

# Quick Start Guide



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### Business Presence Package Joomla! Quick Start Guide Version 1.0.1

## Introduction

This document is intended to be a quick start guide for users of the Business Presence Package offered by BizBrain Solutions that utilizes Joomla CMS. This is by no means to be considered all inclusive. Words in bold italics are explained in Appendix A – Definitions. Appendix B – Related Websites gives a list of websites that are well known for information pertaining to the Joomla CMS. Among these websites is a link to the official Joomla Administrator Manual. This document is designed to give users a quick start and covers very specific topics. If you need more information please visit: <http://help.joomla.org/>. Additionally, there is a great tutorial, Anna's Mambo Tips, located at: <http://forum.mamboserver.com/showthread.php?t=43240>. Mambo is a system that is a separate branch of Joomla, but both systems share the same functionality. The wonderful thing about this tutorial is that it was written by someone who was relatively unfamiliar with Joomla. Joomla is huge and can be a bit much for a lot of people at first glance. After you have learned how to use the system and are familiar with how it works you will come to see how Joomla can help you. How long will it take you to learn how to use Joomla? This answer depends on your ability to pickup new technology. Joomla is one of the industry leading technologies in this area and it is free. This type of system would normally cost you thousands of dollars in development alone. This is an amazing offer that will allow you to have your own website, and more importantly, manage this website by yourself! There is no need for you to hire a website developer to make updates, after you have learned Joomla, you can make your own updates in a matter of seconds! You just have to decide if you are willing to work a little to gain a lot.

## Getting Started

Joomla is based on some basic principals that you, as an administrator, should know and understand before attempting to operate the system. This section is dedicated to exploring these concepts. Please make sure to thoroughly understand this section before you continue, as this should significantly reduce the amount of time it takes to understand the more advanced features of Joomla.

Joomla is a *Content Management System*. This means that, as an administrator, you will focus primarily on the content of the site and not the actual physical layout of the site. There are two distinct layers in the Joomla system. You, as the site administrator, manage the content, while other people have made a *template* that controls the layout of the site.

Most users will not want to create a template as this is a rather technical process. It requires knowledge of both PHP and XHTML. Creating, installing and activating templates are beyond the scope of this Quick Start document. Your site will already come with a few templates installed and the *default template* will already be applied. All examples contained in this document use the default templates.

The best way to understand how the content management of Joomla works is to think of it like a hierarchy. The *site* contains *sections* which contain *categories* which contain *items*, and visitors to your site view the items. Let's take a look at an example that will help us understand what this means. Let us say our website is about furniture. We might have sections which cover different rooms that the furniture would be used in, such as a kitchen or bedroom. Within those sections will exist the categories that could perhaps be the decorative style of the furniture, such as art-deco or modern. Now, within these categories will exist the actual items; such as, the modern office chair by TalBrothers Designs. From this example you can see that it is important to visualize your content layout. If you make a mistake in your layout, Joomla will allow you to move your content to another location, but it is always easier to make sure your layout is done right the first time.

After you have created your items you will be able to *publish* the items. The act of publishing an item makes the item viewable by site visitors. The opposite of publish is unpublish. Unpublish will remove an item from the view of visitors to the site, but will keep the item in the system to where you can make any changes that you want and possibly republish it

again at a later date. One very handy feature of Joomla is the ability to automatically publish and unpublish an item on a specified date at a specified time, which makes running specials for products or services for you business very easy!

Visitors to your site will use a *menu* system to move around within your site. This menu system must be maintained by you as the administrator. The easiest way to organize your menu system is to use the content hierarchy which we spoke about earlier. This, sometimes, is not the best or most efficient way, and in that case you might need to be more creative.

## Administrative Login

In order to access the administrative side of your Joomla CMS you will need to know the website address, also known as the *URL* of your website. For our examples we will be using a special website. This website has been setup to allow people to test Joomla before they decide to use it. You can make any changes you want to this site without having to worry about possibly damaging anything. Every two hours this site is completely erased and reinstalled. This means that you can do anything; this is the perfect place to learn how to use Joomla! To access the administrative side of this website, visit: <http://demo.opensourcecms.com/joomla/administrator/>. To view the visitor side of this site, visit: <http://demo.opensourcecms.com/joomla/>. Please remember that this site will be completely erased and reinstalled every two hours. During this time, the site will be unavailable for a few minutes. After the reinstall is complete you will be able to access the site again; however, all your changes will be lost. This site is setup for educational purposes only. If you navigate to the administrative side you will see a page that will look like this:

A screenshot of the Joomla! Administrator login form. The form is titled "Login" in red. It contains a "Username" field, a "Password" field, and a "Login" button. To the left of the form, there is a yellow padlock icon and the text "Welcome to Joomla!" and "Use a valid username and password to gain access to the administration console." The form is set against a light blue background.

[Joomla!](#) is Free Software released under the GNU/GPL License.

Once you see this page, enter your username (admin) and password (demo), then either click the Login button or press the enter key on your keyboard. Assuming you enter the username and password correctly you will encounter the ***Joomla Administration Home Page***.

