

Introduction:

Joomla is an on line content management system that keeps track of all content on your website including text, images, links, and documents.

This manual includes several tutorials to teach you some basic content management skills on Joomla, including updating text, uploading images, building menus, and creating links. Please note that Joomla is an extensive system and this document only covers basic operation. To learn more about Joomla's advanced functionality, please visit the documentation section of www.Joomla.org.

Contents

Introduction:.....	1
Overview	3
Logging In to Joomla	3
Sections, Categories, and Articles.....	4
Article Manager	5
Overview	5
Creating a New Article	6
Editing an Existing Article.....	6
Hyperlinks in an Article	8
Deleting a Hyperlink	9
Uploading and Displaying Images	9
Uploading Images.....	9
Adding an Image to an Article	10
Further Manipulating Existing Images	11
Menu Manager	11
Overview	11
Creating a Menu Item.....	12
Editing an Existing Menu Item	13
Note about File Paths	14

Overview

For content management, Joomla divides into two basic components: the Article Manager and the Menu Manager.

The **Article Manager** is the place you will make changes to each individual page on your site. Here you can change the text on your pages, upload images, or add links. It is important to remember that all *content* changes will take place in the Article Manager.

The **Menu Manager** is where you make changes to the navigation menus of the website. All your menus can be edited here. It is important to remember that all *navigation* changes will take place in the Menu Manager.

Logging In to Joomla

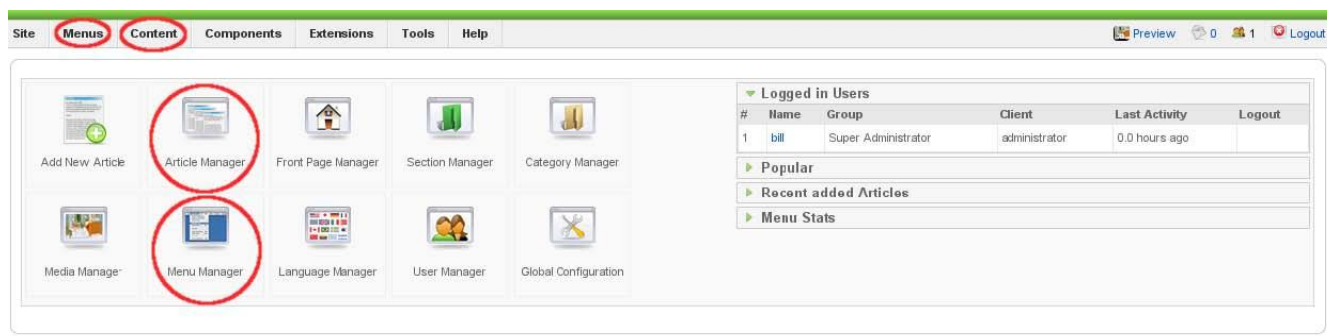
In order to make changes to your website using the Joomla Content Management System, you must access the administrative portion of the website. The administrative section is where all site maintenance and development takes place. In order to access this portion of your site, you need to type a special web address into the address bar of your browser:

1. Type the address www.mywebsite.org.uk/administrator into your web browser
2. Since the administrative portion of the website is where important and irreversible changes take place, you need a user name and password to access it. Enter your user name and password when prompted to do so. Note, only users with Administrative Access can access this section.
3. **Make sure your password is a strong one... you don't want someone messing around with your content!**



The screenshot shows the Joomla! Administration Login page. It features a title "Joomla! Administration Login" and a sub-header "Use a valid username and password to gain access to the Administrator Back-end." Below this is a link "Return to site Home Page" and a padlock icon. The login form includes fields for "Username", "Password", and "Language" (set to "Default"), and a "Login" button with a green checkmark icon.

Once you successfully login to the administrative section of your website, you will see the Administrator Control Panel. From this page, you will access the Article Manager and Menu Manager to make your content changes.



The screenshot shows the Joomla! Administrator Control Panel. The top navigation bar includes "Site", "Menus", "Content", "Components", "Extensions", "Tools", and "Help". The "Menus" and "Content" tabs are circled in red. Below the navigation bar is a grid of icons for various administrative functions: "Add New Article", "Article Manager", "Front Page Manager", "Section Manager", "Category Manager", "Media Manager", "Menu Manager", "Language Manager", "User Manager", and "Global Configuration". The "Article Manager" and "Menu Manager" icons are also circled in red. On the right side, there is a "Logged in Users" table and several expandable sections: "Popular", "Recent added Articles", and "Menu Stats".

