

HOW TO USE THIS GUIDE

This guide provides step-by-step instructions for each exercise. Anything that you are supposed to type or select is noted with various types and colors.

WHEN YOU SEE THIS...	YOU DO THIS...
Click Help	Click the left mouse button once on Help from the menu bar.
Select Show Keys	Click the left mouse button once on the words Show Keys. Select usually indicates a choice on a sub-menu.
Type <i>name</i>	Type the name of the person from the keyboard.
Click the Save Icon	Click the left mouse button once on the icon.
Double-Click <i>the activity</i>	Click the left mouse button twice in rapid succession.
Right-Click on the folder	Click the right mouse button once while the folder is highlighted
Mark Male	Click the left mouse button once in the circle to darken it or in the box to create a checkmark.
Press <<TAB>>	Press the Tab Key on the keyboard.
NOTE:	Important information that will assist you in using Outlook.
<u>EX:</u>	This indicates there is an example of how you might use the function.
TIP:	This indicates a shortcut or tip to help you use the tool efficiently.

OVERVIEW – OBJECTIVES

In Typo3 version 4 – Entering and Editing Content, the basics of entering and editing content will be explored. During the class, you will learn the following:

- o Introduction to Typo3
- o Logging into Typo3
- o Help and resource information
- o Quick tour of the main menu
- o Methods of editing
- o Entering and editing existing content using the View mode
- o Uploading and inserting files and images
- o Copying a page and a content element
- o Moving a page and a content element
- o Hiding/unhiding a page
- o Scheduling start and stop dates for pages
- o Accessing Typo3 off campus
- o Additional Information: Using the Quick Edit Mode in the Page mode
 - o Creating a new page
 - o Inserting a YouTube video

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INTRODUCTION

Typo3 is a content management system – a way that users within a department can keep their website information current. The website is developed by the Creighton University Web Design Team and then the department’s specific content is maintained and updated by designated people within a department. It gives the user 100% control of their content.

Of those designated within a department, there are three levels of access permissions for entering content: content editor, site editor, and site owner.

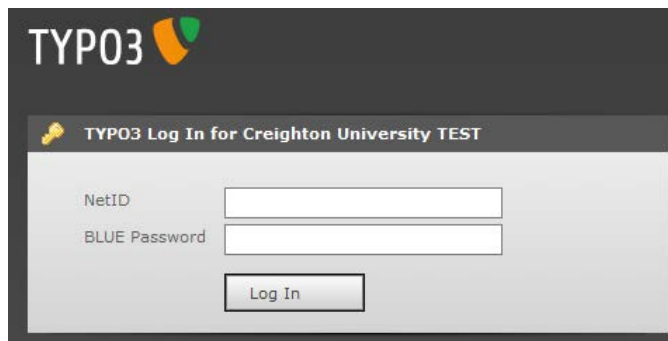
The site owner for the department is responsible for the content that is written.

LOGGING INTO TYPO3

1. Open your Internet Browser (PCs: Internet Explorer 7 or Firefox; Macs: Firefox or Safari).
2. Type *typo3.creighton.edu/typo3* in the address bar.
For the **Medical School** site, please use the address: *medschool.creighton.edu/typo3*.
3. To log in during this training session:
 - a. Type *train-so* in the **NetID** field.
 - b. Type *patience-so* in the **Blue Password** field.

You will normally log in by typing in your *NetID* in the **NetID** field and your *Blue password* in the **Blue Password** field.

NOTE: DO NOT SHARE YOUR PASSWORD WITH ANYONE! If you have work study students or graduate students working on your site, please contact the Webteam to grant access specifically for the students.



4. Click **Log In**.
5. The main menu of Typo3 will appear.



HELP AND RESOURCE INFORMATION

There are several resources available to you if you need help:

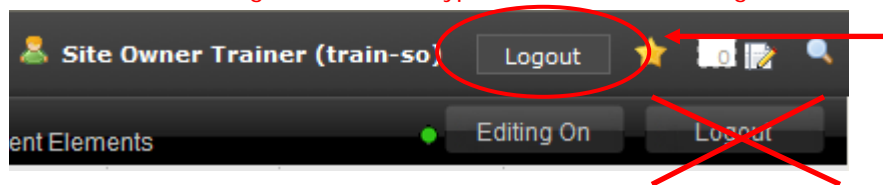
- The Web Team:
Phone: 402-280-3663
Email: webteam@creighton.edu
- An Application Trainer:
Phone: 402-280-3688

Resource information:

- BlueTrain tutorials: www.bluetrain.creighton.edu. Search for Typo3.
- Typo3 manual: www.creighton.edu/tm

QUICK TOUR - TYPO3 MAIN MENU

Note: Once you are editing in the View mode, you will see a second logout button. This will log you out of the View mode. To log out of the of Typo3 session, use the Logout button on the top.

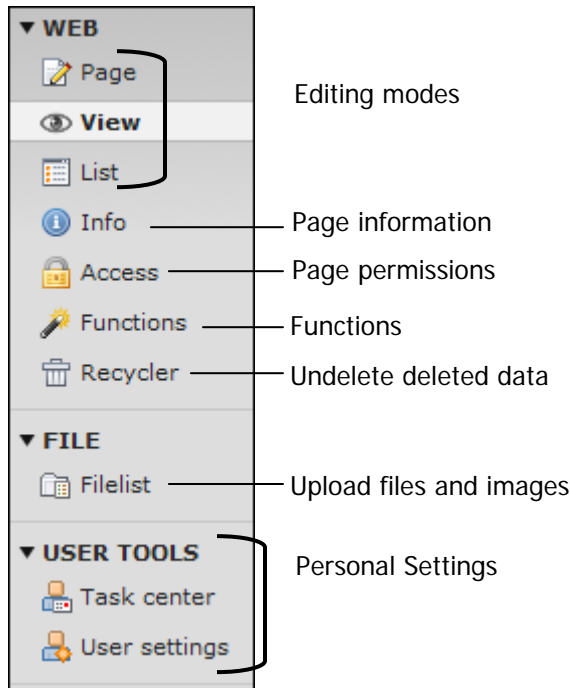


NOTES:

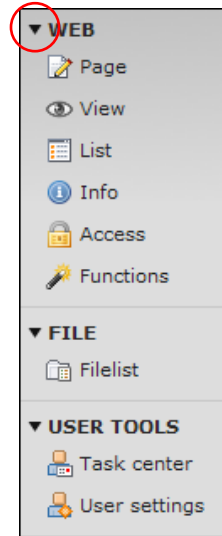


Module Selections

Site Editor



Tip: You can hide the menu items that you do not frequently use by clicking on the arrow.



Explanation of Module Items:

Module	Mode	Description
Web Module:	Page	Allows you to create and edit web pages in the page content view. More granular editing. Can create new page elements.
	View	Shows the current page as it would look like on the web and lets you edit the content. Can only edit existing content elements.
	List	Provides low level access to records appearing on a page.
	Info	Provides statistical information about each page
	Access	Page editing permissions can be set, if a person has the authority to do so.
	Functions	Create multiple new pages at once.
	Recycler	Allows you to select any deleted data and undelete it.
File Module:	Filelist	Upload, copy, move, and delete files and images on the Typo3 server.
User Module:	Task Center	Keep track of daily tasks and workflows in Typo3.
	Setup	Customize some general features in Typo3.

NOTES:



Methods of Editing

There are two basic ways of editing the content in your web site, the Page mode and the View mode.

The differences of what you can do in each mode:

Page Mode

- Can do more granular editing to the content block
- Can edit using the QuickEdit mode. You can see and edit all parts of a content element at one time.

View Mode

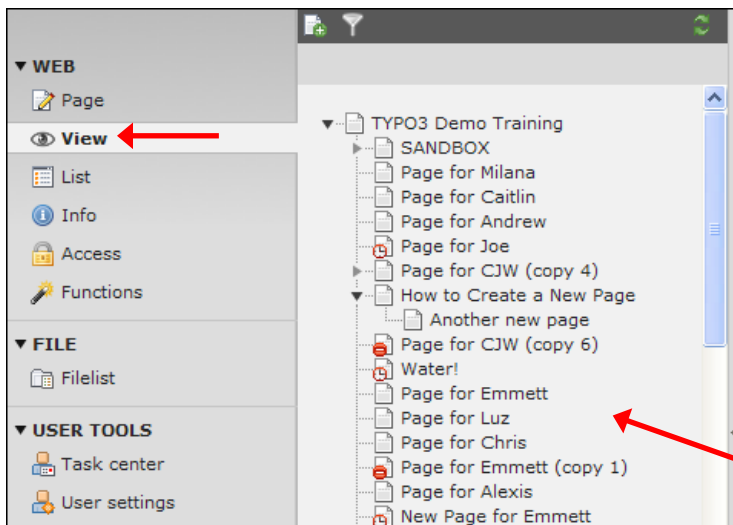
- Can see the page *almost* as it would appear on the web. It is not completely WYSIWYG – what you see is what you get.

