

Typo3 Tutorial

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The content of this document is related to TYPO3
a GNU/GPL CMS/Framework available from www.typo3.com

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Login

Let's start from the beginning. Make sure you have cookies enabled or it will not work. Enter your domain name into the address bar [1] of your Internet Browser to get to the Log In page like this

http://www.your domain name/typo3 or **www.your domain name/typo3** will also work. If you are using your domain name number, you will have to add / after the word typo3 to get to the Log In page. Here is an example **http://???.???.53.230/typo3 /**

Now you will see this screen:



In the Username box write your user name [2]

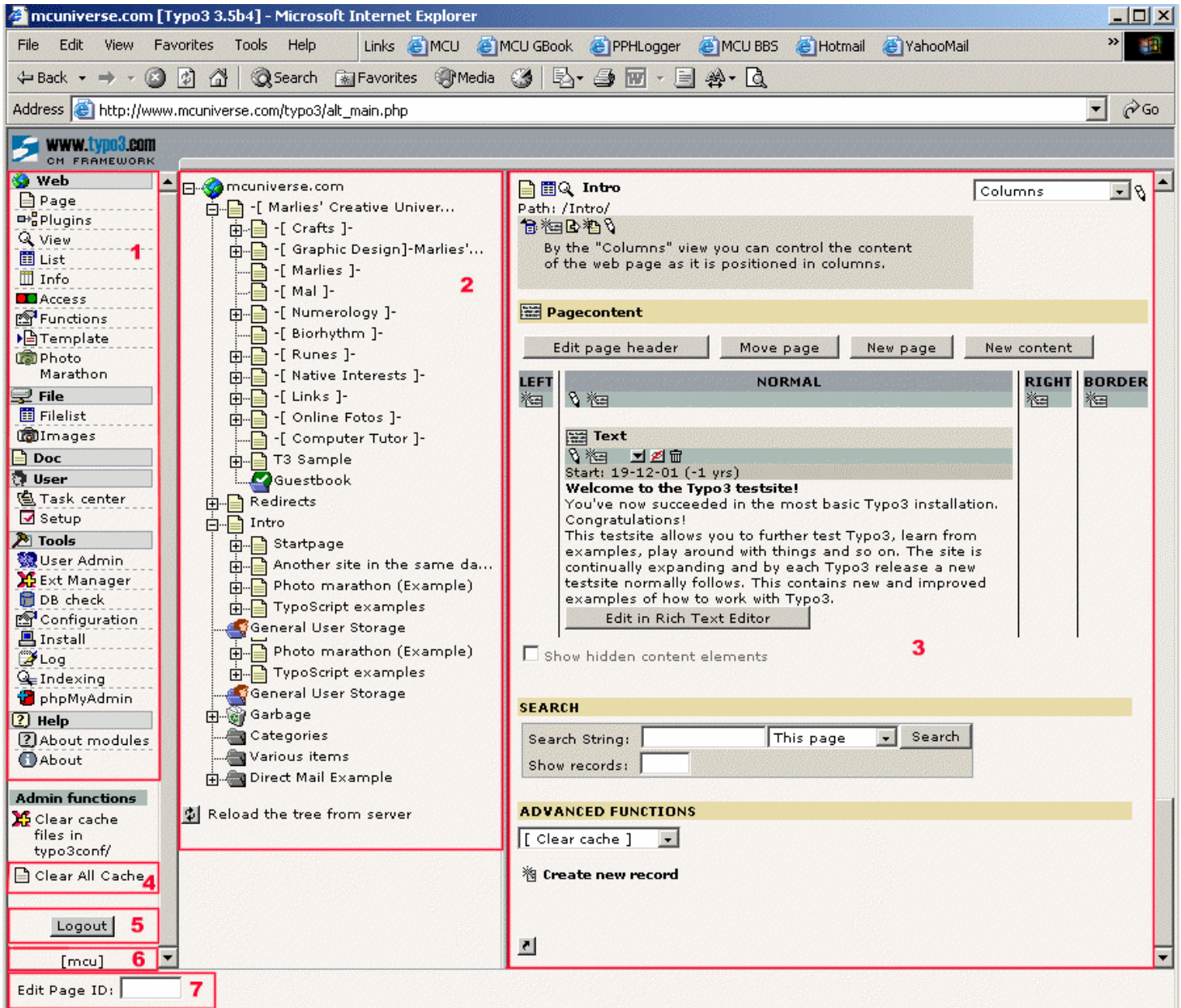
In Password box write your password [3]

and then press the [Log In] button or [Enter]


Overview

Typo3 Screen Shot

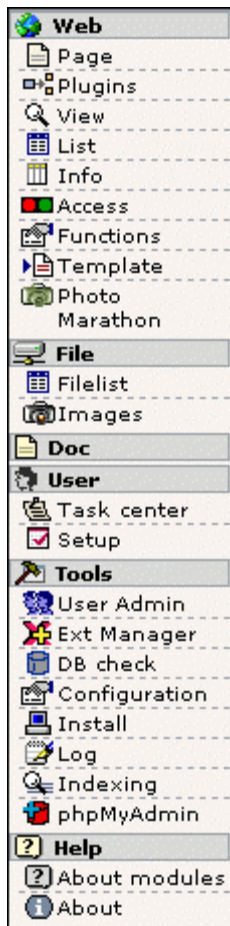
Your Typo3 work area should look something like this:



In the screen shot you can see that there are 3 columns on the page.

- [1] The left most column, underneath the globe icon and the word Web, is Typo 3 information.
- [2] The second column, starting with the globe icon and the web site's name, is your web site's navigation information.
- [3] The third column is the work area
- [4] Clears the cache so that the latest version is displayed in the browser. Use before 'Save document and view page'  is pressed when editing a page or page content.
- [5] Use the logout button to close Typo3. Typo3 will remember your last work area and come back to it on the next log on.
- [6] That is you, the user who is working right now in the workspace.
- [7] Find your page by its ID number. If you are working with a lot of files this is much faster than scrolling and trying to find the file.

Typo3 Column (left most column)



This column helps you choose your work area. You will be mostly using the 'Page' option underneath the Web Title and the 'Task center' option under the 'User' Title.

In the Task center you can leave yourself or others notes and important information about your web pages.

Clicking on the word next to the icon opens up that information in the column 2 which is to the right of this current column and your website navigation column.

Task Center

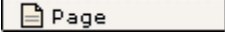

The task center is one section that comes in handy to leave yourself messages and reminders. You get there by clicking on the text ['Task center'] below **User** in the Typo3 column (1st column).

In the middle column you now have the 'Task overview' information.



The right hand column by default opens up the 'Quick Note' option. To save information here click the 'Update' button.


The screenshot displays the Typo3 Task Center interface. On the left is a navigation menu with categories: Web, File, Doc, User, Tools, Help, and Admin functions. The 'User' category is expanded, and 'Task center' is highlighted with a red box. The main content area is split into two columns. The left column, titled 'Task overview', contains sections for 'Quick Note' (with a date and reference info), 'Recent Pages' (listing several templates and pages), 'Tasks' (showing 0 To-Dos), 'Messages' (showing 0 messages), and 'Plugins' (listing various modules like General User Storage, Guestbook, Board, etc.). The right column, titled 'Quick Note', contains a text area with the same reference info as the 'Quick Note' section in the 'Task overview'. Below the text area is an 'Update' button and a help icon with a tooltip that reads: 'The Quick Note is your personal notepad in Typo3. Nobody else sees it and it's intended to be a place for you to drop short reminder notes which relates to your work in Typo3.'


Website Navigation Column (middle column)


Clicking on the word 'page'  (in the left column) rather than on the folder icon  will open up the Navigation Column to the right which is a file tree view of your website.

[1] This is the Root of your Website and always has ID=0. The next line down is usually the first page of your website or your index/default page.



[2] Clicking on the plus sign  expands the directory tree. Clicking on the minus sign  contracts the directory tree.

[3] The red X on the white file folder icon  indicates that this file is hidden and therefore not visible online.

[4] The plain yellow file folder icon  indicates a file that is visible online.

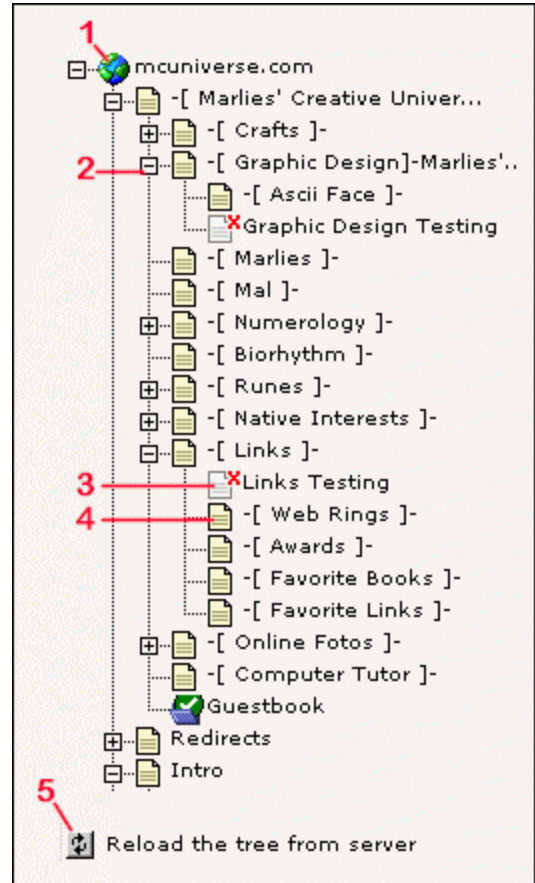
[5] Clicking this icon  refreshes the directory tree.

Note

Placing the mouse cursor over the yellow folder icon  turns the cursor into a hand  and below that a yellow rectangle with the folder or file's ID number and Alias if there is one (more on that later). As Typo3 is a database driven program, every folder and content section has a unique ID number assigned to it automatically. This makes it easier to keep track of



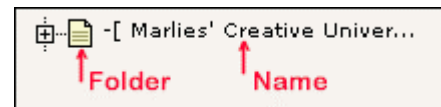
information and also telling the program to link to a specific ID number can link information.



Note

In the left column (the Typo3 Module) clicking on the name of a folder works the same way as in Windows Explorer, it opens the page.

In the second column (the website navigation column) clicking on the folder opens up a pop up menu with different options/choices (click here to jump to an explanation of the choices). Clicking on the folder name, the word next to the folder opens up that page to be edited in the work area to the right.



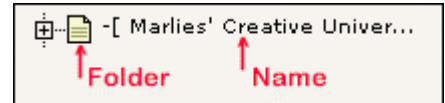
Work Area (third column)


The work area is where changes are made. The area will look different depending on your choices in getting here.

Click on the word 'Page' in the Typo3 column (left most column) under the heading Web



Then in the second column, the website navigation, click on the name of the file.


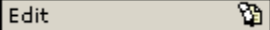


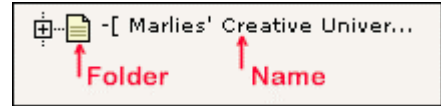
Clicking on the yellow file folder icon  next to the page name and selecting edit from the drop down menu will have the same result.

Now you will be in the work area. For a screen view go the next page (page 8).

Editing Existing Page Content

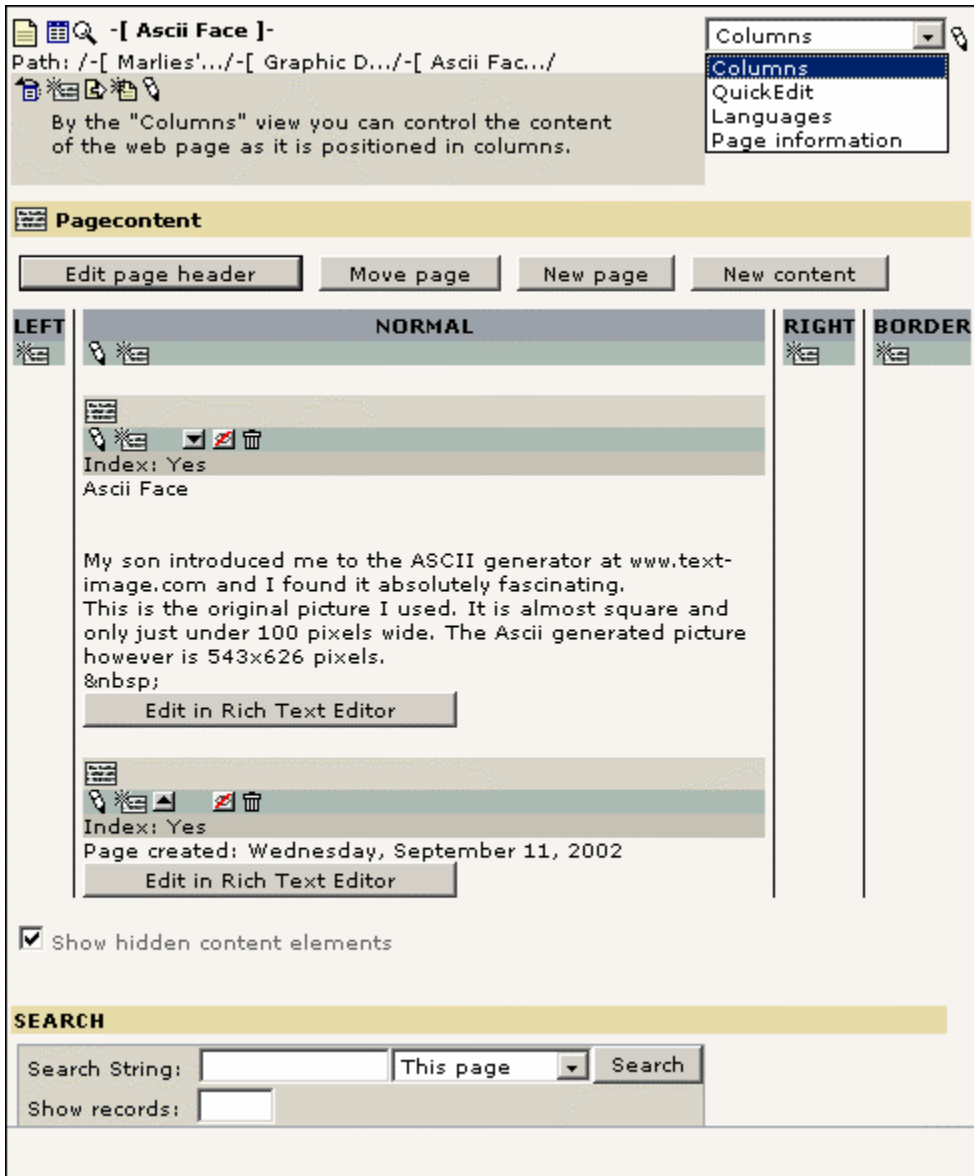
The Edit Work Area can be accessed

- by clicking on the yellow folder  in the Navigation Column (2nd column) and then edit  from the drop down menu
 - **or**
 - by clicking on the folder's name
 - **or**
 - by writing the ID number in the box at the bottom left side of the screen
- This is the fastest way to get to a page, especially if you can't quite remember where in the directory structure the page is.



