

Joomla Overview Instructions


Simple Management Techniques

Login into Joomla

To login into the system for editing, locate the login screen. Typically this will be located at:

[Http://www.yourdomainname.extension/administration/](http://www.yourdomainname.extension/administration/)

If this is not accurate for your setup, you will be given the correct location for your installation of Joomla.



The image shows the Joomla! Administration Login interface. At the top, there is a Joomla! logo. Below it, the title "Joomla! Administration Login" is displayed in blue. A message states: "Use a valid username and password to gain access to the Administrator Back-end." Below this message is a link: "Return to site Home Page". To the left of the login form is a large padlock icon. The login form itself contains three input fields: "Username" with the value "admin", "Password" with masked characters "*****", and "Language" with a dropdown menu set to "Default". A "Login" button with a green arrow is positioned to the right of the "Language" field. At the bottom of the page, a footer line reads: "Joomla! is Free Software released under the GNU/GPL License."

For the administration of Joomla, the default user is “admin”. This user has complete access to all functions of the system.

We do NOT recommend that you access the “Modules/Templates” option as this controls the existing look and feel of the website. Making changes inside this area could significantly alter the design layout that you have already approved.

As a part of the administration functionality, additional system users can be setup. Users can be given different access levels, restricting them from all administration functions. For example, a user could be setup with the ability to ONLY edit an article. Another user could be added with the ability to create, edit and delete an article. These users can be added at any time.

Article Management:

The majority of the web pages in the website are managed through the Articles menu option. Within this management section for Articles, articles can be added, edited or deleted. Articles are classified by categories and also by 'tags'. Both of these are included as a part of the SEO considerations for your website.

Articles can contain images, links to other websites or links to videos. Articles must be 'published' before they can be seen on your website. Articles must be tied to a menu item in order to be selected by the website visitor. (For uploading of images, see the section on 'IMAGES'. For information on menus, see the section entitled "MENUS".) The option to select a list of ARTICLES can be found under the CONTENT section of the manager.

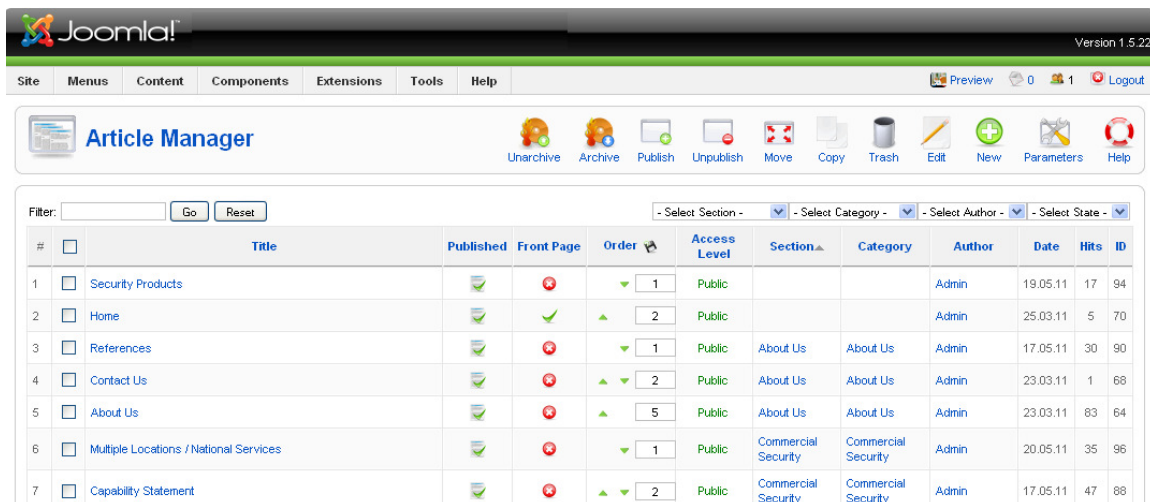
Below is a screen shot of the general listing of all current articles contained in the system.

