

MANAGING YOUR JOOMLA WEBSITE

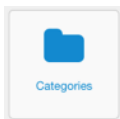
uah.org

What is Joomla?

Joomla provides a user-friendly interface for managing web content and other features and is an open source solution that is freely available to everyone.

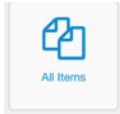
Note: When using the Joomla management tools (i.e. logged into the backend and trying to edit and/or create content), please use Firefox or Chrome (both free browsers).

STRUCTURE



Categories - main buckets you organize items into.

Example: **LEARN MORE**



Items - individual pieces of content that work often like pages on your website.

Example: **COMMON QUESTIONS**

Menu Manager

You should make little to no changes to the menu navigation. To access the Menu navigation and understand its structure, go to **Menus > Main Menu** or clicking Menus from the Control Panel. From here, you can add or delete options, but setting up menu items requires having already created the content and knowing how to link that content. If you need slight adjustments (i.e. adding an item or deactivating an item), contact support@thirdsun.com with your request.

Modules

Most items located on the sidebars or footers are controlled in the Module Manager which you can view by going to **Extensions > Module Manager** or clicking Modules from the Control Panel. Modules are set up specific to your website, so do not edit or delete modules.



Control Panel

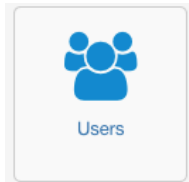
Click on the Joomla icon in the upper left corner from any screen to return the Control Panel. There you should find all the pieces of content you need to access.

SETTING UP USERS



Logging In to Backend

Open your browser and go to www.yourwebsite.org/administrator; bookmark for future use. Use current username and password to log in. If you do not have one, one of your administrators can make you a user account by logging in and following instructions under User Manager.

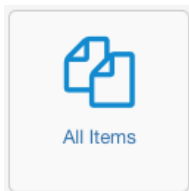


User Management

Create new users or delete who can manage the site at **Users > Manage** or clicking Users from the Control Panel. Click the **"New"** button in the top right of the page and complete information on the left (Name, Login Name, Password, Confirm Password, Email). Tab to **Assigned User Groups**. You must assign a user who plans to manage the site as a "Administrator" level.

If you need to remove someone's Administrator status, **DO NOT DELETE THEM**. Go to **Users > Manage > Select User > tab to Assigned User Groups > deselect Administrator and select Registered**.

EDITING ITEMS (K2)



The Basics: Maintaining your website is easy to do if you follow some simple guidelines:

- Keep your content clean! Write compelling, concise, and clear content.
- Give your readers visual cues with subheadings (Heading 2, 3, 4) and bullet points.
- Give your items/articles an appropriate title and assign to correct category.

Step 1: Select All Items from the Control Panel or go to **Components > K2 > Items**.

- Once you are in the "Items" area, you will see a list of existing items.
- From the K2 Items list, you can filter down by "Select category" to view items in a particular category or you can enter search by term to find items whose title contains that word.

Step 2: Select your item or create a new one.

- Edit an existing K2 Item by clicking on the title.
- Create a new K2 Item by clicking "+ **New**" green button in the top right.

Step 3: Give your new K2 Item a good **Title**.

Step 4: Assign it to the proper **Category** according to your site's organization. The **"Title alias"** will auto-complete when you save.

Step 5: Create your text in the window either by pasting from a document or typing directly in the window. For headings, select "Heading 2" or "Heading 3."

- If you wish to **date-stamp** this item (i.e. have it unpublish or publish on a specific date), be sure to select the correct date (the day AFTER the event) in the "Finish Publishing" blank. Click the "Save" icon.
- **To add/edit the main item image**, click the **"Image" tab** and browse to your computer to upload a photo. Photos may also be inserted into the content using the "Insert/Edit Image" icon (more info below).
- **To add/edit image gallery**, you must zip your files into one zip file and then under **Image Gallery tab**, you can browse and upload. Depending on your website, there may be additional ways to insert galleries.
- **For a corresponding YouTube video**, click on the **"Media" tab** and look for "Use online video service" and enter a 'video ID' (this is the number of the video, not the full URL).

REMEMBER: Always click **Save** for your changes (click **Cancel** if you do not want your changes to take effect). Please note that if you delete or unpublish a K2 item connected to a Menu item, you will need to reassign that Menu item to a published item or retire it (email support@thirdsun.com if you need help).



Insert/Edit Link

Highlight the text (or image) you want to hyperlink and then click the Insert/Edit Link icon. Enter the URL (complete with <http://www.website.com>). If the link is interior to your site, have the Target "Open in this window." If the link is exterior to your site, have the Target "Open in new window." Click Insert.