#	Name	Group	Client	Last Activity	Logout
1	bill	Super Administrator	administrator	0.0 hours ago	

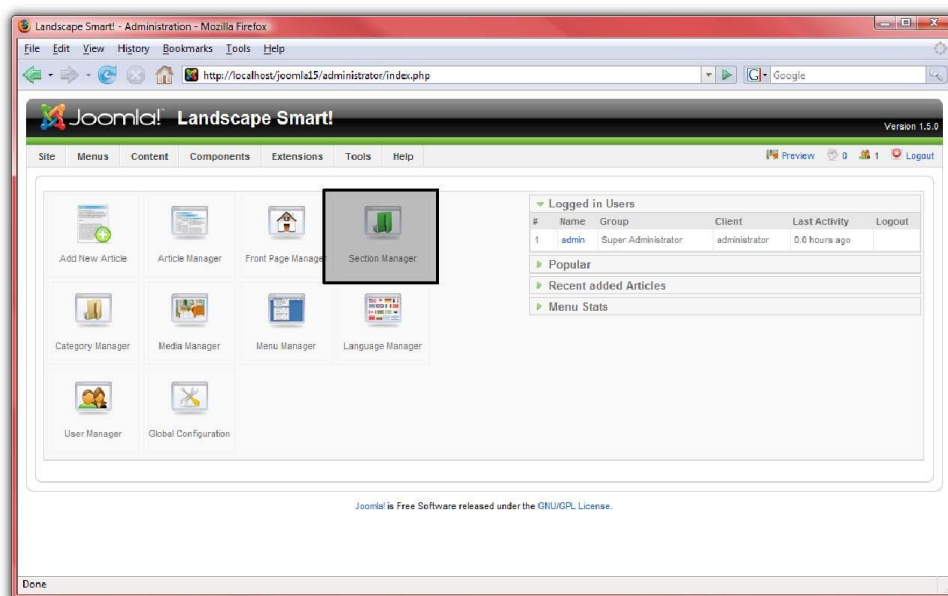
Joomla! is Free Software released under the GNU/GPL License.

Notice that you can access the Article Manager and the Menu Manager from the large icons on this screen. You can also always find the Article and Menu Managers in the top bar under the headings *Menus* and *Content*.

Sections, Categories, and Articles

One of the most important parts of a website is the content. Now that we have a blank site setup, let us get some articles on the site! Articles are sorted in two ways: sections and categories. Sections can contain numerous categories, and categories can contain numerous articles.

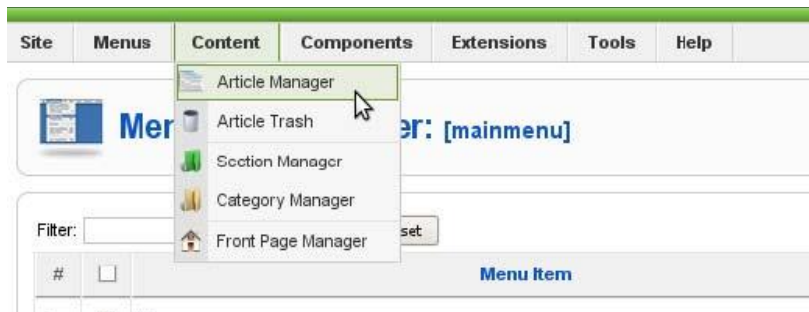
1. To add a section to your website, log in with your username and password .
2. To begin managing sections, click on section manager:
3. Click on “New” on the Joomla! Toolbar.
4. Insert a title and description for the section and then press “Save” on the toolbar.
5. Create as many sections as you need. Use sections to group generally similar items together into groups.
6. Click on “Content” on the menu and select “Category Manager” when you are done with sections.
7. Follow the same steps to create categories, assigning each to one of the sections created above. Use categories for more specific groupings. For example, if you have a “Products” section, you could create categories for “Trees,” “Bushes,” and “Grasses.”
8. Finally, we need to create some articles. Click on “Content,” then “Article Manager,” and select “New” from the toolbar.
9. This is the article screen. There are a lot of different things you can do here:
10. Add a title for the article, and put it into a section and category.
11. You have the option to publish or Unpublish your article, as well as the choice whether to display the article on the front page.
12. The large box is for the article's contents.
13. You can use the “page break” button to divide the article into pages.
14. You can use the “read more” to divide the article into the section to display in a summary view and full view.
15. You can use the “image” button to insert an image into your article using the simple upload form in combination with Joomla’s media manager.



Article Manager

Overview

The Article Manager is the place to make changes to the content on each individual web page. Each content page is called an *Article*, and you will have a separate *Article* for each page on your site. From here, you can add text, links, images, and whatever else you might want to the content portion of your web site.



On the top bar menu, drag your mouse over *Content*. When the drop down menu appears, click on the *Article Manager*.

