



# Basic Content Management Introduction

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## Logging into the editing process

To begin editing your website you use your username and password to access your website's backend.

The backend of your website can be found by adding "/typo3" to your website's address.

(For example, our site's backend is located at [mcwebs.com.au/typo3](http://mcwebs.com.au/typo3) )

Enter your username and password in the relevant boxes.

If you don't know your password or username contact [support@mcwebs.com.au](mailto:support@mcwebs.com.au)

mcwebs

Login to the TYPO3 Backend on .com.au

Username: webmaster

Password: [masked]

Login

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[TYPO3.org](#) | [Donate](#)

Once you have entered your username and password click the **Log In** button.

You will see a page similar to the one below and you are now ready to begin to edit a page on your website.

mcwebs

▼ WEB

Page

View

List

▼ FILE

Filelist

Home

- Home
- Second Page
- Third Page
- Contact Us
- Fifth Page
- Sixth Page
- Seventh Page
- Eighth Page
- Ninth Page
- Spam
- Contact
- Footer

Web>Page module

Please click the page title in the page tree to the left

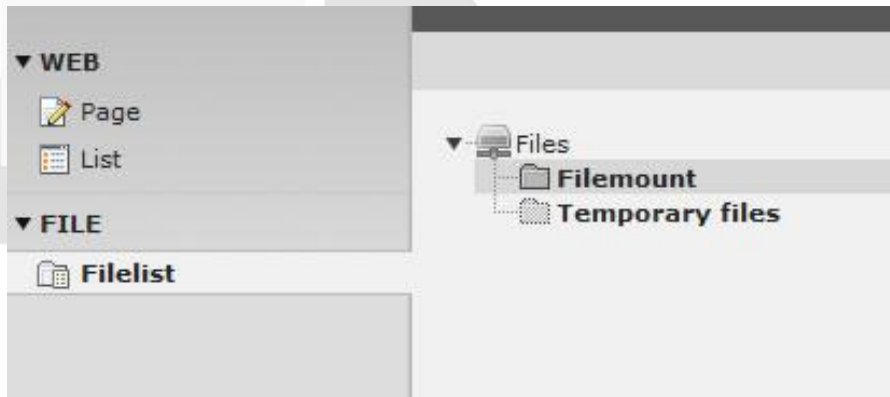
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## Uploading files to your website

To use pictures and media (or other files) on your website you first need to upload (copy) your files to your website's **Filelist** (Library)

Begin by clicking on the **Filelist** icon on the far left hand side of your open page (located under **File**)

## Creating folders

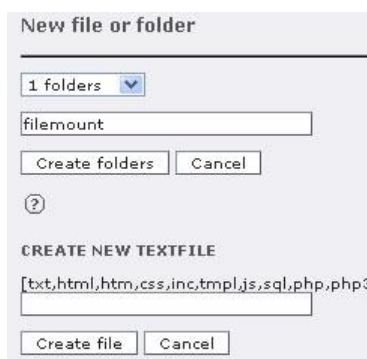


1. It is a good idea to organise your files into folders. To add a folder click on Files and then click on the **New** icon.



2. Enter the name for your new folder. Click on the **Create folders** button to create your folder.

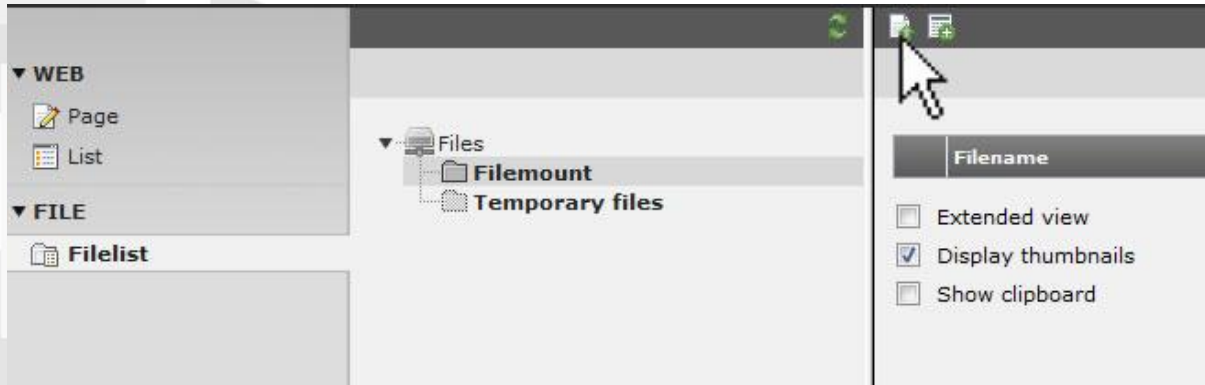
You should see your new folder in your files area.

