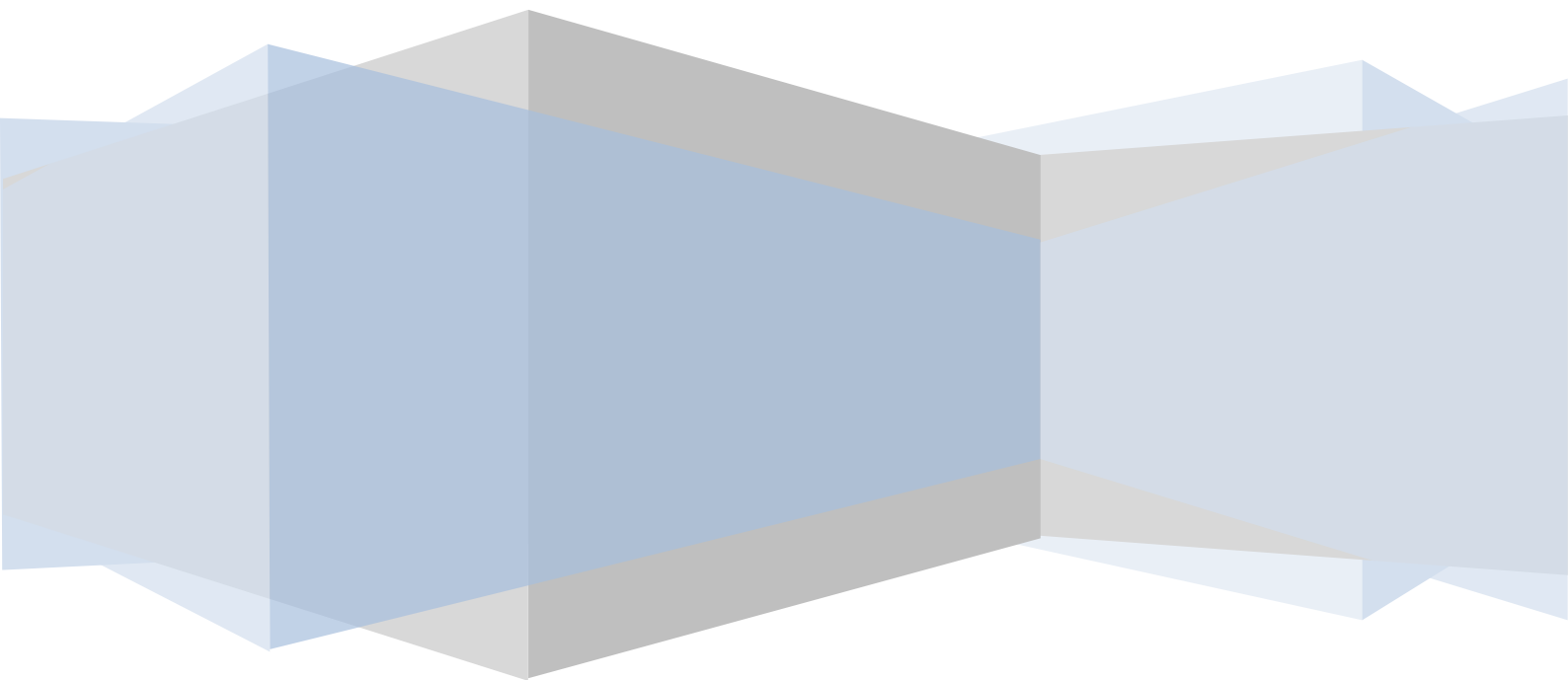


CICT UniMAP

# USER MANUAL

## JOOMLA 3.0



# User Manual For Beginner : How To Use Joomla 3.0

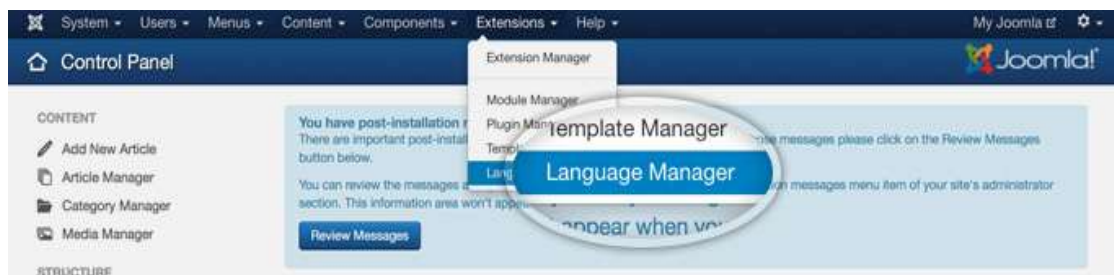
## 1.0 How to Access Joomla Login Screen

- a) On this page, you will find a login screen, where you need to enter the username and password you've chosen during the Joomla 3 installation process.

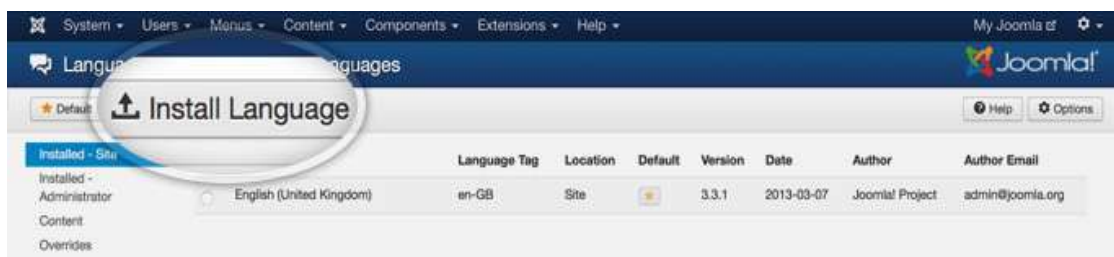


## 2.0 How to Change Joomla Admin Language

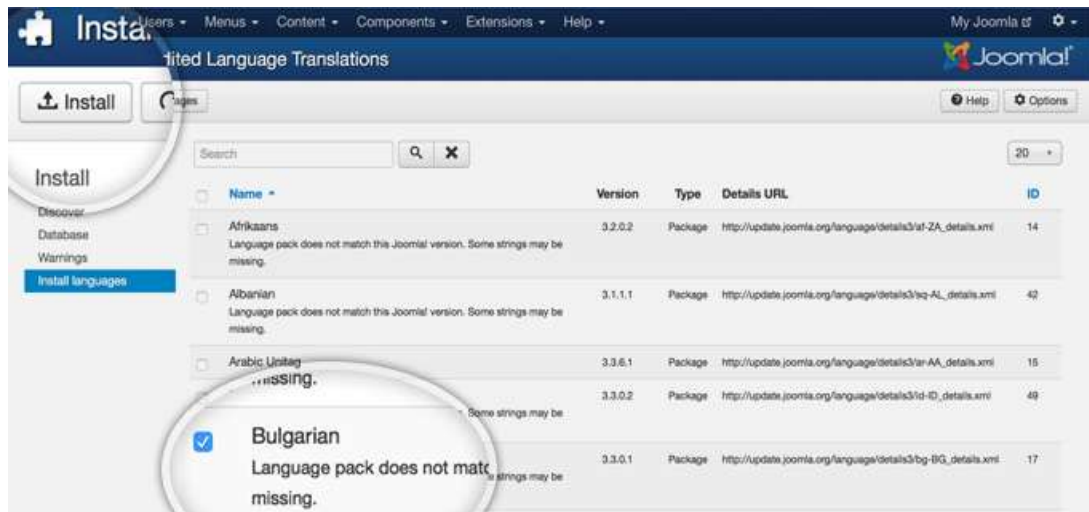
- a) To begin, first [login to your Joomla admin area](#). Next, go to **Extensions -> Language Manager** to open the list of installed languages for your site.



- b) On this page you will see all available languages. On a default installation, you should only see English. To add more translations, press the **Install Language** button in the top, left part of the page.



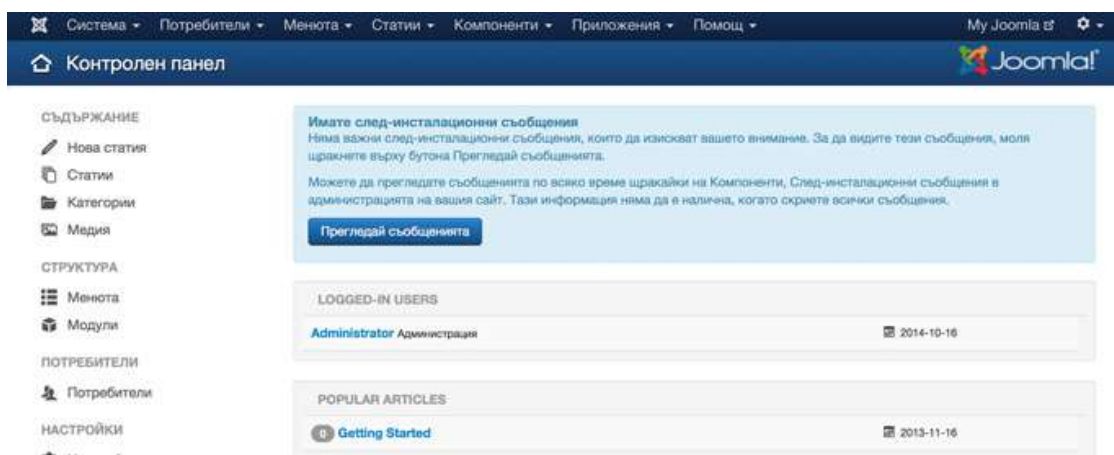
- c) To proceed, select a language (the search function is really handy here) and press the **Install** button. For the purpose of this tutorial, we will change the language for the admin area to Bulgarian.



- d) In few seconds, the new language pack will be installed into your application.



- e) That's it, your Joomla! admin panel will now work in the newly installed and selected language.

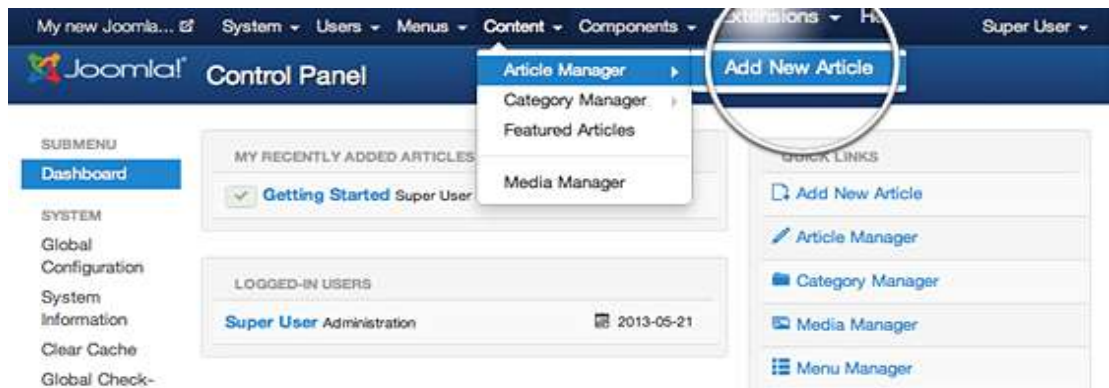


You can change the language for individual users from the **Users** menu -> **User Manager** -> **Basic Settings**.

### 3.0 How to Create a Website with Joomla

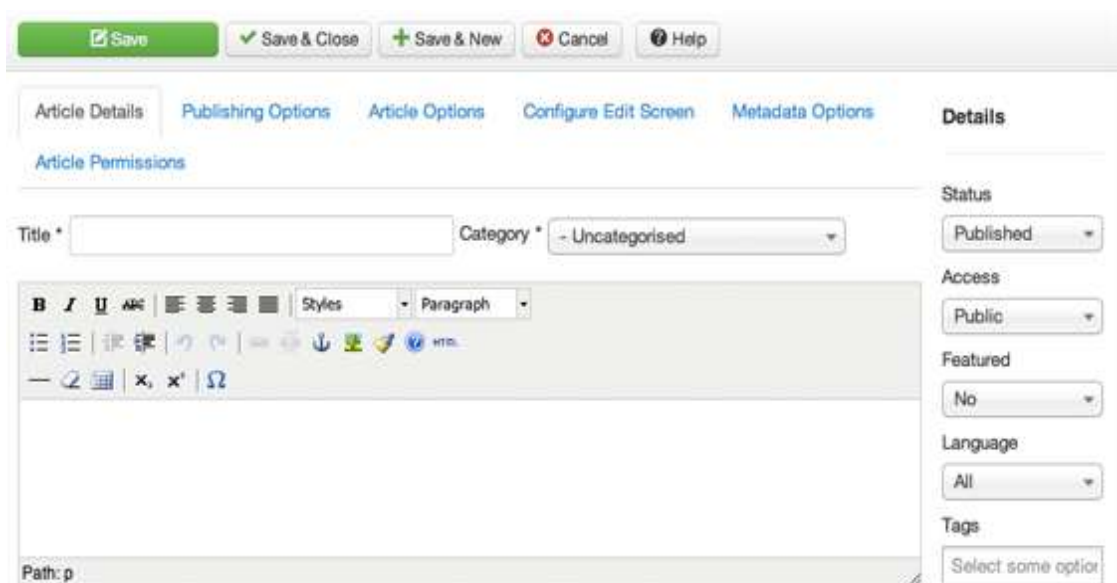
#### 3.1 How to create Joomla articles

a) Klik > Article Manager > Add New Article



b) When you click on **Add New Article**, you will see a WYSIWYG editor that you can use to write and format your new article text, add images & links to it, and more.