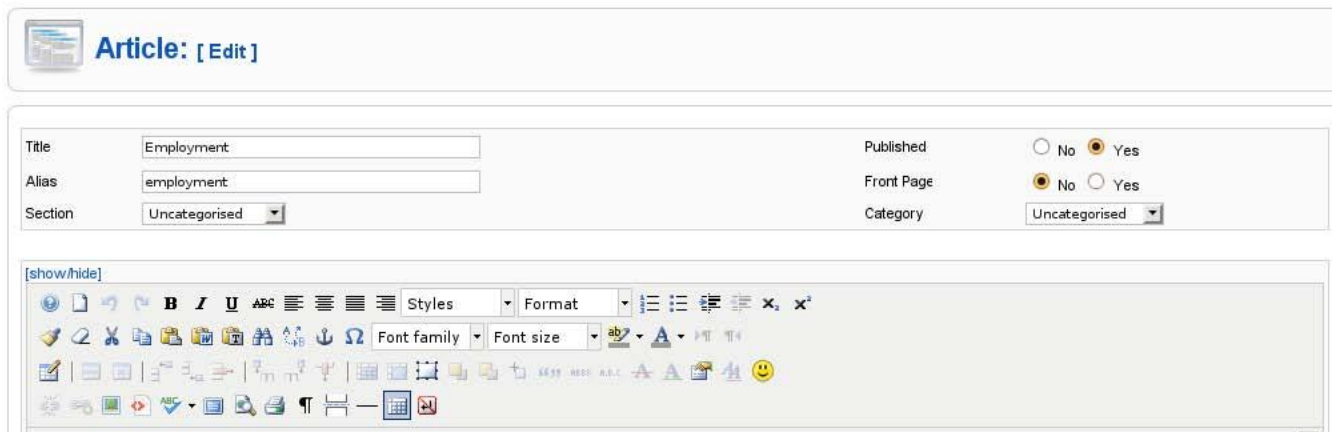
Joomla! Training Manual



The Article Manager has two areas to be concerned with, the *Article Manager Menu* and the *List of Articles*. In the *Article Manager Menu*, there are several buttons that are essential to understand, and some that are not. The essential buttons are marked with green below.

1. **Unarchive/Archive**: Not necessary to understand for basic use.
2. **Publish/Unpublish**: Makes the selected article visible (published) or not visible (unpublished) on the front end web site.
3. **Move**: Not necessary to understand for basic use.
4. **Copy**: Makes a new article that is a copy of an existing selected article. To copy an article, first select it by checking the box next to the article title in the List of Articles, then click copy on the Article Manager Menu.
5. **Trash**: Deletes a selected article. To delete an article, first select it by checking the box next to the article title in the List of Articles, then click delete on the Article Manager Menu.
6. **Edit**: Opens a selected article for content editing. (Note: *Articles can also be edited by clicking directly on their name in the Article List.*)
7. **New**: Creates a brand new article item.
8. **Parameters**: Not necessary to understand for basic use.
9. **Help**: Click for on line help regarding the Article Manager

Creating a New Article



Article: [Edit]

Title: Employment
Alias: employment
Section: Uncategorised

Published: No Yes
Front Page: No Yes
Category: Uncategorised

[show/hide]

Rich text editor toolbar with icons for Bold, Italic, Underline, Text Color, Background Color, Bulleted List, Numbered List, Indent, Outdent, Undo, Redo, Link, Unlink, Image, Table, and other editing functions.

1. On the Article Manager Menu, click the *New* button.
2. Before you do anything else, you must give your article a title, an alias, and a section.
 - a. In the title box, give your article a good name such as “*Home Page*”.
 - b. Your article also needs an alias. We recommend using the same name as your title. If you don’t put one in Joomla! will create one automatically.
 - c. Set the article's section to “*Uncategorized*”.
 - d. Make sure the article is set to *Published* and the category is set to *Uncategorized*.
 - e. If the article is going to appear on the main front page of the site, set Front Page to *Yes*. Otherwise, leave it at *No*.
 - f. Place your content in the main edit box.
3. Click the save button located on the top menu



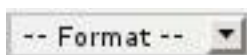
Editing an Existing Article

In this tutorial the basic functions of the Content Management System (CMS) Editor will be outlined. The CMS Editor is the tool you will use to edit the content of your articles including text, images, and links.

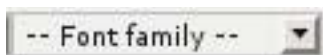
1. In the Article Manager, click on the title of an article that you would like to edit. On the next screen, you should see a large text area box with this tool bar at the top:



This tool bar contains a number of ways you can manipulate the content of your article. Some of them should look familiar to you, such as the bold, italic, underline and justification buttons at the top left of the tool bar. Other tools will require an explanation:



Format Drop Down Menu - This drop-down menu is for making headings on your article. To make text appear as a main heading, set this box to *Heading 1*. To make the text appear as a secondary heading, set this box to *Heading 2*. Note: Headings are predefined by your template.



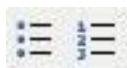
Font Family Drop Down Menu - This menu is used to choose the font family. The default font is Arial, but there are several options to choose from.



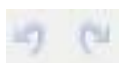
Insert / Edit Image Button - This button will allow you to insert and edit images. (See 1.5 Images)



Add / Remove Hyperlink - These buttons are used to add, edit, and remove hyperlinks. Please see the *Hyperlinks in an Article* section for more information on the use of these buttons.



