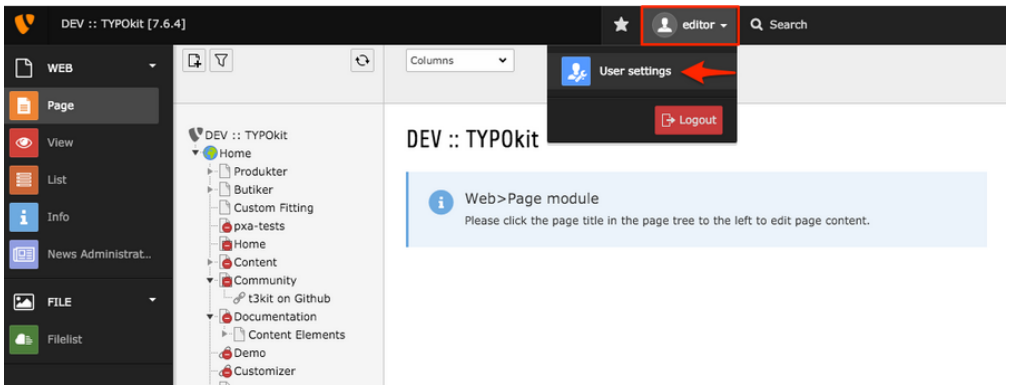
Editing user settings in TYPO3

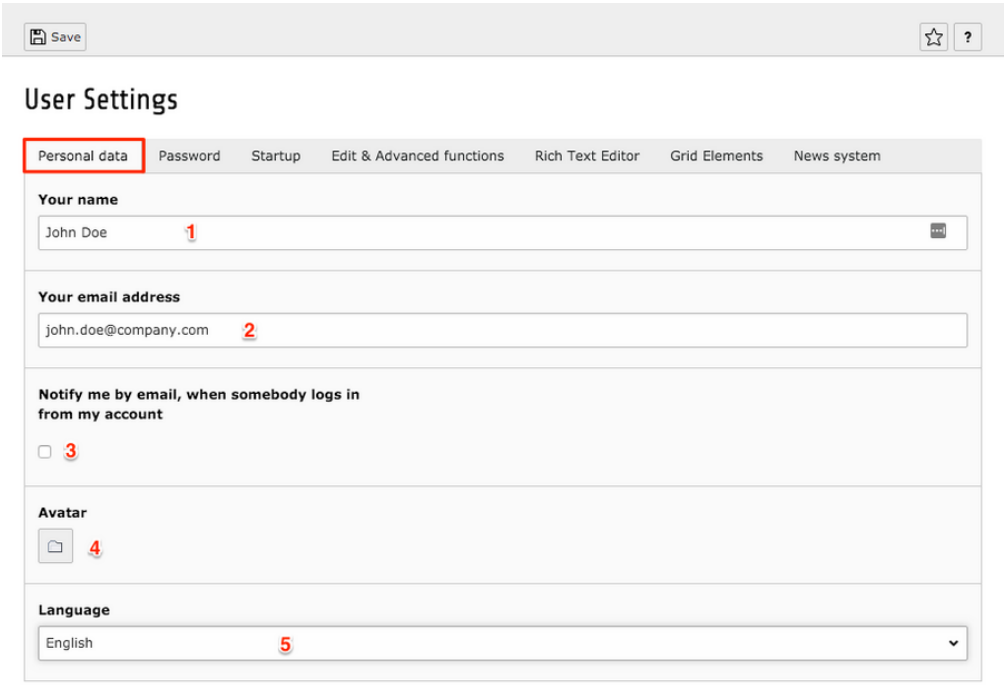
In newer versions of TYPO3, user settings are located in the top navigation bar, on the right-hand side. Clicking the user name, will expand a menu, where you can select 'User settings'. In older version you can fins the user settings in the control panel.



Personal data tab

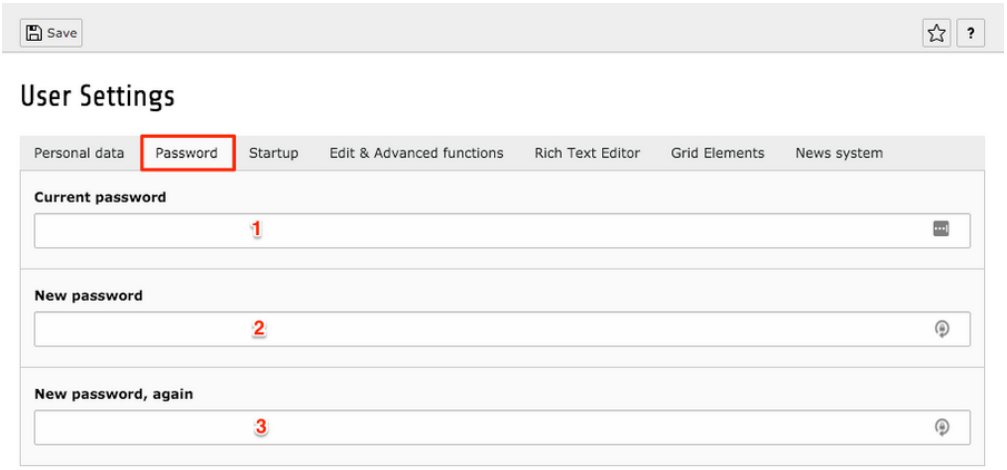
Bellow the tab 'Personal data', you can add you name (1) and e-mail address (2). There are functionalities in TYPO3 that use your email address, for example to notify you whenever someone logs in with your account (3). **NOTE** that you will also receive an email when you login yourself, but it is a great feauture to use if you are on vacation, to keep track of any accout activities.

A profile image (4) can be added, if one wishes and the interface language can be changed (5), if a language pack is installed (default is English, please speak to your supplier to add more languages).



Password tab

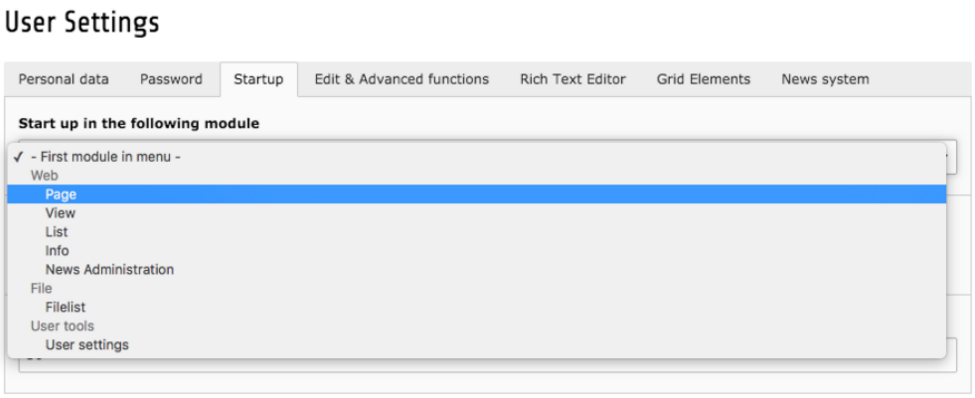
The information on the 'Password'-tab, can look a bit different depenting on TYPO3 vesion. In some cases you will need to fill out your current password (1), the new password (2) and then repeat the new password (3). In other versions, you will only find the field for new password and a repeating field.



Startup tab

The 'Startup'-tab allows you to set which module in the control panel, you wish to open up in, when you log on to TYPO3 backend. For example, if you work a lot with the news module or product manager, it might be a good idea to have the 'List'

module set as a startup.



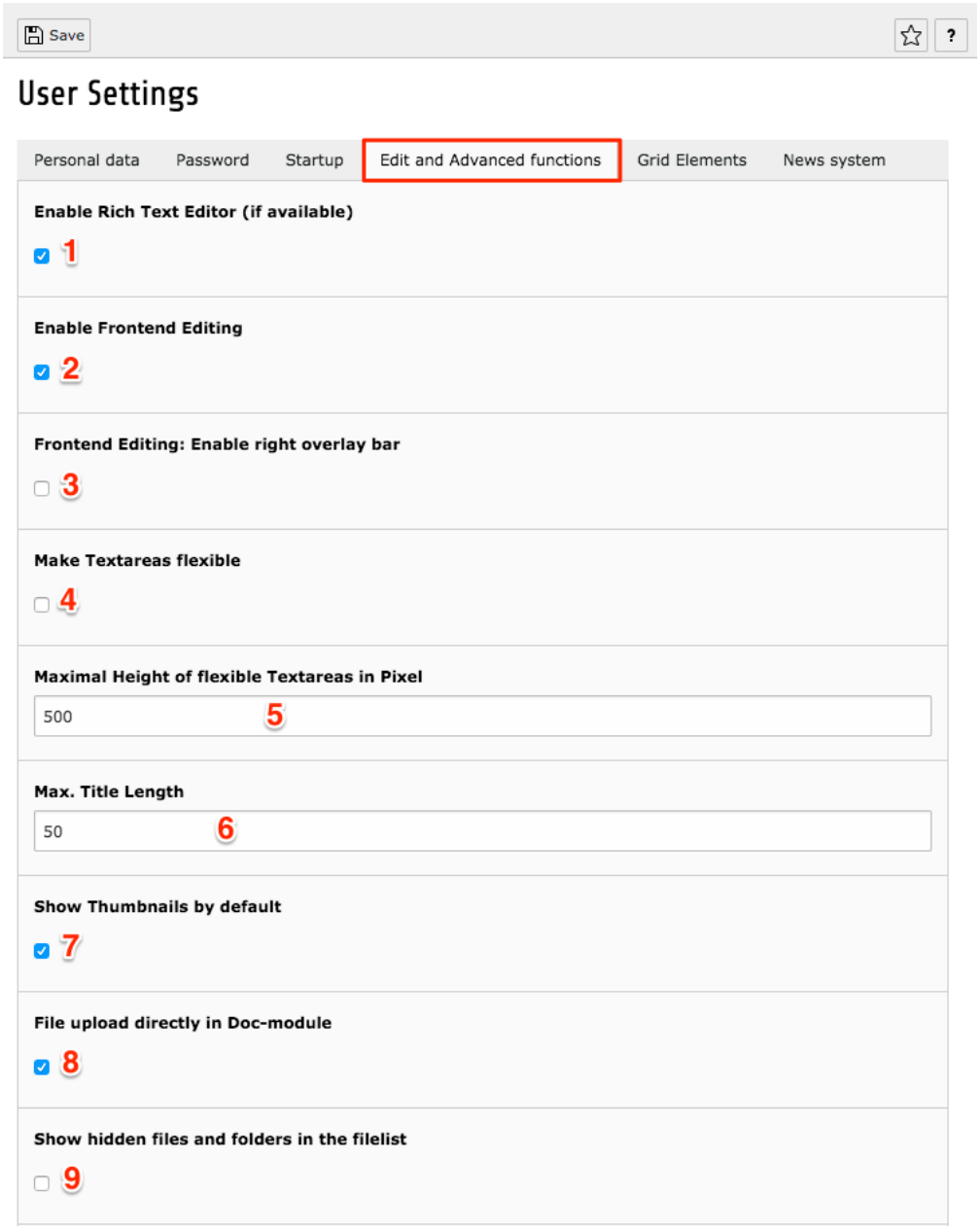
Edit & Advanced functions tab

The tab 'Edit & Advanced functions' a lot of settings, that allow you to adjust and personalize your account.

1. Some people are more comfortable working with HTML code, and by unchecking this box, the text editor will only show HTML code. But in normal cases it is better to keep it checked.
2. If Frontend editing is available for your installation, it can be enabled by checking this box.
3. This option is also connected to the Frontend editing, and enables a right overlay bar. This means that the right-hand side tool bar will be placed over the website, instead of pushing the site to the left, which might apply a tablet view of the site.
4. You can make the textareas flexible. The height will then grow automatically while typing and the limit is the maximal height set (default 600).
5. In connection to setting the textarea to flexible, you can set you own preferenced height to how heigh the area is allowed to expand.
6. TYPO3 will often crop long titles of records etc. so only the first X characters are shown. For example, the length of page titles in the page tree is determined by this value.
7. This checkbox allows you to set the display of thumbnails as a default.
8. This option enables an "Upload" box for each field in TYPO3

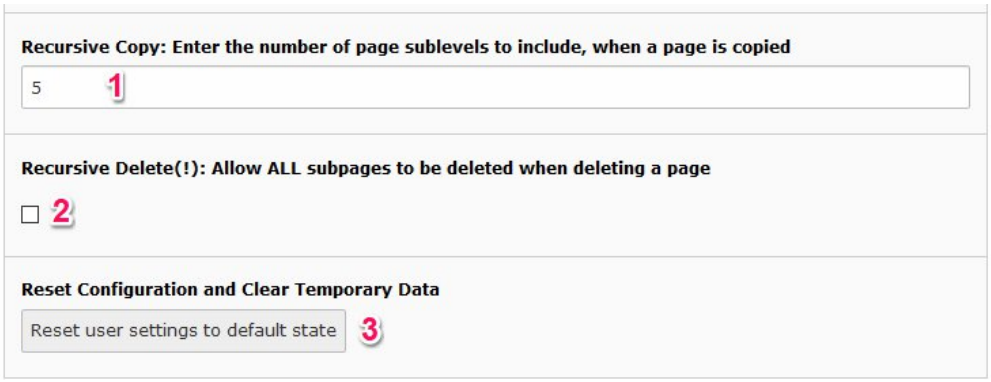
elements, where you can attach a file or image. Most likely you don't want to disable this since it is usually just a nice thing to have.

9. By default all hidden files are not displayed in filelists, element browsers and link pickers. This option enables to additionally show the hidden files.



1. When you copy a parent page, subpages can also be included in the copy, if this option is set. The number you set here, defines the number of page levels to include in a copy operation.
2. You cannot delete a page with subpages, unless this box is checked. Be careful - setting this option means that TYPO3 will allow a whole structure of pages to be deleted in one go!

3. Reset the user setting to it's default state.



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