

JOOMLA! 1.0

CONTENT MANAGEMENT SYSTEM

QUICK START GUIDE FOR EDITORS AND ADMINISTRATORS

V.1.0

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JOOMLA! QUICK START GUIDE FOR EDITORS AND ADMINISTRATORS

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1.1 Overview

The Joomla! Web Content Management System (CMS) allows the content manager or author, who may not know HTML or any other programming language, to manage the creation, modification, and removal of content from their Web site without needing the expertise of a Webmaster. The most important thing you need to know is that having a CMS is about using the web *with purpose* – for your business and your bottom line.

The software behind the CMS takes the content that is entered and compiles it so that the Website is instantly updated. The features of Web CMS's vary, but most include Web-based publishing, format management, revision control, and indexing, search, and retrieval functions.

The Joomla! CMS has a wide range of features and layout options, and works with a huge range of modules and components to give you and your users extra functionality. Examples of what you can incorporate into a Joomla! site include:

- creating menu items and page content using text and images
- adding news sections and automatic latest news updates
- adding newsfeeds
- conducting user polls
- creating user forums
- creating secure site areas where only registered users may enter
- adding a document download area and catalogue documents according to type
- creating pop-ups
- managing and updating your downloads with a document manager

If you can use word processing applications then you can use the Joomla! Web Content Management System. You don't need to know any programming languages!

In addition to this Quick Start Guide, don't forget that you also have the online help provided with the Joomla! Content Management System.

Get more from your CMS - sign up for a **redevolution.com Support Package** and receive email or phone support, regular updates of this document, tips and tricks, and user guides for other great features.

Section 2 – Create Content and Menu Links

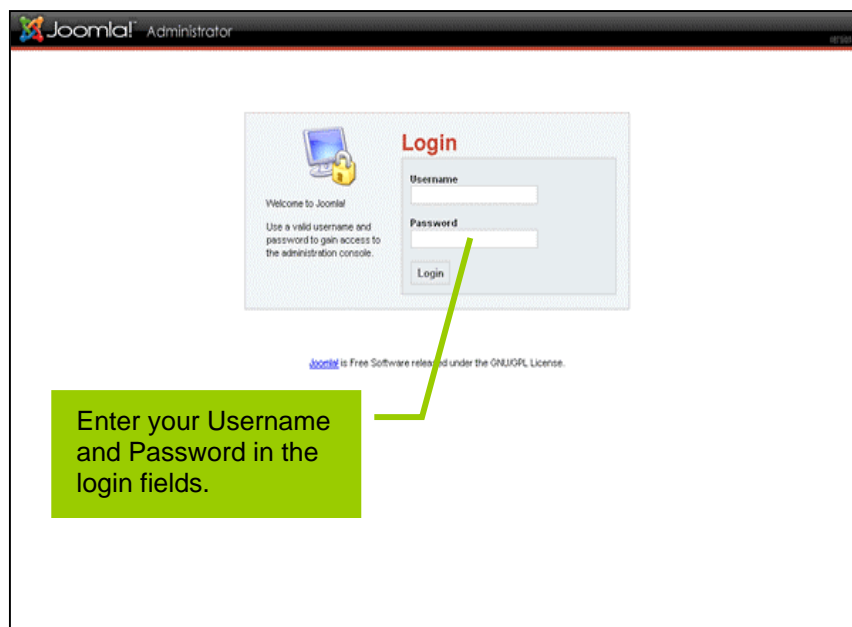
1.2 Getting into your site

You will be given two urls – one for your site, and one for the *CONTENT MANAGEMENT SYSTEM (CMS)*.

When working, you'll have 2 browser windows open, one for the site, and one for the *CMS*. This means that you'll be able to see changes you make by switching between the two browser windows (also known as *toggling*).

To get into the CMS, you will need a user name and a password which will be given to you (see Section 7).

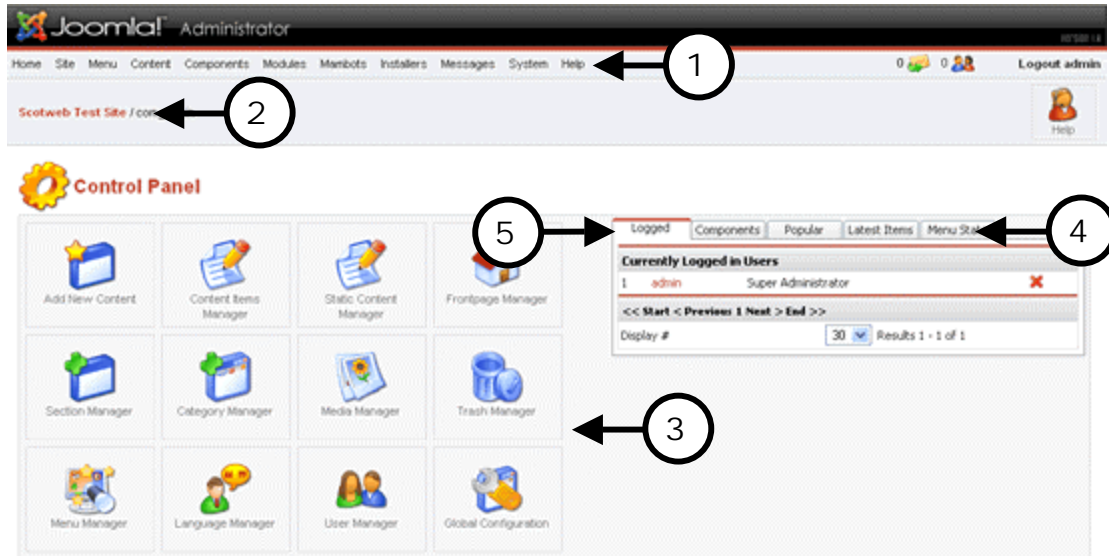
1.3 Logging in



Section 2 – Create Content and Menu Links

2.0 Joomla! Home – the Control Panel

The *CONTROL PANEL* on the Home page contains quick links to site and component management tools, and an Activity panel showing statistics for most-used administrative activities.



1. Top Level Menus
2. File Path (where you are)
3. Quick Link Icons
4. Quick Link Tabs
5. Activity Panel Tabs showing admin activity statistics – for example, Users who are currently logged in, most updated items, and most recently created items. Also allows an Administrator to log users out.

Section 2 – Create Content and Menu Links

2.1 Recognising different elements of your site and how they relate to the CMS

All websites are different, based on their design and business function requirements. A Joomla! site will give you a wide range of flexibility in design and functionality from very simple to extremely elaborate; but whatever the degree of complexity, you will always be in control.

Each element of your website is managed by a different function within the Content Management System.

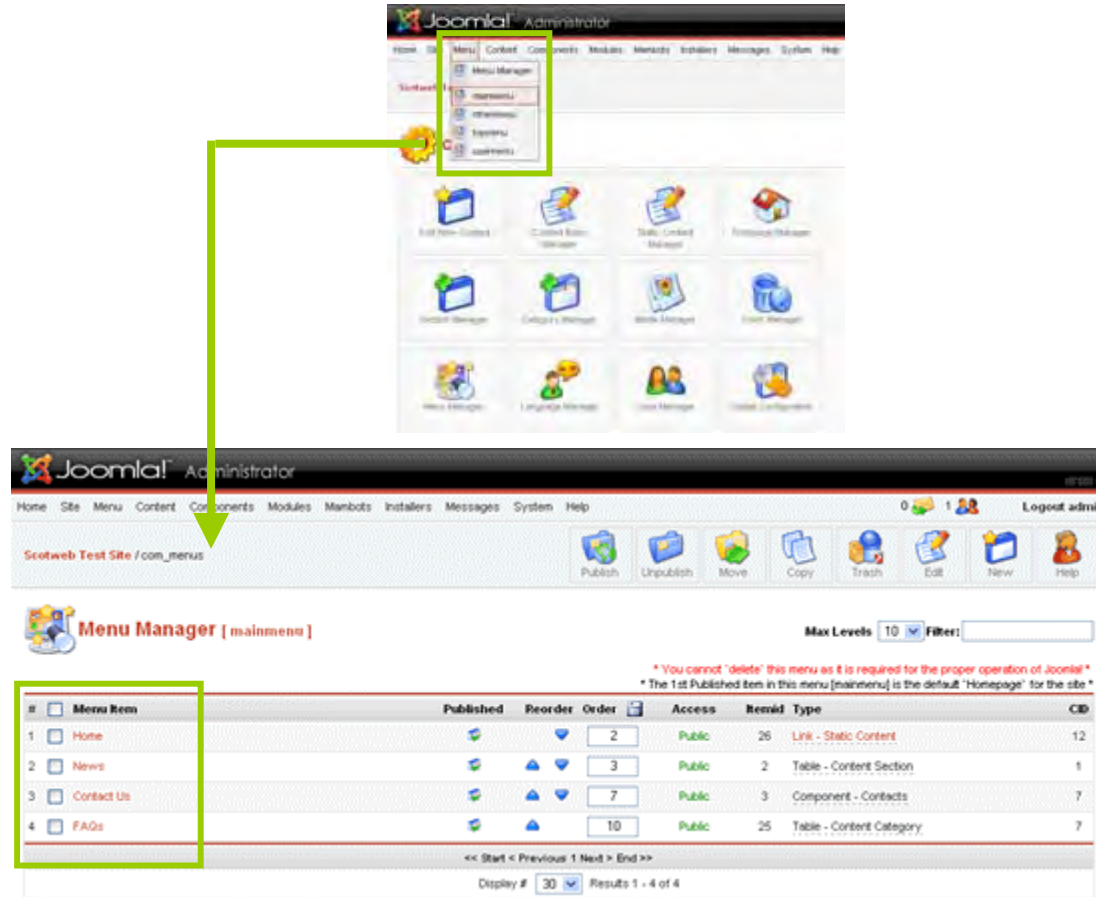
A *TEMPLATE* is created to a specified design – this will dictate what type of font is used, where different menus appear, where modules (such as a newsflash) will appear, whether the site has three columns (such as the one in our example below) and so on.

Here is the Home Page for the website we'll be using in this Quick Start Guide.



