Southern Asia Division of Seventh-day Adventists Documentation

Release 0.1.0

Steven Oxley

April 13, 2009

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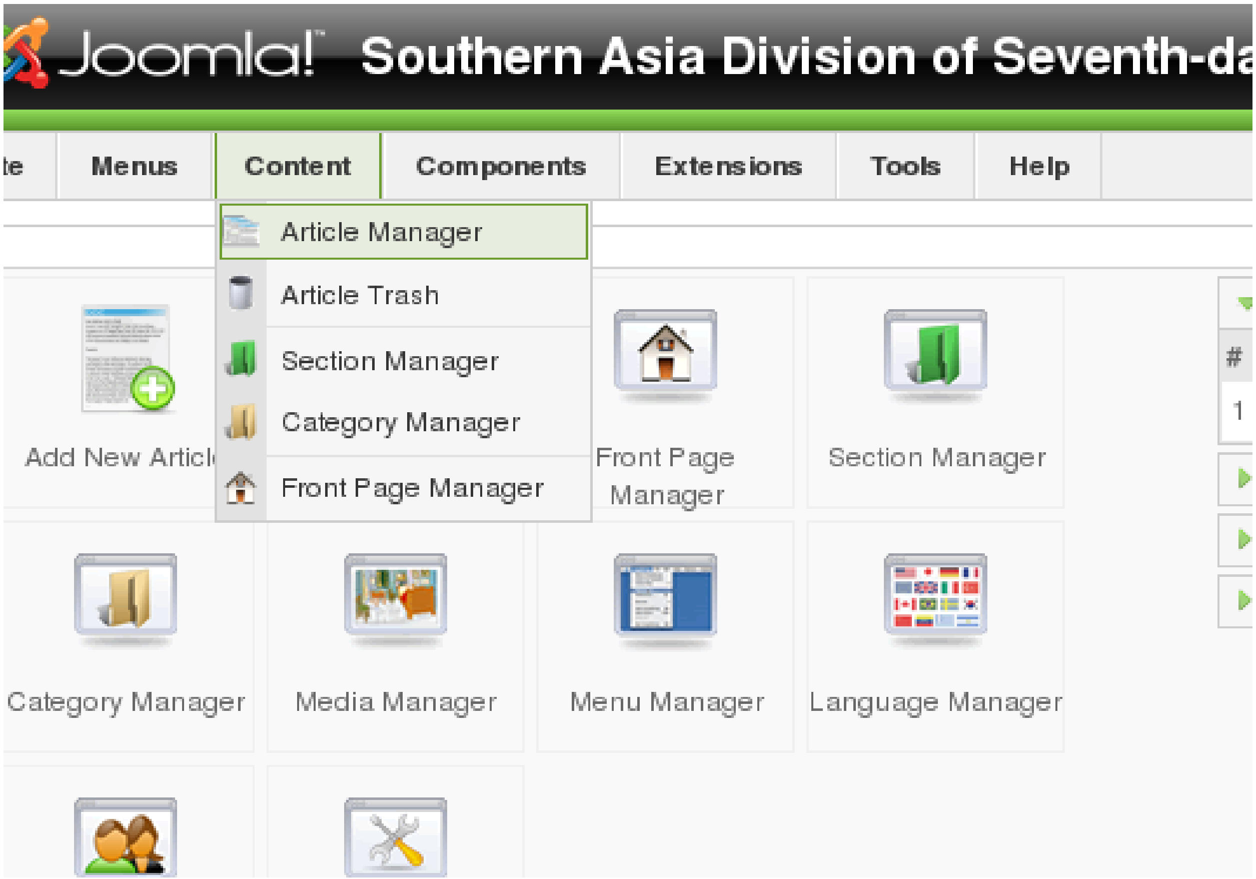
MANAGING ARTICLES

To manage articles, you will need to use the article manager. To access the article manager,

- Go to http://adventist.org.in/ and log in using your given username and password.
- Select "Article Manager" from the "Content" drop-down menu.

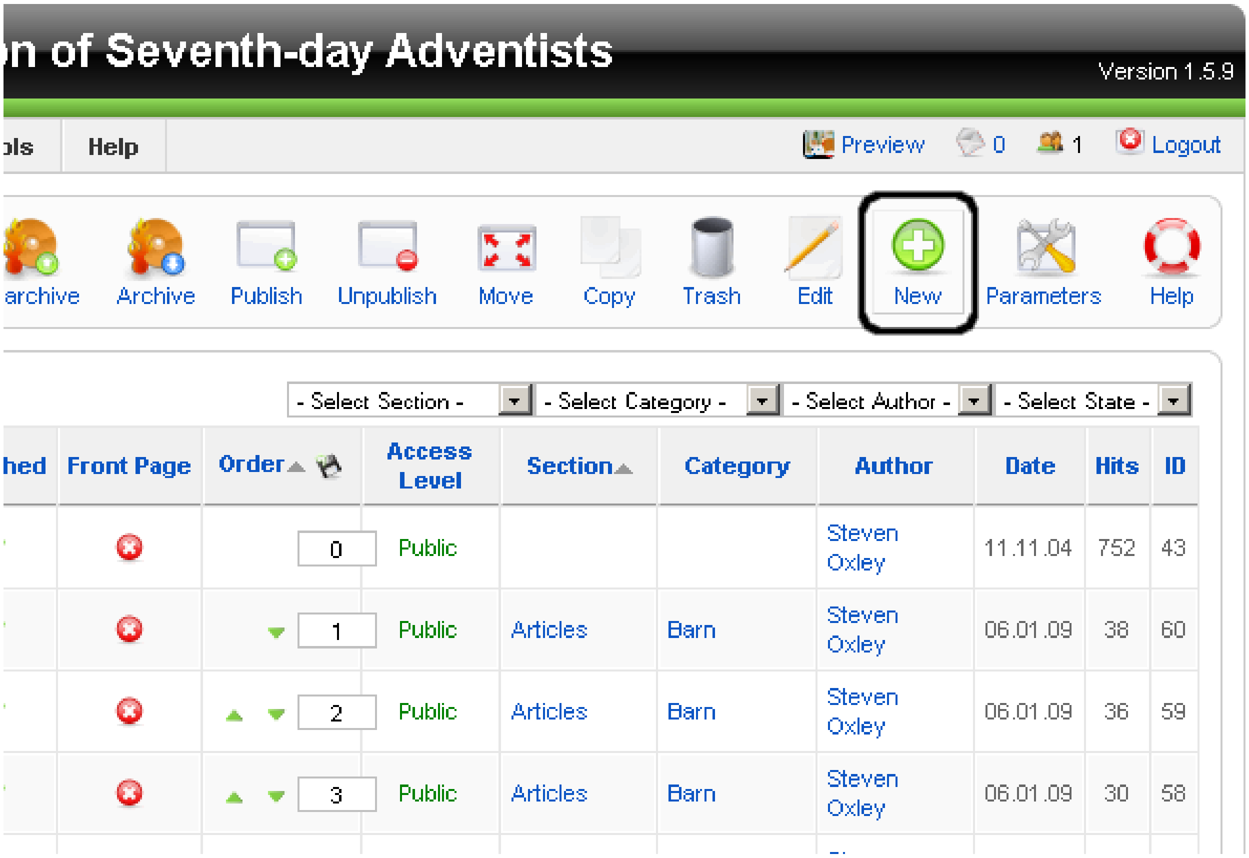

Joomla!
Southern Asia Division of Seventh-da
te
Menus
Content
Components
Extensions
Tools
Help
Article Manager
Article Trash
Section Manager
Category Manager
Front Page Manager
Add New Articl
Front Page Manager
Section Manager
Category Manager
Media Manager
Menu Manager
Language Manager
#
1

From the article manager, you can add, edit, publish, unpublish, delete, and perform many other operations on the articles on the website.

The articles are organized into categories and then the categories comprise sections. For example, the Southern Asia Division News articles are in the "Division News" category which is found in the "News" section. The Barn articles are found in the "Barn" category of the "Articles" section. The articles in the "Division News" category are the ones that show up when you click on the “Division News” item in the main menu on the website. Similarly, the Barn articles are shown when you click on the “Barn” item in the main menu.

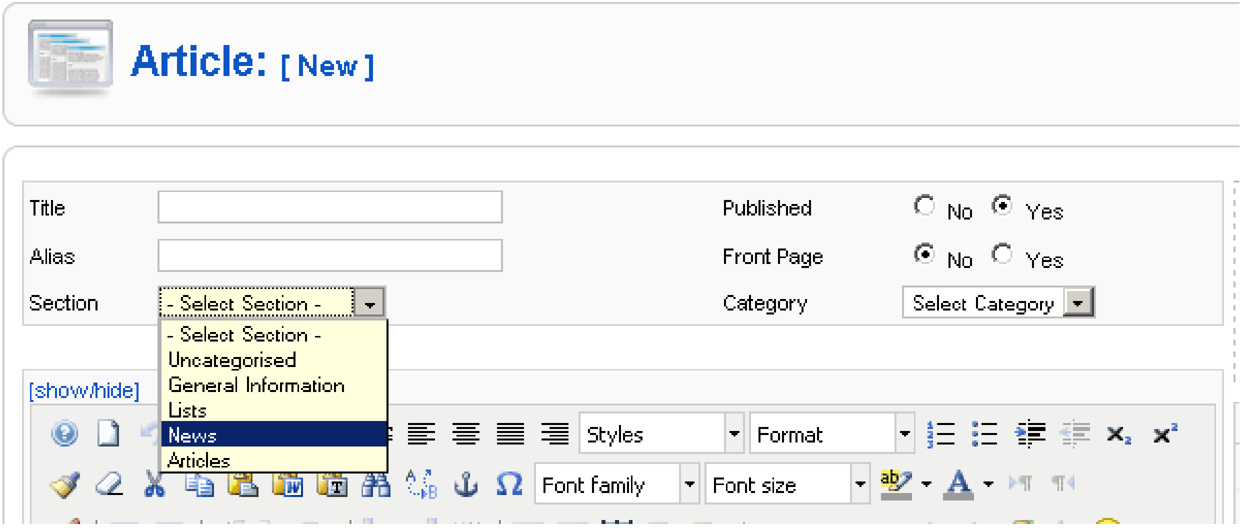
1.1 Adding New Articles

1. From the article manager, click on the “New” button in the upper right hand corner.


n of Seventh-day Adventists
Version 1.5.9
ols
Help
Preview
0
1
Logout
archive
Archive
Publish
Unpublish
Move
Copy
Trash
Edit
New
Parameters
Help
- Select Section -
- Select Category -
- Select Author -
- Select State -

hed	Front Page	Order	Access Level	Section	Category	Author	Date	Hits	ID
	⊗	0	Public			Steven Oxley	11.11.04	752	43
	⊗	1	Public	Articles	Barn	Steven Oxley	06.01.09	38	60
	⊗	2	Public	Articles	Barn	Steven Oxley	06.01.09	36	59
	⊗	3	Public	Articles	Barn	Steven Oxley	06.01.09	30	58

1. Once on the new article page, fill in the title, section, category, published, and front page information (it is not necessary to fill in the alias since it will be completed automatically).


Article: [New]
[show/hide]
Styles
Format
Font family
Font size
- Select Section -
Uncategorised
General Information
Lists
News
Articles

