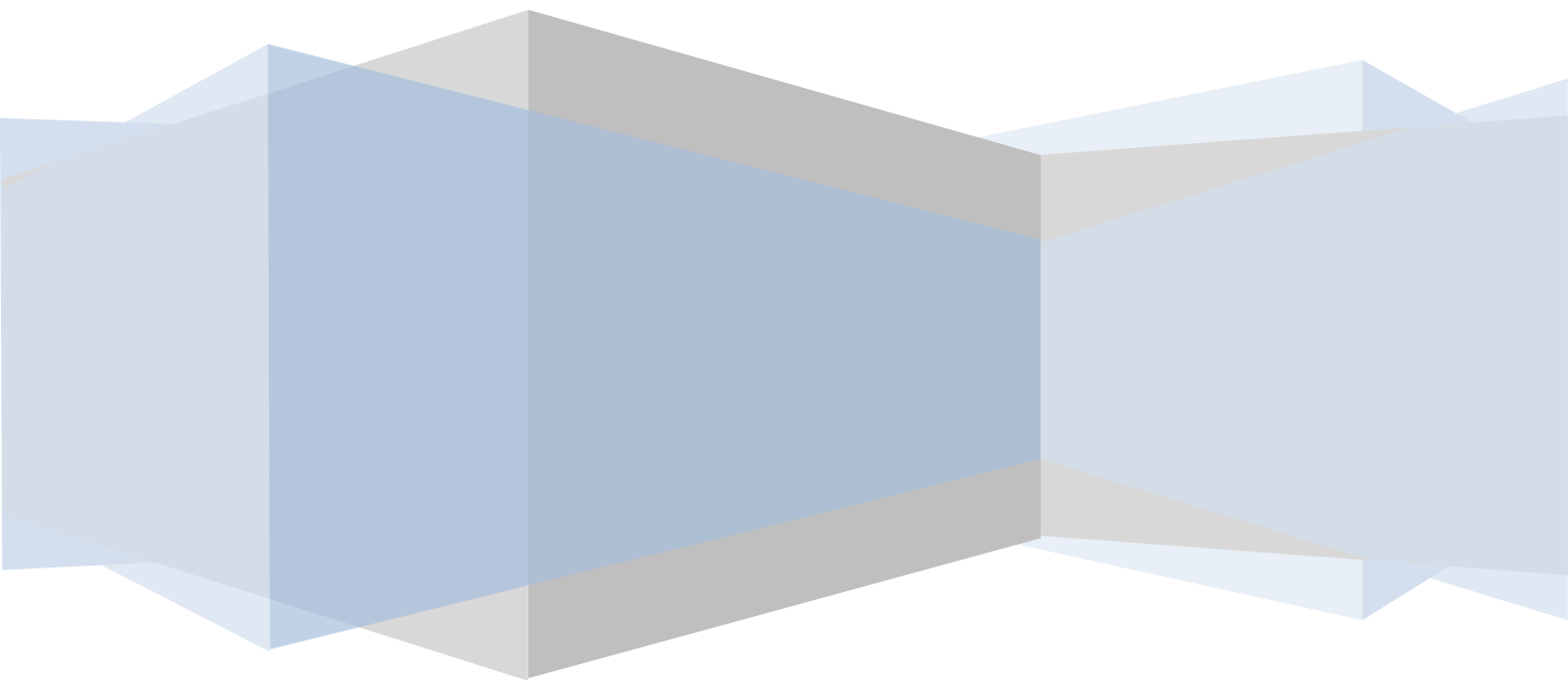


**CICT UniMAP**

# **USER MANUAL**

## **JOOMLA 2.5**



# User Manual For Beginner : How To Use Joomla 2.5

## 1.0 How to Access Joomla Login Screen

- a) First, in order to build your web site you will have to log into the administrator area. This can be achieved by opening the corresponding URL in your web browser:

<https://yourdomainname.unimap.edu.my/administrator>

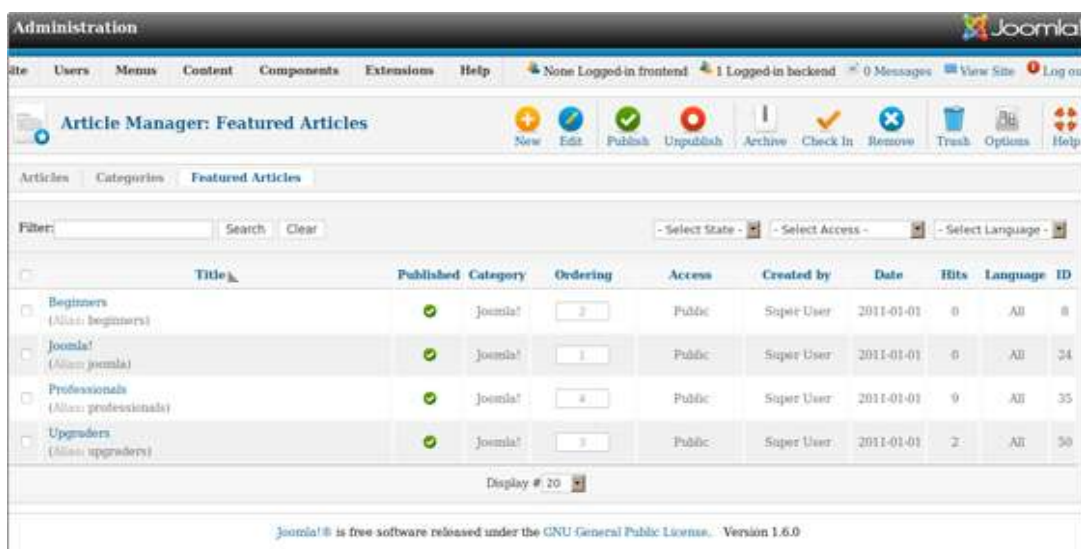
- b) Replace yourdomainname with your actual Joomla URL. Next, you have to enter the admin login details which have been set during the installation:



## 2.0 How to Create Joomla Website

### 2.1 Create New Joomla Articles

- a) After entering the Joomla administrator area, you can check the featured articles (the ones that are included in the sample data or created by you) published on the front page through Content->Featured Articles.



- b) You can edit them, create new ones, remove existing from the front page, delete, publish and unpublish articles.

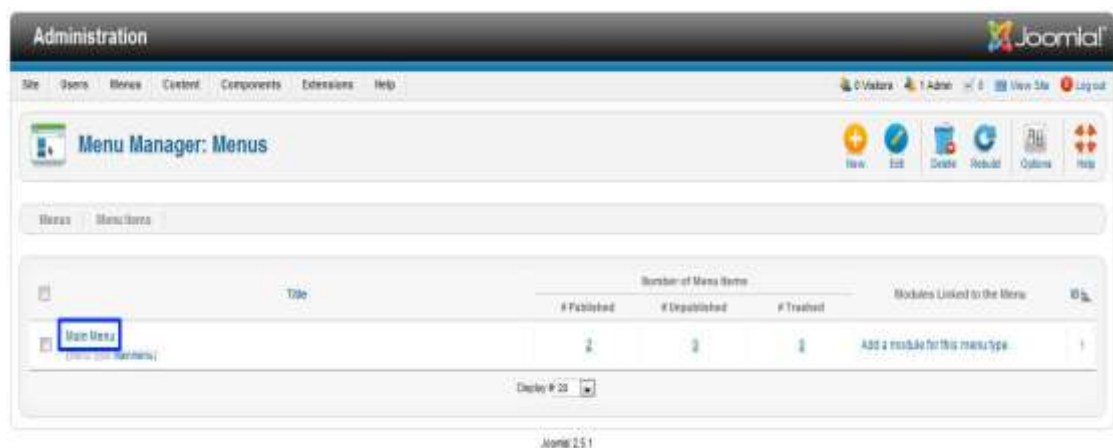
- c) To add NEW just Click > Article Manager > Click New Button.
- d) To add DELETE just > Select the article then > Click Trash. Same goes to the rest.

