

Joomla! Training Manual



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Joomla! Training Manual

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 the client 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.

Table of Contents:

Basic Overview.....	3
I. Logging In to Joomla.....	3
II. Article Manager	
1. Overview.....	4
2. Creating an Article.....	6
3. Editing an Existing Article.....	7
4. Hyperlinks in an Article.....	8
5. Uploading and Displaying Images.....	10
III. Menu Manager	
1. Overview.....	13
2. Creating a Menu Item.....	14
3. Editing an Existing Menu Item.....	15
IV. Adding the secondary menu module to articles	
1. Adding the menu module.....	17
V. Mosets Tree	
1. Overview.....	18
2. Navigating the Products.....	19
3. Creating a new Product.....	19
4. Working with the Tabs.....	20
VI. JoomDOC	
1. Overview.....	20
2. Files vs. Documents.....	20
3. Upload a File.....	21
4. Create a Document from your new file.....	21
5. The Category Dropdown Menu.....	21

Joomla! Training Manual

Overview

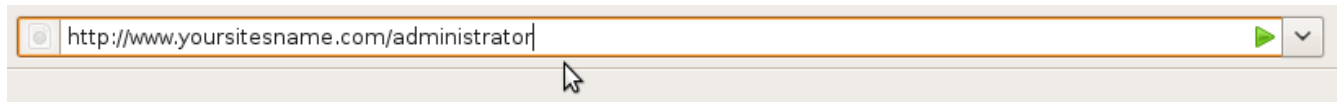
For content management, Joomla divides into two basic components: the Article Manager and the Menu Manager.

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.

I. 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:



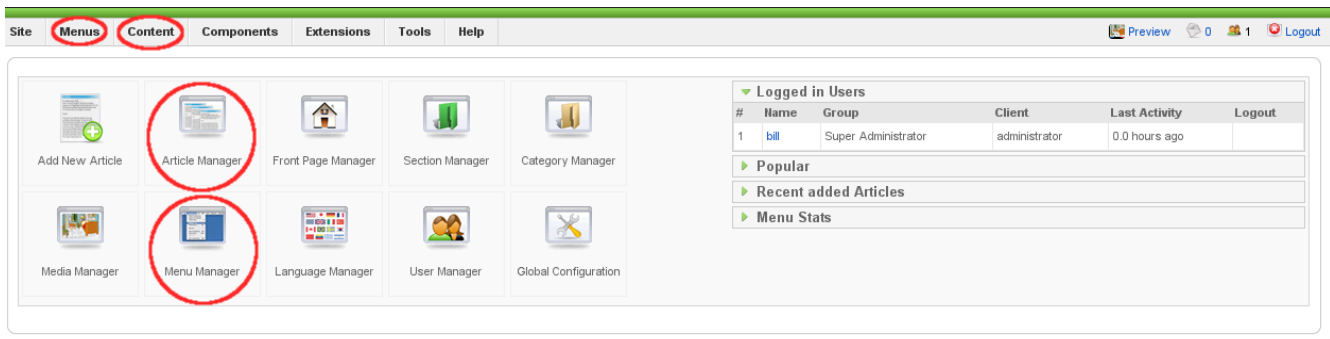
1. Type the address www.yoursitesname.com/administrator into your web browser. (“yoursitesname” should be replaced by the name of the website you are editing.)



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.

Joomla! Training Manual

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.



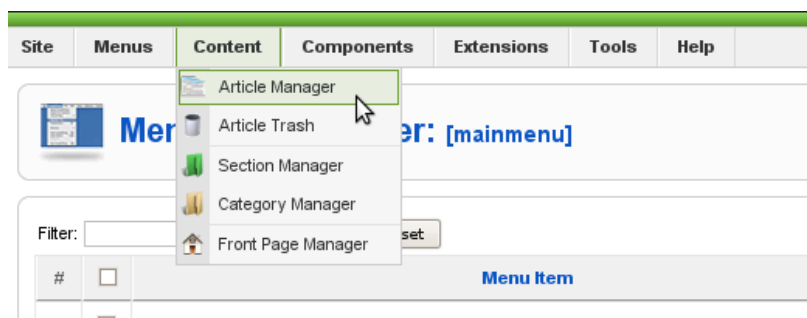
Joomla! is Free Software released under the GNU/GPL License.

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*.

II. Article Manager

1. 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.