Title

Alias

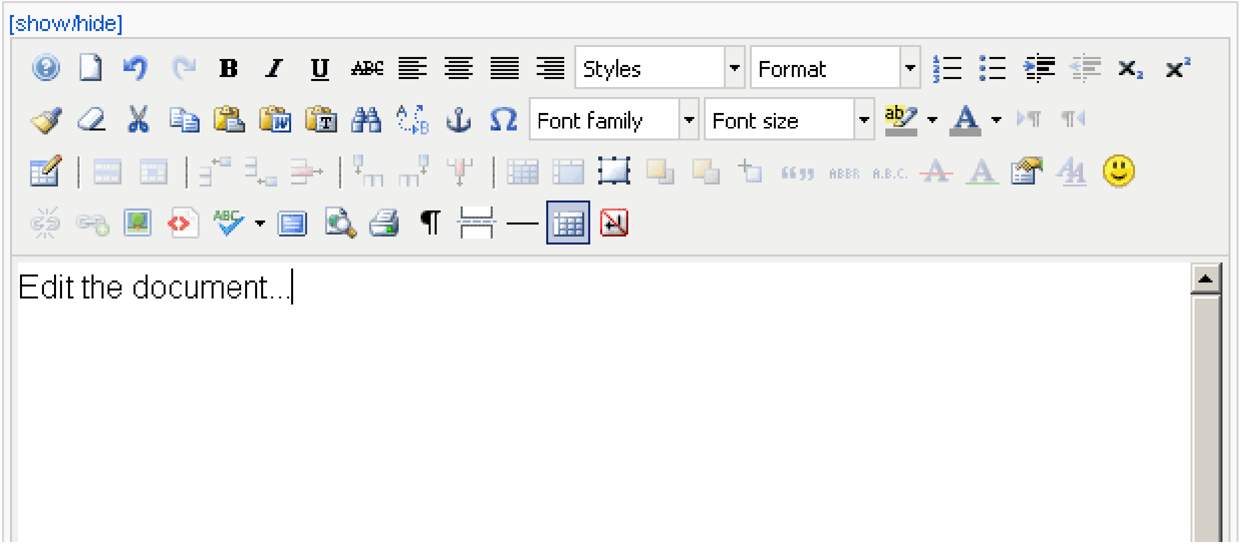
Section - Select Section -

Published ○ No ● Yes

Front Page ● No ○ Yes

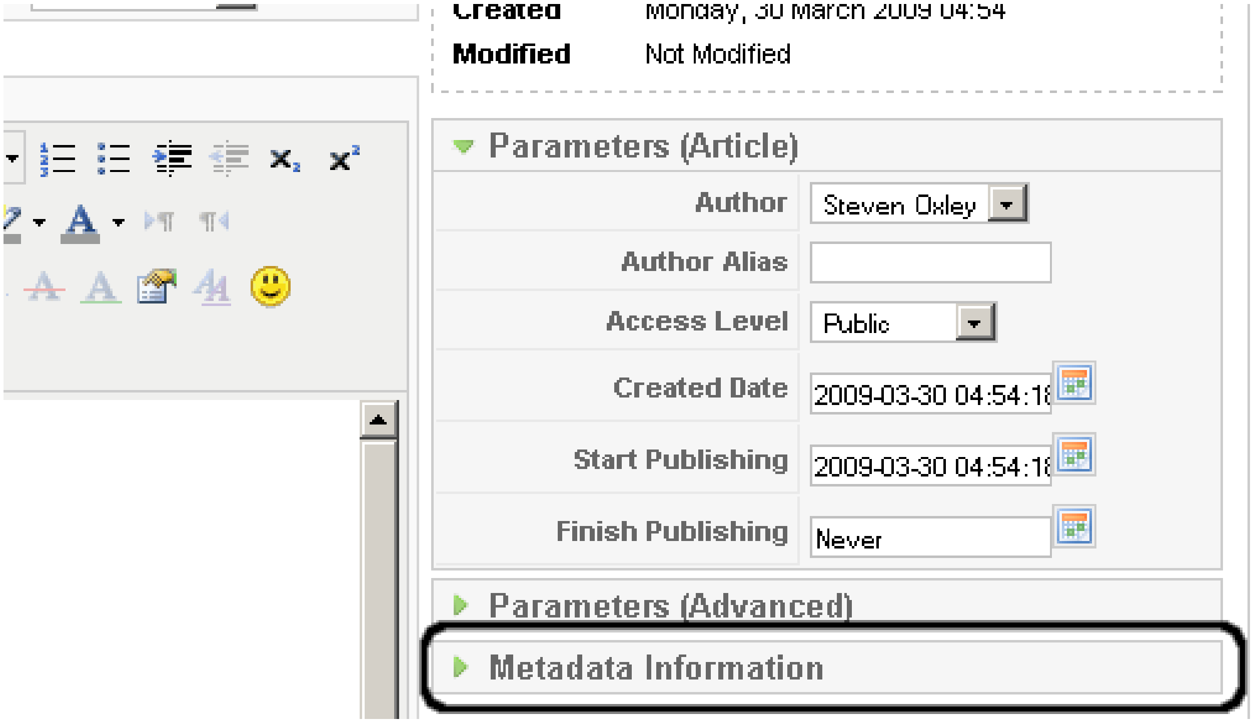
Category Select Category

1. If you are creating an article for Barn, then select “Articles” from the “Section” drop-down menu. If you are creating an article for the Southern Asia Division News, then select “News” from the “Section” drop-down menu. Either way, the correct category should automatically be selected in the “Category” drop-down menu.


[show/hide]
Styles
Format
Font family
Font size

Edit the document...

1. If you want the article to show up on the front page of the website then select “Yes” for the “Front Page” selection.
2. If you are creating a new article, you probably will want it to show up on the website so leave “Yes” selected for the “Published” selection.
3. Next you are ready to edit your article using the article text editor.
4. You can type in the content of your article here or you can edit the article in a separate program (such as Microsoft Word), copy the content of that document, and paste it here.
5. There are other parameters and options that you could set, but the only thing that remains which will need to be filled out is the Metadata information. This is important because it factors into how the article will show up in search results. To fill in the metadata, select “Metadata information” from the menu panes on the right side of the page.



Created Monday, 30 March 2009 04:54

Modified Not Modified

Parameters (Article)

Author: Steven Oxley

Author Alias:

Access Level: Public

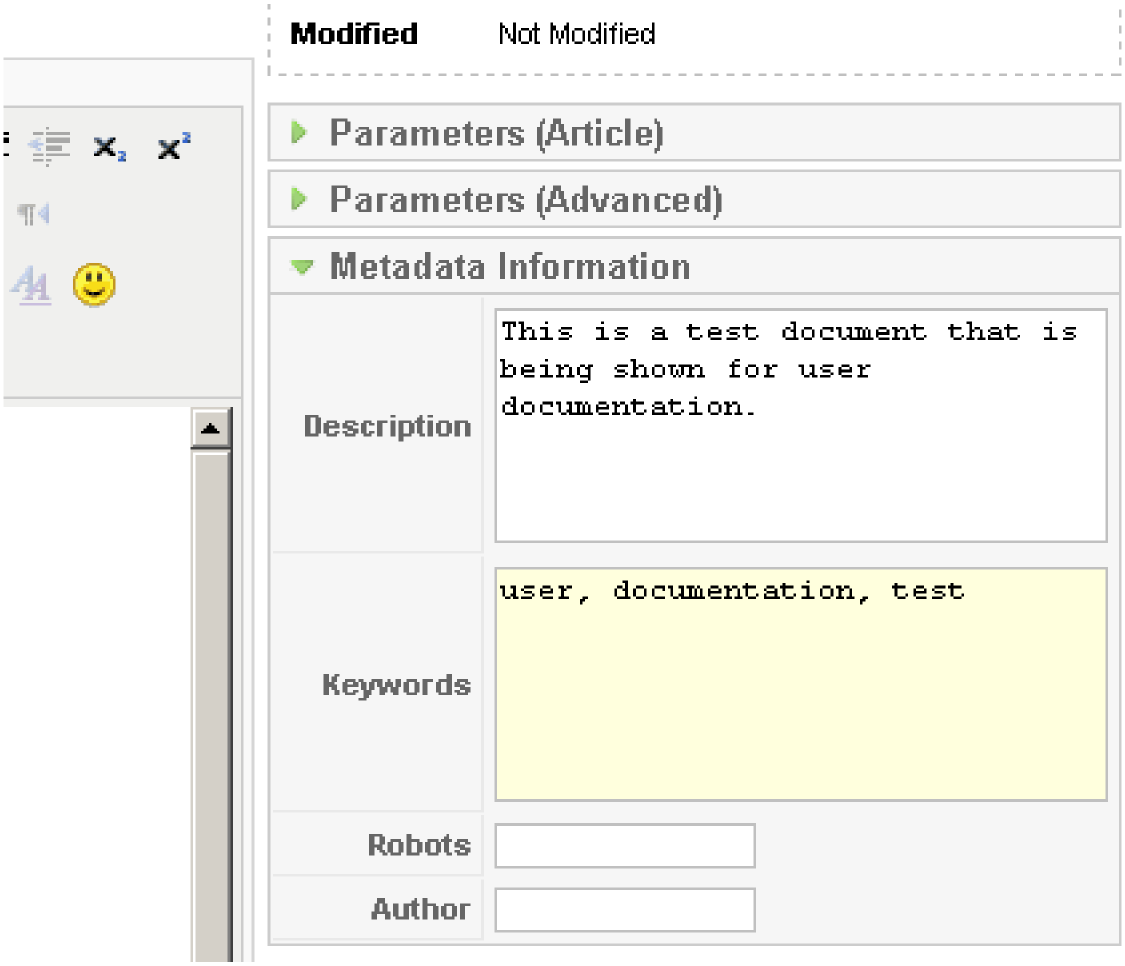
Created Date: 2009-03-30 04:54:1

Start Publishing: 2009-03-30 04:54:1

Finish Publishing: Never

Parameters (Advanced)
Metadata Information

1. The metadata pane should slide down so that you can enter the Description and Keywords. You can fill in the Author if you feel so inclined and the Robots field if you know what you are doing.



Modified Not Modified

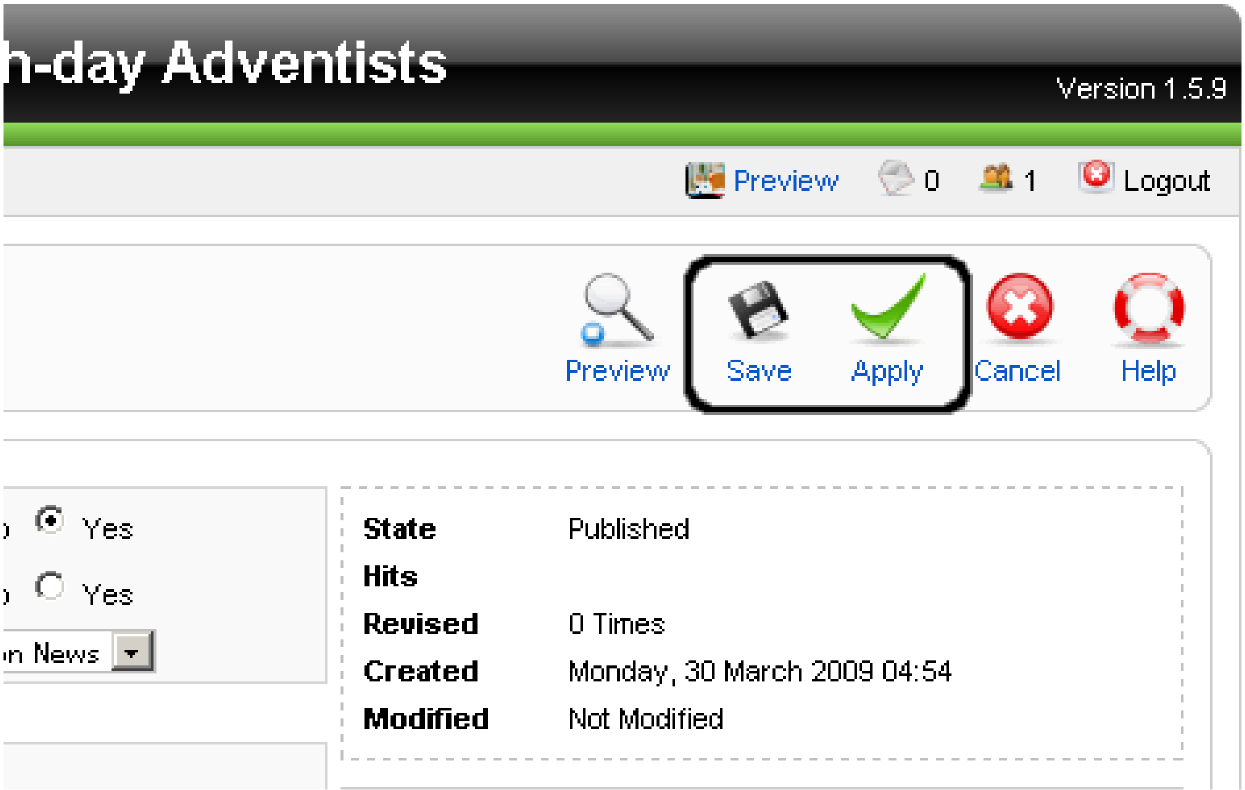
Description: This is a test document that is being shown for user documentation.

Keywords: user, documentation, test

Robots:

Author:

1. The Description field should just include a short description of the article (I find the first paragraph of an article usually works quite well). The keywords field should include keywords from the article separated by commas. For example, if an article was about how dairy cows in Nepal were not producing as much milk, the keywords you entered might be, “Nepal, dairy, cows, decline, milk, production.”
2. All that remains now is to save the article.

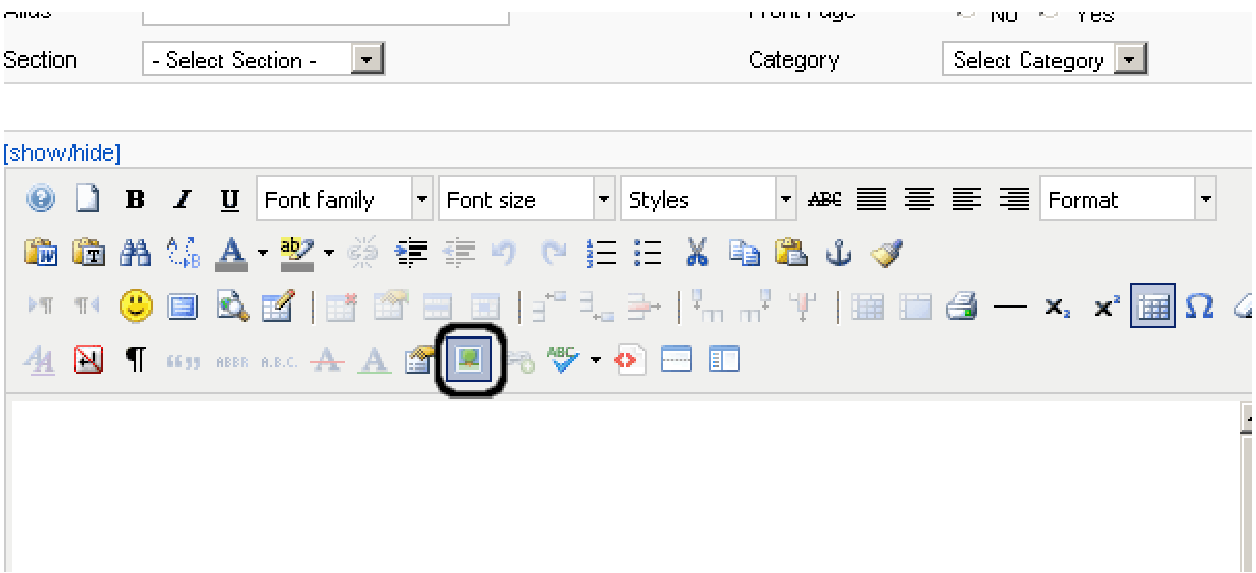

h-day Adventists
Version 1.5.9
Preview
0
1
Logout
Preview
Save
Apply
Cancel
Help
Yes
Yes
n News

State	Published
Hits	
Revised	0 Times
Created	Monday, 30 March 2009 04:54
Modified	Not Modified

1. If you wish to save your changes and stay on the same page, then click “Apply.” If you wish to save your changes and return to the main Article Manager page, then click “Save.”

