



DREAMSCAPE

MULTIMEDIA

Editing Your Website's Content In Joomla 1.5



Getting Additional Help

You may find many answers at Dreamscape Multimedia's online Support Area, where you will find:

- a knowledgebase for answers to common questions,
- the ability to submit a support ticket, and
- your Client Area, for updating your account and billing information.

To gain access, go to: <http://www.dreamscapemultimedia.com/hosting/>

You may also call us directly at (517) 394-3000. Select option 2 for Support.

Logging into the Joomla admin area

In this tutorial, we assume the domain we use is your_domain_name.com and Joomla's admin panel is at:

`http://your_domain_name.com/administrator`



Please, make sure to change your_domain_name.com to the real domain name of your website, when following this tutorial.

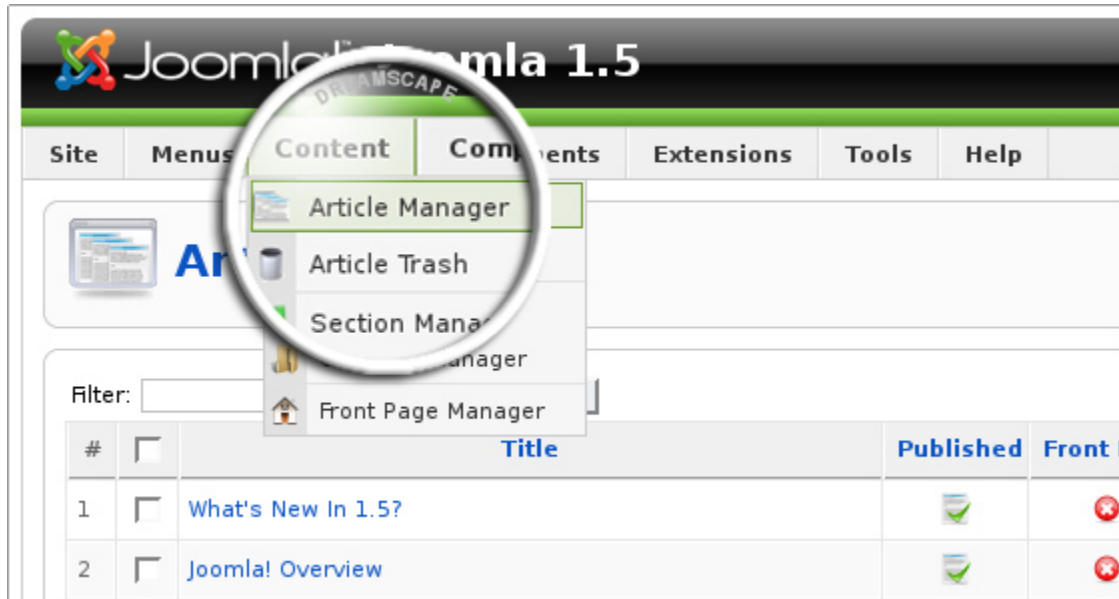
Please, enter your login information in the Joomla! Administration Login screen:

The image shows the Joomla! Administration Login screen. It features a blue header "Joomla! Administration Login". Below the header, there is a text prompt: "Use a valid username and password to gain access to the Administrator Back-end." and a link "Return to site Home Page". To the left of the login form is a large padlock icon. The login form itself contains three input fields: "Username", "Password", and "Language" (with a dropdown menu showing "Default"). Below these fields is a "Login" button with a green arrow icon.

(Joomla 1.5 admin interface)

Creating and editing your articles (pages) in Joomla

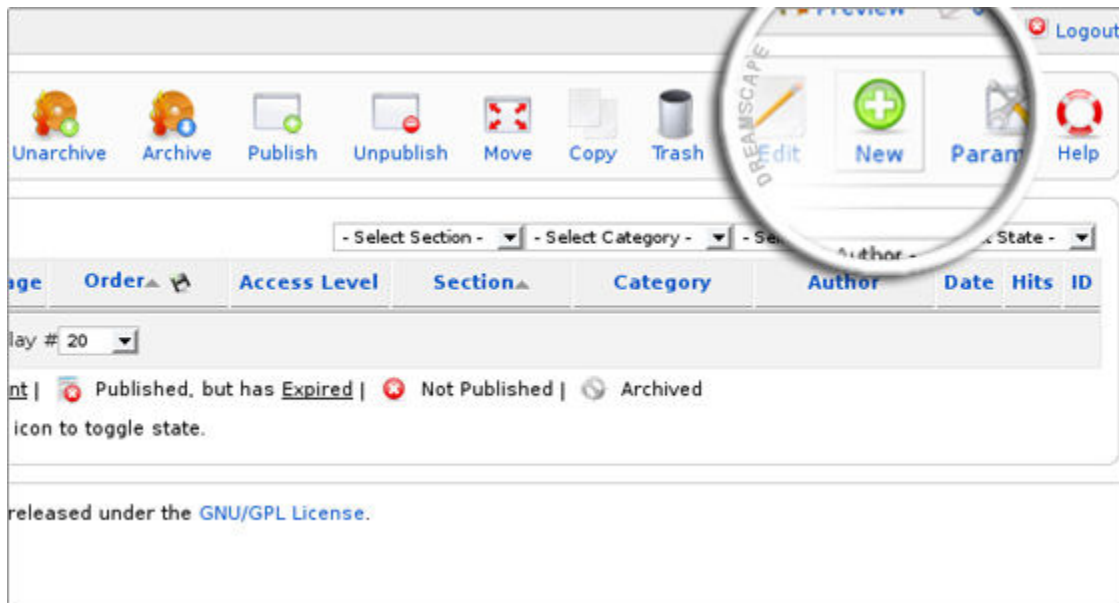
If Dreamscape Multimedia has already built your site (or if you have installed Joomla with the sample data,) you already have a few articles created and published. You can take a look at how they are written and organized in order to learn intuitively some good practices. To see them go to Content, Article Manager from the menu at the top of your admin panel.



There you will see articles listed in the form of links. When you click on a link, you enter the Edit mode for an article. When you are done with exploring an article, click on the Close button to exit it without saving any changes (otherwise, you would hit **[Save]**.) To delete an article, select the article by checking the first radio button in the column and click on the **[Trash]** button from the top admin menu.



Next we will create our first article "About us". From the top admin menu, click on **[New]**.



Then make the following changes:

Title: About Us

Alias: about-us (all lowercase, no spaces, or leave this field blank)

Section: Uncategorized (or select an appropriate section if one has been created)

Category: Uncategorized (or select an appropriate category if one has been created)

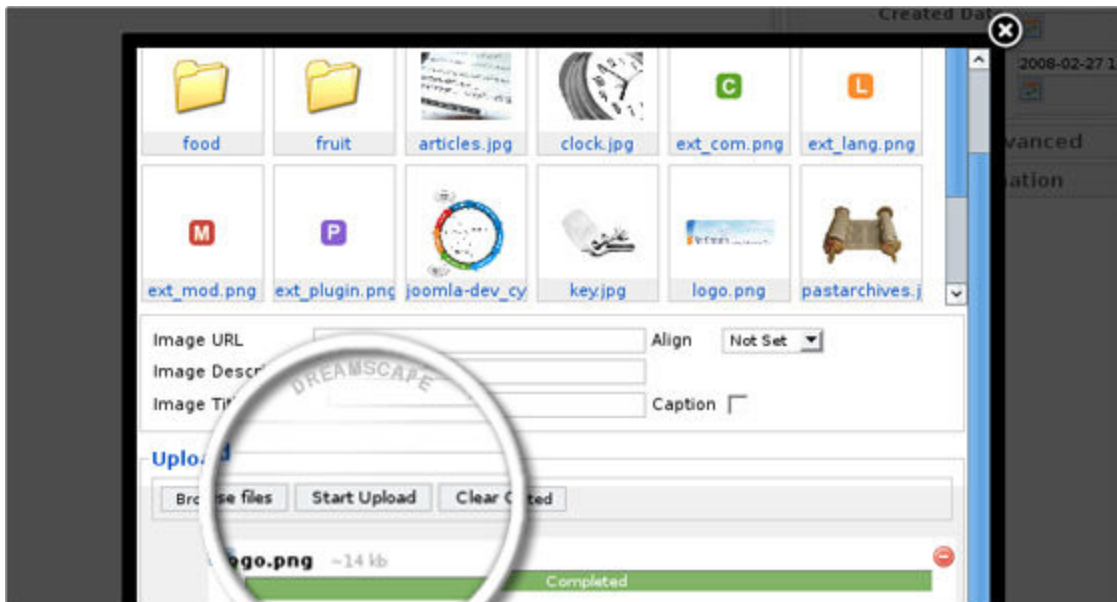
Published: Yes (if an article is not published, it will not show to your visitors)

Frontpage: No (only applies if this is to be on the first page of your website)

Place your text into the main text field. To place an image into your article, click on the image icon at the bottom of the page:



Since our logo is not uploaded yet, we click first on the **[Upload file]** link in the prompted window. First you have to browse your local computer and find the logo. Once the file is found, click on **[Start Upload]** to upload it.



Next you will see an acknowledgement that the file has been successfully uploaded. Now it can be found in the upper part of the window along with the default Joomla images. Click on the name of your image to select it, then click on **[Insert]** to insert it in your article.

The image's position in the article can be easily adjusted by dragging it to where you'd like to have it.

At last we save this article by clicking on the **[Save]** button. You will be returned to the Article Manager. To view the change, refresh your site in another instance of your browser. When you are finished making changes to your site's content, select **[Logout]** from your top admin menu.

