

Typo3 Tutorial

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Original versions retrieved from http://www.mcupiverse.com/05/Word_Doc_Files_of_T.717.0.html on 11/1/06

Updated by Jill E Anderson for NDSU, 2006

Revision 2.0-2 CHANGELOG:

- Started a quick tips section
- Added an insert records section
- Updated the table and RTE paragraph/characters sections to reflect the new style-based configuration
- Added how to check links in the RTE
- Updated navigation column context menu options
- Took out "first way," "second way" references
- Tried to fix missing Figure 13 but can't remember what it should be (todo)
- Minor grammatical fixes throughout

Revision 2.0-1 CHANGELOG:

- Converted to OpenOffice.org document; converted details such as TOC to OOo format
- Updated for TYPO3 version 4.0 (both screen captures and text)
- General formatting changes throughout for consistency and proper TOC
- Added NDSU-specific help

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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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General Principles

TYPO3 is divided into two areas – the frontend and the backend. The frontend is the website TYPO3 produces. Only those with a CMS account are able to access the backend of TYPO3. The backend is for creating new pages and page content.

Pages vs. page content

A page in TYPO3 is merely a container for page content. A page without any content will be blank. This is no surprise.

Similarly, content with no page will not be displayed. It exists somewhere but has no home.

Both a page and page content is necessary to get what we might think of as a “finished web page,” but the content is not entered “into” the page.

Importing site vs. daily maintenance

Several frustrations arise when first converting to the TYPO3 CMS technology. The CMS paradigm is radically different from the “old way” that it can take some adjusting, re-learning, and solving the same problem in a different way. TYPO3 solves many problems or shortcomings of the “old way” but until you have learned how to use it, you may experience some frustrations.

If anything does not seem as easy as you want it to be, consult with a TYPO3 trainer to see if there is a better way to solve the task at hand.

Once your site is into “maintenance mode,” TYPO3 will be much easier to use. Instead of thinking of how to solve a problem, you might be editing simple content to update information. Also, after getting used to it, you will discover that it is a powerful tool that can make web editing easier.

Editorial process

TYPO3 supports an editorial process through “workflows.” These are work areas configured to have “authors,” “reviewers” and “publishers,” much like printed publications.

This is not a mandatory configuration when using TYPO3, but the instructions throughout are written from the perspective of not using the workflow. You should not notice any differences while authoring content, but before it appears on the finished web site (the frontend), an author must “submit content for review.”

If you are uncertain if you are using a workflow, contact your TYPO3 trainer or department TYPO3 expert.

Login

Let's start from the beginning.

1. Make sure you have cookies and Javascript enabled or TYPO3 will not work
2. Allow pop-ups from TYPO3 (www.cms.ndsu.edu) in your browser ****very important, do not proceed without verifying this step every time you use TYPO3****

3. Enter the TYPO3 URL in the address bar [1-1] of your Internet browser to get to the Log In page
 - The URL is <http://www.cms.ndsu.edu/typo3>
4. Now you will see the screen shown in Figure 1

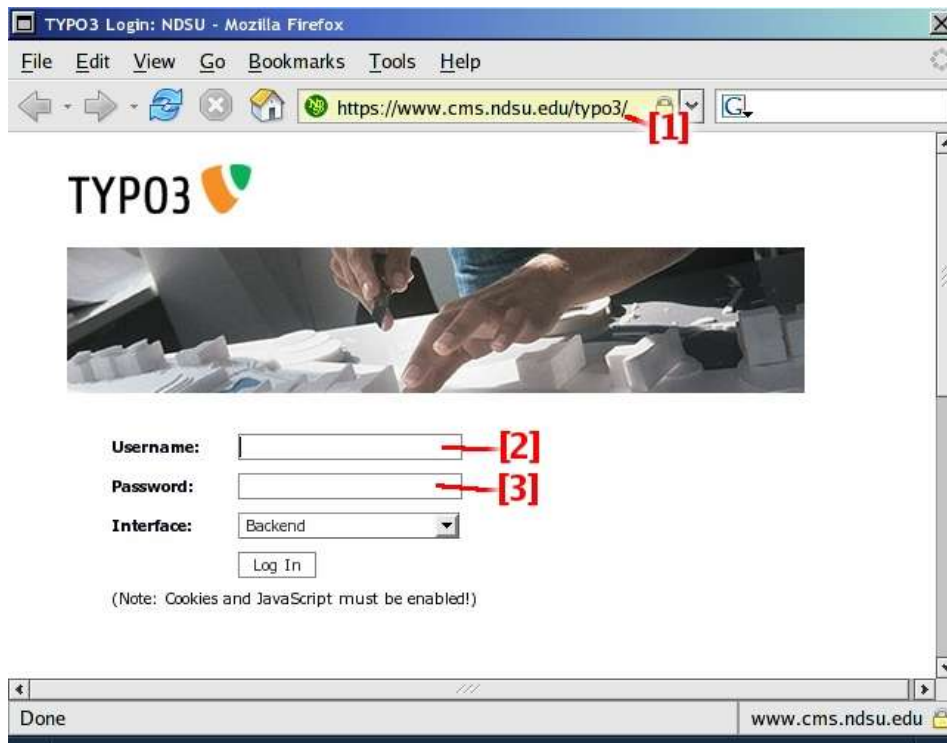


Figure 1 - TYPO3 login screen

5. In the Username box type your username [1-2] (same as NDSU e-mail username)
6. In Password box type your password [1-3] (same as NDSU e-mail password)
7. Click the Log In button or press [Enter]

Logout

Please note that if you do not manually log out of TYPO3, your session will time out after approximately 30 idle minutes.

If this happens and you wish to log back in and continue work, log back in using the pop-up login window. **This is why allowing pop-ups is important. If this pop-up window does not appear, you will miss the time-out notification and may lose work as a result**

Overview

After you log in, TYPO3 should look something like Figure 2.

