



click2try™

click2try™ Tutorial

Joomla!

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Contents

Introduction	5
Logging In to Joomla!	5
Logging In to the Administration Control Panel	7
Modifying the Template	10
Adding a New Article	11
Editing the Top Menu	12
Removing Unnecessary Modules	13
Communicating with Other Users.....	14
Archiving Content	15
Resources	16

Introduction

Joomla! is an advanced and easy-to-use content management system that allows you to design, develop, and deploy a Web site in under an hour. The template-driven architecture of Joomla! gives you control over the look and feel of your site, and hundreds of free and commercial plug-ins provide enhanced capabilities, such as forums, shopping carts, themes, news feeds, and much, much more.

If you want to create and host any kind of Web site, whether it's a commercial site, fan site, social networking site, news site, entertainment site, or any combination of those sites, Joomla! can help you

You'll need at least a little familiarity with Joomla! before you'll be able to build your site, but after working through this short tutorial, you should have no problem setting up your first site. When setting up your site, you'll want to:

- Sign in to the Administration control panel
- Modify the standard Front page template
- Add a new article
- Edit the Top Menu
- Remove a few unnecessary modules
- Change the Logo graphic
- Add new Newsflash content.

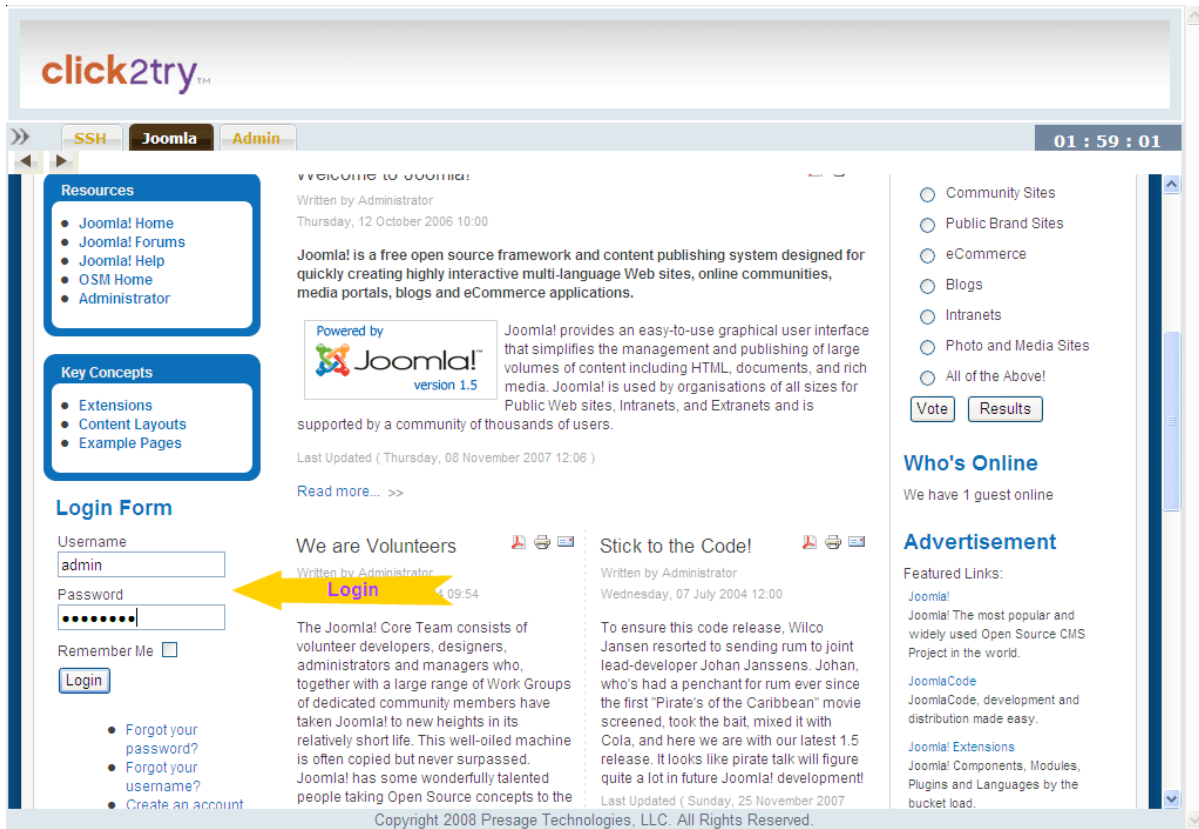
Logging In to Joomla!