# Joomla Administration Home Page

You can return to this page at any time by clicking the *Home* menu item, located in the top left corner of this screen. This page presents you with the many functions that the administrative side of Joomla is capable of allowing you to change. For right now we will just focus on the sections that we discussed in the Introduction.

**Joomla!™ Administrator** VERSION 1.9

Home Site Menu Content Components Modules Mambots Installers Messages System Help 0 7 **Logout admin**

Joomla @ OSCMS / com\_admin  Help

### Control Panel

Add New Content	Content Items Manager	Static Content Manager	Frontpage Manager
Section Manager	Category Manager	Media Manager	Trash Manager
Menu Manager	Language Manager	User Manager	Global Configuration

Logged Components Popular Latest Items Menu Stats

**Currently Logged in Users**

1	admin	Super Administrator	✖
2	admin	Super Administrator	✖

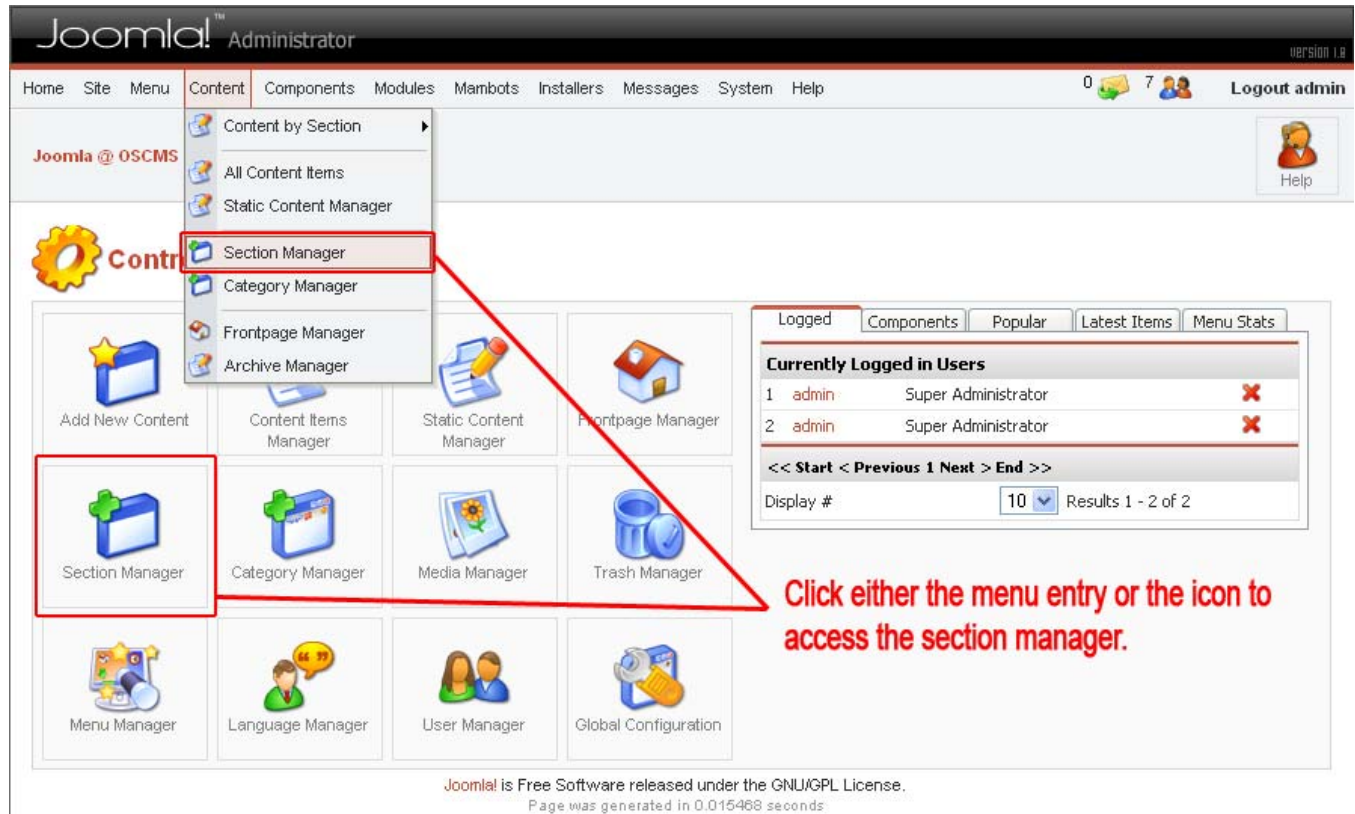
<< Start < Previous 1 Next > End >>

Display #  Results 1 - 2 of 2

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## Accessing the Section Manager

To access the Section Manager either click the Content menu item then select the Section Manager, or click the Section Manager icon on the Control Panel. Both methods are indicated below.



