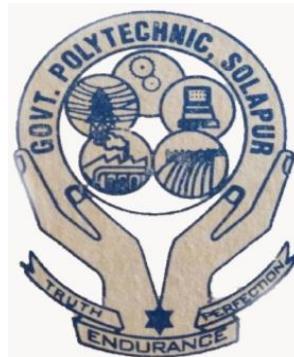


GOVERNMENT POLYTECHNIC, SOLAPUR.



A

Project Manual

On

Content Management System Using Joomla!

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LIST OF CONTENTS

1.	Introduction	3
1.1	What is CMS ...?	4
1.2	What is Joomla ...?	4
1.3	Why use Joomla ...?	4
2.	Installing XAMPP	5
3.	Creating MYSQL database and Account	8
4.	Installing Joomla	10
5.	Login to administrator site	15
6.	Adding Articles	17
6.1	Editing Articles	20
7.	Adding Menus	21
8.	Handling Extension Manager	25
8.1	Extensions	26
8.2	Steps to upload and install extensions	26
8.3	Adding modules	28
8.4	Handling plugins	30
8.5	Handling templates	31
9.	Gallery in our site	32
9.1	Creating new album	33
9.2	Adding photos to album	36
9.3	Changing setting for albums and photos	40
10.	Handling User Manager	42
11.	Handling user groups	46
12.	Adding Notifications	49
13.	Adding Tenders.....	52
14.	Uploading PDF files	55

CHAPTER 1

INTRODUCTION TO CMS

INTRODUCTION:

❖ What is CMS...?

- Content management is a process and/or software application used by groups to plan, create, manage, store and distribute content.
- Content can include: web pages, images, documents, streaming media, news releases, etc.
- A CMS usually consists of a front-end editor for inputting content and a back end system for storing the content (usually a database).
- This content can then be formatted by a template and displayed in a variety of ways.

❖ What is Joomla....?

Joomla is a web application written using PHP, and hence it needs a “web server” to run. To make a Joomla! Website available on the World Wide Web, you need to host it on a web host. But to learn Joomla, you can convert your own computer into a web server, and Install Joomla on it. Hence, Installing Joomla on your computer requires you to do these two things first. But if you already have a web server with PHP and MySQL installed on your computer, for example XAMPP server.

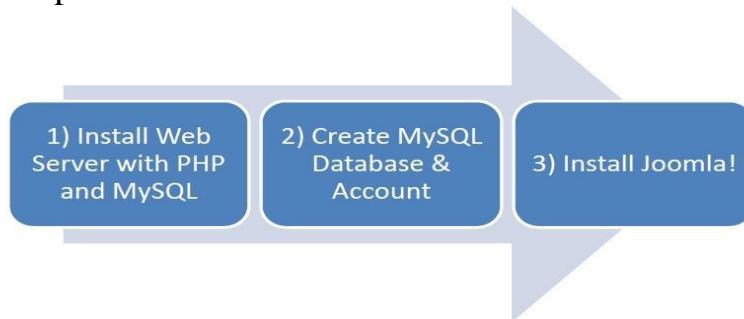


Fig.: Steps for installation of Joomla!

❖ Why use Joomla...?

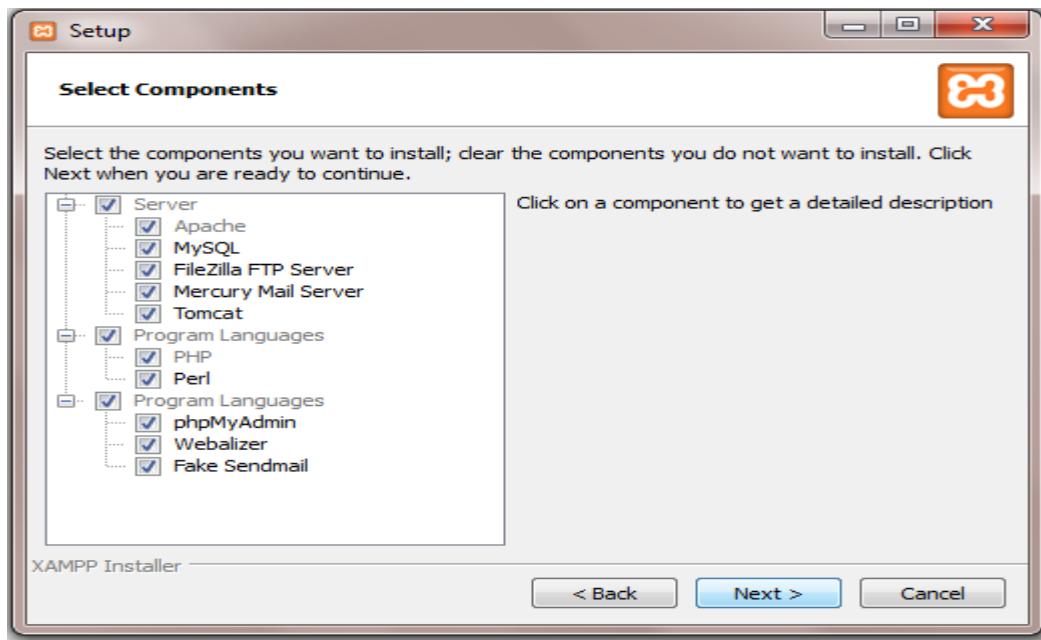
- Joomla is a free, open source content management system .
- Organizes all forms of content.
- It helps you to create/edit/delete content in a shared database.
- Content shared across the Web site.
- Content can be published or not - based on conditions (Approved, Date range, Viewer rights)
- Easy to use and expandable.

CHAPTER 2

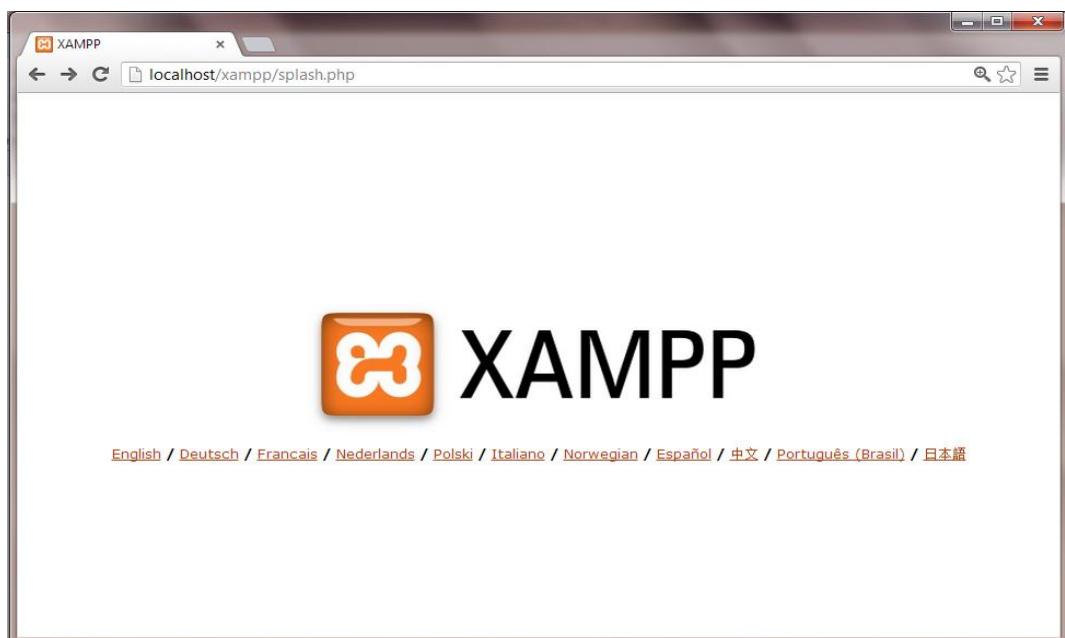
INSTALLING XAMPP

INSTALLING XAMPP:

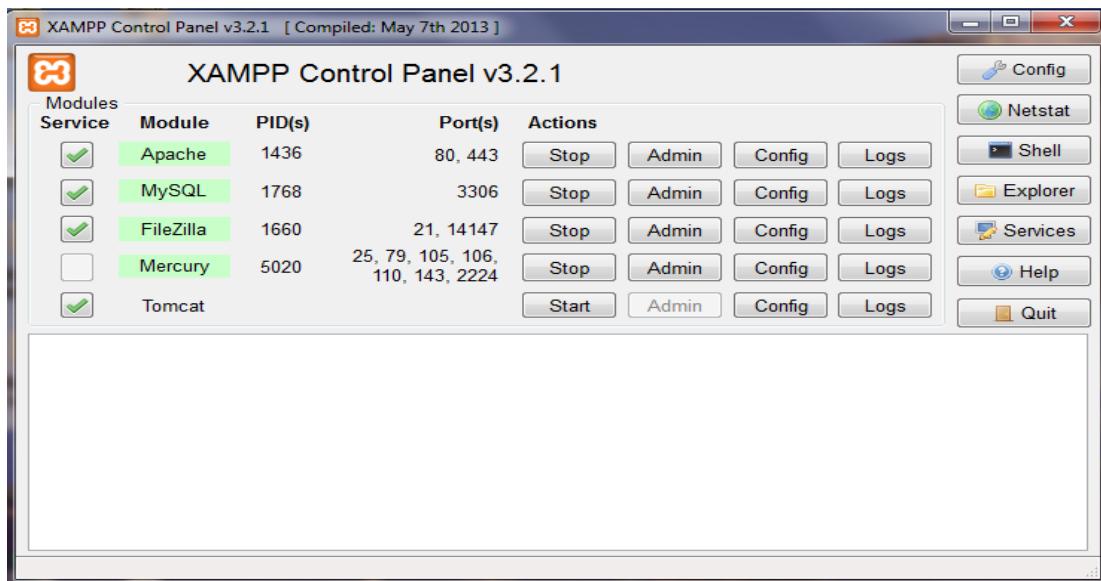
- Download the XAMPP installer for your version of Windows from the XAMPP website: <http://www.apachefriends.org/en/xampp.html>.
- After downloading XAMPP, run the setup and follow the given instructions. Installing Apache and MySQL as services is recommended:



- Once you have completed the installation, make sure that the installation was successful by visiting <http://localhost/>. If you have been successful, you should see the following screen:



- To start XAMPP's Apache server and MySQL, go to Start->XAMPP -> XAMPP Control Panel and click on the start buttons for Apache and MySQL.



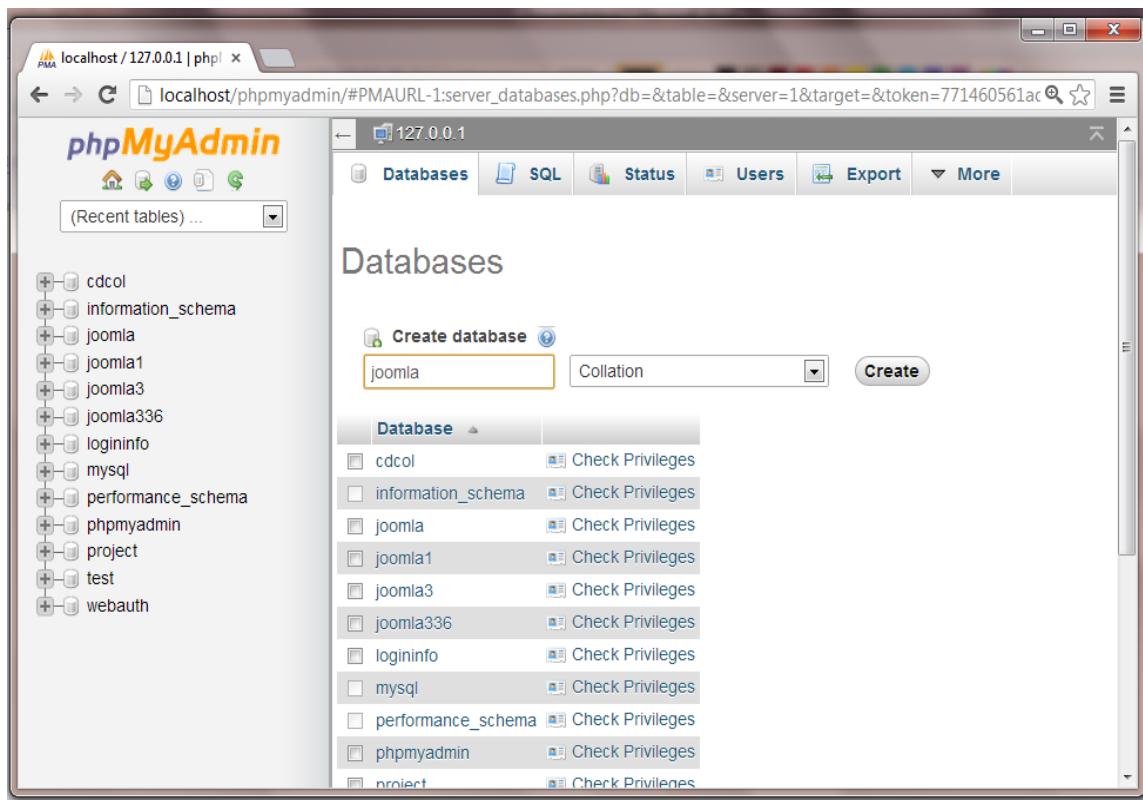
- Congratulations, XAMPP is now correctly installed; now let us go get Joomla! Setup!

CHAPTER 3

CREATING MYSQL DATABASE AND ACCOUNT

CREATING MYSQL DATABASE AND ACCOUNT:

- To create a MySQL database and account for installing Joomla!, you can use a web application called “PhpMyAdmin”. This comes bundled with XAMPP, so you don’t have to get it separately. To use the PhpMyAdmin, just start your browser & open the URL as <http://localhost/phpmyadmin>.
- Go to PhpMyAdmin and on the front page, you will see a field to create a new database. Enter a name for this database and then click “Create”. We have named my database as “Joomla”. You can have any name, but you have to remember this name because we will be using it later while installing Joomla!



CHAPTER 4

INSTALLING JOOMLA!

INSTALLING JOOMLA! :

- Now that you have a web server ready with PHP and MySQL along with an account that you just created, let's install the Joomla! CMS. Download the latest version of Joomla! From "www.joomla.org" using the "download" link on the homepage. Save the zip file in root directory of your web server. This should be "C:\xampp\htdocs\" since you have installed the web server using XAMPP.
- Make a folder "Joomla" in this directory and extract the archive in it. Now, you can access this folder from your web browser using the path "localhost/joomla". So open your browser, and type this address "localhost/Joomla" in it. You will be shown the installation screen of Joomla!



- The **first step** lets you select the language for installation. Select the language for installation as English (United States) as shown in following figure:



- The **second step** is to provide Site-name, description, admin email-id, username and password for login as administrator. After that press on “Next” button.

Main Configuration

Site Name *	<input type="text" value="GPS"/>	Admin Email *	<input type="text" value="analyst@gmail.com"/>
Enter the name of your Joomla! site.		Enter an email address. This will be the email address of the Web site Super Administrator.	
Description	<input type="text" value="GPS"/>	Admin Username *	<input type="text" value="analyst"/>
Enter a description of the overall Web site that is to be used by search engines. Generally, a maximum of 20 words is optimal.		Set the username for your Super Administrator account.	
		Admin Password *	<input type="password" value="*****"/>

- The **third step** is to provide Database type, host name, username and password set for XAMPP server and the database name “joomla” which we created in “localhost / PhpMyAdmin”. Press on “Next” button.