Edit Page ID:

Your work area will now look something like this:



Pagecontent

Edit page header Move page New page New content

LEFT **NORMAL** **RIGHT** **BORDER**

Index: Yes
Ascii Face

My son introduced me to the ASCII generator at www.text-image.com and I found it absolutely fascinating. This is the original picture I used. It is almost square and only just under 100 pixels wide. The Ascii generated picture however is 543x626 pixels.

Edit in Rich Text Editor

Index: Yes
Page created: Wednesday, September 11, 2002

Edit in Rich Text Editor

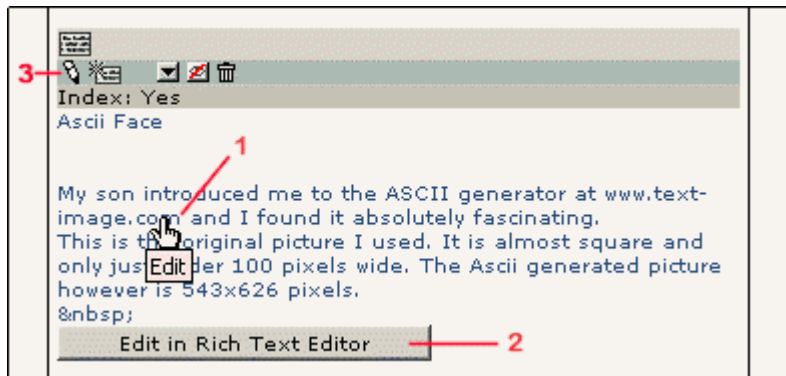
Show hidden content elements

SEARCH

Search String: This page Search

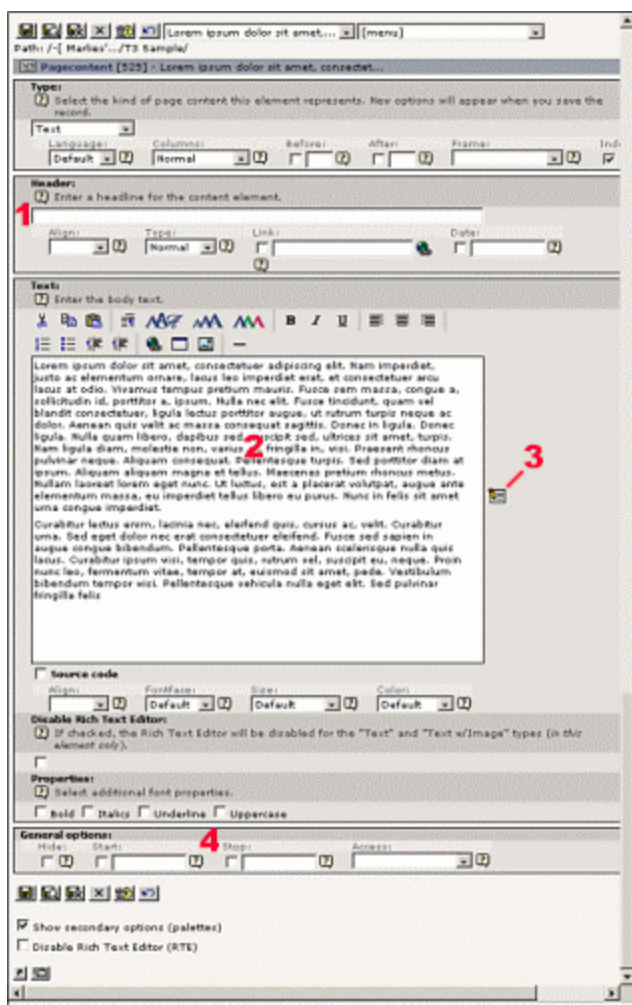
Show records:

You can access your content information to edit in 3 different ways:



- [1] Clicking on the text itself. Notice how the text color has changed from black to blue.
- [2] Clicking on 'Edit in Rich Text Editor'
- [3] Clicking on the pencil icon


Your screen will now look like the one below:



There are a lot more options here than just the text you want to edit. A full explanation is in the reference section of the tutorial about editing the page header (page 14).

- [1] The wording of the header of the page can be changed here.
- [2] The text of the page/content can be directly changed here.

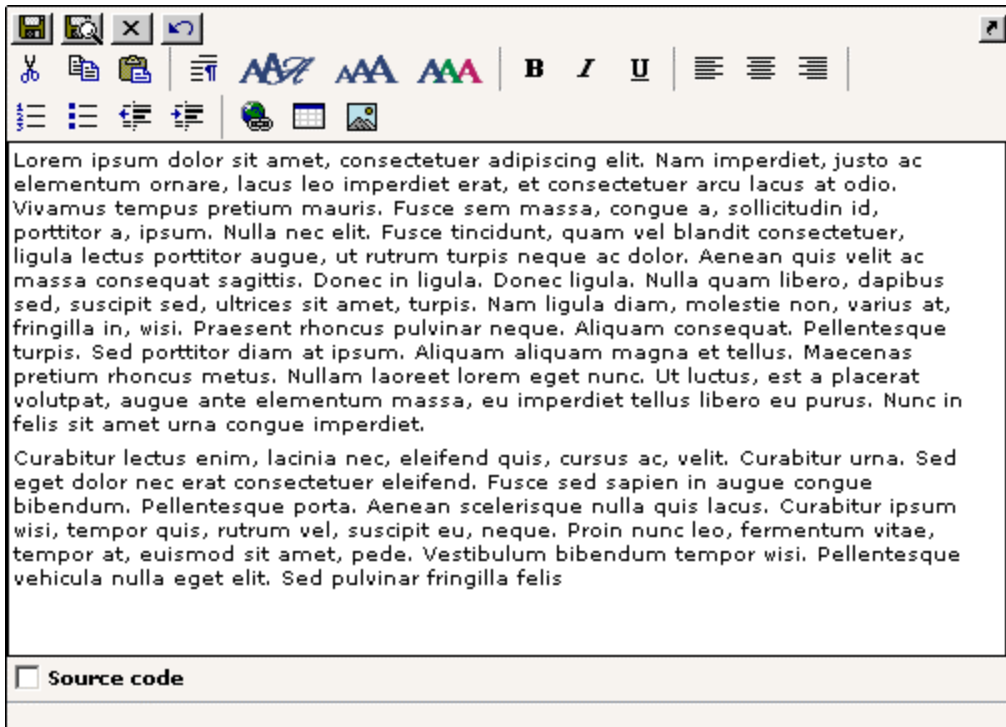
If you only want to see the text you are editing

- [3] Click here  for full screen Rich Text Editing.


Your screen will now look like the picture on the next page.



- [4] A description of the 'General options' heading is also explained in the 'Edit Page Header' page in the reference section of the tutorial, only in the page heading the options applies to the whole page, where here it only applies to the content section.

Rich Text Editor



You are now in the Rich Text Editor (for more information about its components go to the reference section page32). The Rich Text Editor functions just like a word processor.

Any mistakes can be easily undone by pressing ctrl-z or the undo button  at the top of the page.

Once you have made changes you can either click the save document button  at the top of the page or the save the document and view the page in the browser button  at the top of the page.

If you like the way the page looks you are done. If it is not quite to your liking, go back and make changes until you are satisfied with the resulting page.

If you don't know any HTML ignore the check box next to 'Source Code' **Source code** below the text. If you know HTML you can go there and edit the Source Code directly.

Note


Remember that after you have made changes to your pages to click on the 'Clear All Cache' option at the bottom left of your screen.

For details about the Rich Text Editor go to page 32.

Adding New Content to Page

Once you click on the [New Content] button on your edit page content screen (page8) in the work area you will see this:







New content element

 -[Links]-

1: SELECT TYPE OF CONTENT ELEMENT:

Please select which kind of page content you wish to create:





Typical page content

-  **Regular text element**
A regular text element with header and bodytext fields.
-  **Text with image below**
Regular text element with a field which can contain any number of images which are positioned below the text.
-  **Text with image to the right**
Like above but with the images placed to the right of the text with the text wrapping around the images.
-  **Images only**
Any number of images aligned in columns and rows with caption. Like the image options above but without text.
-  **Bullet list**
A single bullet list.
-  **Table**
A simple table with up to 8 columns.




For most new page content all you have to do is select 'Regular text element'.

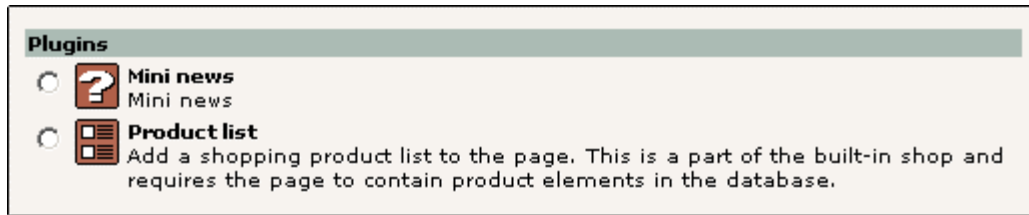
Below are screen shots of all the options that you will see on your screen.

Special elements

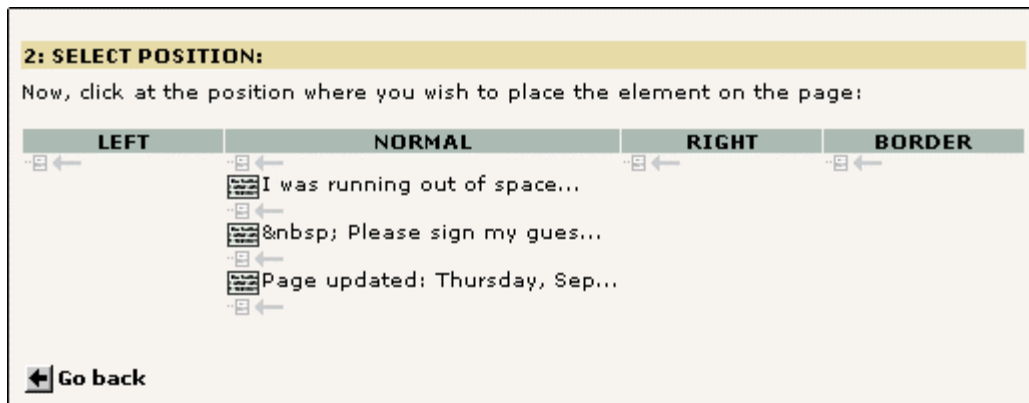
-  **Filelinks**
Makes a list of files for download.
-  **Multimedia**
Inserts a media element like a Flash animation, audio file or video clip.
-  **Sitemap**
Creates a sitemap of the website.
-  **Plain HTML**
With this element you can insert raw HTML code on the page.

Form elements


-  **Mail form**
A response mail form by which users of the website can submit responses.
-  **Search form**
Draws a search form and the searchresult if a search is performed.
-  **Login form**
Login/logout form for website users. This is used to password protect pages. You must create website users and groups for this to work.



At the bottom of the screen you see **2: SELECT POSITION:**



Here you can see the other page content sections and choose where you want to place the new page content. If you have been instructed by the web designer that you can use the 'Left', 'Right' or 'Border' position also rather than only the Normal position, here is the place where you make that choice.



All you have to do is click on the grey arrow next to the grey folder  and your new content will be placed there.

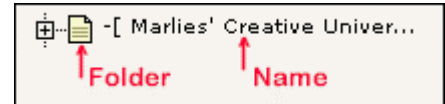
Now all you have to do is write your text in your newly created content section.

