

Joomla 2.5 Notes



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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 (control panel) to access all articles in 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 Category drop-down arrow** and choose the desired category. To further narrow down the selection click on one of the list drop-down arrows, for example the **Select Author drop-down arrow** and choose one of the listed names. Articles can also be filtered by **Status, Access Level, Language** or **keyword**. To see the contents of an article in edit mode click on its title in the Title column of the page.

Creating an Article

An article is usually associated with a specific page on a website. To create a new article 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 Manager: Add New Article** page. In addition to content an article requires a **title**. In addition it will become associated with a **Category**. A new article is automatically given an Alias title (same as Title) or the article creator may assign one.

The areas on the right side of the editor contain settings that determine a number of the article's characteristics. In the **Publishing Options** area there are a number of fields including Created by, Creation Date as well publishing date information. The **Article Options** area allows an administrator to override global article default settings.

There are a number of other main article settings located in the **New Article** panel on the left side. An article status (published or unpublished) can be set as well as access (**public** for everybody, **registered** for registered users, **special** for administrators or other customized access levels). For most purposes there won't be a need to configure settings in the **Configure Edit Screen, Images and links** or **Metadata Options** panels.

Once content has been entered into the editor then you can click the **Save, Save & Close, Save & New** or **Cancel** button in the top right toolbar. Clicking the **Save & Close** button saves the article and takes the administrator back to the Article Manager. Clicking **Save** saves the article but keeps the administrator 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 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. The material covered here relates to the editor JCE.

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 **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 **wysiwyg** (what you see is what you get). In this mode you do not have to work with code. If the text "Toggle Editor" is clicked then content can be edited in 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. For detailed information click the blue question mark button in the bottom toolbar.

There are instances when text formatting is not available through the toolbar buttons. Instead standard predefined styles can be found in the **Paragraph 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 click the **Remove Formatting** button located on the top row to the far right.

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 display. Select the desired style, for example, Heading3. Once editing has been completed the administrator must click one of five buttons: (located in the top right 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 but you will remain on the Article Manager: Edit Article page. If you happen to close the page without clicking Save or any of the other buttons in the top right toolbar, 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 one of the other buttons in the top right toolbar. Once a document is saved it cannot revert back to an earlier version. If there is uncertainty about which version of an article is to be used then it would be prudent to save an copy of it as a text file. One way to do this is click "Toggle Editor" to view content in html format, select everything with the mouse or click in the editor and then press **Ctrl-C** (Windows) or **Command-C** (Mac) on the keyboard to copy. Then paste it into another editor **Ctrl-P** (Windows) or **Command-P** (Mac), for example NotePad because it has the advantage of saving **plain text**. When pasting content into the editor in design mode, some of the formatting from another editor (e.g. Word) is saved as well. This is not a good practice. It's 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, text can be copied

Internal Links

To create a link to another page in an article select the text that will form the link, then click the **Insert/Edit link** button (horizontal chain link). The Link dialog box appears. The types of links that can be created are listed in the Link Browser panel. Typically a link to another page can be done from a Menu item. After clicking **Menu** a tree hierarchy of articles is listed. This list represents articles that have been linked to through one or more menus. Navigate through the list to find the desired article that the link will go to. Once one is selected and the **Insert** button is clicked the link will be created.

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 Link Browser 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. Then click the **Insert** button.

To save the new link click the **Save** button in the top right toolbar of the page **Article Manager: Edit Article**.

External Links

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

After the external link has been created you may want to format the link to indicate that it is an external link. To do this select the link, click the **Styles drop-down arrow** and select **external**. The external link icon will appear next to the link after it is saved.

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 (top row, 3rd from right).

After clicking Insert/Edit Image the **Image Manager** dialog box appears. At the top are 3 tabs. By default the **Image** tab is open. This tab contains fields that set key image parameters. It is considered good practice to enter Alternate Text to describe the image. This is useful for when images are not viewable as well search engine optimization. Settings below the Alternate Text field should be ignored.

In the Advanced Tab there are optional fields for image settings. Text that was entered into the Alternate Text field can also be entered into the Title field. Doing this will display text tips when the mouse hovers over the image in some browsers. Styles can also be applied to images by clicking the drop-down arrow in Class List and selecting the preferred style, for example, image_centered.

In the File Browser panel you will see images in the **Root** folder by default. 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 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 an image is place on the page it can be styled by clicking the **Styles drop-down** button in the toolbar and then select the desired style. If you wish to change a style after it has been applied first click the image and then click the **Remove Formatting** button (top right button). At this point you can add a new style clicking the **Styles drop-down** button in the toolbar and then select another style.

If the image you want to add is not on the web server but rather on your computer, click the **Upload** button (middle button above the Details Pane title). After clicking the Upload button the **Upload** dialog box appears where you can begin the process of uploading an image from your computer to web server. There are two ways of uploading images. One method is to click the **Browse** button. The files and folders on you're computer will be in view through your file manager application. Navigate to and then select the image 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. At this point you can choose to upload the image by clicking the **Upload** button or click the **Browse** button to add more images to the list. After clicking **Upload** the image is transferred to the server and will reside in the open folder. The image title will be bolded which means the it is selected and can be added to a page by clicking the **Insert** button.

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 **Unordered List** button. By clicking the **Unordered Bulleted List** button again the listed items are changed back into individual paragraphs.

Rather than clicking the Unordered Bullets button you can click the **Ordered List** 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 start by accessing a Menu. You can do this by clicking **Menus** in the main menu and then select the desired menu, for example **Global Menu**. You can also click **Menu → Menu Manager** from the main menu or the **Menu Manager** button on the Control Panel and then click one of the Menus names in the Title column. You are then taken to the Menu Manager: New Items page.

To create a new menu item link click the **New** button in the top right menu bar (orange with white plus on left side). The **Menu Manager: New Menu Item** page appears.

The first field in the **Details** panel, **Menu Item Type**, is used to determine the link type. To add an article link click the **Select** button. This brings up the **Select a Menu Item Type**: dialog box. On the right side under the Articles Area click **Single Article**. The text “Single Article” is then entered into the Menu Item Type field. To the right of the Details panel is the **Required Settings** panel. From there choose the article that will be used for creating the menu item. Clicking the **Select/Change** button brings up the Articles dialog box from where you select the article. This dialog box mirrors the way the Article Manager works. The article list can be filtered by Category, Status, or text in the Filter box among other criteria. The article is selected by clicking its title in the Title column after which you are returned to the Menu Manager: new Menu Item page. The title name now appears in the Select Article field.

Next enter a Menu Title, for example, “Board of Directors”. If this menu item is to become a submenu item under, for example, About Us, then select About Us from the Parent drop-down menu. The other default settings for Status: Published, Access: Public and other settings can be left at their default settings. To create the menu link click the **Save** button (to save settings but remain in the menu Manager: New Menu Item page), click **Save & Close** (you will be returned to the Menu Manager: Menu Items page) **Save & New** (the menu link will be saved and you remain in Menu Manger: New Menu Item page to create a new menu link) or **Cancel** (the link is not saved and you will be returned to the Menu Manager: Menu Items page).

After saving the menu item the example menu item, “Board of Directors”, is listed as the last menu item as a submenu link under About Us. The order can be changed in the Menu Manager by clicking an arrow button in the Ordering column or by changing the order number and then clicking the save disk icon to the right of the Ordering Title at the top of the column.

At this point if you click the new menu item link, or, in this example “Board of Directors” on the website, you will go to a page but the menu will not be there. To make sure that menu is on the page you must add the new link to it’s corresponding Menu Module.

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 or click the Module Manager quick icon button in the Control Panel. 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 **Menu**. A new list appears showing only menu modules. To add the menu to one or more pages click the check box to the left of the menu item title(s) in the **Menu Assignment Panel** and then click **Save** in the top right tool bar.

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 **'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 **'File Name'** field. Click the **Open** button to upload the document. Once the document has been uploaded you will be notified. At this point the document needs to be allocated to a category. To do this go to **Components → DOCman Populate**. In the **DOCman - Populate** page the uploaded file is highlight in the Files list. Select the category you would like to the file to go and then click the **Import** button (top right).

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 **Save or Apply 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 by clicking the checkbox to the left of its name 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 on pages.

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. 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 the Caption field the name that is added may need to be edited. For files over 250 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 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 are used for photographic images. PNG improves upon the GIF format. The images you add to pages should not exceed certain image dimensions, for example, a width of 500 pixels, or a given file size, for example, 100 kB. You can use a File Management Application such as Windows Explorer to access file size and image dimension information. 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.

Picasa 3.9 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 opening it (double clicking a thumbnail image) and then 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 to set the image's width and then click the **Browse...** button to select the folder that the image will be exported to. The image size in kilobytes 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.