

**TUTORonline**

**Joomla! A Very Quick Reference Guide  
For Beginners!**

# Table of Contents

<b>Table of Contents</b> .....	<b>2</b>
1.1 Adminstrating Your Joomla! Website .....	3
1.2 Selecting a New Template .....	3
1.3 Changing the Settings of a Template.....	3
1.4 Creating an Article .....	4
1.5 Adding a Menu item and linking to an Article.....	4
1.6 Adding a Top Menu using a Module .....	5
1.7 Adding an Image to an Article.....	5
1.8 Editing the Article Parameters .....	5
1.9 Create a Read More link in your Article .....	6
1.10 Create a Section .....	6
1.11 Create a Category .....	6
1.12 Creating an Article and associate it to a Category .....	7

## Manual Conventions

The types of formatting have been kept to a minimum in this manual but there are some conventions you should be aware of:

Convention	Description
The <b>&lt;Edit&gt;</b> button	Any reference to a button on Joomla will be displayed in bold font type and enclosed in chevrons
The <b>Task Group</b> drop down list	Any reference to the name of an object on Joomla such as a text field or drop down list will be displayed in bold font type
<b>Select</b> the <b>Add new business unit dependency</b> button	Any action that requires the user to use their mouse or keyboard will be displayed in bold light blue font type
<b>Type Help Menu</b> in the <b>Title</b> field	Any text that needs to be input by the user will be displayed in bold italic font type

## Introduction

*“When I first started using Joomla! I found it very frustrating in as much as I wanted to know how to create articles and get my website up and running as fast as possible. I have therefore created this very Quick Reference Guide so that you can get up and running as quickly as possible. I still use this guide to refer back to functions if I forget where they are in the application”.* **Simon Champion - Author**

## 1.1 Adminstrating Your Joomla! Website

To make changes to your website you will need to login using the Administrator page.

**Navigate** to your website where Joomla! has been installed. The website address might be: <http://www.mywebsiteaddress.co.uk/administrator>.

The **Administration Login** page will display.

**Type** your **Username** and **Password** in the **Username** and **Password** fields.

**Click** the **<Login>** button.

## 1.2 Selecting a New Template

Joomla! comes with a couple of templates and your Internet Service Provider may make further templates available to you.

**Click** **Extensions** Menu option.

**Click** **Template Manager**.

**Click** the **Template** name.

**Click** the **Template Name** radio button.

**Click** the **Default** icon.

## 1.3 Changing the Settings of a Template

Having selected a Template, Joomla! Allows you to change some of the settings.

**Click** **Extensions** Menu option.

**Click** **Template Manager**.

**Click** the **Template** name.

**Make** Amendments in the Parameters section.

## 1.4 Creating an Article

Articles can be thought of as pages in Joomla!

**Click** the **Content** menu.

**Click Article Manager.**

**Click** the **New** icon.

**Type** a **title**.

**Select Yes** from the **Published** radio button – if you wish to make the article available for viewing.

**Select Yes** from the **Frontpage** radio button if you wish the article to be available on the frontpage and **No** if you want the article to be available in other areas of your site.

**Insert** your content.

**Click** the **Save** icon.

## 1.5 Adding a Menu item and linking to an Article

If you have existing menus you can add another item to your menu and link to an article.

**Click** the **Menu** menu.

**Click Menu Manager.**

**Click Menu Item(s)** next to the menu you wish to edit.

**Click** the **New** icon.

**Select Select Menu Item Type** – Article/Article Layout if you are linking to an existing article you have created.

**Type** a **Title** in the **Title** field.

**Check** that you have the **Published** radio button **selected** on **Yes**.

**Click** the **<Select>** button.

**Select** the **Article** in the **Article Title** column from the **Article Select** pop up window.

**Click** the **Save** icon.

## 1.6 Adding a Top Menu using a Module

You can add further content to your web page in other positions. These position names are displayed in the Site Preview page.

**Click Extensions** menu options.

**Click Module Manager.**

**Click New** icon.

**Select** the **Menu** radio button (You can select other types of modules to display further types of content, but for this example we are adding another menu bar along the top of our page).

**Type** a **title** in the **Title** field.

**Check** that the Module is enabled.

**Select** **hornav** from the **Position** drop down list (For this example so that we can position the menu along the top of our web page the position name is hornav).

**Select** your menu from the **Menu Name** drop down list in the **Module Parameters** section of this page.

**Click Save** icon.

## 1.7 Adding an Image to an Article

You can add images to your article.

**Click Content** from the Menu Bar.

**Click Article Manager.**

**Select** your article.

**Click <Image>** button.

**Click** the **<Browse>** button from the **Image Organiser** pop up window.

**Select** your image and **click** the **<Open>** button from the **Choose File** window.

**Select** your image from the **Image Organiser** pop up window.

**click** the **<Insert>** button.

## 1.8 Editing the Article Parameters

You may have noticed that your article contains extra functions such as when the article was created by who and allows your visitor to create the article as an adobe .pdf file etc. You can edit these functions so that they can be hidden or display.

**Click Content** from the Menu Bar.

**Click Article Manager.**

**Select** your article.

**Click** the **Parameters (Advanced)** heading.

**Select** **Hide** or **Use Global** from any of the drop down menus to hide or display the functions.

**Click Save** icon.

## 1.9 Create a Read More link in your Article

You may not want to display all of the content of your article on your page but instead have a **Read More** link.

**Click Content** from the Menu Bar.

**Click Article Manager.**

**Select** your article.

**Click** the **<Read More>** button at the bottom of the editing screen of your Article content.

**Click Save** icon.

## 1.10 Create a Section

Joomla! allows you to organise your content in Sections where Categories can be added to each section. For example, you may have Sport as your Section and Cricket and Badminton as your Categories. You can then add articles to each category.

**Click** the **Content** Menu.

**Click** the **Section Manager** option.

**Click** the **New** icon.

**Type** a **title** in the **Title** field.

**Click** the **Save** icon.

## 1.11 Create a Category

When you have created a Section you can associate a Category to it.

**Click** the **Content** Menu.

**Click** the **Category Manager** option.

**Click** the **New** icon.

**Type** a **title** in the **Title** field.

**Select** the **Section** you wish to associate the **Category** to

**Click** the **Save** icon

## 1.12 Creating an Article and associate it to a Category

Articles can be thought of as pages in Joomla!

**Click** the **Content** menu.

**Click Article Manager.**

**Click** the **New** icon.

**Type** a **title**.

**Select Yes** from the **Published** radio button – if you wish to make the article available for viewing.

**Select No** from the **Frontpage** radio button if you don't wish the article to be available on the frontpage.

**Select** the **relevant Section** from the **Section** drop down list

**Select** the **relevant Category** from the **Category** drop down list

**Insert** your content.

**Click** the **Save** icon.