## 2.2 Single Article Menu Item Types

Before creating this type of menu item, be sure that you have visited previous tutorials on how to **create an article** so that you can link it to this menu item. To get started, log into the back end of your site and click on the "Menu Manager" icon.



- a) Click on the "Main Menu" link to create a new menu item.



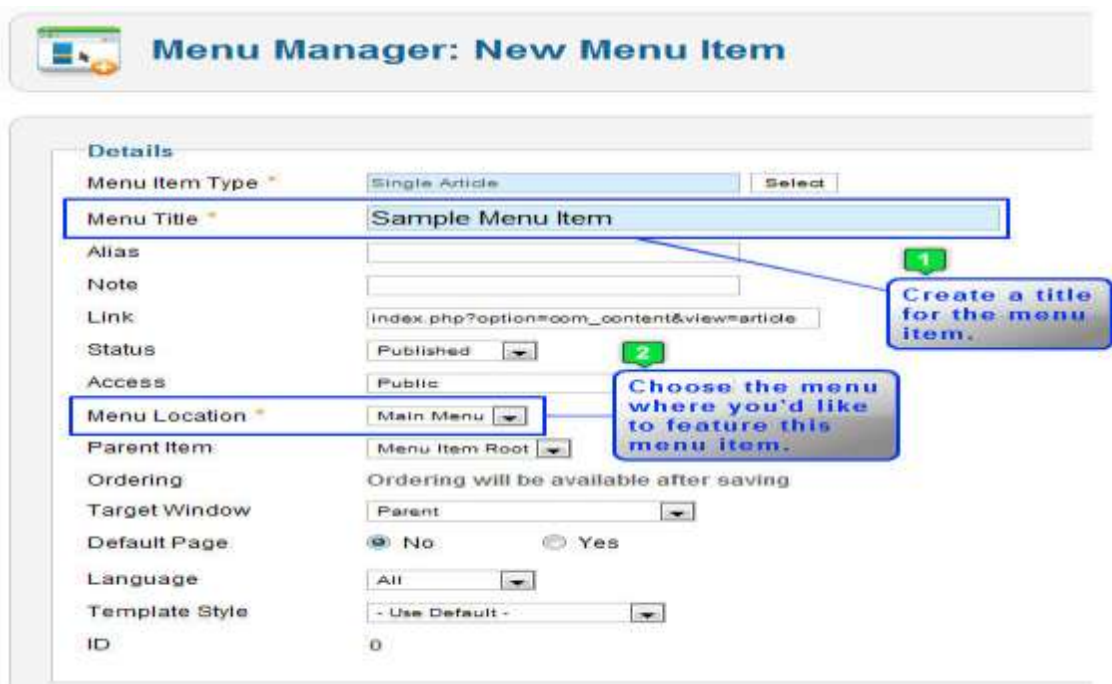
- b) As you create a new menu item on your main menu, pay attention to red asterisks. You just select a menu item type. To choose the menu item type, click on the "Select" button.



c) There are many useful menu item types and you'll want to learn more about all of them. Select "Single Article" from the list to continue.



d) The next step is to create a title and select the menu location. You're only using one menu at this point so there will only be one menu location option (the main menu).



