

Adding Content To Joomla

Articles & Categories



NOTE : For the purposes of each of the tutorials below, it is expected that you are already logged into the Joomla Administrator page, at [www.\[YOURDOMAIN\].com/administrator](http://www.[YOURDOMAIN].com/administrator). This tutorial also implies you are using the JCE Editor, which was more than likely installed by the HA Development team. You can download and install this via the Joomla.org extension directory.

The tutorial shows Menu Items in the following format **ARTICLE >> ARTICLE MANAGER**. This implies that you need to hover over the header item **ARTICLE**, and then from the submenu, select **ARTICLE MANAGER**.

Other important options or steps will be highlighted in CAPS.

Most of the steps outlined are the simplest way to carry out tasks...there are, of course, sometimes faster ways or shortcuts that you can develop over time.

HANDY TIPS

- When completing changes on an item, there are various options to save an article :
 - SAVE – this is used if you wish to check the live site, and expect to add more content to the page.
 - SAVE & CLOSE – If you are finished, and wish to save and go to another Article or Item.
 - SAVE & NEW – This save the current article, and directs you to a new, blank article page.
 - CANCEL – Will abort any changes you have made.
 - SAVE AS COPY - This will create a new article page, and append the title with (2), (3) etc. You will need to change the name of the new copy as required, and also make sure you delete what is in the “Alias” box, so Joomla will automatically recreate the alias. Don’t forget to change the “Status” from the right hand side to published!
- Under SYSTEM >> GLOBAL CONFIGURATION, are various site options. We suggest looking over these, and familiarizing yourself with them. Especially :
 - SITE OFFLINE – this is very handy when doing development, you can disable the page and show a custom message for visitors to a temporary splash page.
 - METADATA SETTINGS – you can specify your custom SEO or Meta tags here.
 - Under the SERVERS tab, and MAILER SETTING, the FROM EMAIL section allows you to specify which email address the website will use to send emails to clients.
- If you are working from an email and/or word document, do not cut and paste directly into the article editor. Microsoft products contain some potentially site effecting code. To avoid this, copy from the word document, and paste into Notepad or a text based editor. Then copy from notepad into the Joomla Editor. You can then format as



required using the JCE.

CATEGORIES

Categories are a great way to manage large amounts of content, or to display a particular group of articles on your site. For example, you may have a newsletter section and want to display a list of archived newsletters on your site. To do this, you simply create a new category as below, and then assign the applicable articles to this category. (See section below on New Articles and Editing Articles for information on how to do the latter)

NEW CATEGORY

To create a new category:

1. Click on **CONTENT >> CATEGORY MANAGER**
2. Click on NEW
3. In the title box, give the new category a title, such as Newsletters
4. Add an optional description if you require.
5. On the right hand side, you will see various options that can also be configured. Most notably is the “PARENT” section. In some cases, you may have a main category and then sub categories below this. For example, you may have NEWSLETTERS, then below that Sub Categories of JANUARY, FEBRUARY etc.
6. Click SAVE AND CLOSE

NOTE - Articles can be edited from the CATEGORY MANAGER if you have already created a category and wish to change it.

ARTICLES

Articles are the most common way of displaying site content. On a traditional static HTML site, an article is very similar to a page. Articles can be shown as individual items, or as a category listing. See the Menu Tutorial for information on this.

NEW ARTICLE

To create a new article:

1. Click on **CONTENT >> ARTICLE MANAGER**
2. Click on NEW
3. Give the article a TITLE, this can be anything relevant to the content you are creating.
4. From the Category Drop down list, select the applicable Category. If you are not categorizing articles, you can leave this as the default. If you are categorizing, but don't need a specific category for this article, you can either leave as default, or create a base category item, eg “GENERIC” and assign this article to that category.
5. In the editor section, you can add your text as required. You are also able to adjust Font Sizes, Colors, create tables etc. These options will be similar to those you will see in MS Word.
6. You will see a drop down box that says “PARAGRAPH”, this is quite important, as it allows you to specify custom styling as defined by your Joomla Template. The HEADING 1, HEADING 2 etc options are quite handy when setting titles or bold text.
7. Once you have added your text, click on the ARTICLE OPTIONS tab from the top of the screen. Within this section, you will see various options that you can turn on or off for the particular article. *(See below for setting site defaults.)*



8. Under the METADATA OPTIONS tab, you can specify meta tags and other SEO options for your page. This will override the site defaults.
9. Once complete, click either SAVE, or SAVE AND CLOSE.

CHANGING DEFAULT ARTICLE OPTIONS

1. Click on **CONTENT >> ARTICLE MANAGER**
2. From the TOOL BAR, Click on the OPTIONS button.
3. You will be displayed with various publishing options; these can be changed and will affect the defaults for ALL articles you create. NOTE – you can still change individual articles, as mentioned above in the NEW ARTICLE section.
4. Click SAVE when done.

EDIT ARTICLE

To manage an article you have created previously on your website, please follow the below steps:

1. Click on **CONTENT >> ARTICLE MANAGER**
2. You will be presented with a list of articles. You can use the search field to find a specific article, and if you click “Search Tools” you can also apply various filters to the articles that you view. For example, category, which will allow you to view any articles in a given category.
3. To edit an Article, click the article you wish to edit.
4. You will now be presented with an editing page. Make changes as required to the article; see the NEW ARTICLE section above for more info on this.
5. When complete, either click SAVE or SAVE & CLOSE.