For this training documentation, we will focus on editing in the View mode.

Each mode has its differences. Please use the mode that is comfortable for you.

ENTERING AND EDITING CONTENT USING THE VIEW MODE

1. To start entering or editing content, click **View** under the **Web Module**.



Icons located at the top of the page tree:

Create New Page –

Creates a brand new page.

Filter –

Finds and highlights page titles based on the criteria entered.

Reload the tree from the Server –

Refreshes the page tree.

Page Tree:

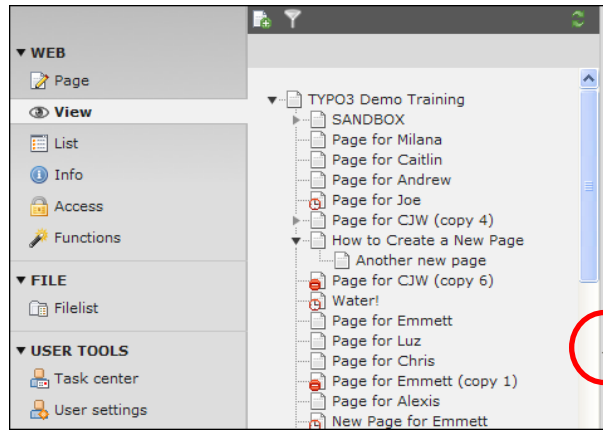
Lists the **pagetitles** that you have access to. The pagetitles are in order that they appear in the menu.

2. In the **page tree** (the middle pane), click on the page title you would like to work on. The parent page is listed first, with sub pages (children pages) listed below (and indented).

TIP: To keep track of which page you are working on, the selected pagetitle is highlighted and the text is in bold.

NOTES:





TIP: Hiding & Viewing the Page Tree

If you would like more room to work on your page, you may hide the page tree by clicking on the arrow in the middle by the scroll bar.

Click on the arrow again to see the Page Tree.

NOTE: The order that the pages are listed in the tree will be the way they are listed in the menu on the web site.

Structure of a Web Page

On each page, the content is grouped into content blocks. There can be multiple content blocks on one page. Think of the structure of a page like an outline:

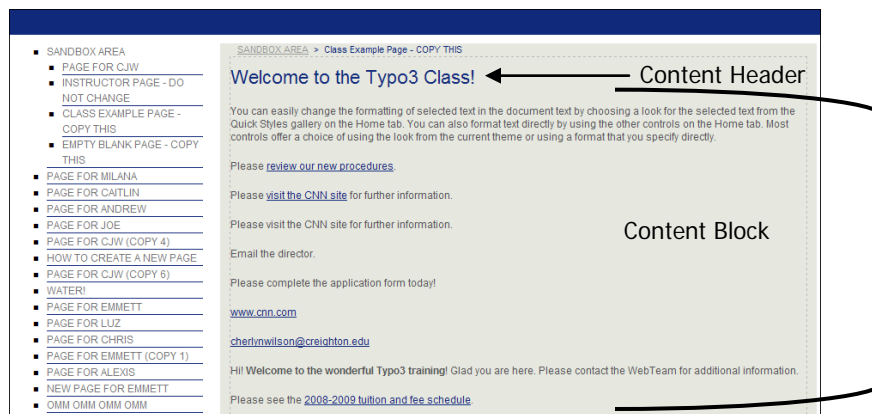
- I. Pagetitle (one page on your web site)
 - A. First Content Block
 - B. Second Content Block
 - C. Third Content Block, etc.

You want to group your information into blocks so it makes it easier for you to:

- edit - smaller blocks instead of one long block
- have content headers – they come with each block
- copy or move blocks to either add on to the same page or paste on to another page

After you select the page and it is shown in the right-hand pane, you may then edit the content header or the content block.

Example of a generic template. Your web page may look different.

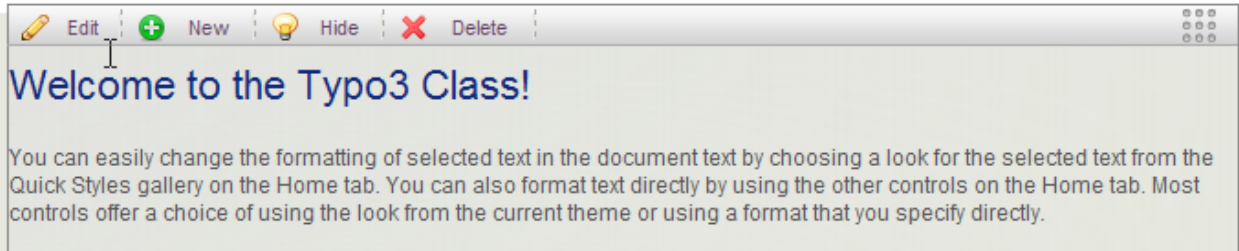


NOTES:



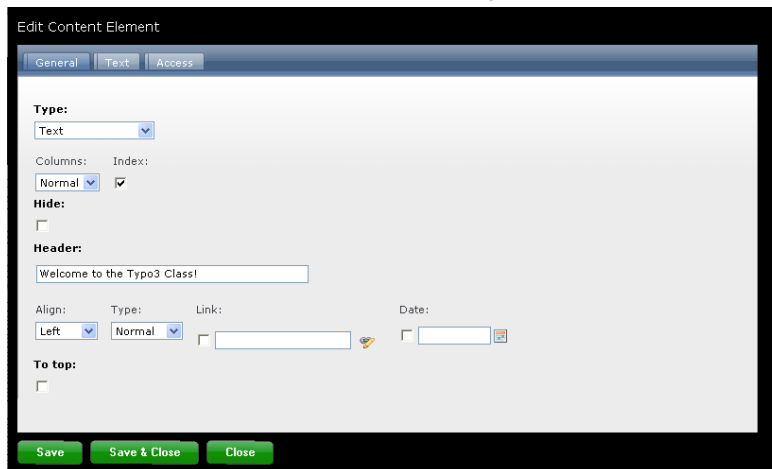
Basic Editing

To edit the content header or the content block, hover over the block to edit. You will see the following:



Function	Description
Edit	Edit the content header, the content element, and the start/stop date for the content block.
New	Add a new content header and element after the currently selected block.
Hide / Show	Hide or show the content element on the web site.
Delete	Deletes the content element.

1. Select **Edit**. You will the see the following window:



Select a tab at the top to:

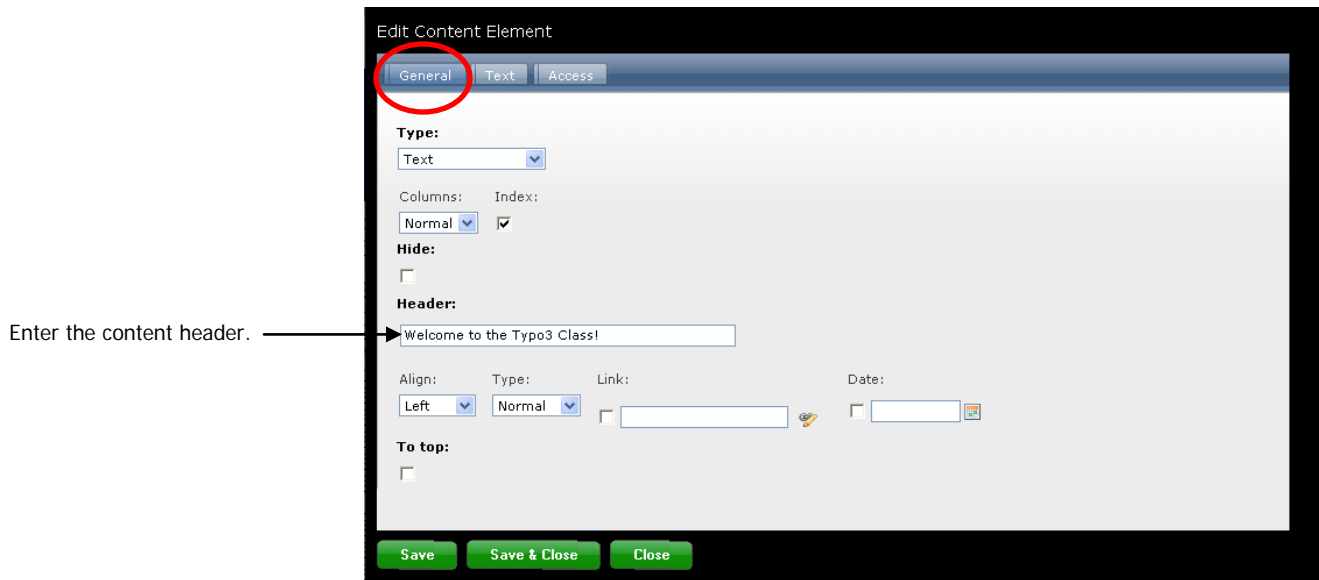
Tab	Function
General Tab	Edit the content header.
Text Tab	Edit the content element.
Access Tab	Set up a start and stop date for viewing the content element.

