

JOOMLA 2.5 MANUAL

WEBSITEDESIGN.CO.ZA

All information presented in the document has been acquired from <http://docs.joomla.org> to assist you with your website

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WEBSITEDESIGN.CO.ZA

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BACK TO BASICS

This Manual will provide simple step by step instructions on how to do contextual and imagery changes to your website.

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INTRODUCTION TO THE GETTING STARTED SERIES

Joomla! is introduced using detailed 'hands-on' instructions about adding, altering and manipulating content. At the same time, general points about Joomla! are made which are intended to help people to learn more and do more. As the tasks require more background knowledge, so there are fewer hands-on instructions and more general pointers to the extensive documentation available for Joomla!

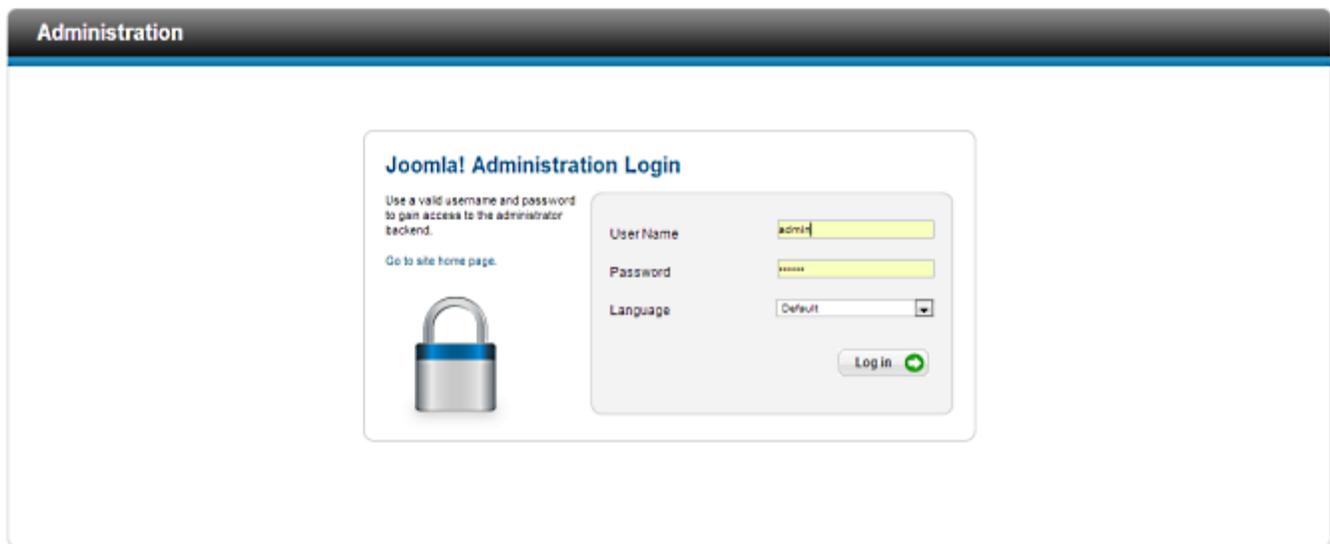
USER MANAGEMENT

Logging in or out of the Administrator back-end

You can only log in to the Administrator interface if you have administration or back-end privileges. The Administrator interface (application) can be reached by appending the word `administrator` to the URL of your site. For example, if you usually access your web site on:

`http://www.example.com/`

→ then go to `http://www.example.com/administrator` to access the Administrator panel



- Enter your username and password into the relevant fields. If required, select your preferred language from the drop-down list.
- Now click the **Log in** button and if you are logged in successfully you should see the Administrator control panel screen which looks similar to this:

The screenshot shows the Joomla! Administration interface. At the top, there is a navigation bar with the Joomla! logo and the word 'Administration'. Below this, there are tabs for 'Site', 'Users', 'Menus', 'Content', 'Components', 'Extensions', and 'Help'. In the top right corner, there are statistics: '0 Visitors', '1 Admin', '0', 'View Site', and 'Log out'. The main content area is divided into two columns. The left column contains 'Quick Icons' for various management tasks like 'Add New Article', 'Article Manager', 'Category Manager', 'Media Manager', 'Menu Manager', 'User Manager', 'Module Manager', 'Extension Manager', 'Language Manager', 'Global Configuration', 'Template Manager', 'Edit Profile', 'Joomla! is up-to-date', and 'All extensions are up-to-date'. The right column features the 'RSFirewall! Cpanel Module' with a status overview table and a system log table.

Alert level	Date of event	User IP	User Id	Username	Page	Description
high	19.06.2014 08:43:32	105.237.48.131	0		/administrator/index.php	There was an unsuccessful attempt to login into the backend section of your website using a known

- To log out of the Administrator back-end, locate the **Logout** link in the top-right corner of the Administrator screen.



Logging out will return you to the Administrator login screen. If the **Logout** link is greyed out and nothing happens when you click on it, then you are probably in a screen where you have some resource locked for your exclusive use. Click the **Cancel** toolbar button first to release the resource, then click on the **Logout** link.

Adding, deleting or editing a user

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
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"

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

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)

CONTENT MANAGEMENT

Adding a new article

New articles can be added using either the Add Article button or the Article Manager Screen in the Administrator back-end.

1. Log in to the Administrator back-end. To learn how to do this read: [Logging in or out of the Administrator back-end](#).
2. Either:
 - Click on the *Add New Article* button in the main Control Panel to open the New Article screen or,
 - Click the **Content** → **Article Manager** → **New Article** menu item to go to the Article Manager. Then click the *New* toolbar button.
3. The New Article screen contains options for categorizing and naming the article, editing content and selecting parameters.
 - Enter a title in the Title field. This is used when the article title is displayed.
 - Enter an alias in the Alias field. The alias is used to refer to the title and is important for the Search Engine Friendly Address features in Joomla!. If you do not enter anything, Joomla! will generate it for you.
 - Choose whether the article is published or not using the *Published* drop down menu.