The screenshot shows the Joomla! Administrator interface. The top navigation bar includes 'Home', 'Site', 'Menu', 'Content', 'Components', 'Modules', 'Mambots', 'Installers', 'Messages', 'System', and 'Help'. The 'Content' menu is expanded, showing options: 'Content by Section', 'All Content Items', 'Static Content Manager', 'Section Manager', 'Category Manager', 'Frontpage Manager', and 'Archive Manager'. The 'Section Manager' option is highlighted with a red box. A red arrow points from this menu entry to the 'Section Manager' icon on the Control Panel, which is also highlighted with a red box. The Control Panel contains various management tools like 'Add New Content', 'Content Items Manager', 'Static Content Manager', 'Frontpage Manager', 'Section Manager', 'Category Manager', 'Media Manager', 'Trash Manager', 'Menu Manager', 'Language Manager', 'User Manager', and 'Global Configuration'. On the right, there is a 'Logged in Users' table and a 'Display #' dropdown.

Currently Logged in Users		
1	admin	Super Administrator
2	admin	Super Administrator

<< Start < Previous 1 Next > End >>

Display #  Results 1 - 2 of 2

**Click either the menu entry or the icon to access the section manager.**

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## Section Manager

This is a view of the Section Manager. The view you see will most likely vary slightly from this. Here we see the Section Names of the three sections we have already, then we see the Published column. Notice that sections that are not published would have a big red X in the Published column. The next two columns deal with the order of the sections in the list. If you manually change the number associated with the Order column, make sure and click the picture of the floppy disk next to the word Order, as this will save the order changes. The other columns here are more advanced and are detailed in the Joomla Help system under Section Manager. This can be accessed by clicking the Help menu item.

The screenshot shows the Joomla! Administrator interface. At the top, there is a navigation menu with items like Home, Site, Menu, Content, Components, Modules, Mambots, Installers, Messages, System, and Help. Below the menu, there are several icons for actions: Publish, Unpublish, Copy, Delete, Edit, New, and Help. The 'New' icon is highlighted with a red box. Below the icons, there is a 'Section Manager' heading with a plus icon. A table lists three sections: 'The News ( News )', 'Frequently Asked Questions ( FAQs )', and 'Newsflashes ( Newsflashes )'. The 'Published' column for each section contains a floppy disk icon, indicating they are published. The 'Order' column has input fields with values 1, 2, and 2 respectively. A red box highlights the first row of the table. Red text annotations point to the 'Section Name' column and the 'New' icon. At the bottom, there is a footer with the Joomla! logo and version information.

**Section Manager**

Click one of these section names to edit an existing section

Click this icon to create a new section

#	<input type="checkbox"/> Section Name	Published	Reorder	Order	Access	Section ID	# Categories	# Active	# Trash
1	<input type="checkbox"/> The News ( News )			<input type="text" value="1"/>	Public	1	1	5	5
2	<input type="checkbox"/> Frequently Asked Questions ( FAQs )			<input type="text" value="2"/>	Public	3	1	2	2
3	<input type="checkbox"/> Newsflashes ( Newsflashes )			<input type="text" value="2"/>	Public	2	1	3	3

<< Start < Previous 1 Next > End >>

Display #  Results 1 - 3 of 3

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## Create a New Section

In the Section Manager click the 'New' icon as indicated above. When you click 'New' you will encounter the screen below. The first thing you might notice is that our menu system has been disabled. This is intended to operate this way and for a good reason. Joomla was and still is being designed to support multiple administrators making changes to the site. When you enter into an area of the site and the menu disappears it is because you are in an 'editing' type mode. This is not as important for our new section but let's take a look at how editing a section works. When we click the section name in the section manager, Joomla loads a screen similar to the one below but it loads the values that are currently stored for that section. Now imagine if two people edited this section at the same time, we would see a problem when both parties tried to save their work. The problem being in the decision of whose work should be saved. Joomla has a wonderful feature that prevents this decision from ever needing to be made. When you edit anything, a section, category, item or whatever else, and you notice that the menu has disappeared, the content you are creating has been **checked out**. This means that you and only you have the rights to access this material at this time. The Section Details shown below will not be covered in this document. Joomla provides extensive documentation for these if you click the Help icon located in the top right corner of the screen. After you have completed your new section, you need to save or cancel by clicking the corresponding icon at the top right of the screen. When you click 'Save', all your changes will be saved to the CMS and the content will be **checked in**. If you click 'Cancel', all your changes will be discarded and the content will be checked in. This check in will allow other administrators to access that specific content.