NOTES:



The General Tab – Editing the Content Header

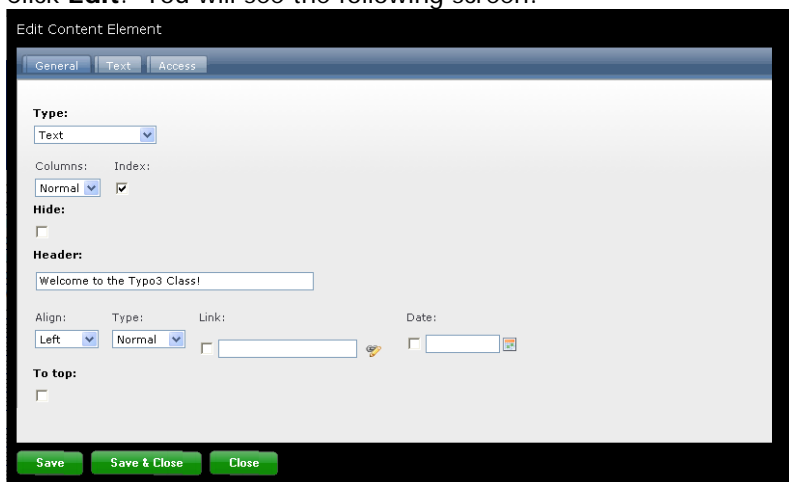
1. Select the **General** tab.
2. Type the *content header* under **Header**.
3. Select the alignment of the header (if appropriate).
4. To insert a date above the header, click the calendar and select a date. The date is in dd/mm/yyyy format, but will show on your page as mm/dd/yyyy.
5. To save and publish changes, select either the **Save** button (you will remain on the General Tab) or select the **Save & Close** button (The editing window will close and you will return to the page.)



The Text Tab - Editing the Content

The content is the body of the message.

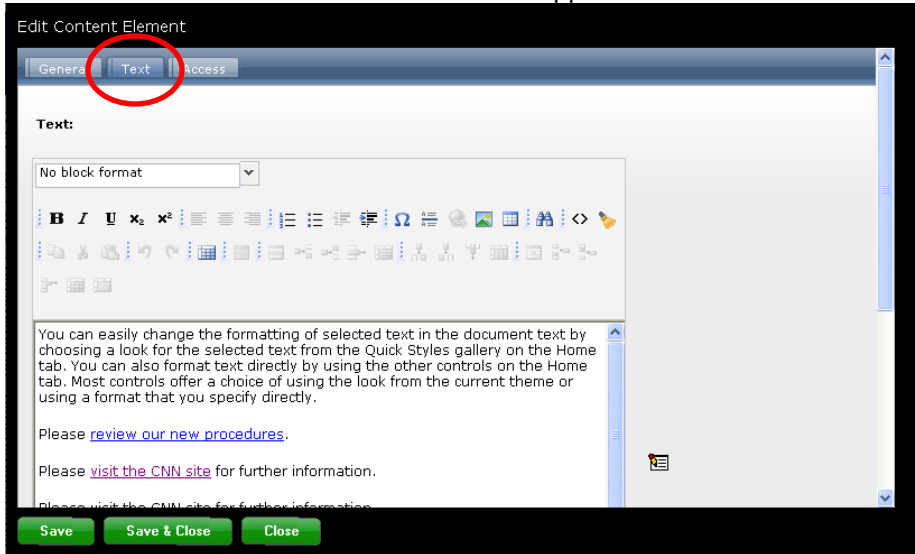
1. Hover over the content block that you need to edit.
2. Click **Edit**. You will see the following screen:



NOTES:



3. Select the **Text** tab. The rich text editor will appear:



4. Complete your edits.

Formatting Options available:

Icon:	Description:
B	Bold
<i>I</i>	Italicize
<u>U</u>	Underline
x ₂	Subscript
x ²	Superscript
≡	Justify Left
≡	Justify Center
≡	Justify Right
≡	Numbering
≡	Bullets
≡	Shift left
≡	Shift right
Ω	Special characters
≡	Insert a horizontal line
≡	Insert a link

NOTES:

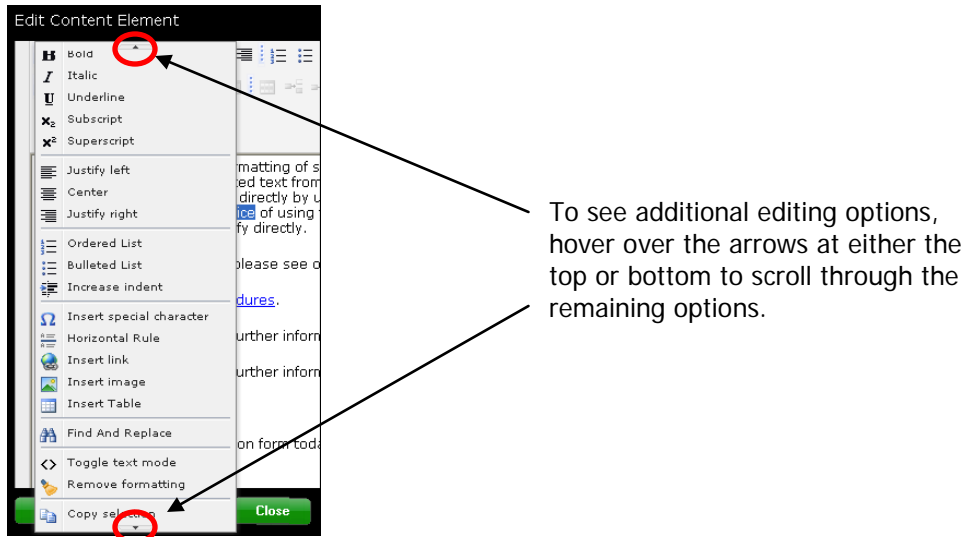


	Insert a picture
	Insert a table
	Find and Replace
	Toggle between the rich text editor and HTML
	Remove Formatting
	Copy
	Cut
	Paste
	Undo last action
	Redo last action
	Table: toggle borders
	Table: properties (caption and summary)
	Table: row properties
	Table: insert row before
	Table: insert row after
	Table: delete row
	Table: split row (only active if rows were previously merged)
	Table: insert column before
	Table: insert column after
	Table: delete column
	Table: split column (only active if columns were previously merged)
	Table: cell properties (normal or header)
	Table: insert cell before
	Table: insert cell after
	Table: delete cell
	Table: split cells (only active if cells were previously merged)
	Table: Merge cells

NOTES:



While in the rich text editor, you may also use the right-mouse click to see a listing of all of the editing options:

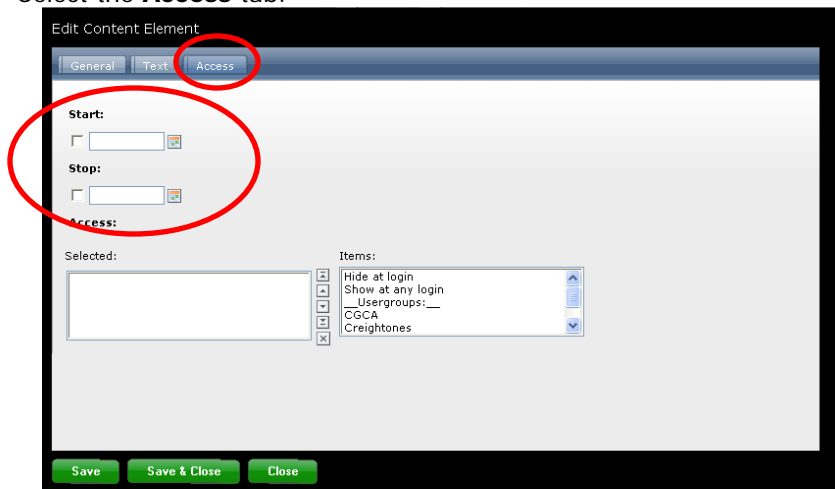


The Access Tab – Scheduling a Start and Stop Date for the Content Element

You can set up a specific date to show the content element and to stop showing the content element. This allows the editor to schedule the timing in advance, so the editor does not need to be there on that date.

To schedule a start and stop time for the content element:

1. Hover over the content block that you need to edit.
2. Click **Edit**.
3. Select the **Access** tab.



4. Select the **calendar icon** next to the **Start** field to select the starting date you would like the content element to appear. It will appear as of midnight on the selected date. Date format is DD/MM/YYYY.