(1) Items with a checkmark under Front Page will be displayed on the home page. (2) Items WITHOUT a checkmark under Published is not currently a 'live' web page. (3) Articles can be deleted by moving them to the trash folder. (Articles are not physically deleted until you delete them from inside the trash folder.) (4) Articles with 'Public' Access Level are seen by all website visitors. (Access Level's can be setup under the Administration section.)

To select an ARTICLE, check the box to the left next to the Article you want to edit and select the "EDIT" button in the upper right area of the administration panel.

Keep in mind that the article you want to edit may be found on page 2 of the articles listing. Also if you click on a row title (such as the word "Title") the list of articles will be sorted in alphabetical order. Another option to filter the list of articles is to select a category and only the articles related to that category will be shown. (Change the category to 'select category' and all articles will be listed.)

The column "Order" refers to the order in which the article were created. This order does not indicate how articles appear on the website. The column "Author" indicates which user originally created the article or last modified the article.



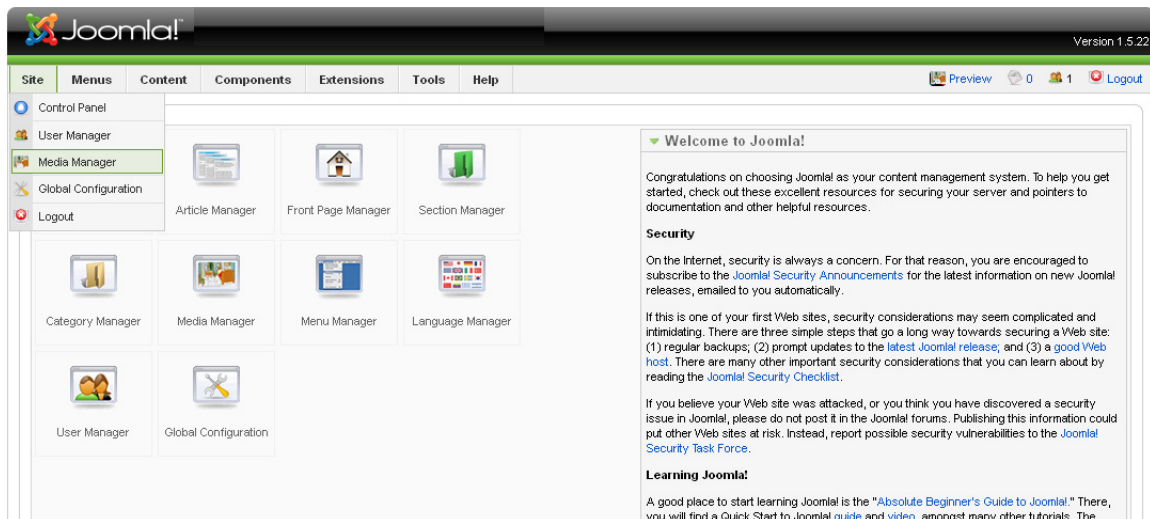
The screenshot shows the Joomla! 1.5.22 Article Manager interface. At the top, there's a navigation bar with tabs: Site, Menus, Content, Components, Extensions, Tools, and Help. Below this is a toolbar with icons for Unarchive, Archive, Publish, Unpublish, Move, Copy, Trash, Edit, New, Parameters, and Help. The main area displays a table of articles with columns: #, Title, Published, Front Page, Order, Access Level, Section, Category, Author, Date, Hits, and ID. The table contains 7 rows of data.

