

Joomla 1.5 Documentation

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Viewing Website Content (Articles)

In the Joomla Administrator click **Content — Article Manager** from the main menu or click the **Article Manager** button (console) to access all articles on the website.

In the Article Manager all pages are listed. Articles can be filtered in a number of ways. To see items by section click the **Select Section drop-down arrow** and choose the section desired. To further narrow down the selection click the **Select Category drop-down arrow** and choose desired category. Articles can also be filtered by **Author**, **State** or by **keyword**. To see the contents of an article in edit mode click on its title in the left column of the page.

Creating an Article

An article is usually associated with a specific page on a website.

To create a new article you need to access the **Article Manager** by going to **Content — Article Manager** on the main menu and then click the **New button** (top right tool bar).

Clicking the New button takes you to **Article: New page**. Before entering content into the editor it's a good idea to give the article a **title**, **title alias** (can be same as title) as well as select the **Section** and **Category** where the article will reside.

The **Parameters** areas on the right side of the editor contain settings that determine its characteristics. In the publishing area you can decide who has access to this item (**public** for everybody, **registered** for registered users or **special** for administrators). Other settings here determine the item's published start date, finish date and owner. For most purposes there won't be a need to configure settings in the **Parameters (Advanced)** or **Metadata Information** areas.

Once content has been entered then you can click the **Save**, **Apply** or **Cancel** button. Clicking the Save button saves the article and takes the administrator back to the Article Manager. Clicking Apply saves the article but keeps the administrator in the Article Editor to make further changes. Clicking Cancel takes the user back to the Article Manager 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. For all intensive purposes the material covered here relates to the editor **WysiwygPro 3**.

To get into edit mode for an article go to **Content — Article Manager** in the main menu. A quick way to find the desired article is to type the first few letters of the article's name in the Filter field (left side), click the **Go** button and the articles with a title containing the entered text will appear. To enter edit mode click on the **name** of the desired article in the **Title Column**.

At the bottom of the editor there are three tabs: **design, source and preview**. All changes can be done in design mode which also is **wysiwyg mode** (what you see is what you get). In this mode you do not have to work with code. If source mode is selected then content can be edited in html code. If preview mode is selected content cannot be edited but it is presented in a similar fashion to what can be viewed in a browser.

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 determine the formatting of content click in a word or image and view the name of the **Styles drop-down** selection box. The name of the style replaces the word Styles.

To format content, for example change a short line of text into a heading, select the text and then click the Styles drop-down arrow. A number of formatting styles will display. Select the desired style, for example, Heading3.

Once editing has been completed you should click one of three buttons (located in the top right toolbar) **Save** (the page is saved and then you are returned to the Article Manager), **Apply** (the page is saved but you can continue to edit the document), or **Close** (the document edits are not saved and you are 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 you will be returned to the Article Manager. Any changes that may have been done are lost. The article remains in locked mode. This means that other administrators will not be able to access that article. To unlock the article you need to access that article in edit mode again and then click **Save** or **Close**.

Once a document is saved it cannot revert back to an earlier version. If there is uncertainty about which version of a document is to be used then it would be prudent to save a copy of a version to be changed. To do this click the **Source** tab at the bottom, select everything (with the mouse or click in the editor and then press **Ctrl-C** on the keyboard to copy- Windows) and then paste it into another editor (**Ctrl-P** to paste into NotePad for example) with the name (article's title). Using NotePad has the advantage of saving **plain text**.

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 should be copied into another simple text editor like NotePad and then copied from there and pasted into the Joomla editor (in design mode).

Text that is pasted into the editor from Notepad into the editor is formatted as one paragraph with line breaks that form spaces between paragraphs. To maintain correct formatting these spaces should be deleted and replaced with true paragraphs by pressing the **Enter** key.

Internal Links

To create a link to another page on the website select the text that will form the link, then click the **Insert/Edit Hyperlink...** button (green sphere with chain link). This opens the Insert/Edit Hyperlink dialog box. By default the “Page on this site” icon/button in the left column is highlighted.

You can select a page in more than one way. By default **Menu Items** mode appears with the text Menu Items in bold. In this mode you can select a page by accessing it from a menu that links to it. The folders represent the menus in the website. You can open a folder by clicking its name or its associated + icon. Opening the folder reveals the linked pages or subfolders containing other pages or subfolders that are in that menu. When you select the desired page the contents of the page appears in the **Preview** pane on the right side.

Another way to select a page is in **Articles** mode. Click the Articles text to enter that mode. In this environment you can see the pages listed in a column. If the page you want to link to is not there you can scroll to the bottom of the list and display other articles by changing the **Display number** or clicking the **pagination buttons**. Another way is to filter the content by section/category or by typing the name of the page in the filter field. Once the page you are looking for appears select it.

To create the link click the **Insert** button at the lower right corner.

