

Typo3 CMS - Content Management System EDITOR Instructions

8/27/08, Instructions by ITD Lab, x7471

Notes:

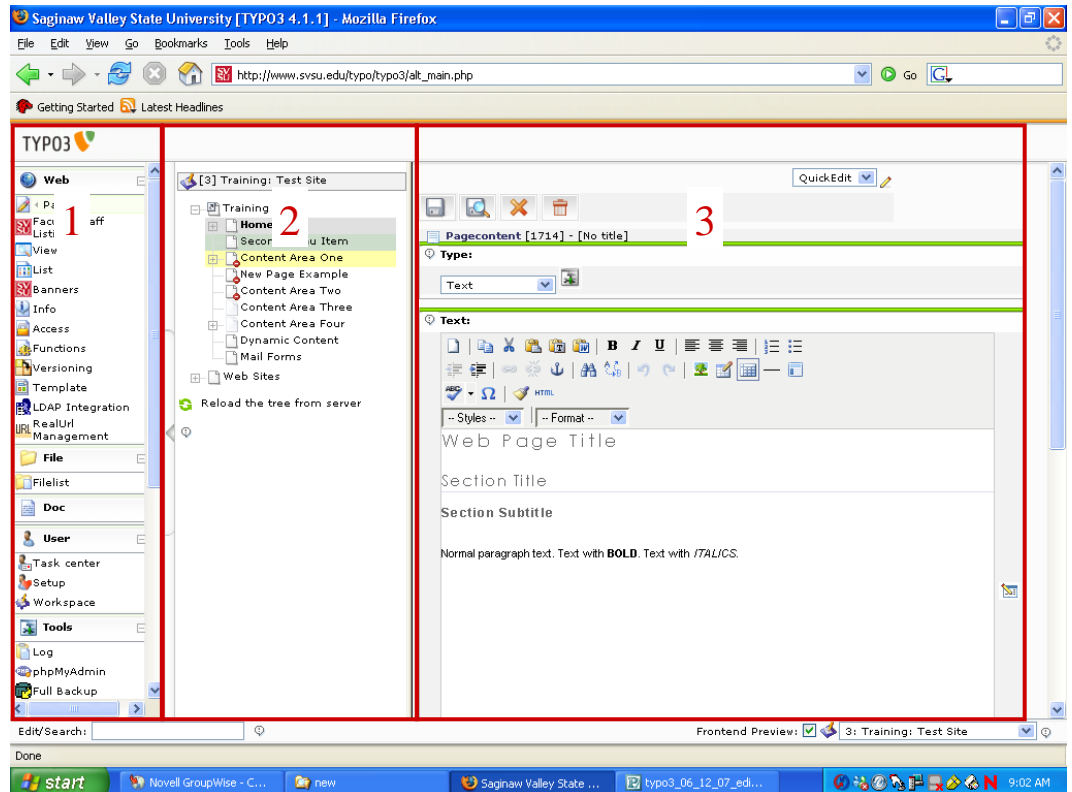
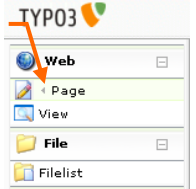
You will no longer use the SVSU logo on the bottom-right corner of the page to log in to the CMS system.

Your username and password are now linked to LDAP and so will be the same as that used for Email and network login.

Most of your time will be spent in the "Page" menu option.

Edit an existing page:

1. In a web browser, go to page <http://www.svsu.edu/cms>
2. Type your SVSU Username and Password into the correct fields and click the Log In button.
3. The left column is a menu grouped by the categories Web, File, User and Help. By default these categories are expanded so you can see all of the options available. As an editor, you will mainly work in the Page option.
4. The screen is now divided into 3 columns.
[1] - menu of functions available to you as an editor
[2] - list of web pages within your site(s)
[3] - work area - this is where you can change page properties and content
5. The middle column (2) displays a list of pages to which you have editing rights. Single-click one of the page titles to enter the edit mode.
6. The right column (3) displays the editor. Add or delete text as needed. Use the formatting buttons to adjust Heading sizes, alignment and style of text.



