

Welcome to Joomla



Joomla! Administration Login

Use a valid username and password to gain access to the Administrator Back-end.

[Return to site Home Page](#)

Username

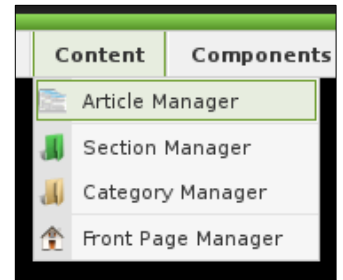
Password

Language

Login 

If you are reading this, it means your webmaster has selected you to be a manager on your new Joomla system. What is Joomla? Joomla is a two time award-winning system for publishing content on the internet, also known as a CMS. Joomla makes it easy to build and manage a website. Using Joomla, you can easily update, manage, and improve your website. What can you do with Joomla? Let's find out!

Joomla gives your site a powerful publishing system to work with. There are basically seven groups that are influential in making sure the site works.



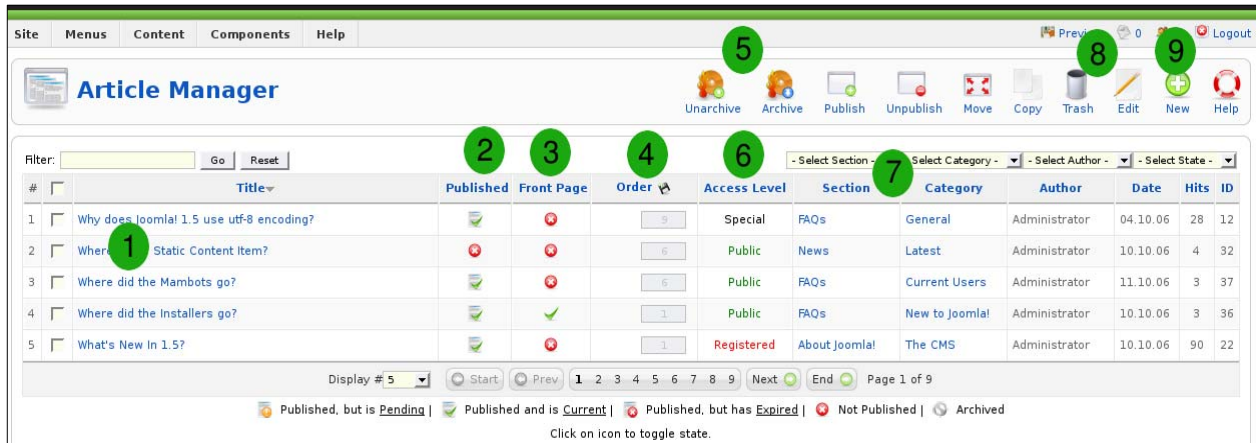
- **Visitors** - Visitors are the reason most websites exist. Visitors go to the site and read the content that is there. Most activity that goes on in the site is to make sure the user has a great experience.
- **Users** - Users are people who have registered on your site. These people probably have special privileges on your site, like being able to see articles non registered user can't, and receiving the weekly email update.
- **Authors** - The only difference between authors and users is that authors can submit content to your site.
- They articles an author writes do not necessarily go straight onto the site; first they must be reviewed by someone else.
- **Editors** - Editors are authors who can edit the authors' content. Their responsibility is to verify all of the information is correct.
- **Publishers** - It is the publishers' job to choose what will go on the site and what won't. They review the articles that the author submitted and the editor edited, and make sure they are appropriate to go on the site. Once the publisher approves an article, you will be able to see it on the site. It is the publishers' responsibility to decide if they really want every article the authors submitted to appear on the site.
- **Managers** - You are a manager. You get to manage the web site. You have all of the permissions of publishers, but you can also log into a special section of the site for administrators. You have control of most parts of the site, and can access the article manager. It is your job to make sure everything goes smoothly and everyone can do everything they need to.
- **Administrators** - Administrators have total control over the whole site. If anything goes wrong, it is the administrators' fault!

This is the structure that would be used for a large site. If you are managing a smaller site, check with your administrator to see which duties you are responsible for.