1.2 Adding Pictures to an Article

1. If you wish to have a picture embedded in your article you will need to use the editor on the edit article page to do so.
2. First, click on the “Insert/Edit Image” button.



Section
- Select Section -
Category
Select Category
[show/hide]
Font family
Font size
Styles
Format

1. Then you should get the following dialog screen from which you should select "Upload."

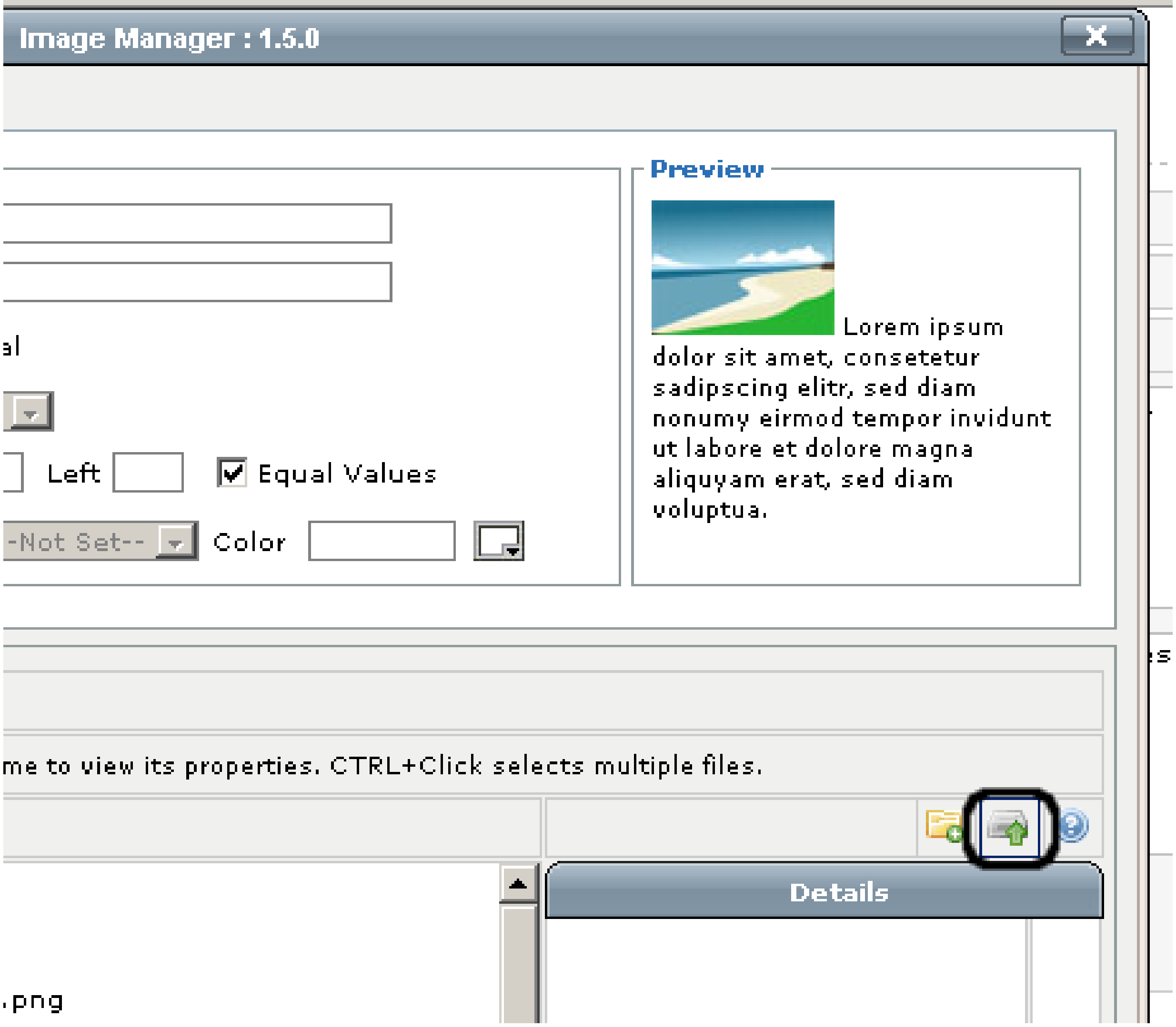
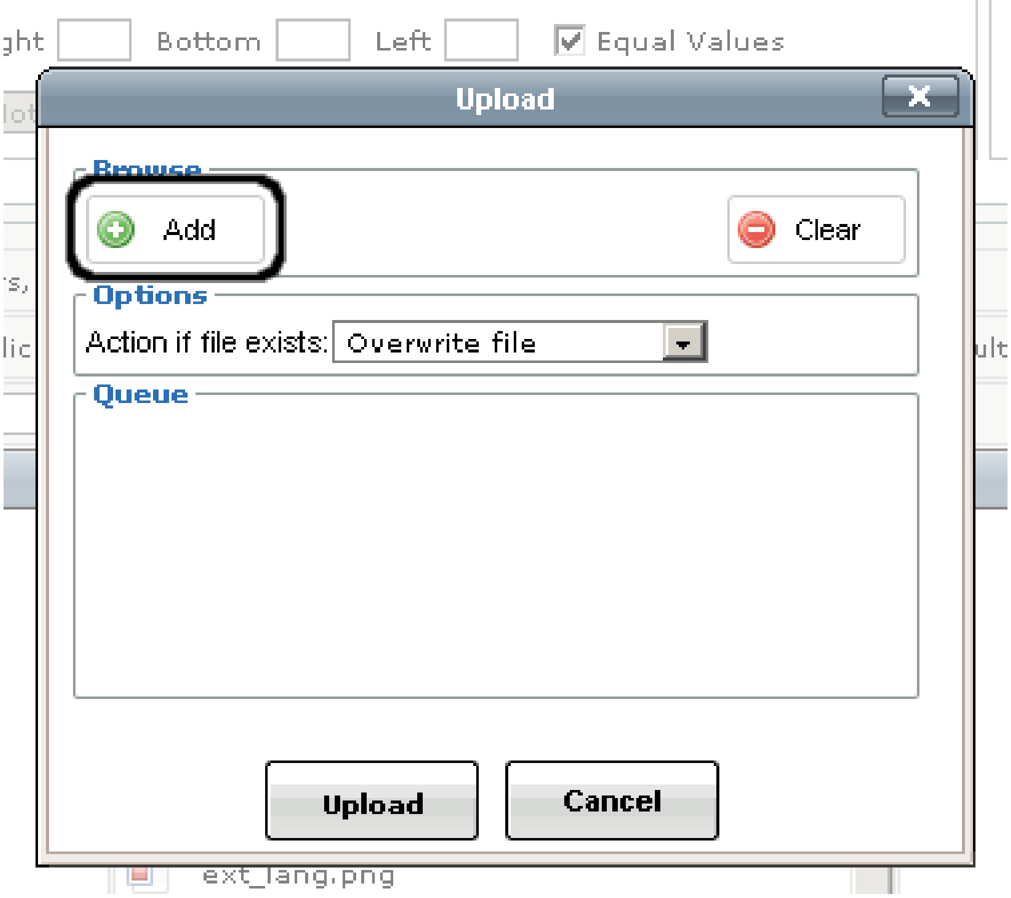


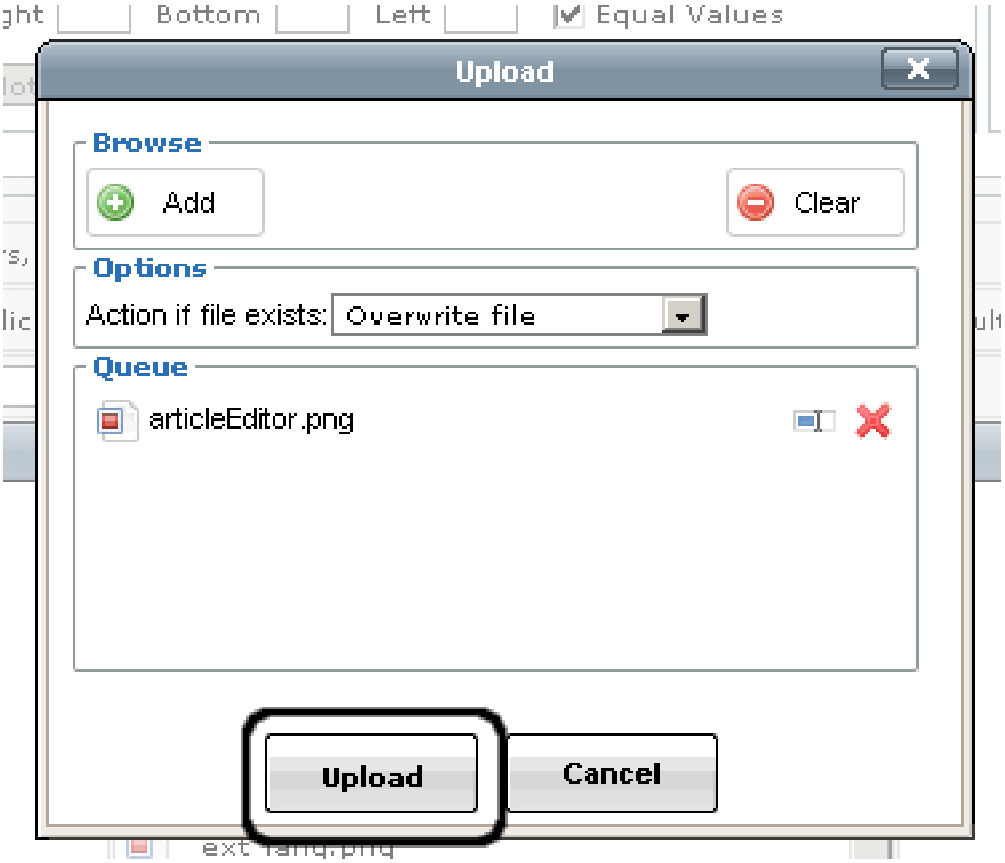
Image Manager : 1.5.0
Preview
Lorem ipsum dolor sit amet, consetetur sadipscing elitr, sed diam nonumy eirmod tempor invidunt ut labore et dolore magna aliquyam erat, sed diam voluptua.
Left
Equal Values
-Not Set--
Color
me to view its properties. CTRL+Click selects multiple files.
Details
.png

1. From the "Upload" dialog box, select "Add" and locate the picture you wish to upload from on your hard drive. Select the picture and click "Open."

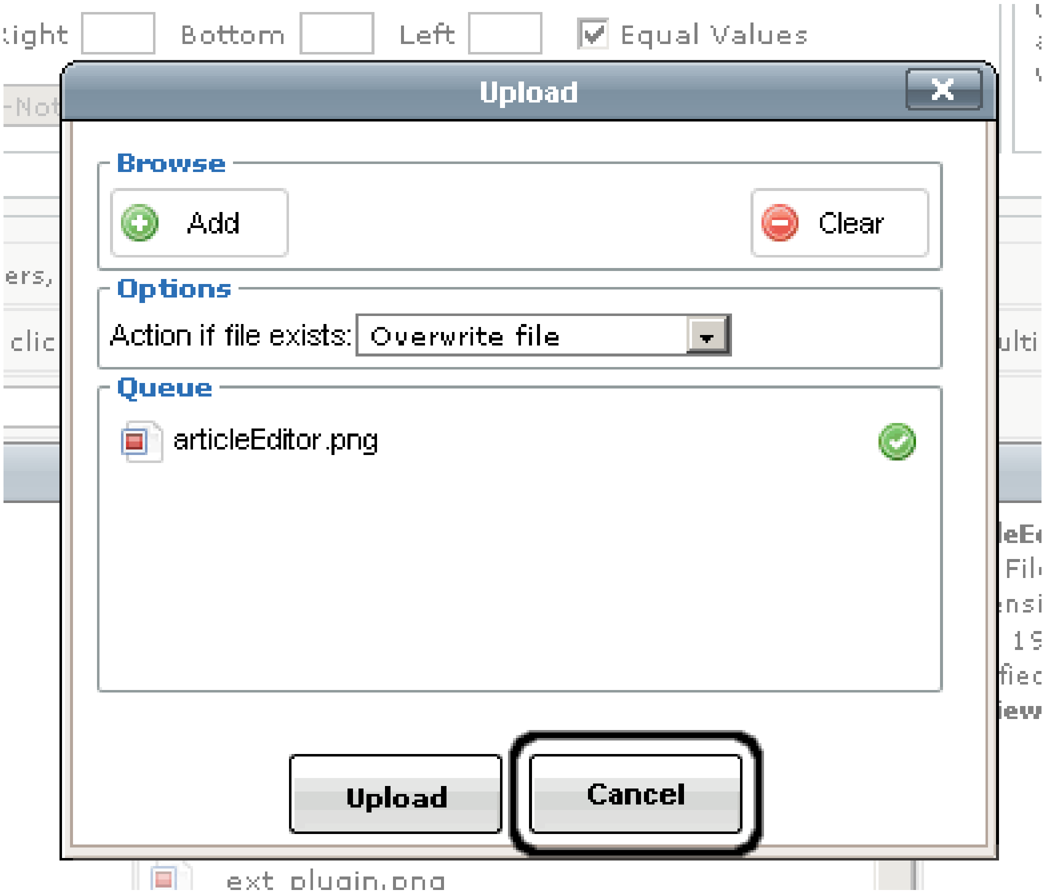

ght
Bottom
Left
☑ Equal Values
Upload
Browse
Add
Clear
Options
Queue
Upload
Cancel
ext_lang.png