When you first start the click2try™ Joomla! Appliance, you'll see the Joomla! Front page. This is an example of what your website visitors will see when they come to your Joomla!-based site. Of course, right off the bat, it has a lot of information about Joomla! You'll want it to reflect your own business or interests. To get started making your important modifications to the Joomla! interface, you'll need to log in.

To sign in:

1. Enter your click2try™ username in the **Username** field.
2. Enter your click2try™ password in the **Password** field.
3. Click **Login**.

This redisplay the Joomla! Front page. You should see a greeting down on the lower left side of the page, where the Login form was located. It will say something like "Hi John Doe," followed by the Logout button.



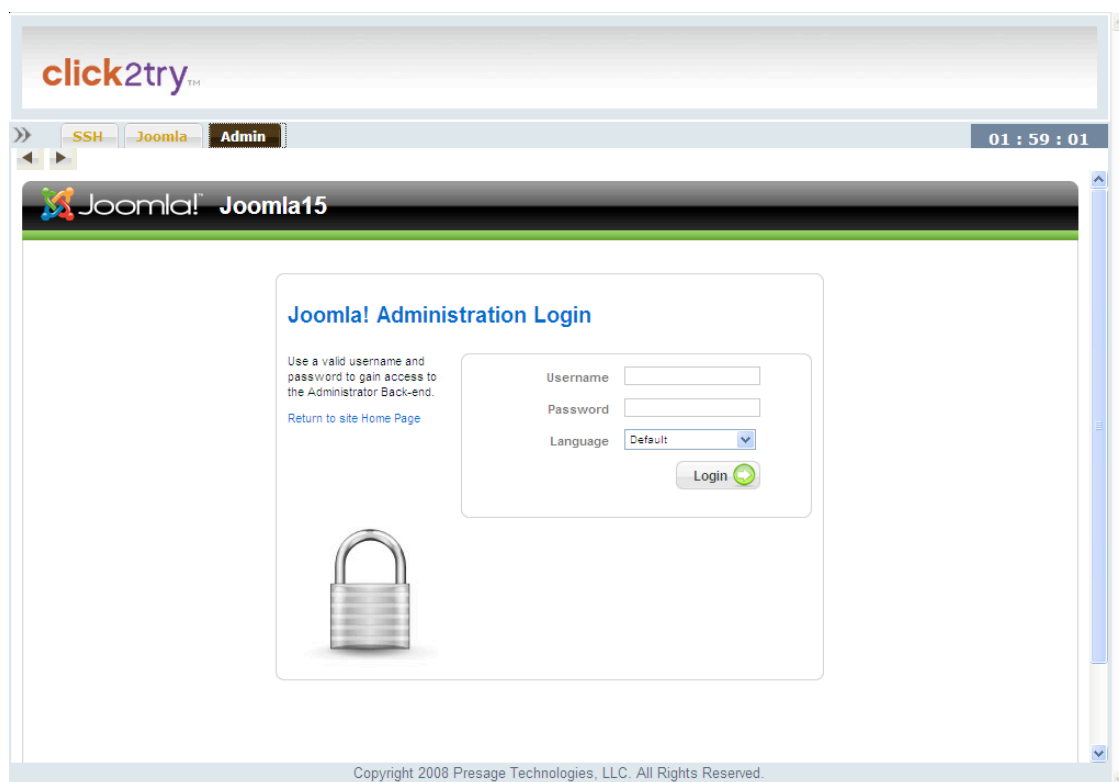
The Front page consists of several content modules. You can modify and remove those modules, and add other modules. Review the screen graphic below to become acquainted with the different modules.

