Editor's Guide to TYPO3
Content Management System
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Website Overview

Welcome to your website! The following pages will walk you through the essentials for updating and managing content on your website.

Front and Back End Management

TYPO3 enables you to edit the content of your website through either the Front end (the site as your visitors see it), or the Back end (the administrative interface).

Front End management enables users to navigate the site's pages easily and make quick and easy changes to text and images.

Backend management is the more comprehensive option, and allows users to influence a wide range of content within the site. Here, users can add and delete pages, creating additional text and image elements, add and remove News items, and restructure the various menu options.
## Standard Controls

Many of the control features you will encounter are symbolized with graphic icons. Those that you are likely to use most often are listed below. Throughout this guide, actions will be indicated by the corresponding symbol.

<table>
<thead>
<tr>
<th>Icon</th>
<th>Label</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image" alt="View" /></td>
<td>View</td>
<td>Displays the page as it would be seen on a web browser.</td>
</tr>
<tr>
<td><img src="image" alt="Add" /></td>
<td>Add</td>
<td>The “Add” icon is used to create new pages or content elements (text/images), news items, etc.</td>
</tr>
<tr>
<td><img src="image" alt="Info" /></td>
<td>Info</td>
<td>Displays general information about an element.</td>
</tr>
<tr>
<td><img src="image" alt="Edit Content" /></td>
<td>Edit Content</td>
<td>Edits the text and image content of a page.</td>
</tr>
<tr>
<td><img src="image" alt="Hide" /></td>
<td>Hide</td>
<td>Hides a page or content, making it invisible to visitors.</td>
</tr>
<tr>
<td><img src="image" alt="Unhide" /></td>
<td>Unhide</td>
<td>Unhides previously hidden elements.</td>
</tr>
<tr>
<td><img src="image" alt="Copy" /></td>
<td>Copy</td>
<td>Used to copy content elements, images, etc.</td>
</tr>
<tr>
<td><img src="image" alt="Cut" /></td>
<td>Cut</td>
<td>Used to cut content elements, images, etc.</td>
</tr>
<tr>
<td><img src="image" alt="Edit" /></td>
<td>Edit</td>
<td>Edits the properties of a page or record.</td>
</tr>
<tr>
<td><img src="image" alt="Paste" /></td>
<td>Paste</td>
<td>Pastes copied or cut images and elements.</td>
</tr>
<tr>
<td><img src="image" alt="Save" /></td>
<td>Save</td>
<td>Saves a document or record.</td>
</tr>
<tr>
<td><img src="image" alt="Save and View" /></td>
<td>Save and View</td>
<td>Saves changes and displays them in browser.</td>
</tr>
<tr>
<td><img src="image" alt="Save and Close" /></td>
<td>Save and Close</td>
<td>Saves changes and closes the record.</td>
</tr>
<tr>
<td><img src="image" alt="Save and New" /></td>
<td>Save and New</td>
<td>Saves changes and creates a new element.</td>
</tr>
<tr>
<td><img src="image" alt="Clear Cache" /></td>
<td>Clear Cache</td>
<td>Clears all caching.</td>
</tr>
<tr>
<td><img src="image" alt="Delete" /></td>
<td>Delete</td>
<td>Deletes files, records and content elements.</td>
</tr>
</tbody>
</table>
Page-based Editing vs Record-based editing (Page Mode vs. List Mode)

When working in the back end, there are two distinct ways content is accessed and edited. Page-based items are edited in Page View, Record-based items are edited in List view.

Page-based editing refers to pages that contain text and image based content, such as pages like the Home page, About Us page, section landing, pages, generally any text-based pages. These pages and can be modified simply by editing the page.

Record-based editing refers to items where the content is stored as a list and may show up in multiple locations. For example, calendar entries are stored in a list in the “back end”, and the system determines which item should be shown when: if a visitor is looking at a particular month in the calendar the system will only show events appropriate to that month. Other items that are stored as list-based are the business directory listings. It is also used to store items such as newsletter subscriptions, email contact requests, etc.
Front End Content Management

The Front End interface is ideal for making quick text and image edits.

