



## TYPO3 - Basics

- Based on TYPO3 11.5

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# TYP03 - a content management system



## Layout

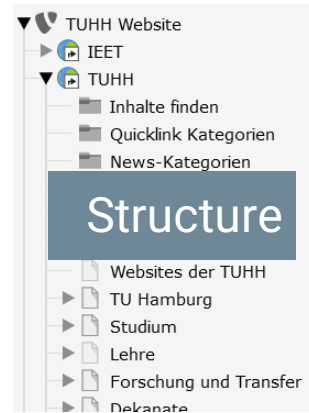


## Technik für die Menschen

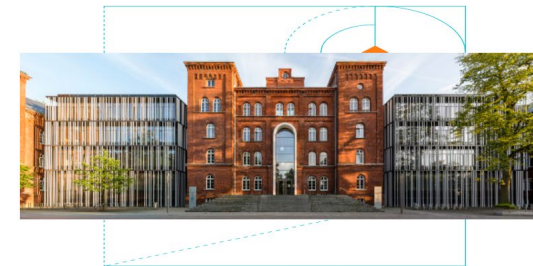
Die Gründungsprinzipien der TUHH sind in Deutschland einzigartig: Forschungspriorität, Interdisziplinarität, Innovation, Regionalität sowie Internationalität sind verpflichtende Grundlagen für unser Handeln. Im Mittelpunkt der Forschung, der Lehre und des Technologietransfers steht das Leitmotiv, **Technik für die Menschen** zu entwickeln.

## Content

- Leitbild der TU Hamburg



TUHH > TU HAMBURG > PROFIL



## Website

### Technik für die

Die Gründungsprinzipien der TUHH sind in Deutschland einzigartig: Forschungspriorität, Interdisziplinarität, Innovation, Regionalität sowie Internationalität sind verpflichtende Grundlagen für unser Handeln. Im Mittelpunkt der Forschung, der Lehre und des Technologietransfers steht das Leitmotiv, **Technik für die Menschen** zu entwickeln.

- Leitbild der TU Hamburg



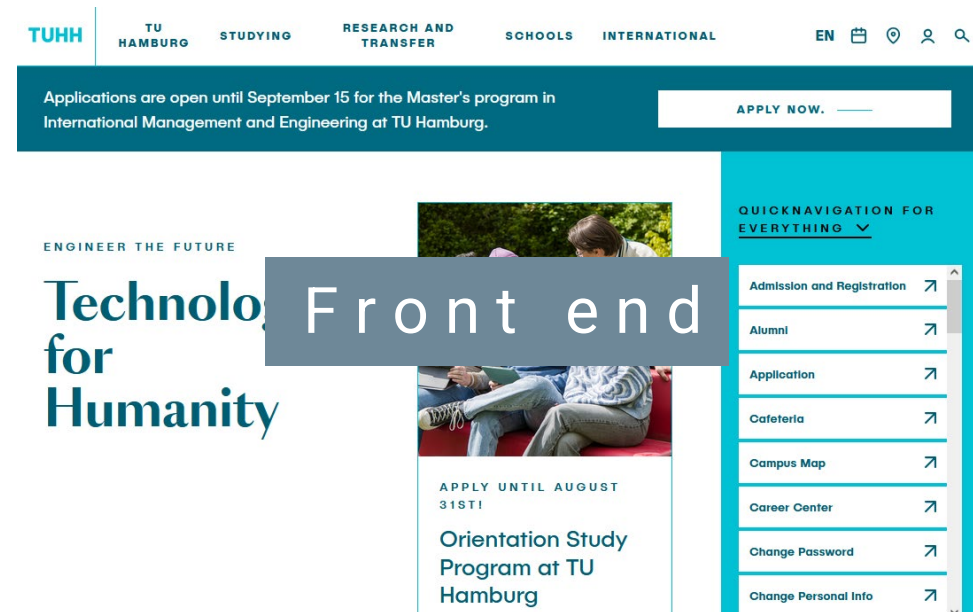
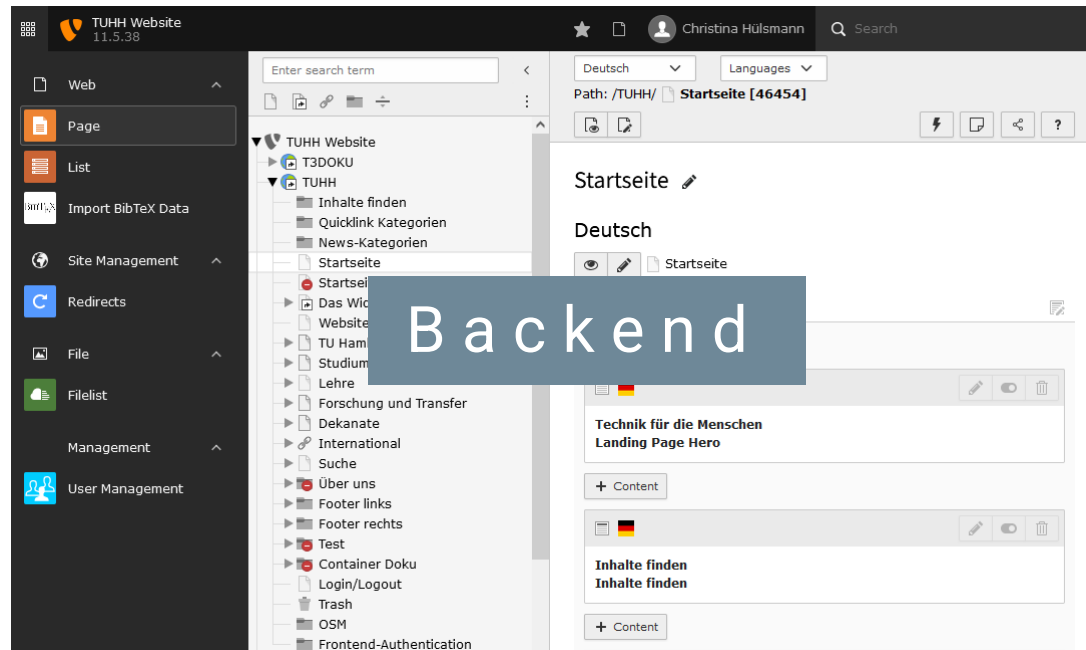
# TYPO3

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:

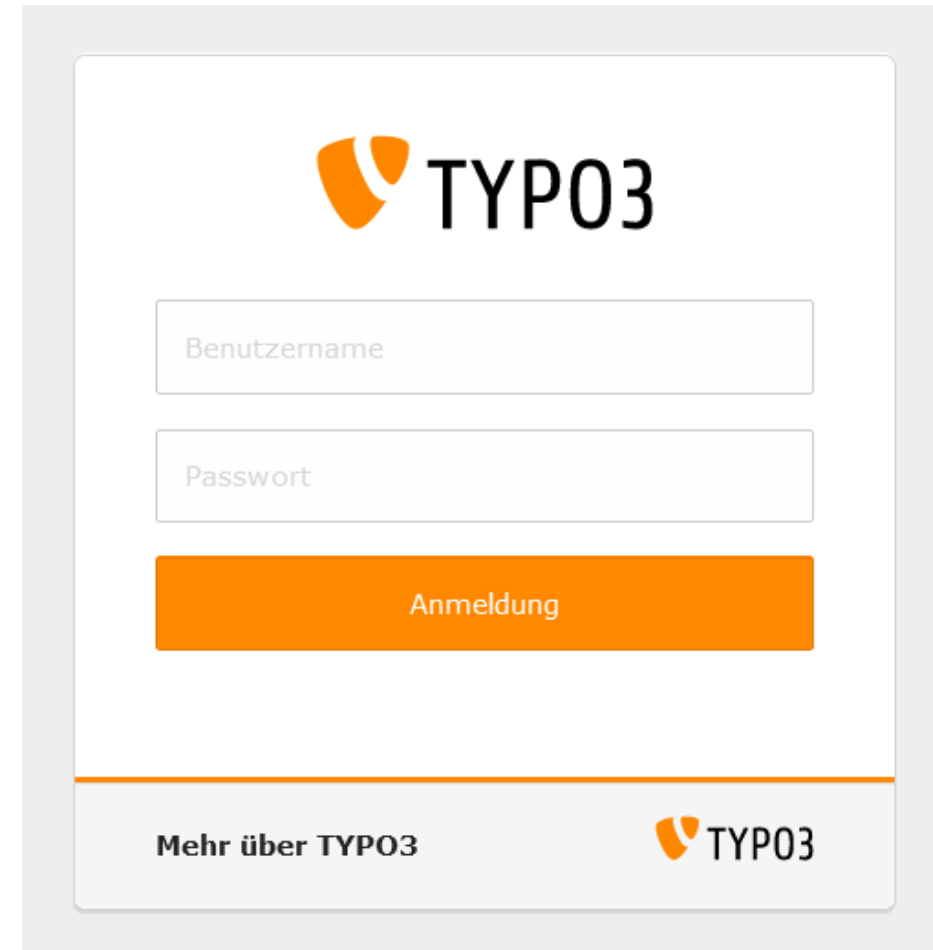


# Login

- 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:

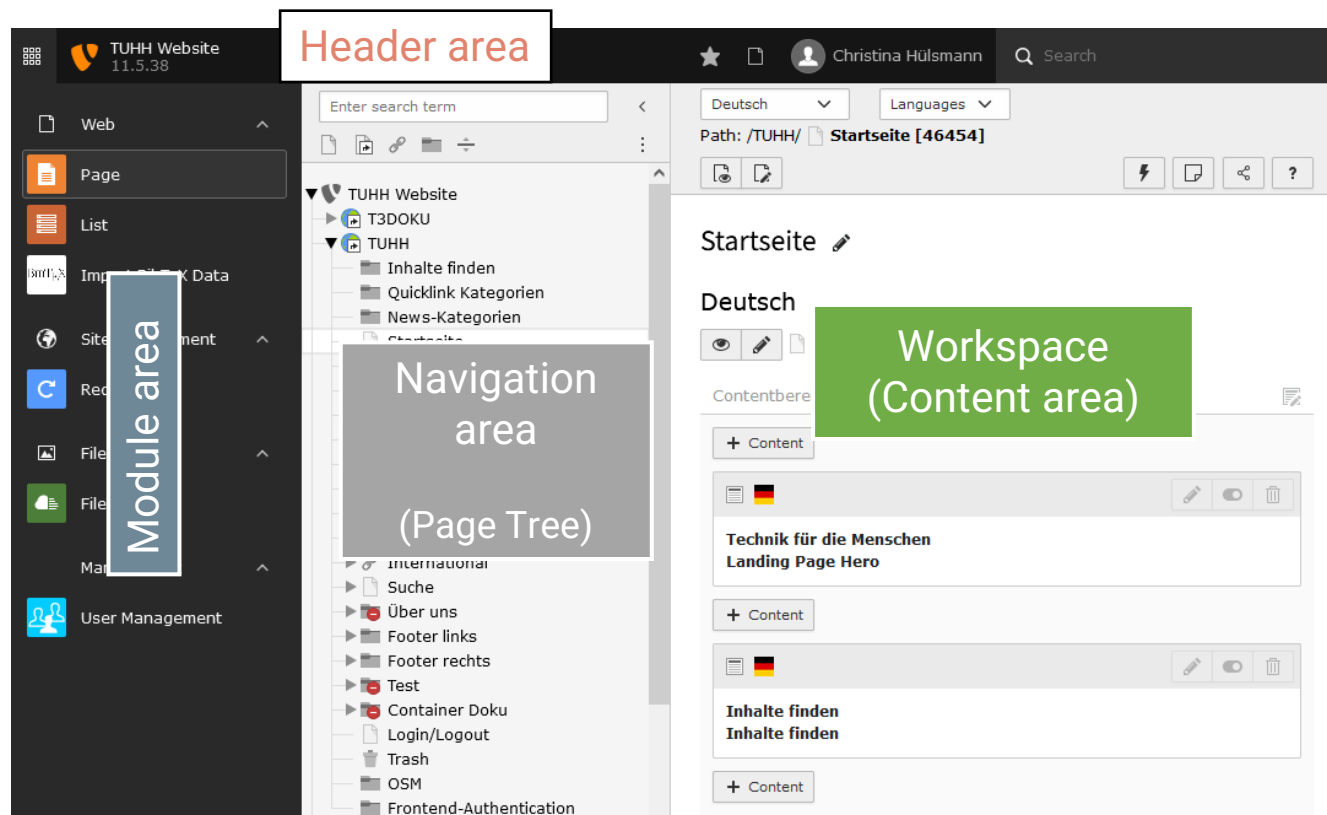
<https://www-dev.tuhh.de/typo3>



The image shows a screenshot of the TYPO3 login interface. At the top center, there is the TYPO3 logo, which consists of an orange shield-like shape followed by the text 'TYPO3'. Below the logo, there are two input fields: the first is labeled 'Benutzername' and the second is labeled 'Passwort'. Underneath these fields is a prominent orange button with the text 'Anmeldung'. At the bottom of the page, there is a footer area containing the text 'Mehr über TYPO3' on the left and the TYPO3 logo on the right.

# 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

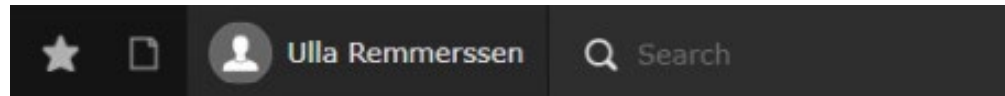
## Navigation area

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



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:

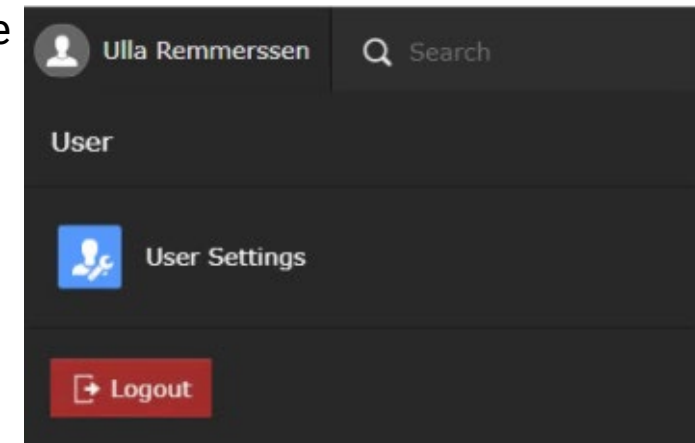
- **Personal settings**

Here you can

- set the language
- changed the password
- set a profile picture

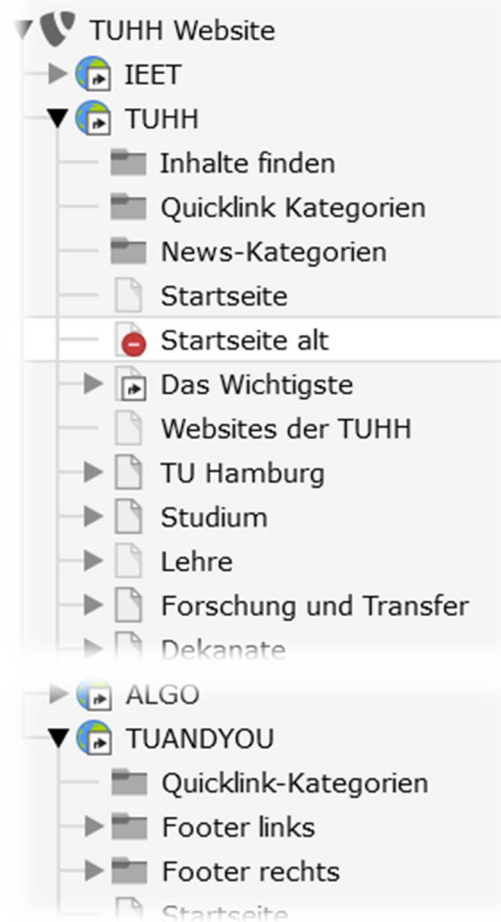
become

- **Log out** from the backend

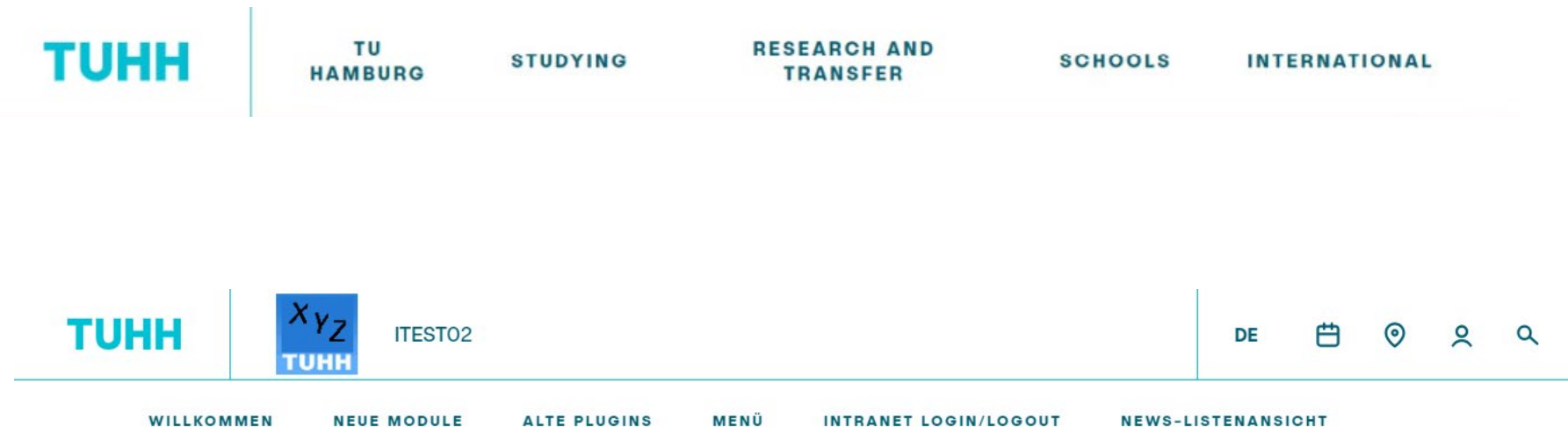




# Page structure of the TUHH

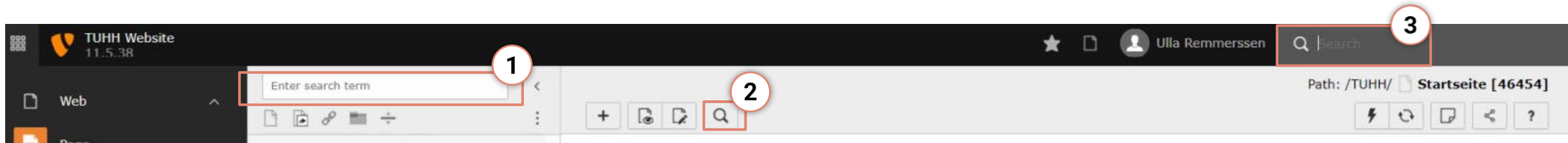


- The page structure of the TUHH website begins with the "Start" page, which can be accessed in the front end via [www.tuhh.de](http://www.tuhh.de).
- The pages below represent the main menu



# Search in TYPO3

Various tools are available in TYPO3 for searching for pages and/or content.



## 1. Filter

searches for pages 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

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

In the Web → List module, 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

## New record

 **Create a new page**

 Page (inside)

 Page (after)

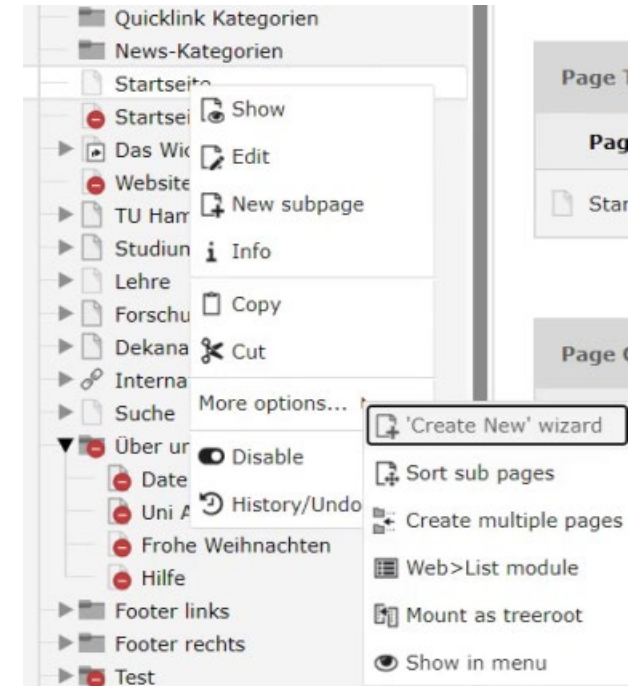
 Page (select position)

# 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 neighboring page as well.



### New record



Select a position for the new page




# Available page types

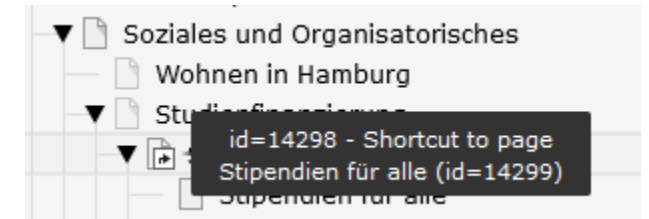
The page type of a page within TYPO3 defines specific properties.


The following page types are available:

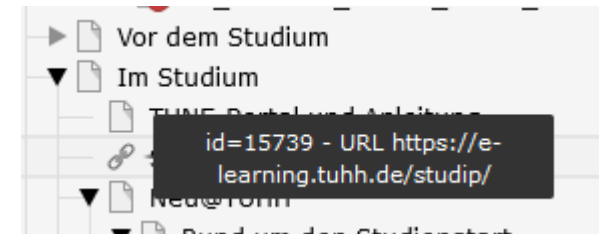
-  The **Standard** page type is used to create pages that are normally filled with content.
-  The **folder** page type serves as a system folder within the TYPO3 system and often contains data records, for example news, footer links, or text snippets.

# 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***

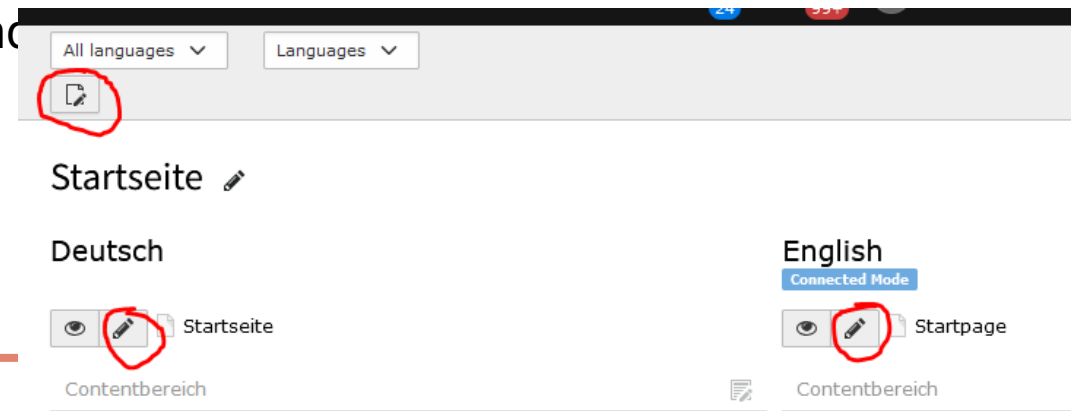
 This page (and its subpages) are protected against unauthorized access. They can therefore only be viewed and accessed after prior authentication as a member of a specific user group.

# 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 corresponding



# 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 title 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"

The screenshot shows the 'Edit Page' interface for 'Startseite'. It features a tabbed menu at the top with 'General' selected. Below the menu, the 'Page Type' is set to 'Standard'. The 'Title' section includes a 'Page Title' field with 'Startseite', a 'URL Segment' field with 'https://www-dev.tuhh.de/tuhh /startseite', an empty 'Alternative Navigation Title' field, and an empty 'Subtitle' field. The interface is clean and modern, with a light gray background and white text.

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**.