Action if file exists: Overwrite file

1. Once you have selected the pictures you want to upload, click on the "Upload" button.


Upload
Browse
Add
Clear
Options
Action if file exists:
Overwrite file
Queue
articleEditor.png
Upload
Cancel

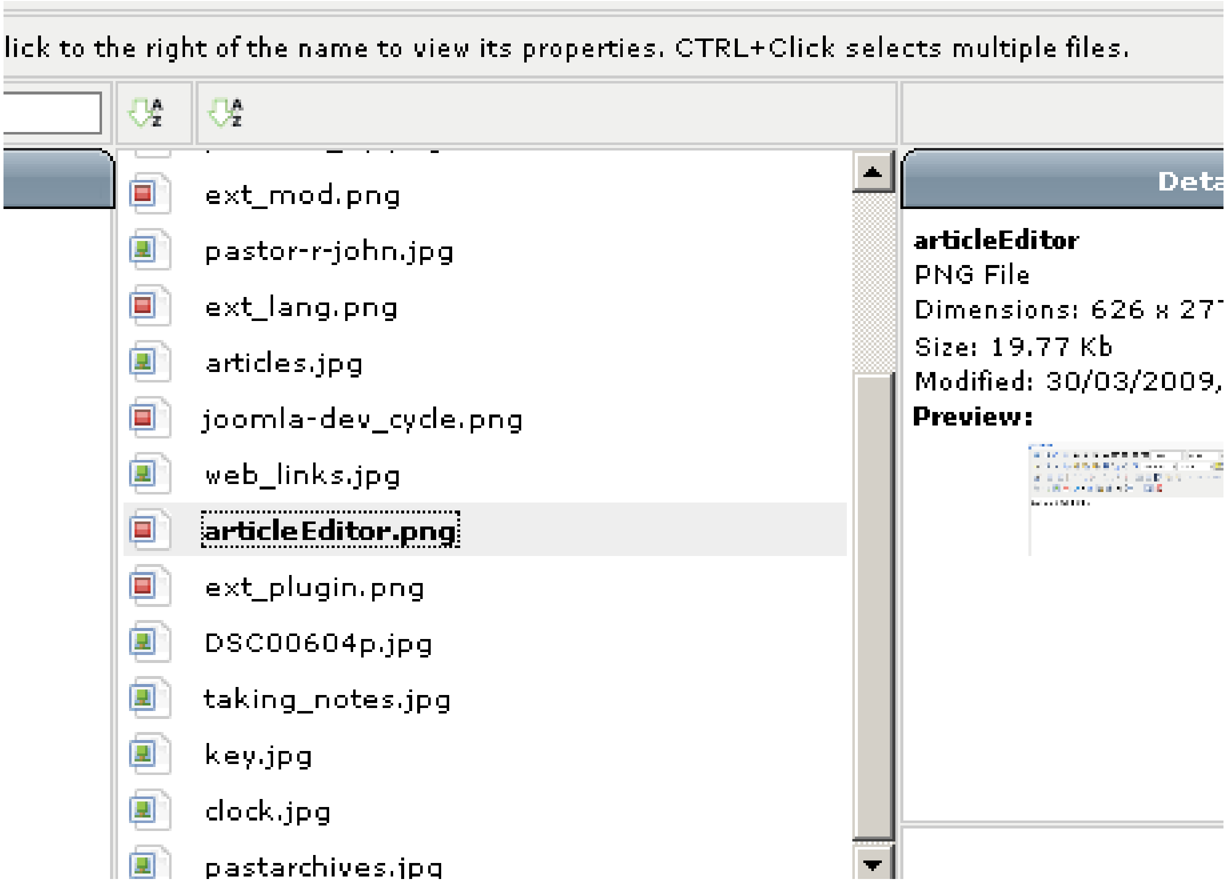
1. Once you see a green check-mark next to the file, click on "Cancel" to exit the dialog.


Bottom
Left
Equal Values
Upload
Browse
Add
Clear
Options
Queue
Upload
Cancel

Action if file exists: Overwrite file

articleEditor.png

1. The next step is to select the picture from the list of pictures in the middle of the "Image Manager." Even if it seems to already be selected, make sure to click on it and check that the "Properties" at the top of the image manager get filled in with the default values.

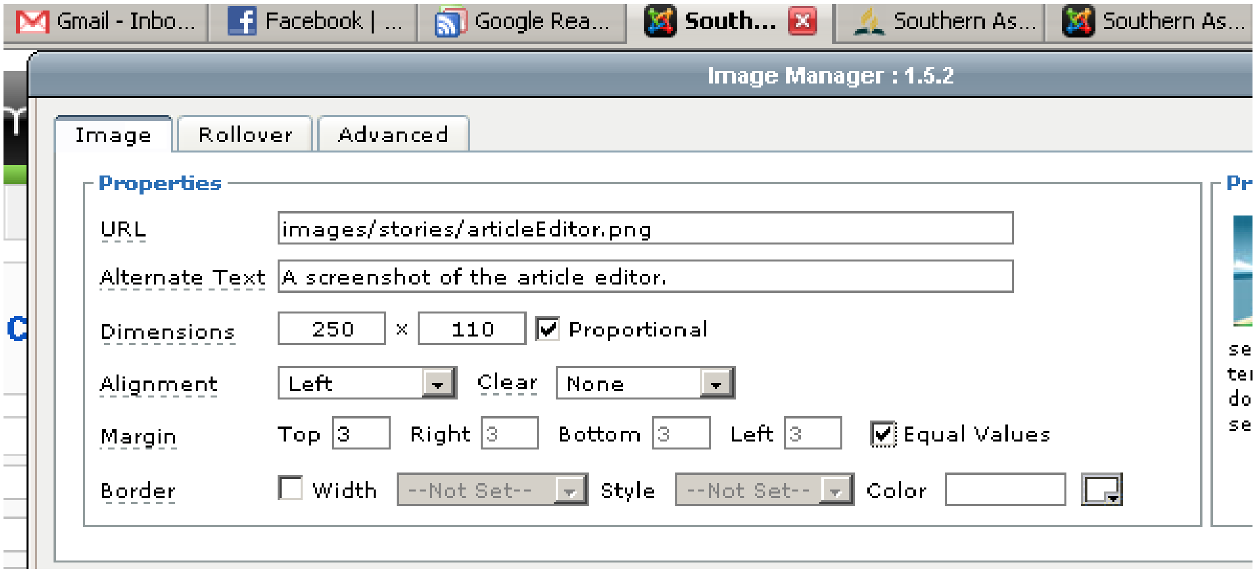


lick to the right of the name to view its properties. CTRL+Click selects multiple files.

ext_mod.png
pastor-r-john.jpg
ext_lang.png
articles.jpg
joomla-dev_cycle.png
web_links.jpg
articleEditor.png
ext_plugin.png
DSC00604p.jpg
taking_notes.jpg
key.jpg
clock.jpg
pastarchives.jpg

articleEditor
PNG File
Dimensions: 626 x 27
Size: 19.77 Kb
Modified: 30/03/2009,
Preview:

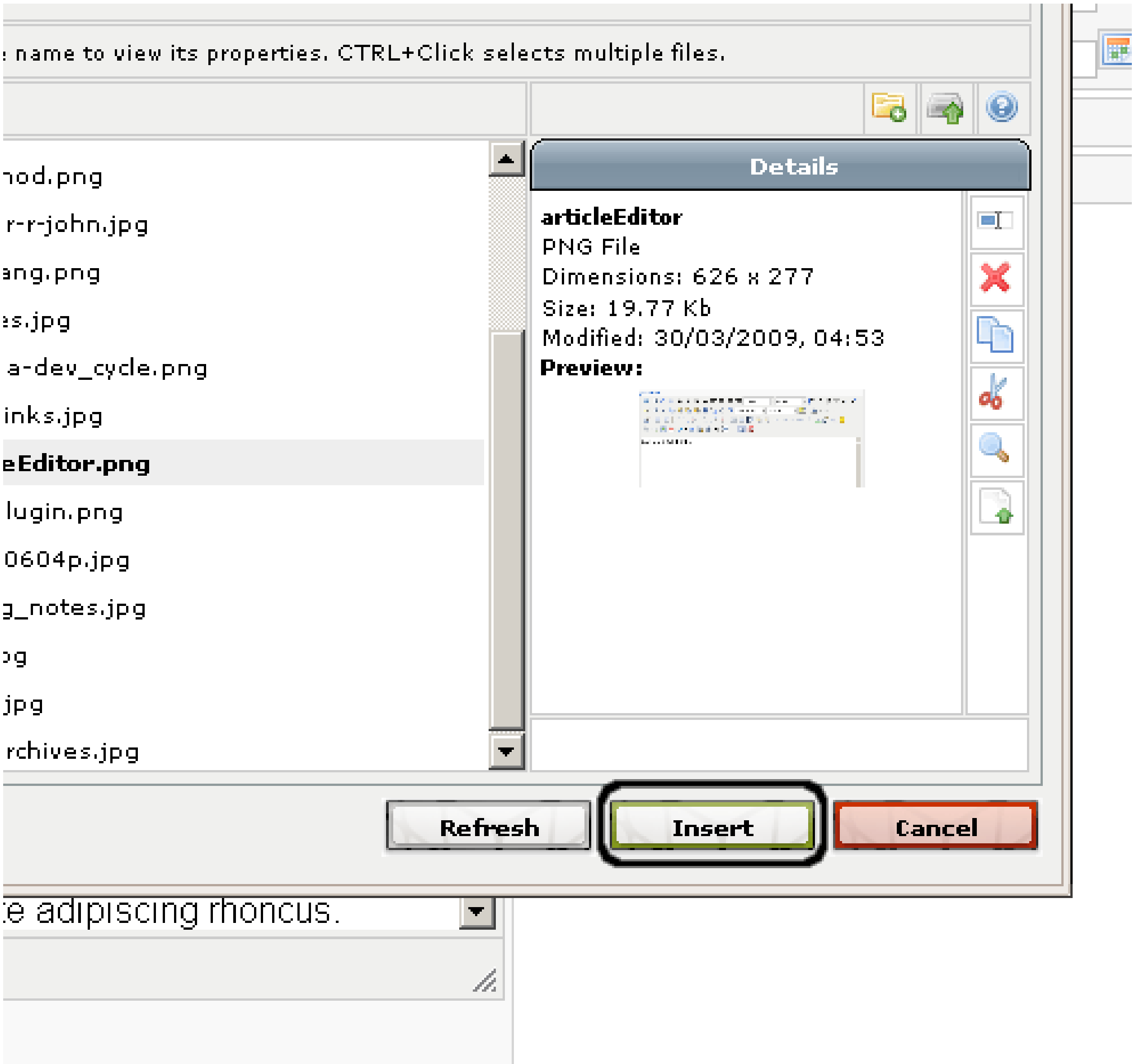
1. Now it is time to fill in the properties with the values that you want. The URL should be filled in automatically, so you do not need to worry about that, but there are a couple of things here you will want to change. First of all, set the “Alternate Text” field to something that describes the picture. This alternate text will be what people see if they do not download the image (for whatever reason) or what blind people will hear if they access the site with a screen reader. If the image is simply decoration and the picture doesn’t really add any meaning, leave the “Alternate Text” field blank.



Properties

URL: images/stories/articleEditor.png
Alternate Text: A screenshot of the article editor.
Dimensions: 250 × 110 ☑ Proportional
Alignment: Left Clear: None
Margin: Top 3 Right 3 Bottom 3 Left 3 ☑ Equal Values
Border: ☐ Width --Not Set-- Style --Not Set-- Color

1. Next, set the "Dimensions" of the picture to something reasonable. The default dimensions are probably too big. A good thing to do here would be to leave "Proportional" checked (so that the original width to height ratio is preserved) and set the first box to something between 200 and 250 pixels. That is generally a good size for an image in an article.
2. Finally, you will probably want to set the "Alignment" of the image to either "Left" or "Right" so that the text of the article will flow around the image. You may also want to set a small "Margin" for the edges of the picture so that the text does not get too close.
3. Now all that you have to do is click "Insert" and the picture will be inserted into your article. If you want to make any changes to it later, simply select the picture and click on the "Insert/Edit Picture" button again.



: name to view its properties. CTRL+Click selects multiple files.