Database Configuration

Database Type *	<input type="text" value="MySQLi"/>	This is probably "MySQLi"
Host Name *	<input type="text" value="localhost"/>	This is usually "localhost"
Username *	<input type="text" value="root"/>	Either something as "root" or a username given by the host
Password	<input type="password"/>	For site security using a password for the database account is mandatory
Database Name *	<input type="text" value="joomla"/>	Some hosts allow only a certain DB name per site. Use table prefix in this case for distinct Joomla! sites.
Table Prefix *	<input type="text" value="plzjg_"/>	Choose a table prefix or use the randomly generated. Ideally, three or four characters long, contain only

- The **fourth step** is Overview of all installation setting. It will provide finalization, main configuration, database configuration and so on. The following screen appears. After viewing all setting, click on “Install” button. To do any kind of changes, click on “Previous” button.

Joomla!® is free software released under the [GNU General Public License](#).

Finalisation

Install Sample Data None (Required for basic native multilingual site creation)
 Blog English (GB) Sample Data
 Brochure English (GB) Sample Data
 Default English (GB) Sample Data
 Learn Joomla English (GB) Sample Data
 Test English (GB) Sample Data

Installing sample data is strongly recommended for beginners.
This will install sample content that is included in the Joomla! installation package.

Overview

Email Configuration Yes No
Send configuration settings to analyst@gmail.com by email after installation.

Main Configuration	Database Configuration
Site Name GPS	Database Type mysqli

- After clicking on “Install” button, the setup will create the database file, database tables and configuration files etc. It will show the following screen.

Installing...

Backing up old database tables

Creating database tables

Creating configuration File

- After successfully installing the joomla!, we have to remove the “installation folder” from the “joomla” directory. It will automatically remove that folder after clicking on “Remove Installation Folder” in following screen:



- After removing the “Installation Folder”, we can view the site page or login to administrator site by clicking either Site or Administrator button in following screen:



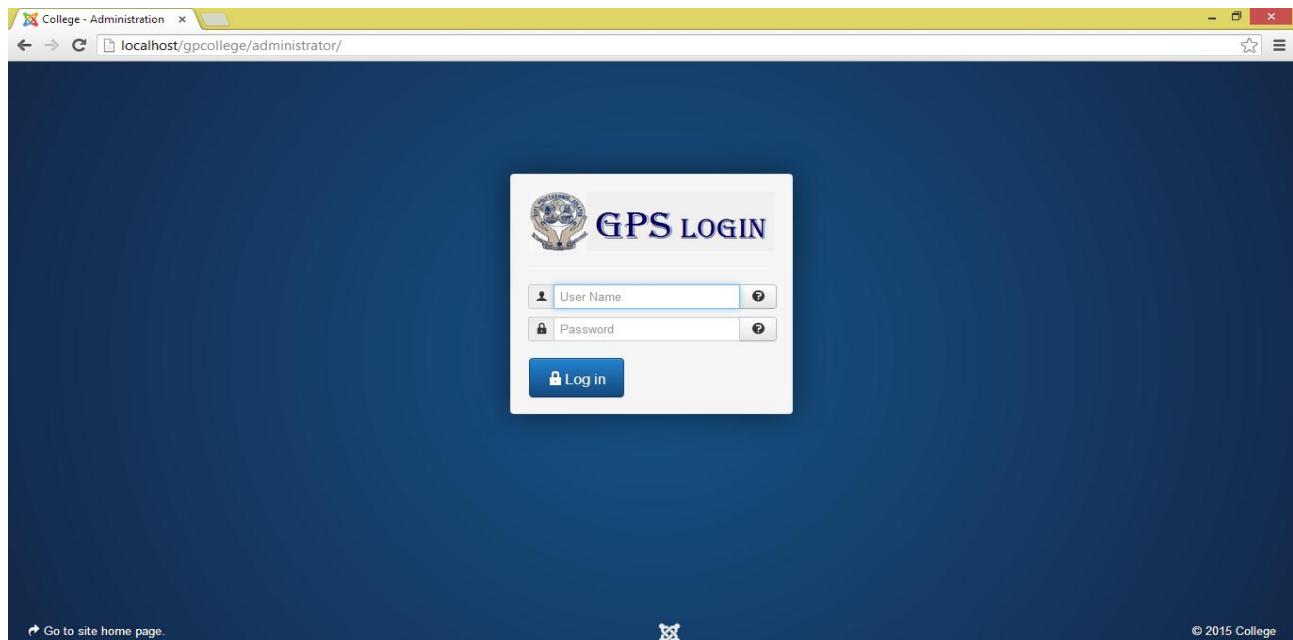
- The joomla is successfully installed!!!

CHAPTER 5

LOGIN TO ADMINISTRATOR SITE

LOGIN TO ADMINISTRATOR SITE:

- To manage our contents in the website, we have to do this from backend called “Administration site”. For this we have to login to that site by providing username and password which are given while installation of joomla!
- To open “Administration site”, open browser and type “localhost/joomla/administrator”, it will open the login page to enter as administrator. The following screen appears:



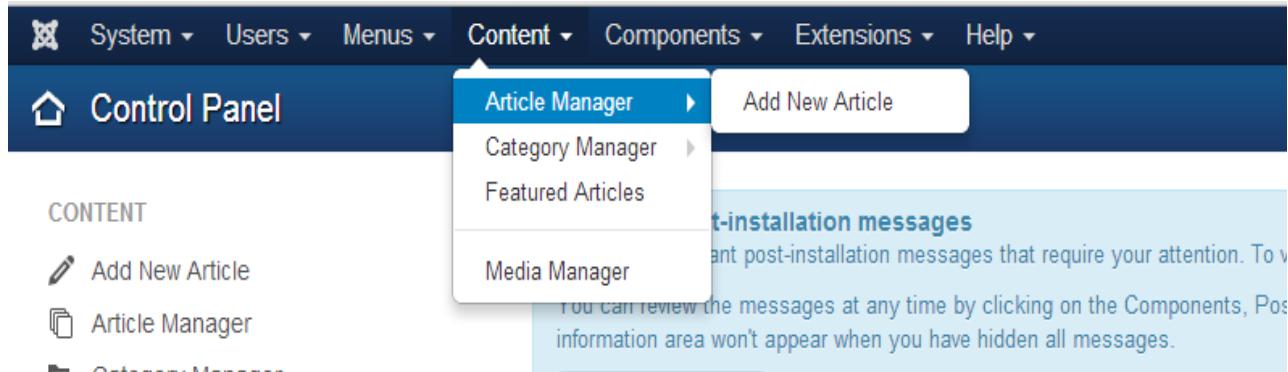
- After providing valid username and password, you are allowed to enter as site administrator. It will open the administrator site as shown in following screen:

CHAPTER 6

ADDING ARTICLES TO THE WEBSITE

ADDING ARTICLES TO THE WEBSITE (THROUGH THE ADMINISTRATOR SITE):

- To add article, go to Content → Article Manager → add new Article as shown in following screen.



- After that it will open the article editor through which you can edit the article. It will provide various options such as edit, view, format, insert tables and images etc.
- It also provides the facility to upload the images and insert the other article links. It provides to insert external links and images.
- We are also allowed to select the category of that article.
- The following screen is for editing article:

This screenshot shows the 'Article Manager: Add New Article' screen. The title field is highlighted with a red oval. The 'Category' dropdown is also highlighted with a red oval. A red callout points to the 'Category' dropdown with the text 'Catagory for article'. Another red callout points to the bottom right of the editor toolbar with the text 'It shows source code for article editor'. The 'Toggle editor' button is circled with a red oval. The status is set to 'Published'.

- After editing the article, you have to save that article to view its affects. There are four ways to save the article.
 1. Save: It will save article and returns to that page only.
 2. Save and close: It will save the article and closes that article.
 3. Save and new: It will save the article and open new article page.
 4. Save as copy: It will save the article as copy and renames copy of the article.

The screenshot shows the Joomla Article Manager: Edit Article interface. At the top, there are four save options: 'Save' (highlighted with a red oval), 'Save & Close', 'Save & New', and 'Save as Copy'. Below the toolbar, there's a title field containing 'History' and an alias field containing 'history'. The main content area contains a rich text editor and some descriptive text about the college's establishment and awards. On the right side, there are fields for Category (set to 'Uncategorised'), Tags (empty), Status (set to 'Published'), and other publishing parameters like Access (Public) and Language (All). A message at the bottom of the content area says: 'In recognition of various activities, this institute was honoured with prestigious ISTE Narsee Monjee Award for Best Overall Performance during the year 2001. The institute added another feather to its cap when it was adjudged Best Polytechnic, in the State of Maharashtra by the Government of Maharashtra for year 2001-2002.' A sidebar on the left lists 'Departments in College' with seven items: Computer Technology (CM), Information Technology (IT), Mechanical Engineering (ME), Civil Engineering (CE), Electrical Engineering (EE), Electronics and Telecommunication (ET), and Textile Manufacturing (TX).

- After saving the article, that article will appear in the list of article or article manager as shown in following screen:

The screenshot shows the Joomla Article Manager: Articles screen. At the top, there are buttons for 'New', 'Edit', 'Publish', 'Unpublish', 'Featured', 'Archive', 'Check In', 'Trash', and 'Batch'. A success message 'Article saved successfully' is displayed above the article list. The article list table has columns for ID, Title, Status, Access, Author, Language, Date, Hits, and ID. The newly saved article, 'History (Alias: history)', is listed with a status of 'Published', access 'Public', author 'Super User', language 'All', date '2015-02-15', and hits '0'. Other articles listed include 'Alumni', 'Boys Hostel', 'Girls Hostel', 'Forum', 'Staff member', 'Contact Us', 'Achievements', and 'Photos'. Each article entry includes a small preview icon, a star rating, and a category link.

❖ Editing Articles:

- If you want to edit the article after closing it, then you can go to Content → Article manager.
- Select the article and press on “Edit” button.
- Then you are able to edit the article.

The screenshot shows the Joomla! Article Manager interface. At the top, there's a toolbar with buttons for New, Edit, Publish, Unpublish, Featured, Archive, Check In, Trash, and Batch. The 'Edit' button is highlighted with a red oval. Below the toolbar is a search bar and some filters. The main area is titled 'Article Manager: Articles' and shows a list of articles. One article, 'History (Alias: history)', is circled with a red oval and has a red arrow pointing to it from the text 'Select the article'. The list includes other articles like 'Alumni (Alias: alumni-form)', 'Boys Hostel (Alias: boys-hostel)', 'Girls Hostel (Alias: girls-hostel)', 'Forum (Alias: forum)', 'Staff member (Alias: staff-member)', 'Contact Us (Alias: contact-us)', 'Achievements (Alias: achievements)', 'Photos (Alias: photos)', and 'Placements (Alias: placements)'. Each article row contains columns for Status, Title, Access, Author, Language, Date, Hits, and ID. At the bottom of the page, there are links for View Site, Admin, and Log out, along with the Joomla! version information (Joomla 3.3.0 — © 2015 gpsolapur).

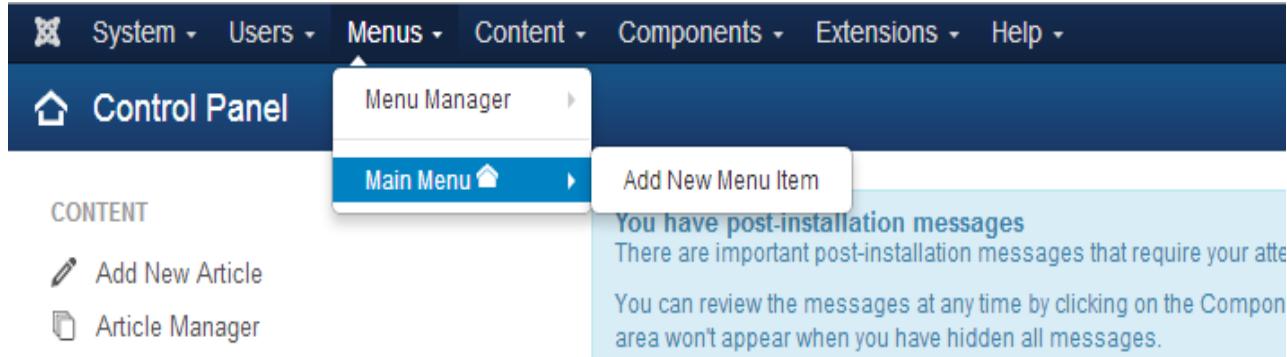
ID	Title	Access	Author	Language	Date	Hits	ID
110	History (Alias: history)	Public	Super User	All	2015-02-15	0	110
108	Alumni (Alias: alumni-form)	Public	Super User	All	2015-03-08	0	108
107	Boys Hostel (Alias: boys-hostel)	Public	Super User	All	2015-02-23	1	107
106	Girls Hostel (Alias: girls-hostel)	Public	Super User	All	2015-02-23	7	106
105	Forum (Alias: forum)	Registered	Super User	All	2015-02-19	18	105
104	Staff member (Alias: staff-member)	Registered	Super User	All	2015-02-19	34	104
103	Contact Us (Alias: contact-us)	Public	Super User	All	2015-02-15	37	103
102	Achievements (Alias: achievements)	Public	Super User	All	2015-02-15	41	102
101	Photos (Alias: photos)	Public	Super User	All	2015-02-15	29	101
99	Placements (Alias: placements)	Public	Super User	All	2015-02-15	24	99

CHAPTER 7

ADDING MENUS TO THE WEBSITE

ADDING MENUS TO THE WEBSITE (THROUGH THE ADMINISTRATOR SITE):

- To add menu, go to Menus → Select menu type → add new Menu Item as shown in following screen.



- After that, it will open the new menu-item window, through which you can select the type of menu-item, title for menu-item, and parent menu also. This is shown in following screen:

The screenshot shows the 'Menu Manager: New Menu Item' dialog box. At the top, there are buttons for Save, Save & Close, Save & New, and Cancel. A red box highlights the 'Menu Title' input field. Another red box highlights the 'LinkType' dropdown, which has 'Selected' highlighted. A third red box highlights the 'Parent Item' dropdown menu, which is open and shows 'Menu Item Root' at the top. Other fields visible include 'Alias' (Auto-generate from title), 'Menu Location' (Main Menu), 'Status' (Published), 'Default Page' (Yes), 'Access' (Public), 'Language' (All), and a 'Note' field. The bottom of the dialog shows standard Joomla footer links like View Site, Log out, etc.

- The types of menu-item can any such as articles, configuration manager, contacts, newsfeeds, search and system links and so on.
- That types can also have sub-types as shown in following screen:

GPS - Administration - Mx X

localhost/joomla336/administrator/index.php?option=com_menus&view=item&layout=edit&menutype=mainmenu

System Users Menus Content Components Extensions Help

Menu Manager: New Menu Item

Save Save & Close Save & New Cancel

Menu Title *

Menu Item Type * Selected

Link

Target Window Parent

Template Style - Use Default -

Articles

- Archived Articles
- Category Blog
- Category List
- Create Article
- Featured Articles
- List All Categories
- Single Article
- Configuration Manager
- Contacts
- Newsfeeds

Menu Location * Main Menu

Parent Item Menu Item Root

Ordering Ordering will be available after saving

Status Published

Default Page Yes No

Access Public

Language All

Note

View Site 0 Visitors 1 Admin 0 Log out Joomla! 3.3.6 — © 2015 GPS

- After editing the menu, you have to save that menu-item to view its affects. There are four ways to save the menu.

 1. Save: It will save menu and returns to that page only.
 2. Save and close: It will save the menu and closes that article.
 3. Save and new: It will save the menu and open new menu page.
 4. Save as copy: It will save the menu as copy and renames copy of the menu.

