the Record summary in which you can choose which elements to copy to your version. Keep as is to create an exact copy that you can translate.



Contact

If you have any questions, please do not hesitate to contact our main office.

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