Bullets / Numbering Button - These buttons allow you to put bulleted points or numbered lists on your article.



Undo / Redo - If you make a mistake that you do not like, click the *Undo* button to return to the previous state, cancelling the changes that were made.



Change Font Colour - This button allows you to specify a font colour for your text.



Horizontal Rule - This button places a horizontal divider on your article. **Your Turn...**

Click in the field located below the tool bar and type something. Whatever you type in here will appear on your web page. You will also learn to put pictures and links in here to make things more attractive.

Play around with the different buttons in the tool bar to get a feel for how the CMS editor works.

Hyperlinks in an Article

Creating a Hyperlink

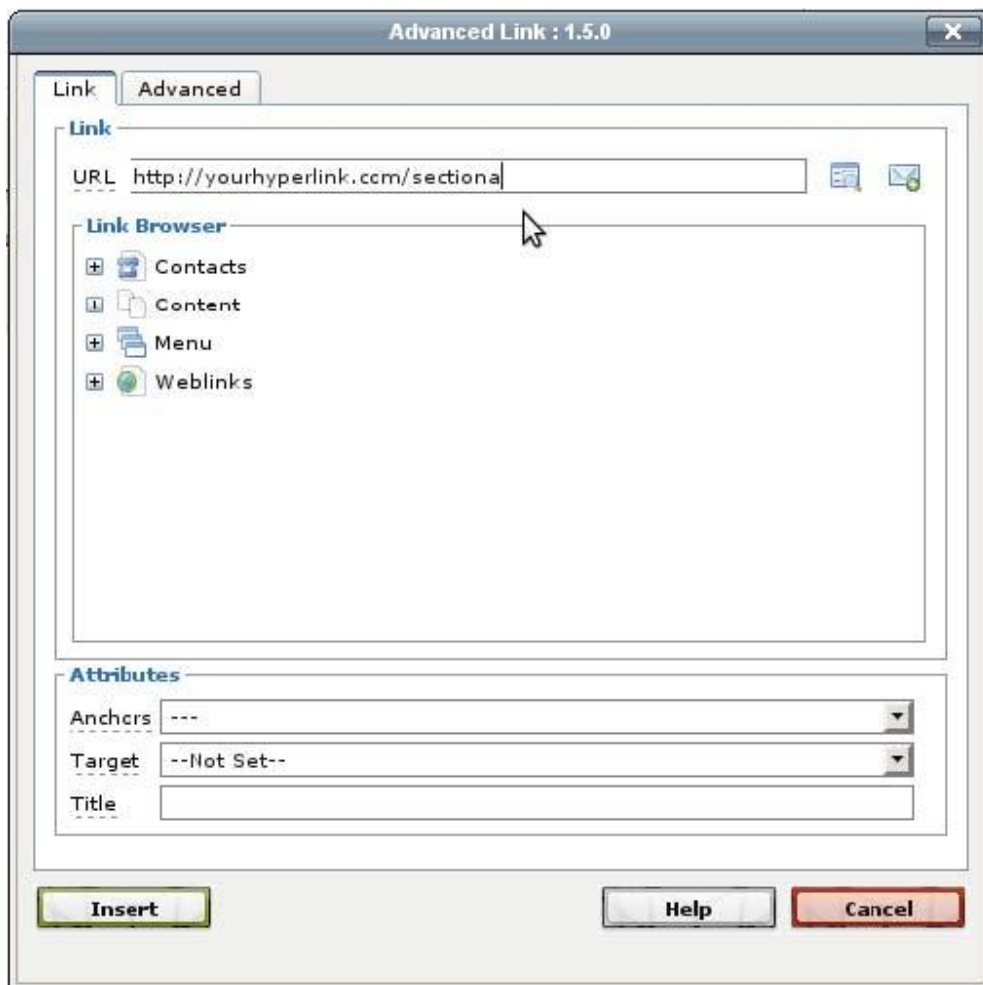
In Joomla!, inserting hyperlinks into your web content is easy. Follow these steps:

1. Highlight the text that you wish to make into a link by clicking and dragging:

Click Here for more information.



2. Click on the Add/Edit Hyperlink button on the CMS Tool bar.



3. In the *URL* box, type the full web address of the page you want to link to:
Example: <http://www.yourhyperlink.com/sectiona> Note: "HTTP://" is REQUIRED for the link to work properly.
4. In the *Title* box, type the title of the web site you are linking to.
5. In the *Target* drop down, choose behaviour of the link. We recommend links to other websites always open up in a new window.
6. Press *Insert*.

Deleting a Hyperlink

To delete a hyper link, highlight the link you wish to delete by clicking and dragging the mouse over the link. Then, push the *Delete Hyperlink* button located right next to the Add/Edit Hyperlink button.

Uploading and Displaying Images

Illustrating your articles with images is a good way to make them more attractive and informative at the same time. In order to place images on the web in your article, there are two steps that must be completed. First, the image must be uploaded to the web. This is followed by actually placing the image in your article. Both of these functions are completed with the CMS Editor in the Article Manager.

