

Joomla! Manual

1. Access Site:5min

Go to website:

www.WEBSITENAME.co.za

(to access the admin panel of your website go to: www.WEBSITENAME.co.za/administrator, and use your login details to access)

2. Update & Manage Gallery:

2.1 Add and delete pictures: (as much as you prefer, note that too many pictures will make website slow)

Click on Media Manager

On the left side, click on oziogallery2 (all the current images will display)

To delete a picture: click on the "x", or to delete many at the same time: check the images that you would like to delete, and click on "delete" (top right corner)

To add a picture: click on "browse" at the bottom of page, and select the image from your computer (already renamed in order and resized), then click on "Start upload".

(Unfortunately this can only be done one by one)

2.2 If Gallery images don't display on website (Reset XML):

Hover over the "Menus" tab at the top

Click on "Main Menu*"

Click on "GALLERY"

In the right side-bar at the very top, click on "Reset XML"

A pop-up will display, wait till the message says " XML folder cooliris correctly emptied"

Then click on the "X" to close the pop-up

Then at the top right, click on Save.

(This resets the gallery)

3. Edit & Manage Content on website:

3.1 Hover over Content, Article Manager and click on the page/article that you would like to edit. Add your text

3.2 To add pictures & ads:

Hover over Site and Click on Media Manager

On the left side, click on stories (all the current images will display)

To delete a picture: click on the "x", or to delete many at the same time: check the images that you would like to delete, and click on "delete" (top right corner)

To add a picture: click on "browse" at the bottom of page, and select the image from your computer, then click on "Start upload". (Unfortunately this can only be done one by one)

Hover over Content, click on Article Manager and click on the page/article that you would like to edit.

Click on the "Insert/Edit Image" button, wait for pop-up.

The images that you just uploaded will display in the middle-bar, click on the image you would like to insert and click "Insert"

On the top right, click on "Save"

4.To edit e-mail address where form of website gets mailed to:

Hover over Components, Click on CK Forms

Click on Form

Click on E-mail

Replace the current e-mail address (info@pinklillievents.co.za) with the e-mail address you prefer (Note that both fields, " Mail FROM:" & " Mail TO:" need to be the same e-mail address

Click on Save

5.How to add fields to your form:

Hover over Components, Click on CK Forms

Click your form name

Click on Fields (top right)

Click on New (top right)

Name field : type in the name of the field all small caps and no spaces
(eg. contactnumber)

Label field : type in your name of the field like you would like it to display
(eg. Contact Number:)

Published field : select yes

Type field : Select the type of field you want
(eg. Text)

Required : If you require your clients to fill in the field tick the box

Text Type : select the type of content to be filled in (eg. Number)

Click on Save (top right)

Repeat this for each field you would like to insert.