Website Administrator User Guide

Winter 2024

Changes Notices

Date of Change	Change Information	Section Affected	Version
5 March 2024	Added new section on Adding Single Files to pages	8.7.3	7.0
16 Feb 2024	Added new section for Menu Management	Added 16.1 to 16.5	6.0
16 Feb 2024	Removed 2 of the 4 suggested online compression sites from list of supported providers	7.4 Online Optimisation Tools	5.0

Table of Contents

4

5

6

9

13

1. Introduction to your Website

Your website is based on a Content Management System (CMS) called **Joomla!** which is an expansive and open-source platform for publishing web content. Over the years Joomla! has won several awards and allows you to build powerful online applications.

Joomla! is one of the most popular website softwares, thanks to its global community of developers and volunteers, who make sure the platform is secure, user friendly, extendable, multilingual, accessible, responsive, search engine optimized and so much more.

1.1 What's a content management system (CMS)?

The definition of a CMS is an application (web-based), that provides capabilities for multiple users with different permission levels to manage (all or a section of) content, data or information of a website project, or intranet application. Managing content refers to creating, editing, archiving, publishing, collaborating on, reporting, distributing website content, data, and information.

1.1.1 Why did we choose Joomla?

Tapiochre develop websites for schools and as such we believe Joomla! is the perfect tool for the job as it is designed to be easy to install and set up, even if you're not an advanced user. With a short learning curve (we provide all sorts of training as well) you'll be able to quickly understand how to keep your website up to date with the right content. With a minimal amount of instruction, we hope to empower you to easily manage your own website yourself.

2. Getting to Grips with your Website

This section explains the basic concepts of your Joomla website. After you've finished this section, you'll understand how users see your site and how administrators like you manage your site and you'll be able to:

- Understand the two areas of your Joomla site.
- Understand the visitor area of your Joomla site.
- Understand the administrator area of your Joomla site.
- Make your first Joomla site changes.

2.1 Understanding the two areas of a Joomla site.

Every Joomla Web site has two areas: a public area for visitors, also known as the Front End and a private area for administrators, also known as the Control Panel or the Administrator area.

2.1.1   Visitor (Front End) Area

Absolutely everything you want visitors to see on your site can be accessed from here - basically, this is your website! You can always access the visitor area simply by visiting the web address for your website. Type in the web address, and you will see the home page of your site.

2.1.2   Control Panel or Administrator Area

The other half of your site is the secure or private area for administrators. Absolutely everything you want to change about your site can be changed from here. It is called the Control Panel of your site as that is where you control everything; where you go to add, remove, and change content, create navigation, or modify your site layout.

We cover logging in in our Fundamentals area of this guide here which is the next stage!

2.2 Administrator Login

To perform the advanced features of working on the website you will need to log into the **Control Panel** of the website. To login to the Control Panel of your website, you will need to access the secured area of the site.

To start, your website URL will be something like:

https://www.myschoolname.org.uk

When you need to log into the website Control Panel, you simply add the /administrator path so, using our example, the full URL for logging on will be:

https://www.myschoolname.org.uk/administrator

When you go to this URL, you will be presented with a login window:

Enter your username and your password (remember the password is case sensitive) and click "Log In" to reach the Control Panel home page from where you will be able to perform the necessary tasks needed to manage your site.

2.2.1   Control Panel Warnings and Notices

From time to time, when you access the Control Panel you might see notifications about Updates:

2.2.2   What to do?

In general, these updates should only be performed if you are completely confident that the updates are necessary. We recommend that you leave these updates to us as part of our Service Level Agreement with you. We are notified daily about updates that are available for websites. We normally wait a week or two for others to thoroughly test these updates before we apply them.

3. The Control Panel

Once logged in, you can perform tasks to manage the website. You do this via the Control Panel of the website.

The Control Panel provides access to website functions and features by giving you a drop-down menu bar, a general notification area, and a handful of clickable icons.

3.1 Joomla 3 vs Joomla 4 Control Panels

With the updates to Joomla 4 progressing nicely, some websites will now show the Joomla 4 control panel. Below we look at both views but if you want to see the Joomla 4 information see later in this page.

3.1.1   Joomla 3 Control Panel of your website
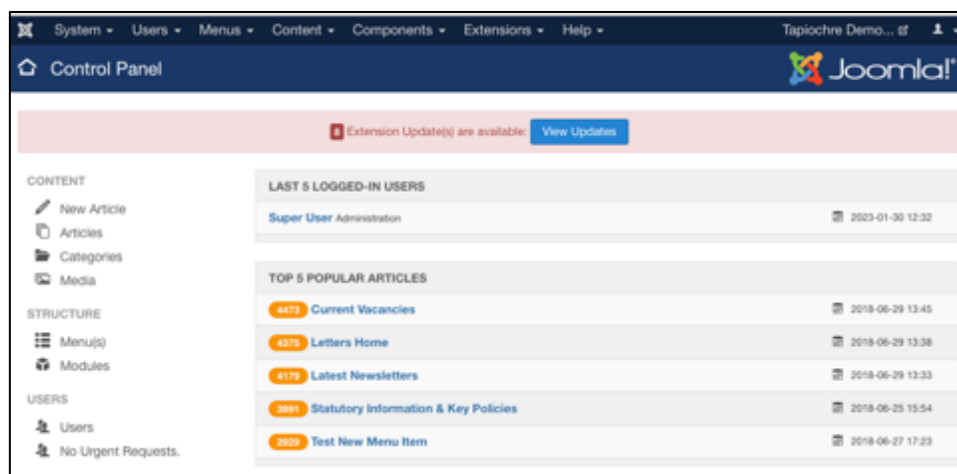
The above is a Joomla 3 control panel example.

On every page of your Joomla 3 control panel area of your site, you'll always see a dropdown menu that's shown below. This top menu has all the key links you need to manage your site:
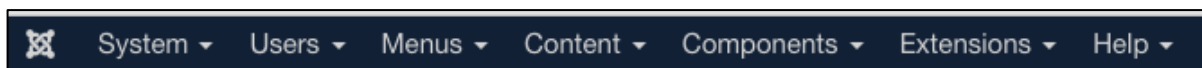
You will also see quick links in the lefthand sidebar in Joomla 3.

These links might help you to navigate to certain areas of the control panel as needed but in this guide, we always refer to the top menu for Joomla 3 because all options we use are available from the top menu. When you hover your mouse over the dropdown menu, and you'll see dropdown links, and these are used throughout this guide, and we cover all necessary choices in the relevant section.

3.1.2   Joomla 4 Control Panel of your website
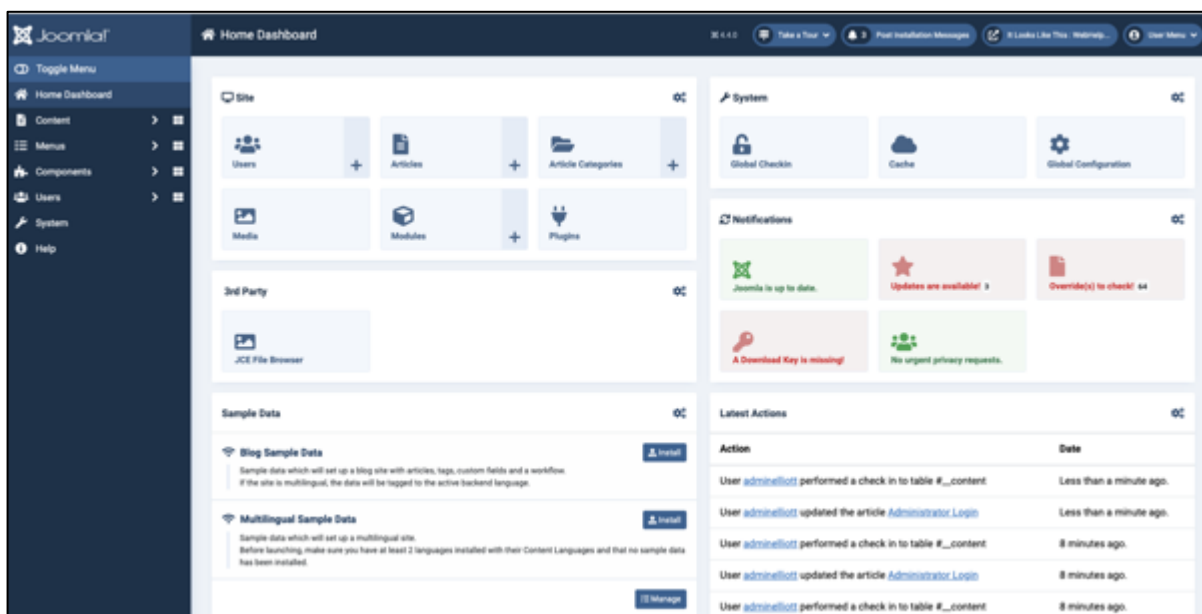
With Joomla 4, (and future versions like Joomla 5), the Control Panel is very different as you can see. Where in Joomla 3 the menu was across the top of the page, in Joomla 4 these same options are shown vertically down the left of the page. They serve the same purpose as in Joomla 3 but are aligned this way which, by virtue of the upgrade to version 4 also makes the Control Panel much more mobile friendly!

3.2 Control Panel Menus

Because the dropdown menu is so important, we base this entire guide on it. Every time we ask you to visit a page in the Control Panel area, we go via this dropdown menu. The dropdown menu contains the following most accessed options:

Joomla 3 Control Panel menu
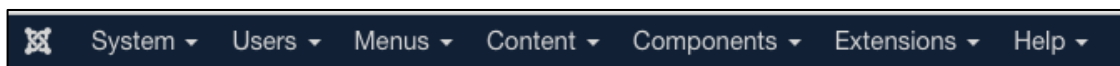
Joomla 4 Control Panel menu
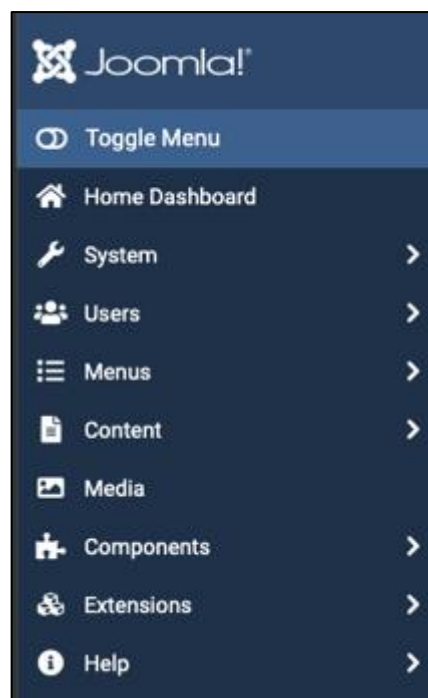
3.2.1   Who are the menu items for?

Menu Item	Accessible to	Predominant User
Joomla Icon	All Admins	All
System	Tapiochre	Tapiochre
Users	All Admins	All
Menus	All Admins	All
Content	All Admins	All
Components	All Admins	All with some exceptions
Extensions	All Admins	All with some exceptions
Help	All Admins	All
SPPage Builder	All Admins (Selected Websites only)	All

3.2.2   Joomla Icon

Use this icon to return to the main control panel home page. This is active when you are not editing something.

3.2.3   System

Contains all the main configuration options for your site. The good news is that most of these configuration options will be set up correctly when you first use your site your site so it's unlikely you will need to visit this option.

3.2.4   Users

This is where you can create and give different permissions to different users and groups of users.

3.2.5   Menus

Contains the website navigation for your visitors. You might call them 'Tabs', but their correct terminology is menu links and you click on them in the front-end area of the site to move from page to page.

3.2.6   Content

Contains all your text articles. Any text that you write in articles goes here, from news, information and blog posts to document lists and image galleries; all of these are created from within the Content > Articles menu.

3.2.7   Components

These the main extra features you can add and manage in your site. Photo galleries, event calendars, contact forms, document management and weblinks are all controlled from here so that you can add them as menu choices or as content in your webpages.

3.2.8   Extensions

The Extensions dropdown menu includes links to the following types of extension:

Modules. Modules are the boxes found around the perimeter of your site. They show visitors little snippets of information, such as files, websites, or page lists (among many other cool content ideas), normally related to what is seen in the main body of the webpage.

Plug-ins. Plug-ins are little programs that make subtle improvements to your site. You don't ususally 'interact' with plugins, they work in the background to make special features happen.

Templates. Templates are the design and layout of your site. You will never need to change the settings in the template choice but when WE need to make changes, this is where we do it!

4. Categories

4.1 Introduction

Categories are an important part of your website because they help you to organize your content into logical groups. They are used in several different areas of the website and an easy way to think of a category - no matter where you encounter it - is as a 'folder' and an analogy is to consider categories to be a way to organise and group things together so that they can be found and displayed more easily and managed together in a logical way on the website.

Areas that use Categories include articles, weblinks, documents, contacts and so on. Category names can be anything that makes sense to you and once created, you can associate things with them. You can change Category names at any time you wish, and you can move things to be in different categories whenever you want to.

Once you have your categories set up, you can start creating content and assigning it to categories. For example, if you create a blog post, you can assign it to a category that you perhaps called "Blogs". This makes it easy for your website visitors to find content that is relevant to their interests.

Joomla also allows you to create menu items (see our section on Menus) that link to categories. This means you can create a navigation menu that allows your website visitors to easily access all the content in a particular category. For example, you might create a menu item that links to the "News" category. When a website visitor clicks on that menu item, they will see a list of all the posts that have been assigned to the "News" category.

Categorising things and creating an organisational structure for your content is the best way to help you manage the site.

4.2 Where do we see Categories in use?

As outlined above, (among other areas) categories are mostly used for for Articles, Weblinks, Contacts, Diary/Calendars, Banners and DropFiles and Galleries.

When you work in these areas of the site, each will have its own category creation option, but they are all very similar in how they work.

Sometimes it is useful to have categories within categories or sub-categories. This sub-category idea leads us to consider the 'Parent' & 'Child' category hierarchy. For example, here is a way you might categorise content about birds and plants.

1. Create two Parent Categories called "Animals" and "Plants".
2. Create two Child Categories called "Birds" and "Mammals" and put these in the "Animals" category.
3. Create two Child Categories called "Trees" and "Flowers" and put these under the "Plants" category.

So, the arrangement of these categories would be:

- Animals
    - o Birds
    - o Mammals
- Plants
    - o Trees
    - o Flowers

You certainly don't have to use sub-categories but in some cases it's useful.

No matter where you work within the website control panel, creating content categories is pretty much ubiquitous! Most of the pages you see just wouldn't work without them, so even if you only create one or two categories to hold everything (and that's quite common), you still need to understand they are important.

4.3 Creating and Assigning Categories

When you create categories and assign content (articles, links, contacts) to categories, you should ideally have a pre-planned structure in mind.

Think how you might set up folders in a filing cabinet; first you create empty folders and label them in a practical way and then over time you create items and put them

in the most appropriate folder. This way, you can organise your items in a more sensible way so you can access them more efficiently.

4.4 Default Categories

You might see the **Uncategorised** category is already defined by default in your website. The Uncategorised category is used for articles that really don't fit in any other category. It's most used for small sites with only five or six articles; with so few articles, you wouldn't really need to divide them into categories.

Larger sites (maybe yours) will have other categories already established and the Uncategorised item already removed - no problem if that is the case.

5. Publishing

One of the most useful features of your website is called Publishing. This feature is your way of switching on and switching off different items on your website so that they are no longer visible to the public. For example, if you no longer wish the public to see a particular webpage in your website then you can set the publishing state (for the menu item that reaches the page) to Off or No.

Having **unpublished** the menu item, then the item in question will be hidden in the menu structure so that visitors can no longer reach the page that you wish to hide.

Likewise, you can hide documents, calendar events, and blog pages.

The method of setting an item to be published or not can be done manually by simply clicking buttons associated with the item you wish to switch off.

The publishing options for the chosen area you are working in will be detailed in the sections of this guide.

5.1 Automatic Publishing

There are smart features however which can be very helpful when managing items in a more automatic way.

5.1.1   Scheduled publishing

You can set timers against almost all items which support publishing so that if you wish a particular item to automatically switch itself off on a defined day and time in the future, then this is possible. This feature is particularly helpful when managing documents such as letters home or vacancy documents which have some element of time related to their visibility on the website. By setting a Unpublish or Finish Publishing value into the future you can ensure that your web pages only display the most up-to-date and accurate information rather than old and stale content.

Where publishing is related to aspects within this user guide, we will refer as appropriate.

6. Introducing Web Pages (Articles)

The great majority of pages you see across your website are straightforward pages of text, sometimes supported by images, the occasional table and so on. These 'pages' are properly referred to as "Articles" and they are always found within the "Content" section of your Control Panel. Articles can be linked to from the menu (tab) system, or you can create hyper-links to other articles from within the article content itself.

For ease of using common language though we can use **Webpage** and **Article** interchangeably throughout these help pages **unless otherwise stated!**

Editing articles is almost the same as creating new ones, but with some key things you will need to bear in mind, so we will cover off editing articles separately.

6.1 Getting Started with WebPages

We will assume you are logged in to the /administrator Control Panel (CP) area of your website. To edit the vast majority of your webpages you will use the Content > Articles section of the CP.

6.1.1   In Joomla 3

Once logged in, use the top navigation bar to choose Content > Articles.
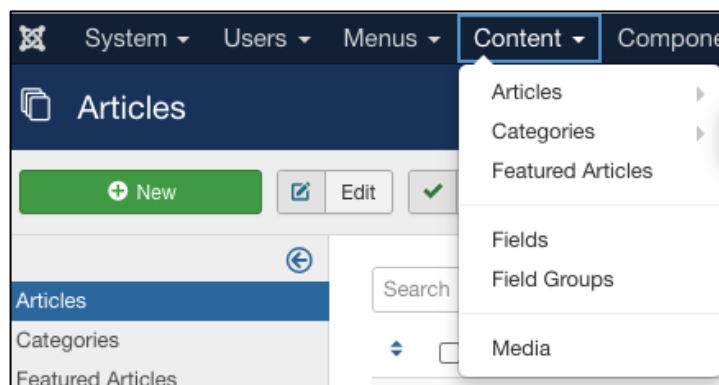
This will provide you with a list of all existing web page articles on your website:

6.1.2   In Joomla 4+

In Joomla 4 onwards your access to Articles is simplified. Click on Content in the control panel side bar:

Then click on Articles to view a list of all articles in your site.
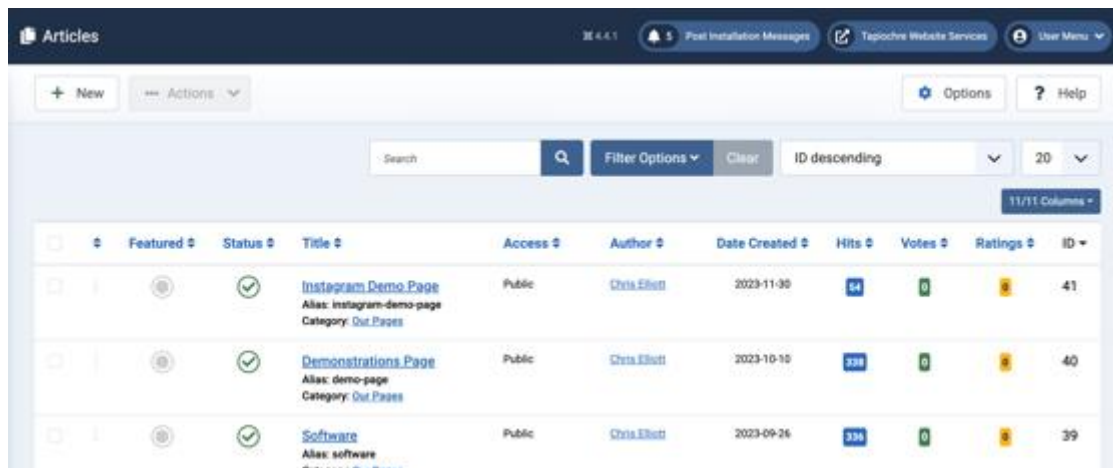
6.2 Adding new Webpages

6.2.1   In Joomla 3

Once in the Article Manager (Content > Articles), you can create a new article. This is possible by clicking the Contents> Articles > **Add New Article** menu item or clicking the Contents → Articles menu item to open the Articles Page. Then click the **New** toolbar button. Below is the Joomla 3 View.
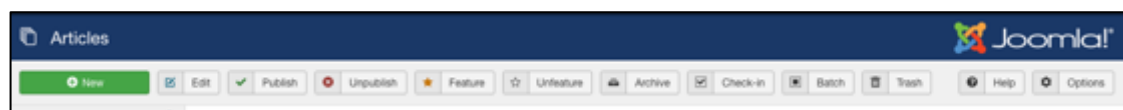
6.2.2   In Joomla 4+

In Joomla 4 onwards your access to Articles is simplified. Click on Content in the control panel side bar:
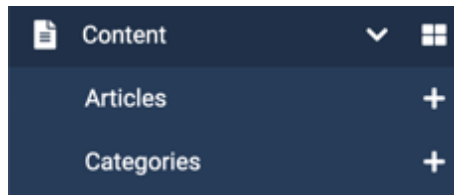
Click the (+) icon to create a new article.

6.2.3   The New Article Screen

In both Joomla 3 and 4, the New Article screens are almost identical. Where there are significant differences, they will be described to avoid confusion.

The New Article screen contains options for titling and categorising the article, editing its content, and selecting other useful parameters.

6.2.4   Key Top Fields

Title: You must enter a title in the Title field. This is used when the article title is displayed on the webpage.

Alias: The Alias field is important for the Search Engine Friendly Address features. If you do not enter anything, the system will generate it for you so it's best to leave this empty.

6.3 The Editor Panel

The editor panel shows several tabs across the top. The most frequently used tabs are Content, Images and Links and Publishing. If there tabs that you don't see on your site, you may ignore them.

| Content | Images and Links | Options | 🖼 Blog Media | Publishing | Configure Edit Screen | Permissions |
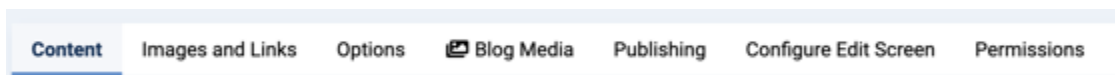
6.3.1   The Content Tab

The Content tab holds the space where you add, edit, and remove text content (and other media as needed), to the article. The editor behaves a little like MS Word and you are provided with a toolbar or ribbon that holds several icons to allow you to work and style with your content.

Simply type your content into the editor panel. You can also paste content here from an external source such as MS Word but there are tricks and hints you will need to follow to be sure the text appears correctly on the website.

See our section later "**Pasting Article Content**". (Section 6.10)

6.3.2   The Editor Toolbar

The website editor which you see and use when editing an article offers a variety of styling features which allow you to change the look and feel of the text in a page so that it is more like a Microsoft Word appearance. Using these styling options can ensure consistency in terms of font face, colour, size etc.

> *Please note that using these features will not give you an exact 1:1 look and feel - that's pretty much impossible given the real complexity that Microsoft Word offers as an advanced word processing system.*

The above view of the editor toolbar shows the *normally* available choices that you can use when styling the content in your article. Note that each installation of a website may show slightly different icons in the toolbar.

Buttons in the toolbar have 3 states - Enabled, Disabled and Active.

Most buttons are Enabled by default appearing fully opaque. An enabled button can be clicked to execute its command or open an associated dialog box.

A Disabled button will not respond if clicked and appears as a semi-transparent version of the button. A button is disabled when the current action or cursor position is not relevant for that button, for example the Delete Table button will be disabled when no table is selected or the cursor is not within a table. The same button will be enabled when the cursor is within a table.

An Active button indicates that the current selection in the editor content can be edited by the button's function. For example when an existing link is selected the Link button becomes active.

When the button is clicked and the Link dialog box is opened, the properties of the selected link are shown in the relevant dialog fields such as URL or Title.

Once you have text in your article, you're now able to use the toolbar to select text and apply pre-set styles to it. Let's have a look at some of these now.

6.4 Editing Basics

6.4.1   Selecting text and elements

Before any item can be formatted or styled in an article it must be selected. This can be a simple action like clicking on the item, for example an image, or a double-click to select a whole word in a sentence.

6.4.2   Selecting Text

Text can be selected either by clicking and dragging to select a block of text, or by double-clicking on a specific word to select just that word. Once the text is selected it can be styled and formatted using the buttons in the editor toolbar.

6.4.3   Selecting an element

To select any element, such as an image or a table, click once on the element. Any button associated with that element, like the Insert / Edit Image or Insert Table button, will become active. The element can now be edited using the dialog opened by clicking the active button or styled by other buttons in the editor toolbar.

6.4.4   Selecting Table elements

Selecting a table, a table cell, or a table row can be done by first clicking into the table. Multiple table cells can be selected using the mouse, by clicking and dragging over the cells you want to select or holding the CTRL or SHIFT key and clicking in the cells to be selected.

6.4.5   Standard styling features

The standard styling features that you see on the top row of the toolbar will probably be familiar to you if you know Microsoft Word. These features are often used when we're editing text to make it look more appealing:

6.4.6   Toolbar First Row

6.4.7   Help

A quick route to getting help about using the editor system. Many users forget to click on this help icon and do not realise that when it is clicked, they will receive a significant number of help Pages in a pop-up window describing exactly how each of the features of the editor function can be used to make the webpage look better.

6.4.8   Find

If you need to find a word in a long article, this Find icon will help you.

6.4.9   Undo and Redo

Just like in Word, you can undo something you have 'done' using the editor panel and you can go backwards and forwards to redo.

6.4.10   Text styling

Just as in Word, you have the option to use Bold, Italics, Underline and Strikethrough. To use these, you would simply select the text in the editor, ensuring it is highlighted, and then click the appropriate button to enable that styling feature.

6.4.11   Justification

Again, as in Word, you can justify the text within the page so that it is fully justified, justified to the centre, left or right.

6.4.12   Blockquotes

This looks like a bold double quotes icon.

- If you select some text inside the editor and then click on the Blockquote icon, then that text will appear in a particular way, styled to present a quotation on the website. This may present itself as being wrapped with large double quote marks or some other artefact. Often, within the editor this is simply shown as indented text but, when the page is viewed in the front end of the website, often a more interesting look and feel is visible. This option is used a lot for testimonials and quotations. If, when you set a sentence to be in Blockquote

style you see no change on the front of the website, let us know so we can help you.

- To switch off the special styling, select the text in question and click the bold double quotes icon.

6.4.13   Advanced Styling
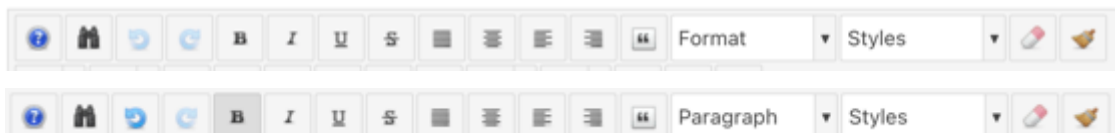
Adjacent to the Blockquote icon are two drop down choosers which normally have **Paragraph** or **Format** in the display.

The first chooser is used frequently whereas the second chooser is rarely used but is provided for your website development team when applying specific look and feel to content on your behalf.

Below we focus purely on the first drop-down which normally has the word **Paragraph** or **Format** on show.
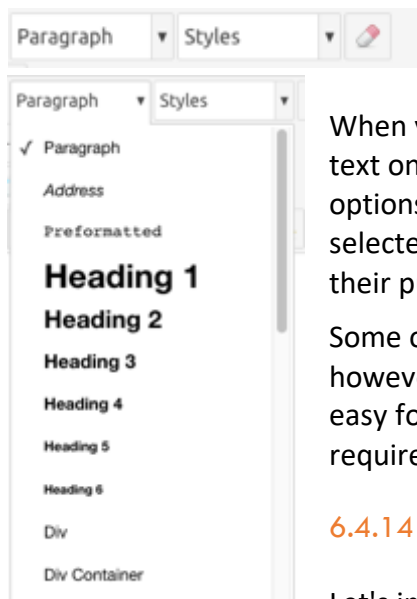
When you click on the pulldown arrow to the right of the text on this first pulldown, you will see several different options which, when selected will apply that style to any selected text. Note that some sites have fewer choices to their pulldown!

Some of our customers use many of the different choices however we often simplify these choices to make it more easy for you to choose the most suitable to your requirements.

6.4.14   Using the Styling Chooser

Let's imagine you want a heading within the article to make the text stand out from the rest of the text on the page, a little like the words "Using the Styling Chooser" above stand out (it's a heading too!)

To accomplish this, you would **select the text** in question in the article editor and then use the styling pulldown to choose an appropriate style.