Notes:

Adding a Link to Another SVSU Web Page

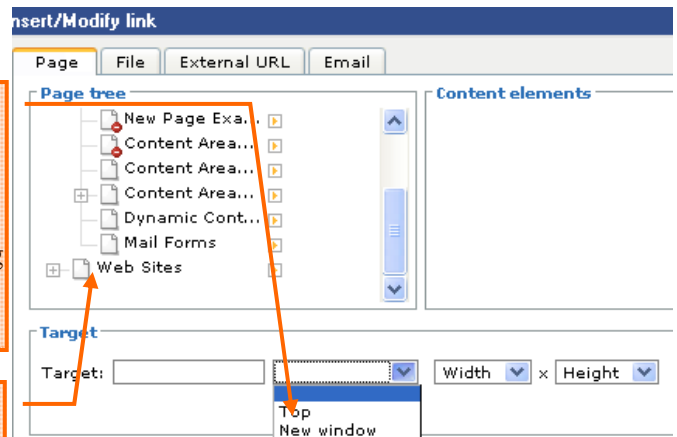
1. Type some text that you would like to be the link to one of the SVSU web pages. i.e. "ITS Department Home Page"

2. Highlight the text

3. Click the Hyperlink button

4. Along the row that begins with Target:, click on the drop-down list to select "New Window". This will open the page you are linking to into it's own, new browser window.

5. Click the + symbol next to Web Sites.



6. Scroll to find the name of the page you wish to link to and single-click on it.

7. The Hyperlink window closes and the text that is highlighted has now become a link to the page you clicked on in Step 6. Deselect the highlighted text and notice that it has turned blue and is underlined, indicating that it is linked text.

Adding a Link to an External Web Page

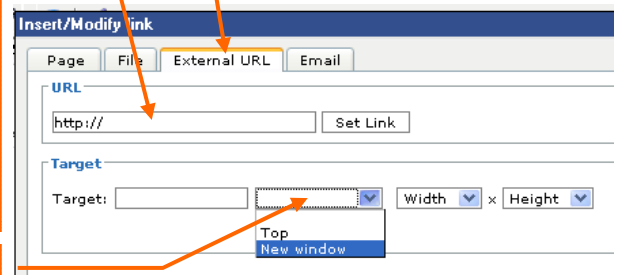
1. Type some text that you would like to be the link to the external web page. i.e. "Google"

2. Highlight the text, then Click the Hyperlink button 

3. Click the tab that says External URL

4. Type or Paste the address of the web page you are linking to into the URL: field. The text "http://" must remain in the field. If you are pasting the link, be sure "http://" only appears one time in the field.

5. Along the row that begins with Target:, click on the drop-down list to select "New Window". This will open the page you are linking to into it's own, new browser window.



6. Click the Set Link button.

Typing a URL (www.svsu.edu) into the content area of your page and then hitting the space or enter key will create a link to an external web page.

Note - Firefox will not display the link until the page is published.

Notes:

Typing an Email address(avlab@svsu.edu) into the content area of your page and then hitting the space or enter key will create a link to the Email address.

Note - Firefox will not display the link until the page is published.



pdf, zip, rtf, & txt are the most universal file formats. Users may not be able to access the file if they do not have the correct program to read the file.

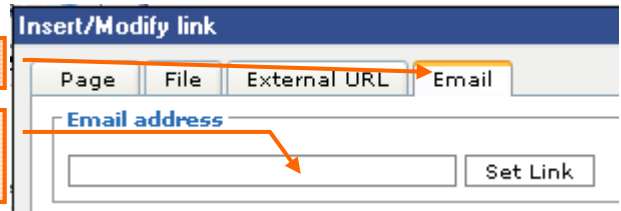
7. The Hyperlink window closes and the text that is highlighted has now become a link to the page you entered in Step 4 of this section. Deselect the highlighted text and notice that it has turned blue and is underlined, indicating that it is linked text.

Adding a Link to an Email Address

1. Type some text that you would like to be the link to the Email address. i.e. "Email Me"
2. Highlight the text, then click the Hyperlink button

3. Click the tab that says Email

4. Type the Email address into the Email address field.



5. Click the Set Link button.
6. The Hyperlink window closes and the text that is highlighted has now become a link to the address you typed in Step 4. Deselect the highlighted text and notice that it has turned blue and is underlined, indicating that it is linked text.

