

9340B: GROUP 4
CONTENT MANAGEMENT SYSTEM
USER MANUAL

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INTRODUCTION

This document is intended to provide information on the use of the Content Management System which manages content on the website created for the Security of Saint Louis University in the Mary Heights campus.

Written in this document is the information which instructs the administrators on how to operate and use various functions and features of the CMS.

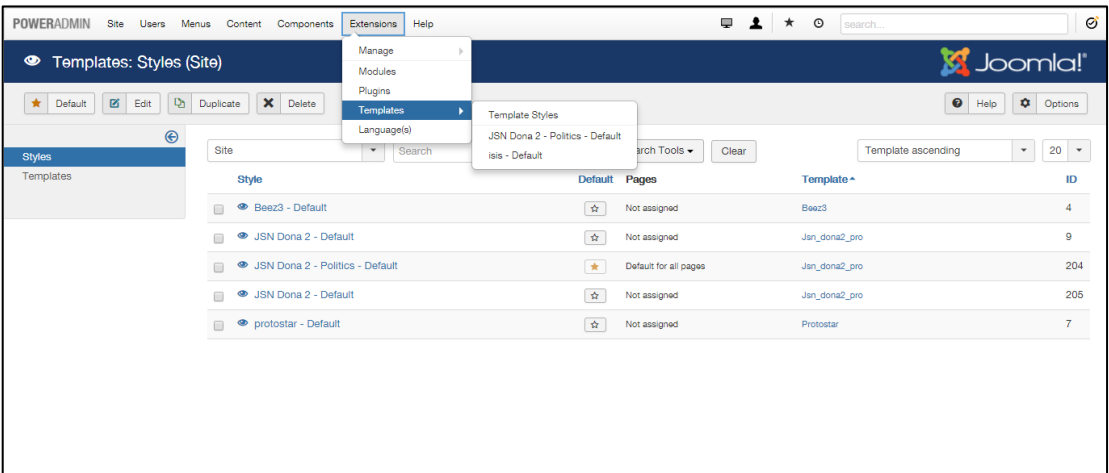
CORE FUNCTIONS:

The core functions are the features of Joomla! which will always be used while creating and managing content on the website.

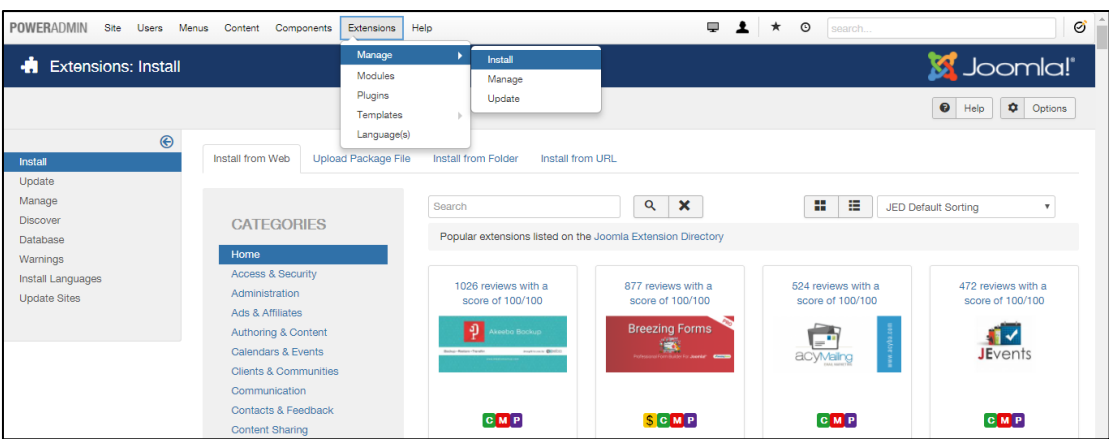
I. Templates

Templates control the look of the website and is a great alternative to writing the code for the website aesthetics.

- Template Manager
 - Access the template manager by clicking on Extensions >>> Templates
 - The templates as well as other template styles are also listed when the mouse is hovered over the menu option.
 - The Default Template is marked with a shaded star. To change the default template, click on the checkbox of a template and click default on the toolbar.



