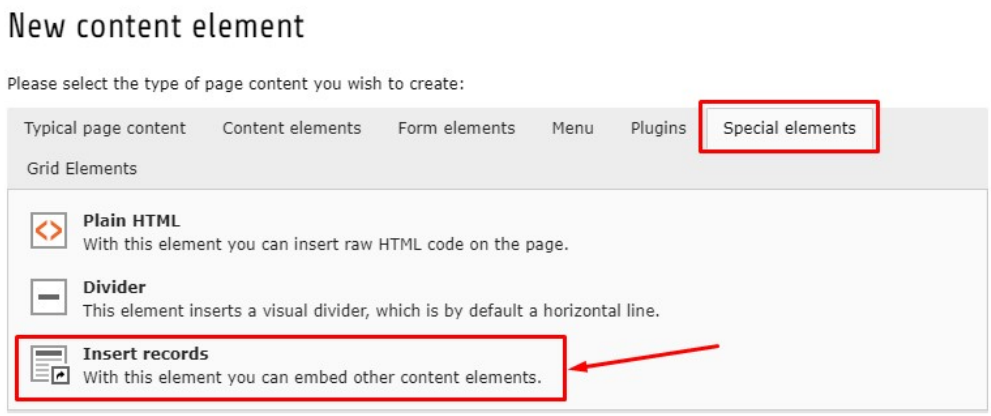
7. Create reference to element

If you want to publish the same content in more than one place on the website, but only wish to update it in one place, you can create a reference. A reference can be placed in two different ways, either using the Reference element (which allows you to select multiple content elements as references) or by copying an element and the pasting it as a reference.

To use the reference element, go to the 'Special elements ' tab while creating a new content element and choose 'Insert record' (7.1)

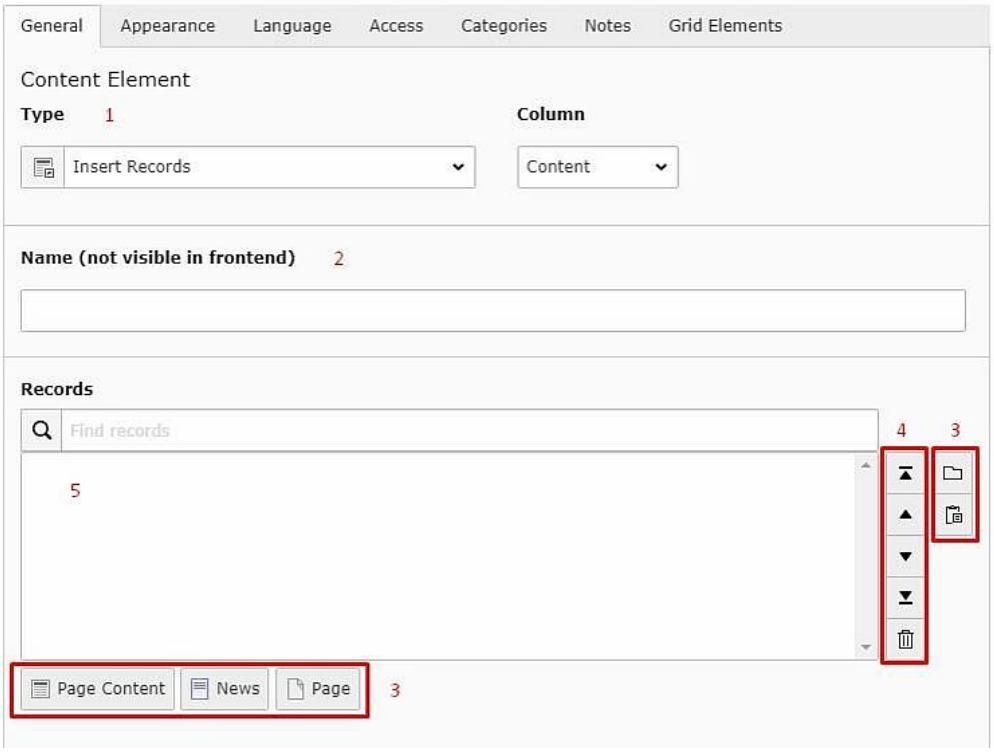


7.1

In the 'General' tab you can see that the content element type 'Insert record' is selected (1).
You can add name (2) of a record, but it will be not visible in frontend. With the help of the buttons (3) you can access the page tree of the website, where you are then able to choose any page content (separate elements), news or pages.

