

CMS Certified Editor 14 LTS

Created on: 08.10.2026

CMS Basics

About a CMS

A content management system (CMS) is a software application for the collaborative creation, organization and editing of content, primarily in the online area.

Maintainer: TYPO3 (Stephan Lukow)

Frontend and backend

The website, or respectively layout and content output, is called a frontend. Pages and contents are maintained in the backend, and then displayed in the frontend.

Maintainer: TYPO3 (Torben Freudewald)

Choosing a secure password

The security of your own data, as well as the security of each organization, depends largely on the choice of secure passwords. Too simple, too short or repetitive passwords are often hacked and misused.

Maintainer: TYPO3 (Torben Freudewald)

Backend account

Access to the backend is secured by a login (username and password). A backend user can be granted rights to work with modules, pages, and content. Backend users can be grouped for easy management. For any credential issues I know how to reset my password or that the administrator is to be contacted for further issues.

Maintainer: TYPO3 (Torben Freudewald)

About backend users and backend user groups

Users of a content management system can have different permissions. This allows users to focus on the features that are relevant to them.

Maintainer: TYPO3 (Torben Freudewald)

Roles in TYPO3

In content management systems, people who work with the system can have one or more roles. TYPO3 established 4 core roles, which are backed by official certification.

Maintainer: TYPO3 (Torben Freudewald)

Basic usage of a browser

A browser is the central application for viewing and using information on the internet. In addition to accessing or displaying web pages, web applications such as a content management system can be used. With a browser form fields can be filled out and submitted to interact with a web application.

Maintainer: TYPO3 (Torben Freudewald)

Backend Structure

The backend is divided into specific navigation components. A distinction is made between top bar, module menu, page tree, docheader, content area, directory tree and directory contents.

Maintainer: TYPO3 (Torben Freudewald)

Working with translations

TYPO3 offers the function to deliver contents, datasets as well as metadata multilingual. Content elements can be translated via a "free" or "connected" mode. The number of languages that can be editorially recorded is not limited in TYPO3.

Maintainer: TYPO3 (Torben Freudewald)

TYPO3 Basics

About TYPO3

TYPO3 is an open-source enterprise content management system (CMS). The system offers a wide range of functions out of the box and can be extended by extensions. The software license (GPL) lets everyone access, read, copy, distribute, and modify the source code which is freely available. TYPO3 is well documented at <https://docs.typo3.org>.

Maintainer: TYPO3 (Torben Freudewald)

TYPO3 Handling

Page Tree

The structure of the web pages managed in TYPO3 is easily accessible via the page tree. It is possible to manage pages that are visible in the frontend as well as associated data, which are then installed at the appropriate place in the frontend. With a click on the page icon the context menu appears with additional options.

Maintainer: TYPO3 (Torben Freudewald)

Content elements

When using content elements, the editor must be able to use elements such as text, media, tables and predefined forms while paying attention to responsiveness, semantics and accessibility. When adding media, users know about the ability to upload and embed the various image and video formats, and crop images using the cropping tool.

Maintainer: TYPO3 (Torben Freudewald)

Info about workspaces

Work environments include, among other things, approval processes. Changes can be made by users in a preview environment, and reviewed, approved and published by other stakeholders.

Maintainer: TYPO3 (Torben Freudewald)

Using extensions in TYPO3

Knowledge about existence and usage of extension-provided plugins in the TYPO3 backend.

Maintainer: TYPO3 (Torben Freudewald)

Access Control

The access control can be used to manage and restrict access to pages, content elements and other information for a specified period of time. It can also be used to set up a restricted area where

visitors can log in to view content.

Maintainer: TYPO3 (Torben Freudewald)

Admin Panel Basics

Once enabled, the admin panel can be accessed by a click of a button in the frontend. This opens a bar at the bottom the screen that shows a summary of information about the currently accessed page, including several TypoScript messages, page load time, and possibly errors and warnings. The main purpose of the admin panel is general system debugging but it contains toggles and switches to control the frontend output as well.

Maintainer: TYPO3 (Torben Freudewald)

Page properties

The TYPO3 user knows about the properties and how these can affect the page in different ways. Besides the general options such as page types and title information, the user is aware that the appearance can be changed by the given options and affect the page layout in the frontend, caching, SEO specific and social media related possibilities.

