Joomla! Beginner's Guide

Summer 2012 Edition
Compiled by Danconia Media

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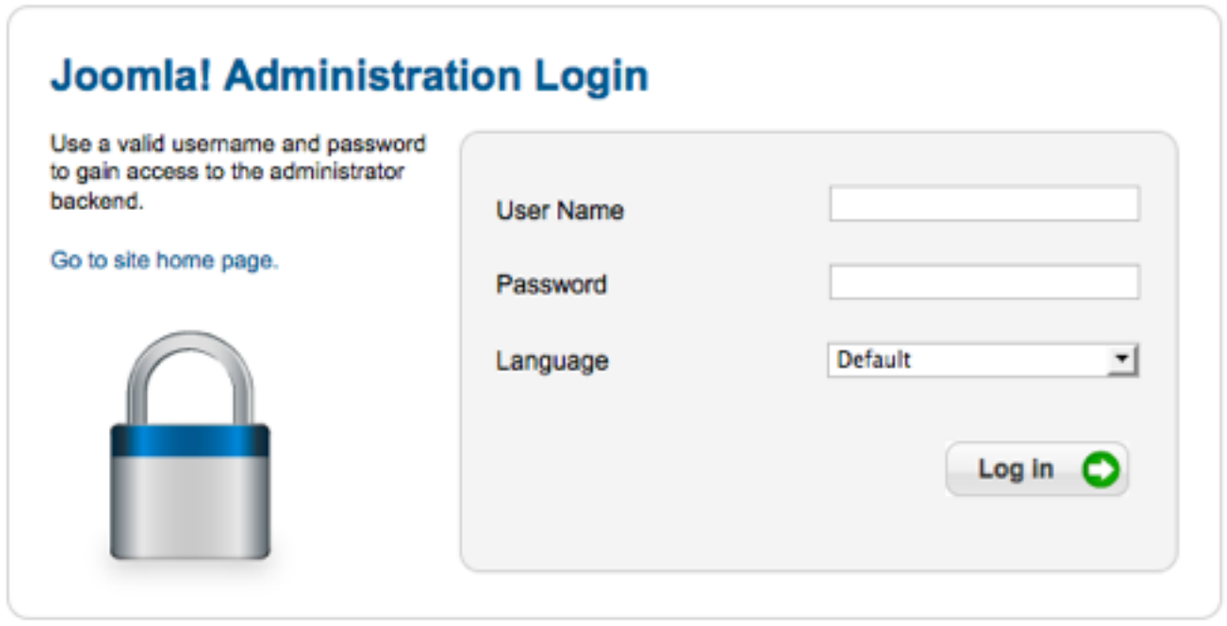
Logging Into Joomla!

- Go to www.yoursite.com/administrator
- Type in your username and password.



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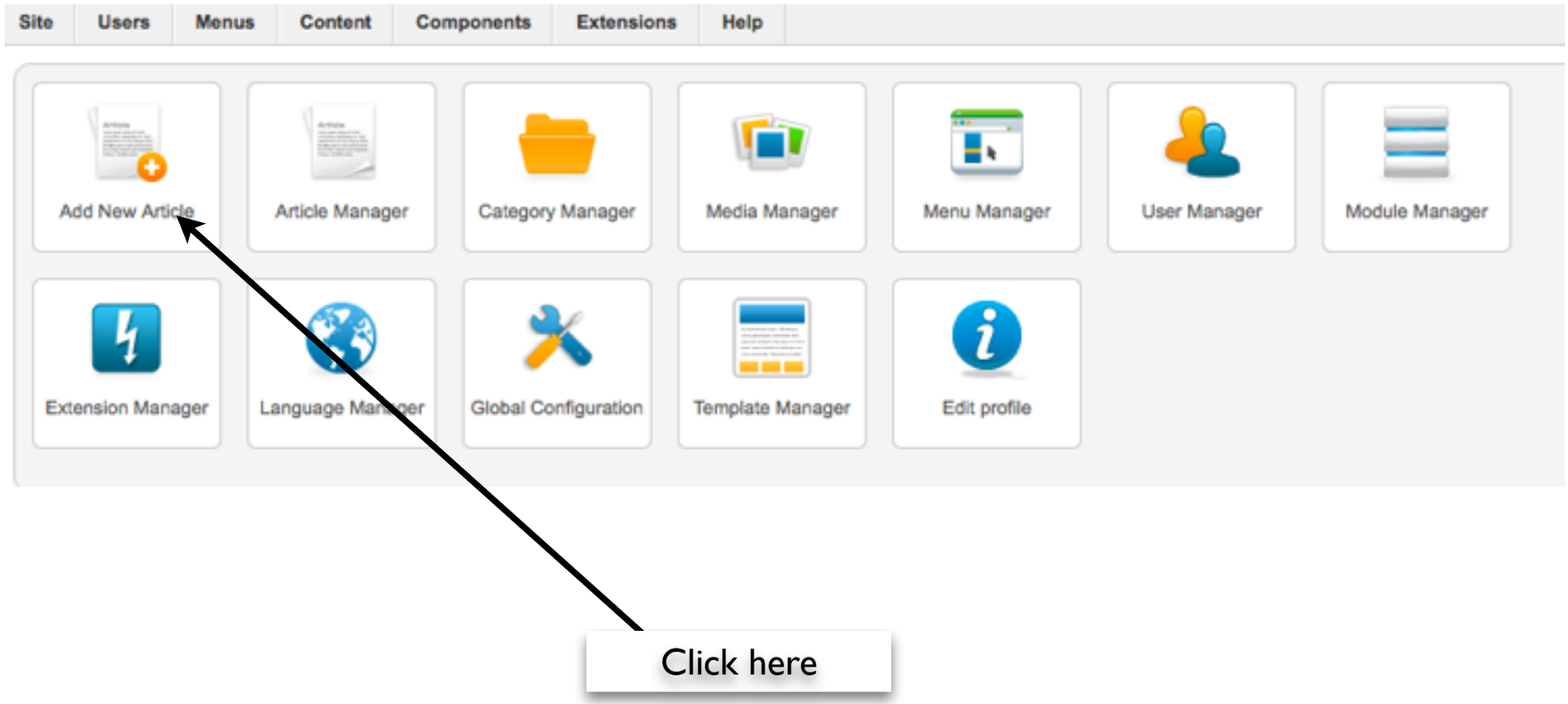
Adding a New Page

Press the "Add New Article" tab in the main interface.



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Adding a New Page

- If you're pasting from Microsoft Word, OpenOffice or another word processing application, click the button and select "Paste as Plain Text."

- Paste the desired text into the screen that pops up and click the

button.

- Pasting directly from Word and other software can cause serious formatting issues and negatively affect your site's design.