Adding a Link to an Existing File

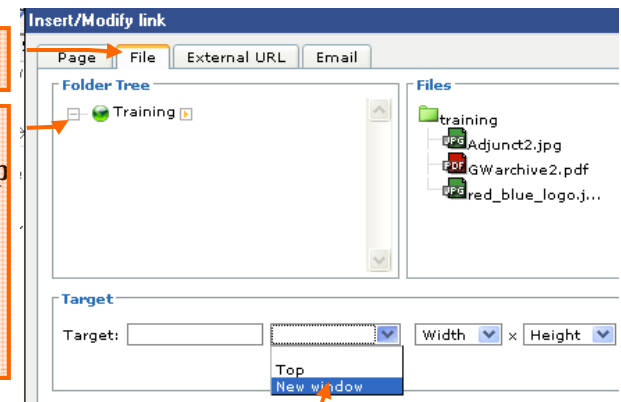
1. Type some text that you would like to be the link to the existing file. i.e. "January Newsletter"

2. Highlight the text

3. Click the Hyperlink button

4. Click the tab that says File

5. **If the file has already been uploaded (otherwise skip to step 9), click the plus symbol next to your department's folder name. The files within the folder will now be listed on the right side of the Hyperlink window.**



6. Along the row that begins with Target:, click on the drop-down list to select "New Window". This will open the page you are linking to into it's own, new browser window.

7. Single-Click the EXTENSION ICON of the file you would like to link to.

Notes:

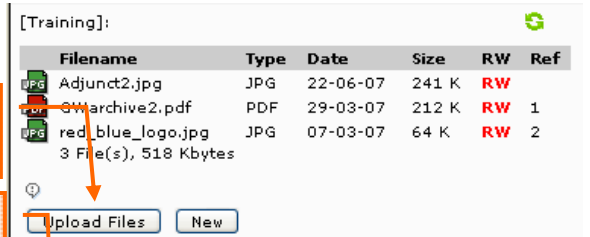
8. The Hyperlink window closes and the text that is highlighted has now become a link to the page you clicked on in Step 6. Deselect the highlighted text and notice that it has turned blue and is underlined, indicating that it is linked text.

9. **If the file you want to link to has not yet been uploaded,** click the save icon at the top of the open page. Then, click Filelist option from the File category.

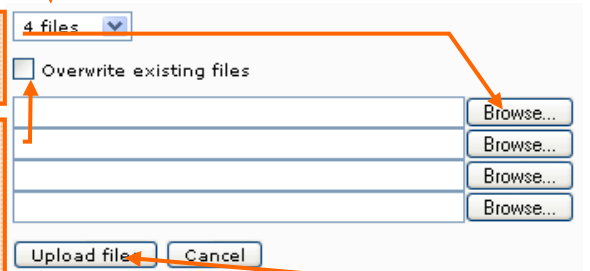


10. Click the folder name of your site NOT the plus symbol!

11. In the right panel, click the Upload Files button.



12. Choose the number of files you wish to upload from the drop-down list.



13. Click on a Browse... button to search for your new file.

14. Check the Overwrite existing files checkbox if a file with the same filename already exists and you wish to replace it with this new one.

15. When all of the files to be uploaded have been selected, click the Upload files button.

16. Continue by following Steps 1-8 of this section, “Adding a Link to an Existing File”.

Notes:


Image formats that can be uploaded to CMS:
gif, jpg, jpeg, or jpe

 The file size of your images MUST NOT exceed 20K!! If you would prefer to not use "Magic Image", the Plain Image size must be smaller than 520 pixels for both Width and Height.

Magic Image will resize and compress your image automatically, but does not keep the quality of the image.

Call or Email ITD Lab
itdlab@svsu.edu, x7471
for assistance.

Adding Images to Your Web Page

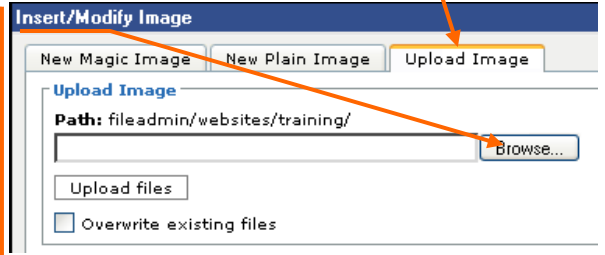
1. Place your cursor at the point you would like your image to appear on your page.
2. Click the Insert/Modify Image button. 