Maintainer: TYPO3 (Torben Freudewald)

Dashboard Basics

The backend module "Dashboard" allows backend users to create, select, and configure dashboards and widgets. These widgets typically provide details and status information about the TYPO3 instance.

Maintainer: TYPO3 (Torben Freudewald)

Working with data records

In order to be able to manage individual data types, it is possible to manage own data record formats in TYPO3. These can be adapted exactly to the specific requirements of a website.

Maintainer: TYPO3 (Torben Freudewald)

Forms

Forms allow users of the website to send data to the website maintainers. Therefore forms are an essential part of keeping the gap between users and website maintainers as small as possible.

Maintainer: TYPO3 (Torben Freudewald)

Searching in the backend

A full installation search function is available in the TYPO3 backend. Additionally, the TYPO3 backend offers a search for records on a page or folder and a pagetree search. These functions have the purpose to find the desired content quickly and show the result in a structured and convenient way.

Maintainer: TYPO3 (Torben Freudewald)

Link Management

Links can be used in various ways to point to different sites or actions. The user needs to understand the importance of maintaining the links used on the website to avoid dead links.

Maintainer: TYPO3 (Torben Freudewald)

Page

An editor can use different page types to influence the behavior of a page in the frontend and the presentation in the navigation. The editor needs to know how pages in the page tree can be structured and managed, and how that affects the output.

Maintainer: TYPO3 (Torben Freudewald)

Media Management

Working with files

Uploaded files can be tagged with meta information. In addition, the content management system also knows if files are in use or not.

Maintainer: TYPO3 (Torben Freudewald)

Naming files

The naming of files is subject to certain restrictions to guarantee smooth processing and presentation in the browser.

Maintainer: TYPO3 (Torben Freudewald)

Rich Text Editor

Overview of the basics and functions provided by the included text editor. Rich text fields are fields, which may contain text with markup. For example for adding a style such as bold, using lists or enumerations, headlines or adding links.

Maintainer: TYPO3 (Torben Freudewald)

CSV - Character Separated Values

CSV files are used to exchange data between different computer systems. The editor must know how these files are structured so that they can be exported and additionally how they can be processed by TYPO3 without errors.

Maintainer: TYPO3 (Torben Freudewald)

Media in TYPO3

With a content management system, different media such as images, videos, texts, PDF's and other file formats can be managed and made accessible via the browser.

Maintainer: TYPO3 (Torben Freudewald)

Character Encoding

Assigning numbers to graphical characters for storing and transmitting them with computers.

Maintainer: TYPO3 (Torben Freudewald)

Copyright and data protection

By using external files, for example images or videos, the copyright must be considered. When handling with information relating to an identifiable person the (country specific) legal situation must be considered.

Maintainer: TYPO3 (Torben Freudewald)

Target Group Optimization

Web accessibility

To make a website accessible to as many people as possible, a user must know the basics of accessible websites.

Maintainer: TYPO3 (Torben Freudewald)

SEO (Technical)

The editor is aware of the relevance of duplicate content on websites and the consequences for search engine results. By using canonical links properly, an editor knows how to prevent duplicate content issues. Furthermore, the editor has knowledge about forcing robots not to index the content of a page, and/or not scan it for links to follow. The editor knows what an XML Sitemap is and that it is used to give search engines information about the structure of the website.

Maintainer: TYPO3 (Torben Freudewald)

Social Media

Social media platforms are a collective of online communication channels used for community-based input, content-sharing, collaboration and interaction. Links that are placed on social media platforms, such as X or Facebook, can be enriched with additional information about the targeted website and encourage the user to follow the link.

Maintainer: TYPO3 (Torben Freudewald)

TYPO3 URL Redirects

The user knows about the purpose redirects have in TYPO3 and how to create them for a specific page in the TYPO3 backend.

Maintainer: TYPO3 (Torben Freudewald)

URL redirect Basics

The user knows the effects in terms of SEO and backlinks in a subsequent change of a URL. The user knows how to minimize the negative effects by defining redirects.

Maintainer: TYPO3 (Torben Freudewald)

Page cache

The basic idea of pre-rendering content for speed optimization and the effect it might have on content editing.

Maintainer: TYPO3 (Torben Freudewald)

SEO/GEO (On-Page)

With the help of TYPO3, the user can easily optimize the visibility of content in search engines.

Maintainer: TYPO3 (Torben Freudewald)