Joomla CMS Usage Guide

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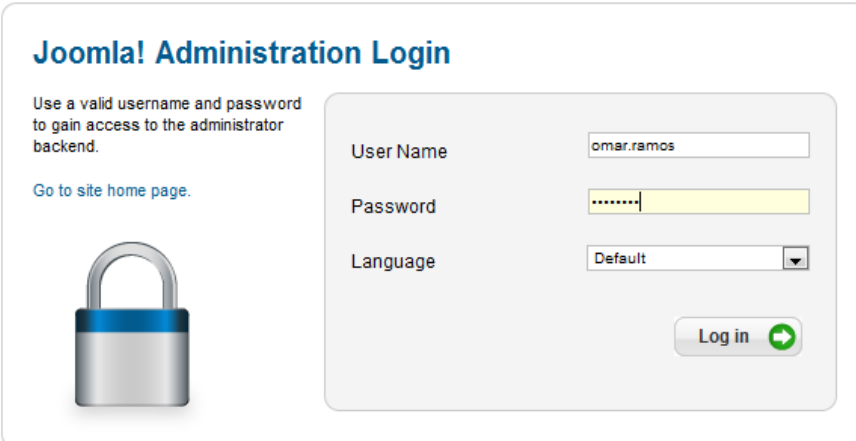
1. How to Login:

Please visit the following page to login to the administration section of the CMS:
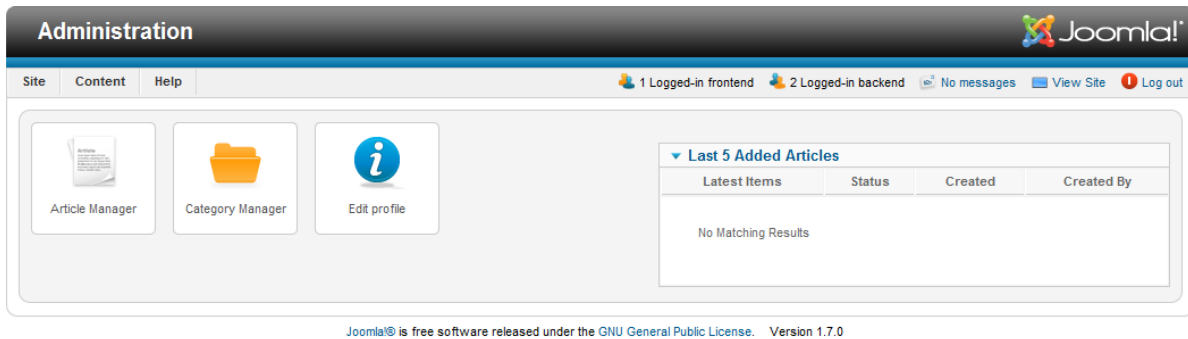
https://www.imperial.edu/administrator/

Once on the above page you'll be shown a login screen where you can type in your **domain credentials** (the same username/password you use to access your email/computer):

If you login successfully you should be taken to a screen that looks something like this:

2. Adding Content:

From the above Control Panel page you can do one of two things: **Add Articles**, or **Add Categories**.

Q: What is the difference between the two?

A: You can think of **Categories** like the **Folders** on your computer and **Articles** like the **Files** on your computer. If you will be creating a series of related Articles, you'll most likely want to create a new Category to organize those Articles within.

When permissions were assigned for your account, you were given access to a **Category**, including any **subcategories** or **Articles** it might have contained.

Adding Articles
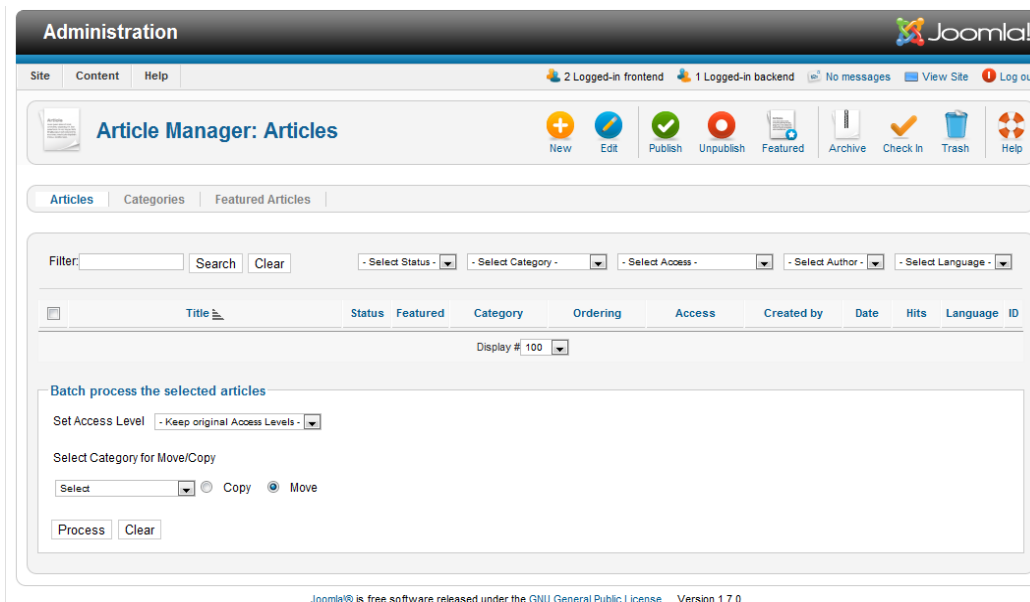
If you want to add an Article, simply click on the **Article Manager** link on the Control Panel page or use the **Content | Article Manager** link within the top menu.
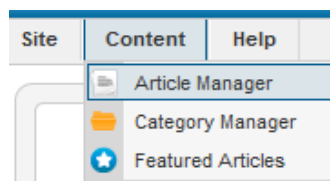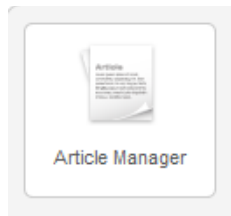
Article List Screen

The first screen you'll see after clicking on the **Article Manager** link will be the article list screen, which will display all of the articles you currently have access to or have created.

The interface has a number of filtering options to find the article you want to edit (this is more important once you've created a large number of articles, or have some that are similarly named).

Article Filtering Options:

1. **Search Filter** – Type in a search term to filter the Article List or type in id:000 (where 000 is the ID of the article you want to pull up) to filter by Article ID
2. **Status Filter** – You can filter on various Article Statuses like: Published, Unpublished, Archived, Trashed, All (default option includes Published + Unpublished Articles)
3. **Category Filter** – You can filter all of the articles that are only within a certain Category (this feature is specific to that category only…it won't pull in Articles from subcategories of the selected Category)
4. **Access Filter** – You can filter by Article Access Levels like: Public, Registered, Special, Employees, Students, Super Users, etc. (most Articles will be Publicly accessible, but you may decide to create Articles that are only meant for Employees and set the access level appropriately, which would require them to login to the site before being able to access the content).
5. **Author Filter** – You can filter by Author (simply select the name out of the dropdown)
6. **Language Filter** – We'll probably not be doing much multi-lingual stuff with the site, but if we were using those features we might have a filter for English content and Spanish content.

Article Sorting Options:

You can sort the Article List by **Title**, **Status**, **Category**, **ID**, etc.