Section 2 – Create Content and Menu Links

Compare how the menu links in the *MAIN MENU* and *TOP MENU* are represented in the CMS and correspondingly on your site:



Main Menu in CMS

Main Menu on website



Section 2 – Create Content and Menu Links

2.2 Create Static Content and add a Main Menu Link

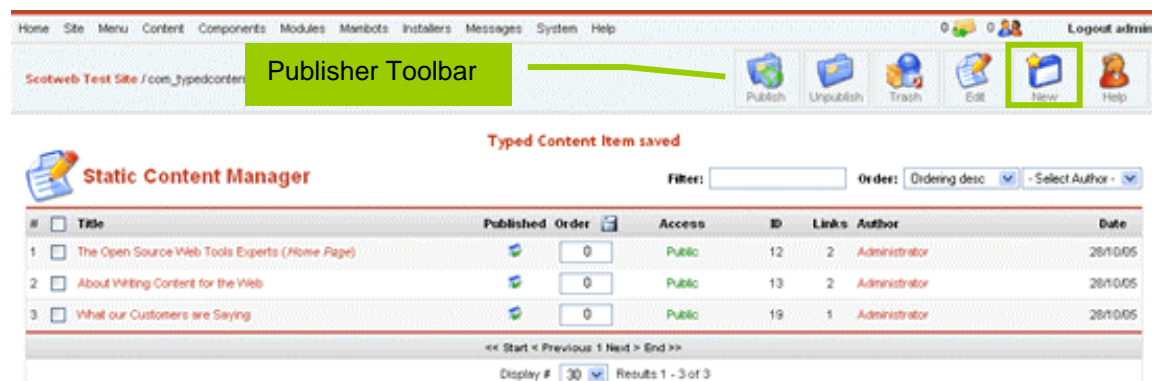
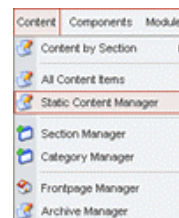
Before you start

The most important thing you need to remember is that in the CMS, **content is distinctly separate from Menu links (called Menu Items in the CMS)**. When you create a piece of content, you then have to create a link in a menu so that site users can access it.

Because of this separation, you have much more flexibility. It also means you can create any number of menu links to a single piece of static content, or create content in readiness for publishing.

2.2.1 Create Static Content

Menu Path: **Content > Static Content Manager**



On the *STATIC CONTENT MANAGER* screen, click **NEW** on the Publisher Toolbar to open the Content Creation screen and add new content.

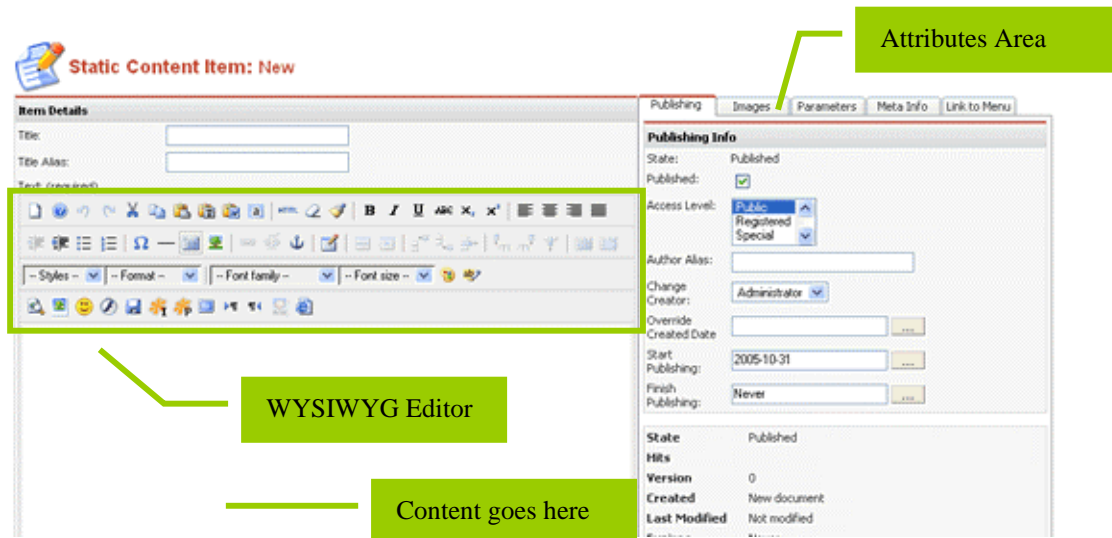
The *STATIC CONTENT MANAGER* is typical of the manager screens in Joomla! Manager screens generally show at a glance information and allows you to access content or items via active links. The columns in this screen allow you to publish/unpublish items in the “Published” column, shows the level of access assigned, how many menu items (links) link to it, who created the content, and when it was last edited. You can also filter by various parameters and view by author.

Multiple Actions: Use the check boxes at the side of each title, to perform actions like publishing, on multiple items at one time (e.g., Unpublish or Trash)

Locked Out items (padlock icon) A small padlock to the left of an item, means it has been locked perhaps due to someone not logging out when they were editing. To unlock an item, follow the menu path **System > Global Checkin**. This will checkin all items in the system.

Section 2 – Create Content and Menu Links

Static Content Item: New screen



1. **TITLE** Add a page title. Remember, this is the title that will appear on the page – NOT the link that appears in the Main Menu.
2. **TITLE ALIAS** Add a Title Alias – can be the same as the title or a shorter version. Optional
3. **TEXT** Add the content for your page; for example, text, images, tables, links etc.

Don't use the WYSIWYG Editor to change fonts, font sizes or styles for the text. These attributes are dictated by the STYLE SHEET, which is coded into the website TEMPLATE.

The Attributes Area consists of five tabs:

- Publishing
- Images
- Parameters
- Meta Info –put key words in here for your page
- Link to Menu.

The Publishing tab, allows you to over-write content creation date, assign access levels and set publishing start/finish dates.

In the Parameters tab you can choose to hide or show the page title on the page, and over-ride Global Settings for publishing information and icons.

For more information on Parameters see the Frontpage Component Section.

Click **SAVE** to save your work. Or, click **APPLY** to save as you go along.

Section 2 – Create Content and Menu Links

What is the difference between Save and Apply?

Click **SAVE** to save changes and close the edit screen. Click **APPLY** to save work as you go along while you continue editing. You should always save as you're working – it's good practice. **APPLY** allows you to check the effects of your edits on the website, while you continue to make changes.

2.3 Create a link in the Main Menu to your static content.

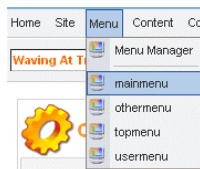
You now have content, but don't yet have a link to it in the website *MAIN MENU*



:: What you really need to know about content, links and the creation process

1. Menu Links and Content are two separate entities. In other words, the CMS separates *CONTENT* of the website from *LINKS* in the various menus and modules. It's the job of Menu Links and Modules to connect the user to content. Understand this and you won't tie yourself in knots!
2. You can't create a menu link until you have content to link it to. You must create the content first, then the link.
3. **FIRST** Menu Link Content **ALWAYS** appears on the Home page.

Menu Path: Menu > Main Menu



Click the **NEW** icon at the top of the Menu Manager screen, to add a new menu item. Note that in the CMS, menu links are called Menu Items.

Home Site Menu Content Components Modules Mambots Installers Messages System Help 0 1 Logost admin

Scotweb Test Site /com_menus

Menu Manager [mainmenu] Max Levels: 10 Filter:

* You cannot 'delete' this menu as it is required for the proper operation of Joomla!
* The 1st Published item in this menu [mainmenu] is the default 'Homepage' for the site *

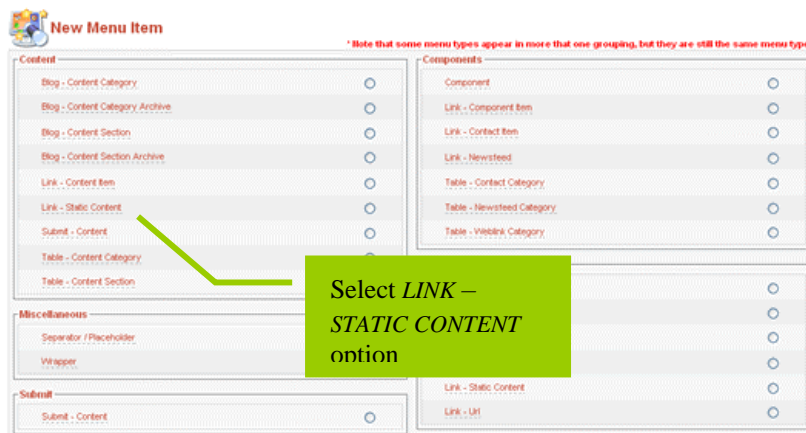
#	Menu Item	Published	Reorder	Order	Access	Remid	Type	CBID
1	Home			2	Public	26	Link - Static Content	12
2	News			3	Public	2	Table - Content Section	1
3	Contact Us			7	Public	3	Component - Contacts	7
4	FAQs			10	Public	25	Table - Content Category	7

<< Start < Previous 1 Next > End >>

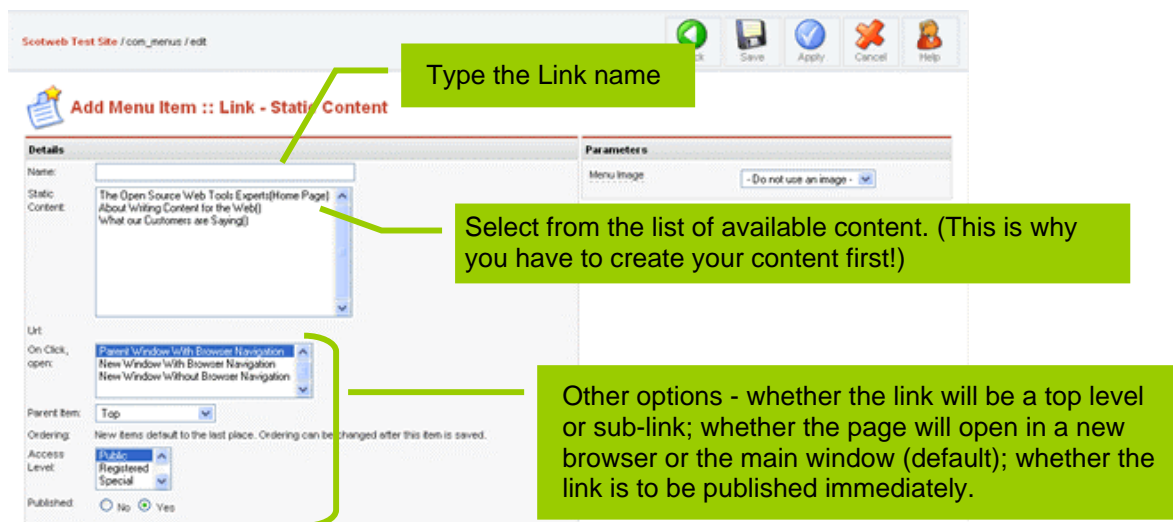
Display # 30 Results 1 - 4 of 4

Section 2 – Create Content and Menu Links


On the *NEW MENU ITEM* screen, select the *LINK – STATIC CONTENT* option.



