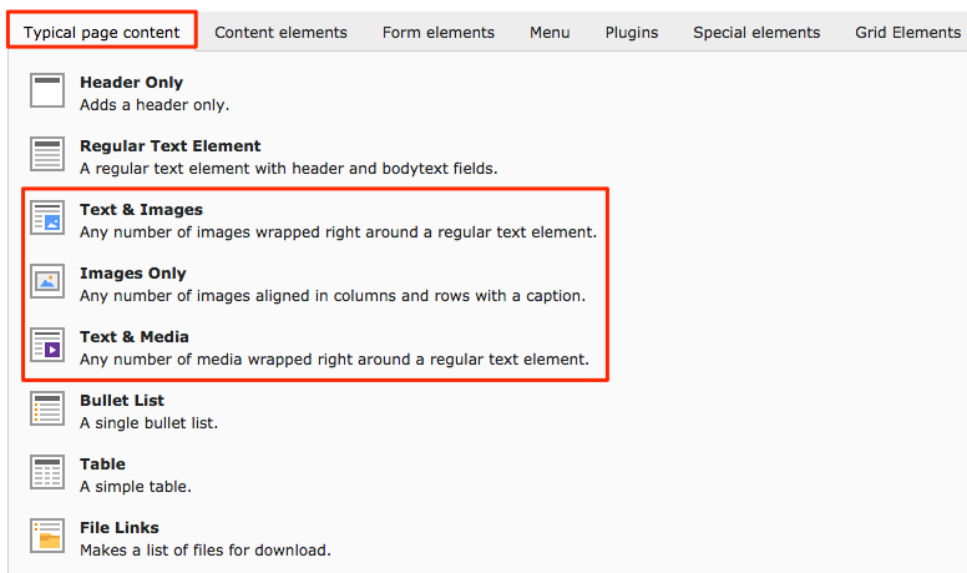










## 6.1 Insert image or video file

Using the 'Text & Images', 'Images Only' or 'Text & Media' (for videos) element, you can add images or videos. They can be found below 'Typical page content' tab when creating a new element. (6.1.1)

This section will focus on adding a video through the 'Text & Media' element, but please see further information on how to add images [here](#).

Please select the type of page content you wish to create:



Typical page content	Content elements	Form elements	Menu	Plugins	Special elements	Grid Elements	
 <b>Header Only</b> Adds a header only.	 <b>Regular Text Element</b> A regular text element with header and bodytext fields.	 <b>Text &amp; Images</b> Any number of images wrapped right around a regular text element.	 <b>Images Only</b> Any number of images aligned in columns and rows with a caption.	 <b>Text &amp; Media</b> Any number of media wrapped right around a regular text element.	 <b>Bullet List</b> A single bullet list.	 <b>Table</b> A simple table.	 <b>File Links</b> Makes a list of files for download.

6.1.1

Read more about how to work with a text part [here](#).

Read more about adding images [here](#).

To add a video via the Filelist, make sure you have selected the 'Text & Media' element, click 'Add media file' (1) below the 'Media' tab.

The accepted file formats are listed below the button (1).

You can also do 'Media Adjustments' of your file, like: resizing it by adding 'Width' (2) and 'Height' (3) or adding a border (4).

Positioning and aligning the file to the text (5) is also possible. If

you have added more than one file, you can also select how the files should be placed in alignment to each other, by using columns (6).

The function 'Enlarge on Click' (7), is rendered obsolete, since clicking on the video will start it. (6.1.2)

The screenshot shows the 'Media' tab in a settings menu. The 'Media elements' section has a red box labeled '1' around the 'Add media file' button. Below it, a list of 'Allowed file extensions' includes GIF, JPG, JPEG, BMP, PNG, PDF, SVG, AI, MP3, WAV, MP4, OGG, FLAC, OPUS, WEBM, YOUTUBE, and VIMEO. The 'Media Adjustments' section has three controls: 'Width of each element (px)' with a value of 0 and a red box labeled '2'; 'Height of each element (px)' with a value of 0 and a red box labeled '3'; and 'Border around each element' with an 'Enabled' checkbox and a red box labeled '4'. The 'Gallery Settings' section has 'Position and Alignment' with a dropdown set to 'Above, center' and a red box labeled '5', and 'Number of Columns' with a dropdown set to '2' and a red box labeled '6'. The 'Behavior' section has an 'Enlarge on Click' checkbox with 'Enabled' selected and a red box labeled '7'.