Title ≡	Status	Featured	Category	Ordering	Access	Created by	Date	Hits	Language	ID
1st Annual Imperial Valley Arts Festival (Preview) (Alias: 1st-annual-imperial-valley-arts-festival)	✓	○	Local News	0	Public	Omar E. Ramos	2011-05-14	238	All	92
1st S.T.E.P Early Access Program (Preview) (Alias: 1st-step-early-access-program)	✓	○	Counseling	0	Public	Claudia Aguilar	2012-02-08	10	All	169
1st S.T.E.P. Early Access Program (Preview) (Alias: early-access-program)	✓	○	Matriculation	0	Public	Claudia Aguilar	2012-01-26	20	All	167
2011 Career Fair / College & University Day (Preview) (Alias: 2011-career-fair--college-a-university-day)	✓	○	Campus News	1	Public	Omar E. Ramos	2011-09-30	1052	All	127
About Us (Preview) (Alias: about-us)	✓	○	Talent Search	0	Public	Claudia Aguilar	2011-10-10	77	All	141
Academic Services (Preview) (Alias: academic-services)	✓	○	CalWORKs	0	Public	Claudia Aguilar	2011-10-20	156	All	159
Admission Criteria & Steps to Admission, Readmission, Registration (Preview) (Alias: admission-criteria-a-steps-to-admission-readmission-registration)	⊙	○	Admissions & Records	0	Public	Omar E. Ramos	2011-08-08	16	All	114
Application Workshops (Preview) (Alias: application-workshops)	✓	○	Transfer Center	2	Public	Claudia Aguilar	2011-10-12	191	All	152
Applying to SSS (Preview) (Alias: applying-to-sss)	✓	○	Student Support Services	4	Public	Claudia Aguilar	2011-10-10	112	All	139
Archived Campus News (Preview) (Alias: archived-campus-news)	✓	○	Campus News	8	Public	Omar E. Ramos	2009-07-03	171	All	99

Article Action Options:

- **New** - Creates a new item and opens the editing screen for this item.
- **Edit** - Opens the editing screen for the selected item. If more than one item is selected (where applicable), only the first item will be opened. An item can also be opened for editing by clicking on its Title or Name.
- **Publish** - Publishes selected items. Works with one or multiple items selected.
- **Unpublish** - Unpublishes selected items. Works with one or multiple items selected.
- **Featured** - Marks selected items as Featured. Works with one or multiple items selected.
- **Archive** - Archives selected items. Works with one or multiple items selected.
- **Check In** - Checks-in selected items. Works with one or multiple items selected.
- **Trash** - Sends selected items to the trash. Works with one or multiple items selected.
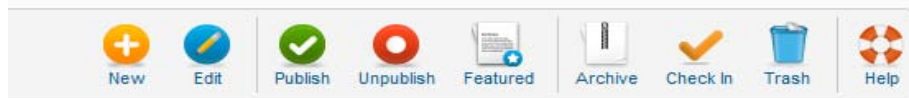
How to Add a New Article:

Go ahead and click on the New button from the Article Manager List screen to begin the process of creating a new article. You should now see a screen that looks similar to the following:

To Create an Article only the Following things needs to be completed:

1. **Write a Title** for your Article
2. **Select a Category** to put your Article within
3. **Write some Article Text** (blank text is not allowed for Articles)

After completing these 3 things you can click on the **Save** button to save the Article, or you may optionally choose **Save and Close** (which will take you back to the Article List screen) or Save and New (which will allow you to start writing a new Article after saving the current one):
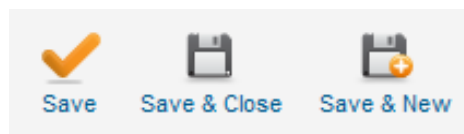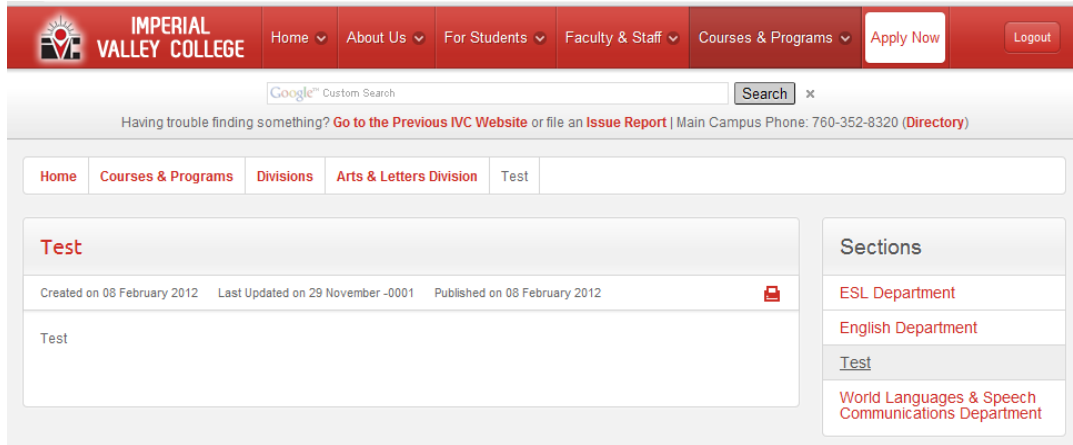

Previewing Your Article:
After saving you'll have the option to **Preview** your Article (notice the Preview link below):
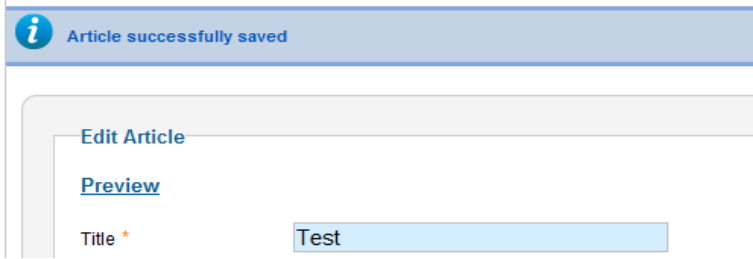
If you click on the Preview link you'll be taken to the page in the frontend of the website for you to see:

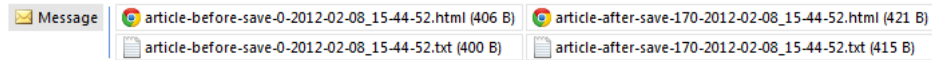## *Content Update Notification Email:*

Additionally, you should also receive an email containing information about the changes you just made to the Article. This email contains copies of the Article before you saved it, and after you saved it and can be used to restore your Article to a previous state should you make a mistake.

IVC Article Creation Notification (ID: 170, Version: 1): Test (courses-and-programs/divisions/arts-and-letters)

Omar Ramos [orware@gmail.com]
Sent: Wed 2/8/2012 3:45 PM
To: webjunky

📧 Message   🌐 article-before-save-0-2012-02-08_15-44-52.html (406 B)   🌐 article-after-save-170-2012-02-08_15-44-52.html (421 B)
            📄 article-before-save-0-2012-02-08_15-44-52.txt (400 B)   📄 article-after-save-170-2012-02-08_15-44-52.txt (415 B)

Omar Ramos has updated an article on the Imperial Valley College website (https://www.imperial.edu/).

Article Intro-Text Changes:
Test

Article Full-Text Changes:
No changes were made to the article full-text with this update.

| Article Information	
Article Title:	Test (Edit) / Previously:
Article External URL:	/ Previously: Empty
Article Alias:	test / Previously:
Article Version:	1
Article ID:	170
Article Category ID:	549 / Previously:
Category Path:	courses-and-programs/divisions/arts-and-letters
Access:	Public - 1 / Previously: Public - 1
Status:	Published / Previously: Unpublished
Featured State:	Not Featured / Previously: Not Featured
Intro-Text:	Test
Full-Text:	
Created By:	Omar Ramos
Created Time:	2012-02-08 23:44:53
Modified By:	Omar Ramos
Modified Time:	Never
Start Publishing:	2012-02-08 23:44:52
Finish Publishing:	Never
Asset ID:	827

How to Add Files/Images Using the Content Editor

On the new site we're using a newer editor than the one we were using previously, which provides some nice options for adding images/files to your content.

Inserting Files:

Note: There are two ways to add files into your pages. One is the method I'm about to go over, which should be used in cases where you only have a handful of unrelated files that you want to add into your various pages. If you want to add a lot of related files (e.g. Committee Agendas/Minutes) it is best to use the Document Management System located at: http://www.imperial.edu/faculty-and-staff/documents/. If you don't know how to use that system please contact the IT Department for additional support.