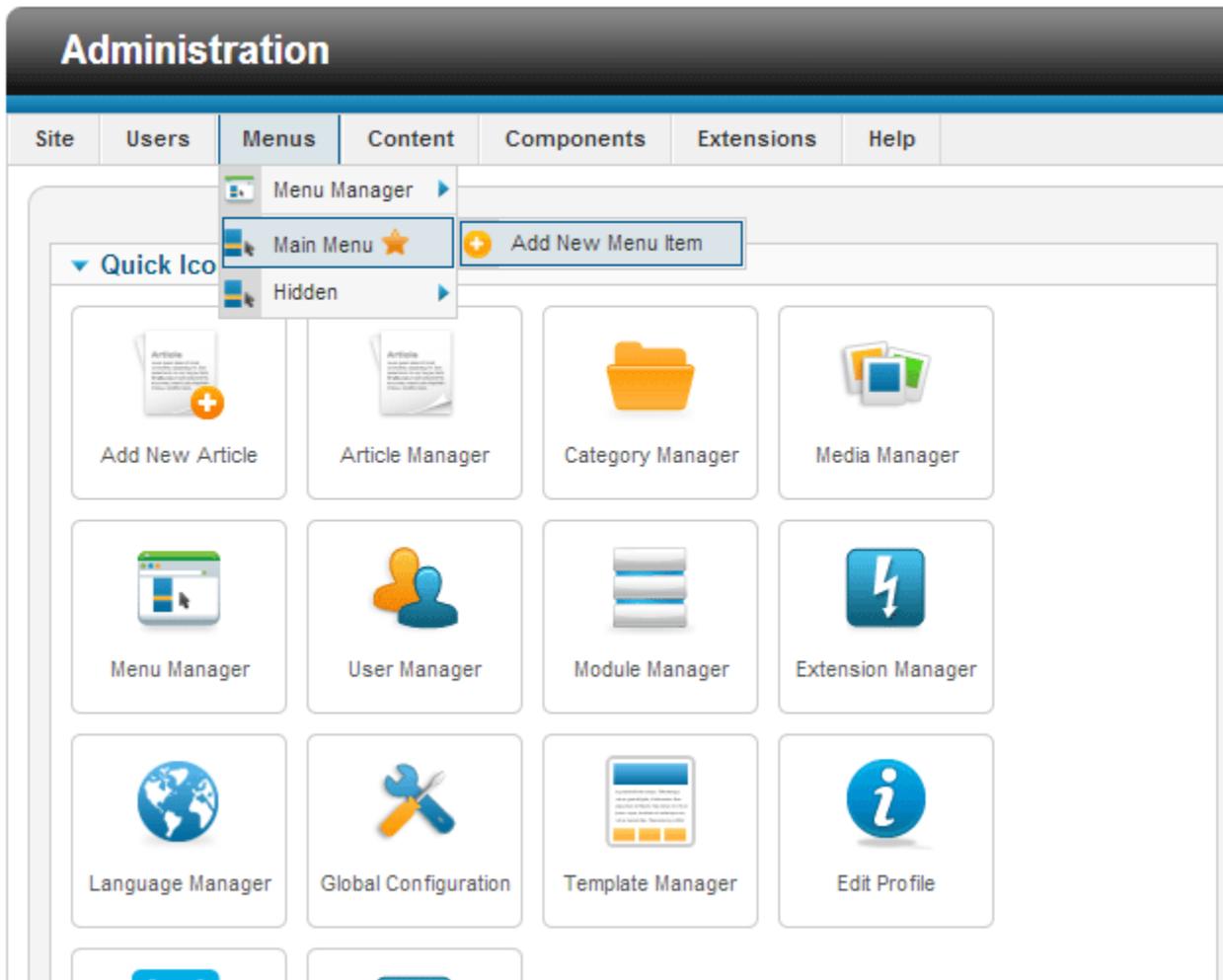
The screenshot displays the Joomla! Article Manager interface for adding a new article. The title bar reads "Article Manager: Add New Article" and includes a toolbar with "Save", "Save & Close", "Save & New", "Cancel", and "Help" buttons. The main content area is divided into two columns. The left column, titled "New Article", contains fields for Title, Alias, Category (set to "Uncategorised"), Status (set to "Published"), Access (set to "Public"), Permissions (with a "Set Permissions" button), Featured (set to "No"), Language (set to "All"), and ID (set to "0"). Below these fields is a rich text editor with a toolbar showing various editing options. The right column, titled "Publishing Options", includes fields for "Created by" (with a "Select a User" button), "Created by alias", "Created Date", "Start Publishing", and "Finish Publishing" (all with date pickers). Below this are expandable sections for "Article Options", "Configure Edit Screen", and "Metadata Options".

4. Now enter your content using the editor in the New Article screen. **(Tip = First copy content into Notepad to strip styling)**
5. You may also choose Parameters for the article. Click on each section to view the parameters and change the settings to suit your requirements.
6. Click the **Save** toolbar button to save your article.
 - The **Save & Close** toolbar button will save your changes and return you to the Article Manager screen.
 - The **Save** button will save your changes but leave you in the Article Edit screen.
7. You should see a blue message: Successfully saved changes to Article: *article_title*.
 - If you have not completed the Article Title, Section or Category fields, you will see an error message indicating this.

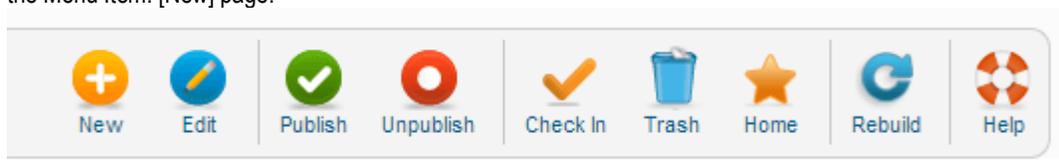
Adding a menu item which points to an Article

TUTORIAL

If you are not currently logged in to the administration panel, you will need to do so. If you are already logged in, you do not need to complete this step.



1. Open a new browser window and type in the URL, which will be similar to http://www.your_site_name_here.com/administrator
2. Within the site administration panel, select **Menus** from the menu bar in the upper left corner. From the drop-down list, choose the menu you wish to work with. The menu can be Main Menu, available by default, or any other menu. This will open the Menu Item Manager page.
3. From the row of actions in the upper-right corner, select **New** (represented by the yellow icon with the plus sign). This will open the Menu Item: [New] page.



4. From the list titled "Select Menu Item Type," choose **Articles** (You'll find Articles under the Internal Link).

Administration

Site Users Menus Content

Menu Manager: N

Details

Menu Item Type *
Menu Title *
Alias
Note
Link
Status
Access
Menu Location *
Parent Item
Ordering
Target Window

Ordering will

Select a Menu Item Type:

Admiror Gallery

- Image Manager
- Gallery Layout

Articles

- Archived Articles
- Single Article
- List All Categories
- Category Blog
- Category List
- Featured Articles
- Create Article

Users Manager

- Login Form
- User Profile
- Edit User Profile
- Registration Form
- Username Reminder Request
- Password Reset

ZOO

Contacts

- List All Contact Categories
- List Contacts in a Category
- Single Contact
- Featured Contacts

Smart Search

- Search

Newsfeeds

- List All News Feed Categories
- List News Feeds in a Category
- Single News Feed

