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Structure of the Institute Web Site

The new site will maintain the same overall structure of the Institute Web Site.

- Main welcome page
- Sections for the Institute
 - Vocations
 - Lay Society
 - Resources
 - World Wide
- Separate sections for each apostolate

With the new site, we will add some features:

- Each apostolate will have a photo gallery to post images
- Each apostolate will have a calendar to post events
- News stories
 - Each apostolate will have a section for news stories
 - Stories can be marked as “public” or “private”
 - Public stories will also display in the apostolate’s news page and the Institute’s news page
 - Private stories will only appear in the apostolate’s news page
- An easy method for posting bulletins that automatically creates and formats the text and link on the bulletin page
- Each apostolate will be able to add additional pages for special events and projects, such as church restorations.

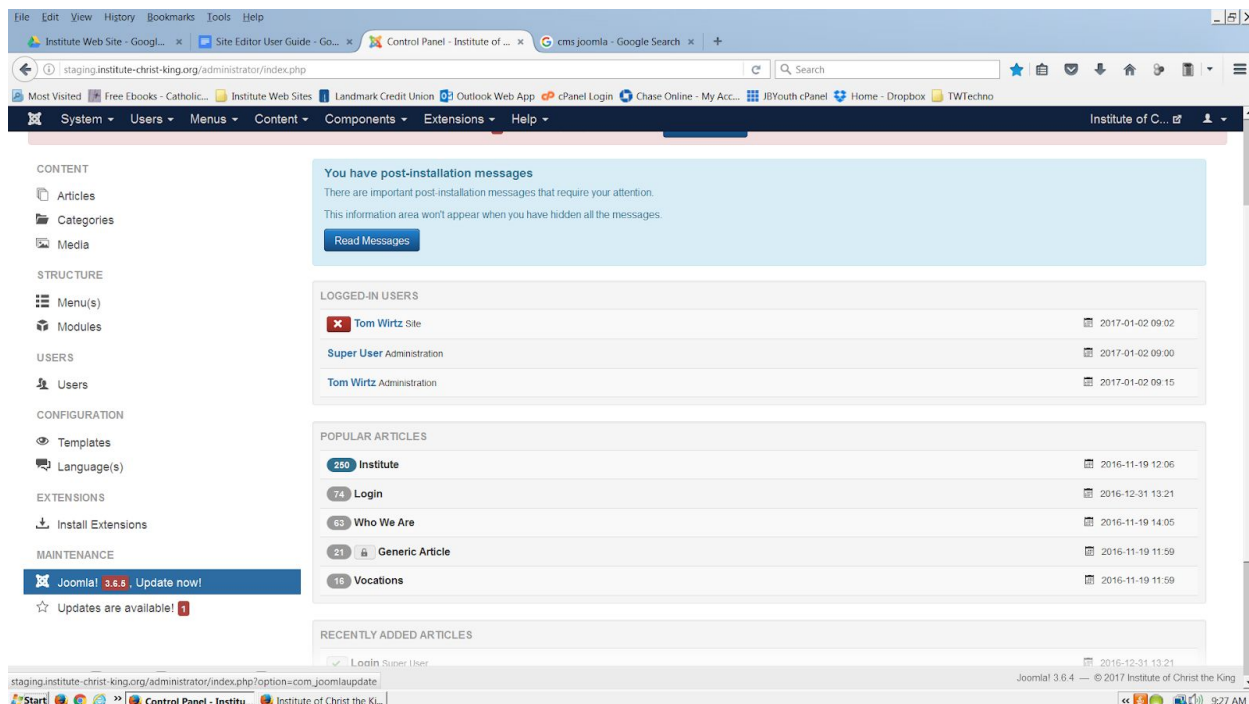
Best Practices

- Keep content fresh and current
- Use one or two images with an article or story. Be careful not to overwhelm with too many pictures, though. If you want to post several pictures, use a gallery.
- Uniformity - We use some standard colors, font types, font sizes, and styles to give the web site a uniform experience. In the “**Site Editors - Edit Main Content of Page**” section below, we describe how to use these standard elements in the pages.
 - Colors
 - Font types
 - Font sizes
 - Styles

Joomla

We use a software package named Joomla. Joomla is a Content Management System (CMS), which is used to manage web sites. It can be used to create menus and create and manage information on the site. It also allows multiple people to access the administrative area with varying levels of privileges. For example, one person can create and edit content for the web pages for the oratory in Detroit while another person can create and edit content for another oratory.

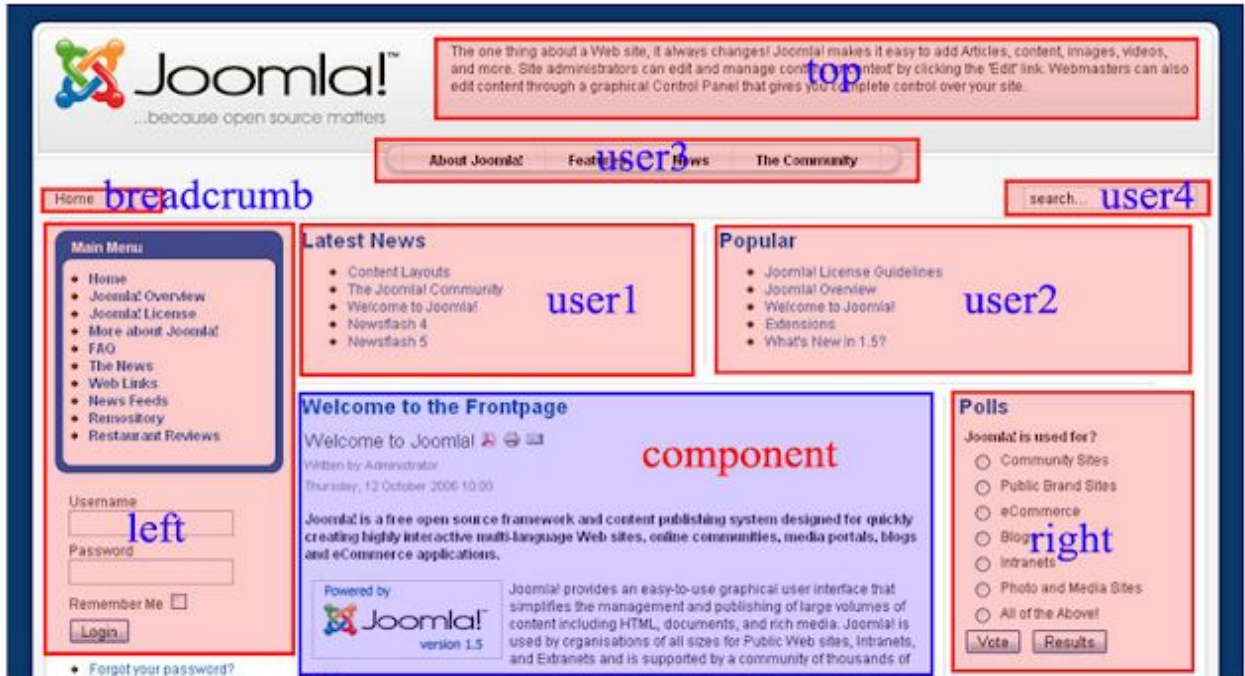
Besides this manual and videos, you can use YouTube to find numerous informational videos about using Joomla. There have been several versions of Joomla, so try to find training on the latest version. Note - you can find the version of Joomla we are using when you first login to the administrative site¹. Look at the bottom of the left column. There is a line that indicates the latest version - in the example below, the version is 3.6.5.



¹ Instructions for Login to the administrative site exist later in this document.

How Joomla Organizes Web Sites

Joomla organizes the web page with containers or boxes. We can decide how many boxes to use, what size they should be, and where they should be placed. In the image below, many containers are highlighted, such as “top” and “users3”.



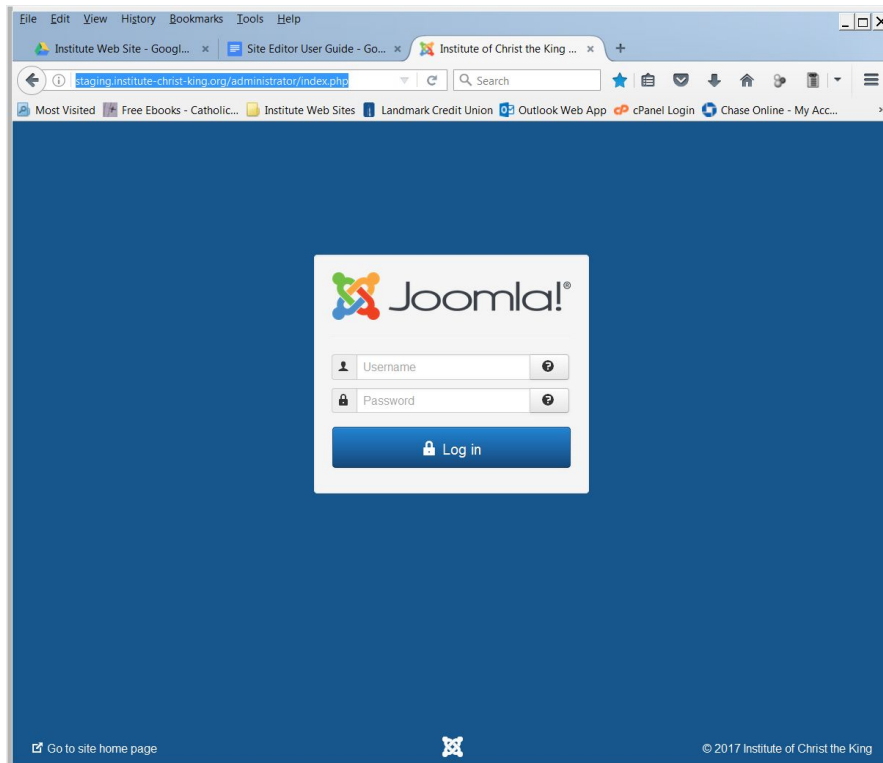
In the image below, you can see the containers used for one of our pages. The *web designers* for the Institute create and manage the containers. The *site editors* edit the main content for pages in the {Articles}, update images, and manage events in the calendar.

The image shows a screenshot of the Saint Mary Oratory website with several callout boxes identifying design containers:

- {Modules} & {Menu} – Navigation Menu:** Points to the top header area containing the logo, name, and navigation links.
- {Modules} – Banner:** Points to the large image banner showing the exterior and interior of the oratory.
- {Articles}:** Points to the main content area, which includes sections for "Information, Schedule & Directions", "Clergy of the Oratory", and an "Interactive Map".
- {Modules} Sidebar:** Points to the right-hand sidebar area containing "Location & Contact" information and "Regular Schedule" details.
- {Modules} – Navigation Menu:** Points to the footer area containing site navigation and copyright information.

Login to Administrative Site

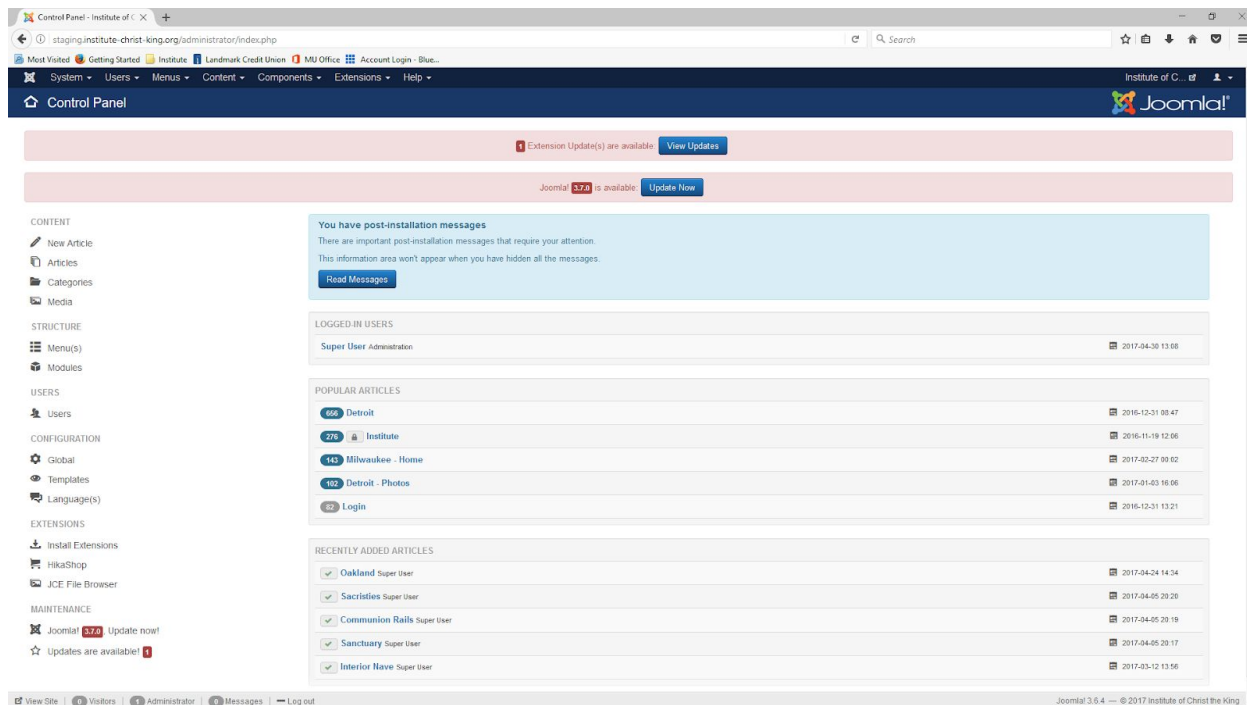
- Go to “staging.institute-christ-king.org/administrator/index.php”. You will be prompted for your login name and password.



- Note - before the transition occurs, you need to use **staging.** at the beginning of the web site name. **Staging.**institute-christ-king.org. After the transition, the preface won't be needed; just use institute-christ-king.org.

Site Editors - Navigating the Administrative Site

- When you first log in to the administrative site, you will be at the Control Panel. You will be able to see many areas, but site editors will have limited privileges to make changes.

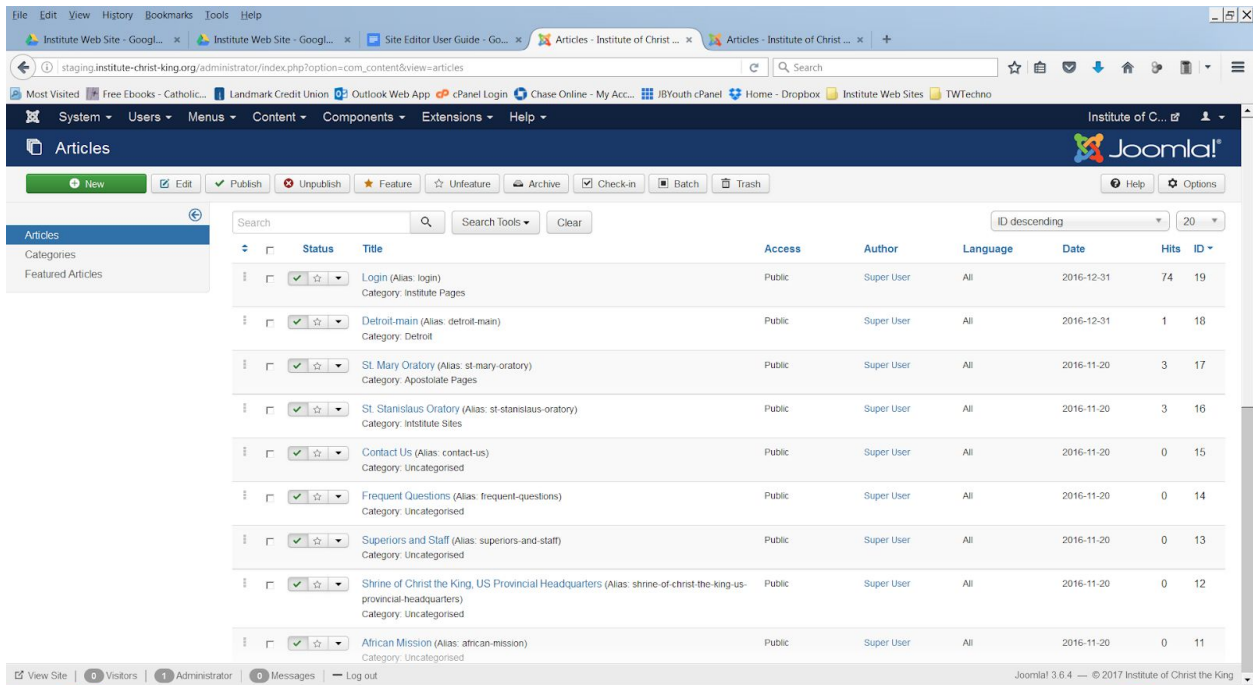


Site editors use a few areas in the administrative site. Below is a list of the more common areas for site editors. More detailed instructions exist for these in this User Guide.

- Content=>Articles
 - The “content pages” for the web site exist here.
- Control Panel=>JCE File Browser
 - The images and files used in web pages and in the photo gallery can be uploaded and managed here.
- Components=>Jevents
 - The events calendar is managed here.

Site Editors - Edit Main Content of Page

- Go to Content=>Articles



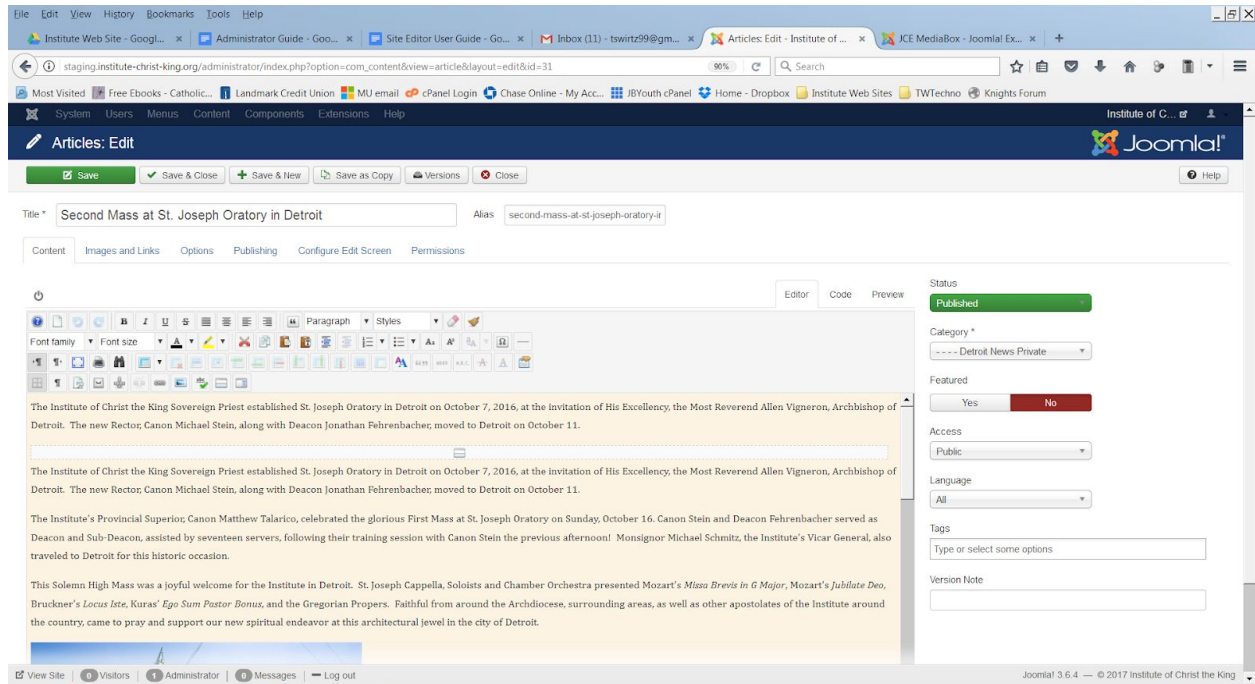
The screenshot shows the Joomla! administrator interface for managing articles. The top navigation bar includes 'System', 'Users', 'Menus', 'Content', 'Components', 'Extensions', and 'Help'. The 'Articles' section is active, showing a list of articles with the following columns: Status, Title, Access, Author, Language, Date, Hits, and ID. The 'Search Tools' button is visible above the list.

Status	Title	Access	Author	Language	Date	Hits	ID
<input checked="" type="checkbox"/>	Login (Alias: login) Category: Institute Pages	Public	Super User	All	2016-12-31	74	19
<input checked="" type="checkbox"/>	Detroit-main (Alias: detroit-main) Category: Detroit	Public	Super User	All	2016-12-31	1	18
<input checked="" type="checkbox"/>	St. Mary Oratory (Alias: st-mary-oratory) Category: Apostolate Pages	Public	Super User	All	2016-11-20	3	17
<input checked="" type="checkbox"/>	St. Stanislaus Oratory (Alias: st-stanislaus-oratory) Category: Institute Sites	Public	Super User	All	2016-11-20	3	16
<input checked="" type="checkbox"/>	Contact Us (Alias: contact-us) Category: Uncategorised	Public	Super User	All	2016-11-20	0	15
<input checked="" type="checkbox"/>	Frequent Questions (Alias: frequent-questions) Category: Uncategorised	Public	Super User	All	2016-11-20	0	14
<input checked="" type="checkbox"/>	Superiors and Staff (Alias: superiors-and-staff) Category: Uncategorised	Public	Super User	All	2016-11-20	0	13
<input checked="" type="checkbox"/>	Shrine of Christ the King, US Provincial Headquarters (Alias: shrine-of-christ-the-king-us-provincial-headquarters) Category: Uncategorised	Public	Super User	All	2016-11-20	0	12
<input checked="" type="checkbox"/>	African Mission (Alias: african-mission) Category: Uncategorised	Public	Super User	All	2016-11-20	0	11

- By default, you will see all the “Articles” in the web site, including those from other Oratories. You can restrict the list to your area by performing the following steps:
 - Click the <Search Tools> button. Another set of buttons appears.
 - Click the <Select Category> button and find your group from the list. For example, Apostolate Pages -Detroit.
- Sort - You can sort the list by any of the column headings.

The Joomla Editor (JCE Editor)

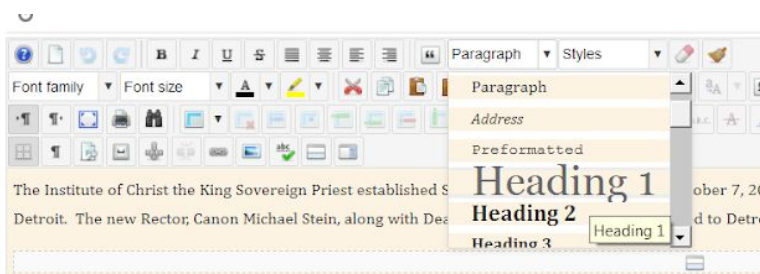
- Click on the title of the Article you want to edit. Note - the link only appears if you have privileges to edit.



- Joomla has a WYSIWYG (What you see is what you get) editor. With the editor, you can see what the article looks like while you are working on it. Site editors only need to work on the “Content” tab. The editor appears on this tab.
- At the top of the editor, there are a number of icons. If you hover over (place the cursor on top of) one of these icons, a small pop-up appears describing what the icon does. These options allow you to format text and images in the Article. You can get to almost every option through either the word options or icons.
- Save or Cancel
 - If you make a change to the Article and click either the <Save> button or the <Save & Close> button, the change will immediately be available on the web site.
 - If you make changes that you don't want published to the web site, click the <Close> button to exit without saving any changes.
- The <Versions> button can be used to see and, if necessary, restore previous versions of the article.
- Preview - You can use View=>Preview or the eye icon to preview the Article in a separate popup.


Text

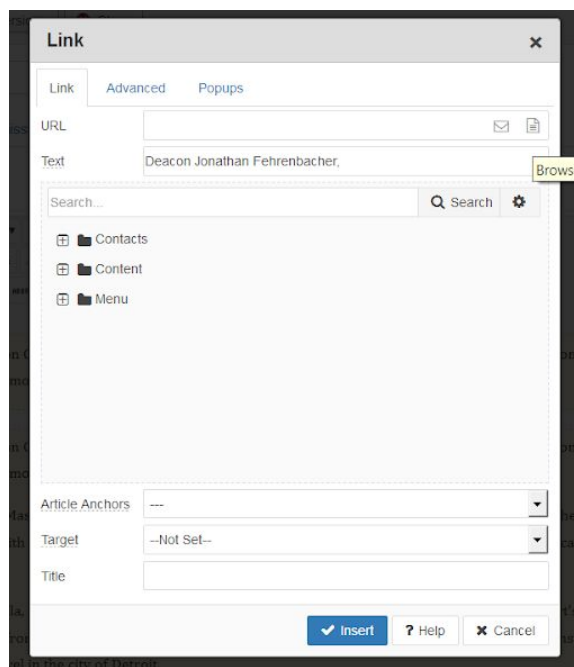
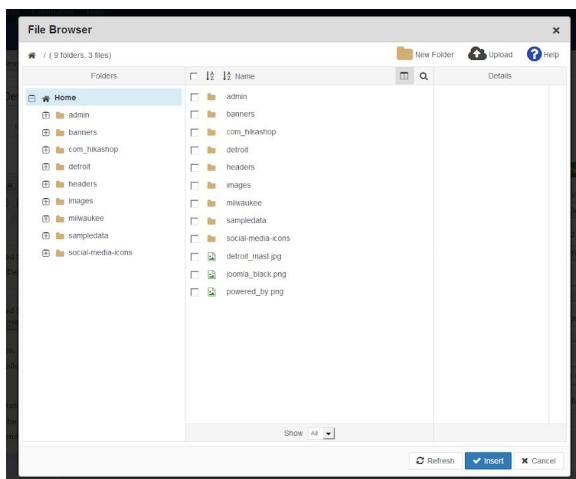
- Click the drop-down with the text “Paragraph” in the image above to format text. The various font settings are listed.
- Icons exist along the top line of the menu bar to set some common font characteristics, such as bold and italics.
- Please don’t use the font family or the font size drop downs to change font characteristics. This will help maintain a uniform style across the website.
- Use the Paragraph block for standard text on the web page.



Links

You can create a link to another web page or a file.

- Highlight the text or image you want as the item for the link.
- Click the Insert/edit Link icon .
- For a link to a web page - enter the web address for the link in URL.
- For a link to document, click the browse icon.
- Select the file from the web server. You have the option to upload a file (icon in upper right portion).
- Note - see Appendix for folder locations for files.

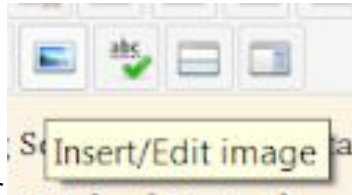


Images

If you are able, before uploading an image, compress the file. Ideally, the file size should be 250KB or smaller. The web pages load faster if the image sizes are kept small.

To select an image to put on the web page:

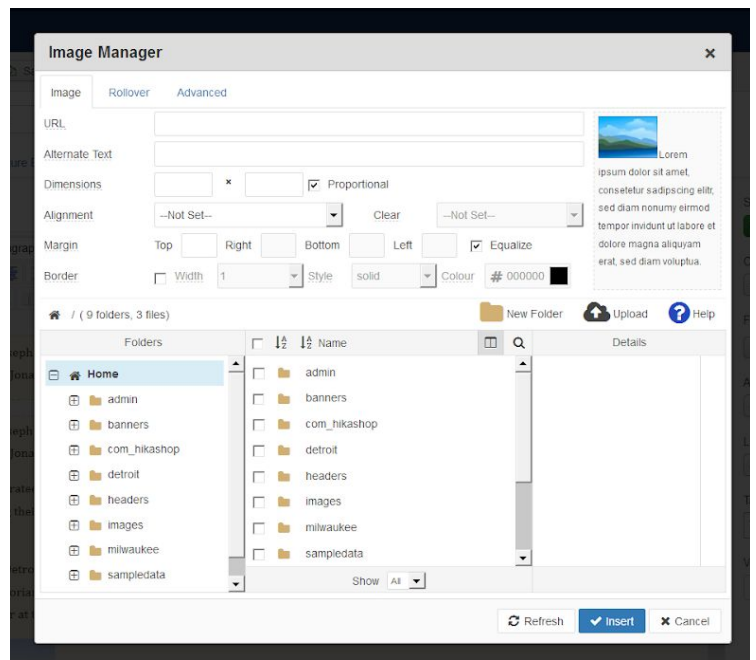
- Put the cursor at the spot you want the image to appear.



- Click the image icon on the menu bar

- You should see this dialog box:

- Use the upper portion to control how the image appears.
- Use the lower portion to identify the image on our web site. Use the “Upload” icon to upload an image from your computer.
- Note - see Appendix for folder locations for images.



Gallery

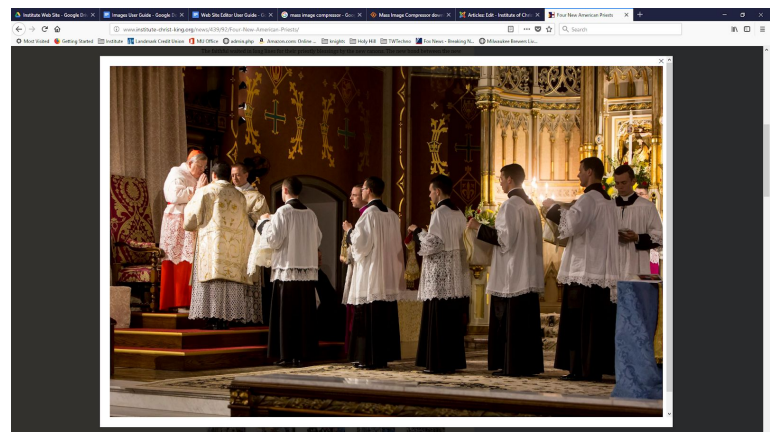
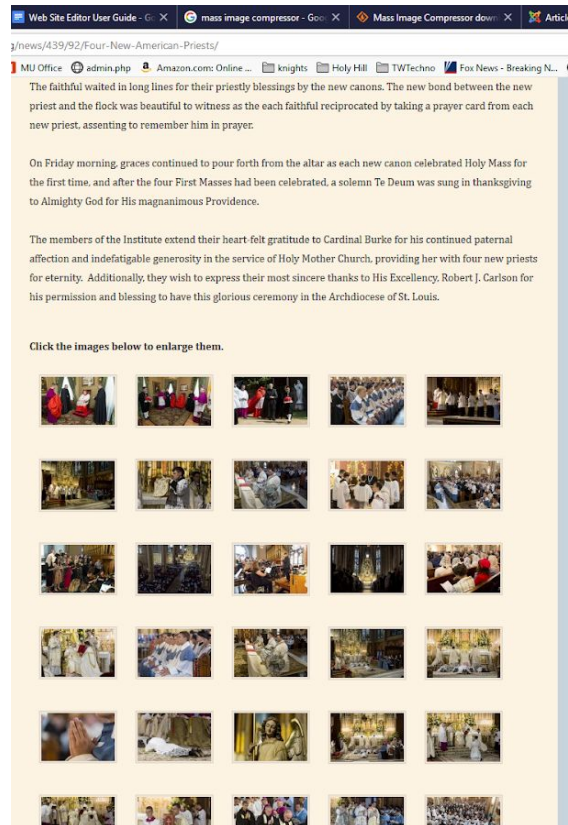
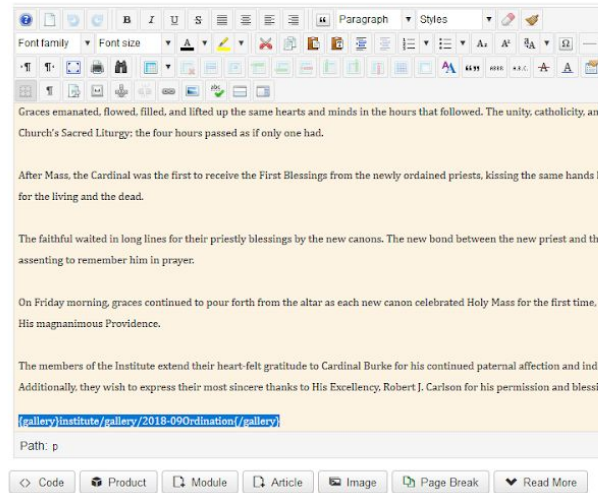
You can include an image gallery on any web page by entering the following text in the Joomla editor

```
{gallery}institute/gallery/IMAGEFOLDERNAME{/gallery}
```

where **IMAGEFOLDERNAME** is the folder name where the images are stored on the web server.

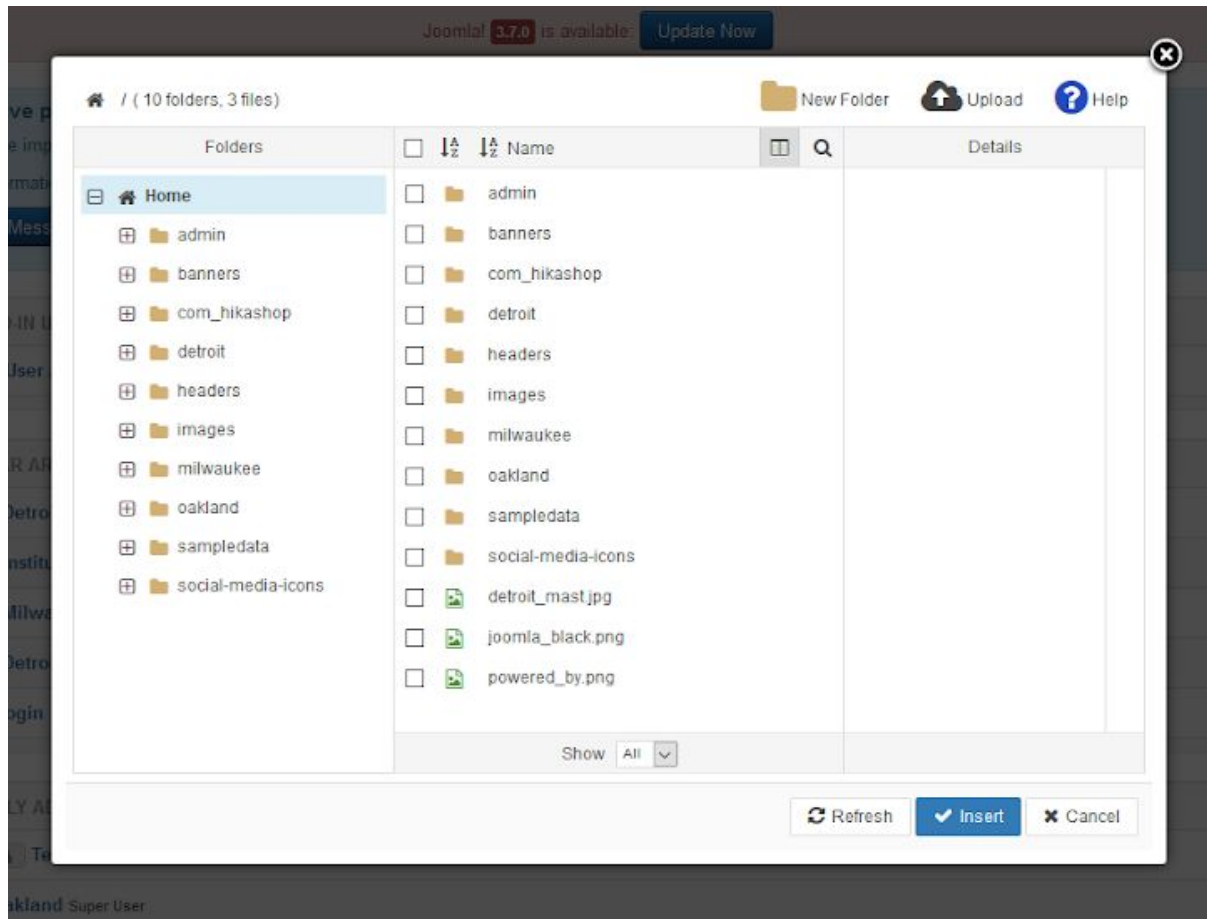
The images will appear in the web page.

The gallery also can display the images filling the screen:



Site Editors - Manage Media

Use the **JCE File Browser** to manage and upload images and documents. To start the **JCE File Browser**, go to the **Control Panel**. The icon for the **Control Panel** is in the top menu bar, at the far left, left of the **System**. The link for the **JCE File Browser** appears in the left menu.



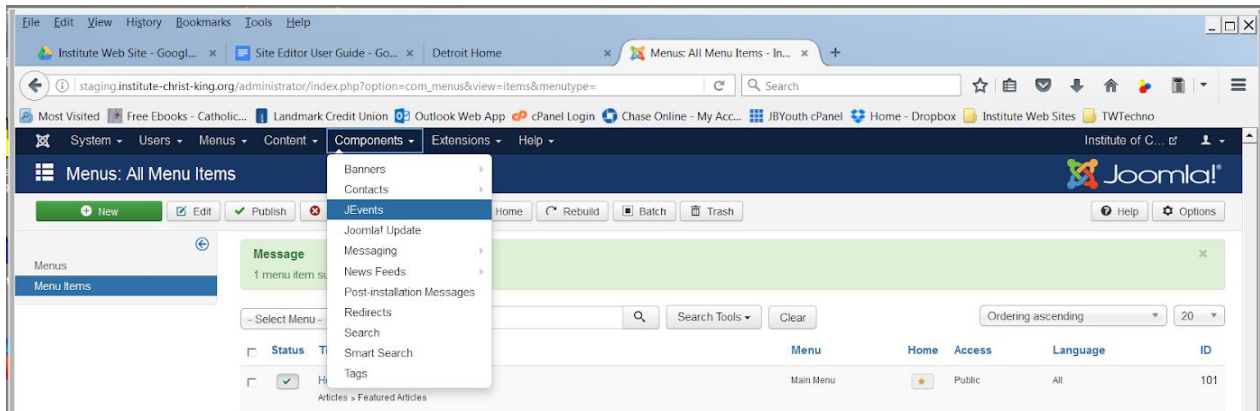
Each apostolate has a subfolder in the Home directory. Within each apostolate folder, there are three subfolders - **gallery**, **images**, and **files**. Use the appendix document for your apostolate to identify the folder locations for each of these items. You can create subfolders in each of these folder to help organize further.

We recommend the following.

- Put images for news stories and other pages in the **images** folder.
- Put document, such as PDFs, Word, or Excel files, in the **files** folder.
- Put images used in the photo gallery feature in the **gallery** folder.

Site Editors - Manage Calendar Events

- In the administrative menu, go to Components=>Jevents



- Select “Manage Events”
- Set the filter at the top of the “Events” page to your category, such as “Detroit”.
- Use the “New” button to create an event or click an existing event to edit.
- There are two tabs for the “Edit Event” page
 - Common
 - On the common tab, you indicate the title of the event and can use the editor for event information which appears on the detail page.
 - Calendar
 - Use the calendar tab to manage dates and times for the event.

Admin Pages

Login

Site Editors - Manage Bulletins