The **Insert/Edit File** link is located in the bottom right of the editor icons (fourth one from the right in the last row). As shown in the image below:
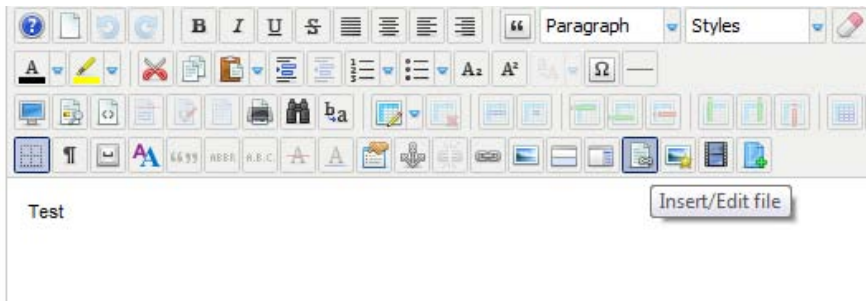
This will open up the **File Manager** popup:
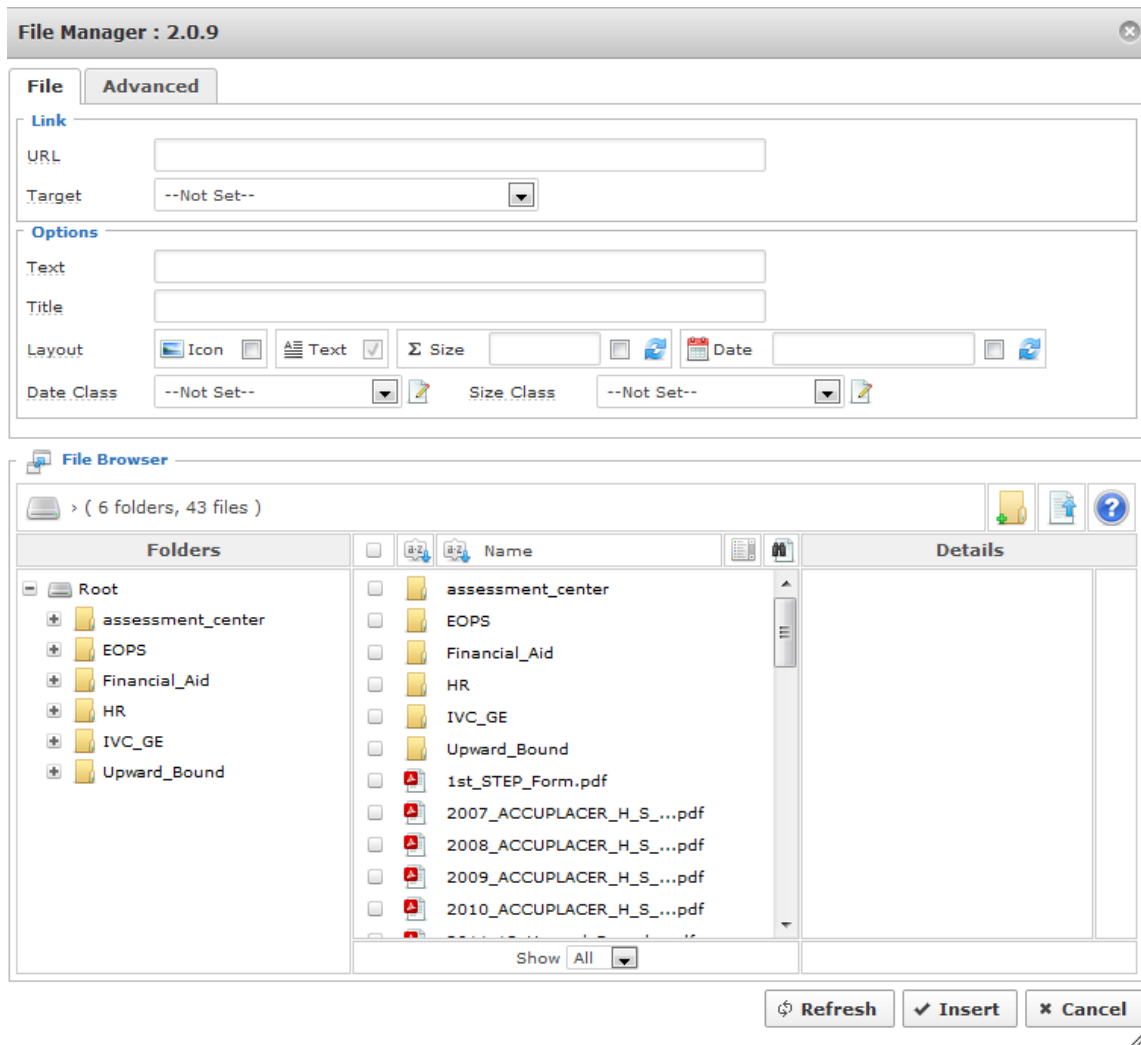
As you can see from the above image, you are allowed to see the files and folders that other departments have uploaded. This was done with the intention to make it easier for people within the same department to share their files for the website and I would encourage you create a folder for your area and organize your files within it. Please take care not to delete the files of others!

Create Folders

To create a Folder, simply click on the New Folder button within the File Manager:
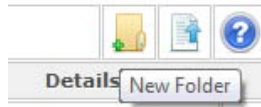
You will be asked to type in a name for your folder (I would recommend not using spaces or other special characters and use underscores or dashes instead of spaces to name your folders…for example Arts & Letters could be written as arts_and_letters).
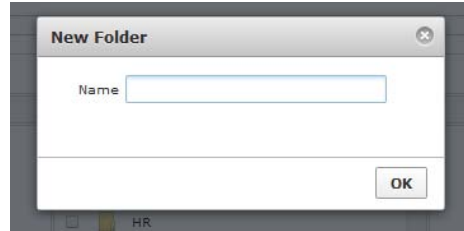
Once you've typed in the new Folder Name go ahead and click OK. The new Folder should appear in the folder list momentarily:
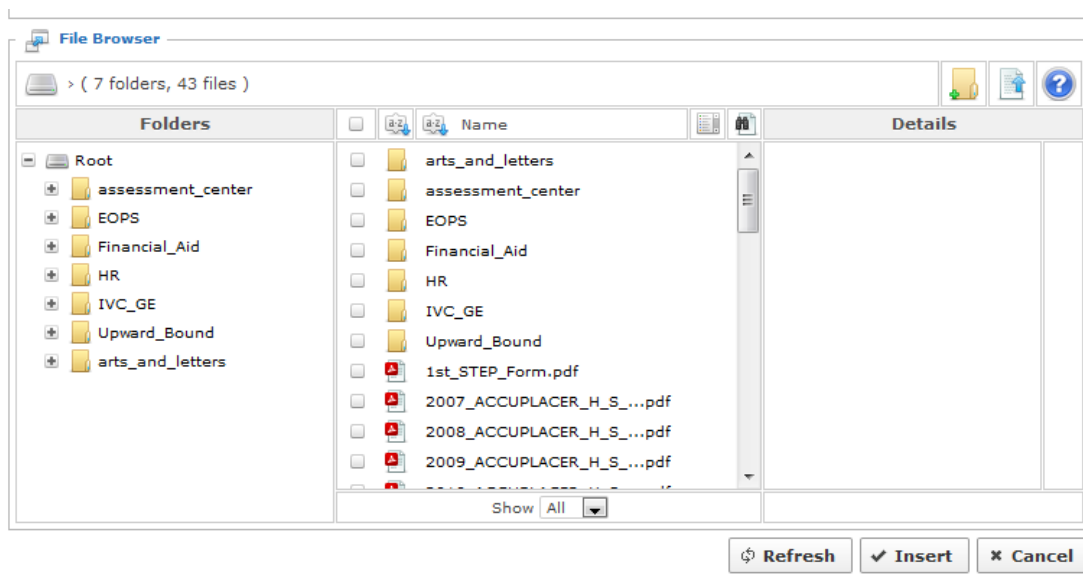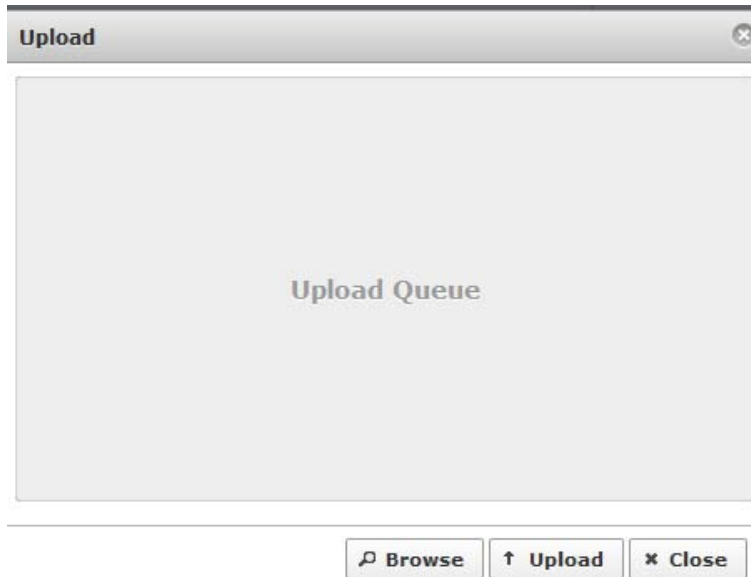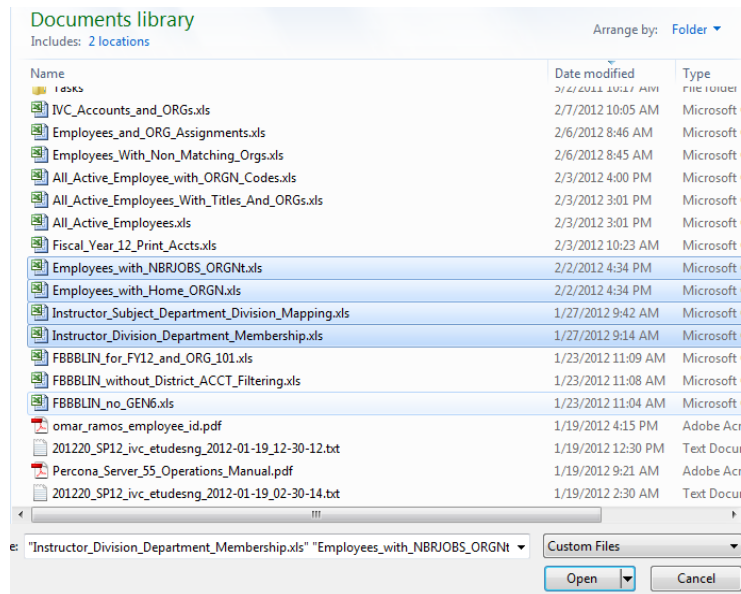

