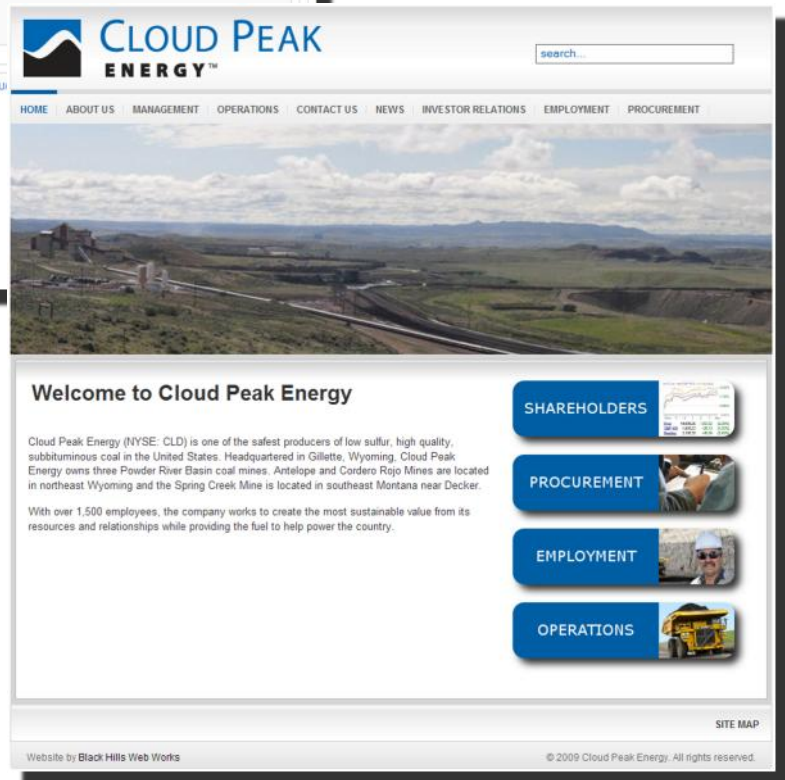


# Joomla! Administrator's Manual



Cloud Peak Energy  
www.cloudpeakenergy.com

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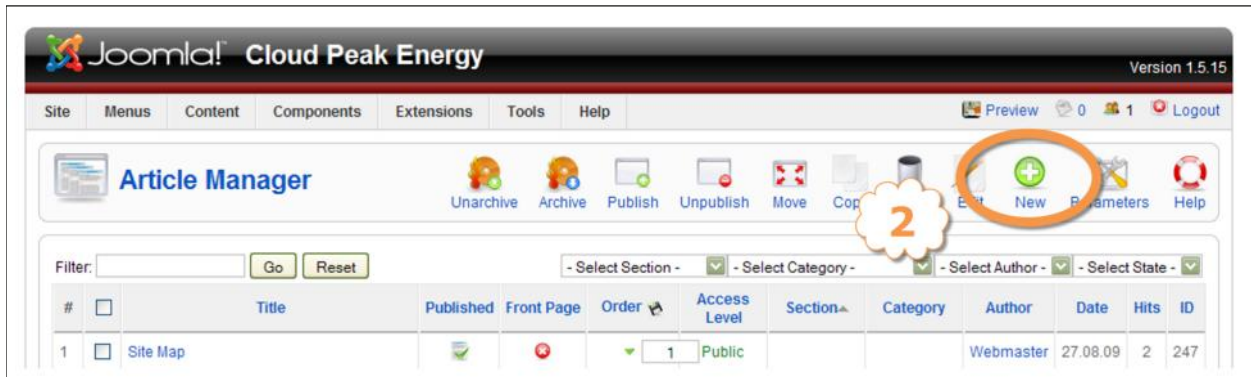
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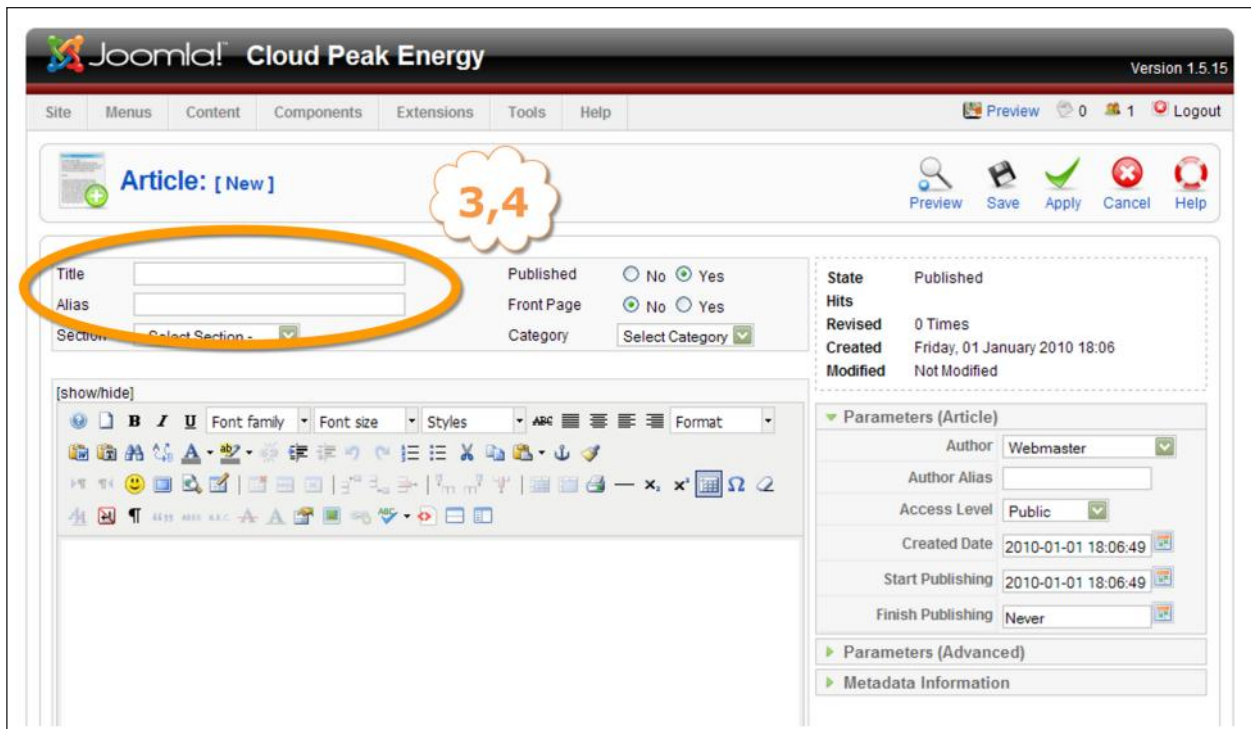
# Adding New Articles

