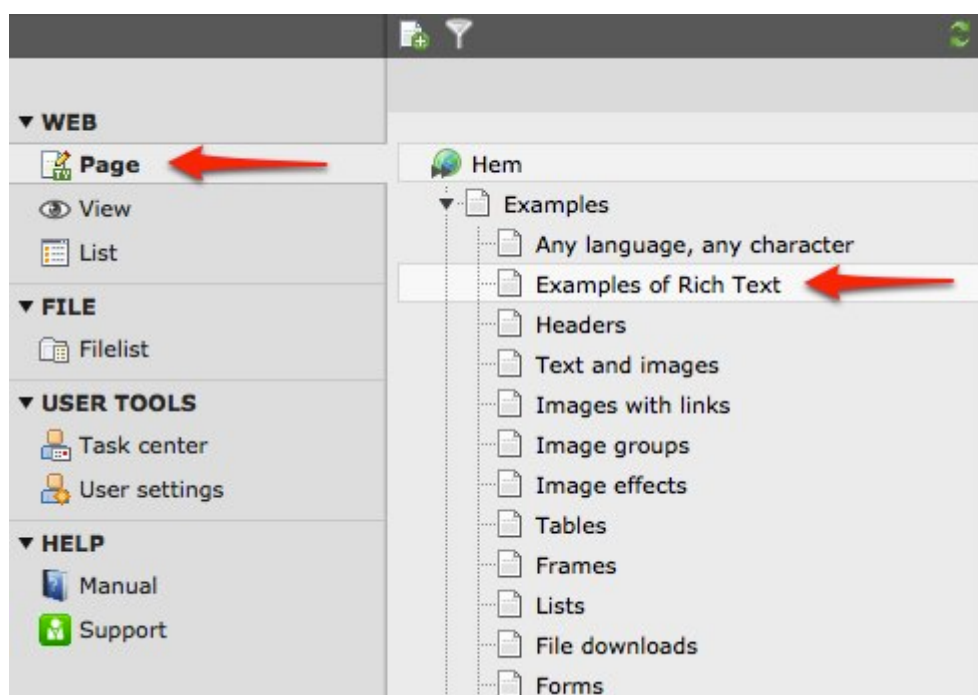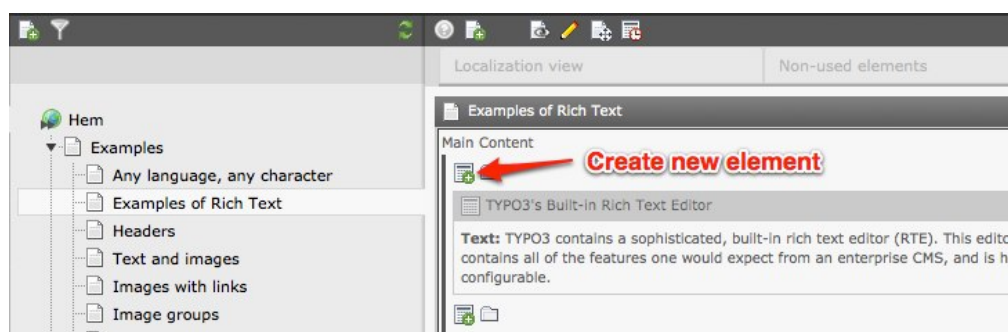# 4.1 Create text element

All content on the web pages is made up by so called elements. To create an element, select the page you wish to fill with content by left clicking the title. (img. 4.1.1)