A screenshot of a 'New file or folder' dialog box. It has a dropdown menu set to '1 folders'. Below it is a text input field containing 'filemount'. There are 'Create folders' and 'Cancel' buttons. Below that is a help icon. Further down, there is a section titled 'CREATE NEW TEXTFILE' with a list of file extensions: '[txt,html,htm,css,inc,tmpl,js,sql,php,php:'. There are 'Create file' and 'Cancel' buttons at the bottom.

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## Uploading Files

1. Click on your **Folder** and then click on upload files icon.



2. Then select a file by browsing your computer to upload it and add to your website.

(Note: When browsing for your file, click on the **Open** button to choose the file)

Depending on the size of your file and the speed of your Internet connection you may have to wait for some time. Most browsers have an icon in the top right of their screens. If the icon is animated the file is still being copied to your website.

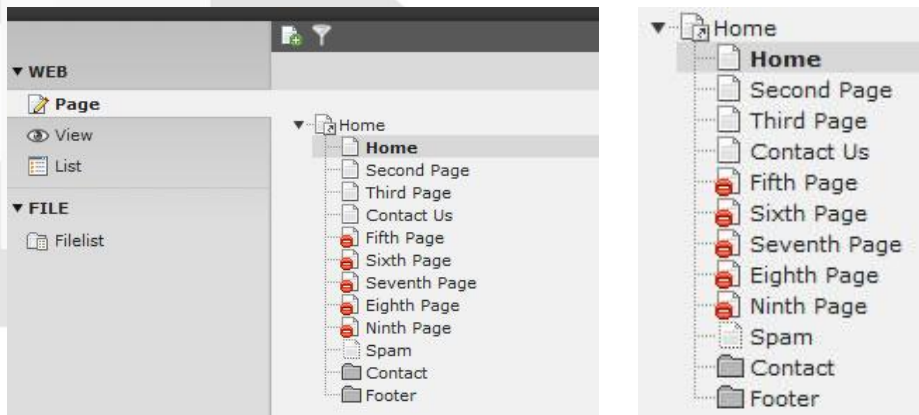
For optimum website performance we would recommend files to be less than 2mb (10mb max)

For large PDF files it is probably best to upload one file at a time. This is the same process that you use to upload photos and images.

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## How to add and edit content on a page

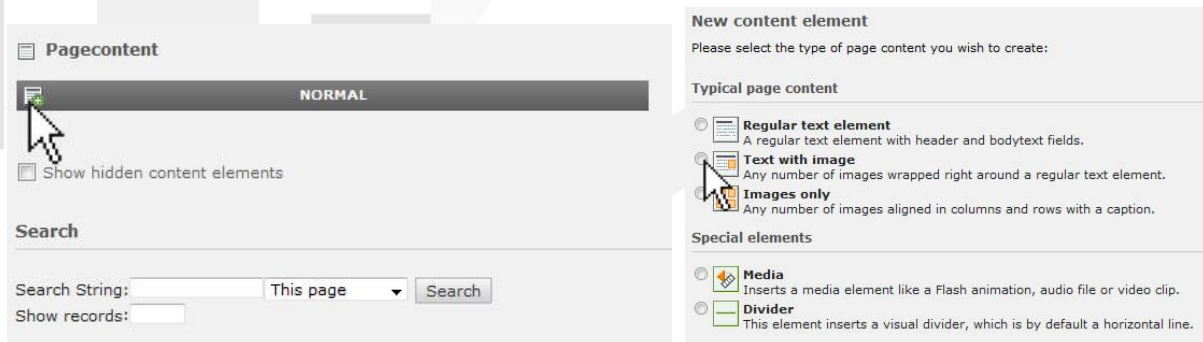
1. To begin editing your website's pages click on the **page** icon or link on the far left hand side. The "tree" which results from clicking on the page link represents the pages on your website.



2. Click on a page's name [for example: home]. These names are usually the headings for each page.

On a page, content is arranged in "blocks". This is web-speak for using subheadings.

3. To add new content to a page select the page and click on the **New Content** button.



4. Two of the most common content types:  
These are the **Regular text element** and **Text with image**. **Text with image** usually means that you will include photographs or other images.

