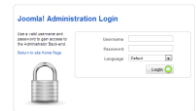


Quick Notes - Editing and Adding Pages on your website

If you have a Joomla! 1.5xx Website it is easy to edit and add pages. This is the quick guide to doing so.

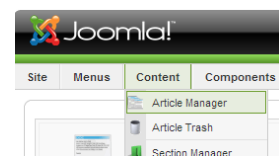
- 1 Log in to the administrator section of your website by typing into your browser:

www.putyourwebsitenamehere.org.uk/administrator

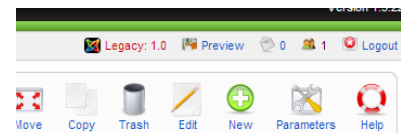


- 2 Type in your user name and password

- 3 On the screen that appears, choose **Content** and then **Article Manager**

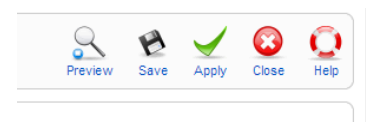


- 4 For creating a new article press the green **New** button in the top right hand corner of the screen if you want to create a new article.

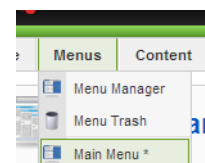


- 5 To edit an existing article simply scroll through the list and click on the **article title** to bring up the edit screen.

- 6 To save your work and exit press **save**. To save your work and carry on working click **apply**.



- 7 To link a new article you must have a menu item (button). Choose **Menu** and click on the menu into which you want the new button to appear.



- 8 To create a new menu button press **New**. At the new screen give the button a title and then press **Select Article** on the right hand side and choose the article to link to the button.



- 9 To edit an existing menu button, click on the **menu item** and then either select a new article (as above) or choose a **new menu type**. Adjust the parameters accordingly.

- 10 **Save**, make sure all is published and preview.

