

Joomla Instructions

Images

IMPORTANT: Images must be maximized for the web; 72 dpi, with the dimensions that they will have on the page. If instructions are needed, please notify me and I will forward that information to you.

Uploading images via the Media Manager

1. Browse to Content/Media.
2. If you are uploading the images to a specific folder within the media portion of your site, click on the name of the folder under "Root: images". Otherwise, just use the default folder.
3. Near the top left of the page, you will see "Upload." Click on that button; a "Browse" button will appear. Click on that and locate the image you wish to upload; this will be on your local system.
4. Click on "Start Upload"
5. Repeat the process until all images have been uploaded.

Creating/editing the content

"Article" in most cases will refer to each page.

1. Navigate to Content/Articles.
Creating a new article – points 2 through 6.
Editing the text – click on the article title and start at point 5.
2. Click on "New".
3. Enter the Title of the article. The title will appear at top of the page in large text.
4. If desired, enter a unique alias (this will appear in the url). Use no capitals or spaces and use a unique name. If you leave it blank, Joomla will generate an alias based on the title of the article.
5. Enter or edit the text for the article/page in the main text field. If you are copying text from another source, copy it first into Notepad or Wordpad, then copy the text from that into your Joomla editor.
IMPORTANT: Never copy content from any standard word processor.
Also, *save your work often so you don't lose it* (click "Save" to save your article and remain in that article editor, "Save & Close" to save your article and navigate away from that article.)
6. Designate any text settings that require a unique appearance:
Note: as a general rule, please do not designate font types, sizes or colours. If you need more font sizes and colours, notify us and we will make those options available via the template.
 - a. In the "Format" dropdown, "Paragraph" is the default text and "Heading1", "Heading2", etc. will create title designations, each one being slightly smaller than the last, unless I have specified otherwise in the template. Depending on the editor you're using, "Paragraph" may be the default selection.
 - b. The keystrokes that create italics, bold and underlined text are the same as when using Microsoft (Ctl-B, Ctl-I, Ctl-U), but you can also use the buttons in the toolbar ("B", "I", "U" and "S").

- c. If you find that you need to remove a large amount of text designations, you can "erase" them by highlighting the text and clicking on the "Erase" icon.

Importing pictures:

1. At the bottom of the text editor, click on the image icon.
2. If needed, click on the folder icon that has the image you're looking for. The root folder will be the displayed when you open the window.
3. Click on the image that you're placing in the article.
4. If desired, enter an "Image Description"; this will appear as "Alt Text", or the text that is displayed as a person hovers over an image. If you prefer not to have this feature, leave this field blank.
5. Select the alignment of the image if desired (left or right; you can generally ignore the other alignment settings).
6. Click on "Insert".

Creating links:

1. Highlight the text for the link
2. Click on the "Link" icon.
3. Type in the website address under "URL".
4. If you want the page to open in a new window, click on the "Target" tab and select "New Window (_blank)"

This is recommended for other websites or for external documents (e.g. PDFs). The visitor to your site will automatically go back your site when they close the new window. Some browsers will open these links in a new tab rather than a new window, but they still remain on your site.

5. Click "OK"
6. For small popup boxes, select "Popups" and follow the directions. If you need further instructions, let me know.

Tables:

1. Place your cursor at the point in your content where you want to insert a table.
2. Click on the "Table" icon.
3. In the Table Properties editor, enter the following:
4. Rows - I generally start with 1 and add more; this is later explained in more detail.
5. Columns (more can be added later) - I select the number of columns that I'll need right away so that the width of each cell can be set.
6. Width - If you want it to span the entire width, enter "100%". If you want it to only span a portion of the page, enter the approximate percentage you desire. Keep in mind that it can easily be edited later.
7. Cell padding - generally "0"
8. Cell spacing - generally "0"
9. Alignment :
 - a. Center - centers the table on the page with the other text above or below the table.
 - b. Left, right - moves the table to the left or right with the rest of the text wrapping around it.

- c. <Not set> - leaves the table aligned to the left with the text above or below it.
- 10. Unless you want a visible border, enter "0" (zero) in the Border size
- 11. Click "Insert".
- 12. Format the cells - for each of the top cells in the row:
 - a. Right click inside a cell and select "Cell/Table cell Properties."
 - b. Alignment properties
 - i. "Alignment" will determine whether the content of the cell is centered or aligned left or right. If you leave it with "Not Set", the content should be aligned left. You might need to later select the content of the cell and use the alignment icons in the toolbar.
 - ii. "Vertical alignment" will display the cell's content at the top, bottom or center of the cell.
 - iii. **Once you have selected these settings, the rows and columns that you create after this will automatically carry the same designations. You will save yourself time and effort to set this in the first row of cells.**
 - c. If you want the cell settings to apply to other cells, you can select that in "Scope".
 - d. If desired, enter the width in percentage.
 - e. Enter the height if desired. If a height is not entered, the content will determine the height. *Keep in mind that mobile devices might display the cell differently than a desktop computer if you designate a height.*
- 13. Once you have multiple cells/rows, you can merge cells. Click and drag across the cells you want to merge, hover on "Cell" then select "Merge table cells" .
- 14. Adding rows/columns
 - a. Right click anywhere inside a cell.
 - b. To add a row, hover over "Row" and select "Insert Row Before" or "Insert Row After". To delete a row, select "Delete Row".
 - c. To add a column, hover over "Column" and select "Insert column before" or "Insert column after". To delete a row, select "Delete column".
- 15. Add the text and/or images to the cells, following the directions above.
- 16. Be sure to save the article before you move on to the next step. "Save" will keep your editor open, "Save & Close" will save your changes and close the editor.

Editing menu items

Navigate to Menus/**the name of the menu** (*not Menu Manager; however, if you do go to the Menu Manager, you can click on menu name and edit the items from there.*) In most cases, you're looking for "Main Menu."

1. Click on the menu item you want to edit.
2. Edit the text as needed
3. If you want to change the order of the menu items, use the dropdown, "Ordering" on the right and select the menu item immediately preceding the new placement of the item you're editing.