

Joomla Introduction

OBJECTIVES

Create, modify and administer a website.

Duration: 1 Day

1. GETTING STARTED

- Joomla! Interface/Workspace - Frontend & Backend
- Administering the Site
- Publish an Article
- Rearrange Page Layout
- Joomla Preferences

2. WEB BUILDING BASICS

- Clean Up/Hide Modules
- Remove Sample Content
- Delete articles/categories/sections
- Customize Layout
- Add content
- Create a section/categories
- Add articles to categories
- Create a menu link
- Add items to the home page
- Add extras via components/extensions
- Add a contact form/Add a Poll
- Change site settings

3. ORGANISE CONTENT EFFECTIVELY

- Design a site map
- Transfer your site map to Joomla!
- How do you turn a site map into a website?
- Creating content containers
- Add sections/categories
- Add links
- Remove an unneeded article
- Rename sections or categories
- Change section/category settings
- Build a site without sections/categories

4. ADD/EDIT ARTICLES

- Create/edit articles
- Upload, insert/align images
- Create intro text
- Create multi-page articles
- Metadata Information

5. CREATE HOME/OVERVIEW PAGES

- Rearrange article layout on home page
- Add items to Front Page
- Control order of Front Page items
- Set criteria to automatically order Front Page items
- Create Blog Layouts/Section Lists
- Use Category Lists

6. MANAGING MENUS

- Change the order of menu items
- Add a separate new menu
- Move hyperlinks to the new menu
- Create submenu items
- Create split submenus
- Create menu links/Plain text links

7. WORK WITH TEMPLATES

- Change the default template
- Download, install a new template
- Tweak template CSS
- Create an image file
- Create your own template

8. ATTRACT SEARCH ENGINE TRAFFIC