Logging In to the Administration Control Panel

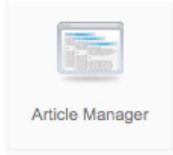
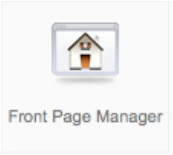
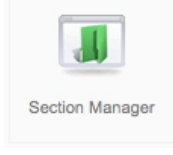
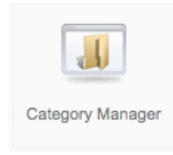
The **Administration Control Panel** is where you manage the back-end operations in Joomla! Including setting up users and permissions, changing the look-and-feel of the site, adding content, and so on.

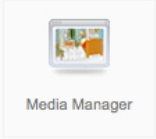
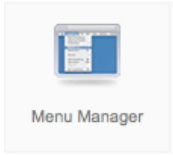
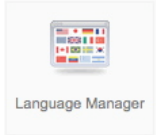
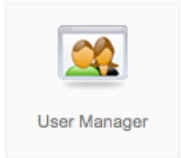
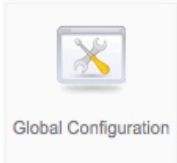
To login to the Administration control panel:

1. Click the **Admin** tab at the top of the click2try™ appliance. This displays the **Administration Login** page.
2. If not already filled in, enter your username into the **Username** field.
3. Enter your password into the **Password** field.
4. Click **Login**. This displays the **Administration** control panel.



The Administration control panel contains a number of large icon buttons. Each button represents another area within Joomla! where you can define and configure content, users, menus, and more. Keep in mind that everything in Joomla! is stored in a database. The different Managers described in the following table are like windows or directories, revealing the files and data within your database. Here's a brief description of each button and what it controls.

Button Icon	Description
 <p>The icon shows a document with a green plus sign and the text 'Add New Article' below it.</p>	<p>Displays the New Article page, containing a WYSIWYG editor, parameters and advanced parameters editors, and a metadata editor. You can set various parameters for your article elements, such as author name, date authored, and public or private access. You can also set global or local parameters for article elements, such as title, intro text, article rating, and more. In the Metadata Information editor, create an SEO-ready description, keywords, and specify a robots.txt file, if needed.</p>
 <p>The icon shows a computer monitor displaying a list of articles with the text 'Article Manager' below it.</p>	<p>Lists all articles currently in your Joomla! database. Includes details such as publication date, author, category, section, order of appearance, and more. From here, you can also delete or reorder articles.</p>
 <p>The icon shows a house icon with the text 'Front Page Manager' below it.</p>	<p>A subset of the Article Manager, the Front Page Manager shows which articles appear on the Front Page, when they were published, the order of appearance, author, section, and category. From this page, you can remove, reorder, publish, unpublish, and archive articles appearing on the Front Page.</p>
 <p>The icon shows a green folder icon with the text 'Section Manager' below it.</p>	<p>Think of sections as containers, organizing broad groups of content types. In a hierarchical structure, the sections are the major branches within the site. You might have an About section, a News section, a Products/Services section, a Pricing section, a Community section, and so on. Within each section, you can create numerous categories.</p>
 <p>The icon shows a folder icon with the text 'Category Manager' below it.</p>	<p>You can assign each article you add to Joomla! to a category to help you and your site visitors sort and locate different articles. For example, in your About section, you might create categories like Our Company, Our Mission, and Contact Us. A News section might contain categories like Local News, National News, International News, Product News, Company News, and so on.</p>

Button Icon	Description
 <p>Media Manager</p>	<p>The Media Manager helps you keep track of all of your graphics, videos, audio files, and any other files that aren't just text content. For example, you might want to create categories in the Media Manager for banners, logos, emoticons, or other graphic elements.</p>
 <p>Menu Manager</p>	<p>The Joomla! interface contains several menu objects that you can modify to personalize the site to your needs. In addition to the main menu, Joomla! also provides a user menu, top menu, resources menu, example pages menu, and key concepts menu. You can also create your own menus. The Menu Manager lists all of the current menus, their types, and links to menu item editors.</p>
 <p>Language Manager</p>	<p>The Language Manager displays the current default language for your site and lets you add additional language support.</p>
 <p>User Manager</p>	<p>The User Manager lets you create and manage users to your Joomla! site. You can define user roles, which confer different permissions and access levels to users, and you can monitor the current user status.</p>
 <p>Global Configuration</p>	<p>The Global Configuration pages enable you to configure your site, system, and server. This means that you'll be able to easily set everything from time zone to FTP, database, and email settings, as well as allowable media types and sizes, initial user settings, keyword and SEO settings, site name, and much more.</p>

