

MOLTOMEDIA

**HYDAC MICROSITE
TYPO3 CONTENT MANAGEMENT GUIDE**

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Impressum

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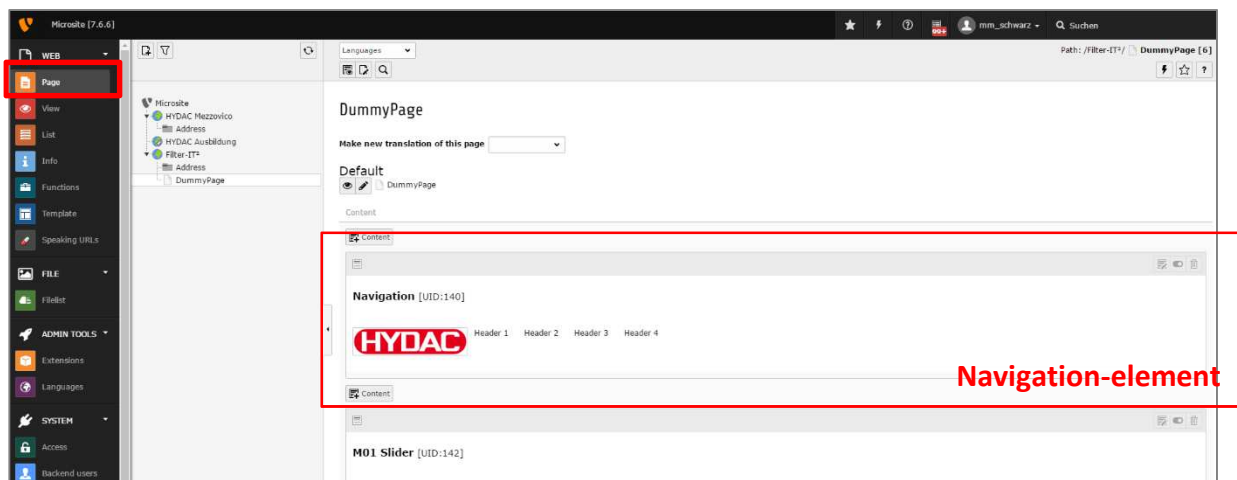
1 General usage

1.1 General structure of the microsite

The HYDAC Microsite is built out of different content elements. The order of the different elements will determine the order of the website.

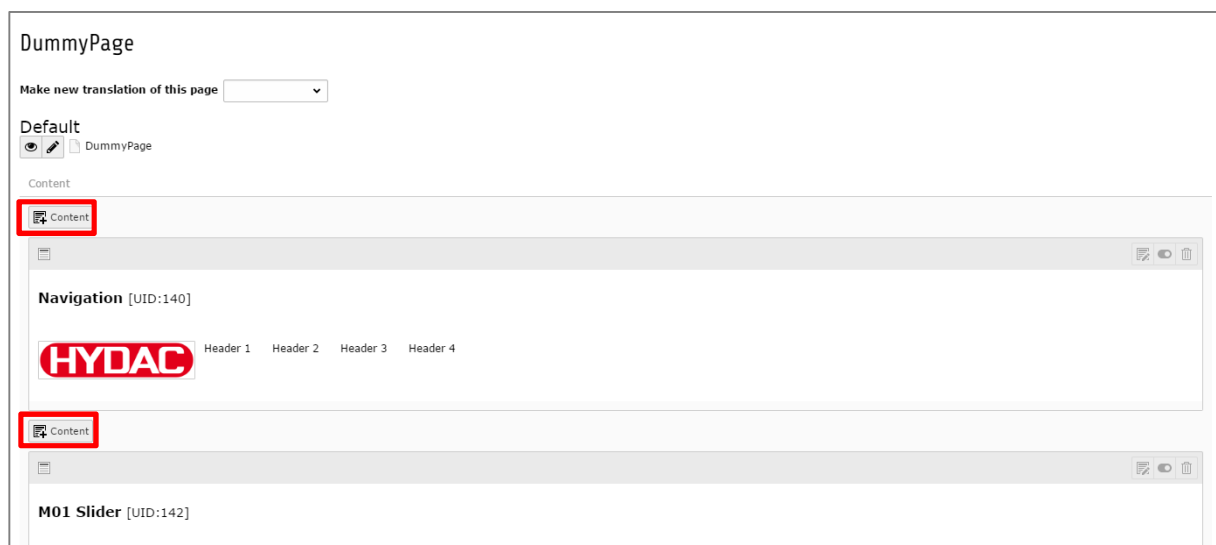
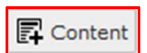
Therefore the first content element always has to be the Navigation. Below the navigation there are different content elements.

The different content elements can be accessed by clicking on *Page* in the left navigation of the TYPO3 backend.

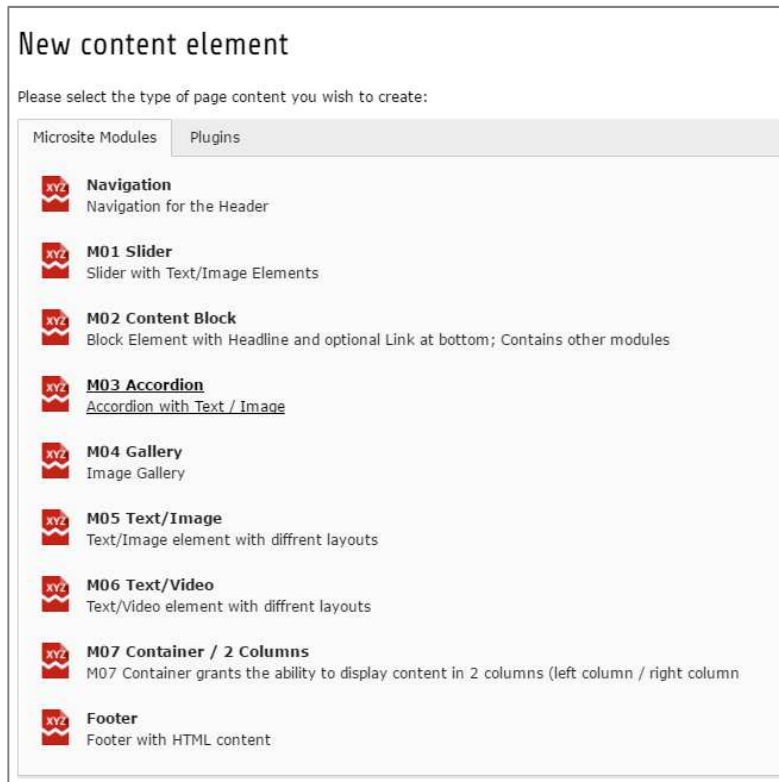


1.2 Create new content elements

To create a new content element on your microsite you can click on *Create new content element* at the location the new element is planned to be placed on the site.

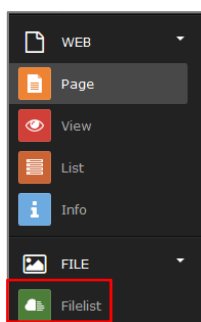


When creating a new content element you have to choose the type of content element you wish to create. The correct option that should be used for different contents will be explained in the following chapters.



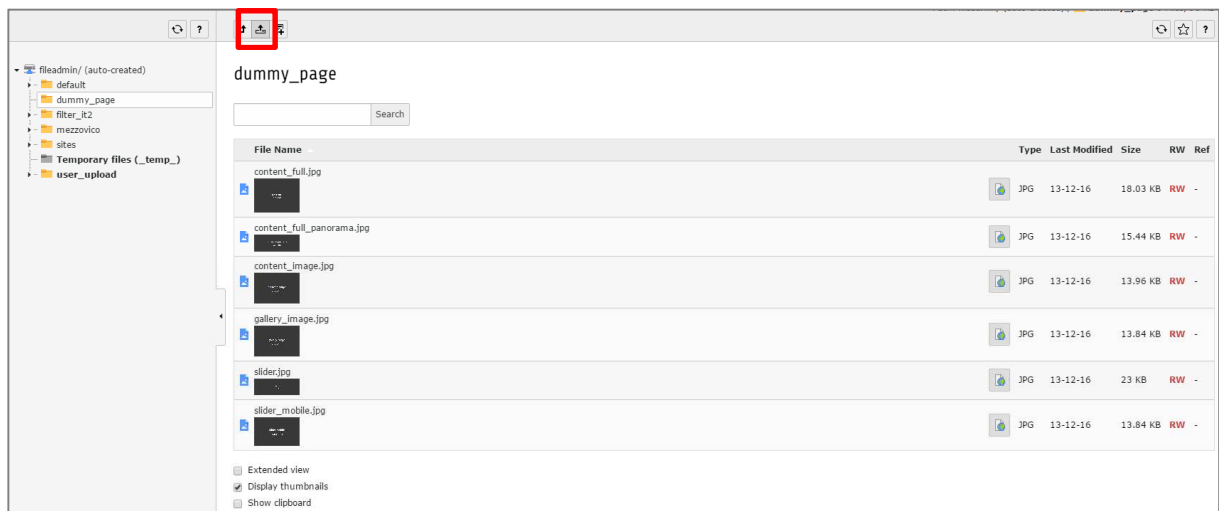
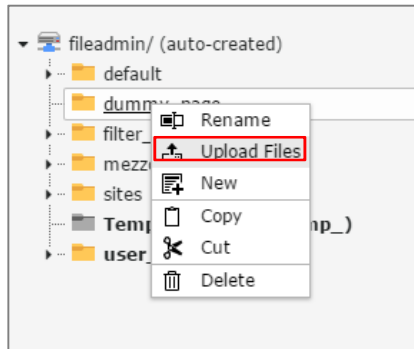
1.3 Adding files into Filelist

In order to add a media file into a content element, the media file needs to be uploaded into the file list. The file list can be found in the left navigation of the backend.