Adding a New Page

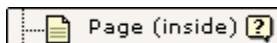
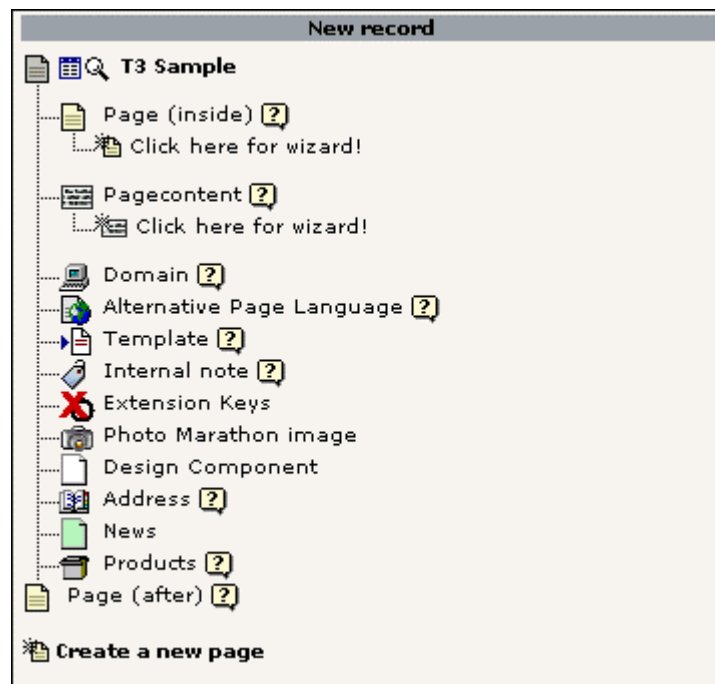
Adding a new page can be done in 2 ways.

1st Way of Adding a New Page

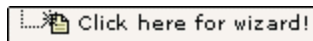
Click on the yellow file folder  in the Website Navigation Column
Then from the drop down menu select new  and
press enter.



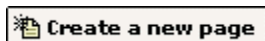
Now you will see this screen below in the 'work area' to the column right.



Clicking on 'Page inside' will bring up immediately the 'New record' page information.



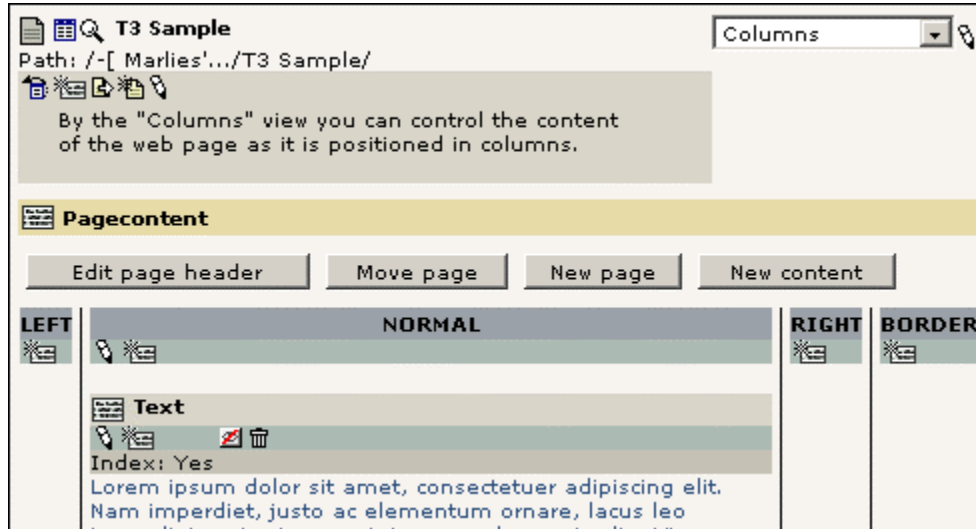
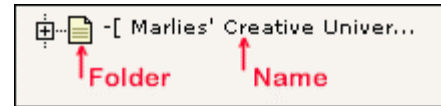
Clicking on 'Click here for wizard!' or



Clicking on 'Create a new page' will also bring up the 'New record' screen above.

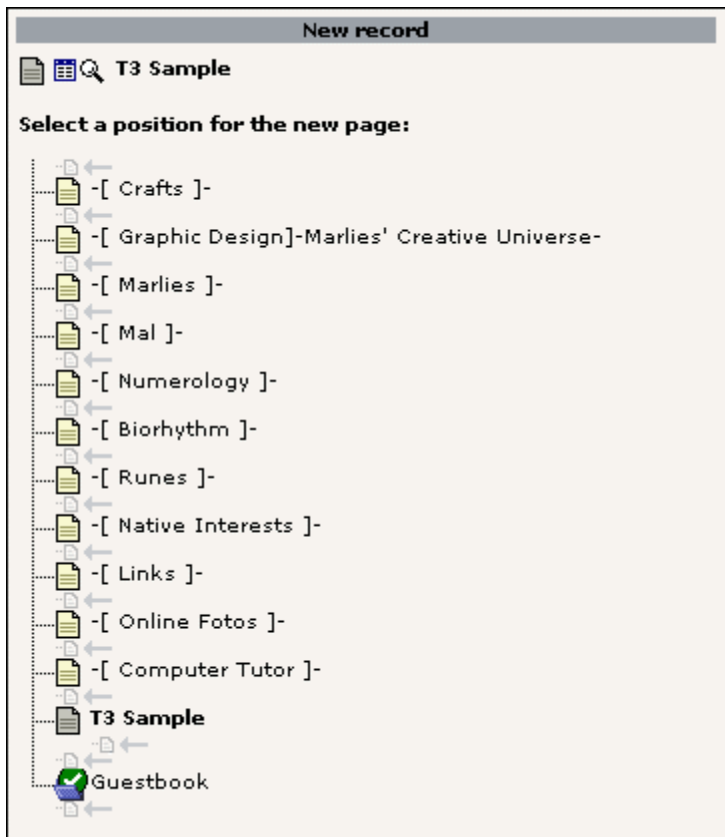
2nd Way of Adding a New Page

Click on the name of the file in the Navigation Column (second column) where you want to add the page and the screen below will open in the work area to the right:



Next click on the [New Page] button

and you will see the 'New record' screen.



Now all you have to do is to select where you want to add the page in the directory tree of your website. If you place it someplace by mistake you can always move it later with the move page option (it is available when selecting the edit option).

Once you have decided where to place your new page, click on the little grey file folder with the arrow pointing to it and your page will be inserted at this point.

Your screen will now look like the screen shot on the next page:

New Page Screen

Hide page:
 If this is checked, the page will be hidden on the website.

Type:
 Select the page type. This affects whether the page represents a visible webpage or is used for other purposes.
Standard

Layout: Normal Last updated: 'New' until: No search:

Page title:
 Enter the title of the page. This is normally shown in the website navigation.
Alias: Target: No cache: Cache expires: Default

Subtitle:
 Enter a subtitle if needed.



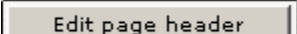
TSconfig:
 Page TypeScript configuration.
Shortcut mode:


General Record Storage page:
Page
Is root of website:

General options:
Start: Stop: Access: Include subpages:

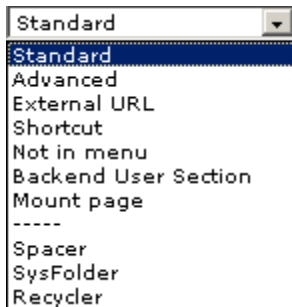
Show secondary options (palettes)
 Disable Rich Text Editor (RTE)

Edit Page Header

The new page screen is the same one you get by clicking on the 'Edit page header'  in the drop down menu when you click on the file folder  in the 'Navigation Column' or when you click on the [Edit Page Header] button on the Edit page screen. 

By default the new page will be a hidden page. This  at the top of the work area indicates the page is hidden.

PAGE TYPES



There are various types of pages you can create.

You select the option from the drop down menu.

The default option is standard.


Below is an explanation of the 'Standard Type Option'. For all the other choices I will only show what is different or added to the 'Standard Type Option'.

STANDARD TYPE OPTION

Following is an explanation of each section when standard type is selected.

Hide Page Page Title.....Tsconfig
General Options

Hide Page

[1] By default the page is hidden, removing the check mark from the box unhidden the page. This is important and very easy to forget. Once you save the page and it still shows up with the hide icon you will  know that you have forgotten to remove the check mark. To get back to the place where you can remove it, click on the file name or the folder and then edit. Then from the screen select edit page header.

[2] Next you have to select the Type for your page, by default 'Standard' will be selected. For an explanation of the different Types read the following pages.

Layout: Ignore this unless you have be instructed otherwise by the website designer.

[3] Last Updated:

If you have your pages setup to show when they were last updated put the date in here (D-M-Y).

[4] 'New' Until

If you have your pages setup to use this option place the date when the page will expire in here. (D-M-Y).

No Search:

Ignore this unless you have be instructed otherwise by the website designer.

Page Title

Pagetitle:
[?] Enter the title of the page. This is normally shown in the website navigation.

[!] 1

Alias: 2 [?] Target: [] [?] No cache: [] [?] Cache expires: Default [?]

Subtitle:
[?] Enter a subtitle if needed.

[1] This text box has an exclamation mark on a yellow background next to it [!] and that means that this field has to be filled in. The title of your web page is important as it will be used in the navigation of your site. Keep it short and to the point.

[2] Alias:

In Typo3 pages are identified by ID numbers. It is, however, hard to remember those numbers. So here comes the 'Alias' into play. An 'Alias' is a unique identification string for a page. You can use this string instead of the ID-number to refer to the page. (Example: If your links page is ID=245 you could use the Alias 'links'. A name is easier to remember than a number. Only use Alias' for pages that a frequently used.).

Ignore: Target, No cache, Cache expires and Subtitle.

Tsconfig

Ignore this section

General Options

General options:

Start: [] [?] Stop: [] [?] Access: [?] Include subpages: [] [?]

Start:

The 'Start' time determines the date from which the page or content will be visible online. Use this to 'publish' the page or content on a certain date. If 'Start' time is not set, the page will be online instantly (unless the page is hidden otherwise).

Stop:

The 'Stop' time is the date from which the page will not be online anymore.

Access:

If 'Access' is set to a user group name, only website users which are members of the selected user group will be able to view the page when they are logged in. The special option 'Hide at login' means the page will not be visible for website use

Include Subpages:

By default the Start, Stop, Access and Hidden options are effective only for the page on which they are set. If the option 'Include subpages' is checked for the page, then their effect is inherited by all subpages of the page.

ADVANCED TYPE OPTION

Advanced

Page Title

Page title:
 ? Enter the title of the page. This is normally shown in the website navigation.

!

Alias: ? Target: ? No cache: ? Cache expires: ?

Subtitle:
 ? Enter a subtitle if needed.

Navigation title:

The page title section has now an additional field called 'Navigation title'. Here the name for navigation purposes can be different that the page title above.

Abstract, Keywords, Description

Ignore this section

Files

Ignore this section.

EXTERNAL URL TYPE OPTION

External URL

Type:
http://
http://
ftp://
mailto:

URL:
Enter the URL to which this page is supposed to link.
Type:
http://


This option type has a drop down menu. This helps you link to a regular external webpage, an ftp page or even an email address.

For example: you enter the web address without the http:// in the box. If you selected the blank area of the drop down menu you will have to write the full web address with the http:// in the box for it to work.

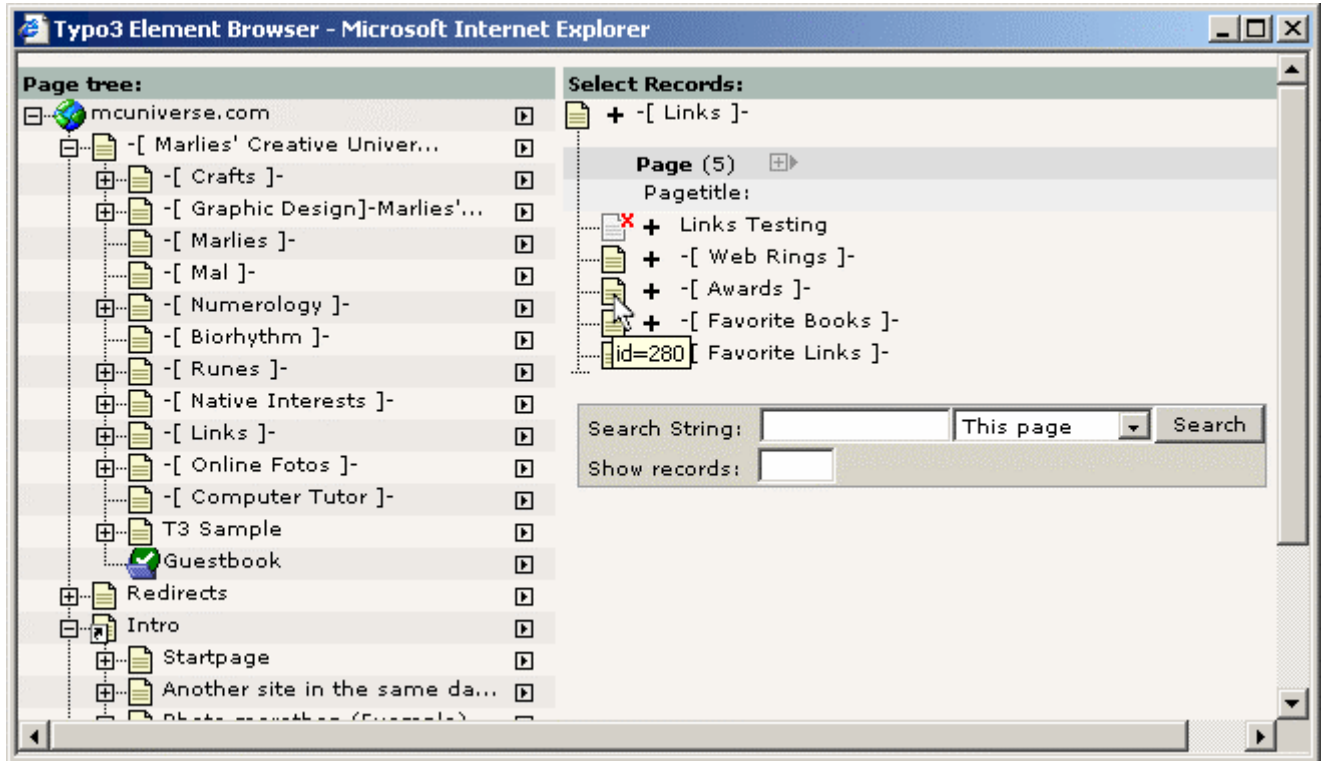
SHORTCUT TYPE OPTION


Shortcut

Shortcut to page:
Insert a reference to the page to which this page is supposed to be a shortcut.
Page
Shortcut mode:



This inserts a reference to the page to which this page is a shortcut to. To add a shortcut to a page click on the 'Browse for records' button  and you will get this pop up screen

Creating a Shortcut to a Page



Now from the 'Page tree' select the page you want to make a shortcut to. If the page is not visible click on the plus sign  to expand the page tree and select the page.