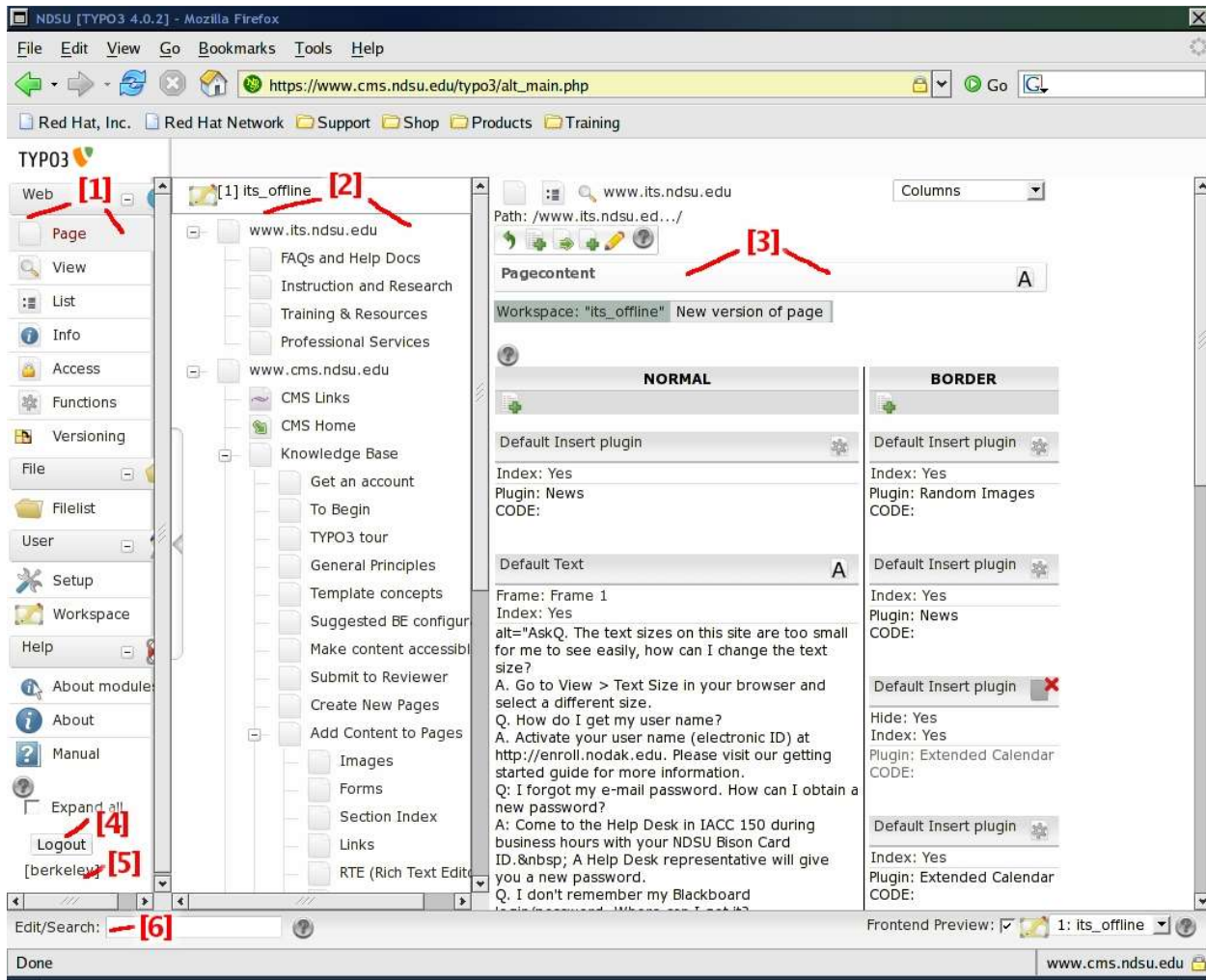


Figure 2 - TYPO3 backend

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

[2-1] The left most column is the TYPO3 column (TYPO3 modules)

[2-2] The second column is the website navigation column. This is your Web site's page tree (note: depending on your permissions, you may or may not see the entire tree for your site)

[2-3] The third column is the work area

[2-4] Use the logout button to close Typo3

Note – save work before logging out, as your work will not be auto-saved at any time

[2-5] Below the logout button, the current user is shown

[2-6] Search for a page by its ID number or name. If you are working with a lot of pages, this may be faster than scrolling to trying to find the page

Typo3 Column (left most column)





The TYPO3 column, shown in Figure 3, helps you choose your work area. You will be mostly using the 'Page' sub-module (in the Web module).



Clicking on the text link next to the icon activates that module in the work area.

Website Navigation Column (middle column)

Clicking on the Page module in the TYPO3 column will open up the Navigation Column illustrated in Figure 4 if it is not already open. This is the actual page structure on your web site.

[4-1] By convention, the root of each web site will be named exactly as the web URL (i.e. www.its.ndsu.edu or www.cms.ndsu.edu as shown in the example graphic at right).



[4-2] Clicking on the plus sign  expands the directory tree. Clicking on the minus sign  folds the directory tree.

[4-3] The icons in the page tree provide useful information about the page. In example, the purple tilde  indicates a page that is a spacer. This page will not create a link in the rendered page (and should not contain any page content). The green arrow  indicates a shortcut. This page also does not contain any content, but it is a shortcut to another page in the navigation tree.


The red X on the page icon  (not shown in Figure 4)

indicates that this page is hidden and is not visible in the frontend, although you can preview the page while logged into TYPO3.

Figure 3 - TYPO3 column

[4-4] The plain white page icon  indicates a regular page and the gray page icon  indicates a regular page that is hidden in the navigation menu. The hidden-in-navigation is a page that is available in the frontend but does not appear in the navigation menu of the

finished Web page.

[4-5] Clicking the green arrow icon  refreshes the page tree.

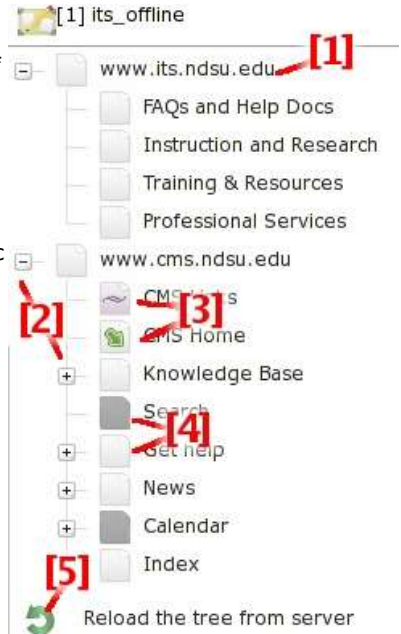


Figure 4 - Navigation column

Note - Hovering the mouse cursor over the page icons described above turns the cursor into a hand and displays the page ID and the page status (hidden, or hide in menu) if applicable. As Typo3 is a database driven program, every page and content element has a unique ID number assigned to it automatically. This makes it easier to keep track of information.

Note - In the second column, clicking the page name [5-name] opens the page in the work area and clicking on the page icon [5-icon] opens up a context (also called right-click or pop-up) menu with different options [5-1]. You can also right-click (or control-click if you use a Mac) to bring up the context menu.

Work Area (right column)

The work area is where changes are made. The area will look different depending on the active module.

1. Click on the Page sub-module in the Typo3 column
2. In the website navigation column, click on the name of the page
 - Clicking on the white page icon next to the page name and selecting Edit from the menu will have the same result
3. Now you will be in the work area



Figure 5 - TYPO3 context menu

Editing Existing Page Content

The edit work area can be accessed

- by clicking on the white page icon in the Navigation Column and then Edit from the drop down menu or
- by clicking the Page module and then on the page name in the Navigation Column

Your work area will now look something like Figure 6.

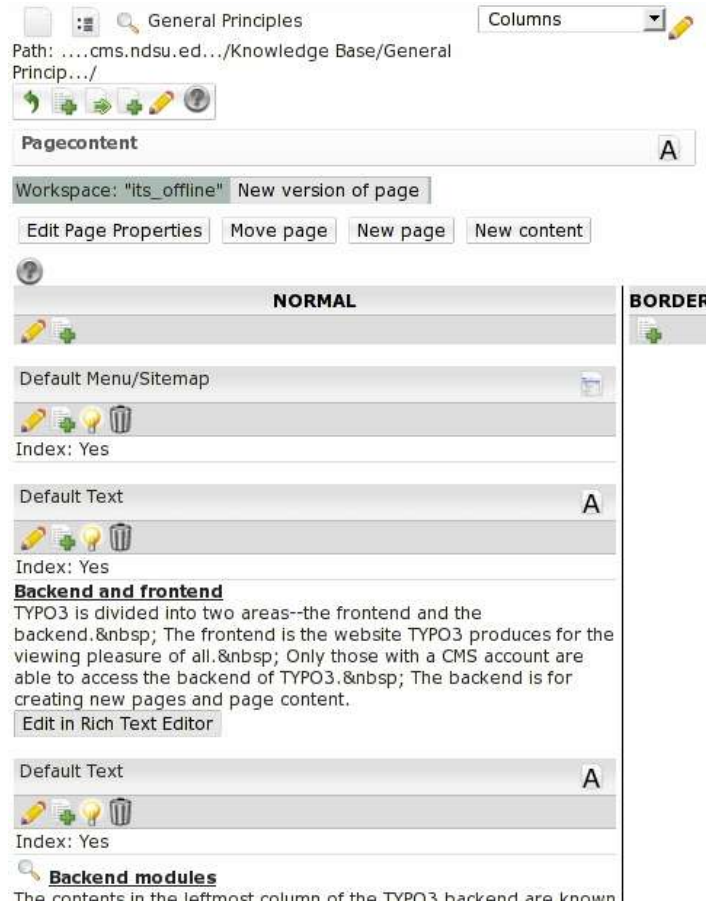
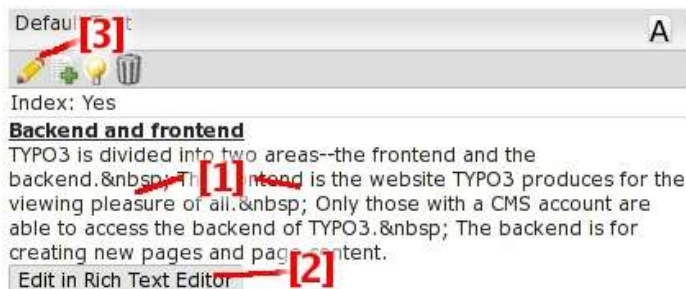


