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## *WEBSITE INSTRUCTION GUIDE*

This guide was written to help you update your site to keep the content fresh and relevant. Below is a step-by-step guide to making basic updates to your site. The purpose of these guidelines are to update the site as it is, however, it is not intended to teach you how to create any new content “pages” on your site or add any new functions, menu items (tabs), or edit the look and feel of the site. Although we would be glad to instruct you on the most basic and rudimentary level of these types of changes an hourly fee for instruction will be charged. Please keep in mind that while we are certainly happen to train our clients some of the training necessary to learn the skills to make these type of changes can be time-consuming. It is in many cases less expensive to have the changes made by us if the changes are not going to occur often.

## Picture Resizing and Proper Naming:

Typically, when you download a picture from your camera it can be as big as 4000px in width and/or height. This is entirely too big to fit inside of a web page. At the time of this writing the most common size for viewing is at 1366px x 768px, so an image that is 4000px would be almost 3 times larger than your entire site. Not only will it not fit well, it will also take a very long time to load and will slow your site speed down tremendously.

You will need to resize your pictures to the size that you need them to be at 72 dpi. For most uses there should be no reason to use an image any larger than 800px wide .

If you don't have any photo editing software like iPhoto, Paint, Photoshop, or Gimp (you can also use the photo editing software that comes standard with a digital camera) you can use Pixlr's free online editor. Once resized and saved Pixlr downloads images at 72dpi automatically.

Visit <http://apps.pixlr.com/express/> to try it out.

When you save it name the picture using only **lower case letters or numbers with an underscore \_ or a space**, so Lobby 1 should be renamed to lobby\_1.

## Using the Correct Browser

You need to use Mozilla Firefox as your browser for any website work so:

- Type in Mozilla Firefox in a browser search window
- Download Mozilla Firefox
- When asked to make it your default answer "no"

## How to Use This Guide

You will make all of the changes to your site from the back-end administrators panel.

1. Determine what you want to change on your site.
2. Determine what page it is on.
3. Determine whether it is a module, article, media file, or component.
4. Log in to the back-end of your site. ([how](#))
5. Scroll down this page to the instruction section for instructions on how to make changes to your item.

## Logging Into The Administrators Control Panel (Back-End)

Go to your Firefox browser and type in <http://www.yoursite.com/administrator>  
Type in your username\_\_\_\_\_and your password:\_\_\_\_\_.

This will take you to the administrators control panel (back-end) where you will select what you want to do.

# Instruction Section

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## Saving Options

At the top left hand side of any Article, Module or Component page in Joomla are 4 buttons (or more). They are:

1. Save (Saves your changes but keeps the item open for further editing)
2. Save & Close (Saves your changes and returns you back to the item list)
3. Save & New (Saves your changes and allows you to create another)
4. Cancel (Returns back to the item list)

## Updating An Article

- Log in to the back-end ([how](#))
- Select the “**Content**” tab at the main menu
- Select “**Article Manager**”
- Select the article name.
- Scroll down to the editor and make your article changes.
- Select Save or Save & Close at the top left corner of the page
- **Do not backspace out of any pages you must either Save, Save & Close, or Cancel a page to exit!**
- **If you make a mistake and mess up the item layout click cancel and the article will revert to its previous state (this will not undo any Saved changes).**
- Go to the front of the site, refresh the browser, and check your work



## Updating A Module

If you're not already, log in to the back-end ([how](#))



- Select the “**Extensions**” tab at the main menu
- Select “**Module Manager**”
- Select the item that you want to change
- Make any changes you want to make by scrolling down to the editor field and add or change text and/or add or edit pictures.
- Select Save at the top of the right corner of the page
- **Do not backspace out of any pages you must either save or close a page to exit!**
- **If you make a mistake and mess up the way that it looks click close and the article will revert to its previous state.**
- Go to the front of the site, refresh the browser, and check your work

# Using The Editor -

## Adding A New Photo to an Article or Module

- If adding a new photo place your cursor where you want the picture to appear and click on it. Then select the picture icon  in the editor.
- Once selected, the image manager pop up window will open. Select the upload icon (mid-right side) .
- Select Browse and double click on the picture that you would like to insert.
- If the name does not meet the proper naming convention (see above) you may click on the title of the image to rename it.
- Select Upload
- The new image will be highlighted and bolded for easy selection. Find and click on the file that you just uploaded and ensure that you can see the image name in the upper "URL" field
- Click on insert button at the bottom


## Editing or Swapping Out A Photo in an Article or Module

- If editing an existing photo click on the photo, then select the picture icon  in the editor.
- Once selected, the image manager pop up window will open. If you would like to replace the image first check the image size. **You will want the new image you are replacing it with to be the exact same size.** If the item that you'd like to replace it with has already been uploaded to the image manner then just scroll through the list of images and select your image from the list. If the image has not yet been uploaded then select the upload icon (mid-right side) .
- Select Browse and double click on the picture that you would like to insert.
- If the name does not meet the proper naming convention (see above) you may click on the title of the image to rename it.
- Select Upload
- The new image will be highlighted and bolded for easy selection. Find and click on the file that you just uploaded and ensure that you can see the image name in the upper "URL" field
- Ensure that your new image has been given the exact same size as your old image.
- Click on insert button at the bottom

## Add a Link That Links To another Website


*To Link to an another website address determine where you want the link to be placed (page/title) and whether it is an article or a module:*

- Select the article or module that you want to add the link to.
- Scroll down to the editor and place your cursor where you'd like the link.
- Type the name of the link ( i.e. ABC Incorporated)or(Read More...)
- Drag your mouse over the name with the left mouse button depressed to highlight it.

- Select the link icon 
- The link manager window will pop open
- Type in the URL (website address) including the http:// (i.e. http://www.mooretechsolutions.com) into the URL field
- Select the “**target**” in the drop down menu named Target
- Select “Open in New Window”
- Select “**Insert**”


## Add a Link That Links To Something Within My Website

*To Link to an another website address determine where you want the link to be placed (page/title) and whether it is an article or a module:*

- Select the article or module that you want to add the link to.
- Scroll down to the editor and type the name of the link ( i.e. ABC Incorporated)or(Read More about...)
- Drag your mouse over the name with the left mouse button depressed to highlight it.
- Select the **link icon** 
- The link manager popup window will open
- Go to the front of the site and find the page that you would like to link to and copy the URL (web address)
- Paste this into the URL field
- Do not select any target - leave it as not set
- Select "Insert"

## Add a Email Link


*To Link to an another website address determine where you want the link to be placed (page/title) and whether it is an article or a module:*

- Select the article or module that you want to add the link to.
- Scroll down to the editor and type the name of the link ( i.e. ABC Incorporated)or(Read More about...)
- Drag your mouse over the name with the left mouse button depressed to highlight it.
- Select the **link icon** 
- The link manager popup window will open
- Click on the envelope icon to the right of the URL field
- Type the email address and subject into the corresponding fields of the email popop window
- Do not select any target - leave it as not set

- Select "Insert"


## How To Paste Text Into An Article-

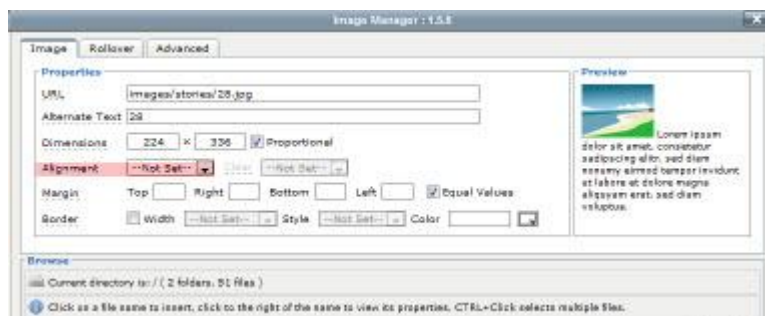
Most website editor fields won't allow you to copy text from a Word document or from a web article and paste it into your text field. This is how we get around that:

1. Your editor has been fitted with a clipboard icon that looks like this .
2. Click on the area that you want your text to appear.
3. Select the clipboard icon (a pop-up window will open).
4. Right-click your mouse and paste your text into that pop-up box.
5. Select Insert and your text will appear in your text field where it belongs.

**Do not copy text from another website!!!** When you copy text from somewhere else often times it is formatted with code that will break the formatting on your site. Be sure to preview your work.

## How To Place A Picture Beside The Text-

1. If you're not already, log in to the back-end
2. Select the article or module that you want to edit
3. Once in that article or module scroll down to the text field ( this is called a WYSIWYG Editor- What You See is What You Get editor)
4. It is best to add the picture first, select the insert picture icon 
5. When the image manager pop-ups select the photo that you want to insert ([how to add a new photo from my file](#))
6. From the top portion of the image manager select the "Alignment" drop-down( see below) and select where you want the picture to be ( left, right, center), you may also want to add a little padding around your picture so place a "5" in the margin area so that the words won't be up against the side of your photo.



7. Select "Insert" and start typing your text.

# SIG Image Gallery Pro -

We often use an image gallery for displaying images that have a smooth popup gallery feature built in so that our clients don't have to add several images into an article one at a time. If you have this type of gallery then follow these instructions:

1. Go to Components/ Simple Image Gallery
2. Select The folder that you'd like to add images to
3. Click the green add images button and select as many images that you'd like to add to the Gallery
4. You can add titles and description to each image if you prefer
5. Click the Save or Save and Close button at the top right.

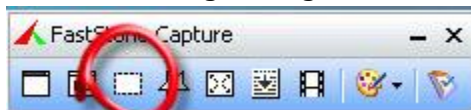
## Capturing A Region Off A Web Site (Screen-Shot)

There is a product that I wanted to highlight to you that you may find beneficial, FastStone Capture 6.7 is a handy, easy-to-use website capture tool that can really take the hassle out of the old way of quickly adding screen images to your site. The old way involved printing, scanning, saving, cropping, and saving again just to upload a webshot onto your site. With FastStone Captures easy to use interface it is just a matter of pressing a button and saving a file. Here are the basic instructions:

1. Go to <http://www.faststone.org>
2. Select FastStone Capture/Download
3. Download the exe file, press save and save to your desktop
4. Double click on the new installer icon on your desktop and it will go thru a very quick install wizard.
5. Double click on the new FastStone Capture icon and a box like this will pop-up:



6. Press the rectangular region and crosshairs will appear



7. Move the cursor to the corner where you want your capture to begin and press and drag your mouse to the rectangular region where you want your capture to end.
8. Your capture will automatically pop-up in a new editor window where you can save your image.

This tool is free for 30 days and just \$20.00 thereafter. A worthwhile investment for the capture tool and the bonus is that it makes a very handy photo editing tool as well.

## How To View Your Google Analytic Reports

We have installed a Google Analytics plugin on your site. To access Google Analytics you must have a Google account (not necessarily a Google e-mail).

If you don't have a Google account you can set one up [here](#).

To login to Google Analytics go to <http://google.com/analytics>. Enter your Google account name and password. Once logged in you can view incredible detail about your site traffic.