To add a new article in Joomla!, follow these steps:

1. Open the Article Manager in the Content drop-down menu.
2. Click on the New button in the toolbar.



3. Type a title for the article in the Title text box.
4. Leave the Alias text box blank. Joomla! Will create it's own alias when you Save the article.



5. In the Section and Category drop-down boxes choose the appropriate Section and Category for this article.
6. Type or paste the content of the new article in the large text box.
7. If necessary, enter a Start Publishing and Finish Publishing date.
8. In the upper right corner of this screen there are five icons - four of which you should become familiar with: Save, Apply, Cancel, and Help.

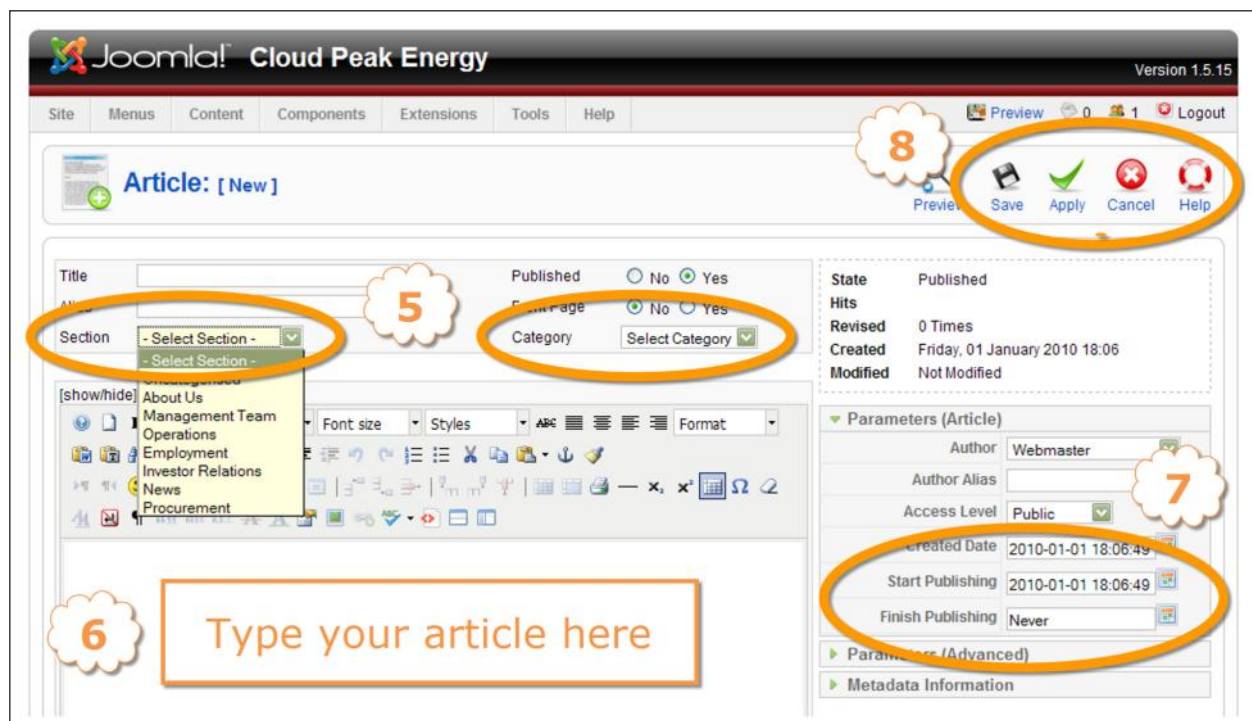
**Save** - Click to save the article and return to the Article Manager.