#	Title	Published	Front Page	Order	Access Level	Section	Category	Author	Date	Hits	ID
1	Security Products			1	Public			Admin	19.05.11	17	94
2	Home			2	Public			Admin	25.03.11	5	70
3	References			1	Public	About Us	About Us	Admin	17.05.11	30	90
4	Contact Us			2	Public	About Us	About Us	Admin	23.03.11	1	68
5	About Us			5	Public	About Us	About Us	Admin	23.03.11	83	64
6	Multiple Locations / National Services			1	Public	Commercial Security	Commercial Security	Admin	20.05.11	35	96
7	Capability Statement			2	Public	Commercial Security	Commercial Security	Admin	17.05.11	47	88

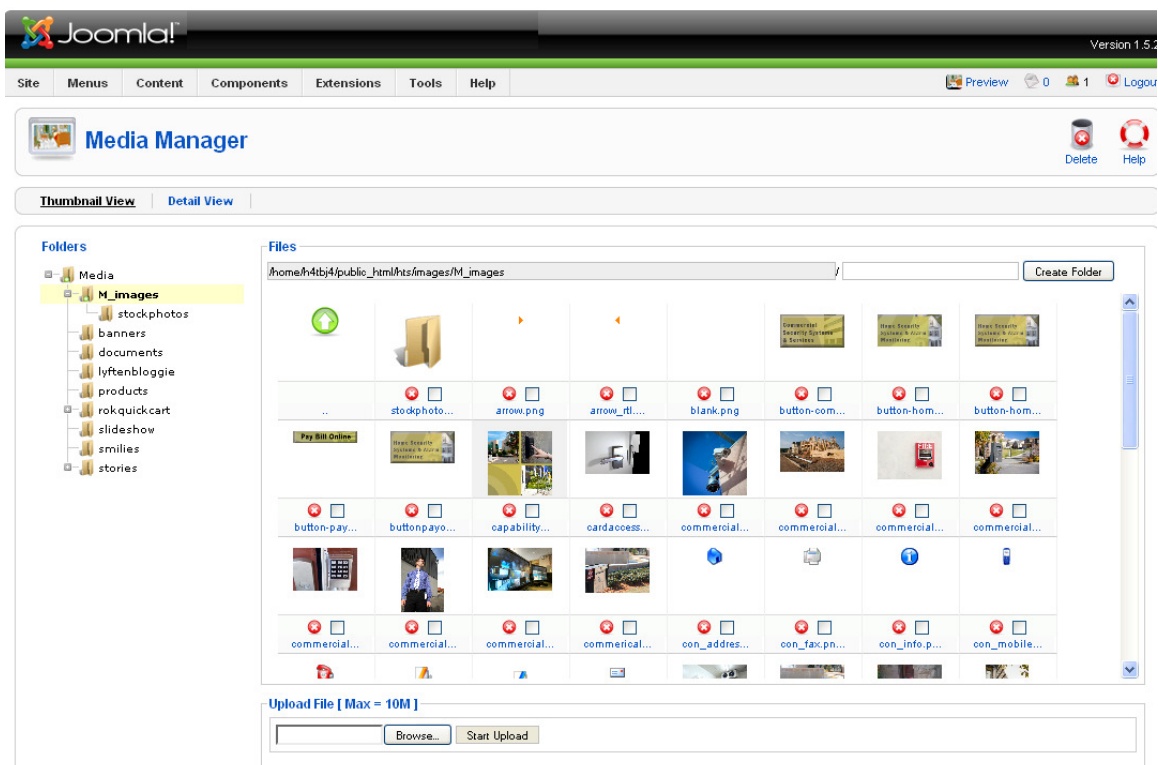
Here is the screen shot of editing individual article.

Media Images and Documents

Below is the example of where to find the Joomla section that manages images, documents that are stored on the server.



Here is an image of the Media manager.



To upload new images, select the final image destination directory **FIRST**. Then select the **BROWSE** button at the bottom and navigation to the image on your local hard drive. Click the “Start Upload” button to complete the upload process.

Important Note: Joomla will automatically make the re-name your image or document to be all lower case letters, i.e. MyImage.jpg becomes myimage.jpg.

Double click on the image and Joomla will preview the image for you.

To reference the image inside an article, include a reference to all of the directories below the “public_html” directory. In this case the correct reference would be: “hts/M_images/name of the image.jpg” (Note: this reference is case sensitive, so match all upper or lower case letters.)

