



Joomla!™

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Viewing Website Content (Articles)

In the Joomla Administrator select **Content** → **Articles** from the main menu or click the **Articles** menu item in the left side control panel under **CONTENT** to access all articles in the website.

In the Articles page all articles are listed. They can be filtered in a number of ways. To do that first click the **Search tools** button, which reveals several drop-down menus. To see items by Category click the **Select Category drop-down menu** and choose the desired category. To further narrow down the selection click on one of the other drop-down arrows, for example the **Select Author drop-down list** and select one of the listed names. Articles can also be filtered by **Status, Access, Language Tag or Max Levels**. To see the contents of an article in edit mode click on its title in the Title column of the page.

Creating an Article

A single article is associated with a specific page on a website. To create a new article select **Content** → **Articles** from the main menu and then click the green **New** button (top left). Another way to create an article is go to the Control Panel (**System** → **Control Panel**) and click **New Article** at the top of the **CONTENT** list. This takes you to the **Articles: New** page.

There are several tabs at the top of the page each of which contains a respective set of fields and parameters that can be set. The Title field appears above the tabs. The default tab is **Content**. This is where you'll find the Editor where content is added. When saved the new article is automatically given an Alias title (same as what's entered in the Title field) or the article creator may assign an alias. The Article alias *must* be unique.

On the right side of the **Content** tab there are settings that determine a number of the article's key characteristics. This includes **Status** (Published, Unpublished, Archived and Trash), Category, **Featured** (Yes or No to appear on the home page), **Access** type, Language, Tags and Version Note.

Settings in the **Options** tab allows an administrator to override globally defined article default settings.

In the **Publishing Tab** area there are a number of fields related to Dates that can be set for when an article is created or published

For most purposes there won't be a need to configure settings in the **Images and links, Configure Edit Screen** or **Permissions** tabs.

Once content has been entered into the editor you can click the green **Save** button, **Save & Close**, **Save & New** or **Cancel** button in the top left toolbar. Clicking the **Save & Close** button saves the article and takes you back to the Articles page. Clicking **Save** saves the article but keeps you in the Article Editor to make further changes. Clicking **Save and New** saves the article and sets up the creation of a new article. Clicking **Cancel** takes the user back to the Articles page and a new article is not created.

Editing Content

Editing an article in Joomla is no more difficult to do than using a simple text editor. The material covered here relates to the editor JCE.

To get into edit mode for an article go to **Content** → **Articles** in the main menu or click the **Articles icon/menu item** in the **Content** list of the Control Panel. A quick way to find the desired article is to type the first few letters of the article's name in the Search field (left side), click the **Search** button and the articles with a title containing the entered text will be listed. To enter edit mode click on the **name** of the desired article in the **Title** Column.

The editor's default mode is **wysiwyg** (what you see is what you get). In this mode you do not have to work with code. If the text "Toggle Editor" is clicked then content can be edited in html code.

To edit an article click where you want to add or edit content. Just as in a standard text editor content can be selected, deleted, modified, reformatted, etc.

To format content start by selecting what is to be formatted. Then click on the appropriate button for the desired effect, for example the Bold or Italic button. The functionality of a button can be determined by hovering the mouse over it and viewing the pop-up description.

There are instances when text formatting is not available through the toolbar buttons. Instead standard predefined styles can be found in the **Paragraph drop-down list** and customized styles in **Styles drop-down list**. An applied style can be removed by selecting the content that has been formatted and then click the **Remove Formatting** button located on the top row to the far right.

To format content, for example change a short line of text into a heading, select the text and then click the **Paragraph drop-down arrow**. A number of formatting styles will be displayed. Select the desired style, for example, Heading 3. Once editing has been completed the administrator must click one of five buttons: (located in the top left toolbar) **Save** (the page is saved and the article can be further edited), **Save and Close** (the page is saved and the administrator is returned to the Article Manager), **Save and New** (the document edits are saved and the administrator can then work on a new article) **Save as Copy** (the article is saved and a new one based on the original is created, ready to be edited) and **Close** (edits are not saved and the administrator is returned to the Article Manager.)

When an article is viewed in edit mode it is unavailable to other administrators. If, after editing, you happen to click the browser's back button your unsaved edits will be lost. If you happen to close the page without clicking **Save** or any of the other buttons in the top left area, the article will remain in locked mode. This means that other administrators will not be able to access that article. It will be considered "checked out". To unlock an article you need to access that article in edit mode again and then click **Save** or one of the other buttons in the top left toolbar. Once a document is saved it can revert back to an earlier version by clicking the **Versions** button. When the **Versions** button is clicked a modal screen appears titled **Item Version History**. From here one can select an earlier versions of an article to replace the current one by clicking the check box next to the date of an earlier saved version and then click **Restore**.

