JOOMLA! 3.X
MADE EASY

THE **STEP-BY-STEP** GUIDE TO BUILD A **JOOMLA! 3.X** WEBSITE FOR **NEWBIES**

WRITTEN BY JOOMLASHINE TEAM
FREE TO SHARE TO COPY, DISTRIBUTE AND TRANSMIT THE WORK

WWW.JOOMLASHINE.COM

People behind this book

Writers

Dao Ngoc Anh

Bui Thi Mo

Editors

Nguyen Thi Thanh Huyen

Bui Anh Tuan

Bui Huy Thang

Designer

Ho Huy Tung

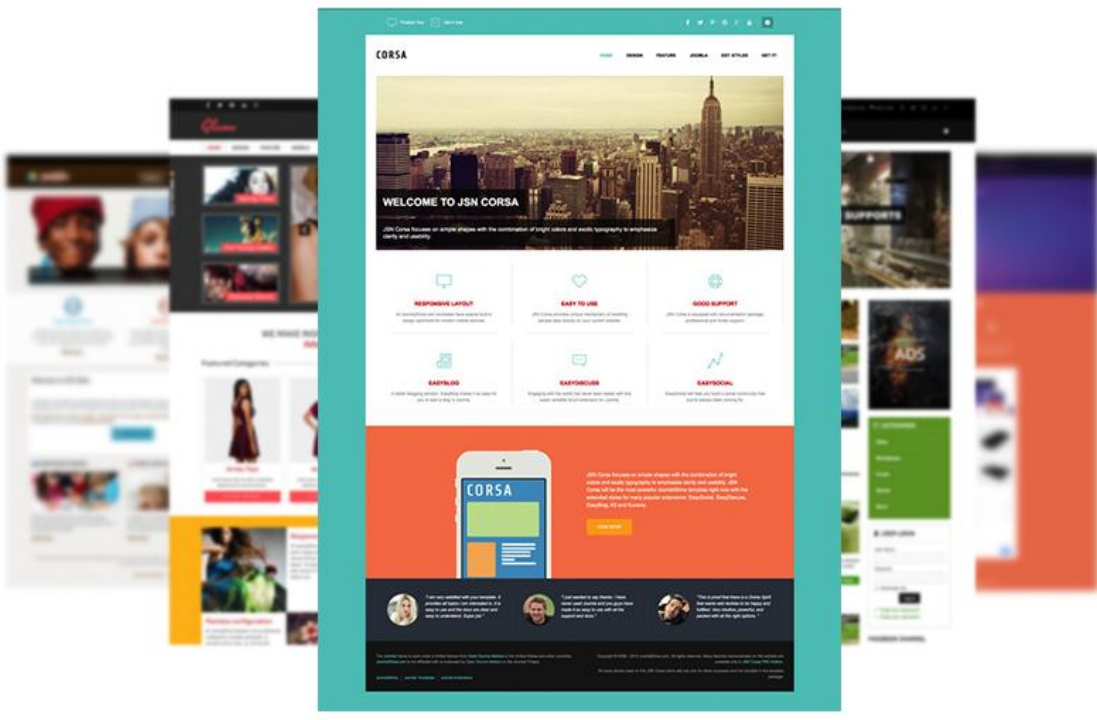
Luu Minh Son

Proofreader

Sandra Newton

★ Awesome Templates at Unbelievable Price: NO CHARGE ★

JoomlaShine – Source of FREE Hi-Quality Joomla Templates

Check templates

Contents

Joomla! 3.x features

Joomla! 3.x is a whole new exciting world with a lot of cool improvements. For more information about Joomla! 3.x features, you should go to http://www.joomla.org/3/en.

Twelve great features of Joomla! 3.x

Step 1: Get to know Joomla! CMS

In the past if you needed a website, the only option was to hire a professional web studio to build it and then you were fully reliant on them to maintain it. But now, with the rise of free open source software, you can easily build a website yourself by using a Content Management System (CMS). There are several CMS's around, but the most suitable for a small / medium website is Joomla!.

In this section you will have a brief introduction to Joomla! and what it is made of.

What is Joomla! CMS?

Joomla! logo

Joomla! CMS is free web-based software which allows you to create and manage websites. You can control:

1. Website content like text, photos, videos, etc.

2. Website appearance by utilizing templates

3. Website functionality by utilizing extensions.

There are two parts of the system: the front-end (what the public see) and the back-end (what administrators see).

The front-end

The front-end is what people see when they visit your website. Normally there are standard items including a logo, menu bar, side column and main text packaged up in a cool design.
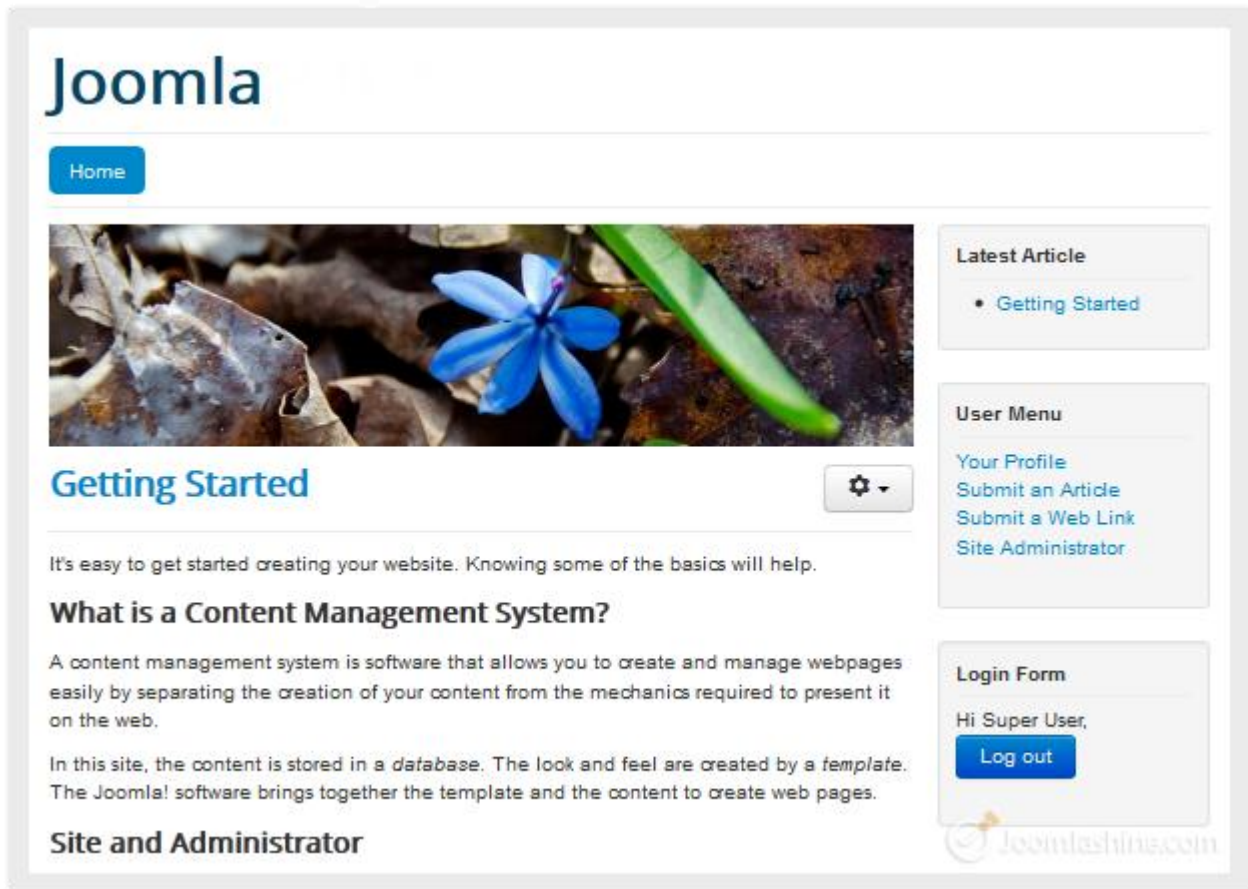
The website front-end
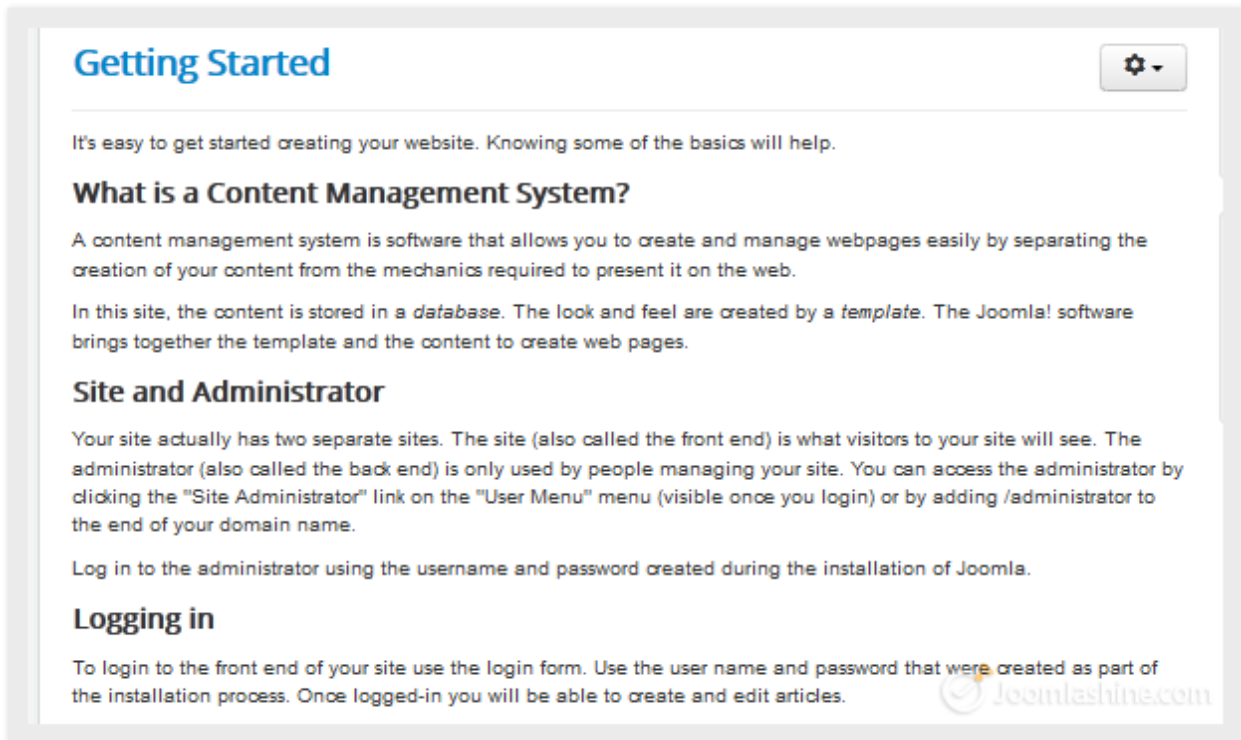
Viewing an article in the front-end

The back-end

The back-end is the administration area and is where you control your website. Access is provided via a special login page and only for users with administrator permission.

The Joomla! back-end
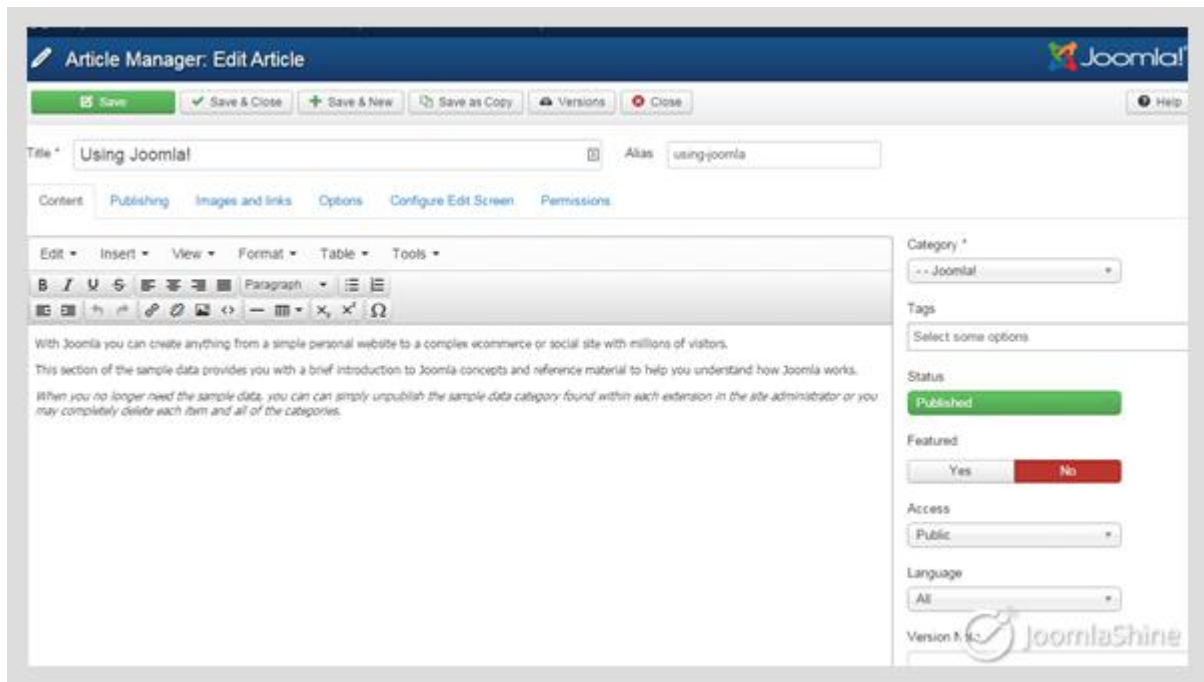
Editing an article in the back-end

What is Joomla! made of?

Now, let's explore the main parts of Joomla!

Content

In Joomla!, content consists of articles, categories and media.

Articles

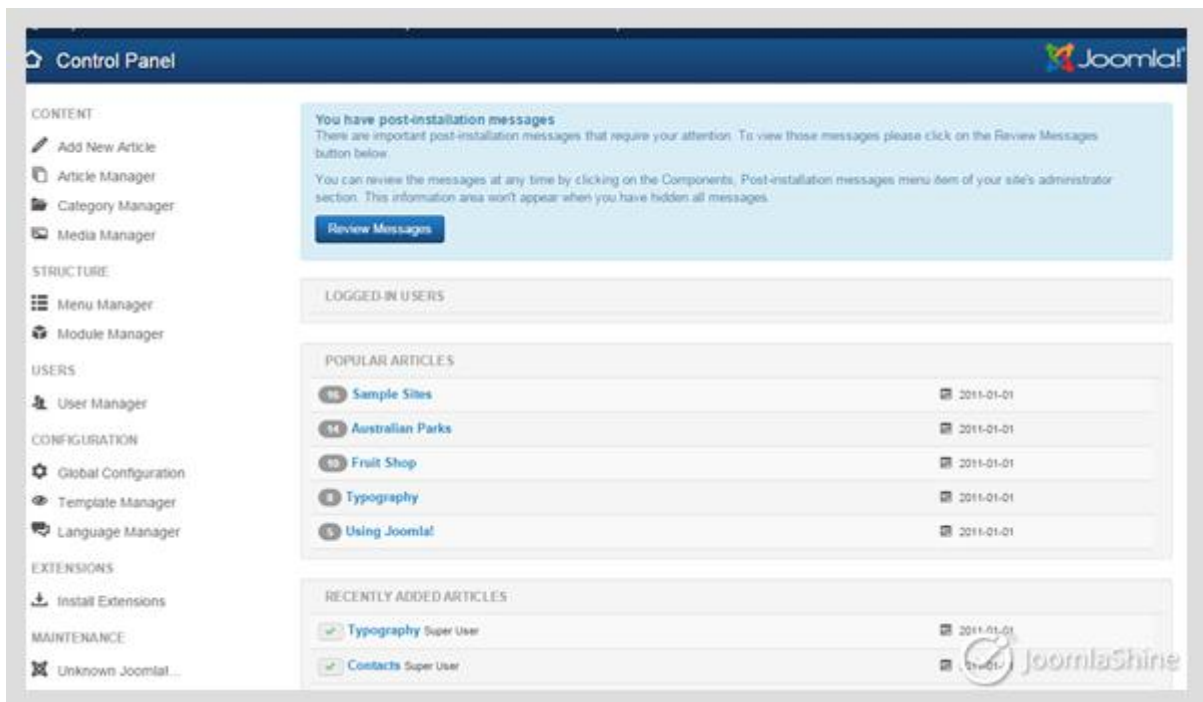Articles are the main building blocks of a Joomla! website. In the front-end you can easily recognize an article as a piece of text with/without images, presented in the main content area.
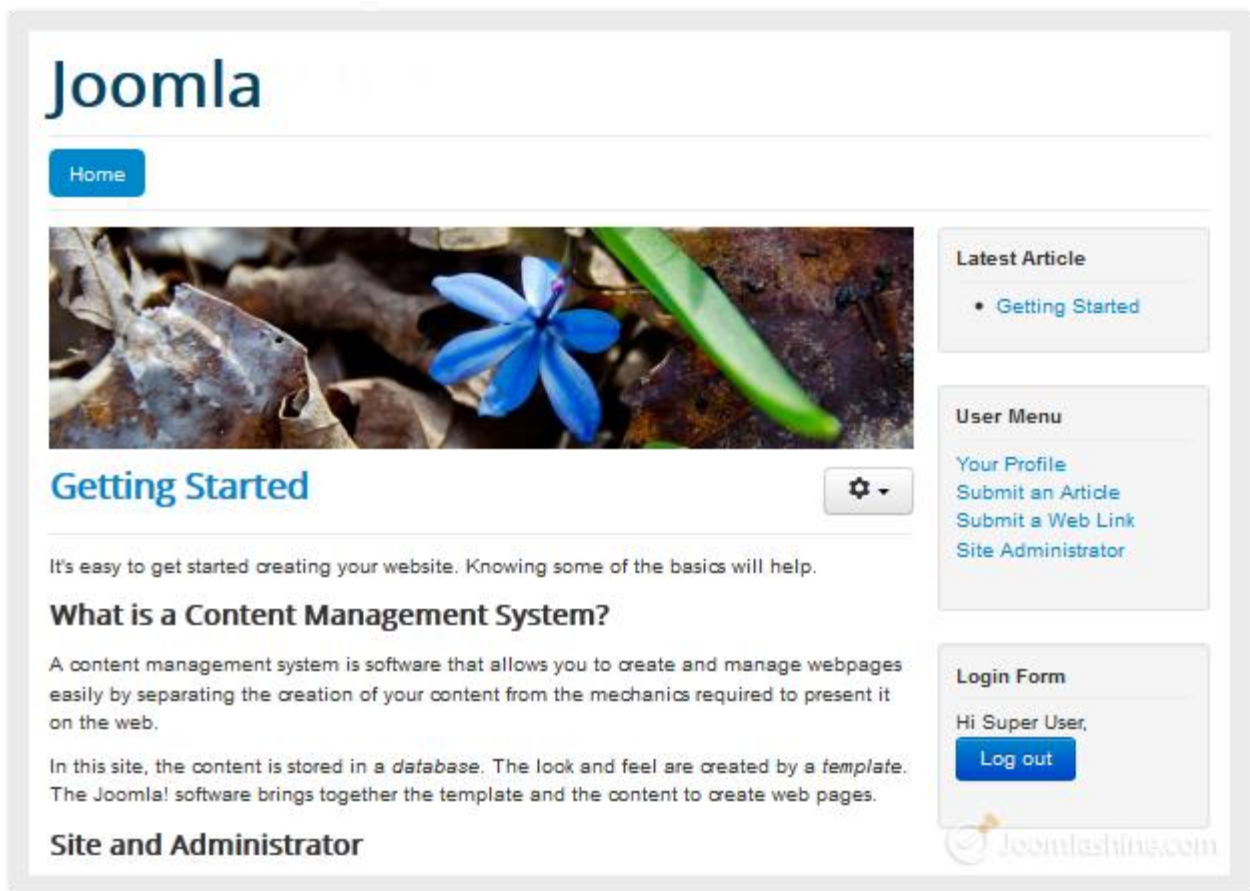
The article "Getting started"

At the back-end, articles are managed using the **"Article Manager"** which is accessible via the menu **"Content"** => **"Article Manager"**.

The "Article Manager"

Here, you can create new articles, edit them, choose to publish or unpublish them etc.

Categories

Categories help you to organize your articles more conveniently. You can imagine categories as folders containing files. For example, a category *"Products"* can contain all articles about your products. Or, a category *"About Us"* can contain articles like *"Our Company"*, *"Our Vision"*, *"Board of Director"*, etc.
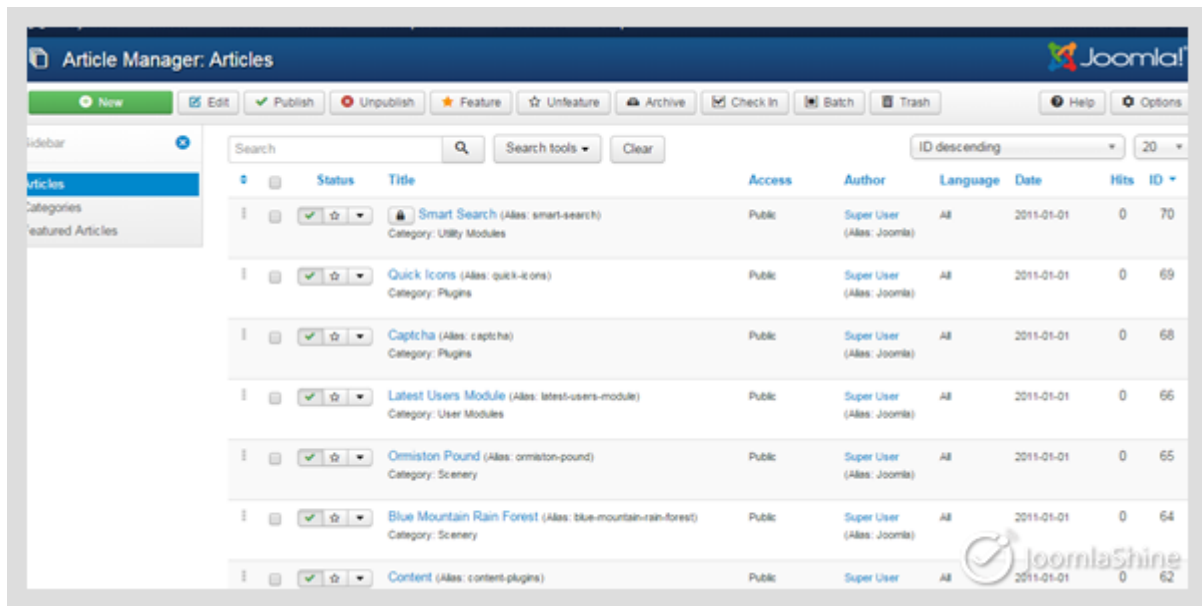
In the back-end, categories are managed using the **"Category Manager"** accessible via the menu **"Content"** => **"Category Manager"**.
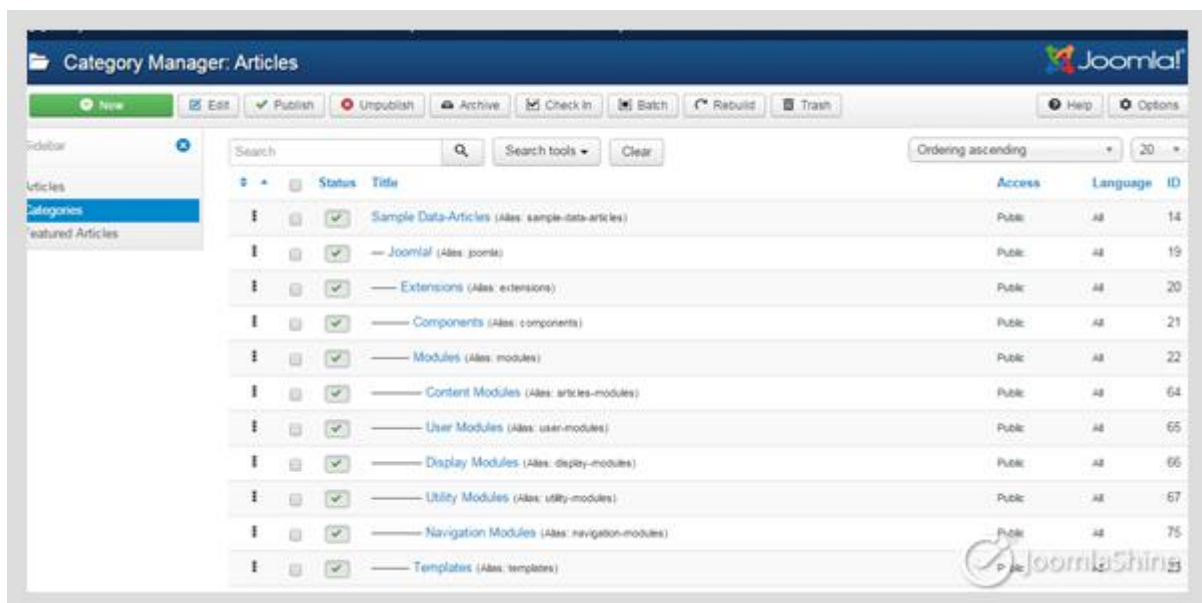
The "Category Manager"

Here, you can create new categories, edit them, choose to publish or unpublish them, etc.

Tags

Tags are keywords or terms assigned to a piece of information. It describes the content of the item. For example, you might add tags *"Joomla! templates"* and *"Joomla! extensions"* to the article *"Getting Started with Joomla!"*.

Items with similar tags will be grouped together so that people can search for them easily. You can also create a menu item (or a module) to display tags that you create.

In the back-end, tags are located in the **article editing** dashboard. You go to **"Content"** => **"Article Manager"** then access the individual articles to assign tags.

"Tag" function lets you assign keywords to a particular item or article

To manage all your tags, you can go to **"Component"** => **"Tags"**
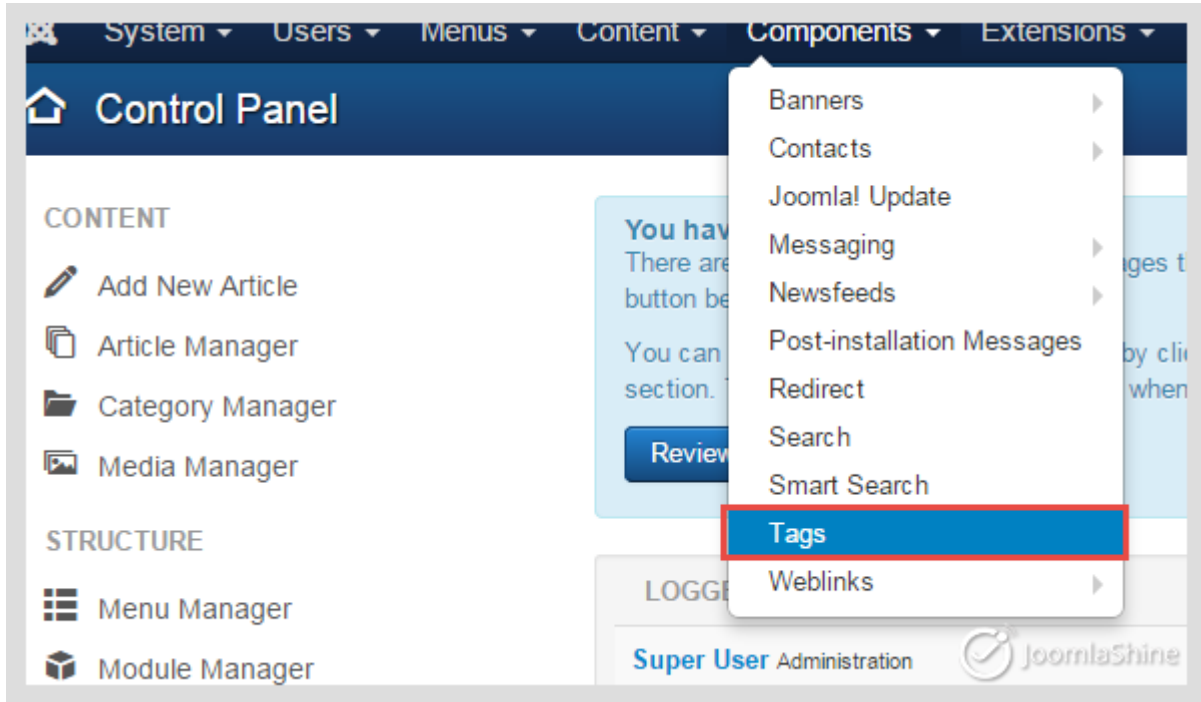
Go to "Components" -> "Tags" to manage your tags

Media

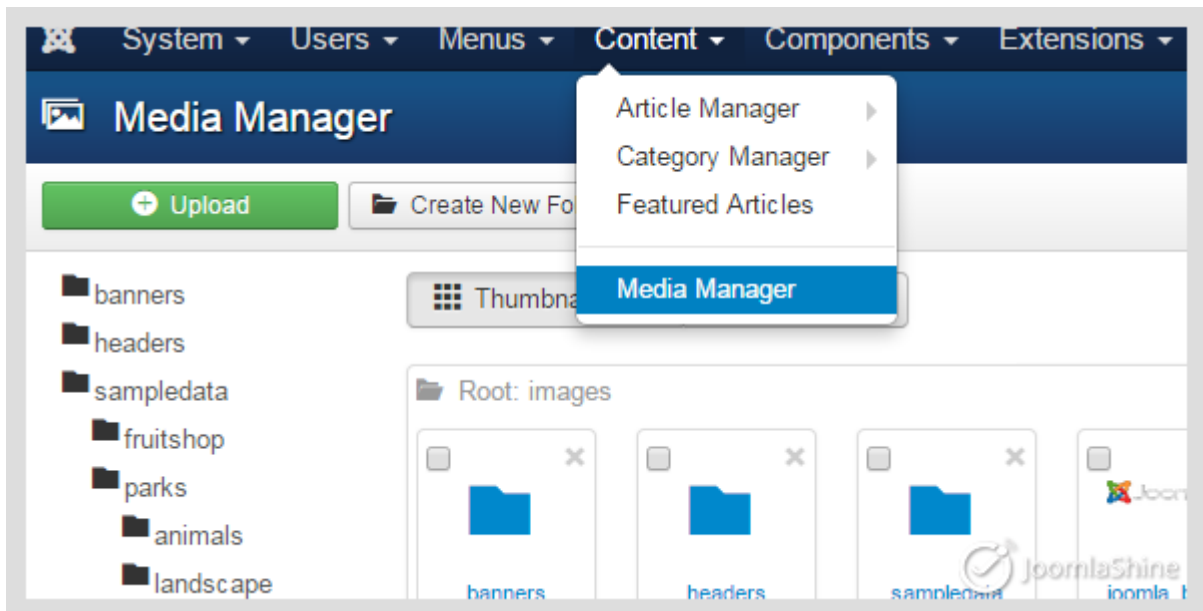Simply put, media is non-text stuff that you can put into your content. This can be not only images, but also videos and other multimedia elements.

Media is managed using the **"Media Manager"** accessible via the menu **"Content"** => **"Media Manager"**.


The "Media Manager"

Here, you can create new media folders, upload files, etc. We will discuss using Media Manager in more detail in the chapter "Step 3: Create content for your Joomla! site".

Menus

Menus help website visitors navigate to and access all areas of your website. You can create multiple menus and configure them to be shown at different locations such as at the top and/or side column.
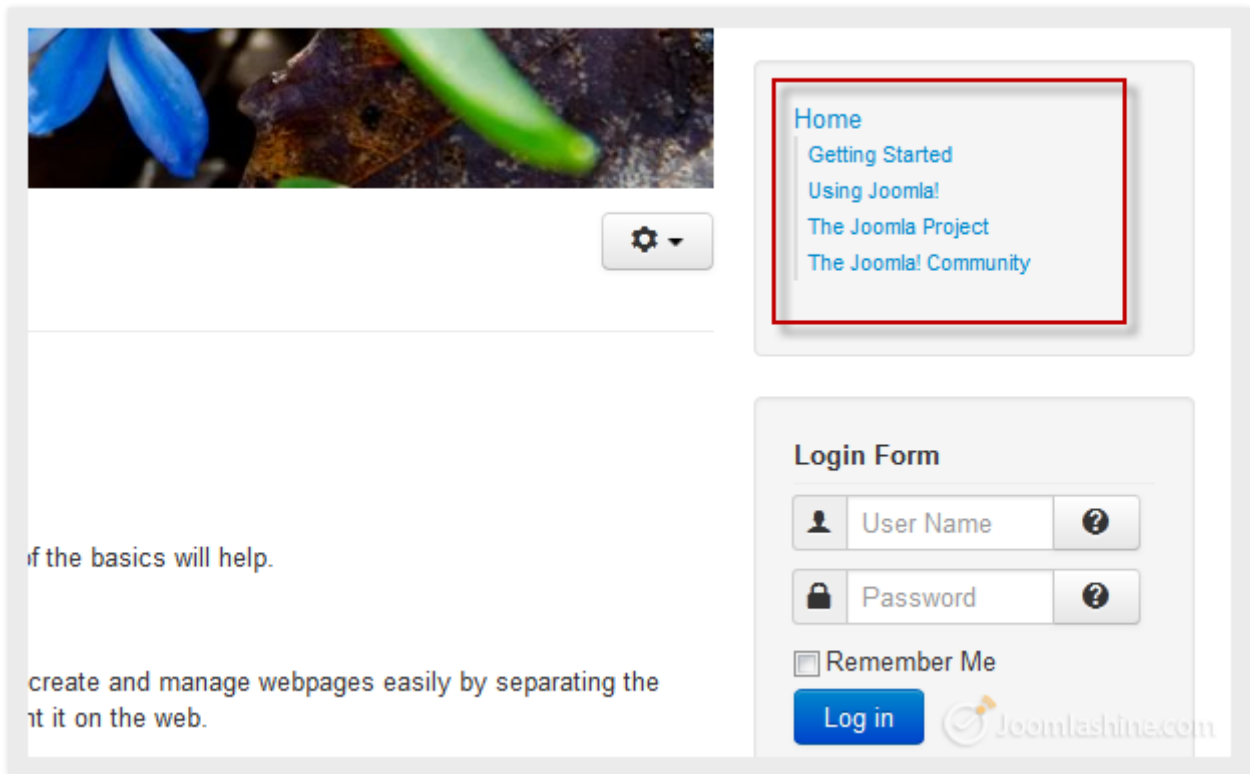
Sample Menu

In the example above, the administrator created a menu *"Home"* with several sub-menu items *"Getting Started"*, *"Using Joomla!"*, etc.

To control menus, go to the menu manager via **"Menus"** => **"Menu Manager"**.
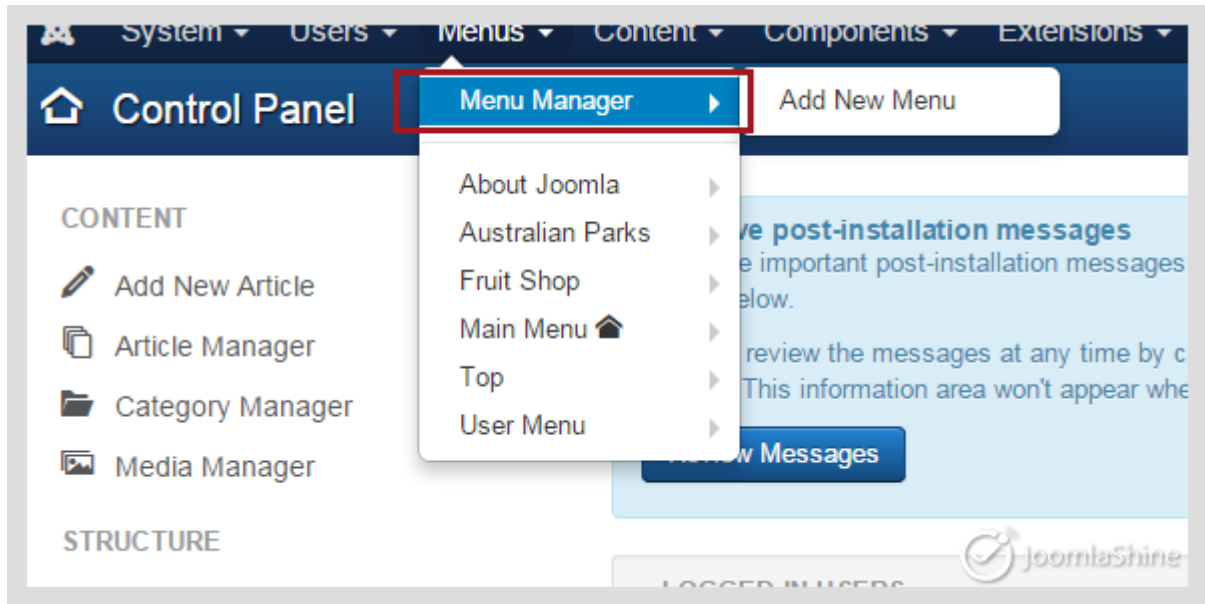
The "Menu Manager" in the Joomla! administration

In the menu manager you can create menus and menu items linking to any part of the website you want. When the menu is ready you create a menu module to display the menu in the front-end.

Users

Joomla! allows your website to have multiple registered users. All users are arranged in user groups, which have permission to access certain parts of the website. By default there are several user groups such as *"Author"*, *"Editor"*, *"Publisher"*, etc. For example:

- Users assigned to *"Administrator"* group can access both back-end and front-end

- Users assigned to *"Registered"* group can only access the front-end. You can manage users, user groups and access levels in the User Manager via the menu **"Users"**.
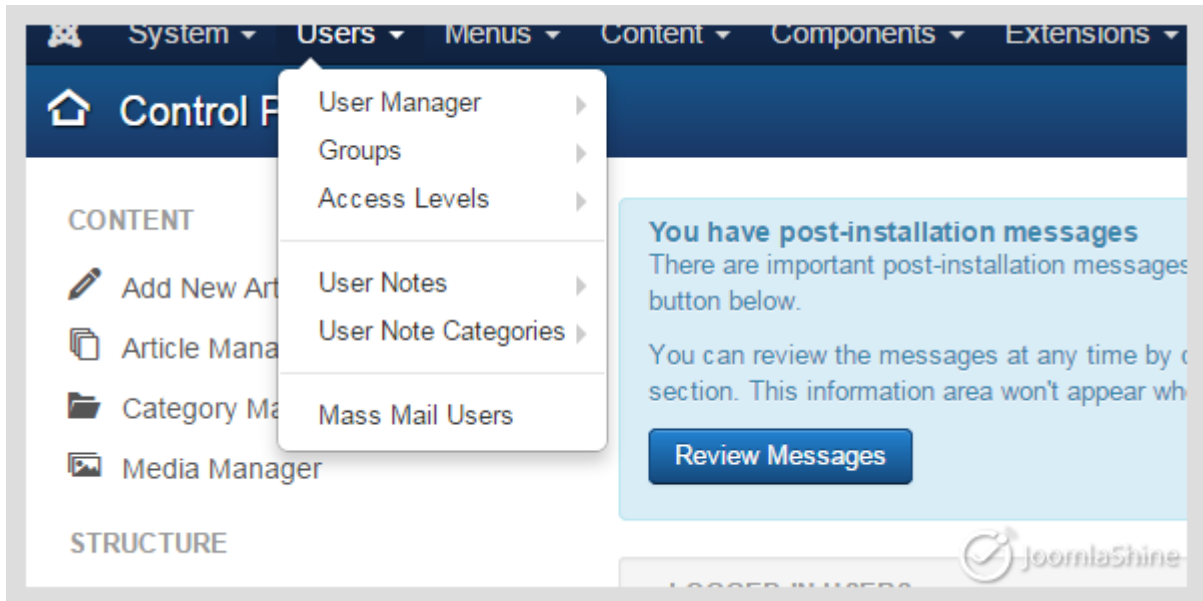
The menu "Users" in the back-end

Extensions

Extensions are specially written software to be plugged into Joomla! in order to extend website functionality. For example, if you want to have a photo slideshow, video gallery or an advanced contact form, then you will need to install extensions for those purposes.

By default Joomla! is shipped with several extensions covering basic needs. If you want more, there are thousands of additional Joomla! extensions available from the Joomla! Extension Directory. This is the official directory of Joomla! extensions maintained by the Joomla! core team.
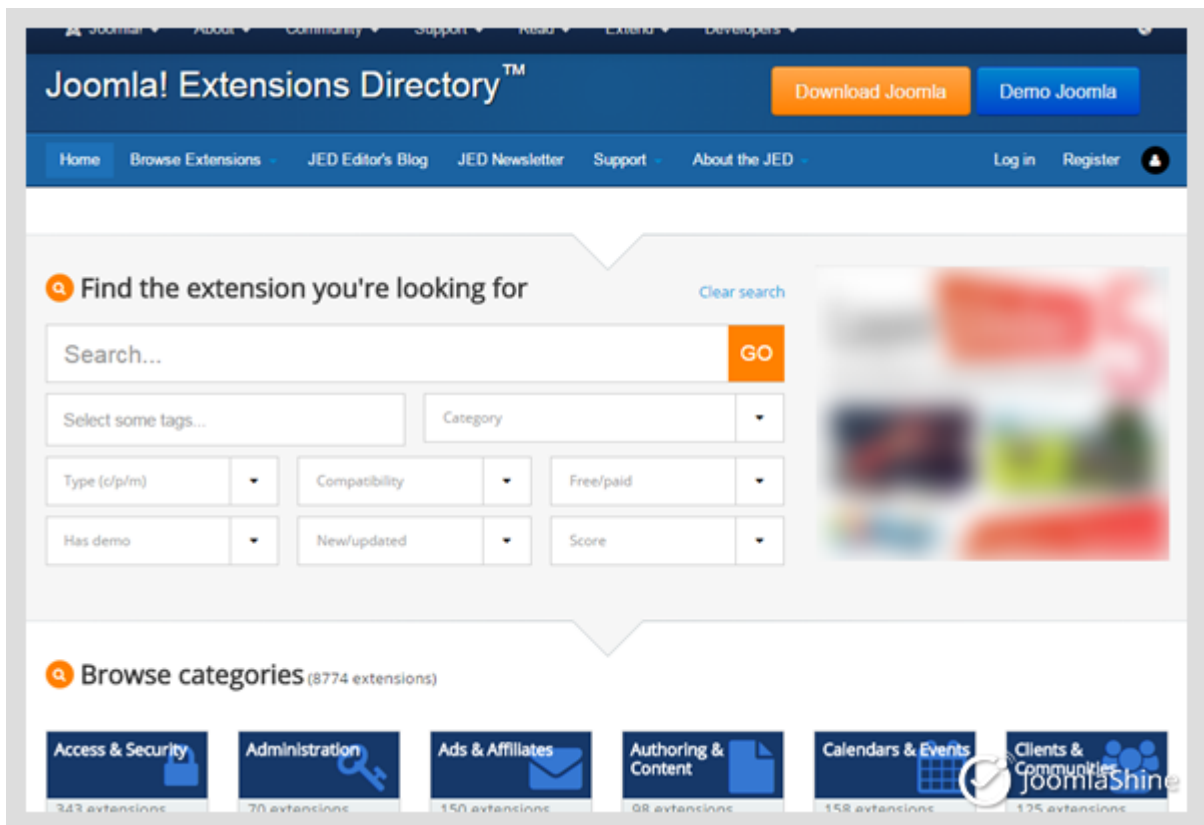

The Joomla! Extensions Directory

There are 5 basic types of extensions: components, modules, plug-ins, templates and languages. Each of these extensions handles specific functionality.

Let's take a look!

"**Joomla! 3.x Made Easy**" © JoomlaShine.com

Twitter http://www.twitter.com/joomlashine | Facebook http://www.facebook.com/joomlashine
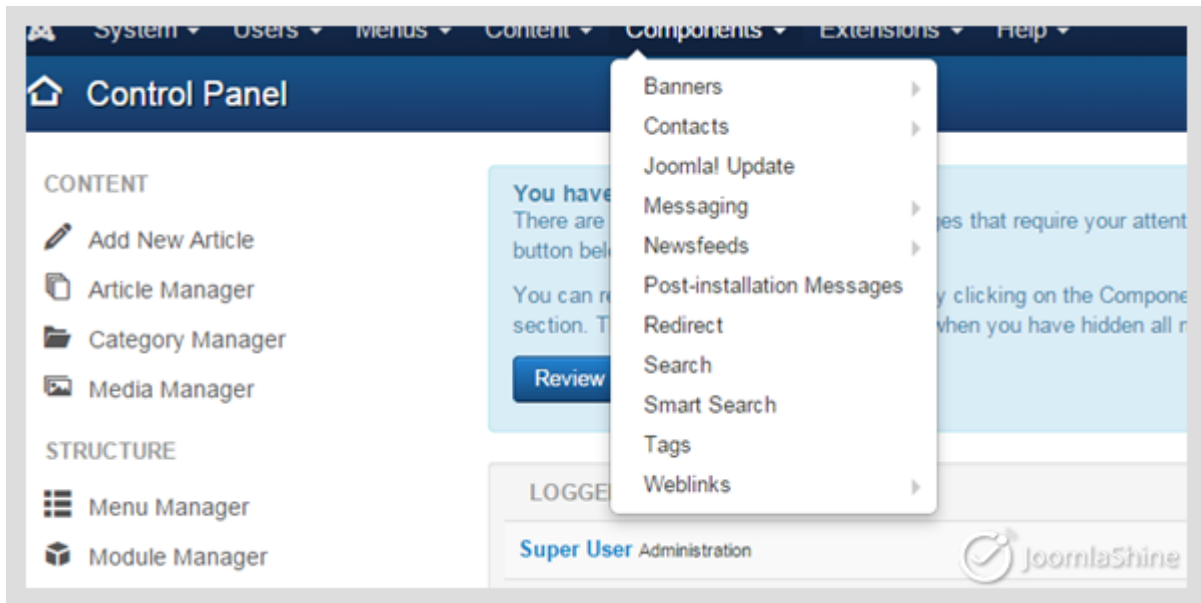
Components

A component is the most complex type of extension. It can be seen as an application that performs certain tasks and displays specific content on your site. As mentioned before a video gallery is an example of a component. It could also be a shopping cart, booking system, forum and more.
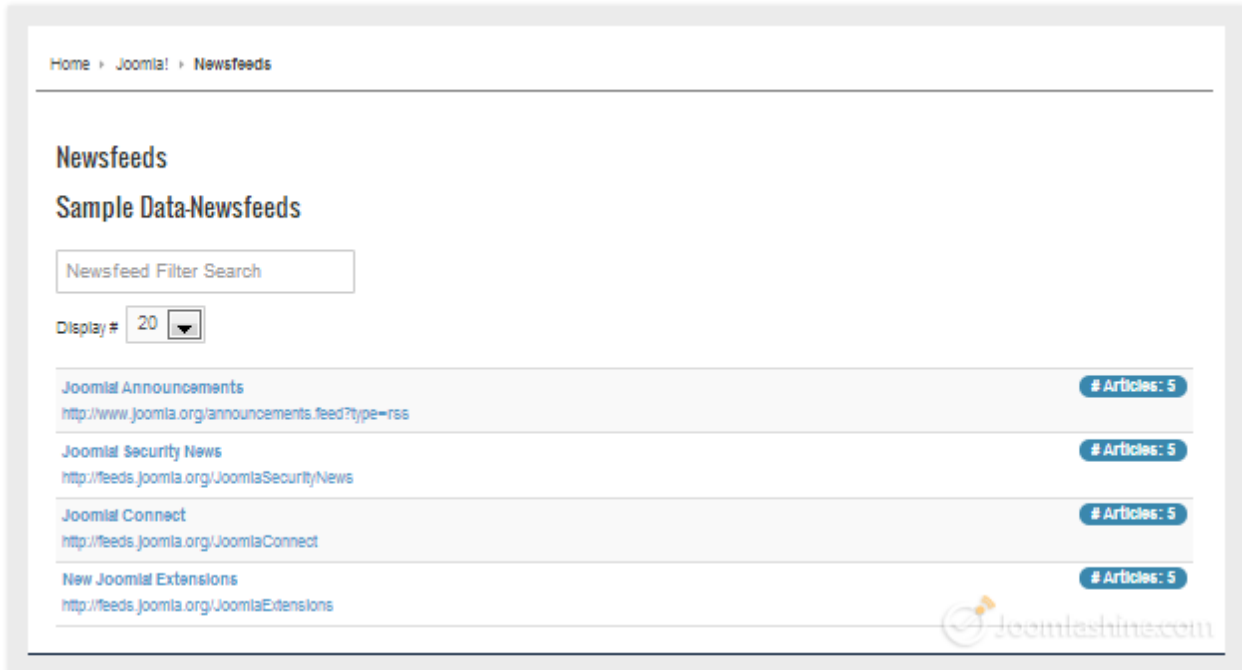
The "Newsfeeds" component at the front-end

The content produced by a component is displayed in the main content area. In the example above, you can see a feed list generated by the component *"Newsfeeds"*. All components are located in the section **"Components"**.
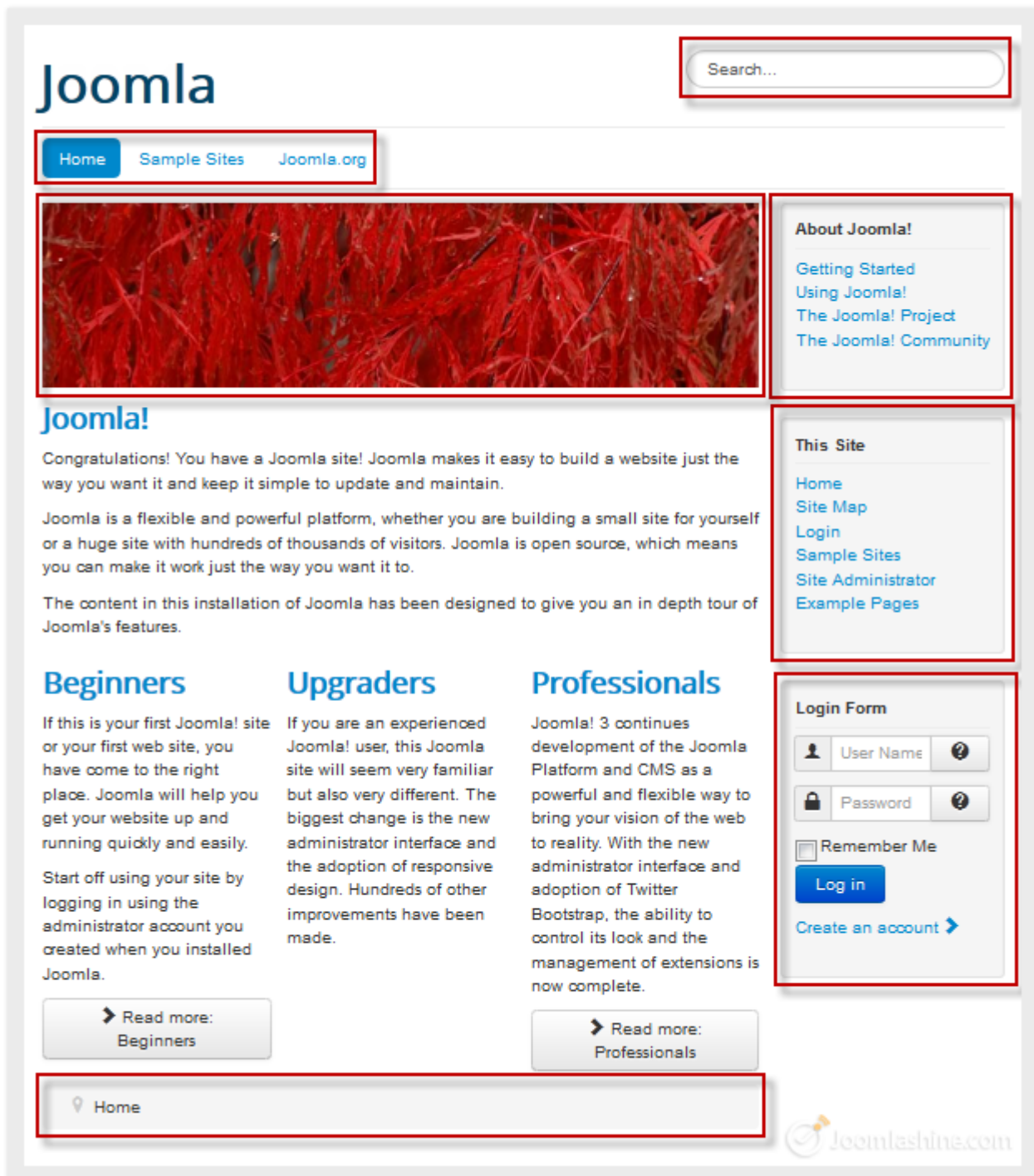
The "Components" menu in the back-end

By default, Joomla! is shipped with following components: *"Banners"*, *"Contacts"*, *"Messaging"*, *"Newsfeeds"*, *"Redirect"*, *"Search"*, *"Smart Search"* and *"Weblinks"*.
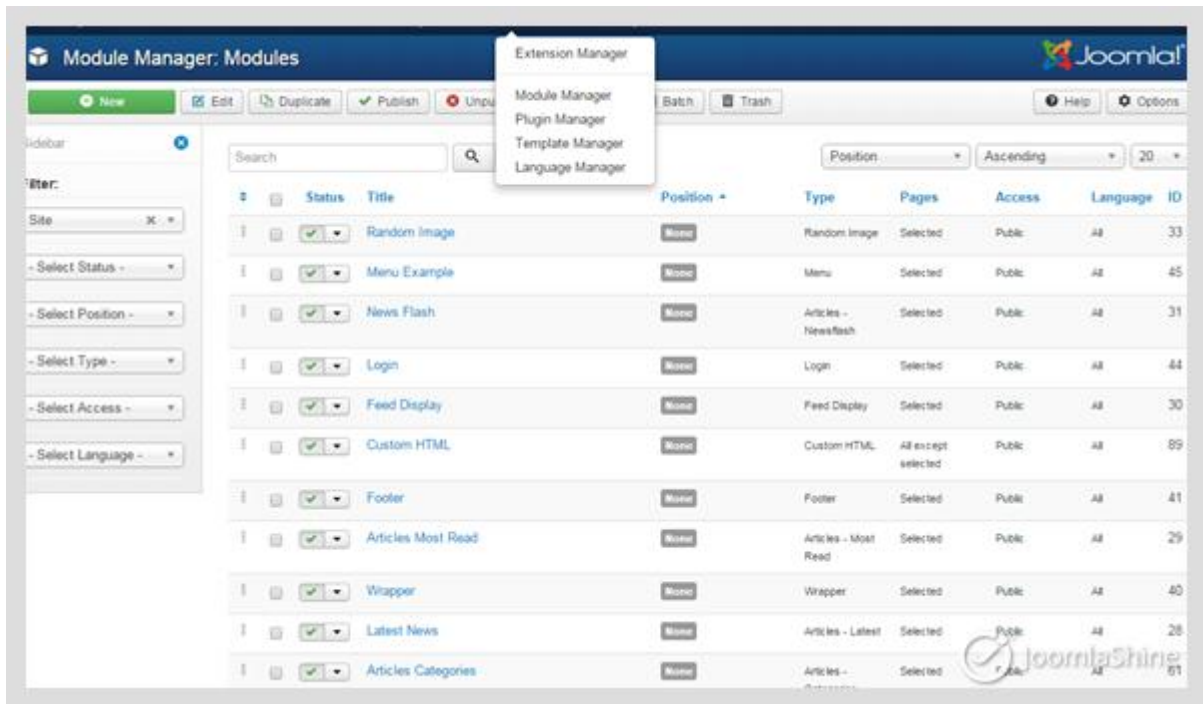
Modules

Modules have similar roles as components but on a smaller scale. They perform simple tasks and display content as small blocks on a page.

Modules as they appear in the front-end

Examples of modules are a search box, login form, menu, footer copyright information, etc. In many cases modules are working in conjunction with components to present content. For example, a shopping cart component is used to manage products and a module is used to show hot products.

All modules are managed via **"Extensions"** => **"Module Manager"**.

The "Module Manager" in the back-end

Templates

The Template controls the graphical presentation of your website. It determines the layout, colors, type-faces, graphics and other aspects of design that make your site unique.

In general, a template consists of three elements:

- Static graphic elements, like background images, design decoration, logotype, etc.

- The main content area presenting data generated by components.