Let's describe what these choices do in a little more detail:

6.4.15   Paragraph

MS Word Equivalent : **Normal Font**

"Paragraph" this is the default choice of all basic text on the page. Essentially, it will apply a specific font, size and colour to the text which has been selected to be Paragraph style. In the editor screen, you may not see a great deal of difference between text which is Paragraph and text which is not Paragraph. You will however notice the difference when you look at the same information on the front of the website. This is because when the page is built at the time of viewing it, certain style rules are applied to information which has been wrapped with a Paragraph style. The difference may be subtle but it is nevertheless important.

6.4.16   Headings

MS Word Equivalent: **Heading 1, Heading 2 etc**

Heading 3 - this is a well-used style. Select text **which sits on a line of its own**, just as a heading would, and then choose the Heading 3 style to apply to that style to the chosen line of text. The result will be that the text will become larger, often bold and may under certain circumstances, be shown in a different colour. This is because when the page is built at the time of viewing, styling is applied to the information which is defined with a Heading 3 style.

If Heading 1, 2, 3, 4, 5, 6 are accessible you can choose them but check your results in the front end to ensure they are what you expect.

6.4.17   Blockquotes

Blockquote - we saw above how this particular styling can be selected by clicking on the double quotes icon. This drop-down choice performs the same function.

6.4.18   Spans

Span - this style is used mainly by the development team when creating content on your page. We would largely not expect you to use the Span style as it has specific rules all its own!

6.4.19   Toolbar Second Row

As we have seen above, most of the text styling choices are available on the top row of the editor toolbar. The second row has additional features as follows.

6.4.20   Cut/Copy/Paste/Paste as Text

The four icons allow you to cut text from the page, copy selected text and then if needed, simply Paste it, or Paste as Plain Text elsewhere.

6.4.21   Indentation

Next you will see the ability to perform indentation to the left and to the right. This is very similar to how you might use Microsoft Word to move text in an indented way to the left or right.

6.4.22   Numbered and Bullet Points Lists

The next two icons represent the ability to have numbered and/or bullet point lists. Just like in Microsoft Word you can select paragraphs of text and apply these styles to them and the bullet points will automatically appear or, if you choose numbered lists, then the numbers will appear at the side of the paragraphs. At the same time, these numbered or unnumbered lists may be indented slightly.

6.4.23   Sub and Superscript

The next two icons allow you to have subscript or superscript text. From experience, these are rarely used.

6.4.24   Case Change

There is an icon which allows you to change the case of text. If you select a word or sentence, then you can use this icon and a drop-down will appear to choose what style of case presentation you wish to show.

6.4.25   Symbol

If you need to insert special characters such as Copyright (©), Degrees (°), and Euro (€), you can choose them from a range of characters from this button.

6.4.26   Horizontal Rule

Finally, on the second row, you'll find an icon which looks like a horizontal line. You can use this at any break between two paragraphs to insert a horizontal line to separate information.

6.4.27   Third Row Toolbar - Tables

The third row of the toolbar is primarily associated with tables management.
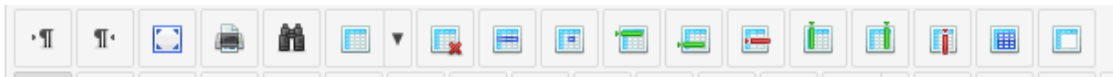
We cover Tables in detail on our Tables section.

6.4.28   Fourth Row Toolbar
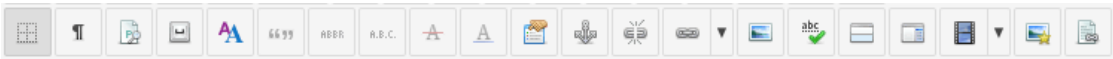
The final row of the editor toolbar is related to how the editor looks, adding links, adding read more and page-breaks and finally inserting standalone images and random document links. The main icons to consider in day to day usage are:

6.4.29   Add / Remove Hyperlinks

A link to another website (hyperlink) may be inserted or removed in an Article using the Insert/edit link icons:
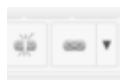
Unlink/Link

The Unlink icon removes any previously added hyperlinks when you click your cursor on such a hyperlink. No warning is given; if a link is applied to text, then the link will be removed.

The Link icon allows you to add a hyperlink. See later for a section dedicated to working with hyperlinks in your article.

6.4.30   Add Images and Media
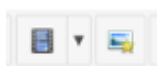
These two icons allow you to upload an image or media file (audio or short video) that you can then insert into your article. See our section on adding images for more details.

6.5 Adding Hyperlinks (Weblinks)

Within a webpage article, you'll often need to add a link to a different page or another website by which we mean, the destination page could be somewhere on your own website or more commonly it could be a different website altogether. Such links are properly known as **hyperlinks**.

Usually, you will create a hyperlink by choosing one or more words within the text of your article and then you will use that text as the basis for the link.

Below is an example of some sample article text and we wish to use the word Governors (highlighted) as our link to reach a Governors' page within our existing website. This is called an **internal** hyperlink. If you wanted to link to an **external** website, you would follow these instructions as well, but would have to apply one additional step.

In the article editor, follow these steps:

Select the whole of the word '**Governors**' so that it is highlighted.

Look in the editor toolbar (row 4) for the Insert/Edit Link Icon. It looks like this:

Click this icon and a Link pop window up appears:

> *You can also select the text and use right-click > Insert Link to achieve the same results from a dropdown chooser.*

A popup window labelled "Link" appears:

Now, consider whether your destination page is:

    a.   somewhere within your existing website (Internal) or
    b.   somewhere outside your website, such as Google or BBC (External)

6.5.1   Internal Links

If the link is inside your website, it will be a page that you will usually find by using the website's front end menu or navigation. As such we can tell the link to use an existing **Menu** item as its URL or hyperlink address. To do this, click the black Menu folder to expand/open it to see the menus in your site.

Look for the item labelled Main Menu or Top Menu. See our example below.
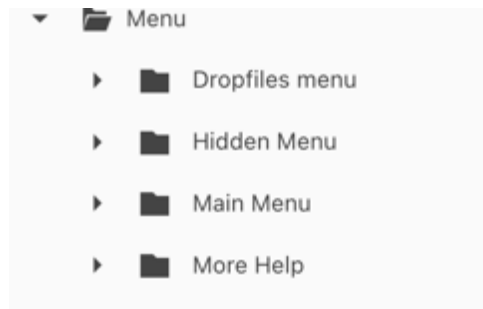
Now open the Main (or Top) Menu folder to see its menu items that you will recognised from your website. Now use the right scroll bar to move up and down the folders and open them until you find the menu item that you want people to see when clicking the "Governors" link in your article:
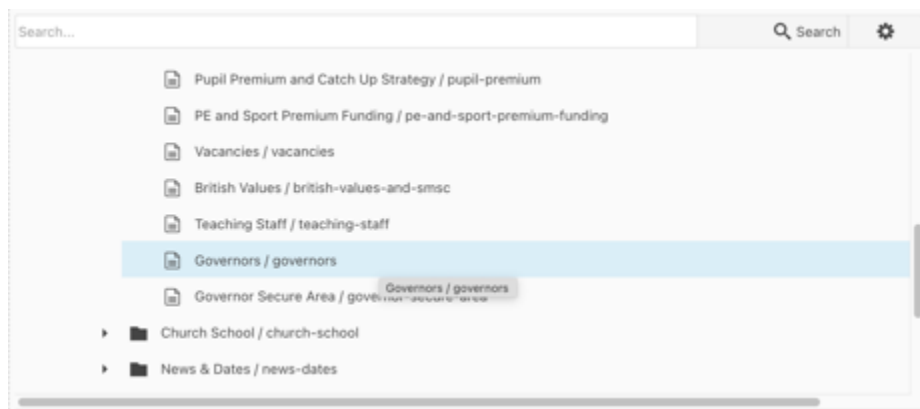
Click the item (Governors / governors in our case) in the list box and its URL is inserted into the URL field:

This URL says 'lindex.php?Itemid=569' which is the website's reference to our Governor's page.

Finally, click the **Insert** button:
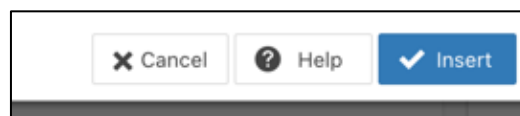
The popup will close and your text will now be shown as a hyperlink in the editor screen:
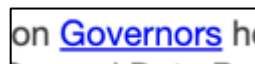
6.5.2   External Links

If the link is **external** to your existing website, such as Google, here is how you set the link to go to Google and to open it in a new browser page. Again, here is our Link pop up screen.
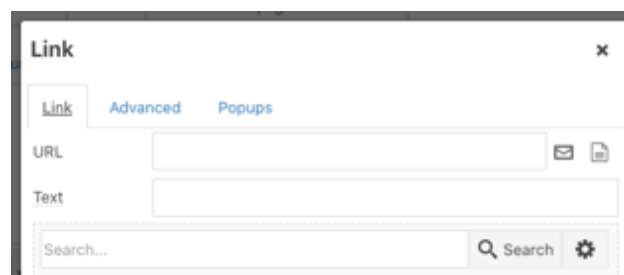
Now, visit the external website and copy its full web address and paste the address into the Link URL field in the Link field above.

Towards the bottom of the pop-up window is a "Target" drop-down chooser:

Click on this 'Target' chooser and select '**Open in New Window**'. This will prevent your website page being overwritten by the new page when the link is clicked.

Click **Insert**

Now, the pop up box will disappear and your link will be created to the external site.

Save and Close your article and then test your link in your webpage article.

6.5.3   Editing Existing Links

When you need to edit a hyperlink in an article all you need to do is to click your mouse on the hyperlink in the article editor and then either use the Link icon in the toolbar or, if you prefer, use right click Insert Link.
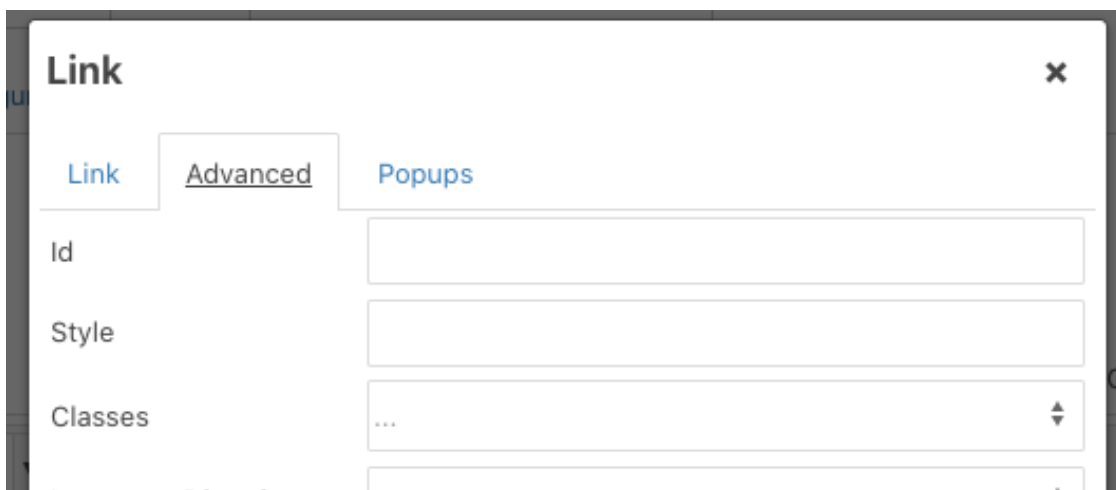
This will open the link editor panel and you can make the appropriate changes using the principles applied above. Once you have made your changes, click the **Update** button in the lower right corner of the pop up screen. The popup will then disappear and your link will have been updated. Click on Save & Close and to test your link on the front end of the website.

6.5.4   Making links look like Buttons

When you want a link to look like a button, it **will need to appear on a line all on its own** - in other words, you wouldn't create a button that sits inside a paragraph or sentence!

To create a button link, follow the guidelines above for creating the link and, before inserting or updating the link, click on the **Advanced** tab:

Now, in the "Classes field, type the letters btn and hit the **enter** key to lock it in:

Click **Insert** or **Update**

Now, the pop-up box will disappear and your link will be created to the selected destination.

Don't worry if the link does not look like a button in the editor - that is normal!

The button appearance normally only shows when you look at the page in the front end.

Save and Close your article and then test your link in your webpage article.

6.6 Using Read More

Occasionally, when writing blogs, you may wish to limit the amount of text that is displayed to the website visitor so that the page does not look overly complicated with lots of information. This is where the **Read More** feature can be really handy.

6.6.1   What is the Read More feature?

This feature is provided to allow you to divide your text into an introductory paragraph and then "the rest". When viewed in the front end of the website, the website viewer would see only your introductory paragraph and a **Read More** button. Clicking this button will take the viewer to a page where the whole article can be viewed from top to bottom.

6.6.2   How do you add the Read More feature to an article?

This is very simple. When you're working on an article, underneath the article editor panel are a series of buttons, one of which is labelled Read More.

To use this button place your cursor at the end of the first paragraph of your article and then simply click the Read More button. When you do this, the editor will display a Read More placeholder for you which will look like this:

The remainder of your article text will sit underneath this placeholder.

> *You can only add one Read More to an article.*

Once you have saved your article, when you view it in the front-end of the website the Read More button will be displayed underneath the first paragraph, allowing website visitors to read the rest of the article in a full-page.

If when you do the above, you find that on the front end of the website that the Read More feature doesn't get displayed, contact us so that we can enable it for you on your website (on some websites, this feature is set as disabled by default).

6.7 Tables on Pages

Adding tables to articles is a very common requirement when you think about times that you want to show tabulated information such as lists of staff or governors information. You need to be a little careful though with tables and webpages because if you don't do it right, those tables can end up looking horrible! If your table has more than five or six columns, it is easy for it to end up looking like a Microsoft Excel spreadsheet and those don't behave very well at all on mobile phones! The rule of thumb which I like to stick to is that if your table has more than half a dozen columns, maybe it's best to have a document with a table inside it is a downloadable PDF. In this way, you can take use of the ability of Microsoft Word and all its features to make these tables look a little bit more attractive and, as downloads, there are not impacted by the issue that mobile phones experience when looking at a standard table on a webpage.

6.7.1   Creating your Table

The most common way to achieve this from scratch is to create the table using Microsoft Word and then copy the table and paste it into the article body on the website. This is quick and effective and in virtually all cases, a very reasonable layout can be achieved in almost no time at all. This section of the guide tells you all about what you can do with tables in that respect.

6.7.2   Example of a table on a webpage

In the example below, we can see a very simple, two column table with a heading on the top and with striped effects for alternate rows. Above the table are some headings which define information about what is inside the table.

Staff List

Staff at East Hunsbury Primary School 2021 - 2022

Teaching Staff	
Kat Pennington	Headteacher
Leanne Atkinson	
Lucy Boswell	Head of Specialist Unit and Assistant Headteacher
Ben Clarke	
Hannah Davison	

The above table was created using Microsoft Word in a very straightforward way. To achieve it, no special styling was applied, in other words, it was a pretty basic looking table in black-and-white and took about 2 to 3 minutes to create.

Note: Don't set the width of the table. Let it be the full width of your Word document page.
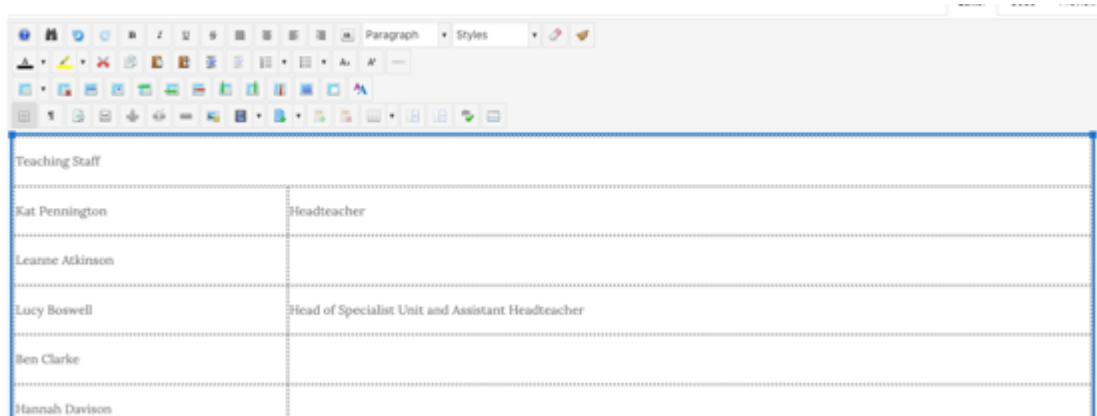
This table could equally have been created using Microsoft Excel:

Teaching Staff	
Kat Pennington	Headteacher
Leanne Atkinson	
Lucy Boswell	Head of Specialist Unit and Assistant Headteacher
Ben Clarke	
Hannah Davison	
Catherine Day	
Amanda Dix	
Julia Fenton	Assistant Headteacher

Once you have the table created in Word or Excel, simply select all the table and copy it.

6.7.3   Adding your table to your article

Now, go to your article and put your cursor where you would like your table to be displayed. Using standard keyboard functions CTL_V you can now paste the table which you copied from Microsoft Word or Excel directly into the article editor screen. When you do this, your editor screen will look a little bit like this - not very exciting but don't worry!

At this stage, you're pretty much complete! Usually, the first row in your table will be shown as if it were heading when you look at it in the browser (front-end) and might have a different colour background and font size. If this doesn't happen and you'd like this to be applied to your website let us know and we can apply a couple of very simple changes to the site to make it happen automatically.

Alternatively you can **force** the first row's cells to be headers and we cover this below.

6.7.4   Basic editing of your table

Basic editing of the content in your table is pretty much the same as it would be in Microsoft Word. For example, you might want information in the table to be centre justified and all you need to do to achieve this is to select the appropriate data across the cells in question and then choose the appropriate justification option from the

editor toolbar. This is similar for information that you might like to be shown as bold or underlined or maybe even coloured.

The same rules apply when you need to update your table with new information. For example, as new members of staff come and go you will need to update the table to reflect those changes. Editing the table is quite straightforward and obviously, if you're going to change the name of somebody in an existing row, simply edit it using the normal editing concepts of delete and replace.

6.7.5   Adding or Removing Rows / Columns

Working with rows and columns in your table is also quite straightforward and to do this we use the editor toolbar "tables" row, it looks a little bit like this with its twelve icons:

Most of the icons in this toolbar will only be highlighted **when you are actually within the table itself** in the editor screen; if your cursor is not inside the table, the 11 icons on the right in this row will be greyed out like this:

From left to right, the twelve table icons have the following functions:

1. Create a new table
2. Delete the table that you are in (place your cursor somewhere inside your table to do this)
3. Set the properties for the role that you are currently on
4. Set the properties for the cell (or cells) the are currently selected
5. Add a row above the role where you are now
6. Add a row below the road where you are now
7. Remove the row where you are now
8. Add a column to the left of where you are now
9. Add a column to the right of way you are now

10. Remove the column you are in at the moment
11. Split any merged cells back into the original number of cells
12. Merge the cells you have selected into one cell

So now, you can understand if you wish to add a new row, simply click your cursor into an existing row and decide whether you want to add a new row above it or below it.

Then, use one of the add a row options (5 or 6 above) to create your new row, then, simply add your content to the row.

Similarly you can do the same to add or remove columns.

6.7.6   Formatting the content in your rows and cells

Sometimes, when you add a new row, it might look as if there is no spacing above and below the text when you compare it to its neighbouring rows. This is due to the text added not being set as Paragraph style; its basic "Format" style.
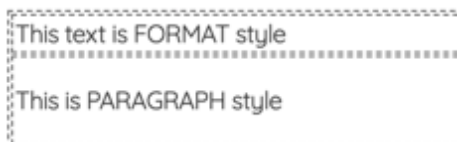
This is quite easy to fix.

Click your cursor into a cell which looks like it needs more space around it and then, choose the Format > Paragraph chooser from the top row of the toolbar. This will make of the text in the cell have more padding around it:
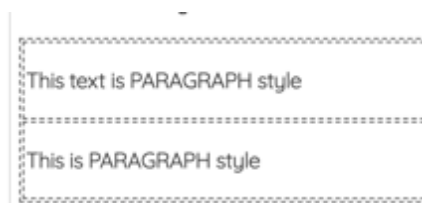
Perform this task for all cells which don't quite look right. Fortunately, when you bring the information in from Microsoft Word, it is automatically set as paragraph format and therefore you will not need to undertake this action

6.7.7   Setting a Header row or cell

If you take a look at the image below, you'll notice the top row is a single cell (this is done by using the Merge Cells icon in the toolbar) and you'll also notice it has different styling applied to it – it has a dark green background and white bold text.

This is done by setting the cell(s) in that top row to be header cells.

To make this happen, click into the cell that you want to show as a header cell (if you want all cells in one row to look the same, drag across to select all of those cells)

Next, right click on the selected cell and choose "Cell" and then "Table Cell Properties", a pop-up will appear:

Look for the field with a label "Cell type" and note it is set for a value of **Data** or **td**.

Click into this field and choose **Header** or **th.**

Finally, click the Update button in the bottom right corner.

Equally, if you want to have a row in the **middle** of the table or maybe even just one cell and you wanted to stand out like the top row does, do the same by selecting the cell(s) and applying the basics above.

Now, when you save your article, and view the page in the front end of the website the cells you chose to be shown as header will have a different styling apply to them.

6.7.8   Copying a Table

If you need to copy a table within an article (to create a duplicate that you can then edit), all you have to do is click and drag across the entire table (above it to below it), just as you would in MS Word. This selects the table and its contents.

Then use CTL_C to copy the table. Next, put your cursor in the area of the article (or new/different article) where you want the duplicate to appear, hit the enter key to give a new line and then use CTL_V to paste the copied table into the article.

Finally, edit the duplicate to suit the new content, Save & Close.

6.8 The Article Editor Right Hand Column

The right-hand column contains important options which dictate whether or not the article will be visible on the website, and by using the Category chooser, whereabouts on the website it will appear. the Featured option is also there for the same reason.

6.8.1   Status

Select the **Status**: Published to ensure the article is visible on the site, (you can also choose Unpublished, Archived, or Trashed)

6.8.2   Category

Select a **Category** using the drop down chooser. Remember, Categories are really important and choosing the right one can impact if your new page is seen in the correct area of the website. See the Categories section for more background on how these key tools work.

6.8.3   Featured

The **Featured** setting, can be set to indicate if this article should display on the home page. [Note that this setting is not used in all sites]

The following choices can be left as default:

- Access restriction: Public
- Language: All

- Tags: Empty
- Notes : Can be used if you wish but the notes are not visible on the website itself so they are sometimes useful for adding a comments or reminders about the article for future reference.

6.9 Other Article Editor Tabs

The other tabs, **Images and Links** and **Publishing** in particular offer other useful options or parameters for the article. We cover these in separate help pages where they are relevant.

Note that **Options**, **Blog Media**, **Configure Edit Screen** and **Permissions** are NOT used by us on our websites.

Content	Images and Links	Options	Blog Media	Publishing	Configure Edit Screen	Permissions

6.10 Editing an existing Article

We have already detailed how to add a new webpage article and here we describe how to edit an article that already exists.

6.10.1   Searching for the article

From the list of articles, search for and click the title of the article you need to edit.

You can use the Search feature to find the article if it's easier. Type in a word from the article title - you don't have to type the whole title in - and click the magnifying glass icon to find the articles with your chosen text.

Search	🔍	Search Tools ▾	Clear

When you see your article in the list, click its title to load it into editor mode and you will see your article text etc. in the editor panel.

Help! I see a Padlock and can't edit the article! See Section 6.17 - Troubleshooting!

6.10.2   What if you have new content to replace an entire existing page?

Imagine you have completely new content for your page (rather than fixing a small section of the article). Maybe you might have the text in a Word document so here we will show you how to copy from Word and paste it into the editor. It's pretty straightforward!

First, select all of the text in the editor panel that is no longer relevant and of course, delete it.

Then either type in your new text or copy and paste it from a Word document.

Here's how…

6.10.3   Pasting Article Content

Often you will want to create webpage content using Microsoft Word. You might do this in order to check for spellings, grammar or because it is simply easier that way to put your thoughts together.

Regardless of the reason why you use Microsoft Word, rather than type directly into the article editor, this help guide will provide you with support to ensure that the final result looks smart and consistent, in line with the rest of the content of your website.

Caveats

A website is not a word processor! Microsoft Word is outstanding when it comes to word processing; it allows you to choose different fonts, sizes etc. and assign those styles to different parts of text in your document. In this respect, if all you need to do is to print out such a document then Microsoft Word is clearly an application of choice. Sadly, websites were not designed to handle the very sophisticated styling which Microsoft can apply to a printed document.

Secondly, although technology has advanced considerably since website systems were first created, there are still pitfalls which can confuse website editors when they use Microsoft Word as their source for

website page content. The main reason for this dilemma is that Microsoft wraps its text with Microsoft formatting instructions. This is fantastic when you need to copy and paste between different Microsoft documents but, when you paste the same information into a website page, the website has no idea how to deal with the Microsoft formatting and ultimately, given the rules it has to play with, will do its best to render the page. It frequently looks a mess though!

6.10.4   How to Copy/Paste correctly

Whether you need to copy a single paragraph or three or four pages of content from a Microsoft Word document, you can paste the information into either a new webpage article or within the body of an existing webpage article. The steps below will give you the outline which, if followed correctly, will lead to success every time.

6.10.5   Using the website formatting facilities

Let's imagine that you have copied some content from a Microsoft Word document which uses bold, underlining, headings and other styling. These look fantastic on the Word document and you would like to emulate that on the website.

First of all, follow these steps:

1. Create an article or edit an article where you wish to paste this text.
2. In the editor panel, use Control_V to paste the content into the panel
3. The text you have pasted will then be shown in the article with all the formatting that Microsoft applied
4. The next stage is to remove Microsoft formatting to make the page look more appealing.

6.10.6   Removing MS Formatting

Even if the content you see in the editor looks ok, its wise to remove any traces of MS formatting. To do this:

Select all of the pasted text in the editor

Click on the 'Remove Formatting' icon on the tool bar. This icon looks like a red tipped eraser and is usually on the top row of the toolbar:
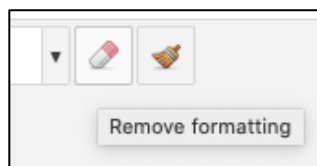
Once clicked, the selected text will have any spurious MS formatting removed. You might not see much difference in the editor screen, but the changes **will** be seen in the front end of the site when you visit the page.

6.10.7   What if CTL_V to paste doesn't work as planned?

If CTL_V does not paste the content into the article, use the icons shown and click on the "**Paste as Plain Text**" icon to see a pop-up window into which you are prompted to paste the text previously copied, using the CTRL_V keyboard shortcut (or for Mac, CMD_V). You might also be able to use the right click mouse action for this.
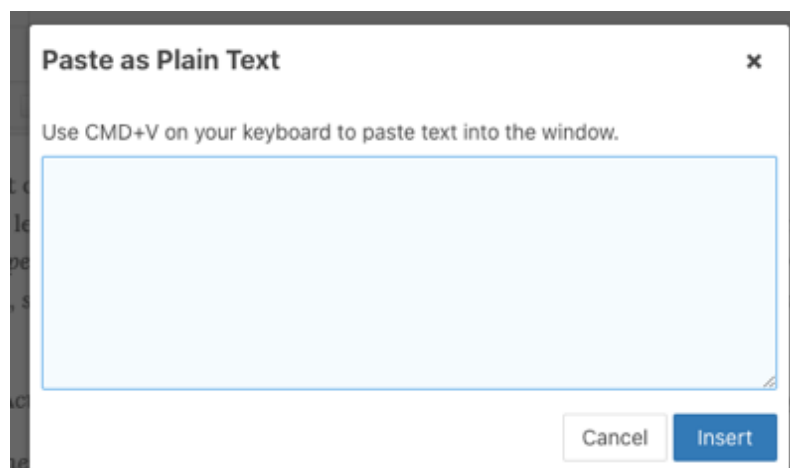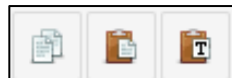
The copied text is inserted into the pop-up window.

You will see that any of the styling from the Microsoft source document is stripped out entirely (colour, font types, font sizes etc.)

Next, click on the blue **Insert** button at the bottom of the pop-up window.

This will close the pop-up window and the text that you added to it will be inserted at the insertion point where your cursor was within the article.

6.10.8   Sorting out pasted paragraphs

When you have pasted / inserted the content into the article editor area you might need to check through the content and simply tidy up the layout. For example, when content is added from MS Word, the paragraph breaks which Word uses are often replaced by web friendly "line breaks". On a webpage, these look very similar to paragraph breaks but they are not exactly the same and the appearance is often different. The difference is that the spacing between paragraphs is incorrect.

The spacing between the paragraphs is not showing because the conversion from Word to Web has removed the paragraph markers. To fix this in the article editor, simply place your cursor at the beginning of each new paragraph and press the enter key.