- Installing Templates
 - Click on Extensions > Manage

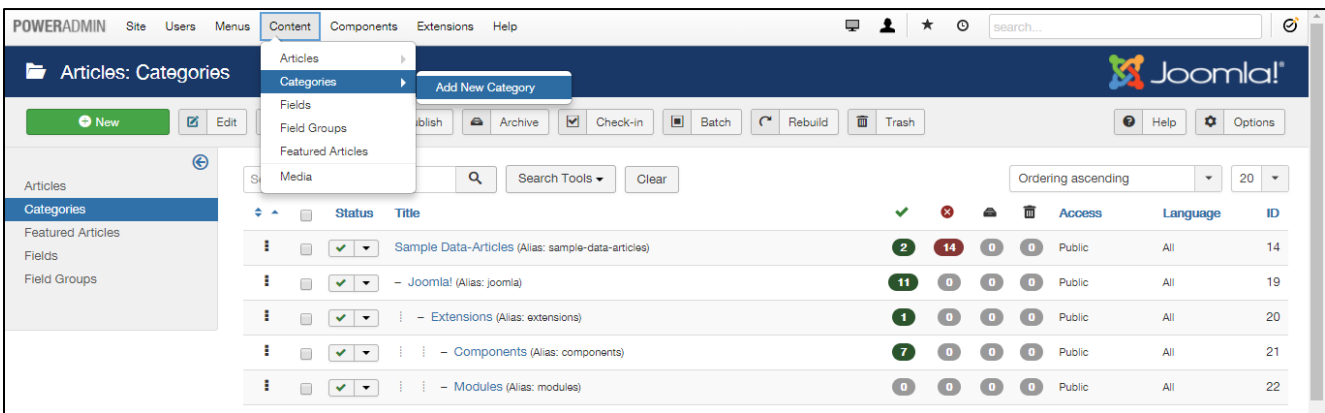


- There are four options available:
 - o Install from Web – Select an extension listed on the Joomla! Extension Directory
 - o Upload Package File – Select a downloaded package from the host PC, upload, and install it.
 - o Install from Folder – Enter the path where the package is located on the webserver.
 - o Install from URL – Enter the URL to the package.