- Multiple module positions to show content presented by modules, in specific locations.
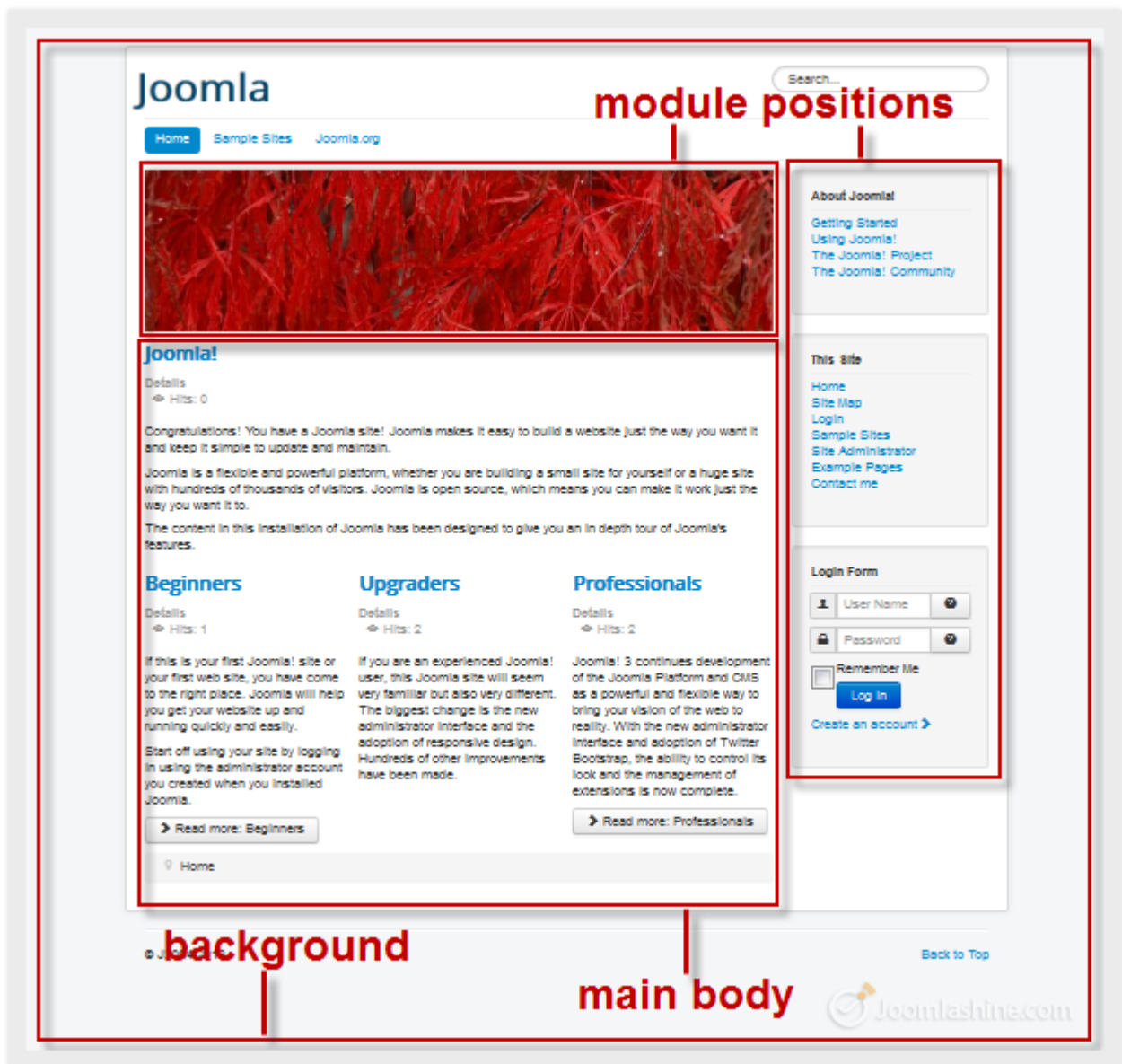
*Example of background image, module position and main body/content area*

In the back-end, you can control templates via **"Extensions"** => **"Template Manager"**.
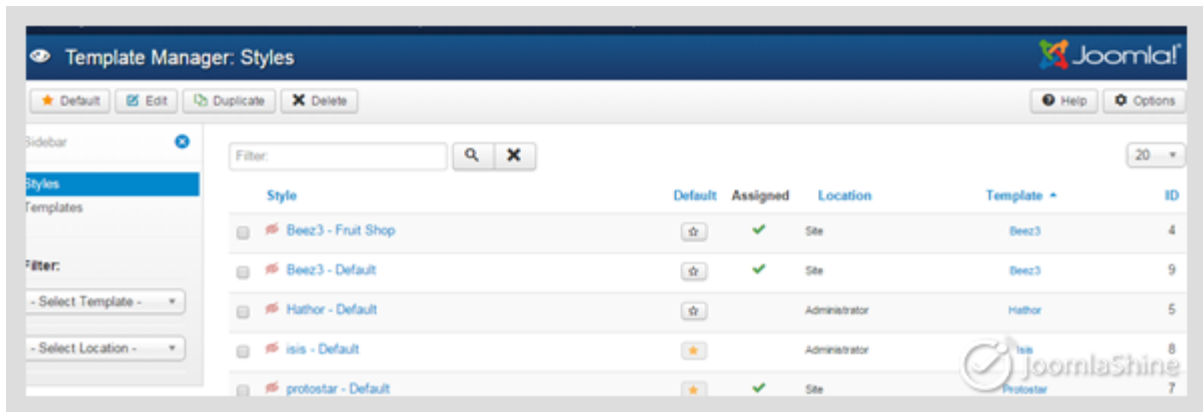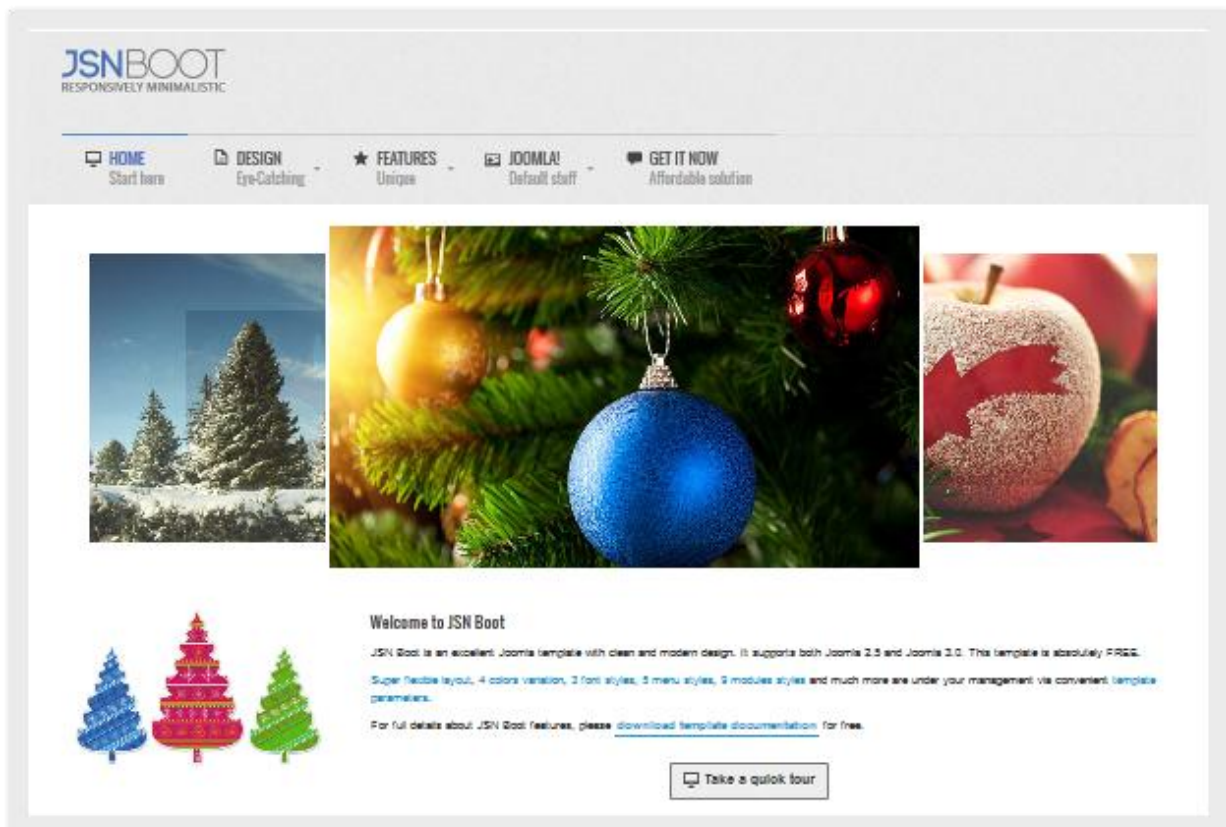

"Template Manager"

By default, Joomla! 3.x comes with two front-end templates: *"Protostar"* and *"Beez3"*. But there are thousands of both free and commercial templates available, so you can definitely choose the best one for your needs. Check out this list of top 10 Joomla! 3.0 templates for users.
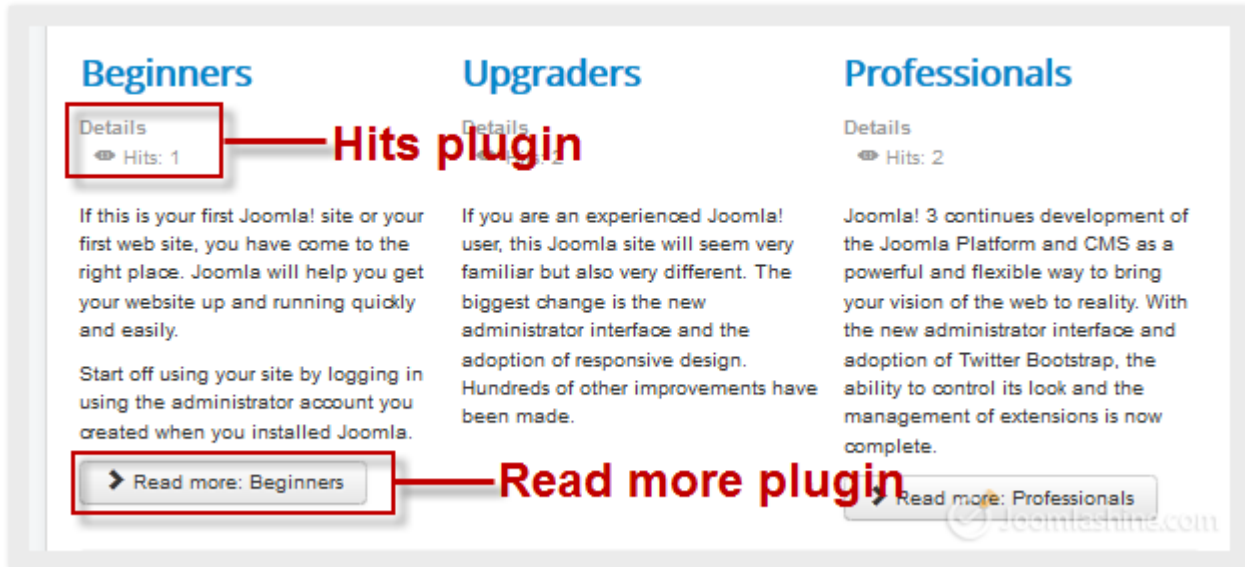
Here are some more examples of a template:
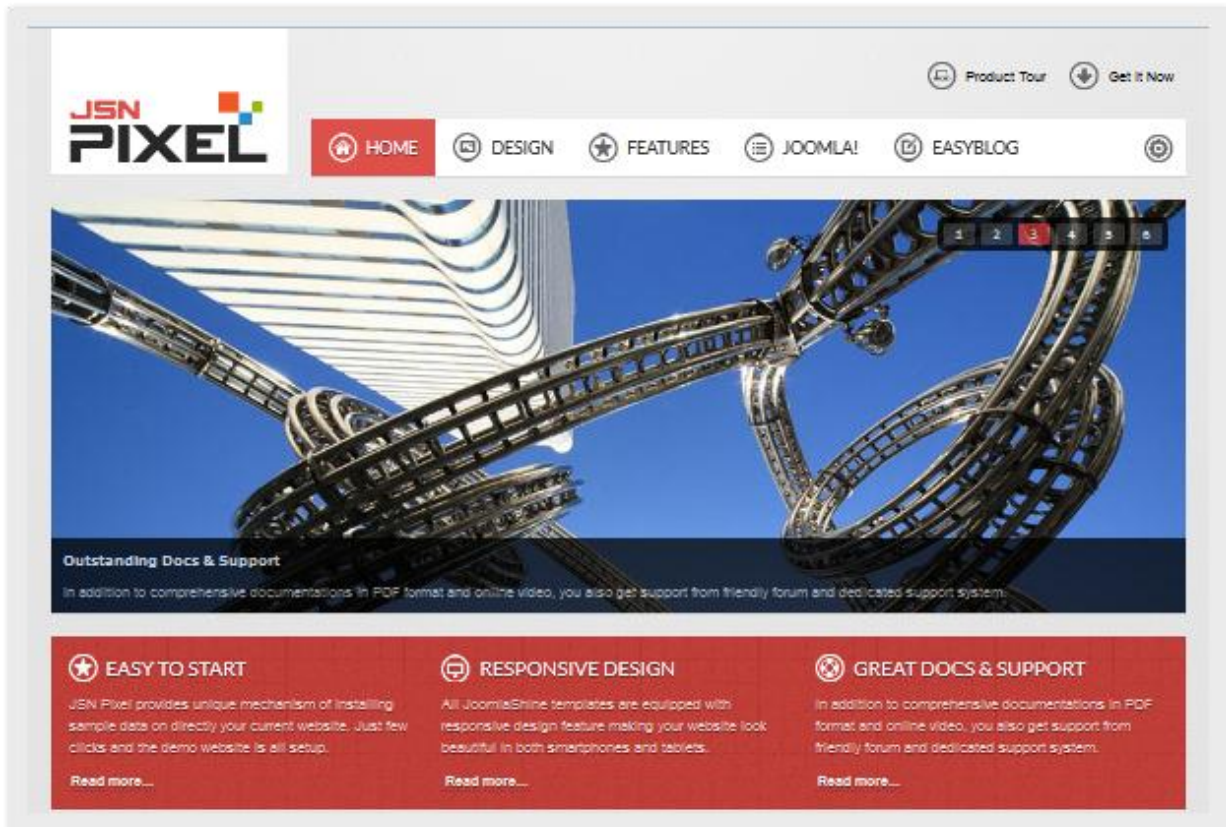

JSN Pixel

JSN Boot

Plug-ins

Plug-ins are designed to display content inside components and modules. Plug-ins can also perform tasks at certain points during website loading. You can think about plug-ins as a more versatile way to interact with the system.

"Voting" and "Read more" content plugins in the front-end

Examples of plug-ins you might see are the voting functionality and the *"Read more…"* button in articles. All plug-ins are managed via **"Extensions"** => **"Plug-in Manager"**.
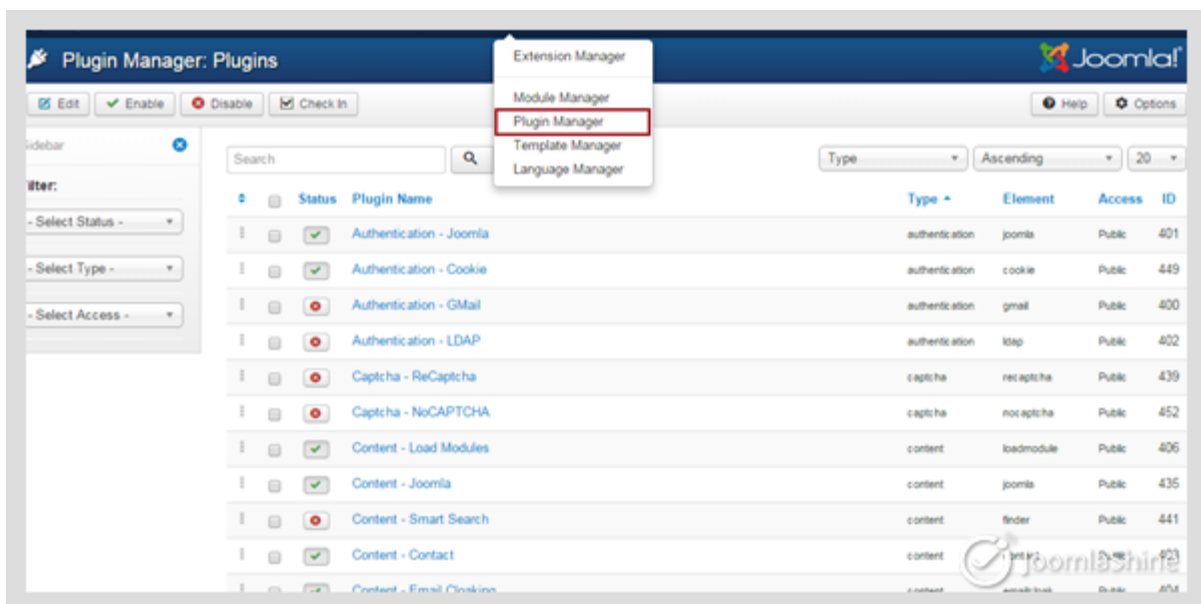

"Plug-in Manager"

In the Joomla! 3.x core package, plug-ins are divided into eleven categories: *"authentication"*, *"captcha"*, *"content"*, *"editor"*, *"editors-xtd"*, *"extension"*, *"finder"*, *quickicon"*, *"search"*, *"system"* and *"user"*.

Languages

Languages allow you to run your site in more than one language. For example, if you want to use French for

your Joomla! site / administration. You just need to download the French translation packages from the Joomla! Extension Directory for Languages then install them using the **"Extension Manager"**.
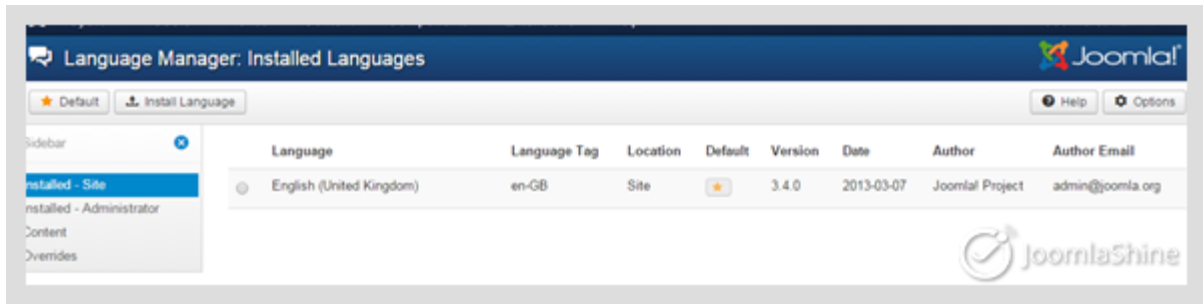
"Language Manager"

Both of the two installed languages will then be shown in **"Extensions"** => **"Language Manager"** in the back-end.

>>> The next step

Now that you have little insight into what Joomla! is, it's time to experience it in flesh and blood. Let's **install Joomla! 3.x on your localhost** and **give a test drive**.

Step 2: Install Joomla! 3.x on localhost

Installing Joomla! 3.x. on localhost is straightforward but can be tricky the first time you attempt it. So for this step we've provided instructions on how to do it right from scratch.

First, let's make clarify the meaning of "Localhost". As you know, any website needs to be hosted on a web server in order to be shown to users. Normally, you would need to buy a hosting package from some hosting provider like Rackspace or GoDaddy. Depended on the package you choose, a hosting provider will install a web server for you on one of their server machines, which is accessible to the public. A localhost is basically the same type of web server but installed on your own computer.

Now, in order to run Joomla!, you need not only a web server, but also 2 more things: PHP script interpreter and MySQL database system. It sounds complicated but thankfully, there is a single package called XAMPP with all the elements included.

Let's install XAMPP on your computer.

Install XAMPP

1. Download the XAMPP installer package at http://www.apachefriends.org/en/xampp.html

2. Run the installation file as you do with regular software and follow the step by step instructions.

3. Open "XAMPP Control Panel Application" and start "Apache" and "MySQL".
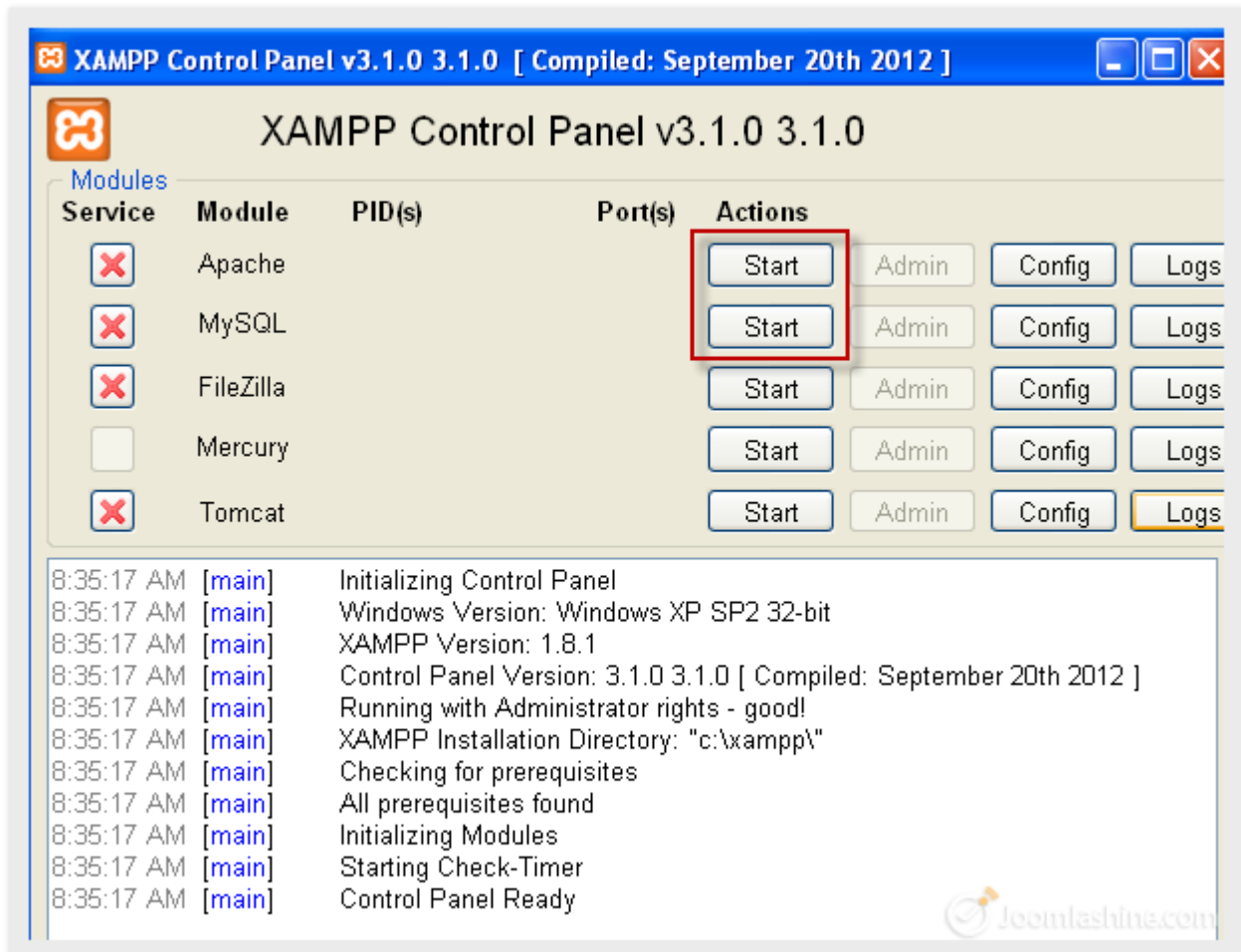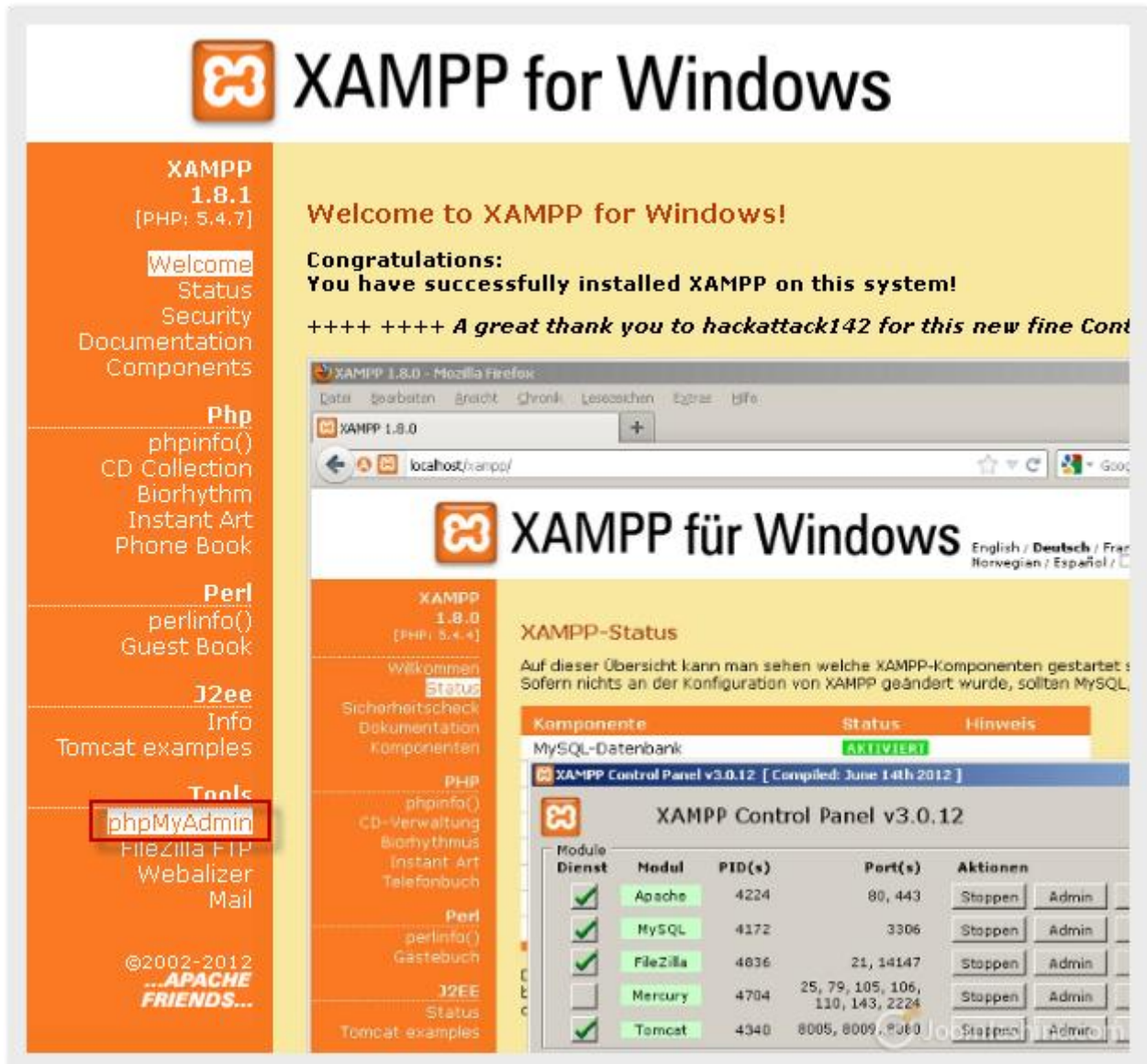

XAMPP Control Panel Application

That's it, your localhost is now installed. You can check if it works or not by typing the address:

"http://localhost" in your web browser. You should see a page as illustrated below.

XAMPP for Windows interface

4. Create a database in phpMyAdmin.

From the XAMPP interface, click phpMyAdmin to start creating database.

Click "phpMyAdmin"

5.   Next, click Database in the toolbar as illustrated in the following
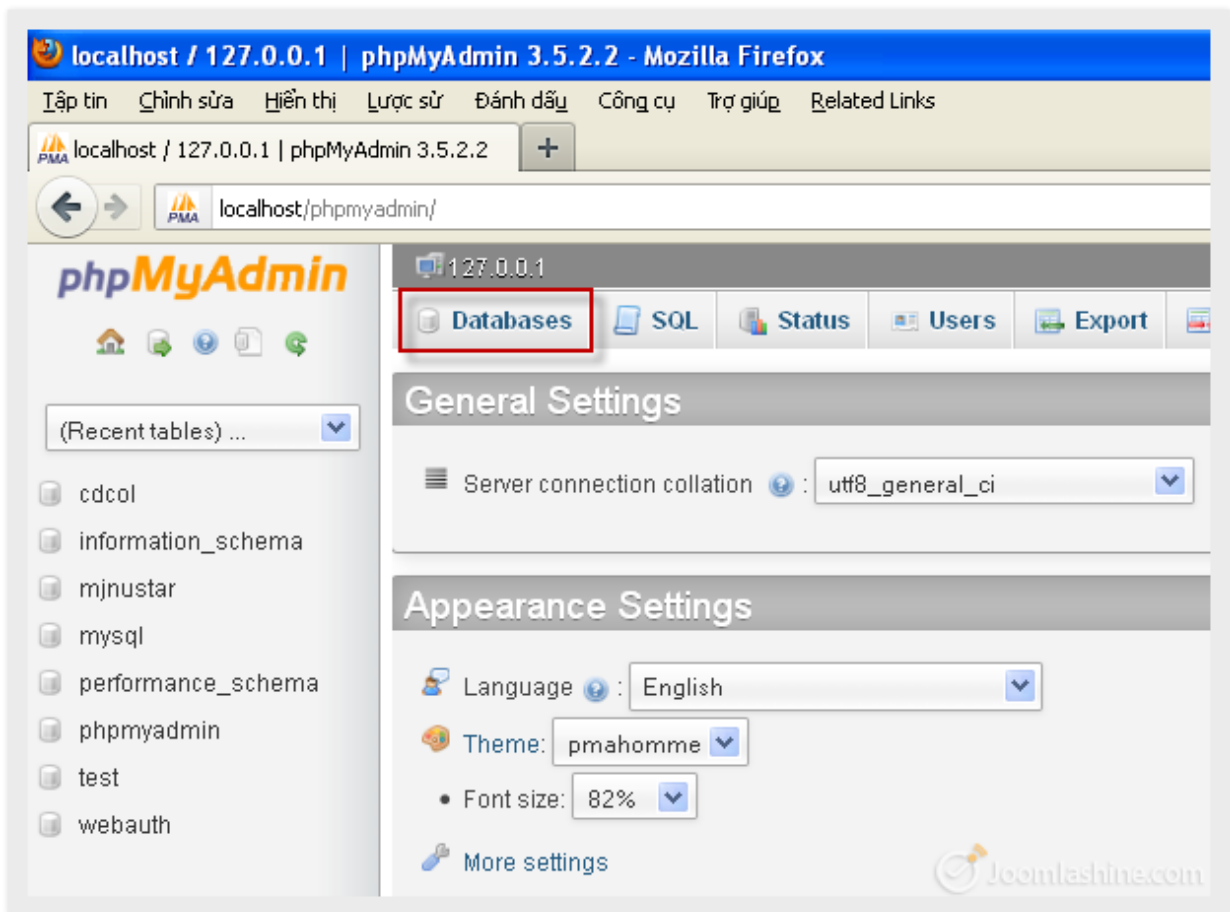
Click "Database"

6.   Next, enter the database name and then click "Create"
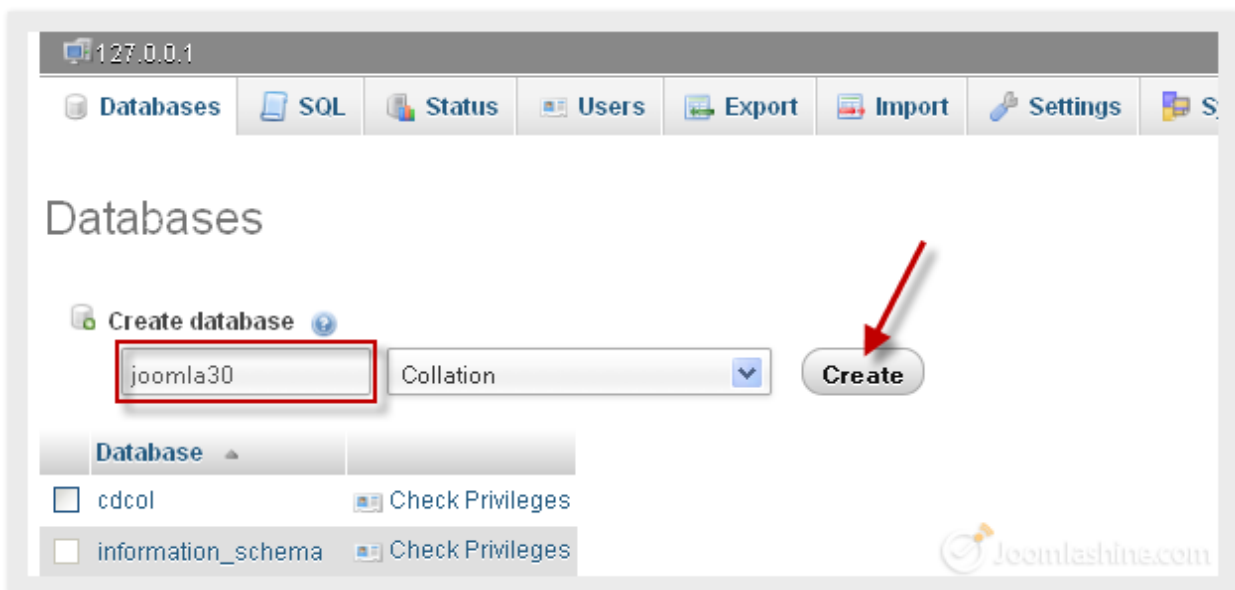
Create database

Now you are ready to install Joomla!.

Install Joomla!

1. Download the Joomla! 3.x full package at http://www.joomla.org/download.html

2. Create a new folder entitled *"Joomla3x"* in folder *"htdocs"* in XAMPP folder. Normally it will be located at *"C:\xampp\htdocs"*

3. Unpack the downloaded package file into the folder *"Joomla3x"*

4. Go to the URL *"http://localhost/Joomla3x"*

5. Follow all steps in Joomla! installation:

   a. **Step 1. Main Configuration**

      • Select Language**:** Choose your own language in the drop-down menu, for example, *"English (United States)"*

      • Site Name: Enter the name of your site

      • Description: Enter the description of your site

      • Site Offline: Choose status for your website when you access to your site: Click "**Yes**" for "*offline*" and "**No**" for "*online*"

      • Admin Email: Enter your valid email address you want to use for your site

      • Admin Username: Enter "***admin***" as default

      • Admin Password: Enter your own password

      • Confirm Admin Password: Re-type your password

      • Click "Next" to continue Step 2

   b. **Step 2. Database Configuration**

      • Database Type: Select MySQLi

      • Host Name: Enter **"*localhost*"**

      • Username: Enter **"*root*"**

      • Password: let it blank

      • Database Name: enter the name of the database you created **"*Joomla3x*"**

      • Table Prefix: let it generate automatically

      • Old Database Process: Click "Backup" to backup tables from former Joomla! installation, or "Remove" to delete these tables

      • Click "Next" to continue Step 3

   c. **Step 3. Overview**

- **Finalization**: You can choose installing sample data or not, by clicking on corresponding selection.

- **Overview:** This step is to review all information you configured in step 1. After checking, you click *"Install"*.

- When installation finishes, you just need to click the button **"Remove installation folder"** button to complete the installation process. After that, you can either click on **"Site"** to see your newly created or **"Administrator"** to access the administration area.

Now you have your first Joomla! site installed successfully! It's not too hard, right? If you have any trouble with the installation process, you can try in the following sources for the answer:

- **Official Joomla! forum**

  The Joomla! forum is one of the busiest (and most friendly) support forums in the world, and it is a great place to get help and meet other Joomla! users. There are a lot of questions and answers which are discussed here. Because our topic is **Joomla! 3.x installation**, so you can find help in the category "Installation Joomla! 3.x".

- **Joomla! help live** (http://joomla.cmshelplive.com/)

  This website provides you with on-demand Joomla! Support service. Of course, you have to pay money for the service but your problem will be fixed by Joomla! experts.

- **Other Joomla! learning resources**

  There are many other websites which you can use as your **Joomla! learning resources**:

  - http://docs.joomla.org/Beginners

  - http://www.joomlatutorials.com/

  - http://www.joomlablogger.net/

  - http://www.ostraining.com/

>>> The next step

Installing Joomla! 3.x on your localhost is the first thing you need to do successfully before getting started with your Joomla! site. Now, when your website is ready, let's **fill it with content**.

Step 3: Create content for your Joomla! site

So naturally, the most important element of every website is the content. In this step, you will:

1. Prepare the content structure

2. Create content

3. Manage your content with JSN PowerAdmin

4. Make articles look good

5. Build a page without coding knowledge using JSN PageBuilder

Prepare a content structure

Creating content is like arranging the products in a grocery store. In Joomla! **articles** are like products, **categories** are like the shelves holding products and **menus** are like aisles to those shelves. Now, let's imagine you have a website selling luxury items. The content structure might look like following:

1. **About**
    a. About my site
    b. How to purchase/order products
    c. How to make payment

2. **News**
    a. Latest news
    b. Arrivals
    c. Sale
    d. Coupons
    e. Promotion

3. **Support**
    a. Hotline information
    b. Online customer services
    c. Contact us

Create content

When the content structure is ready on paper, you can replicate it in Joomla! Let's start with creating categories.

Categories

1. Go to **"Content"** => **"Category Manager"** and click on **"Add New Category"**
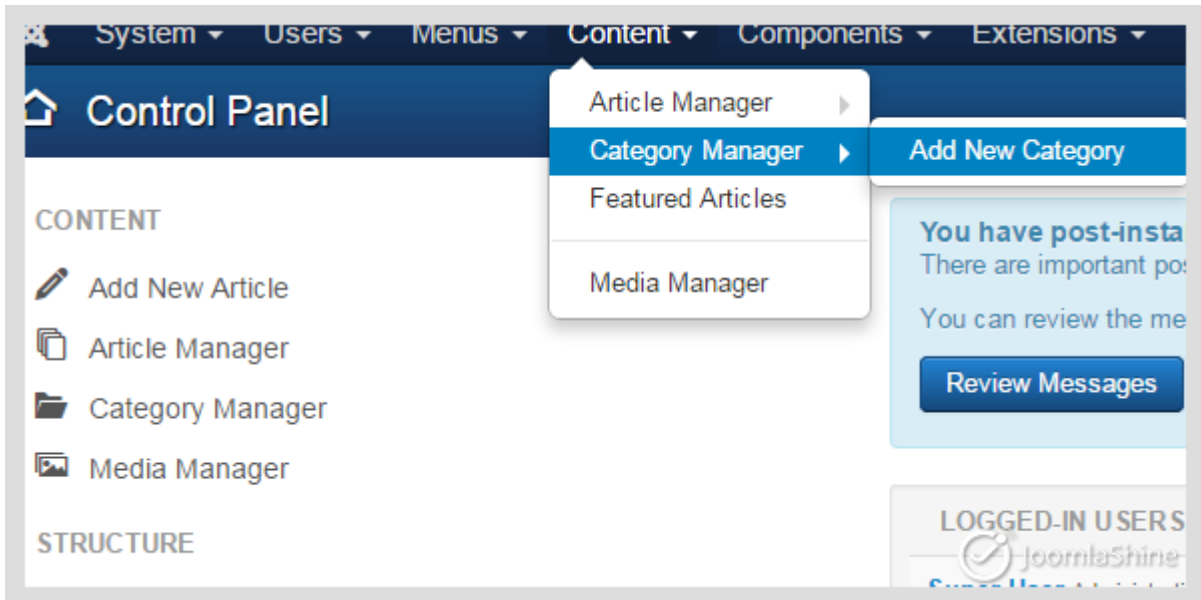
Add a new category

2. Next, insert the category title *"About"* and click the **"Save & Close"** button on the toolbar.
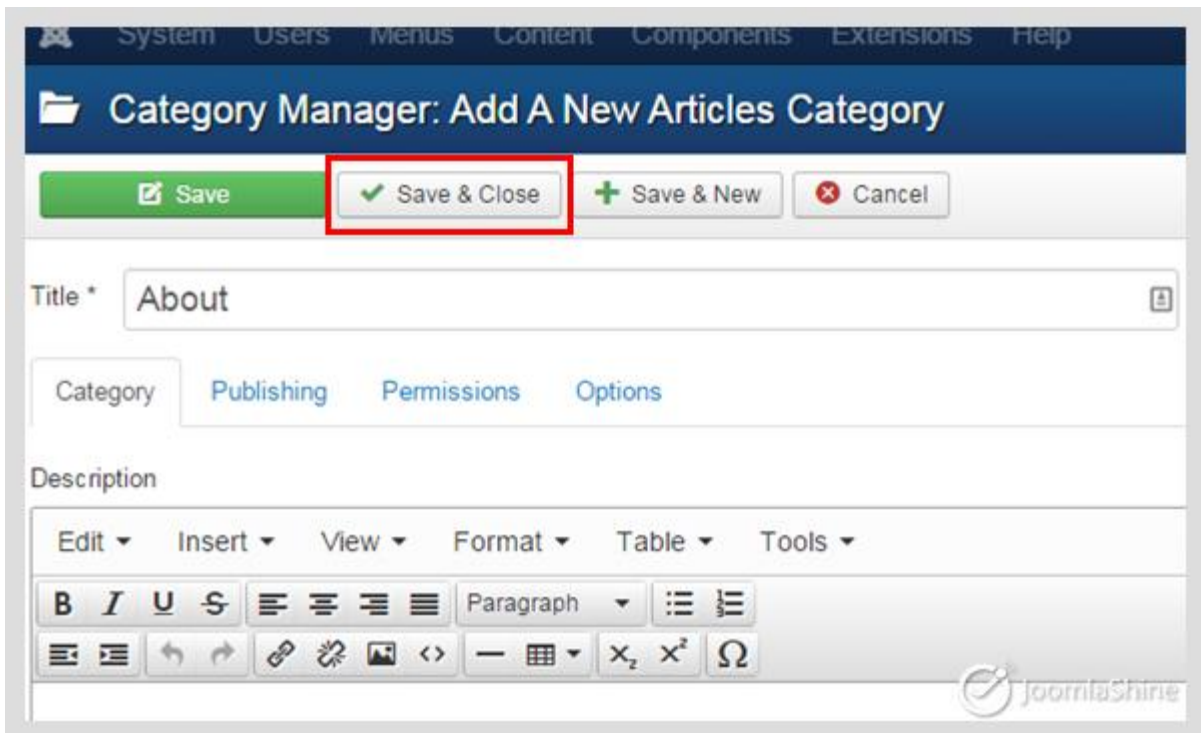
Input category information

After saving, you can see your new category *"About"* appears in the Category Manager.
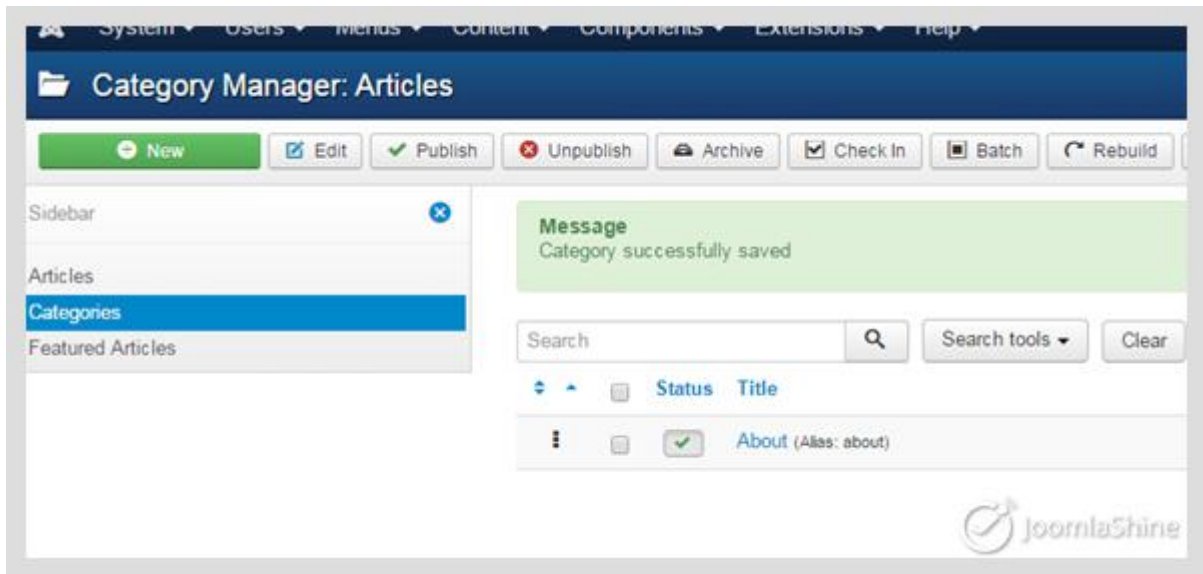
The category "About"

You can create all the rest of your categories in the same way.
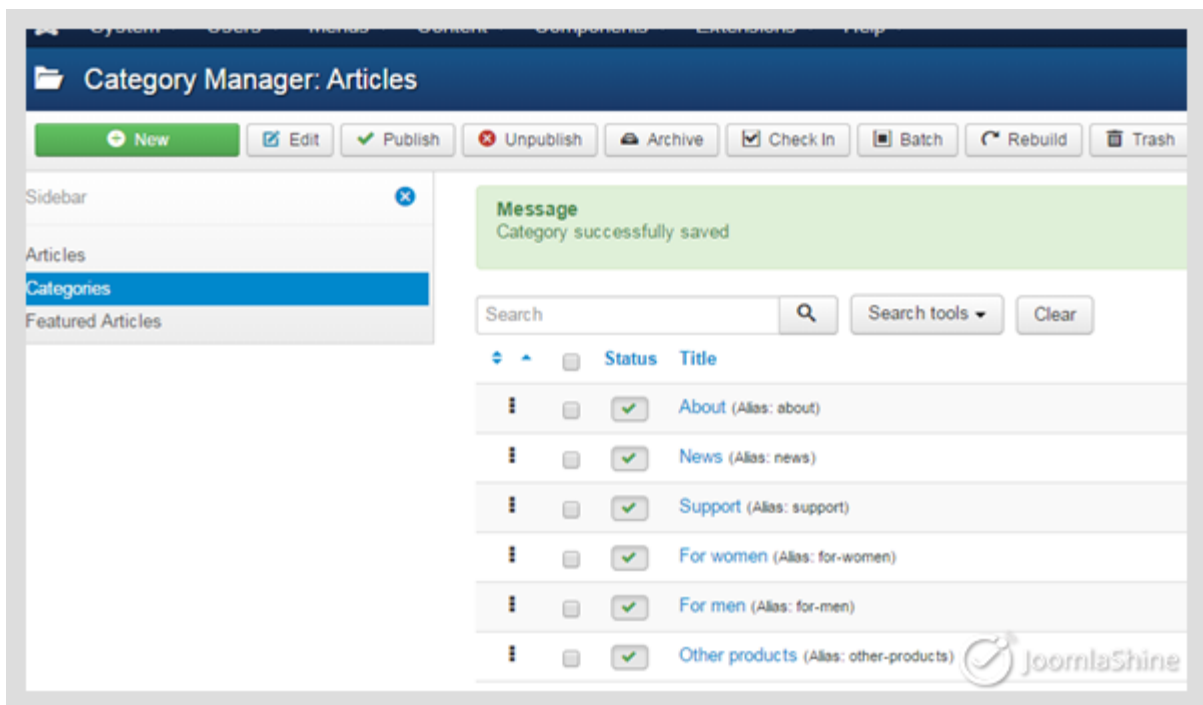
Six new categories

When the categories are ready, it's time to create articles.

Articles

Let's add a new article in the category *"About"*.

1. Go to **"Content"** => **"Article Manager"** and click **"Add New Article"**
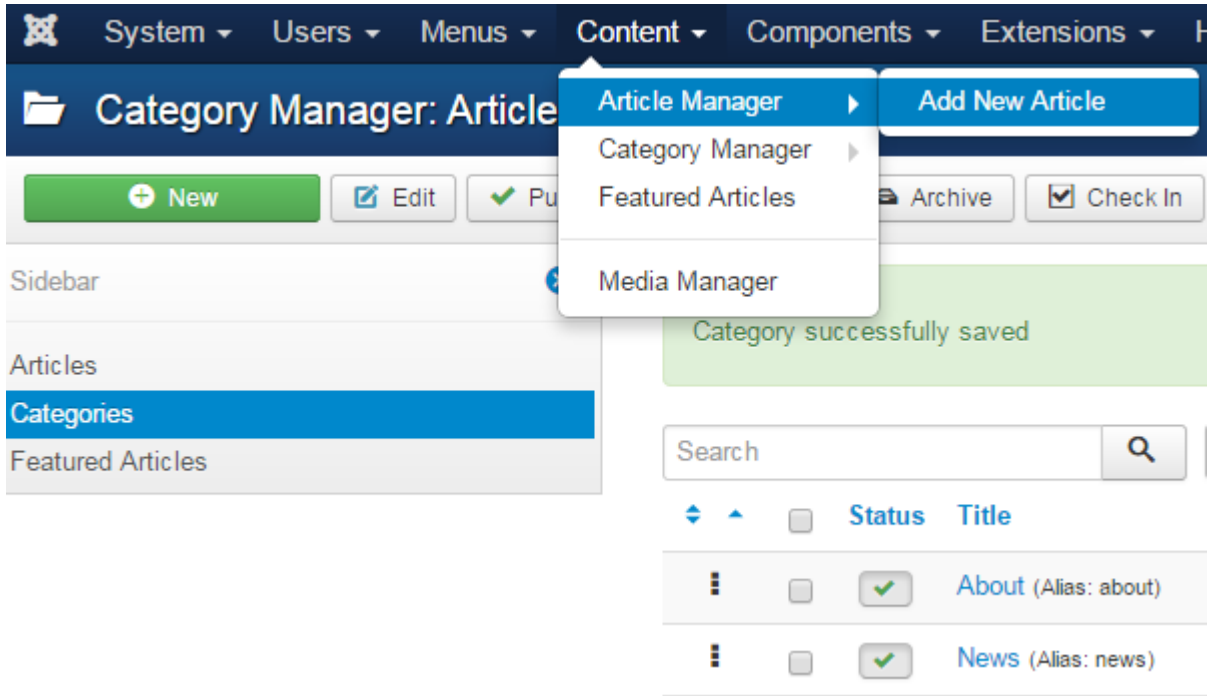
Add new article

2. Next, you need to configure three parameters:

- **Title**: Input *"About my site"*.

- **Category**: Select category *"About"* from the list.

- **Article text**: Input the article's content.
  For now, we will assume that you have a simple article with plain text. Later, in the section "Make articles look good" we will discuss how to create articles with rich content

3. If you want an article to be shown up on the front page, please find the **"Featured"** parameter and set it to *"Yes"*. This will make this article appear on the front-page of the website.
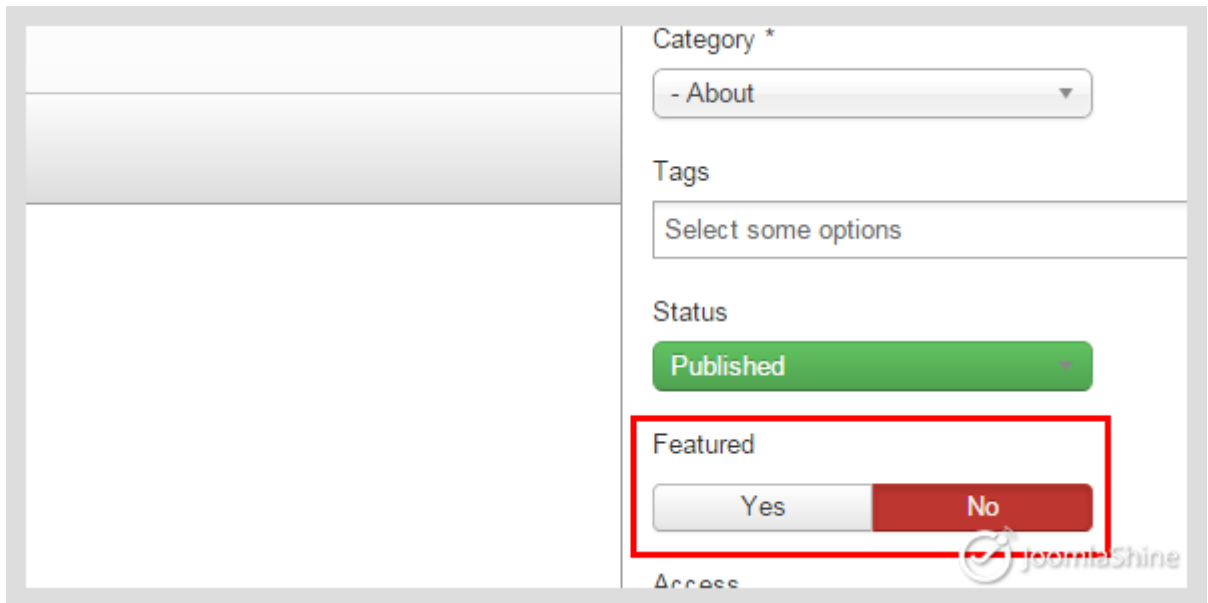
Click "Yes" to show your article on the front page

If you want to add tags to the article, just type your keywords to the **"Tags"** parameter.
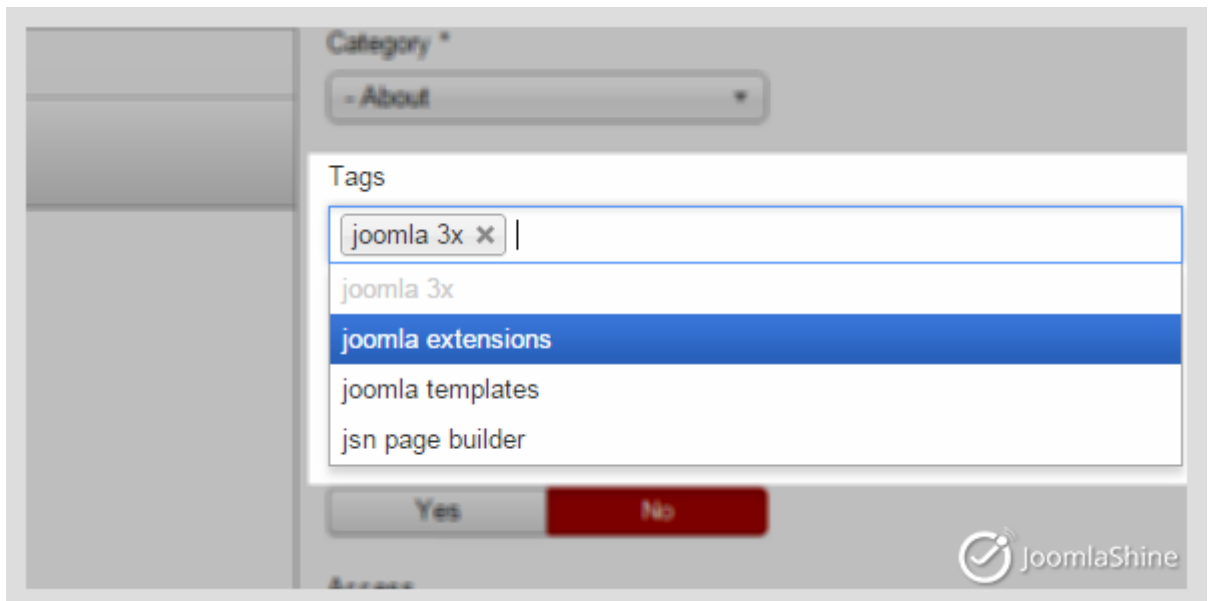
Add tags to the article with your keyword

4. In the tab "Publishing", you need to configure the Meta Description parameters. The text you input here will be displayed in search engines under your link. You should write it for SEO purposes.
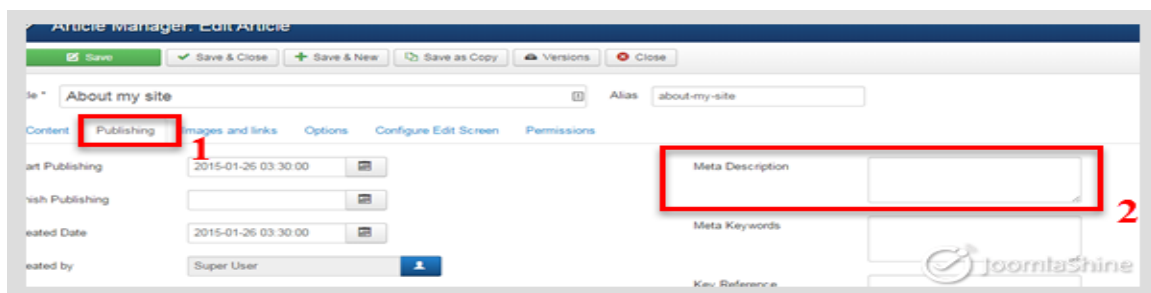
Input the meta description for SEO purpose

5. When you are finished, click the button **"Save & Close"** on the toolbar to save your newly-created article.
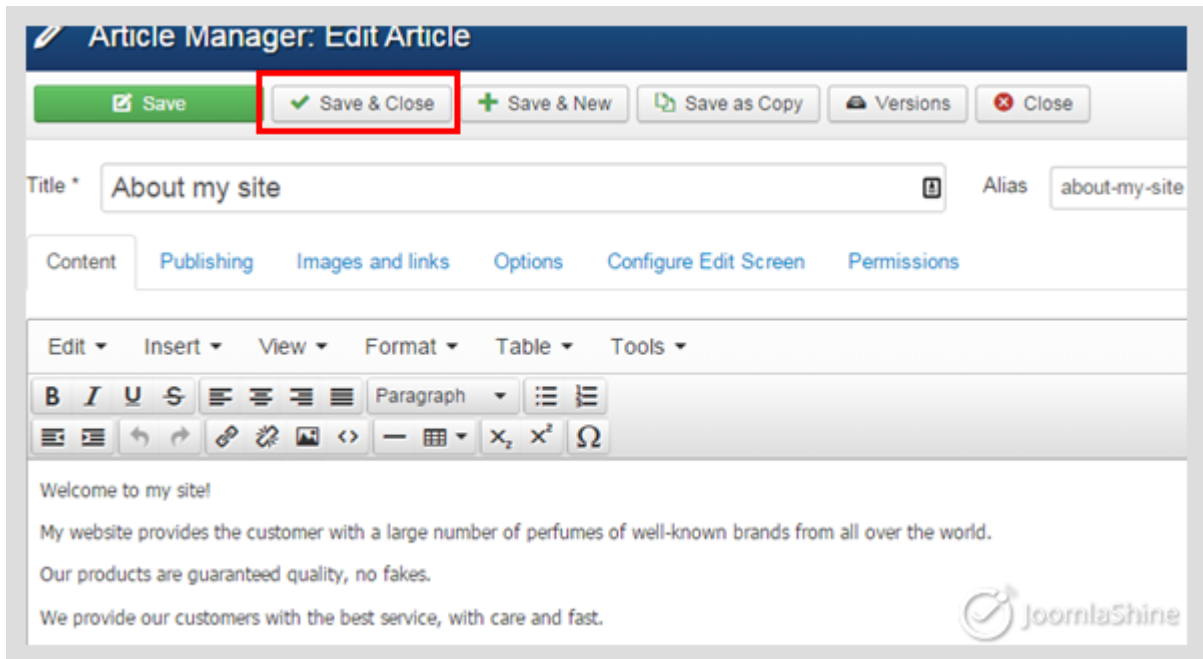
Click the button "Save & Close" to save article

Now, you have a new article in the Article Manager.
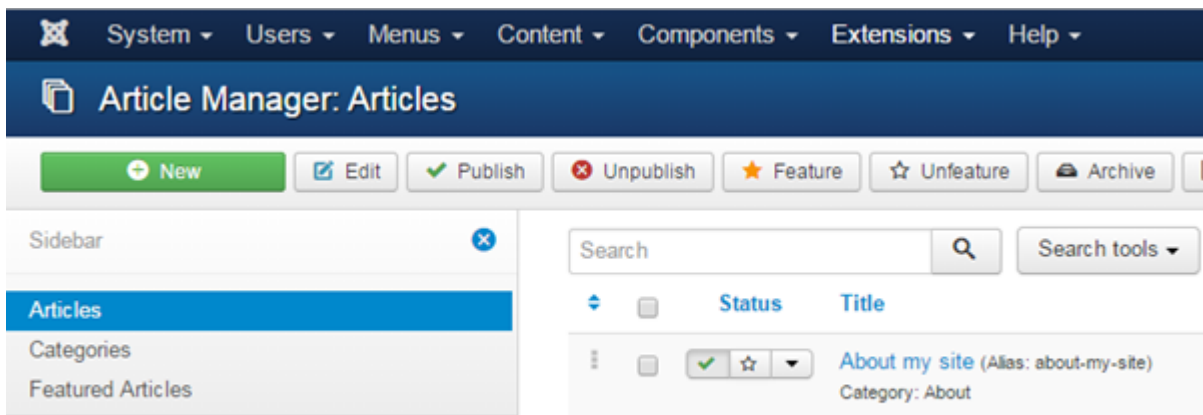
The new article "About my site"

In the same way create another two articles *"How to purchase/order products"* and *"How to make payment"* in the *"About my site"* category.
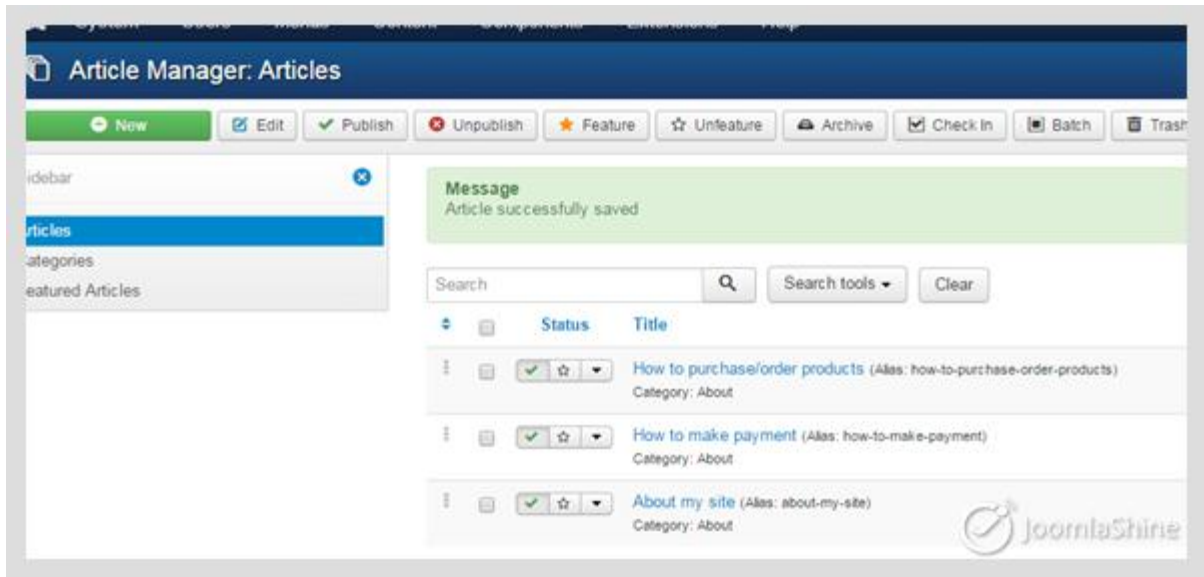
Three newly created articles

Now that you have completed the **content creating process**, there is one final thing to do: create menu items with links to these articles.