Search

- Search Form or Search Results

Weblinks

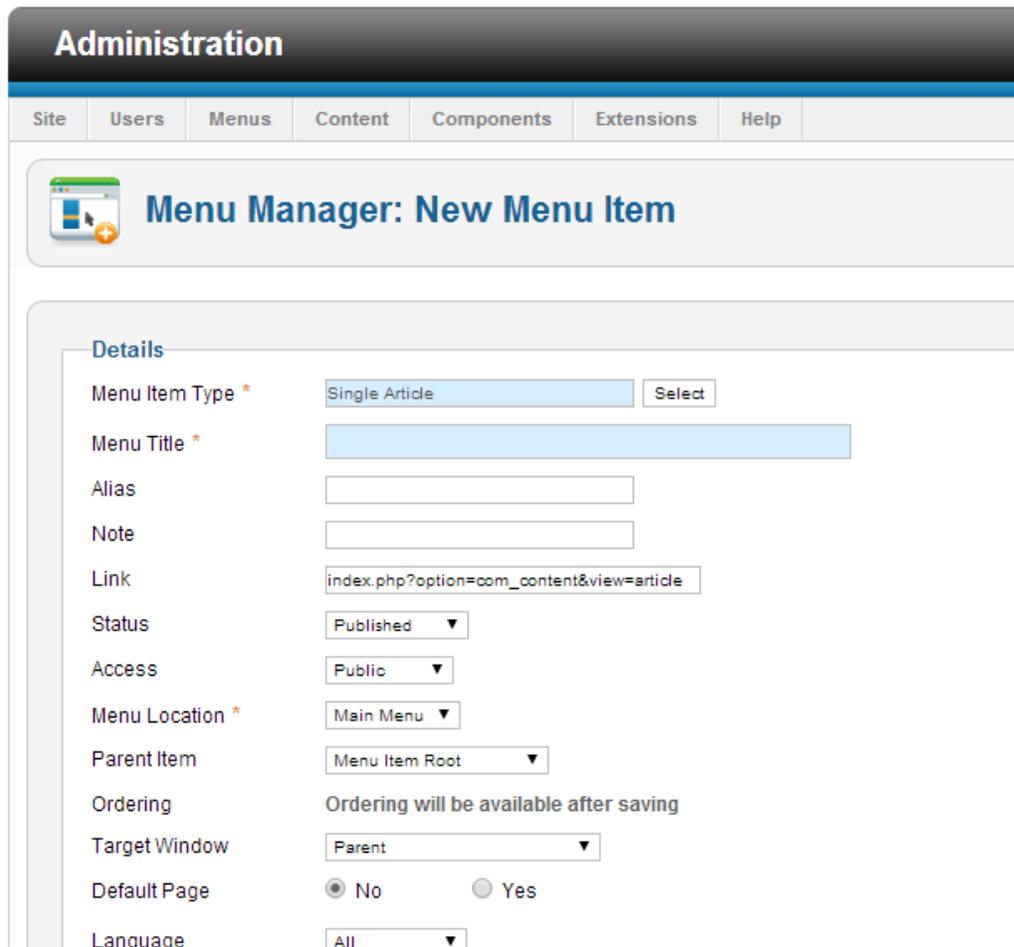
- List All Web Link Categories
- List Web Links in a Category
- Submit a Web Link

Wrapper

- Iframe Wrapper

mad4joomla

5. Choose **Single Article** in the previously expanded Articles section.



The screenshot shows the Joomla! Administration interface. At the top is a navigation bar with tabs for Site, Users, Menus, Content, Components, Extensions, and Help. Below this is a header for the 'Menu Manager: New Menu Item' form. The form is titled 'Details' and contains the following fields:

- Menu Item Type ***: A dropdown menu with 'Single Article' selected and a 'Select' button.
- Menu Title ***: A text input field.
- Alias**: A text input field.
- Note**: A text input field.
- Link**: A text input field containing 'index.php?option=com_content&view=article'.
- Status**: A dropdown menu with 'Published' selected.
- Access**: A dropdown menu with 'Public' selected.
- Menu Location ***: A dropdown menu with 'Main Menu' selected.
- Parent Item**: A dropdown menu with 'Menu Item Root' selected.
- Ordering**: A text label indicating 'Ordering will be available after saving'.
- Target Window**: A dropdown menu with 'Parent' selected.
- Default Page**: Radio buttons for 'No' (selected) and 'Yes'.
- Language**: A dropdown menu with 'All' selected.

6. We are getting really close. Hold on! On the new page fill in the different fields like this:

Menu Item Details

- **Title**
This will be the text displayed for the newly added menu item. For this particular case let's use the word **Documentation**.
- **Alias**
Leave blank
- **Menu Location**
This should already be set to Main Menu (or the menu you have previously chosen). Here you have the possibility to move the item to another menu if you wish. This field is quite useful when you decide to change the item location later.
- **Parent Item**
Here you can specify where to place the new menu item. You can make it a top item or a sub-item of an already existing item. We will choose **Top**.

- **Status**

If you wish your new item to be shown on your site, set this to **Published**. If you would like to remove this menu item from the site, simply set this to Unpublished. It will *not* delete the item but will make it invisible to your visitors.

- **Access**

This option will specify who will be able to see this new menu item:

- *Public* - All visitors (**Normally this will be Public**)
- *Registered* - Registered users only
- *Special* - users assigned to any group besides "Registered"

- **Target Window**

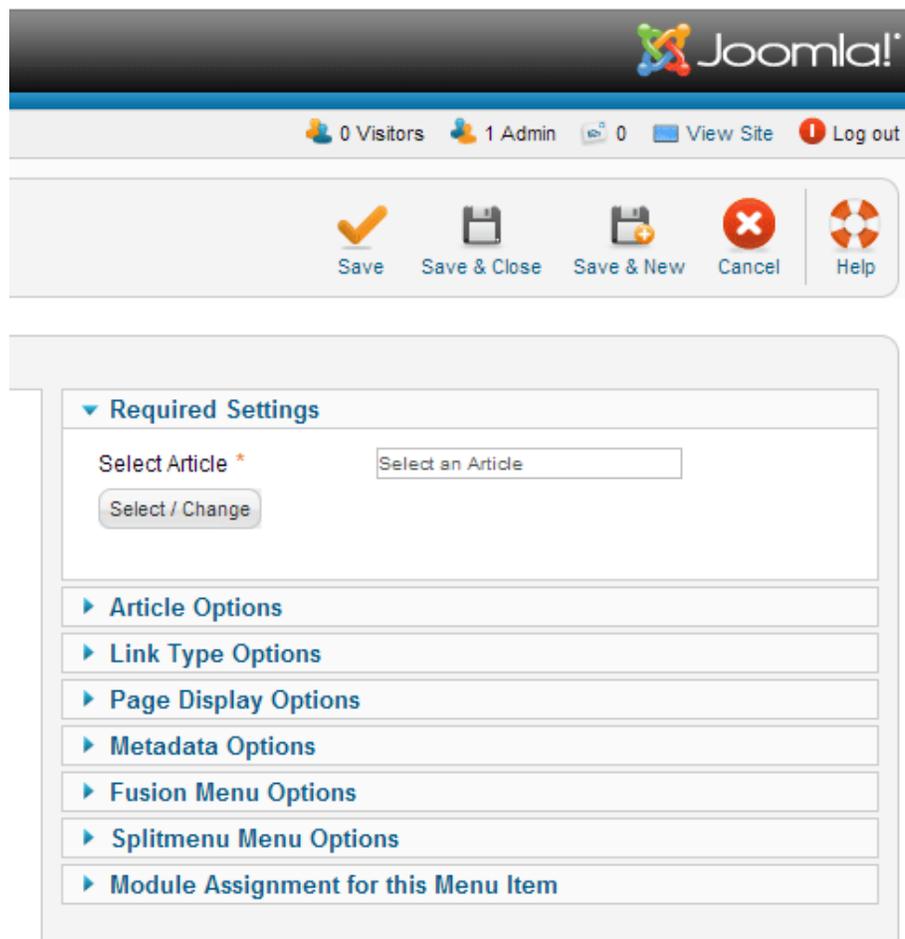
Here you can specify how to open the article. It can be the same browser window (Parent Window with Browser Navigation), a new browser window (New Window with Browser navigation) or a pop-up window (New Window without Browser Navigation)

7. Now, let's get to the right side of this page...

- **Required Settings**

The most important part in this section is the Parameters (Basic) setting. Here you can specify the article that will be opened when the user clicks the newly created menu item.

- For this press the **Select/Change** button below the *Select Article* input box.



- In the pop-up window, select *an article* from the list of articles by clicking on the article name.