To upload a revised version of an image, the best practice is to **delete the current image** already uploaded. After deletion is completed, upload the new image.

When referencing an image in an Article, Joomla will automatically include the width and height of an image if the link reference inside the article is correct.

Module Manager Section

The module manager section commonly includes the common Header area and Footer area of your website. Joomla comes with a default name of “Footer” and “Header”, however, during development a different module area serving that function might have been developed. Review the listing of sections and look for the sections that have been published. In the example below, only two sections have been published, the slideshow and the Footer 2.

The “Slideshow” section typically refers to the series of images that rotate on the home page.

Version 1.5.22

Site Menus Content Components Extensions Tools Help

Preview 0 1 Logout

Module Manager

Install/Uninstall
Module Manager
Plugin Manager
Template Manager
Language Manager

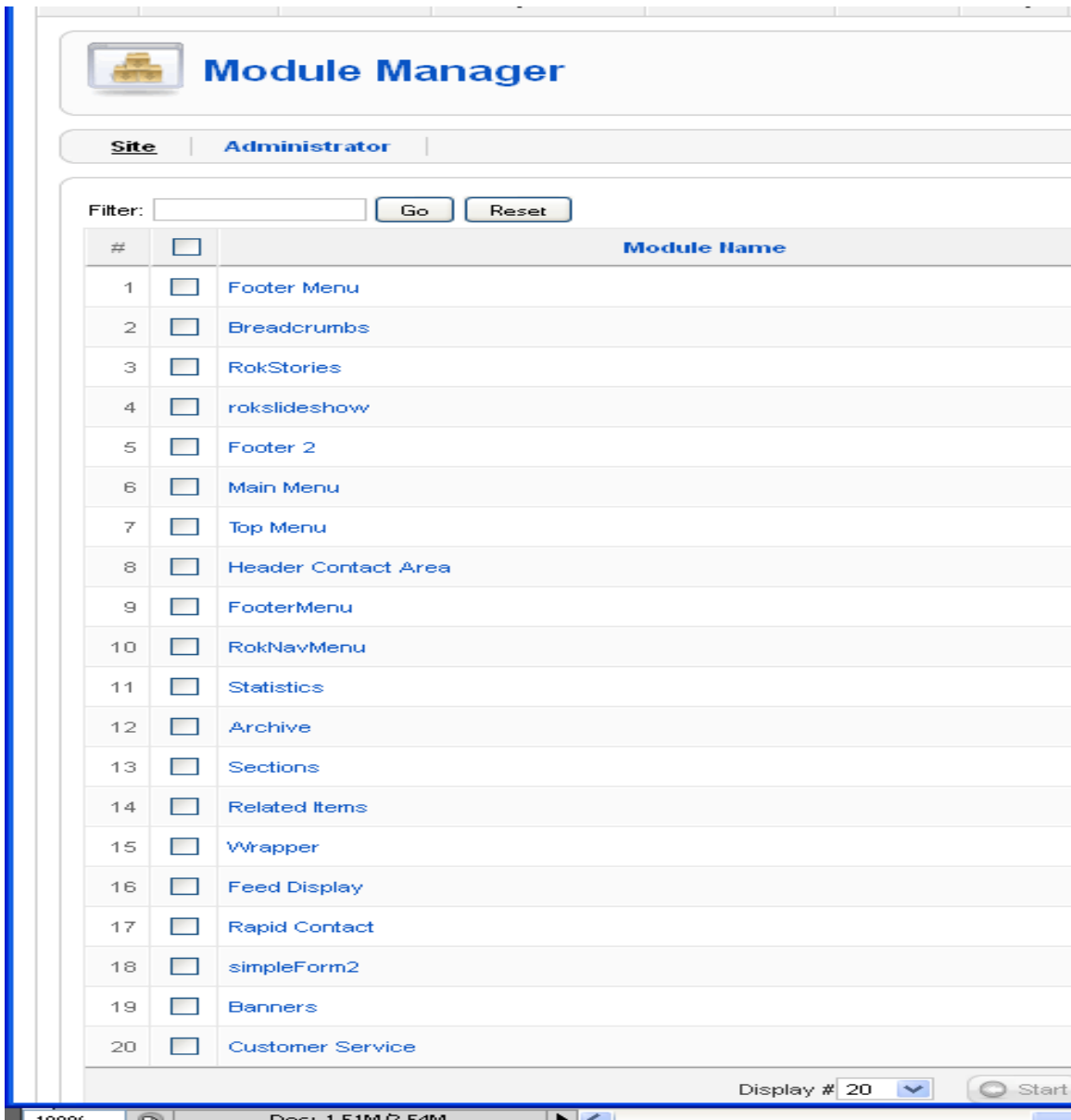
Site Administrator

Filter: [] [Go] [Reset]

- Select Template - - Select Position - - Select Type - - Select State -

#	Module Name	Enabled	Order	Access Level	Position	Pages	Type	ID
1	Footer Menu	✗	0	Public	bottom-f	Varies	mod_mainmenu	62
2	Breadcrumbs	✗	1	Public	breadcrumb	All	mod_breadcrumbs	35
3	RokStories	✗	0	Public	feature-a	All	mod_rokstories	44
4	roksideshow	✓	0	Public	feature-a	Varies	mod_roksideshow	53
5	Footer 2	✓	0	Public	footer-b	All	mod_custom	66
6	Main Menu	✗	0	Public	header-a	All	mod_mainmenu	1
7	Top Menu	✗	0	Public	header-a	All	mod_mainmenu	29
8	Header Content Area	✓	0	Public	header-a	All	mod_custom	66

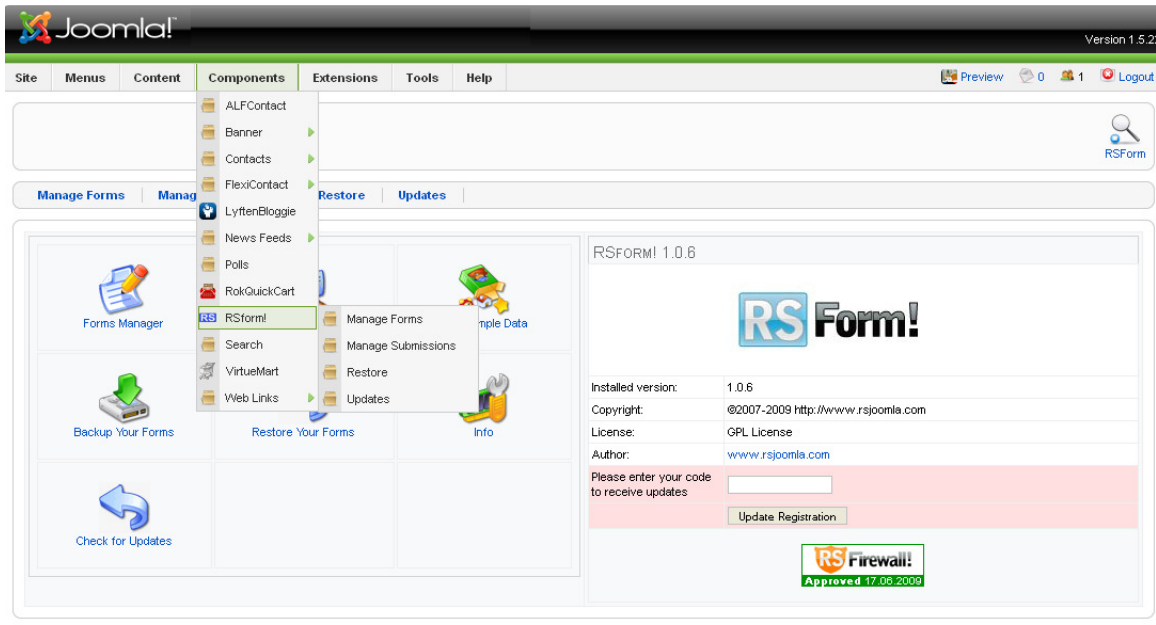
Here is a close up listing of the Modules commonly included in a Joomla setup.