GPS - Administration - Mx X

localhost/joomla336/administrator/index.php?option=com_menus&view=item&layout=edit

System Users Menus Content Components Extensions Help

Menu Manager: New Menu Item Save the menu

Save Save & Close Save & New Cancel

Menu Title * Department Alias department

Details Options Link Type Page Display Metadata Module Assignment

Menu Item Type * Create Article Selected

Link index.php?option=com_content&

Target Window Parent

Template Style - Use Default -

Menu Location * Main Menu

Parent Item Menu Item Root

Ordering Ordering will be available after saving

Status Published

Default Page Yes No

Access Public

Language All

Note

View Site 0 Visitors 1 Admin 0 Log out Joomla! 3.3.6 — © 2015 GPS

- After saving the menu, that menu will appear in the list of menu or menu manager as shown in following screen:

The screenshot shows the Joomla administrator interface for the 'Menu Manager: Menu Items' section. The menu items listed are 'CM Dept (Alias: cm-dept)', 'Department (Alias: department)', 'Home (Alias: home)', and 'News (Alias: news)'. A red circle highlights the 'Department' item, and a red arrow points from it to a red text overlay 'Menu saved successfully'.

Item	Link	Access	Language	ID
CM Dept (Alias: cm-dept)	Articles > Create Article	Public	All	102
Department (Alias: department)	Articles > Create Article	Public	All	104
Home (Alias: home)	Articles > Featured Articles	Public	All	101
News (Alias: news)	Newsfeeds > Single News Feed	Public	All	103

- If you want to edit the menu after closing it, then you can go to Menus → Menu manager.
- Select the menu-item and press on “Edit” button.
- Then you are able to edit the menu i.e. its type, title, parent-menu or location etc.

The screenshot shows the same Joomla administrator interface for the 'Menu Manager: Menu Items' section. The 'Edit' button in the toolbar is circled in red, and a red arrow points from it to a red text overlay 'Select the menu'. The 'Department' menu item is also circled in red.

Item	Link	Access	Language	ID
CM Dept (Alias: cm-dept)	Articles > Create Article	Public	All	102
Department (Alias: department)	Articles > Create Article	Public	All	104
Home (Alias: home)	Articles > Featured Articles	Public	All	101
News (Alias: news)	Newsfeeds > Single News Feed	Public	All	103

CHAPTER 8

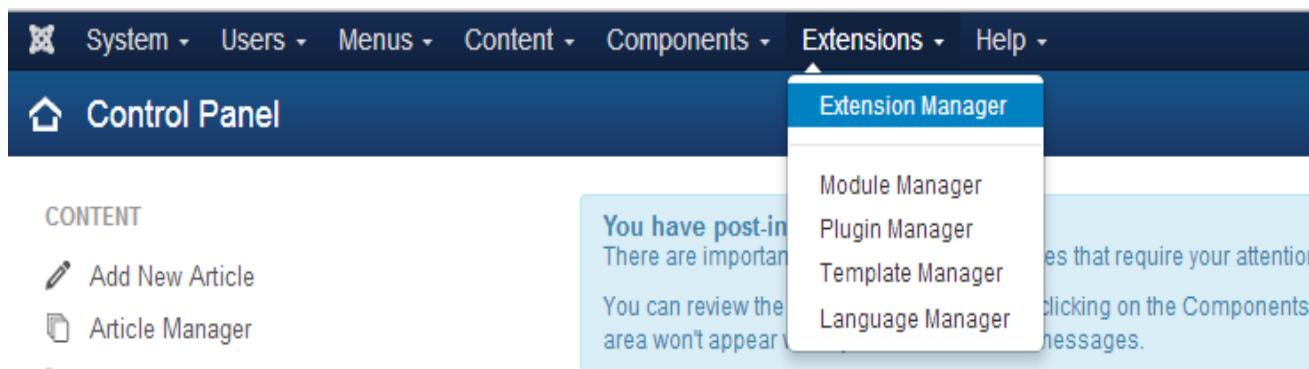
HANDLING EXTENSIONS

HANDLING “EXTENSIONS” I.E. “EXTENSION MANAGER”:

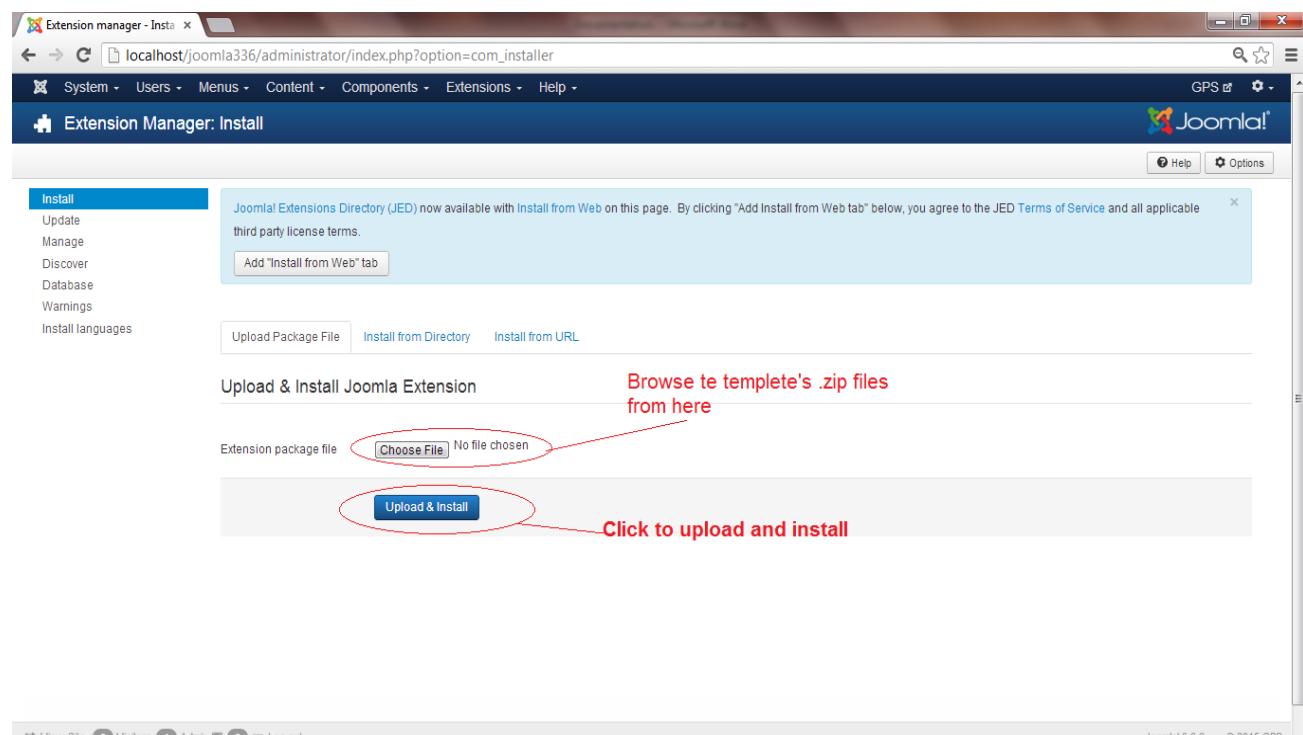
- ❖ Extensions: The extra features you can add to your site. The Extensions drop-down menu includes links to the following types of extensions:
 - ✓ Module Manager: Modules are the small boxes around the outside of your site.
 - ✓ Plug-in Manager: Plugins are tiny scripts that make small improvements to site.
 - ✓ Template Manager: Templates are the design of your site. If you want a red, blue, pink, green, yellow, or orange site, you need to find a template of the right color.
 - ✓ Language Manager: Joomla has been translated multiple languages.

❖ Steps to upload and install extension:

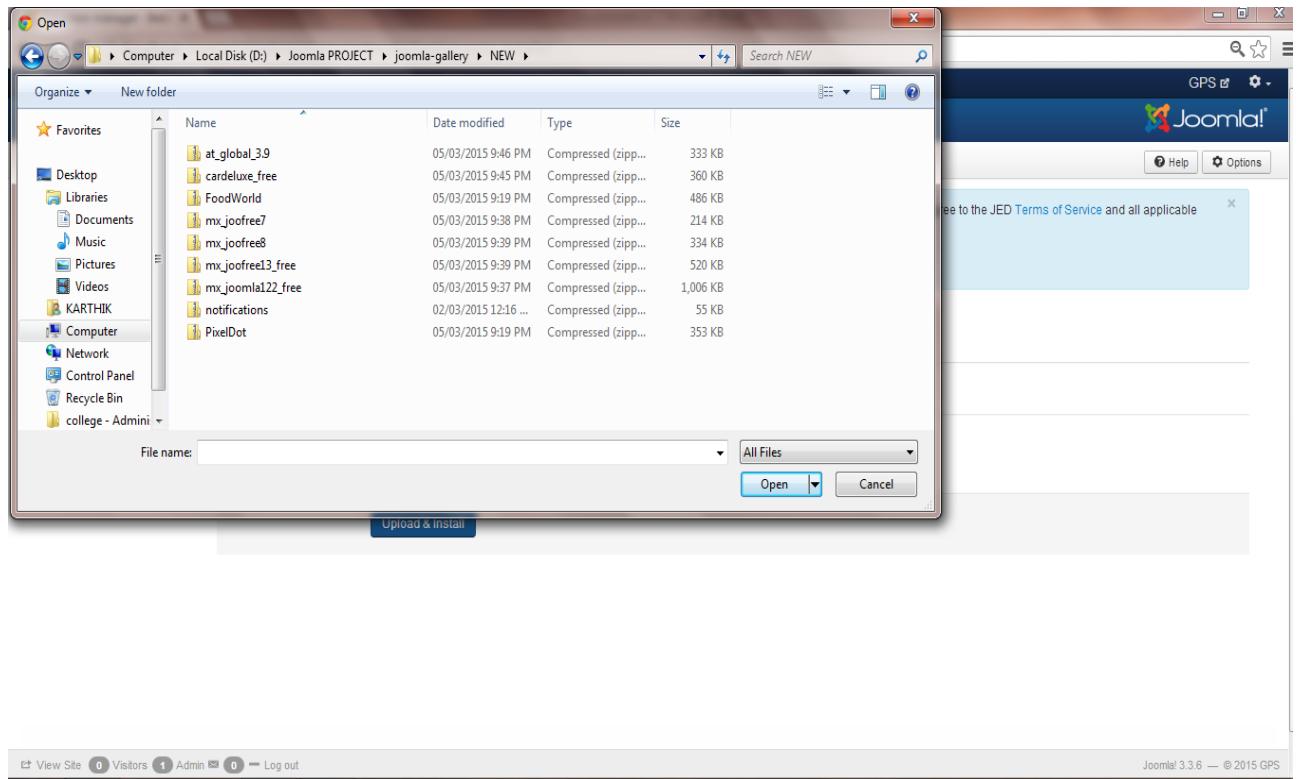
- First, click on Extensions menu and select Extension manager as shown in screen:



- It will open the window from which you are able to browse the file (.zip), upload and install as shown in following screen.



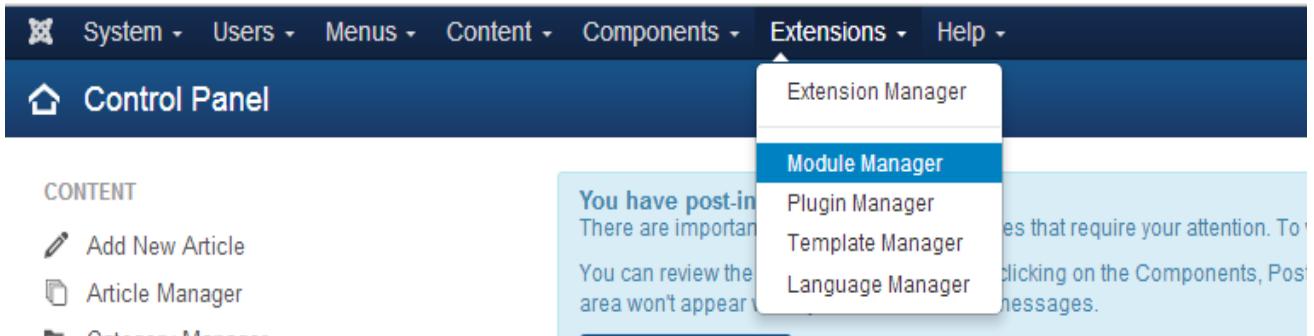
- After clicking on “Choose File” or “Browse”, it will open the window from which you can select file. The following screen appears:



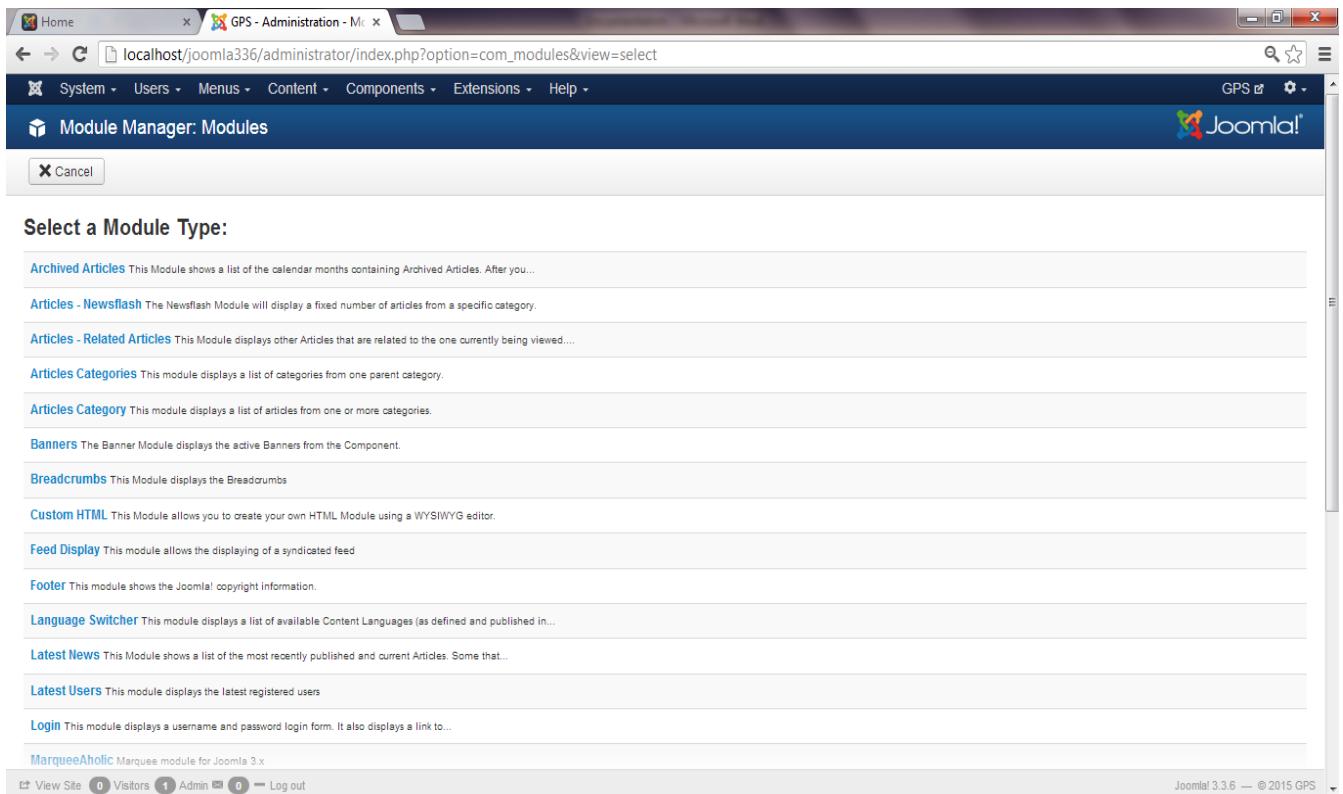
- After selecting file, press upload and install. That extension will be saved in Modules, Plugins, and Templates etc. depending upon the type of that extension.

❖ Adding modules through extensions:

- To add module, go to Extensions → Module Manager → New as shown in following screen:



- After selecting new module, it will open the list/types of modules that can be used to create the module. This is shown in following screen:



- After selecting the module type, you are able to enter title for module, select position on template, and save that module. You can save the module in following three ways:
1. Save
 2. Save and Close
 3. Save and New
- It will show the following screen:

Module Manager: Module Footer

Save the module

Title * Footer

Select position for module on template

Show Title Show Hide

Position Copyright [copyright]

Status Published

Start Publishing

Finish Publishing

Access Public

Ordering Select an option

Language

View Site Visitors Admin Log out Joomla! 3.3.6 — © 2015 GPS

- After that, the module will saved in Extensions→Module Manager.

Module Manager: Modules

+ New Edit Duplicate Publish Unpublish Check In Trash Batch Help Options

Message Module successfully saved

Module saved successfully

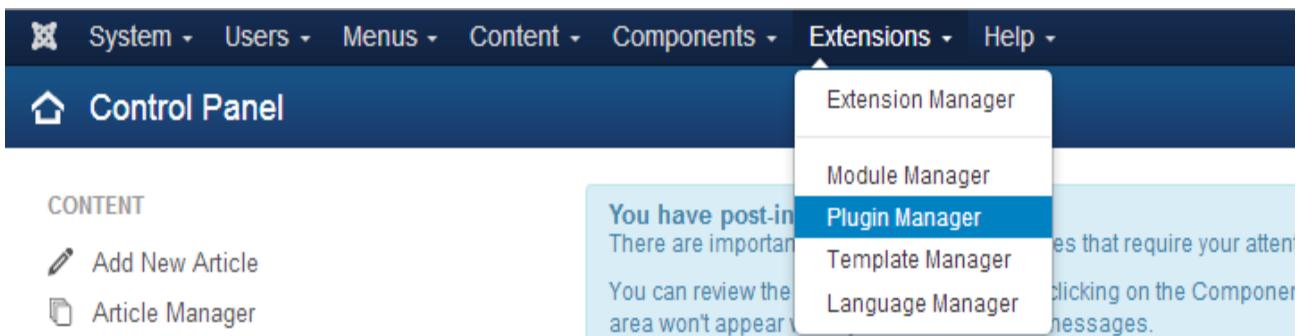
Site	Position	Type	Pages	Access	Language	ID
Administrator	copyright	Footer	All	Public	All	87
Footer	copyright	Footer	All	Public	All	90
Main Menu	menu	Menu	All	Public	All	1
Joomla Footer	position-0	Footer	Selected only	Public	All	89
Breadcrumbs	position-2	Breadcrumbs	All	Public	All	17
Login Form	position-7	Login	All	Public	All	16
Greetings	right	MarqueeAholic	All	Public	All	88

View Site Visitors Admin Log out Joomla! 3.3.6 — © 2015 GPS

- To edit the module, follow the same steps provided for editing the article.

❖ Handling Plugins in Extensions:

- To enable / disable the plugin, go to Extensions → Plugin Manager, as shown in following screen:



- It will show the list of plugins available. To edit the plugin, just check / select the plugin and click on “Edit” button as shown in following screen:

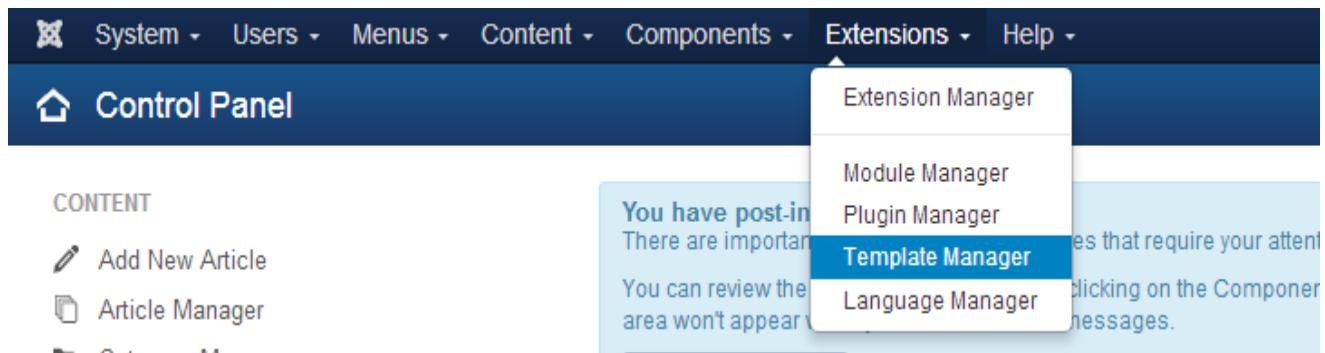
The screenshot shows the Joomla Plugin Manager screen. A red circle highlights the 'Edit' button in the toolbar. Another red circle highlights the checkbox next to 'Authentication - Joomla' in the list of plugins. A red arrow points from the text 'Select the plugin to edit' to the highlighted checkbox. The table lists various Joomla plugins with columns for Type, Element, Access, and ID.

Type	Element	Access	ID
authentication	joomla	Public	401
authentication	cookie	Public	449
authentication	gmail	Public	400
authentication	ldap	Public	402
captcha	recaptcha	Public	439
content	loadmodule	Public	406
content	joomla	Public	435
content	finder	Public	441
content	contact	Public	403
content	emailcloak	Public	404
content	pagebreak	Public	407
content	pagenavigation	Public	408
content	vote	Public	409
editors	codemirror	Public	410
editors	none	Public	411

- After that, you can save the plugin using “Save” button.
➤ If you enable the plugin, you are able to use the plugin.
➤ If you disable the plugin, you are not able to use the plugin.

❖ Handling Templates in Extensions:

- To change / edit the template settings, go to Extensions → Template Manager as shown in following screen:



- After that, it will show all the available templates.
- To set the default template, select / check the template and click on default button. You can directly use shortcut key as shown in following screen:

The screenshot shows the Joomla Template Manager page. The URL in the browser is "localhost/joomla336/administrator/index.php?option=com_templates". The page has a toolbar with buttons for Default, Edit, Duplicate, and Delete. On the left, there is a sidebar with "Edit template" and dropdown menus for "Select Template" and "Select Location". The main content area displays a table of templates with columns for Style, Default, Assigned, Location, Template, and ID. One row is highlighted with a red circle and labeled "Select the template". Another row, "tc_theme12 - Default", has its checkbox checked and is labeled "Set as default template". Red arrows point from the "Select the template" label to the "tc_theme12 - Default" row and from the "Set as default template" label to the "Default" button in the toolbar.

Style	Default	Assigned	Location	Template	ID
Beez3 - Default			Site	Beez3	4
Eclipse - Default			Site	Eclipse	10
FoodWorld - Default		✓	Site	Foodworld	11
Hathor - Default			Administrator	Hathor	5
Isis - Default			Administrator	Isis	8
protostar - Default			Site	Protostar	7
tc_theme12 - Default	<input checked="" type="checkbox"/>		Site	Tc_theme12	9

- To edit the template properties such as slider images, header title, logo, menus and so on, you can select the template and press “Edit” button.
- You can also delete the template by using the “Delete” button.

CHAPTER 9

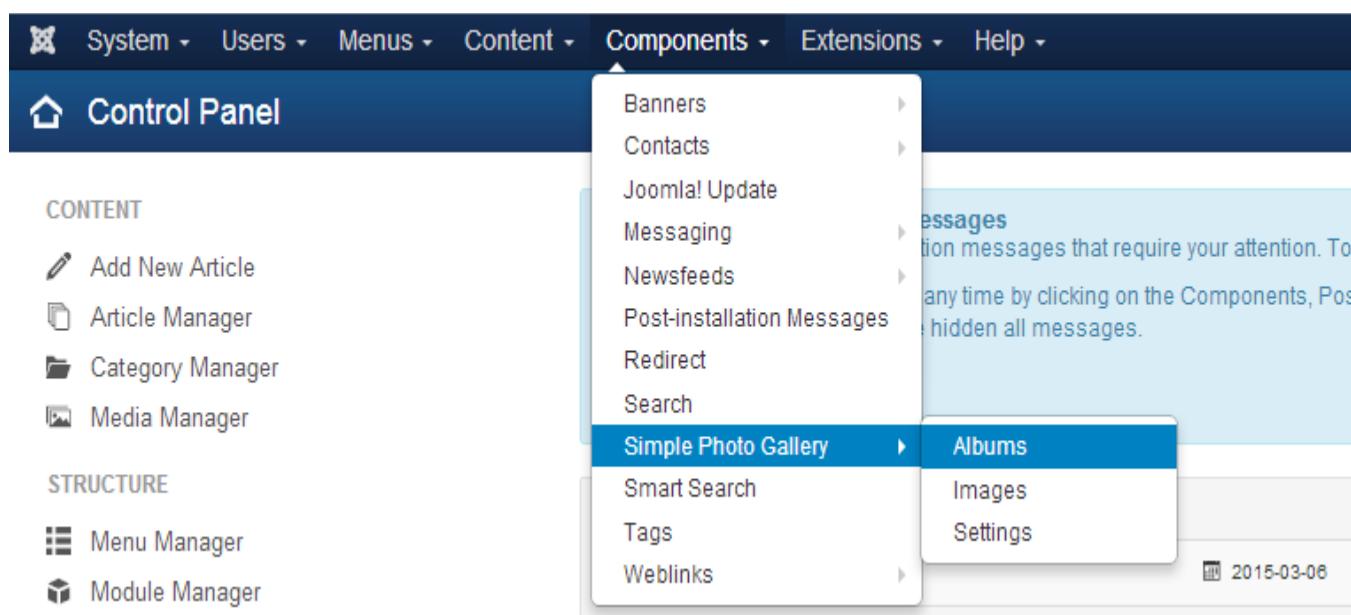
GALLERY IN OUR SITE

GALLERY IN OUR SITE:

- By using Simple Photo Gallery component, we are able to add photos of different events done in our college.
- This can be done in two ways:
 1. Creating album for event.
 2. Adding photos to the album.

❖ Creating new Album:

- To add new album, go to Components → Simple Photo Gallery → Albums. Then this will show the following screen:



- It will open the following screen; there will be previous added albums.
- To add new album, click on “New” button.

Select to create / add new album

+ New

	ID	Album Name	Published
<input type="checkbox"/>	2	Blood Donate	✓
<input type="checkbox"/>	3	Exhibition	✓
<input type="checkbox"/>	1	Ganapati	✓
<input type="checkbox"/>	7	Gathering 2015	✓
<input type="checkbox"/>	4	Sports Opening	✓

- After clicking on “New” button, it will open the following screen.
- It allows you to provide title for album, album description.
- After that click on “Save and close” button to save the album.

Save the album

Provide name for album i.e. name of event

Album Name*

Alias Name

Album Description

published

Yes No

- To edit the album i.e. album title, description etc. select / check the article and click on “Edit” button.
- To delete the album, select / check the article and click on “Delete” button.
- This is shown in following screen:

The screenshot shows the Joomla administrator interface for the Simple Photo Gallery component. The top navigation bar includes links for System, Users, Menus, Content, Components, Extensions, Help, and a search bar. The main content area is titled "Simple Photo Gallery: [Album]" and displays a list of albums. The toolbar at the top has buttons for Publish, Unpublish, Delete (with a red circle), Edit (with a red circle), and New. The table lists albums with columns for ID, Album Name, and Published status (indicated by a green checkmark). The album "Gathering 2015" (ID 7) is selected, as indicated by a red circle around its checkbox. A red arrow points from the text "Select album to edit" to the selected checkbox. The URL in the browser address bar is "localhost/joomla2/administrator/index.php?option=com_simplephotogallery&view=album".

ID	Album Name	Published
2	Blood Donate	✓
3	Exhibition	✓
1	Ganapati	✓
<input checked="" type="checkbox"/> 7	Gathering 2015	✓
4	Sports Opening	✓

❖ Adding photos to album:

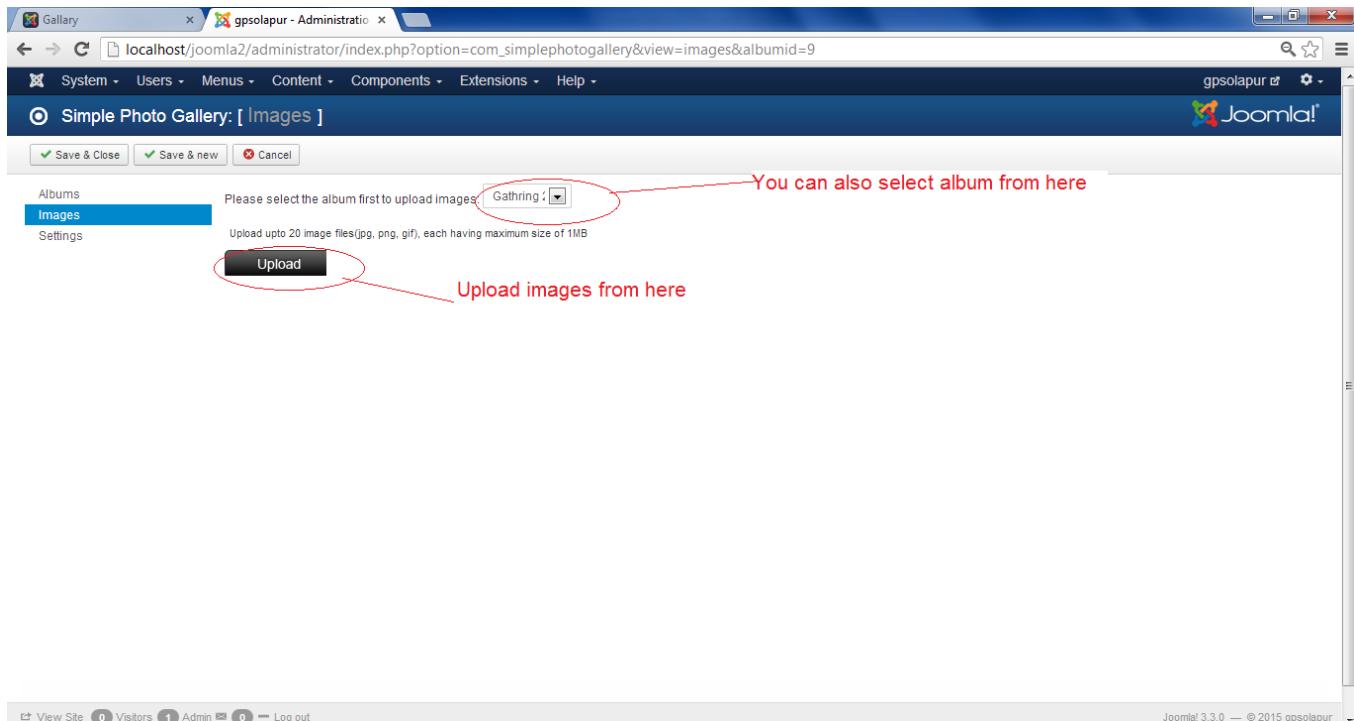
- To add photos to album, go to Components → Simple Photo Gallery → Images. Then this will show the following screen:

The screenshot shows the Joomla Control Panel. The top navigation bar includes links for System, Users, Menus, Content, Components, Extensions, and Help. The Components link is currently active, opening a dropdown menu. In this dropdown, 'Simple Photo Gallery' is selected, and its sub-menu items 'Albums' and 'Images' are highlighted in blue. Other items like Banners, Contacts, and Messaging are also listed.