Title	Access	Category	Language	Date	ID
About	Public	Uncategorised	All	2014-03-26	60
Accreditation	Public	Uncategorised	All	2014-03-18	57
Awards	Public	Uncategorised	All	2014-03-24	58
BEE	Public	Uncategorised	All	2014-03-24	64
Company	Public	Uncategorised	All	2014-03-18	56
Courses	Public	Uncategorised	All	2014-03-24	59
Enrollment	Public	Uncategorised	All	2014-03-26	63
Gallery	Public	Uncategorised	All	2014-03-26	62
Home	Public	Uncategorised	All	2013-01-16	29
Individual	Public	Uncategorised	All	2014-03-26	61
June Special	Public	Uncategorised	All	2014-03-24	67
Related Pages	Public	Uncategorised	All	2014-06-18	68
Specials	Public	Uncategorised	All	2014-03-24	65
X Mas Specials	Public	Uncategorised	All	2014-03-18	66

Please note that you can choose any of the existing articles at this point.

- **Article Options**

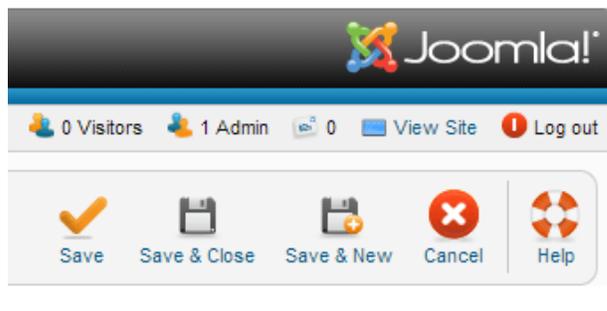
Here you will find different options to help you customize the way your article will be displayed. Normally, you won't need to change anything in this section. If you decide to explore it, you will find good help in the tool tips that appear when you move your mouse over the labels (Show Unauthorized Links, etc.)

- **Page Display Options**

This section will let you customize the way the page containing the article will be displayed.

- **Browser Page Title** - If this parameter is left blank, Joomla! will generate a Page Title automatically. This can be used to over-ride the page title set in the article. Don't forget that page titles are one of the most important points when it comes to search engine optimization (SEO)! Use them wisely.
- **Show Page Heading** - display (Yes) or not (No) the page heading set in the following parameter
- **Page Heading** - this lets you choose a heading for the page.
- **Page Class** - this allows you to generate unique CSS classes for this page. This comes in useful when you would like to change the look of the page to differentiate it from the rest of the site. If you don't need this, simply leave the field empty.

8. Once you are done, click the **Save** button in the upper-right corner.



This will save the new item and place it as the last element (or sub-element, in case of sub-menu items) in the menu. You can use the green arrows in the Order column to change the item position within the menu.

9. Now, get back to the front-end and refresh the page.

Inserting a heading into an Article

To insert a heading into an Article:

1. Open the Article for editing either by:
 - Click the **Content > Article Manager** menu item to go to the *Article Manager*, select the Article and click the *Edit* toolbar button.
 - Click the *Add New Article* button in the Control Panel.
 - If logged in to the Front-end, you have appropriate permissions and are viewing the Article you wish to edit: Click the *Edit* toolbar button.
2. Write the heading text in the desired location using the editor.
3. Click (and optionally highlight) the heading text.
4. Select **Heading 1** from the *--Format--* drop down editor toolbar field.
 - The primary heading level is 1 but you may choose between 1-6.
 - To revert to normal paragraph text choose **Paragraph**.

Note: The style of the heading is determined by styles defined in the site template. In order to create well structured articles it is considered important to use headings primarily for organising documents rather than for style and presentation.

Inserting a list into an Article

Ordered and unordered lists are common ways of presenting information. To add a list to an article:

1. Open the Article for editing either by:
 - Click the **Content > Article Manager** menu item to go to the *Article Manager*, select the Article and click the *Edit* toolbar button.
 - Clicking the *Add New Article* button in the Control Panel.
 - If logged in to the Front-end, you have appropriate permissions and are viewing the Article you wish to edit: Click the *Edit* toolbar button.
2. Place the cursor at the position in the article where you want to insert a list.
3. Choose either the *Ordered list* or *Unordered list* editor toolbar button.
 - The default ordered list begins with the numeral *1*. and the unordered list starts with a bullet point.
4. Enter the text for each line of the list.
5. Type enter to create a new line and number/bullet.
6. Type enter twice to finish the list or start a new line and click the *Ordered List* or *Unordered List* editor toolbar button.

Note the following:

- Change the list type part way through by clicking the alternate button.

- If you create a new ordered list later in your article, the numbering will restart from 1.
- Use the *Indent* and *Outdent* editor toolbar buttons to create child lists. You may change the type of the child list by clicking the alternate button.

Inserting a table into an Article

A table may be inserted into an Article as follows:

1. Open the Article for editing either by:
 - Click the **Content > Article Manager** menu item to go to the Article Manager, select the Article and click the *Edit* toolbar button.
 - Clicking the *Add New Article* button in the Control Panel.
 - If logged in to the Front-end, you have appropriate permissions and are viewing the Article you wish to edit: Click the *Edit* toolbar button.
2. Locate the position in the Article editor where you want to insert a table with the cursor.
3. Click the *Inserts a new table* editor toolbar button. The *Insert/Modify table* screen opens.
4. Select the number of rows and columns and other parameters according to your requirements.
5. Click the *Insert* button.
 - Clicking the *Cancel* button closes the *Insert/Modify table* screen.
6. A blank table will be inserted. Type content into individual cells by clicking in a cell and typing.

Modifying a table in an Article

Tables are a very important way of presenting information and data within Articles. The following describes how to modify the basic elements of tables within an Article. For more information about inserting a table in an article please read: [Inserting a table into an Article](#).

1. Open the Article for editing either by:
 - Click the **Content > Article Manager** menu item to go to the *Article Manager*, select the Article and click the *Edit* toolbar button.
 - Clicking the *Add New Article* button in the Control Panel.
 - If logged in to the Front-end, you have appropriate permissions and are viewing the Article you wish to edit: Click the *Edit* toolbar button.
2. Locate the table you wish to modify and follow the instructions below as required.

Insert a new row

- Select a cell in a row above or below where you wish to insert a new row.
- Click the *Insert row before* or *Insert row after* editor toolbar button.

Delete a row

- Select a cell in the row you wish to delete.
- Click the *Delete row* editor toolbar button.

Insert a new column

- Select a cell in a column adjacent to where you wish to create a new column.
- Click the *Insert column before* or *Insert column after* editor toolbar button.

Delete a column

- Select a cell in the column you wish to delete.
- Click the *Remove column* editor toolbar button.

Merge a range of cells

- Click and highlight a range of cells you wish to merge. This can be done vertically or horizontally.
- Click the *Merge table cells* editor toolbar button.

Split merged cells

- You may only split previously merged cells. This is different from most word processing applications and is because of the structure of HTML tables.
- Click the cell you wish to split.
- Click the *Split merged table cells* editor toolbar button.

Note: When a cell is split it will return to the format it was in before being merged. For example: a 3 row, 3 column table contains a merged cell spanning 3 columns, when this merged cell is split it will return to 3 cells

Inserting a link to another website into an Article

A link to another website (hyperlink) may be inserted in an Article as follows:

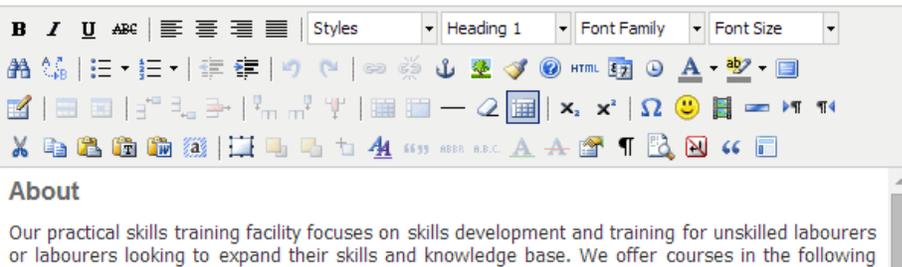
1. Open the Article for editing either by:
 - Click the **Content > Article Manager** menu item to go to the *Article Manager*, select the Article and click the *Edit* toolbar button.
 - Click the *Add New Article* button in the Control Panel.
 - If logged in to the Front-end, you have appropriate permissions and are viewing the Article you wish to edit: Click the *Edit* toolbar button.

