



BOKUweb mit TYPO3

Introduction to the content management system TYPO3

In this training manual you will get an overview of basic functions of the system as well as the use at BOKU.

Target audience of the documentation: Web editors, employees and researchers

Please send inquiries to: BOKU-IT Hotline: boku-it@boku.ac.at

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1 Introduction

This chapter provides a general overview of the TYPO3 content management system, how to access the system, and the structure of the user interface.

1.1 Content Management System TYPO3

TYPO3 is a free open source content management system (CMS) and was developed in 1997 by Kasper Skårhøj. In a CMS, content, structure and layout are separated from each other. All web pages and content are automatically transferred into a uniform design and layout.

No special HTML or system knowledge is required to maintain the pages and content. Editors can thus concentrate entirely on maintaining the content without having to worry about layout or technical aspects.

1.2 Access system

Content management systems are divided into **backend** and **frontend**.

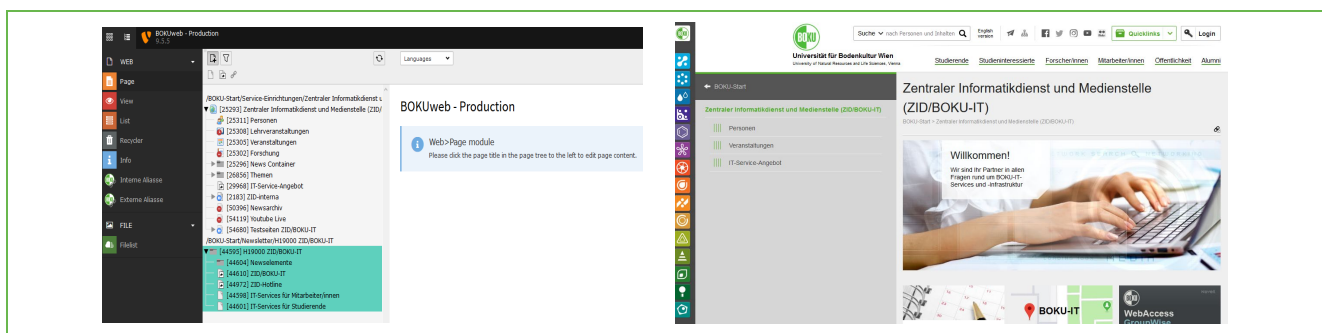


Figure 1: Backend vs. frontend

Pages are created and edited in the backend and then displayed in the frontend - in the layout and design of the respective website.

The system can be accessed anytime and anywhere from any web browser. Cookies and JavaScript must be enabled and popup windows must be allowed for the server.

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Login with your BOKU login name and password (via Shibboleth) at the following address:
<https://boku.ac.at/typo3/>

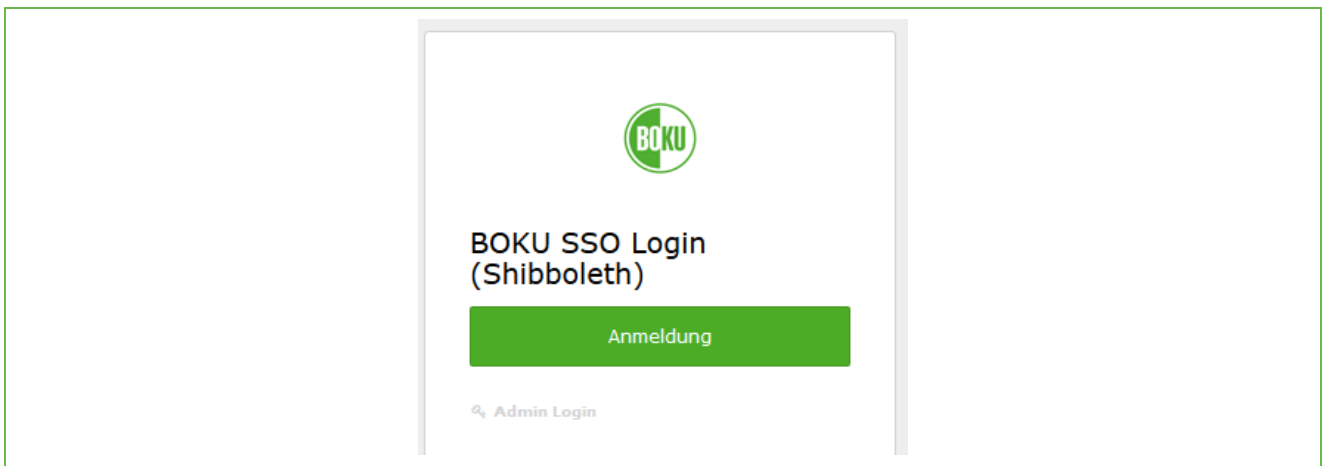


Figure 2: Login via Shibboleth

Shibboleth is a single sign on solution. Please keep in mind that with such a solution a logout from an application (like TYPO3) does not also mean a logout from the single sign on system. Therefore, please always close your web browser if you want to be safely logged out.

NOTE: If you do not have TYPO3 permissions yet, please contact an IT manager or the head of your organizational unit directly. They can apply for the appropriate permissions for you via the BOKU-IT Hotline boku-it@boku.ac.at.

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1.3 User interface TYPO3

The TYPO3 user interface is divided into three major areas:

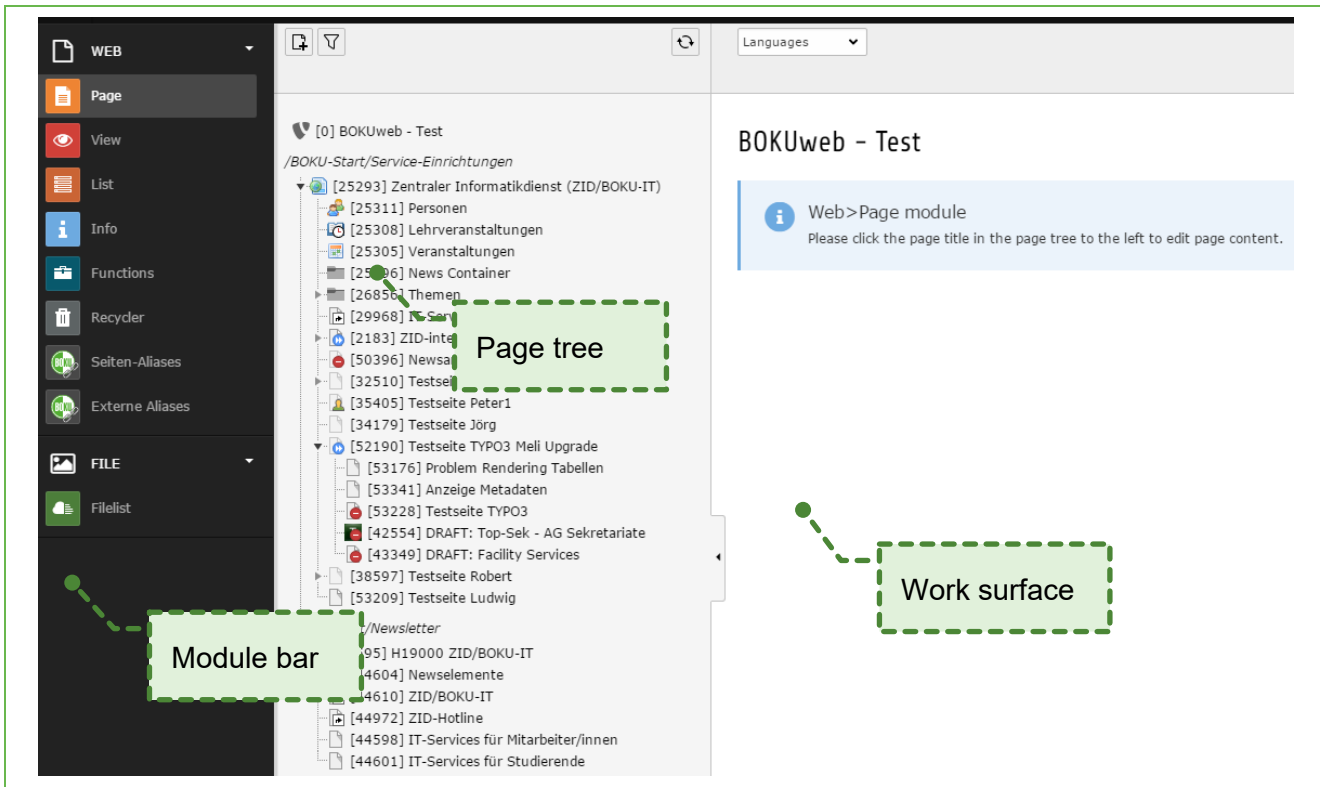


Figure 3: User interface TYPO3

In the individual areas of the TYPO3 user interface you will only see those elements for which you have permissions.

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1.3.1 Module bar

The most important areas in the module bar are the web and file areas:

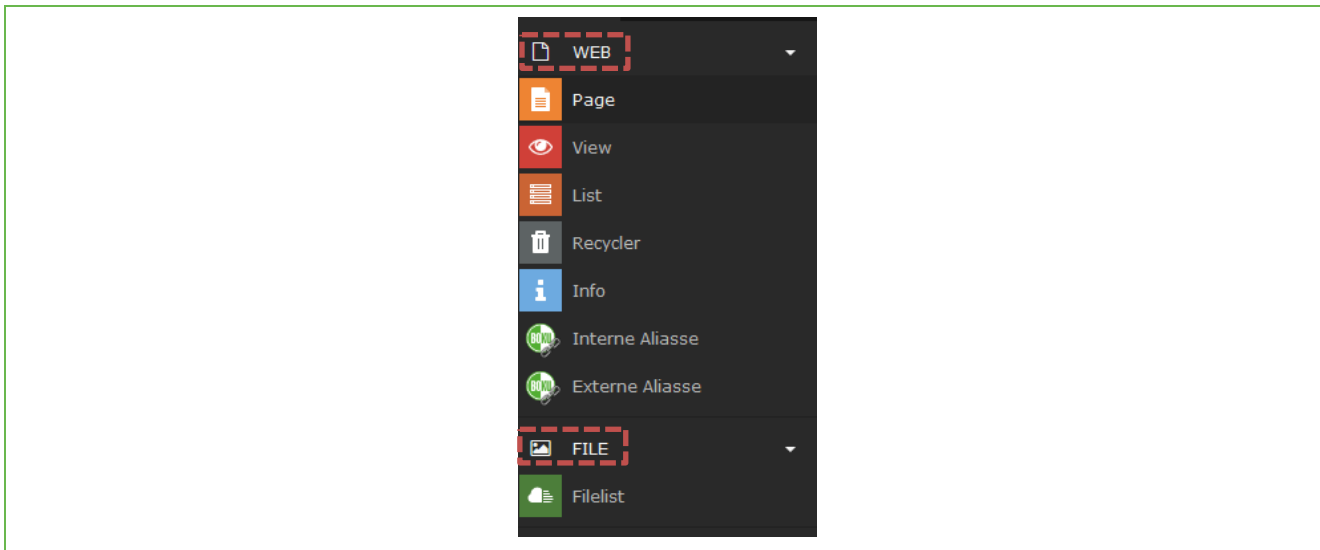


Figure 4: Module bar TYPO3

In the **Web** area, you perform simple work on your content. This section is further divided into four subsections:

Page: Page in the backend of TYPO3. This is the area you will use most often. It is also automatically preset.

View: Preview of a page is displayed. Here you also have the option to adapt the size of the preview as desired (tablet, mobile version, etc.).

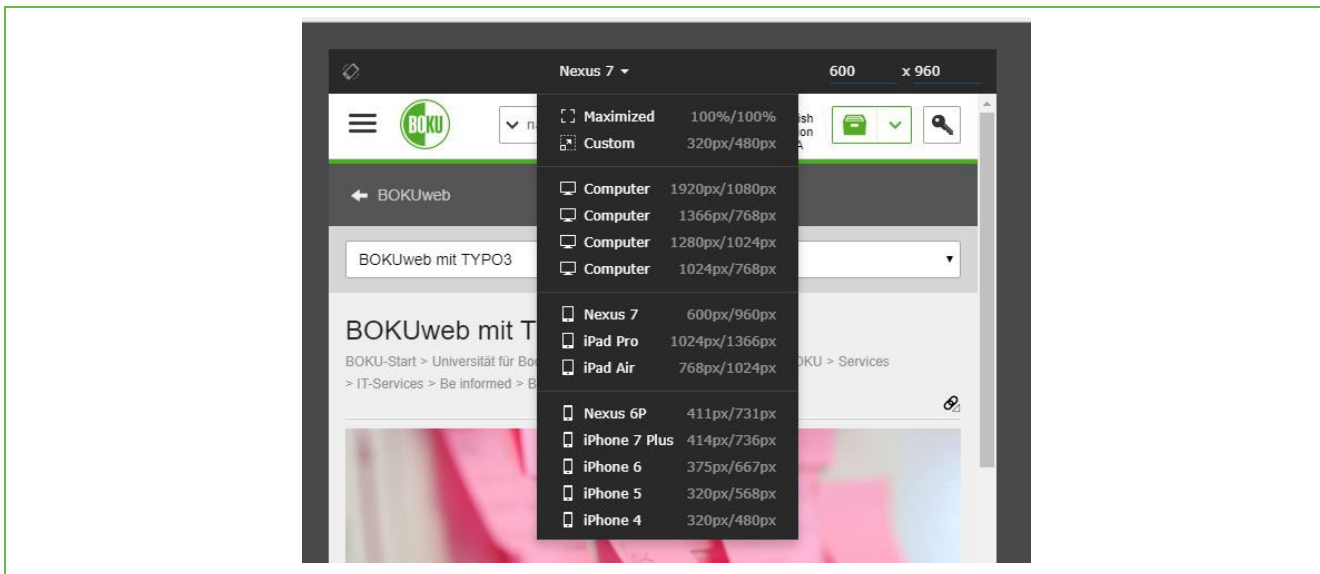


Figure 5: Preview in the backend via "View" option

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List: You see all elements that are on this page and also all functions that you can execute in TYPO3 on this page. Therefore this view can seem a bit confusing for you at the beginning.

Recycler: Here deleted pages and elements can be retrieved.

The **File** section is primarily about uploading files that you need for designing your content. Here you can create folder structures in which you can manage your files and images.

1.3.2 Page tree

The page tree is available for all modules of the module group and shows the respective structure tree-like. Subtrees can be opened and closed again by clicking on the gray triangle:

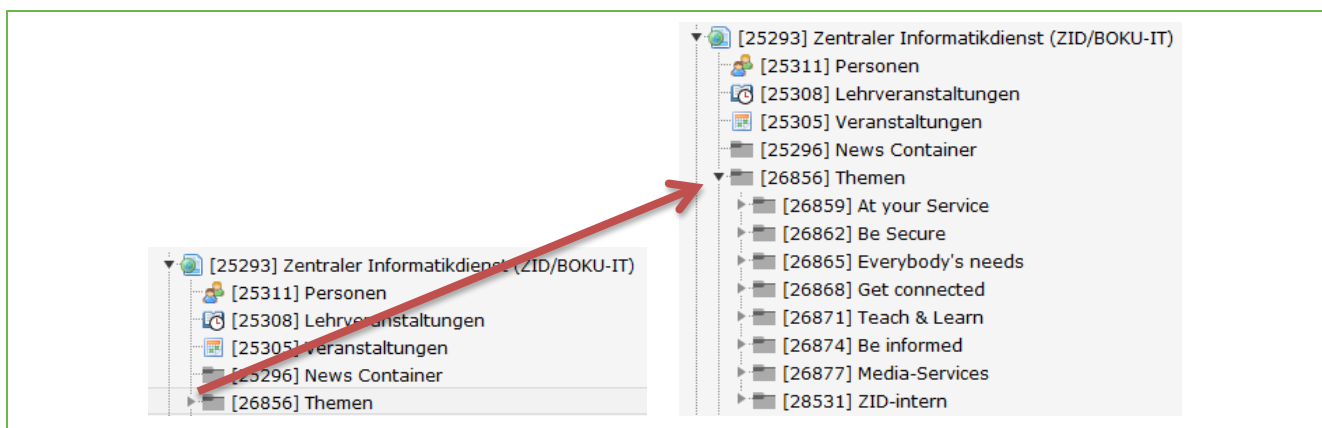


Figure 6: Open page tree

The filter icon can be used to search for pages.

If you delete or add new pages in the page tree, then it is often useful to refresh the page tree with Refresh (two arrows circular).

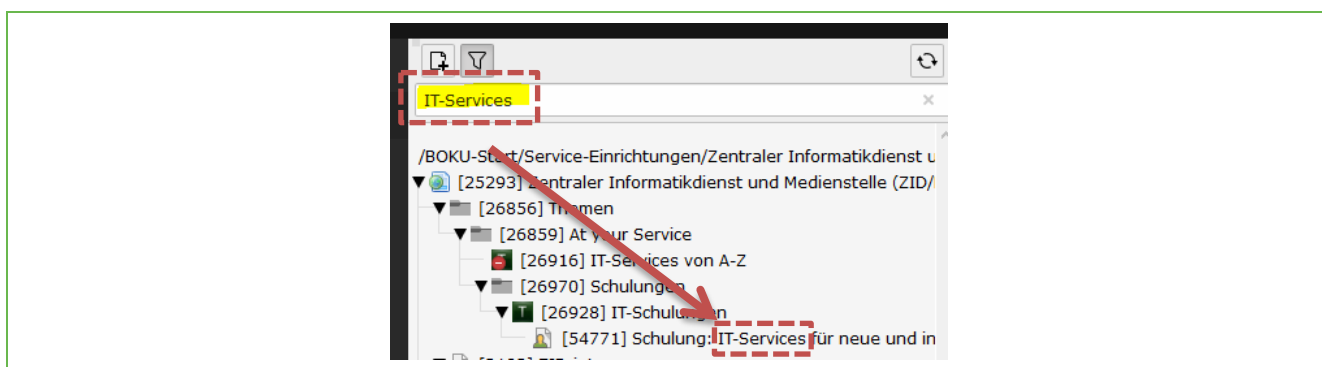


Figure 7: Search for pages in the page tree and refresh icon

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Often it is important that you know which page ID the page you are currently working on has. You can see this via mouseover, if you point the mouse pointer directly to the icon of the page in the page tree or in the top right corner of the workspace:

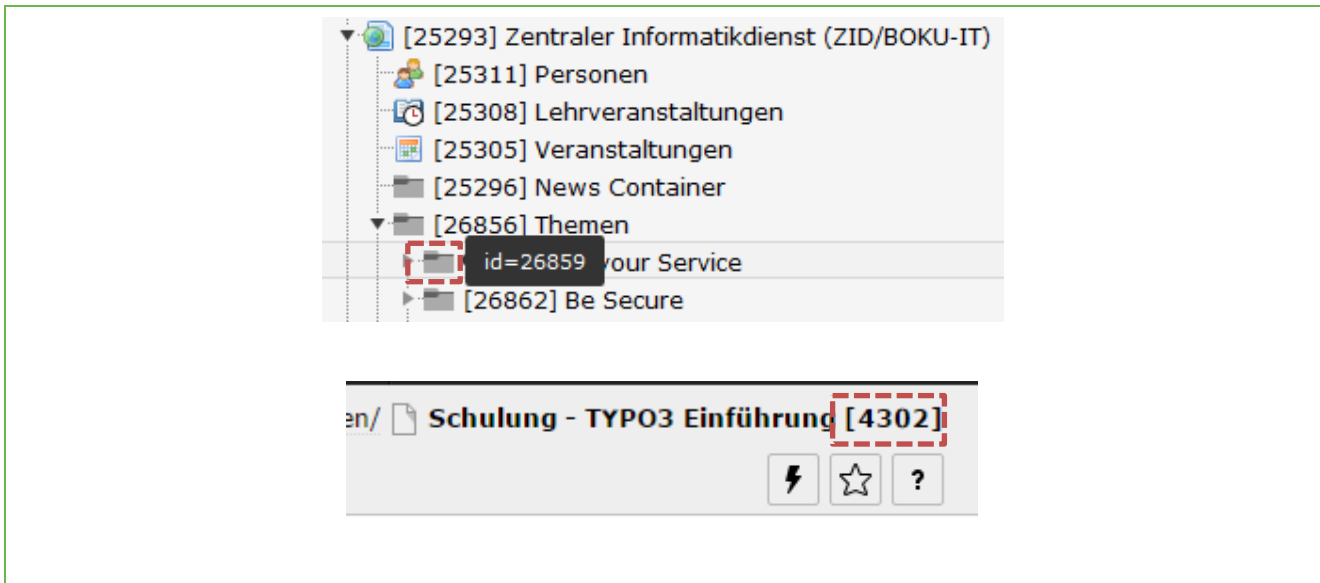


Figure 8: Page ID

In the page tree you can access many useful commands via the context menu (right mouse button):

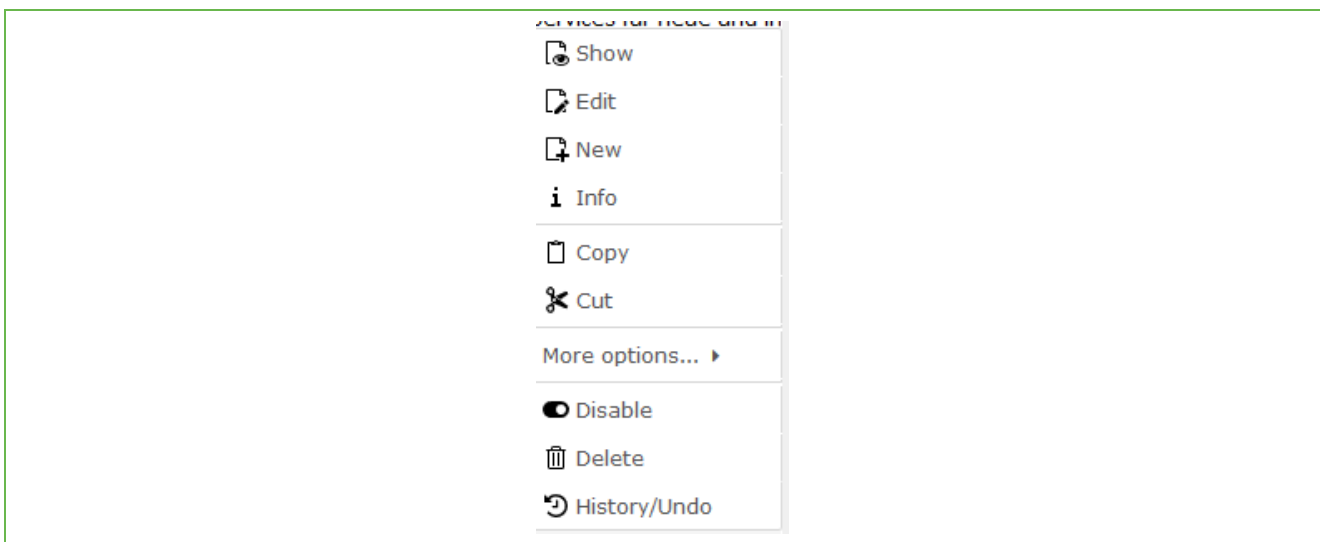


Figure 9: Context menu

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1.3.3 Work surface

The workspace represents the largest area of the TYPO3 backend. The display depends on which module (page or list view, for example) you are currently working with.

All icons for editing your pages are provided with sensitive help. This means that the function of the icon is shown to you when you move the mouse over it:

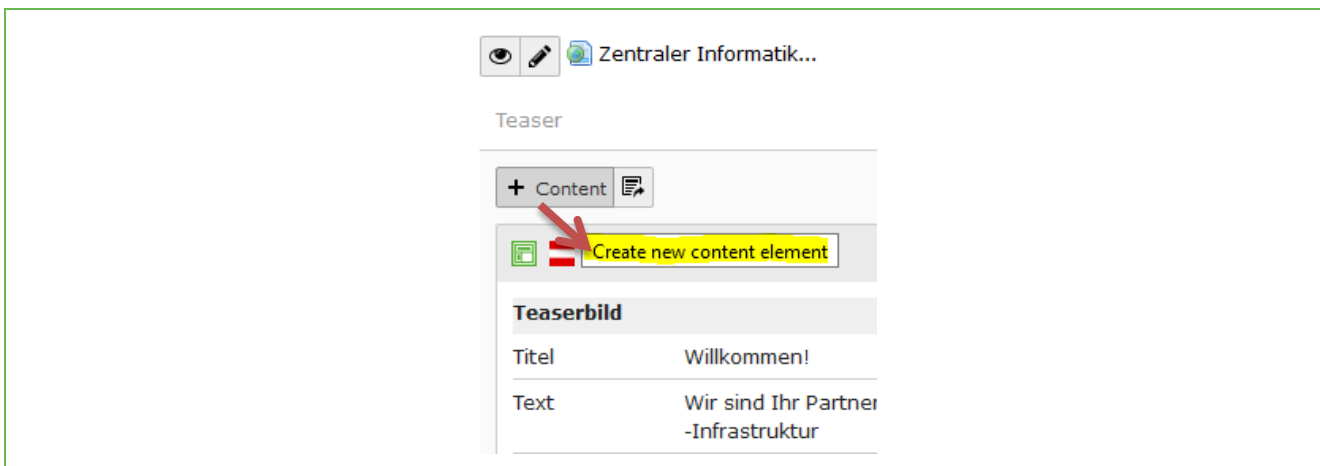


Figure 10: Sensitive help of the icons in TYPO3

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2 Create pages and content

In this chapter you will learn how to create new pages, fill them with content and share them.

2.1 Create new page

In the page tree you can create a new page on the same hierarchy level by clicking on "New".

Via the context menu under "More options", you have the possibility to determine the position of the new page with one click via "Create New wizard".

Of course, it is always possible to move or reposition pages afterwards.

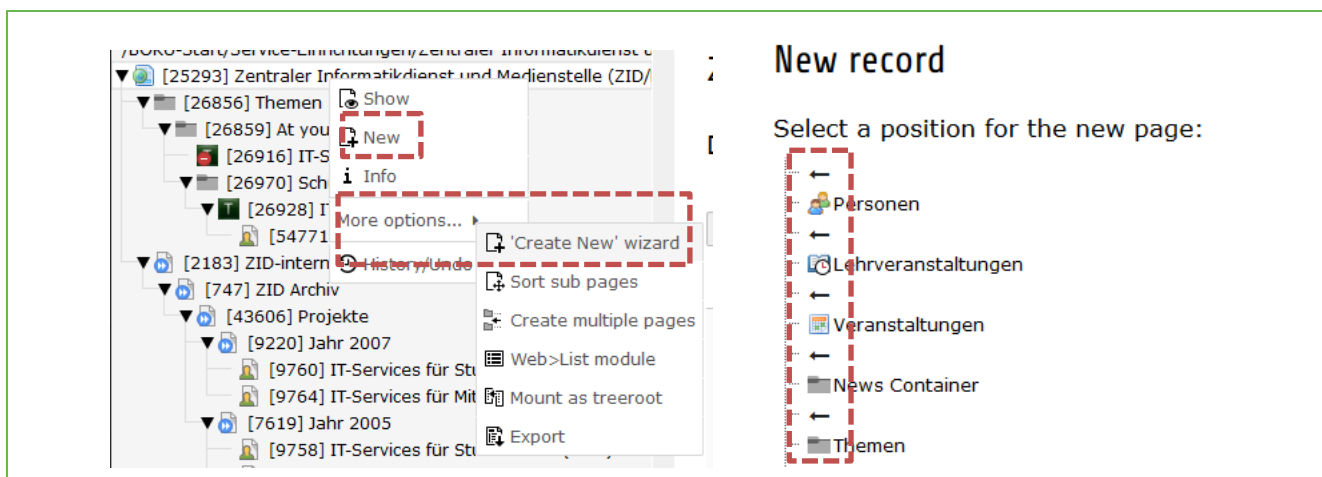
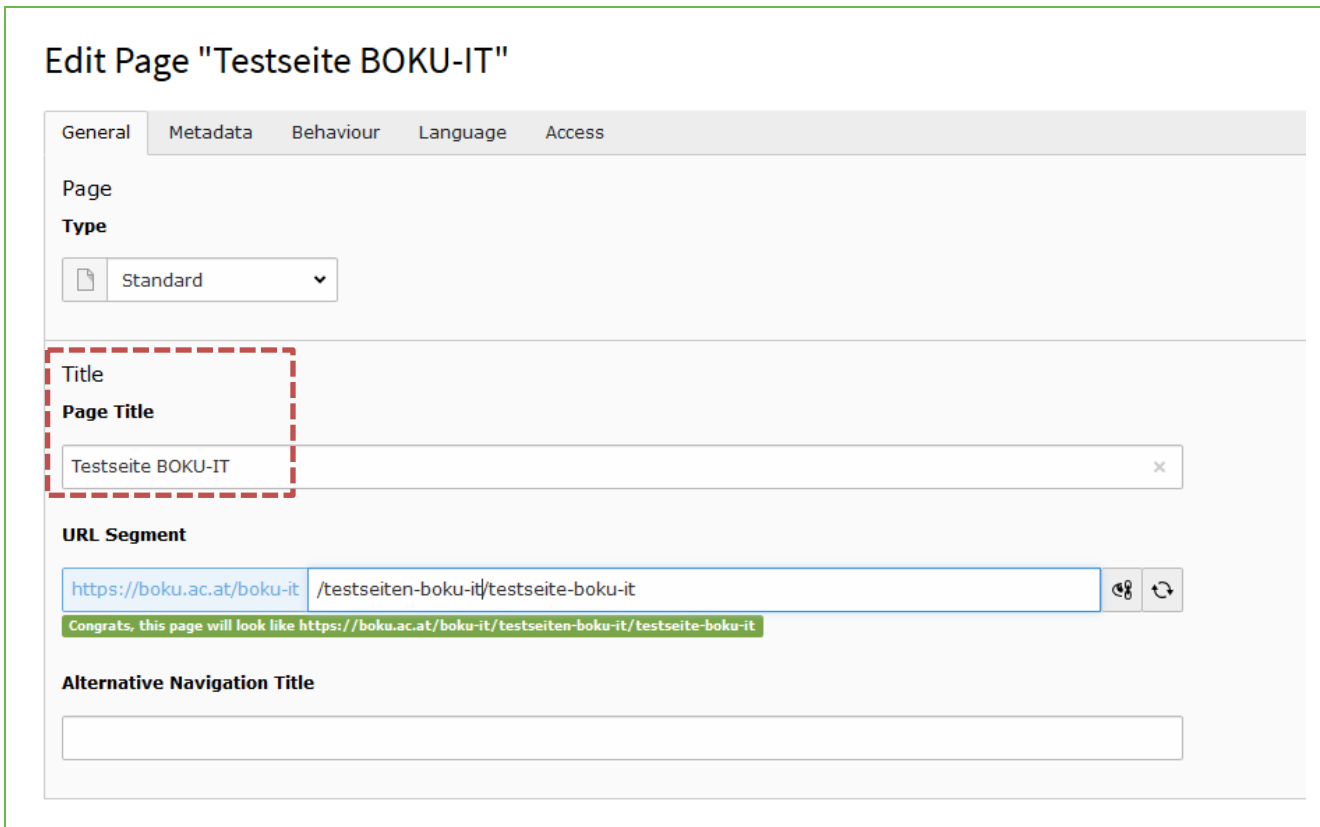


Figure 11: Create new page

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Once you have determined the position of your page, you will enter the page properties interface and can now fill it.