NOTES:

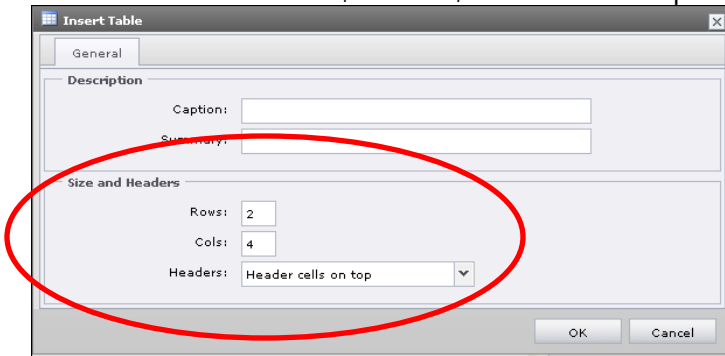



5. Select the **calendar icon** next to the **Stop** field to select the stopping date. You do not necessarily need a stop date. The content element will stop appearing on the web page as of midnight on the selected date. You will still be able to view the element within Typo3. Date format is DD/MM/YYYY.
6. Click either **Save** or **Save & Close** to save your changes.

Table Options

You may create simple tables on your web page. These tables will not have lines around it. For more advanced tables, contact the Web Team.

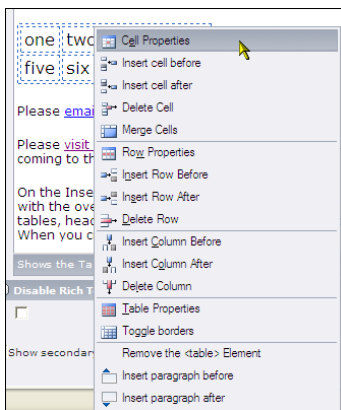
1. Place the cursor where you want the table to appear.
2. Click on **Insert a table**  icon.
3. Select the number of rows, columns, and the header options.



4. Click **OK**
5. Click on **Toggle borders**  to view the lines of the table border.

To see the Table Options:

1. Select the table.
2. Right-click on the table to view the **Table Options** menu. The following menu will appear:



NOTES:




Inserting a Link

This process applies to inserting links for the following:

- Another page within your web site
- A file, such as a Word or pdf document
- An external web site
- An email address

To insert a web link (URL address):

1. Hover over the content block that you want to place the link.
2. Click **Edit**.
3. In the rich text editor, position the cursor at the appropriate location.
4. Type the text you would like to appear to represent the link. **Example:** "visit our website" or "email (name) for more information". Avoid using phrases such as "click here."
5. Highlight the text.
6. Click the **Insert Web Link**  icon.
7. Five tabs appear at the top of the opened window (the example below is what you will see when you select an existing link):



Removes the coding of a web link or email address. Will only be able to see if you click on an existing link.

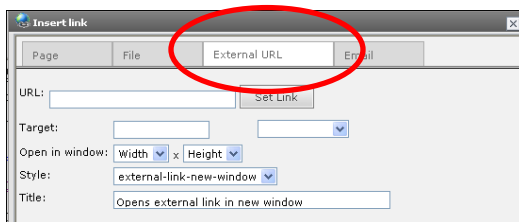
Inserts a link to a page within your web site.

Inserts a link to a document that has been uploaded.

Inserts a link to an external web site.

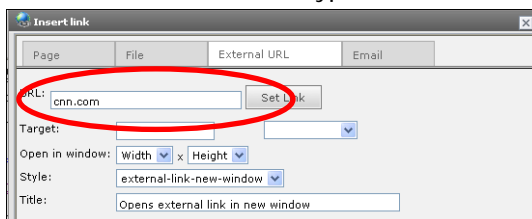
Inserts an email address link.

8. Select one of the tabs. In this example, you are creating a link to an external web site. Select the **External URL** tab.



NOTE: This example shows only four tabs – **Page, File, External URL, and Email**. You will only see these four tabs when you are creating a new link. The **Remove Link** tab does not appear.

9. In the field labeled **URL:** type the **URL address** of the site to link to.



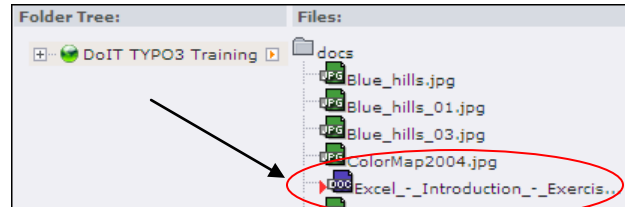
10. Click **Set Link**. The link will then appear on the web page.

NOTES:



To check a link, save and close the **Edit Content Element** window and then click on the link in the page.

NOTE: If you are wondering which document is linked, you can select the link in the rich text editor and click on **Insert Web Link**. When the folder tree appears, you will see a flashing red arrow next to the selected document.



Removing a Link

If you need to remove a link or change it, it is best to remove the link first:

1. Select the link by highlighting it.
2. Click **Insert Link** or right-mouse click on the link. Select **Modify link**.
3. Select the **Remove link** tab.
4. Insert a new link, if appropriate.

Spell Checking and Composing Content in Word

If you are using Internet Explorer, there is NO spell checker in Typo3. Please proofread your material carefully! If you are using FireFox, you may use FireFox's internal spell checker.

To help you with spell checking, you want to compose your content in Word, for example. To move the content from Word into Typo3, complete the following steps:

1. Type your content in Word. **NOTE:** Type content with no formatting.
2. Cut or copy your content from Word.
3. Open **Notepad**. To start Notepad:
 - a. Go to the **Start Menu** of your computer.
 - b. Click on **All Programs**.
 - c. Select **Accessories**.
 - d. Click **Notepad**. Notepad will then open.
 - e. Click **Paste**.
4. In Notepad, highlight the text, and then either copy or cut the selection.
5. Return to Typo3.
6. At the appropriate location, click **Paste Text** (you can right-click and select **Paste**) to insert the content.
7. Format the text.
8. **Save** your changes.

NOTE: Do NOT copy and paste directly from Word.



NOTES:

UPLOADING AND INSERTING FILES AND IMAGES

You may create links to documents (Word, .pdf files, etc.) or insert images. The process to use and insert either the documents or images is a three-step process:

1. Prepare your document or picture in its own application (i.e. Word, Adobe Acrobat - PDF, or photo editing software).
2. Upload the document or image into Typo3.
3. Insert the document or image in your web page.

Preparing Images for Uploading

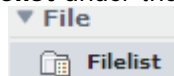
It is important to optimize your picture(s) for the web. Optimizing will compress the file size of your picture, so when someone looks at it on your web page, the picture will appear right away. If you do not optimize, the picture will appear to load a line or two at a time.

There are some free resources available to optimize your pictures:

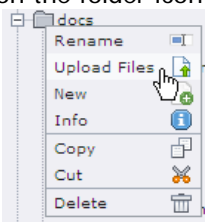
- Microsoft Picture Manager – you can find this by:
 1. Selecting **All Programs** in your task bar.
 2. Click on **Microsoft Office**.
 3. Select **Microsoft Office Tools**.
 4. Select **Microsoft Picture Manager**.
- Search for *picture optimizer* in Google – a list of several free optimizers are available, for example, Imageoptimizer.net.

Uploading Files and Images in Filelist

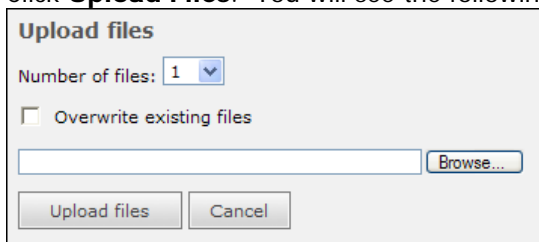
1. Select **Filelist** under the **File** module.



2. From the file tree in the middle of the screen, select the file folder you want to upload to.
3. Left-click on the folder icon. The following menu appears:




4. Click **Upload Files**. You will see the following screen:



NOTES:

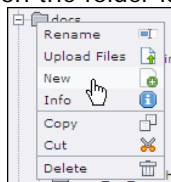
5. From the drop-down list, select the number of files you want to upload. You may upload up to 10 files at one time.
6. Click the **Browse . . .** button.
7. Find the location of the file or picture that you want to upload. Double-click the file name of the file or picture you want to upload.
8. If you are uploading a new version of an existing file, make sure to check the box next to **Overwrite existing files** . This will avoid duplication of existing files.
9. When you have selected all the files, click the **Upload files** button.

TIP: When you are looking at the contents of a folder in the Filelist, you may also upload documents or pictures by clicking on the **Upload Files** button  located in the bar above the folder contents.