Click the **Apply** or **Save** button (top right) in the Article: Edit page to save the new link.

External Links

To create an external link, select the text that will form the link, then click the **Insert/Edit Hyperlink...** button.

When the Insert/Edit Hyperlink Dialog Box appears click the **Web location** button in the left column.

Enter the web address in the **URL:** field. To verify that you have the correct link click the Load preview link located below the Preview pane on the left side or click the green arrow to the right of the URL field.

The **Open in:** field is set to “**Same window**”. This means that when the link you’re creating is clicked the visitor to the site will leave the website. You can change this behaviour by clicking the drop-down button and select “**New Window**”. When a visitor clicks this link a new window will open presenting the external web page.

When satisfied you have the correct web address click the **Insert** button to create the link.

After the external link has been created you may want to format the link as an external link. To do this select the link, click the **Styles drop-down arrow** and select **External**. The external link icon appears.

Click the **Apply** or **Save** button (top right) in the Article: Edit page to save the new 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 (green and orange square button).

By default you will see images in the **Shared Images** folder. 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 selected a preview image appears in the **Details** pane on the right side with information about the image below the preview.

Click the **Options tab** (next to Details) to access other fields that can affect the presentation of the image. The only fields that should be affected are **Screen tip** and **Style**.

It's advisable to enter descriptive text in the Screen tip field. This text is useful for a number of reasons. If a visitor's browser does not or is not able to display images the text will be display in its place. This text can also be read by screen readers, help improve search engine optimization as well as provide a screen tip when moving the cursor over the image on the page.

Click the **Style drop-down** button (at the bottom of the Options page) to determine how the image is to appear. For example Image Left will format the image so that it appears on the left side of the page with surrounding text flowing around it. By selecting **Style** you are allowing the style sheet to format the display of images. This is useful for standardizing the way images appear in the website.

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 and then click the **Styles drop-down** button in the editor toolbar and then select the desired format.

If the image you want to add is not on the web server but rather on your computer, click the **Upload Files** button (green sphere with green up arrow). This will start the process of uploading an image from your computer to web server.

Next click the **Browse...** button. The files and folders on you're computer will be in view. Navigate to and then select the image to be uploaded and then click the **Open** button.

You will see that the path to the image appears in the field next to the **Browse...** button. Then click the **Upload** button. In a few moments the image will be copied to the server. The image will be put in the Shared Images folder unless you have navigated to another folder before commencing the upload process.

Once the image has been placed on a page you can save the change by clicking the **Apply** or **Save** button when in the Article: [Edit] page.

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 **Bullets** button. If the sentences exist in the same paragraph they will form one bullet point.

To separate sentences into more than one bullet point, click the Bullets button again while the text is still selected. This separates the sentences into individual paragraphs. By clicking the Bullets button again the selected paragraphs are converted into separate bullet points.

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

Adding an Article Link 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 you must access the desired Menu item Manager. You can do this by clicking **Menus** in the main menu and then select the desired menu, for example Top Menu. You can also click **Menu — Menu Manager** from the main menu or the **Menu Manager** button on the Control Panel and then click the **Menu Items** button in the row of the menu that the article will be added to.

When in the Menu Item Manger you will see a list of all the menu links. To create a new link click the **New** button in the top right menu bar (green with white plus). The **Menu Item: [New]** page appears. There are many different types of menu items. For articles click the **Articles** link in the Select Menu Item Type area.

After the clicking Article link the Articles section of the menu expands to reveal more article types. For an article click **Article Layout**. To learn about the other link types hover your mouse over the link type for information.

In the Article Layout page enter a Title in the Title field for example, Contact. You can enter an Alias that is the same as the Title.

By default the menu link's Parent Item is Top. It will appear as a top level link that can be a parent to one or more links. If the menu's Parent item is something else then the link becomes a sublevel link. The menu may not reveal the link until its parent item is access first.

To select the article that menu item will link to click the **Select** button next to the Select Article field. After clicking the Select button a dialog box opens. A list of articles appears. You can scroll through the list to find the desired article or use the filters to isolate what you're looking for. Typing part of the title in the Filter field reveals only the articles that contain that text. This is often the most efficient way of finding what you're looking for.

Once you see the desired article click on its **name** in the **Title** column. By clicking on its name you are returned to the **Menu Item** page. You will see the article's name in the Select Article field.

Once you add the link by clicking the **Save** button you are returned to the Menu Item Manager page for the menu you are working with. By default the new menu item link is added as the last item.

It can be reordered by clicking an **up or down green arrow** or changing its **order number** and then clicking the **save icon** in the Order column.

When you visit that page on the website by clicking the menu item link you just added you will see that it does not contain that menu. This still needs to be added to the page.

Adding a Menu to a Page

Menus are a type of Module. To add a menu to a page click **Extensions** — **Module Manager** in the main menu.