Note about image file sizes:

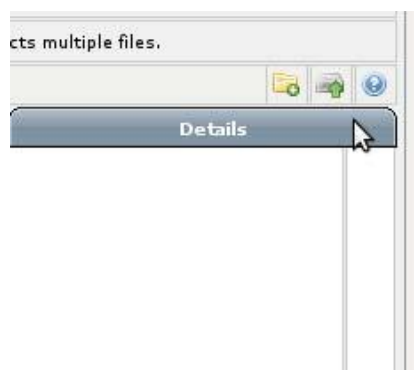
It is important that you check the file size of the image and make sure it is not too large before uploading. Often the images taken directly from digital cameras are too large for web display, so be sure to adjust the file size to 100 KB or less using photo editing software.

Note about image pixel sizes:

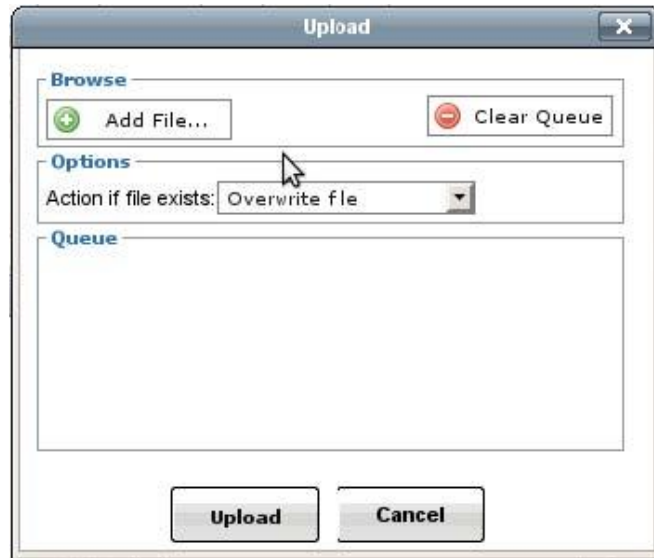
Your image will always display best by resizing it to the size you want BEFORE uploading it. Taking a large image and resizing it once it is in the browser will often cause it to look grainy or distorted. Always use an image editor before uploading to make sure your image is the right size and quality. If you have Microsoft Office it comes with a picture viewer and editor which are adequate for this purpose.

Uploading Images

1. Open up the Article you wish to put an image in.
2. In the tool bar at the top of the CMS Editor window, click on the Image button.



3. In the middle right-hand side of the Image Editor window, there are three small buttons in a row. Click on the middle button to upload an image.

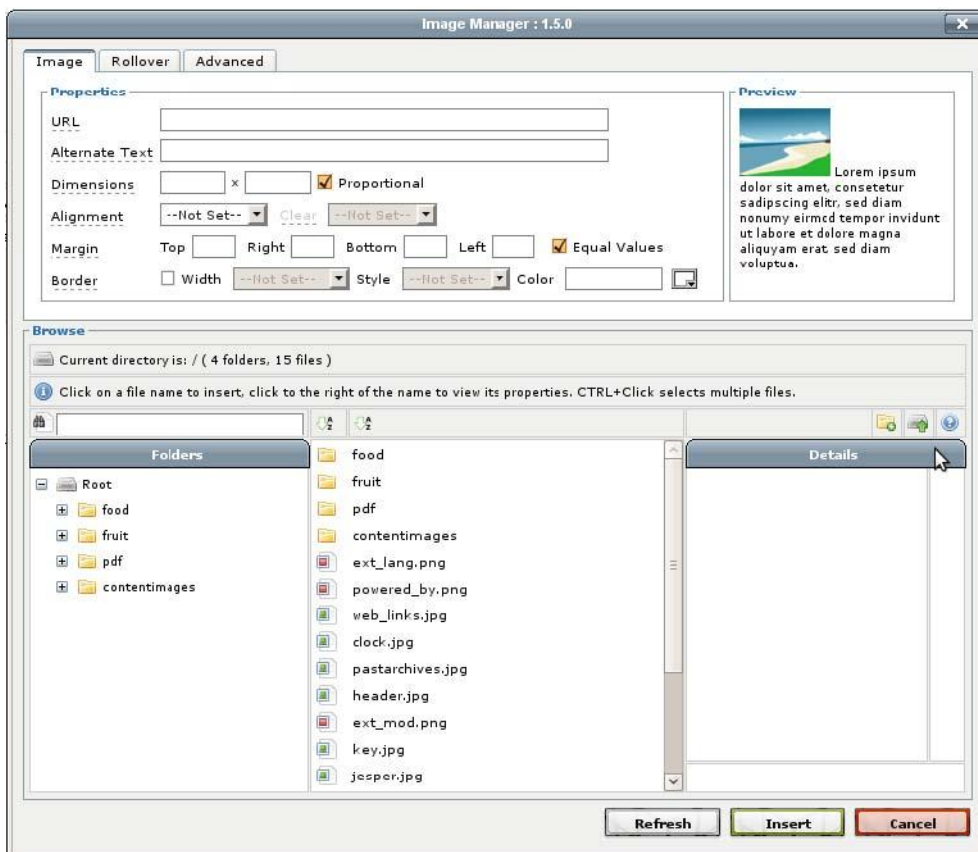


4. In the menu that appears, click *Add File*. Select as many images as you wish to upload, and then click *Upload*.

Adding an Image to an Article

Once the image is uploaded, insert it into an article.