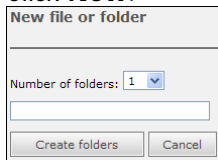


Creating a New Folder within the Filelist

1. Select **Filelist** under the **File** module.
2. From the file tree in the middle of the screen, select the file folder you want to add a new folder to. You will be adding a subfolder to the selected folder.
3. Left-click on the folder icon. The following menu appears:



4. Click **New**.



5. From the drop-down list, select the number of folders you want to create.
6. Type the name of the folder.
7. When completed, click the **Create folders** button.

Tip: **Create a Folder Quickly**  You can also click the icon at the top of the screen, next to the Upload Files button.



NOTES:



Maintaining and Cleaning the Filelist

It is important to maintain the **Filelist** by keeping files up-to-date and cleaning out unused documents. When you upload a document, if it is to replace an existing document, make sure that you check the box

next to **Overwrite existing files** **Overwrite existing files**.

You can also cut or delete documents or pictures. Be cautious, though, if others are using your document or picture. You can tell if the document is being used elsewhere within Typo3 by looking at the number in the **Ref** column within the file folder listing.


Filename	Type	Date	Size	RW	Ref
file_1a		05-07-07		RW	
file_2		05-07-07		RW	
Billy_Joel_		16-08-07		RW	
new		05-07-07		RW	
Demo_Docs		02-08-07		RW	
older_than_Bob_Barker		05-07-07		RW	
Studio.bmp	BMP	09-09-07	506 K	RW	1
ColorMap2004.jpg	JPG	09-09-07	502 K	RW	2
Picture_051.jpg	JPG	09-09-07	274 K	RW	12
Tigers04.jpg	JPG	09-09-07	252 K	RW	3

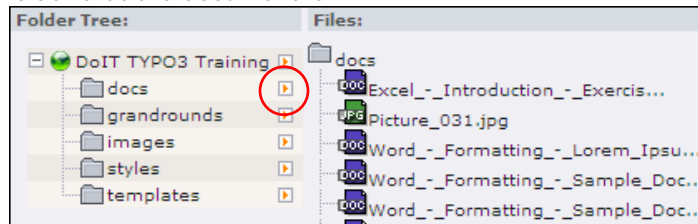
REF column:
Number of times a document is used as a link within the Typo3 web pages.

If you need to cut a document, cut and paste it to another folder, for example, **Delete on MM-DD-YYY**. If someone notices that their link is not working because you moved the document to another folder, then you can easily move the document back to the original folder.

NOTE: If you delete a document, it is removed from the Typo3 server. There is no automatic “trash can.”

Inserting Files Within the Content Block

1. Go to the page you want to insert a file.
2. Hover over the block to edit and click **Edit**.
3. Select the **Text** tab.
4. At the location of where you want to insert a link to the file, type the text that you want to appear.
Example: “For our brochure”
5. Highlight the text.
6. Click on the **Insert Link** icon .
7. Select the **File** tab.
8. Select the folder that the document is in:




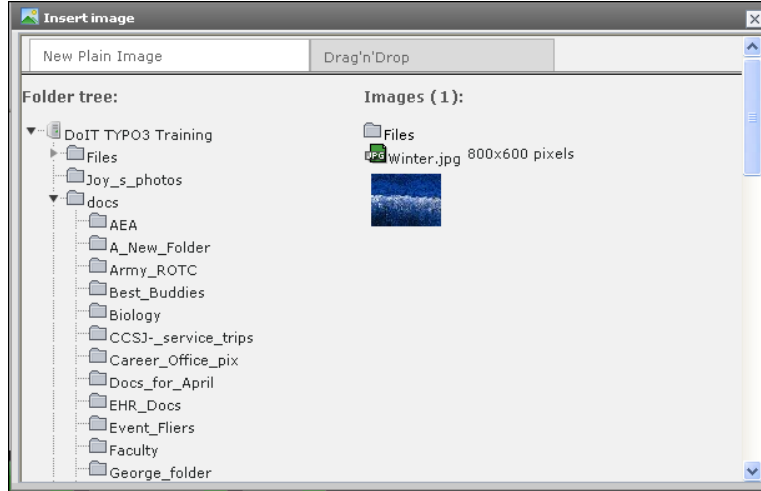
9. Select the **file name** in the right hand column. The inserted file will now appear as a link.
10. **Save** your work.

NOTES:



Inserting Images

1. In the Rich Text Editor, place the cursor at the location of where you want the picture.
2. Click on the **Insert Image** icon .
3. In the window that appears, two tabs are listed: **New Plain Image** and **Drag 'n' Drop**.



4. Decide which method you want to use to insert the image:

Method:	Description:
New Plain Image	In the "Plain" mode, you can insert only web image formats (jpg, jpeg, gif, png) up to 640 x 680 pixels. This method is designed for images which are already optimized for the web.
Drag 'n' Drop	Find and click on your image then drag it into the editor in the main window. This method will allow you to insert pictures that have not been optimized for the web. Please ensure that the images have been optimized before using this method.

5. Select the file folder that the image is in.
6. Click on the **image file name** you want to insert. Do not click the thumbnail picture.
7. The image will be inserted into the rich text editor.
8. **Save** your work.

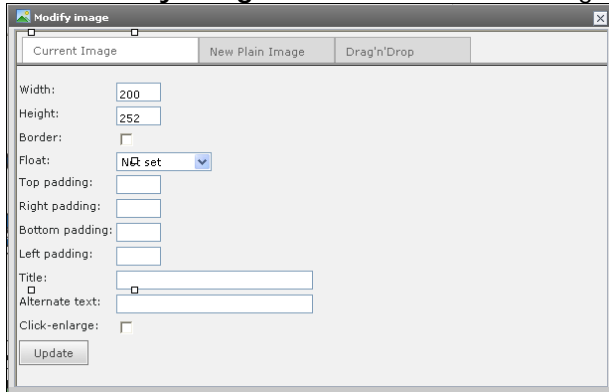
NOTES:



Working with the Images

You may format the pictures and arrange text around it.

1. Right-click the image.
2. Select **Modify Image**. You will see the following window:

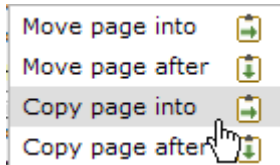


3. Select the following options for the image:
 - ◆ **Border** – places a border around the picture
 - ◆ **Text float** – moves the picture to the position selected (left/right) and brings any text to the side of the picture.
4. Click **Update** when all selections are made.

COPYING OR MOVING A PAGE

Drag and Drop Method

1. Decide on the page you want to copy.
2. Determine the placement of the copied page.
3. Click and drag the page you want to copy or move to the new location.
4. The following menu will appear:



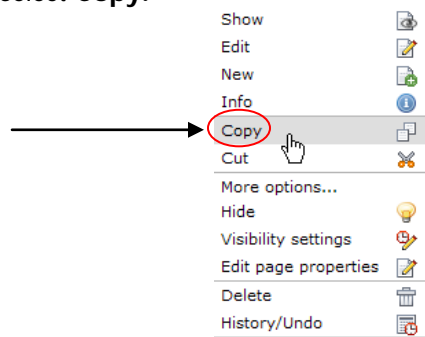
5. Select either **Move / Copy page into** or **Move / Copy page after**.
 - **Move / Copy page into** will put the page as a sub page of the selected page.
 - **Move / Copy page after** will put the page directly after the selected page.

NOTES:

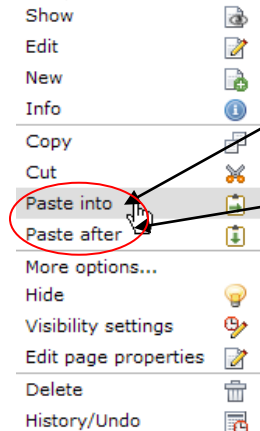


Copying Using the Menu-Driven Method

1. Click on the page icon of the page you want to copy.
2. From the pop-up menu, select **Copy**.



3. Click on the page icon of where you want to put the copied page.
4. From the pop-up menu, select either **Paste Into** or **Paste After**.

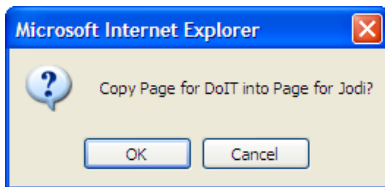


Paste Into will put the page as a sub page of the selected page.

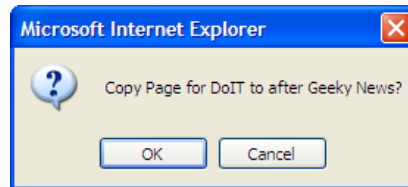
Paste After will put the page directly after the selected page.