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

Joomla! Training Manual

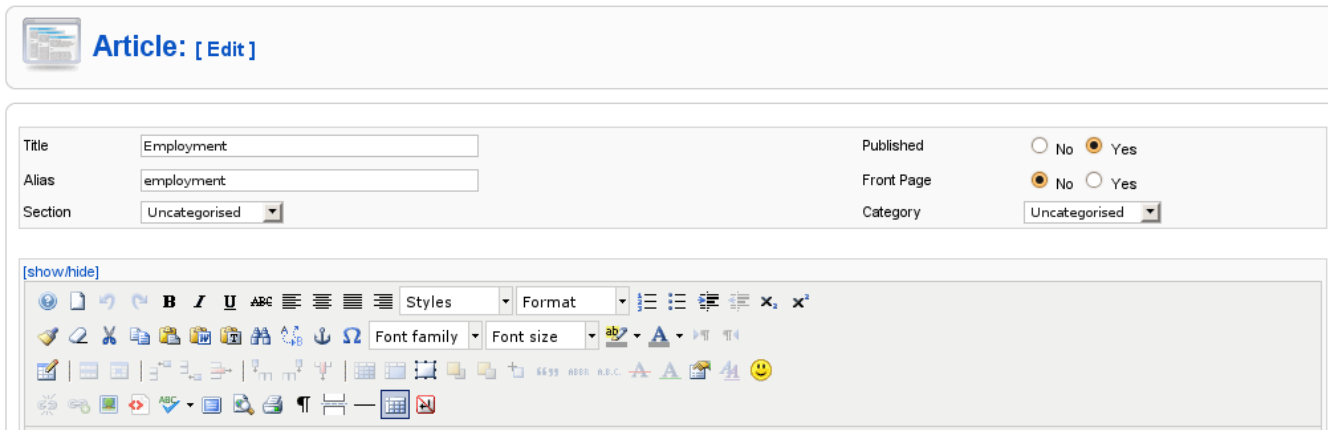
#	<input type="checkbox"/>	Title	Published	Front Page	Order	Access Level	Section	Category	Author	Date	Hits	ID
1	<input type="checkbox"/>	Free Report			1	Public			Bill Willits	12.11.08	24	56
2	<input type="checkbox"/>	Home			2	Public			Bill Willits	04.11.08	1	55
3	<input type="checkbox"/>	Department Contacts			3	Registered			Bill Willits	04.11.08	13	54
4	<input type="checkbox"/>	Employee Resources			4	Registered			Bill Willits	04.11.08	26	53
5	<input type="checkbox"/>	Contact			5	Public			Bill Willits	04.11.08	141	52

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.

Joomla! Training Manual

2. Creating a New Article



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.
 1. In the title box, give your article a good name such as *“Home Page”*.
 2. Your article also needs an alias. We recommend using the same name as your title.
 3. Set the article's section to *“Uncategorized”*.
 4. Make sure the article is set to *Published* and the category is set to *Uncategorized*.
 5. 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*.
3. Click the *Save* button located on the top menu.



3. 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.

Joomla! Training Manual



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.

4. Hyperlinks in an Article

Creating a Hyperlink -

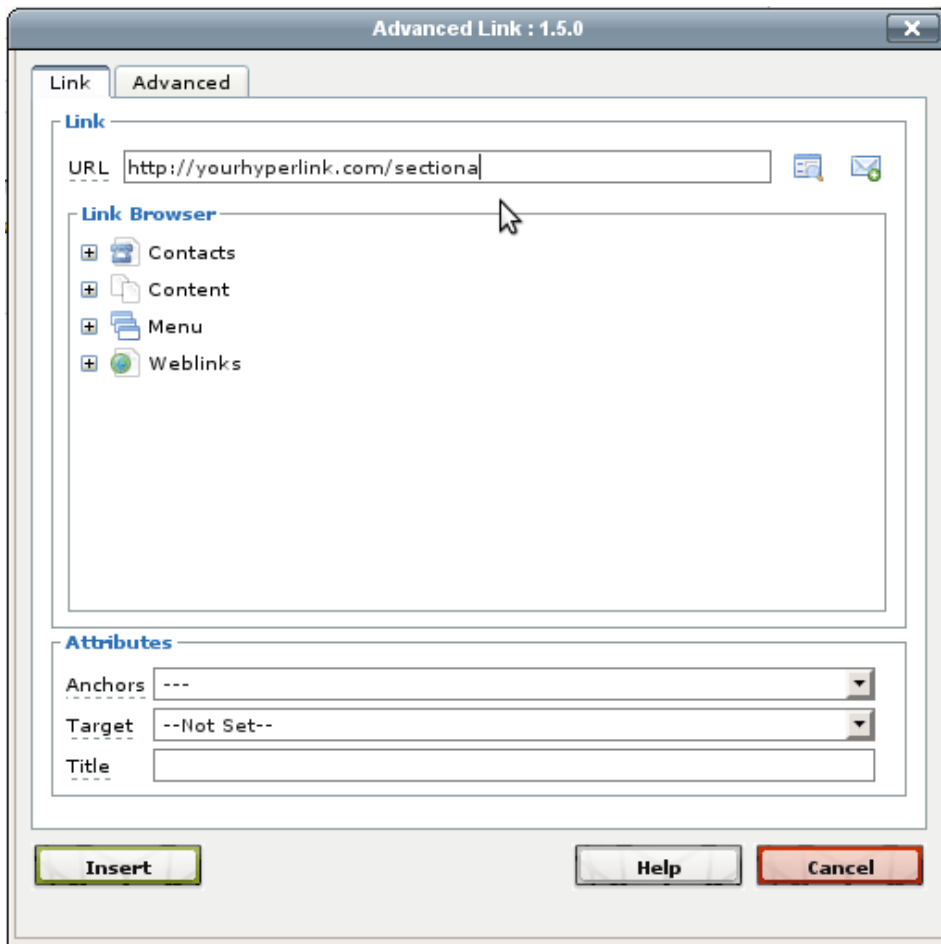
In Joomla, inserting hyper links into your web content is easy. Follow these steps:

- 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.

Joomla! Training Manual



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 behavior 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.

Joomla! Training Manual

5. 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:

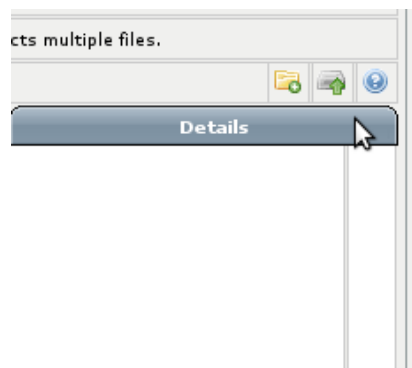
It is important that you check the file size of the image and make sure it is not too large before uploading. Often times the images taken directly from digital cameras are too large for web display, so be sure to adjust the file size to 100 KB or less using photo editing software.

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. (This is not outlined in the manual.)

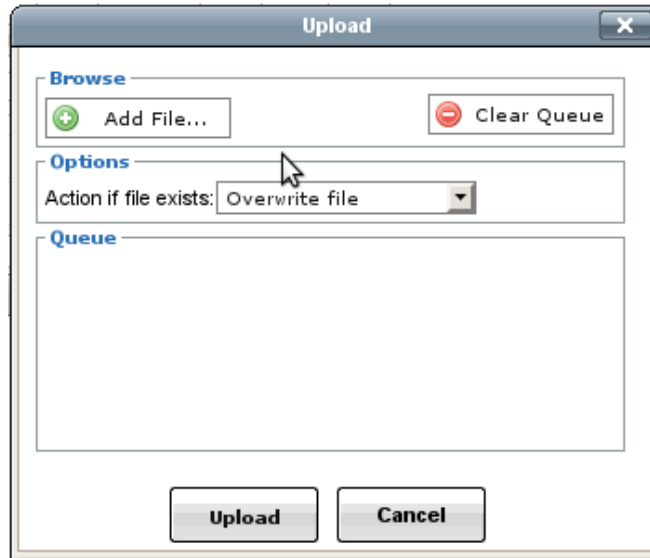
Uploading Images -

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.

Joomla! Training Manual



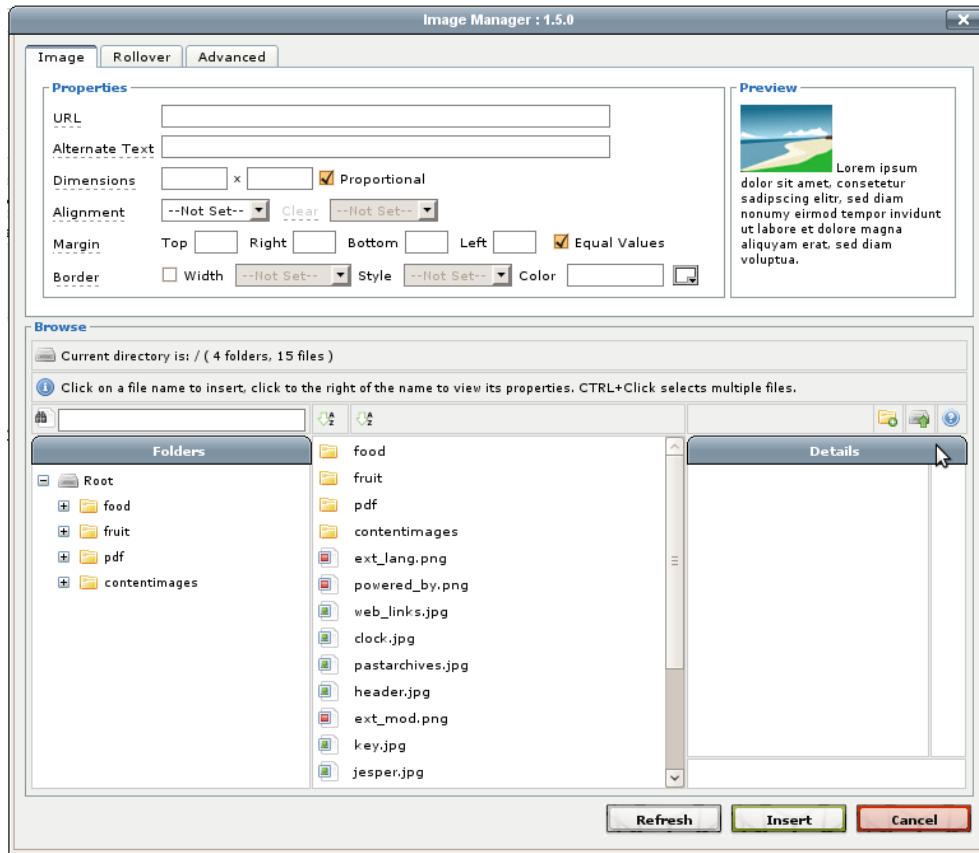
3. In the menu that appears, click *Add File*. Select as many images as you wish to upload, then click *Upload*.

