TYPO3 - Basics

- Based on TYPO3 11.5

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TYPO3 - a content management system

Layout

Structure

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TYPO3

As a content management system (CMS)

- separates content, structure and layout

- Pages are displayed in a hierarchical structure

- Content is placed and edited in pages as so-called page content elements

- As an editor, the focus is on
  - maintaining and updating the content of a page
  - if necessary, the management of pages within a page structure

TYPO3 - Views

In general, TYPO3 distinguishes between two views from an editorial point of view:

Backend

Front end
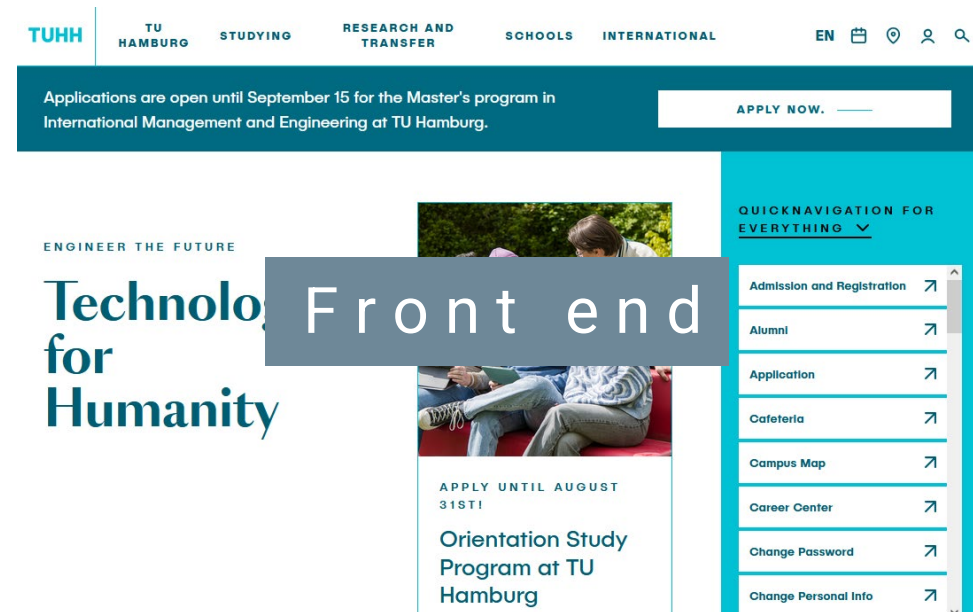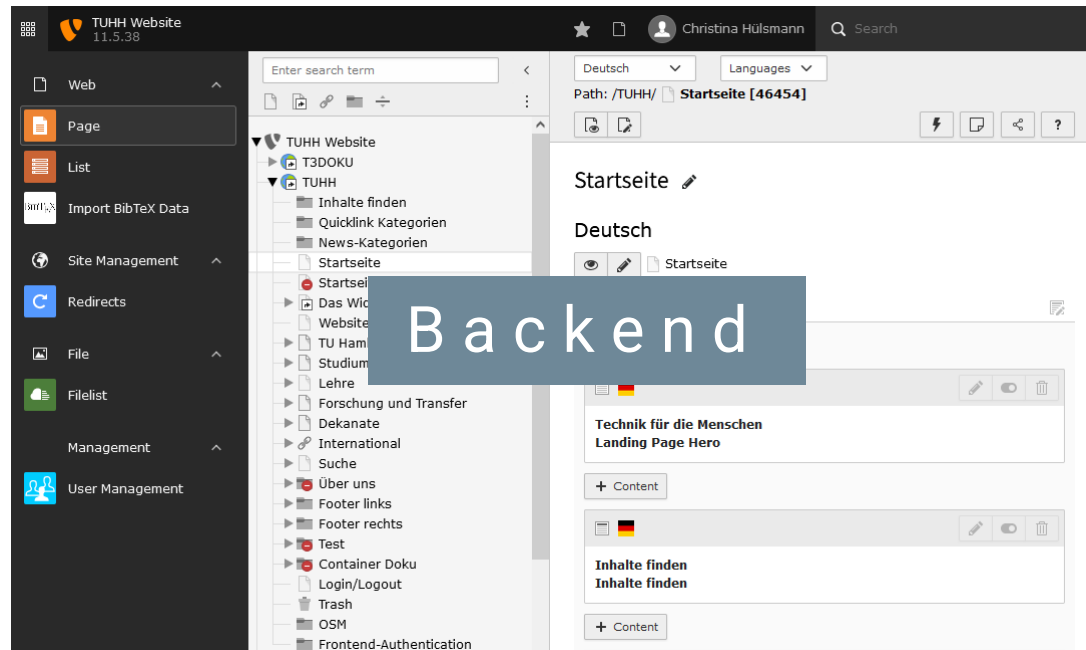
Login

- You must log in to edit the TUHH pages.

- The login is only accessible from a TUHH IP address.

- Use your TUHH credentials to login, but you must be authorized beforehand.

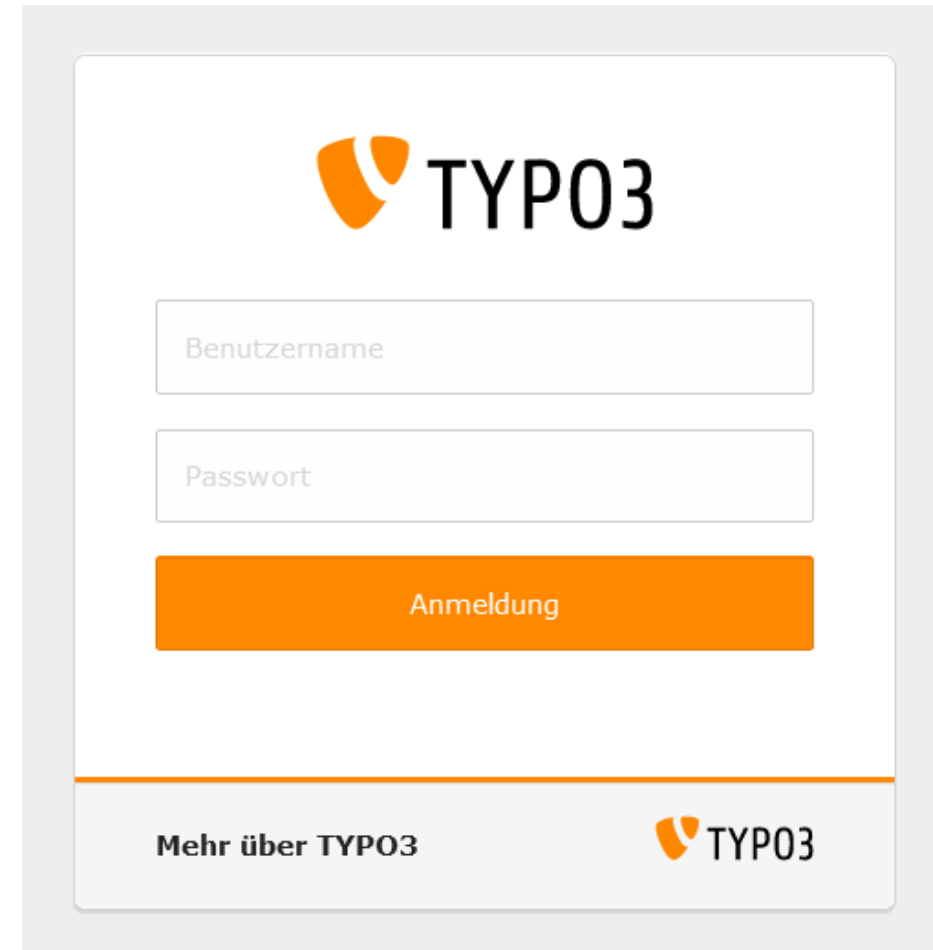You can access the TYPO3 backend via the following URL:

https://www-dev.tuhh.de/typo3

User interface of the backend

The user interface of the backend is divided into four areas:
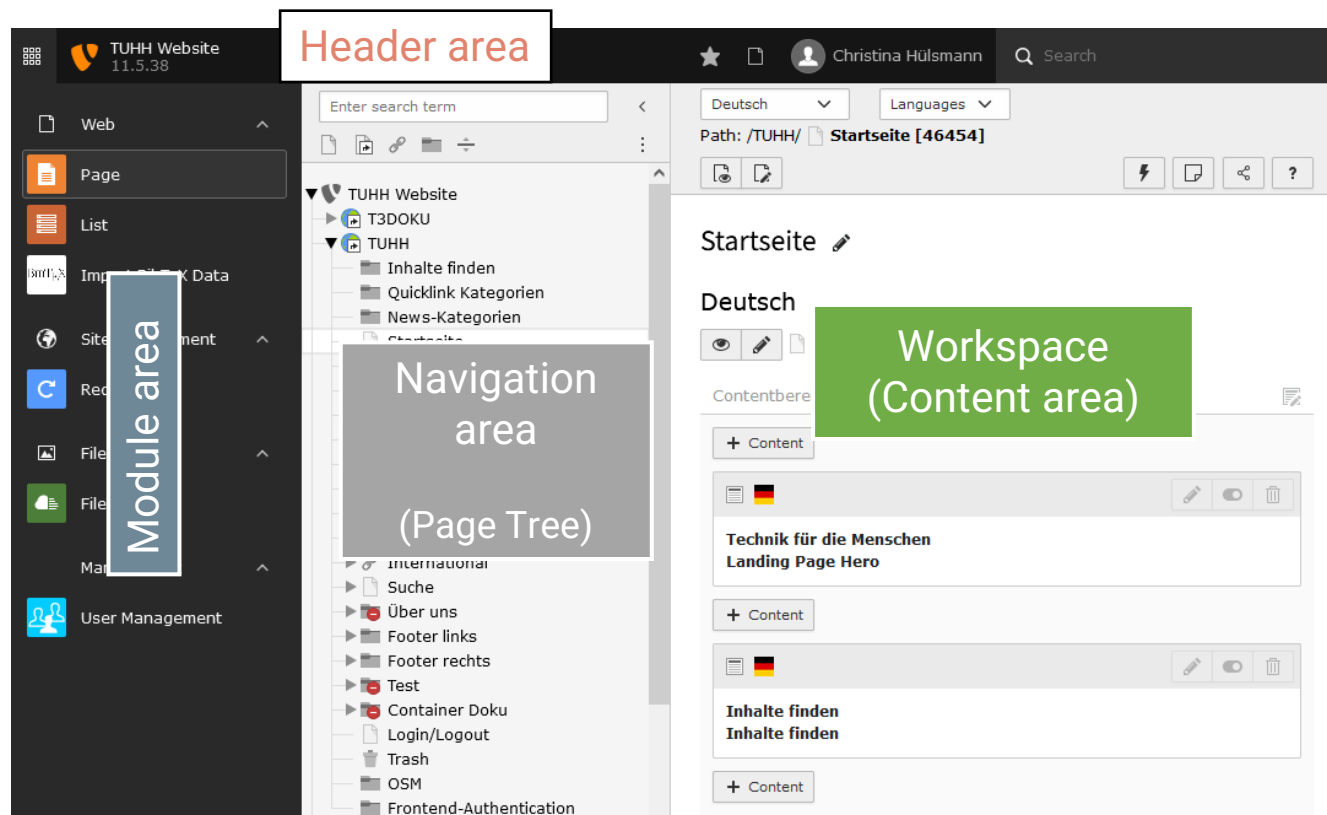
Header area
Quick access to e.g. personal settings, bookmarks, search

Module area
Access to modules for managing pages and files

Navigation area
contains the hierarchical page structure via which individual pages can be selected for editing

Workspace
Here you can edit the selected page or its content

Header area in TYPO3

TUHH
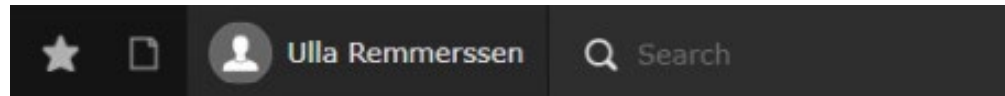
The head section offers:

 Quick access to pages, files, or etc. that are stored as bookmarks

 Listing of recently opened and recently edited "documents", which you can easily jump back to.

Click on your own name to access the option:

- **Personal settings**
  Here you can
  - set the language
  - changed the password
  - set a profile picture

  become

- Log **out**
  from the backend

Page structure of the TUHH

TUHH

- The page structure of the TUHH website begins with the "Start" page, which can be accessed in the front end via www.tuhh.de. 🌍
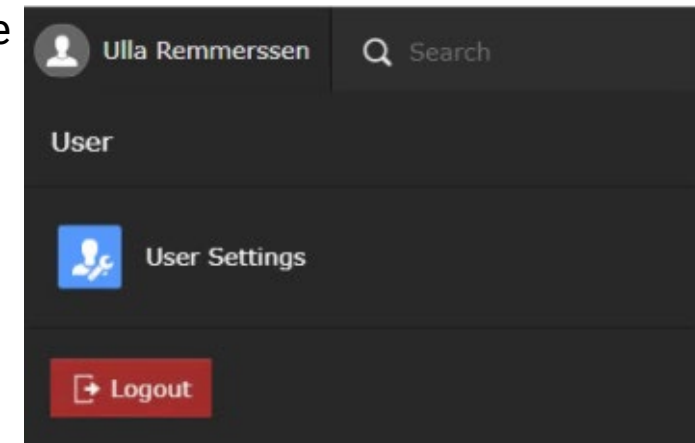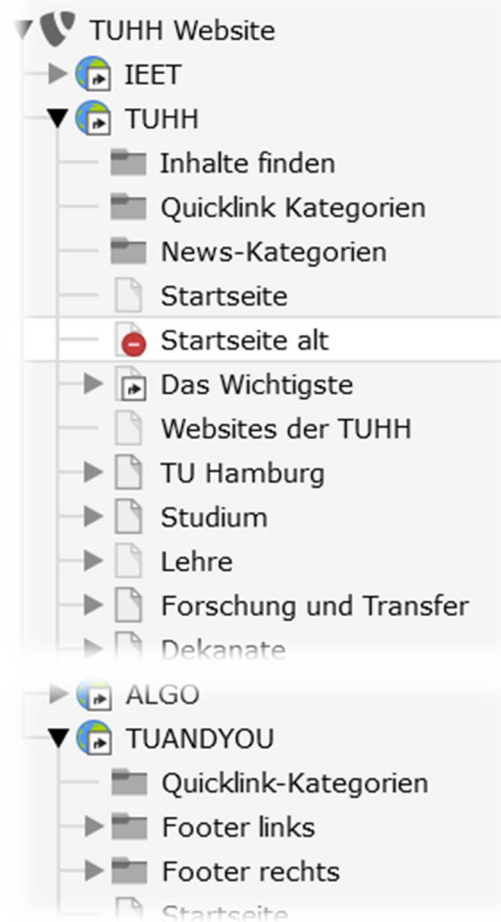
- The pages below represent the main menu

Search in TYPO3

TUHH
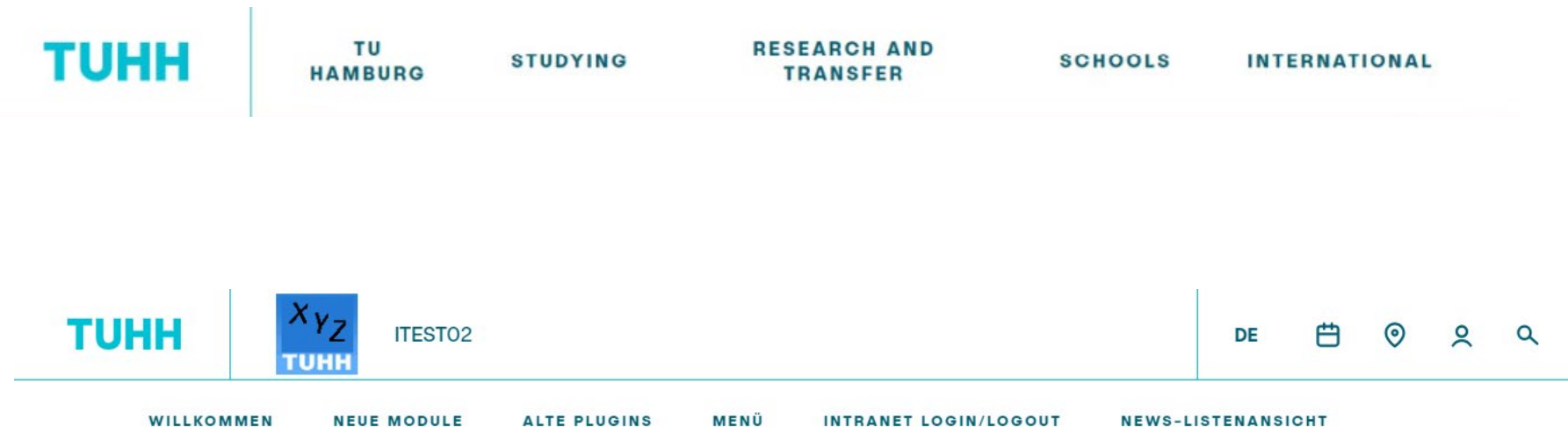
Various tools are available in TYPO3 for searching for pages and/or content.
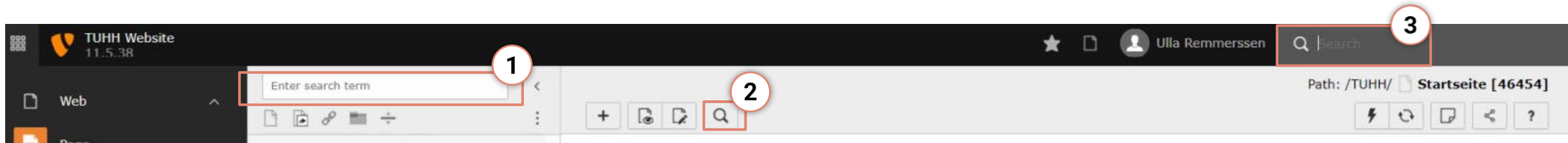
1. **Filter**
   searches for <u>pages </u>whose title matches the search term

2. **Search toolbar**
   is only accessible via the List module; here you can search within the selected page for page content, subpages and other objects contained therein

3. **Search mask** (LiveSearch)
   Search for pages, content, file references

Pages

create and edit

Create pages

To create a page in TYPO3, we can use various options.

Option 1: Via the corresponding symbol in the navigation area

1. Using *drag & drop*, you can drag the icon for the desired page type to the position in the page tree where the new page is to be created.

2. Immediately afterwards, the name „Default title" can be renamed to the desired page title.

Create pages

TUHH

Option 2: Create a new record *(in the list module)*

In the Web → List module, you will find the
you will find the plus icon *Create new record.*

You can then create any data record. As pages and page content elements are always data records within TYPO3, it is also clear that this action can be used to create a new page.

The new page can be created as using the available selection options:

- Subpage or successor page of the currently selected page

- Page can be freely positioned in the page structure

Create pages

Option 3: Via the context menu

In the navigation area, a context menu is available by **right-clicking** within the page structure for each entry (page, folder, etc.) in the navigation area.

You directly create a *new subpage* or use the *create new wizard* – here you can choose the position and create a a neighboring page as well.
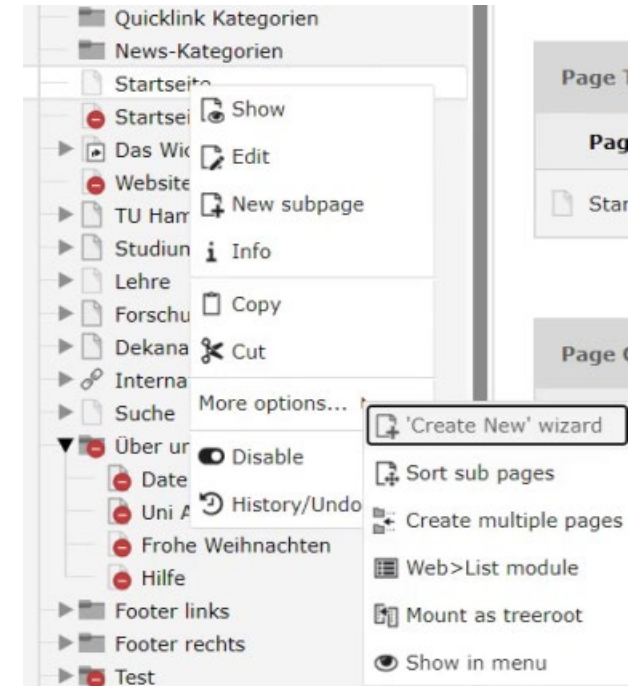
Available page types

The page type of a page within TYPO3 defines specific properties.

The following page types are available:

The **Standard** page type is used to create pages that are normally filled with content.

The **folder** page type serves as a system folder within the TYPO3 system and often contains data records, for example news, footer links, or text snippets.

Available page types

Pages of the **link** type redirect to other pages within the TYPO3 system and have no content of their own.
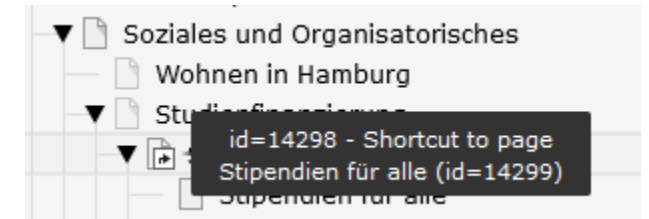
This page type can be used to link to an external page in the menu.
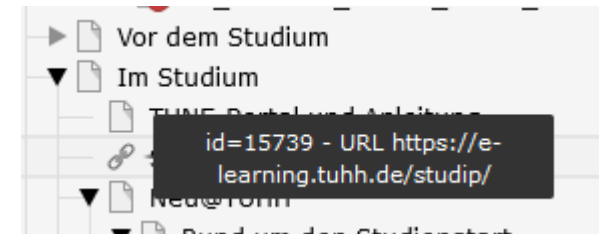
"Special" pages

The page icon in the page structure not only shows the page type, but also the status of the page:

- ***hidden in menus***
  Does not appear in the navigation of the website; however, the page is visible to "all" if it is linked via other channels.

- ***deactivated***
  This page has been deactivated for the frontend and is therefore not visible or accessible; only visible/editable in the backend.

- ***protected***
  This page (and its subpages) are protected against unauthorized access. They can therefore only be viewed and accessed after prior authentication as a member of a specific user group.

Page properties

Pages in TYPO3 have at least one page content, e.g. text, tables, images, which are provided directly in the frontend. Furthermore, pages in TYPO3 have additional properties that influence the presentation of the page content as well as the accessibility of the page. Such properties are, for example
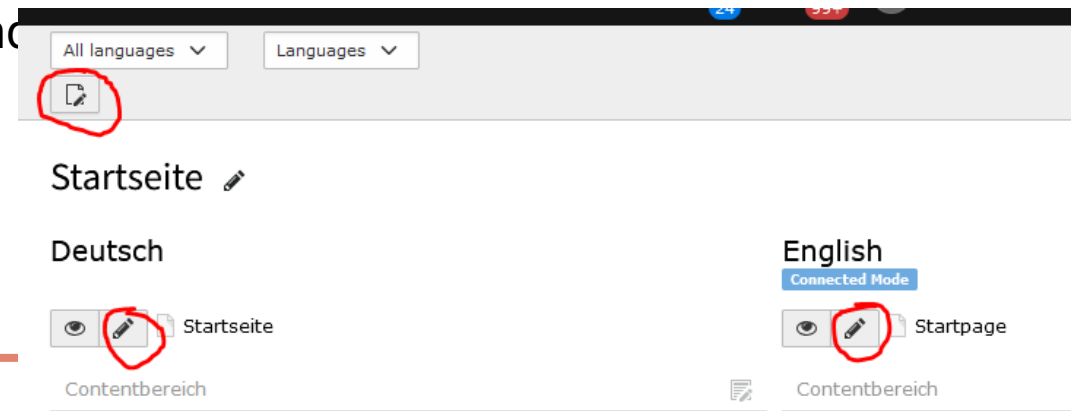
- The **page title** that is displayed in the browser bar

- **Alternative navigation title** if the title in the navigation is too long

- **Access settings** to protected pages against unauthorized access

The page properties can be called up via the context menu   of the page in the page tree or, if the page is already open in the workspace, via the correspond

Page properties

General

- *Type:* You can change the page type

- **Title**: Here you can edit the page title and the alternative navigation title
  - The **page title** is visible in the frontend in the browser bar/URL and in the navigation of the website.
    - If you change the titel you need to change the **URL segment** (and maybe need a **redirect**).
  - an **alternative navigation title** makes sense if the page title itself is too long to be displayed in the navigation
  - The **subtitle** is not displayed in the TUHH layout

Edit Page "Startseite"

General | SEO | Social media | Metadata | Appearance | Behaviour | Language | Access

Page
Type
Standard

Title
Page Title
Startseite

URL Segment
https://www-dev.tuhh.de/tuhh | /startseite

Alternative Navigation Title

Subtitle

Page [46454]

Page properties

SEO/ Social Media

- The **description** is displayed in search engine results. The text should contain important keywords for the page. It should not contain more than 135 characters.

- You can **exclude** pages from search engines or set duplicate content.

- You can include information adapted to sharing the page on **social media**.

Page properties

Access

- **Visibility** can be used to deactivate a page or hide it in the menu using the checkboxes. If a page is deactivated, it no longer appears in the frontend.

- The **publication/expiry date** can be used to define the period during which the page can be accessed online.

- The page can also be restricted to a **selected user group** through the assignment. This means that only authenticated website visitors can access such pages (for example only users with a TUHH IP address).
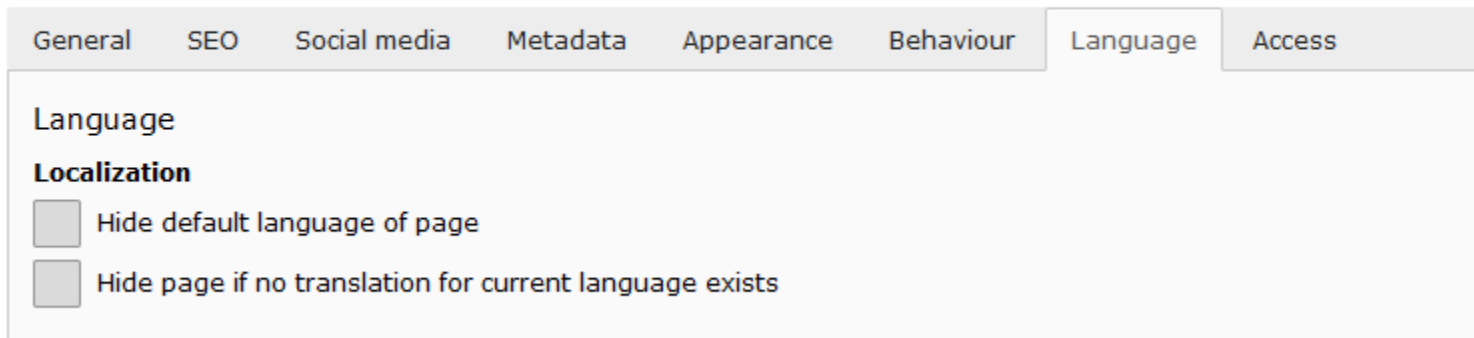
Multilingualism

- **German** or **English** can be standard language in TUHH TYPO3.

- **Language switch button** is displayed by **default**. If no translation exists, standard language is displayed.

- You can **deactivate** the alternative language version in the page properties.

- We can **delete** the alternative language version altogether for you.

Edit Page "Willkommen"

General	SEO	Social media	Metadata	Appearance	Behaviour	Language	Access

Language

Localization

☐ Hide default language of page

☐ Hide page if no translation for current language exists

Multilingualism

- In the page module, the view can be switched from columns to languages so that the translation of a page can be created.

- After this, the page properties of the page can be adjusted
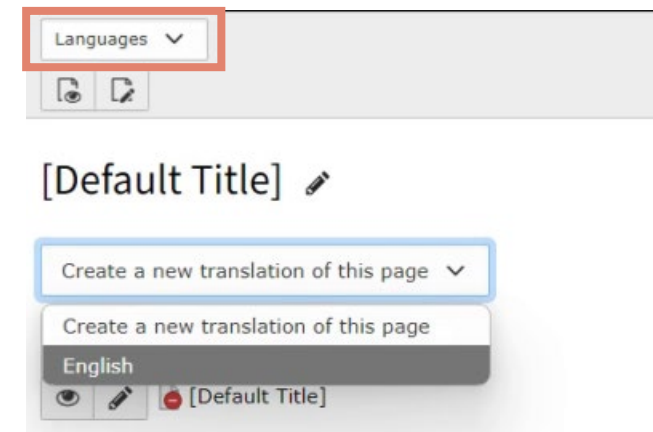
- update the url segment!

Multilingualism

- Side by side view of German and English version. **Activate alt. version**!

- **Translate button** creates content elements in the alt. language version but does not translate the text.

- **Connected mode** = every element in the alt. version has a parent element in the standard version.
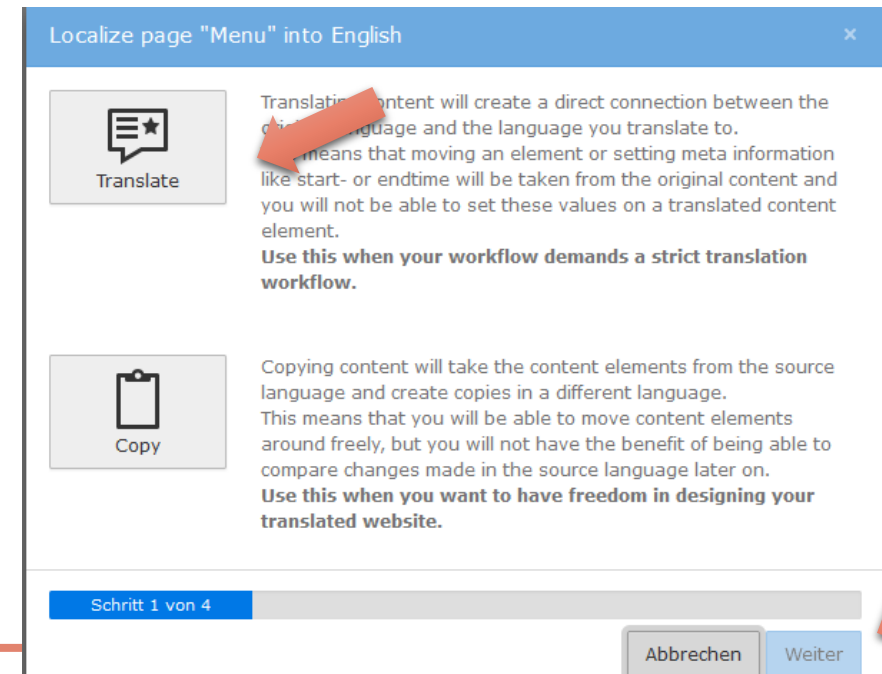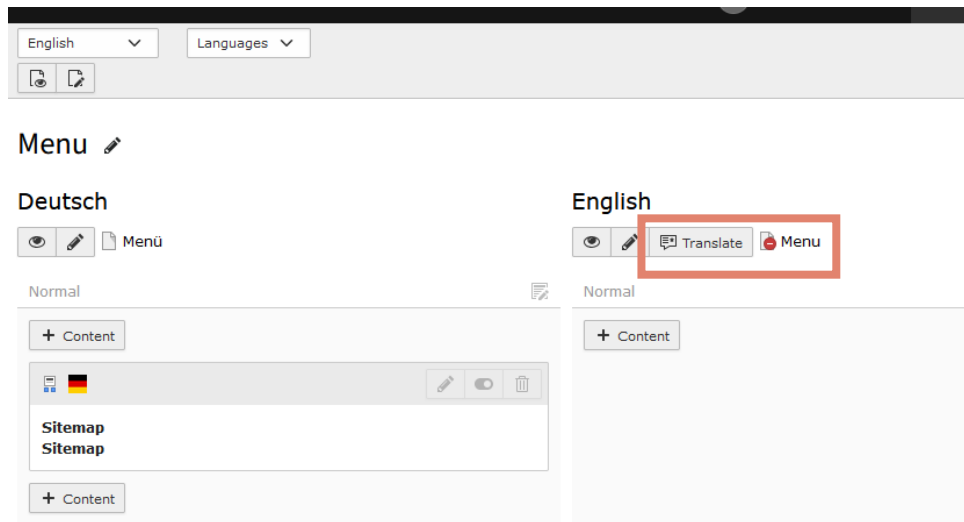
Files

upload and edit

Files in TYPO3

For the integration of images, videos, documents and other media, TYPO3 offers the option of uploading and managing these media in advance in TYPO3 in advance by uploading and managing them.

Not only files from your own PC can be uploaded here.
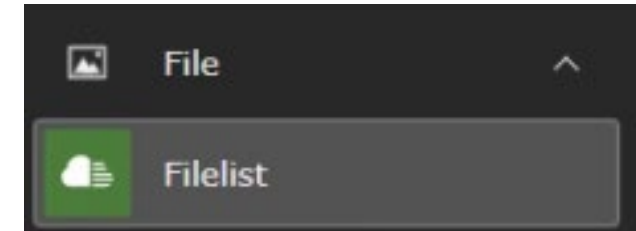
File list

The display of the files made available on TYPO3 in this way is structured hierarchically in folders, similar to the file explorer on a PC.

Folder structure

Contents of the selected folder

File upload

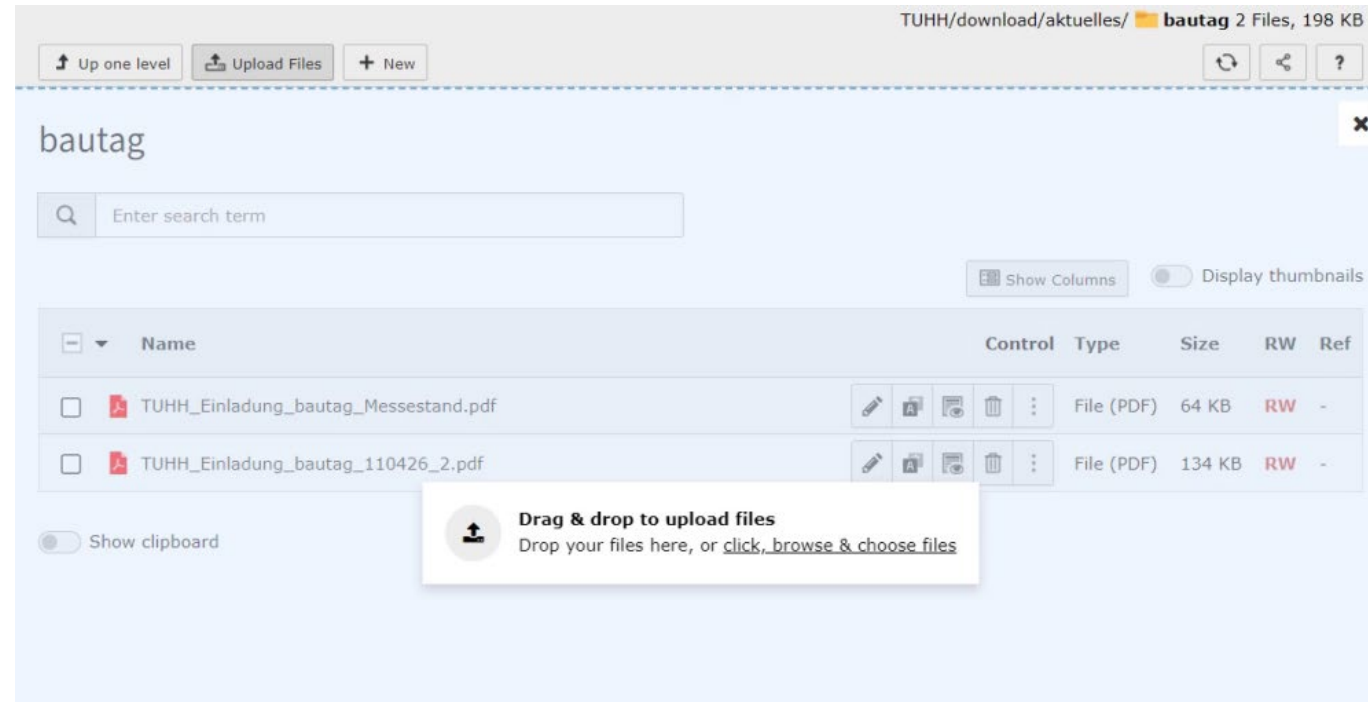Clicking on the **upload icon** opens a window for selecting the files to be uploaded. A field for storing the files to be uploaded is also displayed above the workspace. As described therein, files can also be *dragged and dropped* from the workspace into this area, which automatically results in the upload of the files stored in this way.

Pictures

If images are used on TYPO3 pages, you should pay attention to the image size of the images to be uploaded in advance. Since, depending on the use of images, e.g. as header or normal image in a content element, the corresponding image sizes are predefined, but the images themselves are only scaled to this size, they should be reduced to the maximum image size in advance:

- Images: max. image width **960px**

- Header images: max. image width **2160px**

- File size: Header images < 900KB, Images < 300KB, 72dpi, RGB

For header images, you should also ensure that the selected motif is placed in the center at a height of approx. 30% of the total height.

Tools for image cropping can be: GIMP, Photoshop, or online tools (https://www.resizepixel.com/de)

Pictures

Pictures

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Edit File Metadata "TUHH_Einladung_bautag_Messestand.pdf" on root level

General	Categories

TUHH_Einladung_bautag_Messestand.pdf (64 Kibytes)
Software (application/pdf)
Location: TUHH - /download/aktuelles/bautag/TUHH_Einladung_bautag_Messestand.pdf

Alternative Text

Images must have text alternatives that describe the information or function represented by them. This should only be empty for purely decorative images.

Description

Title

TUHH_Einladung_bautag_Messestand.pdf

File Metadata [101076]

Page content

insert and edit

Create content element

Side view

In the list view

Homepage ✏️

English
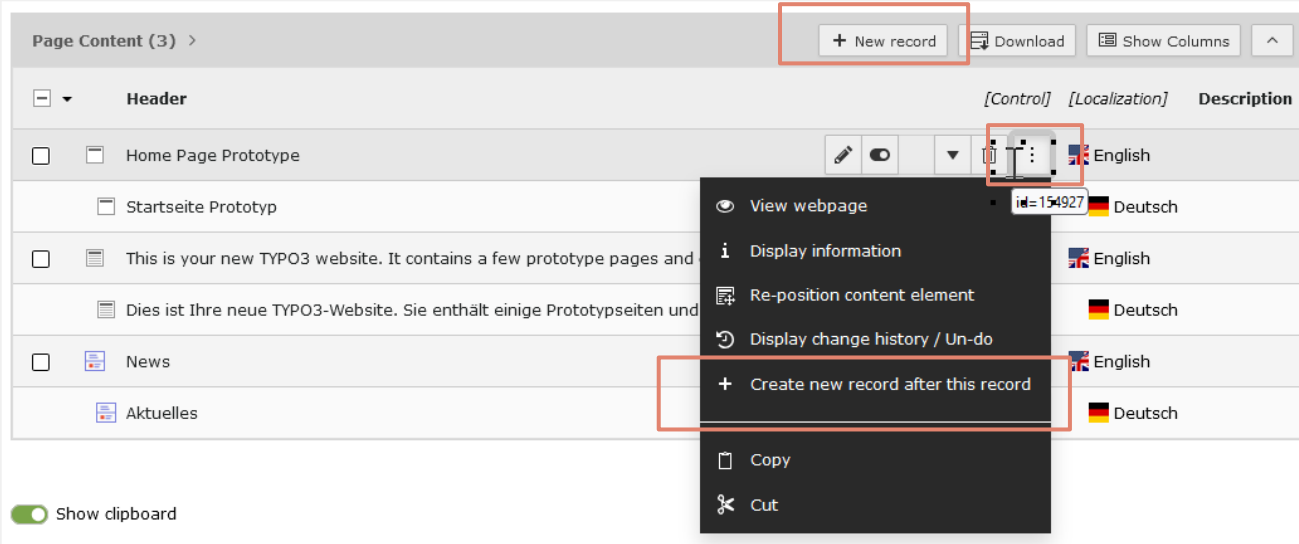
👁 ✏️ 📄 Homepage

Normal

+ Content

- The button for creating new page content is located on the left above and below each content element

Available content elements

The following content elements can be part of a page:

Fully documented on:
https://www.tuhh.de/t3doku/neues-layout-und-neue-module

Most common content elements

- Headline (H1 is a must)

- Text

- Image

- Text + image (not text + media, only for old layout)

It is important to use the right content elements for the exact purpose. E.g.: If no image is currently available for the text, please use the *Text* content element and not "*Text & images*".

Create new content element ✕

Filter by: Search for any content type

Typical page content   News system   Form elements   Menu   Plugins   Special elements

Header Only
Adds a header only.

Regular Text Element
A regular text element with header and bodytext fields.

Text & Images
Any number of images wrapped right around a regular text element.

Images Only
Any number of images aligned in columns and rows with a caption.

Properties of content elements

- **General tab**
  The heading of the content element is entered here as well as the main content (if available). The heading type can be used to hide the heading in the display. This is helpful if you still want to find the content element in the backend, e.g. via the list module.

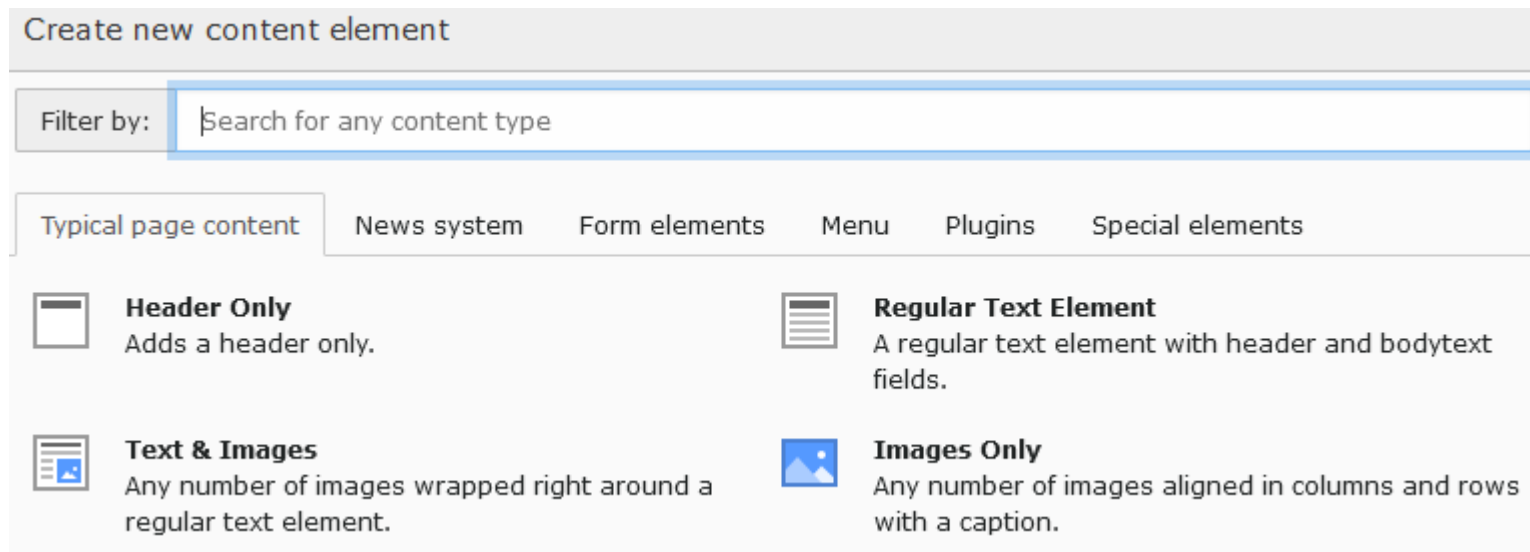- **Appearance tab**
  Depending on the selected content element, the appearance can be influenced via the *Frame* property
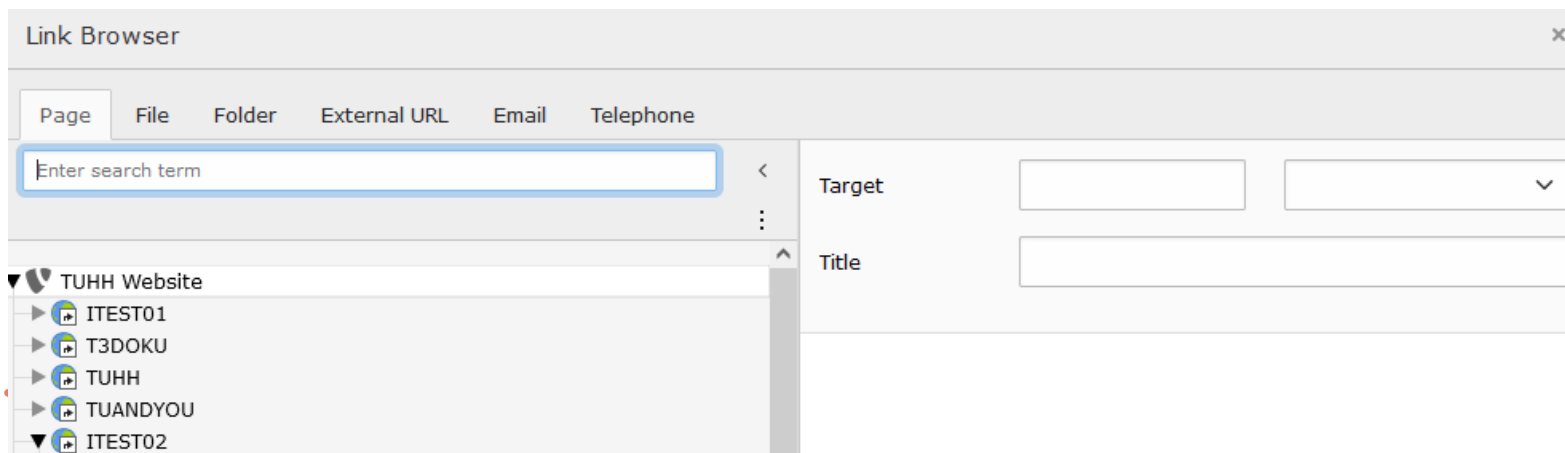
- **Access tab**
  Here you can set whether the content element is visible and/or defined with certain access restrictions

Christian Barth/MMKH

This is your new TYPO3 website. It contains a few prototype pages and content elements to give you an idea how to structure your website. You can move, rename, de-activate and delete all prototype pages and content elements as you wish. We have also implemented the TYPO3 news-system with a few example news. If you wish to use it, please delete the example-news first.
For your first steps, please read our instructions here: https://www.tuhh.de/t3doku/neues-layout-und-neue-module/das-neue-institute-layout
For an overview over our webdesign and TYPO3 content elements, please click here: https://www.tuhh.de/t3doku/neues-layout-und-neue-module
For further questions and advise, you can always contact the webmaster team.

Rich text editor

Setting a link

- To set a link, mark the text passage that you want to be linked. This is referred to as the **link text**. Then you enter the **link target**, which is where the link leads the user.

- Once you have marked the text passage, click the icon 🔗 to open the link dialogue.

- Choose the correct option: Internal or external website, document or mail address.

- The "Title" field is shown by mouseover in the frontend.

- Internal and external URLs look different in the frontend.   internal link or external link ↗

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Preview your changes

While editing the page, it is interesting to see the respective changes in the implementation. This is where the **preview** of the content element to be edited comes in handy. With this preview, you can view the currently edited content element or page in a new tab/window.
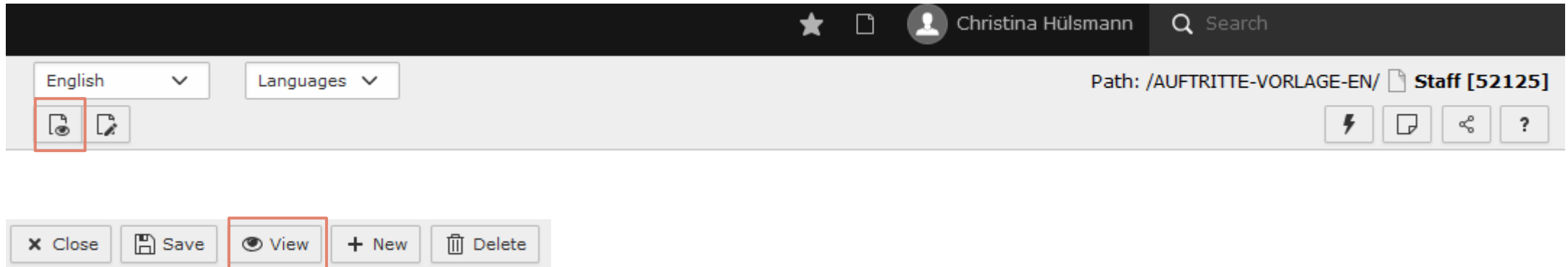
- Preview: **www-dev.**tuhh.de/…
- Website: **www.**tuhh.de/...

Translate individual content elements

- For the translation of the individual content elements of a page, TYPO3 offers the option of identifying **missing content elements** in a foreign language and creating a language version if required.
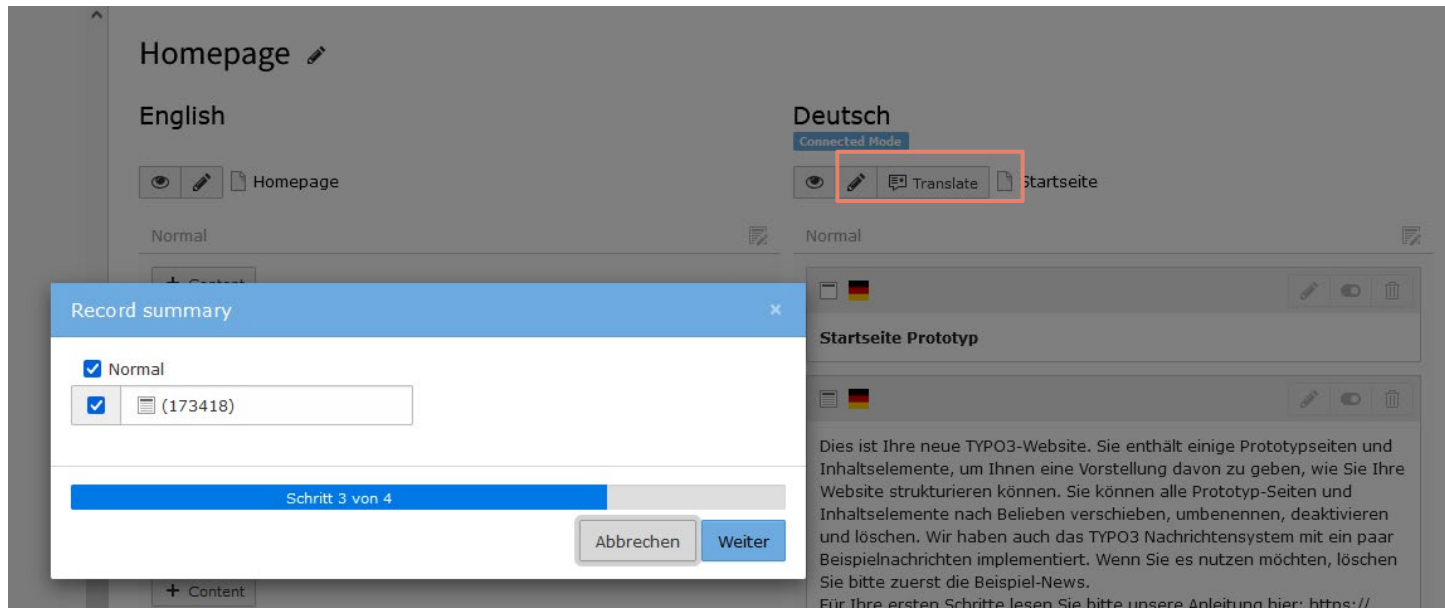
Translate individual content elements

- One content element can also be translated into the alternative language via the language selection in the upper area of the workspace.

- Or in the list view via the flag button

- Property fields that can be translated are prepared accordingly and displayed with the original content underneath.
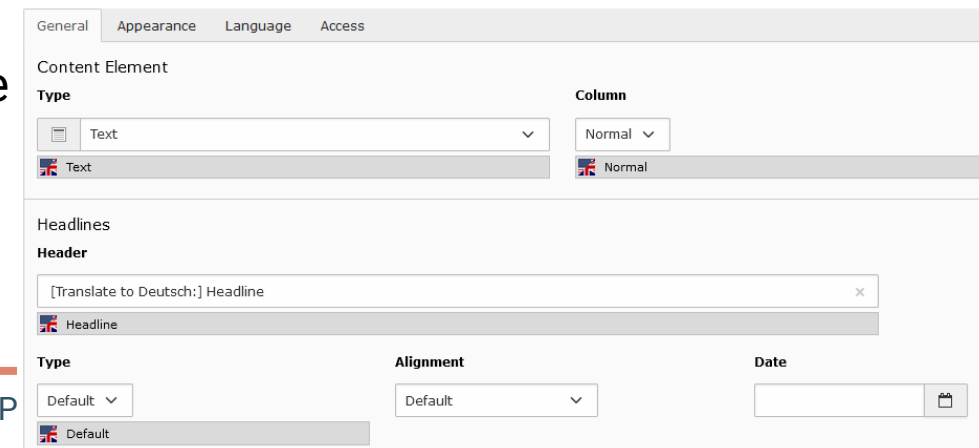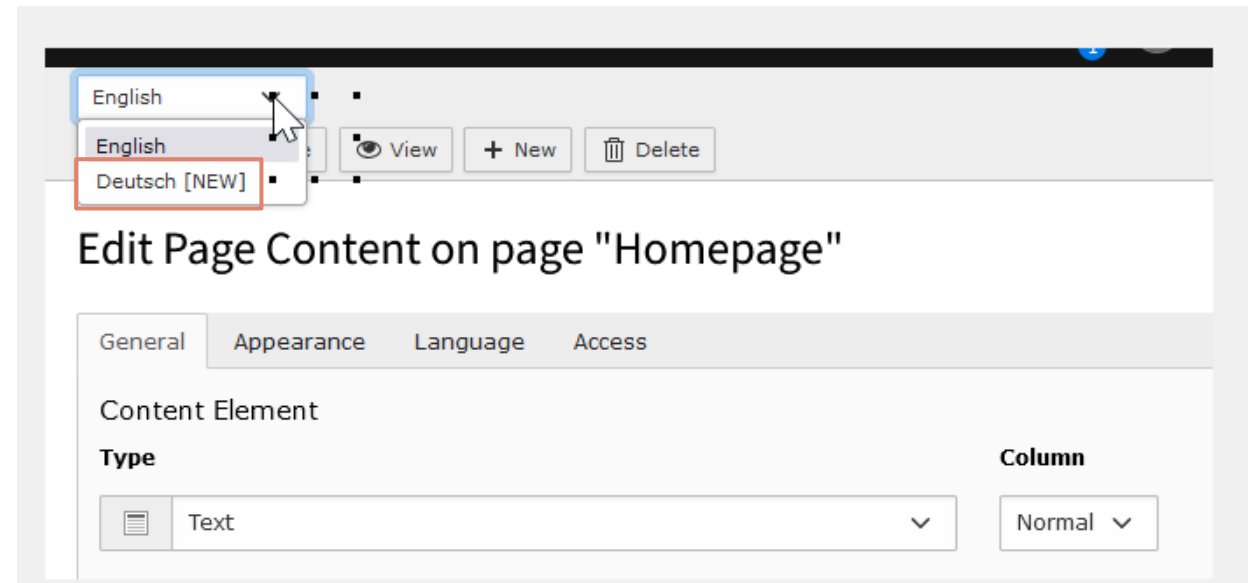
- Alt. texts and undertext for pictures need to be translated as well

Creating a good website

A good website:

- is designed for the user target group

- is found by search engines under relevant keywords

- is accessible

How to:

- accessibility: headline hierarchy, correct editorial styling (e.g. bullet point lists), alt texts

- use appropriate content elements, appropriate order, approriate quantity

- keep clicks paths as short as possible

- correct use of links and documents

Worth knowing

Tips & Tools

Copy and reference

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- You can copy pages and paste them under or into another page in the page tree. You can also create template pages. Update url segment!

- You can also copy content elements – right click in page view or in the list view.

- You can reference content

elements that you need on

several pages
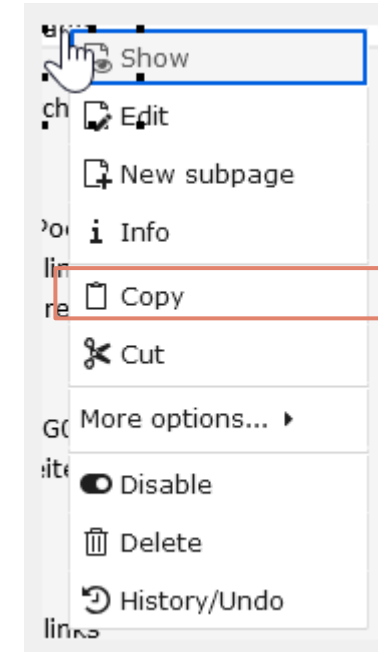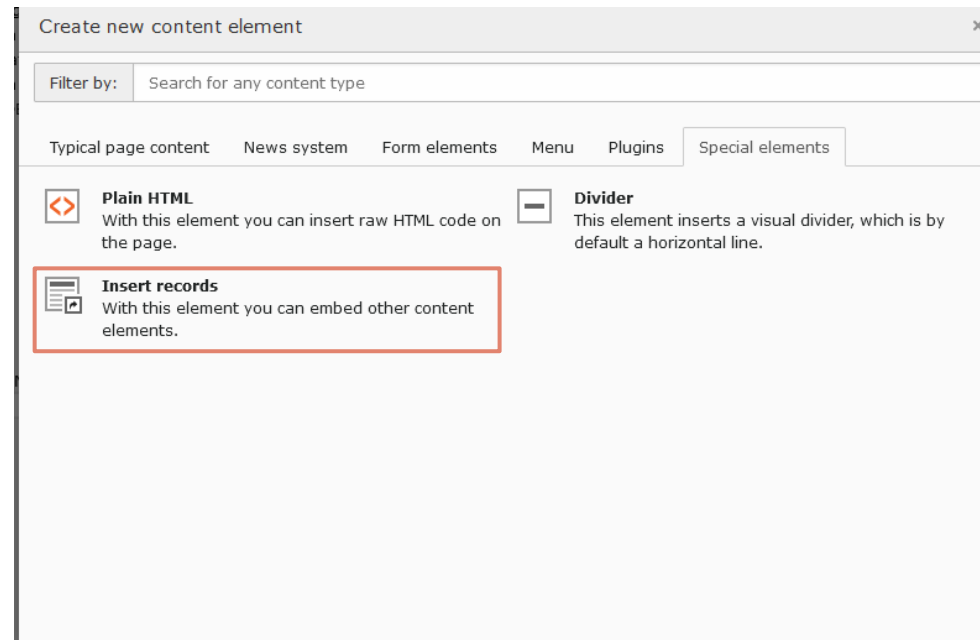
History

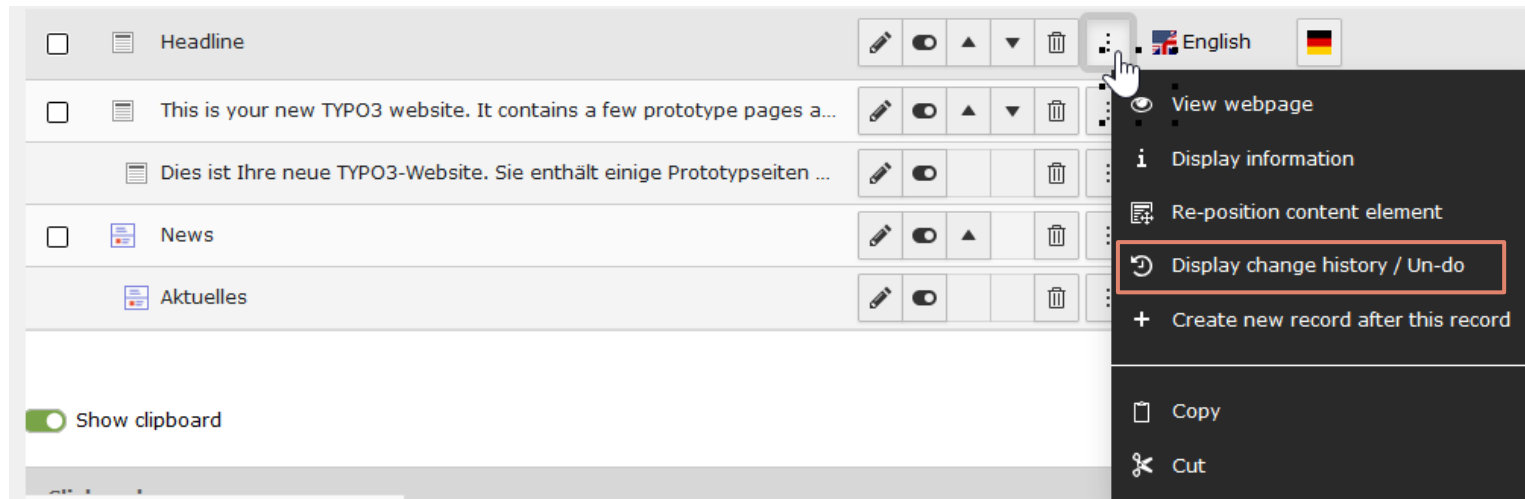- TYPO3 generally saves the last editing status. This makes it possible to undo changes. For this purpose, the corresponding icon is available via the context menu in the page structure.

- To call up only the history of a content element the same function is available in the list module in the advanced options of the list element.
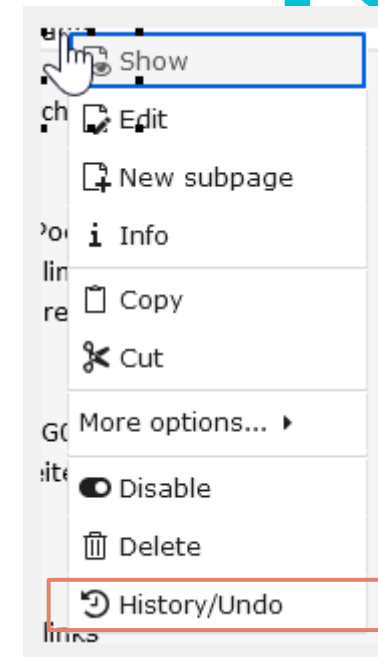
TYPO3 cache

It may happen that you have changed or adapted the content of a page, created news or provided additional downloads, but the new content is not displayed in the frontend. To ensure that TYPO3 pages can be delivered quickly, pages that have been called up are cached (stored in a temporary memory).

In the event that changes are not displayed in the frontend,
this cache can be deleted manually.
The menu item provided in TYPO3
Delete cache of this page deletes the
cache of a certain page so it re-loads.
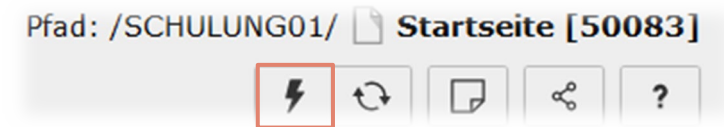
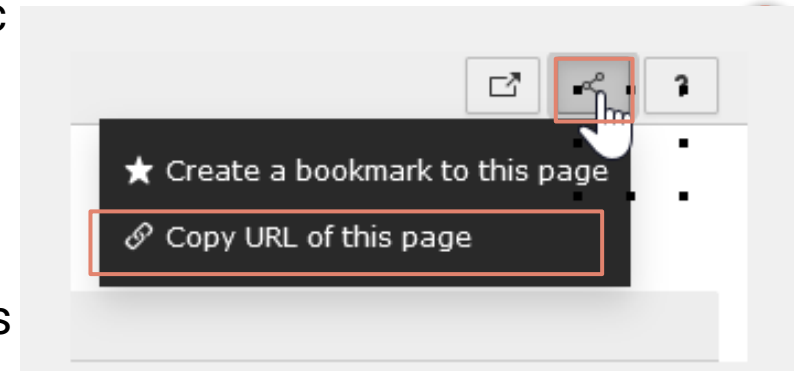# Collaboration thanks to deep links

If you are working together on the same page, file or a specific content element, it is possible to use deep links to share content by simply sharing the current workspace (page, module, content element) with the other editors.

It is also possible to save elements that backend users access regularly as bookmarks.

Overview of current tutorials

The official TYPO3 website offers extensive tutorials free of charge:

1. Getting Started Tutorial: https://docs.typo3.org/m/typo3/tutorial-getting-started/11.5/en-us/Index.html
   Recommended as an introduction and aimed at those who want to get to know TYPO3

2. TYPO3 Guide for Editors: https://docs.typo3.org/m/typo3/tutorial-editors/11.5/en-us/Index.html
   This guide explains common editorial tasks such as managing pages and page content in TYPO3

The TUHH also provides a documentation for TYPO3 editors. However, it is currently updated to the new layout and TYPO3 version, and is only available in German.

https://www.tuhh.de/t3doku/fuer-redakteure
https://www.tuhh.de/t3doku/fuer-redakteure/mehrsprachigkeit
https://www.tuhh.de/t3doku/neues-layout-und-neue-module

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