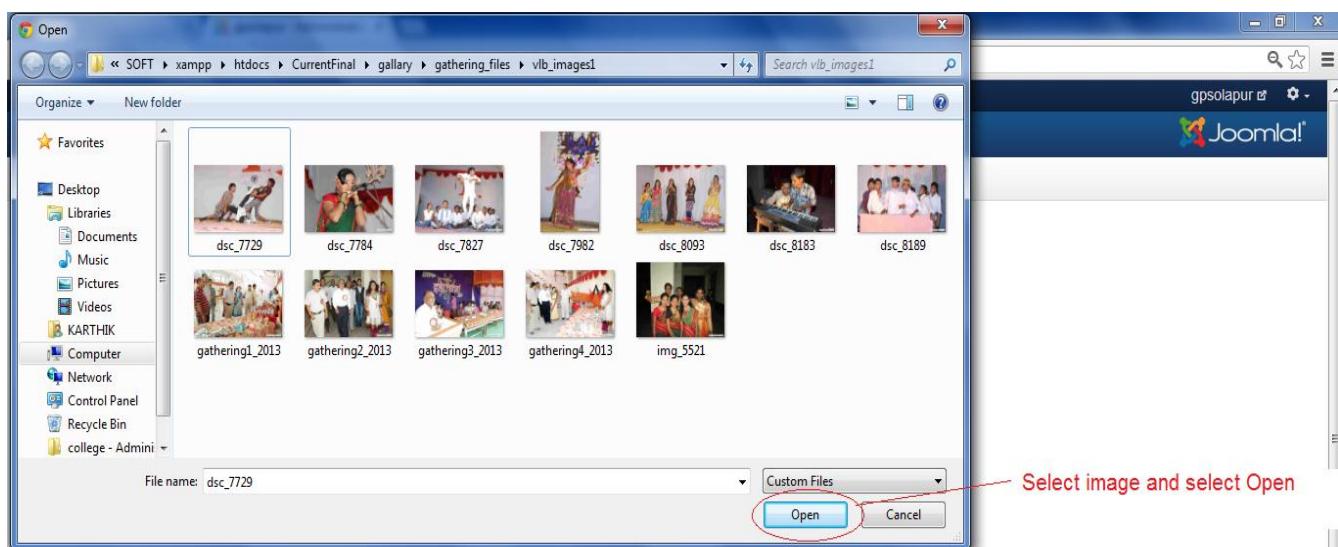
- It will open the following screen:
➤ Select the album from the list, you want to add in that album and click on “New” button to add photos in that album.

The screenshot shows the 'Simple Photo Gallery: [Images]' page in the Joomla administrator. The top navigation bar is identical to the previous one. The main content area has tabs for 'Albums', 'Images' (which is selected), and 'Settings'. Below the tabs, there are buttons for 'Featured', 'Unfeatured', 'Publish', 'Unpublish', 'Delete', 'Edit', and a green 'New' button. A red circle highlights the 'New' button. To the right, there is a search bar and a dropdown menu labeled 'Select a Album' with 'Gathering 2015' selected. A red circle highlights this dropdown. A red arrow points from the text 'Click on New' to the 'New' button, and another red arrow points from the text 'Select the album from the list' to the 'Select a Album' dropdown.

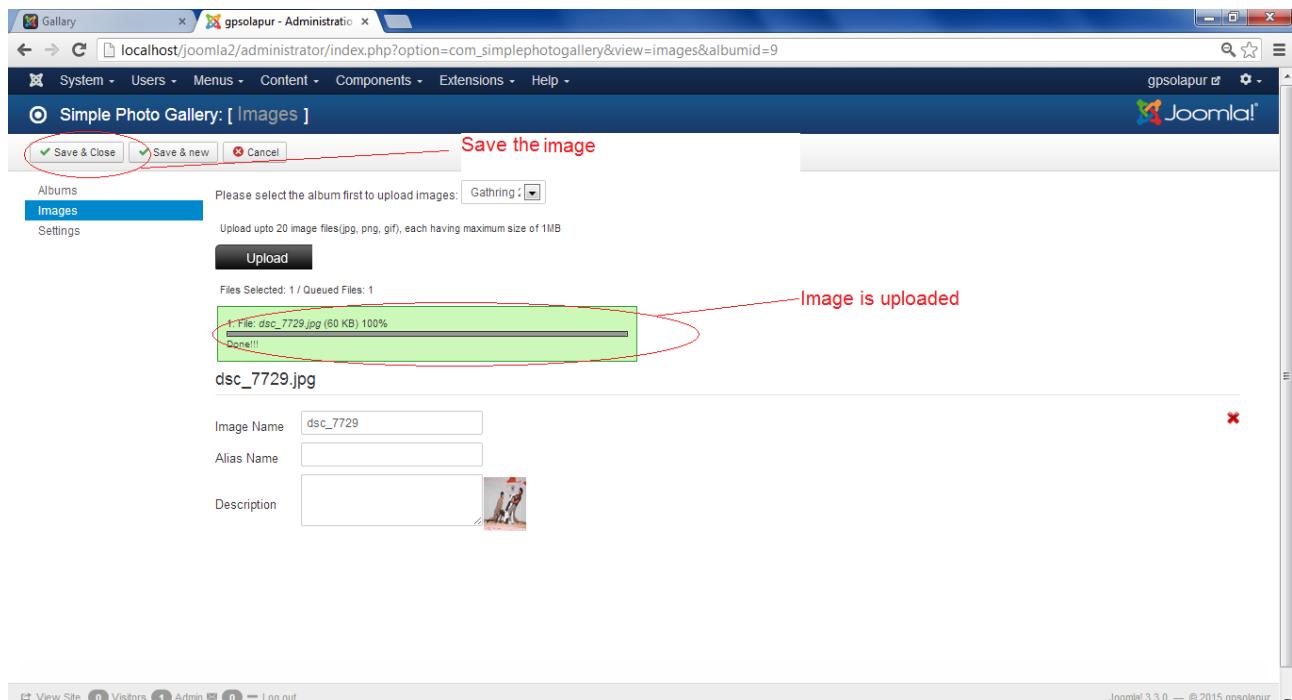
- It will open the following screen, which allows us to again select the album for the photos.
- To select & upload photos from computer, the “Upload” button is provided.



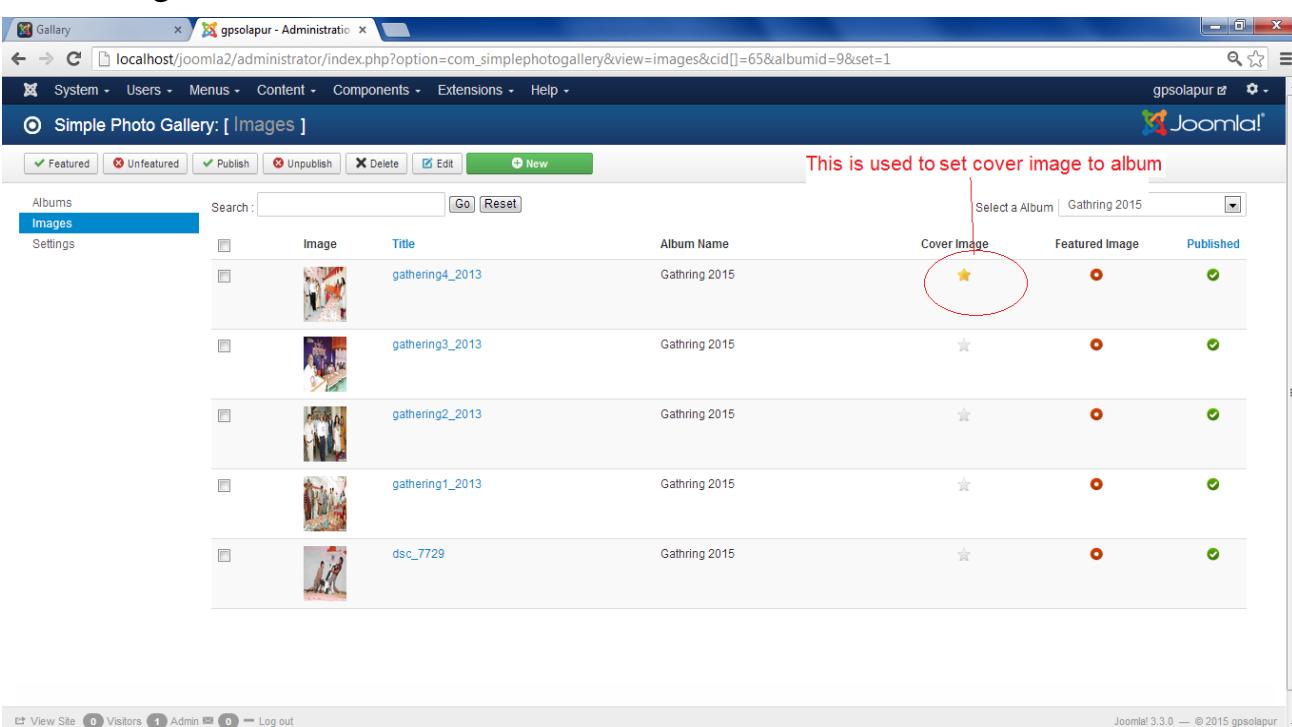
- After clicking on “Upload” button, it will open the following screen:



- After selecting and opening image, the image is uploaded.
- After that we have to save that image and it is saved in the selected album.
- The following screen shows this procedure:



- It is also possible to set cover image to the album. Go to Components → Simple Photo Gallery → Images. It will open the following screen:
- Select album from the list. It will show the images related to that album.
- To set the cover image, just press the “star” symbol associated with that image as shown in following screen:



- To change / edit the image, select image and click on “Edit” button as shown in following screen:

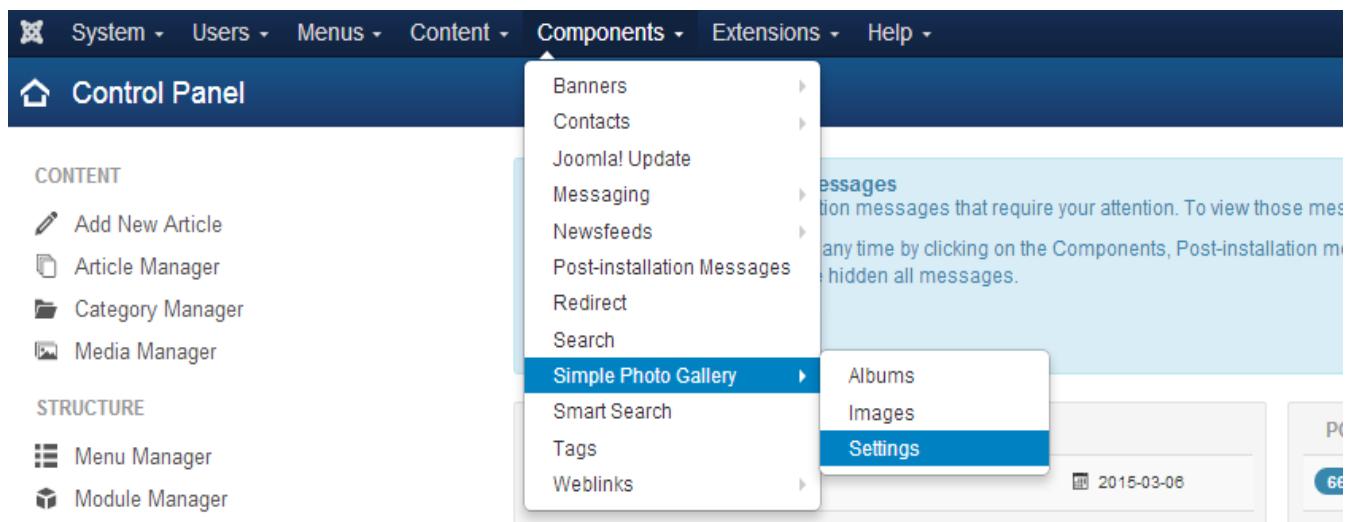
The screenshot shows the Joomla administrator dashboard for the Simple Photo Gallery component. The top navigation bar includes links for System, Users, Menus, Content, Components, Extensions, and Help. The main title is "Simple Photo Gallery: [Images]". Below the title, there are buttons for Featured, Unfeatured, Publish, Unpublish, Delete, Edit (which is highlighted with a red circle), and New. A search bar and a dropdown menu for selecting an album are also present. The main content area displays a list of images with columns for Title, Album Name, Cover Image, Featured Image, and Published status. One specific image, "gathering3_2013", has its checkbox selected and is highlighted with a red circle.

- It will open the following screen from which you can change image, image title, and the album for that image. After that you have to save the image.

This screenshot shows the "Edit" screen for the selected image "gathering3_2013". The top bar includes Save & Close, Save, and Cancel buttons, with Save & Close highlighted by a red circle. The main form fields include Title (set to "gathering3_2013" and circled with a red line), Alias Name (set to "gathering3-2014"), Description (empty), Select Image (a file selection input field with "images/photogallery/gathering3" and a "select" button, circled with a red line), Image Preview (a thumbnail image of the selected photo), Album Name (set to "Gathering" and circled with a red line), and Published (with "Yes" selected). The bottom of the screen shows standard Joomla administrator footer links.

❖ Changing settings for albums and photos:

- To change the settings, go to Components → Simple photo Gallery → Settings. It will show following screen:



- After that the following screen is opened from which you are allowed to change the Featured settings, photo settings, album settings, general settings etc.
- To edit the settings, click on “Edit” button.

The screenshot shows the 'Simple Photo Gallery: [Settings]' page in the Joomla administrator. The URL in the browser is 'localhost/joomla2/administrator/index.php?option=com_simplephotogallery&view=settings'. The top navigation bar is identical to the previous screenshot. Below it, the main content area has a title 'Simple Photo Gallery: [Settings]'. On the left, there's a sidebar with buttons for 'Albums', 'Images', and 'Settings', where 'Settings' is currently selected. A red oval highlights the 'Edit' button, which is located at the top left of the main content area. The main content is divided into four sections: 'Featured Settings', 'Photo Settings', 'Albums Settings', and 'General Settings'. Each section contains various configuration parameters with their current values listed.

Featured Settings		Photo Settings	
No of Columns	3	Width of thumbnail photos(Px)	200
No of Rows	3	Height of thumbnail photos(Px)	200
Width Of Photos(Px)	200	Vertical space(Px)	25
Height Of Photos(Px)	250	Horizontal space(Px)	15
Vertical Space(Px)	6	Width Of large photos(Px)	550
Horizontal Space(Px)	6	Height Of large photos(Px)	370

Albums Settings		General Settings	
Width Of Photos(Px)	170	Share Photos	Enabled
Height Of Photos(Px)	150	Download Option	Enabled
Vertical Space(Px)	6	Show Albums in Featured Page	Enabled
Horizontal Space(Px)	20	Facebook API Key	

- After selecting “Edit” button, it will open the following screen.
- From these settings, you can change width and height of photos as well as albums.
- You can also enable / disable the share and download options.