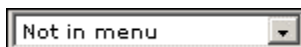
Creating a Shortcut to Page Content

If you want to create a shortcut to only a content section of a page, click on the small right arrow  after the name of the file and then move your mouse over the folders  the ID number of the section will also pop up. Click on the folder and you will have a shortcut/link to that section.

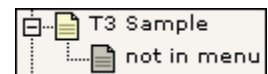
Note

This type of page is useful when you have information that is duplicated on another page, but you want to make it accessible from either page. So one page has all the information and this page only has a page title and a shortcut/internal link to that page.

NOT IN MENU TYPE OPTION



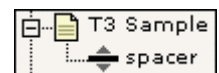
You will see nothing different on your work area. Once you save your file, however, it will show up like this in your Website Navigation Column (2nd column). This options is useful when you are experimenting with a page and don't want it to show up in the navigation menu of your site.




SPACER TYPE OPTIONS

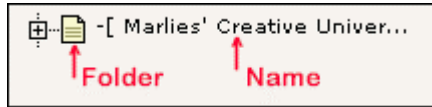




This option serves no other purpose than to add a line/empty space into the navigation menu when it is vertical. Once you save your file, however, it will show up like this in your Website Navigation Column (2nd column). Do not use this options unless you have been instructed to use it by the web designer.





Move a Page

If you placed a page by mistake in the wrong spot or changed your mind as to where you want it placed in the hierarchy of the folder tree you can always change it by going into the edit mode or select move page from the drop down menu (for instructions go to page in the reference section) when you click on the file folder  in the 'Navigation Column'.

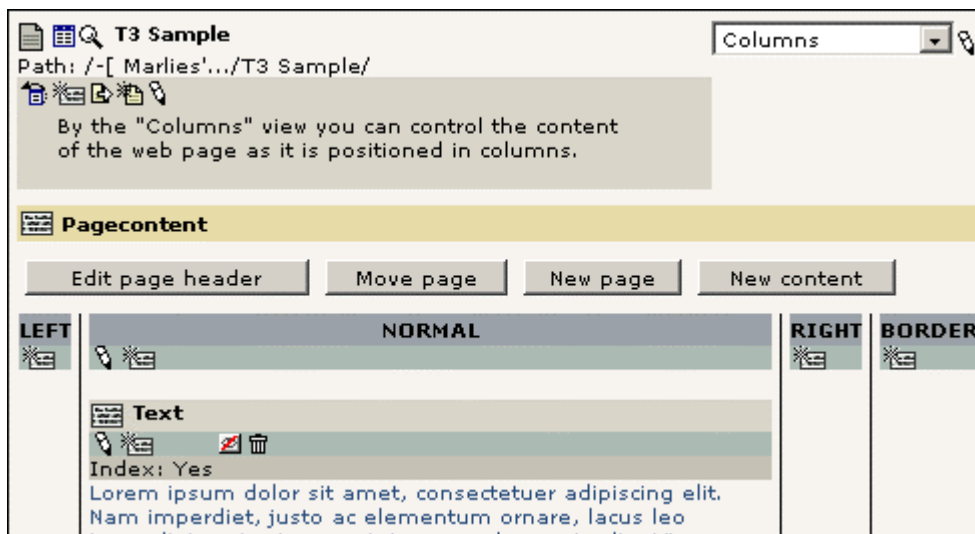


- Click on the folder  next to the file name in the navigation column and from the drop down menu select 'Edit' 

- Or click 'More options...'  and then 'Move Page' 

- Or click on the file name

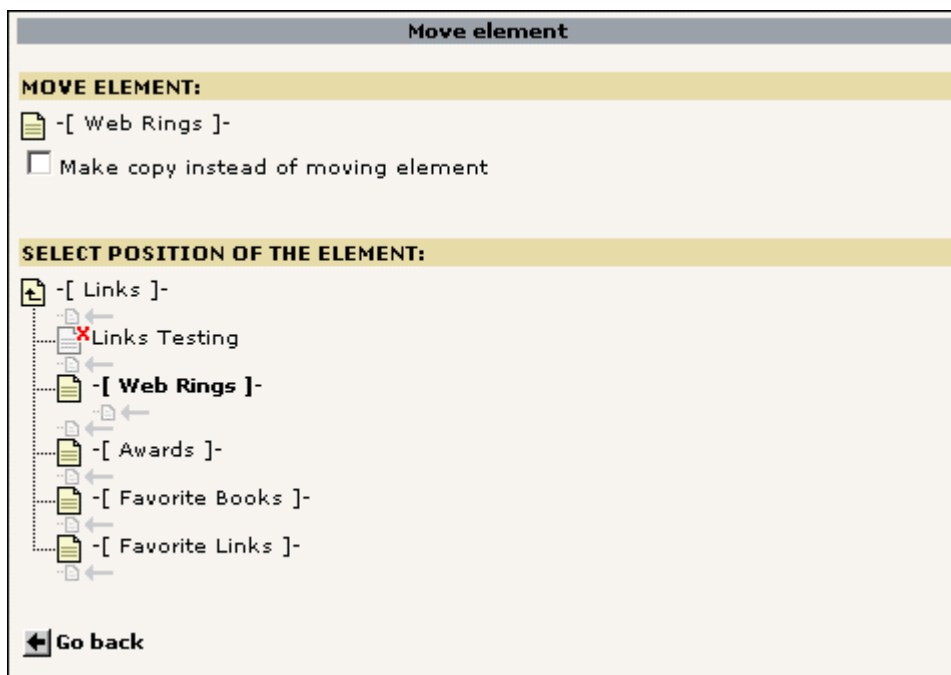
This is how your work area will now look:





Now select the 'move page' tab



and you will get the screen on the next page:



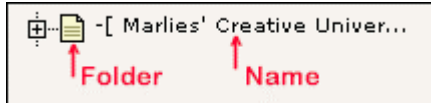
The page you want to move will be bold. If you want to move the file outside of the current folder click on this icon  to go up to the next level.

Once you have found the new place for your page click on this  and your page will be moved.

Copy a Page

Why would you want to copy a page? Well, if you have a page with information and need to make a new page with the same layout but different information by copying the page you keep the formatting and just change the content/information of the page.

Before you do anything, decide where you want to place the copy of your page. If you do this now you will not have to move it later.



To copy a page you click on the yellow folder icon next to the name of the folder in the Navigation Column (middle column).

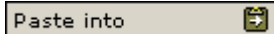
From the drop down menu you select copy.



Your file is now in memory on the clip board invisible.

You have now 2 new options to the drop down menu:

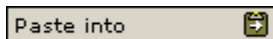
'Paste into'



and 'Paste after'



Paste Into

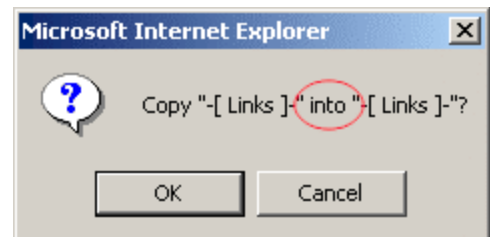


'Paste Into' opens the pop up menu below that asks if you want to copy the selected file into that particular folder.

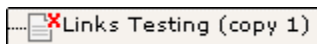
To do that, place your cursor on the file icon of the folder into which you want to copy the file.

Press the left mouse key and from the pop up menu select paste into and the file will be copied into the selected file folder with the original name plus (copy 1) after it.

If you copy the file more than once each copy will be consecutively numbered. The file name can be changed later.

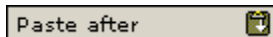


Screen shot of 'Paste into' pop up menu →



This is how the copied file will now look in the directory tree. The file will be marked with a red X which indicates that the file is hidden (not activated to be shown in the menu). It is the same for Paste into or Paste after.

Paste After



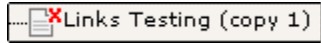
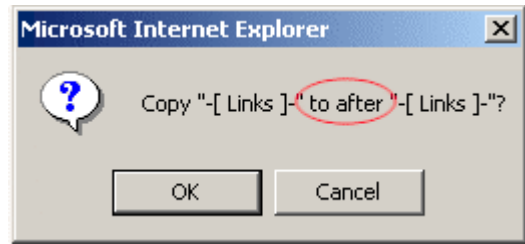
'Paste after' opens a pop up menu that asks if you want to copy the selected file after a particular file.

To do that you place your cursor on the file icon after which you want to insert the copy.

Press the left mouse key and from the pop up menu select paste after and the file will be copied below that file with the original name plus (copy 1) after it.

If you copy the file more than once each copy will be consecutively numbered. The file name can be changed later.

Screen shot of 'Paste after' pop up menu →




This is how the copied file will now look in the directory tree. The file

will be marked with a red X which indicates that the file is hidden (not activated to be shown in the menu). It is the same for 'Paste after' or 'Paste into'.


Any copy you make is automatically a hidden file indicated by the red x over the file folder icon

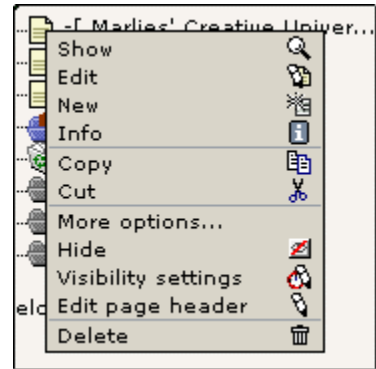


This is also indicated by  this at the top of the screen in 'Edit Page Header'. Now you can edit the file by following the instruction in 'Edit Page' and Edit Page Header'.

Basic Reference Information

Drop Down Menu Options

Clicking on the yellow folder  opens up this drop down menu.
Here is a list of all the drop down menu options. Below that are the explanations of the options in the drop down menu:



Show 



Show displays the page in the Internet Browser.

Edit 



Edit opens up the page's content information in the work area to the right.
Clicking on the folder name will do the same thing.

New 



New opens up all the options for new page content in the work area to the right.

Info 



Info opens the page to the right and a popup window with all the page info at a glance.

Copy 




Copies that file into memory, but leaves the original file in place.
No visible reminder that something was done.

However, clicking on the file folder again shows that 2 new options have been added to the menu: Paste into and Paste after.

Cut 




Cut copies that file into memory. The removal does not show up immediately.
There is no visible reminder that something was done.
However, clicking on the file folder again shows that 2 new options have been added to the menu: Paste into and Paste after.

Paste into 



Paste Into opens a pop up menu that asks if you want to copy the selected file into that particular folder and then copies the file into the selected file folder with the original name plus (copy 1) after it. The file name can be changed later.

Paste after 



Paste after opens a pop up menu that asks if you want to copy the selected file after a particular file and then copies the file below that file with the original name plus (copy 1) after it. If you copy the file more than once each copy will be consecutively numbered. The file name can be changed later.

More options...

Clicking on 'More options' opens another drop down menu with the following options: Import/Export to .t3d, Move Page, 'Create New' Wizard, History/Undo, Access and Web>List Mode.

'Create New' wizard



'Create New' Wizard opens in the work area to the right with choices of where to place the new page.

Move page



Move Page (available under the more options ... tab) opens up a directory tree in the work area with grey arrows pointing to new possible positions for the page. This option is available under more options ...

History/Undo



Just mentioned here because it shows up. Do not touch.

Access



Access (available under the more options ... tab) opens up in the work area information about who has access/permission to make changes to the page/s.


Web>List module



The Web>List Module gives an overview of the content of the current folder


Hide



Hide places a red X  next to the file in the directory tree and hides the file so that it does not show up in the menu.

Unhide



Unhide removes the red X next to the file in the directory tree and make the file visible again in the menu .

Edit page header



Edit page header opens a long page in the work area (the column to the right) with various options for information of the page. The same information is also accessible by clicking on the file name and then on Edit page header.

Delete



Delete opens a pop up menu that asks if you want to delete the file.

Show - Edit - New - Info


Show

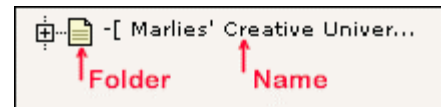


Show displays the page in the Internet Browser.