Where Do I Start

When you normally log into your Joomla site, you will use the user log in form on the main page. However, since you are a manager, you have special privileges. To log into the administrator area, click on the "Administrator Login" link on the main menu. Alternatively, your webmaster may have chosen to remove that link. If this is the case, go to the "administrator" subdirectory of your site. You do this by putting "/administrator" after your main URL. For example, if your site is "www.examplesite.com", you could get to this link by going to "www.examplesite.com/administrator". Here, log in using the username and password supplied by your webmaster.

What is the Article Manager?



All of your articles are managed from the Article Manager. You can get to the Article Manager by clicking on “Content”, and then on “Article Manager”. The Article Manager is your one stop spot to manage all of the articles on your site.

1. List of Articles

This is the list of articles that have been written for your Joomla system. People who have author permissions or higher can write articles. After they are written, they will appear here unpublished. It may be your responsibility to review and publish these articles.

2. Published Status

This shows a if the article is published, and a if it is not. When an article is published, it can be seen or linked to. If it isn't published, no normal user can access it. Click on this icon to change an article's published status. If you see a , it means the article is “Pending”. Someone specified a specific date when it should be published, and that date hasn't arrived yet.

3. Front Page Status

This shows a if the article is being shown on the front page, and a if it is not. This can also be changed by clicking on it.

4. Order

This will tell you what order the article is in its category. More on this later.

5. Archival Buttons

These are the buttons you use to archive or unarchive content. Archiving content, in a way, is similar to not publishing content. The difference with archiving is that no one can change it when it is archived: including your webmaster! You will know if a document is archived, because the text will be gray and it will say “[Archived]” after it. The published and front page statuses will also show an icon. Archived content cannot be edited.

6. Access Level

This shows which users can access the article. Marking it as “public” will allow anyone who comes to your site to see it. Marking it as “registered” will require the user to have an account before they can see it. Marking it as “special” will require users to be in charge of other people on your site. This includes anyone who can submit articles. See Appendix I for more information on what specific types of users can access.

7. Sections and Categories

Every article you create has a section and a category. Articles are contained within categories, and categories are contained within sections. Sections can have different categories within them as well. Take a look at this example chart showing the sections and categories of a car dealership site.

- Joomla site
 - Section – New Cars

- Category – Chevrolet
 - Article – HHR
 - Article – Corvette
- Category – Saturn
 - Article – VUE
 - Article – Sky
- Section – Used Cars
 - Category – Ford
 - Article – Focus
 - Category – Dodge
 - Article – Ram

Articles are also ordered in relation to the other articles in the category. For example, look at the screenshot of the Article Manager above. You will notice that there are two articles that are first, and two articles that are sixth. This is because they are in different categories. To change the order of an article, just enter it in the “order” textbox. This will push the other articles in the category up or down, depending on where you move it.