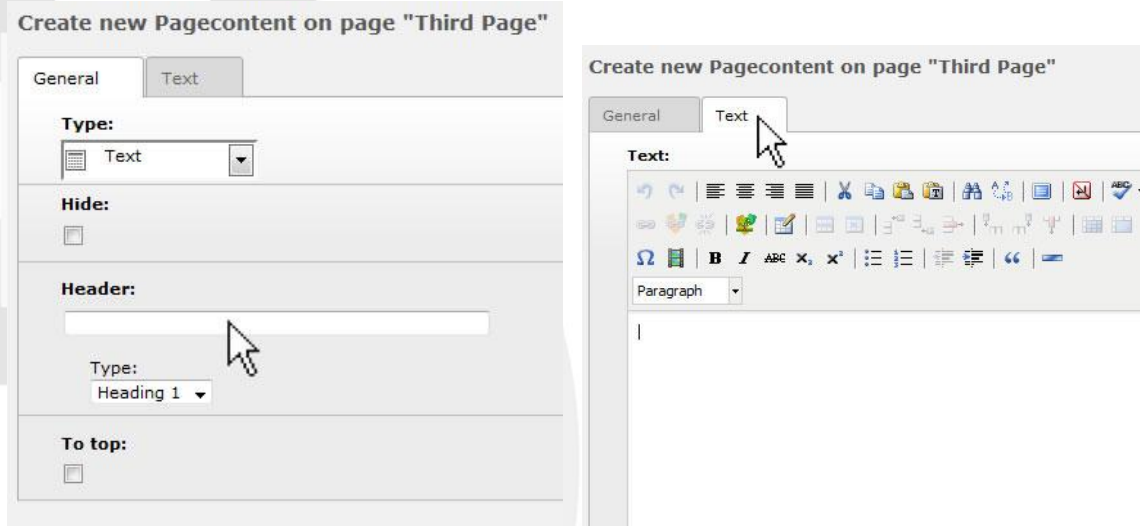
One other useful content type is the **Divider**.

You can use this to break up multiple content blocks to add to the look and feel of your site.

Choose the one which is most appropriate. (You can always change your mind later)

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- Once you have chosen the content type, fill out the **General** input box which provides a title for your content block.  
(To change the content type, use the drop down box)



You can type directly into the text box by clicking the **Text** tab.

- If you are copying text from another source it is best to paste it using the **Paste text** button. This process removes any coding or formatting which may conflict with your website.
- When you have completed your editing click on either **Save**, **Save & view** and **Save & close** which can be found on the top of each page.



To make further editing changes to existing content click on the **edit** icon.



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## Adding Headings and Blockquotes”

You have the ability to add and edit different types of text on your site.

**Blockquotes** and **Headings** allow you to enhance content while keeping the “look” of your website consistent.

These text types are:

**Blockquote, Heading 1, Heading 2** and sometimes **Heading 3**.

**Headings** are larger text useful for breaking up text subjects.

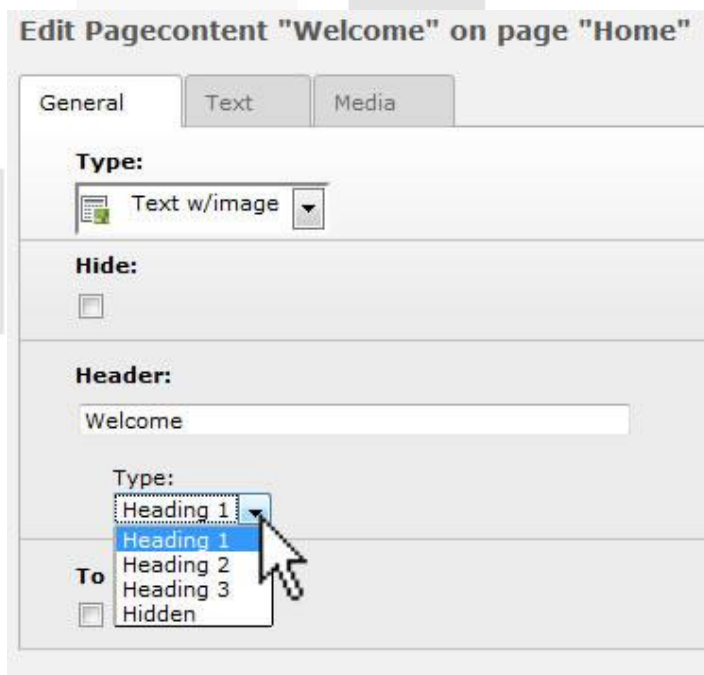
The **Blockquote** is useful for quotes and other parts of text you wish to enhance.