Menus

In Joomla! a menu is a collection of links to certain elements like articles. In the back-end all menus are located in the section **"Menus"**. By default, Joomla! is preinstalled with a menu called *"Main Menu"*.

"Main Menu" presentation at the front-end

Let's add new menu items to the menu *"Main Menu"*.

1. Click on the **"Main Menu"** in the **"Menus"** drop-down menu.
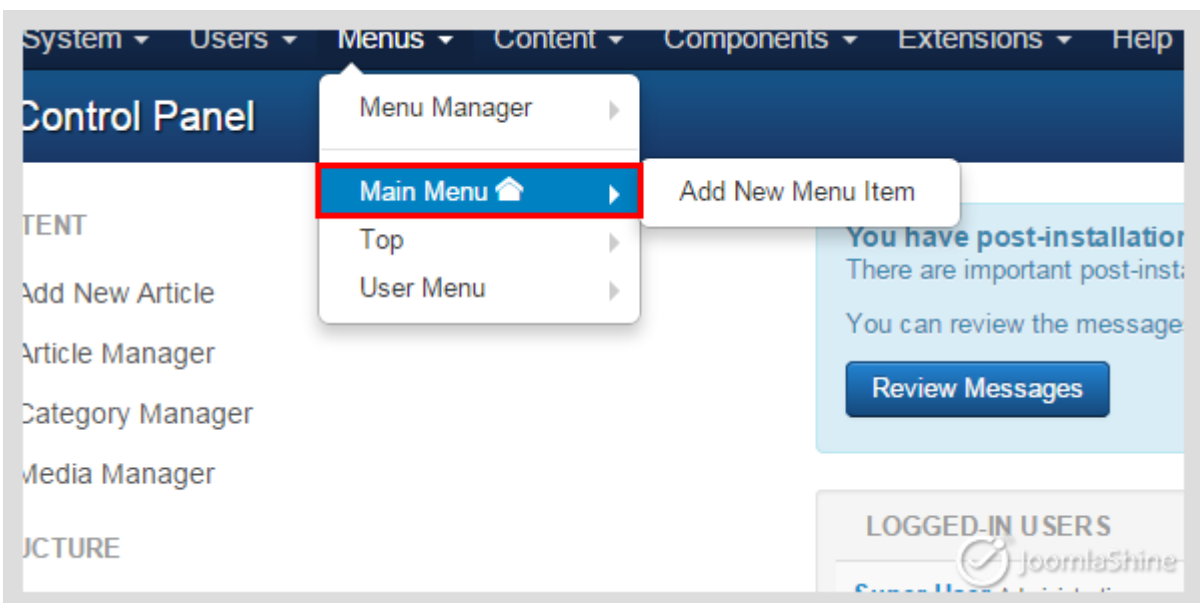
Click "Main Menu" to see all menu items associated

2. Next, click the button **"New"** to create a new menu item.
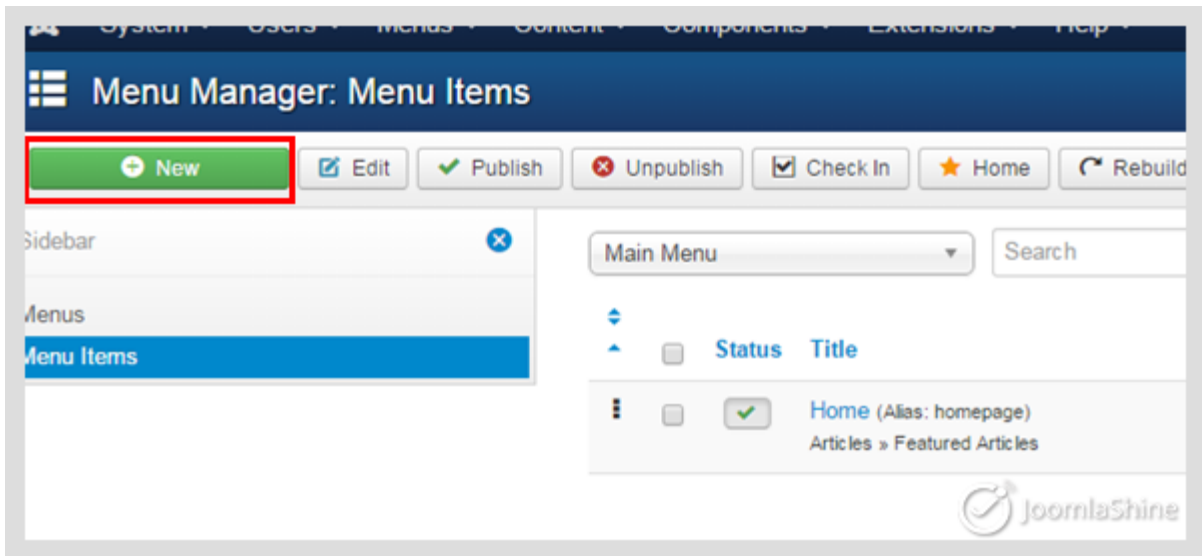
Click the button "New" to create a new menu item

3. Next, click the button **"Select"** to choose the menu item type.
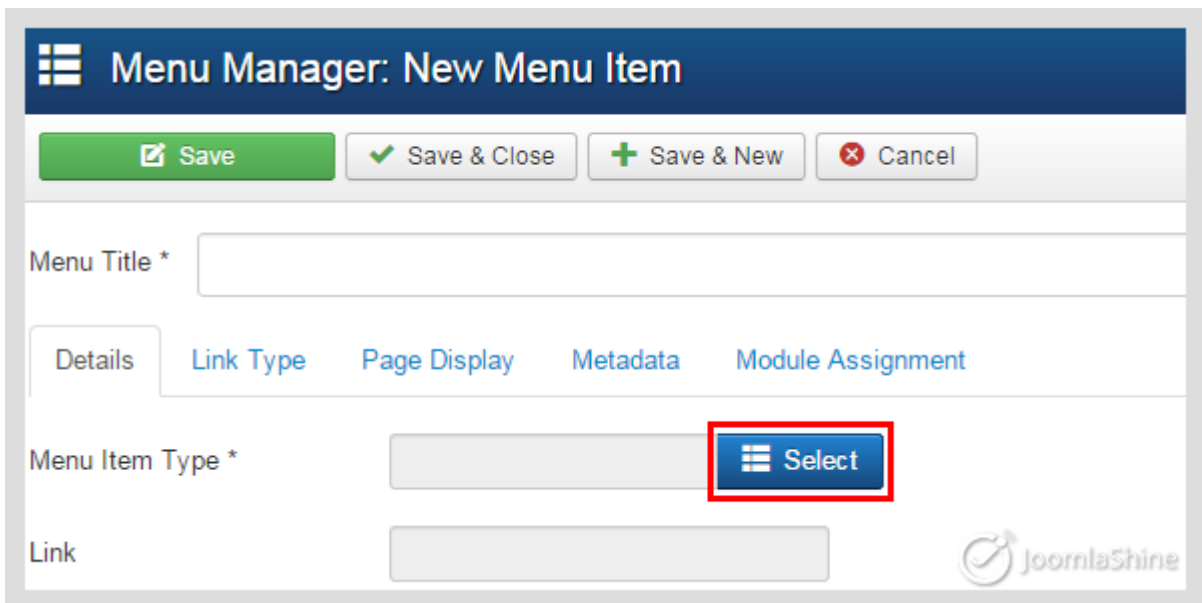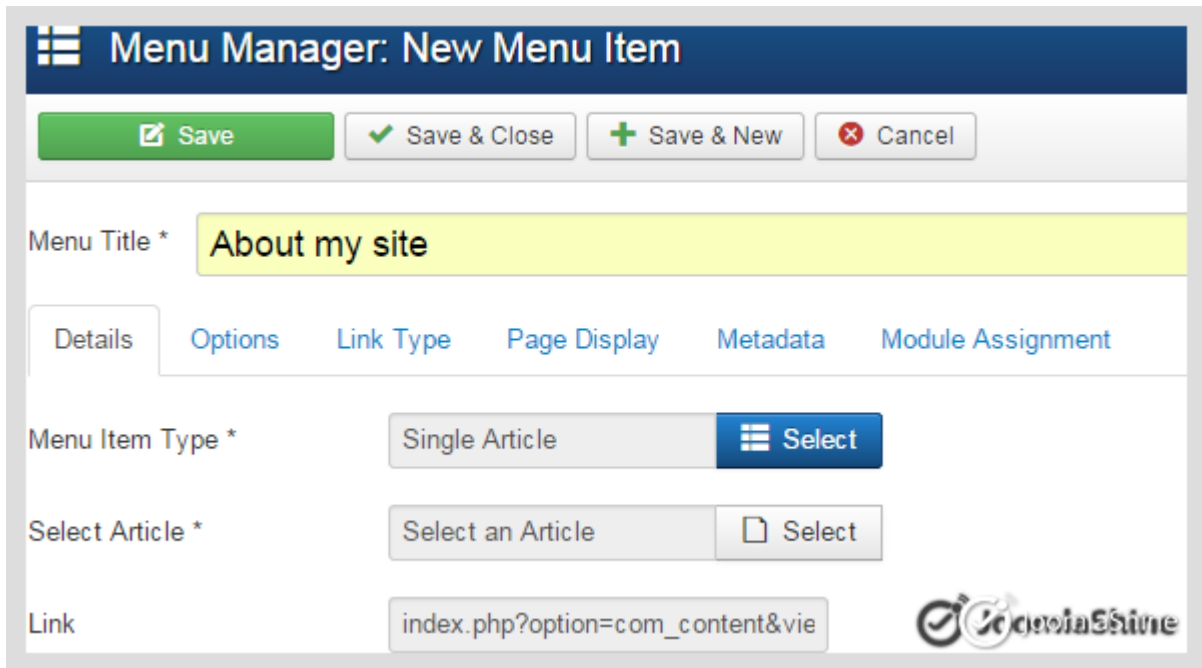
Select menu item type

4. As a result, a pop-up screen is displayed. There are many different elements you can create a link to, such as *"Contacts"*, *"Articles"*, *"Smart Search"*, *"Newfeeds"* and so on. In this case you need to create a link to an article, so click on **"Single Article".**
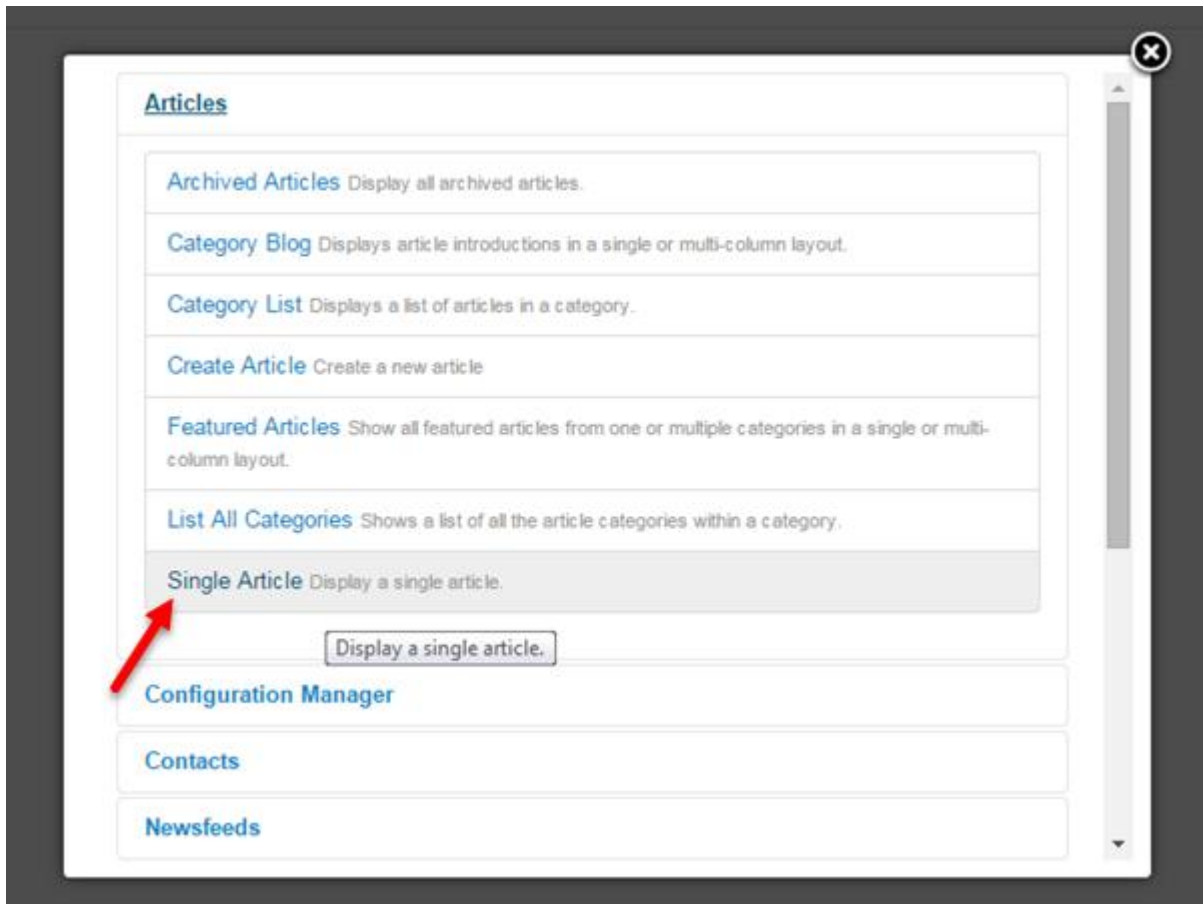
Select menu item type "Single Article"
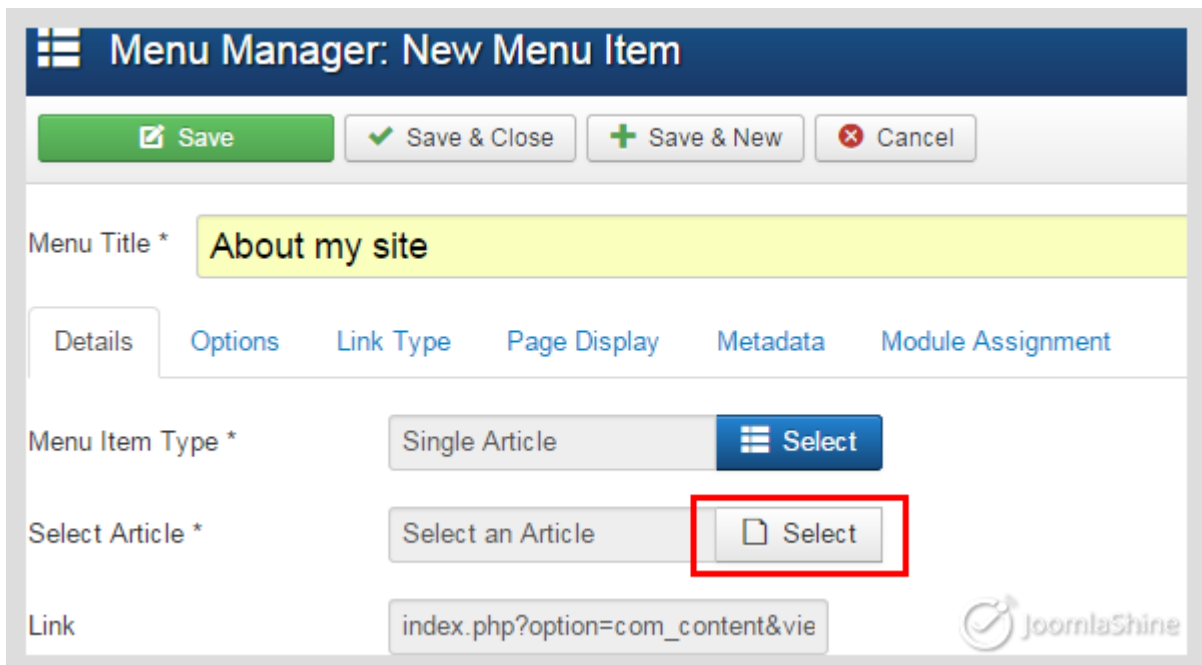
5. Next, you need to fill the parameter **"Menu Title"**, for example *"About my site"*.

Enter menu title

6. Next, you have to choose the article you want to display. On the right of the screen, click the button **"Select"** to select an article.

Click on the button "Select"

7. A pop-up screen will be displayed. Select the article *"About my site"*.
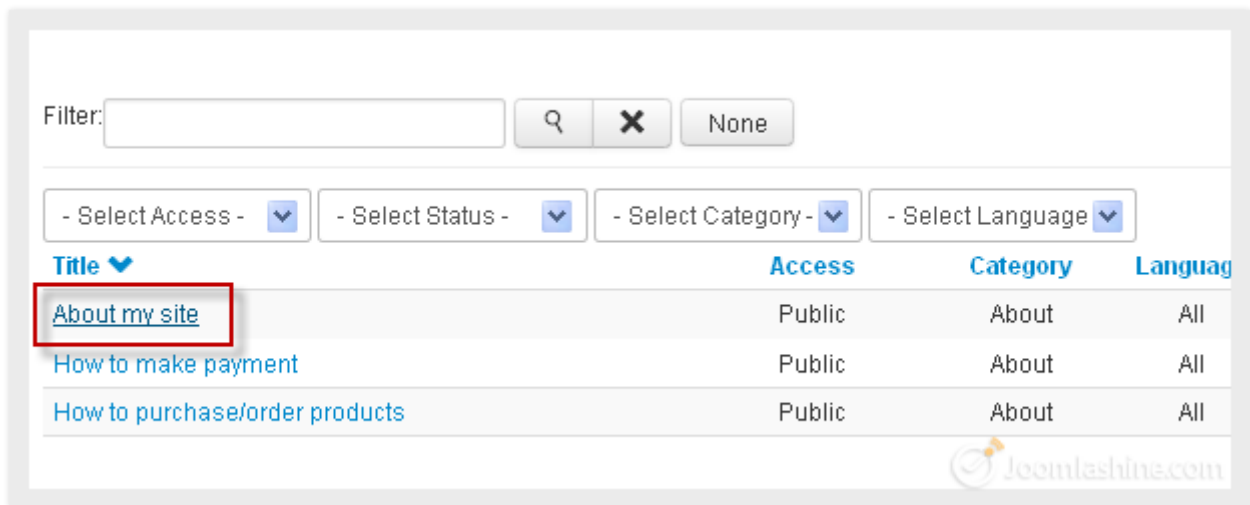
Click on the article you want to select

8. Click **"Save & New"** to create two more menu links to the other two articles *"How to purchase/order products"* and *"How to make a payment"*.

Click "Save & New"

er*“Joomla! 3.x Made Easy”* © JoomlaShine.com

Twitter http://www.twitter.com/joomlashine | Facebook http://www.facebook.com/joomlashine
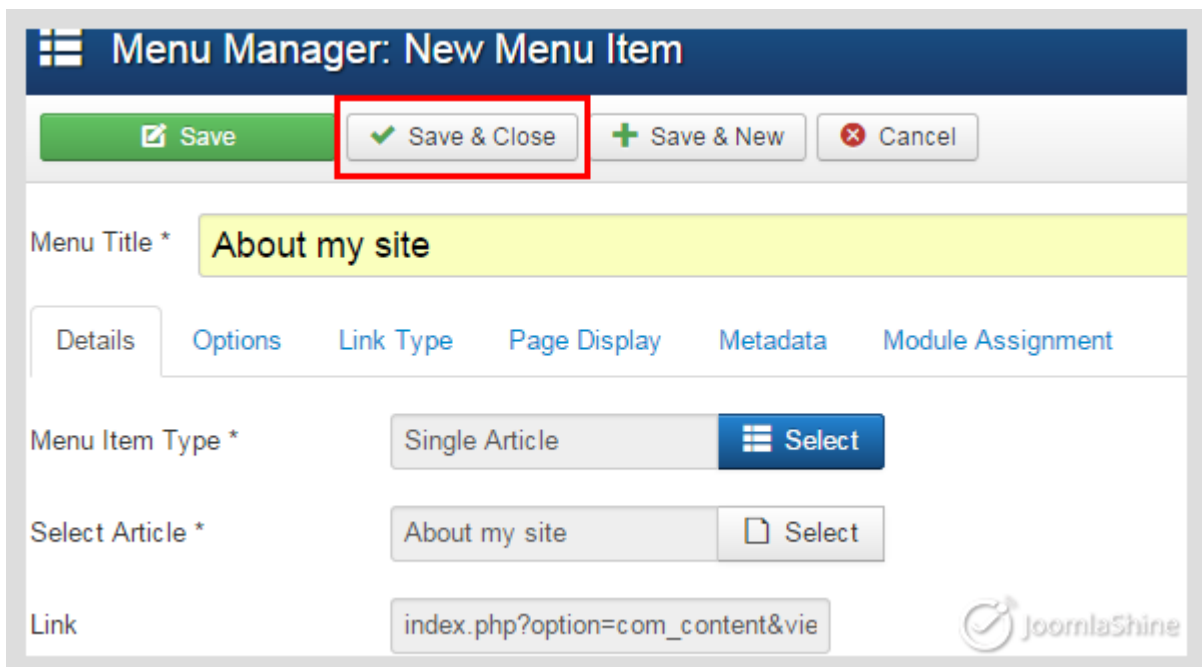
After creating these, you will have three new menu items.
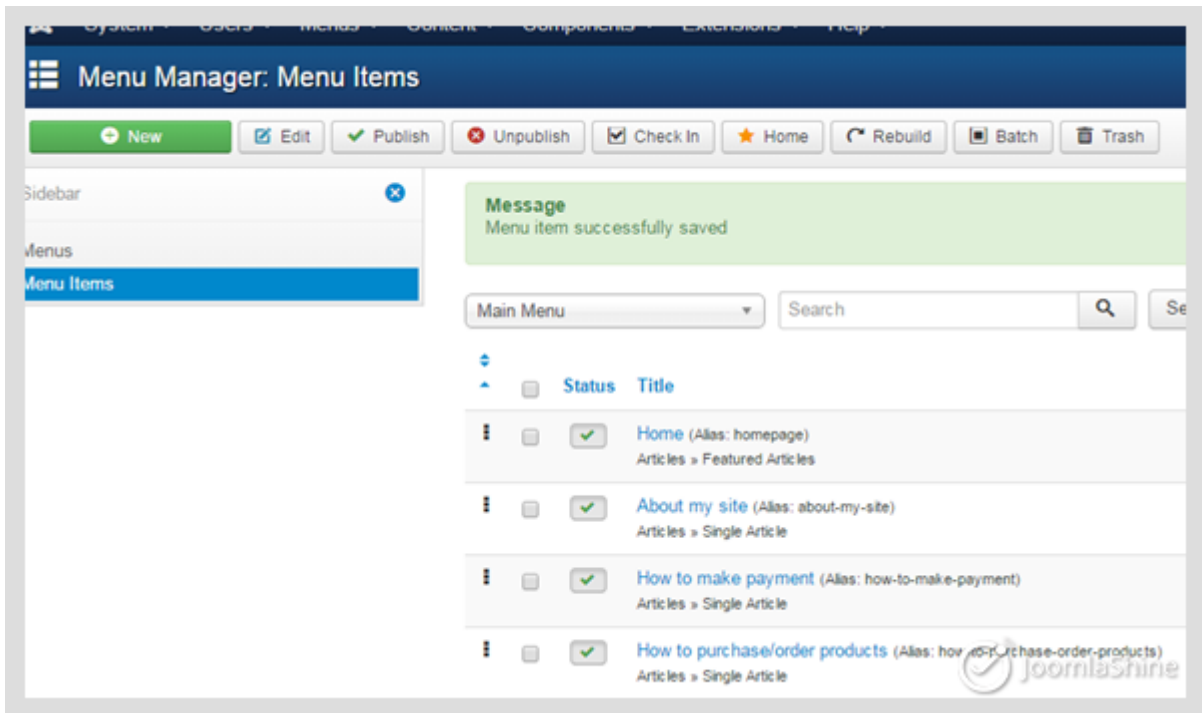
Three newly created menu items

46

Tags

You can create a menu or module to display your tags.

- To create a Tag Menu: Go to "**Menus**" => "**Main Menu** " => "**Add New Menu Item**" and then choose the "Tags" Type.
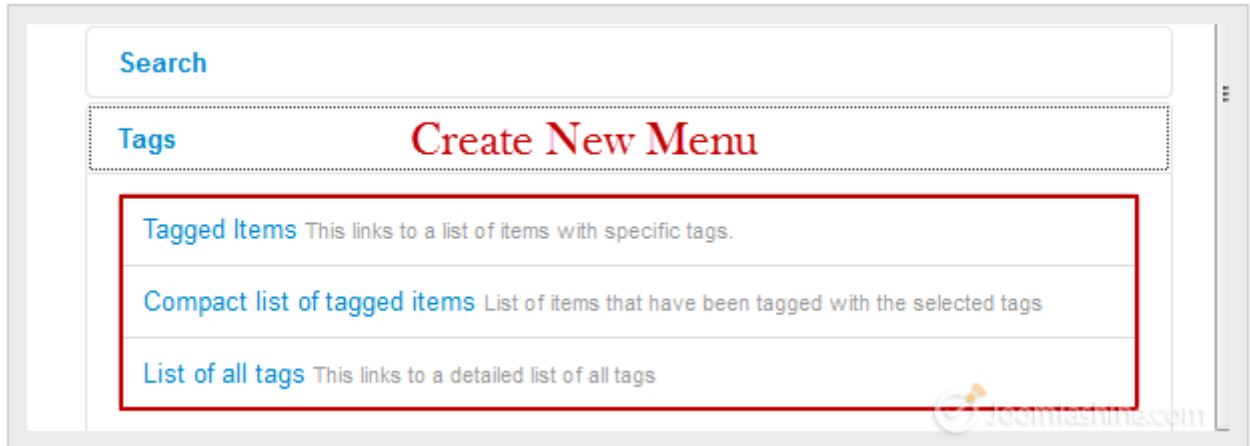
Create new menu to display your tags

- To create a Tag Module: Go to "**Module Manager**" => "**New**" => choose "Tags - Popular" Type.
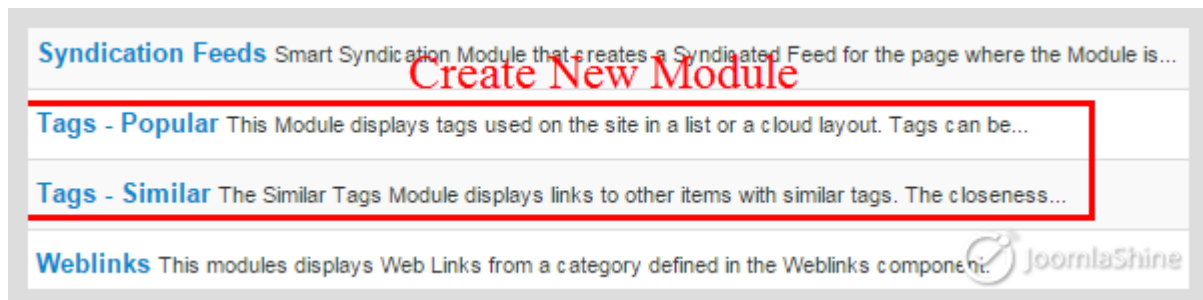
Create new module to display your tags

Now, you can go to the front-end and see the result.
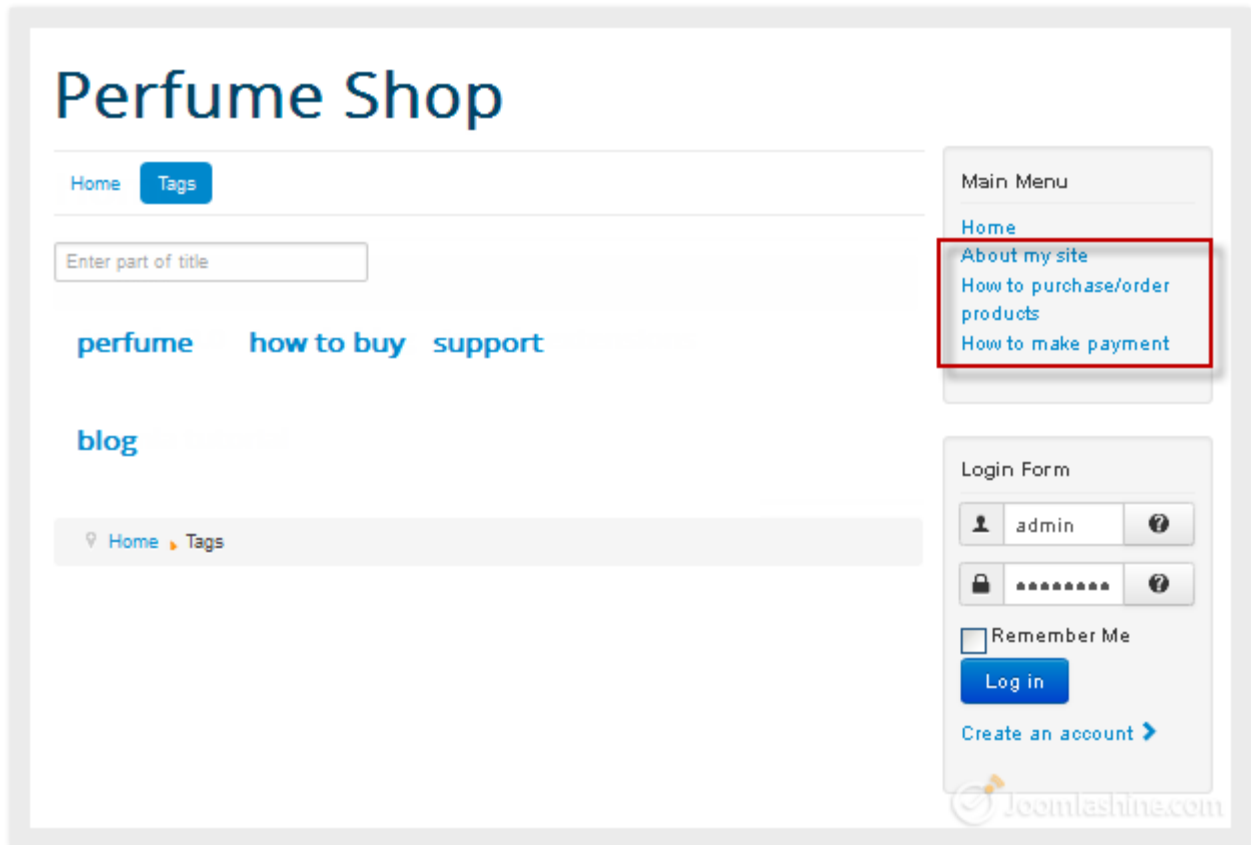
The new articles in the main menu

When you click on each link, you will see the corresponding article.
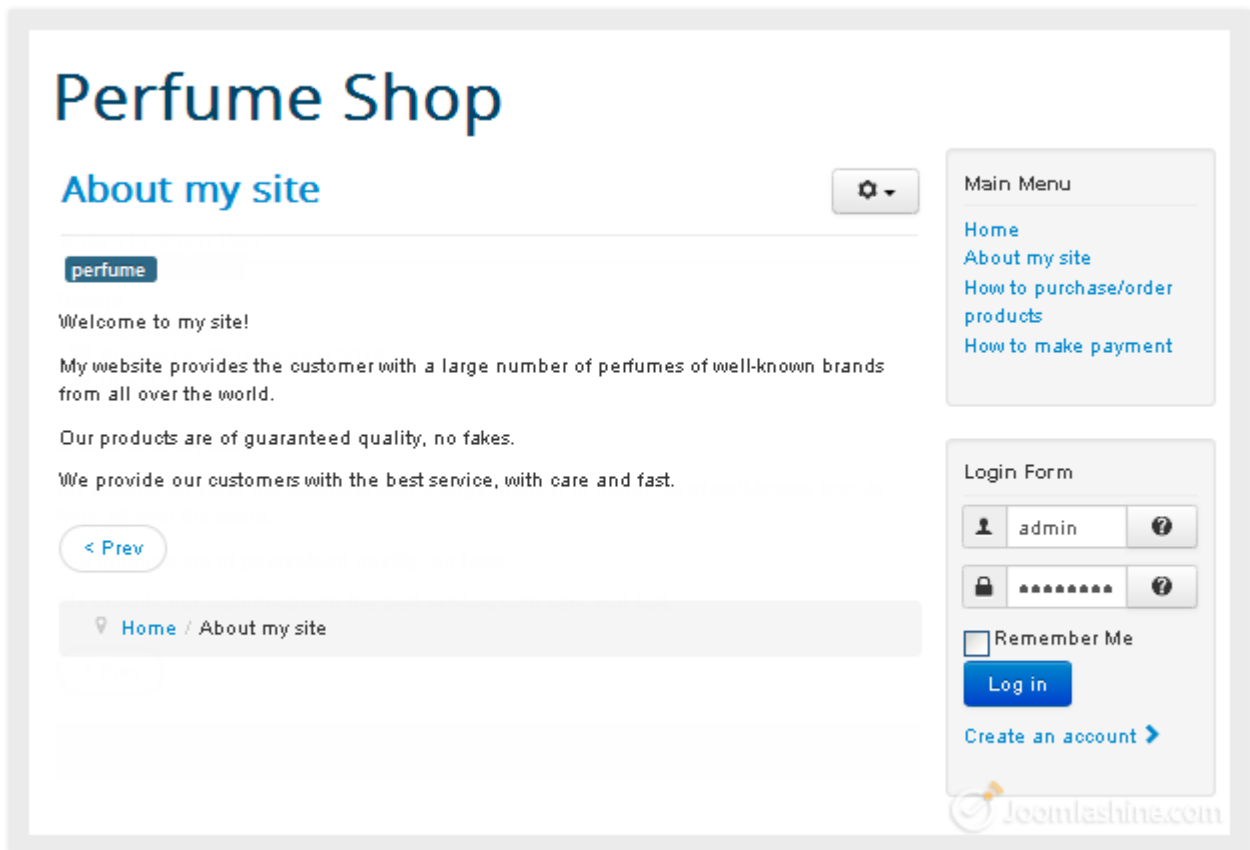
The article "About my site"

Now you can repeat similar steps to create links to all necessary articles.

Manage your content with JSN PowerAdmin

When working with Joomla! if you have created a lot of menus, articles or modules, you will find it can be difficult to locate a specific one. So an extension which helps you do that quickly and simply would be very useful. Our recommendation is the free, popular extension called **JSN PowerAdmin**.

JSN PowerAdmin will help you:

1. Search for any items quickly in the back-end with Spotlight Search**.** You can save time finding the items you need to edit.

2. Control the website content in one place with **Site Manager.** From that, administrators can edit an article or manage modules and menu items with the drag-and-drop feature.
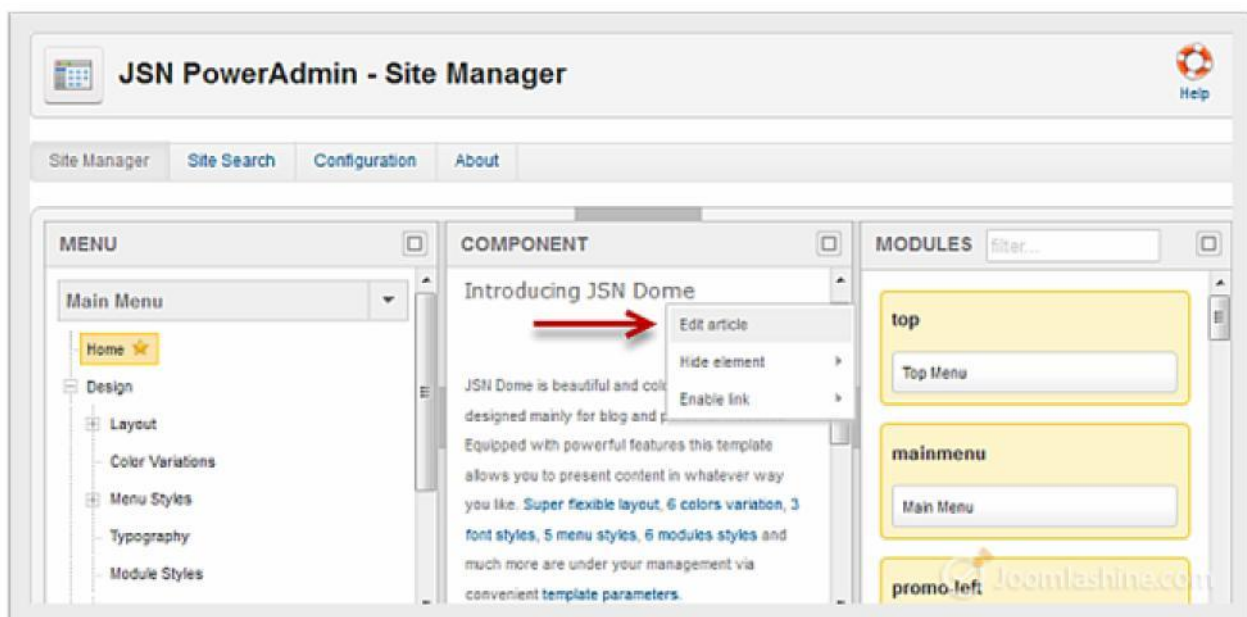
JSN PowerAdmin Site Manager

This extension is highly rated by Joomla! users on the JED with 30+ votes and 30+ reviews.

Download JSN PowerAdmin Free - Watch JSN PowerAdmin Quick Tour.

Make articles look good

You already know how to create articles. It's time to get more advanced and create articles that are more appealing. There are several ways you can use to do this such as: formatting text, adding images, links, etc.

Format text

If you have worked with Microsoft Word or any other text processor, then text formatting in Joomla! will seem familiar to you. However, it is much simpler than Microsoft Word as there are just a few basic text formatting options.

Let's go to **Article Manager** and click on the article *"About my site"* to open it. Now focus on the article editor area. This is where you edit your article:
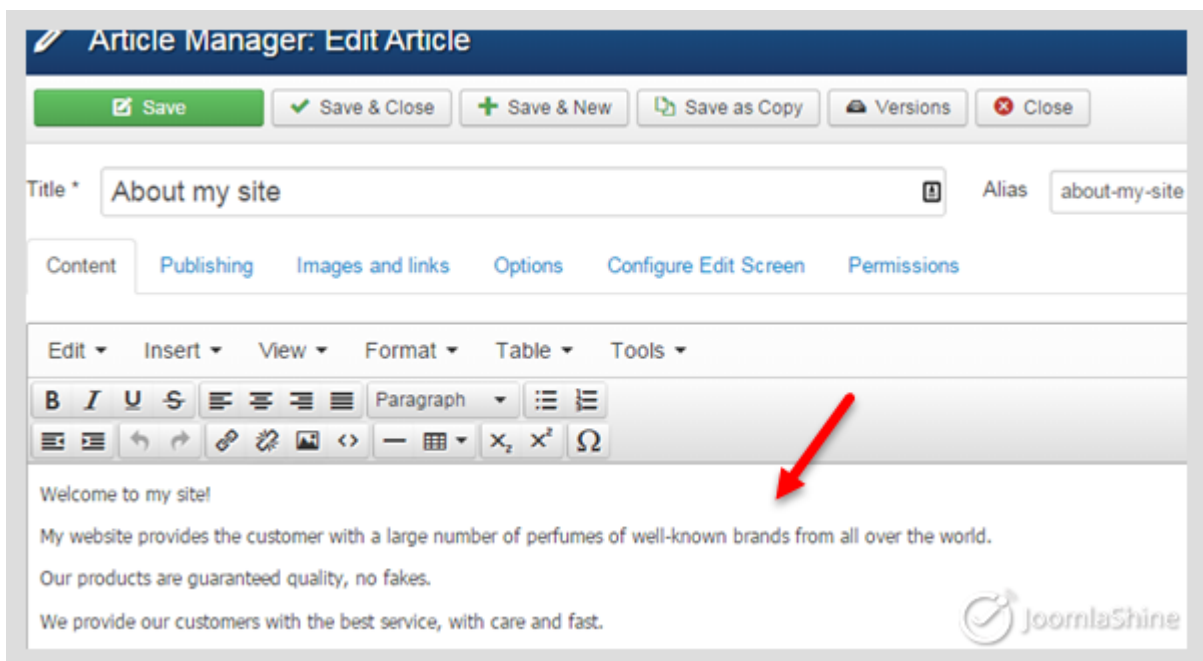
Edit the article

Take a close look at formatting options - most of the icons look very familiar, with icons to make your text bold, italic or underlined and icons to align your text. Just select the text you want to style and click the relevant icon.
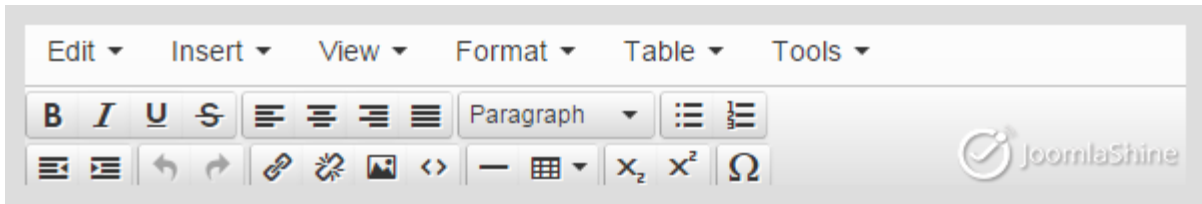
Joomla! article formatting buttons

You can create headings of different levels in your text by selecting the text to be styled and clicking the drop-down menu next to **"Paragraph"**. Scroll down the drop-down menu and choose a suitable heading from *"Heading 1"* to *"Heading 6"*.
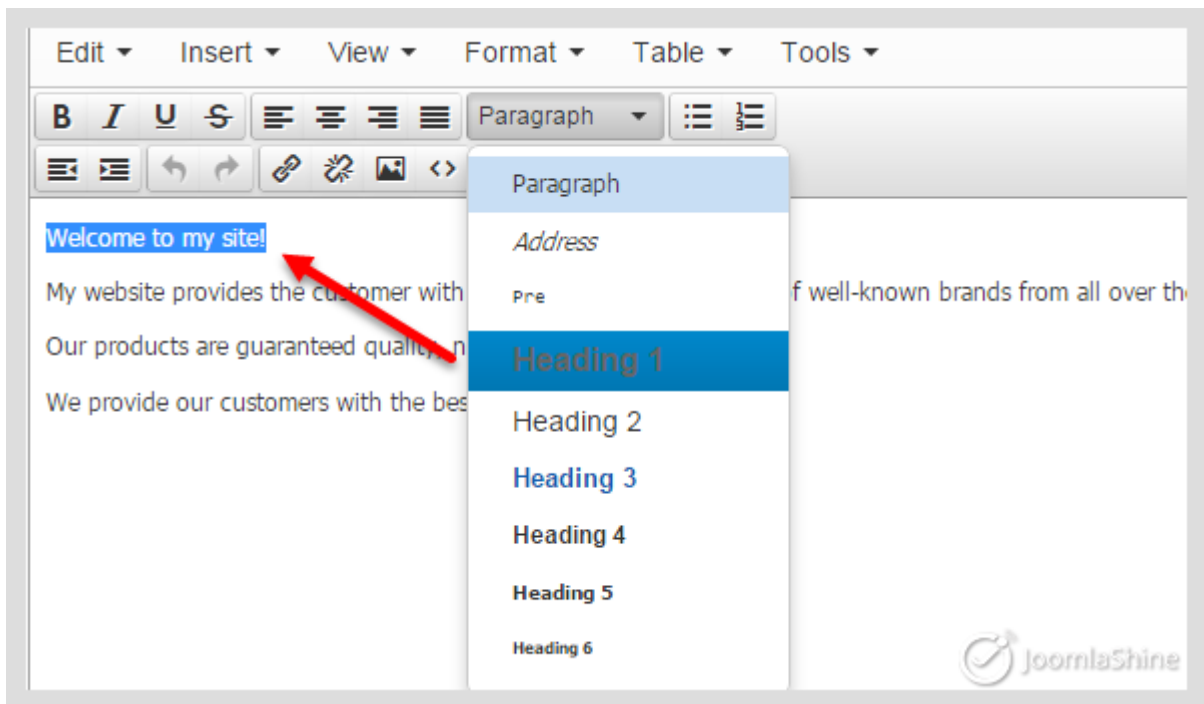
Choose heading styles for text

You can see the text is now larger:
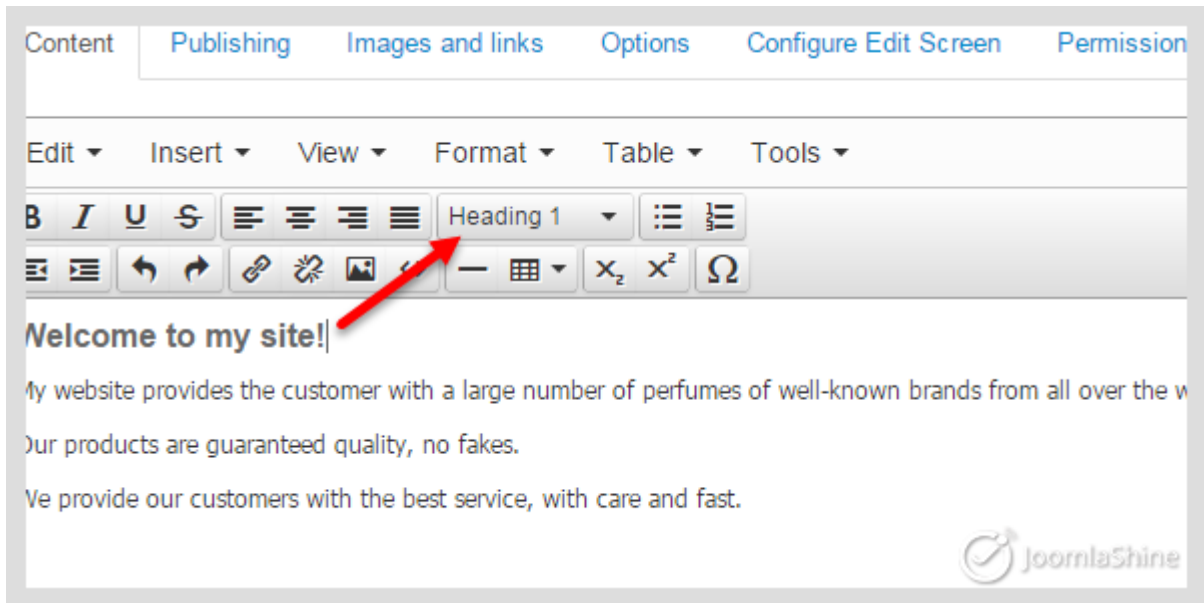
Heading 1 in the text

Add images

Before you add images to articles, you should organize them into specific folders. This makes them easier to find and manage.

Create image folders

1. Go to **"Content"** => **"Media Manager",** then click **"Create Folder"** on the toolbar

2. Input folder name and click button **"Create Folder"**.
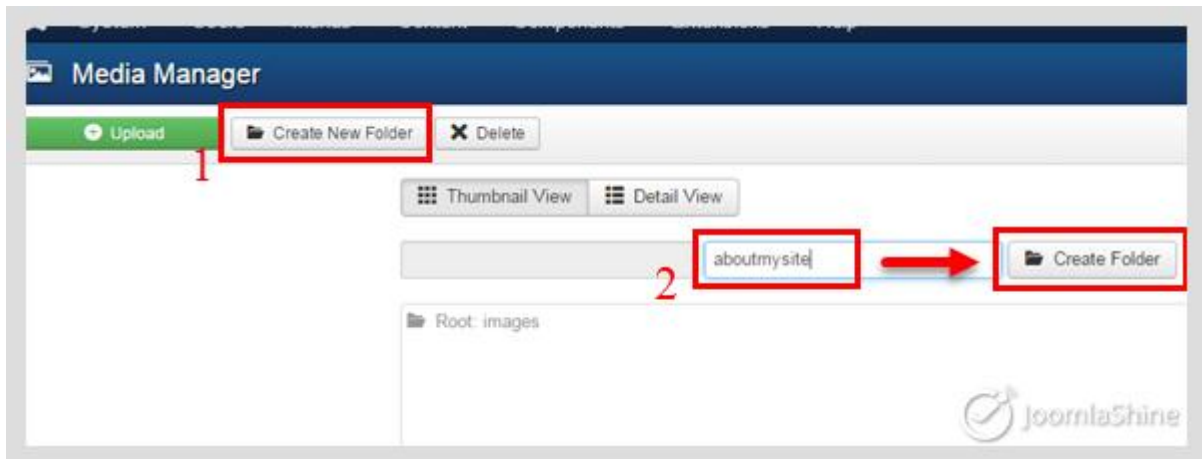
Create a new folder for images

Now you have your new folder in the Media Manager.
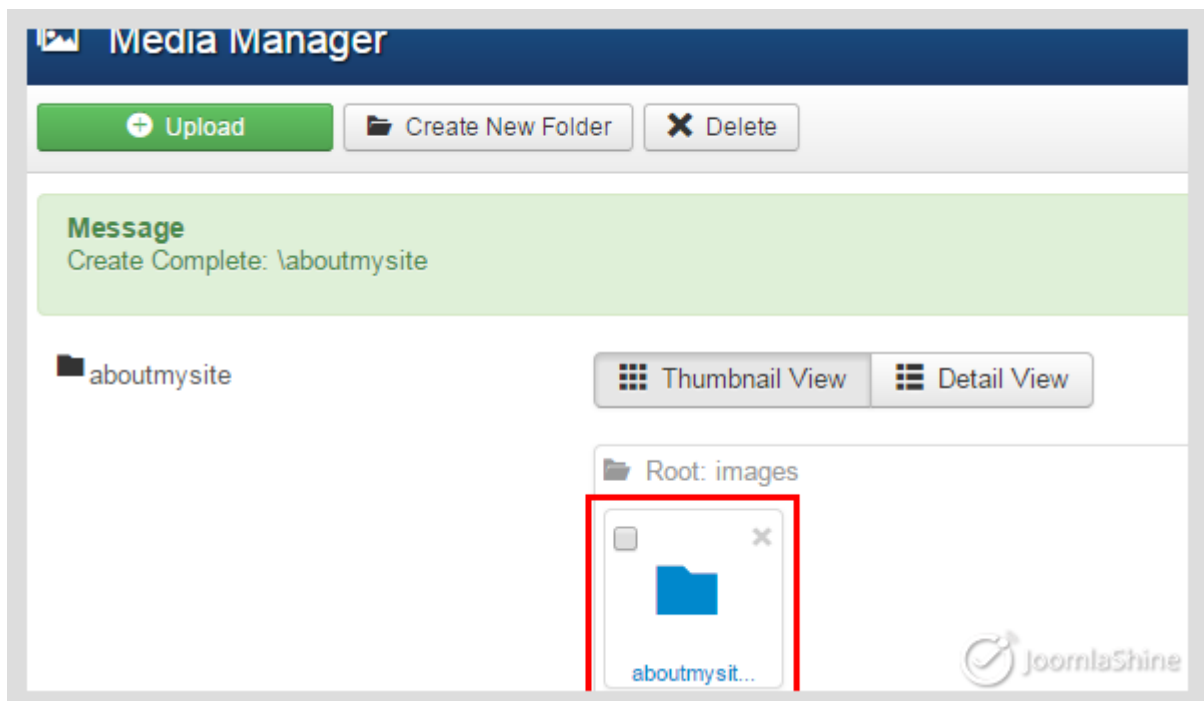
The folder "aboutmysite" in the Media Manager

Upload images

Now it's time to upload the images into your newly created image folder *"aboutmysite"*.

