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.

<table>
<thead>
<tr>
<th>WHEN YOU SEE THIS...</th>
<th>YOU DO THIS...</th>
</tr>
</thead>
<tbody>
<tr>
<td>Click Help</td>
<td>Click the left mouse button once on Help from the menu bar.</td>
</tr>
<tr>
<td>Select Show Keys</td>
<td>Click the left mouse button once on the words Show Keys. Select usually indicates a choice on a sub-menu.</td>
</tr>
<tr>
<td>Type name</td>
<td>Type the name of the person from the keyboard.</td>
</tr>
<tr>
<td>Click the Save Icon</td>
<td>Click the left mouse button once on the icon.</td>
</tr>
<tr>
<td>Double-Click the activity</td>
<td>Click the left mouse button twice in rapid succession.</td>
</tr>
<tr>
<td>Right-Click on the folder</td>
<td>Click the right mouse button once while the folder is highlighted</td>
</tr>
<tr>
<td>Mark Male</td>
<td>Click the left mouse button once in the circle to darken it or in the box to create a checkmark.</td>
</tr>
<tr>
<td>Press &lt;&lt;TAB&gt;&gt;</td>
<td>Press the Tab Key on the keyboard.</td>
</tr>
</tbody>
</table>

NOTE: Important information that will assist you in using Outlook.
EX: 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 for the Content Editor, Site Editor, and the Site Owner. During the class, you will learn the following:

- Introduction to Typo3
- Logging into Typo3
- Quick tour of the main menu
- Entering and editing existing content
- Uploading and inserting files and images
- Copying a page and a content element
- Moving a page and a content element
- Unhiding a page
- Scheduling start and stop dates for pages and content blocks
- Publishing
- Additional Information: Creating a new page
INTRODUCTION

Typo3 is a content management system – a means 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: requires Internet Explorer 5.5 or higher; Macs: Firefox).
2. Type http://typo3.creighton.edu/typo3 in the address bar.
   For the Medical School site, please use the address http://medschool.creighton.edu/typo3.
3. To log in during this training session:
   a. Type train-so in the Username field.
   b. Type patience-so in the Password field.

You will normally log in by typing in your NetID in the Username field and your Blue password in the 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.
QUIK TOUR - TYPO3 MAI N MENU

Module Selections

Site Editor

Editing modes

Page information

Functions

Version Information

Personal Settings

Help

Tip: You can hide the menu items that you do not frequently use by clicking on the arrow.
### Explanation of Module Items:

<table>
<thead>
<tr>
<th>Module</th>
<th>Mode</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Web Module:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Page</td>
<td></td>
<td>Allows you to create and edit web pages in the page content view. More</td>
</tr>
<tr>
<td></td>
<td></td>
<td>granular editing. Can create new page elements.</td>
</tr>
<tr>
<td>View</td>
<td></td>
<td>Shows the current page as it would look like on the web and lets you edit</td>
</tr>
<tr>
<td></td>
<td></td>
<td>the content. Can only edit existing content elements.</td>
</tr>
<tr>
<td>List</td>
<td></td>
<td>Provides low level access to records appearing on a page.</td>
</tr>
<tr>
<td>Info</td>
<td></td>
<td>Provides statistical information about each page.</td>
</tr>
<tr>
<td>Access</td>
<td></td>
<td>Page editing permissions can be set, if a person has the authority to do so.</td>
</tr>
<tr>
<td>Functions</td>
<td></td>
<td>Create multiple new pages at once.</td>
</tr>
<tr>
<td>Versioning</td>
<td></td>
<td>Allows you to select a previous version to go back to (Draft, Archive, or All).</td>
</tr>
<tr>
<td><strong>File Module:</strong></td>
<td>Filelist</td>
<td>Upload, copy, move, and delete files and images on the Typo3 server.</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>NOTE:</strong> Only available in live workspace.</td>
</tr>
<tr>
<td><strong>User Module:</strong></td>
<td>Task Center</td>
<td>Keep track of daily tasks and workflows in Typo3.</td>
</tr>
<tr>
<td>Setup</td>
<td></td>
<td>Customize some general features in Typo3.</td>
</tr>
<tr>
<td>Workspace</td>
<td></td>
<td>Shows the changes you have made in the workspace. You may also publish the</td>
</tr>
<tr>
<td></td>
<td></td>
<td>changes in your website.</td>
</tr>
<tr>
<td><strong>Help Module:</strong></td>
<td>About</td>
<td>Shows the Main Menu page with explanations of the menu items.</td>
</tr>
<tr>
<td>About</td>
<td></td>
<td>Shows the Typo3 version number and licensing information.</td>
</tr>
<tr>
<td>TypoScript Help</td>
<td></td>
<td>For Web Team use only.</td>
</tr>
</tbody>
</table>
ENTERING AND EDITING CONTENT USING THE VIEW METHOD