3. **If the file has already been uploaded (otherwise skip to step 5),** click the plus symbol next to your department's folder name. The images within the folder will now be listed on the right side of the window.

4. Single-click the EXTENSION ICON of the image you would like to link to.

5. **If the image is not already in the folder,** click the Upload Image tab.

6. A new section within the window will open. This section allows you to upload up to three new images to your filelist. Click on a Browse... button to search for your new file(s).



7. Check the Overwrite existing files checkbox if an image with the same filename already exists and you wish to replace it with this new one.
8. When all of the images to be uploaded have been selected, click the Upload files button.
9. The images will now be listed in the file list.
10. Scroll to find your image and then single-click the image's EXTENSION ICON  to insert the image onto your page.


1. **To copy and paste an image.** You must be in Internet Explorer for this to work! The image must be viewed within Internet Explorer. Be sure that the image is free of copyright restrictions. Right-click the image and choose Copy.
2. Right-click at the point you would like the image to appear on your page and choose Paste.

Notes:

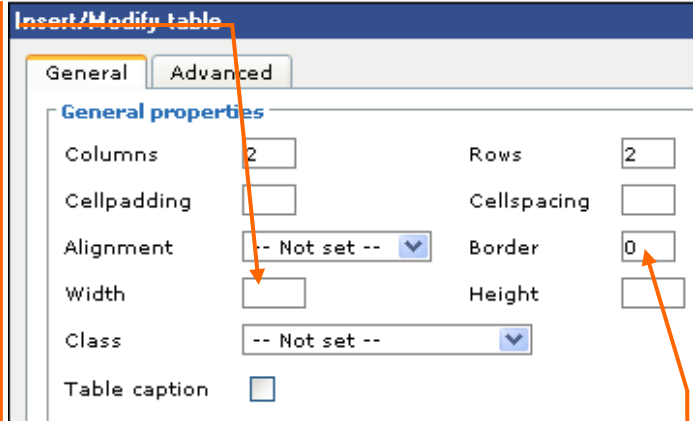
If inserting a table into an existing table - right click where you would like the table to be inserted, then choose Insert New Table. Follow steps 3-9 at right.

To add color to a table, right-click the table and choose Table Properties. Choose a color from the Class dropdown list. Adjust Cell and Row Properties to apply the shade of background to individual cells or rows.


Working with Tables

1. Place your cursor at the point you would like your table to appear on your page.
2. Click the Insert Table button. 
3. Type in the number of rows and columns the table should consist of.

4. When entering a measurement for width, be sure to enter a percent symbol after the number. 100% width will create a table that is the exact width as the content area. To create a table that is less than the width of the content area, do not enter a value into this field. Never create a table that is greater than 100%.



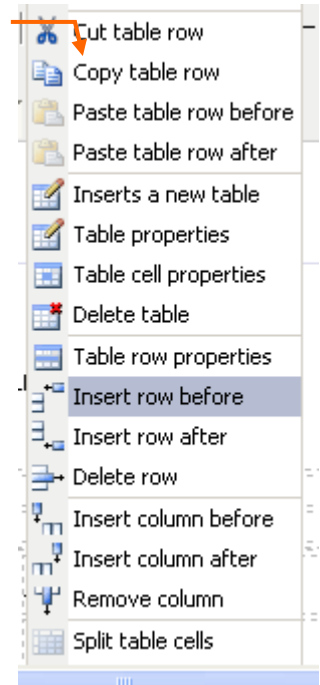
The screenshot shows the 'Insert/Modify table' dialog box with the 'General' tab selected. The 'General properties' section includes the following fields: Columns (2), Rows (2), Cellpadding (empty), Alignment (Not set), Width (empty), Class (Not set), and Border (0). There are also checkboxes for 'Table caption' and 'Table border'. Arrows from the text in step 4 point to the 'Width' and 'Border' fields.