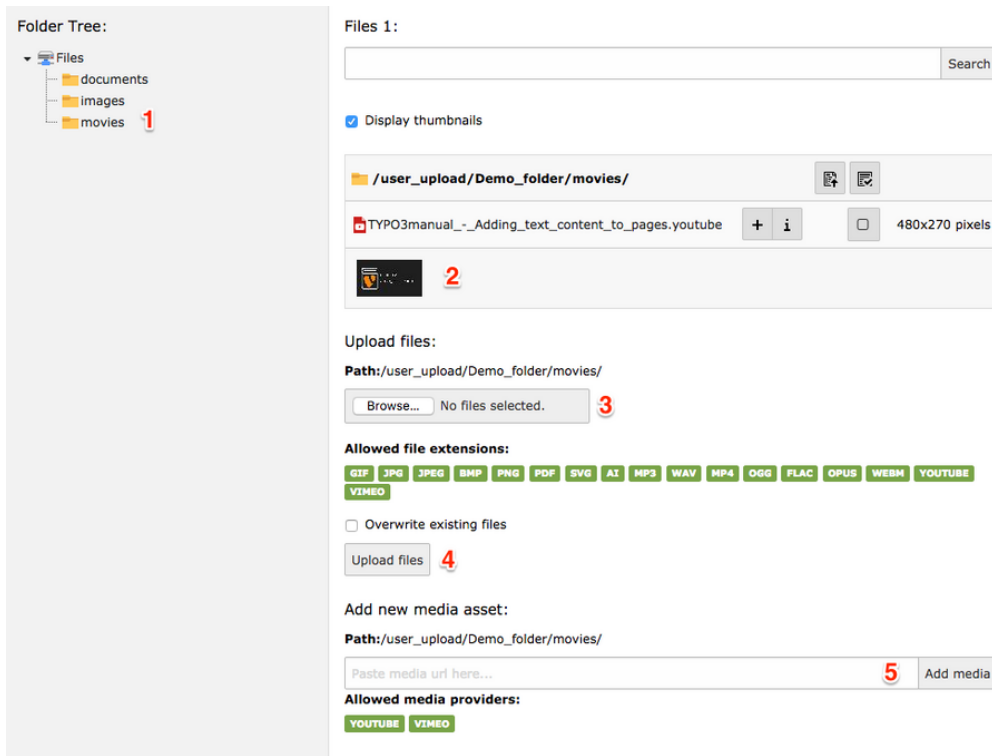
6.1.2

After selecting 'Add media file', select the file from Filelist in the popup.

Choose folder (1), and click the file name or thumbnail (2). If you wish to upload a file, to Filelist, it is possible in the bottom section by browsing for files on your local computer (3), and then clicking 'Upload files' (4).

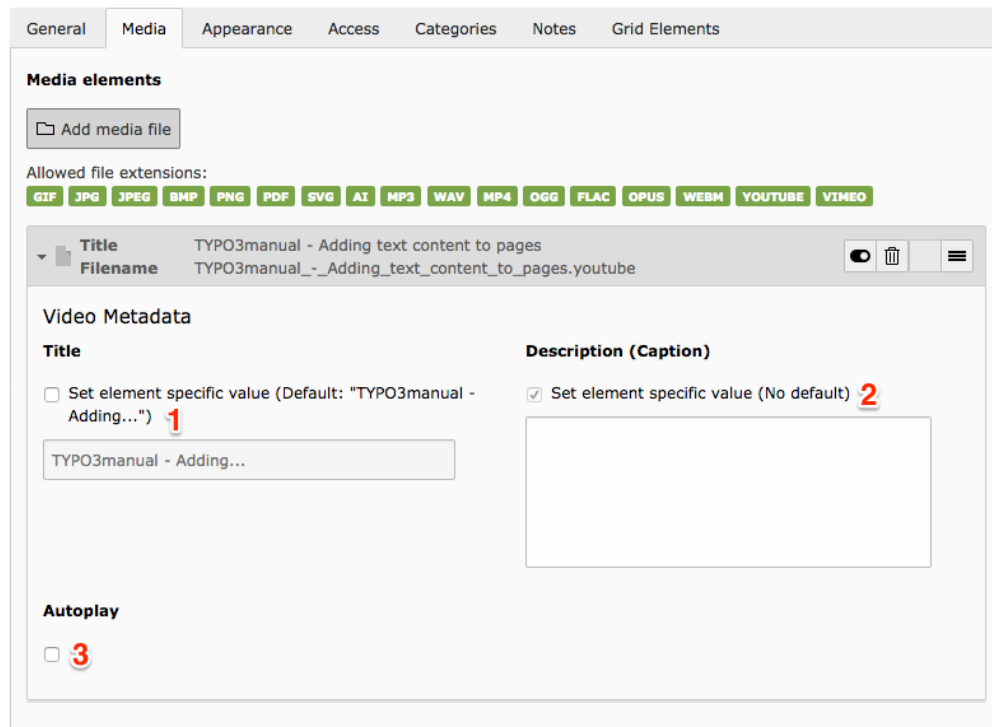
The files you uploaded will now be available in the folder.