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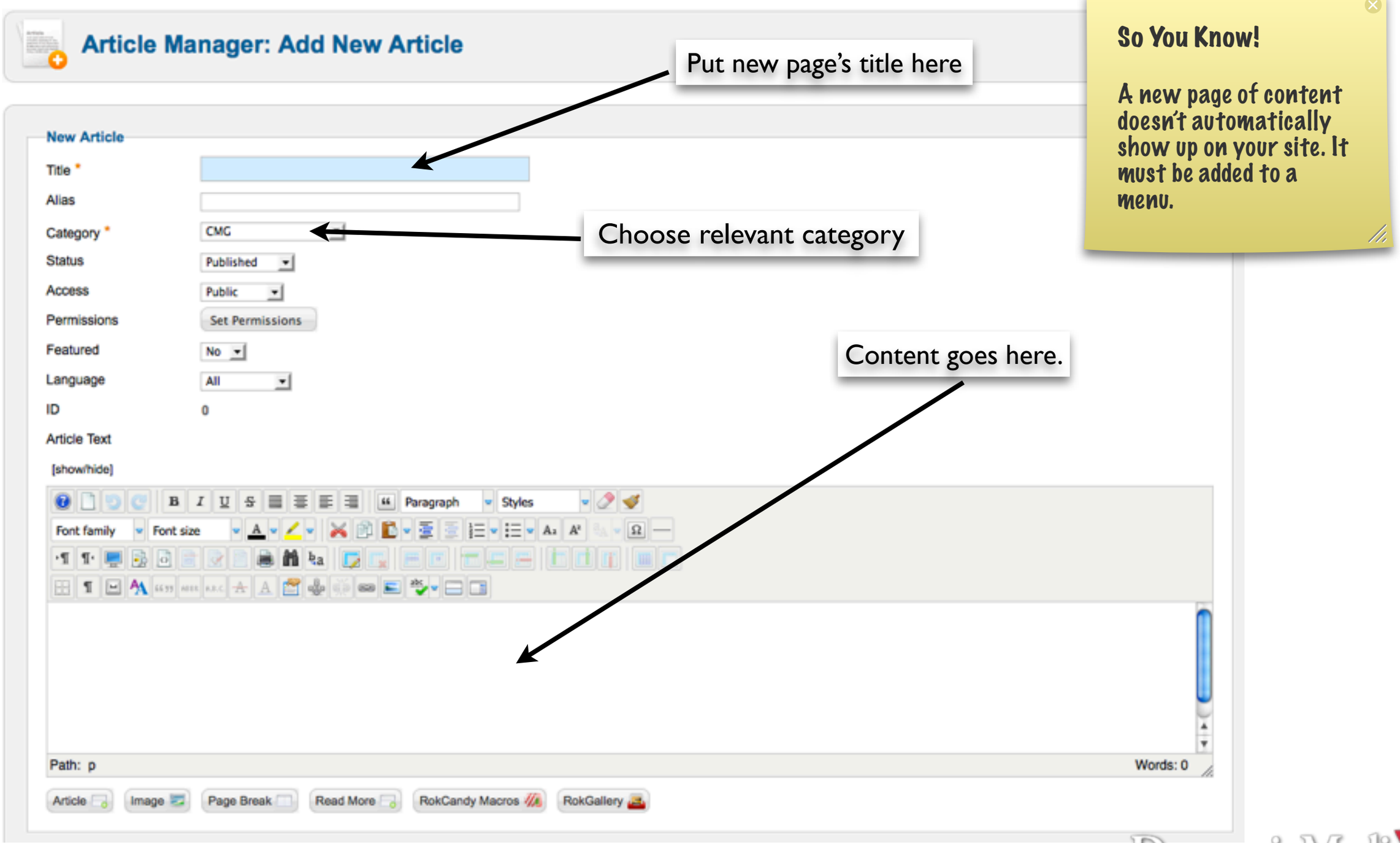
Adding a New Page



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Adding a Page

- To save an article, click the "Save," "Save & Close" or "Save & New" buttons.

- It's a good idea to frequently save your work in Joomla! just in case an error occurs. This way you won't lose your work.
- "Save" applies the edits while keeping the document open.

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Using the WYSIWYG Editor

- Joomla!'s WISIWYG (What You See Is What You Get) editor makes it easy for people with little or no web editing experience to modify content.
- Most of the icons are self-explanatory, but what follows is a breakdown of what they all do.

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Using the WYSIWYG Editor

Help

Clear content

Undo

Bold

Italics

Underline

~~Strike-thru~~

Align full

Align center

Align left

Align right

Blockquote

Text color

Back color

Cut

Copy

Paste

Indent

Outdent

Numbering

Bullets

Subscript

Superscript

Clear format

Clean code

Special characters

Horizontal line

Direction, L to R

Direction, R to L

Full screen

Preview

Source code

Word wrap

Print

Find

Find/replace

Invisible elements

Visual control

Insert space

CSS style

Citation

Abbreviation

Acronym

Deletion

Insertion

Attributes

Insert/edit anchor

Insert/edit link

Unlink

Insert/edit image

Spell check

Insert read more

Insert/edit pagebreak

Uppercase

Article — Article manager

Image — Upload/insert image

Page Break — Insert pagebreak

Read More — Insert read more

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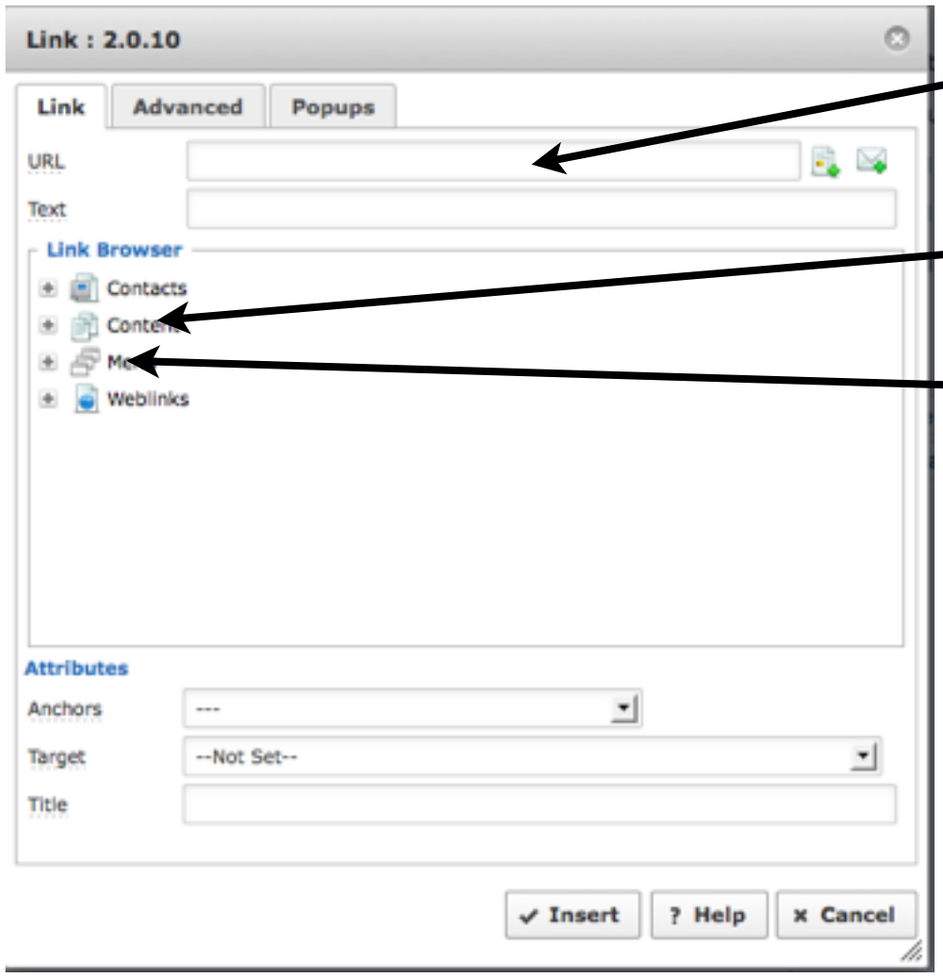
Linking to Content

To link to an internal or external webpage, click the icon in the article's editor while the text or image you wish to anchor the link is highlighted.