Article Manager: Edit Article

Edit Article

Title *	<input type="text" value="About"/>
Alias	<input type="text" value="about"/>
Category *	<input type="text" value="- Uncategorized"/>
Status	<input type="text" value="Published"/>
Access	<input type="text" value="Public"/>
Permissions	<input type="button" value="Set Permissions"/>
Featured	<input type="text" value="No"/>
Language	<input type="text" value="All"/>
ID	60

Article Text



The screenshot shows the Joomla! WYSIWYG editor toolbar with various icons for text formatting, alignment, and insertion. Below the toolbar, the article text is displayed, starting with the word "About" in a larger font size. The text reads: "Our practical skills training facility focuses on skills development and training for unskilled labourers or labourers looking to expand their skills and knowledge base. We offer courses in the following".

2. Locate and highlight the text or image you want to use as the link.
3. Click the *Insert/edit link* editor toolbar button. The *Insert/edit link* screen opens.
4. There are 4 tabs in the *Insert/edit link* screen. The main parameters that should be set are in the *General* tab.
 - **Link URL:** The full URL (Uniform Resource Locator) of the target website, for example <http://www.joomla.org>.
 - **Target:** Defines how the link will open. This is used as the **target** attribute in HTML.
 - **Title:** A name for the link. This is used as the **title** attribute in HTML and is necessary to ensure accessibility.
 - **Class:** Choose a style class for the link if required. This is used as the **class** attribute in HTML.
5. Click the *Insert* button to create the link. The *Insert/edit link* screen will close and the link will be displayed in the article text.
 - Unless there are specific CSS styles in place the default style is underlined blue text.
 - Clicking the *Cancel* button closes the screen without inserting a link.

Removing a link from an Article

A link (or hyperlink) may be removed from an Article as follows:

1. Open the Article for editing either by:
 - Click the **Content > Article Manager** menu item to go to the *Article Manager*, select the Article and click the *Edit* toolbar button.
 - Clicking the *Add New Article* button in the Control Panel.

- If logged in to the Front-end, you have appropriate permissions and are viewing the Article you wish to edit: Click the *Edit* toolbar button.
2. Locate and click on the link you wish to remove using the article editor.
 3. Click the *Unlink* editor toolbar button. The link will be removed.

Removing email, print or PDF icons from an Article

To remove the email, print or PDF icons from an Article:

1. Open the Article for editing either by:
 - Click the **Content > Article Manager** menu item. Once in the *Article Manager*, click on the article name to edit or tick the box next to the article and click the *Edit* toolbar button.
 - Clicking the *Add New Article* button in the Control Panel.
 - If logged in to the Front-end, you have appropriate permissions and are viewing the Article you wish to edit: Click the *Edit* button.
2. Click on the *Parameters - Advanced* pane in the Parameters section of the Edit Article screen.
3. Locate the *Print Icon*, *E-mail Icon* and *PDF Icon* drop down fields in the Parameter list and change the values to *Hide* as required.
 - **Use Global:** Uses the setting in the Article Parameter Global configuration.
 - **Hide:** Hides the icon or text and overrides the global configuration for the current Article only.
 - **Show:** Displays the icon or text and overrides the global configuration for the current Article only.
4. Click the *Save* or *Apply* toolbar button to save the Article.

Editing the sp accordion (FAQ)

Adding new questions:

1. You will be creating a new article for each question. (please ensure that you create the articles in the order you want them to display)
2. The title of the article is the question that will be displayed and the content of the article is the answer to the question.
3. When creating a new article ensure that you select the correct category for the article. (In this case the category will be FAQs)

When you are finished creating the new articles please check the frontend. The new questions should be displaying now.

If you want to change the ordering of the questions: (Please do not edit anything here if it is not necessary as you can overwrite previous settings that was done by the developer)

1. Extensions and click on Modules.
2. Click on SP Accordion module.
3. Edit settings here and save.

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.

How to Manage your Contact Form



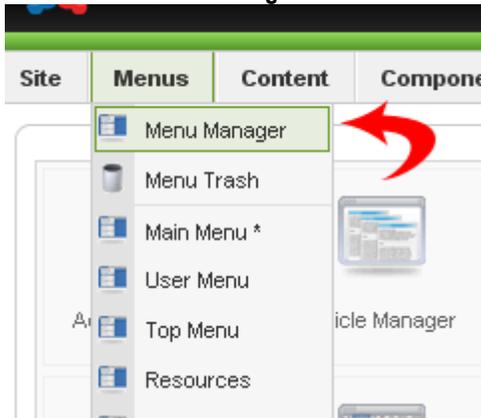
1. Hover over Components, hover over
2. Under All Forms select the contact form.
3. On the page that follows under email enter your email address.

MENU MANAGEMENT

Adding a new menu

TUTORIAL

1. Log in to the Joomla! Administrator Back-end.
2. Click **Menus > Menu Manager** on the toolbar menu. The Menu Manager screen opens.



3. Click the **New** toolbar button. The New/Edit Menu screen opens.



4. Complete the fields as required:

A screenshot of the Joomla! administrator interface showing the 'Menu Manager: Add Menu' form. The form is titled 'Menu Manager: Add Menu' and is located under the 'Administration' header. The form has three input fields: 'Title *', 'Menu type *', and 'Description'. The 'Title *' field is currently empty. The 'Menu type *' field has a dropdown menu with a blue border. The 'Description' field is also empty. The form is set against a light gray background.

- **Title:** A proper title for the menu. This is used to identify the menu the Menu Manager in the backend.
 - **Menu Type:** This will be the published title or name which displays in the front-end (if you tick yes to "show title" in the Module Details when editing the module via the Module Manager). This will only be displayed when creating a new menu. However it can be edited in the Module Manager in the back-end after the module has been created. If left blank, a module will not be created and you will not be able to show this menu in the Front-end.
 - **Description:** A description of the menu, useful for your own reference.
5. Click the **Save** toolbar button to create the new menu.



- To leave without saving click the **Cancel** toolbar button.

You can now add new items to the newly created menu.

note: All new menus default to *disabled* when first created.

Changing the order of items in a menu

1. Log into the Joomla! Administrator Back-end
2. Hover mouse over Menu
3. Select the Menu Set that the menu item is in that you wish to change order.

	Title	Status	Ordering	Access	Menu Item Type	Home	Language	ID
<input type="checkbox"/>	Home (Alias: home)	<input checked="" type="checkbox"/>	<input type="button" value="1"/>	Public	Articles » Single Article	<input checked="" type="checkbox"/>	All	101
<input type="checkbox"/>	About (Alias: about)	<input checked="" type="checkbox"/>	<input type="button" value="2"/>	Public	Articles » Single Article	<input type="checkbox"/>	All	488
<input type="checkbox"/>	└ BEE (Alias: bee)	<input checked="" type="checkbox"/>	<input type="button" value="1"/>	Public	Articles » Single Article	<input type="checkbox"/>	All	489
<input type="checkbox"/>	└ Awards (Alias: awards)	<input checked="" type="checkbox"/>	<input type="button" value="2"/>	Public	Articles » Single Article	<input type="checkbox"/>	All	490
<input type="checkbox"/>	└ Accreditation (Alias: accreditation)	<input checked="" type="checkbox"/>	<input type="button" value="3"/>	Public	Articles » Single Article	<input type="checkbox"/>	All	491

4. Once inside the Menu Set, i.e. My main*, menu order can be changed via the up/down blue arrows or by actually typing the sort number.