If you wish to add a Youtube or Vimeo video, through a link address, you can add it in the field 'Add new media asset' and the click 'Add media' (5). This will upload the link as a file in filelist, which you can now use as a regular file. (6.1.3)



6.1.3

After adding the file, it is possible to give it a title (1) and a description (2). You can also decide if the movie should start playing automatically, when page has loaded (3). (6.1.4)



6.1.4

The 'Appearance' tab has options for the layout (1). (Img. 6.1.6)  
The appearance option (2) allows you to add background

colours or inverse the colour scheme of the element text. This is a function that depends on the design of the website.

Sometimes it is necessary to create more space between elements or to add some margins - this can be added before the element (3) or after it (4).

It is also possible to align the element (5) and to add a link to top (7), which is added at the bottom of the content element on the front end, by clicking this link, the visitor will be sent to the top of the page automatically. If you don't want to have such a link, just left the mark in field (6). (6.1.5)

The screenshot shows the 'Appearance' tab selected in a content management system. The tab is highlighted with a red box. The interface is divided into several sections: 'Content Element Layout', 'Layout', 'Appearance', 'Space Before', 'Space After', 'Aligning', and 'Links'. The 'Layout' section contains two dropdown menus, both set to 'Default', with red numbers 1 and 2 next to them. The 'Space Before' and 'Space After' sections each have a dropdown menu set to 'None', with red numbers 3 and 4 next to them. The 'Aligning' section has a dropdown menu set to 'Default', with a red number 5 next to it. The 'Links' section contains two checkboxes: 'Show in Section Menus' (checked, with a red number 6) and 'Append with Link to Top of Page' (unchecked, with a red number 7).

6.1.5

The '**Language**' tab shows to what language the element belongs to, if the website has multiple languages. (6.1.6)

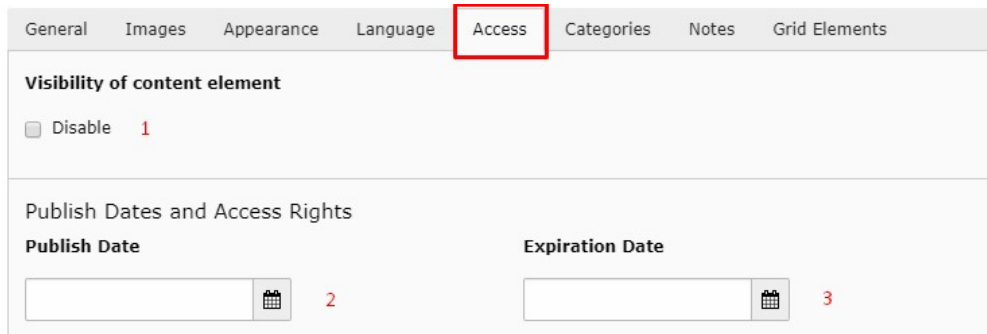
The screenshot shows the 'Language' tab selected in a content management system. The tab is highlighted with a red box. The interface is divided into a 'Language' section. This section contains a dropdown menu with 'Default [0]' selected, with a red number 1 next to it.

6.1.6

The '**Access**' tab able you to publish/un-publish the content, by disabling it (1).