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.

Joomla! Training Manual



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.

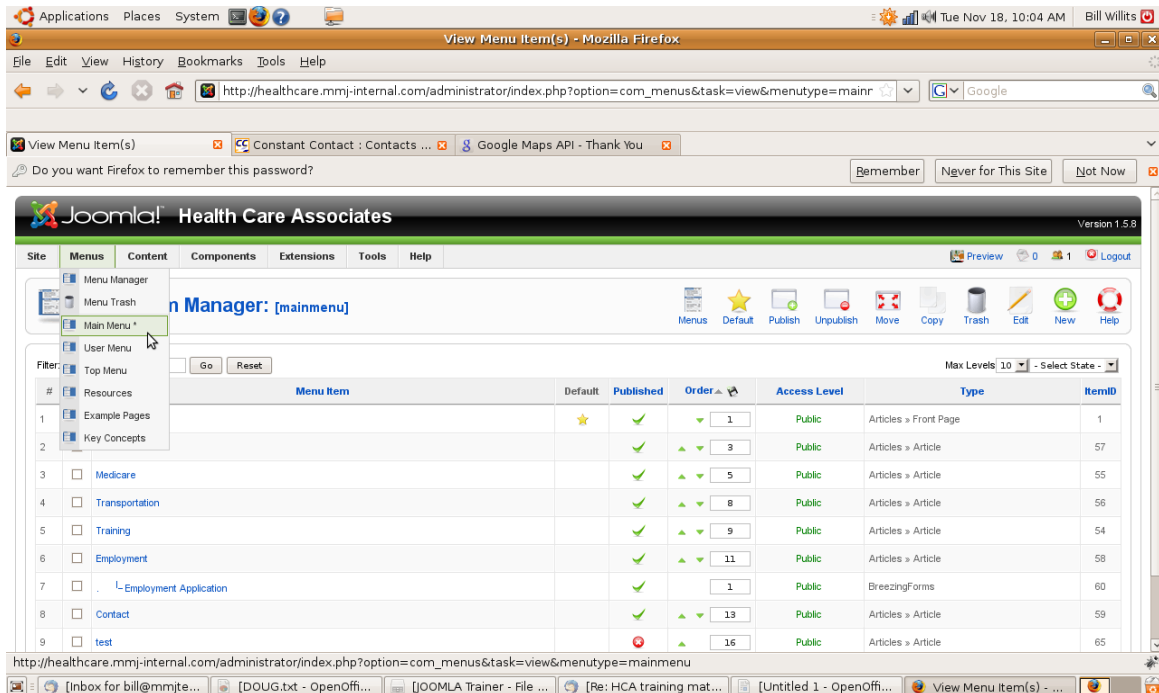
1. Click once on the existing image in the article to select it.
2. On the tool bar at the top of the CMS editor, click the *Image* icon .
3. In the Image Editor box that appears, you can further manipulate your image. You can set the space between your image and the surrounding material with the Top, 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).