The screenshot shows the Joomla administrator dashboard with the title "Simple Photo Gallery: [Settings]". The "Settings" tab is selected. At the top right, there are three buttons: "Save & Close" (green), "Save" (blue), and "Cancel" (grey). A red circle highlights the "Save" button, and the text "Save the settings" is written next to it. The page is divided into sections: "Featured Settings" and "Photo Settings" under "Albums Settings", and "General Settings". In the "Photo Settings" section, fields include "No of Columns" (3), "Width of thumbnail photos(Px)" (200), "No of Rows" (3), "Height of thumbnail photos(Px)" (200), "Width Of Photos(Px)" (200), "Vertical space(Px)" (25), "Height Of Photos(Px)" (250), "Horizontal space(Px)" (15), "Vertical Space(Px)" (6), "Width Of large photos(Px)" (550), "Horizontal Space(Px)" (6), and "Height Of large photos(Px)" (370). In the "General Settings" section, fields include "Width Of Photos(Px)" (170) with a note "(Recommended width maximum 150px)", "Height Of Photos(Px)" (150), "Vertical Space(Px)" (6), "Horizontal Space(Px)" (20), "Share Photos" (radio button selected), "Download Option" (radio button selected), "Show Albums in Featured Page" (radio button selected), and "Facebook API key" (text input field).

- After making any kind of changes, save the settings by using “Save” button.

CHAPTER 10

HANDLING USER MANAGER

HANDLING USER MANAGER:

- To add new user, go to Users → User Manager → Add new user. It will show the following screen:

The screenshot shows the Joomla administrator menu bar with the following items: System, Users, Menus, Content, Components, Extensions, Help. Below the menu bar, there is a sidebar titled 'Control Panel' with sections for 'CONTENT' and 'MEDIA'. Under 'CONTENT', there are links for 'Add New Article', 'Article Manager', 'Category Manager', and 'Media Manager'. Under 'MEDIA', there is a link for 'Mass Mail Users'. A dropdown menu for 'User Manager' is open, showing 'Groups' and 'Access Levels' as sub-options. The 'Add New User' option is highlighted with a blue background. To the right of the menu, a message box displays post-installation messages, with a 'Review Messages' button.

- It will open the following screen.
➤ In this, you have to provide information such as Username, Login name, Password for login and email address.

The screenshot shows the 'User Manager: Add New User' form. At the top, there are buttons for 'Save' (highlighted with a green oval), 'Save & Close', 'Save & New', and 'Cancel'. Below the buttons, there are three tabs: 'Account Details' (selected), 'Assigned User Groups', and 'Basic Settings'. The 'Account Details' tab contains the following fields:

- Name * (input field highlighted with a red oval)
- Login Name * (input field highlighted with a red oval)
- Password (input field highlighted with a red oval)
- Confirm Password (input field highlighted with a red oval)
- Email * (input field highlighted with a red oval)
- Registration Date (input field)
- Last Visit Date (input field)
- Last Reset Date (input field)
- Password Reset Count (input field with value 0)
- Receive System emails (radio buttons: Yes, No)
- Block this User (radio buttons: Yes, No)
- Require Password Reset (radio buttons: Yes, No)

At the bottom of the form, there are links for 'View Site', 'Visitors' (0), 'Admin' (1), and 'Log out'. The Joomla footer at the bottom right indicates 'Joomla 3.3.6 — © 2015 GPS'.

- You can fill the information as shown in following screen:

User Manager: Add New User

Account Details Assigned User Groups Basic Settings

Name * Admin

Login Name * Admin

Password *****

Confirm Password *****

Email * admin123@gmail.com

Registration Date

Last Visit Date

Last Reset Date

Password Reset Count 0

Receive System emails Yes No

Block this User Yes No

Require Password Reset Yes No

- You are also allowed to provide / assign user groups to the users.
- There are different types of user groups. You should just check to user group to assign that user group as shown in following screen:
- After that you have to save the user by using “Save” button.

User Manager: Edit Profile

Super User

Assigned User Groups Basic Settings

Public

Guest

Manager

Administrator

Registered

Author

Editor

Publisher

Super Users

- If you want edit / change the user settings such as login name, user name, password, email address and user group, just select the user and click “Edit” button.
- You can also delete the user by selecting user and clicking on “Delete” button.
- This is shown in following screen:

The screenshot shows the Joomla User Manager interface. At the top, there are buttons for 'New', 'Edit', 'Activate', 'Block', 'Unblock', 'Delete', and 'Batch'. The 'Edit' button is highlighted with a red circle. Below the toolbar is a search bar and a table of users. One user, 'admin', is selected, indicated by a blue border around the row. A callout with the text 'Select the user' points to the 'admin' row. The table columns include Username, Enabled, Activated, User Groups, Email, Last Visit Date, Registration Date, and ID. The 'User Groups' column for 'admin' shows 'Super Users'. The bottom of the screen shows a footer with links for 'View Site', 'Visitors', 'Admin', and 'Log out', and the text 'Joomla 3.3.6 — © 2015 GPS'.

	Username	Enabled	Activated	User Groups	Email	Last Visit Date	Registration Date	ID
<input checked="" type="checkbox"/> Super User	admin	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Super Users		2015-03-10 03:55:54	2015-03-08 07:14:52	279

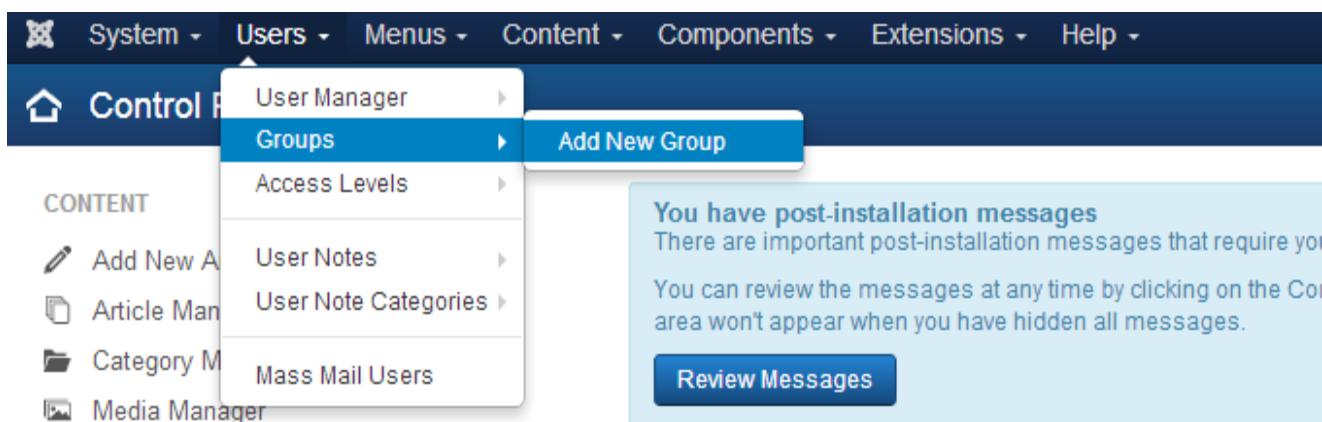
- You can assign different user groups to different users.

CHAPTER 11

HANDLING USER GROUPS

HANDLING USER GROUPS:

- To add new group, go to Users → Groups → Add new group. It will show the following screen:



- It will open the following screen.
➤ In this, you have to provide information such as Group title and group parent.
➤ Group parent can be Public, Guest, Manager, Administrator, Registered and Editor as so on.
➤ After that click on “Save” button to save the user group.

The screenshot shows the 'User Manager: Add New User Group' form. The title bar says 'Save the group'. At the top, there are four buttons: 'Save' (highlighted with a red oval), 'Save & Close', '+ Save & New', and 'Cancel'. Below that is a section titled 'User Group Details'. It has two fields: 'Group Title *' (with a red oval around it) and 'Group Parent *' (with a dropdown menu showing 'Public'). A red arrow points from the text 'Provide group title' to the 'Group Title' input field. The bottom of the page includes a footer with links for 'View Site', 'Visitors', 'Admin', 'Log out', and 'Joomla! 3.3.6 — © 2015 GPS'.

- If you want edit / change the user group settings such as group title and group parent, just select the user and click “Edit” button.
- You can also delete the user group by selecting user and clicking on “Delete” button.
- This is shown in following screen:

The screenshot shows the Joomla User Manager: User Groups page. At the top, there are buttons for '+ New', 'Edit', and 'Delete'. The 'Edit' button is highlighted with a red circle and a red arrow pointing to it from the left. The 'Delete' button is also circled with a red circle and has a red arrow pointing to it from the right. Below these buttons is a search bar and a 'Sort Table By:' dropdown. The main area displays a list of user groups with columns for 'Group Title', 'Users in group', and 'ID'. The 'Administrator' group is selected, indicated by a checked checkbox next to its name. A red circle highlights this checkbox, and a red arrow points to it from the bottom left. The 'Administrator' entry in the list is also circled with a red circle and has a red arrow pointing to it from the bottom right. Other groups listed include Public, Guest, Manager, Registered, Author, Editor, Publisher, and Super Users. At the bottom of the page, there are links for 'View Site', 'Visitors', 'Admin', and 'Log out', along with the Joomla version information 'Joomla 3.3.6 — © 2015 GPS'.

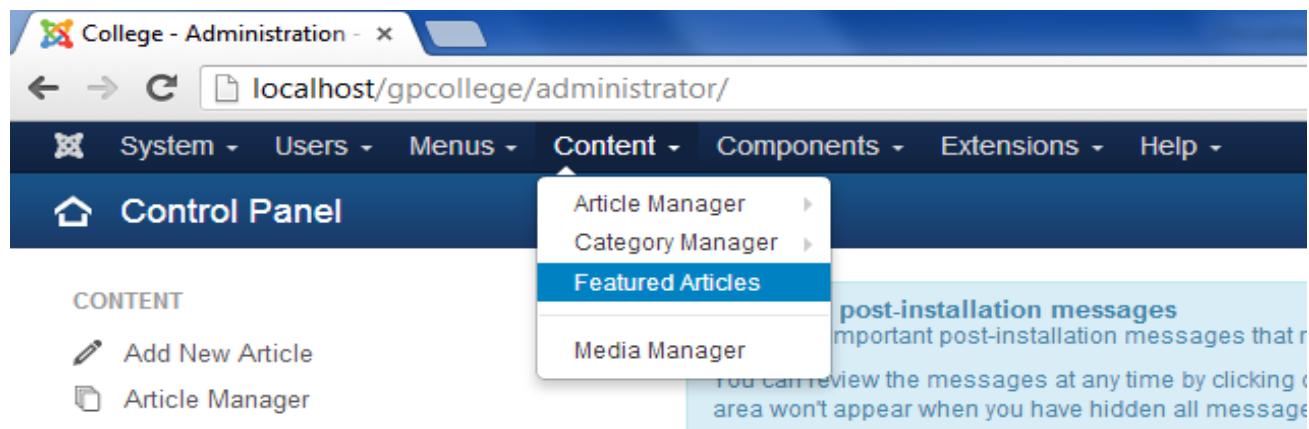
Group Title	Users in group	ID
Public	1	1
Guest	9	9
Manager	6	6
<input checked="" type="checkbox"/> Administrator	7	7
Registered	2	2
Author	3	3
Editor	4	4
Publisher	5	5
Super Users	1	8

CHAPTER 12

ADDING NOTIFICATIONS

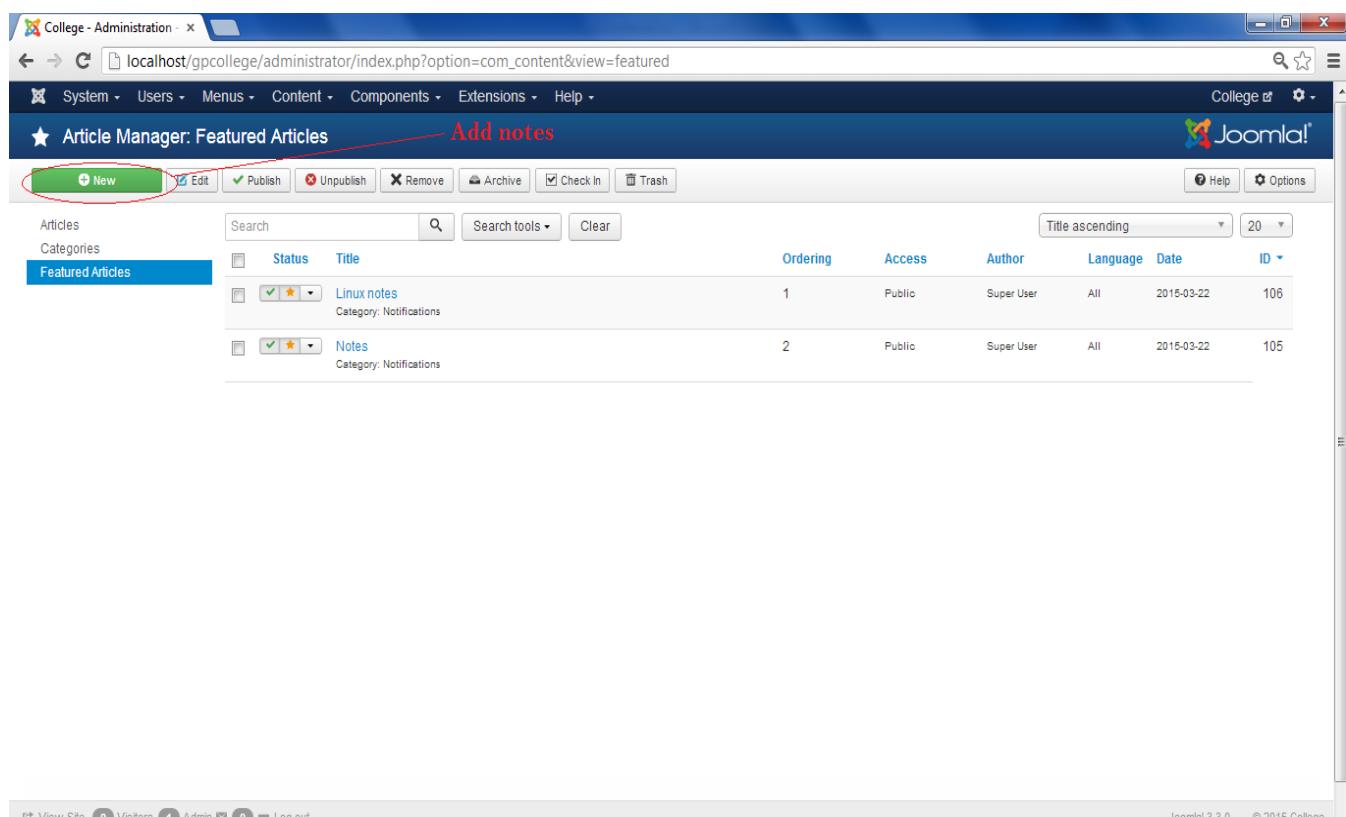
ADDING NOTIFICATIONS:

- To add new notice to our site, go to Content → Featured Articles as shown in following screen:



The screenshot shows the Joomla Control Panel. The top navigation bar has links for System, Users, Menus, Content (which is currently selected), Components, Extensions, and Help. Below the navigation is a 'Control Panel' header with a house icon. Under 'CONTENT', there are links for 'Add New Article' and 'Article Manager'. A dropdown menu from the 'Content' link shows options: Article Manager, Category Manager, Featured Articles (which is highlighted in blue), and Media Manager. A tooltip for 'post-installation messages' is visible, stating: 'Important post-installation messages that require your attention. You can review the messages at any time by clicking on this area. This area won't appear when you have hidden all messages.'

