

# JOOMLA BASICS

## What is Joomla?

Joomla is a “content management system” that provides a user-friendly interface for managing web content and other features. As an “open source” solution, it is freely available to everyone. Third Sun has a specific and optimized implementation for Joomla that is customized for our clients, so our training is also customized to help clients manage things without hunting through support forums and outside tools.

***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).*

**Logging In to Backend:** Open your browser to [www.YOURWEBSITE/administrator](http://www.YOURWEBSITE/administrator) and bookmark for future use. Login with your current username and password. 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.

**Backend Navigation:** The backend of Joomla navigates like a website itself. You can access Menus, Content, Components, Extensions, etc. Most commonly used will be Items/K2 and Components area.

**User Manager:** Create new users or delete who can manage the site at Site > User Manager. Click the “New” icon (top right of the page) and complete information on the left (no need to do anything on the right as these will just default to proper settings). You must assign a user who is assigned to management of the site an “Administrator” or “Super User” level. Find a “Help Docs” tutorial at [thirdsun.com/support](http://thirdsun.com/support).

**Menu Manager:** Your website should not require frequent changes to the menu navigation (it isn’t a good practice for your returning site visitors because they should be able to depend on the organization of your website to be relatively consistent). To access the Menu navigation and understand its structure, go to Menus > Main Menu. 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](mailto:support@thirdsun.com) with your request.

**Homepage and Modules:** Many components throughout your site, including homepage tiers, sidebars, and footers are controlled in the Module Manager. You can view the modules by going to Extensions > Module Manager. Modules are set up specific to your website, so do not edit or delete modules unless you know what you are doing; for assistance, email [support@thirdsun.com](mailto:support@thirdsun.com) or find a “Help Docs” tutorial at [thirdsun.com/support](http://thirdsun.com/support).

**Support Requests:** Third Sun wants you to be successful managing your website, and we expect that you will have questions or needs that arise on occasion. To serve all of our clients’ needs efficiently, we prefer you to email [support@thirdsun.com](mailto:support@thirdsun.com) because we usually need to be in front of a computer with your website pulled up to help you. When you submit your question or request, consider also sending 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 and if applicable)

When we have all the details about an issue, we can help you more quickly. For urgent issues (site downtime or other occurrences), email is still best. **For more resources and Help Docs, go to [thirdsun.com/support](http://thirdsun.com/support).**

**Training Guide:** To access a digital version of this document navigate to the backend Control Panel of your Joomla website. Select “Style Guide” and the file will be under the heading “Do you need more help?”

## **EDITING WEBSITE CONTENT: K2 - Backend**

K2 is a component that allows for additional features in the content management system.

**Structure:** Your website is organized by Categories and Items.

**Categories** - main buckets you organize items into.

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

**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: Navigate to K2 > Items via top menu or navigate to Items from Control Panel**

- 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.

**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.”

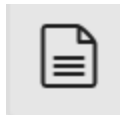
- To add/edit the main item image, click the “**Image**” tab and browse to your computer to upload a photo. Photos may also be inserted into content using the “Insert/Edit Image” icon (info below).
- To add/edit image gallery, zip your files into one file and then under **Image Gallery tab**, you can browse and upload. Depending on your website, you may have other gallery options (see below).
- For a corresponding YouTube video, click 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). You can also use the video embed option (see below).
- Extra fields will only be applicable if configured for your site.
- If you wish to date-stamp this item (i.e. have it unpublish or publish on a specific date), be sure to go to the “Publishing & Metadata” tab (top of page between

“Basic” and “Display Settings”), select the correct date (the day AFTER the event) in the “Finish Publishing” blank.

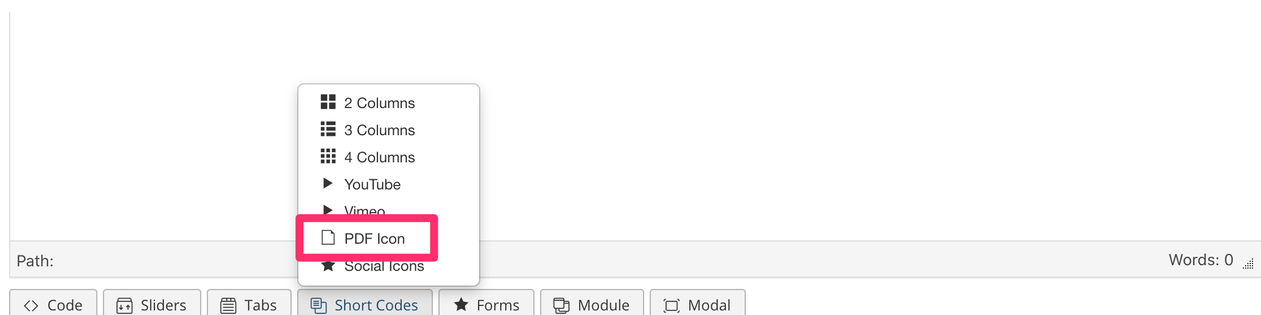
**Step 6: REMEMBER:** Always click **Save** for your changes (click **Cancel** if you do not want your changes to take effect). Please note that if you delete or unpublish a K2 item connected to a Menu item, you will need to reassign that Menu item to a published item or retire it (email [support@thirdsun.com](mailto:support@thirdsun.com) 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.”



**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 document 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.” If you would like the PDF icon to display select the PDF icon code under “short codes” and use as part of the title of the document. Click Insert.

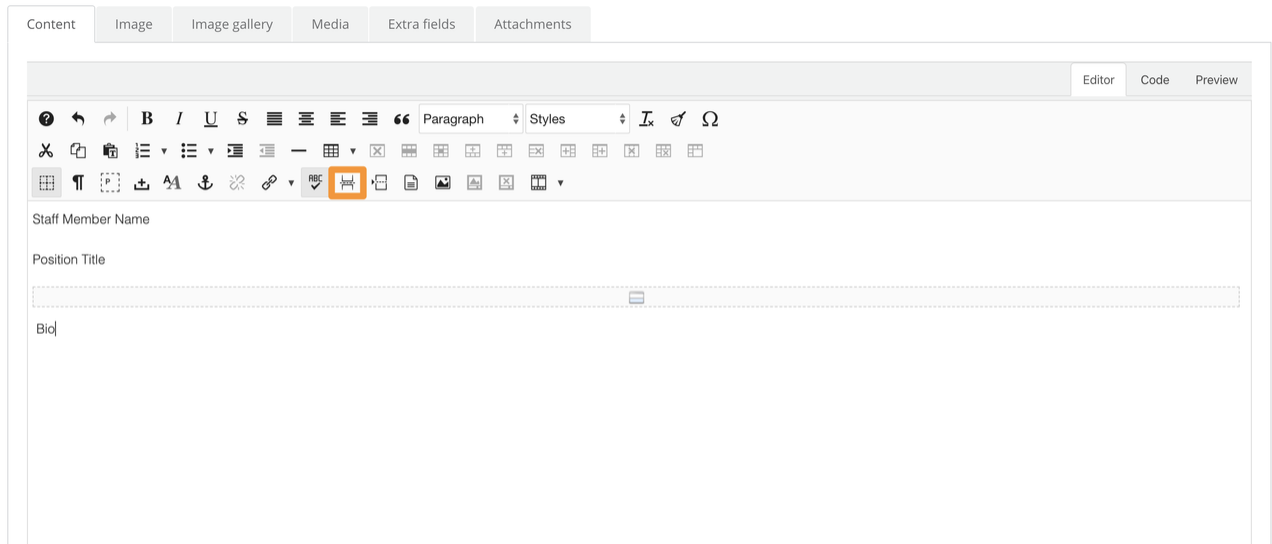




**Insert/Edit Image (an alternative to K2 Image tab):** To insert an image directly in the content, click your cursor in the spot where you want the photo to appear and click the Insert/Edit Image icon. Upload an image by clicking “Upload” in the Image Manager Extended pop-up. Once uploaded, click on the file and so the URL line populates. You can align right or left and set a margin (like 5 pixels) or have them be full width (this is often best these days with mobile phones as long as the photos are not vertical). For full width, have the dimensions be “100%” and delete the height or leave blank. Photos on websites are best viewed when they are 72dpi (photos you take directly from your camera and print are generally 300dpi) so you should resize them as 72dpi and set to 1200 pixels max wide or high before uploading.



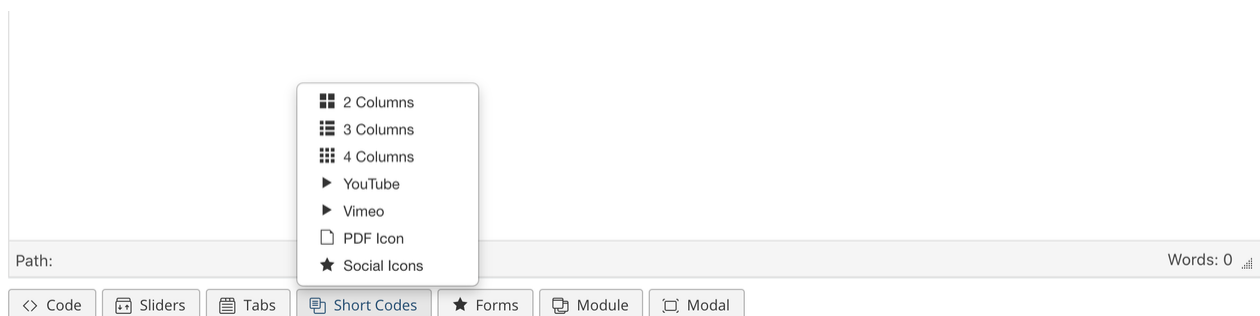
**Insert “Read More” break:** To create a break in text so that the body of the text does not display on the main page. For example: On a staff page, the name and title of the staff member will show on the main directory, their bio will display once the staff member is selected. Place the read more break ABOVE the text that you do not want to show on the main page.



**Insert a Video:** Upload the video to the platform of your choice, then locate the video ID#.

- On Youtube videos this is the number after “V=” in the URL, i.e. <https://www.youtube.com/watch?v=dQw4w9WgXcQ> so the Video ID is “dQw4w9WgXcQ”.
- On Vimeo the Video ID is the number after “vimeo.com/”.

Insert in the content into the code found under “short codes” in the editor in place of “videoID” . i.e. {youtube}videoID{/youtube} (same for Vimeo or Soundcloud using {vimeo}videoID{/vimeo}, etc.). *If this does not work please contact support@thirdsun.com so that we can enable the plugin for you.*



**Icons for PDFs and social media can also be found in this plugin**

### 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

or whatever heading is already being used in the content.

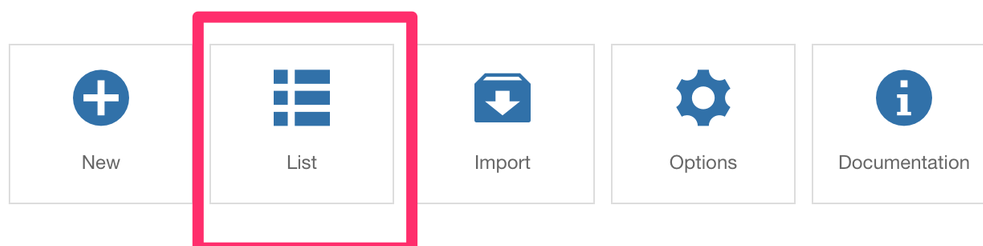
- **Line break (but not hard return):** Click **Shift and then Enter** to get a line break. In HTML, this differs from a hard return which will create a paragraph space between lines.
- **Bullets or Number Lists:** Enter your text with hard returns between the lines you want to bullet point (or number). Select the lines and click the Unordered List or Ordered List icons.
- **Bold or Italics:** Use these sparingly for impact.
- **Button Style:** Create a hyperlink button by typing words (i.e. Register Now), highlight, click Insert/Edit Link icon, paste in the hyperlink, then click the “Advanced” tab and type ‘btn’ in the “Classes” field.

Remember you can access “Help Docs” tutorials at [thirdsun.com/support](http://thirdsun.com/support) for many of these things outlined.

## Engage Box

Engage Box allows you to create simple, effective, and good-looking popups for special announcements.

**Step 1:** Navigate to the Engage Box component from the control panel. Select “list” if you would like to view or edit an existing popup. Select “new” and “blank” if creating a new popup.



**Step 2: Enter in all relevant information.** The editor is almost exactly the same as the K2 editor so heading, font, and button styles should all carry over well. The box type should be “Freetext”, Mode should be “popup”, and here you can choose whether to show the title, enable (or publish) the popup, and whether or not you’d like to test it out first.

 Box Type

Freetext 

 Mode

Popup 

Enabled




 Show Title



 Test Mode



 Note

 Color





**Step 3: Select the trigger.** Here you can choose the display position, the delay on when it pops up, and many other options. It's important to choose how often a user sees the pop-up. If it's crucial information you may not want it to ever stay hidden ensuring that every time they go to the homepage they see the popup. If it's less crucial having it show once per day or after several hours is generally a better option.

Title \* Rise Up Salt Lake City

Content **Trigger** Appearance Publishing Assignments Actions PHP Scripts Advanced

**TRIGGER**

1 Display Position Middle Center

1 Trigger Point on Page Load

1 Delay 100 ms

**LIMIT IMPRESSIONS**

1 Enabled

**ANIMATION**

1 Transition In Effect slideFadeUpIn

1 Transition Out Effect fadeOut

1 Duration 300 ms

**COOKIE**

1 After Close Stay Hidden 1

Hours

1 Box Type Freetext

1 Mode Popup

Enabled

1 Show Title

1 Test Mode

1 Note

1 Color

**Step 4: Editing the Appearance.** Most of this will be styled in to your site already so don't worry about editing colors or anything else. Enable a background overlay and select "close on click". This will make the pop up look quite a bit nicer.

Title \* Rise Up Salt Lake City

Content Trigger **Appearance** Publishing Assignments Actions PHP Scripts Advanced

**BOX**

Width 500px

Height auto

Padding 30px

Margin

Text Color rgba(51, 51, 51, 1)

Background Color rgba(255, 255, 255, 1)

Align Content Top Left

Shadow None

**BACKGROUND OVERLAY**

Enabled

Color rgba(0, 0, 0, 0.5)

Close on Click

**BACKGROUND IMAGE**

Enabled

**CLOSE BUTTON**

Close Button Show Inside Box

Button Type Icon

**Step 5: Ensure that the pop up is enabled and select “Save and Close”**

**REMINDER:** Always remember to save and close your items, modules, or anything else. If you do not save AND close but exit the page it will become locked for anyone else on the backend. This is to prevent multiple edits happening at the same time.



**Third Sun** is a small branding and web design company based in Salt Lake City. We provide a full range of services to help local nonprofits and small business get their message out and get their work done.

To learn more about how we can help, visit [thirdsun.com/services](https://thirdsun.com/services).