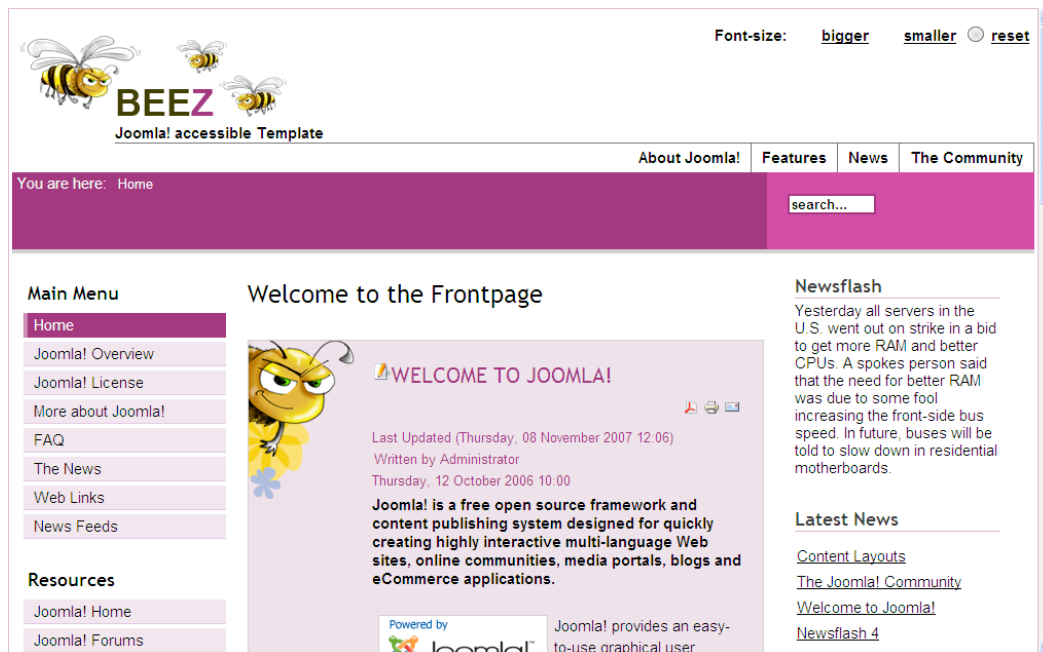
Modifying the Template

Templates let you quickly and easily modify the look-and-feel of your Joomla! site. Templates manage presentation details, such as colors, graphics, and the placement of content modules. You can create your own template, or there are literally thousands of free templates provided by the dedicated community of Joomla! users. The standard Joomla! installation comes pre-loaded with three templates. One of them is the Milkyway template that you see when you first start up the click2try™ Joomla! appliance.

Let's change the template to see what happens.

To modify the template:

1. From any page in the **Administration Control Panel**, select the **Extensions** menu from the Main menu.
2. Select **Template Manager**. This displays a list of three templates.
3. Select the **beez** template.
4. Click the **Default** star icon.
5. Click **Preview** to open a new tab or window to see what the new template looks like.
6. Go back to the **Template Manager** page and repeat those steps with another template.



