Toralkodocs' Manager Guide to Joomla!

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A Short Tour

What to expect of this Guide

About this guide

The goal of this guide is to get people to use their Joomla! site in the best way possible. It is a practical guide, which will help you to actually use your website.

To achieve this, we're providing a lot of screenshots, and step by step instructions. Forgot how to add an image? Curious how to add a Category? Then this guide is for you.

What the guide doesn't do

This guide is a tool to help you "Do" things. It's not an extensive guide to explain all the fine details of Joomla. It won't learn you how to develop a component or a template. There's plenty of books that help you do just that. This isn't one of those books!

What to expect of Joomla!

If you are reading this documentation, that probably means that either you built a site with Joomla or someone built the site for you. Or maybe you're planning to build a site with Joomla and want to read more about it before getting started.

Either way, I think we should start with a short introduction of Joomla - what is is, and what it can do for you.

Joomla! is a CMS

Joomla is a Content Management System, or a CMS. It goes without saying that I'm a fan of this powerfull yet flexible CMS myself. Joomla is very widely used; it powers millions of web sites across the globa and it's the 2nd most used Open Source CMS.

Content is King

A Content Management System helps you to (easily) create web pages. You don't need to know HTML or a programming language to create articles in Joomla. That's the beauty of a CMS: it helps you to add and edit content with ease.

You can use these articles in different ways, depending on your needs:

- They can be used for a single page (Like typical Home, Contact, About us... pages)
- They could be combined to create a Blog / News section (Like our Blog section)
- You can use them to create manuals, a FAQ... Articles are the life blood of your site.

And with Joomla, those articles are easy to create and edit. They are combined with Joomla's Categories, which can be nested, allowing you to create the structure you want.

Articles can contain text, images, links, and much more.

More than articles

Other than adding and removing content, there are other components in Joomla that help you build a website:

- In Joomla you can create users and add them to different groups. Thanks to the ACL system, you can decide who sees what content, and who can do what on your website.
- With the Menu manager you can build the menu structure you want. You can even create multiple menu's on your site.

- By default, you can turn your site into a multilingual website. Your visitors will only get to see the content, modules and information you create in their language. The best thing? You don't need to install anything for this.

Extend Joomla - Transform it into anything.

What makes Joomla one of the best CMS'es is that you can easily extend it. There's more than 10,000 community developed extension you can choose from.

You can turn your Joomla site into a webshop by installing an e-commerce component. You could sell subscriptions with just a few clicks. Feeling social? Then you can add a forum, or an entire Social Network. And there's many, many more options.

By placing modules on your site, you can display information in different ways. From gorgeous slideshows to simple "Latest Posts" lists, your social feed or even a weather module... It's all possible. Want another look for your site? Install one of the hundreds of templates.

What Joomla can't do

Joomla will not grant you magical "Designer" or "Developer" skills. It also won't do the work for you. You'll need to make an effort to create your site and keep it up to date - but it'll be worth it. And by choosing Joomla the workload will be lighter. It'll even be enjoyable.

I hope this brief introduction gives you an idea of what you can expect of Joomla. Now, we are going to help you get started with your website!

Front- and back-end

Let's start this short tour of Joomla by introducing you to both the front-end and the back-end of your Joomla website

Joomla's Front-end

The Front-End is what people will see when visiting your site. Your front-end is the result of the combination of your template, component, modules and content. Every site will (hopefully) look different in the Front-end.

Sometimes it will be possible to manage your website using the front-end. But since that depends from site to site we won't be looking into that in this manual.

Joomla's back-end
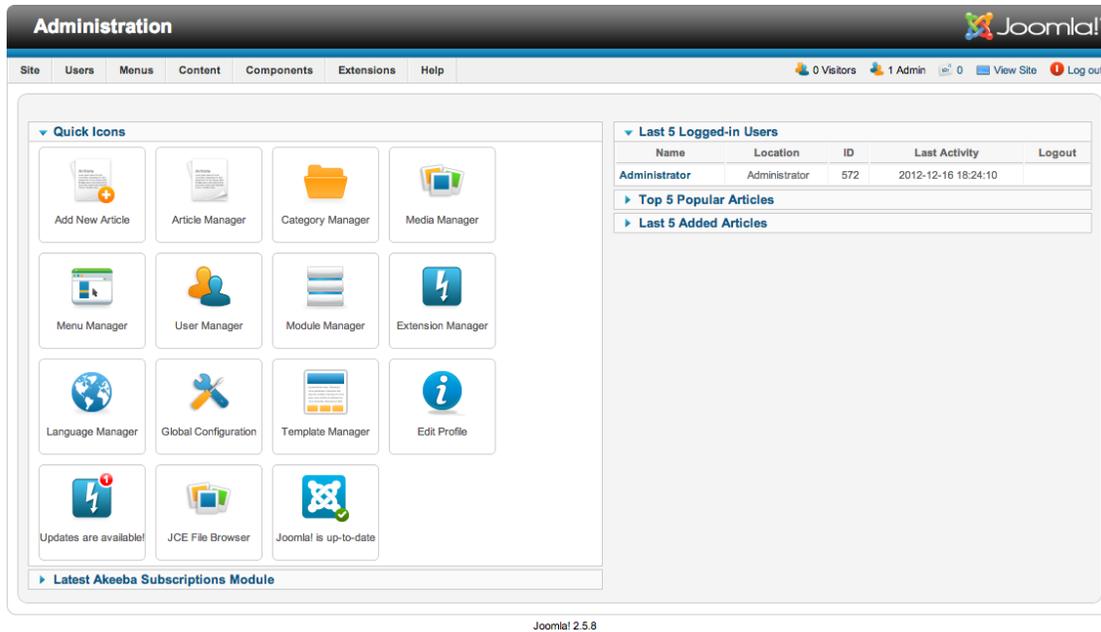
Joomla! 2.5.8

Joomla's Back-end, or Administrator Area (which will be referred to as the "Admin Side" in these documents) is where you manage your website. Unless a custom template is installed, all Joomla 2.5 websites will look like the one above.

Joomla's Back-end - Log in
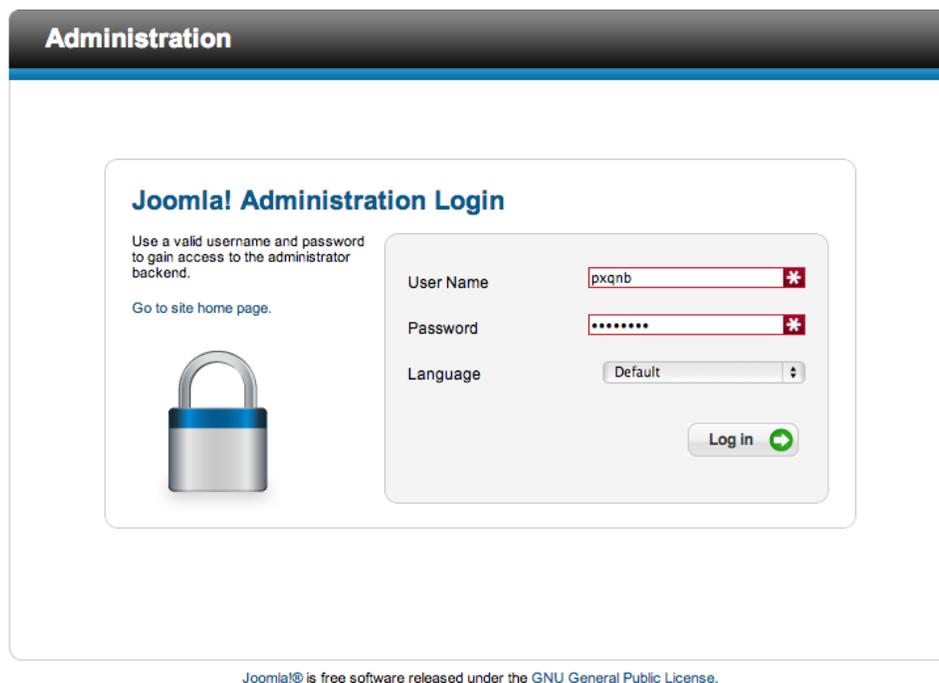
Before you can access your Admin Area, you will need to log in. In Joomla 2.5 the login screen for the Administrator Area looks like in the image above.

Joomla's Back-end - A closer view
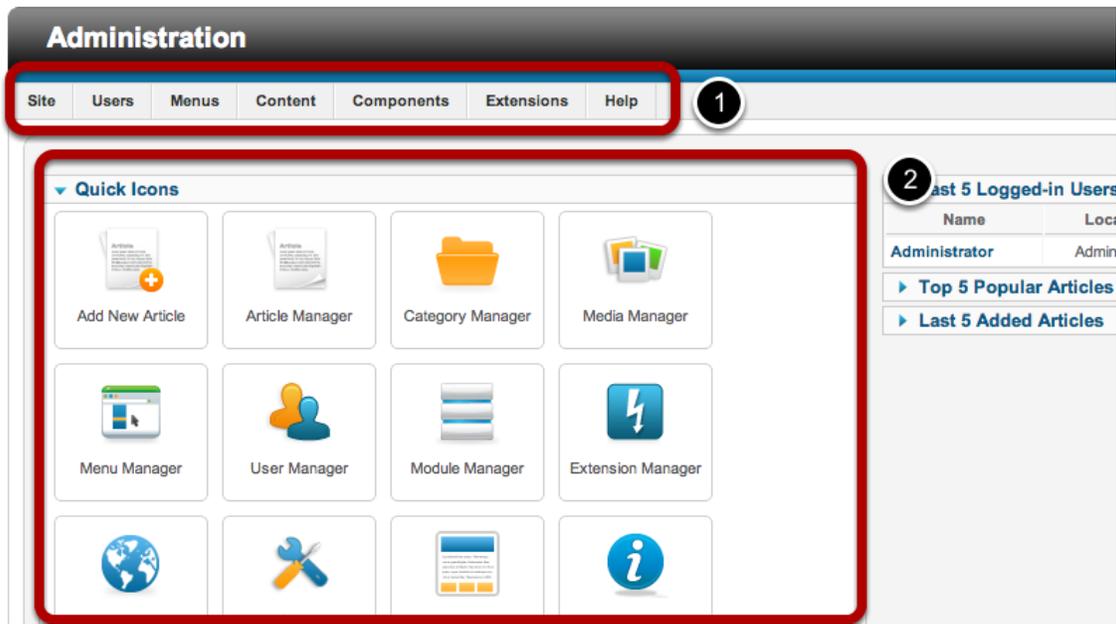
Simply put, there are two important parts in Joomla's back-end you should know of.

1. **Menu:** The Menu gives you access to the different parts of your site.
2. **Component area:** The area where you'll be configuring your components, modules or plug-ins. What you'll see, depends on what you are trying to do / configure. It's not really important to "know" about this area - as long as you know what to do with the elements that'll appear there.

The Basics

Log in at the back-end

In this guide, we'll be working in the Joomla! back-end 99% of the time. So the first thing you should know, is how to do this.

Navigate to the back-end

You can access your Joomla! back-end by adding /administrator to the URL of your website. If, for example, your website was myjoomlasite.com, you would navigate to www.myjoomlasite.com/administrator

Before you can access the back-end, you'll see a login screen as seen above.

Enter your username and password, then click "Log in".