### Edit Page "Startseite"

General SEO Social media Metadata Appearance Behaviour Resources Language Access Categories

General SEO settings

**Title for search engines**

**Description**

### Edit Page "Startseite"

General SEO Social media Metadata Appearance Behaviour Resources Language Access Categories Notes

Open Graph (Facebook)

**Title**

**Description**

# 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).

### Edit Page "Willkommen"

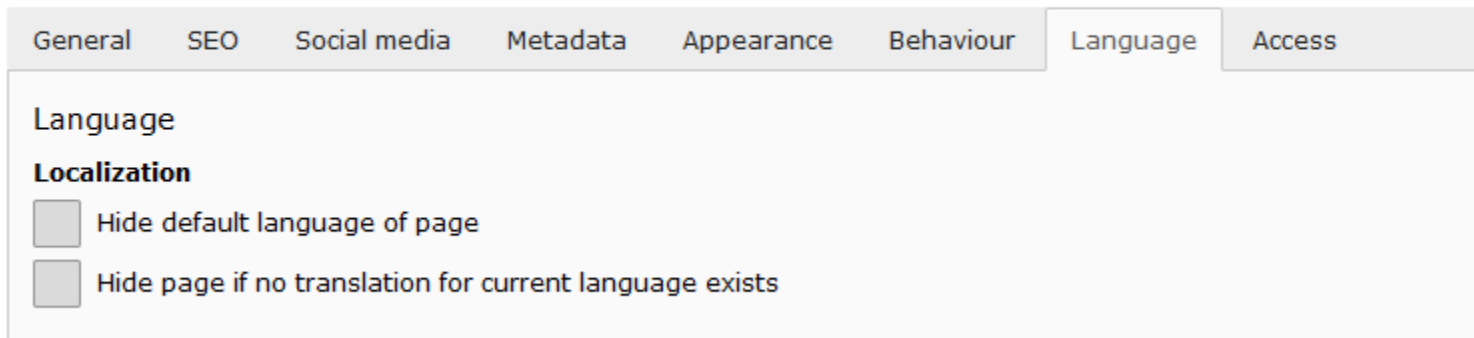
The screenshot shows the 'Edit Page' interface for 'Willkommen'. The 'Access' tab is selected and highlighted with a red circle. Under the 'Visibility' section, there are two toggles: 'Page visible' and 'Page enabled in menus', both of which are turned on and also highlighted with red circles. Below this, the 'Publish Dates and Access Rights' section includes 'Publish Date' and 'Expiration Date' fields with calendar icons, and an 'Extend to Subpages' toggle. The 'Usergroup Access Rights' section features a list of 'Selected Items' and 'Available Items'. The 'Available Items' list includes 'Hide at login', 'Show at any login', and a section for 'Usergroups:' with entries like 'Berufungsmonitor', 'FE IP ITEST01 RZ', 'FE LDAP ITEST01', and 'FE LDAP Sekretariatsnetzwerk'. At the bottom, the 'Login Behaviour' section has a dropdown menu set to 'Enable login'.

Page [50999]

# 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"



The screenshot shows the 'Language' tab in the TYPO3 page editor. The tab is selected and highlighted. Below the tab, the 'Language' section is visible, containing a 'Localization' sub-section with two checkboxes:

- 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!

Seite "[Translate to Englisch:] W



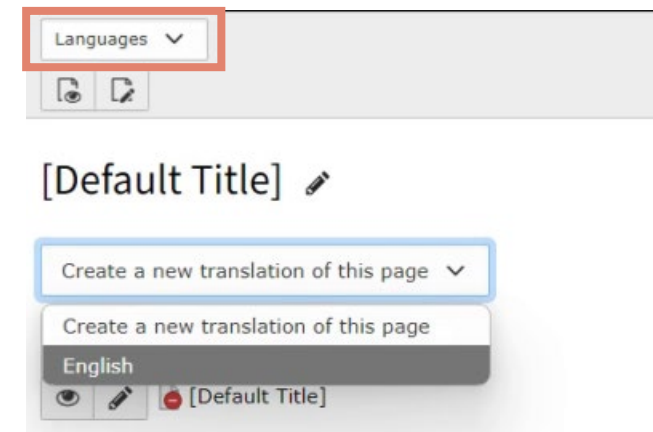
Allgemein SEO Soziale Medien Metadaten

Titel

**Seitentitel** [title]

[Translate to Englisch:] Willkommen

 Willkommen






Languages ▾

[Default Title] ✎

Create a new translation of this page ▾

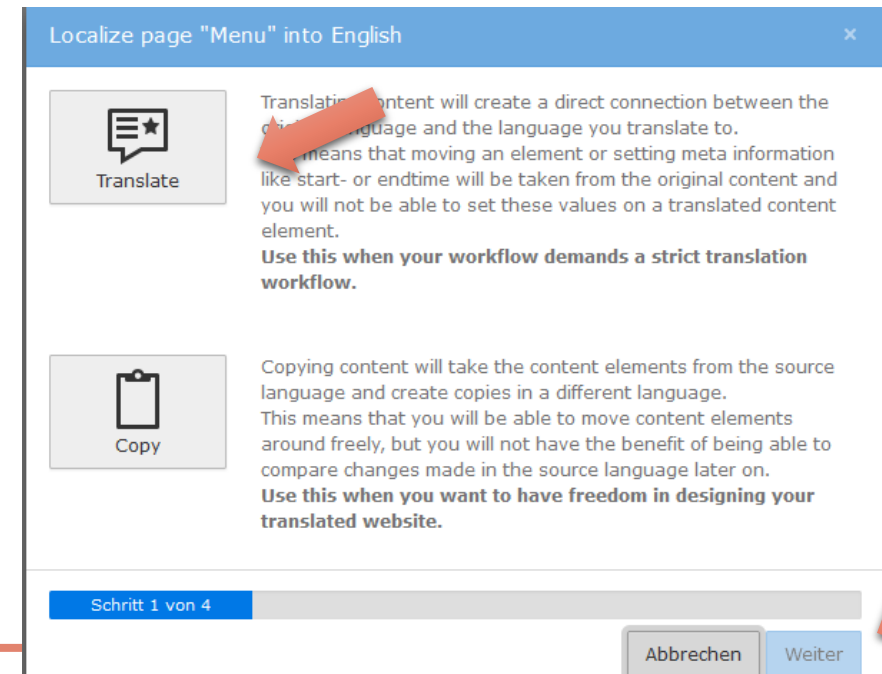
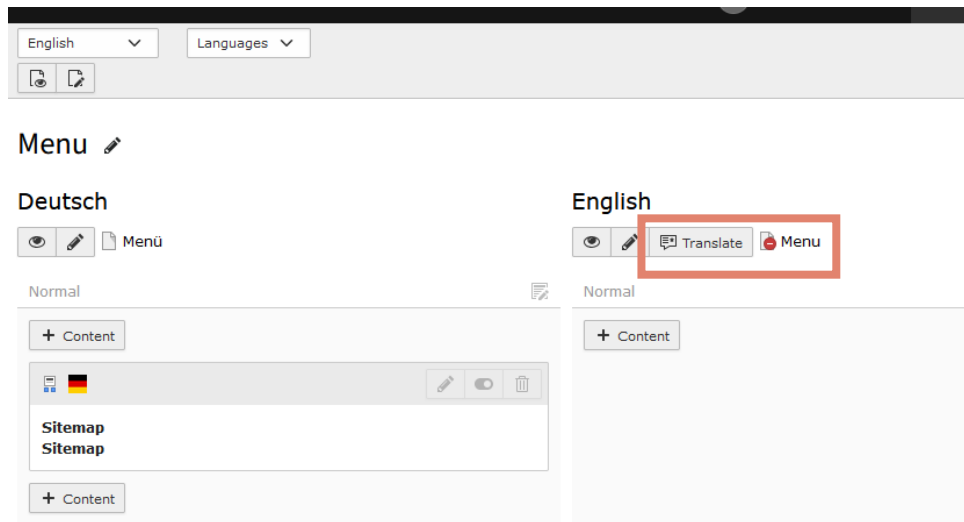
Create a new translation of this page

English

   [Default Title]

# 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.





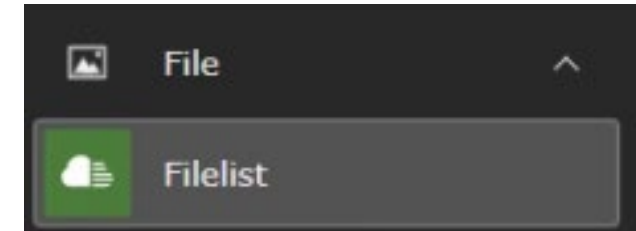
# Files

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.