This takes you to the **Module Manager** page.

To narrow the list down to menu modules click the **Select Type drop-down** menu and select **mod_mainmenu**.

A new list appears showing only the menu modules. To add a menu to an article click the **name** of the desired menu module in the **Module Name** column. This will take you to the **Module: [Edit]** page.

In the Module: [Edit] page the **Menu Assignment** list contains all the menu items on the website listed by menu. By scrolling through this list you will see some items highlighted in dark blue. These are the items that appear on the menu. Continue to scroll through the list until you find the article or articles you would like to add to the menu. Before clicking on the article/s you must hold down the **Ctrl key**. Keep the Ctrl key held down while selecting and adding the article/s from this list. If you don't then all the items currently on the menu will be deselected.

For each menu it's useful to keep a record of the associated articles. If articles are accidentally deselected then there is a record of what articles belong to a given menu.

Once the Save or Apply button (top right) is clicked the menu will appear on the page/s with the article or articles added.

Adding a Document to the System

The **DOCman** component adds a sophisticated tool set for managing documents in Joomla.

To add a document to the document management system click **Components — DOCman — Files** in the main menu and then click the **Upload** button.

In the Upload wizard the **'Upload a file from your computer'** is selected by default. To continue click the **Next** button.

In the **'Upload wizard - Upload a file from your hard disk'** page click the **Browse...** button to locate the file to upload.

In the **File Upload** dialog box navigate to the folder where the file is located, then select it and then click the **Open** button.

The path to the document will appear in the **'Choose the file to upload:'** field. Click the **Submit** button to upload the document.

Once the document has been uploaded you will be notified.

After the file has been uploaded it needs to be allocated to a category. To do this go to **Components — AutoPopulate for DOCman — Start Assigning Files** in the main menu.

In the **Autopopulate for DOCman** page the uploaded file is highlight. Select the category you would like to the file to go and the click the **Assign Files** button.

At this point you are notified that document has been added to the system.

You can view how documents are organized on your website by accessing the **Documents** page. To see this go to **Components — DOCman — Documents**. In this page all Documents are listed. You can view documents in one category by clicking the **Select Category drop-down arrow** and then select the desired category. The list will change to display documents only in that category.

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 **Name column**. After changing an attribute, for example, its name click the **Apply** or **Save button** (top right menu bar). After clicking Save you are returned to the Documents page. Generally documents are Published and Approved once they are added to a category.

Removing Documents

To remove a document from the website start by going to the Documents page (**Components — Docman — Documents**). In the Documents page select the document you would like to remove and then click the **Delete** button (top right menu bar). The document is removed from the category it belonged to. It becomes an **orphan** document. Orphan documents remain on the website until they are deleted but cannot be accessed from Docman or text links to documents.

To remove an orphan document go to the Files page (**Components — Docman — Files**) To list orphan documents click the **Select File drop-down** button and select **Orphans**. To remove an orphan file click the **check box** next to its **name** on the left side and then click the **Delete** button. You are prompted with a dialog box asking “**Are you sure?**”. Click **OK** to finalize the removal of a document.

Note: Some documents are linked from within articles. If a document is removed from a category the link becomes broken. It’s good practice to keep a record of documents linked from articles and that those links are removed as well when documents are orphaned (removed from a category).

Adding a Document Link to an Article

To link a Document to an article first access the article in edit mode. (see [Editing Content](#)) In the editor select the text that will link to the document. Next click the DOCLink 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. By default the linked text becomes the same as the document name appearing in the Caption field. To keep the linked text the same as what it was the Caption field requires the same text. For files over 50 kB it’s useful for visitors to see the document’s file size.

Click OK to create the link.

Click Save or Apply (top right menu bar) to save the change.

Note: in some instances when a link is created using Internet Explorer the link is repositioned to the top of the article. To fix this select the link, cut it from that position (scissors button), click where the link should be and then click the paste button (clipboard button). This problem does not affect other browsers, for example, Firefox.

Working with Images

The images will you use on your website will either be in a GIF or JPG (also JPEG) format. GIF images are used for logos, line art or simple illustrations. JPG images are used for photographic images. The images you add to pages should not exceed certain image dimensions, for example, a width of 500 pixels, or a given file size, say, 80 kB.

You can use Windows Explorer to access file size and information about image dimensions. To access dimension information 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 and then click OK. Now you should be able to see the image size and dimensions.

[Picasa 3](#) is one of many free and easy to use image editors that can be used to resize images. Once installed and opened you can resize an image by going to File — Export Picture to Folder.

After Export Picture to Folder... is selected the Export to Folder dialog box appears. Enter the number of pixels in the Resize to: field and then click the Browse... button to select the folder that the image will be exported to. The image size is determined by the Image Quality. Often it's sufficient to select Automatic. When the OK button is clicked the image will be exported (a new image created) at smaller file size.