Figure 6 - TYPO3 work area

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



[7-1] Click on the text itself. Notice that the text changes color when you hover the mouse cursor over the text – note that workspace/workflow users will not see “content” here until the page has been published

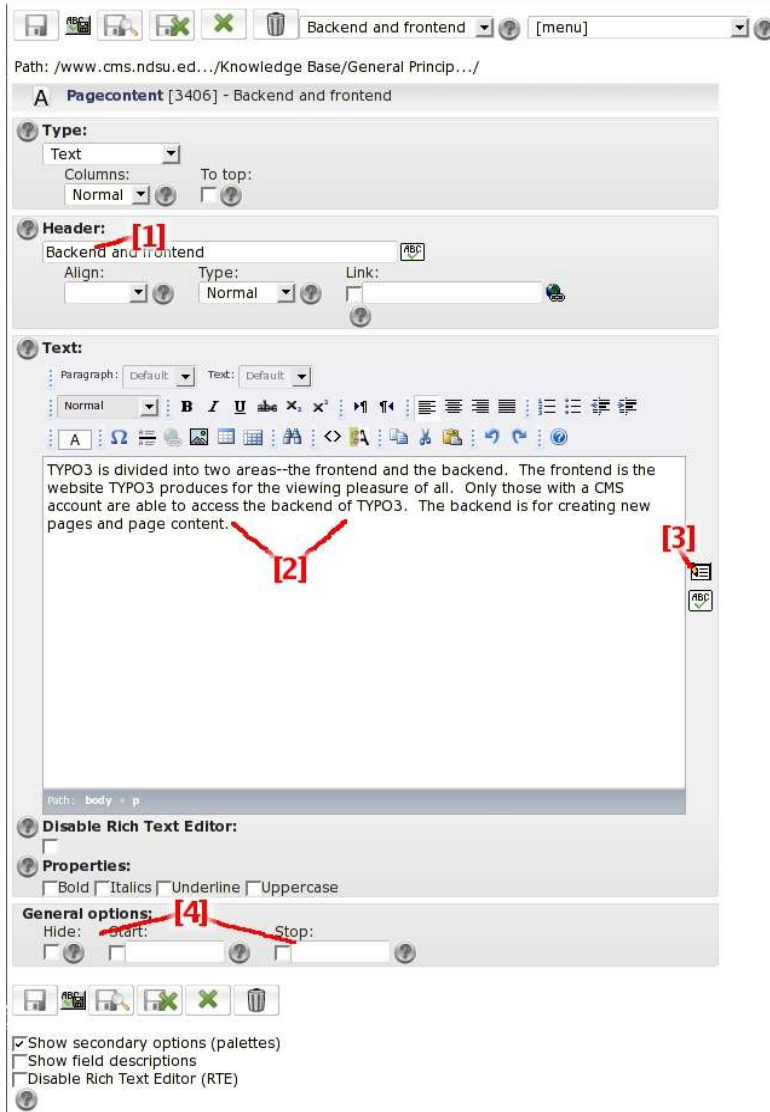
[7-2] Click on 'Edit in Rich Text Editor' button – note this opens a full-screen editor that does not include all configuration options

[7-3] Click on the pencil icon  for the element

Figure 7 - Editing content

Your screen will now look like Figure 8.


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**) – **need to update.**



Edit page content screen


[8-1] The wording of the header of the page can be changed here.

[8-2] The text of the page/content can be directly changed in the rich text editor (RTE).

If you only want to see the text you are editing, [8-3] Click the Full Screen Rich Text Editing button  for full screen Rich Text Editing. This will remove the configuration sections and display only the RTE.

[8-4] To configure options, such as hide, start or stop, use the General options section.

Rich Text Editor

In the Rich Text Editor (RTE), any mistakes can be easily undone by pressing [CTRL]-[Z] or the undo button  at the top of the editor.



Once you have made changes you can click the save document button  to save changes and continue editing, the save and view button  to save changes and preview current progress in a browser, or the save and close button.

Figure 8 - Edit page content

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.

For details about the Rich Text Editor go to **page 32 – need to update.**

Adding New Content to Page – need to relocate

Once you click on the [New Content] big button on your edit page content screen in the work area you will the content element type selection screen, as in Figure 9.

