

TYPO3 manual

Instructions for employees

Status: May 2023

Prerequisites

- Active account in UNIGRAZonline
- Member of the corresponding authorisation group in the Group File Service (GFS) (via AD Manager) or owner: in a personal homepage
- Activated [multi-factor authentication](#) (MFA)

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1. Introduction

This chapter explains the principle of the TYPO3 content management system and its advantages.

1.1. What is TYPO3?

TYPO3 is open source software that can be used, modified and distributed without licence fees. Editors can create and maintain websites without any knowledge of HTML. The system is accessed via a URL and can be opened in any standard web browser with the appropriate access data. The software and layout are managed centrally and the content is edited by the editors.

1.2. What is a content management system?

The following features characterise a CMS:

- General separation content, structure and visual templates
- Simple handling when creating content (no programming knowledge, no additional software required)

One advantage of this separation is the uniform external appearance of the university (corporate design). The site administrators concentrate on updating the content and no longer have to worry about the layout - it is adapted and updated centrally.

1.3 What advantages does TYPO3 offer?

All the editor needs to create a website is an Internet connection and a browser. The editor does not need any programming knowledge to create pages and edit content independently. TYPO3 is easy to learn and the familiarisation phase is short.

2. Basics

The Basics chapter provides the basic knowledge for the TYPO3 system. This includes the front and back end as well as basic terms.

2.1 Front end

Frontend stands for "front end" and is another name for a website that was created with TYPO3. It is the area that you see when you open your TYPO3 page in a browser. You can find more details about the frontend in the corporate design on the TYPO3 support page.

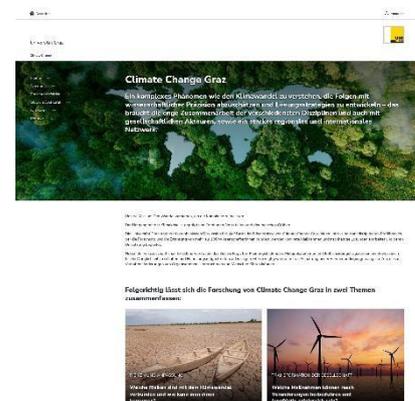


Figure to 2.1 Page preview in the frontend

2.2 Backend

Backend stands for "back end". It is the administrator interface to your site that can be accessed with a browser. You can edit your pages here after you have logged in.

You can access the backend with a browser via the link

<https://webadmin.uni-graz.at/>.

Registration is possible with a valid UNIGRAZonline user name and password as well as multi

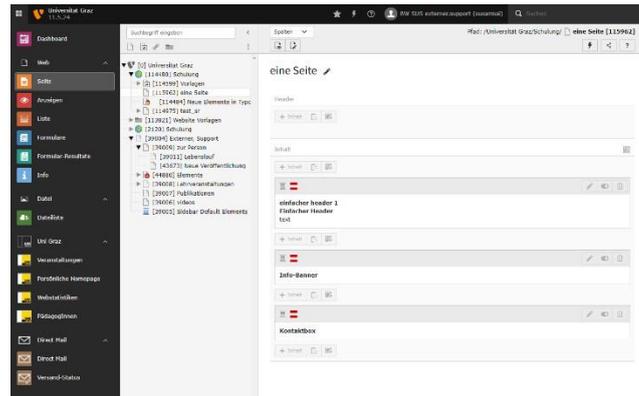


Figure to 2.2 Page preview in the backend

factor authentication (MFA) is possible. We recommend using the Mozilla Firefox browser for working in the backend.

The backend essentially consists of three areas:

- Module overview
- Side tree
- Content area

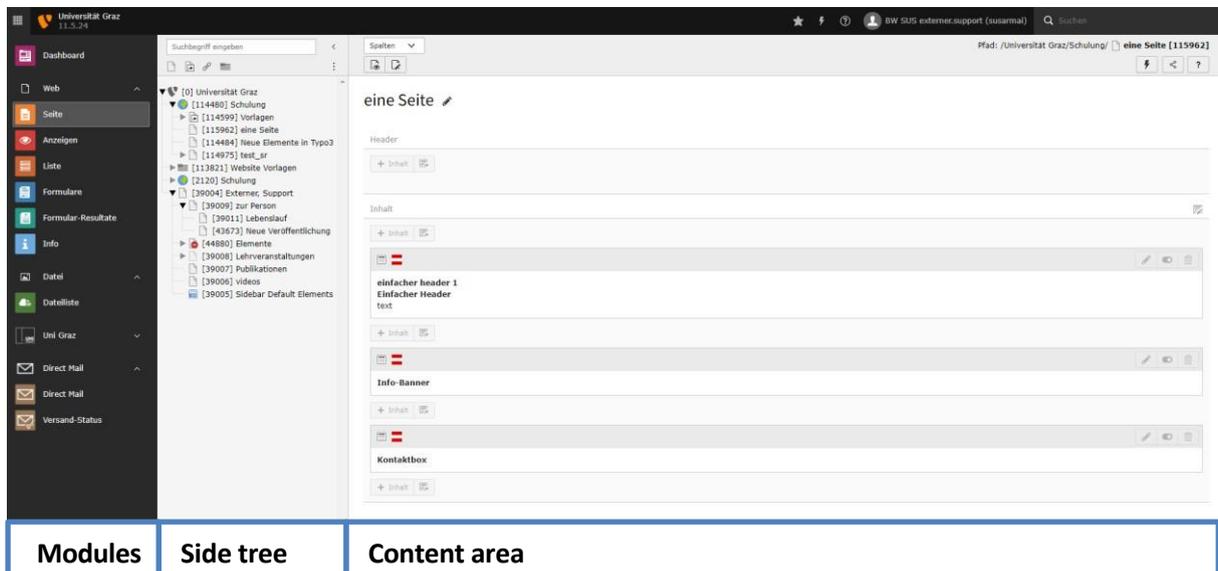
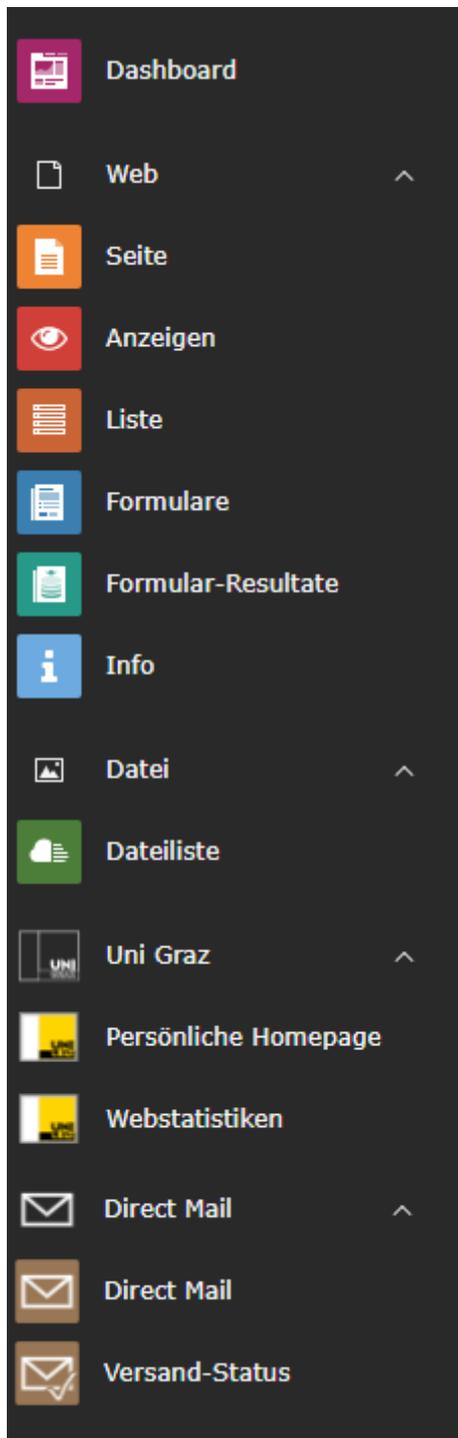


Figure to 2.2: Backend areas

2.2.1 Modules

Modules are parts the backend with which the most important work in the system can be carried out.



WEB > Page:

Editing individual pages, their page properties and content elements.

WEB > List:

Switch to list view of data records (used, for example, when creating news and events).

WEB > Forms:

Create customised forms

WEB> Form results:

With the "Save to database" finisher, the form feedback can be viewed in TYPO3 and also exported.

FILE> File list:

The file management system of TYPO3, storage of images and documents with the help of folders.

UNI GRAZ> Personal homepage:

Publication or closure of the personal website - only visible if you are the owner:In a personal page.

UNI GRAZ> Web statistics:

Website access analysis - is provided for you by us via Matomo.

DIRECT MAIL> Direct Mail:

Controls the newsletter dispatch - only visible if a newsletter has been set up in an area via uniIT.

2.2.2 Side tree

The hierarchical structure of the web pages is mapped in the page tree (only applies to the *Web* module). Thanks to the drag & drop functionality offered by TYPO3, pages can easily be moved to the desired position in the page tree. The page to be edited is selected via the page tree. By right-clicking on the respective page in the page tree, a context menu appears with the editing options.

A brief introduction to the context menu:

 **Display:** Display page in browser, page preview.

 **Edit:** Call up the page properties.

 **New subpage:** Creates a new subpage under the selected page.

 **Info:** Shows information to and from this page.

 **Copy:** Copies a page - the symbol changes .

By means of  **Insert after** or  **Insert to** insert the page. Confirm with *OK* that the page is to be inserted from the clipboard content.

 **Cut:** Cuts out a page - the symbol changes .

By means of  **Insert after** or  **Insert to** insert the page. Confirm with *OK* that the page is to be inserted from the clipboard content.

 **Deactivate:** Page is no longer visible in the browser.

 **Activate:** Page is visible in the browser.

 **Delete:** Deletes the selected page. Confirm with *Delete record(!)* that the page is to be deleted. If the page has subpages, these must be deleted individually, only then can the parent page be deleted.

 **History/Undo:** Shows the editing history of the page.

 **Delete cache of this page / Empty cache of this section:** Pages are temporarily stored on the server (in the cache) for a certain period of time in order to be retrieved more quickly. Changes are therefore not immediately visible in the frontend. This can be accelerated by emptying the cache.

Further options >  **"Create new" wizard:** New pages can be created as usual.

Further options > Sort subpages: Here you can set whether all pages should be sorted according to the page title, subtitle, navigation title, modification time or creation time, or whether the order should be reversed.

Further options >  **Create multiple pages:** Used to create multiple pages at once.

Further options >  **Web > List:** Used to switch to the list view on the left in the module

Further options >  **Set as start page for the page tree:** If you only want to edit a small part of the page, this setting provides a simpler overview in the page tree. To remove the setting again, click on the X in the blue info box and select

address line, the `&ID=` can be removed again. **Further options >**  **Hide in menu/**  **Show in menu** - is there to hide the page in the menu, the page would then only be accessible via the link, or to show the page again in the menu.