1. Click on the *"aboutmysite"* folder, then click on the green button **"Upload"**
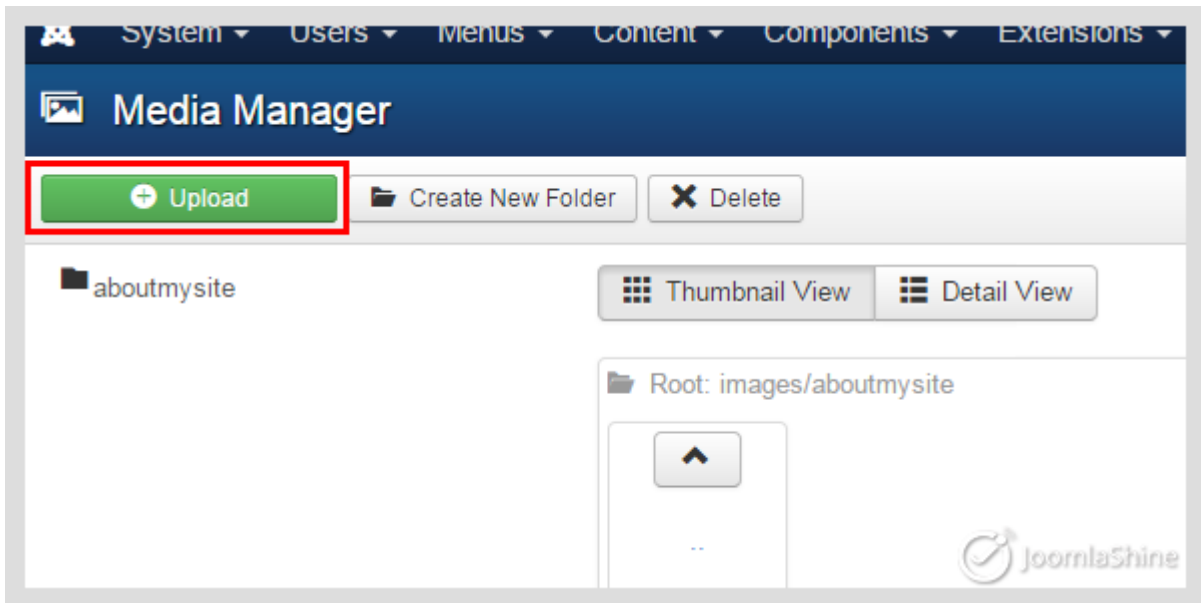
Click "Upload"

2. Then, click **"Choose files"** to browse available image files.
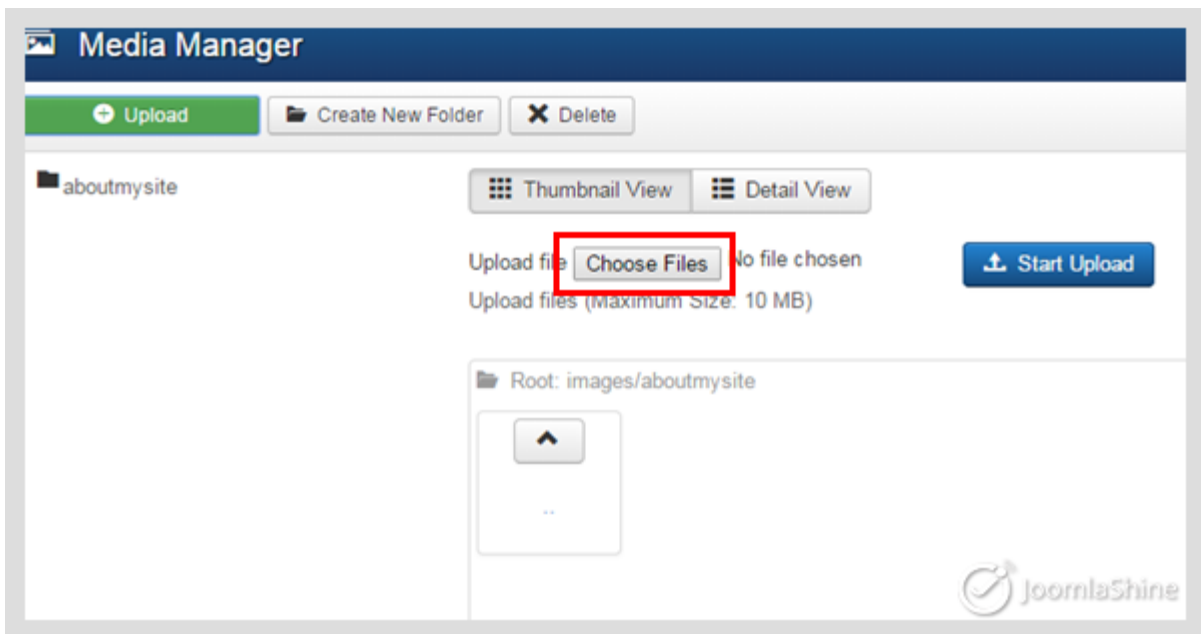
"Choose files"

3. Select the image file you want to upload..
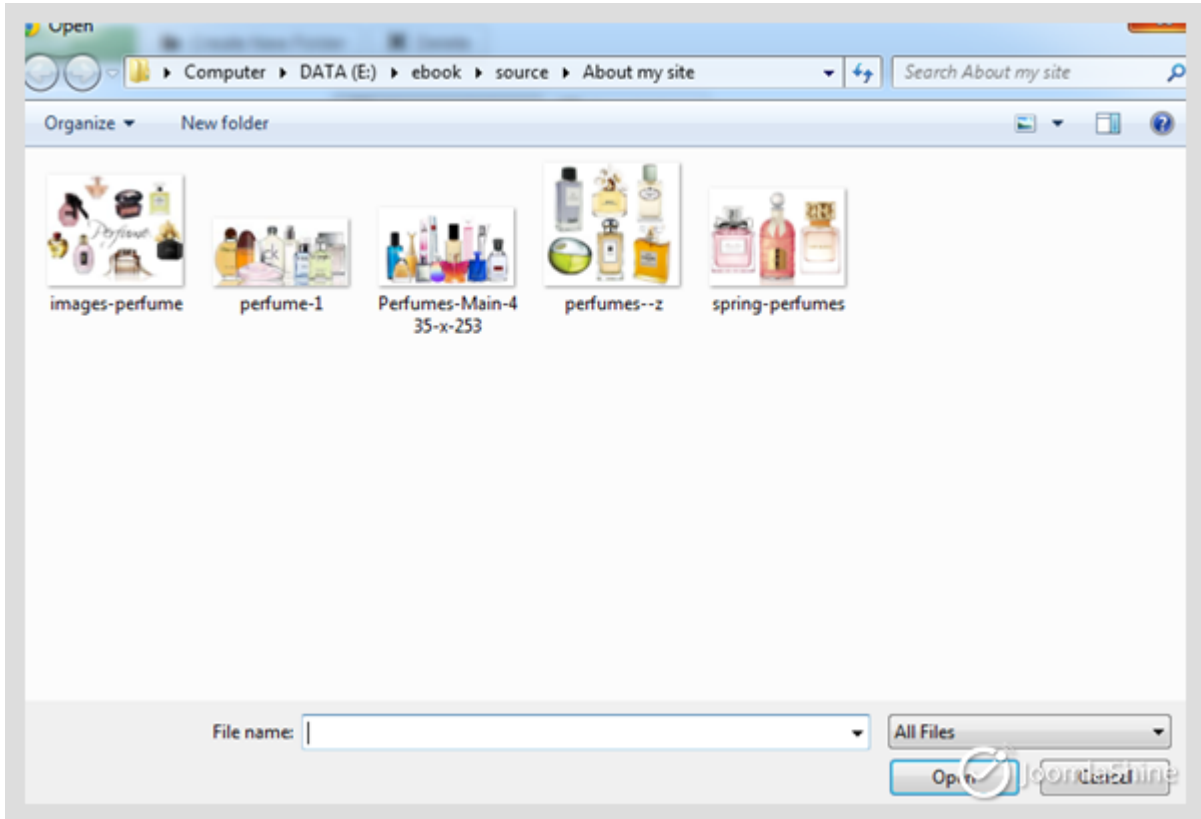
Select image file

4. Click on the button **"Start Upload"** to upload the image.
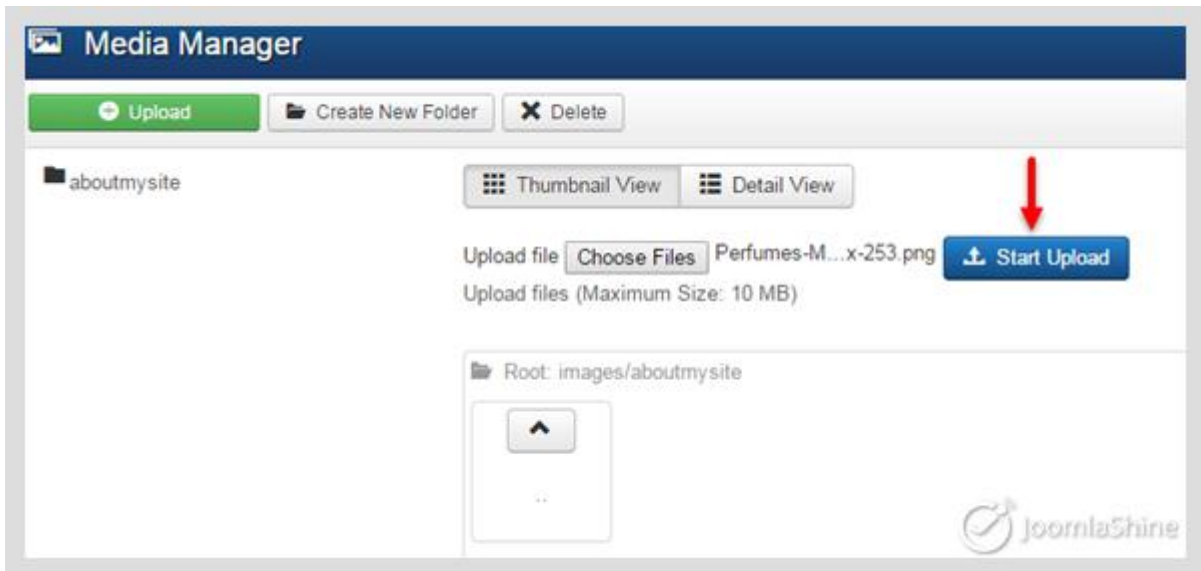
Start upload the image

Now, your newly uploaded image is in the *"aboutmysite"* folder.
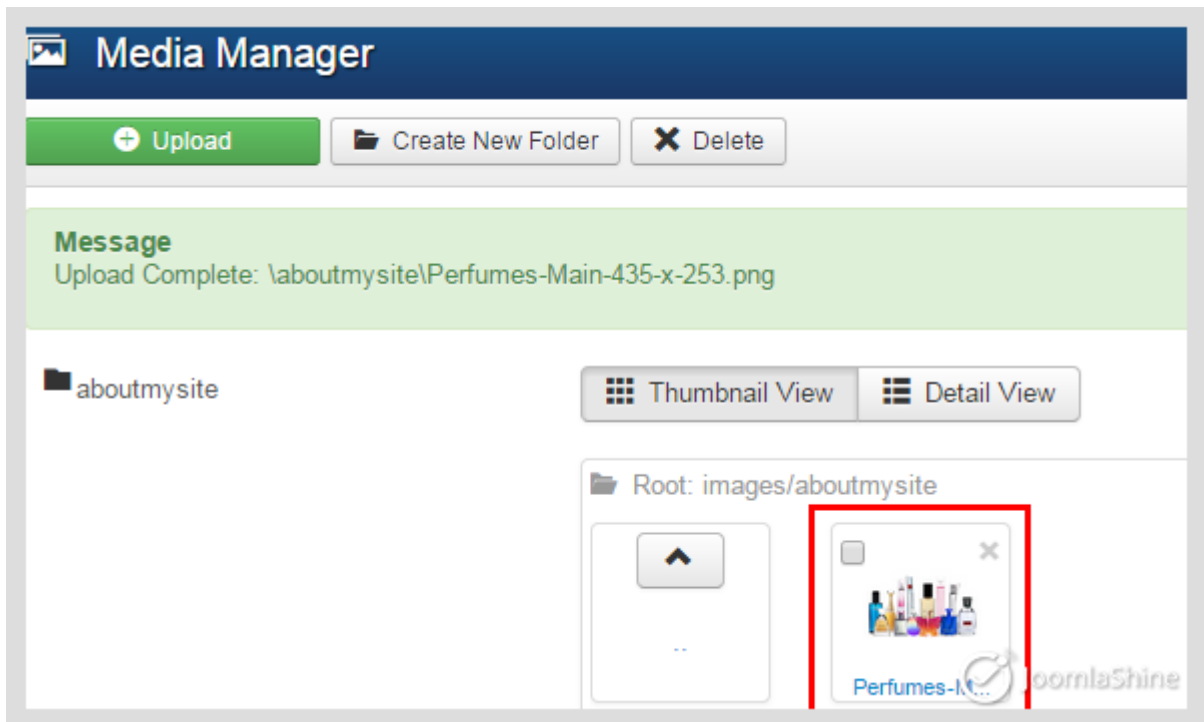
The image shown in the folder "aboutmysite"

Add images to article

Once the images are uploaded to the server, you can add them to an article. Let's use the same article *"About my site"*.

1. With the article open, place your cursor at the point in the text where you want to insert an image and click the button **"Image"** below the article text pane.
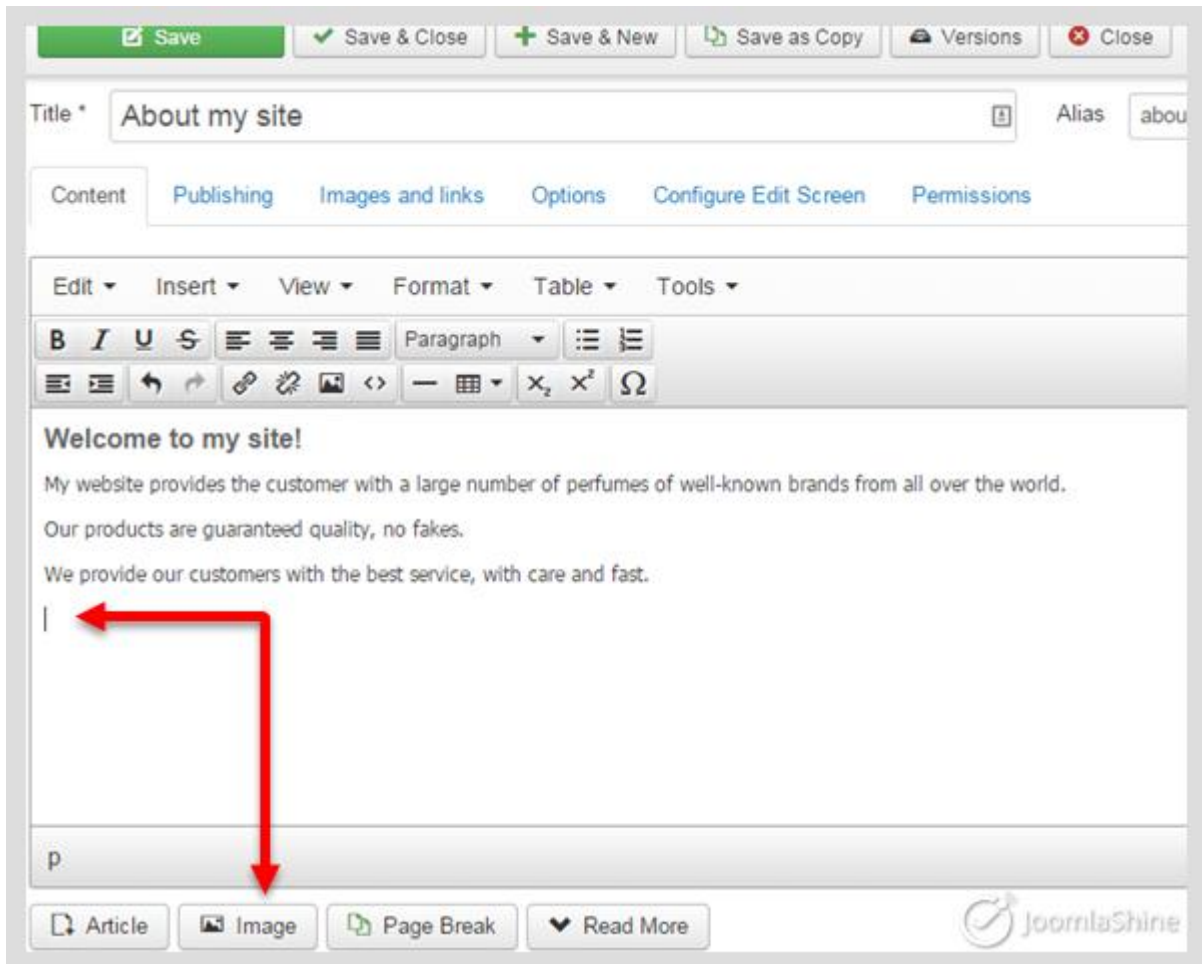
Add an image into the text

2. Choose the appropriate image to insert.

Open the images folder

3. Input the **Image Description** and **Image Title** parameters to describe the image and click on the button **"Insert"** at the top of the screen to finish the image insertion.
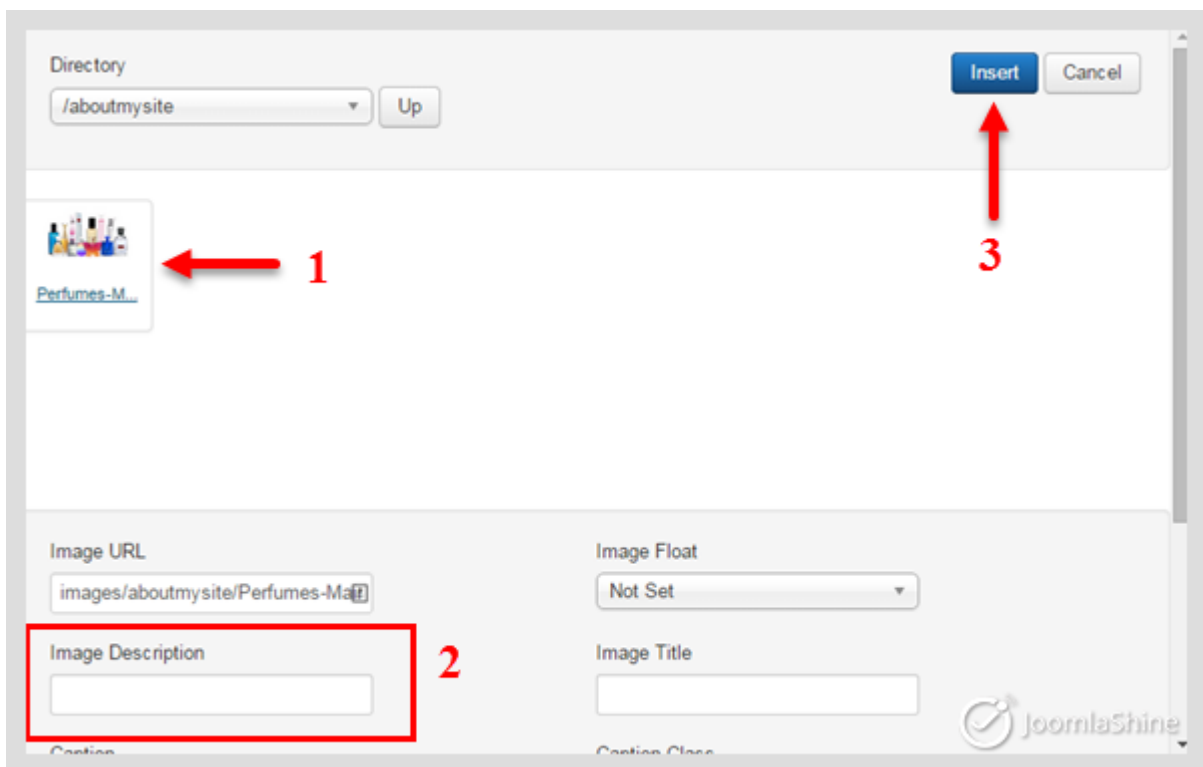
Choose the image by clicking on it then add parameters

4. Recheck how image is inserted in the article.
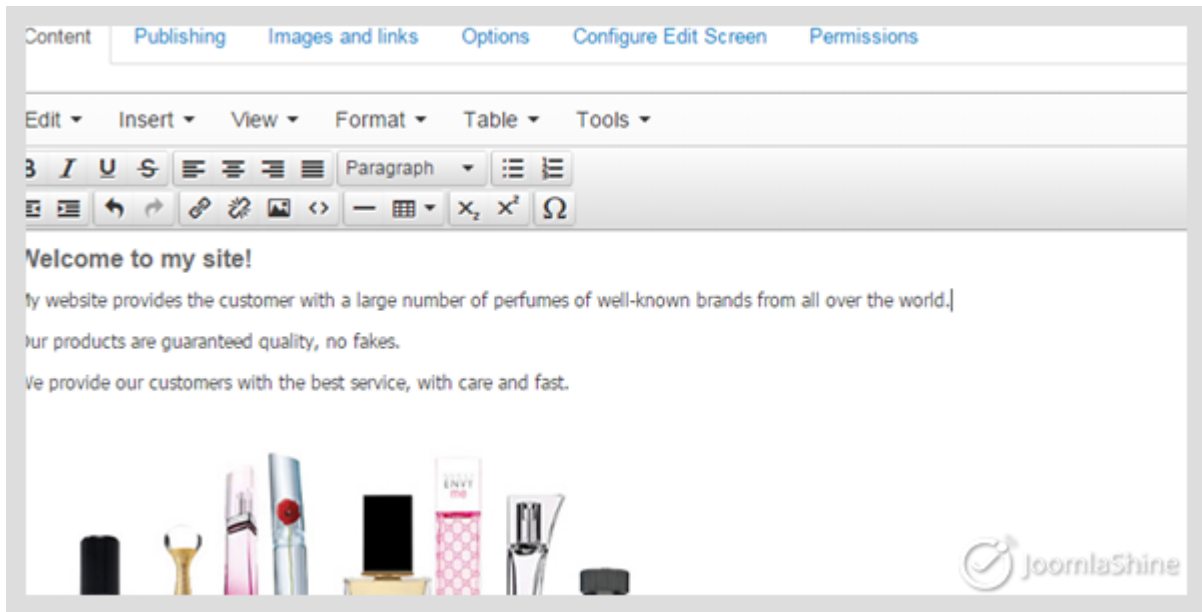
An image is inserted in the text

Now, you might feel that the image is too big or too small and want to change its dimensions or alignment. Click on the image first, and then click on the button "Insert/edit image" in the **formatting options** above the article editor to edit it.
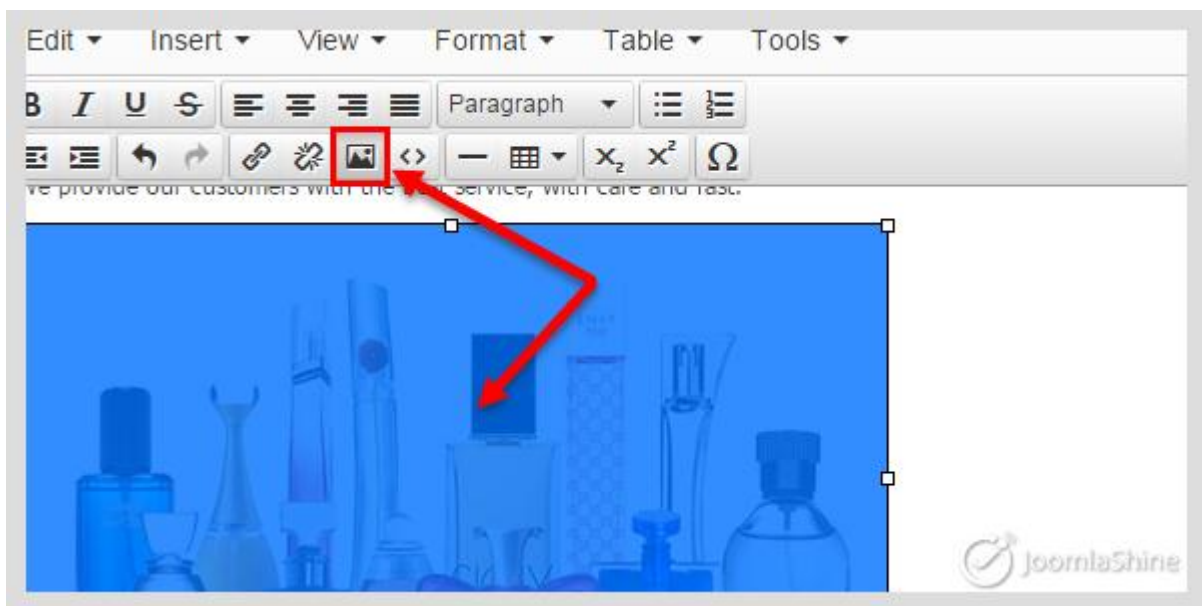
The button to edit/insert image

A pop-up screen will be shown up. Here, you can edit the image as you wish. For example, let's change the dimensions and input "Best seller" as **"Image description"**, then click the button **"OK"** below.
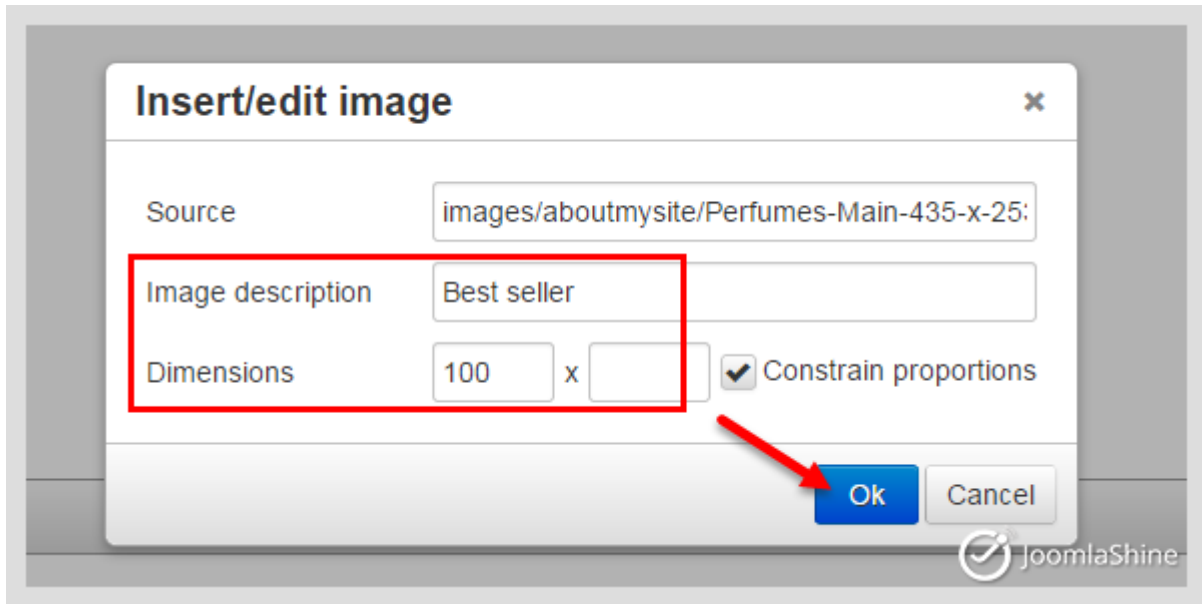
Edit the image

Click the button **"Save & Close"** on the toolbar on the Article Manager and go to the site to see your new article with image.
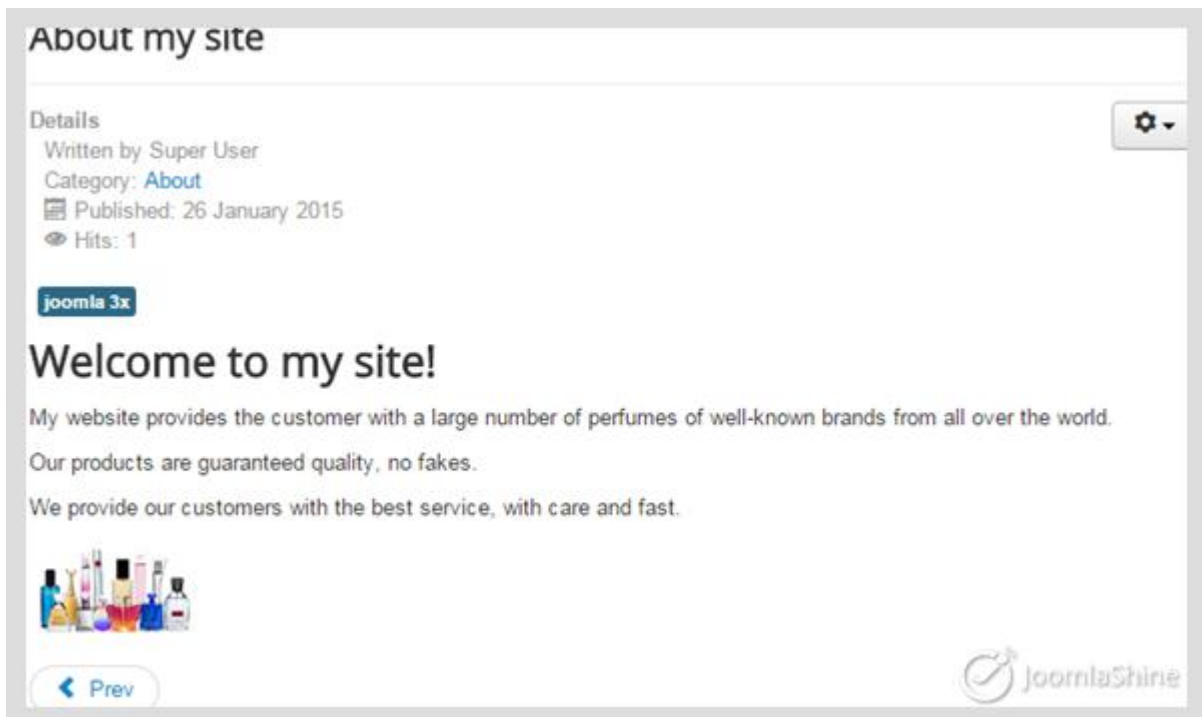
The new article with image in the site

Add links

Add internal links

It's very common to need to create internal links between articles. These links are not only useful for your users to browse content, but also good for Search Engine Optimization (SEO). Let's see how to create internal links within an article.

1. Open the article you want to add internal links to

2. Select the text you want to be linked (called the anchor text)

3. Click the **"Article"** button below the article editor
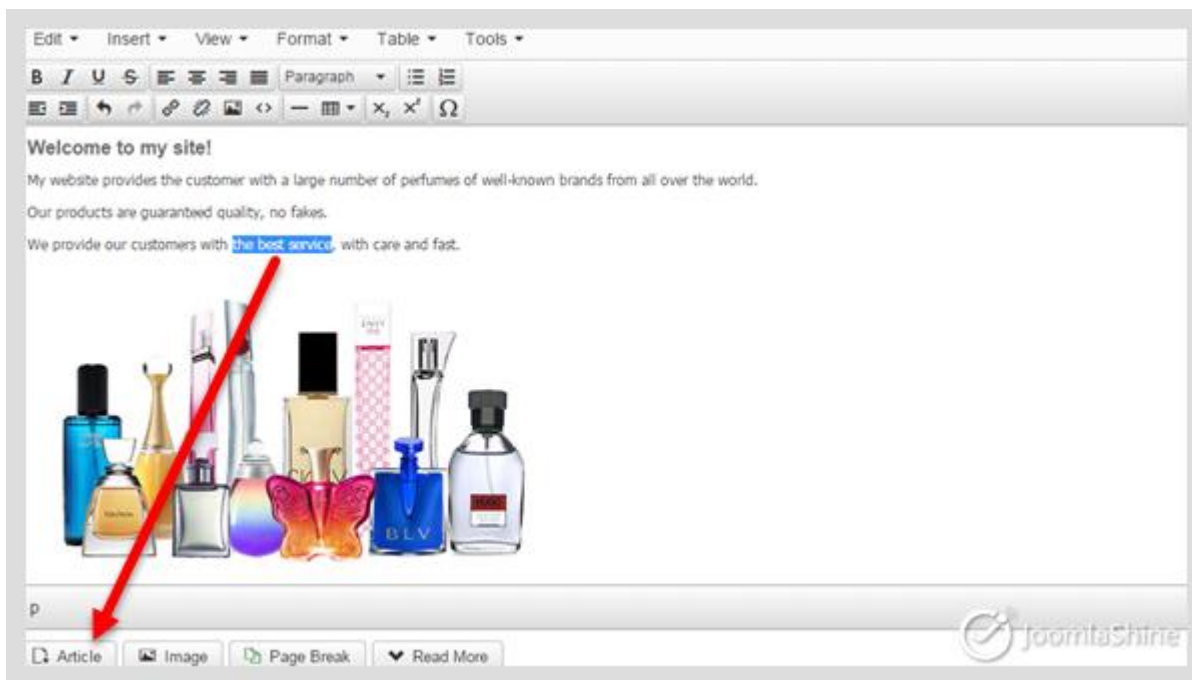
Insert a link into the article

4. Now you will see a pop-up window with the list of all your articles. Find the article you want to link, then click on its title.
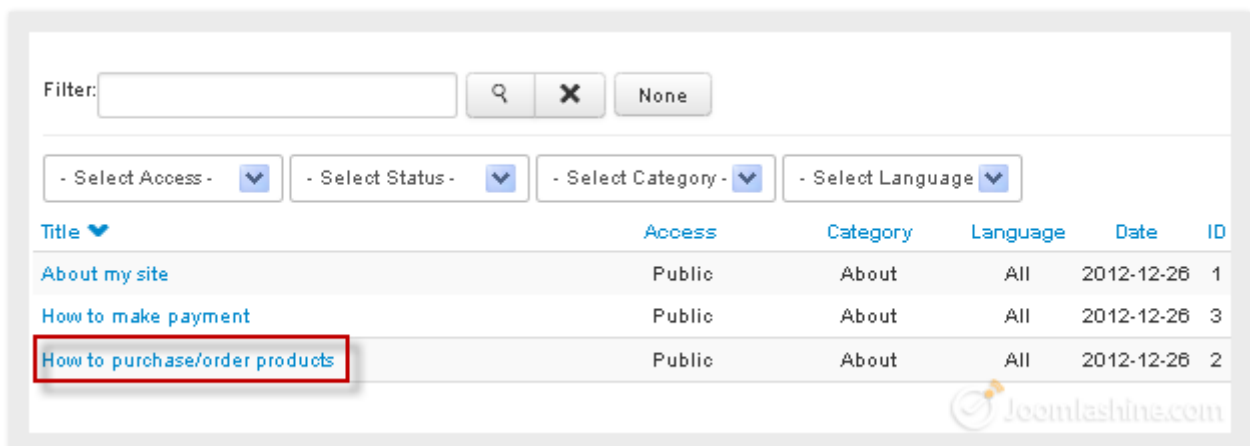
Select an appropriate article

As the result, the title of selected article is used as link/anchor text.
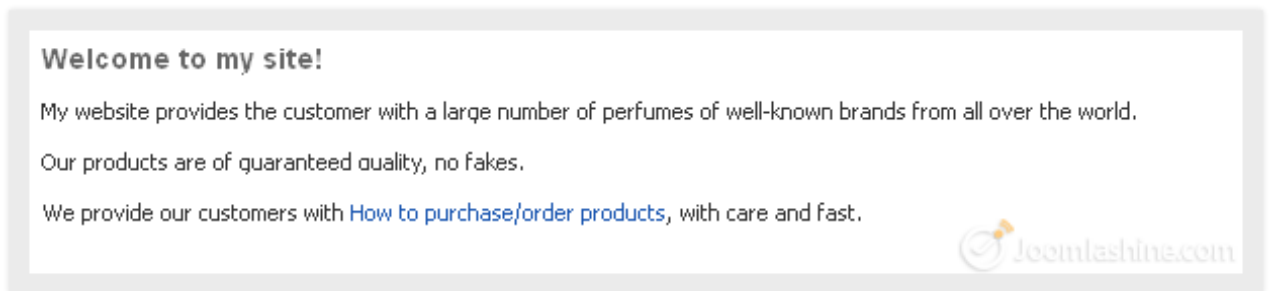
New link in the text

You can change link text just as you would regular text.
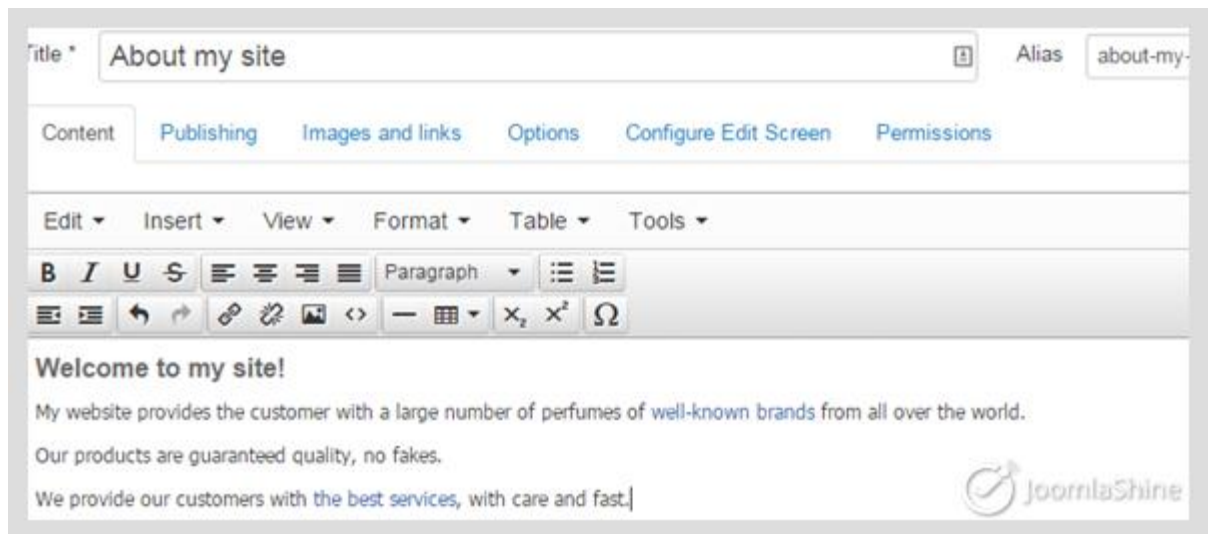
The text after being edited

5. Click on the button **"Save"** and go to your site to see the article with the new link.
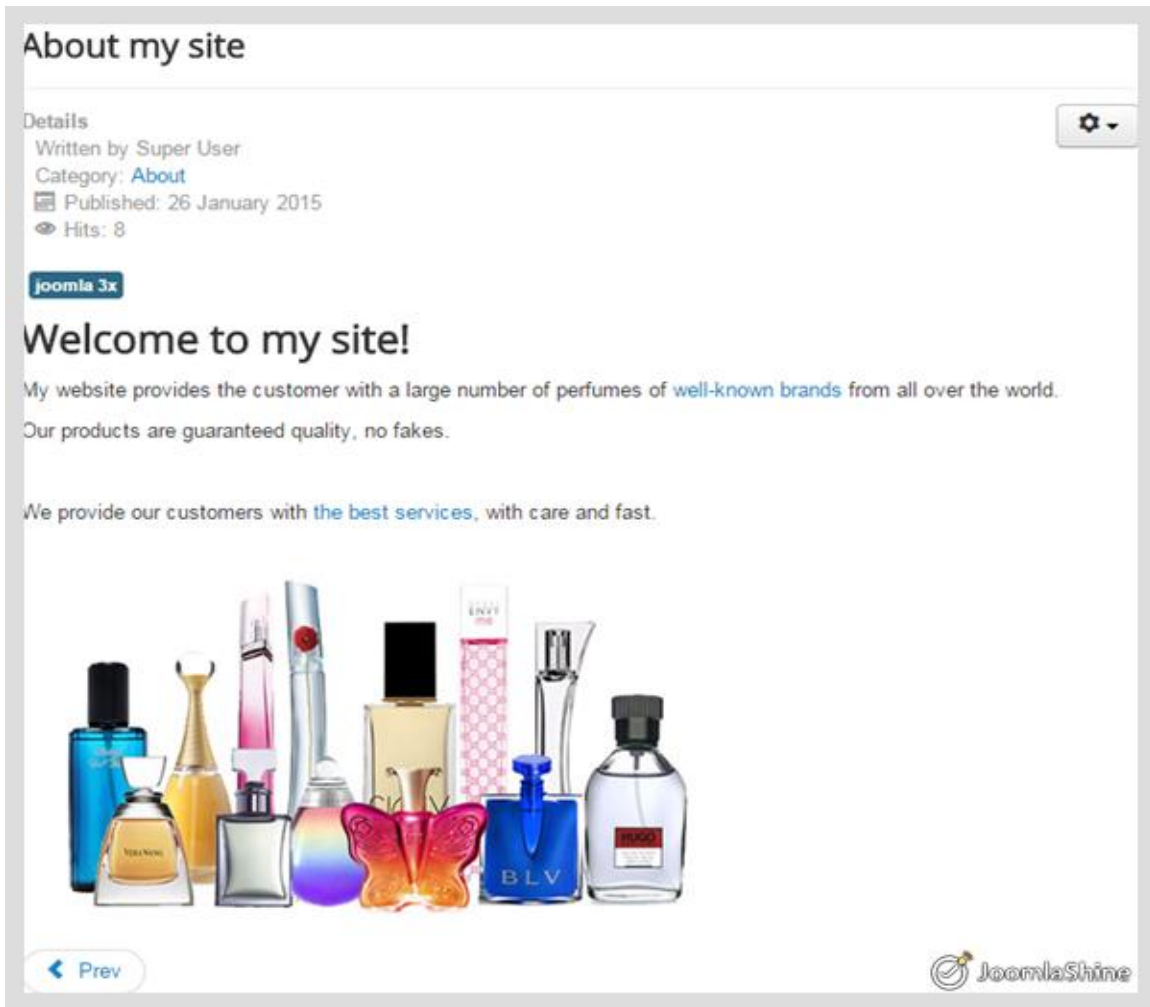
The article with link in the site

If you want to edit a link, just select it and click the icon **"Insert/edit link"** as shown below.
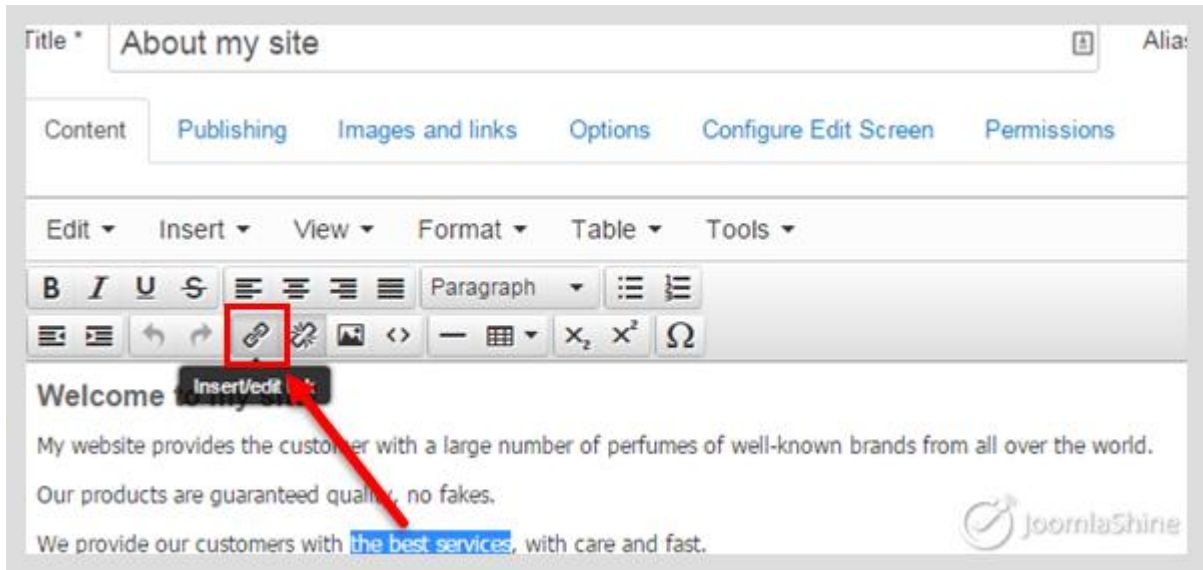
Edit the link

Or you can remove the link from the text by using the icon **"Remove link"**.
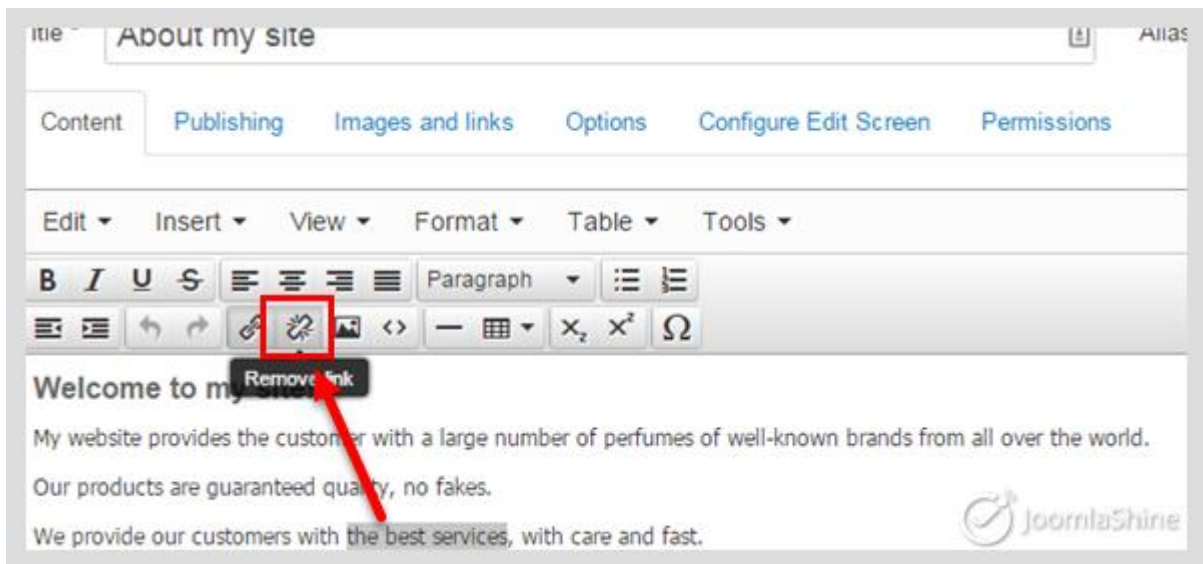
Remove link in the article

Add external links

In the previous section, you learnt how to create internal links, i.e. those which link to articles on your own website. In this section, you will find out how to create external links to any page on the Internet.

1. Select the text which you want to apply a link to and then click the icon **"Insert/edit link"**.
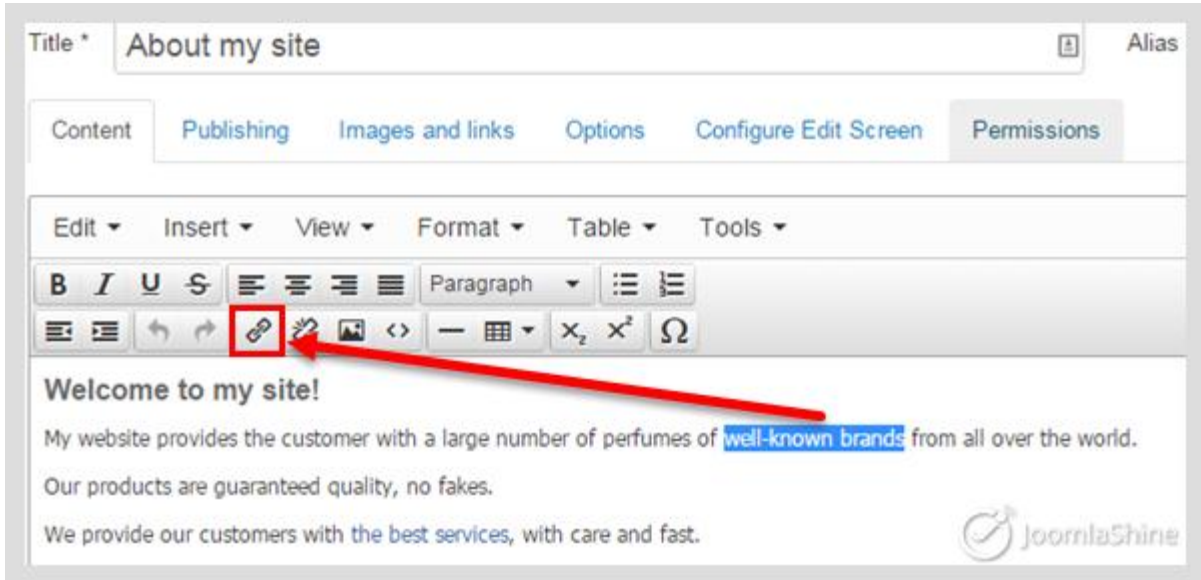
Adding external link

A pop-up window will be shown as below:
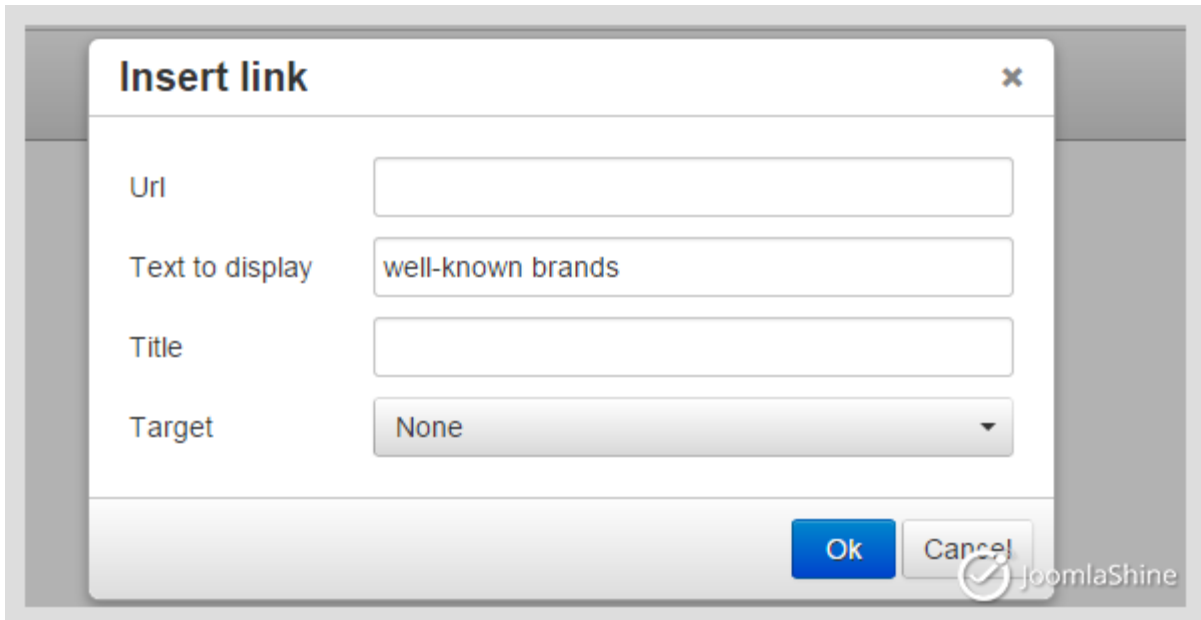
Adding an external URL

2. Input the following values to the 4 parameters in this screen:

- **Link URL**

  The destination address (i.e. the url) of where you want the link to go to

- **Target**

  There are two options for you to choose: "*None*" or "*New window*"

- **Title**

  Short text describing the link

3. Click the **"OK"** button to insert this link. After that, you can see that your text is linked to the external website.
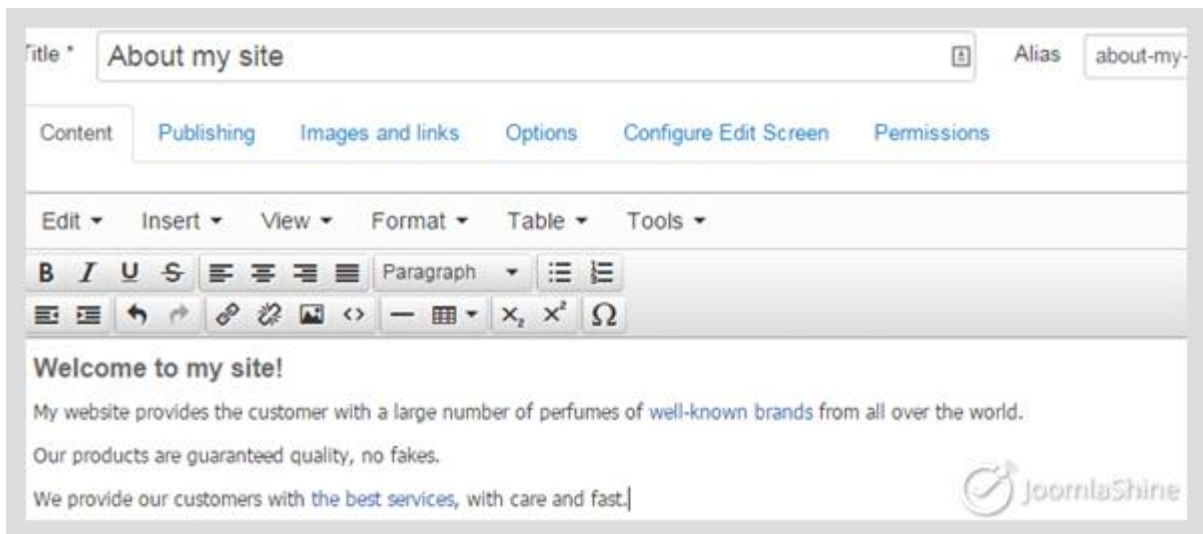
The linked text

Add "Page Break" and "Read More"

In cases of long articles, you may want to divide the article into small, separate sections. With Joomla! you have two options to help your visitors read longer articles.

1. **Page Break**

   This element divides one article into separate pages such as Page 1, Page 2, Page 3, etc. Page breaks are ideal for very long articles.

2. **Read More**

   This element divides a full single article into a teaser text and the rest of the article. If you want to read the rest of the article, you have to click on the *"Read More"* link.

Now, we will learn how to work with each one.

Add a "Page Break"

1. Place the text cursor in your article, in the position where you want to split the article.

2. Click on the **"Page Break"** button below the article editor.
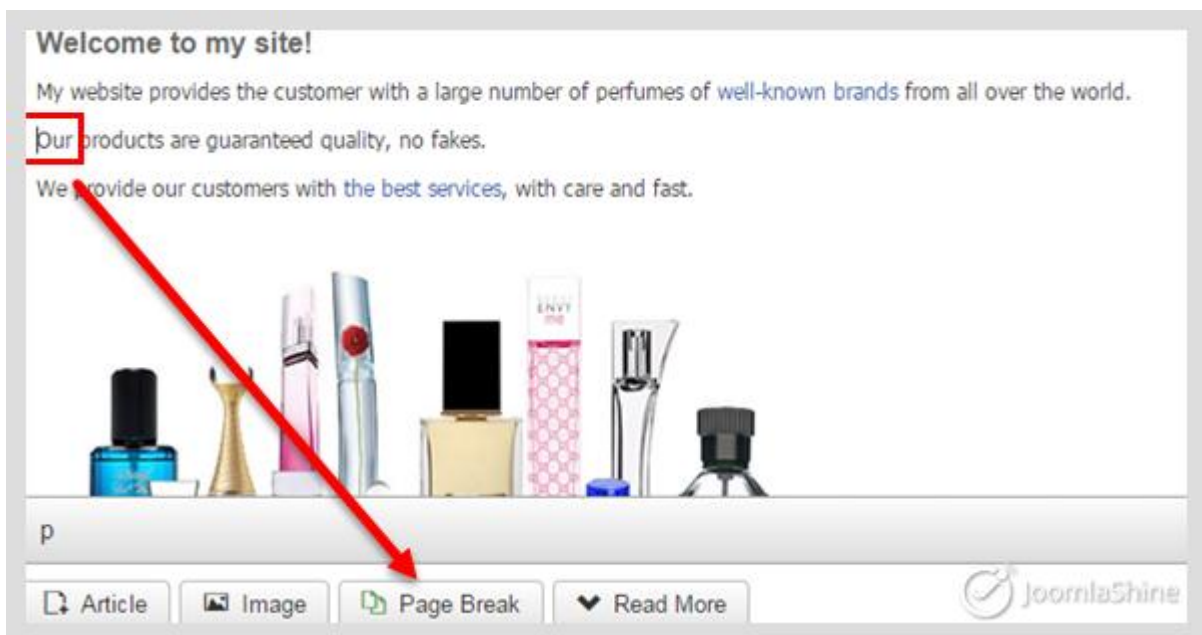
Adding a page break

3. Add the title you want to give to this new page in the **"Page Title"** parameter field and click the **"Insert Page Break"** button.

Insert a page break screen

4. That's all there is to it. Now you will see a dotted line showing a page break inside your article as in the screenshot below.
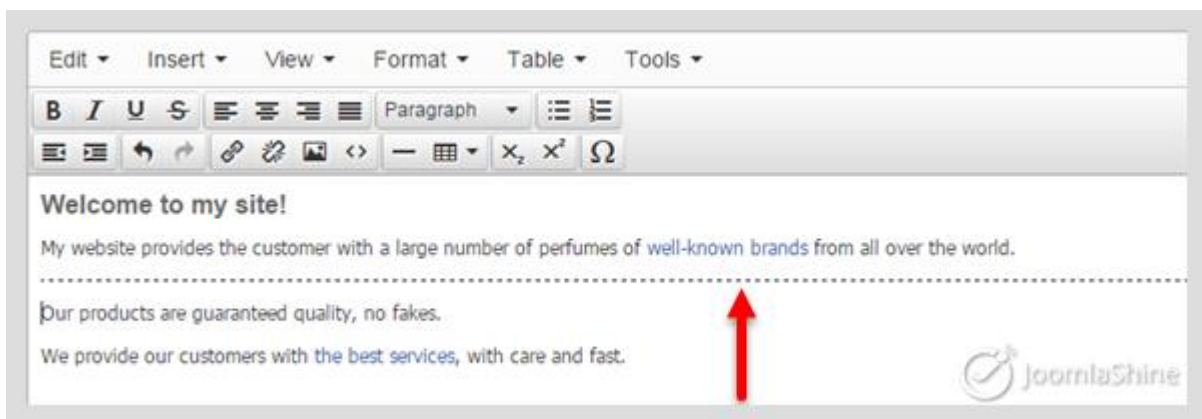
Dotted line showing a page break

5. Click the button **"Save"**.

6. View your site to see the result. You will see a list beside the article - you just need to click on the title or **"Next"** to view the page.
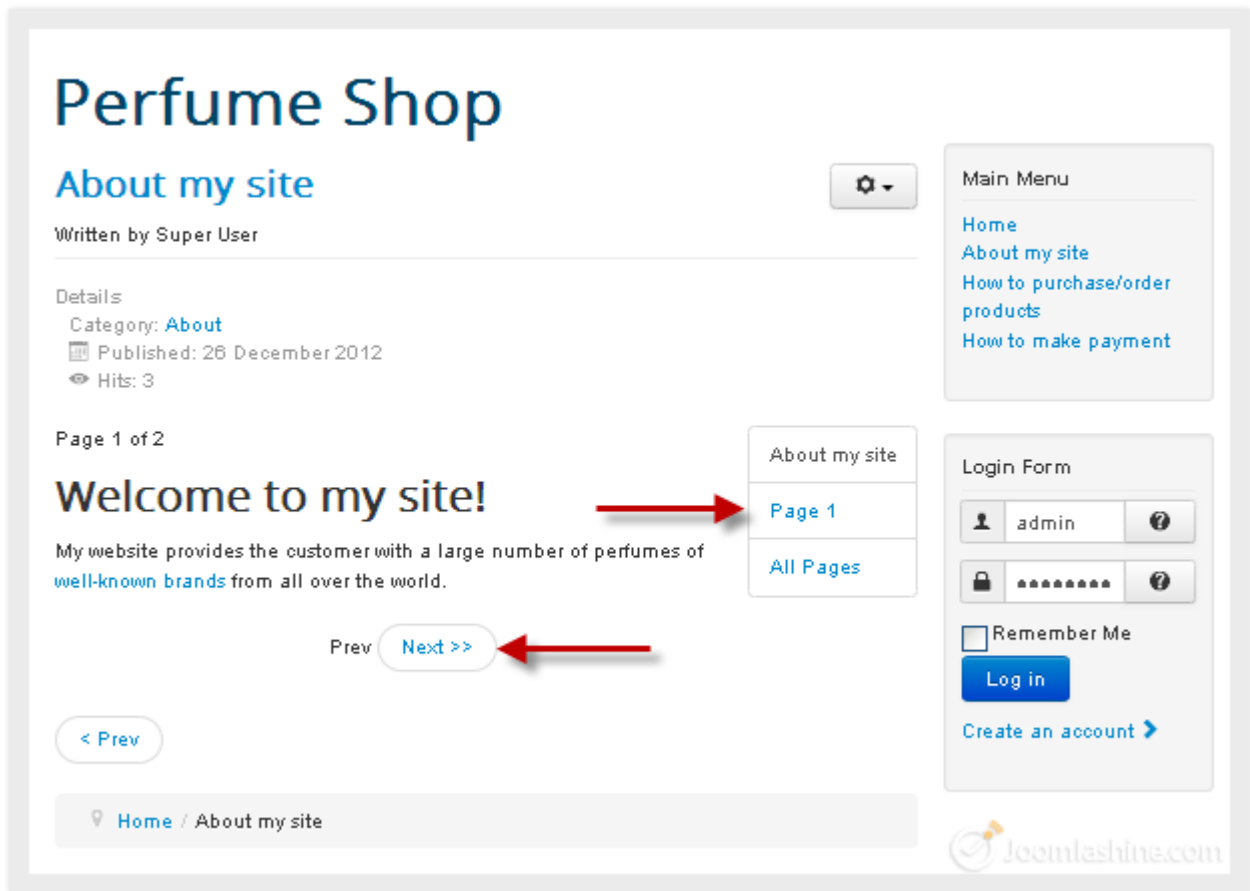
A new page break in the website

Note:

- You can add as many page breaks as you want into your article.