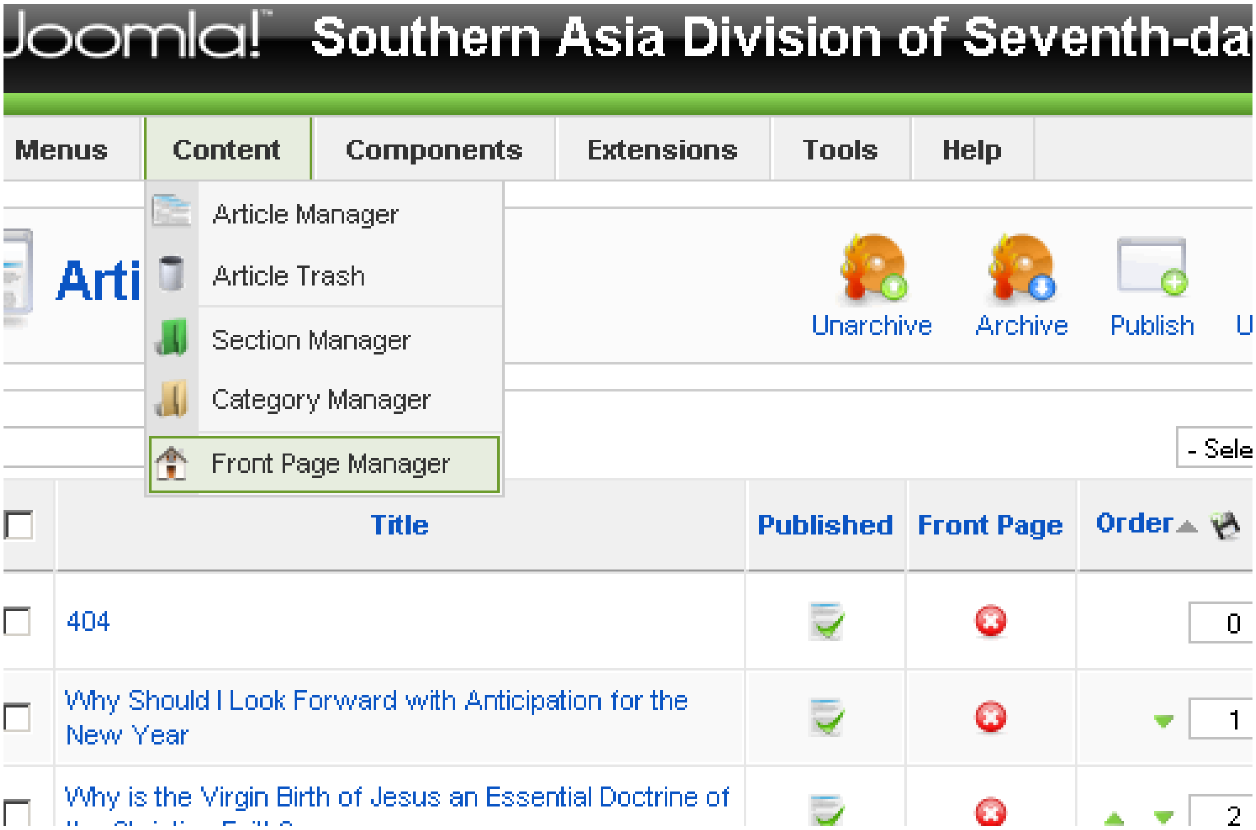
ıod.png
r-r-john.jpg
ang.png
ɜs.jpg
a-dev_cycle.png
inks.jpg
eEditor.png
lugin.png
0604p.jpg
g_notes.jpg
ɔg
jpg
rchives.jpg

articleEditor
PNG File
Dimensions: 626 x 277
Size: 19.77 Kb
Modified: 30/03/2009, 04:53
Preview:

e adipiscing rhoncus.

1.3 Managing Front Page Articles

- After you’ve added an article, if you chose to put it on the front page, you will find that the new article will appear before the “Welcome” article on the front page of the web site. This is undesirable and we are going to change it. First of all, select “Front Page Manager” in the “Content” drop-down menu.

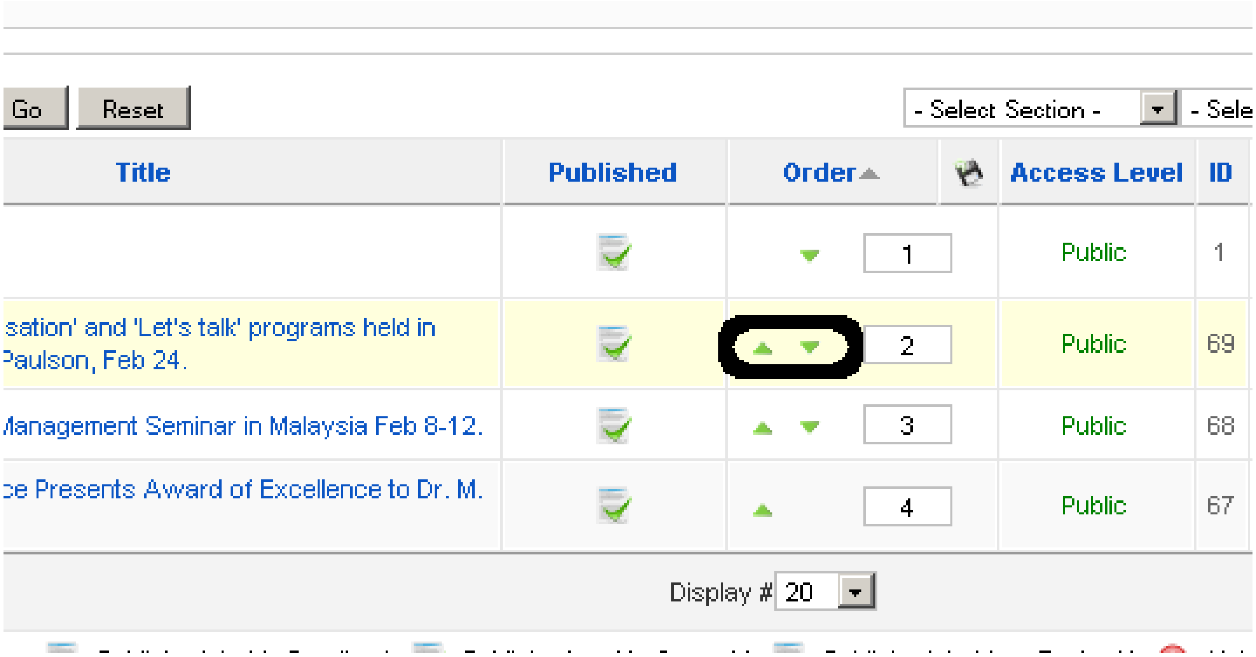

Joomla!
Southern Asia Division of Seventh-da
Menus
Content
Components
Extensions
Tools
Help
Article Manager
Article Trash
Section Manager
Category Manager
Front Page Manager
Arti
Unarchive
Archive
Publish
U
- Sele

☐	Title	Published	Front Page	Order
☐	404	✓	✗	0
☐	Why Should I Look Forward with Anticipation for the New Year	✓	✗	1
☐	Why is the Virgin Birth of Jesus an Essential Doctrine of	✓	✗	2

- From the front page manager there are several things that you can do, including changing the order that articles appear on the front page, removing articles from the front page, and even changing their published status. We will just focus on changing the ordering of articles on the front page and removing articles from the front page entirely.

1.3.1 Ordering Articles on the Front Page

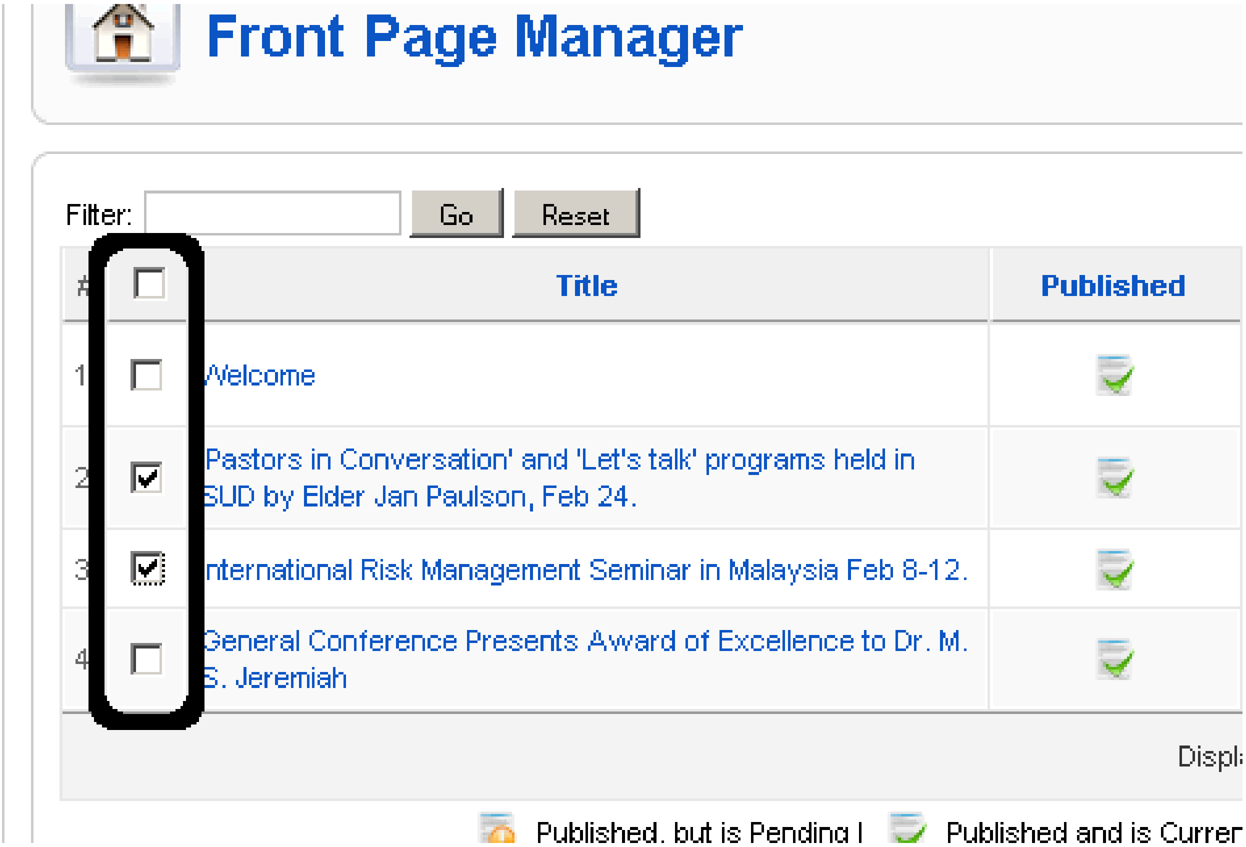
- Changing the ordering on the front page is incredibly easy. Just click on the green arrows next to the article you wish to move to change its order.



Title	Published	Order ▲		Access Level	ID
	✓	▼ 1		Public	1
sation' and 'Let's talk' programs held in Paulson, Feb 24.	✓	▲ ▼ 2		Public	69
Management Seminar in Malaysia Feb 8-12.	✓	▲ ▼ 3		Public	68
ce Presents Award of Excellence to Dr. M.	✓	▲ 4		Public	67

1.3.2 Removing Articles from the Front Page

- Removing Articles from the front page is quite easy, too. First, select the articles that you wish to removed by checking the boxes next to them.

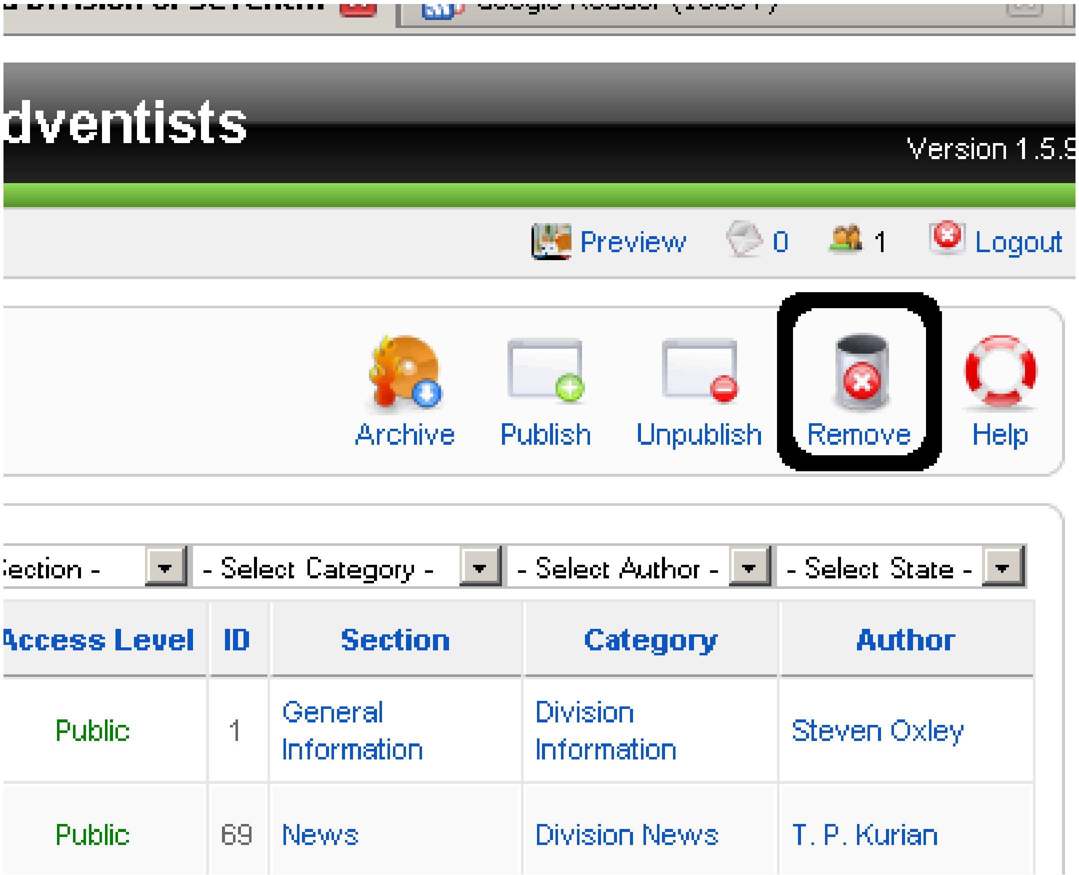


Front Page Manager
Filter:
Go
Reset

#	☐	Title	Published
1	☐	Welcome	✓
2	☑	Pastors in Conversation' and 'Let's talk' programs held in SUD by Elder Jan Paulson, Feb 24.	✓
3	☑	nternational Risk Management Seminar in Malaysia Feb 8-12.	✓
4	☐	General Conference Presents Award of Excellence to Dr. M. S. Jeremiah	✓