## Headings 1, 2 & 3

You can access **Headings** from two locations.

Firstly, from the **General** tab:

Click the dropdown box below the title **Type**:



The screenshot shows a web editor interface titled "Edit Pagecontent 'Welcome' on page 'Home'". It features three tabs: "General", "Text", and "Media". The "General" tab is active. Under the "Type:" label, there is a dropdown menu currently set to "Text w/image". Below this is a "Hide:" checkbox which is unchecked. The "Header:" section contains a text input field with the word "Welcome". Below the header field, there is another "Type:" dropdown menu which is open, showing a list of options: "Heading 1", "Heading 1", "Heading 2", "Heading 3", and "Hidden". A mouse cursor is pointing at the first "Heading 1" option. To the left of this dropdown is a "To:" label with an unchecked checkbox.

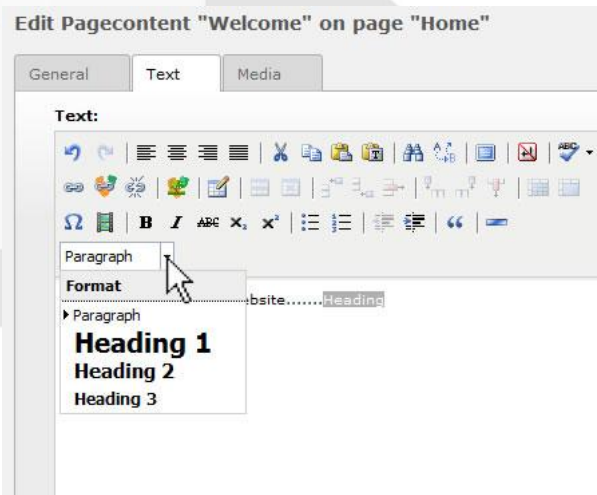
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The Second option is to click on the **Text** tab.

Once in the **Text** tab, click the dropdown box that says **Paragraph**.

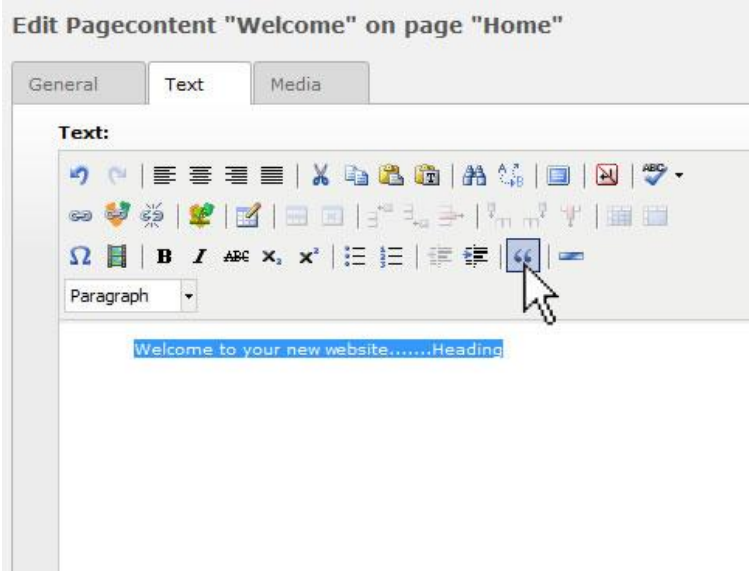
Here you can select fonts **Paragraph** (default) and **Headings 1-3**.

You can select the one you want and start typing or alternatively you can highlight text you wish to change and then select one of the options.



## Blockquotes

To change your text to a **Blockquote**, Highlight the text you wish to enhance and click the **Blockquote** button. (You will see the text displays as indented in the editor)



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## Adding an image or photo to content

Once you have uploaded a picture or image to your **Filelist**, you can then add it to your content.