Joomla! Training Manual

III. Menu Manager

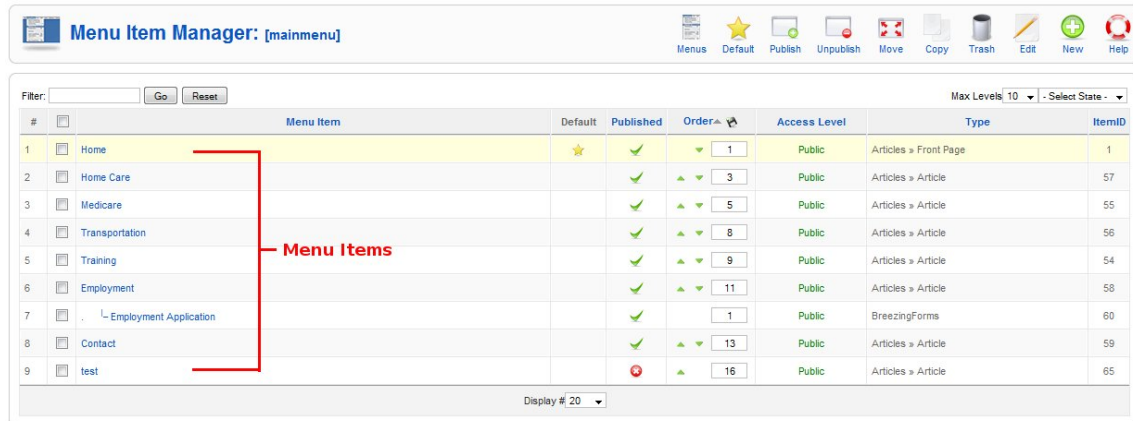
1. Overview -

The Menu Manager is where the navigation for the website is built. The *navigation* is the system of menus on the top and left hand side 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*.

Joomla! Training Manual

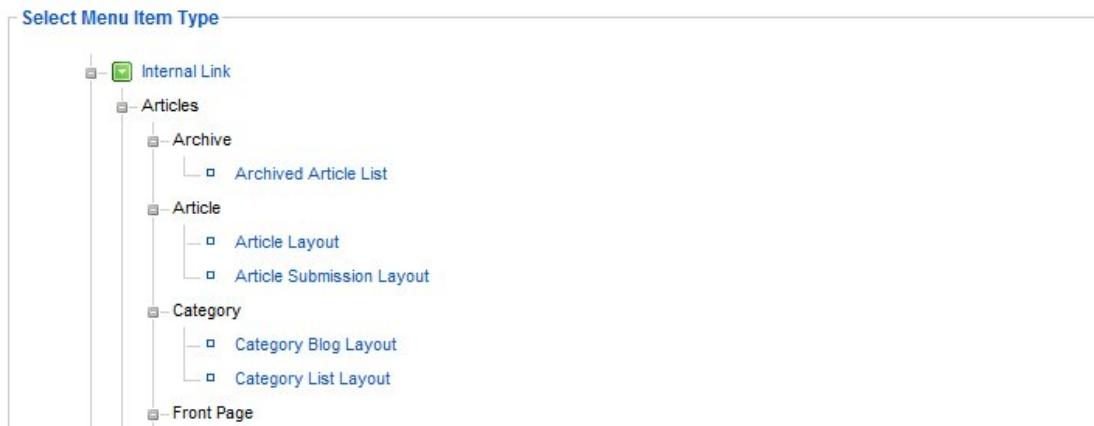


2. In the *Main Menu* section, you will see a list of items on the left side of the page. These are the various Menu Items, or links that will appear on the Main Menu navigation. At the top right of the frame, you will see a list of actions you can take on these Menu Items. To keep things intuitive,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

2. Creating a Menu Item -

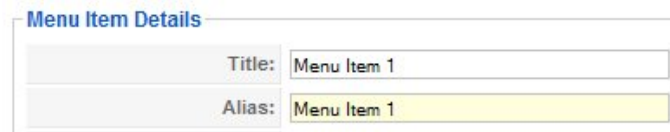
In order to make menus for your website, you have to decide what pages (Articles) the menu should link to. Each one of the links is called a Menu Item. For this tutorial, make sure you are in the *Main Menu* group of the Menu Manager.

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



2. 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.

Joomla! Training Manual



Menu Item Details	
Title:	Menu Item 1
Alias:	Menu Item 1

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



▼ Parameters (Basic)		
Select Article	Select an Article	Select
▶ 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 public website, you should see the new menu item on the Main Menu of the site, linking to your content item.