Joomla Forms:

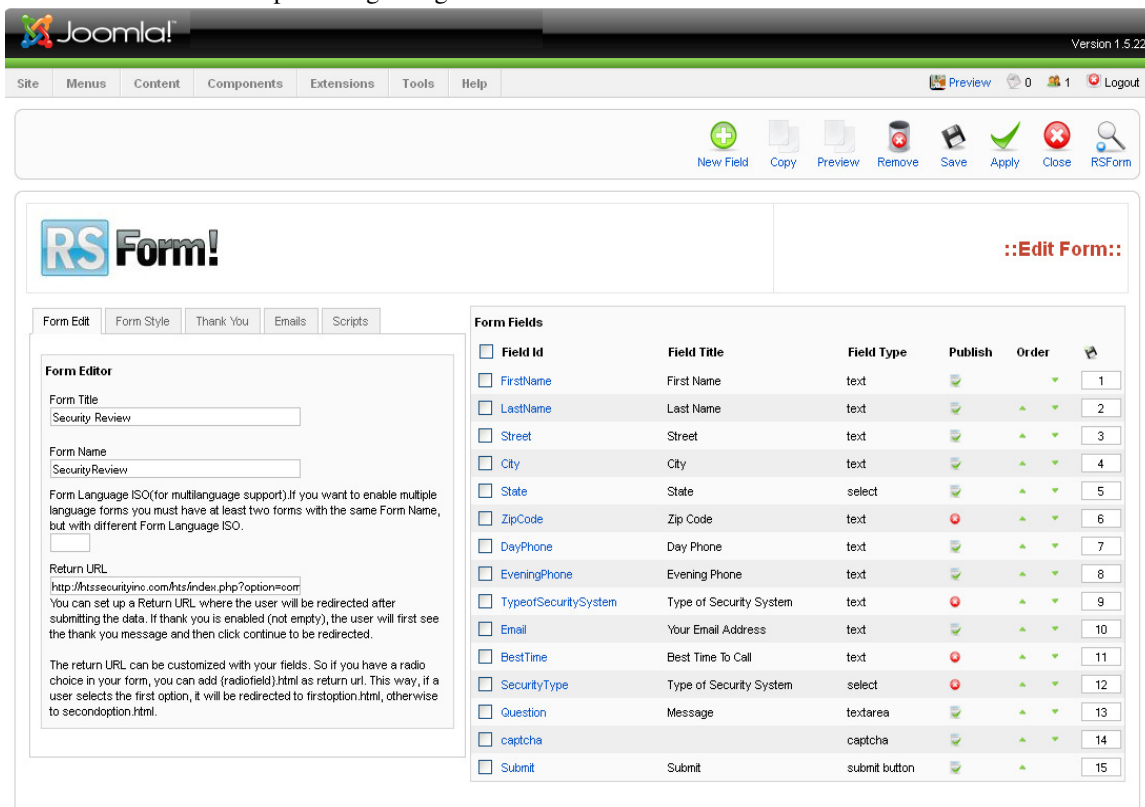
The Joomla system comes with various options related to forms. Most commonly a Joomla plug-in (specialized code) is added to the Joomla system to support website forms.

The forms can be found under this menu selection:



As you can see, there are several options to manage forms. Select the “Forms Manager” to get a listing of the current system forms.

Below are the common options regarding forms.