1. Move the blinking cursor to where you want to put the image in your article and click on the same *Image* button you initially clicked on when you uploaded the file.



2. In the directory at the bottom of the screen, find your image and click on it.
3. All images need a description and a title. This is entered in the *Alternate Text* field. We recommend a complete description of the image.
4. Set the alignment to your preference.

5. Click the *Insert* button located at the bottom of the window.

Further Manipulating Existing Images

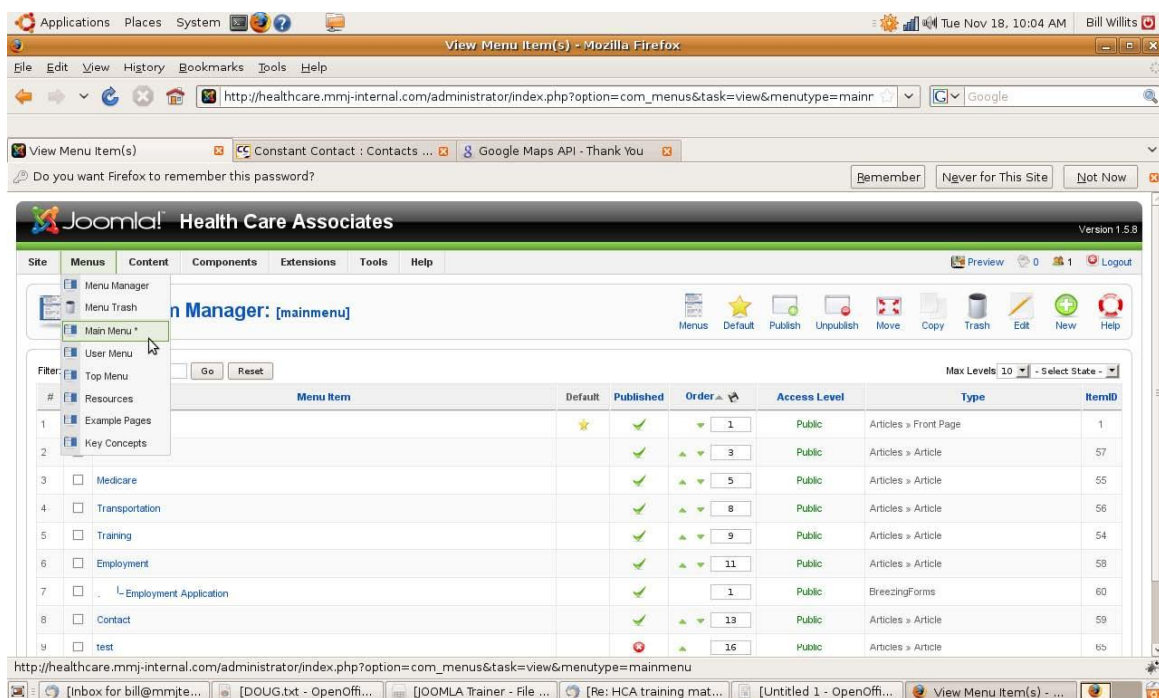
Sometimes, images need further manipulation for correct viewing.

1. Click once on the existing image in the article to select it.
2. On the tool bar at the top of the CMS editor, click the *Image* icon.
3. In the Image Editor box that appears, you can further manipulate your image. You can set the space between your image and the surrounding material with the Top, Right, Bottom, and Left margin fields. Try setting each of these to 10 (pixels).
4. You can also adjust the alignment of the image in the frame, and the dimensions of the image. (See note on image sizes at beginning of the *Images* section in this tutorial).

Menu Manager

Overview

The Menu Manager is where the navigation for the website is built. The *navigation* is the system of menus on the top and sides of the page that will let the user navigate through all the different *Articles*. The Menu Manager is grouped by individual menus, and in each one of these groups there is a list of *Menu Items*, or the individual links that will appear on the navigation.



1. Drag your mouse pointer over the *Menus* label on the top bar navigation as pictured. In the drop down menu, you can see each separate menu grouping on the site. Clicking on one will produce a list of each individual menu item located on the menu. Click on *Main Menu*.

