

WEBSITEDESIGN.co.ZA

Joomla 3.1

Manual

For email & hosting support contact: hosting@websitedesign.co.za

For additional updates or SEO's contact: sales@websitedesign.co.za

LOGIN TO JOOMLA!

1. Go to: "www.your-domain-name.co.za/administrator/"

How to you change your password for login

1. Hover over Users
2. Click on User Manager
3. Click on the Username you want to edit
4. Then fill in your password twice

TIP: we recommend that you use characters and numbers and symbols in your password to ensure maximum security.

5. When done, click on "Save & Close"

How to create a new user for your website

1. Hover over Users
2. Click on User Manager
3. Click on the "New" button (top right)

4. Then you need to fill in the name, the login username, password twice and then fill in their email address

TIP: we recommend that you use characters and numbers and symbols in your password to ensure maximum security.

5. Scroll down to "Assigned User Groups", click inside the checkbox "Administrator" and untick "Registered" if not unticked.

6. When done, click on "Save & Close"

How to delete a user for your website

1. Hover over Users

2. Click on User Manager

3. Click in the checkbox of the user you would like to delete

4. Then click on "Delete" (top right)

How to Edit Content - "Article"

1. Hover over Content

2. Click on Article Manager

3. Click on the Article you would like to edit

4. Then edit your text

TIP: we recommend that you when you copy text from another source, that you first copy the text into "Notepad" and then paste the text in your Article editor.

5. When done, click on "Save & Close"

How to Add Content - "Article"

1. Hover over Content

2. Click on Article Manager

3. Click on "New" (top right)

4. Fill in the Title

5. Insert your content

6. When done, click on "Save & Close"

7. Now you need to link this article with a menu item: Hover over Menus

8. Click on "Main Menu"

9. Click on the menu Item you would like to link it to

10. On the right there will be a column "Required Settings"

11. Click on "Select / Change"

12. Click on the Article you would like to link it to

13. When done, click on "Save & Close"

How to Delete Content - "Article"

1. Hover over Content
2. Click on Article Manager
3. Click inside the checkbox of the Article you would like to delete
4. Click on "Trash" (top right)

OR

1. To disable the article, click inside the checkbox of the Article you would like to disable
2. Click on "Unpublish" (top right)

How to manage images on your website

1. Hover over Content
2. Click on Media Manager
3. Under "Media Folders", click on the "articles" folder
4. Click on the "browse" button (bottom) to select images from your computer
5. Once selected, click on "Start Upload"

TIP: We recommend that you do not upload images that exceeds 2MB, as images makes a website slower to load.

How to add pictures to your Article

1. Go to your article (see previous steps)
2. Once article opened, go to under the text editor and click on "image" button
3. Click on the "articles" folder
4. Click on the image you would like to insert
5. Click on "Insert"
13. When all images added, click on "Save & Close"

How to Manage your Top slideshow

1. Hover over content then media manager.
2. In the media manager please select the slider folder and upload your image into that folder.
3. Hover over extensions then module manager.
4. Select top slideshow and on the page that follows on your right hand you will see the image paths called e.g: images/slider/your_image_name.jpg
"dimensions 920 x 280", change the image names to your image name.

For more advanced options on how to add extra menu items, images to the slideshow or gallery, and the contact form please contact your sales agent for assistance.

FOR MORE ON MANAGING YOUR WEBSITE: [go here](#)