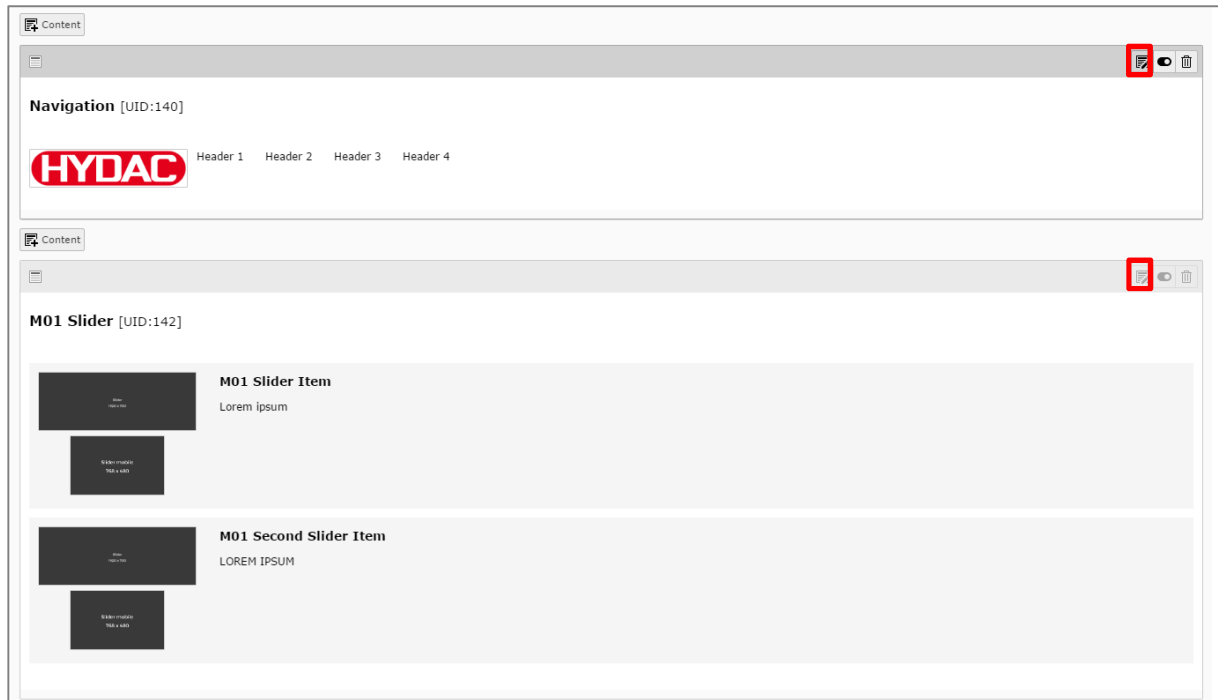
Please create a new folder for your microsite and click then on *Upload Files* in the dropdown of the folder. Or access the relevant folder and then click *Upload files* at the top of the page.

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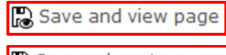
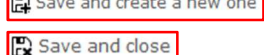



1.4 Opening edit mode of existing element

To open and edit a content element click  at the right side of the corresponding element.

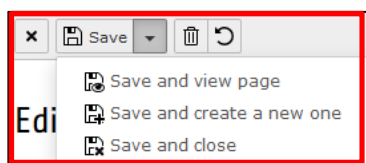


1.5 Closing edit mode

To close an edit mode there are the following options:

- | | |
|---|---|
|  | Close without saving |
|  | Save changes |
|  | Save changes and view webpage |
|  | Save changes and create a new content element |
|  | Save changes and close edit mode |
|  | Deletes content element |
|  | Undo last changes |

The Options can be found at the top of each editing mode.



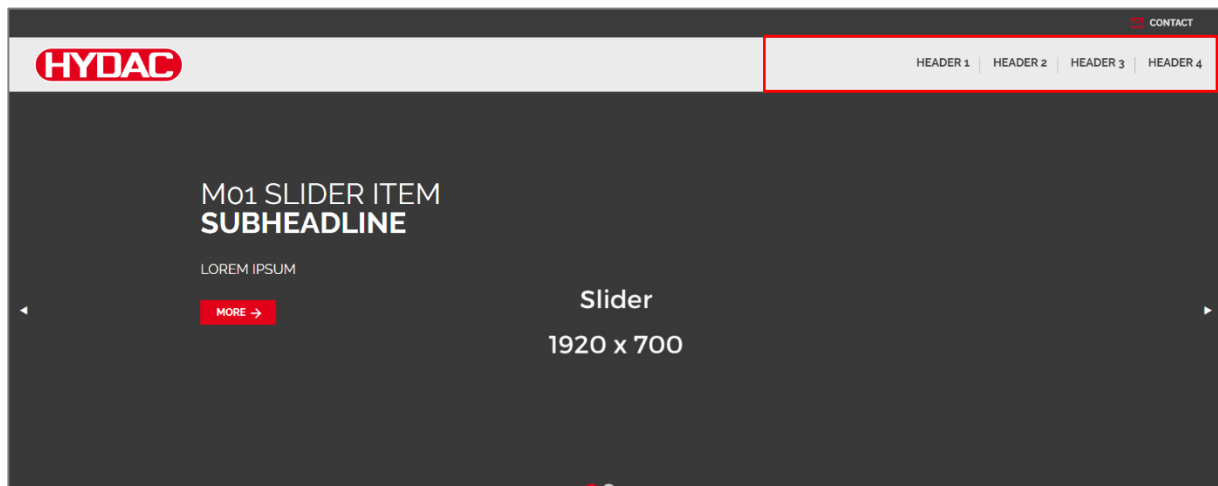
2 Modules

2.1 Navigation

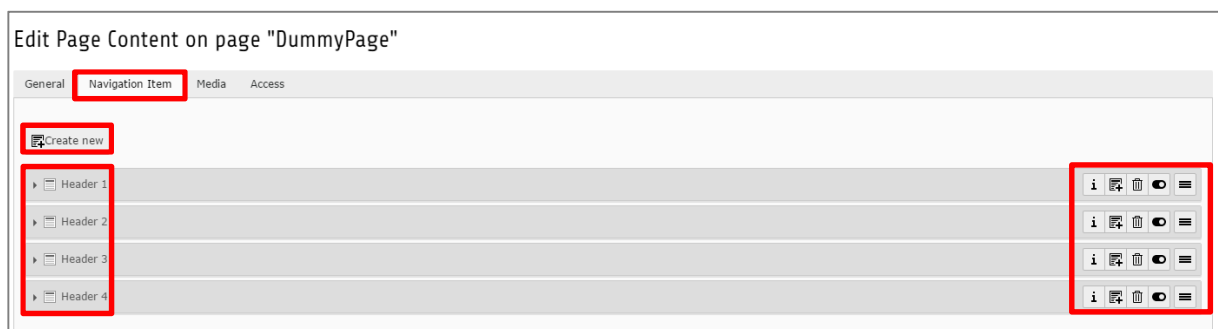
The Navigation of the website is built out of the first content element in the backend.



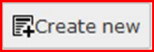





The Navigation in the frontend is displayed as:




In case of creating a new navigation, the Type of the new content element needs to be *Navigation*. The tab *Navigation item* leads you to the different menu items of the navigation.



This tab shows different buttons with the following meanings:


-  Adds a new navigation item without a specific location.
-  Opens the record to insert a headline.
-  Gives general information about this item.
-  Adds a new menu item below this record.
-  Deletes the whole record.
-  Drag and drop to create another order.






The different menu items lead to different positions of the site. These are set with anchor points. Anchor points can be created in the *Link*-edit field of the menu item.

By clicking on  on the right side of the edit field a new window opens.

Edit Page Content on page "DummyPage"


General Navigation Item Media Access



 Header 1    

General

Type

 Navigation Item


Column





Header Navigation Items





Header





Header 1

Link

6#144 

Header 2    

Header 3    

Header 4    

In this window the tab *Page* and the page tree *HYDAC (your microsite)* need to be opened. When opening the page tree the content elements will appear on the right side of the page tree. The relevant element can be selected.

Current Link: Page 'DummyPage' (ID:6, #144)

Page File Folder External URL Email

Target:

Title

CSS-Class

Additional link parameters

Page tree:


- Microsite
 - HYDAC Mezzovico
 - Address
 - HYDAC Ausbildung
 - Address
 - Filter-IT²
 - DummyPage

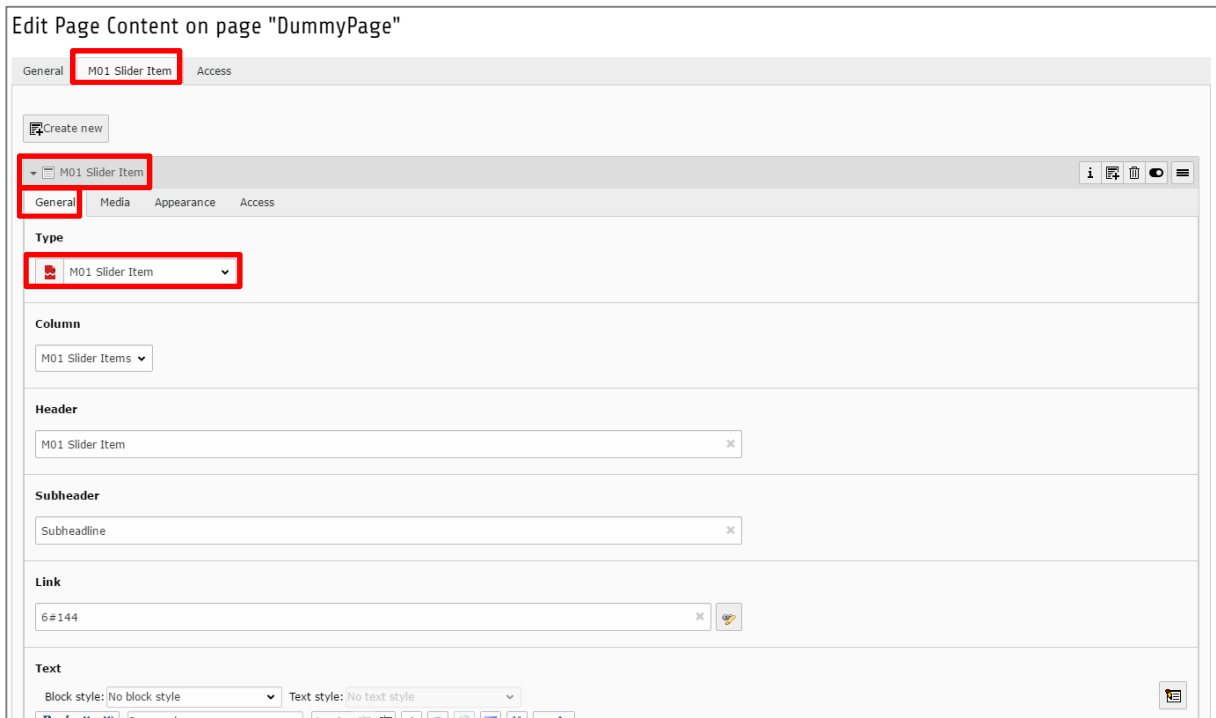
Content elements:

- DummyPage
 - [No title]
 - [No title]
 - M02 Content Block 1
 - M02 Content Block 2
 - M04 Gallery
 - M06 Text/Video
 - M07 Container / 2 Columns
 - Map
 - Footer
 - M01 Slider Item
 - M01 Second Slider Item

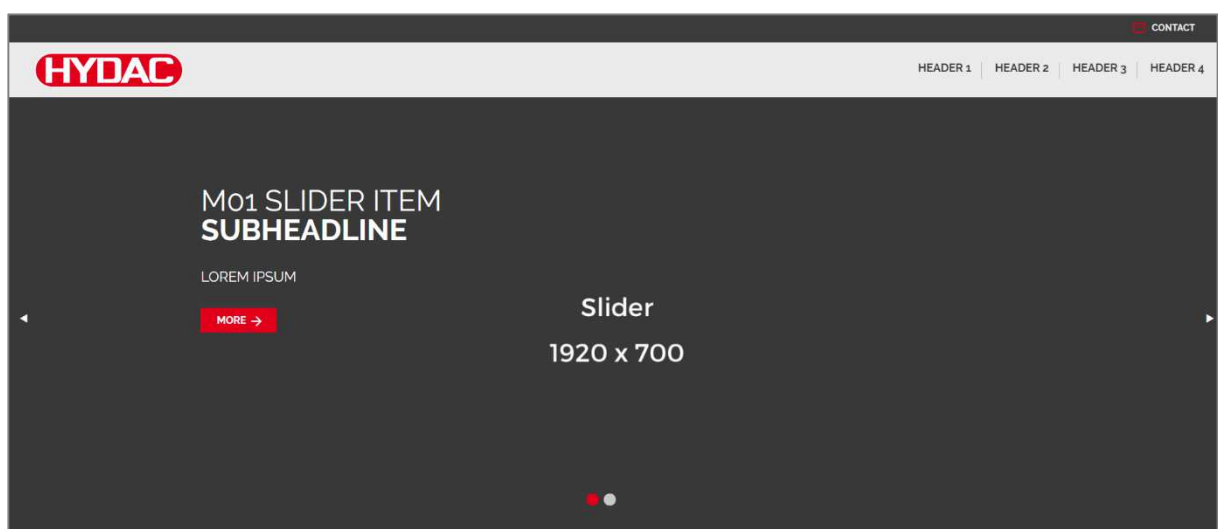
Besides linking to a specific location on the same page, links can also lead to files, folder, external URL and e-mail addresses. To link the element to one of these types, click on the relevant tab at the top.

2.2 M01 – Slider

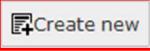
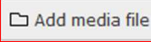
To create a slider, such as the header picture, create a new element of the type *M01 Slider*. The tab *M01 Slider Item* shows the different Items in this element. By clicking on  the Item can be edited. The opening tab *General* shows header, subheader, link and text fields.



The header, subheader, link and text will be displayed as shown in the following way in the frontend:



The tab *Media* lets you edit pictures for the slider.

By clicking on  a new item can be added to the slider. Media files can then be added by clicking on .

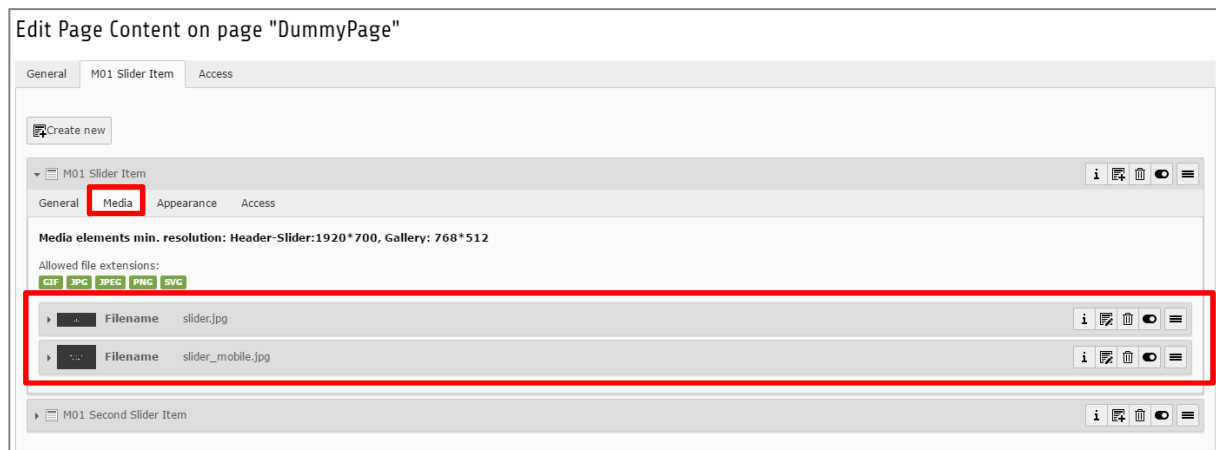
In order to add a media file, the relevant media has to be uploaded in the *file list*. How to upload a file into the file list can be seen in chapter 1.3.

When having two or more picture items, the slider will be shown as a line of images with arrows at the right and left side of the images.

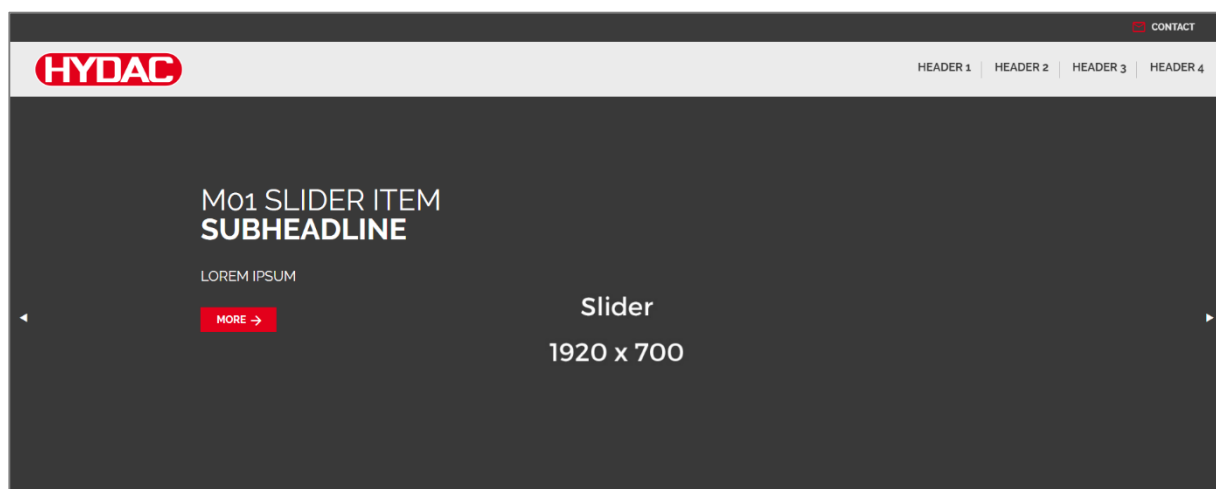
It is possible to add in one item 2 pictures as it is shown below.

The two pictures in this item have different resolutions for different browser sizes. You can mark one image as “large” for desktop and tablet landscape version and you can mark the mobil optimised picture as “small” and then this picture will appear for mobile view.

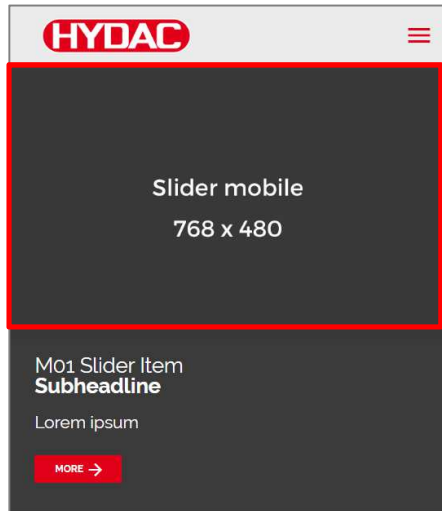
You don’t have to upload two images. In this case always the same pictures appears in the frontend.



The slider is displayed in the frontend for desktop:

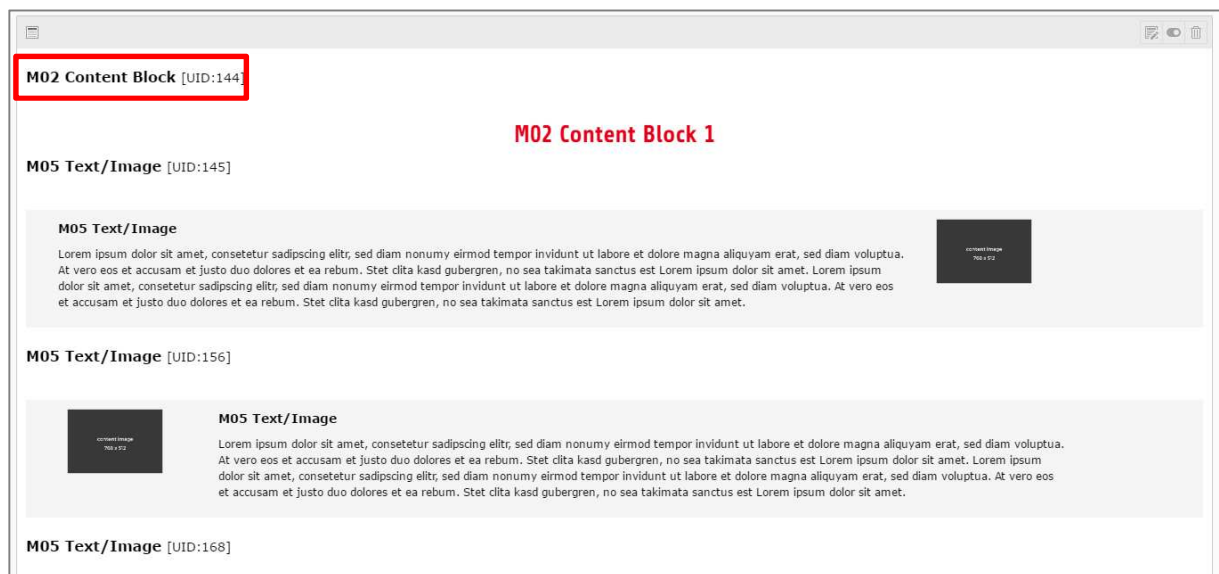


The slider is displayed in the frontend for mobile with a mobile optimised image:

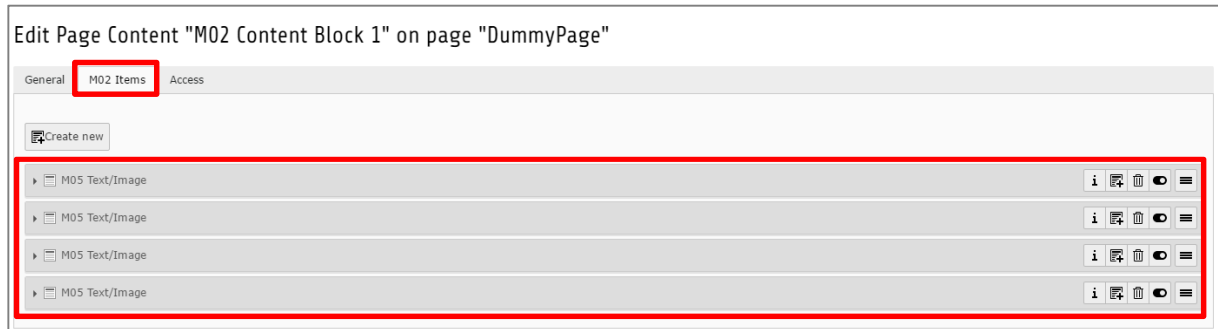


2.3 M02 – Content Block

If you would like to add content on the website you have to insert first a “M02 Content block” as a container for other content elements as for example “M05 Item/Text” or “M03 Accordion”. How to create a content block is explained in chapter 1.2.



If you click the editing button then you have the following view and under the point “M02 items” you can create more elements which can contain content: “M05 Text/Image”, “M06 Video/Text” and “M03 Accordion”.

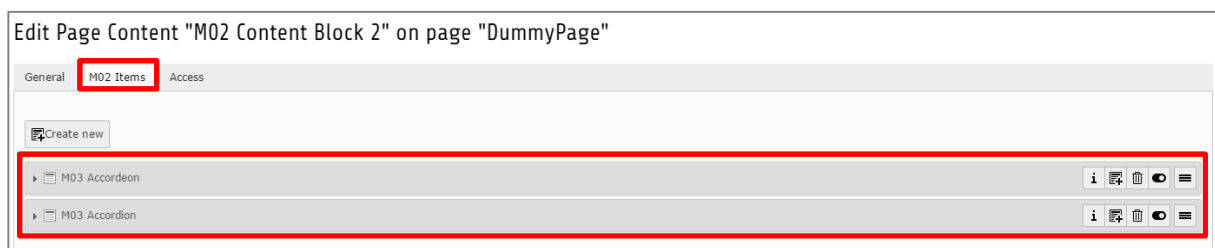
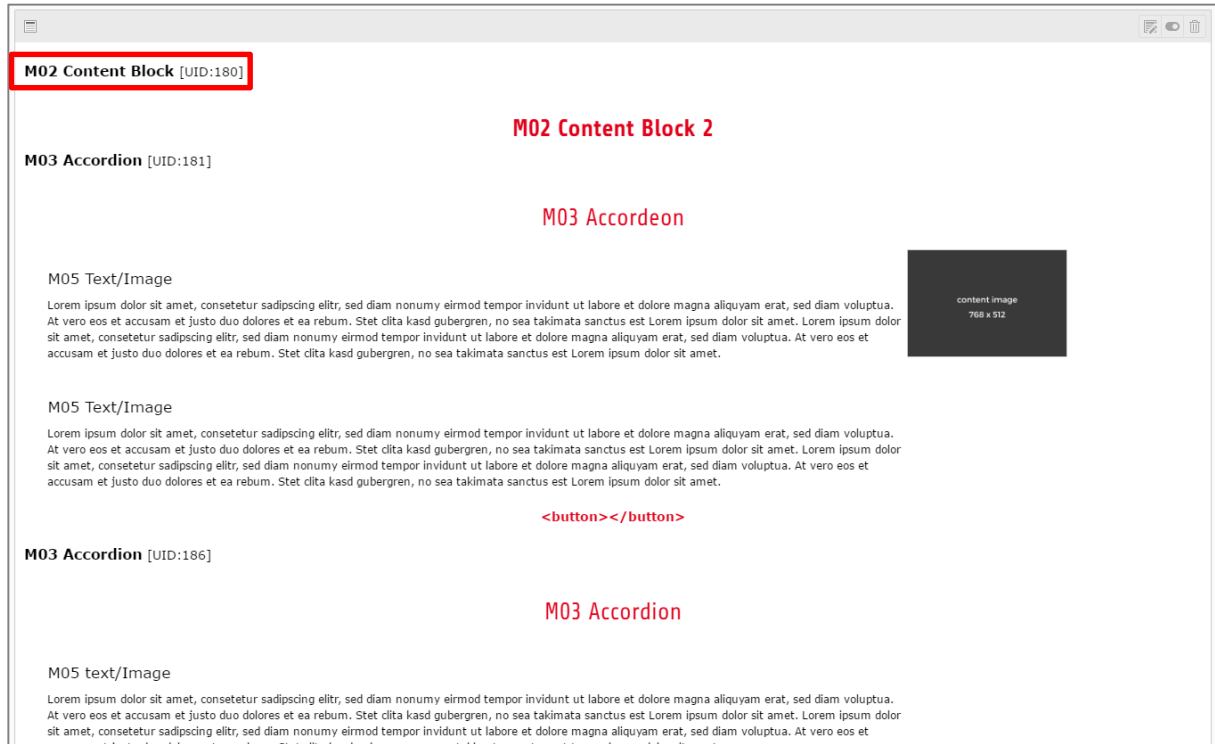


In the frontend the accordion element looks in the following way:

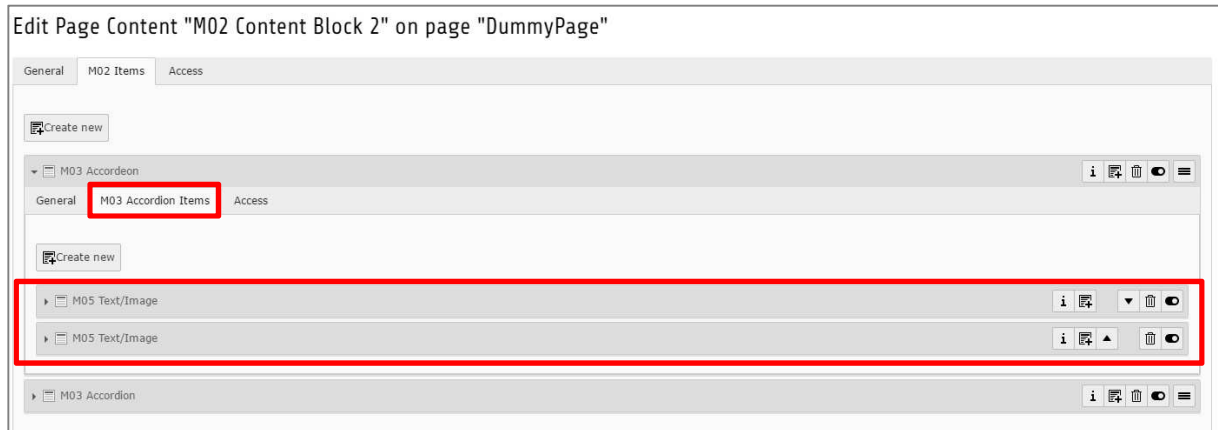


2.4 M03 – Accordion

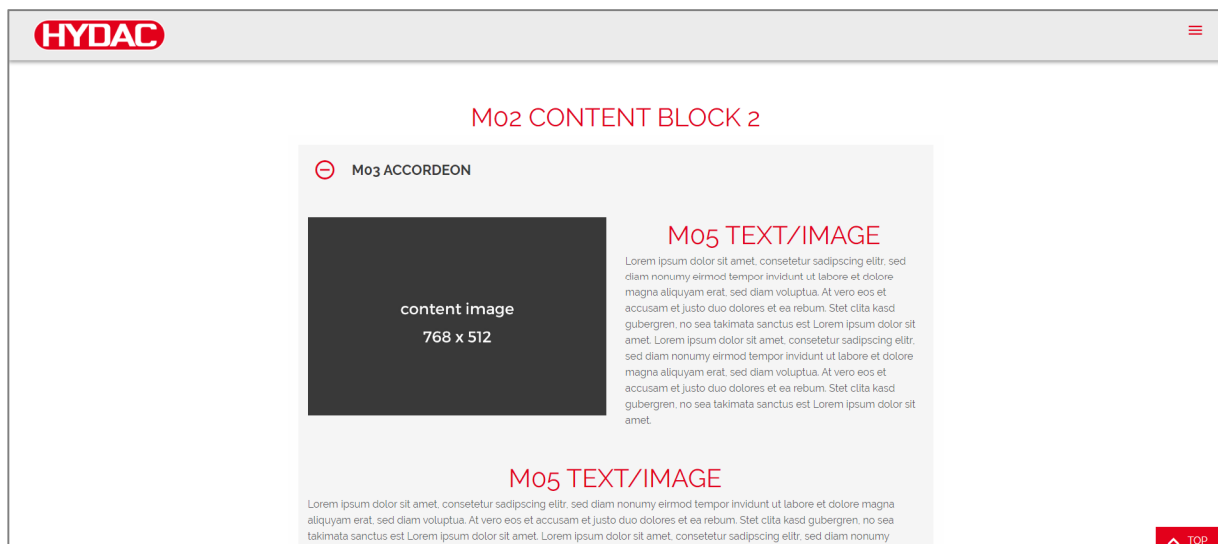
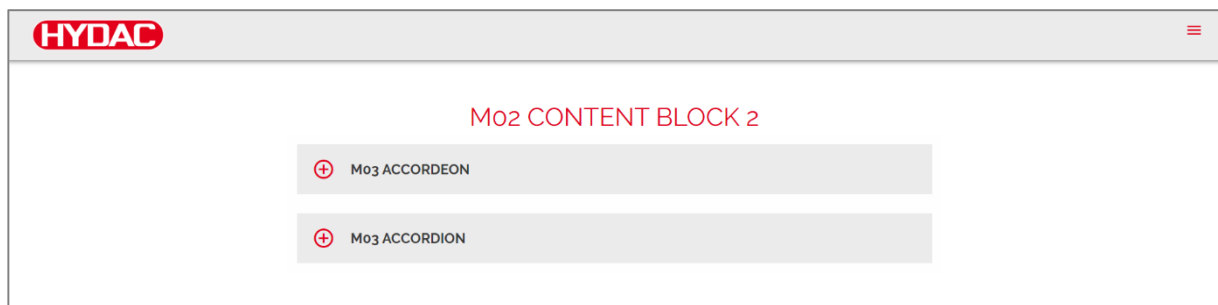
If you would like to create an accordion or even more accordions you have to create a container first “M02 Content Block”. In the same way as it is explained in chapter 2.3., you can create M02 Content block and under M02 items you can add M03 Accordions.



In the next step you can create content within the “M03 Accordions” by adding “M05 Text/Image” elements.

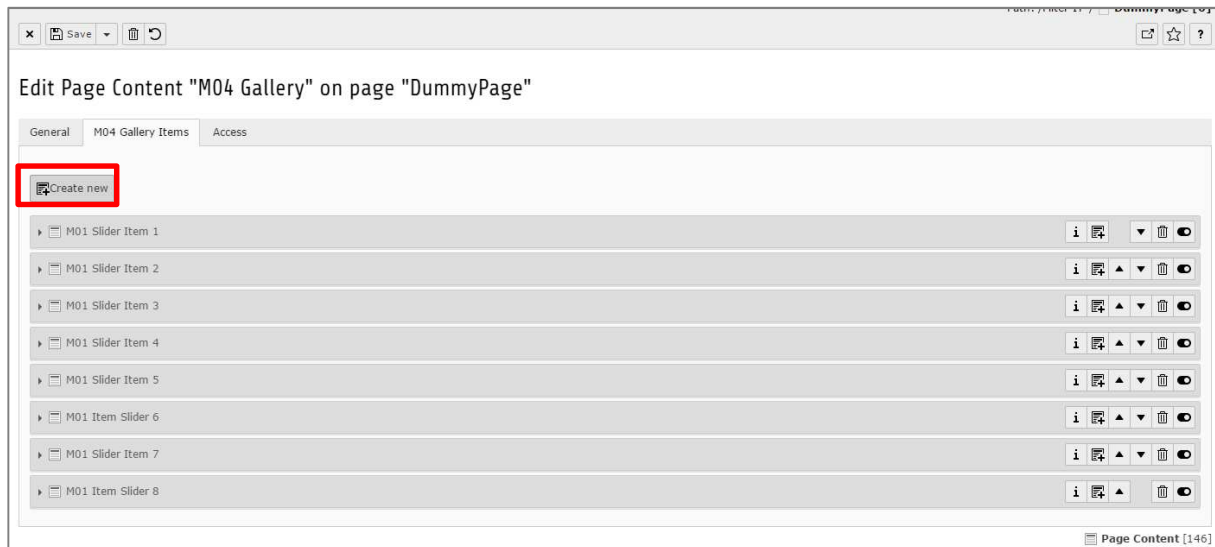


In the frontend the accordion element looks in the following way:

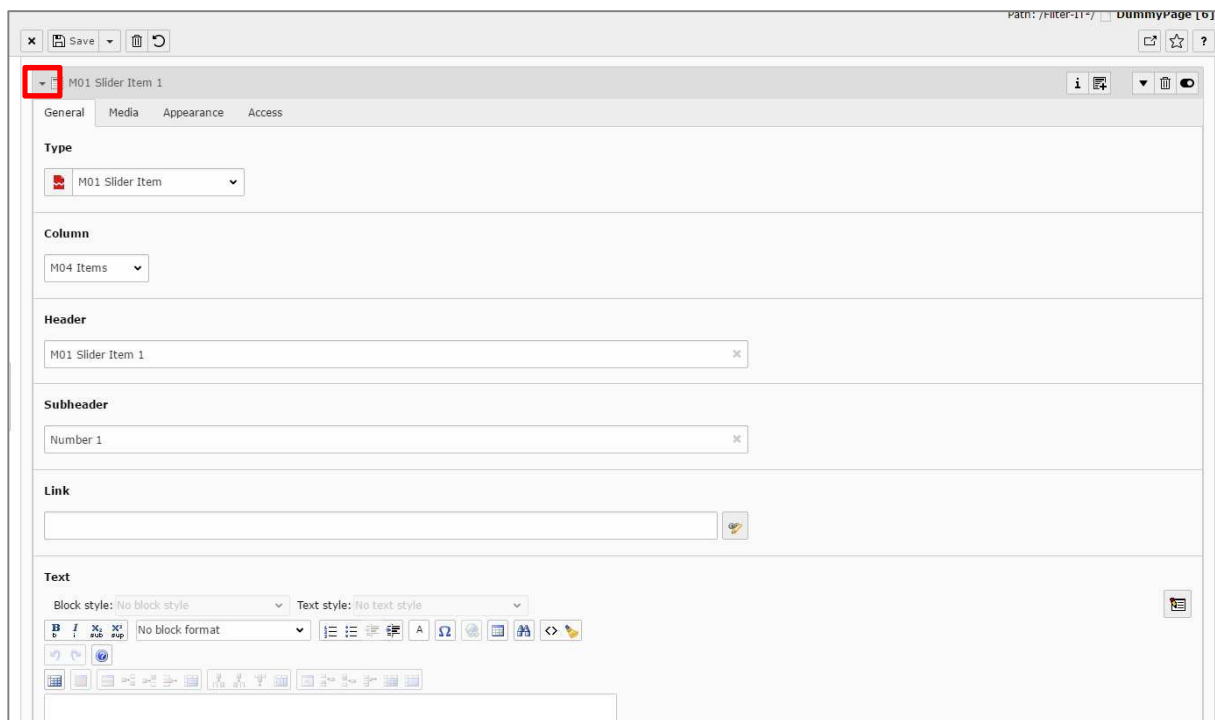


2.5 M04 – Gallery

To create a gallery please create a new element of the type *Gallery*. At the tab Gallery Items new records of the type “M01 Slider Item” can be created.



The different gallery items can be edited by opening the item at the left side of its title. In the tab General a headline can be added. The headline, as well as subheader and text, will be shown in the enlarged version when clicking on the image.

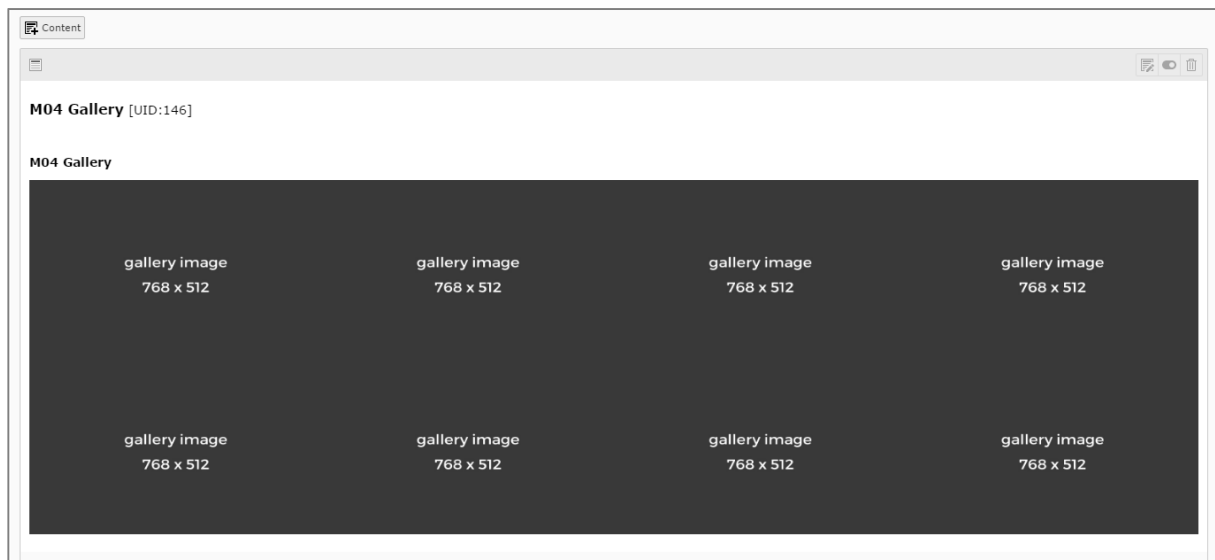


In the tab *Media* images can be added after they have been uploaded in the file list (see chapter 1.3.).

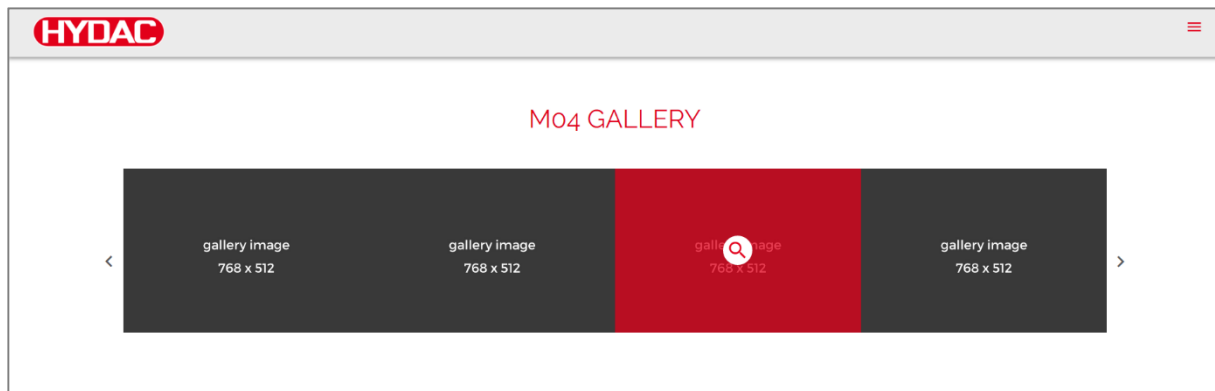
In the image manipulator in the tab *Media* opens an editor where the image format can be chosen. For the Microsite the usual format is 4:3.



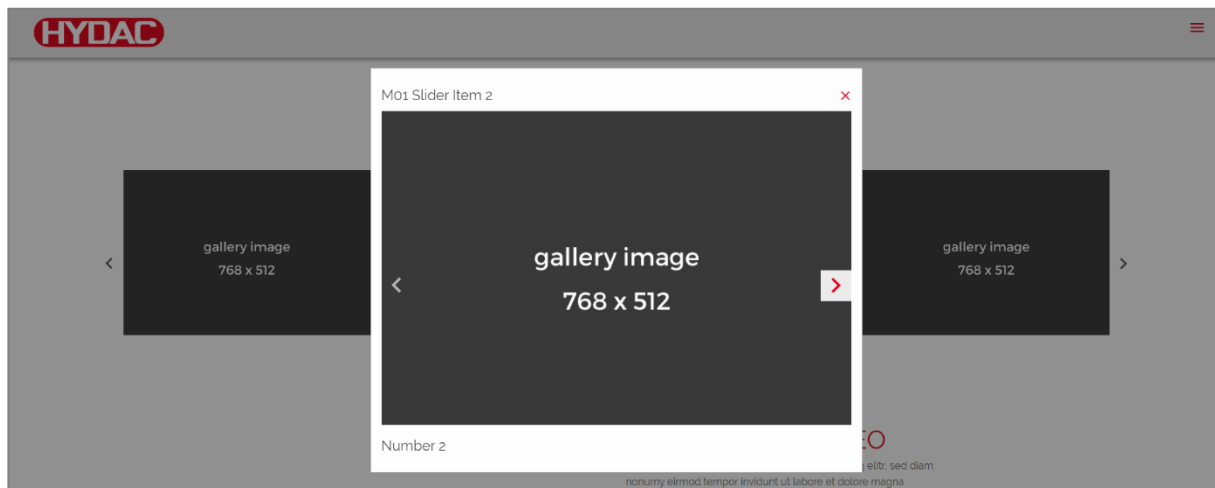
The element looks like this in the backend:



And in the frontend:



By clicking on an image a pop-up opens that shows the image in a larger version.



2.6 M05 - Text/Image

To create a Text/Image item you can create a new element of the type “M05 Text/Image”.
To determine the positions of the Text and the picture, choose the correct scheme in *Layout*.
In case the element needs a headline, fill in the header. The font size of the headline can be chosen by selecting a specific *Type*.

The screenshot shows the 'M05 Text/Image' configuration panel with the 'General' tab selected. Several fields are highlighted with red boxes:

- General tab:** The 'General' tab is highlighted.
- Type:** The 'M05 Text/Image' dropdown is highlighted.
- Column:** The 'M02 Items' dropdown is highlighted.
- Layout:** The 'V2: Left Text / Right Image' dropdown is highlighted.
- Header:** The 'M05 Text/Image' text input field is highlighted.
- Type (Header):** The 'H2' dropdown is highlighted.
- Text:** The entire text editing area, including the block style, text style, and rich text editor, is highlighted.

Relevant images can be added in the tab “Media”. To add an image to the element click

Add media file

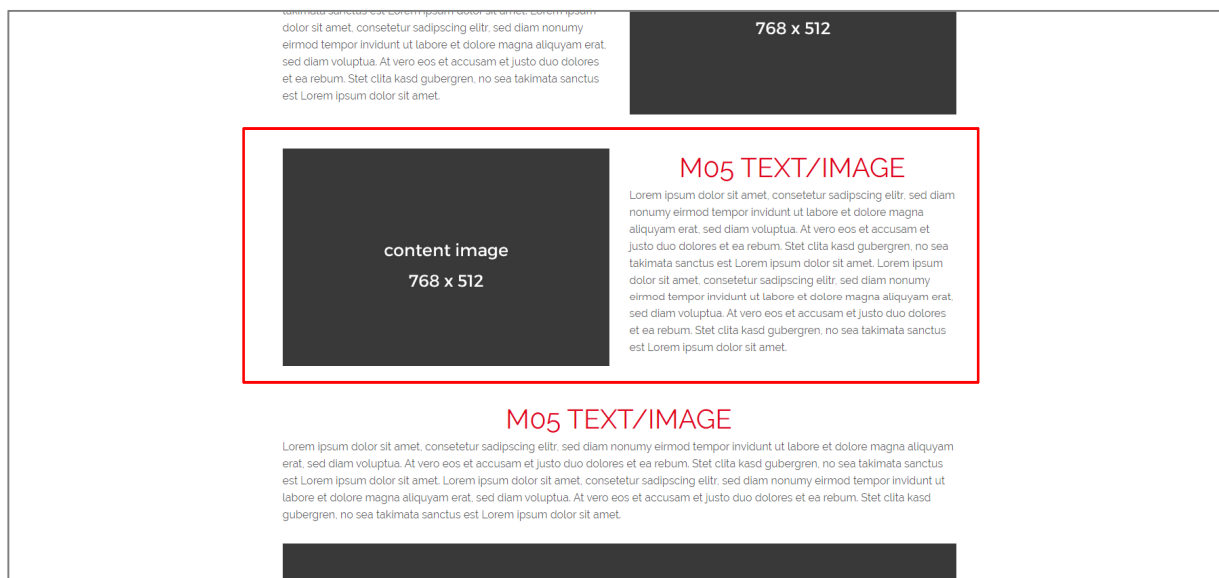
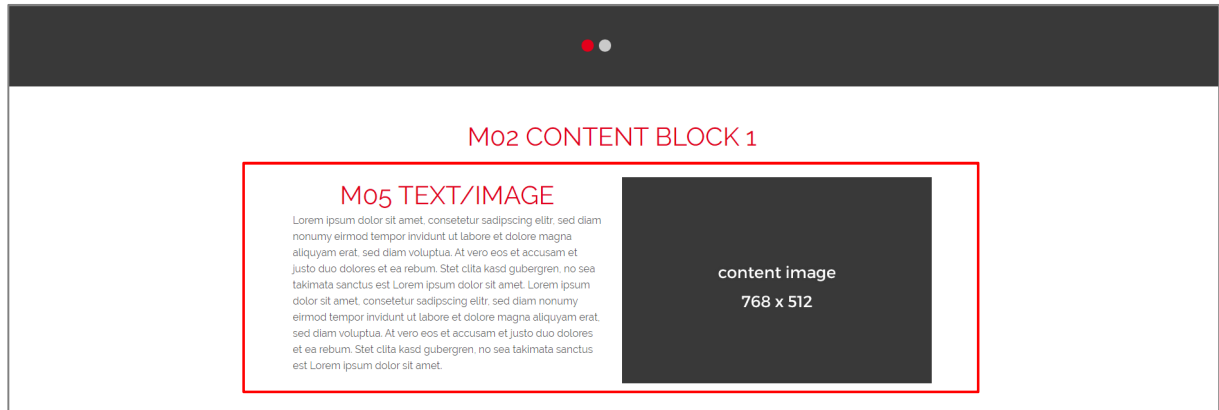
after uploading the image to the file list (see chapter 1.3.).

The Content Block can contain different Text, Text/Image or Image Items. They'll be displayed vertically on the website.

The screenshot shows the 'M05 Text/Image' configuration panel with the 'Media' tab selected. Several fields are highlighted with red boxes:

- Media tab:** The 'Media' tab is highlighted.
- Media elements min. resolution:** The text 'image left/right: 768*512, image top/bottom: 1024 * 768' is highlighted.
- Add media file:** The 'Add media file' button is highlighted.
- Allowed file extensions:** The list of extensions (GIF, JPG, JPEG, PNG, SVG, MP4, WEBM, YOUTUBE) is highlighted.
- Filename:** The 'content_image.jpg' filename is highlighted.

A Text/Image element can look in the following ways in the frontend. It depends on the settings and also of the size of the image.





2.7 M06 – Text/Video


The element “M06 Text/Video” you can create in the same way as “M05 Text/Image” in chapter 2.6. The only difference is that you have to choose a video instead of an image.

2.8 M07 – Container / 2 Columns

You can create an element of the type “M07 Container / 2 Columns” in order to display content in two columns. The created element shows now three tabs – General, Column Left and Column Right. In the two Column-tabs different items such as “M05 Text/Image” can be created.

Edit Page Content "M07 Container / 2 Columns" on page "DummyPage"

General
Column Left
Column Right
Access

Type
 M07 Container / 2 Columns

Column
Content

Header
M07 Container / 2 Columns

Page Content [148]

In the backend the columns will be displayed as:

M07 Container / 2 Columns [UID:148]

Column Left

M05 Text/Image [UID:149]

M05 Text/Image

Lorem ipsum dolor sit amet, consetetur sadipscing elitr, sed diam nonumy eirmod tempor invidunt ut labore et dolore magna aliquyam erat, sed diam voluptua. At vero eos et accusam et justo duo dolores et ea rebum. Stet clita kasd gubergren, no sea takimata sanctus est Lorem ipsum dolor sit amet. Lorem ipsum dolor sit amet, consetetur sadipscing elitr, sed diam nonumy eirmod tempor invidunt ut labore et dolore magna aliquyam erat, sed diam voluptua. At vero eos et accusam et justo duo dolores et ea rebum. Stet clita kasd gubergren, no sea takimata sanctus est Lorem ipsum dolor sit amet.

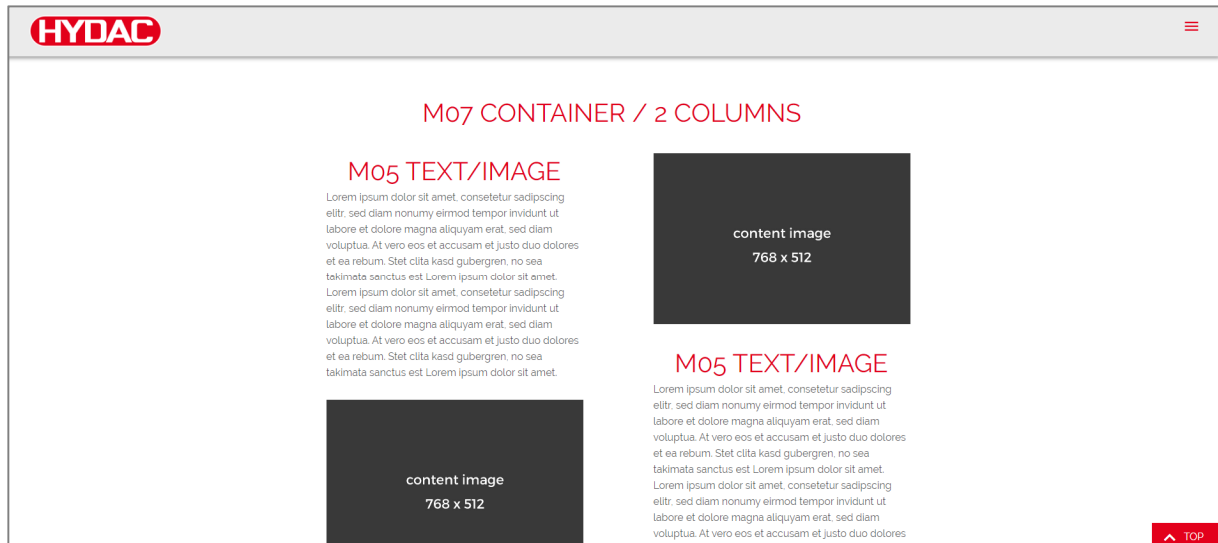
Column Right

M05 Text/Image [UID:150]

M05 Text/Image

Lorem ipsum dolor sit amet, consetetur sadipscing elitr, sed diam nonumy eirmod tempor invidunt ut labore et dolore magna aliquyam erat, sed diam voluptua. At vero eos et accusam et justo duo dolores et ea rebum. Stet clita kasd gubergren, no sea takimata sanctus est Lorem ipsum dolor sit amet. Lorem ipsum dolor sit amet, consetetur sadipscing elitr, sed diam nonumy eirmod tempor invidunt ut labore et dolore magna aliquyam erat, sed diam voluptua. At vero eos et accusam et justo duo dolores et ea rebum. Stet clita kasd gubergren, no sea takimata sanctus est Lorem ipsum dolor sit amet.

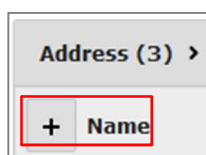
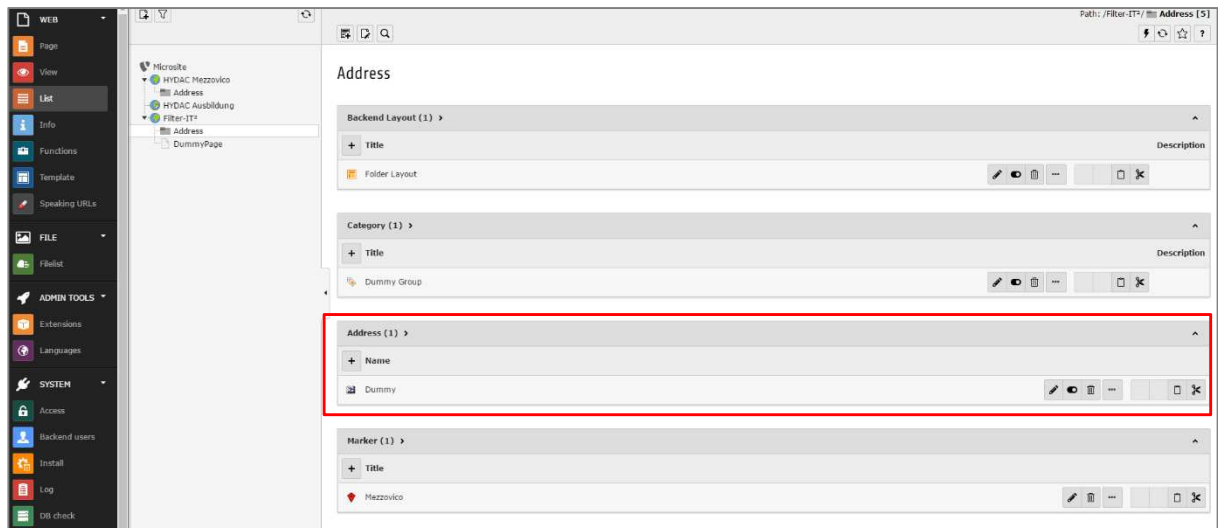
In the frontend the columns will be displayed as:



2.9 Open Street Map

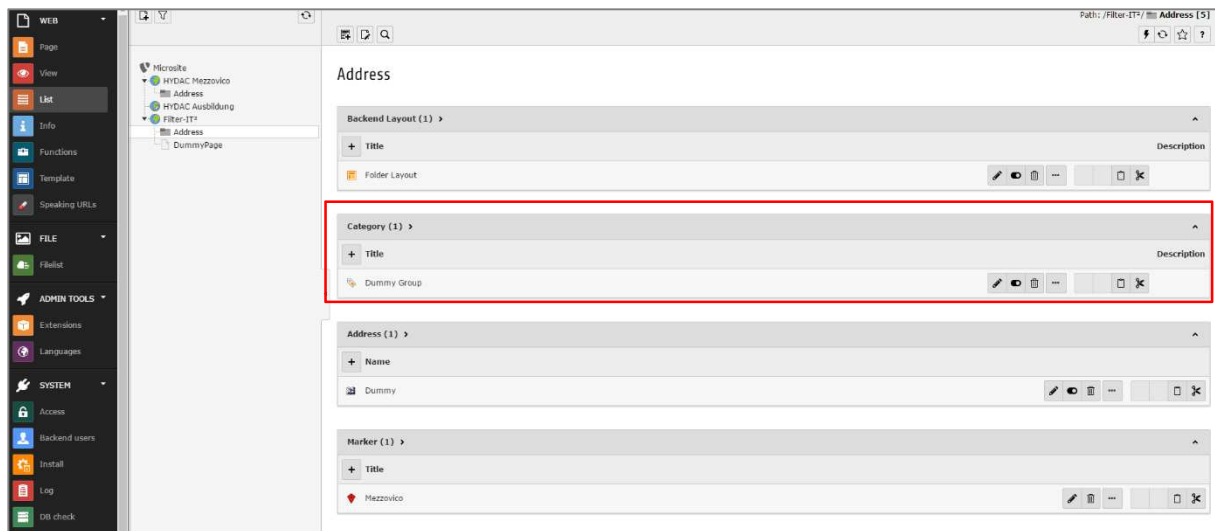
In order to add a new location to the street map click on *List* in the left navigation. Then select *Address* in the page tree.

In the third chart named Address, a new location can be added by clicking on '+'.

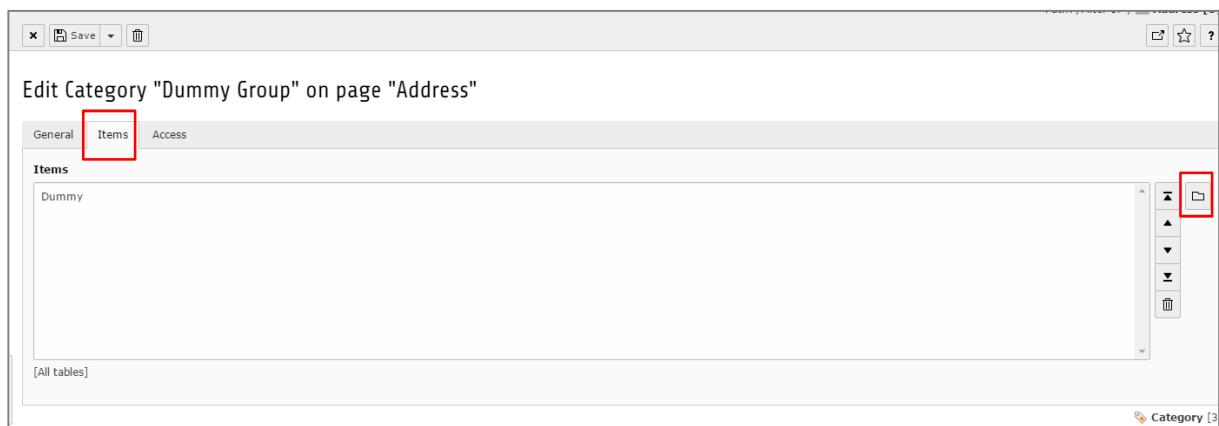


Enter general information as well as all relevant contact information. After editing all information, save and close the element.

When you are finish with your new locations you must add them to a new or available category in Address. You can open the relevant category and add Items in there or create a new category.



You can add items in the opened category.



If you would like to add an “Open street map” in the backend you can create a new content element and then choose Plugins Openstreetmap. Please don’t forget to go back to the “page view” which you can choose on the left side.



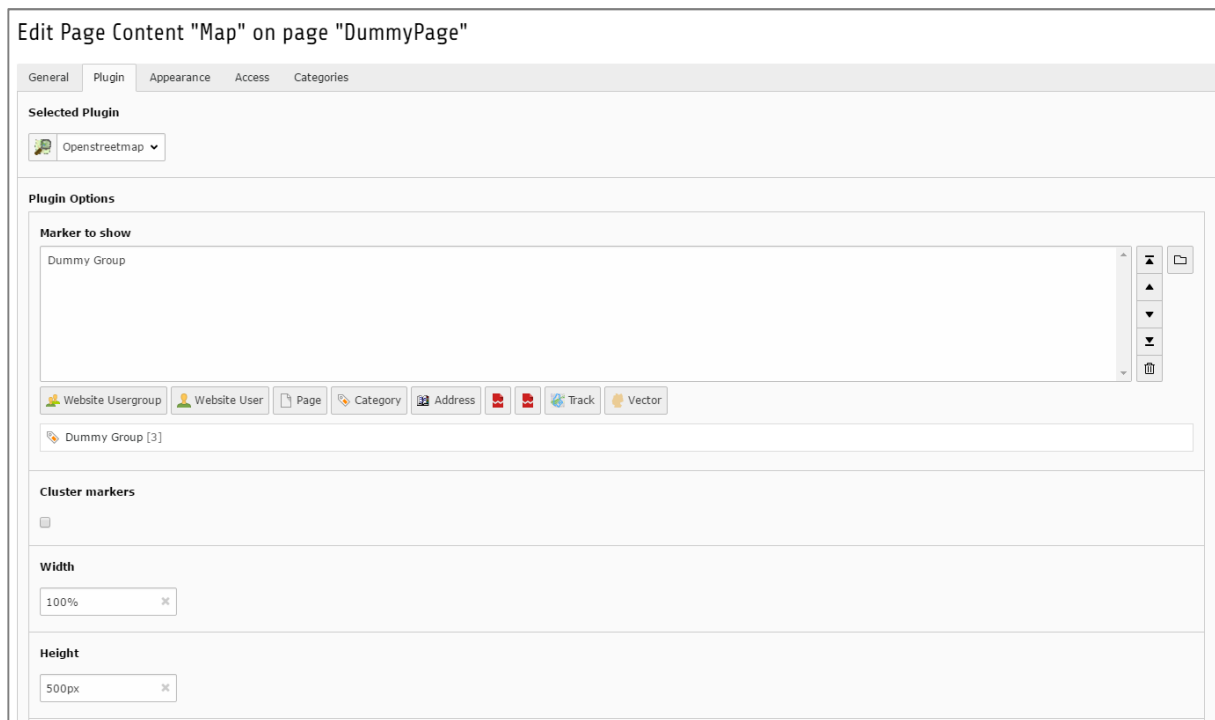
New content element

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

Microsite Modules **Plugins**

 **OpenStreetMap**
Plugin for OpenStreetMap


Give the new map a Header go the tab plugin and choose your new create category. Add default parameter like width 100%, height: 500px and zoom 9.



Edit Page Content "Map" on page "DummyPage"

General **Plugin** Appearance Access Categories










Selected Plugin


 Openstreetmap ▼

Plugin Options

Marker to show

Dummy Group

 Website Usergroup  Website User  Page  Category  Address    Track  Vector

 Dummy Group [3]

Cluster markers

☐

Width

100% ✕

Height

500px ✕

We use the library leaflet with the layer Mapnik. Then activate show popups on click.

Height

500px

Longitude

0.000000

Latitude

0.000000

Use this coordinates only if no marker exists

☐

Zoom

9

Library

Leaflet

Base layer

Selected Items

Mapnik

Available Items

Mapnik

Mapnik BW

CycleMap

MapQuest

MapQuest Open Aerial

TransportMap

Hike & Bike Map

OpenPisteMap

The element “Open Street Map” looks in the frontend as shown below:

