



TUTORIAL 2. A Tour Of The Administration Area

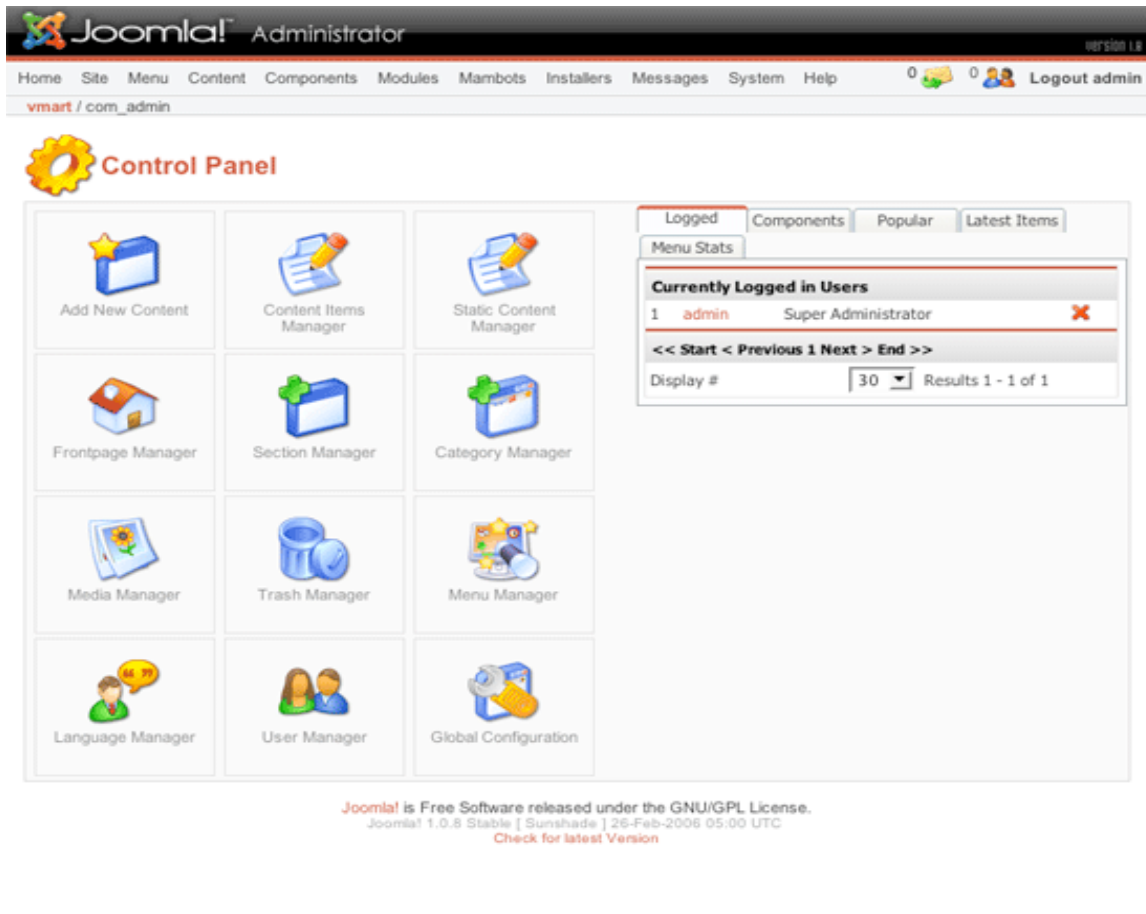
You are reading this tutorial because you have a website powered by the Joomla! content management system. Congratulations! Joomla! is one of the best ways to run a website. It is dynamic and expandable, with a huge community of developers and users (see <http://www.joomla.org> for more info.)

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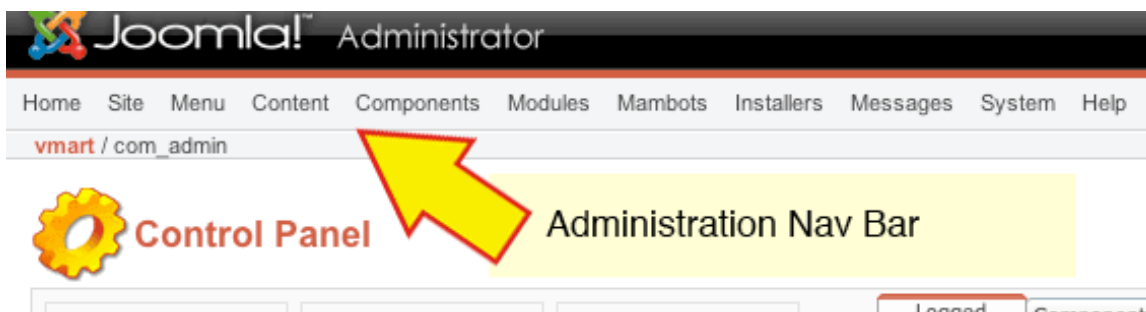
This tutorial assumes that you know how to access the administration area of your Joomla! website (more info about Joomla! can be found at <http://www.joomla.org/>). If not, please see tutorial 1, “How To Log In To The Back End.”

Remember to use the Firefox browser (www.firefox.com) to access your website

We start this tutorial in the back end administration area of your website. You should see something similar to this:



The most important thing to point out at this stage is the horizontal **Administration Navigation Bar**. You use this bar to navigate around your website's backend:



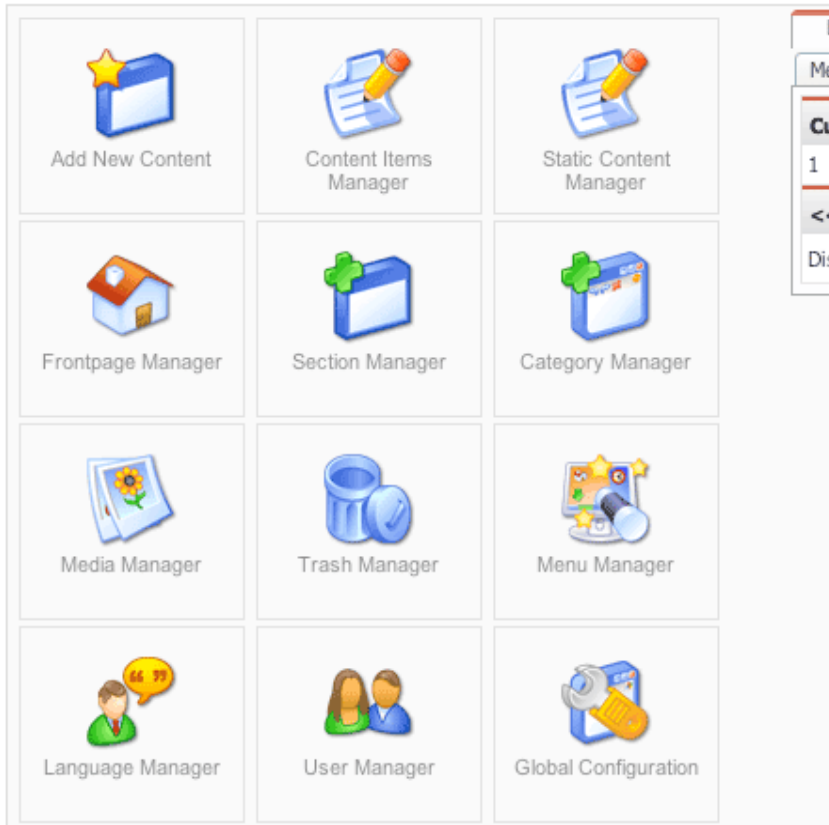
You use this bar to navigate around your website. **DO NOT USE YOUR WEBSITE'S FORWARD AND BACK BUTTON TO MANEUVER AROUND YOUR WEBSITE'S BACK END.**



The administrator navigation bar is composed of a horizontal list of your website's main areas: [Home](#), [Site](#), [Menu](#), [Content](#), [Components](#), [Modules](#), [Mambots](#), [Installers](#), [Messages](#), [System](#), and [Help](#). Clicking on any of these will drop down submenus of more specific areas in your website to navigate to. We will examine the administrator navigation bar in detail in a moment.

Since we have just logged in, we find ourselves in the "home area" of the back end. This represents the Home button on the administration nav bar. This area also presents an array of icons called the **control panel**:

Control Panel



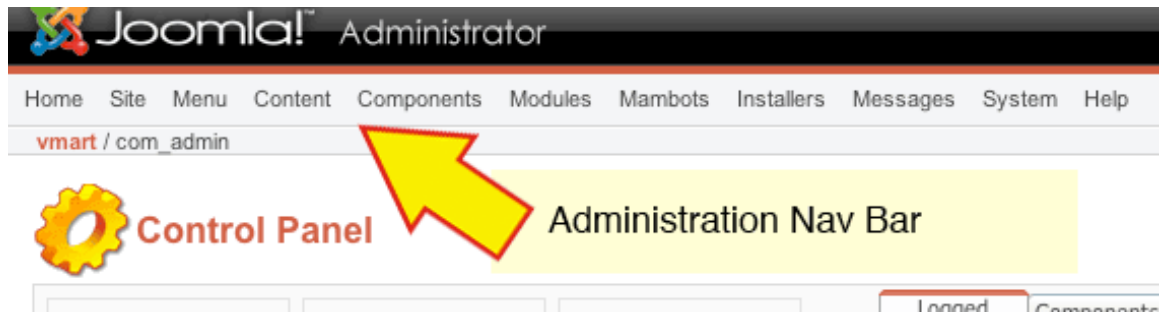
1. Control Panel: These icons all duplicate areas that can be accessed from the administration navigation bar. They are simply shortcuts to allow you to get to certain parts of your site faster. In this tutorial we will be focusing on the administration navigation bar, not the control panel. This is because understanding the administration navigation bar will also enable you to understand the control panel.

Back to the Administration navigation bar....

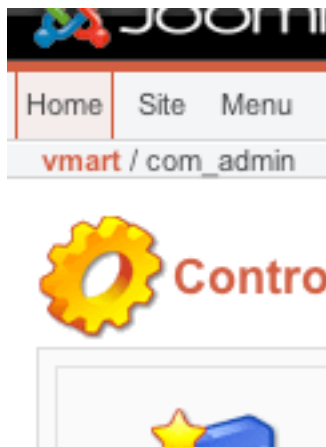
2. The Administration Navigation Bar: The administration navigation bar is organized by subject. Hovering over each word will cause a drop down window to appear with more choices.

Explanations of the Administration Navigation Bar Items

Here is a systematic explanation of the choices on the administration navigation bar. As you read each selection, go there on your own website to familiarize yourself with how your site is constructed.

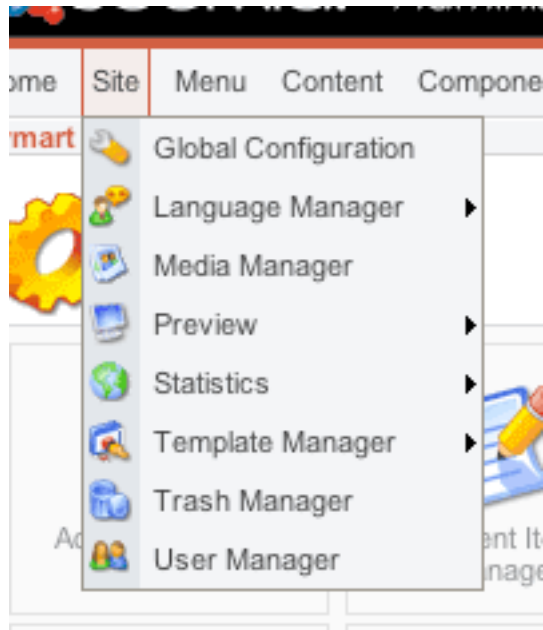


Home:



This takes you back to the administration page that you see when you first log in to the website back end.

Site:



This category includes various areas where you can control your site's configuration.

Global Configuration: This takes you to the global configuration area. Here, you can set many global variables for your site. Some of these include the sites Meta tags (very important for search engines) and taking your site offline.

Language Manager: This takes you to a page where you can select which language your administration is configured to.

Media Manager: This takes you to the media managers folder. This is where you go when you want to upload pictures, flash, mp3, and other media.

Preview: This allows you to view your website's front end. You can use it to view the changes you have made without putting your site back on-line.

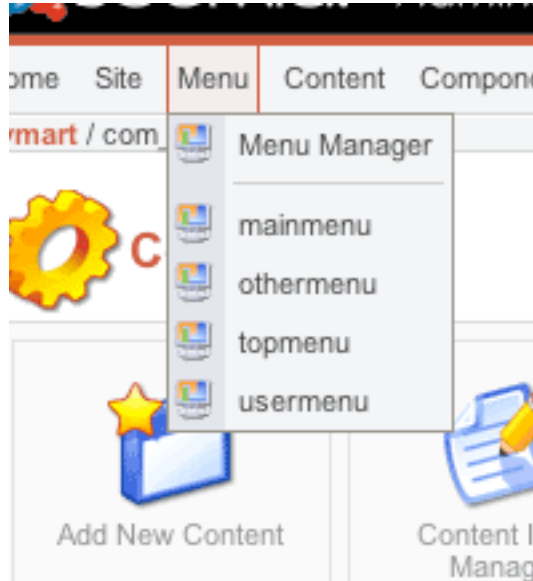
Statistics: This allows you to do various searches of your sites content.

Template Manager: This allows you to set the various templates (layouts) your site uses. Selecting "Site Templates" will take you to a page where you can select which template you would like to use for the front end of your site.

Trash Manager: This takes you to your trash folder. From there you can put things you've thrown away back into your site, or delete them permanently.

User Manager: This takes you to the user manager, where you can create and delete users, and change users passwords.

Menu:



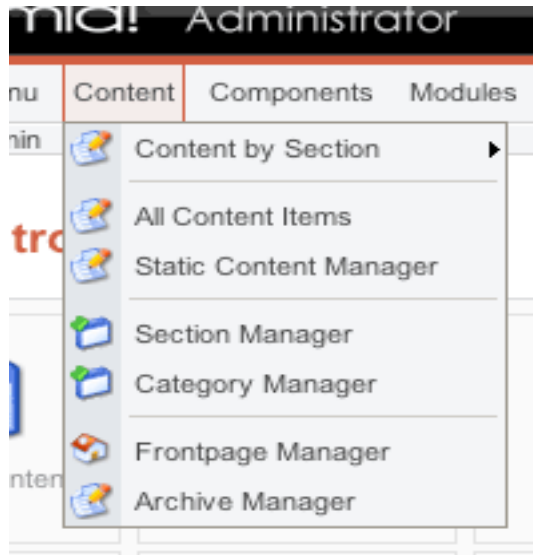
This category controls the navigation menus that are visible on the front end of your site. The amount of menus you have depends on how your site has been built- you may have more or less menus than this tutorial mentions here.

Menu Manager: This takes you to a page where you can add or subtract menus for your site.

Main Menu: This takes you to the main menu manager. There, you can add and subtract items from the main menu. **Important: Whatever menu item is in the first position of the main menu, that is what determines what is visible on your websites front end “home page.”** Experiment with adding a menu item to see what kinds of links are possible.

Other/Top/Usermenu etc...: Like **Main Menu**, selecting any of these will take you to a management area where you can add and subtract menu items from their respective menu.

Content:



This category controls how you update your sites content.

Content by section: All the content items on your site are organized by section and category. Use “Content by section” to select which section or category of content items you’d like to view or edit.

All Content Items: **Very useful! This will bring up all the content items. This is a very quick and easy way to access your content items!**

Static Content: This takes you to where you can edit all your static content items.

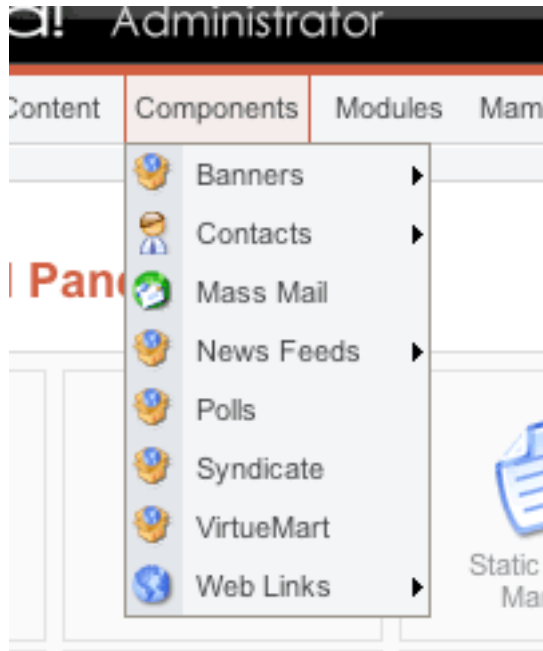
Section Manager: All your content items must be assigned a Section. This option will take you to where you can add or subtract new sections. Adding new sections is a way of keeping your site well organized, especially if you have a lot of content items.

Category Managers: All your content items must also be assigned a category. Categories, in turn, must be assigned to a section. The category manager allows you to add or delete categories.

FrontPage manager: The Front page manager allows you to add, subtract, or otherwise control which content items appear on the “front page”, or home page, of your website’s front end.

Archive Manager: At times you may want to archive your content items. The archive manager allows you to un-archive content items.

Components:



This category presents a list of the various components that are installed in your website. Components give extra functionality and power to your website. For example, people who are using their website to do e-commerce will often have a component called “Virtuemart” installed in their website that acts as a shopping cart. Most components affect the front end of the website, but some (such as the “JCE editor” only concern the administration areas of your site. **In order to appear on your website’s front end, most components need to have a menu item created on one of your sites menus (see Menu manager) that points to it.** Here is an explanation of the built in component that come installed in all Joomla! websites:

Banners: This component allows you to show banners from other websites, and record the number of click it has received, this enables you to charge people per click for showing their banner.

Contacts: This controls the settings that determine what information is displayed on your contact page.

Mass Mail: This allows you to send group emails to all the people who have registered as users on your website.

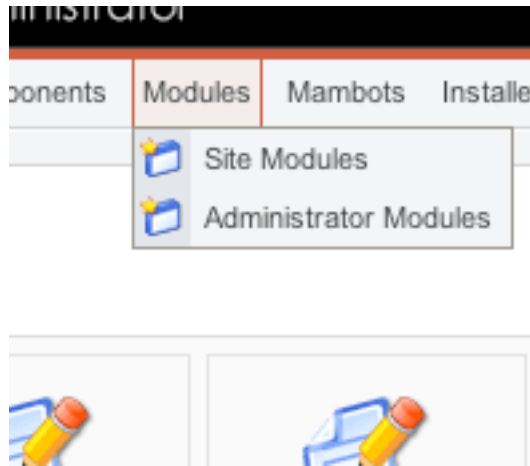
News Feeds: This allows you to enter URLs of RSS feeds from other websites that you can publish on your site.

Polls: This is the built in polls component. This component allows you to make polls that you publish to the front end.

Syndicate: This controls your settings if you are publishing your site as an RSS feed.

Web Links: This component allows you to organize your web links if you have many of them. Remember, though, that you can also publish a list of web links as a content item or as a module.

Modules:

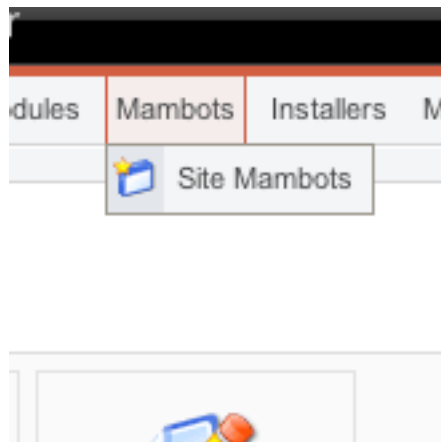


This lists the module area. Modules are small programs that perform various functions on your website's front end.

Site Modules: This takes you to the **Module Manager**. The module manager allows you to edit your modules and publish or un-publish them from different position of your websites front-end template.

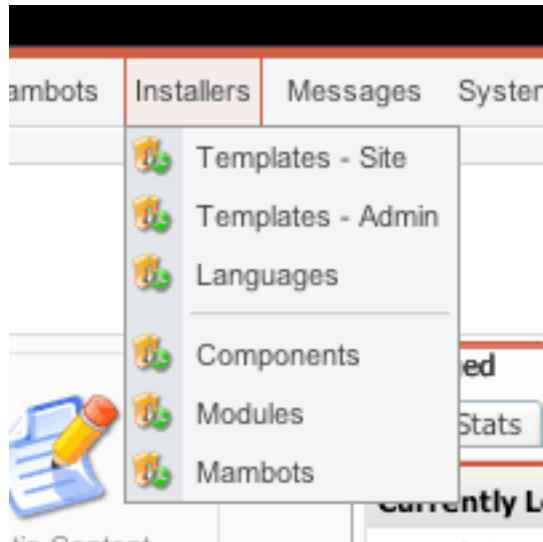
Administrator Modules: This takes you to the Administrator Module Manager. You will probably not need to edit anything in this area.

Mambots:



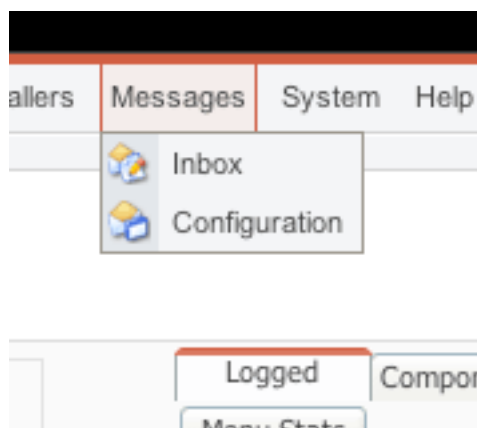
This takes you to the mambot manager. Mambots are small bits of code that allow the smooth functioning of your modules and components.

Installers:



This takes you to the various installers. At times you may want to install a new component, site template, or module. To do so, you must first select the appropriate installer area: Templates-Site, Templates-Admin, Languages, Components, Modules, and Mambots.

Messages:

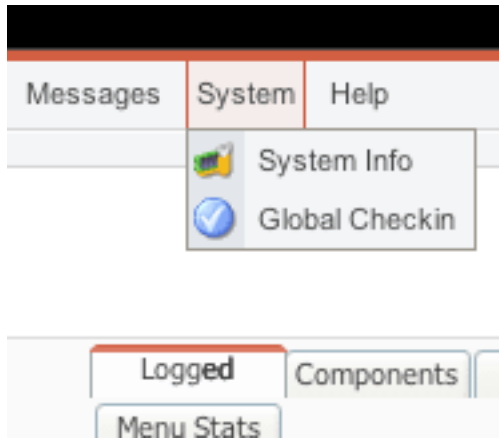


This area provides access to your messaging system that you can use to send messages to other people who are registered as users of your website.

Inbox: This is your personal inbox.









Configuration: This takes you to where you can configure your private messages.

System:



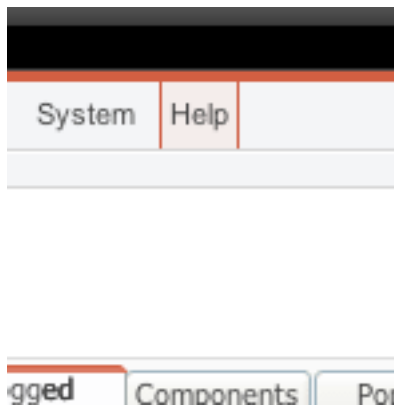
System: This brings up information about your Joomla! system specifications as well as information about your web host.

Global Check in: Sometimes you may find that one more of your content items have become “locked”, making it impossible for you to access them:

3		Welcome to Joomla!				<input type="text" value="1"/>	PL
4		Example News Item 1				<input type="text" value="2"/>	PL

Selecting **Global Check In** forces all your content items to become unlocked.

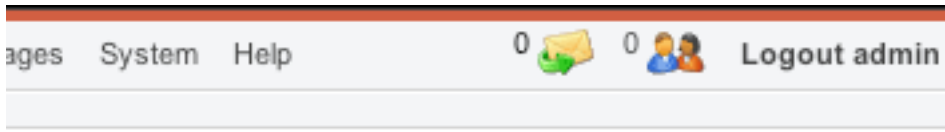
Help:



If you are connected to the Internet, this will open up a help screen from the Joomla!.org official documentation.

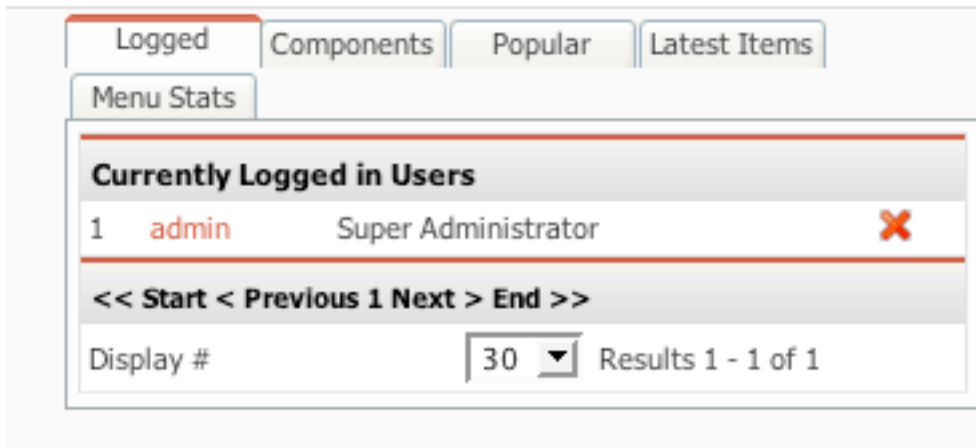
That concludes our examination of the administrator navigation bar. As you can see, this nav bar is very important as you use this to “get around” the back end of your website. Don’t worry if it seems confusing, after a bit of use it becomes easy. Remember that you can call us at Floating World Web Development if you get stuck.

3. Logging Out



Simply click on “logout” and you will exit the back end of the website.

4. Info Tabs: On the home page of your administration area you will see a small set of tabs in the centre right hand side of the screen:



The tabs offer some useful information about your site. Click on these tabs to find out what info they offer. Some info you can gather from these tabs include: How many registered users are currently logged in, which content item are the most popular, and what are the latest items that have been added.

This concludes our tour of the Joomla! back end. We hope it is useful to you. Should you have any questions, please don't hesitate to call or email Floating World Web Development.

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