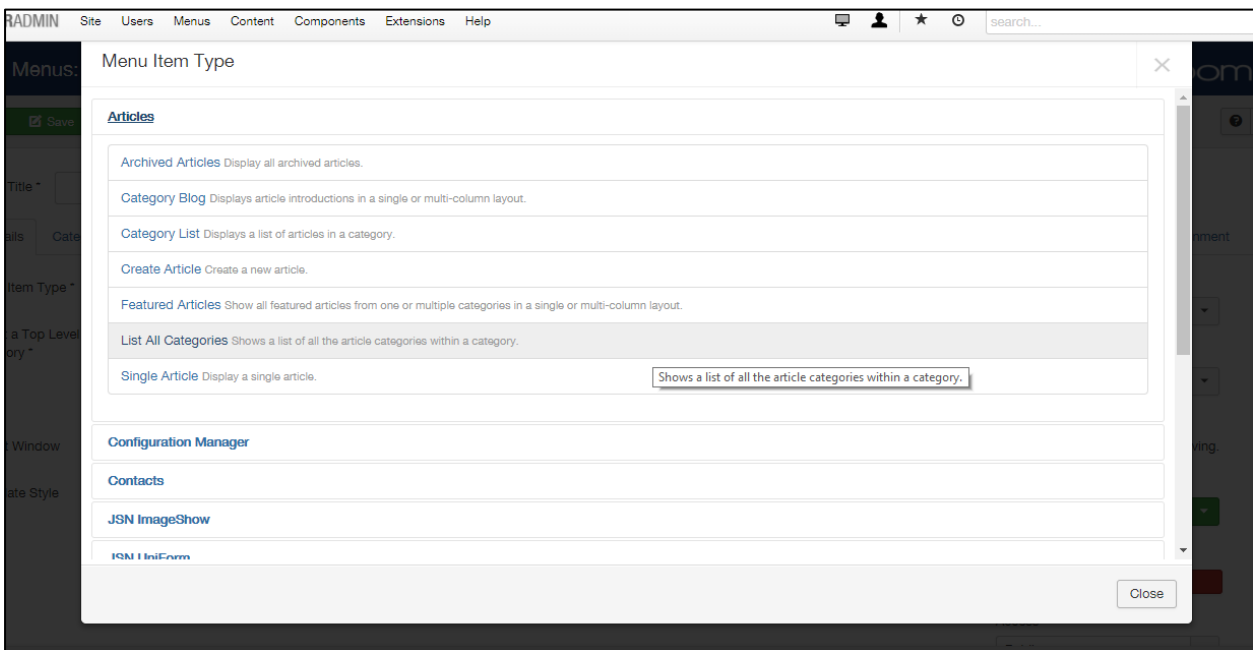
II. Categories

Categories can give more options for structuring content such as grouping similar articles in one category to create a page displaying the content of the articles under the category.

- Adding a Category
 - Adding a new category can be done by going to Content >>> Categories >>> Add New Category.



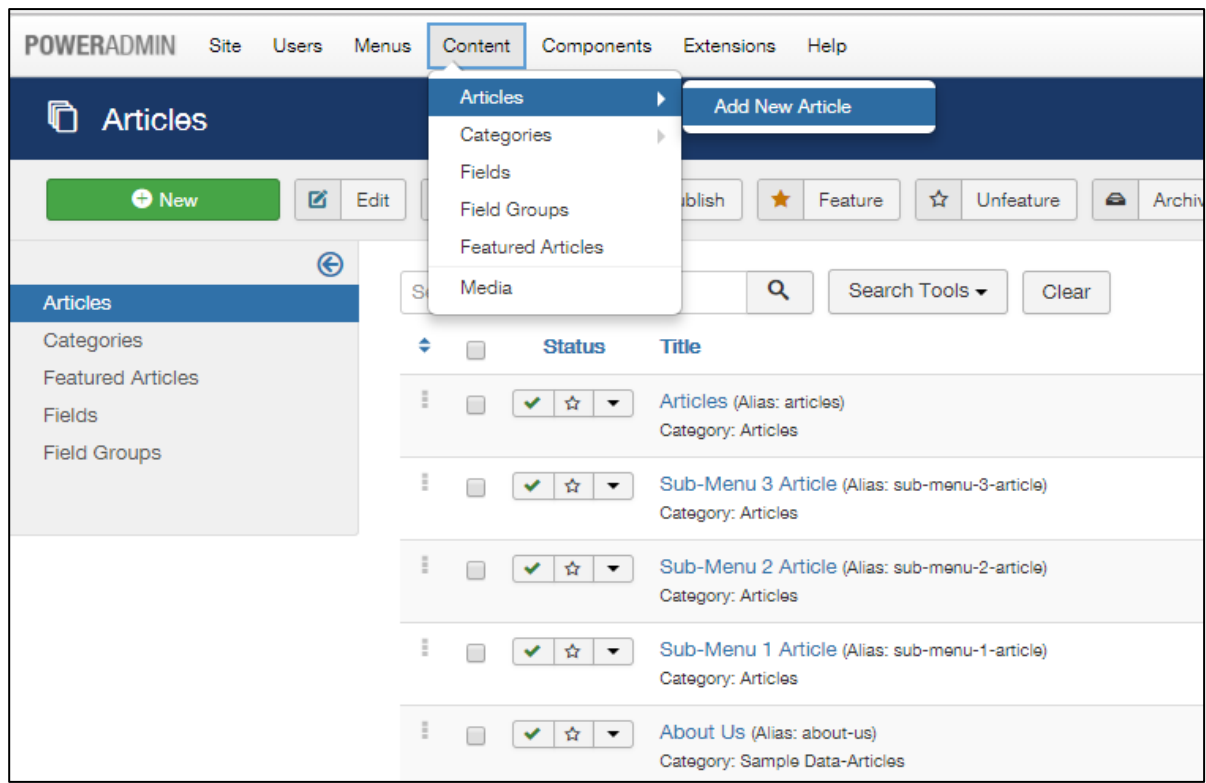
- Listing All Categories on a Page
 - Go to Menus >>> Main Menu >>> Add New Menu Item
 - Click on the Select button next to the Menu Item Type label.
 - Click on Articles >>> List All Categories
 - This will list all the Categories that are created for the website as well as the corresponding number of articles beside each Category.