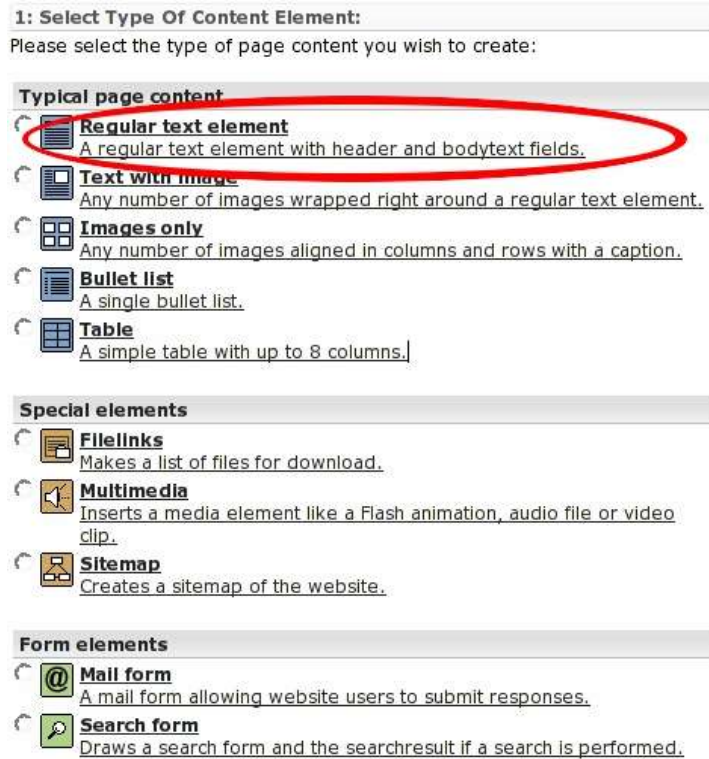


Figure 9 - Content type selector

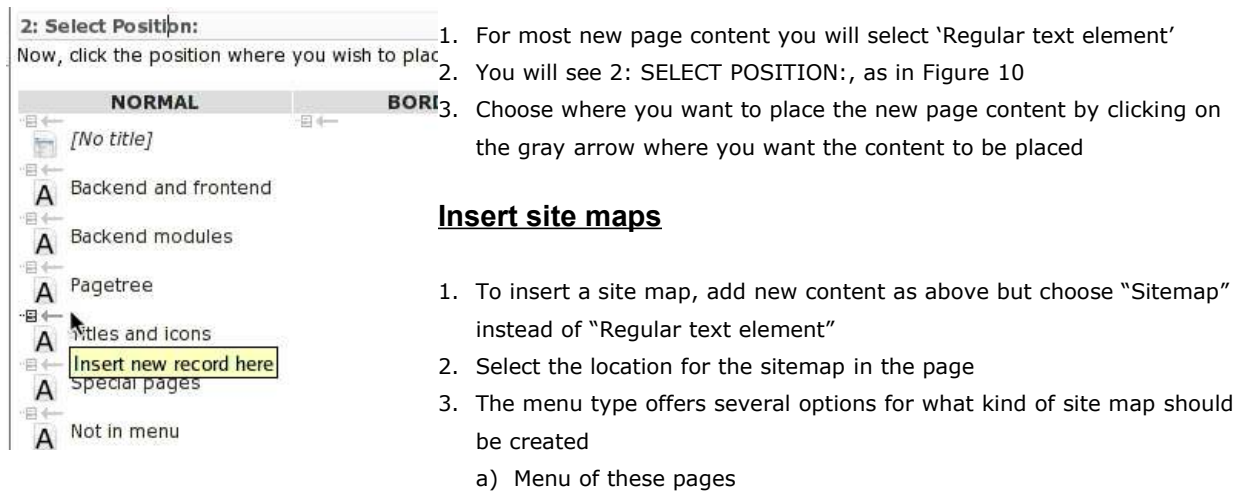


Figure 10 - Content position selector

- a) Menu of subpages to these pages
 - This allows you to select a page (or more) whose child pages should be displayed in a menu
- b) Menu of subpages to these pages (with abstract)
 - Is like item 2, except that the abstract (inserted in the page properties) is also displayed with the link
- c) Menu of subpages to these pages + sections

- Is like item 2, except that it also inserts links to the sections of each sub page
- d) Sitemap
 - Is the typical "sitemap." You can select where the "root" of the site should be, so it doesn't need to span the entire site!
 - e) Section index (pagecontent w/Index checked)
 - This is a long way of saying that a section index or "table of contents" will be created for the page. Some call these "jump to..." links
 - f) Recently updated pages
 - g) Related pages (based on keywords)
- note - available sitemap versions may vary depending on your permissions
4. Specify a Startingpoint: by clicking the file browser icon and choosing a page
 5. Save and close or preview the site map

Undo/history

There are several occasions that may warrant an investigation of the history of a TYPO3 page or page content element.

Interest in page history

TYPO3 can be used as a collaboration tool. The history tool and TYPO3's version tracking facilitates a cooperative editing environment.

While working in groups on a document, it may be useful to see the changes made by another contributor. Page change history is kept for at least 30 days. History older than 30 days is not guaranteed to be available.

Find current working status of content

(applicable in workspaces only)

Working collaboratively, or even independently, it may be useful to see a summary of changes made to a document. Working in the offline workspace, the Versioning module shows a summary of all content differences from the **current published version**.

The workspace also shows the current working status of a page or page content.

Find and revert changes to content or page

To find specific changes to a page or page content, use the history feature.

Locate a history/undo button or right-click on the page in the tree and select History/Undo. The view in the working area will now appear similar to the **FIGURE ##**.

If you decide a change in the history view should be reverted, click the undo button in that row. The interface will change to look like **FIGURE ###**.

Read more about history/undo at TYPO3.org -> <http://typo3.org/documentation/tips-tricks/the-undohistory-feature/>

Adding a New Page

Adding a new page can be done in two ways: through the context menu or with big buttons.

Adding a New Page – context menu

1. Click on the page icon in the Website Navigation Column
2. From the context menu menu select New

Now your work area should look like Figure 11.

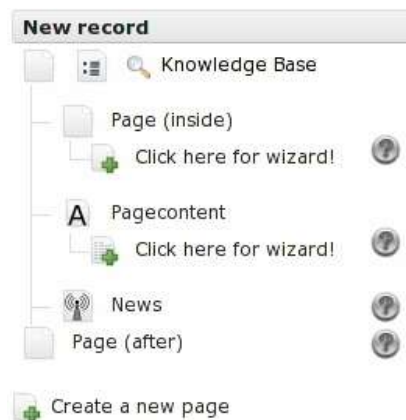


Figure 11 - New record menu

- Clicking on Page inside will bring up immediately the New record page information. Note that you will not be prompted for the position of the page in this mode. The page will automatically be located "inside" (or as a child) from the page you executed the "New record" from. This is not the suggested method for creating new pages unless you know what you're doing.
- Clicking on Click here for wizard! or Create a new page will also bring up the 'New record' screen discussed above.

Adding a New Page – big button

Click on the page title the Navigation Column where you want to add the page and the work area will open as normal.

Click on the [New Page] big button and you will see the New record position screen.

Select where you want to add the page in the directory tree of your website. If you place it someplace by mistake you can move it later with the move page option.

New Page Screen

After selecting where to create a new page, the page configuration will display in the work area, as shown in Figure 12.

The only mandatory information to enter here is the Pagetitle. This is indicated by the yellow exclamation icon next to the Pagetitle text field. It is highlighted by a red circle in Figure 12.

Path: /www.cms.ndsu.ed.../Knowledge Base/
Page NEW - [PID: 337] Knowledge Base

Hide page:

Type: Standard
'New' until:

Pagetitle: [!]

Alias: [ABC] SSL mode: [ABC]

Hide in menu:

Localization settings:
 Hide default translation of page
 Hide page if no translation for current language exists

General options:
Start: Stop: Include subpages:

General options (continued):
Access:
Selected:
Items: Hide at login, Show at any login, __Usergroups: __

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

Figure 12 - Page configuration

For more details , continue reading.

Remember that content is entered as "page content," not "in a page."

Edit Page Properties

The new page screen is the same one you get by clicking on the 'Edit page properties' in the context menu when you click on the page icon in the 'Navigation Column' or click the Edit Page Properties big button.

Page Types

There are several types of pages you can create.

Figure 13 - Page types

You select the option from the Type drop-down menu, shown in Figure 13. that the available page types may vary by your permissions.

Note

The default page type is Standard.

Below is an explanation of the 'Standard Type Option'. For all the other choices, only the differences from Standard are shown.

Standard Type Option

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

Hide Page

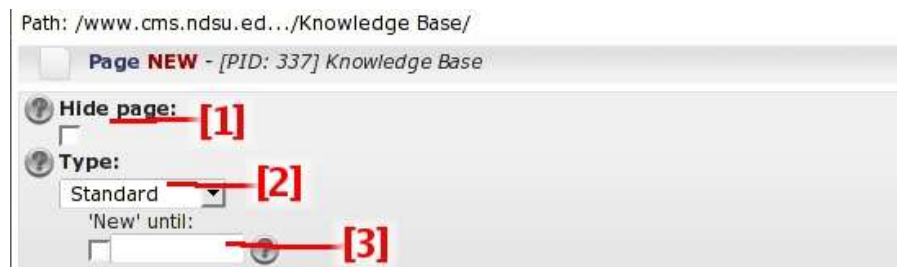


Figure 14 - Page configuration

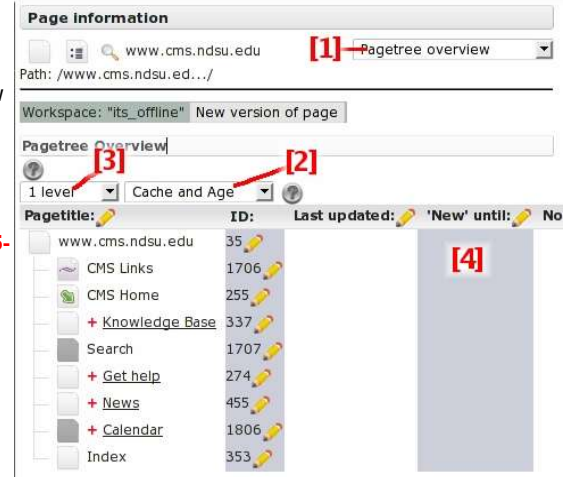
[14-1] By default the page may be hidden. Removing the check mark from the box un-hides the page. This is important and very easy to forget. Once you save the page and it still shows up with the hide icon you will know that you have forgotten to remove the check mark. You can un-hide the page by editing the page properties again.

[14-2] By default, 'Standard' will be selected. For an explanation of the different types, read the following pages.

[14-3] 'New' until is an option for internal use only. This can help you keep track of what pages need to be updated.