Edit



The Edit Work Area can be accessed by clicking on the yellow folder  and then edit from the drop down menu or by clicking on the folder's name.



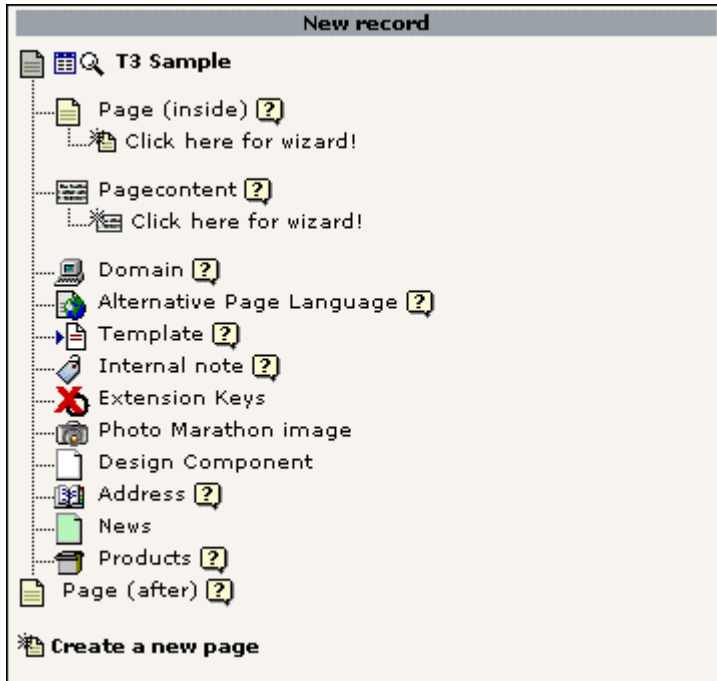
This is a screen shot of the Edit Page. For detailed instructions go to the 'Edit Page' information on page ?.

A screenshot of the 'Edit Page' interface. At the top, there's a title bar with a search icon and the text '- [Ascii Face] -'. Below it, the path is shown: 'Path: /-[Marlies'...' /-[Graphic D...' /-[Ascii Fac.../'. A 'Columns' dropdown menu is open, showing options: 'Columns', 'QuickEdit', 'Languages', and 'Page information'. Below the path is a yellow bar with the text 'By the "Columns" view you can control the content of the web page as it is positioned in columns.' The main area is titled 'Pagecontent' and contains several buttons: 'Edit page header', 'Move page', 'New page', and 'New content'. Below these are four columns: 'LEFT', 'NORMAL', 'RIGHT', and 'BORDER'. The 'NORMAL' column contains two content blocks. The first block has an 'Index: Yes' checkbox and the text 'Ascii Face'. The second block has an 'Index: Yes' checkbox and the text 'Page created: Wednesday, September 11, 2002'. Both blocks have an 'Edit in Rich Text Editor' button. At the bottom, there's a 'SEARCH' section with a search string input, a dropdown menu set to 'This page', and a 'Search' button. Below the search section is a 'Show records:' input field.

New



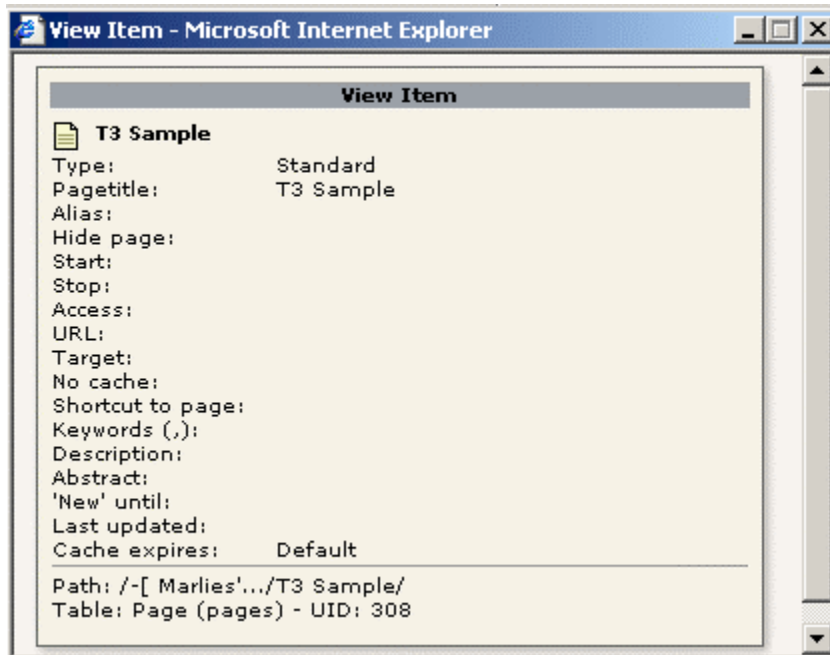
New opens up all the available options for new page content in the work area to the right. Here is a screen shot of it:



Info



Clicking on 'Info' opens the page in the work area to the right and a popup window that gives page information at a glance like this:



Copy - Cut - Paste Into - Paste After

Copy



This copies the file into memory, but leaves the original file in place.

No visible reminder that something was done.

However, clicking on the file folder again shows that now 2 new options have been added to the menu: Paste into and Paste after.

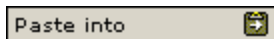
Cut



This cuts the file and copies it into memory. The removal does not show up immediately. There is no visible reminder that something was done.

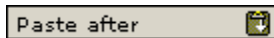
However, clicking on the file folder again shows now that 2 new options have been added to the menu: Paste into and Paste after.

Paste Into



See detailed instructions on how to use this on page 20.

Paste After

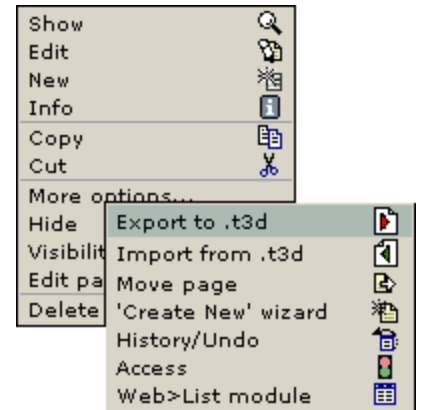


See detailed instructions on how to use this on page 21.

More Options

More options...

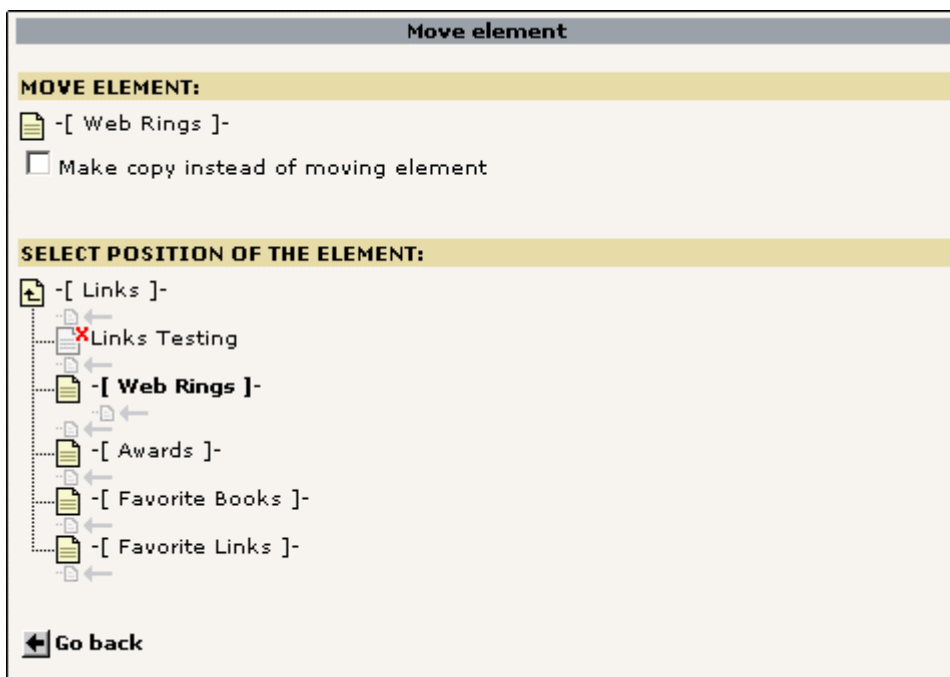
Clicking on 'More options' opens another drop down menu with the following options: Import/Export to .t3d, Move Page, 'Create New' Wizard, History/Undo, Access and Web>List Mode.




Move Page


Move page

Move Page (available under the more options ... tab) opens up a directory tree in the work area with grey arrows pointing to new possible positions for the page. Screen shot of Move Page:

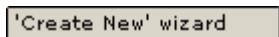



The page you want to move will be bold.

If you want to move the file outside of the current folder click on this icon  to go up to the next level.

Once you have found the new place for your page click on the little grey arrow pointing to a file  and your page will be moved there

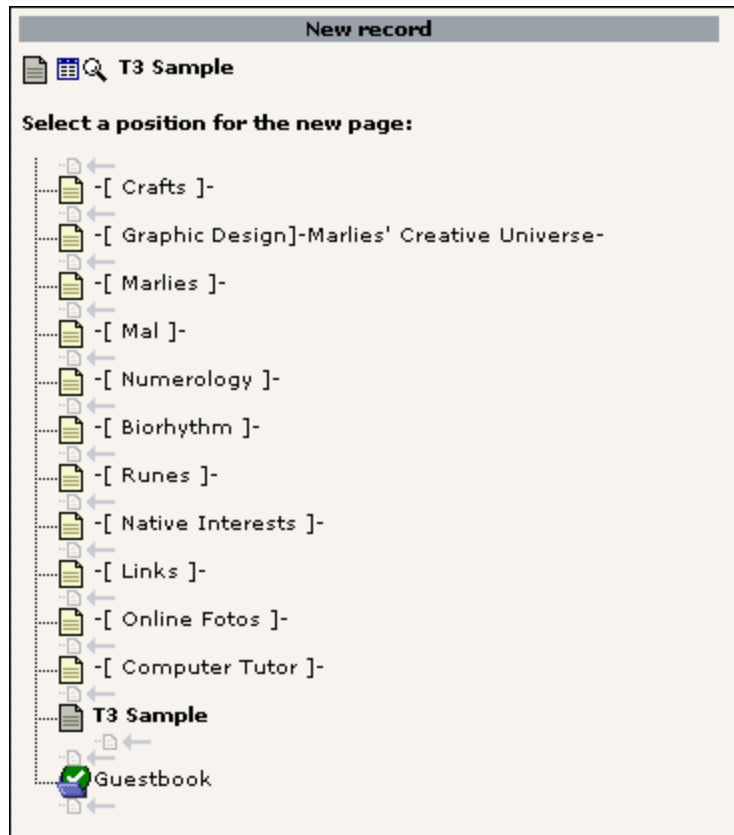
'Create New' Wizard

 Clicking on 'Create New' Wizard opens up the screen on the next page in the work area to the right.

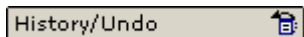
Chose where you want to put your new page by clicking on the grey arrow pointing to a file  and your page will be created there.

Note

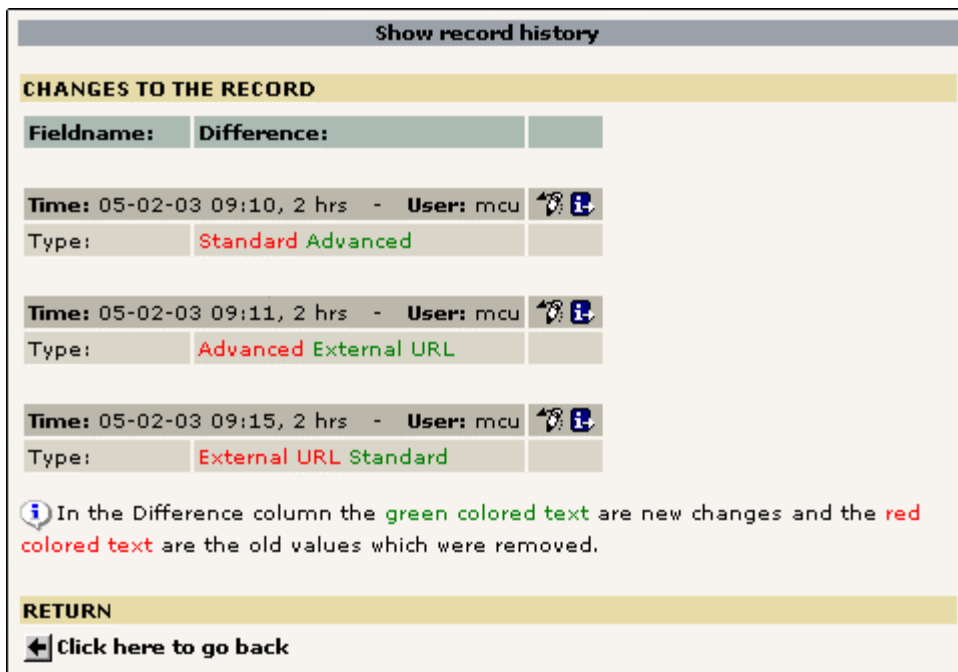
The page where you are currently at will be shown in bold



History/Undo



Clicking on 'History/Undo' opens up this screen to the right in the work area:



The screenshot shows a window titled "Show record history". It has a yellow header bar with the text "CHANGES TO THE RECORD". Below this is a table with two columns: "Fieldname:" and "Difference:". The table has three rows of data, each with a "Time:" and "User:" field. The first row shows "Time: 05-02-03 09:10, 2 hrs" and "User: mcu". The "Difference:" column shows "Standard" in red and "Advanced" in green. The second row shows "Time: 05-02-03 09:11, 2 hrs" and "User: mcu". The "Difference:" column shows "Advanced" in red and "External URL" in green. The third row shows "Time: 05-02-03 09:15, 2 hrs" and "User: mcu". The "Difference:" column shows "External URL" in red and "Standard" in green. Below the table is an information icon and a paragraph: "In the Difference column the green colored text are new changes and the red colored text are the old values which were removed." At the bottom, there is a yellow bar with the text "RETURN" and a button with a left arrow and the text "Click here to go back".