- Alternatively, you can also go into the Menu Item and change order there in the Ordering section.

The screenshot displays the Joomla! Menu Manager interface for editing a menu item. The 'Details' section on the left contains the following fields:

- Menu Item Type: Single Article (with a 'Select' button)
- Menu Title: Home
- Alias: home
- Note: (empty)
- Link: index.php?option=com_content&view=article&li
- Status: Published
- Access: Public
- Menu Location: Main Menu
- Parent Item: Menu Item Root
- Ordering: Home
- Target Window: Parent
- Default Page: No Yes
- Language: All
- Template Style: rt_enigma - Home
- ID: 101

The right-hand side features a 'Required Settings' section with a 'Select Article' dropdown menu showing 'Home' and a 'Select / Change' button. Below this are several expandable sections, each with a blue arrow icon:

- Article Options
- Link Type Options
- Page Display Options
- Metadata Options
- Fusion Menu Options
- Splitmenu Menu Options
- Module Assignment for this Menu Item

IMAGE MANAGEMENT

Adding images

- Upload Using Media Manager

The simplest way to add images is to upload them from your computer using the Media Manager. First, of course, you have to download the image onto your computer and be able to find it. Then, from the Control Panel (back-end administrative interface) navigate to Content > Media Manager.

On the left is a directory tree, with the root directory "Media". This corresponds to the default "images" directory, yoursite/joomla/images. Pick a subdirectory where you want the image located, or else do nothing to upload the image to the default images directory.

At the bottom of the page is a typical Upload box. Click "Browse" to locate the image on your computer, then "Upload" to upload the file to the server.

Adding an image to an article

Images are added to articles using the *Editor Buttons* below the content editor window in the Edit Article screen. Note: It is possible to insert images using the editor in Joomla!. However, this feature provides a simple way of inserting images stored in the *images/stories* directory of Joomla!

- Open the Article for editing either by:
 - Click the **Content > Article Manager** menu item to go to the *Article Manager*, select the Article and click the *Edit* toolbar button.
 - Clicking the *Add New Article* button in the Control Panel.
 - If logged in to the Front-end, you have appropriate permissions and are viewing the Article you wish to edit: Click the *Edit* toolbar button.

Article Manager: Edit Article

Edit Article

Title *

Alias

Category *

Status

Access

Permissions

Featured

Language

ID 57

Article Text

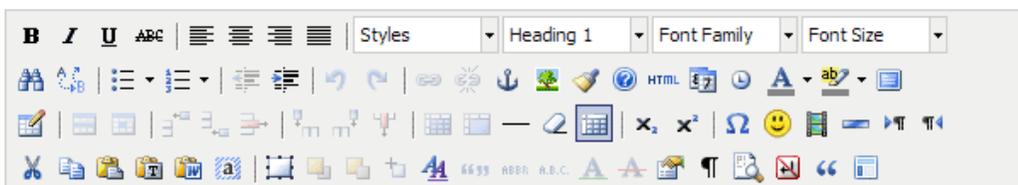


Accreditation

We are a proud member of APPETD (Association of Private Providers of Education Training and Development) and we only do short and are exempt to register at department of Higher Education. "Intuitions that offer short courses, non NQF Programmes or parts of qualification, are not affected by registration in terms of the FETY Colleges act,2006"

After Trade Test Preparation you will do your Trade Test at Indlela (Olifantsfontein) and receive your full qualification from the Department of Higher Education.

2. Choose where you would like your image placed in the flow of the text by moving the cursor and click the Image editor button at the bottom of the screen.



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Path: h1 Words: 101

Admiror Gallery RokBox Page Break

RokCandy Macros Toggle editor

3. The Insert Image screen will open over the top of the Edit Article screen. Choose an image by clicking on it.
 - You may also move directory by clicking on the folder icons.
 - Use the drop down *Directory* field to quickly select a directory and click the *Up* button to go up a directory level.
4. Set the image properties as required:
 - **Image Description:** This becomes the **alt** attribute for the image, an important feature for accessibility and compliance with web standards.
 - **Image Title:** Used for the optional caption and also becomes the **title** attribute in HTML.
 - **Align:** Sets the image alignment. If left blank the align attribute is not set.
 - **Caption:** Enables the caption which displays the Image Title below the image.
5. Click the *Insert* button to insert the image. The Insert Image screen will close and the image will be displayed in the editor.
 - Click the *Cancel* button to leave the Insert Image screen.

Uploading images using the Insert Image screen

You may also upload new images using the Upload section of the Insert Image screen.

1. Click the Browse button to open a file browser.
2. Select the image files you wish to upload. Click Open in the file browser to confirm the selection. Note: The file browser style and layout depends on the browser and operating system you are using.
 - To remove selected files before uploading click the red icon next to the listed files.
 - If you are uploading multiple files in batches you can clear the list of completed files by clicking the *Clear Completed* button.
3. The selected file(s) appear as a list at the bottom of the Insert Image screen. Click *Start Upload* to begin uploading files.
 - When the upload is complete a green tick will appear next to the file.
4. You may now select and insert the uploaded image as before.

GALLERY MANAGEMENT

How to Manage your Admiror Gallery

Hover over Components then Admiror Gallery then click on Control Panel.

TO ADD IMAGES:

1. Click on Image Manager.
2. Select the Gallery folder by clicking on the folder.
3. Click on Browse and select the images you want to upload (max 10MB per upload)
4. Click Apply top right corner of the page.

DELETE/REMOVE IMAGES:

1. Click on Image Manager.
2. Select the Gallery folder by clicking on the folder.
3. Tick the tick box of the image/images you want to delete (below the image next to a spanner you will see a tick box)
4. Go to the drop down section just above the images. Next to the spanner icon it will read 'Operation With Selected Items:' . Click on the drop down arrow and select delete.

5. Click Apply top right corner of the page.

How to Manage your AccordianGallery

TO ADD IMAGES

1. Hover over Components, hover over accordion-gallery-component and click on multi-upload
2. Select your Category from the dropdown
3. Click on Browse, select the image/(s) from your computer, click open and wait for the green queue upload to finish
4. Click on Close

DELETE/REMOVE IMAGES:

1. Hover over Components, hover over accordion-gallery-component and click on pictures
2. Tick the photo/(s) in the tickbox on the left that you would like to delete, and click on Delete (top right)