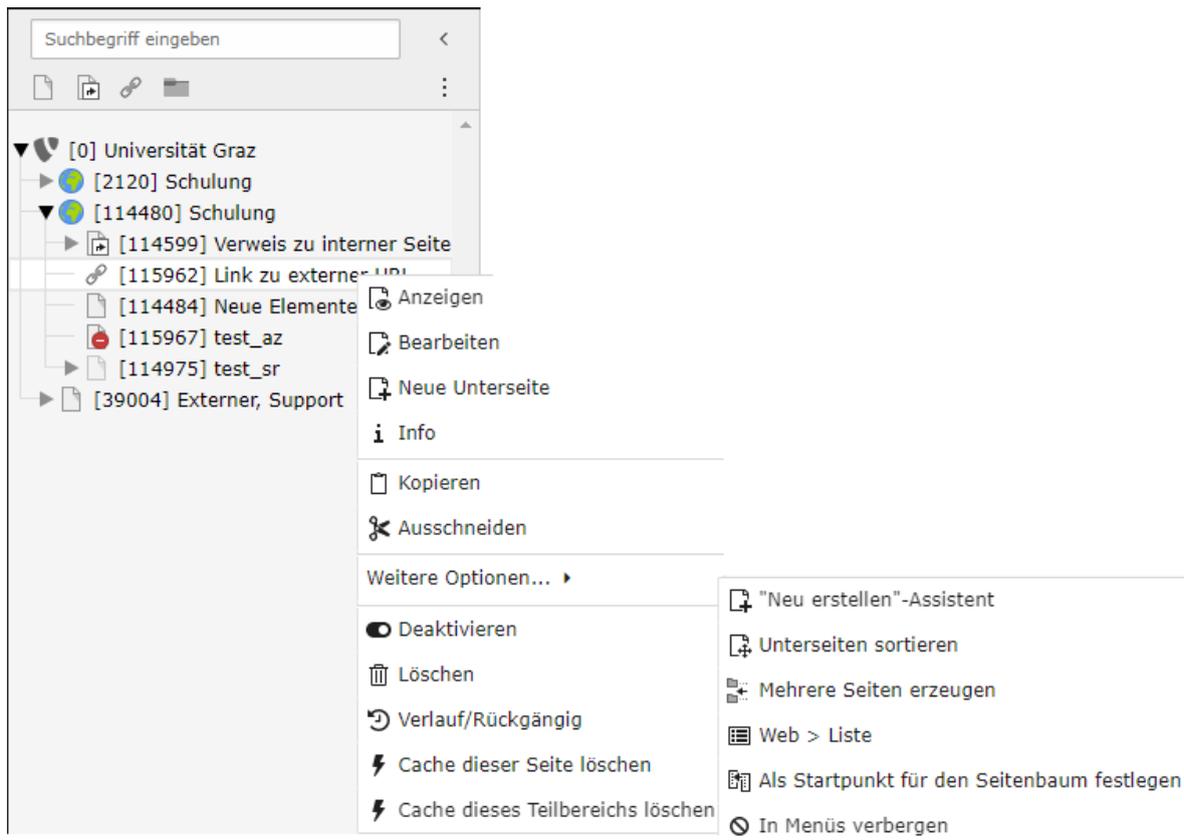


Figure to 2.2.2: Backend context menu

2.2.3 Content area

The content area the actual content of the page. It is divided into 2 areas:

- **Header:** A premium header or a simple header can be used here.
- **Content:** Content can be presented here in a structured way using various elements.

2.2.4 Header bar

The header bar provides information about the name of the logged-in user, access to the TYPO3 support page, quick access options and the option to log out.

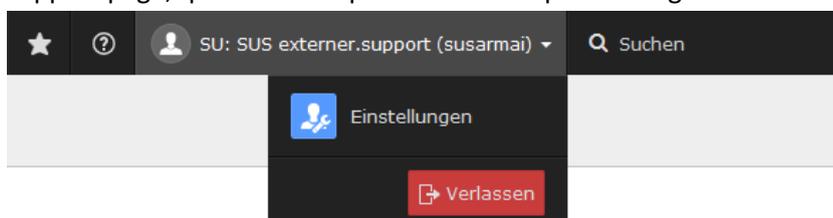


Figure to 2.2.4: Backend header bar

The functions of the header bar are briefly presented:

 **Bookmarks:** Similar to the web browser, bookmarks can be set up for pages in TYPO3. The  *Share* icon is located in the header bar on all pages. Click on it and select *Create a bookmark for this page* and confirm the addition of the bookmark with *OK*.

 **Help:** The link to the Typo3 support page (with FAQs, design options, etc.) located in the header.

 **Suchen** **Enter search term:** You can use the keyword search to search for specific pages or elements using keywords or the PageID (number in square brackets next to the individual pages in the page tree).

2.2.5 The module and editing bar

The module and editing bar provides quick information about editing options for page or folder content. The editing bar changes depending on the module selection. It always appears when you are in the following modules:

- Web> Page
- Web> List
- File> File list

The figure on the right shows an example of an editing bar. The corresponding page must be selected in the page tree in the *Web > Page* or *Web > List* module.



Figure 2.2.5a: Editing bar - Web

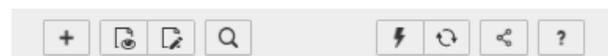


Figure 2.2.5b: Editing bar - list

 **Create new data record:** Here you can create new pages or content elements in the list view.

 **Show web page:** Opens the web page in a new tab.

 **Edit page properties:** Opens the page properties of the page.

 **Toggle the search toolbar:** This switches on a search field to search for elements on the page.

 **Clear cache of this page:** Clears the Typo3 cache of this page.

It is also necessary to select a folder in the *File* module> *File list* in order to see the editing bar.

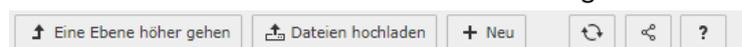
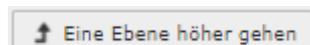


Figure 2.2.5c: Editing toolbar - File

 **Go up one level:** You are in a subdirectory and can go up one level to get to the parent folder.



Upload file: When you click on the button, an explorer opens where you can select your files, or you can drag files into a field that appears to upload the files.



New: Click on the button to add a new folder.



Reload: If you have moved elements or uploaded files, you can update the display using the button.



Share: A bookmark can be added via the button. Both to a page, a folder in the file list or to an element. The backend URL of the page etc. can also be copied.



?: Information from the TYPO3 core is provided here.

3. Pages

Pages are the basis for the menu structure in the frontend and the page content. Before the page content can be created, the page itself must first be created. The arrangement of the pages in the page tree also determines the appearance of the menu structure. This chapter explains important topics relating to pages, such as creation and deletion.

3.1 Create page

The best way to create pages in TYPO3 is via the page tree, proceed as follows:

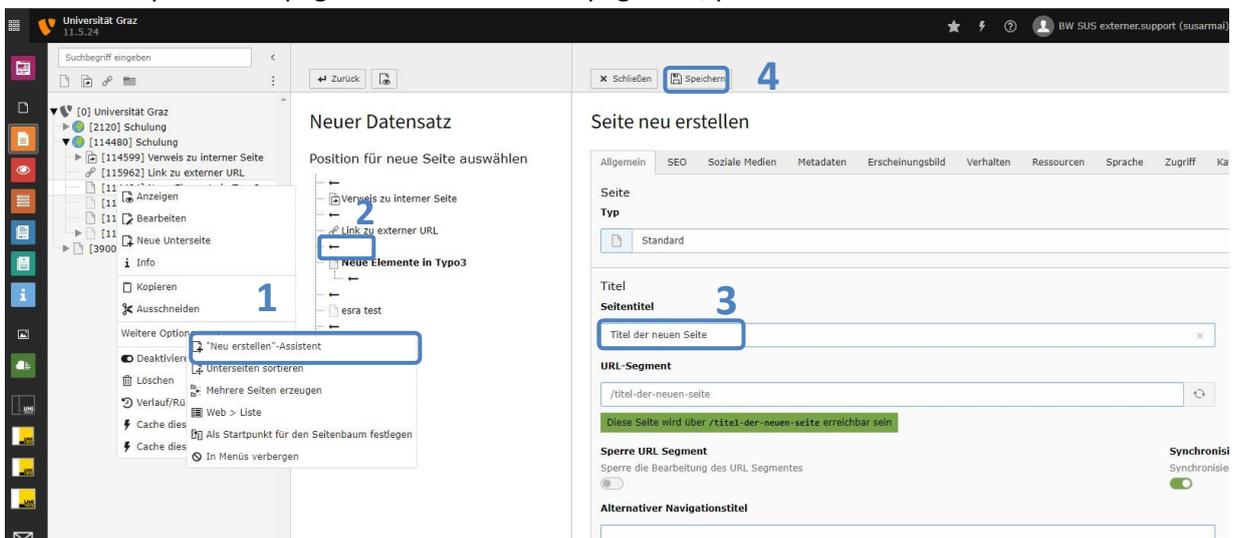


Figure to 3.1: Create page

1. Go to the *Web* module > *Page*. on the right mouse button at the desired position in the page tree. The context menu appears. Select *More options*
"Create new" wizard from.
2. Select the location where the page is to be inserted by clicking on one of the arrows.

3. the name of the new page under *Page title*.
4. Click on *Save*.

3.2 Delete page

You can delete a page in the page tree via the context menu. To do this, select  *Delete* in the context menu. To ensure that the page is actually deleted, this must be confirmed with *Delete record (!)*.



Note: Deleting a page is only possible if the page has no subpages. If necessary, you must first delete the subpages.

3.3 Rename page

The easiest and quickest way to rename a page is via the page tree. To do this, double-click on the corresponding page in the page tree. The page title appears highlighted in blue. Enter a new title and press the "Enter" key.

3.3.1 URL segment and redirects

If a page is renamed or moved, a blue box appears on the right with the information that the URL segments - the path under which the page can be reached - have been updated and redirects from the old web address to the new one have been made.



Figure to 3.3.1: Automatic redirects

If no redirects are required, click on *Undo redirects only*. This changes the web address of the page and also the subpages, as a path segment changes.

If subpages are also affected by a change to the URL segment and this is not desired - i.e. the subpages should remain accessible under the old web address - click on *Reset update*.



Note: If you ignore the window, so-called redirect loops may occur. If a page A is renamed to page B, the automatic redirects have been created and this page is renamed to A again, the page can no longer be displayed in the frontend. In the list view of the page, there is a "Redirects" element at the bottom. Here you can clean up all existing redirects yourself.

3.4 Edit page - Page properties

To edit a **page**, navigate to the corresponding page in the page tree and right-click to open the context menu. Click on  *Edit*. The following tabs and editing options for pages are then available:

General

- **Type:**
 -  *Standard:* A normal page with content.
 -  *Link:* Link to an internally created TYPO3 page.
 -  *Link to external URL:* Free input of a non-TYPO3 page address.
- **Title:**
 - Page title:* The page name in the navigation may not be empty.
 - Alternative navigation title:* If something has been entered, this name is used in the navigation instead of the page title, even in the frontend.

Access

- **Visibility:**
 -  *Deactivate page:* Page is no longer displayed in the frontend.
 -  *Hide in menus:* The page no longer appears in the frontend navigation menu. Hidden pages can still be linked and displayed in the frontend and can also still be displayed in the page preview. Hidden pages in the menu can also be indexed by search engines.
 -  *Publication data and access rights:* Time control of page visibility via time interval (start, stop).

Metadata

- Meta tags: The data entered here is analysed by search engines.

SEO

- Yoast SEO is an option for optimising the search and discovery of your website. Here you will find a preview of your current website as a search result, just as it would be displayed by a search engine. This hit preview is made up of the page title, page address and description (meta description field) and can be edited by you. Below this is the Readability section - here you can see the result of the readability analysis to improve your text on the page. Focus Keyphrase is used to align the keyword density and provides further assistance for the editorial implementation of the content on the website.



Note: The SEO guide explains how you can find more information, e.g. how keywords are defined and support with the SEO optimisation of your site, in the SEO guide <https://static.uni-graz.at/fileadmin/ files/ support/Uni-Graz-SEO- Guide-Website-Relaunch.pdf>.

4. Page contents

This chapter deals with how to add content to existing pages. To do this, switch to the page view, to the *Web > page* module and select a page in the page tree to which you would like to add content. In the content area, you can now click on the

 *Create new content element* insert a content element into the page.



Illustration for 4a - Add content

If you click on the button  create new content element, the element creation wizard or element wizard opens, which you can use to from various elements how the content should be displayed on your page.

