



Effective

Webdesign

Manual Typo3

Website: AEDE

Sections Edition

date: 10 December 2006

Version: 1.0

Author: Marco Nieborg, Effective Webdesign

Content

1 Introduction.....	3
1.1 Login.....	4
1.2 Options of the module list.....	6
1.2.1 Web module.....	6
1.2.2 File module.....	6
1.2.3 Doc module.....	6
1.2.4 User module.....	6
1.2.5 Help module.....	6
.....	6
1.3 Filelist.....	7
1.3.1 Make folders.....	7
1.3.2 Upload files.....	7
1.4 Manage News.....	9
1.4.1 News.....	9

1 Introduction

This guide has the aim in a simple manner of managing the Internet site.

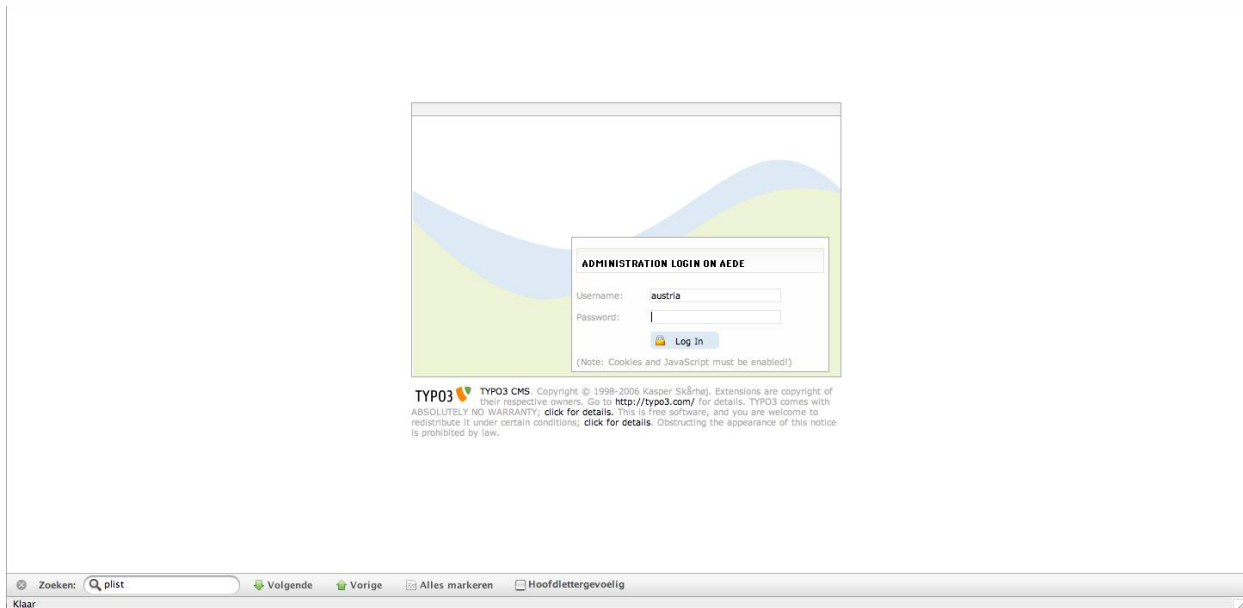
TYPO3 is divided into two areas - the back end and the front end While the front end is for everyone out there on the web - it is the website TYPO3 produces - only you and your content contributors are allowed access to the back end - the administration of the website. A username and password is always required.

In this Section Edition is the News item very imported.

1.1 Login

To work with TYPO3 you first have to login in the back end of the website. Therefore you need the URL, Username and Password.

- Type in a webbrowser the URL followed by [ENTER]. Normally the webaddress is: <http://www.you-domain.com/typo3>
- Type in the field "Username" your username.
- In the field "Password" type your password.
- Then you click ones on the button "Log In".



When the username and password are correct you will forward to the backed of the website. There you will find a workspace:

The workspace of Typo3 [back-end] has 3 parts:

- Module list – Each module has it's own content to display. Since you are the administrator you have access to all modules. But there are other "normal" users - they have access only to the modules you have selected for them!
- Page Tree – The page tree can be expanded by clicking the plus/minus icons. This works exactly like folders on your own computer. Actually you can think about the page tree as a directory structure where web pages are organized in a hierarchy with main pages, sub pages and sub-sub pages etc.
- Detail workspace – This is the part where you can actually add or change items for the website..

Screenshot: The workspace

- Web
 - List
 - File
 - Filelist
 - User
 - Setup
 - Help
 - About modules
 - About
 - Manual
 - Expand all
- [Logout](#)
[germany]

TYPO3 4.0.2

WEB CONTENT MANAGEMENT SYSTEM

TYPO3 CMS ver. 4.0.2. Copyright © 1998-2006 Kasper Skårhøj. Extensions are copyright of their respective owners. Go to <http://typo3.com/> for details. TYPO3 comes with ABSOLUTELY NO WARRANTY; click for details. This is free software, and you are welcome to redistribute it under certain conditions; click for details. Obstructing the appearance of this notice is prohibited by law.

This is a brief description of the available modules:

- WEB**
 - List **List of database-records**
The Web>List module provides low level access to records appearing on a page.
- FILE**
 - Filelist **Listing of files in the directory**
This is the file administration system in TYPO3. It allows you to access the file mounts of your login. Through this module you can upload, copy, move and delete files on the server.
- USER**
 - Setup **Personal user setup**
This module allows you to customize your backend user profile. Here you can change your active system language, name and email address. You may also configure other general features in the system.
- HELP**
 - About modules **Information about modules**
Shows this page about available modules.
 - About **About TYPO3**
Displays the basic facts about the TYPO3 application, version and licensing terms.
 - Manual **TYPO3 Inline Manual**
Inline Manual based on the information sources for Context Sensitive Help in the system.

(Features may vary depending on your website and permissions)

You're logged in as user: **germany** (,)

Edit/Search:

[LIVE workspace]

Zoeken: [Volgende](#) [Vorige](#) [Alles markeren](#) [Hoofdlettergevoelig](#)

Klaar

1.2 Options of the module list

You can choose a module to click once on the concerning name. This will show the options and possibility of the module you will work with. The screenshots can be different then in real. This is because of the rights of a back end user.

The following modules will be explained:

- Web module
- File module
- User module
- Help module

1.2.1 Web module

This section is the most important one. From this point will be the style and content of the website defined. You can change, add or remove pages and sections here.

Also you will find here functions like import of data and images. There is also a wizards to define the page structure of the website

1.2.2 File module

The file module gives you an overview of the resources which are on the website. Here you will find Pictures, sounds, documents which can be used several times on the site. The structure will have a good overview. You can upload new resources.

1.2.3 Doc module

With the doc module you can switch between the pages and content elements which are in edit mode. This is a fast way so you don't have to browse through the structure all the time.

1.2.4 User module

This module is for the user who is logged in to the system. Here you will find settings for the user of the backend.

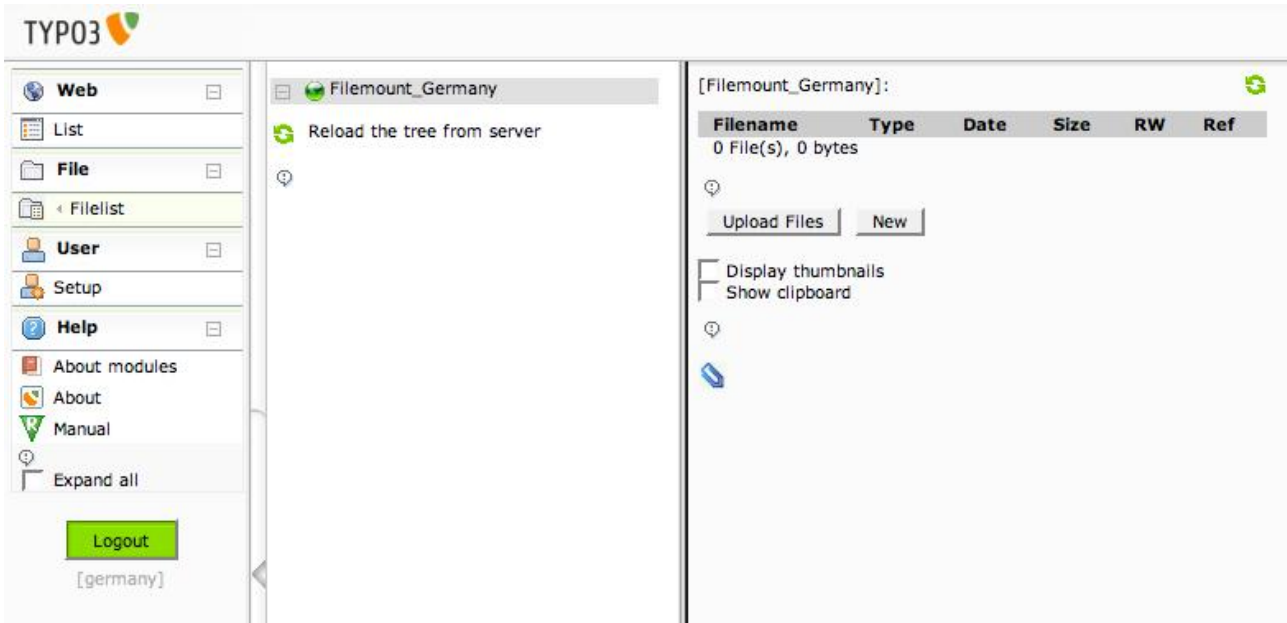
1.2.5 Help module

This module gives you an first overview of Typo3.

1.3 Filelist

All pictures and documents can be uploaded in a special part of the website. There you can see and manage the files. For the sections is per section a filemount_Countryname where all documents and pictures can be uploaded.

You can see the Filemount by clicking on “Filelist” in the File module. Then you will see the screen below.



1.3.1 Make folders

To make new folders it goes like in Windows Explorer.

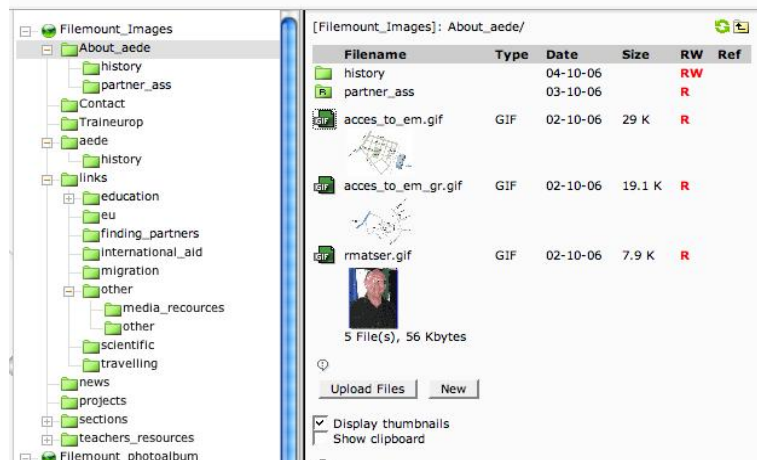
- Click on “New”
- You can choose how many folders you want to make
- Put in the name(s) of the folder(s) and click on Create Folders
- Now you will find the new folders in the structure

1.3.2 Upload files

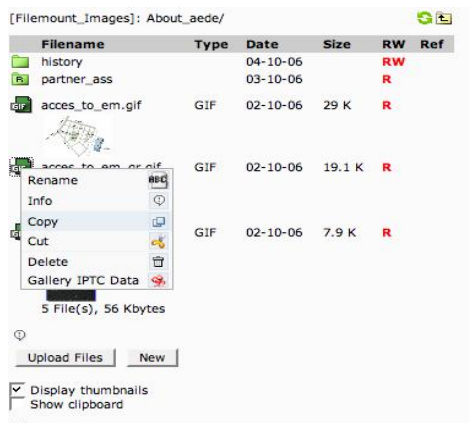
To upload or manage files it goes like in Windows Explorer.

- Click on “Upload Files”
- You will now see the screen below
- You can choose how many files you want to upload. If a filename already exist you can select “Overwrite existing files”
- Browse to the files on your computer and click on “Upload Files”

- Now you will find the new files in the folder
- When you click on the text of the folder you will see the pictures like the screen below. If you don't see the pictures perhaps you have to select “Display Thumbnails” under the pictures once.