The screenshot shows the Joomla! Administrator interface for creating a new section. The top navigation bar includes links for Home, Site, Menu, Content, Components, Modules, Mambots, Installers, Messages, System, and Help. The user is logged in as 'admin' with 8 users online. The current page is 'Joomla @ OSCMS / com\_sections / new'. A toolbar at the top right contains icons for Upload, Save, Apply, Cancel, and Help. The main content area is titled 'Section: New [ New Section ]' and contains a 'Section Details' form. The form fields include: Scope (set to 'content'), Title (text input), Section Name (text input), Image (dropdown menu set to '- Select Image -'), Image Position (dropdown menu set to 'Left'), Ordering (text input with a note: 'New items default to the last place. Ordering can be changed after this item is saved.'), Access Level (dropdown menu with options: Public, Registered, Special), and Published (radio buttons for No and Yes, with Yes selected). Below the form is a rich text editor toolbar with various icons for text formatting, alignment, and insertion. A small box on the right side of the form indicates 'Menu links available when saved'. At the bottom of the page, there is a footer that reads: 'Joomla! is Free Software released under the GNU/GPL License. Page was generated in 0.011839 seconds'.

## Category Manager

The category manager is much like the Section Manager. To access the category manager return to our Joomla Administration Home Page and click either the Category Manager menu item (located directly below the Section Manager menu item), or the Category Manager icon (located directly right of the Section Manager control panel icon). After you do that you will be presented with a screen similar to the screen below. The columns listed here are the same as the columns listed in the Section Manager. Once again, click 'Help' for a detailed explanation. The box labeled Select Section will allow you to select a section that is defined in the Section Manager. If you select a section in this box, only the categories that belong to this section will be displayed. If you have many categories in your site this can be very helpful.



The screenshot shows the Joomla! Administrator interface for the Category Manager. At the top, there is a navigation bar with links: Home, Site, Menu, Content, Components, Modules, Mambots, Installers, Messages, System, Help. The user is logged in as 'admin' and has 4 items in the cart. Below the navigation bar is a toolbar with icons for Publish, Unpublish, Move, Copy, Delete, Edit, New, and Help. The main content area is titled 'Category Manager [ Content: All ]' and features a dropdown menu to 'Select Section'. Below this is a table with the following columns: #, Category Name, Published, Order, Access, Section, Category ID, # Active, and # Trash. The table contains three rows of data:

#	Category Name	Published	Order	Access	Section	Category ID	# Active	# Trash
1	Latest News ( Latest )		0	Public	News	1	5	0
2	Newsflash ( Newsflash )		0	Public	Newsflashes	3	3	0
3	Example FAQs ( Examples )		0	Public	FAQs	7	2	0

Below the table is a pagination control: '<< Start < Previous 1 Next > End >>'. A 'Display #' dropdown is set to '10', and it shows 'Results 1 - 3 of 3'. At the bottom, there is a footer: 'Joomla! is Free Software released under the GNU/GPL License. Page was generated in 0.017292 seconds'.

## Create a New Category

Creating a new category is very similar to creating a new section. Please see the previous section titled "Create a New Section" for details. The only difference is that you will have to specify to which Section this Category belongs. Remember that if you have any questions you can always use the Joomla Help System by clicking either the Help menu item or the Help icon.

## Item Management via Content Items

Item Management is done through Content Items. It is strongly suggested that you use the menu option shown below to select Content by Section, then select the Section and Category. You can also use the menu to select All Content Items or click the icon for All Content Items on the Control Panel; however, this will present you with a list of every single content item that is known to Joomla. There are methods within this list to filter out items, but until you become familiar with the system, it is suggested to use the first method described.

The screenshot shows the Joomla! Administrator interface. The top navigation bar includes 'Home', 'Site', 'Menu', 'Content', 'Components', 'Modules', 'Mambots', 'Installers', 'Messages', 'System', and 'Help'. The 'Content' menu is open, showing options like 'Content by Section', 'All Content Items', 'Static Content Manager', 'Section Manager', 'Category Manager', 'Frontpage Manager', and 'Archive Manager'. The 'Content by Section' sub-menu is also open, showing 'News', 'FAQs', and 'Newsflashes'. The 'News' sub-menu is further open, showing 'News Items' and 'Add/Edit News Categories'. On the right side, there is a 'Logged' tab and a 'Menu Stats' section. The 'Menu Stats' section displays a table titled 'Currently Logged in Users' with the following data:

Currently Logged in Users			
1	admin	Super Administrator	X
2	admin	Super Administrator	X
3	admin	Super Administrator	X

Below the table, there are navigation links: '<< Start < Previous 1 Next > End >>'. At the bottom of the 'Menu Stats' section, there is a 'Display #' field set to '10' and 'Results 1 - 3 of 3'.

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## Content Items Manager

Notice in the below screen, the Content Item Manager, we see that there is a new column named Front Page. A check here indicates that this item will be shown on the front page, and conversely a red 'X' indicates that the item will not be shown on the front page. Simply click here to change this back and forth between on and off.

**This is how you move items from a category Content Items Manager [ Section: News ] to another.**

#	<input type="checkbox"/> Title	Published	Front Page	Reorder	Order	Access	ID	Category	Author	Date
1	<input type="checkbox"/> Welcome to Joomla!				1	Public	1	Latest News	Web Master	12/06/04
2	<input type="checkbox"/> Example News Item 1				2	Public	6	Latest News	Administrator	07/07/04
3	<input type="checkbox"/> Example News Item 2				3	Public	7	Latest News	Administrator	07/07/04
4	<input type="checkbox"/> Example News Item 3				4	Public	8	Latest News	Administrator	12/04/04
5	<input type="checkbox"/> Example News Item 4				5	Public	9	Latest News	Administrator	07/07/04

<< Start < Previous 1 Next > End >>

Display #  Results 1 - 5 of 5

Published, but is Pending | Published and is Current | Published, but has Expired | Not Published

Click on icon to toggle state.

