



# Joomla 2.5 MADE EASY

THE **STEP-BY-STEP** GUIDE TO BUILD A JOOMLA 2.5  
WEBSITE FOR **NEWBIES**

WRITTEN BY JOOMLASHINE TEAM  
FREE TO SHARE TO COPY, DISTRIBUTE AND TRANSMIT THE WORK

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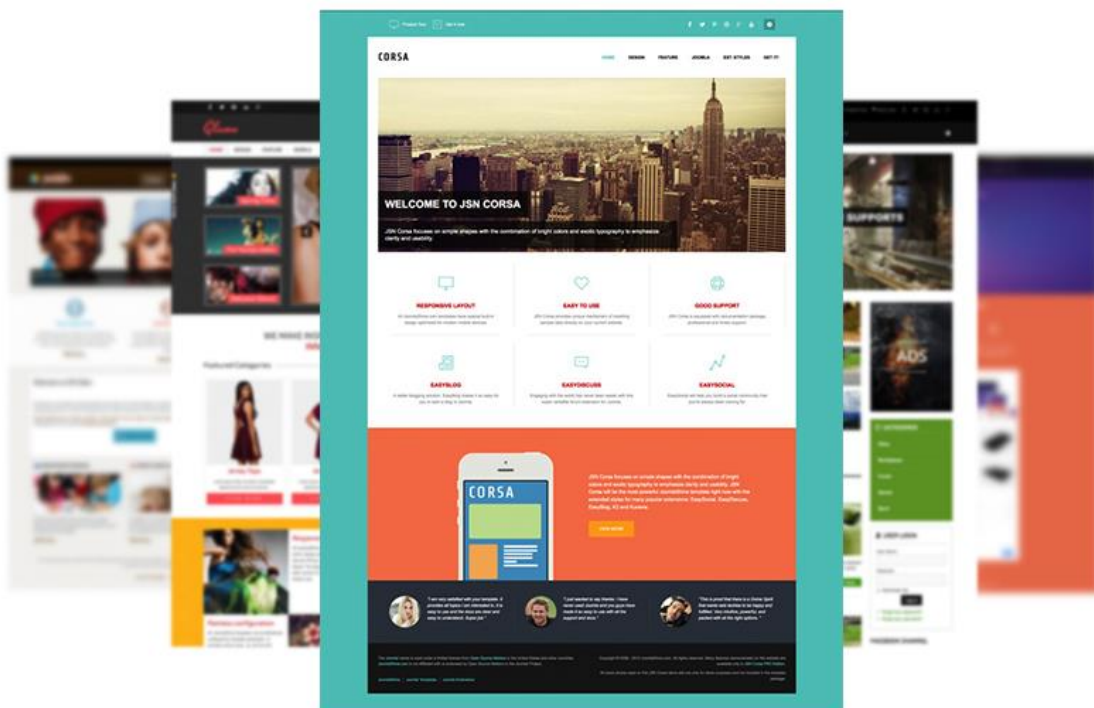
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# Step 1: Get to know about Joomla! CMS

## ▶ [Watch the video tutorial](#)

In the past if you needed a website, the only option was to hire a professional web studio to build it and then rely on them to maintain it. But now, with the rise of free open source software, you can easily build a website yourself by using a Content Management System (CMS). There are several CMS's around, but the most suitable for a small / medium website is Joomla!.

In this section you will find a brief introduction to Joomla! and what its main elements.

## **What is Joomla! CMS made of?**



*Joomla! logo*

**Joomla! CMS** is free web-based software which allows you to create and manage websites. You can control:

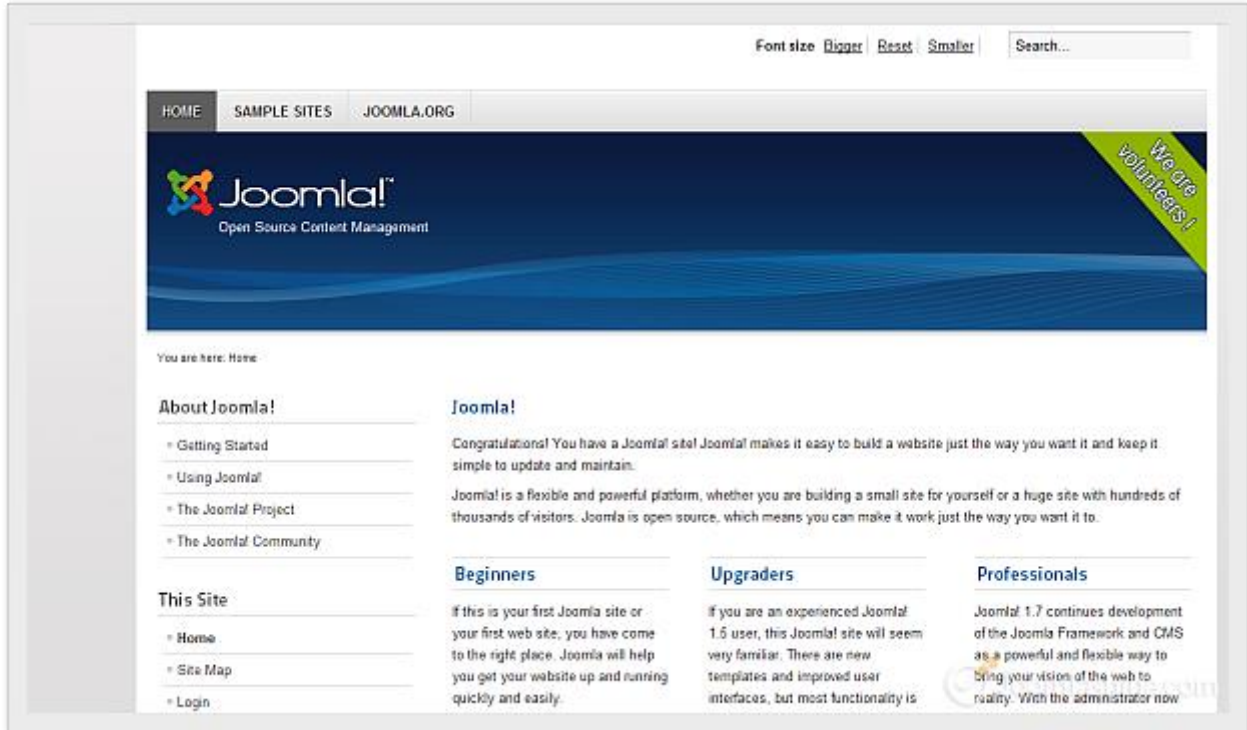
1. Website content like text, photos, videos, etc.
2. Website appearance by utilizing templates
3. Website functionalities by utilizing extensions.

There are 2 parts of the system: front-end and back-end.

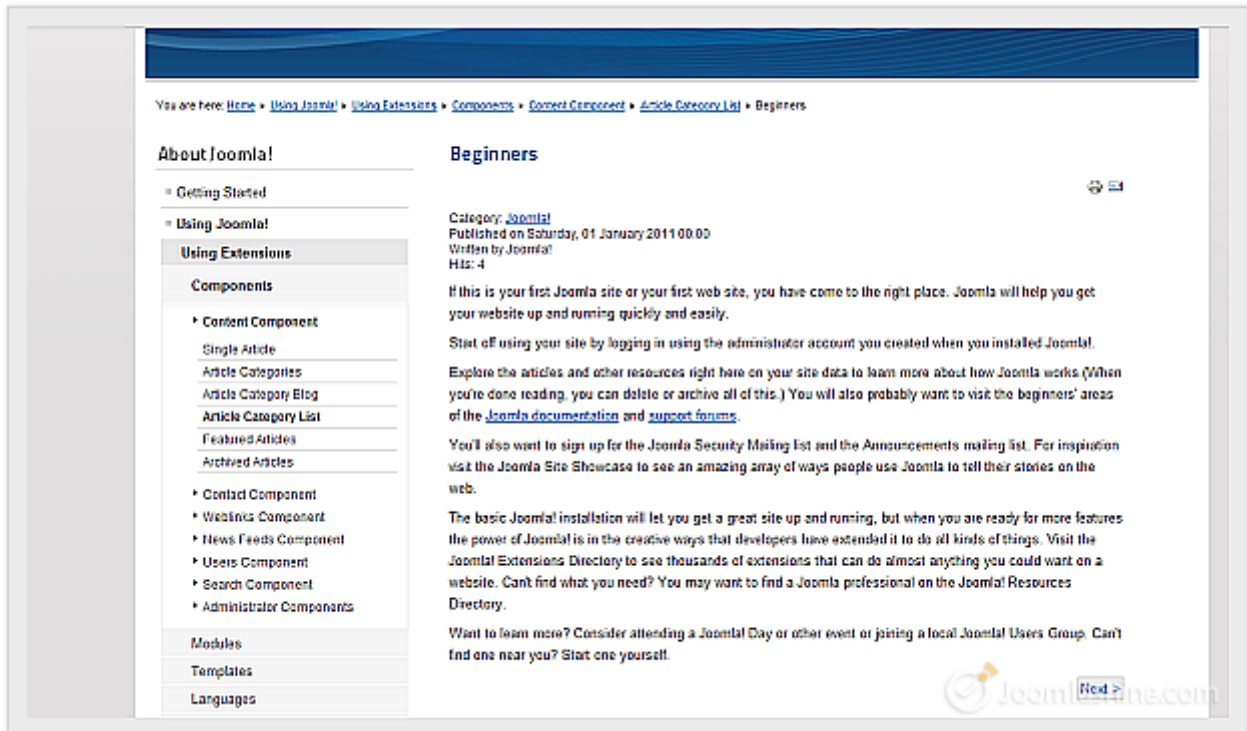


## The front-end

The front-end is what people see when they access your website. Normally, there is a logo, menu bar, side column and main text wrapped in the cool design.



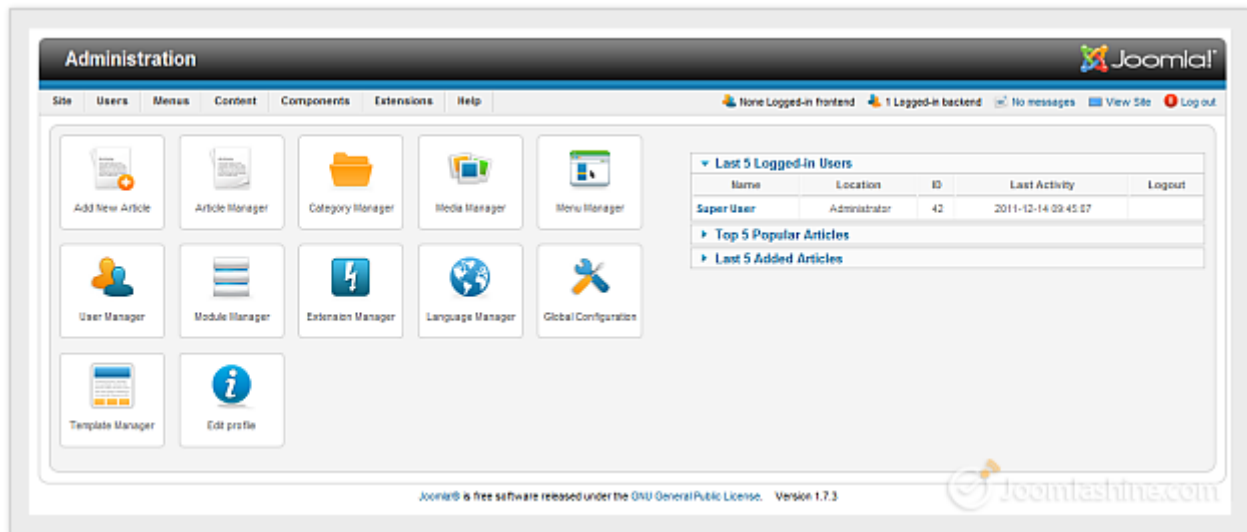
*The website front-end*



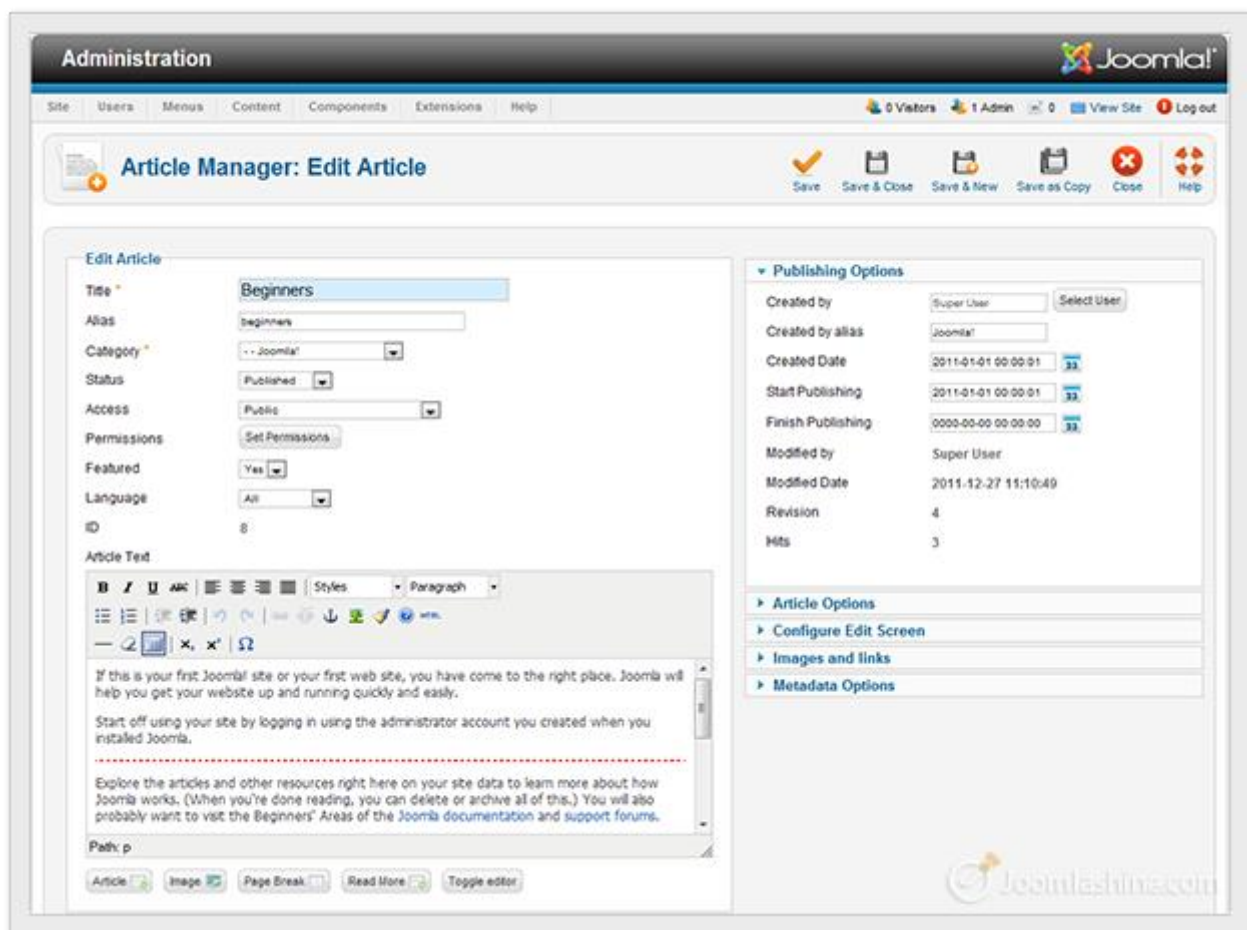
*Viewing article at front-end*

## The back-end

The back-end administration area is where you control your website. Access is provided via a special login page and only for users with administrator permission.



*The website back-end*



*Editing an article in the backend*

## What is Joomla! is made of

Now, let's explore the main parts of Joomla!

### Content

In Joomla!, content consists of articles, categories and media.

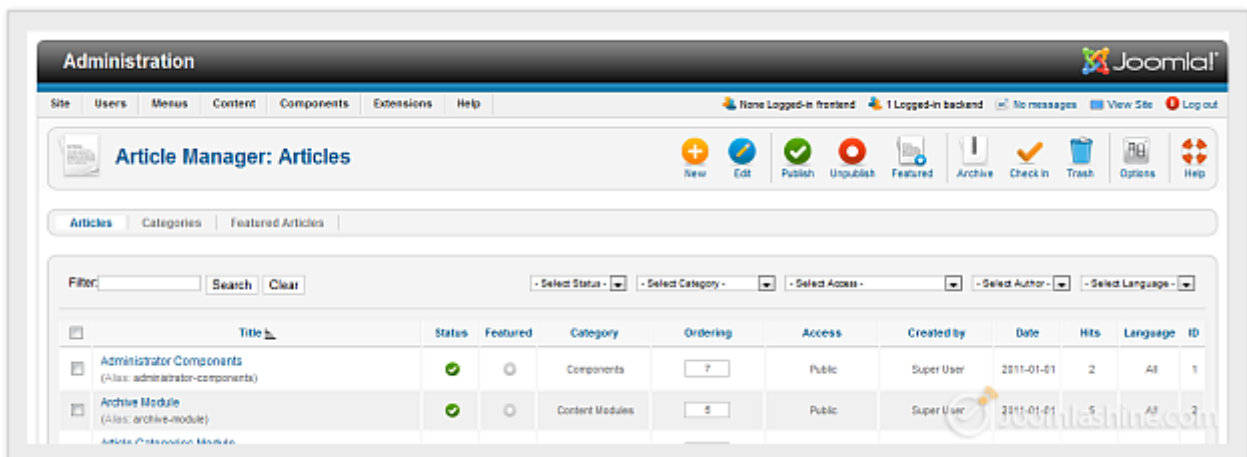
### Articles

Articles are the main building blocks of a Joomla! website. At the front-end you can easily recognize an article as a piece of text with images presented in the main content area.



*The article “Beginners”*

At the back-end, articles are managed in the **“Article Manager”** accessible via menu **“Content” => “Article Manager”**.



*The “Article Manager”*

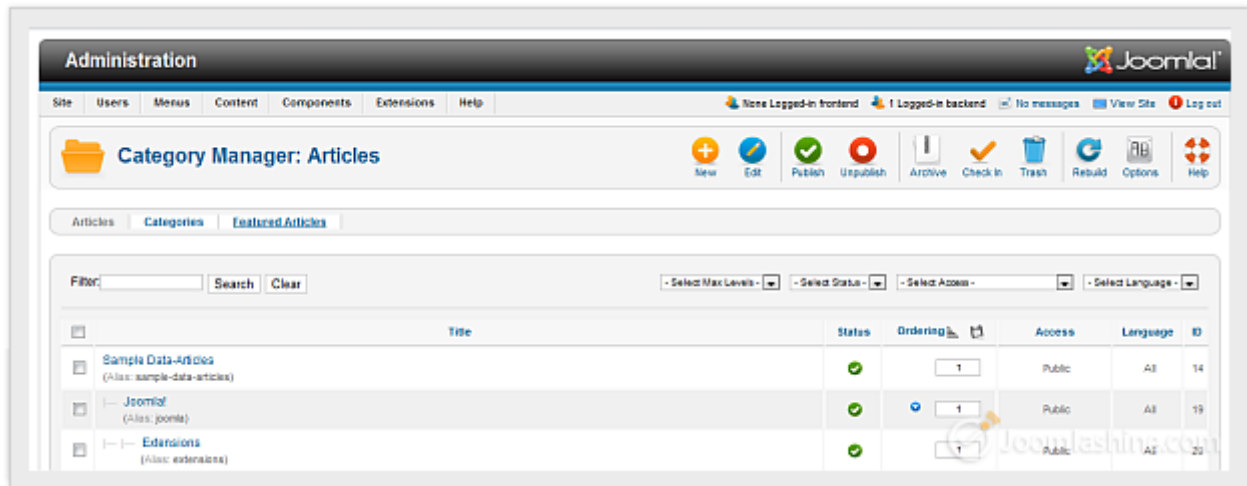
Here, you can create new articles, edit them, choose to publish or unpublish them, etc.



## Categories

Categories help you to organize your articles more conveniently. You can imagine categories as folders containing files. For example, a category “*Products*” can contain all articles about your products. Or, a category “*About Us*” can contain articles like “*Our company*”, “*Our vision*”, “*Board of Director*”, etc.

At the back-end, categories are managed in “**Category Manager**” accessible via menu “**Content**” => “**Category Manager**”.



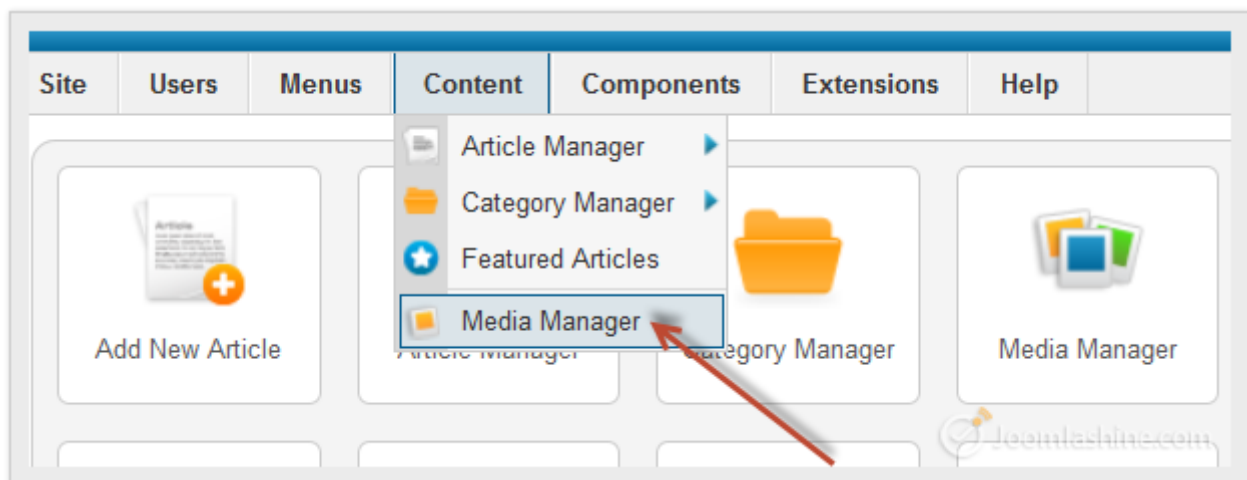
*The “Category Manager”*

Here, you can create new categories, edit them, choose to publish or unpublish them, etc.

## Media

Simply put, media are non-text stuff that you can put into your content. This can be not only images, but also videos and other multimedia elements.

Media are managed in “**Media Manager**” accessible via menu “**Content**” => “**Media Manager**”.



Here, you can create new media folders, upload files, etc. We will discuss using Media Manager in more detail in the chapter “[Step 3: Create content for your Joomla! site](#)”.

## Menus

Menus help website visitors to navigate and access all areas of a website. You can create multiple menus and configure them to be shown at different locations such as the main menu bar and/or side column.

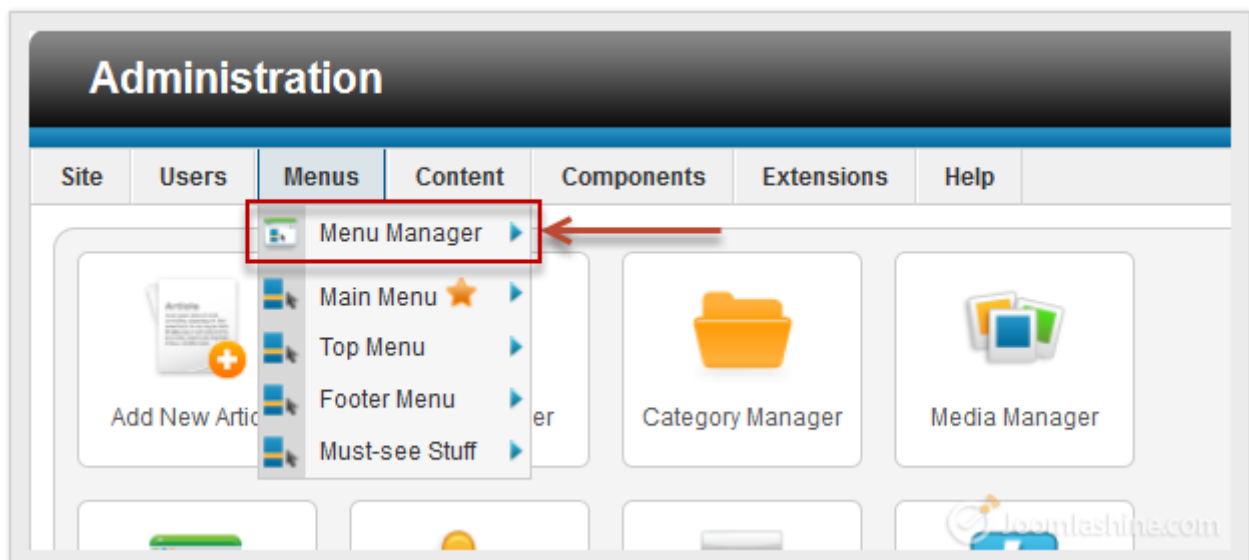


*Sample Menu*

In the example above, the administrator created 2 menus:

1. Menu “*About Joomla!*” with several menu items “*Getting Started*”, “*Using Joomla!*”, etc.
2. Menu “*This Site*” with several menu items “*Home*”, “*Site Map*”, “*Login*”, “*Sample Sites*”, etc.

To control menus, go to the menu “**Menus**” => “**Menu Manager**”.



*The menus in the Joomla! administration*

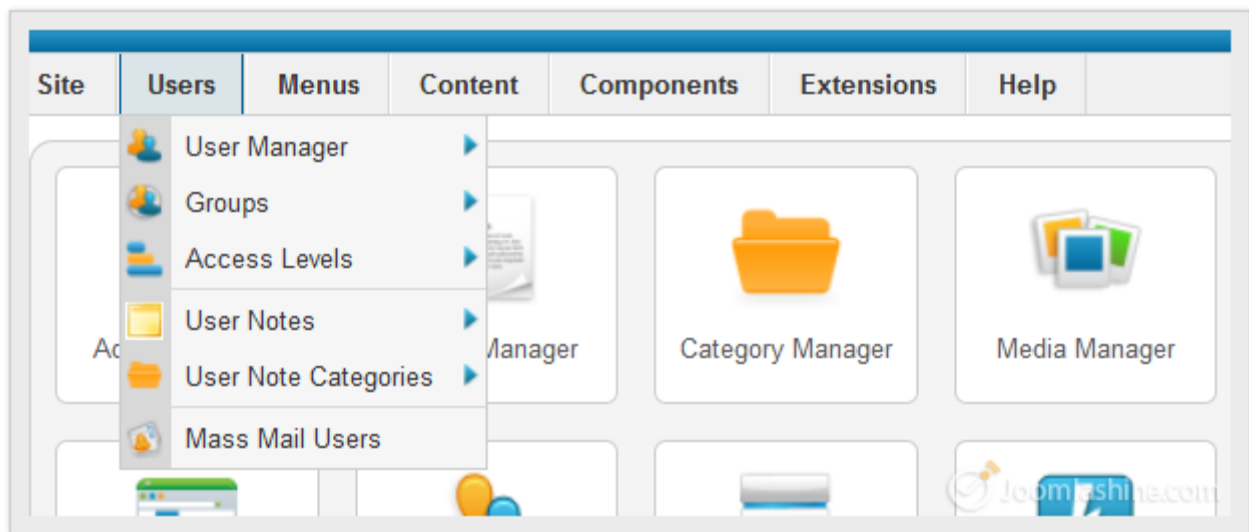
Here you can create menus and menu items linking to any part of the website you want. When the menu is ready you create a menu module to display the menu at the front-end.

## Users

Joomla! allows your website to have multiple registered users. All users are arranged in user groups, which have permission to access certain parts of the website. By default there are several user groups such as “Author”, “Editor”, “Publisher”, etc. For example:

- Users assigned to “Administrator” group can work in both back-end and front-end
- Users assigned to “Registered” group can work only at the front-end.

You can manage users, user groups and access levels from the menu item “Users”.

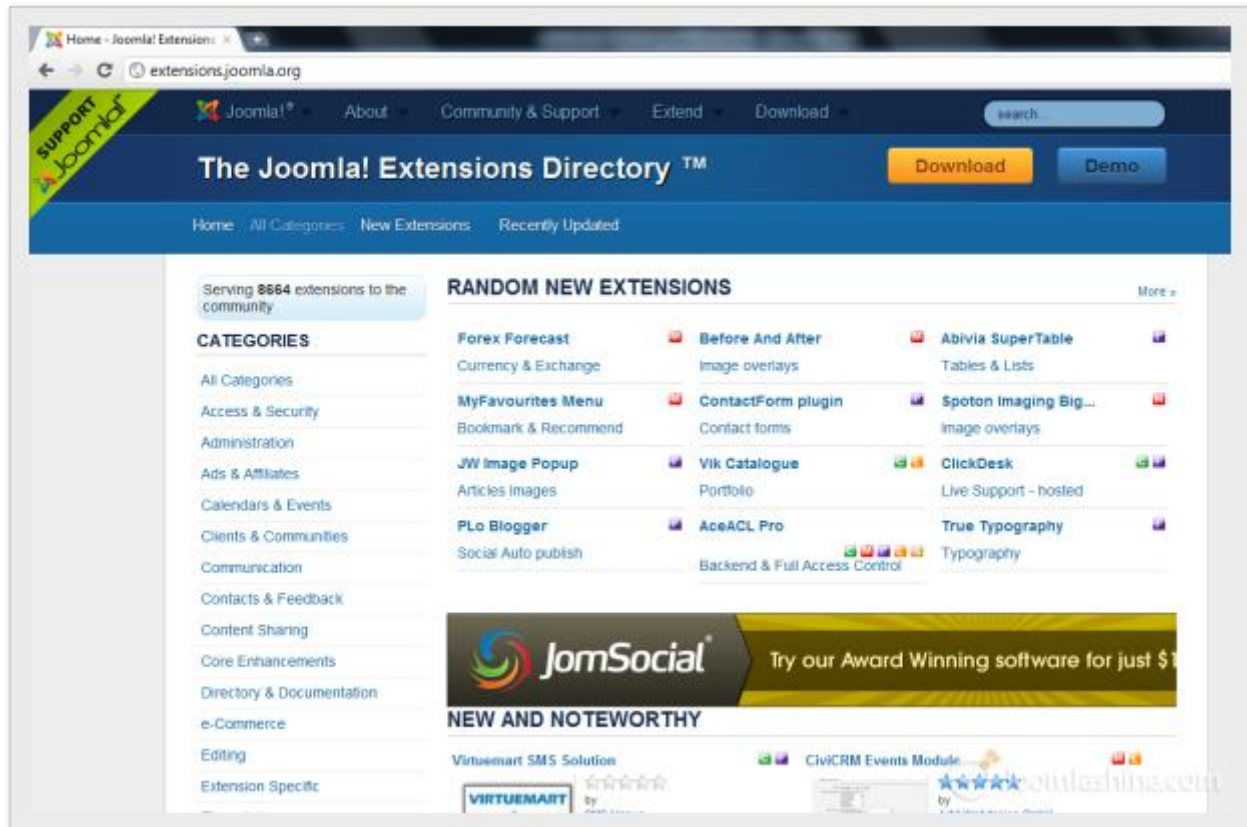


*The menu “Users” at the back-end*

## Extensions

Extensions are specially written software to be plugged into Joomla! in order to extend website functionality. For example, if you want to have a photo slideshow, video gallery or an advanced contact form, then you will need to install extensions for these purposes.

By default Joomla! is shipped with several extensions covering basic needs. If you want more, there are thousands of additional Joomla! extensions available in the [Joomla! Extensions Directory](#). This is the official directory of Joomla! extensions maintained by the Joomla! core team themselves.



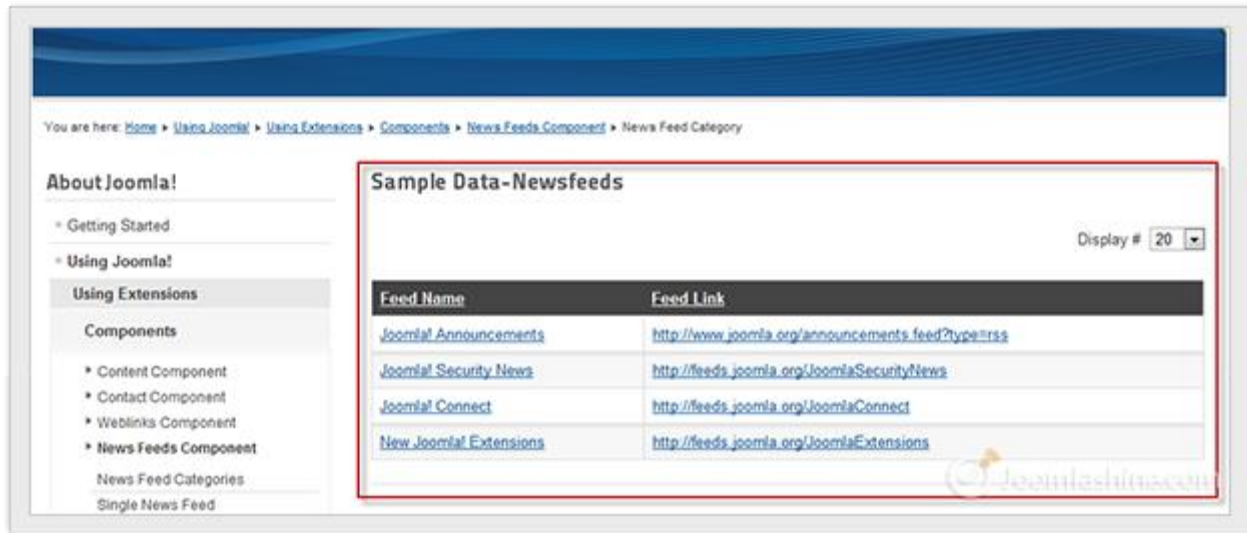
*The Joomla! Extensions Directory*

There are 5 basic types of extensions: components, modules, plug-ins, templates and languages. Each of these extensions handles specific functionality.

Let's take a look!

## Component

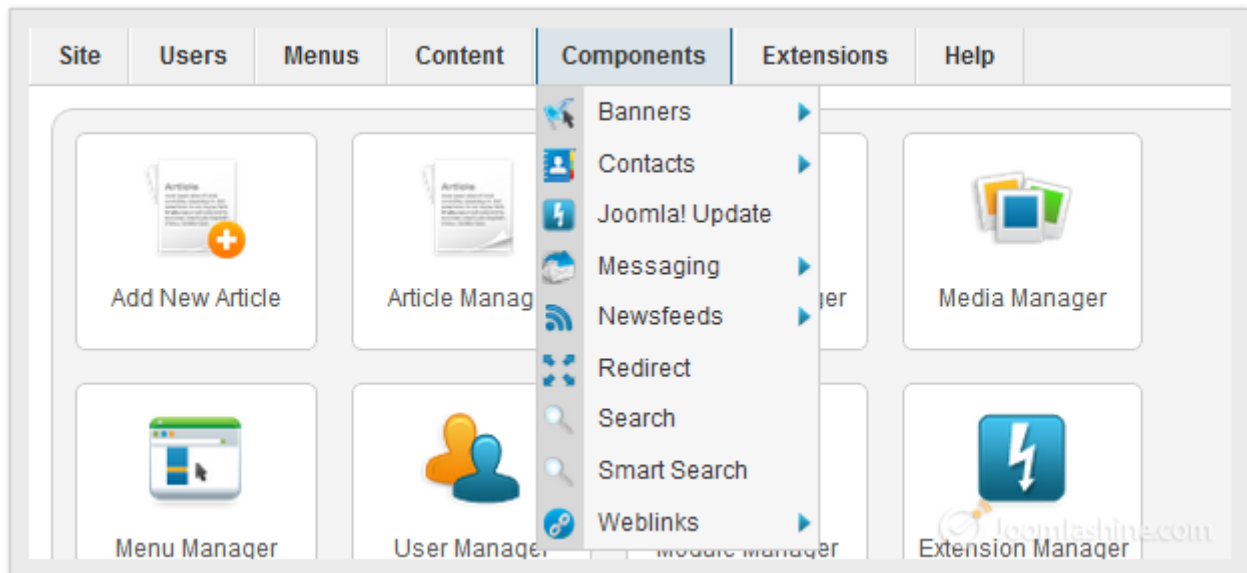
A component is the most complex type of extension. It can be seen as an application that performs certain tasks and displays specific content on your site. As mentioned before a video gallery is an example of a component. It could also be a shopping cart, booking system, forum and more.



*The “Newsfeed” component at the front-end*

The content produced by a component is displayed in the main content area. In the example above, you can see a feed list generated by the component “Newsfeeds”.

All components are located in the section “**Components**”.



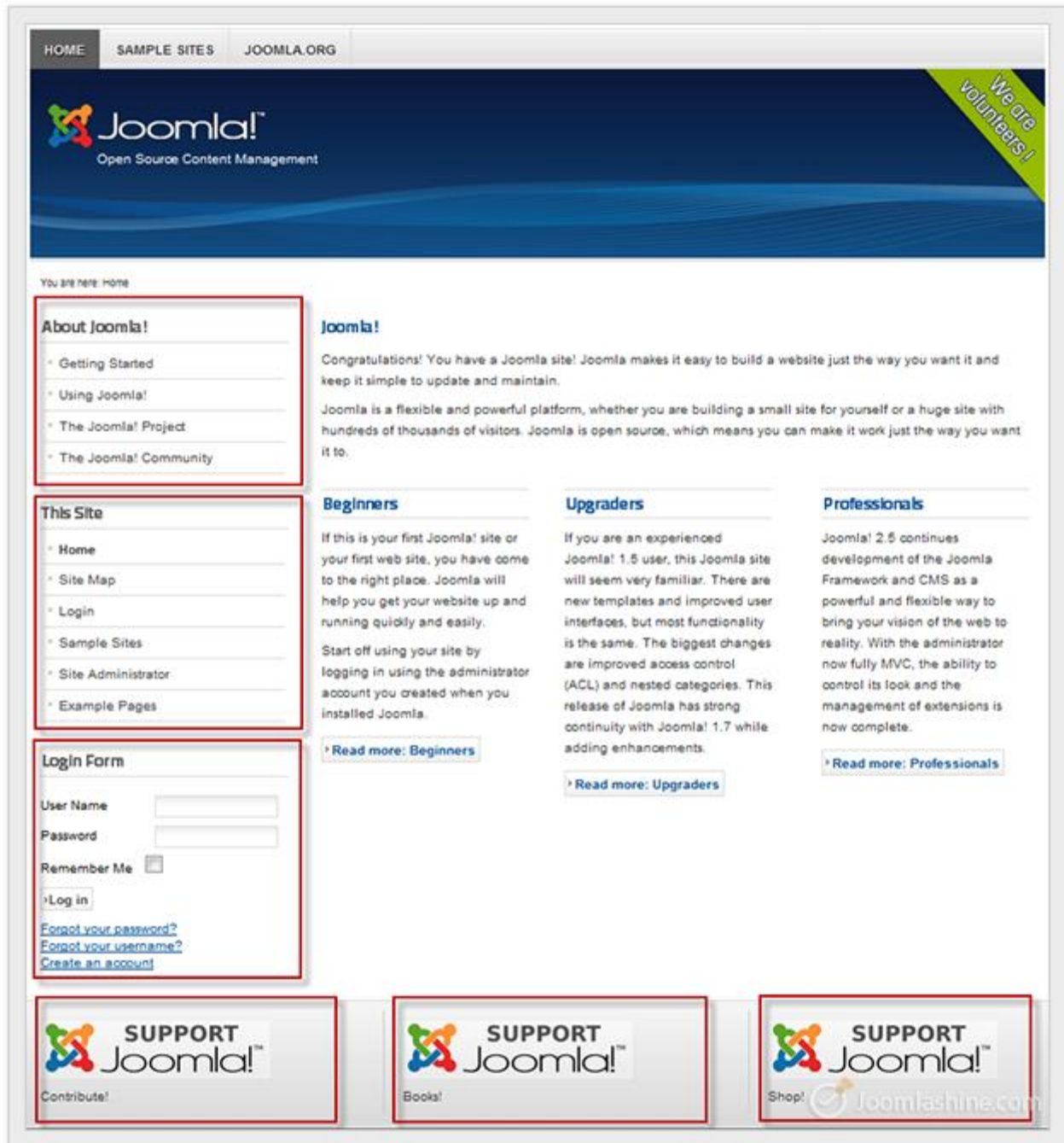
*The “Components” menu in the back-end*

By default, Joomla! is shipped with following components: “Banners”, “Contacts”, “Messaging”, “News Feeds”, “Redirect”, “Search”, “Smart Search” and “Web links”.



## Module

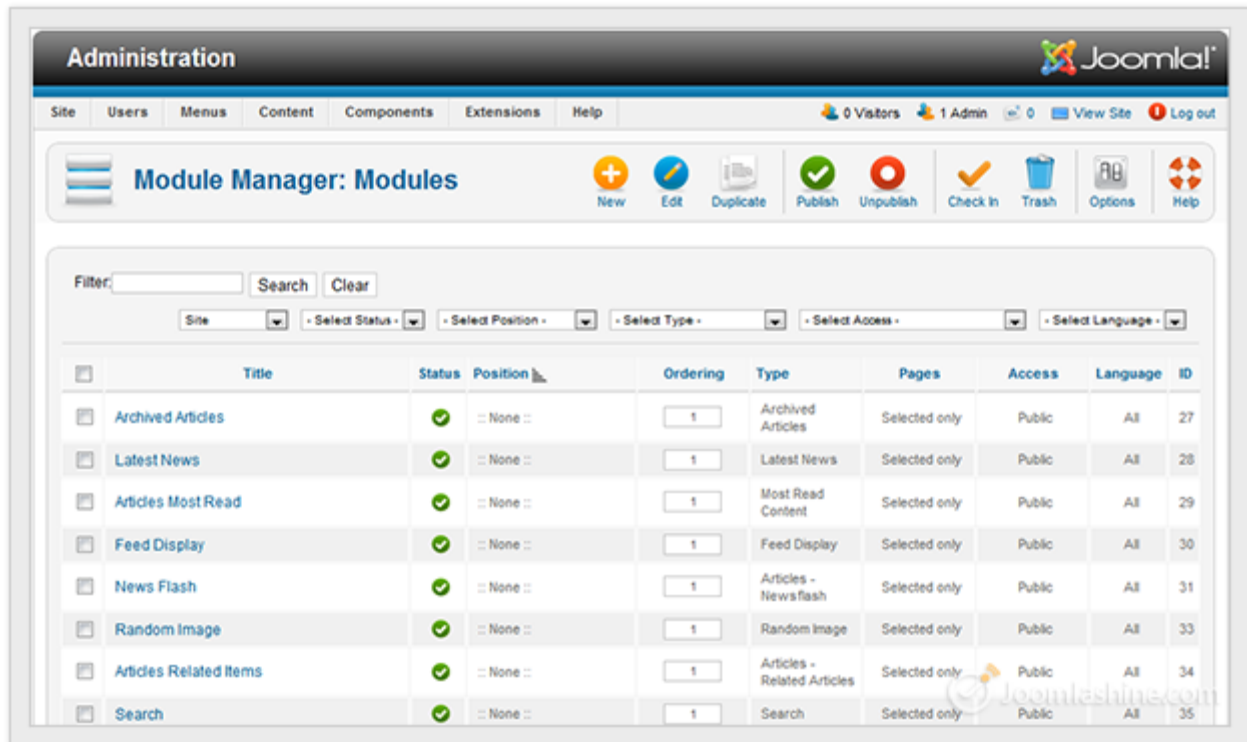
Modules have similar roles as components but on a smaller scale. They perform simple tasks and display content as small blocks on a page.



### *Modules at the front-end*

Examples of modules are a search box, login form, menu, footer copyright information, etc. In many cases modules are working in conjunction with components to present content. For example, a shopping cart component is used to manage products and a module is used to show hot products.

All modules are managed in “**Extensions**” => “**Module Manager**”.



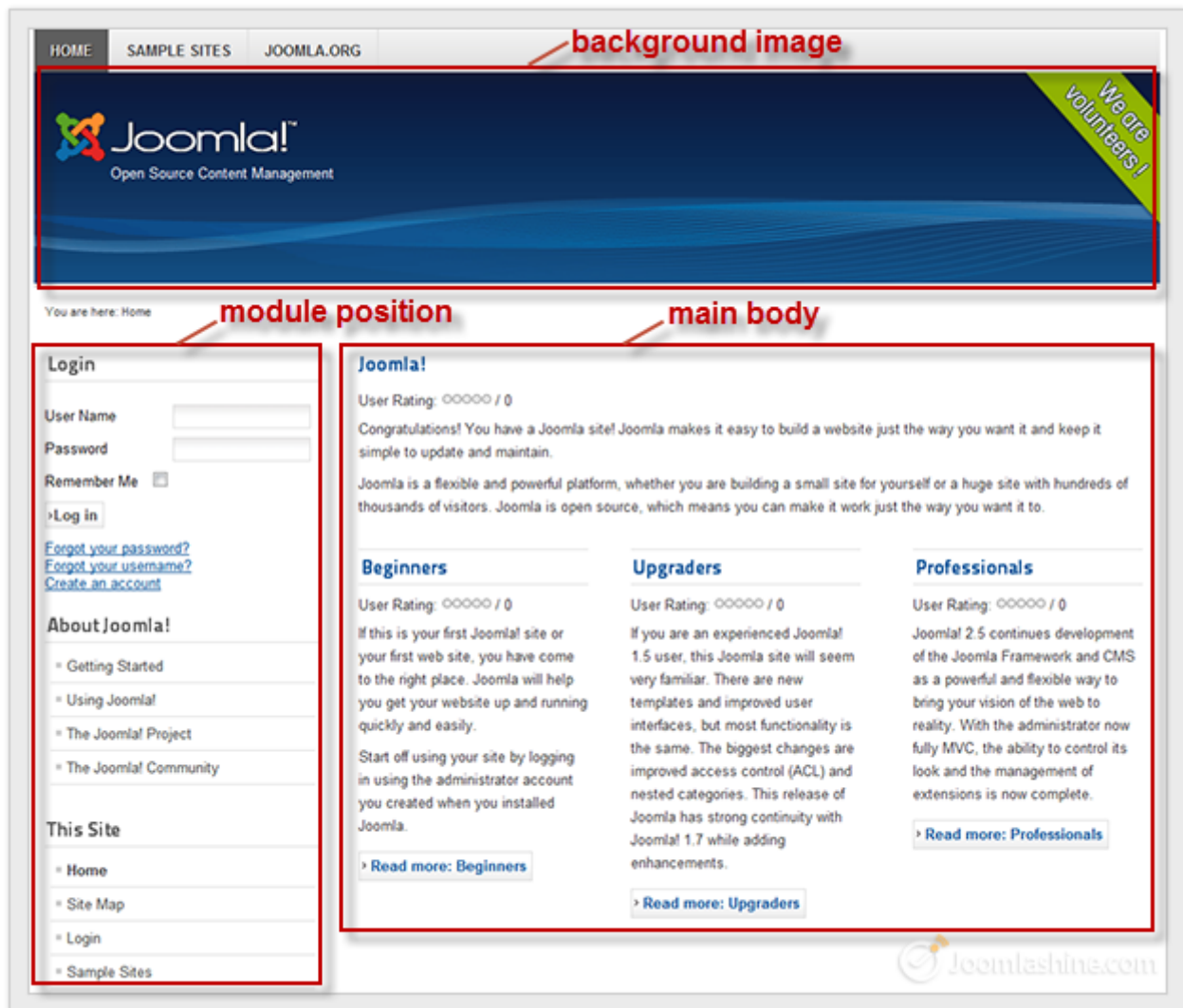
*The module Manager at the back-end*

## Templates

The template controls the graphical presentation of your website. It determines the layout, colors, type-faces, graphics and other aspects of design that make your site unique.

In general, a template consists of 3 elements:






- Static graphic elements, like background images, design decoration, logotype, etc.
- A main content area presenting data generated by components.
- Multiple module positions to show content presented by modules.



*Example of background image, module position and main body area*

In the back-end, you can control templates via the menu “**Extensions**” => “**Template Manager**”.

The screenshot shows the Joomla! 2.5 Administration interface. At the top, there's a navigation bar with 'Administration' and the Joomla! logo. Below it, a menu bar includes 'Site', 'Users', 'Menus', 'Content', 'Components', 'Extensions', and 'Help'. The 'Extensions' menu is active, leading to 'Template Manager: Templates'. The interface includes a search filter, a 'Search' button, and a 'Clear' button. A table lists installed templates with columns for Template, Location, Version, Date, and Author. The table contains five entries: Atomic, Beez5, Beez\_20, Bluestork, and Hathor. Each entry includes a preview image and a link to 'Details and Files'. The Bluestork and Hathor templates are marked as 'Administrator' templates and do not have a preview available.

Template	Location	Version	Date	Author
 Atomic Details and Files Preview	Site	2.5.0	10/10/09	Ron Severdia contact@kontentdesign.com <a href="http://www.kontentdesign.com">http://www.kontentdesign.com</a>
 Beez5 Details and Files Preview	Site	2.5.0	21 May 2010	Angie Radlke a.radlke@derauftritt.de <a href="http://www.der-auftritt.de">http://www.der-auftritt.de</a>
 Beez_20 Details and Files Preview	Site	2.5.0	25 November 2009	Angie Radlke a.radlke@derauftritt.de <a href="http://www.der-auftritt.de">http://www.der-auftritt.de</a>
 Bluestork Details and Files No preview available for Administrator templates	Administrator	2.5.0	07/02/09	Joomla! Project admin@joomla.org <a href="http://www.joomla.org">www.joomla.org</a>
 Hathor Details and Files No preview available for Administrator templates	Administrator	2.5.0	May 2010	Andrea Tarr hathor@tarrconsulting.com <a href="http://www.tarrconsulting.com">http://www.tarrconsulting.com</a>

### Template Manager

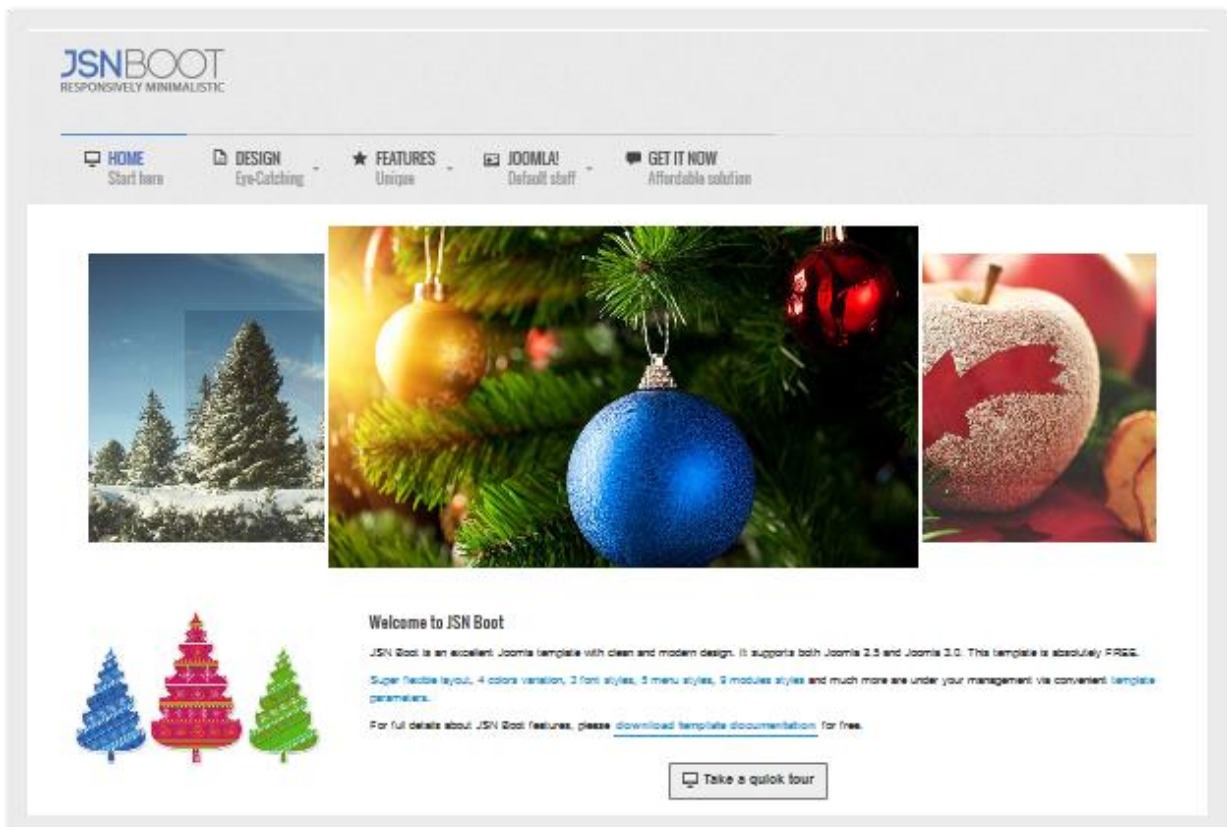
By default, Joomla! comes with three front-end templates: “Atomic”, “Beez\_20” and “Beez5”. But there are thousands of both free and commercial templates available, so you can definitely choose a suitable one for yourself.



Here are some more examples of front-end templates:



[JSN Pixel](#)

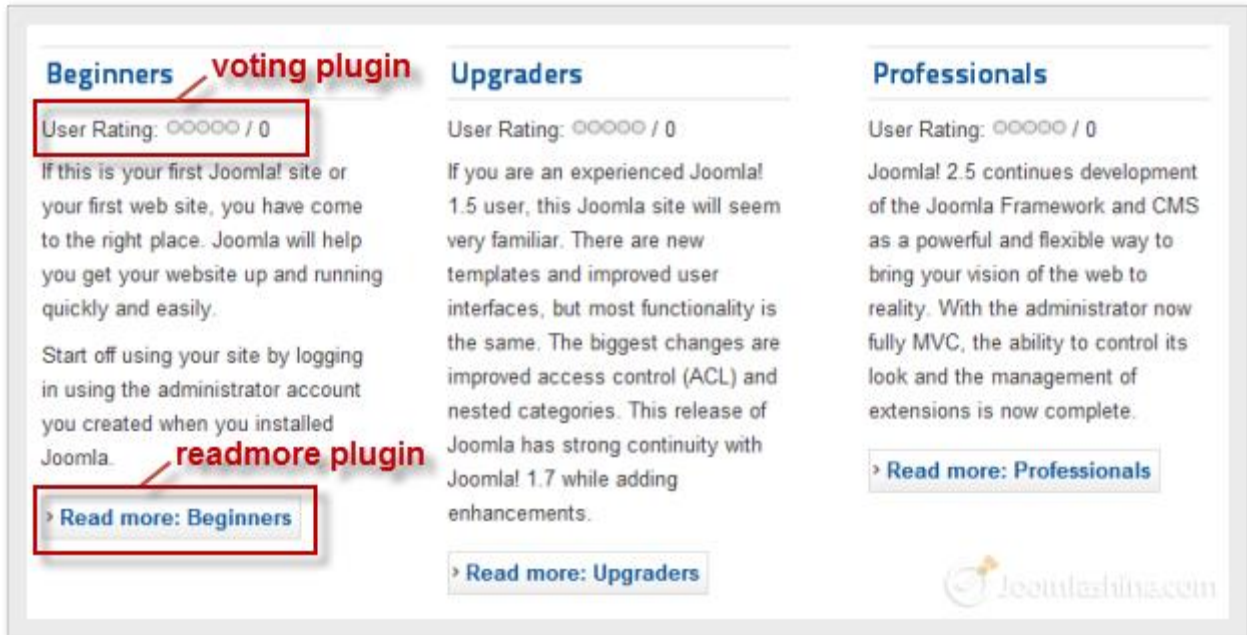


[JSN Boot](#)



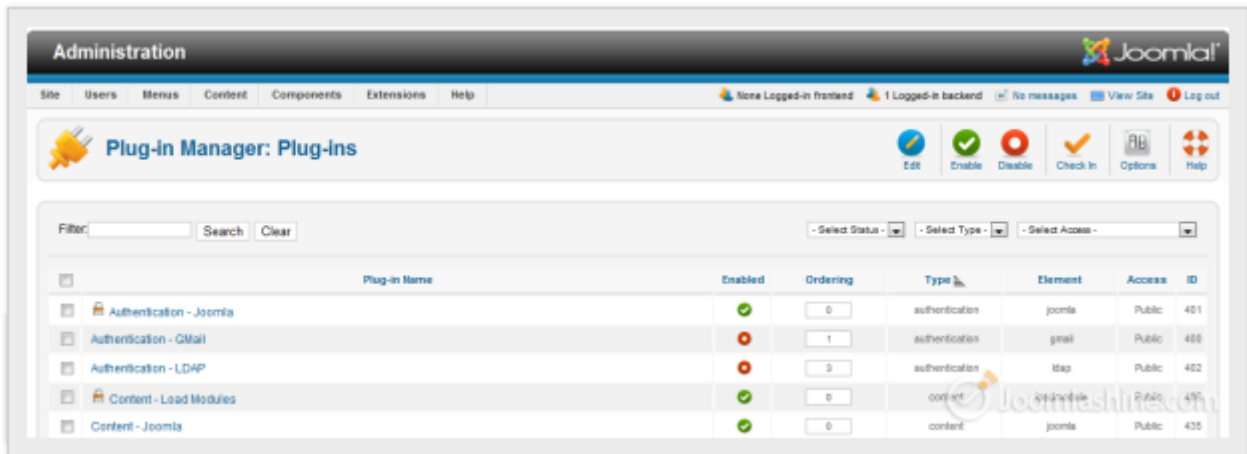
## Plug-ins

Plug-ins are designed to display content inside components and modules. Plug-ins can also perform tasks at certain points during website loading. You can think about plug-ins as a more versatile way to interact with the system.



“Voting” and “Read more” content plugin at front-end

Examples of a plug-in you might see is the voting functionality and the “Read more...” button in articles. All plug-ins are managed in “**Extensions**” => “**Plug-in Manager**”.



Plug-in Manager

In the Joomla! 2.5 core package, plug-ins are divided into eleven different categories: “*authentication*”, “*captcha*”, “*content*”, “*editors*”, “*editor-XTD*”, “*extension*”, “*finder*”, “*quickicon*”, “*search*”, “*system*” and “*user*”.

## Languages

Languages allow you to run your site in more than one language. For example, if you want to use French for

your Joomla! site/administration. You just need to download the French translation packages from the [Joomla! Extension Directory for Languages](#) then install them using the “**Extension Manager**”.



### *Language Manager*

Both of the two installed languages are shown in “**Language Manager**” At the back-end.

## **The next step**

Now that you have a little insight into what Joomla! is, it’s time to experience it in the flesh. Let’s install Joomla! 2.5.x on your local host and give a test drive.

## Step 2: Install Joomla! 2.5.x on local host

 [Watch the video tutorial](#)

Installing Joomla! 2.5.x on local host is easy but can be tricky the first time. So in this step you will be provided with clear instructions on how to start from the scratch.

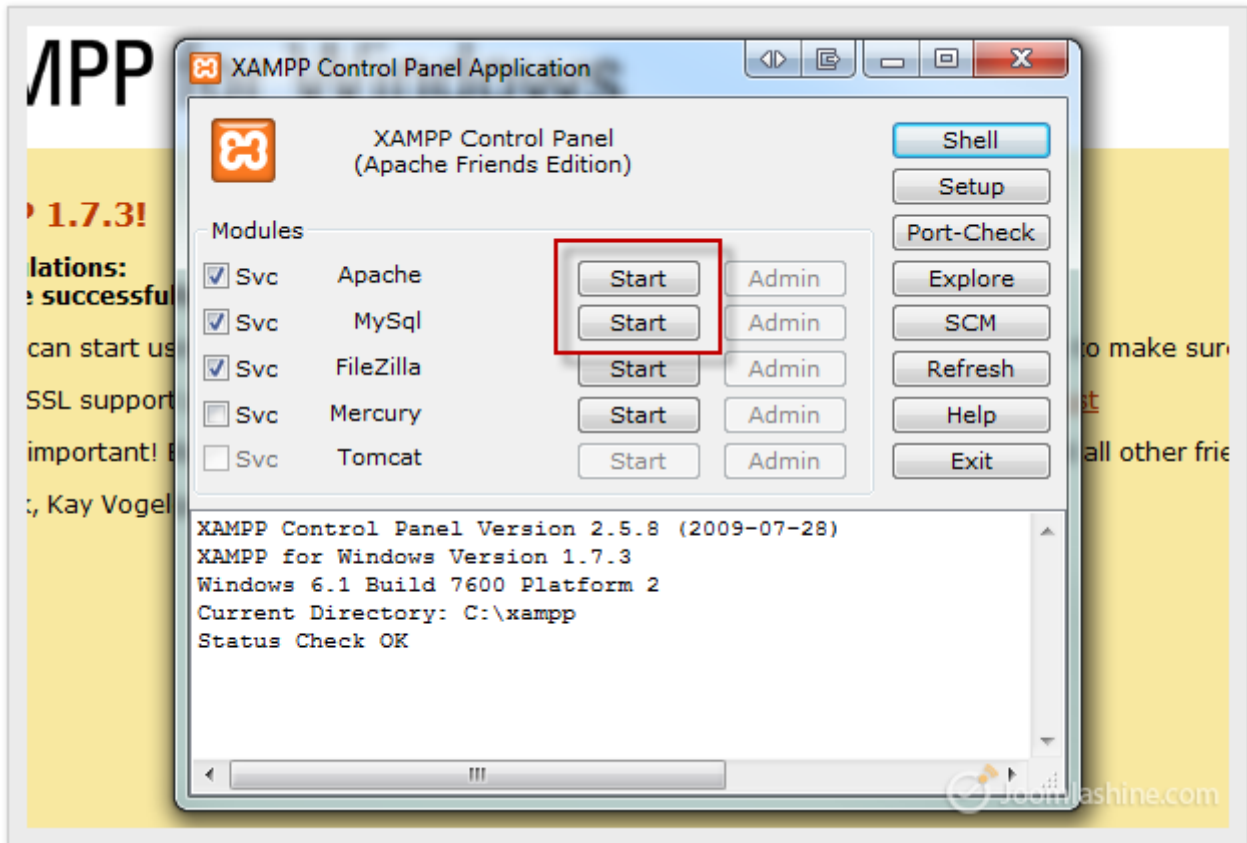
First, let's make it clear about the meaning of “Localhost”. As you know, any website needs to be hosted on a web server in order to be shown to users. Normally, you would need to buy a hosting package from some hosting provider like Rackspace or GoDaddy. Depending on the package you choose, a hosting provider will install a web server for you on one of their server machines. So, localhost is basically the same web server but installed on your own computer.

Now, in order to run Joomla!, you need not only a web server, but also 2 more things: PHP script interpreter and MySQL database system. It sounds complicated but thankfully, there is a single package called XAMPP with all the elements included.

Let's install XAMPP on your computer.

## Install XAMPP

1. Download the XAMPP installer package at <http://www.apachefriends.org/en/xampp.html>
2. Run the installation file as you do with regular software and follow the step by step instructions.
3. Open “XAMPP Control Panel Application” and start “Apache” and “MySQL”.



*XAMPP Control Panel Application*

That’s it, your localhost is now installed. You can check if it works or not by typing the address “<http://localhost>” in your web browser and see a page as bellow.



*XAMPP for Windows interface*

Now you are ready to install Joomla!.

## Install Joomla!

1. Download the Joomla! 2.5.x full package at <http://www.joomla.org/download.html>
2. Create a new folder entitled “*joomla25*” in folder “*htdocs*” in XAMPP folder. Normally it will be located at “*C:\xampp\htdocs*”
3. Unpack the downloaded package file into the folder “*joomla25*”
4. Go to the URL “*http://localhost/joomla25*”
5. Follow all steps in the Joomla! installation as follows:
  - a. **Step 1. Language**  
Choose your own language, for example, “*English (United States)*” and then click the button “**Next**”
  - b. **Step 2. Pre-Installation check**  
If all pre-conditions are checked “*Yes*”, you can take the next steps. If at least one condition is checked “*No*”, please find out the problem and fix it.
  - c. **Step 3. License**  
Read the GNU/GPL v2 license, then click the button “**Next**”. You can skip this if you are already familiar with this license.
  - d. **Step 4. Database**  
Input parameters related to your database:
    - **Host name:** *localhost*
    - **Username:** *root*
    - **Password:** leave it blank if you didn’t set password for database
    - **Database Name:** *joomla25*
  - e. **Step 5. FTP Configuration**  
You can skip this step.
  - f. **Step 6. Configuration**  
Input parameters related to your website:
    - **Site name:** your website name
    - **Your Email:** your email
    - **Admin Username:** your admin username, like *admin*
    - **Admin Password:** your admin password, like *admin*
    - **Confirm admin password:** type your admin password again

There is a button “**Install Sample Data**” but don’t click it. We will build a website from scratch with our own content.



g. **Step 7. Finish**

This is the last step. Here you just need to click the button “**Remove installation folder**” button to complete the installation process. After that, you can either click on “**Site**” to see your newly created site or “**Administrator**” to access the administration area.

Now you have your first Joomla! site installed successfully! It’s not too hard, right? If you have trouble with the installation process, you can try the following sources for answers:

- **Official Joomla! forum**

The Joomla! forum one of the busiest (and most friendly) support forums in the world, and it is a great place to get help and meet other Joomla! users. There are a lot of questions and answers which are discussed here. Because our topic now is about **Joomla! 2.5 installation**, so you can find help in the category “[Installation Joomla! 2.5](#)”.

- **Joomla! help live** (<http://joomla.cmshelplive.com/>)

This website provides you with on-demand Joomla! Support service. Of course, you have to pay money for the service but your problem will be fixed by Joomla! experts.

- **Other Joomla! learning resources**

There are many other websites which you can take as your **Joomla! learning resources**:

- <http://docs.joomla.org/Beginners>
- <http://www.joomlatutorials.com>
- <http://www.joomlablogger.net>
- <http://www.ostraining.com/>

## The next step

Installing Joomla! 2.5.x on your local host is the first thing you need to do successfully before getting started with your Joomla! site. Now, when your website is ready, let’s fill it with content.

## Step 3: Create content for your Joomla! site

▶ [Watch the video tutorial - Part 1 & Part 2](#)

Naturally the most important element of every website is the content. In this step, you will:

1. Prepare the content structure
2. Create categories and articles
3. Create a menu

### Prepare content structure

Creating content is like arranging the products in a grocery store. In Joomla!, **articles** are like products, **categories** are like the shelves holding products and **menus** are like aisles to those shelves. Now, let's imagine you have website selling luxury items. The content structure might look like following:

#### 1. About

- a. About my site
- b. How to purchase/order products
- c. How to make payment

#### 2. News

- a. Latest news
- b. Arrivals
- c. Sale
- d. Coupons
- e. Promotion

#### 3. Support

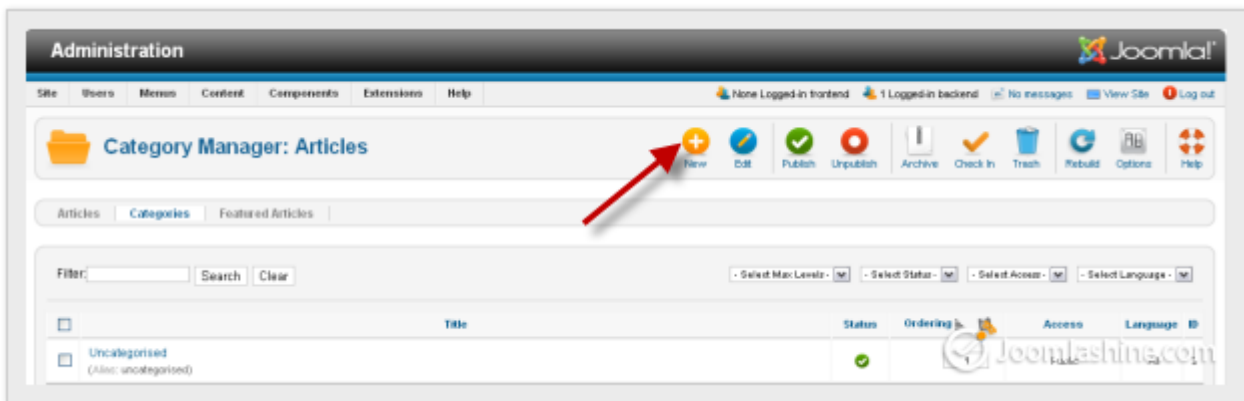
- a. Hotline information
- b. Online customer services
- c. Contact us

## Create content

Now, when the content structure is ready on paper, it’s time to match it in Joomla!. Let’s start with creating categories.

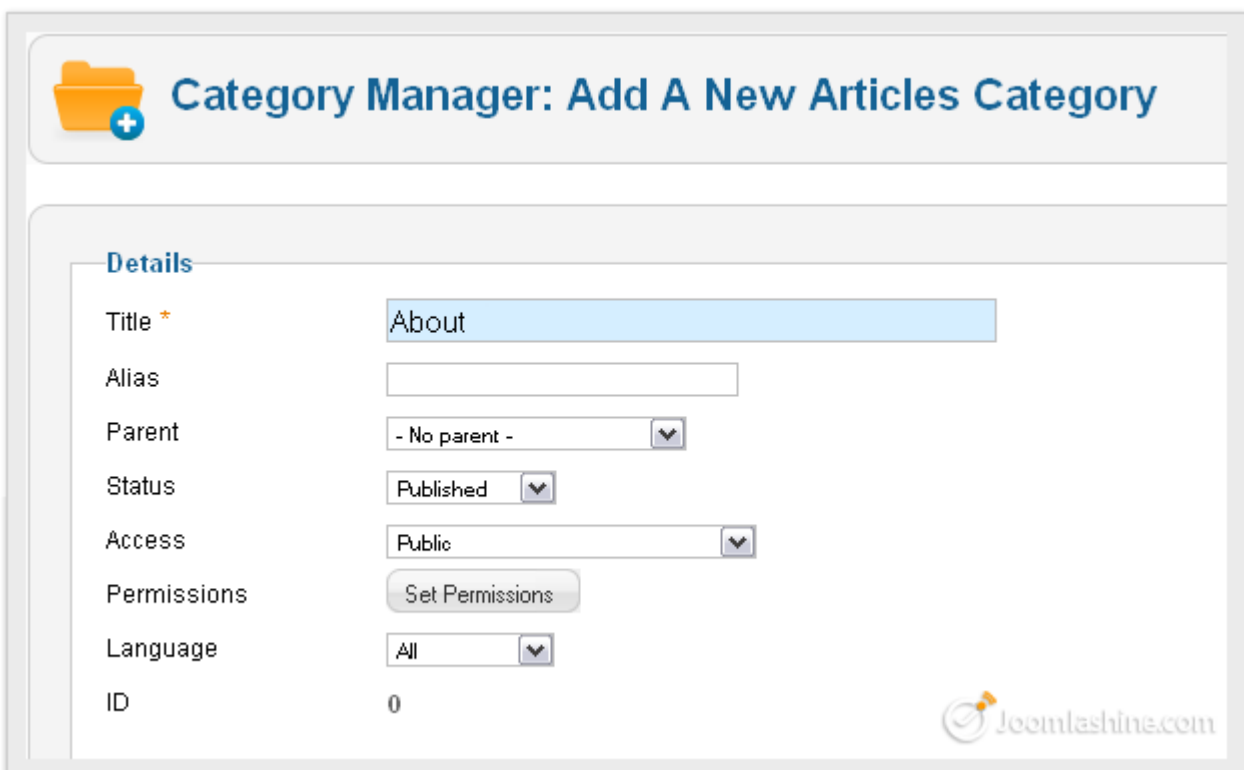
### Categories

1. Go to **“Content”** => **“Category Manager”** and click button **“New”** on the toolbar.



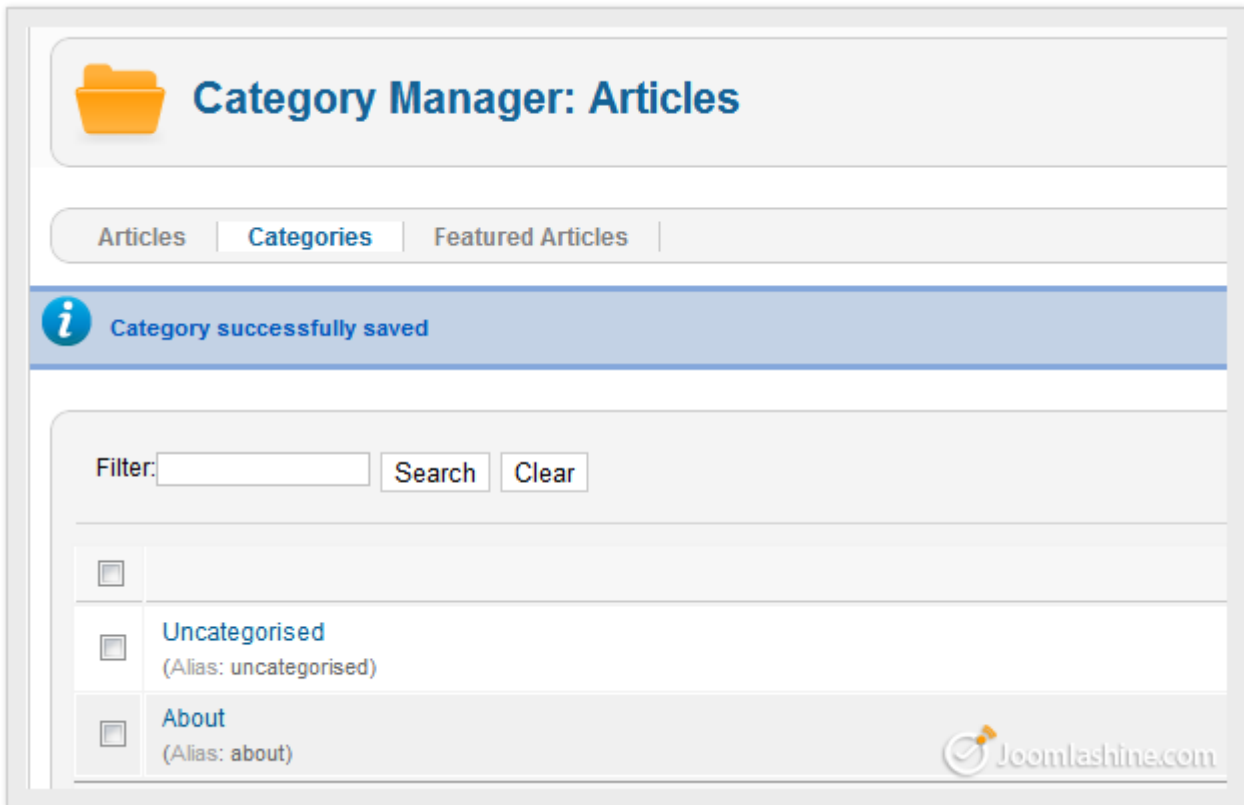
*Add a new category*

2. Next, insert the category title **“About”** and click the button **“Save”** on the toolbar.



*Input category information*

After saving, you can see your new category “About” appeared in Category Manager.



*The category “About my site”*

You can create all the rest of your categories in the same way.



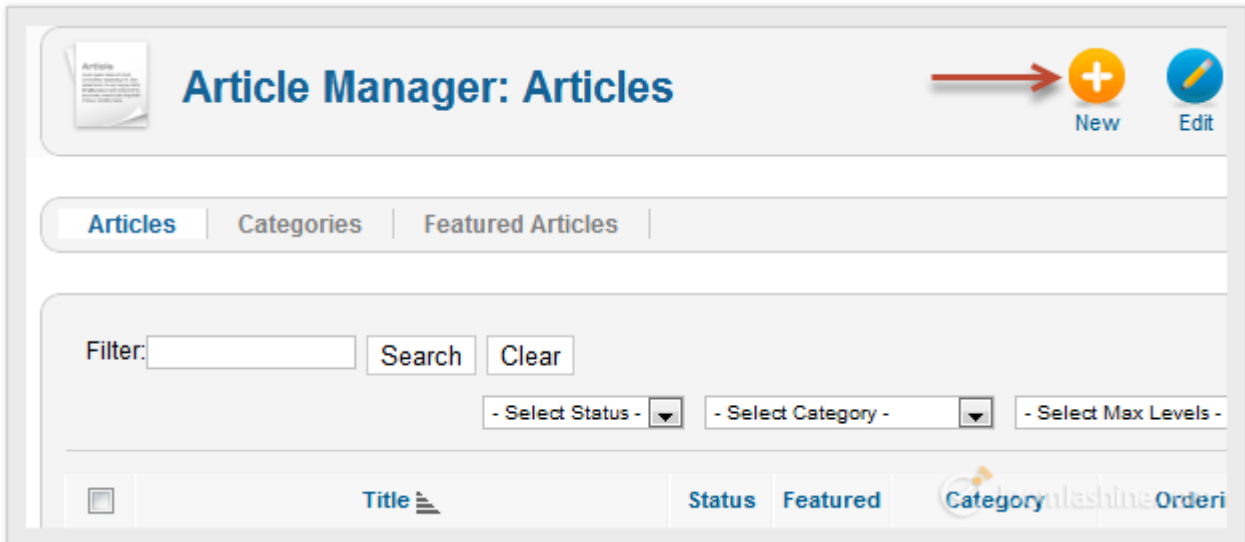
*6 new categories*

When the categories are ready, it's time to create articles.

## Articles

Let's add a new article in the category “*About my site*”.

1. Go to “**Content**” => “**Article Manager**” and click “**New**” icon on the toolbar.

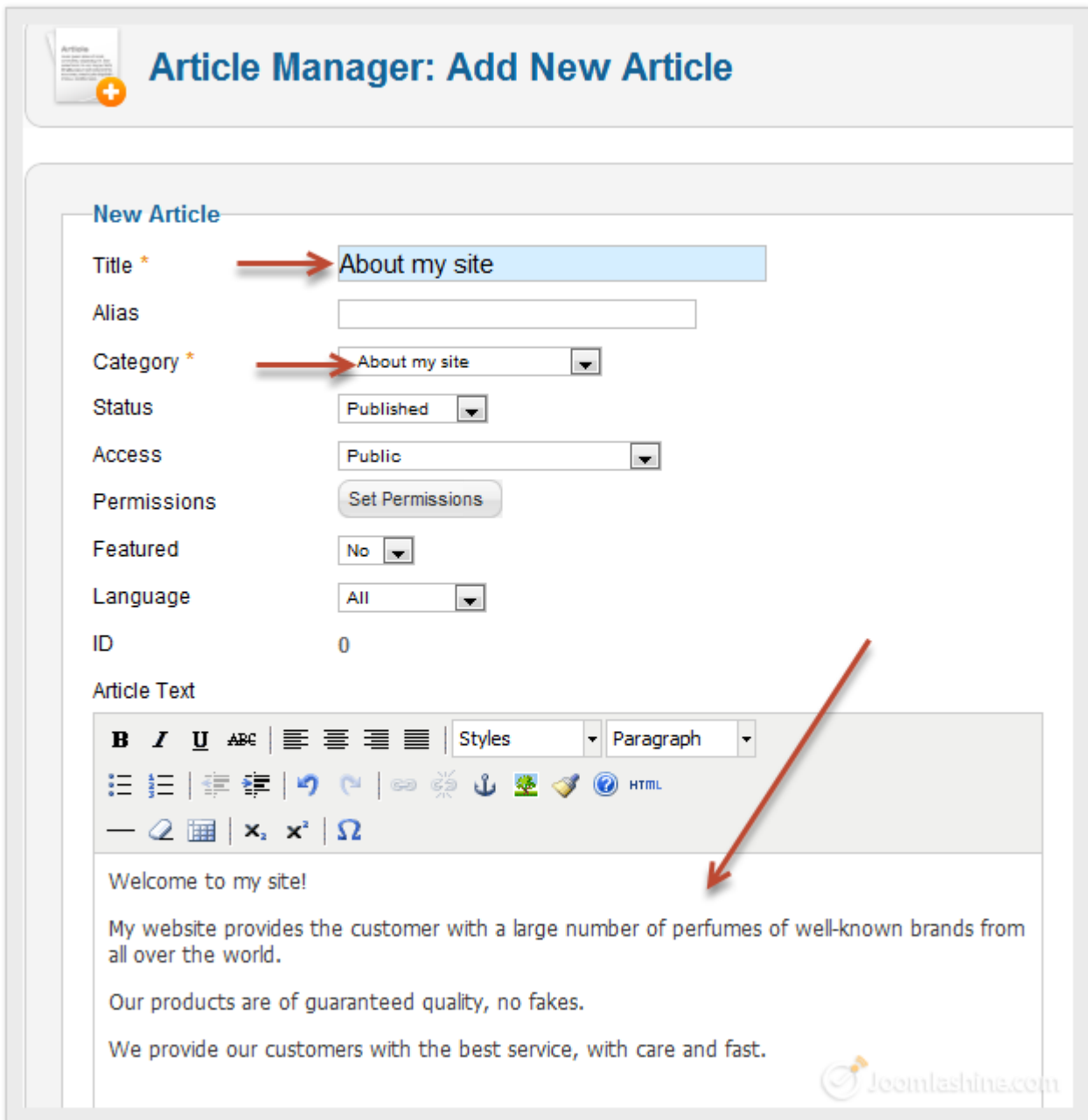


*Article Manager*

2. Next, you need to configure 3 parameters:
  - **Title:** Input “*About my site*”.
  - **Category:** Select category “*About my site*” from the list.
  - **Article text:** Input the article's content.

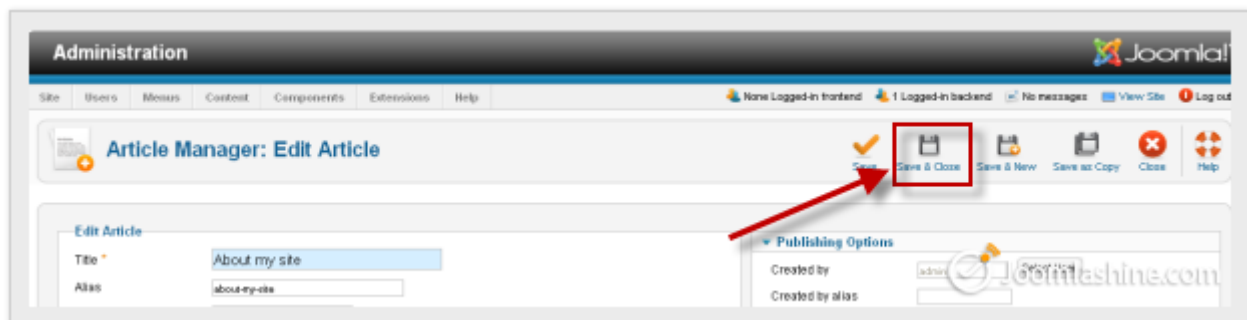
### Note:

Right now, we will assume that you have a simple article with plain text. Later, in the section “[Make articles look good](#)” we will discuss more about how to create articles with rich content.



*Add new article*

3. When you are finished, click the button **“Save & Close”** on the toolbar to save your newly-created article.



*Click the button “Save & Close” to save article*

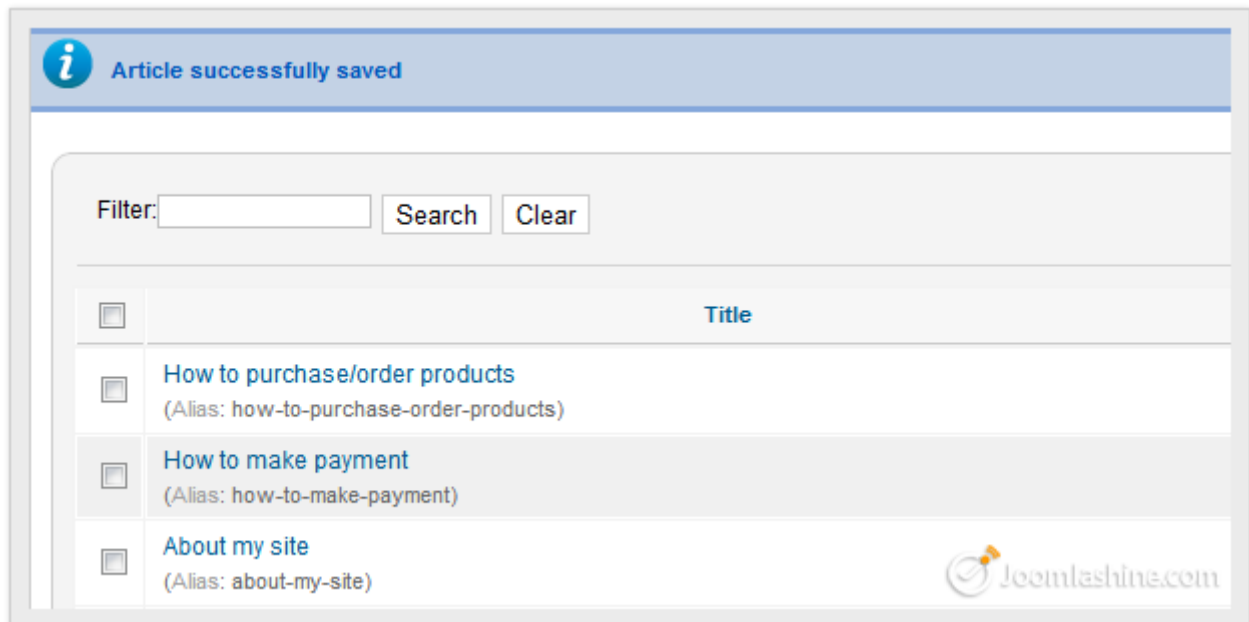


Now, you have a new article in Article Manager.



*The new article “About my site”*

In the same way, add another two articles “How to purchase/order products” and “How to make payment” in the “About my site” category.

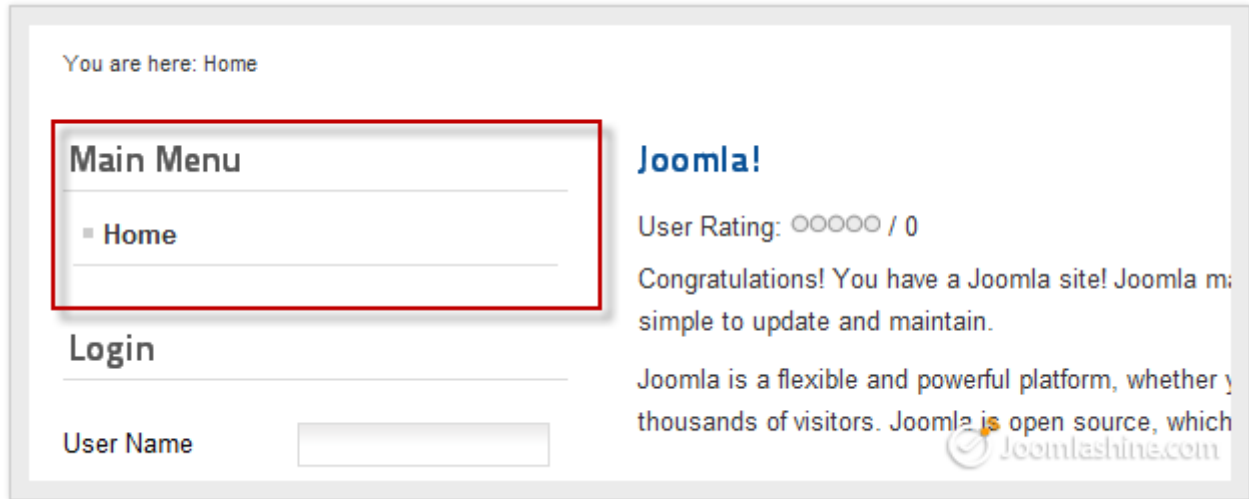


*3 newly created articles*

Now, after completing the **content creating process**, there is one final thing to do: create menu items with links to articles.

## Menu

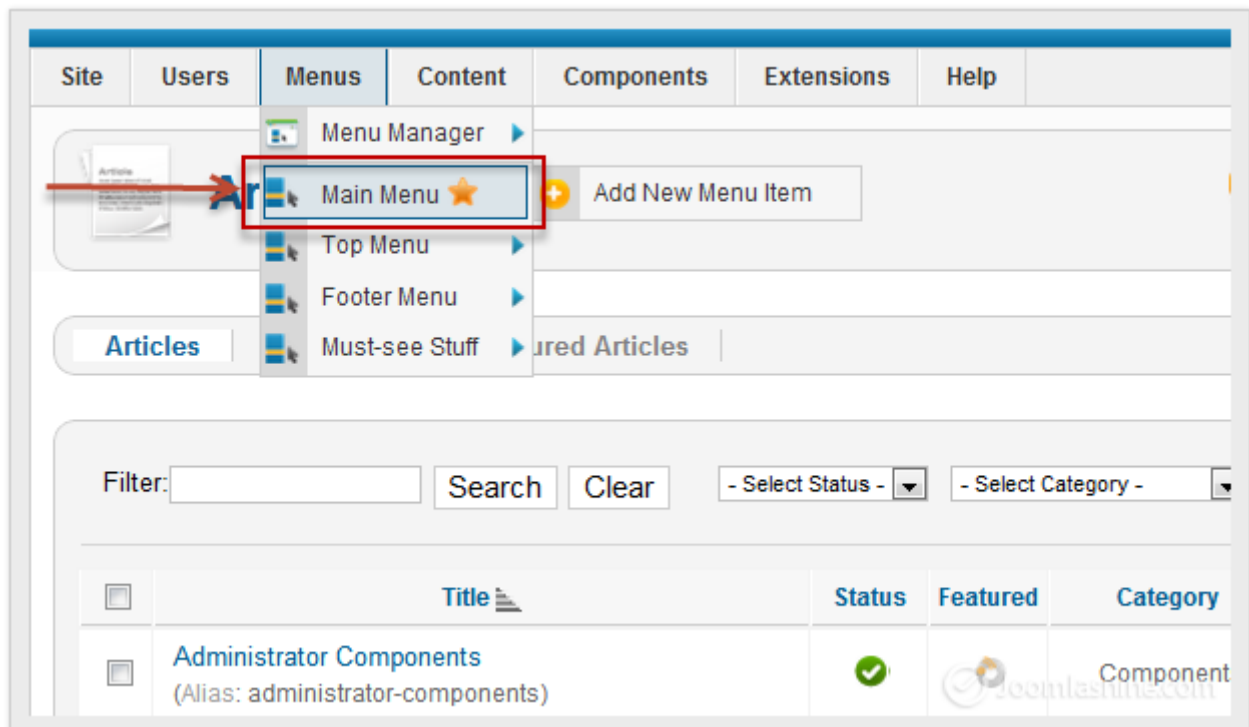
In Joomla!, a menu is the collection of links to certain elements like articles. In the back-end all menus are located in the section “**Menus**”. By default, Joomla! is preinstalled with a menu called “*Main Menu*”.



*Main Menu*

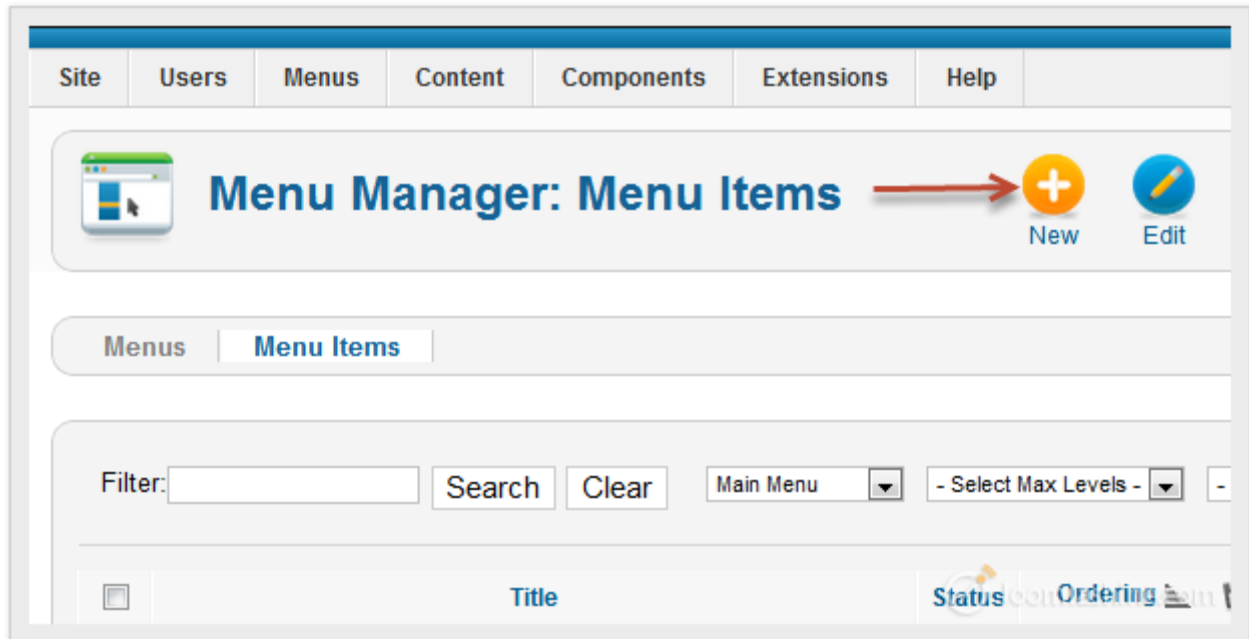
Let's add new menu items to the “*Main Menu*”.

1. Click on the “**Main Menu**” in the Menus drop-down menu.



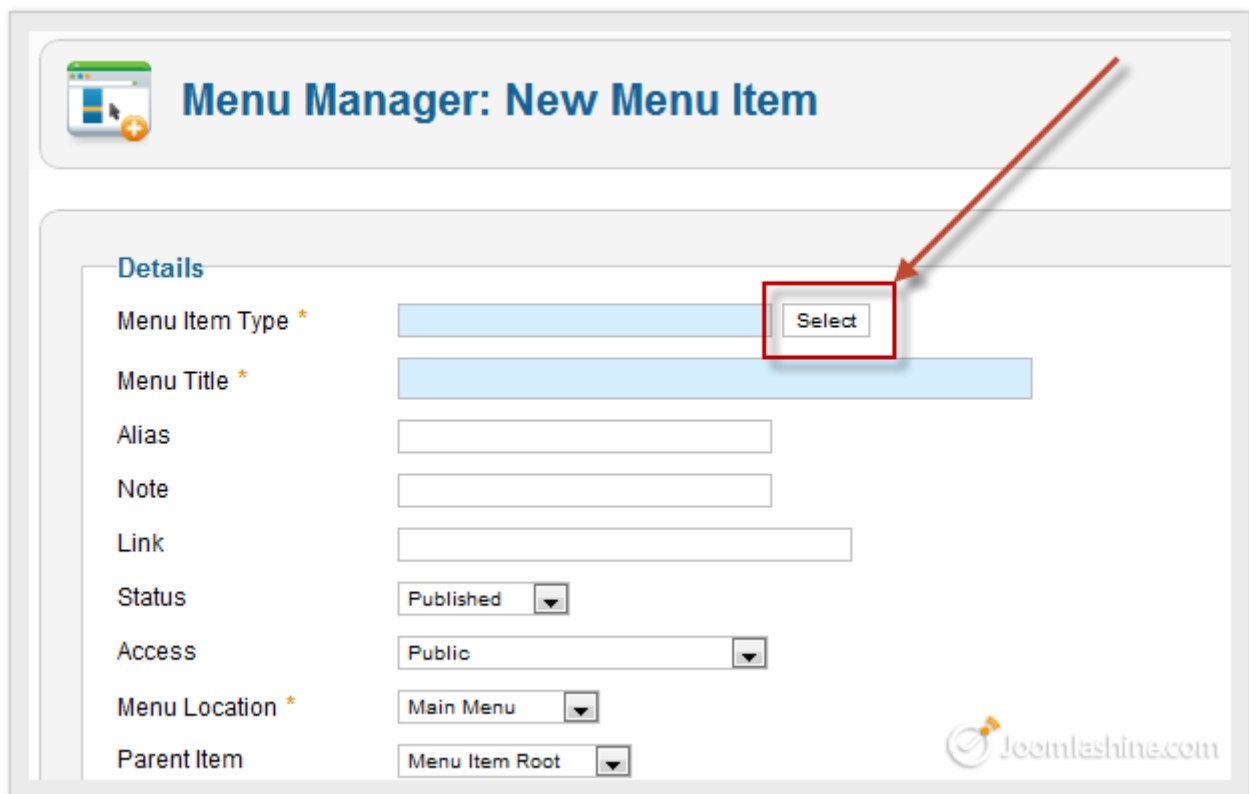
*Click “Main Menu” to see all menu items associated*

2. Next, click the button “**New**” to create a new menu item.



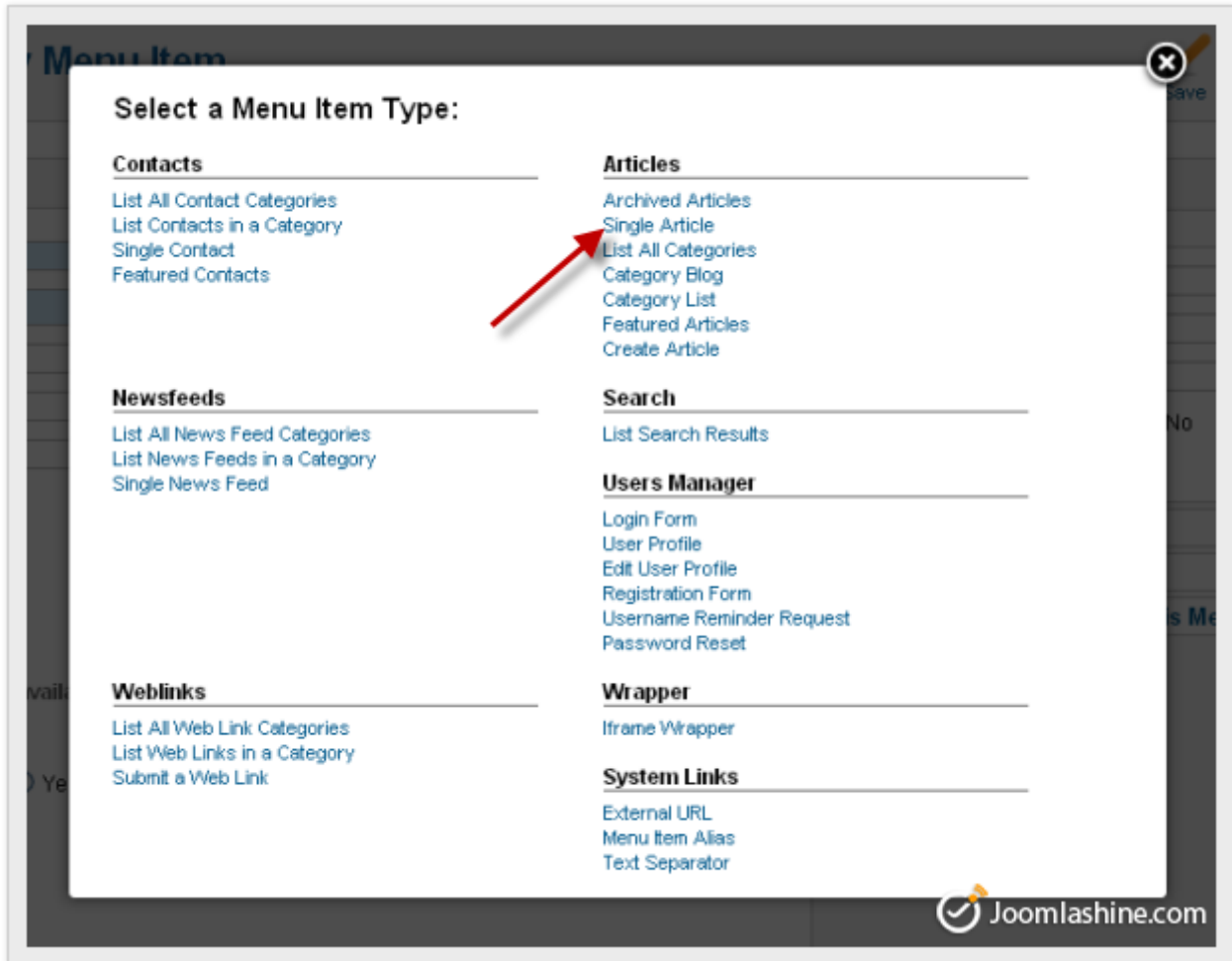
*Click the button “New” to create a new menu item*

3. Next, click the button **“Select”** to choose the menu item type.



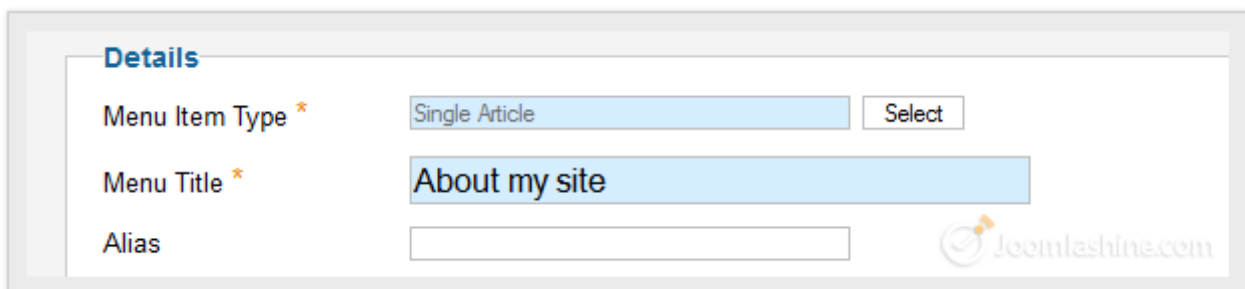
*Select menu item type*

4. As a result, a pop-up screen is displayed. There are many different elements you can create a link to, such as “Contacts”, “Articles”, “News feed”, “Search” and so on. In this case you need to create a link to an article, so click on **“Single Article”**.



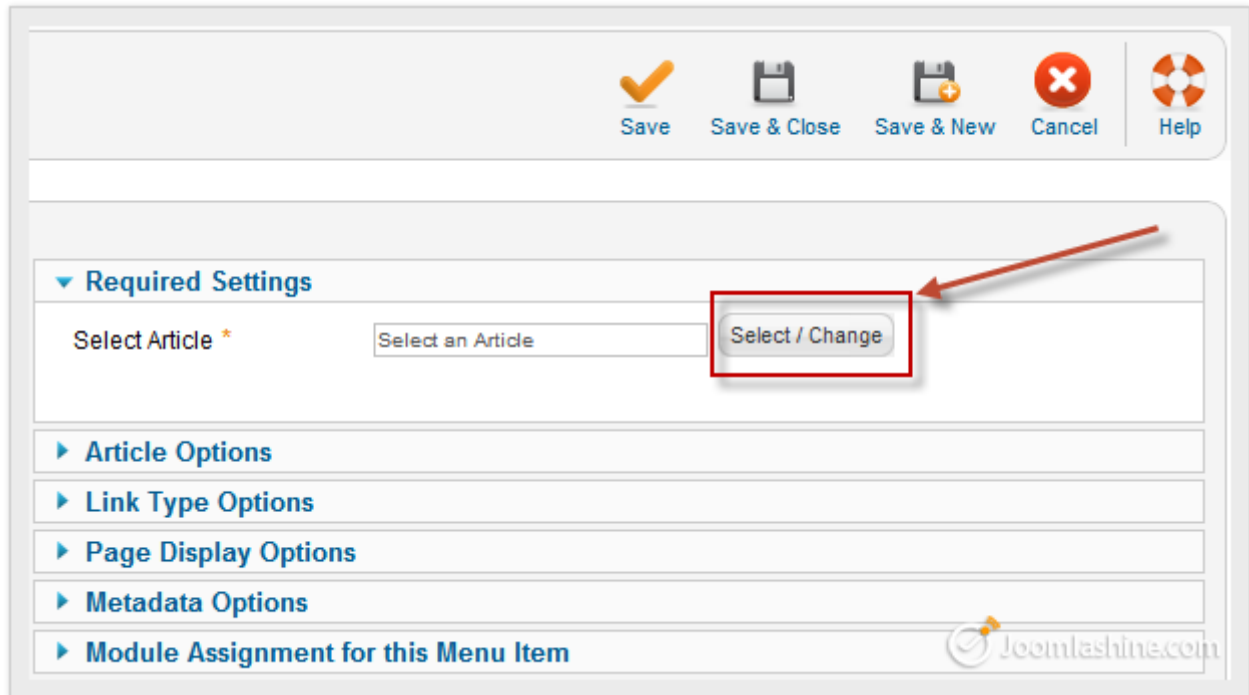
*Select menu item type “Single Article”*

5. Next, you need to fill the parameter **“Menu Title”**, for example *“About my site”*.



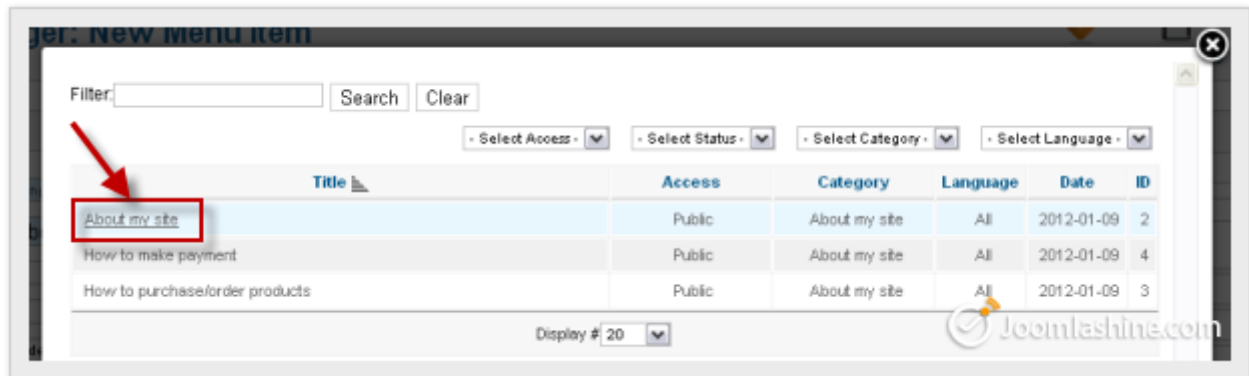
*Input menu title*

- Next, you have to choose the article you want to display. On the right corner of the screen, click the button **“Select / Change”** to select an article.



*Click on the button “Select / Change”*

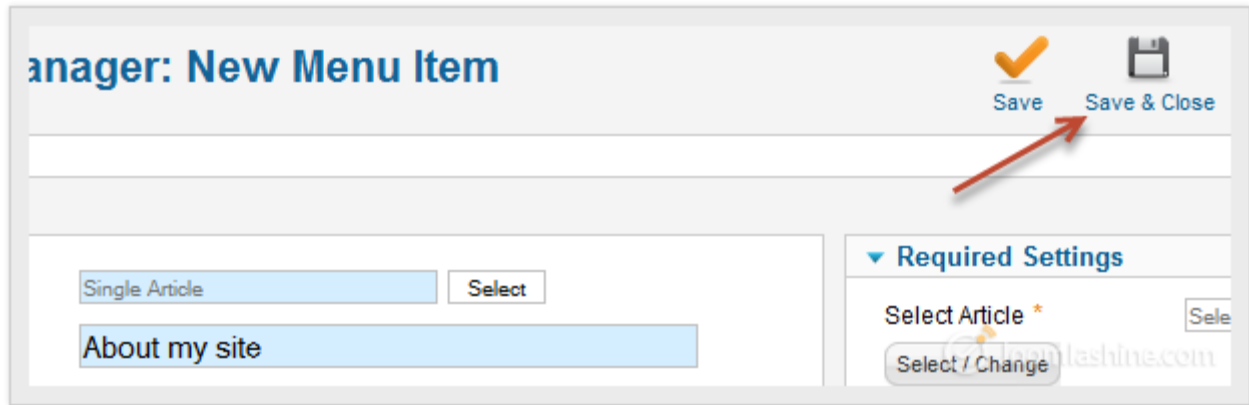
- A pop-up screen will be display. Select the article *“About my site”*.



*Click on the article you want to select*

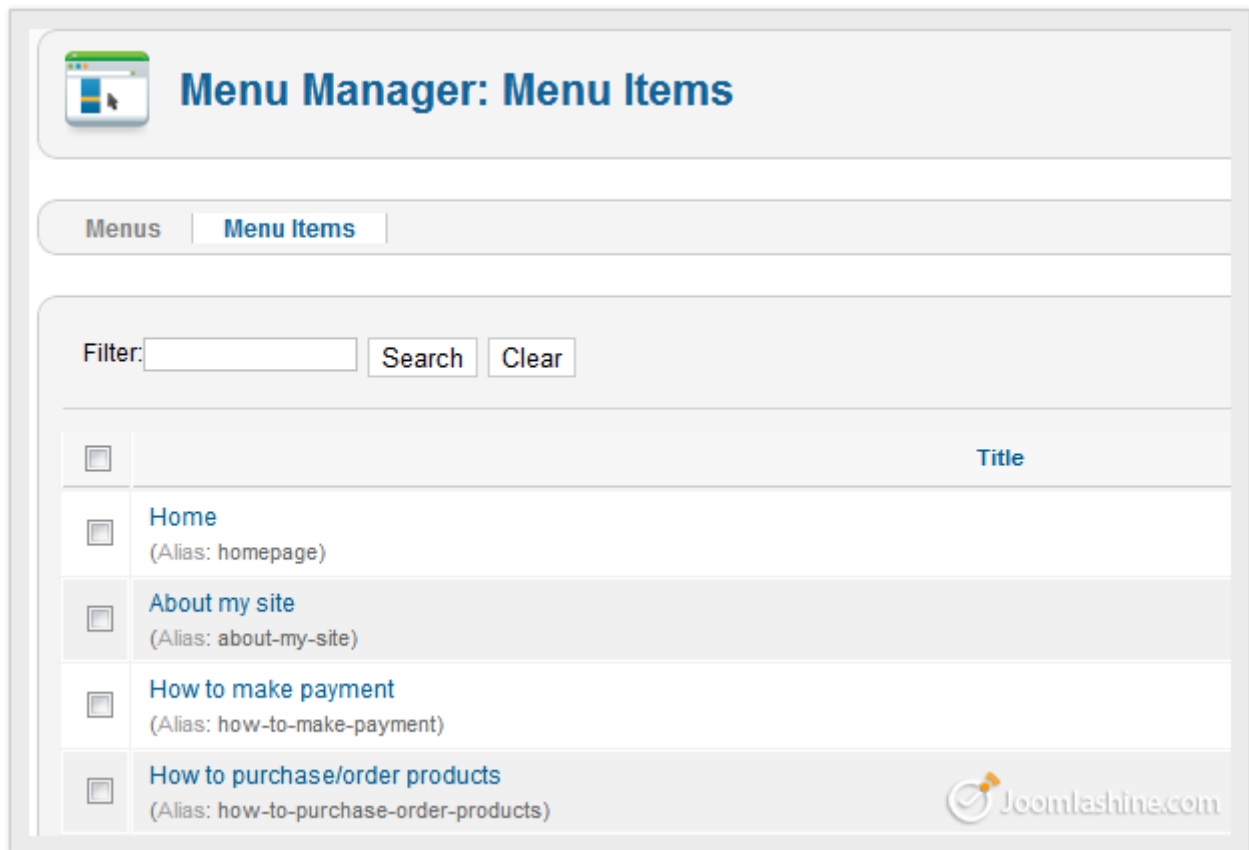
- Finally, click the button **“Save”** or **“Save & Close”** to finish.





*Click on the button “Save & Close” to save data*

After that, you can create menu links to the other 2 articles “How to purchase/order products” and “How to make a payment”.



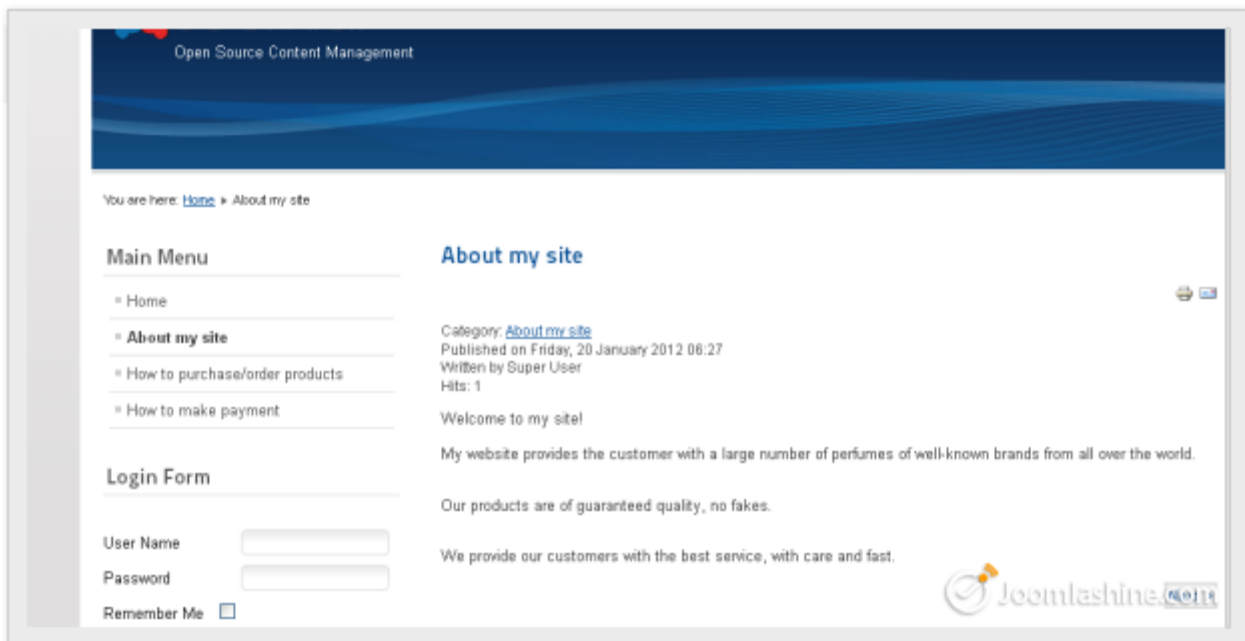
*3 newly created menu items*

Now, you can go to the front-end and see the result.



*The new articles in main menu*

When you click on each link, you will see the corresponding article.



*The article “About my site”*

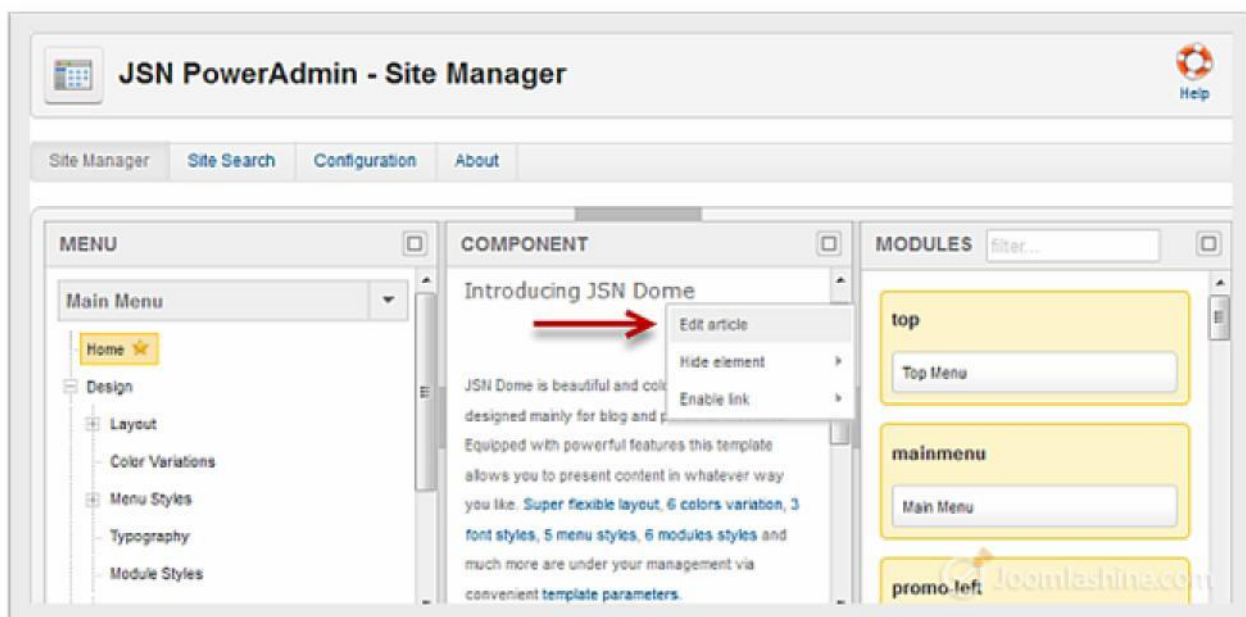
Now you can repeat similar steps to create links to all necessary articles.

## Manage your content with JSN PowerAdmin

When working with Joomla! if you have created a lot of menus, articles or modules, you will find it can be difficult to locate a specific one. So an extension which helps you do that quickly and simply would be very useful. Our recommendation is the free, popular extension called **JSN PowerAdmin**.

JSN PowerAdmin will help you:

1. Search for any items quickly in the back-end with [Spotlight Search](#). You can save time finding the items you need to edit.
2. Control the website content in one place with **Site Manager**. From that, administrators can [edit an article](#) or [manage modules](#) and menu items with the drag-and-drop feature.



*JSN PowerAdmin Site Manager*

This extension is highly rated by Joomla! users on the JED with 30+ votes and 30+ reviews. It is described in more detail in [Step 7: Manage your Joomla! websites with JSN PowerAdmin](#)

[Download JSN PowerAdmin Free](#) - [Learn more about JSN PowerAdmin on Youtube](#).

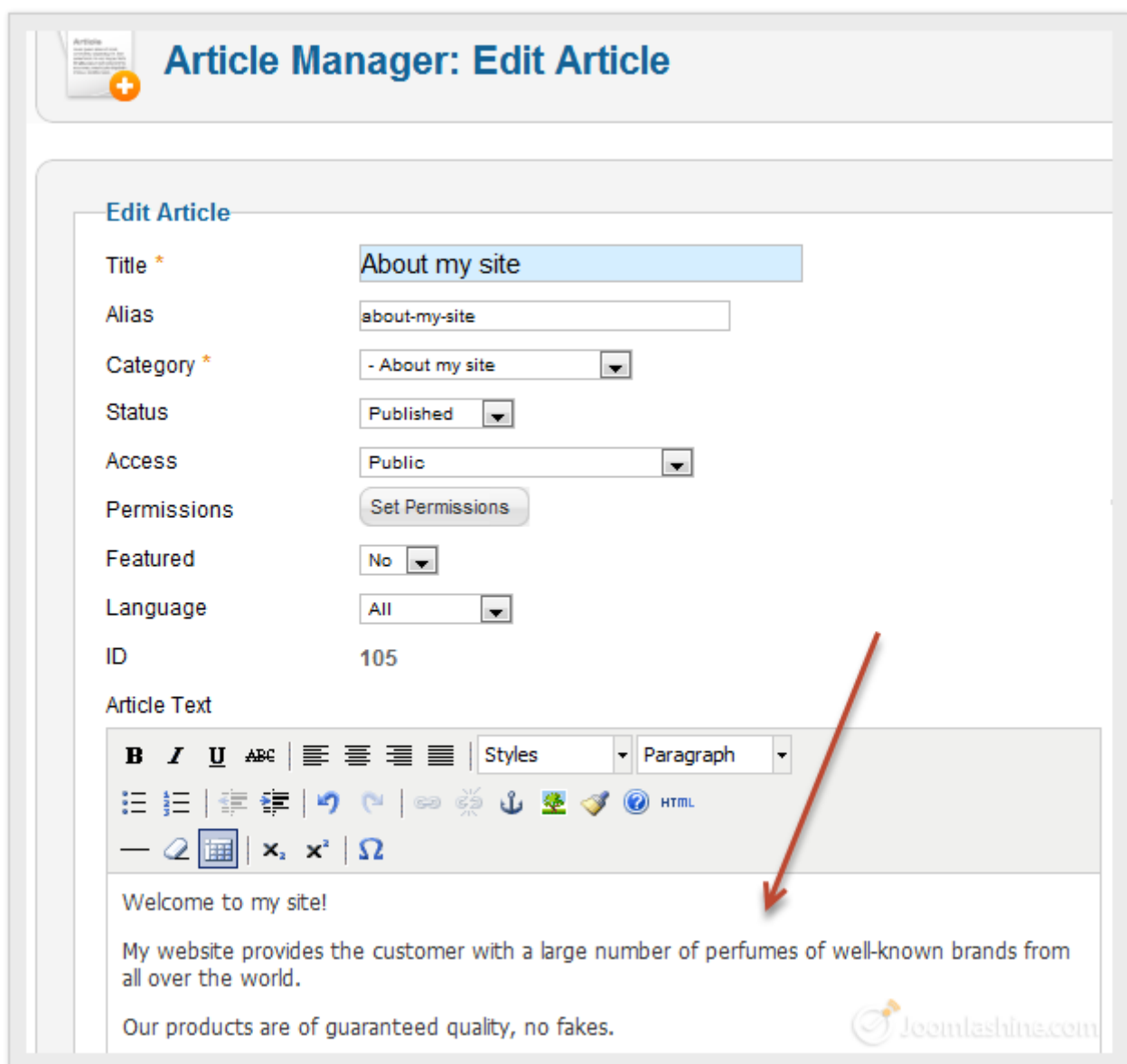
## Make articles look good

You already know how to create an article. It’s time to get more advanced and create articles that are appealing. There are several techniques you can use to do this such as formatting text, adding images, links, etc.

### Format text

If you have worked with Microsoft Word or any other text processor, then text formatting in Joomla! will seem familiar to you. Although it is much simpler than Microsoft Word as there are just a few basic text formatting options.

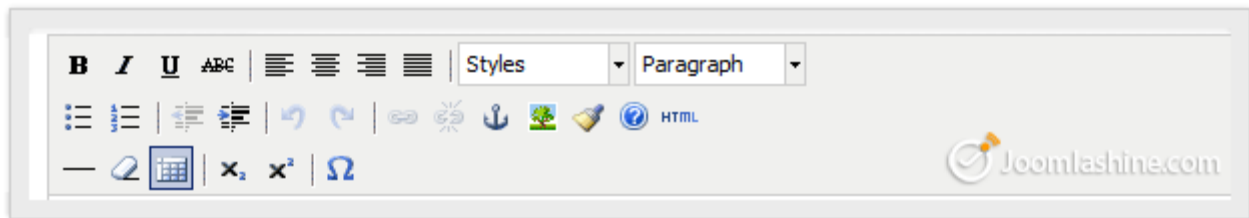
Let’s go to **Article Manager** and click on the article “*About my site*” to open it. Now focus on the article editor area. This is the place where you edit your article:



The screenshot displays the Joomla! Article Manager interface for editing an article. The title is "About my site" and the alias is "about-my-site". The category is "About my site", the status is "Published", and the access level is "Public". The article text editor is visible, showing a toolbar with various formatting options and the article content: "Welcome to my site! My website provides the customer with a large number of perfumes of well-known brands from all over the world. Our products are of guaranteed quality, no fakes." A red arrow points to the article text area.

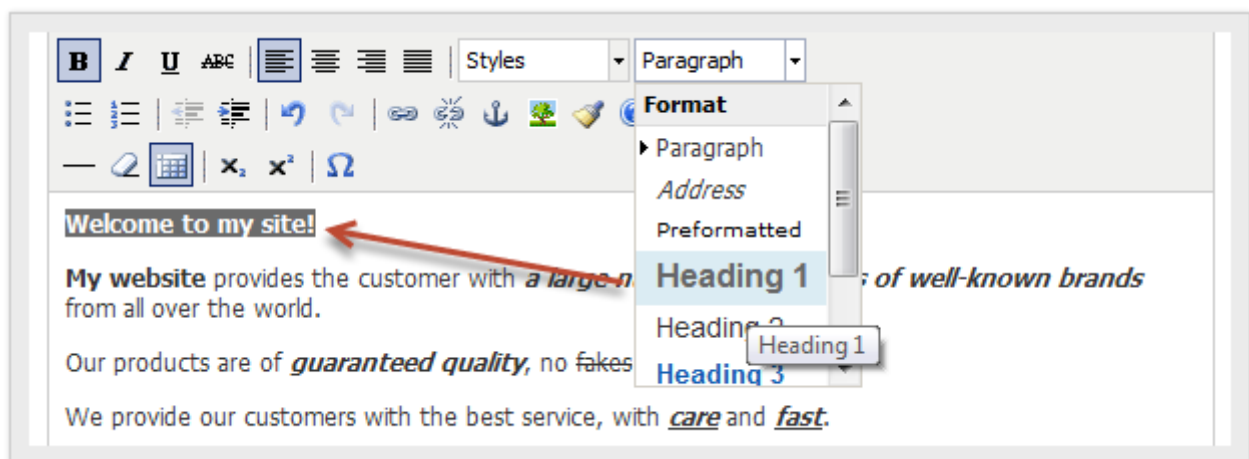
*Edit the article in article text*

Take a close look at formatting options, most of the icons look very familiar, with icons to make your text bold, italic or underlined and icons to aligning your text. Just select the text you want to style and click the styling icon.



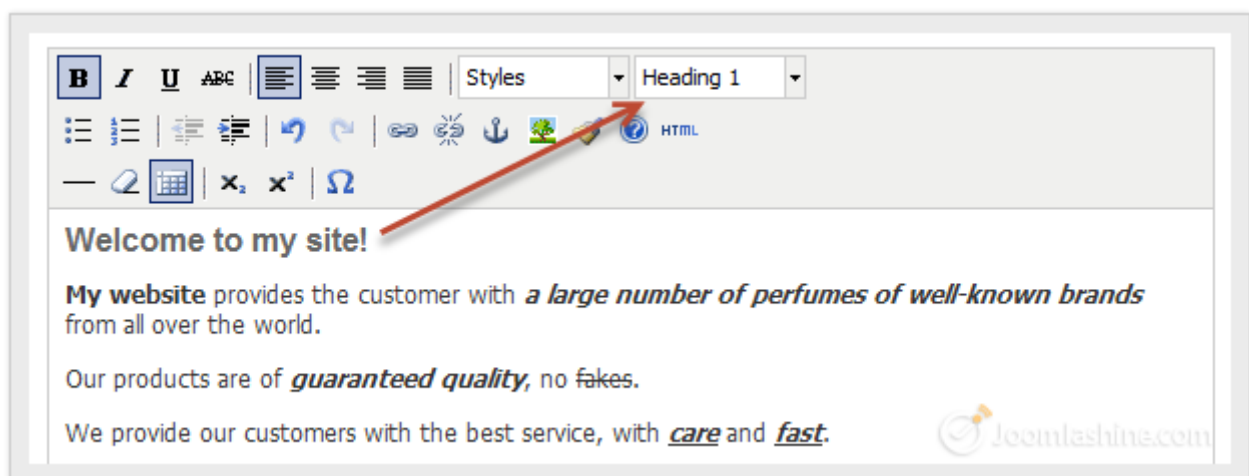
*Joomla! article formatting buttons*

You can create headings of different levels in your text by selecting the text to be styled and clicking the drop-down menu “*Paragraph*”. Scroll down the drop-down menu and choose a suitable heading from “*Heading 1*” to “*Heading 6*”.



*Choose heading for text*

You can see the text is now larger:



*Heading 1 in the text*

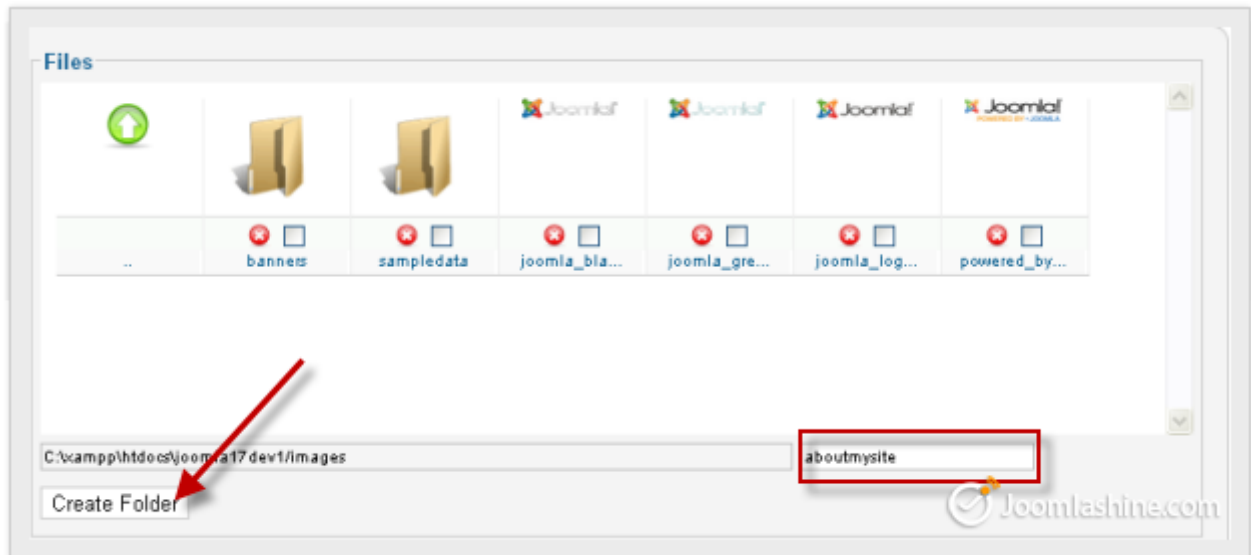


## Add images

Before you add images to articles, you should organize them into specific folders.

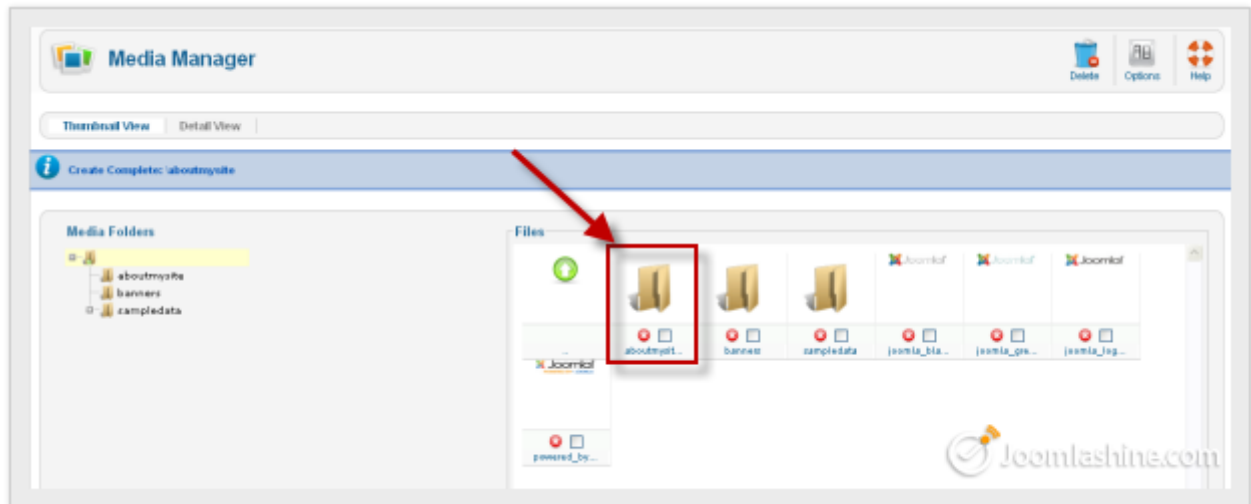
### Create image folders

1. Go to **“Content” => “Media Manager”**.
2. Input a folder name and click the **“Create Folder”** button.



*Create a new category for image*

Now you have your new folder in Media Manager.

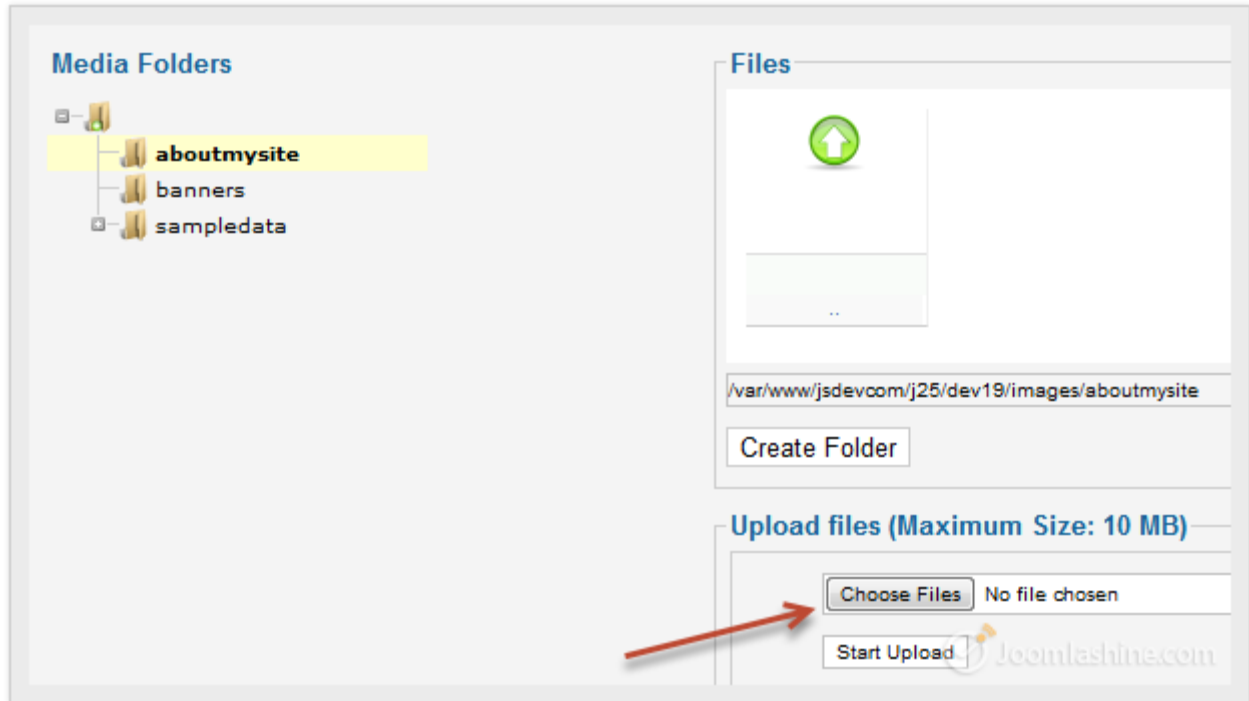


*The folder “aboutmysite” in the Media Manager*

## Upload images

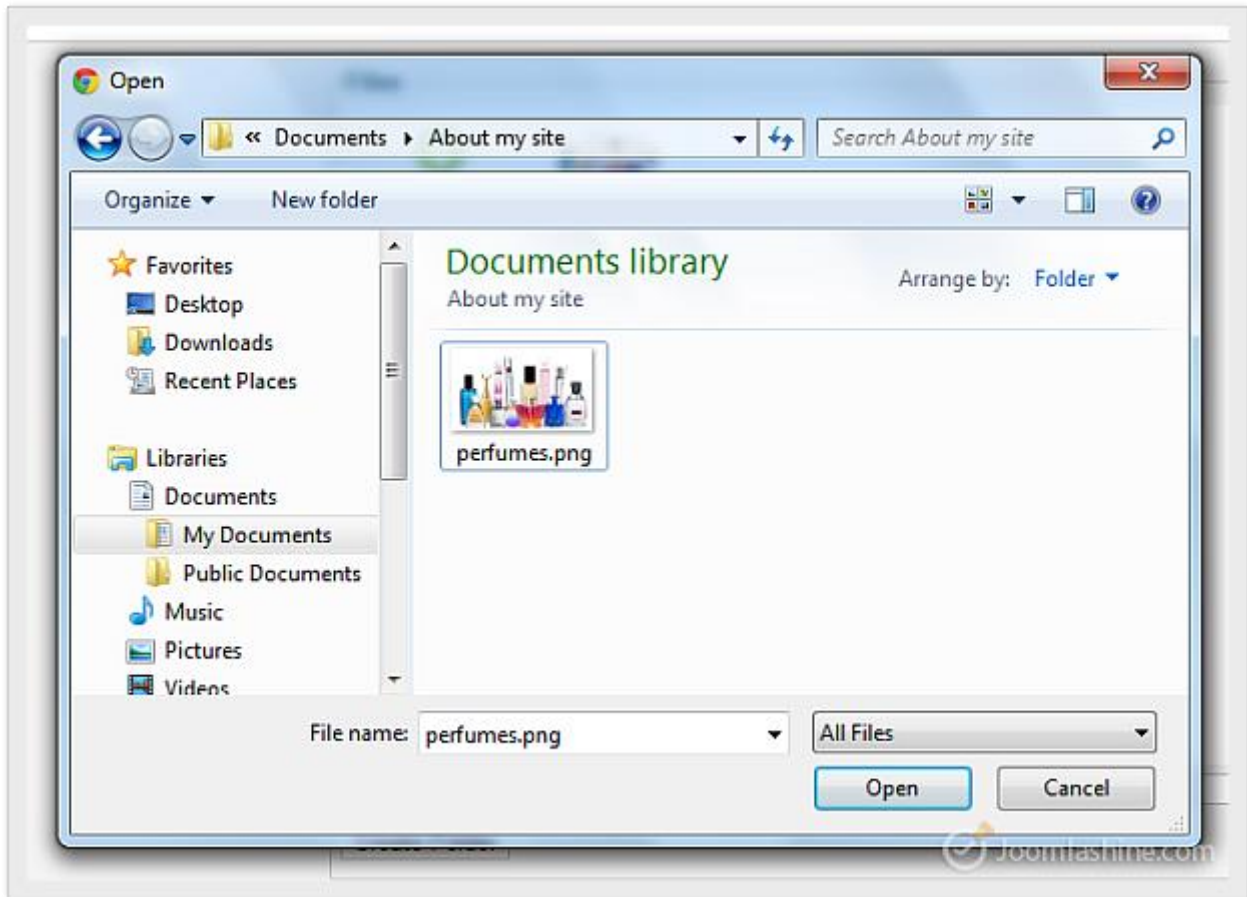
Now, it's time to upload the images into your newly created image folder “*aboutmysite*”.

1. Click on the “*aboutmysite*” folder, then click on the button “**Browse...**”



*Browse file*

2. Select the image file you want to upload. At this point you can only select a single file at a time, but later we will show you how to select multiple files at once.



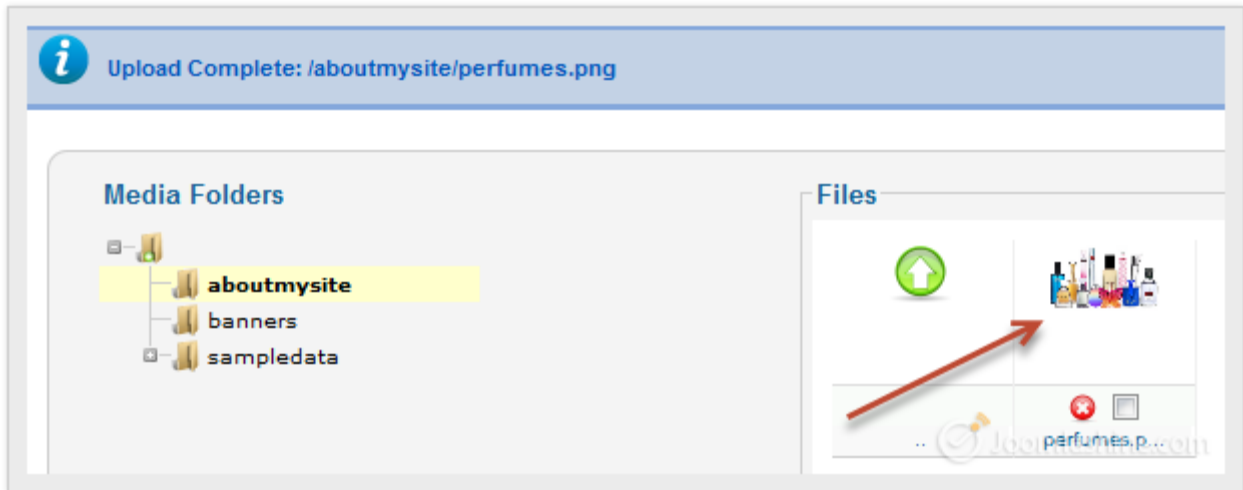
*Select image file*

3. Click on the button “**Start Upload**” to upload the image.



*Start upload of the image*

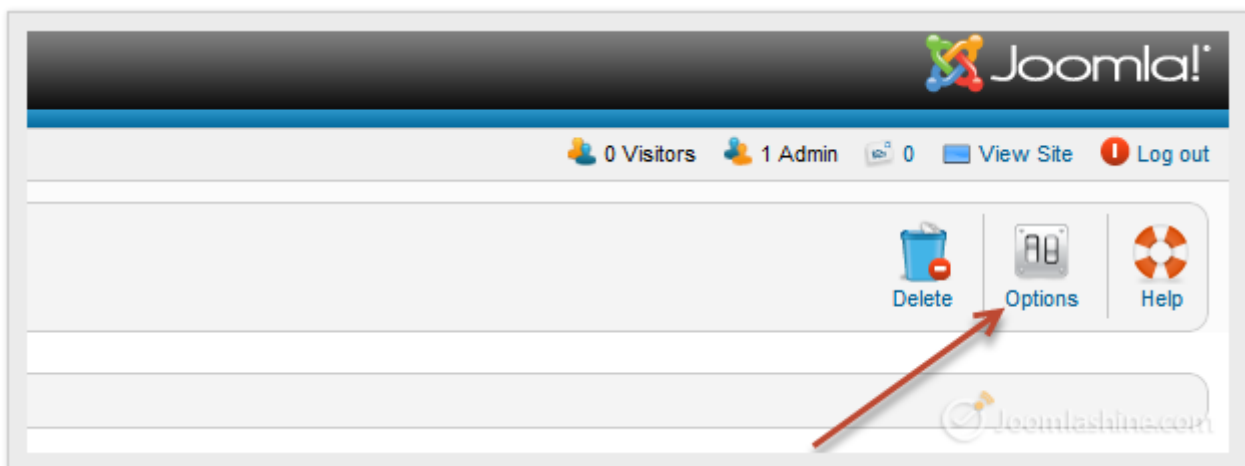
Now, your newly uploaded image is in the “*aboutmysite*” category.



*The image shown in the category “aboutmysite”*

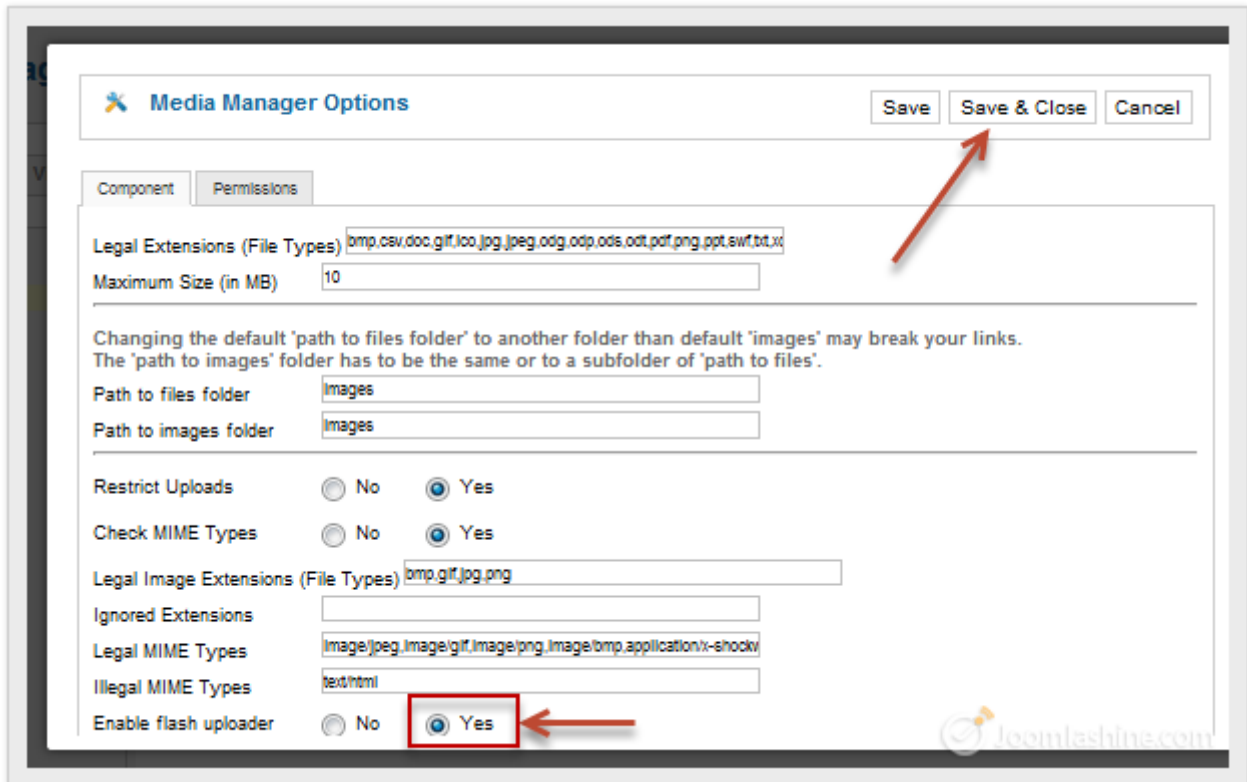
With this way of uploading, you can only upload one image at a time, so it takes you a lot of time and effort if you have a lot of images. Luckily there is another method of uploading multiple files - with the flash uploader. Let's take a look.

1. In “**Media Manager**”, click on the “**Options**” button on the toolbar.



*Click the button “Options”*

2. In the window “**Media Manager Options**”, open the “**Component**” tab, and set the parameter “**Enable flash uploader**” to “**Yes**” to enable flash uploader and click “**Save & Close**”.



*Enable flash uploader*

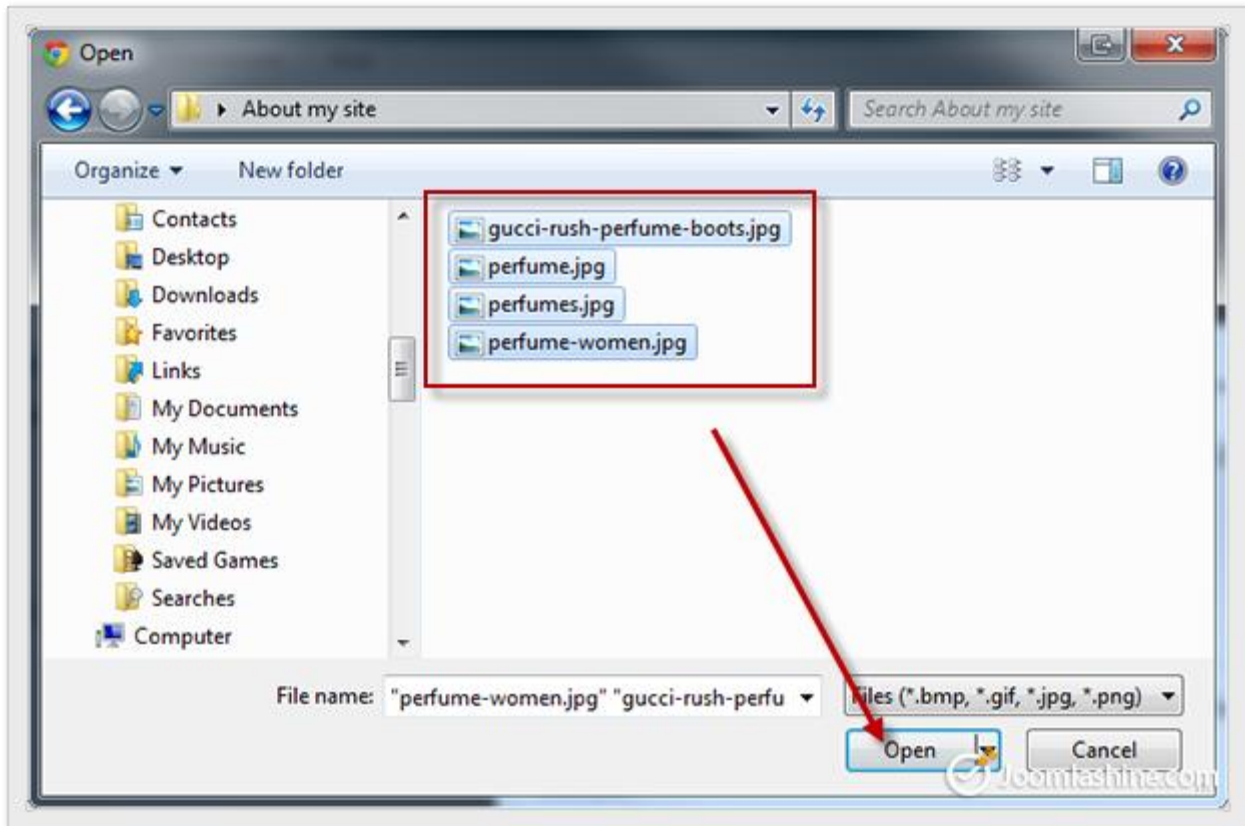
3. Go back to the main screen. It should look like the screenshot below. Now you can click “**Browse files**” to upload multiple images simultaneously.



*Browse files*

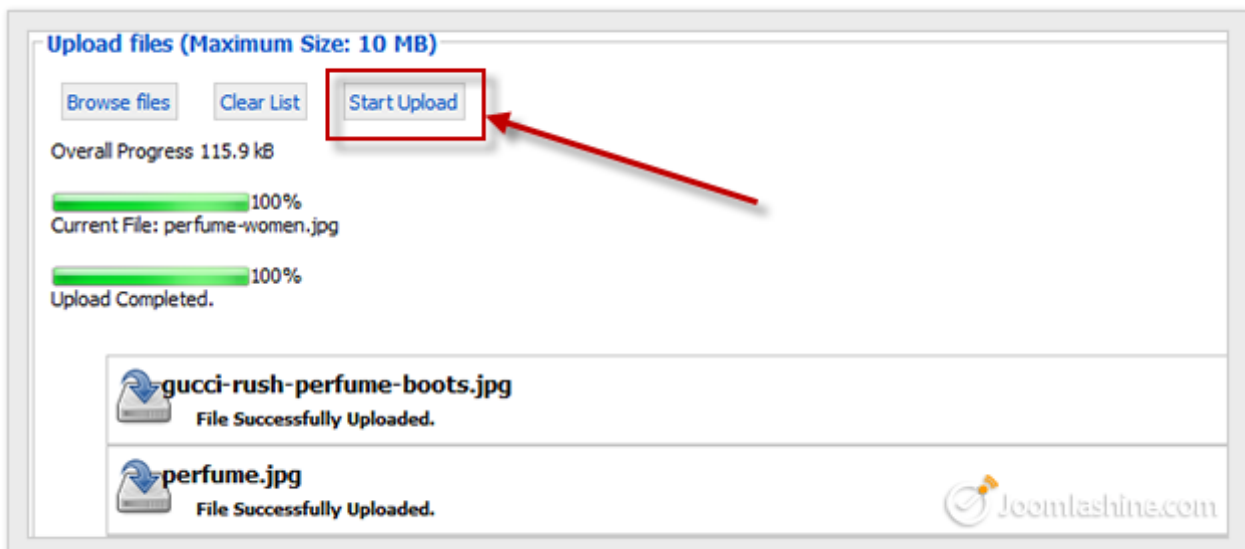


4. Select multiple files. You can use your mouse cursor to mark all files or hold the “CTRL” key and click on the individual files you want to select to mark them.



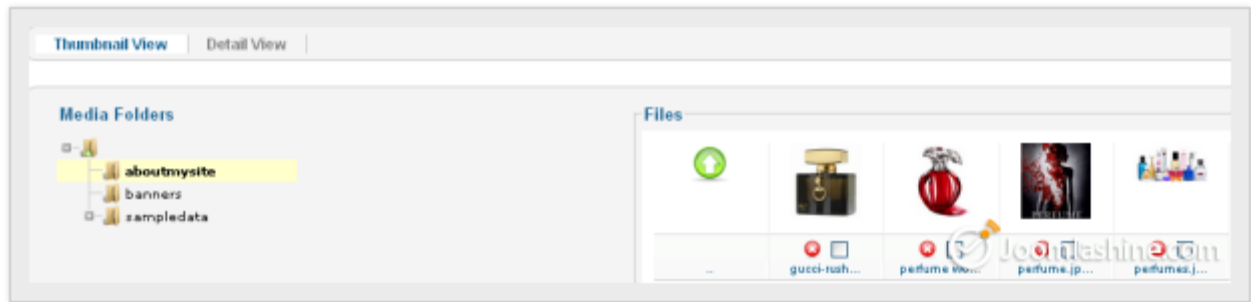
*Select images*

5. Click on the button “Start Upload” and wait until the uploading process completes.



*Uploading images*

Now you have these images in the category.

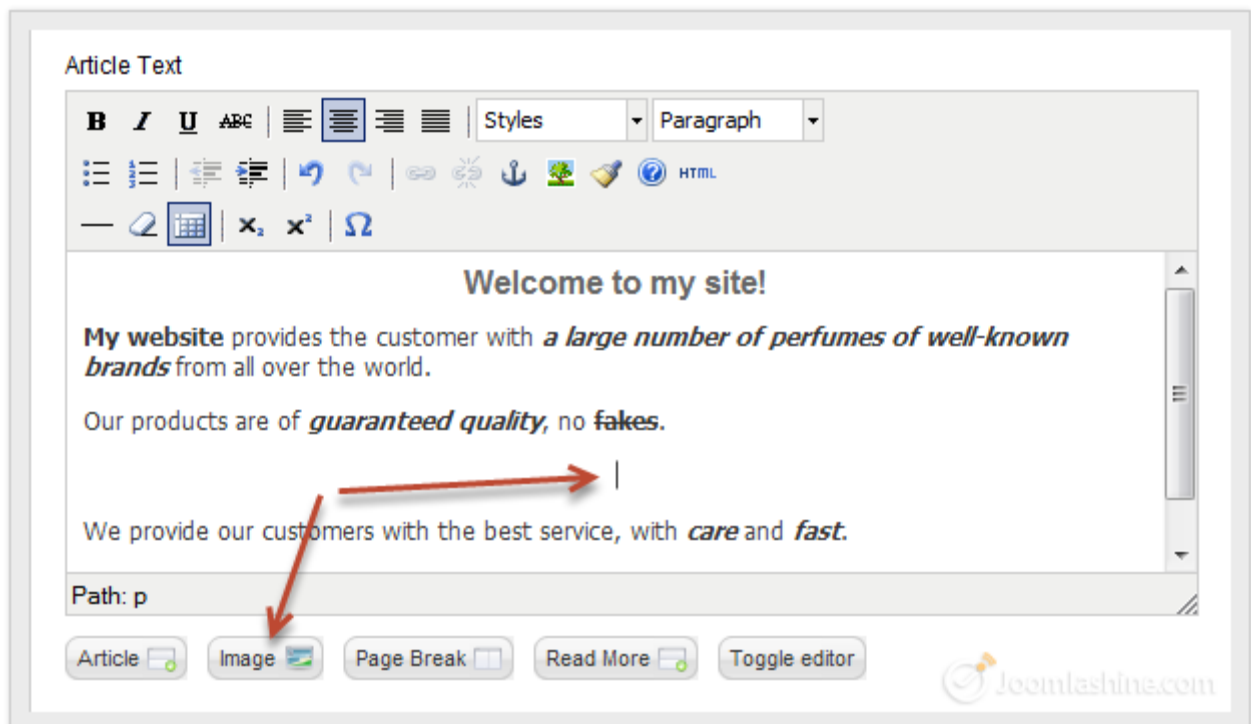


The newly uploaded images

## Add images to article

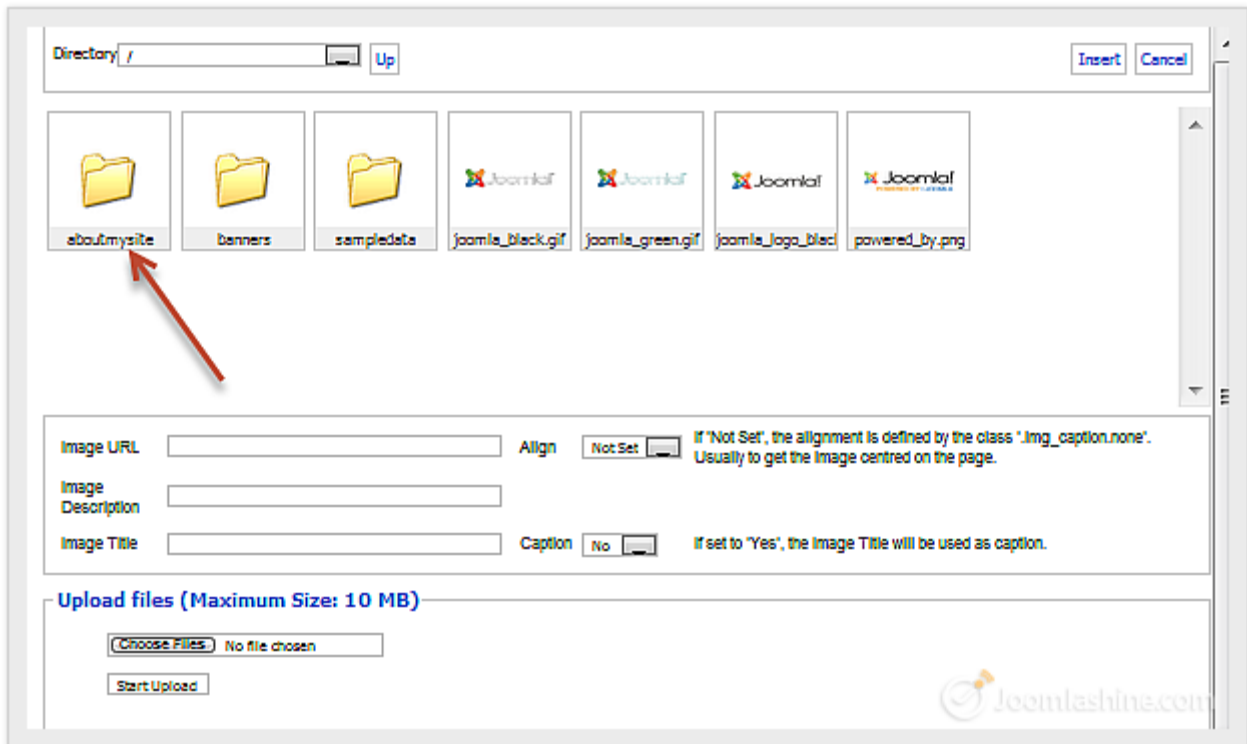
Once images are uploaded to the server, you can add them to an article. Let's use the same article “About my site”.

1. With the article open, place your cursor at the point in the text where you want to insert an image and click the button “Image” below the article text pane.



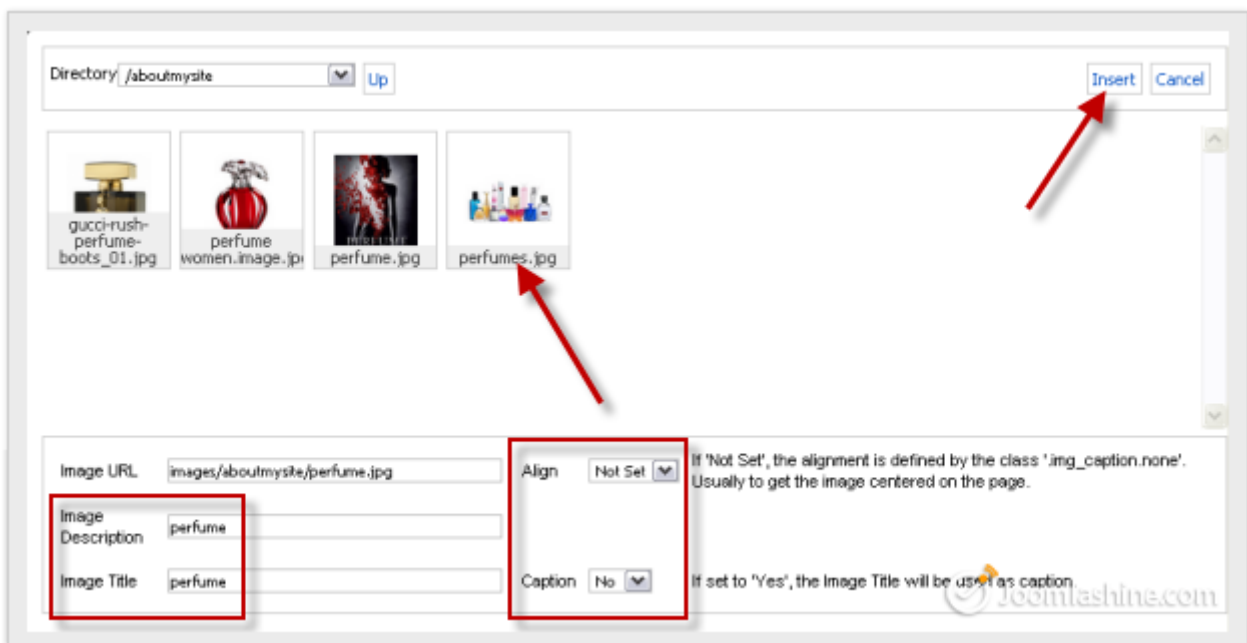
Add an image into the text

2. Choose the appropriate image to insert.



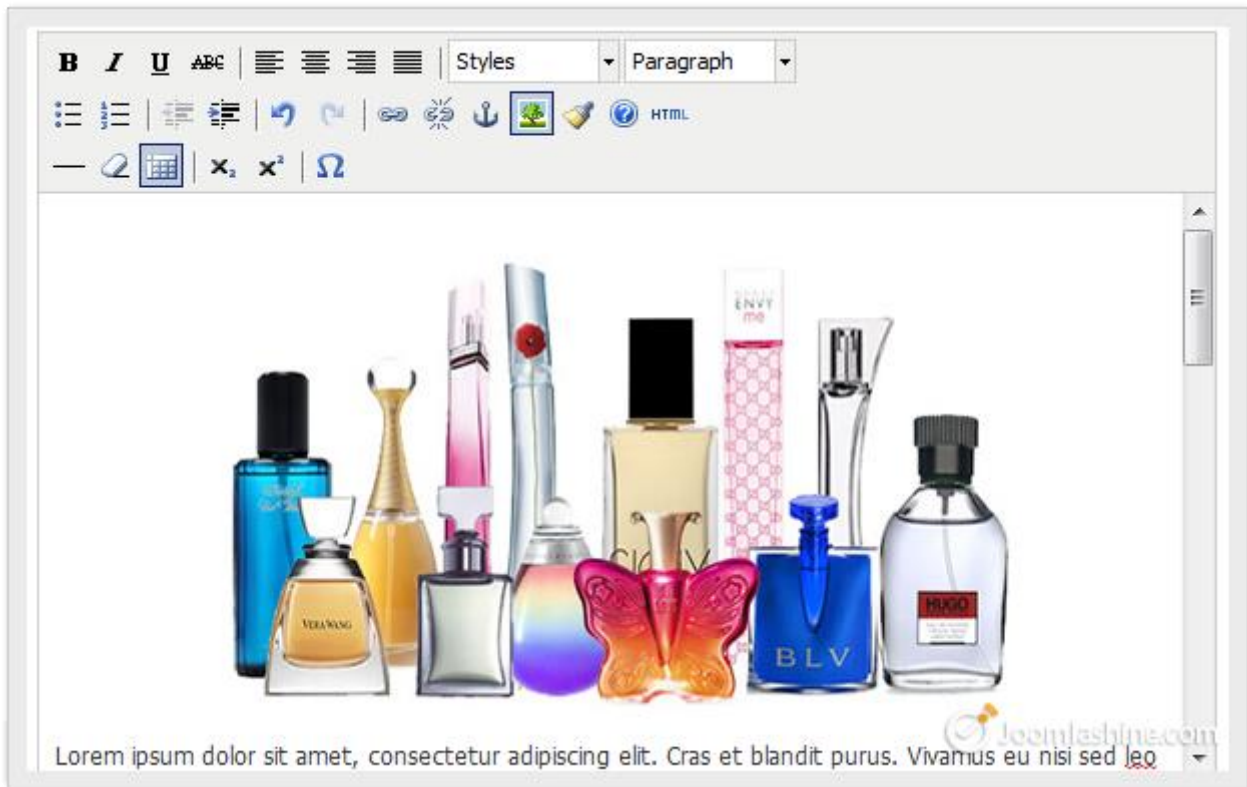
*Open the images file*

3. Input to the “Image Description” and “Image Title” parameters to describe the image and click on the button “Insert” at the top of the screen to finish the image insertion.



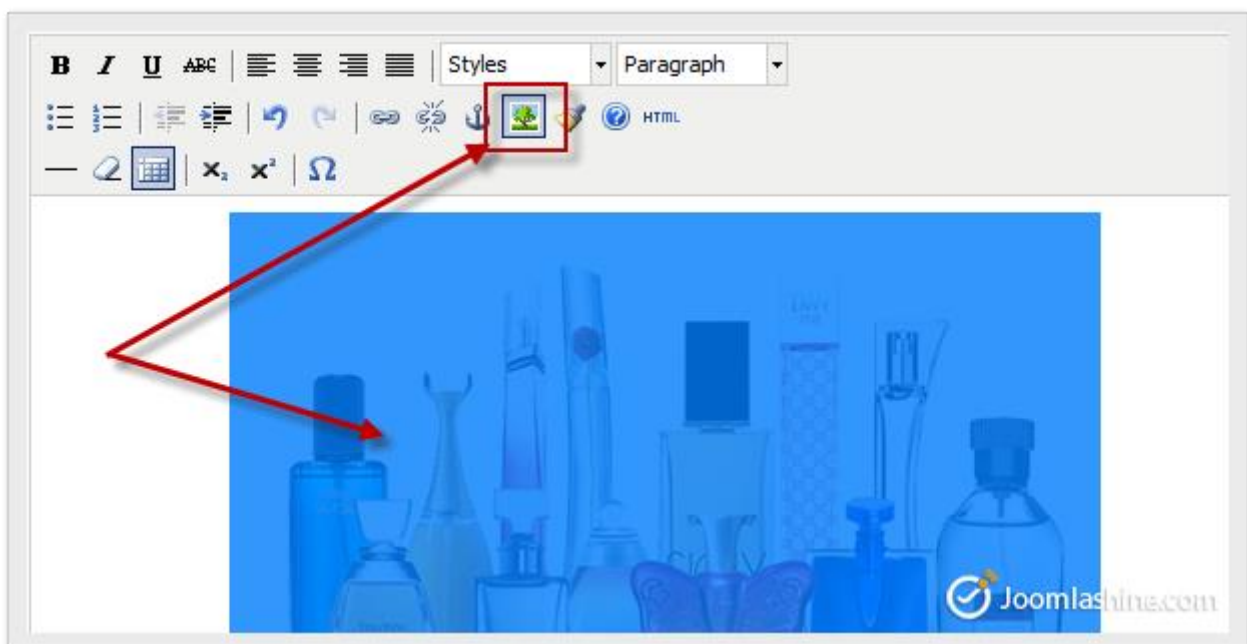
*Choose the image by clicking on it*

4. Recheck how the image is inserted in the article.



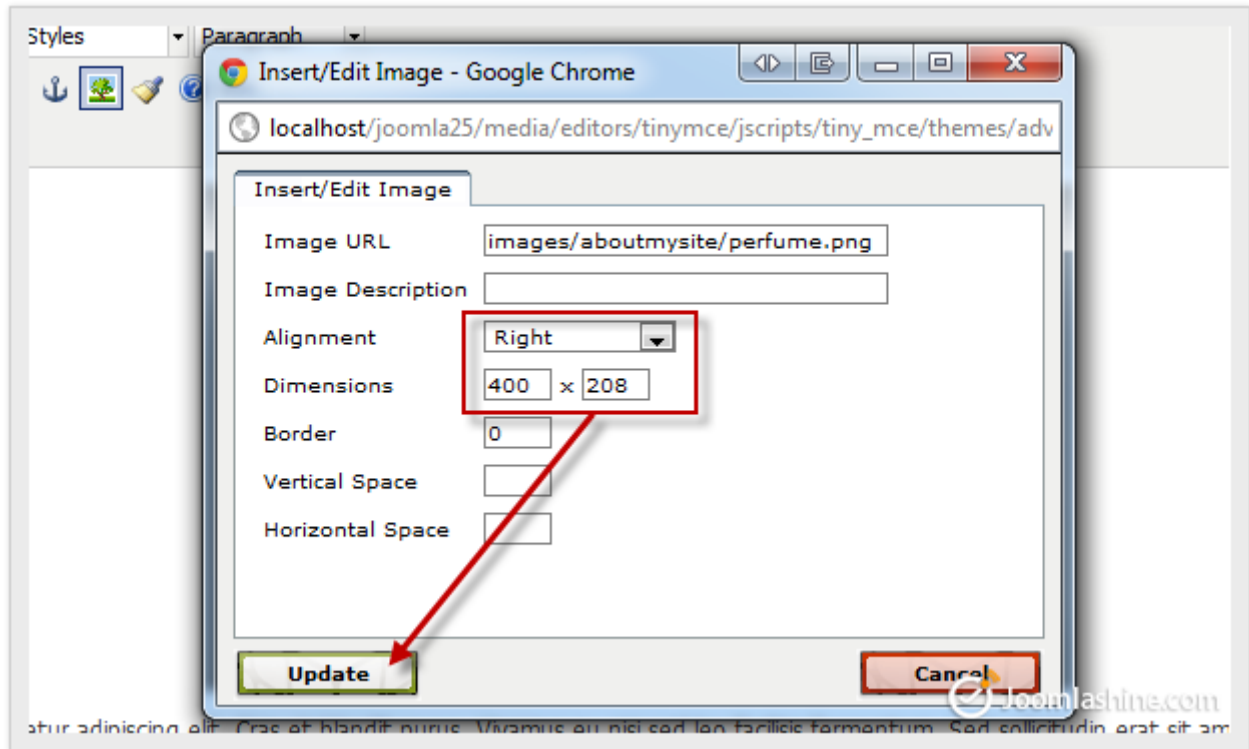
*An image is inserted in the text*

Now, you might feel that the image is too big or too small and want to change its dimensions or alignment. You click on the image first, and then click on the button “Insert/edit image” in the **formatting options** above the article editor to edit it.



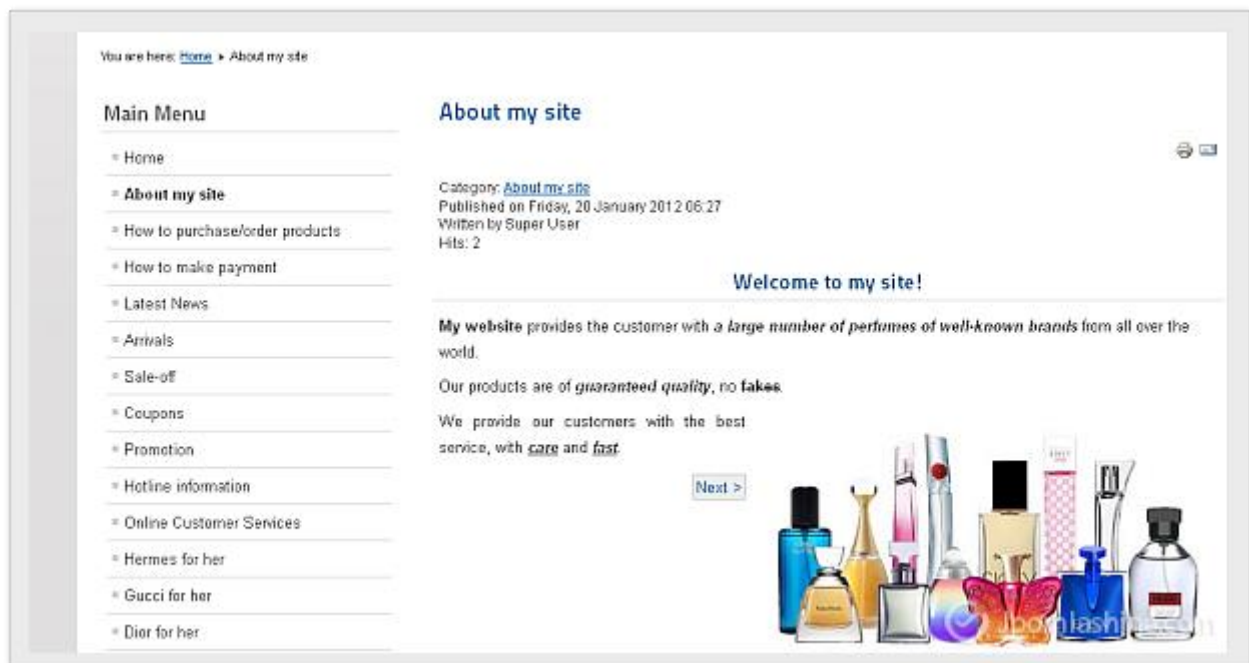
*The button to edit/insert image*

A pop-up screen will be displayed. Here, you can edit the image as you wish. For example, let's change the dimensions and set alignment to “**Right**”, then click the button “**Update**” below.



*Edit the image*

Click the button “**Save & Close**” on the toolbar on the Article Manager and go to the site to see your new article with image.



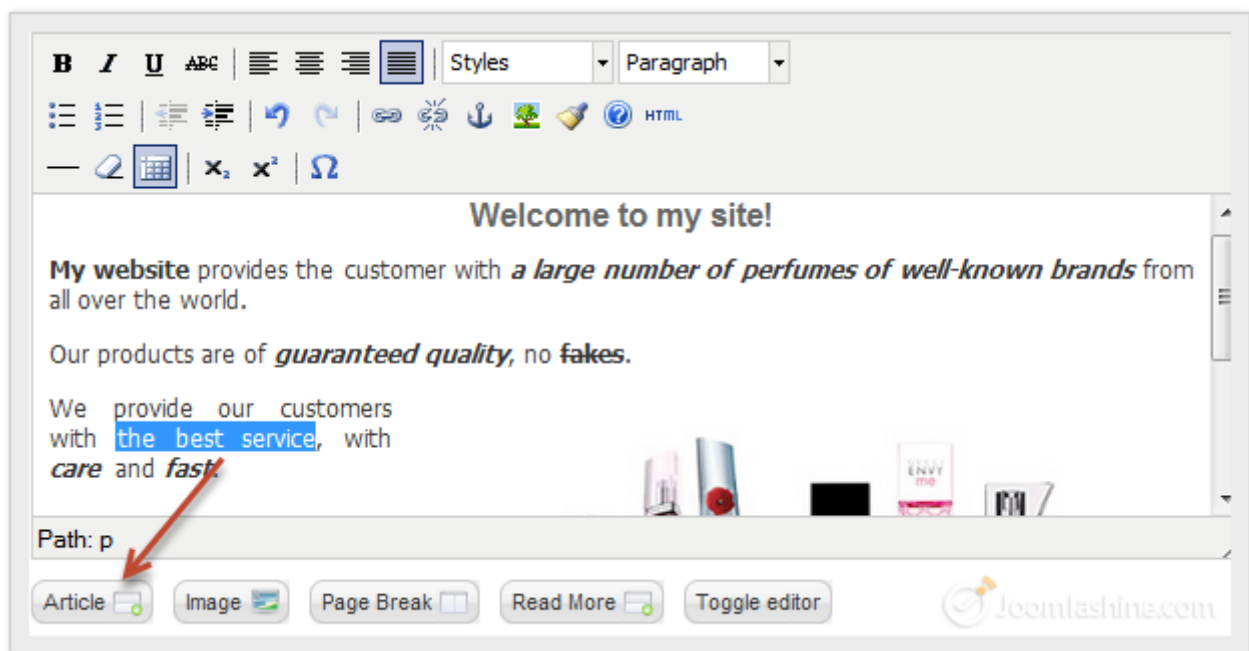
*The new article with image in the site*

## Add links

### Add internal links

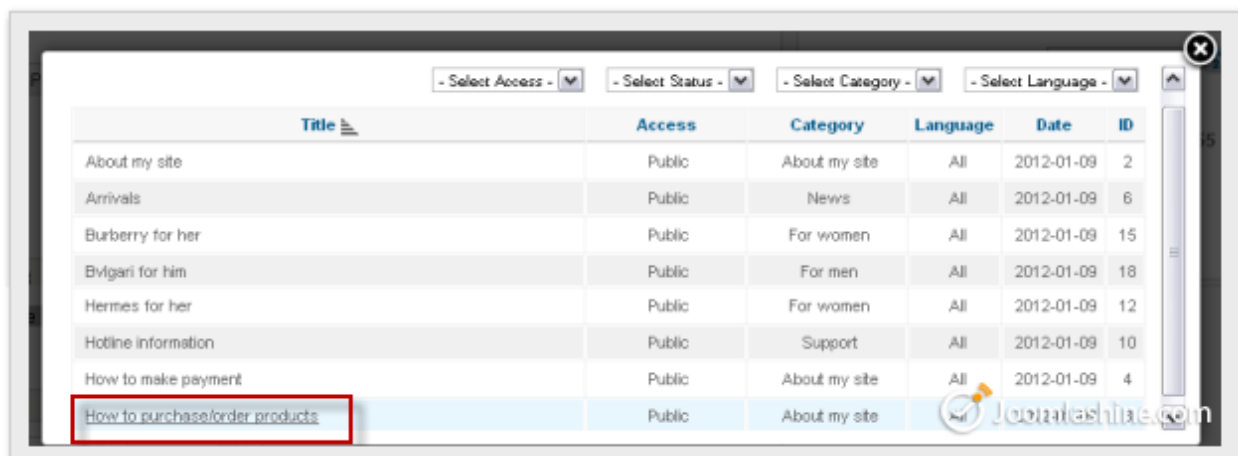
It’s a very common situation to create internal links between articles. These links are not only useful for your users to browse content, but also good for SEO. Let’s see how to create internal links inside an article.

1. Open the article you want to add internal links to.
2. Select the text you want to be linked (this is called the anchor text).
3. Click the **“Article”** button below the article editor.



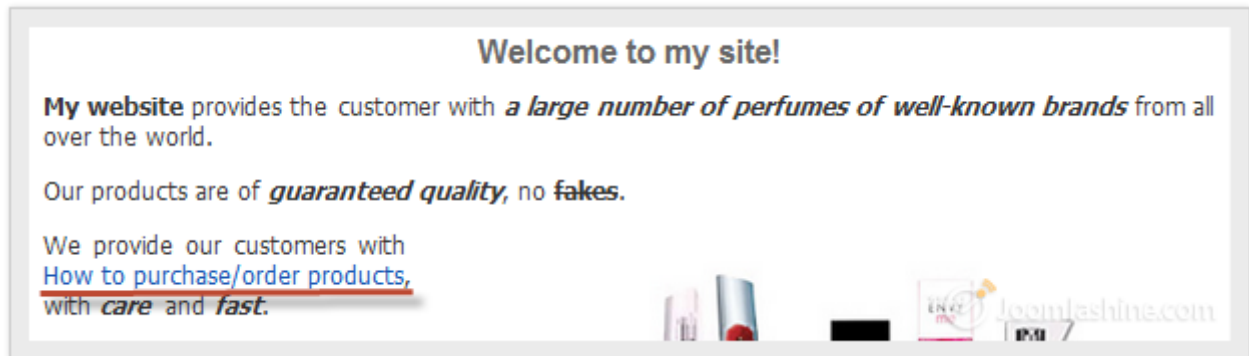
*Insert a link into the article*

4. Now you will see a pop-up window with the list of all your articles. Find the article you want to link to and click on its title.



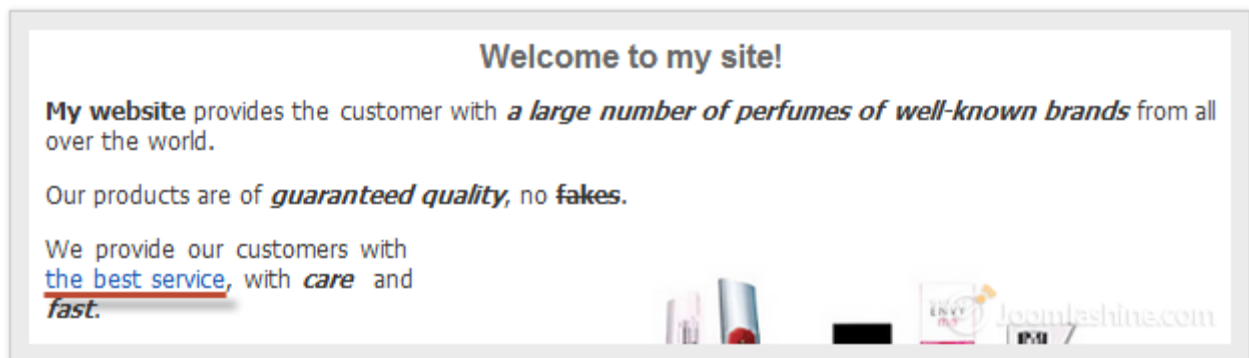
*Select appropriate article*

As the result, the title of selected article is used as link text.



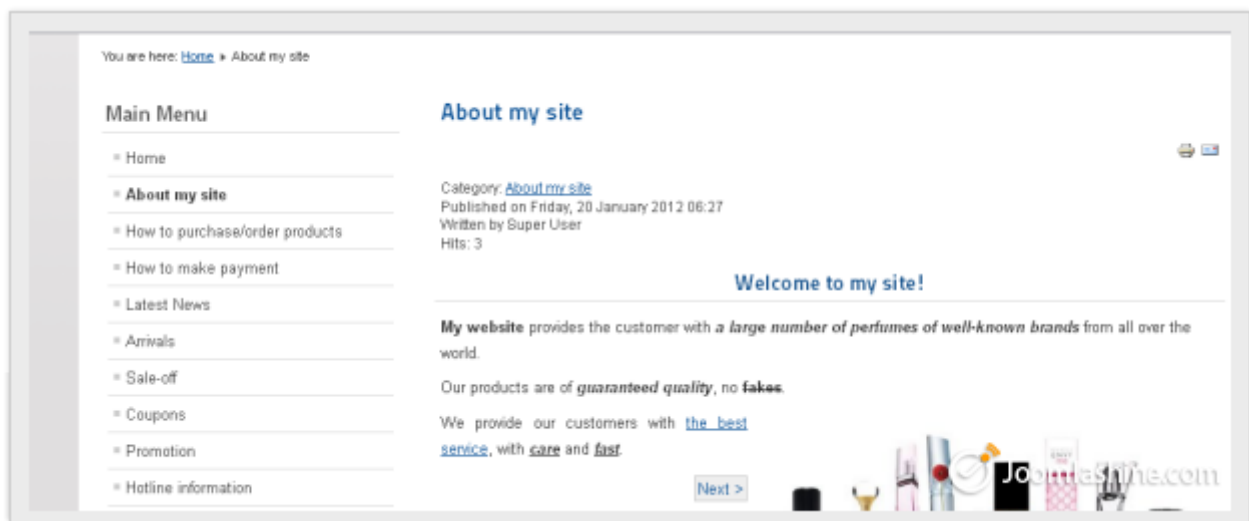
*New link in the text*

You can change link text just as regular text.



*The text after being edited*

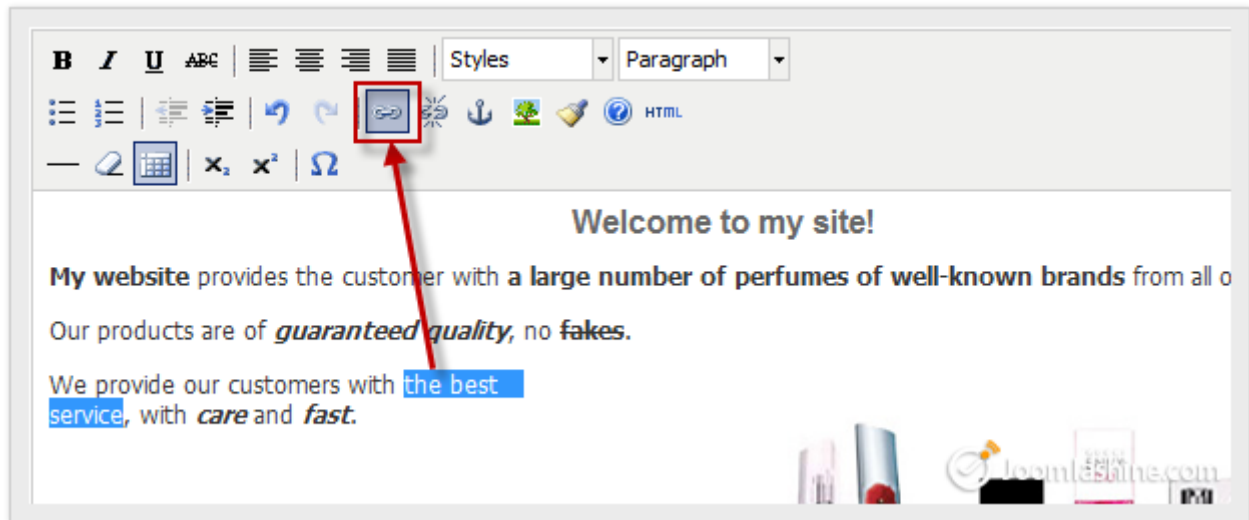
5. Now click on the “Save” button and go to the front-end of your site to see the article with new link.



*The article with link in the site*

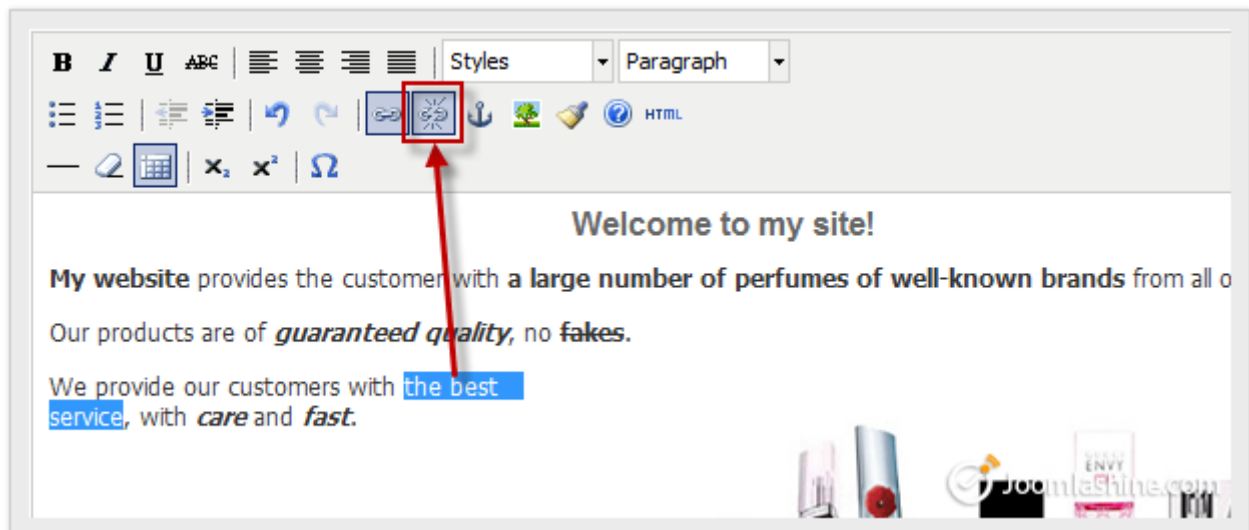


If you want to edit a link, just select it and click the icon “**Insert/edit link**” as shown bellow.



*Edit the link*

Or you can remove the link but leave the text in the place by using icon “**Unlink**”.

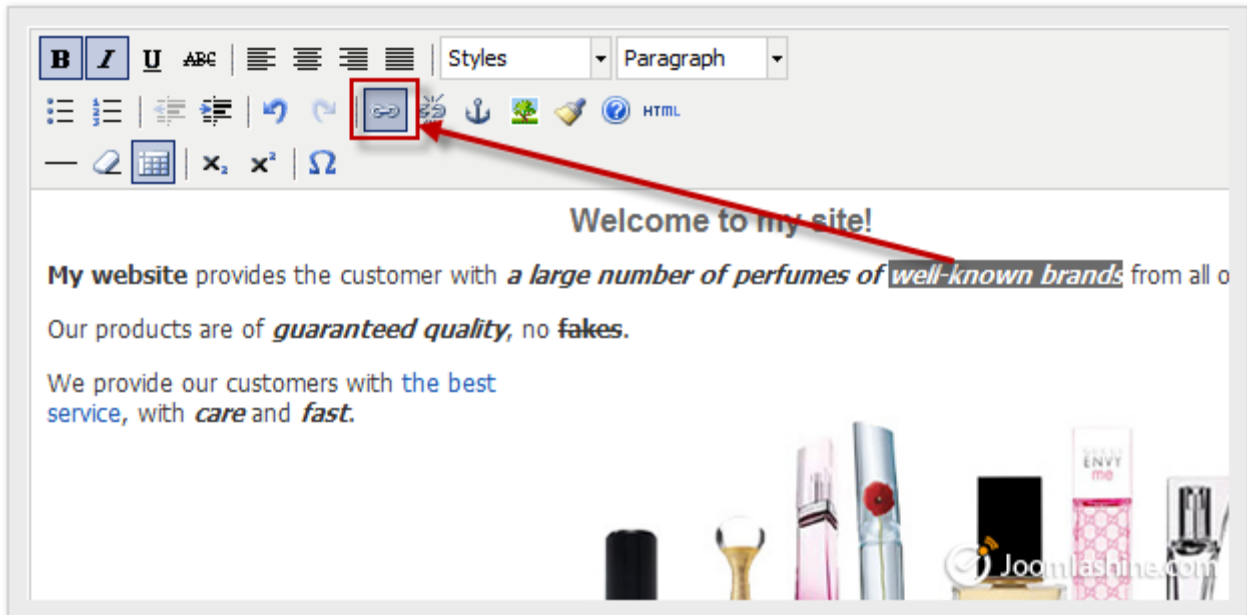


*Unlink the article*

## Add external links

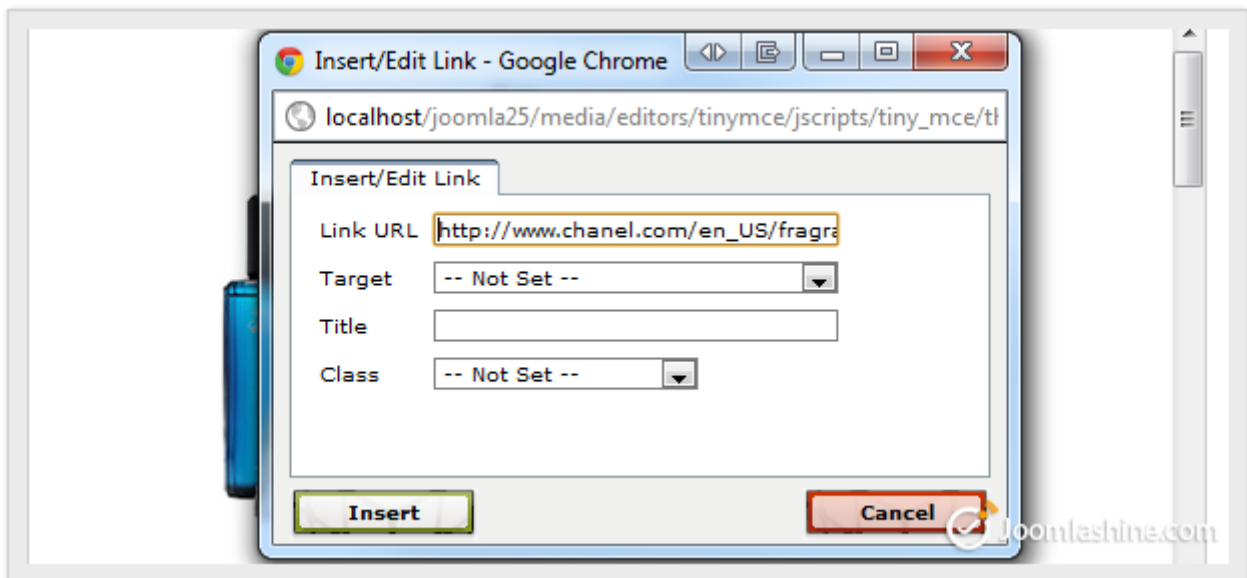
In previous section, you learnt how to create internal links, i.e. those which link to articles on your website. In this section, you will see how to create external links to any page on the Internet.

1. Select the text which you want to apply link to and then click the icon **“Insert/edit link”**.



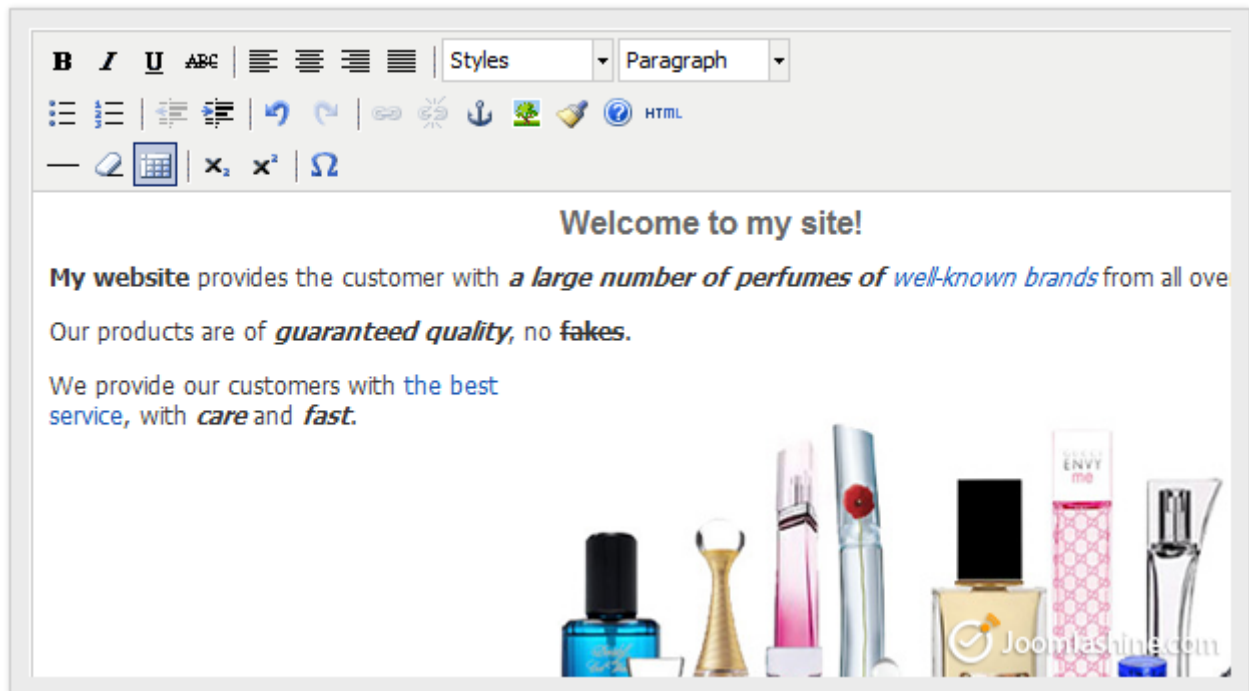
*Adding external link*

A pop-up window will be displayed as below:



*Adding URL*

2. Input the following values to the 4 parameters in this screen:
  - **Link URL**  
The destination address for where you want the link to go to.
  - **Target**  
There are two options for you to choose: “*Open link in the same window*” or “*Open link in a new window*” (When you leave it “*Not set*”, the link will open in the same window).
  - **Title**  
Short text describing the link.
  - **Class**  
As a Joomla! newbie, for now just set it to “*Not set*” (the two other options are “Caption” and “System Page break”).
3. Click the “**Insert**” button to insert this link. You can now see that your text is linked to the external website.



*The linked text*

## Add “Page Break” and “Read More”

In the case of long articles, you might want to divide the article into small and separate sections so they are easier to read. With Joomla!, you have two options to do this:

### 1. Page Break

This element divides one article into separate pages such as Page 1, Page 2, Page 3, etc. Page break links are ideal for very long articles.

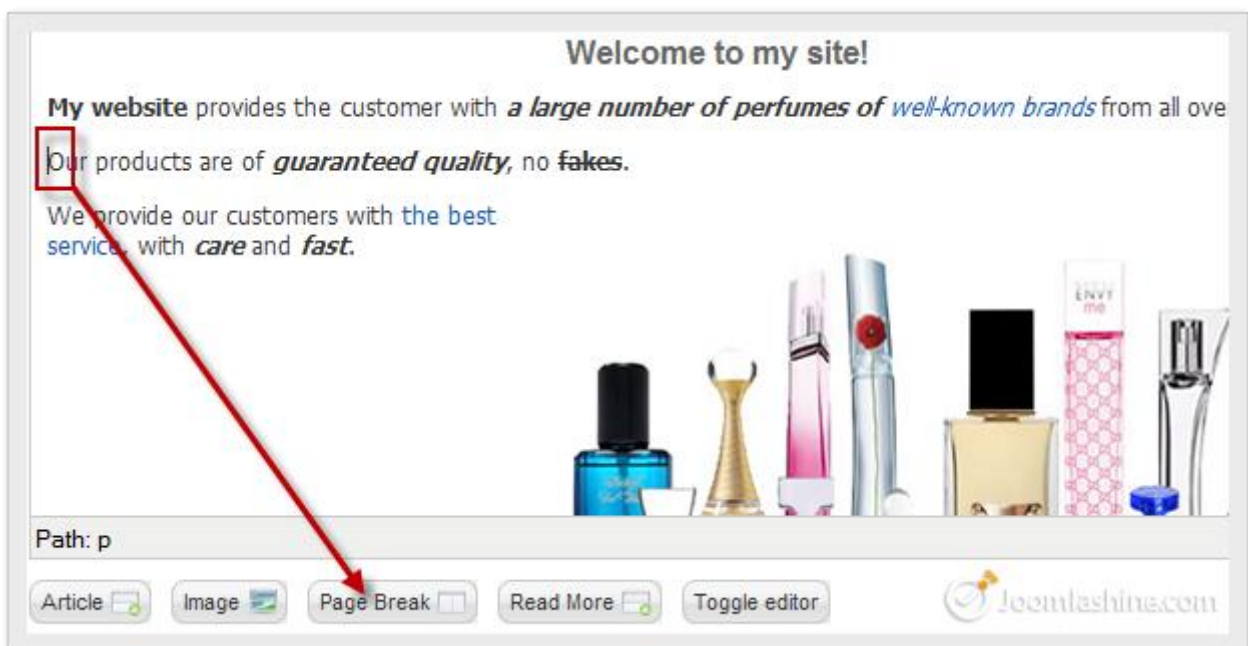
### 2. Read More

This element divides a full single article into a teaser text and the rest of the article. If you want to read the rest of the article, you have to click on the “Read More” link.

Now, we will learn how to work with each of them, one by one!

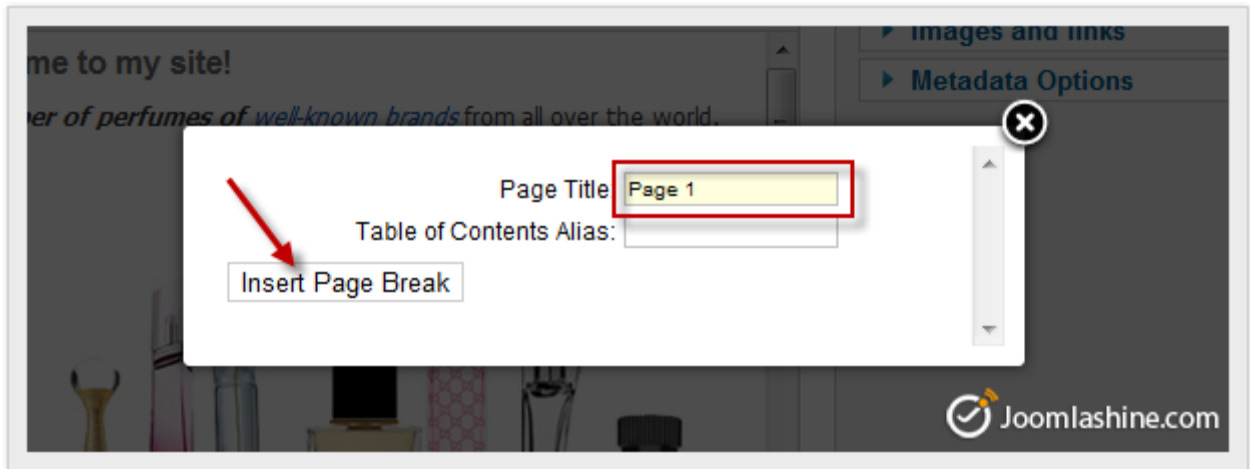
## Add “Page Break”

1. Place the text cursor in to the position where you want to split the article.
2. Click on the “Page Break” button below the article editor.



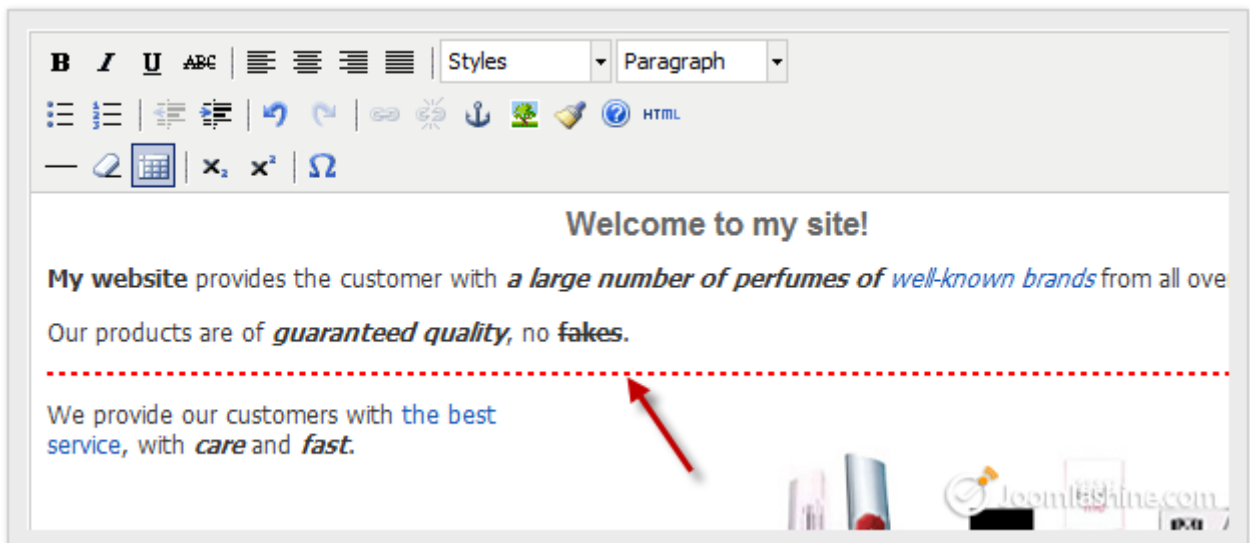
Adding a page break

3. Input the title you want to give to this page in parameter **“Page Title”** and click the **“Insert Page Break”** button.



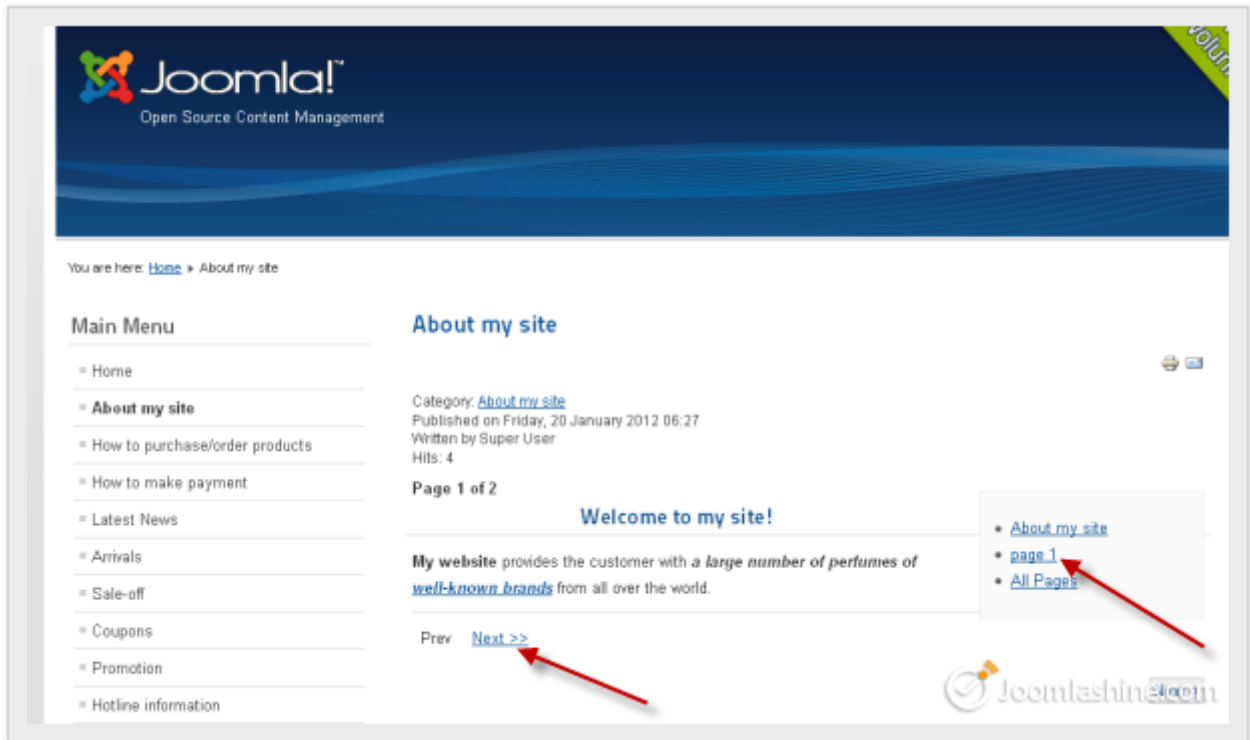
*Insert a page break screen*

4. That’s all there is to it. Now you will see a dotted line showing a page break inside your article as in the screenshot below.



*Dotted line showing a page break*

5. Click the **“Save”** button.
6. View your site to see the result. It shows a list beside the article, you just need to click on the title or **“Next”** to go to that page.



*New page break in the website*

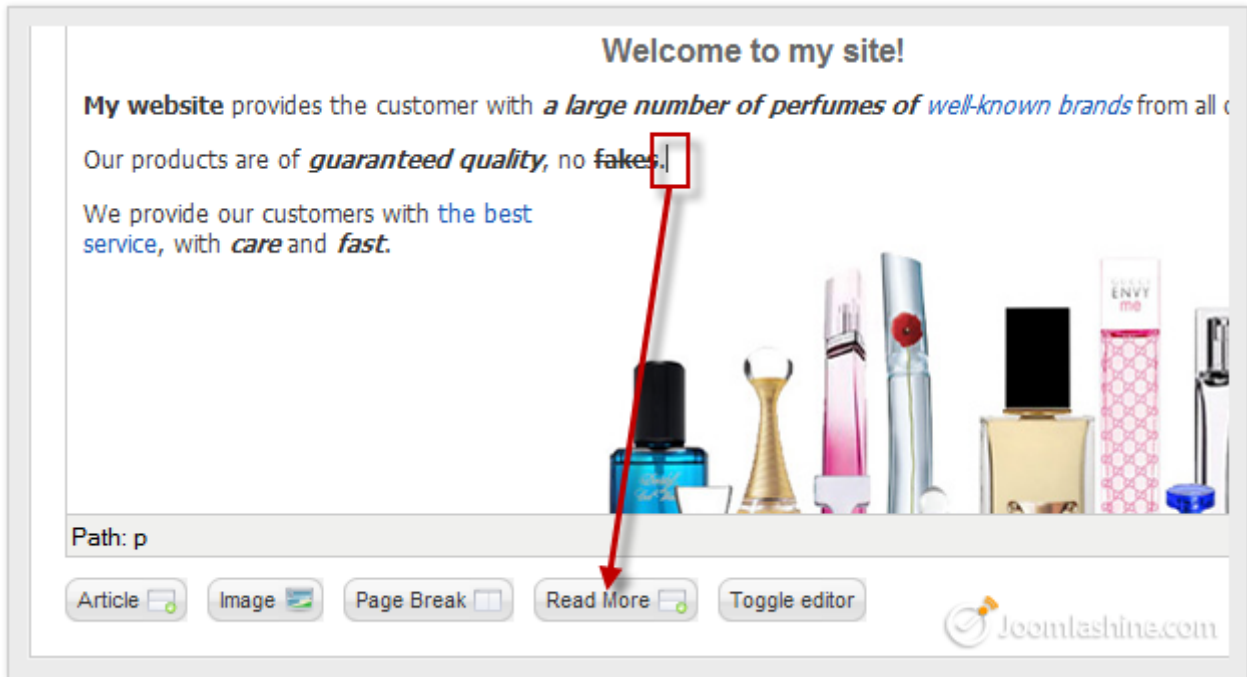
**Note:**

- You can add as many page breaks as you want into your article.
- You can delete the page break by opening the article (in the back end), placing your cursor at the end of the page break’s dotted line and pressing the “Backspace” on your keyboard.

**Add “Read More” link**

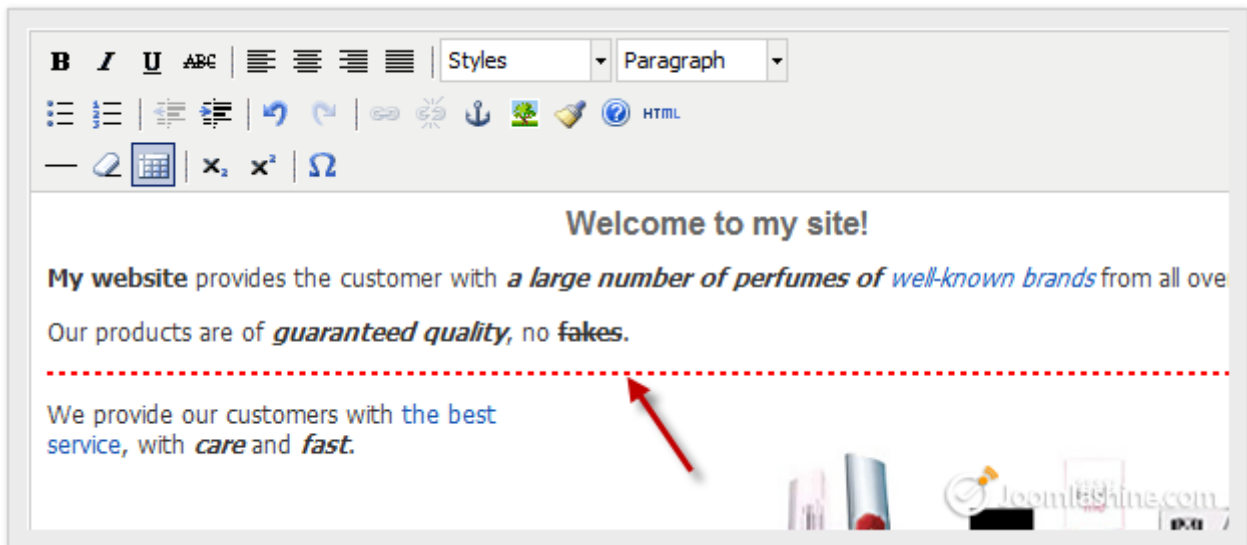
Adding a “Read More” link is similar to adding a page break link process.

1. Place text cursor in the position in the article where you want it split into the introduction and main content pars.
2. Click on the “**Read More**” button under article editor.



*Insert a read more link*

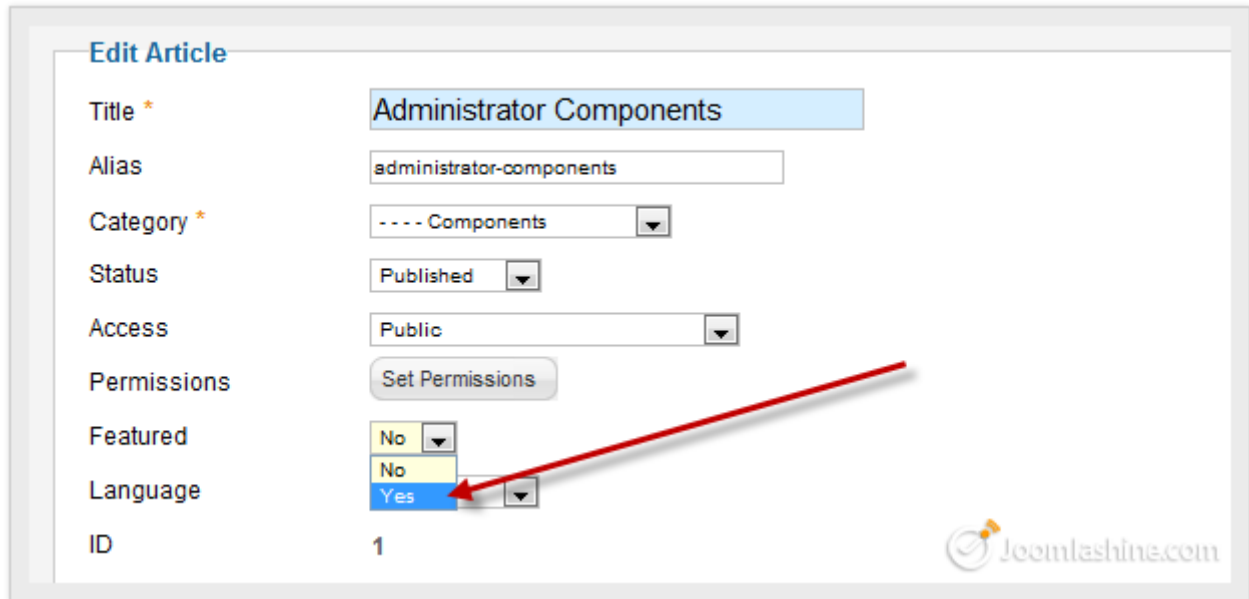
You will see a dotted line in red.



*“Read more” dotted line*



- Find the parameter **“Featured”** and set it to **“Yes”**. This will make this article appear on the front-page of the website.

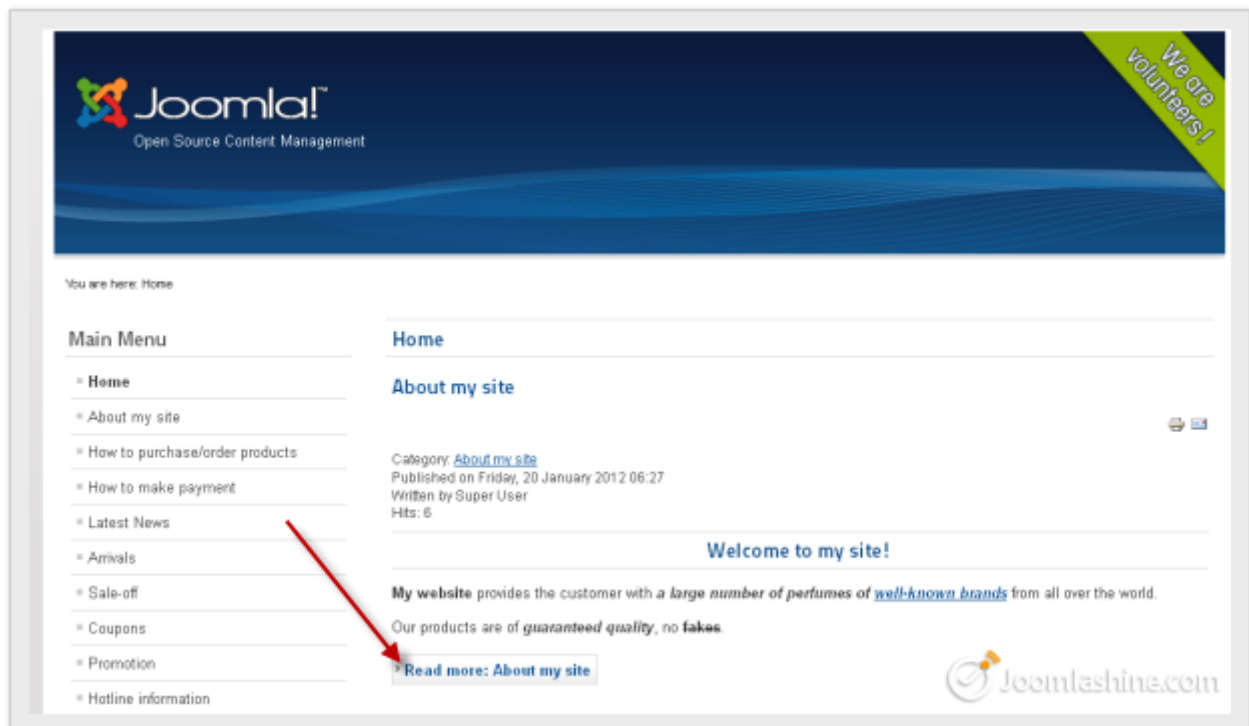


The screenshot shows the Joomla! 'Edit Article' interface. The article title is 'Administrator Components'. The 'Featured' dropdown menu is open, showing 'No' and 'Yes' options, with 'Yes' selected. A red arrow points to the 'Yes' option. Other fields include 'Alias' (administrator-components), 'Category' (Components), 'Status' (Published), 'Access' (Public), and 'ID' (1). A 'Set Permissions' button is visible. The JoomlaShine.com logo is in the bottom right corner.

*Featured article*

- Click the button **“Save”** to finish.

Here is your article with a read more link at the front-end. You just need to click on the button **“Read more...”** to read the full article



*The article with read more link*

# Step 4: Customize your website appearance with a Joomla! template

▶ [Watch the video tutorial](#)

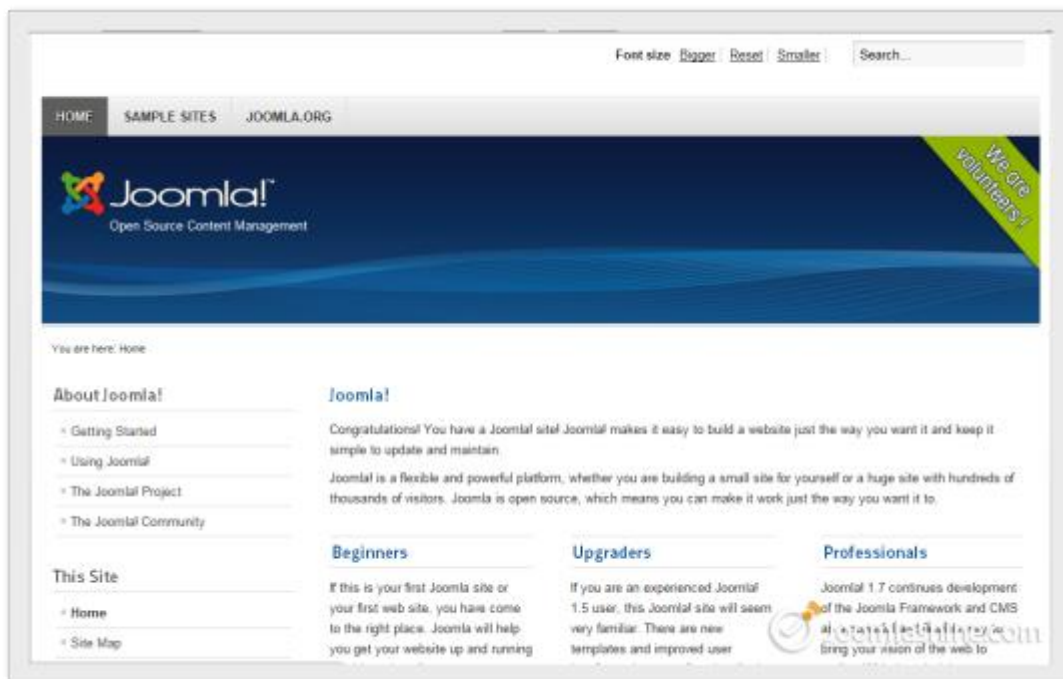
At this point, we have finished preparing the content for the website. It’s time to think about appearance.

## What is a Joomla! template?

As mentioned before, a template controls the graphical presentation of your website. It determines the layout, colors, type-faces, graphics and other aspects of design that make your site unique. There are two types of templates: “*Site template*” for front-end presentation and “*Administrator template*” for back-end presentation.

## Site template

The site templates change the way your website looks to visitors.

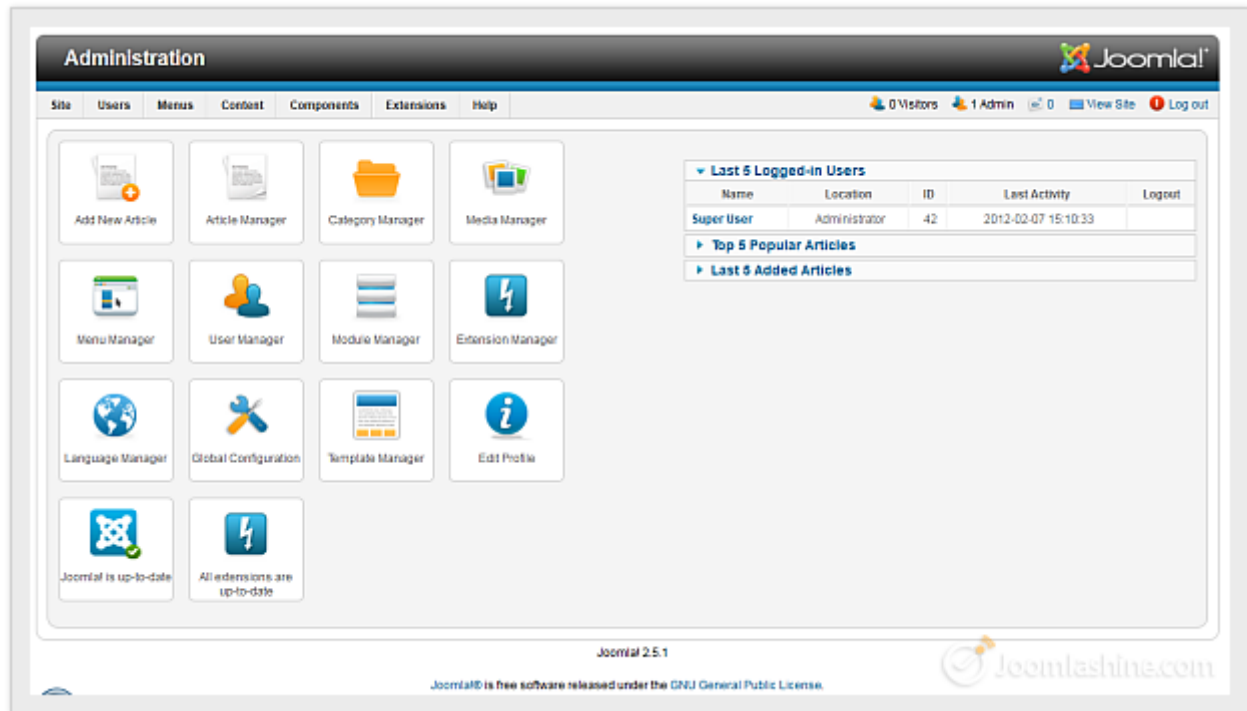


*A front-end template*

Most of the time, you will be dealing with the site templates to change public look-n-feel of your website.

## Administrator template

Administrator templates changes the way the administrator interface looks.



### *A back-end template*

If you are building a website for yourself, then you will probably never need to change your back-end template. When building websites for clients, you might need to slightly customize the administrator template to reflect your customer’s brand.

## Choose a Joomla! template

### Template resources

The quickest and easiest way to enhance the design of your website is to use an existing Joomla! template. There are many available on the Internet.

### Free templates resources

The Joomla! community creates thousands of free templates for you to choose from. Check following websites:

- <http://www.joomla24.com>
- <http://www.joomlaos.de/>
- <http://www.bestofjoomla.com>

### Commercial templates resources

If you have enough budget to purchase a template, then we strongly recommend you take a look at following template providers

- <http://www.joomlart.com>
- <http://www.rockettheme.com>
- <http://www.yootheme.com>
- <http://www.gavick.com>
- <http://www.joomlashine.com>

### Search on the Internet

You can search on Google with the key words: “*Joomla Templates*” or “*template for Joomla*” and you will get about 120 million results.

## Criteria for choosing the right template

So you can see that there are a lot of Joomla! templates to choose from. Here are some criteria that can help you choose the right template.

- **Compatibility**

Which Joomla! version does it support? You need to choose a template which supports Joomla! 2.5

- **Commercial or Non-commercial**

Do you want to have a high-quality template and support or you are on tight budget and therefore must go with free template? Normally, commercial templates have higher quality, more comprehensive documentation and better support than non-commercial.

- **Documentation**

How well-documented it is? Does the documentation help you understand all the template features? Does it show you ways to customize the template?

- **Support**

Is there ongoing support for the template? What ways can you get support? – Via phone, live chat, forum...?

- **Design**

Does it match the look and feel that you want for your site? If it is similar to your desired design, you won't have to spend much time customizing it.

- **Features**

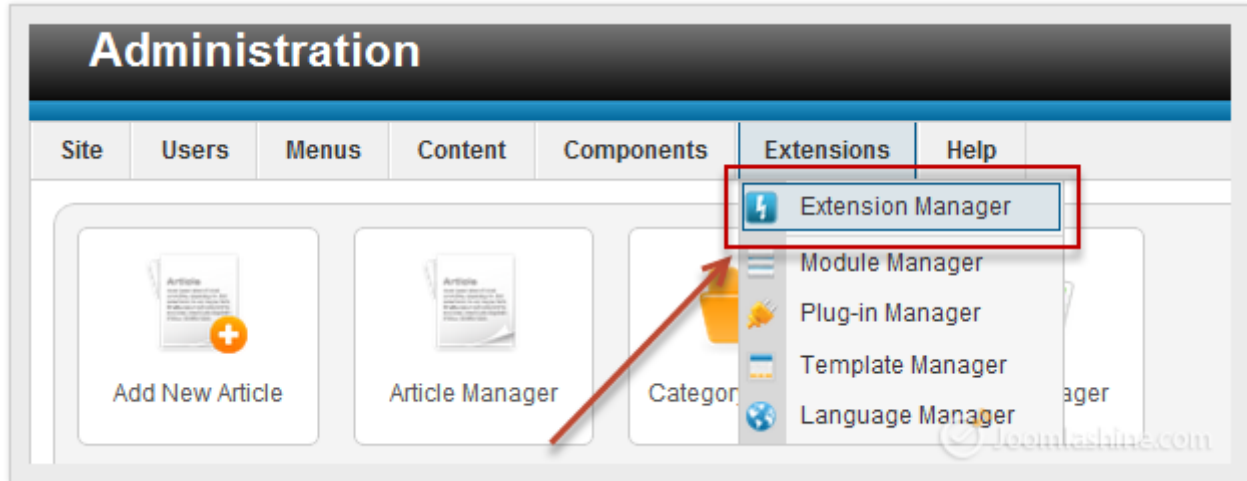
Professional templates provide many features whereas a lot of free templates provide limited features

If you are an individual or an ordinary user, a free template may be a suitable choice. However, if you are creating a business website, it's definitely worth spending a few dollars on a commercial template from a professional provider. Don't think you are wasting money; aside from higher quality design and code, you also get good documentation and support. The time you save will be more than worth the money spent.

## Install a Joomla! template

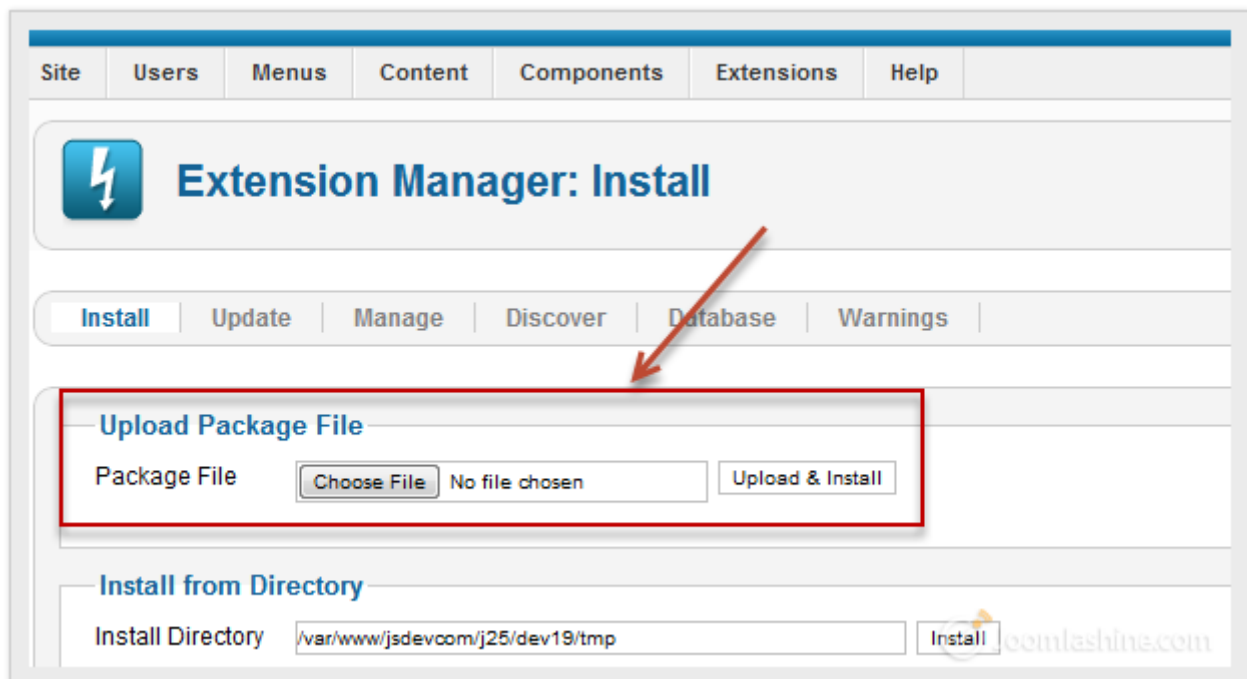
After you have selected an appropriate Joomla! template, it's time to install it.

1. Go to **“Extensions”** => **“Extension Manager”**.



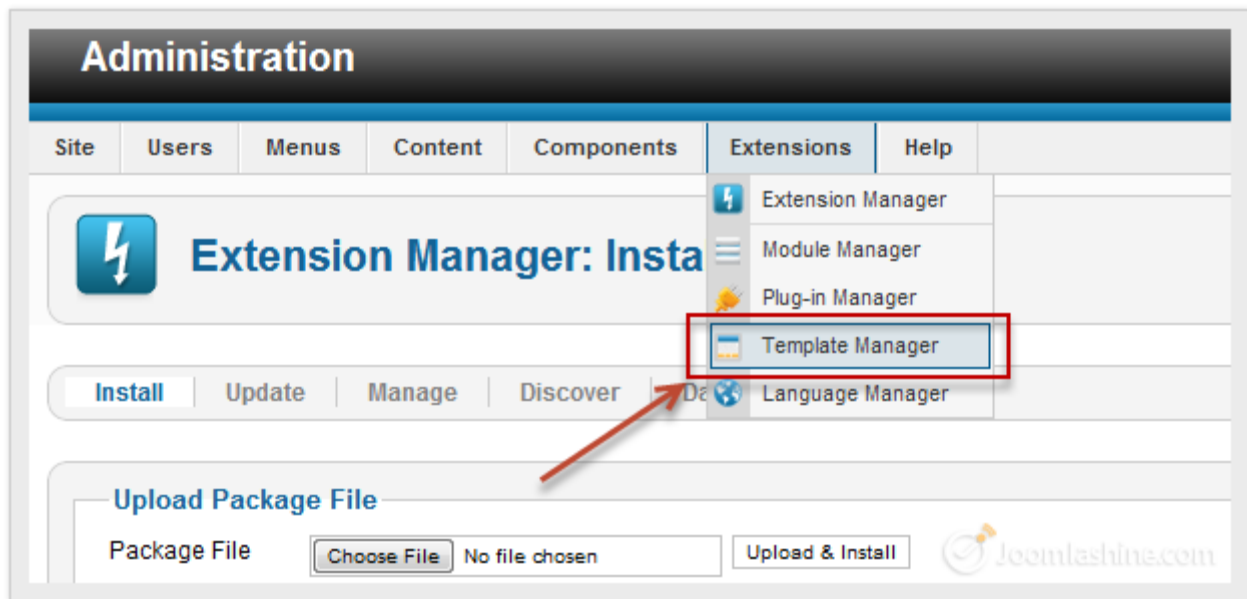
*Extensions => Extension Manager*

2. Click the **“Choose File”** button, find the template file you have downloaded, then click on the button **“Upload & Install”**. After that, you get a notification which informs you that the template has been installed successfully.



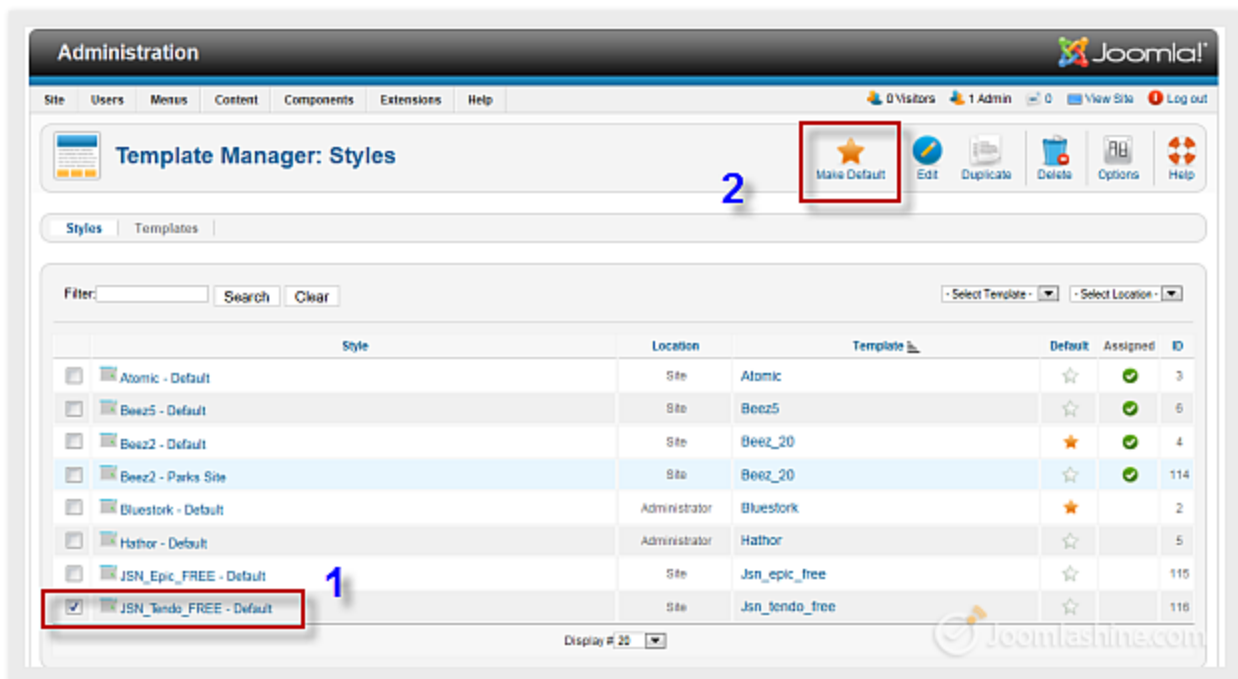
*Browse the template file from your computer*

3. Now that you have your new template installed, it's time to apply it to your site. Go to **“Extensions”** => **“Template Manager”**.



*Choose “Template Manager”*

4. Select the check box next to your new Joomla! template, then from the top right menu, click on the icon **“Make Default”** which will set the selected template to be the default design for your Joomla! website.



*Choose “Make Default”*

5. Now, you click on the **“View site”** button at the back-end to see the front-end and enjoy the result.



## Step 5: Arrange modules in positions

▶ [Watch the video tutorial](#)

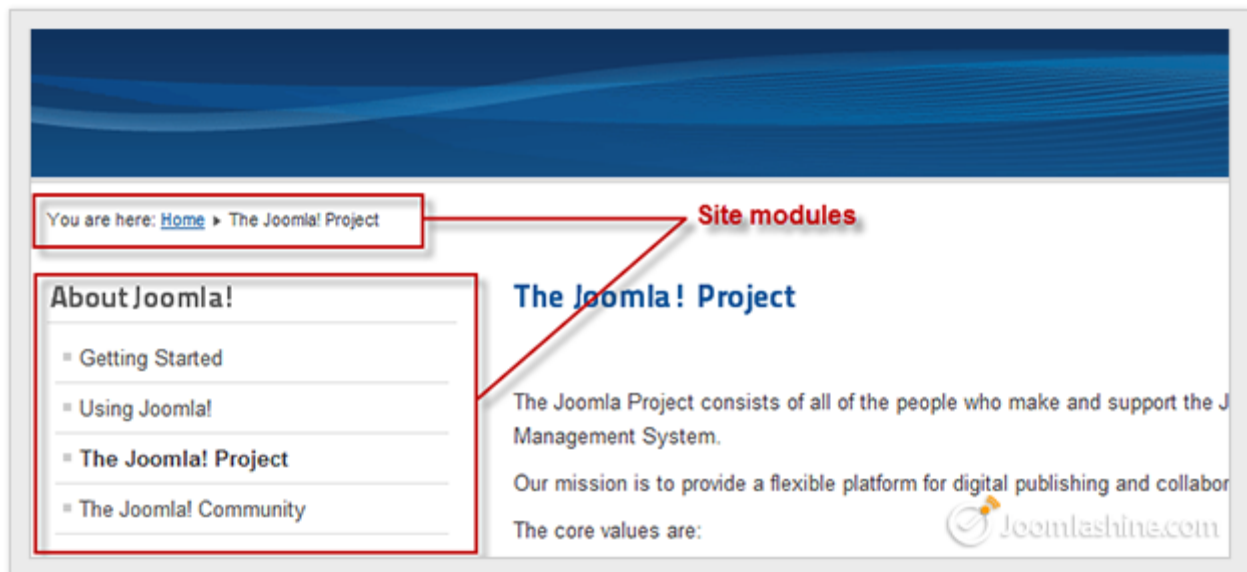
*Note: You can do this step with [JSN PowerAdmin](#) easily by drag and drop feature.*

### What is a Joomla! module and position?

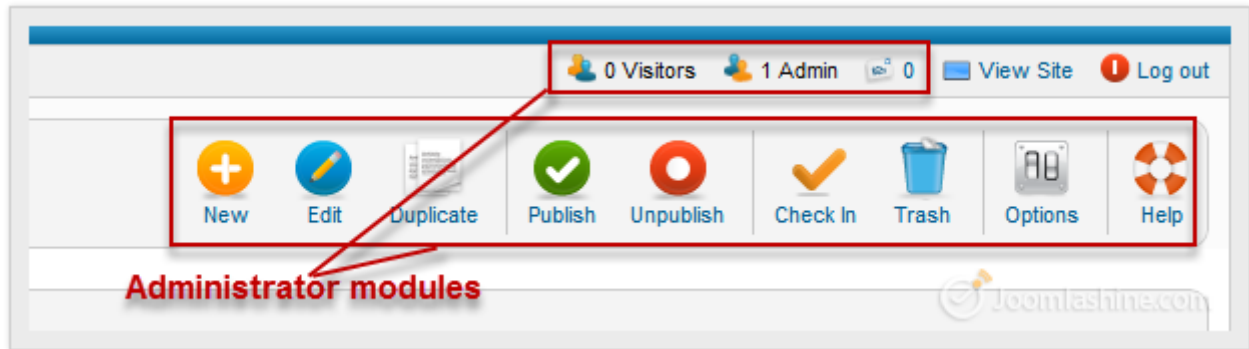
As mentioned before, a module performs simple tasks and displays content as small blocks positioned around the page. Each module is located in a specific position, e.g. module “Main menu” is placed in position “left”. Each position is designed to occupy a place in a page’s layout, i.e. position “left” is placed on the left side of main content. Each template can have many different positions occupying various places on the page.

Here is another way to think about this concept. Imagine your webpage as a wall. On that wall, there are several pin boards (module positions) hanged in various places. In each pin board, there are several stick notes (modules) pinned. So at the end you have the wall full of stick notes (modules) arranged in pin boards (positions) hanging on the wall.

There are two types of modules: “*Site module*” to be utilized in the front-end and “*Administrator module*” for the back-end.



*Site modules at front-end*

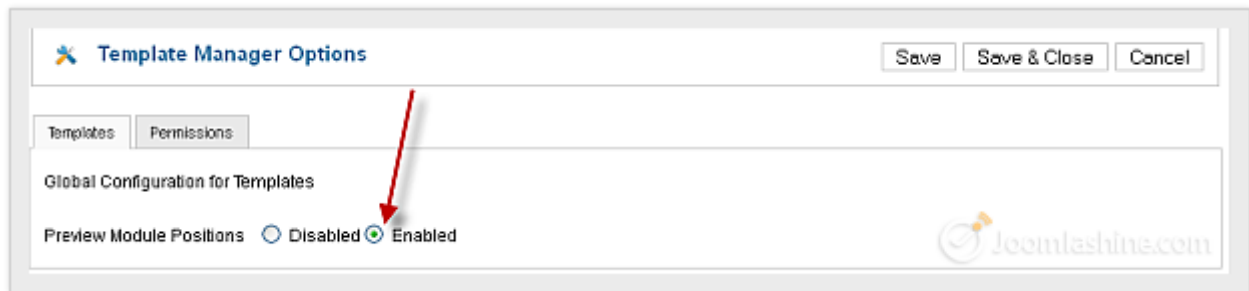


*Administrator modules at back-end*

## How can I see the module positions of a template?

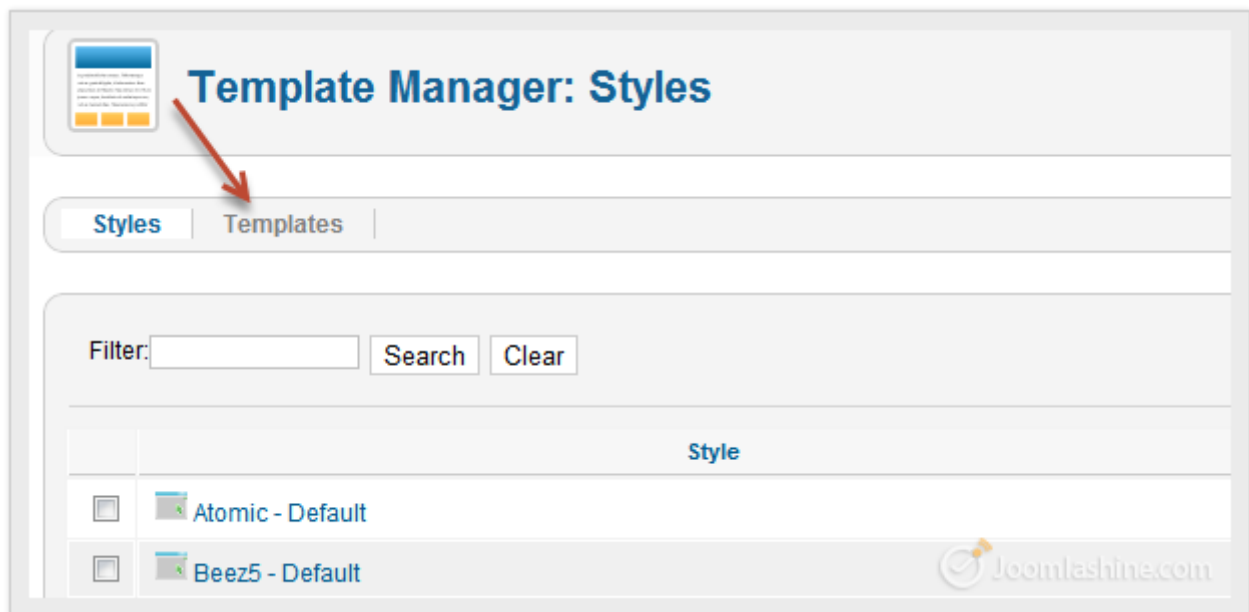
It’s hard to see all the module positions available in a template by just looking at the webpage. Luckily, Joomla! provides a tool for users to see an outline of all positions. Here is how to use it:

1. Go to **“Extensions”** => **“Template Manager”**.
2. In Template Manager, click the icon **“Options”** on the toolbar.
3. Next, set the parameter **“Preview Module Positions”** to *“Enabled”* and click **“Save & Close”**.






*Enable preview module positions*

4. Now, click on the tab **“Template”**.



*Click on the Template tab*

5. In this pop-up screen, all installed templates are shown, so scroll down to the template Beez\_20 and click Preview to see the module positions of this template.

	<p><b>Beez5 Details and Files Preview</b></p>	<p>Site</p>
	<p><b>Beez_20 Details and Files Preview</b></p>	<p>Site</p>
	<p><b>Bluestork Details and Files</b> No preview available for Administrator templates</p>	<p>Administrator</p>

*Click Preview*

- A new page will be opened in a new tab; this page shows all module positions of the template, like the figure below.



### Module Positions in site

Now you can see all module positions of the template. This will help you to choose the right position when you add a new module.

## Add a new module to the page

Now that you are familiar with the Joomla! module and position concept, let's learn about adding a new module to your web page.

### Get familiar with default modules

By default, Joomla! comes with bunch of modules ready to use. Let's take a look:

#### Users modules

Modules designed for user presentation and service.

- **Who's online**  
This module displays the number of guests and registered users that are currently on the website.
- **Latest users**  
This module displays the latest registered users.
- **Login**  
This module displays a login form with username, password fields and some other links.

#### Content modules

Modules designed for article presentation.

- **Latest articles**  
This module shows a list of the most recently published and current articles.
- **Most read content**  
This module shows a list of the currently published articles which have the highest number of page views.
- **News flash**  
This module displays a number of articles of a category based on date or random selection.
- **Related items**  
This module displays other articles that are related to the one currently being viewed.
- **Archive**  
This module shows a list of the calendar months containing archived articles.
- **Article categories**  
This module displays categories from one parent category.
- **Articles category**  
This module allows you to display the articles in a certain category.

#### Display modules

Modules designed for rich content presentation.

- **Custom HTML**  
This module allows you to add any custom HTML code you want.
- **Feed display**  
This module allows the displaying of a syndicated feed.
- **Footer**  
This module shows the Joomla! copyright information.
- **Random image**  
This module displays a random image from a chosen image directory.
- **Web links**  
This module displays the list of web links in a category.
- **Banner**  
The banner module is used to display the banners in Banners Component.

## Utility modules

Modules designed to perform mini tasks.

- **Smart search**  
This module provides search using the Smart Search component.
- **Wrapper**  
This module shows an iFrame window to specified location.
- **Language switcher**  
This module displays available content languages for switching between them.
- **Search**  
This module will display a search box.
- **Statistics**  
This module shows statistics information about your server, web site users, articles, web links, etc.
- **Syndicate**  
The syndicate module will display a link that allows users to take a feed from your site.



## Utility modules

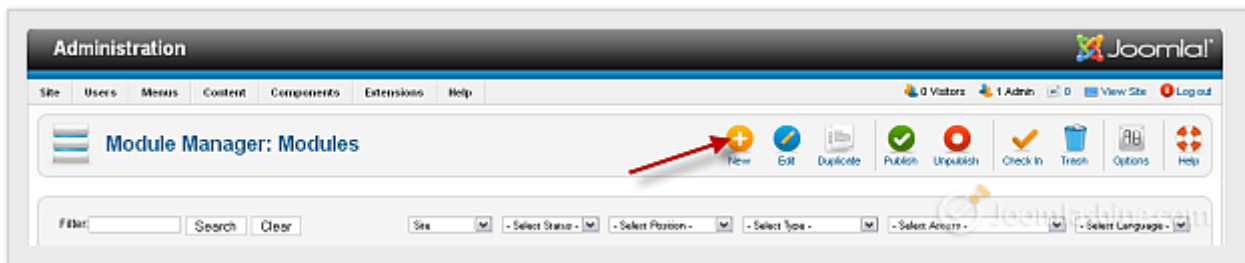
Modules designed to present website navigation.

- **Menu**  
This module displays a menu on the site.
- **Breadcrumbs**  
Breadcrumbs give users the pathway to navigate through the site.

## Add a new module

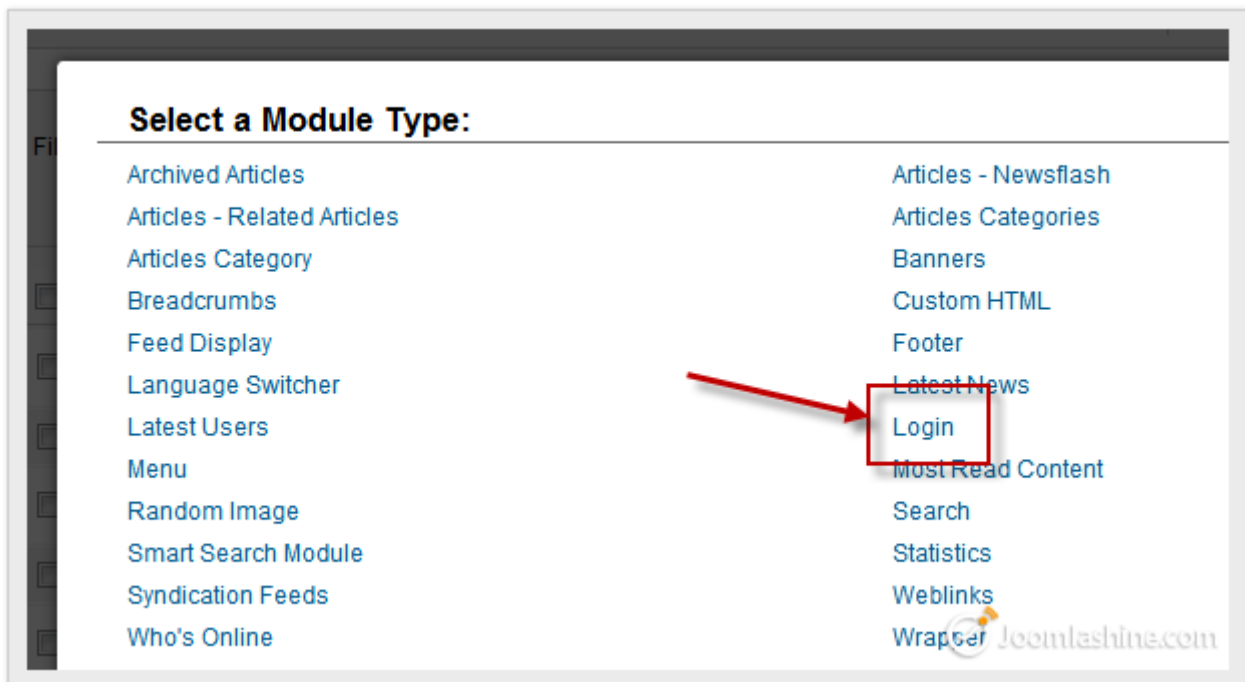
Now, let's see how to add a new module.

1. Go to **“Extensions”** => **“Module Manager”**, then click button **“New”** on toolbar.



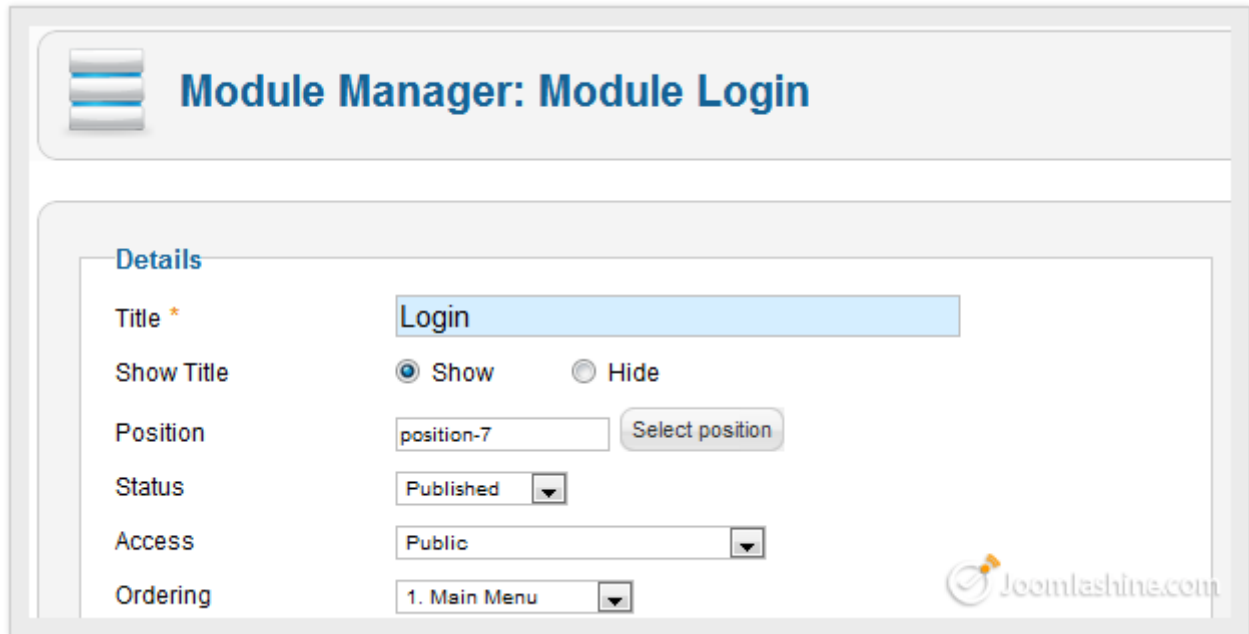
*Click New to add a new module*

2. In a pop-up window, choose the module you want to add. For example, let's add a **“Login”** module to allow users to login to the website.



*Select “Login” module*

3. Now you need to enter information for the new module. Don't forget to select the position where you want to place the module.



The screenshot shows the Joomla! Module Manager interface for configuring a 'Login' module. The title is 'Module Manager: Module Login'. Under the 'Details' section, the following fields are visible: 'Title' is set to 'Login'; 'Show Title' has radio buttons for 'Show' (selected) and 'Hide'; 'Position' is set to 'position-7' with a 'Select position' button; 'Status' is set to 'Published'; 'Access' is set to 'Public'; and 'Ordering' is set to '1. Main Menu'. A JoomlaShine.com watermark is visible in the bottom right corner.

*Enter information for module*

4. Finally, click on the **“Save & Close”** button to complete the process.

Let's see how it looks at the front-end!



The screenshot shows the Joomla! front-end. A red box highlights the 'Login' module, which contains a 'User Name' input field, a 'Password' input field, a 'Remember Me' checkbox, and a 'Log in' button. Below the login form are links for 'Forgot your password?', 'Forgot your username?', and 'Create an account'. To the right, there are sections for 'Beginners' and 'Upgrades'. A JoomlaShine.com watermark is visible in the bottom right corner.




*Login module on site*

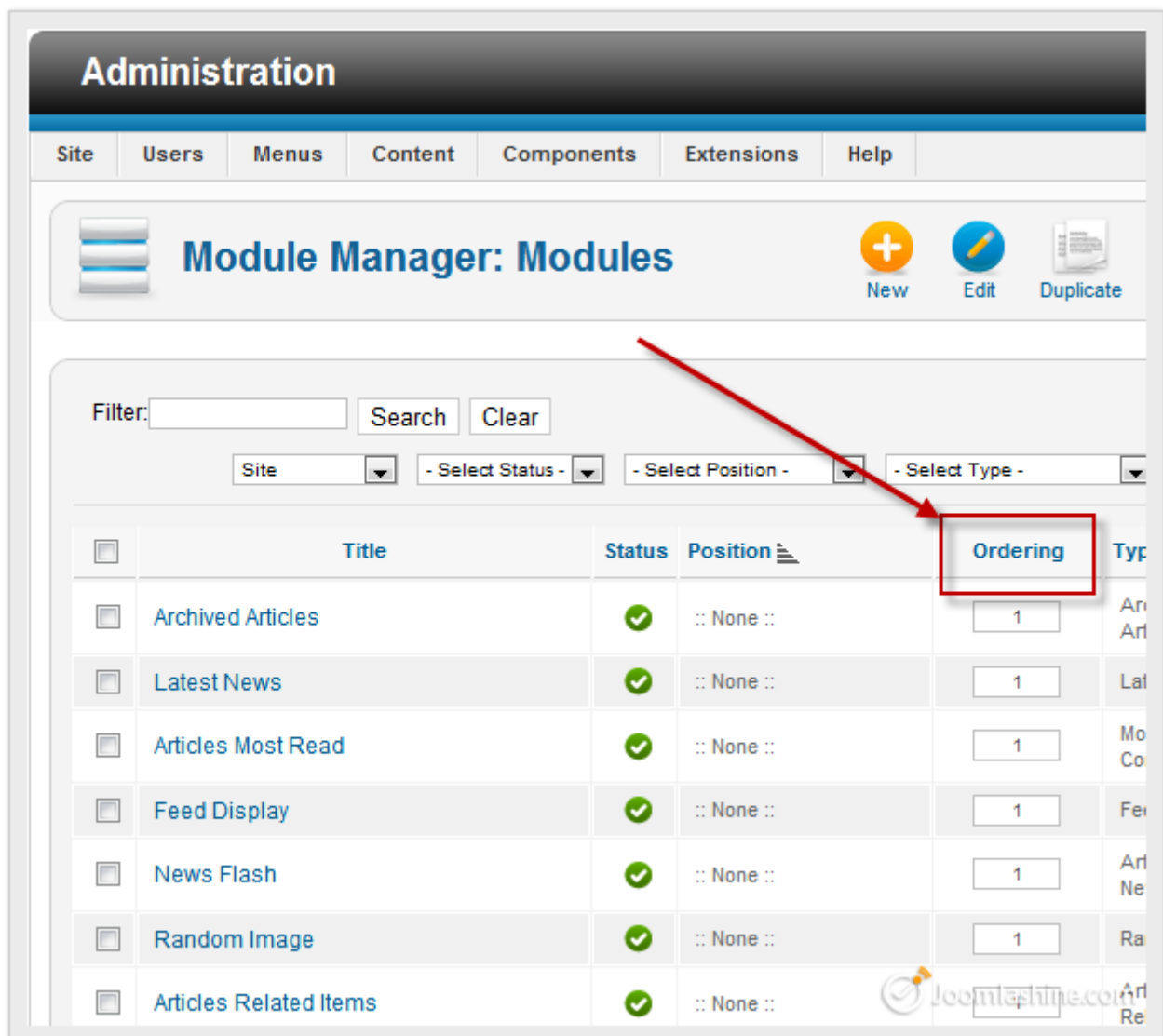
You can add more modules with the same process.

## Configure modules settings

### Order modules in a positions

Now you have learnt that all modules are placed in position like sticky notes pinned in a pin board. And just like in real life, you can reorder the modules that are in a position. Let's see how to do this!

1. Go to **“Module Manager”** and click on column header **“Ordering”**.
2. Click icon  or  to move the module to new position. If you want to change position of multiple modules, then set desired order to text box in column **“Ordering”** and click icon .



The screenshot shows the Joomla! 2.5 Administration interface. The top navigation bar includes Site, Users, Menus, Content, Components, Extensions, and Help. The main heading is 'Module Manager: Modules'. Below this, there are filter options: a search box, a 'Clear' button, and dropdown menus for Site, Status, Position, and Type. The main table lists modules with columns for Title, Status, Position, Ordering, and Type. The 'Ordering' column header is highlighted with a red box, and a red arrow points to it from the right. The table contains the following data:

<input type="checkbox"/>	Title	Status	Position	Ordering	Type
<input type="checkbox"/>	Archived Articles	✓	:: None ::	1	Art Art
<input type="checkbox"/>	Latest News	✓	:: None ::	1	Laf
<input type="checkbox"/>	Articles Most Read	✓	:: None ::	1	Mo Co
<input type="checkbox"/>	Feed Display	✓	:: None ::	1	Fer
<input type="checkbox"/>	News Flash	✓	:: None ::	1	Art Ne
<input type="checkbox"/>	Random Image	✓	:: None ::	1	Ra
<input type="checkbox"/>	Articles Related Items	✓	:: None ::		Art Re

*Click “Ordering” to enable ordering mode*

# Step 6: Extend website functionality with Joomla! extensions

 [Watch the video tutorial](#) - [Part 1](#) & [Part 2](#)

As mentioned before, extensions are specially written software to be plugged into Joomla! in order to extend a website’s functionality. For example, if you want to have a photo slideshow, video gallery or an advanced contact form, then you will need to install extensions for those purposes. For more detailed information about Joomla! extensions, please refer to section “[Extensions](#)”.

By default Joomla! is shipped with several extensions covering basic needs.

- **Banners**  
Extension for banners management and presentation.
- **Contacts**  
Extension for contacts management and contact form presentation.
- **Newsfeeds**  
Extension for RSS feeds management and presentation.
- **Redirect**  
Extension for URL redirects management.
- **Weblinks**  
Extension for links management and presentation.

Let’s take a closer look at one of the default extensions to understand how to work with Joomla! extensions in general.

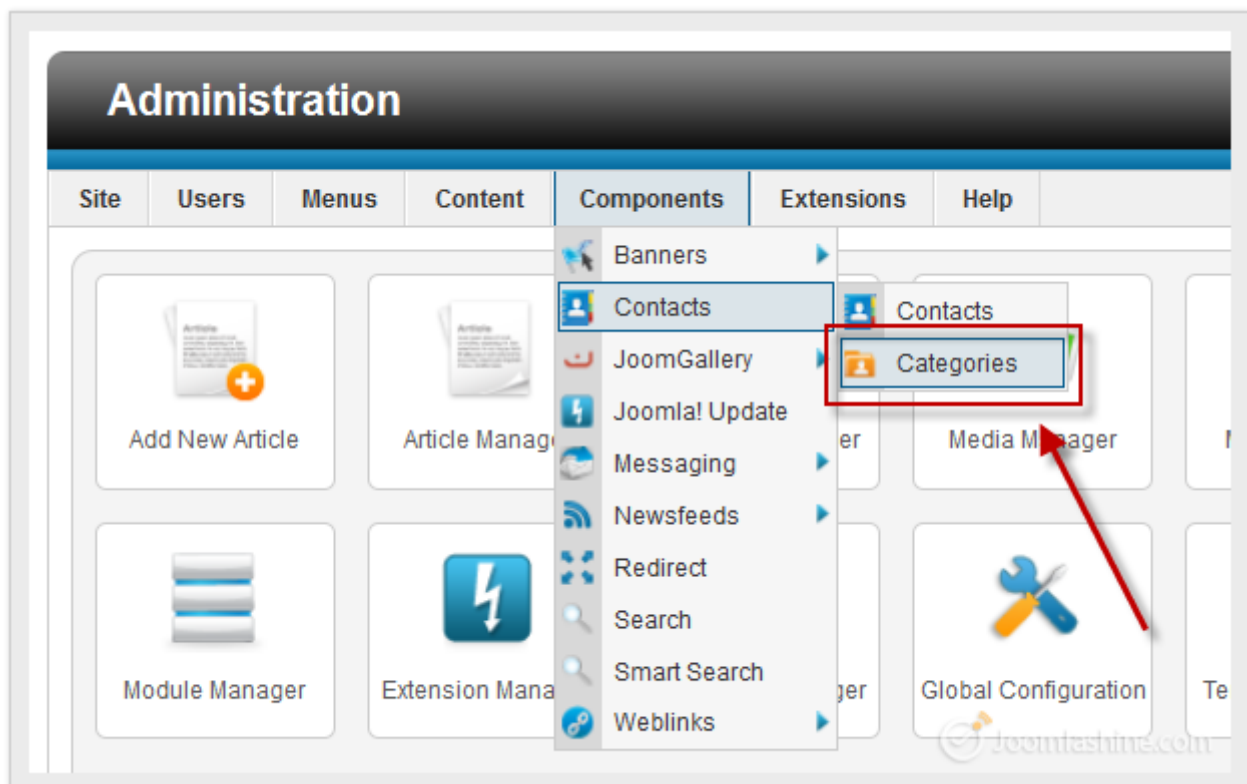
## Work with the default extension “Contacts”

In this section, we will learn how to use the Joomla! extension “**Contacts**”. This extension allows you to create contact forms so that people can send email messages to you.

### Create contact category

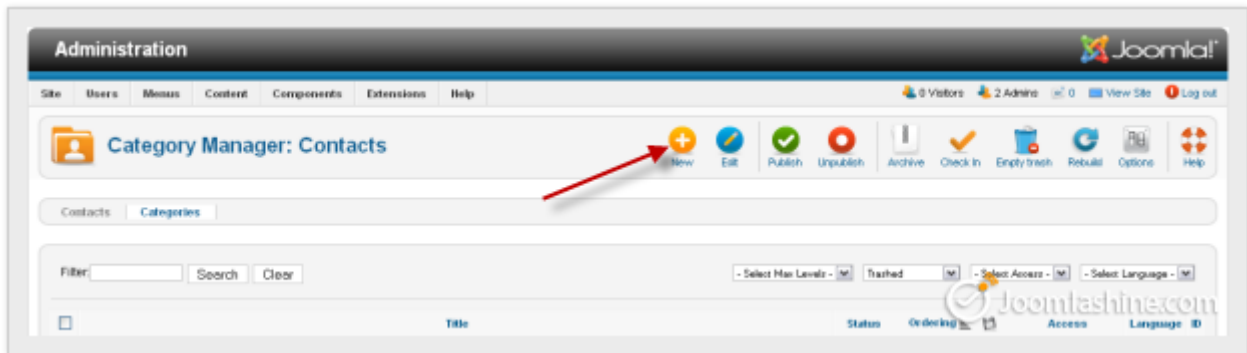
We need to create contacts in order for users to contact us via a form. But to better organize contacts, we need to create contact categories first.

1. Go to “**Components**” => “**Contacts**” => “**Categories**”.



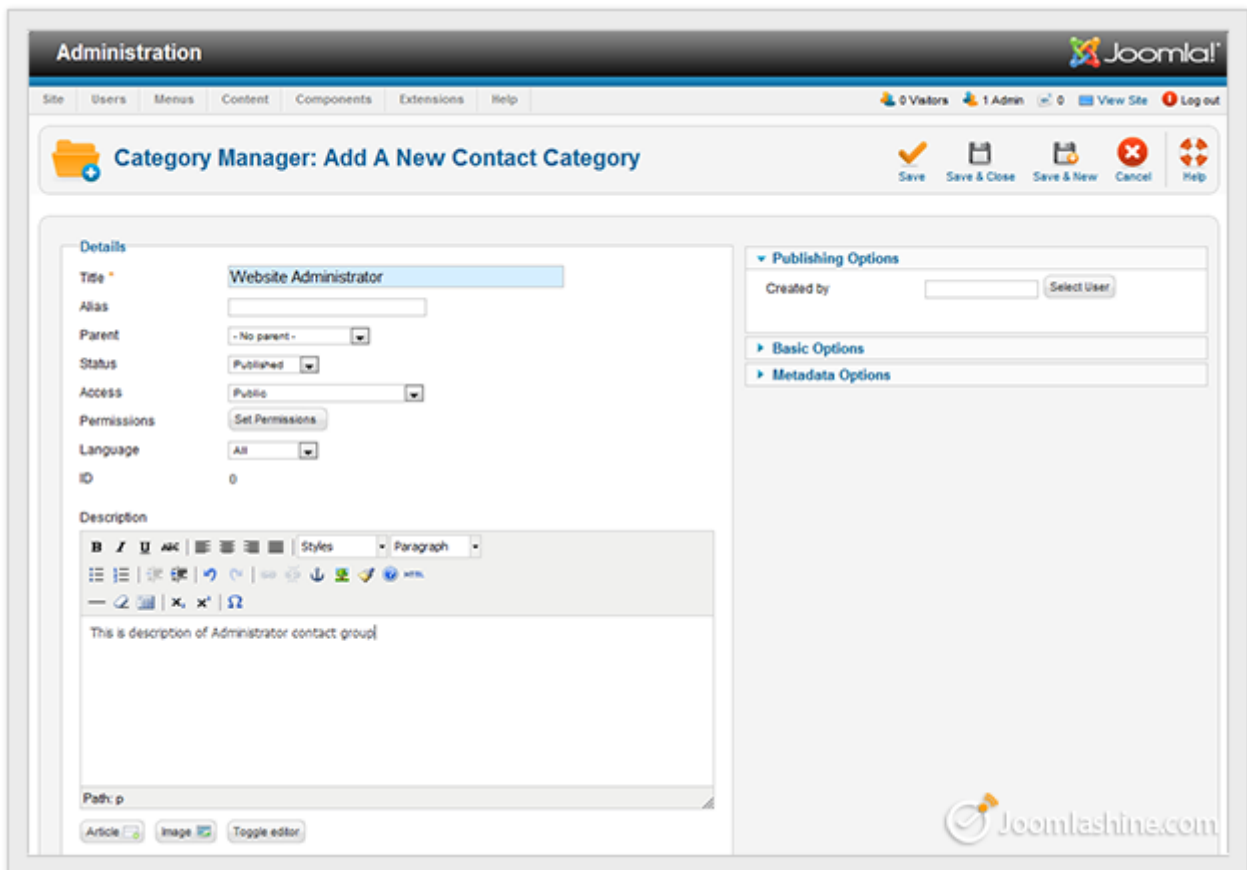
*Click on contact categories*

2. Next, click on the “**New**” button on the toolbar to create new contact category.



*Click “New” to create a new contact category*

3. Next, fill in the title of your new contact category, for example “*Website Administrators*”, and save it by clicking “**Save & Close**”.

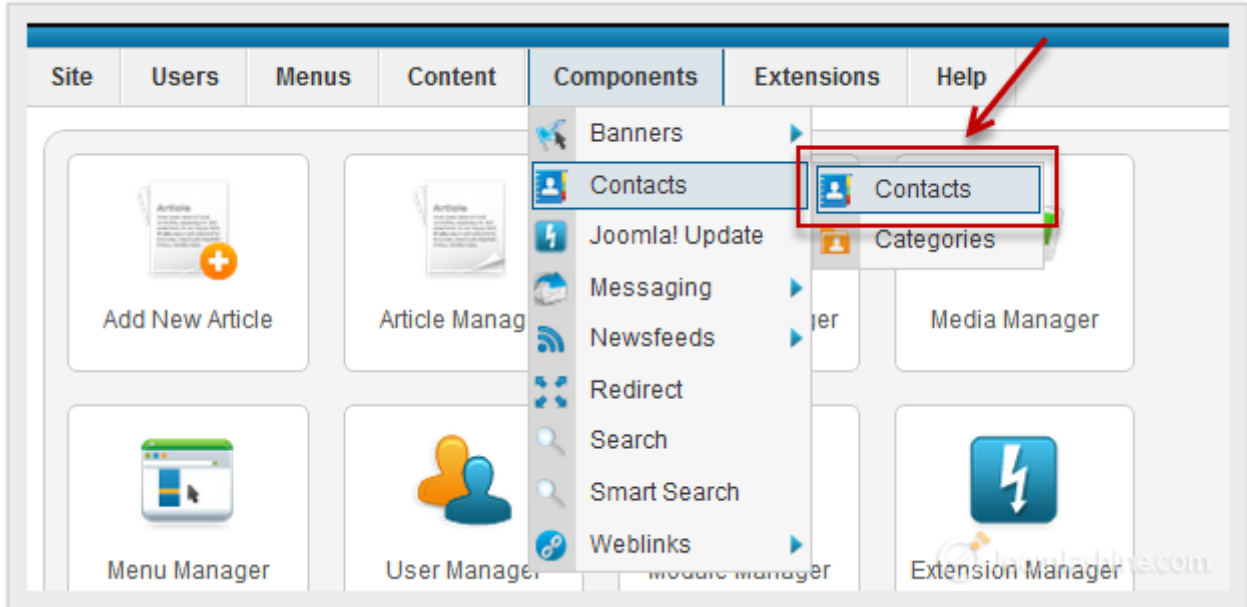


*New contact category*

## Create new contact

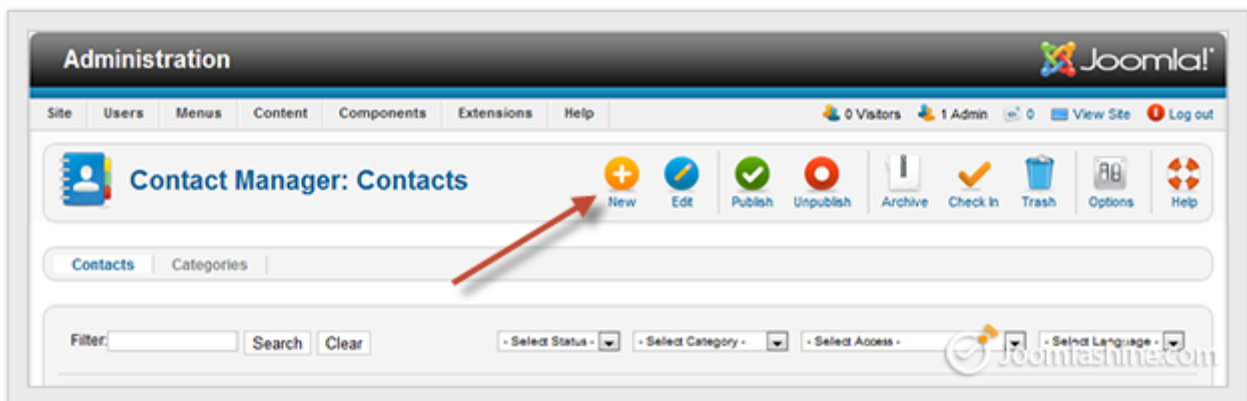
When the contact categories are ready, you can create individual contacts.

1. Go to **“Components”** => **“Contacts”** => **“Contacts”**.



*Click on the "Contacts" menu item*

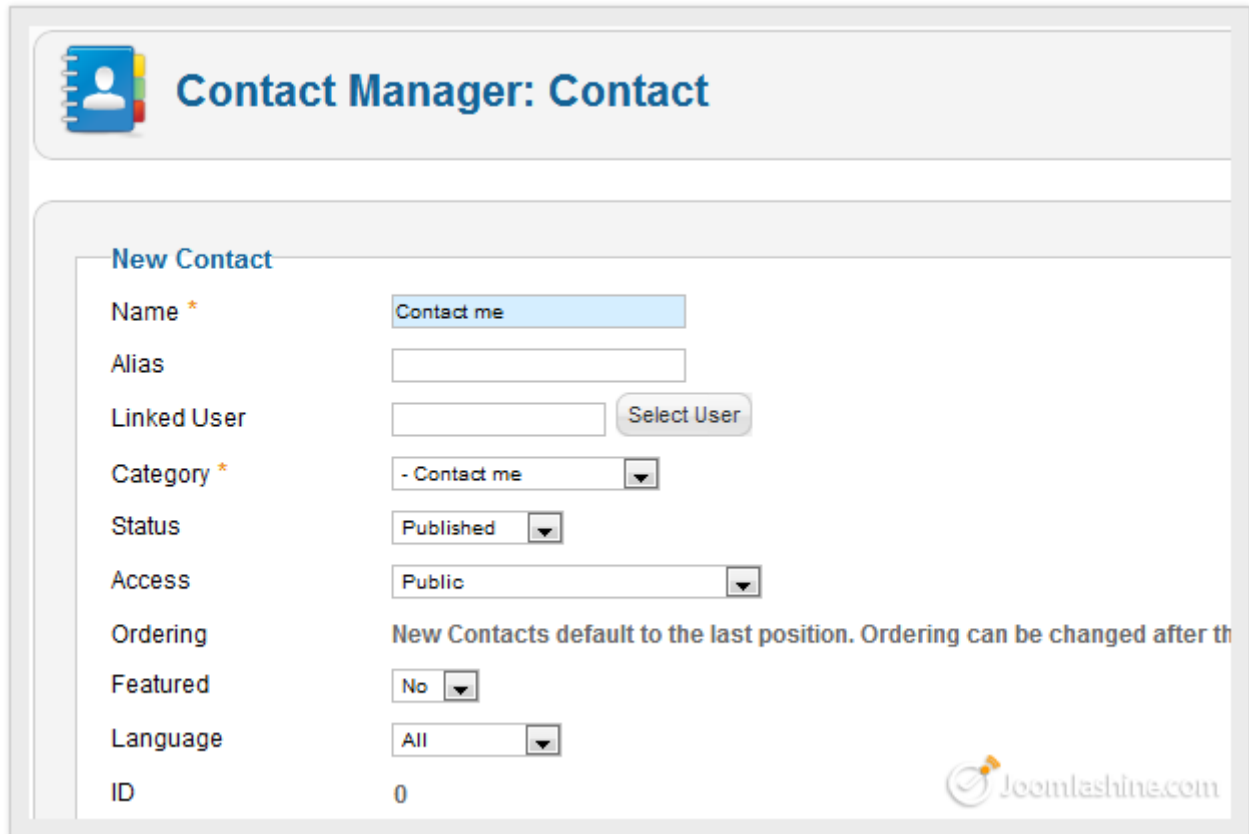
2. Next, click on the button **“New”** on the toolbar to create new contact.



*Click on the button “New” to create a new contact*

3. Next, fill following fields in section “New Contact”:

- **Name**  
Enter the contact name, it might be your name
- **Category**  
Choose the category you created previously



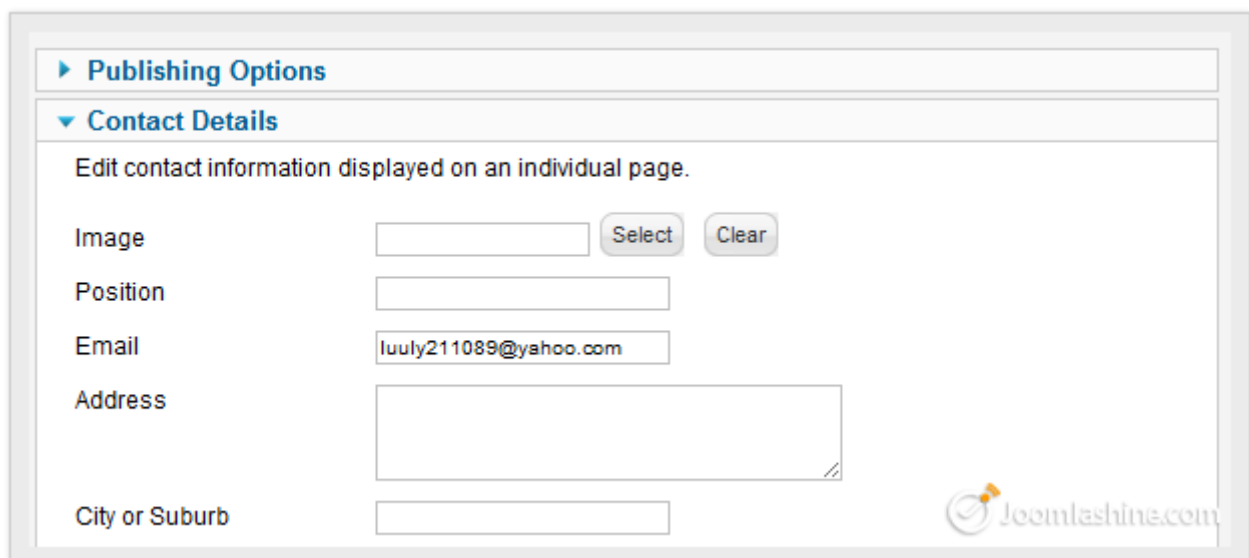
The screenshot shows the Joomla! Contact Manager interface. At the top, there is a header with a contact icon and the title "Contact Manager: Contact". Below this is a section titled "New Contact" containing a form with the following fields and options:

- Name \*: Contact me
- Alias: [Empty text box]
- Linked User: [Empty text box] with a "Select User" button
- Category \*: - Contact me (dropdown)
- Status: Published (dropdown)
- Access: Public (dropdown)
- Ordering: New Contacts default to the last position. Ordering can be changed after th
- Featured: No (dropdown)
- Language: All (dropdown)
- ID: 0

A JoomlaShine.com logo is visible in the bottom right corner of the form area.

*Enter contact information*

- Next, in the **“Contact Details”** section on the right-hand side of the screen, fill the contact’s email address in the parameter **“Email”**. This is a very important parameter, since all data collected from the contact form will be sent to this email address.



The screenshot shows the Joomla! Contact Manager interface, specifically the "Contact Details" section. It is titled "Publishing Options" and "Contact Details". Below the title, there is a sub-header: "Edit contact information displayed on an individual page." The form contains the following fields and options:

- Image: [Empty text box] with "Select" and "Clear" buttons
- Position: [Empty text box]
- Email: luly211089@yahoo.com
- Address: [Empty text box]
- City or Suburb: [Empty text box]

A JoomlaShine.com logo is visible in the bottom right corner of the form area.

*Enter contact email*

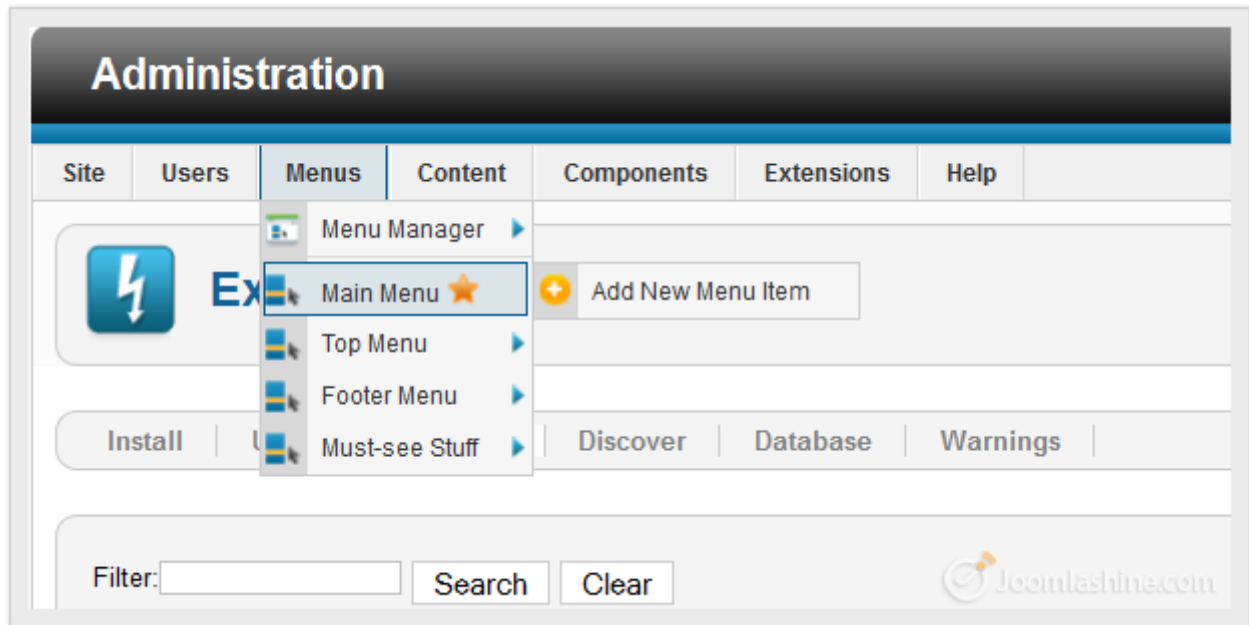
- Finally, click **“Save & Close”** to save this contact.



## Create a menu item to show contact form

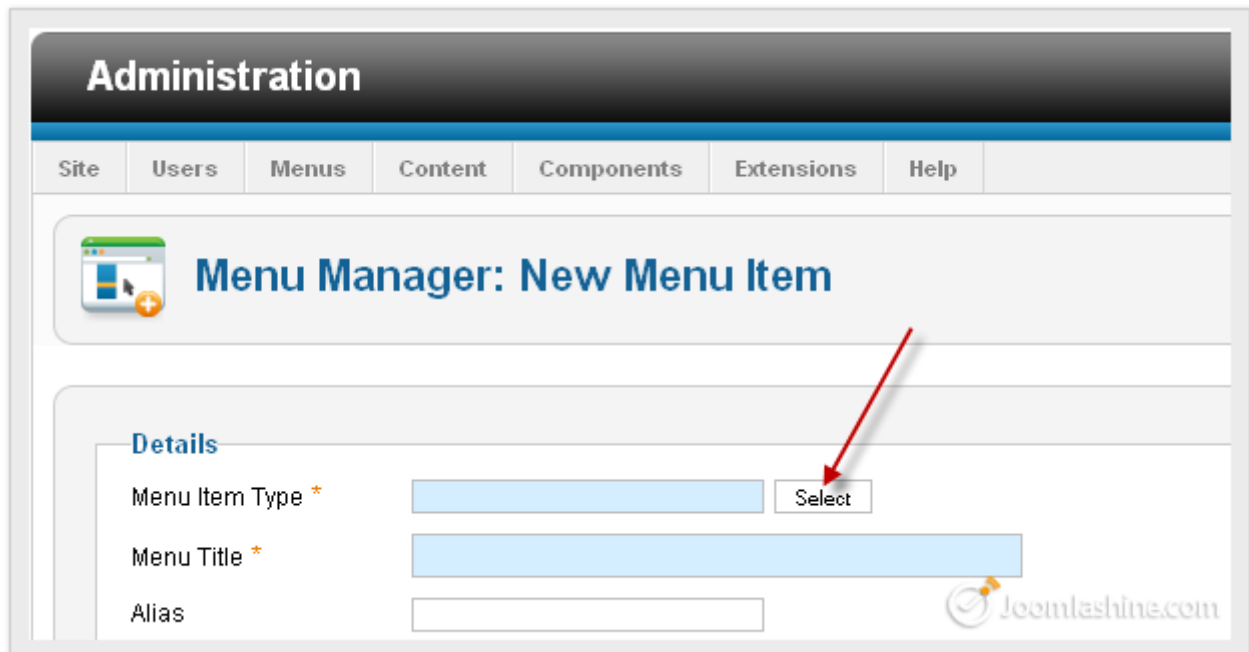
Now that we have created a contact to send the form to, it's time to create the form for users to use when they want to get in touch.

1. Select menu item **“Menus”** => **“Main Menu”** => **“Add new menu items”**.



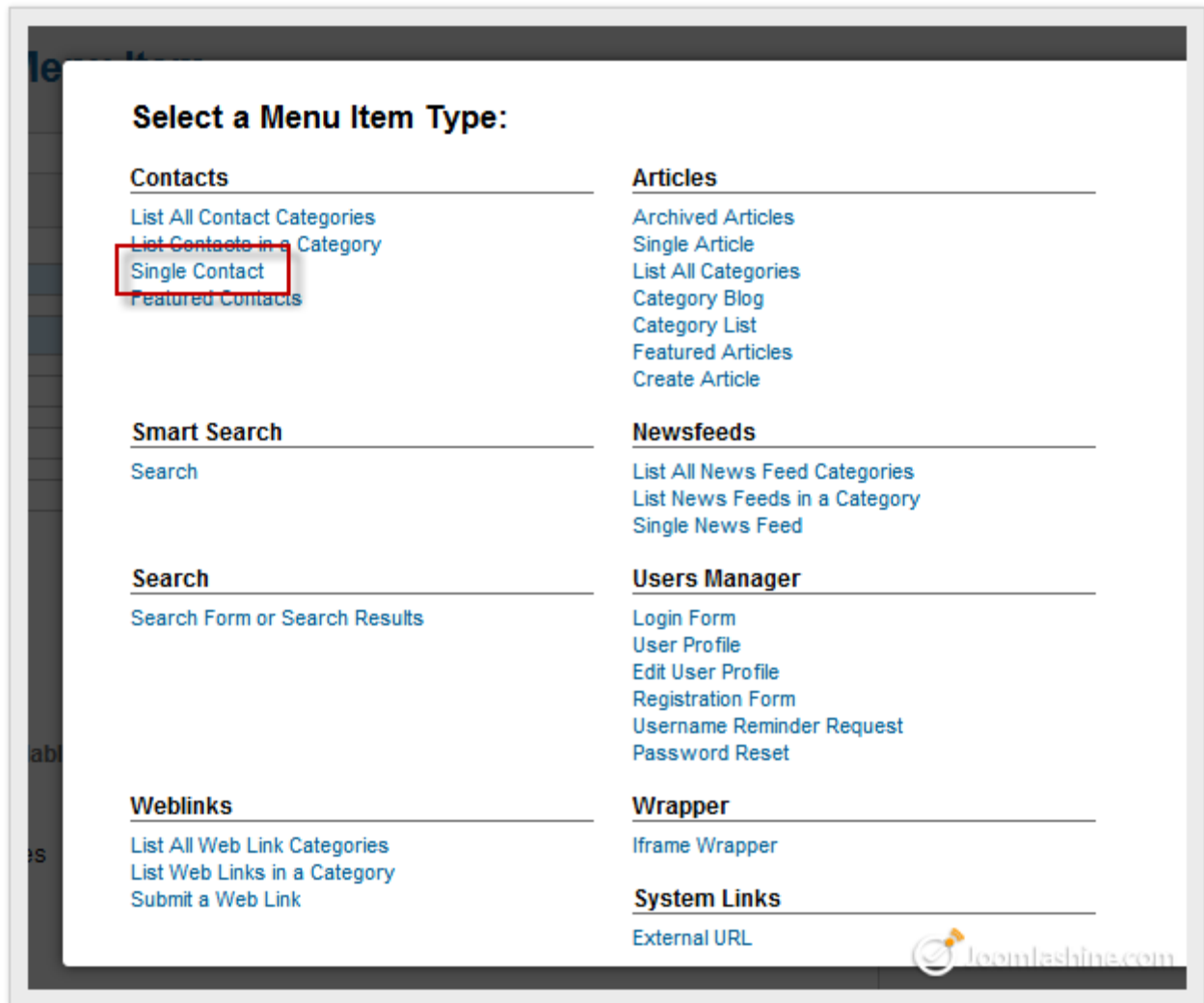
*Add new menu item*

2. Next, click **“Select”** to select menu item type.



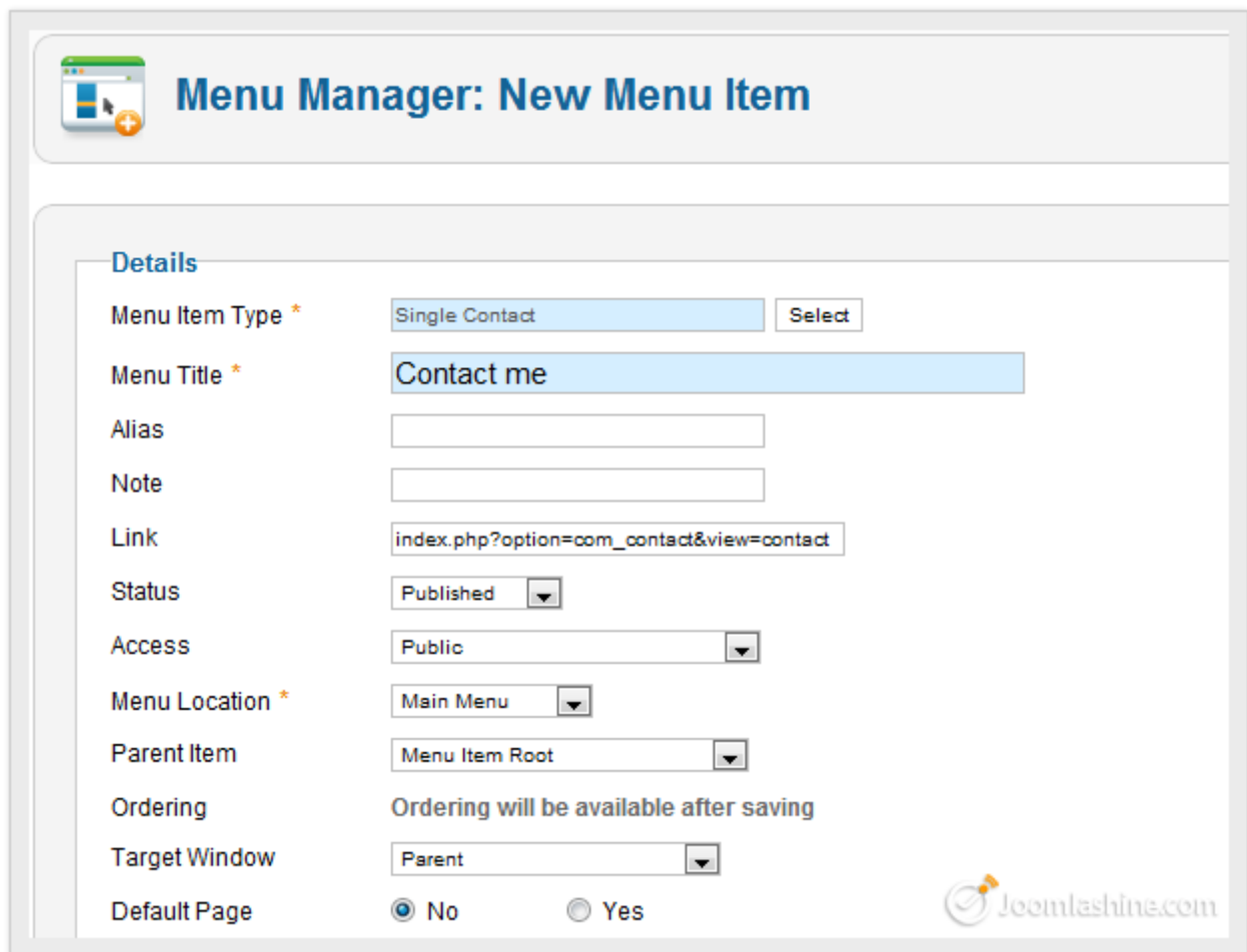
*Click on select button to select menu item type*

3. Next, choose “*Single Contact*”.



Select “*Single Contact*”

4. Next, fill in the “**Menu Title**” field with the title you want, for instance “*Contact me*”.



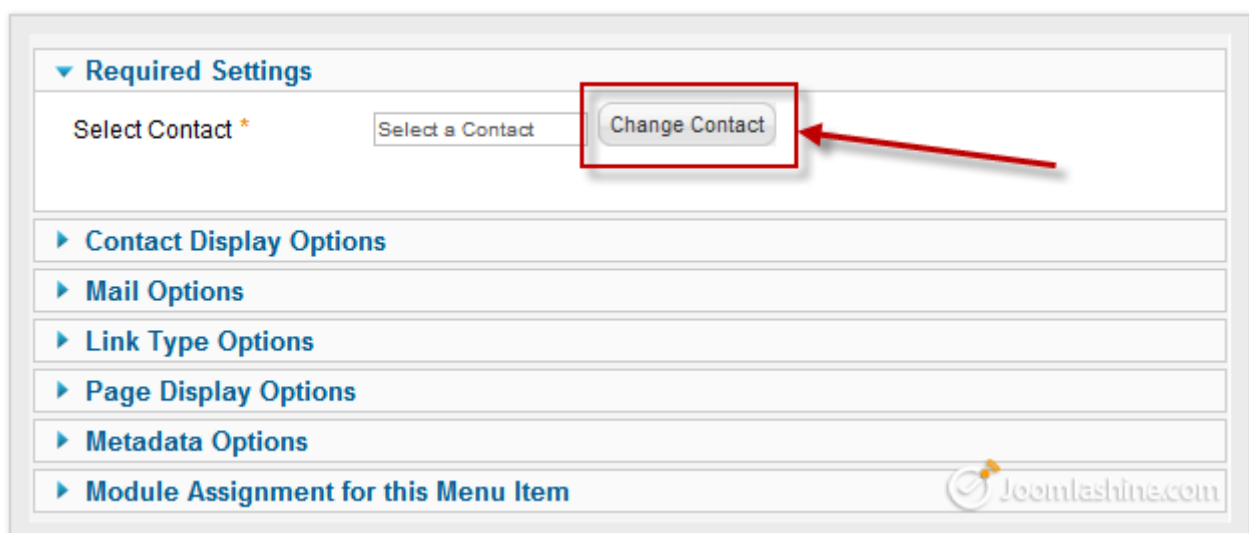
The screenshot shows the Joomla! Menu Manager interface for creating a new menu item. The title of the window is "Menu Manager: New Menu Item". Under the "Details" section, the following fields are visible:

- Menu Item Type \***: Single Contact (with a "Select" button)
- Menu Title \***: Contact me
- Alias**: (empty text field)
- Note**: (empty text field)
- Link**: index.php?option=com\_contact&view=contact
- Status**: Published (dropdown menu)
- Access**: Public (dropdown menu)
- Menu Location \***: Main Menu (dropdown menu)
- Parent Item**: Menu Item Root (dropdown menu)
- Ordering**: Ordering will be available after saving
- Target Window**: Parent (dropdown menu)
- Default Page**:  No  Yes

The Joomla! logo and "Joomlashine.com" watermark are visible in the bottom right corner of the form area.

*Fill in the “Menu Title” field*

5. Next, you need to select the desired contact by clicking on the button “**Change Contact**”.



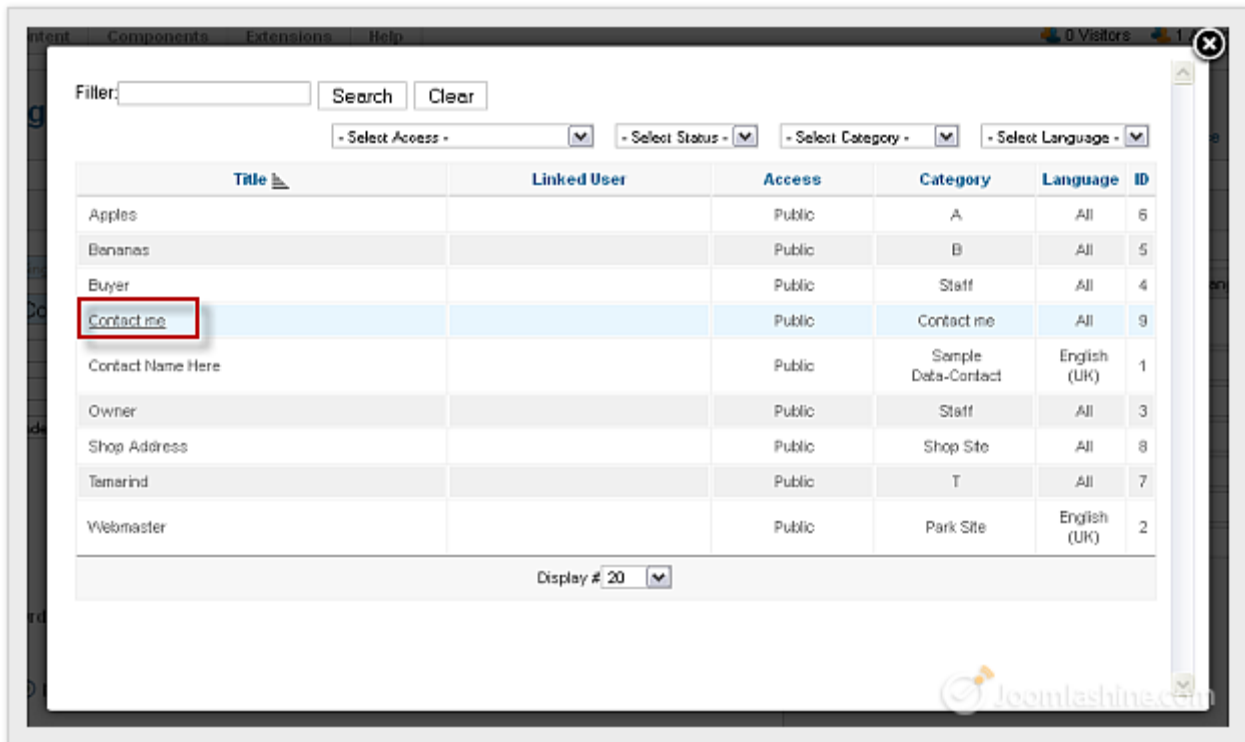
The screenshot shows the "Required Settings" section of the Joomla! Menu Manager. The "Select Contact \*" field contains the text "Select a Contact". A red box highlights the "Change Contact" button, with a red arrow pointing to it from the right. Below this section are several expandable options:

- ▶ Contact Display Options
- ▶ Mail Options
- ▶ Link Type Options
- ▶ Page Display Options
- ▶ Metadata Options
- ▶ Module Assignment for this Menu Item

The Joomla! logo and "Joomlashine.com" watermark are visible in the bottom right corner of the form area.

*Click “Change Contact”*

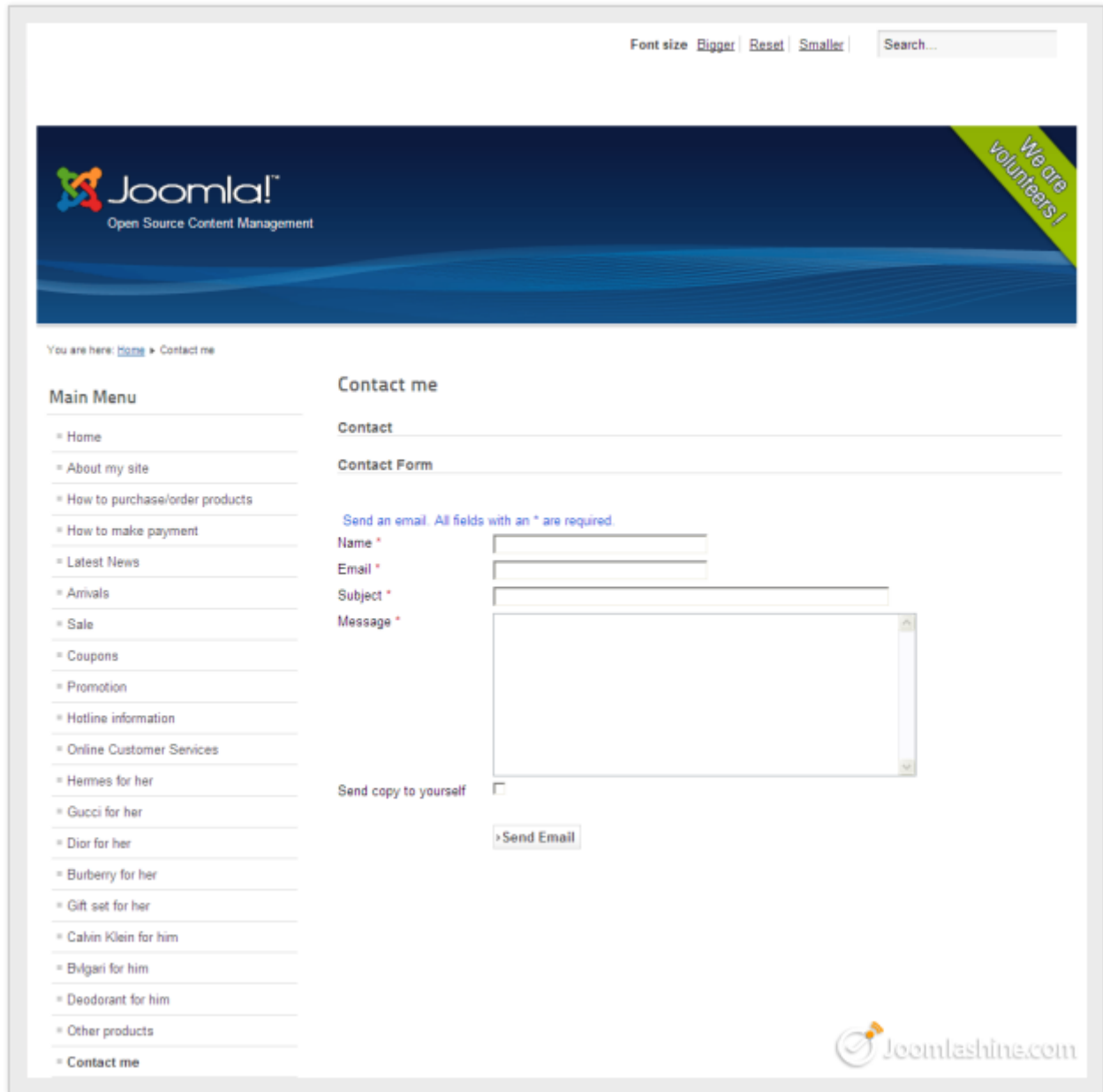
6. Then, click on the contact you created previously.



*Click on the chosen contact*

7. Finally, click **“Save & Close”** to save this menu item.

Now, let's go to website front-end to see the result. Look at the “Main Menu”, you will see menu item “**Contact me**”. Click on it and you will see contact form.

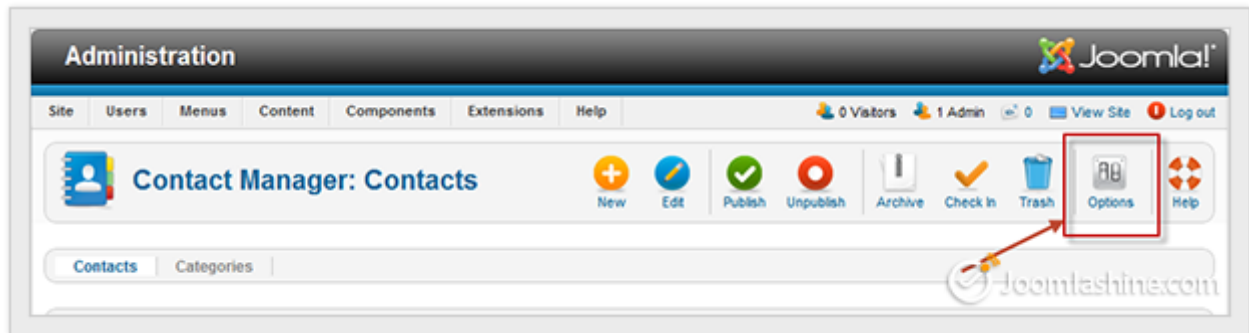


*Contact form in site*

We have just added basic contact form to the website. For further tweaking, there are plenty of options provided.

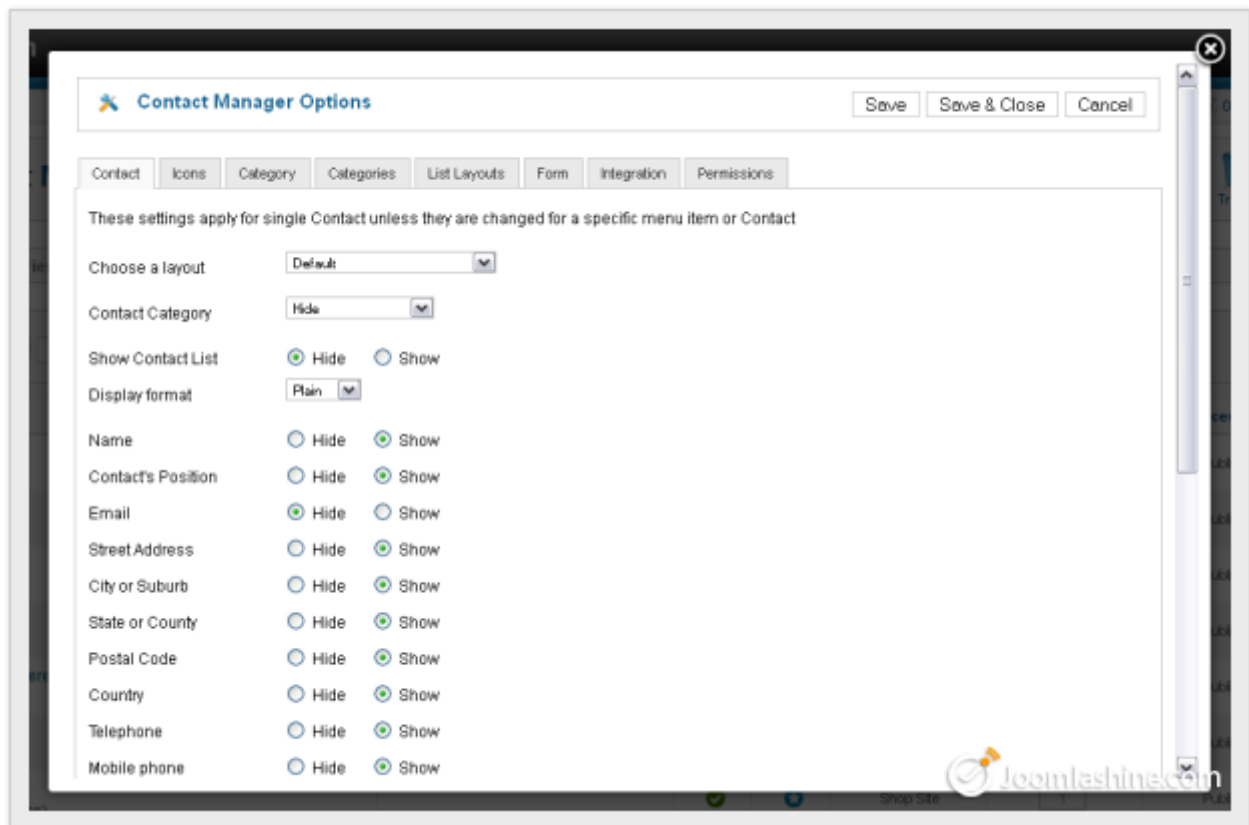
## Further tweaking

Go to “**Contacts**” or “**Categories**” and click icon “**Options**” on the toolbar.



*Click on the button "Options"*

- In the pop up window displayed, you can configure all kind of parameters as you need.



*Contact Manager Options*

## Add new extensions

Default Joomla! extensions are good for a start, but in the long run they are just not enough. As your website evolves, you will want to add more functionality that goes beyond these default extensions. In this part, we will look at what extensions you could add to your website and how to do it.

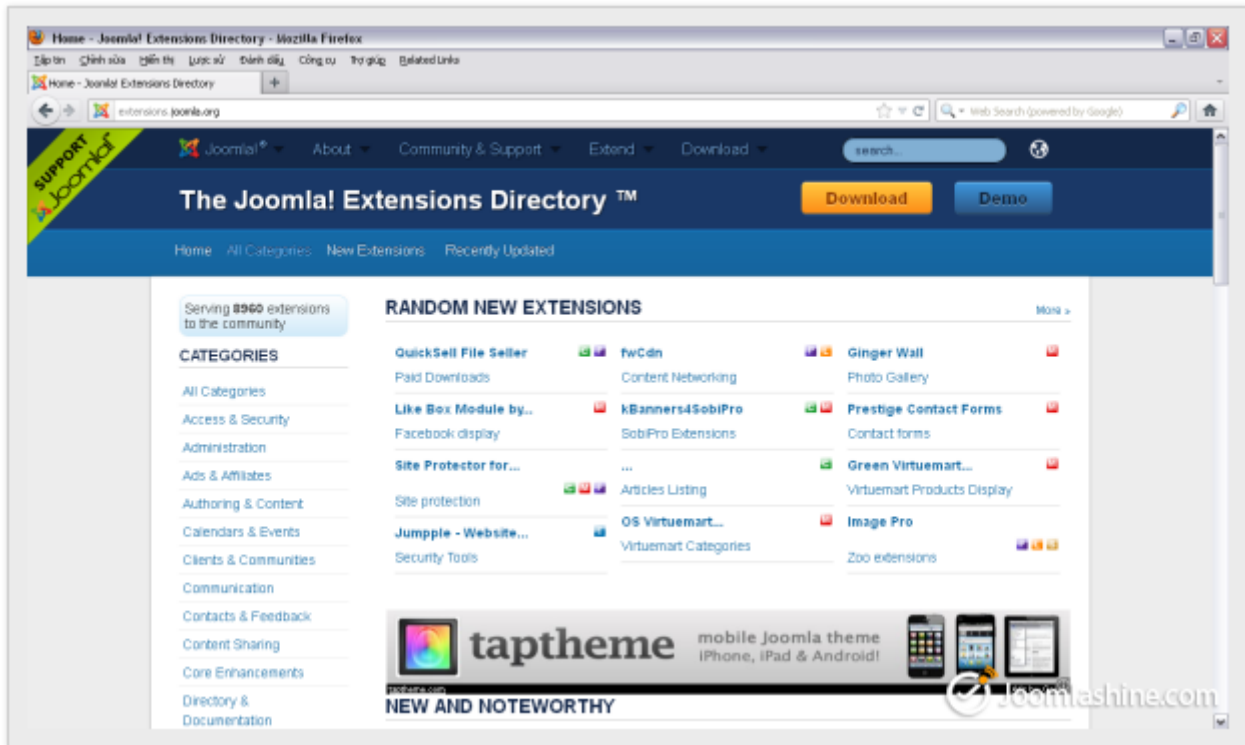
### Define extensions to be installed

Of course, every website has its own purpose and there is no pre-determined list of extensions to do it. However, there are some types of extensions that every website should have. For example, image gallery, video gallery, form building, integration with social networks, presentation on mobile devices, etc. There are plenty of articles addressing this issue and here are some of the most useful.

- [JSN PowerAdmin- Help you use Joomla website with easy and joy](#)
- [9 free must-have Joomla extensions – Have you installed them all?](#)
- [Top 10 Joomla extensions](#)- Brian Teeman
- [My Extension Top 10](#)- Peter van Westen
- [Picking up free Joomla extensions for education websites within minutes](#)
- [Featured extensions on JED](#)
- [My top ten Joomla extensions](#) - Kristoffer Sandven
- [My Must have Joomla Extensions](#) - Anthony Olsen

## Find useful extensions

The best place for you to find useful Joomla! extensions is **Joomla! Extensions Directory** (JED). It is a large resource with a large number of Joomla! extensions divided into certain categories based on functionality.



### *Joomla! Extensions Directory*

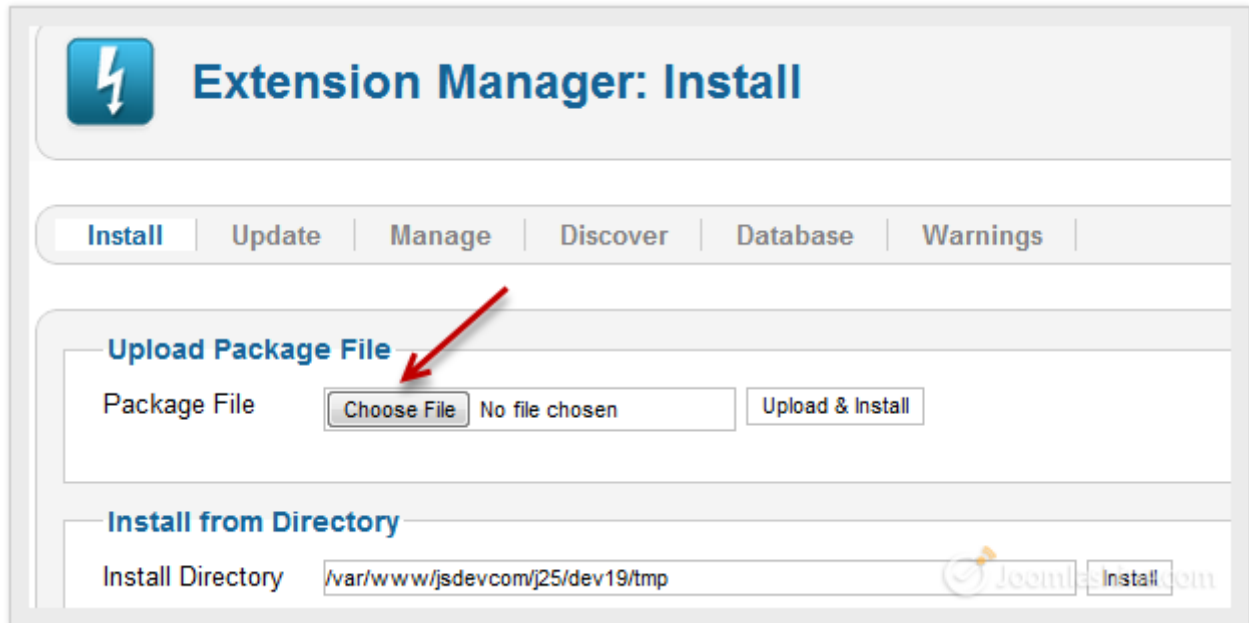
All extensions have a voting and review section, where you can check reviews and judge for yourself. This directory is moderated by a professional team and you can have a certain level of trust in the items published here.



## Install new extensions

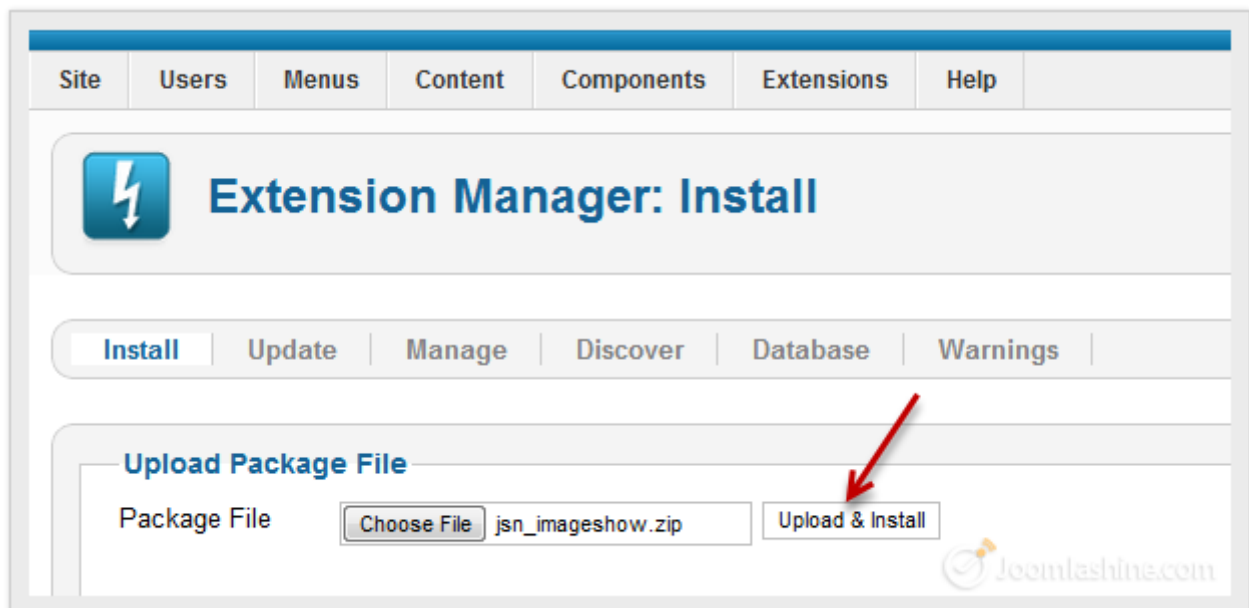
After choosing and downloading extensions which you think are necessary to your website, the last thing you need to know about is how to install them and make them work on your website.

1. Go to **“Extensions”** => **“Extension Manager”**.
2. Next, click the **“Choose File”** button to select the Joomla! extension package you downloaded.



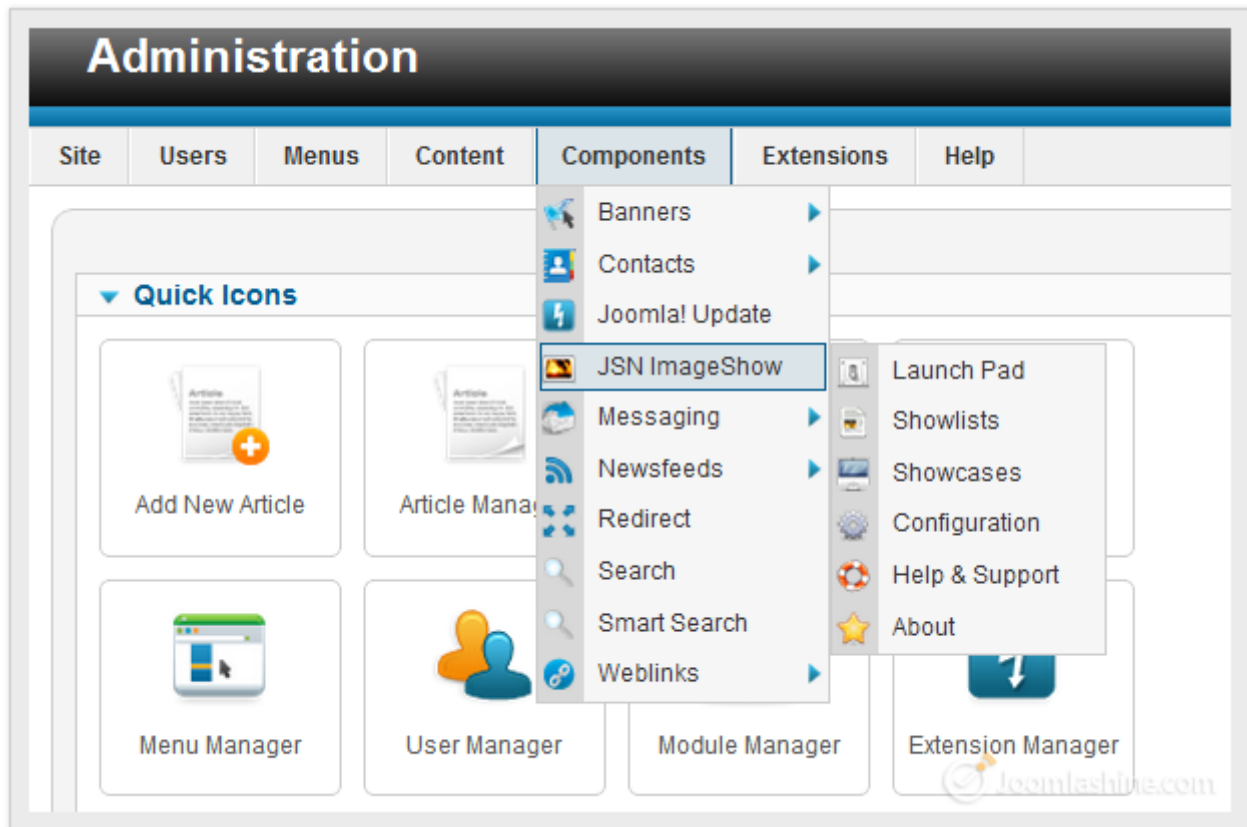
*Click Browse*

3. After that, click **“Upload & Install”** to start uploading and install this file to your site.



*Click “Upload and Install”*

Joomla! automatically knows the right place to put the extension based on its type. For instance, if the extension is a component, you will see it in the menu “**Components**”, if that extension is a module, you will find it in “**Module Manager**” and so on.

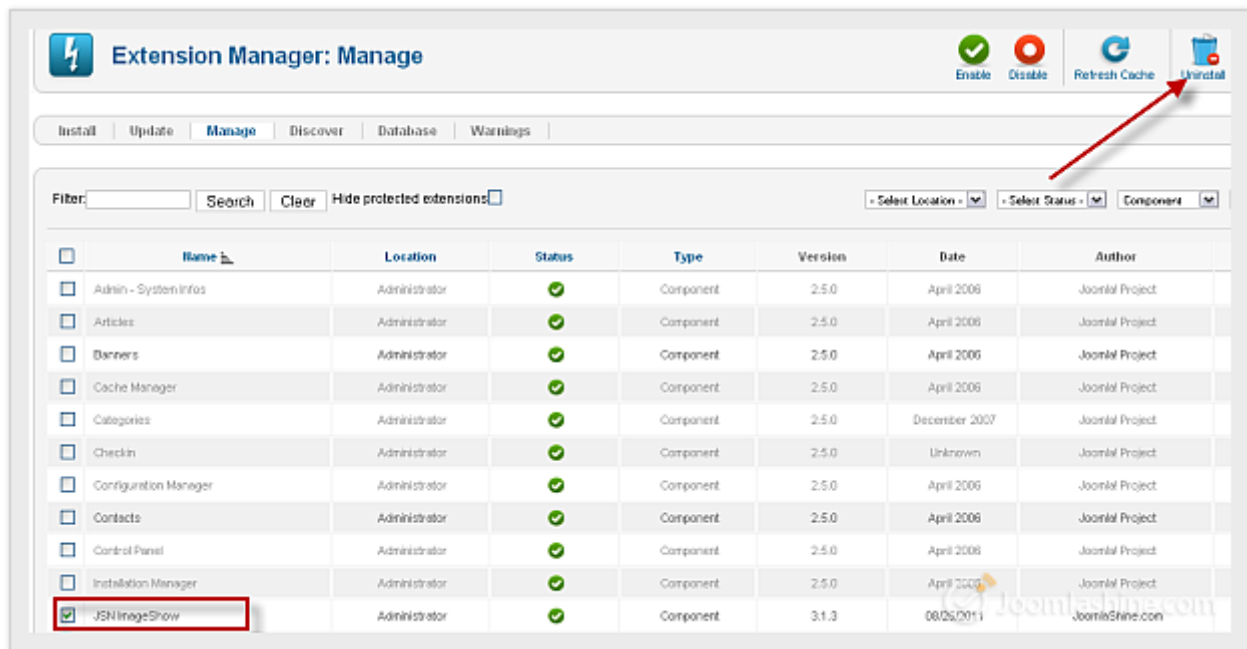


*JSN Image Show in Components*

## Uninstall extension

If you found that some extension doesn't meet your needs, you should uninstall it.

1. Go to **“Extensions”** => **“Extension Manager”** and click on the **“Manage”** tab.
2. Input full or a part of the extension name in the **“Filter”** text field and click **“Search”** button.
3. Check the box near the extension you want to install and click the **“Uninstall”** button on the toolbar.



The screenshot shows the Joomla! 2.5 Extension Manager interface. The title is "Extension Manager: Manage". There are four buttons in the top right: "Enable" (green checkmark), "Disable" (red circle), "Refresh Cache" (blue circular arrow), and "Uninstall" (blue trash can). A red arrow points to the "Uninstall" button. Below the buttons are tabs: "Install", "Update", "Manage" (selected), "Discover", "Database", and "Warnings". There is a search filter section with a "Filter:" label, a search input field, "Search" and "Clear" buttons, and a "Hide protected extensions" checkbox. Below the search section are dropdown menus for "Select Location", "Select Status", and "Component". The main area is a table with columns: Name, Location, Status, Type, Version, Date, and Author. The "JSH ImageShow" extension is selected with a checked checkbox. A red box highlights the checkbox for "JSH ImageShow".

<input type="checkbox"/>	Name	Location	Status	Type	Version	Date	Author
<input type="checkbox"/>	Admin - System Infos	Administrator	✓	Component	2.5.0	April 2006	Joomla! Project
<input type="checkbox"/>	Articles	Administrator	✓	Component	2.5.0	April 2006	Joomla! Project
<input type="checkbox"/>	Banners	Administrator	✓	Component	2.5.0	April 2006	Joomla! Project
<input type="checkbox"/>	Cache Manager	Administrator	✓	Component	2.5.0	April 2006	Joomla! Project
<input type="checkbox"/>	Categories	Administrator	✓	Component	2.5.0	December 2007	Joomla! Project
<input type="checkbox"/>	Checkin	Administrator	✓	Component	2.5.0	Unknown	Joomla! Project
<input type="checkbox"/>	Configuration Manager	Administrator	✓	Component	2.5.0	April 2006	Joomla! Project
<input type="checkbox"/>	Contacts	Administrator	✓	Component	2.5.0	April 2006	Joomla! Project
<input type="checkbox"/>	Control Panel	Administrator	✓	Component	2.5.0	April 2006	Joomla! Project
<input type="checkbox"/>	Installation Manager	Administrator	✓	Component	2.5.0	April 2006	Joomla! Project
<input checked="" type="checkbox"/>	JSH ImageShow	Administrator	✓	Component	3.1.3	08/25/2011	JoomlaShine.com

*Uninstall the extension*

## Step 7: Manage your Joomla! websites with JSN PowerAdmin

[▶ Watch the video tutorial](#)

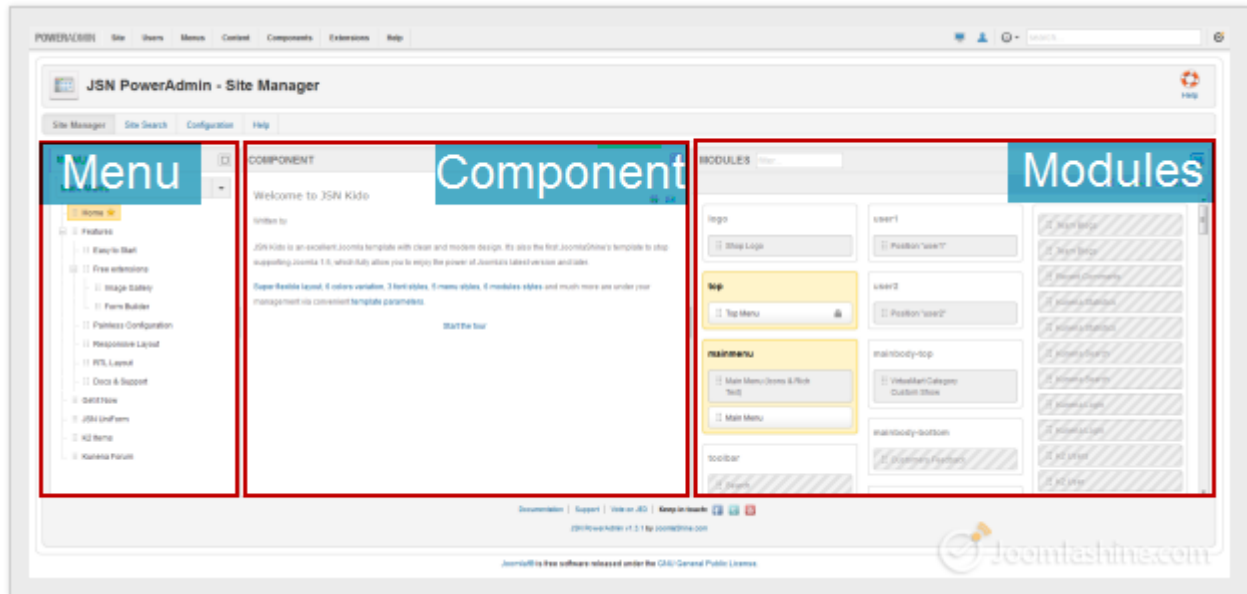
You get a Joomla! website after following the 6 steps described above. Then, you might need to update its content daily or monthly: edit the published articles, create new menus or modules, etc.

You don't have to do this with all the steps and multiple clicks we've shown you. It is time to reveal a secret: **JSN PowerAdmin**. **JSN PowerAdmin** is an admin navigation extension which makes management of your Joomla! website easier than ever - with **Spotlight Search**, **Site Manager**, **Template Styles Manager** and more.



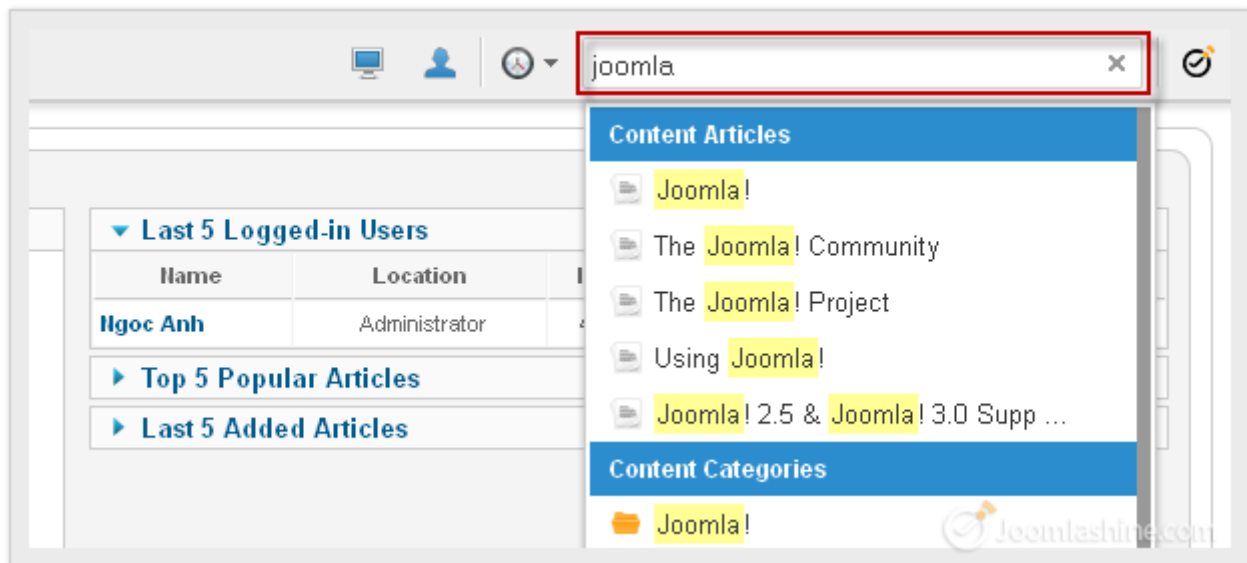
*Feature highlights of JSN PowerAdmin*

- **Site Manager:** Manages the three main sections of your website: **Menu's**, **Component's** and **Modules**, in one area.



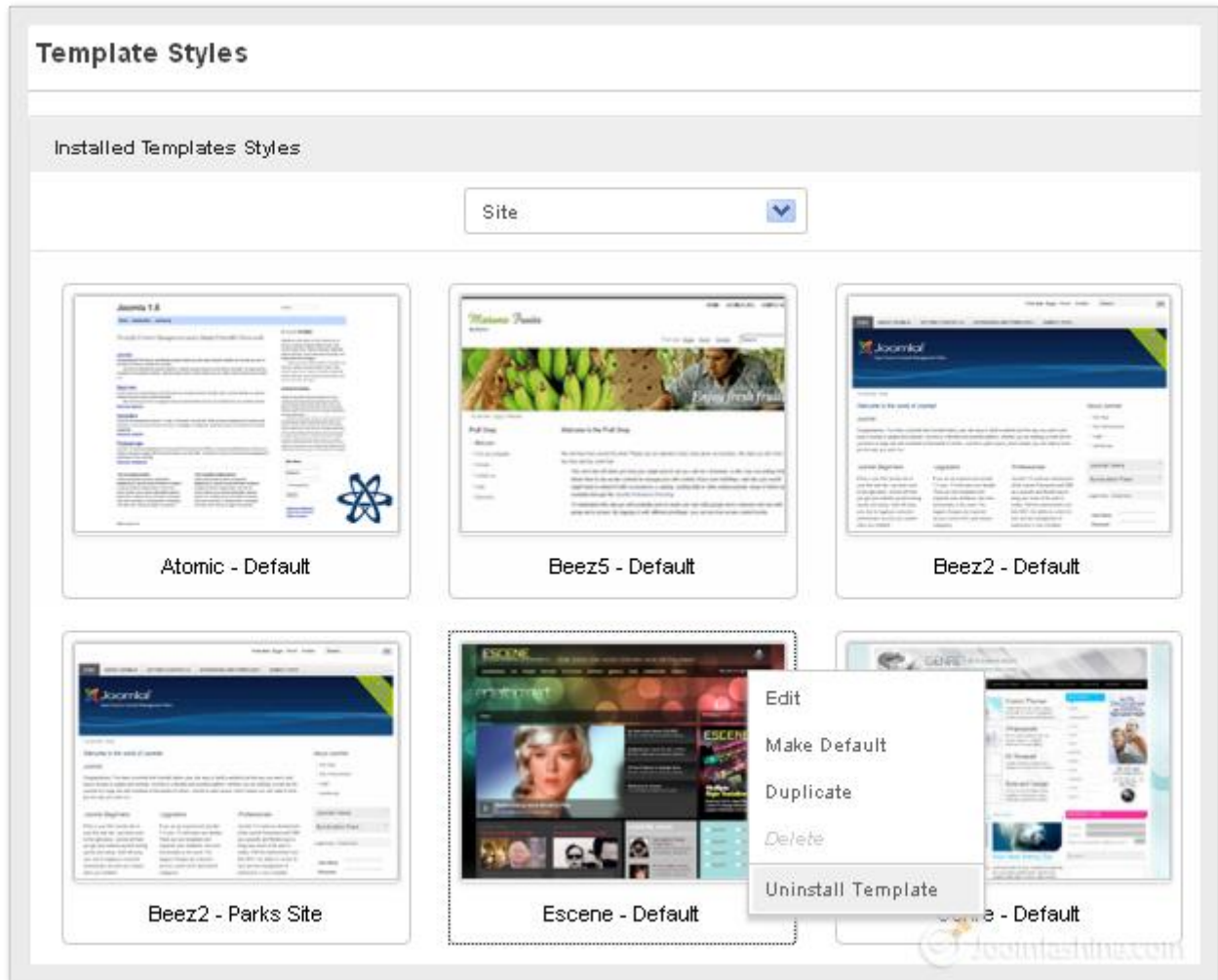
*Site Manager*

- **Spotlight Search:** To search website items like articles, in just few seconds.



*Spotlight Search with a list of results*

- **Template Style Manager:** To control template styles - edit, make default, duplicate, delete or uninstall the templates - easily.



*Template Styles*

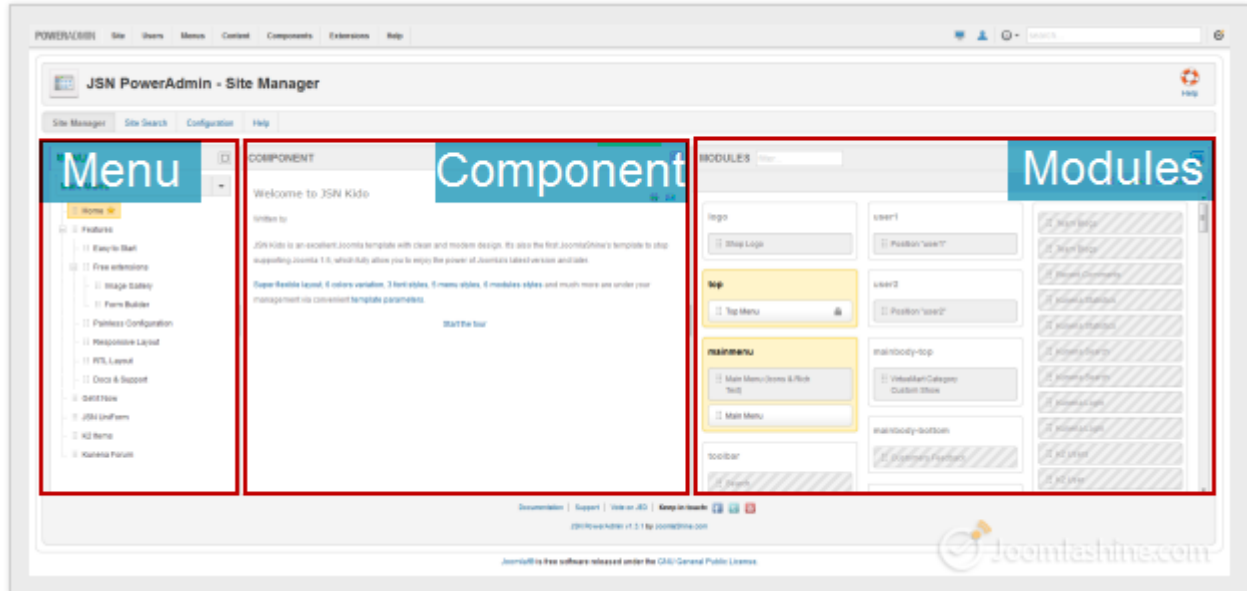
**JSN PowerAdmin** is totally FREE. You just need to download and install it in the Joomla! back-end as per the instructions in the section [Install new extensions](#).

**[Download JSN PowerAdmin Free](#)**

## Manage Joomla! website with Site Manager

It can take up a lot of time when you have to go to each menu, module or article to edit them. Now, you can control the website content easily and quickly with **Site Manager**. It contains **Menu**, **Component** and **Modules** in one area.

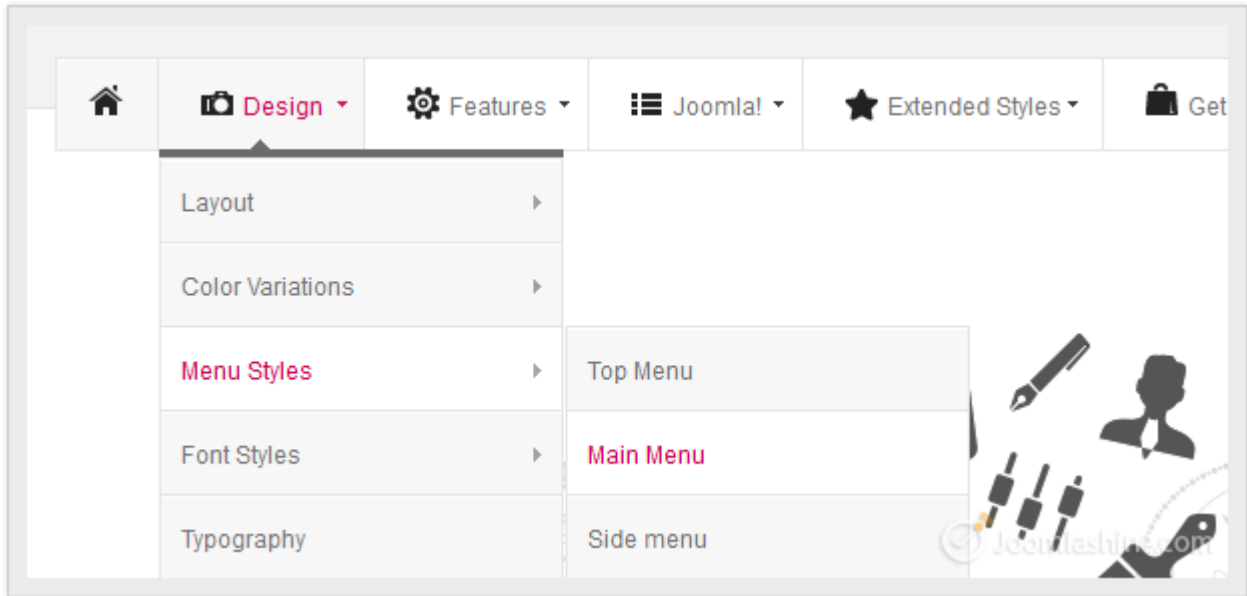
To access **Site Manager**, click “**Components**” -> “**JSN PowerAdmin**” -> “**Site Manager**”.



*Site manager includes Menu, Component and Modules panel*

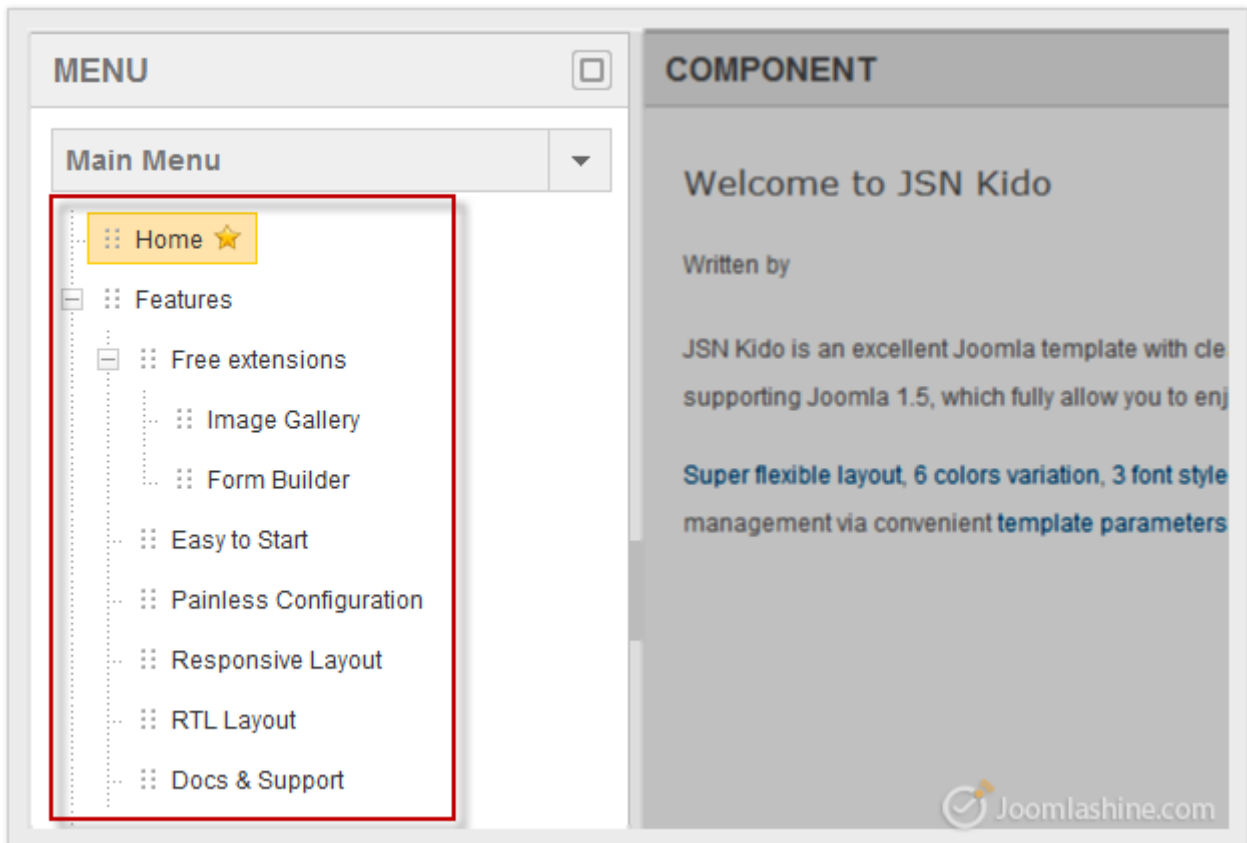
More conveniently, you can resize the 3 sections as you wish. Drag the bar between 2 sections to the position you want to enlarge or shrink one section. In addition, all the changes you make here are auto-saved.

## Manage Menus



*Menu items in the front-end*

You can control menu and menu items easily with **MENU** tab in Site Manager.

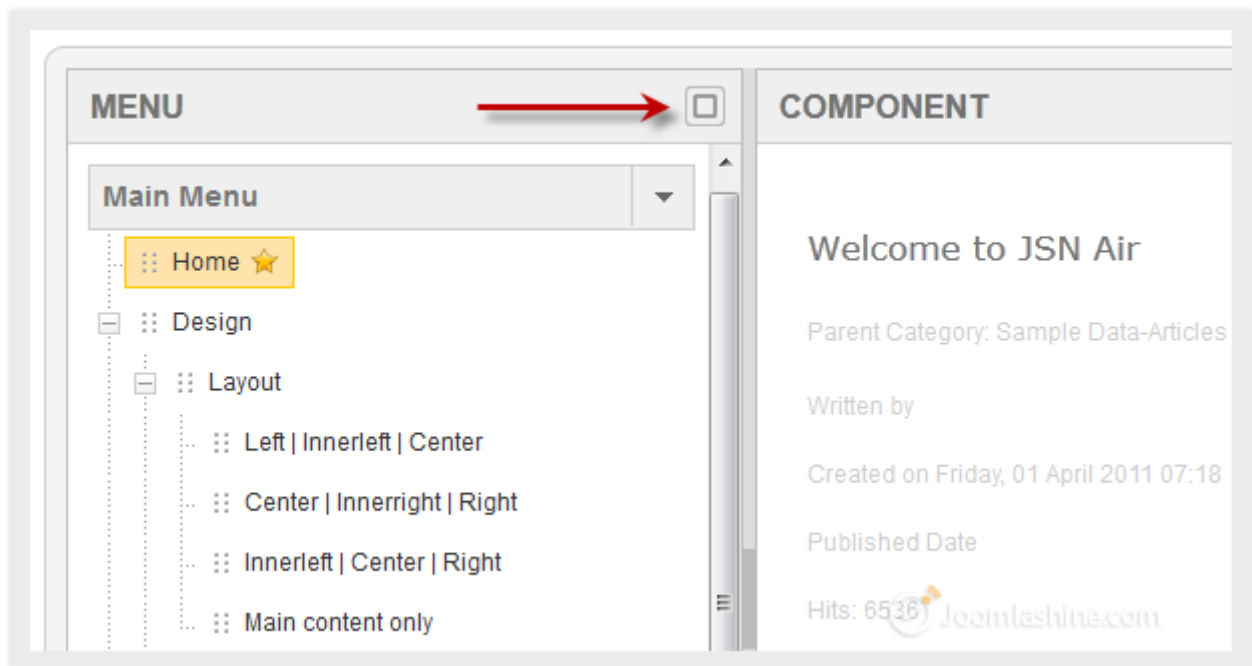


*Control all menus or menu items*

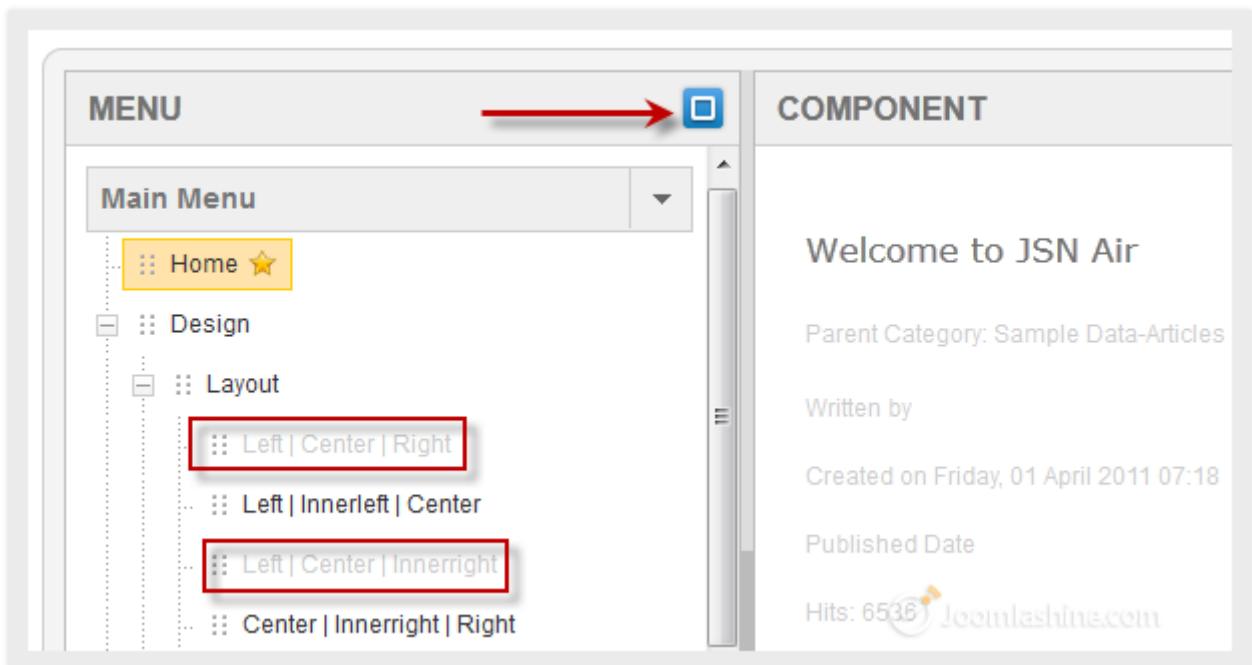


- **View items:**

All published menu items are displayed. Some unpublished ones are not. To show/ hide these unpublished items, you click the icon in the upper right.

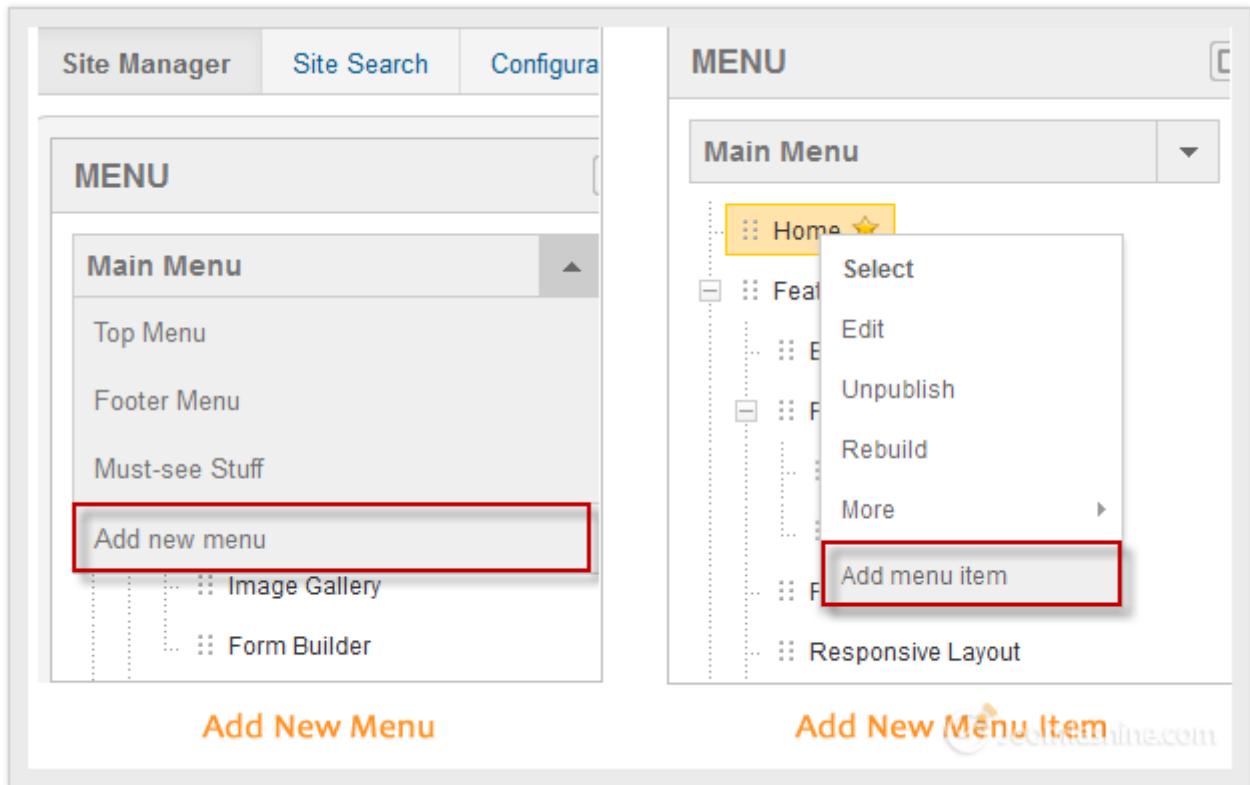


*Click the icon to show unpublished items*



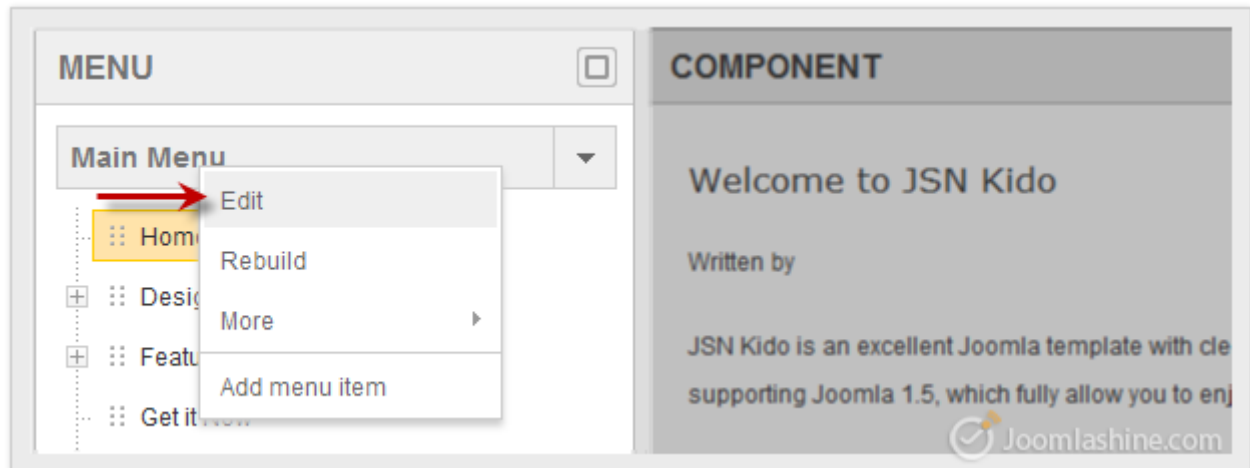
*Click the icon to hide unpublished items*

- **Create a new menu / menu item:**



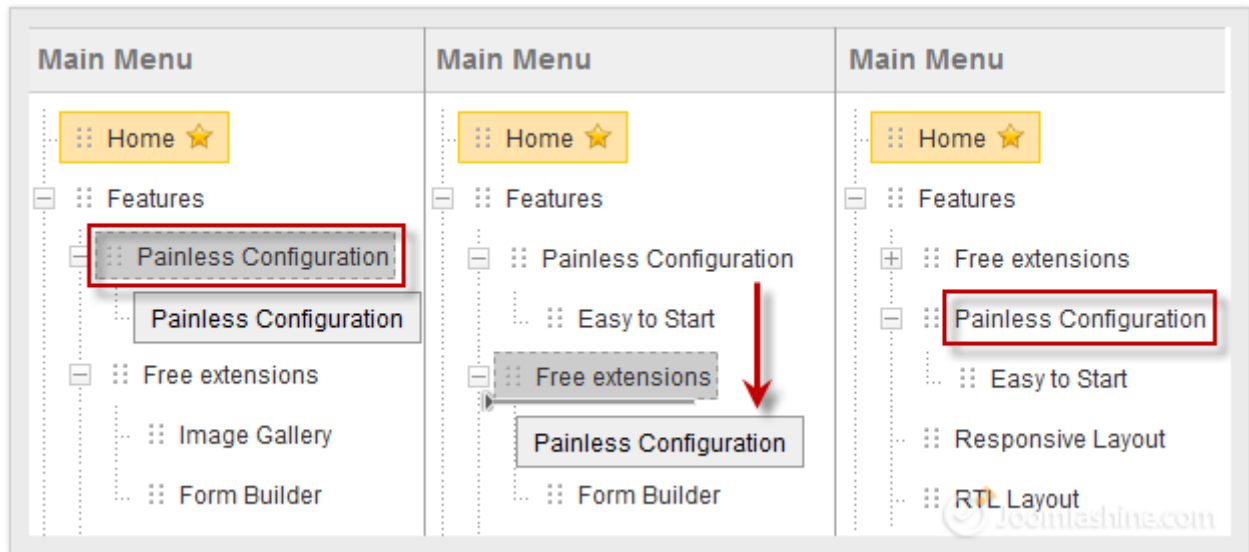
*Add new menu and add new menu item instructions*

- **Edit the current menus / menu items:**



*Edit the current menu or menu item*

- **Drag and drop to move items within a menu:**



*Drag selected menu item and choose the place to drop it*

- **Customize menu items:**

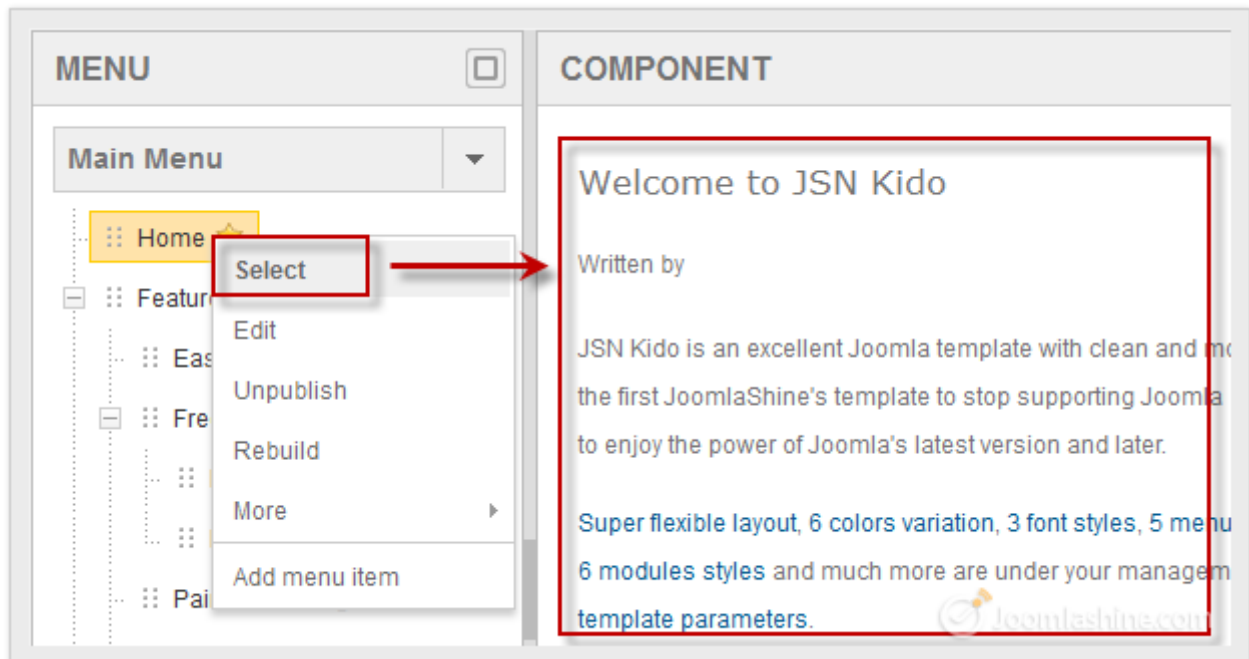
You also can **Unpublish, Rebuild, Set as home, Check in menu items**, etc.



*Control all menus or menu items*

## Manage Content

The **COMPONENT** section shows you all the content of the menu item you selected. It lets you edit the elements, show, or hide items as you want.



*Click “Select” to edit an article*

- **View items:**

Click on the icon below to show/hide disabled elements on the page.

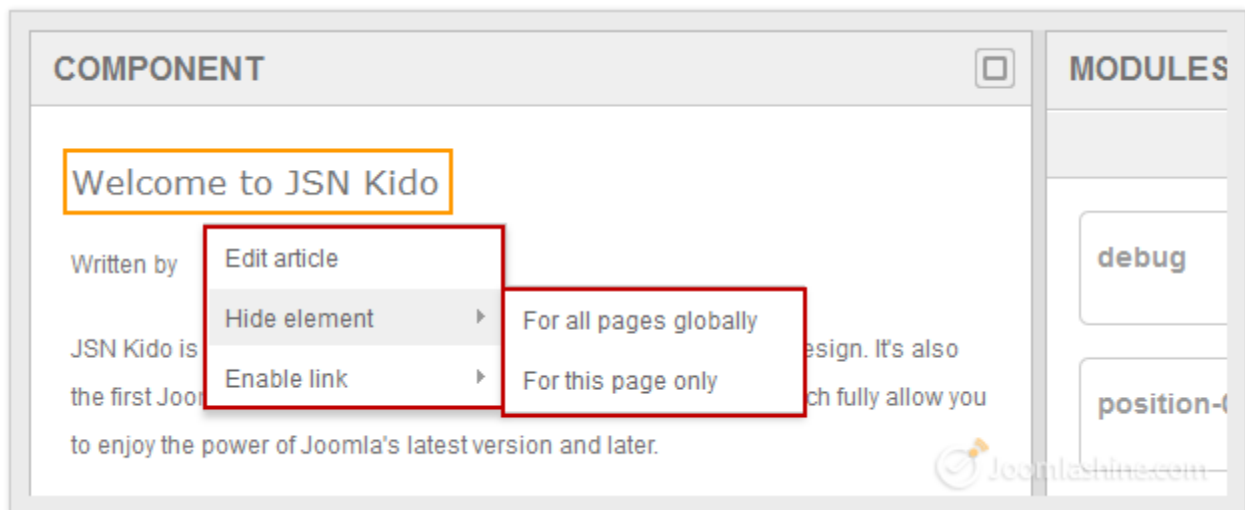


*Click show or hide unpublished items*

- **Edit articles/ categories:**

Here, you can edit an article quickly after you select it. Click the article title to display the options below:

- **Edit article:** To alter the article content.
- **Hide element/ Show element:** Click to hide or show enabled or disabled elements with two choices “For all pages globally” or “For this page only”.
- **Enable link/ Disable link:** Click to show an enabled/ disabled link with two choices “For all pages globally” or “For this page only”.
  - **For all pages globally:** The change to the element will be applied for all components on all pages of the website.
  - **For this page only:** The change to the element will be applied for this component only.



*Edit article, show or hide element and link in an article*

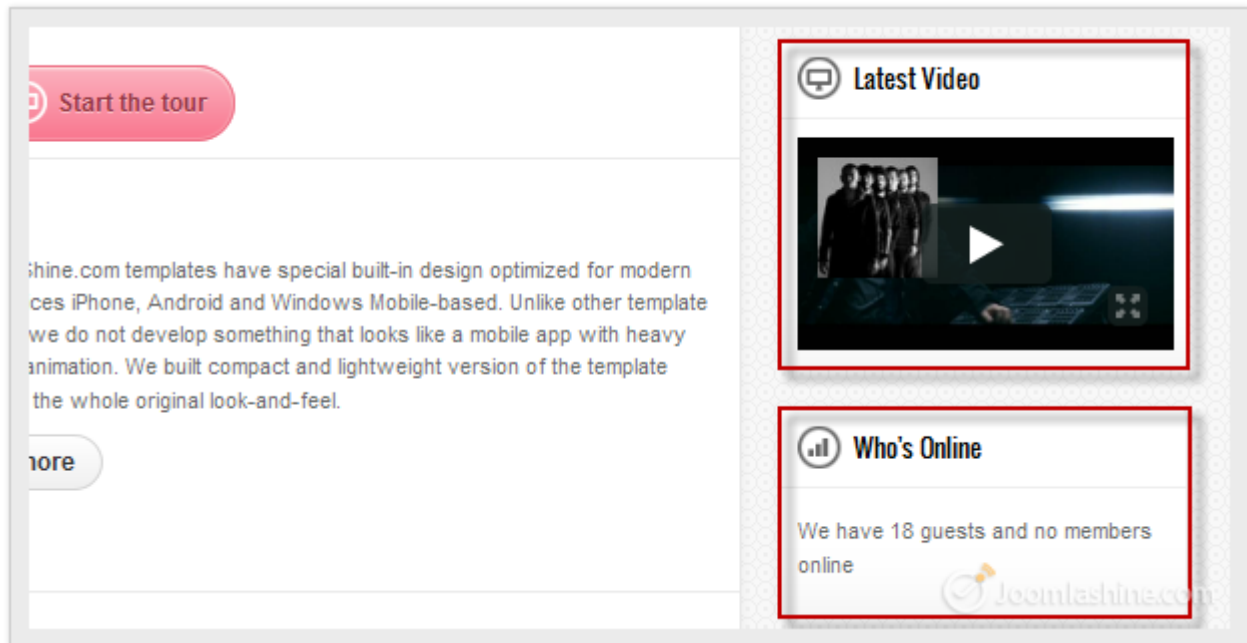
Editing a category is the same as editing an article.

The screenshot shows the Joomla! article editing interface. At the top, there is a header labeled "COMPONENT". Below it, the article title "Welcome to JSN Air" is displayed. The parent category is "Sample Data-Articles" and the current category is "Template Articles". The article is written by "Written by" and was created on "Friday, 01 April 2011". It has a published date and 6536 hits. The user rating is 0 out of 5. A context menu is open over the article, showing options: "Edit category", "Show element", and "Enable link". The "Enable link" option is expanded, showing sub-options: "For all pages globally" and "For this page only". The article content describes "JSN Air" as a fresh, clean template with various features like flexible layout, colors, font styles, and modules, all manageable via template parameters.

*Edit article or hide element in a category*

## Manage Modules

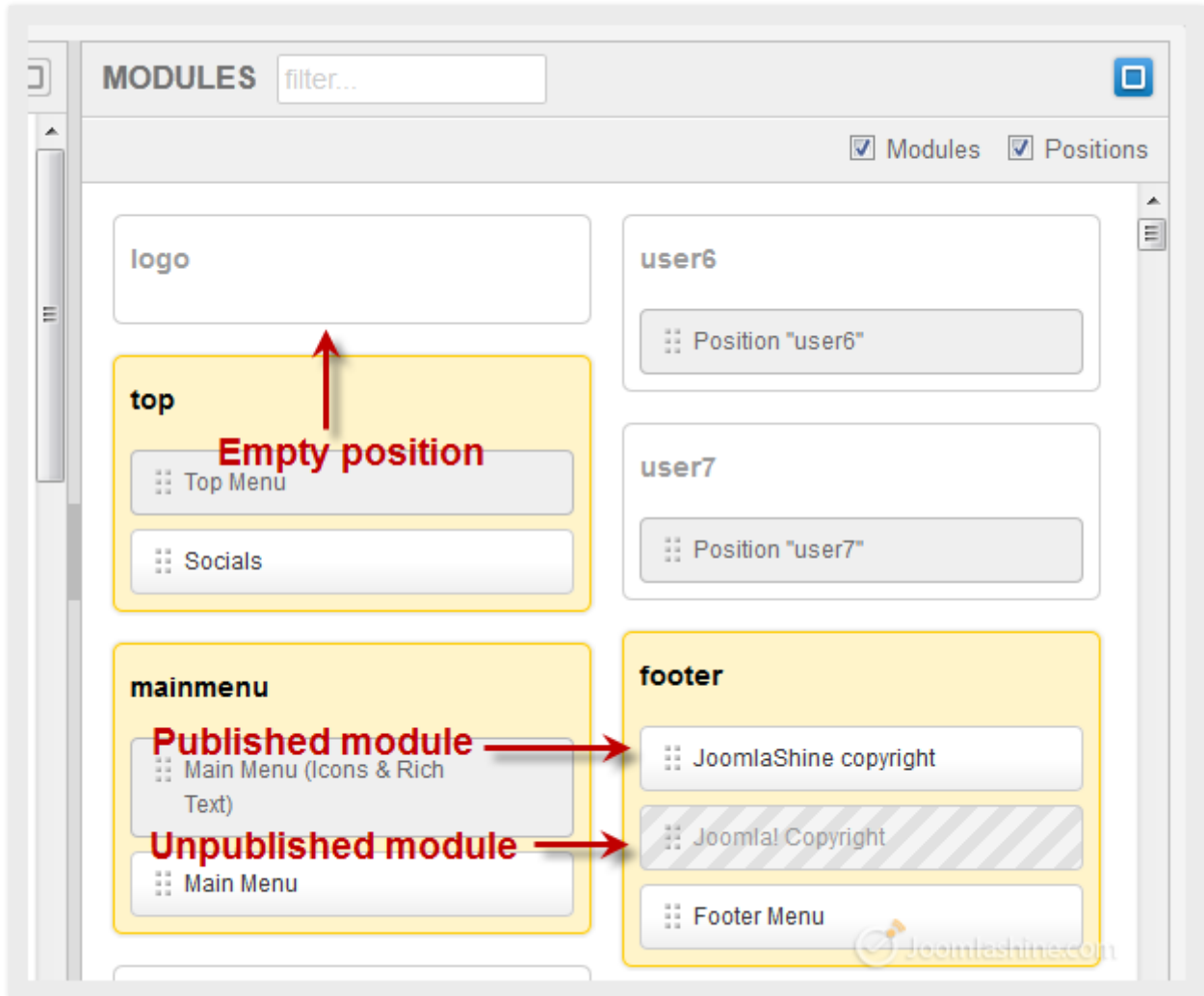
In the **MODULES** section, you can manage all modules of the current default template.



*Modules in the front-end*

- **View modules:**

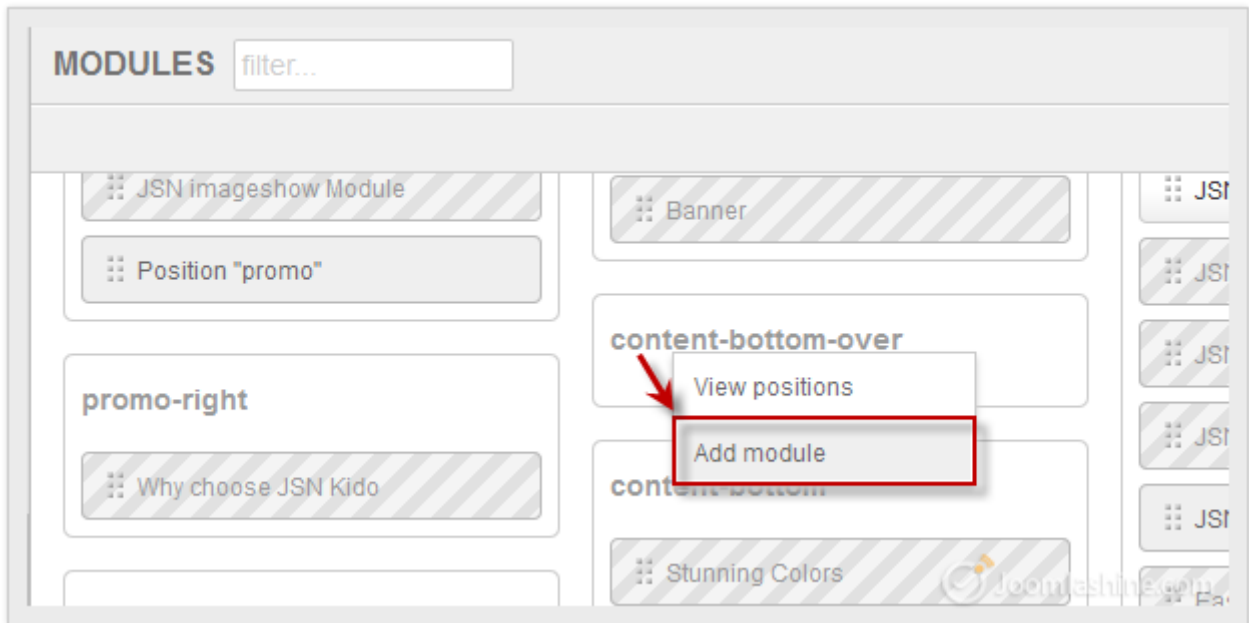
Published modules are displayed. Unpublished modules and positions that are filled with modules (or not yet filled) can be shown or hidden. You can manage these items by clicking on the blue button in the upper right and ticking “Modules”, “Positions” or both.



*Click to show or not show Modules and Positions*



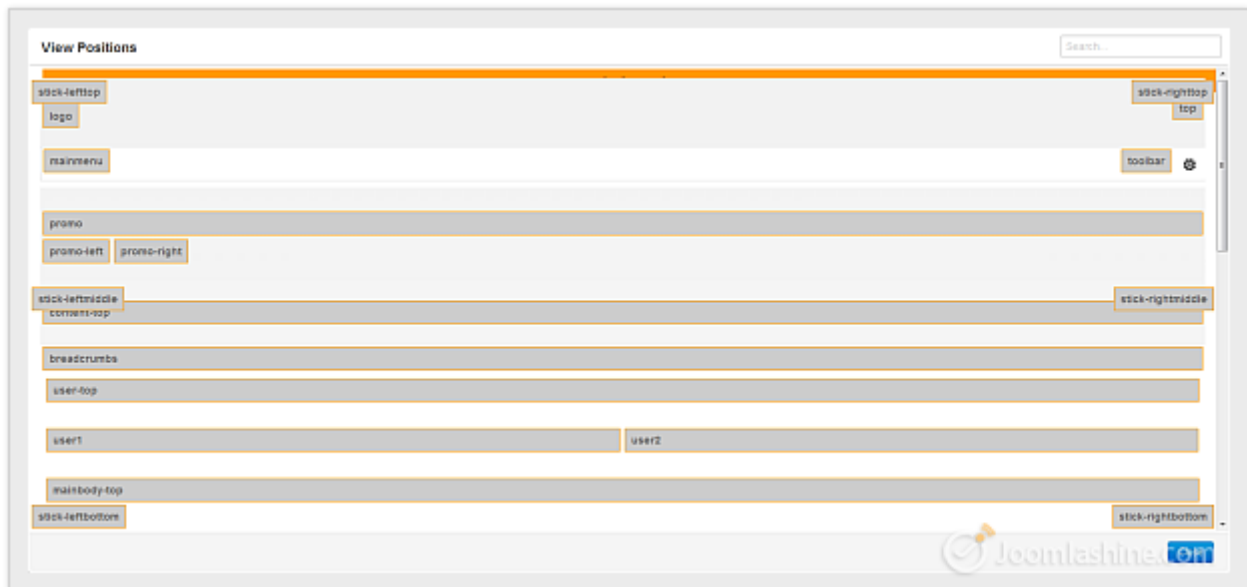
- **Create a new module:**



*Click any position to add a new module*

- **View module positions**

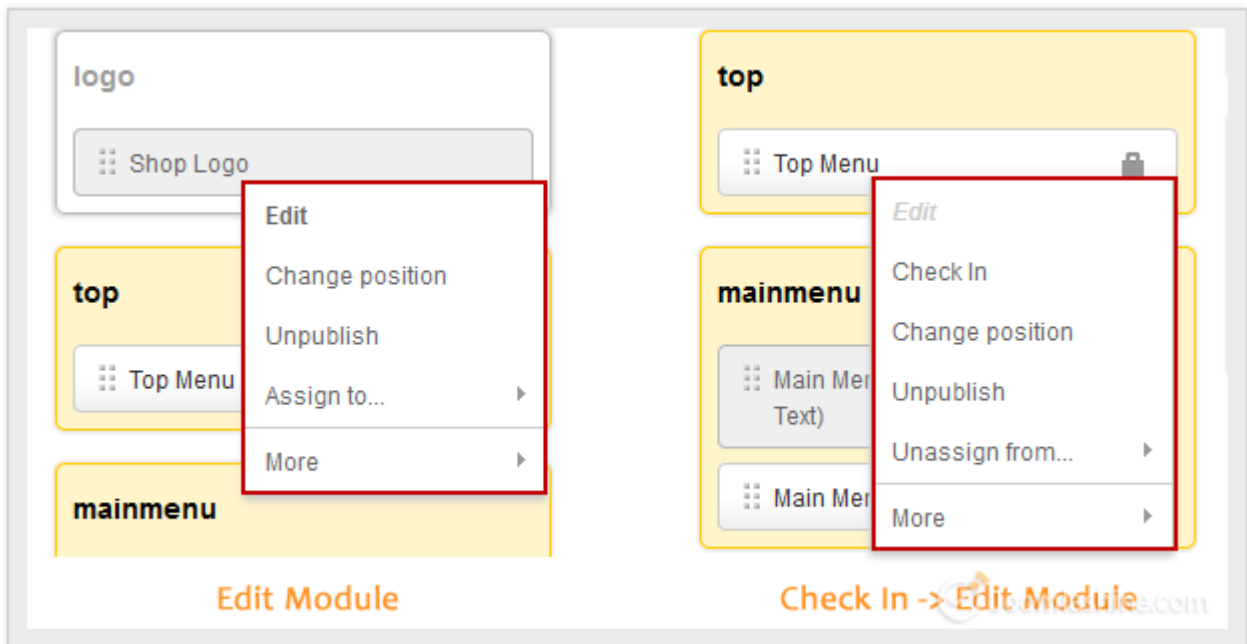
You can click on a module position and select “*View position*” to see all module positions of the template.



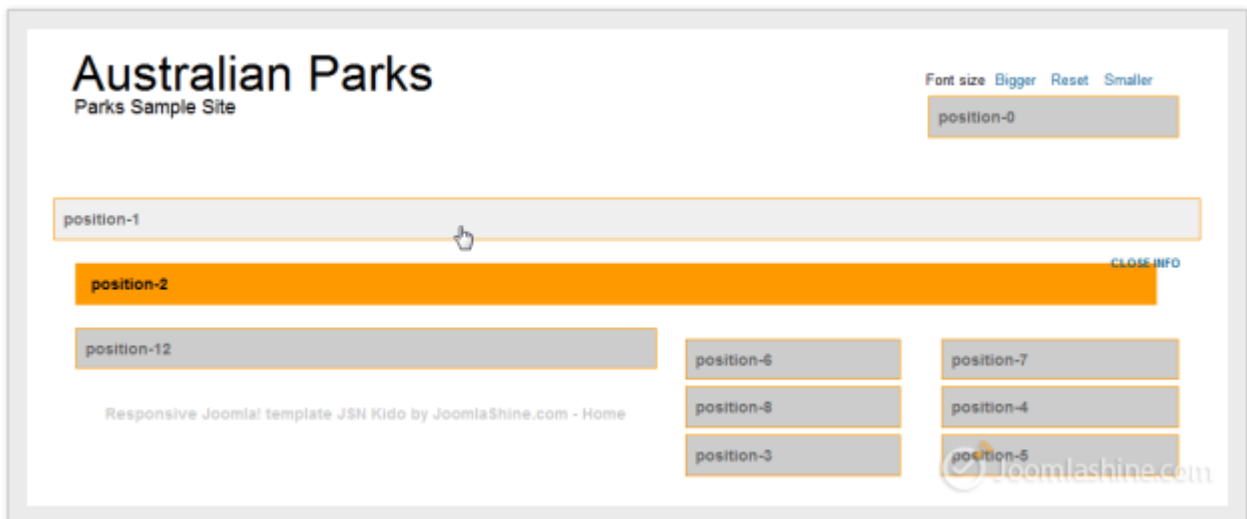
*Click any position to view position of the default template*

- **Edit the current modules:**

With any module, you can select it to **Edit**, **Change position**, **Unpublish**, etc. With modules that are checked in, you can check them in before editing them.

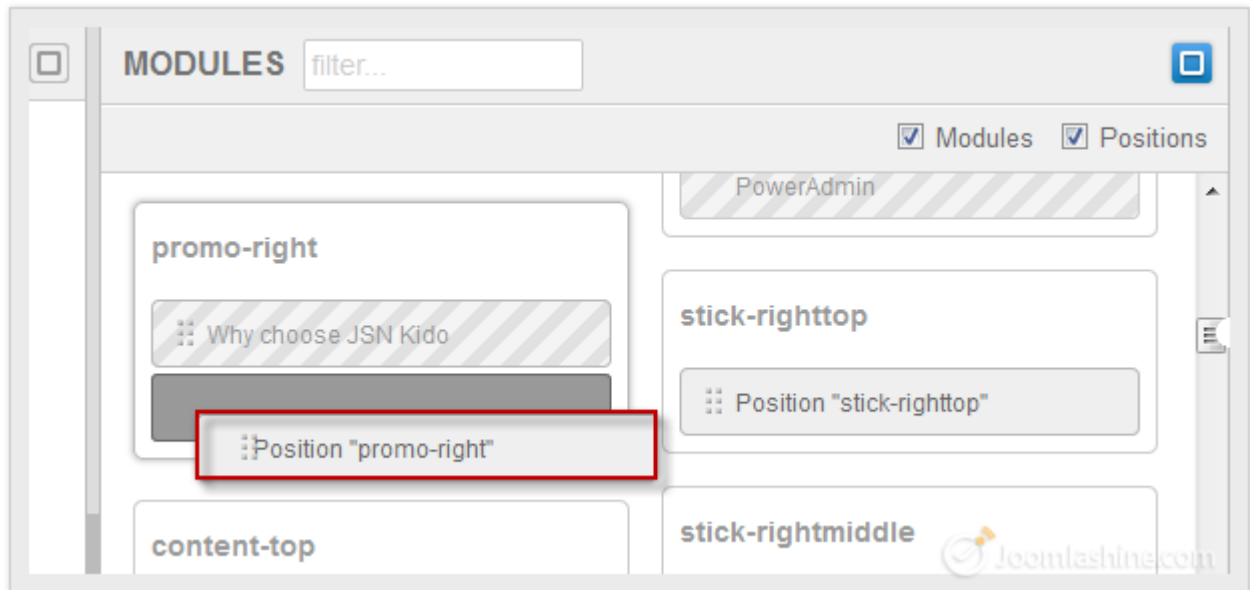


*Edit modules*



*Change module position with all the template positions shown*

- **Drag and drop to move module positions.**

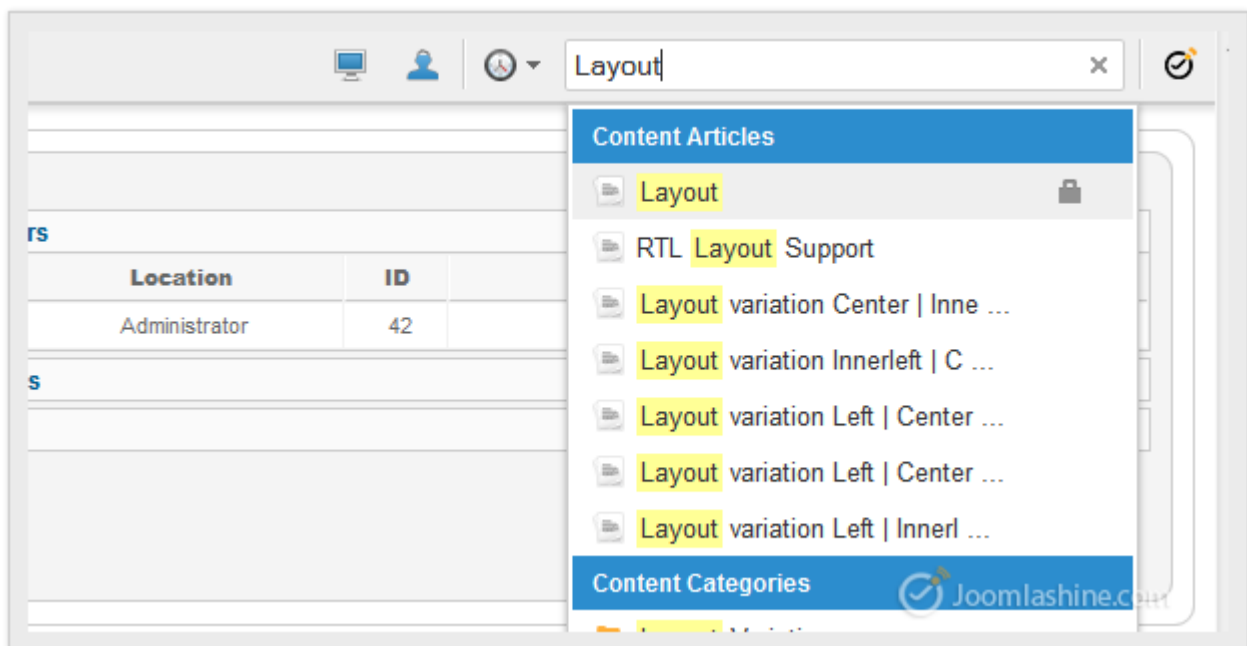


*Drag and drop a module to new position*

## Quick access to any items with Spotlight Search

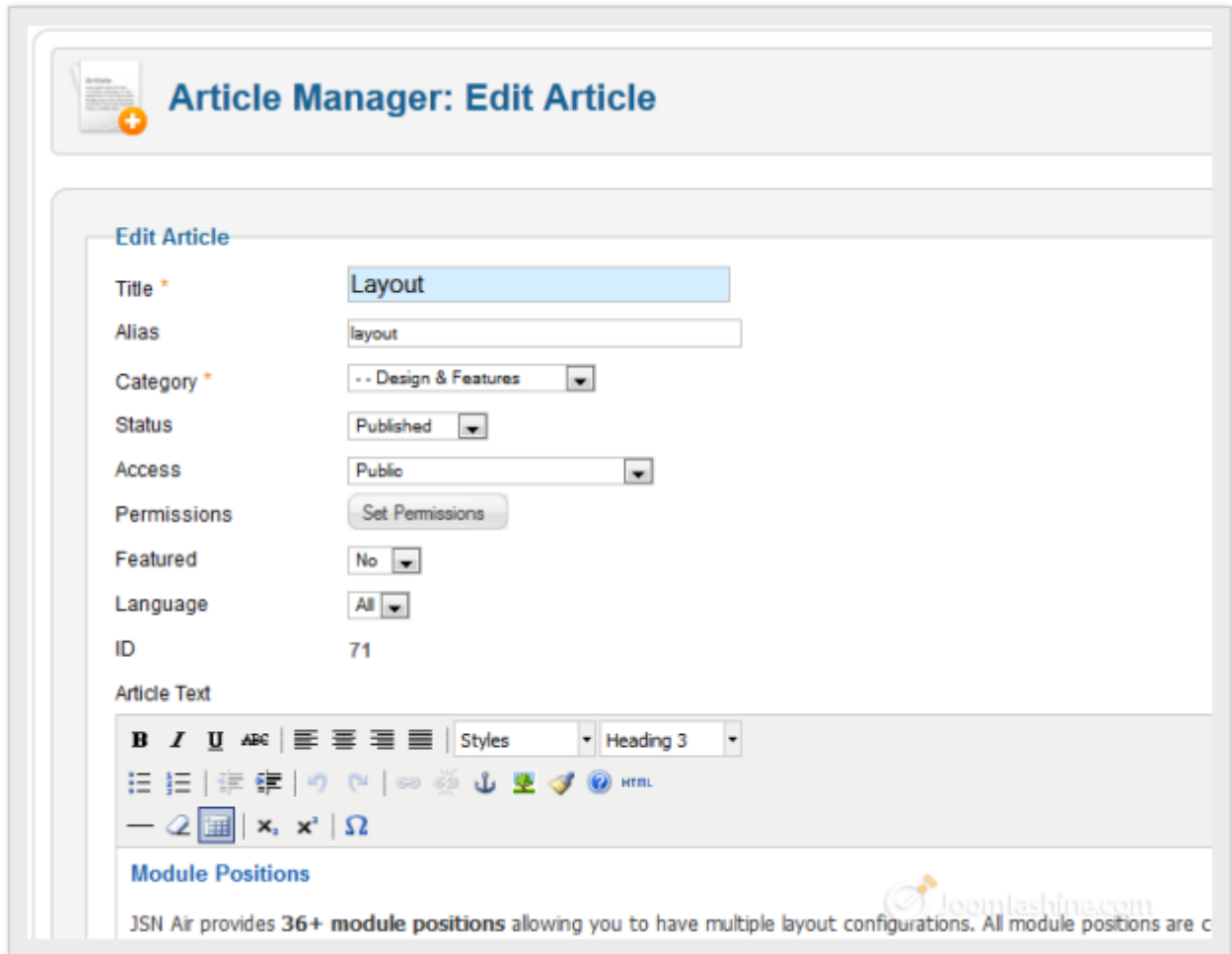
You need to click a lot to search for front-end items in the backend of Joomla!. **Spotlight Search** helps you find items in your website, and access them quickly:

- In the front-end, **copy the title** of content which you want to edit.
- Go to the back-end, **paste the title** into the **Spotlight Search box** which is located in the top-right corner of your admin panel.
- You will get all the results from various types of items immediately. Just choose the appropriate item to edit it.



*The results will be shown immediately*

- Click on the item to get instant access to the settings page. Here, you can change the content as you would normally.

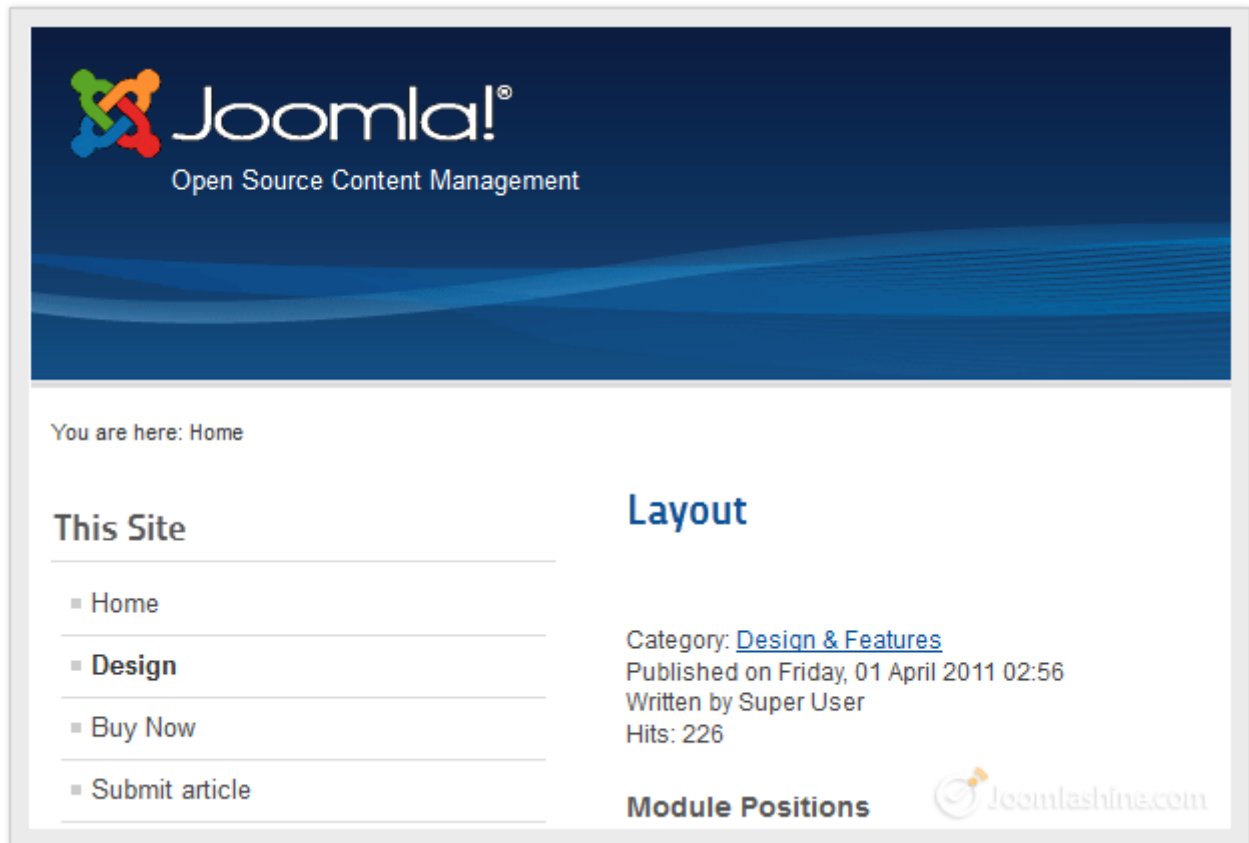


*Get instant access to settings page*

## Manage template styles with Template Style Manager

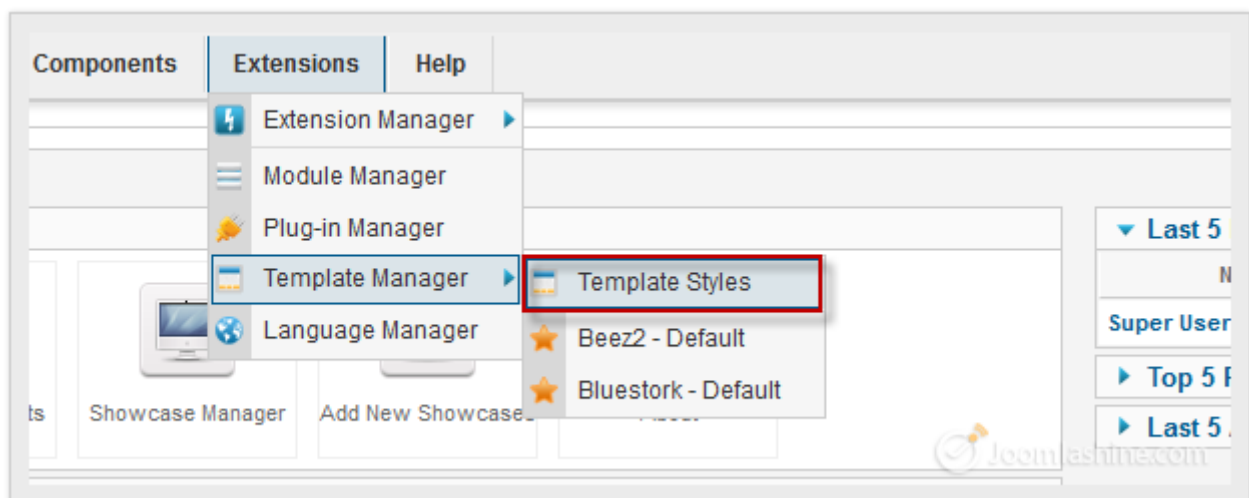
**JSN PowerAdmin** provides you a quick way to access all installed template styles. And you can do some basic operations on a template such as **Edit**, **Make Default**, **Duplicate**, **Delete** and **Uninstall** quickly with a few clicks.

Let's see how to change the default template.



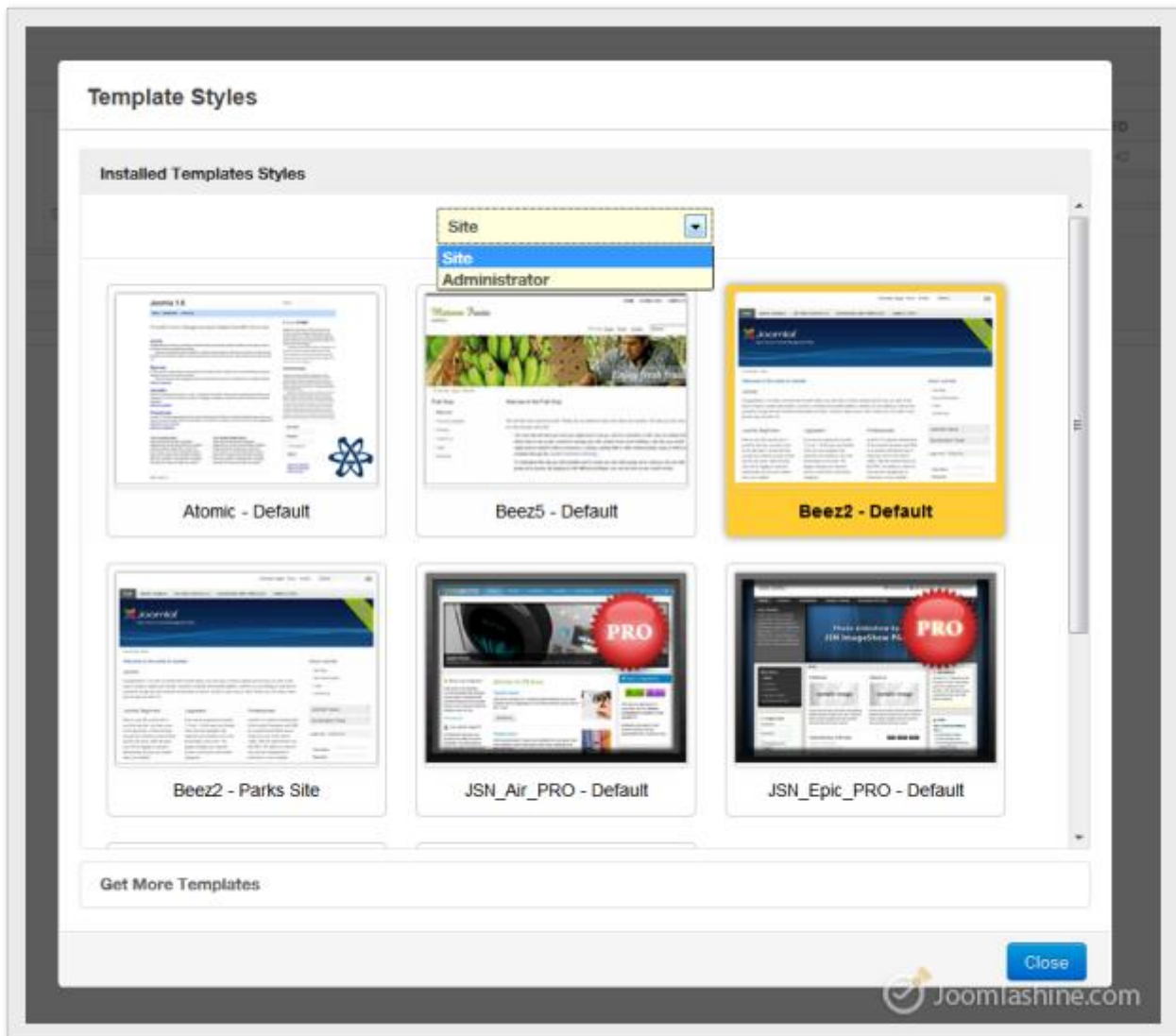
*The default front-end template is now Beez2*

- Go to **“Extensions”** => **“Template manager”** and click **“Template Styles”** on the sub-menu.



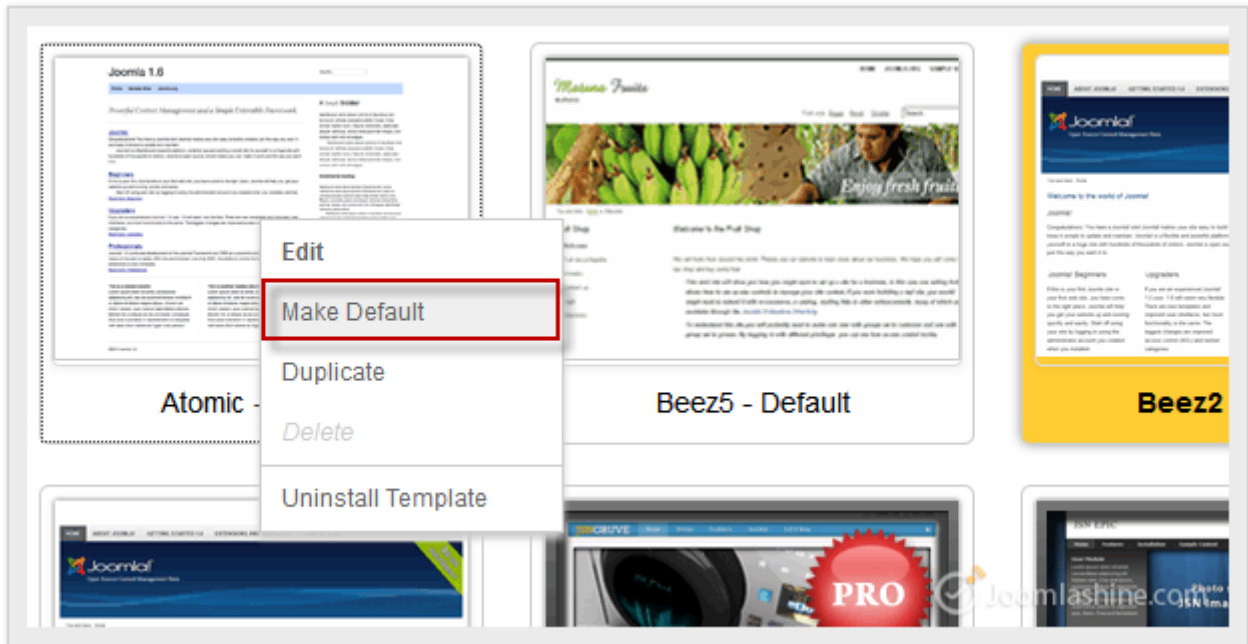
*Select “Template Styles”*

- Next, in the modal window, you will see all the installed templates, both **site templates** and **admin templates**. The default template is highlighted in yellow.



*Template styles manager*

- Click on the template you want to set as the default, and choose **“Make Default”**. For example here we’ve chosen **Atomic**.

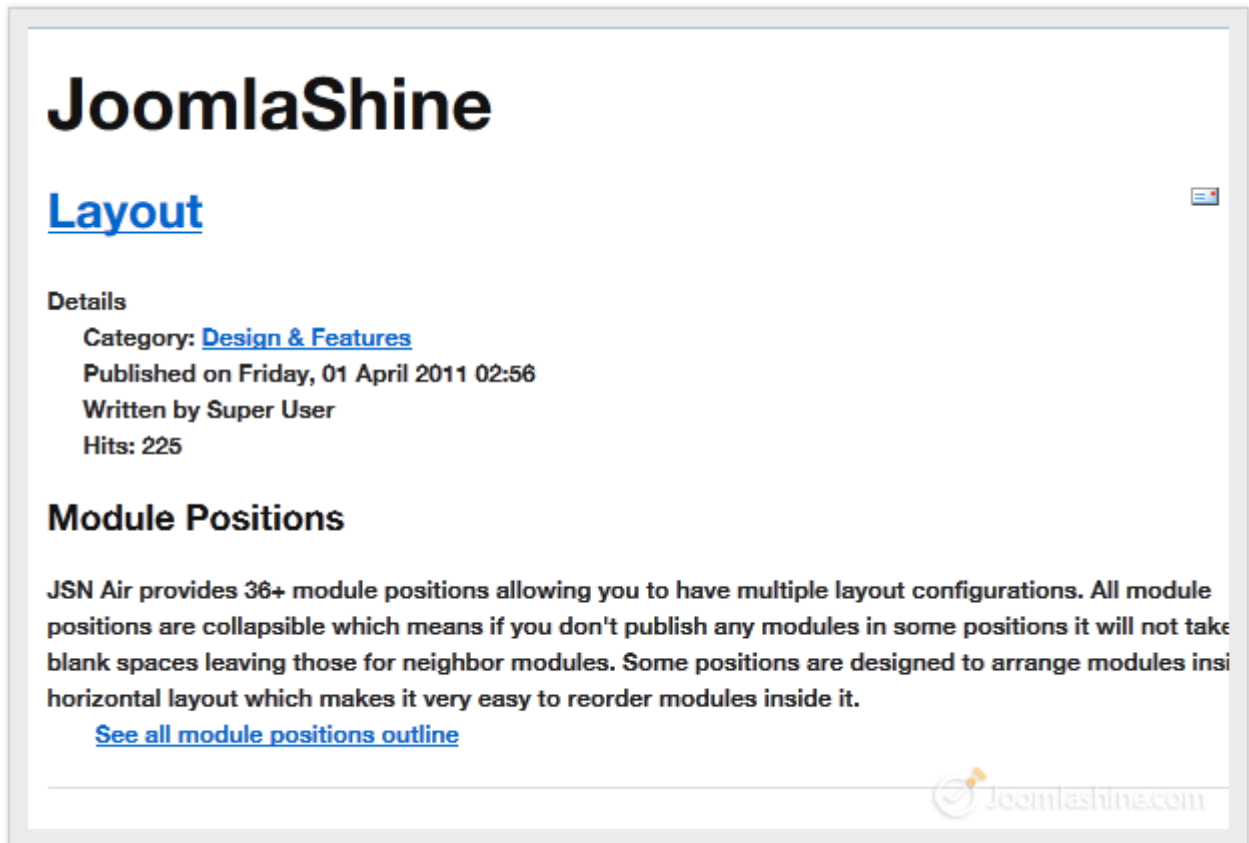


*Click on "Make Default"*

- Finally, click **“Close”** to exit the modal window.



Now, let's go to website front-end to see the result. The template now is **Atomic**.



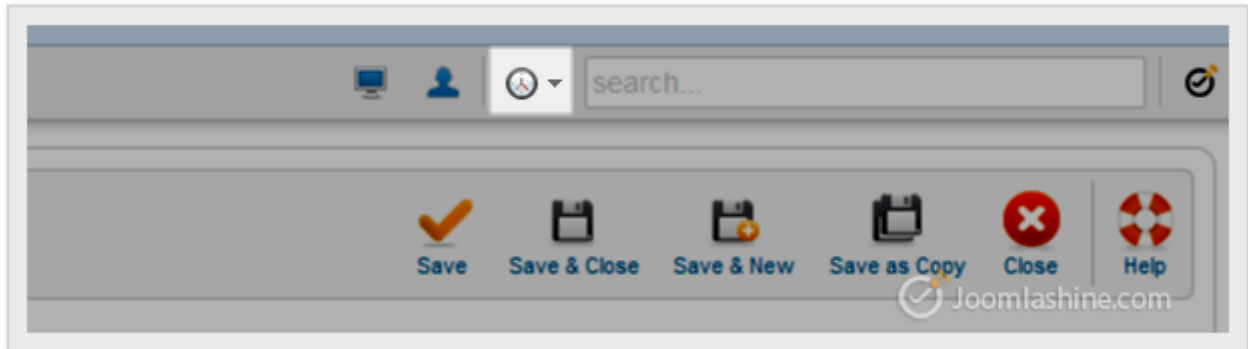
*Atomic is the default template*

## Other features

### Quick access to previously edited items

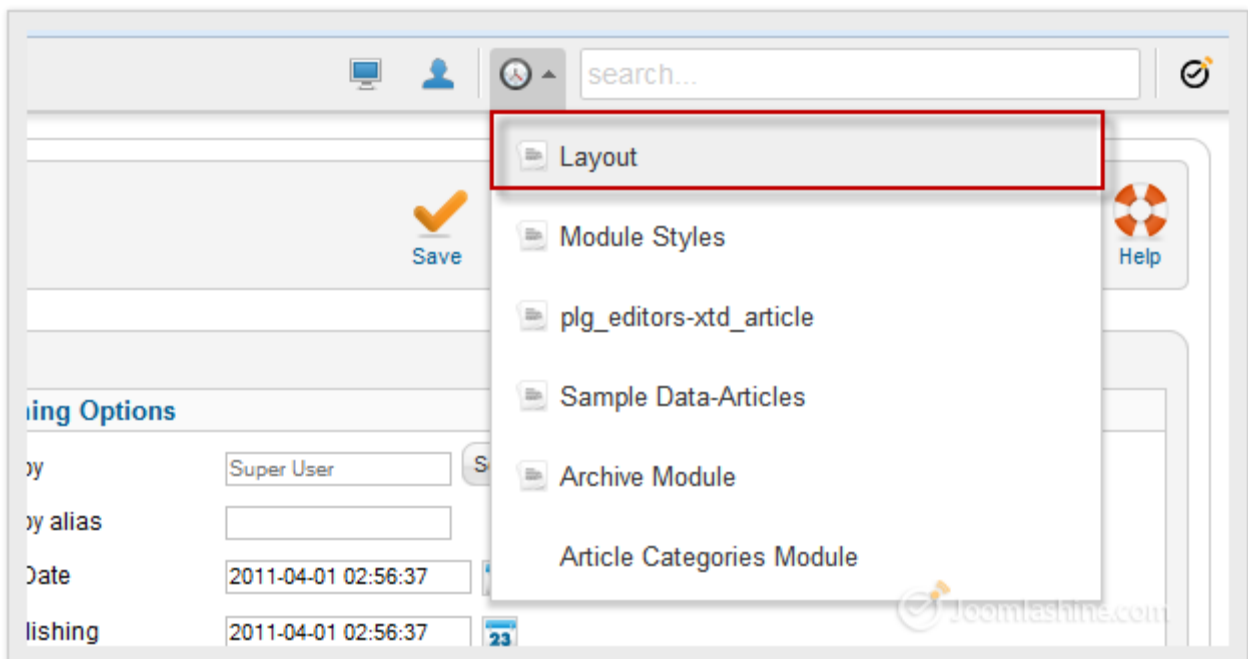
All items you have configured in the past are stored in **History**. You can access them with just a few clicks.

- Click on the **Clock Icon** right beside **Spotlight search box**.



*Click on the Clock Icon*

- Click on the item you want to access.



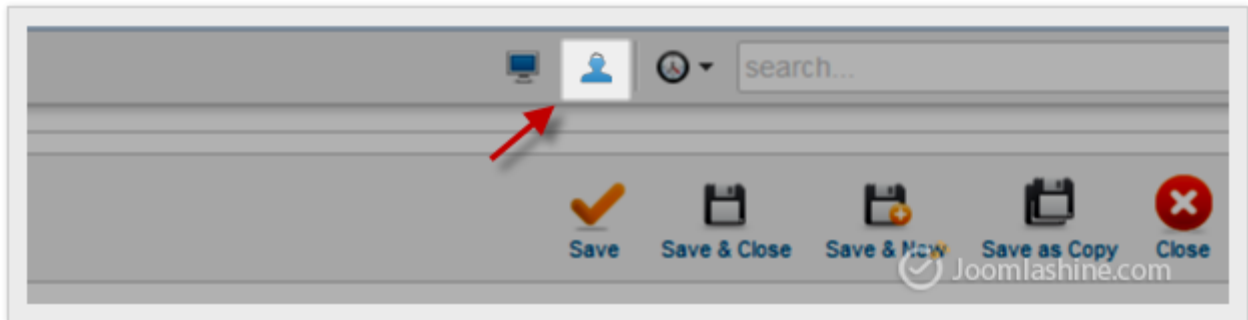
*Click on the item you edited in the past*

- You will be redirected to that item.

## Quick access to user profile

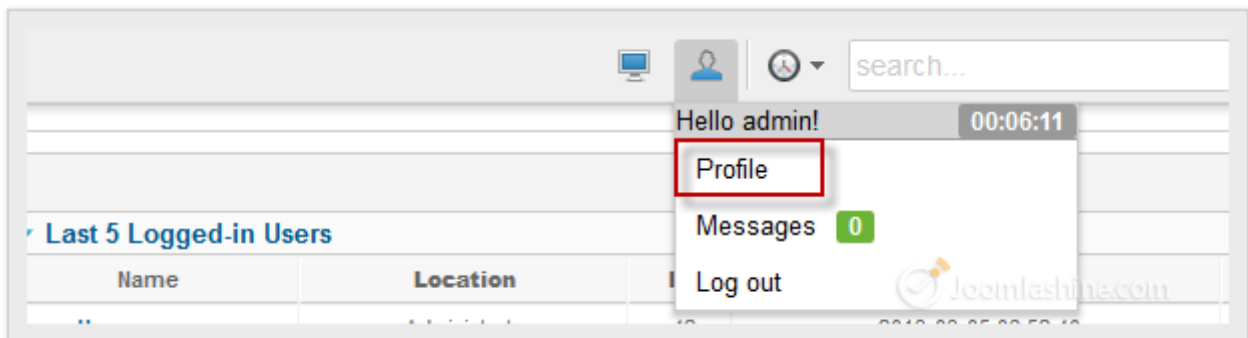
Normally as an administrator, you want to check your messages, your profile or simply the amount of time remaining in your session. To go to the user profile, you:

- Find the **Person Icon** in the top, nearby the **Clock Icon**. The amount of blue color represents the percentage of time remaining in your session.

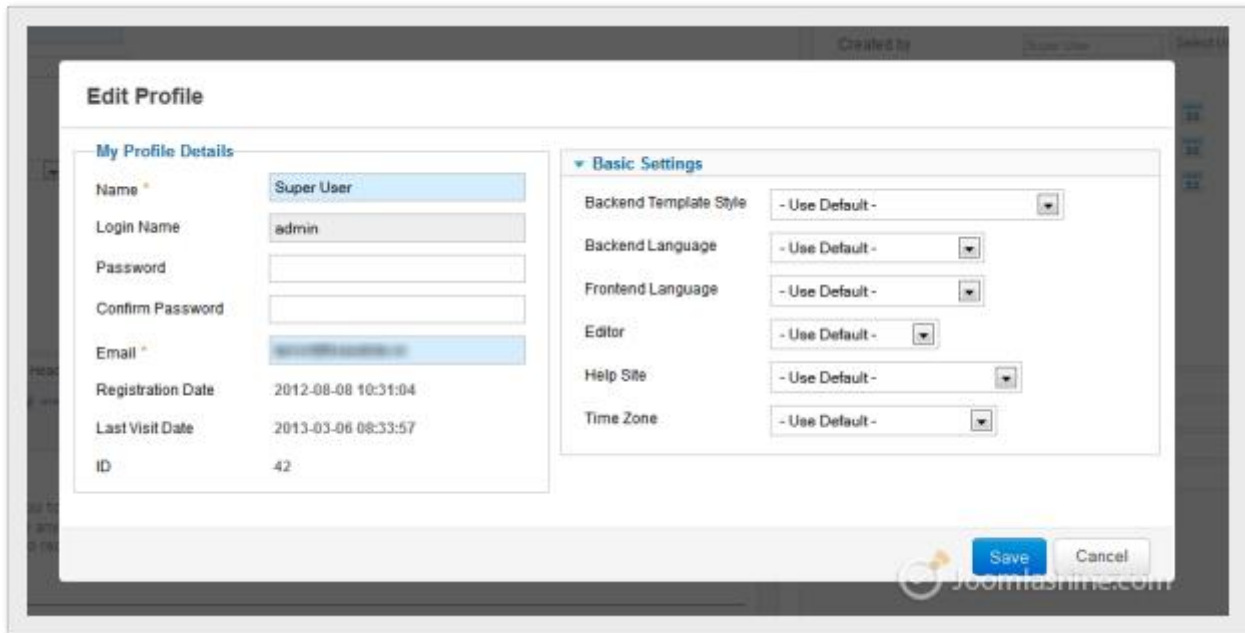


*The Person Icon*

- Hover the mouse over this icon and click on **Profile** in the dropdown menu. A new modal window will appear for you to edit your profile.



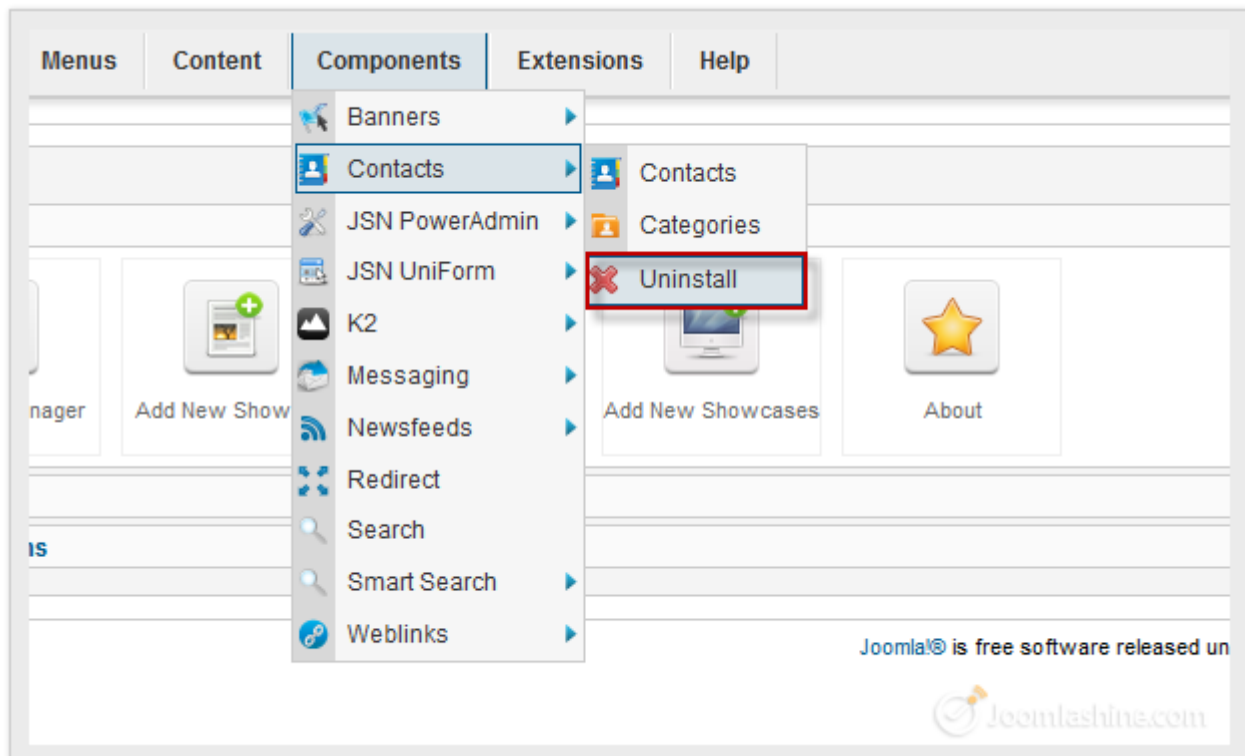
*Click on “Profile” to go to the user page*



*Profile setting page in a modal window*

## Enhanced Administrator Menu

At some point you may want to remove some extensions. No need to go to “**Extension Manager**” as normal, you can uninstall them with the **Quick Uninstall** function. It works with some default Joomla! extensions (Banners, Contacts, etc.) and all 3<sup>rd</sup> party extensions on your Joomla! site.

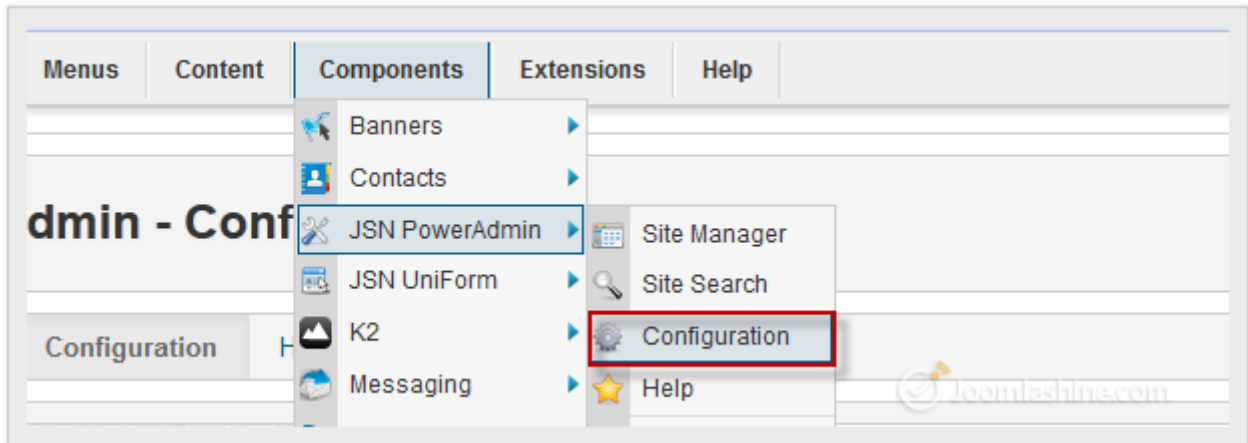


*Quickly uninstall an extension*

## Configuration

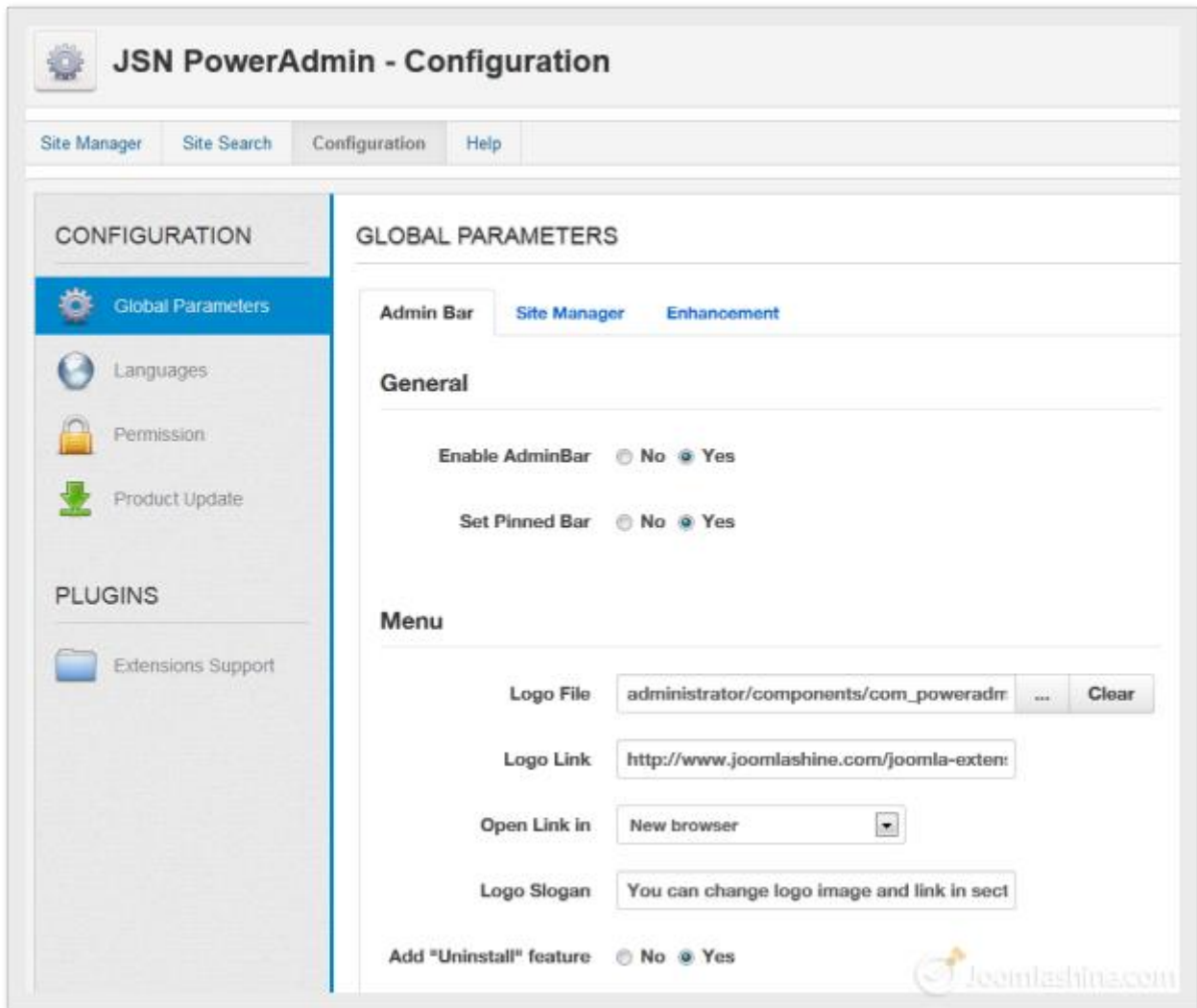
To help you manage Joomla!’s back-end in the way you prefer, JSN PowerAdmin has a **“Configuration”** page. Here, you can configure the logo and its menu link, search coverage or history number; turn off the **“Uninstall”** feature or manage extensions support and so on.

- Go to **“Component”** => **“JSN PowerAdmin”** and click on **“Configuration”**



*Go to the Configuration page of JSN PowerAdmin*

- You can configure as you want in the “**Configuration**” page.



*Preview of "Configuration" page*

## Released “Joomla! 3.0 Made Easy” – A great start for Joomla! 3.0 novices

This e-book **Joomla! 2.5 Made Easy** was released in June, 2012. After 8 months, it got 50.000+ downloads. It is our honor to provide you a useful manual like this, and it is an encouragement for us to update it to the latest version – Joomla! 3.0 as well.

Now, our latest e-book **Joomla! 3.0 Made Easy** is ready!



*Joomla! 3.0 Made Easy, written by JoomlaShine Team*

*108 pages*

*Languages: English, German*

You can download it for **free** now [English](#) and [German](#) version.

## Conclusion

A good book is like a treasure and I hope you think that while reading this book. All of our knowledge about Joomla! 2.5 has been edited in the most careful way to bring you 6 chapters of the most useful information to help you create your own website step-by-step with Joomla! 2.5. Come along with this book, we provide you [a series of video tutorial](#) for 6 chapters with 8 videos that help you follow the book easily. You will know all the basic aspects of Joomla! in order to build a complete website: from how to install it to how to work with it.

The JoomlaShine team wholeheartedly wants to give our readers the best in our book. Feel free to share what you have learned in this book with someone else. Bringing you valuable knowledge is our purpose and our honor as well.

Although we try our best, some mistakes are unavoidable. We appreciate all ideas and comments from our readers to make it better!



★ How useful have you found “Joomla! Made Easy” E-Book? ★



**See more FREE Stuff: JoomlaShine FREE Hi-Quality Templates**

Check templates

## Reference

Released in early February 2012, *Joomla 2.5-Beginner's Guide* written by Hagen Graff is also a good book for beginners. With detailed information about Joomla! 2.5, I guarantee that you will get more useful knowledge to help you build a website. This book has different language versions, such as [English](#), [German](#) and [Italian](#), so you can choose a version suitable for you. The E-book version is free to download.

You can also go to our official [Joomlashine blog](#) or watch us on [Youtube](#) to learn about Joomla! tutorials as well as be updated with the latest news about Joomla!. There are not only interesting, but also useful, topics about Joomla! which you won't want to miss. You can leave your comments below each article - we appreciate it a lot!

Finally, we want to recommend some good learning websites which we think you can refer to:

- <http://docs.joomla.org/>
- <http://www.joomlatutorials.com/>
- <http://www.joomlablogger.net/>
- <http://www.howtojoomla.net/>
- <http://www.ostraining.com/blog/joomla/>
- <http://www.theartofjoomla.com>
- <http://www.youtube.com/user/Joomla#p/a>
- <http://wiki.joomla-nafu.de/joomla-dokumentation/Joomla! Wiki>
- <http://www.joomlaportal.de/forum.php>
- <http://www.joomlaspanish.org/foros/>
- <http://www.help.dutchjoomla.org/>
- <http://www.wiki.joomla.it/>