CREATE CATEGORY

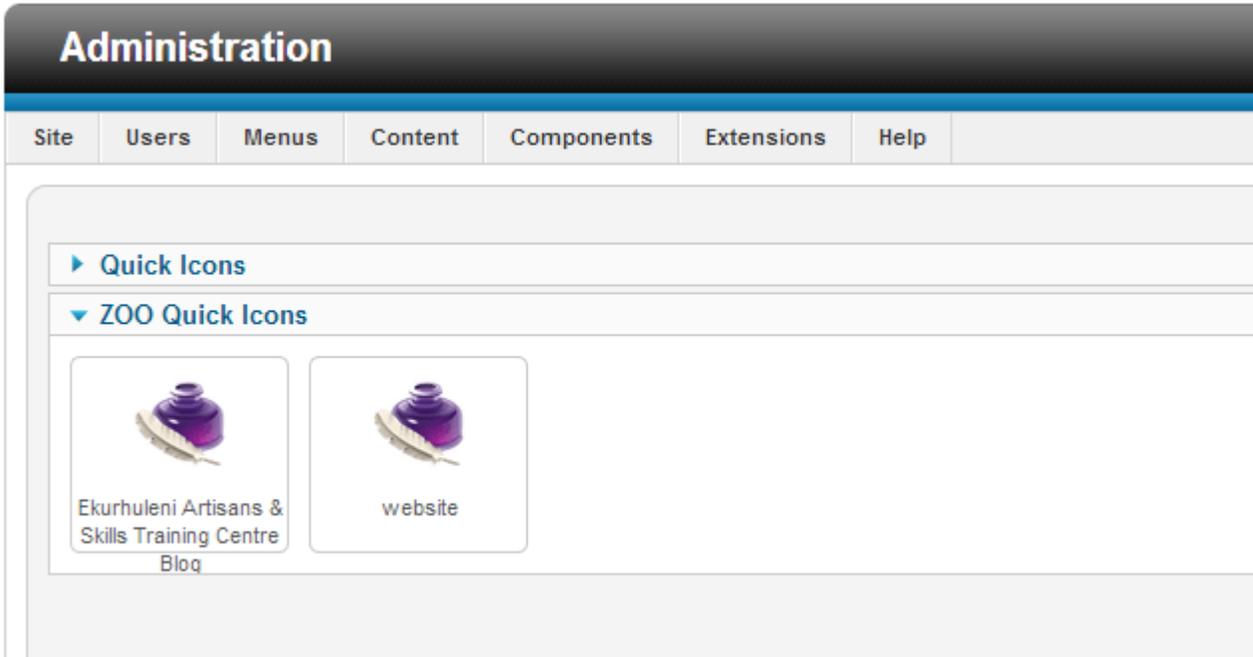
1. Hover over Components, hover over accordion-gallery-component and click on categories
2. Click on New (top right), Type in the name of the category (or copy the hex code from other category)
3. Click on Save & Close (top right)

EDIT CATEGORY

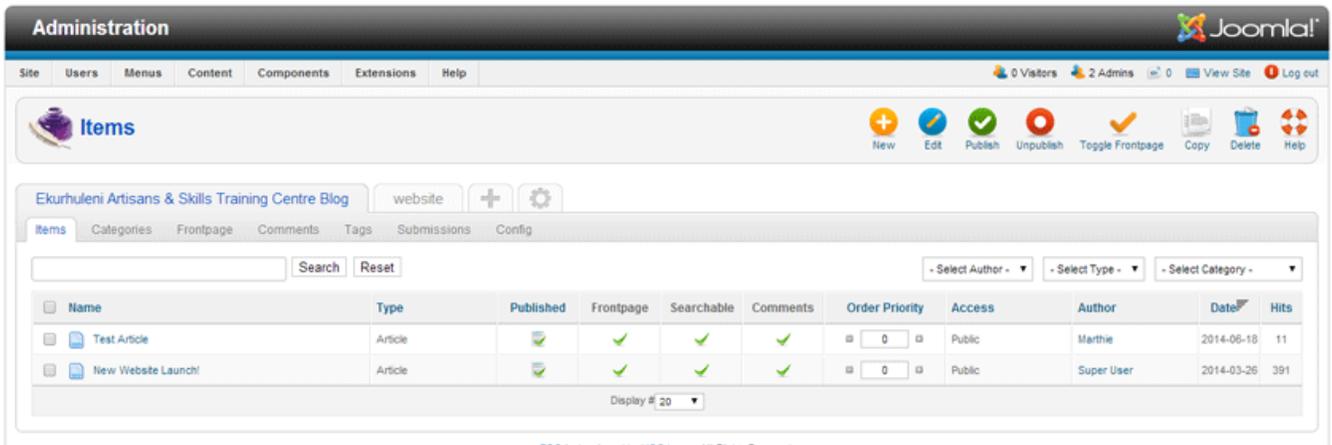
1. Hover over Components, hover over accordion-gallery-component and click on categories
2. Click on the name of the gallery which you would like to edit
3. Change name and color
4. Click on Save & Close

MANAGING YOUR BLOG

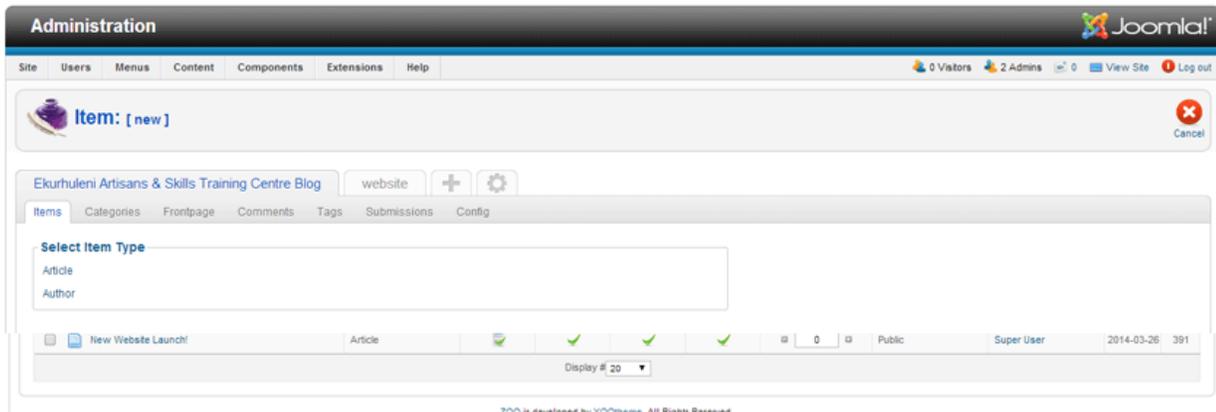
On the main page scroll down to ZOO Quick Icons and click on Blog.



