Instructions for Your New Joomla Site

Your site is built using the Joomla CMS platform. There are 2 parts to it: what you see online, and the administrational backend. They look nothing alike!
Please read this entirely in order to familiarize yourself with many terms and Joomla items.

Once I have sent you the login, go ahead and log in and look around to get comfortable with it.

Nearly all items, whether a menu, an article, or add on, work the same, there is always a 'New' button to add new things, and a 'Save' button to save it and make live, a 'Save and Close' to save and close out to work on a different item, and a 'Cancel/Close' button to close out without saving. Also, there is a 'Published/Status' button that is green when live online, red when not, all items have some form of this and this tells you if it is showing or not on the website. NOTE: Saving makes that item LIVE on the website. Use 'close' if you have messed up and just want to start over. Many items have secondary menus in text links right under the main menu bar that have things like menu placement or content text.

The most important thing is that **top control menu**. The following is a list of what each of these does.

System-This has core system items like Global Configurations. Here you can add meta keywords and descriptions. Please be cautious with this area, do not attempt to change settings or run core update unless you are a Joomla expert. Doing so may cause the site to turn off or crash, as all of my sites have many add-ons besides the core ones.

Users-You can add a user with less privileges than you. DO NOT delete/change/open Super User! I may not be able to recover the site if you do that!

Menus-This is where your menu items are, under Main Menu, like Home, or About Us. To make a menu item, you must create new menu item, select an article or category of articles to list, choose the article or create it, and title it. If you want a page that is not tied to the main menu, simply create a new menu, call it 'Hidden Menu' and add menu items to that. You will need to create an article first, then assign it to a menu item in order for it to show on the site. There may be Hidden Hikashop or other menus also, those are tied to a shopping cart, do not change.

Content-This is where your actual content blocks are. Think of each article as box full of stuff. Place this box in any 'room'(menu item) and it will appear on the site under that menu item. I find it easier to create articles FIRST, then go to Menus-Main Menu-Add New Menu Item. You can also create a category and then place a bunch of articles in that category and then make a single menu item display all those article in that category. As most my sites are not that large, I usually do not use the Category feature, however, you may want to add on a bunch of pages, and this is an excellent way to keep track of them. I also have added an editor to your site that will make it easier to edit. Just open any article and edit the text right there in the window, it is very similar to Word, and you can add images by using the button at the bottom to upload.

Components-This is where all the fun stuff is. Any special add-ons to your site will probably be here. The following is a list of things I have used, however, your particular site may have new/different things on it, but usually the names will clue you into what they are. Remember the first thing about all items using 'New', 'Save' etc buttons to do thing with those add-ons. **JoomUpdate**, DO NOT USE, many of my sites are different, and may need different versions of many different add-ons and templates to update correctly. You risk crashing of vital parts of your site if you try and randomly update without asking me.

Shopping carts: Either JoomShop or HikaShop, you can add products and product categories by just finding these in the component list and click on 'Products' or 'Categories'. You must add a category if it isn't there already before you create products for it.

Forms: ChronoFroms, BFForms, or FoxContact. You can create a new form and add it to a module to display on a page.

Editor: JCE editor will already be in place to use, there should be no other things you would need to do with it.

Media: JoomGallery, DJ-Slider are both image galleries. In general, I place one or both of these on a site that has a bunch of images on a single page, or a slide show. Again, just click 'new' to add another picture and it should auto add that to the page it is assigned to. These galleries can be placed on other pages, just create a module and assign a new group of pics to it. This can get complicated, so ask me if you have trouble.

Extensions: This is where a few more fun things are, but mostly side boxes of stuff.

Extension Manager: This is where you could upload a new component or template. Joomla has literally thousands of add-ons to use. Please do pass a new thing like this past me first, as some may not be compatible or written incorrectly and cause massive site issues or security problems.
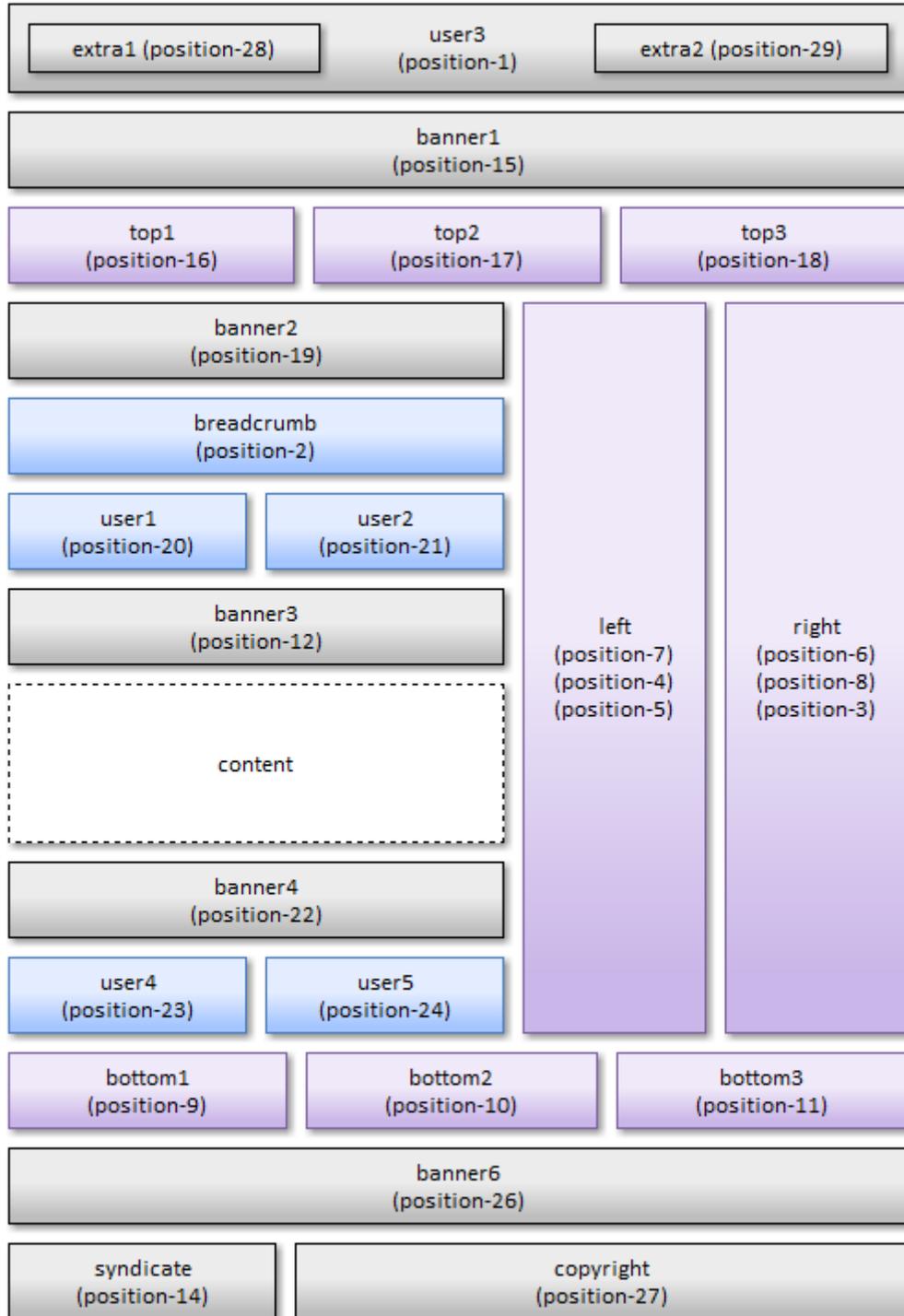
Module Manager: is where many of your side boxes are located, there may be a contact info box, or a Facebook integration box, or just a random news box. There may be many extra modules that are related to other components also. I do try and title things so that they make sense as to where there are on the site. Practice opening some of these and see if you can figure out where they are on the site and what they are, by clicking on secondary text menus. This will help you learn how to best use these things to their full capacity.

Plug In Manager: This is where a few special items are, usually their backend settings. For instance, while you would enter products directly into Hikashop, if you wanted to change the HikaShop PayPal Plug in to a different email, you could access it here.

Template Manager is where your design lives, you can upload a new template here. NOTE: I make no guarantee as to if a new, unknown to me, template works with all the different positions, modules, and add-ons. I design every template from scratch keeping in mind your specific site needs, the latest Joomla version, and current web trends.

Language Manager controls the English on your site. NOTE: I offer no guarantees at all if you wish to download another language and install it, as I only write English sites and keep the default English pack installed.

The last image is how all Joomla sites are set up. The positions are areas when you look at your site. For instance, if you have a module in the module manager, and it is in position 6, with the text 'here I am' in the editor and assigned to your About Us page, then if you went to the website, and went to the About us page, on the top right, below the header, would be 'here I am'. If your site has 2 columns, then position 7 would be the top left below the header.

| extra1 (position-28) | user3 (position-1) | extra2 (position-29) |

banner1 (position-15)

| top1 (position-16) | top2 (position-17) | top3 (position-18) |

banner2 (position-19)

breadcrumb (position-2)

| user1 (position-20) | user2 (position-21) |

banner3 (position-12)

content

left
(position-7)
(position-4)
(position-5)

right
(position-6)
(position-8)
(position-3)

banner4 (position-22)

| user4 (position-23) | user5 (position-24) |

| bottom1 (position-9) | bottom2 (position-10) | bottom3 (position-11) |

banner6 (position-26)

| syndicate (position-14) | copyright (position-27) |

Default position styles:

Block style (art-block) Article style (art-post) No style (art-nostyle)