**Apply** - Click to save the article and remain on this screen to make additional changes.

**Cancel** - Click to close this screen without making any changes and return to the Article Manager. The article **will not** be created.

**Help** - Click for more extensive, context-related Joomla! help.

(Clicking the Preview icon opens a popup screen with a "Preview" that isn't all that helpful. A better workflow is to have the backend and frontend of the website open at the same time so you can see your changes in real time.)



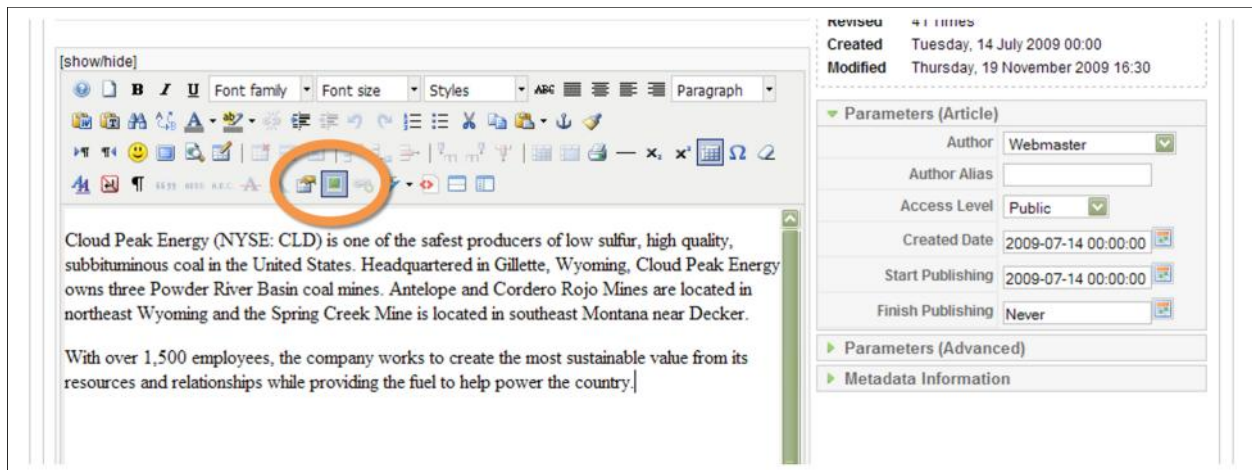
# Inserting Images in an Article

The WYSIWYG Editor has two special features that are worth pointing out - *Inserting Images* and *Inserting Links*. We'll discuss Inserting Images in this section and Inserting Links in the next section.