To see the list of "New until,"

1. Click the Info module
2. Select a page in the navigation menu
3. In the top-right pull-down menu, select Pagetree overview [15-1]
4. Change the report type to Cache and Age [15-2]
5. Optionally specify the number of levels to be shown [15-3]
6. Look for the 'New' until dates in the 'New' until column [15-4]




Page Title



Figure 15 - Page information

Figure 16 - Page configuration

[16-1] This text box has an exclamation mark on a yellow background next to it  and that means that this field must 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.

[16-2] The Alias is a way to shorten links in the page URL. Say, for instance, http://www.its.ndsu.edu/faqs_and_help_docs is too long ... it could be shortened as just <http://www.its.ndsu.edu/help>

Note that this should be used sparingly. Aliases cannot be reused even on another site, so if you select a common alias, like "help," you may clobber other (potentially more important) uses for "help" and every page that anyone has kindly named "Help" without using an alias.

If you have any doubt, do not use an alias without first consulting a friendly TYPO3 expert.

[16-3] **SSL mode (secure mode) indicates whether the page should be secured (HTTPS) or insecure (HTTP) – this will change when the new SSL extension is implemented**

[16-4] Hide in menu creates a page that is visible online but that does not appear in the page navigation. This is useful for "mechanical" or "behind-the-scenes" pages.

Tsconfig

To be used by TYPO3 experts. Do not tamper with this unless you know what you are doing. Note, depending on your permissions, you may not even see this section.

General Options

Figure 17 shows the general options in page configuration.



Figure 17 - Page configuration

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

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.

(Access. If 'Access' is set to a usergroup 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 when users have logged in).

Advanced Type Option

Page Title

If you have the permissions necessary to do so, the page title section may have an additional field called 'Navigation title'. Here the name for navigation purposes can be different than the page title above.

Abstract, Keywords, Description

Abstract is the abstract for the page. It will not be used in any meta-tags, but is displayed in instances of "Menu/Sitemap – Menu of subpages to these pages (with abstract)."

Author is not used in the NDSU TYPO3 template at this time.

Keywords is a list of keywords that will be put into the page meta-tags.

Description is a brief description of the page that will be put into the page meta-tags.

Files

This section is not used in the NDSU TYPO3 template at this time. This behavior may change.

External URL Type Option

This page type configures the page as a shortcut to a Web page outside of TYPO3. Do not use this for every instance when you want to link to an external URL, but rather in cases where the link should appear in site navigation. It enables links to an external webpage, an ftp page or even an email address.

To use, type the URL in the URL field without any http://. Set the Type to the appropriate type; usually this is http://.

If you enter a URL that includes "http://," "https://," "ftp://," etc., you MUST change the Type to be blank or the shortcut will not work.



Figure 18 - External URL configuration

Shortcut Type Option


This page type is very similar to the External URL except that it links to a page within TYPO3.




Figure 19 - Shortcut configuration

To add a shortcut to a page click on the 'Browse for records' button and the element browser will pop up.

Creating a Shortcut to a Page

From the 'Page tree,' select the page to which you want to make a shortcut. If the page is not visible click on the plus sign  to expand the page tree and click the title of the page [20-1].

Creating a Shortcut to Page Content

If you want to create a shortcut directly to a content section of a page, click on the small right arrow  after the name of the file. The Select Records option will display in the right column [20-2]. Click the name of the section.

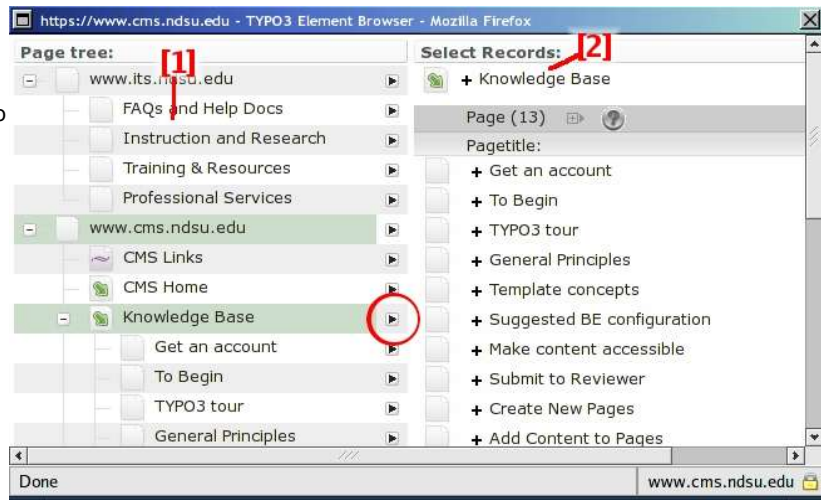


Figure 20 - Shortcut configuration

Not in Menu Type Option

This is equivalent to checking the "Hide in menu" box when creating a new page.

Spacer Type Options

This option serves no other purpose than to add a line/empty space into the navigation menu.

Move a Page

If you placed a page in the wrong spot or just want to move it to a new location, you can move it.

Drag and drop

1. Click the page icon of the page you want to move
2. Hold the mouse button down and drag the page to the new location (shown in Figure 22)
3. Release the page when it is in the right location
4. A menu will appear asking if you want to copy or move the page into or after the location specified (shown in Figure 21). Select the option you want, according to Table 1, below

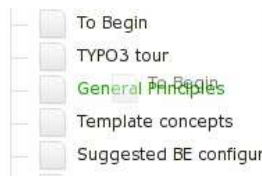


Figure 22 - Move page detail

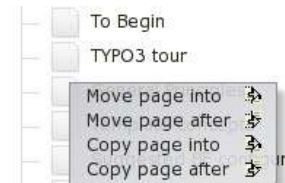


Figure 21 - Move page menu options

Menu item	Meaning
Move page into	Make the page a child page of the target location in the first position available
Move page after	Make the page a sibling of the target location in the first position available
Copy page into	Copy the page to be a child page of the target location in the first position available
Copy page after	Copy the page as a sibling of the target location in the first position available

Table 1 - Move page menu options

5. If any error messages are reported, copy them exactly to show to a TYPO3 administrator

Note that if you use an offline workspace, you can only move a page before it has been published. After it has been published, you need to talk to the person in your group that publishes pages in TYPO3. He/she can move the page for you.

List module

The alternate method to move a page involves using the List module.

1. Click on the List module
2. Click on the parent of the page you want to move
3. Click the Move up in list or Move down in list buttons to move the page up or down, as shown in Figure 23

Cut and paste



Figure 23 - Move page from Web>List module

The third way to move a page involves using cut-and-paste.

1. Click the page icon of the page you wish to move
2. Select Cut from the context menu
3. Click the page icon of the page you wish to paste into or after
4. Select "Paste into" if you want to make the page a child or "Paste after" to make the page a sibling

Copy a Page

Copying pages is not recommended practice, since it defeats the purpose of re-using content. Instead, use "Insert Records," detailed later on.

However, if you do want to copy a page, the suggested method is to

1. Click the page icon of the page to copy
2. Select Copy from the context menu
3. Click the page icon of the page you want to paste into or after
4. Select "Paste into" if you want to make the page a child or "Paste after" to make the page a sibling

Note that copied pages will be hidden by default and will have (copy 1) in the title of the page. Edit the page (Edit Page Properties) and make changes as necessary.

Basic Reference Information

Context Menu Options

Clicking on the page icon opens up this context menu.
Here is a list of the context menu options.

- Show
- Edit
- New
- Info
- Copy
- Cut
- Versioning
- More options ...
 - Move page
 - 'Create New' wizard
 - Mount as treeroot
 - Web > List module
 - Export to .t3d
 - Import from .t3d
- Hide
- Visibility settings
- Edit page properties
- Delete
- History/Undo
- Pages to Clear Cache of



Figure 24 - TYPO3 context menu

Web > List Module

Clicking on 'Web>List Module' opens up this screen to the right in the work area, as shown in Figure 25.