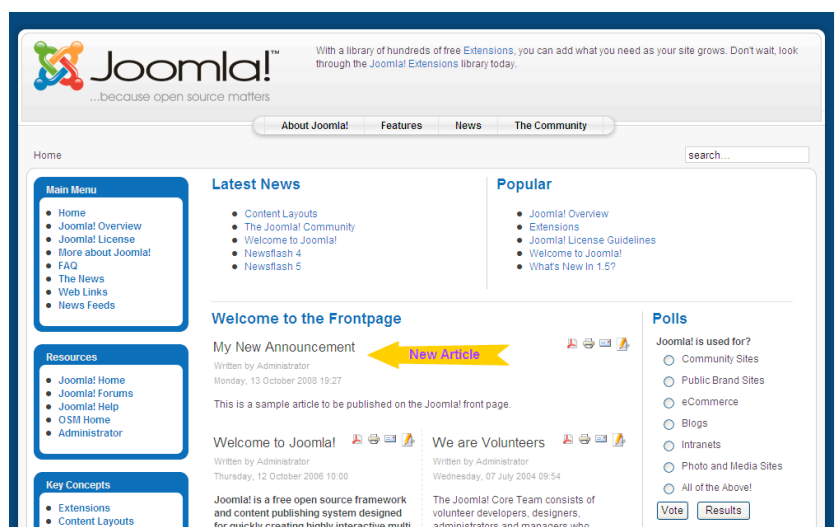
The screenshot shows the Joomla! website using the BEEZ template. The header features the BEEZ logo (three bees) and the text "Joomla! accessible Template". Navigation links include "About Joomla!", "Features", "News", and "The Community". A search bar is located in the top right. The main content area is divided into three columns: a "Main Menu" with links like "Home", "Joomla! Overview", and "FAQ"; a central "Welcome to the Frontpage" section with a bee mascot and a "WELCOME TO JOOMLA!" message; and a "Newsflash" section with a news item about a server strike in the U.S. and a "Latest News" section with links to "Content Layouts", "The Joomla! Community", and "Welcome to Joomla!". The footer includes a "Powered by Joomla!" logo and the text "Joomla! provides an easy-to-use graphical user interface".

Adding a New Article

In Joomla! an article is any written or textual content you add to your site. Search engines love sites with lots of original, useful content. So, it's helpful to create or purchase lots of relevant content before you launch your site. You see, search engine spiders, the small programs that crawl over the Web indexing pages, only come around once in a while. So, if your site only contains one article for weeks, well, you're not going to be ranked very highly in the search engines. On the other hand, if you launch your site with dozens or even a hundred or more articles about your topic of interest, the search engine spiders are much more likely to see your site as an **authority** site and give you a higher ranking.

To add a new article:

1. On the **Administration Control Panel**, click the **Add New Article** button.
2. Enter a title.



3. Enter an alias. Don't include spaces or special characters in the alias. Just create a short alias that will help you remember what the article is about.
4. Select **FAQs** from the **Section** drop-down menu.
5. Select **General** from the **Category** drop-down menu.
6. Above the **Category** drop-down menu, make sure that both **Published** and **Front Page** are set to **Yes**.
7. Click in the edit window and enter your content.
8. If you want, style the content using the format buttons at the top of the edit window.
9. Click **Apply**.

10. Click **Save**. This takes you to the **Article Manager**.

11. Click **Preview** to see what your page looks like.

If you want, you can edit existing sample articles in the **Article Manager**, changing only the title, alias, and text, and Joomla! retains the current formatting of the article.

#	Published	Front Page	Order	Access Level	Section	Category	Author	Date	Hits	ID
1	✓	✓	1	Public			Administrator	13.10.08	0	44
2	✓	✗	2	Public			Administrator	12.10.06	42	43
3	✓	✗	1	Public	About Joomla!	The CMS	Administrator	11.10.06	88	22
4	✓	✗	2	Public	About Joomla!	The CMS	Administrator	09.10.06	146	19
5	✓	✗	3	Public	About Joomla!	The CMS	Administrator	11.10.06	100	26
6	✓	✗	4	Public	About Joomla!	The CMS	Administrator	08.10.06	59	18

Editing the Top Menu

The Top Menu is the standard navigation menu that most of us are familiar with on Web sites and blogs. It's that menu bar that often runs horizontally across the top of the page and contains links to the **About** page, **Product** or **Service** pages, **FAQs**, and other general topics. It's also one of the menus that people most often want to modify on their own sites.

The sample Joomla! site has a **Top Menu** that contains an **About Joomla!** menu item. Let's change that to **About Us**.

To edit the Top Menu:

1. From the Main menu in the **Administrative Control Panel**, choose **Menus > Top Menu**.
2. Click the **About Joomla!** menu item. This opens the **Menu Item** editing page.

3. Change the title from **About Joomla!** to **About Us**.
4. Change the Alias from "about-joomla" to "about-us."
5. Click **Apply**.
6. Click **Save**.
7. Click **Preview**. You should now see **About Us** in the top menu.
8. You can now change the other **Top Menu** items, if you like.

Removing Unnecessary Modules

Joomla! comes pre-loaded with all sorts of modules, just in case you might want to use them. But, sometimes it's easier to remove some of those modules and then add them back in as you need them. Modules take up space in the database and must be managed. If you're not using them, there's no point in keeping them around.

Here's a screen shot of the **Module Manager**, with all of its modules.

#	<input type="checkbox"/>	Module Name	Enabled	Order	Access Level	Position	Pages	Type	ID
1	<input type="checkbox"/>	Breadcrumbs	✓	1	Public	breadcrumb	All	mod_breadcrumbs	35
2	<input type="checkbox"/>	Banners	✓	1	Public	footer	All	mod_banners	30
3	<input type="checkbox"/>	Footer	✓	2	Public	footer	All	mod_footer	33
4	<input type="checkbox"/>	Main Menu	✓	1	Public	left	All	mod_mainmenu	1
5	<input type="checkbox"/>	Resources	✓	2	Public	left	Varies	mod_mainmenu	31
6	<input type="checkbox"/>	Key Concepts	✓	3	Public	left	All	mod_mainmenu	40
7	<input type="checkbox"/>	User Menu	✓	4	Registered	left	All	mod_mainmenu	17
8	<input type="checkbox"/>	Example Pages	✓	5	Public	left	Varies	mod_mainmenu	39
9	<input type="checkbox"/>	Statistics	✗	6	Public	left	None	mod_stats	20
10	<input type="checkbox"/>	Login Form	✓	8	Public	left	Varies	mod_login	18
11	<input type="checkbox"/>	Archive	✗	9	Public	left	None	mod_archive	23
12	<input type="checkbox"/>	Sections	✗	10	Public	left	None	mod_sections	24
13	<input type="checkbox"/>	Related Items	✗	11	Public	left	None	mod_related_items	26
14	<input type="checkbox"/>	Messages	✗	12	Public	left	All	mod_messages	22

To remove modules:

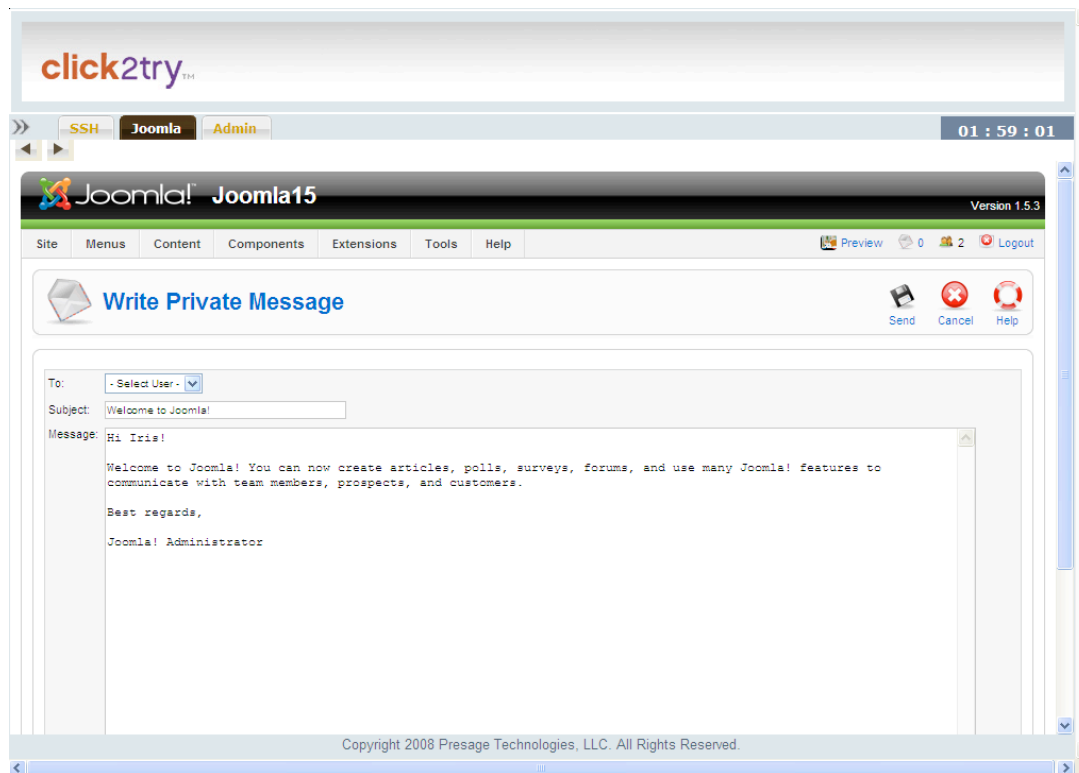
1. Select **Extensions > Module Manager** from the Main menu.
2. On the **Module Manager**, click the green checkmark icon beside each module you want to remove. For example, click the green checkmark icon next to the **Key Concepts** and **Polls** modules. When you click the