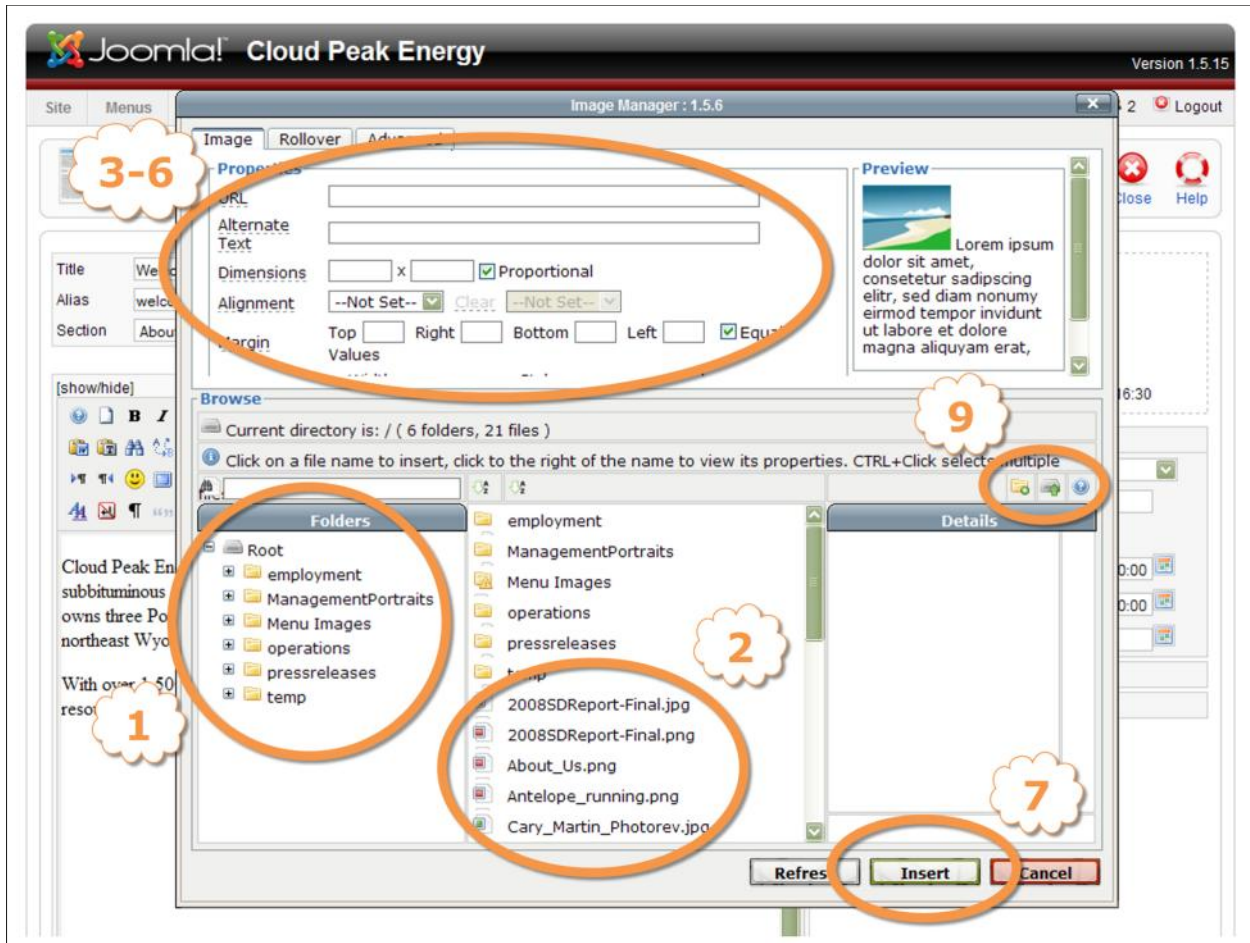
Inserting an image in an article on a website is different than inserting an image in a printed document, and the difference is important. What you are actually inserting is a link to the image and not the actual image itself. The image is usually located on the same server as the website, though it *may* be on a different server. For our purposes we'll assume it is on the same server as the website, and we will use the phrase "inserting an image" rather than "inserting a link to an image."

The *Image Manager* feature of the Editor can be used for uploading images to the website, creating folders for the storage of images, inserting the images into the articles, and customizing how those images are displayed in the articles.

To insert an image in an article, place your cursor approximately where you want the top of the image to appear in the text, and click on the "Insert/Edit Image" icon (circled in the following illustration).