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

   ![Image of Page Tree and Web Module]

   **Icons located at the top of the page tree:**
   - **Filter** – Finds and highlights page titles based on the criteria entered.
   - **Create New Page** – Creates a brand new page.
   - **Reload the tree from the Server** – Refreshes the page tree.
   - **Help** – Context specific help.

   **Page Tree:**
   Lists the pagetitles that you have access to.

2. In the **page tree** (the middle pane), to the right of **View**, click on the page name 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.

   ![Image of Hiding the Page Tree]

   **TIP:** **Hiding 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.

   **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, if the site has a dynamic menu.
3. 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.

**NOTE**: You can have multiple content headers and content blocks on one page. You may have to scroll down to see and edit other headers and blocks.

**Editing the Content Header**

The Content Header is the section title for the content block.

1. Click on the **pencil icon** under the content header. The following screen appears:

**TIP**: If the **Type**, **Align**, **Link**, or **Date** fields do not appear, then check the **Show secondary options (palettes)** box.
2. Type the **content header**.
3. Save changes by either:
   - clicking on either the **Save** icon (you will remain on the content header page).
   OR
   - clicking the **Save and close document** icon (you will return to see your page).

Options listed at the top of the page:

<table>
<thead>
<tr>
<th>Icon</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Close the document without saving</td>
</tr>
<tr>
<td><img src="image" alt="icon" /></td>
<td>Save the document</td>
</tr>
<tr>
<td><img src="image" alt="icon" /></td>
<td>Save and close the document</td>
</tr>
<tr>
<td><img src="image" alt="icon" /></td>
<td>Delete</td>
</tr>
<tr>
<td><img src="image" alt="icon" /></td>
<td>Undo/Redo last change (this will appear after a change has been made)</td>
</tr>
<tr>
<td><img src="image" alt="icon" /></td>
<td>Create a shortcut to this page</td>
</tr>
<tr>
<td><img src="image" alt="icon" /></td>
<td>Edit whole record</td>
</tr>
<tr>
<td><img src="image" alt="icon" /></td>
<td>Open in new window</td>
</tr>
</tbody>
</table>

**Editing the Content**

The content is the body of the message.

1. Click on the **pencil icon** under the content. The following screen appears:

   ![Rich Text Editor](image)

2. Click in the rich text editor and enter or edit the content. The editing functions available are very similar to using Microsoft Word.

   **NOTE:** There is NO spell checker in Typo3. Please proofread your material carefully!
## Formatting Options available:

<table>
<thead>
<tr>
<th>Icon</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>B</td>
<td>Bold</td>
</tr>
<tr>
<td>I</td>
<td>Italicize</td>
</tr>
<tr>
<td>U</td>
<td>Underline</td>
</tr>
<tr>
<td>x,</td>
<td>Subscript</td>
</tr>
<tr>
<td>x'</td>
<td>Superscript</td>
</tr>
<tr>
<td></td>
<td>Justify Left</td>
</tr>
<tr>
<td></td>
<td>Justify Center</td>
</tr>
<tr>
<td></td>
<td>Justify Right</td>
</tr>
<tr>
<td></td>
<td>Numbering</td>
</tr>
<tr>
<td></td>
<td>Bullets</td>
</tr>
<tr>
<td></td>
<td>Shift left</td>
</tr>
<tr>
<td></td>
<td>Shift right</td>
</tr>
<tr>
<td></td>
<td>Special characters</td>
</tr>
<tr>
<td></td>
<td>Insert a horizontal line</td>
</tr>
<tr>
<td></td>
<td>Insert a link</td>
</tr>
<tr>
<td></td>
<td>Remove link</td>
</tr>
<tr>
<td></td>
<td>Insert a picture</td>
</tr>
<tr>
<td></td>
<td>Insert a table</td>
</tr>
<tr>
<td></td>
<td>Find and Replace</td>
</tr>
<tr>
<td></td>
<td>Toggle between the rich text editor and HTML</td>
</tr>
<tr>
<td></td>
<td>Remove Formatting</td>
</tr>
<tr>
<td></td>
<td>Copy</td>
</tr>
<tr>
<td></td>
<td>Cut</td>
</tr>
<tr>
<td></td>
<td>Paste</td>
</tr>
<tr>
<td></td>
<td>Undo last action</td>
</tr>
<tr>
<td></td>
<td>Redo last action</td>
</tr>
<tr>
<td></td>
<td>About this editor</td>
</tr>
<tr>
<td></td>
<td>Table: border</td>
</tr>
</tbody>
</table>
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