Front End User Login

The Front End interface is built to match the graphical layout of the page you want to edit. In Front End mode, editable areas are represented by the pencil icon (✏️). Simply clicking the pencil will open the edit page for that particular item, be it text, and image or a heading.

The login screen can be found at http://www.yourwebsite.com/typo3

Both front and back end modules will ask you for your Username and Password. You must also specify whether to use the Front or Back end interface.
Using the Text Editor with the Front End Interface

The text editor functions and has controls very similar to what you would find in your word processor or email program. You can alter styles and options using the toolbar above the text area. Follow these steps:

1) Login by going to http://yourwebsite.com/typo3.

You will be asked to enter your username and password, as well as the user interface you would like to use. Select Front End from the dropdown options.

2) Navigate to the page to which you would like to make changes and click the edit pencil that appears after the element that you would like to change.
3) Make any desired changes to your content in the text editor that appears.

The text editor is similar to your basic Word or email service text editor. Use the various tools and icons to adjust text style and formatting.

The text editor works like any other, and can be used to set your text’s style and format.

Don’t Forget to Save...

As always, be sure to save your updates by hitting any one of the save options in the top menu bar.
Adding and Deleting Images with the Front End Interface

To make images changes, click the pencil icon (✍️) immediately following an image. This brings up the image editor.

Images Tab

Click the Images tab and you will be able to insert or remove images, set the image captions and determine click behaviour for the images.

Click the Add image button to select an image from the server, or upload images from your computer through the file browser.

Click the link icon (🔗) to specify a page to which the image, when clicked, will navigate to.

Appearance Tab

On the Appearance tab you can specify the image layout, size, and alignment.

Don’t Forget to Save...

As always, be sure to save your updates by hitting any one of the save options in the top menu bar.
Back End Content Management (Page View)

The Back End interface is more advanced and should be used only by those with a good sense of the site’s architecture and layout. Although less user-friendly and intuitive than the Front End interface, the Back End offers users a wide range of controls and settings to organize, arrange and alter both the content and content structure of the website.
Logging in and Selecting Pages in the Back End Interface

Login to by going to http://yourwebsite.com/typo3

1) You will be asked to enter your username and password, as well as the user interface you would like to use. Select Backend from the dropdown options.

2) From the main menu on the left, select Page to display the page tree. The page tree will appear in a column to the right of the left menu. The page tree displays the hierarchy of the pages on the website. At the top, or root of the tree we have the home page, inside of this page we can see the main menu items (About Us, Products, etc.), and inside each of these pages we have further sub-pages. Pages that have pages within them are indicated with a ( ). Click on one of these and it changes to revealing the sub-pages within it. The menus of the website are generated directly from the page tree structure. If the name of a page is changed in the page tree (by right clicking on it and selecting “edit page properties”), the related menus on the website will update, whether they are main navigation, dropdown menus, the sitemap, etc.

3) Click any of the page icons ( ) to display that page's image and text options. Icons with an arrow sign ( ) next to them contain subpages. Click the sign to expand, and select your desired page.
4) Click on the page title itself to load the page content into the page editing area. The content area will be structurally similar to the structure of the website itself. If the website has two areas for content; one on the left and one on the right, the content area in page mode will be similarly aligned and labelled.
Creating New Content in the Back End Interface (Page View)

With the backend interface you have the option to create, delete, or edit entire content areas. To add new content:

1) Select the page you wish to edit and identify the editable area where your changes will be made (ie. the main “content area”, the “left column”, etc.)

2) Hit the create new element icon ( ) to create a new content element. A list will appear asking you to select the type of content element you would like. If you would like to insert only text, select the Regular Text icon ( ). For images only, select Images Only ( ). To insert both images and text, see below.

![Diagram showing the creation of new content elements in the backend interface.](image-url)
Inserting Text

Of the tabs shown (General, Appearance, Access, Categories), select “General” to open the text editor. Here you can add or edit text as you would in any standard text editor.

Inserting Images and Text

Inserting both images and text into the same content element is easy. Start by selecting the regular Text option from the tabs present.