Insert File Link (an alternative to K2 Attachment tab)

To insert a document for users to download (pdf, doc, xls, jpg) into your K2 Item, write a phrase (i.e. Download this file) and highlight. Click the Insert File Link icon. Select an existing or upload a new file by clicking the Upload icon (arrow pointing up on the right side of the File Manager pop-up). Once uploaded, select the file to link; select the Target to "Open in new window." Check the box "Include Icon" if you want a PDF or Word Doc icon to appear. Click Insert. Click Save.



Insert/Edit Image (an alternative to K2 Image tab)

To insert an image directly in the content, click your cursor in the spot where you want the photo to appear (i.e. beginning of a paragraph is usually a safe spot). Click the Insert/Edit Image icon and then upload an image by clicking the blue arrow pointing up right of the Image Manager Extended pop-up. Once uploaded,

select the file and make sure the URL line populates. Below that, you can align right or left and set a margin. Photos on websites are best viewed when they are 72dpi (photos you take directly from your camera and print are generally 300dpi), so for high-res photos, you should resize them as 72dpi before uploading and set to 400-500 pixels max wide or high, though sponsor logos will be better at less than 200pixels wide.

Insert a Video (an alternative to K2 Image tab)

An alternative way to insert video is to insert in the content the following syntax: {youtube}videoID#{/youtube} (same for Vimeo or Soundcloud using {vimeo}videoID{/vimeo}, etc.).

Editing Images

Editing images is a struggle for most of our clients but as the website manager, you should try to 1) acquire a program that will help you edit for the website and 2) understand what kinds of images should be used (and should NOT be used).

1. **Learn how to edit your photos.** The most well known photo editing program is PhotoShop but it may also be too expensive for an organization. Online options that you should explore if you don't have a photo-editing program include Pixlr, Fotor, Croppola, or search for others. You mainly need to be able to resize for width or images quality (i.e. 72 dpi).
2. **Photo quality is really important.** Do not use substandard or blurry or pixelated images on your website, especially on the home page. It looks unprofessional so it will reflect poorly on your organization. Where there are specific image sizes required, we usually advise you in your initial training document. Also, do NOT use images you have lifted from the internet without permission. It's illegal and not a good practice. There are dozens of stock photo websites where you can legitimately purchase images pretty inexpensively (try iStockPhoto.com, DollarPhotoClub.com, BigStockPhoto.com, or Dreamstime.com).

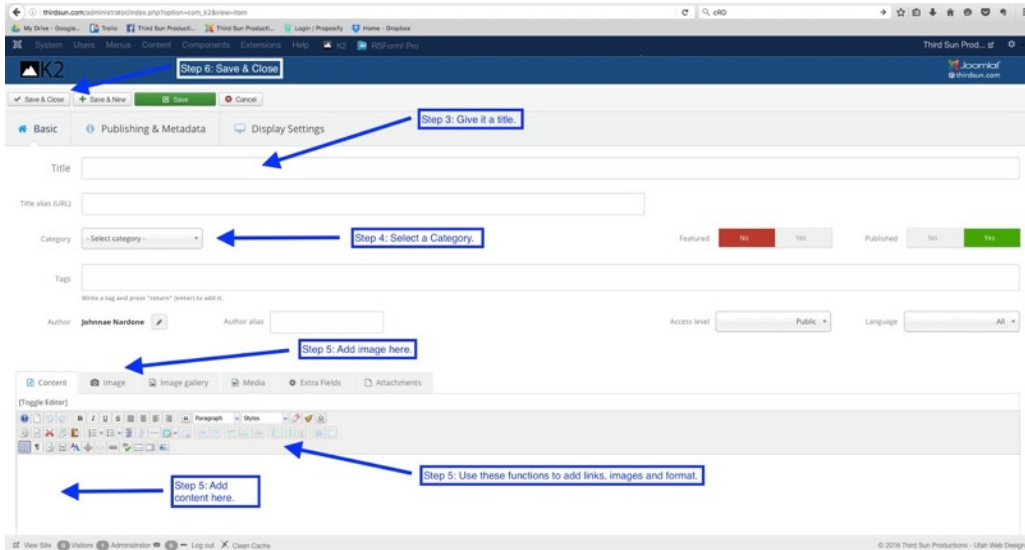
Other Formatting Tips

- **Headings** - To create headings (and keep things consistent in the site), highlight the text to be made a heading and under Format, select Heading 2 or Heading 3.
- **Line break (but not hard return)** - Click **Shift and then Enter** to get a line break. In HTML, this differs from a hard return which will create a paragraph space between lines.
- **Bullets or Number Lists** - Enter your text with hard returns between the lines you want to bullet point (or number). Select the lines and click the Unordered List or Ordered List icons.
- **Bold or Italics** - Use these sparingly for impact.
- **Button Style** - Hyperlink using Insert/Edit Link icon and go to the "Advanced" tab and under "Classes" write in "btn."

