

Joomla! Getting Started Tutorial by JXWD

The first part of this tutorial gives you absolute minimum steps and settings to add a page under JXWD system...

Joomla! (yes it's spelt with an "l") is a web based content management system which lets you edit your web site. It is part of your web site and can be moved with your web site between most servers.

Part 1

Logon using login page www.mywebsite.com/administrator



Your username will normally be set as "admin". Use the password supplied to you by JXWD.

Adding a page

Adding a page has 2 distinct steps not to be confused:

1. Creating an "Article"
2. Creating an element in the navigation to open the article

Step one merely puts an article (which like the name suggests is a piece of text sometimes with pictures) into the database. Once this is done a link can be added in the navigation to open the article.

Creating an Article

Once you have logged in go to the "content" > "Article Manager" in the pull down menu.

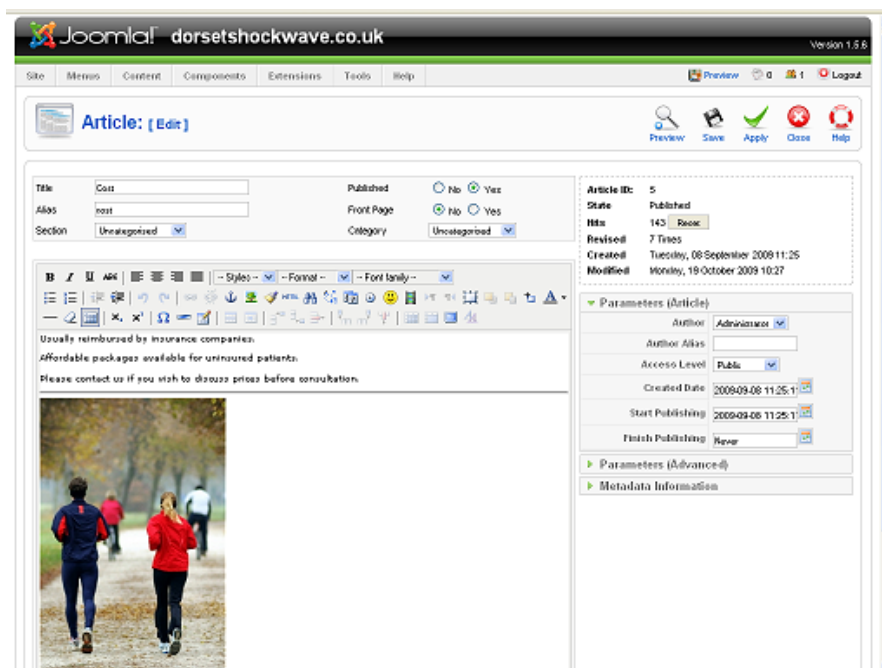


The article manager main view is a list of all the articles in the database something like:



To create a new article press the  button.

This will open the Joomla editor as follows (This article is being used to edit an article with a picture of 2 runners in it.):



The title can be anything you want it will not affect anything apart from helping you know what is in the article. Just let Joomla! set the

alias for you... Section for a simple site is normally "uncategorised" as is the category.

Leave the other settings as their defaults IE Published = yes.
Frontpage = no.

Once you have finished editing the article press save to close and go back to the Article Manager or Apply to save the changes to the database and keep the editor window open.

Joomla uses an online JAVA editor which is loosely based on Word. IE you can bold italic underline, add a table insert an image cut paste etc as you would in Word... It's a little awkward at times and a bit browser dependant, but generally does the job with some mucking about...

As a general rule: NEVER set the font style colour or size... If you need a new style please ask JXWD to define one you can use...

As a general rule: NEVER paste from a document which has fonts and colours set. IE if you pasted from this document the font would be Verdana and the colour black this will be different from most JXWD web sites. Instead paste into something like Notepad (the basic windows editor) then into Joomla! to remove the fonts OR just type the text you want.

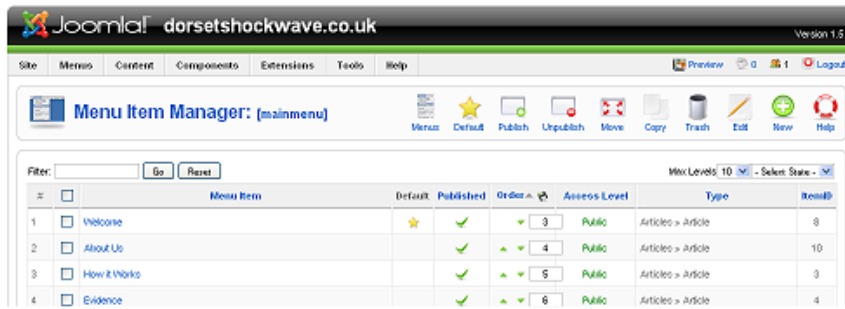
We will cover adding a picture and link later. Now save you article...

Adding the Article to the Menu

Open the menu manager as follows: Menus > Main Menu * ...



You will then see a list of elements in your menu. As follows:

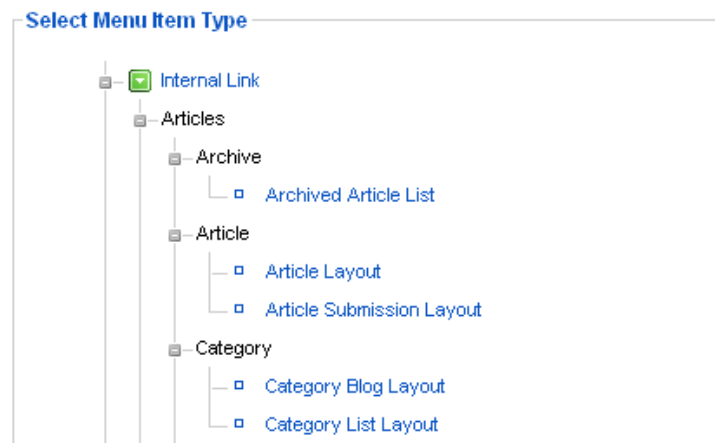


You can click on the menu names under the “menu items” to open



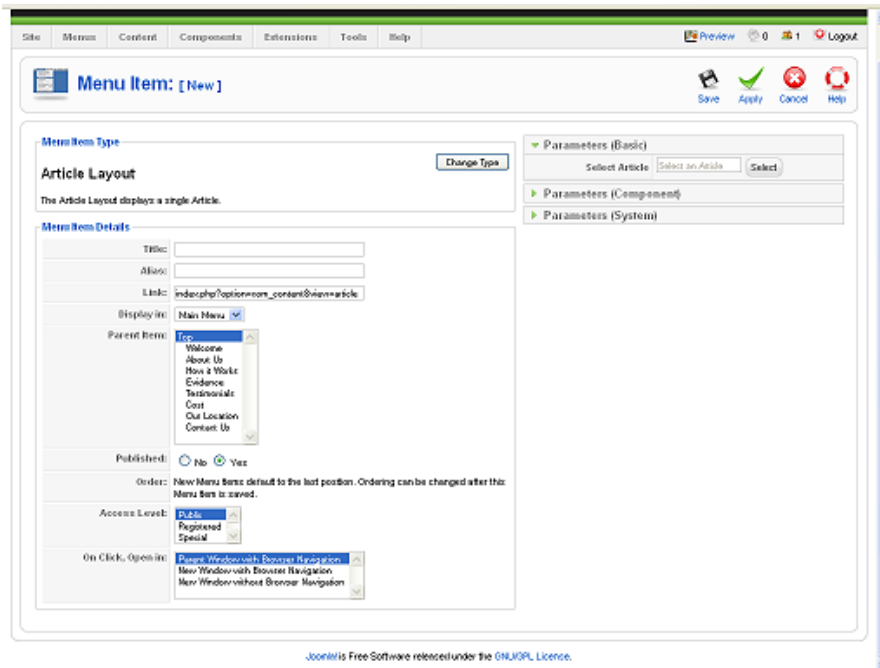
an existing item for editing. Press the **New** button to add a new menu item (IE add a link to your menu system)...

First the item type is set:



Select “Articles” (opens first tree level) then “Article Layout” for most JXWD designs.

Now you will see the following form:



Set the Title – this is how you want the item to appear on the menu

Select the article – it will open a browser to select the article you created earlier...

Normally leave all other settings the same.

Now press save...

In the main menu editing window there are arrows that you can use to move a link up and down the menu system... They look like this:

Default	Published	Order ▲	Access Level
★	✓	▼ 3	Public
	✓	▲ ▼ 4	Public
	✓	▲ ▼ 5	Public
	✓	▲ ▼ 6	Public
	✓	▲ ▼ 7	Public

Press them until you have your desired order...

If you have not done so yes go to your web site and press the "refresh" button to see the changes made...

That's it you have now added your first page!!

Part 2

Part 2 covers adding pictures and links to an article.

To add a picture it must first be uploaded to the database. Before this is done it is normally necessary to resize the picture to fit in with the design and layout... It is important to know how many pixels wide a picture is required to be (generally in web sites the length is not that important as they just stretch down the page...)

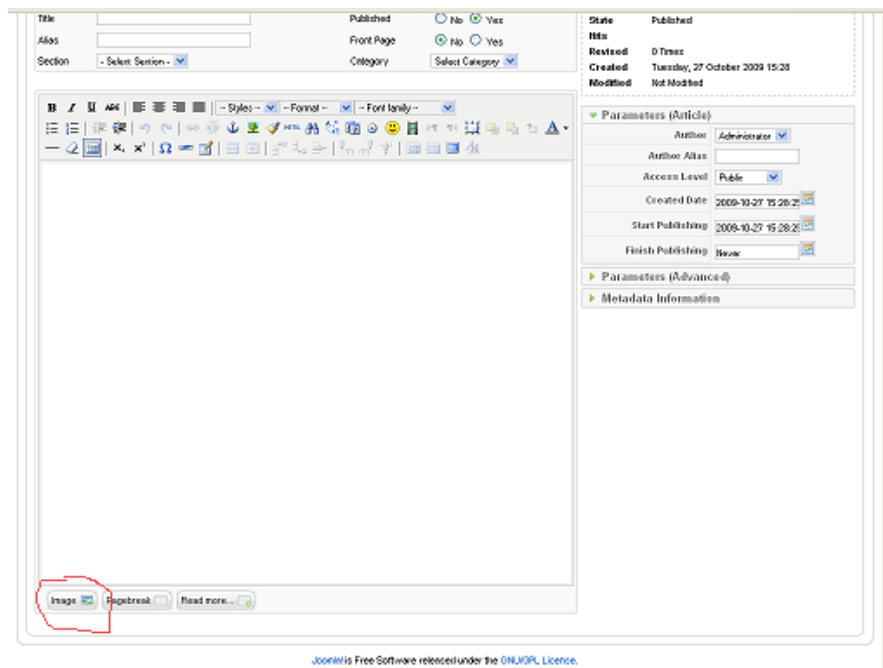
Tools for resizing a picture to a specific size are: Photo Shop, Paint Shop Pro and there are several free ones which can be downloaded online... Please ask JXWD if you need advice...

Adding a Picture to an Article

Given that you have resized your picture it is now time to add it to an article...

Go to Content > Article Manager as before...

Then either press the "new" button or click on the article Title to edit an existing article... This will open the Article editor...



At the bottom of the screen is a button which says "image" click it to open the image inserting tool...



The top part of the window shows all your currently uploaded pictures... To insert a picture into the text select it then press "insert"...

To upload an additional images press the "Browse" button...

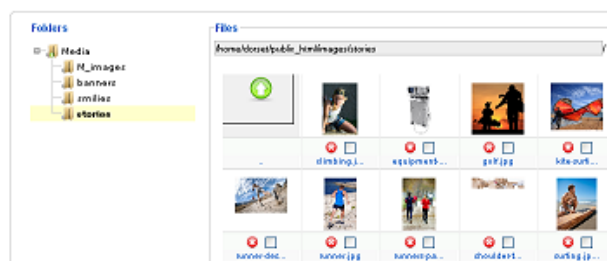
Once an image is inserted you can cut and paste it to move it around. Or drag and drop it too...

You can not upload a file if there is one with the same file name in the database. So if you want to reload a file you need to delete it first.

To do this open site > Media Manager



JXWD images are normally in the Stories Directory... Click or select to delete any unwanted pictures...



Adding a Link to an Article

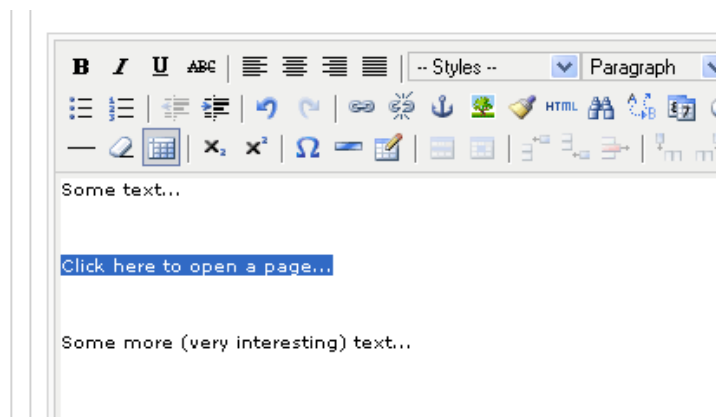
A link opens a page within your web site (just like the navigation does) or opens a page on an external web site...

Links can do more complex things like open a new browser or open the browser in part of a page... Please refer to JXWD Joomla User Guide...

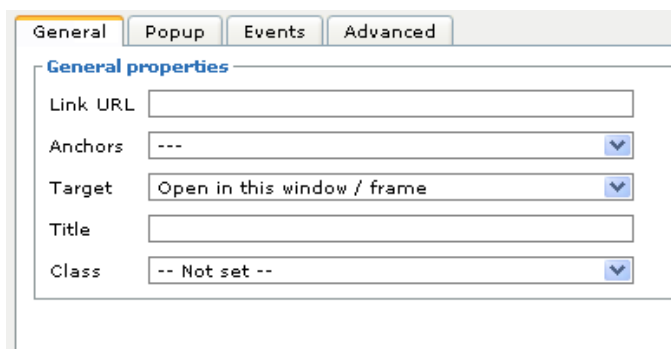
If you have not done so go to: content > Article Manager

And open an article...

Select either the text or picture you want to add a link too for example below "Click here to open a page..." is selected:



Now press the link icon: 



Now add the page you want to open in the Link URL field...

TIP – copy and paste the address from your browser IE

"http://www.mywebsite.co.uk/contact-us.html"

Press insert at the bottom of the form and it's done!

You can now save or apply your article then go to your web site press refresh and test your new link!

Part 3

Covers basic Joomla! Search Engine settings and theory...