Ripple through the rest of the pasted content, putting your cursor at the beginning or end of each paragraph, and press the enter key to separate it from the paragraph above. This should only take a moment or two to achieve unless you have pasted a massive amount of text!

6.10.9   Adding Section Headings

The final stage of tidying up the content is to apply styling to main headings.

Perhaps, in our source Word content, headings were added to stand out from the rest of the body text in the page. In Word, this is done using a Microsoft heading style:

Similarly, in web technology, we have a series of predefined heading styles that can be applied to a block of text. Look at the toolbar at the top of the editor panel where you will see the drop-down style choosers:
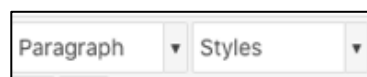
The first (left) usually displays he word **Paragraph** but, it may show **Format**.

The second (right) will almost always show Styles – ignore it!

In order to change the text in our article so it looks like a heading, simply click your cursor **on to the line** where the heading needs to be displayed and then click the Paragraph drop-down to choose (for example) Heading 3:
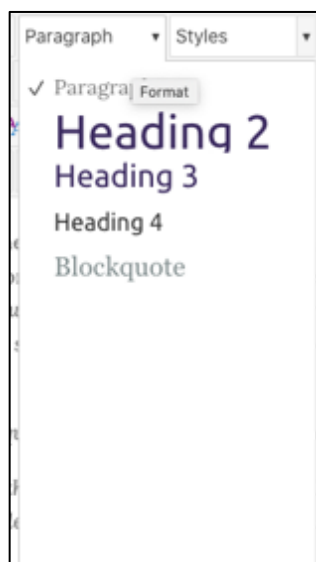
We use **Heading 3** most often because it is pre-set with a specific size, font and occasionally colour which is consistent across your website. When you have made this change, you'll notice that the text changes to reflect that you have selected it to be formatted in style Heading 3.

Note: You may well see fewer or more choices in the style chooser. Don't worry – we often remove rarely used options!

In the editor the heading style might now be bold, larger font and/or, depending upon your own particular website settings, maybe a different style font altogether and maybe a different colour. It might look nothing like you expect but fear not, it will look fine on the front-end.

6.10.10   Saving your Changes

Once you have completed your article changes, you will use the buttons at the top of the page to commit your changes to the database and make them live on the website. Or not!

Please refer to the top series of buttons in the Article page
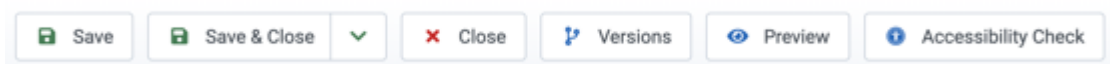
6.11 Article Action Buttons

Please refer to the top series of buttons in the Article page

6.11.1   Joomla 3 Buttons

6.11.2   Joomla 4 Buttons

In Joomla 4, the developers minimised the number of buttons by providing a drop down option on the Save & Close button for Save & New and for Save as Copy. In general we only use the button itself and the drop down choice are only used for odd occasions.

6.11.3   Save Button

Click the **Save** button to save your changes but remain on the Article edit screen to make further changes.

When you perform a **Save** of any form, a green message will indicate that the article has been successfully saved.

If you have not completed something such as the Article Title or Category fields, a red error message such as that shown below will appear indicating the missing information.
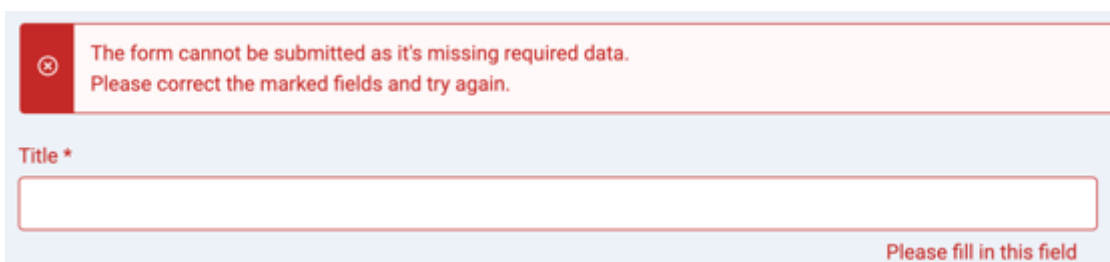
6.11.4   Save & Close Button
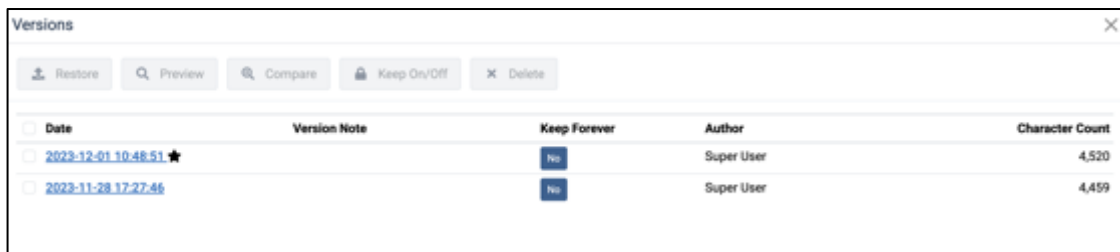
Click the **Save & Close** button to save your changes and return to the Article Manager screen.

6.11.5   Close Button

When you click the **Close** button, regardless of changes made, any **unsaved work is lost** and the article editor will close.

6.11.6   Versions Button

The **Versions** button is very useful! As you make changes to your article and save them, the database stores your versions so if you need to, you can revert to previous article versions. Let's put this into context.

Versions				✕
⬆ Restore 🔍 Preview 🔍 Compare 🔒 Keep On/Off ✕ Delete				
Date	**Version Note**	**Keep Forever**	**Author**	**Character Count**
☐ 2023-12-01 10:48:51 ★		No	Super User	4,520
☐ 2023-11-28 17:27:46		No	Super User	4,459

Inside the versions pop up box, you will see a list of dates you saved the article. To view how the article was on that a previous date, simply click on the date and information will open in a new window.

As you scroll down the panel you will notice that it doesn't only display the main content of the article, it stores literally everything about it.

6.11.7   Restoring an Article to a Previous Version

Once you have found the version of the article you wish to revert back to, simply click the checkbox next to the date and click the "Restore" button.

Your page will reload back to how it was on your selected date.

To apply these changes, click "Save & Close".

6.11.8   Comparing Versions of an Article

A great feature of content versioning is that if you want to compare two versions against each other you don't have to manually restore the dates and look for the differences by eye.

You simply select the checkbox of whatever two dates you want to compare and then click on the "**Compare**" button.

This will open a new window that shows the full content of both versions along with the differences between the two highlighted for ease of viewing.

6.11.9   How To Prevent an Article Version being Deleted

Once you have exceeded your "Maximum Versions" limit (set at 10 in the system configuration), Joomla will remove the oldest version to make space for the newest one.

If you want to ensure a chosen version doesn't get deleted, all you need to do is click the "Keep On/Off" button on the date you want to keep – it should now say "Yes" in the Keep Forever column.

You can remove the Yes state easily by clicking the padlock. This will revert the Keep state to No.

6.11.10   Making a Note about the Version

Another useful of the feature of Content Versioning is the ability to add a **Version Note**. This allows you to write a short reminder or note about the article for reference.

This is done **before you save the article**, outside of the versions pop up box; and it is located in the article's editor sidebar (to the right of the main content). You will see an input box entitled "Version Note".

The Version Note can be very useful as it is visible inside the versions pop up box. So, taking a few seconds out when you make your next update could save you hours later on down the line.

6.11.11   Deleting old Versions

Lastly, if you want to delete an article version, this can be done through the Versions popup screen also. Click the checkbox of the date you wish to delete and click the "Delete" button.

This may be useful if you are trying to save some space but I would avoid being too gung-ho with this feature because once it's gone, it's gone!

6.11.12   Preview Button

When you create an article (or edit it), you might like to see what its like without having to go to the front end of the site to see what its like. This button will provide a pretty close reflection of what the page (including sidebars etc) looks like.

6.11.13   Accessibility Check

If being ultra compliant is your thing in terms of accessibility of your web pages being absolutely perfect for online readers and those with disabilities, the Accessibility Check will help you. When clicked, a preview of the page will be displayed and in the lower right corner you will see an icon for accessibility (human shape outline) with information about what the checker has discovered. See example below:

When you click on a red triangle that is reporting an error, it will reveal the reason and what to do to fix it:
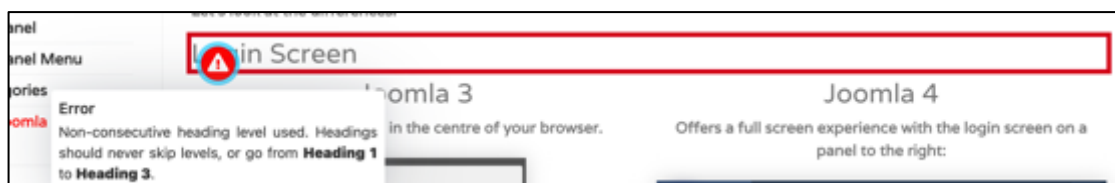
I this instance it is recommending that the words Login Screen should be set to Heading 2 style and not Heading 3, because the page title is Heading 1.

You can close the checker and edit the errors and recheck until (all being well) you have no errors:
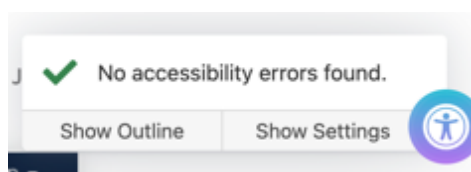
6.12 Articles as Blog Posts

6.12.1   Firstly, what is a blog post?

Like a diary, you would write a blog post to relate about what's been happening perhaps in your school or class over recent days or weeks. You might also make reference to future activities to give the website reader something to look forward to. Like with a diary, ideally you will keep the blog posts quite regular so that the website visitor has something new and interesting to read whenever they visit.

We often set up blogs on school sites so if this is of interest to you, get in touch so we can set the system up to support your blogs.

6.12.2   What does a good blog post look like?

A good blog post should contain a healthy size paragraph of information which is both informative, entertaining and realistic.

The information provided in this paragraph (and it can be more than one paragraph) should ideally be related to the curriculum so that website visitors can understand exactly what has been going on in a particular year group or classroom.

In addition, though not mandatory, it sometimes helpful to support the text with some complementary photographs in the form of a small gallery.

Together, the gallery and the text form an engaging page for the website visitor.

6.12.3   What does a blog post not look like?

Well, often people think that a blog post is nothing more than a series of photographs taken to record activities in school or class. But this is seen as a poor way to use blogging because without contextual information the images do not fully convey what's been happening.

6.12.4   How does a blog work?

With respect to your website, a blog is simply a list of articles which belong to the same category and are displayed on a page in a format that gathers those articles together and shows them with the most recent article at the top of the page.

So, in order to create a blog post you need to add one additional step to your normal article creation process. This additional step is important in that it tells the website which blog page your post will be seen on. This is done by choosing the correct **Category** when you create your blog post through the article manager.

6.12.5   What categories might exist?

All schools are different and therefore it's difficult to explicitly declare the number and names of categories which might already exist when you look on your website. However, in order to try to be consistent, when we support you in creating your blog categories we generally name them such as "Reception Blog" or "Sports Blog".

By choosing the appropriate category when you create your article will allow the website to display your article on the appropriate blog page.

> *Note, if you fail to choose the correct category when you create your article or, if you choose the wrong category, then your post will not appear where you expect it to!*

6.13 Creating a New Blog

The steps involved in creating a new blog on your website are:

6.13.1   Create a blog Category

You need to create a category for your blog to organize your blog content. To do this, go to Content > Categories and click on "New" to add a new category. The category can have any name you wish but sensibly you will give it a name that is related to your blog. If you need to create several blogs, for example one for each area of your school, then repeat this action So that you have one category for each area.

6.13.2   Create a blog article

As you will see later in 6.1.4 (Starting your first Blog Post), creating an article for a blog post is the same as creating or editing any article on your website. Go to Content > Articles and click on "New" to add a new article and assign it to the appropriate blog category such as the blog category you created earlier.

6.13.3   Configure a Menu Item

You we'll need a new menu item to reach your blog. Go to Menus > Main Menu > Add New Menu Item. Choose the menu item type "Category Blog" and configure it appropriately. We have a section dedicated to setting up menus elsewhere in this guide.

When you have set up your menu correctly we will be able to use the website navigation to reach our new blog and you should see your article that you created for it on display.

6.14 Starting your first Blog Post

Let's use the following scenario; you are a class teacher looking after the Reception year group in your school and you have written a number of points down somewhere that will allow you to write a friendly and informative blog post which you will create to appear on your website reception class page.

6.14.1   Steps to create your first simple blog article

1. Go to Content > Articles and choose the New button which you will see towards the top left of the web browser screen. When you do this, a new blank article will be presented to you.
2. Type in an interesting and relevant title into the Title field at the top of the article editor. Keep it short and punchy. There is no need for war and peace in the title field!
3. Next, click into the Editor panel and either type in your blog post information or, (sensibly) if you have created it in Microsoft Word so you can check for typing and syntax errors, copy the text from your word document and simply paste it (CTL_V) into the article editor panel.
4. Over on the right hand side of the page you'll see a chooser labelled Category. Click on the chooser and select the category which reflects your particular area of blog responsibility. For example, for a Reception blog, you would probably choose the Reception Blog category!
5. From the top of the page, click the Save button.

Now, visit the website front-end and go to your blog page and you should see your blog article on display.

6.14.2   More sophisticated ideas

As mentioned earlier, it might be fun to add a single header image or a small Gallery to your blog post to show a handful of associated images. We cover adding images to Articles later in this guide.

6.15 Publishing and Unpublishing an article

NOTE Unpublishing an article can have unexpected results! There is only (in our experience) one reason to publish an article and that is when the article in question is an item as part of a blog.

Remember, blogs are groups of articles which are all assigned to the same category and are displayed as a rolling list of articles on a

particular page of your website. There is no other reason to unpublish an article!

6.15.1   Why Unpublish an Article?

The only reason that you will need to unpublish an article is because you no longer wish to see that article on your website. As highlighted above, this is not something you would normally do on a day-to-day basis.

However, this doesn't apply to blog articles, this being because blog articles belong to a group (category) or articles. If you unpublish a blog article an error will not appear but if you unpublish ALL articles in a category, you will possibly see a message like "There are no articles to show in this category".

6.15.2   Unpublishing a blog article

If you need to unpublish a blog article for any reason these are the steps you take:

In Content > Articles, search for the article title in question, and in this case, let's assume that you wish to unpublish the blog item called Slideshows from PowerPoint:
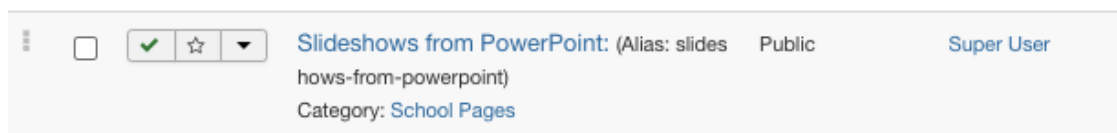
You will notice the green tick is displayed which represents the fact that this particular article is currently **published**. So, where ever the blog is displayed on your website for this particular category then this article will be displayed with its peers.

To unpublish the item, click your mouse on the green tick to change it into a red cross. There is NO NEED to Save - it is saved for youl

Now that you have done this, the item itself will no longer be displayed as part of the blog.

6.15.3   Results of publishing non-blog items

If you unpublish an article which is **not** part of the blog then it's quite likely that when you try to visit that page on the website by using the menu which is set up to display the page then you will see a 404 Article not found error message.
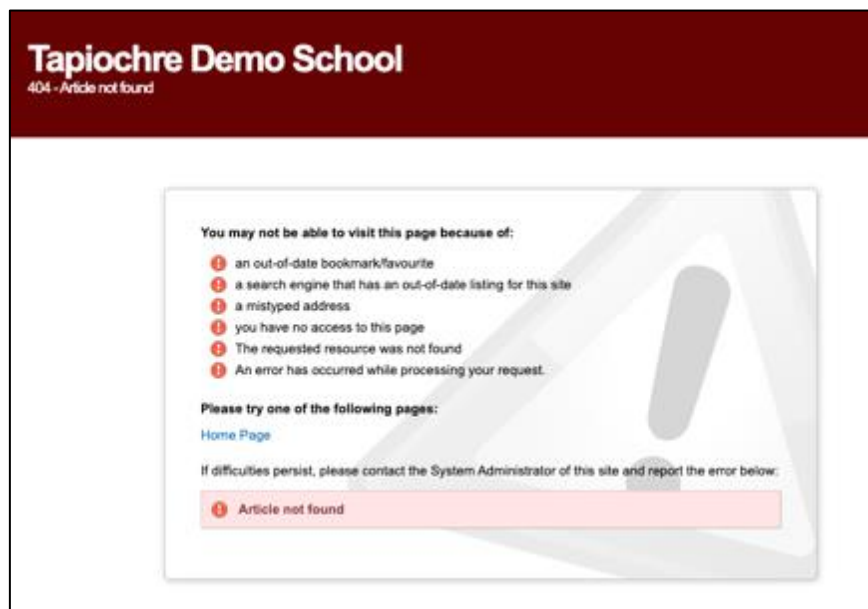
6.15.4   Why do I see a 404 Error message?

This happens because your **menu** has been set up where certain menu choices link directly to certain articles.

When you click on such a menu choice, the content management system performs as requested and tries to load the article that the menu is linked to. However, because you have unpublished that article, you receive an error message because the website cannot display an unpublished item!

Maybe you no longer wanted to see the particular article at all on your website and you thought that if you unpublished it it would simply make the article go away but in reality what you have done is partly broken your website!

6.15.5   Fixing the 404 error message problem

To overcome this issue, what you should do is to publish the article again and then remove the **menu** item which was used to find that article. We have a help page all about this which you will find in the section or Menu Management later in this guide.

In a nutshell, if you follow the Menu Management section about unpublishing menu items, when you refresh your website (probably best done by visiting the homepage first), you will notice that the menu item (which called up the article that you no longer wanted to see) has now been removed from the menus list.

6.16 Searching for Articles in the Control Panel

Sometimes, finding content across a website can be tricky. We know the site contains articles and modules and so on but we don't always enable the search function on websites for a variety of reasons. It doesn't matter what those reasons are right now, suffice to say that sometimes you may need to go looking for particular words across the whole website so that you can remove them or change them. Most of these words will be found in the articles that you have created for your website and one very quick way to go looking for particular words (or strings of words or numbers) is to use the Context Search facility within the Article Manager.

6.16.1   Where will I find this?

When you are in Article Manager (via Content > Articles), you will always see the Search feature at the top of the page:

In the search field, normally you would type in a word and when you click on the magnifying glass icon, any articles with that word in the title or in their alias will be displayed. Here we are searching for articles with school in their titles or aliases:

But what if you wanted to look for the word "documents" across all articles? Simply putting the word documents into the search field will probably generate few if any valid results. So, if you want to find which articles **include** the word documents, you should use a different technique when using the search field. This is where the context search comes into play.

6.16.2   The Context Search facility

To use the context search facility, you still use the search field but you use a format as shown:

content:[yoursearchtext]

Example: we are looking for the word school INSIDE all articles:

 The results are (in my example):

You will notice that the titles and aliases of the articles in the results list might not include the word school at all but we can be confident that if the articles are edited we will indeed, somewhere, find the word school so that we can edit or change that word

6.17 Troubleshooting Articles

Sometimes you will see an article which tells you that the item cannot be edited with an error telling you:

"Check-out failed with the following error: The user checking out does not match the user who checked out the item. You are not permitted to use that link to directly access that page", or similar.

These items will display a padlock icon next to the title to the affected item, like this:
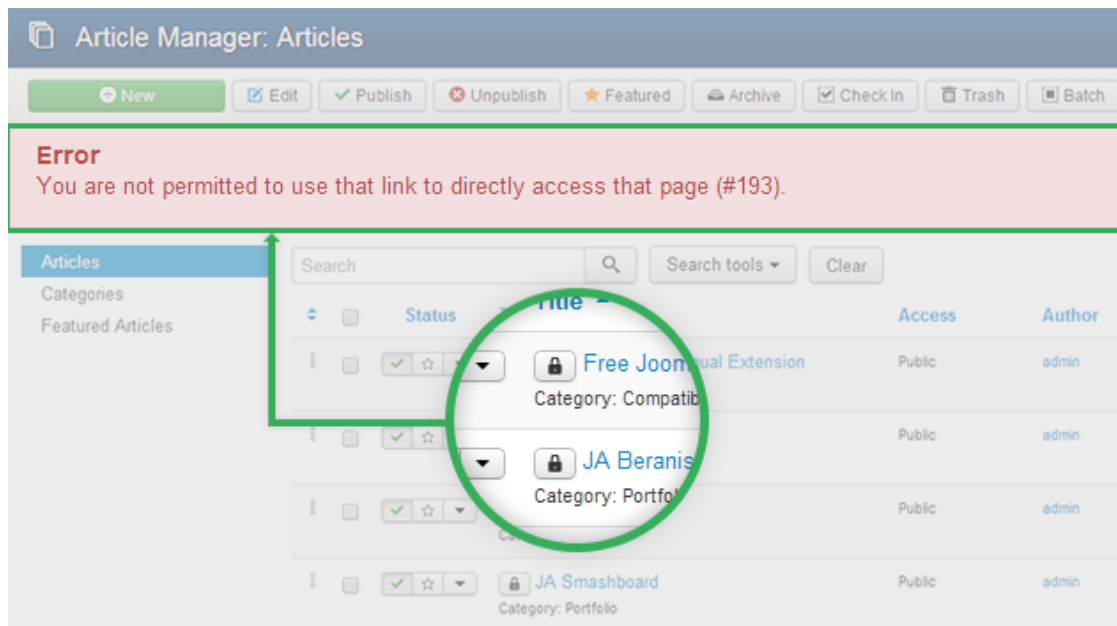
6.17.1 What the padlock icon means

Generally, when a user opens an article to edit it, the system locks the article in order to prevent other users from editing the same article at the same time.

This functionality guarantees no-one can overwrite somebody else's simultaneous edits. The padlock tells you someone else might be editing the item you want to work on.

This can also happen (item can be locked) when someone gets timed out of an editing session or used the back button or simply closed the browser instead of the Save & Close or Close button.

As such an item will remain locked if you don't exit/close the item properly (see below for what this means) once you are finished editing. This is by far the most common cause for locked items.

Fortunately this is a very easy problem to fix.

6.17.2 How to unlock a locked item

First do not worry, because you are an administrator you can unlock all those items one by one or all of them in one go.

If you want to unlock only one item, simply click on the padlock to unlock the item.

If there are many locked items, select the items with the tick box next to each and click the Check In button from the Toolbar; this works with one or multiple items selected.
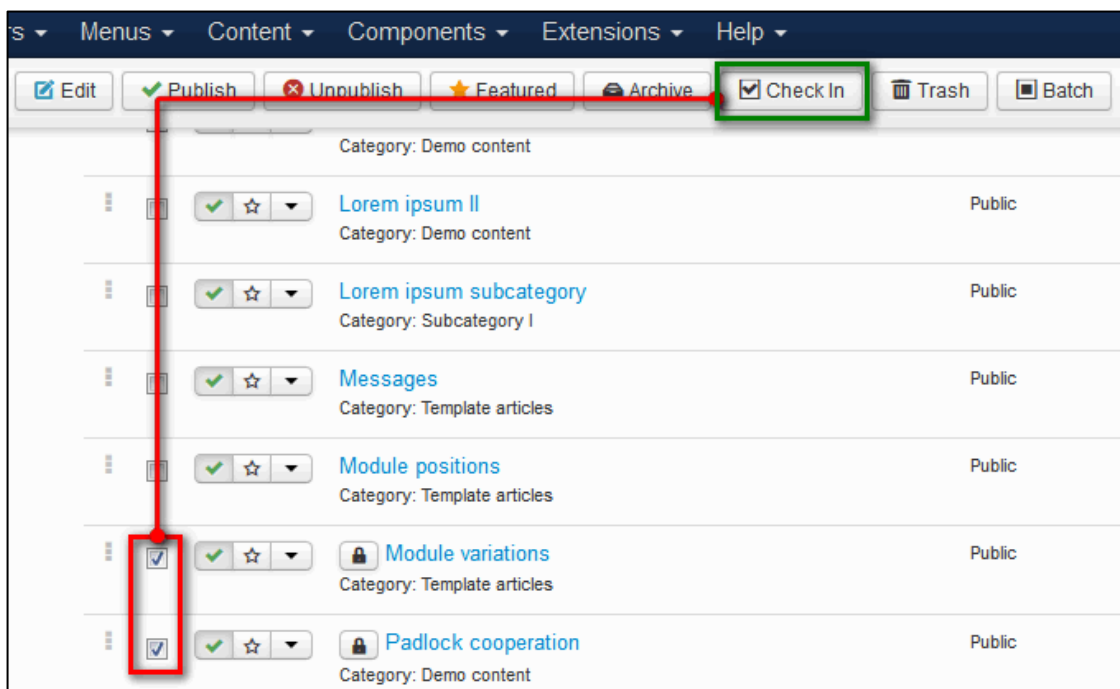
6.17.3   Closing Article Edits Correctly

What do we mean by 'closing an item correctly'?

When you finish editing the article, it's your job to tell the website "I'm finished now, you can let someone else modify this item now if they need to!"

If you don't let the website know you're done, it assumes you're still actively modifying the article and blocks anyone else from editing it, even if you have disappeared for a coffee!

Here are a few common scenarios that leave an item unnecessarily locked even after editing is complete:

- The editor simply closed the browser tab
- The editor hit the back button on the browser
- The editor went to a different tab without clicking 'close'
- The editor went for a coffee break and the session timed out
- The editor closed the browser altogether

What are the proper ways to close an item?

To tell the website that you're finished editing and to allow others to edit an article, there are two correct ways to exit the article:

- Click on the Save & Close button
- Click on Save and then the Close button

You can now click into the editor panel and change/add text as needed just like editing a Word page.

Minor edits should only take seconds to complete and when done, simply click "**Save and Close**" on the top row of buttons.

.

7. Working with Images/Photographs

Uploading and adding images to complement your article text content is a way to make a page more interesting. Here we describe how to add images but there are some important things to consider first.

7.1 The importance of image sizes

7.1.1   What is a good size image for a website?

Any image that is less than or around 1MB in size is ok, a general rule is "smaller is better".

7.1.2   About BIG Pictures

Using large images on websites can have several negative effects on the overall user experience and website performance. Here are some reasons why large images may not be healthy to use:

Increased Page Load Time:

Large images result in larger file sizes, leading to longer loading times for web pages. Slow-loading pages can frustrate users and negatively impact the overall user experience. With the increasing emphasis on mobile browsing, where network speeds can vary, optimizing page load times is crucial.

Bandwidth Usage:

Large images consume more bandwidth when users access your website. This can be a concern for users with limited data plans or slower internet connections, causing them to abandon your site if it takes too long to load.

Server Load:

Serving large images puts a strain on web servers as they need to transmit more data for each request. This can lead to increased server load and, in turn, affect the website's responsiveness. If a web page tries to load many large images, the sever can run out of resources and the page can crash!

Mobile Responsiveness:

Mobile devices have smaller screens, and using large images that are not appropriately optimized for smaller displays can result in unnecessary data usage and may require more processing power, impacting the performance on mobile devices.

User Experience:

Users may have to wait for large images to load, leading to a poor user experience. Additionally, some users might not be able to view the images at all if their internet connection is too slow or if they are accessing the website on a device with limited capabilities.

Search Engine Optimization (SEO):

Search engines consider page load times as a ranking factor. Slow-loading pages, often caused by large images, may lead to lower search engine rankings, affecting the visibility of the website in search results.

7.2 File Formats and Compression

Choosing the right file format is crucial. For example, using uncompressed formats like BMP can result in significantly larger file sizes compared to compressed formats like JPEG or PNG or WEBP. Optimal compression techniques should be employed to reduce file sizes without sacrificing too much image quality.

To mitigate these issues, we can help you with image optimization by describing the resizing of images appropriately, compressing them effectively, and using the right file formats.

It is REALLY important to understand what the impact is of using un-optimised, large images in your web pages and galleries! Please… read on.

7.3 Optimising Images

So far we have helped you to understand why large images are bad for websites. When we talk about "optimising" images for the web, you can think about the results being that optimised images will (or should)

    1)   look good

2) load quickly
3) make images easy for search engines to index

The remainder of this section will take you through the process of resizing (optimising) pictures for use on your website from start to finish, because adding images to a website needs a little preparation.

There are a series of steps that we recommend which will make things work better for the website and for you.

