

Joomla! Beginner's Guide

Summer 2012 Edition
Compiled by Danconia Media

Logging Into Joomla!

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

Joomla! Administration Login

Use a valid username and password to gain access to the administrator backend.

[Go to site home page.](#)



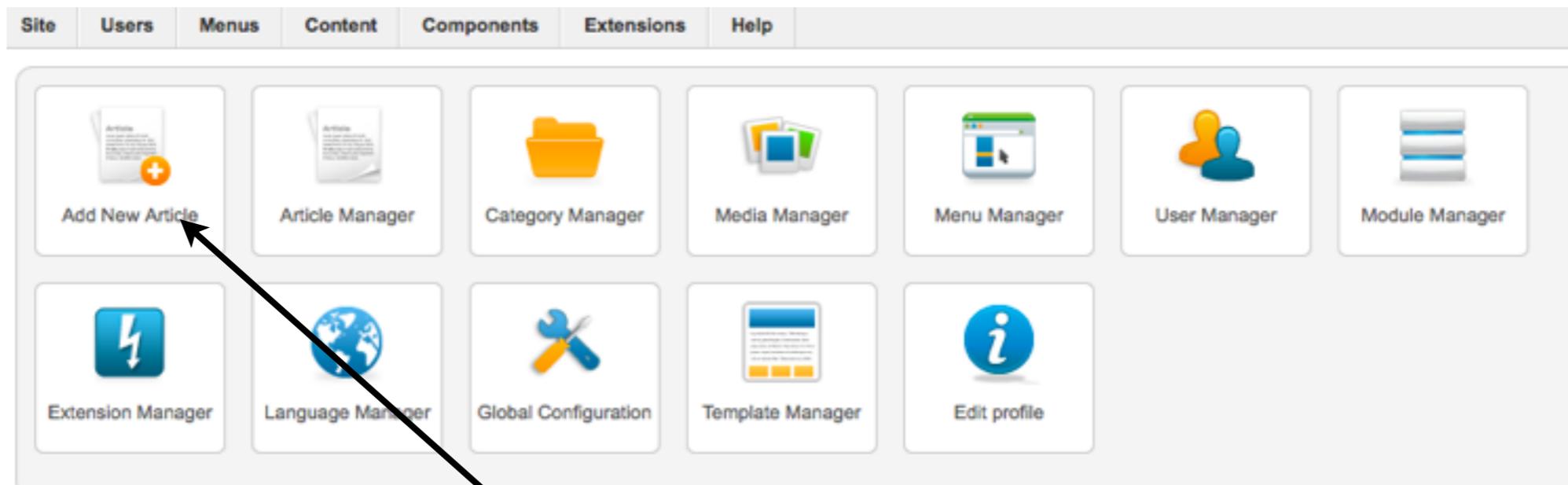
User Name	<input type="text"/>
Password	<input type="password"/>
Language	Default <input type="button" value="v"/>



Joomla!® is free software released under the GNU General Public License.

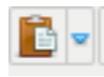
Adding a New Page

Press the “Add New Article” tab in the main interface.



Click here

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.

Adding a New Page

Article Manager: Add New Article

New Article

Title *

Alias

Category *

Status

Access

Permissions

Featured

Language

ID 0

Article Text

[show/hide]

Font family Font size Paragraph Styles

Path: p Words: 0

Article Image Page Break Read More RokCandy Macros RokGallery

Put new page's title here

Choose relevant category

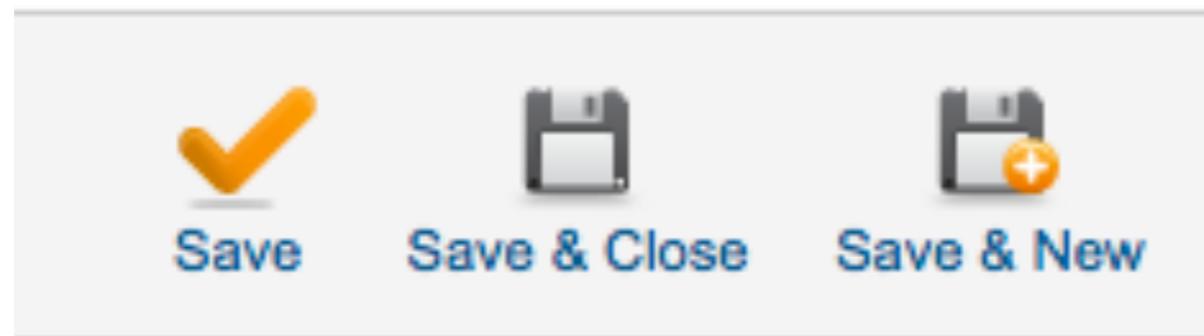
Content goes here.