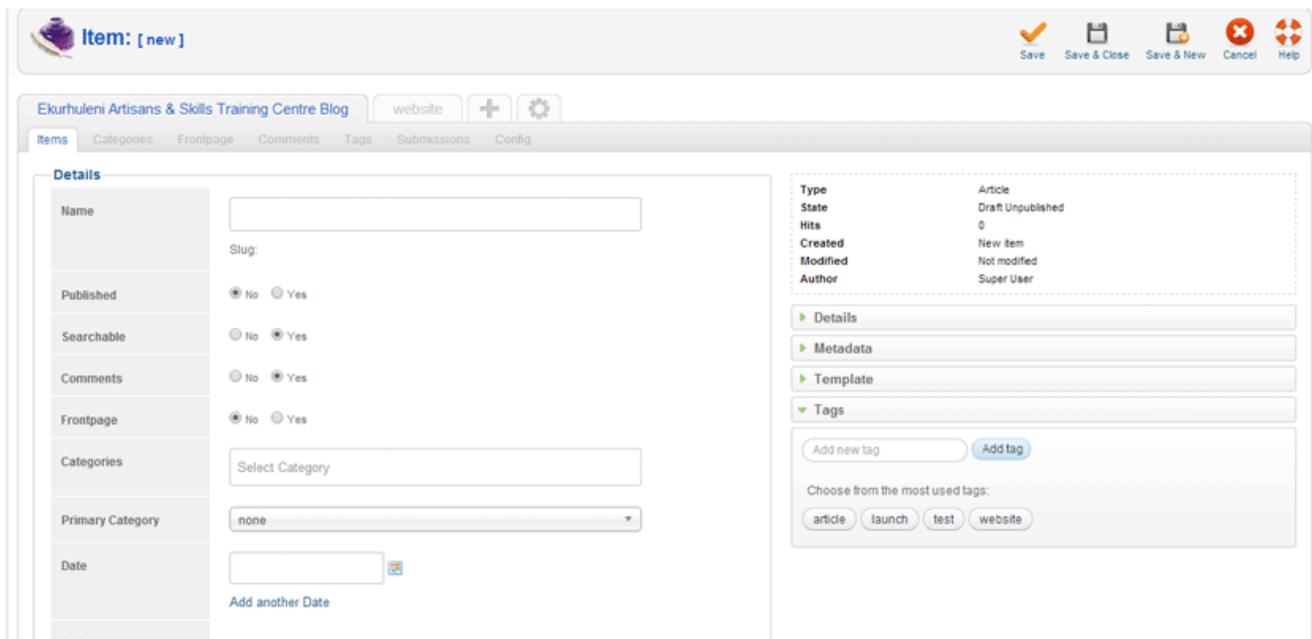
Click the New button to add a new item to the Blog.



Select whether you would like to add a new Author or a new Article.



Adding a new article will take you to the following screen:



THE BASIC OPTIONS FOR THE BLOG ARTICLE:

Name: Article name here.

Published: Select 'Yes' if you would like this to be live on your website.

Searchable: Select 'Yes' if you would like Google to index it.

Comments: Select whether comments are allowed for this article.

Frontpage: Select 'Yes' if you want this article to appear on the front page.

Categories: Select the different categories the article falls into.

Primary Category: Select the primary category that your article falls into.

Date: Date of article creation.

Author: The articles' author.

Subtitle: Secondary title for your article.

Teaser Text: Summary of the article to attract users to view full text.

Text: The articles text.

Teaser Image: Image shown with teaser text.

Image: Image shown with the article.

Media: Upload or link to video or audio content.

Related Articles: Articles that have a similar topic.

External Related Articles: Articles with a related topic from another website.

Social Buttons: Whether you allow this article to be instantly shared on social media with the click of an icon.

ON THE RIGHT HAND SIDE OF THE SCREEN ARE MORE OPTIONS FOR YOUR BLOG ARTICLE:

The screenshot shows a web interface for managing a blog article. It features a 'Details' section with several fields and buttons. The 'Created by' field is set to 'Super User' with a 'Select User' button. The 'Author's Alias' field is empty. The 'Access' field is set to 'Public'. The 'Created Date', 'Start Publishing', and 'Finish Publishing' fields are all set to '2014-06-20 14:43:37', with 'Never' for 'Finish Publishing'. There are also 'Metadata' and 'Template' sections below.

Details	
Created by	Super User <input type="button" value="Select User"/>
Author's Alias	<input type="text"/>
Access	Public ▼
Created Date	2014-06-20 14:43:37 <input type="button" value="Calendar"/>
Start Publishing	2014-06-20 14:43:37 <input type="button" value="Calendar"/>
Finish Publishing	Never <input type="button" value="Calendar"/>
▶ Metadata	
▶ Template	

Details: Details about who created the article and when it is published, and when/if it should be unpublished.

▼ Metadata

Title	<input type="text"/>
Meta Description	<input type="text"/>
Meta Keywords	<input type="text"/>
Robots	<input type="text"/>
Author	<input type="text"/>

▶ Template

▶ Tags

Meta Data: This is where you enter details to make your article easier to find with Google.

▶ Details

▶ Metadata

▶ Template

▼ Tags

Choose from the most used tags:

Tags: These are similar to Twitters #Tags and can be added to make the Article to enhance its searchablility based on specific keywords.

THE BASIC OPTIONS FOR THE BLOG CATEGORIES:

The screenshot shows the Joomla! Administration interface. At the top, there's a navigation bar with 'Administration' and the Joomla! logo. Below it, a menu bar includes 'Site', 'Users', 'Menus', 'Content', 'Components', 'Extensions', and 'Help'. A status bar indicates '0 Visitors', '1 Admin', '0' items, 'View Site', and 'Log out'. The main content area is titled 'Categories' and features a toolbar with icons for 'New', 'Edit', 'Publish', 'Unpublish', 'Copy', 'Delete', 'Reorder', and 'Help'. Below the toolbar, there's a breadcrumb trail: 'Ekurhuleni Artisans & Skills Training Centre Blog' > 'website' > '+'. A sub-menu bar includes 'Items', 'Categories', 'Frontpage', 'Comments', 'Tags', 'Submissions', and 'Config'. A table lists categories:

Name	Items	Published
Company News	0	✓
New Website Launch	2	✓

At the bottom, it says 'ZOO is developed by YOOfame. All Rights Reserved.' and 'Joomla! 2.5.22'. A footer note states 'Joomla!® is free software released under the GNU General Public License.'

Click the New button to add a new category to the Blog.

The screenshot shows the Joomla! Administration interface for creating a new category. The title is 'Category: [new]'. The toolbar includes 'Save', 'Save & Close', 'Save & New', 'Cancel', and 'Help'. The breadcrumb trail is 'Ekurhuleni Artisans & Skills Training Centre Blog' > 'website' > '+'. The sub-menu bar includes 'Items', 'Categories', 'Frontpage', 'Comments', 'Tags', 'Submissions', and 'Config'. The form is divided into several sections:

- Details:** Includes fields for 'Name', 'Slug', 'Published' (radio buttons for 'no' and 'yes'), 'Parent Category' (dropdown menu set to 'Root'), and 'Description' (WYSIWYG editor).
- Content:** Includes fields for 'Sub Headline', 'Image' (with a 'Select Image' button), and 'width' and 'height' input fields.
- Config:** A section for configuration options.
- Template:** A section for template selection.
- Metadata:** A section for metadata.

At the bottom, there are several plugins: 'Admror Gallery', 'RokBox', 'Image', 'RokCandy Macros', 'RokGallery', and a 'Toggle editor' button.

Name: Add a category name

Published: Whether the category will be online or offline.

Parent Category: The category that the new category falls under (Blog). Leave as root if there is no parent category.

Description: Add a description to your category.

Content:

- Sub Headline: Set a category sub-title
- Image: Set a category image.
- Width: Set the image width.
- Height: Set the image height.

Metadata: SEO (Search Engine Optimisation) Settings

▶ Content	
▶ Config	
▶ Template	
▼ Metadata	
Title	<input type="text"/>
Meta Description	<input type="text"/>
Meta Keywords	<input type="text"/>
Robots	<input type="text"/>
Author	<input type="text"/>

- Title: Add category title.
- Meta Description: Add category description.
- Meta Keywords: Add category keywords.
- Robots: Instructions for indexing robots (advanced).
- Author: Add the category's author.

ADDITIONAL INFORMATION

Information

All information presented in the document has been acquired from <http://docs.joomla.org> to assist you with your website.

If you need any additional help please do not hesitate to contact from <http://docs.joomla.org> if you need any advance changes to the website our you would like to update to look and feel, please email (sales@websitedesign.co.za) or call 086 111 5596 www.websitedesign.co.za so that we can assist you with a quote.