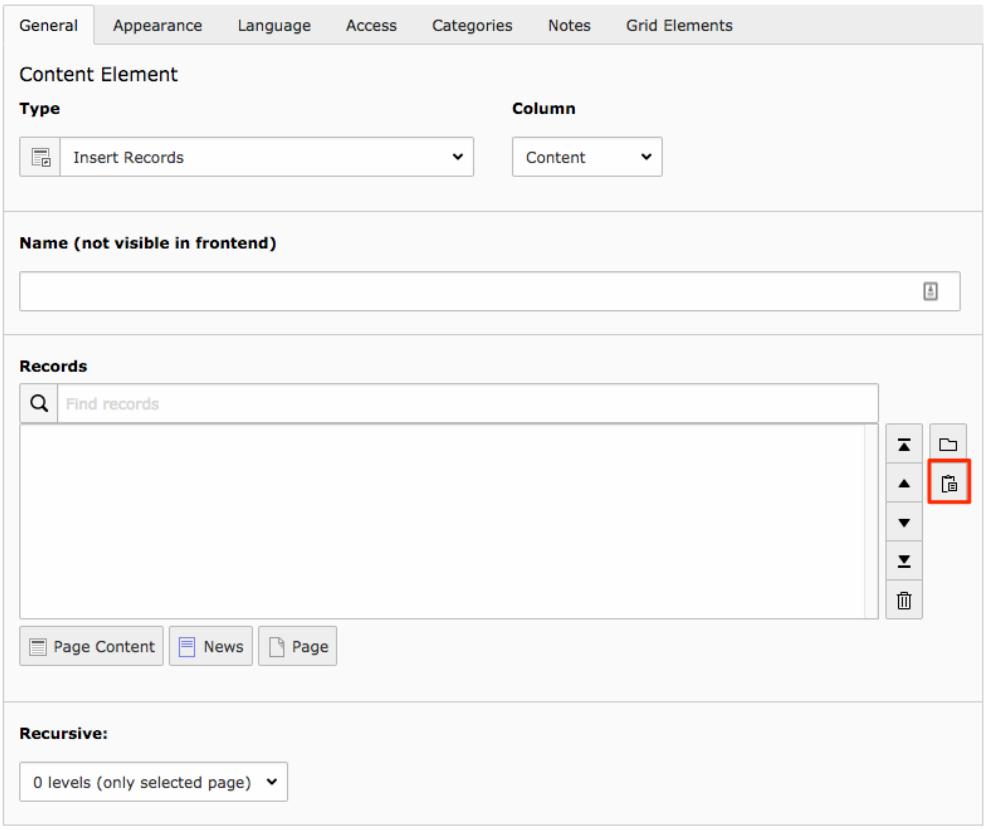
NOTE! Selecting is easier if all content elements has a header. Content without header will be shown as 'No title' or with first frase of the text area, which can make it a little bit hard to find the correct content element.

Selected content elements will be shown in the field below (5) and they can be organised by using the arrows on the right hand side of the field (4), to move them up and down in the order or to remove a content from the selection (you need to mark it and use the necessary icon). (7.2)



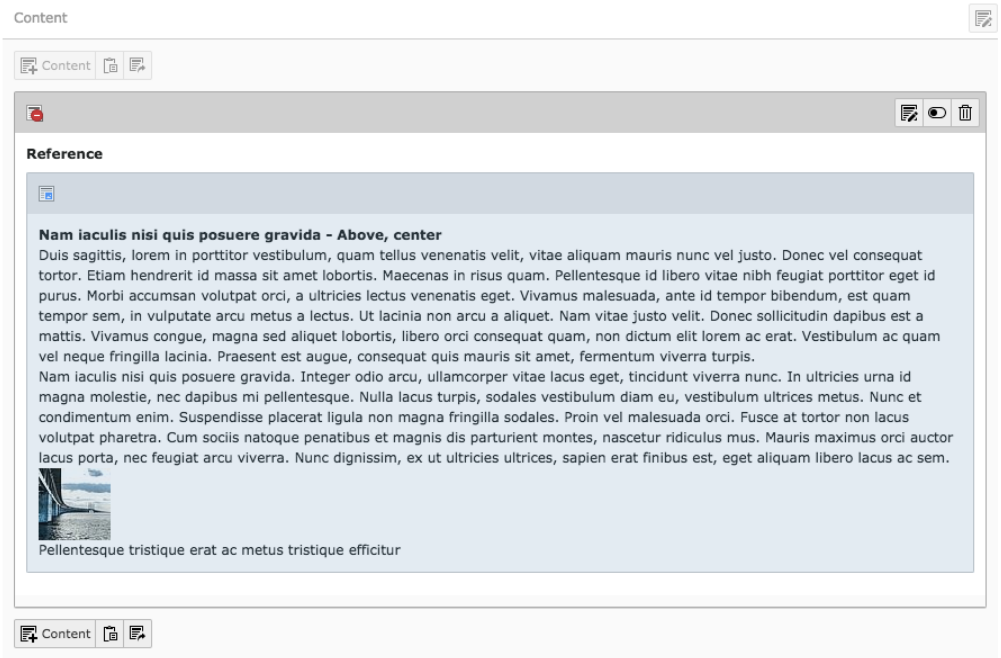
7.2

Another way of creating references in the reference element, is when you copy the element and then paste it with the paste icon, inside a 'Insert record' element. (7.3)