5. If the table requires a border to separate the cells, enter a 1 or greater into the border thickness field. The greater the number, the thicker the border line will be. If you do not want a border to appear, enter zero into the border thickness field.
6. Cell spacing is a measurement of distance that the cells are located from one another.
7. Cell padding is a measurement of distance that text will be located from the edge of the cell.
8. Click OK to insert the table and begin entering data into the table.
9. If the table does not have a  border, you can display the cell dividers by clicking the Toggle borders button.

Notes:

Working with Tables ... Continued

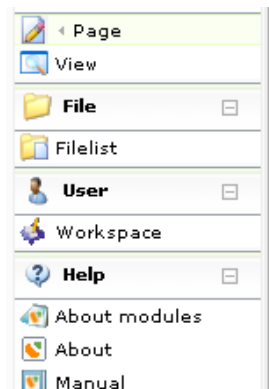
1. Right-Click anywhere within the table or in a specific cell or row to view this “Table” menu.



Navigation / Editing Menu Items and Adding Pages

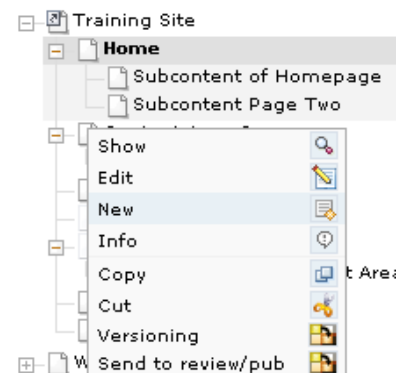
ADDING A PAGE

1. While working in the **Page Module**, the center column displays all of the pages that are part of your site.

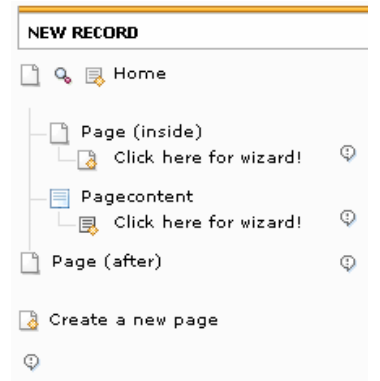


Right-Click a page icon.

2. Select New from the drop-down list.



3. The New Record options window opens allowing you to choose where the new page should be located.
 - Page (inside) - Places the new page as a sub-content (submenu) page of whatever you right-clicked in step 1.
 - Pagecontent - places an additional content block on the existing “page” that you right-clicked in step 1.
 - Page (after) - Places the new page after the page you right-clicked in step 1. This Creates a new content area for your site.



Notes:

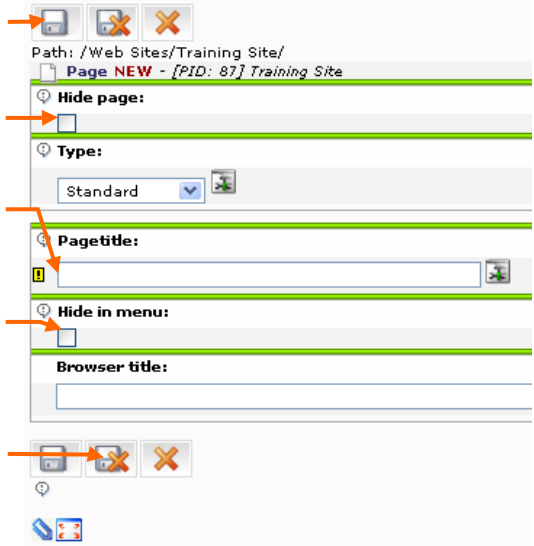
Save the Properties

If checked will Hide the Page from the Public

Title of page and text that appears in navigation menu

If checked will NOT display this page in the site's navigation menu

Save the properties and open the page into Edit mode



EDITING THE MENU

1. **While working in the Page Module**, the center column displays all of the pages that are part of your site.

Right-Click a page icon.