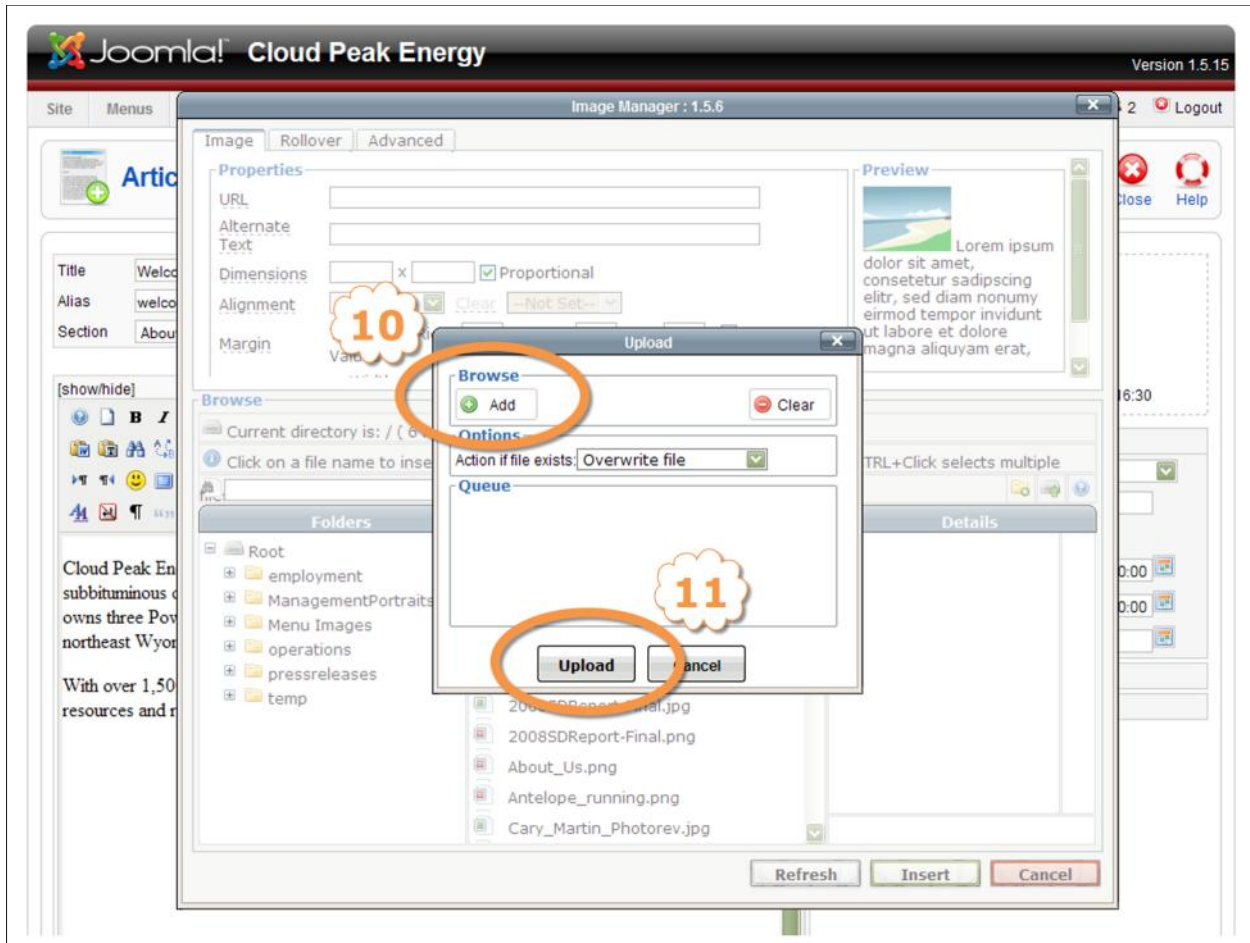
Clicking on this icon will open the Image Manager popup screen which is shown in the following illustration.



Once the Image Manager is showing on the screen, follow these steps to insert an image:

1. If the image has already been uploaded and is on the server, use the folders in the lower left corner of the Image Manager to browse to the location of the image.
2. Click on the name of the image file in the middle column. The details column to the right and the text boxes at the top of the Image Manager should populate with text and a preview of the image.
3. We recommend typing text that describes the image in the *Alternative Text* box. This is good practice for SEO (Search Engine Optimization) and for people who use text-only web browsers.
4. Dimensions should be left as they are.