The Link – Static Content setup screen – where content is linked to Menu Items (links)



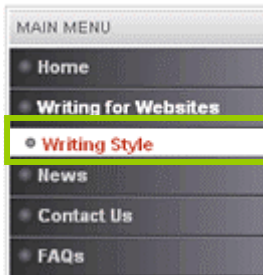
<i>NAME</i>	Type the name of the menu Item (link) as it will appear in the Menu
<i>TYPED CONTENT TO LINK</i>	Select the Content you want this Menu Item to link to
<i>URL</i>	Will populate once you've Applied/Saved.
<i>PARENT ITEM</i>	Link can be at top (primary) level or a sub-menu link
<i>ORDERING</i>	Change the order of menu links (once you've Applied/Saved).
<i>PUBLISHED</i>	Menu Items are published by default. Select No to keep Unpublished.

Click *SAVE*  to save and close, or Apply to save and review.

Section 2 – Create Content and Menu Links

2.4 Creating Menu Sub-links

Sub-links are made in exactly the same way as top (primary) level links. Top level links can be PARENTS of sub-links. A sub-link is a CHILD of a top level link – it would look like this on your website:



Follow the Menu Path: Menu > Main Menu



Click the **NEW** icon at the top of the *MENU MANAGER/MAIN MENU* screen, to add a new menu item.

On the *ADD MENU ITEM* screen, select the *LINK – STATIC CONTENT* option.



:: Planning

You must have content ready to connect to your new sub-menu link – exactly the same principle that applies when creating a top level MAIN MENU link.

Why not take time up front, to plan your entire site? That way, you'll have a map to guide you in your content creation and layout and make better use of your time and effort.

So you've decided to make it up as you go along? OK, you should at least plan the main site pages before you begin creating the content.

Section 2 – Create Content and Menu Links

On the Add Menu Item Link - Static Content screen:

As before, you are setting up a link from the Main Menu, in this case we are also telling the CMS that this menu item (link) is going to be a sub-link. To do this, you need to select the menu item that is going to be the *Parent*.



- NAME* Type the name of the sub link as you want it to appear in the menu listing
- TYPED CONTENT TO LINK* Select the Content you want this Link to connect to
- URL* This will populate once you have finalised the settings and saved
- PARENT ITEM* Click the dropdown and select the parent item (link) for the new sub-link.
- ORDERING* You can change link order once you have finalised the settings and saved
- PUBLISHED* Content items are published by default. See the Note regarding the publishing process below.


Click the **SAVE**  icon to save your work.



:: A note about your publishing process – Publish/Unpublish

If you Publish links, your site will immediately be populated with the new content AND its menu link. By default, content is published when you Save but because you need a menu link on the site so people can get to it, it follows that with no menu link, even Published Static Content won't be accessible.

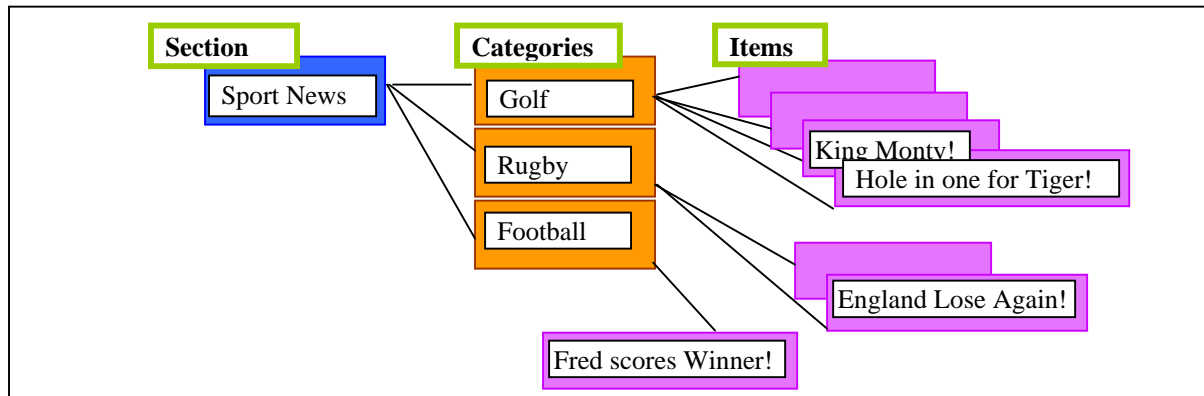
If you want to delay the publishing of a menu link, select the NO radio button for PUBLISHED and your content will not be available.

If your process requires prior approval of content before publishing, reviewers can use the PREVIEW feature  in the Editor. If a reviewer needs to see the content in situ, publish the link, grab the url, then unpublish. The URL can then be sent to reviewers who can view the page in their browser.

Section 3 – Sections, Categories & Content Items

3.0 About Sections, Categories and Items

The diagram below illustrates the relationship between Sections, Categories and Items. To allow users to access this type of content, you need to create menu links. Do this in exactly the same way as you create links to Static Content. You can create links to Sections, Categories or individual items.



Because your website will probably have a News Section, a Latest News Category and News Items we'll begin this exercise with Editing a Section. The same principles apply for all Sections.

The *SECTION MANAGER* allows you to view and manage the Sections in a website. Some Sections, like the News, are already configured into the core template. You can also create your own Sections.

Below, you can see both a link to the *NEWS SECTION* and direct links to news Items from the *LATEST NEWS MODULE*. As new Items are created, they're highlighted in the Latest News Module with click-throughs. On this website, two News Items have active links from the Module. We'll look at this Module later, for now we'll concentrate on the News Section.

The screenshot shows a Joomla! website interface. A green callout box labeled 'Menu Link to Section' points to the 'News' link in the main menu. Another green callout box labeled 'Latest News Module with links to News Items' points to the 'LATEST NEWS' module, which displays two news items: 'Example News Rem 2' and 'Example News Rem 3'.

Don't forget! Creating a section doesn't automatically allow access to it on the website – you still need to create a menu link.

Section 3 – Sections, Categories & Content Items

3.1 Edit a Section

Access the Section Manager by following Menu Path: [Content > Section Manager](#)

Note the familiar layout of the Manager screen – with information about each Section, for example, the number of Categories within the Section, access level, and number of active Items.

Select a Section to edit by clicking on its active link.

#	Section Name	Published	Reorder	Order	Access	Section ID	# Categories	# Active	# Trash
1	The News (News)			1	Public	1	1	4	2
2	Frequently Asked Questions (FAQs)			2	Public	3	1	2	0
3	Newsflashes (Newsflashes)			2	Public	2	1	1	2

Section: Edit [The News]

Section Details

Scope: content

Title: News

Section Name: The News

Image:

Image Position: Right

Ordering: 1 [News]

Access Level: Registered

Published: No Yes

Description:
 Select a news topic from the list below, then select a news article to read.

How this Section looks on the website before changes

Joomla!™
...because open source matters

MAIN MENU

- Home
- Writing for Websites
- News
- Contact Us
- FAQs
- Jobs
- Downloads

Home • News

THE NEWS

Select a topic from the list below, then select a news article to read.

- Latest News (3 items)

We're always out and about collecting interesting stories for our readers!

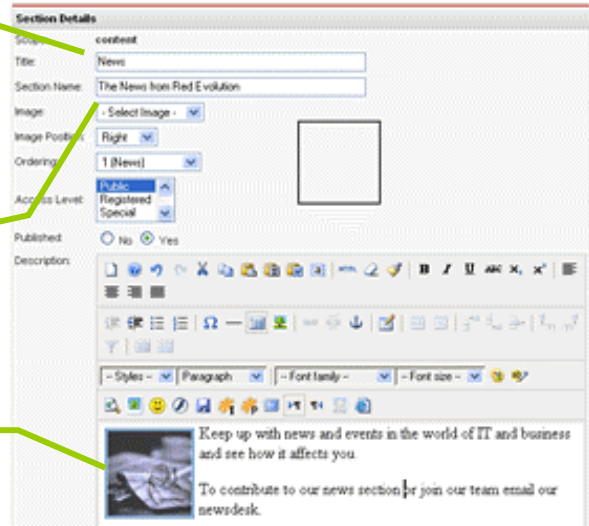
Section 3 – Sections, Categories & Content Items

Make changes in the Section Details area:

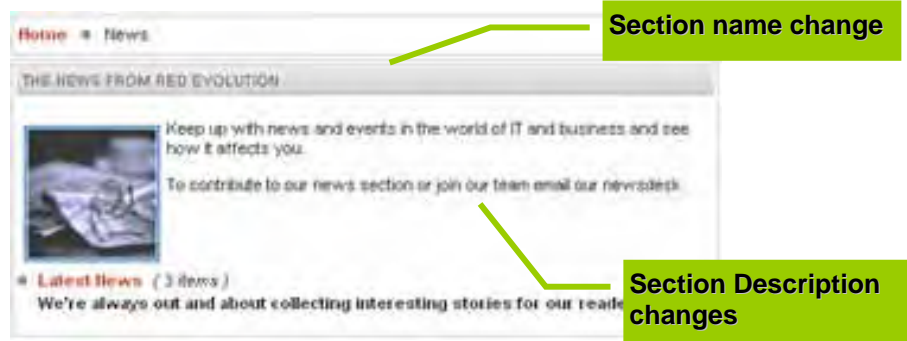
Title – the name the CMS uses to identify the Section. Also used as a default name for any menu links

Section Name – what appears in the title bar above the section on the web page

Use the Editor to change the intro text.