5. A dialog box will appear depending on if you selected **Paste Into** or **Paste After**.

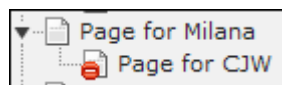
Paste Into Dialog Box:



Paste After Dialog Box:



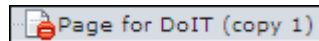
6. Click **OK**.
7. If you had selected **Paste Into**, the copied page will appear as a sub page:



NOTES:

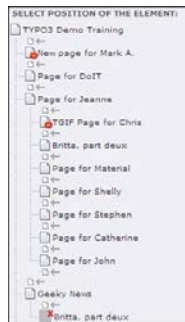



- If you had selected **Paste After**, the page will be displayed with “(copy 1)” after it:



Moving Using the Menu-Driven Method

- Click on the page icon of the page you want moved.
- Select **More Options . . .**
- Select **Move Page**. You will then see the following screen:



- Click on an arrow of where you want the page to be moved to.
- To see the change, click **Reload the tree from the server**  (located at the top of the page tree).

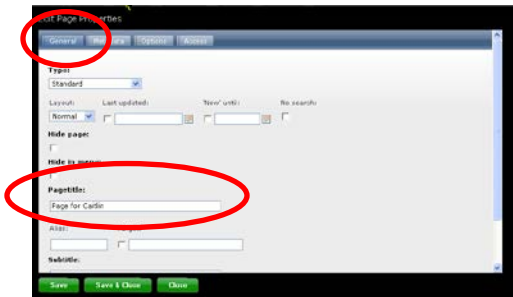
Rename a Pagetitle

Each page must have its own unique name. To give the copied page a unique name, instead of “Page name (copy 1),” complete the following:

- Select the you want to rename.
- Select the **Page Properties** at the top of the screen.



- Under the **General** tab, go to the **Pagetitle** field.



- Click in the **Pagetitle** field.
- Change the title to reflect the new page – this will be the filename (URL) of the page.
- Click on either the **Save** button or the **Save and Close** button to save your changes.

NOTES:



NOTE: When entering a **Page title** (under the **Edit Page Properties** option), do not use special characters (*, &, ?, !, ', \, "). The special characters will be stripped, except for the **backslash **.

IMPORTANT INFORMATION: The **backslash** cannot be removed by the program and will break your web site.

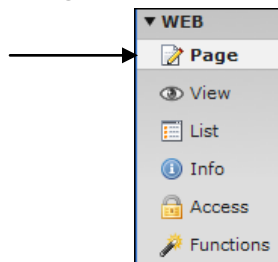
NOTE: Do not have the same name for duplicate pages. Having duplicate names will confuse the user's browser.

COPYING AND MOVING A CONTENT ELEMENT

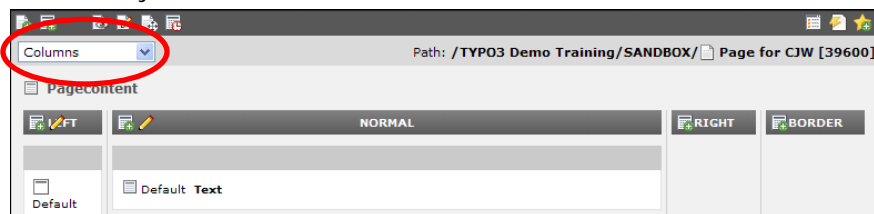
You may copy or move a content element. To do this, you need to switch over to the Page mode of editing.


Copying a content element

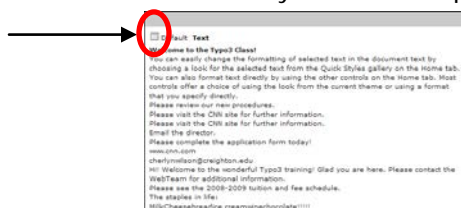
1. Go to the **Page** mode in the **Web** module:



2. Select the page, from the page tree, that you want to copy the element from.
3. Make sure you are in the **Columns** view.



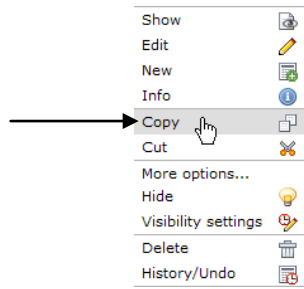
4. Find the content element that you want to copy. Click the icon  next to **Default Text**.



NOTES:

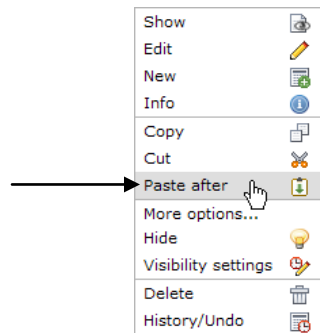


5. The menu will appear. Select **Copy**.

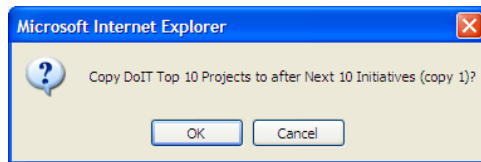


6. Go to the page that you want to place the element. Locate the content element block that you want the copied content element to come after.

7. Click the icon next to **Default Text**. Select **Paste After**.



8. The following dialog box will appear:



9. Click **OK**.

10. The element has now been copied onto its new position:

The copied element is placed on the page.

Default Text

Welcome to the Typo3 Class! (copy 1)

You can easily change the formatting of selected text in the document text by choosing a look for the selected text from the Quick Styles gallery on the Home tab. You can also format text directly by using the other controls on the Home tab. Most controls offer a choice of using the look from the current theme or using a format that you specify directly.

Please review our new procedures.

Please visit the CNN site for further information.

Please visit the CNN site for further information.

11. Edit the content element to reflect the new information.

NOTES:




Moving a Content Element

If you are moving an element within the same page, you can move it by using the **move record up/down** arrow. Hover over the block to see the arrows:

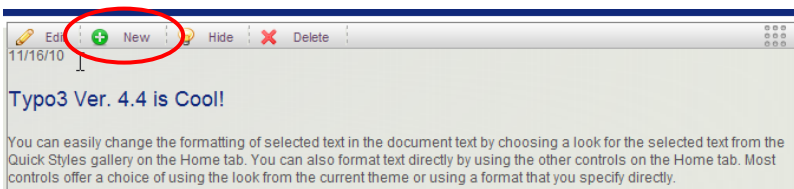


If you are moving the element to another page:

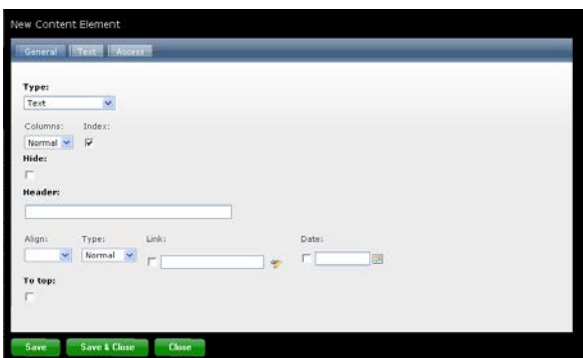
1. Select the **Page** mode from the **Web module**.
2. Select the page that has the content element that you want to move. Make sure you are in the **Columns** view.
3. Click the icon  next to **Default Text**.
4. Select **Cut**.
5. Go to the page that you want to place this element.
6. Decide where you want to put the block. It will be pasted after the selected block.
7. Click the icon next to **Default Text**.
8. Select **Paste After**.

ADDING AN ADDITIONAL ELEMENT IN THE VIEW MODE

To add a new content element, hover over the content block. You will see **New** in the menu selections:



1. Select **New**. You will see the same editing window as with an existing content block, but you are adding a new content header and a content block that will appear after the selected block.
2. Enter the information as appropriate.



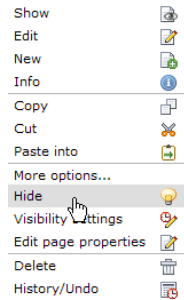
NOTES:



HIDING OR UNHIDING A PAGE

If you need to do extensive editing, you may want to hide the page while you are working on it. When you are done, unhide the page.

1. Click on the page icon next to the page to hide or unhide. The drop down menu appears:



2. Click either **Hide** or **Unhide**.
3. To reverse your actions, click on the page icon next to the page to hide or unhide and select either **Hide** or **Unhide**.

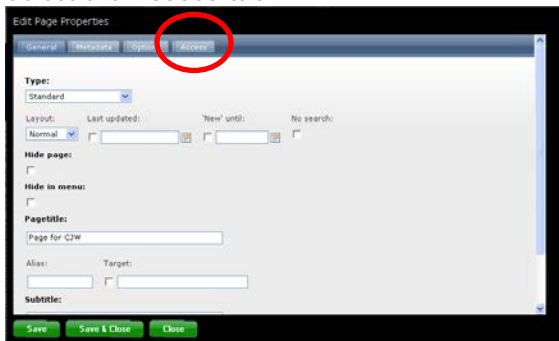
SCHEDULING START AND STOP DATES FOR A PAGE

You may schedule when an entire page will display and also schedule a specific date when that page will no longer be visible on the website.