- It will open the following screen.
➤ To add new notice, select New Button as shown in following screen:



The screenshot shows the 'Article Manager: Featured Articles' screen. The title bar says 'College - Administration' and 'localhost/gpcollege/administrator/index.php?option=com_content&view=featured'. The menu bar includes System, Users, Menus, Content (selected), Components, Extensions, and Help. The main content area is titled '★ Article Manager: Featured Articles' with a sub-header 'Add notes'. At the top, there are buttons for New (highlighted with a red circle), Edit, Publish, Unpublish, Remove, Archive, Check In, and Trash. Below this is a search bar and a toolbar with sorting options: Title ascending, 20 items per page. A table lists articles with columns for Status, Title, Ordering, Access, Author, Language, Date, and ID. Two articles are listed: 'Linux notes' (Category: Notifications) and 'Notes' (Category: Notifications). The 'New' button is circled in red.

- After that it will open the article editor through which you can edit the article. It will provide various options such as edit, view, format, insert tables and images etc.
➤ It also provides the facility to upload the images and insert the other article links. It provides to insert external links and images.

- Provide appropriate and unique name to notification. Also provide alias name.
- Select the category as “Notifications” and Featured as “Yes”.
- After that save the notice as shown in following screen.

Save the notes article

Provide unique name and alias to article

Select category as Notifications

Select featured as "Yes"

- To edit the notice article, select the article and click on edit as shown in following screen:

Edit article

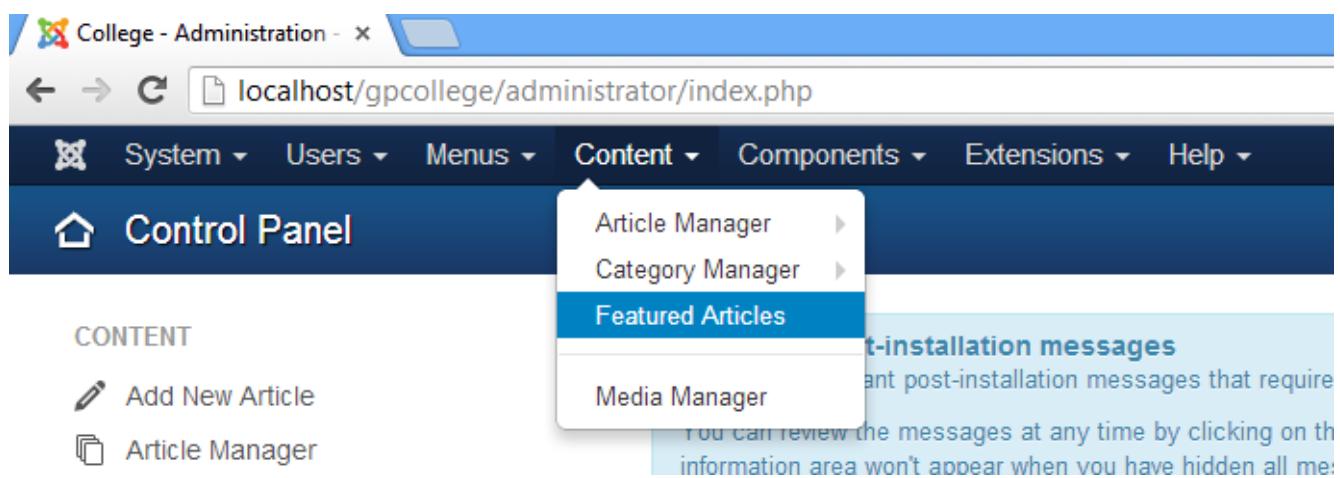
Select article

CHAPTER 13

ADDING TENDERS

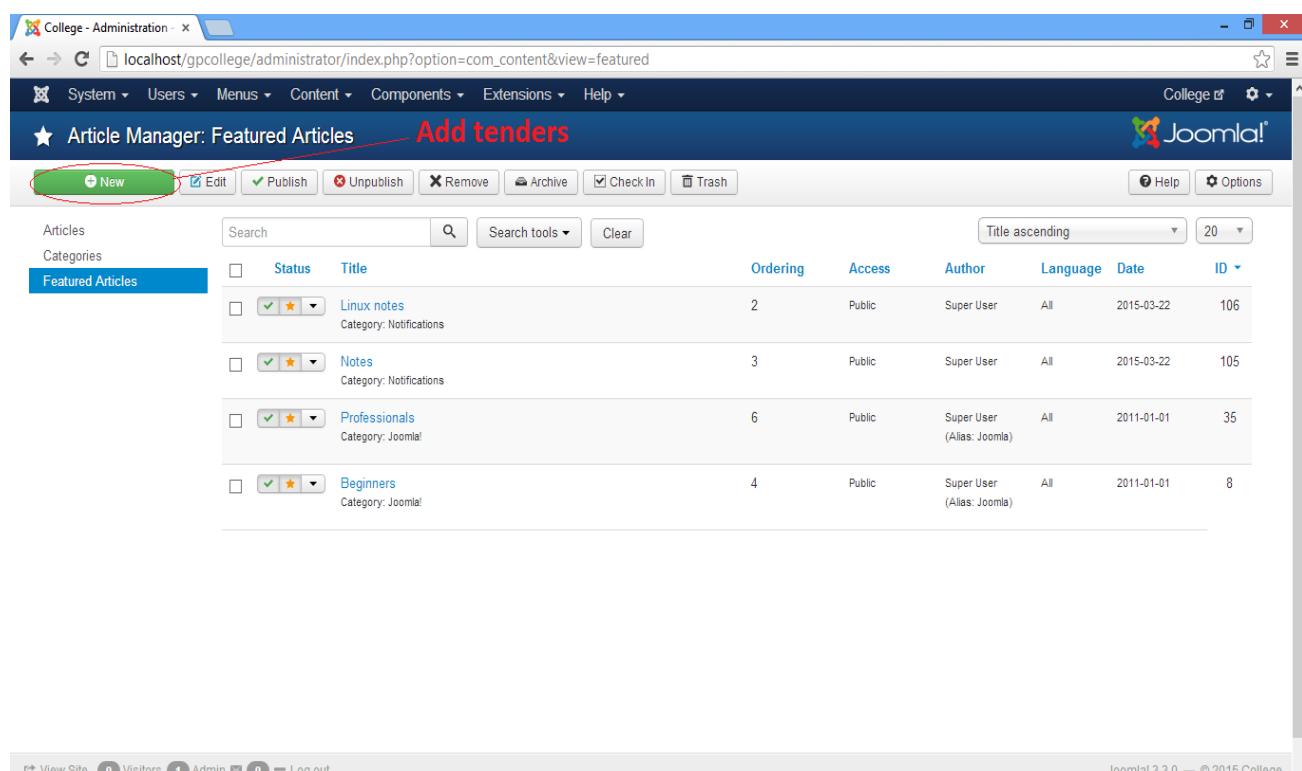
ADDING TENDERS:

- To add new tender to our site, go to Content → Featured Articles as shown in following screen:



The screenshot shows the Joomla Control Panel. The top navigation bar has 'Content' selected in the dropdown. A sub-menu is open under 'Content' with options: Article Manager, Category Manager, Featured Articles (which is highlighted with a blue background), and Media Manager. Below the menu, there's a message about post-installation messages. On the left sidebar, under 'CONTENT', there are links for 'Add New Article' and 'Article Manager'. The main content area shows a list of articles with columns for Status, Title, Ordering, Access, Author, Language, Date, and ID.

- It will open the following screen.
➤ To add new tender, select New Button as shown in following screen:



The screenshot shows the 'Article Manager: Featured Articles' screen. At the top, there's a toolbar with buttons for New, Edit, Publish, Unpublish, Remove, Archive, Check In, and Trash. The 'New' button is circled in red. Below the toolbar is a search bar and a table listing five articles. The table columns are: Status, Title, Ordering, Access, Author, Language, Date, and ID. The articles listed are: 'Linux notes' (Category: Notifications, ID: 106), 'Notes' (Category: Notifications, ID: 105), 'Professionals' (Category: Joomla!, ID: 35), and 'Beginners' (Category: Joomla!, ID: 8).

- After that it will open the article editor through which you can edit the article. It will provide various options such as edit, view, format, insert tables and images etc.
➤ It also provides the facility to upload the images and insert the other article links. It provides to insert external links and images.

- Provide appropriate and unique name to notification. Also provide alias name.
- Select the category as “Tenders” and Featured as “Yes”.
- After that save the tender as shown in following screen.

The screenshot shows the Joomla Article Manager interface for adding a new article. The title bar says "Save the tender article". The main area has a form with fields: "Title" (with a red box around it), "Alias" (with a red box around it and a note "Auto-generate from title"), "Category" (with a red box around it and a note "Select category as Tenders"), "Status" (set to "Published"), "Featured" (set to "Yes" with a red box around it and a note "Select featured as Yes"), and "Access" (set to "Public"). Buttons at the top include "Save" (highlighted with a red box), "Save & Close", "Save & New", and "Cancel". A toolbar below the form includes "Content", "Publishing", "Images and links", "Options", "Configure Edit Screen", and "Permissions". A rich text editor toolbar is also visible.

- To edit the tender article, select the article and click on edit as shown in following screen:

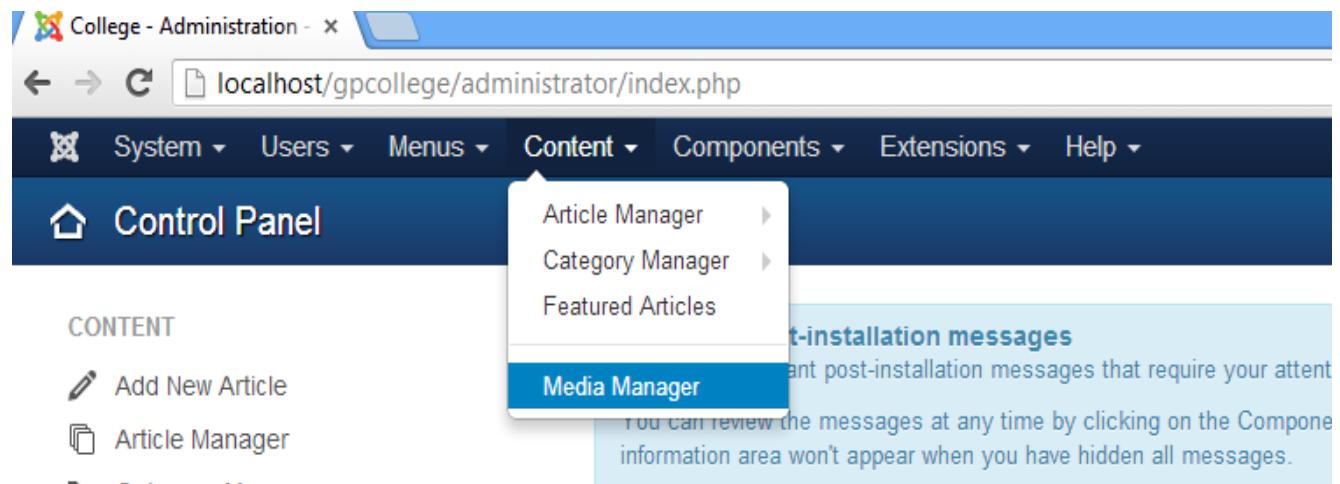
The screenshot shows the Joomla Article Manager interface for managing featured articles. The title bar says "Edit article". The main area displays a list of articles with columns: "Status", "Title", "Ordering", "Access", "Author", "Language", "Date", and "ID". One article titled "Linux notes" is selected, indicated by a red box around its row and a note "Select article". The toolbar at the top includes "New", "Edit" (highlighted with a red box), "Publish", "Unpublish", "Remove", "Archive", "Check In", and "Trash". A search bar and filter options are also present.

CHAPTER 14

UPLOADING PDF FILES

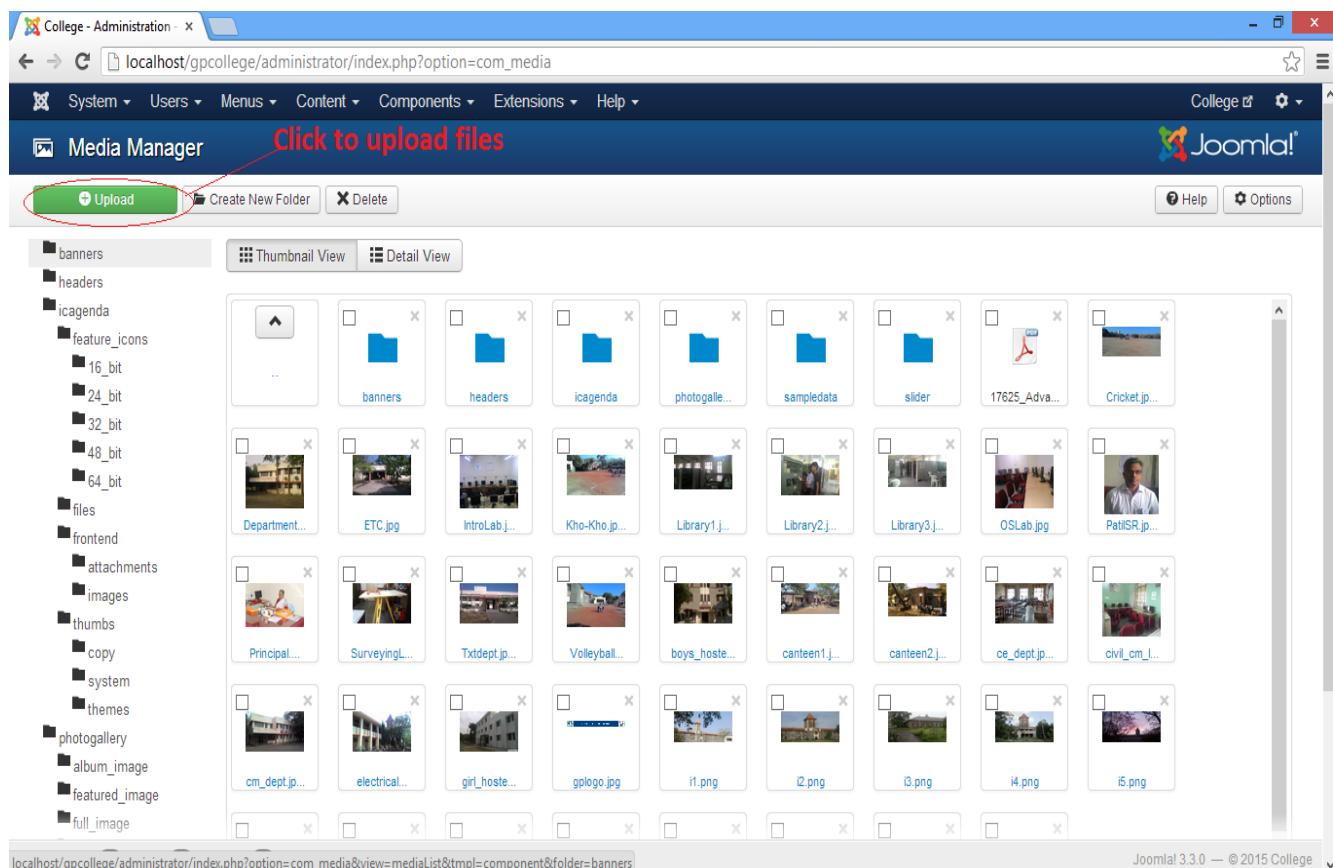
UPLOADING PDF FILES:

- To upload PDF files, go to Content → Media manager as shown in following screen:



The screenshot shows the Joomla Control Panel. The top navigation bar has links for System, Users, Menus, Content (which is currently selected), Components, Extensions, and Help. Below the navigation is a blue header bar with a house icon and the text "Control Panel". Under "CONTENT", there are links for "Add New Article" and "Article Manager". A dropdown menu from the "Content" link shows options: Article Manager, Category Manager, Featured Articles, and Media Manager, with "Media Manager" highlighted in blue. A message box at the bottom right says "Post-installation messages" and provides instructions for reviewing messages.