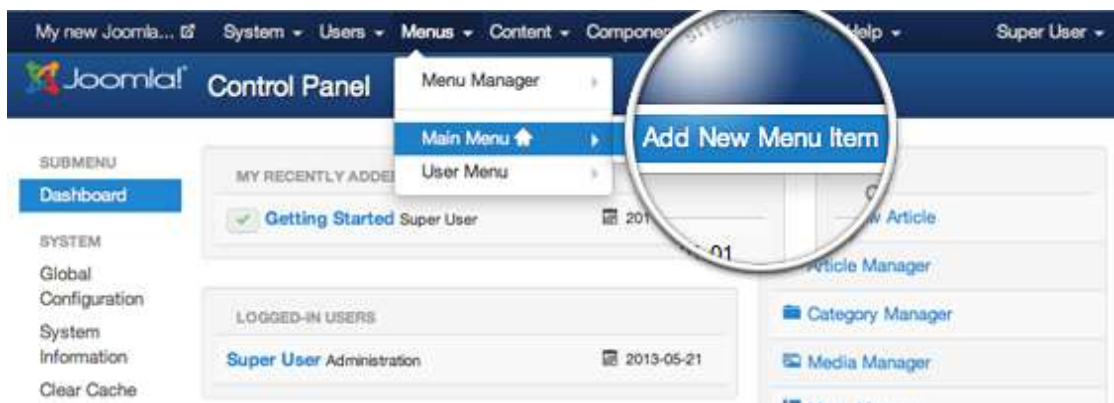
c) **To make your article visible on your website for all visitors, you need to put it on Published status and Public Access.**



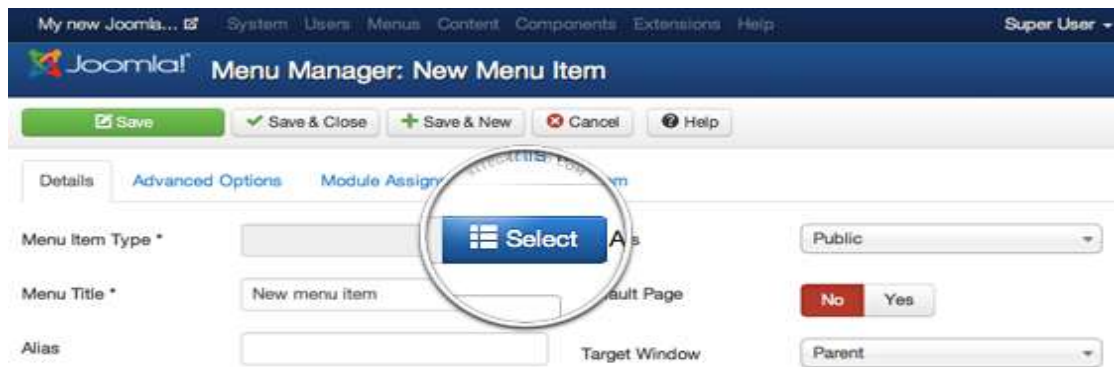
#### 3.2 How to link articles in the Joomla

a) To do this you need to use the **Main menu** manager.

b) Klik > Menus > Main Menu > Add New Main Menu



c) After you have indicated that you want to create a new menu item, you will have to select the type of the menu item.



d) Since we will be linking content created through the **Article** manager we should click on the **Articles** link in the list.

e) If you want the new menu to simply open the article you have just created simply press the Single Article option.



f) Once you choose this option, a box for selecting which article exactly you wish to link to will appear.

g) That's it, you can now open your website and see your newly created menu item that links to your new Joomla article.

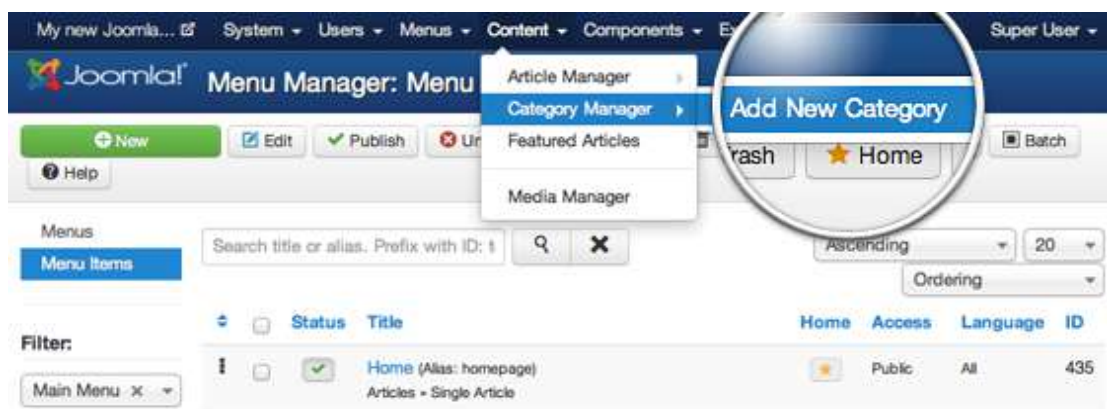




## 4.0 How to Create and Manage Categories in Joomla

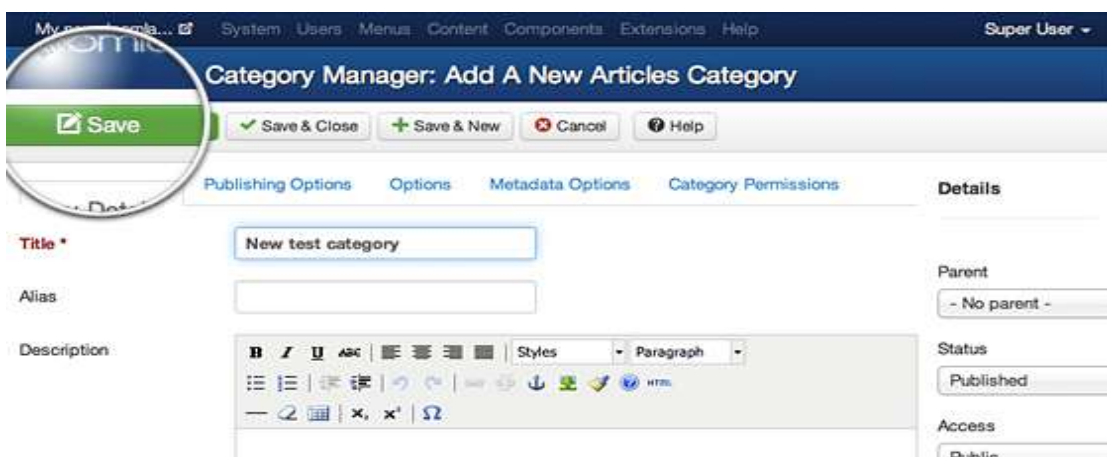
### 4.1 How to manage Article categories

a) To add a new category, go to Content -> Category Manager -> Add New Category.

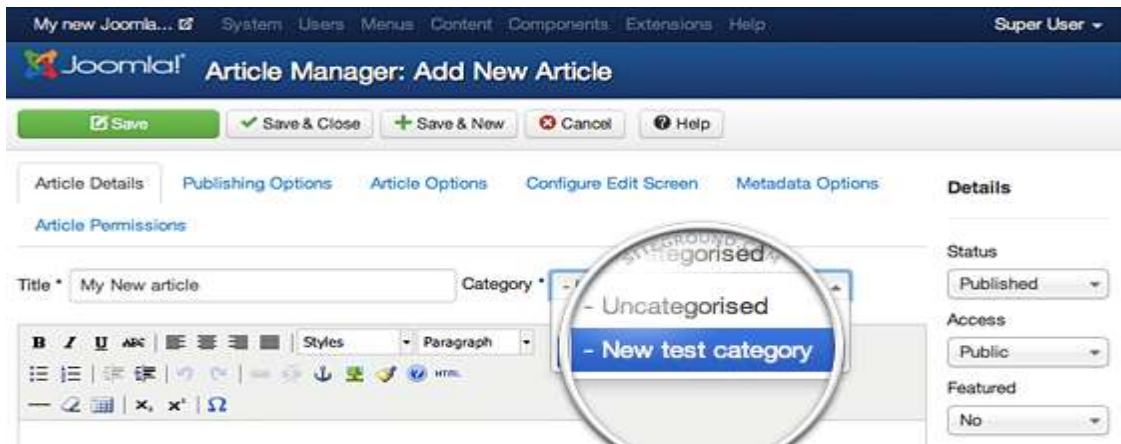


b) Categories don't have a lot of properties. If you plan to have many categories, you can write a brief description of each one of them in order to avoid mistakes when you add articles to them.

c) However, adding description is not mandatory, so you can simply add Title for your category and press the green Save button.

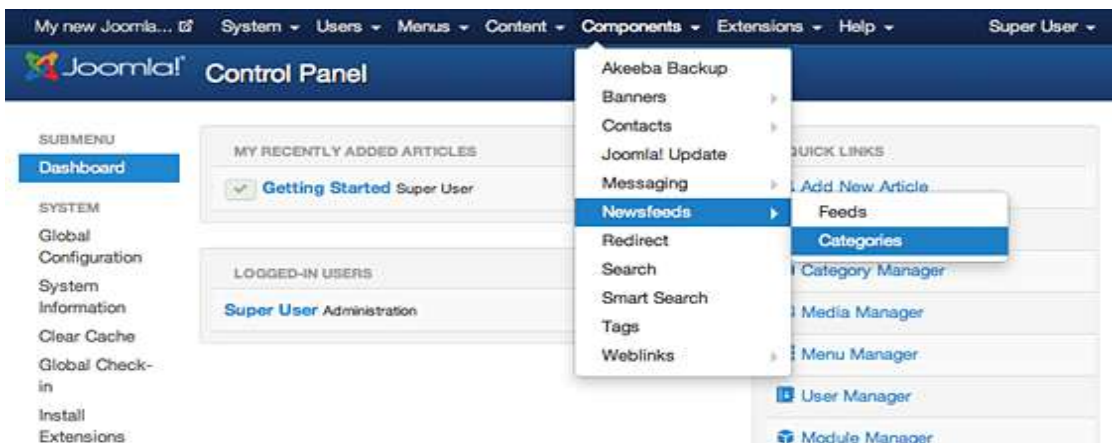


- d) That's it. Now, when you add new articles to your website, you can choose them to belong to the newly created category.

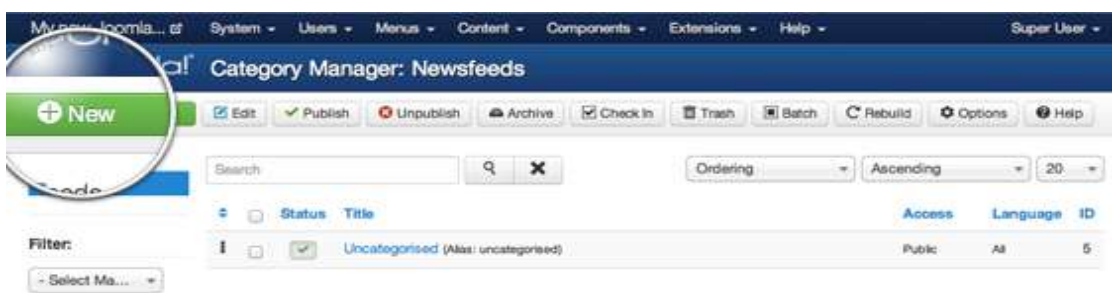


## 4.2 How to manage Component categories

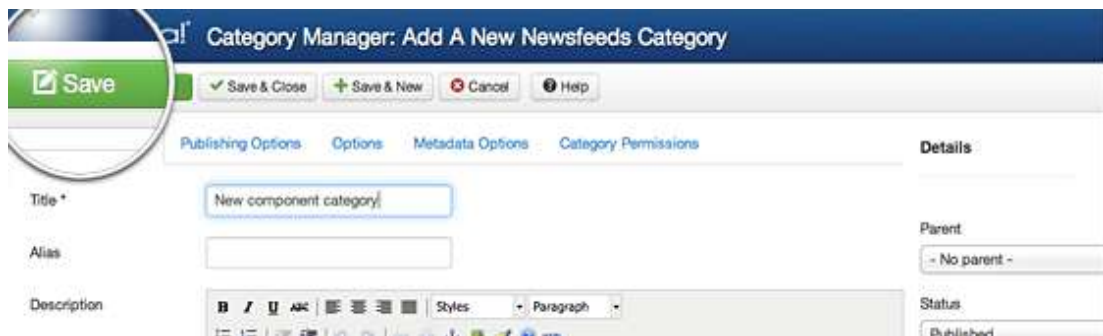
- a) You can organize the feeds you display on your website in different categories
- b) They work exactly the same as the ones for your articles, but they are located in the individual component's menu.



- c) The only difference between article and component categories is that when you choose the categories menu for the particular component, you're redirected directly to the categories manager for that component.
- d) Here, you need to press the green New button in order to add a category.



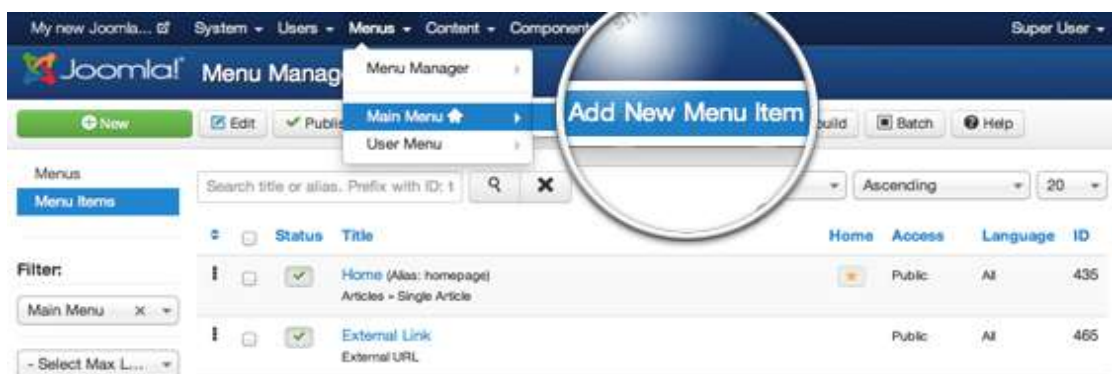
- e) This page is exactly the same as the one used for article categories - add Category Title, Description(optional), and hit the save button.



The screenshot shows the Joomla! Category Manager interface for adding a new newsfeeds category. The title bar reads "Category Manager: Add A New Newsfeeds Category". Below the title bar are buttons for "Save", "Save & Close", "Save & New", "Cancel", and "Help". The "Save" button is circled. The form has tabs for "Publishing Options", "Options", "Metadata Options", and "Category Permissions". The "Details" tab is active, showing fields for "Title \*" (containing "New component category"), "Alias", "Description" (with a rich text editor), "Parent" (set to "- No parent -"), "Status" (set to "Published"), and "Published" date.