1. As per text content:

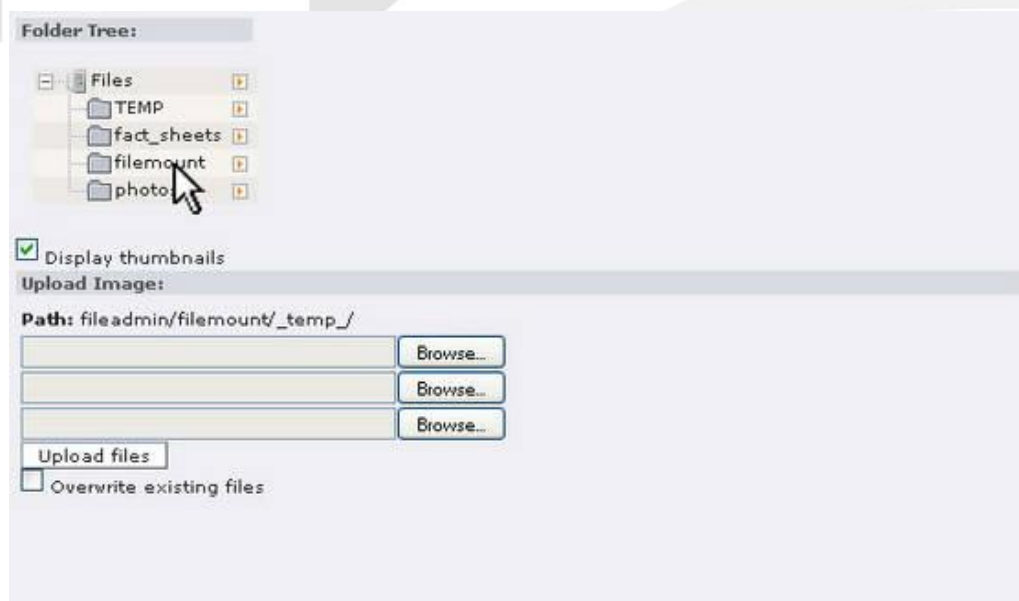
Click on the **page** icon on the far left of the page and then choose the page to which you want to add an image or a photo. Click on edit in the particular content block that you want to add the image.

(You will need to check that you have chosen the content type **text w/image**. If you haven't, select this type on the **General** tab (this will not affect any text that you have added already.)

2. Click on the **Browse for files** button to select your image from the **Filelist**.



3. Select the folder that contains your file

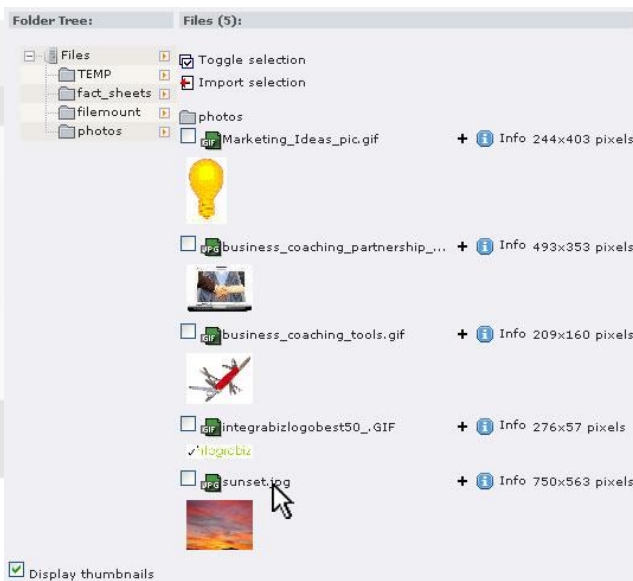


Select the **Display thumbnails** button to preview the images.

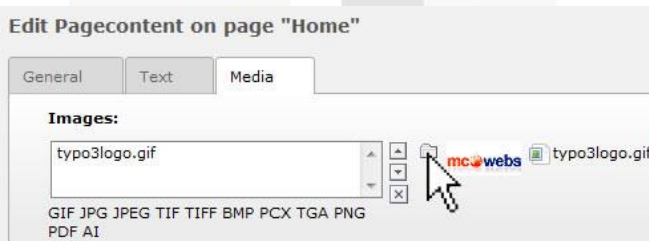
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4. Click on the title of the file to select the image.

