








3.5 File Metadata

To gain ranking of your website on the search engines you can use metadata to your files. To access the file metadata, click the title of the file when you are in the folder. (Img. 3.5.1)

All fields, except for keywords, can be edited when the file is used in a content element. But by adding it through the Filelist, it is automatically pushed out to where the file is being used.

| File Name | Type | Last Modified | Size | RW | Ref |
|---|------|---------------|--------|----|-----|
|   | JPEG | 10-06-16 | 197 KB | RW | - |
|  | JPG | 10-06-16 | 180 KB | RW | - |
|  | JPG | 10-06-16 | 224 KB | RW | - |
|  | JPG | 10-06-16 | 141 KB | RW | - |
|  | JPG | 10-06-16 | 236 KB | RW | - |
|  | JPEG | 10-06-16 | 319 KB | RW | - |

- ☒ Extended view
- ☒ Display thumbnails
- ☐ Show clipboard

3.5.1

The metadata contains 4 fields (Img. 3.5.2) :

(1) - "Title" shows up on the front end when the visitors mouse over the image. It can also be used in the element type "[File Links](#)" as the title of a downloadable file, instead of using the file name.


(2) - "Description" is connected to the caption for images. In the

case of using a "File Links" element, the description text will appear below the link.

(3) - "Keywords" can be added to the file, comma separated, to enhance search results.

(4) - "Alternative text" is connected to accessibility of the file, meaning if the image can not be displayed on the front end or is the visitor is visually impaired (having a program read the information for them), this text will be used instead of the image. But it is also a good way to add more information to the page, that the search engines can use. In regular cases, this text is only visible in the HTML code.

General



car-in-snow.jpeg (197 Kibytes)
Image (image/jpeg)
Location: fileadmin/ (auto-created) - /user_upload/images/car-in-snow.jpeg

Title

1

Description

2

Keywords

3

Accessibility

Alternative Text

4

3.5.2

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

[Read more about Pixelant](#)

About TYPO3

For more information about TYPO3, go to [TYPO3.org](https://typo3.org)

[TYPO3 is a Trademark of the TYPO3 Association.](#)

All rights reserved © 2024