You can also select a publishing (2) and/or expiration (3) date for the element. This is excellent for example when handling

campaigns, product launches etc., when you need to publish a content without having to do it manually. It is not possible to preview content that has been set to publish at a later date, so make sure to do this as a last step. Also make sure that the disable checkbox is unchecked, otherwise the content will continue to be hidden. (6.1.7)





General Images Appearance Language **Access** Categories Notes Grid Elements

**Visibility of content element**

☐ Disable 1

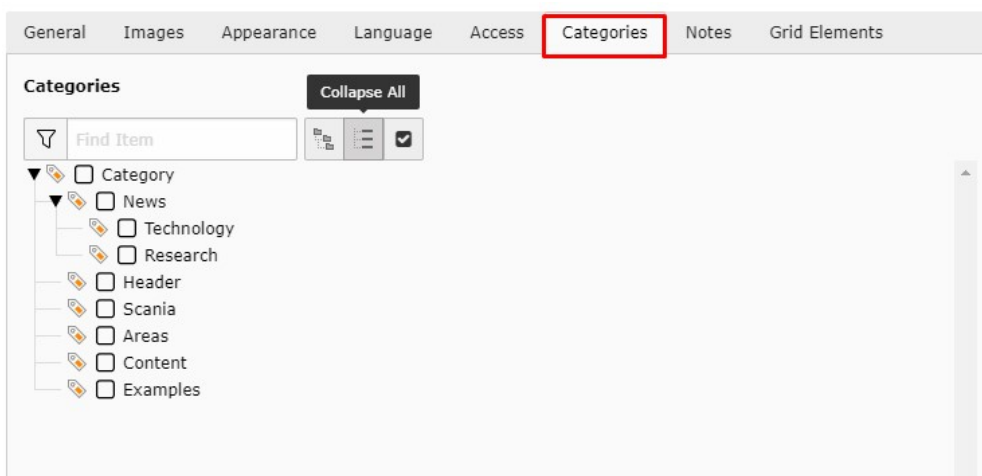
**Publish Dates and Access Rights**

**Publish Date**   2

**Expiration Date**   3

6.1.7

In the 'Categories' tab you can set the connection of element to a category (6.1.8)



General Images Appearance Language Access **Categories** Notes Grid Elements

**Categories**

**Collapse All**

Find Item

- ☐ Category
- ☐ News
- ☐ Technology
- ☐ Research
- ☐ Header
- ☐ Scania
- ☐ Areas
- ☐ Content
- ☐ Examples

6.1.8

In the 'Notes' tab you can add some notes to the element (6.1.9) - it will be not visible in frontend, but you can see it in backend (6.1.10)



General Images Appearance Language Access Categories **Notes** Grid Elements

**Description:**

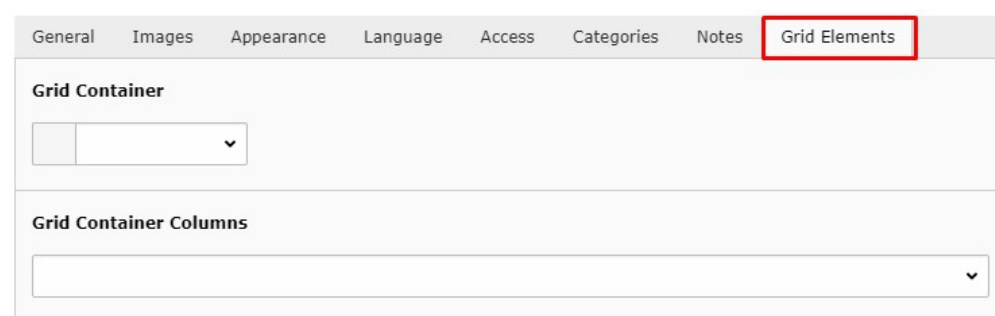
6.1.9



6.1.10

In the 'Grid Elements' tab you can see the relation of the element to grid elements, if the content is placed inside one. (6.1.11)

[Read more about 'Grid elements' here >>](#)



6.1.11

After you are done filling out all the information don't forget to save. The save function is placed at the top of the content element, with the option to 'Save'. It is also possible to use the arrow next to 'Save' for options like 'Save and view page', 'Save and create a new one' and 'Save and close'. (6.1.12)



6.1.12

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## 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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## About TYPO3

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

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