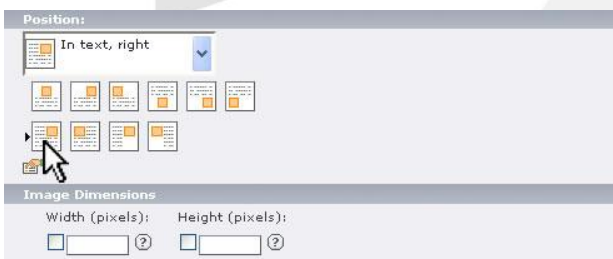
To select multiple files, check the boxes to the left of the files and click **Import selection** (at top)



5. Your image/s will now be shown in the **Images** list on your page in the **Media** tab.



6. Click on the position of the image in relation to the text, this will then insert the image into your chosen position.



7. You can adjust the **Height** or **Width** of your image in pixels (you may need to **Save & View** between each of the changes to get the desired size)
8. You can enable either **Click Enlarge** or **Click & Link**. When someone clicks on the image on your website it can either expand or link to a larger size, or to another area of your site.
9. Save your content block and it should immediately be shown on your website.



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## Adding Links

You have the ability to link text and images on your site.

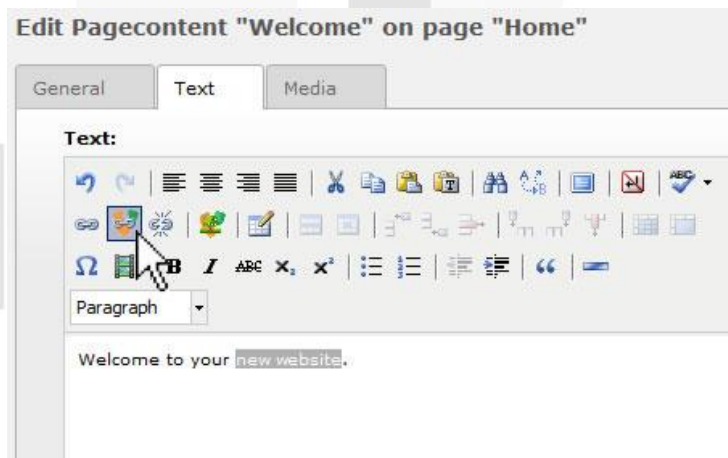
The 4 types of links are:

- Places on the site (Internal page)
- Files (from **Filelist**)
- External URL  
(You are able to link to other websites but **we do not recommend too many external links as it will direct traffic away from your website**)
- Email

## Linking Text

To link text:

- Go into the **Text** tab of a page Content Block
- Highlight the word/s you wish to turn into a “Hyperlink” and click the **TYPO3 Links** icon

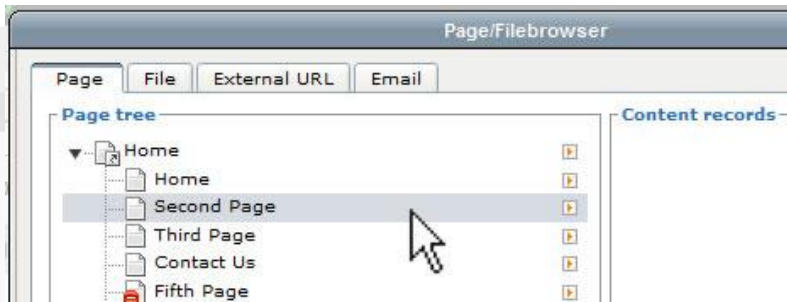


- Once you have clicked the **TYPO3 Links** icon, a window will open with the 4 link options as tabs.
- Select the tab with the type of link you wish to create.

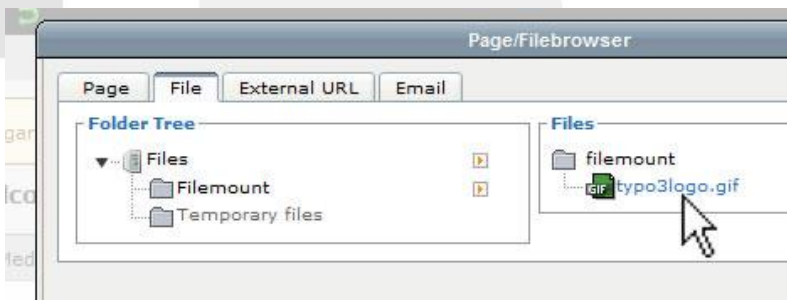
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The following images show how these links types can be used.