Check out the Style Guide at <http://yourwebsite.org/style-guide>

Here you can see all your style options, download the training doc and get a few other notes.

Step 6: Save & Close

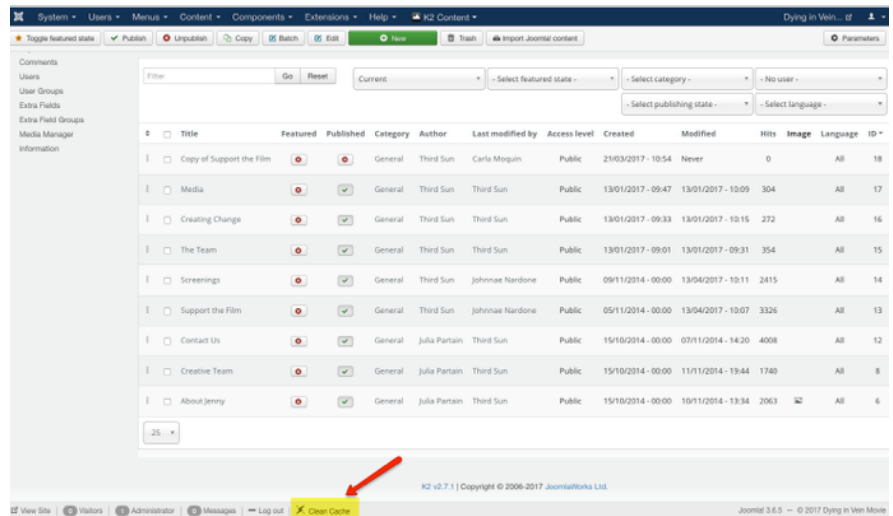


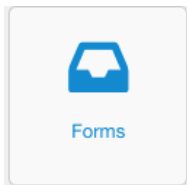
Process Overview

Make a change in Joomla (backend). Select Save. Tab to the front end (your published website) and refresh. View your edits.

Don't see your changes on your website?

If you are not seeing your edits appear on the front end (your published website). Go back to Joomla (backend) and clean your cache. I small icon at the bottom of the page.





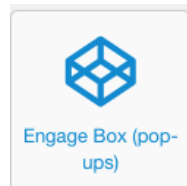
FORMS - Share Your Story

Click on Forms from the Control Panel. Select the form. To edit an existing field select the field and edit in right side men that appears. To add a new field you first must add a row then drag the type of field into that row. You can always grab the crosshairs icon and drag into the desired order. Don't forget **Save & Close**.



MODULES - Header, Footer, Homepage and Sidebars content

Go to **Modules via Control Panel**. In the search box enter the desired item and click looking glass/search icon. Select. Edit the text as you would with a K2 item. **Save & Close**.



ENGAGE BOX - Action Alert Pop-Up

Go to To edit the Action Alert pop-up select **Engage Box** from Control Panel. Select List from dashboard. There you can publish or unpublished. To edit content select the Item. Edit Module. You can always control where it appears via Assignments and how it appears via Trigger. When done, **Save & Close**.

OTHER NOTES

- To add the lighbox pop-up to a link, select text, click on link from WYSIWG palette, tab to Advance, under Class enter lightbox. If you want a button and lightbox enter btn lightbox.

RESOURCES

How do I...

Review our frequently asked support questions and their related videos. If you still feel stuck, of course, send us an email at support@thirdsun.com.

How do I find an item (essentially, one of your "pages") inside Joomla?

Select All Items from the Control Panel or go to Components > K2 > Items. Once you are in the "Items" area, you will see a list of existing items. From the K2 Items list, you can filter down by "Select category" to view items in a particular category. Alternatively, you can search by term to find items whose title contains that word.



Group Trainings

We provide regular trainings to our clients with support agreements. You can find the schedule of them and register here: thirdsun.com/support#trainings

Online Resources

We encourage you to bookmark this page for quick reference. It includes written instructions and short videos on how to do basic

tasks within your Joomla website: thirdsun.com/support/how-do-i

ONGOING SUPPORT

Third Sun wants you to be successful managing your website, and we expect that you will have questions or needs that arise on occasion. For any support questions, please email details to support@thirdsun.com and we will normally respond within 1-2 business days. **When you submit your question or request, please include the following:**

- Your question or need stated clearly.
- Link of the page you are referencing (if applicable).
- Screenshot of what you are seeing (or not seeing).

For issues that are urgent (site downtime or other occurrences), email to support@thirdsun.com is still best.