In the “Type” drop-down menu select the “Text & Images” option.

You now have five tabs, with the “General” and “Images” tabs used to control text and images.
Inserting Images

Images are inserted in a similar way. Click the “Images” tab to add, remove or link images. On the “Appearance” tab, you can position and adjust image sizes.
The File Browser

If you are selecting images from the server, the file browser will pop up. Click on the folder which contains your images (like the folder “images”, or a sub-folder of it) and click on the name of the image to add it. To select multiple images, click the + icon next to each image and close the window after you have selected the final image.

Linking Images

On the Images tab you can make the images click-enlargeable or link the images. If you tick the “enlarge on click” checkbox, visitors to the website will be able to click on the images and see the full sized version of the image. This assumes that you have uploaded large images and restricted the widths on the Appearance tab. You can also link the images, so that visitors can click on the images.

Click options include:

- linking to another page on the website
- linking to a file (like a pdf or doc file)
- a folder on the website
- linking to another website
- linking to an email address (i.e. click here to email us)

After clicking the link button ( ), the link browser window will pop up. Select the tab at the top of the window that represents the link you’d like to make. For example, if you’d like to link to a page on the website, select the page tab and click on the page to which you’d like the image to link.
Editing Content in the Back End Interface (Page View)

To edit content:

1) Select the page you wish to edit and identify the editable area where your changes will be made (ie. the main “content area”, the “left column”, etc.)

2) Hit the edit icon (éd) next to the element you would like to modify. The edit screens will now appear, which are very similar to the “new element” screens, only they contain your content.
Types of Content

These are the standard content element types you will find in this site:

Typical Page Content

These are the text and image elements. To use one of these elements, click the “Create new element” button, select the element type, and begin editing.

Regular text element

The most common element for adding text to a page. It includes a header field and a text field which contains a rich text editor for adding formatted text.

Text & Images

Similar to the above, but includes a media tab with allows for any number of images wrapped right around a regular text element. It includes alignment options that make it easy to position how the text and image(s) flow around each other.

Images only

An element used to place any number of images aligned in columns and rows with a caption. Similar to those above, but without a text tab.

Special Elements

These elements allow for placing special items to the page. To use one of these elements, click the “Create new element” button, select the element type, and begin editing; or in the case of the divider, create it and then save (there is nothing to edit).

Plain HTML

With this element you can insert raw HTML code on the page. This can be useful for placing html from other sites, for example Facebook fan page code.

Divider

This element inserts a visual divider. On this site this is a dotted horizontal line that will stretch the entire width of the column in which it is placed.

Media

Inserts a media element like a Flash animation, audio file or video clip.
Flexible Content

These items are used to sub-divide a content area, and/or group other elements. To use one of these elements, click the “Create new element” button, select the element type, and then save and close. You will now find that you now have a new structure that sub-divides your content area in which you can create new elements. You can mix and match these, creating them above, below, and even within one another.

A container for placing other objects into

This container will be as wide as the content area it is placed inside. It is handy for grouping objects together.

Two Columns (left column 66% width, right column 33% width)

This element will divide the content area into two columns, the left column taking 66% of the width of the content area, the right column 33% of the content area. Other content elements can be placed within these columns.

Two Columns (33%, 66%)

This element will divide the content area into two columns, the left column taking 33% of the width of the content area, the right column 66% of the content area. Other content elements can be placed within these columns.

Two Columns (25%, 75%)

This element will divide the content area into two columns, the left column taking 25% of the width of the content area, the right column 75% of the content area. Other content elements can be placed within these columns.

Two Columns (75%, 25%)

This element will divide the content area into two columns, the left column taking 75% of the width of the content area, the right column 25% of the content area. Other content elements can be placed within these columns.

Two Columns (each column 50% width)

This element will divide the content area into two equal halves. Other content elements can be placed within these columns.

Three Column (each column 33% width)

This element will divide the content area into three equal columns. Other content elements can be placed within these columns.

