

TheSultan



Joomla User Guide

Version 1.0

www.the-sultan.info

The purpose of this user guide

This User Guide will take you through the step-by-step process of creating and editing an article on *The Sultan* website.

It concentrates on how to get you up and running quickly. A more detailed description of the Joomla Editor functionality is in the Appendix; it's not necessary for you to read this information before you start and we recommend that you try using the basic functions first.

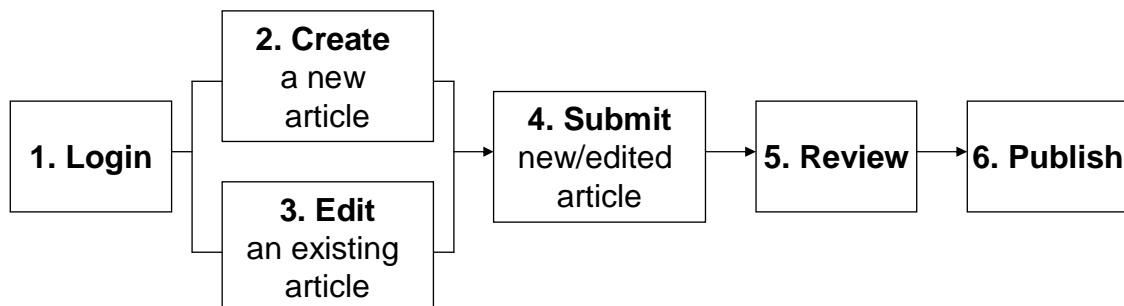
Before you start

You'll need a valid username and password to access the Joomla Editor.

If you don't yet have a username and password to access the Joomla Editor please email admin@the-sultan.info

Overview

There are six basic steps in creating or editing an article in Joomla.



Roles within Joomla

Before we get started, here is an overview of the different roles that users can have within Joomla:

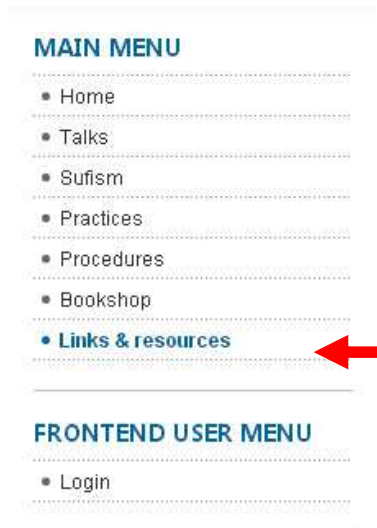
- **Author:** Can submit new articles for approval. A Publisher or higher must approve. Cannot edit existing articles.
- **Editor:** Can submit new articles or edit existing articles. A Publisher or higher must approve.
- **Publisher:** Can submit, edit, or publish articles.

If you want to make a request to change your 'role' please email admin@the-sultan.info

Creating a new article

How to access the Joomla Editor

You login to the Joomla Editor from the Links & Resources section at www.the-sultan.info



After entering your Username and Password and selecting 'Login' you will be directed back to the Home Page.

Go back into the Links & resources section where you will be presented with a number of additional menu options:



Select 'Submit Content'.

Note: Rather confusingly, to logout of the Joomla Editor you need to select the 'Login' menu option where you can then 'Logout'.

Submit an Article

This screen is where you create new articles or edit existing articles.

You can also select the Section and Category for an Article and indicate whether or not it is published and whether it should appear on the Front Page.

A number of parameters can be set for the article and metadata can also be entered.

Screen shots



Publishing

Section: News

Category: News

Published: No Yes

Show on Front Page: No Yes

Author Alias:

Start Publishing: 2009-11-04 13:56:46

Finish Publishing: Never

Access Level: Public
Registered
Special

Ordering: New Article defaults to the first position. Ordering can be changed after this Article has been saved.

Metadata

Description: This should be a brief description of your news item.

Keywords: example, news, item,

ARTICLES

These are the steps you need to take to create a new article. The screen shots above show an example of creating a new item for the 'News' section of the website.

- **Title.** Add a title for your article.
- **Create body text.** The editor works in a similar way to a word processor. You can add/delete/amend/format text.
 - It is important that you use the built in styles (as shown in the screen shot above), and do not add un-necessary line breaks which will display incorrectly when your article is published.
- **Read more...** This button inserts a 'Read more...' break in the Article. This shows as a red dotted line across the Article. If an Article has a 'Read more...' break, only the text before the break, called the Intro Text will initially display, along with a 'Read more...' link. If the User clicks this link, either the entire Article or just the part after the 'Read more...' link is displayed.
- **Section.** Select the Section for this Article from the drop-down list box. (In our example this is 'News').
- **Category.** Select the Category for this Article from the drop-down list box. (In our example this is 'News').

- **Published.** Whether or not this item is published. Select Yes or No from the radio button group to set the Published state for this item.
- **Show on Front Page.** Select No or Yes from the radio button group to indicate whether this Article will show on the Home Page.
- **Metadata.** This section allows you to enter Metadata Information for this Article. Metadata is information about the Article that is not displayed but is available to Search Engines and other systems to classify the Article. This gives you more control over how the content will be analysed by these programs.
 - **Metadata Description.** Optional Metadata Description for this Article.
 - **Metadata Keywords.** Optional entry for keywords. Must be entered separated by commas (for example, "cats, dogs, pets") and may be entered in upper or lower case. (For example, "CATS" will match "cats" or "Cats"). Keywords will help Search Engines and other systems classify the content of the Article.
- **Save.** By saving the article you are submitting it for review before it is published by a Publisher.

Editing an article

After you login you will notice that the Edit icon appears next to every article. Simply click on the Edit icon next to the article you want to edit.



This opens the Submit an Article page. Make your changes and 'Save' the article.

Publishing the new or edited news article

Once you've saved your article, it is sent to a 'Publisher' for review. It will then be published onto the website. This will happen at least once every 24 hours.

Conclusion

This is a quick reference guide and doesn't cover all the functionality available in the Joomla Editor. The Editor is fairly straight forward and intuitive to use and you should be able to discover what to do by trial and error – if not refer to the Appendix below.

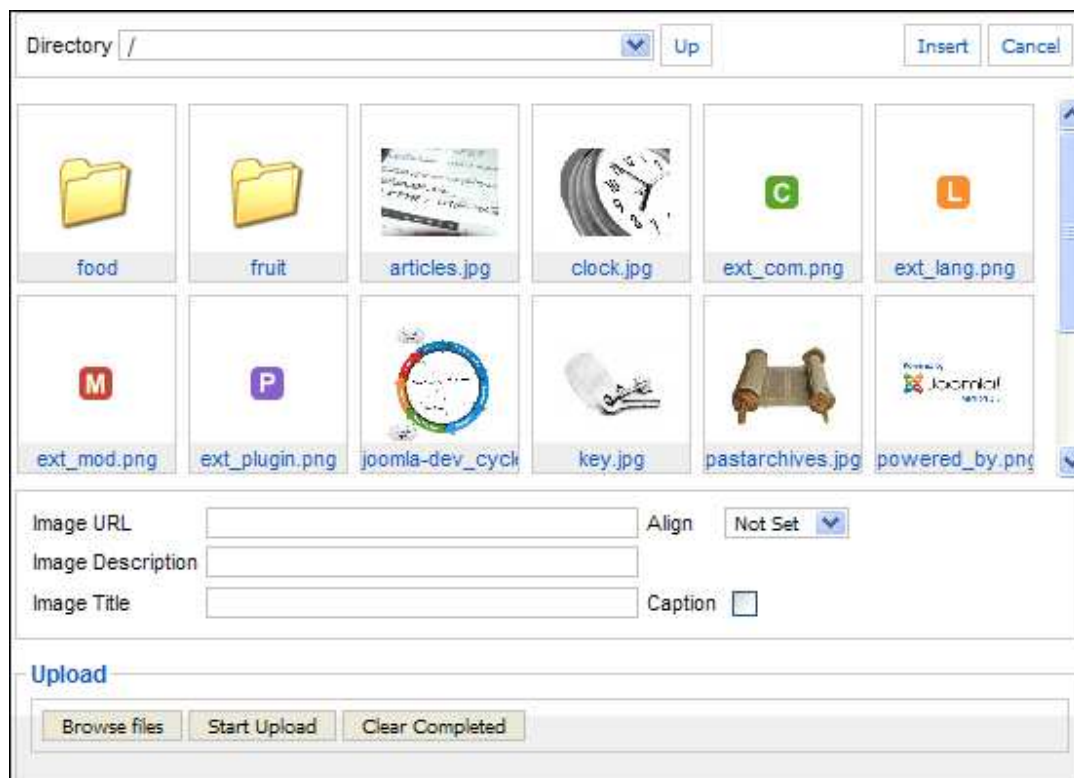
You can also direct any questions to admin@the-sultan.info

Appendix A – Detailed description of functions

Image, Pagebreak, Read More Buttons, Add attachment and Toggle Editor

Five buttons are located just below the edit window, as shown below:

- **Image.** This button provides an easy way to insert an image into an Article. Images may be inserted from the 'images/stories' folder and may also be uploaded. When you click the Image button, a window pops up, as shown below:



- **Directory.** The current directory on the host server. This is the 'images/stories' directory under your Joomla! home directory. Use the drop-down list box to select a subdirectory.
- **Up.** Navigate to the parent directory. Note that the top directory for this function is 'images/stories'. You can not navigate to a higher directory.
- **Insert.** Insert the selected image. The insert point will be the current cursor position. You will see the image display inside the edit window.
- **Cancel.** Cancel the operation and close the popup window.
- **Thumbnail Browse Area.** Click on an image thumbnail to select the image. Click on a folder icon to navigate to that subdirectory.

- **Image URL.** Click on one of the image thumbnails and the URL for the image will be entered for you.
- **Align.** Select the desired alignment (left or right) from the drop-down list box.
- **Image Description.** Enter a description for the image.
- **Image Title.** Enter a Title for this image. This displays when a User hovers the mouse on the image.
- **Caption.** If checked, image title will display as a caption below the image.
- **Browse files.** Click this button to browse to an image file to upload from your local computer. A file dialog will open allowing you to select a file.
- **Start Upload.** Once you have selected a file, press this button to upload the file to your Joomla! 'images/stories' folder. When the upload is done, a 'Completed' message will display. The thumbnail for the new image will now show in the thumbnail area.
- **Clear Completed.** Clears the 'Completed' message.
- **Pagebreak.** This button allows you to insert a pagebreak inside an Article. A pagebreak allows for page navigation when the article is displayed on a layout. This is useful for long articles. When this button is pressed, a popup window is displayed as shown below:
 - **Page Title.** Enter the title to display for the new page (for example, 'Page 2').
 - **Table of Contents Alias.** Optional field to display in the table of contents for this page. In a multi-page article, Joomla! displays a 'table of contents' for the page that allows the user to select any page. If this field is blank, the Page Title will be used. If you want a different title in the table of contents, enter it here.
 - **Insert Pagebreak.** Click this button to insert the pagebreak with the entered fields. The Pagebreak will display as a gray dashed line across the Article. Note that a pagebreak cannot be edited. If you need to change a field in the pagebreak, click on the Article just past the pagebreak, press Backspace until the pagebreak is deleted, then insert a new pagebreak with the desired information.
- **Read more...** This button inserts a 'Read more...' break in the Article. This shows as a red dotted line across the Article. If an Article has a 'Read more...' break, only the text before the break, called the Intro Text, will initially display, along with a 'Read more...' link. If the User clicks this link, either the entire Article or just the part after the 'Read more...' link is displayed. This depends on the setting of the 'Intro Text' parameters for the Article and in the Global Configuration. The 'Read more...' break allows you to save space on pages by just showing the Intro Text. Note that the 'Read more...' break only shows in the Front Page, Section, and Category Blog layouts. If you want to insert breaks for an Article shown in an Article Layout, use the Page Break button.
- **Add attachment.** Allows you to add an attachment to an article. Click on the link and follow the instructions.

- **Toggle editor.** This toggles the view between the Joomla Editor and viewing the HTML source code.

TinyMCE editor

The default editor is the TinyMCE editor.

TinyMCE is a WYSIWYG (what you see is what you get) editor that allows users a familiar word-processing interface to use when editing Articles and other content. The 3-row toolbar below provides many standard editing commands:

- **Top Row.**
 - Buttons in the upper left allow you to make text bold, italic, underlined, or strikethrough. Next to that are buttons for align left, right, centre, and full.
 - Styles. Caption and System Pagebreak styles can be set. Highlight the desired text and select the style. This will allow this text to be formatted based on CSS rules.
 - Format. Select pre-defined formats for Paragraph, Address, Heading1, and so on.
- **Second Row.**
 - Unordered List, Ordered list, Outdent (move left) and Indent (indent right).
 - Undo (Ctrl+Z) and Re-do (Ctrl+Y).
 - Insert/Edit Link. To insert or edit a link, select the linked text and press this button. A popup dialog displays that lets you enter details about the link.
 - Unlink. To remove a link, highlight the linked text and press this button.
 - Insert/Edit Image. To insert an image, place the cursor in the desired location and press this button. A popup dialog displays that lets you enter the Image URL and other information about how the image will display.
 - Cleanup Messy Code. This button allows you to clean up HTML code, perhaps from HTML text that you copied in from another source.
 - Edit HTML Source. A popup displays showing the HTML source code, allowing you to edit the HTML source code.
- **Third Row.**
 - Insert Horizontal Ruler.
 - Remove Formatting.
 - Toggle Guidelines/Invisible elements.
 - Subscript, Superscript, Insert Custom Character, Horizontal Rule.