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## Editing an Item

The main difference that will stand out between editing a Content Item and a Section or a Category is the second editor. The first editor is the Intro. This is a short intro to the main body of the content. You are NOT required to have content in either editor. If you do not supply content in the Main Text you will see no real difference; although, if you do not supply content in the Intro Text you will have no intro where it is needed. All you will have is a link saying 'Read more...'. Therefore, it is recommended to always use an Intro. The tabs to the right-hand side here provide much of the functionality used by Joomla to display your site to the visitor. These tabs and their respective content are all detailed in the Joomla Help system. Once again, just click the Help icon in the top right corner.

The screenshot displays the Joomla! Administrator interface for editing a content item. The top navigation bar includes 'Home', 'Site', 'Menu', 'Content', 'Components', 'Modules', 'Mambots', 'Installers', 'Messages', 'System', and 'Help'. The user is logged in as 'admin'.

### Content Item: Edit [ Section: The News ]

**Item Details**

Title:  Section:

Title Alias:  Category:

Intro Text: (required)

**Rich Text Editor (Intro):**

If you've read anything at all about Content Management Systems (CMS), you'll probably know at least three things: CMS are the most exciting way to do business, CMS can be really, I mean *really*, complicated and lastly Portals are absolutely, outrageously, often *unaffordably* expensive.

{mosimage}Joomla! is set to change all that ... Joomla! is different from the normal models for portal software. For a start, it's not complicated. Joomla! has been developed for the masses. It's licensed under the GNU/GPL license, easy to install and administer and reliable. Joomla! doesn't even require the user or administrator of the system to know HTML to operate it once it's up and running.

**Main Text: (optional)**

**Rich Text Editor (Main Text):**

**Joomla! features:**

- Completely database driven site engines
- News, products or services sections fully editable and manageable

**Publishing Info**

Show on Frontpage:

Published:

Access Level:

Author Alias:

Change Creator:

Ordering:

Override Created Date:

Start Publishing:

Finish Publishing:

**Content ID:** 1

**State:** Published

**Hits:** 2 [Reset Hit Count](#)

**Revised:** 1 times

**Created:** Saturday, 12 June 2004 11:54

**By:** Administrator

**Last Modified:** Saturday, 12 June 2004 12:33

**By:** Administrator

## Menu Management

Below illustrates how to access individual menu systems. The screen below shows four menus. For our example we will focus on the 'mainmenu'. Note that different site templates might use these menus in different ways, and some templates might not use these menus at all. You will need to experiment with the site template that you choose and find out where the menus are located and how they operate for the visitor. Do not enter the Menu Manager unless you know what you are doing. It will rename the menus and is considered a more advanced option. To edit the menu items, click the Menu item on the top Menu, then select the menu you want to edit. As stated earlier, we will focus on the 'mainmenu' as shown above.

The screenshot shows the Joomla! Administrator interface. At the top, the Joomla! logo and 'Administrator' text are visible, along with the version '1.0'. The navigation menu includes Home, Site, Menu, Content, Components, Modules, Mamabots, Installers, Messages, System, and Help. The 'Menu' dropdown menu is open, showing options: Menu Manager, mainmenu, othermenu, topmenu, and usermenu. The 'mainmenu' option is highlighted. Below the navigation, there is a grid of management tools including Add New Content, Content Items Manager, Static Content Manager, Frontpage Manager, Section Manager, Category Manager, Media Manager, Trash Manager, Menu Manager, Language Manager, User Manager, and Global Configuration. On the right, a 'Logged' panel shows a table of currently logged-in users.

Currently Logged in Users			
1	admin	Super Administrator	X
2	admin	Super Administrator	X
3	admin	Super Administrator	X
4	admin	Super Administrator	X
5	admin	Super Administrator	X
6	admin	Super Administrator	X
7	admin	Super Administrator	X

Navigation: << Start < Previous 1 Next > End >>  
 Display # 10 Results 1 - 7 of 7

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# Menu Manager

After you select this menu you will be presented with a screen similar to below. Order in this list not only affects the order in which the items appear in the administrative view, but also in the actual menu that the visitor views on the visitor side of Joomla. Notice that under type, you can click on some items that are labeled as static content. Clicking on these links will take you directly to editing these items. You can edit a menu item by clicking on the Menu Item name.

