

Joomla 5 CMS

Website Answer Book

Table Of Contents

Definitions	3
General Information	4
How to login into the web back-end?	4
Article Management	5
How to select an article for editing?	5
How to edit an article to make immediate changes?	6
How to revert an article to a previous version?	7
How to create a new article from scratch?	8
How to create a new article from an existing article?	9
How to toggle an article's published status?	9
How to archive an article (removes the article from normal list view)?	9
How to trash an article?	10
How to view Archived and Trashed articles in the article list?	10
How to empty the Article trash?	10

Media Management	11
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How to view the media being used?	11
-----------------------------------	----

How to upload a new image?	11
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How to preview, download, rename, edit get a link or delete an image?	11
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Definitions

Article: Articles are the basic item of content. An article can contain text, images, video and audio. Articles are display through menu items or other components on selected pages of the website

Menu Items: A menu and the menu items on the website are used for navigation through display as well as ways to get access to an article indirectly. On the website, there are two menus being used, The Main menu which shows on the top and pull out of the website and there is also a hidden menu called User which is used simply to provide a way to access articles that would not normally be pointed to by a Main menu item. An example of this is the 'Clan Application Form'.

Article Status: This sets whether an article can be viewed (published), not viewed but available to be edited etc (unpublished), not viewed and not in the article list (Archived) or not viewed and in the trash. We normally will try to empty trash items because this actually removes them from the database and allows the system to respond faster.

Dashboard Icon : An image of four squares stacked two by two

Left side menu : The menu on the left side of the screen with expandable submenus for most items

Chevron : A greater than, less than, up or down sign beside an option on a menu or a selection box

Category: A grouping of articles by topic or usage. Categories help with organizing and finding articles as well as are used by parts of the software for display selection and appearance. There are currently only two categories in use : Info Pages and Homepage.

Version : Changes to articles are kept for up to 10 versions. This allows fallback to a previous version or can even be used to easily vary article content based upon seasonality and other factors.

General Information

How to login into the web back-end?

Go to your admin login (IE. yourwebsite.ca/administrator) in your browser to access the login screen



The image shows the Joomla 5 CMS login interface. It features a 'Username' label above a text input field. Below that is a 'Password' label above a text input field with a toggle icon (an eye) to its right. Under the password field is a blue button with a user icon and the text 'Sign in with a passkey'. Below that is another blue button with the text 'Log in'. At the bottom, there is a link that says 'Forgot your login details?' with an external link icon.

Use your userid and password

If your userid/password combination is not working or not available then contact support at Paratechnic Inc. (support@paratechnic.com) or call 855 744-7441

Article Management

How to select an article for editing?

Use the chevron to expand Content on the left side menu or click the Content dashboard icon (four squares)

Click 'Articles' to access the 'Content Manager: Items' screen

To find the article quickly enter some part of the article title in the Search box and click the magnifying icon or press enter

Select the article to edit by clicking on its title, ensure that it is the correct article since there's some articles with similar names for different purposes. This will take you to the 'Content Manager: Edit Article' screen

How to edit an article to make immediate changes?

Select and go into edit mode for an article

Change the Article Text content as needed. The article editor is WYSIWYG and some standard edit controls such as undo (ctrl-z) and redo (ctrl-y) work. The 'What You See' doesn't show styling such as colours and special fonts in this editor.

Use the Version Note field to provide an explanation of the changes you are making. This is recommended for most cases.

Click Save to apply changes and continue editing as well as optional preview

To preview your 'saved', click Preview for a pop-up of the article. Remember this is preview of the article and may not show non-article contents accurately.

Click Save & Close to apply changes and return to the 'Content Manager: Items' screen

To close without applying any changes not yet saved, click 'Close' to return to the 'Content Manager: Items' screen.

How to revert an article to a previous version?

Select and go into edit mode for an article

Add a note to the versions field such as 'version before fallback' and click 'Save'

Click versions at the menu across the top of the 'Content Manager: Edit Article' screen. A Versions popup will appear with a star beside the currently active version.

Select the single version to be restored by clicking the box in front of it.

Click 'Restore' and the selected version will be marked as active and the Versions popup will close.

You may make further changes to the reverted changes to save as a new version but remember to use the version notes if you do. Otherwise simply close the article to have the reverted to version active.

How to create a new article from scratch?

On the 'Content Manager: Items' screen click 'Add new -> Article' to access 'Content Manager: Add New Article' screen then provide/set the following information.

Title: Use a recognizable, unique title for the article

Alias: This can be left empty to automatically be generated from the title or you may manually set it. No caps or special characters other than - which replaces spaces if generated from the title

Status: Generally leave this as Published

Category: Use an appropriate category, if not sure then leave as the default category

Access: Leave as Public for general viewing

Version Note: Provide some identification such as 'First version' or other appropriate remark

After you have entered a title, you can click Save to have the article created and then keep editing.

Until you save at least once, the article will not actually exist so if you don't save at least once, then clicking 'Cancel' will return to the 'Content Manager: Items' with no article created. When finished with entry of the new article, click 'Save & Close'

If you want to be able to put a link to the article or have it available as hidden item, then use the down chevron beside the Save & Close to select Save to Menu. This will automatically save the article contents and put you into a Menus: New Item screen.

Adding a new menu item will be covered in the next release of the Answer Book.

How to create a new article from an existing article?

Select and go into edit mode for the article you are using to start from

Use the down chevron beside the Save & Close to select 'Save as Copy'. This will immediately save the article as a new version, usually with a parenthized number at the end of the title and then place you in the 'Content Manager: Edit Article' screen.

Edit and finish just as if you are editing an existing article. Don't forget about the Version Notes

How to toggle an article's published status?

Find the article in the 'Content Manager: Items' screen and click the Status icon beside it. This will toggle the article from being publish or unpublished.

How to archive an article (removes the article from normal list view)?

Find the article in the 'Content Manager: Items' screen and click the selection box to the left of it.

Using the pulldown for the Actions menu item, select Archive. The article will be marked as Archived and will not normally show.

Note that this can be done by editing and changing the status while editing to Archived

How to trash an article?

Find the article in the 'Content Manager: Items' screen and click the selection box to the left of it.

Using the pulldown for the Actions menu item, select Trash. The article will be marked as trash and will not normally show.

Note that this can be done by editing and changing the status while editing to Trashed

How to view Archived and Trashed articles in the article list?

- On the Content Manager: Items screen click the 'Filter Options' button to toggle the selection boxes. For 'Select Status' click the pulldown chevron and select desired status or click all

How to empty the Article trash?

On the Content Manager: Items screen click the 'Filter Options' button to toggle the selection boxes. For 'Select Status' click the pulldown chevron and select 'Trashed'

Select all the articles or those you wish to remove from trash using the check boxes beside the articles

Click the 'Empty Trash' button and confirm.

Media Management

How to view the media being used?

Use the chevron to expand Content on the left side menu or click the Content dashboard icon (four squares)

Click 'Media' to access the Media screen

Double click a subfolder if one is in use for your specific website content folder

Use the view select on the upper right to select image or list view

How to upload a new image?

- Access Media screen
- Double click the folder to upload to.
- Click the Upload button
- Select file to be uploaded in the file selection dialog box

Pay attention to case for filenames. The server is case sensitive so myfile.PNG is not the same as myfile.png on the server but in Windows these would be considered the same name.

How to preview, download, rename, edit get a link or delete an image?

- Access the Media screen
- Double click the folder to upload to.
- Hover over the image to delete and click the elipsis and select the desired option
- Complete the action dialogs if any such as confirm delete.