First enter a page title once in the "General" tab. This is mandatory to create a page, all other fields are only optional to fill:



The screenshot shows the 'Edit Page' interface for 'Testseite BOKU-IT'. The interface has a tabbed header with 'General', 'Metadata', 'Behaviour', 'Language', and 'Access'. The 'General' tab is active. Under the 'Page' section, the 'Type' is set to 'Standard'. The 'Title' section is highlighted with a red dashed box and contains a 'Page Title' field with the value 'Testseite BOKU-IT'. Below this is the 'URL Segment' field, which contains the path '/testseiten-boku-it/testseite-boku-it' and a preview of the full URL: 'https://boku.ac.at/boku-it/testseiten-boku-it/testseite-boku-it'. There is also an 'Alternative Navigation Title' field which is currently empty.

Figure 12: Determine page properties

In the "General" tab you have the option to enter an alternative navigation title.

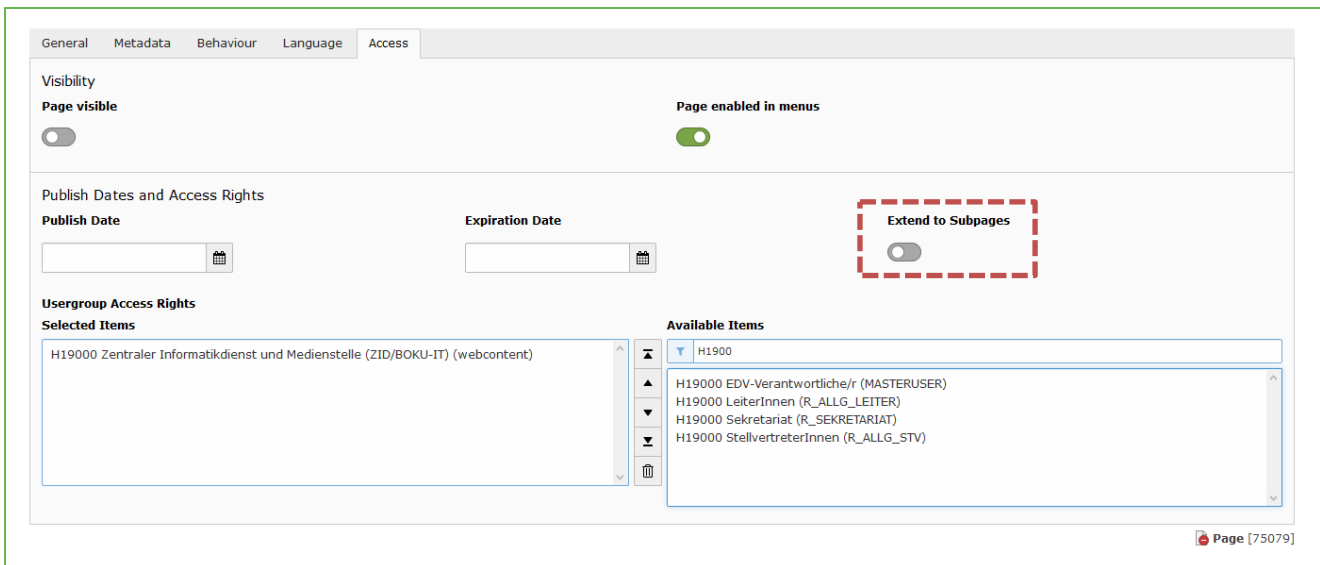
With the "Alternative Navigation Title" not the page title is displayed in the navigation in the frontend, but the title that you have stored here. This option can sometimes be quite useful, especially if you have very long page titles and would like to have a shorter one displayed in the navigation.

The URL segment shows you what the path to the page is, but you cannot influence it, because it is automatically derived from the page title of the page.

NOTE: We clearly recommend you to work with [short URLs](#) and to adjust the URL segment only in exceptional cases.

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In the "Access" tab you can define the visibility of the page, the publishing period and also the access rights (who can see the page):



The screenshot shows the 'Access' tab of a web management interface. It is divided into several sections:

- Visibility:** Contains two toggle switches. 'Page visible' is currently turned off (grey), and 'Page enabled in menus' is turned on (green).
- Publish Dates and Access Rights:** Includes input fields for 'Publish Date' and 'Expiration Date', each with a calendar icon. A red dashed box highlights the 'Extend to Subpages' toggle switch, which is currently turned off.
- Usergroup Access Rights:** Features two lists:
 - Selected Items:** A list containing 'H19000 Zentraler Informatikdienst und Medienstelle (ZID/BOKU-IT) (webcontent)'.
 - Available Items:** A list containing 'H1900', 'H19000 EDV-Verantwortliche/r (MASTERUSER)', 'H19000 LeiterInnen (R_ALLG_LEITER)', 'H19000 Sekretariat (R_SEKRETARIAT)', and 'H19000 StellvertreterInnen (R_ALLG_STV)'.

At the bottom right of the interface, there is a small icon and the text 'Page [75079]'.

Figure 13: Determine access rights of a page

NOTE: Please also note that the subpages of a page are not also automatically hidden just because the page above it has been hidden. If this is desired, then the option "**Extend to Subpages**" must be selected. Then all access rights of the page that are set are automatically transferred to all subpages.

As soon as you save your entries, you have created a page in TYPO3. This now already appears in the page tree, but has no content yet.

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2.2 Fill pages with content

To fill your page with content, click on the plus symbol in the workspace:

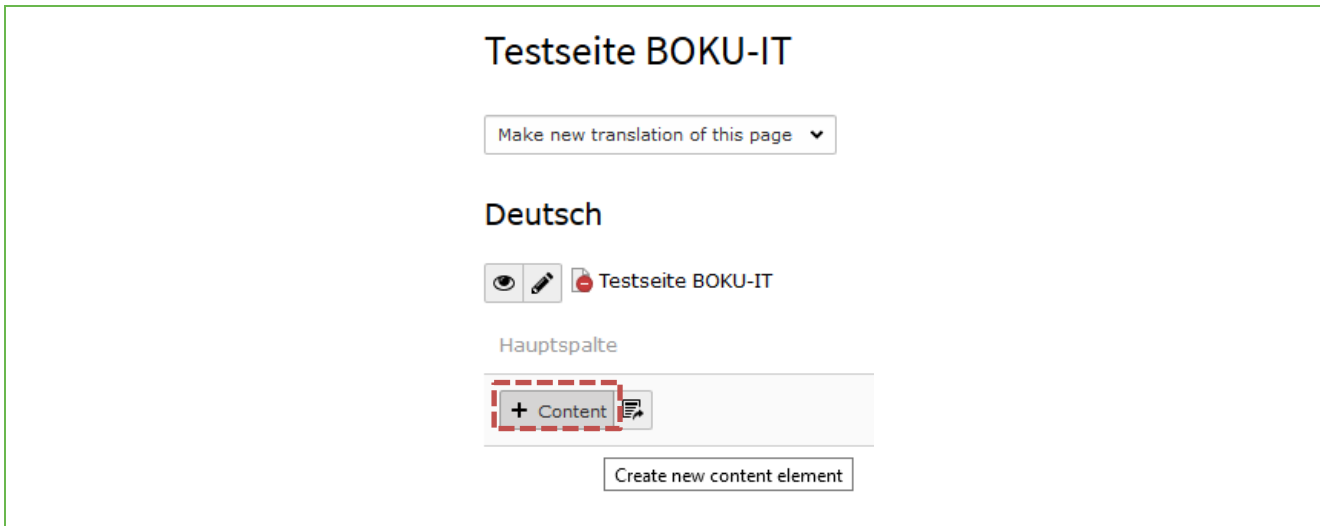


Figure 14: Fill page with content

You will now be given a variety of content elements to choose from.

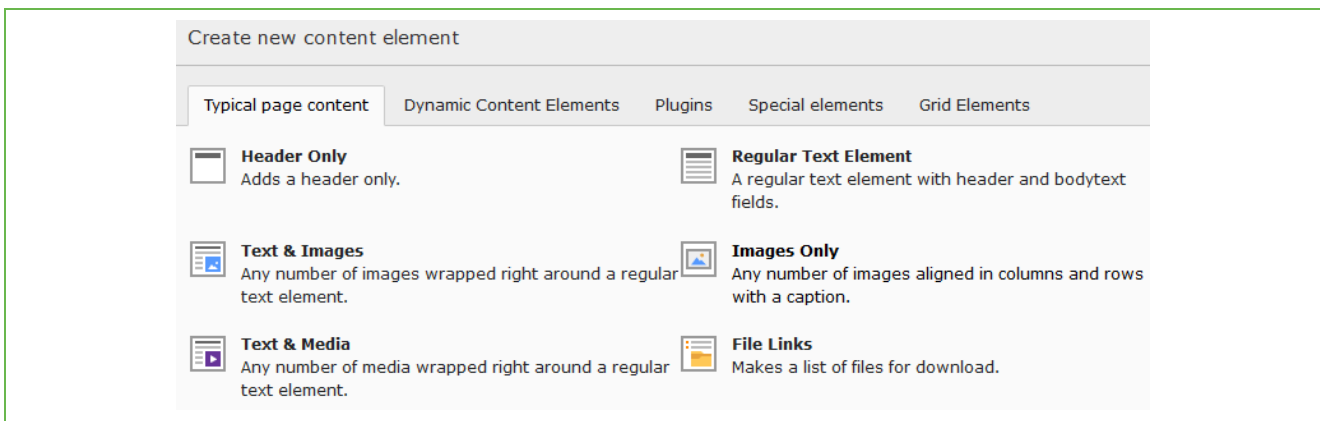


Figure 15: Content elements in TYPO3

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To create our first content element, we now select a simple text element:

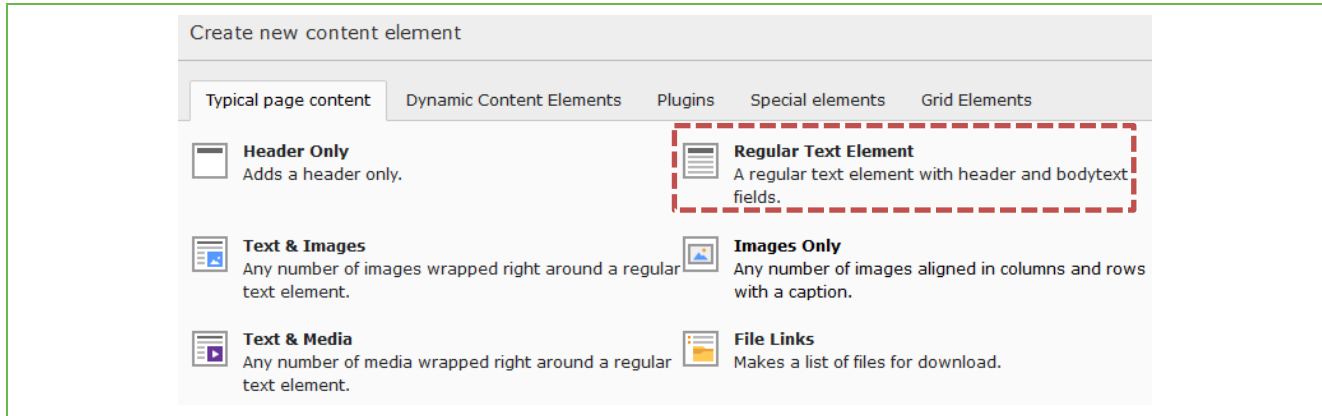


Figure 16 Selection Regular Text Element

As soon as you have selected a content element, you will be taken to the element's desktop, where you can enter content and make various settings:

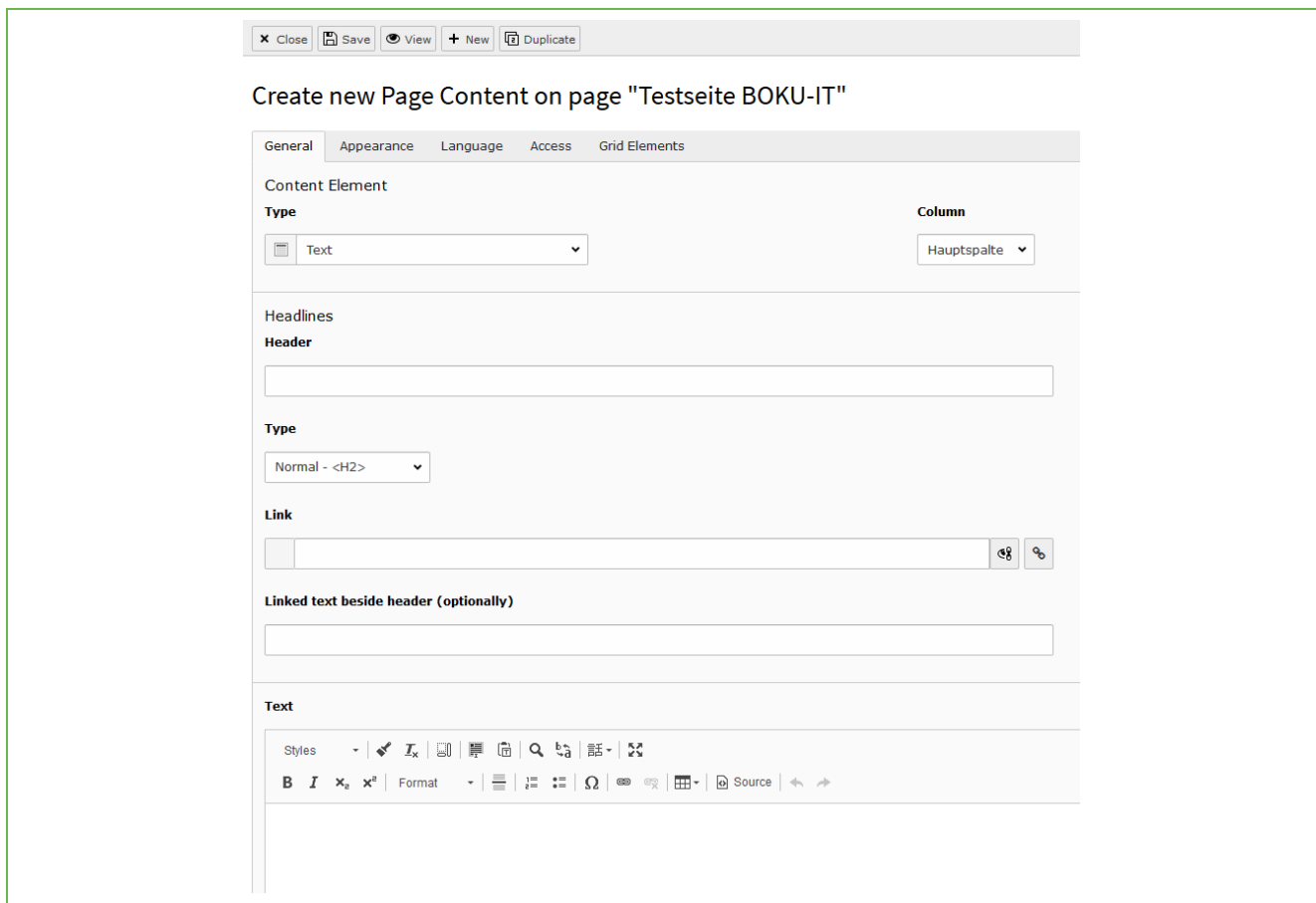


Figure 17: Fill content element with content

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The **Rich Text Editor** (RTE) is a Word-like editor in TYPO3. The different icons of the RTE are also provided with a sensitive help.

Which formatting functions are available to you in the RTE depends entirely on the configuration of the TYPO3 system you are working with. In the BOKUweb the RTE looks like this:

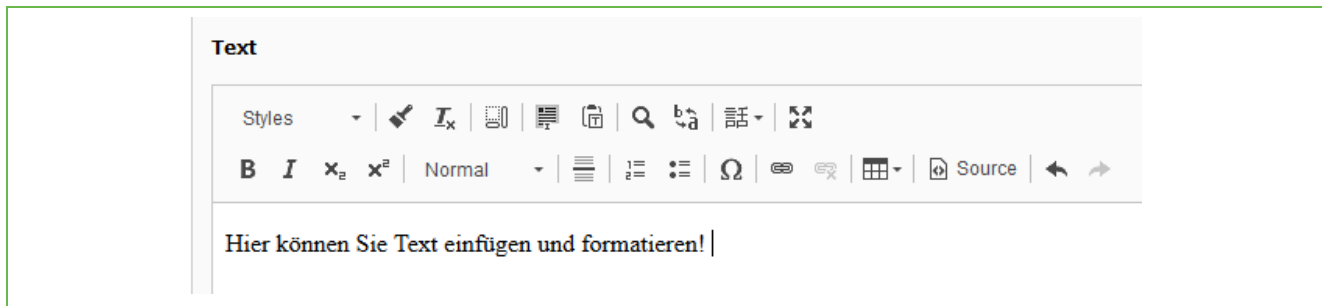


Figure 18: Rich Text Editor in BOKUweb

You can also use colors in the RTE. To do this, however, you must first select the desired text part, and only then can you select colors.

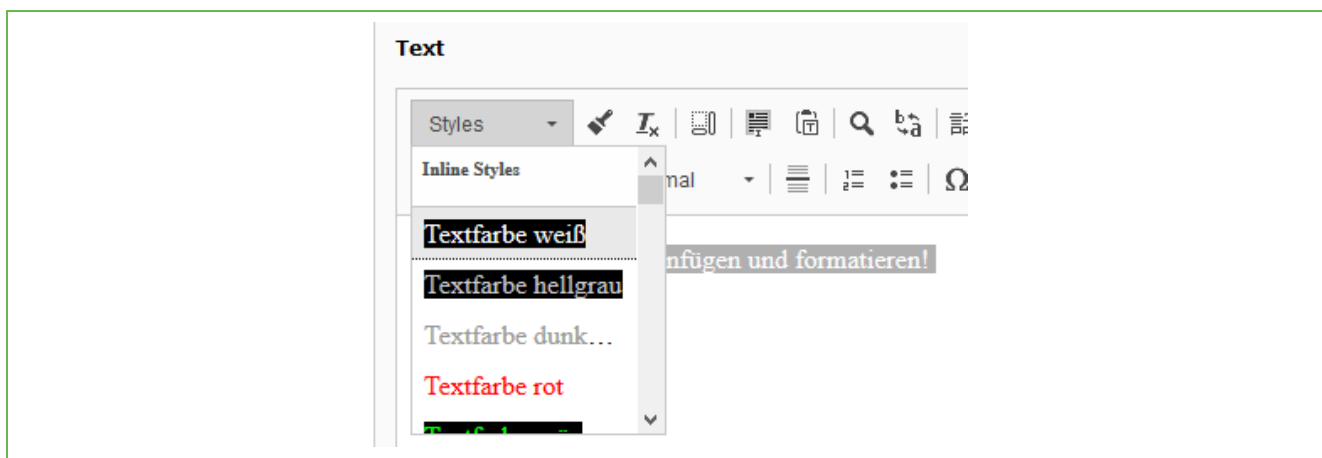


Figure 19: Color selection in the RTE

NOTE: Please use colors sparingly, with regard to the [accessibility of websites](#), and especially not to convey information about them.

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You can also set **links** to files, pages and external pages via the RTE. Here you simply mark the desired text and set the corresponding link.

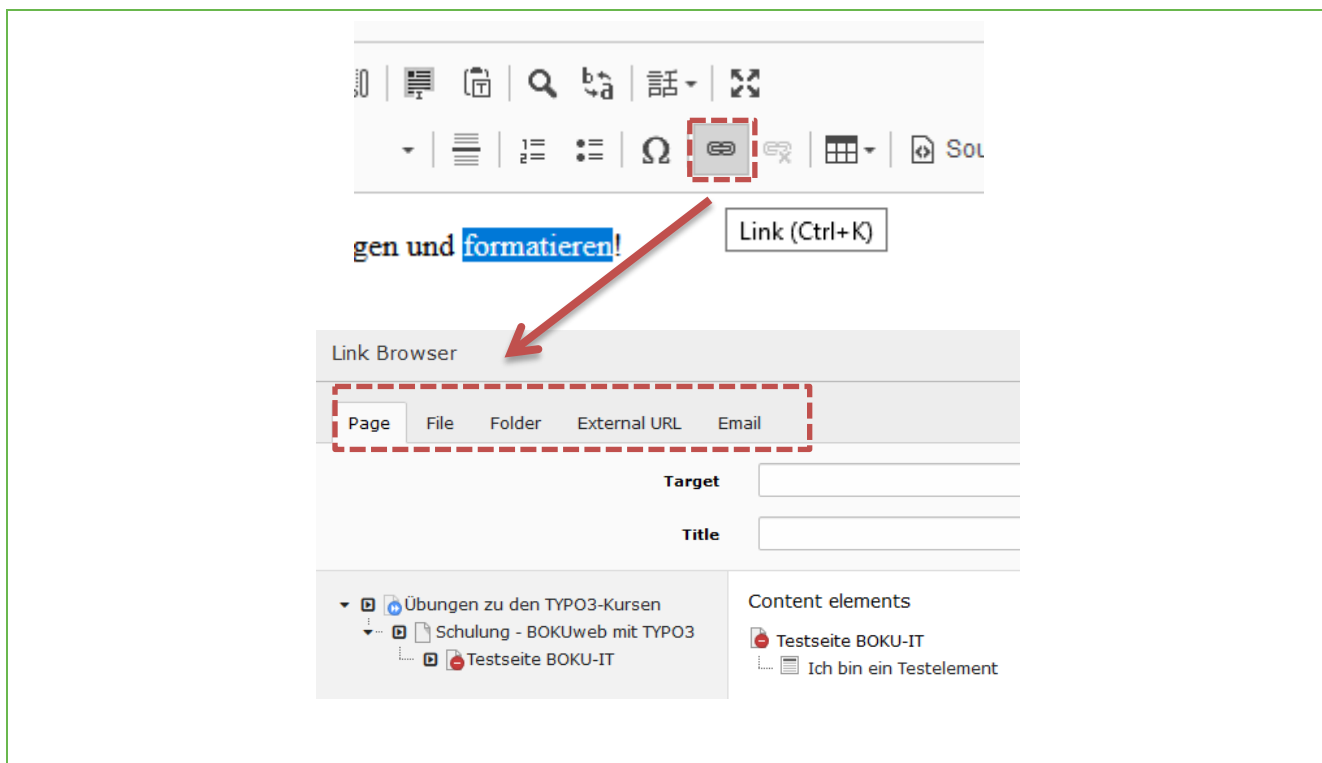


Figure 20: Set links in the RTE

NOTE: If you want to copy a text from a web page or from a document and paste it into TYPO3, it will always contain formatting. You should remove them to avoid unattractive formatting effects in the frontend.

To remove this unwanted formatting, it is best to first paste the text into the editor (or any other program that removes formatting) before then pasting it into TYPO3. This way all formatting will be deleted automatically.

You can also use the "Remove Format" option in the editor in the TYPO3 backend to remove formatting.

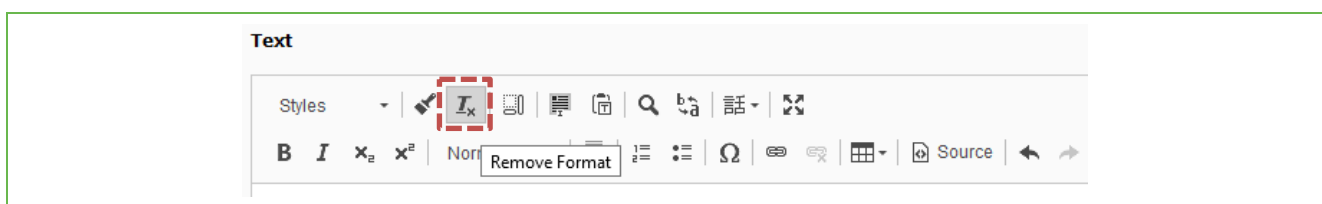


Figure 21: Remove formatting

In the "Appearance" tab you can determine the layout of the content element. Depending on which content element you have selected, different variants are available:

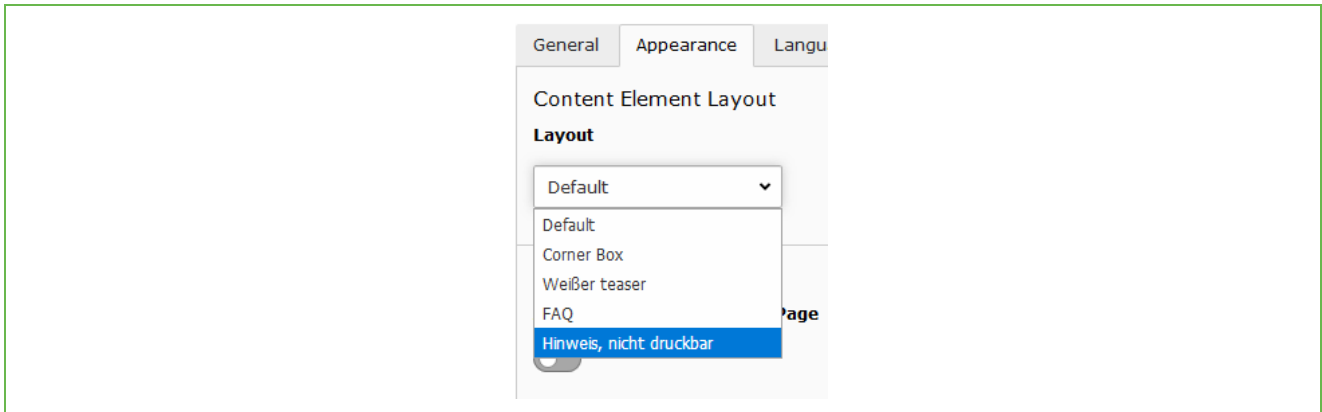


Figure 22: Determining the layout of the content element

There is also the possibility to select the layout "Note, not printable". This means that the content element is displayed in the frontend as a bordered element and is not included in the printed version of the page. This can be especially useful for images with regard to the environment (printer ink!).

In the "Access" tab you can define the visibility of the content element, the publishing period and the access rights.

It is therefore possible to create content elements on a page that is accessible to all persons, which are only visible to a certain group.

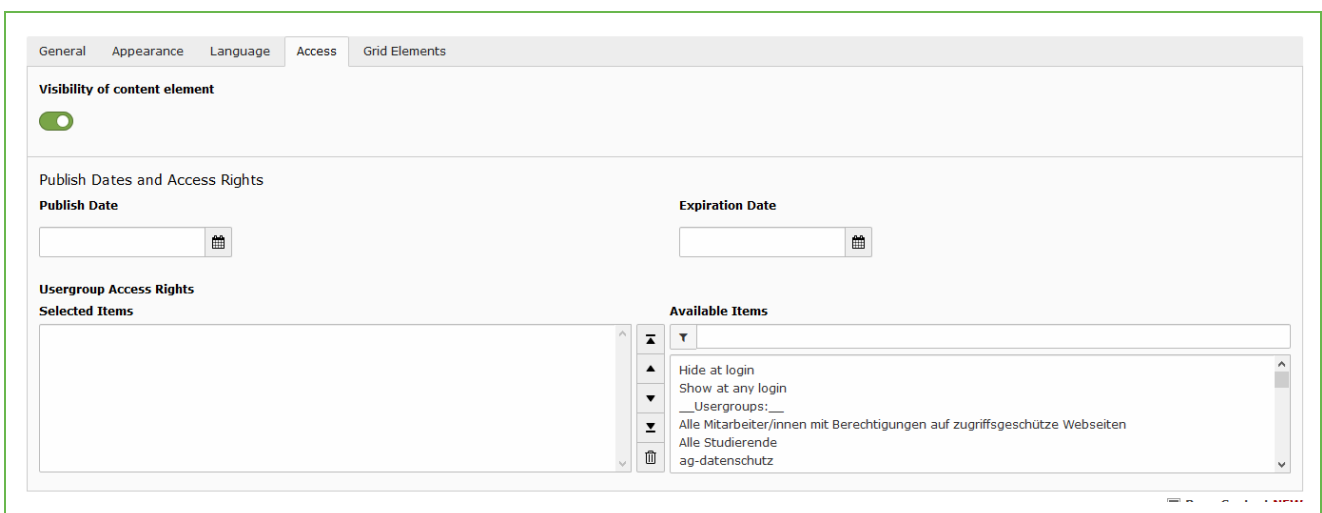


Figure 23: Restrict access for content element

After you have stored and saved all relevant information in the content element, it will now appear on your page.

Additional content elements can be created above or below it at any time. With a click on the pencil, you can also edit the created content element at any time to make changes:

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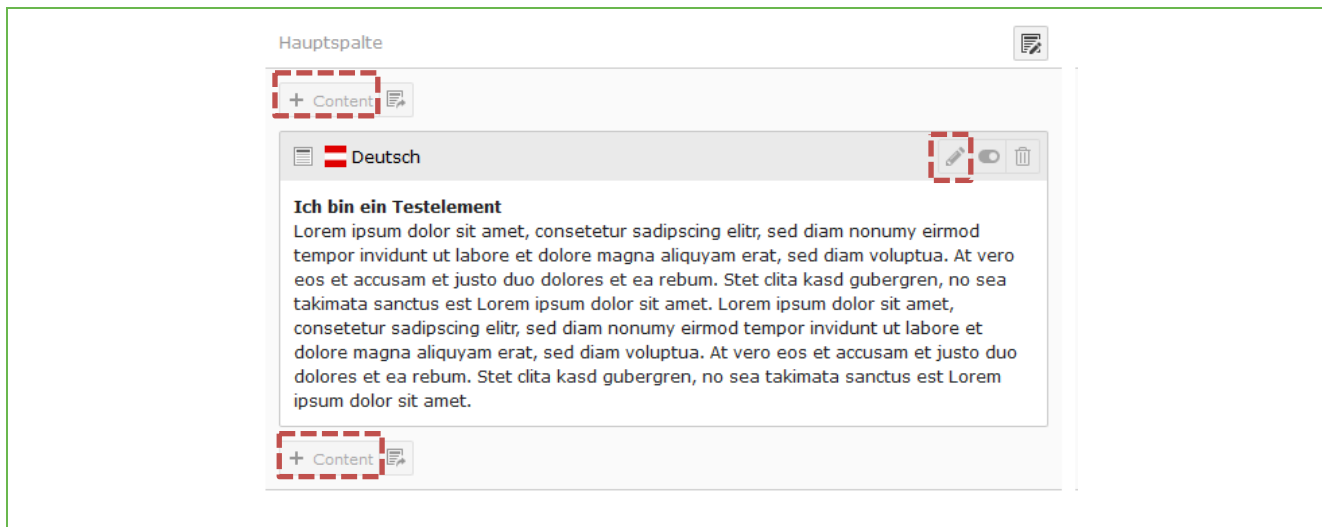


Figure 24: Create or edit content elements

When editing a content element, it is also possible to duplicate the existing element or to create a new content element under the existing one:

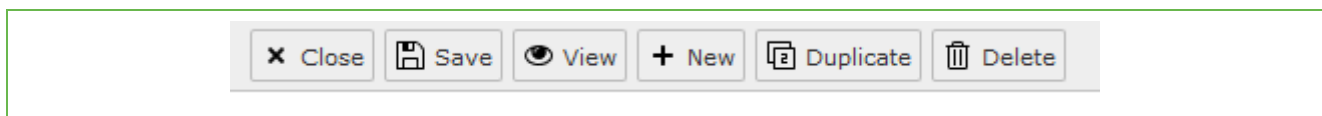


Figure 25: Content element options

2.3 Control and release pages

By default, you should still create pages hidden and check them first via the "Preview" before you take them online. Via the option "Show" in the context menu, you can display a preview of your page:

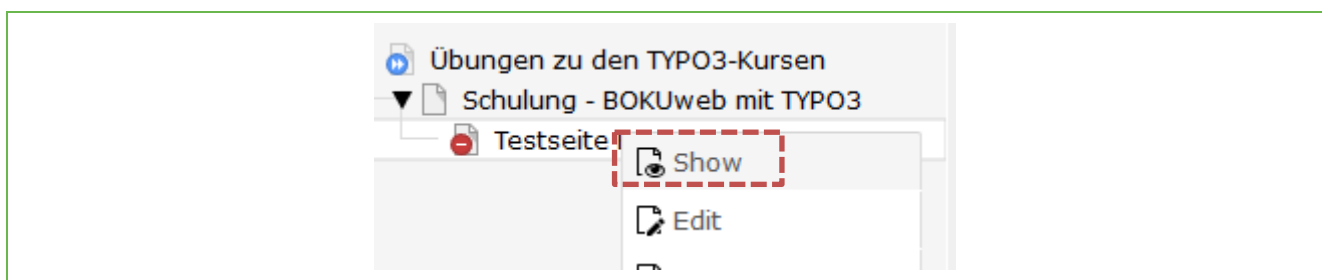


Figure 26: Show page in the frontend by clicking on "Show".

In the backend, you can recognize hidden pages by the red icon next to the page icon. In the frontend you will see the hint that this is a preview:

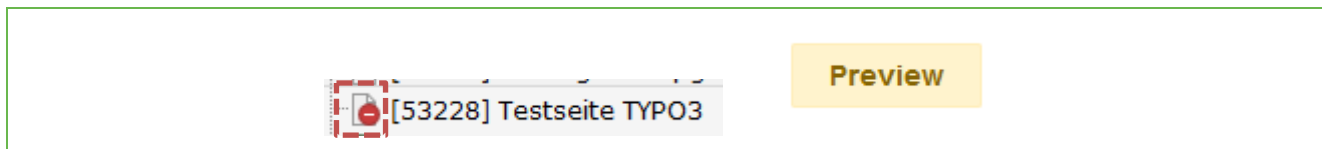


Figure 27: Page is not yet released (backend, frontend).

After you have finished creating and controlling your page, you can enable the page via the context menu by clicking on "Enable", or via the page properties by unchecking "Disable":

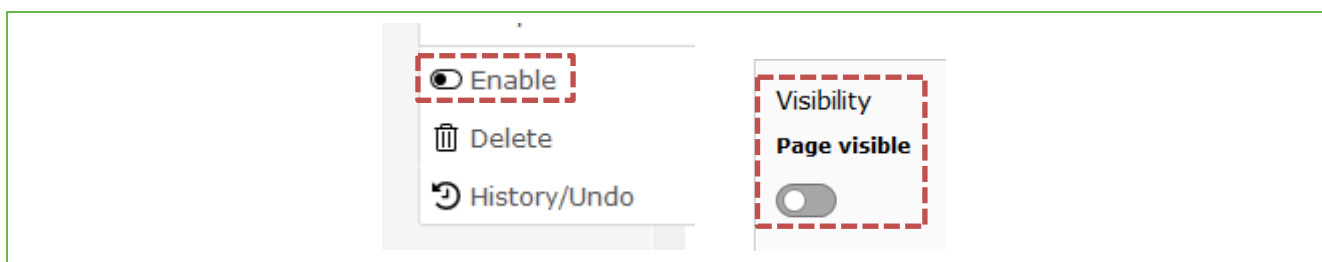


Figure 28: Share pages

2.4 Create multiple pages

Via the context menu it is also possible to create multiple pages at once. To do this, you simply need to select the "Create multiple pages" option:

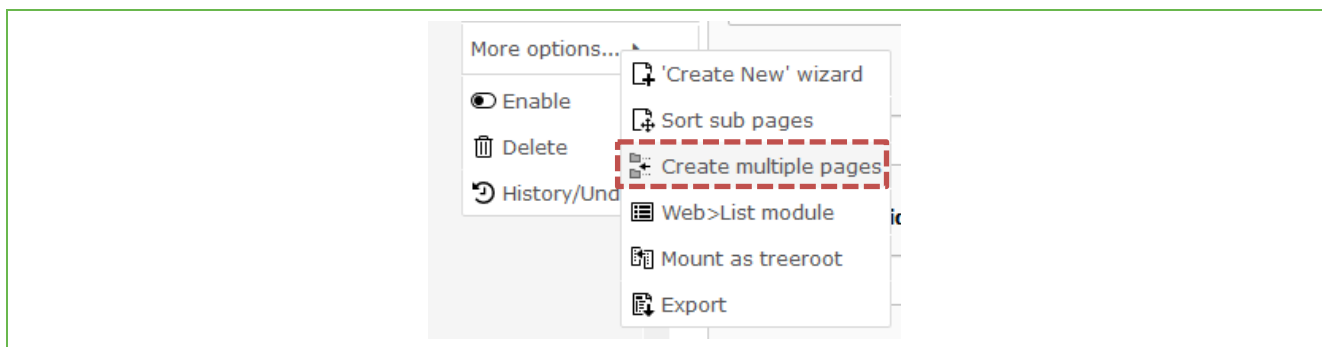


Figure 29: Create multiple pages at once

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Now you can create as many pages as you want at once and also determine where these pages should be placed and whether they should be hidden or visible:

Create multiple pages

Page 1:	<input type="text"/>	Type	<input type="text" value="Standard"/>
Page 2:	<input type="text"/>	Type	<input type="text" value="Standard"/>
Page 3:	<input type="text"/>	Type	<input type="text" value="Standard"/>
Page 4:	<input type="text"/>	Type	<input type="text" value="Standard"/>
Page 5:	<input type="text"/>	Type	<input type="text" value="Standard"/>

Place new pages after the existing subpages
 Hide new pages
 Hide new pages in menus

Figure 30: Create multiple pages at once - Input

3 WAI: Web accessibility

The WAI guidelines - [Web Content Accessibility Guidelines](#) - strive to make websites accessible, which means making them more accessible to people with special needs.

This includes, for example, people with blindness or visual impairment, deafness as well as declining hearing, learning disabilities, cognitive disabilities, limited mobility, speech disabilities, photosensitivity, and combinations of these disabilities.

In addition to many technical aspects, as a web editor you can have a lot of influence on how people with special needs perceive your web content by the way you design it.

Please consider the following points when designing your web content on BOKUweb and always try to keep them in mind when editing your pages:

- Use **colors** in text in a very limited way and try not to use them as an orientation scheme.
- **Structure your content** - use headers as jumping points. This means that you should not create one big content element on your page, but split content into several small elements. This will make the content easier to interpret by various tools that people with special needs use to read web pages.
- Give **images an alternate title that can be** interpreted by a screen reader.
- If you provide content via images, graphics, or videos, make sure there are **alternative sources of information** for people with special needs who can't - or have a hard time - consuming that content.

4 Images and files

This chapter explains how to best manage images and files in TYPO3. For this the filelist is of central importance:

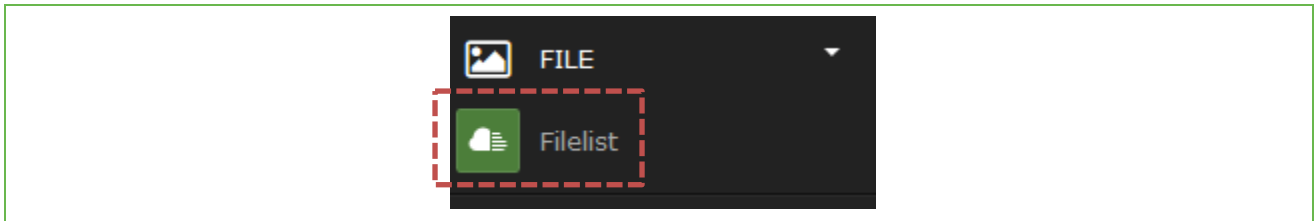


Figure 31: Filelist

All files that you want to use in TYPO3 must first be uploaded to the TYPO3 filelist. Only then you can use/link these files in content elements.

Once uploaded, you can use the files over and over again without having to upload them again.

4.1 Secure area in the filelist

In the filelist, there are always two areas available for each authorization group - a regular file area and a **secure file area**:

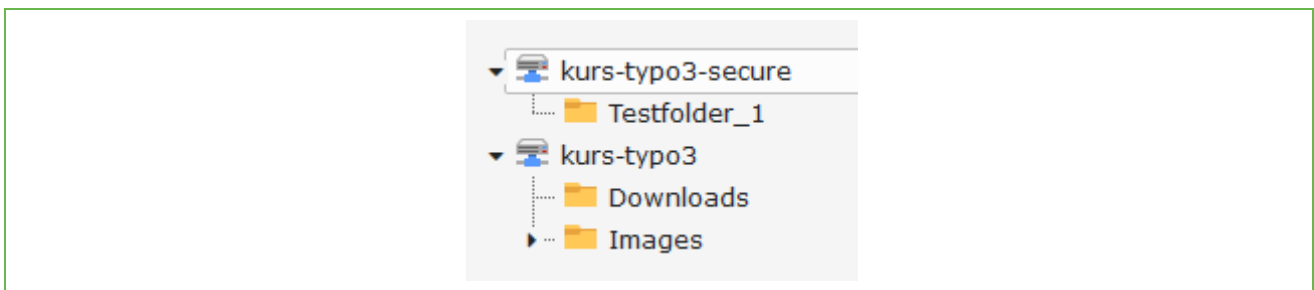


Figure 32 File area regular and secure file area

Files in the regular file area are publicly accessible via the path to the file name (e.g.: https://boku.ac.at/fileadmin/data/H05000/H19000/Themen-Content/H19030/BOKUweb_mit_TYPO3/kurs-typo3/Images/BOKU-Gebaeude/BOKU-Gebaeude-10.JPG).

Files in the secure file area, on the other hand, are not accessible via the path to the file name, but only via a set link to the file, directly in the content element.

NOTE: For sensitive files that should only be accessible via links in access-protected content elements or should not be indexed by search engines, we clearly recommend storing them in the secure area. Links to files in the Secure Filelist change automatically and are not permanent. Therefore you can not send them by mail.

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4.2 Manage filelist

In the filelist of your permission group you can create folder structures where you can upload your files:

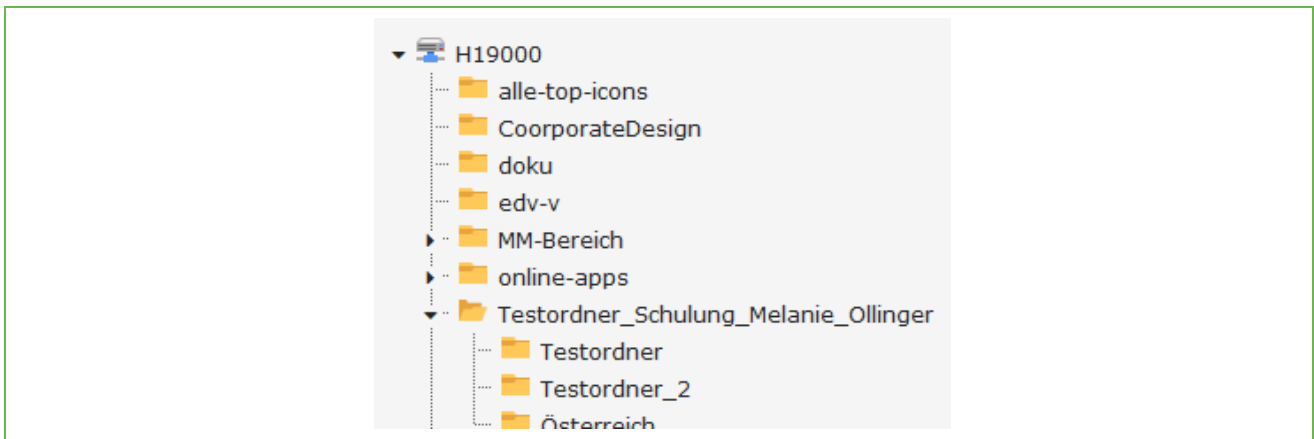


Figure 33: Arbitrary folder structure Filelist

You can add new folders via the context menu and also via the plus symbol:

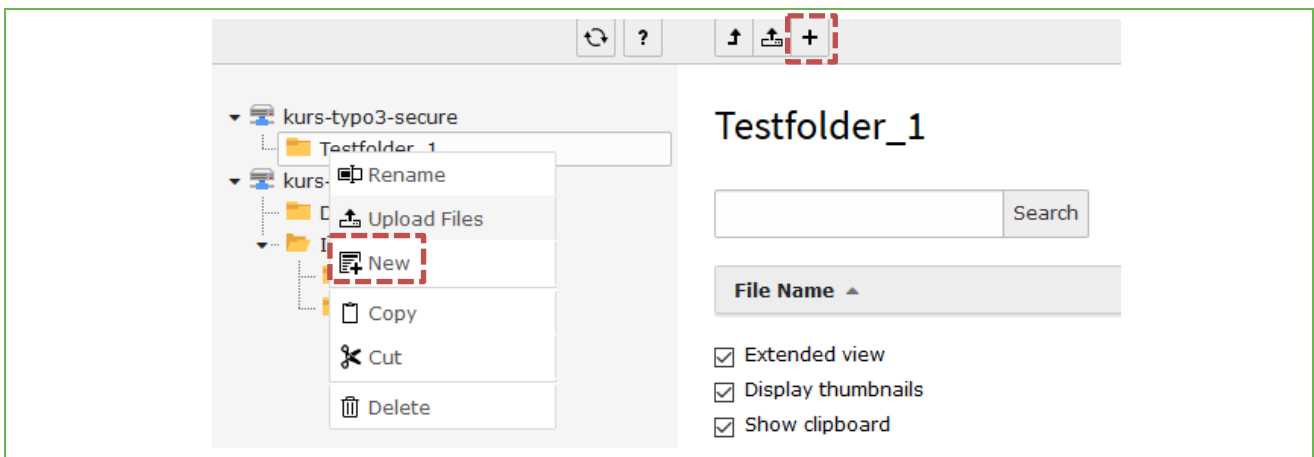


Figure 34: Create new folder in Filelist

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To upload files, use the Upload Files item in the context menu or the icon in your workspace. It is also possible to upload files via Drag&Drop:

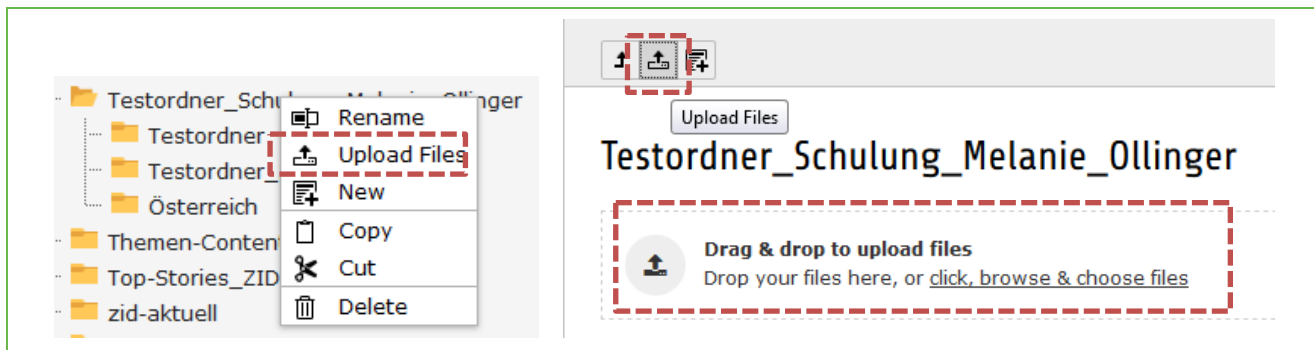


Figure 35: Upload files and images

NOTE: We recommend that you always upload images to TYPO3 in the best possible quality!

If you want to automatically replace already uploaded files or images with other more recent versions, then you can use the "Replace" option for this.

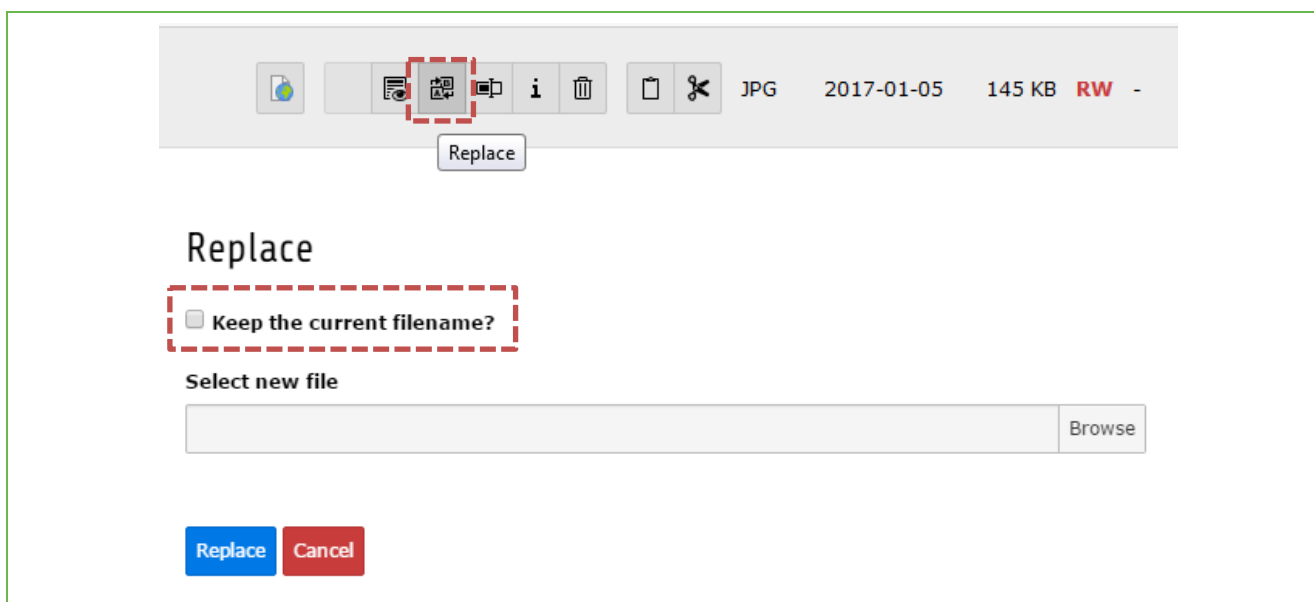


Figure 36: Replace files and images automatically

This function automatically replaces the file with the more recent version in all content elements in which it is used. You can even decide whether you want to assign a new file name or stay with the current file name that is currently stored in the file list.

Files can be uploaded not only via the file list, but also directly via the content element that you are currently editing or have created. Here you upload the files in one step to the filelist and can then use them directly in the content element. Of course, you can also update files in this way by selecting the function "Overwrite existing files" (the same file name is required for overwrite):

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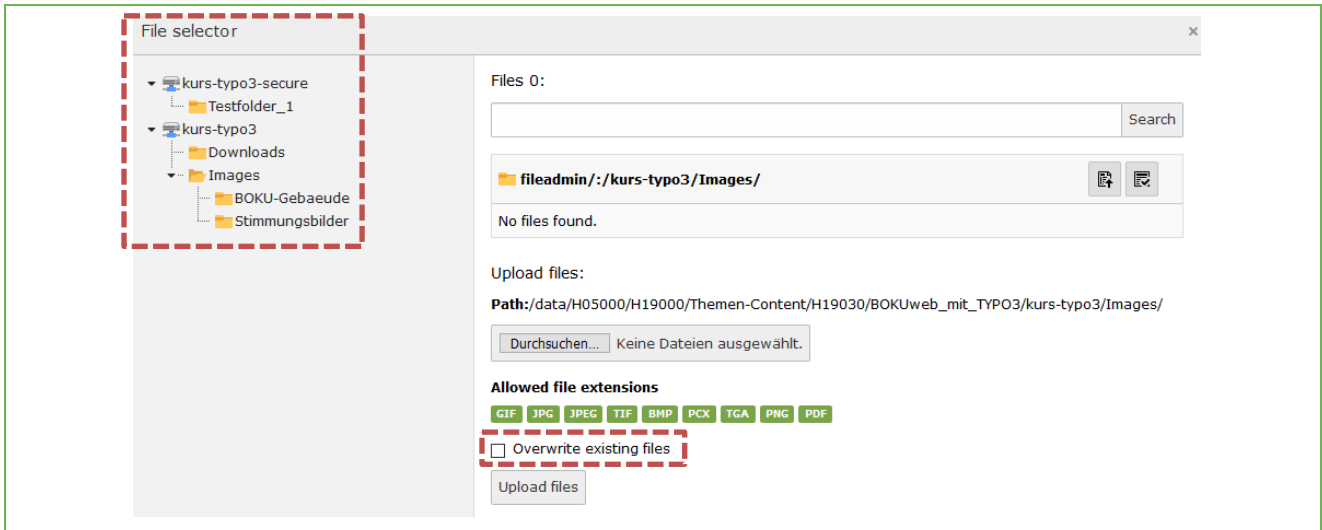


Figure 37 Upload of files directly via content element

Where and where these elements are already used, you can find out via the reference directly at the file. Simply click on it and follow the path. Via the UID you can find out the page incl. page ID on which the file is linked - just point with the mouse pointer. It is also possible to edit these content elements directly via the filelist:

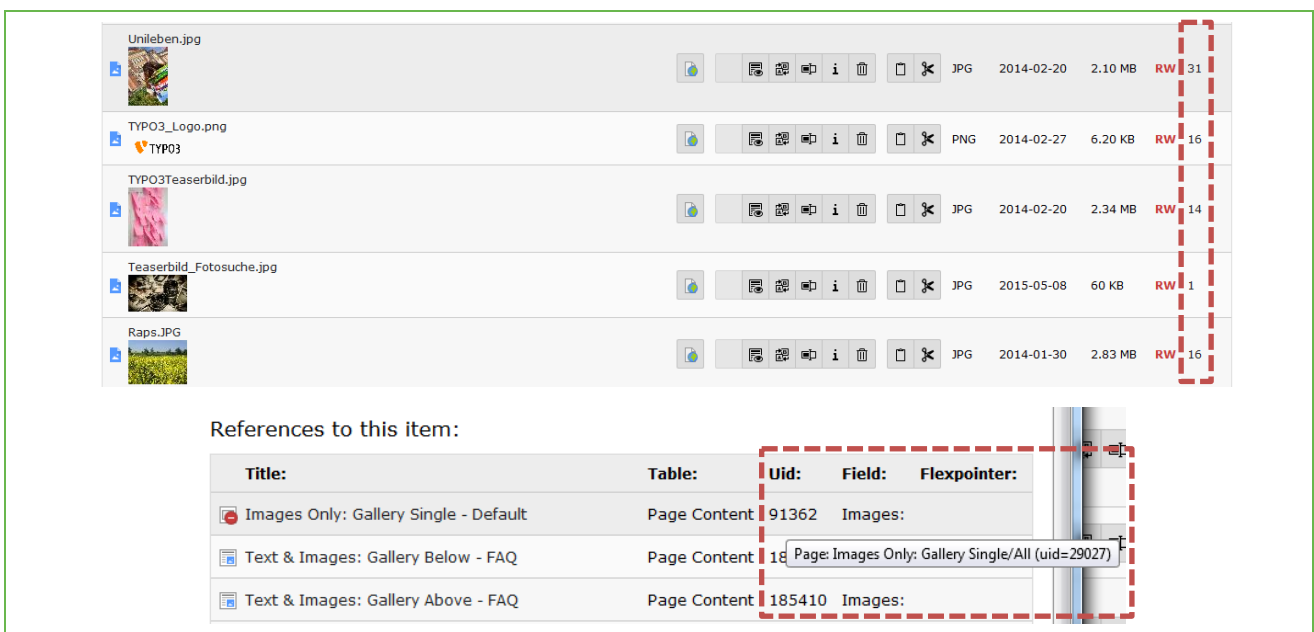



Figure 38: Uploaded images and files - reference

By clicking on the file name you can edit the metadata of a file and add important information (e.g.: Title, Description, Alternate Text, Copyright and License information):

Edit File Metadata "BOKU-Gebaeud

General Metadata



BOKU-Gebäude-10.JPG (3.10 Mibytes)
Image (image/jpeg)
Location: fileadmin/ - /data/H05000/H1900

Title

BOKU-Gebäude

Description

Bildbeschreibung

Accessibility

Alternative Text

Wilhelm Exner-Haus Haupteingang

General **Metadata**

Copyright

Max Mustermann

Lizenz

CC BY

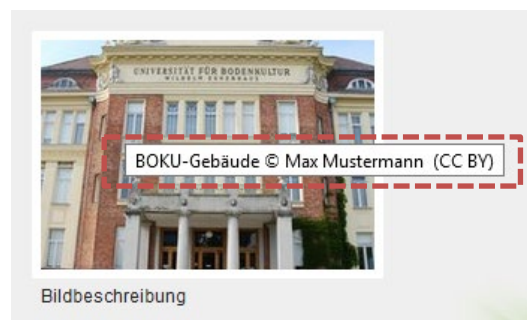


Figure 39 Adding relevant metadata to files

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4.3 Image search on the Internet

Again and again web editors need images to design pages in the BOKUweb. In recent years, the supply of high-quality images, whose license model in many cases allows free use, has grown immensely.

Therefore, we have compiled some hints and tips for you on how to get great pictures quickly and without much effort in many cases, which you can also use on BOKUweb:

<http://short.boku.ac.at/it-bildersuche>

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5 Overview content elements

In this chapter you will get an overview of the different content elements available on BOKUweb.

These are divided into 5 categories:

1. Typical page content
2. Dynamic Content Elements
3. Plugins
4. Special Elements
5. Grid Elements

NOTE: We have created a detailed overview page for you on BOKUweb, where you can find all content elements available on BOKUweb (also in all possible layout variants) listed.

The best thing to do is to click through to get ideas for the design of your pages:

<http://short.boku.ac.at/it-Content> Elements

In the following chapter you will get an overview of important elements of the five content element categories in BOKUweb.

5.1 Typical page content

Under "Typical page Content", you will find those content elements that you will surely use most often to design your pages. Here you have the possibility to insert a header and a normal text element. But also text and image elements as well as pure image elements are available. Videos and file links can also be inserted:

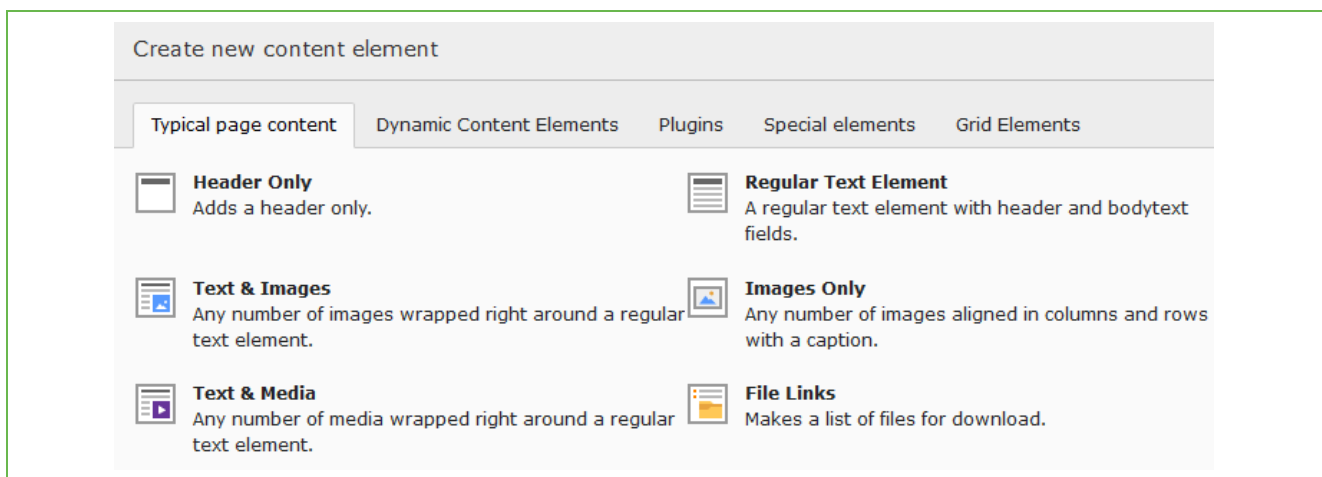


Figure 40: Available elements of the Typical page content category

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5.1.1 Text & Images

This element consists of a header, a text part and the possibility to insert images via the "Images" tab and determine how they are displayed.

The images selected via the file list are displayed directly in the content element. If necessary, you can overwrite the metadata stored in the file list (except copyright and license) directly in the content element.

You also have the option to select the "Enlarge on Click" option. The image is then clickable - in some arrangement variants - and enlarges when clicked on in the frontend.

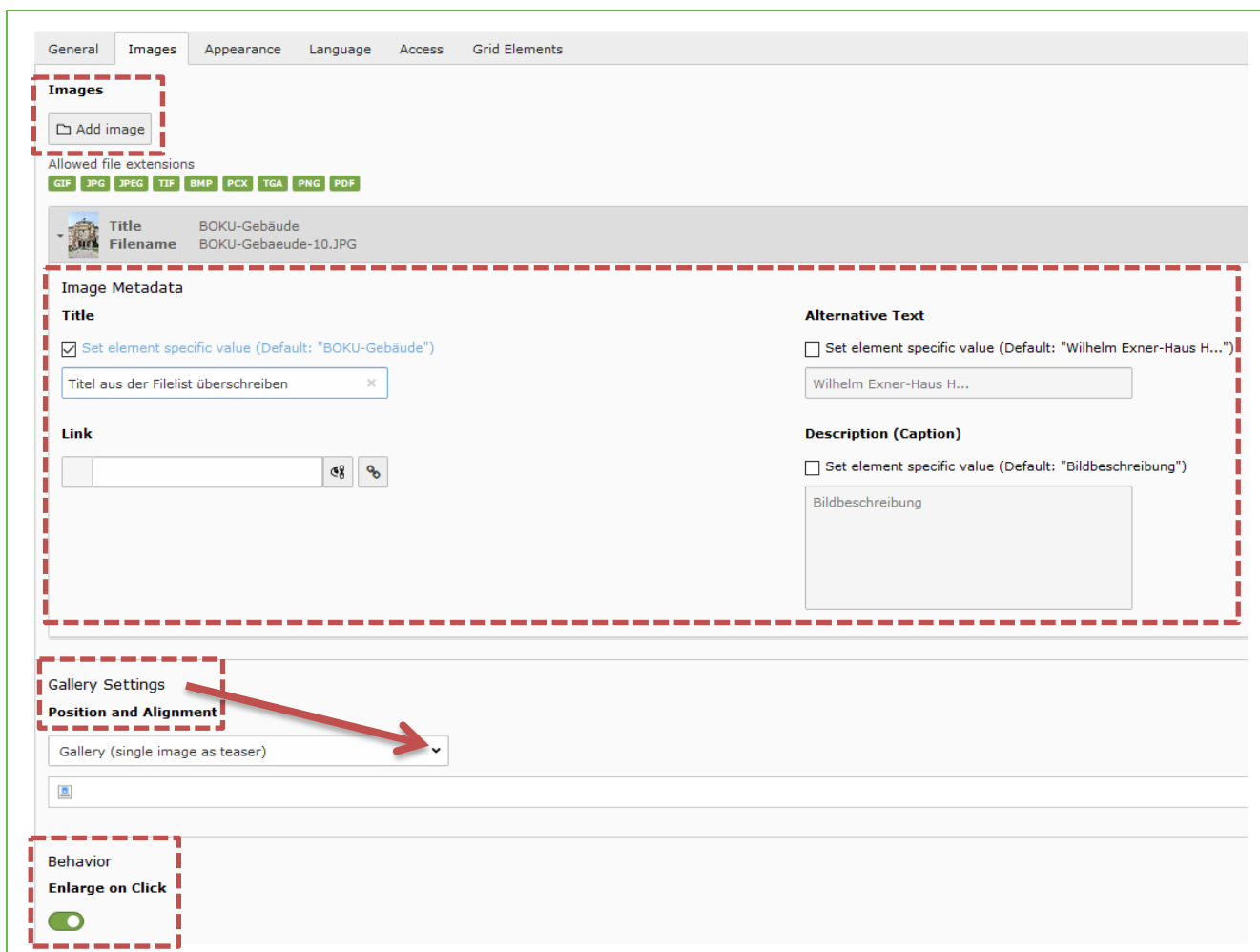


Figure 41: Add image and determine position

NOTE: For text and image elements, as well as for image-only elements, there are two display variants where the images are not automatically scaled. We recommend that you use these if you want images to be displayed exactly as you uploaded them. These display variants are particularly useful for photos of people and images with lettering or logos:

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- For Text & Images: Below or Above text, **Portrait**
- For images: **Centered images**, no scale-up

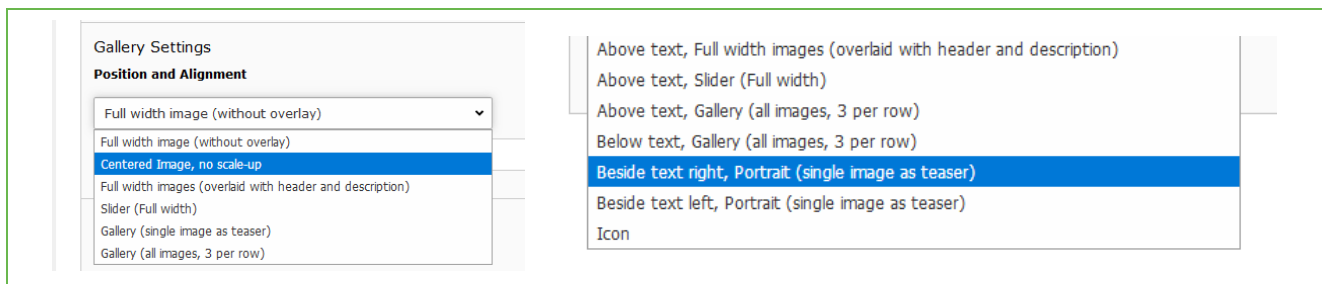


Figure 42 Display variants in which images are not automatically scaled

5.1.2 Text & Media

The Text & Media element allows you to embed a video (optionally including text part). You can either link to a video file or embed a URL:

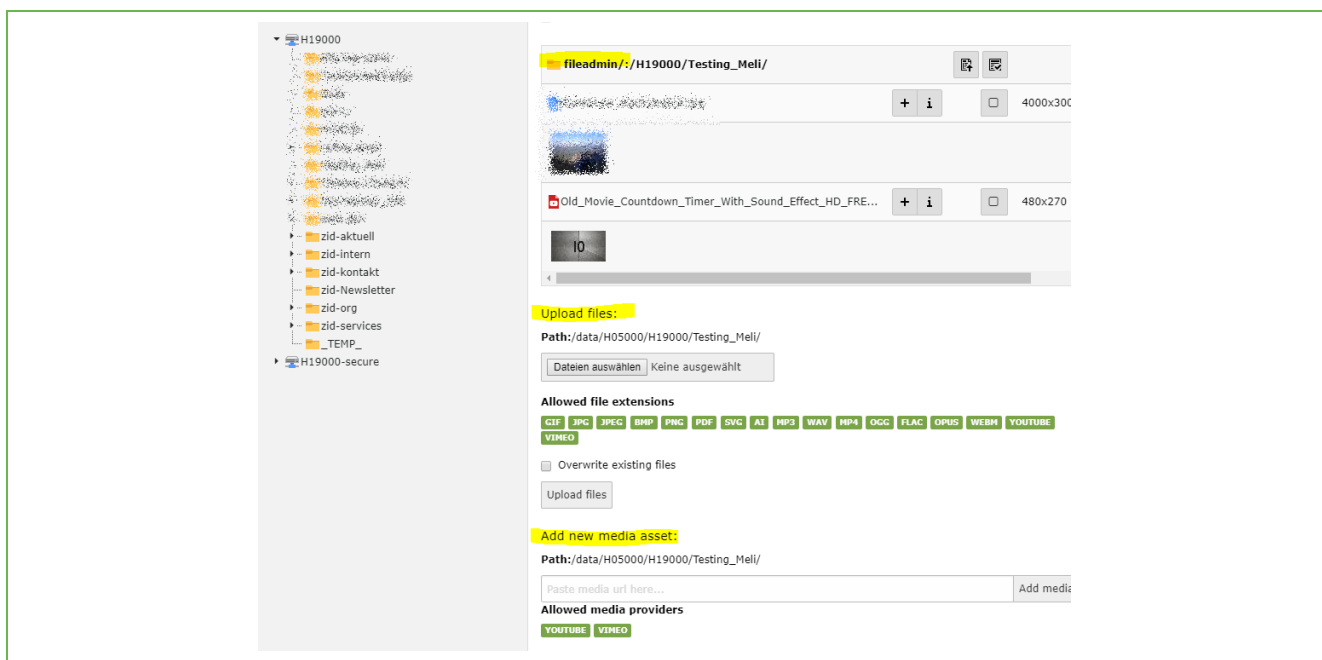


Figure 43 Embed video as a file or via URL

NOTE: Video files that are stored in the Secure Filelist and then stored in a media element can cause problems during playback.

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File links

This content element allows you to link a list of files in one step and display it with bullet points. This saves you from having to set separate links in a text element via the editor:

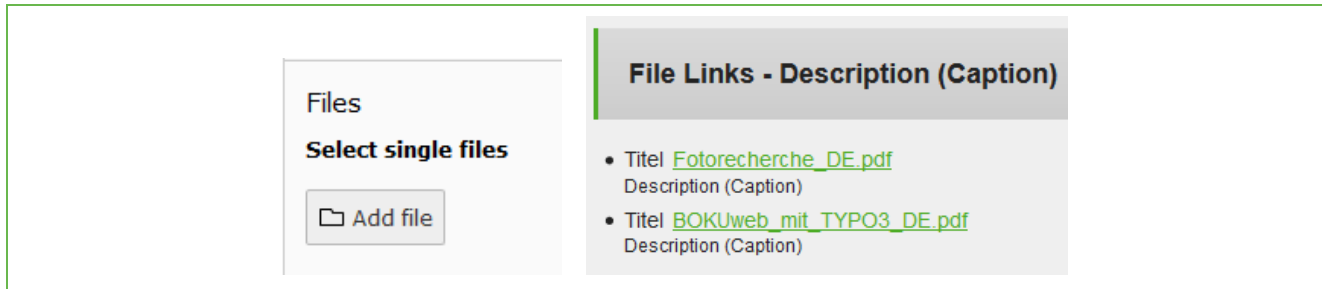


Figure 44: File links

5.2 Dynamic Content Elements

In the Dynamic Content Elements area, you can choose from a wide variety of elements. Most of them are very BOKU-specific and will probably not be found in another TYPO3 installation.

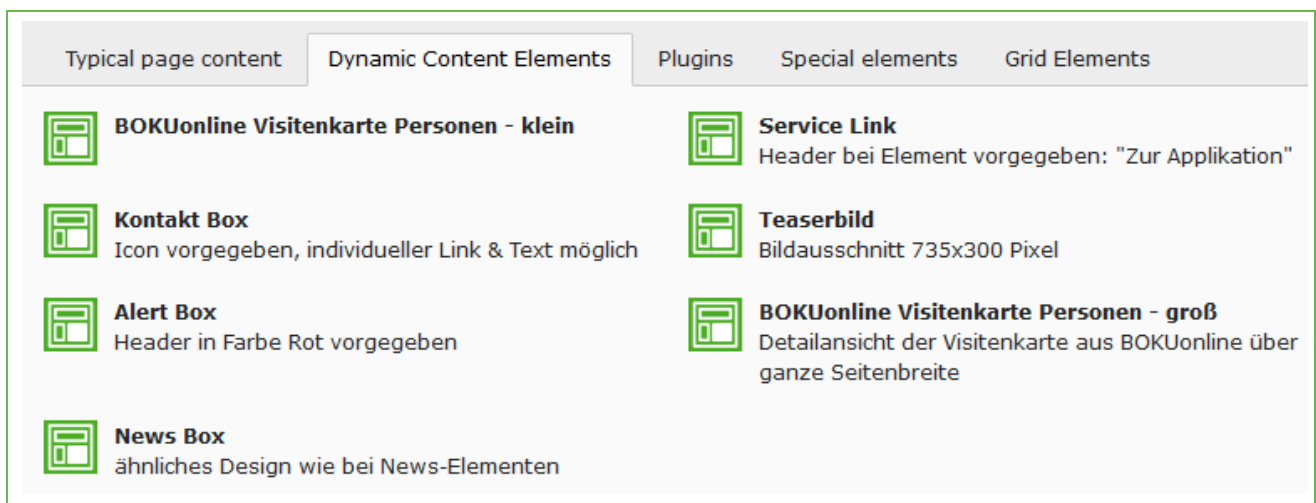


Figure 45: Dynamic Content Elements

For some content elements in this category, it is often very useful to place them in a grid element so that they do not take up the entire page width.

5.2.1 Integration BOKUonline business card

This element allows you to embed personal information from BOKUonline directly in BOKUweb. This element is available in two sizes:

- BOKUonline business card people - small
- BOKUonline business card people - large

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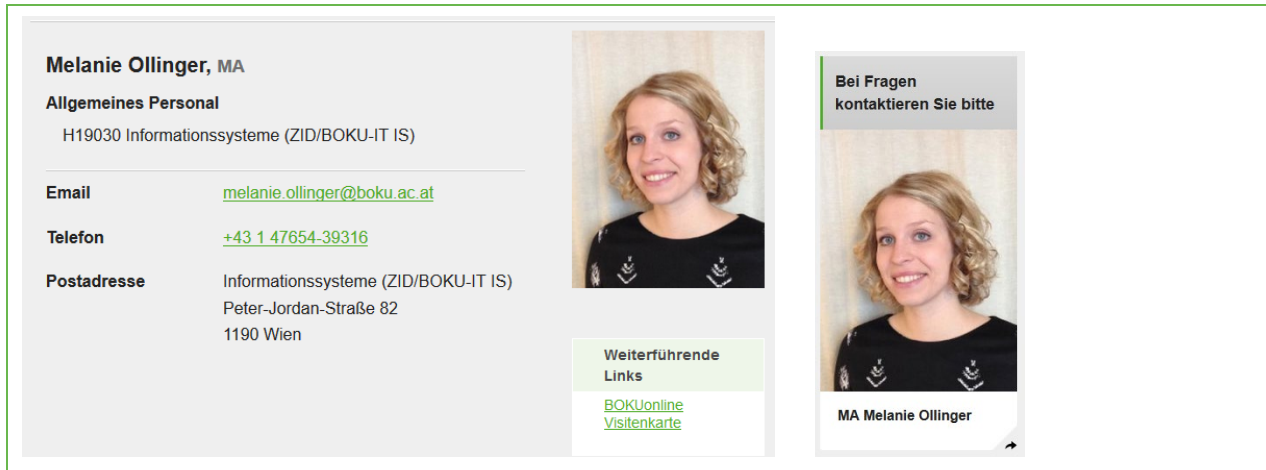


Figure 46: Different size variants

To insert this content element you need the respective BOKUonline person number. You will find this number in BOKUonline, when you open the business card of the desired person, at the top of the address path:

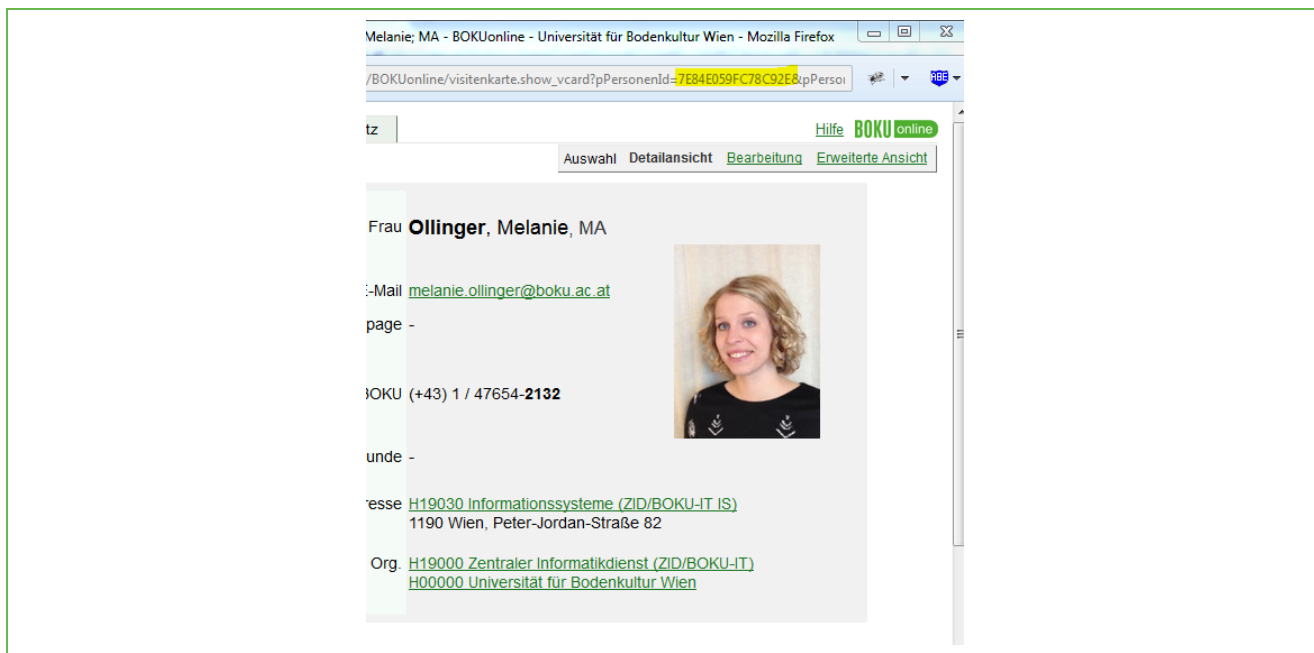


Figure 47 BOKUonline person number

5.2.2 Contact and Alert Box

The Contact Box allows you to display contact information in a consistent way. If you do not enter an individual text, then the phrase "Do you need help?" will automatically appear in the frontend.

The Alert Box stands out from other content elements in terms of color and thus has a signal effect.

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Both elements can be linked to desired destinations (files, pages, URLs, etc.).

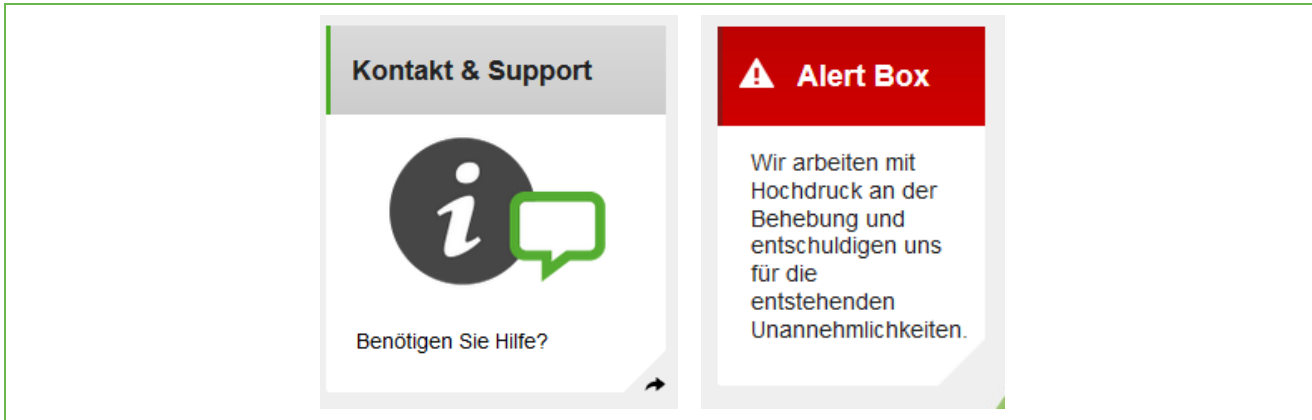


Figure 48: Contact and alert box

5.2.3 News Box

News boxes are great for positioning important news, links, messages or notices on a page for a longer period of time.

To do this, enter all relevant information (title above and below image, subtitle, text, link and icon if required) directly in the content element. You don't have to fill all the fields, just the ones you want to use.

Service facilities have the possibility to add a BOKU icon, institutes and departments can use the department icon.



Figure 49: News Box

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5.2.4 Service Link

This element allows you to have a unified presentation, for example: to link to external applications. You can add image, text and link and place this element on your pages. The header "To application" is predefined and cannot be adapted.



Figure 50: Service link

5.2.5 Teaser image

This content element allows you to include a teaser image (with or without text overlay) in the 735x300 pixel image section:



Figure 51: Embed teaser image on regular pages

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5.3 Plugins

This element allows you to include a single document for download (including subscription function):

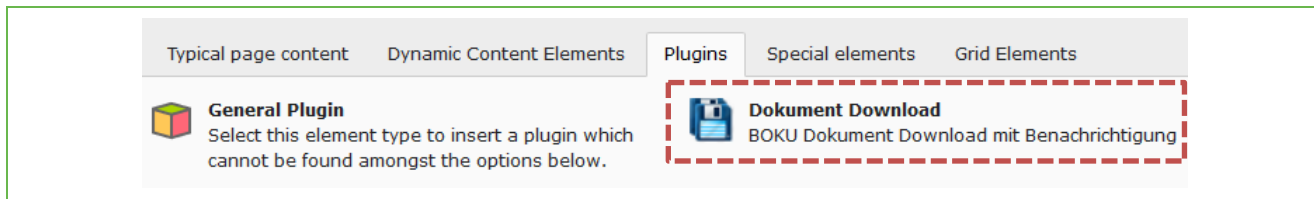


Figure 52: Document download of the Plugins category

You simply upload the desired document and determine the title and designation:

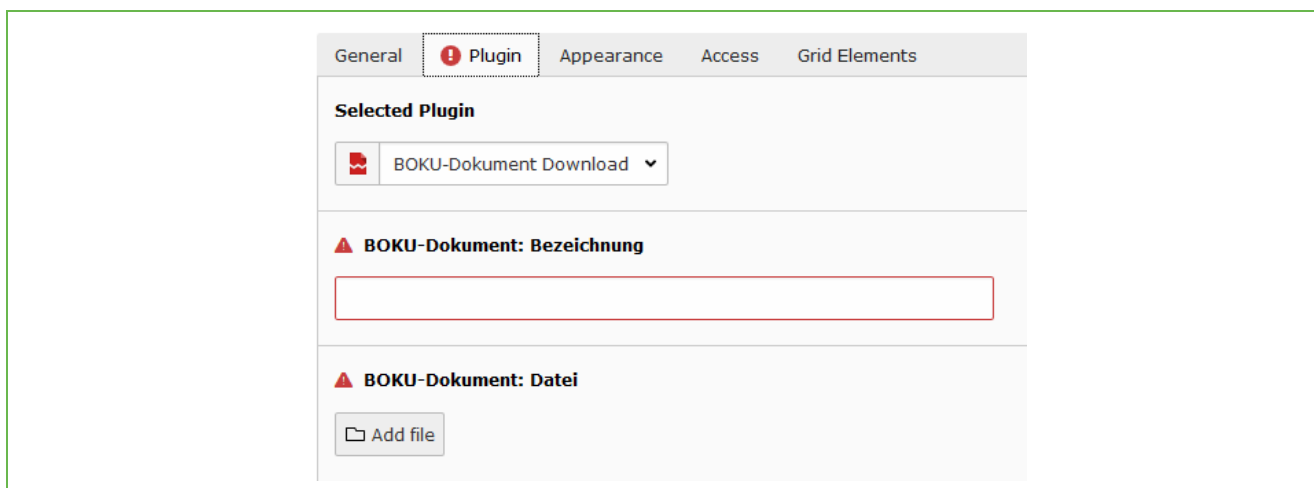


Figure 53: Include document download

The document is then displayed for download in the frontend. The special feature of this element is the "Notify on update" function:



Figure 54: Document download frontend

Logged in users can check this box and will be notified by email when a new version of this document is uploaded.

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5.4 Special Elements: Insert records

In the Special Elements section you have the option to insert references to already existing content elements:

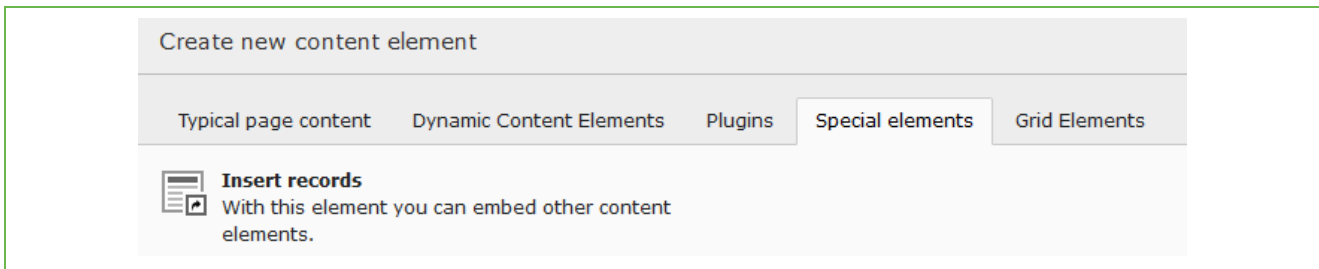


Figure 55: Content Element Insert Records of the Special Elements category

This element allows you to reference other elements. This allows you to insert an element multiple times in different places, but you only have to maintain/update it in one place.

Simply select the element you want to reference:

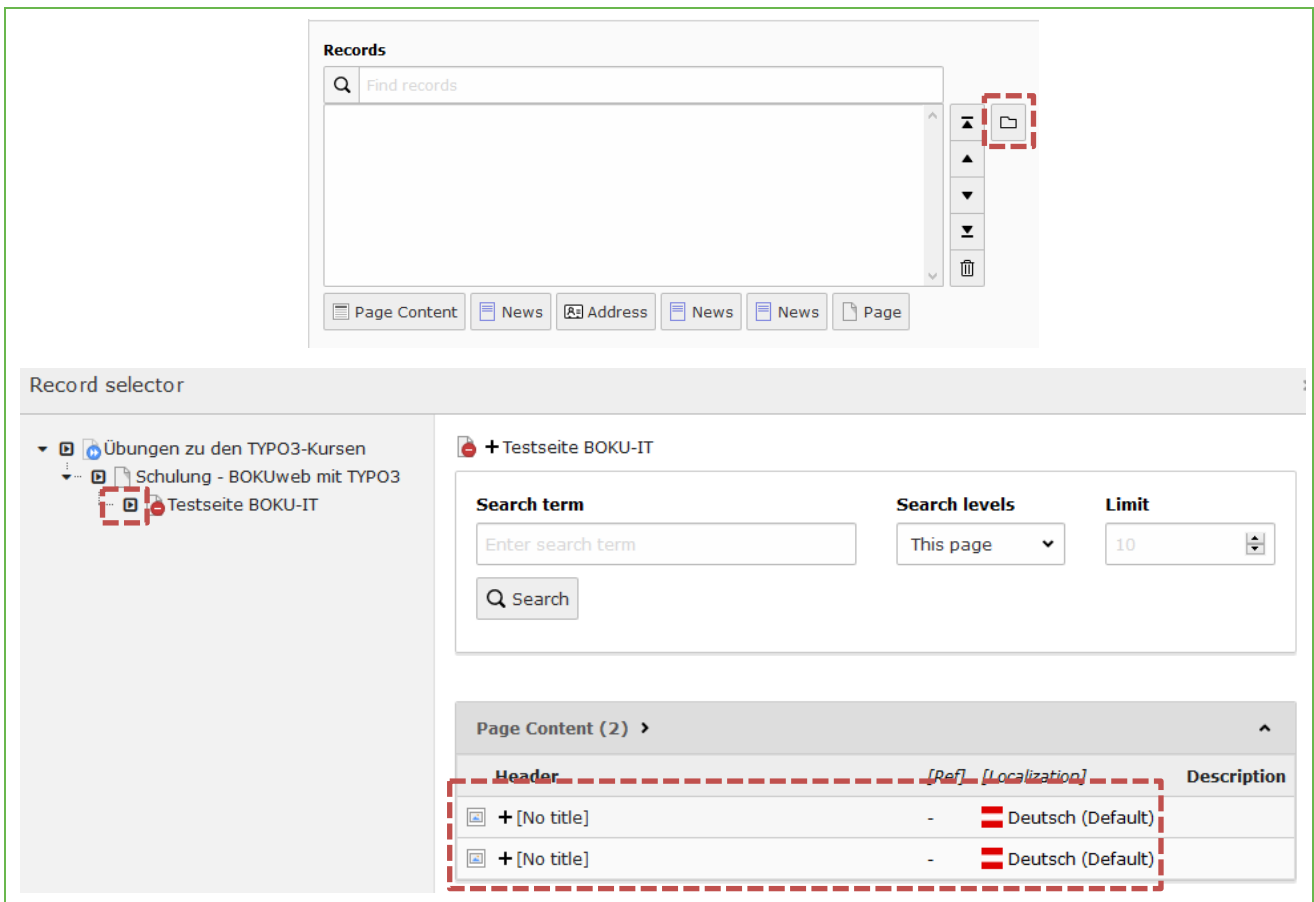


Figure 56: Referencing elements

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The element will then be displayed in a different color in the backend of TYPO3. In the frontend, however, no difference is visible to the user.



Figure 57: Display of the reference in the backend

5.5 Grid Elements

Grid elements allow you to divide the main column, which is set up by default on every page, into further subareas. Different layout variants are available to you here:

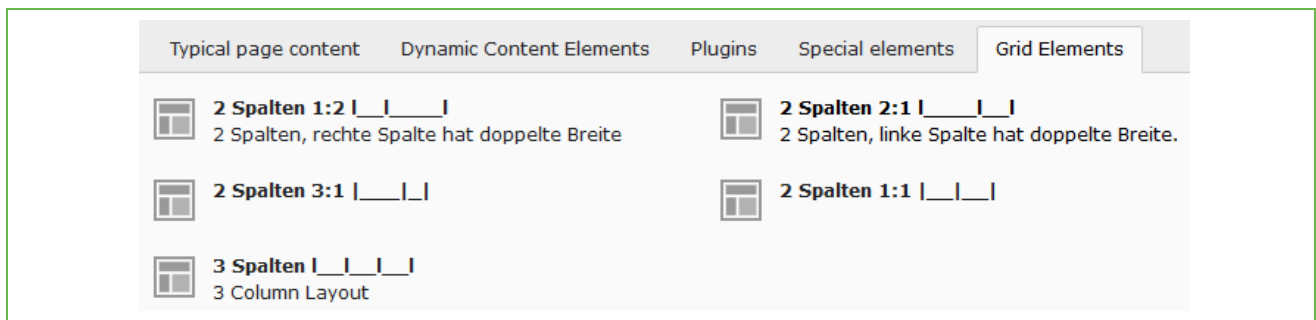


Figure 58: Grid Elements

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Within a grid element you can create all content elements available to you:

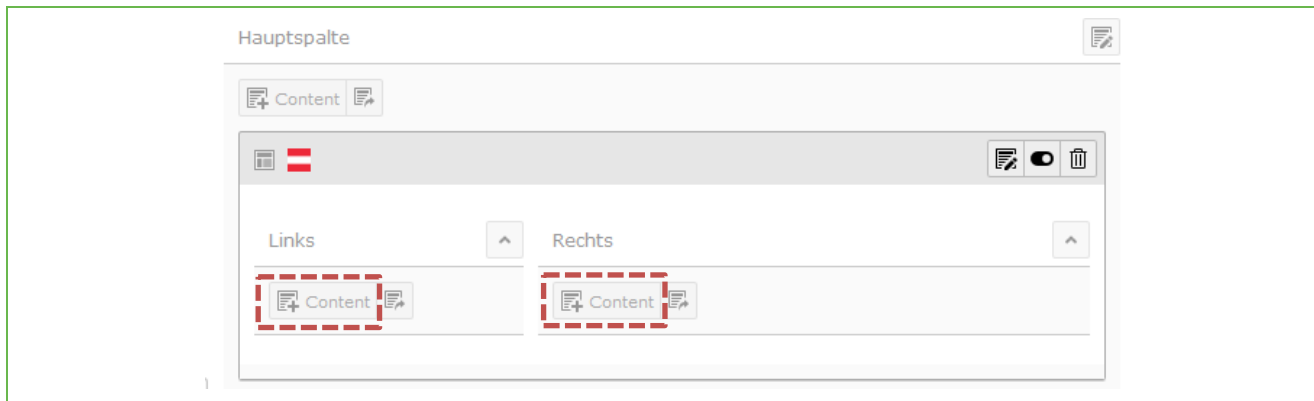


Figure 59: Create content element in grid element.

However, it is not possible to place another grid element in a grid element.

By using grid elements, you have significantly more design options when arranging images and texts than with the regular elements available to you here. For example, you can: Arrange text and images side by side in this variant. You would not be able to do that with a regular image-text element.

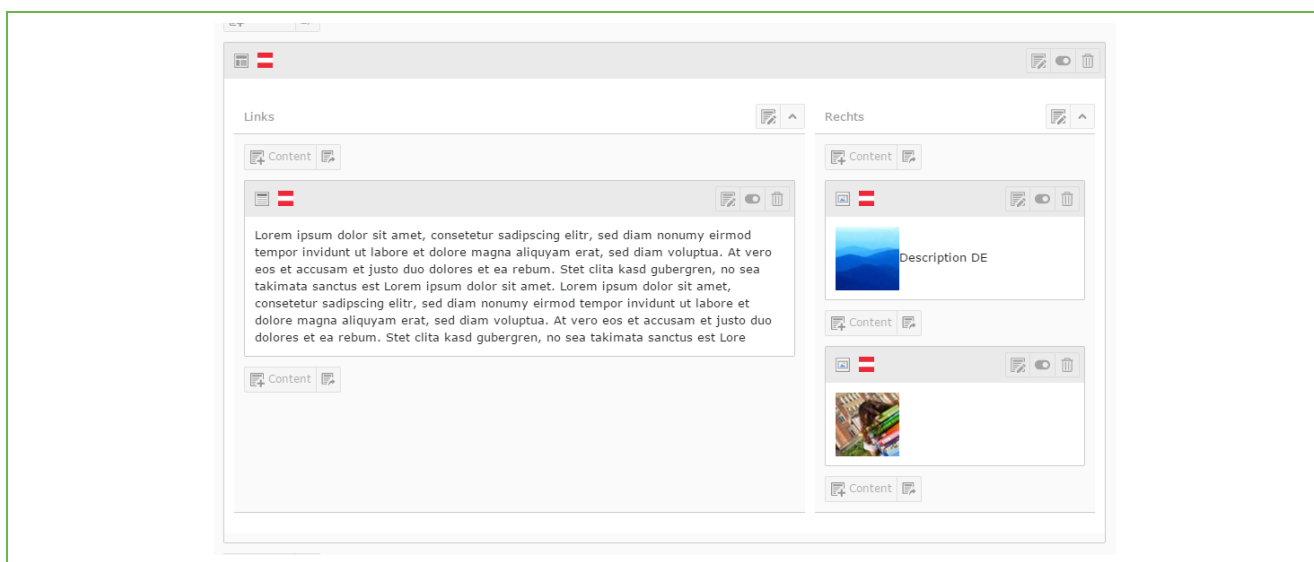


Figure 60: Image in grid element

NOTE: Please note that the display of the content in grid elements can also vary depending on the size of the end device. For example, on smaller screens, the content is likely to be displayed one below the other rather than side by side.

5.6 Forms in the BOKUweb

Currently it is not possible for web editors to create or edit forms in the BOKUweb.