Save your changes, or Apply and review them on the website:



Get more from your CMS - sign up for a **scotweb.com Support Package** and receive email or phone support, regular updates of this document, tips and tricks, and user guides for other great features.

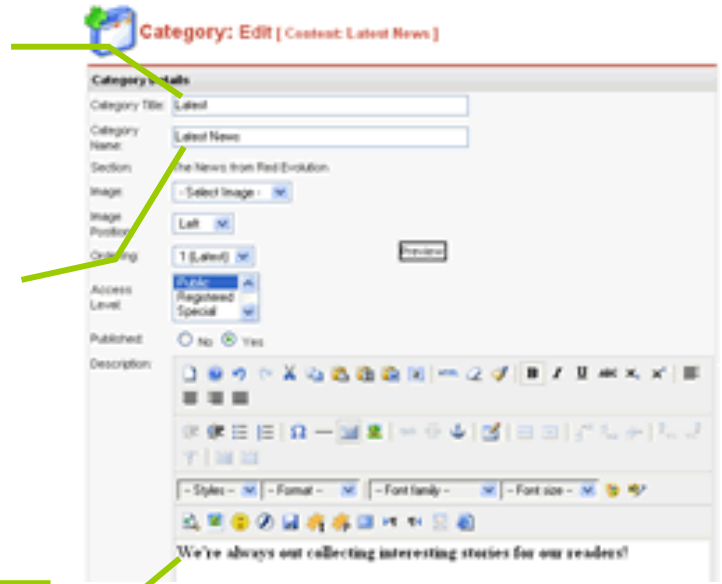
Section 3 – Sections, Categories & Content Items

Make changes in the Category Details area:

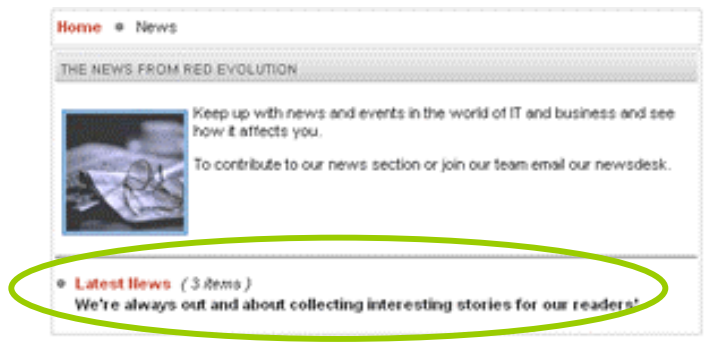
Title – the name the CMS uses to identify the Category. Also used as a default name for any menu links

Category Name – what appears in the title bar above the section on the web page

Use the Editor to change the intro text.



Save or Apply your changes and review them on the website:



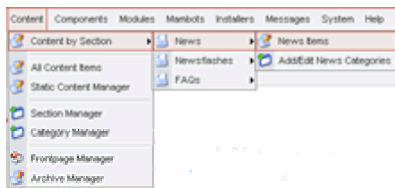
Section 3 – Sections, Categories & Content Items

3.3 Edit the Items in a Category

In the *CONTENT ITEM MANAGER*, you can add new Items and assign them to existing Categories within Sections.

In this case, we'll be adding new *ITEMS* to the *LATEST NEWS CATEGORY* in the *NEWS* Section.

Menu Path: Content > Content by Section > News > News Items



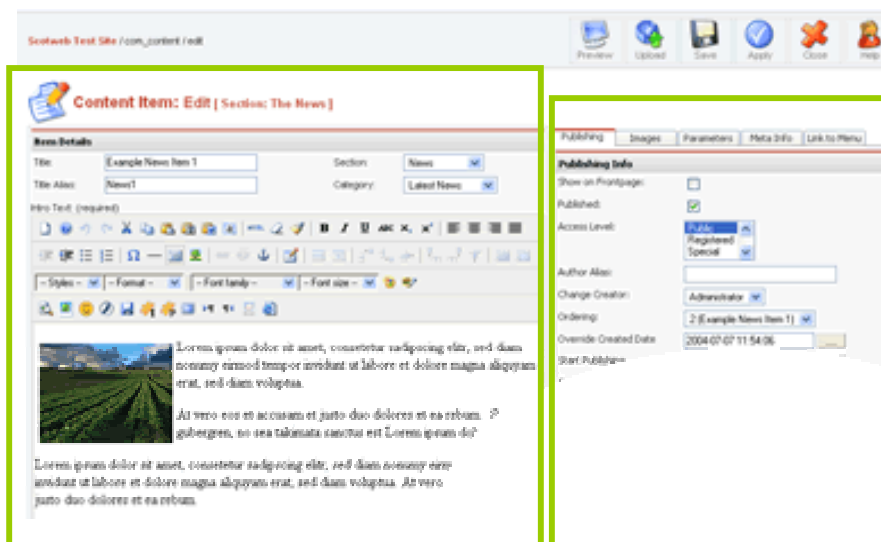
In the Content Items Manager screen:



Click the New icon to begin creating a new Item for the Latest News Category.

In the Content Item (New) screen:

There are two areas which need attention here – the Content area (*ITEM DETAILS*) and the *ATTRIBUTES AND PARAMETERS PANEL*.



Section 3 – Sections, Categories & Content Items

In the Content Panel:

Add a title for the Item

Section – defaults to section containing the Category where you create the item

Add the Item content. Use the Editor to add text, images, hyperlinks and so on.

Select the Category where the Item will reside

In the Attributes/Parameters Panel:

The right hand side of the set up screen offers additional options for Publishing, Menu Links, Parameters and Meta Info.

Generally, the most used tab will be *PUBLISHING* where you can set parameters for how the item will appear:

Keep an item unpublished by unchecking the *PUBLISHED* check box. To make the item appear in the Home page content area, click the *SHOW ON FRONTPAGE* checkbox.

Click the  Save icon to save the new Item.

How the Latest News Category and Items will appear on the website:

Latest News Module set to show the two most recent Latest News Items

Category Name

Item Links

4.0 How the Latest News Module Works

The Latest News Module is a plug-in that displays active links to Items from a specified category within a Section (in the default set up, this is the News Section). The number of items which are displayed, and where the Module appears are all defined by the Parameters.

To understand the Latest News Module, it's important you understand the relationship between Sections, Categories and Items. And finally..... just to complicate things, you can assign the Module to take items from any Category and/or Section but for now, let's do it using the Latest News category as this is how it comes with your site installation.

To learn more about Modules, see the Redevelopment.com Modules User Guide.

4.1 Edit the Latest News Module: Details, Parameters, Page Assignment

Menu Path: Modules > Site Modules

In the Module Manager Screen select *Latest News* from the list.

In the Site Module: Edit screen

There are two areas you need to pay attention to: *DETAILS SETUP*, (common to all Modules) where you assign Position (eg., Left, Right); Order (this is relative); whether the title should appear; whether to publish immediately; User Access etc. and *PAGES/ITEMS* where you assign the Module to pages.

SHOW TITLE: select NO if you don't want the module title to appear on the site.

POSITION AND ORDER: assign a position and order for Module (i.e., right, 2nd position). Order is relative.

MODULE MODE: select to use Items, Static Content or both

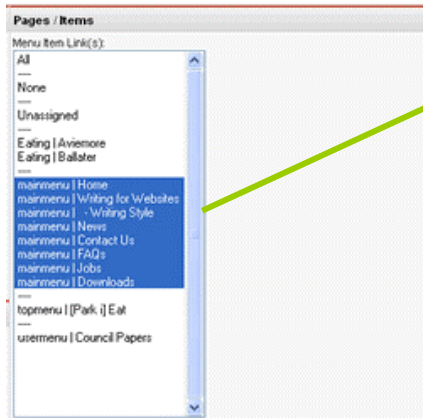
COUNT: how many items do you want the module to show?

TITLE: default title is Latest News but you can change if you want. You must have a title or you won't be able to Save.

CATEGORY & SECTION ID: tells the Module which Category and/or Section to pick items from. (Find ID's in the Section/Category Manager).

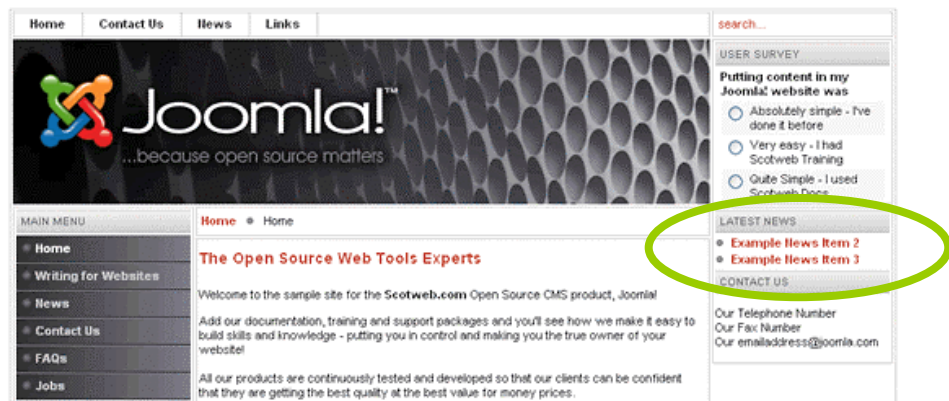
Section 4: The Latest News Module

Now, assign the Module to a page or pages. The selection on the *PAGES/ITEMS* side of the set up screen shows only pages where a menu link has been published. This is because the CMS sees Menu Items (links) – not content. If you want to put a module on a particular page make sure the menu *ITEM* for that page is published or you won't see it listed here.