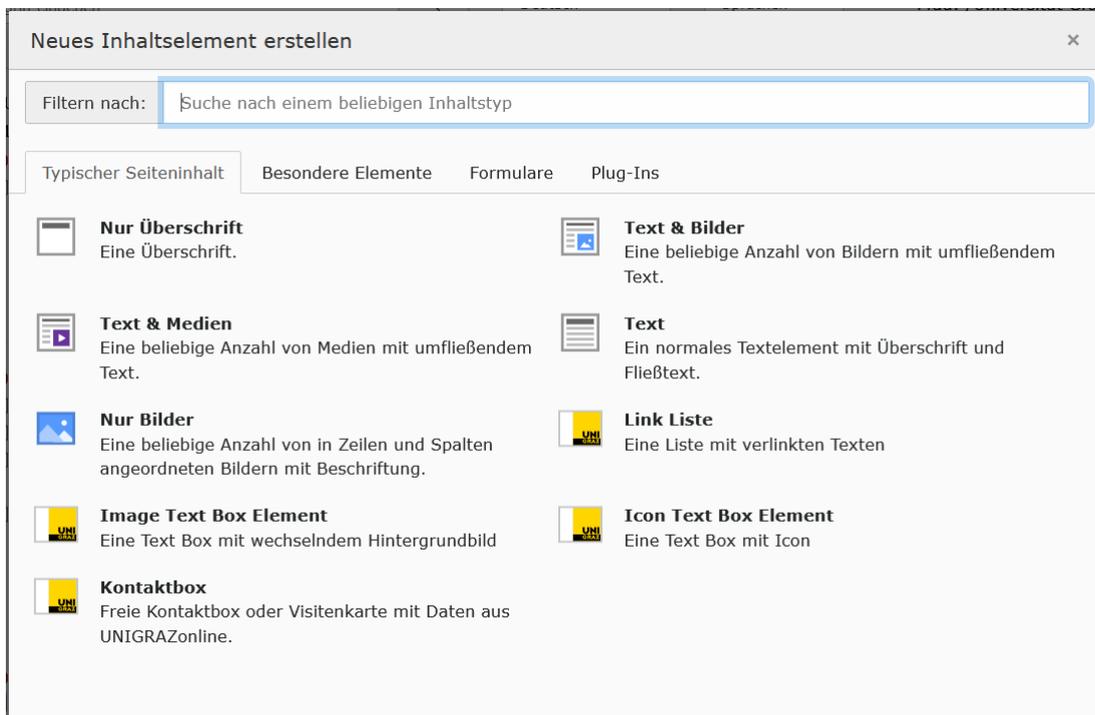


Figure 4b: Content element - type selection

4.1 Processing options

If you move the mouse over the content elements, the symbols for quick editing are displayed at the top right of the element:

-  **Edit element:** Opens the element to edit it.
-  **Hide data record:** Deactivates the element so that it is no longer on the website (only displayed for active elements).
-  **Make data set visible:** Activates the element, making it again on the website (only displayed for deactivated elements).
-  **Delete element:** If you click on the delete symbol, you will be asked whether the element should actually be deleted. If you confirm with OK, the element is deleted.

Further editing options can be used by right-clicking on the icon of the respective element. The context menu now opens.

-  **View element:** Opens the page on which the element is located in a new tab

- + New element:** to create the same new element.

-  **Element info:** information about the element, z. E.g. creation date.

-  **Copy element:** Marks the element for copying. Icons for inserting the copy appear at all places where the element can be inserted. This also works across pages. Then edit the copy and make the data record visible.

-  **Cut element:** The procedure is the same as for copying, except that the element is cut at the original position and does not need to be activated after insertion.

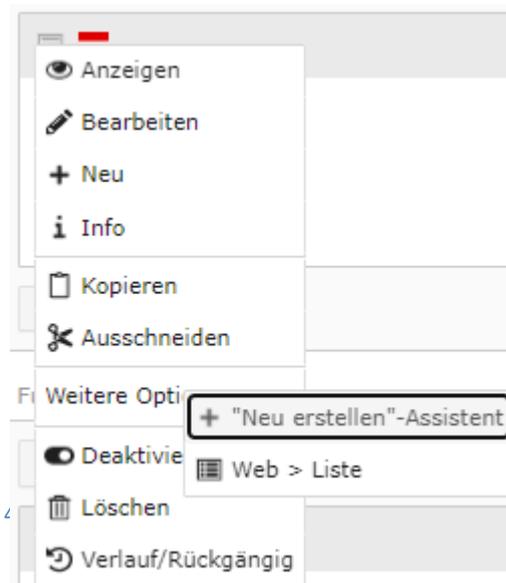


Figure 4

-  **Delete element:** If you click on the delete symbol, you will be asked whether the element should actually be deleted. If you confirm with OK, the element is deleted.
-  **History/undo element:** The exact history of the element can be viewed and changes can be undone (up to a maximum of 60 days).

Further options > + "Create new" wizard: Used to help create a new element with a different type.

4.1.1. Copy/reference or cut and paste element

Differences between copy and reference: A reference is an element that represents the content of the main element. This reference element cannot be edited. If the main element is changed, this change is transferred to all referencing elements. If modified content is to be displayed on different pages, it is better to create a copy, as this can be edited individually. The disadvantage is that content changes must be made manually on all copies for all pages individually.

Copy/reference and paste element:

1. Right-click on the icon of the element to be copied and select *Copy* from the drop-down menu.
2. Now navigate to the page where you want to insert the copy (or reference) of the element.
3. Now right-click on the icon of the element under which the copy (or reference) is to be inserted and select *Insert after* or *Insert reference after*.
4. Click *OK* to confirm that the element should be inserted at this position.

The copy of the **element must still be activated** in order to be displayed on the website.

Cut element and insert elsewhere:

1. Right-click on the icon of the element to be cut out and select *Cut* from the drop-down menu.
2. Now navigate to the page where you want to insert the element.
3. Right-click on the icon of the element under the element is to be inserted and select *Insert to*.
4. Click *OK* to confirm that the element should be inserted at this position.

The element is immediately visible.

4.1.2. Element distances

For each element, you can specify whether a special spacing should be set before or after the element. The *standard* spacing (only at the bottom) is always preselected. The following options are also available: half spacing, full spacing or no spacing.

This allows the distance to be adjusted:

1. Open the element before/after which the distance is to be adjusted
2. Switch to the *Appearance* tab.
3. the desired distance in the dropdown.
4. Save the element.

Backend:

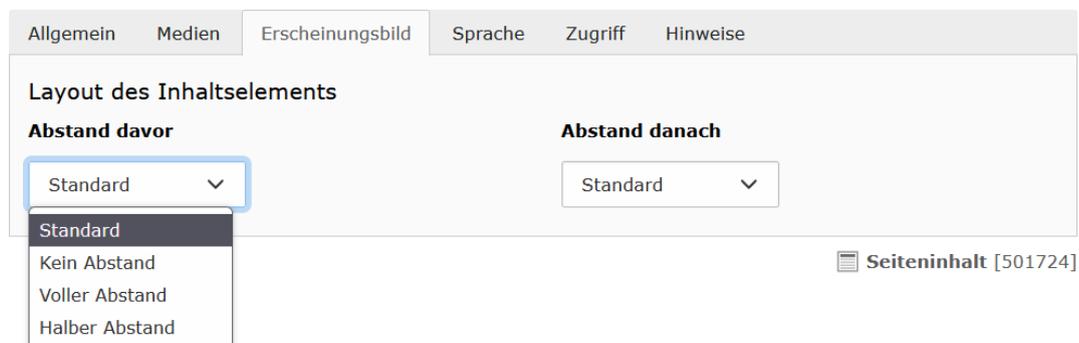


Figure to 4.1.2 Element - Determine distances

4.2 Header area

These elements can only be created in the header area of the page.

Backend:

neue Seite 



Figure to 4.2 Backend - Header area



Premium header: Headline, teaser text. Heading with descriptive text with background image for the header area of the page. The page title is determined via the heading field. Tab: *Typical page content*



Simple header: Headline, tear-off text. Heading with descriptive text for the header area without background image of the page. The page title is determined via the heading field. Tab: *Special elements*

4.2.1 Premium Header

The premium header consists of an initial screen in which the menu is embedded on the left and the heading (H1) and a subheading (H2) are displayed in the centre. This element can only be integrated in the header area of the page.

Image size: 1920 px x 674 px with a maximum size of 1 MB

Front end:

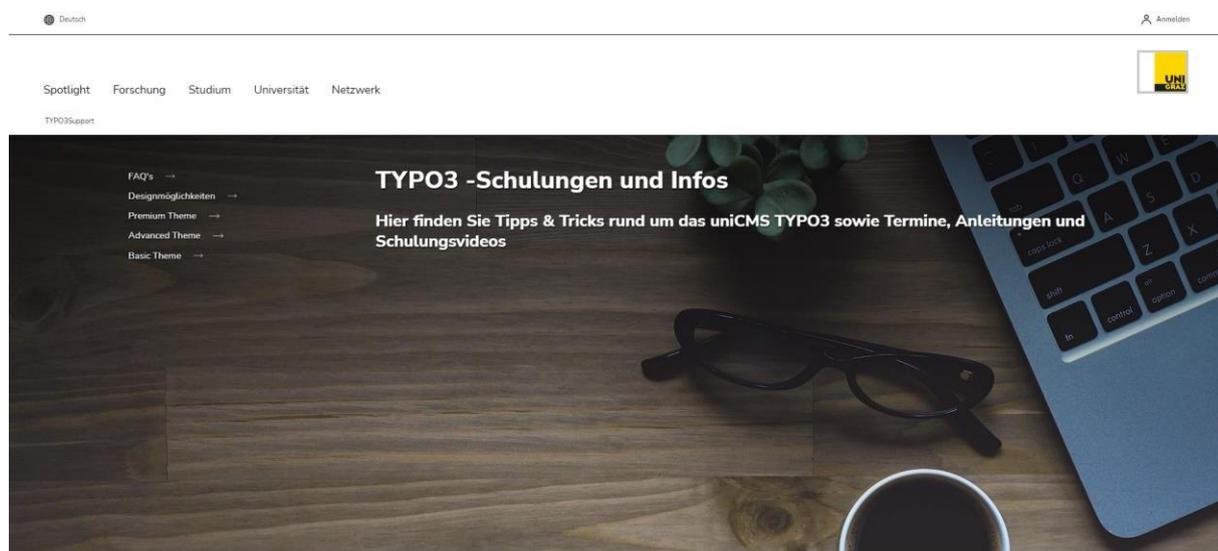


Figure to 4.2.1 Premium Header Frontend

How to create the Premium Header:

1. Navigate to the page where you want to use the element.
2. Click on the  *content* button in the header area.
3. In the element creation wizard in the *Typical page content* tab, select the element **Premium header** from.
4. In the General tab, the desired page title in the Heading field.
5. You can enter a short description of the page in the Scriber text field.
6. Switch to the Media tab
7. Under Media elements, click on the button  *Add media file*.
8. Select the desired image from the file list.
9. Save the element!



Note: The premium header should be used on the homepage and on all pages with links in the menu. Use an image without lettering for the premium header and pay attention to the **image size: 1920 px x 674 px**.

4.2.2 Simple header

If you don't want to use a premium header, the easiest way to start your page (from an SEO perspective) is with a simple header. The simple header consists of a headline and a subtitle. The heading is labelled as H1, the subtitle is labelled as H2.

Front end:



Figure to 4.2.2 - Simple header frontend

How to create the simple header:

1. Navigate to the first position on the page where you want to use the element.
2. Click on the button  *Content*.
3. In the element creation wizard, select the *Special elements* tab click on the **Simple header** element.
4. the desired page title in the Heading field.
5. You can enter the heading of the first element in the Subheading field.
6. Save the element!

4.3. Typical page content



Heading only: Heading with the possibility of a link.



Text: Heading with the option to output text.



Text & media: Heading with text and any number of media. How the text is arranged in relation to the media can be defined.



Text & images: A heading with text and any number of images. How the text is arranged in relation to the images can be specified.



Images only: Heading with any number of images+ Gallery function.



Link list: A list of linked texts.



Image-Text Box Element: Headline and linked text boxes with background images.



Icon text box element: Headline and linked text boxes with icons.



Contact box: Free contact, business card with data from UNIGRAZonline and employee list.

4.3.1 Heading only

A heading can be entered in the Heading field in the General tab. This can be linked, and the size of the heading can be customised and also hidden as an orientation aid in the backend. - This option is identical for the Text, Text & Media, Text & Images, Images only etc. elements.

To the Heading only element:

1. Navigate to the page where you want to integrate the heading.
2. Click on the button  *Content*
3. In the element creation wizard, select the *Typical page content* tab and click on the **Heading only** element.
4. You can now enter the heading in the *Heading* field.
5. Click on Save!