- You can delete a page break by opening the article (in the back end), placing your cursor at the end of the page break's dotted line and pressing the "Backspace" on your keyboard.

Add a "Read More" link

Adding a *"Read More"* link is a similar process to adding a page break.

1. Place the text cursor in the position within the article where you want it split into the introduction and main content parts.

2. Click on the **"Read More"** button under article editor.
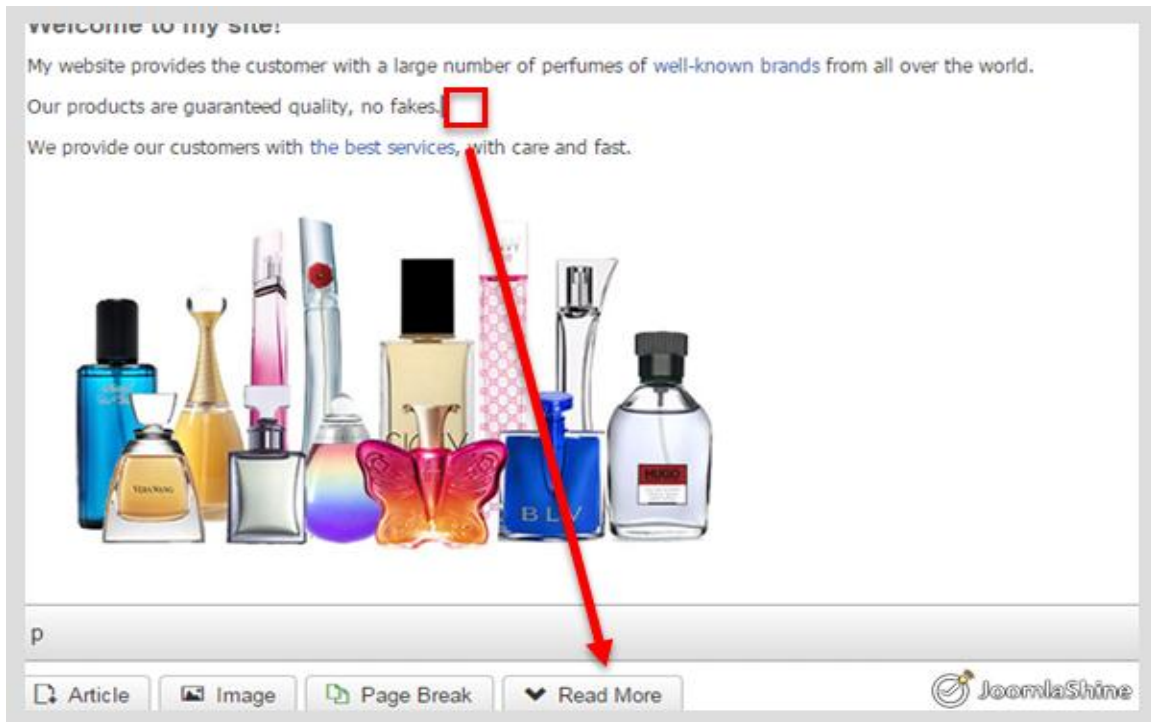
Insert a read more link

You will see a line in red.
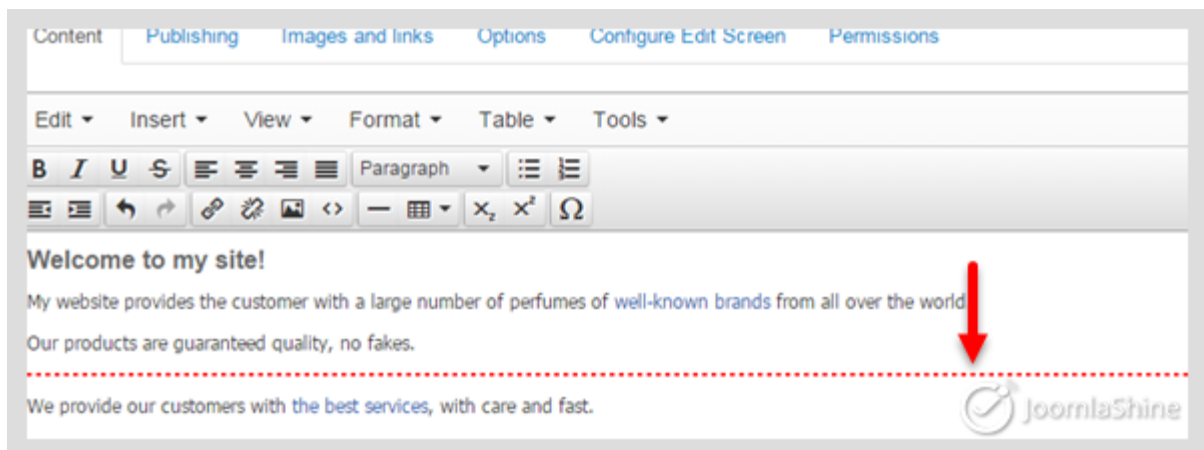
"Read more" dotted line

3. Click the button **"Save"** to finish.

Here is your article with a read more link at the front-end. You just need to click on the button "Read more…" to read the full article.
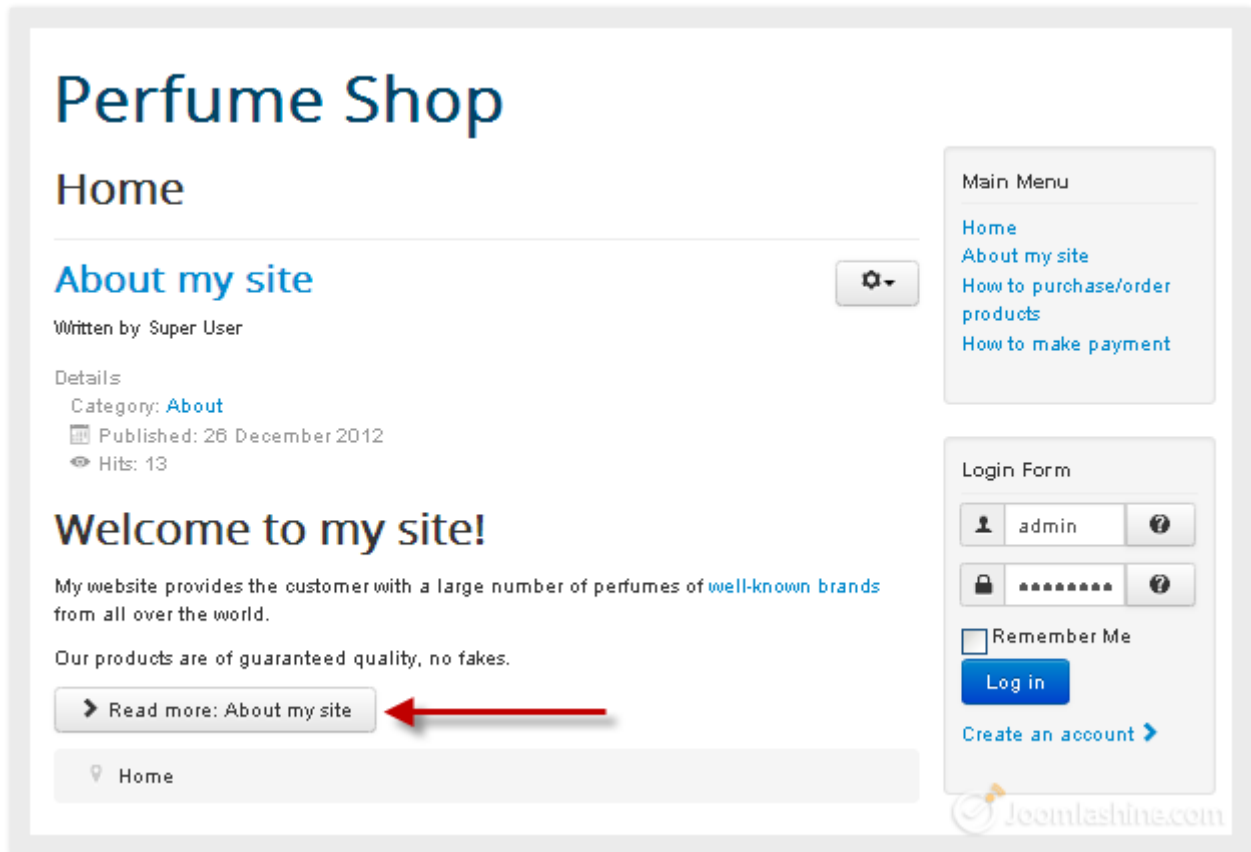
The article with read more link

Build a page without coding knowledge using JSN PageBuilder

You get a Joomla! article after following steps described above. It's a fact that one of the main obstacles in building a Joomla website, especially for beginners, is that they have no idea about, or are simply too tired of, writing long lines of boring codes.

As a result, except for pure-text content, they don't know how to present their content in a visual, eye-catching way. Luckily, **JSN PageBuilder** can help.

JSN PageBuilder

JSN PageBuilder has a free edition for you to try. You just need to download and install it in the Joomla! back-end as per the instructions in the section "Install new extensions"

Download JSN PageBuilder Free

Define content layout

Go to **Content** → **Article Manager** → **Add new article** → Select **PageBuilder** (instead of Default Editor).
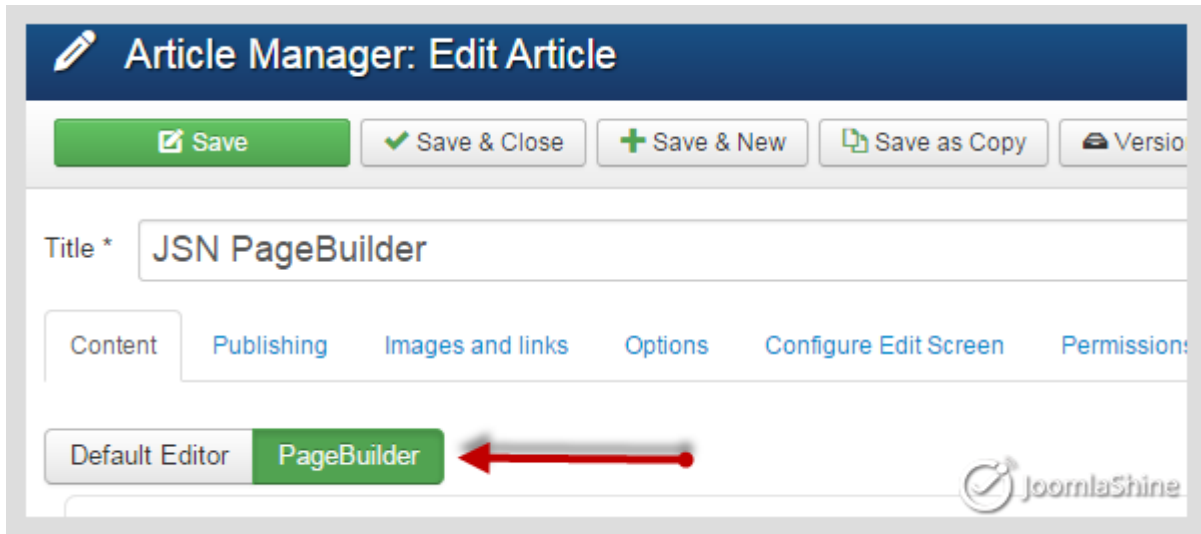
Select PageBuilder as the default editor

Click to add new rows and columns to the article. You can easily change the column widths to fit your purpose just using drag-n-drop.
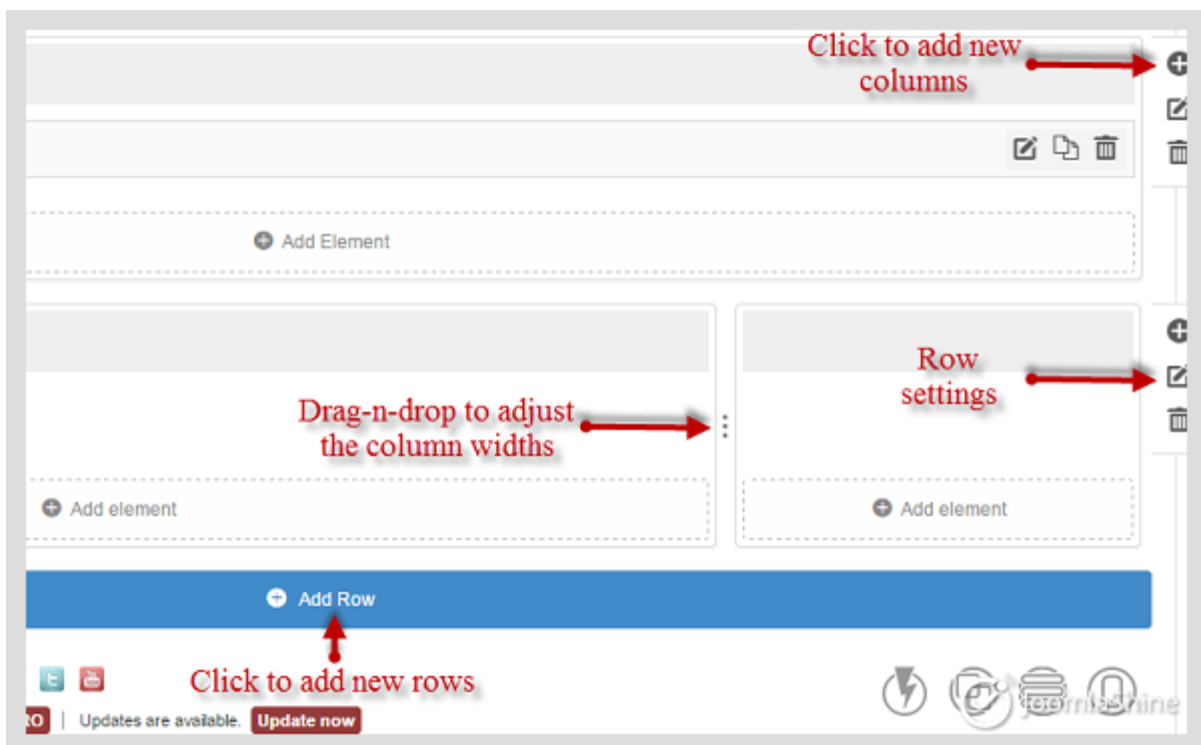
Define layout just with clicks

In the row setting panel, you can also adjust the padding and, border, and add various type of background for the row.

Row Settings

Add and customize elements

Click **"Add element"** and select a suitable type for the content: JSN PageBuilder provides you with the most popular types of elements for a Joomla website.

Various elements to select

For example, if you want to present a text slider on your page, you can use Carousel. You can find Carousel, or any other type of element simply by using the **Spotlight Filter** function of JSN PageBuilder.
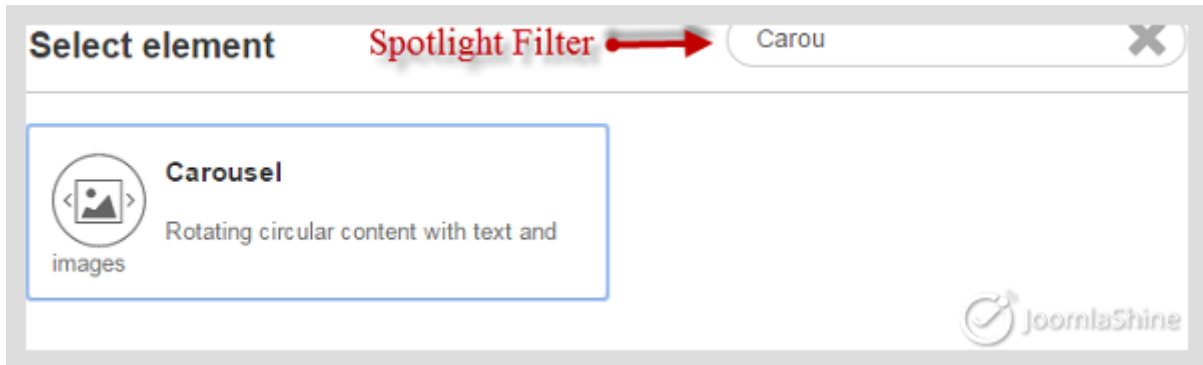
Use Spotlight Filter to find elements quickly

Click and select carousel items to add your own content, including text, and background images.
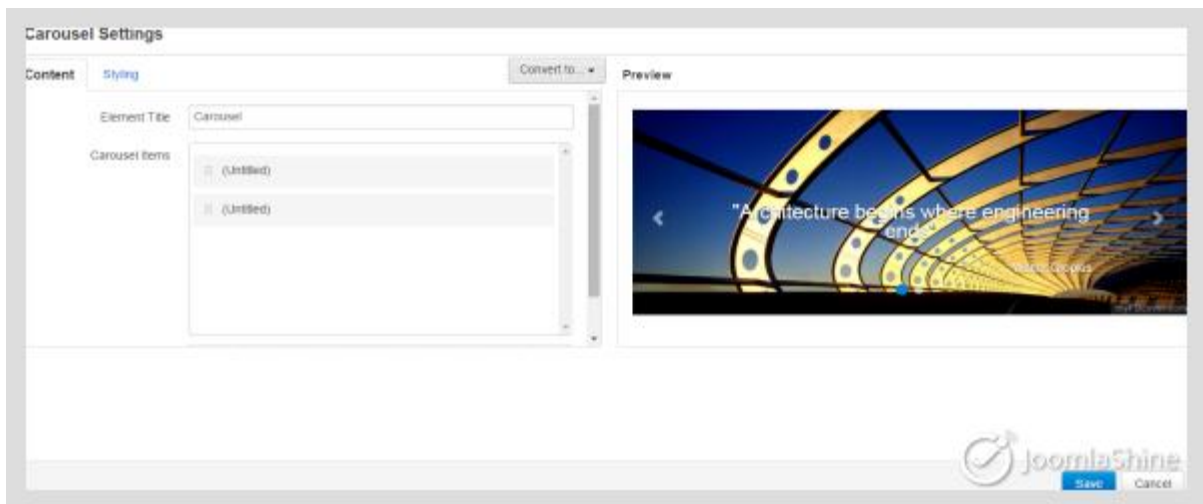
Edit the carousel item

In the styling tab, you can freely adjust the options of the slider. The **live preview box** will show you what you will get in the front-end.
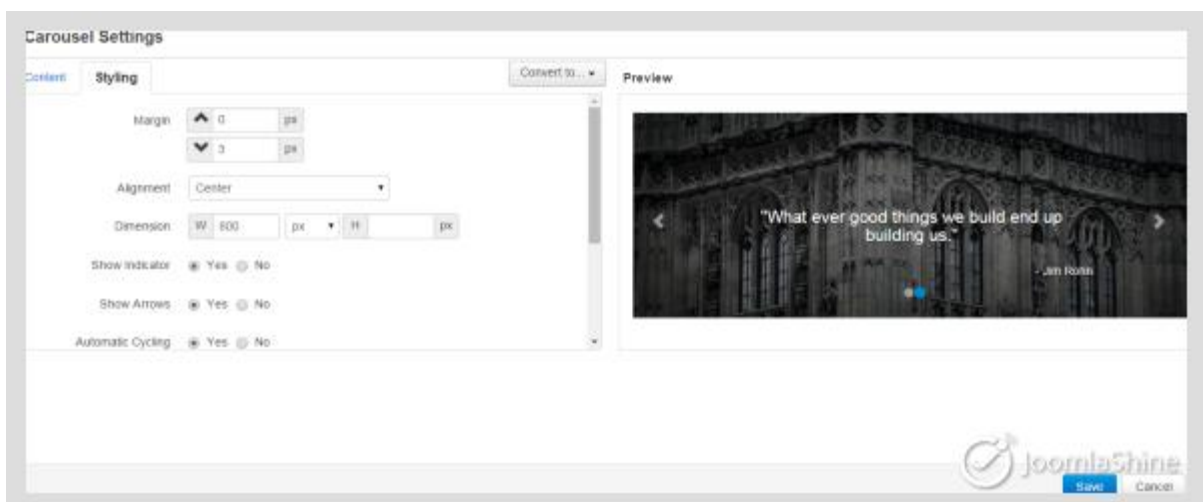
Add a background

In case you want to add a background image to make your content more attractive, select Row settings to add your background.
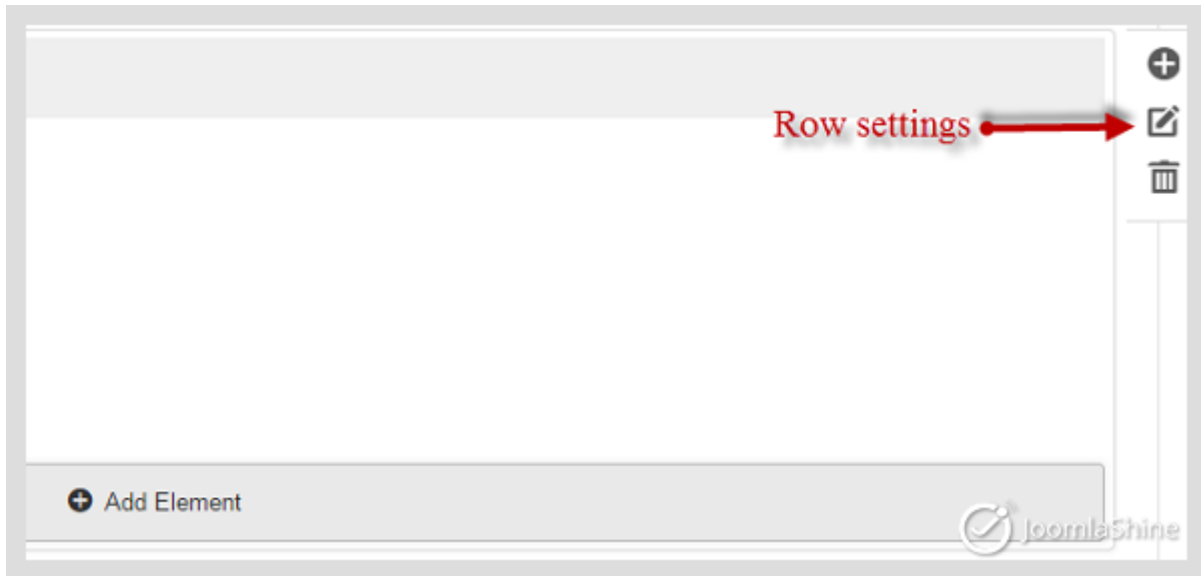
Click the icon ☑ to open Row settings window

You can choose from various options, including solid color, gradient color, pattern, or image. Here I choose image background .
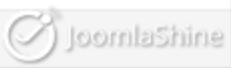
Add image background

Step 4: Customize your website appearance with a Joomla! template

We have finished preparing the content for the website. It's now time to think about appearance.

What is a Joomla! template?

As mentioned before, a template controls the graphical presentation of your website. It determines the layout, colors, type-faces, graphics and other aspects of design that make your site unique. There are two types of templates: *"Site template"* for front-end presentation and *"Administrator template"* for back-end presentation.

Site templates

The site template changes the way your website looks to visitors.
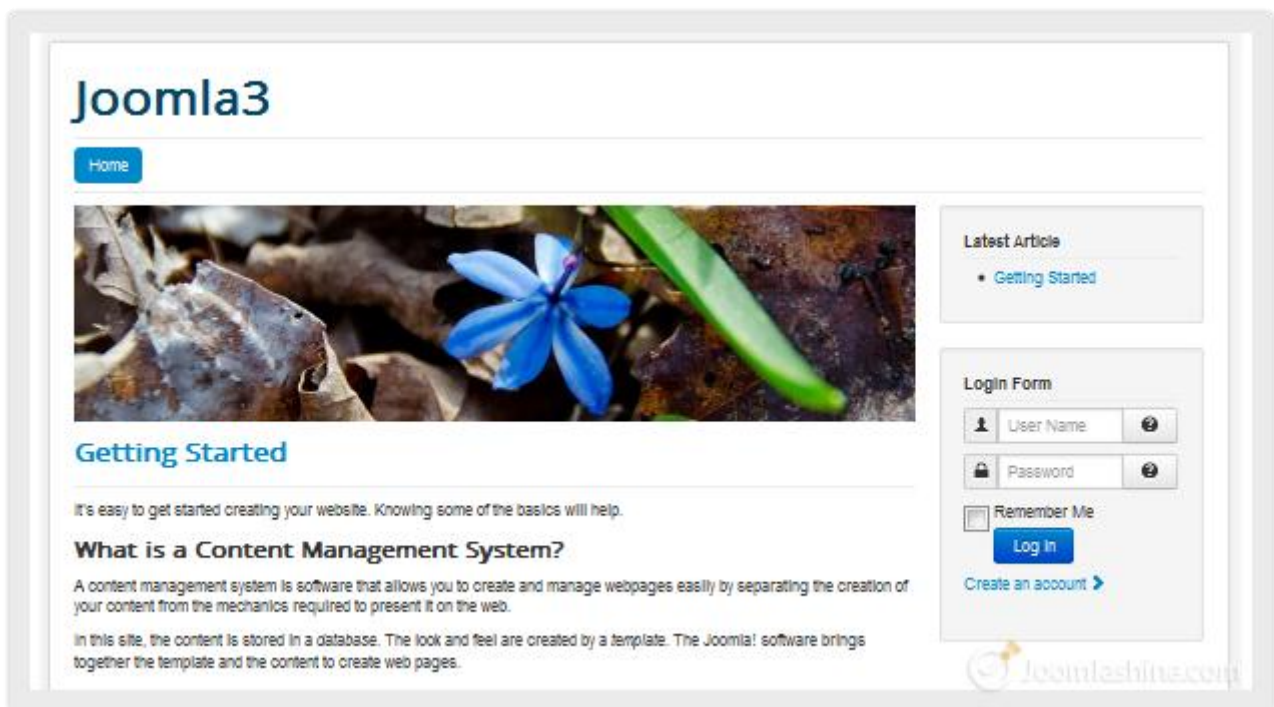
A front-end template

Most of the time, you will be dealing with the site templates, in order to tweak the public look-n-feel of your website.

Administrator templates

Administrator templates change the way the back-end administrator interface looks.
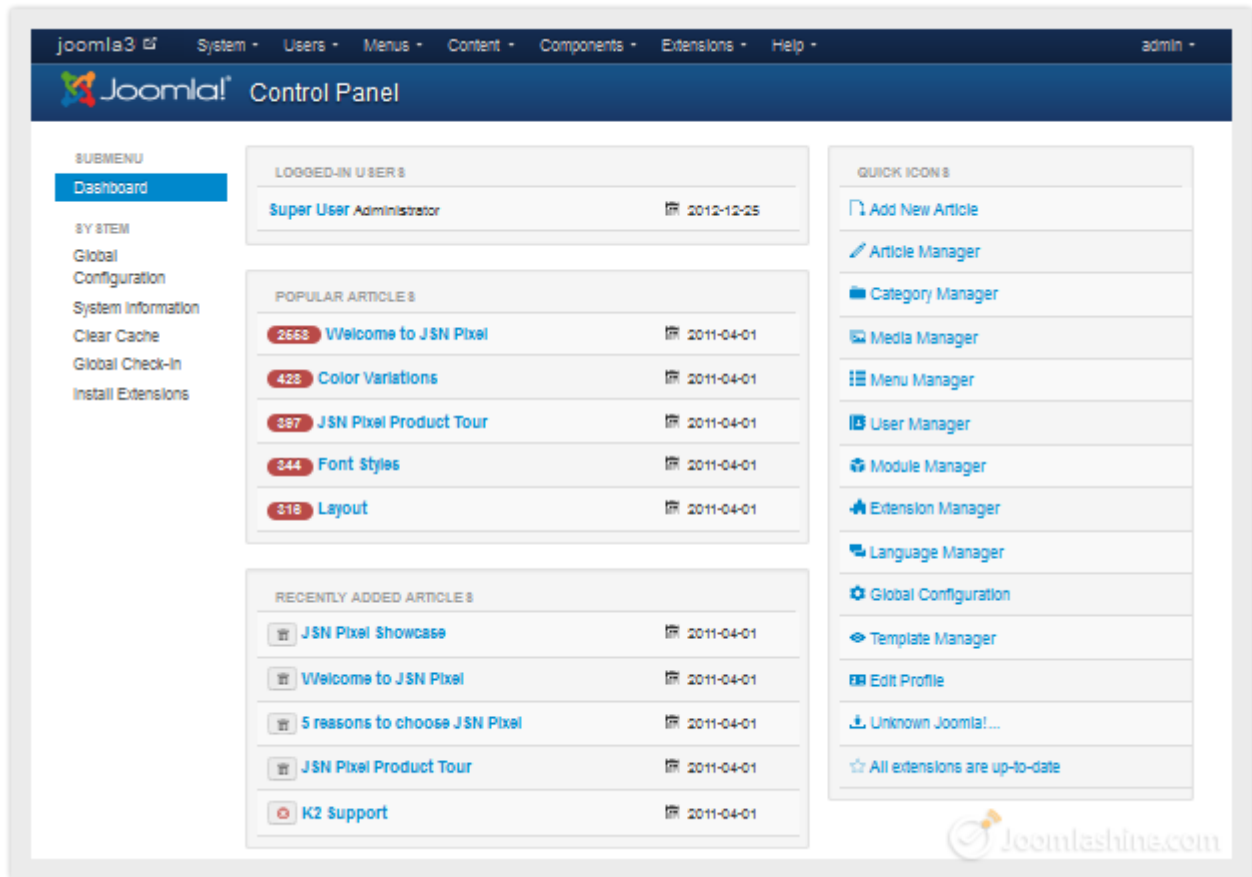
A back-end template

If you are building a website for yourself, then you will probably never need to change your back-end template. When building websites for clients, you might need to slightly customize the administrator template to reflect your customer's brand.

Choose a Joomla! template

Template resources

The quickest and easiest way to enhance the design of your website is to use an existing Joomla! template. There are many available on the Internet.

Free templates resources

The Joomla! community creates thousands of free templates for you to choose from. Check following websites:

- http://www.joomla24.com/

- http://www.joomlaos.de/

- http://www.bestofjoomla.com

Commercial templates resources

If you have enough budget to purchase a template, then we strongly recommend you take a look at following template providers.

- http://www.joomlart.com

- http://www.rockettheme.com

- http://www.joomlashine.com/

- http://www.yootheme.com

- http://www.gavick.com

Search on the Internet

You can search on Google with the key words: "*Joomla! Templates"* or *"template for Joomla!"* and you will get about 60 million results!

Criteria for choosing the right template

There are a lot of Joomla! templates to choose from. Here are some criteria that can help you choose the right template.

- **Compatibility**

  Which Joomla! version does it support? You need to choose a template which supports Joomla! 3.x

- **Commercial or Non-commercial**

  Do you want to have a high-quality template and support or are you on tight budget and therefore need to go with a free template? Normally, commercial templates are more flexible, have higher quality, more comprehensive documentation and better support than non-commercial.

- **Documentation**

  How well-documented is it? Does the documentation help you understand all the template features? Does it show you ways to customize the template?

- **Support**

  Is there ongoing support for the template? What ways can you get support? – via forum, ticket support system etc.? How long will it take to get answers? 12 hours, 24 hours or several days?

- **Design**

  Does it match the look and feel that you want for your site? If it is similar to your desired design, you won't have to spend much time customizing it. Otherwise, is it easy to customize it as you want?

- **Features**

  Professional templates provide many features whereas a lot of free templates provide limited features.

If you are an individual or an ordinary user, a free template may be a suitable choice. However, if you are creating a business website, it's definitely worth spending a few dollars on a commercial template from a professional provider. Don't think you are wasting money, Aside from higher quality design and code; you also get good documentation and support. The time you save will be more than worth the money spent.

Install a Joomla! template

After you have selected an appropriate Joomla! template, it's time to install it.

1. Go to **"Extensions"** => **"Extension Manager"**
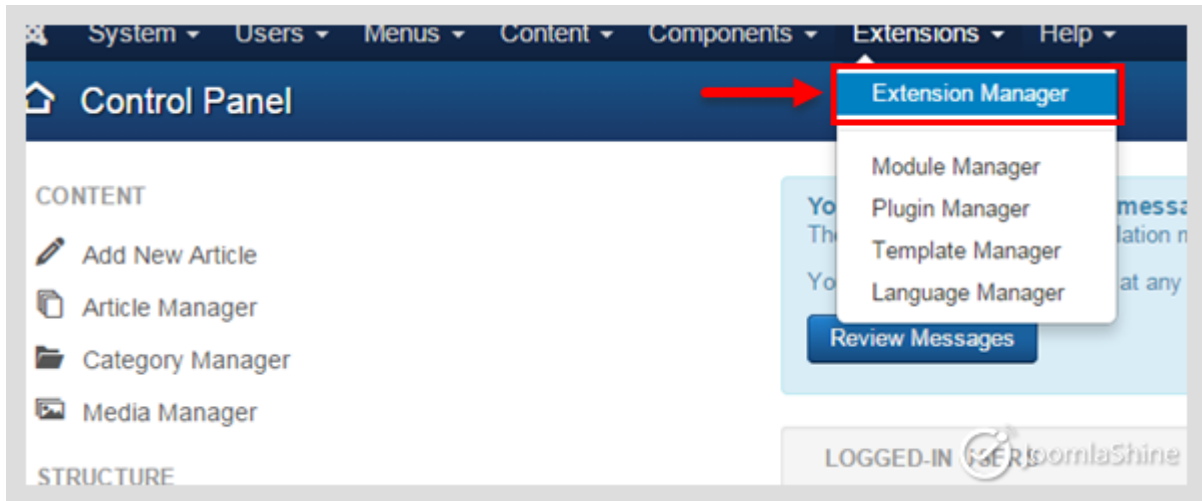
"Extensions" => "Extension Manager"

2. Click the **"Browse"** button, find the template file you have downloaded, and then click on the button **"Upload & Install"**. After that, you get a notification which informs you that the template has been installed successfully.
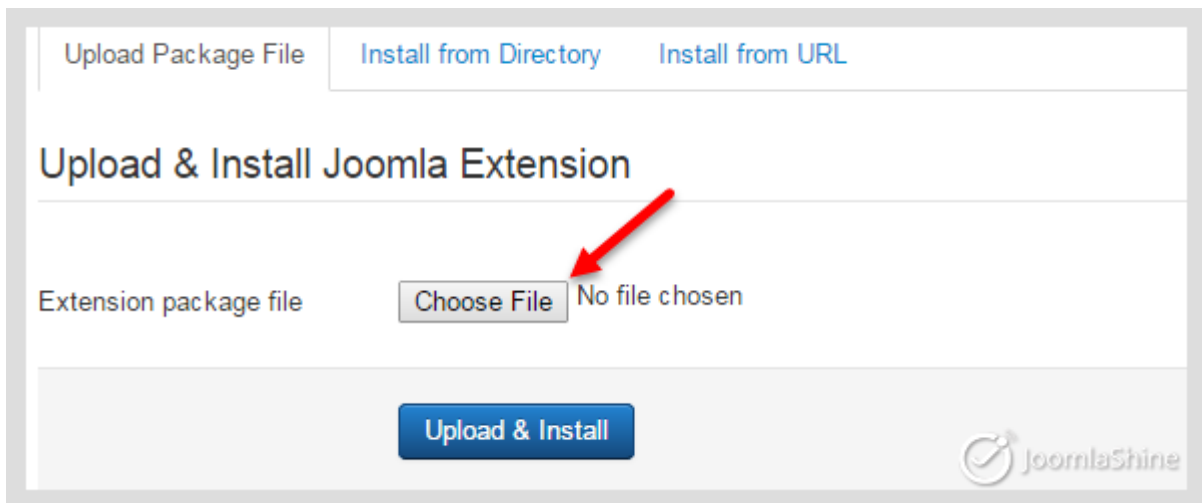
Browse the template file from your computer

3. Now that you have your new template installed, it's time to apply it to your site. Go to **"Extensions"** => **"Template Manager"**
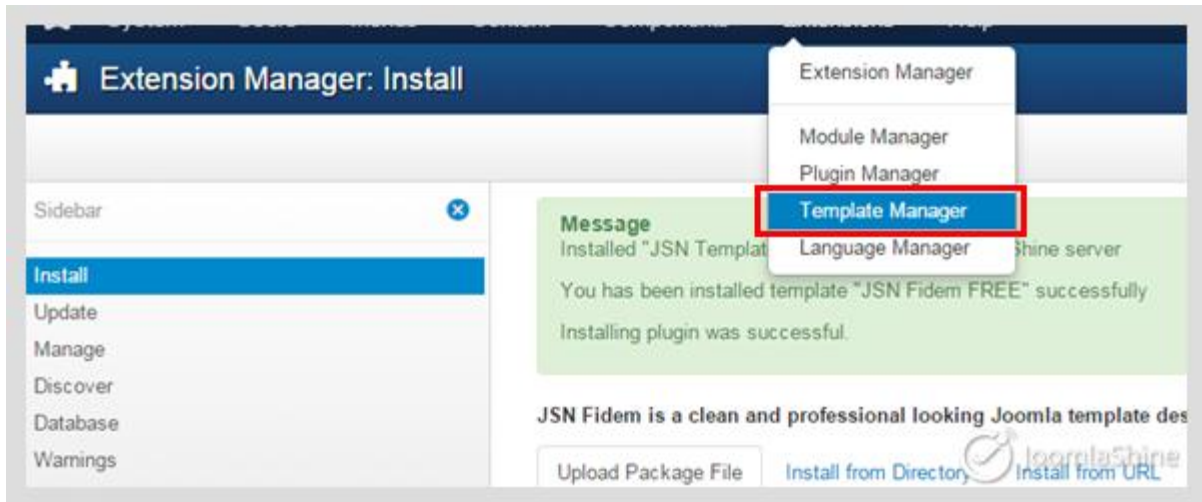
Choose "Template Manager"

4. Select the check box next to your new Joomla! template, then from the top left menu, click on the icon **"Default"** and it will set the selected template to be the default design for your Joomla! website.
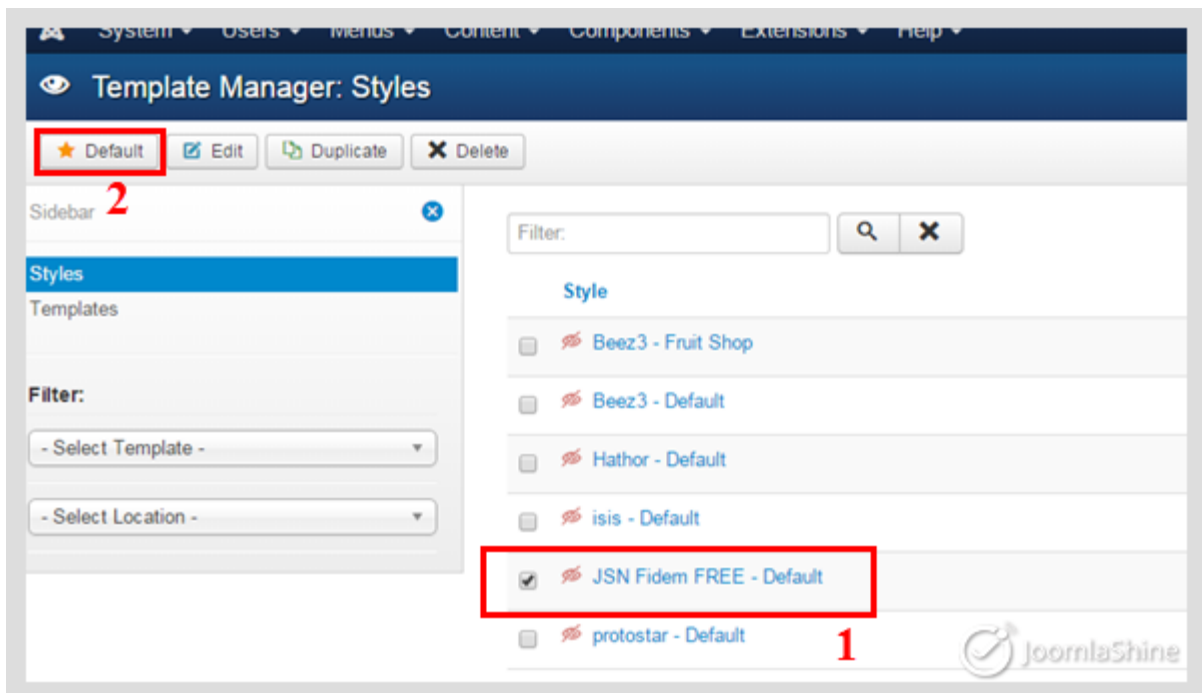
Choose "Default"

5. Now, you preview the design from the front-end by clicking on the site name from the topright of your site's back-end administration.
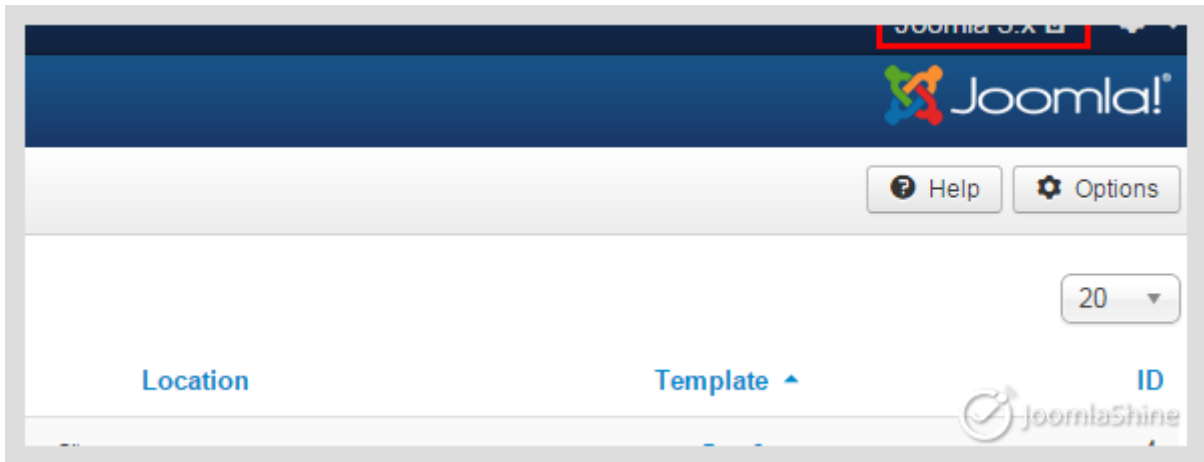
Click to see the site in the front-end

Create multiple template styles to be assigned to multiple menu items

You can use different templates on different pages on your website.
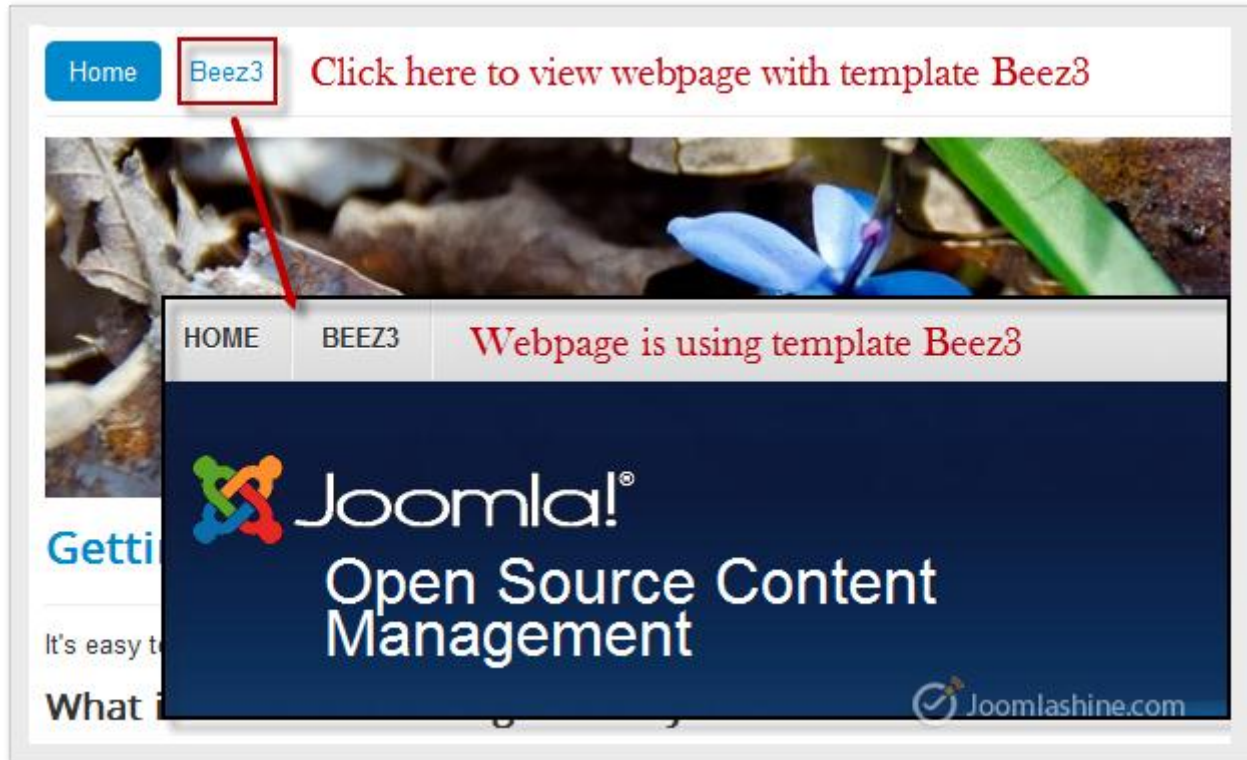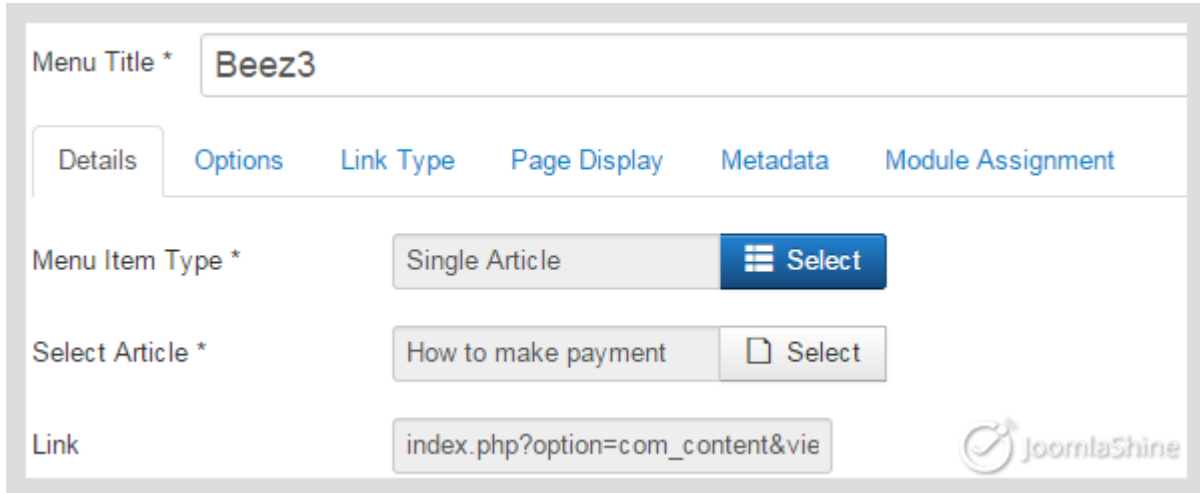
In this website, almost all webpages uses Beez2, except one webpage which uses Beez5

For example, you have a website using the template **Protostar**, but you want another page to use the template **Beez3**. You can do it easily by following the instructions below:
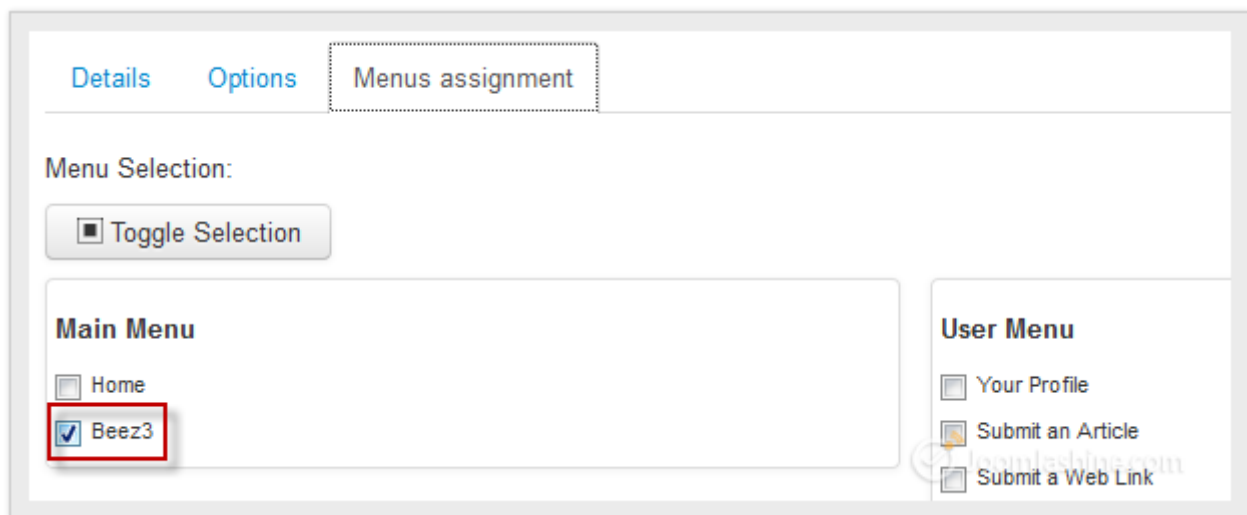
In this case, we create a new menu item in the top menu and call it Beez3.

To do this, go to **Menus** -> **Main Menu** -> **Add New Menu**. You can select any menu item type you want. For example, we will choose menu item type: Single article, set the menu title to "**Beez3**", and select the article "*Getting Started*". Then save the menu.

Create a new menu item called "Beez3"

Then you go to **Extensions** -> **Template Manager** -> **Beez3**. In the section **"Menus assignment"**, choose the menu item Beez3.

Choose menu item "Beez3"

Now, save the menu and go to the front-end to see the result.

Note:

You can assign only one template style to one menu item. If you assign more than one, then only the latest assignment is applied.

Step 5: Arrange modules in positions
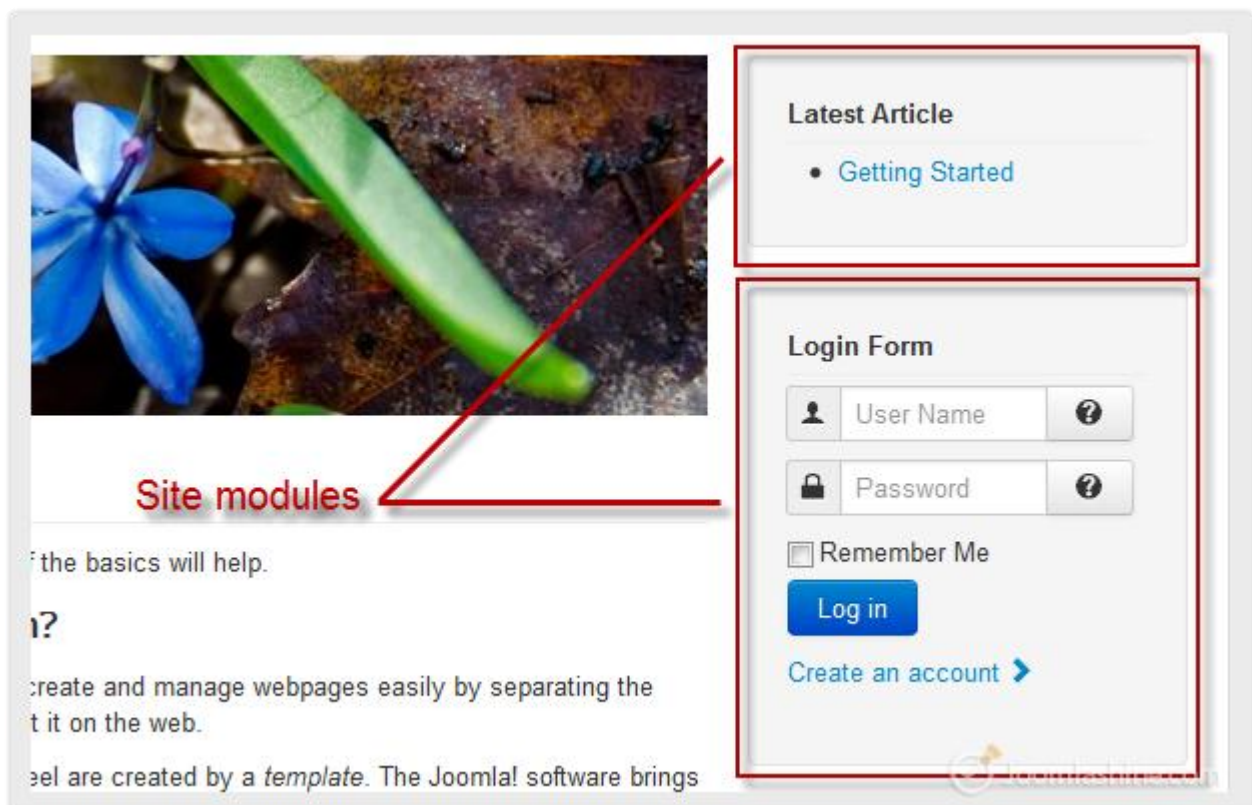
Note: You can *do this step with JSN PowerAdmin easily* with its managing modules visually feature.

What is a Joomla! module and position?

As mentioned before, a module performs simple tasks and displays content as small blocks positioned around the page. Each module is located in a specific position, e.g. module "Main menu" is placed in position "left". Each position is designed to occupy a place in a page's layout, i.e. position "left" is placed on the left side of main content. Each template can have many different positions occupying various places on the page.

Here is another way to think about this concept. Imagine your webpage as a wall. On that wall, there are several pin boards (module positions) hanged in various places. In each pin board, there are several stick notes (modules) pinned. So at the end you have the wall full of stick notes (modules) arranged in pin boards (positions) hanging on the wall.

There are two types of modules: *"Site module"* to be utilized in the front-end and *"Administrator module"* for the back-end.

Site modules at front-end

How can I see the module positions available in a template?

It's hard to see all the module positions available in a template by just looking at the webpage. Luckily, Joomla! provides a tool for users to see an outline of all positions. Here is how to use it:

1. Go to **"Extensions"** => **"Template Manager".**

2. In Template Manager, click the icon **"Options"** on the toolbar.

3. Next, set the parameter **"Preview Module Positions"** to *"Enabled"* and click **"Save & Close".**
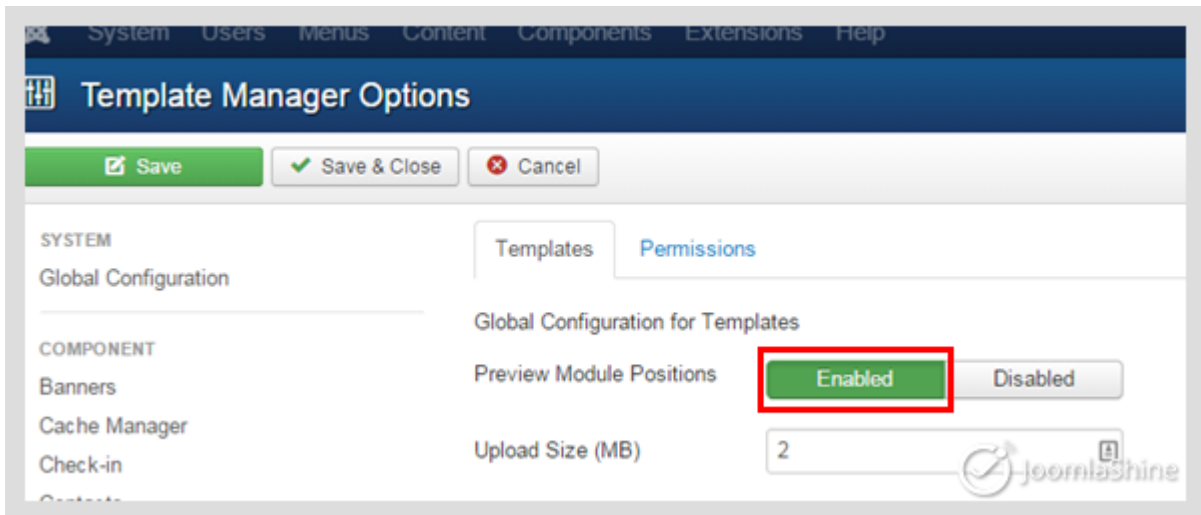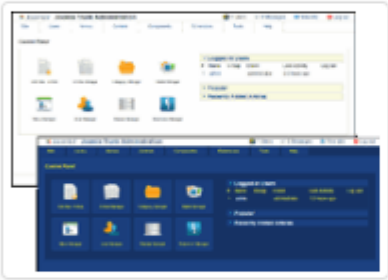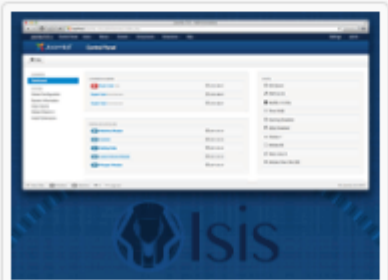
Enable preview module positions

4. Now, click on the tab **"Template"** Tab.
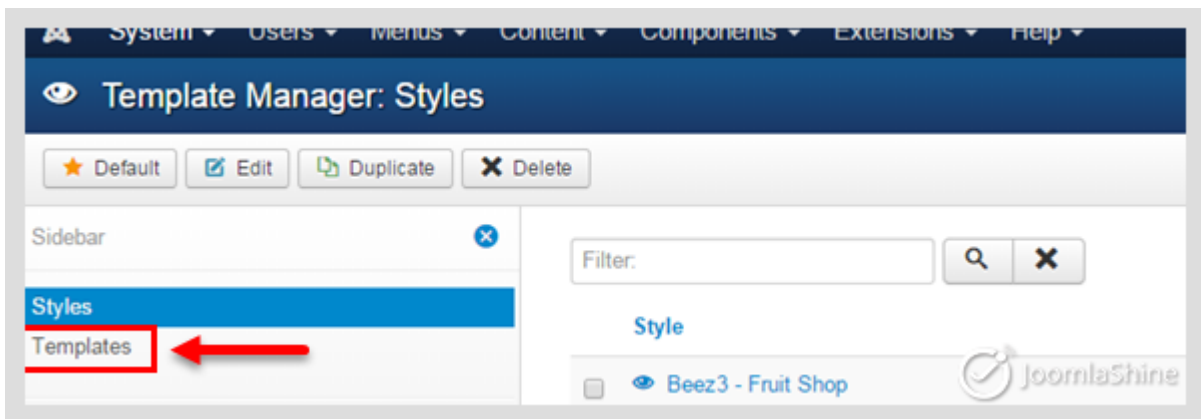
Click on the Template tab

5. In this pop-up screen, all installed templates are shown, so scroll down to the template Beez3 and click **Preview** to see the module positions of this template.