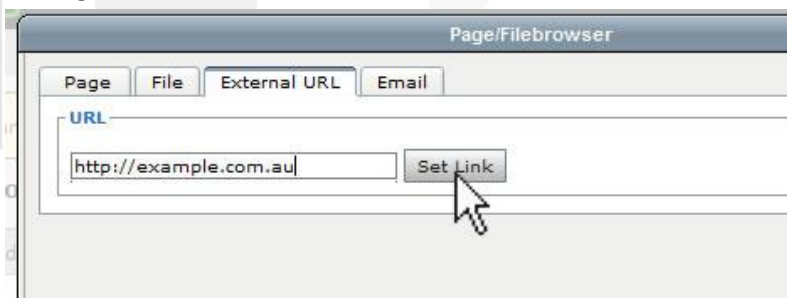
Linking to a place on the site (Internal **Page**):



Linking to a **File** (From **Filelist** – In this case, an image):



Linking to an **External URL**:



Linking to an **Email**:

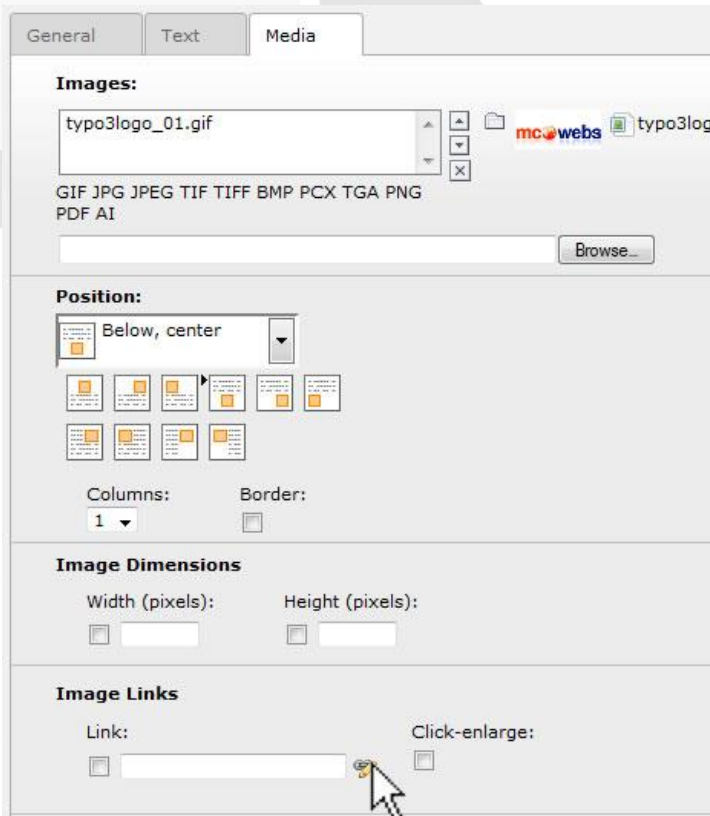


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## Linking Images

Linking an image is largely the same as linking text only it is done from the **Media** tab instead of the **Text** tab.

Once inside the **Media** tab, click the **Link** icon below the title **Image Links**.



Clicking the **Link** icon will bring up the same menu functions to the one used for linking text (in the previous help section).

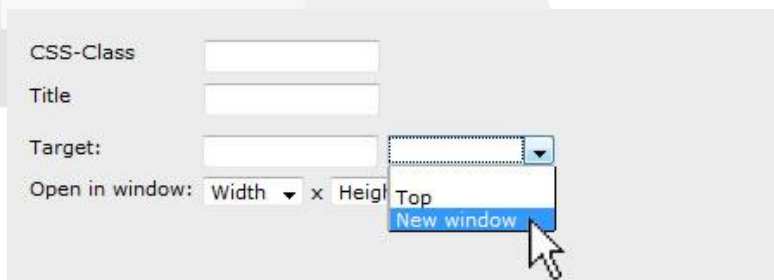
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## Making links open in a new browser window

When Linking **Images**:

- After clicking the **Link** icon you will see a dropdown menu at the bottom of the pop up window containing the link types.

Select **New window** from the list.