Menu Item Manager: [mainmenu]

Menus Default Publish Unpublish Move Copy Trash Edit New Help

Filter: Go Reset Max Levels: 10 - Select State -

#	Menu Item	Default	Published	Order	Access Level	Type	ItemID
1	Home	★	✓	1	Public	Articles » Front Page	1
2	Home Care		✓	3	Public	Articles » Article	57
3	Medicare		✓	5	Public	Articles » Article	55
4	Transportation		✓	8	Public	Articles » Article	56
5	Training		✓	9	Public	Articles » Article	54
6	Employment		✓	11	Public	Articles » Article	58
7	Employment Application		✓	1	Public	BreezingForms	60
8	Contact		✓	13	Public	Articles » Article	59
9	test		✗	16	Public	Articles » Article	65

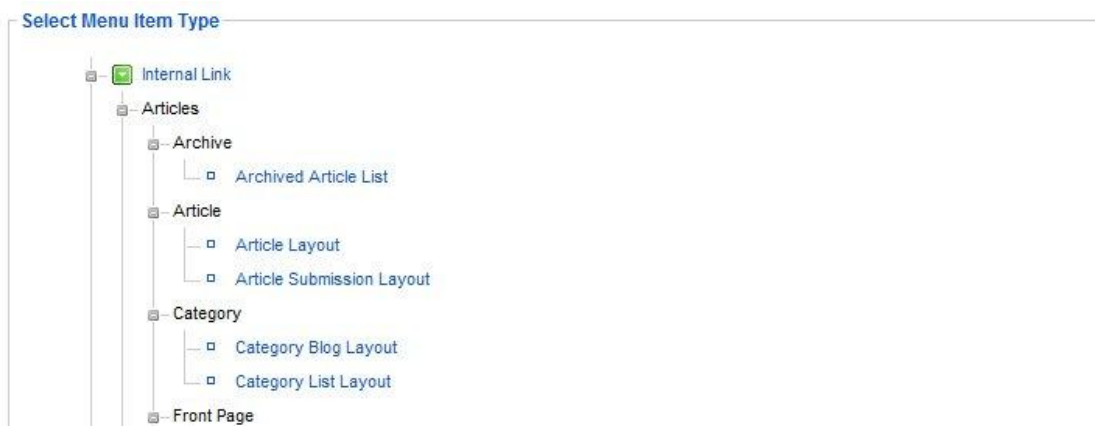
Display # 20

- In the *Main Menu* section, you will see a list of items on the left side of the page. These are the various Menu Items, or links that will appear on the Main Menu navigation. At the top right of the frame, you will see a list of actions you can take on these Menu Items. To keep things intuitive, the buttons are similar to those in the Article Manager. For an explanation of what these buttons do, consult the Article Manager Overview.

Creating a Menu Item

In order to make menus for your website, you have to decide what pages (Articles) the menus should link to. Each one of the links is called a Menu Item. For this tutorial, make sure you are in the *Main Menu* group of the Menu Manager.

- Click the *New* button at the top left of the Menu Manager.



- Next, you must select what your Menu Item will be linking to. Click the *Articles* tab and then *Article Layout*. This will always be the proper choice to select as long as you are linking to one of your Articles.

Menu Item Details

Title:

Alias:

- Give your Menu Item a name in the *Name* field and an alias in the *Alias* field.

Parameters (Basic)

Select Article

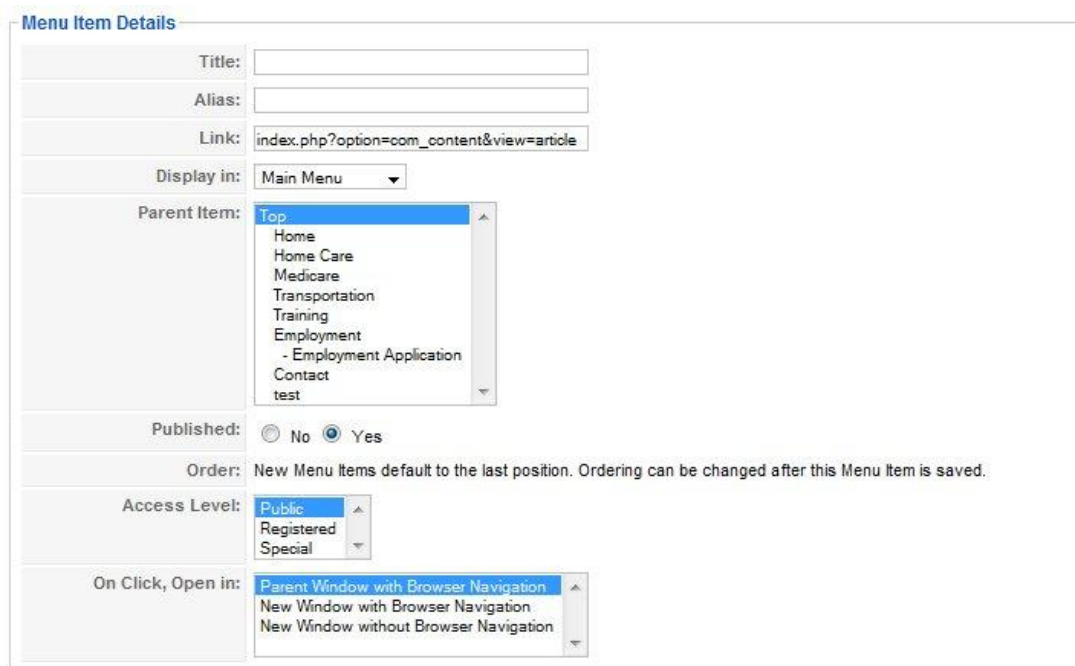
Parameters (Component)