So You Know!

A new page of content doesn't automatically show up on your site. It must be added to a menu.

Adding a Page

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

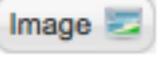
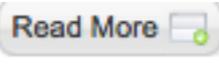


- It's a good idea to frequently save your work in Joomla! just in case an error occurs. This way you won't lose your work.
- “Save” applies the edits while keeping the document open.

Using the WYSIWYG Editor

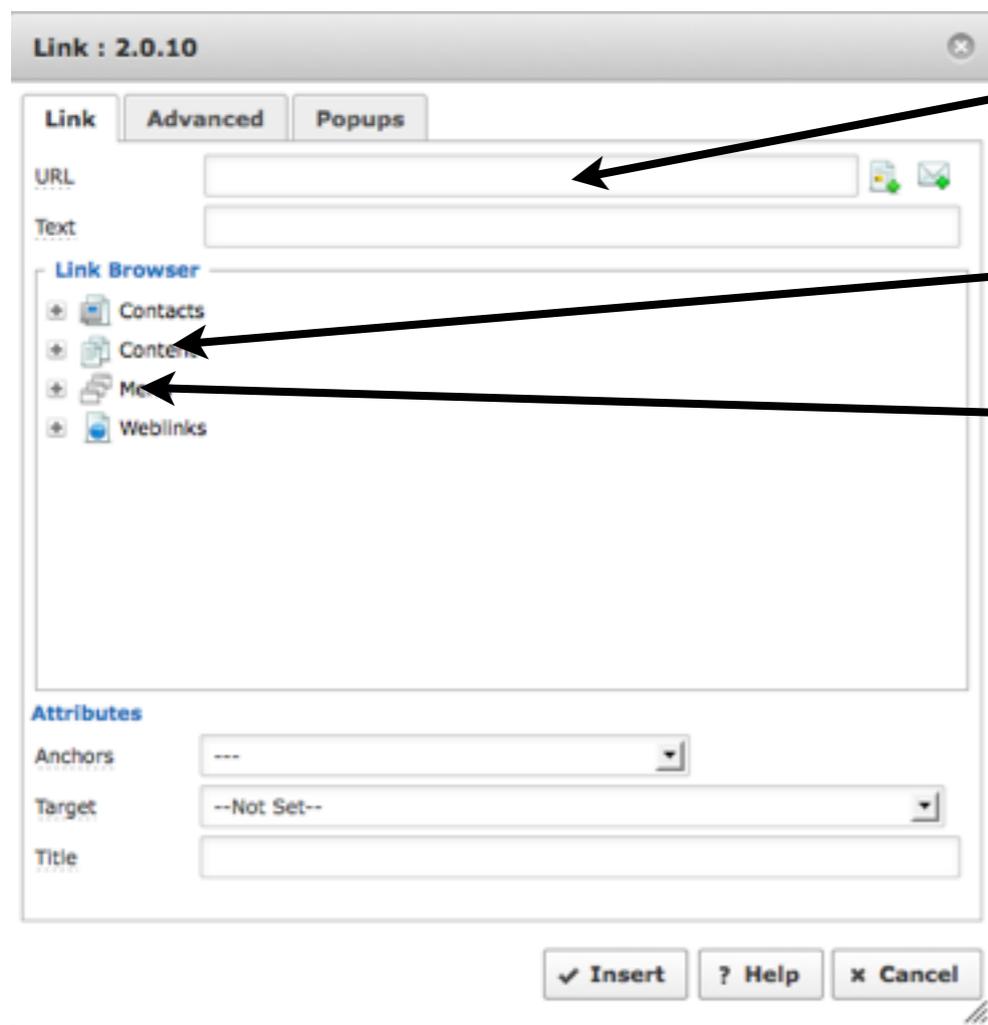
- Joomla!'s WYSIWYG (What You See Is What You Get) editor makes it easy for people with little or no web editing experience to modify content.
- Most of the icons are self-explanatory, but what follows is a breakdown of what they all do.

Using the WYSIWYG Editor

 Help	 Cut	 Direction, R to L	 Abbreviation	 Article manager
 Clear content	 Copy	 Full screen	 Acronym	 Upload/insert image
 Undo	 Paste	 Preview	 Deletion	 Insert pagebreak
 Bold	 Indent	 Source code	 Insertion	 Insert read more
 <i>Italics</i>	 Outdent	 Word wrap	 Attributes	
 <u>Underline</u>	 Numbering	 Print	 Insert/edit anchor	
 Strike thru	 Bullets	 Find	 Insert/edit link	
 Align full	 Subscript	 Find/replace	 Unlink	
 Align center	 Superscript	 Invisible elements	 Insert/edit image	
 Align left	 Clear format	 Visual control	 Spell check	
 Align right	 Clean code	 Insert space	 Insert read more	
 Blockquote	 Special characters	 CSS style	 Insert/edit pagebreak	
 Text color	 Horizontal line	 Citation	 Uppercase	
 Back color	 Direction, L to R			

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.



Link : 2.0.10

Link Advanced Popups

URL

Text

Link Browser

- Contacts
- Content
- Media
- Weblinks

Attributes

Anchors ---

Target --Not Set--

Title

Insert Help Cancel

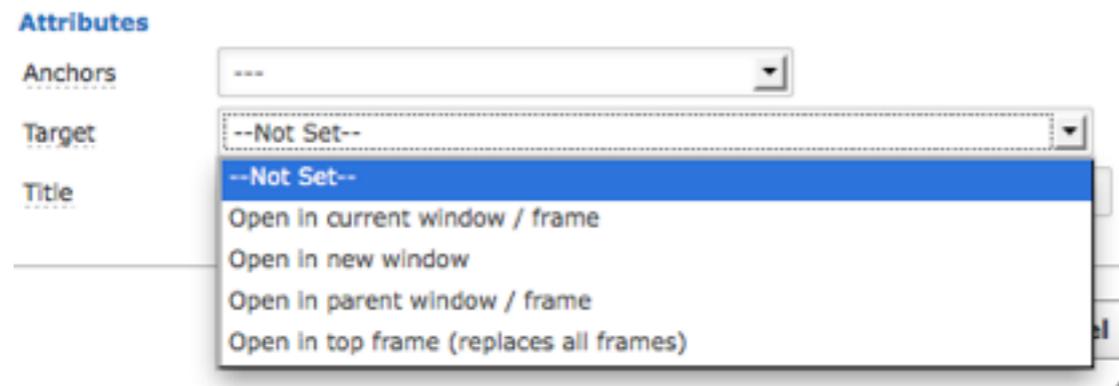
Use this if you want to manually enter the web address.

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.

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.

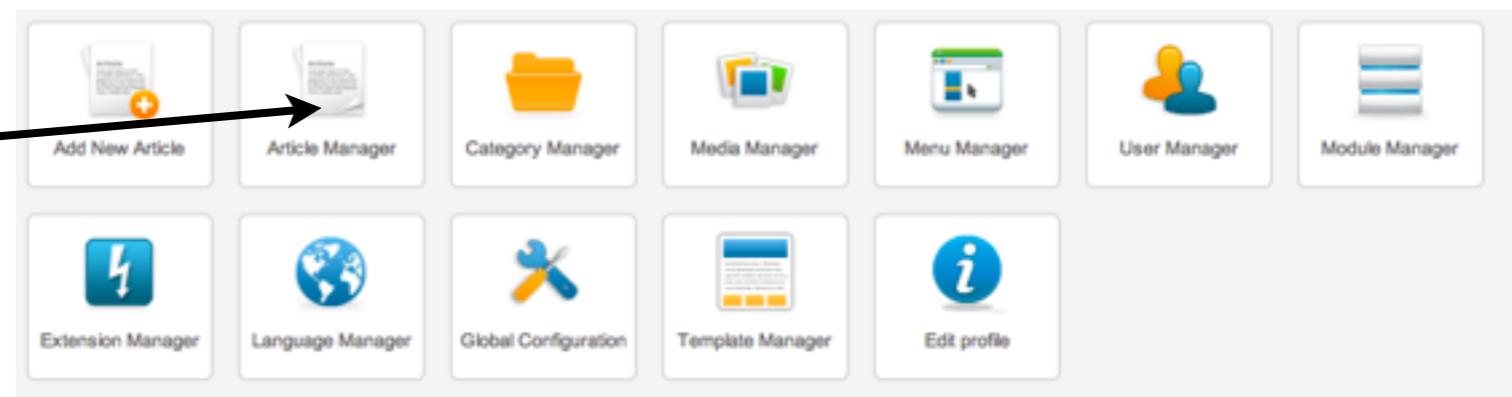
Open in parent window: This opens a whole new browser window. It is not recommended for the most part.