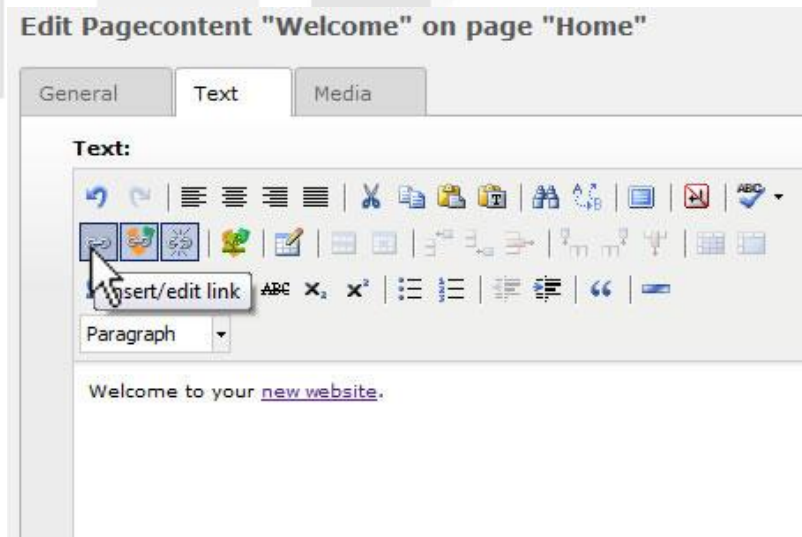


When Linking **Text**:

Firstly Click on the highlighted (linked) text in the **Text** tab.

You will then see the 3 link icons engage.

Click the **Insert/Edit link** button on the left side.

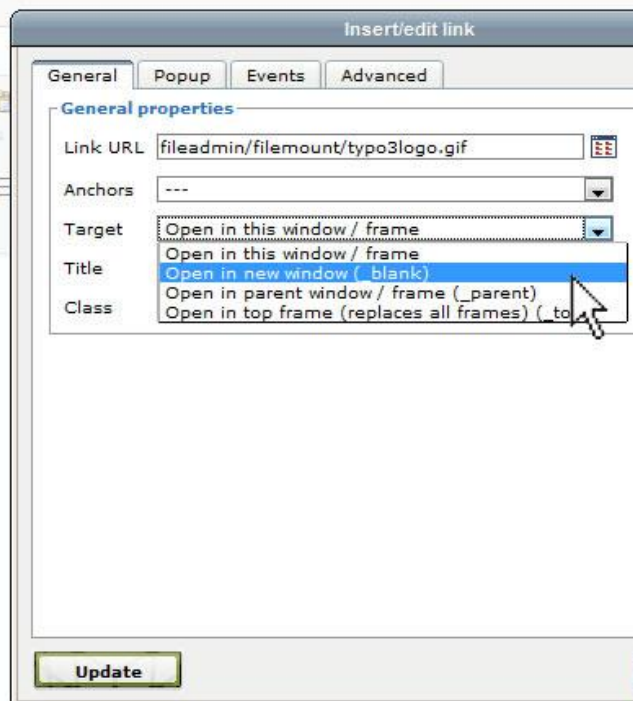


A new window will open.

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Click the dropdown box next to the title **Target** and change the option to “Open in a new window (\_blank)”

Once selected, click **Update** located at the bottom of the window.



## Search tool in Typo3

To search all content or pages on your site:

1. Simply Click on the **Search** (Magnifying Glass) icon at the top right of the screen.



2. Type in the content or file you wish to find and press **<Enter>**

If what you are looking for can be found, you will see a list with one or more items referring to the item you have searched for.

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## For the “Unlimited Website” Package

### Inserting a new page

Your web site will come with set pages and content. It is an easy task to insert a new page.

1. Right Click on the page icon associated with the main heading to which you want to add another page. Select **New**.
2. Choose whether you want your page to be a sub-page of the page you've selected or a page after.
3. Enter page title and save. Your new page will be now included in the “tree”. You can add to the new page by clicking on it and then adding new content (as per the “**How to add and edit content on a page**” section).

### How to change the name of a page

#### **WARNING:**

Google knows your page by name, changing it loses your Google ranking. Contact support before changing a popular page.

1. Click on the icon to the page that you want to edit. A drop down menu appears which has **Edit**, click on this.
2. A page then appears which has a section called "Page title". Enter the new page title in this section and save it.

### How to delete a page

Before you delete a page and lose all the information that it contains, it is probably better to **Hide the page from those who are viewing your website**. This allows some additional reflection to decide for certain whether you want to delete the page.

To hide a page, click on the page icon and a menu will appear. About halfway down you will see **Hide**. Click on this and the page will no longer be seen on the live website.

If you later decide to delete the page you click on the page icon and at the bottom of the menu you will see **Delete**. Click on this and proceed with deleting the page.

### Moving a page

If you decide to move the position of a page on your website, click on the page icon. Then select **Cut** move your cursor over the page icon above where you want the page and right click and select **Paste After**.