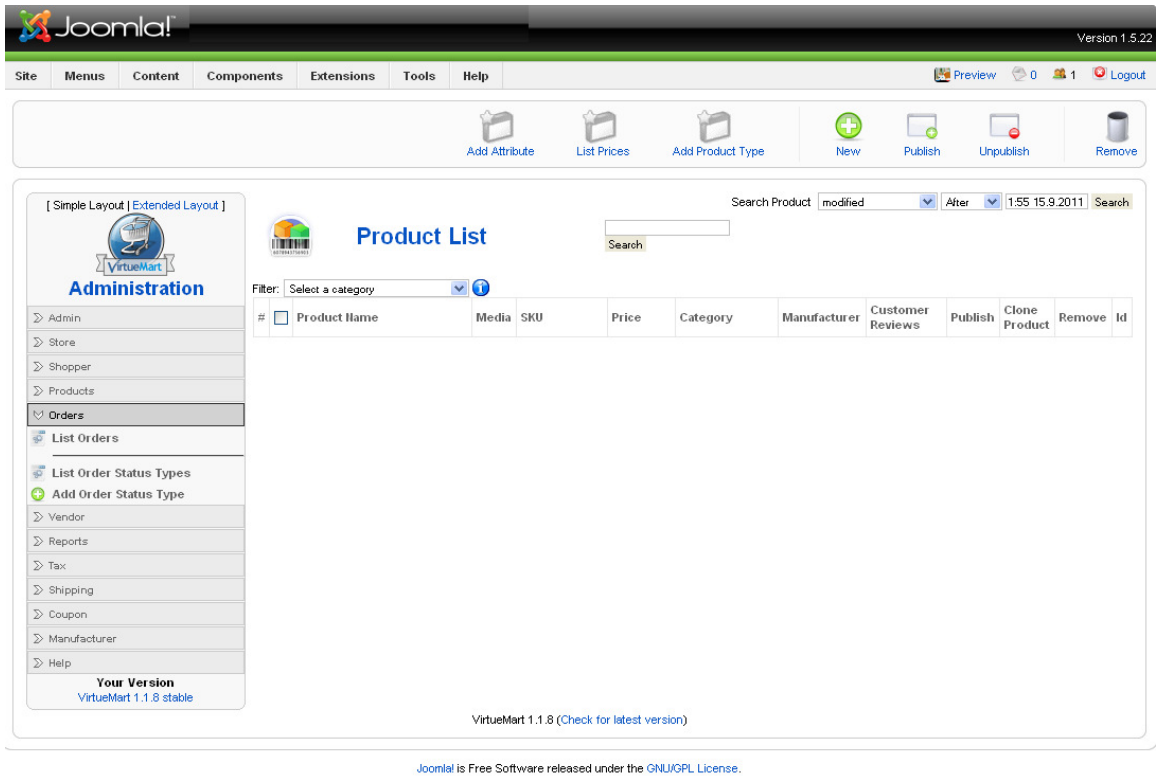
Again, in order to make the look and feel needed for some client required layouts, additional HTML and JavaScript coding have been added to these forms. If you are unsure about the editing, please contact the Cedar Valley Group team for assistance.

Virtue Mart: Shopping Cart:

Here is the primary page for the shopping cart installed with Joomla.



Conveniently located under the far left menu are a variety of options including: product setup, sales tax setup, coupon setup, shipping setup, list of order, a variety of reports. These options allow for individual product and order management.



From this menu, you can easily list all products in an individual category, modify the price, publish or unpublished and item, add the manufacturer, etc.

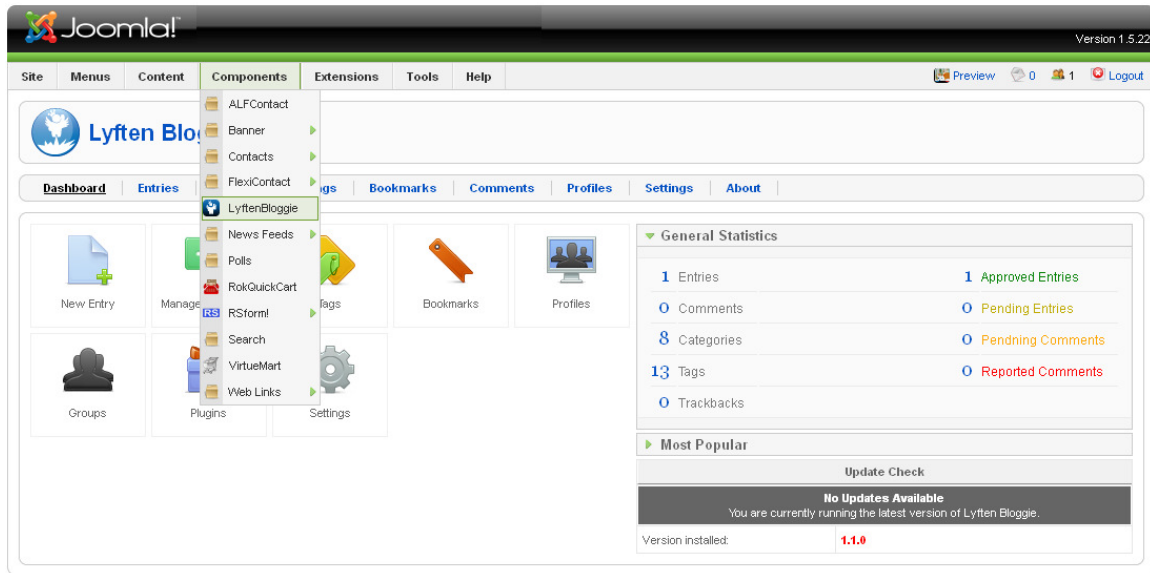
The shopping cart keeps the history of all items added included in the Virtue Mart. This software is flexible and robust.

Blogging

Joomla uses a common module called “Lyften Blogging” to incorporate standard Blogging functionality into the site. If you are familiar with blogging using the Word press software, you will easily be familiar with the Blogging option.

The blogging software will have the same look and feel as your site because it shares the common Header and Footer area from the main Joomla content management systems.

Below is the menu option to select the Blogging software. During development your blogging option will be setup using Categories and Tags that are being used elsewhere in the system. These can easily be deleted as necessary or additional ones added as needed.




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Below is the Blog new entry format. The layout is extremely similar to Word Press. Remember that a blog entry does not show up until it has been 'saved' and 'applied' to the system.

As with Articles inside Joomla, links to images, external links and videos can be incorporated into the Blog entry.

The screenshot shows the Joomla! 1.5.22 'New Entry' form. The top navigation bar includes Site, Menus, Content, Components, Extensions, Tools, and Help. The main content area displays a 'New Entry' button, a 'Save' button, an 'Apply' button, and a 'Cancel' button. The form includes fields for Title, Alias, Published, and Category. A rich text editor is present with a toolbar containing various formatting options. The right sidebar contains a 'State' section with 'Hits', 'Revised' (times), 'OK' (Wednesday, 14 September 2011 19:48), and 'Modified' (Not Modified). Below this is an 'Entry Options' section with 'access' (Element not defined for type = Access) and 'Publish date' (with a calendar icon). The bottom section is labeled 'Trackbacks' and includes a 'Trackbacks' input field and an 'Already Pinged' button.

With each blog entry made, there could be possible comments. The system has been initially setup to require that all blog comments be approved before published. Many comments made today are either spam or comment in an inappropriate manner. This extra step is essential to managing the blog incorporated into your website.

 Joomla!

Version 1.5.22

Site

Menus

Content

Components

Extensions

Tools


Help

Preview

0

1

Logout

 **Comments**

Publish

Unpublish

Edit

Delete

Dashboard

Entries

Categories

Tags

Bookmarks

Comments

Profiles

Settings

About

Search

Go

Reset

- Select Type -

- Select State -

#	<input type="checkbox"/>	Comment	Commented On	Commenter	Karma	State	ID
Display # 20							

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