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

Editing Existing Pages

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

Click here



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

Editing Existing Pages

Type the page's name here to narrow your search.

Narrow by published status.

Narrow by category.

The screenshot shows the 'Article Manager: Articles' interface. At the top, there is a toolbar with icons for New, Edit, Publish, Unpublish, Featured, Archive, Check In, Trash, Options, and Help. Below the toolbar, there are tabs for 'Articles', 'Categories', and 'Featured Articles'. A search bar is located on the left, and a filter bar is on the right with dropdown menus for 'Select Status', 'Select Category', 'Select Access', 'Select Author', and 'Select Language'. The main area contains a table of articles with columns for Title, Status, Featured, Category, Ordering, Access, Created by, Date, Hits, Language, and ID.

	Title	Status	Featured	Category	Ordering	Access	Created by	Date	Hits	Language	ID
<input type="checkbox"/>	Designations (Alias: designations)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Strategic Partners	<input type="text" value="1"/>	Public	Super User	2011-09-02	21	All	18
<input type="checkbox"/>	Links (Alias: links)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Strategic Partners	<input type="text" value="0"/>	Public	Super User	2011-09-02	30	All	19
<input type="checkbox"/>	New Construction (Alias: new-construction)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Services	<input type="text" value="4"/>	Public	Super User	2011-08-22	101	All	1
<input type="checkbox"/>	Design / Build (Alias: design-build)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Services	<input type="text" value="3"/>	Public	Super User	2011-09-02	37	All	11
<input type="checkbox"/>	Remodeling (Alias: remodeling)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Services	<input type="text" value="2"/>	Public	Super User	2011-09-02	42	All	10
<input type="checkbox"/>	Septic Design (Alias: septic-design)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Services	<input type="text" value="1"/>	Public	Super User	2011-09-02	47	All	12
<input type="checkbox"/>	Services	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Services	<input type="text" value="1"/>	Public	Super User	2011-09-02	1	All	11

Narrow by author.

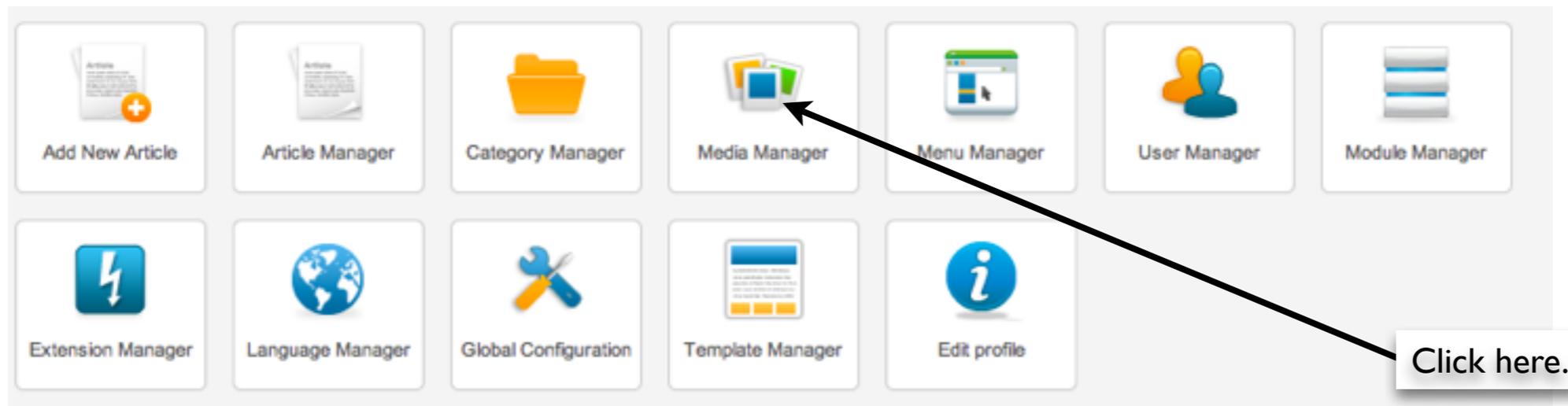
Select article you wish to edit here.

Uploading/Inserting Images

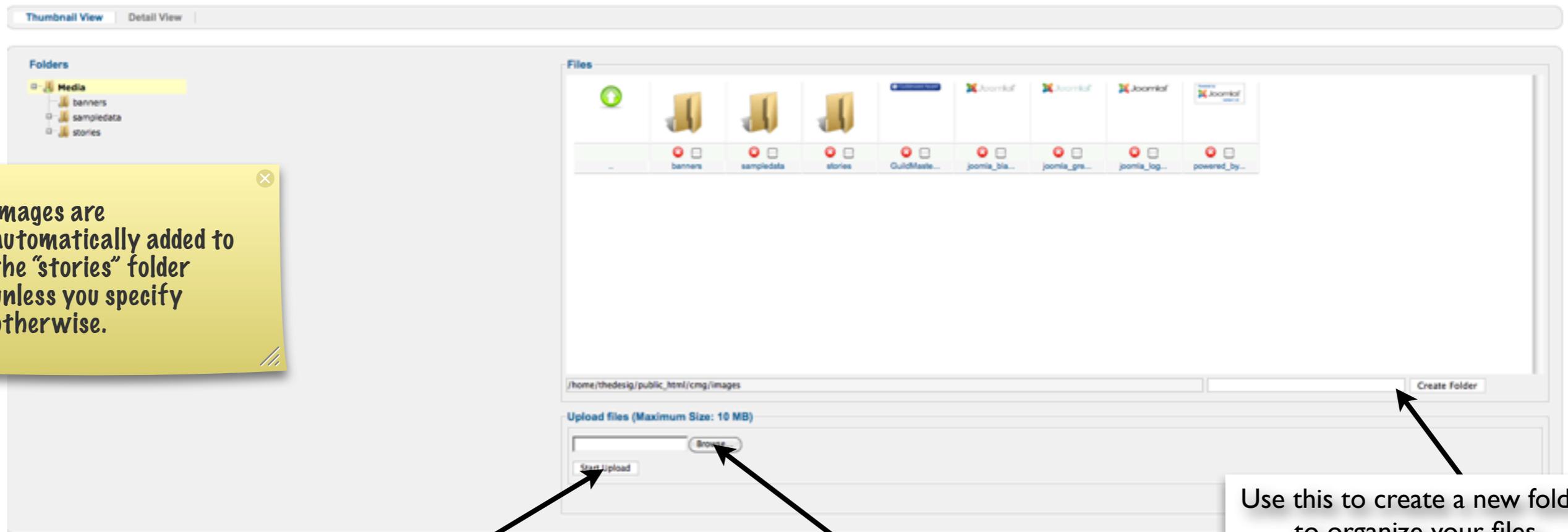
- There are two ways to upload images using the Joomla! CMS.
- Joomla! allows you to upload images via the Media Manager and within the article editor.
- It's preferable to size your images before uploading them to minimize your site's load time.

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.



Using Media Manager



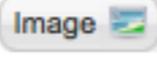
Images are automatically added to the "stories" folder unless you specify otherwise.

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

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

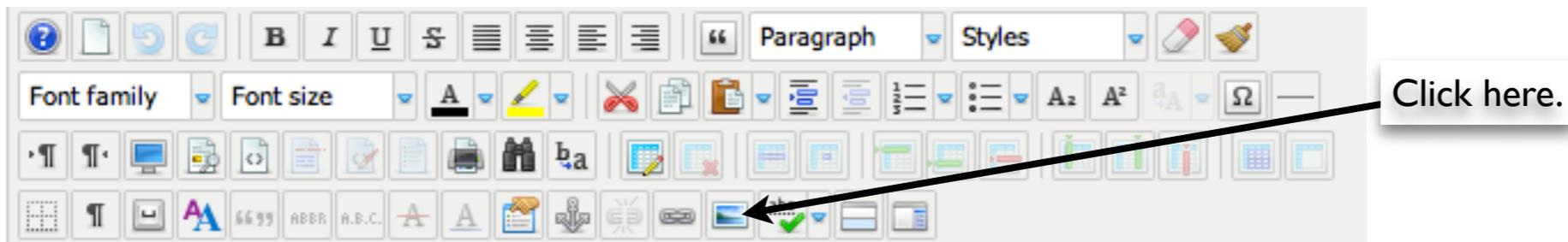
Use this to create a new folder to organize your files.

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.

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.

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.

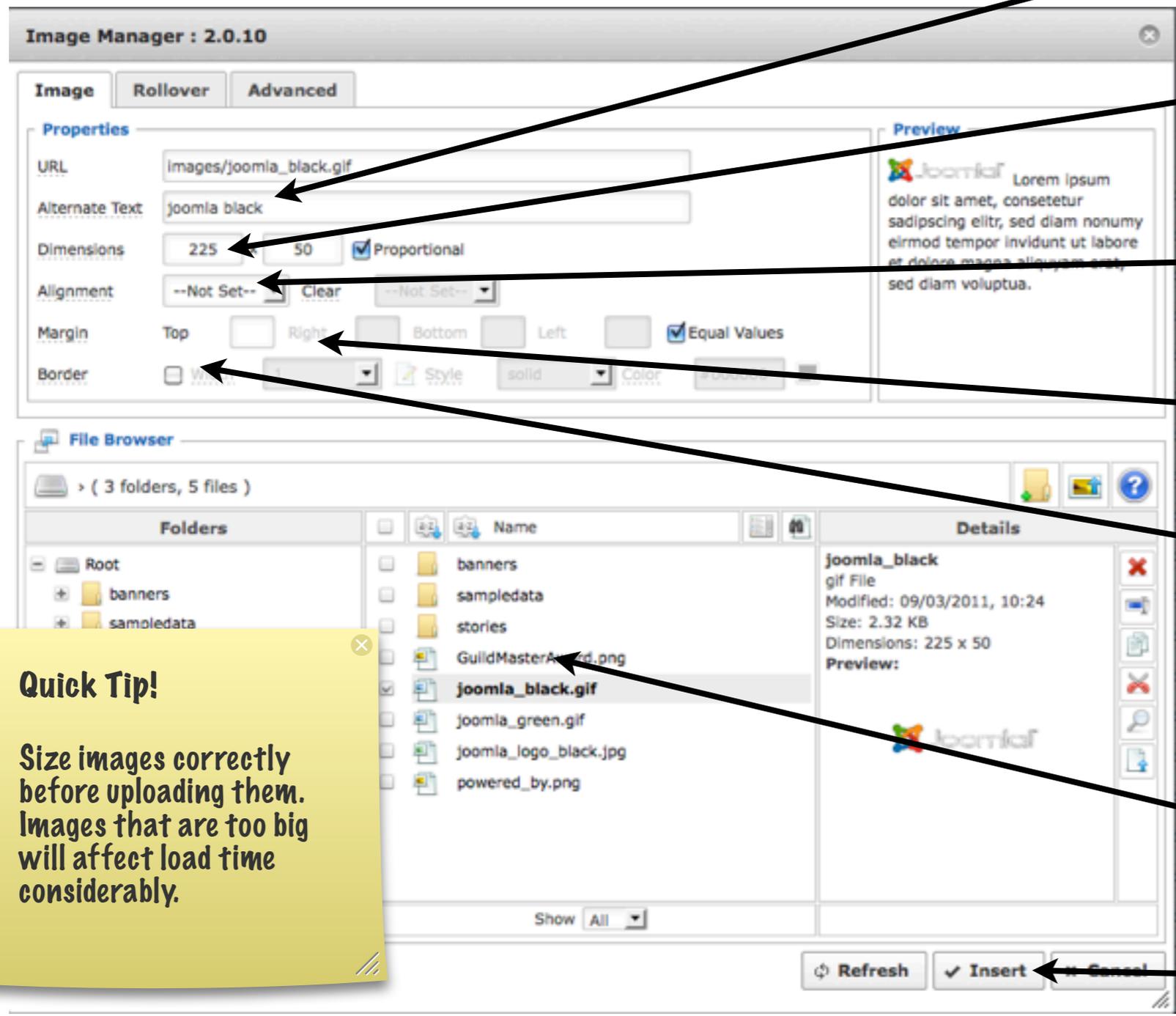
Alignment options are: right, left, top, bottom and middle.

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

Borders are optional.

Choose the image to insert here.

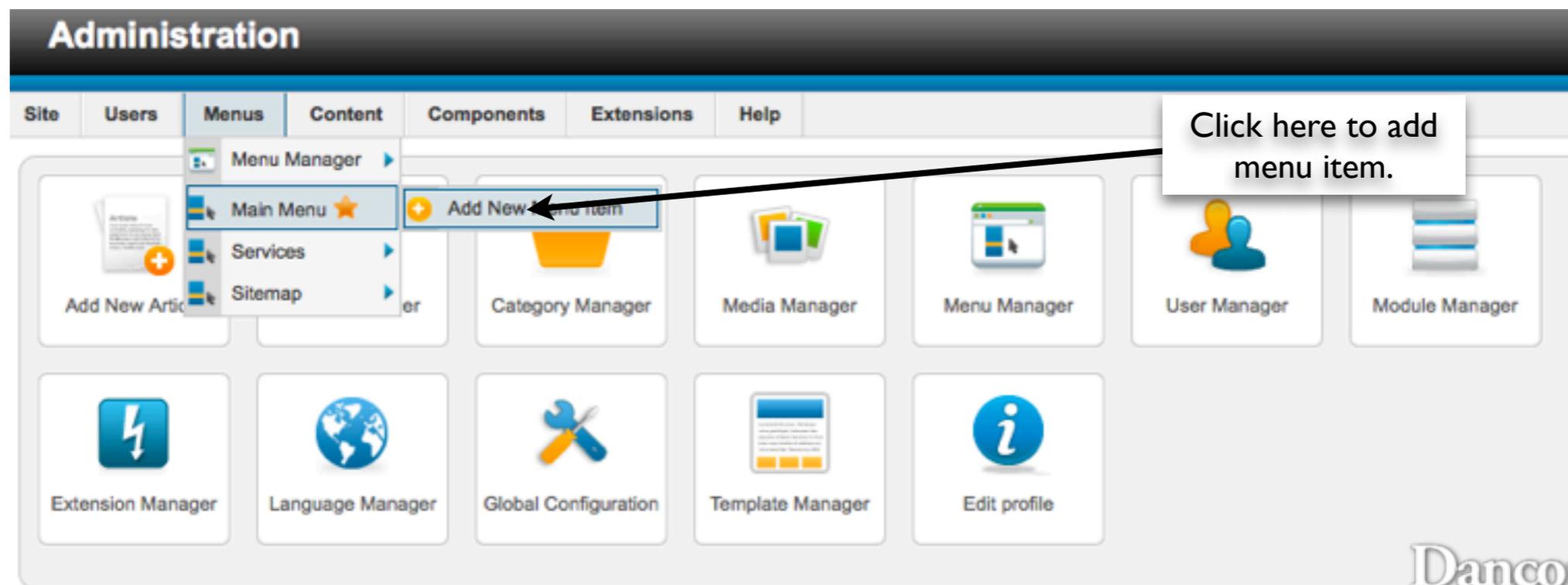
Click here to insert image.



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.



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.

Select a Menu Item Type:

chronofoms

[Chronofoms Display Form](#)

Articles

[Archived Articles](#)
[Single Article](#)
[List All Categories](#)
[Category Blog](#)
[Category List](#)
[Featured Articles](#)
[Create Article](#)

Click here.

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.

Adding a Menu Item

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

▼ Required Settings

Select Article *

▶ Article Options

▶ Link Type Options

▶ Page Display Options

▶ Metadata Options

▶ Fusion Menu Options

▶ Splitmenu Menu Options

▶ Module Assignment for this Menu Item

These fields are all optional.

Click here to open article directory.

Type the name of the article here to narrow search.

Filter:

Title	Access	Category	Language	Date	ID
Awards	Public	About	All	2011-09-02	16
Bath Gallery	Public	Gallery	All	2011-09-06	22
Community	Public	About	All	2011-09-02	15
Contact	Public	CMG	All	2011-09-02	20
Customer Testimonials	Public	About	All	2011-09-02	14
Design / Build	Public	Services	All	2011-09-02	11
Designations	Public	Strategic Partners	All	2011-09-02	18
Kitchen Gallery	Public	Gallery	All	2011-09-06	21
Links	Public	Strategic Partners	All	2011-09-02	19
Mission Statement	Public	About	All	2011-09-02	17
New Construction	Public	Services	All	2011-08-22	6
Remodeling	Public	Services	All	2011-09-02	10
Septic Design	Public	Services	All	2011-09-02	12
Services	Public	Services	All	2011-09-07	23

Adding a Menu Item

Details

Menu Item Type *

Menu Title *

Alias

Note

Link

Status

Access

Menu Location *

Parent Item

Target Window

Default Page No Yes

Language

Template Style

ID 0

Type item title here.

These fields do not need to be filled out.

“Published” will immediately put it in the menu. You can also save item as a draft.

If your site has secondary menus, you can add items to them here.

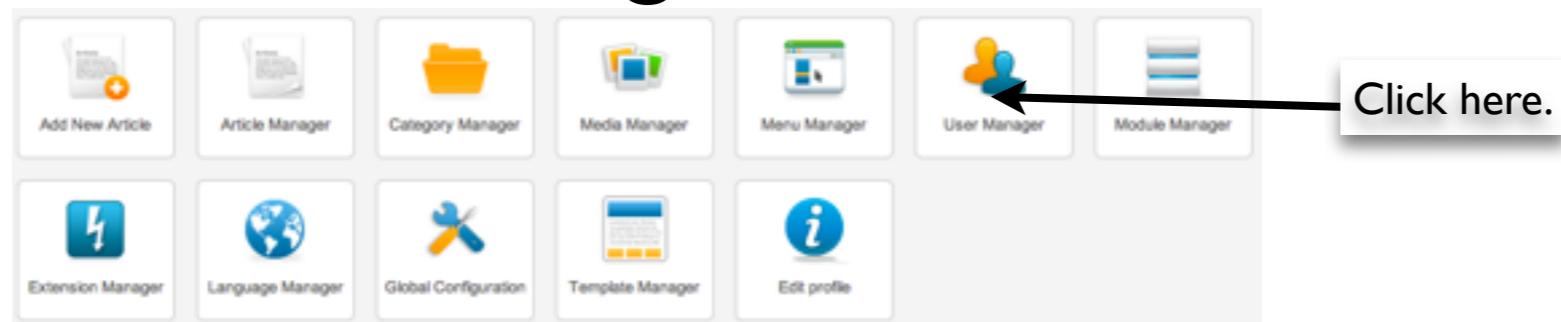
If you want the page to open in a new browser window, select that option here. If you're linking to a page within your site, you probably do not want this.

Click here to save menu item.

Save Save & Close Save & New Cancel

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.



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.

Adding a New User

Account Details

Name *

Login Name *

Password

Confirm Password

Email *

Registration Date

Last Visit Date

Receive System emails No Yes

Block this User No Yes

ID 0

Assigned User Groups

Public

| Manager

| | Administrator

| Registered

| | Author

| | | Editor

| | | | Publisher

| Super Users

Save Save & Close Save & New Cancel Help

Enter user's name here.

Enter username here.

Make sure passwords are not obvious.

Enter user's email address here.

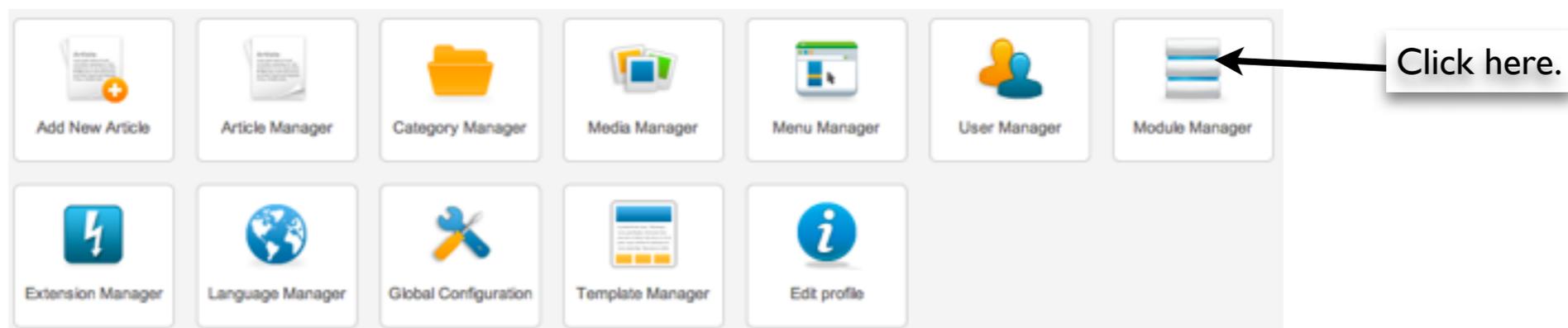
Choose user's access level here. (See breakdown on previous page).

Click here to save new user.

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.



Editing a Module

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 screenshot shows the Joomla! administrator interface for editing a module. The top section, titled "Details", contains various configuration options: Title (Testimonials), Show Title (Hide selected), Position (content-bottom), Status (Published), Access (Public), Ordering (1. Testimonials), Start Publishing and Finish Publishing dates, Language (All), and a Note field. Below this is a table with columns for ID (126), Custom HTML, and Site. The bottom section, titled "Custom output", shows a WYSIWYG editor with a toolbar and a text area containing a testimonial. The text in the editor reads: "We are so pleased with the wonderful work done here, and especially for how hard David worked here! I've told everyone about your company and if you want a reference for prospective new customers, feel free to use our names!! A very Happy New Year to you and yours and everyone who worked on our projects!" followed by "-Dan and Dianne". The editor also shows "Path: div" and "Words: 59".

Select module position here.

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

Edit module content here.

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.

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.

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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Notes

Notes