Parameters (System)

4. You will also need to specify which Article the menu will link to. Do this by clicking the *Select Article* button on the *Parameters* tab.
5. Once this is completed, click Save. If you take a look on your website, you should see the new menu item on the Main Menu of the site, linking to your content item.

Editing an Existing Menu Item

It is possible to edit all the attributes of existing Menu Items as well. This is done by simply clicking on the name of the Menu Item in the Menu Manager. The same interface appears as explained when creating a new Menu Item



Menu Item Details

Title:

Alias:

Link:

Display in:

Parent Item:

- Top
- Home
- Home Care
- Medicare
- Transportation
- Training
- Employment
- Employment Application
- Contact
- test

Published: No Yes

Order: New Menu Items default to the last position. Ordering can be changed after this Menu Item is saved.

Access Level:

- Public
- Registered
- Special

On Click, Open in:

- Parent Window with Browser Navigation
- New Window with Browser Navigation
- New Window without Browser Navigation

There are several options for editing and customizing Menu Items:

1. Display In - This drop down menu specifies which Menu the Menu Item will be displayed in.
2. Parent Item - The Parent Item box will specify any sub-menus that exist. It is possible to create a Menu Item as a sub-heading under another Menu Item. This can create a nice, multitier navigation structure.
3. Published - This specifies whether or not the Menu Item will be visible on the front-end page.

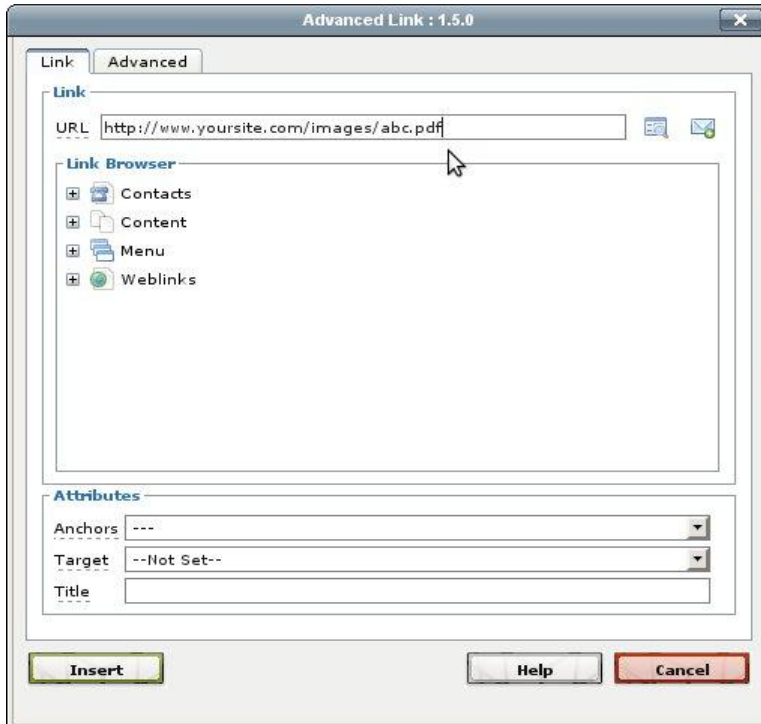
The other options in this window are not necessary to be familiar with for basic use.

As you can see, the screen is divided into several boxes. The boxes on the left are used to navigate through the files on **your desktop**. The boxes on the right are used to navigate **your site**. It is important to understand this distinction, and the rest is quite easy.

Note about File Paths

To link your website to a certain file that you have uploaded, you must know the location, or path of the file. Then, you can create a link to the file in your content item just as if you were linking to another page or site. For example, let us say that you want to hyper link to a file called “abc.pdf”, and the file is uploaded into the “images” folder on the server.

1. Go to the Article Manager and edit the article that you want to link to the PDF.
2. Create a link just as if you were linking to another web page.
3. Instead of linking to another page, we will link directly to this PDF file:



4. In the URL box, type `http://www.yoursite.com/images/abc.pdf`, where “your site” equals your web sites' address and “abc.pdf” equals the name of the file you are linking to.

Note: Remember to always include a proper suffix (.pdf, .xls, .mp3, etc.) at the end of your file name when linking to your file.

Additional Note: Also, remember to begin your file path with “http://” as in `http://www.yoursite.com/images/abc.pdf`.