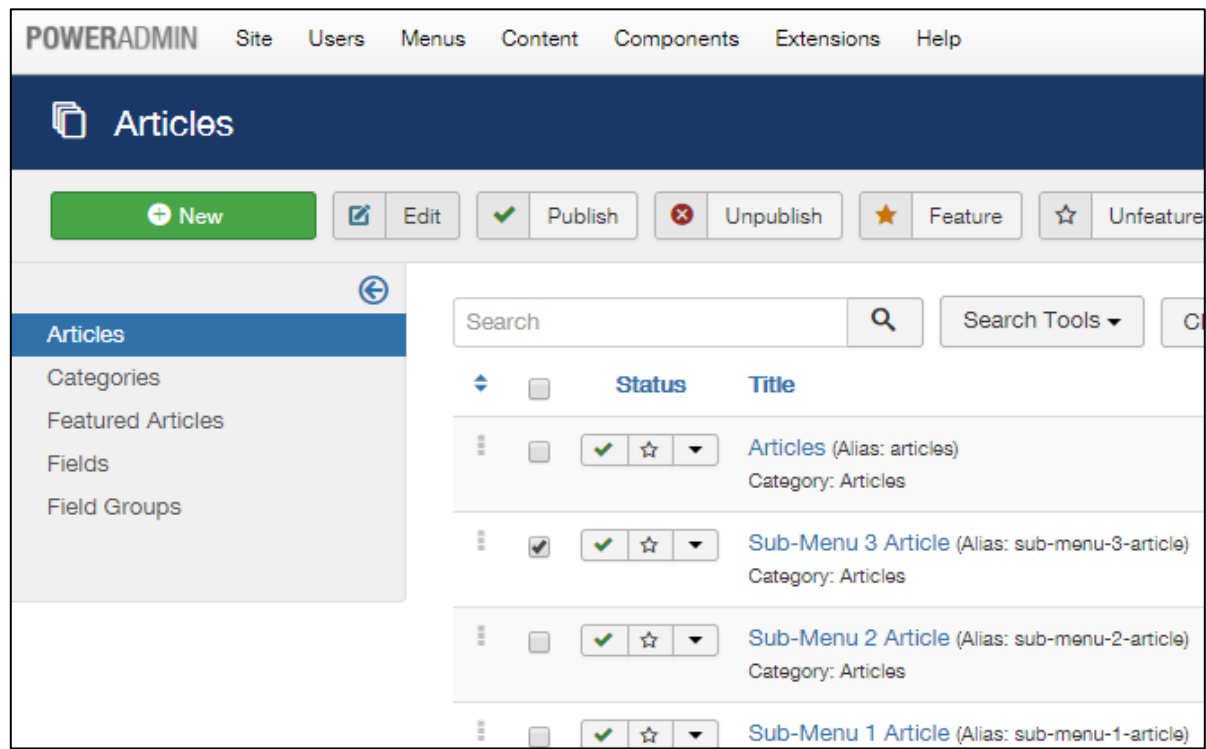
III. Articles

On Joomla! Articles are the content of the website pages.