7.3.1   Ready the images ready for the website

> *Best Practice : Its always best practice to optimise your photos etc.*
> *before you upload them to the site. Even though the website can resize*
> *your pictures for you when you upload them, doing this puts excess load*
> *in the website server that can either slow things down or (ultimately) fail*
> *the resize process altogether so, where possible we always recommend*
> *resizing the image prior to uploading them.*

To optimise a large image for the website, you'll need to reduce its size (MB) and then upload the resulting smaller version to your website (more on that below).

Starting with a large format is ideal, because you can always make a large image smaller; making a small image larger won't work so well as it will pixelate and become grainy in appearance.

That said, there are times when you WILL want to use large images on your website, such as for your home page slideshow. In these cases, if you use low-quality images and try to blow them up to be big enough, it will look fuzzy and horrible. We cover slide shows later in this guide.

So how do you strike the right balance between size and quality? How do you even find the file size, image size, and resolution of your image?
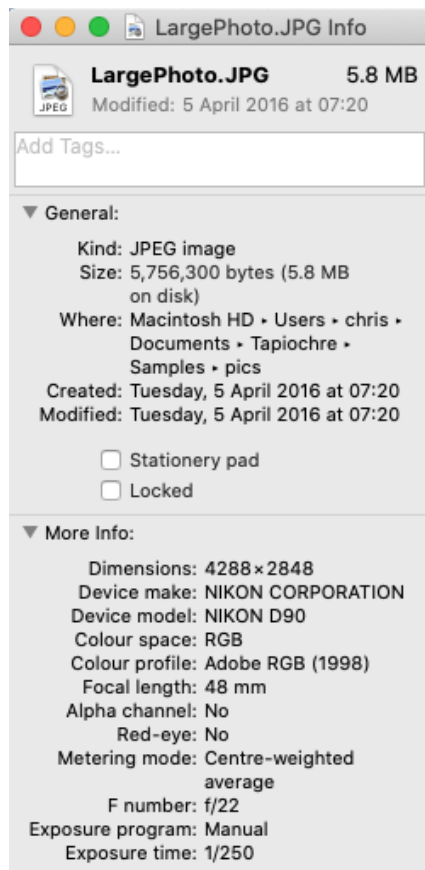
7.3.2   Looking at your file

You can find the file size and image size of your photos right on your computer. If you're on a Windows machine, right-click on the image file.

Choose "Properties" and the General tab will show you the file size in kB or MB. The "Details" tab is where you'll see the pixel dimensions and the resolution in dpi.

This example shows that the file is 1024x683 pixels in physical size.

On a Mac right click on the image file and choose "Get Info."

In this instance, the file is 4288x2848 pixels in size.
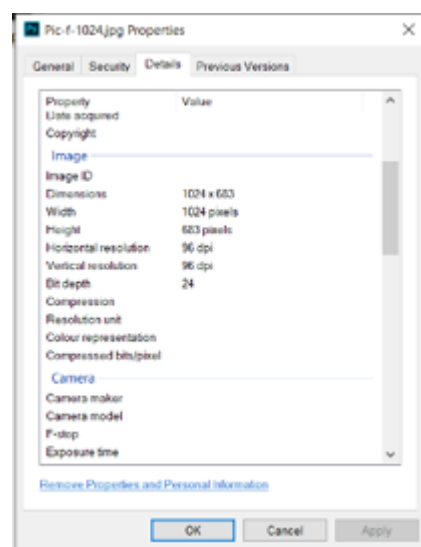
7.3.3   Cheat Sheet for image size, file size, and resolution

Application	Size Notes
Large images for slide shows or full-screen background images	Max 1Mb Maximum width 1070px
Most other small web graphics	300 KB or less
Saving all images in Windows application	If you have the option, always "Save for web" which will give your image a web-friendly resolution.

7.4 Online Optimisation Tools

Several online tools are available to assist you in optimizing large images without requiring advanced technical skills.

Before using any of these tools, don't forget to back up your original images to ensure that you can revert to them if needed. Additionally, always check the terms of service and usage policies of the chosen tool to ensure compliance with your specific requirements.

7.4.1   Compressor.io

Website: [Compressor.io (RECOMMENDED)](#)

Compressor.io supports JPEG, PNG, GIF, and SVG file formats upto 10MB in size. It provides a straightforward interface for uploading images and offers different compression options to reduce file sizes. We always use the LOSSY option as it's perfect for our purposes.
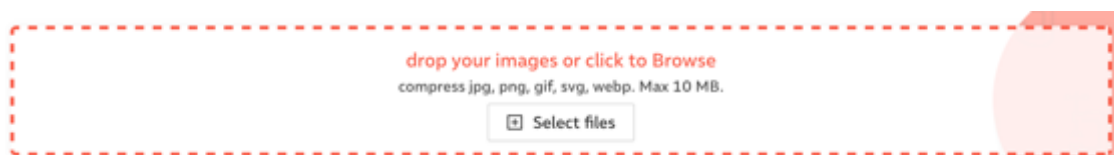
Name		Before	Status	After	Action
Boat2.JPG	Compare	4.77 MB	Saved 88%	561KB	⬇ Download
Boat3.JPG	Compare	3.4 MB	Saved 93%	209KB	⬇ Download
Boat4.JPG	Compare	4.37 MB	Saved 90%	428KB	⬇ Download
Boat5.JPG	Compare	5.48 MB	Saved 83%	910KB	⬇ Download
Boat6.JPG	Compare	4.34 MB	Saved 87%	551KB	⬇ Download
LargePhoto.JPG	Compare	5.49 MB	Saved 86%	764KB	⬇ Download

🗑 Clear list   Saved: 24.5 MB   🗈 Download All
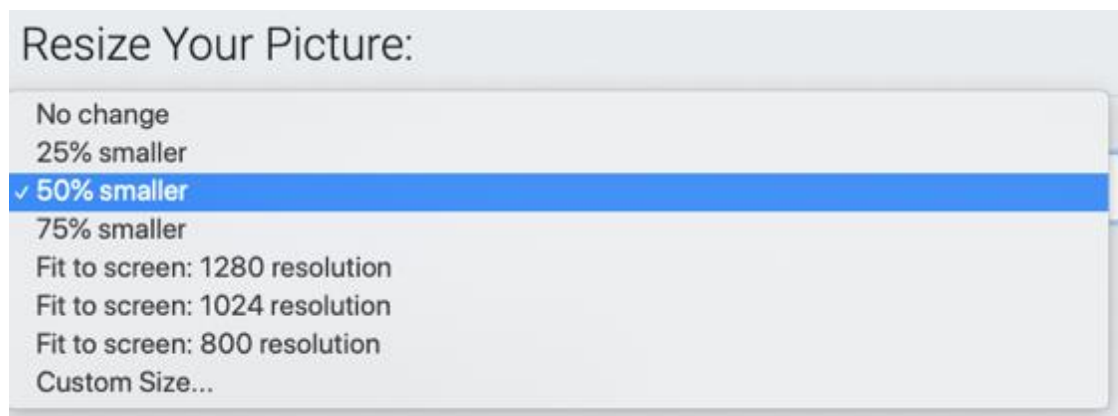
7.4.2   PicResize

Website: PicResize

The PicResize website is nice because it not only allows you to resize images, it lets you do them in batches and does not expect you to install any software. So when you have several photos for a gallery you can use PicResize to resize them ALL for you in one go rather than having to resize them one at a time. You do not need to login to this website; it is open and free. We have used this website for a few years now and it is reliable and trustworthy.
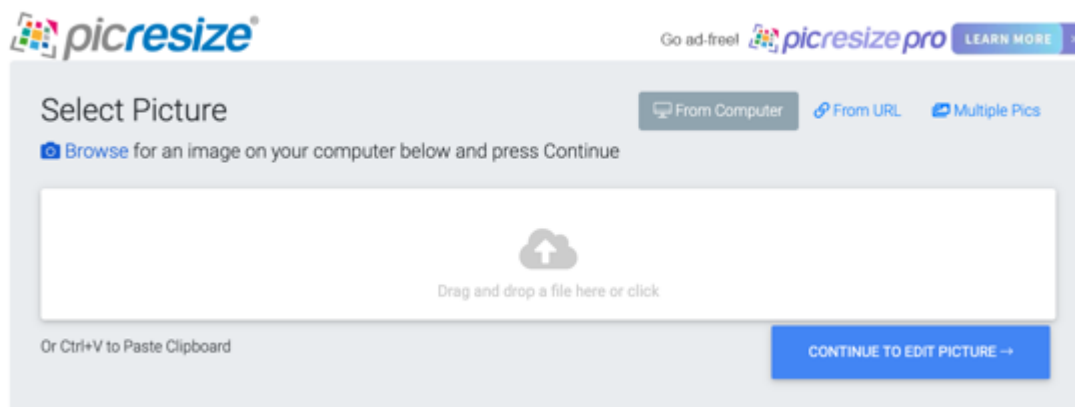
The website is quite intuitive to use once you have uploaded all of your photos that you need to add to your gallery, the website will prompt you for resizing your picture:
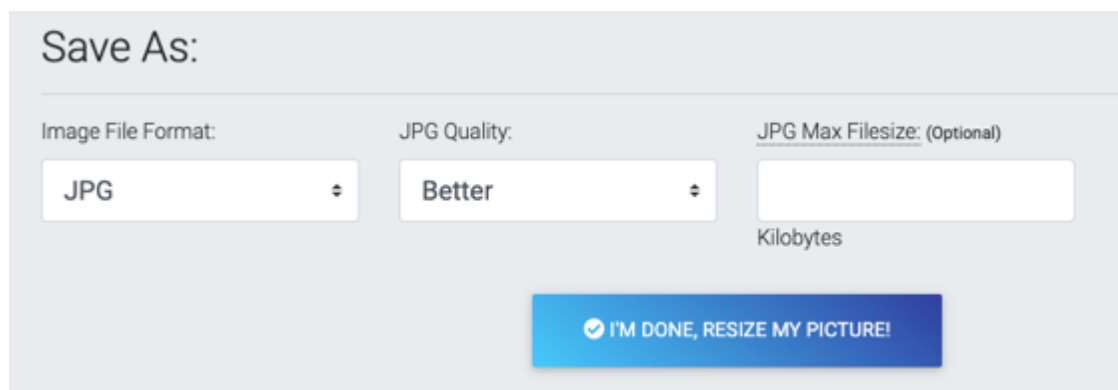
For the purposes of your website, we recommend choosing the **Fit to Screen 1280 Resolution** option.

Further down, where you can choose how to save the image (Save As), choose JPEG, better quality, and then click the blue " I'm done, resize my picture" button.

You will then be presented with a final page where you can save your image to your local computer by clicking on the Save to Disk option:
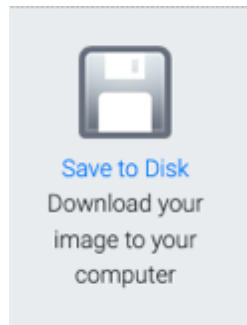
Note that the image file size is reduced dramatically when you use this method. An uploaded image of that was originally 5.6 MB in size is reduced to a much more web friendly 287KB!

The file(s) will be downloaded to your PC and you can then add them to a page or to a gallery!

7.5 The different kinds of Image...

There are four different types of image that you might want to add to an article, regardless of what kind of article it is. Let's quickly look at your options:

1. Article Header images
2. Images that sit alongside your article text
3. A Gallery of images that help the article story tell a better message
4. A slideshow of images

Each has its own purpose and understanding where to use them and what they look like will help you make your pages look more engaging.

7.6 Article Header Images

7.6.1   Intro and Full Article Images

Note: there are certain settings which configure the system to not show these images. If you set up Full or Intro Images but you cannot see them, let us know and we can enable them to be shown.

7.6.2   What is an Intro Image?

An Intro Image is an optional feature and gets its name because it is only displayed as part of a Blog or Featured Article Introduction. The introduction text itself is usually the first few lines of a blog post, used to entice web visitors to read more. A Read More button is usually used to then allow the visitor to read the Full Article.

Is an Intro Image mandatory? No! You do not have to add an Intro Image at all if you don't want to!

An Intro Image might look like these, taken from the Tapiochre Blog page:
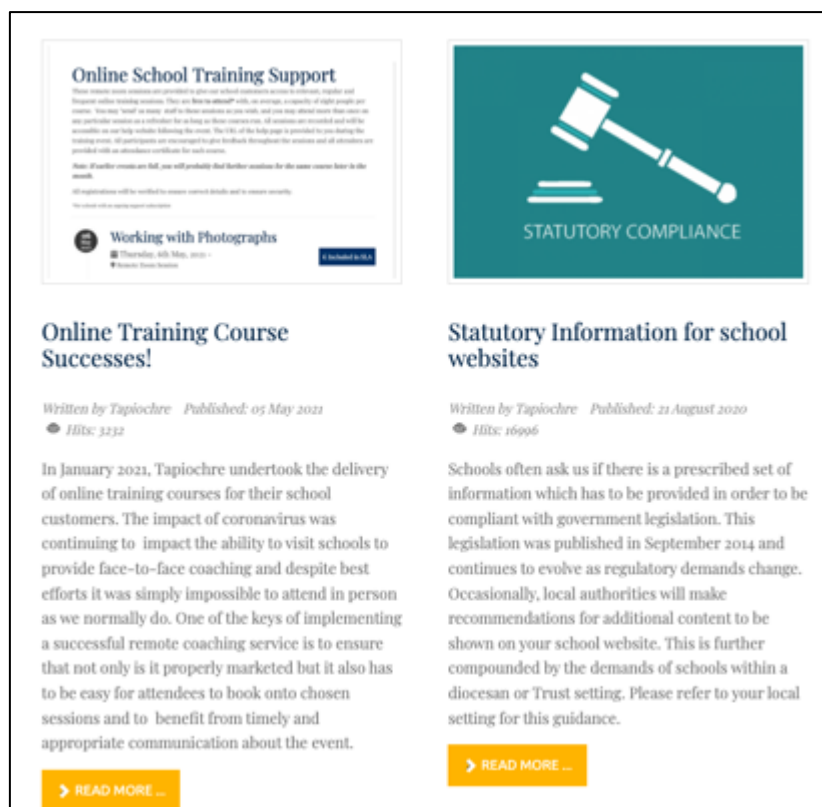
So if you are writing a BLOG page, you might use the Intro Image to display a picture to help introduce the blog article.

7.6.3   What is a Full Article Image?

A full article image sits at the top of ANY article [not just blog or featured items]. Think of it as you might a magazine headline image. Is a Full Article Image mandatory? No! You do not have to add a Full Article Image at all if you don't want to!

On a webpage, it will look like this:

Students' anti-crime posters to be displayed throughout town
Written by Katie Doduley   Published: 26 April 2022

Some of our brilliant anti crime team met with the Deputy Mayor of Ramsey to showcase their posters about county lines (the transportation of illegal drugs from one area to another, often by children or vulnerable people who are coerced into criminal activity by gangs) and explain what they have been up to as a team. The Deputy Mayor chose two winning posters which will be displayed around the town.

The full report can be read here.

In this example, there is an image at the **top** which takes up **the full width** of the block that contains the article text for that the page.

7.6.4   Other Positions for the Intro and Full Article Images

These images can be set to "float" or be aligned to the left, the top or the right of the article. For example, if you set the image to float or be aligned to the left, the article will look like this:

7.6.5   The Images and Links tab

To set up Intro and Full Article images we use the **Images and Links** tab in the Article Editor.

When you click the Images and Links tab, you will see a screen as shown below (Joomla 4 view but the principles remain the same):

Joomla 3 Images and Links

Joomla 4 Images and Links

The different sections are outlined below with a description of what each looks like and how it works.

7.6.6   Intro and Full Article Image Settings

You will note the settings for both **Intro** and **Full Article** Images - they look identical apart from the naming of the fields so we can use the same concept for both:

7.6.7   Intro Image and Full Article Image Fields

To choose the image for these two fields as needed, click the associated **Select** button.

Once you click the Select button, you can move to (or create) a relevant folder to find or upload and store an image. If the image is already uploaded, you can navigate to it in the folders available and select it to be displayed in the Intro or Full Article Image for the article. After you have selected an image, it will appear in the Intro Image field:

In Joomla 3, ,you can hover the mouse on the "Preview" 'Eye' icon to see a preview of the image.
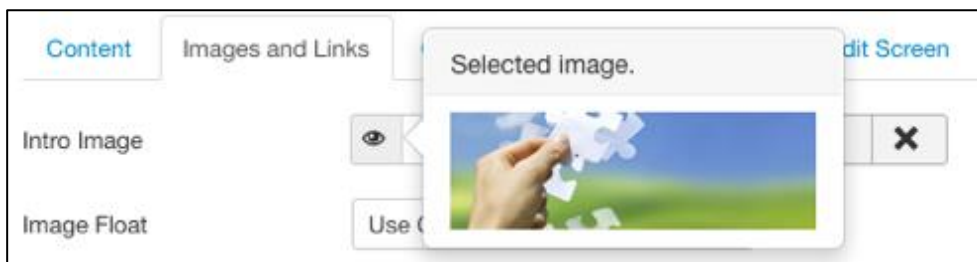
You can copy and paste the image link from the Intro to the Full Image field.

This is a common practice and works well under most circumstances.

7.6.8   The Image Float Field (or Image Class field)

[This section is subject to review].

In Joomla 3, this pull-down chooser allows you to set the 'float' or alignment position of the image in the article. The term 'float' refers to whether the image floats to the **left** or **right** of the first paragraph in the article. Choosing **'None'** tells the image to simply fill the full width above the article space. Note also that when you choose left or right, then the text will flow around the image.

In Joomla 4, you can simply type "**right**" or "**left**" or "**none**".

The options are (click link to see examples further down this page).

Right, Left, None.

This tables below outline the options and outcomes.

Image Float (Aka Image Class)	Results
Left	Image will be found on the left of the article and text will flow round it

Right	Image will be shown on the right of the article and text will flow round it
None	Image will be shown on the top of the article and text will flow under it

Other Fields

FIELD LABEL	USAGE AND PURPOSE
Image Description (Alt Text)	Gives the image some alternative text for Search Engines to understand what the image is and to support assistive web viewing
No Description	(Joomla 4 only). Does nothing! Do not use.
Caption	If you enter an optional caption for the image, depending on the settings of the website, the caption will appear under the image. Note: Not all templates display captions.

7.6.9   Different views in Joomla 2 and Joomla 4

When looking at the Images and Links tab in the two versions of Joomla you will see differences that are worth explaining.

7.6.10   What do these choices look like when set up correctly?

First, consider a sample page with no images but with text already added into the editor and saved. The sample is called 'My Lorem Ipsum Test Page":

You are here: Home » Home » My Lorem Ipsum Test Page

MY LOREM IPSUM TEST PAGE

What is Lorem Ipsum?

Lorem Ipsum is simply dummy text of the printing and typesetting industry. Lorem Ipsum has been the industry's standard dummy text ever since the 1500s, when an unknown printer took a galley of type and scrambled it to make a type specimen book. It has survived not only five centuries, but also the leap into electronic typesetting, remaining essentially unchanged. It was popularised in the 1960s with the release of Letraset sheets containing Lorem Ipsum passages, and more recently with desktop publishing software like Aldus PageMaker including versions of Lorem Ipsum.

Why do we use it?

It is a long established fact that a reader will be distracted by the readable content of a page when looking at its layout. The point of using Lorem Ipsum is that it has a more-or-less normal distribution of letters, as opposed to using 'Content here, content here', making it look like readable English. Many desktop publishing packages and web page editors now use Lorem Ipsum as their default model text, and a search for 'lorem ipsum' will uncover many web sites still in their infancy. Various versions have evolved over the years, sometimes by accident, sometimes on purpose (injected humour and the like).

Where does it come from?

Contrary to popular belief, Lorem Ipsum is not simply random text. It has roots in a piece of classical Latin literature from 45 BC, making it over 2000 years old. Richard McClintock, a Latin professor at Hampden-Sydney College in Virginia, looked up one of the more obscure Latin words, consectetur, from a Lorem Ipsum passage, and going through the cites of the word in classical literature, discovered the undoubtable source. Lorem Ipsum comes from sections 1.10.32 and 1.10.33 of 'de Finibus Bonorum et Malorum' (The Extremes of Good and Evil) by Cicero, written in 45 BC. This book is a treatise on the theory of ethics, very popular during the Renaissance. The first line of Lorem Ipsum, 'Lorem ipsum dolor sit amet..', comes from a line in section 1.10.32.

The standard chunk of Lorem Ipsum used since the 1500s is reproduced below for those interested. Sections 1.10.32 and 1.10.33 from 'de Finibus Bonorum et Malorum' by Cicero are also reproduced in their exact original form, accompanied by English versions from the 1914 translation by H. Rackham.

7.6.11   Full Article Image (Float : None)

To have a full width image at the top of an article, it needs to be wide enough. Below we see a nice wide image. Note though that it's not too tall as if it were, it would push the text of the article a lot further down the page making it less friendly!

7.6.12   Full Article Image (Float : Left)

To have a left floated image at the top of an article, it needs to be smaller to not push the text too far to the right. Here we see a nice small image.
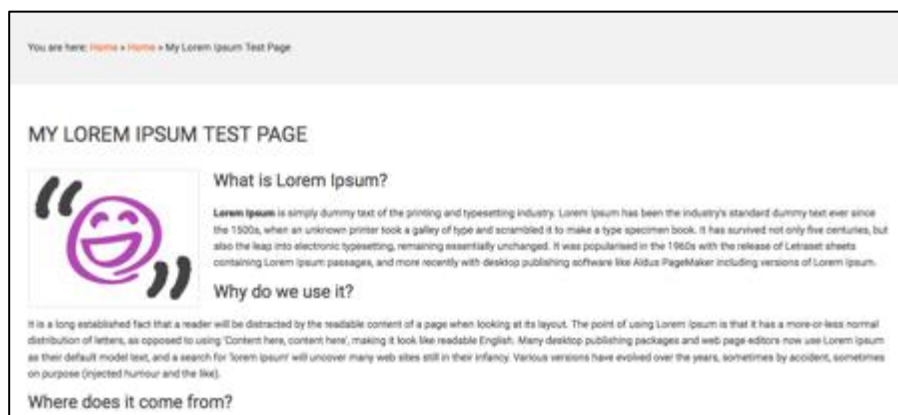
7.6.13   Full Article Image (Float : Right)

To have a right floated image at the top of an article, it needs to be small enough to not squeeze the text too far to the left. Here we see a nice small image.
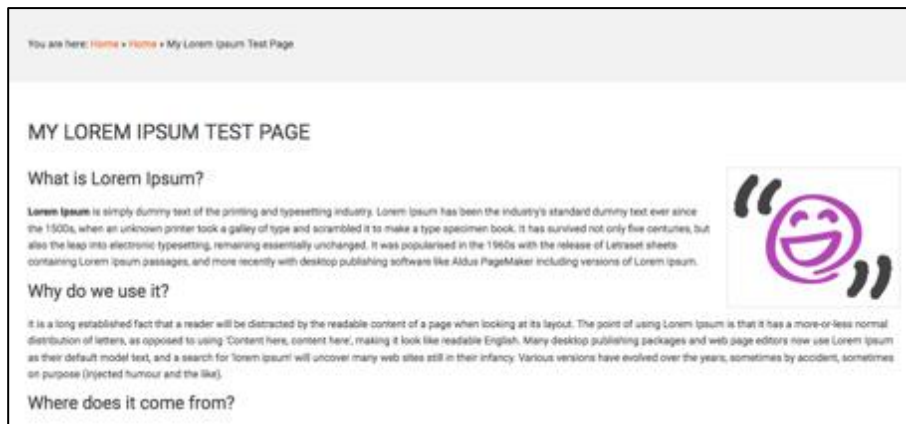
So you can see that header images can be used to simplify the action of adding cool introductory photos to your blog posts and articles!

7.7 Images in the body of the article

Let's start by understanding what this means! So here is an example where we have text in a page (article) and we have added a single image to the article that sits to the left and the text flows round it gracefully.
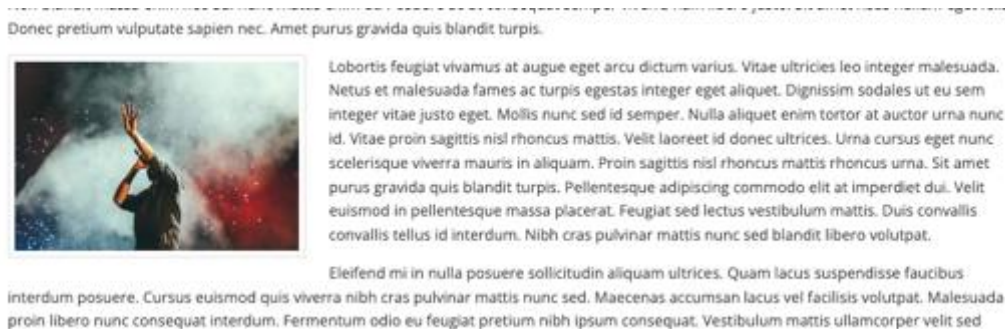
7.7.1   Insert a single Image

If you need to upload a new image, place your cursor at the START of the paragraph where you want it to appear, and then click the "Insert / Edit Image" icon in the article editor toolbar:

Hint: the icon looks like a picture with a gold star on it:
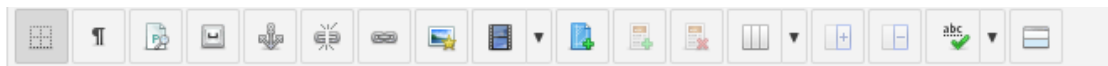
Bottom row of toolbar

Image button

This opens the "**Image Manager Extended**" window.
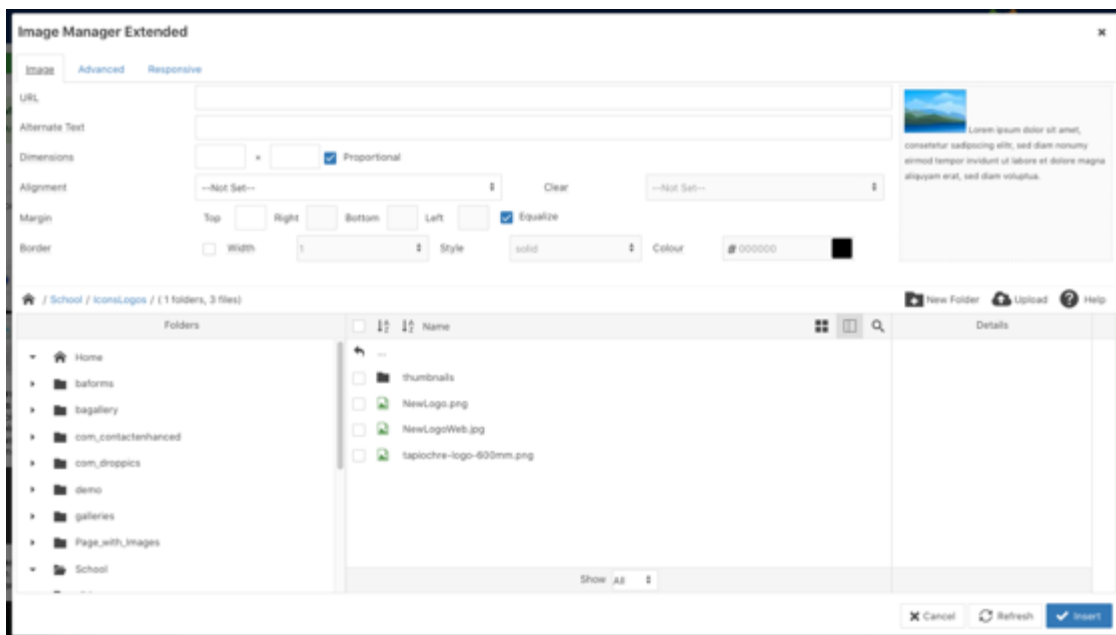
With the Image Manager Extended you can

- Upload images and resize and thumbnail them realtime, on upload
- Create folders to save your images in a very structured and sensible way
- Rename, cut, copy, paste and delete folders and images
- Create and delete image thumbnails

- Edit Images in the Image Editor
- Create Rollover images
- Create Image Popups (requires JCE MediaBox or a compatible JCE Popup Extension)
- Insert images into articles

Look at this pop up screen and you will see three columns:

Folders, Name, Details
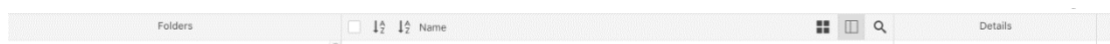
7.7.2   Choosing the best folder for your new image

If you can, try to upload your new image into a suitably named folder. In this way, you can structure your images into suitably titled folders to help you find them again later if you need to.

Look in the Folders column to see if there is a folder which has a title related to your school (but it might not, so don't worry – you can always make one!)

If you find one, double click it to see what other folders are inside it, alongside any existing images which might have already been uploaded to that folder.

7.7.3   Creating a new image folder

If you cannot find a folder that's been created for you already, you can create a new one.