- If you click on the picture you will see this in greater format.
- If you click on the icon of the picture you will see another context menu. Here you can do several manage options like, rename, copy, paste, etc..

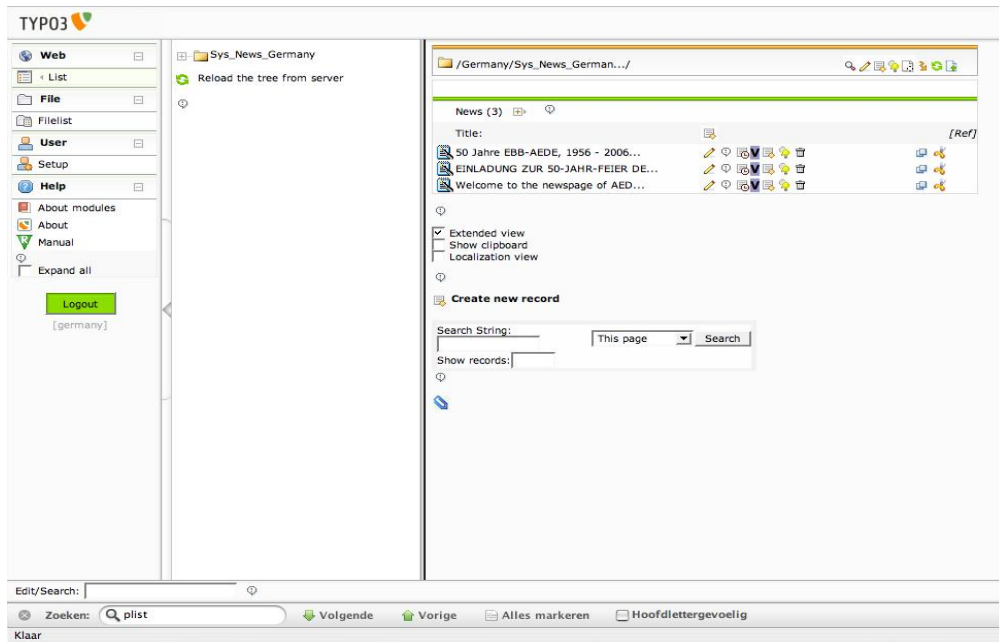


- The pictures and documents will be here so you can use these items as many as you like. If you delete the items for example a picture, it does not mentioned that it is also deleted on the website. Typo3 will copy a picture or document to an upload folder with a own name and number.
- So if you does not use the filemount for pictures and you will upload a picture directly within a new-item or content it will be uploaded to a upload folder and not the filemount.

1.4 Manage News

The specific content elements differ by Internet sites but most used the component is "News". The news-items for Aede Sections is the only item what the sections can manage.

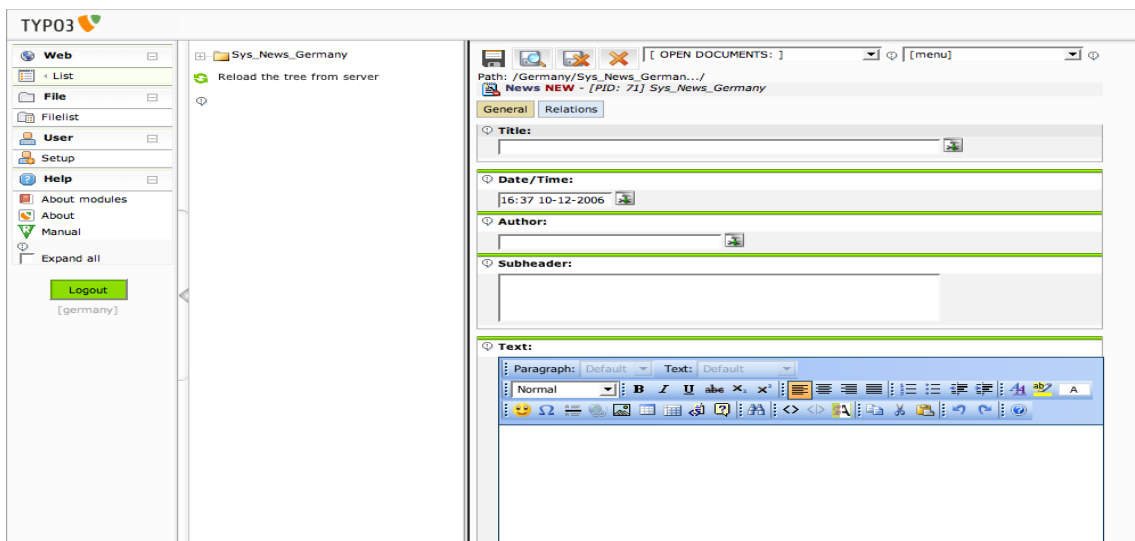
- Click on the button "List" in the "Web" menu
- Click on the text "Sys_News_Countryname"
- You will see the screen below