7.3

As a result, your reference will look a bit different than regular elements, and shown with a blue tint. (7.4)



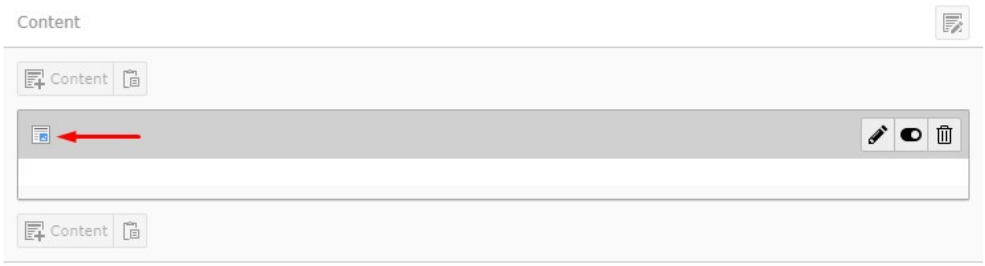
7.4

But now all changes that are made in the original element, are mirrored in the reference.

Pasting reference by copying element

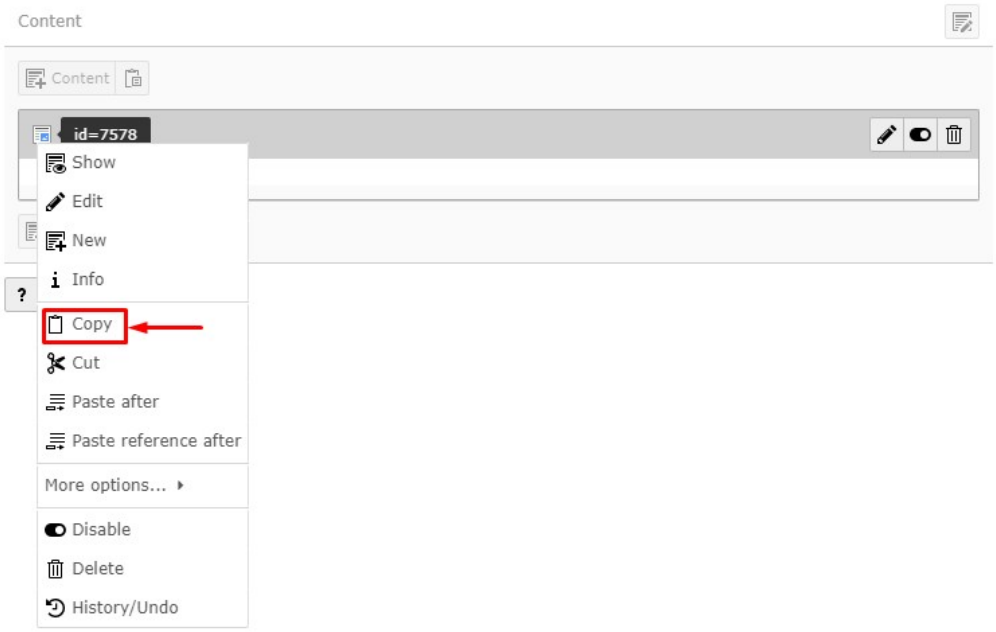
Another way of creating single references, is by simply copying the content element and then pasting as a reference.

To copy an element, click the icon in the top left corner of the content element (7.5).



7.5

Select 'Copy' in the drop down menu, that appears. (7.6)



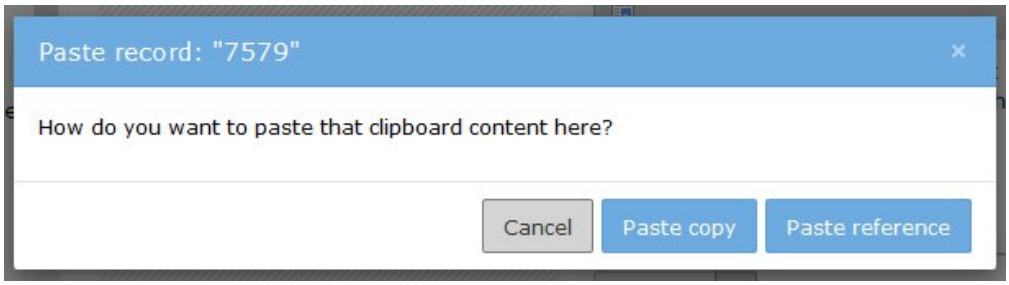
7.6

After copying an element, paste icons will appear in all the places where it is possible to paste content. (7.7)



7.7

After clicking the pasting icon, select 'Paste reference' in the dialogue box. (7.8)



7.8

About TYPO3manual.com

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

TYPO3 is a Trademark of the TYPO3 Association.

All rights reserved © 2024