I don't recommend touching anything here. I am just giving the information to satisfy your curiosity.

Access



Clicking on 'Access' opens up this screen to the right in the work area:

Permissions: EDIT

T3 Sample User overview ▾

Path: /-[Marlies'.../T3 Sample/

OWNER:

▾

GROUP:

▾

PERMISSIONS:

	Show page	Edit content	Edit page	Delete page	New pages
Owner	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Group	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Everybody	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

▾

LEGEND:

Show page: Show/Copy page and content.
Edit content: Change/Add/Delete/Move content.
Edit page: Change/Move page, eg. change pagetitle etc.
Delete page: Delete page and content.
New pages: Create new pages under this page.

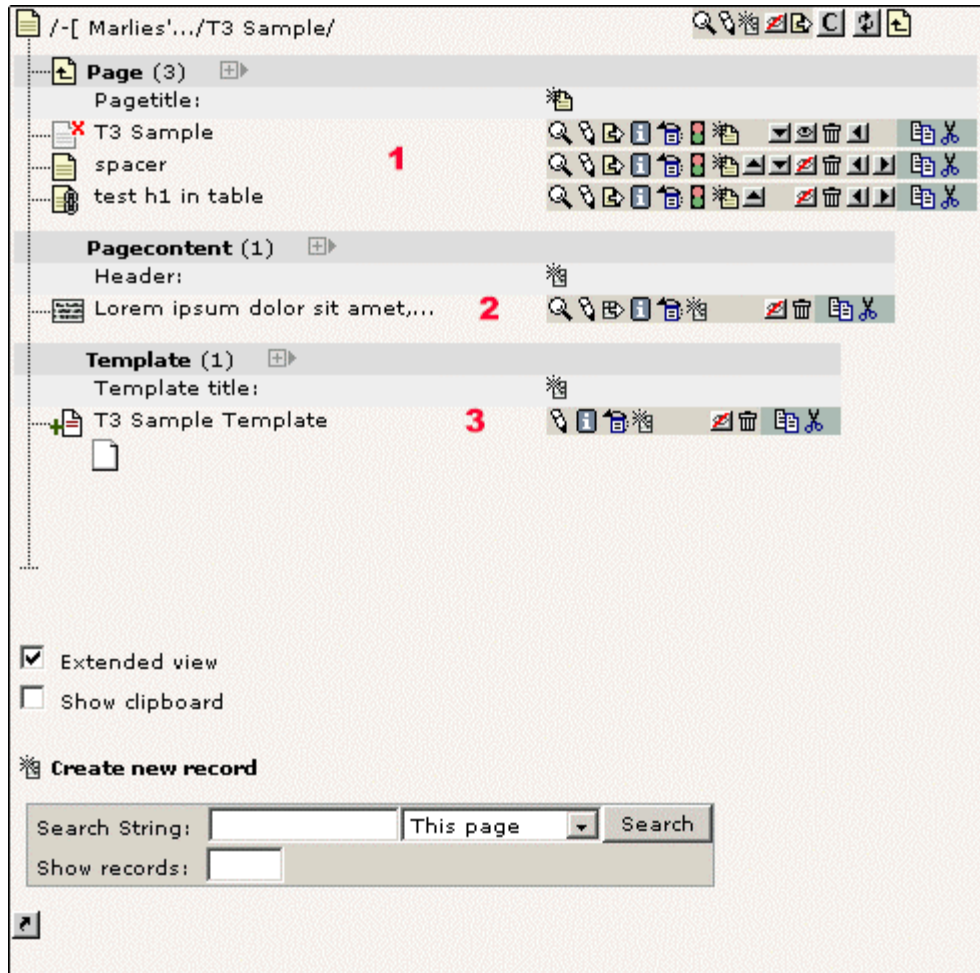
Definition: 'content' is records from all tables on a page - except from records from the table 'pages' (Pages).

This shows information about who has access/permission to make changes to the page/s. I don't recommend touching anything here. I am just giving the information to satisfy your curiosity.

Web>List Module



Clicking on 'Web>List Module' opens up this screen to the right in the work area:
This basically is an overview of the folder with your current webpage.



[1] Page

This shows all the other pages that are in that folder. In the current example there are 3 pages

[2] Pagecontent

This shows the page content sections of the current webpage. The sample page has only one content section.

[3] Template

This shows the Typo3 template that is associated with this file. This will only show up for the root file of that particular folder. For page editing purposes this is totally irrelevant.

Export & Import to .t3d

This information is totally irrelevant for editing purposes.

Hide - Unhide - Edit Page Header - Delete

Hide




Clicking on 'Hide' hides that file/page.

Your screen will refresh and you will see that a red X  has been placed next to the file in the directory tree.



Your file will now not show up in the menu if the template has been setup this way.

Hiding a page comes in handy when you are preparing a page in advance or want to keep a copy of a page ready as a template for the future.

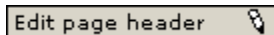
When you click on the yellow file folder  again you will now notice that there is a new option 'Unhide'.

Unhide



 Clicking 'Unhide' reverses what 'Hide' did and removes the red X next to the file in the directory tree and make the file visible again in the menu. Your screen will refresh and you will see that the red X is gone and your file folder will look like this again .

Edit Page Header



Selecting 'Edit page header' opens a long page in the work area (the column to the right) with various options for information of the page.



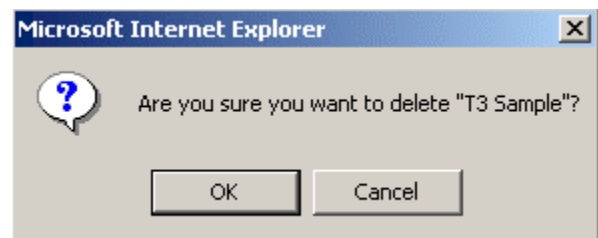
The same information is also accessible by clicking on the file name and then on the 'Edit page header' tab.

For detailed info about this screen go to page 12.

Delete

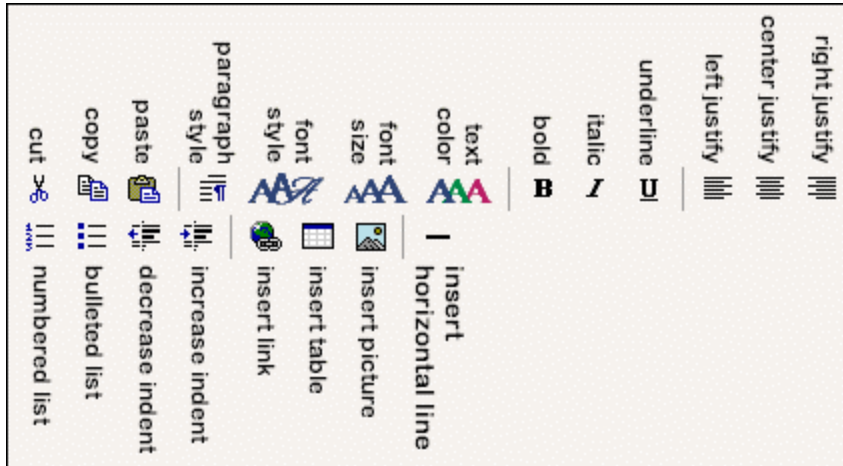


Delete opens a pop up menu like the one below that asks if you want to delete the file.



Rich Text Editor

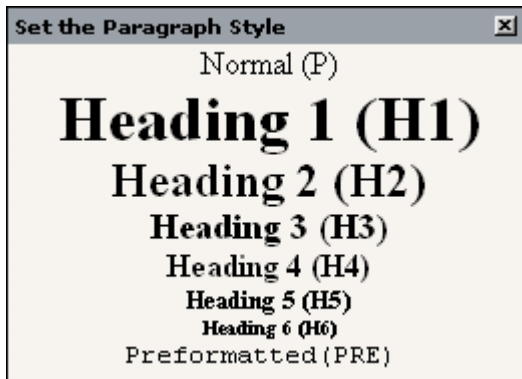
These are the options available in the Rich Text Editor.



I am only giving an explanation for icons that are important for web publishing. Basic word processing functions are self-explanatory.


Paragraph Style

Use this option to control the look of your text. Clicking on the icons opens up this drop down menu:



For normal text select the Normal (P) setting. The definition will already be set for your in the style sheet for your website.

Headings are used for titles with each number the size of the font is successively smaller. Again there will already be a definition in the style sheet and all you have to do is select the size you want.

To see how it is going to look on the web click on 'save document and view page icon'  at the top or bottom of the work area. If you don't like the way it looks, make changes.

Font Style & Font Size

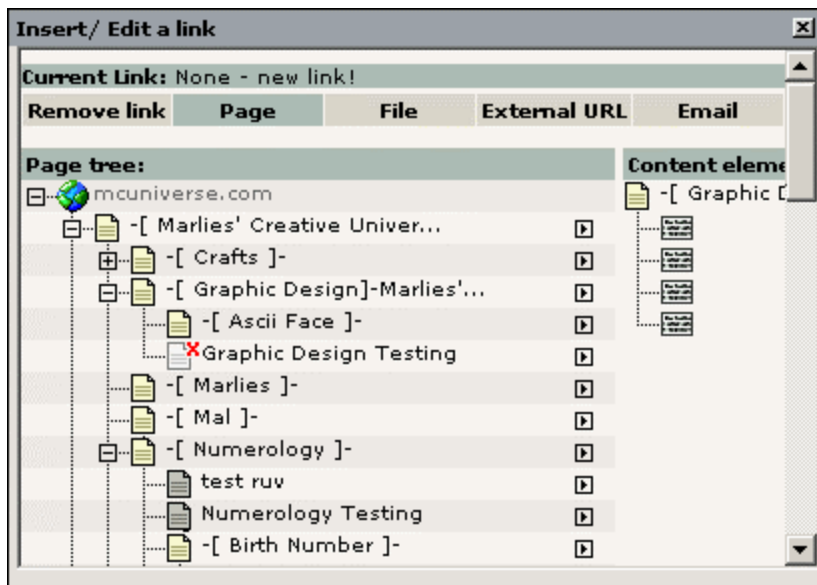
Font Styles and Font Sizes are already defined in the stylesheet for your website, so don't use this or it will totally change the look of your pages.

Color Text

Color Text lets you change the color of individual words or characters. Use this option very sparingly if at all as your text color is already defined in the stylesheet for your website.

Insert Link & Remove Link

Clicking on this icon either lets you add a hyperlink or remove a hyperlink. Click on the insert link icon and you will get the screen below.



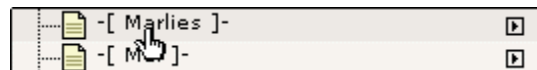
You will end up by default in Page option tab view (green background)


Page

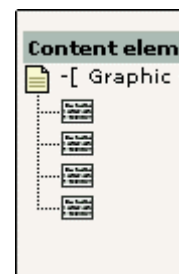
Page

This tab lets you link to a page or page's content on your website.

To create a link to a page: select that page by moving your cursor over the name and your link will be automatically added.



Linking to a page's content section comes in handy when you have a piece of information that appears on several web pages. You only have to create that content once and then link to it by clicking on the arrow  to the right of the file's name and then select the content from 'Content elements' and your link will be automatically added.

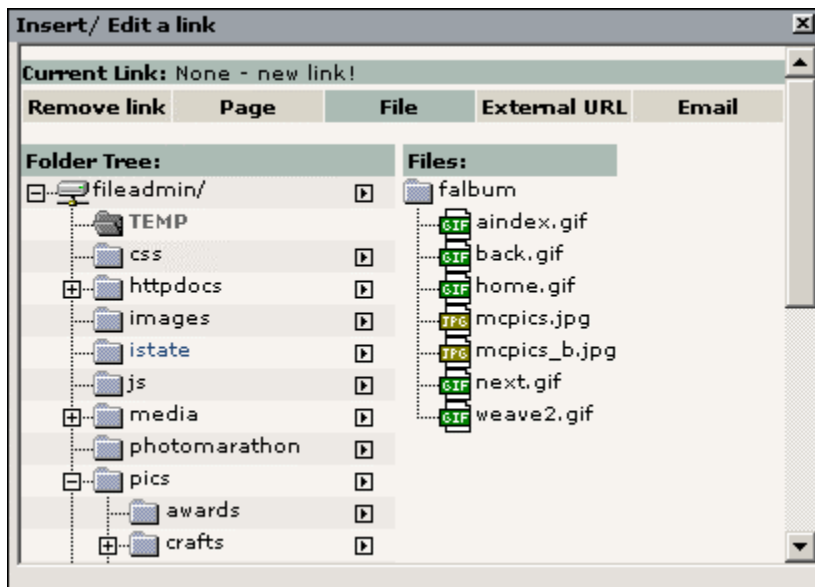


File

File

By selecting the 'File Tab' you can create a link to a file on your website. The file can be a picture or a document that you want to share.