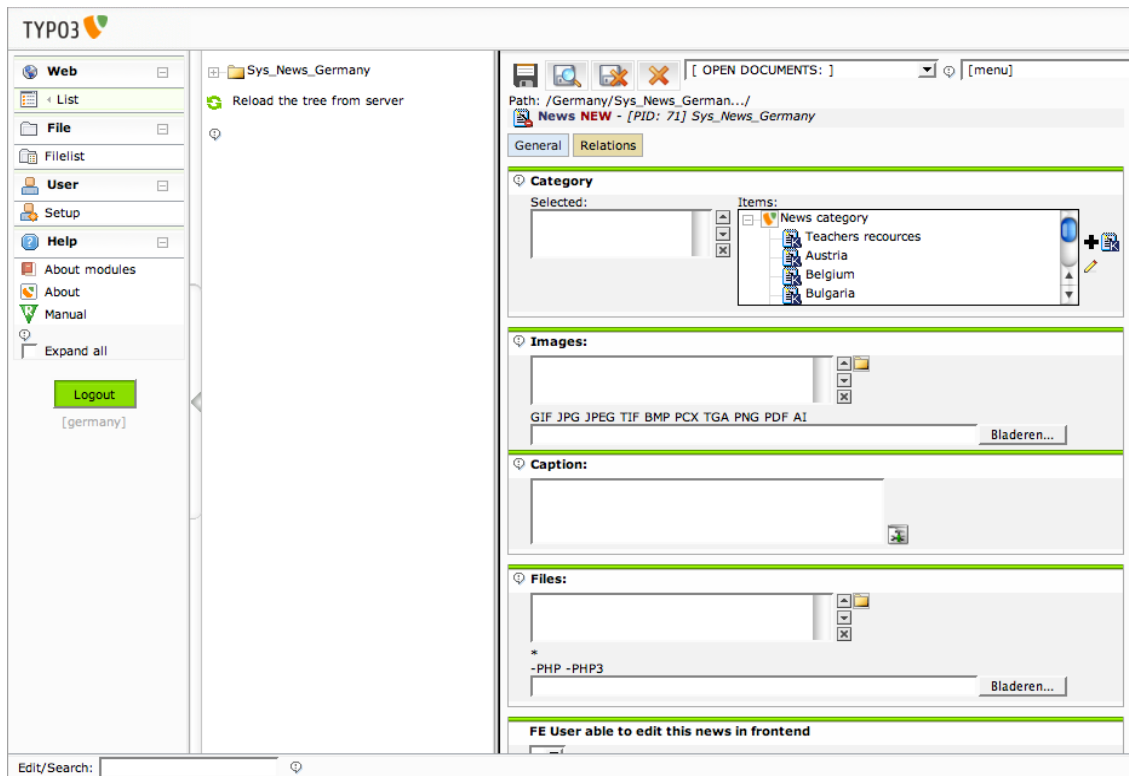
1.4.1 News

Use the following steps to make a news-item:

- To add a new NEWS item go in the left menu to LIST
- Click on the text "Sys_News_Countryname"
- Now you will see all news-items - Click now on the icon NEW RECORD (near Title)
- In the tab GENERAL you can fill the TITLE, SUBTITLE and TEXT



- When this is done you can click on the tab RELATION you select the concerning CATEGORY (Countryname).



- You can save the item with the DISK
- You can also insert pictures in the TEXT (GENERAL TAB) with the icon "Insert/Modify image" (WORD ICONS)

The items will be shown where the extension "News" is placed and configured for the concerning news.