5. If no *Alignment* is selected in the drop-down box the image will be displayed on the left side of the article content. If you would like the image to be displayed, for instance, to the right of the content, click on the drop-down box and select Right.
6. Entering a number in one of the Margin text boxes should populate all four text boxes with the same number. This value will be in pixels and it will create a space between the image and the surrounding text. Ten (10) pixels is a good starting place for this margin.
7. Click Insert at the bottom of the Image Manager and the image should appear in the text of the article.
8. To further edit the image, click on the image to select it, and then click on the Insert/Edit Image icon again. When you are finished with your changes click on Update.
9. Above the Details column at the right side of the Image Manager there are three small icons. Clicking on the file folder icon with the green plus sign will open a dialogue box for creating an additional folder. Use this to better organize your new images. Clicking on the blue question mark will open a Help screen for the Image Manager. If the desired image has not been uploaded to the server, click on the small icon with the green up-arrow, and an Upload dialogue box will pop up on the screen (see the illustration below).
10. Clicking Add will allow you to browse to an image on your computer which you can upload to the website.
11. Click on Upload to upload the image, and click on Cancel to close the Upload dialogue box when you are finished uploading images.
12. When you are finished inserting the image or images, click Save or Apply in the upper right corner of the screen to save your changes.



## Regarding Image File Size

The file size of images on a website has a direct effect on how fast or slow a website loads in a web browser. Images used on a website should always be optimized for the web using a graphics manipulation application before uploading them to your website. Some examples of these applications are Photoshop, GIMP, and RIOT.

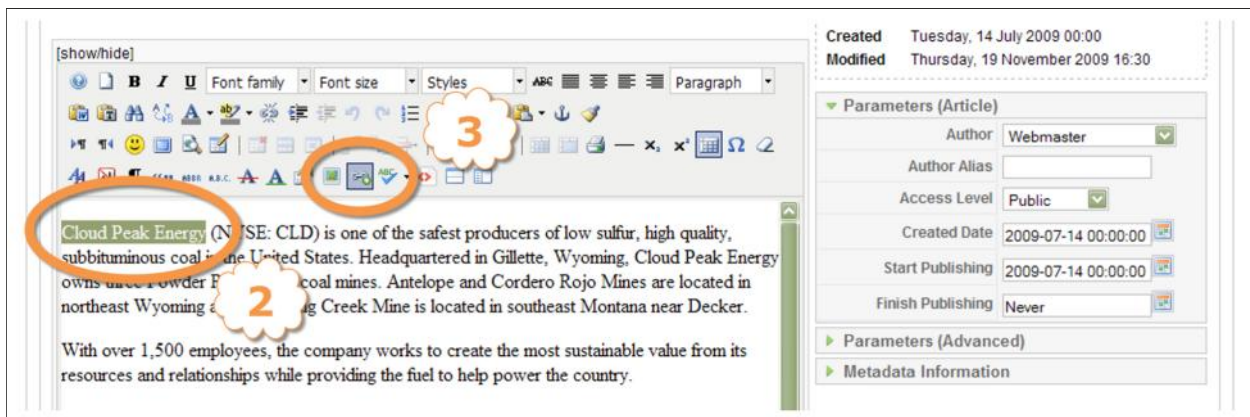


# Inserting Links in an Article

A link in an article is a way to connect content in that article with another location on your website or another website on the World Wide Web. When the user clicks on the link their browser will be directed to the page or website that the link is pointing to.

To insert a Link in an article, follow these steps:

1. First, browse to the page or website that the link will be pointing to, and copy that URL from the address bar of your web browser.
2. In the Article Edit screen, select and highlight the text or image that you would like to become the link.



3. Click on the Insert/Edit Link icon and the Advanced Link dialogue box should pop up.
4. In the URL text box paste the URL that you copied in step 1.
5. Alternatively, you can use the Link Browser to browse to and select a file, menu item, or article that is located on your website.
6. (Optional) In the Target drop-down box you can select how a browser will open a link when a user clicks on the link.
7. Click on Insert to finish inserting the link.
8. Click Save or Apply to save the changes to the article.

Joomla! Cloud Peak Energy Version 1.5.15

Site Menus Content Components Extensions Tools Help Preview 0 1 Logout

Article: [Edit]

Save Apply Close Help

Advanced Link : 1.5.6

4

5

6

7

8

Title: Welcome to Cloud Peak Energy  
Alias: welcome-to-cloud-peak-energy  
Section: About Us

[showhide]

Cloud Peak Energy (NYSE: CLD) is a subbituminous coal in the United States. It owns three Powder River Basin coal fields in the northeast Wyoming and the Spring Creek fields in the west.

With over 1,500 employees, the company has a wide range of resources and relationships while providing a high quality product.

Link URL:

Link Browser:

- Contacts
- Content
- Menu
- Weblinks

Attributes:

Target: --Not Set--

Insert Help Cancel

Author: Webmaster  
Alias:   
Level: Public  
Date: 2009-07-14 00:00:00  
Shipping: 2009-07-14 00:00:00  
Shipping: Never