**Editing the Whole Record**

Another view that you can use to edit the whole record (editing the content header, content block, and other options all at once) is by:

1. Selecting the **pencil icon** at the top right-hand corner of the rich text editor.

2. You can then switch between the content header and the content block instead of always going back to the page.

   - Select the **General tab** to edit the **Content Header**.

   ![General tab](image)
- Select the **Text** tab to edit the **Content Block**.

- Select the **Access** tab to **schedule a start and stop date** for viewing your page. (See pages 22 and 23 for more information.)

---

**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. Click on **Toggle borders** to view the lines of the 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:
**Inserting a Web Link**

To insert a web link (URL address):

1. Click the pencil icon below the content area of where you want to insert the link.
2. In the rich text editor, position the cursor at the appropriate location.
3. 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 like “click here.”
4. Highlight the text.
5. Click the **Insert Web Link** icon.
6. Five tabs appear at the top of the opened window (the example below is what you will see when you select an existing link):

   ![Insertion tabs](image)

   - **Remove link**: Removes the coding of a web link or email address. Will only be able to see if you click on an existing link.
   - **Page**: Inserts a link to a page within your website.
   - **File**: Inserts a link to a document that has been uploaded. Available only in the Live workspace.
   - **External URL**: Inserts a link to an external website.
   - **Email**: Inserts an email address link.

7. Select the **External URL** tab.

   ![External URL tab](image)

   **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.

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

   ![URL field](image)

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

**NOTES:**
**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.

![Folder Tree Image]

**Composing Content in Word**

You can compose your content in Word, for example, and then cut and paste into Typo3 by doing the following:

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.

**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 on the page.

**NOTE:** The **File** module and **Filelist** are only visible in the **Live workspace**. If you are in the **Draft workspace**, you will need to go back to the **Live Workspace** to see **Filelist**. Remember, this is live!

**NOTES:**
Uploading Files and Images in Filelist

1. Ensure that you are in the Live workspace. 
2. Select Filelist under the File module.

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

5. Click Upload Files.
6. From the drop-down list, select the number of files you want to upload. You may upload up to 10 files at one time.
7. Click the Browse... button.
8. 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.
9. When you have selected all the files, click on the Upload files button.
10. To overwrite an existing file, check the box next to Overwrite existing files.

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. Ensure that you are in the Live workspace. 
2. Select Filelist under the File module.
3. From the file tree in the middle of the screen, select the file folder you want to add a new folder to.
4. Left-click on the folder icon. The following menu appears:
5. Click **New**.
6. From the drop-down list, select the number of folders you want to create.
7. Type the name of the folder.
8. 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.

---

### 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**.

You can also 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.

Move the document that you want to delete 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 "trash can."

### Inserting Files Within the Content Block

1. Ensure that you are in the **Live workspace**.
2. Go to the page you want to insert a file.
3. Click on the pencil icon to go to the rich text editor for that content block.
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. To view the uploaded files, click on the small arrow.
9. Select the **file name**. The inserted file will now appear as a link.
10. **Save** your work.

### Inserting Images

1. Click on the **Insert Image** icon.
2. In the window that appears, two tabs are listed: **New Plain Image** and **Drag ‘n’ Drop**.

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

<table>
<thead>
<tr>
<th>Method</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>New Plain Image</td>
<td>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.</td>
</tr>
<tr>
<td>Drag ‘n’ Drop</td>
<td>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.</td>
</tr>
</tbody>
</table>

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

### NOTES:

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Typo3 Ver. 4.2.1 – Content Management System

Creighton University

Beginning Course

Last updated: 11/04/2009
Working with the Images
You may format the pictures and arrange text around it.

1. Right-click the image. The following menu appears:

2. Select Image Properties.
3. Select the following options for the image:
   - **width and height** of the picture (not recommended)
   - **border** around the picture
   - **text float** around the picture
4. Click Update when all selections are made.

COPYING OR MOVING A PAGE

Drag and Drop Method (Moving is done in the Live workspace only)

1. Drag the page you want to copy or move to the new location.
2. The following menu will appear:

3. 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.

