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Logout
[demo]

After logging in this is the screen you see.

Now to create a new page we have to change the view so that the directory tree of the site is visible.

So now go to the left (TYPO3) column and select the word 'Page' next to the green icon

Moving the mouse over the word shows that this is the place to 'create and edit pages'

TYPO3 3.8.0 Management System

© 1998-2005 Kasper Skårhøj. Extensions are available for download. Go to <http://typo3.com/> for details. Warranty and liability details. This is free software, and you are welcome to redistribute it for details. Obstructing the appearance of this

This is a brief description of the available modules:

- Web**
 - Page** **Create and edit pages**
 This module allows you to create and edit webpages. It provides a template selector and management for different languages. This page module is part of the extension "TemplaVoila".
 - View** **View page**
 Shows the look of the current page and lets you edit the content directly.
 - List** **List of database-records**
 The Web>List module provides low level access to records appearing on a page.
- File**
 - Filelist** **Listing of files in the directory**
 This is the file administration system in TYPO3. It allows you to access the file mounts of your login. Through this module you can upload, copy, move and delete files on the server.
 - Images** **Listing of images in the directory**
 Lists the images in large dimensions, five at a time. The pixel dimensions of the images are displayed as well.
- User**
 - Setup** **Personal user setup**
 This module allows you to customize your backend user profile. Here you can

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- + ~~Singles~~
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- + Adult
- [Reload the tree from server](#)
-

WEB > PAGE MODULE

If you wish to edit the content of a page, please click the page tree to the left.

The screen has now changed to this view.

There are now 3 columns:

Left
the TYPO3 column

Middle
the directory tree of the website

Right
the work area

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WEB > PAGE MODULE

If you wish to edit the content of a page, please click the page to the left.

The first time you log in, the site is not fully visible as indicated by the plus sign next to the page icons in the middle column

Select the plus sign of the folder where you want to create your new page with the mouse

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Moving the mouse over the yellow page icon shows the ID of the page, this so that the program can keep track of all the pages. TYP03 is a database system.
Now select the yellow folder icon

WEB > PAGE MODULE

If you wish to edit the content of a page, please click the page tree to the left.

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- Edit
- New**
- Info
- Copy
- Cut
- More options...
- Hide
- Visibility settings
- Edit page header
- Delete

A context menu will open up
Scroll down to 'New' and
select it

WEB > PAGE MODULE
If you wish to edit the content of a page, please click the page tree to the left.

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The content in the right column, the work area has now changed

At the top of the page it tells us that we are in the 'New Record' section of 'College' folder

Here we can create pages for regular content, calendar entries and news articles

[Reload the tree from server](#)

New record

- College
- Page (in **College**)
- Click here for wizard!
- Pagecontent
- Click here for wizard!
- News
- News category
- Calendar Location
- Calendar Organizer
- Calendar Categories
- Calendar Exception Groups
- Calendar Exception Events
- Calendar Events
- Create a new page

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Selecting 'Page (inside)' will place the new page immediately inside the 'Test Area' folder above all the other existing pages.

What about if we want to place the page at a specific spot inside that folder?

Selecting 'Click here for wizard!' at the top of the screen or

Selecting 'Create a new page' at the bottom of the screen will give the same options

New record

- College
- Page (inside)
- Click here for wizard!
- Pagecontent
- Click here for wizard!
- News
- News category
- Calendar Location
- Calendar Organizer
- Calendar Categories
- Calendar Exception Groups
- Calendar Exception Events
- Calendar Events
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[icon]

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New record

- [icon] [icon] [icon] College
 - [icon] Page (inside)
 - [icon] Click here for wizard! [icon]
 - [icon] Pagecontent
 - [icon] Click here for wizard! [icon]
 - [icon] News [icon]
 - [icon] News category [icon]
 - [icon] Calendar Location [icon]
 - [icon] Calendar Organizer [icon]
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 - [icon] Calendar Exception Groups [icon]
 - [icon] Calendar Exception Events [icon]
 - [icon] Calendar Events [icon]

[icon] [Create a new page](#)
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Now the information from directory tree from the middle column for the 'College' folder appears also in the right column, the work area.