Displ
Published, but is Pending I
Published and is Currer

- All you have to do now is click on the “Remove” button in the upper right hand corner of the page.


dventists
Version 1.5.9
Preview
0
1
Logout
Archive
Publish
Unpublish
Remove
Help
Section -
- Select Category -
- Select Author -
- Select State -

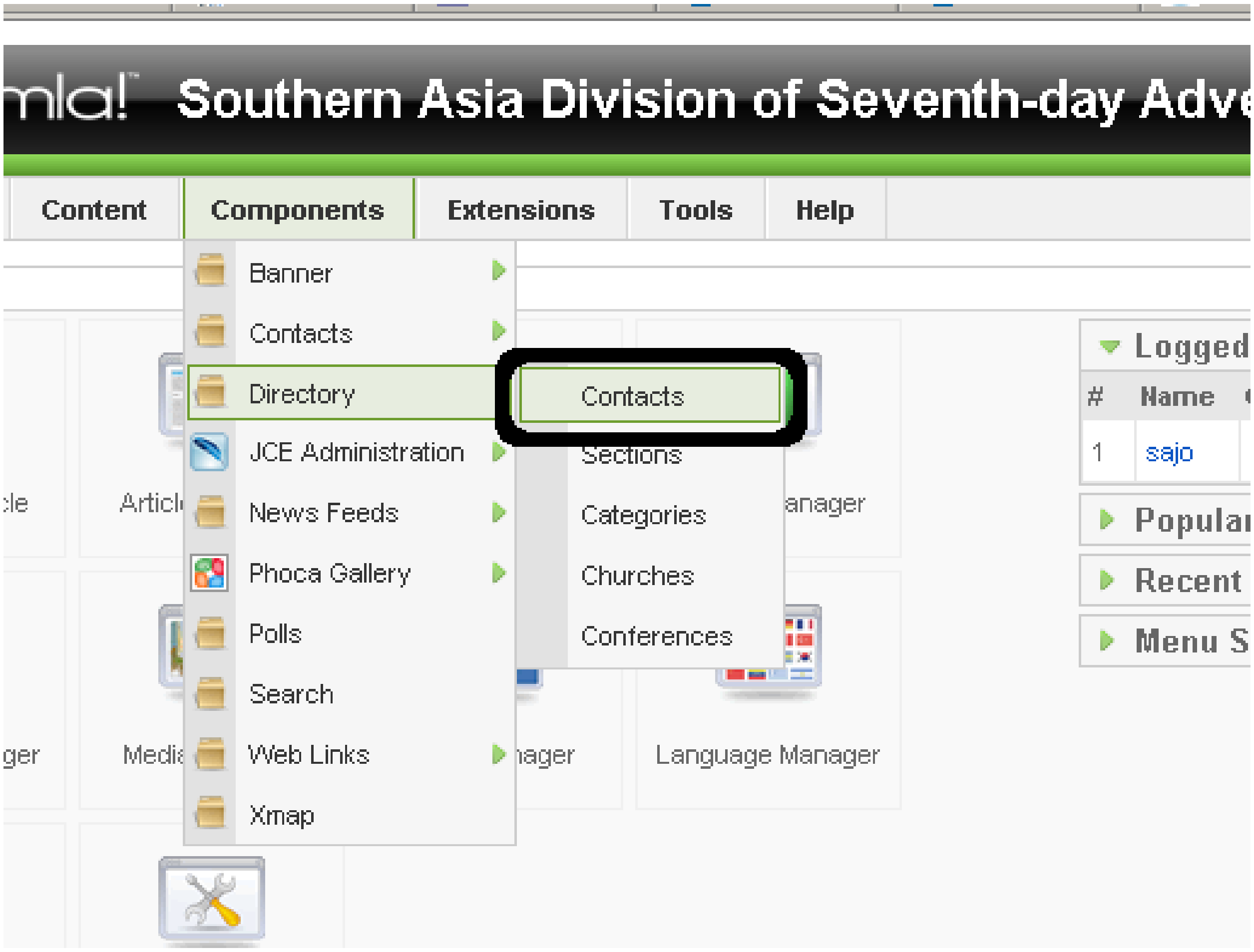
Access Level	ID	Section	Category	Author
Public	1	General Information	Division Information	Steven Oxley
Public	69	News	Division News	T. P. Kurian

CHAPTER

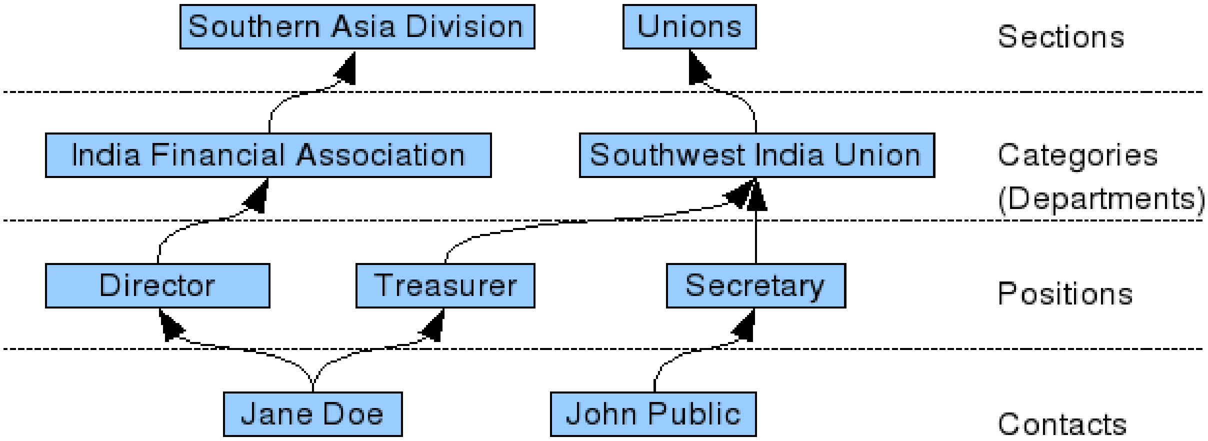
TWO

MANAGING THE DIRECTORY CONTACTS

The management of the contacts in the directory is accomplished through the directory component. It can be accessed by selecting “Contacts” from the “Directory” sub menu of the “Components” menu. MAKE SURE THAT YOU DO NOT TRY TO USE THE “Contacts” COMPONENT. It is not the same component and it will cause you to waste your time.


Southern Asia Division of Seventh-day Adve
Content
Components
Extensions
Tools
Help
Banner
Contacts
Directory
JCE Administration
News Feeds
Phoca Gallery
Polls
Search
Web Links
Xmap
Contacts
Sections
Categories
Churches
Conferences
Language Manager
Logged
Name
1
sajo
Popular
Recent
Menu S

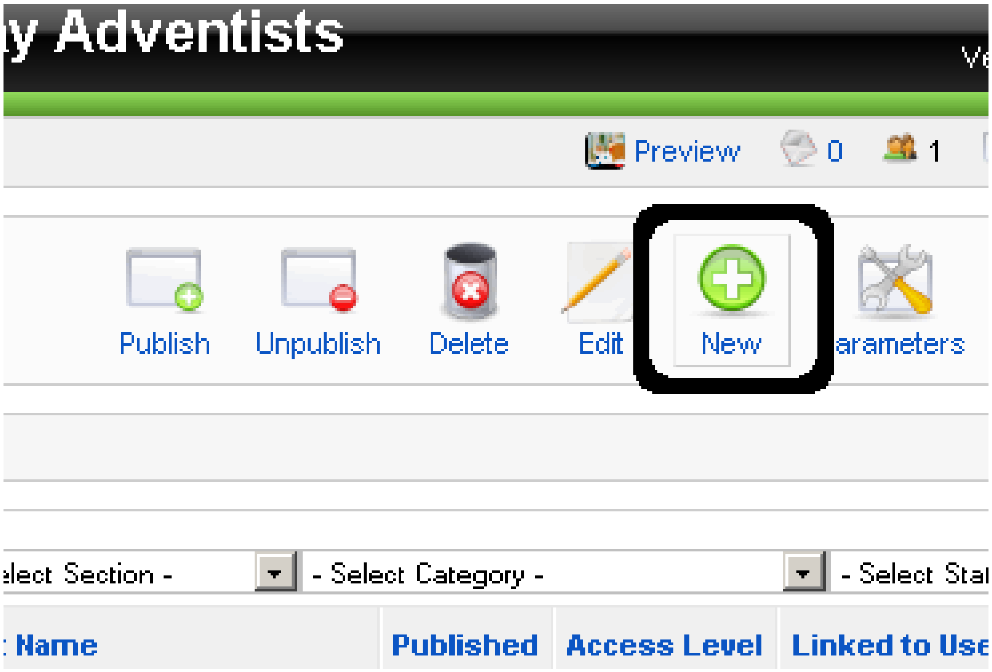
The way the contacts are organized is a little bit more complicated than any other entities on the Southern Asia Division website. Each contact can have multiple positions and each position can be with a different “Department” or “Category.” Each “Department” or “Category” is then a member of a “Section.” The “Sections” are what determine where a contact will show up. For example, a Contact that has a Position in a Department that is in the "Southern Asia Division" Section will show up in the main directory on the website. Similarly, a Contact that has a Position in one of the "Union" Categories (but not a department in the "Southern Asia Division" section) will not show up in the main directory, but they will show up in the list of contacts for that Union. A diagram may be useful for understanding the organization here.


Southern Asia Division
Unions
Sections
India Financial Association
Southwest India Union
Categories (Departments)
Director
Treasurer
Secretary
Positions
Jane Doe
John Public
Contacts

Now that you have some idea of how the contacts portion of the directory component is organized we can begin. Let's start by adding a new contact.

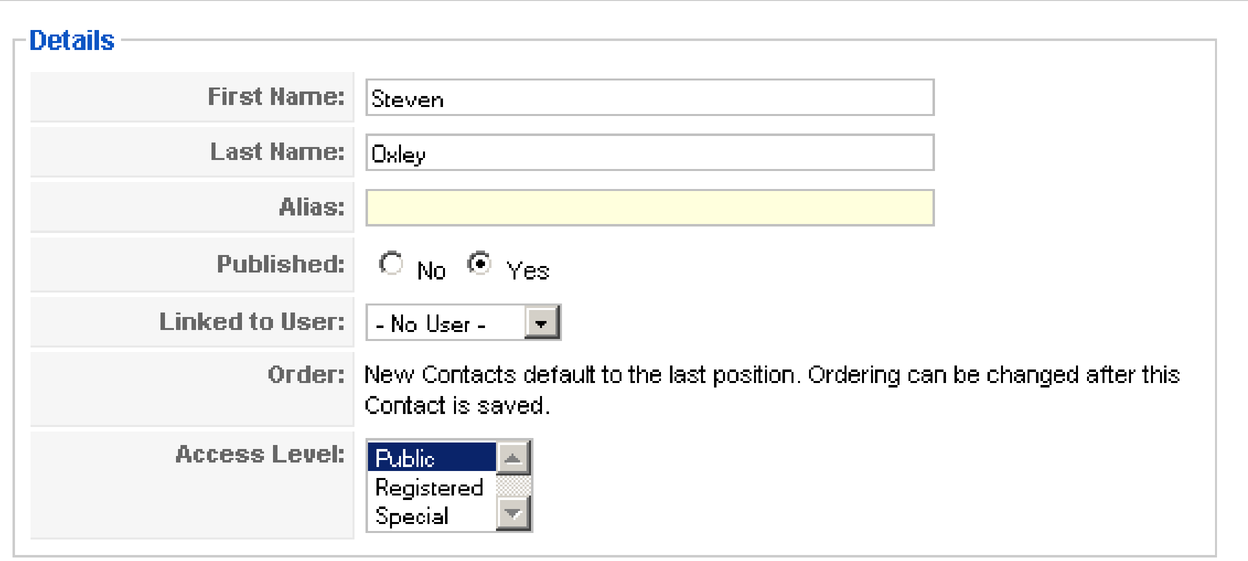
2.1 Create a New Contact/Edit a Contact

1. The first step to creating a new contact is clicking on the "New" button in the upper right hand corner. (To edit a contact, click on the contact's name).


y Adventists
Ve
Preview
0
1
Publish
Unpublish
Delete
Edit
New
arameters
elect Section -
- Select Category -
- Select Sta
Name
Published
Access Level
Linked to Use

1. Once you find yourself on the New Contact page, you can start by filling out the "Details." The only fields here that are necessary to fill out are "First Name" and "Last Name." Alias will be populated automatically and the

others do not need to be changed.