Use this if you want to manually enter the web address.

Use this to find the article you want to link to via the Article Manager.

Use this to find the article using your site's menu system.

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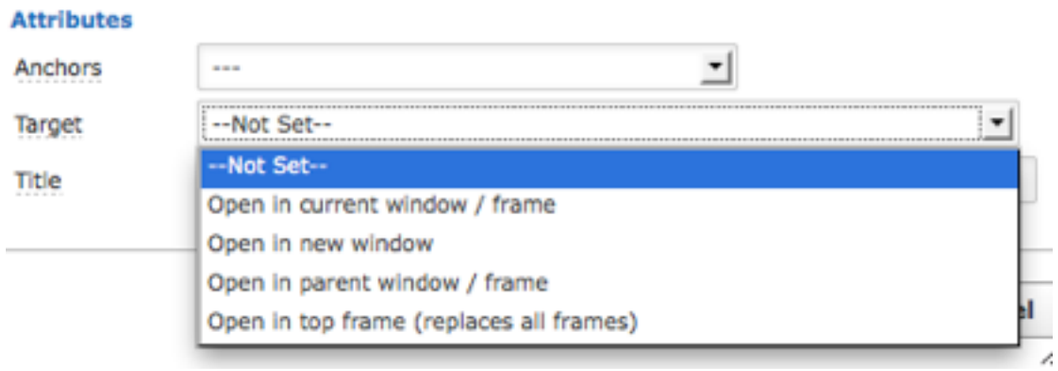
Linking to Content

There are several "target" options for linking to internal/external content:



Quick Tip!

It's best practice to have internal content open in the current window and external content open in a new window.

Open in current window/frame: This will open the webpage in the visitor's current browser window. This is the default option, and the one you'll most likely want to use to link to internal content.

Open in new window: This will open up a new tab in the visitor's browser. This is the preferred option for linking to external content. The user can view external information without having to leave your site.

Open in parent window: This opens a whole new browser window. It is not recommended for the most part.

Open in top frame: This replaces all frames, and also is not recommended in most instances.

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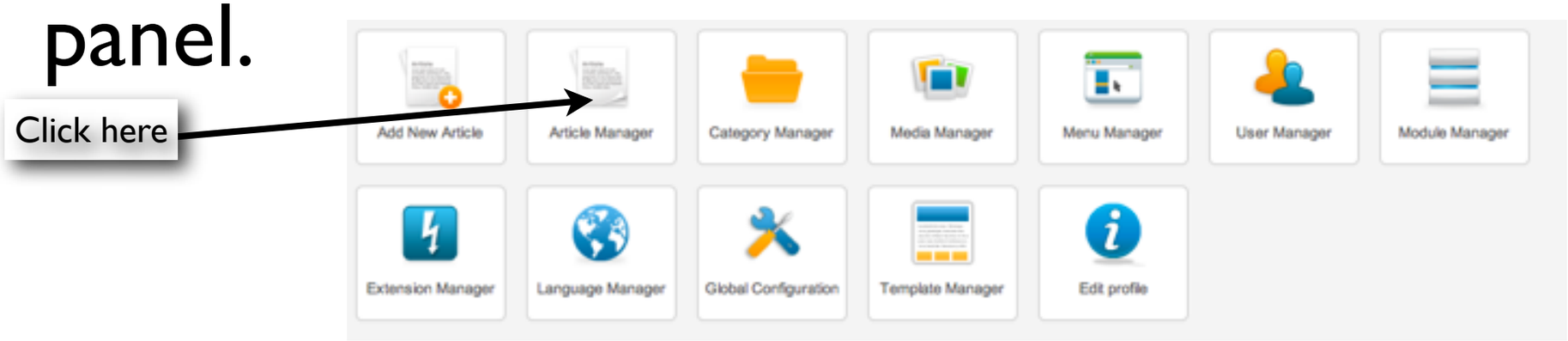
Editing Existing Pages

- To edit existing pages on your site, click the Article Manager icon in the main control panel.



- Once you're in the Article Manager, you'll see a list of all the pages in your site's directory.

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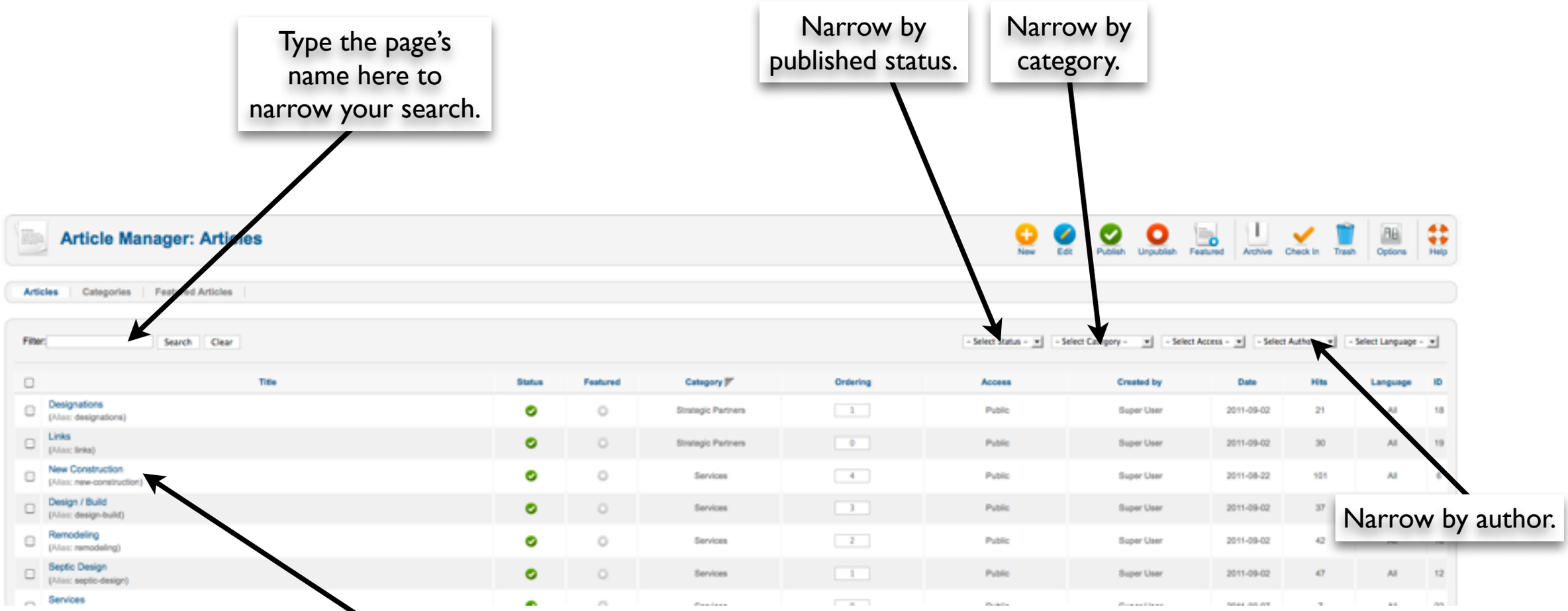
Editing Existing Pages



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Uploading/Inserting Images

- There are two ways to upload images using the Joomla! CMS.
- Joomla! allows you to upload images via the Media Manager and within the article editor.
- It's preferable to size your images before uploading them to minimize your site's load time.

