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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.

On 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, 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 to 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. It is used to define the web address for the article page.

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 This includes **Status** (Published, Unpublished, Archived and Trashed), Category, Featured (Yes or No to appear on the home page), **Access** type, Language, Tags Note and Version Note.

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

In the **Publishing Tab** area, there are 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 unless already saved.

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 **Editor**. In this mode, you do not have to work with code. Click the Code tab to edit content using 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 **Format 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 clicking the

Remove Formatting button located on the top row on the right side.

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 2. 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 click 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 version of an article to replace the current one by clicking the check box next to the date of an earlier saved version and then clicking **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 Google Docs, the content can be copied into another simple text editor like NotePad and then copied from there and pasted into the Joomla editor (in design mode).

Internal Links

To create a link to another page in an article select the text that will form the link, then click the **Insert 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 is 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 connect to. Once one of the articles is selected and the **Insert** button is clicked the link is created. A quicker method 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 left toolbar of the page **Articles: Edit.**

External Links

To create an external link, select the text that will form the link, then click the **Insert link** button (horizontal chain link). 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 link 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 to appear then click the **Insert Image** button (top row right side).

After clicking **Insert Image** the **Image Manager** dialog box appears. At the top are 2 tabs. By default, the **Image** tab is open. This tab contains fields that set image parameters. Enter Alternate Text to describe the image. This is required for making images accessible to people with disabilities and helps with search engine optimization.

In the File Browser panel in the lower half of the Image Manager dialog box, you will see images in the default **Root** folder. If you know that the desired image exists in a different folder then navigate to it by clicking that folder and then select the image. 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 right corner) to place the image on the page.

Once the image is inserted on the page you can add a style by clicking next to the image to place the cursor in the same paragraph that the image is and then clicking the **Styles drop-down** button in the toolbar and then select a style.

Instead of finding and inserting an image that has already been uploaded to the website you can upload an image from your computer. To do that click the **Insert Image** button to open the **Image Manager** and then click the **Upload** (middle button above the Details Pane title on the right side). After clicking the Upload button, the **Upload** dialog box appears where you can upload an image. There are two ways methods. One way is to click the **Browse** button to view images in your file manager application, navigate to and then select the image(s) 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) and then click the **Upload** button or click the **Browse** button to add more images to the list. After clicking **Upload** the image or images are uploaded to the website to the open folder. The image title or titles will be bolded and the left checkbox will have a checkmark in it. To Insert the image click on its name and then click the **Insert** button.

Rather than click the Browse button to upload one or more images you can drag and drop images from your file manager directly onto the Upload dialog box. Once the file or files are dropped onto the Upload dialog box, they form a list of files. To upload the image(s), click the **Upload** button and the image(s) will appear in the Image Manager under the **Name** column.

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 a list, first select the lines of text or paragraphs that will form the list. Then click the **Unordered List** button (second row middle of toolbar). By clicking the **Unordered List** button again, the listed items are changed back into individual paragraphs.

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

Adding a Menu Item to a Menu

Once a new article 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 selecting the desired menu, for example, **Main Menu**. In the Control Panel, you can also click **Menu(s)** button from the 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 Item** page appears.

The first field in the **Details tab** (default tab), **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 right of the "Select an Article" field. This brings up the "Select or Change article" dialog box from where you select the article. This dialog box mirrors the way the Articles page works. After clicking the Search Tools button, the article list can be filtered by Status, Category, Access, Author, Language, Tag 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, "Education". If this menu item is to become a submenu item under, for example, Community, then select Community 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 item 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).

When the **Save** button is clicked the **Ordering drop-down menu** becomes active. By default, when you click on the Ordering drop-down menu the new menu item appears at the bottom of the list. To change the order of the new menu item, click the Ordering drop-down menu and select the menu item that will go above the new menu. Click the Save button again to complete that change.

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 go to **System → Control Panel,** and click the **Modules link** under the Structure list. 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 choose **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 the box to the left of one or more of the menu item titles and then click **Save** in the top left toolbar.

Adding a Document to the System

The **DOCman** component adds a powerful toolset for managing documents in Joomla. To add a document to the document management system, click **Components → DOCman → Documents** in the main menu. The Documents 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 **Upload** button.

In the Upload dialog box, you can drag one or more files over the text "Drop files here" from a separate file manager application or click the **Upload** button. Locate and select the file or files to upload and then click the **Open** button. The file or files will upload (there's a blue progress bar that appears during the upload). Once the files(s) are uploaded click the Green Save button. Once saved you'll see a green bar with the text "Documents have been successfully created. Click here (underlined) to close the uploader." When the dialog box goes away you'll see your new document(s) on the right side.

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.

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 and .png improves upon the .gif format. The images you add to pages should not exceed certain image dimensions, for example, a width of 900 pixels, or a given file size of 250 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 online image editors that used for general purposed image processing. If you are new to this consider using Lunapic at https://www.lunapic.com/.