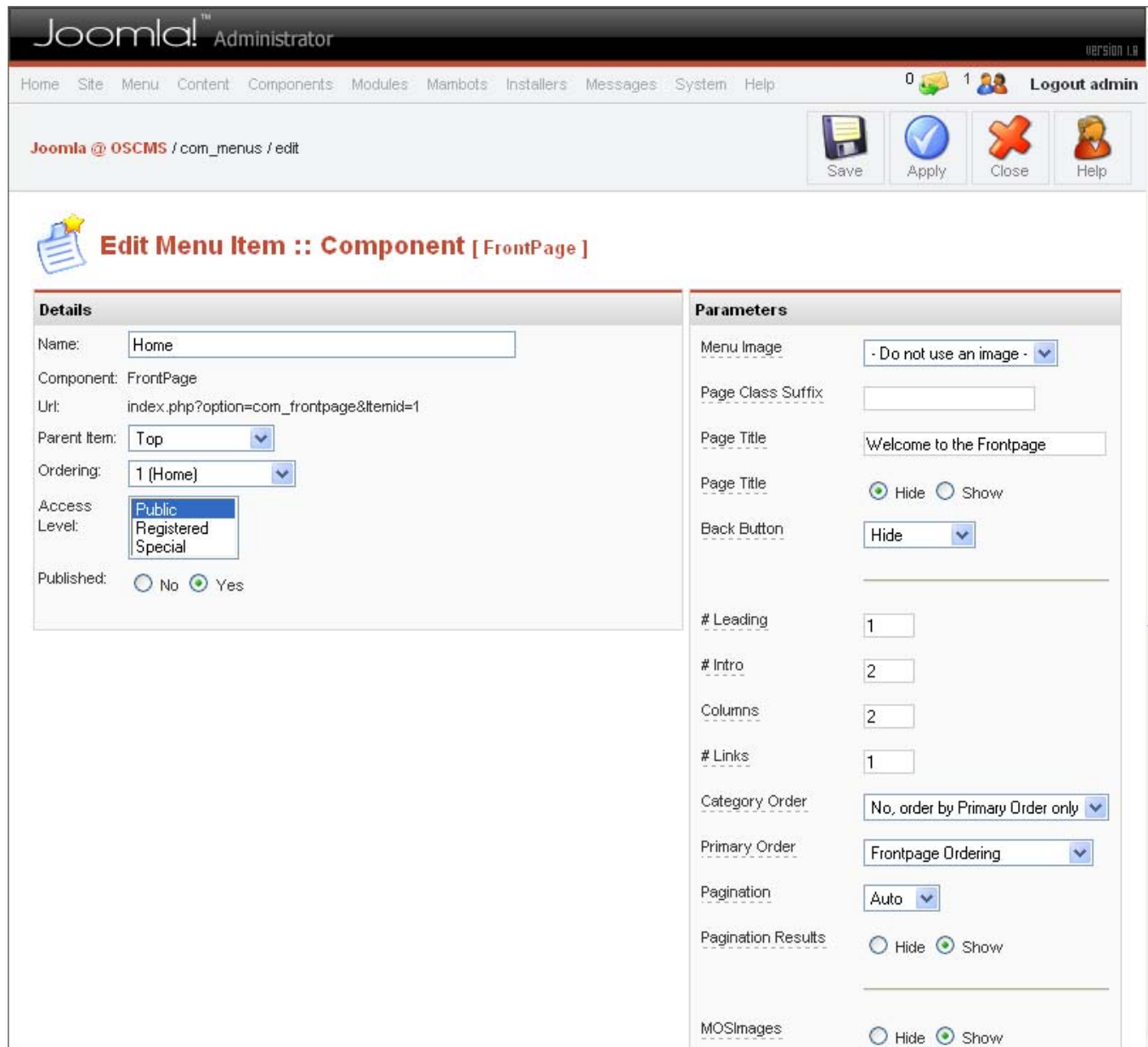
The screenshot shows the Joomla! Administrator interface for the Menu Manager. At the top, there is a navigation bar with links: Home, Site, Menu, Content, Components, Modules, Mambots, Installers, Messages, System, Help. The user is logged in as 'admin'. Below the navigation bar, there are several action icons: Publish, Unpublish, Move, Copy, Trash, Edit, New, and Help. The main content area is titled 'Menu Manager [ mainmenu ]' and includes a 'Max Levels' dropdown set to 10 and a 'Filter' input field. A warning message states: '\* You cannot `delete` this menu as it is required for the proper operation of Joomla! \*' and '\* The 1st Published item in this menu [mainmenu] is the default `Homepage` for the site \*'. Below this is a table listing menu items with columns for #, Menu Item, Published, Reorder, Order, Access, Itemid, Type, and CID.