Look above the Details column are three icons:

New Folder, Upload, Help

Click on the **New Folder** icon to create a new folder for your images. When you do this, a New Folder panel will appear where you can label your new empty folder:
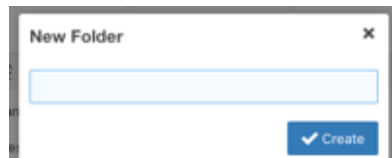
Type in a handy and memorable/meaningful name for your new folder, click Create and your new folder will appear in the middle column. You can now double-click to go into that folder to start uploading your images.

7.7.4   Upload a file

To upload a file into your selected folder, click the Upload button to open the Upload Dialog Panel
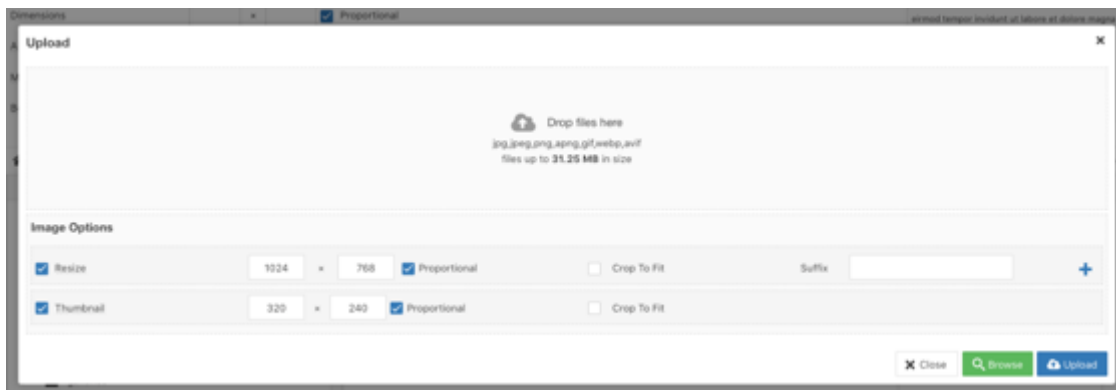
Now, click the Browse button and locate the target file(s)on your computer (multiple files can be selected and added at the same time).

Files can also be dragged and dropped into the upload dialog panel.

The files will be added to the upload queue. The name of files can be edited (click their name in the queue to do so) and a file can be removed from the queue by clicking the trash icon. If you rename a file, avoid spaces, use underscores or hyphens instead.
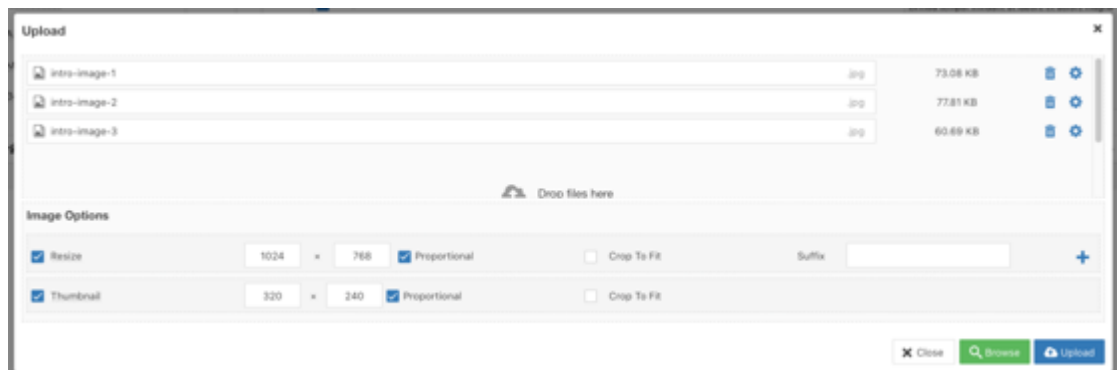
Note a few ticked options below the queue list? We will cover those shortly.

Now, click the Upload button to begin the upload. The progress of each upload will be displayed as a percentage and by the progress bar beneath each file. When all the files have been successfully uploaded, the dialog will close. If an upload fails, an error message will be displayed below the file name.

When your uploads have completed, the upload panel will disappear and you will see your files have been placed into the folder you created and will be selected.
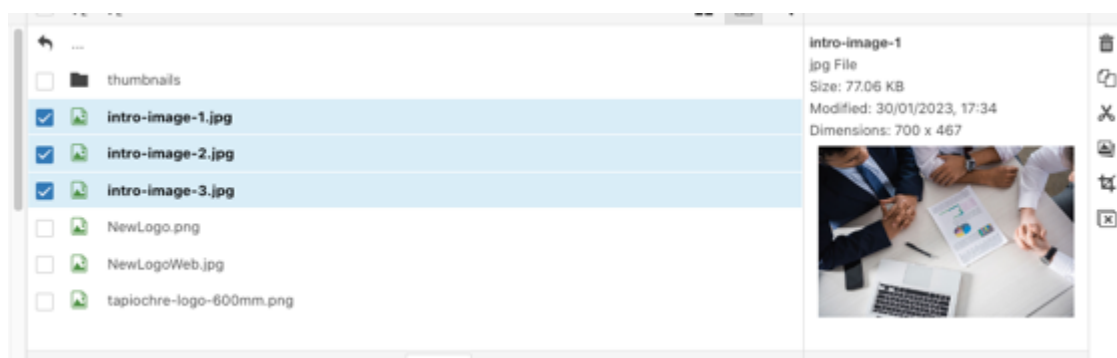
7.7.5   The Image Options
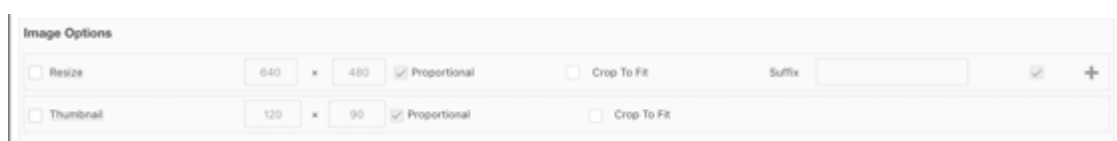
Under the queue list are two rows of sizing options.

Earlier we referred to large images… here you can make use of the website's own internal resizer!

7.7.6   Resize

The Resize option is great is one or more of your images is large. For example, if you are uploading 3 images and one is large, you can check the tick box next to Resize and then set values to tell the resizer what to resize larger images down to.

Above we have enabled resize for this upload and have configured the resizer to make any image that is greater in size than 1024 pixels wide to be exacly 1024px wide. The height will be scaled automatically to the correct size based on proportions of the source image so you don't need to touch that field.

There are two supplementary fields:

- Crop to Fit
- Suffix

The **Crop to fit** option will look at the source image and crop it centrally to the size you set in the resize setting. Probably not ideal so we don't use that option at all.

The **Suffix** option is provided so, when you click Upload the resized file will be created with a suffix you define. In this way, your source image is uploaded and the resized file as well but with a suffix added to the filename.

7.8 Adding an image you have already uploaded

7.8.1   To Insert one Image

Select the image you uploaded in the File Browser section by clicking on its filename in the Name column.

When you do this, the file's URL, its Alternate Text and Dimensions fields will be updated with the image properties. By default, the Alternate Text will be the filename. See an example below:

If you have to, you can adjust the properties (see below) as required then click the Insert button at the bottom of the dialog.

If you now Save your article and visit your page, you will see the effect of your work.

7.8.2 Making your image sit on the left or right of the page

When you insert your image, you will notice that you have the Alignment field. This alignment field is used to push the image to the left, the right, or to sit in the middle of your page. When you do this, the text will then wrap around your image just as it would in a newspaper
layout.

Experiment with this idea to see how your page looks when you choose different types of alignment.

We usually apply handy hidden attributes to your added images when you set them to appear left and right such as padding space around them so you article text

doesn't site exactly against your image (which looks bad!). These are automatic settings.

7.8.3   Adding more than one image to an article

Our approach here is twofold:

1. Put images across the article as long as you have loads of text to support the images.
2. Add a gallery to support short text content

Adding a couple of images across a long web page is easy and you simply follow the guidelines above in "Add a Single Image"

Read on for adding a gallery to your article.

7.9 Adding Galleries

Adding galleries of photographs or other images to your webpages is a great way to display multiple pictures which are shown as thumbnails. When you click a thumbnail, the full-sized image appears in a pop-up window. Adding galleries is quite easy and is often the simplest way to add images to articles. Below is an example:

We use a component called **Droppics** (Components > Droppics) to help us add galleries of images to articles. We find that Droppics is easy to use but if you find that this option is not doing what you need, please contact us and we can soon fix it for your.

7.9.1   How many pictures per gallery?

Here's a word of caution about the number of pictures in your gallery.

While galleries are super ways to display groups of images, if you add too many images to your gallery on any one particular page, you risk slowing down how quickly that page will load. Our experience tells us that if you have a gallery, it's best to have **no more than 12 images** in the gallery.

7.9.2   Gallery Image Sizes

Another word of caution about the actual size of the images that you add to your gallery!

Another factor which will affect how quickly your page will load is not only how many images you have in your gallery but also the physical size in megabytes of each image. Earlier in the section on **Optimising Images** we talked about resizing and optimising images before you upload them to your site. With Galleries this is a key point so we ask you to do your best and ALWAYS OPTIMISE before adding images to a gallery.

7.10 Droppics Galleries

Dropics is a component that allows you to add photo galleries to your articles.

7.10.1   Starting with Droppics

You access the Droppics system by going via Components > Droppics. This will lead you to the ability to create new gallery folders and add images directly. You can also set up the way the galleries are displayed via this route.

7.10.2   How to add a gallery to your webpage

You need to be editing an article to do this!

The basic principle of adding a gallery to your webpage (i.e. within an article) is to place your cursor where you would like your gallery to sit and then use the **Images - Droppics** button which sits underneath the editor screen to then create and insert your gallery.

Clicking this button causes the Droppics application to appear in a popup screen where you can choose or add a gallery to add to your article.
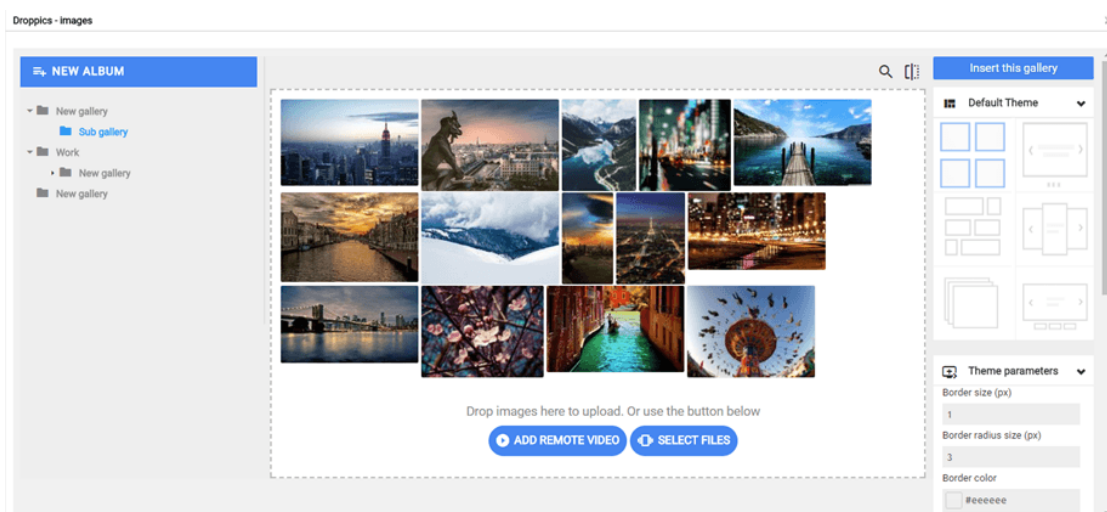
As you will see above, gallery images are shown in folders; all you have to do is select the folder you want to add to your webpage and click the blue Insert this gallery button which appears on the top of the right-hand column.

> *Note that this blue button is not visible to you if you have accessed the Droppics system via the Component route!!*

7.10.3   Using the Droppics System

Whether you access Droppics by going via the Components route or via the Article route, when you first open Droppics, you will notice it is split into three columns:
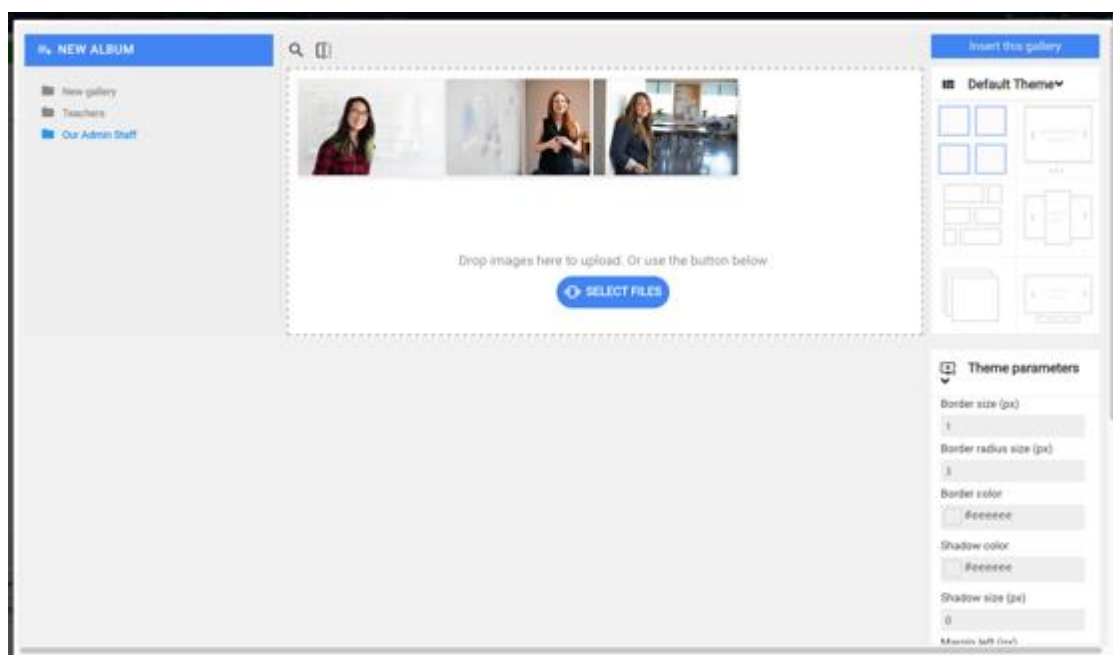
The first column is where you will see folders and each folder represents a set of images. The application calls these **albums** (which we think is a little bit confusing because otherwise we think they ought to be called galleries!).

You can create as many **albums** as you wish and each should have a unique name so that you can quickly identify it amongst its peers.

We use a standard naming plan for these album folders:

MMYY-WEBNAME-ARTICLE

Eg: 1223-YR6-HUNTING_FOR_SNARK

Using this model for naming your folders helps you to know which year and month the folder is related to and also the part of the website where the folder of images would be found. This makes it easier in the future to delete old gallery folders!

The second column is where you'll see the images inside the selected album. You can add portrait or landscape images to this space by dragging and dropping them or by using the blue Select Files button.

The third and final column is where you will choose how the album will be displayed as a gallery by selecting one of the six available themes. The default theme which looks like four squares is ideal for most purposes but sometimes if the images are a mixture of portrait and landscape oriented photographs, then the masonry layout will be more appropriate. We can help you choose the best one!

This third column is also used to make choices about how each image appears, for example, you will regularly use this third column to define the **caption** for the chosen image. Other options are available here but are not used regularly so don't worry about them!

7.10.4   Creating new albums

New albums are created by clicking on the blue New Album button on the top left of the Droppics panel:

When you do this, the system automatically creates a new folder for you at the top of the list and it will be labelled as "New gallery".

7.10.5   Renaming the folder

To rename a folder, hover your mouse over the folder name to see two small icons, one is a pen and the other is a trashcan. Click on the pen icon to see that you can now rename the folder to something more suitable for your use. Try to create original and unique folder names so that you can spot them later when you use them! See our plan above for a recommendation.
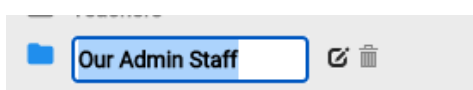
7.10.6   Deleting a folder

To delete a folder and all its contents, hover your mouse over the folder and click the trashcan icon. You will see a warning notice asking you to confirm that you wish to delete the selected folder. Click okay to do so.

7.10.7   Adding images to your gallery folder

You can add images to your folder at any time either by clicking on the blue Select Files button or by dragging and dropping images into the dotted space, drop the image over the words "Drop images here to upload" to be sure!

If when you drag-and-drop files into that dotted area you find that the files do not upload (i.e. nothing happens) then try again and drop the images directly over the words **"Drop images here to upload".**

7.10.8   Uploading Large images

If you upload large files (files that are greater than 2MB), you may experience a situation where the upload appears to 'stall' and the image upload will look a little like this:
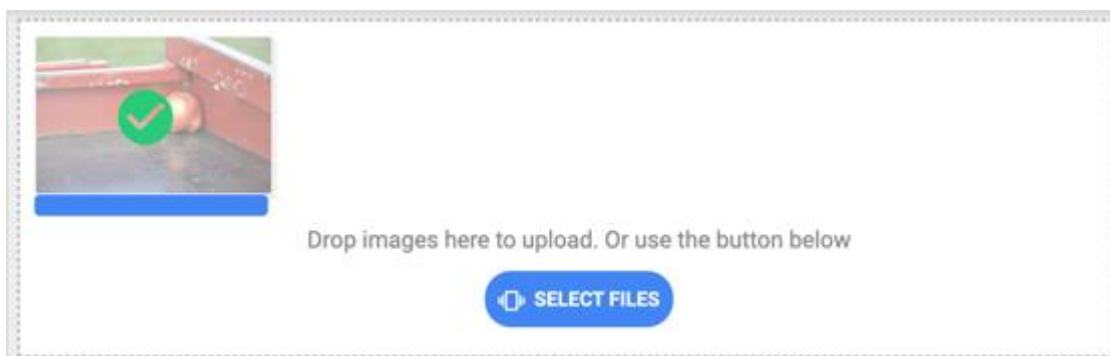
Note the green tick. This means the file has been uploaded but the blue progress bar remains. This is the server's way to show that the large file is being processed and resized to be more web friendly. If the progress bar never disappears, you will need to resize your images using online tools (see earlier our section about **Optimising Images** to help in this process before retying the upload.

7.10.9   Putting images in a different order

It is very easy to put images in a different sequence than the ones shown when you first upload them. For example, you may have a group of images of staff members and you want to show them in alphabetical order. When you upload them it's highly *unlikely* that they will be in alphabetical order and so you need a simple way of putting them in the right sequence. All you have to do is to select and drag and drop the imags into the right place. You can do this over and over again until all images are in the sequence you wish them to be shown in.

7.10.10   Adding a Caption to an image

Sometimes, but not always, you may need to add a caption to an image. An example of this is where you have images of staff members and you wish to put their names or titles underneath the image. To do this, select the image and the right-hand column will change to show the properties of the image.

Then, scroll down the right-hand column to see the section for Caption:
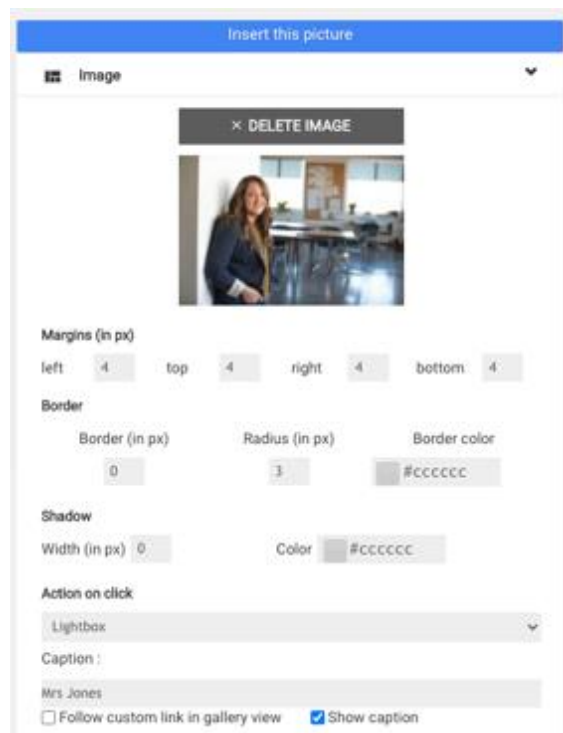
Type in the words you want to show as the caption for the image and then tick the **Show Caption** tick box to enable the caption to be displayed.

 Then, scroll down and click the blue Save Options button.

Note: There is no feature for a description for your image therefore always try and keep the caption brief. If your caption is very long it will start to obscure the image when it is shown in the front of the website.

7.10.11   Deleting an image

To delete an image from a folder simply select the image in question and the right-hand column will appear with the properties for the image. At the top of this column you will see a Delete Image button. Click this button to delete the image from the folder.

8. Working with Document Downloads

Introduction

One important aspect of any school website is the the ability to add, remove and change documents such as Policy files or Newsletters. This section will show you how to work with document downloads on your site. You will use the Dropfiles Component and will drag and drop (or select and browse to find) files for inclusion on the website. We will show you how to do this and also cover off some of the smart things you can do with downloadable files such as adding them to pages on the website.

8.1 Getting Started

Adding documents like policies, newsletters and vacanicies to your website is performed by using the DropFiles component via the/administrator control panel.

8.1.1   Think Ahead - Word, PPT, Pub or PDF?

Documents that we place on the website are usually PDF documents; this is because not all of your visitors have software like MS Word, Publisher or PowerPoint and so they will find it difficult/impossible to view those files format. In addition, viewing these non-PDF files on a mobile device often renders a pretty messy result!

So, be sure you 'Save As' your file to be a PDF format filename.

8.1.2   File Names

Next, name the PDF file in a neat and appropriate way – avoid non-alphanumeric characters at all costs, using hyphens or underscores is ok though.

So, names like **s02Safeguarding090119.PDF** ought to be more suitably titled to **Safeguarding Policy 2019.pdf**

There is a reason for this. When you see a downloadable file on the site, the file title you see (which is a hyperlink) is actually the filename of the file you upload to the system, so, when you upload the file, be sure the filename is exactly how you want to see it on the website.

This means correct capitalisation, no awkward punctuation or words like 'for the website' etc. Consistent file names for Newsletters or Policies make for a more attractive website!

You can upload individual or more than one file at a time, assuming all of the files will be added to the same group or category of files on the website at the same time. If you need to add different files to different categories, do each in groups. More on this later.

8.1.3   Where to Start…

Adding documents to the website is performed by using the DropFiles component via the/administrator control panel.

Once you have logged in, navigate to Component > Dropfiles.
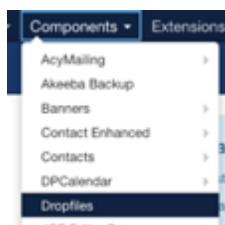
8.2 The DropFiles Component

In this section and from hereon, we use the term "Category" and "Folder" interchangeably!

When you navigate to Components > Dropfiles and you will see 3 columns of data – below is an example showing the categories in the left column which look like grey folders, files in the centre column and a properties or settings column on the right.

If you see one, ignore the Google Drive Icon!

Below the New button, you may see a triangle icon which represents connection to a Google Drive. This is a legacy button and is no longer used so you should not click it! If you do click this button then the new folder will be created but the results may be unpredictable!

8.2.1   Help! I only see TWO columns!

If you cannot see the third "Settings" column, look for this <--- arrow icon on the top of the page on the right (see image below). This is the 'Expand" icon and allows you to view or hide the third column when using smaller screens. When you click it, it will force the third column to appear.

Likewise, you can click it when it looks like this --->, in order to hide the third column.

8.2.2   What are Settings?

Settings are details related to the selected item. For example, when you select a category / folder in the first column, then the files in with the selected category are displayed in the second column. At the same time, the settings for the selected category / folder are shown in the third column.

Similarly, when you select a file in the second column, then the settings for the selected file are displayed in the third column.

8.2.3   Dropfiles Categories/Folders

Dropfiles, like so many other areas of the website, uses categories to group files together and to make management of these files are easier.

As we related earlier in the Categories section of this guide, categories are like folders. In Dropfiles you add related files to folders just like you would in the hardcopy world with manilla folders etc., so they are organised in a way that is simple to manage.

8.2.4   Adding and Moving Category Folders

In order to create a new category folder, click on New Category at the top of the left column:

<div align="center">

+ NEW

</div>

Note: As mentioned above, if you see a triangle icon under "New", ignore and do not use it. This is a legacy feature for linking to Google Drive that we no longer support.

A new category will be created at the **bottom** of the list.

<div align="center">

📁 New category

</div>

8.2.5   Renaming the new Folder

This is important!

If you do not rename your new folder, over time you will end up with a list of folders all with the same title of "New Category" and you will not know which one is which!

To rename your new category, move your mouse over the newly created folder and click the Edit icon (a pen) which appears to edit the name.

<div align="center">

📁 **New category**   🗑 ✏

📁 **Vacancies**   🗑 ✏

</div>
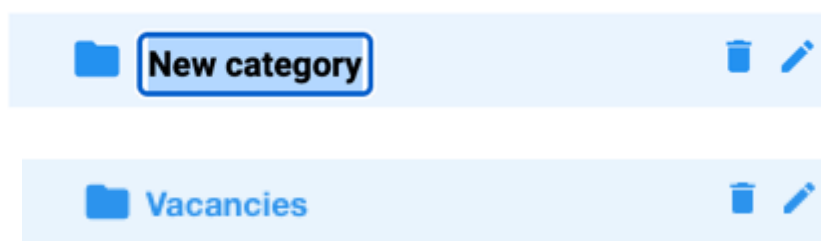
8.2.6   Deleting a Folder

You can use the Trash icon to delete the category and all of its contents.

Move your mouse over the folder that you want to delete and click the Trash Can icon. You will receive a warning asking you to confirm that you want to delete the folder.

Warning! When you trash a folder, it and its contents cannot be retrieved!

8.2.7   Ordering the Categories

To order/sort the categories to make them easier to find (maybe to want to have folders sorted alphabetically or need a specific order for your own purposes) you can use hover your mouse over the folder you wish to move (the cursor will become a cross-hairs) then click and drag and drop the folder icon to move it vertically up and down to where you want it to sit in the list of folders. Move it from up or down to put it in the right place.
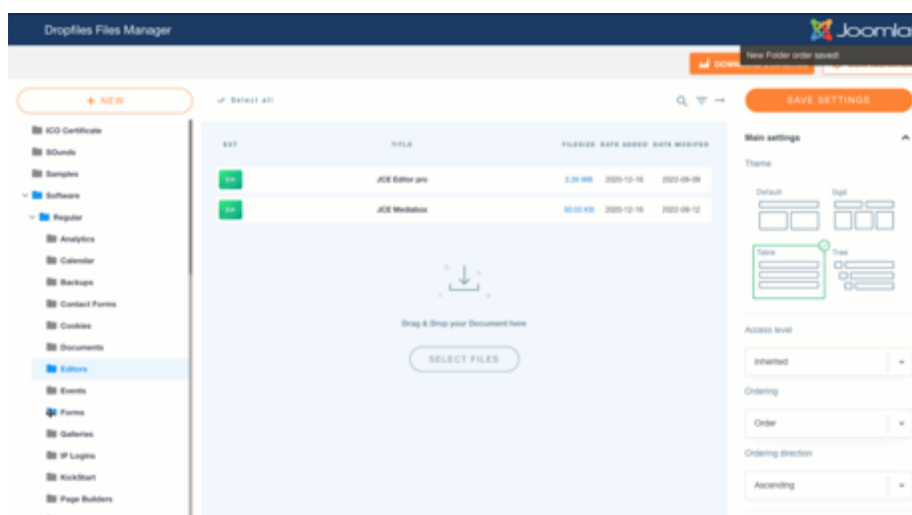
8.2.8   Sub-folders (or folders within folders)

If you want the selected folder to sit within another existing folder, drag it first under the 'parent' folder it will belong to and then drag it from left to right slightly to make it a child folder of the parent.
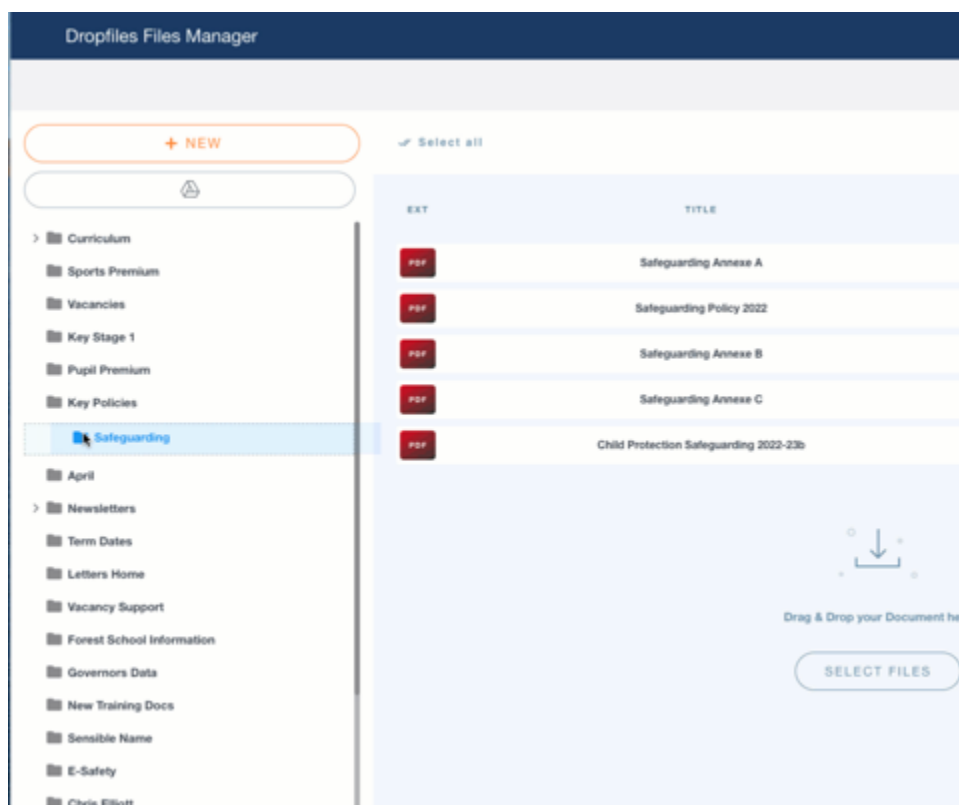
Note, when a folder lives within another folder, a chevron (>) icon appears next to the parent folder. You can open or close the parent folders to see the child folders it contains by clicking on the > and v buttons on the side of the parent folder.

8.2.9   Setting the folder up correctly

When you create a new category/folder, you **must** select it in the left column, (even if it holds no files yet), and then look on the right side of the screen in the settings column where you will see the properties for the selected folder and the first area you will see is the Theme chooser and appearance attributes for the selected category. Unless otherwise instructed always choose the Simplex theme. If the Simplex theme is not available, choose the Table theme instead.
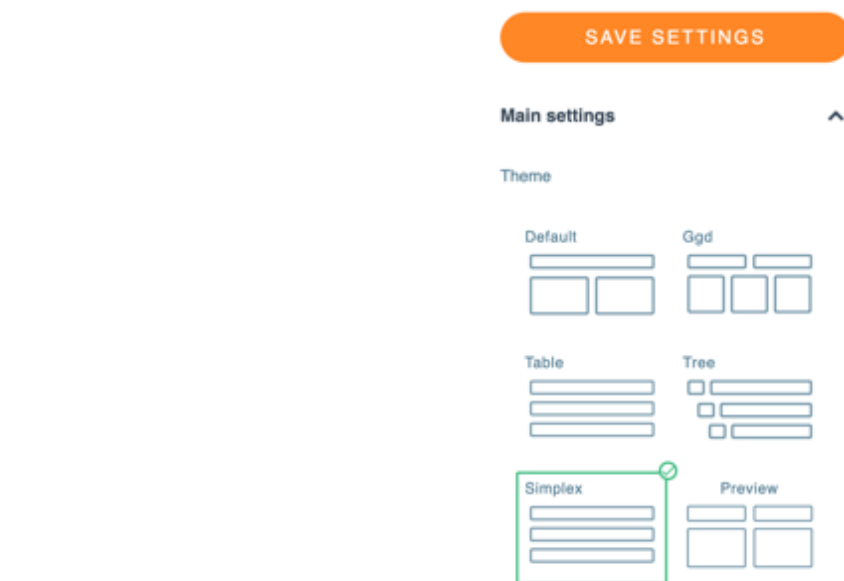
The Simplex theme is a newer theme built for selected websites that display your files as follows:

The Table theme with its three columns is the default 'older; layout for your documents - it will look a little like this when shown on the webpage:

With the theme selected you will see options under this area. You do not need to adjust any of these settings because we have set them for you already. These changes we have applied reduce the clutter that might otherwise be shown, for example display/hide file size, file hits number and so on.

Once you're done with changing the category Theme parameter, you should click on the **Save Settings** button at the top or bottom of the right column to save the theme preference for your selected category.

8.2.10   Pagination of Files

In the front end of your site, when you view files, there may be occasions when you have lots of files in a folder making the web page very long (to show them all at once).

If you need to show files in groups at a time, we can enable 'Pagination' for you which will set the number of files shown 'per page' to 10, 20,50 or 100. Call us if you would like this feature enabled for your site.

8.3 Adding Files to Folders

With your categories in place (and you can add new categories at any time that you need them, you can now add files to any category (folder). To do this, first click a chosen Category Folder in the left column to select it. Obviously, the category you choose will be related to an area of the website that will display your files.

Be sure you choose the correct folder - sometimes subfolders may hold the existing content you also wish to see!

8.3.1   Adding files to Subfolders

If you see a folder with a chevron to the left, it means it has sub folders within it:

Click the chevron to expand / open that folder to show its child folders.

8.3.2   Adding (uploading) your file(s)

You can drag and drop your files or you can use the Select Files button to choose files to upload – whichever suits your way of working is fine!

8.3.3   Using Drag and Drop Method

You may Drag and drop your file(s) anywhere in the existing list of files for the selected folder. When you use the Drag and Drop method to add files, then the page shows a blue overlay reading "Drop file here to upload". Simply do that. Don't forget you can add multiple documents at once to the same folder when you drag and drop into a folder.
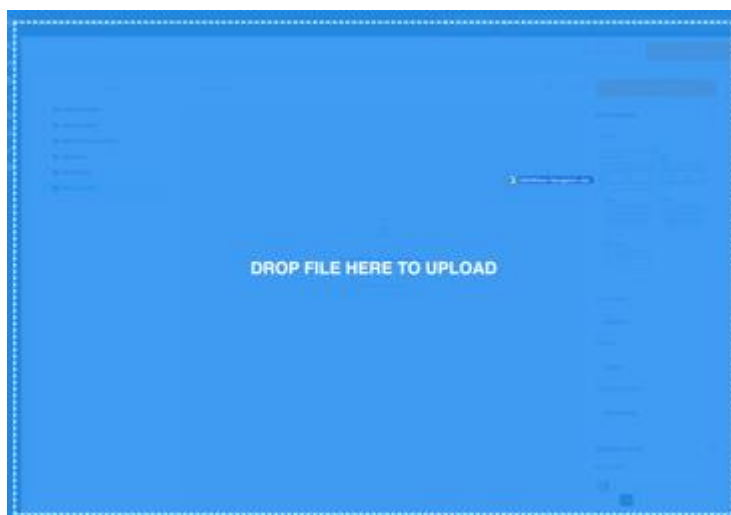
When you drop the files, a horizontal progress bar will quickly show you the status of your file addition and when complete, your file(s) will then be shown in the list.

8.3.4 Using Select Files method

Click the 'Select Files' button to navigate your PC or school network to the files you want to add, choose them and click OK to add them to the selected Category.

When added, just as for drag and drop, a horizontal progress bar will quickly show you the status of your file addition and when complete, your file(s) will then be shown in the list.

With the file(s) now added to your DropFiles Category, the new files will show wherever the website is configured to show them.

Note that new folders will NOT display automatically anywhere on your website! You have to tell the web where to display them. See later for **Adding and Changing Files inside Articles.**

8.4 Moving, Deleting & Cloning Files

8.4.1   Selecting files

When you have lots of files in a folder and want to choose more than one, you can use the CTRL key to choose multiple files at once. Keep the CTRL key down while clicking your target files.

If you want to select a GROUP of files (for example the bottom 20 files), you can click the first in the group and, holding SHIFT, you can select the last in the group. All in the group will now be selected.

8.4.2   Simple Tools

When you select any file in a folder, above the centre panel you will now see a set of options:

Let's run through these so you understand what they do and when you can/should/should not use them.

8.4.3   Copy and Paste Icons

You might think it's a nice idea to be able to copy a file and paste a copy into another folder. **We don't recommend it!**

Using the Copy and Paste features at all is a bad idea and this is because doing this creates a completely new instance of the copied file and the result is that when you need to update the file, you have to perform that task twice, once for each copy. There are better ways to achieve this so please read on!

8.4.4   Making a 'Clone' of a file the RIGHT way!

So we now know i**ts not great to copy and paste a file across folders** but even so, sometimes you might need to show a file in more than one folder. For example you might want to show a Safeguarding Policy in TWO places at once?

This is easy to do by using the **Multi-Category** feature.

8.4.5   The Multi-category option

This useful option allows you to upload a single file into its main folder but then instruct Dropfiles to display it in *more than one* folder.

At any one time, there is only ONE copy of your uploaded file which we might call the **master** copy. When we use **Multi-category**, Dropfiles creates a link to the master and sets it to appear in one or more additional categories that you can choose.

With this in place, when you need to remove (or update) the master file, you only need to do it once - the link is either deleted or updated at the same time.

This saves you time worrying and trying to remember if there is a copy of a file that you missed elsewhere! The neat part is that when you update the master, all links to that file are also updated. (see **Working with Document Versions** for how this works).

8.4.6   Creating the Multi-category setting for a file

When you select a file, it will show an orange border around it. You can now scroll down the righthand settings panel to configure the selected file to belong additional categories using the **Multi-Category** field. The screenshot below shows us setting a multi-category arrangement for our Safeguarding Annex A document so that it also appears in the Key Policies folder.
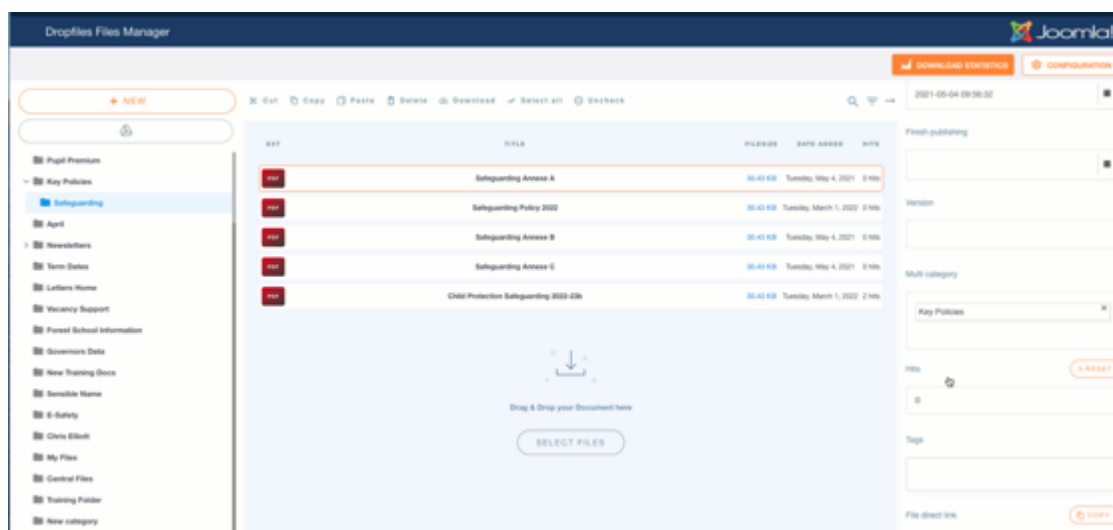
8.4.7   Removing a Multi-category setting for a file

Select the file, it will show an orange border around it. You can now scroll down the righthand settings panel to the **Multi-Category** field. Note a small X in the Multi-category choice in the panel:
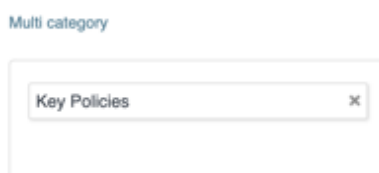
Click this X to remove the link for the selected file to the target Multi-category folder. Only the link is removed, the source file is still kept intact.

8.4.8   Deleting files that are set as Multi-Category

An important aspect of Multi-Category to be aware of is what happens when you use the Delete process.

Let's consider our Safeguarding Annex from the image above. The original file is in the **Safeguarding** Category/Folder and we created a multi-category instance of it in **Key Policies.**

Let's assume some months have passed and we need to get rid of that file and we don't recall how we added it on day one.

We know (from visiting the front end of the website) that the file can be seen on the Key Policies page and, sensibly we should look in that same titled folder in Dropfiles and try to delete that 'version'. When we select the file, we will see the blue notice in the right hand column:
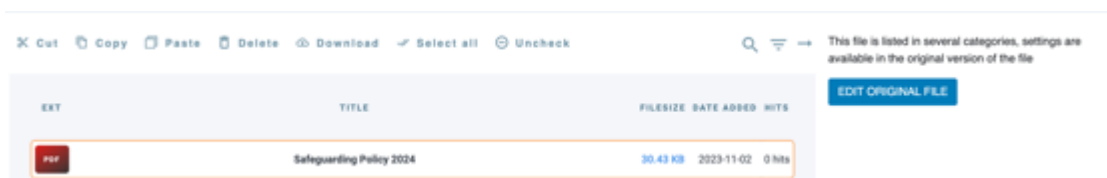
Dropfiles warns you that the selected file is actually a multi-category file and that you need to work on the original or master copy rather than its clone. It shows a blue button labelled "EDIT ORIGINAL FILE":

If you click on the "Edit Original File" button, Dropfiles will take you to the folder where the original file lives and it will select the master file for you.

Now, you will be able to safely delete the master file and the multi-category versions will also be deleted at the same time.

Also...

In addition, if you try to **rename** a linked file, the same thing will happen. A warning that you are trying to edit the wrong file and you need to edit the original master.

But...

It is possible to delete a cloned file in its folder! If you do this, the master is NOT deleted but the master's multi-category setting is removed.

8.4.9   Deleting A File

Select the file(s) that you want to remove and click on the delete trashcan icon in the top bar. You'll be asked if you want to confirm your request.

✂ Cut 📋 Copy 📋 Paste 🗑 Delete ⤓ Download ✔ Select all ⊖ Uncheck   🔍 ≂ →

Note that when you delete files, they are not retrievable.

8.4.10   Download a File

If you wish to download a file to check its content, you can select it in the List of files and click on the download option in the top bar.

✂ Cut   📋 Copy   📋 Paste   🗑 Delete   ⤓ Download   ✔ Select all   ⊖ Uncheck

8.4.11   Select All Icon

This icon does what it says on the tin; it selects all files in the selected folder so you can (for example) delete them all. Use this with caution!

8.4.12   Uncheck Icon

If you selected all or have several items selected, this icon will deselect all files.

8.5 Working with File Versions

When you have documents like Policies, you will often have new versions to add to the site, replacing older versions. There are a few ways to do this, each having pros and cons and you can decide which works best for you.

8.5.1   Use Send a New Version method

This is the recommended way to update a file to a new version.

Click the file you want to update and scroll down the right panel to see "Send a new version"
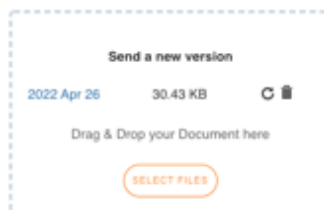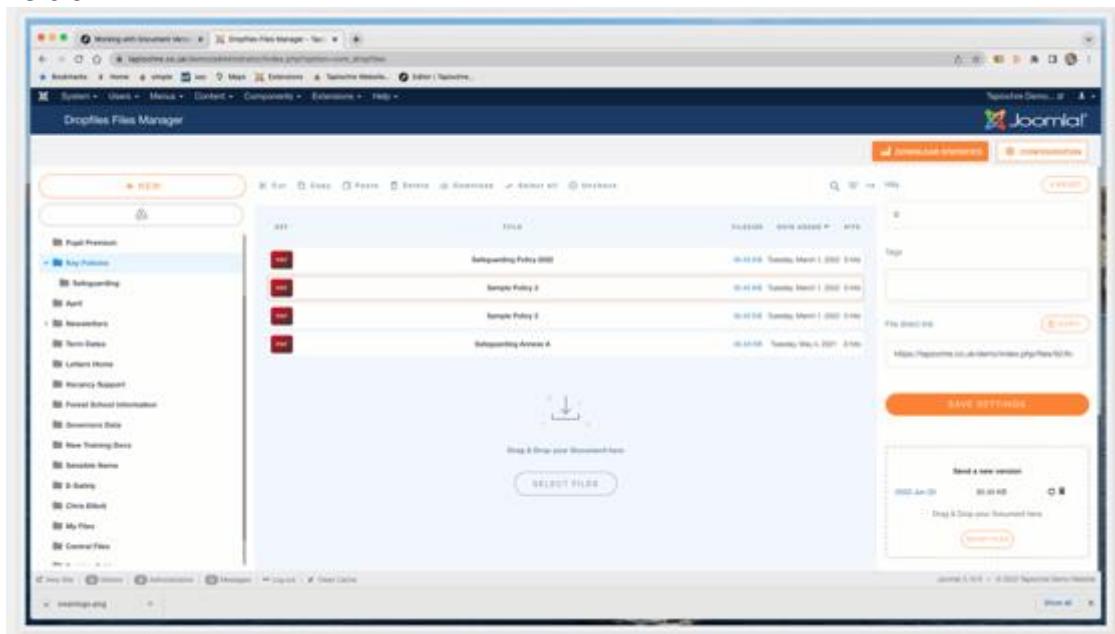
Click the SELECT FILES button

Find and select the new version from your PC or network drive and upload it.

A message is shown to confirm the new version has been applied successfully:
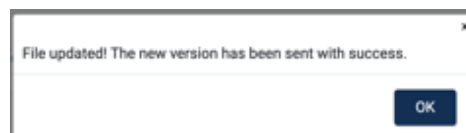
If you look in the Send a new version panel, you will see a new file has been added.

8.5.2 Pros and Cons of "Send a New Version" method.

Pros:

1. It's easy so saves time
2. You can restore the old version as its not deleted, its saved as an old version
3. If the original file was set as multi-category, the new version will also be updated in the multi-category - you don't need to update the cloned one
4. You will retain any potentially valuable download statistics data about the old file.

Cons:

1. You will perhaps need to edit the filename. If the new version is 2022 and the old is 2021, it will still show 2021 in the file Title field. Simply edit the title of the file and it will fix that for you and will update any multi-category files at the same time!

8.5.3 Restoring an old Version

This is done very simply. Use the restore icon (next to the trashcan icon) in the Send a New Version panel. Choose the date of the older version you want to restore and restore it.

Send a new version

2022 Apr 26   30.43 KB   C 🗑

Drag & Drop your Document here

SELECT FILES
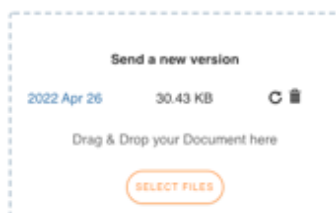
You will be prompted to check you are ok to proceed with the restore:

Are you sure you want to restore the file: Safeguarding Policy 2022?

Cancel   OK

8.5.4   Deleting old Versions

Over time you will perhaps start to have a particular file which has a growing number of old versions. This is not a problem for the website but from an administration standpoint you might find it cumbersome to deal with and house-keeping is always recommended if you have time! Therefore, you might wish to get rid of some of the old versions, perhaps only leaving the most recently added one.

Send a new version

2023 Oct 11   9.36 KB   C 🗑
2023 Oct 11   68.01 KB   C 🗑
2023 Oct 11   30.43 KB   C 🗑
2023 Oct 11   30.43 KB   C 🗑

Drag & Drop your Document here
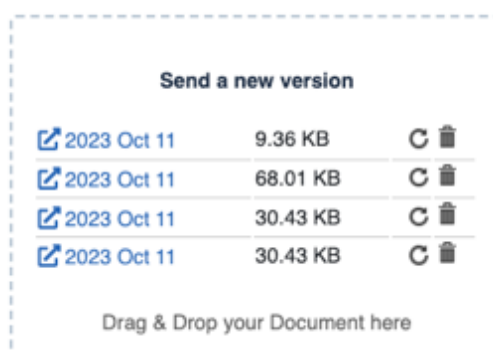
Here we see four versions. Note that the current live version is **not** in this list – what you are seeing is the earlier version list.

To clean up this list, you can click the trashcan icon next to the older files (one at a time) to remove them. You will see a warning when you try to do this:

Are you sure you want to definitively remove this file version?

Cancel   OK

You should choose OK, and the old version will be removed from the system.

8.5.5   Number of previous versions saved

By default, the number of old versions saved is capped at 10.

8.6 Managing a Single File

Managing settings for a single file is as simple as clicking on a file and when you do this, the file settings are loaded at the right side for the selected file.
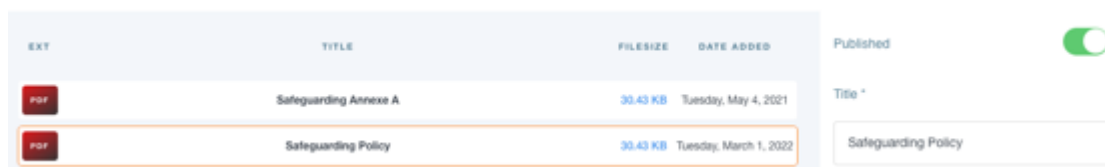
This screen capture shows when we select a file, the details of that file show up on the right (we have split this into two columns below for easier viewing but in real life these settings are all in the one column)

4

SAVE SETTINGS

Published

Title *

Safeguarding Policy

Description

| Formats ▾ | **B** | *I* |

p

Created time

2020-12-16 11:06:01

Modified time

2022-11-08 10:55:13

Start publishing

Finish publishing

Version

3.31

Show in Multiple Folders

Click to choose Folders:

Hits   ↻ RESET

1

Tags

File direct link   COPY

https://tapiochre.co.uk/files/55/Screen-Re

SAVE SETTINGS

Settings allow you to set values for the following attributes for the selected file:

2. File publication status (is the file visible on the website or not)
3. Editable File title (ideal if the original filename is in need of tidying)
4. Description (rarely used)

5. File date of creation
6. File date of modification (not editable)
7. Start and Finish File Publishing Date : perfect for those times when you need to set a file to automatically show or hide itself
8. File version (rarely used)
9. Multi Category (for when you need a file to be shown in more than one folder but only want ONE instance of the file to manage. See [Moving, Deleting & Cloning files](#)
10. File hits : useful to see how many times the file has been downloaded
11. File tags (rarely used)
12. File Direct Link : useful if you wish to add a web link to the file (but see more information below about adding files to articles etc.)
13. Send a new Version (ideal for updating a document with a new version without having to delete the old one first).

Remember... When you change the properties of a file, **ALWAYS** use the Save Settings button at the bottom of the panel.

8.7 Adding Files to Webpages

Adding and changing single files or (better) whole Categories of files to webpage articles (or modules) is actually very simple. You will likely need to do this if you need to show a list of files such as newsletters or policies on page of the website.

8.7.1   Adding a single or standalone file

To add a single file, (rather than a whole a folder's content) into an article (eg: to add a single Policy into an article), you do this by editing your article first.

Go to Content > Articles and open the article in question in edit mode.

In your article editor, click where you want the file to be shown, we think it's a good idea for these to be on a line of their own, then click the "**Files - Dropfiles**" button which you will find below the editor window.

Note that the Dropfiles button might be in a different position on different websites!

Path: p   Words: 480

Files - Dropfiles | ✂ Snippets | 🖼 Images - Droppics | 🔗 Module | ☰ Menu | 👤 Contact | ✳ Field | + Article | 🖼 Media | 📄 Page Break | ⌄ Read More
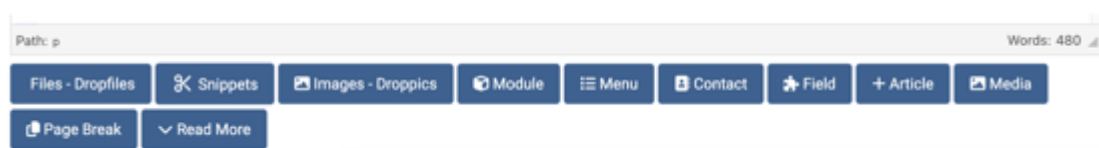
Clicking this button opens up Dropfiles in a pop-up window.

Now, from the left hand column, select the **Folder** where your chosen file is stored and then click on your desired **File** in the centre panel to select it.

Now, click "**INSERT THIS FILE**" which appears at the top of the right hand panel to add the selected file into your article editor.

INSERT THIS FILE

You will be returned to the article editor and your 'file' will be shown as a placeholder (a black panel with a download icon in the middle), within the editor.
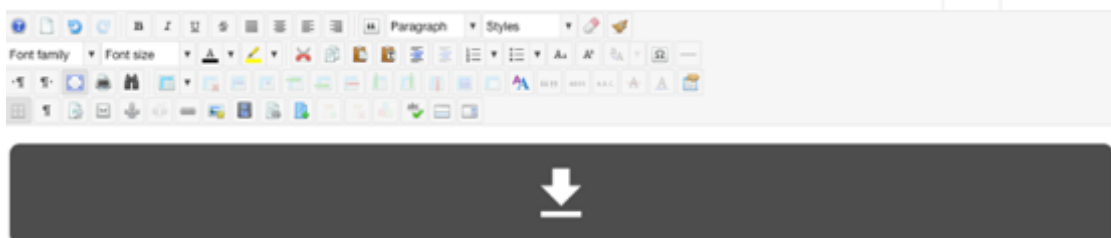
Now, if you have ended the desired changes for your article, click Save and Close and take a look at the results in the live website.

The single file will be shown as a coloured link box within your article,

dapibus ultrices in iaculis nunc sed augue. Cras semper auctor neque vitae tempus quam pellentesque nec. Pellentesque dignissim enim sit amet venenatis. Vitae justo eget magna fermentum. Neque aliquam vestibulum morbi blandit cursus risus at ultrices miva.

Safeguarding Annexe A
Size: 30.43 KB Format: PDF

Vitae aliquet nec ullamcorper sit amet risus nullam eget. Etiam dignissim diam quis enim lobortis scelerisque fermentum. Quis auctor elit sed vulputate mi sit amet mauris. Lacus laoreet non curabitur gravida arcå ac. Nibh tortor id aliquet lectus. Id semper risus in hendrerit gravida.

8.7.2   Changing a single file on a page

You can change a file that is displayed in isolation on a page as described above. The most effective way is to use **the Send a new Version** option for the file (see above for how to use **Working with File Versions**).

8.7.3   Adding a single file to look better in your article

Above, we saw how we can add a single file to an article but we notice that the display for that single file does not match how files are shown when we display entire folders of files.

For example, if you show entire folders of files on the web page they might look something like this:

Or like this:

This is where we are showing then type category in **table** view.

So, if you want to show a single file so that it appears as in the couple of graphics above, then the file in question will need to belong to a folder of its own. You can then (following the principles in Section 8.7.4 below) add this folder to the article.

When you do this, you will simply create a new folder which will hold a clone of the file you want to display on its own. Give the folder a suitable title (maybe include the word clone in its name) and then set it to appear as a table or simplex view.

Then, go and select the source file that you want to display on its own from whichever folder it lives in and once it is selected, use the right hand column properties for the selected file and scroll down to the Multi-Category chooser. Now, in the Multi-Category chooser, select the name of the new clone folder that you created so that a link is created folder (be sure to hit the Enter key to lock your choice in and then Save the configuration.

Now, go back to the 'clone' folder – if you click it, you should see a copy of the file has been added to this folder. With the folder selected, now you can use the insert this category button at the top of the right hand column to insert it into your article, when you are editing your article.

8.7.4   Adding an entire folder of files to an article

To add a list of all files from a category of files into your article (for example: to add the full list of files in the Newsletters category into the article), click where you want the list of files to appear in your article editor for your Newsletters article, then click the 'Files – Dropfiles" button, which opens up DropFiles in a pop-up window.

Files - Dropfiles

Now, select the category where your chosen files are stored and click "INSERT THIS CATEGORY" at the top of the right panel to add the selected Category into your article editor.

INSERT THIS CATEGORY

The folder will appear in your article as a grey placeholder with a cloud style download icon.
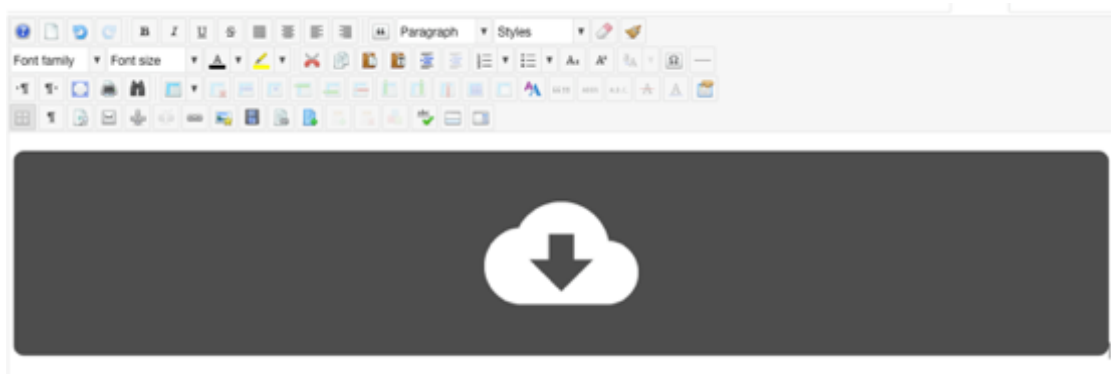
When you save and close the article and when the website is displayed in the front end, the placeholder is exchanged for a list of download files from your chosen category.