Click "Preview"

6. A new page will be opened in a new tab; this page shows all module positions of the template, like the figure below.
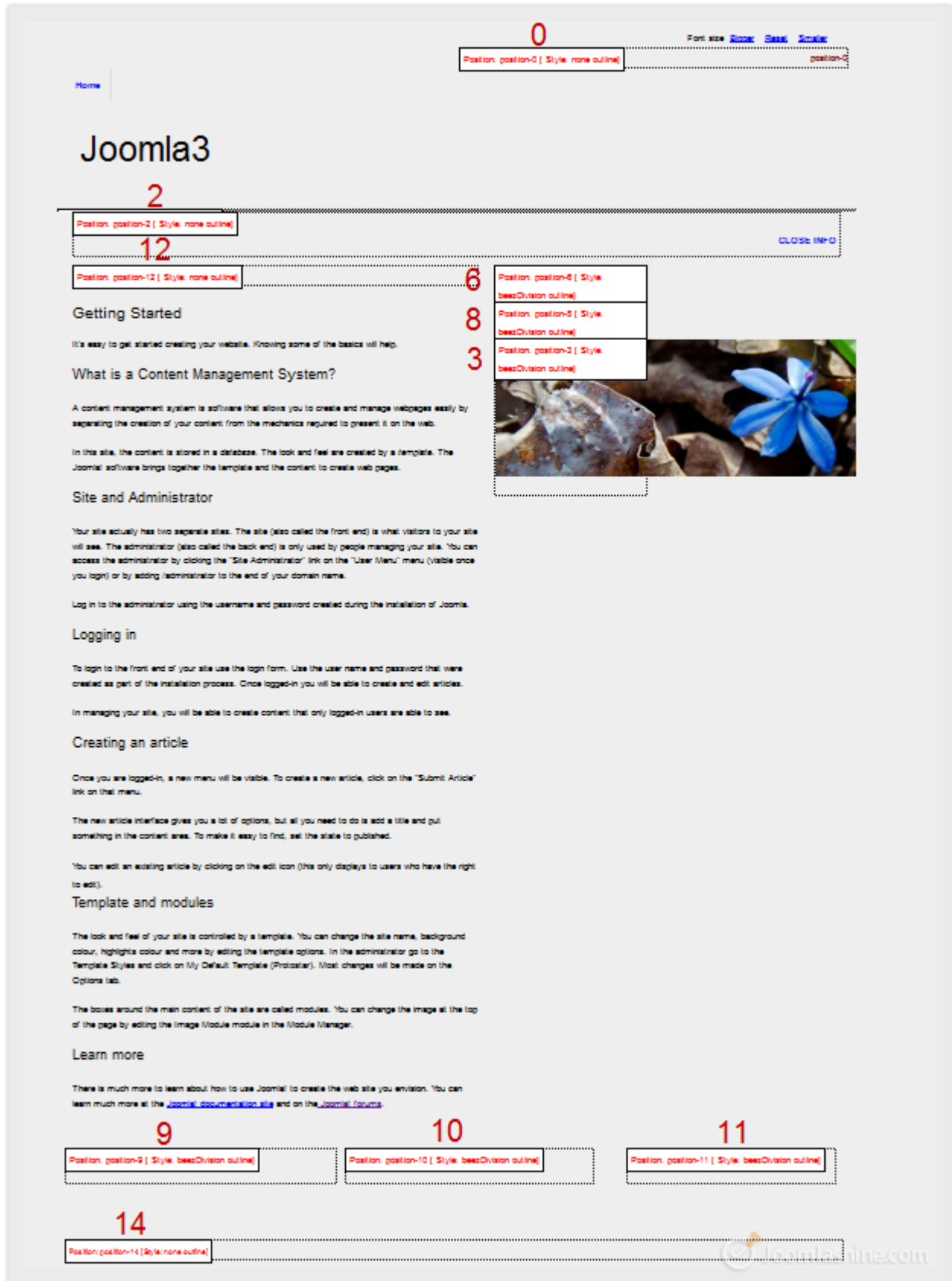
Module Positions in site

Now you can see all module positions of the template. This will help you to choose the right position when you add a new module.

Add a new module to a page

Now that you are familiar with the Joomla! module and position concept, let's learn about adding a new module to your web page.

Get familiar with default modules

By default, Joomla! comes with bunch of modules ready to use. Let's take a look:

User modules

Modules designed for user presentation and service.

- **Who's online**

  This module displays the number of guests and registered users that are currently on the website.

- **Latest Users**

  This module displays the latest registered users.

- **Login**

  This module displays a login form with username, password fields and some other links.

Content modules

Modules designed for article presentation.

- **Latest News**

  This module shows a list of the most recently published and current articles.

- **Most Read Content**

  This module shows a list of the currently published articles which have the highest number of page views.

- **Article - News flash**

  This module displays a fixed number of articles from a specific category.

- **Article -Related Articles**

  This module displays other articles that are related to the one currently being viewed.

- **Archive Articles**

  This module shows a list of the calendar months containing archived articles.

- **Article categories**

  This module displays categories from one parent category.

- **Articles category**

  This module allows you to display the articles in a certain category.

Display modules

Modules designed for rich content presentation.

- **Custom HTML**

  This module allows you to create your own custom HTML Module using a WYSIWYG editor.

- **Feed display**

  This module displays a syndicated feed.

- **Footer**

  This module shows the Joomla! copyright information.

- **Random image**

  This module displays a random image from a chosen image directory.

- **Weblinks**

  This module displays the list of web links in a category.

- **Banner**

  The banner module is used to display the banners in Banners Component.

Utility modules

Modules designed to perform mini tasks.

- **Smart Search Module**

  This module provides search using the Smart Search component.

- **Wrapper**

  This module shows an iFrame window to specified location.

- **Language switcher**

  This module displays available content languages for switching between them.

- **Search**

  This module will display a search box.

- **Statistics**

  This module shows statistics information about your server, web site users, articles, web links, etc.

- **Syndicate Feeds**

  The syndicate module will display a link that allows users to take a feed from your site.

Utility modules

Modules designed to present website navigation.

- **Menu**

This module displays a menu on the site

- **Breadcrumbs**

Breadcrumbs give users the pathway to navigate through the site

Add a new module

Now, let's see how you add a new module.

1. Go to **"Extensions"** => **"Module Manager"**, then click the **"New"** button on the toolbar.
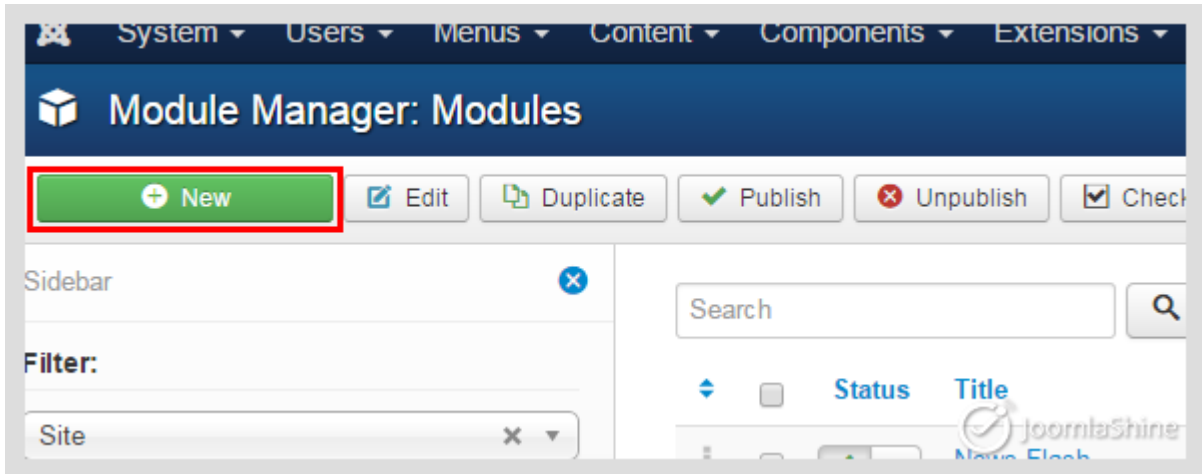
Click "New" to add a new module

2. In a pop-up window, choose the module you want to add. For example, let's add a *"Login"* module to allow users to login to the website.

Select "Login" module

3. Now you need to enter information for the new module. Don't forget to choose the position where you want to place the module.

Enter information for module

4. Finally, click on the **"Save & Close"** button to complete the process. Let's see how it looks from the front-end!
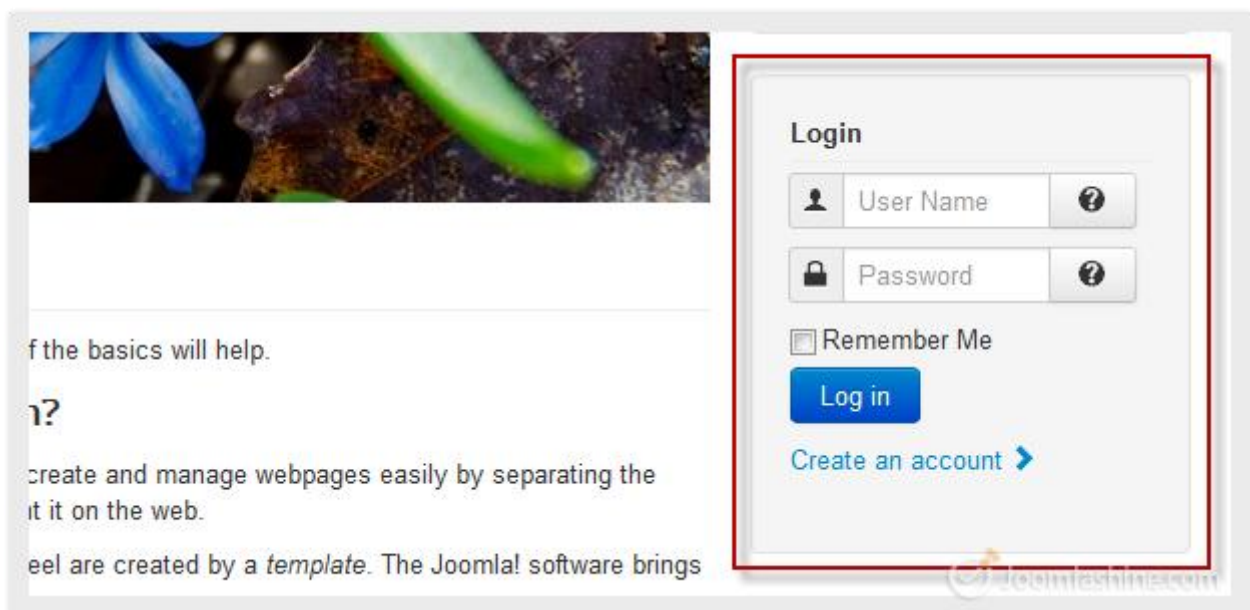
Login module on site

You can add more modules using the same process.

Configure modules settings

Order modules

Now you have learnt that all modules are placed in a position like sticky notes pinned on a pin board. And just like in real life, you can reorder the modules by using a **drag and drop** function. Let's see how to do that.

1. Go to **"Module Manager"**.

2. Click icon ⬍ to enable reordering.

3. Click icon ⦂ to drag and drop the module to new position.
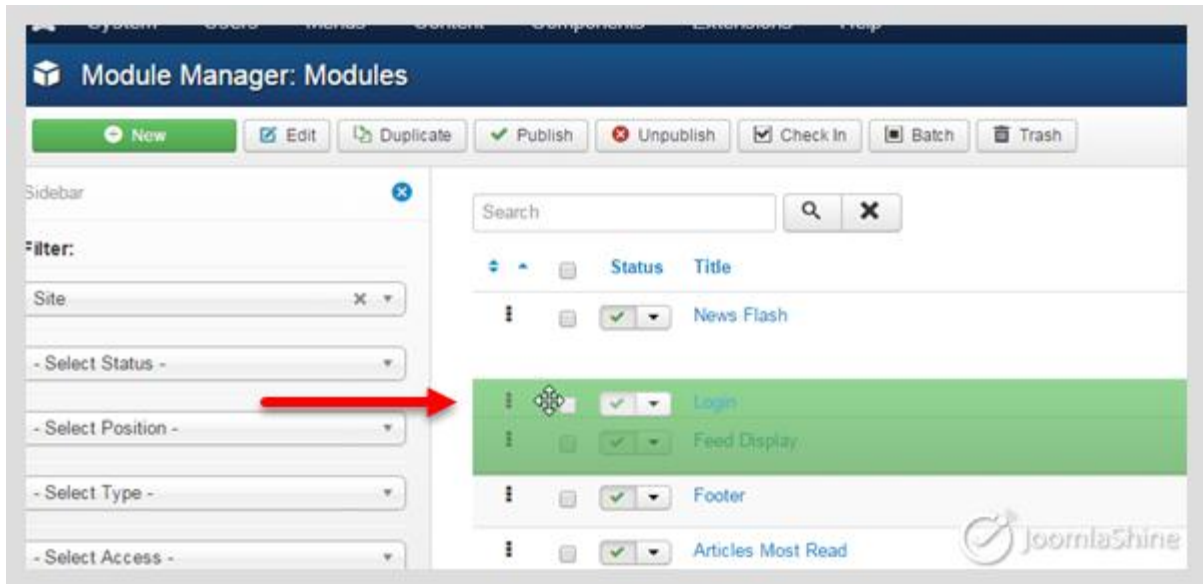
Click ⦂ to drag and drop the module to new position.

Edit modules from front-end

1. Login to your account from the front-end

2. Click the icon 🖉 to edit the module
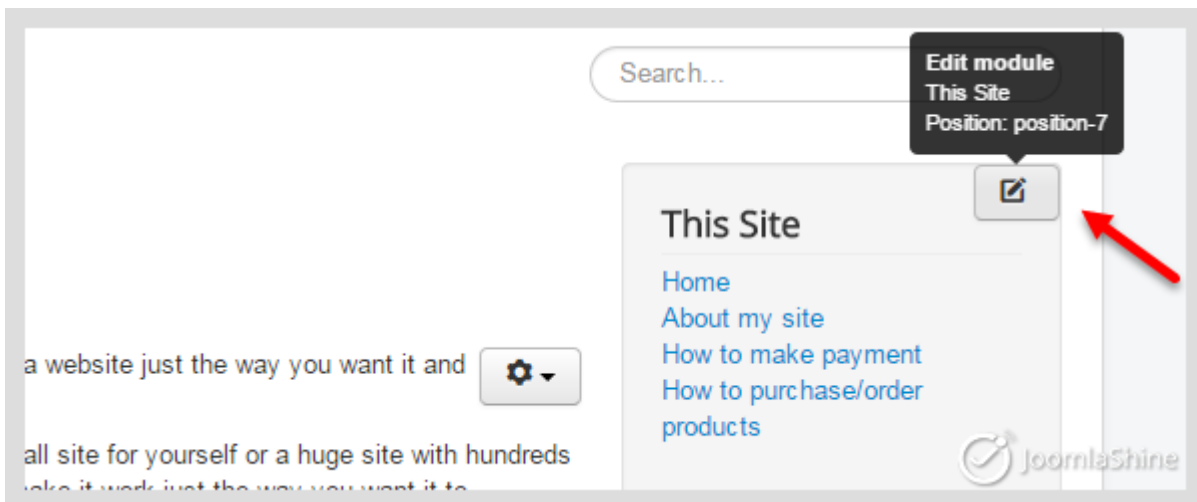
Step 6: Extend website functionality with Joomla! extensions

As mentioned before, extensions are specially written software to be plugged into Joomla! to extend a website's functionality. For example, if you want to have a photo slideshow, video gallery or an advanced contact form, then you will need to install extensions for those purposes. For more detailed information about Joomla! extensions, please refer to the earlier section on Extensions.

By default Joomla! is shipped with several extensions covering basic needs.

- **Banners**

  Extension for banners management and presentation.

- **Contacts**

  Extension for contacts management and contact form presentation

- **Newsfeeds**

  Extension for RSS feeds management and presentation

- **Redirect**

  Extension for URL redirects management

- **Weblinks**

  Extension for links management and presentation

Let's take a closer look at one of the default extensions to understand how to work with Joomla! extensions in general.

Work with the default extension "Contacts"

In this section, we will learn how to use the Joomla! extension "**Contacts".** This extension allows you to create contact forms so that people can send email messages to you.

Create contact category

We need to create contacts before users can get in touch with us via a form. But to better organize contacts, we need to create contact categories first.

1. Go to **"Components"** => **"Contacts"** => **"Categories"**
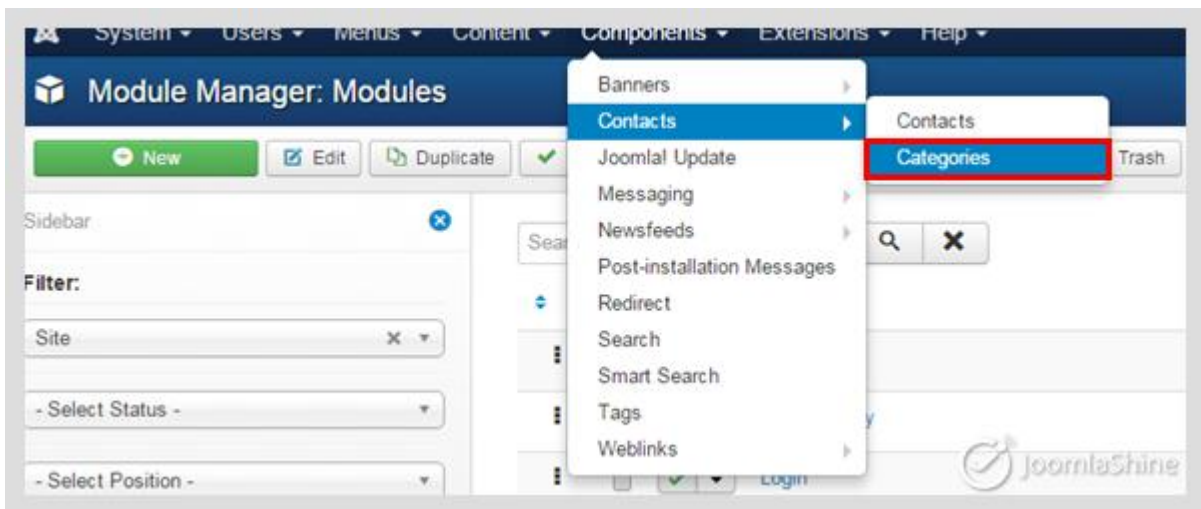
Click on contact categories

2. Next, click on the **"New"** button on the toolbar to create a new contact category.
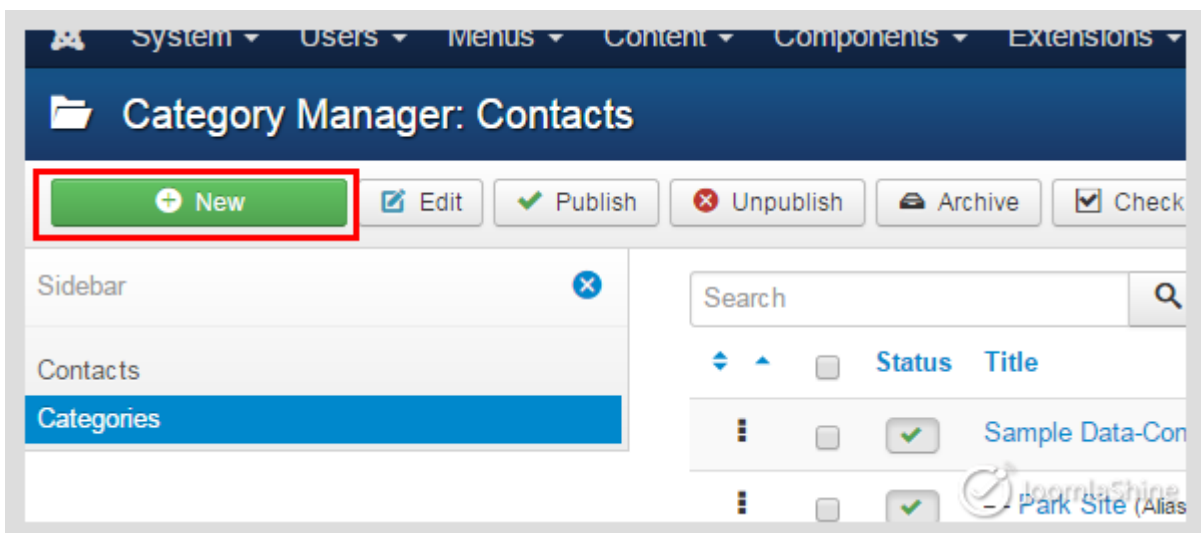
Click "New" to create a new contact category

3. Next, fill in the title of your new contact category, for example *"Website Administrators"*, and save it by clicking **"Save & Close"**.
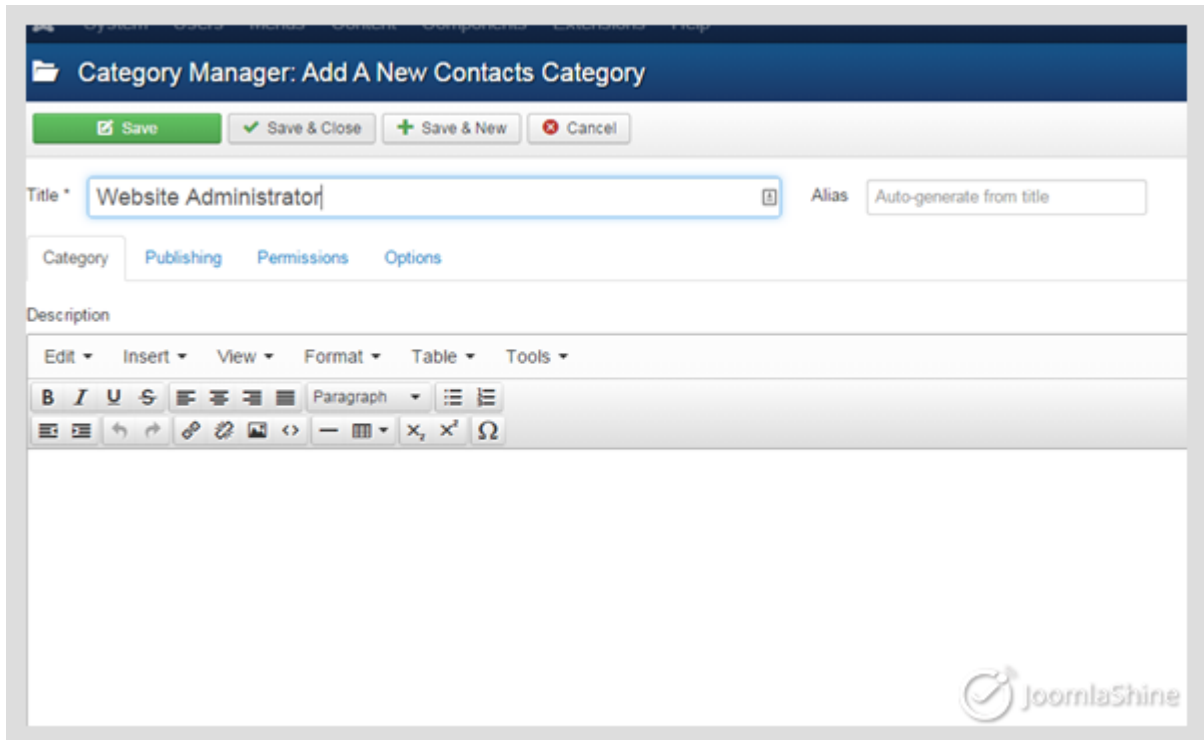
New contact category

Create a new contact

When the contact categories are ready, you can create individual contacts.

1. Go to **"Components"** => **"Contacts"** => **"Contacts"**
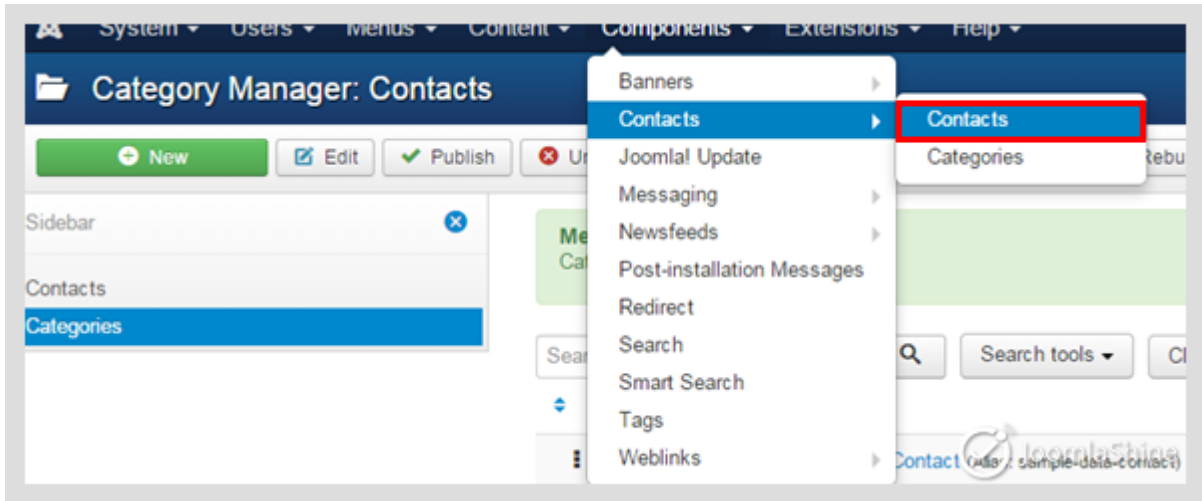
Click on the "Contacts" menu item

2. Next, click on the **"New"** button on the toolbar to create a new contact.
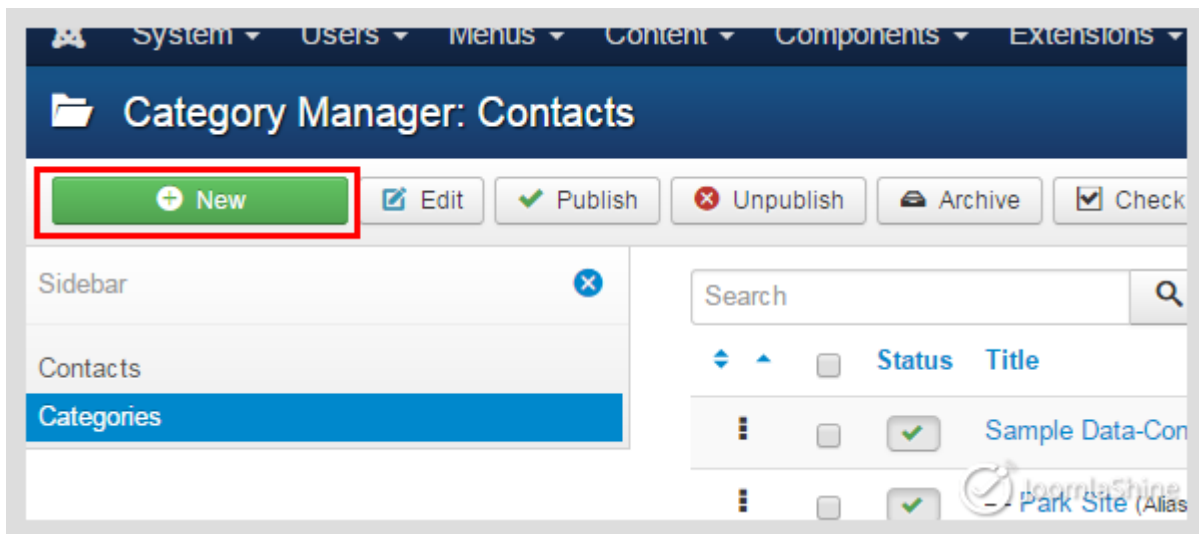
Click on the button

"New" to create a new contact

3. Next, fill in the following fields in the section "Edit Contact":

- **Name**

    Enter the contact name - it might be your name

- **Category**

    Choose the category you created previously

- **Email**

    Enter your email - all data collected from the contact form will be sent to this email address.

Enter contact information

4. Finally, click **"Save & Close"** to save this contact.

Create a menu item to show contact form

Now that we have created a contact to send the form to, it's time to create the form for users to complete when they want to get in touch.

1. Select menu item **"Menus"** => **"Main Menu"** => **"Add new menu items"**
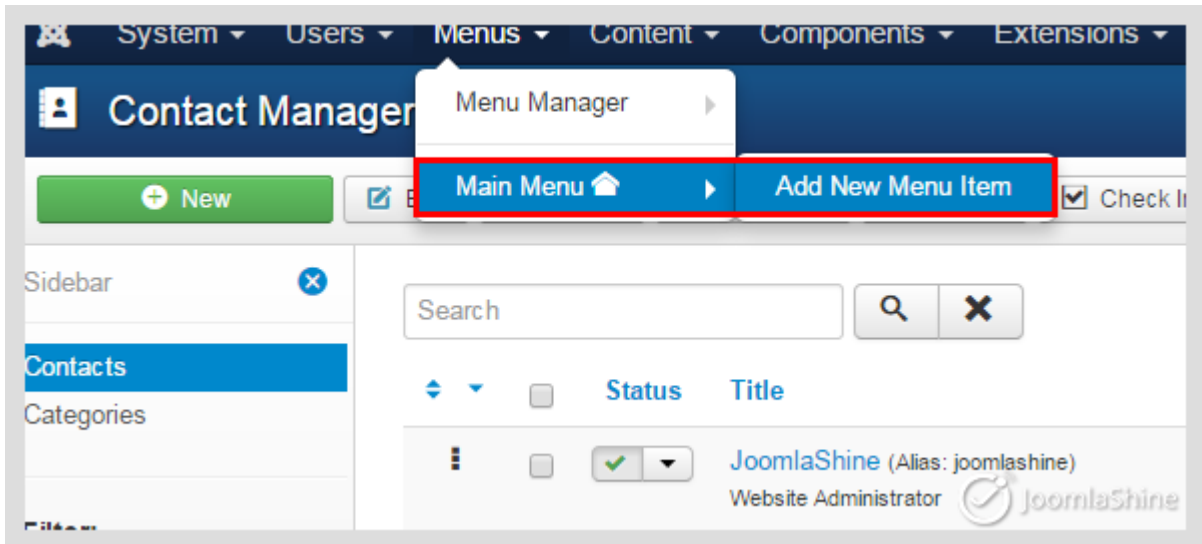
Add new menu item

2. Next, click **"Select"** to select menu item type.
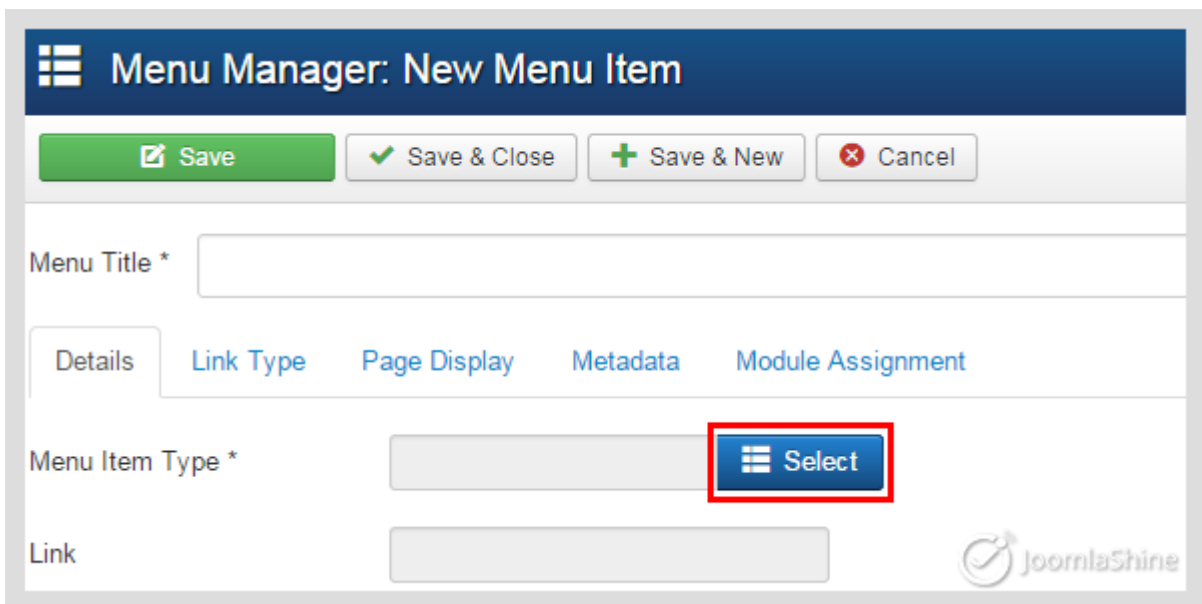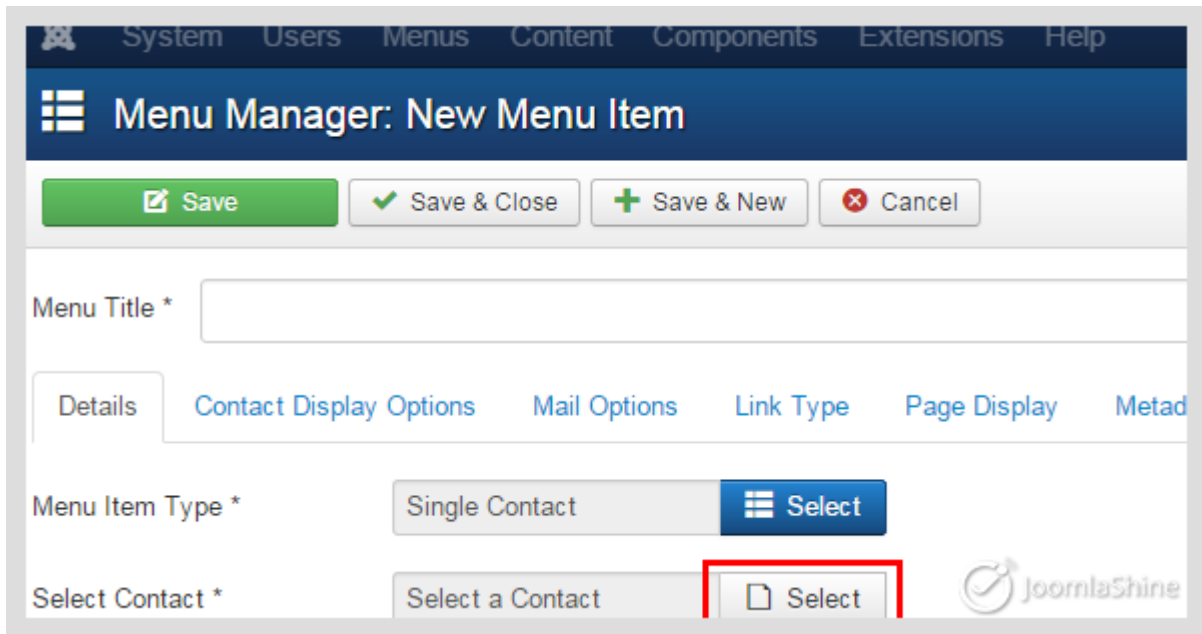
Click on select button to select menu item type

3. Next, choose *"Single Contact"*.
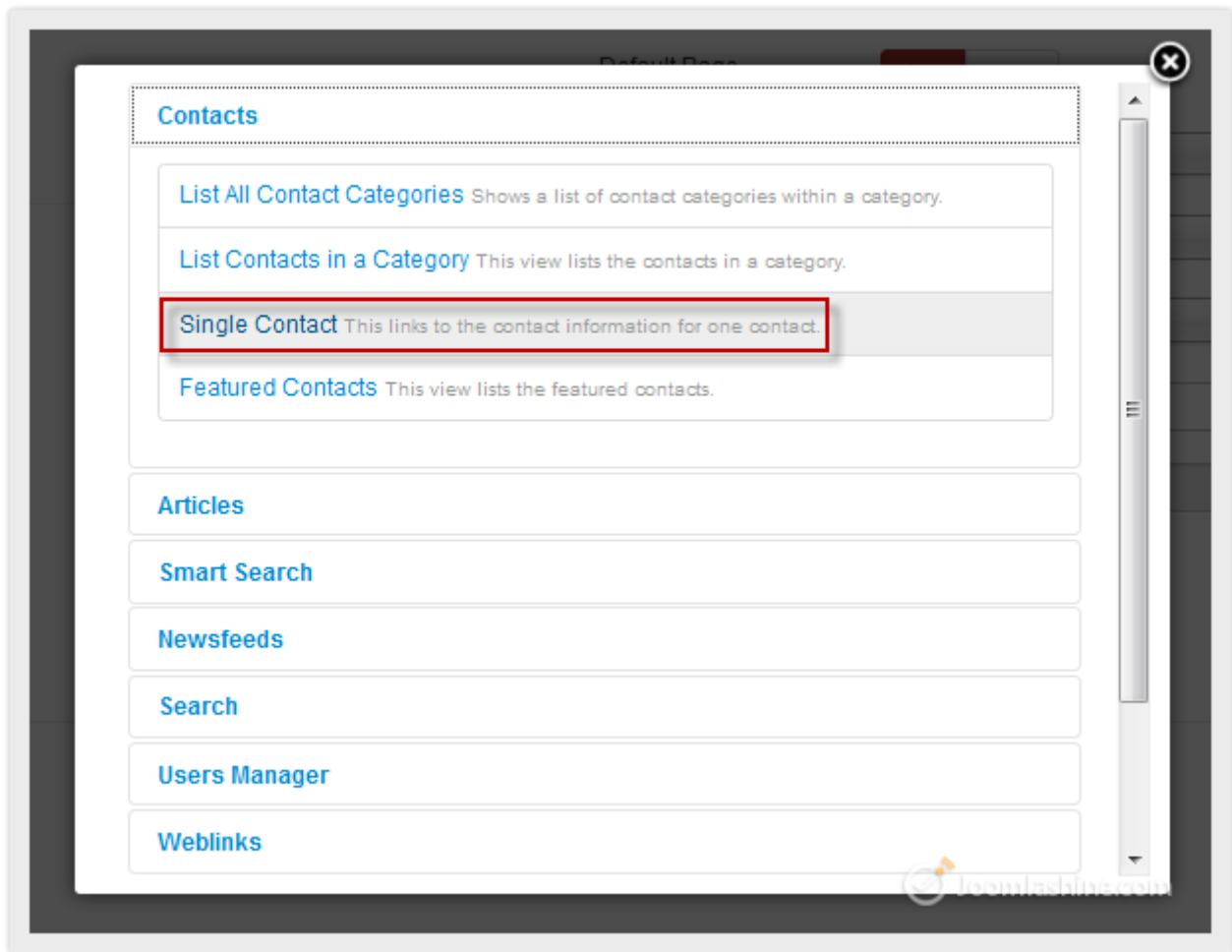
Select "Single Contact"
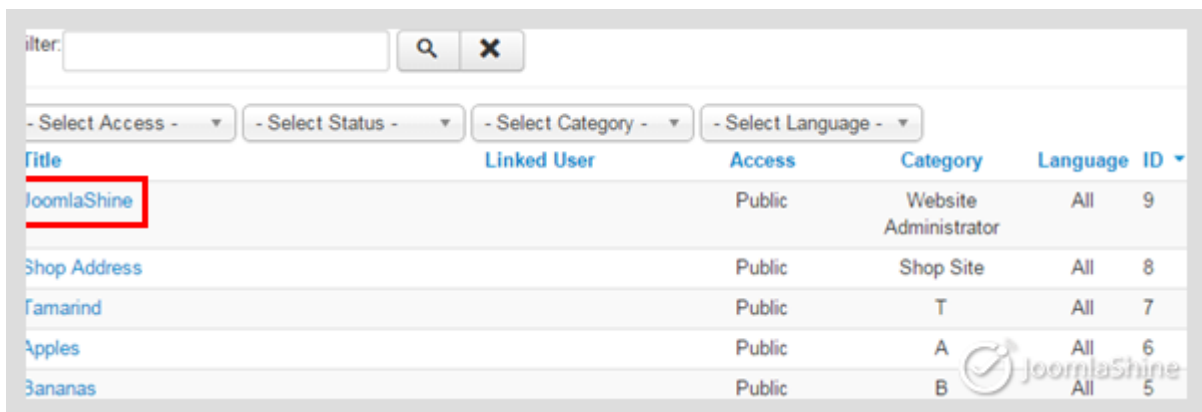
4. Next, you need to select the desired contact by clicking on the button **"Select".**

Click "Select"

5. Then click on the contact you created previously.

Click on the chosen contact

6. Next, fill in the **"Menu Title"** field with the title you want, for instance *"Contact"***.**

Fill in the "Menu Title" field

7. Finally, click **"Save & Close"** to save this menu item.

Now, let's go to website front-end to see the result. Look at the "Main Menu" and you will see a menu item

"Contact". Click on it and you will see a contact form.
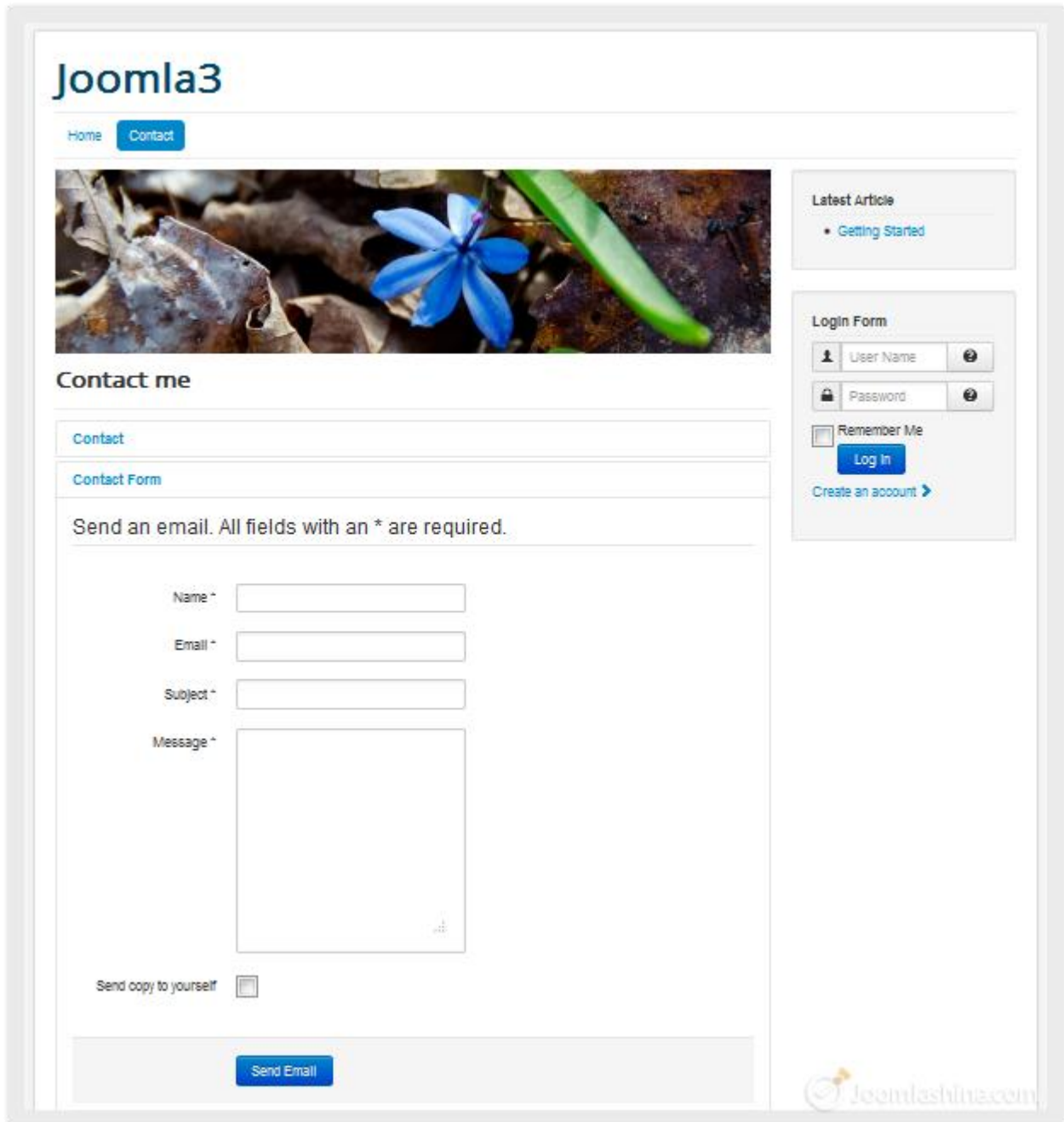
Contact form in site

We have just added basic contact form to the website. For further tweaking, there are plenty of options provided.

Further tweaking

Go to **"Contacts"** or **"Categories"** and click icon **"Options"** on the toolbar.
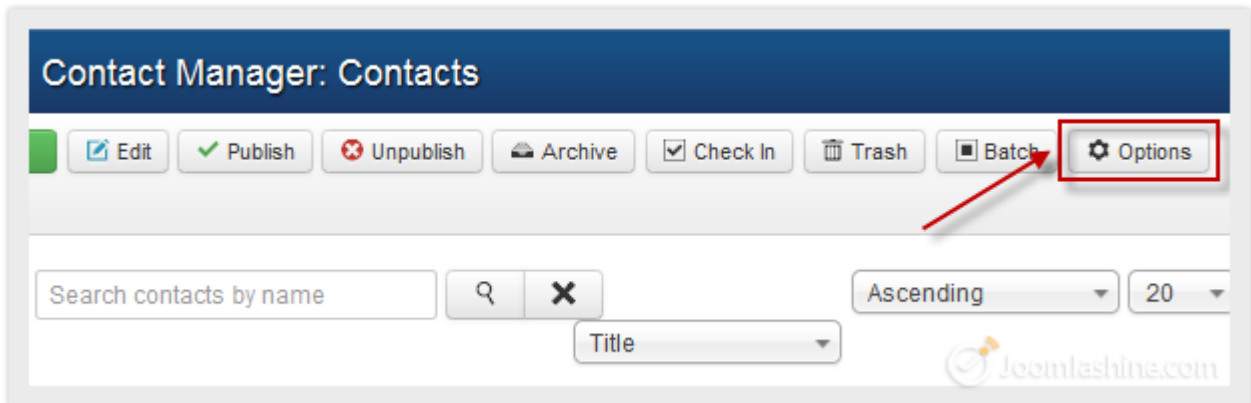
Click on the button "Options"

- In the page displayed, you can configure all kind of parameters as you need.

Contact Manager Options

Add new extensions

Default Joomla! extensions are good for a start, but in the long run they are often just not enough. As your website evolves, you will want to add more functionality that goes beyond these default extensions. In this part, we will look at what extensions you could add to your website and how to do it.

Define extensions to be installed

Of course, every website has its own purpose and there is no pre-determined list of the extensions that will achieve it. However, there are some types of extensions that every website should have. For example, image gallery, video gallery, form building, integration with social networks, presentation on mobile devices, etc. There are plenty of articles addressing this issue and here are some of the most useful.

- **Joomlashine extensions – JSN PowerAdmin, JSN Uniform and JSN ImageShow**: All of them are developed for popular needs of websites. These extensions get a lot of compliments from Joomla! users with well-coded, easy to use and comprehensive features.
- Top 10 Joomla! extensions - Brian Teeman: Brian's own list of criteria for picking Joomla! extensions.
- Featured extensions on JED
- My top ten Joomla! extensions - Kristoffer Sandven: Personal favorite extensions of this famous Joomla! blogger. Both in the back-end and the front-end.
- My Must have Joomla! Extensions - Anthony Olsen: A list of extensions to augment the Joomla! core ability. You should check the list to make sure these extensions support Joomla! 3.x.
- Joomla! 3.x extensions on JED: All extensions here are checked carefully by JED team before publishing. You should also check the community rating and comments to choose suitable extensions.

JSN PowerAdmin – An extension that simplifies the administration interface

JSN Uniform – Single extension for generating and managing multiple forms

Find useful extensions

The best place for you to find useful Joomla! extensions is **Joomla! Extensions Directory** (JED). It is a large resource with a large number of Joomla! extensions divided into certain categories based on functionality.
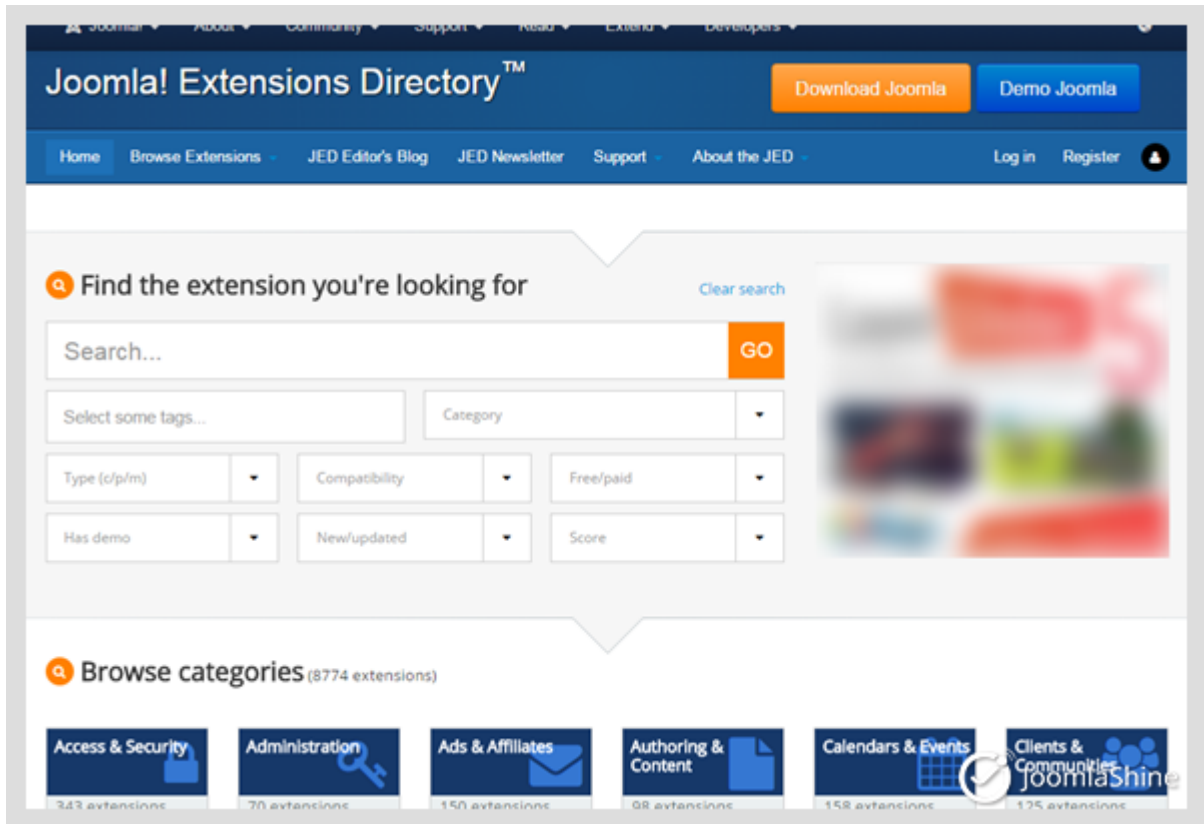

Joomla! Extensions Directory

All extensions have a voting and review section, where you can check reviews and judge for yourself. This directory is moderated by a professional team and you can have a certain level of trust in the items published here.

Install new extensions from package file

After choosing and downloading extensions which you think are necessary to your website, you need to know how to install them and make them work on your website.

1. Go to **"Extensions"** => **"Extension Manager"**

2. Next, click the **"Browse"** button to select the Joomla! extension package you downloaded.
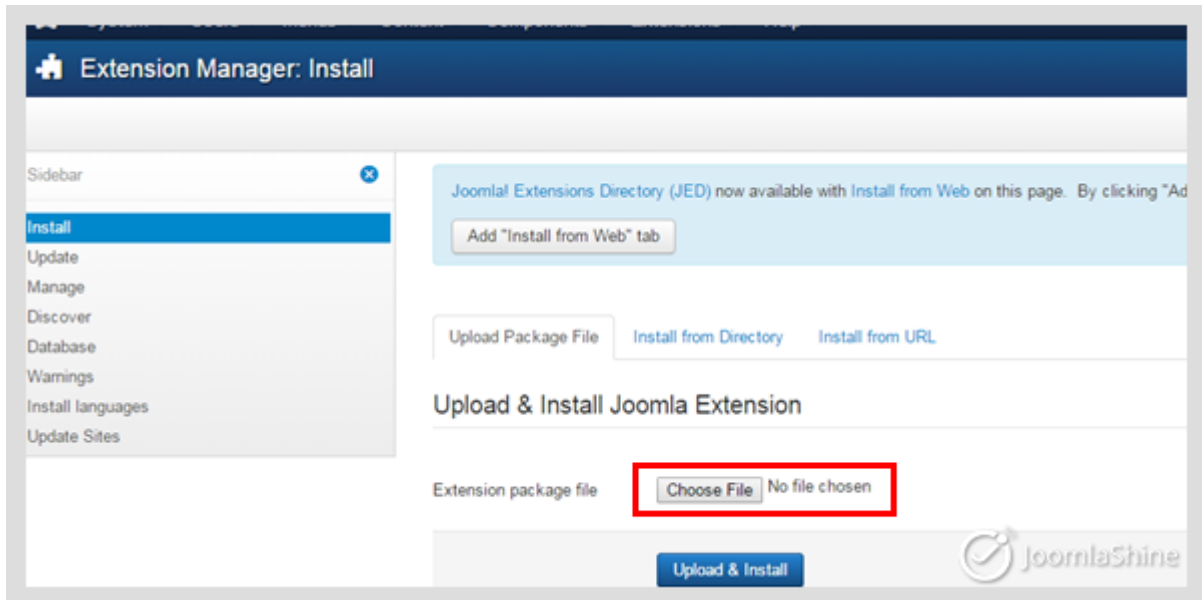
Click Browse

3. After that, click **"Upload & Install"** to upload and install this file to your site.
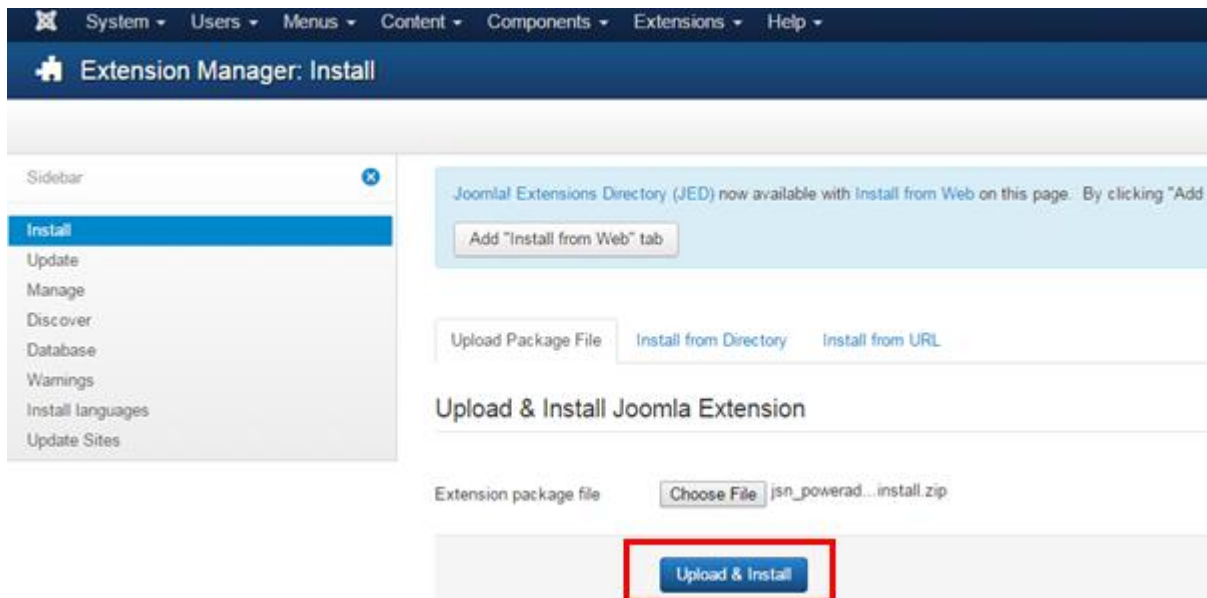
Click "Upload & Install"

Joomla! automatically knows the right place to put the extension based on its type. For instance, if the extension is a component, you will see it in the menu **"Components"**; if that extension is a module, you will find it in **"Module Manager"** and so on.
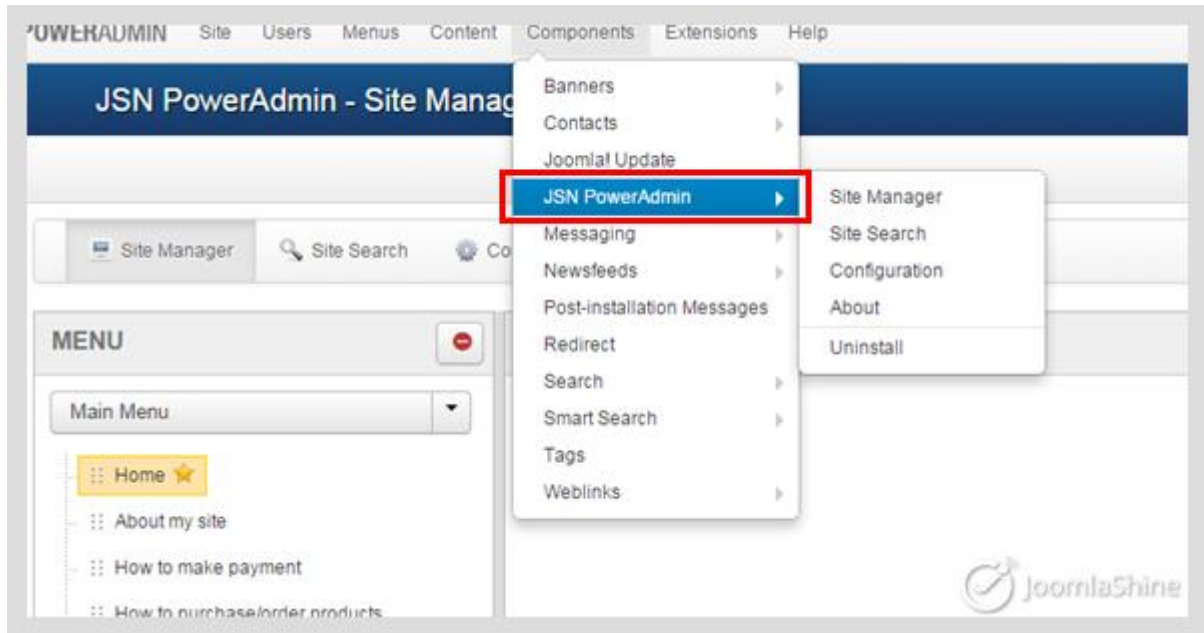
JSN UniForm in Components

Install new extensions directly from the UI Administration

From Joomla 3.2, we have had a new feature called "Install from web", also known as "Joomla extension finder". It enables you to install the extension available at Joomla Extension Directory (JED), directly from the back-end. This feature frees you from the process of downloading, uploading, and installing like in the previous versions.