This is how your screen will now look. I clicked on a name of a folder in the 'pic' folder and a second column opened with the title 'Files:' with all the names of the files in that folder.

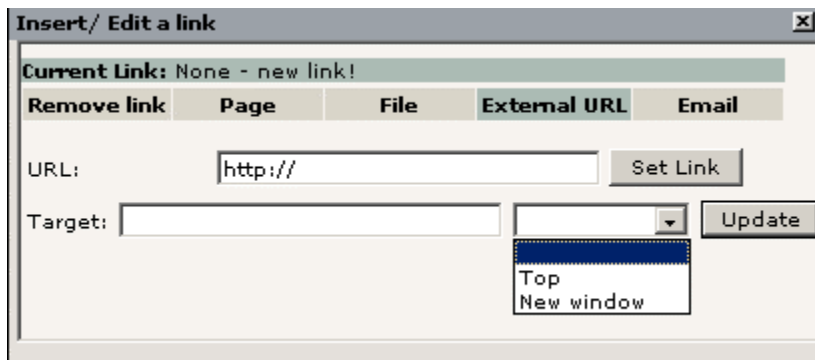


Clicking on the name of the file automatically creates the link to it.

External URL


External URL

By selecting the 'External URL Tab' you can insert a hyperlink to a page on the web. Just copy the URL from your browser's address bar and paste it into the box.



Target gives you a choice of opening the link in the current window or if you want it to open in a new window. By default links to pages outside the current website open in a new window.

Now press the [Set Link] button

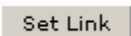
 to save the link.

Also when you are creating or editing your text by just writing the web address will create a hyperlink automatically.

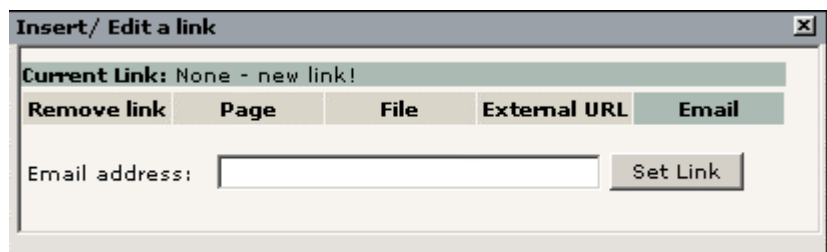
Email

Email

By Selecting the 'Email Tab' you can link to an email address

Write the address in the 'Email address:' box and press the  [Set Link] button.

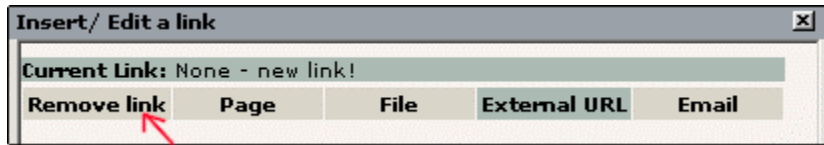
Also when you are editing your text by just writing the email address will create



a hyperlink automatically.

Remove Link

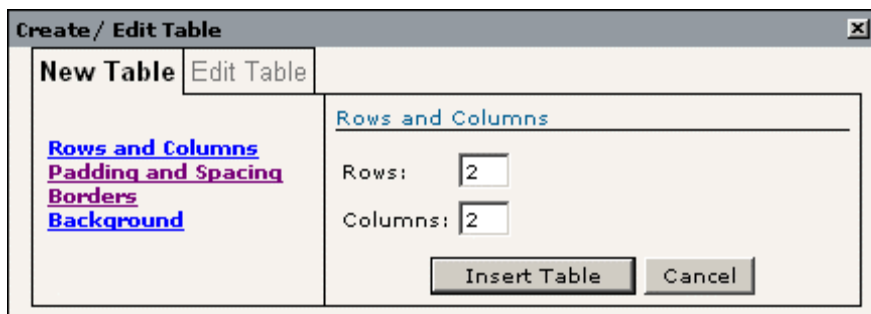
Remove link Clicking on the 'Remove link tab' will automatically remove any hyperlink from your document. The tab will not be colored green to show it is active, you just press it and will be back in the Rich Text Editor.



Insert Table

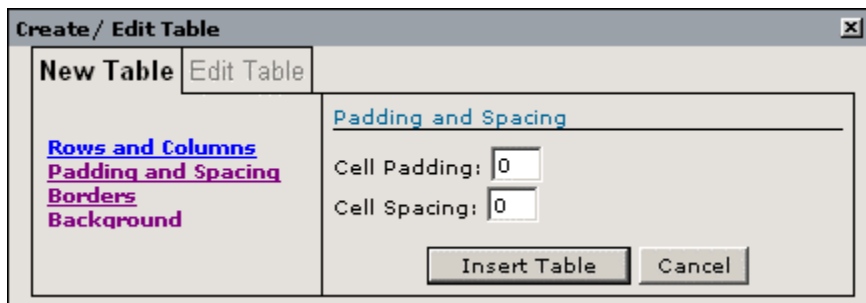
Clicking on the 'Insert Table' icon will open up this screen.

Rows and Columns



This option helps you define how your table is going to look. You decide how many row and columns it is going to have. By default it is set to 2 rows and 2 columns.

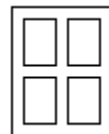
Padding and Spacing



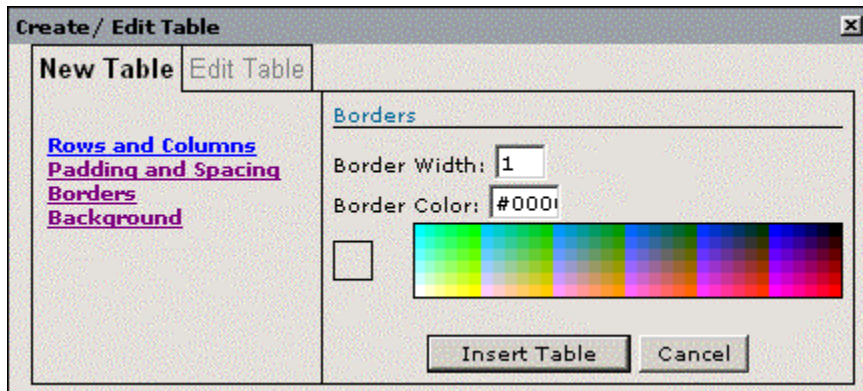
Padding defines how close to the cell edges the text/content of the cell comes. A good size setting is 5.

Spacing defines how close together the individual cells are in a table. If you use padding you don't really need to space your cells apart. The exception is when you are using a border to define individual cells and want them to show that they are spread apart a bit like this:

In the example to the right the spacing is set at 5 and a border of 1 is set in the border option.

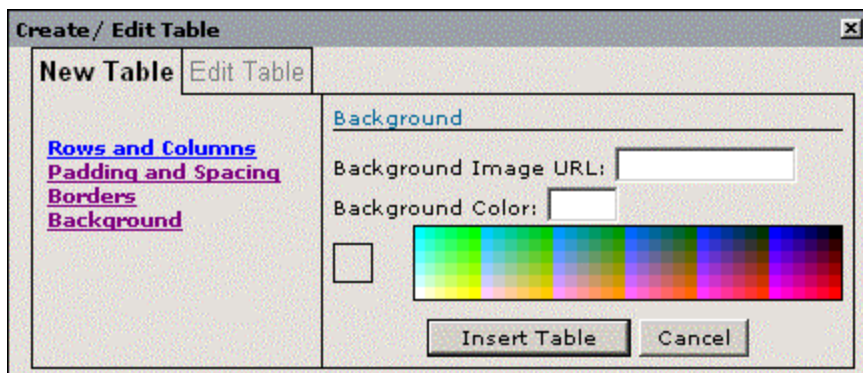


Borders



Borders defines if you see lines between individual cells. If you don't want any to show set the 'Border Width' box to 0. In the 'Border Color' box you can write the hexadecimal color value if you know it or move your cursor over the individual color squares to select your color this way.

Background

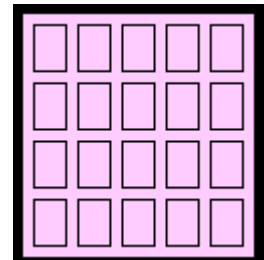


Background defines the color/pattern behind the text in the table. You can use a picture by writing the URL where the picture is in the 'Background Image URL' box or you can write the hexadecimal color value into the 'Background Color' box or move your cursor over the individual color squares to select your color this way.

Table Example

The table to the right was created with the following settings:

- Rows: 5
- Columns: 5
- Cell Padding: 5
- Cell Spacing: 5
- Border Width: 5
- Border Color: #000000 (black)
- Background Color: #FFCCFF (pink)



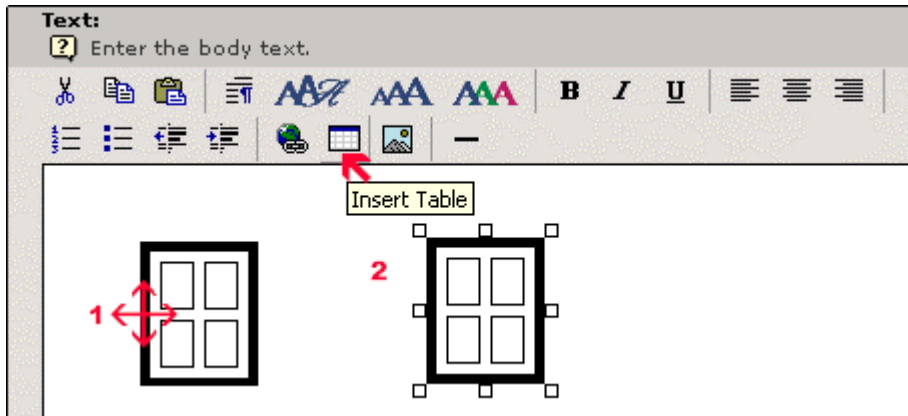
Edit Table

You will have noticed that when you were in the insert popup screen that it said at the top 'Create / Edit Table'. The 'Edit Table' option, however, was greyed out.

See screen shot →

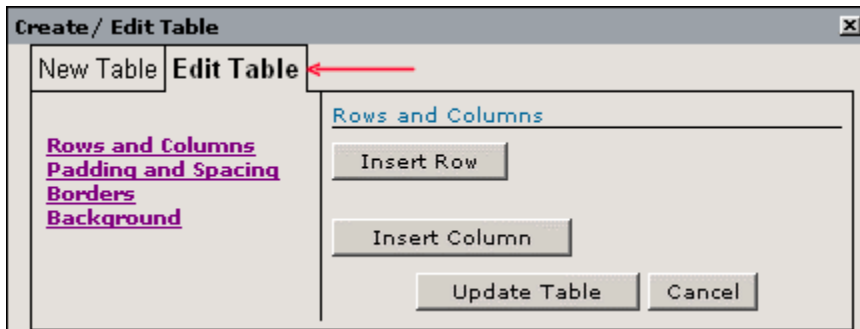


To activate the 'Edit Table' option you place your cursor over your table until the cursor changes to 4 arrows going into 4 different directions [1] and click. Your table now has handles around it.



[2] Then click again at the 'Insert Table' icon and make the changes. You popup menu will look the same as for creating the table in the first place.

Your screen will look now like the picture to the left with the 'Create / Edit Table' pop up window. This time, however, the 'Edit Table' tab is not greyed out.




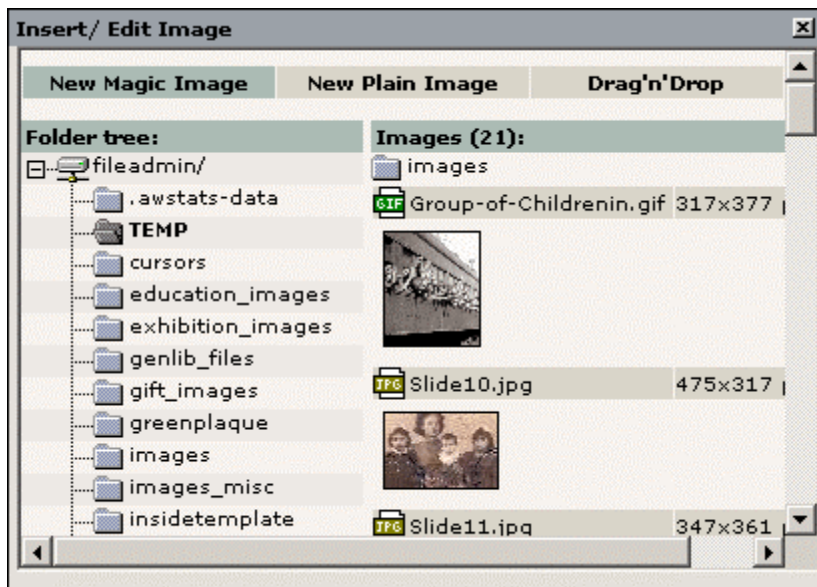
Click on it and you will see this: The 'Edit Table' tab is now black and you can click it and then make changes to your table.

Aligning Table

By default the new table is left aligned on the page. To change the alignment, select your table and then chose the alignment option you want (center or right) from the toolbar.

