

Introduction

About a CMS

Description:

Introduction to the basic concept of a content management system (CMS).

Goals:

I can explain what a CMS is.

I can explain how content and design are separated in a CMS.



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About TYPO3

Description:

Knowing the tool is an important task to become a specialist. Get an overview of the TYPO3 system and the unique features.

Goals:

I know what TYPO3 is.

I know broadly which system requirements have to be met to work with TYPO3.

I know the TYPO3 vocabulary and can name the essential components.



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Tools and Roles

Roles in TYPO3

Description:

For best results, tasks in TYPO3 are assigned to corresponding specialists.

Goals:

I know the roles in TYPO3 and their corresponding tasks.

I know the tasks assigned to me according to my role.

I know whom to ask for issues that are not part of my role.



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Basic Usage of a browser

Description:

Ability to use a browser.

Goals:

I can use a browser to reach a URL.

I can use forms with a browser.



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Making yourself at home



Front End and Back End

Description:

The basic concept of front end and back end in a CMS.

Goals:

I can explain the difference between front end and back end.

The knowledge about technical requirements of a browser when working with TYPO3.



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Choosing a Secure Password

Description:

Basic knowledge about web security.

Goals:

I know the guidelines for choosing a secure password.



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Back End Account

Description:

Login and logout from TYPO3 back end and user account settings.

Goals:

I know how to login into the back end.

I know what to do when I lost my credentials.

I know where to view and edit my user account details.



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Getting familiar with the Back End



Back End structure

Description:

Back end areas and their names.

Goals:

I know the structure of the back end.

I can find the module bar and explain the general tasks related to the modules.

I can explain the difference between page tree and file tree.

I can point out the working area and explain what it is used for.

I know where the top bar is located and which functions I can find here.

I know where the tool bar is located and which functions I can find here.

I know where the context bar is located and which functions I can find here.



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What we can put on our website and who owns it

Media Formats

Description:

Overview of common media formats used on the web and their restrictions.

Goals:

I know which media formats can generally be used in web applications.

I know which media formats can be used in TYPO3.



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Copyright and Data Protection

Description:

Knowledge about copyrights and data protection.

Goals:

I am aware of the existence of copyright and can act accordingly.

I am aware of the existence of data protection rules and can act accordingly.

I know about restrictions using external resources.



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How people with special needs and robots see our website



Web Accessibility

Description:

Knowledge about web accessibility and methods for people with disabilities to use the web.

Goals:

I know what web accessibility is and who defines the rules for web accessibility.

I know how to improve the use of web pages for people with disabilities.

I know to handle content and structure for people with disabilities properly.



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SEO (On-Page)

Description:

Basic knowledge of search engine optimisation (SEO), particularly on-page optimisation.

Goals:

I can explain what SEO means.

I can explain and use meta-tags for pages and images.

I can explain and use headline structures.



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The pages we want to show to our guests



Description:

Usage of different page types.

Goals:

I can create, edit, hide, copy, move and delete pages.

I can use the module “Functions” to create multiple pages in a single work step.

Further goals are available on the platform.



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Description:

Usage of page properties for SEO and content manipulation.

Goals:

I know the most important page settings: Title, Subtitle, Navigation title, Files and Resources, Metadata (Description, Content, Keywords), Enable, Hide in Menu.



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Description:

Basic knowledge about the page tree.

Goals:

I know the structure of the page tree.

I can use the page tree operations: Filter, Drag & Drop (Create, Copy, Delete).



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Managing our assets (like photos)



Naming Files

Description:

The knowledge about file naming conventions.

Goals:

I know about recommendations for and advantages of using proper file names.

I know which characters are recommended for use in file names.



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Working with Files

Description:

The knowledge about organising and managing files.

Goals:

I can create, copy, move and delete files.

I can detect if specific files are currently in use.

I know about metadata and where to edit metadata of files.

I know about and can take advantage of the extended view.

I know about the consequences of using inappropriate file names in TYPO3.



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Bringing it all together

Rich Text Editor

Description:

Overview of the basics and functions provided by the included text editor.

Goals:

I know about the functionality of the rich text editor (RTE) and can take advantage of it.

I can enrich text semantically and optically (strong, emphasis, etc.).

I know about the use of the most important structure elements (lists, tables, etc.).

I know how the editor handles existing formatting when pasting text from the clipboard.



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Content Elements

Description:

Working with content elements.

Goals:

I can create and edit the most important content element types (text with media, header, file links, records).

I know the difference between the uploaded files from the module file list and those inserted into content elements.

I know the implications of field header and type (semantic meaning, front end results).

I can use the image cropper to manipulate images.

I know how to embed videos.



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