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However, BOKU-IT will be happy to help you if needed.

All relevant information on forms in BOKUweb can be found here: <https://short.boku.ac.at/it-formulare>

6 Manage pages and content

This chapter explains how to copy/cut, reference, move and delete pages and content.

It also explains how you can quickly and easily undo changes that have already been made.

NOTE: When working with the List View, make sure that all available elements are also displayed to you. You can achieve this by activating the following areas:

- Extended view
- Show clipboard
- Localization view

By default, these three areas are not activated in TYPO3. Once activated, however, they remain stored in your user settings. A separate activation is therefore no longer necessary.

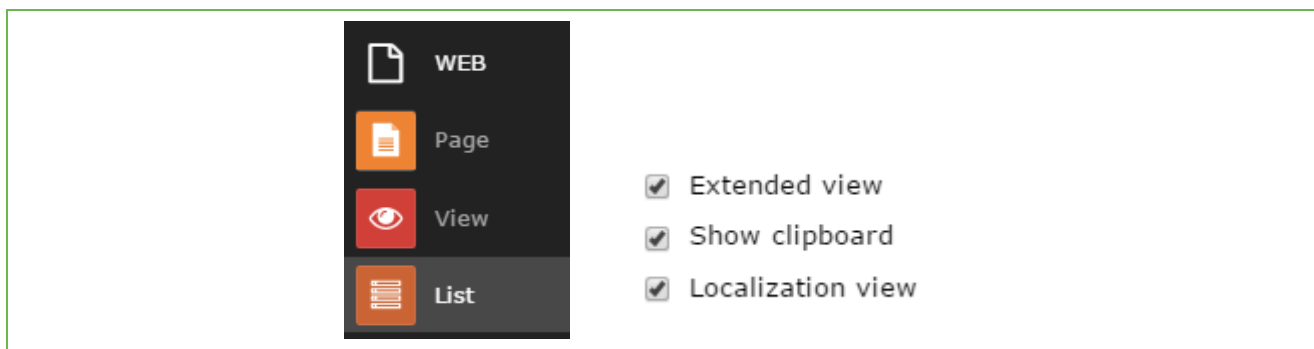


Figure 61: show all elements in list view

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6.1 Delete pages and content

The best way to delete pages and content is to use the context menu directly next to the page or content element.

However, you can also use the icons visible in the backend (Dung Bucket icon) for this purpose:

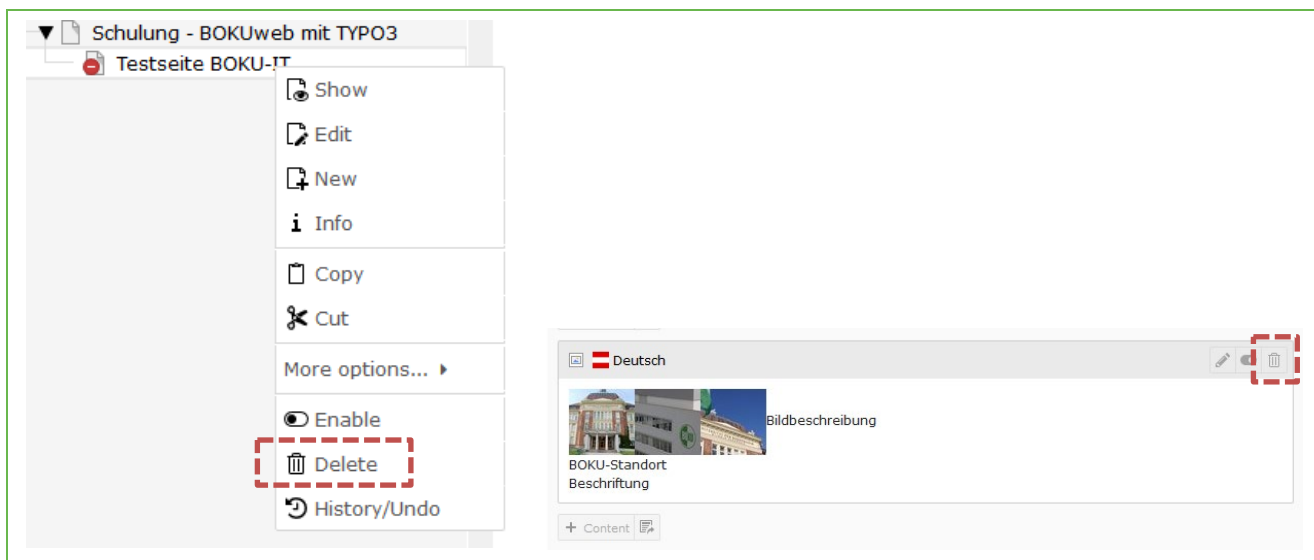


Figure 62: Delete content and content elements via context menu

It is also possible to delete pages and content via the list view:



Figure 63: Delete via the list view

NOTE: You cannot delete a page if there are still subpages to it. If there is a need to remove several page sections, please contact the BOKU-IT Hotline (boku-it@boku.ac.at).

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6.2 Move pages

Pages can be moved directly in the page tree using "Drag & Drop". To do this, simply click on the page and drag it to the place where you would like to place it:

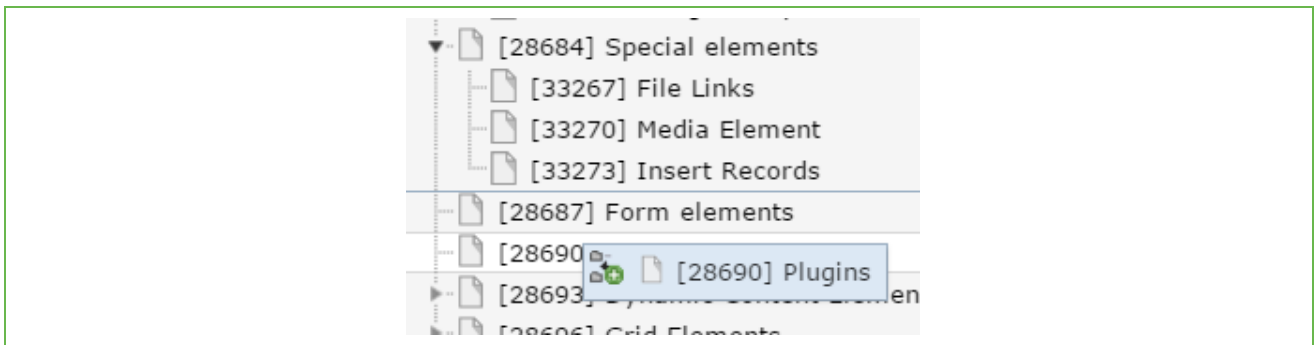


Figure 64: Move pages in the page tree

If you want to make a page a subpage, simply drag the page into the desired parent page.

Pages can also be moved in the list view. To do this, use the "Move Page" icon and specify the location to which your page should be moved, or use the arrow keys to rearrange the pages:

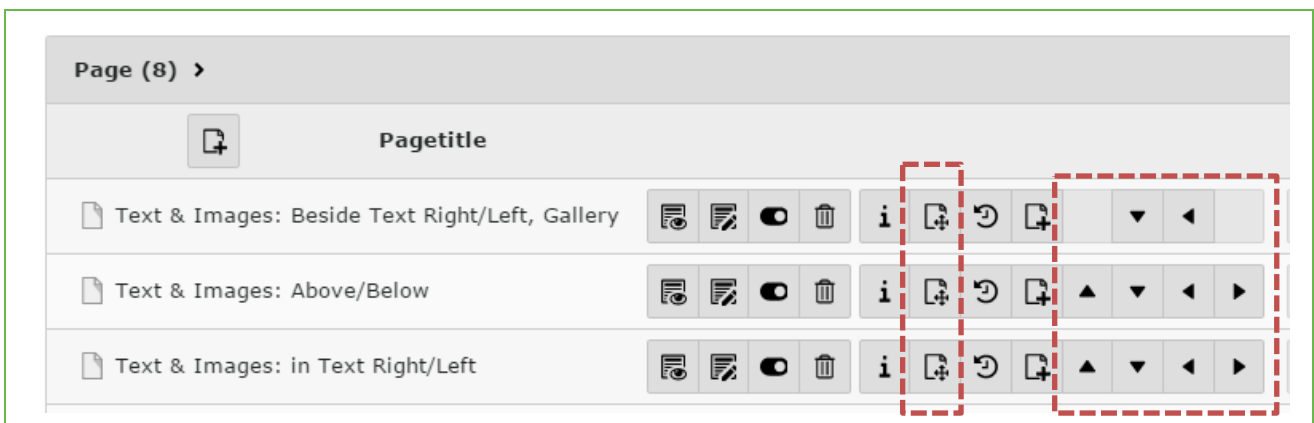


Figure 65: Move pages in the list view

6.3 Move contents

If you want to move content within a page, you can do this with "Drag & Drop" directly in the page area. Simply drag the element to the desired location and drop it in the orange area:

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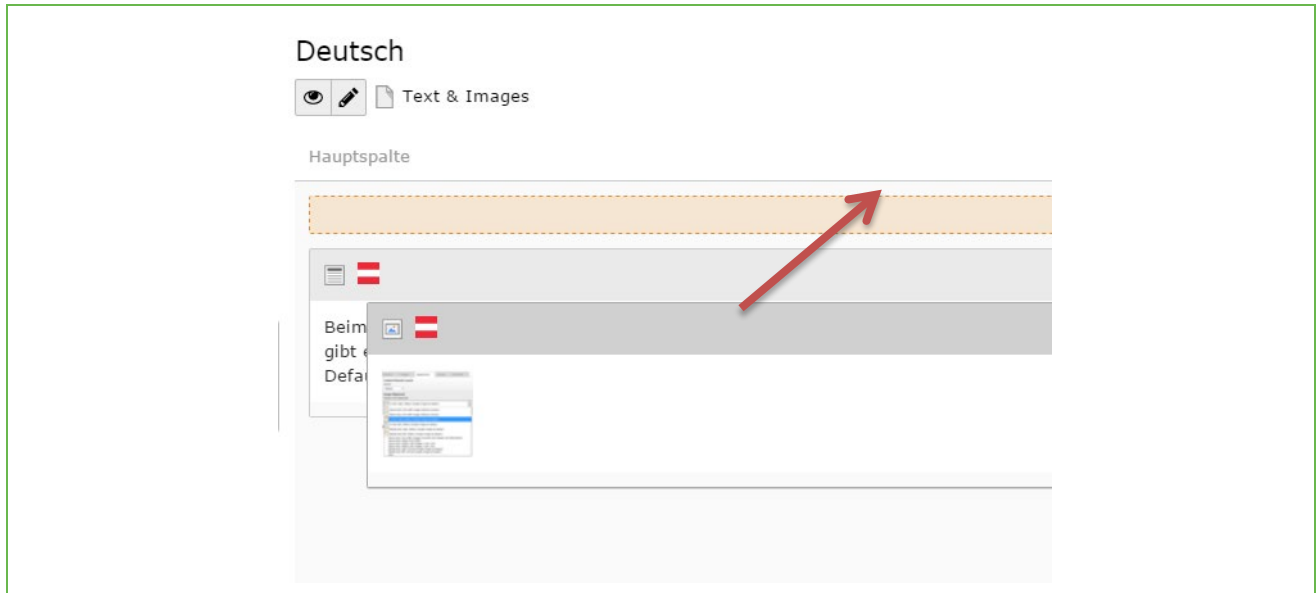


Figure 66: Move content elements

In the list view you can move content elements with the arrow icons.

However, this is only possible within the page. With the "Re-position content element" icon, however, it is possible to position the content elements in completely different places:



Figure 67: Move content elements in list view

6.4 Copy/cut and paste pages

You can easily copy and cut pages using the context menu:

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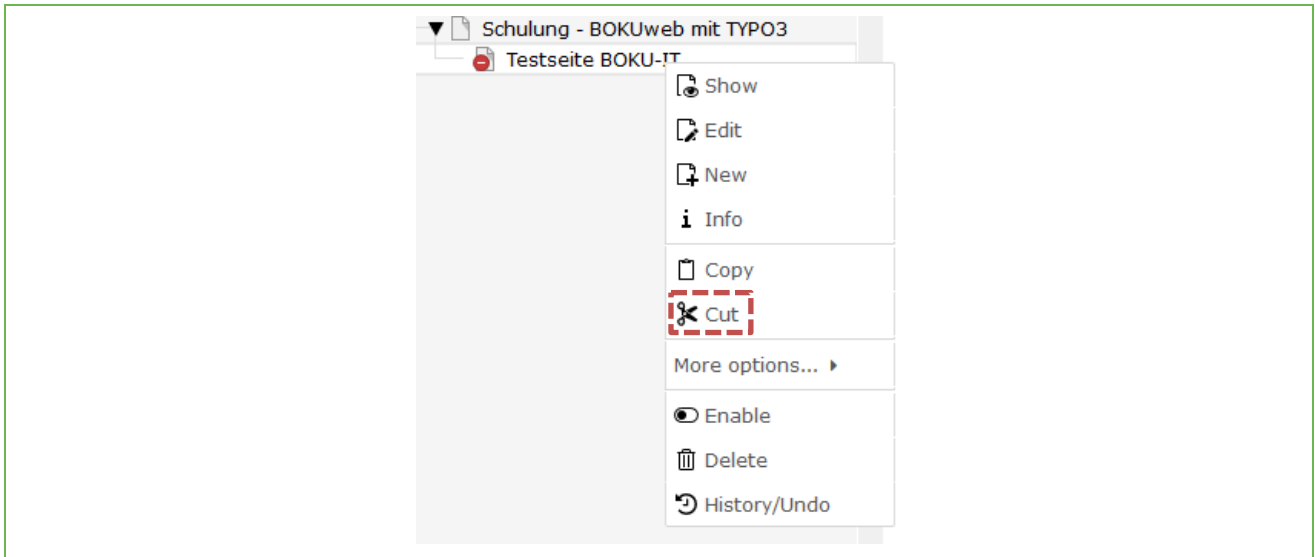


Figure 68: Copy/cut pages via context menu

After that, simply select the option you want from the context menu:

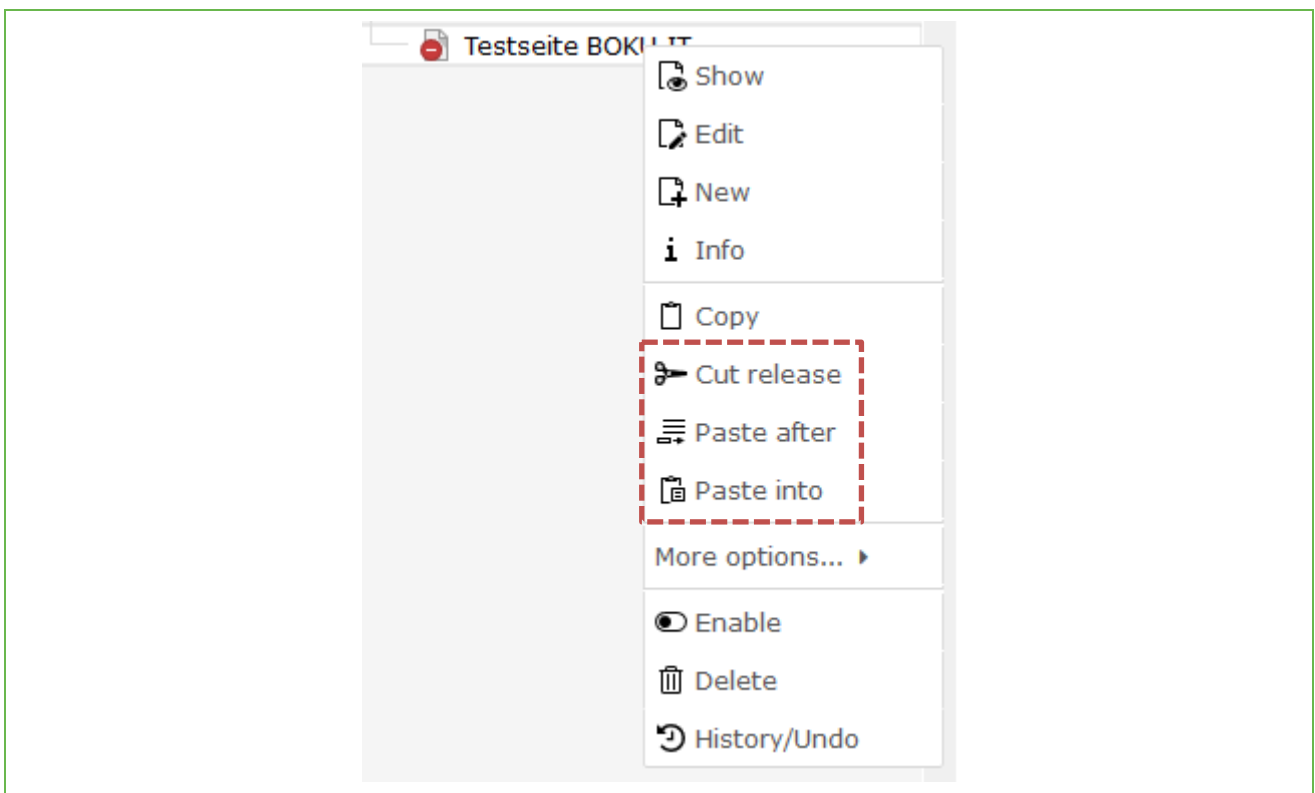


Figure 69: Insert page at desired position

Copied pages may well be pasted in several places. These remain stored in the clipboard. This does not apply to cut pages (option "Cut").

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Pages can also be copied/cut and pasted in the list view. Use the corresponding icons for this purpose.

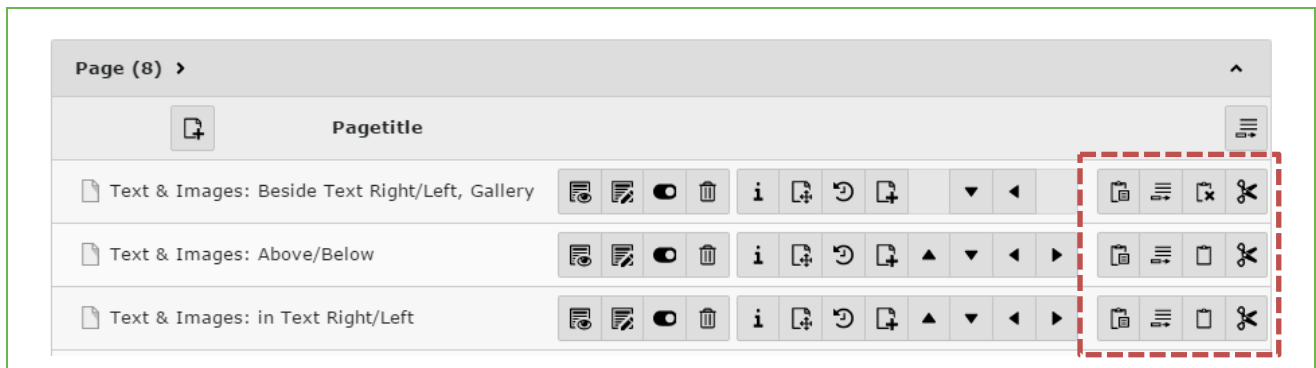


Figure 70: Copy/cut and paste pages in the list view

6.5 Copy/cut and paste content

Content can also be copied/cut and pasted via the context menu:

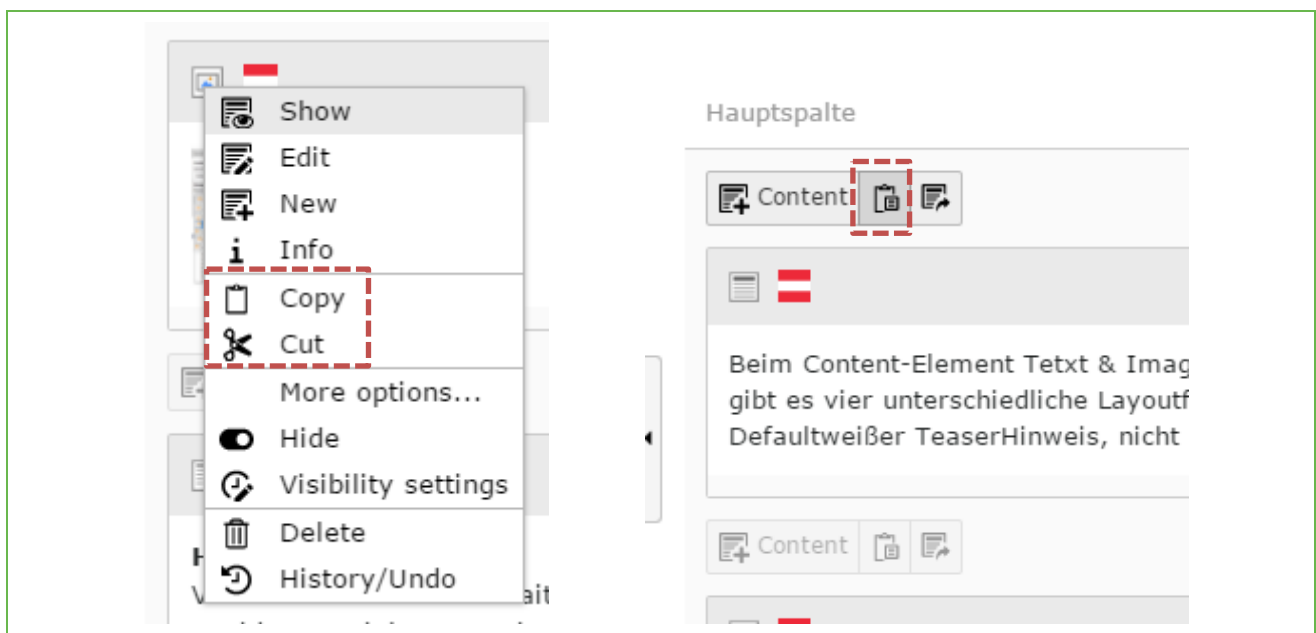


Figure 71: Copy/cut and paste contents via context menu

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Copy/cut and paste of elements is also possible via the list view:

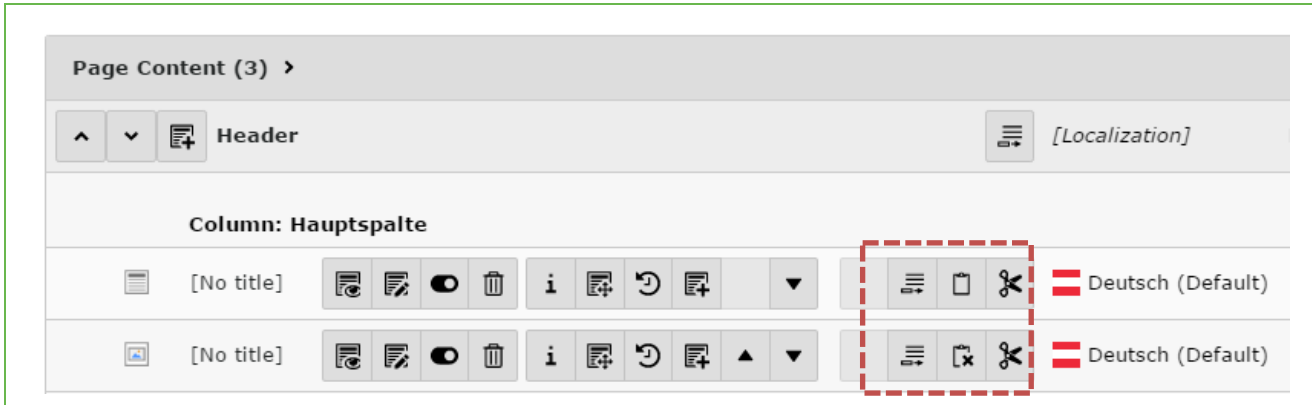


Figure 72: Copy, cut and paste content via list view

NOTE: Whenever you want to copy content and paste it elsewhere, TYPO3 will also suggest the **"Paste reference"** option when you paste. A reference behaves the same as the content element "Insert Records". That means, this element is not editable, but results automatically from the content in the original, i.e. from the reference.

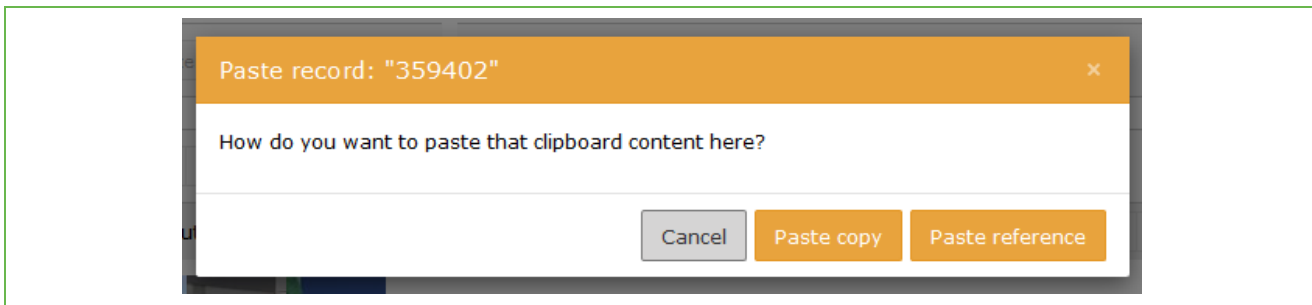


Figure 73: Insert reference

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Instead of copying elements via the context menu (right mouse button), you can also use the **"Copy content from another page to this place"** function to paste content from other pages directly:

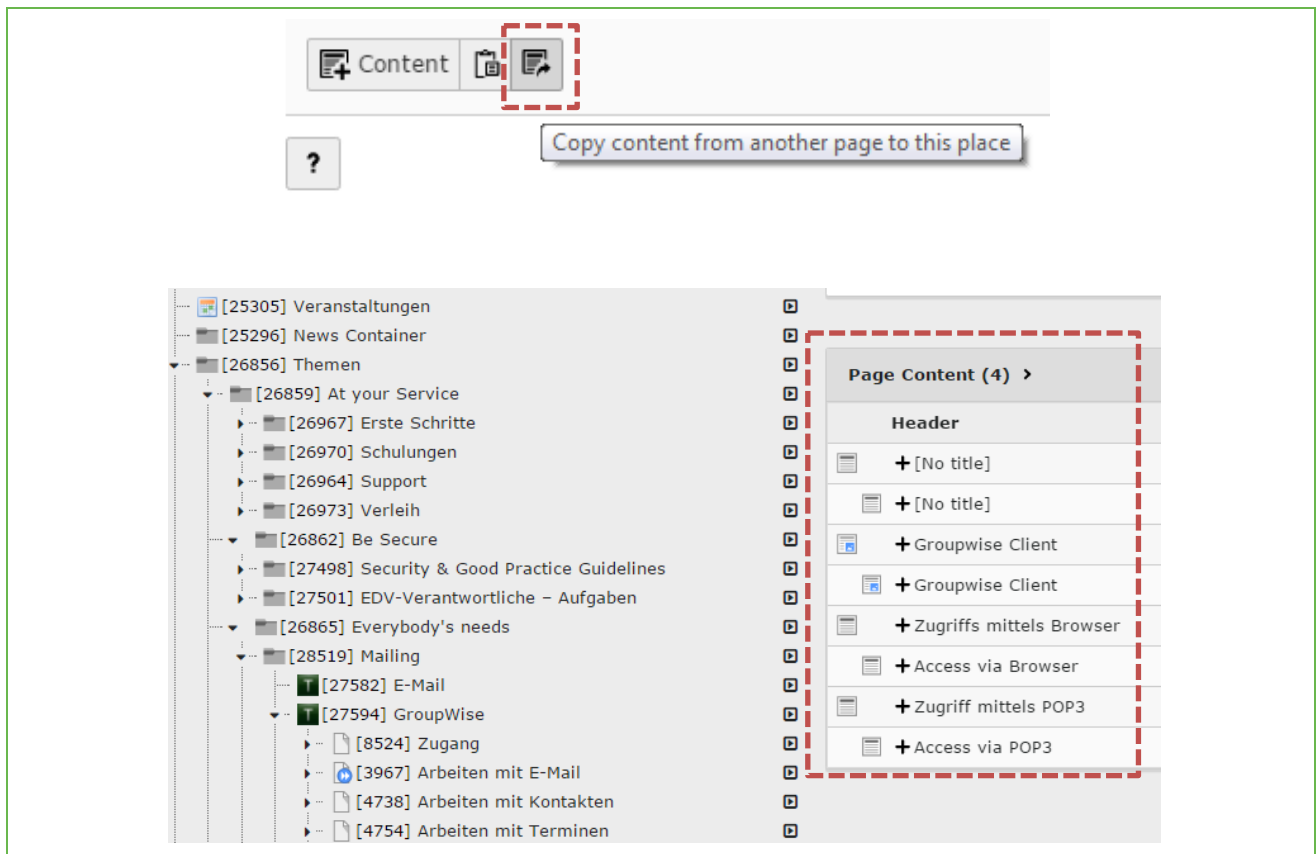


Figure 74: Paste copy from other page

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6.6 Manage multiple elements

To manage multiple pages/content items at once, you must switch to the List View and display all options (including the clipboard):

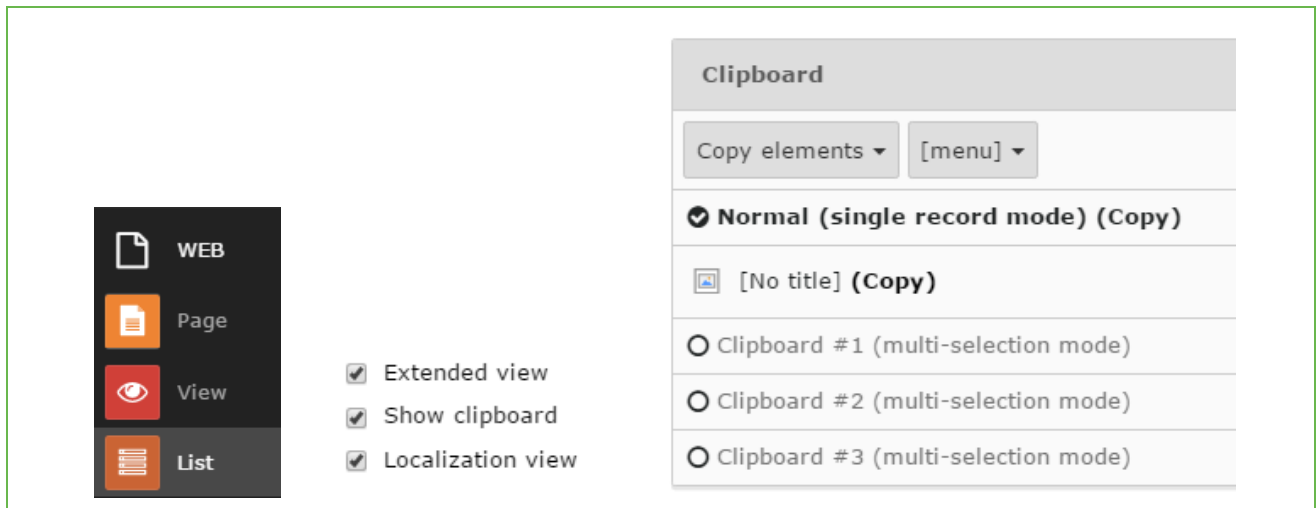


Figure 75 Switching to the list view

Click on the "Plus" at "Clipboard #1". This will give you checkboxes by each page/content item. Select the ones you want and click the "transfer the selection of records to clipboard" icon.