green icon, it turns to a red **x** icon, showing that the item is now disabled.

3. Click **Apply**.
4. Click **Save**.
5. Click **Preview** to view the **Front page** without the modules.
6. If you want to return the module to the page, just click the green **Apply** icon next to the item.

Communicating with Other Users

Joomla! provides a simple but effective messaging system that lets you communicate with registered users of your site. You can also send mass mail messages, if you want to send a global notification, for instance, for scheduled maintenance, holidays, or special programs.



To communicate with another user:

1. From the Main menu, select **Tools > Write Message**.
2. Select the user you want to contact from the **To:** drop-down menu.
3. Type a subject line.
4. Type a message.
5. Click **Send**.

To send mass email:

1. From the Main menu, select **Tools > Mass Mail**.
2. In the **Details** area, select the options you want.
3. Select which group or type of user you want to mail.
4. Type a subject line.
5. Type your message.
6. Click **Send**.

That's all there is to it!

Archiving Content

There will come a time when you want to archive individual articles. You don't want to delete them, as they provide a body of information on your site that may be valuable for your users and visitors. But you may not want certain articles to continue to appear on the front page forever. Most content has a certain shelf life and to make sure you continue to attract an audience, you'll want to refresh your site with new content from time to time.

It's very easy to archive your content. When you archive an article, Joomla! saves it in the database and marks it as archived. You can always find archived articles in the **Article Manager**, with a label of **[Archived]**.

To archive an article:

1. From the Main menu, select **Content > Article Manager**.
2. Select the checkbox next to the articles you want to archive.
3. Click the **Archive** icon.
4. To unarchive an article:
5. From the Main menu, select **Content > Article Manager**.
6. Select the checkbox next to an archived article. Look for the **[Archived]** label next to article titles.
7. Click the **Unarchive** icon.

Just because an article is *unarchived* doesn't mean it's published again. It just means it's available. If you want to publish the article, select the checkbox next to the article and click the Publish icon.

Resources

While this tutorial should have helped you get more familiar and comfortable navigating Joomla! and making changes in its Administrative control panel, it's not meant to make you an expert. If you want to learn more about Joomla!, go to the resources listed in the Resources section of our Joomla! page, and spend some time with these resources.

Joomla! <http://www.joomla.org> - Main Joomla! site for all things Joomla!

Joomla! Community <http://community.joomla.org> - Main Joomla! community site, where you can find tons of great user-supplied information, and get to know other Joomla! lovers.

Joomla! Wikipedia Entry <http://en.wikipedia.org/wiki/joomla>! - Excellent overview and lots of links to useful sites.

Joomla! Tutorials

http://www.joomlatutorials.com/joomla_tutorials/joomla_1.5_tutorials.html - Some very good tutorials here on Joomla! details.