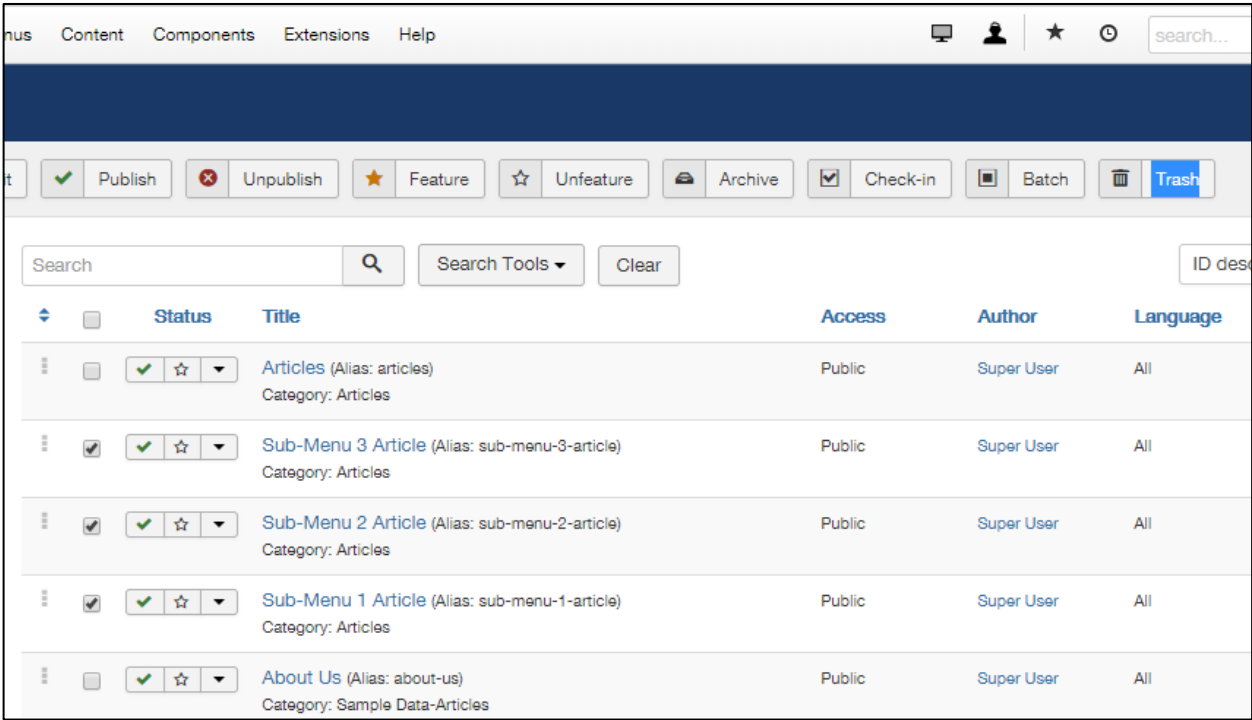
- Creating Articles
 - Go to Content >>> Articles >>> Add New Articles.
 - A text editor will be provided by the CMS.
 - Click on ‘save’ or ‘save and close’ after creating and entering the content in the text-editor.



- Editing Articles
 - Go to Content >>> Articles
 - Look for the Article that will be edited.
 - Mark the box of the Article and click on Edit on the toolbar.