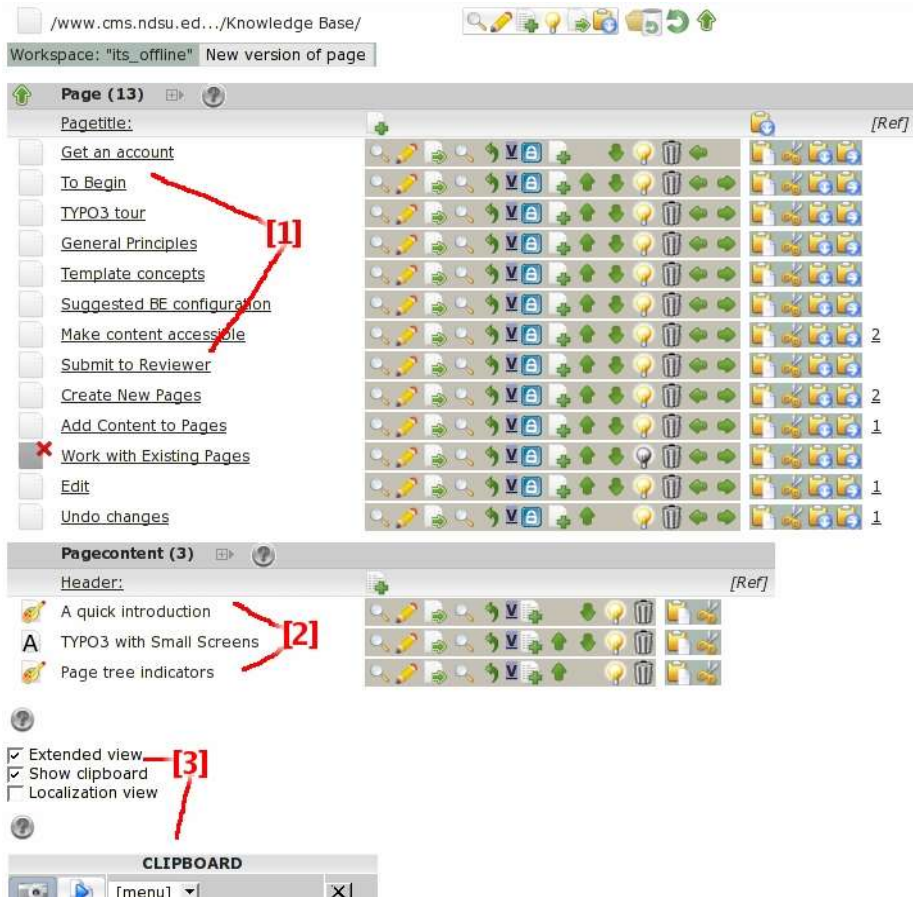


Figure 25 - Web>List module

This is an overview of all the elements associated with the page.

[25-1] Page shows all the other pages that are children to the page. In the current example there are 12 regular pages and one hidden page.

[25-2] Pagecontent shows the page content elements of the current page. The example has only three content elements.

[25-3] Note the checkboxes at the bottom of the page. The Extended view shows all of the extra icons for each page and Show clipboard adds a clipboard to the bottom of the screen that shows any elements you are storing in the clipboard (from copy or cut).

Rich Text Editor

The basic RTE is shown in Figure 26. Available editing options are at the top of the editor [26-1] much like a word processor. You will often see more options by right-clicking (or [CTRL]-clicking) the editor work area to bring up the context menu.

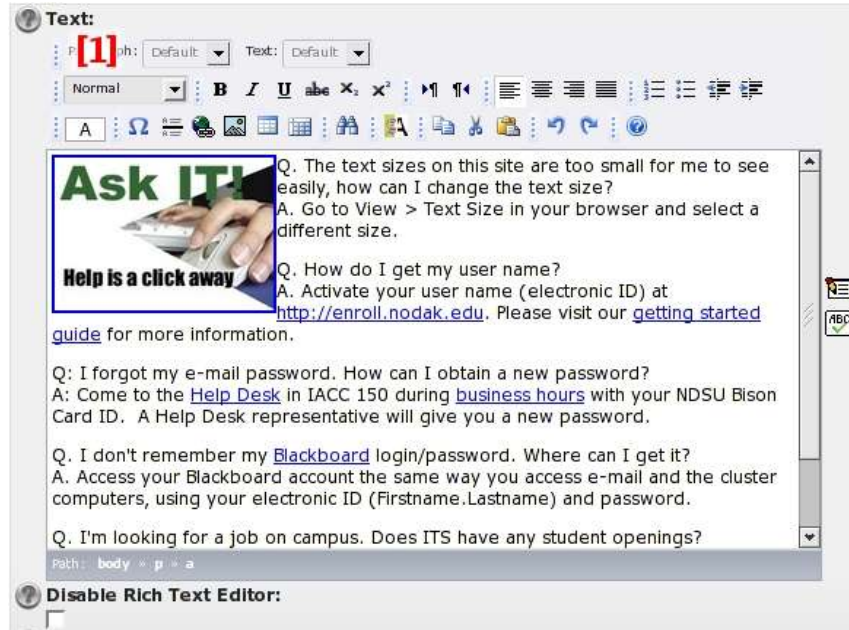


Figure 26 - TYPO3 RTE

Following 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.

Headings

[26-1] Use this option to control the look of your text. Clicking opens up the drop down menu shown in Figure 27.

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

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 need. Remember that you should not skip levels (for accessibility).

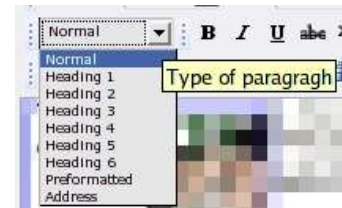


Figure 27 - Paragraph types

Font Style & Font Size

This feature is disabled.

Color Text

This feature is disabled.


Paragraph style

Select in a paragraph and then choose a paragraph style from the Paragraph: pull-down menu to apply the style. Note that styles vary by Web site and may appear when you preview the page.

Text (Character) style

Highlight/select text and then choose a character style from the Text: pull-down menu to apply the style. Note that the styles vary by Web site and may appear different when you preview the page.

Insert Link & Remove Link

Clicking on the link icon  lets you add and remove hyperlinks. Click on the insert link icon and you will see the screen in Figure 28.

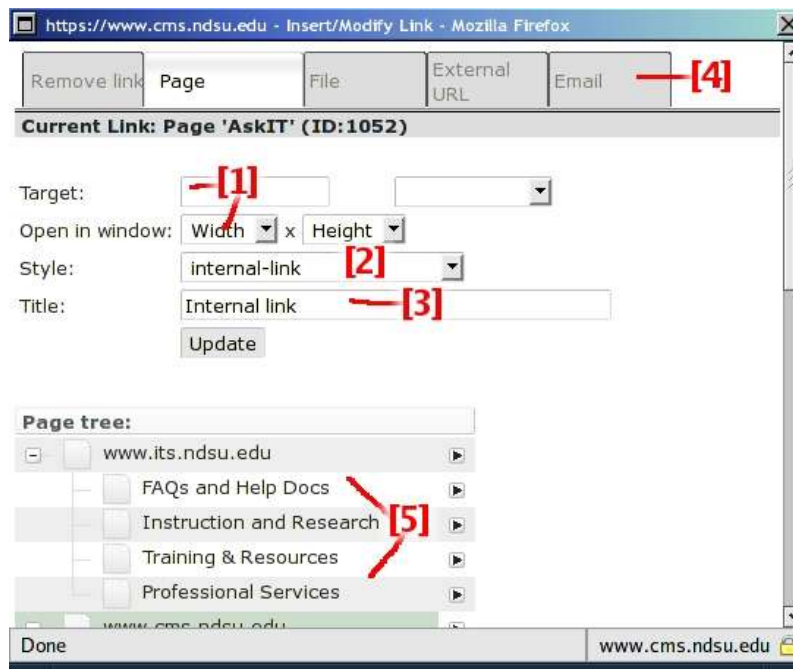


Figure 28 - Link configuration

[28-1] The

Target and **Open in window** options should not be used, and may be disabled to avoid accidental use.