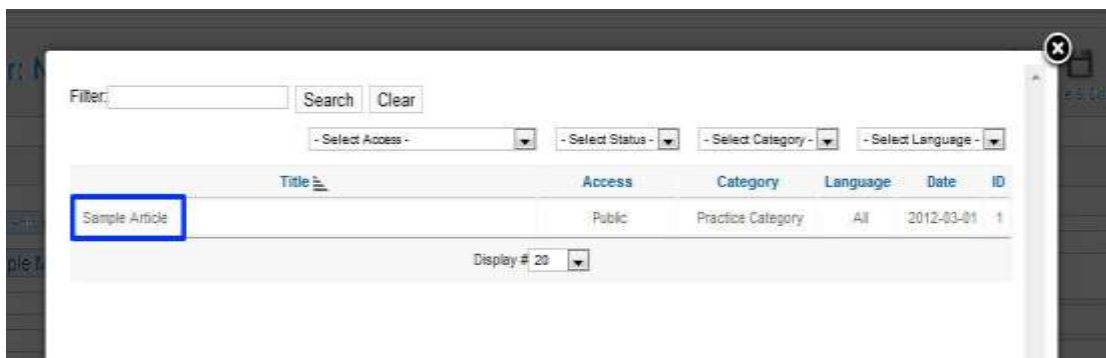
e) The step is to actually link the article you wrote to the menu item that you're creating. This is done in the "Required Settings" area. Click on the "Select/Change" button to link the article and the menu item together.



▼ Required Settings

Select Article \*  [Select / Change](#)

f) Select the article name from the list that appears.



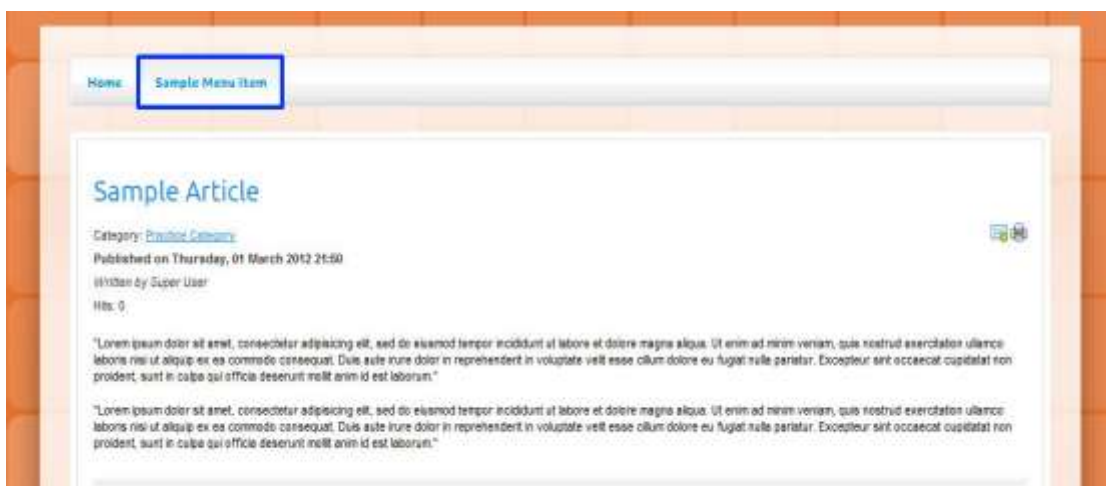
Filter:  Search Clear

- Select Access - - Select Status - - Select Category - - Select Language -

Title	Access	Category	Language	Date	ID
Sample Article	Public	Practice Category	All	2012-03-01	1

Display # 20

g) Select the "Save" button in the toolbar and return to the front end of your site. Click on the single item menu item you created to view your article.