Insert Picture

To insert a picture into your webpage you click on the 'Insert Picture' icon . You will now see this screen:





In the left column under the heading 'Folder tree:' is the directory structure of the website.

In the right column under the heading 'Images:' are thumbnails (small versions of the pictures) in the folder you have selected. The number in brackets next to the heading 'Images' tells you at a glance how many pictures are in that folder.



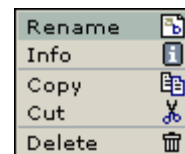
Above each thumbnail is the information about the picture.

First the icon states the type of format the picture is in, either GIF  or JPG . Next to it is the name of the picture and then at the end the size of the picture in pixels.



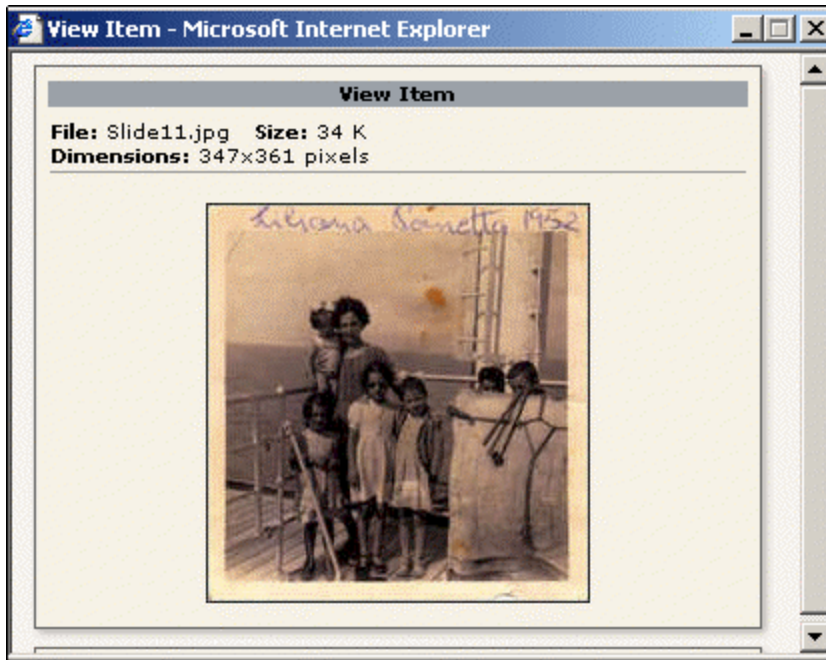
If you move your cursor over the icon your cursor will turn into a hand and below the hand it will show the name of the picture inside a yellow box.

If you click on the icon you will see this drop down up menu. Rename, Copy, Cut and Delete are standard functions.



Clicking on info or clicking on the thumbnail picture will open the pop up screen on the next page with a larger thumbnail of the picture, the file name, file size and the pictures dimensions.

You select the picture to insert it into you page by clicking on the picture's name.



If your picture is still on your computer there are 2 ways to upload it. The 1st way you can only upload one picture at a time. The 2nd way you can upload up to 9 pictures at the same time.

Uploading New Picture Version 1

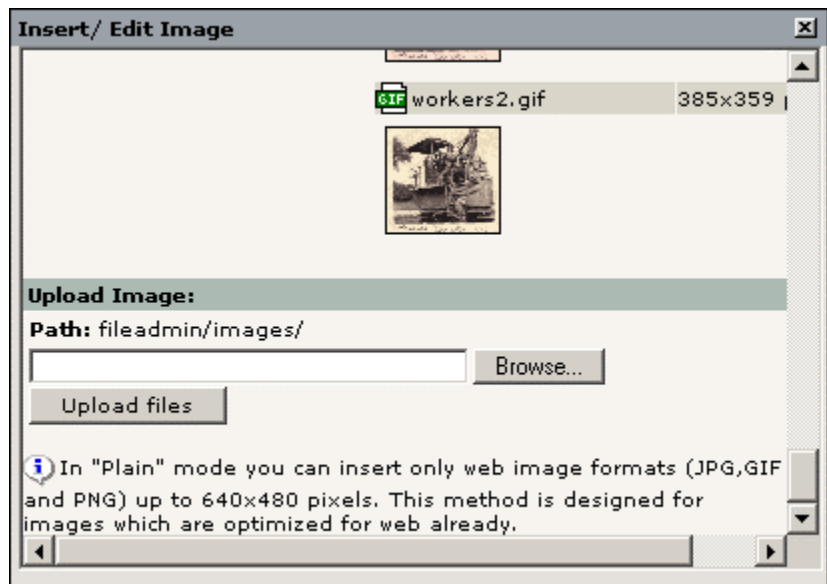
If the picture is not yet uploaded to the website, you can do this right from here. However, you can only upload one picture at a time this way.

To get to the upload options move the slider in the 2nd column all the way to the bottom and you will see this on your screen →

Use the [Browse] button to get to the picture on your computer and select and the click on the [Upload files] button.

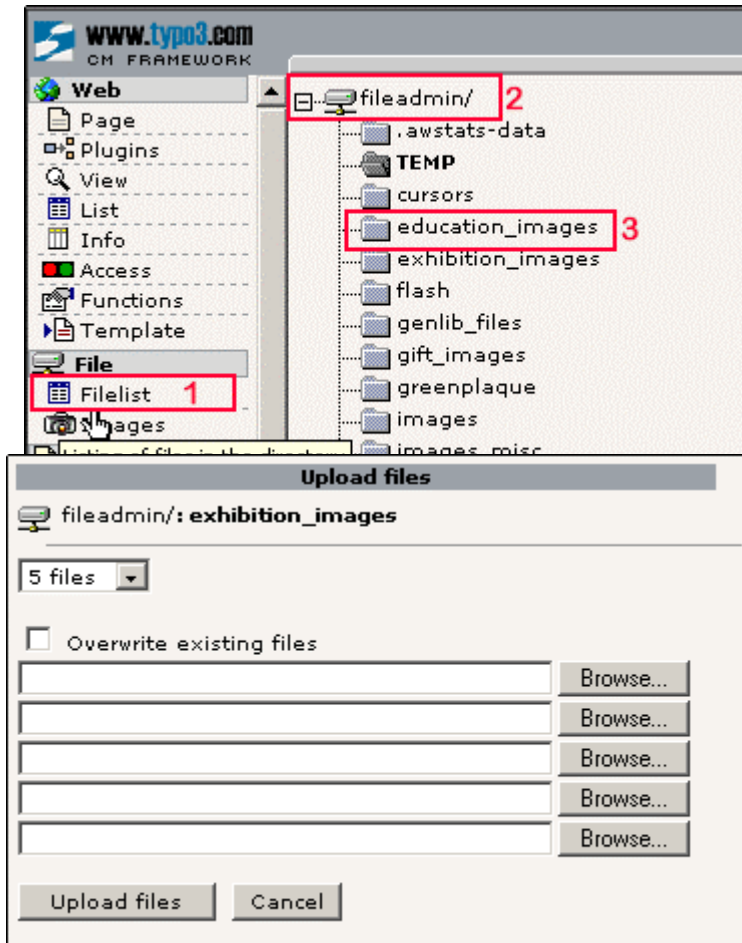
Now you can insert the picture

following the instructions on the previous page.



Uploading New Picture Version 2

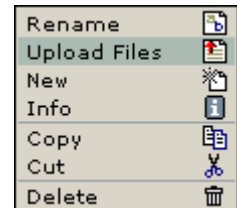
In this version you can upload several pictures or even files at once (up to 9).



[1] Click on 'Filelist' in the Typo3 column

[2] In the middle column you will now see at the top of the screen 'fileadmin/'. This is the directory structure of website on the server.

[3] Select the folder where you want to upload your pictures/file(s) to and you will see this popup menu



Select 'Upload Files' and you will see this screen on the next page. By default it will only give you 1 file to upload, but by clicking on the down arrow you can select as many as 9 files to upload at once. Browse to your pictures/files on your hard drive and select them.

Once you have them all selected click on the [Upload files] button.

Then you can insert the picture as explained on page 38.



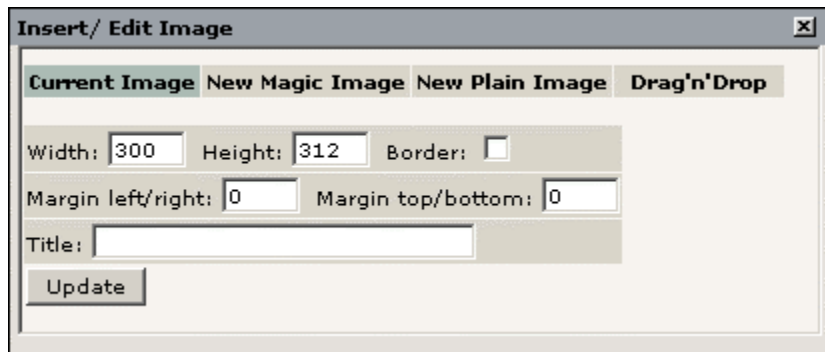
You probably noticed this at the top of the pop up menu. Below is an explanation of the options.

In the examples below I have used the 'Slide10.jpg' picture as both a 'New Magic Image' and a 'New Plain Image' selection.



New Magic Image

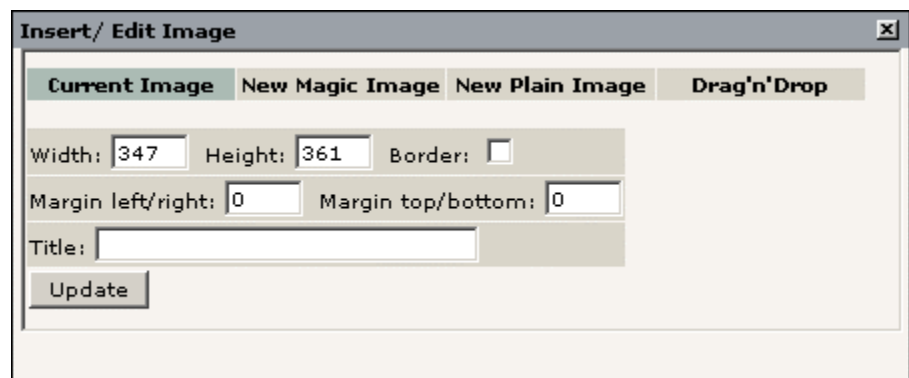
New Magic Image Using this selection will place your picture at a reduced size on your page with the following dimensions: 300 pixels wide and 312 pixels in height. The original picture size was 475 pixels wide and 317 pixels high.



The screenshot shows the 'Insert/ Edit Image' dialog box. The 'New Magic Image' tab is selected. The 'Width' field is set to 300, 'Height' to 312, and 'Border' is unchecked. 'Margin left/right' and 'Margin top/bottom' are both set to 0. There is an empty 'Title' field and an 'Update' button.


New Plain Image

New Plain Image Using this selection will place your picture on your page at the original picture size of 475 pixels wide and 317 pixels high.



The screenshot shows the 'Insert/ Edit Image' dialog box. The 'New Plain Image' tab is selected. The 'Width' field is set to 347, 'Height' to 361, and 'Border' is unchecked. 'Margin left/right' and 'Margin top/bottom' are both set to 0. There is an empty 'Title' field and an 'Update' button.

Note

Once the picture is on your page by selecting the picture (moving your cursor over the picture until the handles around the picture appear) and selecting the 'Insert Picture' icon  again you will get the above screens where you can see the size/dimensions of your picture. Changing the dimensions of the width or height of the picture will not automatically adjust the other proportionally. Selecting the picture and holding down the Shift key and then moving the mouse will let you resize the picture proportionally.

Fine-tuning Your Picture

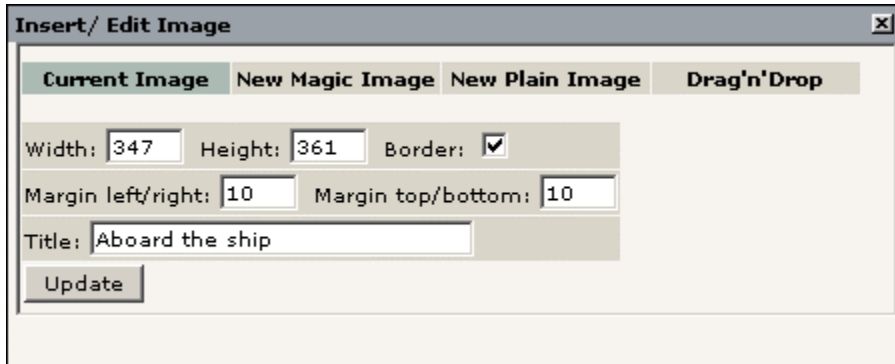
To place your picture where you want it on your page, select your picture and click on the alignment buttons to have it centered, left aligned or right aligned.

The following options are available by selecting the picture and clicking the [Insert picture] button again and from the pop up menu make your selections.

To place a border (a line) placed around your picture click on the empty box and place a check mark into it.

Margin left/right and Margin top/bottom lets you decide how close you want the text of the page to come to the picture.

Filling in the 'Title' box will show the name of the picture when you move your mouse over the picture when it is displayed in the browser. It is a good idea to always place a name in there.



← This is how the pop up window you are working in looks with all the fields filled in.

When you are done click the 'Update' button to save your changes and you will be back in the Rich Text Editor.

Horizontal Line

Use this to place a horizontal line between sections of text on your page.

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