Four Columns (each column 25% width)

This element will divide the content area into four equal columns. Other content elements can be placed within these columns.
Using the Text Editor and Image Browser

The text editor works like any other, and can be used to set your text’s style and format.

Images Tab

Click the Images tab and you will be able to insert or remove images, set the image captions and determine click behaviour for the images.

Click the folder icon ( ) to select an image from the server, or upload images from your computer through the file browser.

Click the link icon ( ) to specify a page to which the image, when clicked, will navigate through the link browser.

Appearance Tab

On the Appearance tab you can specify the image layout, size, and alignment.

Don’t Forget to Save...

As always, be sure to save your updates by hitting any one of the save options in the top menu bar.
Text Editor Tips and Tricks

Paragraph Breaks vs. Line Breaks

Like a standard word processor, the text editor respects line breaks and paragraph breaks. A paragraph break usually has a space after it, leaving space between it and the next paragraph, whereas a line break brings the next line of text immediately beneath the current one.

Paragraph breaks are achieved by hitting the Enter key, line breaks are achieved by holding the shift button and then hitting the enter key.
Creating links

Links are created in the text editor by first highlighting the text to be linked, then by clicking the “insert link” button.

Clicking the insert link button will bring up the link browser”, which will allow you to link to different types of destinations.

The link browser has four tabs along the top, Page, File, External URL, and Email.

On the Page tab, you can see the page tree. Click on the name of a page in the site to link to that page.

On the File tab, you will see the file list and can link to a file stored on the server, such as the Link Browser a PDF or a doc file.

On the External URL tab, you can type in the address of any website.

On the Email tab, you can type in an email address.
Copying & Pasting text from other programs (i.e. MS Word)

The text editor offers standard controls for cutting and pasting text, similar to what you might find in an email or word processing program.

It is important to realize however, that if you paste text directly in that has been copied from an email or word processing document, you may be pasting not only the text, but the styling of the original program (fonts, colours, sizes, etc).

This may or may not be consistent with the styling on the website (perhaps your word document has the text in one font/size, but the website uses another) and could cause design or consistency issues.

Sometimes combining the two different stylings will cause unexpected and/or undesirable results.

In the toolbar you will find a “remove formatting” button.

Clicking the button brings up a panel that allows you to remove any additional formatting that may have come with the pasted text.

When we’re seeing font issues, we’ll usually click this button then choose the “MS Word Format” removal option. If that doesn’t sort out the issue will then choose the “HTML Format” option.

This generally removes all formatting from the text area, and
we just reapply any we need (bold, italics, etc.).

Page Management

Creating New Pages

There are several ways to create a new page on the site. Here we'll look at one of these ways:

1) Click the “Create new pages” button that appears at the top of the page tree.

2) A page type section will appear which allows you to select what type of page you’d like to create. We’re going to do a standard page, the first option.

3) Position your mouse over the standard (first) page type and click and hold down with your mouse button. You'll now be able to drag the page image into the page tree.
4) Drag the page image to the place in the tree where you would like the new to appear.

You'll notice as you drag down the tree a line appearing between the existing pages. This indicates where the new page will appear.

5) When you've found the right location, let go of your mouse button and a new page will be created in your new location.

A default page title of [Default Title] will be created. Type over this to give it the title you require.

Don't worry if you missed when placing the page and have it in the wrong location. You can move it by clicking on it and dragging it to the correct location.

6) Your new page is created. By default it is a hidden page, as indicated by the symbol ( ) appearing over the page icon.
Page Properties

In the page properties of any page, you can hide or unhide pages, modify the SEO options of a page, and set the page template (if your site has more than one template).

To access the page properties of a page, click on the page icon of the page that you would like to edit (it's located next to the page title in the page tree).

A contextual menu will pop up. From this menu, click edit.

The Page Properties section will appear. It has seven tabs: General, Access, Metadata, Appearance, Behaviour, Resources and Categories
General Tab: Changing the Page Name

Changing the page name is simply a matter of changing the text that appears in the Page Title field, and then saving the page.