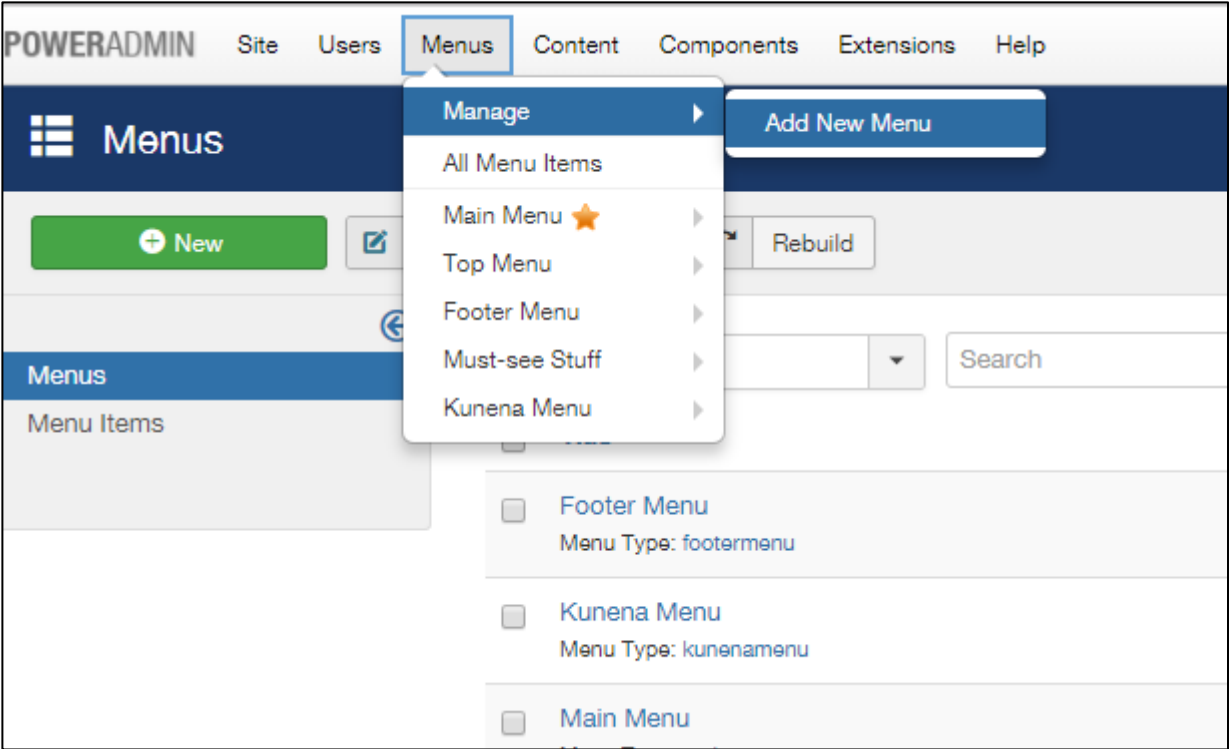
- Deleting Articles
 - Go to Content >>> Articles
 - Select the box or the boxes of the Articles which will be deleted and click on the Trash button on the toolbar.



IV. Menus

Each menu item defines a URL to a page on the website, and holds settings that control the contents, view, and style of the page. Menus provide one of the most convenient ways to structure content on the website.

- Creating Menus
 - Go to Menus >>> Manage >>> Add New Menu
- Managing Menus
 - Go to Menus >>> Manage
 - All menus which can be displayed on the website are listed here.



- **Creating Menu Items**
 - Go to Menus >>> Main Menu >>> Add New Menu Items.
- **Creating Drop-Down Menus**
 - Creating a drop-down menu requires assigning a menu item to a parent menu item.
 - The Parent Item can be selected on the right where the Menu Item will be assigned to and displayed on the website.

Menus: Edit Item

Save

Save & Close

Save & New

Save as Copy

Close

Menu Title *

Sub-Menu 1

Alias

sub-menu-1

Details

Options

Link Type

Page Display

Metadata

Sun Framework Options

Module Assignment

Menu Item Type *

Single Article

Select

Select Article *

Sub-Menu 1 Article

Edit

Clear

Link

index.php?option=com_content&view=article&id=187

Target Window

Parent

Template Style

- Use Default -

Menu *

Main Menu

Parent Item

- Articles

- - Joomla! 2.5 Support

- - SEO & Accessibility

- - K2 Support

- - Multilingual Support

- - Diverse Content Types

- Articles

- - Sub-Menu 2

- - Sub-Menu 3

- **Re-Ordering Menu Items**
 - Go to Menus >>> Main Menu
 - Changing the order of menus involve drag and drop.
 - Clicking and holding down the mouse button on the icon on the left of the menu item is done to reorder menu items.