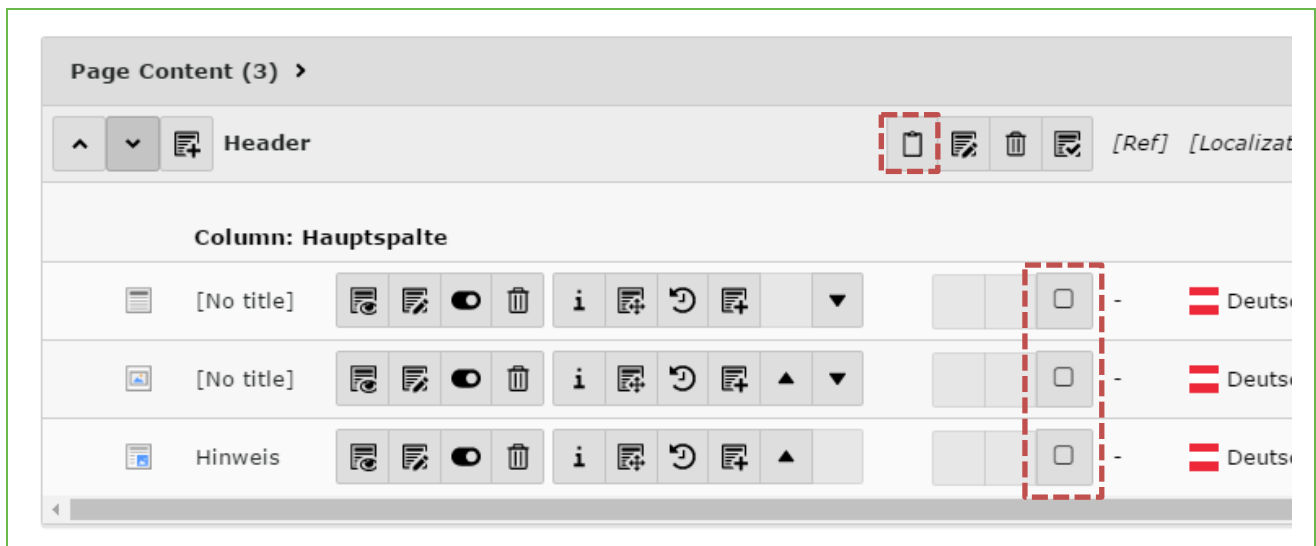


Figure 76: Transfer pages/content elements to clipboard

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Now your selection will be displayed on the clipboard. All you have to do now is select the action you want to perform on the clipboard:

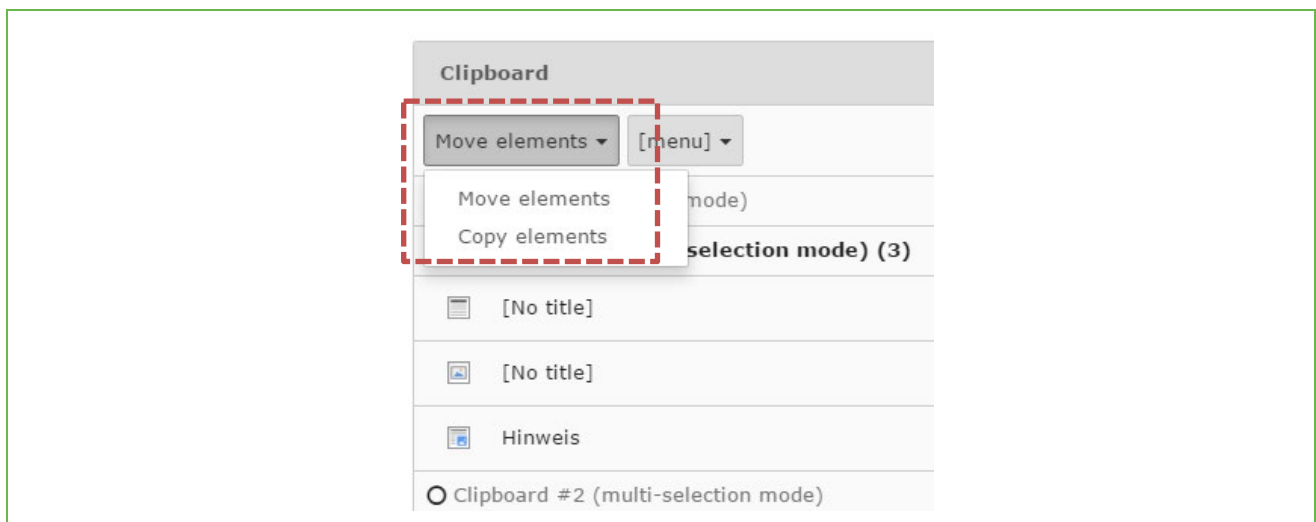


Figure 77 Clipboard with content elements or pages

After that, you can paste the pages/content elements anywhere you want using the list view. To do this, simply click on the "Paste in clipboard content" icon.



Figure 78: Insert pages or content elements from clipboard

NOTE: Clipboard #1, Clipboard #2 and Clipboard #3 are available.

You can add different pages/content elements to these clipboards, which you can then paste back in different places.

However, you can only paste the entire contents of Clipboard #1 at once, that's why there are multiple clipboard numbers.

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Using the clipboard function, it is also possible to delete several pages or content elements at once.

Activate the clipboard and select the desired items. After that you just need to click on the muck bucket instead of selecting the "transfer the selection of records to clipboard" option as usual:

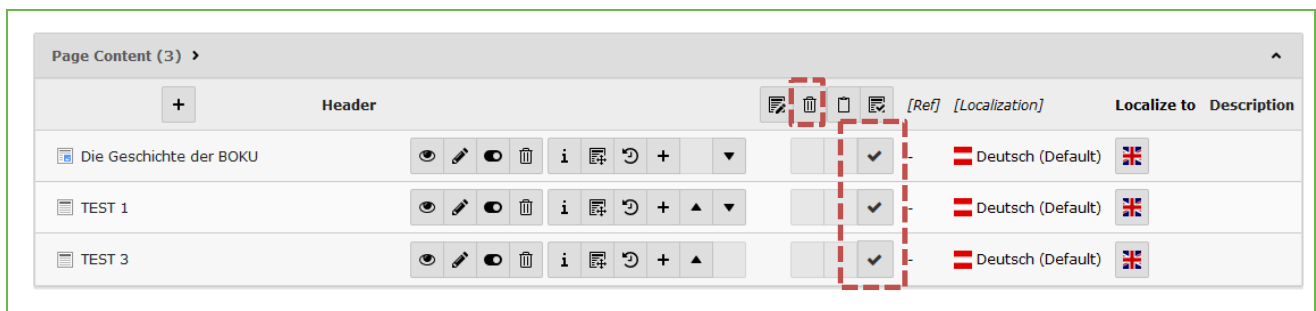


Figure 79: Delete several elements at once

6.7 Create multiple pages

You can also create multiple pages at once using the context menu:

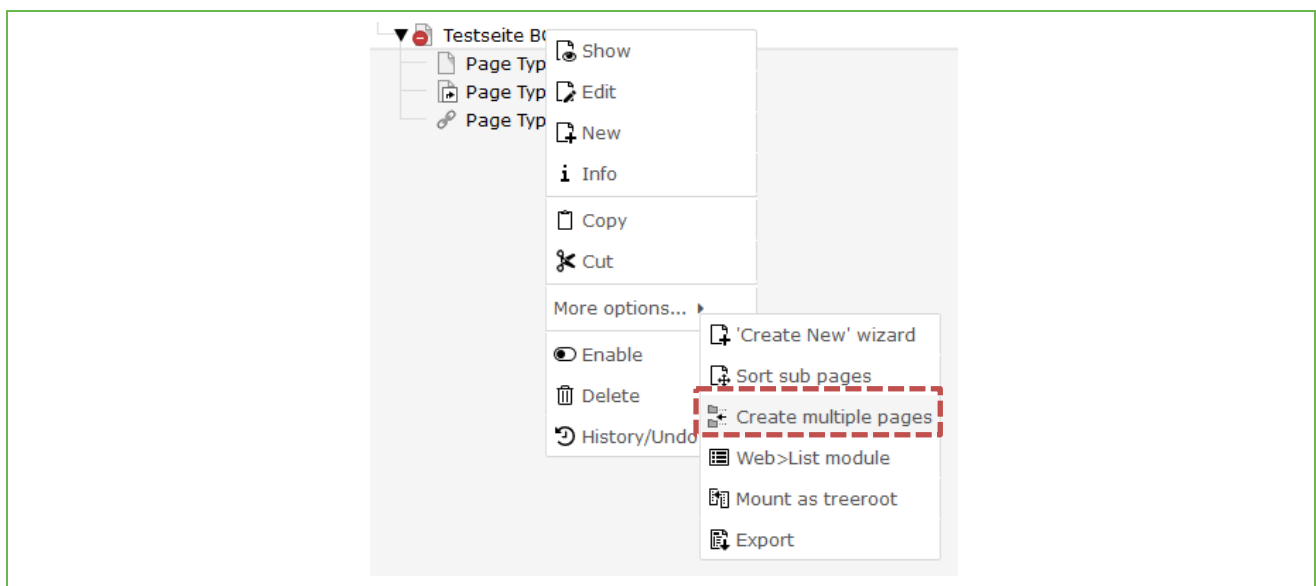


Figure 80: Create multiple pages at once

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6.8 Undo changes

If you want to undo changes that have already been made in a content element, you can use the "History" function. This can be viewed for pages as well as for content elements via the context menu:

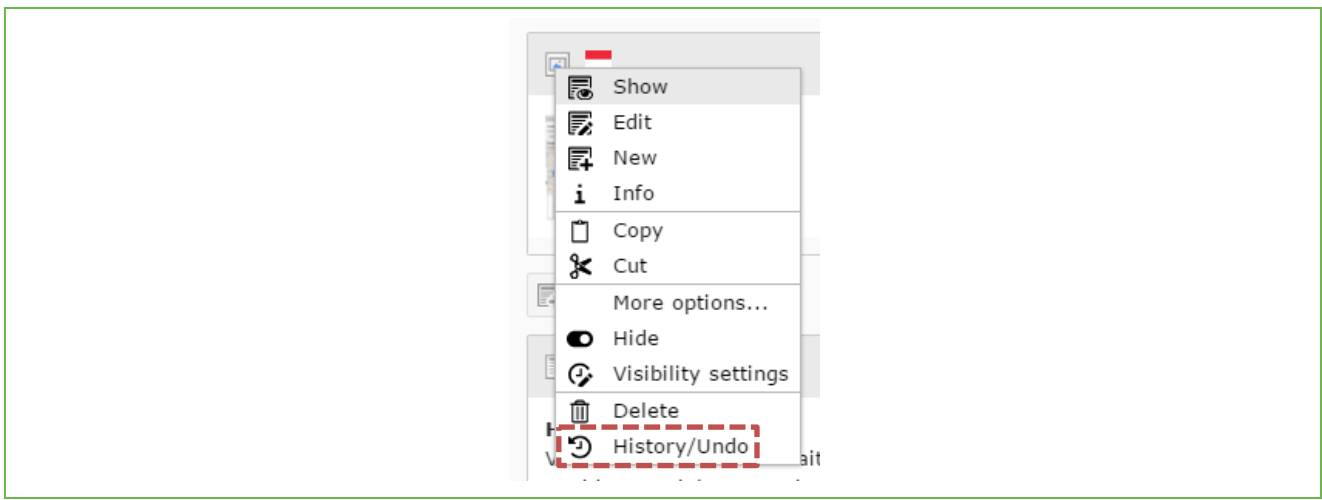


Figure 81: Show history

In the history you can select which change you would like to undo:







Rollback	Time	Age	User	Table:uid (Title)	Differences
	2017-01-20 15:36	2 min	 melioli	tt_content:242158 (Änderungen rückgängig machen)	Hide: <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes
	2017-01-20 15:36	2 min	 melioli	tt_content:242158 (Änderungen rückgängig machen)	Text: BOKU - Universität des Lebens für Bodenkultur Die Universität für Bodenkultur Wi Forst- und Holzwirtschaft, Kulturt
	2017-01-20 15:33	5 min	 melioli	tt_content:242158 (Änderungen rückgängig machen)	insert

Figure 82 Selecting which changes are to be undone

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By clicking on the icon with the small clock, you can view details of the last change and undo it if necessary:

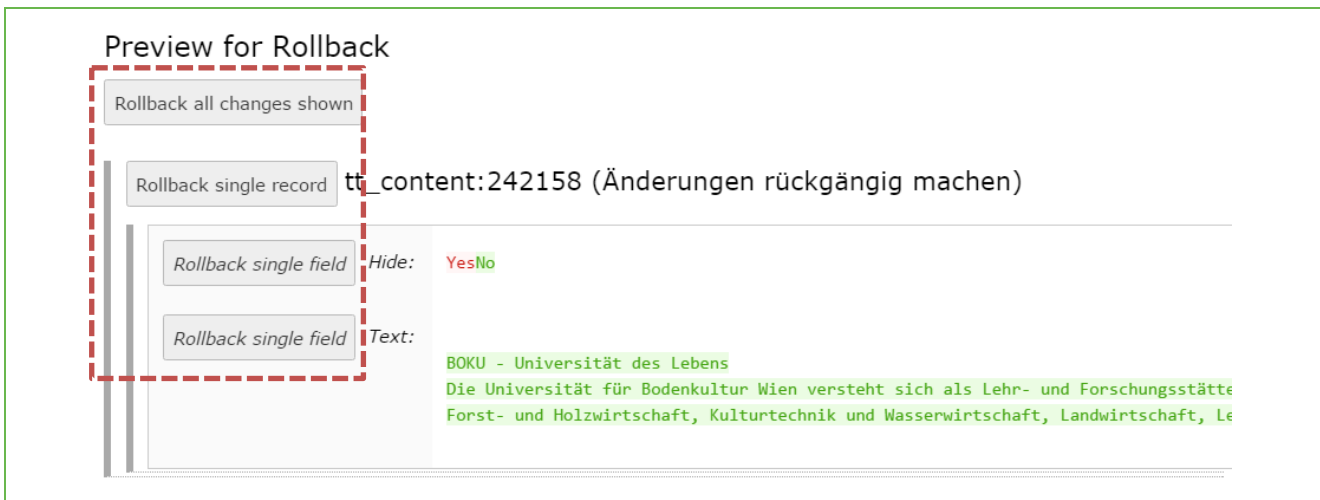


Figure 83: Undo changes

6.9 Recycler (wastebasket)

You can use the "Recycler" to retrieve deleted pages and content elements:

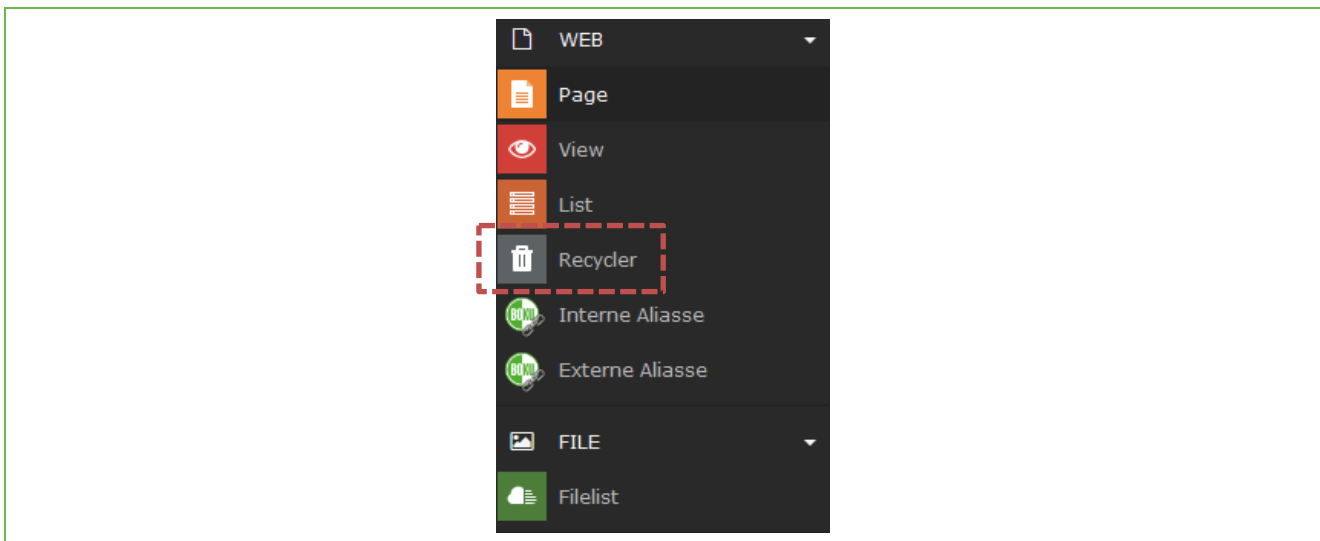


Figure 84: Recycler in TYPO3

Simply select the affected page here as well as the desired layers and the affected content element type. By clicking on "Recover", the page or content will be inserted again at the original position:

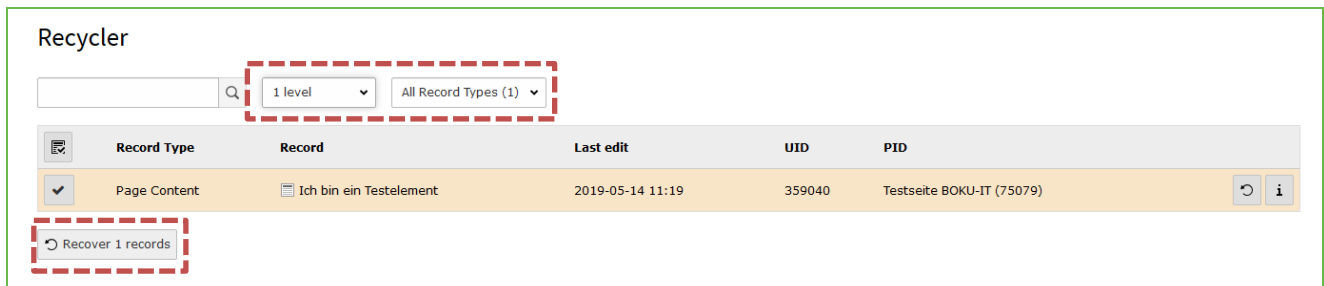


Figure 85: Retrieve contents from the recycler.

NOTE: Regular TYPO3 users cannot finally delete content from the Recycler, they can only fetch it back.

7 Bilingual content

TYPO3 supports multilingual websites. Basically, there must always be a default language in TYPO3, on which all other languages are based. English is currently the only foreign language available in our installation.

It is not necessary to translate the entire content of the page. You can also just briefly summarize important information for the foreign language.

Pages that do not exist in the second language do not appear in the navigation of that language.

7.1 English version of a page

If you want to create an English language version of a page, then you have to make sure that you are in the correct view in the TYPO3 backend, namely in the "Languages" view:

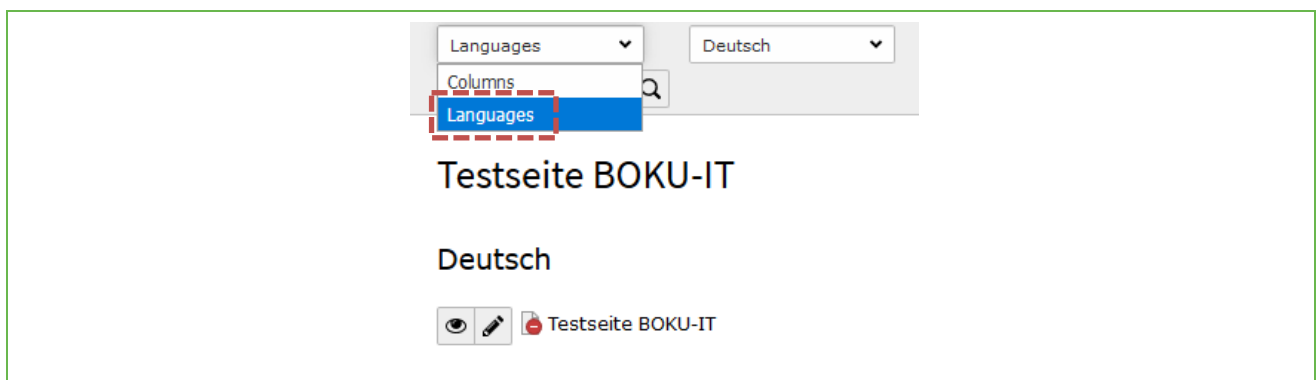


Figure 86: Translate page backend

Then you can easily select the "Make new translation of this page" option and create an English version of the page:

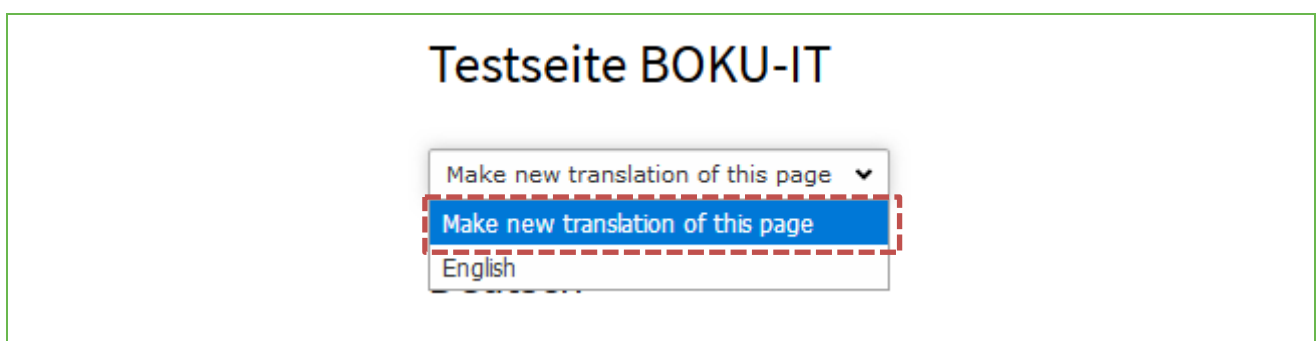
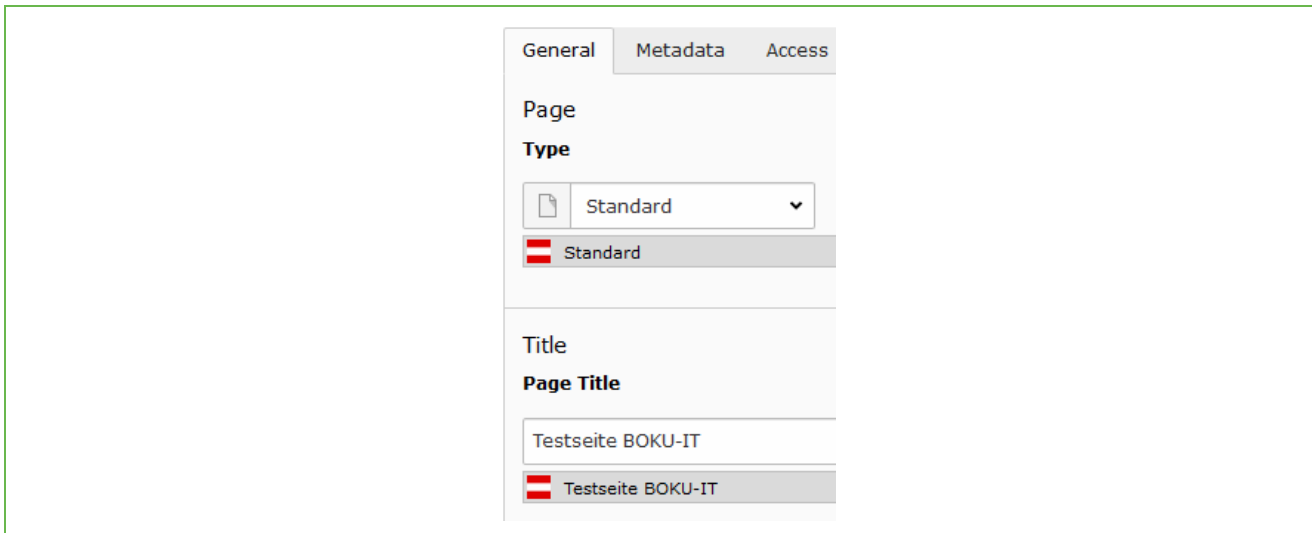


Figure 87: Create English version

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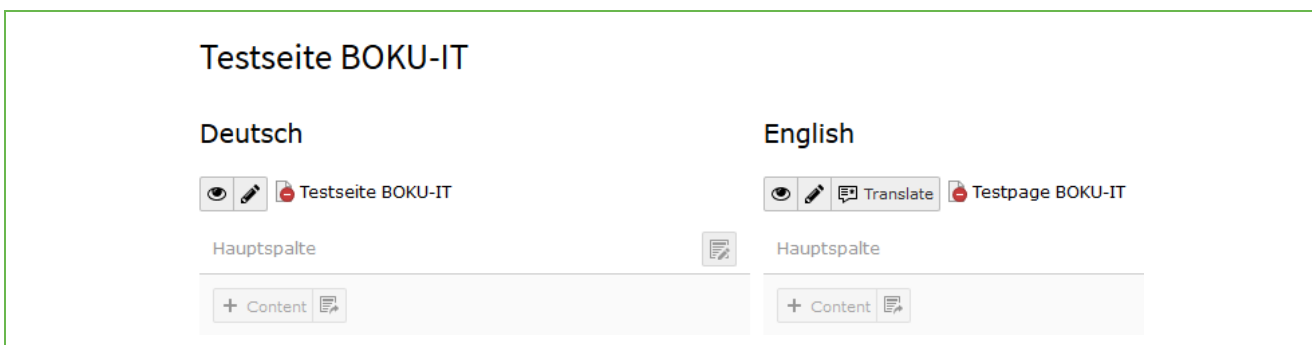
After that you will automatically get to the page properties of the English page and can now fill in all relevant data. The configuration of the fields in the German version of the page is also displayed in the backend:



The screenshot shows a configuration panel for a page. It has three tabs: 'General', 'Metadata', and 'Access'. The 'General' tab is selected. Under 'Page', there is a 'Type' section with a dropdown menu set to 'Standard' and a list item 'Standard' with a red status indicator. Below that is a 'Title' section with a 'Page Title' field containing 'Testseite BOKU-IT' and a corresponding list item with a red status indicator.

Figure 88: Fill data of the English page

Once you have filled in all the fields correctly and made sure that the page is still hidden, you can save. The English version of your page has now been created. Both languages are now visible in the bake:



The screenshot shows two side-by-side page configurations. The left one is for 'Deutsch' and the right one is for 'English'. Both have a title 'Testseite BOKU-IT' (or 'Testpage BOKU-IT' for English) and a 'Hauptspalte' (Main Column) with a '+ Content' button. Each configuration has an eye icon, a pencil icon, and a red status indicator.

Figure 89: Fill data of the English page

You can edit the page properties of the German as well as the English page again at any time. Just click on the pencil next to the respective page title.

7.2 English version of content elements

When translating content into another language, there are basically two different possibilities in TYPO3. These are displayed and explained directly in the backend when you click on "Translate":

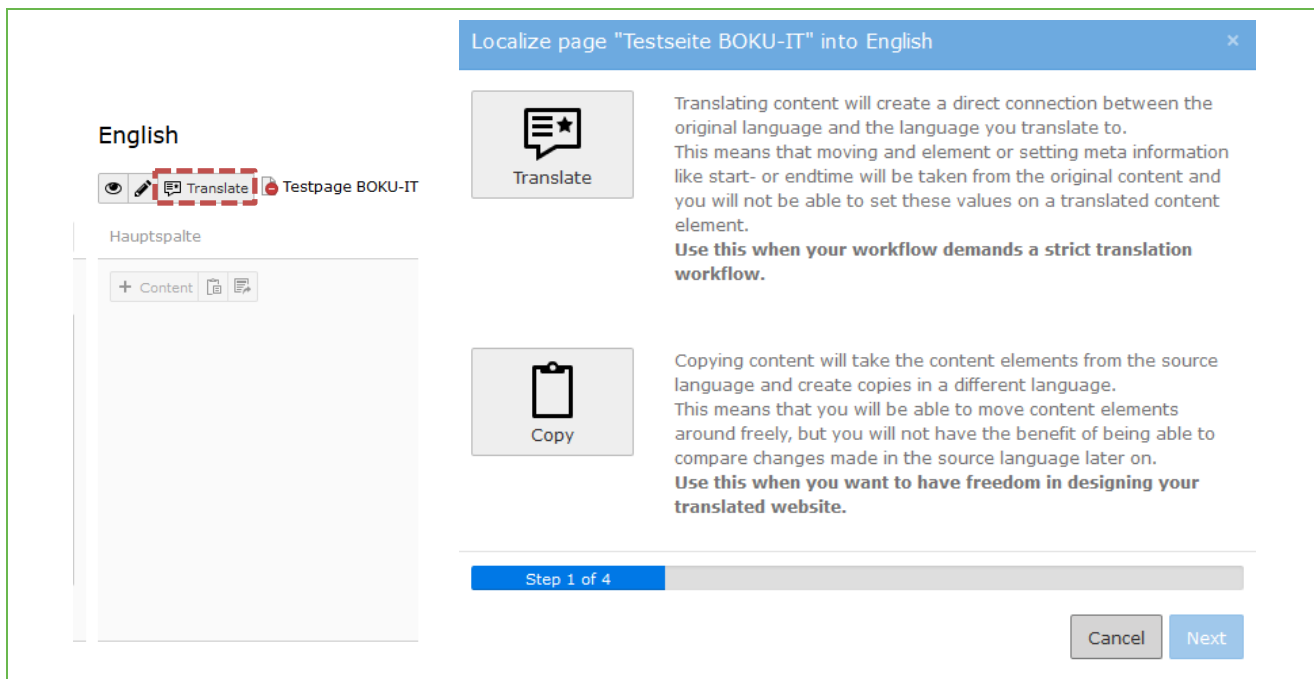


Figure 90: Translation options in TYPO3

"Translate" translation variant

- Useful if you want your content to be exactly the same in German and English.
- Any deviation from this strict variant will be shown to you in the TYO3 backend via a system message.
- Elements cannot exist in English if they have not also been created in German.
- Elements are interconnected in the system. Meta information such as: Start or End times are taken from the original element (element in German) and cannot be changed in the "translated element". It is also not possible to delete the original element afterwards without also removing the English element.

Translation variant "Copy"

- Completely individual content in German and in English possible.
- Content elements are not linked in the system and can be edited individually.

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By clicking on the respective variant, you will go through four steps until your translations are created. Within these four steps you can also determine whether you really want to translate content elements on your page, or only certain ones:

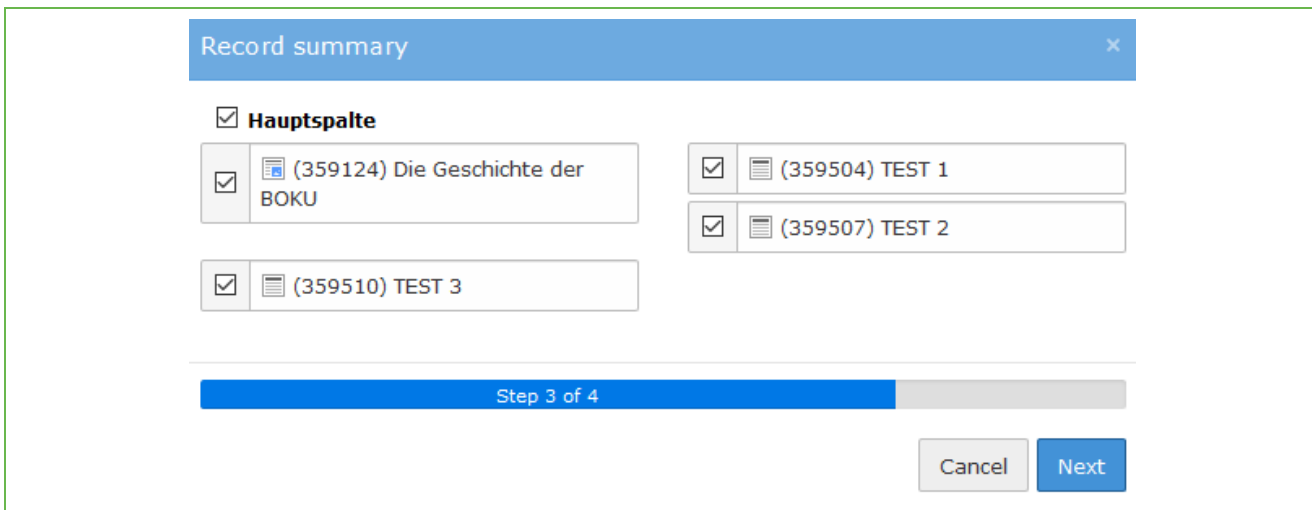


Figure 91: Translation in 4 steps

7.3 "Translate" translation variant

If it is important to you to always have content exactly the same in German and in English, then this translation option is right for you.