Installing Joomla Extension Finder

1. Go to **"Extension"** ➜ **"Extension Manager"**. In the message box, click **"Add "Install from Web" tab"** button.
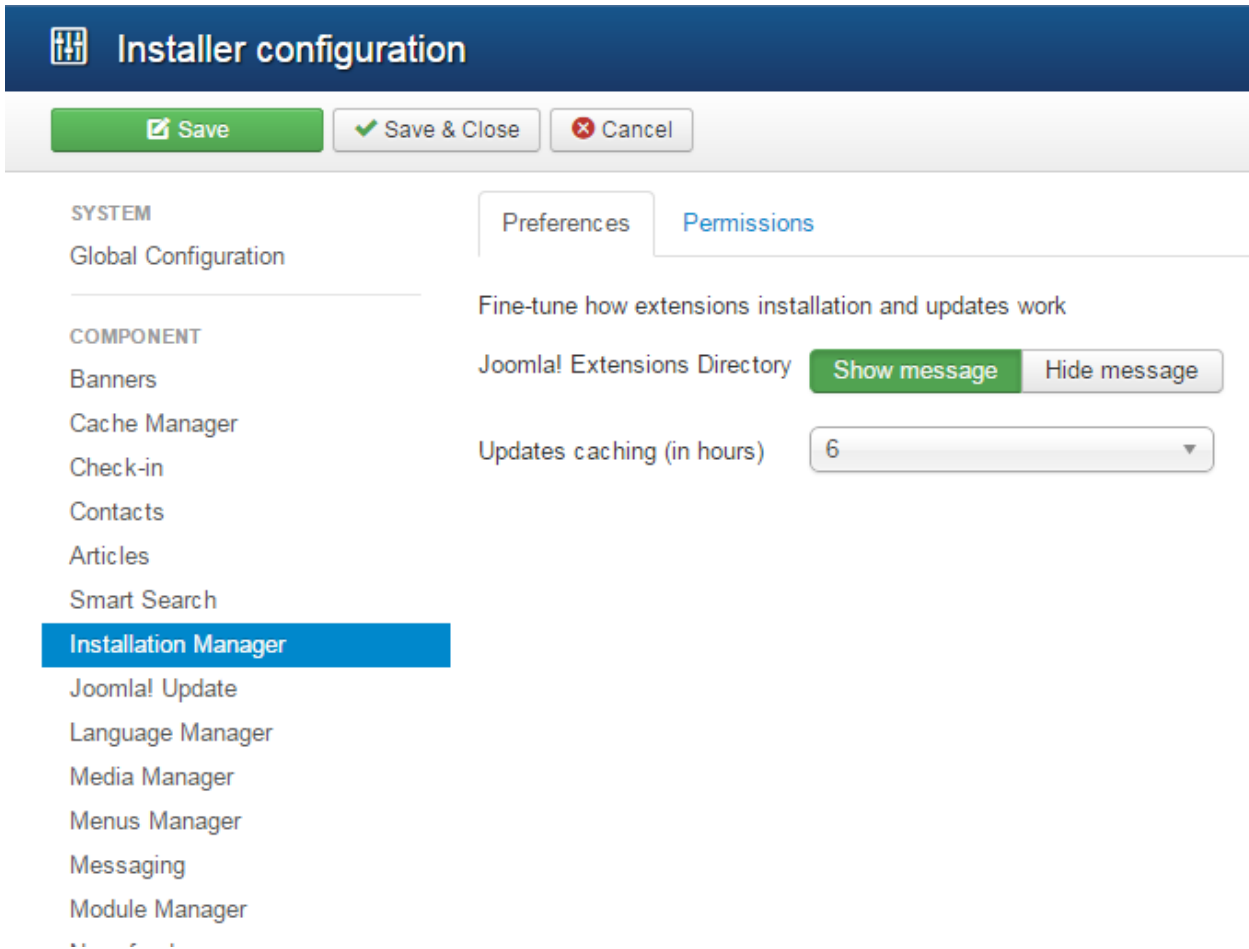
You'll get a confirmation message that says **"Installing Plugin was successful".**

2. Once the installation is completed, you'll get a new tab in the Extension Manager titled "Install from web", instead of having only three tabs: **"Upload Package File", "Install from Directory**, and **"Install from URL"**.

Show/Hide the Install from Web message

By default, you'll get the above **"Install from Web"** message when you go to **"Extension"** ➜ **"Extension Manager"**. But if you don't, it might be that another administrator has hidden it. In order to bring it back to use the install from web feature, you can go to **"System"** ➜ **"Global Configuration"**, select the **"Installation Manager"** from the left menu.

Here you can choose to show or hide the message of Joomla! Extension Directory (**"Install from Web"** feature). Remember to save the change when you finish.

Installing a new extension using Joomla Extension Finder

1. Searching

In the **"Install from Web"** tab, you can find a variety of extensions which are available at JED. They are classified into detailed categories, and can be sorted by their rating, popularity, name, the newest, or the most recently updated. You can also use the search function to quickly find the extension you need.

2. Installing

Click on the extension you want to install; for example, here I choose **VirtueMart**.

Click on the green **"Install"** button to install the extension.

Click **"Install"** to confirm the installation, and it's done. You've just install **VirtueMart**.
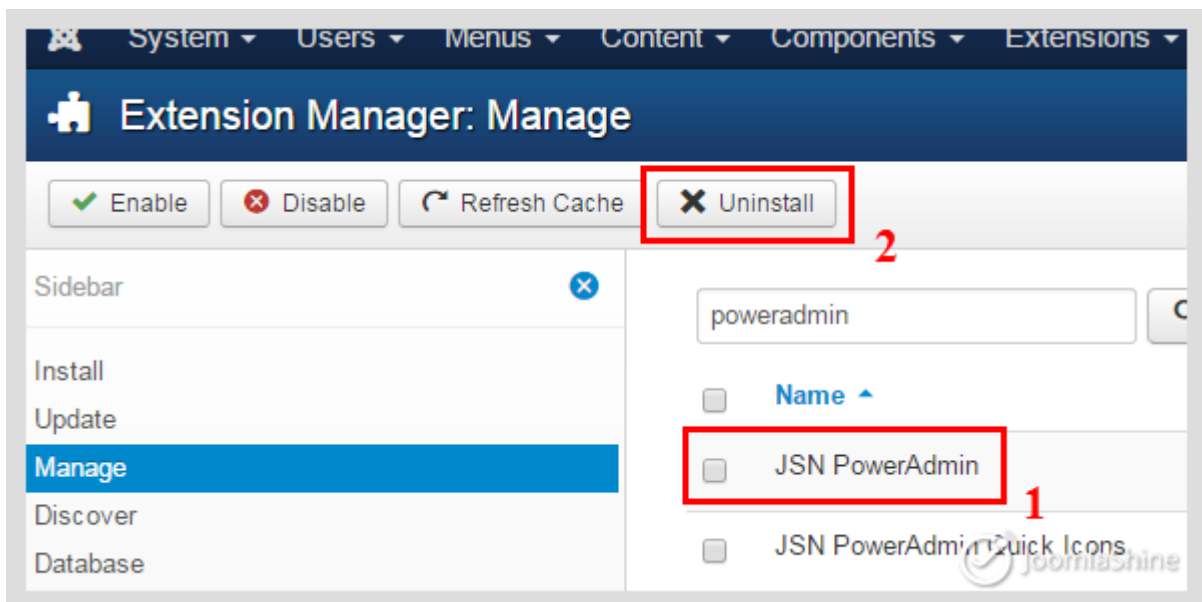
Uninstall extensions

If you found that an extension doesn't meet your needs, you should uninstall it.

1. Go to **"Extensions" => "Extension Manager"** and click on the **"Manage"** item.

2. Input full or a part of the extension name in the **"Filter"** text field and click the "**Search" icon.**

3. Check the box next to the extension you want to install and click the **"Uninstall"** button on the toolbar.

Uninstall the extension

Step 7: Manage your Joomla! websites with JSN PowerAdmin

You get a Joomla! website after following the 6 steps described above. Then, you might need to update its content daily or monthly: edit the published articles, create new menus or modules, etc.

You don't have to do this with all the steps and multiple clicks we've shown you. It is time to reveal a secret: **JSN PowerAdmin. JSN PowerAdmin is** an admin navigation extension which makes management of your Joomla! website easier than ever - with **Spotlight Search**, **Site Manager, Template Styles Manager** and more.
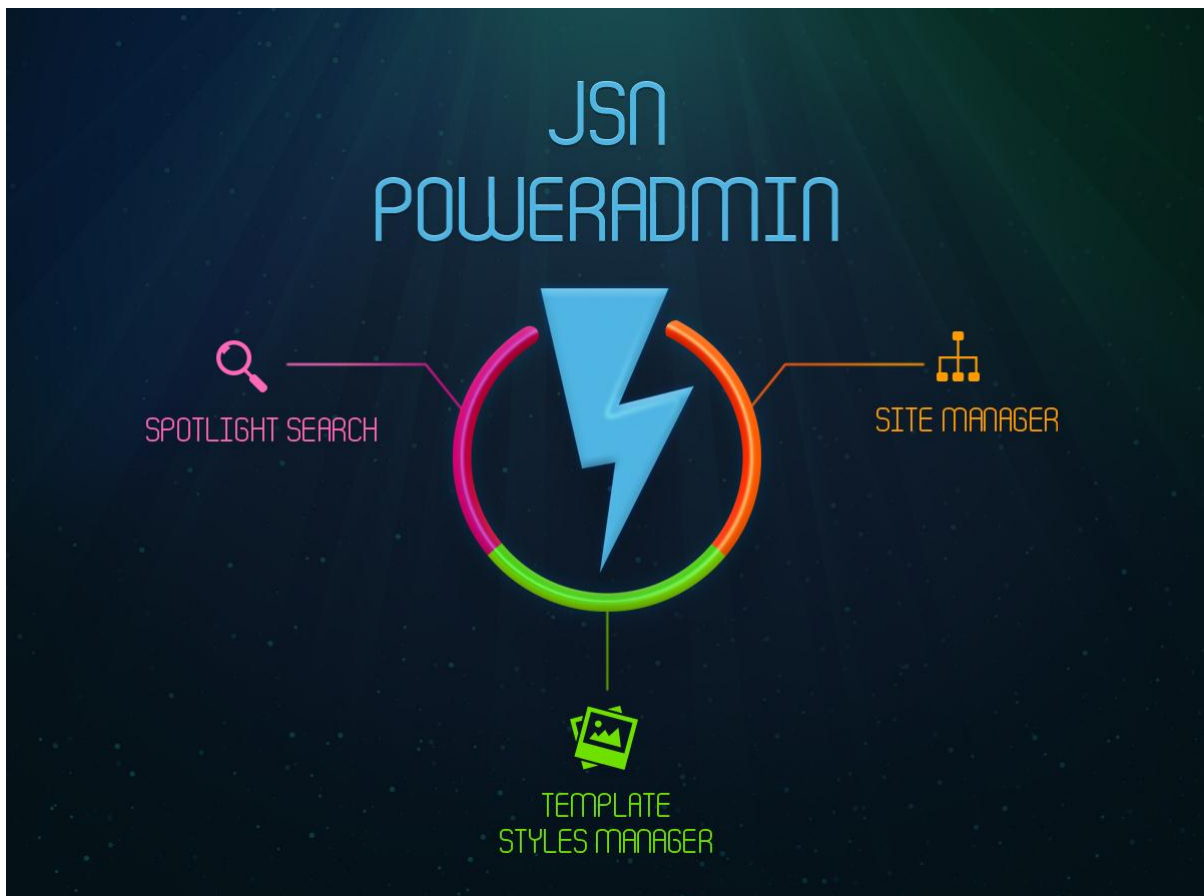
Feature highlights of JSN PowerAdmin

- **Site Manager:** Manages the three main sections of your website: **Menu's**, **Component's** and **Modules,** in one area**.**
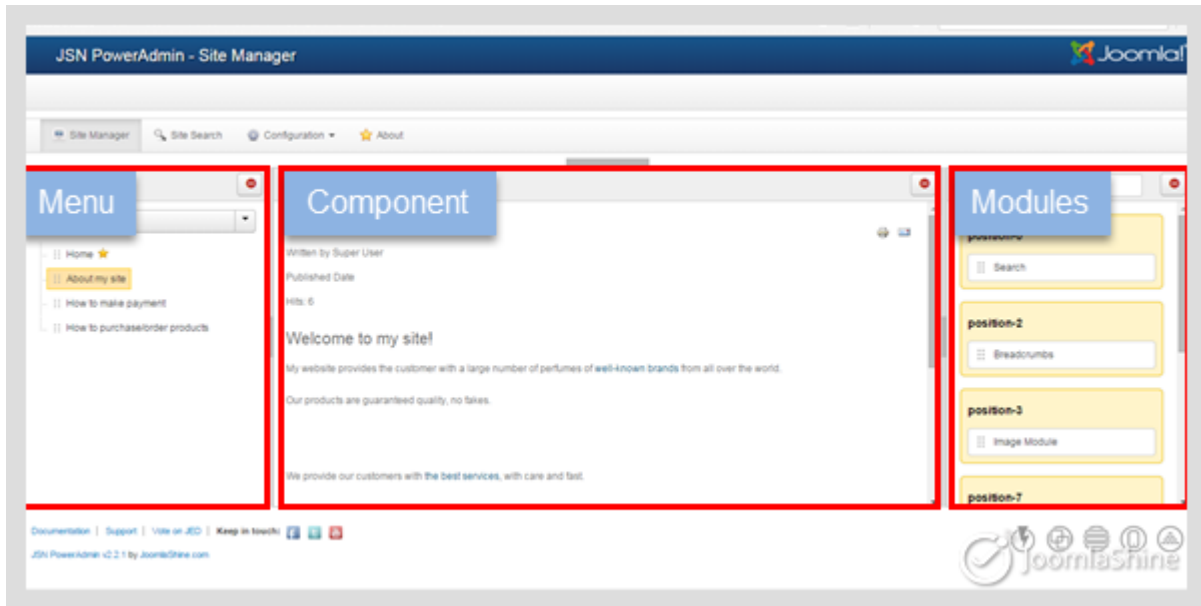
Site Manager

- **Spotlight Search:** To search website items like articles, in just few seconds.

Spotlight Search with a list of results

- **Template Style Manager:** To control template styles - edit, make default, duplicate, delete or uninstall the templates - easily.
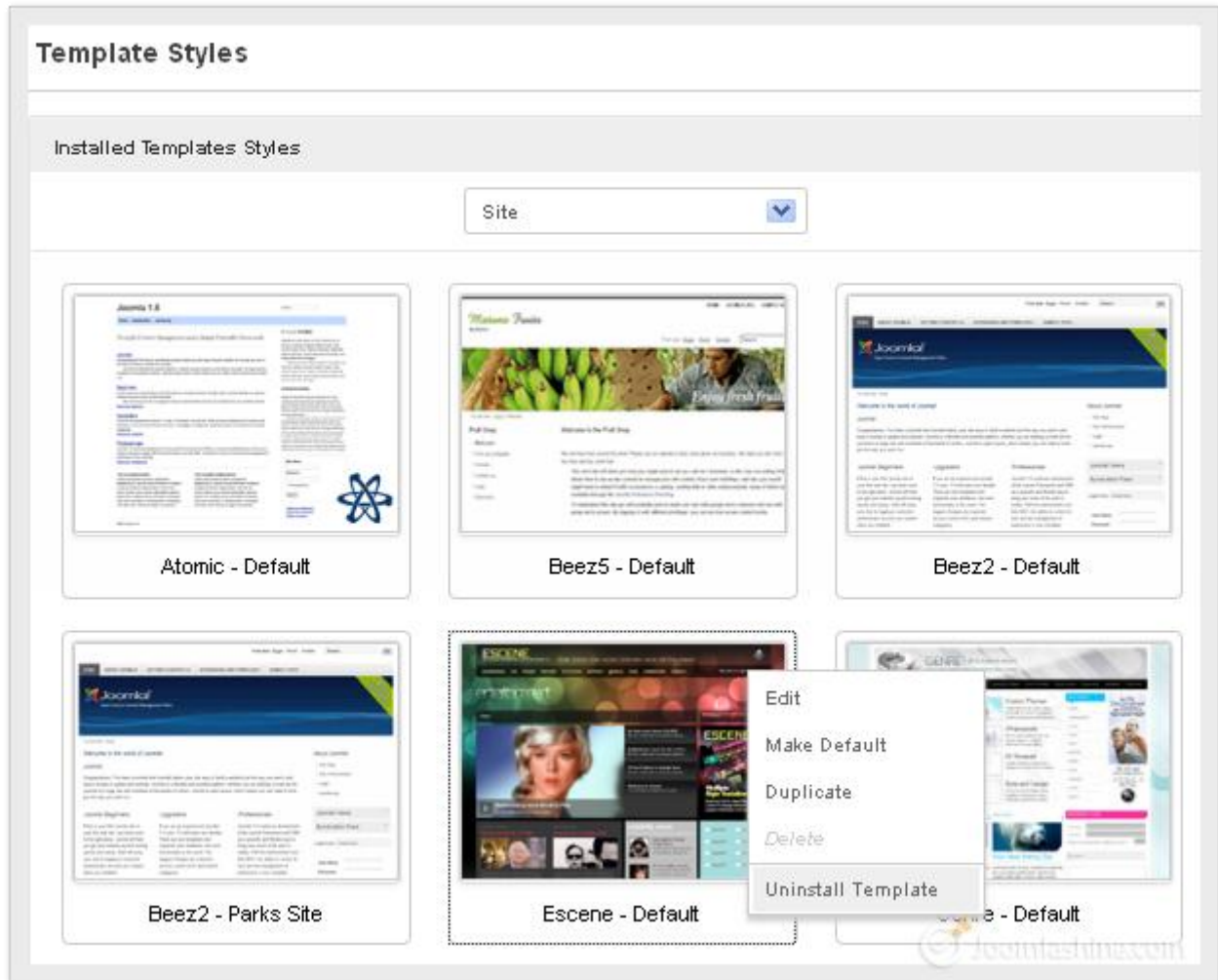
Template Styles

JSN PowerAdmin is totally FREE. You just need to download and install it in the Joomla! back-end as per the instructions in the section "Install new extensions"

Download JSN PowerAdmin Free

Manage Joomla! website with Site Manager

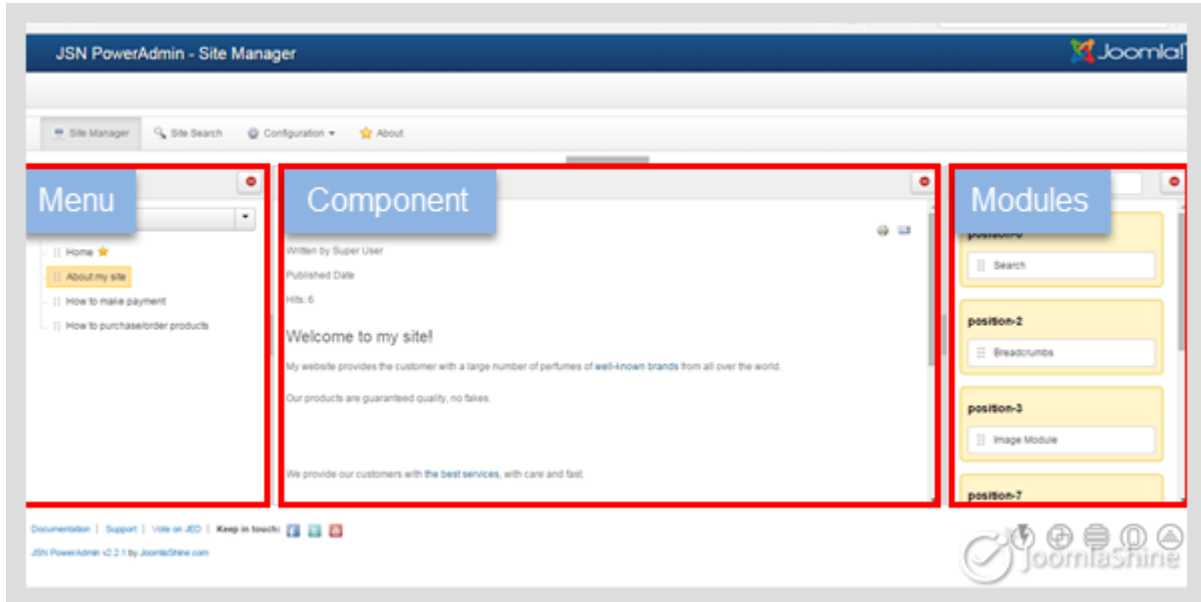It can take up a lot of time when you have to go to each menu, module or article to edit them. Now, you can control the website content easily and quickly with **Site Manager**. It contains **Menu**, **Component** and **Modules** in one area.
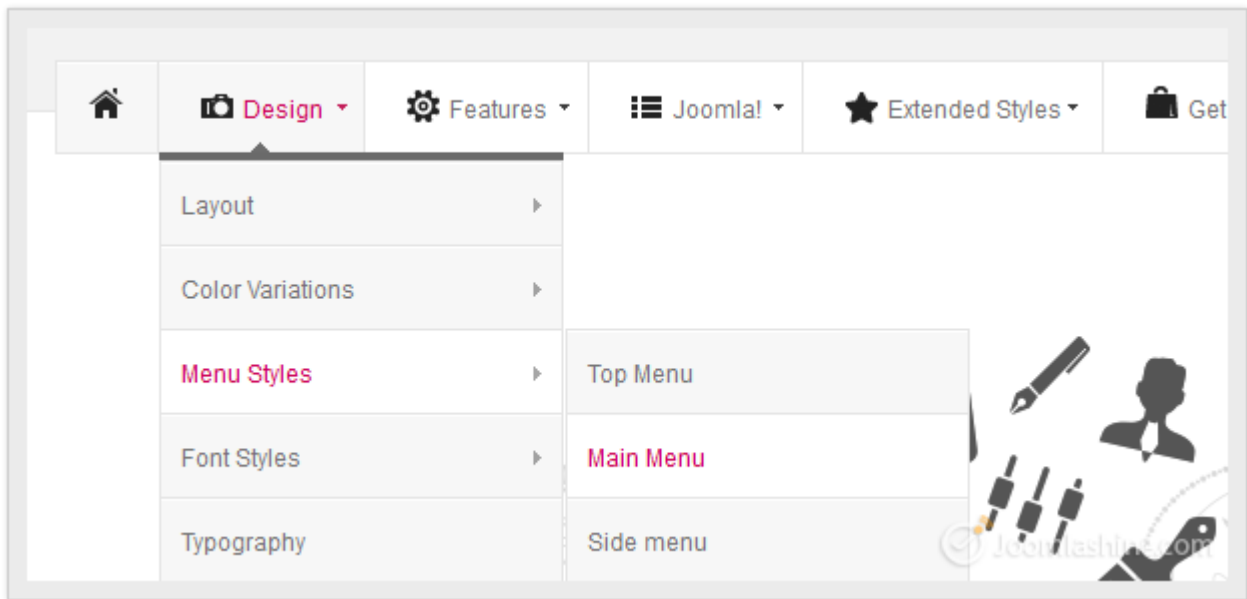
To access **Site Manager**, click **"Components"** -> **"JSN PowerAdmin"** -> **"Site Manager"**.

Site manager includes Menu, Component and Modules panel
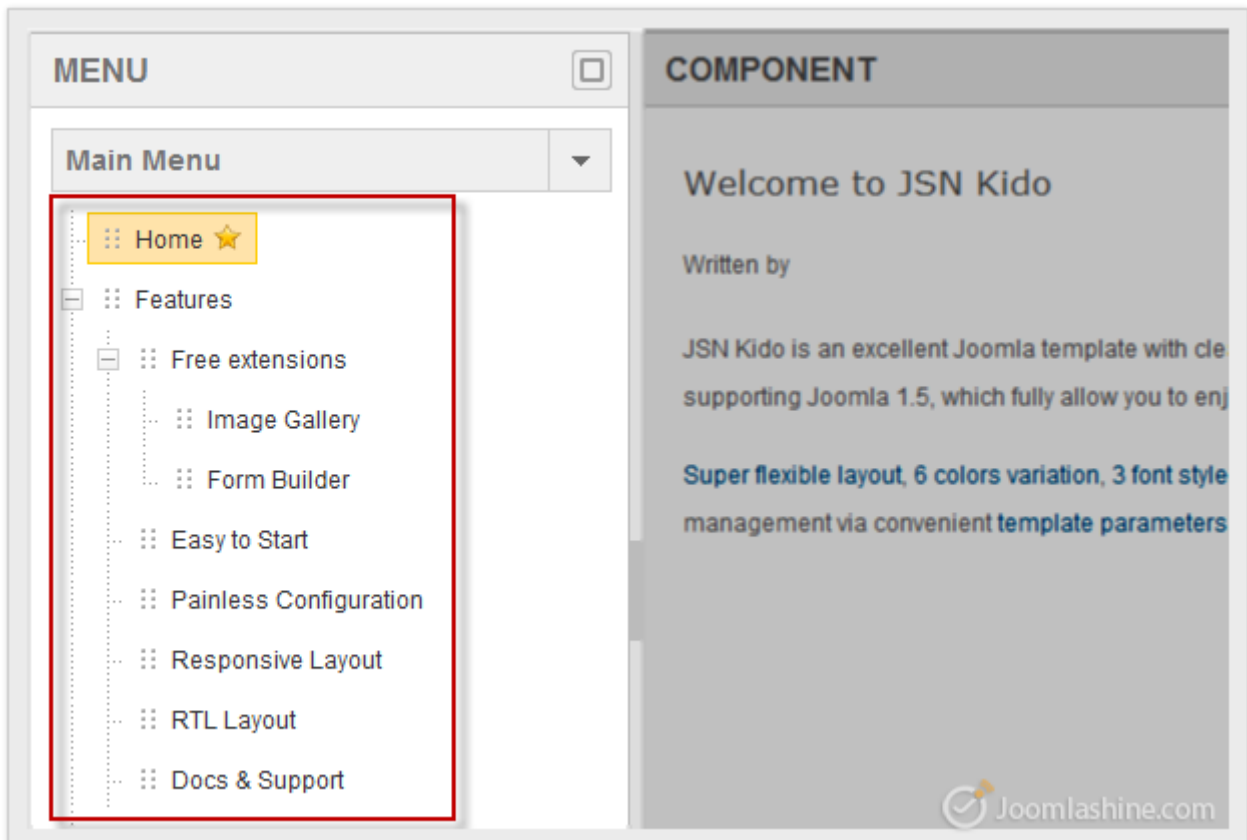
More conveniently, you can resize the 3 sections as you wish. Drag the bar between 2 sections to the position you want to enlarge or shrink one section. In addition, all the changes you make here are auto-saved.

Manage Menus

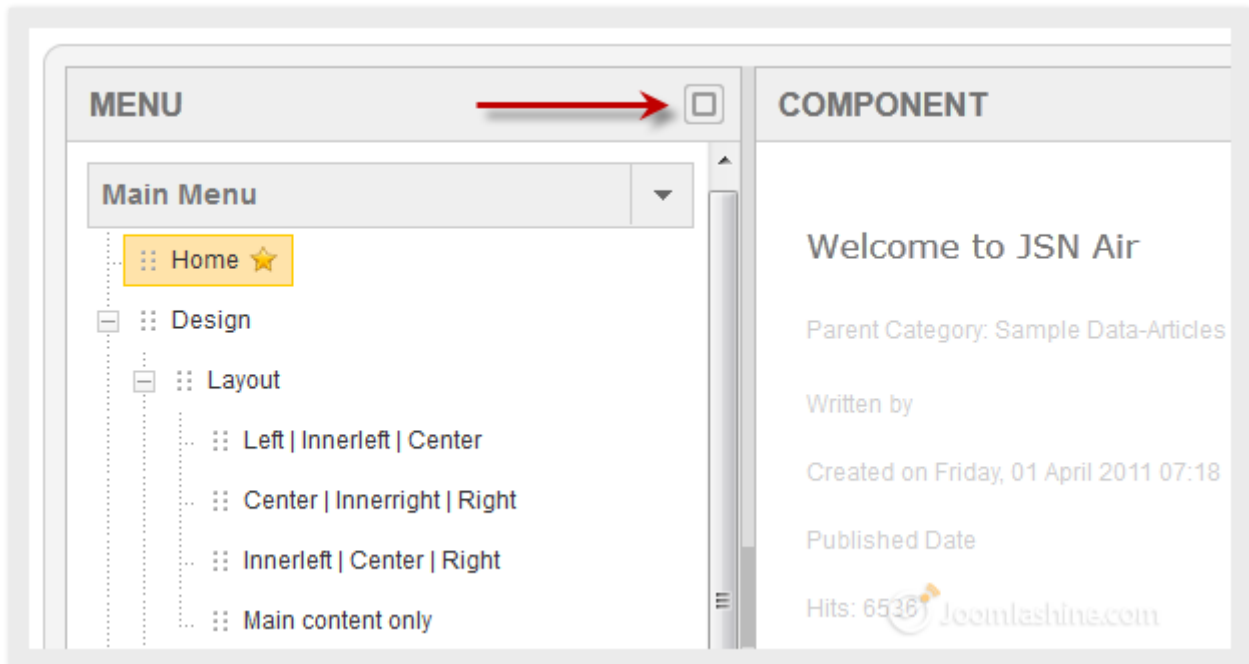*Menu items in the front-end*

You can control menu and menu items easily with **MENU** tab in Site Manager.

Control all menus or menu items

3. **View items:**

All published menu items are displayed. Some unpublished ones are not. To show/ hide these unpublished items, you click the icon in the upper right.

Click the icon to show unpublished items
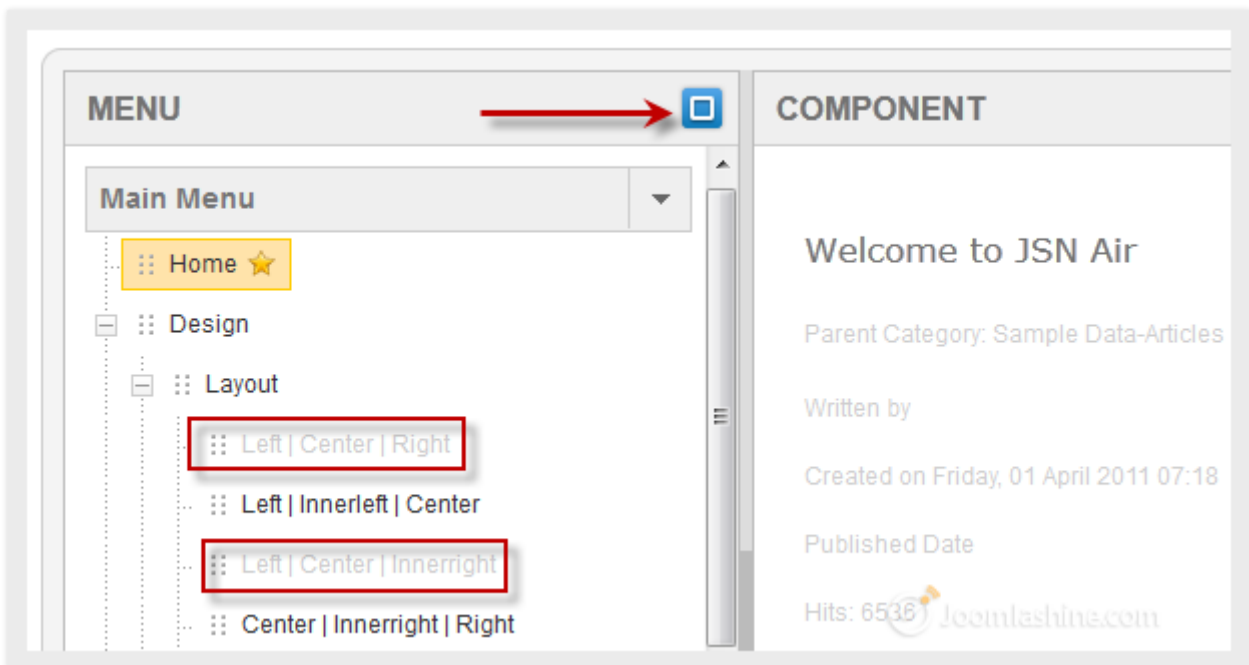
Click the icon to hide unpunlished items

4. Create a new menu / menu item:
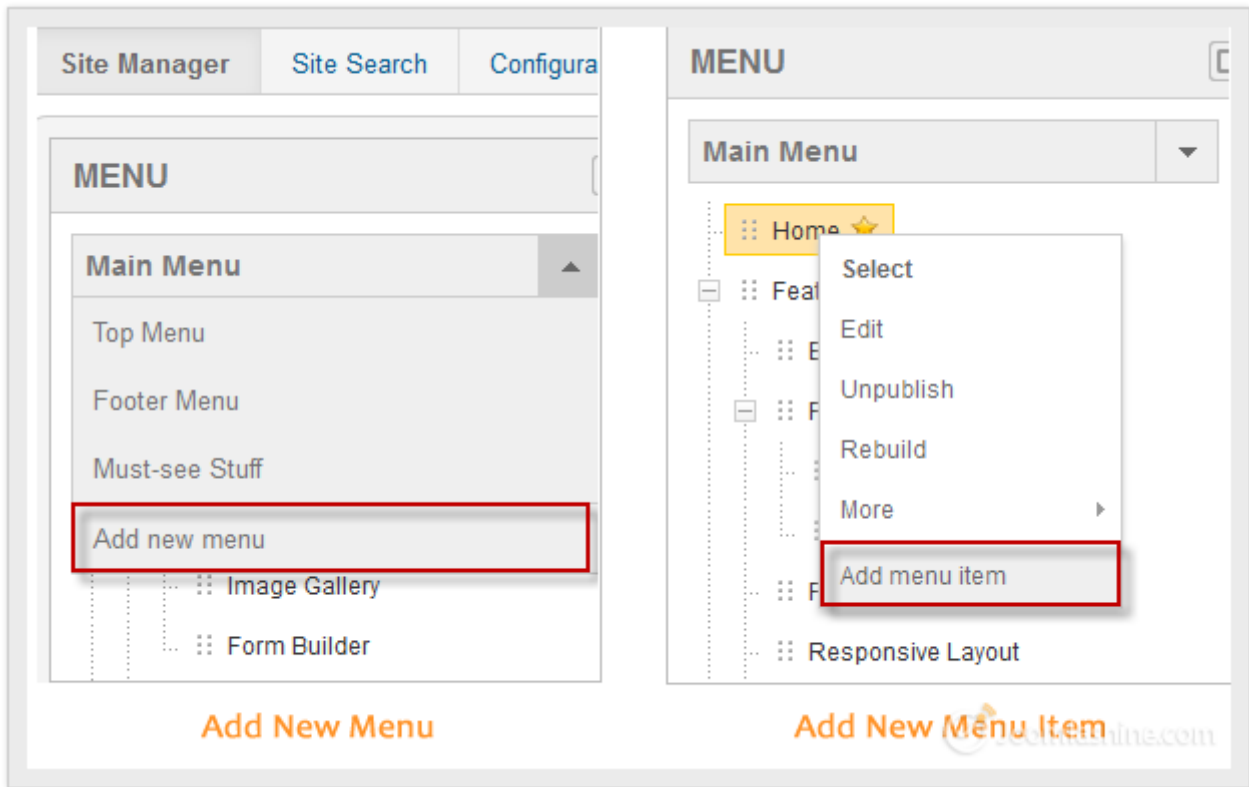
Add new menu and add new menu item instructions

5. Edit the current menus / menu items:
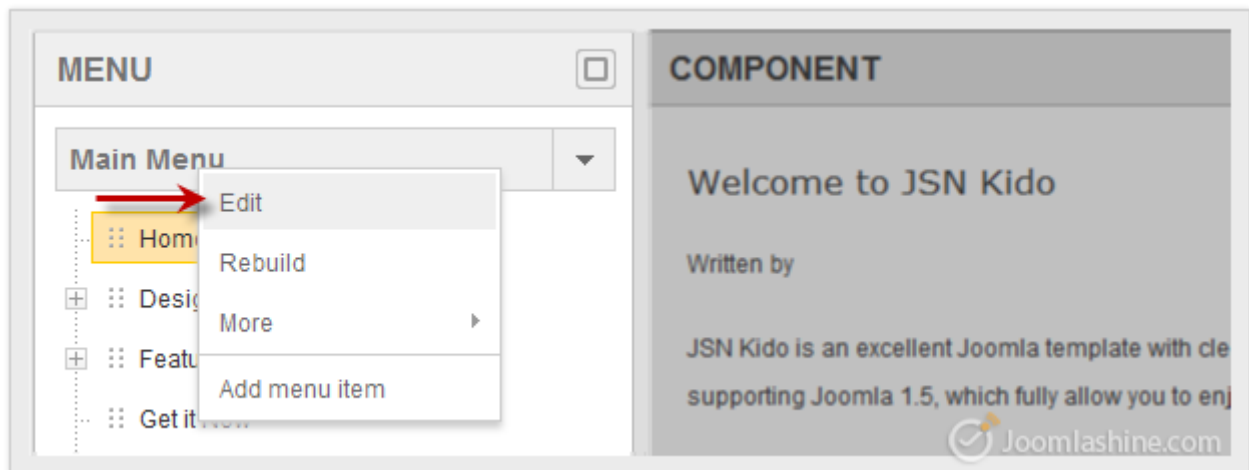
Edit the current menu or menu item

6. **Drag and drop to move items within a menu:**

Drag selected menu item and choose the place to drop it

7. **Customize menu items:**

You also can **Unpublish**, **Rebuild**, **Set as home**, **Check in menu items**, etc.

Control all menus or menu items

Manage Content

The **COMPONENT** section shows you all the content of the menu item you selected. It lets you edit the elements, show, or hide items as you want.
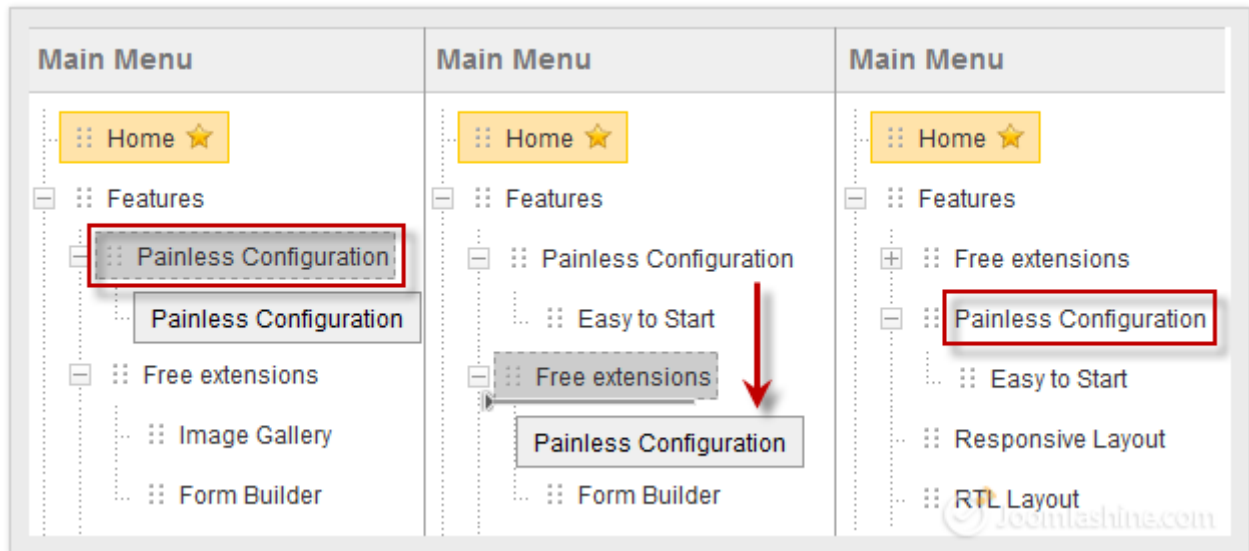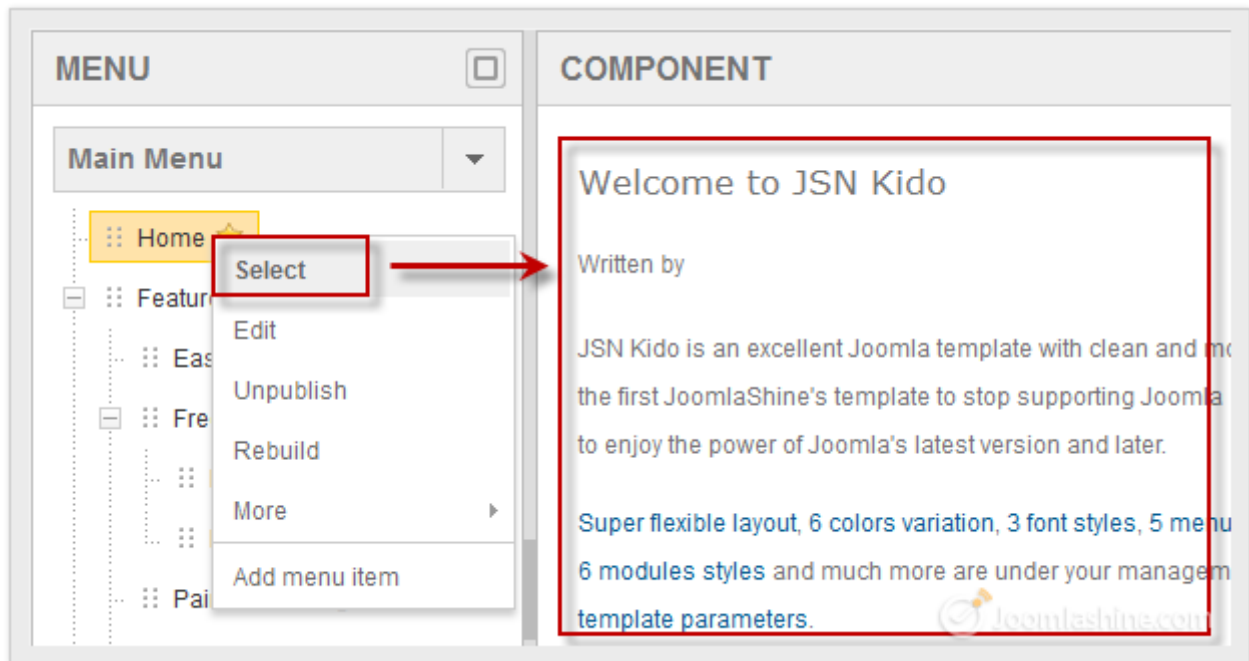

Click "Select" to edit an article

8. **View items:**

> Click on the icon below to show/hide disabled elements on the page.


Click show or hide unpublished items
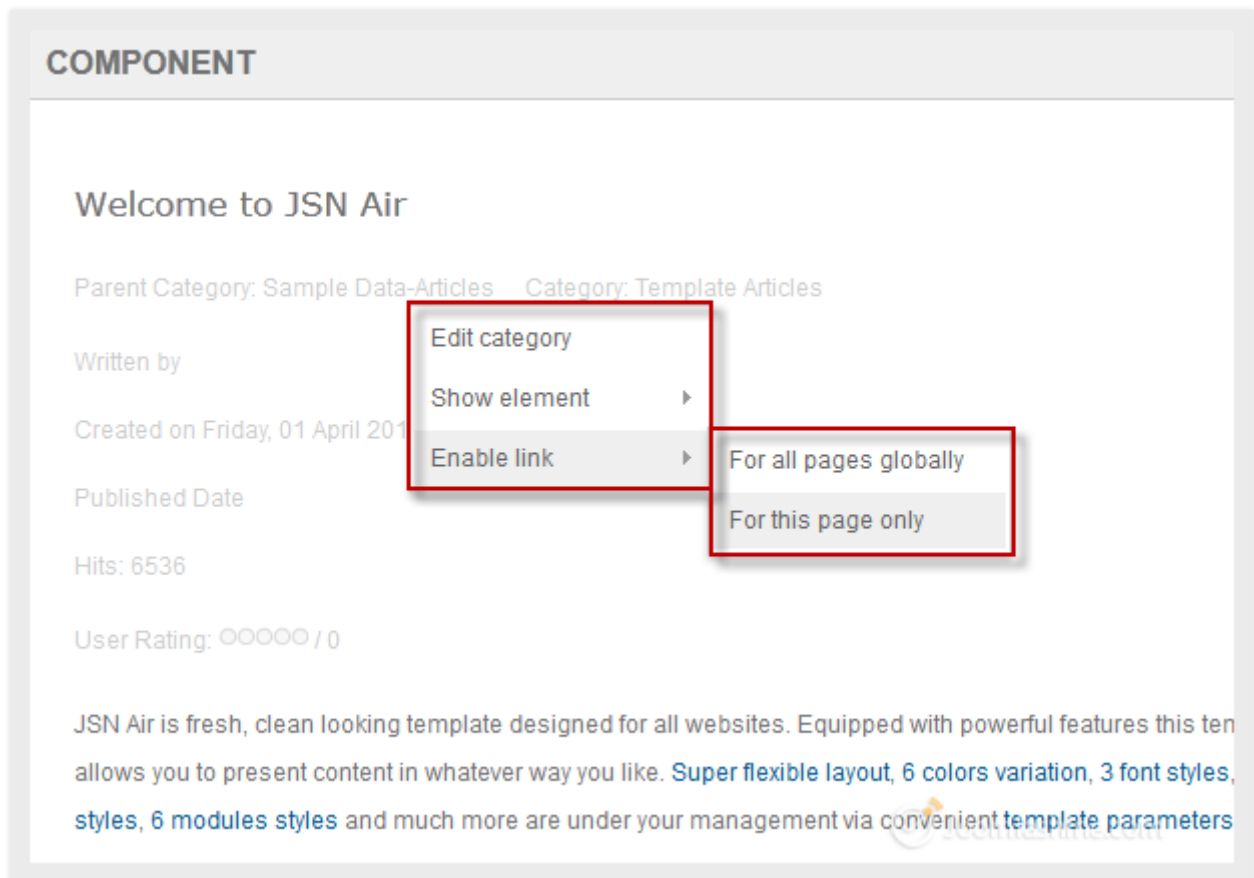
9. Edit articles/ categories:

Here, you can edit an article quickly after you select it. Click the article title to display the options below:

- **Edit article:** To alter the article content.
- **Hide element/ Show element:** Click to hide or show enabled or disabled elements with two choices "For all pages globally" or "For this page only".
- **Enable link/ Disable link:** Click to show an enabled/ disabled link with two choices "For all pages globally" or "For this page only".
  - *For all pages globally:* The change to the element will be applied for all components on all pages of the website.
  - *For this page only:* The change to the element will be applied for this component only.
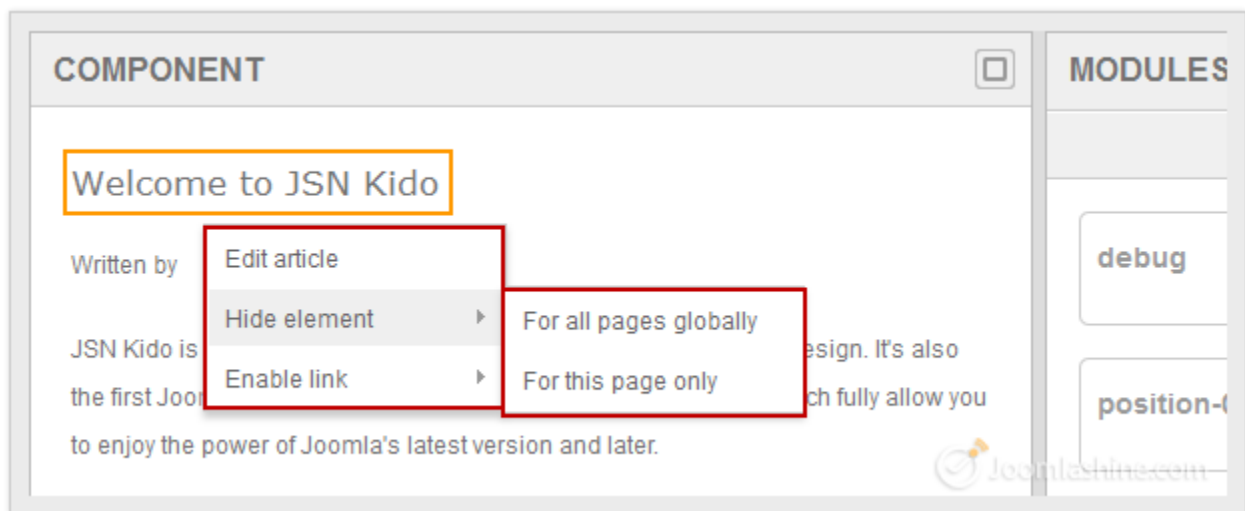
Edit article, show or hide element and link in an article
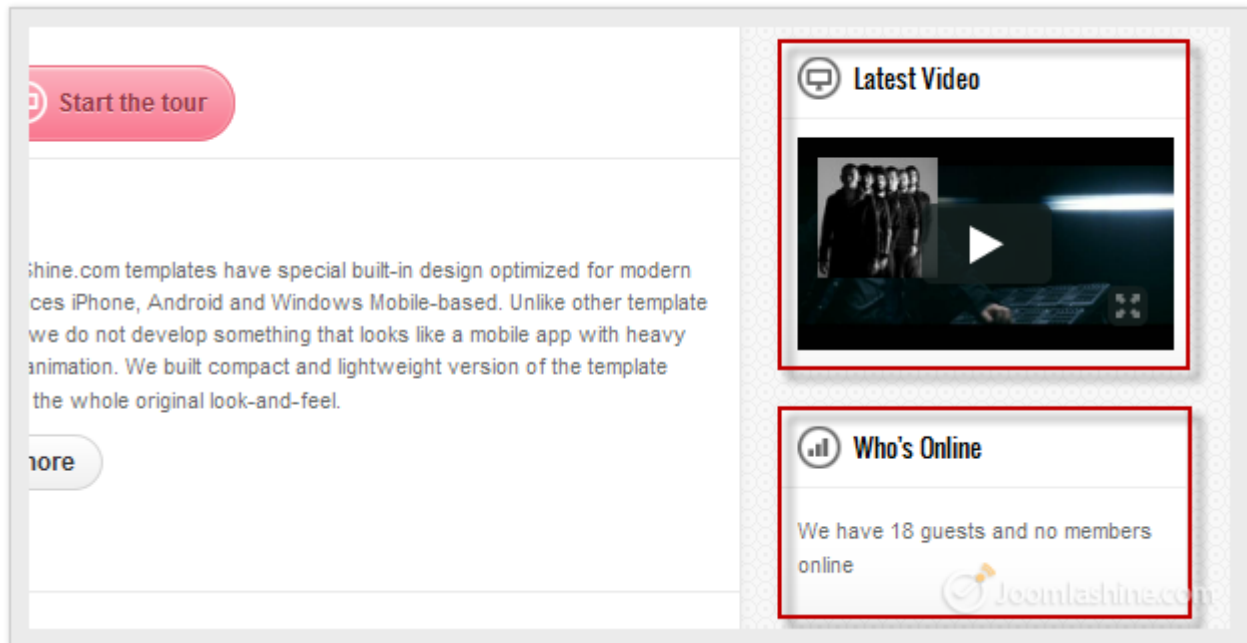
Editing a category is the same as editing an article.

Edit article or hide element in a category

Manage Modules

In the **MODULES** section, you can manage all modules of the current default template.