When pasting content into the editor in design mode, formatting from another editor (e.g. Word) is saved as well. This is not a good practice. It's much better to paste or copy plain text and then use the formatting tools of the editor. If, for example, you are composing a document in Word or WordPerfect, the content can be copied into another simple text editor like NotePad and then copied from there and pasted into the Joomla

Internal Links

To create a link to another page in an article select the text that will form the link, then click the **Insert/Edit link** button (horizontal chain link). The Link dialog box appears. The types of links that can be created are listed in the Link panel. Typically a link to another page can be created from a Menu item. After clicking **Menu** a tree hierarchy of articles are listed. This list represents content that has been linked to through one or more menus. Navigate through the list to find the desired article that the link will go to. Once one of the articles is selected and the **Insert** button is clicked the link is created. A quicker technique is to enter keywords in the Search field, click the Search button and then click one of the listed pages.

There may be instances of articles that are not accessible through a menu item. To link to one of those articles click the **Content** item in the Links list. An indented list will appear below the Content item representing the main categories of the website. To create the link, navigate to the desired article by clicking on the category name it belongs to and then the name of the article followed by clicking the **Insert** button.

To save the new link click the **Save** button in the top right toolbar of the page **Article Manager: Edit Article**.

External Links

To create an external link, select the text that will form the link, then click the **Insert/Edit link** button. When the **Link** Dialog Box appears enter the web address of the external link in the URL field near the top of the dialog box. For an external links to open in a new window click the drop-down arrow next to the Target field and select **“Open in new window”** and then click the **Insert** button to create the link.

Adding an Image to a Page

To add an image to an article, place the cursor where you would like the image appear then click the **Insert/Edit Image** button (top row).

After clicking **Insert/Edit Image** the **Image Manager** dialog box appears. At the top are 3 tabs. By default the **Image** tab is open. This tab contains fields that set image parameters. It is considered good practice to enter Alternate Text to describe the image. This is useful for when images are not viewable and search engine optimization. Settings below Alternate Text should be ignored.

In the Advanced Tab there are optional fields for image settings. Text that was entered into the Alternate Text field can also be entered into the Title field. Doing this will display text tips when the mouse hovers over the image in some browsers. Styles can also be set to images by clicking the drop-down arrow in Class List and selecting the preferred style, for example, `image_centered`.

In the File Browser panel you will see images in the **Root** folder by default. If you know that the desired image exists in a different folder then navigate to it by clicking that folder and then select it. Once an image is selected a preview image appears in the **Details** pane on the right side with information about the image above the preview.

Click the **Insert** button (lower left corner) to place the image on the page.

If you place the image on the page without styling it or if you wish to change its style then you can add or change the style by selecting it in the editor and then click the **Styles drop-down** button in the toolbar and then select the desired style.

If the image you want to add is not on the web server but rather on your computer, click the **Upload** button (middle button above the Details Pane title). After clicking the Upload button the **Upload** dialog box appears where you begin the process of uploading an image from your computer to web server. There are two ways of uploading images. One method is to click the **Browse** button. The files and folders on you're computer will be in view through your file manager application. Navigate to and then select the image to be uploaded and then click the **Open** button. After clicking Open you'll see the file listed at the top of the Upload dialog box. At this point you can choose to upload the image by clicking the **Upload** button or click the **Browse** button to add more images to the list. After clicking Upload the image or images are transferred to the server and will reside in the open folder. The image title or titles will be bolded, which means the title is selected and can be added to a page by clicking the **Insert** button.

Lists

Lists can take more than one form. An unordered bulleted list can be created from a set of paragraphs or sentences separated by line breaks. To create the list, first select the lines of text or paragraphs that will form the list. Then click the **Unordered List** button. By clicking the **Unordered List** button again the listed items are changed back into individual paragraphs.

Rather than clicking the Bullets button you can click the **Ordered List** button to create an ordered numbered list.

Adding an Menu Item to a Menu

Once a new page is created it cannot be accessed until it is linked from a menu or a link on a page. To add an article link to a menu start by accessing a Menu. You can do this by clicking **Menus** in the main menu and then select the desired menu, for example **Global Menu**. In the Control Panel you can also click **Menu(s)** button from Structure Icons list and then click one of the Menus names in the Title column. You are then taken to the Menus: Items page for that menu.

To create a new menu item link click the green **New** button in the top left menu. The **Menus: New Menu Item** page appears.

The first field in the **Details tab** (default), **Menu Item Type**, is used to determine the type of link. To add an article link click the **Select** button. A modal window appears with a list of link types. Click **Articles, Single Article**. The text “Single Article” is then entered into the Menu Item Type field. Next, click the **Select** button to the left of the “Select an Article” field. This brings up a dialog box from where you select the article. This dialog box mirrors the way the Articles page works. After clicking the blue Search Tools button the article list can be filtered by Status, Category, Access, Author, Language or Max Levels or enter text in the Search box and then click the search button. The article is selected by clicking its name in the Title column after which you are returned to the Menus: new Item page. The title name now appears in the Select Article field.