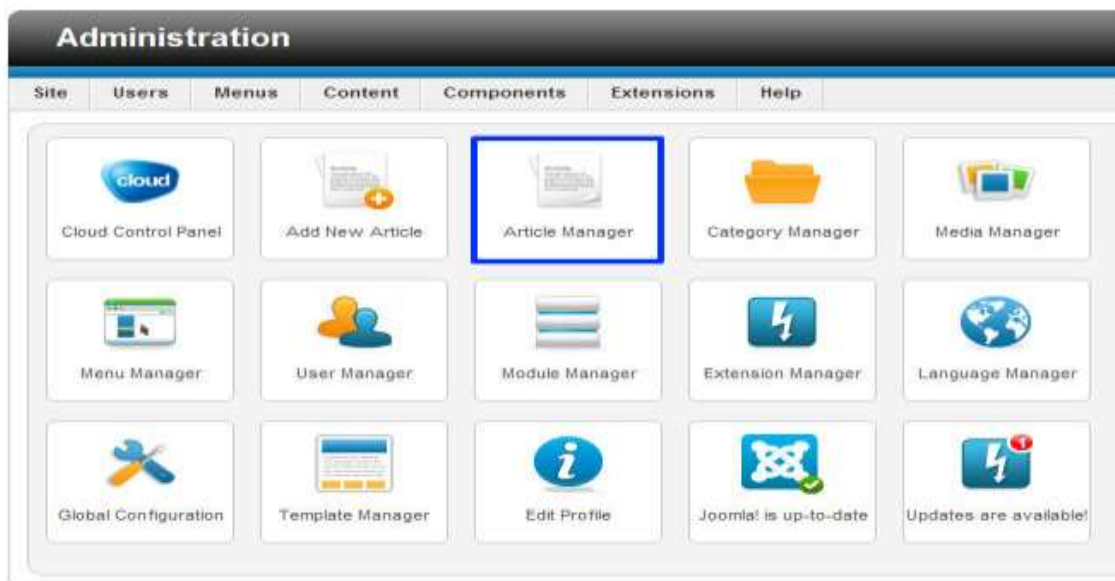
You'll notice that there is additional information in the article like the category, published date, author, hits, and a few icons. The next tutorial in this series will discuss how to remove this additional information and how to download, install, and use the JCE Editor.

## 2.3 Article Options

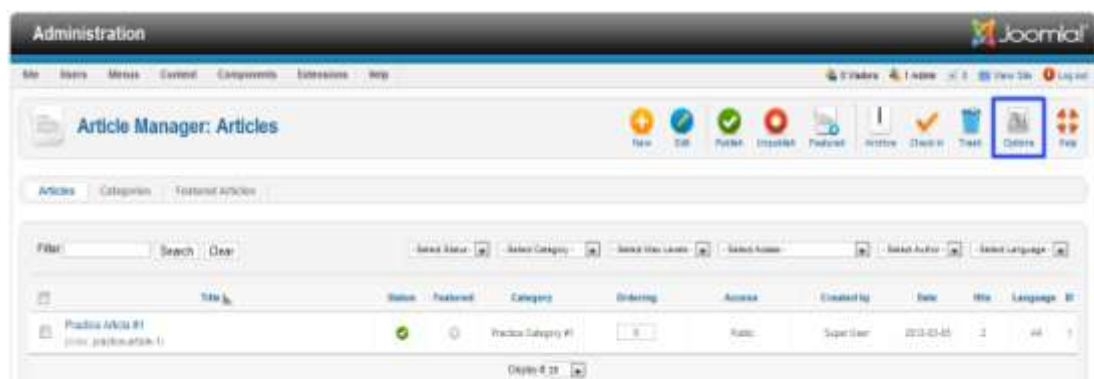
After publishing an article as a single article menu item type, you'll notice that there is some additional information within the article that you didn't intend on including. This tutorial explains how to delete these by visiting the "Article Options" area.



a) Begin by logging into the back end of your site. Click on the "Article Manager" icon.