8.8 Sorting /Ordering Files on your webpages

8.8.1 Ways to Sort

You can sort the order of files in a folder both manually (when you need them in a very specific sequence) or almost automatically.

8.8.2 Manual Sorting

File ordering can be done using drag and drop, just drag the file on the dashed line to define it's a new position in the file category.
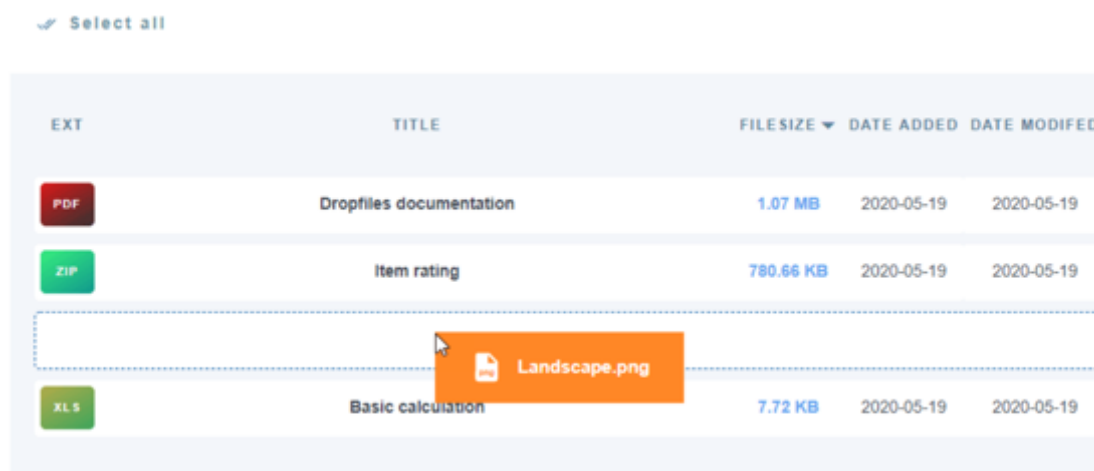
8.8.3 Almost Automatic Sorting

You can also sort / order all the files in a folder/category by clicking on the Folder title in the left column then choose the ordering you want using the parameters in the right hand column.

An even quicker way is to click on the column heading in the middle column.

For example, here we order the files by size, and this will cause a downarrow icon to appear next to the title. Once you made the ordering change you'll notice in the right column, in category options the Ordering fields become blue to show your choice.
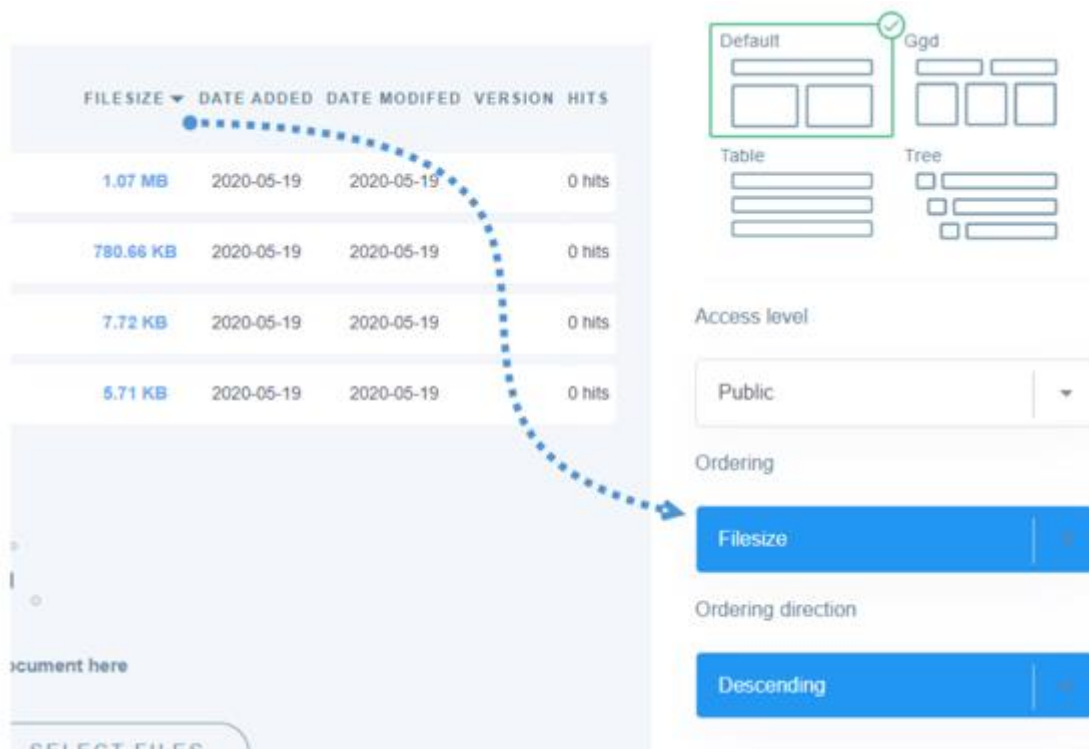
You have also the option to click on the column title to order file by:

- Type
- Title
- File size
- Date added
- Date modified
- Version
- Hits

Clicking the column title twice will set the direction of the ordering from Ascending to Descending (or vice versa).

8.9 Documents look weird on the webpage

When you add documents to an article using Dropfiles, there are sometimes unusual things happen in terms of what they look like on the front-end. This page describes what you might see, why it looks like it does and then how to fix it.

8.9.1   The normal view of documents

Normally, documents on the webpage will look like the example below:

Or…

These views of documents (where you see single coloured panel with the file name and a download button or maybe an icon representing a PDF, the title of the document and then over on the right, a coloured Download button) is created by using the "Simplex" or "Table" theme settings for the Category/Folder in question.

As you'll see earlier, the category or folder theme is set against the folder by choosing the Simplex or Table icon on the right-hand column:

However, if you create a new category/ folder within Dropfiles and you forget to set the theme to Simplex or Table in the right-hand column for the selected folder, then when you look on the front end at your documents they will look something like this:

This is because you failed to set the theme correctly and if you actually look at your folder settings in the right-hand column for the folder in question, you will indeed see that the default theme has been set for you:

So to fix this particular issue, simply head to Components > Dropfiles, look for the folder in the left-hand column which contains the files which are being displayed incorrectly, select the folder by clicking it - this will highlight it:
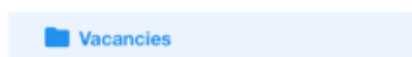
Then, look in the left-hand column to see how the theme is set. Simply click on the Simplex or Table icon/ image. You do not need to press the Save button, that's done for you when you change the theme.

8.9.2   Other views that you might see

You will notice that there are up to six themes available. When you first create a new category/ folder, it will automatically be set with the **Default** theme as shown above. You will now understand that we recommend that you always choose the Simplex or Table theme for the most appropriate view of your files on your webpage.

If you inadvertently (or deliberately!) set the theme to one of the other options such as GGD (which is short for Google Grid Documents) or. Tree, then the view will look like this:

The GGD View

The Tree view

8.9.3   Can I use these non-standard Views?

Of course you can, your website and you can use whatever view you feel is appropriate. Simply bear in mind that the view that you choose may have an impact on how the outside world are able to access your downloads.

8.9.4   Help! I'm seeing a completely different view to what I expect!

If you look at a webpage having added Dropfiles to it and instead of the red PDF icon, title and download button being seen (as shown earlier), you see a rectangle with an unusual icon and text (see the example below), there is a good reason for it!

What you are seeing is the Single File view method of displaying files. What this means is that when you uploaded your files into a Category/ Folder inside Dropfiles, what you then did was you selected the file that you uploaded and clicked on the " Insert This File" button in the top right-hand column.

INSERT THIS FILE

In other words, when you have files in a folder, you should use the Insert This Category button to force all the files in the folder to be displayed.

8.9.5   The Workaround

Given that it's not possible to show a stand-alone file (which sits amongst a bunch of other files in a folder) in a more appealing way, we have a workaround which isn't difficult to achieve which will allow you to show the standalone file so it looks as if it belongs to a group of other files. We do this by creating a **new category/ folder** inside dropfiles and then we select the file in question in its original folder and we configure it to have a Multi-Category setting so that it also appears in your newly created folder. Here are the steps:

1. Within Dropfiles, create a new Category/Folder. This folder will be added to the bottom of the list of folders on the left-hand column and will be titled "New Category".
2. Hover your mouse over this new folder to see the Pen icon and edit the name so that it is relevant to your standalone file (something sensible that you will be able to refer to easily), example Standalone Safeguard File
3. If you need to, drag and drop this new folder up the list of other folders so it is easier to find.
4. Now, find the file you want to show as a stand-alone file, do this by using the Search facility or simply navigate into the folder where it sits and select it
5. With the file selected, look in the right-hand column at the properties for the file and scroll down that: until you reach the Multi- Category field.
6. Click into this field and start typing the name of the new folder you created in (2) above [Standalone Safeguard File]

7. As you type the folder name will appear. Click it to select it so that it appears in the box.
8. Scroll up or down in this column and click on the Save button.
9. Now, click onto the folder that you created [Standalone Safeguard File]
10. You will notice that the file that you set as Multi-Category is now appearing in this folder
11. Now that you have created a link to the file you wish to be displayed in a stand-alone fashion, and it lives now in a folder on its own, you can now edit an article and at the place where you wish to show this standalone file you can use the Files - Dropfiles button at the bottom of the editor screen, select the folder Standalone Safeguard File, and use the button at the top of the right-hand column labelled. "Insert this Category".
12. This will insert the category that only holds one file that you chose into your article.

When you save the article and look at it in the front-end you will notice that it displays the stand-alone file that you created as a clone (Multi-Category), in the appropriate way.

This is a workaround that works very well. We really don't recommend using stand-alone files using the Insert this File mode of Dropfiles, but if you have to do it then the workaround makes things look much more attractive!

9. Calendars

The website uses a Calendar Component called '**DPCalendar**'. It is a fast, easy to use and fully responsive calendar and event manager with capacity to integrate Microsoft's Office 365 Calendar (if implemented). Where your website is NOT using an integration of MS Office 365 Calendar, the details below and on following pages will be helpful.

Day to day events at school are easy to manage using the DPCalendar Component. Even if your website shows "School Diary", "Diary", "School Events" or "School Routine", this area of our help pages will be for you.
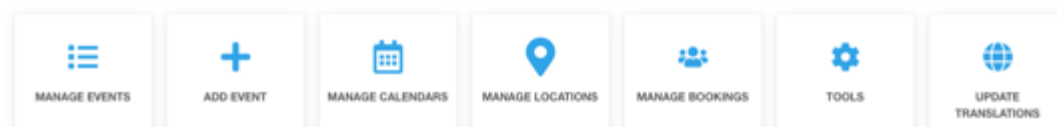
9.1 Calendar Introduction

9.1.1   Accessing your Calendar(s)

Log into the website Control Panel and navigate to **Components > DPCalendar** to be taken to the Control Panel for the Calendar System:
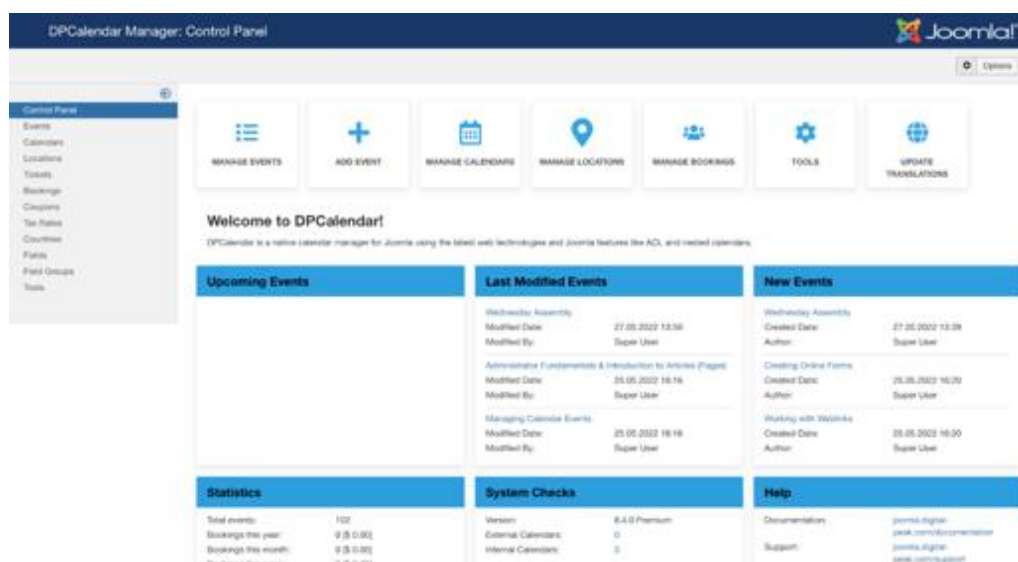
Note the seven feature buttons at the top of the screen (Manage Events, Add Event etc)

While you see seven buttons, only the first two are used (99% of the time!), and they are the Manage Events and the Add Event buttons.

So, as these are the two key buttons, you can guess what you are able to do.

9.1.2   Adding Events

When you need to Add an Event to the Calendar, click the **Add Event** button. A form page will open that is used to create your new event, looking like this:

9.1.3   Key Calendar Fields

You will see a series of fields and tabs on this event editor form. The good news is that for 99% of your events, you only need to think about a small number of them on the Content tab. These fields are marked with an asterisk * and they are:

Title : Give your event a title, such as 'Parents' Evening'

Start Date/Time : Choose the start date of the event and, if the time of the event is important, choose that too

End Date/Time : Choose the end date of the event and, if the time of the event is important, choose that too

9.1.4   Optional Choices

Calendar : If you have more than one calendar (not often seen in Schools), use this chooser to select the calendar which this event belongs to. The default is usually fine to use.

Colour: If you wish, you can associate a particular colour with this event. In some situations you may decide that a particular colour is associated with all holidays whereas a different colour is associated with assemblies and so on. To choose a colour, click into the field and a colour swatch will pop-up. Use your mouse to choose the colour from within this pop-up box and then click outside the box for the colour to be inserted into the field for you.

Show End Time: If you do not know (or care) when the event will end, you can set in this field to **No**.

All Day : If the event has no particular start or finish time and runs all day then you would choose all day to be **Yes**.

Scheduling : If the event repeats on a regular cycle then you can choose from daily, weekly, monthly and, yearly. Depending upon which of these options you choose will dictate additional information that you'll be asked to provide.

Description : You can add a detailed description about the event if it is needed using the description field.

9.2 Editing/Deleting and Publishing Events

Once you have a number of events, you might need to change them and the **Manage Events** button enables this.
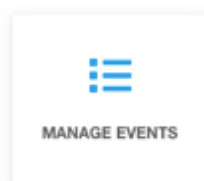
MANAGE EVENTS

When you choose **Manage Events**, the list of all events from 'today' onwards are shown (if you want to change the date range visible in the list, simply change two date fields).

Select the event you want to edit and click its link (**Title**) to open the event in edit mode (see the Add Events page for help on this edit view).

From here you can change any value of the event to suit your needs. Once complete, click in the Save & Close button in the top bar to commit your edit and to return to the list of events.

9.3 Other Management Functions

When you see the list of events, you can perform other common functions very quickly, such as:

9.3.1   Delete an Event

To delete an event, tick the select box to the left of the event in the list and then click "Trash"
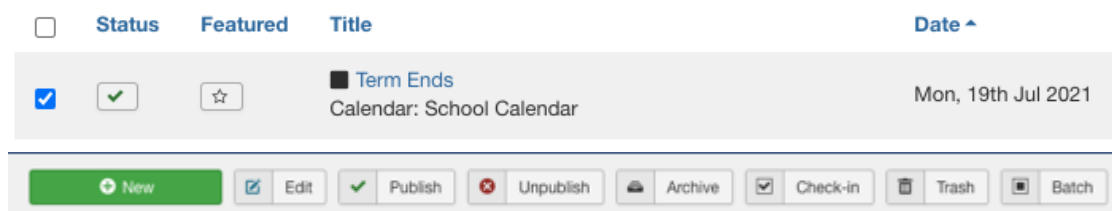
9.3.2   Unpublish an Event

To unpublish (hide) an event, tick the green check mark box to the left of the event to see it become a red cross (unpublished)
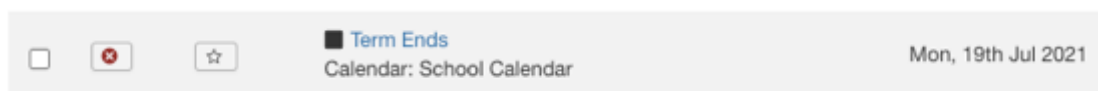
By default, each event is automatically published so that it appears on the website as soon as you save it so to change this, in the event's **Publishing** tab set the Status field to Unpublished.

Becomes:

Status	Unpublished ⌄

9.3.3   Set an event to go live in the future (aka Scheduled Visibility)

There maybe special occasions when you need to prepare an event in advance but you do not wish the event to become visible on the website until a particular date in the future.

To achieve this, create your event in the normal way and then, using the Publishing tab, set the Start Publishing field to be the date /time when you want your event to become visible on the website.

Start Publishing		📅
Finish Publishing		📅

9.3.4   Set an event to unpublish itself in the future

If you need an event to remove itself from view in the future, using the Publishing tab, set the Finish Publishing field to be the date /time when you want your event to remove itself from the website.

Start Publishing		📅
Finish Publishing		📅

10. Contact Us Pages

Contact Us pages are handled in a special way in that they are NOT articles. In fact, as we have progressed over the years, we can create contact forms in different ways with different components, each with their own strengths.

In general when we set up websites with a contact form page we use a specific component called Contact Enhanced.

We sometimes use alternatives which are components as well, called:

- Forms
- Convert Forms

We cover these two alternative form systems elsewhere in this guide.

Your Contact Form page will be pre-set for you at the time of creating your website so all you need to understand is how to change it so suit your changing needs.

Contact Enhanced provides special features that allow you to create a form very quickly by entering selected information such as:

- Name
- Address
- Email Address
- Phone Number
- Miscellaneous Information

10.1 Inspecting and changing contact form settings

When you need to check or make changes to your contact form, you will need to use a component called Contact Enhanced.

For example, from time to time you might need to modify information displayed or used on your contact page. To do this you will need to access the Contact Enhanced Component and then search for the contact in question so that you can inspect its configuration and change it accordingly.

To reach the Contact Enhanced component, click on Components > Contact Enhanced:
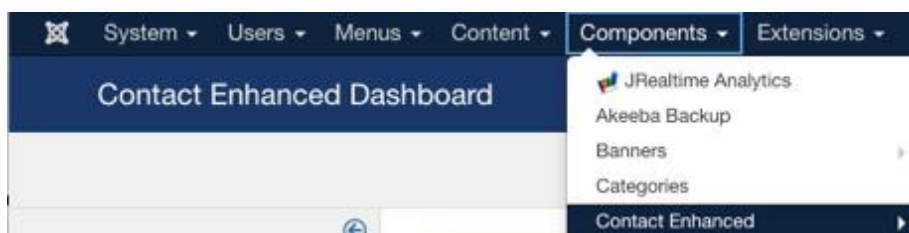
When you open up the Contact Enhanced component, you will see the Contact Enhanced Dashboard screen first with its side bar options.
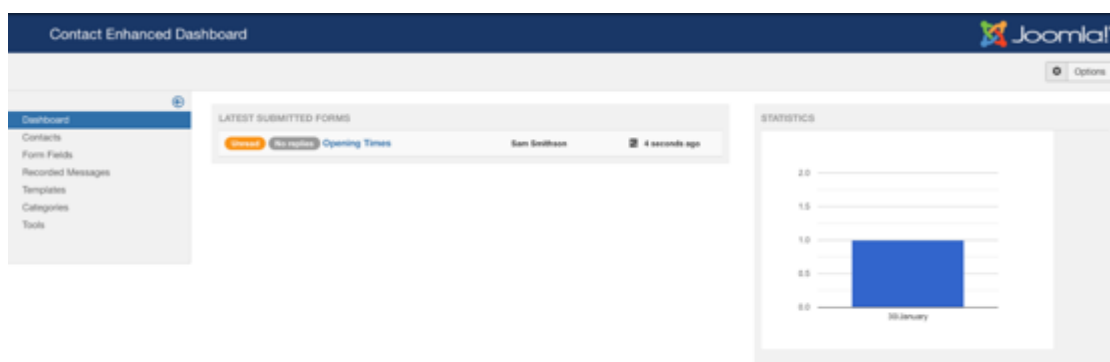
Click on the sidebar where you see "**Contacts**".

This will show you, in the body of the page, a list of all the contacts that you have already had created (or that you created yourself). You can use the Search facility to look for specific names if needed.
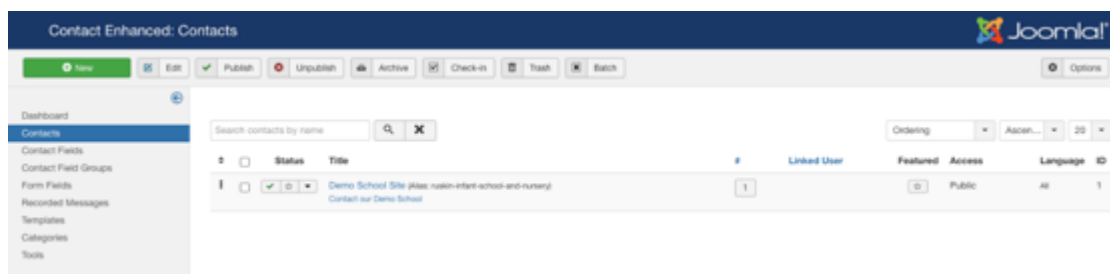
10.2 Change Settings for a Contact

To change information about a specific contact, such as to change their email address or name, click on their item in the list to put that contact into edit mode. When you do this the contact will appear in an editable form:

Make the appropriate changes to the fields by editing them as needed and then click "Save & Close" to commit your changes.

Your changes will take effect immediately.

> *Test your changes particularly if you have changed the email address to ensure messages sent via your contact page arrive safely.*

10.3 Other Information you might see/edit

10.3.1   Adding additional information

There may be times when you want to add more information to your Contact Us page such as other contacts in school or a list of governors. This can be done in two ways"

10.3.2   Miscellaneous Info

You can use the Contact Enhanced "Miscellaneous Info" tab for your contact to provide the additional information and then set the information to appear above or below the Map (or elsewhere).

10.3.3   Using the Contact Enhanced Miscellaneous Info tab

This tab appears to the top of a contact form page in the Components > Contact Enhanced component.

Edit your Contact and click the Miscellaneous Info tab to see this:

Doing this changes the display to show you (essentially) an article editor:

Type or paste your text content into this editor panel and use whatever formatting you need for paragraphs and headings.

If you now save your edits and View the contact page in your browser, you will see that a title of "**Other Information**" and it is displayed usually at the very bottom of your page.

OTHER INFORMATION

SCHOOL OPENING HOURS

0830- 1530

When done, click Save & Close.

10.3.4   Displaying the Miscellaneous Information elsewhere

You can choose alternative locations were to display your Miscellaneous Information so it best suits your situation.

10.3.5   Steps to change position of Miscellaneous Information

Close the contact form editor (so you are now looking at the list of contacts,

look to the top right for a button labelled "Options"
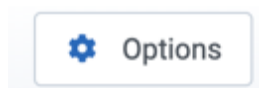
⚙ Options

Click this button and choose the **Contact (or Single Contact)** tab to see the general settings for a single contact form.

Lower down this screen you will find the chooser related to Misc Information:

Miscellaneous Information

Hide
Show before contact details
✓ Show after contact details
Before the form
After the form
Show at the end (after form)

vCard
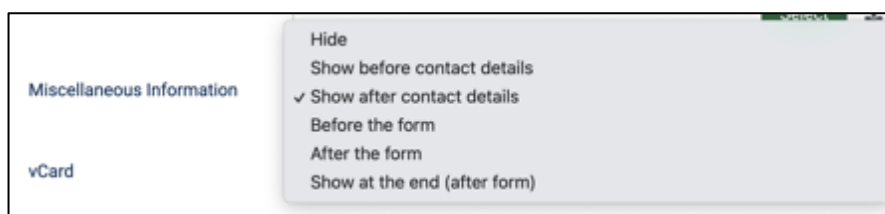
In Joomla 3, you will see additional options:

Misc. Information	Show at the end (after form) ▼
Misc. Info label	Hide / Show
Misc. Info label	

In Joomla 3, you can set a different heading label for the Miscellaneous Info to suit our needs,

In terms of 'where' you'd like to see the information, try each one in sequence, save your changes and see what it looks like on the front-end until you are happy with its position.

10.3.6 Hiding the title

If you do not want to see the title displayed at all, simply set the Misc. Info label field value to Hide

Once you have made all the necessary changes, always click Save & Close

10.3.7 Use a Custom Module to display more information

Adding a Custom Module which will be set to appear in the right hand sidebar of the page is an alternative means to show additional data on your Contact page. Quite often we might place additional information related to contacting your school by using the sidebar on the Contact page. The information shown might look like this:
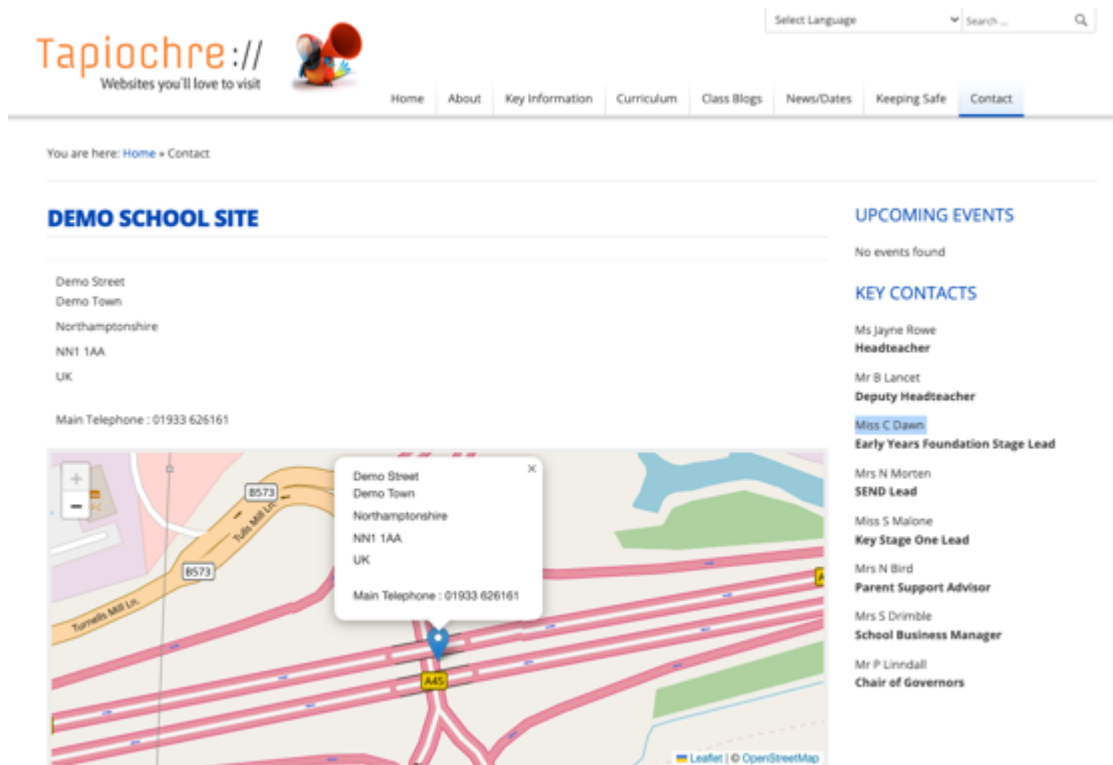
This sidebar information labelled **"KEY CONTACTS"** is not part of the Component at all; instead, it is simply one or more modules set to display additional useful information in the sidebar position of the page. Where this is the case on your website, we will have set that up for you.

From time to time you might need to edit the information displayed in the sidebar and when this happens, proceed as follows.