By default, the page title is also used to create the menu button for the site. If you would like something different in the page title then what is on the menu button (for example for SEO purposes), you can use the Alternative Navigation Title field to specify what shows up on the menu buttons.

For example, you may specify “New and Improved Products” as the page title, but just “Products” for the menu button.

The Subtitle field is used for specifying the html page name. For example, if you would like your page URL to be www.yourwebsite.com/products.html, you can specify “products” in the subtitle field.
Access Tab: Hide, Unhide, Hide in Menu

On the access tab you can control whether the page is hidden or not, and whether it appears in the menus or not.

To hide the page, tick the box next to Disable. A hidden page is not visible to any site viewers, even if they know the specific URL (address) of the page. To unhide the page, un-tick the box next to Disable.

To hide a page in the menus, tick the box next to Hide. A page that is hidden in the menus is available to site visitors, but doesn't show up in any site menu. Visitors can only get to this page if they follow a link to it, or know its specific URL (address).

If your site has private content, that is content that is only visible to certain logged-in users, those access controls will also appear on this tab.
Metadata Tab: SEO Fields

On the Metadata tab you can specify the keywords and description fields on a per page basis.

If your site has default keywords and descriptions set (done as part of the site setup), the data entered in these fields will override those defaults.

Don’t Forget to Save...

As always, be sure to save your updates by hitting any one of the save options in the top menu bar.
Behaviour Tab

On the Behaviour tab is a tick box for page caching. By default, the system caches pages for better website performance. Occasionally though, you will want to turn off caching of a particular page. This is done with the tick box on this page.

[Note: this will slow down the display of this page and is not recommended unless absolutely necessary].
File Management

Files are managed through the Filelist module which is available from the left menu bar of the back end. Using the Filelist you can upload new files, rename files, move files around, and more.

Filelist

The Filelist is similar to the Page tree, except that rather than displaying the pages of the website, it displays the folders and files stored on the server. The Filelist has controls that will allow you to upload files, rename files, move files around and create new directories.
Uploading Files (images, pdfs, docs, etc.)

To upload files, first browse to and click on the folder where you would like to store the new files. We suggest keeping the file folders organized, and will have created folders for documents, images, and pdfs. (See the next section for instructions on how to create a new folder.)

Once you have clicked on the folder in which you would like to place the new file(s), click the “upload files button”

You may upload as many files as the hosting server will allow. The upload will start immediately after you drop the files or select them from your computer. Once the upload is complete you will find the new files in the folder.
Backend Content Management (List View)

The List View of the back end is generally used for editing or reviewing record based items such as calendar entries, news articles, and more. Most items edited in List View are stored in folders. To access list view, select “List” from the main menu on the left side, then click on the folder that contains the items you would like to access (i.e. event listings, news articles, etc.)

To access list view, select “List” from the main menu on the left side, then click on the folder that contains the items you would like to access (i.e. calendar events, news)
The News / Blog Module

News articles and Blog entries are stored in folders. Access them by clicking on “List” from the Main Menu, then clicking on the corresponding folder.

Adding News Articles or Blog Entries

News articles and blog entries are added by clicking the new record button at the top of the list.
Each entry is broken up across several tabs (running across the top of the entry). The data that can be entered on the different tabs includes:

- **General**: here you can enter the blog title (header), author, date & time and the text.
• **Access:** here you can specify if you want to publish the blog entry on a specific date.

![Access section]

• **Options:** lets you select the categories for your blog entry.

![Options section]

**Don’t Forget to Save...**

As always, be sure to save your updates by hitting any one of the save options in the top menu bar.
• **Relations:** on this tab you can add images, links, documents or other related links.

![Relations Tab](image1)

• **Metadata:** on this tab you can set a description for the article, an alternative tile and URL.

![Metadata Tab](image2)
Editing News Articles or Blog Entries

To edit a news article or blog entry, click the edit pencil next to the entry you wish to edit. The entry will open and you can make changes to any of the required fields. Once you have completed editing the blog entry, click the save button at the top of the page.

Don’t Forget to Save...

As always, be sure to save your updates by hitting any one of the save options in the top menu bar.