Note: If you use the Heading only element, the same element spacing is used after the heading as after a Text & media element, for example. This spacing can be changed. See here: [Adjust spacing](#)

4.3.1.1 Set size

The size of the heading can be set via the Type field. Layout 1 indicates that this is a level 1 heading, which is displayed very large and should only be displayed once on the

page, layout 2 indicates that it is a subheading in the 2nd level. Headings in layouts 3-5 have the same font size as the normal text.

4.3.1.2 Link heading

Either write the reference directly in the link field (from https://..... To the last /) or Click on the link  icon on the right. The insert link wizard opens, allowing you to choose whether you want to create a link within your page or as an anchor to an element, a file, an external URL, an e-mail address or a telephone number.

4.3.2 Text

The text field offers the option to add a heading using the familiar functions of the [Heading only](#) element and to add a text using the [formatting options of the rich text editor](#). The text element is output across the entire column width.

To the Text element:

1. Navigate to the page on which you want to use the element.
2. Click on the button  *Content*.
3. In the Creation Wizard element, select the *Typical page content* tab and click on the **Text** element.
4. You can now enter the heading in the *Heading* field.
5. You can include and format your content in the *Text* field.
6. Click on Save!

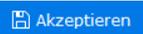
4.3.3 Text & Images / Text & Media

In the Text & Images element or also in the Text & Media element, you can add a heading using the familiar functions of the [Heading only](#) element and a text using the [formatting options of the rich text editor](#). You can also select and add media or images from the file list. The image editor can be used to select an image section and determine the position and behaviour of the image. Even if no image is added in the Media tab, the text is only output across half the column width.

Image size: 700 px x 530 px with a maximum size of 1 MB

How to create a "Text & images" element:

1. Navigate to the page on which you want to use the element.
2. Click on the button  *Content*.
3. In the Creation Wizard element, select the *Typical page content* tab click on the **Text & images** element.
4. You can enter the desired heading in the *Heading* field.
5. You can include and format your content in the Text field.
6. Switch to the *Images* tab
7. Under *Images*, click on the button  *Add image*.

8. Now select the desired image from the file list by clicking on the title.
9. The image is added with the image metadata open.
 - a. Insert an **alternative text - This is for the accessibility of the page** - If the image cannot be displayed or a screen reader is used, this text is displayed.
 - b. Optionally, a title (this is displayed as a mouseover of the image) and a description (this is displayed below the image) as well as a link can be placed above the image.
 - c. If you want to crop the image, click on *Editor* and crop the image accordingly or use the "Image and text" cropping option on the right. Now click on  *Accept* to apply the change.
10. Under Gallery settings in Position and alignment, you can set whether the image can be displayed to the left or right of the text.
11. Optionally, you can select the behaviour to enlarge the image when you click on it
 - The image opens in a gallery.
 - a. If you have entered a link in the image metadata, the image will be excluded from the gallery and the link will be opened when the image is clicked.
12. Save the element!



Note: Images should have a size of **700 px x 530 px** to be displayed well on the page. The distance before or after this element to the next element can be changed. See here: [Adjust spacing](#)

4.3.4 Images only

The images only element is designed to display images. These images are displayed across the entire width or in 2, 3 or 4 columns. A gallery can also be activated. This is displayed when an image is clicked by enlarging the image. If several images are stored, you can click on the arrows on the left or right to navigate to the other images. Optionally, an image description can be displayed below the images - this is not shown in the gallery.

Image size: 1920px in width and max. size of 1 MB

Front end:

Bilder - Galerie



Beschreibung steht unter dem Bild



Beschreibung steht unter dem Bild



Beschreibung steht unter dem Bild

Figure to 4.3.4 - Images only: 3-column display

To create a picture only element:

1. Navigate to the page where you want to integrate the images.
2. Click on the button  *Content*.
3. In the Creation Wizard element, select the *Typical page content* tab and click on the **Images only** element
4. Optionally, a heading with a link can be created in the General tab
5. Switch to the *Images* tab
6. Under *Images*, click on the button  *Add image*.
7. Now select the desired image by clicking on the title.
 - a. If you would like to select several images, tick them and click on  *Import selection*.
8. The image(s) are added with the image metadata open.
 - a. Add an **alternative text** to each image - **This is for the accessibility of the page** - If images cannot be displayed or a screen reader is used, this text is displayed.
 - b. Optionally, a title (this is displayed as a mouseover of the image), a description (this is displayed below the image) and a link can be placed above the image.
 - c. If you want to crop the image, click Open editor and crop the image accordingly. Now click on *Accept* to apply the change.
9. Gallery settings:
 - a. *Number of columns*: Here you can set whether the images should be displayed in several columns. Use the dropdown to select the desired number of columns.
10. Behaviour:
 - a. *Enlarge on click*: If *Enlarge on click* is activated, the image is displayed larger in the frontend when it is clicked on.
 - i. If you have entered a link in the image metadata for an image, the image will not be displayed in the gallery or will be skipped.
11. Save the element!



Note: If you activate Enlarge on click behaviour, make sure to use images that are at least **1920px wide** and have a **maximum size 1 MB** so that the image is displayed sharply.

4.3.5 Link list

The link list element consists of one or more entries. A headline is displayed, with the scribble text below it and the area is labelled with an arrow pointing to the right. The entire area is also highlighted with a link. If you move the mouse over the elements, the currently "active" element is highlighted in colour with a yellow background.

Front end:

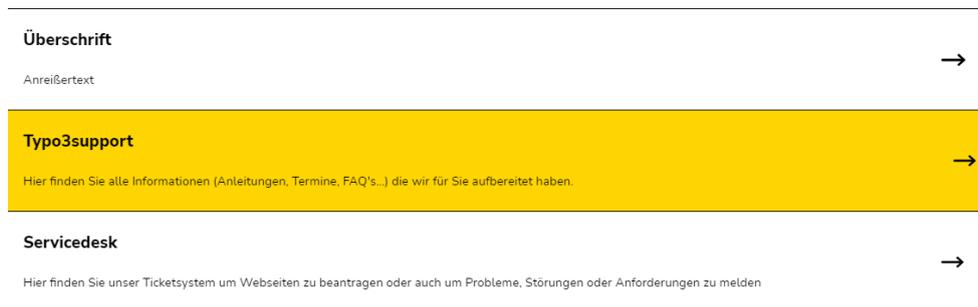


Figure to 4.3.5a Link list in the frontend with hover effect

How to add a link list:

1. Navigate to the page on which you want to integrate the list.
2. Click on the button  **Inhalt** *Content*.
3. In the Creation Wizard element, select the *Typical page content* tab and click on the **Link list** element.
4. A *heading* can optionally be entered in the General tab.
5. Click on the button  **Neu anlegen** *Create new* under Links.
6. Enter a text in the Heading field - this is highlighted in bold.
7. Insert a link in the link field.
8. Optional: Enter a tear-off text - this will be displayed under the heading.
9. Save the element!
10. If you would like to add further entries, click on the button again

 **Neu anlegen** *Create new.*

Functions:

An individual entry can be deactivated using the familiar  *slider* icon. If you want to delete a link list entry, you can do this via the  *delete record* icon. Click on the  *plus* icon to create a new element under the clicked element. The position of the entries can be changed using the  *arrow buttons*. A link list entry can be clicked and moved using the icon with the  *3 horizontal lines*.

Backend:

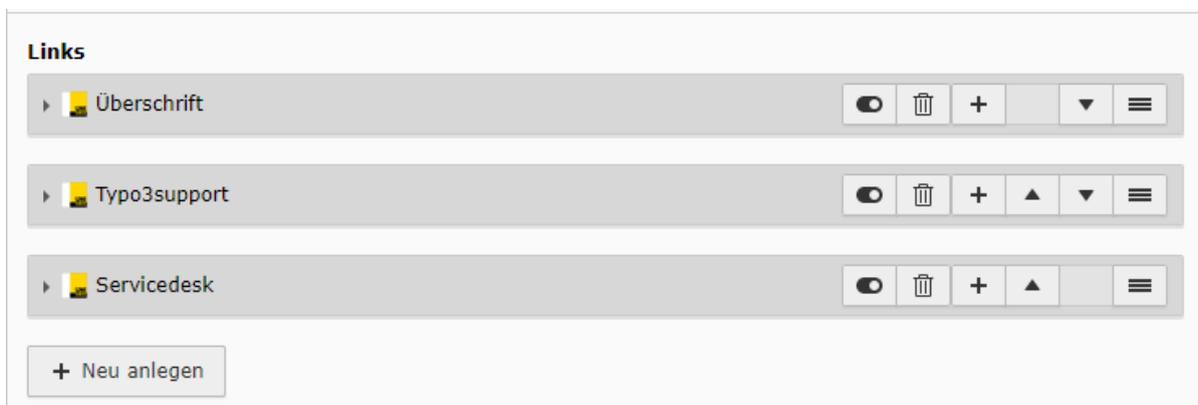


Figure to 4.3.5b Link list -backend functions

4.3.6 Image-Text Box Element

The Image-Text-Box element can be used to display interesting articles, news, events, research events, projects, etc. The element can be set to display 1 or 2 elements per row. The element can be set to display 1 or 2 elements per row. Each element has a photo as a background. If the element is navigated to with the mouse, a different photo can be set (hover effect). Each box consists of a title (should only consist of one word e.g. News, Research...), a teaser text, a link and a background image.

Image size for 1 per row: 1920 px x 1435 px with max. size 1 MB Image

size for 2 per row: 700 px x 550 px with max. size of 1 MB

- When **news** is displayed, the title "NEWS" is automatically set and the title of the news item is displayed in the banner text.
- When **events** displayed, "EVENT" is automatically set as the title and the title of the event and the start of the event are displayed. The image is given a yellow background as an eye-catcher.
 - To use this option, an event plugin must be activated for your site. You can find more information on this under [Events](#).

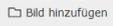
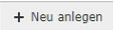
Front end:



Figure to 4.3.6a Image-Text-Box Element - Frontend

How to create an Image Text Box element:

1. Navigate to the page on which you want to display the element.
2. Click on the button *Content*.
3. In the element creation wizard, select the tab *Typical page content* and click on the **Image Text Box element**.
4. A *heading* can optionally be entered in the General tab.
5. Use the dropdown to select how many elements you want to use per row.
6. Under Text box element, click on the button *Create new*.
7. Select the type of box you want to use in the "Box type" dropdown.
 - a. Standard
 - i. An optional title (e.g. Research) can be entered in the title field.
 - ii. The title text is limited to 70 characters, enter brief information about the redirect page here.

- iii. Enter the link in the Link field or click on  *Chain symbol* to get all link functions.
 - iv. Under **Background image** click on the button  *Add image* to an image from the file list.
 - v. Optionally, a hover image can be selected under **Hover image** via the button  *Add image*.
- b. Latest news
 - i. The fields must updated as a result of the customisation. Click on the button  *OK* when you see the information **Update required**.
 - c. Select news
 - i. The fields must updated as a result of the customisation. Click on the button  *OK* when you see the information **Update required**.
 - ii. Reopen the item in which you made the setting.
 - iii. Now select the desired news from your area under *Select news*.
 - d. Select event
 - i. The fields must updated as a result of the customisation. Click on the button  *OK* when you see the information **Update required**.
 - ii. Reopen the item in which you made the setting.
 - iii. Now select the desired event for your area under *Select event*.
8. Save the element!
9. If you want to create more boxes, click again on  *Create new*.



Note: If you want to automatically display the 3 most recent news items, create 3 elements with the type "Latest news". The 2nd newest or 3rd newest news item etc. is used for the next element in chronological descending order.

Functions:

An individual box can be deactivated using the familiar  *slider* icon. If you want to delete an image-text box, you can do this via the  *Delete record* icon. By clicking on the  *Plus* icon, a new element is created under the clicked element. The position of the box can be changed using the  *arrow buttons*. The box can be clicked and moved using the icon with the  *3 horizontal lines*.