Upload Files:

To upload a file go ahead and first make sure that you are in the folder you want to upload the files into (otherwise they will all get uploaded into the Root folder). In this case, I'll go ahead and click once on the arts_and_letters folder to go into it. Now you can click on the Upload button:
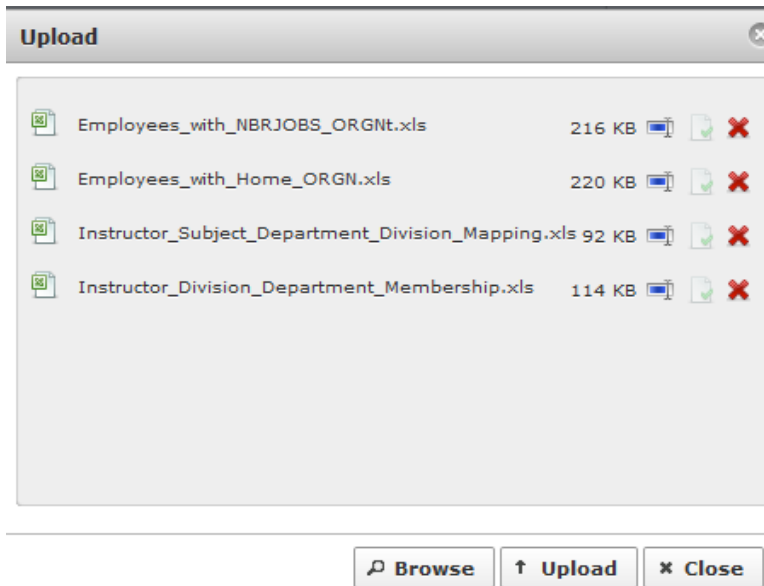

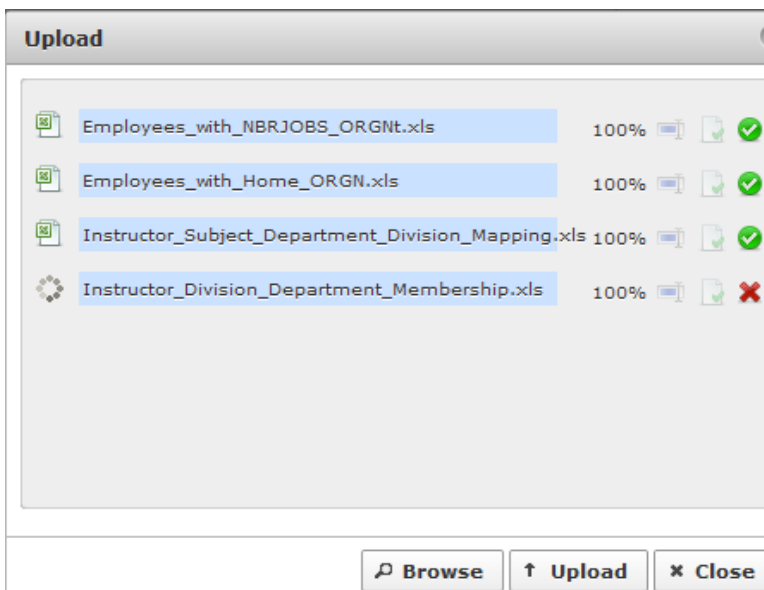This will bring up the Upload window:

At this point you can start browsing your computer for files. In most browsers you should have the option of selecting multiple files:
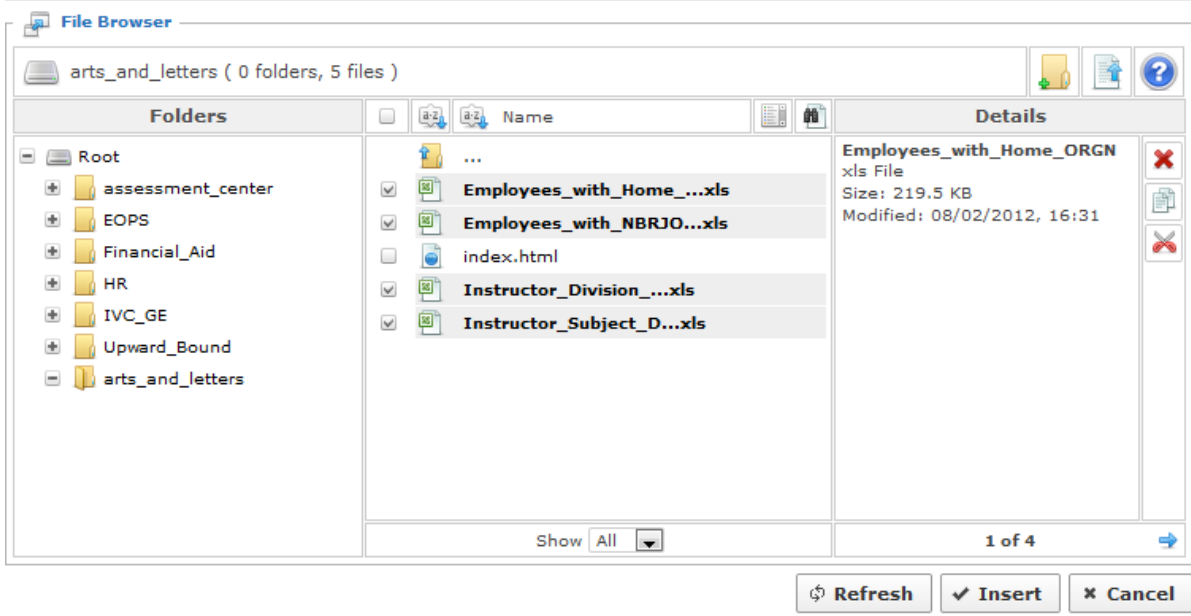

