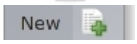
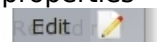
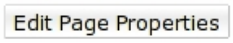
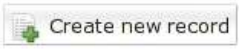
TYPO3 cheat sheet – follow tables from top to bottom. Multiple instructions in one table row indicates that there are multiple ways of accomplishing the same task.

- TYPO3 help and login link @ www.ndsu.edu/cms (Direct login link http://www.cms.ndsu.edu/typo3)
- Use the View module to preview how a page will look on the the finished Web page (including hidden or time-delayed pages!)
- Use the List module to inspect all elements associated with a page (e.g. child pages, page content, etc).

Create a new page

1. Click a page icon in the navigation menu and select "new"  2. Click "Click here for wizard!" under Page (inside)	Click the New Page big button
1. Select a location 2. Unhide page (optionally) 3. Enter a Pagetitle 4. Save and close	

Edit an existing page

1. Click the page icon in the navigation menu 2. Select "Edit page properties" 	Click the Edit Page Properties big button 	Click the "Create new page" icon	Click the "Create new record" button 
1. Make changes to the page configuration 2. Save and close			

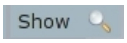
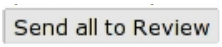
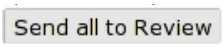
Create new page content

1. Click the page icon in the navigation menu and select "New" 2. Click "Click here for wizard!" under Page content	Click the New Content big button	Click a "New record after this one" icon	Click the "Create new record" button	Click the "Create new content element" icon	Click a "Create new record in top of this column" icon
Select a content type					
Select a location				(skip)	
1. Enter a header and page content, or fill other fields as applicable 2. Save and close					

Edit an existing page content

Click the edit pencil icon closest to the content element	Click the edit pencil icon at the top of a content column to edit all column elements simultaneously	Click the content icon closest to the content element and select "Edit" from the menu	Click the content preview (text changes color when you hover the mouse over text)	Click the "Edit in Rich Text Editor" button for the element
1. Edit content 2. Save and close				

Request review/publishing

<table>
<tr><td colspan="2">Preview the page</td><td>Use Versioning module</td><td colspan="2">Use Workspace module</td></tr>
<tr><td>Click a “View webpage” icon </td><td>1. Click the page icon in the navigation menu
2. Select “Show”  </td><td rowspan="2">Click the send all to review big button  </td><td colspan="2">Identify the page or content element that should be sent to review</td></tr>
<tr><td colspan="2">Click the “Send all to review button  in the right window pane</td><td colspan="2">Click the “Send to Review” up arrow for each content element and page that should be reviewed.</td></tr>
<tr><td colspan="5">Enter a message to the reviewer</td></tr>
</table>

Notes:

1. Updated version of this document at http://www.cms.ndsu.edu/knowledge_base/cheat_sheet