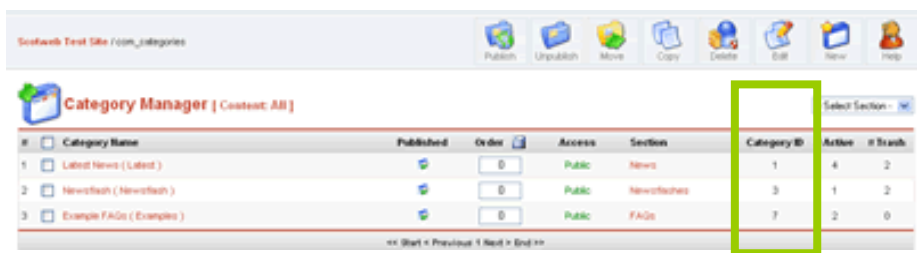
MscotwebKS: select which pages the Module will appear on. Use the CTRL key to select non-contiguous Items

On completion, click *APPLY* to review, or *SAVE* to save and close



Where to find Section and Category ID's

The Latest News Module default setup takes Items from the Latest News Category (News Section) which pre-exists in your site installation. Once you have more than one Section/Category, you'll be able to designate which one the Module should pick Items up from. You'll find ID's in the Section or Category Managers.



Section 5 – The Frontpage Component

When you type in the URL of a site, or if you navigate from another site, the Home page is probably the first page you visit – it's sometimes known as the landing page.

5.0 Understanding how the FrontPage Component works

When the first Menu Item (link) in your Main Menu is the FrontPage Component, your Home page will contain any Content Item(s) assigned as "Frontpage" content in the Parameter settings (refer to the Section on Sections, Categories and Items). This setting publishes content to your Home page; any Content Item can be assigned to the Home page by checking the FrontPage option in a Content Item's parameters.

All menus in the Menu Manager have corresponding Menu Modules which need to be published if a menu is to be displayed on the site (learn more about this in the Modules User Guide). **However**, even when the MainMenu Module isn't published, the Home page of your website will display whatever content is associated with the first **published** menu link (Menu Item) in the MainMenu.

In a standard implementation, the default configuration assigns the *FRONT PAGE COMPONENT* to the first *published* Menu Item (link) in the Main Menu and the link is usually called "Home".

So, in a default configured website, the MainMenu Manager screen will probably look similar to this:

The screenshot shows the Joomla! Menu Manager interface for the 'mainmenu'. At the top, there are icons for Publish, Unpublish, Move, Copy, Trash, Edit, New, and Help. Below the icons, the title is 'Menu Manager [mainmenu]' and there is 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 *'. The main table lists menu items with columns for #, Menu Item, Published, Reorder, Order, Access, Itemid, Type, and CID. The first row, 'Home', is highlighted in green and has its 'Published' checkbox checked.

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

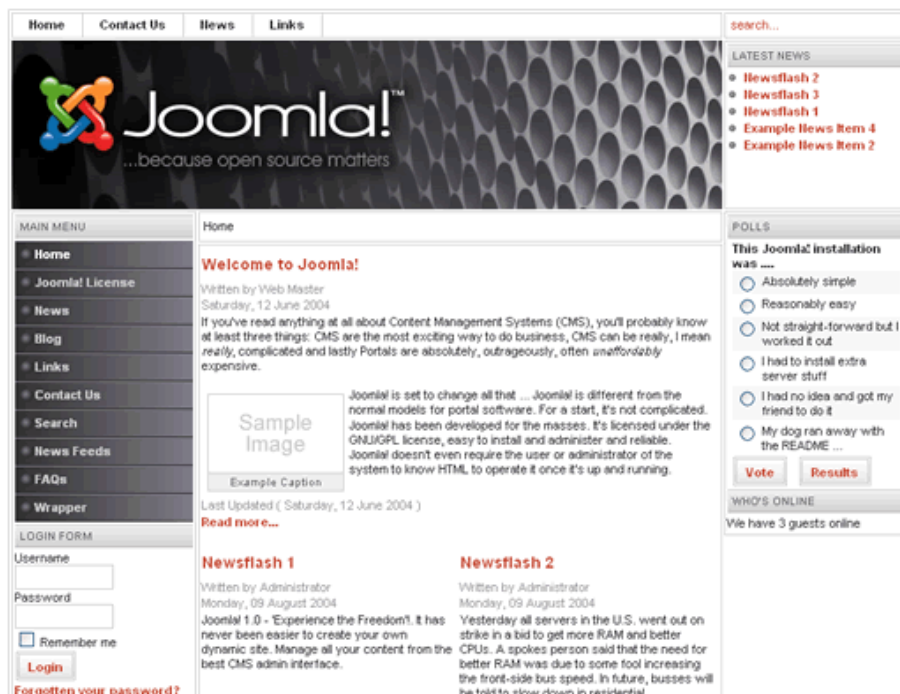
Section 5 – The Frontpage Component

Layout on the website

Frontpage-assigned Content Items are displayed in "blog" - short for weblog (web + log) format where each Item (article) is displayed with a taster paragraph or two, along with "read more..." links to the full article if the extended text area or mospagebreaks have been used. *In the CMS, the words Item and Article are interchangeable.*

A quick note about Blogs

A **blog** layout is a great way to present information that you update regularly – for example news or press releases. As a website Editor/Administrator, even if you don't use this feature, you should know about it.



We'll see that how content is laid out (lead Items, intro Items, number of columns etc) and various other settings can be modified within the Frontpage Component Menu Item parameters.

And if you don't want to use the default Homepage layout which shows any Content Item(s) assigned to the FrontPage component.....

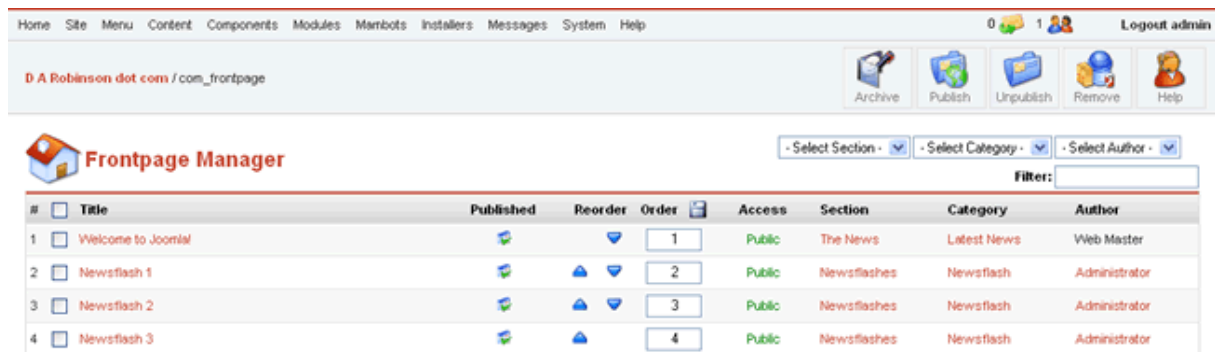
In this case, all you need to do is create the content that you want for your Home page (e.g. a piece of Static Content), create a Menu Item (link) for it in the Main Menu, then Unpublish (or Trash) the link to the FrontPage component. Now make Menu Item for the new Homepage Content the first Menu Item in the Main Menu. Easy!

Section 5 – The Frontpage Component

5.1 Editing and setting up the FrontPage Component

Follow the Menu Path: **Content > Frontpage Manager**

In the default configuration, the FrontPage Manager screen will probably look something like this. Here you'll see all Content Items that have been assigned to the "FrontPage" in their parameters:



The FrontPage Manager screen offers similar options as the Content Item Manager. There are additional implications for some of these options used within the context of the FrontPage Component that you need to be aware of, and also, a Remove function which isn't available elsewhere.

Archive Icon: click to Archive Content items; this is not a Delete action – Archived Content Items can be Unarchived and returned to the FrontPage.

To restore a FrontPage Content Item to the Home page:

1. Follow the menu path Content > Archive Manager, check the Item, and click the Unarchive icon.
2. Go to the FrontPage Manager where you'll see the Item in an unpublished state – click the Unpublish icon to toggle back to the Published state.

Remove: Click to remove Content Items from the FrontPage Component and therefore from the Home page. Note that this doesn't remove the Content Items altogether – it merely un-assigns them as FrontPage Items. You'll now find them listed only in the Content Items Manager.

The Order Column:

In the FrontPage Component, the Order of Content Items must also take account of the settings saved for the Menu Item (link) in the Main Menu. For example, if you have four Content Items assigned to the FrontPage and you've established a setting of two Lead Items, and two Intro Items for the Menu Item (link), then Items 1 and 2 will be the Lead items, and 3 and 4 will be the Intro items. Remember of course, the order only takes effect when the FrontPage Component is displayed.

Section 5 – The Frontpage Component

5.2 Edit or create a link to the FrontPage Component (for any menu)

Before you start, a reminder for you. In Joomla! a **Menu Item** is a menu link!

There are 2 ways to create a Menu Item (link) to the FrontPage Component. Either:

1) Create a link to the FrontPage Component (using the mainmenu as our example):

Menu path: Menu Manager > mainmenu

In the mainmenu manager click the New icon

Select *COMPONENT* in the New Menu Item screen

Select *FRONTPAGE* from the Component field in the Details selection.

Or:

2) Create a link to a Component Item (using the mainmenu as our example):

Menu path: Menu Manager > mainmenu

In the mainmenu manager click the New icon

Select *LINK-COMPONENT ITEM* in the New Menu Item screen

Select the *NAME* of the link associated with the FrontPage Component, from the *COMPONENT TO LINK* field (Note: in a default configuration, this link will most likely be called "Home").



Why is a Link-Component Item different?

A Link-Component Item inherits the parameters of the original Component Menu Link. With this type of link, only Details settings are editable; there are no Parameter settings. You get an exact replica of the original Menu link settings in terms of layout and content it links to. The Details set up additionally allows you to select different types of window for the link to open in.

When would you use it?

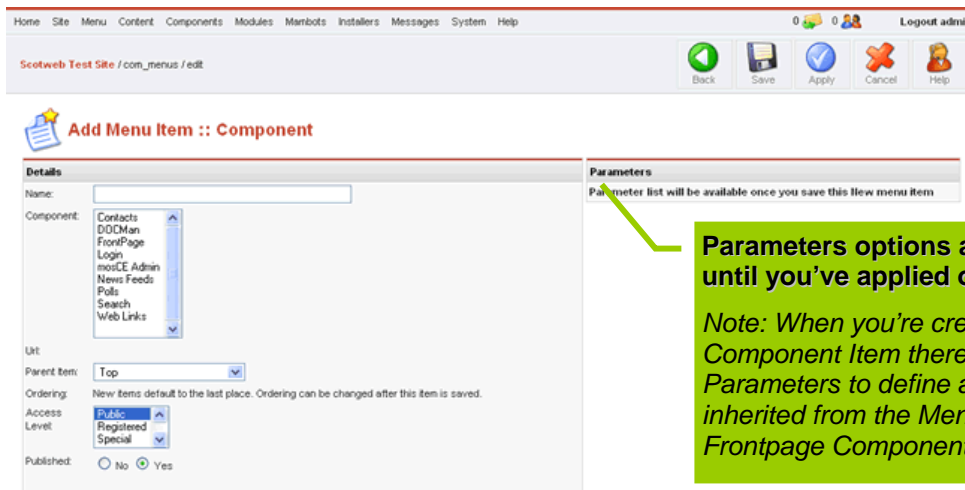
Use this type of link if you want to use the FrontPage Component in more than one menu and you are happy for it to inherit* the Parameters defined in the FrontPage Component Menu Item (link). You can still change the Details for a Component Item link.

*Default parameters will apply if Parameters for the FrontPage Component Menu Link aren't defined.

5.3 Define Details for a FrontPage Component Menu Item (link)

We'll now set up Details and Parameters for a link to the *FRONTPAGE COMPONENT* or a *LINK-COMPONENT ITEM* Menu Item (link). Follow steps one or two above to begin creating the Menu Item.

In the Add Menu Item: Component setup screen



Parameters options aren't available until you've applied or saved.

Note: When you're creating a Link-Component Item there are no Parameters to define as these are inherited from the Menu Link to the Frontpage Component.

Set up the Menu Item Details:

<i>NAME</i>	Type a name for the Menu Item (link) in the Menu
<i>COMPONENT</i>	Select FrontPage. <i>This selection can't be changed after Apply or Save.</i>
<i>URL</i>	To see the URL for this Menu Item, click Apply or Save
<i>PARENT ITEM</i>	Select Top for Menu Item to appear at primary navigation level or select a parent link – so it appears as a sub-menu item
<i>ORDERING</i>	By default, new Menu Items appear last on the list of Menu Items. Change the order after Save or Apply
<i>ON CLICK OPEN IN</i>	<i>For Link-Component Item only.</i> Select the type of browser window you want link to open in – or leave at default setting.
<i>ACCESS LEVEL</i>	Select a User type for the Menu Item
<i>PUBLISHED/UNPUBLISHED</i>	Default setting is Published. Select Unpublished to keep unpublished

Section 5 – The Frontpage Component

5.4 Define Parameters for a link to the FrontPage Component

If you've created a **Link-Component** You now have the option to define Parameters for how the page will appear.

First, click the Apply button to stay in the Menu Item set up screen, and bring up the Parameters options, or click Save and then go back into the Menu Item by clicking it's active link. The Parameters tab options will now be available for setup.

After Applying or Saving the Menu Item, the Parameters Control panel will be available.

The screenshot shows the 'Edit Menu Item' interface with two main panels: 'Details' and 'Parameters'. The 'Details' panel includes fields for Name, Component, Url, Parent Item, Ordering, Access Level, and Published status. The 'Parameters' panel includes settings for Menu Image, Page Class Suffix, Page Title, Back Button, # Leading, # Intro, Columns, # Links, Category Order, Primary Order, Pagination, and Pagination Results.

If you've created a **Link-Component Item** click Apply or Save.

The parameter settings for a Link Component Item will be inherited from the Menu Item that links to the FrontPage Component (Link-Component).

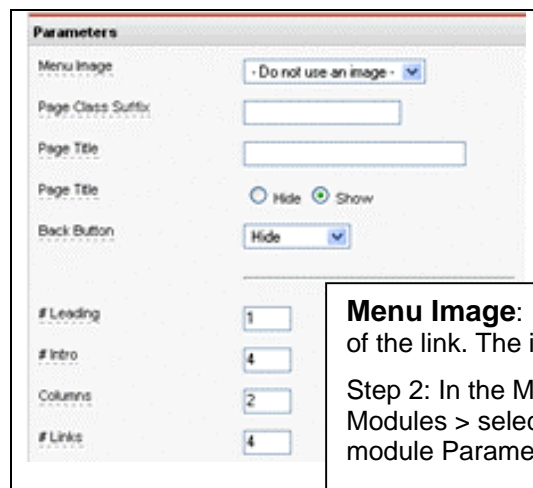
Get more from your CMS - sign up for a **scotweb.com Support Package** and receive email or phone support, regular updates of this document, tips and tricks, and user guides for other great features.

Section 5 – The Frontpage Component

Set up the parameters for the Menu Item (link) by defining the following settings

Many of the Parameter settings here are similar to those used for other Content and Menu Items, so it's well worth taking a look through these even if you don't intend to use the Frontpage component.

1. Many of the options here refer to your Global settings as defined in the Global Configuration (Site > Global Configuration).
2. What you set up here is the PAGE layout for the content items that will show on the page – not settings for individual item(s).
3. Only Content Items assigned to *FRONTPAGE* in their parameters will appear on this page and reflect the settings defined here.



Menu Image: Step 1: Select an image to appear to the left or right of the link. The image must be in the /images/stories directory.

Step 2: In the Modules menu, follow the path Modules > Site Modules > select the active link for your menu module. In the module Parameters, set the *Show Menu Items* option to *Yes*.

Page Class Suffix: Sets a custom style for the page. A suffix here is automatically added to the CSS classes for this page. However, to be active, it needs to be defined in your template's CSS stylesheet. Get help from your developer for this.

Back Button: Show or hide a Back text link at the bottom of the page to return users to the previous page.

Page Title: Enter text to appear at the top of the page.

Show/Hide Page Title: Hide or show Page Title text.

Leading: Number of leading Items to be displayed on this page. The Introductory text displayed will be that defined in a content item's Intro Text field.

Intro: Number of Items to display with the Intro text shown (defined in a Content Item's Intro Text field).

Columns: Assign the number of columns you need to display item(s) Intro text.

Links: Number of items to display as linked titles (i.e., no intro text). These will appear under the Leading Items and items with Intro Text showing.

Section 5 – The Frontpage Component

Category Order	No, order by Primary Order only
Primary Order	Frontpage Ordering
Pagination	Auto
Pagination Results	<input type="radio"/> Hide <input checked="" type="radio"/> Show

Category Order: If displaying Content Items from several categories, the items can be grouped first by Category, then by Primary Order (defined in the Primary Order field, below). Select from the following options:

NO, ORDER BY PRIMARY ORDERING ONLY: Organises items as specified in the Primary Order field; ignores Category.

TITLE ALPHABETICAL: Organises Content Items by Category in alpha order, then by Primary Order.

TITLE REVERSE-ALPHABETICAL: Organises Content Items by category in reverse alpha order, then by primary order.

ORDERING: Arranges Content Items by category order as defined in the Category Manager, then by primary order.

Primary Order: Defines the order in which Content Items display. Note that the Category Order setting (above) takes precedence. Select from the following options:

DEFAULT: Organises Content Items according to the order defined in the Frontpage Manager.

FRONTPAGE ORDERING: Organises Content Items according to the order set in the Frontpage Manager.

OLDEST FIRST: Organises Content Items in chronological order. Oldest first.

MOST RECENT FIRST: Organises Content Items in chronological order. Newest first.

TITLE ALPHABETICAL: Organises Content Items by title in alpha order.

AUTHOR ALPHABETICAL: Organises Content Items by author in alpha order.

AUTHOR REVERSE-ALPHABETICAL: Arranges Content Items by author in reverse alphabetical order.

MOST HITS: Organises Content Items on the page according to number of hits. Items with the most hits first.

LEAST HITS: Organises Content Items on the page according to number of hits. Items with the least hits first.

Pagination: Hide, Show or set to Auto the pagination of page items. Shows links to other pages in Frontpage Items (e.g., << Start < Prev 1 2 Next > End >>).

Pagination Results: Hide or show Pagination Results information (i.e., number of items to be displayed on the page, e.g. 'Results 1-6 of 6').

Section 5 – The Frontpage Component

MOSImages	<input type="radio"/> Hide <input checked="" type="radio"/> Show
Section Name	<input checked="" type="radio"/> Hide <input type="radio"/> Show
Section Name Linkable	<input checked="" type="radio"/> No <input type="radio"/> Yes
Category Name	<input checked="" type="radio"/> Hide <input type="radio"/> Show
Category Name Linkable	<input checked="" type="radio"/> No <input type="radio"/> Yes
Item Titles	<input type="radio"/> Hide <input checked="" type="radio"/> Show
Linked Titles	Use Global ▼
Read More	Use Global ▼
Item Rating	Use Global ▼
Author Names	Use Global ▼
Created Date and Time	Use Global ▼
Modified Date and Time	Use Global ▼
PDF Icon	Use Global ▼
Print Icon	Use Global ▼
Email Icon	Use Global ▼

MOSImages: Hide or show MOSImages (i.e., if you've used the MOSImage tag within the content).

Section Name: Hide or show the name of the section to which each item belongs. If set to Show, each item's section name will display under the item's title on the page.

Section Name Linkable: Make each item's section name linkable. Note: only works when Section Name (above) is set to Show.

Category Name: Hide or show the name of the category to which each item belongs. If set to Show, each item's category name will display under the item's title on the page.

Category Name Linkable: Make each item's category name linkable. Note: only works when Category Name (above) is set to Show.

Item Titles: Show or hide Item Titles on the page.

All options below: Override the corresponding Global Configuration setting by selecting Show or Hide. If you override settings here it doesn't affect Global settings or settings on the rest of the site. They do however affect the settings of ALL Content Items assigned to the Home Page.

Linked Titles: Make Item Titles link to Item's page.

Read More: Hide or show a Read More... link after the Intro Text which goes to the Item's page.

Item Rating: Hide or show ratings given to Items by site users.

Author Names: Hide or show names of Item authors.

Created Date and Time: Hide or show date and time Items were created.

Modified Date and Time: Hide or show date and time Items were last modified.

PDF Icon: Hide or show the icon linking to the PDF version of Items.

Print Icon: Hide or show icon linking to print-friendly format of Item.

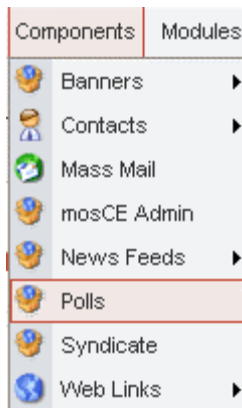
Email Icon: Hide or show icon enabling users to email content to others.

Section 6 – The Polls Component

We've seen how the Section/Category and Item content types work with the Latest News Module. There are various content types and/or components that are designed to work in conjunction with Modules . One example of this interaction is the Polls Component and the Polls Module.

6.0 Create a User Survey using the Poll Component and Poll Module

Menu Path: Components > Polls



In the *POLL MANAGER*, click the New icon to open the Poll Creation table

In the Poll : New screen

Create a title for Poll

Create Response Options

Assign the Poll to pages from the list shown. To display on all pages, select ALL. Select more than one page (i.e., menu item), by holding CTRL key while clicking each one.

The screenshot shows the 'Poll : New' form in Joomla! CMS. The title field contains 'How often do you review your website?'. The 'Lap' field is set to '86400'. The 'Options' field contains five entries: 'Every year', 'Every month', 'Now and then', 'Every week', and 'Constantly'. The 'Show on menu item:' dropdown is set to 'All'. A list of menu items is shown on the right, with several items selected. Annotations with green boxes and lines point to the title field, the options field, and the menu item selection area.

Click the *SAVE* icon to save the Poll. In the *POLL MANAGER*, click the in the *PUBLISHED* column to publish the poll.

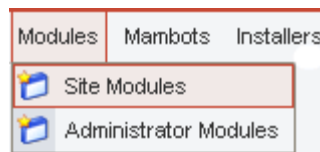
6.1 Activate the Survey (Poll) on the Website


The next step is to associate the Poll with the Polls Module.

The *POLL MODULE* is the module that is associated with polls you create using the *POLL COMPONENT*. This module takes the items you've set up in the Polls component, sets them up with radio buttons, and collects the data. At this time, although your poll (survey) is published, unless the *POLL MODULE* is also published, the poll will not be seen on the website.

Publish or Unpublish any Module by following the menu path to the *SITE MODULE MANAGER*.

Menu Path: [Modules > Site Modules](#)

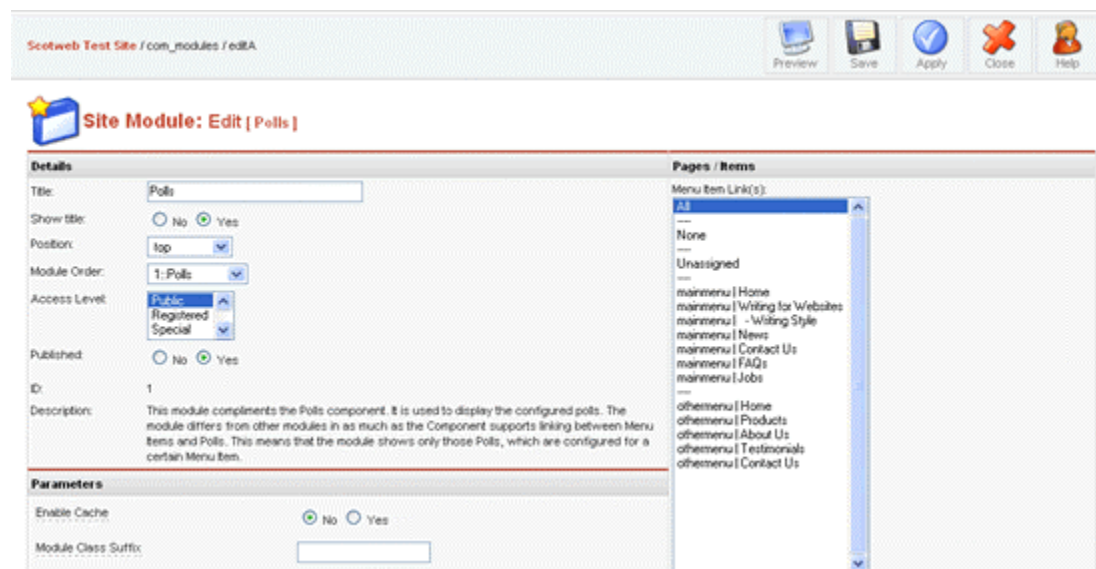


In the Modules listing in the Site Module Manager screen, find the Polls module and click the  in the Published column to publish the Poll Module.

6.2 Position the Poll Module on the Website

In the *SITE MODULE MANAGER* screen, select the *POLLS MODULE* by clicking on it.

Change the Module setup parameters in the *SITE MODULE: EDIT* screen. Two areas need attention – *MODULE DETAILS* (left side) and *MODULE POSITIONS* (pages it will appear on) on the right.



6.3 Edit Module Setup – Details, Page Assignment

 Site Module: Edit [Polls]

Details

Title:

Show title: No Yes

Position:

Module Order:

Access Level:

Published: No Yes

ID: 1

Description: This module compliments the Polls component. It is used to display the configured polls. The module differs from other modules in as much as the Component supports linking between Menu Items and Polls. This means that the module shows only those Polls, which are configured for a certain Menu item.

TITLE

Type the *NAME* of the Poll Module - this is the title that appears on the website in the Module bar.

For example, you could call it “User Survey”

Remember, you can rename a Module to anything you want – it’s the way it functions that’s important.



SHOW TITLE

Decide whether or not the title of the poll will appear on the website

POSITION

Select the position on the web page where the module will appear.

MODULE ORDER

Select the order in which the module should appear in relation to other modules.

PUBLISHED

Select Yes to publish immediately - set to No if you want to publish later.

Pages/Items Setup - which page(s) will the Module will appear on?

Pages / Items


Menu Item Link(s)

- None
- Unassigned
- mainmenu | Home
- mainmenu | Writing for Websites
- mainmenu | Writing Style
- mainmenu | News
- mainmenu | Contact Us
- mainmenu | FAQs
- mainmenu | Jobs
- othermenu | Home
- othermenu | Products
- othermenu | About Us
- othermenu | Testimonials
- othermenu | Contact Us

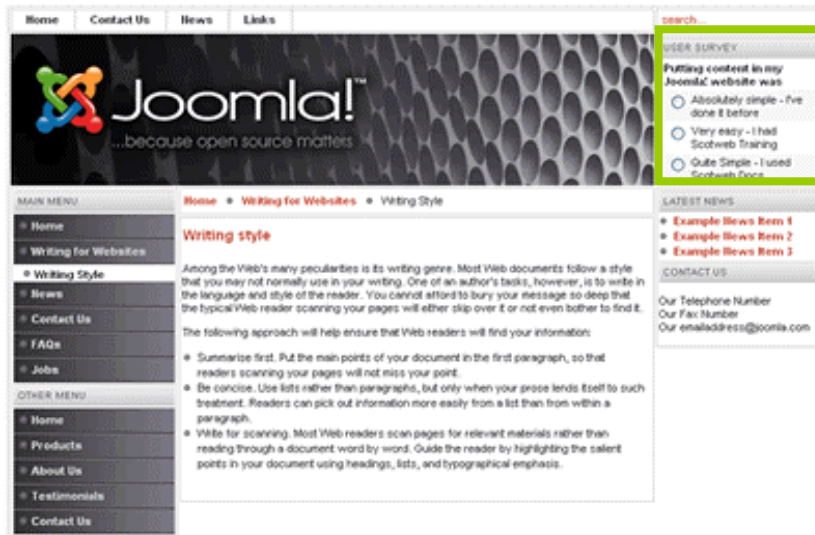
Highlight each of the Menu Items (pages) you want the Module to appear on. By default, *ALL* is selected.

Use the *CTRL* key to highlight more than one page.

Remember, the CMS “sees” Menu Items (links) not Content. You assign Modules to published links, not published content. In other words, you assign the module to a published Menu Item, not its associated content.

Click the  Save icon to save your set up details.

On this website, the *POLL* will look like this:



The Poll Component resides in the Poll Module which can be assigned to different areas and pages of your site

What's the difference between a Module and a Component?

Module : A plug-in allowing you to present dynamic content or information in defined areas on your site. For example, the Poll **Module** allows you to display polls created using the Polls **Component**.

Component : a functional entity which often has an associated Module.



Understanding....

The Poll Component and Poll Module work together – if you set up a link to a menu item in the Component, it needs to be set up for the same page (menu item) in the Module and vice versa.

Example:

Action: In the Polls Component, you create a “User Survey” and assign it to the Homepage AND the Contacts page. You then go to the Module Manager and assign the Polls Module to the Homepage .

Result: The User Survey won't appear on the Contacts page because its container (the Polls Module) isn't assigned to that page – only to the Homepage. Make sense?

Action: You create a “User Survey” using the Polls Component and assign it to the Homepage only. You then go into the Polls Module and assign Module to the Homepage AND the Contacts page.

Result: The User Survey will appear on the Homepage inside the Poll Module (its container) but the empty Polls Module will also appear on the Contacts page.

Easy!

Section 7 – Administration of Users and Administrators

7.0 Create a New Administrator

Menu Path: *Users > Administrators > Add Administrator*

Add New Administrator Screen

1. *Name* field: enter new administrator's name
 2. *Email* field: enter email address of new administrator
 3. *Username* field: enter a username for administrator (to be used when logging in)
 4. *Publisher Toolbar*: click the Save button
- New Administrators will initially be directed to the URL of the website. As this will not take you into the CMS (sometimes known as the "backend"), it is essential that you get the URL of the Administration Suite from your developer. This is usually the site address plus */administrator*
 - Administrators can use their username and password to log in via the Login Panel module* on the website itself - sometimes called the "frontend" (surprisingly enough!).

*The Login Panel module when published allows Registered and Special Users access to content and/or menu links (menu items) you have defined as Registered areas of the site.

By publishing the Login Panel module, and assigning areas of the site to Registered users, you can allow access to content specifically for them and allow them to contribute to the site (e.g., add documents or news stories). Additionally, as an Administrator you can edit a site from the frontend by logging in at the Login Panel.

An example of how this might be used is to publish the Login Panel to allow user registration, and assign your site's Forum to Registered users only.

Section 7 – Administration of Users and Administrators

7.1 Edit Site Administrator

Menu Path: *Users > Administrators > View Administrators*

Site Administrators Screen

Selector Checkbox: select the Administrator Name to be edited

Publisher Toolbar: click the Edit button

Optional:

Name field: edit name

Email field: edit email

Username field: edit username

New Password: set a new password

Verify Password: verify new password

Required:

Publisher Toolbar: click the Save button

7.2 Delete Administrator

Menu Path: *Users > Administrators > View Administrators*

Site Administrators Screen

Selector checkbox: select the Administrator Name to be deleted

Publisher Toolbar: click the Delete button


Warning popup box: click OK to continue action and complete the deletion

Section 8 – Administrators and User Administration

8.0 Adding Images – how to use the Media Manager

The Media Manager allows the user to upload different file types, including images, for use in the content areas of a website. Use Directories (folders) to organise your files and images.

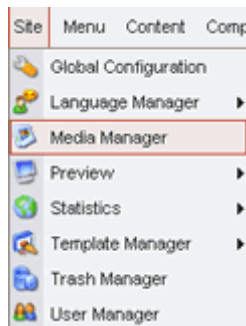
About the Media Manager

This is where images and files are stored so you can populate content areas. In the Editor, you get to the Media Manager via the  INSERT IMAGE button on the Editor toolbar.

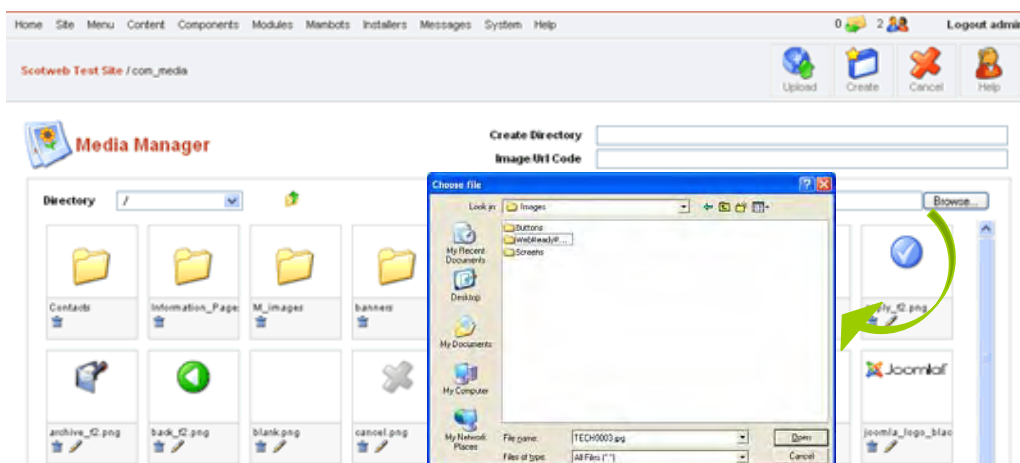
It is often the case when using web-based tools, that there's more than one way to carry out a transaction. In this case, using the INSERT IMAGE button in the Editor allows you to upload images – but only images. To upload files such as .doc, .xls, .ppt .pdf files you still need to use the Media Manager.


8.1 Upload a File to the Media Manager

Menu Path: Site > Media Manager




To upload a file click the *BROWSE* button to open the *CHOOSE FILE* popup window.



Browse to the file's location. Highlight to select and click the *OPEN* button. Click  *UPLOAD* to upload the file to the *MEDIA MANAGER*.


Section 8 – Administrators and User Administration


8.2 Create directories (folders) to keep files organised and easy to find

In the *CREATE DIRECTORY* field, type the name of the new folder. Click the  *CREATE* button to create a new directory.

Under each image are a delete and a pencil icon. Hover over an image for file information.



To Delete a file, click the  *TRASH* icon under the image of the file in the *MEDIA MANAGER* window.

To enter the URL of an image into the *CODE* field, click the  *PENCIL* icon. Clicking on the image of the file in the Media Manager window will also enter the URL in the Code field. The code could then be copied and pasted behind a text link or an image link.


A note about working with files using the Media Manager

Different types of file can be uploaded such as .doc, .xls, .ppt and .pdf files in addition to .jpg, .gif and other file types. If you need to add other types, speak to your developer.


Good practice dictates that you don't put spaces in the filenames. Use an underscore to fill in any spaces between words.

Be organised and use the *CREATE DIRECTORY* function to create folders rather than just throwing files in at the top level.

8.3 Insert image or document files using the WYSIWYG Editor

WYSIWYG Editors are downloadable "Mambots" for the CMS. The Editor we're using is *mosCE*. With this, you access *IMAGE* files in the Media Manager by clicking the  *INSERT IMAGE* button.




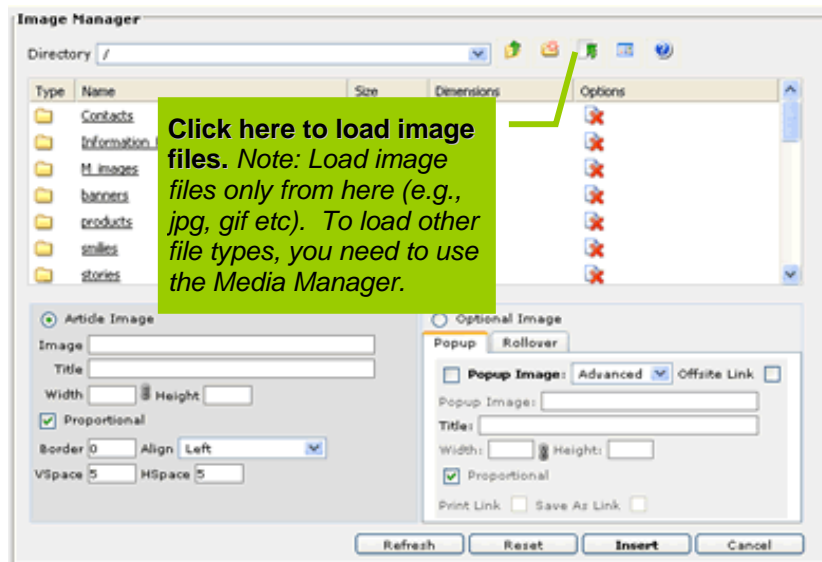
In the Wysiwyg Editor click the  button to access the Image Manager. From here, you can either insert images into your content, or upload images for insertion.

Section 8 – Administrators and User Administration

To place an image within your content, place the cursor on the line of text where you want the image to appear and click the insert image button.

In the Image Manager window, drill through the folders to locate an image and single click it to select.

Toggle between “List View” (shown below) to “Image View” by clicking the  button.



The *INSERT IMAGE* options allow you to define parameters such as the space which appears around an image (vspace and hspace), a border, where the image will appear on the page; for example, to the left or right of text.

An image border, and the amount of space you leave around an image is measured in pixels. There are two attributes for leaving space: horizontal space, and vertical space.

<i>PATH</i>	<i>Will populate when an image is selected. This is the URL for the image.</i>
<i>ALTERNATIVE TEXT</i>	<i>Text to appear when the mouse hovers over an image. It's good practice to enter a short description so that people who are visually impaired, or who don't want images slowing down their browser, can read what's there.</i>
<i>WIDTH</i>	<i>Will populate when an image is selected. Do not change these values.</i>
<i>HEIGHT</i>	<i>Will populate when an image is selected. Do not change these values.</i>
<i>ALIGNMENT</i>	<i>Select a position for the image NOTE: This is relative to the text on the page.</i>
<i>VSPACE</i>	<i>Enter a value in pixels if you want space at the top and bottom of the image. Always allow some space between text and images. Not only for aesthetics, but for readability.</i>
<i>HSPACE</i>	<i>Enter a value in pixels if you want space at either side of the image. This allows a "buffer" between text and images. Not only for aesthetics, but for readability.</i>
<i>BORDER</i>	<i>Enter a value in pixels if you want a border around the image. The thickness of the border is dictated by this value.</i>

Section 8 – Administrators and User Administration

A (rather long) note about image files and the web

1. File Size – 3MB vs. 12K

You'll quickly discover that most images are too large to put on a web page without first reducing their size. To post an image on the web, you may need to reduce both its physical dimensions and its file size. Reducing an image's file size (i.e., its size in Bytes/KBytes or MBytes) will reduce its web download time and make your site easier to navigate.

Never, ever, click and drag an image in an attempt to make the file size smaller, or to change the physical dimensions.

Do re-size images using a graphics software package such as Photoshop or Fireworks.

Optimising images for a website is done in two steps:

- 1) resize the image to reduce its dimensions (height/width in pixels), and
- 2) compress its file size) using JPG

The standard image formats supported by most Web browsers are **GIF** and **JPG**.

A file in any other format (e.g. PICT, PSD, TIFF, BMP, EPS) will need to be converted to a GIF or JPG using a graphics software package such as Adobe Photoshop, or Macromedia Fireworks. Never convert GIF to JPG if possible (image quality will be lost).



Understanding:

You can't change the actual file size, if you drag the size handles on an image, only how large the web browser will display it. A 3MB file displayed small is still a 3MB file!

If you drag the size handles on an image to make it look physically smaller or bigger, you'll distort the appearance of the file when it displays in the browser – i.e., it will make your web site look unprofessional.

2. Borders and Spacing

When you select an image from the Media Manager, you have other options besides alignment, for layout. One of these is to have a border, another is to have space (a kind of buffer) around the image to separate it from the text.

Generally, a border around an image won't add anything to the aesthetics of presentation and layout. By all means, experiment.

The amount of space you leave, like the border, is measured in pixels. There are two attributes for leaving space: horizontal space, and vertical space. Horizontal space is space to the right and left of the picture; vertical space is space to the top and bottom of the picture.

Remember – you can get much more from your CMS - sign up for a **scotweb.com Support Package** and receive email or phone support, regular updates of this document, tips and tricks, and user guides for other great features.