

Joomla! User Manual

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Joomla! User Manual	1
Chapter 1 - Welcome to Joomla!	4
Introduction	4
What is a Content Management System?	4
Joomla!! for End Users	4
Taking Joomla! to the Next Level	4
Joomla!! for Developers	5
So what's the catch?	5
Objectives of the User Manual	6
How to use the User Manual	6
Chapter 2 - Getting Started	7
Introduction	7
System Requirements	7
Installing Joomla!	7
Getting the files	7
Installing Locally	8
Installing Remotely	8
Browser Installation	8
Overview of the installed elements of a Joomla! Web site	18
Introduction	18
Templates	18
Components	18
Modules	19
Mambots	19
Quick Start Guide	19
Introduction	19
Add a Section	19
Add a Category	20
Add a Content Item	20
Add a Static Item	20
Add a Menu Item	20
Chapter 3 - Joomla! Users	21
Types of Users and access permissions	21
Registration	22
Recovering a lost password	23
Logging in and out	23
Account Details	24
Chapter 4 - Accessing functions from the Frontend	25
Managing content	25
Author	25
Editor	31
Publisher	31
Submitting Weblinks	32
Check-In My Items	34
Chapter 5 - Accessing functions from the Backend - Manager	35
Managing Media	35
Site Preview	35

Statistics	35
Managing Menu Items	35
Add a New Menu Item	35
Publishing and Unpublishing a Menu Item	35
Creating Sub-Menus	35
Organising the look of the Frontpage	35
Managing Content	35
Managing Sections	35
Managing Categories	35
Managing Items	35
Managing Static Content	35
Frontpage Manager	35
Archive Manager	35
Chapter 6 - Accessing functions from the Backend - Administrator	35
Trash Manager	36
Managing Users	36
Managing Menus	36
Creating New Menus	36
Managing Components	36
Banners	36
Contacts	36
Mass Mail	36
News Feeds	36
Polls	36
Syndicate	36
Web Links	36
Managing Modules	36
Introduction	36
The Module Manager Screen	36
The Site Module Screen	37
Banners	38
Main Menu	38
Who's Online	40
User Menu	40
Other Menu	40
Login Form	40
Syndicate	40
Statistics	40
Template Chooser	40
Archive Sections	40
Wrapper	40
Polls	40
Random Image	40
Newsflash	40
Related Items	40
Latest News	41
Search	42
Popular	42
Top Menu	42
Managing Mambots	42
MOS Image	42
Legacy Mambot Includer	42
Code Support	42
SEF	42
MOS Rating	42



Email Cloaking	42
GeSHi	42
Load Module Positions	42
MOS Pagination	42
No WYSIWYG Editor	42
TinyMCE WYSIWYG Editor	42
MOS Image Editor Button.....	42
MOS Pagebreak Editor Button	42
Search Content	42
Search Weblinks	43
Search Contacts	43
Search Categories	43
Search Sections	43
Search Newsfeeds	43
Installing new Components, Modules and Mambots.....	43
Chapter 7 - Accessing functions from the Backend - Super Administrator.....	43
Global Configuration.....	43
Language Manager	43
Managing Templates.....	43
Site Templates.....	43
Administrator Templates.....	43
Module Positions.....	43
Messages	43
System Info.....	43
Global Checkin.....	43
Index	44
Table of Figures	45
Appendix A - Further Reading	46
Appendix B - GNU/GPL Licence	47



Chapter 1 - Welcome to Joomla!

Introduction

Thank you for choosing Joomla!! Content Management System (CMS) software! You have made a great choice by selecting one of the most powerful and versatile Open Source Content Management Systems available.

Joomla!! is an award-winning Content Management System that will help you build websites and other powerful online applications. Best of all, Joomla! is an open source solution that is freely available to everybody.

What is a Content Management System?

A content management system is a computer software system for organizing and facilitating collaborative creation of documents and other content.

A content management system is frequently a web application used for managing websites and web content.

Joomla!! for End Users

The basic Joomla! package is designed to be easy to install, even for non-programmers. Most people have no trouble getting our software up and running, and there is plenty of support available via the Joomla! forum at <http://forum.joomla.org/>.

Once Joomla! is installed and running, it is simple for even non-technical users to add or edit content, upload and add images and to manage the critical data that makes your company or organization go. Anybody with basic word processing skills can easily learn to manage a Joomla! site.

Via a simple, browser-based interface you will be able to easily add new press releases or news items, manage staff pages, job listings, product images, and create an unlimited amount of sections or content pages on your site.

Taking Joomla! to the Next Level

Out of the box, Joomla! does a great job of managing the content needed to make your website sing. However, for many people, the true power of Joomla! lies in the application framework that makes it possible for thousands of developers around the world to create powerful add-ons and extensions. Here are just some examples of the hundreds of available extensions:

- Dynamic form builders
- Business or organizational directories
- Document management
- Image and multimedia galleries
- E-commerce and shopping cart engines



- Forums and chat software
- Calendars
- Blogging software
- Directory services
- Email newsletters
- Data collection and reporting tools
- Banner advertising systems
- Subscription services

and many, many more...

You can find more examples over at our growing Joomla!! Extensions Directory at <http://extensions.joomla.org/>. Prepare to be amazed at the amount of exciting work produced by our active developer community!

Joomla!! for Developers

Many companies or organizations have requirements that go beyond what is available in the basic Joomla! package or in a freely available extension.

Thankfully, Joomla! offers a powerful application framework that makes it easy for developers to create sophisticated add-ons that extend the power of Joomla! into virtually unlimited directions.

Using the core framework, developers can easily build:

- Integrated e-commerce systems
- Inventory control systems
- Data reporting tools
- Custom product catalogs
- Complex business directories
- Reservation systems
- Communication tools
- Application bridges

or any kind of application to suit a unique need.

If your company or organization hires a third party Joomla! developer or builds in-house software using the Joomla! framework, you are building on an open platform that does not tie you to any one developer or to a proprietary, closed application.

You can learn more about developing on the Joomla! framework over at our developer's network at <http://dev.joomla.org/>. The beauty of Joomla! is that you can leverage our framework and user interface to deliver applications to your end users in a familiar, powerful environment.

So what's the catch?

There is no catch. Joomla! is free, open and available to all under the GPL licence. We don't claim to be perfect, and can't promise to meet every requirement in the world. However, for many web applications, our software is perfectly suited for the job. We are adding great new

features with each release, and, with the help and advice of our incredible user community, we plan on delivering award-winning software for years to come.

Objectives of the User Manual

The objectives of this User Manual are to:

- Help you to install and configure Joomla!
- Describe the various types of Users and what their access permissions are.
- Provide detailed instructions for both Front End and Back End inputting and site management.

How to use the User Manual



This symbol indicates important information.



This symbol indicates a Tips & Tricks entry.



Chapter 2 - Getting Started

Introduction

Before we start, it is important to understand that a Joomla!! User has a predefined set of permissions, i.e. tasks that he can do. Therefore, in the context of managing a web site, it will depend on the way that the site's owner wants delegate responsibilities as to what types of Joomla!! users should be set up.

For example, an owner may have only one person to manage all aspects of the web site. In which case, a Super Administrator should be created. On the other hand, a site owner may want publishing control over Content created by someone else and a separate person responsible for the Administrative tasks. In this case, an Author for content creation, a Publisher to proof read and publish the content and a Super Administrator to maintain the Template design, Component and Module configuration etc should be created.

There are no hard and fast rules. Provided you understand the permissions given to a particular type of User, you can create multiple users at whatever level best suites the management of the web site.

[See Chapter 3 - Joomla!! Users](#)

You will need to understand some other key concepts and these are covered in [Overview of the installed elements of a Joomla!! Web site](#) and [Quick Start Guide](#) later in this Chapter.

Having said that, let's get started!

System Requirements

You need to be sure that your web server, or the service provided by your web host, meets the minimum requirements before you download the Joomla!! software. These are:

- PHP 4.2.x or above - <http://www.php.net>
- MySQL 3.23.x or above - <http://www.mysql.com>
- Apache 1.13.19 or above - <http://www.apache.org>
- You must ensure that you have MySQL, XML and Zlib support built into your PHP.

Joomla! can be used with most major browsers including: Internet Explorer (version 5.5+), Netscape and FireFox. These browsers take great advantage of Joomla!'s Administrative interface.

Installing Joomla!

Getting the files

The main distribution files for Joomla! can be downloaded from <http://developer.joomla!.org>.



The files are contained in a compressed Archive so you will need a utility program, either locally or on your host server that can "unzip" the file.

Installing Locally

Unzip the distribution file into a directory under your web server root. If you are using the Apache web server, this is typically `c:\apache\groupapache\htdocs` on Windows and `/usr/local/apache/htdocs` on a POSIX system but it may vary. We are assuming you have a working web server and that you know where to put files to display on the web server.

Installing Remotely

What you do to install Joomla! on a remote host is largely to do with what facilities your hosts provide and how skilled you are with server access. However, a simple and typical procedure may involve:

- Unzipping the Joomla! distribution to a local directory.
- FTP'ing the files to your host server, placing them either directly in or under a directory under the web server root. There are many free programs available for this, such as Filezilla.
- Running the installation from your web URL, e.g. `www.yourdomainname.com`.


Browser Installation

Before you attempt to install Joomla!, verify that your host service meets the system requirements stated above. Assuming they do, you are on your way to installing Joomla!.

Unzip the Joomla! distribution to a local directory.

Transfer the files to your host server, placing them either directly in or under a directory under the web server root. Ensure you preserve the folder integrity of the files.

When you have finished uploading the files and folders, go to your homepage, `http://www.yoursite.com` or `http://yoursite.com/Joomla!_folder`. You should now see a pre-installation check page generated by Joomla!.


Joomla!™ Installer
version 1.6

pre-installation check


license

step 1

step 2

step 3

step 4



pre-installation check

Pre-installation check for:
Joomla! 1.0.3 RC [Sunlight] 13-Oct-2005 18:00 UTC

If any of these items are highlighted in red then please take actions to correct them. Failure to do so could lead to your Joomla installation not functioning correctly.

PHP version >= 4.1.0	Yes
- zlib compression support	Available
- XML support	Available
- MySQL support	Available
configuration.php	Unwritable
You can still continue the install as the configuration will be displayed at the end, just copy & paste this and upload.	
Session save path	/tmp, Writable

Recommended settings:

These settings are recommended for PHP in order to ensure full compatibility with Joomla. However, Joomla will still operate if your settings do not quite match the recommended

Directive	Recommended	Actual
Safe Mode:	OFF:	OFF
Display Errors:	ON:	ON
File Uploads:	ON:	ON
Magic Quotes GPC:	ON:	ON
Magic Quotes Runtime:	OFF:	OFF
Register Globals:	OFF:	ON
Output Buffering:	OFF:	OFF
Session auto start:	OFF:	OFF

If you don't see the Check page please verify the following:

- Was everything uploaded to your web site?
- Did you remove (and back up) your old web site?
- Do you really have an Apache / MySQL / PHP Web server?

If everything checks out ok, and you still don't see the Check page, try using <http://www.yourpage.com/installation/index.php>. This is the direct address for the Check page. If it doesn't show up, or you see a lot of errors and techno mumbo-jumbo, you probably don't have an Apache / MySQL / PHP Web server. Check with your host provider.

The pre-installation check page is in three parts. The first checks that your system is able to run Joomla!:

If any of these items are highlighted in red then please take actions to correct them. Failure to do so could lead to your Joomla installation not functioning correctly.

PHP version >= 4.1.0	Yes
- zlib compression support	Available
- XML support	Available
- MySQL support	Available
configuration.php	Unwriteable You can still continue the install as the configuration will be displayed at the end, just copy & paste this and upload.
Session save path	/tmp, Writeable

The second part is some PHP settings:

Recommended settings:

These settings are recommended for PHP in order to ensure full compatibility with Joomla. However, Joomla will still operate if your settings do not quite match the recommended

Directive	Recommended	Actual
Safe Mode:	OFF:	OFF
Display Errors:	ON:	ON
File Uploads:	ON:	ON
Magic Quotes GPC:	ON:	ON
Magic Quotes Runtime:	OFF:	OFF
Register Globals:	OFF:	ON
Output Buffering:	OFF:	OFF
Session auto start:	OFF:	OFF

The third part checks several file and directory permissions:

Directory and File Permissions:

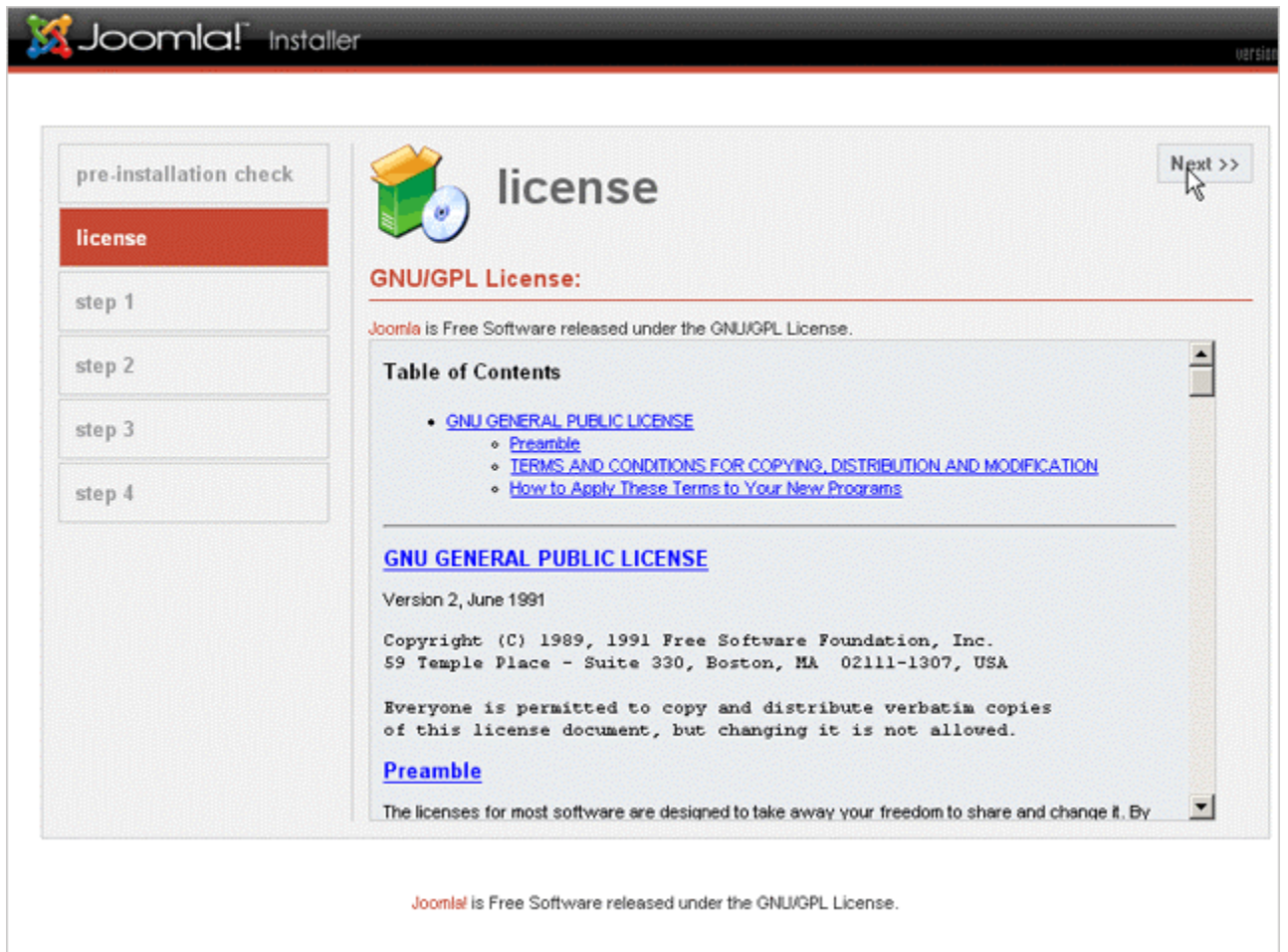
In order for Joomla to function correctly it needs to be able to access or write to certain files or directories. If you see "Unwriteable" you need to change the permissions on the file or directory to allow Joomla to write to it.

administrator/backups/	Writeable
administrator/components/	Writeable
administrator/modules/	Writeable
administrator/templates/	Writeable
cache/	Writeable
components/	Writeable
images/	Writeable
images/banners/	Writeable
images/stories/	Writeable
language/	Writeable
mambots/	Writeable
mambots/content/	Writeable
mambots/editors/	Writeable
mambots/editors-xtid/	Writeable
mambots/search/	Writeable
media/	Writeable
modules/	Writeable
templates/	Writeable

If everything checks out ok click the "Next button".

If there are some items highlighted in red, either change the relevant folders' permission using your FTP program or ask your host service provider to correct them for you. If it is not possible to correct them, you can still click "Next", and see what happens.

The next page displays the license for Joomla!.



The screenshot shows the Joomla! installer interface. At the top left is the Joomla! logo and the text "Joomla! Installer". At the top right, the word "version" is partially visible. On the left side, there is a vertical navigation menu with five items: "pre-installation check", "license" (highlighted in red), "step 1", "step 2", "step 3", and "step 4". The main content area is titled "license" and features a small icon of a software box and a CD. Below the title, it says "GNU/GPL License:". A red horizontal line separates this header from the main text. The text states "Joomla! is Free Software released under the GNU/GPL License." Below this is a "Table of Contents" section with a scroll bar on the right, listing three items: "GNU GENERAL PUBLIC LICENSE", "Preamble", "TERMS AND CONDITIONS FOR COPYING, DISTRIBUTION AND MODIFICATION", and "How to Apply These Terms to Your New Programs". The "GNU GENERAL PUBLIC LICENSE" section is expanded, showing "Version 2, June 1991", copyright information for the Free Software Foundation, Inc. (1989, 1991), and a statement that everyone is permitted to copy and distribute verbatim copies of the license document, but changing it is not allowed. Below this is a "Preamble" section starting with "The licenses for most software are designed to take away your freedom to share and change it. By". At the bottom of the main content area, it repeats "Joomla! is Free Software released under the GNU/GPL License." In the top right corner of the main content area, there is a "Next >>" button with a mouse cursor pointing to it.

Click Next to agree the GNU/GPL Licence.

The next page configures the MySQL database which Step 1 of the installation process.



The screenshot shows the Joomla! Installer interface. At the top left is the Joomla! logo and the word "Installer". On the right side of the top bar, the word "version" is visible. The main content area is titled "step 1" and "MySQL database configuration:". On the left, there is a vertical sidebar with buttons for "pre-installation check", "license", "step 1" (highlighted in red), "step 2", "step 3", and "step 4". A "Next >>" button is located in the top right corner. The main configuration area contains several input fields and checkboxes with explanatory text:

- Host Name:** Input field with "localhost" and a note: "This is usually 'localhost'".
- MySQL User Name:** Input field with "user_name" and a note: "Either something as 'root' or a username given by the hoster".
- MySQL Password:** Input field with "password" and a note: "For site security using a password for the mysql account is mandatory".
- MySQL Database Name:** Input field with "db_name" and a note: "Some hosts allow only a certain DB name per site. Use table prefix in this case for distinct Joomla sites".
- MySQL Table Prefix:** Input field with "jos_" and a note: "Don't use 'old_' since this is used for backup tables".
- Drop Existing Tables
- Backup Old Tables (Note: "Any existing backup tables from former Joomla installations will be replaced")
- Install Sample Data (Note: "Don't uncheck option this unless you are experienced in using Joomla!")

At the bottom of the installer window, it says: "Joomla! is Free Software released under the GNU/GPL License."

Enter the configuration of your MySQL Database.

The hostname of your database is usually localhost. This means the database server is running on the same computer as your web server. On occasions, where localhost is not a usable database server, you will need to contact your Database Administrator.

You are given the option to delete the existing tables in the nominated database and also to backup the tables. You may also install some sample data. If this is your first installation we recommend you check this option.

When you have entered your database information properly, click the "Next" Button. You will be asked to confirm the database operation.



pre-installation check

license

step 1

step 2

step 3

step 4

step 1

MySQL database configuration:

http://www.pma-hosting.com

Are you sure these settings are correct?
Joomla will now attempt to populate a Database with the settings you have supplied

OK Cancel

password and database name you wish to use with Joomla.

Enter the a table name prefix to be used by this Joomla instance and select what to do with existing tables from former installations.

Install the samples unless you are experienced Member wanting to start with a completely empty site.

password for

MySQL Database Name

MySQL Table Prefix

Drop Existing Tables

Backup Old Tables

Install Sample Data

the mysql account in mandatory

Some hosts allow only a certain DB name per site. Use table prefix in this case for distinct Joomla sites.

Don't use 'old_' since this is used for backup tables

Any existing backup tables from former Joomla installations will be replaced

Don't uncheck option this unless you are experienced in using Joomla!

Joomla! is Free Software released under the GNU/GPL License.

Click OK if you are satisfied that you can proceed. The database will be populated between this and the next step. Any errors that occurred during initialisation of the database will be displayed on the next page.

Step 2 is simply a page where you enter the name of your site.

Joomla!™ Installer 007 6131

pre-installation check


license

step 1

step 2

step 3

step 4



step 2

Enter the name of your Joomla site:

SUCCESS!

Type in the name for your Joomla site. This name is used in email messages so make it something meaningful.

Site name
e.g. The Home of Joomla

Next >>

Joomla! is Free Software released under the GNU/GPL License.

Enter a name for your site and click the "Next" button. Please note that special characters are usable in this information area.

Step 3 is a page to confirm the installation directory, the URL to the Joomla! site, your email address and the administrator password.

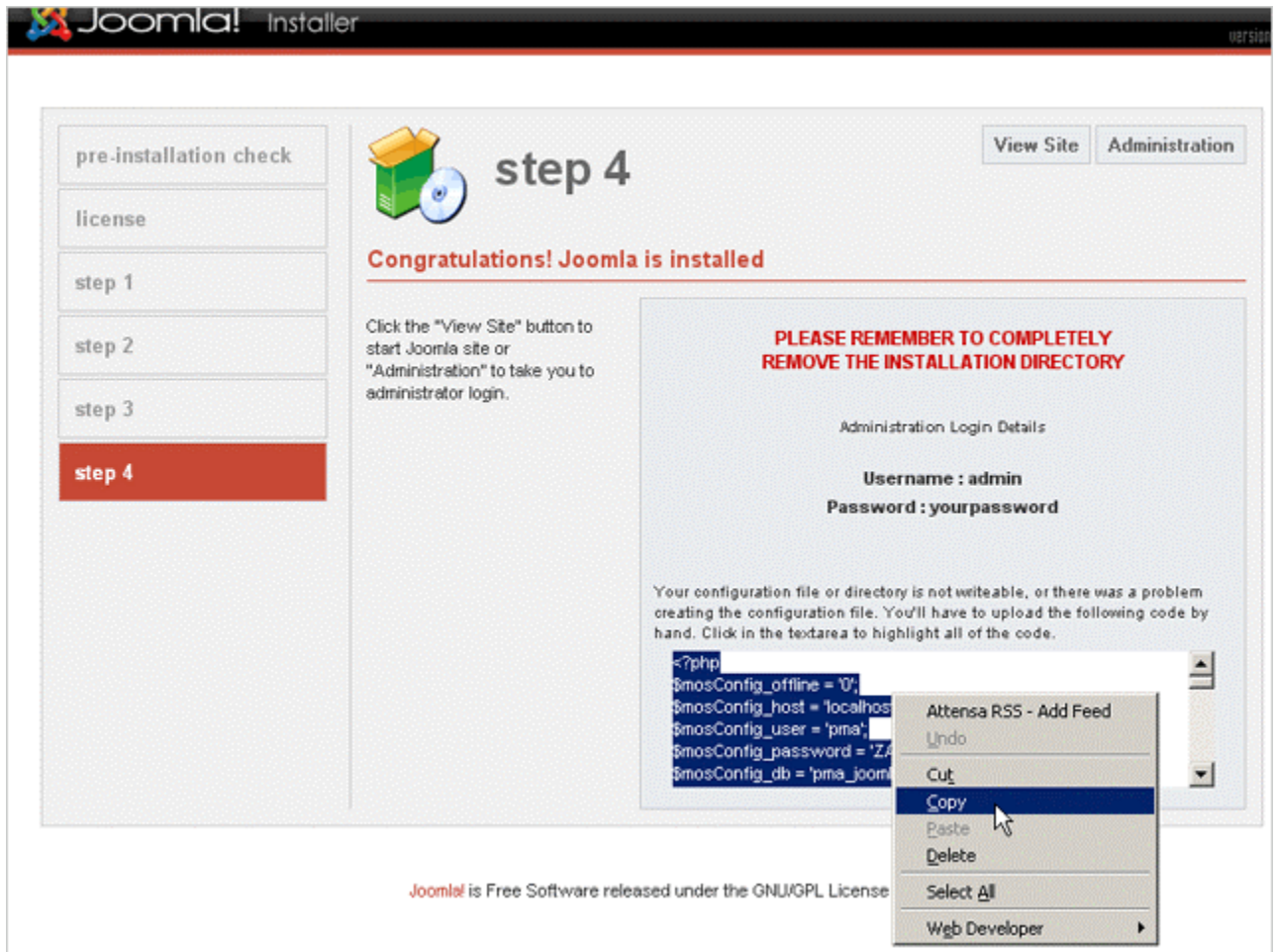


The screenshot shows the Joomla! Installer interface for Step 3. On the left is a vertical navigation menu with options: pre-installation check, license, step 1, step 2, **step 3** (highlighted), and step 4. The main content area is titled "step 3" with a "Next >>" button in the top right. The title "Confirm the site URL, path, admin e-mail and file/directory chmods" is displayed in red. Below this, there are instructions and a form. The instructions state that if the URL and Path are correct, they should not be changed, and that the e-mail address entered will be for the Super Administrator. The form contains fields for URL (http://www.yoursite.com/), Path (/home/yoursite/public_html/), Your E-mail (my@e-mail.com), and Admin password (dyNOOsL4). There are also sections for File Permissions and Directory Permissions, both with a selected radio button for "Dont CHMOD files/directories (use server defaults)". At the bottom, a note states "Joomla! is Free Software released under the GNU/GPL License."

The email address is for your Super Administrator. This user account is automatically created for you. The password you enter will be used for your "admin" account. The username for the Super Administrator is "admin". You may change the randomly generated password if you desire.

The permission settings will be used while installing Joomla! itself, by the Joomla! add-on installers and by the Media Manager. If you are unsure what flags shall be set, leave the default settings at the moment. You can still change these flags later in the site global configuration.

Click the "Next" icon. The final page allows you to copy the configuration.php data.



The screenshot shows the Joomla! Installer interface at Step 4. On the left, a sidebar lists steps: pre-installation check, license, step 1, step 2, step 3, and step 4 (highlighted in red). The main area is titled "step 4" with a "Congratulations! Joomla is installed" message. It includes instructions to click "View Site" or "Administration" buttons. A warning states: "PLEASE REMEMBER TO COMPLETELY REMOVE THE INSTALLATION DIRECTORY". Below this, "Administration Login Details" are shown: Username: admin, Password: yourpassword. A message indicates a configuration file issue, followed by a code block for configuration.php:

```
<?php
$mosConfig_offline = '0';
$mosConfig_host = 'localhost';
$mosConfig_user = 'pma';
$mosConfig_password = 'ZA';
$mosConfig_db = 'pma_joomla';
```

 A context menu is open over the code, with "Copy" selected. At the bottom, it says "Joomla! is Free Software released under the GNU/GPL License".

Copy the configuration file data.

You can either paste it directly into the configuration.php-dts file on the server and rename that file configuration.php, or create a separate configuration.php file and upload it to the Joomla! root directory.

Notes:

Ensure that the configuration.php has write permissions.

Do not forget your Super Administrator login name and password, as it is not possible to enter the Admin Control Panel without this. If you lose this information, you must restart the complete set up procedure.

For security reasons you are reminded to delete the installation folder. Until this is done, you will not be able to either view your web site or login to the Administrative Control Panel.

There are two buttons that will take you to either the Joomla! Site or the Site Administrator. If this is your first installation, we recommend that you click the "View Site" button.

You should see your new Joomla! site.

Take a moment to explore some menu options.



When you are ready, click the "Administrator" link in the Main Menu. Enter the user name and password as you saw them on the Step 4 page.

If this is not your first time then you will know what to do next. If not. Read on!

Your set up has now been completed, and you are ready to JOOMLA!!

Overview of the installed elements of a Joomla! Web site

Introduction

Now that you have your Joomla! installation up and running, a word about the different elements that make up your web site.

Templates

The template and its associated files provide the visual "look and feel" of your web site and are maintained separately from the web site's content. A typical Joomla! installation comes with 2 templates pre-installed¹. These are called "madeyourweb" and "rhuk_solaflare_ii".

Template files are located in the templates folder and each template typically consists of the following files:

Index.php	This file contains HTML, PHP and possibly JavaScript coding that provides the framework for your web site's design. In combination with the .css and image files, it builds all the design and content placement elements of your web site.
templateDetails.xml template_thumbnail.png	This file is used in the Templates Manager to provide, if switched on, a small thumbnail representation of the web site design.
template_css.css	Located in the css folder, this Cascading Style Sheets file contains the code to handle the visual
Image files	These files are located in the images folder and may be .gif, .jpg or .png. They provide the graphical elements of the web site design.

This manual does not cover template design in detail and you should refer to [Appendix A - Further Reading](#) for other Internet resources to assist you.

Components

Components are core elements of Joomla!'s functionality and are displayed in the main body of the Web site's template, i.e. mainbody.php. Depending on the design of the template in use,

¹ There are many web sites offering both free and commercial templates. Refer to [Appendix A - Further Reading](#) for a list of them.



this is often in the center of the web page.

A typical Joomla! installation comes with Banners, Contacts, News Feeds, Polls and Web Links components.

Members of the Joomla! community produce third party Joomla! components on a continuous basis. Take a look at <http://extensions.joomla.org/> or http://developer.joomla.org for a listing of available components downloads.

See also: Chapter 6 - Accessing functions from the Backend - Administrator

Modules

Modules extend the capabilities of Joomla! giving the software new functionality. A Module is small content item that can be displayed anywhere that your template allows it to be displayed. Modules are very easy to install in the Admin Section.

Joomla! modules may include: Main Menu, Top menu, Template Chooser, Polls, Newsflash, Hit Counter, etc.

Members of the Joomla! Community produce Joomla! modules on a continuous basis. They are freely available on http://developer.joomla.org for download. An example of a module PHP code is `<? php mosLoadModules ('module position'); ?>`.

See also: Chapter 6 - Accessing functions from the Backend - Administrator

Mambots

A Mambot is a small, task-oriented function that intercepts content before it is displayed and manipulates it in some way. Joomla! provides a number of Mambots in the core distribution. Some examples are WYSIWYG editors, third party component and module searchers, etc.

See also: Chapter 6 - Accessing functions from the Backend - Administrator

Quick Start Guide

Introduction

Your ability to do the following tasks will depend on the level of User you are. Sections, Categories and Menu creation will require some form of Administrative access while an Author in conjunction with a Publisher can create a Content Item.

For the purposes of this Quick Start Guide, we will assume you are a Super Administrator, as it will be they who have installed the software in the first place.

Add a Section

If you installed the Joomla!! software with sample data you will already have a Section, Category and Content Items created.

Let's create a Section whether you have one or not.

Make sure you have logged on to the Administrator Backend using the www.yourdomainname.com/administrator link.

Use the **Content>Section Manager** menu option or click on the Section Manager icon from the Control Panel.



This will display the **Section Manager** screen.
Click the New button. The **Section: New [New Section]** screen will be displayed.



Enter text in the Title (a short name to appear in menus) and Section Name (a long name to be displayed in headings) fields.
Click the Save button.



You will be returned to the Section Manager screen, which now displays the new Section Name you have created.
[See also: Managing Sections](#)

Add a Category

Use the **Content>Category Manager** menu option or click on the Category Manager icon from the Control Panel.



This will display the **Category Manager** screen.
Click the New button. The **Category: New [Content]** screen will be displayed.



Enter text in the Title (a short name to appear in menus) and Section Name (a long name to be displayed in headings) fields.
Select the appropriate Section from the drop down menu.
Click the Save button.



You will be returned to the Category Manager screen, which now displays the new Category Name you have created.

Add a Content Item

Add a Static Item

Add a Menu Item

Chapter 3 - Joomla! Users

Types of Users and access permissions

Users of Joomla web sites can be broken down into two broad categories;

- Guests
- Registered Users

Guests are simply users of your Joomla web site who managed to navigate their way to your site. Depending on how the site administrator has configured the site, users may be free to browse all the content or restricted to a subset of the content available with some content been reserved for registered users.

Registered users have registered with your site to obtain a username and password. This username and password allows registered users to log into your site, receiving special privileges not available to guests. Registered users are broken down into groups;

- Frontend users
- Backend Users.

Note: The admin panel refers to these two groups of users as Public Frontend and Public Backend. The work public makes sense for Frontend users but can be a bit confusing when applied to backend users (administrators).

Frontend users are granted certain additional rights over guests, which may include the ability to create and publish content on the web site. We will generally refer to these uses as content providers since their primary goal is to provide content on the web site, not to administer the site or alter its design.

Content providers may provide new content right through the web interface using an embedded WYSIWG editor without any knowledge of HTML coding.

Within this broad classification of content providers are four specific roles, which can be assigned by the site administrator. Those roles are;

Registered	A registered user has no ability to create edit or publish content in a Joomla web site. They may submit new links for publication and they may have access to restricted content that is not available to guests.
Author	Authors, can create content, signify certain aspects of how the content is to be displayed and specify the date for when the material should be published.
Editor	An editor has all the abilities of an author plus the ability to edit content of their own articles as well as that of any other author.
Publisher	Publishers can perform all the duties of authors and editors plus have the ability to actually publish an article.

The default user role is registered user. For Fronted users to receive any other role requires the system administrator to change their profile through the backed administrator's panel.

Backend Users are typically thought of as the site administrators. Just as with the Frontend users, Backed users may have different privileges;

Manager	A manager can be thought of as a publisher with access to the backend administrator's panel. Managers have access to all the content associated controls in the administrator panel but are not able to change templates, alter page layouts, or add or delete extensions to Joomla. Managers also have no authority to add users or alter existing user profiles
Administrator	Administrators have a broader range of access than managers. In addition to all the content related activities that a manager can perform, administrators can add and delete extensions to the web site, change templates or alter page layouts and can even alter user profiles equal to their own permission levels or below. What they cannot do is edit the profiles of Super Administrator's or change certain global characteristics of the web site, indeed, Super Administrators do not even show up in the user manager when users are logged in as an administrator.
Super Administrator	The Super Administrator has the same kind of power as root in a traditional Linux system and has unrestricted abilities to perform all administrative functions inside of Joomla. Only Super Administrators have the ability to create new users with Super Administrator permissions or to assign Super Administrator permissions to existing users.

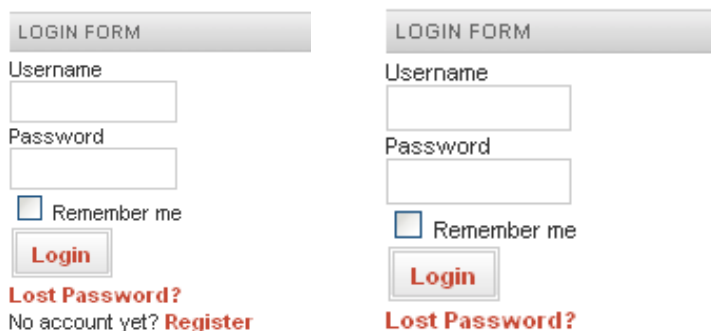
The only user that exists after a Joomla! installation is the Super Administrator. The Super Administrator has control over all aspects of a Joomla web site through the backend administrator's panel.

Registration

Other than the Super Administrator that is created by default when Joomla! is installed, there are two ways that guests have of becoming registered members on a Joomla! web site.

1. They may register themselves using the register link in the login form, if it's provided.
2. The Super Administrator may enter them directly using the administrator's panel.

The two images below show the Login Form with and without the "Register" link.



The image shows two side-by-side screenshots of the Joomla! login form. Both forms have a grey header with the text 'LOGIN FORM'. Below the header, there are two input fields for 'Username' and 'Password', followed by a checkbox labeled 'Remember me' and a 'Login' button. The left form includes a 'Lost Password?' link and a 'No account yet? Register' link. The right form includes a 'Lost Password?' link but does not have the 'Register' link.

By default, the register link is displayed on a Joomla! web site. The Super Administrator may disable this feature.

For direct registrations there is an optional email activation to ensure users are supplying a valid email address. This is also enabled by default.

When this option is enabled, the user will receive an email containing a validation link that must be followed in order to complete the registration process.

Recovering a lost password

If you're like most people these days, you have too many passwords and it's inevitable that you're going to forget one sooner or later. Joomla!, like most systems today allows you to automatically reset your password should you forget it.

By clicking on the 'Lost Password?' prompt in the Login Form you will be presented with the following dialog;



When you fill in your username and email address, Joomla! will send you a new password that you can use to access the system.

The reason that Joomla! can't send your old password to you is that passwords are stored using an encryption format that is not reversible. This means that even Super Administrators cannot view your password!

This is considered proper practice in web site design these days so don't be upset that you can't use your old password, be happy passwords are protected!

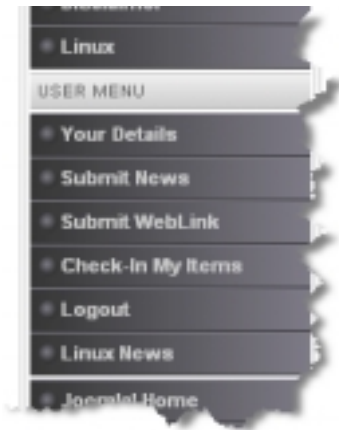
Note: Since new passwords are sent to you via email and email is inherently insecure it's always a good idea to change passwords that you receive in email as soon as possible.

If your email address has changed, the only option you will have is to find a link on the site to contact the Super Administrator and have them send it to you.

Logging in and out

Once you've registered with the web site and, optionally, responded to your validation email, you simply enter your username and password in the Login Form and hit the Login button to login to the website.

Once you've logged in to the web site you will notice that a new menu appears in the left Navigation pane.



The Following table gives s short description of each menu item.

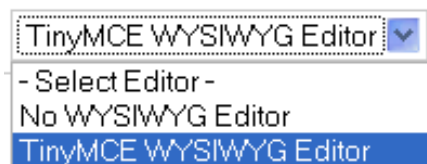
Your Details	Used to view Modify your account details
Submit News	Used to Submit news articles (Author and Above)
Submit Web Link	Used to Submit new weblinks
Check-In My Items	Global Checkin of any items the user may have checked out
Logout	Logout the current Frontend user.

Account Details

To view your account details you can click on the 'Your Details' menus link, which will present you with the following, dialog. Here you can change Your Name, email address, User Name and Password.



You can also select the default WYSIWYG (What You See Is What You Get) Editor from the User Editor drop down list.



In a default installation the only editor that is available is TinyMCE, which provides good basic abilities to edit HTML content, right from the web site. The Super Administrator may install additional editors, in which case they would be available from the drop down list as well. You



may also choose no WYSIWYG editor if you wish to input your content without the use of the WYSIWYG editor.

Submitting news, Web Links and Check In Items are dealt with in more detail in the next Chapter.

Chapter 4 - Accessing functions from the Frontend

As you saw in the last chapter, once you have registered with a Joomla! web site you are presented with a special 'User Menu' when you log in.

Regardless of your specific role, e.g. Registered, Author, Editor, Publisher; you will see the same User Menu. However, the functionality available from the menu will vary depending on the privileges you have been granted by the system or the Super Administrators.

Managing content

In general, content management generally includes the following three operations;

1. Submission of new content to the system.
2. Editing of that content if necessary.
3. Publication of the content

In a Joomla! scheme of things, authors are generally responsible for submitting content, editors are responsible for editing content and publishers are responsible for publishing content. However, both editors and publishers may submit content as well.

For the purposes of this chapter we will assume that authors are creating the content, editors are editing the content and publishers are publishing the content.

Author

As we said earlier different users maybe assigns different roles in a Joomla! system. By default users are assigned the role of a registered user and are therefore not allowed to submit content.

In order to follow along with these examples you must either have system administration privileges to edit the role of the user or request that your system administrator set you up with users that have the specific roles covered in these examples. Otherwise you can simply read along and try the examples out at some point in the future.

When an Author clicks on the Submit News menu link in their User Menu they will be presented with a dialog entitled 'The News / Add Content'.

This window has three main areas. The top area contains an area where the Author can Title the new article, select an appropriate category and save, apply or submit the article.

Note: Save will save the data and close out the window, apply will save the data while leaving the Add Content screen open.

The second major area of the screen contains the WYSIWYG editor where the author enters the content. The WYSIWYG editor that is included in the Joomla! installation by default is known as TinyMCE and contains many of the features available in a typical HTML editing program.

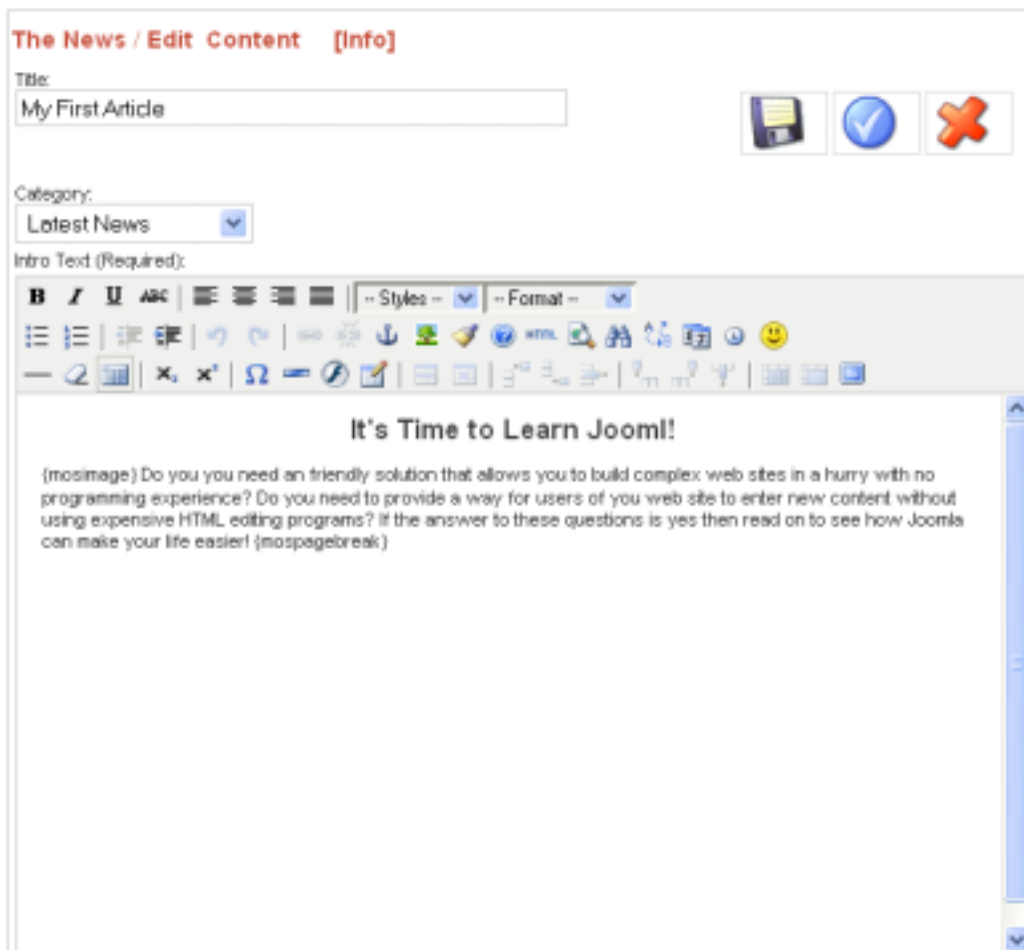


With this editor you can type in and format content without having to know HTML. Just some of the features of this editor are;

- choose font size style and color
- insert bulleted or numbered lists
- justify text with either left, center or right attributes
- insert hyperlinks
- create and edit tables for inserting tabular content

You'll notice that there are two WYSIWYG editor boxes. The reason for this is that the first one allows you to type some intro text for your article. This intro text serves as a summary of the article and can be used as a teaser when the content is displayed under certain circumstances, such as the blog style page rendering that is supported by Joomla!. It is not necessary to split your article up in this fashion, you can simply type the entire article into the WYSIWYG window provided for the intro text.

The second WYSIWYG editor is where you type the main content. As we said, this area is optional as all text may be input into the intro text field but for longer articles it is normal to have both intro text as well as main content.



In addition to all the standard HTML type formatting, you may also insert images into your publication. Inserting images is done differently through the TinyMCE editor then you may be used to in programs such as DreamWeaver. Instead you insert tags in your article that identify

where pictures should go; the pictures are inserted by the system run time when called up by users of the web site.

Just below the WYSIWYG editor display you'll see two icons, one labeled "Insert Image". You may insert images anywhere into your text by clicking on the insert image button at the spot in the text where you wish the image to be inserted. When you do this you'll notice that the editor simply inserts the tag {mosimage} into the text.

The second icon, called insert page break, does exactly what its name implies; it inserts a page break at a particular point inside your document. Clicking on this icon will insert the tag {mospagebreak} inside your document. Documents with embedded page breaks will display a table of contents automatically for you when the document is displayed and provide next previous links at the bottom of the document for easy navigation from one page to the next.

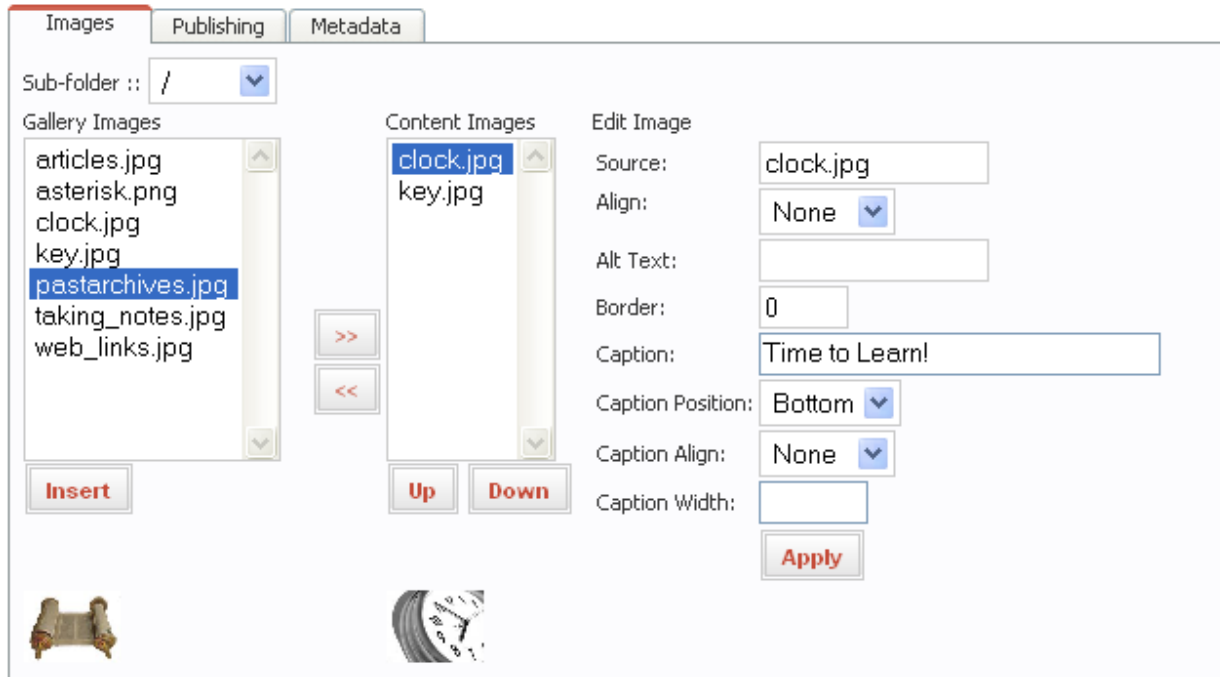


Below the two editor windows you will see another window containing three tabs entitled Images, Publishing and Metadata. These tabs are used to control various aspects of your content such as associating images with the {mosimage} tags, setting the publishing dates and specifying the metadata for your document.

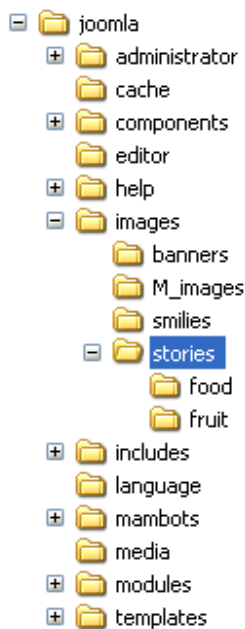
Note: This window will take on different characteristics depending on the role of the user who is currently logged into the system; The principal difference being that publishers will have a field available in the publishing tab that will enable them to actually publish the article on the web site. This functionality will not be available to authors and editors.

Let's focus on the first tab in this window, which is entitled 'Images'. This is the window you will use to assign images to the {mosimage} tags you inserted into your documents. One important thing to keep in mind here is that the images will appear in the documents in the order that they appear in the content images field. You can use the up and down buttons to adjust the order of the images to match the order they were placed in the document.

The right hand column contains various attributes that you can assign or adjust for the image that you've picked. These include things such as the alignment of the picture, any alternate text that you would like to have displayed when the user's mouse is over the picture and a caption for the picture and the position that you would like the caption to appear.

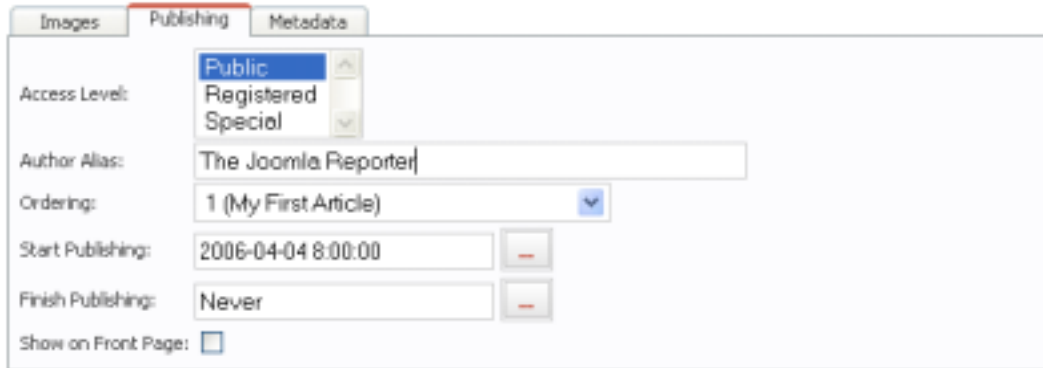


Okay so we see how to assign images to the {mosimage} tags that we embedded in to our documents but where do these images come from? Joomla has a component known as the Media Manager, which can only be accessed through the Admin panel. This component is responsible for uploading images to your Joomla web site. The images used for articles are stored in a folder called stories under the images directory.



In the upper left-hand corner of the images tab you will see a Sub-folder drop-down list. You can use this list to select sub-folders underneath the stories folder. In the directory illustration above you will see there are two folders, called food and fruit. Administrators can create additional folders and are encouraged to do so to provide some logical structuring to the images folder.

The next tab in this window is called the Publishing tab. This tab allows the Author to specify the intended audience, the start and finish dates for publishing and whether the article should be shown on the front page.



The first field, Access Level, determines who can see the article;


Public	The article will be available to the Public area of the web site including guests that are not registered with the site.
Registered	If the author chooses to make the Access Level Registered the content will only be available to registered users of the web site.
Special	??

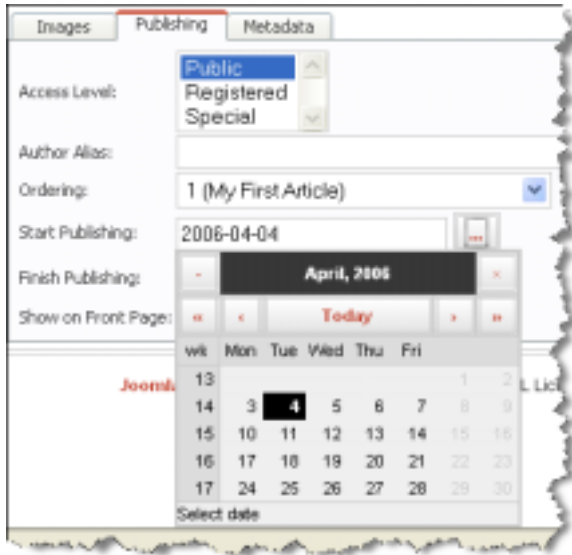
The next field, Author Alias allows the Author to publish under an alias rather than the Full Name that was entered into the site when they registered. Of course, this along with all other aspects of the article, are subject to editorial review by the Editor or Publisher.

The last fields in the Publishing tab determine when the article will appear and if it will be displayed on the Front Page. The Start Publishing field allows the author to specify the date and time that the article will become available on the system and the Finish Publishing field allows the Author to specify a date and time that the Article will expire.

The format for specifying a time 'Year-Month-Day Hour:Minutes:Seconds'. As you can see from the picture above this article was set to start publishing on April 4, 2006 at 8 AM. The Finish publishing field will accept the same date/time format as the Start Publishing field but also understands the keyword 'Never' allowing the article to become a permanent part of the website.

Note: Content submitted by authors will not appear on the web site until a Publisher or Administrator publishes it. If this does not happen prior to the Start Publishing date and time the article will no show up at the time specified by the author so they should allow enough lead time for the article to be reviewed and published users with publishing rights!

It's not necessary to go find a calendar to determine the appropriate Start and Finish Publishing dates. Joomla includes a handy little drop down calendar widget that appears when you press the  icon next to either field.



This calendar allows you to browse forward or backward by month or year, searching for the appropriate date. Select a date by double clicking on it. If you single click on a date, the date will be highlighted and immediately show up in the associated text field. Clicking anywhere on the page outside the calendar will close the calendar, whatever date you had selected will remain in the text field.

Note: When you select a date with the calendar, the time field will disappear, so you will have to reenter the time if you use the date picker widget to select a calendar day. Remember, the format is 'Year-Month-Day Hour:Minutes:Seconds'

The last tab in this attributes window is the Metadata tab and is used to set the Metadata associated with the document the Author just entered.



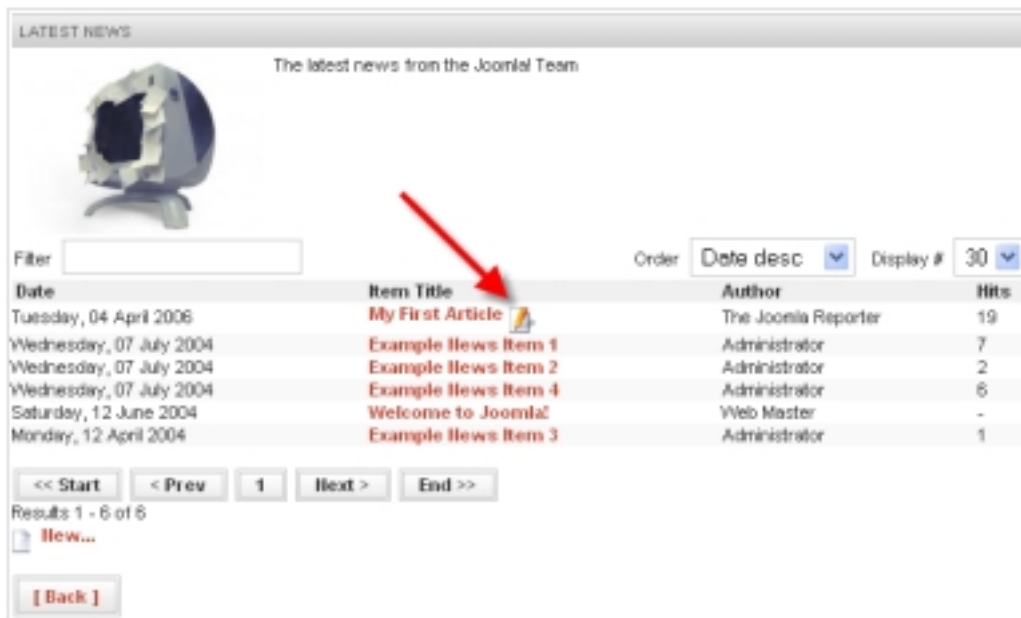
The description and metadata fields entered here will show up in the published document and can be used by search engines and other systems to appropriately classify the information contained in the document. The following html code will appear inside the <HEAD /> tag of the published HTML document.

```
<meta name="description" content="Joomla - the dynamic portal engine and content management system, This article provides simple information on using the Joomla CMS." />
<meta name="keywords" content="Joomla, joomla, Joomla CMS author editor publisher" />
```

Editor

In Joomla, authors may edit their own content once it has been published. Additionally editors and publishers may also edit the content submitted by any author on the site. Editing is the same process that was just used to submit new content, all of the screens are the same and they perform the same function. The only slight difference that you need to understand is how to access the article to be able to edited.

When logged into the Joomla system authors will see a small edit icon next to the articles that they have been responsible for publishing. Clicking on this icon will bring up the content edit window containing the same screens that we just discussed for authoring content. From here the author may edit their content and save the article once again.



The screenshot shows the Joomla! interface for 'LATEST NEWS'. The title is 'The latest news from the Joomla! Team'. Below the title is a filter input field, an 'Order' dropdown set to 'Date desc', and a 'Display #' dropdown set to '30'. A table lists news items with columns for Date, Item Title, Author, and Hits. A red arrow points to the edit icon (a pencil) next to the article 'My First Article' by 'The Joomla Reporter'.

Date	Item Title	Author	Hits
Tuesday, 04 April 2006	My First Article	The Joomla Reporter	19
Wednesday, 07 July 2004	Example News Item 1	Administrator	7
Wednesday, 07 July 2004	Example News Item 2	Administrator	2
Wednesday, 07 July 2004	Example News Item 4	Administrator	6
Saturday, 12 June 2004	Welcome to Joomla!	Web Master	-
Monday, 12 April 2004	Example News Item 3	Administrator	1

Navigation buttons: << Start, < Prev, 1, Next >, End >>. Results 1 - 6 of 6. [Back]

As you can see from the picture below, editors and publishers will see this icon associated with any content on the system allowing them to edit any article by any author.



This is a close-up view of the news table from the previous screenshot. It highlights the 'Item Title' column, showing that each article title has a small edit icon (a pencil) next to it, indicating that the user has permission to edit that article.

Date	Item Title	Author
Tuesday, 04 April 2006	My First Article	The Joomla Reporter
Wednesday, 07 July 2004	Example News Item 1	Administrator
Wednesday, 07 July 2004	Example News Item 2	Administrator
Wednesday, 07 July 2004	Example News Item 4	Administrator
Saturday, 12 June 2004	Welcome to Joomla!	Web Master
Monday, 12 April 2004	Example News Item 3	Administrator

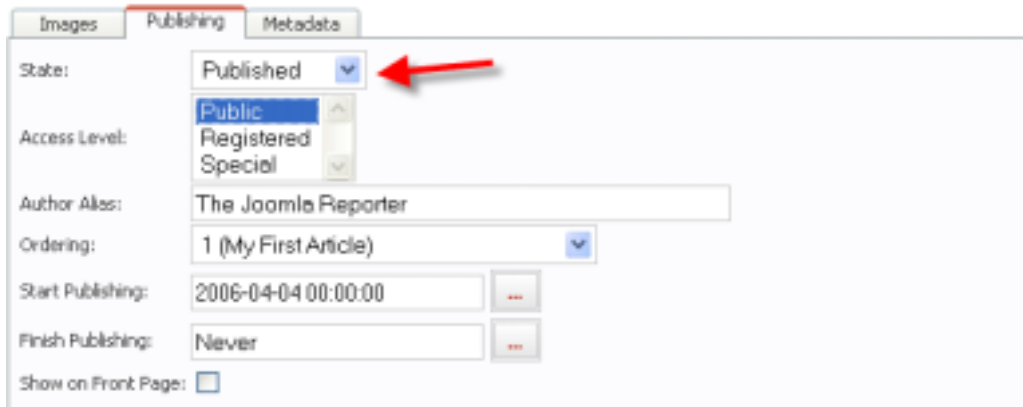
Navigation buttons: << Start, < Prev, 1, Next >, End >>. Results 1 - 6 of 6.

Publisher

Publishers have all the same abilities of authors and editors plus the ability to actually publish articles on the web site. All the same controls that we just saw for submitting and editing

content are also available to publishers. Publishers may author their own content, edit the content of other authors or editors and cause articles to be published on the web site.

The most noticeable difference that a publisher will see when logging in to the web site is the additions of a new field in the publishing tab when authoring new content or editing existing content. This new field is called 'State:' and it allows the Publishers to publish articles without having to have access to the site's administrator panel.



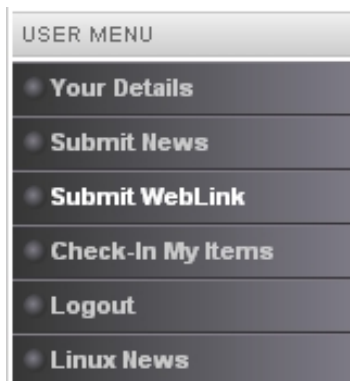
The screenshot shows the Joomla! Publishing tab with the following fields: 'State:' (dropdown menu with 'Published' selected and a red arrow pointing to it), 'Access Level:' (dropdown menu with 'Public', 'Registered', and 'Special' options), 'Author Alias:' (text input field containing 'The Joomla Reporter'), 'Ordering:' (dropdown menu with '1 (My First Article)' selected), 'Start Publishing:' (date/time input field with '2006-04-04 00:00:00' and a red arrow), 'Finish Publishing:' (date/time input field with 'Never' and a red arrow), and 'Show on Front Page:' (checkbox).

The selection list available for this field has just two choices, Published and Unpublished. When published the article will be viewable on the web site between the times and dates specified by the Start Publishing and Finishing Publishing fields.

Note: publishers may publish articles on Joomla web sites that have no access to the backend administrator's panel. There is an equivalent role to a publisher that may be assigned to a user, which allows them access to the administrator's panel as well as being able to fulfill the roles of the publisher in the public friend of the web site. This role is known as a Manager and will be discussed a later on in this users guide.

Submitting Weblinks

Another form of content that may be submitted in a Joomla web site is the Web link. Web links are simply links to other sites of interest and may be submitted by all registered user is of a Joomla web site. You access this functionality by clicking on the Submit Web-Link menu item in the user menu.



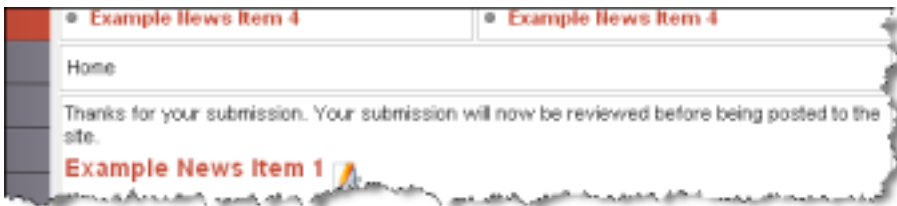
As you can see from the picture below, when you click on the submit Web link menu item you are presented with a dialog box that allows you to enter the name, section, URL, and description of the Web link.



The screenshot shows a dialog box titled "Submit A Web Link" with a floppy disk icon and a red 'X' icon in the top right corner. The form contains the following fields:

- Name: JSAS, The Joomla Stand Alone Server
- Section: Joomla! (selected from a dropdown menu)
- URL: http://www.jsas.joomlesolutions.com
- Description: This application allows you to develop Joomla Applications from your windows desktop.

You'll notice that immediately after submitting a new Web link that the system will return you to the home page with a small, often overlooked message thanking you for your submission and indicating that it must be reviewed before being posted to the web site.



There is an interesting caveat of the Submit Web Links function in a Joomla web site. These Web links cannot be published from the public front end of the Joomla web site! This means that web links submitted by any user from the front end require a user with backend administrator privileges to publish the Web link before it becomes available on the public front-end of the web site.

Note: Web Links are the only content that a registered user may submit!

Once a web link has been published, it will be available from the links section of the web site. In a default Joomla! installation this is accessed by the Links item from the Main Menu.



This will bring you to a page that displays the category of links available. Picking one of the categories will produce a page like the one below where we see our new link is now available for use.



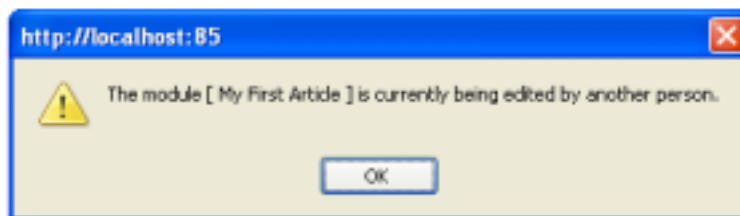
Check-In My Items

When working in one of the edit windows, such as when an Author is creating new content, you should always click on the cancel or save icons to exit the page. The reason for this is that Joomla locks the content while you are editing it, preventing other users such as Editors and Publishers from accessing the content.

There are times when exiting these edit windows improperly could result in content being locked to others. Here are just a few cases that could cause this to occur;

- The user may accidentally close their browser window before canceling or saving the transaction.
- The user may use the browser navigation functions to move away from the site before canceling or saving the transaction.
- Perhaps a power failure just knocks your PC out at the wrong time.

Whatever the reason, not saving or canceling the transaction properly can lock users from accessing the article later. If you click on an edit icon, to edit an article and see the following dialog box display;



It probably means that you didn't save or cancel an editing session properly. To correct this, users may use the 'Check-In My Items' to release the content item so that it may be edited again.



Chapter 5 - Accessing functions from the Backend - Manager

Managing Media

Site Preview

Statistics

Managing Menu Items

Add a New Menu Item

Publishing and Unpublishing a Menu Item

Creating Sub-Menus

Organising the look of the Frontpage

Managing Content

Managing Sections

Managing Categories

Managing Items

Managing Static Content

Frontpage Manager

Archive Manager

Chapter 6 - Accessing functions from the Backend - Administrator

Trash Manager

Managing Users

Managing Menus

Creating New Menus

Managing Components

Banners

Contacts

Mass Mail

News Feeds

Polls

Syndicate

Web Links

Managing Modules








Introduction

This section deals with:

- Explaining what Modules are.
- Introducing the Module Manager and the functions associated with it.
- Providing an explanation of how to configure installed Site Modules and helpful Tips & Tricks to show how to customise them.

The Module Manager Screen


You access the Module Manager from the menu option *Modules > Site Modules*. The **Module Manager Screen** displays a list of the installed Site Modules.

	Publish	
	Unpublish	
	Copy	
	Delete	
	Edit	
	New	
	Help	

The Site Module Screen

You access the Site Module screen by either clicking on the Module Name or by checking the box to the left of the Module Name and clicking the Edit button.

Figure 1 - Standard Buttons for the Site Module screen

	Preview	
	Save	
	Apply	
	Close	
	Help	

All modules have the following Details and Page/Items options:



Title - This is the title of the module as you wish it to appear in its header.

Show title - Select whether you wish the module title to appear or not.

Position - Select the module position in which you wish it to appear.

Module Order - Select the order you wish the module to appear.

Access Level - Select the Access Level, which is able to view the module.

Published - Yes or No.

ID: The ID for this module.

Description - A description of the functionality of the module.

Banners

Definition

The banner module allows you to show the active banners out of the component within your site (See also Managing Components - Banners).

Parameters

Banner client - Insert the reference to the client id. Multiple client ids should be separated by a comma,.

Module Class Suffix - An extension to the table.moduletable css class, which allows individual customisation of the module.

Menu Item Link(s) - Select the Page(s) or Items that the module should be displayed.

Main Menu

Definition

This module displays a menu.

Parameters

Menu Class Suffix - An extension to the table.moduletable css class, which allows individual customisation of the module.

Module Class Suffix - An extension to the table.moduletable css class, which allows individual customisation of the module.

Menu Name

Menu Style

Enable Cache - Select whether to cache the content of this module.



Show Menu Icons

Menu Icon Alignment

Expand Menu

Activate parent

Indent Image

Indent Image 1

Indent Image 2

Indent Image 3

Indent Image 4

Indent Image 5

Indent Image 6

Spacer

End Spacer

Who's Online

User Menu

Other Menu

Login Form

Syndicate

Statistics

Template Chooser

Archive Sections

Wrapper

Polls

Random Image

Newsflash

Related Items

Definition

This module displays the title of other Content Items, as a hyperlink, that are related to the Item currently displayed. Related items are based on the keywords used in the Meta Info Keywords field.

Parameters

Enable Cache - Select whether to cache the content of this module.

Module Class Suffix - An extension to the table.moduletable css class, which allows individual customisation of the module.

Menu Item Link(s) - Select the Page(s) or Items that the module should be displayed.

Latest News

Definition

The **Latest News Module** shows a defined number of the most recently published Items, which are still current, as hyperlinks. The default selection is all Sections and Categories. Alternatively, you can define a selection of Sections and or Categories.

Parameters

Module Class Suffix - An extension to the table.moduletable css class that allows individual customisation of the module.

Enable Cache - Select whether to cache the content of this module.

Module Mode - This allows you to choose which type of content to display in the module. Select from Content Items only, Static Content only or both.

Frontpage Items - Show or hide items that are currently displayed on the Frontpage. The Module Mode must be set to "Content Items only" for this option to apply.

Count - The number of items to display. The default is set to 5.

Category ID -Select items from a specific Category or Categories. Separate multiple Categories with a comma ,.

Section ID - Select items from a specific Section or Sections. Separate multiple Sections with a comma ,.

Menu Item Link(s) - Select the Page(s) or Items that the module should be displayed.

Tips & Tricks - Latest News



By copying the module (see Introduction), define different Section and Category criteria and applying different moduletable th and td styles you can create a distinctive style of specific Latest News modules.



Search

Popular

Top Menu

Managing Mambots

MOS Image

Legacy Mambot Includer

Code Support

SEF

MOS Rating

Email Cloaking

GeSHi

Load Module Positions

MOS Pagination

No WYSIWYG Editor

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MOS Image Editor Button

MOS Pagebreak Editor Button

Search Content



Search Weblinks

Search Contacts

Search Categories

Search Sections

Search Newsfeeds

Installing new Components, Modules and Mambots

Chapter 7 - Accessing functions from the Backend - Super Administrator

Global Configuration

Language Manager

Managing Templates

Site Templates

Administrator Templates

Module Positions

Messages

System Info

Global Checkin



Index



Table of Figures



Appendix A - Further Reading



Appendix B - GNU/GPL Licence