Details

First Name: Steven

Last Name: Oxley

Alias:

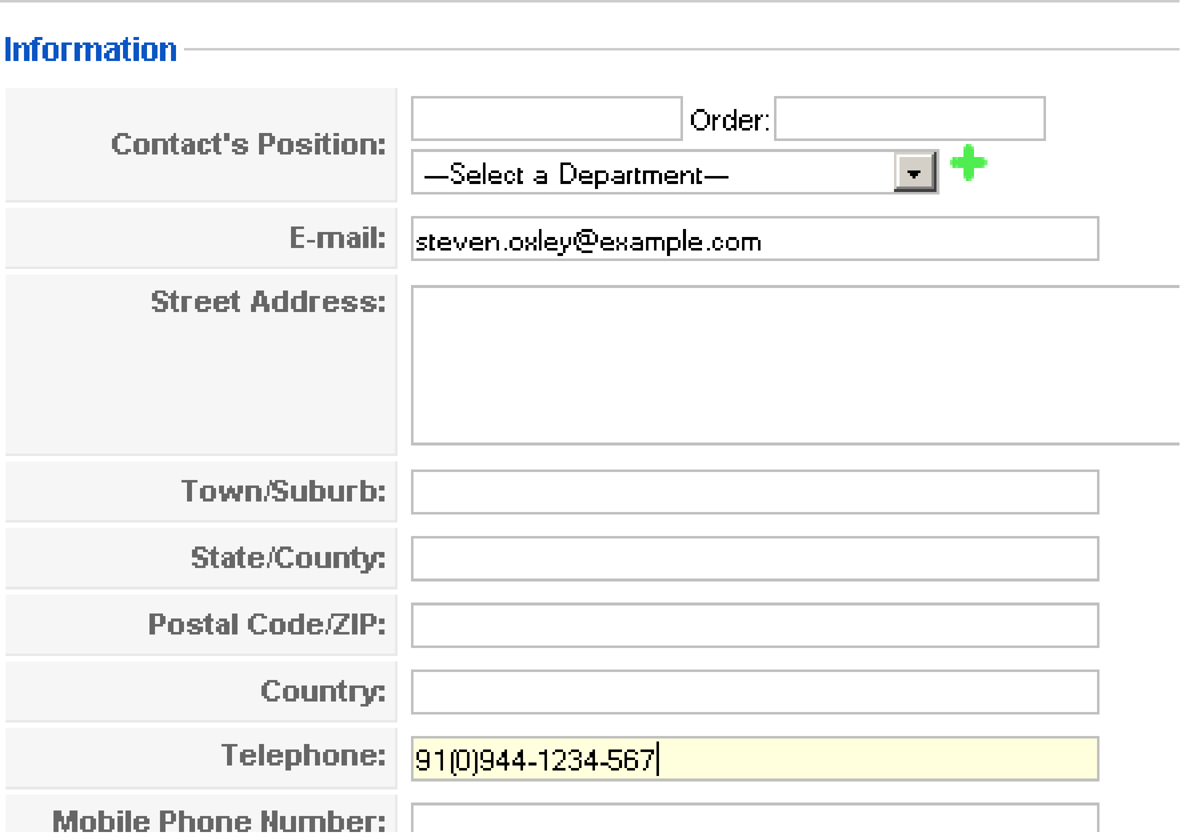
Published: ○ No ● Yes

Linked to User: - No User -

Order: New Contacts default to the last position. Ordering can be changed after this Contact is saved.

Access Level: Public (selected), Registered, Special

1. After filling out the "Details" the next step is to fill out the "Information" below it. All that is involved with that is filling out the e-mail address, telephone number and any relevant positions.



Information

Contact's Position: Order:

—Select a Department—

E-mail: steven.oxley@example.com

Street Address:

Town/Suburb:

State/County:

Postal Code/ZIP:

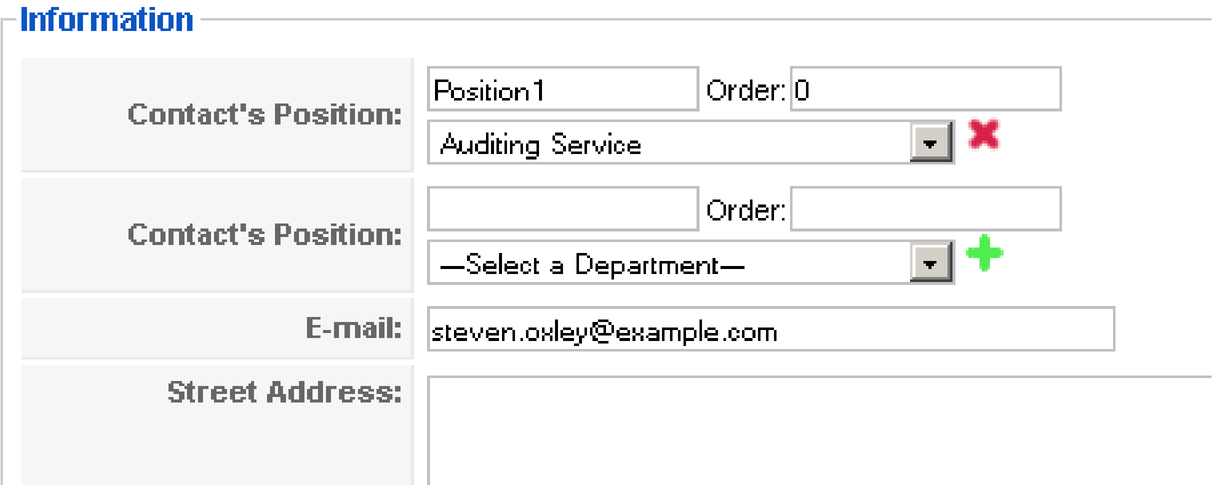
Country:

Telephone: 91(0)944-1234-567

Mobile Phone Number:

1. Now, if the contact you are entering has only one position then your task should be easy, simply fill out the title of the Contact's Position in the first box, you can skip filling out the order, and select a "Department" from the

drop-down box. If you need to fill out another position, then click on the green "+" after filling out the first position and you will be able to add a new position.



Information

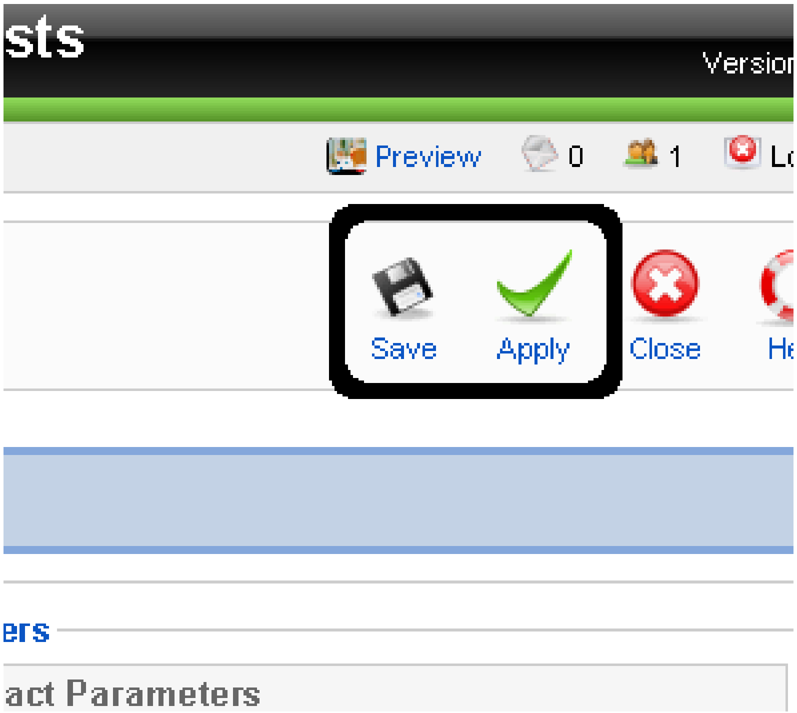
Contact's Position: Position1 Order: 0
Auditing Service ✖

Contact's Position: Order:
—Select a Department— ✚

E-mail: steven.oxley@example.com

Street Address:

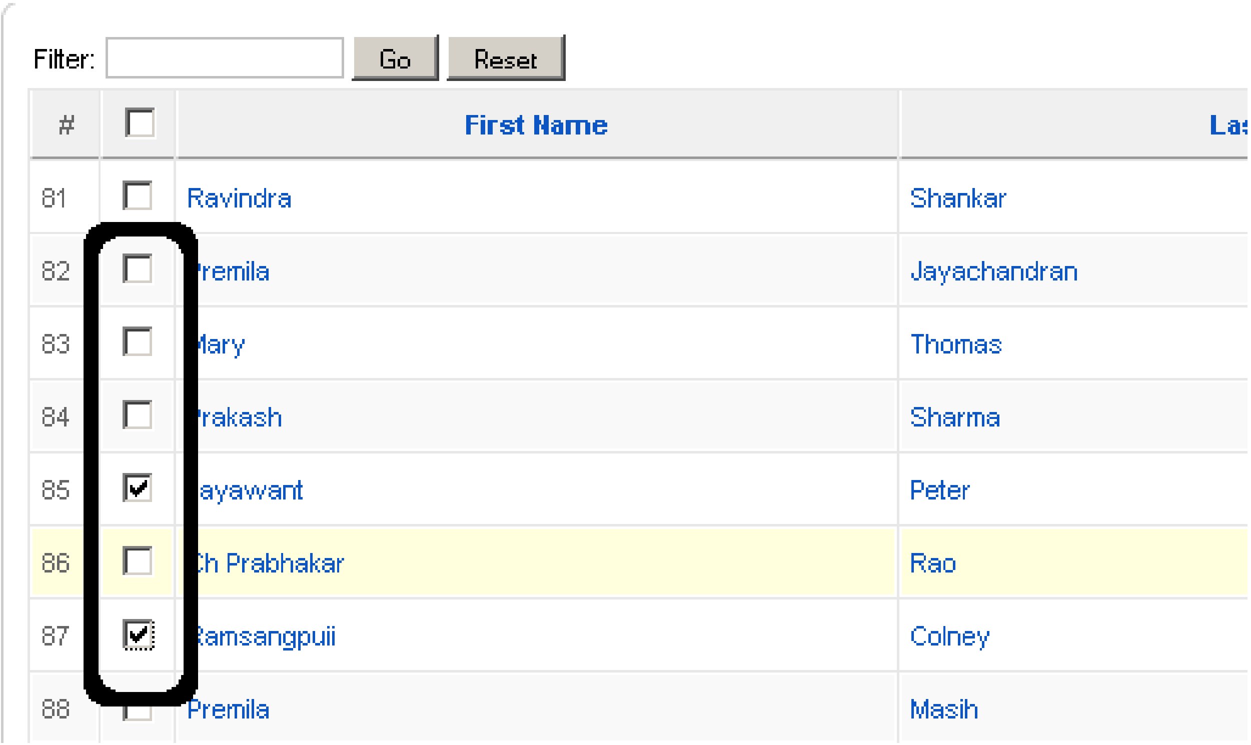
1. If you mess up adding a position and need to delete it, all you have to do is click on the red "X" next to the position you need to delete. Now all you need to do is save the changes you've made. Just click on "Save" to save your changes and return to the list of contacts or click "Apply" to save your changes and stay on the same page.



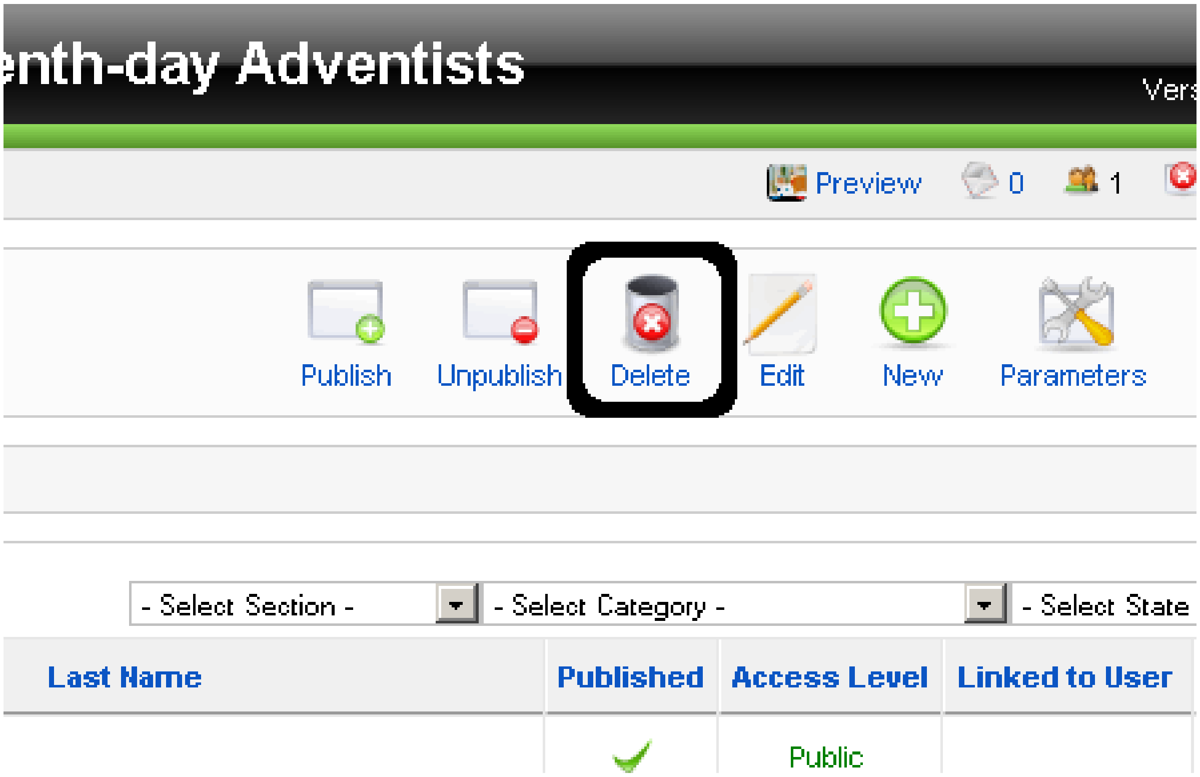
1. That should also cover the information that you will need to edit a contact. The only thing that would be different is how you would access the contact. Simply click on the contact's name from the contact list.