[28-2] The **Style** for the link determines how the link will look in the finished Web page. The options may vary by web site, so choose one and see how it looks and select a different option if it is not right.


[28-3] The **Title** for the link is the text that displays when the mouse cursor is hovered over the link in the web page. This is useful if you want to make a link that says one thing in text, but has additional information when hovering with the mouse.

Page

[28-4] In the tab list, Page is selected by default. This tab lets you link to a page or page content on your website.

To create a link to a page: select the page from the page tree **[28-5]** by clicking the page name and your link will be automatically added.

Page content

Linking to a page's content section comes in handy when you want to link directly to a section in the page that might be midway down the page. Link to it by clicking on the arrow  to the right of the page's name and then select the content from 'Content elements' and your link will be automatically added.

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.

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

External URL

By selecting the 'External URL Tab' you can insert a hyperlink to another page on the Internet. Copy the URL from your browser's address bar and paste it into the box or type the URL directly into the box.

Press the [Set Link] button to save the link.

Also, if you type a URL in the RTE, it will automatically become a link.

Verify links by right-clicking (or [CTRL]-clicking) a link and choosing Check Link from the context menu.

Email

By Selecting the 'Email Tab' you can link to an e-mail address.

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

Also, if you type an e-mail address in the RTE, it will automatically become an e-mail 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 click it and will be back in the Rich Text Editor.

Insert Table

Clicking the 'Insert Table' icon  will open up the screen in Figure 29.

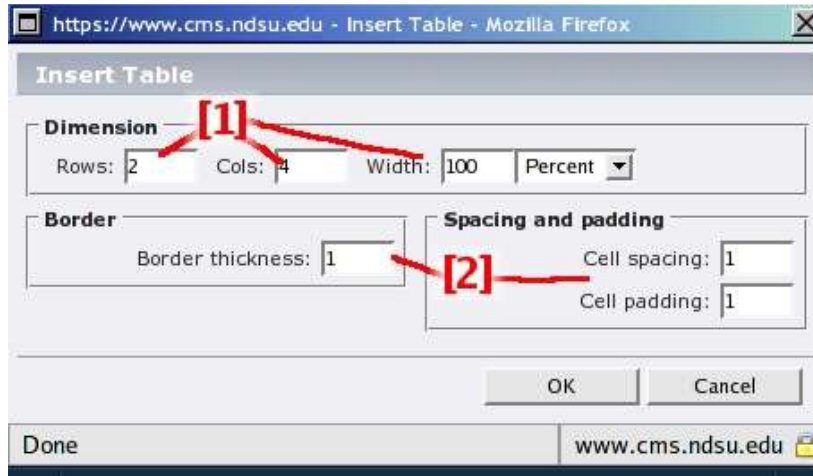


Figure 29- TYPO3 table configuration

This option helps you define how your table is going to look. You decide how many **rows** and **columns** it is going to have [29-1], as well as the **width** in the browser window. Specifying width in pixels is not recommended. Instead use Em or Percent. One Em is approximately equal to the height of one character.

For now, you can leave the border, spacing, and padding [29-2] as default. We will edit these later.

The resulting table will look similar to Figure 30.

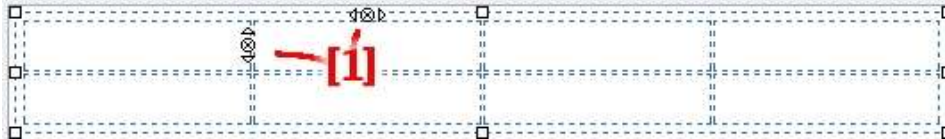


Figure 30 - TYPO3 Table

Enter text and styles in each cell as normal.

Each cell has an "add/remove" shortcut to the top and left of the cell [30-1]. To add columns, click the left or right arrow in the column (top) of the cell and to add rows, click the top or bottom arrow in the row (left) of the cell [31-1]. To delete a row or column, click the circled X [31-2] for the row or column.

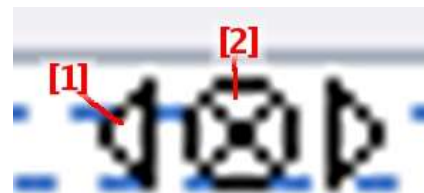


Figure 31 - TYPO3 add/delete table rows

Table configuration

To configure the table, use the context (right-click) menu shown in Figure 32. Right-click (or [CTRL]-click) in a table cell to access this menu.

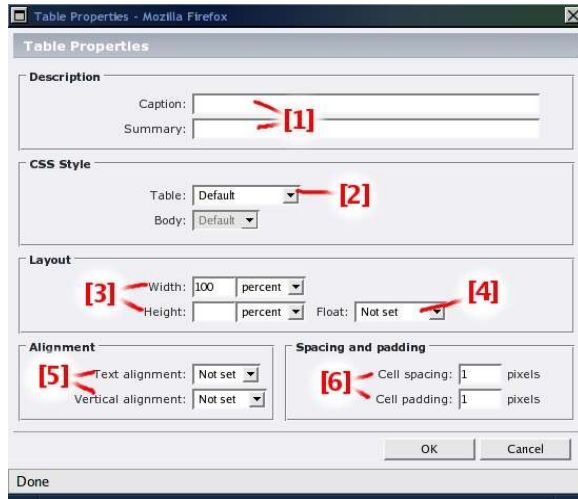


Table Properties

The table properties screen allows you to set how the table will look in the finished Web page.

[33-1] In the Description section, the Caption is for text that will be displayed VISIBLY in the finished Web page. The Summary is a mandatory field (for accessibility) that should summarize the contents of the table.

[33-2] To achieve different styles (borders, backgrounds, etc), select

from the CSS Style > Table pull-down menu. Note that styles may appear different for each web site and may look different in the editor than on the finished Web page.

[33-3] In the Layout section, you can specify a Width and Height for the finished table if you have not already done so. Again, pixels are not recommended. To float the table to the right or left of the page, use the Float [33-4] option.

[33-5] To specify the alignment of the text vertically and horizontally, use the text and vertical alignment options.

[33-6] To space or pad the content, use the Spacing and Padding. Cell spacing is the amount of white space between each cell. Cell padding is the amount of padding between the cell wall and its contents. See Figure 34 for further explanation of padding vs. spacing.

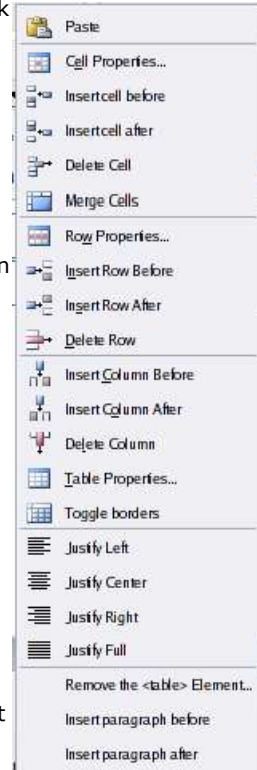


Figure 32 - Table context menu

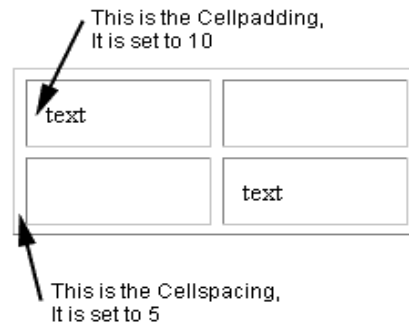



Figure 34 - Cellspacing vs. Cellpadding. Image from http://en.wikibooks.org/wiki/HTML_Programming/Tables

Insert Picture

To insert a picture into your Web page, click on the 'Insert Picture' icon . You will see the screen in Figure 35.