- It will open the following screen:
➤ To upload the file, click on “Upload” button.



The screenshot shows the Joomla Media Manager. The top navigation bar is identical to the previous screenshot. The main title is "Media Manager" with a sub-instruction "Click to upload files". Below the title are buttons for "+ Upload", "Create New Folder", and "Delete". On the left is a sidebar with a tree view of media categories: banners, headers, icagenda, feature_icons, files, frontend, attachments, Images, thumbs, copy, system, themes, photogallery, album_image, featured_image, and full_image. The main area displays a grid of media items with preview thumbnails and file names like "Department...", "ETC.jpg", "IntroLab.j...", etc. A red circle highlights the "+ Upload" button.

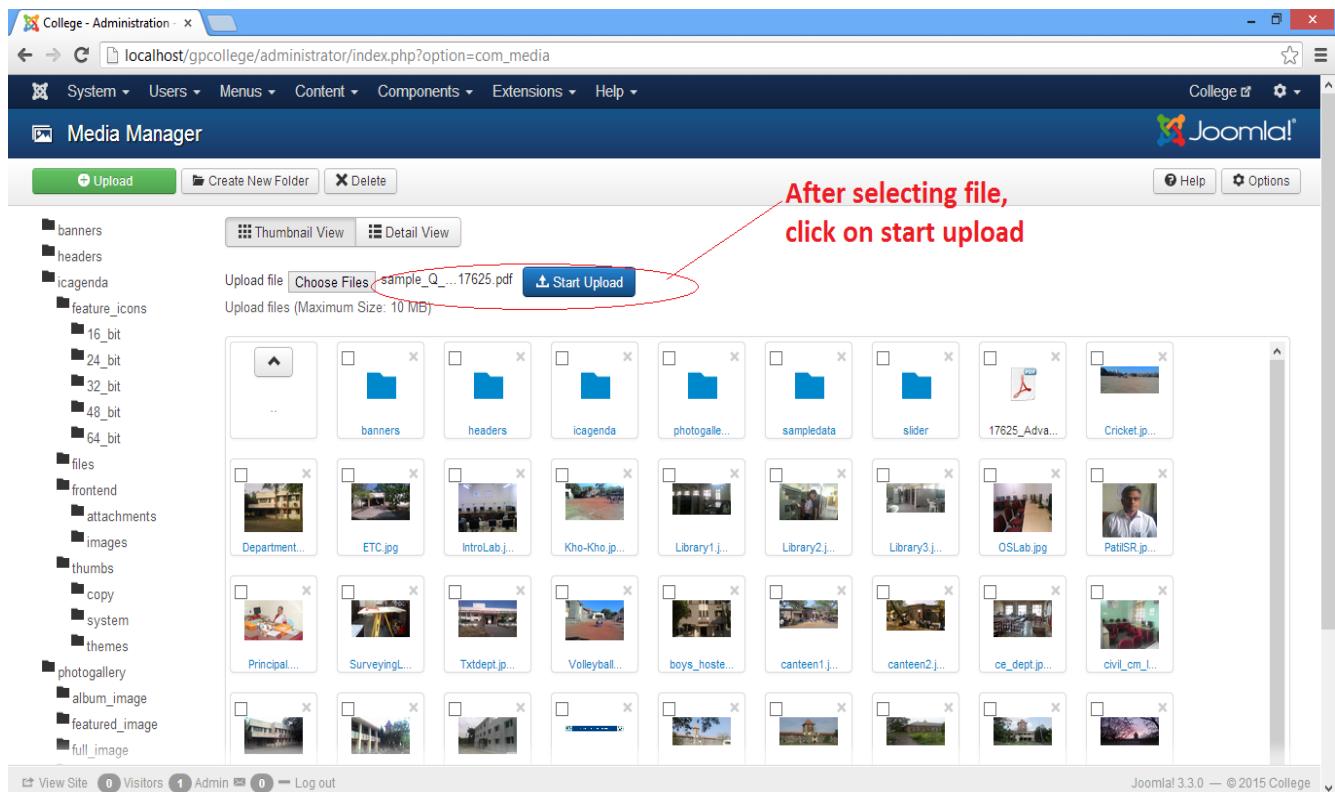
- It will open the following screen from which you can browse files.
- Remember that maximum size for upload is 10 MB

The screenshot shows the Joomla Media Manager. At the top, there's a navigation bar with links like System, Users, Menus, Content, Components, Extensions, Help, and a Joomla logo. Below the navigation is a toolbar with 'Media Manager' and other buttons. A red box highlights the 'Choose Files' button in the center of the page. To its left is a sidebar with a tree view of media categories: banners, headers, icagenda, feature_icons, 16_bit, 24_bit, 32_bit, 48_bit, 64_bit, files, frontend, attachments, images, thumbs, copy, system, themes, photogallery, album_image, featured_image, and full_image. Below the sidebar is a section titled 'Browse files from here' with two view options: 'Thumbnail View' and 'Detail View'. A large grid of file thumbnails is displayed, including various images and a PDF document. At the bottom of the page, there are links for View Site, Visitors, Admin, Log out, and the Joomla version (Joomla! 3.3.0 — © 2015 College).

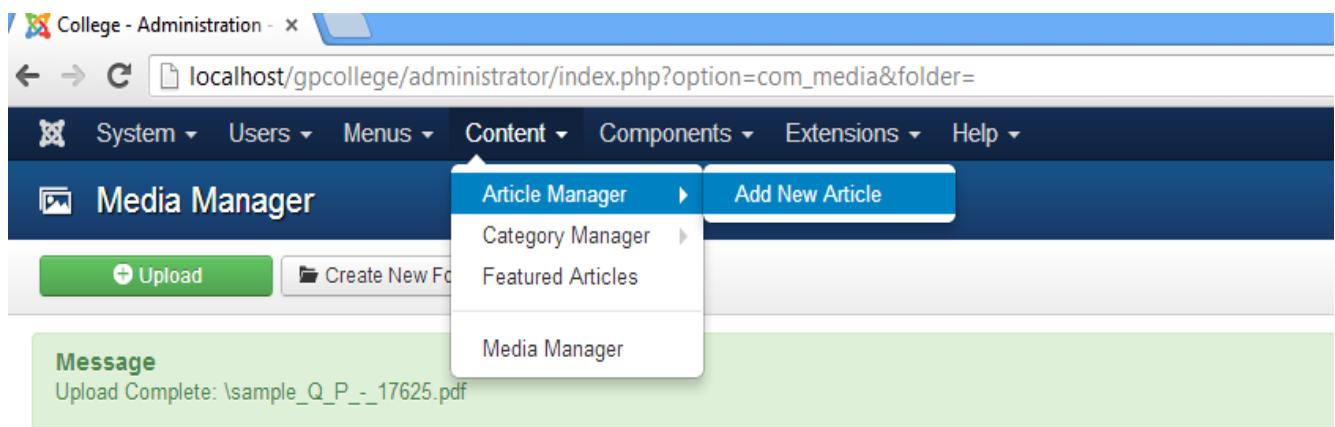
- The spaces in the filename are not allowed. Remove that spaces else replace them by underscores (_).
- Select the file and click on “Open” button as shown in following screen:

The screenshot shows a Windows 'Open' file dialog box over a Joomla Media Manager window. The file dialog lists several files on the desktop, including a PDF file named 'sample_Q_P_-17625.pdf'. A red box highlights this file. The Joomla Media Manager window is visible in the background, showing the same file grid and sidebar as the previous screenshot. A red callout bubble points from the highlighted file in the dialog to the 'sample_Q_P_-17625.pdf' entry in the grid. Another red callout bubble points from the same entry in the grid to the text 'Remove all spaces from filename or replace spaces by underscore(_)'. Both windows have the Joomla! 3.3.0 — © 2015 College footer at the bottom.

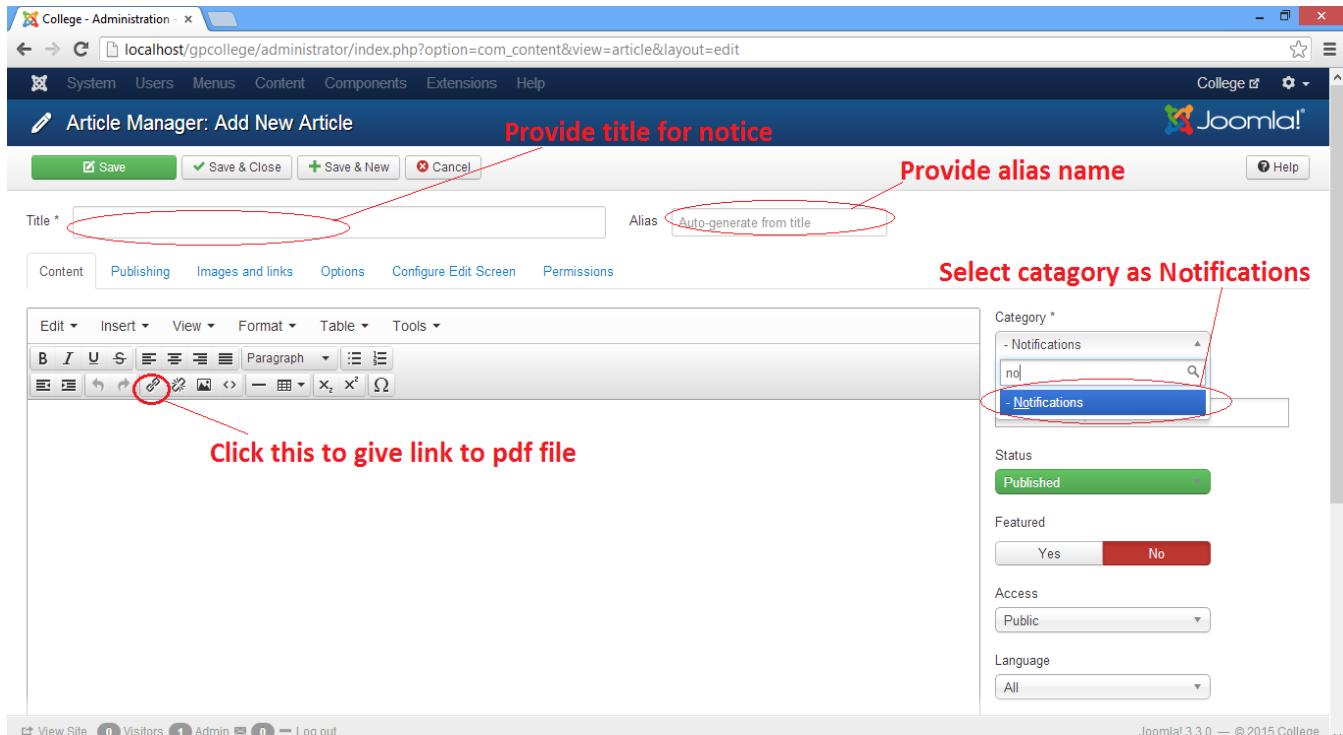
- After selecting file, click on “Start upload” button as shown in following screen:



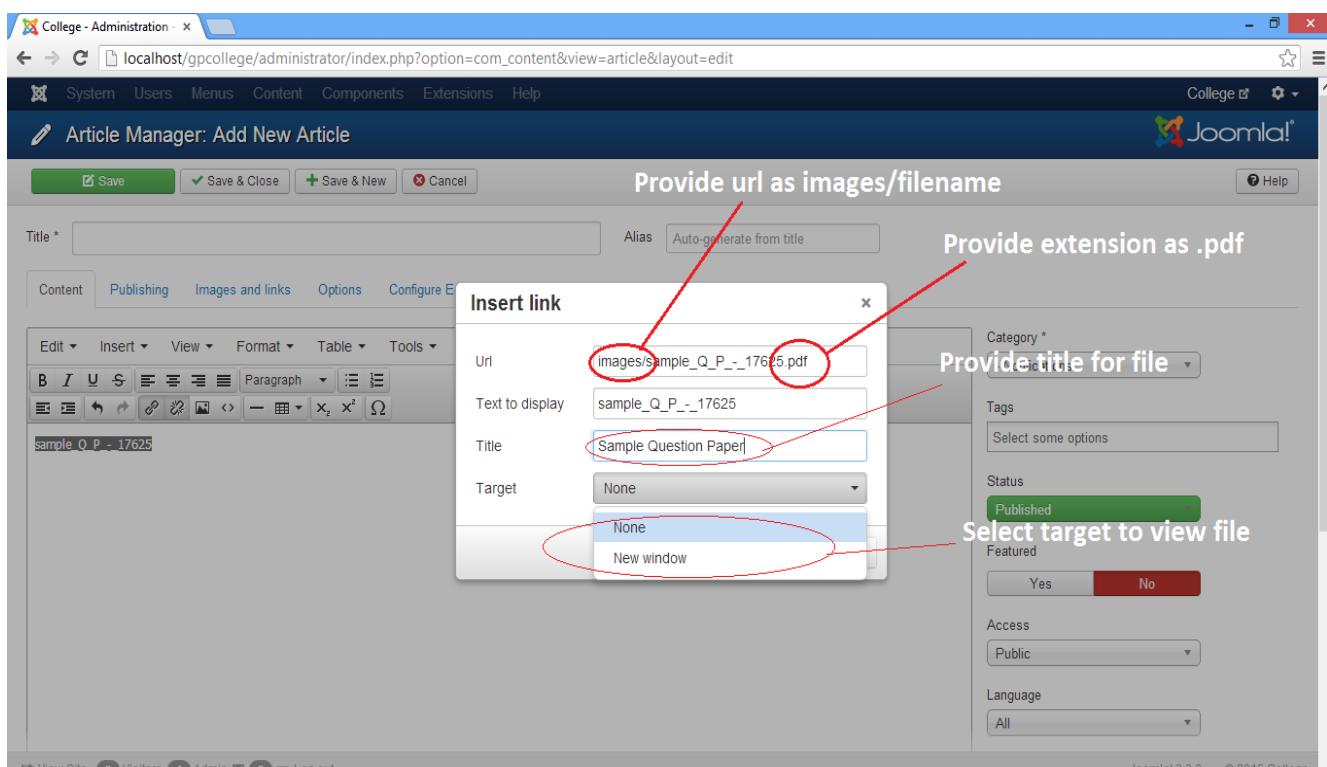
- After successfully uploading of PDF file, we have to give link to that file in notification article.
- For this, go to Content → Article Manager → Add new Article as shown in following screen:



- It will open the following screen.
- In this, you have to provide unique Notice name and alias-name and select the category as “Notifications”.
- To provide/insert link there is button as shown in following screen:



- After clicking that button, the following screen appears.
- Provide link as images/filename, because the file will be uploaded in “/images” folder.
- After that provide “.pdf” extension to that file.
- Provide title and target for file. The target can be “parent window” and “new window”.



- After that the file link will appear in the article.
- Save the article and close as shown in following screen:

College - Administration > Joomla!®

localhost/gpcollege/administrator/index.php?option=com_content&view=article&layout=edit

System Users Menus Content Components Extensions Help College Joomla!® Help

Article Manager: Add New Article

Save Save & Close Save & New Cancel

Title * sample paper **Save the article** Alias sample-paper

Content Publishing Images and links Options Configure Edit Screen Permissions

Edit Insert View Format Table Tools

sample_Q_P_-17625 **File link will appear in notice**

Category * - Notifications

Tags Select some options

Status Published

Featured Yes No

Access Public

Language All

[View Site](#) 0 Visitors 1 Admin 0 Log out Joomla! 3.3.0 — ©2015 College

Save the article

File link will appear in notice