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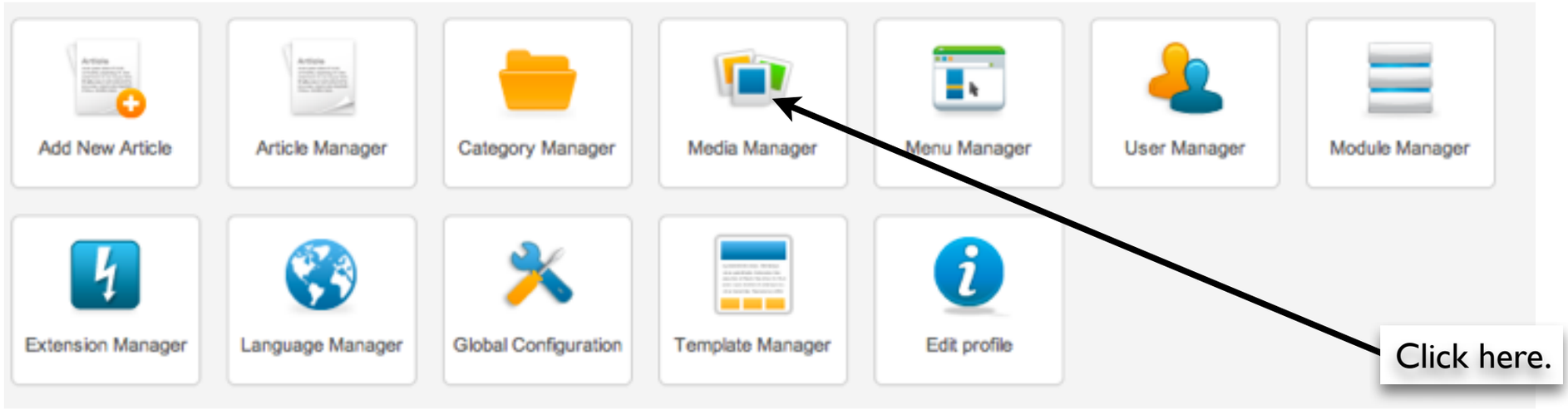
Using Media Manager

The Media Manager is accessible via the main control panel in the backend. It is between the Category Manager and Menu Manager Icons.



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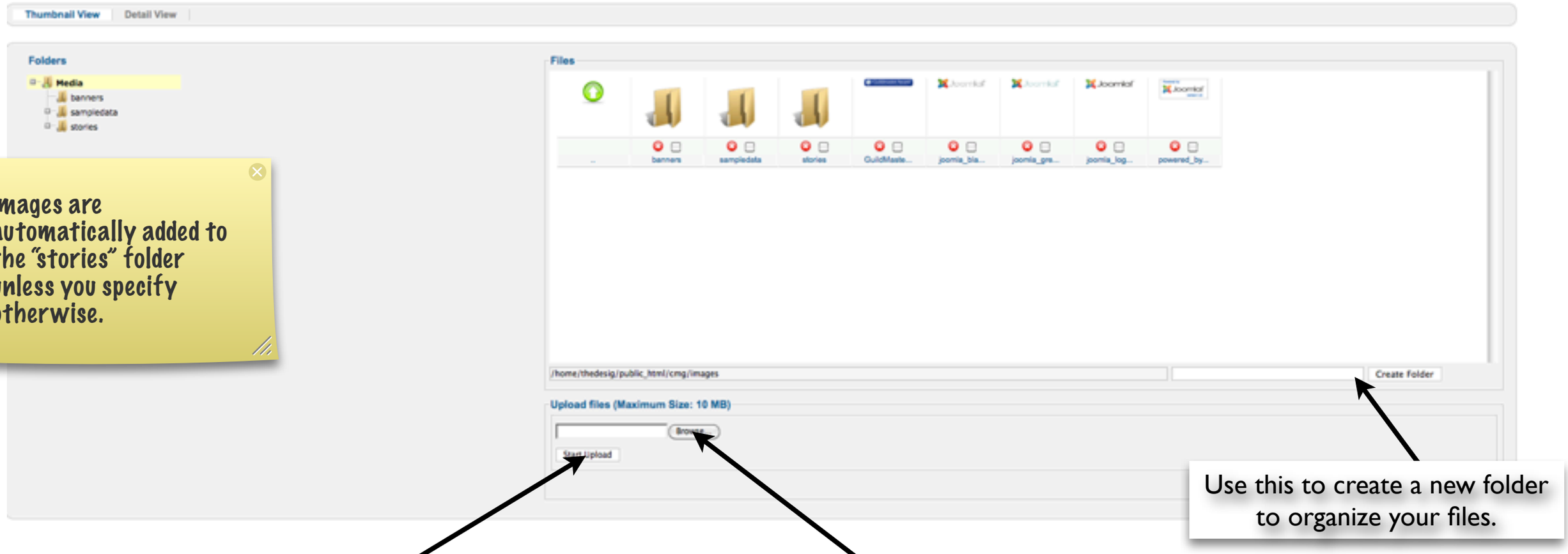
Using Media Manager



Images are automatically added to the "stories" folder unless you specify otherwise.

Once image file is found, click here to complete upload.

Click here to find an image in your computer's files.

Use this to create a new folder to organize your files.

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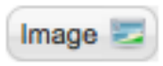
Uploading/Inserting an Image in an Article

- To add an image while editing an article, click the 

button, which is underneath the text editor.

- After the new screen pops up, click the "Browse" button to find the image in your computer's files.
- Once file is located, press "Start Upload" to complete upload.

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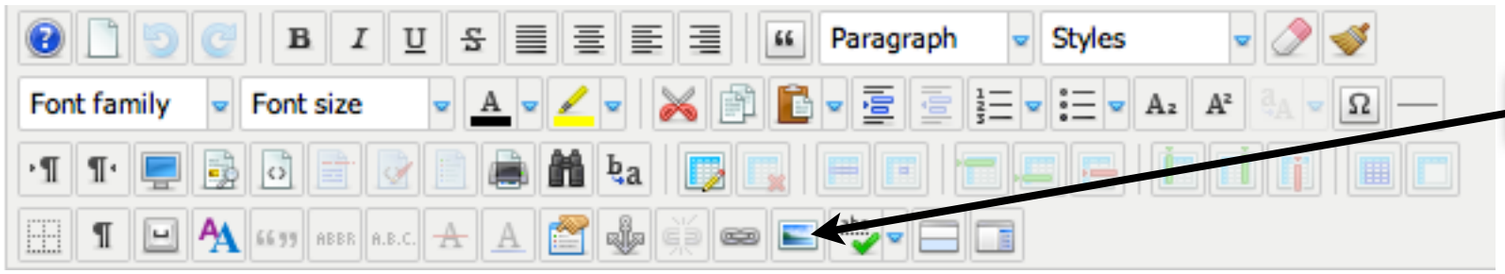
Editing Images in Joomla!