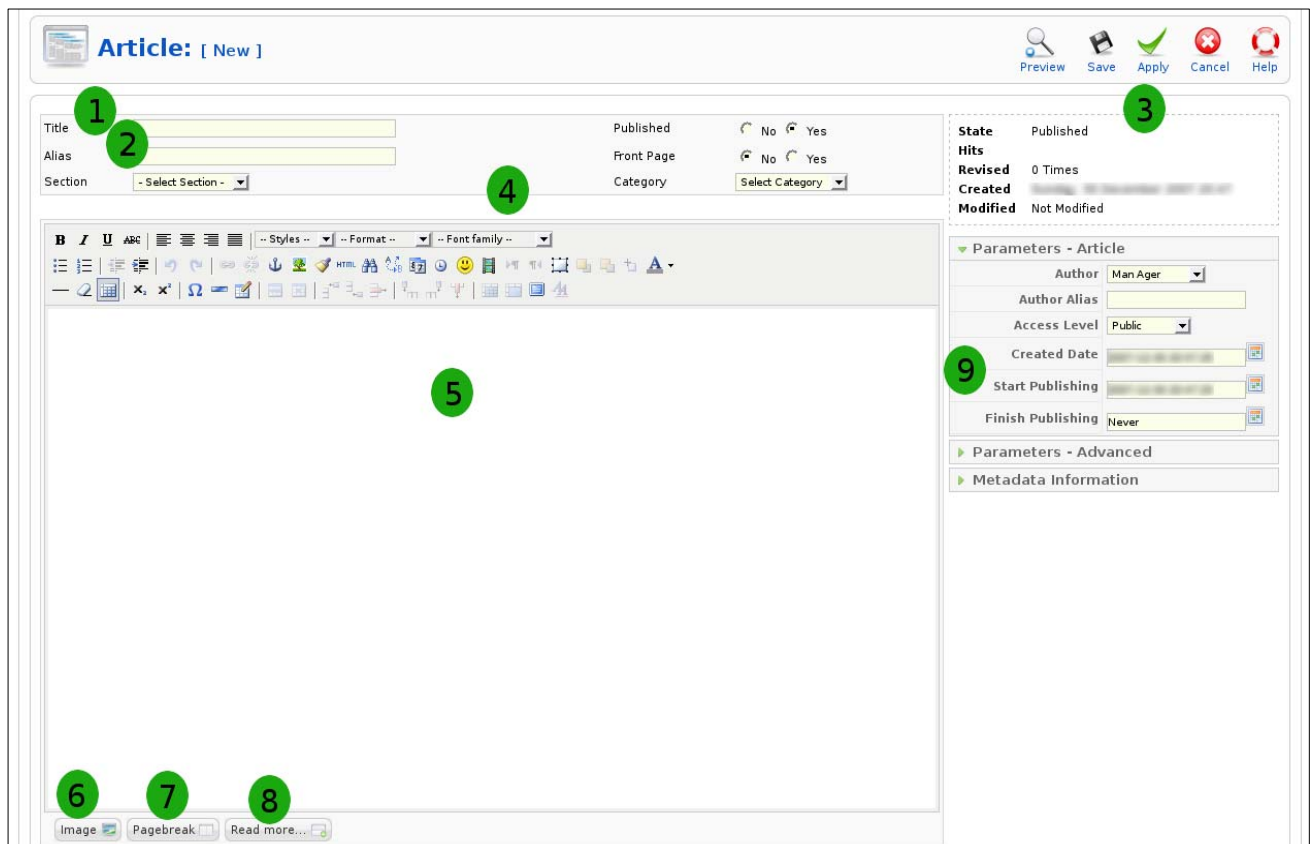
Note: If you accidentally delete an article you need, don't panic! Let your webmaster know, and he/she can recover it for you with the new “Article Trash” feature.

8. Article Management Buttons

Use the “copy”, “edit” and “trash” buttons to manage your articles. Use the check boxes on the left of the screen to choose which articles to apply these actions to.

9. New Article

Click on the “New Article” button to create a new article.



1. Title

This is the title of your article.

2. Alias

This is the name Joomla will refer to this article by.

Page Title:

Table of Contents Alias:

3. Article Statistics

This box gives you statistics on your article. These are more useful if you are editing an article, rather than creating one.

4. Section and Category

Choose the section and category this article should appear in.

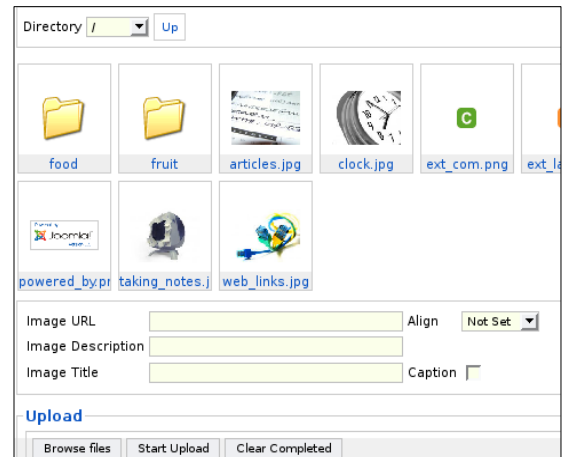
5. Editing Area

This is where you can edit your article. You will find that, by using the toolbars above this area, it begins to seem a lot more like the desktop word processors you are used to using.

6. Insert an Image

First, look at all of the pictures available and see if you would like to use any of them. If so, just click on the picture. If you would like to use a picture that is on your computer, click “Browse Files” at the bottom of the screen, and then “Start Upload”. Once the upload is done, your image will appear in the list. If this image is somewhere else on the internet, you don't even have to upload it first.