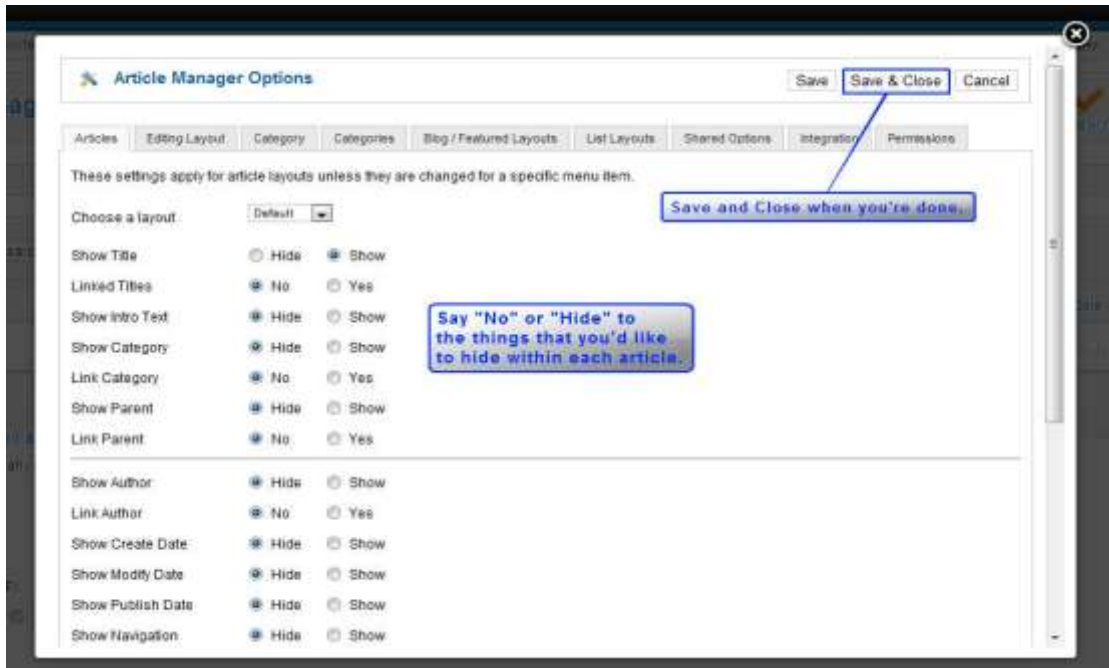


b) Select the "Option's" button in the toolbar.



c) There are many features that can be edited and manipulated in this area. It is worth learning about. By visiting the "Articles" tab, you can turn off the details by saying "No" or "Hide" to all of the options. Read the items closely.

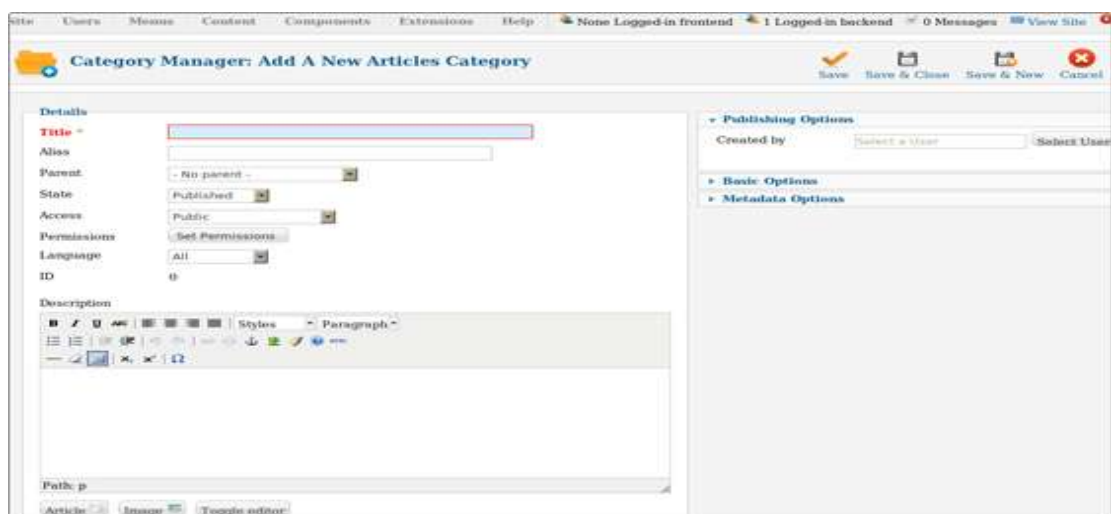
d) If there is something that you'd like to leave on, leave it on. For instance, if you'd like to show the title of the article, leave "Show Title" to "Show". When you're done, be sure to click on "Save & Close" to save your work.



Once you click on "Save & Close", return to the front end of your site and hit refresh. The details that you selected to hide will be gone.