Selecting a grey arrow below any folder will place the new page at that spot as we are informed by the context menu that appears when the cursor is placed over the grey arrow

New record

College

Select a position for the new page:

- Middle School
- High School
- College
- Leadership
- Newsletter
- Photos

Insert the new page here

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Now it is time to select a template for the new page. The 'Templates' tutorial shows how the page will look when a specific template is chosen.

In this example the default template is chosen

- Sports Ministry
- Adult
- [Reload the tree from server](#)

New record

Select a template for your new page:

Default template	ARC 1-2-2
	 Left navigation, with two equal width content columns
ARC 1-4	LIFE 1-4
 Left navigation with wide body area	 LIFE Ministries
ARC 1-1-3	Encounters 1-2-2
 Left navigation column with one narrow and one wide content body area	 Middle School Encounters 1-2-2
Encounters 1-4	Encounter 2-3
 Middle School Encounters 1-4	 Encounter 2-3
Kids 3-1	High School 1-4

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The screen has now changed to this view
If you like to work with some more feedback of what everything is for
select
'Show secondary options (palettes)' and
'Show field descriptions'

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Path: /College//

Page [521] -
Hide page:
Pagetitle:
Alias:



- Show secondary options (palettes)
- Show field descriptions
- Disable Rich Text Editor (RTE)

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Path: /College//

Page [521] -

Hide page:

Page title:

Alias:



- Show secondary options (palettes)
- Show field descriptions
- Disable Rich Text Editor (RTE)



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With 'Show field descriptions' activated we get little hints of how we have to fill out the fields.

Next to the field 'Pagetitle' box is a yellow exclamation mark. This indicates that we have to put a title inside this field or we won't be able to save the page.

Give the page a name

Path: /College//

Page [521] -

Hide page:
If this is checked, the page will be hidden on the website.

Pagetitle:
Enter the title of the page or folder. You must enter a page title. The field is required. This is normally shown in the website navigation.

Alias:
An 'alias' is a unique identification string for a page. You can use this string instead of the id-number to refer to the page.

Show secondary options (palettes)

Show field descriptions

Disable Rich Text Editor (RTE)

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Path: /College//

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Hide page:
 If this is checked, the page will be hidden on the website.

Pagetype:
 Enter the title of the page or folder. You must enter a page title. The field is required. This is normally shown in the website navigation.

Alias:
 An 'alias' is a unique identification string for a page. You can use this string instead of the id-number to refer to the page.



- Show secondary options (palettes)
- Show field descriptions
- Disable Rich Text Editor (RTE)
- ?



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Now save it by selecting the 'Save document' icon at either the top or bottom of the page.

Moving the mouse over the icons will show an explanation of what each icon does

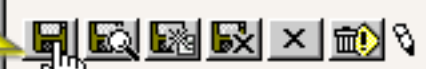
Path: /College//

Page [521] -

Hide page:
 If this is checked, the page will be hidden on the website.

Pagetype:
 Enter the title of the page or folder. You must enter a page title. The field is required. This is normally shown in the website navigation.

Alias:
 An 'alias' is a unique identification string for a page. You can use this string instead of the id-number to refer to the page.



- Save document
- Show field descriptions
- Disable Rich Text Editor (RTE)

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The new page appears now in the directory tree in the middle column

To go back to the beginning select the start button

Logout
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Path: /College/Demo Page/

Page [521] - Demo Page

Hide page:
If this is checked, the page will be hidden on the website.

Page title:
Enter the title of the page or folder. You must enter a page title. The field is required. This is normally shown in the website navigation.

Demo Page

Alias:
An 'alias' is a unique identification string for a page. You can use this string instead of the id-number to refer to the page.

- Show secondary options (palettes)
- Show field descriptions
- Disable Rich Text Editor (RTE)