2.2 Deleting Contacts

- Deleting contacts is very simple. Just check the boxes next to the contacts you wish to delete, then click on the "Delete" button.


Filter:
Go
Reset

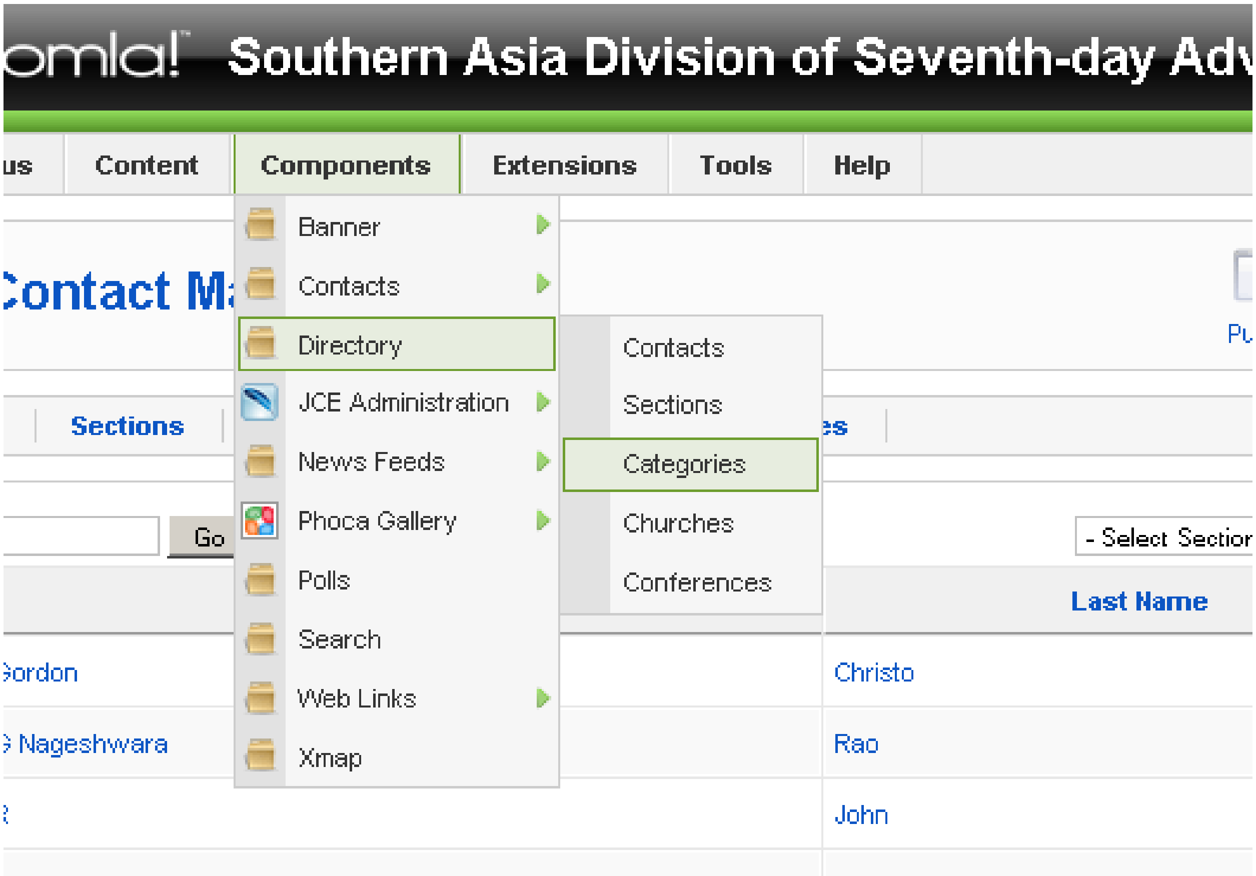
#	☐	First Name	La
81	☐	Ravindra	Shankar
82	☐	remila	Jayachandran
83	☐	lary	Thomas
84	☐	rakash	Sharma
85	☑	ayawant	Peter
86	☐	h Prabhakar	Rao
87	☑	amsangpuii	Colney
88		Premila	Masih


nth-day Adventists
Vers
Preview
0
1
Publish
Unpublish
Delete
Edit
New
Parameters
- Select Section -
- Select Category -
- Select State

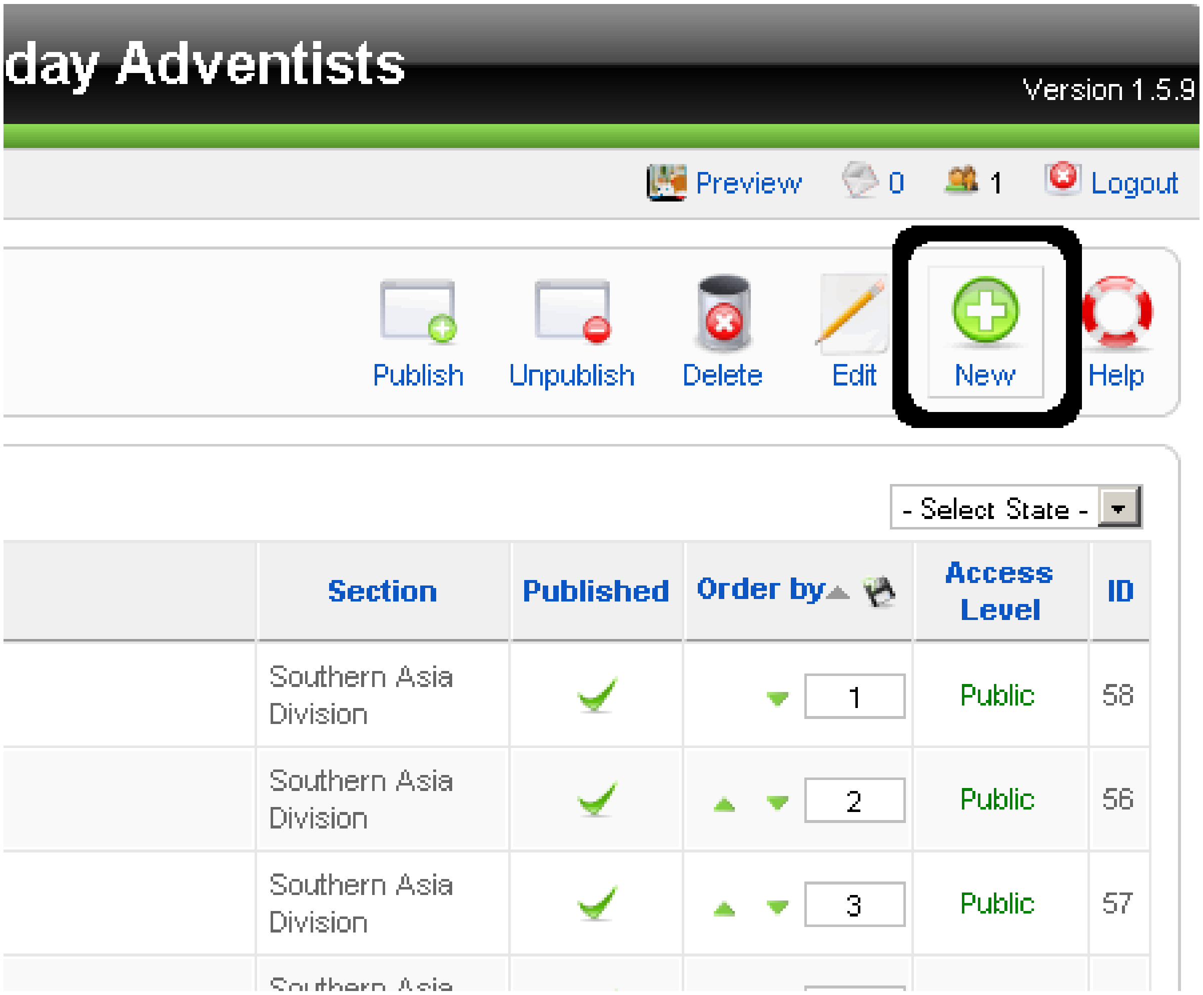
Last Name	Published	Access Level	Linked to User
	✓	Public	

2.3 Adding/Editing Contact Categories

1. The first step to organizing the directory contact categories is to move to the category management page. To do that select the "Categories" item in the "Directory" sub menu in the "Component" menu.

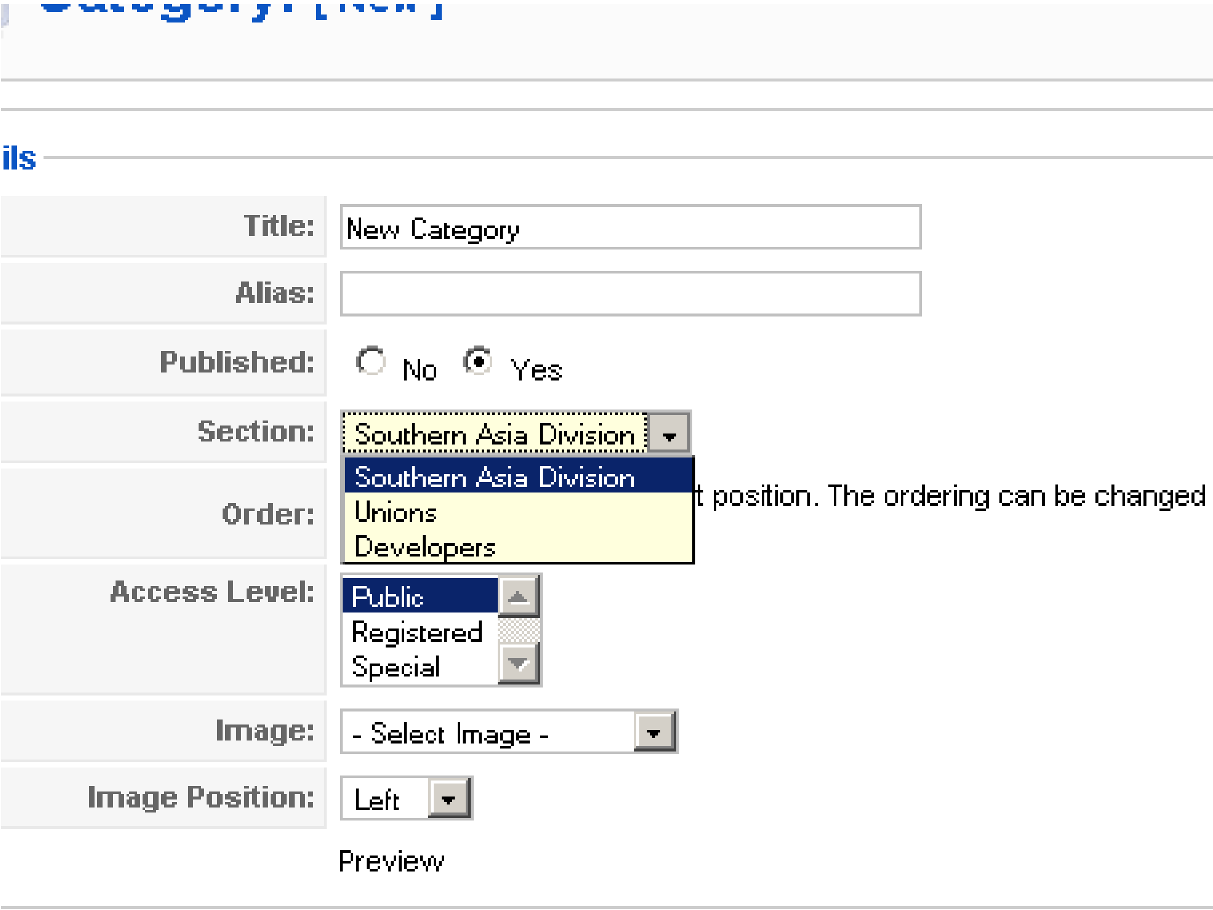

omla!
Southern Asia Division of Seventh-day Adv
us
Content
Components
Extensions
Tools
Help
Banner
Contacts
Directory
JCE Administration
News Feeds
Phoca Gallery
Polls
Search
Web Links
Xmap
Contacts
Sections
Categories
Churches
Conferences
Contact Ma
Pu
Sections
es
Go
- Select Sectior
Last Name
Gordon
Christo
Nageshwara
Rao
John

1. To add a category, click on the "New" button in the upper right hand corner. (If you want to edit a category, just click on the name of the category).


day Adventists
Version 1.5.9
Preview
0
1
Logout
Publish
Unpublish
Delete
Edit
New
Help
- Select State -

Section	Published	Order by	Access Level	ID
Southern Asia Division	✓	1	Public	58
Southern Asia Division	✓	2	Public	56
Southern Asia Division	✓	3	Public	57
Southern Asia				

1. Now fill in the Details for the category – make sure to fill in the “Title” field and select a “Section.” If the category is a department in the Southern Asia Division than you will want to select “Southern Asia Division” as the section. If the category is a Union, then select “Unions” as the section.



ils

Title:	New Category
Alias:	
Published:	○ No ● Yes
Section:	Southern Asia Division
Order:	t position. The ordering can be changed
Access Level:	Public Registered Special
Image:	- Select Image -
Image Position:	Left

1. Now you can fill in a description for the directory if you'd like using the editor (see Managing Articles for more information about the editor). Finally, just click on "Save" or "Apply" in the upper right hand corner to save your changes.

CHAPTER

THREE

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- *Search Page*

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