You can link directly to it! Just copy and paste the image's URL into the “Image URL” box. The “Image Description” box is the text that is displayed if there is an error with the image. The “Image Title” is the text that will be displayed on the tooltip if you hover over the image. If you check the “Caption” checkbox, you will see the title of the image below it. After you are done, scroll over to the top left and click “Insert”.



7. Insert a Pagebreak

When you view an article, you can choose to have everything on one page, or put parts of the article on different pages. You can choose which parts to put on which page with pagebreaks. When you are editing, they look just like.

When you press this button, you will see a dialog box that looks like this. Make sure you scroll over first, or you will just see the “Insert Pagebreak” button.

The “Page Title” is the title that will be displayed at the top of that page of the article. The “Table of Contents Alias” is how that page will be shown in the table of contents of the article. When you are finished modifying these settings, scroll over to the left again and click “Insert Pagebreak”.

8. Adding a Read More Break

A Read More break is the divider that shows what users a preview of your article. Everything above this break is the preview text; this text will be seen in the preview of the article as well as in the article itself. The content below the Read More break will only be seen if the article is clicked on. If you do not insert a Read More break, the whole article will be displayed. You generally do not want to do this, unless the article is just a short announcement. The nice thing about inserting a Read More break is the fact that there are no option screens to go through. Once inserted into the article, the Read More break will look like a red pagebreak.

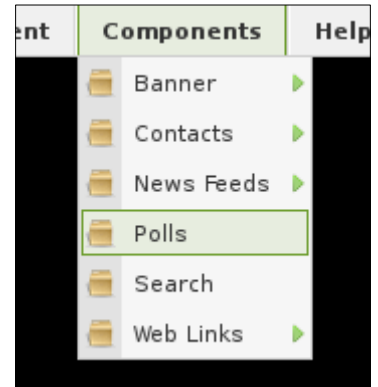
9. Start/Finish Publishing Date

If you click on the calendar to the right of these boxes, you can choose which day to start or finish publishing on. For example, if you want to post a “Happy New Year” article, you can write it, and then set the “Start Publishing” date to January 1st. That way, you don't have to bother being online right when you want something to start or stop being published.

How do I create a poll?

Joomla makes it easy to add polls to your web site. Go into the “Components” drop down menu and click on “Polls”. You will see a listing of all of the polls you currently have. To make a new poll, click the “New” button in the upper right hand corner. Now, you will see the following screen.

On the left, you can change the name of the poll (“Title”), what the poll is referred to as (“Alias”), and whether or not it is published (“Published”). Do not worry about “Lag”, it should be fine as it is. On the right, you can add as many choices as you want. You do not have to fill all of the “Option” text boxes; only the boxes you fill in will be displayed in the poll. Once you are done, hit save in the upper right hand corner, and your poll is ready to go! Talk to your administrator; he/she will be able to add it to the homepage.



Poll: [New]

Preview
 Save
 Apply
 Cancel
 Help

Details

Title:

Alias:

Lag: (seconds between votes)

Published: No Yes

Options

Option 1

Option 2

Option 3

Option 4

Option 5

Option 6

Option 7

Option 8

Option 9

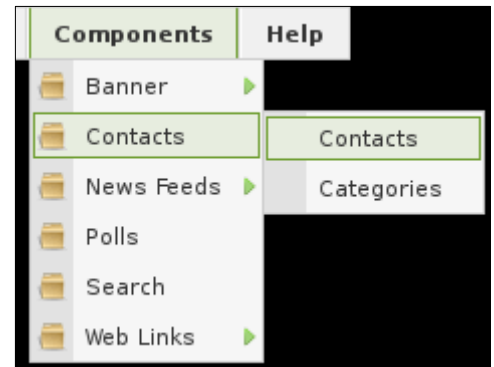
Option 10

Option 11

Option 12

How do I add Contacts?

It is a good idea to include contact information on your web site. Joomla makes this easy! To start out, go to the “Components” menu, then down to the “Contacts” menu, and then click on “Contacts”. Once you are here you will see a screen that looks a lot like the other “Manager” pages you have been to previously in this tutorial. Create a new contact using the button on the upper right. Under the “Details” section on the left hand side, there are a bunch of options you can adjust. You have seen most of them before when adding polls and articles.



