

MANAGING YOUR JOOMLA WEBSITE

What is Joomla?

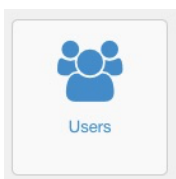
Joomla provides a user-friendly interface for managing web content and other features and is an open source solution that is freely available to everyone. **Note:** *When using the Joomla management tools (i.e. logged into the backend and trying to edit and/or create content), please use Firefox or Chrome (both free browsers).*

Support Requests: Third Sun wants you to be successful managing your website, and we expect that you will have questions or needs that arise on occasion. To serve all of our clients' needs efficiently, we prefer you to email support@thirdsun.com because we usually need to be in front of a computer with your website pulled up to help you, and this ensures you get speedy help from the team member best suited to help you. When you submit your question or request, please consider the following:

- State your question or need clearly
- Include a link of the page you are referencing (if applicable)
- Screenshot of what you are seeing, or not seeing (if applicable)

When we have all the details about an issue, we can help you more quickly. For urgent issues (site down or other occurrences), email is still best. **For more resources and Help Docs, go to <https://thirdsun.com/help-docs>**

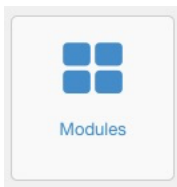
Logging In to Backend: Open your browser and go to mountainheightsacademy.org/administrator bookmark for future use. Login with your current username and password. If you do not have one, one of your administrators can make you a user account by logging in and following instructions below.



User Manager: Add new users or disable who can manage the site by clicking the Users button on your dashboard. Click the "New" icon (top right of the page) and complete information on the left (no need to do anything on the right as these will just default to proper settings). Then toggle to the "Assigned User Groups" tab and assign a trusted user at the "Administrator" level. **Don't delete users**, this can cause issues on your site. Only **disable** past users. Each user needs a distinct email address, i.e. you can't use the same email for everyone to use as a generic user like "Admin".

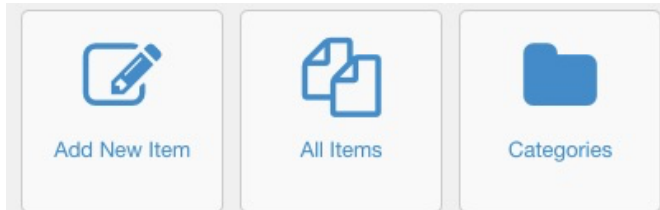
Backend Navigation: The backend of Joomla navigates like a website itself. You can access Menus, Content, Components, Extensions, etc. Most commonly used will be Items/K2 and Components area. In the top righthand corner of the backend, there's a shortcut to the frontend of the site.

Menu Manager: Your website should not require frequent changes or additions to the menu navigation (it isn't a good practice for your returning site visitors because they should be able to depend on the organization of your website to be relatively consistent). To access the Menu navigation and understand its structure, go to Menus > Main Menu. From here, you can add or delete options, but setting up menu items requires having already created the content and knowing how to link that content. If you need slight adjustments (i.e. adding an item or deactivating an item), contact support@thirdsun.com with your request.



Modules: Most items located on the homepage, sidebars or footers are controlled in the Module Manager which you can view by going to Extensions > Module Manager. Modules are custom-tailored to your website, so **do not edit or delete modules** unless you know what you are doing; for assistance, email support@thirdsun.com or find a "Help Docs" tutorial at <https://thirdsun.com/help-docs>.

EDITING WEBSITE CONTENT: K2 - Backend



K2 is a component that allows for additional features in the content management system, Joomla.

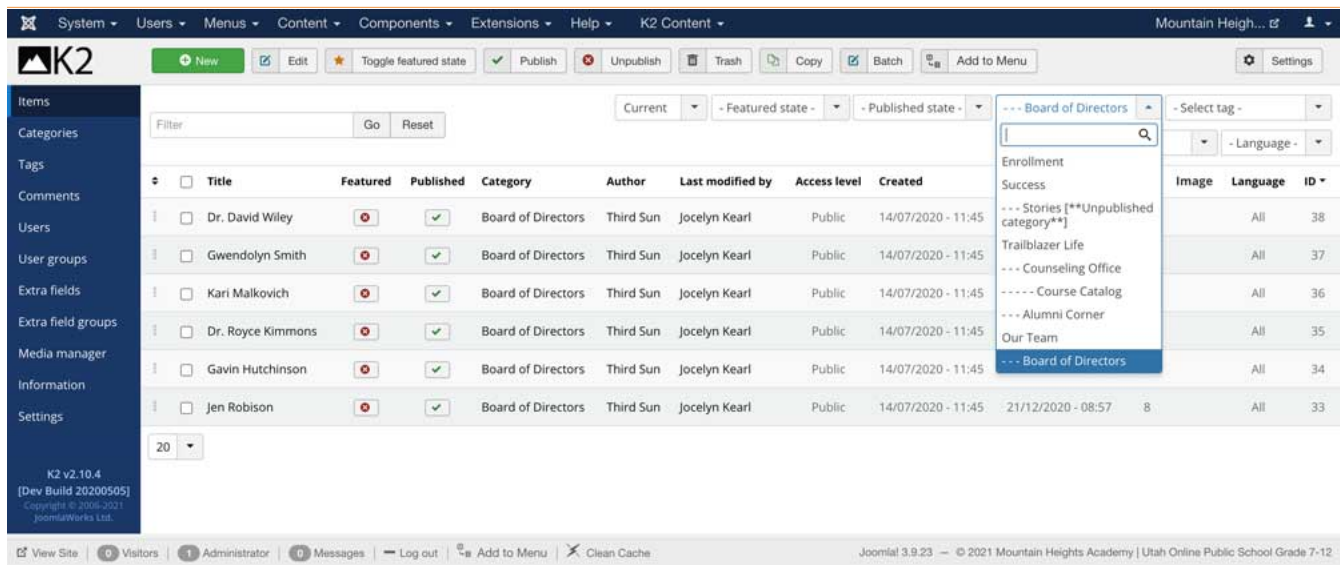
Structure: Your website is organized by Categories and Items.

Categories - main buckets you organize items into.

Items - individual pieces of content that often work as the pages on your website.

The Basics: Maintaining your website is easy to do if you follow some simple guidelines:

- Keep your content clean! Write compelling, concise, and clear content. **Avoid ALL CAPS** for consistency.
- Give your items/articles an appropriate **title** and **assign to correct category**.
- **Headings** - To create headings (and keep things consistent in the site), highlight the text to be made a heading and under Format, select Heading 2 or Heading 3 (Heading 1 is usually used already by the page title). You can preview what your heading styles will look like by clicking on the Style Guide shortcut in the Control Panel.
- **Line break (but not hard return)** - Click **Shift and then Enter** to get a line break. In HTML, this differs from a hard return which will create a paragraph space between lines.
- **Bullets or Number Lists** - Enter your text with hard returns between the lines you want to bullet point (or number). Select the lines and click the Unordered List or Ordered List icons.
- **Bold, Underline, or Italics** - Use these sparingly for impact, avoid underlines as they tend to look like links.



Step 1: Navigate to K2 via top menu or navigate to All Items from Control Panel

- Once you are in the "Items" area, you will see a list of existing items.
- From the K2 Items list, filter them by using "Select category" to view items in a particular category.

Step 2: Select your item or create a new one.

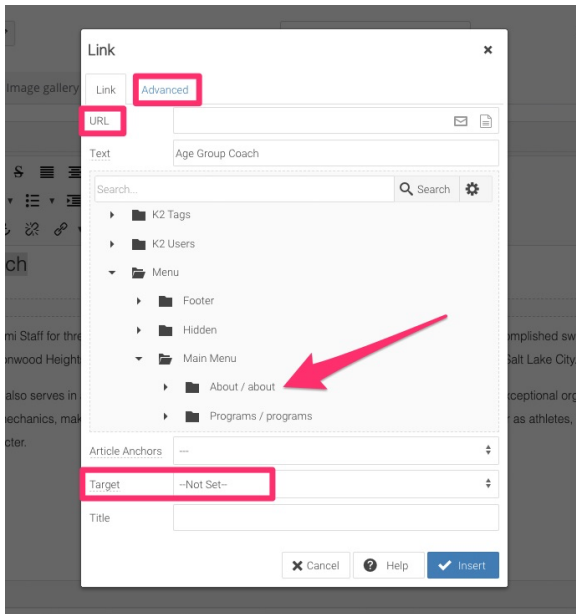
- Edit an existing K2 Item by clicking on the title.
- Create a new K2 Item by clicking "+ **New**" green button on the top left. top right.

Step 3 & 4: Give your new K2 Item a good **Title**. Check it's in the proper **Category** according to your site's organization. The "**Title alias**" will auto-complete when you save.


Step 5: Create your text in the text editor either by pasting from a document or typing directly in the editor area. For headings, Use the dropdown that says "Paragraph" and select "Heading 2" or "Heading 3." And so on.


- Photos may also be inserted into content using the "Insert/Edit Image" icon (*more info below*). Avoid extremely large images (over 1-2mb.) or poor quality/grainy images.

REMEMBER: Always click **Save** or **Save & Close** for your changes (click **Cancel** if you do not want your changes to take effect). Please note that if you delete or unpublish a K2 item connected to a Menu item, you will need to reassign that Menu item to a published item or retire it (email support@thirdsun.com if you need help).



- **Insert/Edit Link:** Highlight the text (or image) you want to hyperlink and then click the Insert/Edit Link icon.
- **To add a link to another page on your site,** use the link manager, select it by going to the Main Menu folder and finding the correct page, (don't adjust the Target) then click Insert.
- **To add a link to a page that's not on your site,** enter the URL (complete with <http://>), change the Target "Open in new window." Then click Insert.
- **Button Style Links:** Create a link button by following the link steps above, but before clicking Insert go to the "Advanced" tab and type 'btn' in the "Classes" field. Then Insert.

 **Insert File Link:** To insert a document for users to download (pdf, doc, xls, jpg) into your K2 Item, write a phrase (i.e. Download this file) and highlight. Click the Insert File Link icon. Select an existing or upload a new document by clicking the Upload icon (arrow pointing up on the right side of the File Manager pop-up). Once uploaded, select the file to link; select the Target to "Open in new window." Check the box "Include Icon" if you want a PDF or Word Doc icon to appear. Click Insert.

 **Insert/Edit Image:** To insert an image directly in the content, click your cursor in the spot where you want the photo to appear and click the Insert/Edit Image icon. Upload an image by clicking "Upload" in the Image Manager Extended pop-up. Once uploaded, click on the file and so the URL line populates. You can align right or left and set a margin (like 5 pixels) or have them be full width (this is often best these days with mobile phones as long as the photos are not vertical). For full width, have the dimensions be "100%" and delete the height or leave blank.

Insert a Video: First, upload the video to the platform of your choice, this is ideal so that the site isn't hosting the video file itself. Insert in the content the following code: {youtube}videoID#{/youtube} (same for Vimeo or Soundcloud using {vimeo}videoID{/vimeo}, etc.). The video ID is a string of numbers usually found in the URL for the video.

Team Member Pages


These are added in each respective Category nested under the Our Team Category, e.g. Office Staff, Administration, etc. Note: *you do not need to add any special formatting to the text in these items, they will be automatically formatted to appear correctly on the front end of the site.* The Item title is the staff name formatted "last name, first name" – e.g. "Tonks, Dr. DeLaina", then in the content editor put their bio if they have one.

Next, toggle to the Image tab and click "choose file" to upload a photo. **All current photos have been resized to 900x1260 pixels at 72dpi.** To replace an image, just choose a new file and it will replace the current image.

Content | **Image** | Image gallery | Media | Extra fields | Attachments

Item image No file chosen (Max upload size: 360M) or

Item image preview



Check this box to delete the current item image or just upload a new one to replace it

Item image caption

Item image credits

Next, to add staff details go to the Extra Fields tab and fill in the remaining information.

Content | Image | Image gallery | Media | **Extra fields** | Attachments

Full Name	<input type="text" value="Dr. DeLaina Tonks"/>		
Position	<input type="text" value="Principal"/>		
Email Address	Text <input type="text" value="Email"/>	URL <input type="text" value="mailto:dtonks@mountainheightsaca"/>	Open in <input type="text" value="New window"/>
Phone Number	<input type="text" value="801.721.6329"/>		

Your Blog

Add new items to the Blog category to have them published (but not showing on the site) as posts for your SEO. Come up with a good title, you don't need to fill in the Title-alias. If you no longer want a blog to be published, click on the Published toggle in the Item. Follow the best practices outlined above for formatting your text.

If you wish to date-stamp an item, like a blog post (i.e. have it unpublish or publish on a specific date), go to the **"Publishing & Metadata"** tab in the item (top of page between "Basic" and "Display Settings"), under "Creation Date" select the date you'd like the item to show as being published.

Reminder that all links to other sites should 'Open in New Tab.'

The screenshot shows the Joomla! K2 administration interface for editing an item. The top navigation bar includes 'System', 'Users', 'Menus', 'Content', 'Components', 'Extensions', 'Help', and 'K2 Content'. The user is logged in as 'Mountain Heigh...'. The main header shows 'Edit item' with tabs for 'Basic', 'Publishing & metadata', and 'Display settings'. The 'Basic' tab is active, showing the following fields:

- Title:** Great Descriptive Title Here
- Title alias (URL):** great-descriptive-title-here
- Category:** Blog
- Tags:** Write a tag and press enter to add it.
- Published:** No (selected), Yes
- Featured:** No (selected), Yes
- Access level:** Public
- Author:** Jocelyn Kearn
- Author alias:**
- Language:** All

At the bottom, there are tabs for 'Content', 'Image', 'Image gallery', 'Media', 'Extra fields', and 'Attachments'. The footer shows 'View Site', '0 Visitors', '2 Administrators', '0 Messages', 'Log out', 'Add to Menu', and 'Clean Cache'. The Joomla! version is 3.9.23, and the copyright is © 2021 Mountain Heights Academy | Utah Online Public School Grade 7-12.