Next enter a Menu Title, for example, “Board of Directors”. If this menu item is to become a submenu item under, for example, About Us, then select About Us from the Parent Item drop-down menu. The other default settings for Status: Published, Access: Public etc. can be left as they are. To create the menu link click the **Save** button (to save settings but remain in the menu Menus: New Item page), click **Save & Close** (you will be returned to the Menus: Items page) **Save & New** (the menu link will be saved and you go to the Menus: Items page to create a new menu link) or **Cancel** (the link is not saved and you will be returned to the Menus: Items page).

If the Save button is clicked the menu item will appear at the end of the list by default. The Ordering button will become active and when clicked another menu item can be selected. The new menu item will appear directly after the Ordering item. The order can be changed in the Menu Manager by clicking the double up/down arrow button at the top of the left most column and then dragging the listed links into new positions.

At this point if you click the new menu item link on a web page, or, in this example “Board of Directors”, you will go to a page you will see it’s corresponding side menu item on the. To make sure that menu is on the page you must add the new menu link to it’s corresponding Menu Module.

Adding a Menu to a Page

Menus are a type of Module. Sidebar menus are set up so that they automatically appear on the page when its corresponding menu item is placed within the hierarchy of a menu but not at the root level, that is it has a parent menu item.

In some instances this does not happen. If a menu does not appear on one or more pages then to add it click **Extensions** → **Modules** in the main menu or click the **Modules link** under the Structure list in the Control Panel. This takes you to the **Modules (Site)** page. To narrow the list down to menu modules click the Search Tools button to reveal a set of drop-down menus and then click the **Select Type drop-down** menu and then select **Menu**. A new list appears showing only menu modules. To add a menu to one or more pages click **the menu name in the Title column** of the menu to be added, then click the Menu Assignment Tab and then check box to the left of one or more of the menu item titles and then click **Save** in the top left tool bar.

Adding a Document to the System

The **DOCman** component adds a powerful tool set for managing documents in Joomla. To add a document to the document management system click **Components** → **DOCman** → **Files** in the main menu. The Files page appears.

On the left side is a list of folders containing files. Select the folder where you would like the uploaded file to go on the server then click the Green **Upload** button.

In the Upload dialog box you can drag one more files over the text “Drag files here” from a separate file manager application or click the **Add files** button. Locate and select the file or files to upload and then click the **Open** button. The selected file or files will be listed in the **Upload files** dialog box. Click the **Start upload** button to transfer the files to the website. Once uploaded a green checkmark will appear to the right of the listed files. The next step is to allocate the uploaded files to a DOCman category. To do this click the **Create documents** button. This opens up the Batch Files page. To create the documents click the Category drop down menu and select the category. You can scroll through the list or enter the name of the category in the category field to filter out other categories. Once the category is selected click the **Save button**, to Save the Documents and remain on that page or click **Save & Close**. This **returns you to the Files page**.

You can view how documents are organized on your website by accessing the **Documents** page. To see this click the **Documents** link (near top left) or go to **Components** → **DOCman** → **Documents**. In this page all Documents are listed. You can view documents in one category by clicking a category link in the Categories list.

The name of the document will be the same as its file name but without the extension. You can edit a document's settings by clicking on its **name** in the **Title column**. After changing a setting, for example, its name, click the **Save or Save & Close button** (top left menu bar). After clicking **Save & Close** you are returned to the Documents page. Generally documents are Published and Approved once they are added to a

Removing a Document

To remove a document from a category go to the Documents page (**Components** → **Docman** → **Documents**). In the Documents page select the document you would like to remove by clicking the checkbox to the left of its name and then click the **Delete** button (top left menu bar).

Note: Some documents are linked from within articles as text links. If a document is removed from a category the link becomes broken. It's good practice to keep a record of documents linked from within articles. Those links should be removed as well when files become detached from documents.

Adding a Document Link to an Article

To link a Document to an article first access the article in edit mode. In the editor select the text that will link to the document. Next click the **Document** button (below the editor). A dialog box appears. Navigate through the folders to find the desired document. When the document you want is listed click on the name. Click the **Insert document link** to link the document.

Click the **Save** or **Save & Close** button (top left menu bar) to save the change.

Working with Images

The images you use on your website will either be in a **.gif**, **.jpg** (also **.jpeg**) or **.png** format. **.gif** images are used for logos, line art or simple illustrations. **.jpg** images for photographic images. **.png** improves upon the **.gif** format. The images you add to pages should not exceed certain image dimensions, for example, a width of 750 pixels, or a given file size of 100 kB. You can use a File Management Application such as Windows Explorer to access file size and image dimensions. To access dimensions in Windows Explorer view files in Details view. By default image dimensions are not displayed. To see dimensions right-click your mouse in the area of the column names and then select the last item More... Scroll down until you see the item Dimensions, click its left side checkbox and then click OK. Now you should be able to see the image size and dimensions in Windows Explorer (details view).

There are many image editors that used for general purposed image processing. If you are new to this consider using an online editor such as Pixlr - <http://graphicssoft.about.com/od/onlineimagetools/a/Pixlr-Editor.htm>