Preview changes made to a page

Edit the page

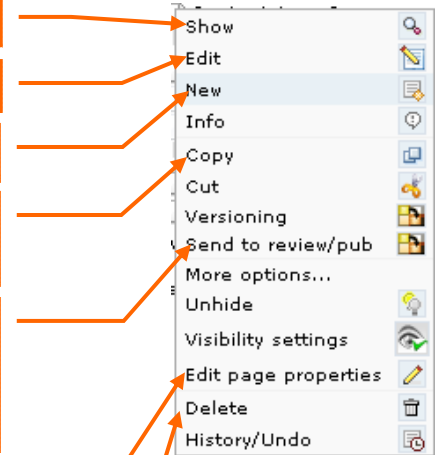
Create a new, blank page

Copy the existing page (you will have to right-click and choose paste to complete the copy)

After changes have been made to a page, this will send the page to the Publisher (must click on this 2 times - once for review then again to send it to the Publisher)

Edit page properties like Page Title (menu label), Check the Hide page button to hide the page from web browsers and users, or choose to display or not display the page in the menu.

Delete the page



Use the **Edit Page Properties** option to **hide pages** from users or just in the menu. Also, change the name of the page—this also **changes the menu** on your site!

Notes:

Submitting Pages for Approval

1. Save the changes to the web page by clicking the floppy disk icon at the top of the editor.
2. Click the Workspace option in the menu on the left side of the screen.
3. Along the row that lists the page you would like to have approved, Select Send for Publishing from the dropdown list.

The screenshot shows the TYPO3 interface. On the right, a vertical menu is open with 'Workspace' selected. Below, a table displays page information. The 'fun for all' page is highlighted, and its 'Actions' column dropdown menu is open, showing options: 'Send for Review', 'Send for Publishing' (highlighted), and 'Delete Draft'. The table has columns for 'Live Version', 'Draft Versions', 'Current Stage', 'Actions', and 'Comments'.

Page	Live Version	Draft Versions	Current Stage	Actions	Comments
Web Sites					
Training Site					
fun for all	1.2	1.3		Edit Send for Review Send for Publishing Delete Draft	Comments

4. Type a comment and click OK.
5. The page is now submitted to the approver!

Notes:

CMS Style Guidelines - Text Overview

To keep the look and feel of your site consistent, your content has been assigned a set of specific styles for formatting text. **As a general rule, be conservative when formatting your text.** Use as little markup as possible. Applying numerous font colors, sizes, and style choices in an inconsistent fashion will often confuse users and make content harder to read.

Styles.

In the drop-down menu labeled “(Apply Styles)”, there is a list of styles for you to choose from. The table below lists styles at your disposal and guidelines for when they are appropriate to use:

Style Name	Description	When to Use
small_text	Slightly smaller font than the default body text.	Good to use when making a noted reference, a caption, or using additional text of less importance.
red_text	Red colored text.	Used to emphasize important, critical, or warning information.
(Other)	If your site has been assigned additional styles or you wish to request one for a specific purpose, Web Services in collaboration with your CMS trainer will arrange for those styles along with special guidelines to follow when applying them to your content.	

Other Available Styles.

Some styles that are not listed in the styles dropdown menu but are accessible in the toolbar include **bold** and *italics*. Both bold and italicized text can be used to highlight important areas of your content. Try to refrain from setting large portions or paragraphs of text to bold. Only do so to short sentences, phrases, or words that you wish to emphasize. The same principle applies to the use of italics. Italicized text should be used even more sparingly, however, as it often makes text harder to read when viewed on a monitor.

Headings.

A *Heading* is selected from the “Heading” dropdown menu. They are listed in ascending order from *Heading 1* to *Heading 6*. These headings should be used to format the title or heading of a web page, section, paragraph, list, etc. The following table defines the appropriate use for each *Heading* option.

Heading Title	Description	When to Use
Heading 1	Very large font. May feature additional styling.	Used to designate the title of a web page . It should be positioned at the very top of the page and only used <i>once</i> per page.
Heading 2	Large font but smaller than <i>Heading 1</i> . May feature additional styling, such as an underline.	Used to designate the title of a section within a web page.
Heading 3	Larger than default font but smaller than <i>Heading 2</i> . May feature additional styling.	Used for the labeling of smaller sections within a larger, parent section (if the parent section is labeled, it should be formatted with <i>Heading 2</i>).
Heading 4-5	Slight variation of <i>Heading 3</i> . These headings currently serve no special purpose but are expandable for future use.	
Heading 6	Smaller than default font and different in font family. May feature additional styling.	Used to format navigation links positioned at the bottom of a web page.