Copying Using the Menu-Driven Method (Live and Draft workspaces)

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

NOTES:
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:

6. Click OK.

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

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

**Moving Using the Menu-Driven Method (Live workspace only)**

1. Click on the page icon of the page you want moved.
2. Select More Options . . .
3. Select Move Page. You will then see the following screen:
4. Click on an arrow of where you want the page to go.
5. To see the change, click on Page in the Web module (in the left hand column) or click **Reload the tree from the server** (located at the top of the page tree).

**To Rename a Pagetitle**

To give the copied page a unique name, instead of “Page name (copy 1),” complete the following:

1. Click on the page icon of the page you want to rename.
2. Click **Edit Page Properties**.
3. Under the **General** tab, go to the **Pagetitle** field.
4. Click in the field.
5. Change the title to reflect the new page – this will be the filename (URL) of the page.
6. Click on either the **Save Document** icon or the **Save and Close Document** icon to save the change.

**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.

**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**

An element is a section of information within a page (the content block). As you click on a pencil icon to edit a page, you click into an element to modify it.

**Copying a content element**

1. Go to the **Page** view of the **Web module**: 

2. Select the page that you want to copy the element from.
3. On the right hand side of the screen, click the icon next to **Default Text**.
4. The menu will appear. Select **Copy**.

5. 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.

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

7. The following dialog box will appear:

8. Click **OK**.

9. The element has now been copied onto the page:

The copied element is placed on the page.
Moving an element

1. Select the **Page** view from the **Web module**.
2. Select the page that has the content element that you want to move.
3. Click the icon next to **Default Text**.
4. Select **More options . . .**
5. Select **Move element**.
6. If necessary, select the page of where you want to move the element. Click on the arrow of where you want the element to be moved to.

UNHIDING A PAGE

1. Click on the page icon next to the hidden page. The drop down menu appears:
2. Click **Unhide**. The page will now be visible for you to publish.
3. If you want to hide a visible page, click on the page icon next to the visible page.
4. Click **Hide**. The page will now be hidden.

SCHEDULING START AND STOP DATES FOR A PAGE OR A CONTENT BLOCK

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

**Page**

1. Click the **page icon** next to the page name (in the middle column).
2. Select **Edit Page Properties**.
3. Select the **Access** tab.

   ![Page access tab]

   **Note:** You will know if you are working with the page because of seeing **Page** above the tabs.

4. Check the box under **Start**.
5. Enter a date (DD-MM-YYYY) to have the page appear on your website.
6. Check the box under **Stop**, if necessary.
7. Enter a date (DD-MM-YYYY) that you want the page to stop showing on your website.
8. You may also include subpages by checking the box under **Include subpages**.
9. Save your changes.
Content Block
1. Go to the rich text editor for the specific page.
2. Click on the pencil icon.
3. Select the Access tab.
4. Check the box under Start.
5. Enter a date (DD-MM-YYYY) to have the content block appear on your website.
6. Check the box under Stop, if necessary.
7. Enter a date (DD-MM-YYYY) that you want the content block to stop showing on your website.
8. Save your changes.

Publishing
There are two workspaces in Typo3: the Live workspace and the Draft workspace.

- **Live workspace** - When you are working in the Live workspace, all changes will be published when you save. To see which workspace you are in, look in the upper-right hand corner of the Typo3 window.

- **Draft workspace and the Workspace Manager** - Working in the draft workspace is the safest method!

Using the Webpage Method of Publishing
Typo3 has several different ways to publish your web page. In this method, you can publish by a page-by-page view or content element-by-content element. The advantage with this method is that you can see the draft workspace and the live workspace at the same time!

1. Make sure you are in the Draft workspace.
2. Select Page from the module/menu under Web.
3. Select the page you want to make changes to.
4. Ensure that the Frontend Preview box is not checked. If you “uncheck” it, you will then return to the “main page.” Select Page from the menu and continue.