1. Select the page from the page tree.
2. Select **Page Properties** from the top portion of the screen:



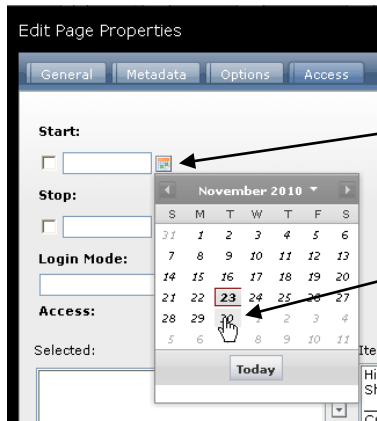
3. Select the **Access** tab.



4. Click the calendar next to the **Start** field. Select a date. The page will appear as of midnight on that date.

NOTES:





Click the calendar.

Select a date from the calendar.
The date format is DD/MM/YYYY.

5. Select the **calendar** icon by the **Stop** field. The page will disappear from public view as of midnight on the date specified.
6. You may also include subpages by checking the box under **Include subpages**.
7. Click either **Save** or **Save & Close** to save your changes.

ACCESSING TYPO3 OFF CAMPUS

NOTE: If you need to review pages when you are off campus, you need to access Typo3 through the VPN (Virtual Private Network).

If you do not have the VPN installed on your computer, then go to <http://www.creighton.edu/doiit/vpn/index.php> to download the VPN software. For additional assistance, please call the Service Desk at 402-280-1111.

LAUNCHING YOUR WEBSITE

Initial Rollout

If your website is brand new, then it is not "live" (not visible on the internet yet). During this time, you will be able to enter content in the live workspace. For questions regarding your web site, please consult your project plan.

NOTE: When all content has been entered, please e-mail the webmaster (webmaster@creighton.edu) to let the Web Team know that your pages are ready to publish. Testing will be conducted by the Web Design Team. After the web site is tested, the Web Development Team signs off on it and the web site will go live in the regular maintenance window of Thursday evenings.

After Your Site is Live

After the initial testing by the Web Development Team, all changes/updates to the website are completed and published by the content editors, site editors, and/or the site owner for the department.

If you encounter any problems, please contact the Web Team at either webteam@creighton.edu or at ext. 3663.

NOTES:



ADDITIONAL INFORMATION

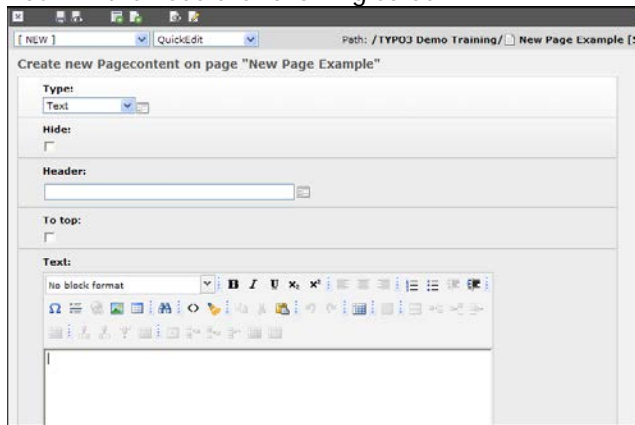
USING THE QUICKEDIT MODE IN THE PAGE MODE

If you would like to be able to edit the content header, content block and page access in a no-nonsense editor, try the **QuickEdit** mode in the **Page** mode.

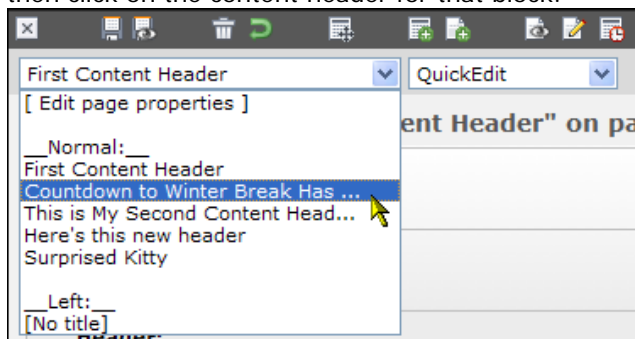
1. Select the **Page** mode from the **Web** module.
2. Select the page you want to edit.
3. From the drop-down list, select **QuickEdit**.



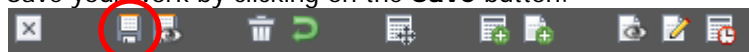
4. You will then see the following screen:



5. Click in the **Header** field and *type the content header*.
6. Scroll down to the **Text** area and *type the content*.
7. As you scroll further on the page, you will see where you can schedule start and stop dates for the content block.
8. To select another content element to edit, select the field to the left of the **QuickEdit** field and then click on the content header for that block:



9. Save your work by clicking on the **Save** button.



NOTES:



CREATING A NEW PAGE

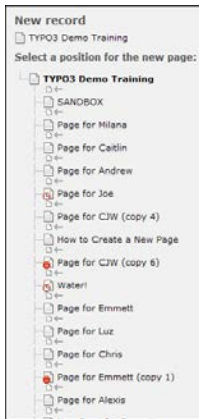
You can create a brand new page using your current template. If you do need to insert a new page, it is recommended (and easier) to copy a page and change the content (see page 19 – Copying a Page).

To create a brand new page (instead of copying):

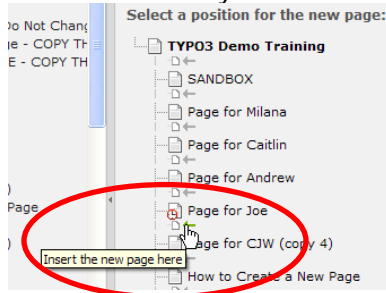
1. Select the first page at the very top of your page tree.
2. Click the **Create New Page** icon at the top of the page tree:



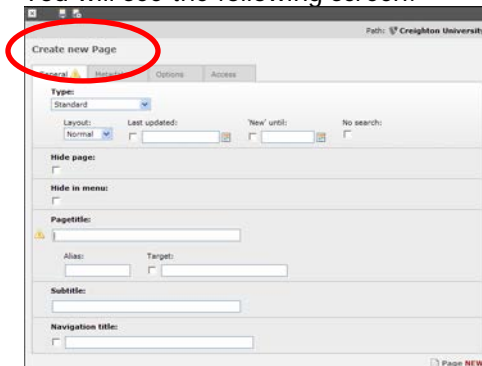
3. On the right hand side of the screen, you will see a listing of all of your pages with arrows in between.



4. Determine where you want the new page and click the arrow in that location.



5. You will see the following screen:



NOTES:



- Under the **General** Tab, type a page title in the **Pagetitle** field.

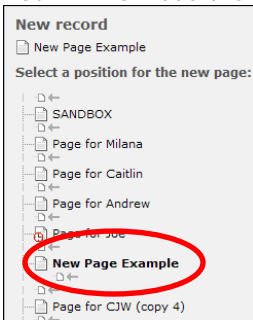
NOTE: When entering a **Pagetitle** (under the **Edit Page Properties** option), do not use special characters (*, &, ?, !, ', \, "). The special characters will be stripped, except for the **backslash **.

IMPORTANT INFORMATION: The **backslash** cannot be removed by the program and will break your web site.

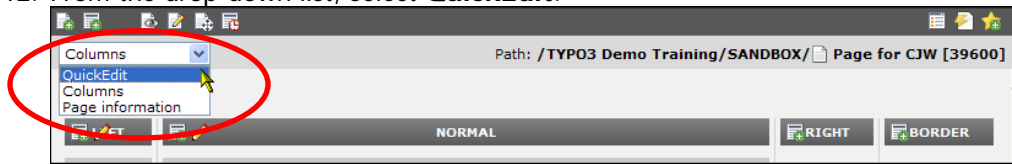
- Click either the **Save** or the **Save and Close** icons at the top of the screen.



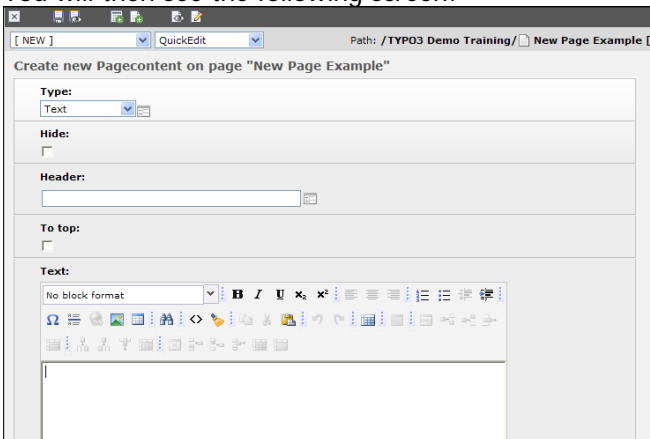
- You will now see the new page within the list:



- Refresh the page tree.
- Select the **Page** mode from the **Web** module.
- Select your new page.
- From the drop-down list, select **QuickEdit**.