4.1.1

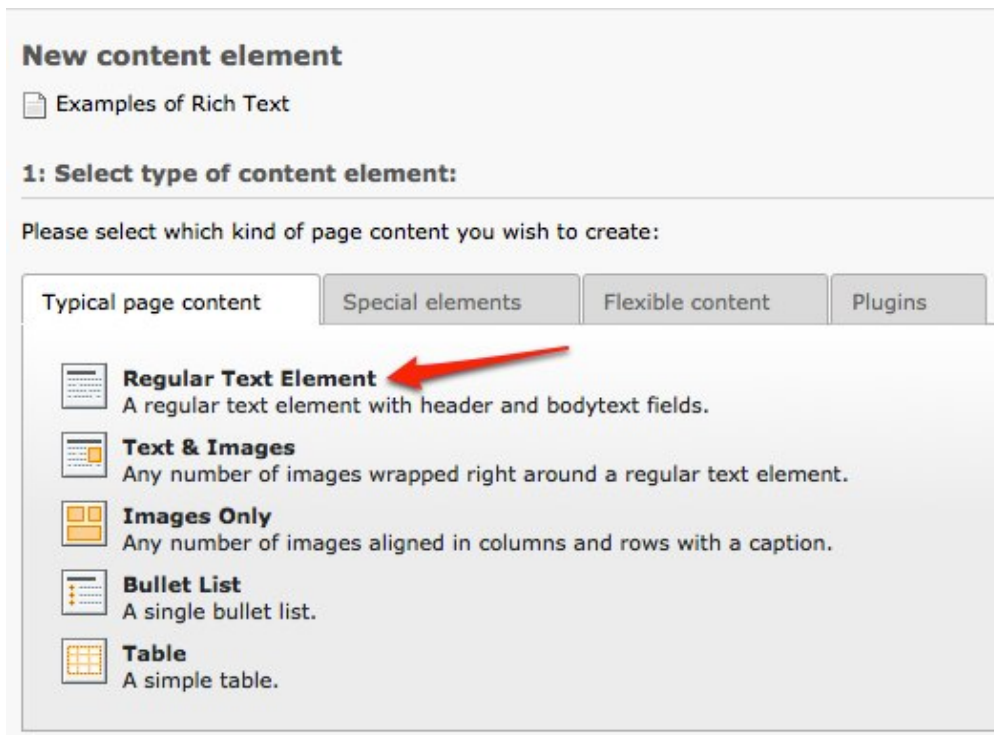In the third field, click the "Create new element" icon. (img. 4.1.2)

4.1.2

A list based on tabs, contains all different elements. They are divided into different types of elements:

- **Typical page content**; here you can find text-, image-, bullet list- and table elements.

- **Special elements**; this contains different form elements and also the HTML element for inserting regular HTML-code.
- **Flexible content**; contains special elements that are created for your site
- **Plugins**; Modules installed on you TYPO3 website.

We will now create a "Regular Text Element". (img. 4.1.3)

4.1.3

An information form will now appear. It contains three tabs; General (1), Access (2) and Appearance (3). Under the General tab fill out the header (4), this will appear at the top of the element in the front end. It is possible to choose different types of he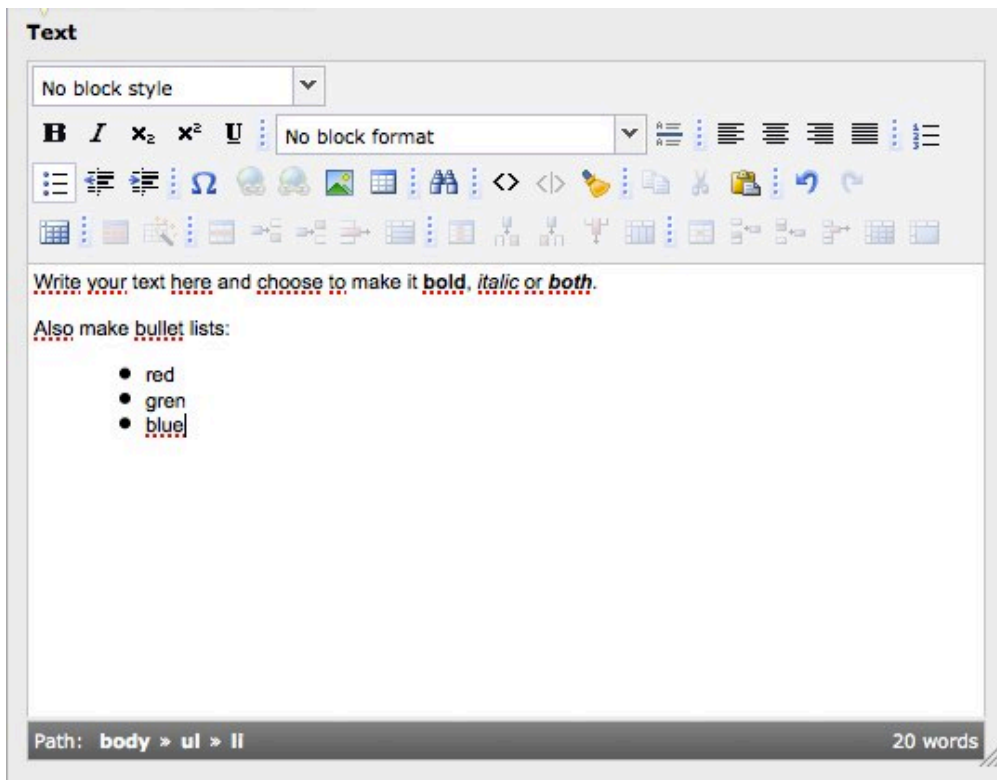adings or hide it, so it will not appear in the frontend (5). Below these fields you will find the text editor (6) which is described in the next section. (img. 4.1.4)

Edit Page Content on page "Examples of Rich Text"

General **1** Access **2** Appearance **3**

Content Element
Type

Text

Header
Header

Type the header here **4**

Type

Default **5**
Default
Layout 1
Layout 2
Layout 3
Layout 4
Layout 5
Hidden

B *I* x₂ x² **U**   No block format
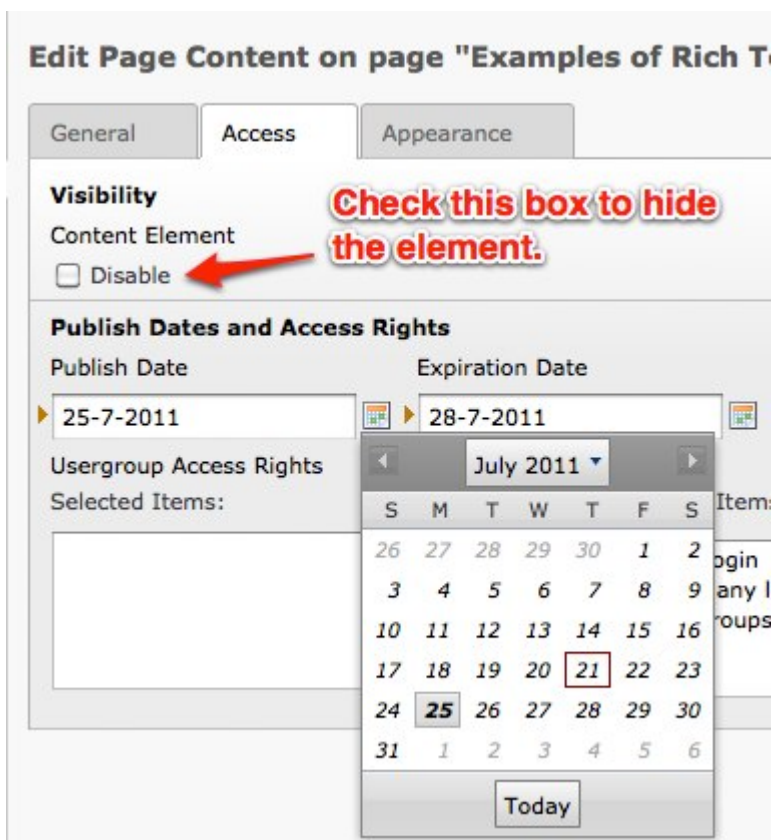
Ω

This is the texteditor of the element. **6**

4.1.4

The text editor (RTE) works just like a scaled down Word document, and the text will appear on the website, as you see it. Make it bold, italic or insert bullet lists and tables. If you copy text from a Word document or another website, make sure you remove its formatting before you paste it into the RTE. (img. 4.1.5)
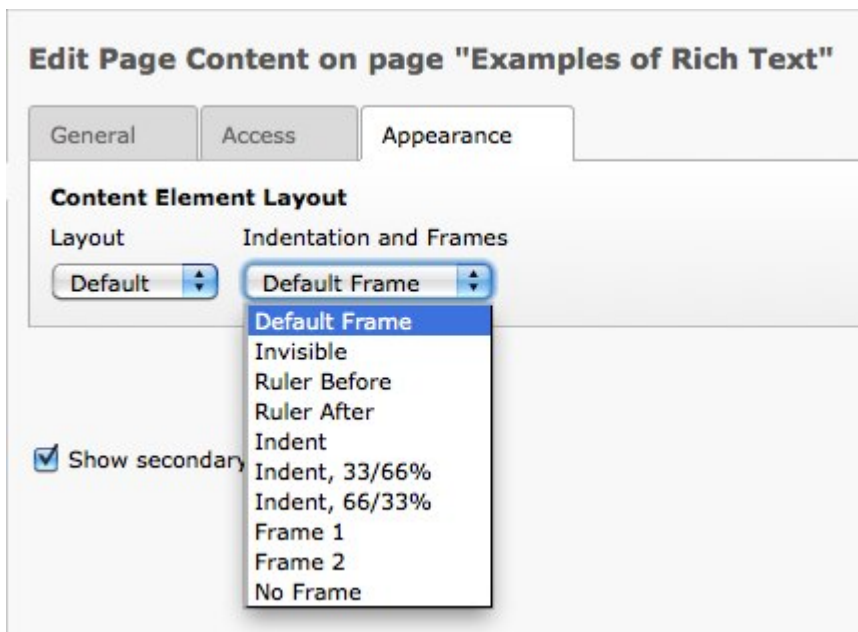
4.1.5

Select the Access tab. Here you are able to select a publishing and expiration date for the element. This is excellent for example, when handling campaigns. (img. 4.1.6)
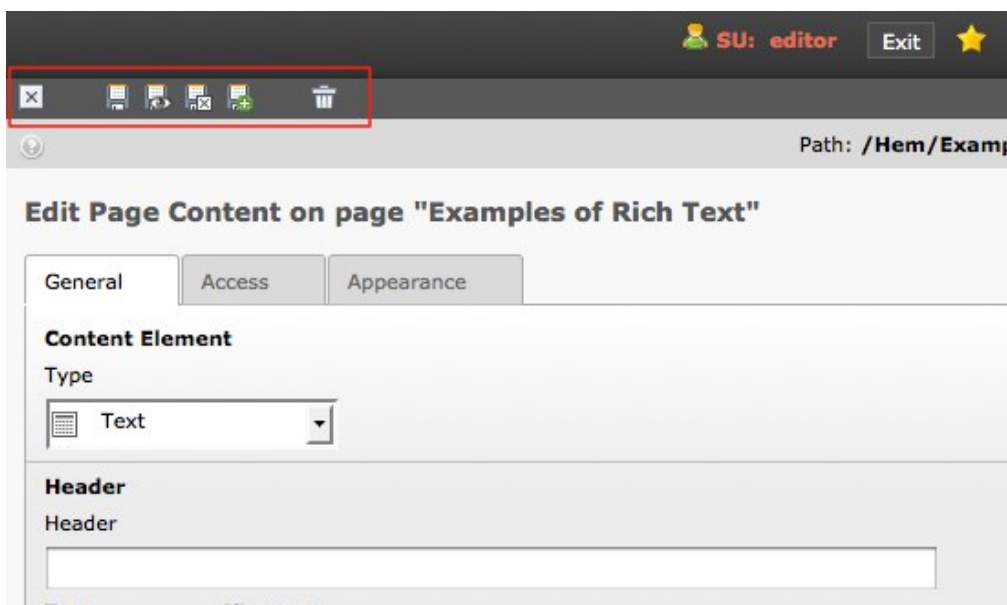

4.1.6

The Appearance tab is only used in cases when there are special

frames around the elements on the website. These can be chosen from a drop down menu. (img. 4.1.7)

4.1.7

After you are done filling out all the information DON'T FORGET TO SAVE! The save icons are always located at the top of the element. (img. 4.1.8)

4.1.8

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TYPO3manual.com is an online manual for editors working with TYPO3. It is powered by the web design agency Pixelant

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