For starters, I highly recommend downloading Firefox at http://www.mozilla.org/en-US/ and using this browser to make your updates. IT has noticed several glitches with Internet Explorer updates. If you insist on using Internet Explorer, do not use a version earlier than IE8. **Neither Joomla nor BNP IT support anything older than IE8 on the event sites.**

LOGGING IN

If your site is active, you've already been supplied with a URL to log in to the administrative area. Every event site has its own log in area located at http://www.[your site].com/administrator/. You can log in using your Active Directory name and password (same log in credentials you use to get in to your computer. Your Joomla login updates automatically when you change your password in the intranet.

Once you've logged in, the first thing you'll see is the control panel.

CREATING PAGES

Creating a new page
Either click on the "Add New Article" icon on the left or click on Content > Article Manager > Add New Article
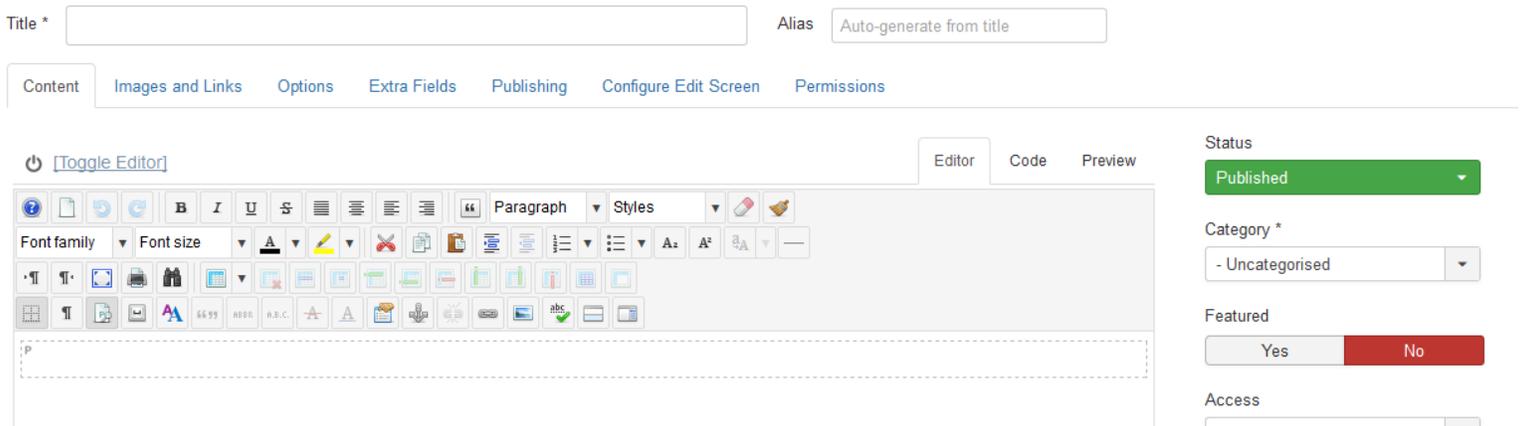
The graphic above is what you'll see near the top of the page when adding or editing an article.

Title: The name of the page. This is the name of the article that'll appear in the article manager list and will also be the name that appears at in the title bar at the top of the browser window.

Category: This will help you categorize the article. In most sites, only a few Categories will be available and it'll be self-evident which one you should choose. This just makes articles easier to find. It is not actually necessary to categorize your articles.

Published: This field determines whether or not you want the page visible to the public. In most cases, this should be left alone.

Featured: Default value should be "No". Leave as is.

Saving your changes

These are the icons in the upper right hand corner. Here's what they do.

Save: This will save your changes, but allow you to continue working on your article.

Save & Close: This saves your changes and returns you to the article manager list.

Save & New: This saves your changes and starts a new article. Useful if you have to enter a lot of content at once.

Save as Copy: This is useful if you're creating a new article with formatting similar to a previous article. Please note that copies are saved in an unpublished state, so you'll have to publish and save again.

Cancel: This returns you to the article manager without saving any changes. If you've already hit Save, Cancel will not reverse changes saved.

EDITING PAGES

Basic formatting

We've already got a number of formatting presets built into the editor and accessible by 2 drop-downs. Large text (Headlines and subheads) should be designated as Heading 1 through Heading 6 in the left drop down, Body text that you need to change the color or font of gets altered using the "Styles" drop down.
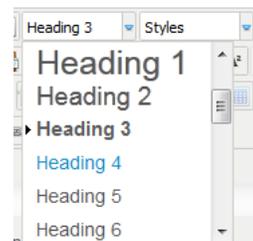
The goal is to have as much formatting in external files as possible. It helps with Search Engine Optimization (SEO). Also, we've put a lot of thought into the color schemes and the styles reflect these. For these reasons, font, color, and size options have been remove from the editor. If you need formatting that isn't available in the editor, let Zach know and he'll create it.

Enter

Hitting enter will create a new <p> or <div> tag in the HTML. In the front end, it'll look like it's skipping a line. Since this is not always desirable, you can hold Shift+Enter to create a line break <br /> tag. This is especially necessary if you are working with text inside of div tags with special formatting (borders, colored backgrounds, etc.). **Please do not create line breaks mid-sentence. Even if it looks correctly spaced out on your computer, there's no guarantee it will be on other computers or mobile devices.**

There is no need to format the appearance of common body text. It may come up as slightly smaller, but will appear as properly sized and the default font on your site. Also, there's no need to set the text color to black.

Microsoft Word

Microsoft Word is known for creating a lot of superfluous HTML coding when pasted into Joomla, but I've set your editor to ignore most of it. Assuming the content does not include any tables or pictures, it can still be copied and pasted directly from Word or other websites.

Good design and text

1. Use italics only to denote publication names, not emphasis. On screen, putting text in italics makes it harder to read.
2. Use bold for emphasis, but use it well. If too much of your page content is in bold, it makes bold useless.
3. Never, ever, ever, ever, ever, underline your text. I mean it. Never. The only things on any website that should be underlined are text links and we've already set the link formatting how we want it, so there's no reason to underline them.
4. AVOID USING ALL CAPS!!!!! See? Felt like I was yelling at you, didn't it? Aside from the shouting aspect, all caps is also harder to read and the harder something is to read, the harder it is for people to retain. Use bold instead if you're looking to emphasize a word or sentence.
5. Do not choose text colors that are not already set up in the presets. **Especially bright red.** It looks cheap, ugly and unprofessional when the website's established color scheme is not followed. It can also affect Search Engine Optimization and page load time.
6. **Proofread your work.** I fix roughly 3-5 typos a week on the event sites. Yes, even on the sites you work on. Firefox has its own spell check that works when you switch the article to HTML view. It isn't perfect, but it catches a lot of mistakes that don't get caught otherwise.
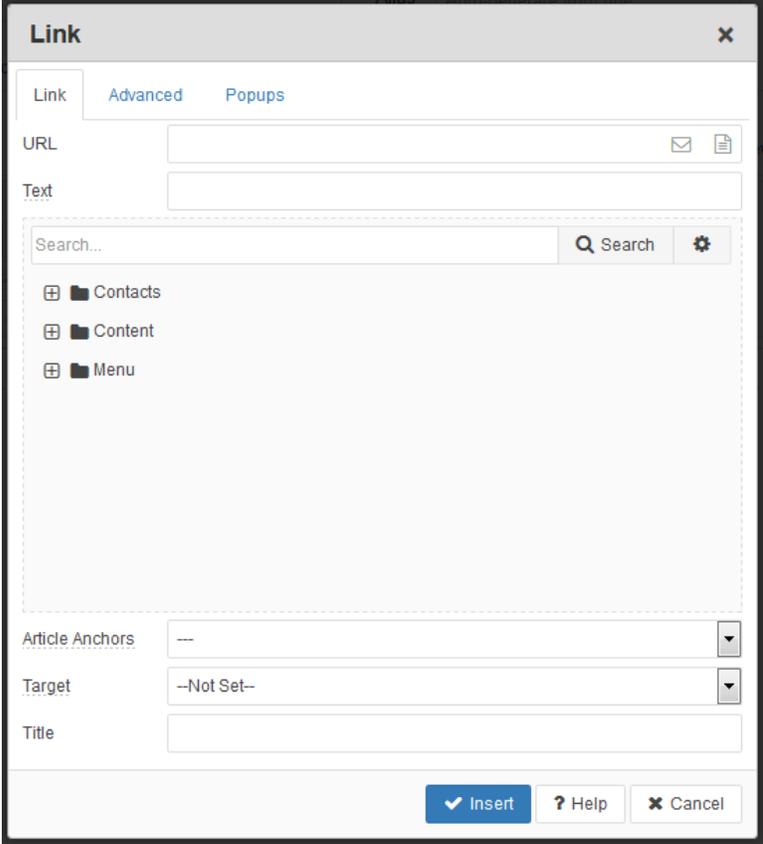
Tables

By default, Joomla is not very table-friendly because in the web world, tables are seen as a mostly obsolete design tool. The only time we use them is for specifically tabular data like registration fee charts or exhibitor lists with booth numbers. If you need to establish a table, it's best to contact Zach regarding formatting.

Links

To create a link, highlight the text or image you'd like to link and click the button in the editor that looks like a chain with a little plus sign. It's at the end of the 2nd row:

This box will pop up:

External

External links are links that point to locations outside of the site. To create one, type or copy the full URL (including http://) into the URL field, then click the "Target" dropdown.

The Target field determines which window your link will open in. Select "Open in new window".

Internal Links

Internal links are links to pages within your site. There are two ways to do this:

Single Article

If you want to link to a single article, click on the plus sign next to Content. It will expand to display the list of categories established on your site. Some sites only have a few, some have a lot. Expand the categories and you'll get the list of articles under that category. Select you article and hit insert at the bottom.

Link using a Menu Item

If your link is pointing to a page that consists of several articles (Home page, Agenda page with sliding tabs, etc.) you'll need to use this function. Click on the plus sign next to Menu to expand it, then expand the Main Menu (in most sites, this will be the only menu available). From there, find the link according to how it's categorized on your navigation menu. You will need to create and publish the menu item before you can use the feature. Unpublishing the menu item after will render this link broken.

Email Links

Click the button to the right of the URL field that looks like an envelope. A new dialogue box will come up where you can enter the recipient email address and Subject. I suggest entering your event's name in to the subject heading so that the email recipient knows what event your contact is referring to. Hardly anybody at BNP has only one event that they work with.

Please do not use special characters in the Subject field, especially ampersands (&). These special characters are read in HTML code with different meanings and using them may mess up the link's intended function.

Test a page before you publish its menu item
To view a page before creating a public menu item, write the link using this syntax:
http://www.**yoursite**.com/index.php?option=com_content&view=article&id=183&Itemid=**168**
where **yoursite** is the domain name and the number at the end is the article ID number (Found in the far right column of the article manager).

Link to a PDF
First, upload your PDF using the Media Manager. For instructions on this process, see Page 5.

Click on the browse icon to the right of the URL field. The images folder will open by default. Select the PDF you'd like to link to. Next, click the "Target" drop down.

The Target field determines which window your link will open in. Select "Open in new window".

All external and PDF links should open in a new window. All internal links (meaning links to another page with the same site navigation) should open in the same window. This makes site navigation easier and ensures that our clients won't leave our site by accident.

How to write text links
Because text links carry a lot of weight in SEO, it's important to write them in such a way that Google knows what it links to. For this reason, please avoid any language such as "Click Here" or "Follow this link". It hurts SEO and it's unnecessary because we've designed the site so that the user knows a link when they see one. You're much better off using a more specific call to action for your text link.

Examples
Wrong: Click here to register
Right: Register now

Wrong: You can see the registration chart here.
Right: See the registration chart.

Removing a link

To remove a link, highlight the text or image that is linking and click the unlink icon located towards the left of the 2ⁿᵈ row.

Buttons
All of our event sites have their own preset style for a text button. To create buttons using this style, write the text out first on its own paragraph. Then highlight the text and link normally. Before you click "Insert", go up to the Advanced tab and click on the class List drop down to select "button". The button class is set to apply only to links, so this is the only way guarantee that it will apply to that text link and not the paragraph.
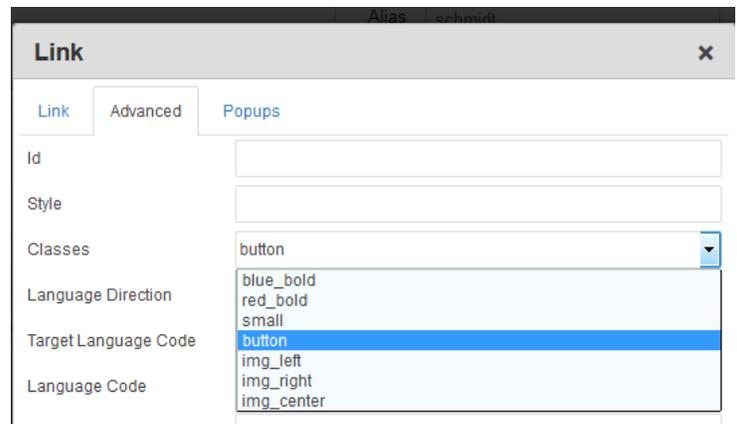
Lightboxes

Lightboxes are boxes that pop up in the middle of your site page and cause the surrounding area to go dark. They are currently the preferred tool for speaker bios and agenda course descriptions.

Create Lightbox Content

Light box content will need its own article. In other words, you'll need to create an article for each speaker bio and session description. I suggest creating new sections and categories for your lightbox content using the Session and Category Manager under the "Content" drop down.

Since lightbox content is usually pretty simple and straightforward, there shouldn't be more to your page than text and images.

Creating a Lightbox Link

Select your text or image (usually text) and click the hyperlink button. Find the article you want by expanding the Content area. (Again, your light box articles will be easier to find if you set up sections and categories for them.) Select the article and then click on the "Popups" tab.

Select **JCE Mediabox Popups** from the Popup type drop down. If you do not see this option, it means Zach hasn't installed it. Please contact him before proceeding.

You can skip the next three fields. "Popup icon" determines whether or not a small icon will appear next to the link indicating that it's a pop up. I like the icon, but if you prefer not to have it there, select no.

"Dimensions" determines the size of the lightbox in pixels. I've set up a default size of 400x600. You're welcome to make them bigger or smaller than this to accommodate content, but they shouldn't have a whole lot of white space in them, nor should they be taller than 650 pixels because this will cause scrolling on standard resolution monitors. PDFs in lightboxes are the exception to this rule.

Source code for the link will look something like this:

```
<a href="index.php?option=com_content&amp;view=article&amp;id=124:barry&amp;catid=49"
class="jcepopup">
```

Do not use lightboxes for external links. Please make sure any links that appear in lightbox content are set to open in a new window. Otherwise, they will open within that lightbox, which will make navigation difficult, if not impossible.

ADDING IMAGES

Images can go through me in order to get resized, optimized, and uploaded. If you would prefer to resize images yourself, please observe best practices regarding jpg, gif, and png formats. Here's a useful flow chart on image formats
http://ashleyz.bnpmedia.com/images/ImageFormat.jpg

Do not upload large versions of your images and resize them in HTML. Do not source images from other sites, even other BNP sites.

Once your image is uploaded, find this button in the editor . It's on the bottom row just left of the hyperlink button. A dialog box will open.

You can select your image in the bottom section of the dialogue box. In the top section, make sure you type something in to the Alternate Text field. It's required by law and it's good for Search Engine Optimization. The more specific you can be, the better. Do not mess with any other fields in this tab.

You are able to upload images using this utility, but if you'd like to keep your images organized, I suggest using the Media Manager (see below)

Proper Image Format

If you have access to Photoshop or Photoshop Essentials, then you're able to generate your own web images. Here are a few tips:

1. Save your image as a gif or jpg using the "Export As" or "Save For Web" function (Depending on your version of Photoshop or Photoshop Elements). Do not use "Save As". Even if "Save as" can render your image as a web friendly format, it doesn't optimize the image for fast loading.
2. Know the difference between jpg, gif and png. Jpg format is best used for pictures. Gif format is better for solid color illustrations (i.e. most sponsor logos). If you require an image with a transparent background, png is the way to go.
3. Use Photoshop to size your image properly. Do not save a large version of the image and then use HTML to size it. The file size will be larger than it needs to be and in gif images, the resized picture will appear pixilated.

Wrapping Text Around an Image

If you'd like to wrap text around your image (which helps avoid extra white space), then click on the Advanced tab in the image manager dialog box. In the "Class List" field, there's a list of every style available. For images, you only need "img_left" or "img_right" depending on what side of the page you want your image to appear on. Both of these styles contain an inherent amount of padding so that the text doesn't come right up against the image.
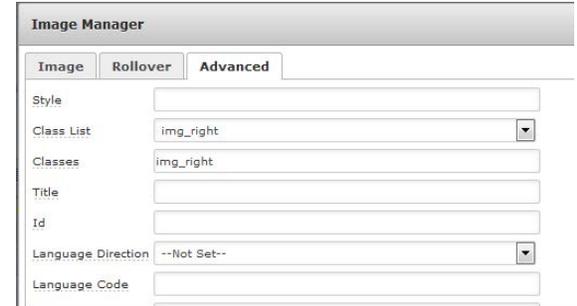
CREATING COLUMNS

Bad news: There isn't a reliable way to create non-table columns in the Joomla editor without editing the HTML source code
Good news: Guess work about preformatted column names is a thing of the past. Your source code can now be this simple:

```
<div class="col-md-6">
I am the first column content.
</div>
<div class=" col-md-6">
I am the second column content.
</div>
```

There are column widths set up labeled col-md-1- col-md-12. col-md-1 is very narrow and col-md-12 will take up the entire page, so it's not even worth using. 2-column content should be 2 columns of col-md-6. These column widths are set as percentages, so the actual width will depend on the section they're in. Also, these columns are mobile friendly, so they'll stack on top of each other in mobile devices where the screen is too small to show them side by side. What's really cool about this is that these styles will be available across the board for every Joomla site, so if you're copying columned content from one site to another, the columns will work just as well. If you're not comfortable, with HTML coding, contact Zach and he'll set up and/or adjust the columns for you.

Do	**not**	**use**
multiple	**spaces**	**to**
create	**your**	**columns!**

Modern users view sites in a variety of devices and browsers. Just because it looks good on your desktop computer doesn't mean it'll line up on all of the other possible screen sizes that are out there.

UPLOAD PDFs AND IMAGES

The process for uploading images and PDFs is virtually the same except for choosing which directory you'll upload it to.

When you first log in to your site, there's a list of drop down menus at the top. Click on "Content" and then click "Media". Most sites have a folder specifically for PDFs. If not, you can create it.

Scroll to the bottom of the screen where it says "Upload File" and hit Browse. Select your file and hit Upload.

If the file you're uploading is replacing one that's already there, make sure your new file has the exact same name as the one you're replacing, then delete the old version before you upload the new one. This way, you won't have to go through your site pages and fix every link you've already set up to the file and the servers don't get bogged down with extra files.

Before you upload your file, please make sure that the file name has no spaces or special characters in it. Media Manager will automatically remove most special characters, change any capital letters to lower case, and replace spaces with dashes.

All documents posted must be in PDF format. Files in .doc, .ppt or .xls must be converted before posting.
PDF documents are not meant to replace page content. Please limit PDFs to brochures, sponsor documents and exhibitor layouts. Enter new content as an article whenever possible.

NAVIGATION MENUS

Navigation menus are handled through the Menu Item Manager. To get there, find the "Menu" Drop Down at the top and select the "Main Menu" option.

Creating a new menu item
Go to Menus > Main Menu > Add New Menu Item. Or, if you're in the Menu Item Manager, click the "New" icon in the upper left hand corner.
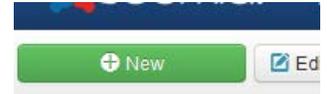
Linking to another page on your site
Next to "Menu Item Type", click "Select". In the box that comes up, click "Articles" A tree opens up. Click on "Single Article". It's the second item in that tree.

A field will appear labeled Select Article. Choose which page you're linking to.

The alias will be filled in automatically once you save the menu item, but you're welcome to alter it. All Joomla sites use SEO Friendly URLs by default, and the menu alias determines part of the URL, so be a ware of that when changing the alias, particularly for pages that your promotional materials directly link to. If this is not desirable for your marketing efforts, please contact Zach and ask to set up a redirect. Redirects can be used for any page on any site or even PDFs.
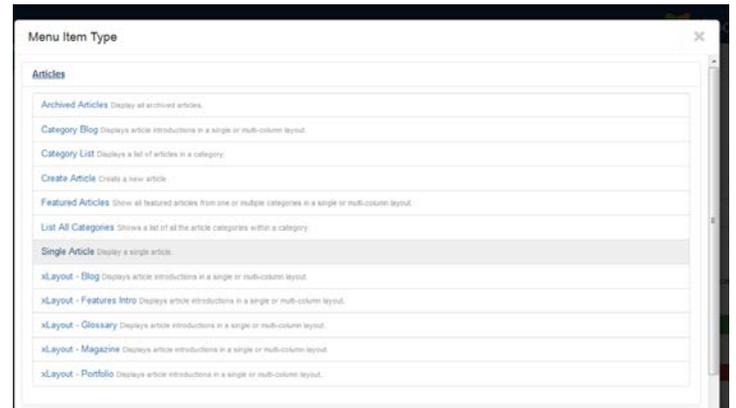
Linking to an external site or a PDF
Click the "New" icon, then click "System Links" > "External Link" (third from the bottom).
Type or copy and paste your full URL (including http://) into the "Link" field (third down on the left).

In either case
On the left side, "Menu Title" determines how the menu item will read on your site.

You can ignore the other fields except for:
"**Target Window**" - By default, the link will open in the same window. If you're creating an external link, change it to "New Window with Browser Navigation". Never select the last item, "New Window without Browser Navigation"

"**Parent Item**". If this link is meant to be Top Level (meaning, it will be seen along the menu bar on the site), select "Menu Item Root". If you want this item to be in one of the drop down menus, select the item you want it expanding under.

Once you're set on this, hit "Apply". Once the menu item is saved, you can change the order that your menu item appears. By default, newest items go to the last position.

Removing Menu Items
The easiest way to remove menu items (especially if expect to will be using them again) is to unpublish them.   The easiest way to do this is to find the "Published" column in the Menu Item Manager. It should be close to the middle and every item has either check mark (meaning it's published) or a red X (meaning it's not). All you have to do is click on this icon to change the item's status from published to unpublished. **When a menu item is unpublished or moved, the SEO-friendly link to that page is altered or broken**. Please keep this in mind when moving menu items after promoting those links.

Changing the order of your menu items

The first column in the menu manager is up and down arrows with 3 black dots. Click on those dots and drag up or down to change the order.

DROP DOWN MENUS

Drop down menus are great for categorizing site content and making it easier to find.

The first step in creating a drop down is creating the menu item it will drop down first. For this, you specifically want to use System Links > Menu Heading.

Top-level menu items should not be used for site navigation if there are drop down menu items associated with them. This is necessary for mobile compatibility because it ensures that the user can tap to activate the drop down without unintentionally following a link.

For each menu item in the drop down, create the menu item the way you normally would anywhere else. To get a menu item to appear in your drop down, go to the column on the right and find the "Parent Item" field. In the drop down, select the top-level menu item you want this menu item to be listed under.

If your Top Level menu item will only have one drop down, please unpublish the drop down and link the top level to that page. Drop downs are only meant to be used when there are multiple drop downs under one top level item.

Proper Wording For Menu Items

In an effort to keep things as clear and concise as possible and also make the most use of the limited amount of space that we have for menu items, we ask that you please not word your menu items as calls to action. For instance, the link to the registration page should simply say "Register" or "Registration", not "Register Now" or "Register Today!"

ADDING AD (SPONSOR) TAGS

Adding, removing, and adjusting sponsor tags is IT's responsibility. Please open a ticket for any advertising. Until my manager tells me otherwise, all sponsor logos on the bottom of pages need to go through the ad system. Logos on "Current Sponsor" pages do not go through the ad system, you are able to add those yourself.

Speaker Pages

Since the layout of speaker pages like the one pictured is a little more complex, you'll need Zach to set up the initial page on your site. Alternatively, you can copy the HTML code from a different site where a speaker bio page has already been set up. Once it's done, you can add speakers using this source code.

```
<div class="speakers_container"><img
src="images/speakers/hewitt.jpg" alt="David Hewitt"
class="img_left" /><strong>David Hewitt</strong><br
/>Executive Director<br />New Buildings Institute
<p><a
```

```
href="index.php?option=com_content&amp;view=article&amp;id=125:david-hewitt&amp;catid=49"
class="jcepopup">Read More</a></p>
</div>
```

Obviously, the image source, speaker name, alt tag, and actual link will need to change, but that coding will contain all the formatting you need. Also, there will be no need to rearrange columns and rows in order to keep your speakers in alphabetical order. Simply find the speaker after them, place this coding right before the
<div class=… coding for that speaker and edit accordingly. Once it's in place, you can edit the image and link by editing the source or using the editor, whichever you prefer.

Joomla Manual – Last Updated May 22nd, 2017
I wrote the first version of this manual on Christmas Eve, 2010 (I think). I was incredibly sick, had taken several previous days off of work, and to make up for lost time, I sat in my recliner writing this document while watching a Law and Order marathon. Since then, as both Joomla and the needs of our business evolve, I've attempted to keep this manual current and relevant.

This document is and should be subject to frequent revisions. If you have a suggestion for something that is not covered or something that needs more clarity, please feel free to email your suggestions to me at ashleyz@bnpmedia.com. You will also find additional tips for all sorts of things at http://ashleyz.bnpmedia.com