Click on "Translate" to select the appropriate option and go through four steps until your translation is created:

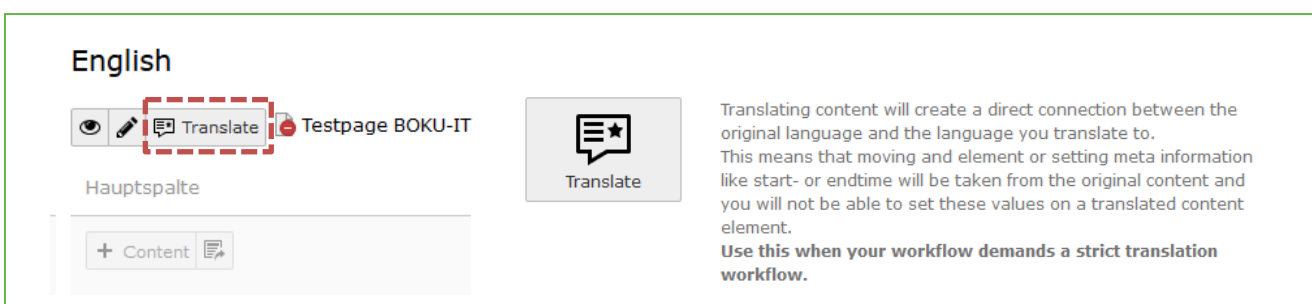


Figure 92: "Translate" translation variant

In this translation variant, the data sets are related.

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If you use the option of dependent translation, then it is actually not intended to have more or different content elements on the English page than it is the case on the German page. That's why you don't have the option to add new content elements to the English page if they are not already present in the German version.

You can work around this by simply creating the desired element on the page in German and then changing the language to English.

Deviations from this strict translation variant, however, are then displayed to you in the backend via a system message:

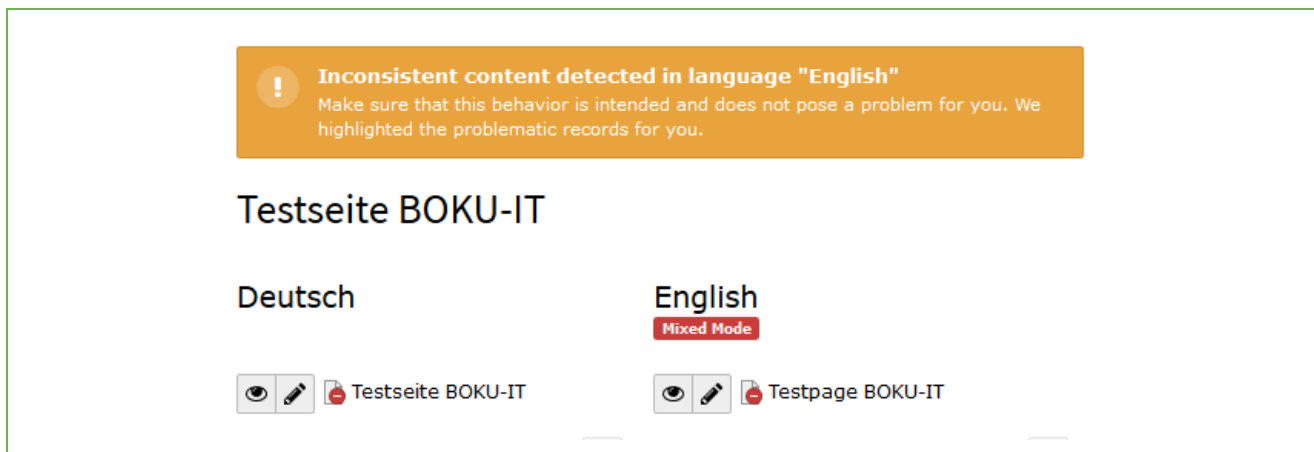


Figure 93: System message Deviation from selected translation variant

The affected element is marked in color:

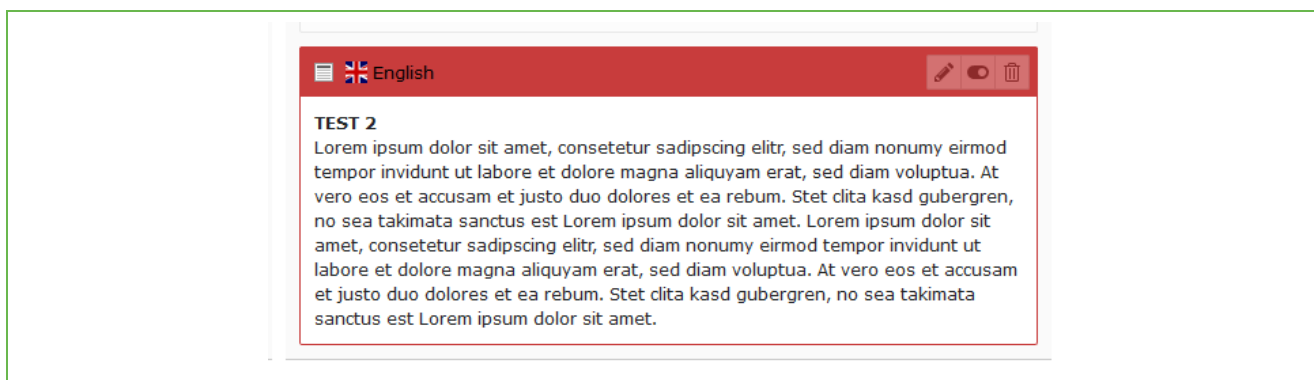


Figure 94: Marking content element in case of deviation from translation variant

This message is for **information only** and is **not an error message**:

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You can see if records are related in the list view - there the dependent records are displayed indented:



Figure 95: Indented records list view

Since this translation variant is intended to ensure a strict translation of all content elements 1:1, changes in the original element will also be displayed in the dependent element:

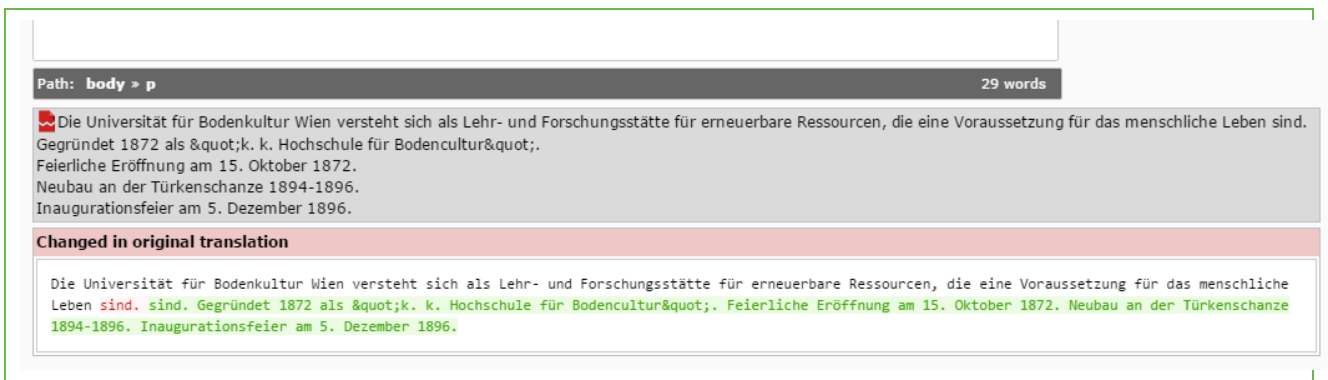


Figure 96: Changes in the original element are documented

If you only want to strictly translate individual content elements, you can also do this quickly and easily via the list view with a click on "Localize to":

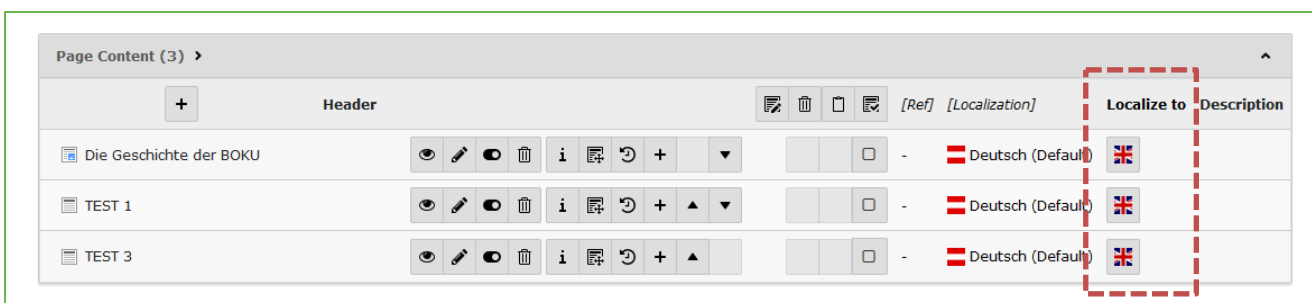


Figure 97: Translate individual elements strictly

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7.4 Translation variant "Copy"

Basically, elements that are created on the page in German are categorized as German elements and those that are created in English are English elements:

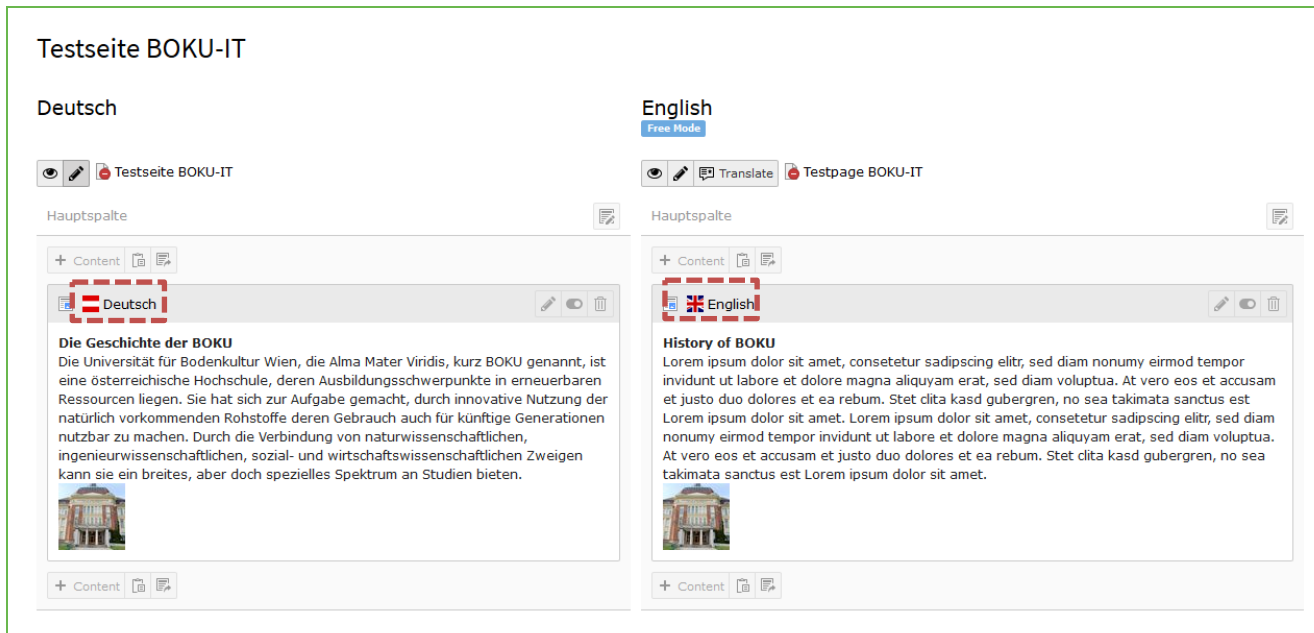


Figure 98: Individual translation

In this translation mode you can easily create any content elements in German and in English.

Select the "Copy" function via the "Translate" button and the desired content elements will automatically be copied into English. You can then adapt the elements as you wish and you still have the option of adding further content elements individually:

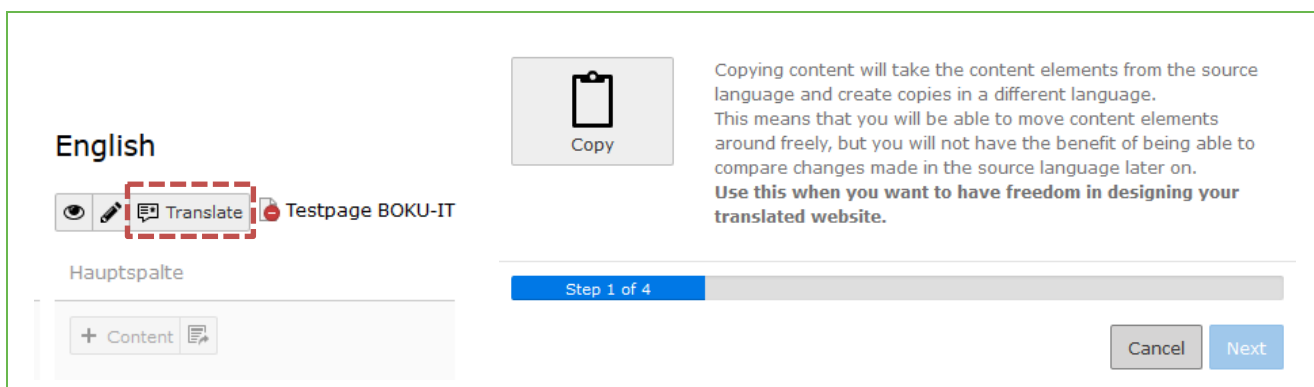


Figure 99: "Copy" translation variant

Content elements are automatically set to "hide" after they have been copied into English, so that you can still prepare them.

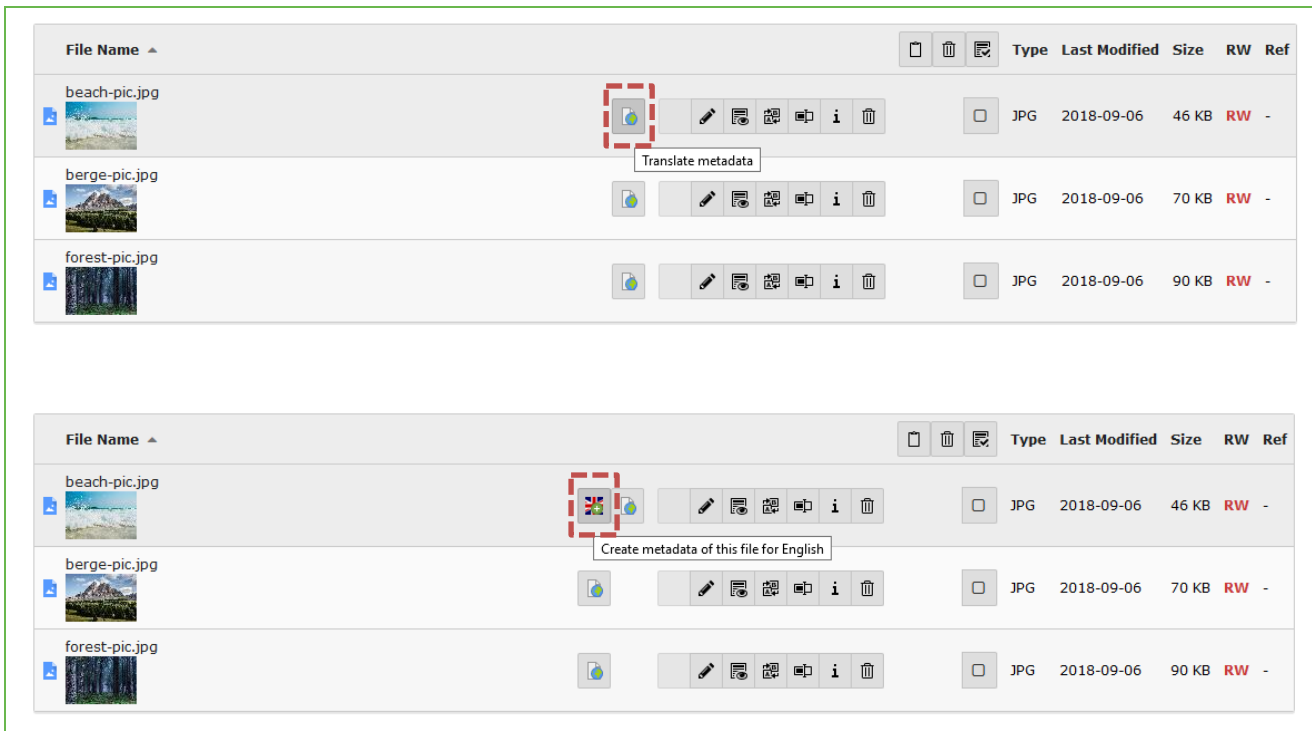
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7.5 Translation metadata

If you create translations in TPYO3, it is often useful to create the metadata of documents in the filelist as a translation as well. This concerns e.g.: especially captions or image descriptions.

Metadata of files can be translated directly in the filelist.

Simply click on the symbol with the globe and then on the green plus at the flag of the foreign language. You can then enter a translation for all metadata fields. Editing the metadata in the other language is possible at any time, simply click on the icon with the pencil:



The figure consists of two screenshots of a file list interface. The top screenshot shows a file list with three entries: 'beach-pic.jpg', 'berge-pic.jpg', and 'forest-pic.jpg'. Each entry has a set of icons. A red dashed box highlights the globe icon for 'beach-pic.jpg', and a tooltip 'Translate metadata' is shown below it. The bottom screenshot shows the same file list. A red dashed box highlights a new icon (a globe with a plus sign) for 'beach-pic.jpg', and a tooltip 'Create metadata of this file for English' is shown below it. The table below the screenshots provides the data for the files shown.

File Name	Type	Last Modified	Size	RW	Ref
beach-pic.jpg	JPG	2018-09-06	46 KB	RW	-
berge-pic.jpg	JPG	2018-09-06	70 KB	RW	-
forest-pic.jpg	JPG	2018-09-06	90 KB	RW	-

Figure 100 Translating metadata directly in the filelist

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8 Special page types

The following chapter explains special page types that can be created in TYPO3:

- Standard
- Shortcut
- Link to External URL.

All three page types are displayed quite the same in the frontend navigation, but behave differently when you select them:

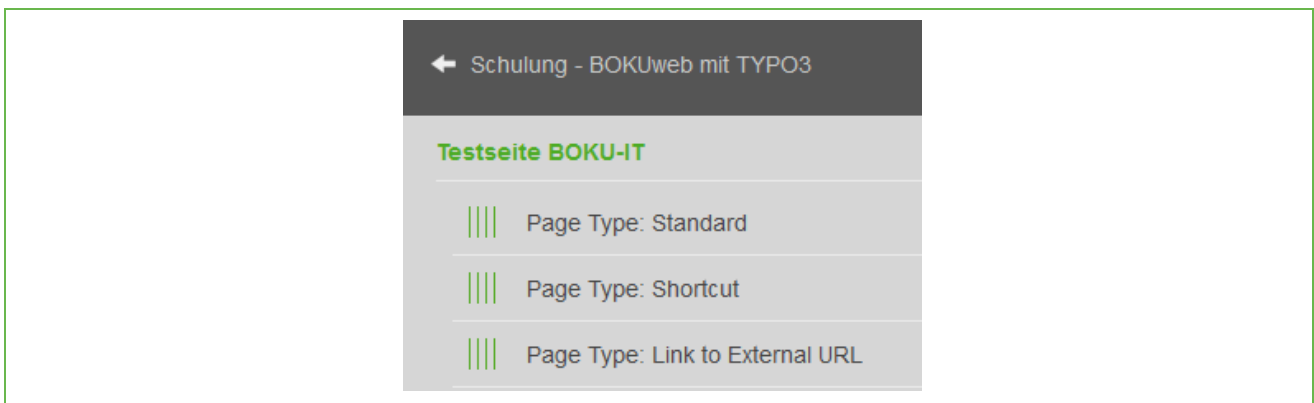


Figure 101: Display of the different page types in the frontend

When you create a new page, you can select the "Page Type" under the "General" tab:

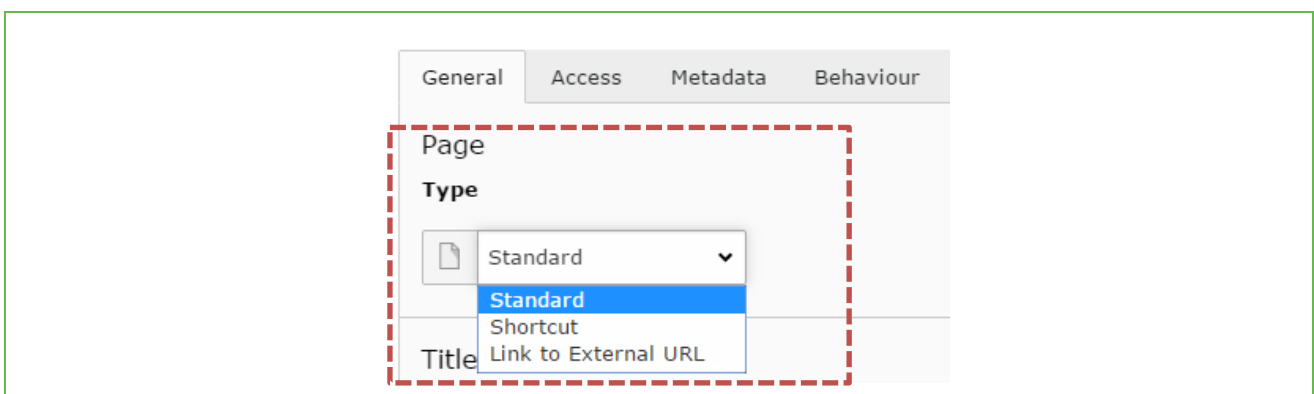


Figure 102: Create default page

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8.1 Standard page

Most of the time you will work with the Page Type "Standard".

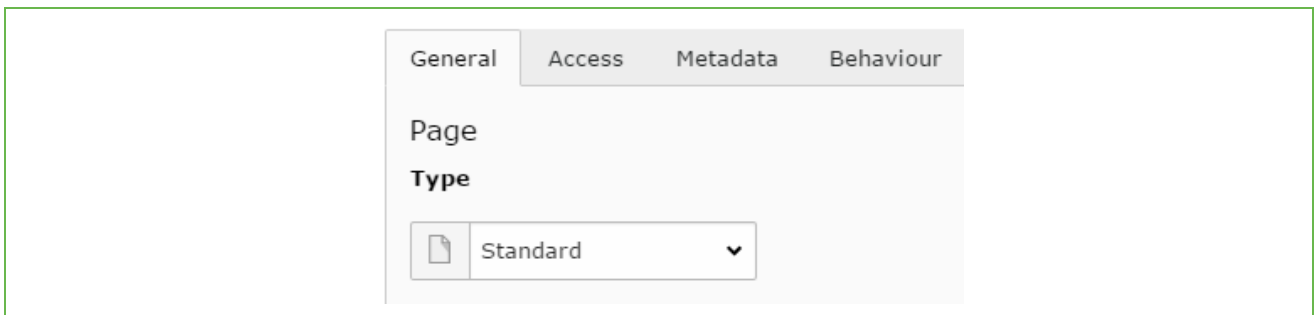


Figure 103: Page Type Standard

8.2 Shortcut

Besides standard pages, you can also use shortcuts.

This means you link to a page within BOKUweb. To do this, select the "Page Type Shortcut" and specify the page you want to link to:

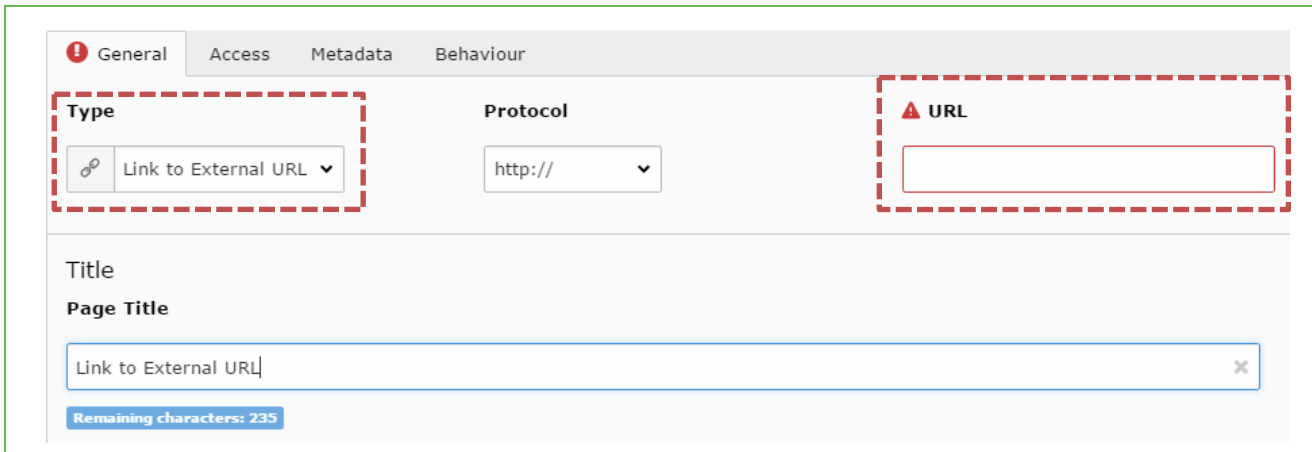


Figure 104: Create shortcut

NOTE: This page type is used to additionally link the actual page to other places in your navigation. You cannot add your own page content to a shortcut; instead, the content of the original page is displayed. For users, a shortcut can seem confusing at first, because it takes them to a completely different place in the navigation.

8.3 Link to External URL

Through this element you link to a page outside BOKUweb:



The screenshot shows a configuration form for a 'Link to External URL'. The form has four tabs: 'General' (selected), 'Access', 'Metadata', and 'Behaviour'. The 'General' tab contains the following fields:

- Type:** A dropdown menu with 'Link to External URL' selected.
- Protocol:** A dropdown menu with 'http://' selected.
- URL:** An empty text input field.
- Title:** A section with a 'Page Title' label and a text input field containing 'Link to External URL|'. Below the input field is a blue button labeled 'Remaining characters: 235'.

Red dashed boxes highlight the 'Type', 'Protocol', and 'URL' fields. A green border surrounds the entire form area.

Figure 105: Link to external URL

9 Short URLs

In BOKUweb the URL path is generated from the page tree in TYPO3. This means that the path is exactly the one where the respective page is located in the backend of TYPO3.

However, all web editors have the possibility to shorten these long URLs easily.

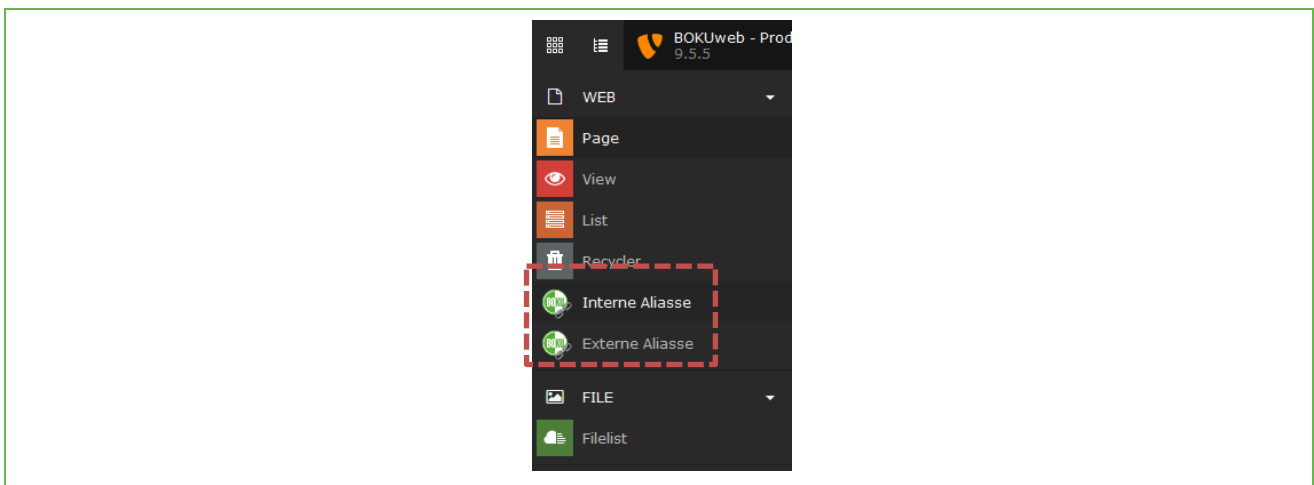


Figure 106: Create Short URLs

All information can be found on BOKUweb at: <https://short.boku.ac.at/it-short-url>

NOTE: We clearly recommend you to work with Short URLs and not to use long URL paths. Short URLs can be edited as desired and also copied back and forth between pages.

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10 News Items

Each organizational unit has the possibility to create news items via the news container in TYPO3.

These news items are automatically displayed on the OrgEh home page. The order is based on the creation date of the news item and a maximum of 12 news items are displayed at once:



Figure 107: News Items on OrgEh start page

NOTE: We clearly recommend you to work with news items and not to manually place news boxes in the lead image of the OrgEh home page.

Furthermore, it is possible to switch news items that have been created at the OrgEh to higher levels, i.e. to make them a **top story**.