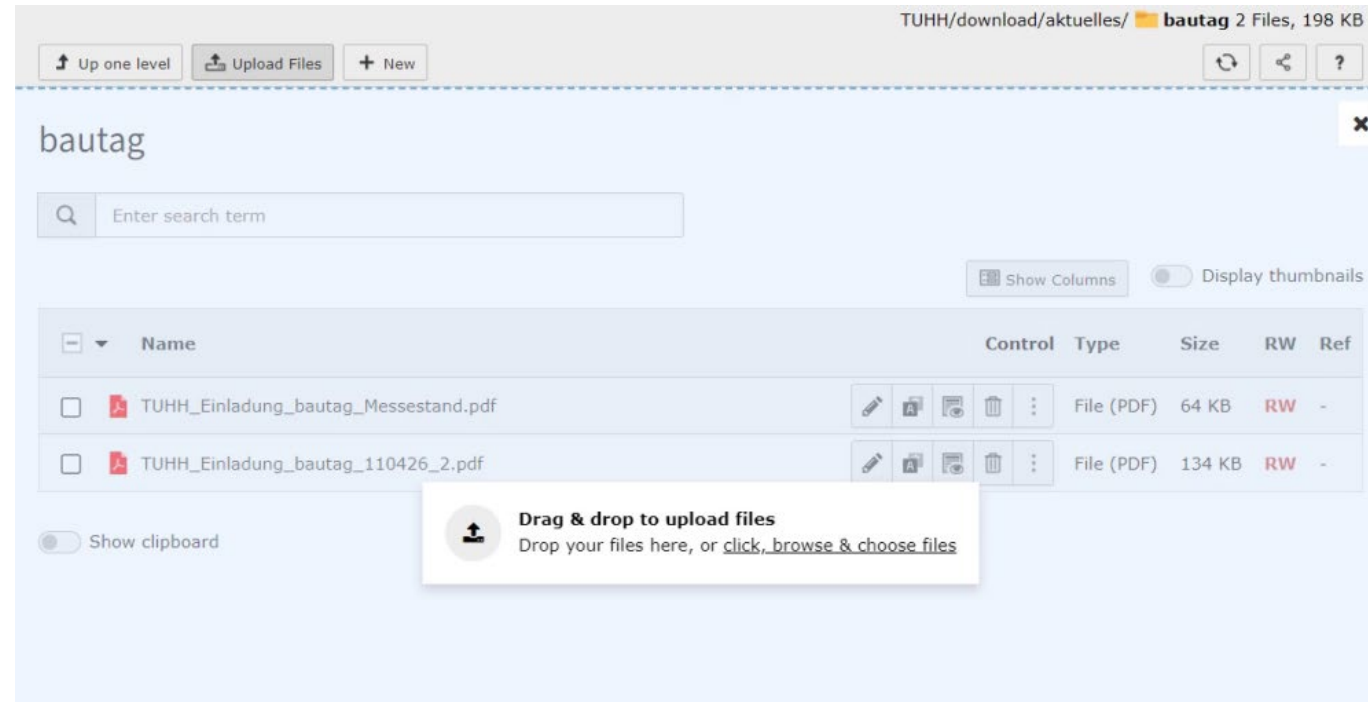
# File list

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.

The screenshot shows a file explorer interface. On the left, a tree view displays a hierarchy of folders including ITEST01, ITEST02, and T3D2. A grey box labeled "Folder structure" highlights the left sidebar. On the right, the main area shows the contents of the selected folder "ITEST01". A search bar is at the top, and a green callout box labeled "Contents of the selected folder" points to the table below. The table lists folders with their names, control icons, types, sizes, permissions, and references.

Name	Control	Type	Size	RW	Ref
Benno	[trash] [dots]	Folder	1 File	RW	-
ErrorHandling	[trash] [dots]	Folder	2 Files	RW	-
goof_fotoboek	[trash] [dots]	Folder	7 Files	RW	-
layout01INSTITUTE	[trash] [dots]	Folder	0 Files	RW	-
layout2021	[trash] [dots]	Folder	5 Files	RW	-
Marlen	[trash] [dots]	Folder	1 File	RW	-
mediendateien	[trash] [dots]	Folder	4 Files	RW	-

# 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.

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

The screenshot shows a file manager interface. On the left is a directory tree with folders like ITEST01, ITEST02, SCHULUNG01, SCHULUNG02, T3D2, T3DOKU, TRAINING01, and TUHH. The 'TUHH' folder is expanded to show 'css', 'dev', 'download', and 'aktuelles' subfolders. The 'aktuelles' folder is further expanded to show 'bautag' and 'covid19' subfolders.

The main area shows the contents of the 'bautag' folder. It has a search bar with the placeholder 'Enter search term'. Below the search bar are two toggle buttons: 'Show Columns' (checked) and 'Display thumbnails' (unchecked). Below these is a table listing files:

<input type="checkbox"/>	Name	Control	Type	Size	RW	Ref
<input type="checkbox"/>	TUHH_Einladung_bautag_Messestand.pdf		File (PDF)	64 KB	RW	-
<input type="checkbox"/>	TUHH_Einladung_bautag_110426_2.pdf		File (PDF)	134 KB	RW	-

At the bottom of the main area is a 'Show clipboard' toggle button, which is currently turned off.

## Edit File Metadata "TUHH\_Einladung\_bautag\_Messestand.pdf" on root level

General	Categories
<b>TUHH_Einladung_bautag_Messestand.pdf</b> (64 Kibytes) Software (application/pdf) Location: TUHH - /download/aktuelles/bautag/TUHH_Einladung_bautag_Messestand.pdf	
<b>Alternative Text</b> Images must have text alternatives that describe the information or function represented by them. This should only be empty for purely decorative images. <input type="text"/>	
<b>Description</b> <input type="text"/>	
<b>Title</b> <input type="text" value="TUHH_Einladung_bautag_Messestand.pdf"/>	

 File Metadata [101076]

# Page content

insert and edit



# Create content element


## Side view

Homepage 

English

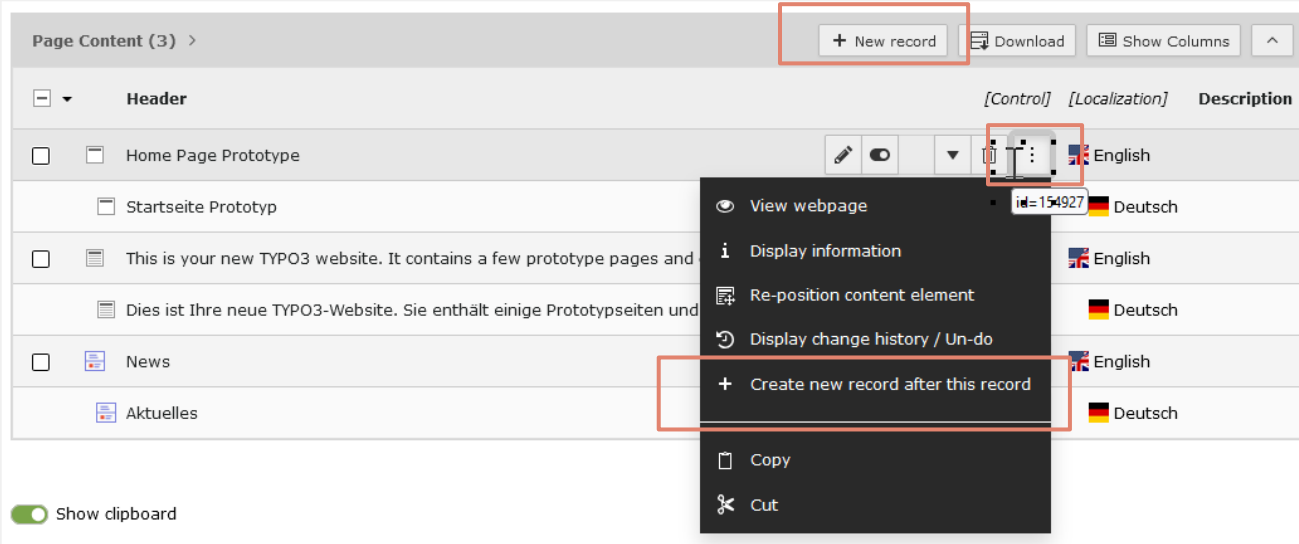
  Homepage

Normal









 Content

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

## In the list view



Page Content (3) > + New record Download Show Columns ^

	Header	[Control]	[Localization]	Description
<input type="checkbox"/>	Home Page Prototype	 	 English	
<input type="checkbox"/>	Startseite Prototyp		id=154927  Deutsch	
<input type="checkbox"/>	This is your new TYPO3 website. It contains a few prototype pages and		 English	
<input type="checkbox"/>	Dies ist Ihre neue TYPO3-Website. Sie enthält einige Prototypseiten und		 Deutsch	
<input type="checkbox"/>	News		 English	
<input type="checkbox"/>	Aktuelles		 Deutsch	

Show clipboard

# Available content elements

The following content elements can be part of a page:

Create new content element

Filter by:

Typical page content | News system | Form elements | Menu | Plugins | Special elements

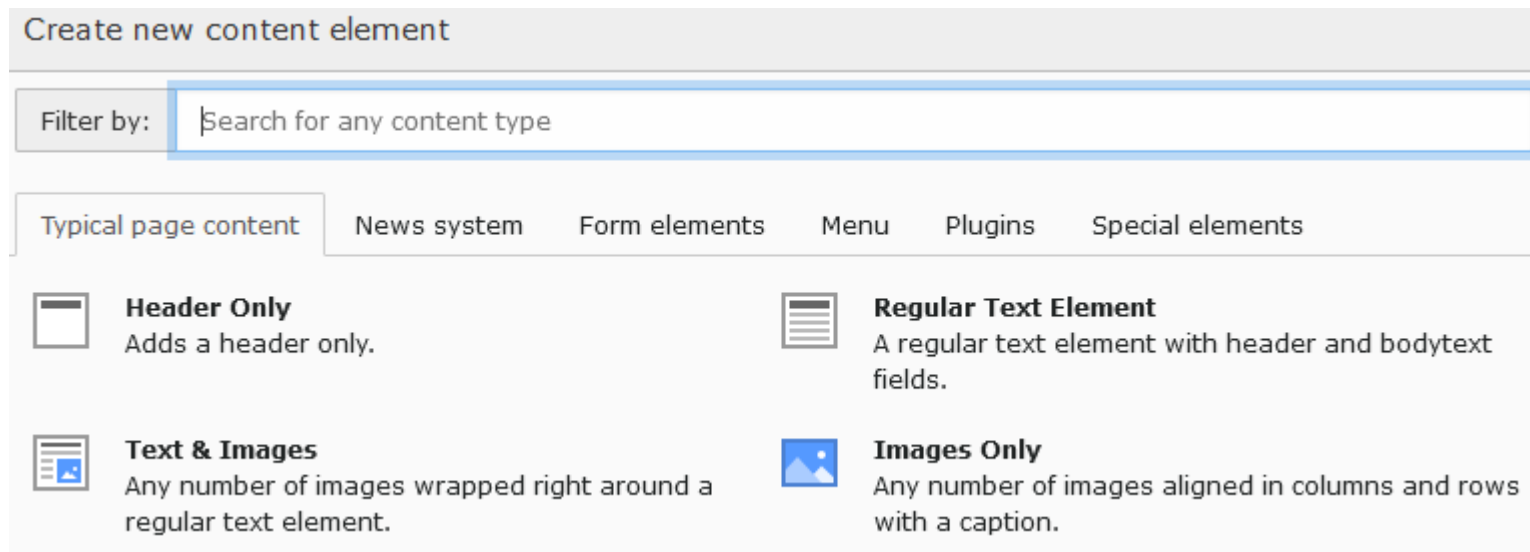
<b>Header Only</b> Adds a header only.	<b>Regular Text Element</b> A regular text element with header and bodytext fields.
<b>Text &amp; Images</b> Any number of images wrapped right around a regular text element.	<b>Images Only</b> Any number of images aligned in columns and rows with a caption.
<b>Text &amp; Media</b> Any number of media wrapped right around a regular text element.	<b>Bullet List</b> A single bulle
<b>Table</b> A simple table.	<b>File Links</b> Makes a list of files for download.
<b>Landing Page Hero</b> Erzeugt ein Übersichtsinhaltselement für die Startseite	<b>Inhalte finden</b> Erzeugt ein Inhaltselement für die Inhaltssuche
<b>Socialhub</b> Erzeugt ein Socialhubinhaltsselement	<b>Headerslider</b> Erzeugt einen Headerslider

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*".



# Properties of content elements

- **General tab**

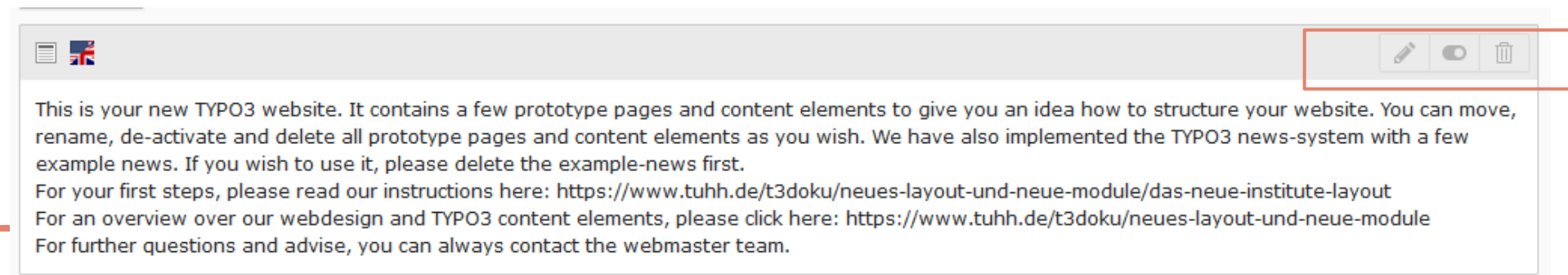
The heading of the content element is entered here as well as the main content (if available). The heading type can be used to hide the heading in the display. This is helpful if you still want to find the content element in the backend, e.g. via the list module.

- **Appearance tab**

Depending on the selected content element, the appearance can be influenced via the *Frame* property


- **Access tab**

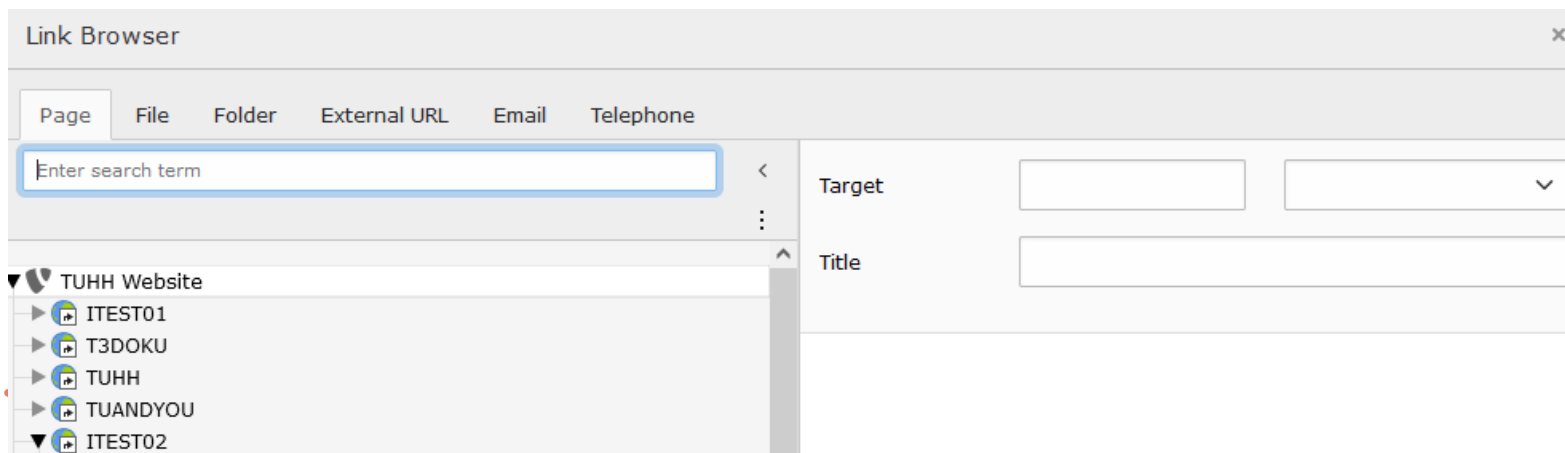
Here you can set whether the content element is visible and/or defined with certain access restrictions





# 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 ↗](#)

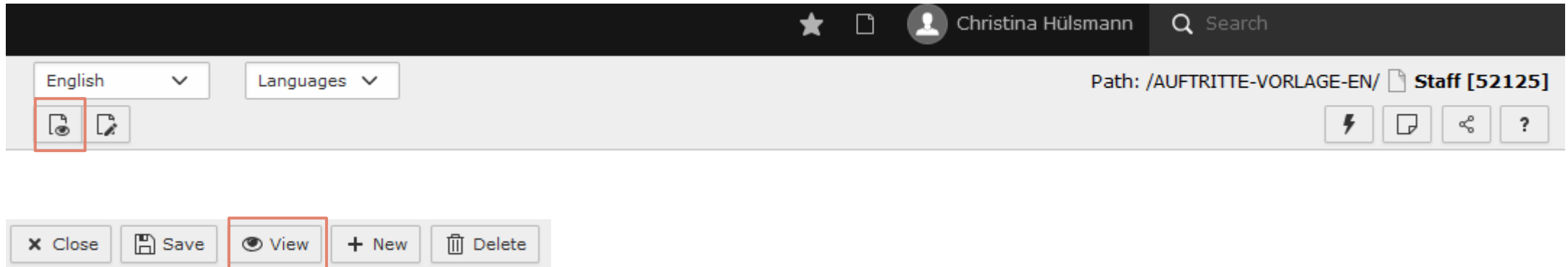


The screenshot shows a "Link Browser" dialog box with a search bar and a list of folders. The "Page" tab is selected. The search bar contains the text "Enter search term". The list of folders includes "TUHH Website", "ITEST01", "T3DOKU", "TUHH", "TUANDYOU", and "ITEST02". The "Target" field is empty, and the "Title" field is also empty.

Target	Title
<input type="text"/>	<input type="text"/>

# Preview your changes

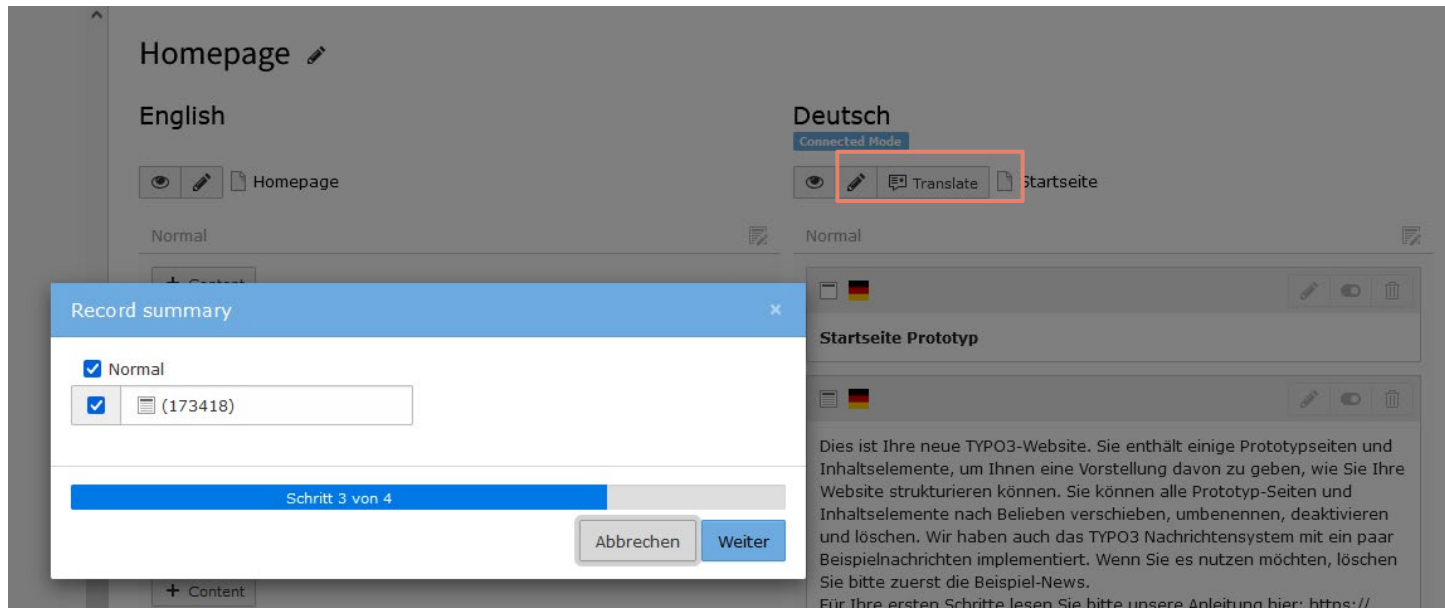
While editing the page, it is interesting to see the respective changes in the implementation. This is where the **preview** of the content element to be edited comes in handy. With this preview, you can view the currently edited content element or page in a new tab/window.



- Preview: [www-dev.tuhh.de/...](http://www-dev.tuhh.de/...)
- Website: [www.tuhh.de/...](http://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.



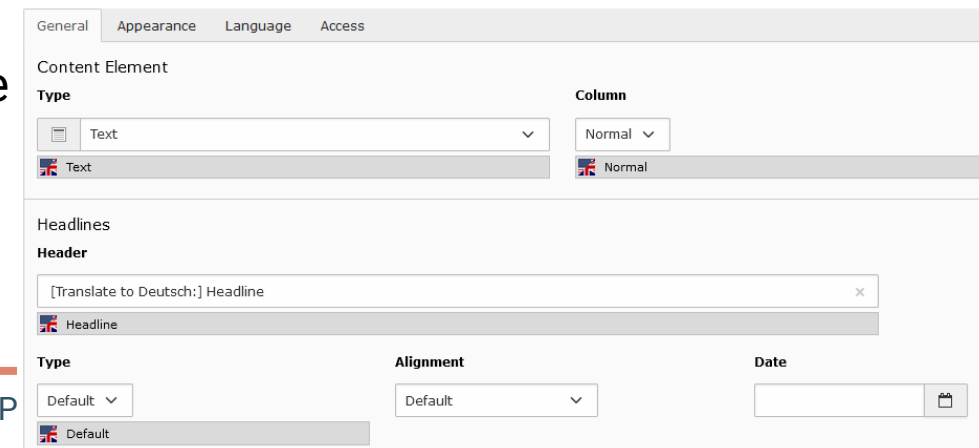
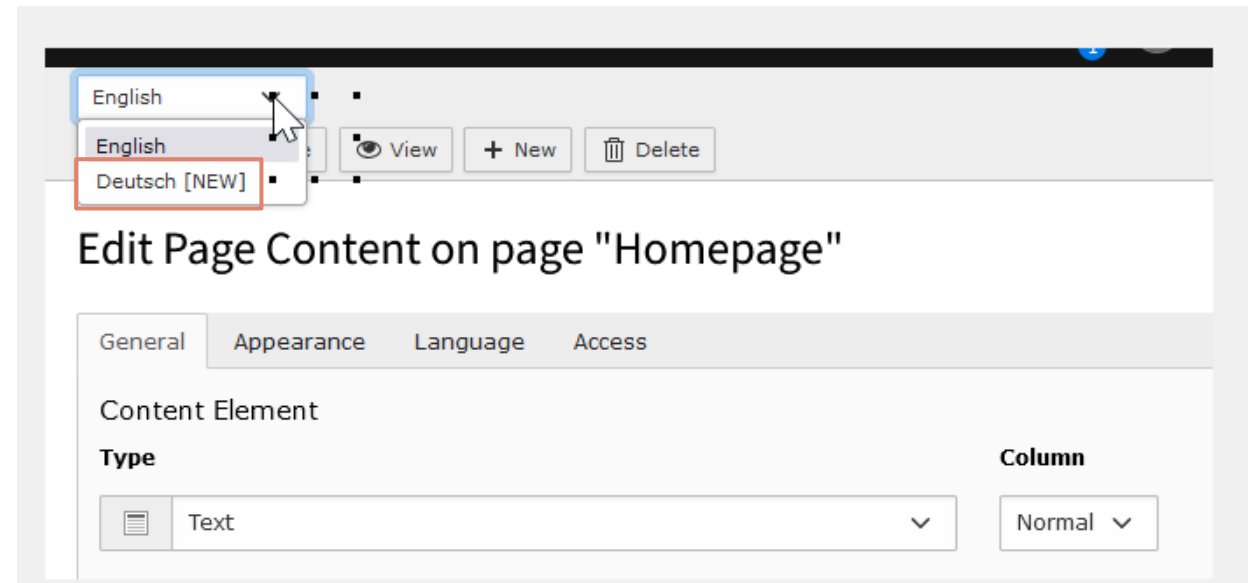