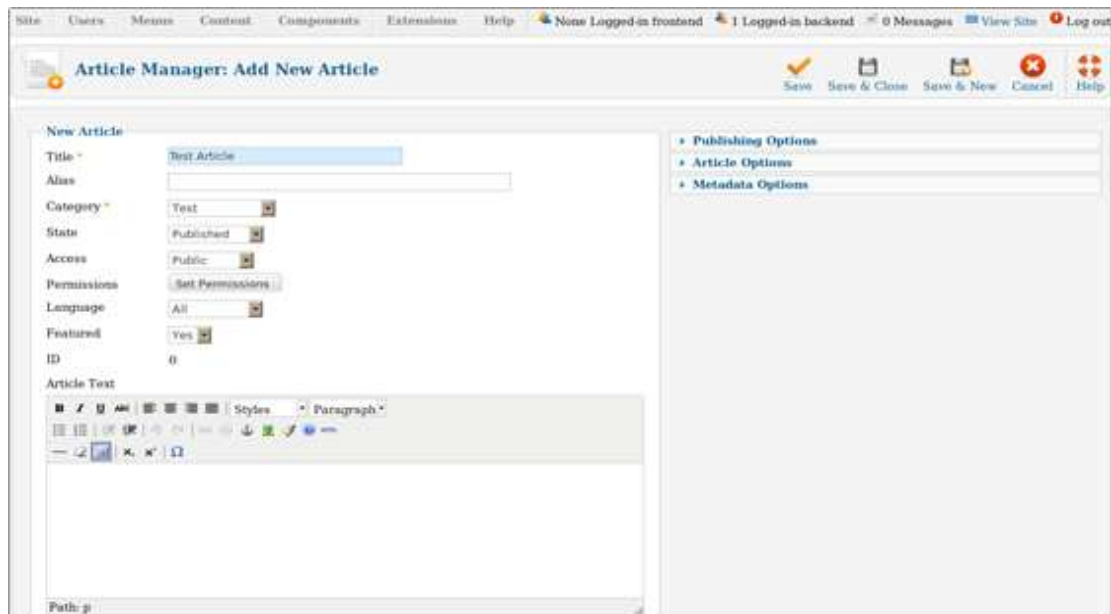
## 2.4 Adding New Category

You can add a new category to help you manage your articles better. Just add from Content > Category Manager > Add New Category.



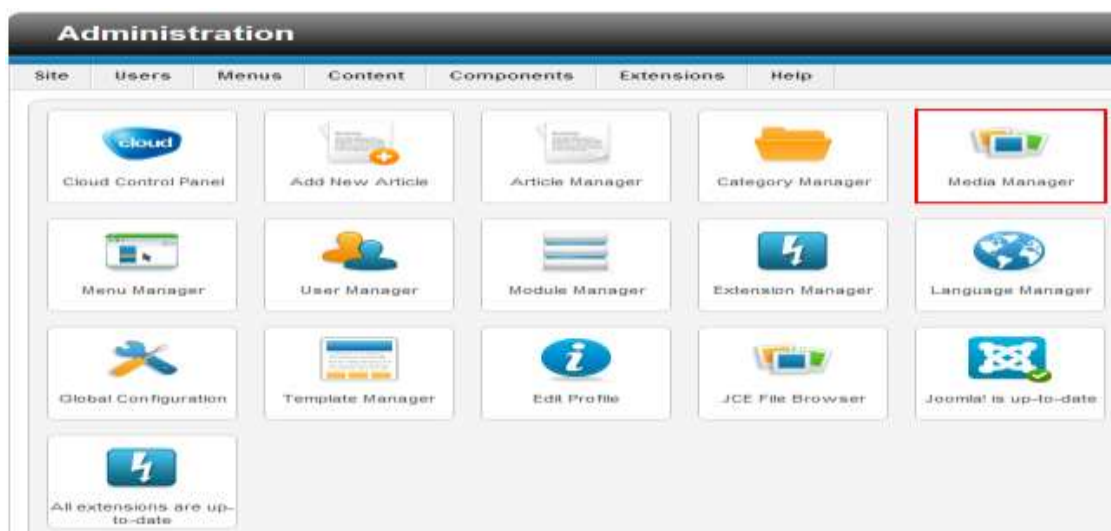
a) For example, you can put “Test” as the new category Title. The other options can be left blank or you can set their values as per your personal preferences. Click on the Save button to add the new category.

b) Next, you can set or create articles related under the “Test” category Content->Article Manager->Add New Article.