3. 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

Joomla! Training Manual

Menu Item Details

Title:	<input type="text"/>
Alias:	<input type="text"/>
Link:	<input type="text" value="index.php?option=com_content&view=article"/>
Display in:	<input type="text" value="Main Menu"/>
Parent Item:	<input type="text" value="Top"/> <ul style="list-style-type: none">HomeHome CareMedicareTransportationTrainingEmployment- Employment ApplicationContacttest
Published:	<input type="radio"/> No <input checked="" type="radio"/> Yes
Order:	New Menu Items default to the last position. Ordering can be changed after this Menu Item is saved.
Access Level:	<input type="text" value="Public"/> <ul style="list-style-type: none">RegisteredSpecial
On Click, Open in:	<input type="text" value="Parent Window with Browser Navigation"/> <ul style="list-style-type: none">New Window with Browser NavigationNew Window without Browser Navigation

There are several options for editing and customizing Menu Items:

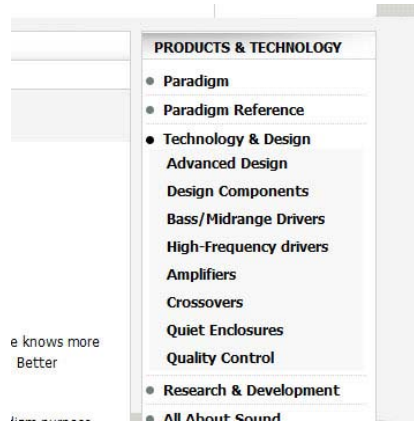
1. Display In – This drop down menu specifies which Menu the Menu Item will be displayed in.
2. Parent Item – The Parent Item box will specify any sub-menus that exist. It is possible to create a Menu Item as a sub-heading under another Menu Item. This can create a nice, multi-tiered navigation structure.
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.

Joomla! Training Manual

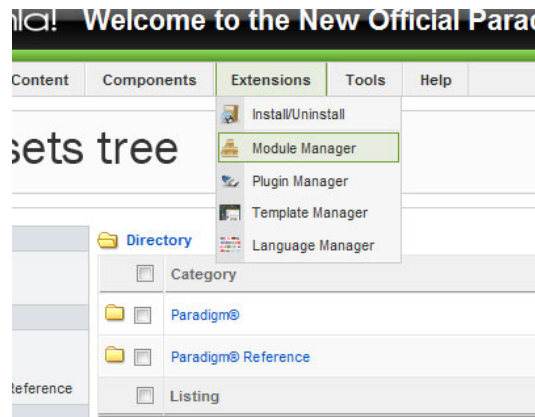
IV. Adding the secondary menu module to articles.

Some pages require a secondary menu. An example would be pages within the Products & Technology section. You need to tell Joomla what secondary menu it needs to display in the right column for any articles in this section.



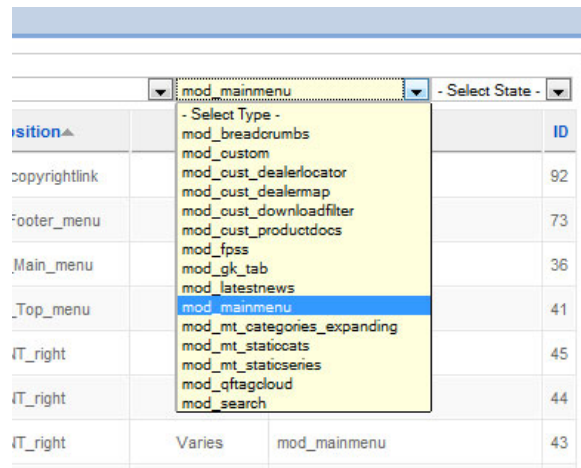
To add a secondary menu to any article use the following steps.

1. Once your article has been created and you have added it to the appropriate menu as described in the Menu Manager section of this document, select Module Manager option from the Extensions dropdown in the Joomla admin area.

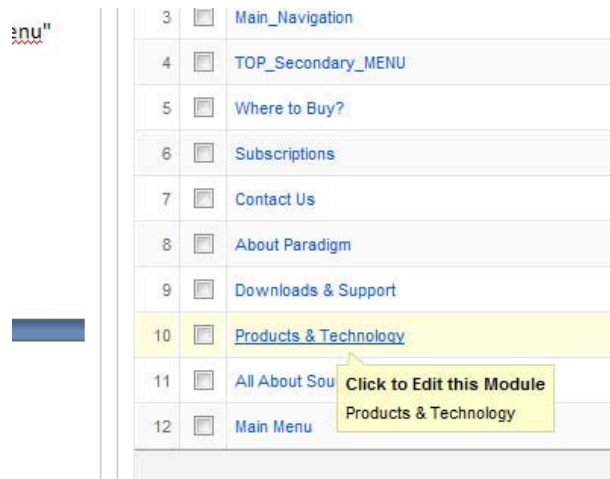


2. You will now need to find the module(secondary menu) to display on your article page. On the right of your screen just above the list of modules you will see four drop menus. These menus are to filter what modules are displayed in the list below. One of these drop boxes is "Select Type", use this menu to select "mod_mainmenu"

Joomla! Training Manual



3. Select the menu module you want to display on your new page, in this case we will use the "Products & Technology" module.



