



Joomla!™

**Joomla Training Manual  
Version 1.5.x**



# Joomla! Training Manual

## Introduction:

Joomla! is an on line content management system that keeps track of all content on your website including text, images, links, and documents.

This manual includes several tutorials to teach the client some basic content management skills on Joomla!, including updating text, uploading images, building menus, and creating links. Please note that Joomla! is an extensive system and this document only covers basic operation. To learn more about Joomla!'s advanced functionality, please visit the documentation section of [www.Joomla.org](http://www.Joomla.org).

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## Overview

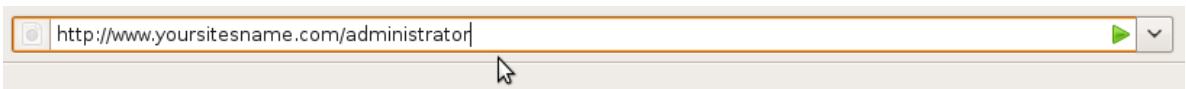
For content management, Joomla! divides into two basic components: the Article Manager and the Menu Manager.

**Article Manager** is the place you will make changes to each individual page on your site. Here you can change the text on your pages, upload images, or add links. *It is important to remember that all content changes will take place in the Article Manager.*

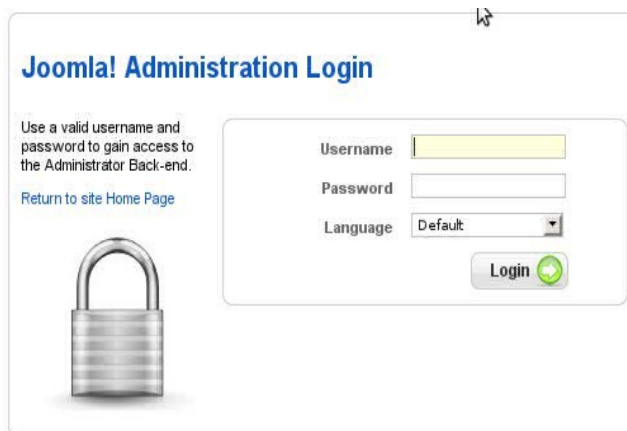
**Menu Manager** is where you make changes to the navigation menus of the website. All your menus can be edited here. *It is important to remember that all navigation changes will take place in the Menu Manager.*

## I. Logging In to Joomla!

In order to make changes to your website using the Joomla! Content Management System, you must access the administrative portion of the website. The administrative section is where all site maintenance and development takes place. In order to access this portion of your site, you need to type a special web address into the address bar of your browser:



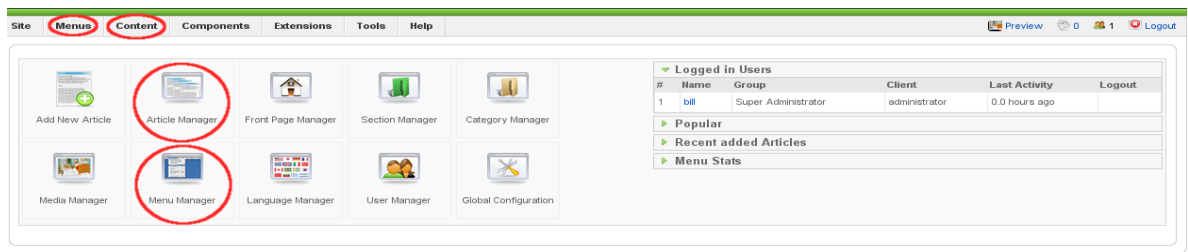
1. Type the address [www.yoursitesname.com/administrator](http://www.yoursitesname.com/administrator) into your web browser. ("yoursitesname" should be replaced by the name of the website you are editing.)



2. Since the administrative portion of the website is where important and irreversible changes take place, you need a user name and password to access it. Enter your user name and password when prompted to do so. *Note: only users with Administrative Access can access this section.*

Once you successfully login to the administrative section of your website,

you will see the Administrator Control Panel. From this page, you will access the Article Manager and Menu Manager to make your content changes.



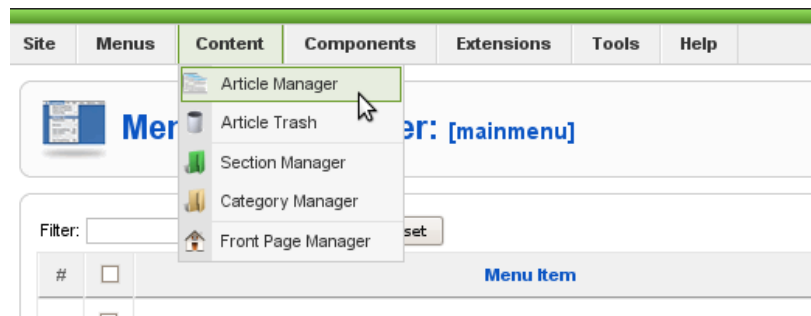
Notice that you can access the Article Manager and the Menu Manager from the large icons on this screen. You can also always find the Article and Menu Managers in the top bar under the headings *Menus* and *Content*.

## II. Article Manager

### 1. Overview

The Article Manager is the place to make changes to the content on each individual web page. Each content page is called an *Article*, and you will have a separate *Article* for each page on your site. From here, you can add text, links, images, and whatever else you might want to the content portion of your web site.

On the top bar menu, drag your mouse over *Content*. When the drop down menu appears, click on the *Article Manager*.



The Article Manager has two areas to be concerned with, the *Article Manager Menu* and the *List of Articles*. In the *Article Manager Menu*, there are several buttons that are essential to understand, and some that are not. The essential buttons are marked in bold below.

| # | Title               | Published | Front Page | Order | Access Level | Section | Category | Author      | Date     | Hits | ID |
|---|---------------------|-----------|------------|-------|--------------|---------|----------|-------------|----------|------|----|
| 1 | Free Report         |           |            | 1     | Public       |         |          | Bill Wilite | 12.11.08 | 24   | 56 |
| 2 | Home                |           |            | 2     | Public       |         |          | Bill Wilite | 04.11.08 | 1    | 55 |
| 3 | Department Contacts |           |            | 3     | Registered   |         |          | Bill Wilite | 04.11.08 | 13   | 54 |
| 4 | Employee Resources  |           |            | 4     | Registered   |         |          | Bill Wilite | 04.11.08 | 26   | 53 |
| 5 | Contact             |           |            | 5     | Public       |         |          | Bill Wilite | 04.11.08 | 141  | 52 |

1. **Un-archive/Archive:** Not necessary to understand for basic use.
2. **Publish/Un-publish:** Makes the selected article visible (published) or not visible (unpublished) on the front end web site.
3. **Move:** Not necessary to understand for basic use.
4. **Copy:** Makes a new article that is a copy of an existing selected article. To copy an article, first select it by checking the box next to the article title in the List of Articles, then click copy on the Article Manager Menu.
5. **Trash:** Deletes a selected article. To delete an article, first select it by checking the box next to the article title in the List of Articles, then click delete on the Article Manager Menu.
6. **Edit:** Opens a selected article for content editing.  
(Note: Articles can also be edited by clicking directly on their name in the Article List.)
7. **New:** Creates a brand new article item.
8. **Parameters:** Not necessary to understand for basic use.
9. **Help:** Click for on line help regarding the Article Manager.

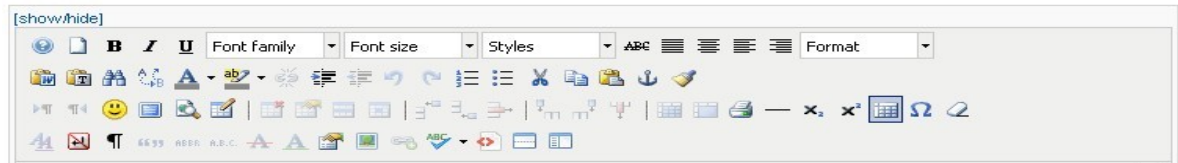
## 2. Creating a New Article

1. On the Article Manager Menu, click the *New* button.
2. Before you do anything else, you must give your article a title, an alias, and a section.
  - In the title box, give your article a good name such as “Home Page”.
  - Your article also needs an alias. We recommend using the same name as your title.
  - Set the article's section to “Un-categorized”
  - Make sure the article is set to *Published* and the category is

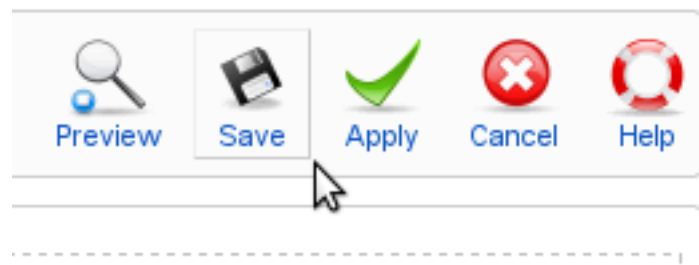
set to *Un-categorized*"

- If the article is going to appear on the main front page of the site, set Front Page to Yes, otherwise, leave it at No.

|         |   |            |   |
|---------|---|------------|---|
| Title   | <input type="text" value="Privacy Policy"/> | Published  | <input type="radio"/> No <input checked="" type="radio"/> Yes |
| Alias   | <input type="text" value="privacy-policy"/> | Front Page | <input checked="" type="radio"/> No <input type="radio"/> Yes |
| Section | <input type="text" value="site content"/>   | Category   | <input type="text" value="about us"/>                         |



3. Click the Save button located on the top menu.

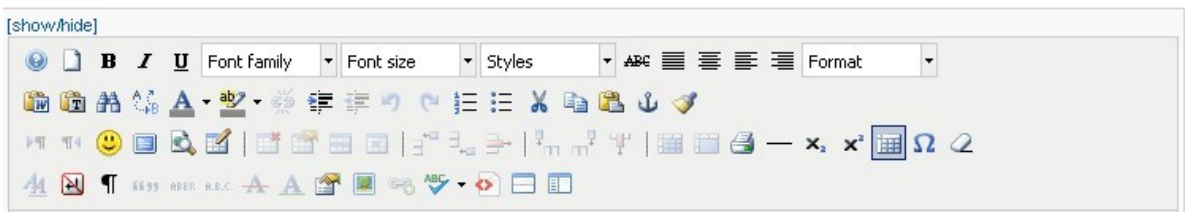


### 3. Editing an Existing Article

In this tutorial the basic functions of the Content Management System (CMS) Editor will be outlined. The CMS Editor is the tool you will use to edit the content of your articles including text, images, and links.

In the Article Manager, click on the title of an article that you would like to edit.

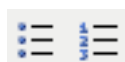
On the next screen, you should see a large text area box with this tool bar at the top:



This tool bar contains a number of ways you can manipulate the content of your article. Some of them should look familiar to you, such as the bold, italic, underline and justification buttons at the top left of the tool bar. Other tools will require an explanation:



**Styles Drop Down Menu** - This drop-down menu is for making headings on your article. To make text appear as a main heading, set this box to *Heading 1*. To make the text



appear as a secondary heading, set this box to *Heading 2*.  
*Note: Headings are predefined by MMJ Technology.*



**Font Family Drop Down Menu** – This menu is used to choose the font family. The default font is Arial, but there are several options to choose from.



**Insert / Edit Image Button** – This button will allow you to insert and edit images. (See 1.5 Images)



**Add / Remove Hyperlink** – These buttons are used to add, edit, and remove hyper links. Please see the *Hyperlinks in an Article* section for more information on the use of these buttons.



**Bullets / Numbering Button** – These buttons allow you to put bulleted points or numbered lists on your article.



**Undo / Redo** – If you make a mistake that you do not like, click the *Undo* button to return to the previous state, canceling the changes that were made.



**Change Font Color** – This button allows you to specify a font color for your text.



**Horizontal Rule** – This button places a horizontal divider on your article.

## Your Turn...

Click in the field located below the tool bar and type something. Whatever you type in here will appear on your web page. You will also learn to put pictures and links in here to make things more attractive.

Play around with the different buttons in the tool bar to get a feel for how the CMS editor works.

## 4. Hyperlinks in an Article

### Creating a Hyperlink -

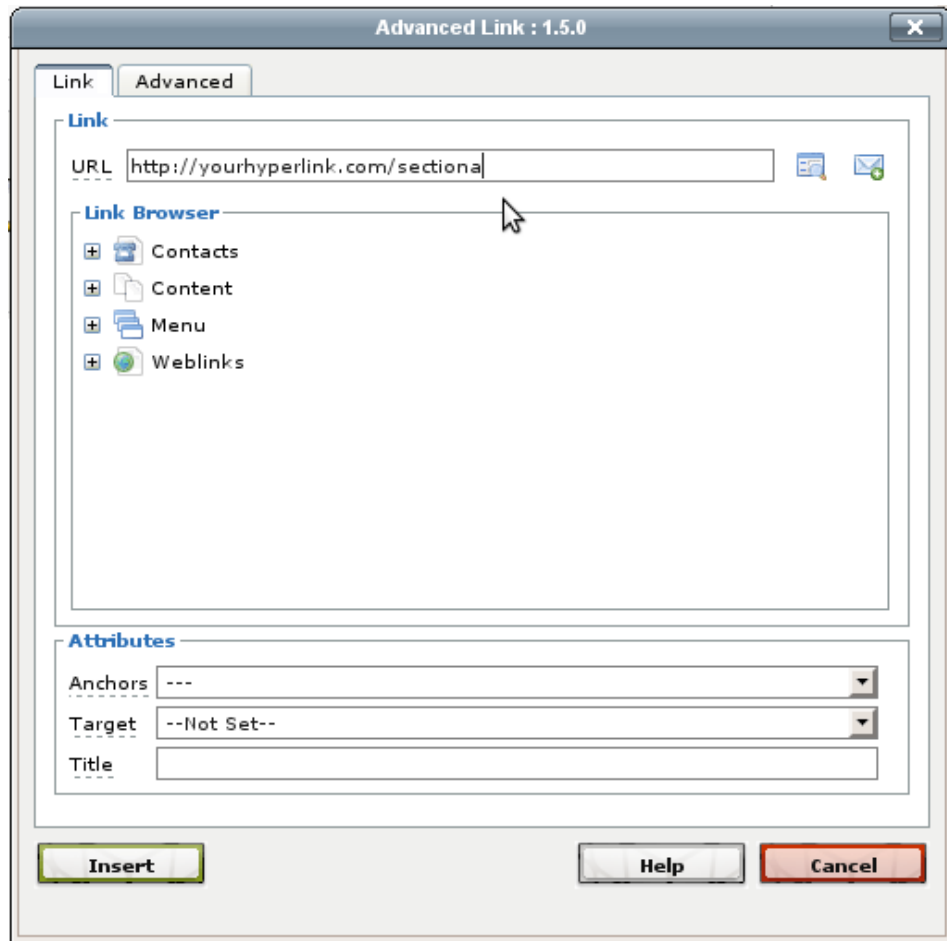
In Joomla!, inserting hyper links into your web content is easy. Follow these steps:

1. Highlight the text that you wish to make into a link by clicking and dragging:

[Click Here](#) for more information.

2. Click on the Insert/Edit Hyperlink button on the CMS Tool bar.
3. In the *URL* box, type the full web address of the page you want to link to:

**Example:** <http://www.yourhyperlink.com/sectiona>



Note: "HTTP://\" is REQUIRED for the link to work properly.

4. In the *Title* box, type the title of the web site you are linking to.
5. In the *Target* drop down, choose behavior of the link. We recommend links to other websites always open up in a new window.
6. Click *Insert*.

## Deleting a Hyperlink -

To delete a hyper link, place the cursor somewhere in the middle of the link by single-clicking. Then, push the *Delete Hyperlink* button located on the toolbar in the second row from the top, seventh from the left.



## 5. Uploading and Displaying Images

Illustrating your articles with images is a good way to make them more attractive and informative at the same time. In order to place images on the web in your article, there are two steps that must be completed. First, the image must be uploaded to the web. This is followed by actually placing the image in your article. Both of these functions are completed with the CMS Editor in the Article Manager.

*Note about image file sizes:*

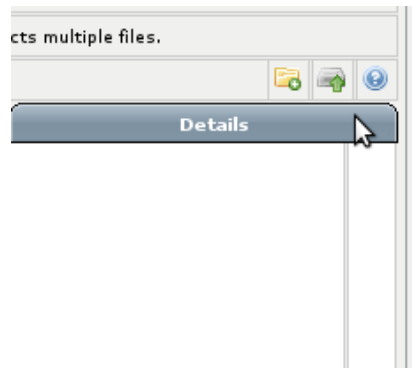
It is important that you check the file size of the image and make sure it is not too large before uploading. Often times the images taken directly from digital cameras are too large for web display, so be sure to adjust the file size to 100 KB or less using photo editing software.

*Note about image pixel sizes:*

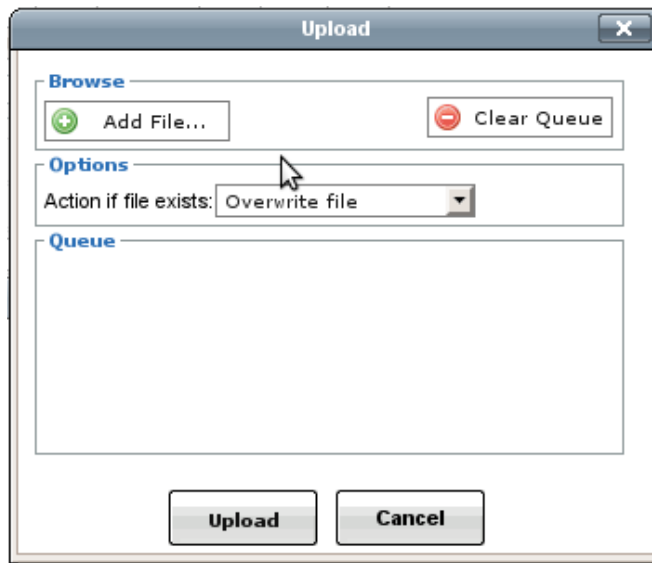
Your image will always display best by resizing it to the size you want BEFORE uploading it. Taking a large image and resizing it once it is in the browser will often cause it to look grainy or distorted. Always use an image editor before uploading to make sure your image is the right size and quality. (This is not outlined in the manual.)

### Uploading Images -

1. Open up the Article you wish to put an image in.
2. In the tool bar at the top of the CMS Editor window, click on the Image button.



3. In the middle right-hand side of the Image Editor window, there are three small buttons in a row. Click on the middle button to upload an image.

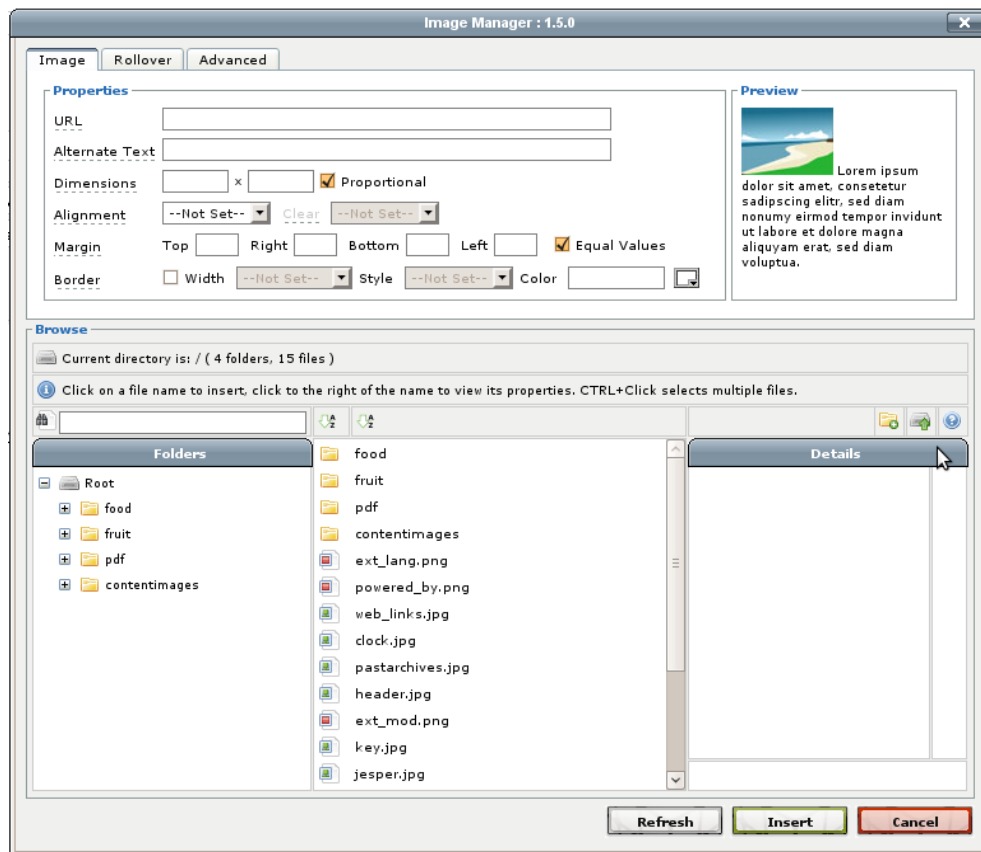


4. In the menu that appears, click *Add File*. Select as many images as you wish to upload, then click *Upload*.

## Adding an Image to an Article -

Once the image is uploaded, insert it into an article.

1. Move the blinking cursor to where you want to put the image in your



article and click on the same *Image* button you initially clicked on when

you uploaded the file.

2. In the directory at the bottom of the screen, find your image and click on it.
3. All images need a description and a title. This is entered in the *Alternate Text* field. We recommend a complete description of the image.
4. Set the alignment to your preference.
5. Click the *Insert* button located at the bottom of the window.

## **Further Manipulating Existing Images -**

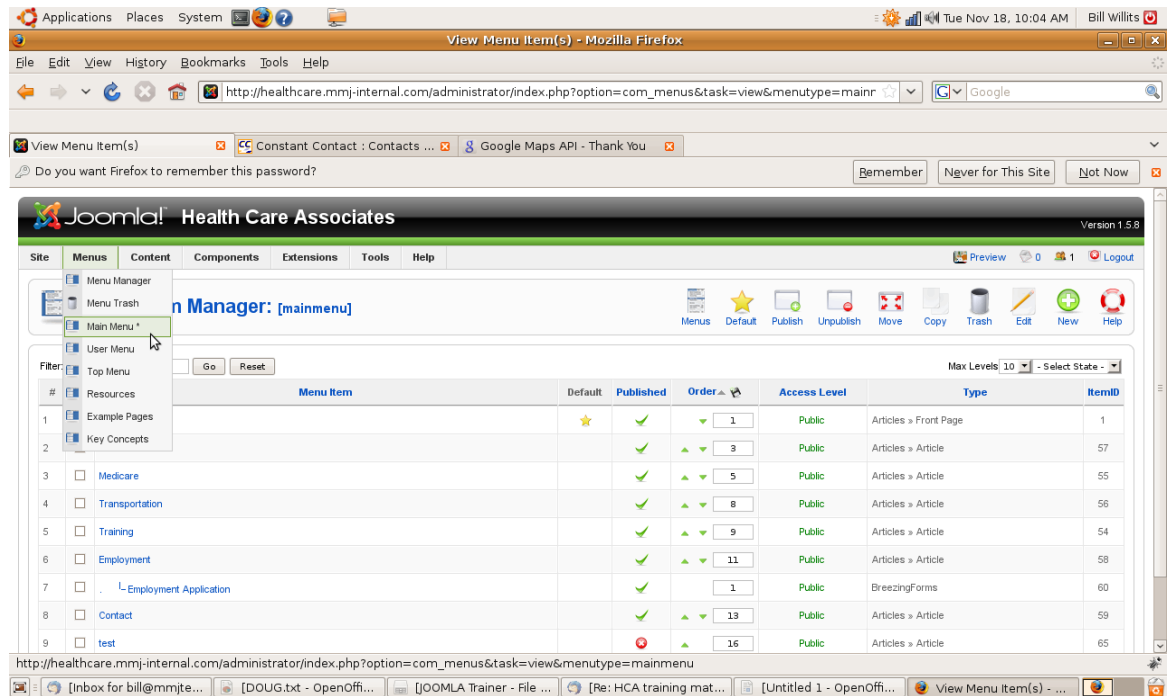
Sometimes, images need further manipulation for correct viewing.

1. Click once on the existing image in the article to select it.
2. On the tool bar at the top of the CMS editor, click the *Image* icon .
3. In the Image Editor box that appears, you can further manipulate your image. You can set the space between your image and the surrounding material with the Top, Right, Bottom, and Left margin fields. Try setting each of these to 10 (pixels).
4. You can also adjust the alignment of the image in the frame, and the dimensions of the image. (See note on image sizes at beginning of the *Images* section in this tutorial).

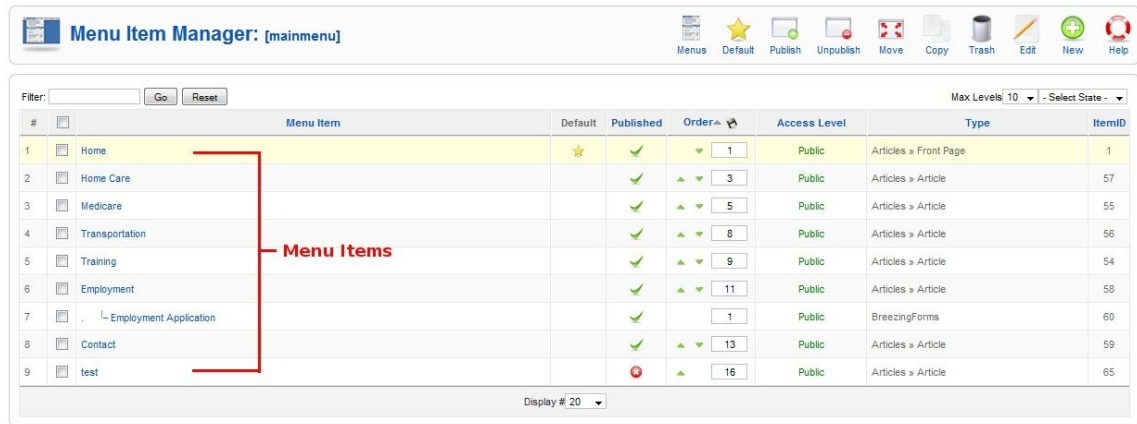
## III. Menu Manager

### 1. Overview -

The Menu Manager is where the navigation for the website is built. The *navigation* is the system of menus on the top and left hand side of the page that will let the user navigate through all the different *Articles*. The Menu Manager is grouped by individual menus, and in each one of these groups there is a list of *Menu Items*, or the individual links that will appear on the navigation.



**A.** Drag your mouse pointer over the *Menus* label on the top bar navigation as pictured. In the drop down menu, you can see each separate menu grouping on the site. Clicking on one will produce a list of each individual menu item located on the menu. Click on *Main Menu*.

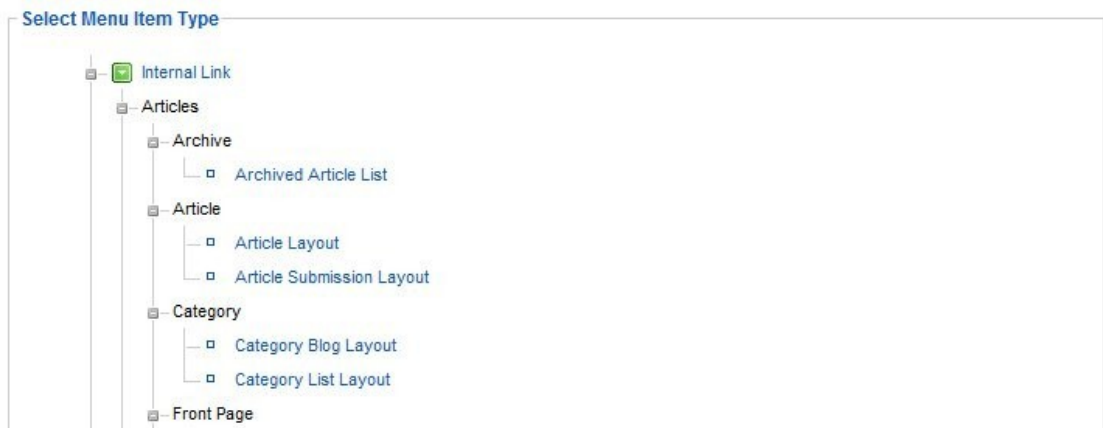


**B.** In the *Main Menu* section, you will see a list of items on the left side of the page. These are the various Menu Items, or links that will appear on the Main Menu navigation. At the top right of the frame, you will see a list of actions you can take on these Menu Items. To keep things intuitive, the buttons are similar to those in the Article Manager. For an explanation of what these buttons do, consult the Article Manager Overview on page four of the manual.

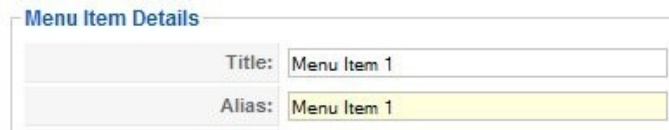
## 2. Creating a Menu Item -

In order to make menus for your website, you have to decide what pages (Articles) the menus should link to. Each one of the links is called a Menu Item. For this tutorial, make sure you are in the *Main Menu* group of the Menu Manager.

**A.** Click the *New* button at the top left of the Menu Manager.



**B.** Next, you must select what your Menu Item will be linking to. Click the *Articles* tab and then *Article Layout*. This will always be the proper choice to select as long as you are linking to one of your Articles.



| Menu Item Details |             |
|-------------------|-------------|
| Title:            | Menu Item 1 |
| Alias:            | Menu Item 1 |

C. Give your Menu Item a name in the *Name* field, and an alias in the *Alias* field..



|   |
|---|
| ▼ Parameters (Basic)  |
| Select Article <input type="text" value="Select an Article"/> <input type="button" value="Select"/> |
| ▶ Parameters (Component)  |
| ▶ Parameters (System)   |

D. You will also need to specify which Article the menu will link to. Do this by clicking the *Select Article* button on the *Parameters* tab.

E. Once this is completed, click Save. If you take a look on your public website, you should see the new menu item on the Main Menu of the site, linking to your content item.

### 3. Editing an Existing Menu Item -

It is possible to edit all the attributes of existing Menu Items as well. This is done by simply clicking on the name of the Menu Item in the Menu Manager. The same interface appears as explained when creating a new Menu Item

**Menu Item Details**

|                    |  |
|--------------------|--|
| Title:             | <input type="text"/>   |
| Alias:             | <input type="text"/>   |
| Link:              | <input type="text" value="index.php?option=com_content&amp;view=article"/>   |
| Display in:        | <input type="text" value="Main Menu"/>   |
| Parent Item:       | <input type="text" value="Top"/><br><ul style="list-style-type: none"><li>Home</li><li>Home Care</li><li>Medicare</li><li>Transportation</li><li>Training</li><li>Employment</li><li>- Employment Application</li><li>Contact</li><li>test</li></ul> |
| Published:         | <input type="radio"/> No <input checked="" type="radio"/> Yes  |
| Order:             | New Menu Items default to the last position. Ordering can be changed after this Menu Item is saved.  |
| Access Level:      | <input type="text" value="Public"/><br><ul style="list-style-type: none"><li>Registered</li><li>Special</li></ul>  |
| On Click, Open in: | <input type="text" value="Parent Window with Browser Navigation"/><br><ul style="list-style-type: none"><li>New Window with Browser Navigation</li><li>New Window without Browser Navigation</li></ul>   |

There are several options for editing and customizing Menu Items:

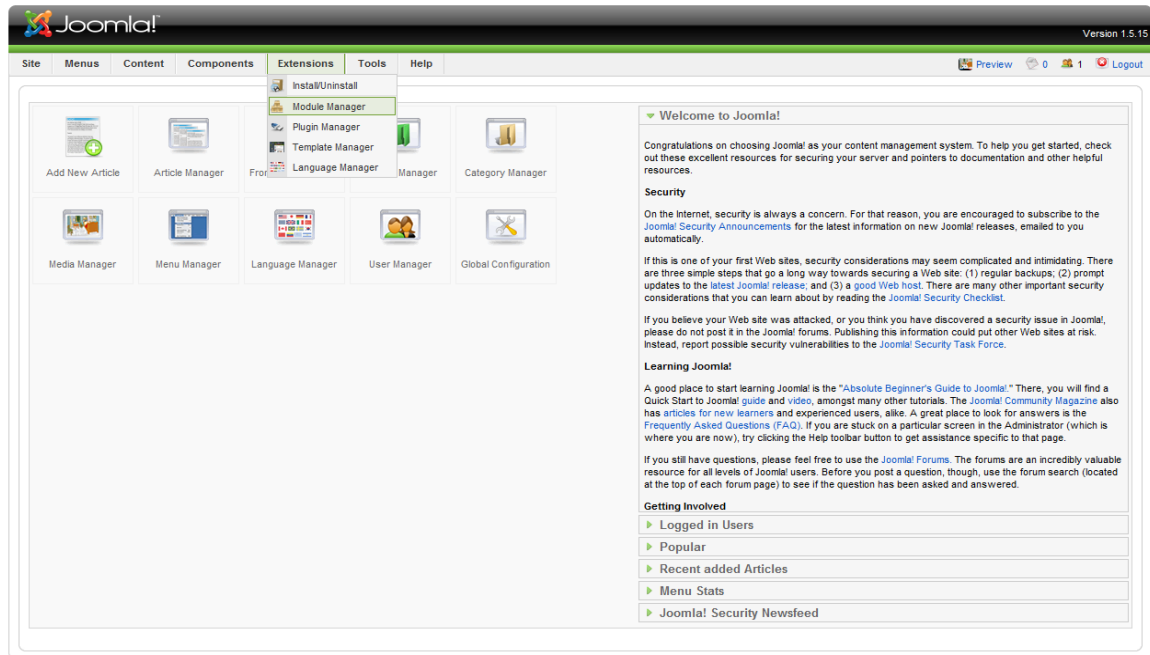
- Display In – This drop down menu specifies which Menu the Menu Item will be displayed in.
- Parent Item – The Parent Item box will specify any sub-menus that exist. It is possible to create a Menu Item as a sub-heading under another Menu Item. This can create a nice, multi-tiered navigation structure.
- Published – This specifies whether or not the Menu Item will be visible on the front-end page.

*The other options in this window are not necessary to be familiar with for basic use.*

## IV. Module Manager

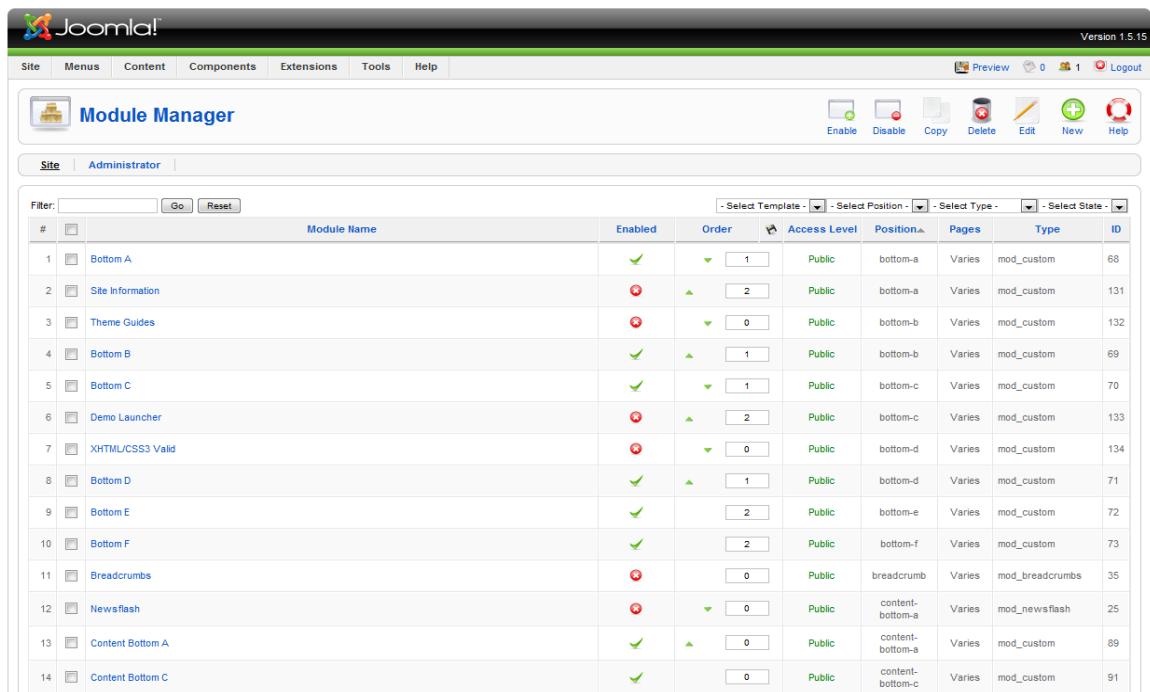
### 1. Overview -

The Module Manager allows you to place content in areas other than the article section of your website. You can use the Module Manager to add content above your articles, to the sides of your articles and below your articles. The Module Manager allows you to place specialized mini-applications such as a Facebook "Like" button, general content and HTML code snippets into any module position on the template that your website is using.



**A.** Drag your mouse pointer over the *Extensions* label on the top bar navigation as pictured. In the drop down menu, you can see the various extensions that you can manage. Click on *Module Manager*.

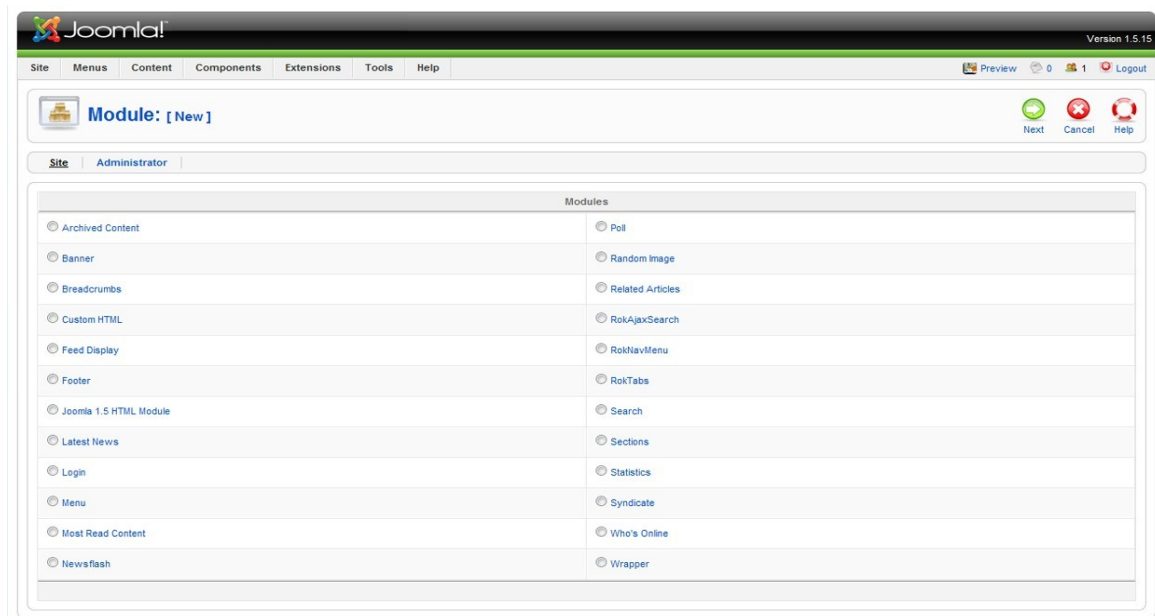




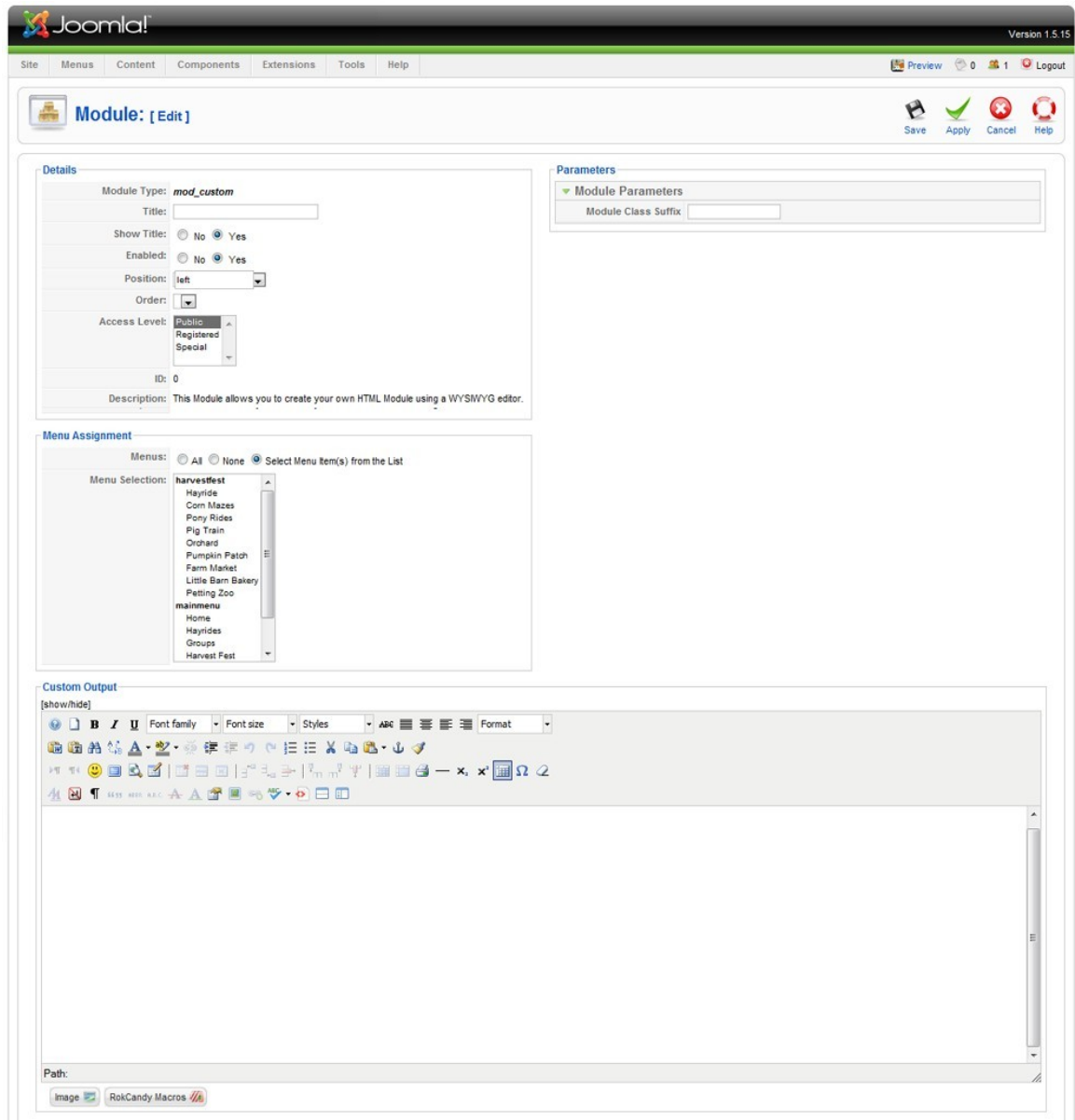
**B.** In the *Module Manager* section, you will see a list of items on the left side of the page. These are the various Module Items, or links are installed for your website. At the top right of the frame, you will see a list of actions you can take on these Module Items. To keep things intuitive, the buttons are similar to those in the Article Manager. For an explanation of what these buttons do, consult the Article Manager Overview on page four of the manual.

## 2. Creating a Module Item -

**A.** Click the *New* button at the top left of the Menu Manager.



**B.** Next, you must select what type of Module you will be creating. Normally you will be creating a *Custom HTML* module. The *Custom HTML* Module allows you to create your own HTML module using a WYSIWYG editor. Click on *Custom HTML* (or click on the small circle next to *Custom HTML* and press *NEXT*).



**C.** Give your Module Item a name in the *Title* field.

**D.** Choose if you want to show the TITLE of your module on the website

**E.** Choose if you want the new module ENABLED (meaning do you want to display the content in it on the website)

**F.** Choose which module POSITION you want the module to be

displayed in.

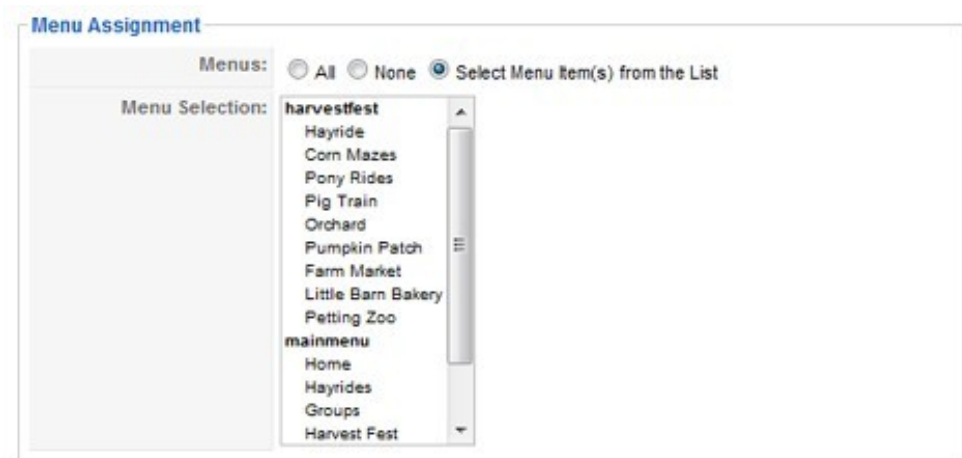
NOTE - For a visual indication of the module positions available to choose from enter the url of your website in your web browser followed by "/?tp=1" (ie.

<http://www.mywebsite.com/?tp=1>)

**G.** Choose the ORDER you want the module to be in (modules listed above this module will appear above it in the position you selected and modules listed below this module will appear below it in the position you selected).

**H.** Choose the ACCESS LEVEL. Who do you want to make this content available too? Normally you will choose PUBLIC, meaning that anyone can see the content.

**I.** Choose the Menu(s) that you want the module to appear on. You can select the ALL button to display the module on all pages, the NONE button to display the module on no pages or the SELECT MENU ITEM(S) FROM THE LIST to pick the individual pages you want the module to appear on.



**J.** Enter the content for the module in the WYSIWYG editor

**K.** Click on SAVE to save the module

### 3. Editing an Existing Module Item -

It is possible to edit almost all the attributes of existing Module Items as well. This is done by simply clicking on the name of the Module Item in the Module Manager. The same interface appears as explained when creating a new Module Item.

There are several options for editing and customizing Menu Items:

- Display In – This drop down menu specifies which Menu the Menu Item will be displayed in.

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- Parent Item – The Parent Item box will specify any sub-menus that exist. It is possible to create a Menu Item as a sub-heading under another Menu Item. This can create a nice, multi-tiered navigation structure.
- Published – This specifies whether or not the Menu Item will be visible on the front-end page.

## V. K2 - Introduction:

K2 is a powerful content component that works with Joomla! It provides an out-of-the box integrated solution featuring rich content forms for items (think of Joomla! articles with additional fields for article images, videos, image galleries and attachments), nested-level categories, tags, comments, a system to extend the item base form with additional fields, a powerful plug-in API to extend item, category and user forms, ACL, front-end editing, sub-templates and a lot more!

Using K2, you can transform your Joomla! website to a news/magazine site with author blogs, product catalogs, work portfolio, knowledge base, download/document manager, directory listing, event listing and more, all this bundled under one package! Since K2 is extensible with additional fields to its base item form, you can easily create category-specific content types, e.g. article, blog post, product page, directory listing.

This training guide will show you how to configure K2 to use as a blogging platform in your Joomla! website. This guide is focused on the basic aspects of K2 that will allow you to begin blogging.

## Overview

K2 provides you with an additional interface for creating content. From your main administrative screen you will see that K2 adds a number of additional features. Following is an overview of what each feature.

The screenshot displays the Joomla! administrator interface for the 'Option 1 - 1K Package' (Version 1.5.15). The top navigation bar includes 'Site', 'Menus', 'Content', 'Components', 'Extensions', 'Tools', and 'Help'. A secondary bar contains 'Preview', '0', '1', and 'Logout'. The main content area is divided into two columns. The left column features a grid of icons for various Joomla! functions: 'Add New Article', 'Article Manager', 'Front Page Manager', 'Section Manager', 'Category Manager', 'Media Manager', 'Menu Manager', 'Language Manager', 'User Manager', and 'Global Configuration'. Below this is the 'K2' extension section, which includes icons for 'Add new item', 'Items', 'Featured items', 'Trashed items', 'Categories', 'Trashed categories', 'Tags', 'Comments', 'Extra fields', 'Extra field groups', 'Edit images (with SplashUp)', 'K2 Documentation', 'K2 Community', and 'JoomlaSphere (by JoomlaWorks)'. The right column contains a 'Welcome to Joomla!' message, a 'Security' section with advice on securing the site, a 'Learning Joomla!' section with links to guides and forums, and a list of quick links: 'Logged in Users', 'Popular', 'Recent added Articles', 'Menu Stats', and 'Joomla! Security Newsfeed'.

Joomla! is Free Software released under the GNU/GPL License.

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## The K2 Menu



Add new item

Allows you to quickly add new content via K2. Similar to adding an article.



Items

Allows you to see all of the items that have been created with K2. Similar to the Articles menu item. *NOTE – K2 items are not considered articles and do not display in the Joomla! Articles menu.*



Featured items

Allows you to see a list of Featured K2 items.



Trashed items

Allows you to see a list of any K2 items that have been deleted.



Categories

Allows you to see a list of the K2 categories.



Trashed categories

Allows you to see the K2 categories that have been deleted.



Tags

Allows you to see the tags that have been used on the K2 items.



Comments

Allows you to see the comments that have been left on your site for the K2 content.



Edit images

Allows you to edit images that you want to include in your K2 items without using photo editing software on your computer. K2 uses SplashUp.com, a free web-based photo editing software.

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K2 Documentation

Allows you to access the documentation for K2.



K2 Community

Allows you to access the online K2 community for additional learning and support.



Joomla!Sphere

A link to Joomla!Sphere by Joomla!Works. Joomla!Sphere is a list of Joomla! News from sources around the globe.

## **K2 Modules**

One of the most powerful aspects of K2 is the ability it provides to add customized modules to Joomla!

- K2 Comments is a dual-function module used to display:
  - a) latest comments (from one or more categories)
  - b) a list of the top commenters.
- K2 Content is the primary "content" retrieval module for K2.
  - You can set various category and item element filters to display a number of items coming from the K2 component. Using multiple copies of this module (with varying settings) you can achieve complex news publishing/magazine site layouts.
- K2 Login is an extended version of the Joomla! login module, primarily used to display a "user toolbar" when a user is logged in.
- K2 Tools is a multi-function module filtering or presenting K2 content in various ways.



## K2 Comments

With K2 Comments you can choose to display either the latest comments on an item or list the top commenters.

### Module Parameters

The screenshot shows the 'Parameters' configuration window for the K2 Comments module. It is divided into two main sections: 'Latest Comments' and 'Top Commenters'. The 'Latest Comments' section is currently selected and highlighted in blue. It includes fields for 'Module Class Suffix', 'Select module functionality' (set to 'Latest Comments'), 'Category filter' (set to 'All'), and a large empty box for 'Filter comments by selected categories'. Below these are input fields for 'Comments List limit' (5) and 'Comment word limit' (10). A series of radio buttons allow for showing or hiding 'Commenter name', 'Commenter avatar', 'Comment date', 'Comment link', 'Item Title', 'Item category', and 'Feed link'. The 'Comment date format' is set to 'Absolute (e.g. posted 12.25 - Thu, July 30th)'. The 'Top Commenters' section is also visible, featuring a 'Commenters list limit' (5) and radio buttons for showing or hiding 'Commenter avatar', 'Commenter link to user page', 'Comments counter', and 'Latest comment from each commenter'.

**Module Class Suffix:** leave blank

**Select module functionality:** Select whether you want to display the latest comments or a list of the top commenters

**Category filter:** Choose to see comments/commenters from all or select categories

**Comments list limit:** Choose how many comments to display

**Comment word limit:** Choose how many words of each comment to display

**Commenter name:** Choose whether to HIDE or SHOW the commenter's name

**Commenter avatar:** Choose whether to HIDE or SHOW the commenter's avatar or image

**Comment date:** Choose whether to HIDE or SHOW the date the comment was made

**Comment date format:** Choose what format to display the date in

**Comment link:** Choose whether to HIDE or SHOW a link to the comment

**Item title:** Choose whether to HIDE or SHOW the title of the item the comment is related to

**Item category:** Choose whether to HIDE or SHOW the category of the item the comment is related to

**Feed link:** Choose whether to HIDE or SHOW the RSS feed link

**Commenters list limit:** Choose how many top commenters to display

**Commenter avatar:** Choose whether to HIDE or SHOW the avatar of the commenter

**Commenter link to user page:** Choose whether to HIDE or SHOW the link to the commenter's user page

**Comments counter:** Choose whether to HIDE or SHOW the number of comments by the commenter

**Latest comment from each commenter:** Choose whether to HIDE or SHOW the latest comment from the commenter

## K2 Content

With K2 Content you can create a module that will import data from your K2 categories and/or items.

### Module Parameters

Parameters

▼ Module Parameters

Module Class Suffix

Select sub-template

Source

Category filter  All  Select

Select one or more categories

Fetch items from children categories  No  Yes

Items limit

Item ordering

Featured items

Popularity range (if ordering is set to 'most popular')

Select specific items

Add items

Drag and drop to re-order items

Item view options (common for either source)

Title  Hide  Show

Author  Hide  Show

Author avatar  Hide  Show

Introtext  Hide  Show

Introtext word limit

Image  Hide  Show

Image size

Video  Hide  Show

Video caption  Hide  Show

Video credits  Hide  Show

Attachments  Hide  Show

Tags  Hide  Show

Category  Hide  Show

Created date and time  Hide  Show

Hits  Hide  Show

"Read more..." link  Hide  Show

Extra fields  Hide  Show

Comments counter and anchor link  Hide  Show

Other Options

Auto-generated RSS Feed link  Hide  Show

Description text at the top (optional)

Custom link at the bottom  Hide  Show

Custom link URL

Custom link title

**Module Class Suffix:** leave blank

**Select sub-template:** Leave as Default

**Source:** Choose to select content from K2 Categories or Specific K2 Items

**Category filter:** Choose to select ALL categories or SELECT categories

Select one or more categories: Choose the categories that you want to select

**Fetch items from children categories:** Choose whether you want content to be taken from sub-categories of the categories that you selected

**Items limit:** Choose how many items of content to get

**Items ordering:** Choose how you want the content ordered

**Featured items:** Choose if you want Featured content included

**Popularity range (if ordering is set to 'most popular'):** Choose the range of time that you want popularity calculated for

**Add items:** Choose specific items that you want added to the content list

**Drag and drop to re-order items:** If multiple items are chosen re-order them by dragging them with your mouse

**Title:** Choose whether to HIDE or SHOW the title of the item

**Author:** Choose whether to HIDE or SHOW the author of the item

**Author avatar:** Choose whether to HIDE or SHOW the avatar of the author of the item

**Introtext:** Choose whether to HIDE or SHOW the intro-text of the item

**Introtext word limit:** Choose how many words to limit the intro-text to

**Image:** Choose whether to HIDE or SHOW the image associated with the item

**Image size:** Choose what size to display the image

**Video:** Choose whether to HIDE or SHOW the video associated with the item

**Video caption:** Choose whether to HIDE or SHOW the video caption associated with the item

**Video credits:** Choose whether to HIDE or SHOW the video credits associated with the item

**Attachments:** Choose whether to HIDE or SHOW the attachments

associated with the item

**Tags:** Choose whether to HIDE or SHOW the tags associated with the item

**Category:** Choose whether to HIDE or SHOW the category associated with the item

**Created date and time:** Choose whether to HIDE or SHOW the created date and time for the item

**Hits:** Choose whether to HIDE or SHOW the number of hits for the item

**'Read more' link:** Choose whether to HIDE or SHOW the 'read more' link for the item

**Extra fields:** Choose whether to HIDE or SHOW any extra fields for the item

**Comments counter and anchor link:** Choose whether to HIDE or SHOW the comments counter and anchor link for the item

**Auto-generated RSS feed link:** Choose whether to HIDE or SHOW the RSS feed for the item

**Description text at the top (optional):** Enter any special text you want to be displayed at the top of the module (optional)

**Custom link at the bottom:** Enter a custom link that you would like displayed at the bottom of the module (optional)

**Custom link URL:** Enter the URL that corresponds to the custom link

## K2 Tools

With K2 Tools you can choose to display:

- Archive of K2 items
- Authors list of K2 items
- Blog-style Calendar
- Breadcrumbs
- Categories List (Menu)
- Category Select Box
- Search Box
- Tag Cloud

## Module Parameters

Parameters

▼ Module Parameters

|                                 |  |
|---------------------------------|--|
| Module Class Suffix             | <input type="text"/>   |
| Select module functionality     | Archive ▾  |
| Archive Settings                |  |
| Items counter                   | <input type="radio"/> Hide <input checked="" type="radio"/> Show |
| Category filter                 | - None - ▾   |
| Authors List Settings           |  |
| Filter authors by root category | - None - ▾   |
| Items counter                   | <input type="radio"/> Hide <input checked="" type="radio"/> Show |
| Author avatar                   | <input type="radio"/> Hide <input checked="" type="radio"/> Show |
| Latest item written by author   | <input type="radio"/> Hide <input checked="" type="radio"/> Show |
| Calendar Settings               |  |
| Category filter                 | - None - ▾   |
| Breadcrumbs Settings            |  |
| Root label (e.g. Home)          | <input type="text"/>   |
| Path separator                  | <input type="text"/>   |
| Categories List (Menu) Settings |  |
| Select root category            | - None - ▾   |
| Levels to render                | <input type="text"/>   |
| Order by                        | Default (by ID - ascending) ▾                                    |
| Items counter                   | <input type="radio"/> Hide <input checked="" type="radio"/> Show |
| Category Select Box Settings    |  |
| Select root category            | - None - ▾   |
| Search Box Settings             |  |
| Search Box size                 | 20 <input type="text"/>  |
| Text                            | <input type="text"/>   |
| Show search button              | <input checked="" type="radio"/> No <input type="radio"/> Yes    |
| Search button as image          | <input checked="" type="radio"/> No <input type="radio"/> Yes    |
| Search button text              | <input type="text"/>   |
| Tag Cloud Settings              |  |
| Min font size (%)               | 75 <input type="text"/>  |
| Max font size (%)               | 300 <input type="text"/>   |
| Tag limit (X most popular)      | 30 <input type="text"/>  |

**Module Class Suffix:** leave blank

**Select mode functionality:**

- Archive of K2 items
- Authors list of K2 items
- Blog-style Calendar
- Breadcrumbs
- Categories List (Menu)
- Category Select Box
- Search Box
- Tag Cloud

**Archive Settings:**

**Items counter:** Choose to SHOW or HIDE a counter for the number of items archived

**Category filter:** Choose any category you want to limit the archive to

**Author List Settings:**

**Filter authors by root category:** Choose if you want to filter the Author List by categories

**Items counter:** Choose to SHOW or HIDE the number of items written by the author

**Author avatar:** Choose to SHOW or HIDE the author's avatar

**Latest item written by author:** Choose to SHOW or HIDE the latest item written by the author

**Calendar Settings:**

**Category filter:** Choose any category you want to limit the calendar to

**Breadcrumb Settings:**

**Root label:** Choose what root label you would like to use for breadcrumbs (e.g. Home)

**Path separator:** Choose what character(s) you would like to use to separate the breadcrumb levels (e.g. | )

**Categories List (Menu) Settings:**

**Select root category:** Choose the category that you want to generate your list from

**Levels to render:** Choose how many levels you want the list to include

**Order by:** Choose how you want your list ordered

**Items counter:** Choose to SHOW or HIDE a counter for the number of items listed

## Category Select Box Settings:

**Select root category:** Choose the category that you want to use

## Search Box Settings:

**Search box size:** Choose the size of your search box in number of characters

**Text:** Choose the text that you want to display in your search box (e.g. Type your search request here)

**Show search button:** Choose to SHOW or HIDE the search button

**Search button as image:** Choose to SHOW or HIDE the search button as an image (versus text)

**Search button as text:** Choose the text you want to display as a search button label

## Tag Cloud Settings:

**Min font size (%):** Choose the minimum font size you want used in your tag cloud

**Max font size (%):** Choose the maximum font size you want used in your tag cloud

**Tag limit (X most popular):** Choose how many tags you want the tag cloud to include

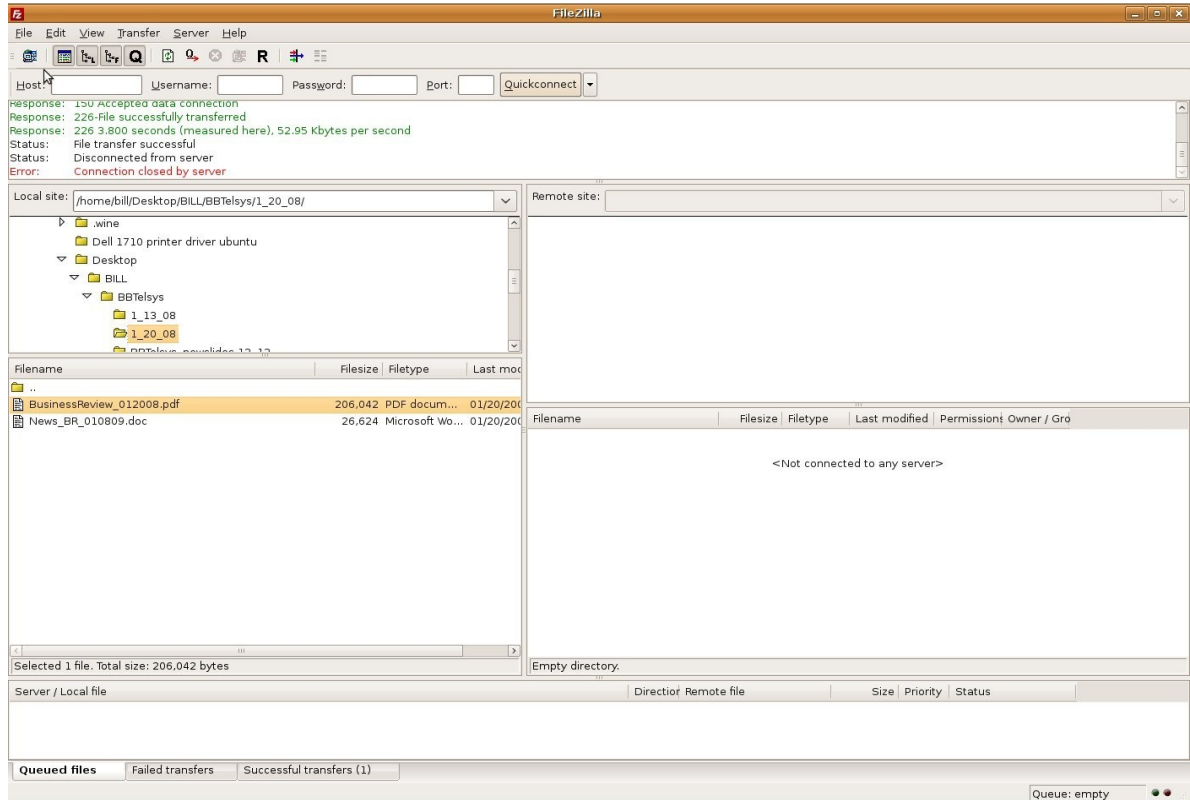


## VI. FTP with FileZilla

### 1. Overview -

A tool that is needed for linking your site to content such as PDF and Office documents is called **File Transfer Protocol (FTP)** software. FTP software is very useful for both uploading documents and files to your web server and downloading files from it to your desktop. The FTP program that is recommended is called FileZilla and can be found free for download at [www.filezilla-project.org](http://www.filezilla-project.org).

Here is what the FileZilla interface looks like:

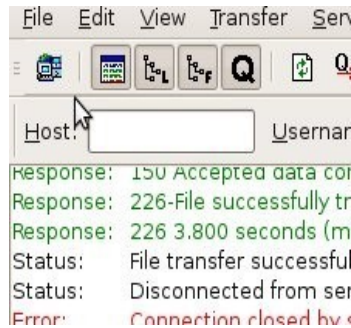


As you can see, the screen is divided into several boxes. The boxes on the left are used to navigate through the files on **your desktop**. The boxes on the right are used to navigate **your site**. It is important to understand this distinction, and the rest is quite easy.

### 2. Using FileZilla to transfer files -

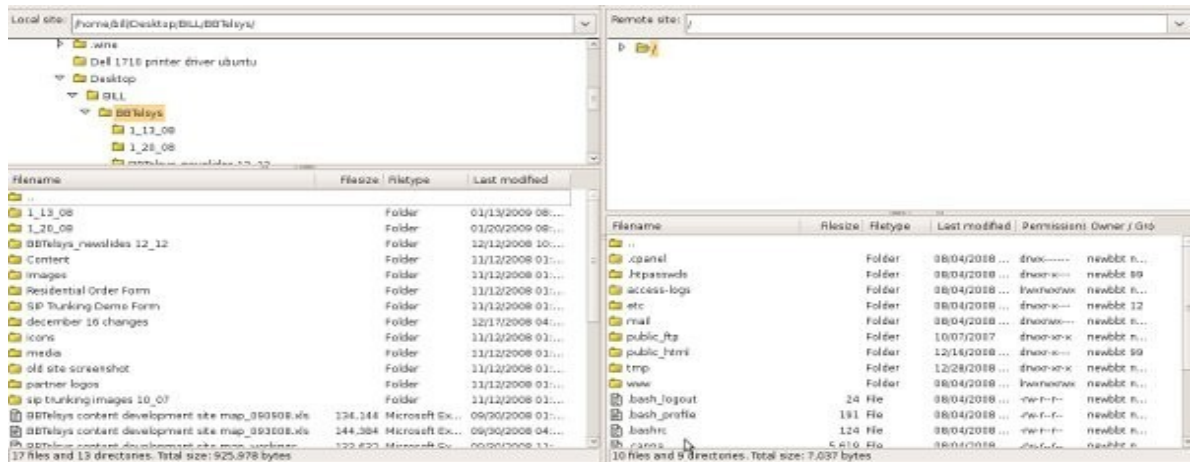
Before you can begin transferring files back and forth to your website with FileZilla, you must first connect to the site's server.

- At the top-left corner of the FileZilla box, click on the “Site Manager” icon.



- Double click on the name of your site in the Site Manager.

After double clicking on your site, FileZilla should connect to it automatically. Now, you can navigate through the directories on your web server.



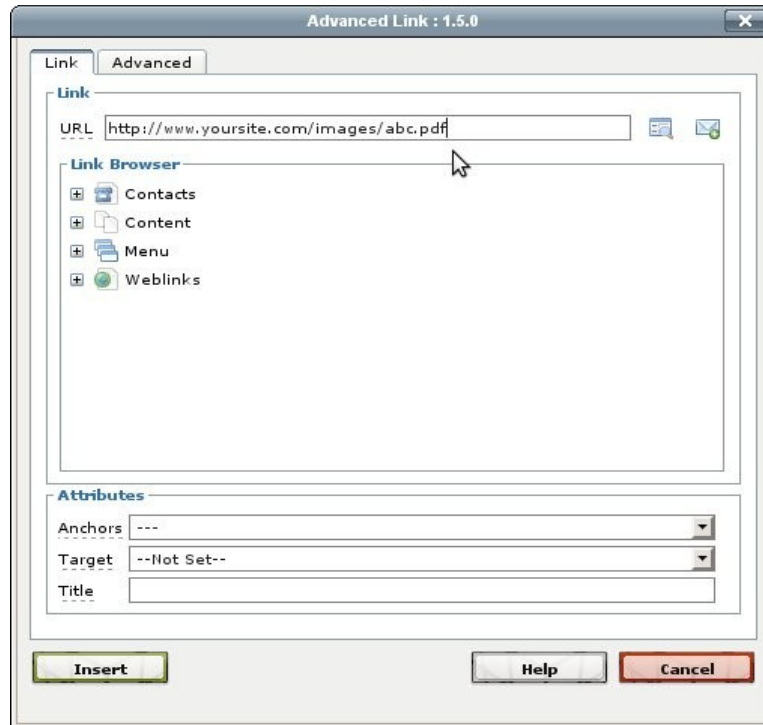
- Remember that the left boxes are your computer and the right boxes are the web server. On the right, click on the folder that says “public\_html”. Next click on the folder that says “images”. This is the directory that you will save all media in.
- To upload a file, you must locate it on your computer (the left box) by navigating through the folders to the one you saved the file in.
- Double click on the file you want to upload, and it will appear in the right box, right in the “images” folder you have selected.

### 3. Note about File Paths -

To link your website to a certain file that you have uploaded, you must know the location, or path of the file. Then, you can create a link to the file in your content item just as if you were linking to another page or site. For example, let us say that you want to hyper link to a file called “abc.pdf”,

and the file is uploaded into the “images” folder on the server.

- Go to the Article Manager and edit the article that you want to link to the PDF.
- Create a link just as if you were linking to another web page.
- Instead of linking to another page, we will link directly to this PDF file:



- In the URL box, type `http://www.yoursite.com/images/abc.pdf`, where “yoursite” equals your web sites' address, and “abc.pdf” equals the name of the file you are linking to.

*Note: Remember to always include a proper suffix (.pdf, .xls, .mp3, etc.) at the end of your file name when linking to your file.*

*Additional Note: Also, remember to begin your file path with “http://” as in `http://www.yoursite.com/images/abc.pdf`.*

*This concludes the Joomla! Tutorial. For additional information, visit [Joomla!.org](http://Joomla!.org).*