## 2.5 Accessing the Media Manager

To access the Media Manager, click on the Media Manager icon after logging into the Administrative area (the back end) of your site



You can also access the Media Manager from the Content tab in the main menu.





a) There are two views of the Media Manager - the Thumbnail View and the Detail View - accessible through the tabs once you've entered the Media Manager.



b) You can elect to see a large thumbnail of the media or a smaller thumbnail with dimensions and the file size.

## 2.6 Creating folders within the Media Manager

You can always upload a file into the Images folder (the default folder) in the Media Manager, but you can also create folders within the Media Manager to keep your files a little more organized.

a) To create a folder, find the field next to the Create Folder button, type the folder's name into the field (keep in mind that there cannot be any spaces within the folder's name), and click on the Create Folder button.



b) Once you're done, you'll receive a blue message indicating that you successfully created the folder, and you should see the folder's name in the Files area.



## 2.7 Uploading files into the Media Manager

Joomla will recognize almost every file type. To upload a file using the Media Manager:

- First select which folder you would like your file to be placed in when it is uploaded (the default folder that Media Manager uses is the Images folder).
- You can select a folder from the list of Media Folders or from the Files area of Media Manager. Once you have selected the folder that you will upload the file to, click the Choose File button in the Upload files section.



c) In the file box that pops up, locate the file that you want to upload on your computer, select it, and click the Open button. Once the name of the file appears in the window next to the Choose File button in the Media Manager, click the Start Upload button.



d) You will receive a blue message indicating that you successfully uploaded a file and the file will appear in the Files section of the Media Manager.

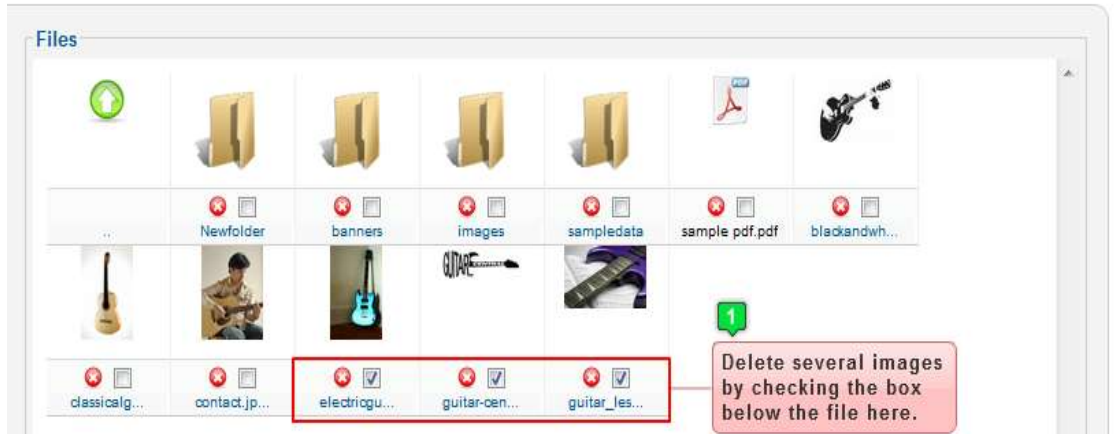


## 2.8 Deleting files from the Media Manager

You can also remove a file from the Media Manager. To delete a file, simply click on the red X icon underneath the file in the Files section.



You can also delete multiple files at once by checking the boxes underneath the desired files and then clicking the Delete button in the upper-right corner of the page.



\*\*Be very careful when deleting files using the Media Manager, as any files that you delete will be permanently erased.