4. You will now see on the lower left of the screen a section titled "Menu Assignment", you will notice a number of options are highlighted; these are the pages on which that module is being displayed. Find your new page hold control + click(CMD + click on MAC) it to highlight it as well. Once you have highlighted your new page click save.

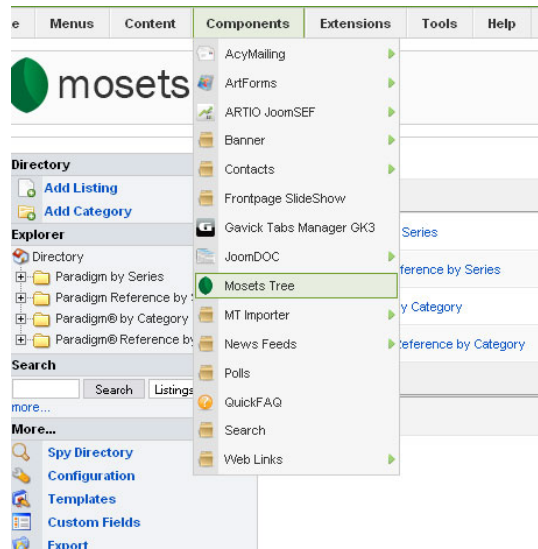
V. Mosets Tree

1. Overview

Mosets Tree is a directory component for Joomla!. You can use Mosets Tree to run a complex Yahoo! style directory directly inside your Joomla website. Mosets Tree is designed to handle any data that requires a directory structure. We are using this component for the products on the Paradigm website.

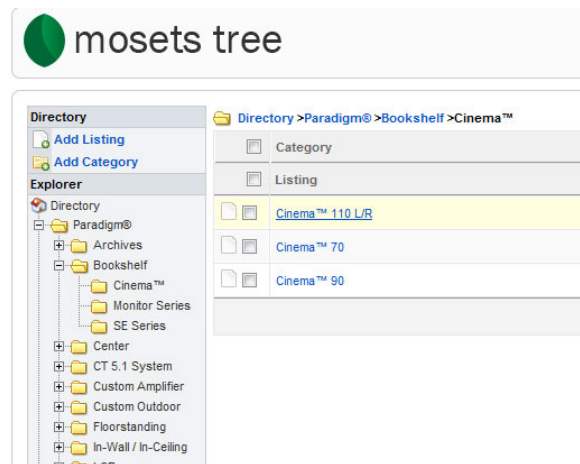
Joomla! Training Manual

To access the Mosets Tree component, look under the Components menu in the top bar of the admin area.



2. Navigating the Products

On the left side of the screen you will see your main directory structure. These folders can be expanded to show their contents. Once you find the directory you are looking for, click it and your products will be displayed on the right side. You can now click them to edit.



3. Creating a new product

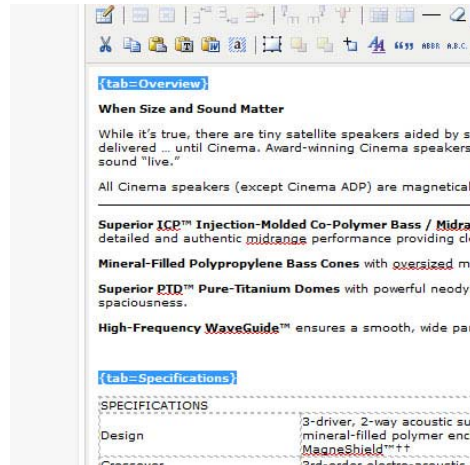
In order to keep the proper table and tab structure you will need to copy an existing product when creating a new one. To do this click the checkbox to the left of the product and then click "copy listing" at the top right of the screen.

Joomla! Training Manual

You can now replace the copied data with your new product information.

4. Working with the tabs

The lower content area is for the tabbed content on your product page. You will see text surrounded by brackets, as seen highlighted below.



It is important to only edit between these tags, if they are removed the tabs will not function on your product page. Do not edit the "Downloads & Support" tab content, this tabs content is loaded dynamically from the JoomDoc component.