JSN DONA 2 TEMPLATE CONTENT MANAGEMENT

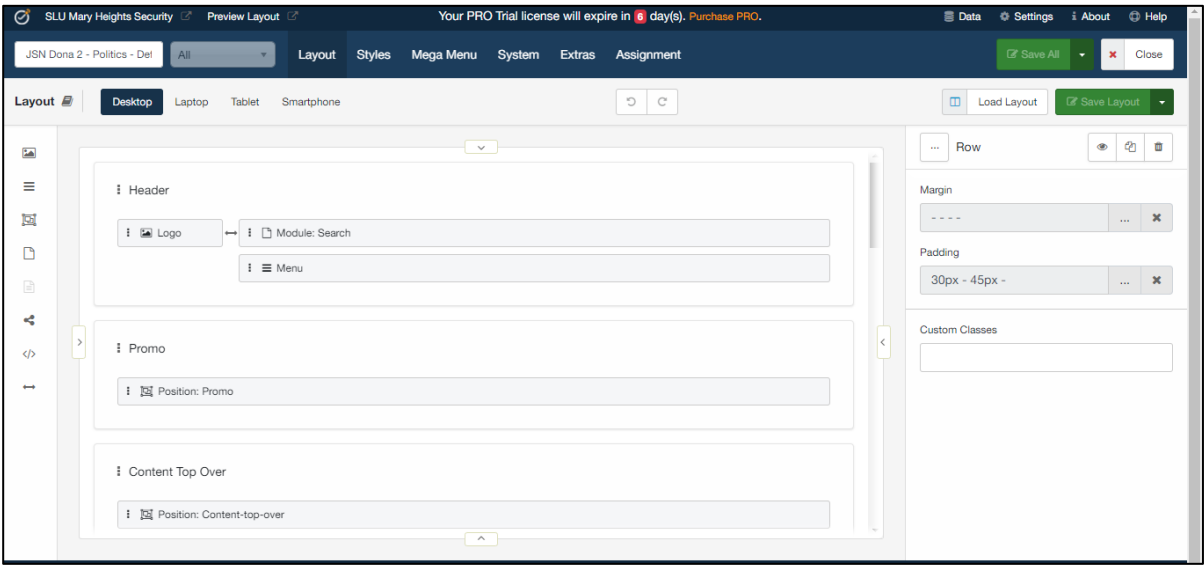
Most of the content layout and structuring on the website is influenced by the template which is selected in the template menu.

To access and modify the layout controls of the template, go to Extensions >>> Templates. On the Styles section, select the set Default Template.

- I. Layout
- This section defines the layout of the website. Layout changes can be done by simply relocating different module positions.

➤ Creating a template layout can be done by dragging and dropping items into the layout.

➤ Layout items can be cloned or duplicated, set hidden, or deleted.



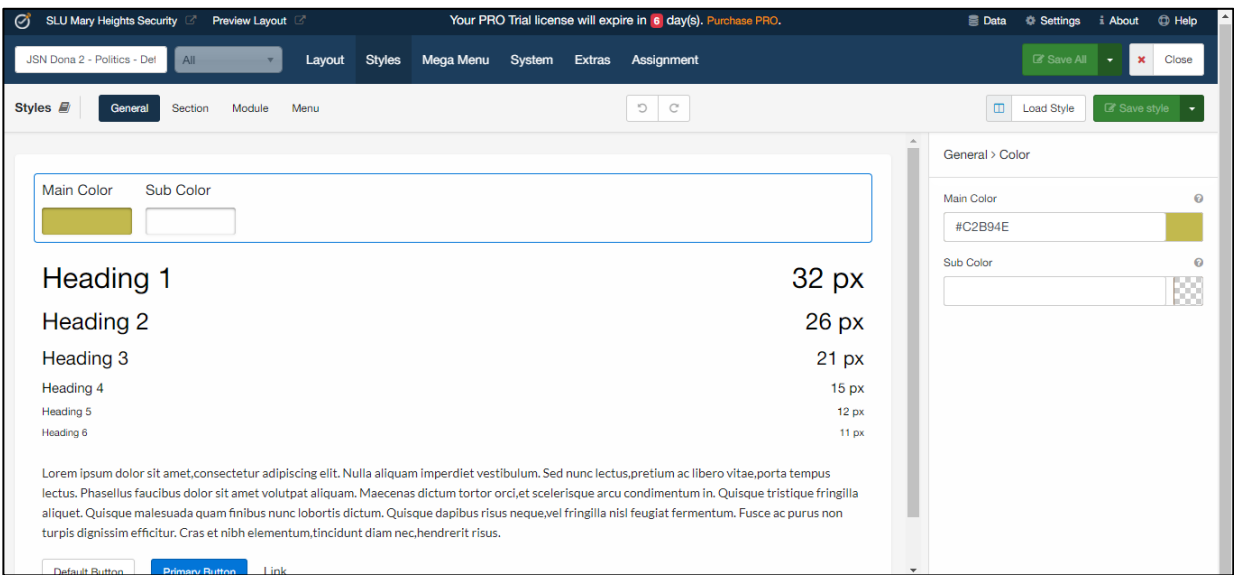
- II. Styles
- The built-in styles manager provides various options in configuring most elements of the website.