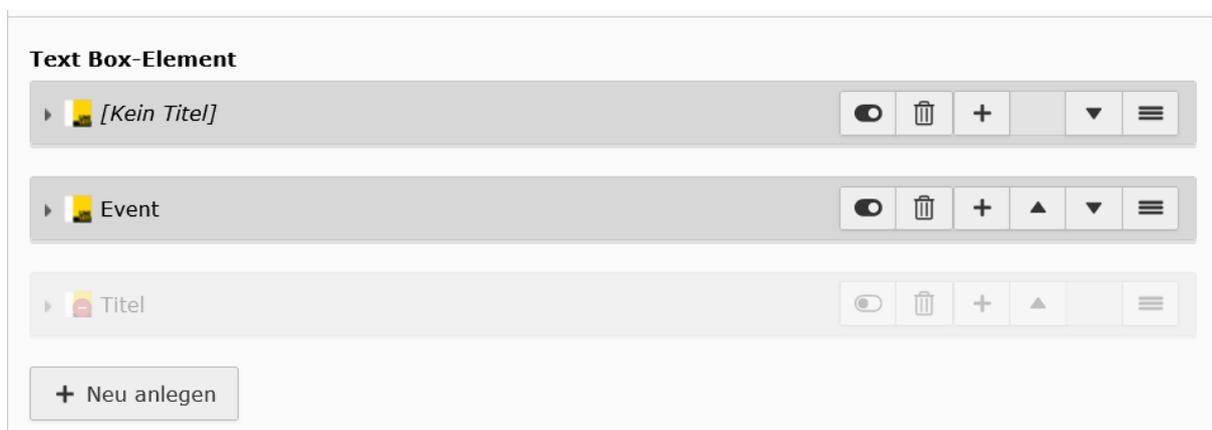


Figure to 4.3.6 Image-Text Box Element - Backend Functions

4.3.7. Icon-Text Box Element

The Icon-Text Box element can be used, for example, to display services in the area. You can use up to 3 elements in a row. Each element has a grey background that changes to black when the mouse is moved over the element (hover effect). It consists of an icon, optionally a title (maximum 30 characters) - this is displayed below the icon - and the box is provided with a link.

Front end:



Figure to 4.3.7a Icon text box element - front end

How to an icon text box element:

1. Navigate to the page on which you want to display the element.
2. Click on the button *Content*.
3. In the element creation wizard, select the *Typical page content* tab and click on the **Text box element icon**.
4. A *heading* can optionally be entered in the General tab.
5. Use the dropdown to select how many elements you want to use per row.
6. Under Text box element, click on the button *Create new*.
7. An optional *title* can entered in the title field.
8. Enter the link in the *Link* field or click on the *chain symbol* to access all link functions.
9. an icon from the list.
10. Save the element!
11. If you want to create more boxes, click again on *Create new*.



Note: If you need a specific icon, you can choose the right one from the Streamline Ultimate Bold icon set: <https://www.streamlinehq.com/icons/streamline-bold> currently only a few icons are available in the TYPO3 backend. Send us the path of the icon via e-mail to the

Service Desk, then we can integrate this into TYPO3 for you.

Functions:

An individual box can be deactivated using the familiar *slider* icon. If you want to delete an image-text box, you can do this via the *record delete* icon. With a click on

the  *Plus* icon, a new element is created under the clicked element. The position of the box can be changed using the   *arrow buttons*. The box can be clicked and moved using the icon with the  *3 horizontal lines*.

Backend:

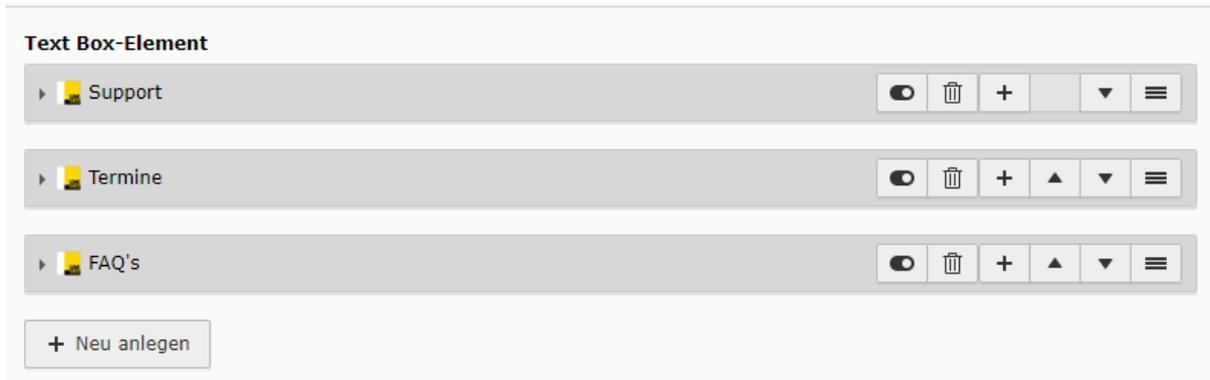


Figure to 4.3.7b Icon text box element - backend functions

4.3.8. Contact box

To display employee lists or contact details on the website, use the Contact box element. Here you have the option of choosing between a free contact or a business card.

There are two types of contact boxes that you can use:

- In **Free Contact**, all data such as name, telephone number and e-mail address must be added manually.
 - The free contact can be used for general contact data without personal reference or for external contacts.
- The **business card** can be searched for a person's surname and all data that is also publicly accessible in UNIGRAZonline is retrieved by Typo3 and displayed in the front end of the website. The image in the business card is also transferred if it is visible to non-authenticated users. All fields can be overwritten or hidden.
 - We recommend using the business card whenever possible (for employees of the University of Graz).

Front end:



Titel
Vorname Nachname Nachgestellter Titel
 Funktion

✉ [test\(at\)email.at](mailto:test(at)email.at)
 ☎ +43 316 380 - 2240
 ☎ Alternative Telefonnummer
 📍 Adresse
 ⌚ Sprechstunde
 @ ORCID ID: [Orcid id](#)
 🌐 [Webadresse](#)

Figure to 4.3.8b Contact box - one contact - front-end display with image

Titel	✉ test(at)email.at
Vorname Nachname Nachgestellter Titel	☎ +43 316 380 - 2240
Funktion	☎ Alternative Telefonnummer
	📍 Adresse
	🕒 Sprechstunde
	🆔 ORCID iD: Orcid.id
	🌐 Webadresse

Figure to 4.3.8a Contact box - one contact - front-end display without image

How to a contact box:

1. Navigate to the page where you want to insert the contact.
2. Click on the button  Content.
3. In the Creation Wizard element, select the Typical page content tab and click on the **Contact box** element.
4. A heading can optionally be entered in the General tab.
5. To create a contact, click on  new in the extension options.
6. Now select the contact box type:
 - a. Free contact - General contact
 - i. Fill in all required fields
 - ii. If you want to create an employee list with photos, add a photo.
 - b. Business card - Data from UNIGRAZonline
 - i. If you select Business card, the fields available in the form are affected, so the fields must be updated. Click on the button  OK when you see the information Update required.
 - ii. Now just the person's surname in the search field. Click on the right person in the drop-down menu.
 - iii. Customise data?
 1. If certain data from UNIGRAZonline is changed, you can overwrite it in the field below Overwrite data from UNIGRAZonline.
 2. If a field is to be completely hidden, the tick must be removed from the checkbox below Display - Click on the button  OK for the information Update required.
7. Save the element!



Note: All public data is taken from UNIGRAZonline. Changes made in UNIGRAZonline (e.g.: adjustment of office hours, photo...) will only be visible on the website the next day after synchronisation has been completed. Changes directly at the source, i.e. in UNIGRAZonline, can be made by the employee independently or by the UNIGRAZonline representatives of the unit.

4.3.8.1 List of employees:

If you want to create an employee list, you must click on the button  *New* in the same contact box element. This changes the design of the employee list in the frontend. Divide the employee list into sections so that you do not have more than 25 people in one list. If there are too many people and images on a page, your page may take longer to load.

Front end:

<p>Titel</p> <p>Vorname Nachname Nachgestellter Titel:</p> <p>Funktion</p>	<p> e-mail</p> <p> +43 316 380 - DW</p> <p> Alternative</p> <p> Adresse</p> <p> Sprechstunde</p> <p> ORCID iD: ORCID iD</p> <p> www</p>
<p>Vorname Nachname</p> <p>Funktion</p>	<p> email(at)uni-graz.at</p> <p> +43 316 380 - DW</p> <p> Mo - Fr, 9 -10 Uhr</p>

Figure to 4.3.8.1c Contact box - employee list - frontend display without image

	<p>Titel</p> <p>Vorname Nachname Nachgestellter Titel:</p> <p>Funktion</p> <p> e-mail</p> <p> +43 316 380 - DW</p> <p> Alternative</p> <p> Adresse</p> <p> Sprechstunde</p> <p> ORCID iD: ORCID iD</p> <p> www</p>
	<p>Vorname Nachname</p> <p> email(at)uni-graz.at</p> <p> +43 316 380 - 1324</p>

Figure to 4.3.8.1b Contact box - employee list - front end with image



Note: Please note for photos: If an employee has uploaded a photo to the UNIGRAZonline business card, this is automatically loaded into the contact box and also into the employee list. If half of the people in the employee list do not have a photo in the UNIGRAZonline business card, a simple list display is shown for all people in the employee list. This can of course be changed if a **700 px x 700 px** image is uploaded to Typo3 for the person who does not have a picture in UNIGRAZonline.

4.4 Special elements

 **Info banner:** Text with grey background optionally with link. Banner element with defined icon.

 **Facts:** Heading, text element optionally with icons and reference. List to make important information graphically appealing.

 **Counter element:** Numerical value, title can be entered. Whole numbers are counted up animatedly.

 **Social media links:** Links to social media can be entered. A line with icons of the completed social media is displayed.

 **Accordion:** Heading and text can be entered. The heading expands when clicked and the text becomes visible.

 **2 columns:** Contents can be displayed in 2 columns.

 **oEmbed:** Title, description and media file e.g. video is displayed in the frontend.

 **Event list element:** is used to present events.

4.4.1. Info banner

If you want to display information prominently on the website, use the info banner element. The banner has a light grey background and consists of a fixed icon (circled call sign) and a text field. Optionally, the banner can also be provided with a link.

Front end:

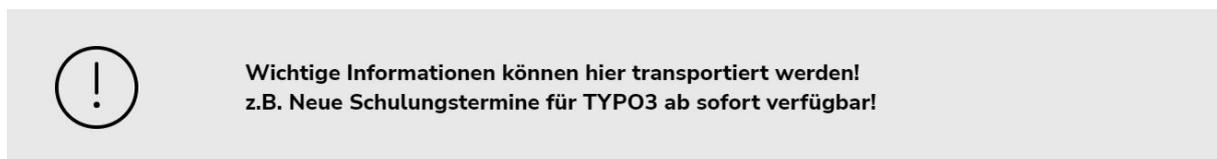


Figure to 4.4.1 Info banner frontend

How to create an info banner:

1. Navigate to the page on which you want to display the element.
2. Click on the button  *Content*.
3. In the element creation wizard, select the *Special elements* tab click on the **Info banner** element.
4. A link can optionally be entered in the General tab.
5. Enter the information in the scribble text field.
6. Save the element!



Note: The icon of the info banner is predefined and cannot be changed or deactivated, nor can the background colour be changed.

4.4.2. Facts

The Facts element is intended to emphasise important key points with icons. The icon is displayed to the left and the text to the right of the icon. Selecting an icon is not mandatory, but the icon gives the text an eye-catcher. Any number of facts can be created in the fact element. The title is not displayed in the frontend, but is used for orientation in the backend.

Front end:

- 1 Textfeld: Symbol Zahl 1 wurde ausgewählt
- 2 Symbol Zahl 2 wurde ausgewählt
- 3 Symbol Zahl 3 wurde ausgewählt

Figure 4.4.2a Facts element - front end

How to create facts:

1. Navigate to the page where you want to list facts.
2. Click on the button  *Inhalt* *Content*.
3. In the element creation wizard, select the *Special elements* tab click on the **Facts** element.
4. To a fact, click on  *Neu anlegen* *Create new* under *Elements*.
5. You can enter a title in the element, this is only for your orientation in the backend, it is not displayed in the frontend.
6. Optional: a link target in the Link field.
7. Fill in the field "Text", this will be displayed in bold on the web page
8. Now the appropriate icon from the list.
9. Click on Save!

Functions:

A fact can be deactivated using the familiar  *slider* icon. If you want to delete a fact entry, you can do this via the  *Delete record* icon. Click on the  *Plus* icon to a new element under the clicked element. The position of the entry can be changed using the   *arrow buttons*. The fact entry can be clicked and moved using the icon with the  *3 horizontal lines*.

Backend:

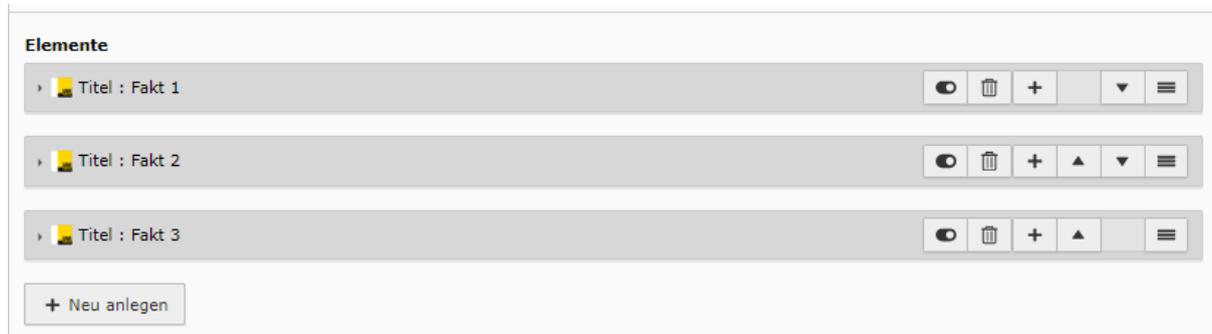


Figure to 4.4.2b Facts Element - Backend functions

4.4.3. Numbers Element

Do you have numbers or percentage values that you would like to emphasise graphically? Then use the counter element. Up to 5 values can be displayed in one line.

Front end:

10

Ganzzahl zur Anzeige

93%

Ganzzahl in Prozent

Figure to 4.4.3 Counter element - front end

To create a numbers element:

1. Navigate to the page where you want to list the figures.
2. Click on the button + Inhalt *Content*.
3. In the element creation wizard, select the *Special elements* tab click on the **numbers element**.
4. To output a number, click on Neu anlegen new under Counter element.
5. You can enter a title in the element; this is displayed in the frontend under the number.
6. Enter the positive whole number (without decimal point).
7. If the number a percentage, tick Yes for Is the number a percentage?
8. Click on Save!

4.4.4. Social media links

The Social Media Links element is a framed horizontal icon list in which you can enter your links to the following social media: Facebook, Instagram, Twitter, YouTube, LinkedIn, Kununu and Xing. Only the social media icons filled in the backend are displayed in the frontend of the page.

Front end:



Figure 4.4.4a Social media links - frontend - all icons



Figure 4.4.4b Social media links - front end - customised filling

How to insert social media links:

1. Navigate to the page on which you want to integrate the list.
2. Click on the button  *Content*
3. In the element creation wizard, select the *Special elements* tab click on the **Social media links** element.
4. The links to the existing media can now be entered in the General tab.
5. Save the element!



Note: The icons cannot be changed, the order is fixed and it is not possible to add further icons manually.

4.4.5. 2 columns

If you want to display content in 2 columns on your page, use the 2 columns element.

Front end:

Wir freuen uns über Ihr Feedback!

Teilen Sie uns mit ob Sie mit unserem Service zufrieden sind!

- Gibt es Verbesserungsvorschläge?
- Haben Sie Fragen zu unserem Angebot?
- Möchten Sie einfach einmal Danke sagen?

Wir freuen uns über jede Rückmeldung!

Feedbackformular

Betreff *

Nachricht *

[Datenschutzerklärung](#)

Weiter

Figure 4.4.5a 2 column element - frontend text element on the left, feedback form on the right

To create a 2-column element:

1. Navigate to the page where you want to enable a 2-column display.
2. Click on the button  *Content*

3. In the element creation wizard, select the *Special elements* tab click on the *2 columns* element.
4. The 2-column element has now been created in the backend. Now click on the button  *Content* in the element on the left or right to create a text element, for example.

Backend:



Figure to 4.4.5b 2 columns element backend

4.4.6 oEmbed

To embed videos in your page, use the oEmbed element. In addition to the video, a title (displayed above the video) and a description text (integrated below the video) can be displayed on the website. The content of the medium is displayed across the entire width.



Note: The video cannot be uploaded directly to TYPO3 and must be uploaded to uniTUBE, Youtube, Vimeo, etc., for example. You can find a list of all providers [here](#). If your video is to be uploaded to Youtube but you do not an account, please contact Communication & Public Relations. Your video will then be uploaded to the Uni Graz channel.

Front end:

Titel: Uni Graz Imagefilm



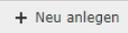
Beschreibung (Bildunterschrift)

Figure to 4.4.6 oEmbed - Frontend

You need to make a distinction when integrating:

1. Has the file been uploaded to uniTUBE?
 - a. Then the web address must be adapted - the ID that present in the link must be entered after the last / character:
https://unitube.uni-graz.at/play/
2. Or is the file located on external services such as YouTube, Vimeo, etc.?
 - a. Then no address adjustment is necessary

How to insert a video:

1. Navigate to the page where you want to integrate the video.
2. Click on the button  *Content*.
3. In the element creation wizard, select the *Special elements* tab click on the element **oEmbed**
4. Click on the *new* button in the General tab under oEmbed.
5. Optional: Enter the title, this will be displayed above the video 
6. Enter the *address* of the video in the Link field.
7. Optional: Insert description, this will be displayed below the video.
8. Save the element!

4.4.7 Accordion

The accordion is an element that displays headings and, if you select one, displays more information on the corresponding heading.

Front end:

Akkordeon Überschrift

und hier kann noch zusätzlicher Text stehen

Illustration for 4.4.7 Chords - front end

How to insert an accordion:

1. Navigate to the page on which you want to integrate the accordion.
2. Click on the button  *Content*.
3. In the element creation wizard, select the *Special elements* tab click on the **Accordion** element.
4. The accordion element has now been created in the backend.
5. In the accordion frame under Content, click on  *Create new content element* and the Create **accordion element** under Special elements. Only this element is displayed with the heading and content in the accordion.
6. Save the element!
7. If you would like to add further accordion elements, click again on  *Create new content element* in the accordion frame under Content and select the Create **accordion element** under Special elements.

4.5 Forms



Form: Forms can be integrated on the website.

4.4.1 Form

If you would like to use forms on your site, 5 predefined form variations are provided which you can easily embed on your website and which are covered by the University's general privacy policy for contacting us.

- [Anonymous feedback form](#)
- [Feedback form](#)
- [Simple contact form](#)
- [Extended contact form](#)
- [Simple event registration](#)

This allows you to integrate a form into the website:

1. Navigate to the page where you want to integrate the form.
2. Click on the button  *Content*.
3. In the element creation wizard, select the *Special elements* tab click on the **Form** element.

4. To display a heading for the form, enter it in the Heading field on the General tab.
 - a. The heading defined in the form is also output by default - this cannot be deactivated.
5. Switch to the Plugin tab and select the desired predefined or customised form under *Extension options - Form definitions*.
 - a. The General tab will now open again.
6. Click in the **Overwrite** finisher **settings** box if you want to change who the completed forms should be sent to.



Note: If you use a predefined form you **MUST** define a recipient via **Overwrite settings**, as the form cannot be sent without an entry.

7. The fields must updated as a result of the customisation. Click on the information **Update required** on the button  **OK**.
8. Now navigate to the Recipients tab.
 - a. You can now set a different subject here.
 - b. If you click on the button under e-mail addresses and names of recipients  **+ Recipients**, you can add one or more recipients.
9. Optional: If you want a different confirmation message to be displayed in the frontend after submitting the form, switch to the Confirmation tab
 - a. If you want to be redirected to a specific page after submitting the form, you can search for and select it in the Record - Search records field, e.g. via the PageID.
 - b. If only the confirmation text is to be personalised, you can overwrite the existing confirmation text below in the Text field.
10. Now save your form and **we recommend testing it in the front end of the page!**



Note: If you would like to request additional fields, you can also create a customised form. Please note that a separate privacy policy must be created and added to the form so that the form can be saved. You can access the FAQ here to create a customised form: <https://typo3support.uni-graz.at/de/faqs/individuelles-formular-erstellen>

5. Rich Text Editor (RTE)

This chapter describes the functionality of the Rich Text Editor (RTE), which is used to edit all TYPO3 texts.

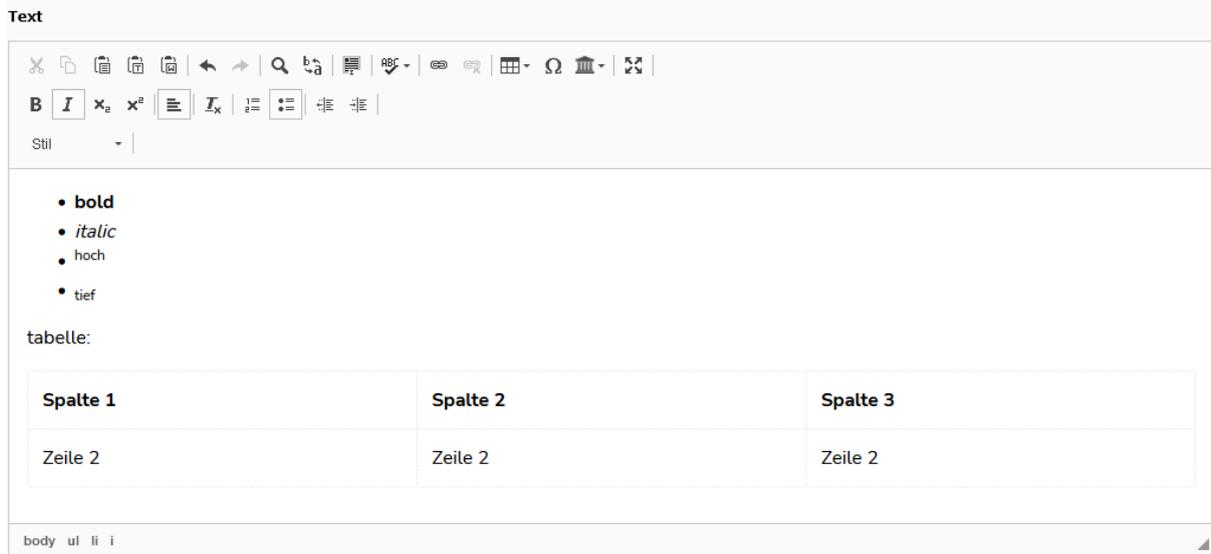


Figure to 5 Rich Text Editor (RTE)

This is a text editor that allows texts to be formatted in the style of a word processor. Although the range of functions does not come close to a professional word processor such Microsoft Word, basic formatting options are possible without programming knowledge.



Note: RTE is a so-called "WYSIWYG" editor ("What You See Is What You Get"), but the view in the back and front end may still differ.

The formatting options of the Rich Text Editor are presented below.



Note: If you move the mouse pointer over one of the buttons in the editor, you will see a text explaining the function of the button. You therefore do not need to memorise or know the functions in detail.

5.1 Text formatting

To format the text, it must first be selected.

- **B Bold:** Text bold
- *I* **Italics:** Text in italics
- _x **Subscript:** Subscript text
- ^x **Superscript:** Superscript text



Note: You have the option of pasting copied text using *CTRL + V*. As hidden "formatting elements" may also be copied, you must clean up the text after pasting it. To do this, click on *I_x* *Remove formatting*.

5.2 Lists

- - 1
 - 2**Numbering:** Numbered list
- -
 -**Enumeration:** List with points

5.3 Special characters

-  **Insert special characters:** Insert special characters such as letters from alphabets that are not available on all keyboards, mathematical characters and arrows.

5.4 Links

To create a link, first enter the text that is to be linked (clickable in the frontend). Select this text and click on the  *Insert link* icon. The menu for inserting a new link opens. If you want to remove an existing link, select the text and click on the  *Remove link* icon. You can create the following links:

- **Page:** Here you create links to pages within your TYPO3 pages which you select via the displayed page tree
 - **anchors / jump labels:** Here you can jump directly to the heading of a special element when the link is clicked.
- **File:** Here you create links to files (documents or images to open/download) that you select via the displayed directory tree. Media must first be uploaded to TYPO3 (details can be found in the corresponding chapter).
- **External URL:** You can link to any Internet address here. Under *Target window* should select *New window* so that you do not lose the users on your page (clicking on the link in the frontend opens a new browser window). Finally, click on the *Set link* button.
- **E-Mail:** Here you can link to an e-mail address. Finally, click on the *Set link* button.
- **Telephone number:** You can enter a telephone number here which, if a telephony client such as Skype4Business is installed, can call the stored number directly.

5.6 Tables

To create a table:

1. In the Rich Text Editor, click on the icon  *Insert table*.
2. A drop-down menu for creating a new table opens. There you can select the number of rows and columns by clicking on the selected area. Once the columns and rows have been clicked, the table is immediately created in the editor.
3. If right-click in the table, you can open the table properties and specify whether a header row should be used in the table. Click *OK* to customise the table.
4. Optional: To merge cells, select the cells to be merged and right-click in the selected area. Select *Cell* and choose *Merge cells*.
5. Now fill in the table.
6. Save the entries.

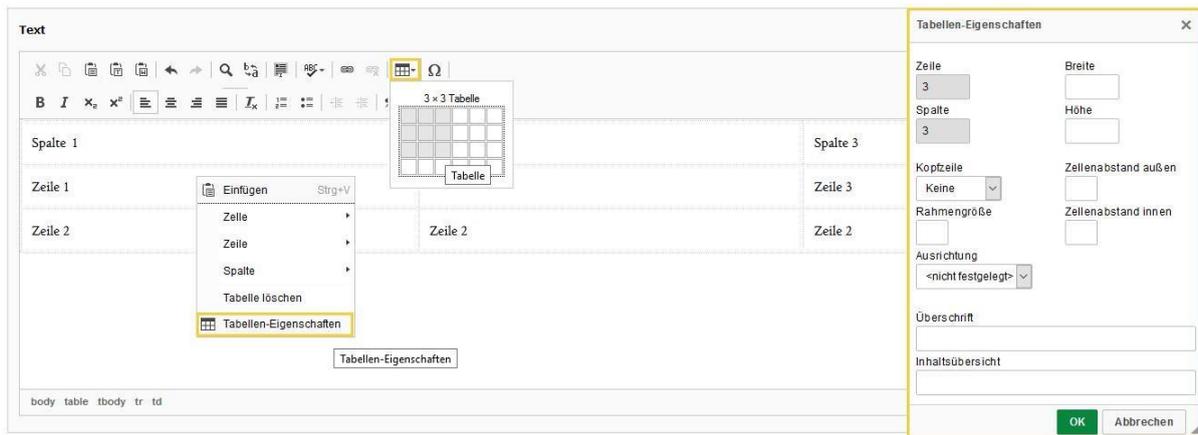


Figure 5.4: Create tables

6. Files and images

6.1 File list

Media management can be found under the *File* module [File list](#). Additional metadata is stored for each image, such as a title or description, and don't forget the copyright notice when uploading.

Backend:

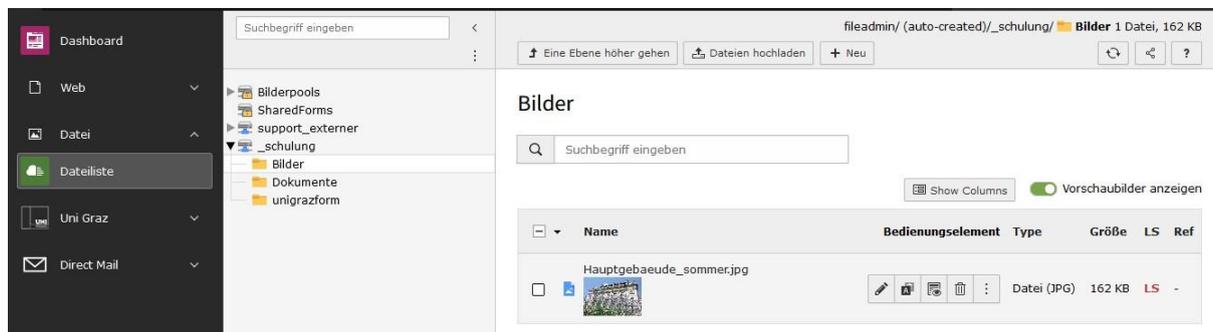


Figure to 6.2 File list

6.3 File and folder management

To the file management, select *File* [File list](#). You can recognise the node of the directory tree of the shared folders by the symbol

You can show and hide the folders and subfolders contained therein by clicking on the arrow to the left of the directory share or folder. To the right of the directory tree is a list of the files and folders in the directory you are currently in.

6.3.1 Create folder

To create a new folder, proceed as follows:

1. In the *FILE* module [File list](#), click on the folder in the directory tree in which you would like to create a new folder.

2. Click on the symbol  *Create directory*.
3. Enter a directory name and save the changes using the  icon.

6.3.2 Delete, rename, download folder

Once a folder has been created, it can later be renamed, deleted or cut and pasted elsewhere. You can access the corresponding options in the *File* module  *File list*. First select the node of the directory tree in the file tree,

so that you can select the folder to be edited.

To delete the folder, click on the  *Delete data record* icon. When deleting, you will be asked whether you really want to delete the folder. If you confirm, the folder is permanently deleted. Folders can only be deleted if the files they contain are not referenced (Ref -) and are therefore not included in the website. To rename the folder or download it (as a ZIP file), click on the icon  further options and select the desired option.

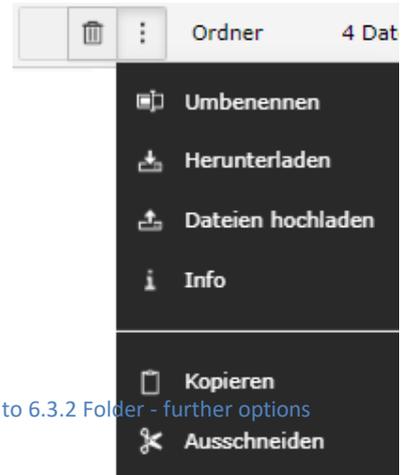


Figure to 6.3.2 Folder - further options

6.3.3 Upload files

To upload a file, proceed as follows:

1. In the *FILE* module  *File list*, click on the folder in the directory tree in which you want to upload the file.
2. Click on the button  *Upload files*.
3. The dialogue for uploading files opens. Select the desired files and click on the *Open* button to upload the selected files to the corresponding directory. If the window does not open, can also click on the link (point 3a in Figure 6.4) to open the window manually.

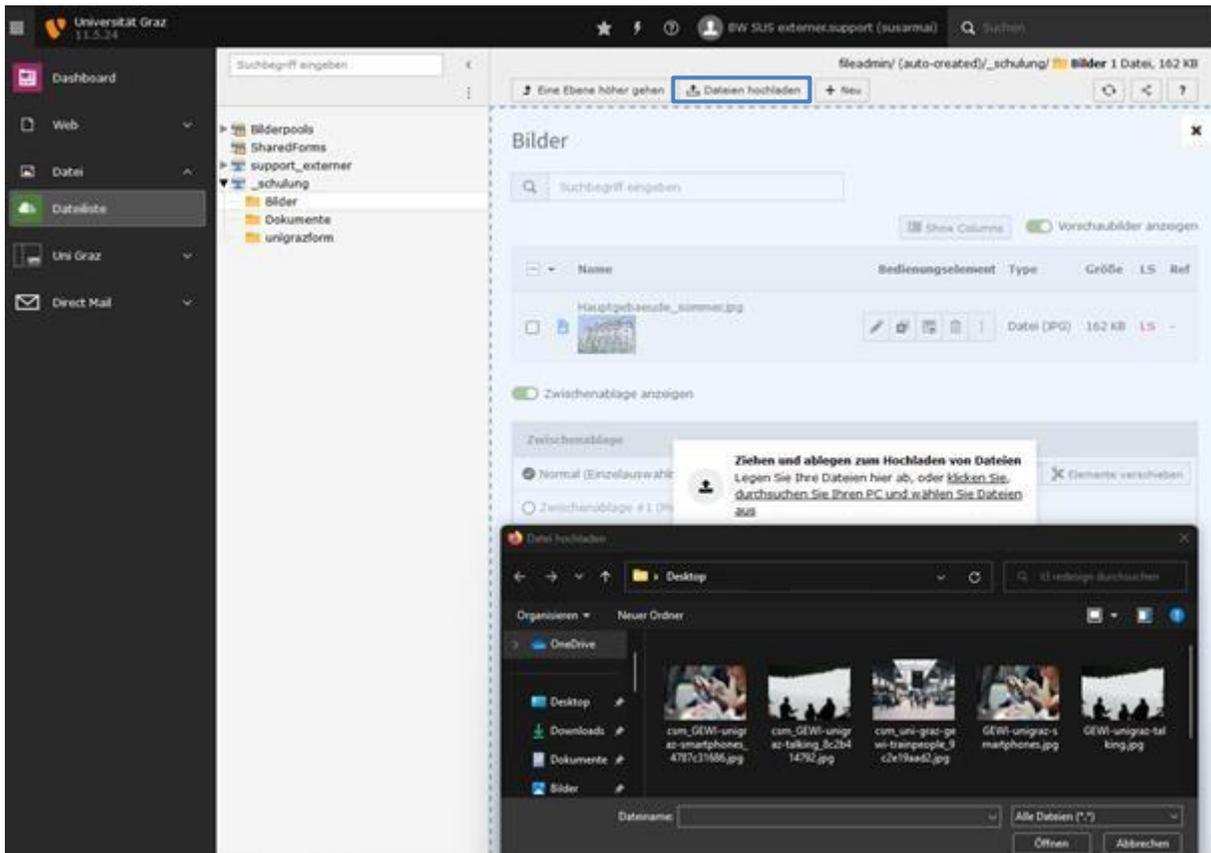


Figure to 6.3.3 File list - File upload

6.3.4 Files - Copyright notice

As soon as you use images on your website that are protected by copyright, a copyright notice must be included. How to add a copyright notice to your image:

1. In the *File* module *File list*, click on the image file that is protected by copyright in the directory tree.
2. Click on the title of the picture.
3. Switch to the *Metadata* tab and enter the author under *Copyright*.
4. Save the file!

Display in the frontend:



Figure to 6.3.4: Copyright in the front end

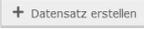
If you move the mouse over the image in the **front end**, the copyright notice appears. This is made up of the title and the copyright notice. If the title was not specified in the element via the image metadata in the Title field, the title field is automatically filled in with the file name (without file extension).

7. Latest news

If you want to present news on your page, use the [Image Text Box element](#). In the element, you can select whether you want to display the latest news or selected news from your area. NEWS" is automatically set as the title and the title of the news item is displayed.

7.1 Create news

How to create a news item:

1. First switch to the list view.
2. Click on the news folder . 
3. In the Item element, click on the button  *Create data record*.
4. The news item opens in the *General* tab. Here you can enter a *title*, *teaser* (subtitle) and *text*.
 - a. If your news is read out via [Xibo](#) (display of arbitrary and changing content on large monitors and door signs), it is important to store a teaser text in order to avoid display errors.
5. Under the tab *Access*  *Publication dates and access rights*, you can enter the time when the article should be displayed in the frontend.
6. A news preview image can be selected under the *Media* tab. To do this, click on the button  *Add media file*.
 - a. A window will open in which you can select the desired image from the file list. (Attention **image size 1920 x 1435 px**)
 - i. Click on the title of the picture to select it.
7. The image is displayed with the image metadata open.
 - a. Under Show in views, set the desired display of the image.
 - b. Enter a corresponding **alternative text** here - **This is used for the accessibility of the page** - If the image cannot be displayed or a screen reader is used, this text is displayed.
8. Content elements tab (optional)
 - a. Additional text and media elements can optionally be integrated in the Content elements tab - if you want to output additional images or text passages with images.
9. Metadata tab (optional)
 - a. The author's name and contact address can optionally be entered here (displayed at the bottom of the news item).
10. Advanced tab (optional)
 - a. If you want the news item to receive social media icons to share it on the respective platforms, tick the Social media checkbox.



Note: In the detailed view of the news item, i.e. when the news item is open, the image must be **1920 px x 1435 px with a maximum size of 1 MB** in order to be displayed properly. If you want to display the news in the Image Text Box element, the image is automatically reduced in size if you have set 2 elements per row.

8. Events

If you would like to display events on your website, you can request the organisation as the person responsible for the website by sending an [e-mail to the service desk](#). You will receive an event folder in which you can create events.

8.1 Create events

How to create an event:

1. First switch to the list view.
2. Click on the Events folder .
3. In the Item element, click on the button  *Create data record*.
4. The event opens in the *General* tab. Here you can a *title*, *teaser* (subtitle), the start and end of the event as well as the exact description of the event in the *Text* field. Optionally, you can enter the web address of the event in the *WWW* field below the text field.
 - a. If your events are read out via [Xibo](#) (display of arbitrary and changing content on large monitors and door signs), it is important to store a teaser text in order to avoid display errors.
5. *Media* tab
 - a. An event preview image can be selected here. To do this, click on the button  *Add media file*.
 - b. A window opens in which you can select the desired image from the file list. (Attention **image size in the detailed view 1920 x 1435 px**)
 - i. Click on the title of the picture to select it.
 - c. The image is displayed with the image metadata open.
 - d. Under Show in views, set the desired display of the image.
 - e. Enter a corresponding **alternative text** here - **This is used for the accessibility of the page** - If the image cannot be displayed or a screen reader is used, this text is displayed.
6. Tab *Access*
 - a. The event can be hidden / activated here and the time when the article should be displayed in the frontend can be entered under *Publication dates and access rights*.
7. Rider *location*
 - a. The event type must selected here; if the type is changed, click on the *OK* button when the information **Update required**  appears.
 - i. The *General* tab will now open again.
 - b. Depending on your selection, the venue and the conference tool.
8. Rider *Organiser*
 - a. Enter the organiser of the event here.
9. Rider *contact*
 - a. Enter *the name, organisation, e-mail and telephone number* of the contact person here.
10. Rider *participation*
 - a. Here you can specify whether the event is subject to registration. If so, the deadline for registration and whether the event is subject to a fee.

11. Content elements tab (optional)
 - a. Additional text and media elements can optionally be integrated in the Content elements tab - if you want to output additional images or text passages with images.
12. Metadata tab (optional)
 - a. The author's name and contact address can optionally be entered here (displayed at the bottom of the news item).
13. Advanced tab (optional)
 - a. If you want the news item to have social media icons to share it on the respective platforms, tick the Social media checkbox.
14. Save your event!



Note: In the detailed view of the event, i.e. when the event is open, the image must be **1920 px x 1435 px with a maximum size of 1 MB** in order to be displayed properly. If you want to display the event in the event list element, the image is automatically reduced in size for the preview.

8.2 Publication on uni.events

If you have created an event and want it to appear in the university's event calendar at <https://events.uni-graz.at>, you can open the event in the event folder and open the Categories tab. Select the category *Publication request on uni.events* and save the event.

8.3 Display option Events

If you have a large number of events, you can display them using the **event list element**. If events only take place infrequently, you can also display the event using the **image text box element**. In the image-text box element, the event is given a yellow background as an eye-catcher. To display an event in the image text box, click [here](#) to go to the instructions for the element.

8.3.1 Event Listen Element

If you want to present several events on your site, you can use the event list element. A preview image of the event is displayed, to the right of it the date + time is displayed, below it whether an event is subject to registration, until when you can register for it, or whether the event is subject to a fee. The event title is displayed below this. Clicking on the event takes you to the event details page.

Front end:

Eventlist Element

Alle Veranstaltungen



Figure to 4.4.7 Event list element - front end

How to create the event list element:

1. Navigate to the page on which you want to use the element.
2. Click on the button  *Content*
3. In the element creation wizard on the Special elements tab, select the element *Event list element* off.
4. Optionally, a heading can be entered in the General tab.
5. Under Eventlist element, click on the button  *Create new*.
6. You can optionally enter a title; this is only used for orientation in the backend and is not displayed in the frontend.
7. Event type
 - a. In the Element type drop-down field, "Newest event" is selected by default.
 - i. Save the element!
 - b. If you want to display a special event, select the following in the "Event":
 - i. This means that the fields must be updated. Click on the button  *OK* when you see the information **Update required**.
 - ii. Now open the item you have created again and select the desired event for your area from the drop-down field.
8. Save the element!

9. Create alternative language version

The German language version of the website is standard for every TYPO3 website and must always be available. Other language versions can be added to the existing languages in the backend if required. This chapter provides instructions on how to create pages in English.



Note: At least a basic structure must be offered in German, although the content may be reduced here. The most important information should be available in both languages, even if an alternative language version is the main language of the site.

On each page (which should be available in the respective language), a translation must be created for each element. To do this, a translation must first be provided for the page itself, only then can individual elements be translated.



Note: If you require an alternative language that not yet anchored in the system, please contact the service desk. We can send you the elements and tags to be translated. Once the data has been translated and sent back to us, it will be integrated into the system and the alternative language version can be used by you and all editors. The textual translations of the website content must be carried out by you as described below.

9.1 Translate page

If you do not yet have a translated page, the required language must first be released, please contact the service desk. For each page that is to be available in English (or in another language), a translation must be created for each element on the corresponding page.

How to a translation of a page:

1. Click on Page in the Web module.
2. The view is changed to Languages in the upper dropdown.
3. Under the title is *Create new translation of this page* - the desired language must be selected here.
4. The page properties of the alternative language page open. Enter the page title of the new page language in the General tab.
5. The added language version must now be saved.
6. Optional: if the newly created translation of the page is deactivated, open the page properties of the page again and activate it.

You can see whether a page been translated in the page view - language view, as both the German-language page and the alternative-language page are displayed next to each other.

9.1.1 Translate elements

If you want to translate all elements of the page, you can click on the Translate button. You can use this option automatically translate all existing content and elements using Google Translate or DeepL, for example. However, make sure that symbols such as the ampersand & are translated with &. We generally recommend that you proofread the automatically translated elements before they are published and only activate them afterwards.

How to translate all elements:

1. Click on Page in the Web module.
2. (Right) In the upper dropdown, the view is changed to Languages.
3. Click on *Translate* on the right under the *English* text.
4. The translation wizard opens. Choose between ***Translate***, ***Translate (deepl)***, ***Translate (deepl)(autodetect)***, ***Translate (google)*** and ***Translate (google)(autodetect)*** and click *Next*.
 - *Translate* creates the link between the German and English elements.
 - With *Translate (deepl)*, a version of the element translated with DeepL is automatically created and the link between the German and alternative language element is created.
 - With *Translate (deepl)(autodetect)*, a version of the element translated with DeepL is automatically created in which the language from which the translation is made is automatically recognised. In addition, the link between the German and alternative language element is created
 - *Translate (google)* automatically creates a deepl-translated version of the element.
 - *Translate (google)(autodetect)* automatically creates a Deepl-translated version of the element that automatically recognises the language from it is being translated.
5. The elements to be translated are now listed, click *Next*.
6. Click on *Next* to start processing - this may take some time.
7. Now the element just needs to be set to active so that it is displayed in the alternative language version. To do this, right-click on the locked symbol to the left of the flag and click on activate.



Note: If something changes in the German-language element, this change is not automatically translated and transferred to the English element. If you want to have the element automatically translated again, the existing translation of the element must be deleted and translated again using the Translate button.

If an element does not appear in the translation wizard, please contact us by email at servicedesk@uni-graz.at. Let us know the PageID of the page where the element is located.

9.1.2 Language selection in the frontend

The language version of the page can be entered at the top left of the frontend. On every website, the German language version is labelled "Deutsch". If an alternative language version such as English is available for the page, the text German becomes a dropdown when clicked on - also symbolised by a small arrow. With

Click on it to display all alternative language versions of the website is displayed. If you click on the English language, you will be taken to the English language version of the page forwarded.



Figure to 9.1.2 Front end - Change page language

10. Copyright

If the creation/conversion of a website/homepage is imminent, this is a good time to consider not only the content, but also the difficulties that could arise if the content was not created by the company itself. If, for example, images, texts or pieces of music are integrated into a website for which the authorship is unclear or unknown, or if content is copied, there is a risk of far-reaching legal consequences, e.g. a - particularly popular in Germany - "copyright infringement".

- warning proceedings or the obligation to fulfil claims for damages, to pay licence fees or to pay legal fees and court costs.

Individual contents (words, images, sounds) contained on websites are subject to special protection (copyright protection) by the author in the case of a corresponding intellectual achievement and the use of third-party texts, images or pieces of music therefore always requires the prior consent of the author or the person entitled to the licence (possibly collecting societies).

At the same time, the graphic design of a website created by a human activity, which is associated with a special effort in the sense of a special use of an individual or original peculiar intellectual achievement, is also protected by copyright as a so-called work of commercial art and thus a work of fine art.

This means that the unauthorised use of an entire website consisting of several pages can be judged as an infringement of copyright law in part or as a whole, as protection can be claimed for each individual page. Protection as a collective work may also apply to the entire "website", and database protection may also apply.

The following rules must therefore be adhered to in order to ensure that the website does not infringe copyright:

- Graphics, logos, texts, images, etc. that were not created by us may not be used by means of "Copy & Paste" the homepage.
- Texts on a website are to be created independently. Graphics, logos, images etc. must be commissioned or requested internally from the relevant departments.
- If third-party (university) content has to be used, only content that is clearly not subject to copyright, trademark, design or competition law protection or for which there are no chargeable exploitation rights should be used. In case of doubt, the author or other contact person from whom the content is to be used must be asked for authorisation in advance.
- Consent for the use of third-party content must always be recorded in writing (at least by e-mail) and in any case permanently archived for as long as the third-party content is on the homepage.
- When using old works without consent, it must be checked whether the author has been dead for more than 70 years or whether photos were first published more than 50 years ago.
- Copies made for your own private use are not to be offered on the homepage or on the Internet.
- Teaching materials (scripts, copies, etc.) are not available via the "open" Internet and the homepage, but, if necessary, only in access-restricted versions.

areas, e.. e-learning platforms. The reproduction of certain works that were created solely for "school use" and are distributed by corresponding publishers is generally prohibited.

- No third-party brands/logos and names are to be used on the Internet pages.
- It must always be stated who is responsible for the respective page and how this person can be contacted.
- In the event of an alleged copyright infringement, take action immediately and contact the legal department.
- Prevent disputes through written agreements, conclude licence agreements or make use of content that can undoubtedly be classified as copyright-free.

11. Support services offered by uniIT

uniIT will not let you down in TYPO3 matters. Whether it's about applying for a web presence or using the system itself, a competent team is at your side.

10.1 TYPO3 support page

You can find support online at <https://typo3support.uni-graz.at> & <https://typo3support.neu.uni-graz.at>. On these pages you will find

- Course programme with training dates
- Appointments for working groups and online consultation hours are offered as required
- Training documents
- Design possibilities
- Information hub (relevant to the TYPO3 project)
- Frequently asked questions with search function (FAQs)
- Information on applying for a TYPO3 site

11.2 Training courses

In the TYPO3 training course, you will learn how to use the system and the most important design elements live on the system. Before you using the system, you should definitely have attended a training course beforehand. A prerequisite for participation is a registered website and registration for the course. All course dates can be found on our TYPO3 support page.

11.3 Personal support

If our online offer is not sufficient for you or you would prefer to be supported personally, please contact the uniIT service desk on extension 2240 or by e-mail at servicedesk@uni-graz.at. There is also the option of attending an open working group where you can address specific questions or problems on site. Appointments are offered as required and can be found on the TYPO3 support page.