

A decorative graphic on the right side of the page consists of three overlapping circles of varying sizes, each with a dark blue center and a lighter blue outer ring. Two thin blue lines intersect at the top left, forming a large 'V' shape that frames the circles.

Joomla! Training Guide

Office Plus Joomla! Website Training

Office Plus website training within Joomla! 1.5. This document teaches how to apply general editing of website content for the Office Plus Joomla! website.

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5/8/2010

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GoDaddy Credentials:

Hosting Company: Godaddy.com

Domain Name: officeplus.mptclubs.com

URL: <http://www.officeplus.mptclubs.com/>

Joomla! Credentials:

For security reasons this section has been omitted

How to Login to the Joomla! Site:

- 1) Go to: <http://officeplus.mptclubs.com/officeplus/administrator/>.



- 2) Login using your **ID** and **Password** (listed under Joomla! Credentials).

Some tips on the navigation menu within Joomla!:



*Do not use the browser's navigation buttons within Joomla! It will be much easier to use the navigation menu and commands when working within the Joomla! Interface.

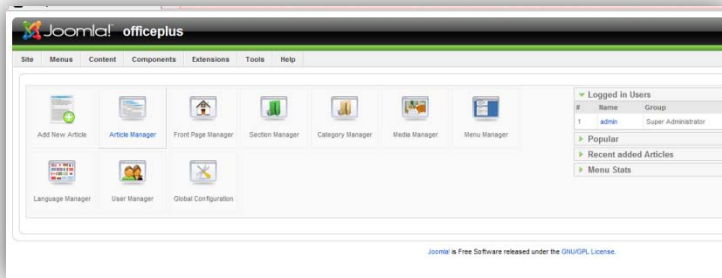
- 1) **Save** will save changes and close out the current article/page you are editing.

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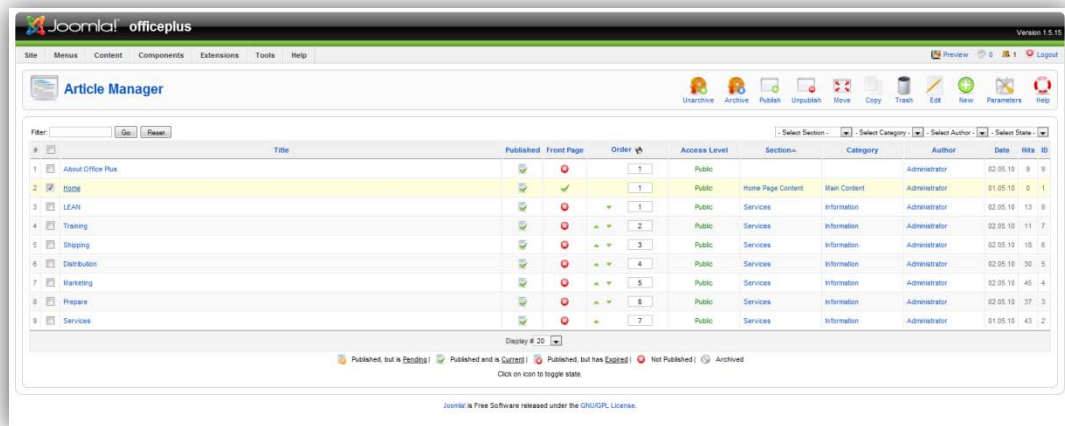
- 2) **Apply** will apply changes for you to view the site, but not close out the current article/page you are editing.
- 3) **Close** will close out of the current article/page you are editing.
- 4) **Preview** gives you a rough idea of how the page will look before being published on the server.

How to edit content:

- 1) Select Article Manager.

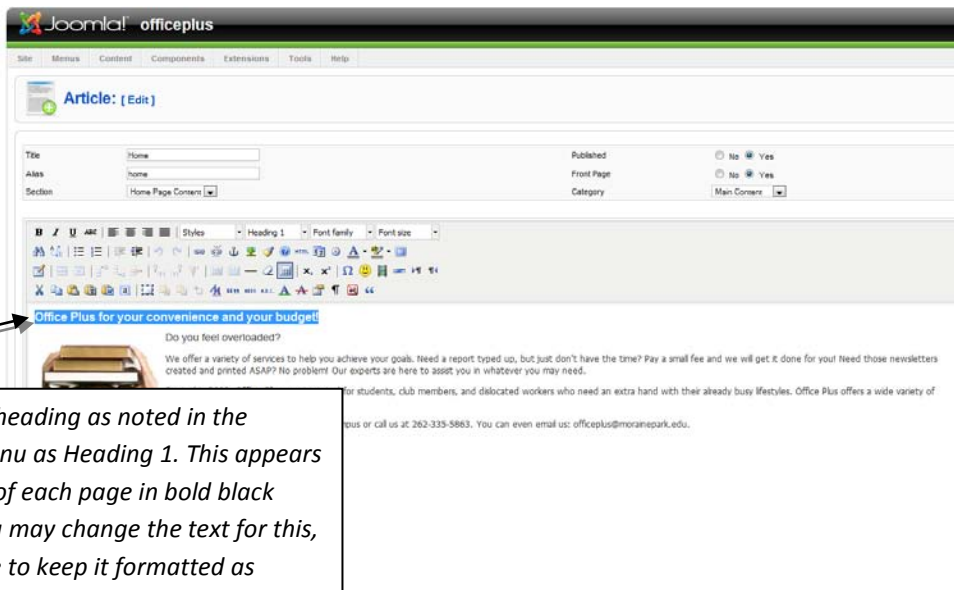
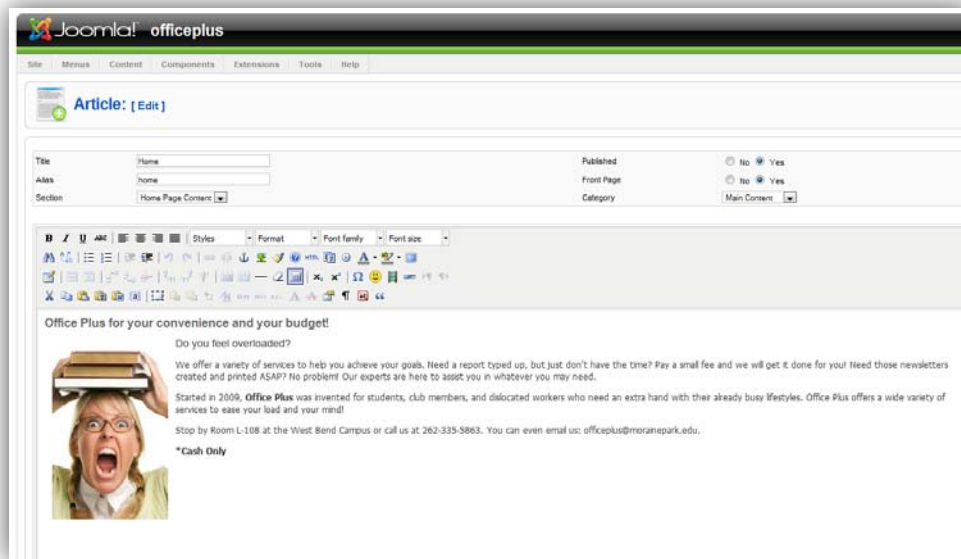


- 2) Select the article you want to edit.



- 3) Edit content just as you would in Microsoft Word.

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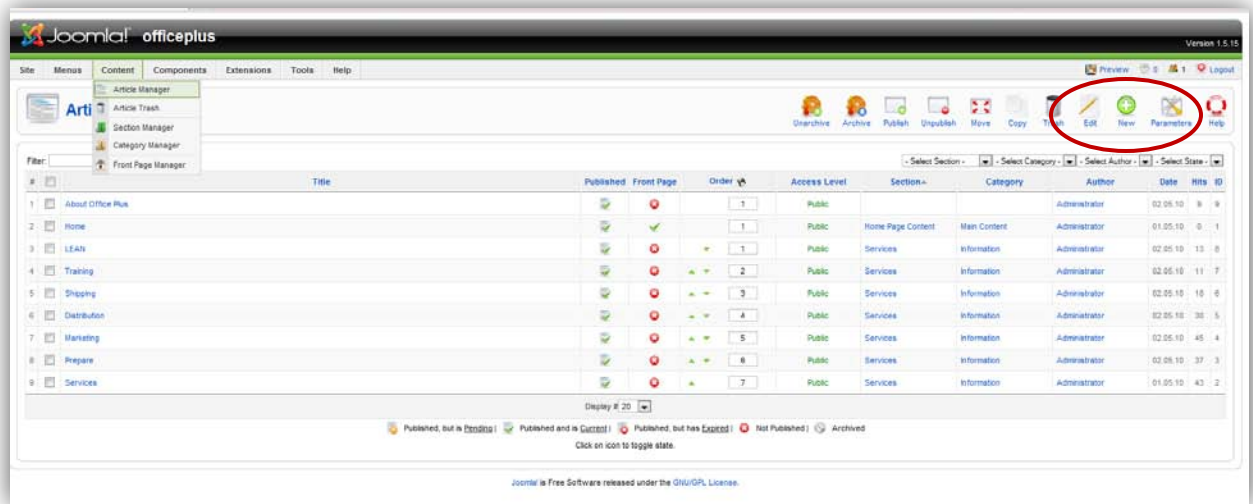


4) Select Apply or Save and visit: officeplus.mptclubs.com to visit the page you made changes to.

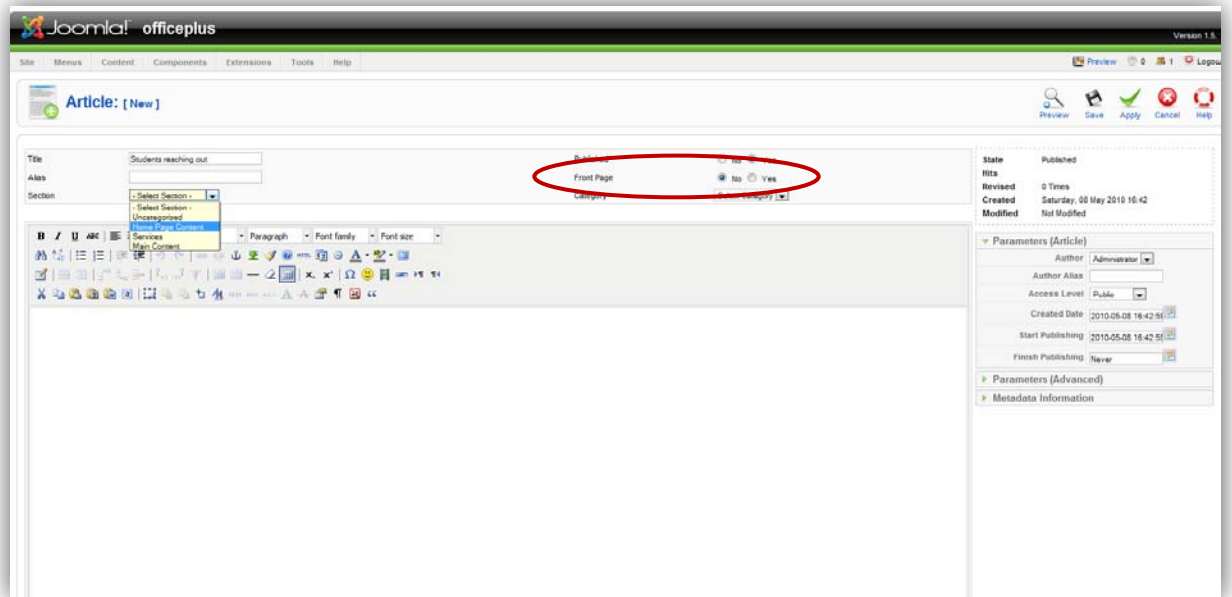
How to add a new article:

- 1) Go to the Article Manager (You can go there using the content dropdown menu or directly from the control panel as shown in the "how to edit content section" above)

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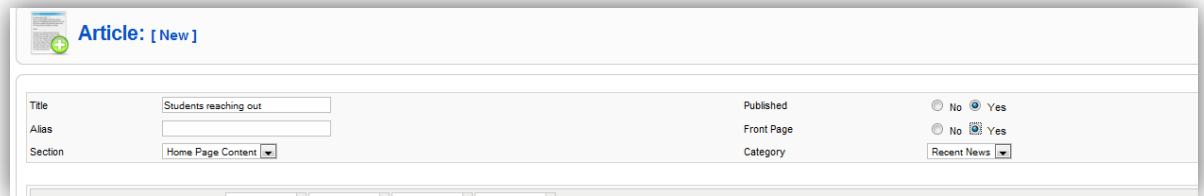


- 2) Select New in the navigation menu
- 3) Give the article a title and assign it a section and category. (This just makes it easier to organize information when there are multiple articles. If you are not sure, leave it as uncategorized.)



- 4) If you want this to display on the front page select "Yes" for Front Page

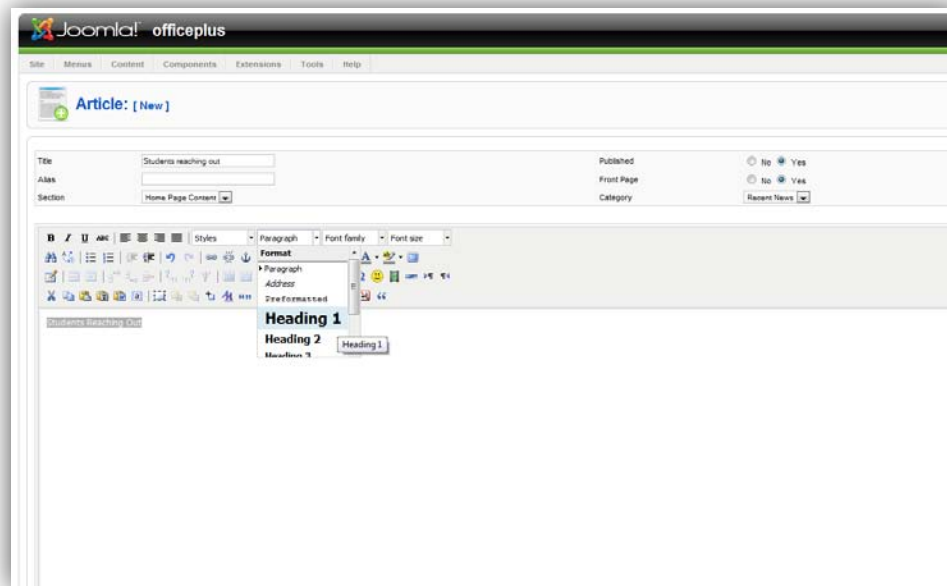
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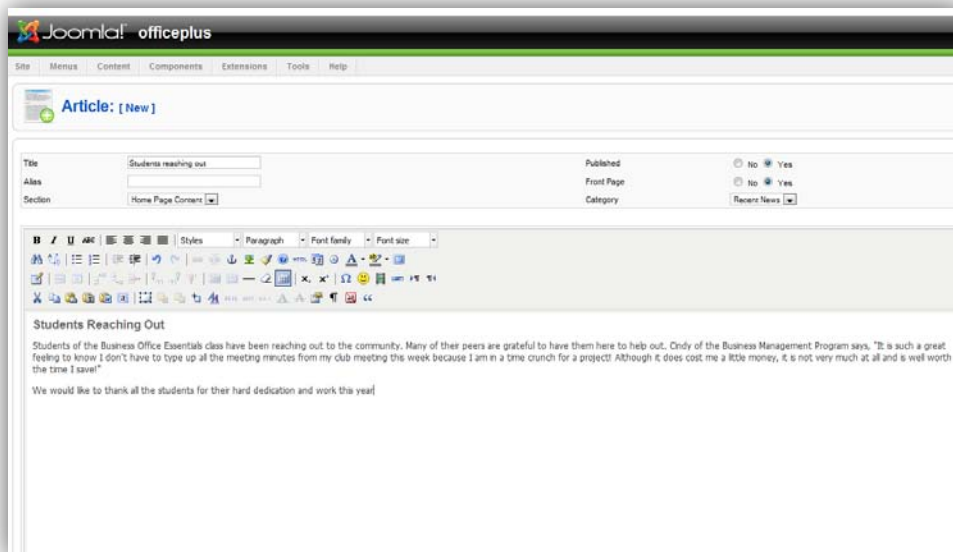
This screenshot shows the Joomla! Office Plus article creation form. The title is "Students reaching out". The section is set to "Home Page Content". The published status is "Yes", the front page status is "Yes", and the category is "Recent News".

Title	Students reaching out	Published	<input type="radio"/> No <input checked="" type="radio"/> Yes
Alias		Front Page	<input type="radio"/> No <input checked="" type="radio"/> Yes
Section	Home Page Content	Category	Recent News

- 5) Type in content as you would in Microsoft Word, being sure to add a Heading. The very first heading you enter will be titled Heading 1 from the dropdown menu.



This screenshot shows the Joomla! Office Plus article editor. The title is "Students reaching out". The section is set to "Home Page Content". The published status is "Yes", the front page status is "Yes", and the category is "Recent News". The formatting toolbar is visible, and the "Heading 1" dropdown menu is open, showing "Heading 1" as the selected option.



This screenshot shows the Joomla! Office Plus article editor with the content entered. The title is "Students reaching out". The section is set to "Home Page Content". The published status is "Yes", the front page status is "Yes", and the category is "Recent News". The content is as follows:

Students Reaching Out

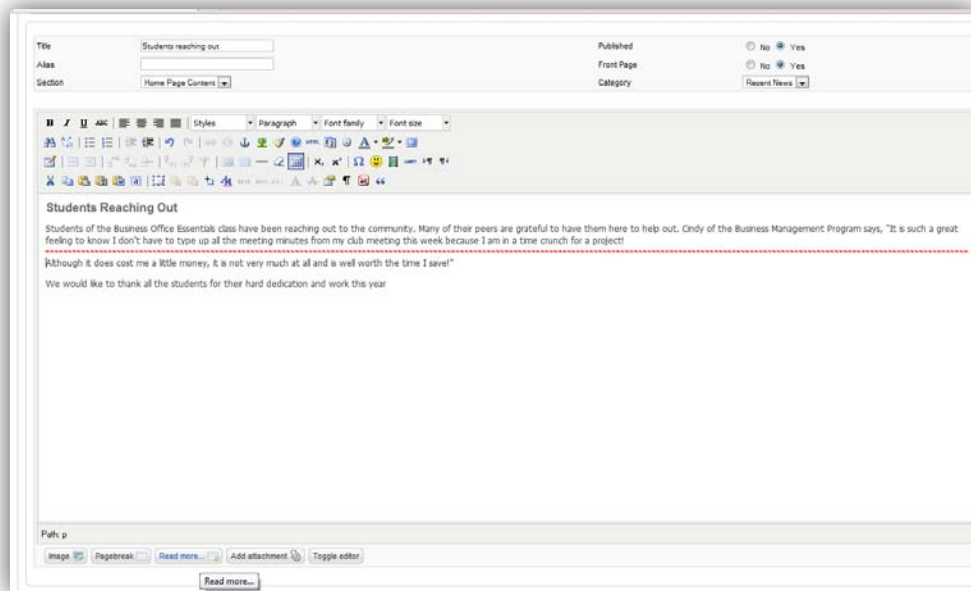
Students of the Business Office Essentials class have been reaching out to the community. Many of their peers are grateful to have them here to help out. Only of the Business Management Program says, "It is such a great feeling to know I don't have to type up all the meeting minutes from my club meeting the week because I am in a time crunch for a project! Although it does cost me a little money, it is not very much at all and is well worth the time I save!"

We would like to thank all the students for their hard dedication and work this year!

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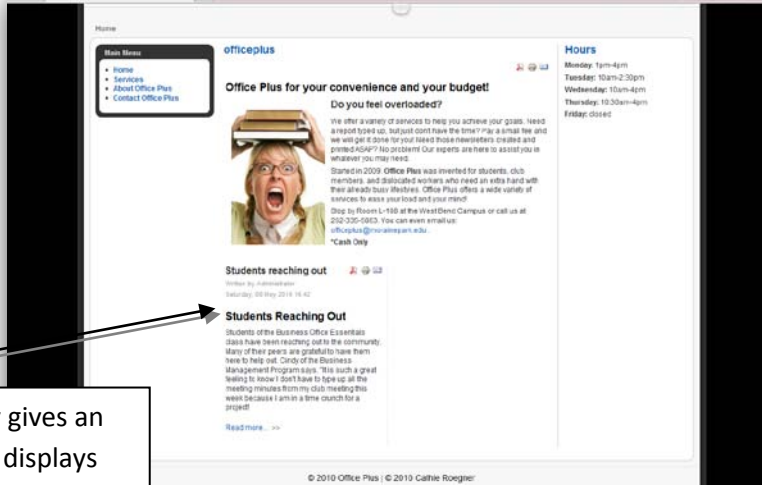
Some tips on adding articles:

- 1) It is best to type up shorter paragraphs better than one long paragraph as you would a paper. People tend to read shorter segments better on the computer than long drawn out paragraphs. Sometimes it is easiest to see this if you go back and forth between the Joomla! backend of the site (where you type the articles) and the frontend of the site.
- 2) When adding multiple articles to the front page, it may be a good idea to include a Read More option so it does not clutter up the page.
 - a. To do this, simply place the cursor where you want the article to stop on the font page and click the Read more button. A red line will appear where the break occurs.



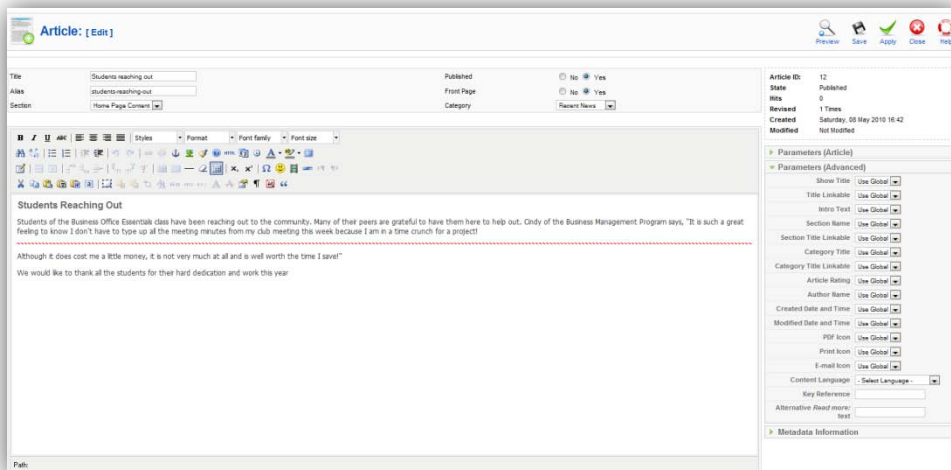
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- b. After doing so, you can view your article and where it is placed on the front page by going to the main URL.



Notice how it automatically gives an Author name and Date and displays the Title you entered. If you don't want this to display, you can deselect it in the Parameters Menu within the Article Menu. (Instructions below)

- c. In the Article Manager, select the Parameters tab dropdown to the far right.



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- d. Change the Show Title to “No” by selecting the dropdown menu. Also Change Author Name, Current Date and Time and Modified Date and Time to “Hide” as displayed below.

Parameters (Article)

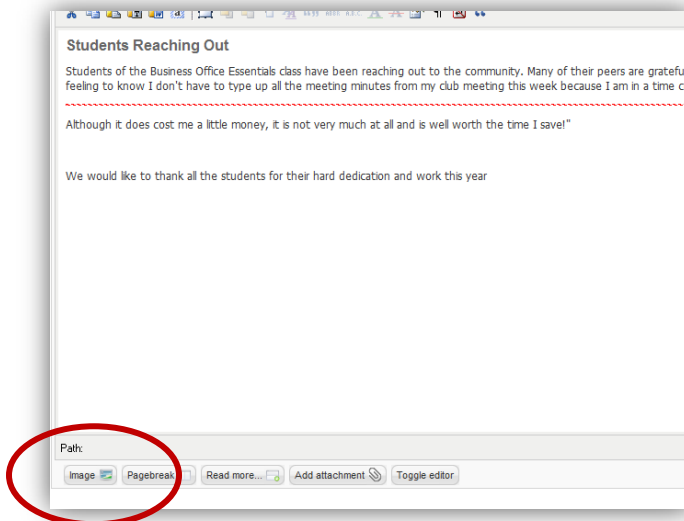
Parameters (Advanced)

Show Title	No
Title Linkable	Use Global
Intro Text	Use Global
Section Name	Use Global
Section Title Linkable	Use Global
Category Title	Use Global
Category Title Linkable	Use Global
Article Rating	Use Global
Author Name	Hide
Created Date and Time	Hide
Modified Date and Time	Hide
PDF Icon	Use Global
Print Icon	Use Global
E-mail Icon	Use Global
Content Language	- Select Language -
Key Reference	
Alternative Read more: text	

Metadata Information

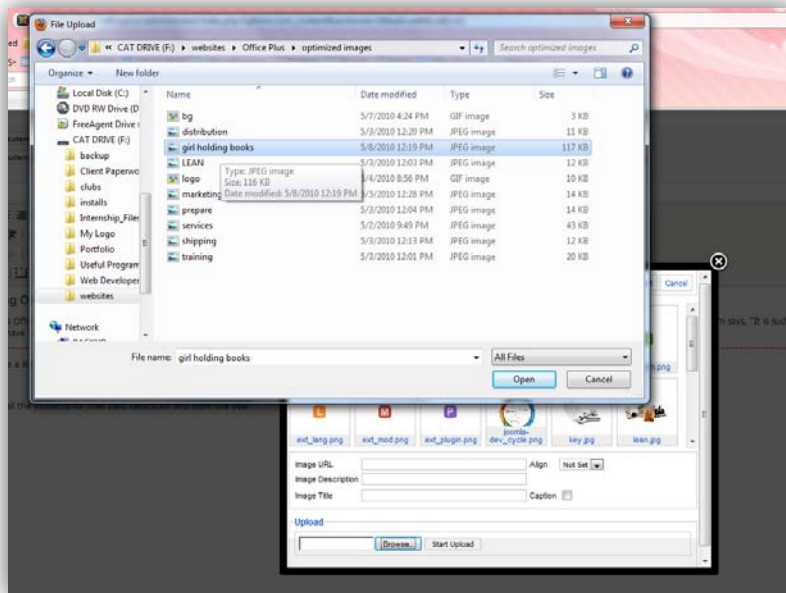
How to add images to Articles:

- 1) Select Image at the bottom of the Article Manager page.

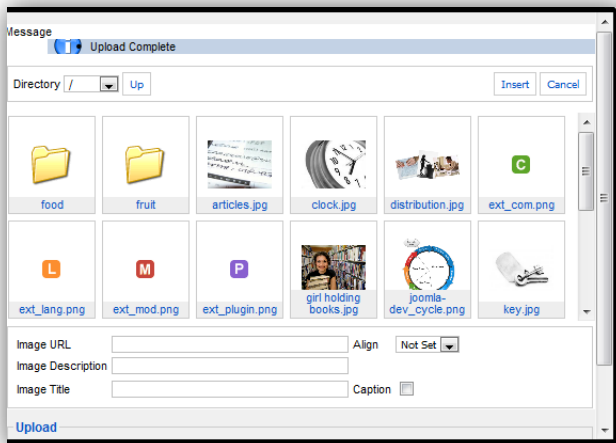


- 2) A dialogue box will appear. Click Browse to locate the image you want to use. Then select Open.

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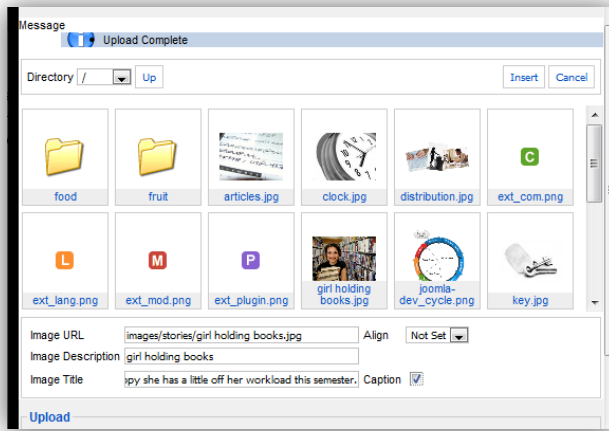


- 3) Click Start upload and you will see a message if it successfully uploaded.



- 4) Select the image and click Insert. Give the image a Description.
- *It is important to give an image a description so people will know what the image is if a screen reader needs to read it or if the image does not display for some reason.
 - If possible, optimize (downsize) images before uploading them. You can do this in a program like Microsoft Office Picture Manager. If not, you can scale images down, but they may take longer to load on each page.
 - If you wish to include a caption, type one in and click the Caption checkbox.

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- d. I find it works better to leave the caption box empty and type the caption within the Article. This way you can easily style it and place it how you want to. Check your work by visiting the URL and selecting the article. You can always go back and make changes.



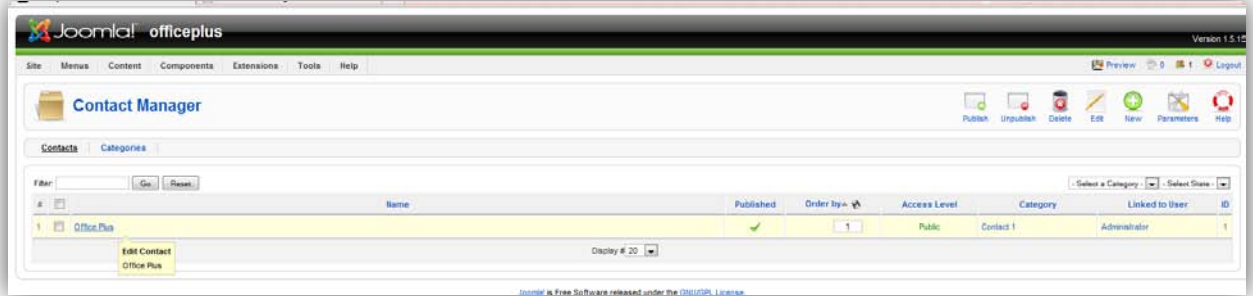
How to edit contact information:

- 1) Go to components > contacts > contacts

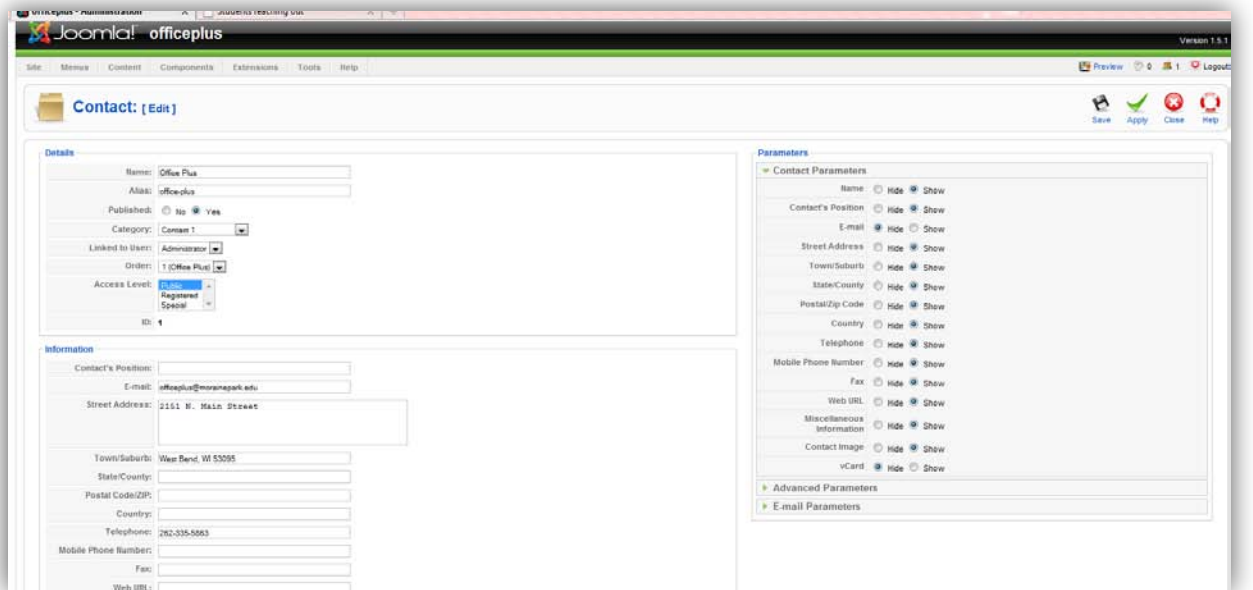


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- 2) Select your name.

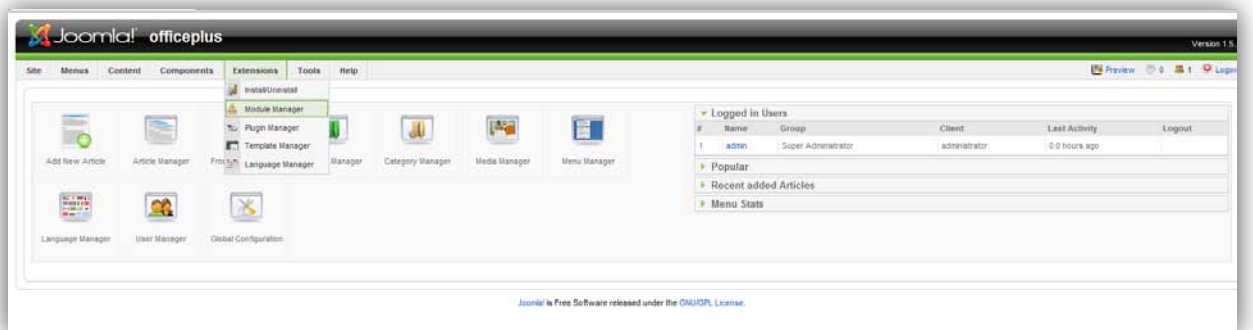


- 3) To the left is where you edit your information. The Parameters on the right can be selected to display or not to display on the page.



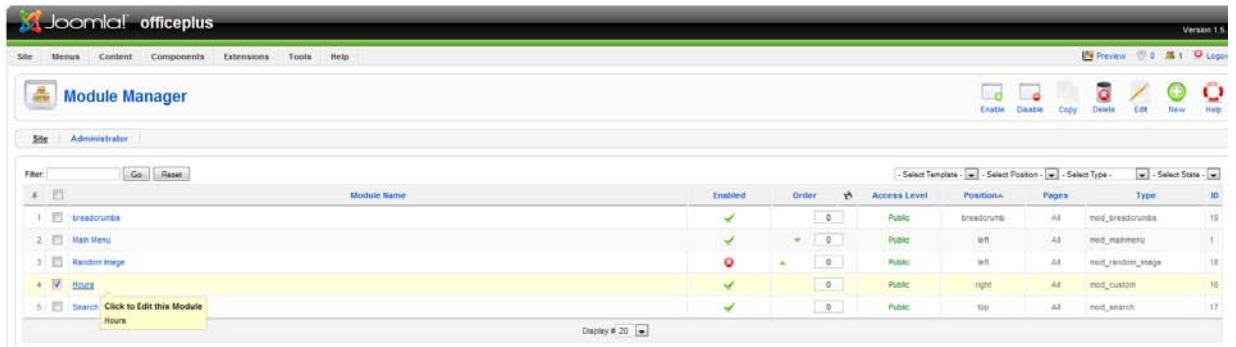
How to change your hours:

- 1) Go to the Module Manager under Extensions.

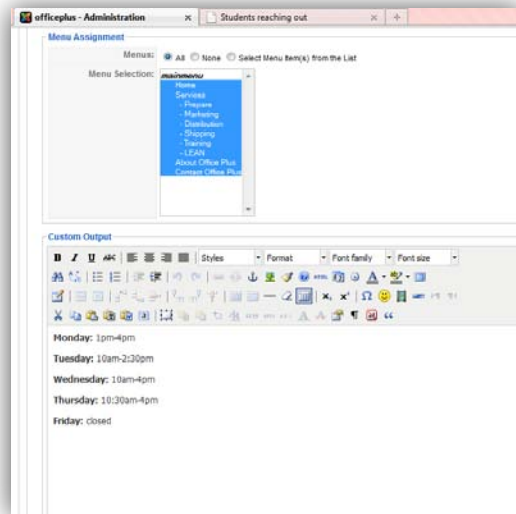


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2) Select the Hours Module and click Edit.



3) You will see below a workspace similar to that in the Article Manager. Change these as you would in Microsoft Word and style as you wish.



For more information visit:

- <http://www.joomla.org/>
- [YouTube.com](http://www.youtube.com) also has free tutorial videos-just search any subject
- [Lynda.com](http://www.lynda.com) provides multiple courses on Joomla! (subscription required)