#	<input type="checkbox"/> Menu Item	Published	Reorder	Order	Access	Itemid	Type	CID
1	<input type="checkbox"/> Home			1	Public	1	Component - FrontPage	10
2	<input type="checkbox"/> Joomla! License			2	Public	6	Link - Static Content	11
3	<input type="checkbox"/> News			3	Public	2	Table - Content Section	1
4	<input type="checkbox"/> Blog			4	Public	9	Blog - Content Section	0
5	<input type="checkbox"/> Links			5	Public	23	Component - Web Links	4
6	<input type="checkbox"/> Contact Us			6	Public	3	Component - Contacts	7
7	<input type="checkbox"/> Search			7	Public	5	Component - Search	16
8	<input type="checkbox"/> News Feeds			8	Public	7	Component - News Feeds	12
9	<input type="checkbox"/> FAQs			9	Public	25	Table - Content Category	7
10	<input type="checkbox"/> Wrapper			10	Public	8	Wrapper	0

Navigation: << Start < Previous 1 Next > End >>  
 Display # 10 Results 1 - 10 of 10  
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## Editing a Menu Item

The screen below shows an example of editing a menu item. Move your mouse over the dashed underlined words for information about what that setting accomplishes. If the setting in question does not have a dashed underline, then use the Joomla Help System, by clicking the Help icon in the top right of the screen if you have any questions about what that setting accomplishes.



The screenshot displays the Joomla! Administrator interface for editing a menu item. The top navigation bar includes links for Home, Site, Menu, Content, Components, Modules, Mambots, Installers, Messages, System, and Help. The user is logged in as 'admin' and is viewing the 'Joomla @ OSCMS / com\_menus / edit' page. The main content area is titled 'Edit Menu Item :: Component [ FrontPage ]' and is divided into two columns: 'Details' and 'Parameters'.

**Details:**

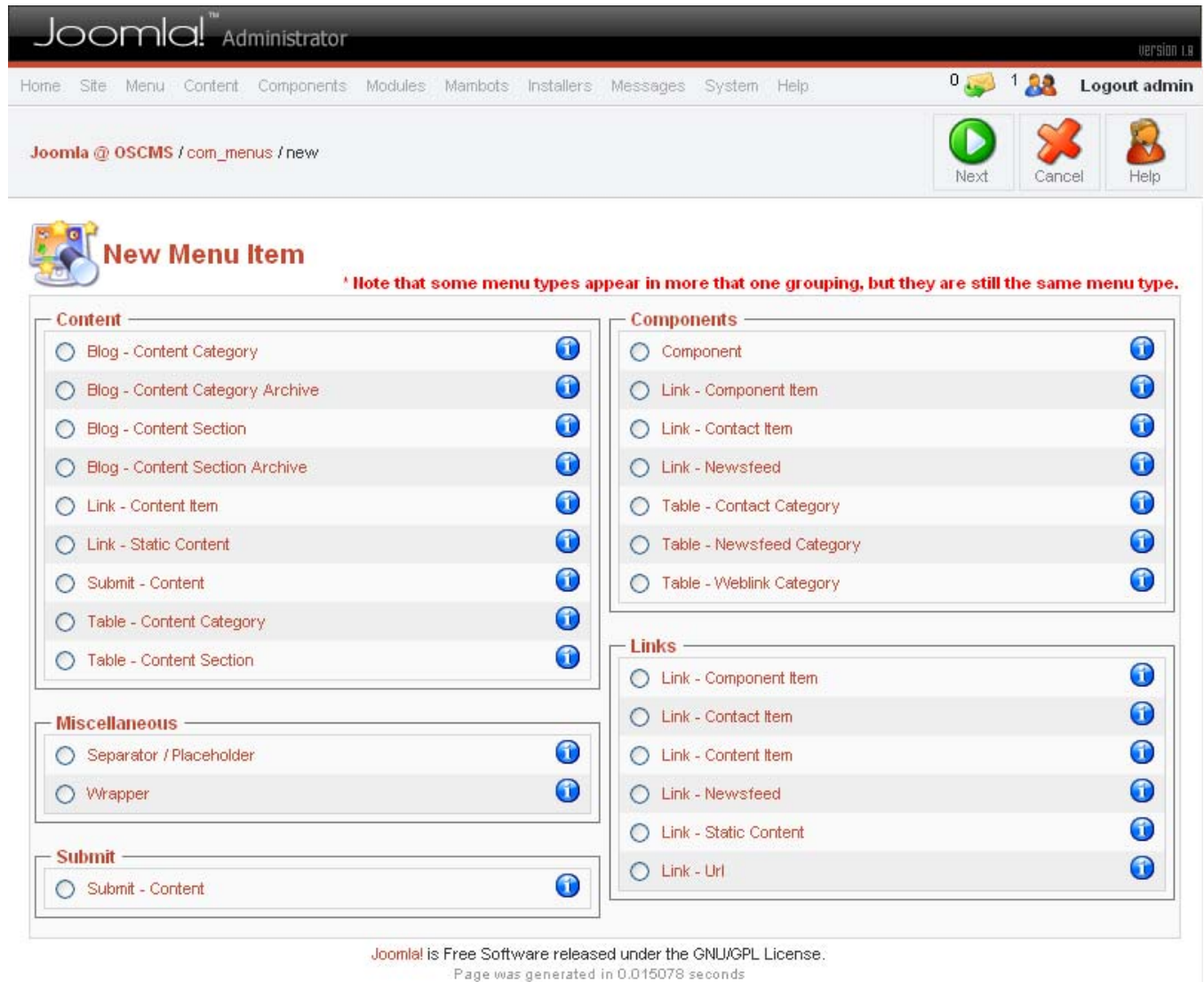
- Name: Home
- Component: FrontPage
- Url: index.php?option=com\_frontpage&Itemid=1
- Parent Item: Top
- Ordering: 1 (Home)
- Access Level: Public
- Published: Yes