5. Select the icon at the top of the page.

<table>
<thead>
<tr>
<th>Icon:</th>
<th>Description:</th>
</tr>
</thead>
<tbody>
<tr>
<td>☞</td>
<td>Create a new page</td>
</tr>
<tr>
<td>☞</td>
<td>Create new content element</td>
</tr>
<tr>
<td>☞</td>
<td>View webpage</td>
</tr>
<tr>
<td>☞</td>
<td>Edit page properties</td>
</tr>
<tr>
<td>☞</td>
<td>Move page</td>
</tr>
<tr>
<td>☞</td>
<td>View record change history</td>
</tr>
<tr>
<td>☞</td>
<td>Show record list</td>
</tr>
<tr>
<td>☞</td>
<td>Clear cache for this page</td>
</tr>
</tbody>
</table>

Notes: You will know if you are working with the content block because of seeing Pagecontent above the tabs.
You will see the following window:

6. The top portion of the window is the **live version**. The bottom portion is the **draft version**. Scroll through the **draft version** window to find the area to edit.
7. Do not click on the **Stop preview** button. You will be logged off.
8. In the lower left-hand corner of the screen, you will see **Workspace Version (-1)**. Find the pencil icon to enter the rich text editor for either the content header or the content block.
9. Make the changes.
10. Click **Save**.
11. On the right-hand side of the window, click **Refresh**.
12. Under the section, **Workspace Version**, you will see the changes made.

**Red text** = old information

**Green text** = new information
13. If you would like to see a preview of the changes, you may click [Preview Link]. A link is generated to view the page with the corrections. This link may be shared with others and is active for 48 hours.

14. If you accept the changes, then you can either click on [Publish page] to publish the changes in one box or [Publish page] to publish the entire page.

15. If you go back to the page tree, you may see some page names in yellow. This signifies that there are unpublished changes. These changes will need attention at some point.

16. To exit the window, click on the Close button in the upper right-hand corner of the window.

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

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 them 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.
ADDITIONAL INFORMATION

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.

To create a brand new page (instead of copying):
1. Go to the page for which you want the new page(s) after.
2. Click on Functions, which is located in the Web Module.
3. From the Select Wizard, select Create Multiple Pages.
4. You can create up to 9 new pages. Type the pagetitle in each field.
5. Check, if applicable, place new pages after the existing subpages and/or hide new pages.
6. Click Create Pages.
7. Go to the Page Mode.
8. Select the newly created page.
9. Click Create Page Content.
10. Select the Regular Text Element.
11. Look under the General tab. Type the Content Header.
12. Text Tab – type the content.
13. Access Tab – schedule start/stop time of showing page, if applicable.

1. Click on the page icon of the parent page and select New from the drop down menu.

2. Click on Create a new page.

3. Click on the arrow of where you want the new page to be inserted.
4. Hide Page option. If there is a check mark in the box, click on the box to uncheck it.
   **NOTE:** If the page is hidden (the icon next to the page name indicates that the page is hidden), and you try to publish the page, the page will not publish. Hidden pages provide the user with a way to work on pages before the pages appear on the web site.

   **TIP:** To unhide a page using the menu, please see page 20 of this documentation.

5. Type in a **pagetitle**. This will not show on the actual webpage - you are assigning an identifier for the page.

   **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.

6. Type in a **subtitle** (if applicable). The subtitle appears in the banner of the web page. Special characters may be used in the subtitle. (For an example, refer to page 6.)
7. Click **Save document**.
8. Click on the page icon next to the new page you just created to reveal the drop down menu.
9. Click **Edit**.
10. Click the **Create page content** button.

11. Select **Regular text element**.

12. Under the **General Tab**, type the **Header**.

13. Under the **Text Tab**, type your content.

14. Click **Save and Close Document** to save your work.

**NOTES:**
PUTTING 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. Click on the New record after this one icon that is in the content block that will appear before the video element.
5. You will see the following screen. Select Plain HTML.

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

7. Select the HTML Tab.
8. Paste the embedded code from YouTube.
   a. Go to the video in YouTube.
   b. By the embed code, you will see an icon 😎. Click on the icon to customize options for your video.
   c. Customize your options first before you copy the embed code (see note within the options).

8.2.1.
   a. Go to the video in YouTube.
   b. By the embed code, you will see an icon 😎. Click on the icon to customize options for your video.
   c. Customize your options first before you copy the embed code (see note within the options).

8.2.1.
   a. Go to the video in YouTube.
   b. By the embed code, you will see an icon 😎. Click on the icon to customize options for your video.
   c. Customize your options first before you copy the embed code (see note within the options).

   d. Highlight the embed code and copy it.
   e. Return to Typo3.

9. Paste the embed code into the HTML field.

   d. Highlight the embed code and copy it.
   e. Return to Typo3.

   d. Highlight the embed code and copy it.
   e. Return to Typo3.

   d. Highlight the embed code and copy it.
   e. Return to Typo3.
10. Save and close your work.
11. To see what the video looks like on your page, go to the View Mode and to the page you inserted the video.
12. Find the video on your page and play it.

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.