# Translate individual content elements

- 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:

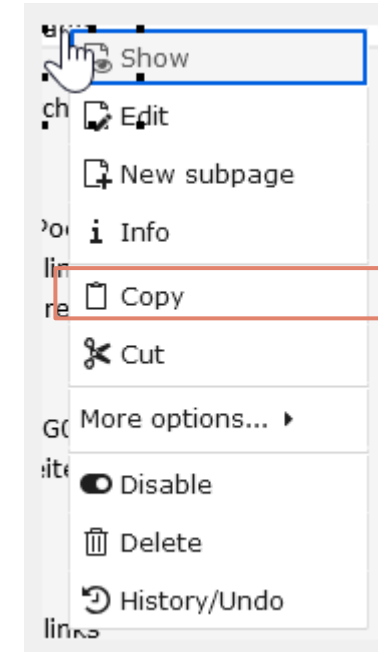
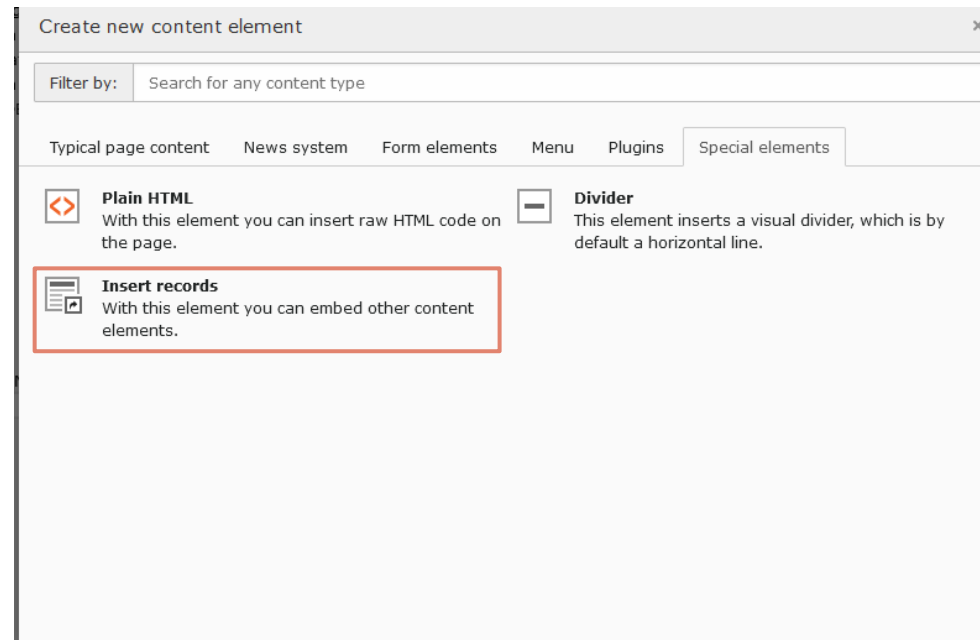
- accessibility: headline hierarchy, correct editorial styling (e.g. bullet point lists), alt texts
- use appropriate content elements, appropriate order, appropriate quantity
- keep clicks paths as short as possible
- correct use of links and documents

# Worth knowing

Tips & Tools

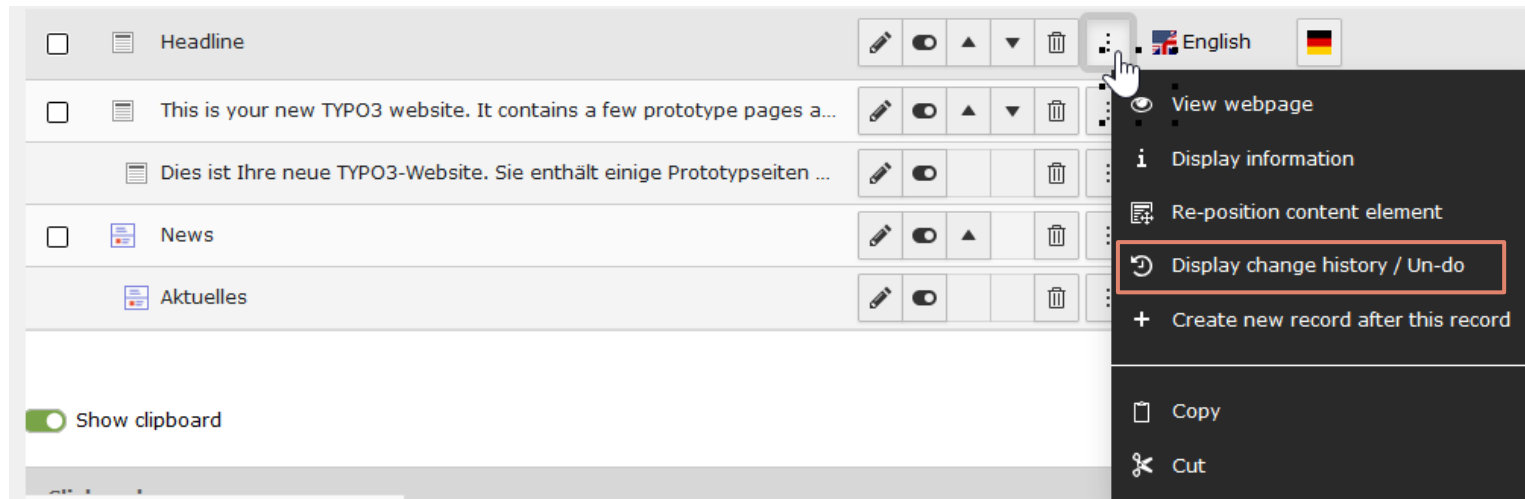
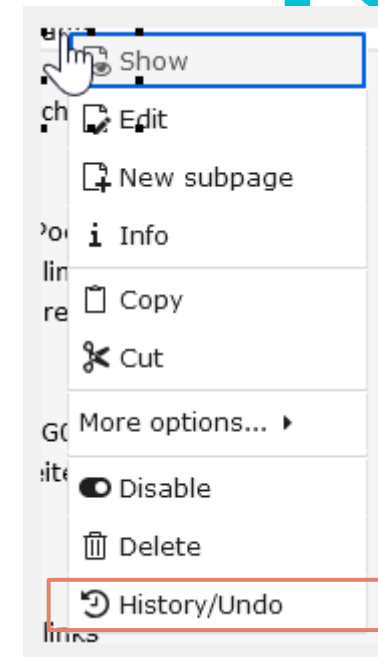
# Copy and reference

- 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.



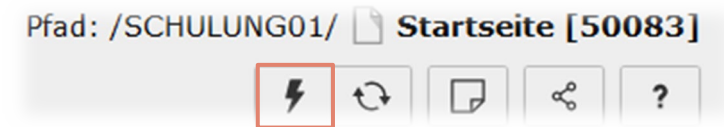
# TYPO3 cache

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

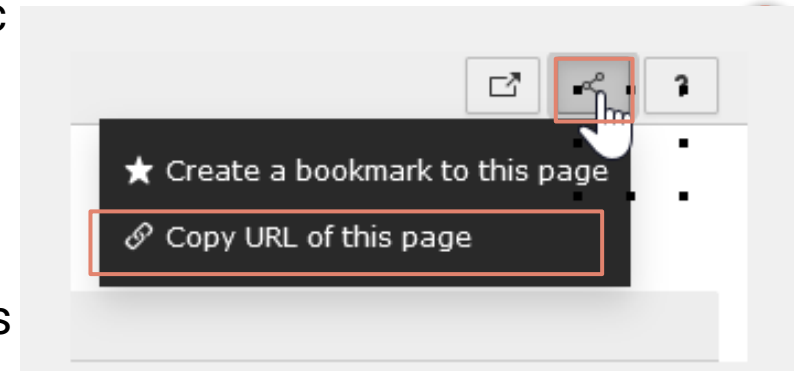
*Delete cache of this page* deletes the cache of a certain page so it re-loads.



# 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): <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): <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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