**Parameters:**

- Menu Image: - Do not use an image -
- Page Class Suffix: (empty)
- Page Title: Welcome to the Frontpage
- Page Title:  Hide  Show
- Back Button: Hide
- # Leading: 1
- # Intro: 2
- Columns: 2
- # Links: 1
- Category Order: No, order by Primary Order only
- Primary Order: Frontpage Ordering
- Pagination: Auto
- Pagination Results:  Hide  Show
- MOSImages:  Hide  Show

## Adding a Menu Item

Instead of editing the menu item, if you choose to create a new item (by clicking the New icon), you will be presented with a screen similar to the one below. As explained earlier, by moving your mouse over the information icon, Joomla will show you extended details about the item. Select the type of menu item you want to create, then click the 'Next' button in the top right. If you need more details about the options, once again utilize the Joomla Help system by clicking the 'Help' icon in the top right. Joomla will guide you through the next step and, if you have problems, use the Joomla Help system.



The screenshot shows the Joomla! Administrator interface. At the top, there is a navigation menu with links: Home, Site, Menu, Content, Components, Modules, Mambots, Installers, Messages, System, Help. The user is logged in as 'admin' and has 1 notification. The current page is 'Joomla @ OSCMS / com\_menus / new'. The main content area is titled 'New Menu Item' and contains a note: '\* Note that some menu types appear in more than one grouping, but they are still the same menu type.' Below the note are three columns of menu item types, each with a radio button and an information icon:

- Content**
  - Blog - Content Category
  - Blog - Content Category Archive
  - Blog - Content Section
  - Blog - Content Section Archive
  - Link - Content Item
  - Link - Static Content
  - Submit - Content
  - Table - Content Category
  - Table - Content Section
- Miscellaneous**
  - Separator / Placeholder
  - Wrapper
- Submit**
  - Submit - Content
- Components**
  - Component
  - Link - Component Item
  - Link - Contact Item
  - Link - Newsfeed
  - Table - Contact Category
  - Table - Newsfeed Category
  - Table - Weblink Category
- Links**
  - Link - Component Item
  - Link - Contact Item
  - Link - Content Item
  - Link - Newsfeed
  - Link - Static Content
  - Link - Url

At the bottom of the page, there is a footer: 'Joomla! is Free Software released under the GNU/GPL License. Page was generated in 0.015078 seconds'.

## Wrap Up

In this guide we discovered some of the very basic functionality of Joomla. If you would like to try Joomla in an environment that will allow you to make changes and experiment without having to worry about causing problems with your site, please visit:

Visitor Site: <http://demo.opensourcecms.com/joomla/>

Administrator Site: <http://demo.opensourcecms.com/joomla/administrator/>

The username for the administrator site is 'admin' and the password is 'demo'. These demonstration sites are reinstalled every two hours. This means you can do anything you want without having to worry about damaging the site.

## Appendix A - Definitions

**Categories** – A division of a section that contains items.

**Checked in** – This is a change management term that refers to the user relinquishing their sole opportunity to edit a specific piece of content at a given time.

**Checked out** – This is a change management term that refers to a user having the sole opportunity to edit a specific piece of content at a given time, thereby eliminating the possibility of version conflict.

**Content Management System** – A content management system, also known as CMS, is a software system that allows users to automate the process of creating, publishing, and maintaining content. A CMS will typically separate the page design from the page content.

**Default template** – This is the template that comes installed with your CMS the first time you view it.

**Items** – A division of a category that represents a content item.

**Joomla Administration Home Page** – This page allows access to all the administrative functionality of the Joomla CMS.

**Menu** – Collection of links that usually lead to a section or category, but sometimes will lead to a specific item.

**Sections** – A division of a site that contains categories.

**Site** – Your website.

**Template** – A document used in the generation of another document.

**URL** – A URL (Universal Resource Locator) is more easily understandable as a website address, such as [www.mycompany.com](http://www.mycompany.com).

## Appendix B – Related Websites

<http://help.joomla.org/>

Complete official documentation, tutorials and news. If you need help this is a great resource! This site is the home of the official Administrator Manual. Follow this link then click the link named 'Administrator Manual' in the Official Documentation menu. This is the most extensive and thorough collection of information on Joomla.

<http://www.joomlasolutions.com/main/>

Joomla templates and much more.

<http://forum.mamboserver.com/showthread.php?t=43240>

What makes this guide different from others, is that it is written by someone relatively unfamiliar with the concept of Content Management Systems. So this easy simple guide is aimed specifically for new or unfamiliar users.