- Once image is inserted, highlight it and press , which appears above the text editor. This opens the Image Manager.



- The Image Manager allows you to edit details such as alt. text, dimensions, alignment, margin and borders.

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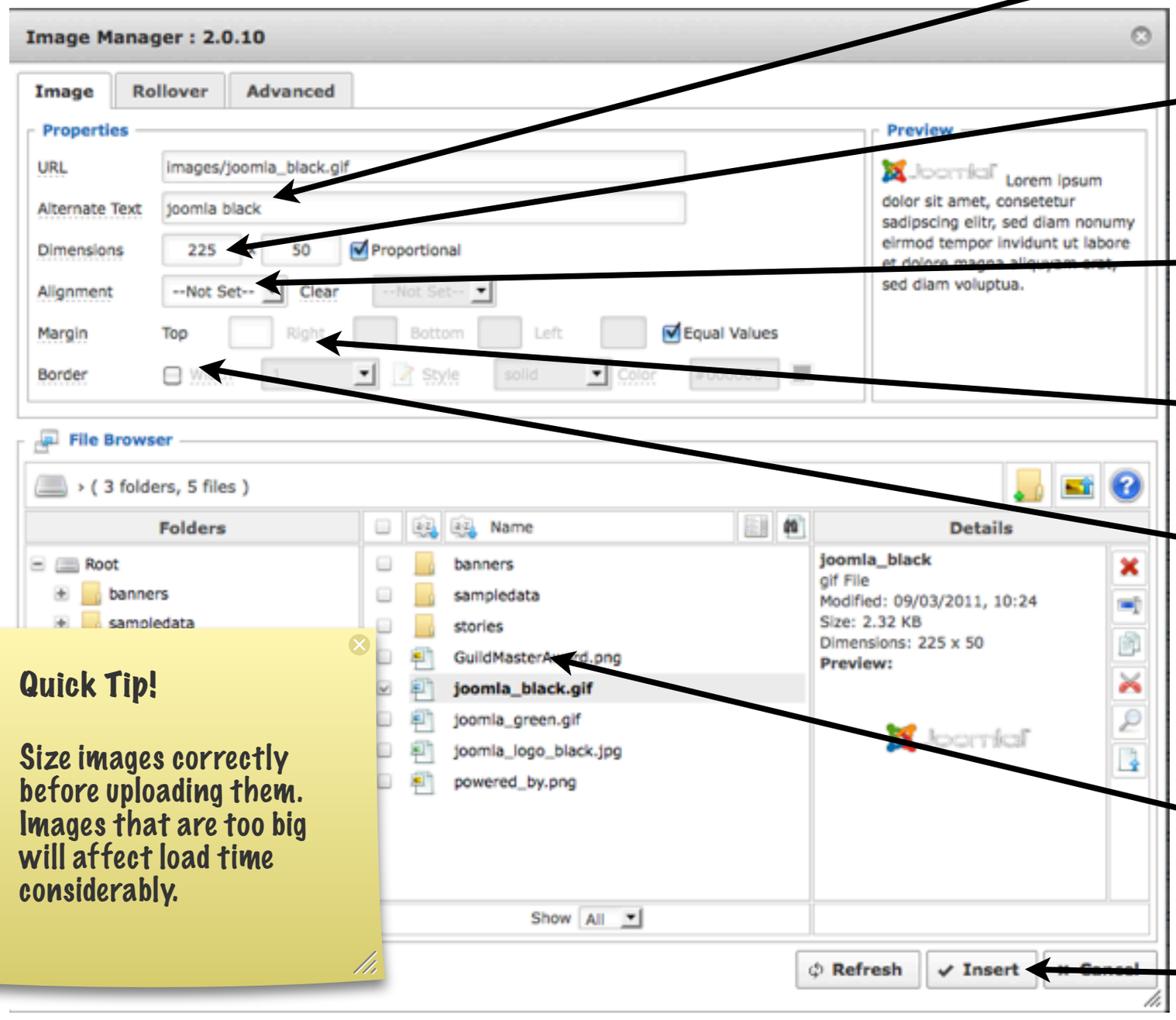
Editing Images in Joomla!



Set "alt text" here. This is what will appear for users whose Internet connections are too slow to load images.

Adjust image size here. Keep the "Proportional" box checked to ensure that image isn't distorted. Enlarging an image will reduce its sharpness, but shrinking it will not.

Alignment options are: right, left, top, bottom and middle.

Use this to adjust the padding between your image and a page's text.

Borders are optional.

Choose the image to insert here.

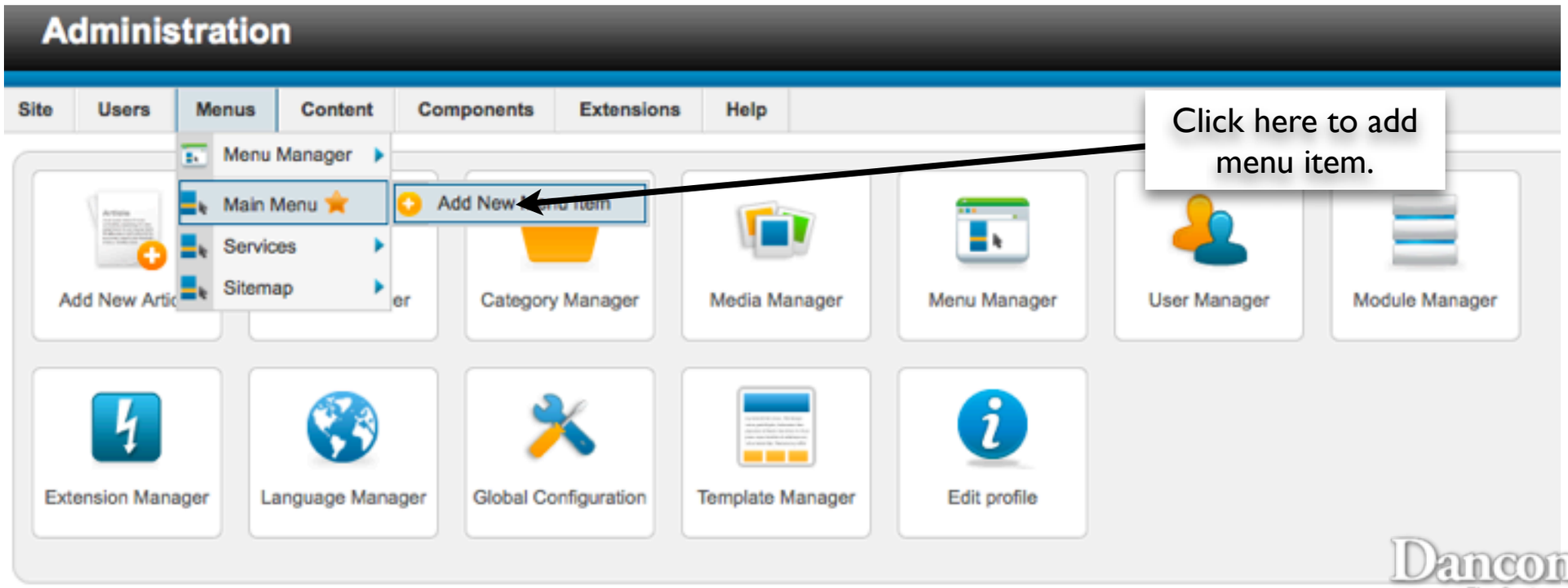
Click here to insert image.

Quick Tip!

Size images correctly before uploading them. Images that are too big will affect load time considerably.

Adding Menu Items

- To add a page you've created to your site's Main Menu, hover above the "Menus" item in the backend's top menu.
- Hover over "Main Menu" and click the "Add New Menu Item" option.



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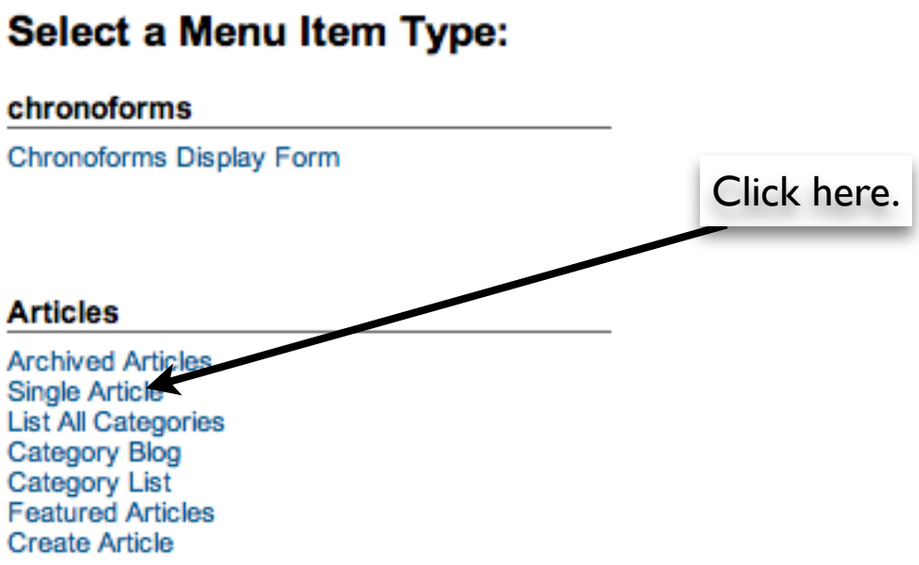
Adding a Menu Item

- Once you're on the New Menu Item page, click the "Select" adjacent to the "Menu Item Type" field.
- Select "Single Article," which is underneath the Articles heading.



So you know!

You can also link menu items to external websites, categories, contact lists, newsfeeds and your sitemap, but article links are the most common.

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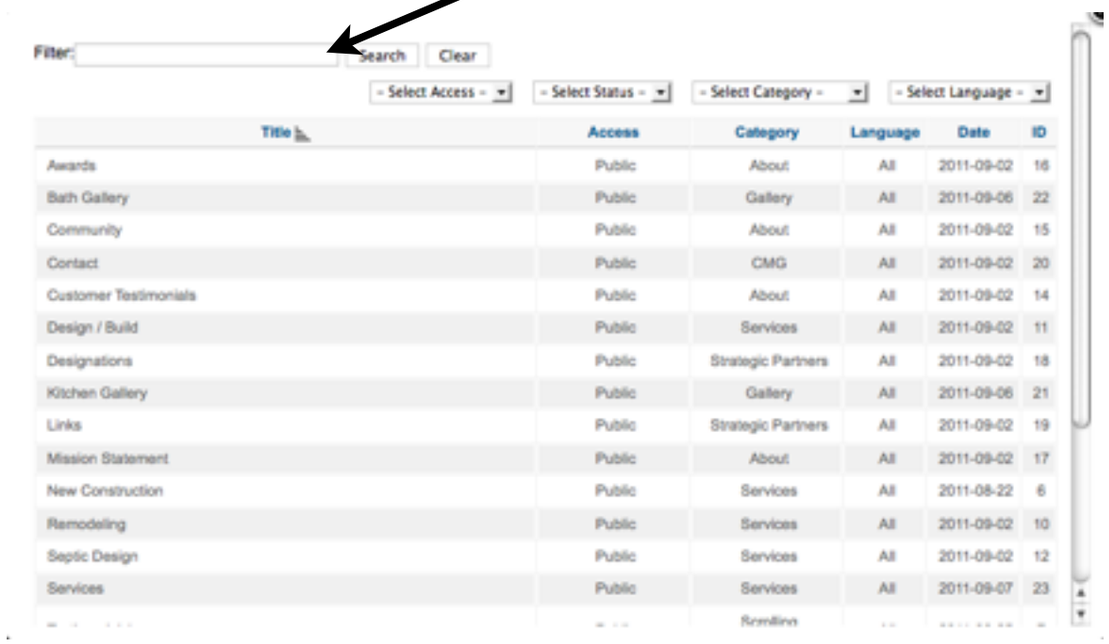
Adding a Menu Item

- Select the article you want to link to underneath the Required Settings heading on the right.

These fields are all optional.

Click here to open article directory.

Type the name of the article here to narrow search.



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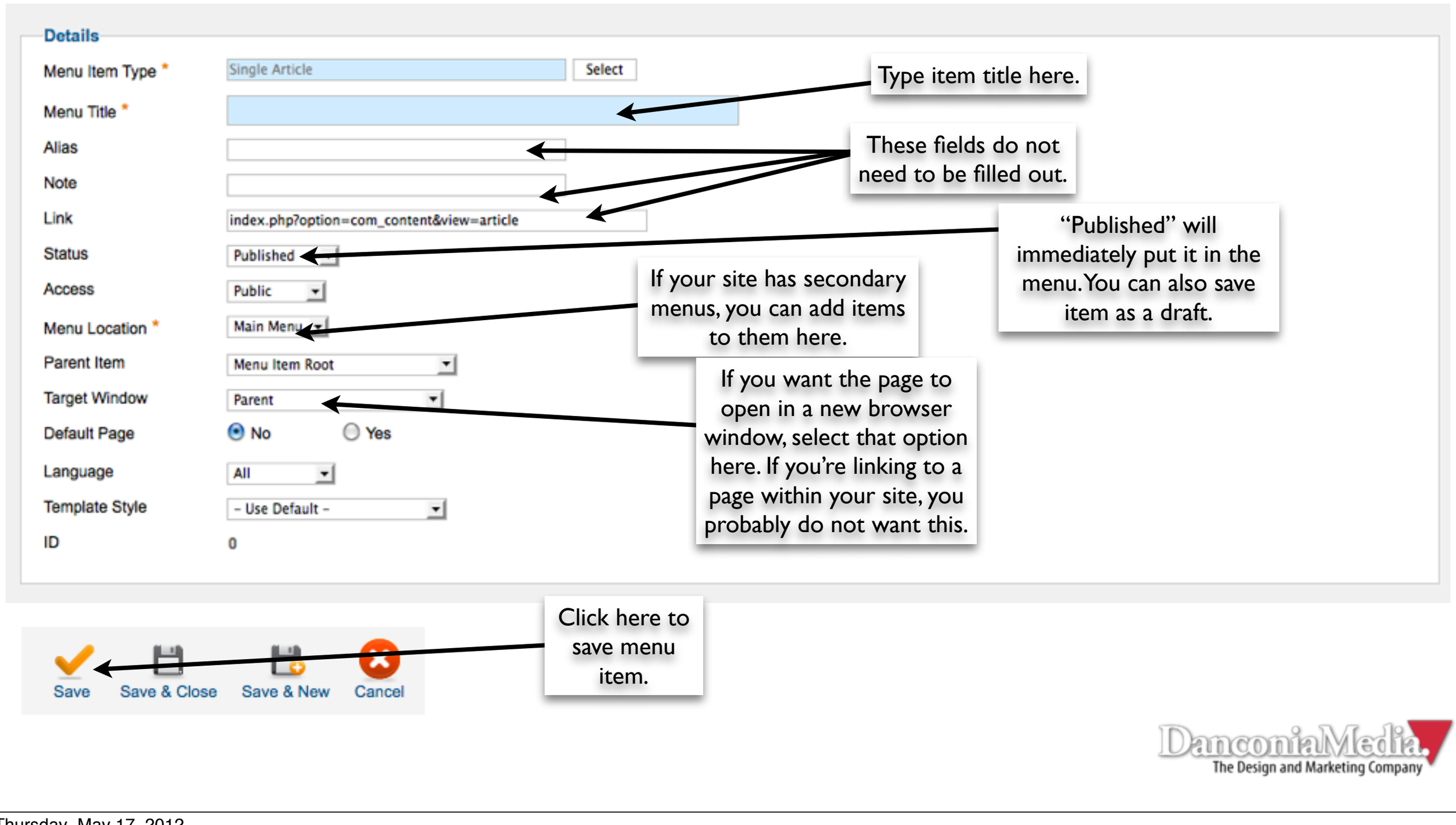
Adding a Menu Item



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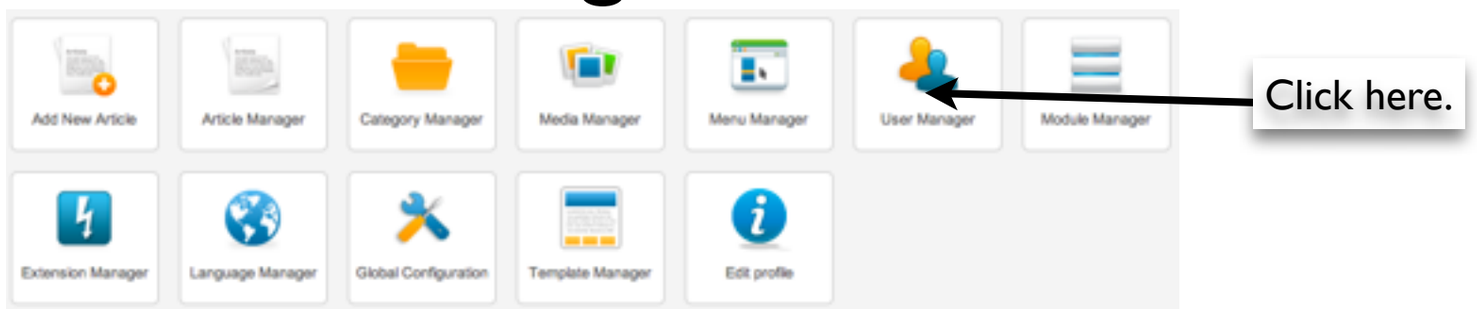
Adding a User

- In the main control panel, click the User Manager icon that's between Menu Manager and Module Manager.



- Once inside the User Manager, select the "New" button with a + sign in the upper right corner.

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Adding a New User

There are several types of User Groups in Joomla!:

Registered: Permission to log into website, view classified content, configure own user profiles, submit links, view/rate content.

Author: Create new content using the CMS's front-end, plus all Registered User Group's permissions.

Editor: Modify all published content using the CMS front-end, review/edit new content that has not yet been published, plus all Registered User Group's permissions.

Publisher: Publish new content using front-end, control existing content and unpublish pages, plus all Editor Group's permissions.

Super Users: Control of all of the site's content, modules, templates, menu items, extensions, users, etc., using the CMS's back-end. Ultimate control.

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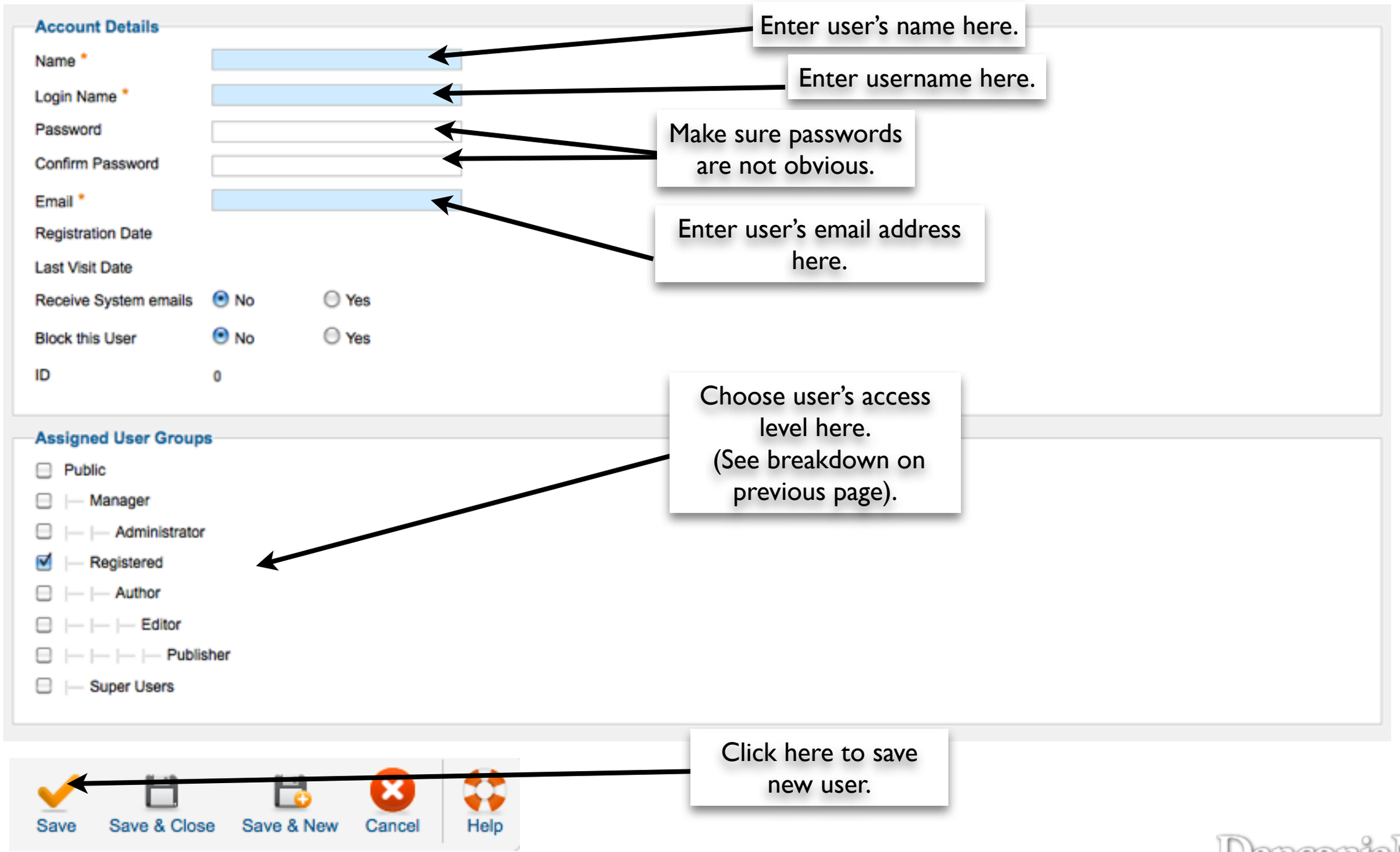
Adding a New User



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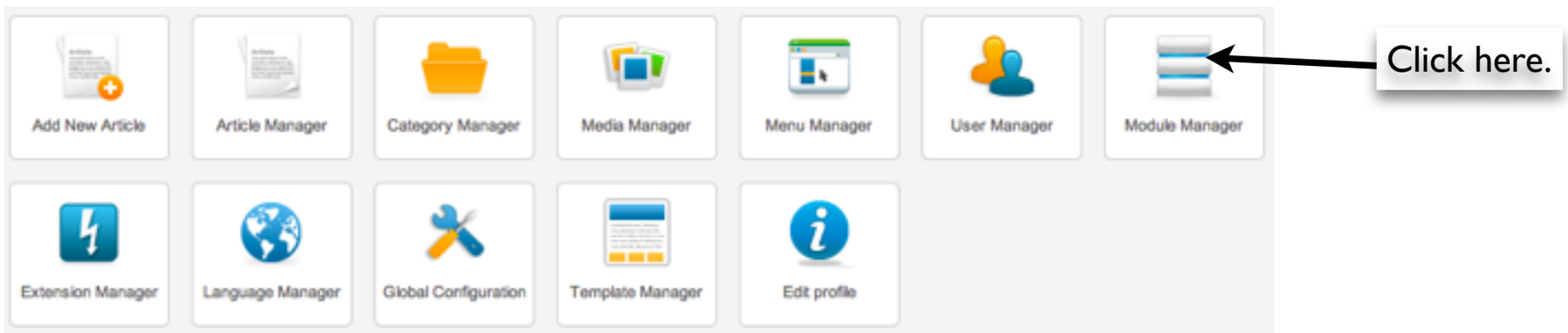
Modules

Modules are small boxes of content that are placed throughout the site. They usually appear in the sidebars.

You can view your site's modules by clicking the Module Manager icon in the main control panel.



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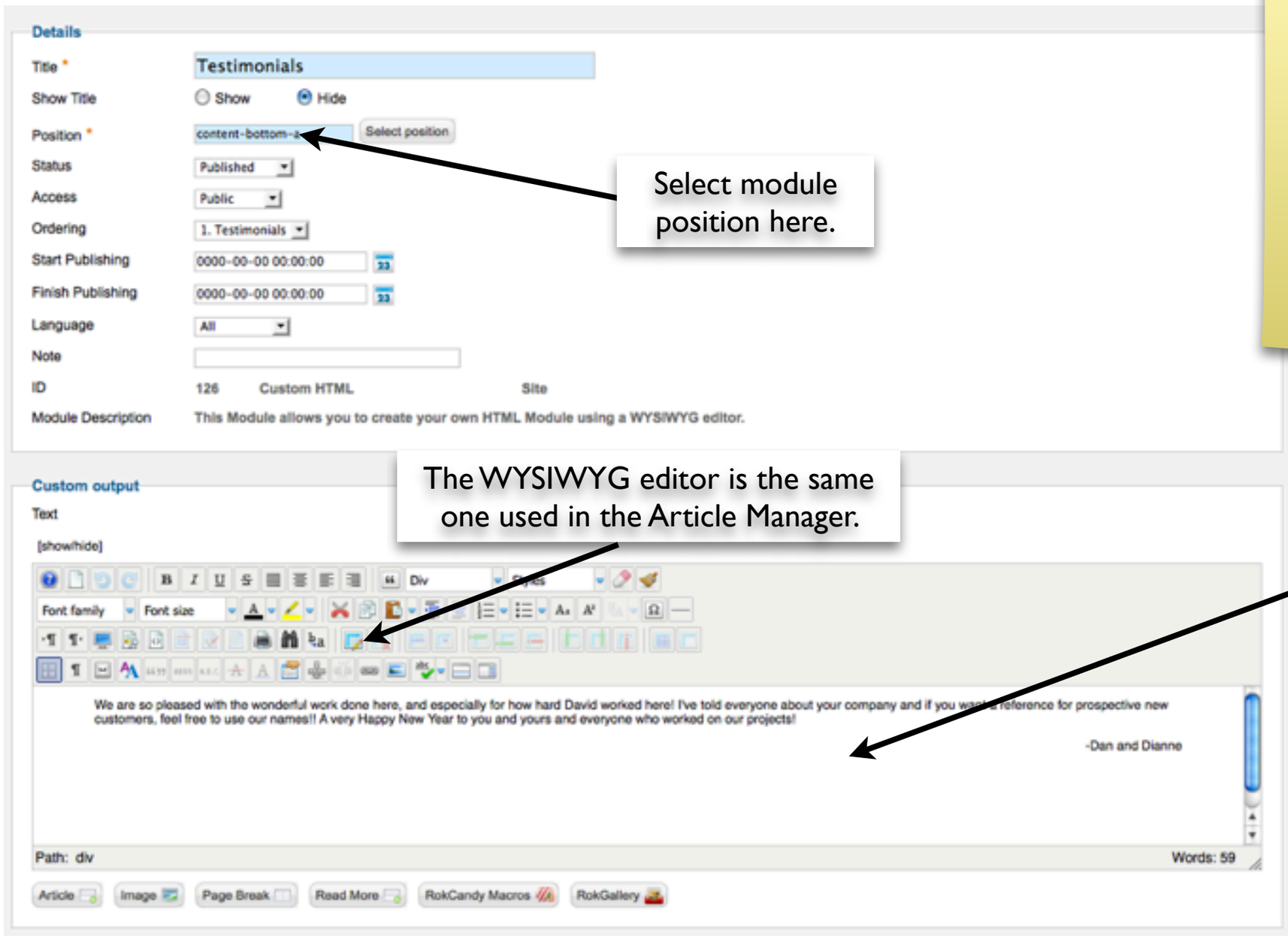
Editing a Module



Select module position here.

Quick Tip!

You will likely only want to change the module's content, not its position, ordering or title. Tread with caution if you wish to modify anything other than the text.

The WYSIWYG editor is the same one used in the Article Manager.

Edit module content here.

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Bits of Advice

- Always, always, always copy and paste the HTML code into a text editor when editing content on the site.To do this, click the show/hide option at the top left of your web editor, select all the code, and just paste it into a text editor on your computer. This will save lots of headaches down the line.

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Bits of Advice

- Give files easy names so that you can locate them quicker whenever you're uploading PDFs or images to your site.
- Practice editing and adding content frequently. You can always add content, take it down, and make changes. The more you do it, the more comfortable you will be modifying your site.

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Epilogue

We hope you found this basic Joomla! guide for beginners helpful. If you need more assistance, extensive CMS training or custom Joomla! development, feel free to call us at (603) 529-8175.

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