Joomla 'how to'

Written by Tim Black
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FAQs treated below:

How to login as an editor
How to login as an administrator
How to edit a page
How to add an image to a page
How to create a new page
How to delete a page
 How to install a component
 How to create a menu item for a component
 How to upload a sermon into SermonSpeaker
How to upload a website template

How to login as an editor

  - Go to http://www.yourwebsite.com/joomla_directory, and enter your username and password

  - Click the "Login" button

How to login as an administrator

  - Go to www.yourwebsite.com/joomla_directory/ administrator
  - Enter your administrator username and password
  - Click "Login"

How to edit a page

  - Login as an editor
  - Navigate to the page you want to edit
  - Click the pencil & paper icon at the top left corner of the page content you want to edit
  - Edit the page content in the editing box that appears.

- - You can format text in many ways here. If you click on some text and notice the "Styles" or "Format" drop-down box changes to display the name of a style or format, try to leave that text in that style or format.
- When you're done editing the page content, press the "Save" button that looks like a floppy disk. If you want to cancel your changes, press the "Cancel" button that looks like an "X".

How to add an image to a page

- To add an image, first you must upload an image into a directory via the administrative backend. Login as an administrator, and click the "Media Manager" button or go to "Site - Media Manager" in the menu.
- Select the directory into which you want to put the image, or create a new directory. Each ministry of the church has a separate directory for images & other files in the /stories/ministries folder.
- Click the "Browse" button, select the image file from its location on your computer, and click "Open."
- In the frontend of the website (http://www.yoursite.org/joomla_directory), login as an editor and navigate to the page into which you want to put the picture.
- Edit the page content, and type in the tag where you want the picture to appear. If you want to add more than one image to the page, type in the same number of tags as the number of pictures you are adding to the page, each tag in the place where each picture will go.
- Scroll to the bottom of the page, select the "Images" tab of the notebook, select the folder that contains your images, select an image name in the "Gallery Images" list, press the right arrow button, select the image name in the "Content Images" list, move it up or down in the list with the "Up" or "Down" button to define in what order it will display on the page, then select any alignment details you desire in the "Edit Image" section.
- When you're ready for your settings for one image to be saved, click "Apply", then repeat the process of creating settings for any other images you want to add to the page.
- Press the "Save" button that looks like a floppy disk to save your changes to the page.

How to create a new page

- **Note:** There aren't actually true "pages" in Joomla. Rather, there are content items which you can arbitrarily assign to physical locations on the page, or hook up to a menu item, which is what we will do after making this "page."
- Login as an administrator.

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- Click "Home", then click the "Add New Content" button
- Give the page a "Title" and "Title Alias." They may as well be the same thing; give it a short Title Alias if the Title is long.
- Select an existing Section for the page to go into. Sections are the main level within which content is grouped on the site.
- Select an existing category for the page to go into. Categories are the sub-levels within which content is grouped on the site.
- Enter the content of the page into the "Intro Text" box. You can put the whole page into this box. Don't put anything into the "Main Text" box unless you want the page to work like a blog where the intro text ends in a "Read more..." kind of link to the rest of the content of the item.
- You can add images to the page here if you want.
- Now you have to hook up this content item to a menu item. The easy way to do it is to click the "Link to Menu" tab in the notebook to your right, select "mainmenu" from the list, and type in the short name for the menu item that will display in the menu. Then click "Link to Menu." After doing this you'll need to edit the menu and move the menu item to where you want it to go in the menu. Here's how you do that: Under "Existing Menu Links," click the name of the menu item you just created. In the "Parent Item" list, select the menu item under which you want this new menu item to be grouped. Click the "Save" button. Now you see the whole menu and can adjust the order or other details of this item as you like.
- Now you should click "System - Global Checkin" in the Joomla Administration menu now to relinquish your editing lock on this content item.

How to delete a page

- Login as an Administrator
- Select "Menu - mainmenu", find the menu item you want to delete, and do one of several things:
- - To completely delete it, click the checkbox to the item's left, then click the "Trash" button. THEN, select "Content - All Content Items" from the Joomla menu, find your content item (type part of its name in the "Filter" box), then repeat the "Trash" action above or do one of the publishing/access actions below, only for a content item rather than a menu item.
- - To save the menu item for later but not allow it to be visible in the site, click the icon in the "Published" column.
- - To make it accessible only to editors, click "Public" until it says "Registered"
- - To make it accessible only to administrators, click "Public" until it says "Special"

How to install a component

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- Login as an Administrator
- Select "Installers - Components" from the administration menu
- Click "Browse," select the .zip file on your computer that contains the component, click "Open," click the "Upload File & Install" button.
- If the installation was successful, click "Continue." If the installation was not successful, the component may have a problem, or an older version of the component may already be installed, in which case you need to uninstall the old version before installing the new version.

How to create a menu item for a component

- Login as an Administrator
- Click "Menu - mainmenu"
- Click the "New" button
- Click "Component"
- In the "Name" text box, enter a short name for this component. This name will display as a menu item on the front of the site.
- Select the component this menu item will point to from the list in the "Components" box.
- Select the menu item that will be this menu item's parent from the "Parent item" box.
- Select the access level for this item. "Public" means all site visitors can see the menu item. "Registered" means all who have a username & password can see this item. "Special" means only those with editing privileges can see this item.
- Click the "Save" button.
- Use the "Reorder" arrows to move the menu item up or down in the menu to your desired location.

How to upload a sermon into SermonSpeaker

- Login as administrator.
- Click "Components - SermonSpeaker - Upload." Click "Browse," and select the file to upload from your hard drive.
- Click the "Upload" button. If you get a message saying "Upload FAILED," upload the file to yoursite.com/public_html/joomla_directory/components/com_sermonspeaker/media using your existing FTP client.
- Click the "Speakers" button (looks like a head & shoulders) to make sure this sermon's speaker has been entered into the system. If the speaker is not in the system, click

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the "New" button, enter the speaker's name & website, delete the info about the speaker's picture if they are not Pastor Landis, enter intro & bio info if you like, and click "Yes" in the "Published" box at the bottom of the page. Click "Save." If you have a picture of the speaker, click "Components - SermonSpeaker - Upload", and upload the picture. Then click on the picture in the Media Manager, select the URL that appears in the "Code" box, go back to this speaker's info in the "Speakers" section and paste that URL into the "Picture" box. Click "Save."

    -   Click on the picture of a file folder to check whether this sermon's series is entered. If the series hasn't been entered, click the "New" button, give the series a title, select the speaker, optionally give it a brief description, and click "Yes" in the "Published" box. Click "Save."

    -   To enter the new sermons' details, click the picture of a file folder with a magnifying glass. Click the "New" button.
    -   Ignore the "Name" drop-down box. Enter the sermon's title, scripture reference, and date preached. In the "MP3 Path" box, enter the following, and then add on the sermon's filename at the end: "/components/com_sermonspeaker/media/". Select the sermon's speaker, series, and optionally add a description. Click "Save."
    -   The sermon may not yet be published. Click on the picture of a folder with a magnifying glass, find this sermon, and if it has a red "X" next to it in the "Published" or "Downloadable" columns, click each "X" until it turns into a green checkmark. Then the sermon is published.

How to upload a website template

    -   Login as an Administrator
    -   Click "Site - Template Manager - Site Templates"
    -   Click "New," "Browse," select the zipped template file stored on your computer, "Open," "Upload File & Install," "Continue"
    -   To set the template as the default template, click the radio button to the left of the template name, then "Default"