

Add/Edit Article in Joomla

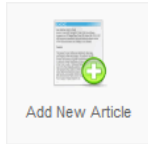
To add or change content in the website using the Joomla CMS system is quite simple.

First: Log into the admin section of the site (<http://www.yourdomain.com/administrator>)

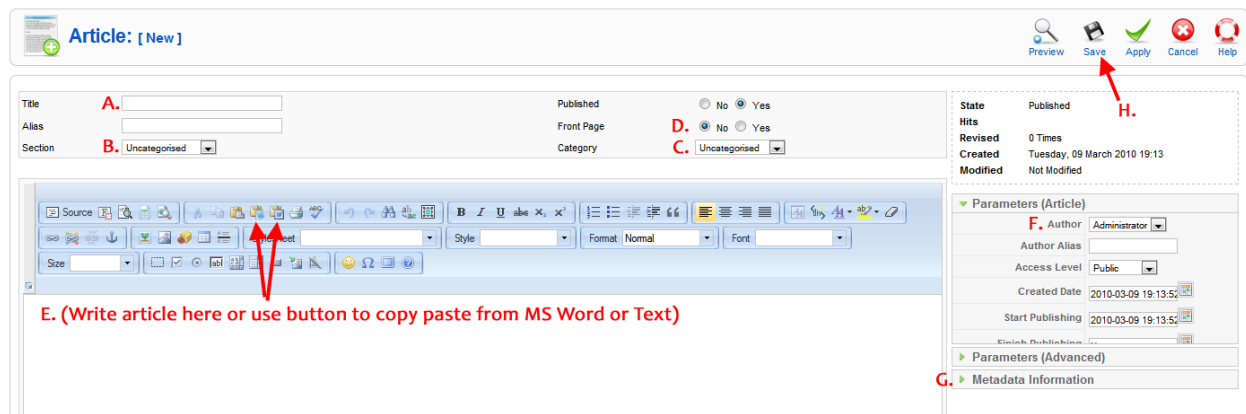
**You will need your username and password

Once you are logged in, you will be at the Admin Home page. From here most often you'll be deciding to add an article or edit an article.

To add an article you can quickly do this by clicking on the icon "Add New Article"



Picture #2



Once in an article here are the things you should do. You can do these in any order you want, but I find it's always best for me to do it in a certain order. Letters below correspond with letters in the above "Picture #1".

- A. Title:** Put your title in (this will be seen on the website)
- B. Section:** Click on the dropdown and choose which section the article belongs in
- C. Category:** Then pick the category (which is a subgroup of the section)
- D. Front Page:** Is this something you know you want on the front page? Click yes or no. By clicking yes, the first time you save it, the article will go right to the front page live on the site whether it's complete or not. This may be something you save until last. It's up to you.
- E.** Write your article in here or if you are copying from a word doc, click on the icon called "Paste as plain text" as pointed to with the arrow.
- F. Author:** Make sure the author listed is accurate.
- G. Metadata Information:** there are three things to do inside here:

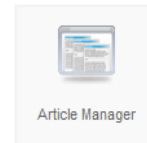
1. **Description:** Please write one or two sentences that describe what the article is about. This should not be a complicated description since it is what Google will post if someone searches for this content. Example description on the topic of 504 plans: "A 504 plan is a tool in school that can be used to ensure your celiac/gluten-free child gets the accommodations he/she needs to succeed. This article describes how to do it."
2. **Keywords:** These are the words that help it to be accurately searchable by search engines. Example: if the story is about getting a 504 plan, I would probably put key words in like: celiac disease, gluten-free, diet, 504 plan, school, education, teachers. While you don't want to put in 50 words, you do want to make sure you have enough that target your article accurately. I would say 10 words or less.
3. **Author:** This area also asks for author information which you can update as well.

H. Save

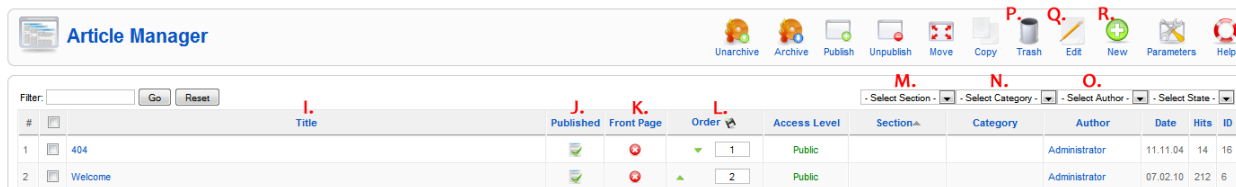
Edit Existing Article

There are three ways to get to the Article Manager (which lists all of your articles):

1. Push the "Article Manager" button on the admin home page.
2. Using the menus at the top of the page, Click on Content and then click on Article Manager.
3. Whenever you save out of an existing article, it will go to the Articles Manager.



Picture #2

A screenshot of the Article Manager interface. At the top, there's a toolbar with icons for Unarchive, Archive, Publish, Unpublish, Move, Copy, Trash, Edit, New, Parameters, and Help. Below the toolbar is a table with columns for #, Title, Published, Front Page, Order, Access Level, Section, Category, Author, Date, Hits, and ID. The table contains two rows of data: one for article 404 and one for "Welcome".

#	Title	Published	Front Page	Order	Access Level	Section	Category	Author	Date	Hits	ID
1	404			1	Public			Administrator	11.11.04	14	16
2	Welcome			2	Public			Administrator	07.02.10	212	6

Once you're in the article manager, these are the main things you'll need to know. Again the letters below correspond with the letters as seen in "Picture #2":

- I. Title:** all of the titles below are all of the stories/articles that have been written and saved in this site.
- J. Published:** if it has a green checkmark as shown above, it is published and live on the site
- K. Front Page:** but just checking on the icon in the front page column for your story you can put it on or take it off the front page. These icons also tell you what its current status is.
- L. Order:** This section helps you manipulate the order the stories appear on the website



<http://www.legerinteractive.com>

- M. Select Section Dropdown:** This is the broad area under which many categories fit. You can choose your section and it will narrow your story options to only stories in that section
- N. Select Category:** This will also narrow your article selection by choosing the category the story belongs in (a category is a subset of a section).
- O. Select Author:** Or you can manage all of the articles you're responsible for by selecting your author name and all of your articles will come up.
- P. Trash:** if you are clicked on a specific article and hit trash, the article will be deleted.
- Q. Edit:** Click on the article you want and click edit to make changes to a current article
- R. New:** Just click on that icon and you'll be able to start with a clean template for a new article

When you're editing an article, you can make changes as you see fit. One thing to note (as mentioned above) if you are copying and pasting from MS Word, the formatting will automatically come with. It could make your article or home page look weird. It's best to type directly in the article page or paste the text from word and copy it into the "Paste as plain text" area (as highlighted by the arrow in "Picture #1").

Once you have made all the changes you need to make just click "Save"(saves the changes and sends you back to the Article Manager) or "Apply" (saves the changes but keeps you in the Article Edit screen).

You may not see changes on the website for up to 10 minutes after you make them.

You can easily refresh your screen to check by pushing the F5 key.