Modules in the front-end

10. View modules:

Published modules are displayed. Unpublished modules and positions that are filled with modules (or not yet filled) can be shown or hidden. You can manage these items by clicking on the blue button in the upper right and ticking "*Modules*", "*Positions*" or both.
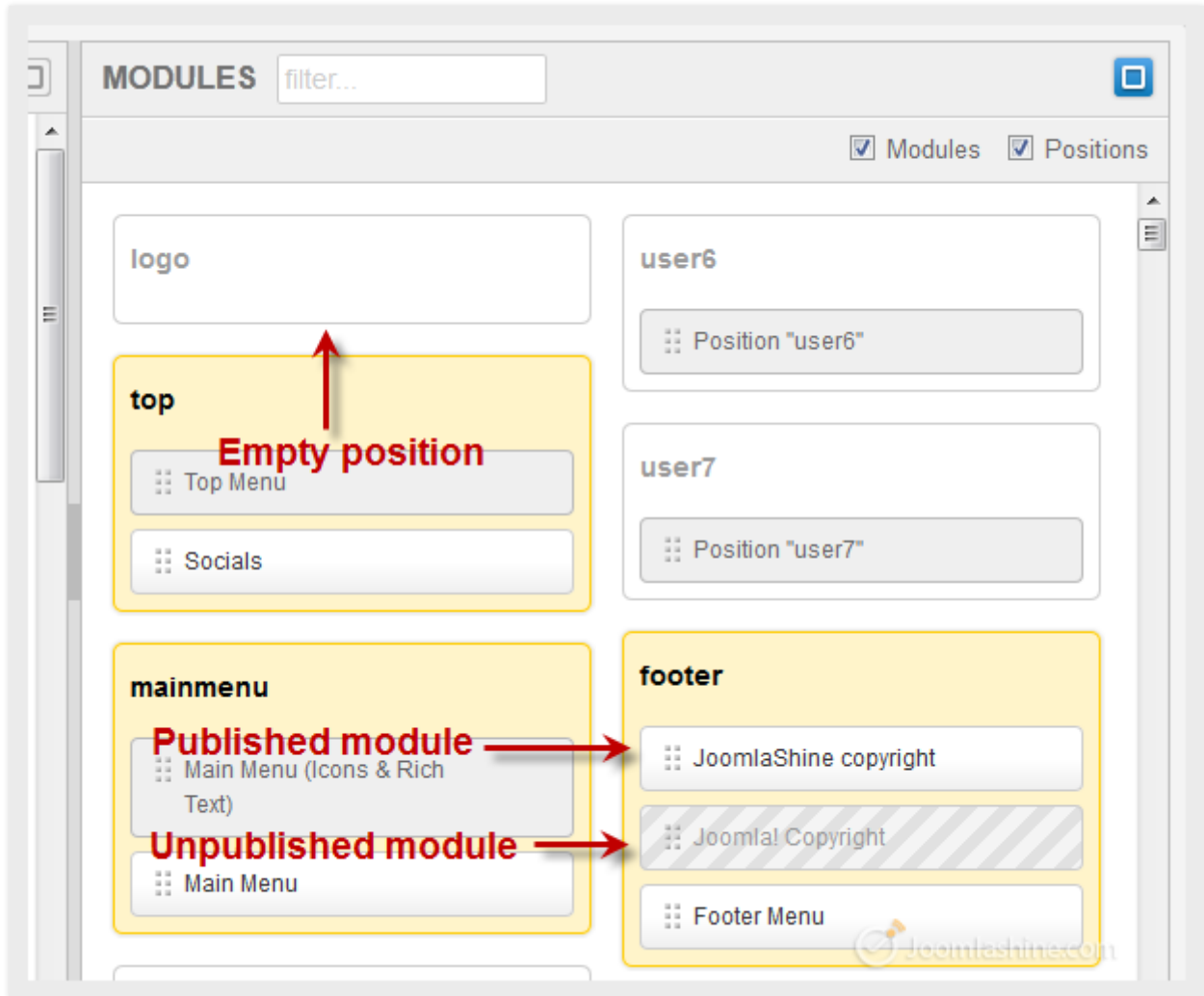
Click to show or not show Modules and Positions

- **Create a new module:**
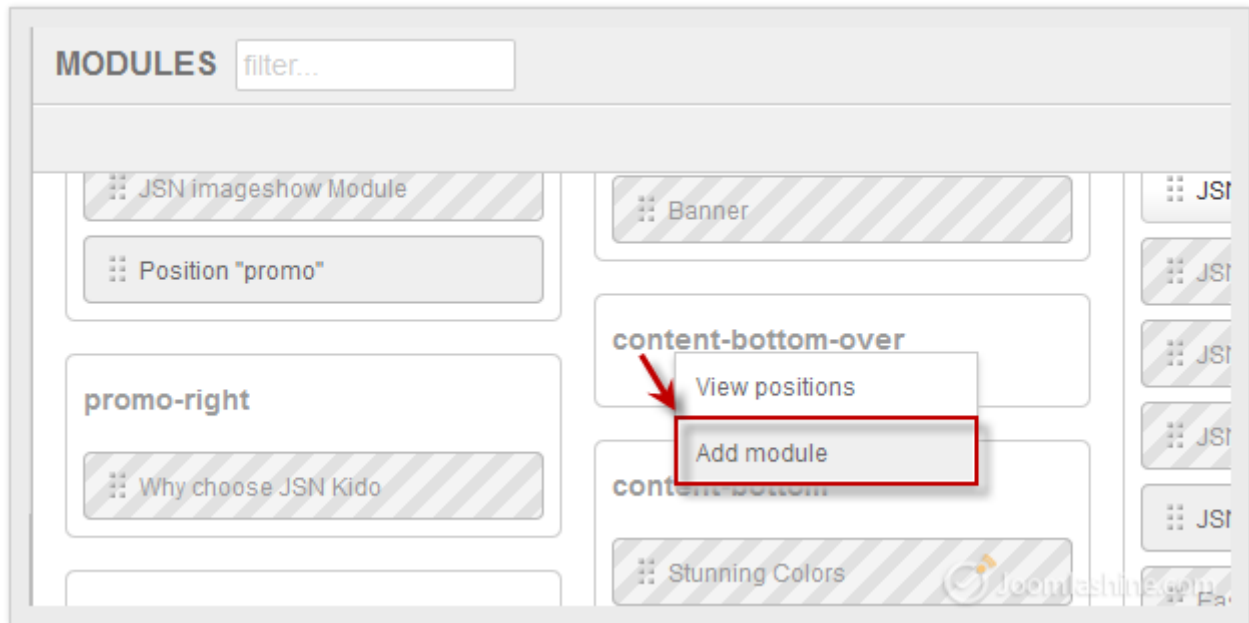
Click any position to add a new module

11. View module positions

You can click on a module position and select "***View position***" to see all module positions of the template.
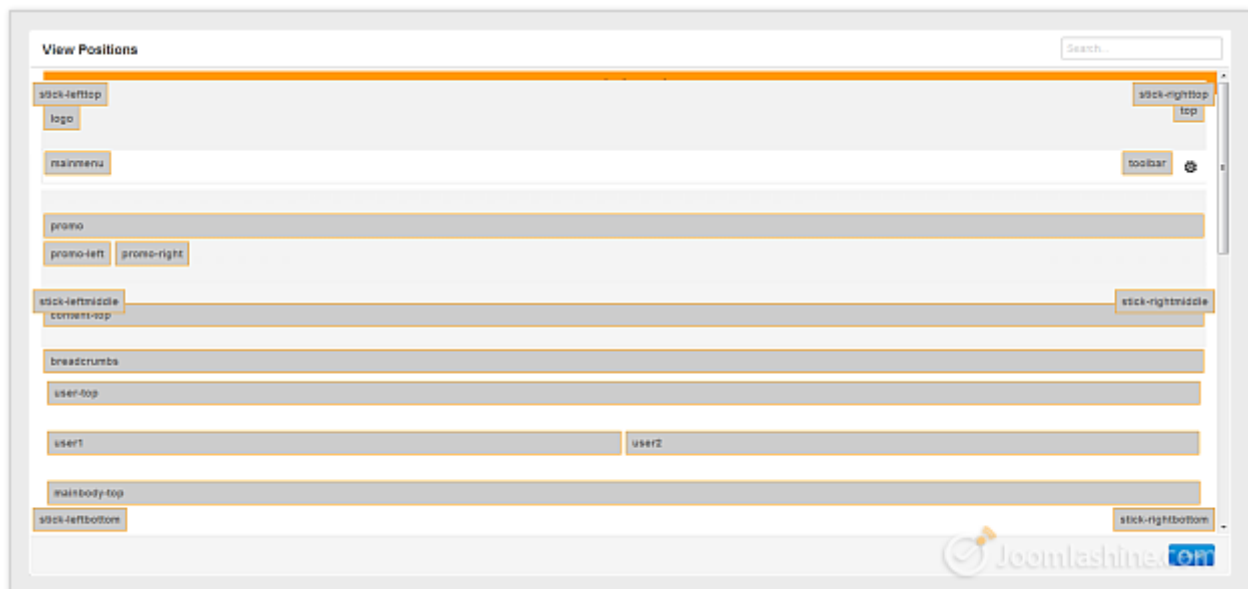
Click any position to view position of the default template

- **Edit the current modules:**

With any module, you can select it to **Edit**, **Change position**, **Unpublish**, etc. With modules that are checked in, you can check them in before editing them.
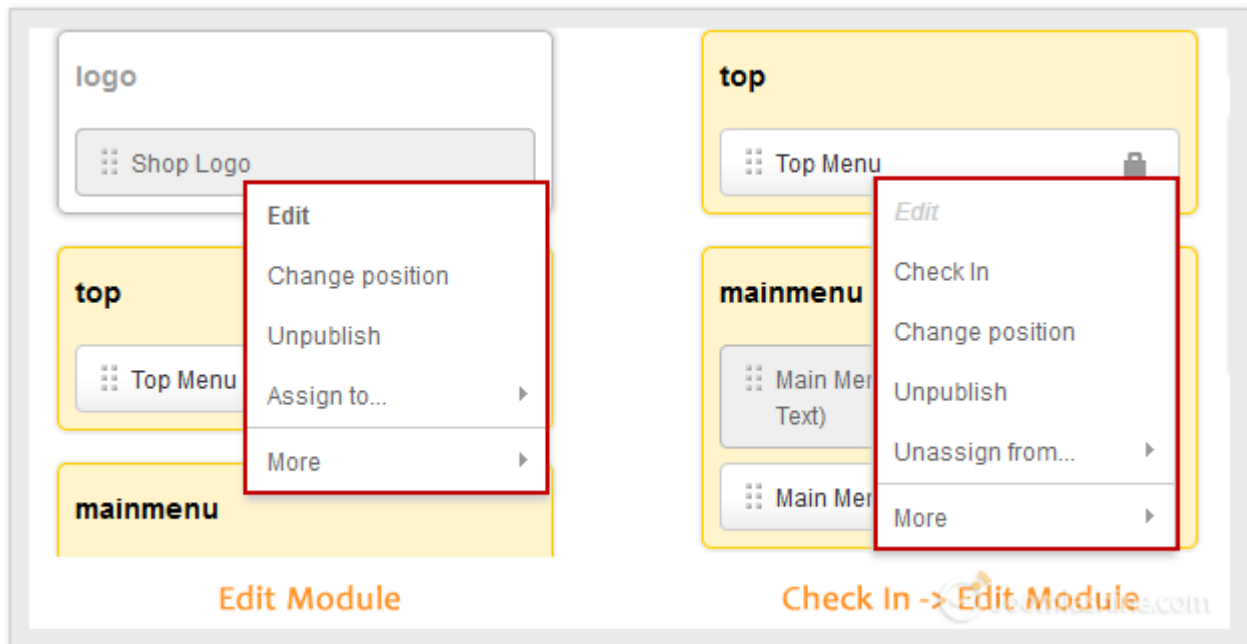
Edit modules

Change module position with all the template positions shown

- **Drag and drop to move module positions**.
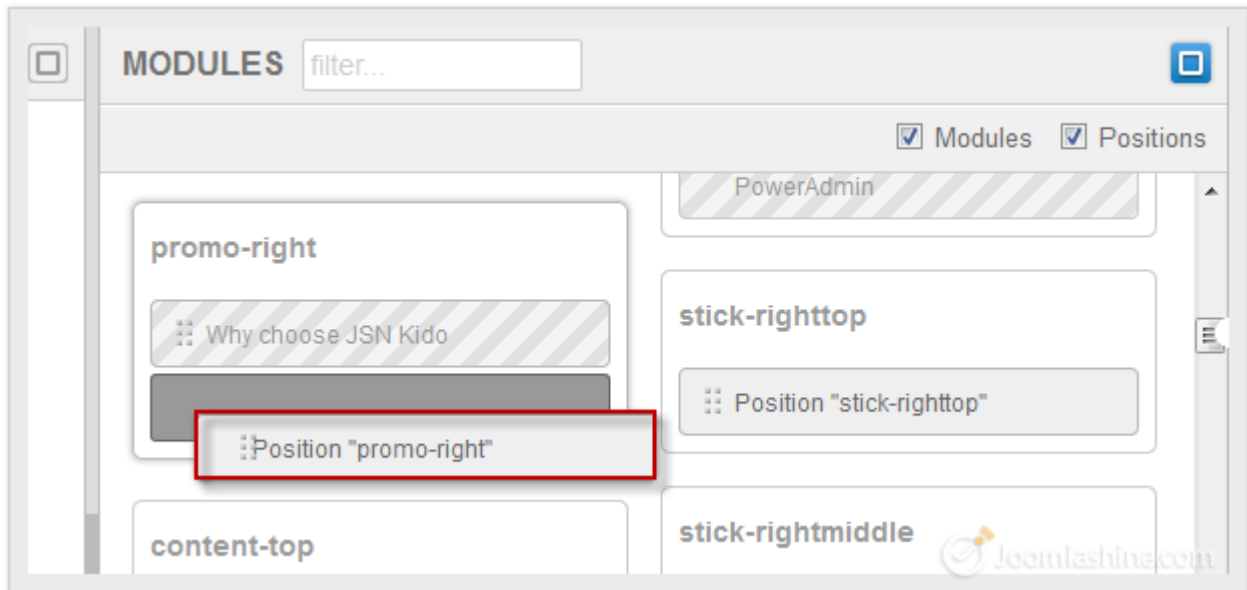
Drag and drop a module to new position

Quick access to any items with Spotlight Search

You need to click a lot to search for front-end items in the backend of Joomla!. **Spotlight Search** helps you find items in your website, and access them quickly:

- In the front-end, **copy the title** of content which you want to edit.
- Go to the back-end, **paste the title** into the **Spotlight Search box** which is located in the top-right corner of your admin panel.
- You will get all the results from various types of items immediately. Just choose the appropriate item to edit it.
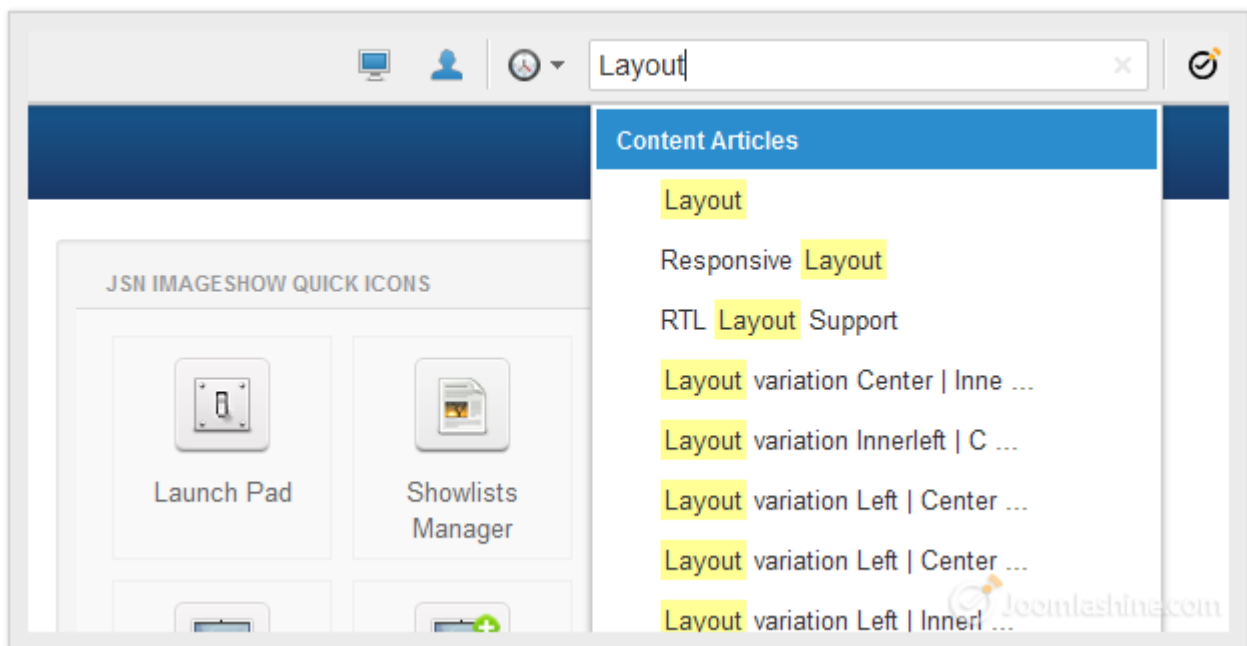
The results will be shown immediately

- Click on the item to get instant access to the settings page. Here, you can change the content as you would normally.

Get instant access to settings page

Manage template styles with Template Style Manager

JSN PowerAdmin provides you a quick way to access all installed template styles. And you can do some basic operations on a template such as **Edit**, **Make Default**, **Duplicate**, **Delete** and **Uninstall** quickly with a few clicks.

Let's see how to change the default template.
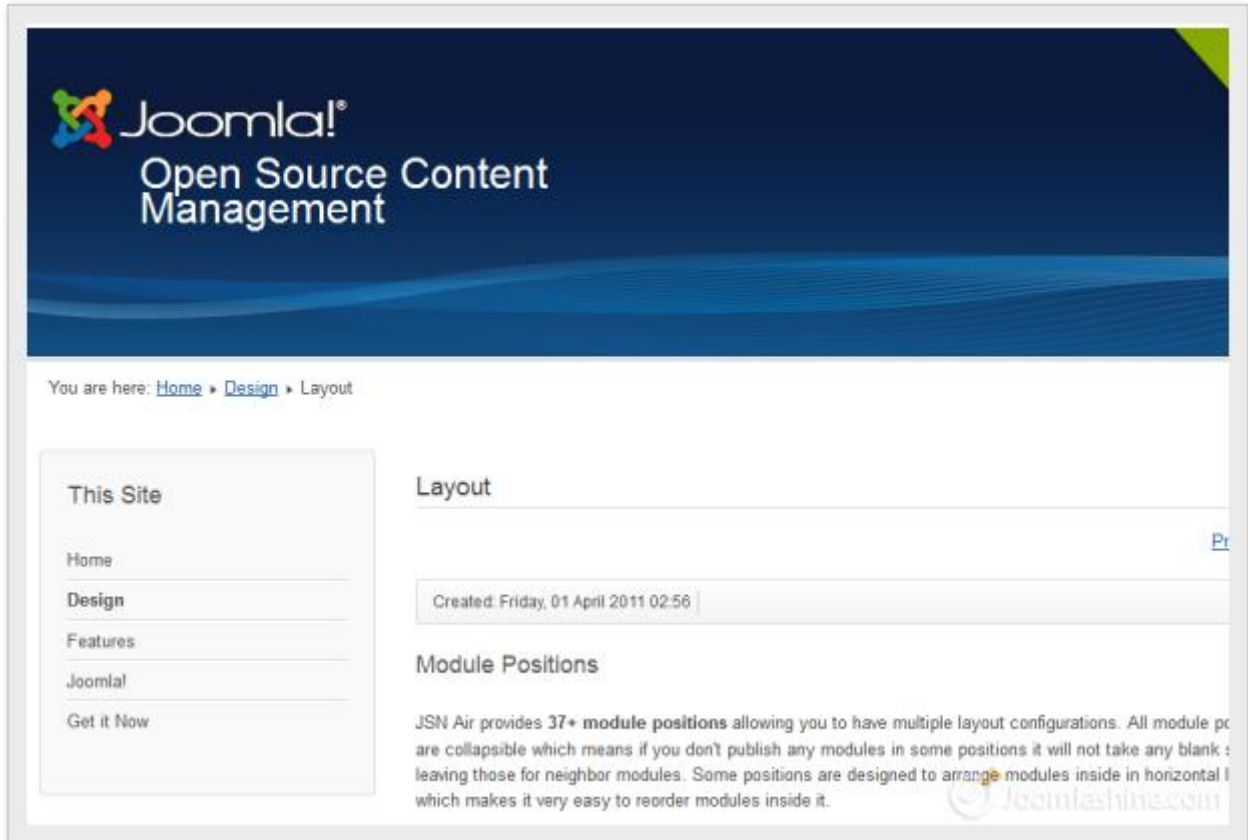
The default front-end template is now Beez3

- Go to **"Extensions"** => **"Template manager"** and click **"Template Styles"** on the sub-menu.
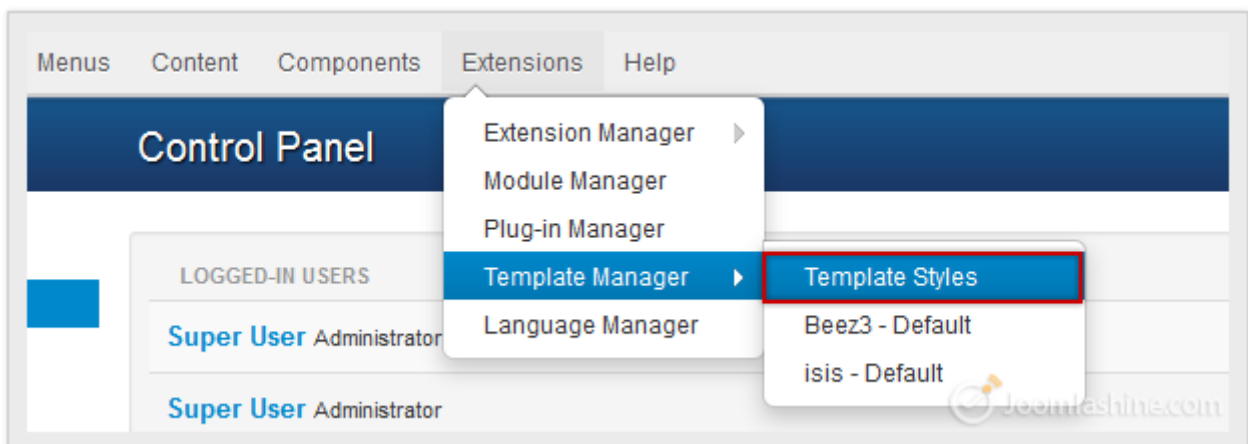
Select "Template Styles"

- Next, in the modal window, you will see all the installed templates, both **site templates** and **admin templates**. The default template is highlighted in yellow.
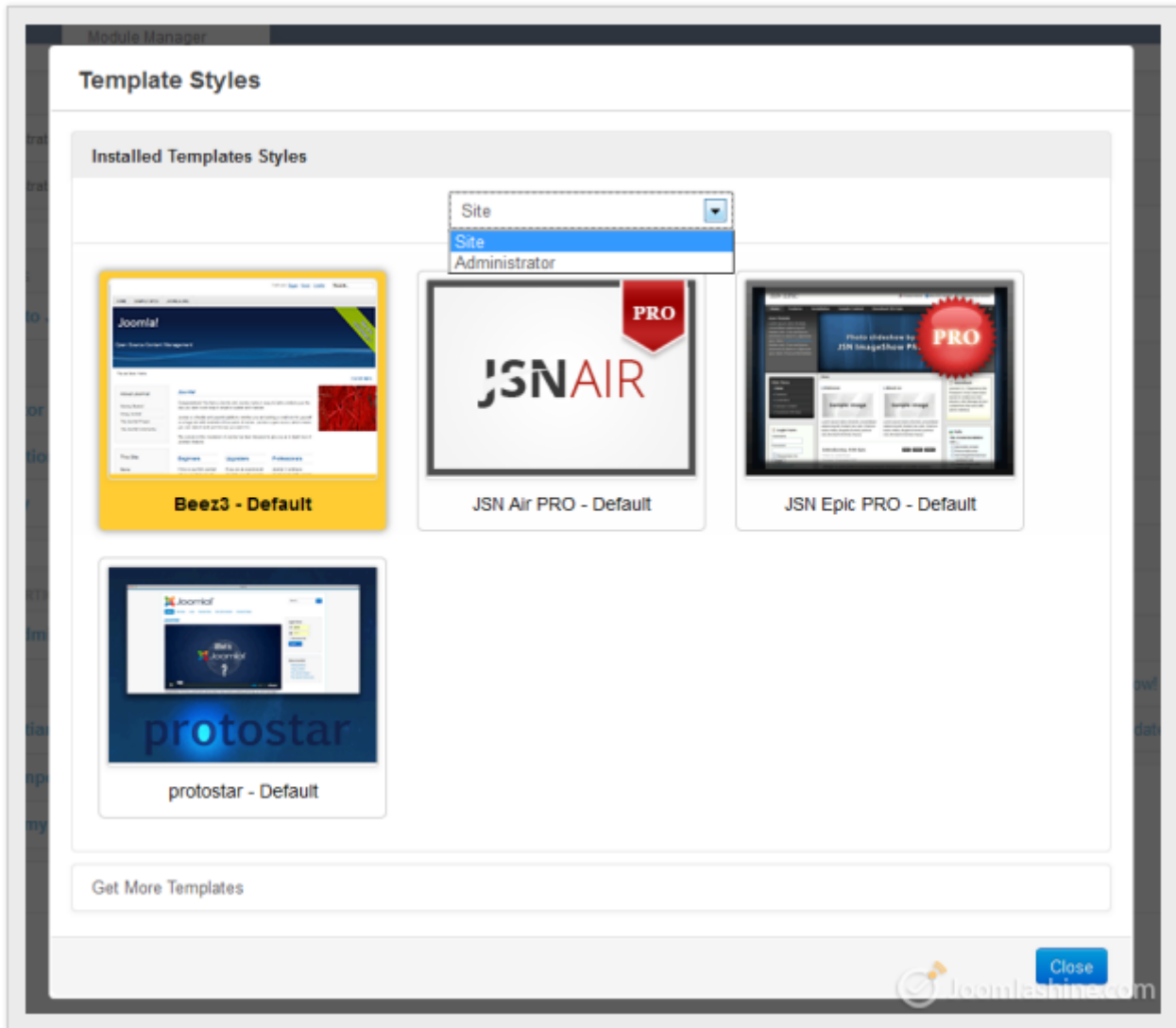
Template styles manager

- Click on the template you want to set as the default, and choose **"Make Default"**. For example here we've chosen **Protostar**.
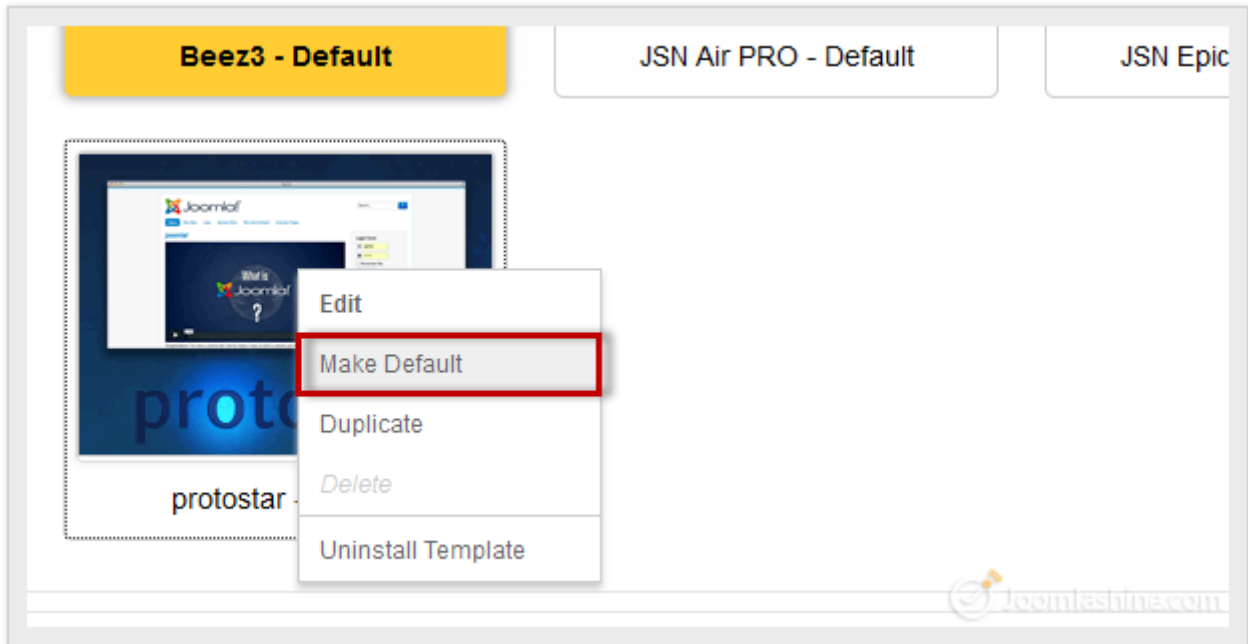
Click on "Make Default"

- Finally, click **"Close"** to exit the modal window.

Now, let's go to website front-end to see the result. The template now is **Protostar**.
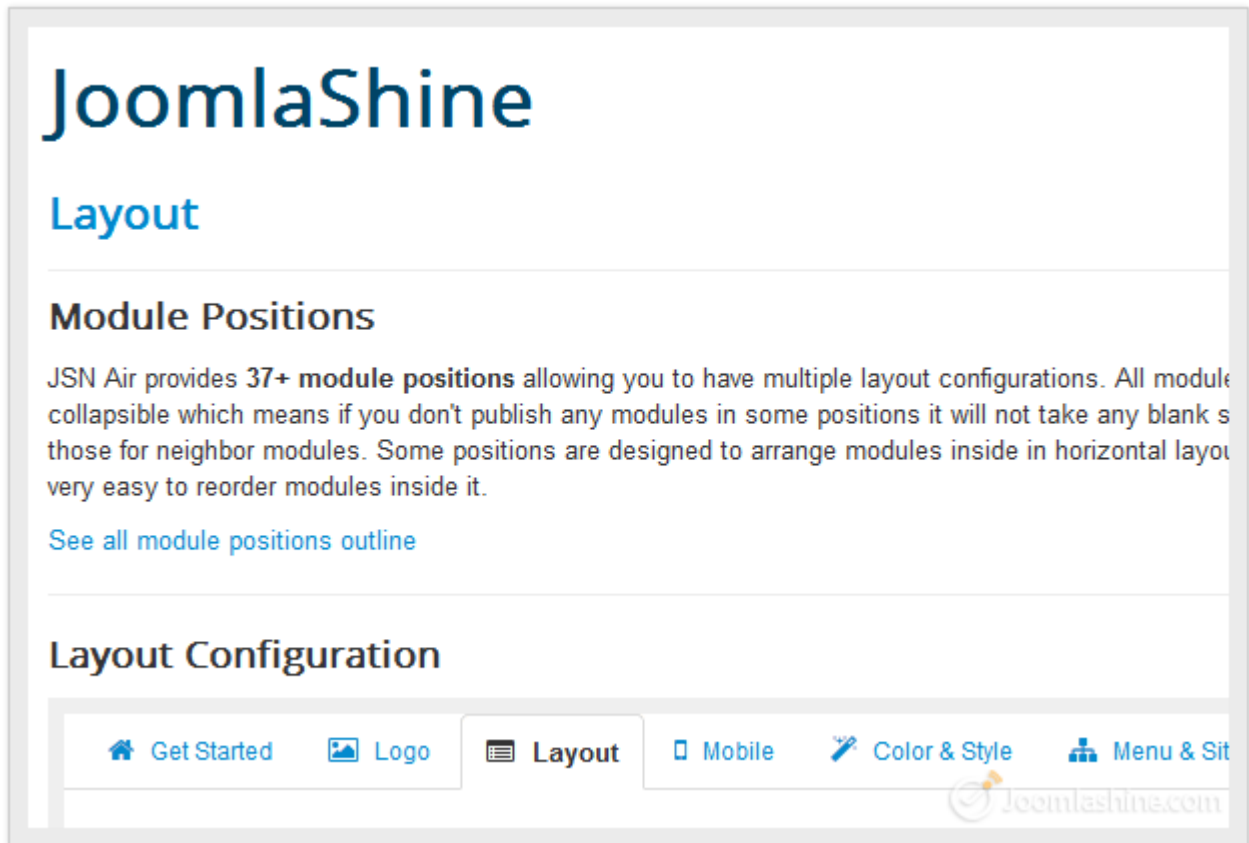
Protostar is the default template

Other features

Quick access to previously edited items

All items you have configured in the past are stored in **History**. You can access them with just a few clicks.

- Click on the **Clock Icon** right beside **Spotlight search box**.

Click on the Clock Icon

- Click on the item you want to access.
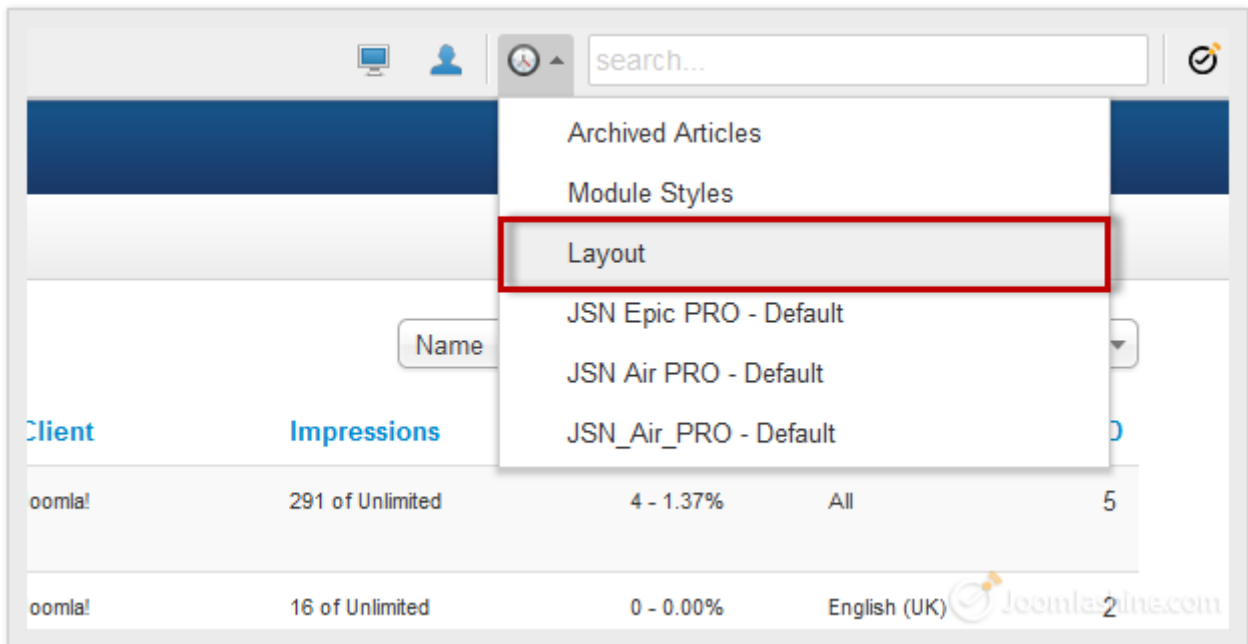
Click on the item you edited in the past

- You will be redirected to that item.

Quick access to user profile

Normally as an administrator, you want to check your messages, your profile or simply the amount of time remaining in your session. To go to the user profile, you:

- Find the **Person Icon** in the top, nearby the **Clock Icon.** The amount of blue color represents the percentage of time remaining in your session.
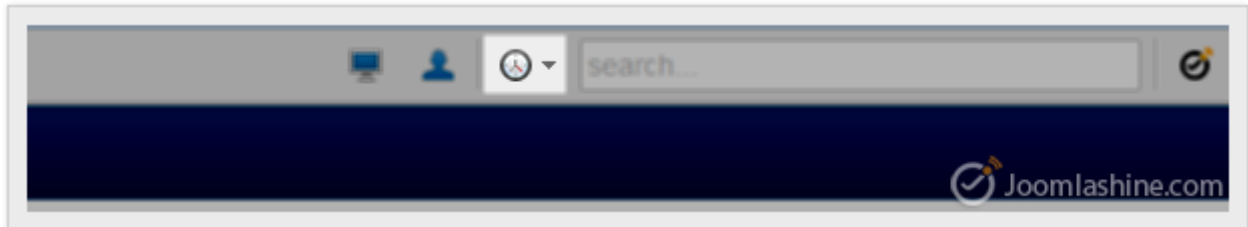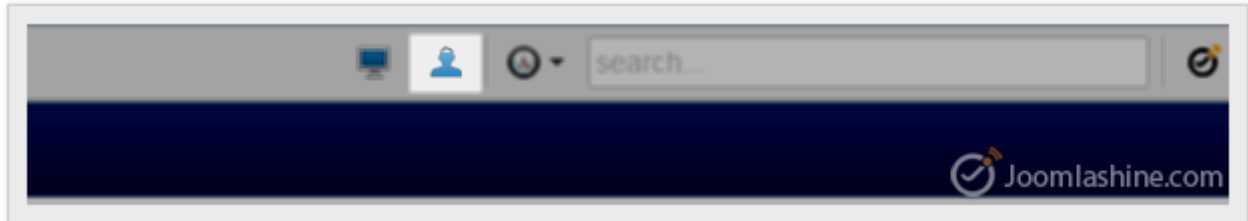

The Person Icon

- Hover the mouse over this icon and click on **Profile** in the dropdown menu. A new modal window will appear for you to edit your profile.
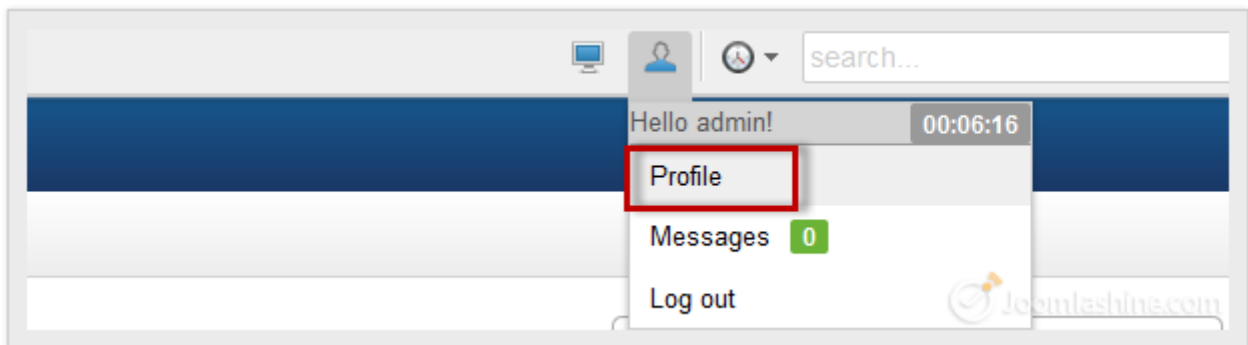
Click on "Profile" to go to the user page
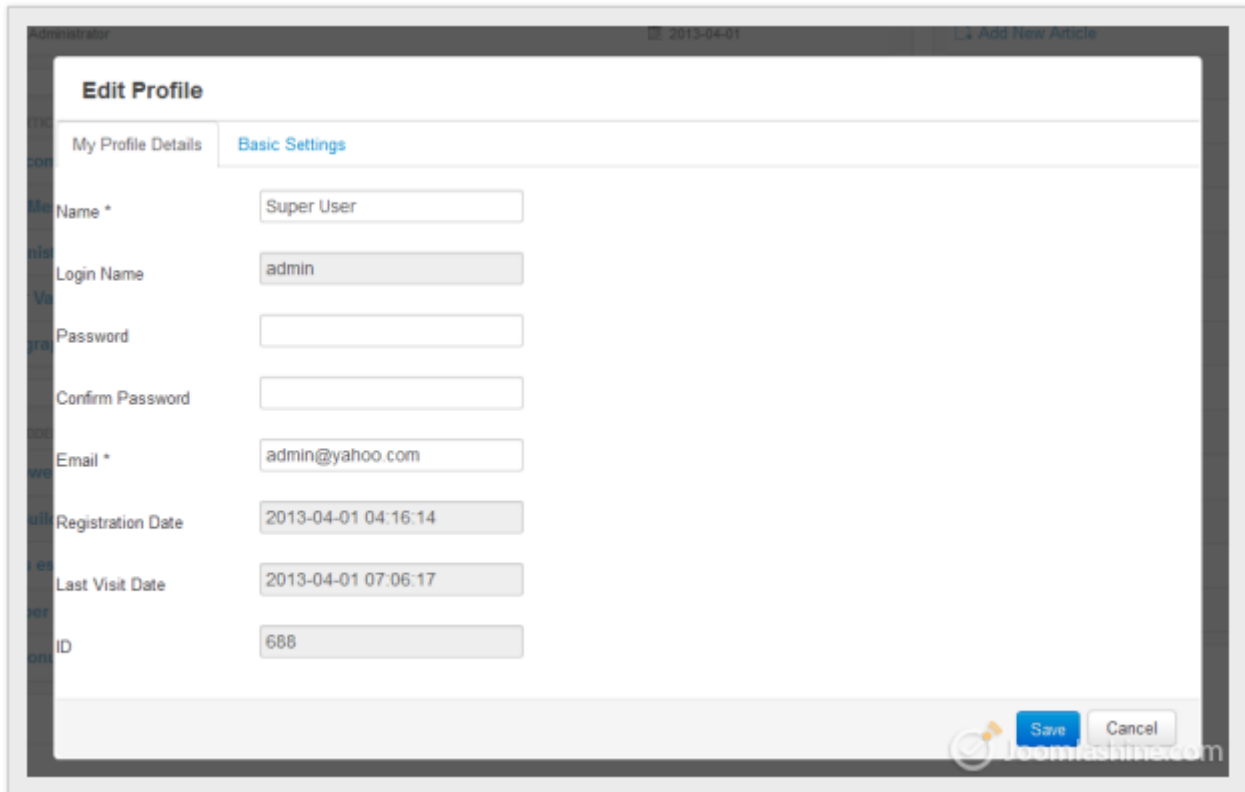
Profile setting page in a modal window

Enhanced Administrator Menu

At some point you may want to remove some extensions. No need to go to **"Extension Manager"** as normal, you can uninstall them with the **Quick Uninstall** function. It works with some default Joomla! extensions (Banners, Contacts, etc.) and all 3rd party extensions on your Joomla! site.
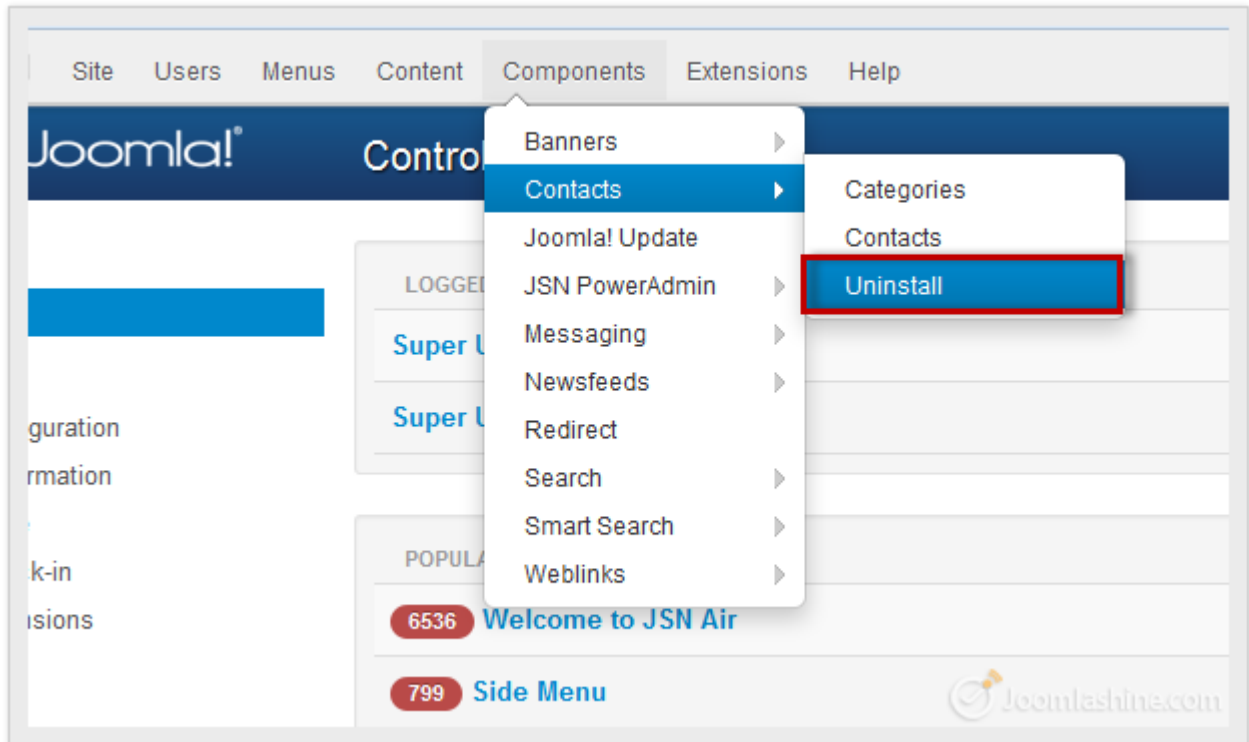
Quickly uninstall an extension

Configuration

To help you manage Joomla!'s back-end in the way you prefer, JSN PowerAdmin has a **"Configuration"** page. Here, you can configure the logo and its menu link, search coverage or history number; turn off the **"Uninstall"** feature or manage extensions support and so on.

- Go to **"Component"** => **"JSN PowerAdmin"** and click on **"Configuration"**
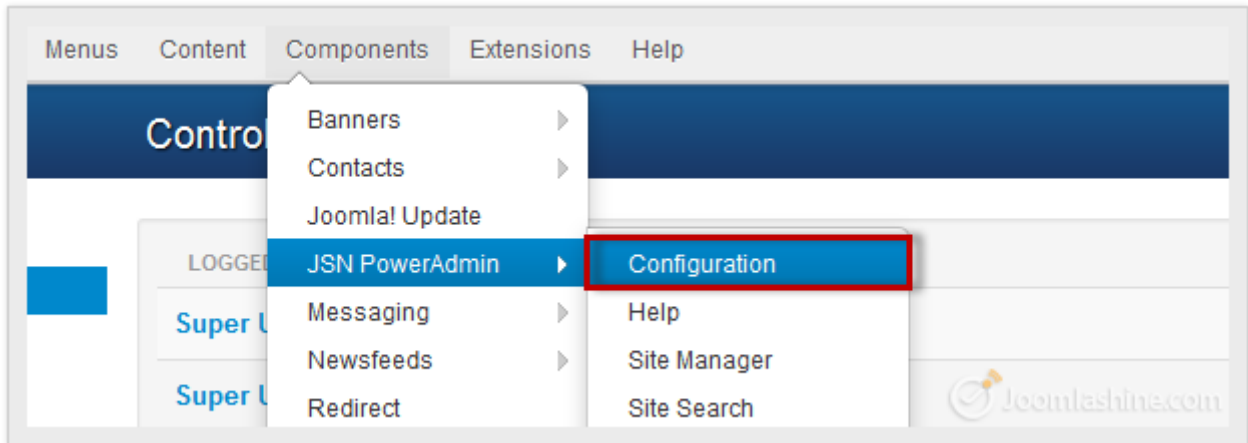
Go to the Configuration page of JSN PowerAdmin

- You can configure as you want in the **"Configuration"** page.
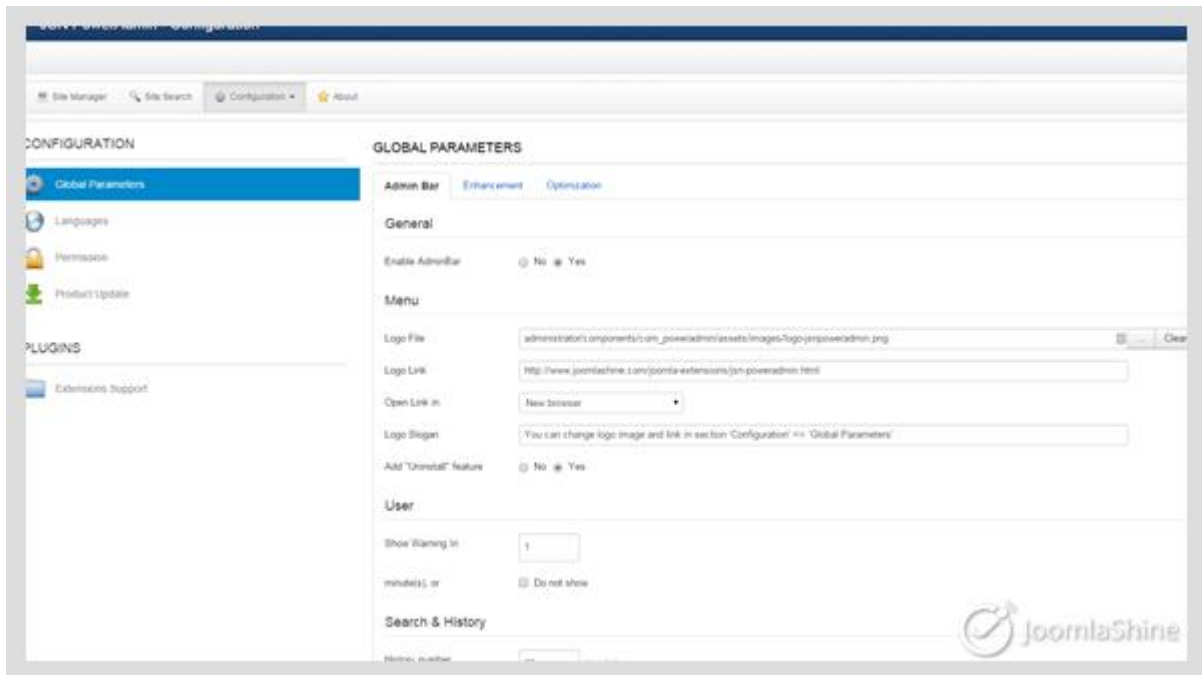
Preview of "Configuration" page

Step 8: Secure your Joomla page using Joomla Two Factor Authentication

One of the most useful features of Joomla, which is available from version 3.2, is Two Factor Authentication. When this feature is enabled, it secures your site login with a time-based secret key, which is changed every 30 seconds. That key can only be produced by your own mobile device with an authenticator app (Available for Android, iPhone, iPad, Blackberry and Windows Mobile).

Enable Two Factor Authentication

1. Go to **"Extensions"** ➔ **"Plugin Manager"**
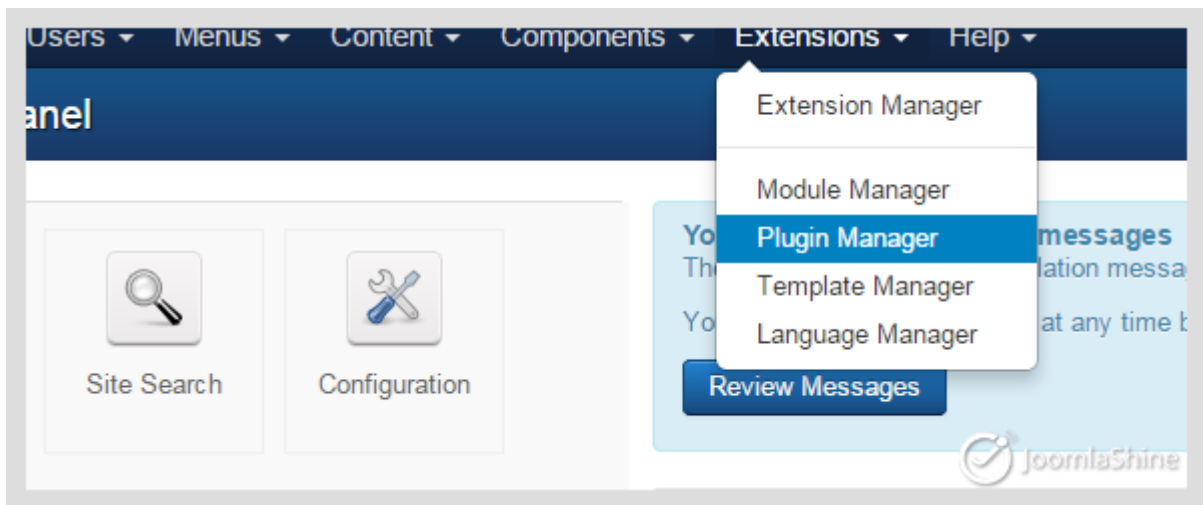
Go to Plugin Manager

2. Search for **"Google Authenticator"** and enable this plugin

Enable the plugin

Install the App

In order to use Two Factor Authenticator, you'll be required to install Google Authenticator App. Based on the device you have, you can download the app from following links:

- Android – Google Play Link to Google Authenticator App
- iPhone/iPad – iTunes Link to Google Authenticator App
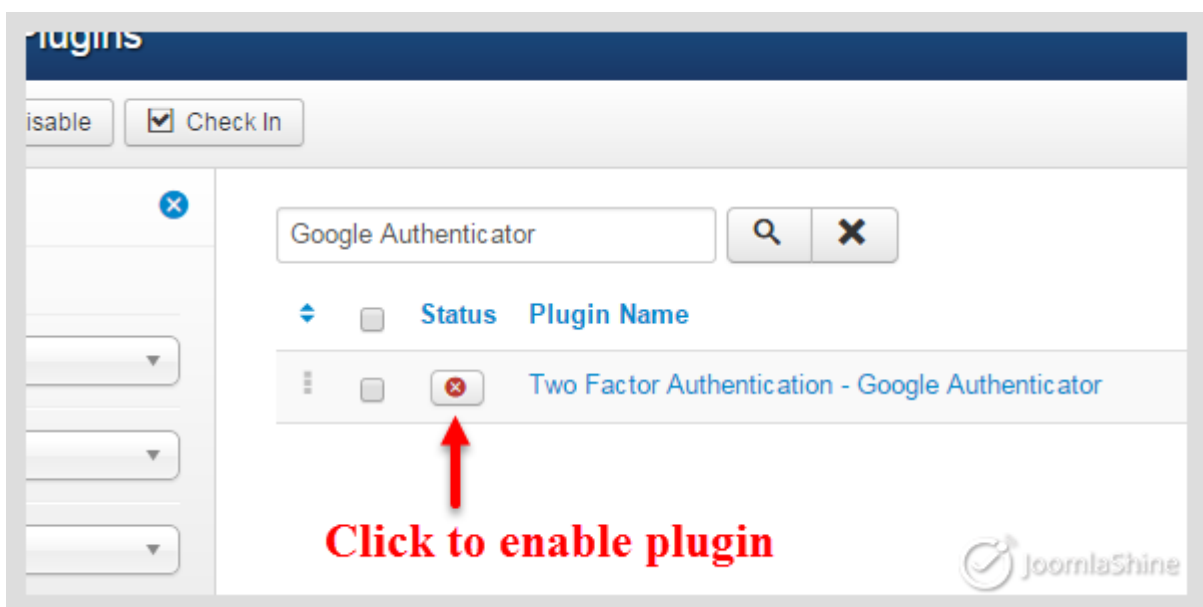- Windows Phone – Windows Phone Link to Google Authenticator App
- Windows Desktop – Windows Desktop Link to Google Authenticator App

Set up your login

1. Go to User Manager and click on your account name. Go to the tab named **"Two Factor Authenticator"** and select "**Google Authenticator**" from the dropdown menu of **Authenticator Method**.
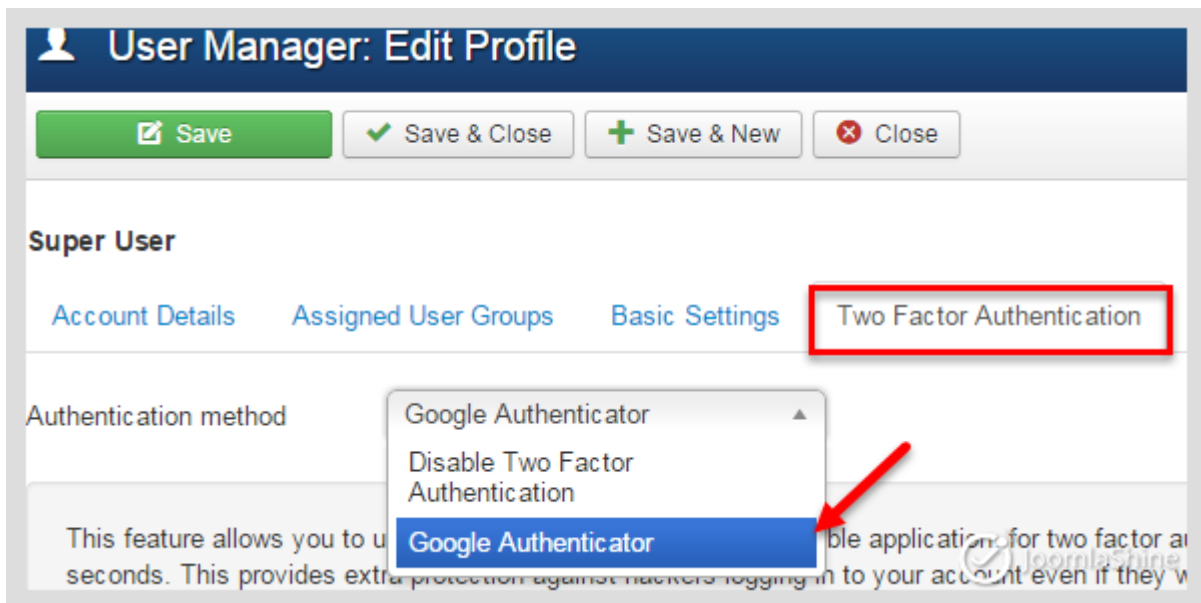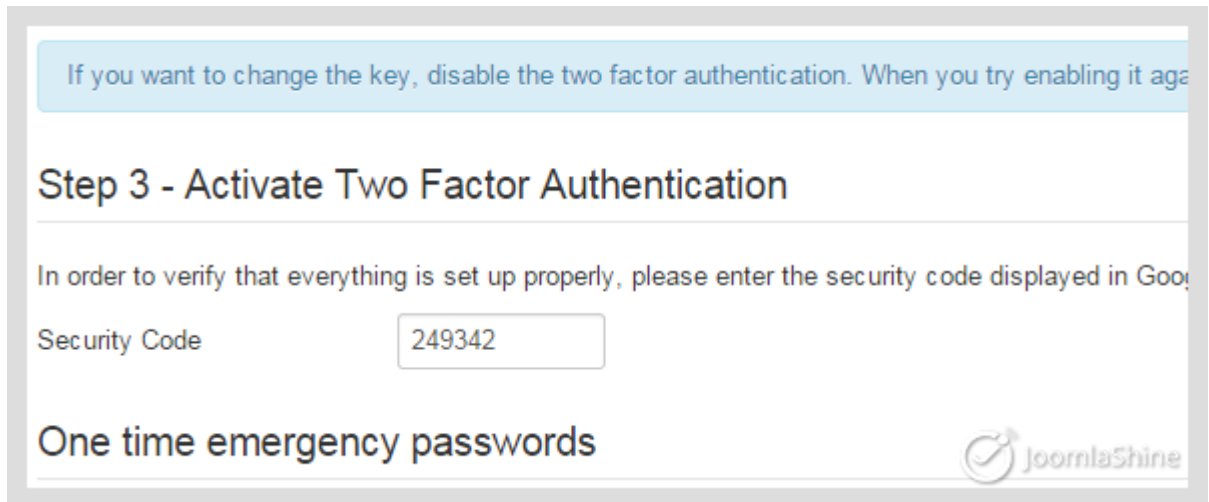
Select "Google Authenticator" from the dropdown menu

2. Scroll down to see the QR Code generated in Step 2. Scan this QR Code using the app you've install on your device.
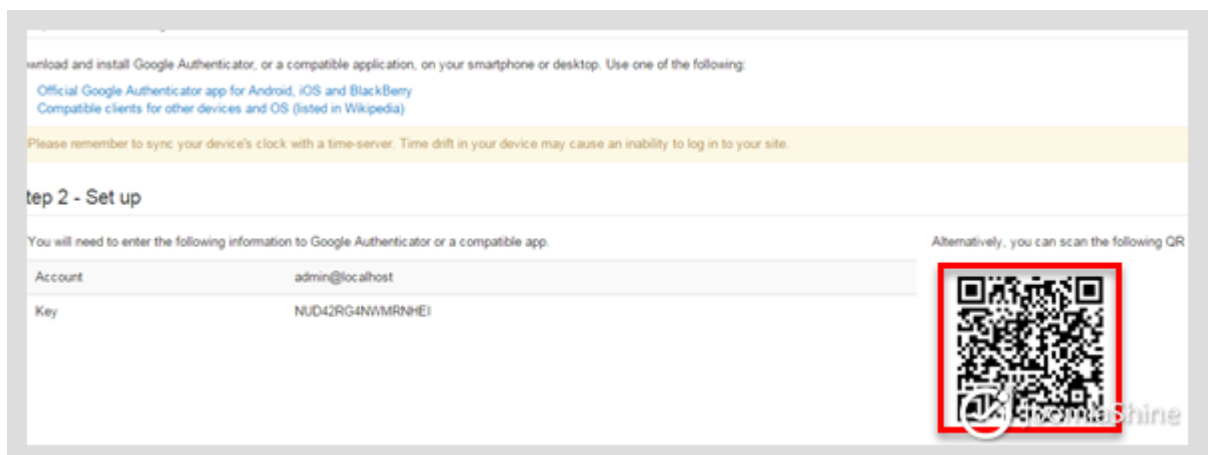
Scan the QR code

3. Enter the security displayed when you scan the code in the security box in step 3.

Enter the security code

4. Save all your settings

Now your Joomla login screen not only asks you for username and password but also for a Secret Key as well.

"Joomla! 2.5 Made Easy" – The previous version of Joomla! 3.x Made Easy

This e-book **Joomla! 3.x Made Easy** is an update from the previous version - **Joomla! 2.5 Made Easy**, which got 50.000+ downloads.

If you want to build a website on a stable Joomla version, you should choose Joomla 2.5 (which gets support until Spring, 2014) and a step-by-step pocket manual **Joomla! 2.5 Made Easy** are recommended.

Joomla! 2.5 Made Easy, written by JoomlaShine Team

93 pages

Language: English, German, Danish

The e-book is ready in English, German and Danish. You can download it for **FREE**.

Conclusion

A good book is like a treasure and I hope you think that while reading this one. All of our knowledge about Joomla! 3.x has been edited in the most careful way to bring you 7 chapters of the most useful information to help you create your own website step-by-step with Joomla! 3.x. You will know all the basic aspects of Joomla! so you can build a complete website: from how to install it to how to work with it.

The Joomlashine team wholeheartedly wants to give our readers the best in this book. Feel free to share what you have learned with someone else. Bringing you valuable knowledge is our purpose and our honor as well.

Although we try our best, some mistakes are unavoidable. We appreciate all ideas and comments from our readers to make it better!

References

Released in late October 2012, Joomla! 3 - In 10 Easy Steps written by Hagen Graff is also a good book for beginners. With detailed information about Joomla! 3.x, I guarantee that you will get more useful knowledge to help you build a website. This book has different language versions, such as English, German and French, so you can choose a version suitable for you. The e-book version is free to download.

You can also go to our official Joomlashine blog or watch us on Youtube to learn about Joomla! as well as be updated with the latest news about Joomla!. There are not only interesting, but also useful, topics about Joomla! which you won't want to miss. You can leave your comments below each article - we appreciate it a lot!

Finally, we want to recommend some good learning websites which we think you can refer to:

- http://docs.joomla.org/

- http://www.joomlatutorials.com/

- http://www.joomlablogger.net/

- http://www.ostraining.com/blog/joomla/

- http://www.theartofjoomla.com/

- http://www.youtube.com/user/Joomla

- http://www.joomla-wiki.de/dokumentation/Joomla!_Wiki

- http://www.joomlaportal.de/forum.php

- http://www.joomlaspanish.org/foros/

- http://www.joomla.it/mediawiki/index.php/Pagina_principale