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All information about how Top Stories get into BOKUweb can be found at BOKUweb:

<https://short.boku.ac.at/top-storyst>

10.1 Create News Item

To create a news item, it is necessary to switch to the list view:

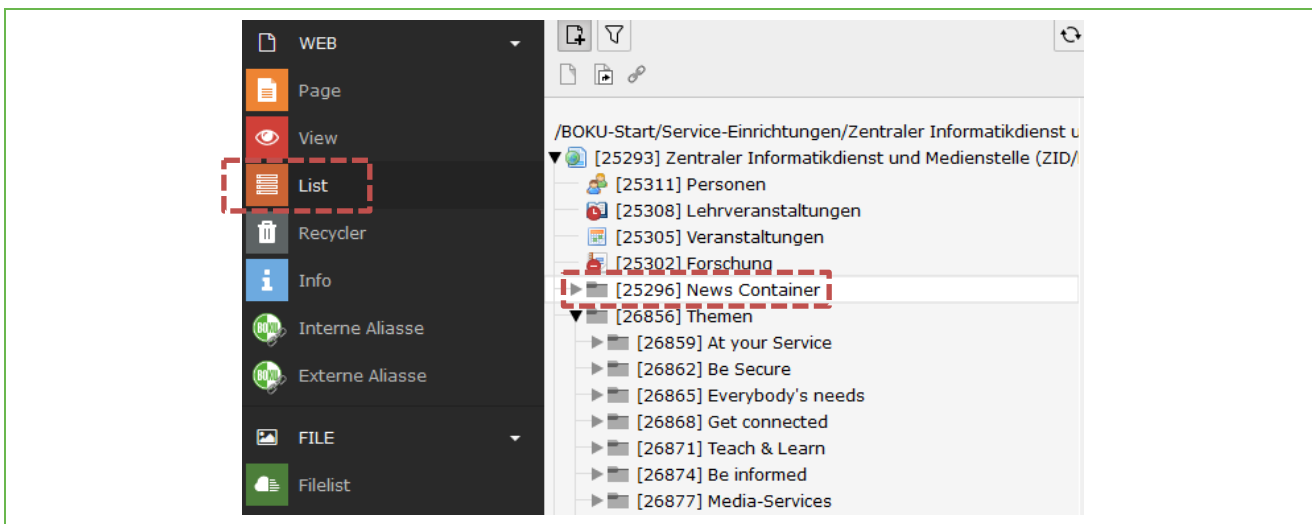


Figure 108: News container via list view

In the News Container you can then create a new element by clicking on the gray plus:

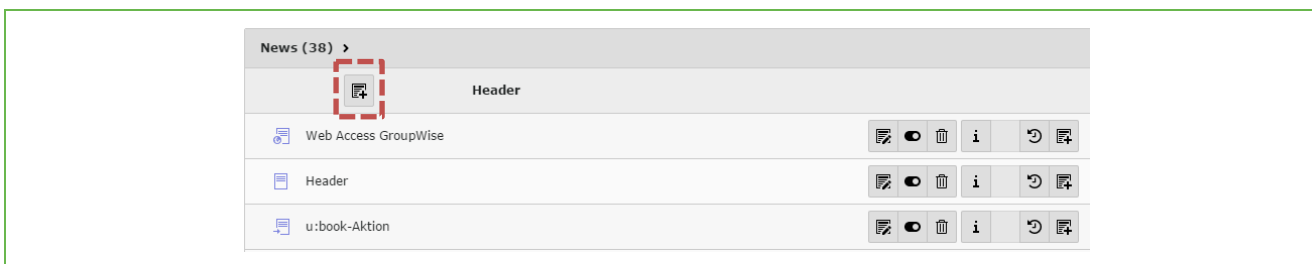


Figure 109: Create news item

After clicking on the gray plus, you can fill in all relevant fields of the news item.

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In the field "**Type**" you can determine the **type of the news item**. There are three different variants to choose from:

- News
 - Standard variant
 - News with detail text and a picture
 - Multiple images are not possible in this variant.
- Internal link
 - News is linked to internal page in BOKUweb.
 - Internal page can be designed in any way: Image galleries, grid elements, subpages, videos etc.
 - All content elements in the BOKUweb are available for the design of this page.
- External Page
 - News is linked to external pages, outside the BOKUweb.

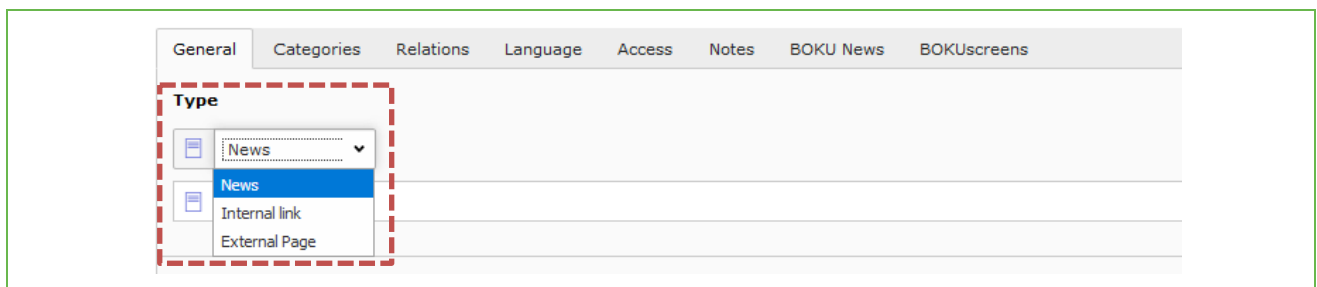


Figure 110: Set the type of the news item

The box of the news item is composed of header, subheader and teaser.

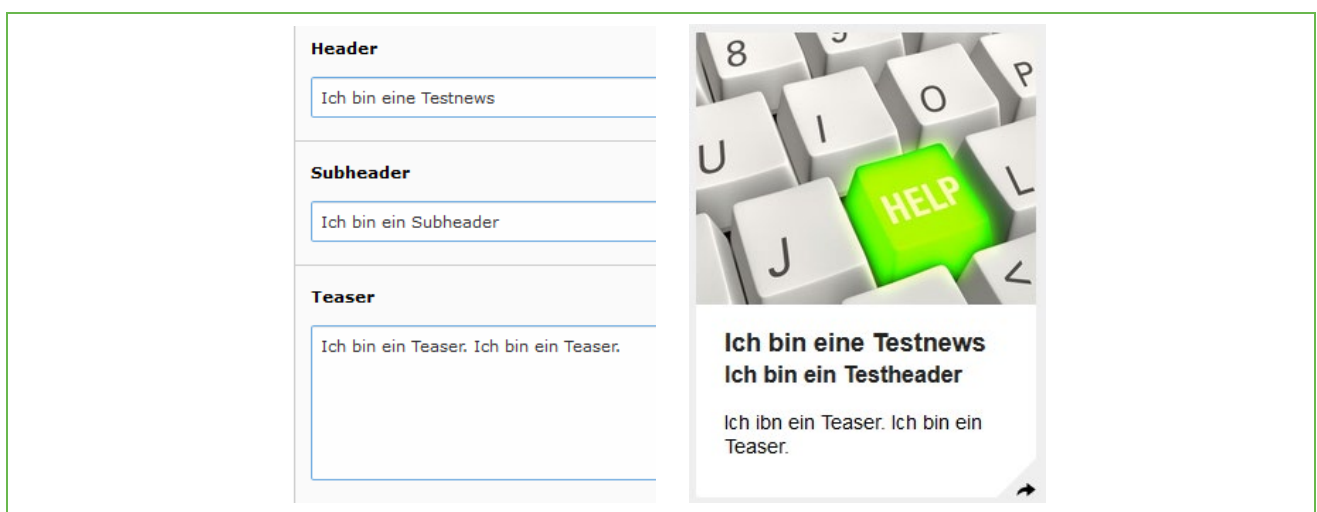


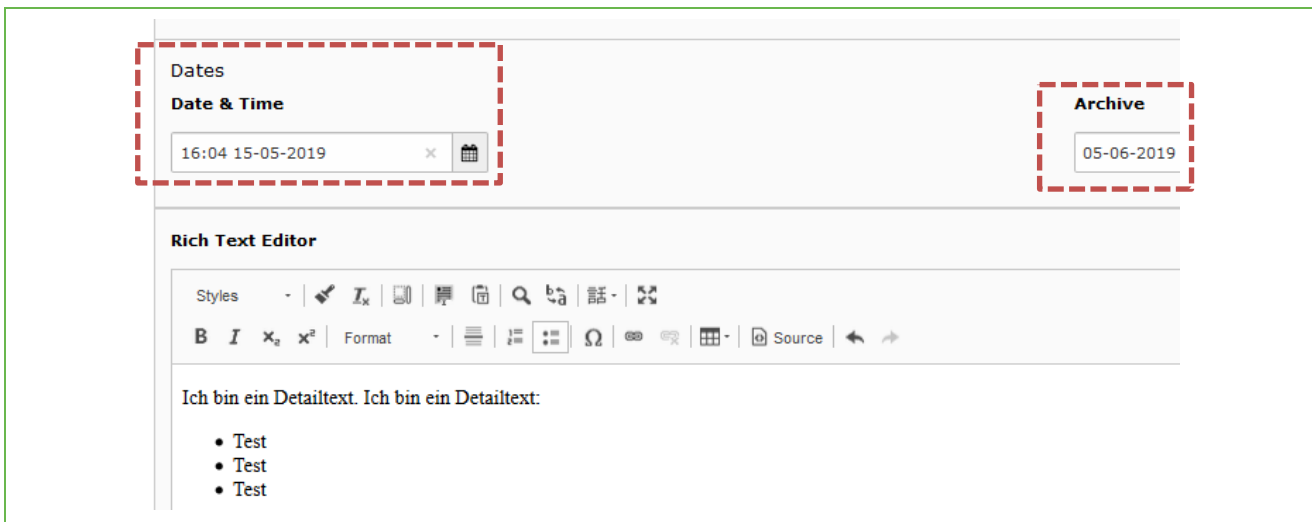
Figure 111: Fill header, subheader, teaser of the news item

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In the field **"Date & Time"** the current time is entered automatically, but you can change it manually at any time. This field determines the order of the news items in the frontend - the most recent item is always in first place.

With the field **"Archive"** you can determine when your news item should be moved to the news archive or when the news item should no longer be visible in the frontend.

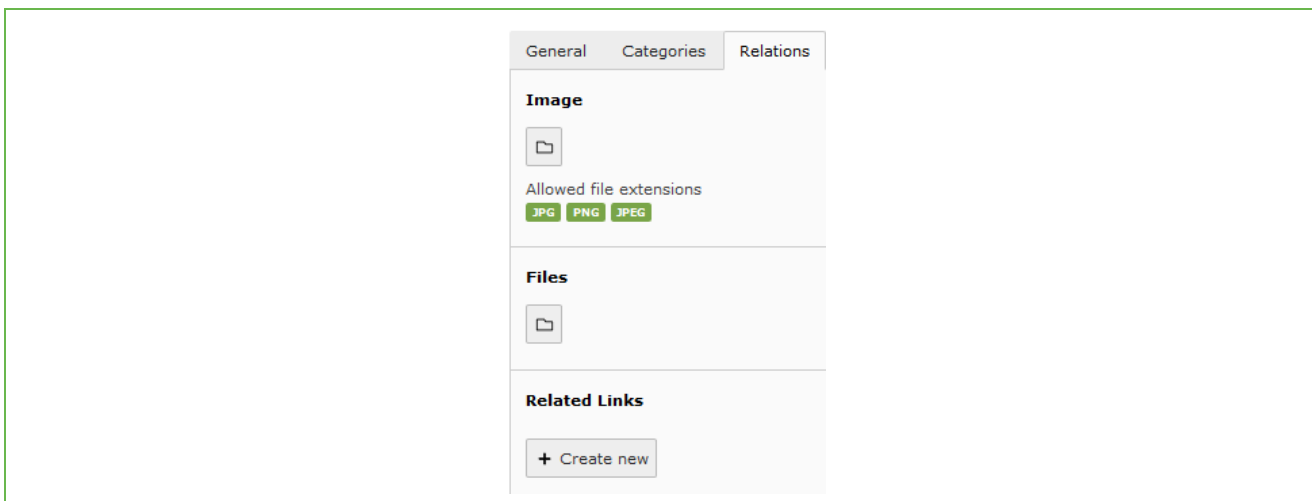
NOTE: Here it is important to consider that you should always store **+1 day** for the archive date. So if you want a top story to be online until 01.01.2016, you have to set the archive date to 02.01.2016.



The screenshot shows a form with two main sections. The first section is titled "Dates" and contains a "Date & Time" field with the value "16:04 15-05-2019" and a calendar icon. The second section is titled "Archive" and contains an "Archive" field with the value "05-06-2019". Below these fields is a "Rich Text Editor" with a toolbar and the text "Ich bin ein Detailtext. Ich bin ein Detailtext:" followed by a bulleted list of three "Test" items.

Figure 112: News Item desktop

In the "Relations" tab it is possible to add images, files and links to the news item:



The screenshot shows the "Relations" tab of the form. It has three sections: "Image" with a folder icon and "Allowed file extensions" (JPG, PNG, JPEG); "Files" with a folder icon; and "Related Links" with a "+ Create new" button.

Figure 113: Add images, files and links to top stories

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In the "**Language**" tab you define the language of the news item and in the "**Access**" tab you can set a "Publish Date" and if necessary also an "Expiration Date":



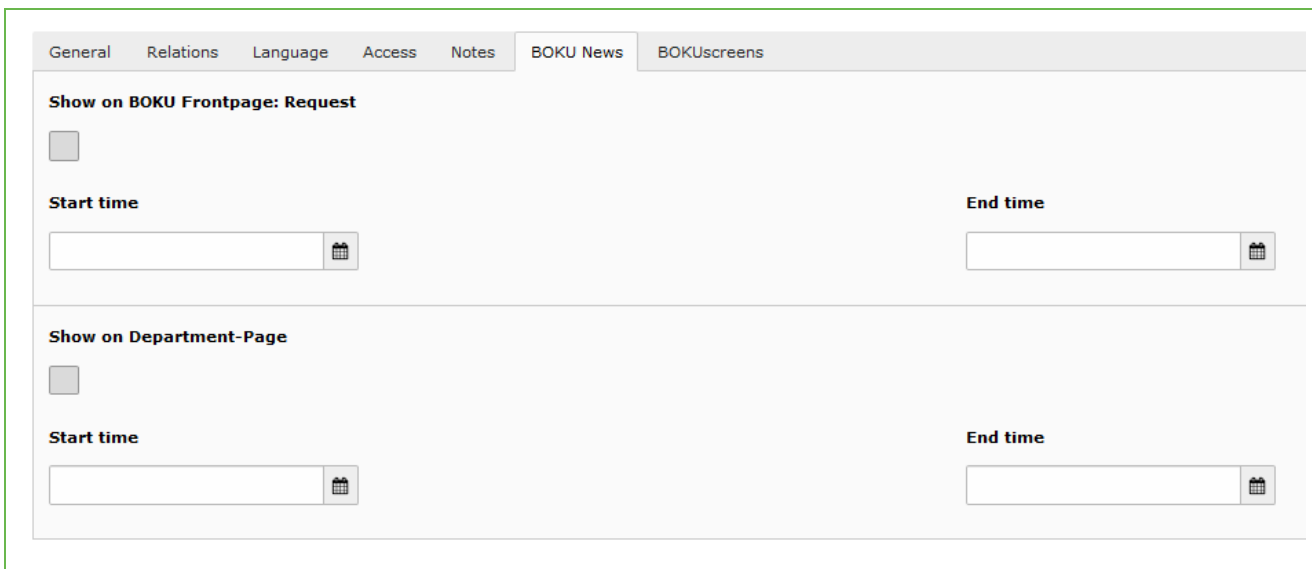
The screenshot shows the BOKU-IT interface with the following elements:

- Navigation tabs: General, Categories, Relations, **Language** (highlighted with a red dashed box), Access, Notes, BOKU News, BOKUscreens.
- Section: **Hide** with a toggle switch.
- Section: **Publish Dates and Access Rights**
 - Publish Date**: A text input field with a calendar icon (highlighted with a red dashed box).
 - Expiration Date**: A text input field with a calendar icon (highlighted with a red dashed box).

Figure 114: Determine language and access for news item

NOTE: If you set an "Expiration Date", your news will not be documented in the news archive!

In the tab "**BOKU News**" you can correctly fill in the fields of those levels on which you would like your news item to be displayed. For the "Department-Page" no special approval is necessary, for all other levels a special approval is required.



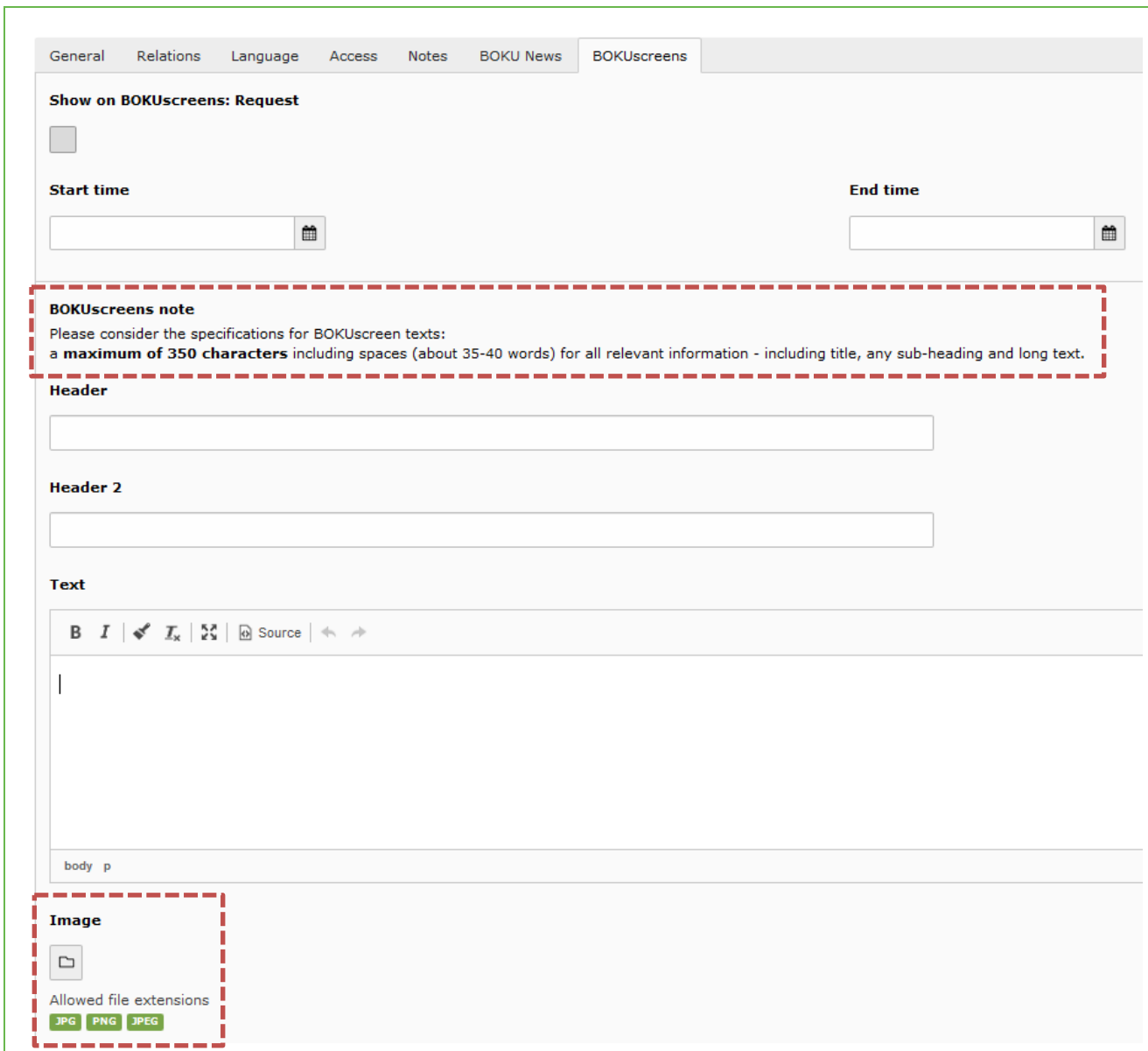
The screenshot shows the BOKU-IT interface with the following elements:

- Navigation tabs: General, Relations, Language, Access, Notes, **BOKU News** (highlighted), BOKUscreens.
- Section: **Show on BOKU Frontpage: Request**
 - Checkbox:
 - Start time**: Text input field with calendar icon.
 - End time**: Text input field with calendar icon.
- Section: **Show on Department-Page**
 - Checkbox:
 - Start time**: Text input field with calendar icon.
 - End time**: Text input field with calendar icon.

Figure 115: Show news item on higher levels

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It is also possible to display your news item on the BOKUscreens. For this you have to fill in all fields in the tab "**BOKUscreens**" correctly:



General Relations Language Access Notes BOKU News **BOKUscreens**

Show on BOKUscreens: Request

Start time **End time**

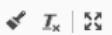



BOKUscreens note

Please consider the specifications for BOKUscreen texts:
a **maximum of 350 characters** including spaces (about 35-40 words) for all relevant information - including title, any sub-heading and long text.

Header

Header 2

Text

B I |  |  Source |  

|

body p

Image

Allowed file extensions

JPG PNG JPEG

Figure 116 News Item Display on BOKUscreens

Please note that you have to enter a separate text for the BOKUscreens and that the image for the BOKUscreens also has to meet the corresponding requirements. If required, you also have the option of storing an **alternative image for the BOKUscreens** (in addition to the regular top story image).

BOKU-IT

10.2 Preview News Items

If you have created a news item, you have the possibility to display a **preview**.

Edit the news item and simply click on the icon with the eye "View". After that, a preview of the news item will open in a separate tab of your browser:

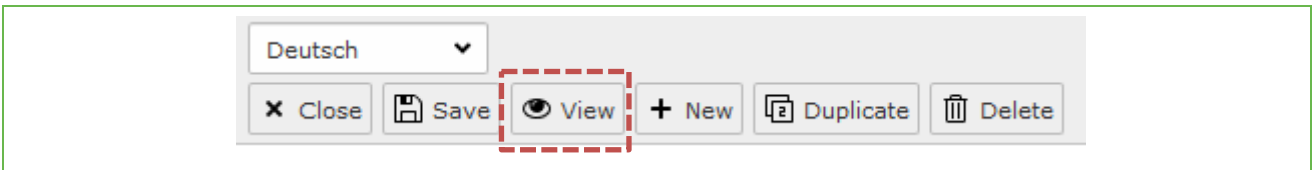


Figure 117 Show preview news item

NOTE: Make sure your news item is hidden before previewing it. This will ensure that the news item is not yet published.

In the preview you can see at a glance how the element looks like on **different circuit levels** (BOKU home page, BOKU screens, detail view, etc.) and whether you should still make changes to the image and/or text, if necessary.

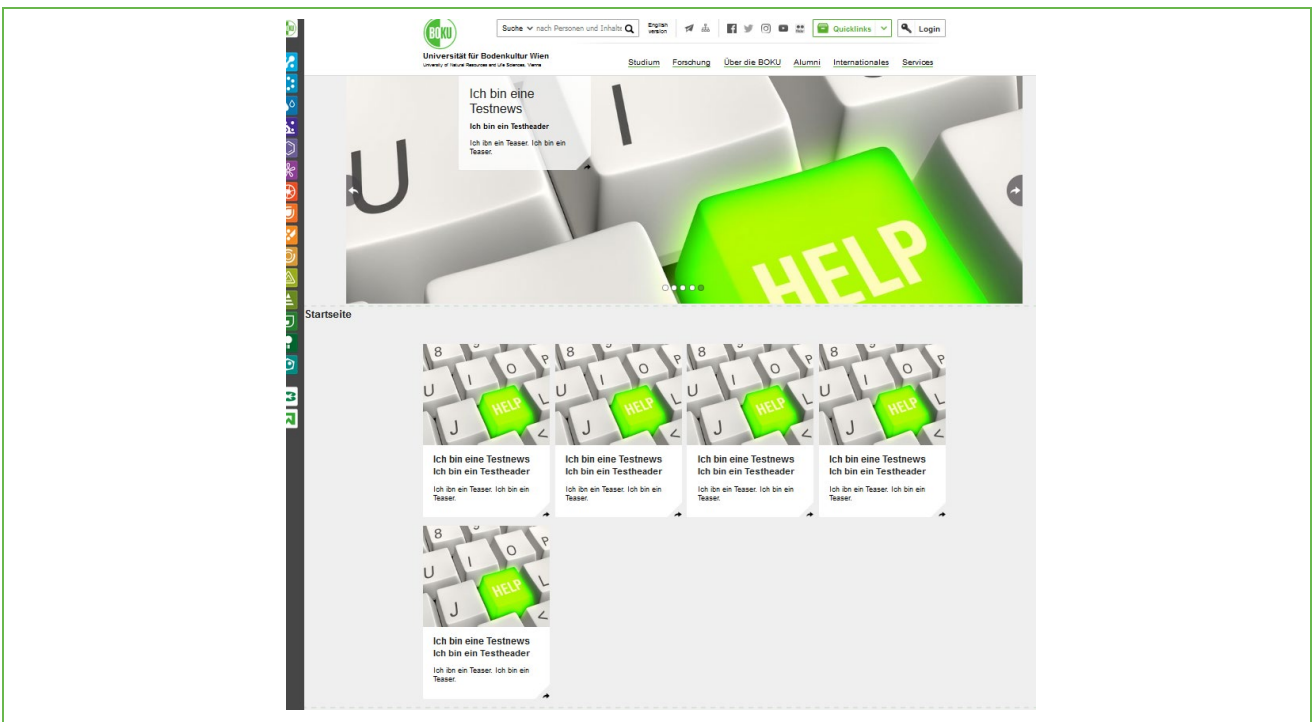


Figure 118: Preview news item on different levels

BOKU-IT

10.3 Translation News Item

Basically you can create news items in German and in English. To do this, simply select the appropriate language in the "Language" tab:

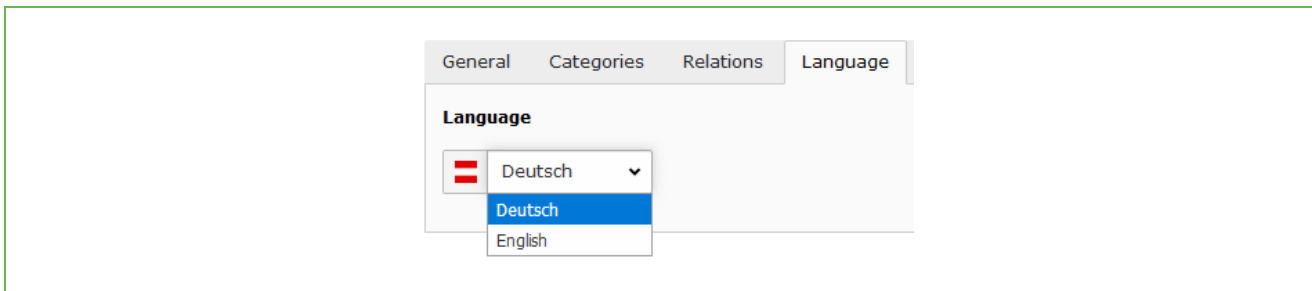


Figure 119 Selecting the language of the news item

However, the option of a dependent translation of news items is also available. To do this, select the "Localize to" option from the list view:

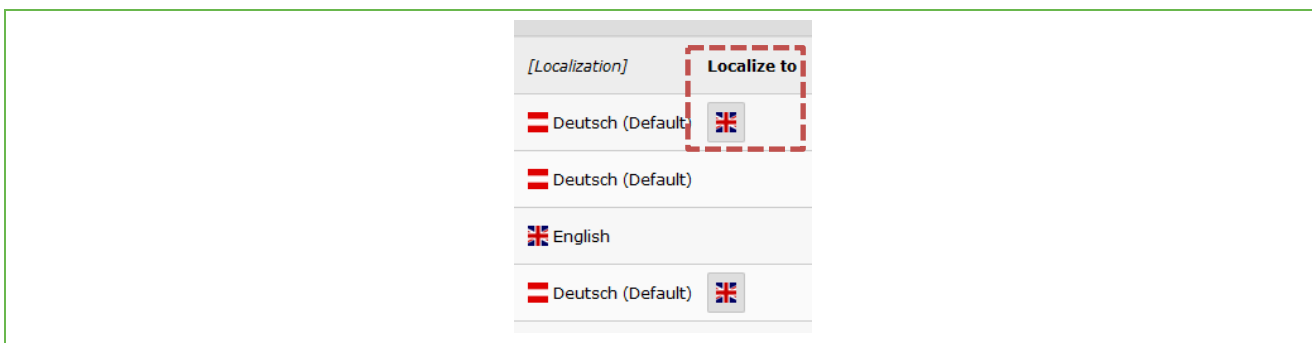


Figure 120 Translation News Item with "Localize to"

In this translation variant, the elements in the database are linked to each other. All information from the original element (German) is automatically included in the translation. This includes files, links and images.

Changes in the original element are also displayed directly in the news item:

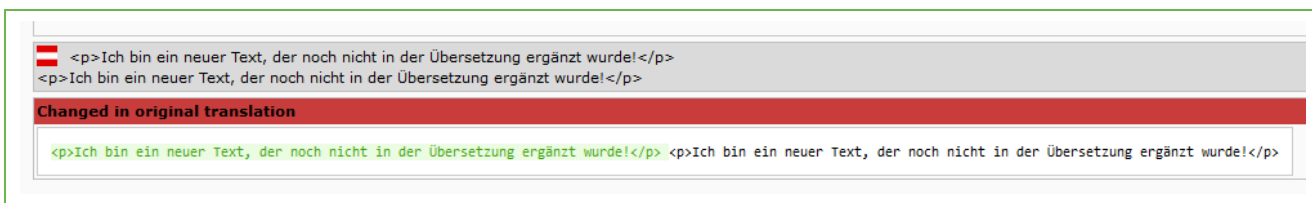


Figure 121: Changes original element are highlighted

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However, switching and publication times can be individually determined in this variant - if required:



The screenshot shows a metadata configuration interface with several tabs: General, Categories, Relations, Language, Access, Notes, BOKU News, and BOKUscreens. The 'BOKU News' tab is active. Under the heading 'Show on BOKU Frontpage: Request', there is a checkbox and a red and white flag icon with the text 'No'. Below this, there are two columns for 'Start time' and 'End time'. Each column has a date input field with a calendar icon. Under each date field, there is a 'Translation behavior' section with two radio button options: 'Custom value' and 'Value of default language'. The 'Value of default language' option is selected in both sections. A red dashed box highlights the 'Translation behavior' section for the 'Start time' field.

Figure 122: Individual metadata determinable

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11 Important information about BOKUweb

How is the homepage of my organizational unit structured? Which information in the BOKUweb can I edit/change myself where and which are automatically generated?

These and of course many other questions regularly arrive at us via the BOKU-IT Hotline. We have therefore compiled all the important information for you at the following address:

<http://short.boku.ac.at/it-info-bokuweb>

12 DOKU: Bugs in the BOKUweb

On these pages web editors will find information about small bugs in the BOKUweb, for which there is no solution at the moment, so we cannot fix them - in the medium term - yet:

<http://short.boku.ac.at/it-bugs-bokuweb>

13 Online information about TYPO3

Information about the BOKUweb with TYPO3 can be found online at:

<http://www.boku.ac.at/typo3einf/>

General information about TYPO3 can be found here: <http://typo3.org/>

14 Alternatives to TYPO3

If you are considering using TYPO3 also as a content management system for private projects, please keep in mind that although TYPO3 is very easy and convenient to use for web editors, the implementation, configuration and administration of a TYPO3 system represents a very high professional effort.

TYPO3 is primarily suitable for the web presence of a large company with many web editors.

For smaller projects with a smaller editorial team, there are more suitable content management systems.

BOKU-IT

History

Last change: 14. Juli 2023

The **current version** of this documentation can be found on the BOKU-IT service pages at: <http://short.boku.ac.at/it-typo3>

Document		BOKUweb mit TYPO3	BOKUweb_with_TYPO3_EN_V.3.0.8
Source document		BOKU	---
Update date/ Author	Version	Changes	
2019-05-17 (MO/ZID)	3.0.0	New documentation created after TYPO3 upgrade.	
2019-10-24 (MO/ZID)	3.0.1	Update top stories (target group specific news items no longer possible)	
2019-10-24 (MO/ZID)	3.0.2	Update Chapter News Items	
2019-12-11 (MO/ZID)	3.0.3	Update chapter News Items (BOKUscreens Preview)	
2020-02-10 (MO/BOKU-IT)	3.0.4	URL segment updated	
2021-01-27 (MO/BOKU-IT)	3.0.5	Top stories info updated	
2021-04-08 (MO/BOKU-IT)	3.0.6	Link at Top Stories corrected	
2021-06-29 (MO/BOKU-IT)	3.0.7	Note Media Element and Secure Filelist	
2022-10-18 (RW/BOKU-IT)	3.0.8	BOKU-IT Hotline → boku-it@boku.ac.at	
2023-07-14 (JM/BOKU-IT)	3.0.9	News Items: Display is limited to 12 news items	