VI. JoomDOC

1. Overview

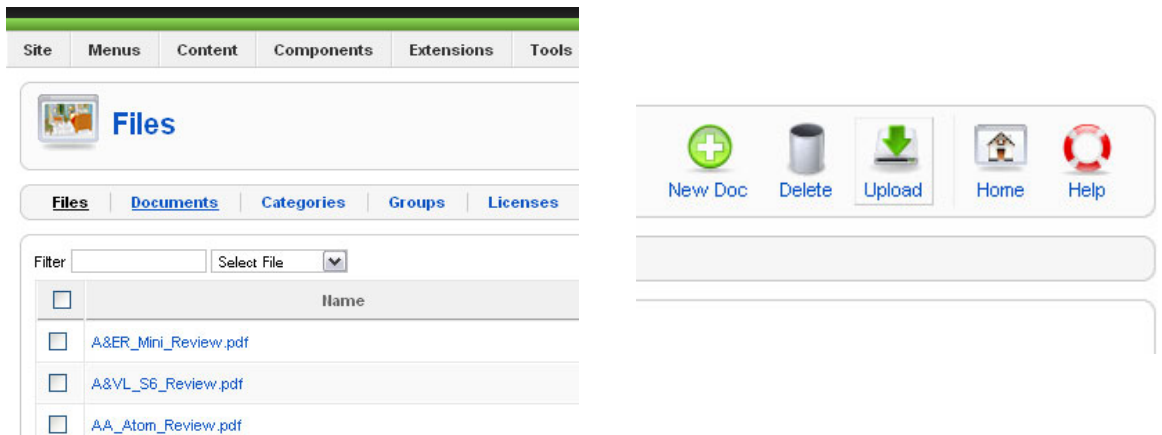
JoomDoc (DocMan 2) is a **document management component** for Joomla! CMS, based on DocMan component. JoomDOC enables creating downloadable documents, associating them with different types of files (e.g. PDFs, text documents, spreadsheets, zip archives, ...) and categorizing them into a hierarchical category structure.

2. Files vs. Documents

Files are the physical files you upload from your computer, while documents are essentially links to those files. When creating a "Document" to display on a product page, you first upload your file then create a document from that file. The document can then be added to the appropriate product category and will automatically display in that products "Downloads &

Joomla! Training Manual

Support” tab. The advantage to this is that you can create multiple documents from the same file. Suppose you have a series of products all using the same manual. You want the document to display on all product pages for that series but want the title to display as “Product Name – User Manual”. To do this you would upload the one file, and create as many documents for this file as you need with the different product names prefixing “user manual”.



3. Upload a File

To upload a file click the upload icon at the top right of the admin area, this will open the upload wizard. Follow the on screen instructions.

4. Create a Document from your new file

There are two ways we can now create a document from our file. When you successfully upload a document you are taken to a screen with three options on it, one of which is “Make a new document entry using file”, click this option. If you left this screen or uploaded multiple documents you will need to use the other method. Click the Files tab at the top left of your screen, find your document in the list and click the checkbox to the left of it, then click the “New Doc” icon at the top right of your screen.

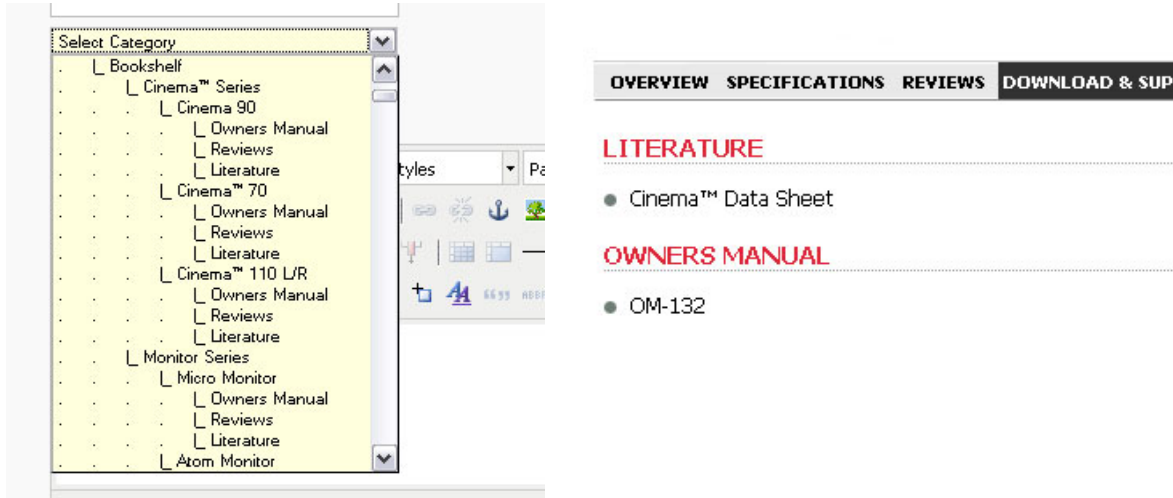
Add your document title and description; you will also want to click the approved & published radio buttons.

5. The Category Dropdown menu

This is how you link your document to a product. In the dropdown you will see every product currently in the Mosets Tree component. Under each document you will see three options,

Joomla! Training Manual

Owner's Manual, Reviews & Literature. These options are displayed as headings in the "Downloads & Support" tab on the product pages. Select the appropriate heading for your new document to be displayed under.



Once you have selected your category you can save your new document.