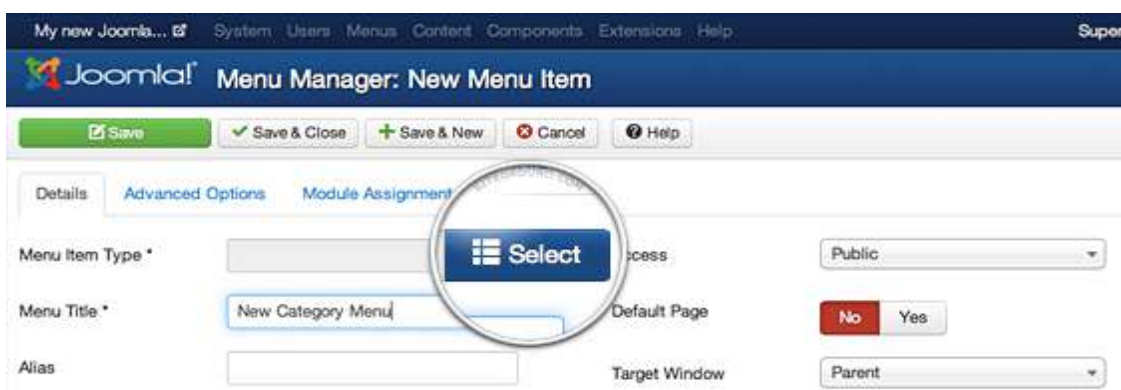
### 4.3 Listing Categories on a Joomla

- a) First, add a new item to the menu, as we previously did in our tutorial on linking articles in the Joomla menu with one minor difference - this time, you need to choose a different menu type.
- b) Go to **Menus -> Main Menu**(or other menu in your site) -> **Add New Menu Item**.



The screenshot shows the Joomla! Menu Manager interface. The title bar reads "Menu Manager". Below the title bar are buttons for "New", "Edit", "Publish", "Build", "Batch", and "Help". The "New" button is circled. The "Main Menu" is selected in the left sidebar. The "Add New Menu Item" button is circled. The main content area shows a table of menu items with columns for "Status", "Title", "Home", "Access", "Language", and "ID". The table contains two items: "Home (Alias: homepage)" and "External Link".

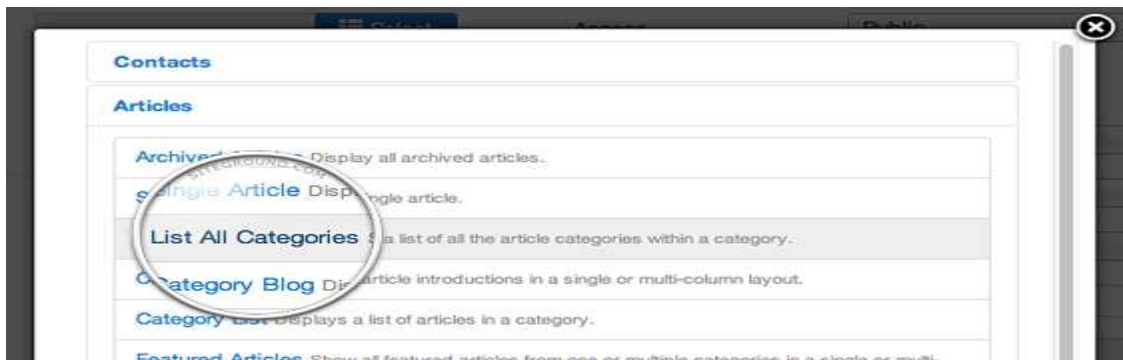
- c) Here, click on the **Select** button next to the **Menu Item Type** label to choose what kind of menu you want to add.



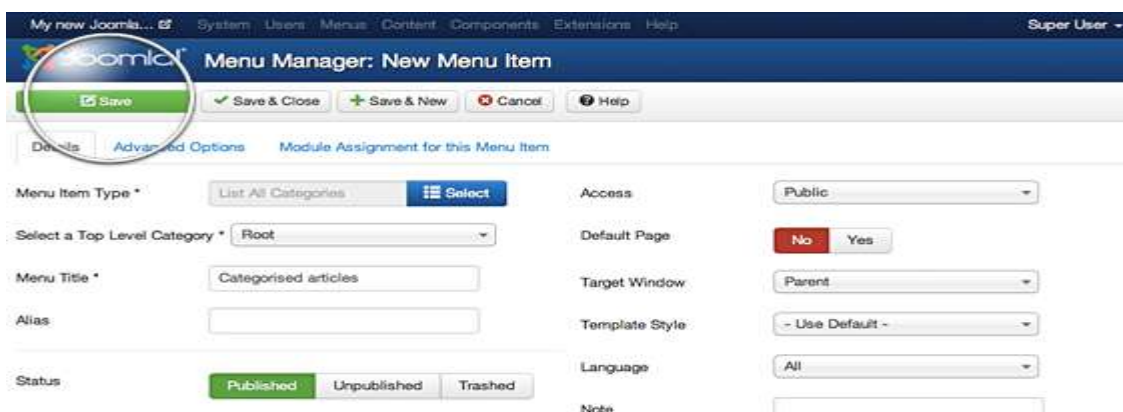
The screenshot shows the Joomla! Menu Manager interface for adding a new menu item. The title bar reads "Menu Manager: New Menu Item". Below the title bar are buttons for "Save", "Save & Close", "Save & New", "Cancel", and "Help". The "Save" button is circled. The form has tabs for "Details", "Advanced Options", and "Module Assignment". The "Details" tab is active, showing fields for "Menu Item Type \*" (with a "Select" button circled), "Menu Title \*" (containing "New Category Menu"), "Alias", "Access" (set to "Public"), "Default Page" (with "No" and "Yes" buttons), and "Target Window" (set to "Parent").



- d) For the purpose of this tutorial, we will add a menu item, that will display all the categories of articles we have previously added. To do so, expand the **Articles** section and press **List All Categories**.



- e) Finally, choose the title for your menu item and the Top level category you want to display. If you want to show all categories, select "**Root**".
- f) If you want to display only sub-categories of a particular category, you need to set it as a top level category.
- g) Finally, press the **Save button** in the top left part of the screen.



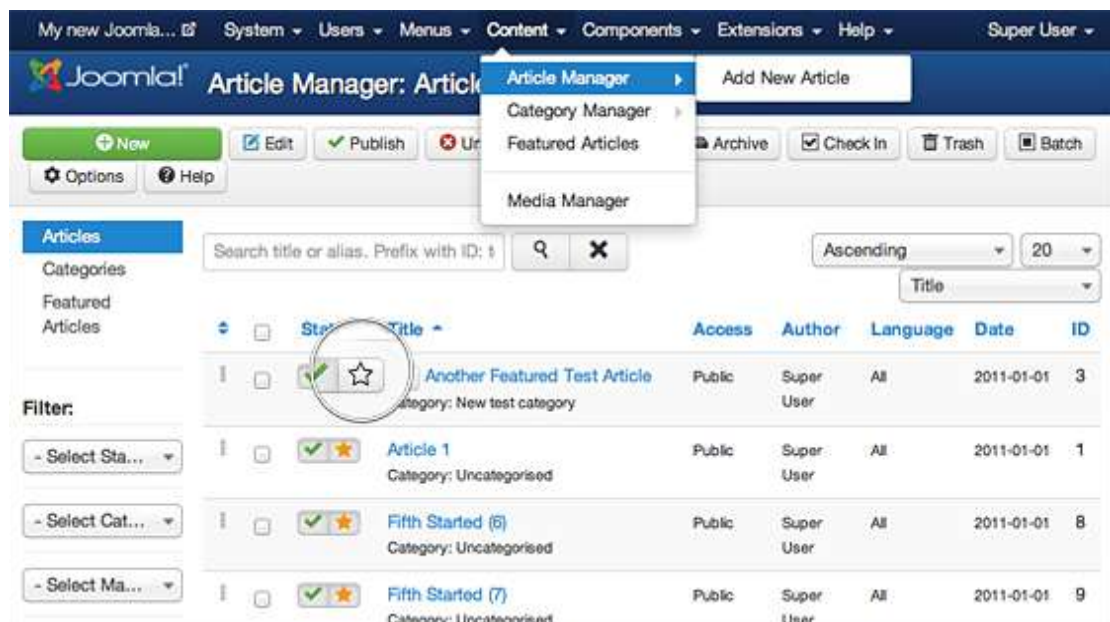
- h) That's it, once you click on the newly created menu item Categories Menu, you will see a list of all the article categories. Next to each category, you will see a number showing how many articles belong to that category.



## 5.0 Joomla Featured Article

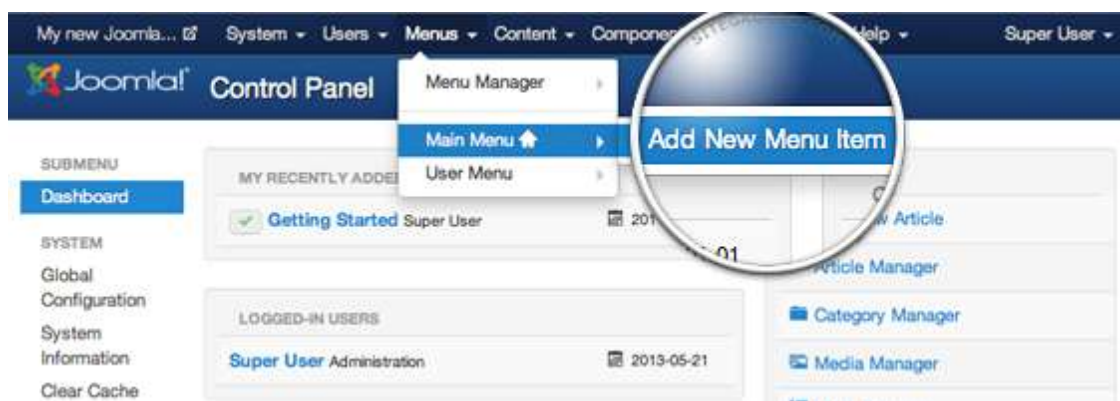
### 5.1 Mark Joomla 3 articles Featured

- First, you need to mark some articles in your site as **Featured**
- To do this, go to **Content -> Articles Manager**.
- You will see a list of your articles. Note that there is a star next to each article. To mark an article as Featured, simply press the star next to it. It will turn yellow, indicating that you've marked this article as featured.

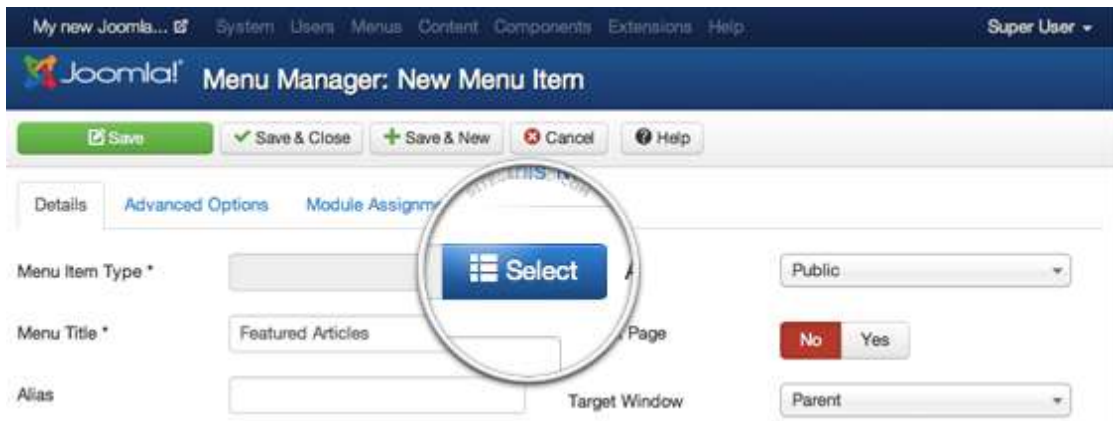


### 5.2 Show Featured articles on a page linked in the Joomla menu

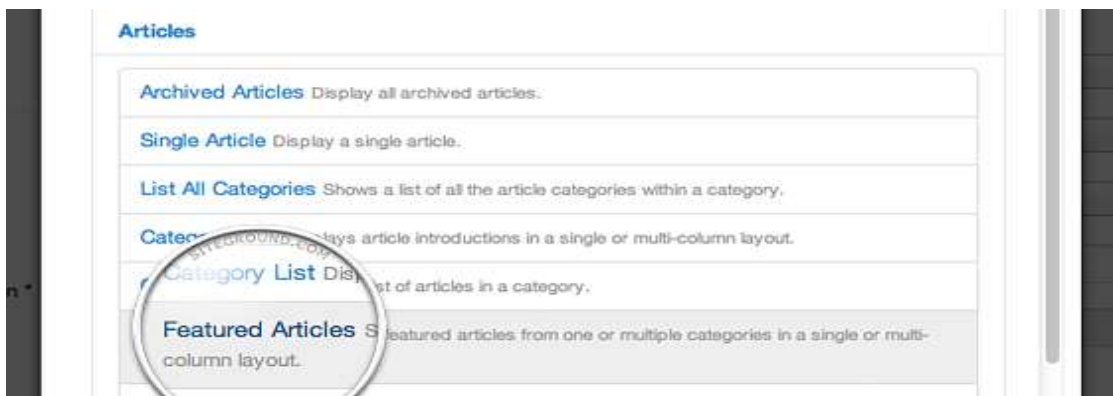
- If you want to manually choose the articles displayed on a page, the Featured Articles menu type in Joomla 3 is exactly what you need.
- To do this go to **Menus -> Main Menu**(default main menu) -> **Add New Menu Item** (you can do the same with existing menu items, for example the Home menu).



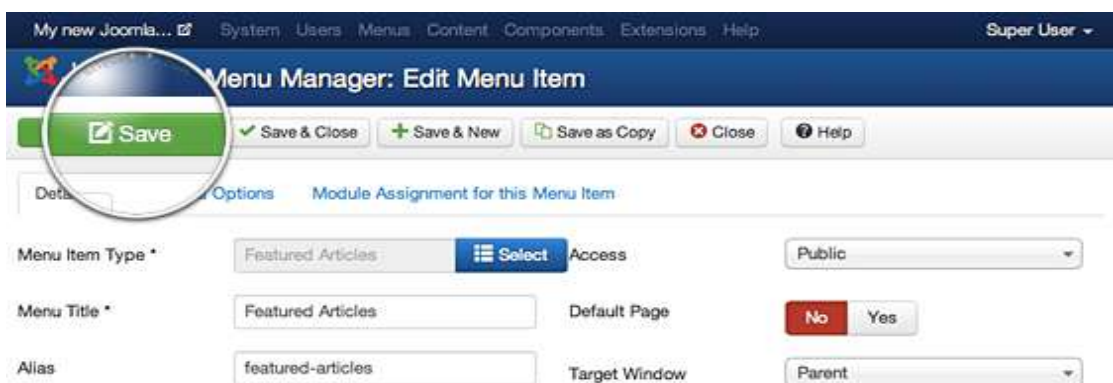
- c) Next, we should select the menu type by pressing the **Select** button next to the **Menu Item Type** label.



- d) A popup with the available menu types will appear. Expand the **Articles** section and select the **Featured Articles** option.

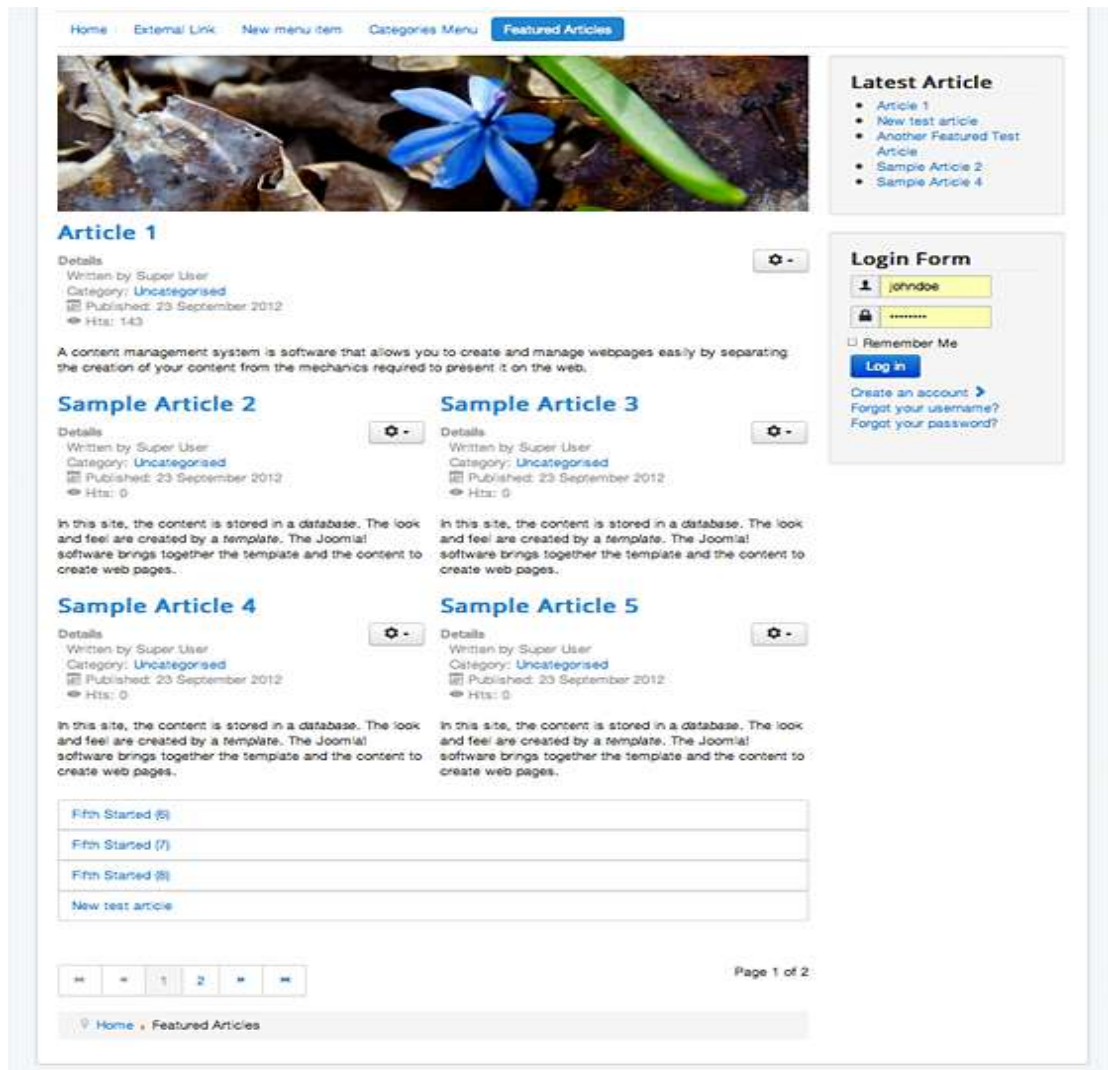


- e) Finally, press the **Save** button in the top left corner of this page.



### 5.3 Customize the way articles are arranged on this page through the menu.

By default Joomla 3 will show the full text of the latest featured article expanded on the top of the page, and the full text of the next 4 articles displayed in two columns. If you have more than 5 featured articles the rest will be listed as links on the bottom of the page, and pagination will be automatically created that leads to next pages featuring the full texts of the rest of the articles.



- You can change the way articles are displayed through the menu item's Advanced Options tab (**Menus -> Main Menu -> Menu Item -> Advanced Options Tab**).
- In the first article that takes all of the width is called **Leading Article**. You can assign any number of articles you want, including 0, to be displayed this way.
- We do not want any article to be displayed in full width. Next you can choose how many intro articles will be shown after the leading ones on this page (we choose 6).
- You can also choose in how many **Columns** to show the **Intro articles** (we chose 3). Finally, choose how many of the remaining featured articles to be listed as **Links** at the bottom (we chose 3).



My new Joomla!... System Users Menus Content Components Extensions Help Super User ▾

## Joomla! Menu Manager: Edit Menu Item

Save Save & Close Save & New Save as Copy Close Help

Details Advanced Options Module Assignment for this Menu Item

### Layout Options

Select Categories  Select some options

If a field is left blank, global settings will be used.

# Leading Articles

# Intro Articles

# Columns

# Links

- e) You can play with these settings until you achieve a configuration you like. With the example settings we set the page will look like this.

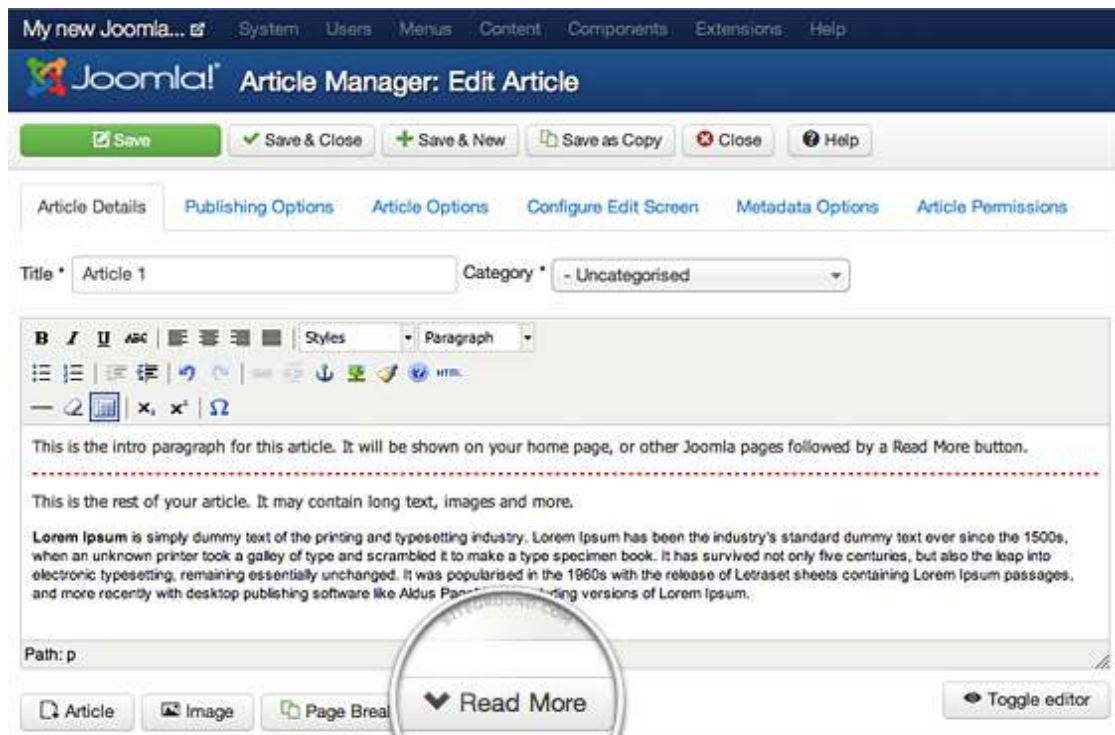


## 5.4 Manage how much of each article to be shown (Read More option)

- a) You can choose how much of each featured article to be shown on this page using the Read More feature in your articles manager.



- b) To do that open the article in the Article editor, click where you want to split the article and press the Read More button right below your WYSIWYG editor. A dotted red line will be displayed, separating your article intro from the rest of the article content.

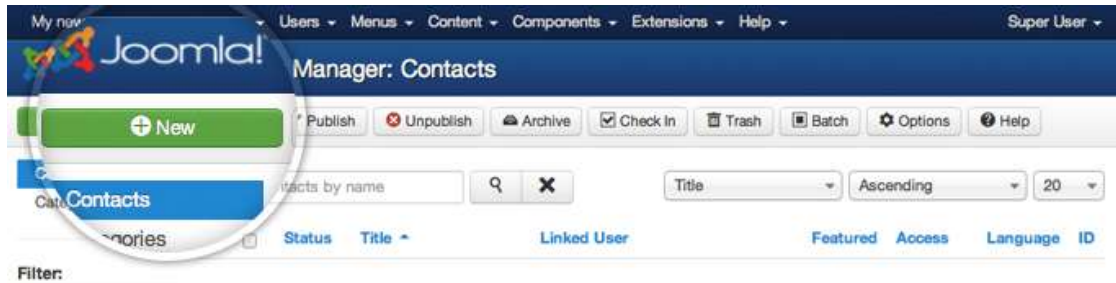


- c) Once you do that, you will notice that Joomla has generated a Read More button right after the intro content you selected on the page where the article is featured together with the other ones.

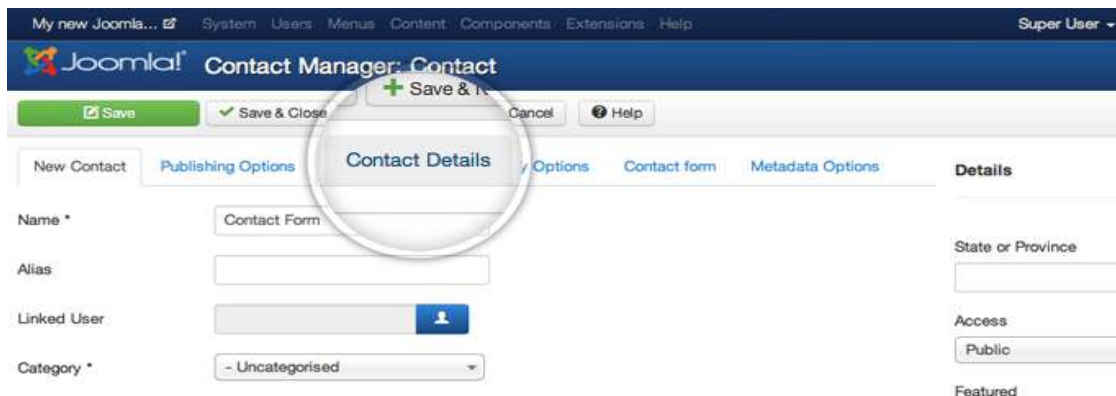


## 6.0 How to Create a Joomla Contact Us Page

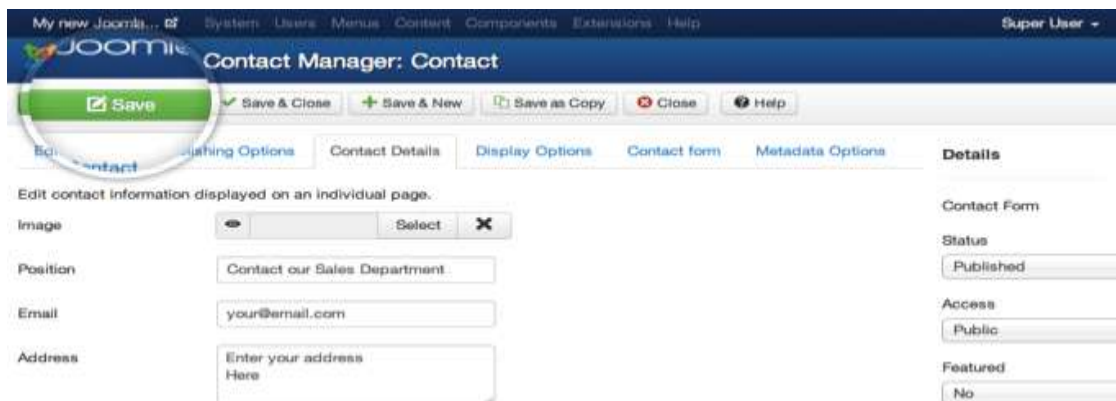
- a) First, you need to create the actual content of your Contact Us page.
- b) Go to **Components -> Contacts**. On this page hit the green **New** button to create a new contacts page.



- c) Here you need to specify a unique name for that contact. For the purpose of this tutorial, we will make only one Contact Us page. We will not dig further into the different Contact us categories, since they basically use the same logic as Joomla articles.
- d) This is why we can safely leave the new contact page uncategorized. Finally, click on the **Contact Details** tab to proceed with the page creation.

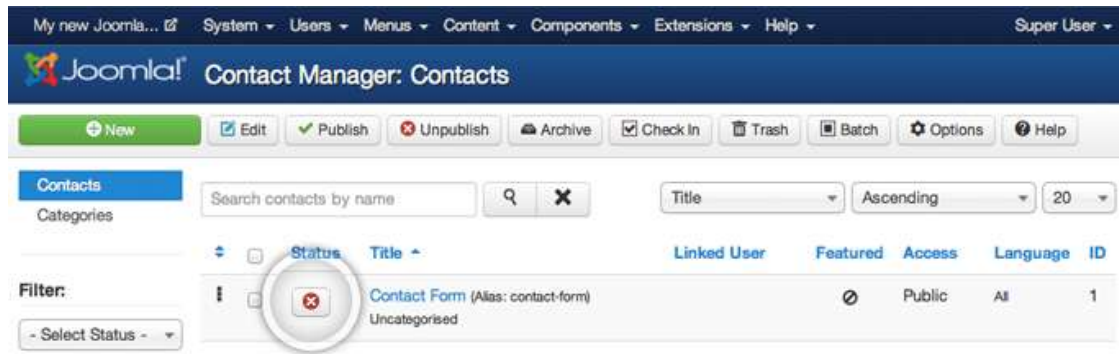


- e) Now you need to enter your contact information. Make sure you enter a valid e-mail address, because it will be used by the contact form. Once you fill in all the information you want to share with your visitors, click on the **Save** button in the top left part of the page.



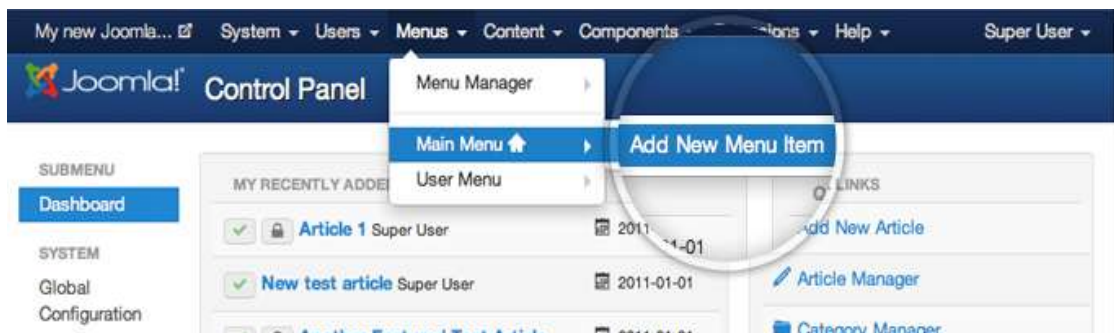
## 6.1 Publish the newly created Contact

- a) Now, we need to enable this contact form. To do this, simply hit the red icon next to the **Contact Form** element in order to change its status from unpublished to publish. The icon should turn green and you can proceed with the next step of this tutorial.

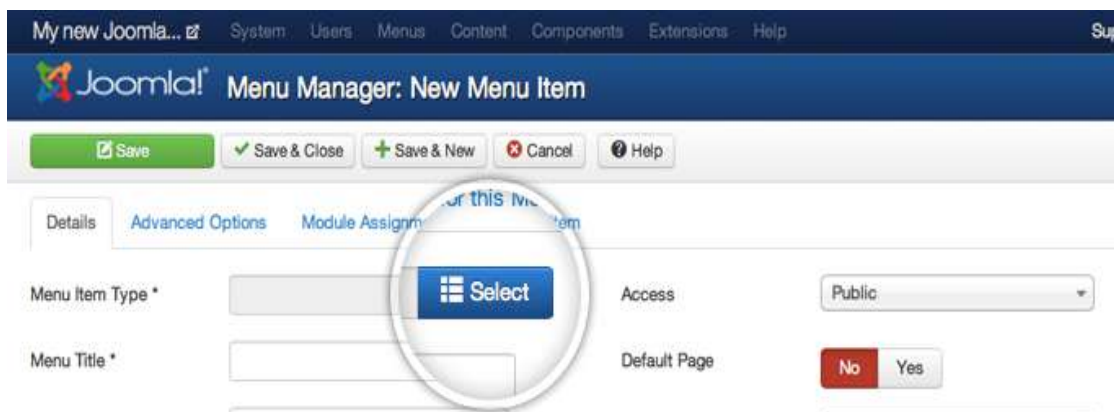


## 6.2 Link the Contact page in a Joomla menu

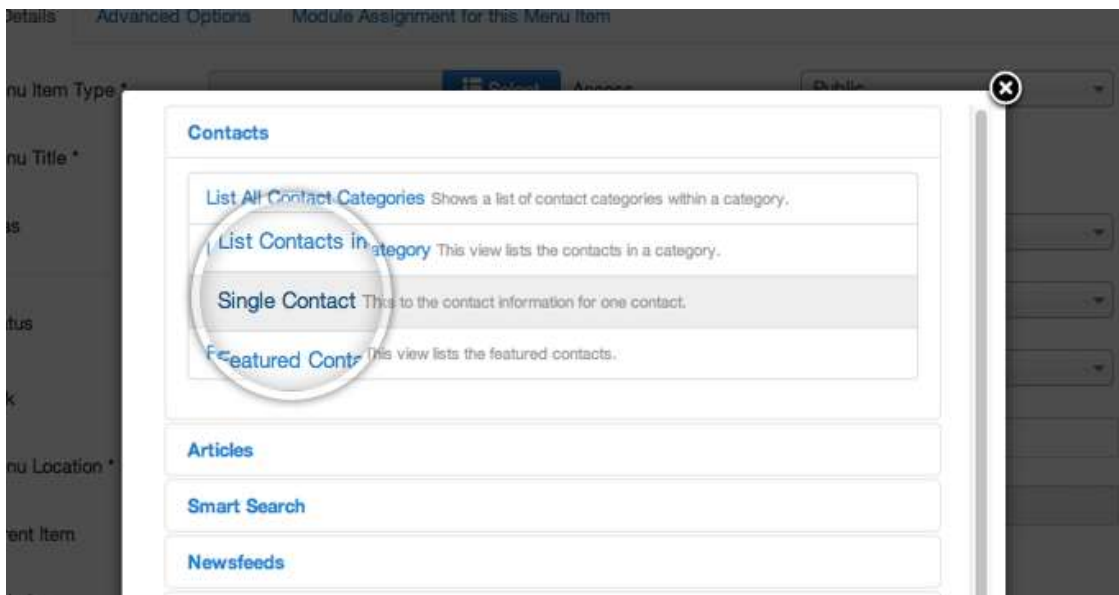
- a) We're almost done with the creation of the contact page. The last thing we need to do is to add a Contact Us link to the menu of our site. In our case, we will add it to the main menu.
- b) To do this, go to Menus -> Main Menu -> Add Menu Item.



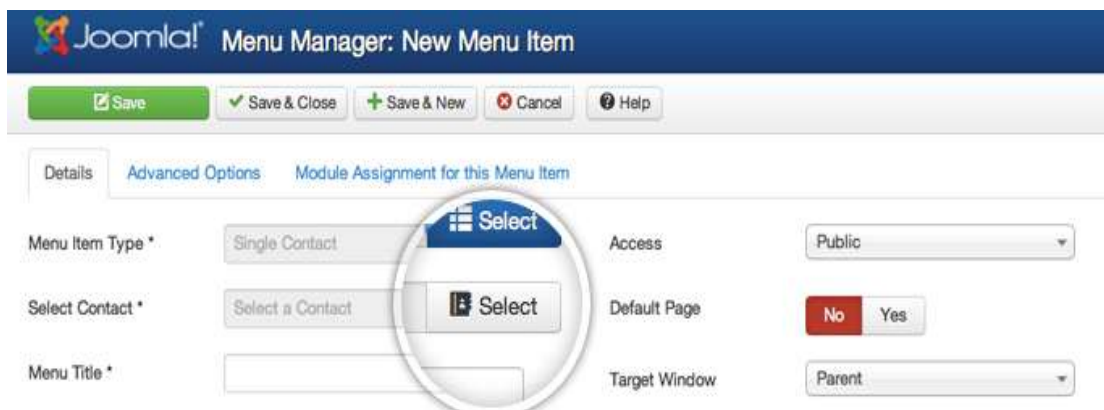
- c) On this page there are few things you need to configure. First, click on the **Select** button next to the **Menu Item Type** field.



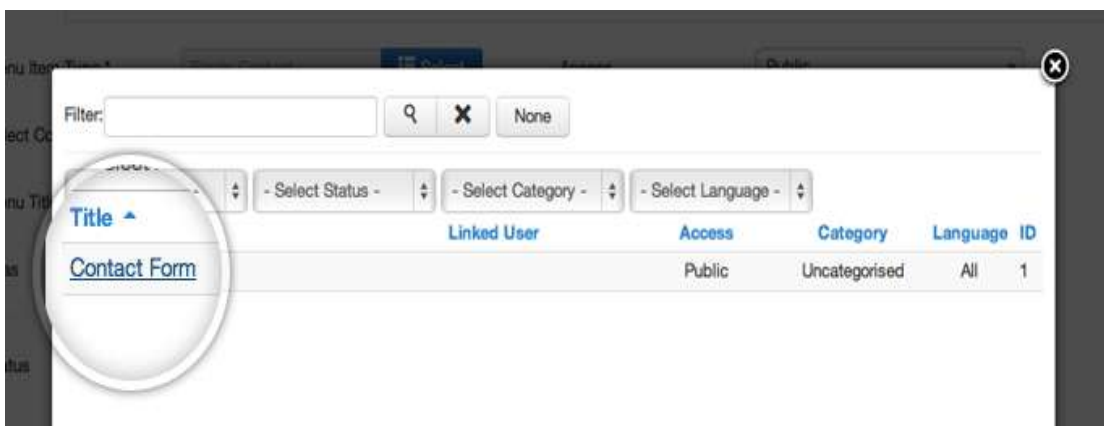
- d) A lightbox will appear asking you to choose the type of menu item you will be creating. Select **Contacts -> Single Contact**.



- e) Now you need to specify the exact Contact item you want to display in that menu. To do this, hit the **Select** button next to the **Select Contact** field.

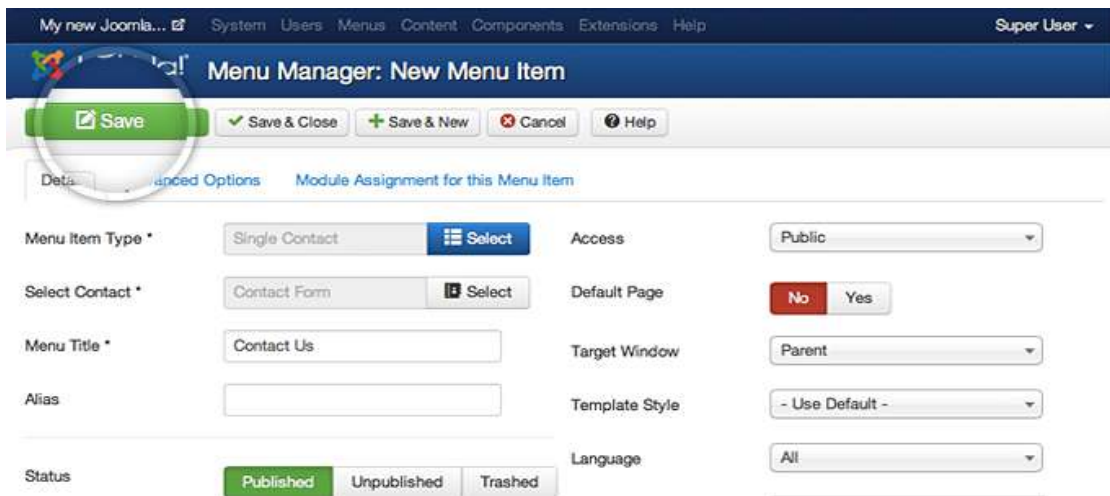


- f) Once you do that, choose the form we've created through the default Joomla 3 contact component (should be only one contact form that you can click on).





- g) Once you do that, select a title for that menu item. This is the actual text that will be shown on your site menu. Once you fill in that information, click on the **Save** button in the upper part of the page.



My new Joomla! System Users Menus Content Components Extensions Help Super User

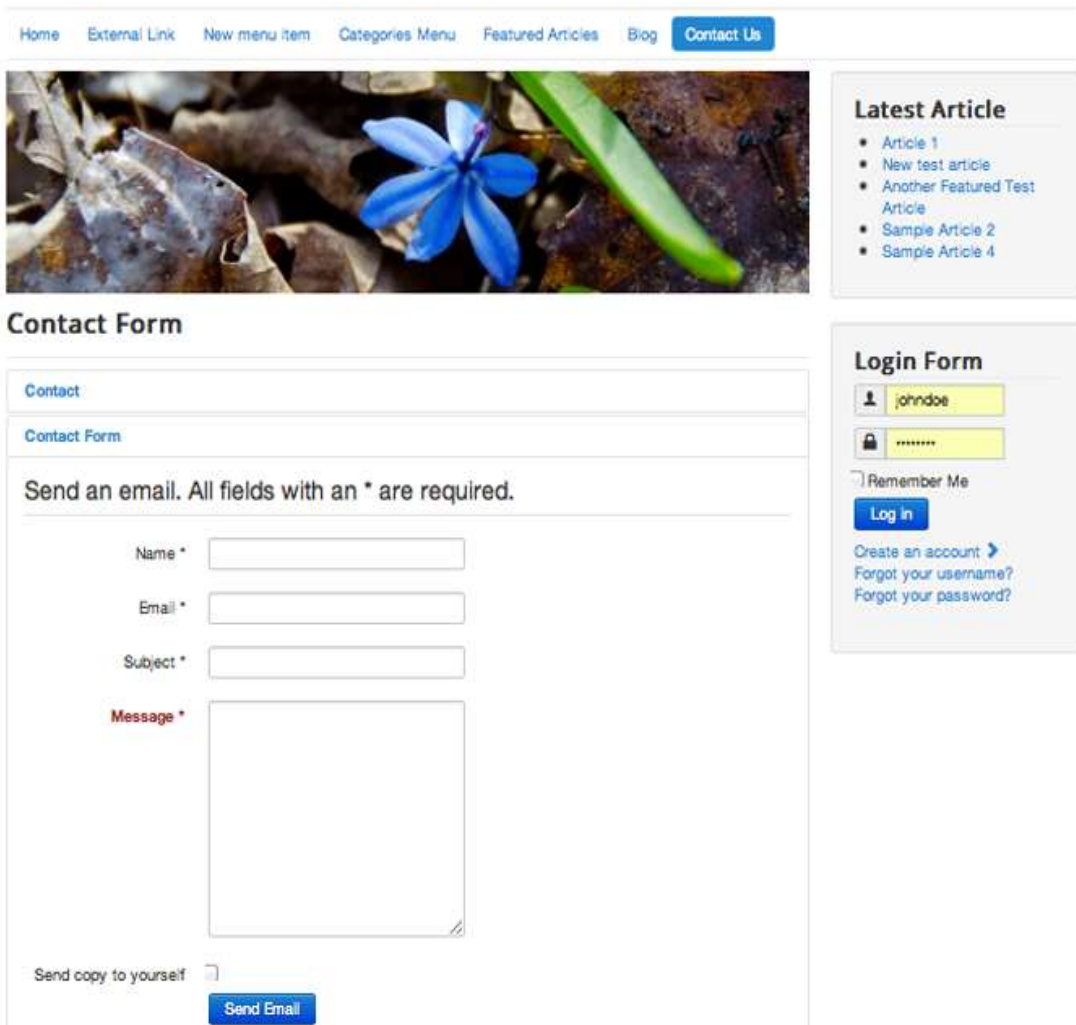
### Menu Manager: New Menu Item

**Save** Save & Close Save & New Cancel Help


Data Advanced Options Module Assignment for this Menu Item

Menu Item Type *	Single Contact <b>Select</b>	Access	Public
Select Contact *	Contact Form <b>Select</b>	Default Page	No Yes
Menu Title *	Contact Us	Target Window	Parent
Alias		Template Style	- Use Default -
Status	Published Unpublished Trashed	Language	All

With the example settings we set the page will look like this.



Home External Link New menu item Categories Menu Featured Articles Blog **Contact Us**



### Latest Article

- Article 1
- New test article
- Another Featured Test Article
- Sample Article 2
- Sample Article 4

### Contact Form

Contact

Contact Form

Send an email. All fields with an \* are required.

Name \*

Email \*

Subject \*

Message \*

Send copy to yourself ☐

**Send Email**

### Login Form

☐ Remember Me

**Log in**

[Create an account](#)

[Forgot your username?](#)

[Forgot your password?](#)

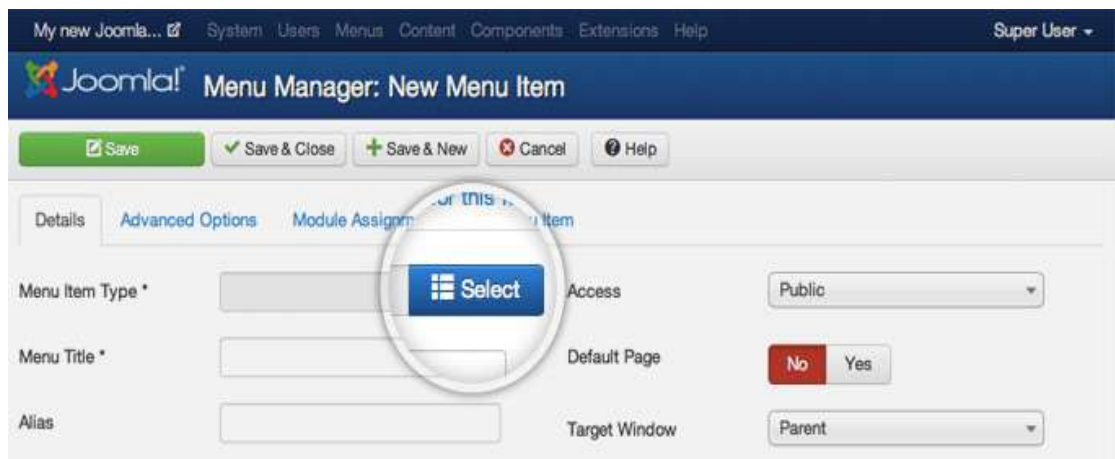


## 7.0 Create a Joomla Drop-down Menu

- a) First, you need to access your Joomla 3 administrative area and go to Menus -> Main Menu -> Add New Menu Item.



- b) Now you need to select the menu item type. In this example we will show you how to make the drop-down menu link open a single Joomla article. To do this, click on the **Select** button next to the **Menu Item Type** label.



- c) A lightbox with the available menu items will appear. Select the **Articles** category and choose **Single Article**.



- d) Now you have to choose the actual article you want to link to. To do this, first click on the **Select** button next to the **Select Article** label.

The screenshot shows the Joomla! Menu Manager interface for creating a new menu item. The 'Menu Item Type' is set to 'Single Article'. The 'Select Article' label is followed by a button labeled 'Select', which is highlighted with a magnifying glass. Other fields include 'Access' (Public), 'Default Page' (No), and 'Target Window' (Parent).

- e) Once more a lightbox with all of your articles will appear. Choose the one you want to link to and click on its title.

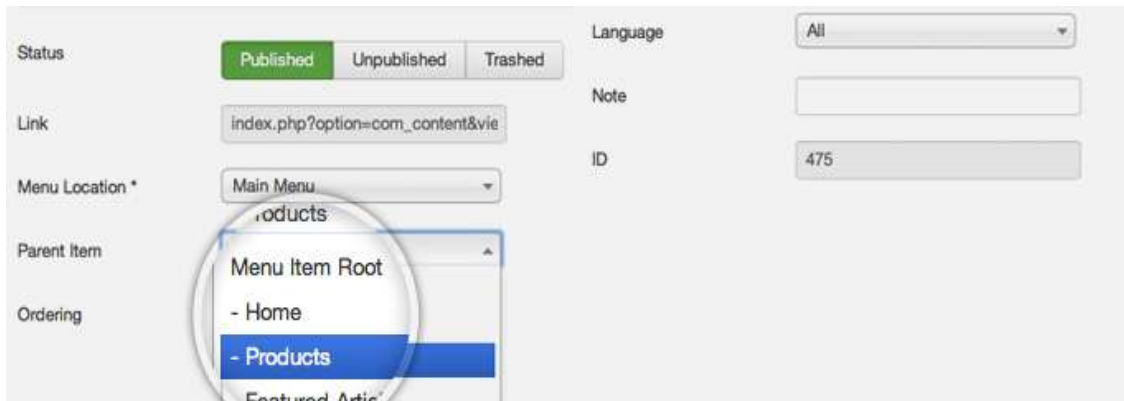
The screenshot shows a lightbox for selecting an article. It contains a table of articles with columns for Title, Access, Category, and Language. The 'Computers' article is highlighted with a magnifying glass.

Title	Access	Category	Language
Another Featured Test Article	Public	New test category	All
Article 1	Public	Uncategorised	All
Article 2	Public	Uncategorised	All
Article 3	Public	Uncategorised	All
Article 4	Public	Uncategorised	All
Article 5	Public	Uncategorised	All
Article 6	Public	Uncategorised	All
Article 7	Public	Uncategorised	All
Article 8	Public	Uncategorised	All
Article 9	Public	Uncategorised	All
Article 10	Public	Uncategorised	All
Article 11	Public	Uncategorised	All
Article 12	Public	Uncategorised	All
Article 13	Public	Uncategorised	All
Article 14	Public	Uncategorised	All
Article 15	Public	Uncategorised	All
Article 16	Public	Uncategorised	All
Article 17	Public	Uncategorised	All
Article 18	Public	Uncategorised	All
Article 19	Public	Uncategorised	All
Article 20	Public	Uncategorised	All
Article 21	Public	Uncategorised	All
Article 22	Public	Uncategorised	All
Article 23	Public	Uncategorised	All
Article 24	Public	Uncategorised	All
Article 25	Public	Uncategorised	All
Article 26	Public	Uncategorised	All
Article 27	Public	Uncategorised	All
Article 28	Public	Uncategorised	All
Article 29	Public	Uncategorised	All
Article 30	Public	Uncategorised	All
Article 31	Public	Uncategorised	All
Article 32	Public	Uncategorised	All
Article 33	Public	Uncategorised	All
Article 34	Public	Uncategorised	All
Article 35	Public	Uncategorised	All
Article 36	Public	Uncategorised	All
Article 37	Public	Uncategorised	All
Article 38	Public	Uncategorised	All
Article 39	Public	Uncategorised	All
Article 40	Public	Uncategorised	All
Article 41	Public	Uncategorised	All
Article 42	Public	Uncategorised	All
Article 43	Public	Uncategorised	All
Article 44	Public	Uncategorised	All
Article 45	Public	Uncategorised	All
Article 46	Public	Uncategorised	All
Article 47	Public	Uncategorised	All
Article 48	Public	Uncategorised	All
Article 49	Public	Uncategorised	All
Article 50	Public	Uncategorised	All
Article 51	Public	Uncategorised	All
Article 52	Public	Uncategorised	All
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Article 54	Public	Uncategorised	All
Article 55	Public	Uncategorised	All
Article 56	Public	Uncategorised	All
Article 57	Public	Uncategorised	All
Article 58	Public	Uncategorised	All
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Article 60	Public	Uncategorised	All
Article 61	Public	Uncategorised	All
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Article 63	Public	Uncategorised	All
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Article 67	Public	Uncategorised	All
Article 68	Public	Uncategorised	All
Article 69	Public	Uncategorised	All
Article 70	Public	Uncategorised	All
Article 71	Public	Uncategorised	All
Article 72	Public	Uncategorised	All
Article 73	Public	Uncategorised	All
Article 74	Public	Uncategorised	All
Article 75	Public	Uncategorised	All
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Article 77	Public	Uncategorised	All
Article 78	Public	Uncategorised	All
Article 79	Public	Uncategorised	All
Article 80	Public	Uncategorised	All
Article 81	Public	Uncategorised	All
Article 82	Public	Uncategorised	All
Article 83	Public	Uncategorised	All
Article 84	Public	Uncategorised	All
Article 85	Public	Uncategorised	All
Article 86	Public	Uncategorised	All
Article 87	Public	Uncategorised	All
Article 88	Public	Uncategorised	All
Article 89	Public	Uncategorised	All
Article 90	Public	Uncategorised	All
Article 91	Public	Uncategorised	All
Article 92	Public	Uncategorised	All
Article 93	Public	Uncategorised	All
Article 94	Public	Uncategorised	All
Article 95	Public	Uncategorised	All
Article 96	Public	Uncategorised	All
Article 97	Public	Uncategorised	All
Article 98	Public	Uncategorised	All
Article 99	Public	Uncategorised	All
Article 100	Public	Uncategorised	All

- f) The next step is to enter a title for the menu item. To do this fill in the field next to the **Menu Title** label. In our tutorial we will create a sub-menu named **Computers**.

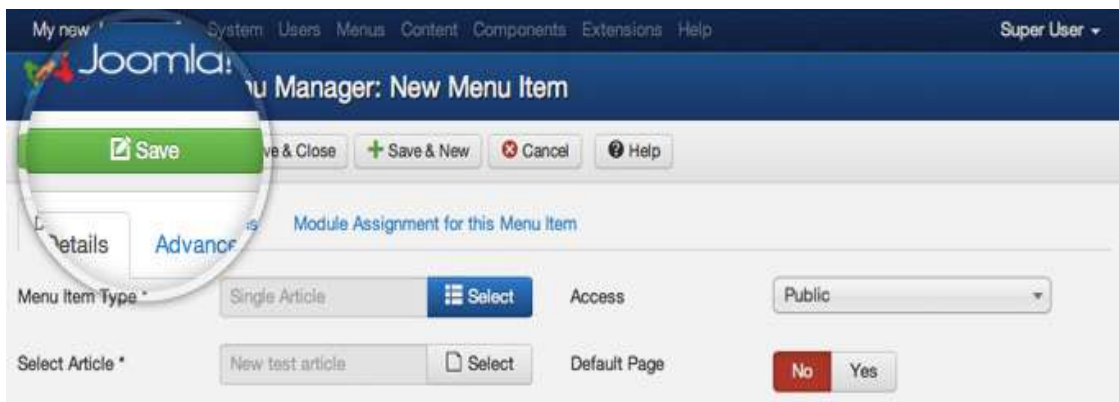
The screenshot shows the Joomla! Menu Manager interface for editing a menu item. The 'Menu Item Type' is set to 'Single Article'. The 'Menu Title' field is highlighted with a magnifying glass and contains the text 'Computers'. Other fields include 'Access' (Public), 'Default Page' (No), and 'Target Window' (Parent).

- g) Now the important part - find the **Parent Item** label and click on the drop-down menu next to it. Now select the parent menu for the new menu item we're creating.
- h) As we mentioned in the first paragraph, for the purpose of this tutorial we will choose an existing Products menu item as parent.



The screenshot shows the Joomla! Menu Manager: New Menu Item form. The 'Parent Item' dropdown menu is open, showing options: Menu Item Root, - Home, - Products (highlighted), and Featured Article. A magnifying glass is over the dropdown. Other fields include Status (Published, Unpublished, Trashed), Link (index.php?option=com\_content&vie), Menu Location (Main Menu), Language (All), Note, ID (475), and Ordering.

- i) Finally, click on the green **Save** button in the top left part of the page.



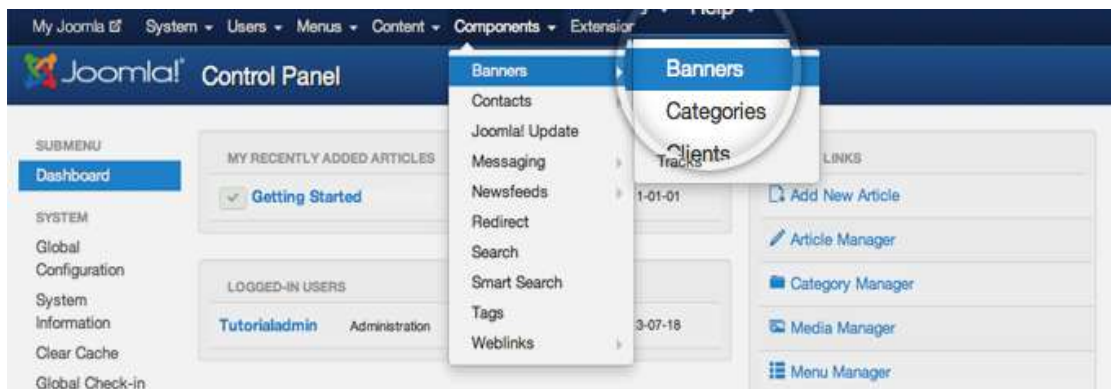
The screenshot shows the Joomla! Menu Manager: New Menu Item form. The 'Save' button is highlighted with a magnifying glass. The form shows details for a new menu item, including Menu Item Type (Single Article), Access (Public), and Select Article (New test article). Other buttons include Save & Close, Save & New, Cancel, and Help.

That's it! You can now navigate to the front-end of your website and hover your mouse over the Products Menu. You will notice the newly created menu item appearing under it.

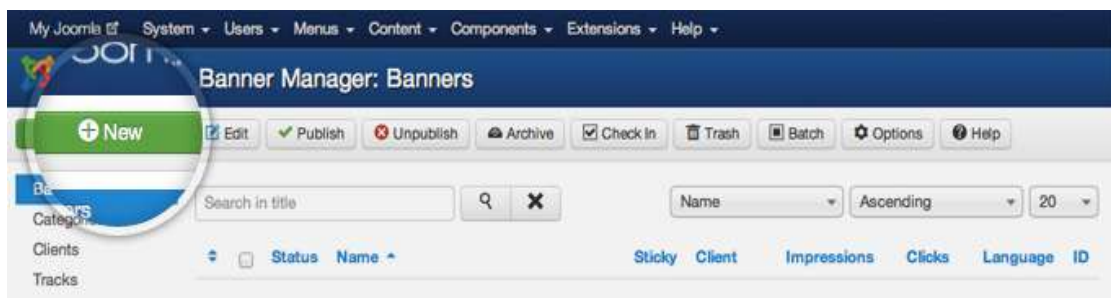


## 8.0 How to Add Banners to Joomla

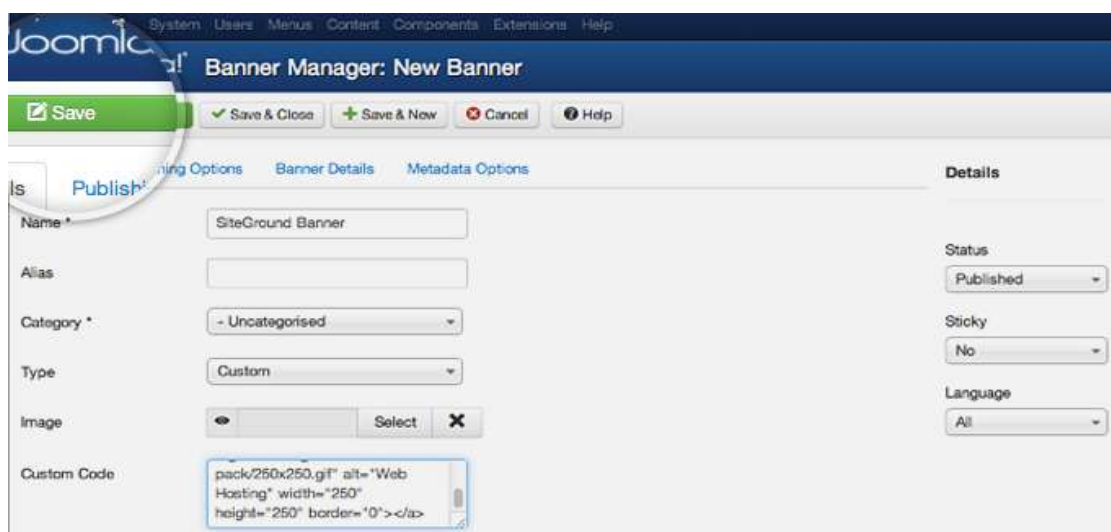
- a) To do this login to your Joomla admin area and go to **Components -> Banners -> Banners**.



- b) On this page, click on the green **New** button at the top left part of the page.

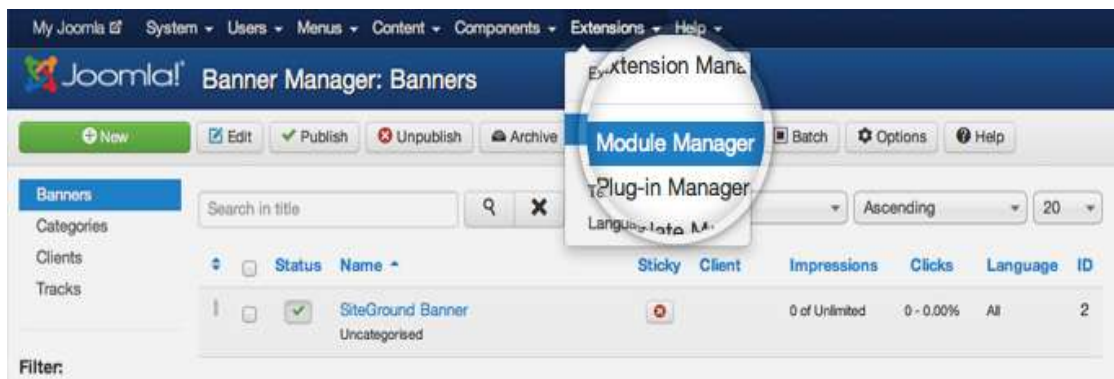


- c) First, choose a name for the banner. Name your banners with unique, meaningful names so you can easily organise them later.
- d) Next, select **Custom** from the **Type** drop-down.
- e) Finally, paste the banner code into the **Custom Code** field and press the **Save & Close** button.

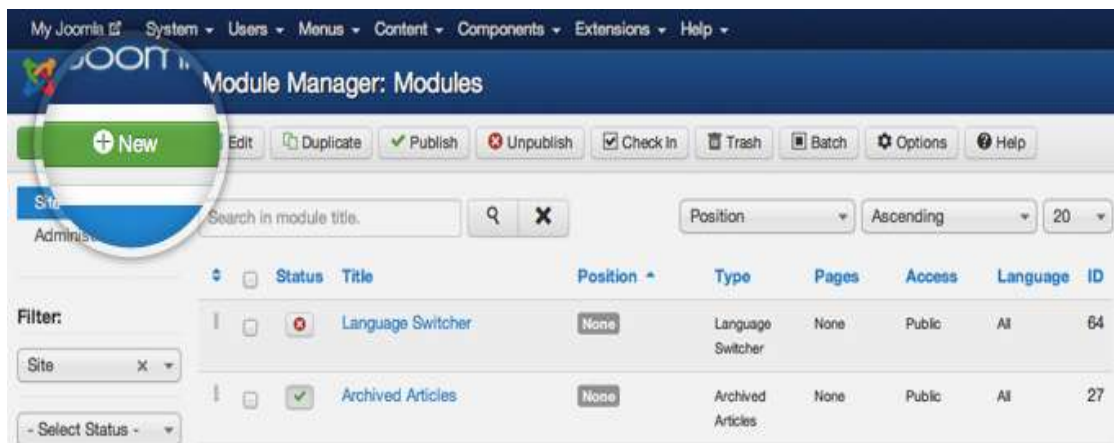




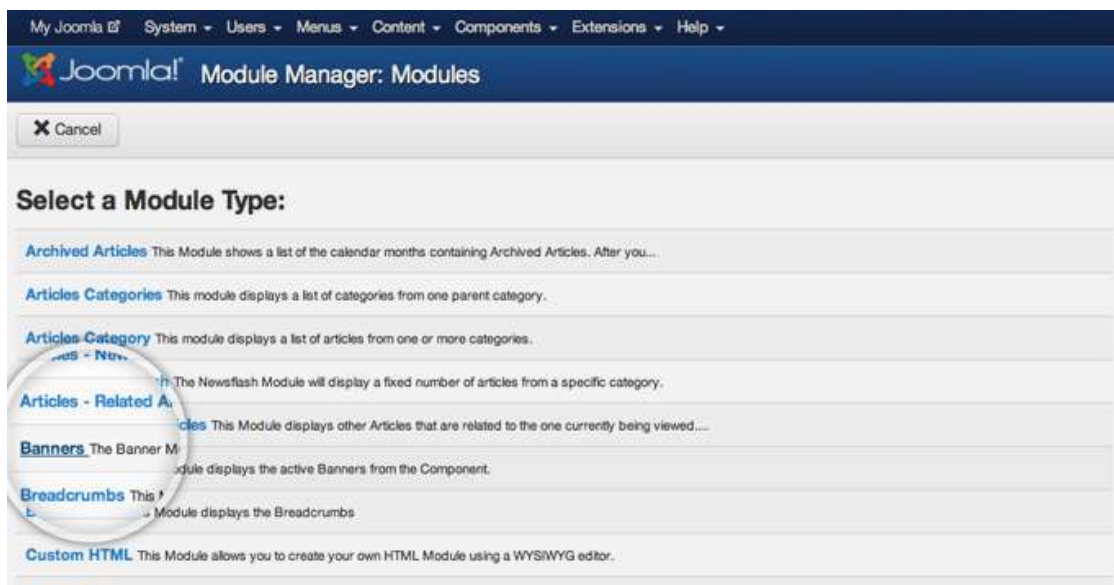
- f) Now you need to publish a new module to display your newly embedded banner. To do this, go to **Extensions -> Module Manager**.



- g) Once more, press the green **New** button in order to add a new module to your site.

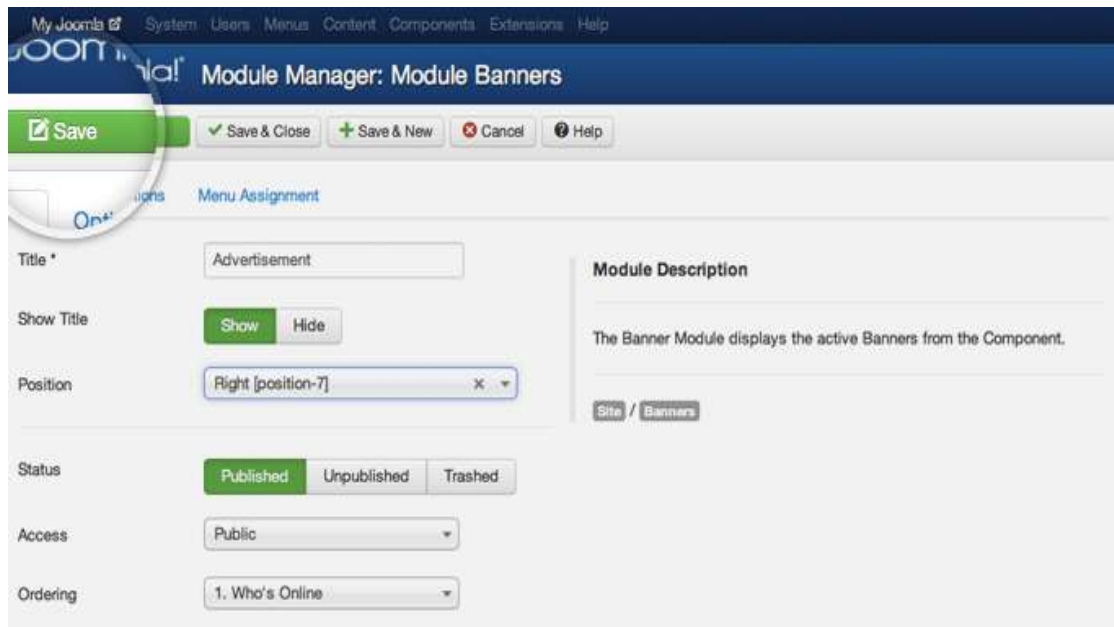


- h) Joomla 3 will provide you with a list of the available module types that you can choose from. Simply click on the banners type.





- i) On this page, you need to choose a title for the module and the position where it will be displayed. Note that the available positions and their names depend on the template you're currently using. Different templates have different places where you can add modules (in our case - banners).
- j) Once you chose title and position for the module, press the **Save** button at the top left part of the page.



That's it! You can now browse to your website front-end and see your newly created banner.



## 9.0 Joomla Positions

- a) Each Joomla template has **positions** in which you can publish different **modules**.
- b) When you install Joomla with the default template Protostar and some sample data, you will see 6 of them situated on your front end in the following way:



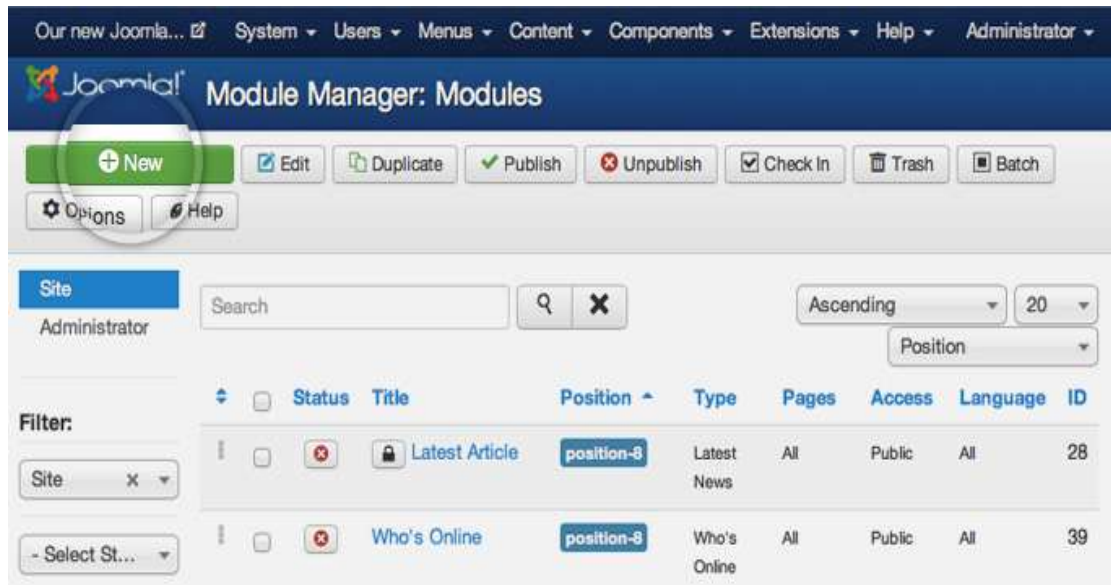
- c) In the default sample data there is no content in the left column (**Left [position-8]**) or the space above the first article (**Top center [position-3]**). If you publish any module in them, they will be visualized. The **Debug [debug]** is also not utilized by default. It's used mostly by developers to test their code and show debug information under the footer.

## 9.1 How to publish a module in a chosen position?

- a) To illustrate the way you add modules to your site, we will add a search module to the default Joomla 3 template. To begin, go to Extensions -> Module Manager.

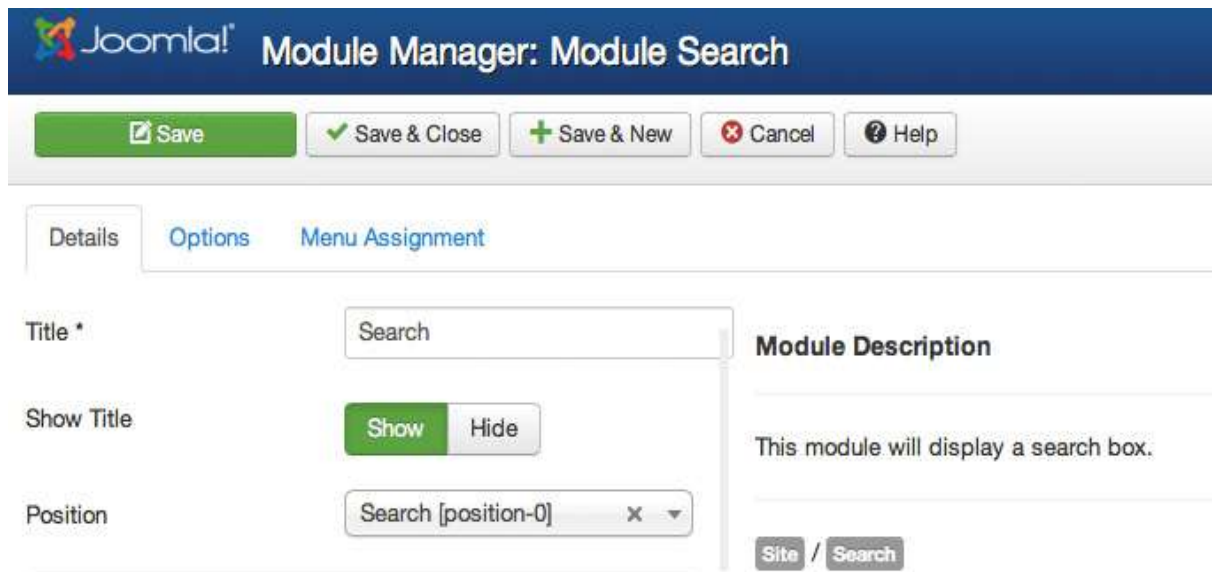


b) Now, press the green **New** button in the top left part of the page to add a module.



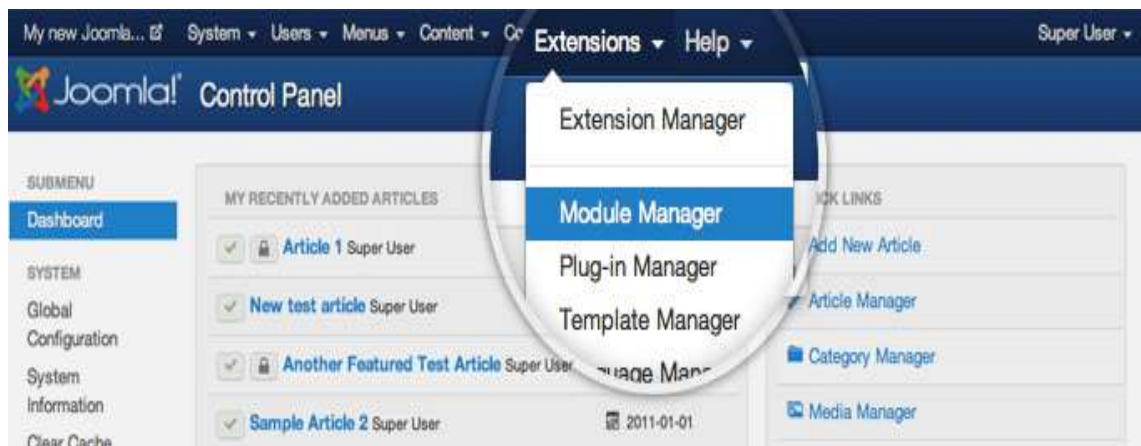
c) You will see a list of the available module types. Choose to add a **Search** module.

d) On the next page, you will be asked to add some information for that module. Select a title for it - Search for example, and choose the module to be displayed in position-0. Finally, click on the green **Save** button.

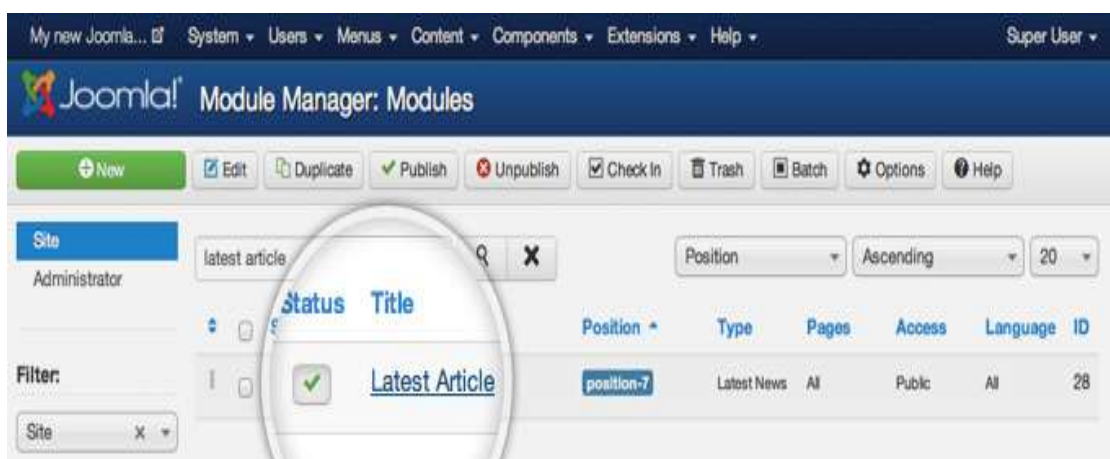


## 9.2 How to change the position of a published module

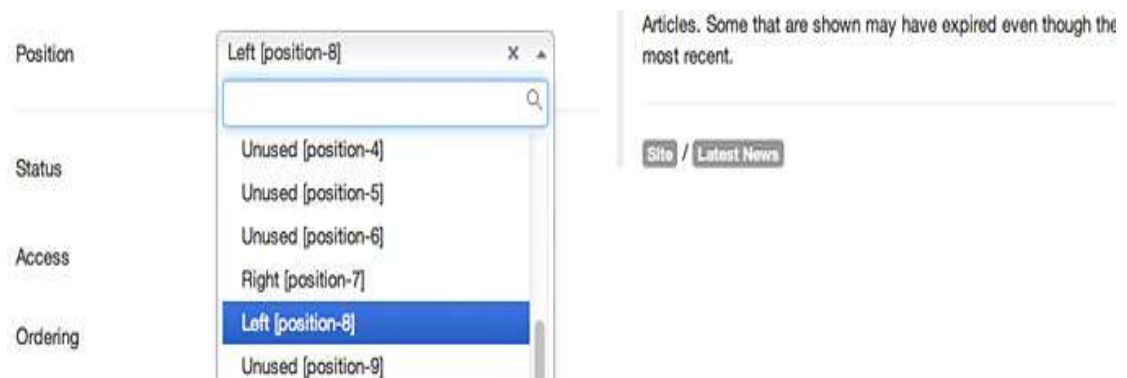
a) To change the position of a module, first login to your Joomla admin page and go to Extensions -> Module Manager.



- b) On this page you will see a list of your modules. For the purpose of this tutorial we will move the **Latest Article** module from the right column of the Joomla default template (position-7) to the left one (position-8).
- c) Find out the Latest Article module and click on its name. If you have trouble finding your module, use the search filter on top of the table which can be very useful if you have many modules.

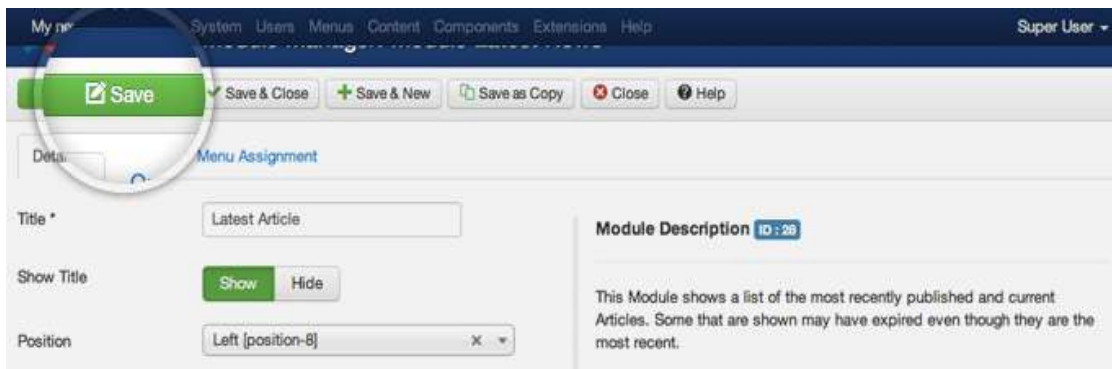


- d) On this page, locate the **Position** drop down menu and click on it. You will see that a list of the available positions will appear. Select **position-8**.

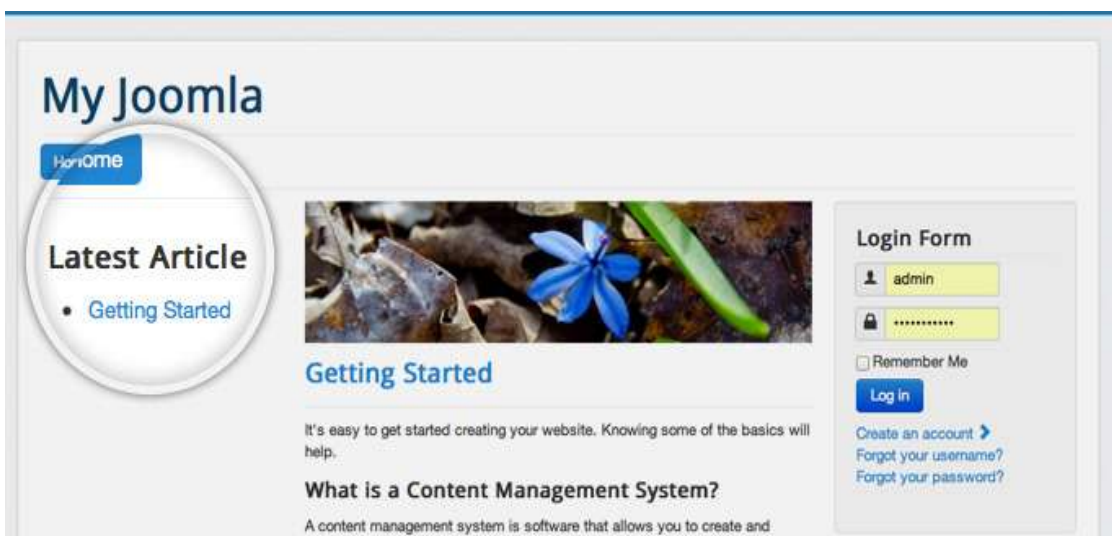




e) Finally, click on the green **Save** button on the top.



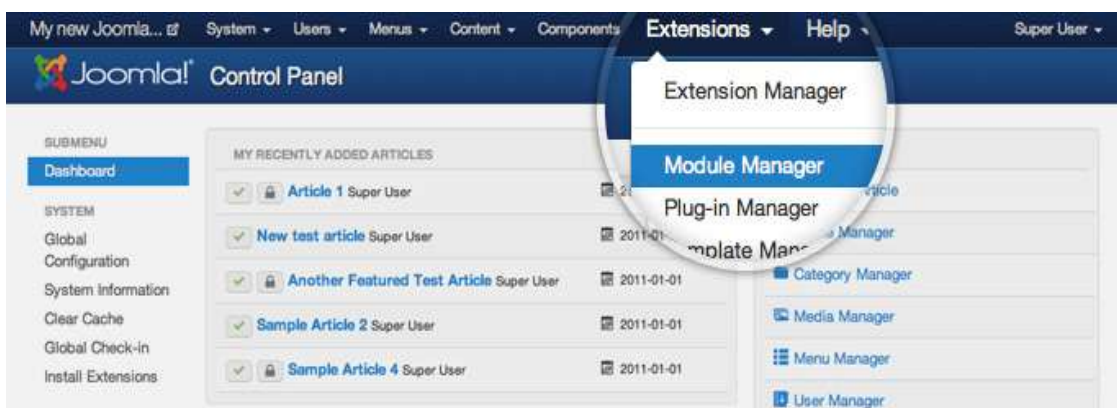
f) That's it, you can now go to the front end of your website and see the Latest Article module showing in your left column.



### 9.3 How to reorder modules published in the same position

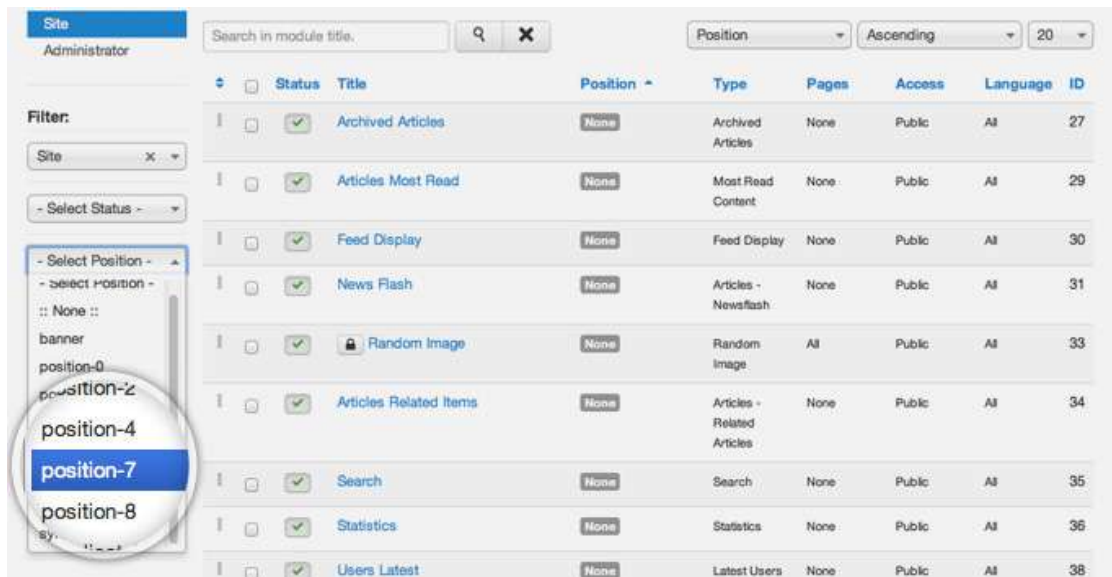
a) In the Joomla layout example above, we have two modules published in our right column - a search module and a "Latest Articles" module.

b) **To put the search module above the other one, first you need to go to Extensions -> Module Manager.**

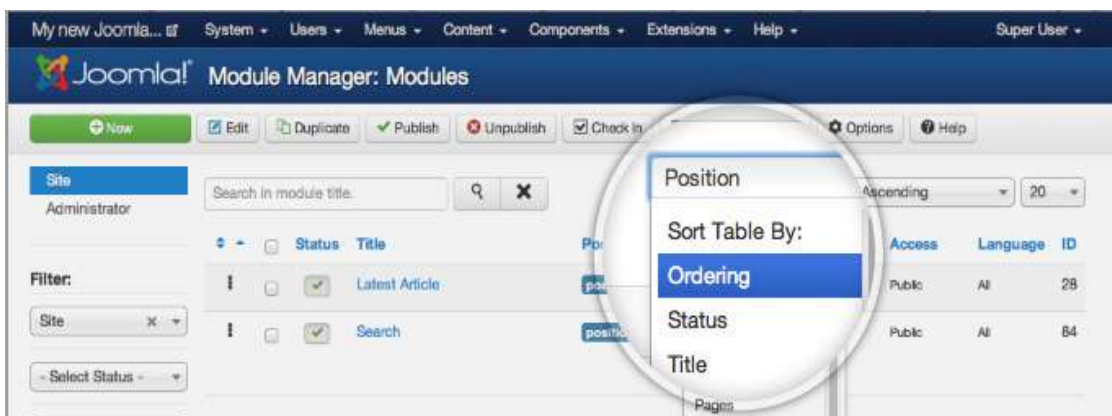




- c) Now, choose position-7 from the position drop-down filter in the left column to display only the modules, published into your right column.



- d) Next, you need to sort that table by its order. To do this click on the **Ordering** tab and select Sort table by: **Ordering**.



- e) Then, simply click on the three small dots in the first column of the table and then drag-and-drop the line for the Search module, above the Latest Article one.



- f) Once you do that, go to the front end of your Joomla site and you will notice that the Search module has moved above the Latest Articles one.