There are three tabs [35-1] enabling you to insert images in three different ways.

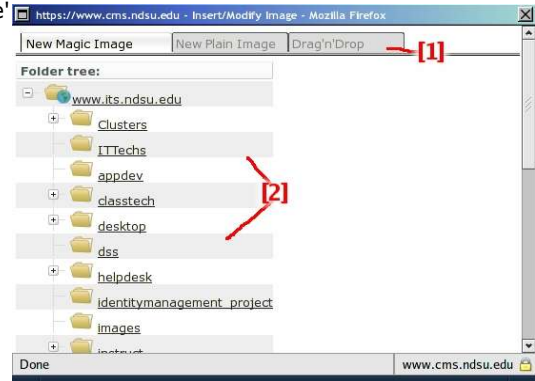


Figure 35 - Insert image dialog

New Magic Image

1. To insert a new magic image, put the cursor in the location where you want the image
2. Click the image icon and browse through the folders by clicking the folder names [35-2]
3. Thumbnails will display to show the images in each folder. If you do not see thumbnails and would like to see thumbnails, scroll to the bottom of the folder list and check the "Display Thumbnails" box
4. Click the name of an image to insert it. The image will "magically" resize to a web-friendly size.

New Plain Image

New plain image works a lot like the magic image, except that it will not "magically" resize.

Drag 'n Drop

Drag 'n Drop works a lot like the new plain image, except that you can drag it into the RTE in the exact place you want it. This means you don't need to put your cursor where you want the image before clicking the insert image icon.

1. Browse through the folder tree to find the image you want to insert
2. Click the image and drag it into the RTE

Upload pictures (or other files)

If your picture is still on your computer there are two ways to upload it. With first way you can only upload one picture at a time. The second way you can upload up to 10 pictures at the same time.

Upload one picture

If the picture is not yet uploaded to the website, you can do this right from the insert image dialog.

1. In the file list, browse to the location where you want to upload the image
2. In the upload image dialog, shown in Figure 36, click the Browse button
3. In the window that opens, find the image that you want to upload on your computer [36-1]
4. If the image already exists on the TYPO3 server and you want to overwrite it, check the Overwrite existing files box [36-2]
5. Click the Upload files button

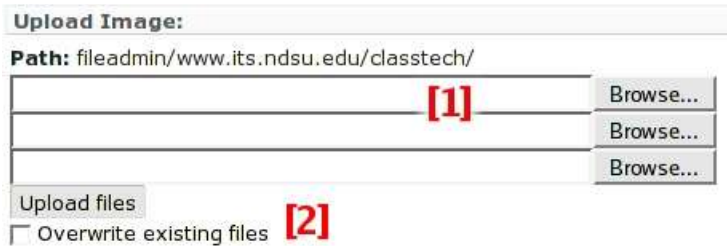


Figure 36 - File upload

Now you can insert the picture following the instructions above.

Upload up to 10 pictures

In this version you can upload several pictures or even files at once (up to 10).

1. Click on 'Filelist' in the Typo3 column
2. In the Navigation column you will now see at the file list. Select the folder where you want to upload your pictures/file(s) and the work area will look something like Figure 37
3. To enable upload of more than one file, change the drop-down menu [37-1] to a higher number. Note that if you select 10 files, you don't need to upload all 10
4. As before, if the image already exists on the TYPO3 server, check the Overwrite existing files box [37-2] to overwrite the files
5. Click the Browse button and locate the file on your computer that you want to upload [37-3]
6. After selecting all the files, click the Upload files button

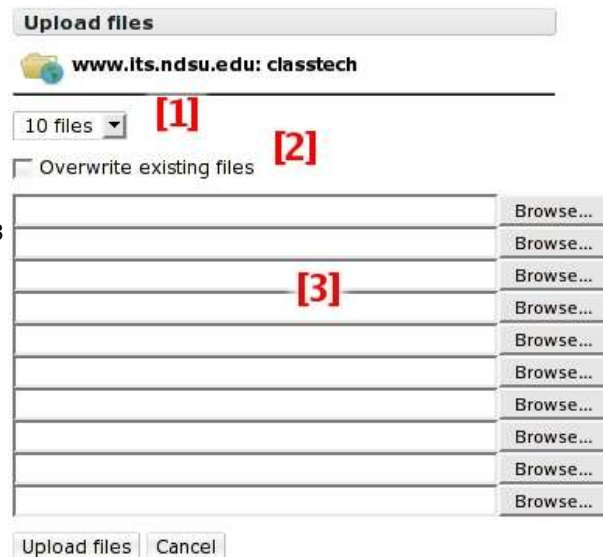
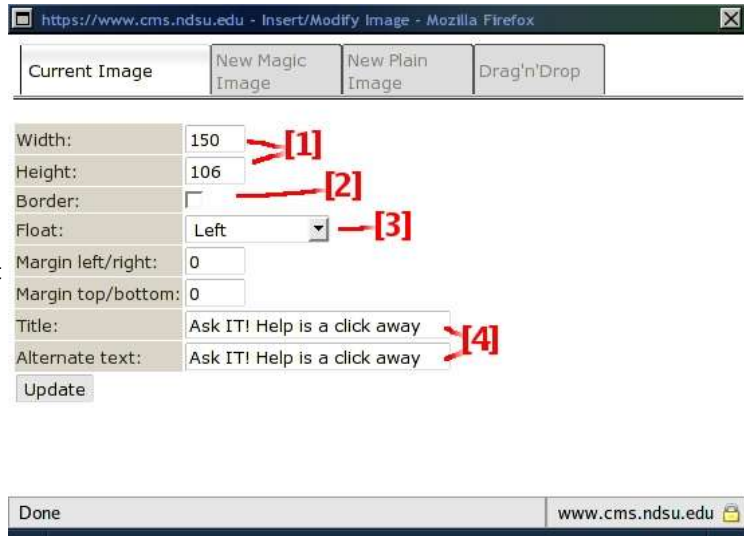


Figure 37 - File upload

Fine-tuning Your Picture


1. To configure the picture, right-click (or [CTRL]-click) and choose properties (or click the image and then click the image icon) and the Insert/modify image dialog will open as shown in Figure 38

2. Here you can set the height and width of the image [38-1]
 - Alternatively in the RTE you can click and drag from the corners of an image to make it larger/smaller.
3. If you want the image to have a border, check the Border box [38-2]
4. To float the image in the page (makes text wrap around the image), set the Float option [38-4]
5. Set the Alternate text (required for accessibility) and optionally the title (displays when your mouse cursor hovers over the image) [38-4]




Horizontal Line

Figure 38 - Image configuration

Click the horizontal rule icon  to insert a vertical line in your Web page. Use this sparingly, as it significantly breaks up the flow of the page.

Remove formatting

Click the remove formatting icon  to remove formatting from the page content. The dialog shown in Figure 39 will open. This is useful if you paste content from MS Word or from another Web page.

Cleaning Area specifies whether the entire element or just the selection should be cleaned

Type of formatting to remove

- **HTML Formatting** will remove styles from the page such as bold, color, font, etc. Use this if you paste from MS Word or from another Web page
- **MS Word Formatting** will remove a few MS Word codes that will break the finished Web page. This is some MS Word-specific coding and fonts
- **Images** will remove images from the contents
- **All HTML tags** removes all HTML tags. In most cases, this removes too much, as it includes
 (line break) and <p> (paragraph) tags. This means your content will become a plain-text blob of words without paragraphs



Figure 39 - Remove formatting

Make accessible content

TYPO3 quick tips

- Save your work often. TYPO3 does not auto-save your work. Computers crash so protect yourself early and often.
- Reuse content. Instead of copying-and-pasting content, reuse it. Then, when the content needs to be updated, you only update it once instead of many times.
-