- You will then see the following screen:



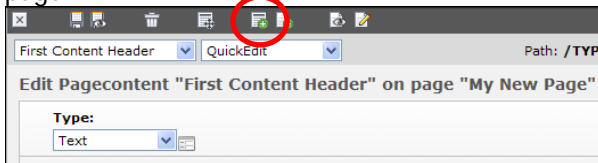
NOTES:



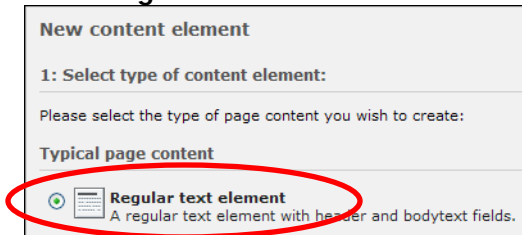
14. Click in the **Header** field and *type the content header*.
15. Scroll down to the **Text** area and *type the content*.
16. Click the **Save** button  to save your work.

To add additional content elements, complete the following steps:

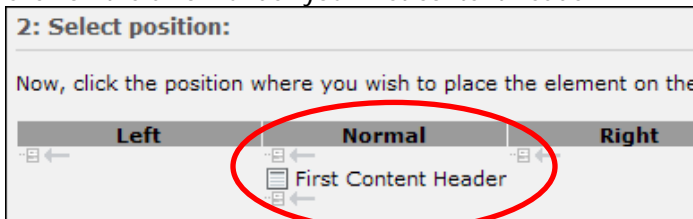
1. To add content elements, click the **Create New Content Element**  icon at the top of the page.



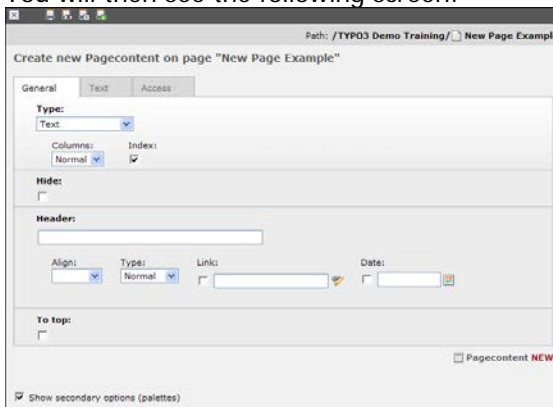
2. Select **Regular Text Element**.



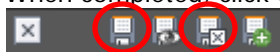
3. Once you have selected **Regular Text Element**, look at the bottom of the screen. Find the **Normal** column.
4. Click on the arrow under your first content header.



5. You will then see the following screen:



6. Select the **General** tab and *type in the content header*.
7. Select the **Text** tab and *type the content*.
8. When completed, click either **Save** or **Save and Close** at the top of the screen:



You may continue the previous steps to add additional content blocks.


NOTES:

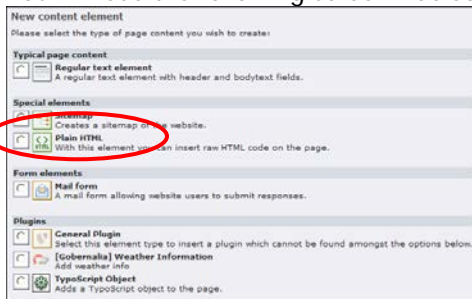


INSERTING A YOUTUBE VIDEO INTO A TYPO3 PAGE

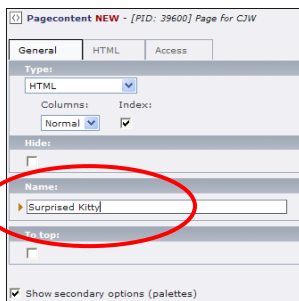
You may insert the embedded code of a YouTube video into a Typo3 page. To do so, you need to insert a new content element that is specified for HTML.

Inserting a New HTML Content Element

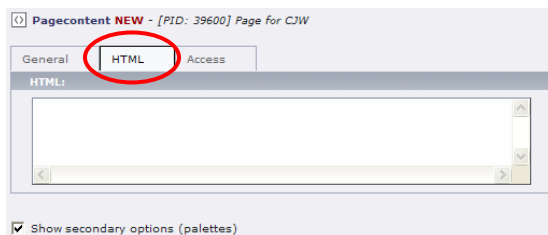
1. Go to the **Page Mode**.
2. Select the **Page** that you want to insert the video.
3. Decide where to put the new content block.
4. Hover the mouse over the content block that will be before the new inserted block.
5. Click on the **New record after this one** icon .
6. You will see the following screen. Select **Plain HTML**.




7. In the **General Tab**, type in a short description into the **Name** field.



8. Select the **HTML Tab**.

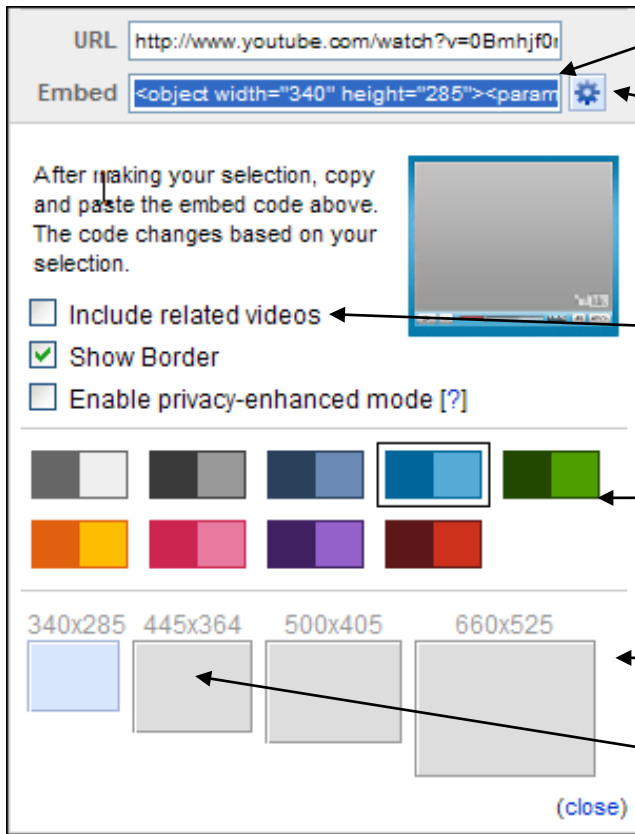


9. Paste the embedded code from YouTube.
 - a. Go to the video in YouTube.
 - b. By the embed code field, you will see an icon . Click on the icon to customize options for your video.

NOTES:



c. Customize your options first before you copy the embed code (see note within the options).



Embed code

Click to customize your options.

NOTE: Make sure the **Include related videos** box is not checked.

Border colors

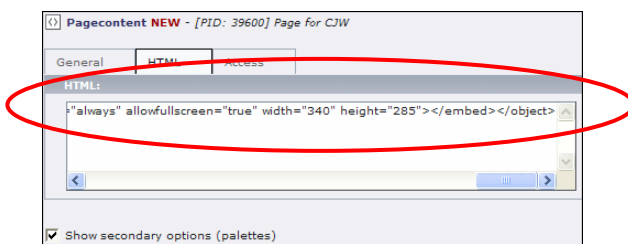
The size of the video as it will appear on your page.

NOTE: Make sure you select one of the two smallest sizes.

d. Highlight the embed code and copy it.

e. Return to Typo3.

10. Paste the embed code into the HTML field.



11. Save and close your work.

12. To see what the video looks like on your page, go to the **View Mode** and to the page you inserted the video.

13. Find the video on your page and play it.

NOTES:




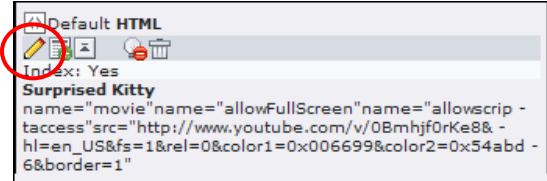


← A content element that is before the video's element.

← Your new element that contains the YouTube embedded code.

Tip: You may want to put some information about the video in the previous block, for example, introducing the video (because you cannot put text into the HTML element that the video is in).

Tip: If you need to remove the code and replace it with another, you will need to edit the element. Go to the Page mode and click on the pencil icon  (edit tool) for the HTML element.



NOTES: