

Dictionary for TYPO3

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AddThis

(plugin)

This is a function that enables the web site visitors to share information to their social networks.

Auto Play*

This expression related to the Media element, where you can select if the media file should start playing when the page is loaded.

Advanced functions*

Above the third column in TYPO3 interface, there is a tab called "Advanced functions". Here you can find a very useful check box called "Show hidden elements", which allows you to see all elements that are hidden on a page.

Backend

This refers to the "backside" of the TYPO3 interface, where you can create/edit pages and content.

Banner

These are promotional boxes, mainly used on start pages and right hand columns, advertising and ofte linking to something on or outside the website.

Bullet list

(element)

This element makes it very easy to add basic bullet lists. It is possible possible to add bullet lists in the regular text elements as well, where you also have formatting possibilities like making it bold and adding links.

Cache

Cache is information/content that your web browser saves and "remember" from visited web pages, to be able to reload pages faster. When working in TYPO3, it's sometimes not enough to reload regularly to see changes you made to the website. You have to clear the cache memory. To do this, use the short command Ctrl + F5 (Windows) or cmd + shift + R (Mac OS).

Calendar

(plugin)

This is the main plugin used for Calendars in TYPO3. For Event booking we also use Seminars.

Canonical URL

Canonical URL has to do with optimizing your website. If you have the same content on multiple pages of your website, the search engines can punish you for what's called double content. To avoid this, you can add the canonical URL and tell the search engines which page contains the original content, so that it excludes the double published content. The canonical is set on the page that has the "copy" of the content, and should refer to the page with the original.

Collapsible

Collapsible is an element that will contain information that can be opened or collapsed. This is often used when creating an FAQ. You can read more about collapsibles [here](#).

DAM*

Digital Asset Manager is a specific module used in TYPO3 for handling files. With this module it is easier to move, copy and delete files. It is also possible to categorize files and add metadata to them.

Description (SEO)

The "Description" can be found below the Metadata tab for the page setting of a page, in TYPO3. This should describe the page content in about 155 characters. Make sure to use important words connected to the page content. The description is shown in the search result on the search engines, and should intrigue the visitor to click the link in the search result. If you don't have a description, the search engines will compose its own description with the text on the page, which in some cases will not give the visitor a sense of what the page is about.

Divider

(element)

This element allows you to create a thin line, separating two elements. This is mostly used on the startpage.

Element

The elements are the building blocks of all the content in TYPO3. The page content is often built by using several different element types. It could be an image, a text with image or a plugin that fetches content from a system folder.

FAQ

(plugin)

An FAQ is a listing of frequently asked questions on the website. Typically used for support and self help purpose.

File list

The file list is a function that is included in the TYPO3 core. Here you can store images and other files, which are used on the web site. This gives everyone, working with the website, easy access to the files, no matter what computer they are using.

File links

(element)

The element "File links" make it possible to upload files in the backend and create a list of download links for the web site visitor. The links are created from the file titles. You can also add descriptions and set the file size to be shown.

Flexible content*

(element)

This type of content element is a special built template that is used on a page. It can for example be a column divider, a promo box or accordion layout. The main function for these elements, is enabling you to create different page layouts without having to build separate page templates for each look. It also helps you to easily create elements that follow the web sites design in general, without having a lot of settings to keep track of.

Footer

Information at the bottom of the website, which can contain address information etc.

Frontend

This is the actual front of the website, as the visitor sees it.

Header

This is the area above the regular content, containing the company logo and perhaps a banner.

Hide in menus

The function In menus -> "Hide" allows you to have a page accessible, by linking to it or giving the URL to someone, but not having it visible in any menus. Note that it will still be accessible by the internal search function and by search engines, so do not place vital information on a page using this function.

Keywords

Keywords are added to a page to increase ranking results on the search engines, but are not as valuable as the actual content on the page, anymore. When adding keywords/keyword phrases, they should be comma separated, and no more than a total of 255 characters. The keywords can also be found below the "Metadata" tab in TYPO3.

Language layer

This is the language handling in TYPO3, which makes it possible to create copies from the default language and then change the content into the translated text. All the settings from the original element is applied. A visitor can easily switch language without leaving the page (as long as there is a translation for that page).

Light box

A Light box is a viewing box that that opens up when you click an object, like an image, enlarging it and placing it in the center of the page with dimmed or/and darkened background.

Login function

(plugin)

Makes it possible for registered visitors to have access to specific information. Typically used for Extranet and Intranets.

Localization (Show localization)*

Above the third column in the TYPO3 interface, there is a tab called "Show localization". This controls the translation of pages into other languages, what we call the Language layers. Here you are able to translate the page and also edit the page settings for the different languages.

Link to external URL

(page type) When you change a page type to "Link to external URL", you can link a menu button to an external page.

Mail form

(element)

This is a form which for example can be used for a simple contact form, creating an e-mail from a visitor.

Metadata

Metadata is hidden data about a page or content, and is used for search engine optimization purposes. The most common metadata is title, keywords and description.

News

(plugin)

"News" refers to a plugin enabling you to create a news feed on your web page. There are many good news plugins available in TYPO3, that will make this much easier for you as an editor.

Non-used elements*

Above the third column in TYPO3 interface, there is a tab called "Non-used elements" which saves all elements that has been unlinked/deleted. This is very useful if you accidentally delete some content. The content will be saved below this tab, and can be restored by creating a reference and pasting it on the page.

PDF viewer

A PDF viewer allows the visitor to read a PDF as a magazine, directly in the web browser, instead of just downloading the document. We recommend an application called iPaper, that is provided by our partner iPaper.

Plain HTML

(element)

This element is used for adding HTML code to the website. For example embedding an iframe from YouTube, to display a video on the website.

Plugin

The Plugin elements are mostly used for presenting content elements stored in system folders in the page tree. This is used for functions like news, FAQs and login functionality.

Poll/survey

(plugin)

The Poll element lets you post a simple vote on you website. It could be the "Question of the day" with a yes or no answer, where the voters can see how the votes were placed.

Powermail

(plugin)

There is a built in contact form in TYPO3, but sometimes you need something more powerful. Then you should use the Powermail plugin. With this plugin it is possible to auto-send emails to the person filling out the form and you can also use it for basic surveys. A great advantage with Powermail is also that all submitted forms and answers are stored in TYPO3.

Publishing dates

Pages and elements can be time steered, which means that you can set start and stop dates for publishing on the website. This enables you to prepare pages and content in advance without publishing it manually.

Questionnaire/survey

(plugin)

This is a powerful tool for surveys on your website. It collects all information and stores it in TYPO3.

Recursive

Recursive refers to extending functions to include sub levels as well, for example when copying pages in the page tree.

Responsive design

A responsive design, means that the website automatically adjusts to different screen sizes/resolutions. It will change the design depending on what device you enter the website from, for example desktop or mobile, so that it is easy to navigate on.

RTE (Rich Text Editor)

The RTE refers to the text editor you can find in the text elements. It is recognised by the menu bar above, where options to format text with bold and italic are available. It is possible to create bullet lists and tables in the RTE.

Shortcut

(page type)

When you select the type "Shortcut" as page type, you are able to create a menu option that link somewhere else on the website by selecting a page in the page tree. This makes it possible to link a menu button to another page on the web site.

Search form

(element)

A search form is mostly already integrated into the website template when it is delivered, so this element is not implemented. But there is always a search result page which contains this element.

Search Engine Optimization

This is something we focus on in order to get good search results on search engines, like Google. It involves inserting keywords, title tags and descriptions on all pages, but foremost adding content on the pages containing valuable words connected to you business. Read more about SEO [here](#).

Sitemap

(element)

This element creates a dynamic map over the site. When you add pages or menu sections to the site, the sitemap automatically gets updated. It can also be used to create a list of links based on sub pages, for example when you want an overview with shortcuts to pages deeper down in the page tree structure.

Special menus

(element)

This is used to create a dynamic site map or a listing of linked pages. The latter is often used in the footer to display quick links.

Startpoint

In plugins you will often see something called "Startpoint". This is used when you specify from which system folder the content should be fetched from.

SysFolder

(page type)

A SysFolder (system folder) is a page type, containing database information. For example news articles, which can be published on one or more pages on the website, but are placed in one place to minimize administration.

Tables

(element)

The table element is a very simple way of adding a table to your website. It is limited to plain text, so it is not possible to make text bold, or link the text. In most cases it is better to use the table function in the RTE.

Title-tag

The title-tag is one of the most important factors for search engines and should include the company name and preferably a describing phrase of the page in question. It should include the most valuable words for that page and contain approximately 45 characters. [Read more about SEO](#)

Typoscript object

(element)

This is a specially made element, created by the developers. These elements should never be altered because it might destroy functionality on the website.

URL (Uniform Resource Locator)

The URL is the address of the page, for example www.company.com/about-the-company. The system will create the address from the page title, but this can be manipulated or excluded using the Speaking URL path segment, below the tab "General" in the page properties.

WEC Simple Map*

(plugin)

This plugin adds a map function on the website, which points to a specific address displayed using the Google map interface.

* These refer to older versions of TYPO3, and are not applicable to version 6+.

About TYPO3manual.com

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

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