You will notice that contacts can be placed in categories. I will explain how to do this shortly. The “Link to User” feature is a useful feature as well. It allows you to associate this contact with someone who is registered on your site. If the access level is anything other than “Public”, most people will not be able to see your information. This means you are safe from spam. Now, go ahead and fill out the information under the “Information” section underneath the “Details” section. You can leave as much of it blank as you want. On the right hand side, under the “Parameters” section, you can choose whether or not to display different specific pieces of information. This is especially useful for

Name:	<input type="text" value="Name"/>
Alias:	<input type="text" value="name"/>
Published:	<input checked="" type="radio"/> No <input type="radio"/> Yes
Category:	<input type="text" value="Contacts"/>
Linked to User:	<input type="text" value="- No User -"/>
Order:	<input type="text" value="1 (Name)"/>
Access Level:	<input type="text" value="Public"/>
ID:	<input type="text" value="1"/>

times when you want to know someone's contact information, but don't want other people to. You can also create categories for contacts! Click on the category link near the top of the page. You can add contact categories in a similar way that you add article categories. If you change the permission of the category, you will need that permission or greater to view any of the contacts in that category. See Appendix I for more information on permissions. If you scroll down, you will find that you can also add a description to your category. This description will appear on the category page. To integrate these pages into your site, contact your administrator.

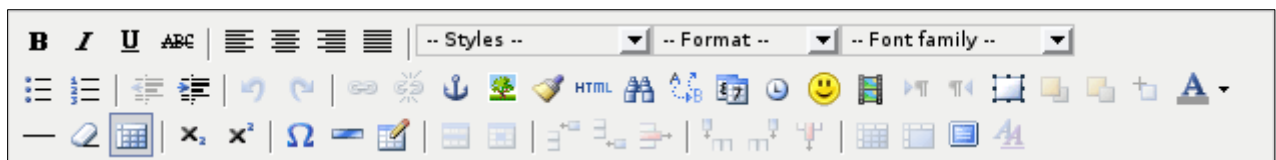
How do I add links?

Links are an important part of any website. In Joomla, links have a lot in common with articles:

- both can be submitted by authors,
- both can be published or not published,
- both can be rearranged, and
- both can be placed in categories.

To go into the link manager, click “Components”, then “Web Links”, and finally “Links”. The page you are at now should look familiar. This page is similar to many of the other management pages you have been to so far, especially the “Contacts” page. To get started, click “New” in the upper right hand corner. You may notice a few new options that you have never seen before. One is the URL box on the left side. This is where you put the address to the page you would like to link to. On the right, there is a “Target” option. If you want to open a new window (or tab), change this to “New Window with Browser Navigation”. If not, stay with the default. You will almost never use the other option. Below this, there is also a description text box. In here, write a sentence or two about the site you are linking to. Include just enough information to give someone who has never been to the site a good idea of what the site is about. For example, if you linked to Google, your description may be, “Google is a powerful search engine that will help you find relevant web sites, images, videos, and more.”

What else can Joomla do?



I have just scratched the surface of everything that is possible with Joomla. To demonstrate this, I will show you the amount of power that Joomla squeezes into a couple square inches. I am talking about the editor toolbar. Some of the functions are obvious, but you may be unfamiliar with many of them.

Calendar button: This button will insert the current date, in year-month-day format.

Clock button: This button will insert the current time, in hours:minutes:seconds format.

Smiley Face button: Express your inner emotions with these smiley faces! Clicking on this will allow you to insert one of sixteen smiley faces into your article.

Movie Film button: You can even insert Flash, QuickTime, and Windows Media movies into your document. First, you have to upload it to your site. Your webmaster will help you do this. Now, copy and paste the URL into the “File/URL” box, and select the media type from the drop-down box above. When you are ready, click “Insert”.

Ω button: This button lets you insert special characters into your article, including Ø, →, ☺, ¾, and ®.

HTML button: This button allows you to edit the HTML of your article. This is usually only necessary if you want to do something that the editor doesn't support.

Congratulations! You are now ready to start managing your Joomla site!