○ The General Styles section can be seen as the master style of the website where all settings in this section will be inherited by the other style sections.

○ The Section Styles gives the ability of controlling the style of each section in the layout.

○ The Module Styles controls styles for the website modules.

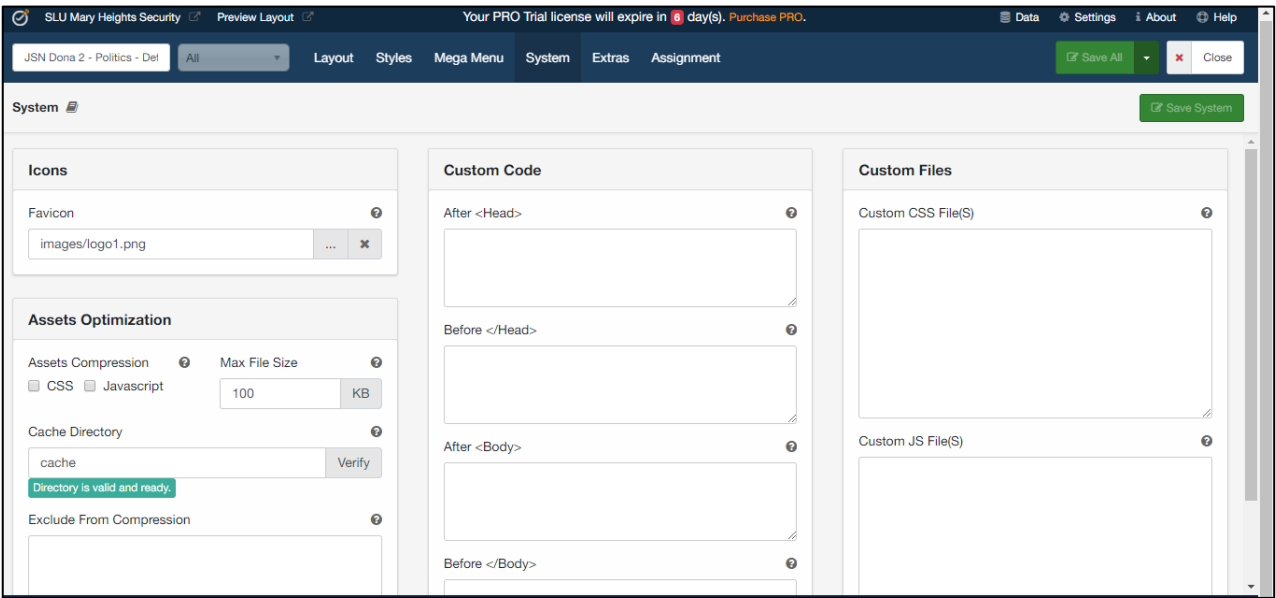
○ The Menu Styles define the styles for menus.



- III. System
- This section controls the technical settings of the website.

➤ In this section asset optimization such as caching and site compression can be controlled.

➤ Custom HTML, CSS, and JavaScript files can also be managed here.



- IV. Assignment
- This feature allows the selection off different layout styles for each page of each menu item.