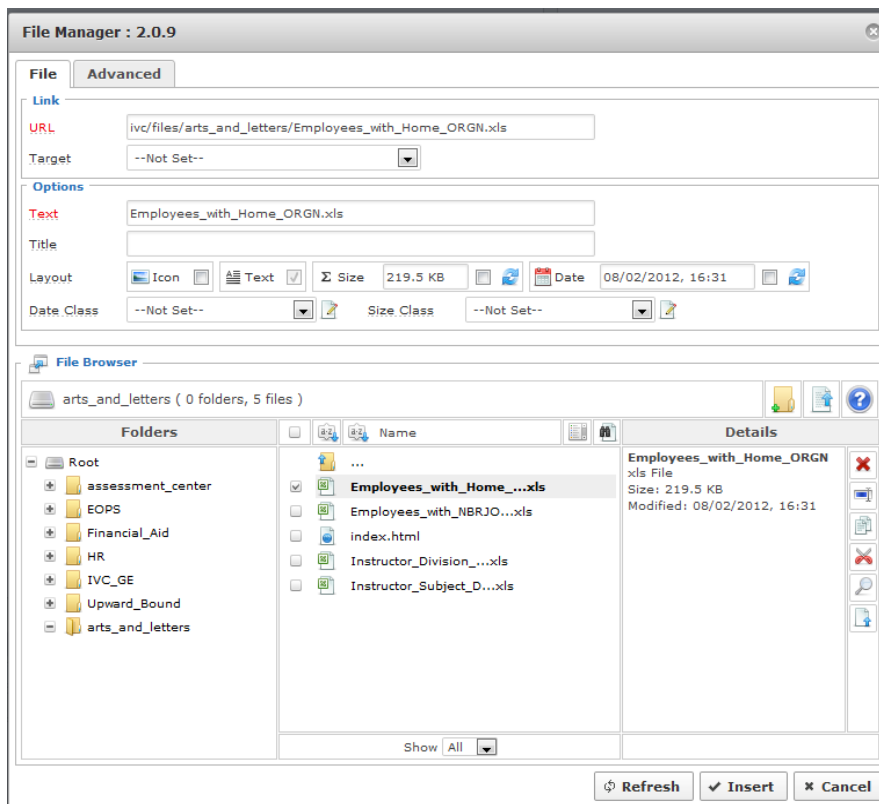Once you've selected the files you want to upload, go ahead and click on the Upload button:

This will start the Upload process:

Once completed, the popup will close and you'll be able to see the newly uploaded files:

Now you'll have to select the files one at a time, which will populate the top part of the File Manager area:


The URL field will get populated at this point, but you will probably want to change what the Text of the link will be (e.g. I'll remove the .xls from the current text of Employees_with_Home_ORGN.xls above). Once you've done that, go ahead and click on the Insert button to insert the link to the file:
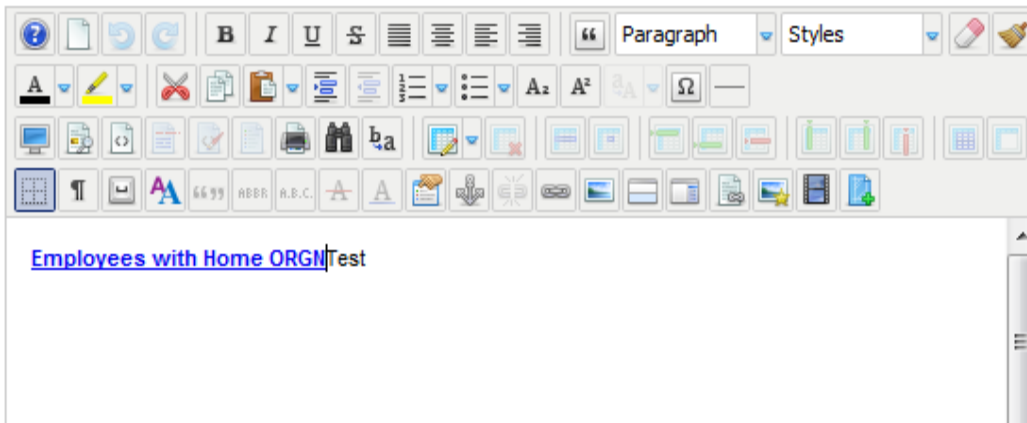
If you are done inserting files and adding your links to your page, don't forget to Save your changes and then **Previewing** them to make sure everything is as you want it!

Inserting Images

The **Insert/Edit Image** link is located in the bottom right of the editor icons (third one from the right in the last row). As shown in the image below:
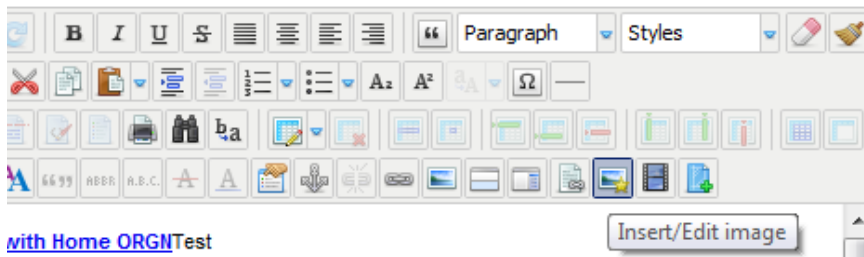

This will open up the **Image Manager Extended** popup:
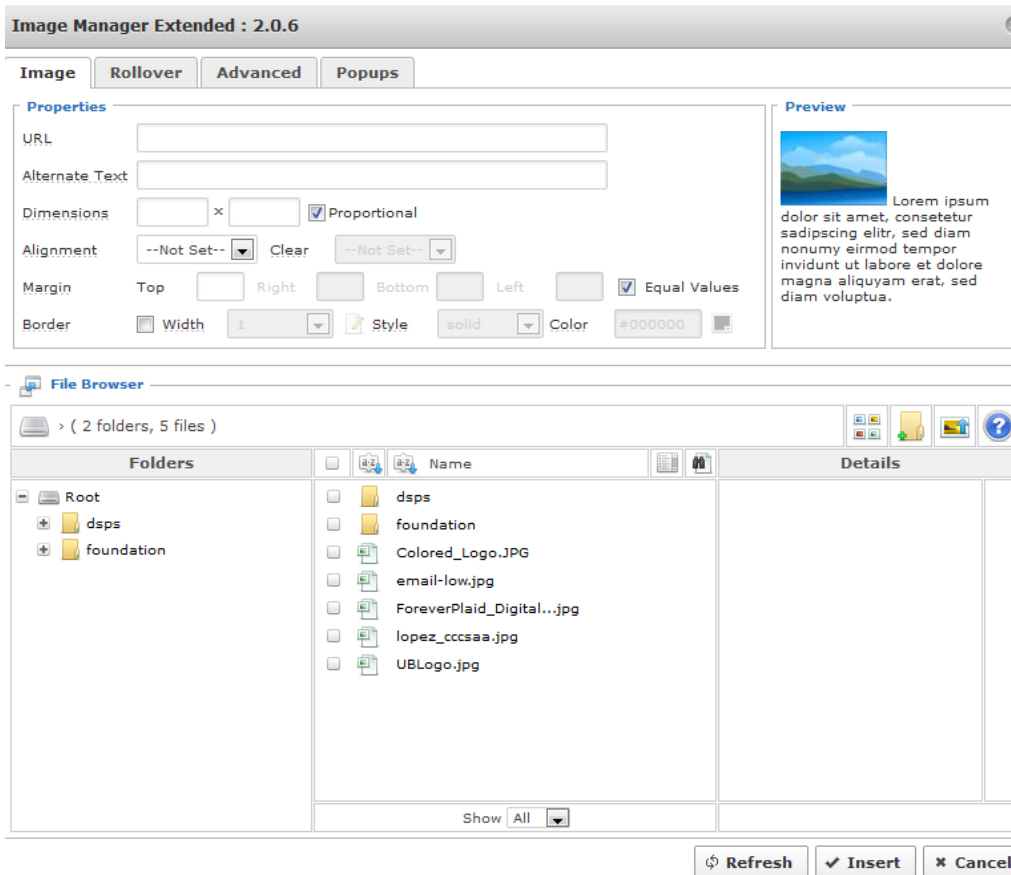
As you can see from the above screenshot, you are allowed to see the images and folders that other departments have uploaded. This was done with the intention to make it easier for people within the same department to share their images for the website and I would encourage you create a folder for your area and organize your images within it. Please take care not to delete the images of others!

Create Folders

To create a Folder, simply click on the New Folder button within the Image Manager:
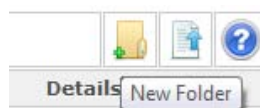
You will be asked to type in a name for your folder (I would recommend not using spaces or other special characters and use underscores or dashes instead of spaces to name your folders…for example Arts & Letters could be written as arts_and_letters).
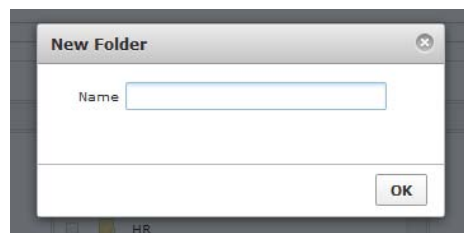
Once you've typed in the new Folder Name go ahead and click OK. The new Folder should appear in the folder list momentarily:
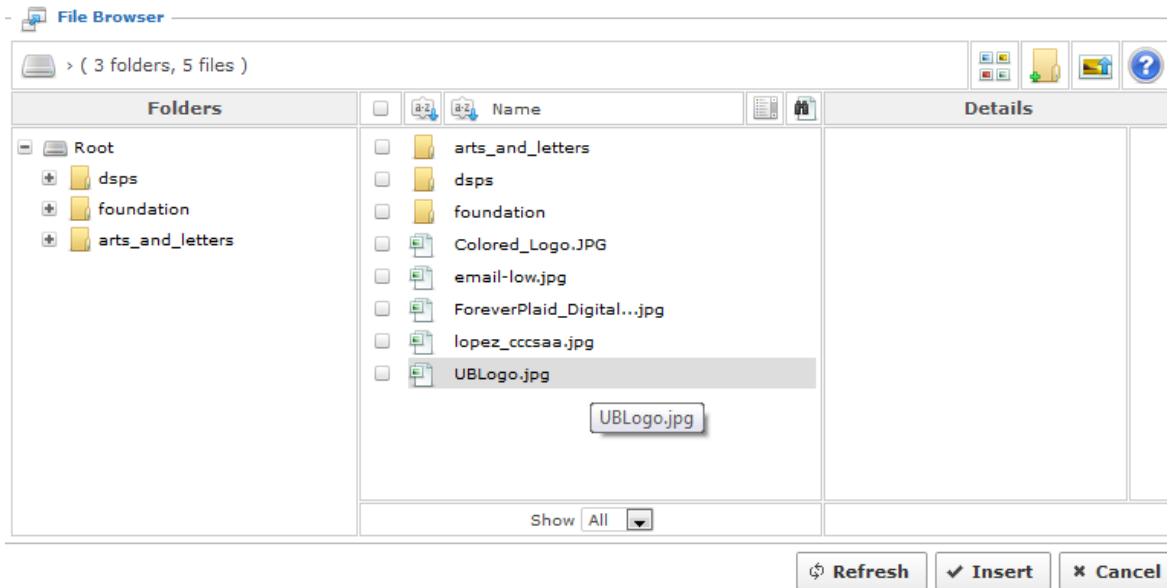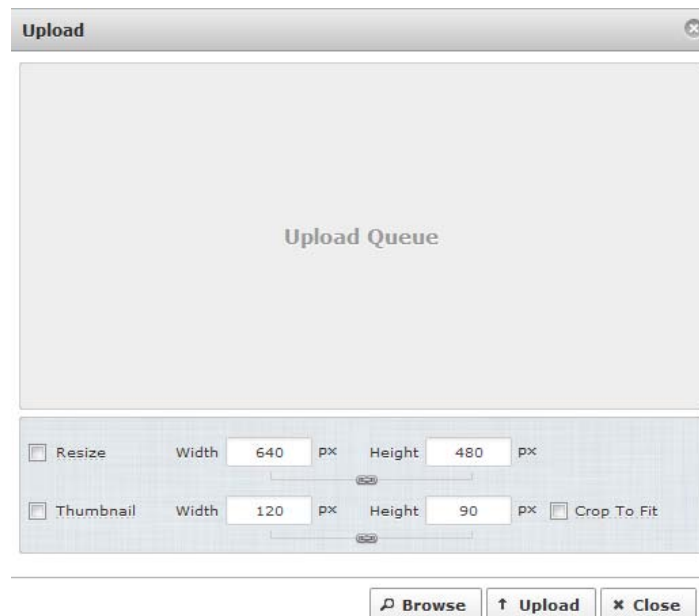
Upload Images:

To upload an image go ahead and first make sure that you are in the folder you want to upload the images into (otherwise they will all get uploaded into the Root folder). In this case, I'll go ahead and click once on the arts_and_letters folder to go into it. Now you can click on the Upload button:


This will bring up the Upload window for images:

Here you can set some settings to resize your images or create thumbnails automatically if you wish to use them (Resizing might be a really good option if you have some really large images taken from a digital camera…the resized images will load up faster on the page).

At this point you can start browsing your computer for images. In most browsers you should have the option of selecting multiple images:
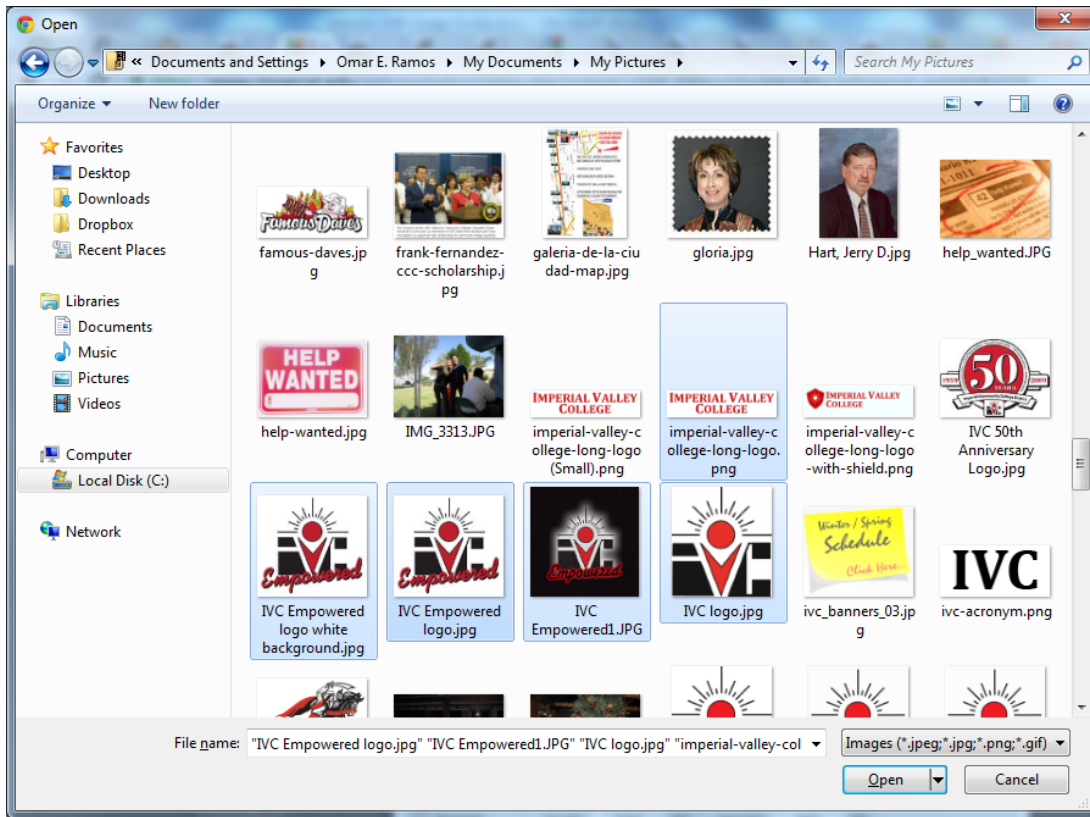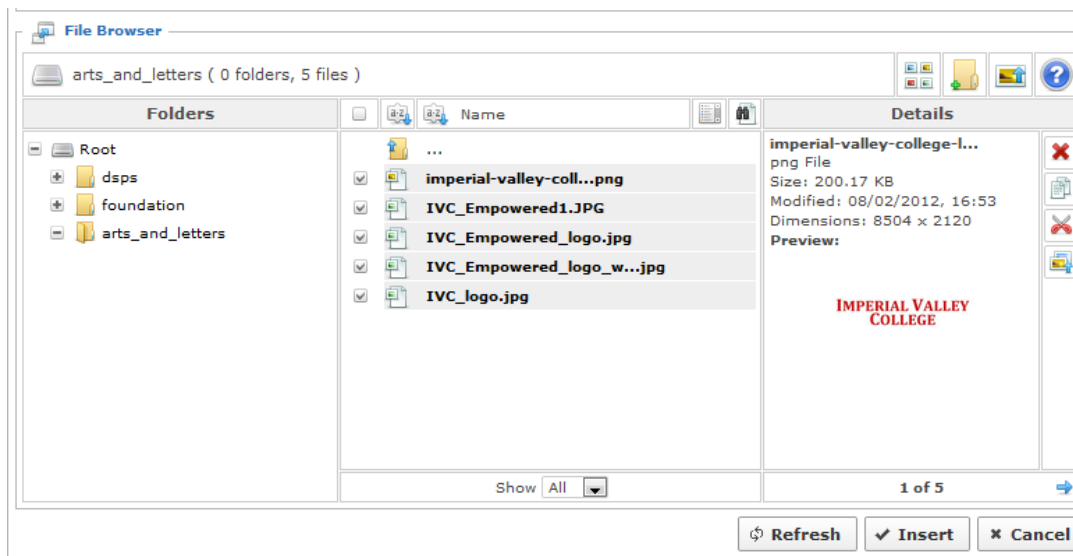

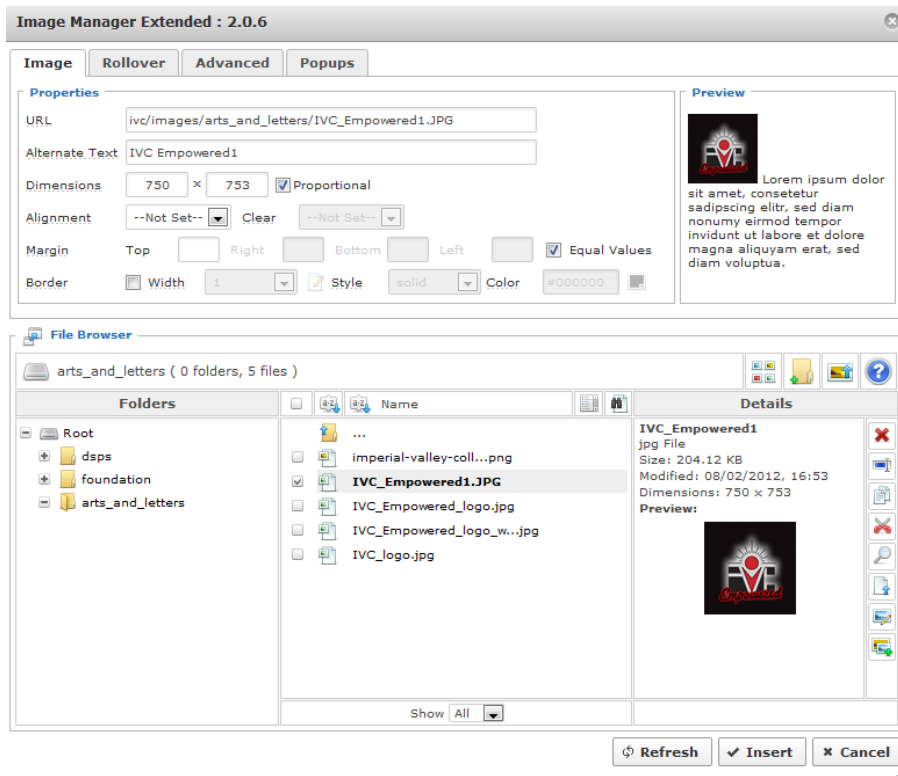Go ahead and click on the Open button once you've selected your images.

If you're ready to upload the files, go ahead and click on the Upload button to start the upload process:
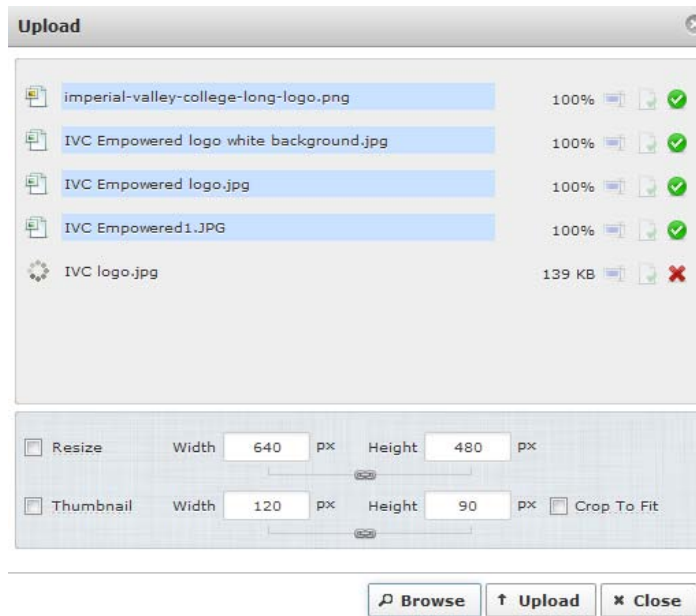
Once the upload process has completed, the popup will close and you'll be able to see your newly uploaded images:

Go ahead and click on the one of the images to populate the top portion of the Image Manager screen with the URL and Alternate Text that will be used to insert the image (you can also modify the image dimensions in this top area as well, which is useful if your image is too big…you can make it smaller so it will fit within the confines of the page):

Once you're ready, go ahead and click on the Insert button to add the image to your page (as you can see I should have made use of the Dimensions area to make the image smaller):
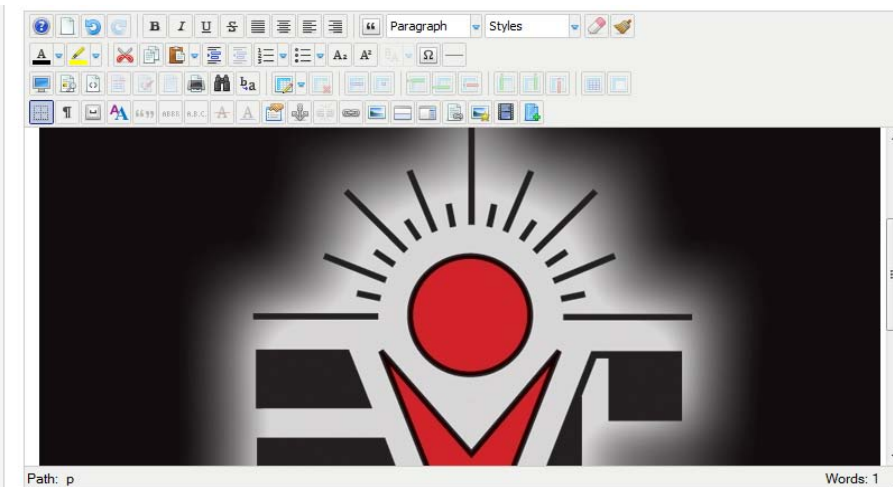
If you are done inserting images and adding them to your page, don't forget to **Save your changes** and then **Previewing** them to make sure everything is as you want it!

Adding Categories

If you want to add a Category, simply click on the **Category Manager** link on the Control Panel page or use the **Content | Category Manager** link within the top menu.
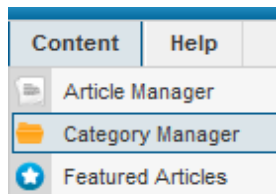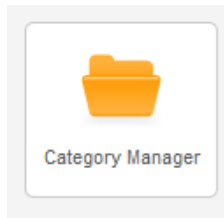
Category Manager

Category List Screen

The first screen you'll see after clicking on the **Category Manager** link will be the category list screen, which will display all of the categories you currently have access to or have created.

Like the Article List page, the interface has a number of filtering options to find the category you want to edit (this is more important once you've created a large number of categories, or have some that are similarly named).

Category Filtering Options:

1. **Search Filter** – Type in a search term to filter the Category List or type in id:000 (where 000 is the ID of the category you want to pull up) to filter by Category ID
2. **Levels Filter** – You can filter on the category level (e.g. You only want to view the first two levels worth of categories)
3. **Status Filter** – You can filter on various Category Statuses like: Published, Unpublished, Archived, Trashed, All (default option includes Published + Unpublished Articles)
4. **Access Filter** – You can filter by Category Access Levels like: Public, Registered, Special, Employees, Students, Super Users, etc. (most Categories will be Publicly accessible, but you may decide to create Categories that are only meant for Employees and set the access level appropriately, which would require them to login to the site before being able to access the content).
5. **Language Filter** – We'll probably not be doing much multi-lingual stuff with the site, but if we were using those features we might have a filter for English content and Spanish content.

Category Sorting Options:

You can sort the Category List by **Title**, **Status**, **ID**, etc.

	Title	Status	Ordering	Access	Language	ID
☐	Arts & Letters Division (Preview) (Alias: arts-and-letters)	✔	1	Public	All	549
☐	English Department (Preview) (Alias: english-department)	✔	1	Public	All	555
☐	ESL Department (Preview) (Alias: esl-department)	✔	2	Public	All	556
☐	World Languages & Speech Communications Department (Preview) (Alias: world-languages-and-speech-communications-department)	✔	3	Public	All	557
☐	Behavioral & Social Sciences Division (Preview) (Alias: behavioral-and-social-sciences)	✔	2	Public	All	550
☐	Behavioral Science Department (Preview) (Alias: behavioral-science-department)	✔	1	Public	All	558
☐	Child, Family & Consumer Sciences Department (Preview) (Alias: child-family-and-consumer-sciences-department)	✔	2	Public	All	559
☐	Humanities Department (Preview) (Alias: humanities-department)	✔	3	Public	All	560
☐	Social Sciences Department (Preview) (Alias: social-sciences-department)	✔	4	Public	All	561
☐	Business Department (Preview) (Alias: business-department)	✔	1	Public	All	562

Display # 100

Category Action Options:

- **New** - Creates a new item and opens the editing screen for this item.
- **Edit** - Opens the editing screen for the selected item. If more than one item is selected (where applicable), only the first item will be opened. An item can also be opened for editing by clicking on its Title or Name.
- **Publish** - Publishes selected items. Works with one or multiple items selected.
- **Unpublish** - Unpublishes selected items. Works with one or multiple items selected.
- **Archive** - Archives selected items. Works with one or multiple items selected.
- **Trash** - Sends selected items to the trash. Works with one or multiple items selected.
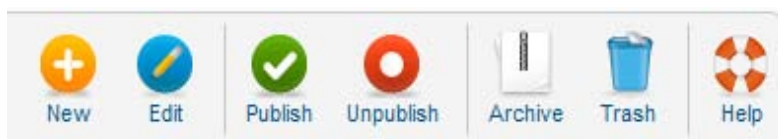
## How to Add a New Category:

Go ahead and click on the **New** button from the Category Manager List screen to begin the process of creating a new category. You should now see a screen that looks similar to the following:

To Create a Category only the Following things needs to be completed:

1. **Write a Title** for your Category
2. **Select a Parent Category** to put your Category within

After completing these 2 things (note: you can leave the Description text for the Category blank…something you can't do when creating Articles) you can click on the **Save** button to save the Category, or you may optionally choose **Save and Close** (which will take you back to the Category List screen) or Save and New (which will allow you to start writing a new Category after saving the current one):
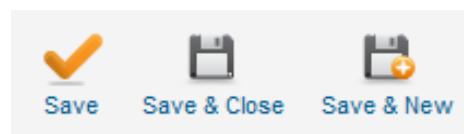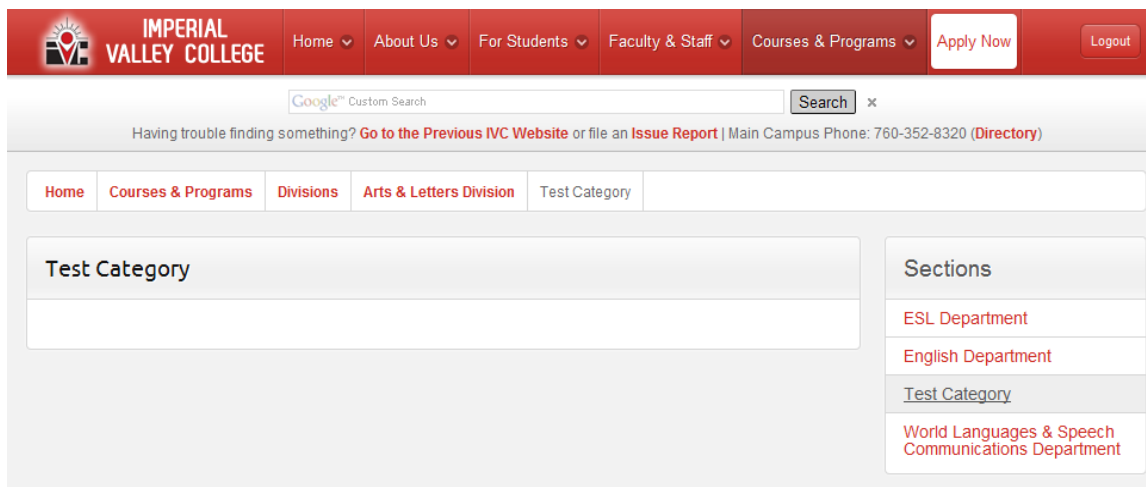

Previewing Your Category:

After saving you'll have the option to **Preview** your Category (notice the Preview link below):
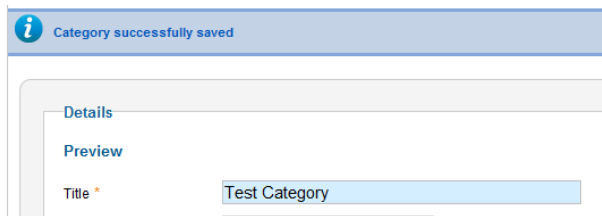
If you click on the Preview link you'll be taken to the page in the frontend of the website for you to see:

3. Menu Navigation:

The new IVC Website has two layers of navigation: **Manually Created Navigation** and **Automatically Created Navigation**.

Manually Created Navigation:

The entire top menu for the website is manually generated and can only be edited by the IT Department. Currently, if your area is grayed out in the menu or the link is redirecting a user to the old website you will need to contact IT to help you correct this.
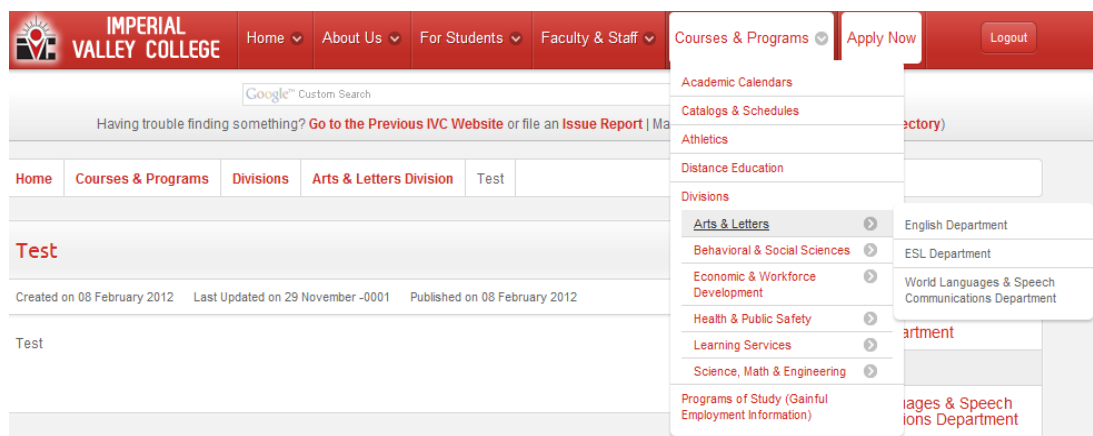
Automatically Created Navigation:

This type of navigation is created by you when you create **Categories** and **Articles** for your area and is located in the right-hand sidebar **Sections** area:

As you delve deeper into the site, the **Sections** area is updated automatically to provide the next layer of links.

4. Linking Directly to External Pages (or Files) from your Content:

If you'd like to link to an External Page Directly from your Content then you can do so by typing in a URL into the URL field when creating a Category or an Article:

As an example, let's say I'd like my Category above to link directly to Google's Home Page. I'd simply type in the Google Home Page address into the URL field:

Then I'd go ahead and **Save** my Category and then click on the **Preview** link and I should be taken directly to the Google Home Page: