

MANAGING YOUR JOOMLA WEBSITE

What is Joomla?

Joomla provides a user-friendly interface for managing web content and other features and is an open source solution that is freely available to everyone. **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 and go www.natctr.org/administrator 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.

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 with your request.

Modules: Most items located on the sidebars or footers are controlled in the Module Manager which you can view 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.

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 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 the issue, we can help you more quickly. For issues that are urgent (site downtime or other occurrences), email is still best. **For more resources, go to thirdsun.com/support.**

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 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."


- If you wish to date-stamp this item (i.e. have it unpublished or publish on a specific date), be sure to select the correct date (the day AFTER the event) in the "Finish Publishing" blank. Click the "Save" icon.
- 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 the content using the "Insert/Edit Image" icon (more 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, there may be additional ways to insert galleries.
- For a corresponding YouTube video, click on 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).
- Extra fields will only be applicable if configured for your site.

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 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." Click insert.

 **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." Check the box "Include Icon" if you want a PDF or Word Doc icon to appear. Click Insert.

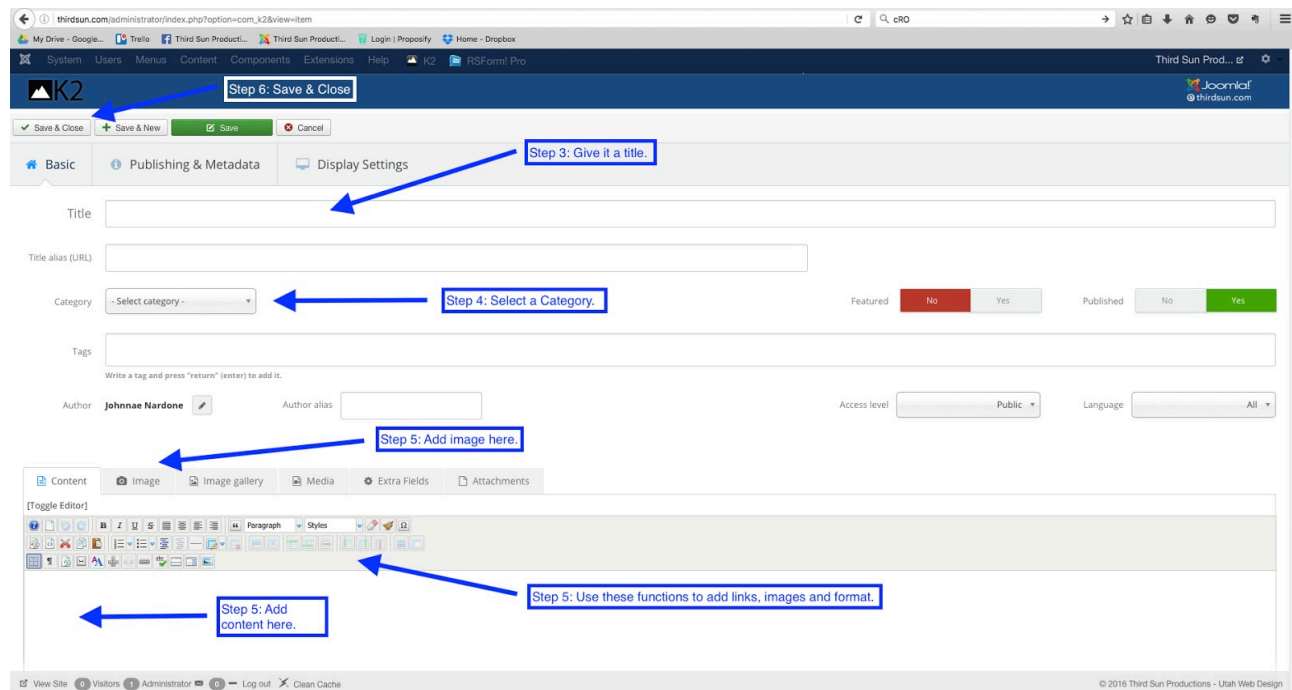
 **Insert/Edit Image (an alternative to K2 Image tab):** To insert an image directly in the content, click your cursor in the spot where you want the photo to appear (i.e. beginning of a paragraph is usually a safe spot). Click the Insert/Edit Image icon and then upload an image by clicking the blue arrow pointing up right of the Image Manager Extended pop-up. Once uploaded, select the file and make sure the URL line populates. Align right or left and set a margin (like 5 pixels). 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 400-500 pixels max wide or high before uploading.

Insert a Video (an alternative to K2 Media tab): Insert in the content the following syntax: `{youtube}videoID#{/youtube}` (same for Vimeo or Soundcloud using `{vimeo}videoID{/vimeo}`, etc.).

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. (*For Utah AIDS, use heading 3.*)
- **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:** When you want to have a button for a hyperlink, you type the link words (i.e. Register Now), click on the Insert/Edit Link icon on the toolbar, paste in the hyperlink in the URL field, then click on the "Advanced" tab and type in 'btn' in the "Classes" field.
- **Slider:** You can create sliders by following the `{slider Title of Slider}` with content and have as many of those as you want as long as you close with `{/sliders}`. Use "licon" (that's a vertical bar in front of icon) to show the plus sign and "lclosed" on the first in the list to have all the sliders be closed.

Step 6: Save & Close



OTHER NOTES for your website:

- **Latest News (we can pull to home page):** Add items to Latest News category and we can pull a feed to the home page.
- **Job Board (subpage):** Add any new internship or jobs to the Job Board in K2. Make sure to go to "Extra Fields" tab to add relevant job info. You can add a job description in the main content area.
- **Member Portal (behind login):** To add new content to "Member Portal," you can add to the relevant category in the Member Portal category.
- **ANCA Summit (subpage):** Add, edit, or unpublish items relevant to the conference. You can re-order this category by filtering to the category in K2 Items and then clicking the blue arrows to the top left of the list of items.
- **Graduate Programs & Trainings (subpage):** Each item in the category shows as a "drop down" so you need to edit/add/delete items from K2 Items.
- **Board of Directors / Staff (subpages):** Make photos square (ideally 600 px by 600 px) for best results. Use the "Read More" icon to make the break between title and bio.
- **In the Field (subpage):** Managed from Components > Weblinks where you can add a link title, description and full hyperlink. (We recommend these be regularly updated and may be best to have links just to organizations, not to areas within their websites in case links change often).

- **Business Partners (subpage):** Manage from Components > Weblinks Logos, open or create a new listing, go to “Images” tab to select and upload another logo (png or jpg). Best to have them resized somewhat and square if possible for consistent results.

Editing Images

Editing images is a struggle for most of our clients but as the website manager, you should try to 1) acquire a program that will help you edit for the website and 2) understand what kinds of images should be used (and should NOT be used).

1. **Learn how to edit your photos.** The most well-known photo editing program is PhotoShop but it may also be too expensive for an organization. Online options that help you resize for width or image quality include Pixlr, Fotor, Croppola, or search for others.
2. **Photo quality is really important.** Do not use blurry or pixelated images on your website, especially on the home page. It looks unprofessional and reflects poorly on your organization. Where there are specific image sizes required, we usually advise you in your initial training document. Also, do NOT use images you have lifted from the internet without permission. It’s illegal and not a good practice. There are dozens of stock photo websites where you can legitimately purchase images pretty inexpensively (try iStockPhoto.com, DollarPhotoClub.com, or BigStockPhoto.com).

ONLINE DOCUMENT RESOURCES: Dropfiles

Components > Dropfiles (or from Control Panel – Files and Documents)

You can manage all the PDFs and other resources in Dropfiles, uploading documents and deleting or replacing as necessary.

- Be sure to navigate to the category where you want to manage or upload files and then click “Select files.”
- You can rename the publicly viewed title and changing it in the “Title” field for each category.
- You can add new categories on the top left. They are a little tricky to move around but they can be renamed and nested in other categories.
- Within items, you have the option to insert Dropfiles into content, either top categories or subcategories.