10.3.8   Editing the Sidebar Module

Navigate to **Extensions** > **Modules**. Note in our example above that at the top of the module is a title which reads "**Key Contacts**".

Search the modules listed and when you find it, click on its title and edit It. You will notice that it looks like a miniature article and you can edit it to suit.

Save & Close

Don't forget to use Save and Close when you have finished your changes.

11. Slide Shows

Pretty much all our websites show a form of slide show on their home pages. These are large, often transitioning photographs that site at the top of the home page; ours looks like this:

In this section we will show you how to create your first slide show if you need to but, more importantly, how you can change the slide images in your own slide show that we will have already created for you!

You can think of these slideshows like a form of PowerPoint and in fact we recommend that you use PowerPoint as a way to create your slides that will be used on the website and we will describe below how to do that and then how to load the resulting images into the website slideshow system.

11.1 How many images?

We suggest no more than six to eight slides. If you have more slides that's fine but you need to choose an optional setting on the website to ensure a level of 'fairness' is given to all of your images.

If you have dozens of slides, your web page will be slightly slower to load. In addition, the last slides will probably never get seen so we need to set the slideshow up slightly differently to accommodate these two issues.

11.2 Getting images ready with PowerPoint

We need to assume that you are familiar with PowerPoint (PPTX) and so we will dive straight in to creating your slides and the first thing we do is to set up your slideshow to be the most suitable size for your website slides.

11.2.1   Setting the best slide size

In PowerPoint, use the Ribbon and go to Design > Slide Size and choose Widescreen (16:9):
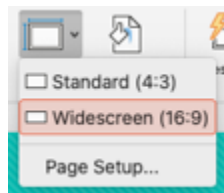
11.2.2   Find and add images to PPTX

Now, identify the great quality pictures which are a suitable size to be added to slideshow. These should be direct from your camera device and ideally should be almost the same size or larger than the PowerPoint slide.

Add an image, one per slide, to your PowerPoint, don't worry if the image is larger than the slide, we can sort that out next.
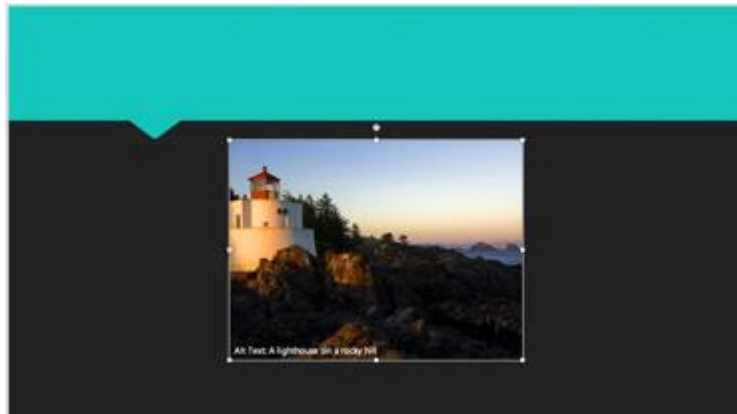
11.2.3   Position your images in PPTX

When all of your images are added to your slides, move the images around in the slides by resizing them so the image fills the slide space with no white space left or right, top or bottom.

Above you can see how when we stretch the image to fill the slide space, it overlaps at the top and bottom (we set the image to be semi-transparent so you can see it happening).

When this happens and we export the slide, it will export ONLY the slide area and the upper and lower image areas are cropped out. So, move the image to be sure the parts of the photo will not be cropped:
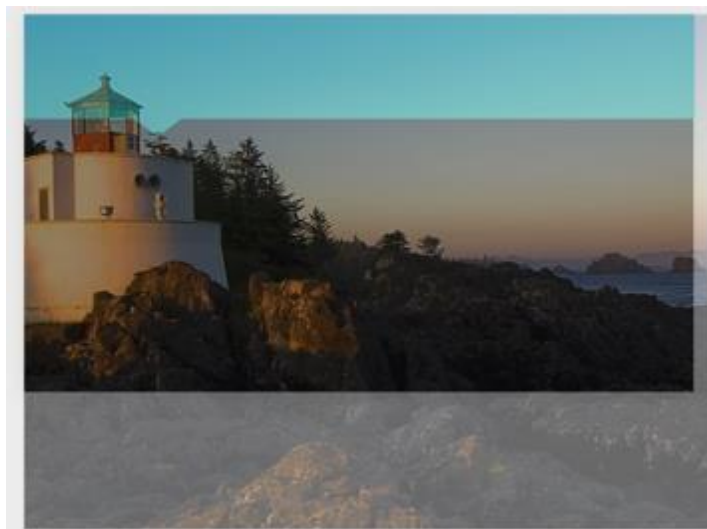
11.2.4   Pixelated Images

If, once resized, the image has become pixelated, then don't use that image as it will look pixelated on the website. This will happen if you try to use a picture that is too small!

Once all images are positioned properly in each slide, its time to export them for use on the website.

11.2.5   Exporting Images from PPTX

Use File > Export and choose "File Format : JPEG"

Choose "Save Every Slide"

Set width to 1920 and height to 1080.

Then click "Export" and a pop-up will inform you that a folder will be created containing your slides, numbered starting slide01.jpg.
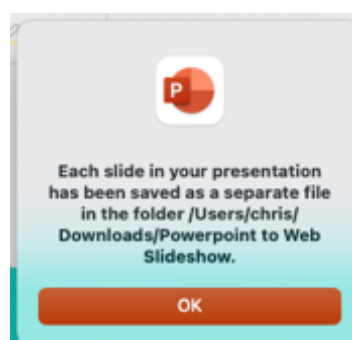
If you navigate on your PC you will now find a new folder in the detailed directory and it will contain a number of images.

A very cool result of exporting this way is that the slides are automatically optimised! A hi-res photo that is 6MB becomes a slide of only 500KB once exported!

11.3 Creating your Web Slideshow with Smart Slider 3

Armed with your correctly sized and compressed photos, we can now head into the web control panel and start to build our slide show.

We use a component called "Smart Slider 3 (SS3)" to create our web slideshows. Head to **Components > Smart Slider 3.** This will take you to the Smart Slider 3 Dashboard (we have cropped the screenshot for simplicity below).

11.3.1   Terminology

In SS3 we use the following terms for our slideshow content:

Project: A group of settings that define our Smart Slider

Slider: The content of the Project

Slides: The individual image slides in a Slider

So, in SS3, we use a concept of a Project to define a new slider.

11.4 Creating your first Project

If this is your first project that you have ever setup, you will see a screen very similar to this below (the Tutorial Slider is there for educational use and you can investigate it at will).
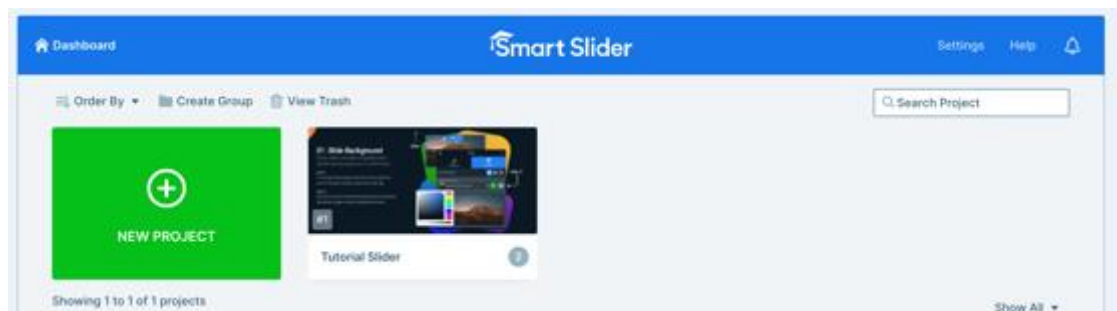
11.4.1   Creating a New Project

To start, click the green "NEW PROJECT" button. A popup panel appears about your new project:
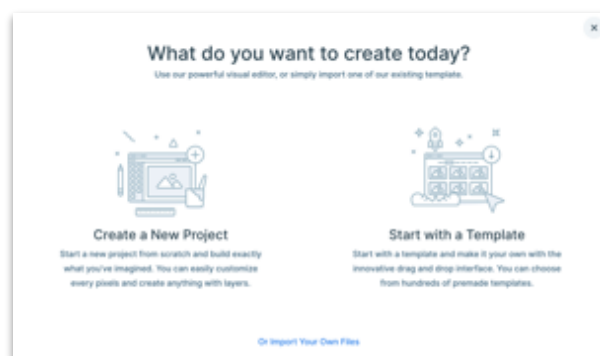
Click on Create a New Project to be offered the next options:
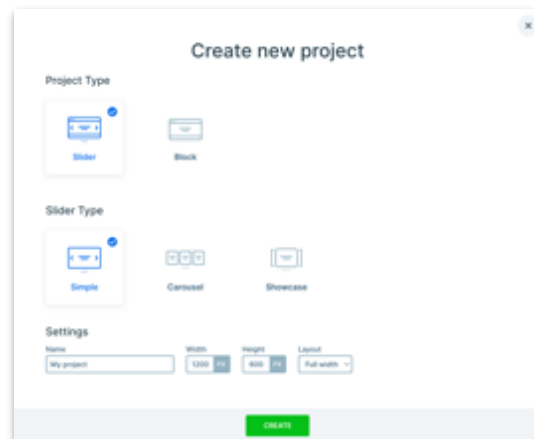
Choose Project Type > **Slider**

Choose Slider Type > **Simple**

In the Settings section give your slider a useful name such as "Home Page Slider" and set the height and width to **1070** and **600** respectively:

Note the **Layout** chooser. The choices are "Full Width", "Boxed" and "Full Page". In general we always use "Full Width" but occasionally we can use "Full Page". We never use "Boxed" unless special conditions so dictate.

> *A full width slider* *will sit across the whole width of the web page that it is configured to appear on. You can alter the "Height" value so that the slider consumes less of the page if its too tall for your liking (see more later).*
>
> *A full page slider* *will take up the entire browser window regardless of the height setting.*

Now click "**Create**" to now see your Home Page Slider configuration screen.

11.5 Adding Slides to the Slider
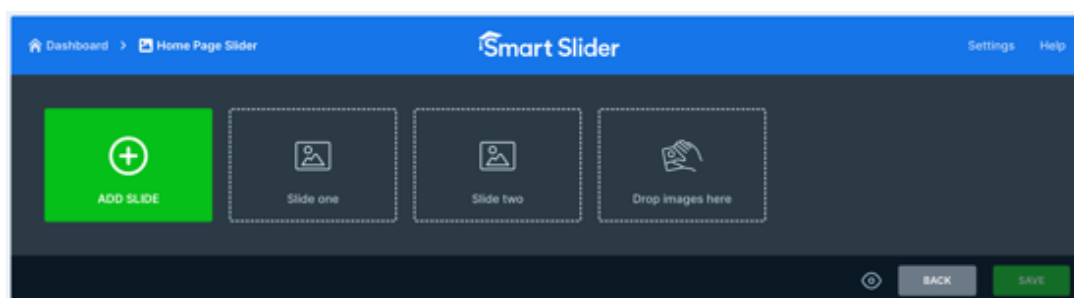
Inspect the top panel where you will see a box labelled "Drop Images here". Drag and drop the images that you exported from PPTX into this box. Once done, you will see the slides in thumbnail view:
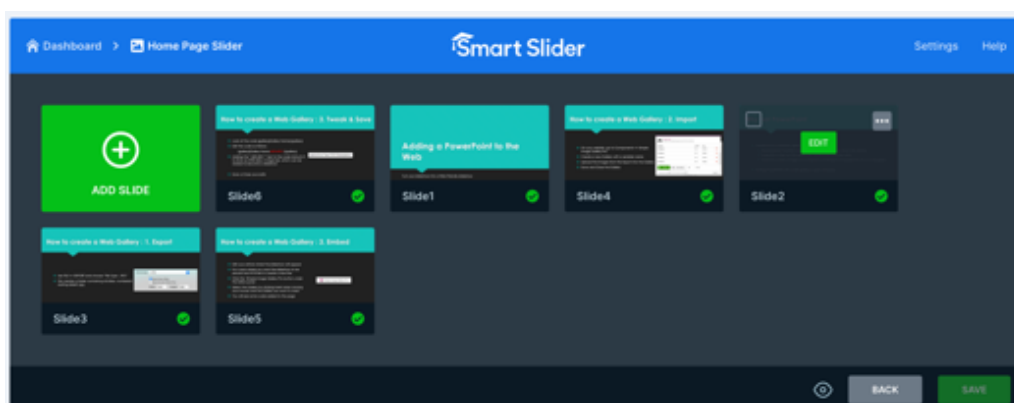
11.5.1   Sequencing your Slides

The slides are uploaded and dropped into the slider panel in no specific order (Slide6, Slide1, Slide etc). You can click and drag the slides into the correct sequence if it's important to you to do that:

11.6 Adding more Slides

When you have a slider with slides already in place but you wish to add more slides to it, click the "Add Slide" button to see a choice of slide types:
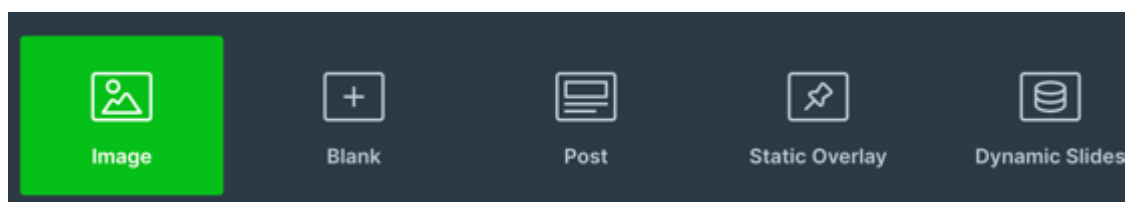
11.6.1   Types of Slide you can add

The icons above relate to specific types of slide as follows:

Image (Default): Allows you to upload an additional image to be displayed in your slider

Blank: Creates a new blank slide that you can use for other purposes

Post: Allows you to add a slide that will display an Article from the available articles in your site

Static Overlay: Creates a slide that is transparent and will sit in front of your slide show and can hold text and images that are static while the images transition below it

Dynamic Slides: Not used.

The most common of these choices is "Image" which is where you add a new image to a new or existing slider.

11.6.2   Adding an Image Slide

Before you go any further, look below the thumbnails panel to see information like the following:
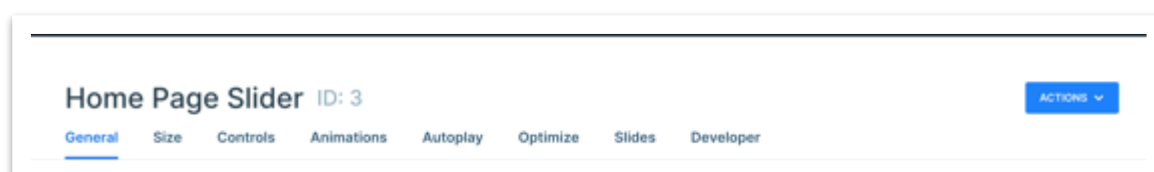
Note that the Slider has automatically been given an ID of 3. Yours may will be different but whatever the number you see, memorise it as it will help you in the next step.

Click the green **Image** button. A screen appears which shows all existing images and image folders. Look for a folder labelled "sliderX" where X is the ID number for **your** slider. For us we are Slider ID:3 so we look for a folder labelled **slider3**:
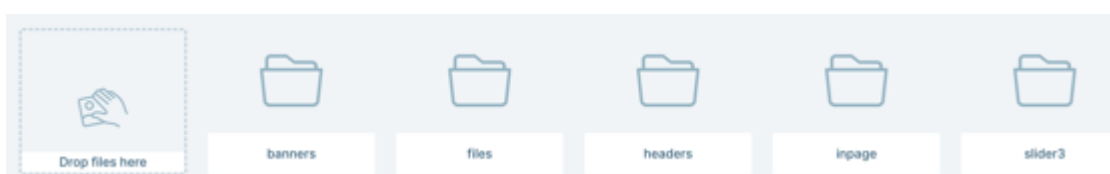
Click into the appropriate folder to see all images that have been uploaded to that slider so far:

Drag and drop your additional file(s) [multiple images can be dragged and dropped at the same time] into the dotted box labelled "Drop files here":

We uploaded a couple of almost identical canal photos (slide31 and slide41).

Now, to include one of the uploaded photos into our existing slider, simply click an image so that a coloured border appears around it and then click "**Select**" from the top row.

To add multiples, click each and hold the CTL key at the same time:

When you click **Select**, the Select Image screen will close and your chosen images will appear in your slider screen:
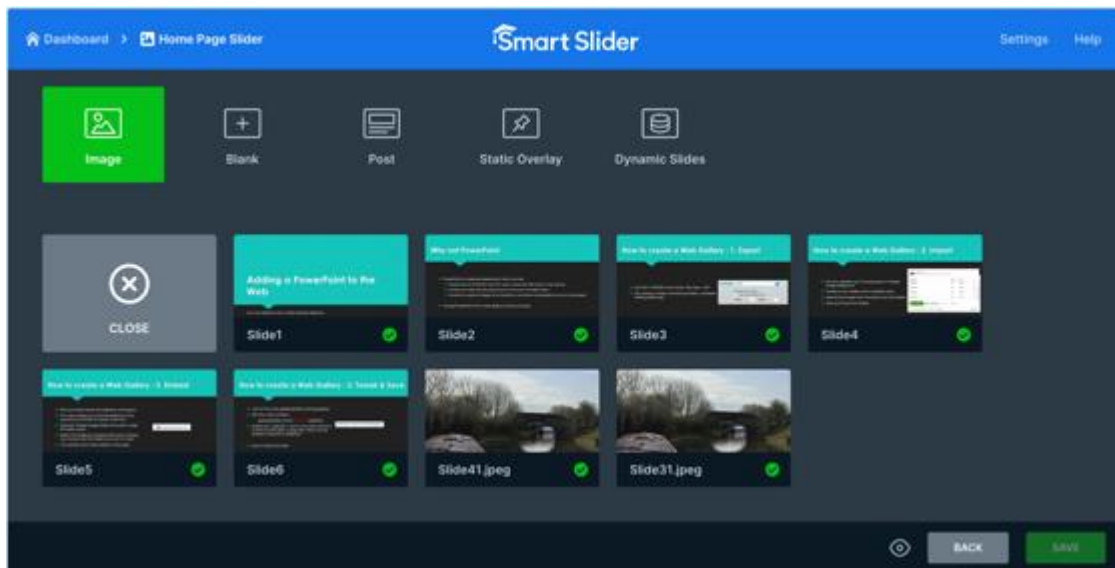
11.7 Slide Image Actions

Looking at your slider, if there is an image you no longer want to be displayed, hover your mouse over the selected image to see three dots appear in its top right corner.
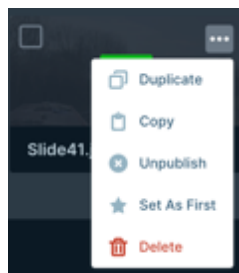
Click the three dots to see a pop up panel appear showing choices:

- Duplicate
- Copy
- Unpublish
- Set as first
- Delete

Choose **Delete** upon which a warning will appear
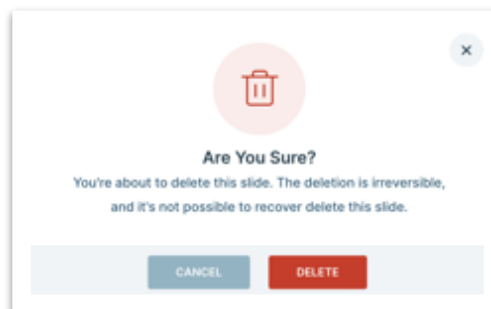
> *Interestingly, while the warning indicates that the slide cannot be recovered if its deleted, this isn't quite true! The image itself will remain in the sliderX folder so you can reuse it if needed. This might change in future software releases.*

11.7.1   Unpublishing Slides – an Alternative to Deletion

Rather than deleting a slide from a slider, you might consider it better to simply unpublish it. This keeps it in the slider but will not display it in the front end of the website to the public.

To **unpublish** a slide in a slider, hover over it to see the three dots, click them and choose "Unpublish".

An alternative way to do this is to click on the green tick (lower right of each slide) to grey the slide out and unpublish it:
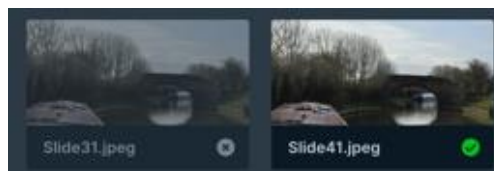
11.7.2   Republishing an Unpublished Slide

If you later need to reactivate an unpublished slide, click the grey X (lower right) to set the slide state back to Published.

11.7.3   Setting your first slide

If you want a slide to appear first in the display when visiting the website, you can set it as **First Slide**.

When this is done, a gold star is shown in the slide to denote its status.

Here Slide41 will appear first even though it is not first the array of images!

11.7.4   Duplicate a Slide

A rare activity but occasionally you may have reason to create a duplicate of an existing slide without uploading it again.

To do this, use the three dots and choose "Duplicate". This will create an exact copy of your chosen source slide.

11.7.5   Copy a Slide to a different Slider

If you have several sliders set up in your website, you might need to copy a great slide from your slider to one of the others. To do this, use the three dots and choose "Copy" and a popup will appear will a display of all of your sliders:

Click on the image of the destination slider to add the copy into and click "Insert". The selected Slider will open in Edit mode where you can manipulate the slide you copied over.

11.8 Adding Text to a Slider

It's often good to have some text that overlays the slider that welcomes visitors and perhaps provides additional information. This is done by adding a Static Overlay slide to your slider.

11.8.1   A note about Fonts

Part of making your slider 'special' is to choose fonts that are classy and professional. Smart Slider 3 comes pre-equipped with the option to use Google Fonts where you can choose from dozens of elegant and robust font faces for your heading and text on your overlays.

> *The following is advisory only and is not something you would do on a day to day basis, if at all.*

To see what fonts are available at the right side of the Header bar you can reach the Global settings:
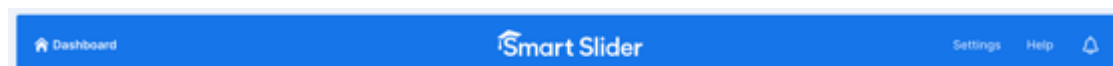
Click **Settings**

Most of the Global Settings are fine as default. The only possible option that you might want to change is under the **Fonts** page.
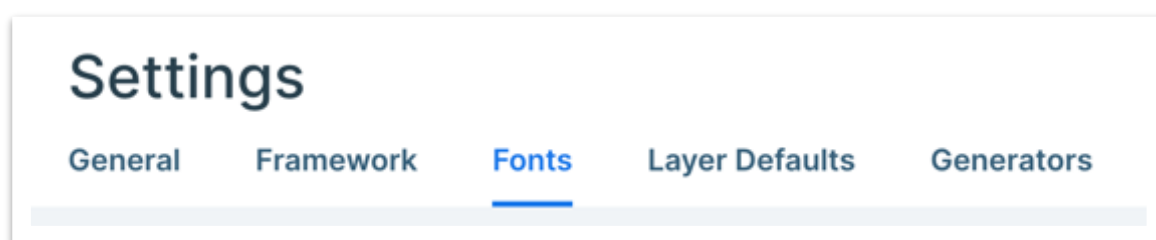
On this page you can choose the font you want to be the default for Headings and Text when they are added to your Overlay Slider. If you know the name of the font to use for these, delete the content in the Default Family field and type in the name of your chosen font. Click Save when done. You might like to ask us for support on this though!
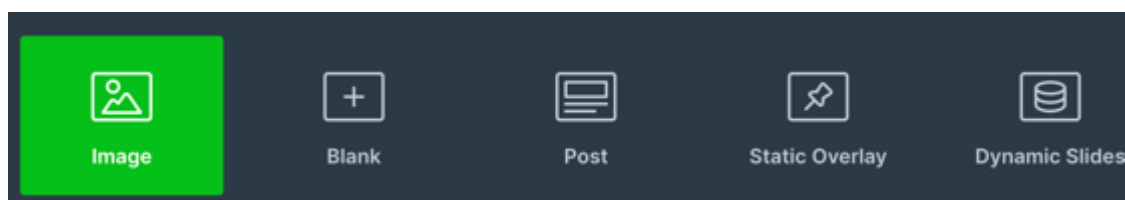
11.8.2   Adding a Static Overlay Slide

Earlier we saw that when you have a slider with slides already in place that you can add more slides to it by clicking the "Add Slide" button to see a choice of slide types:

The **Static Overlay** option creates a slide that is transparent that will sit in front of all of the slides in the slider show like an acetate in traditional slideshow. Static Overlays and can hold text, images, buttons etc. that are static while the images transition below.

When you click the Static Overlay button, a new Green slide is added to your slider:

You can now edit the static overlay slide to include text and other content. For ease of supporting you in this guide we will detail how to add a Welcome section and a sub-section for a message under the welcome panel.

11.8.3   Adding text to the Static Overlay Slide

Start by clicking Edit when you move your mouse over the green Static Overlay slide. The Slide opens up in edit mode showing the first slide in the array on show behind it (purely for reference and alignment). You can't edit the underlying slide!
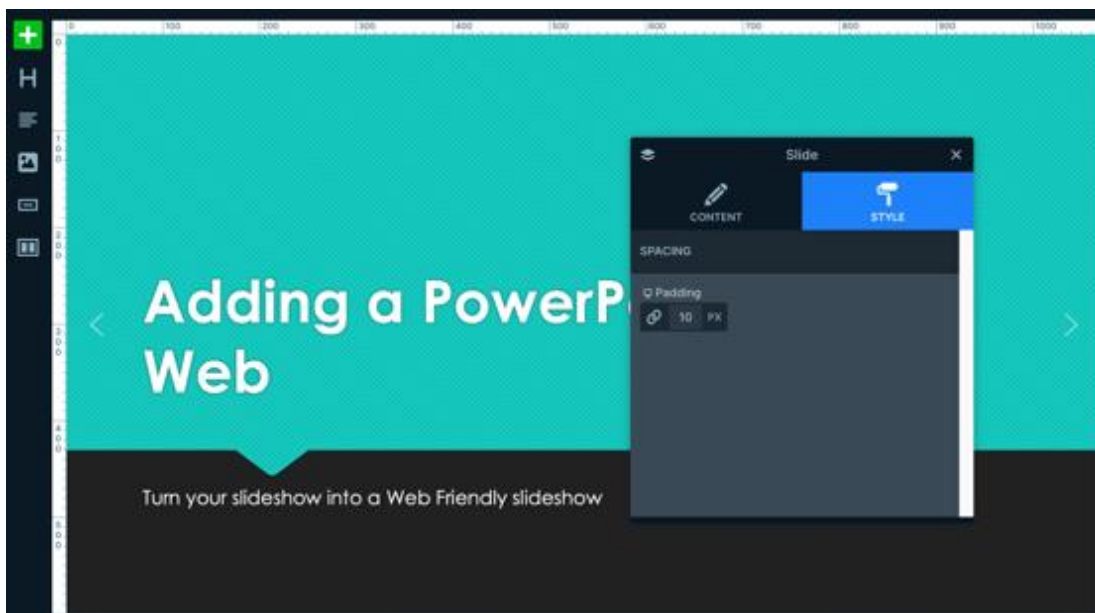
The dark slide panel shown can be dragged out of the way as you work so that it doesn't get in your way as you make changes to the slide.

11.8.4   Slide Overlay Tools

Down the left of the slide are a set of icons:

[+] : We call this "Advanced Tools" as this allows you to add a new transparent layer with **any form of content or to apply a theme to your overlay** in case you want to have special things happening in the slide like movement or special animation of content on a layer. The themes are predefined concepts of predefined images and text that you can use and adapt to make your own slides more polished.

We can't easily cover all the possible themes and choices available under the [+] button so we will leave you to enjoy experimenting with these on a text slider that you can make in your own time but below we list them for you!

11.8.5   Advanced Tools

As mentioned, the large number of possible tools you can use is significant but we list them below.

Click [+] and you will see a number of choices:

Basic Tools

- Row
- Heading
- Text
- Image
- Button
- Icon

Special Tools

- Image Box
- Animated Heading
- Highlighted Heading
- Caption
- Transition
- List
- Progress Bar

- Circle Counter
- Counter
- Countdown
- Before/After

Media Tools

- Vimeo
- YouTube
- Video
- Audio

Advanced Tools

- Image Area
- Area
- Iframe
- Input
- HTML

11.9 Common Slide Overlay Editing tools

H : This adds a **heading** block to your slide overlay

Text : Shown as a set of lines, this represents that you can add **free text** to the slide overlay

Image: Add an **image** to the slide overlay

Button : Shown as a box with a single line in its centre, this will insert a **button** that can be used to reach elsewhere in the website or externally

Row : Shown as a box with two white panels, this will add a new row to your slide overlay with two equal columns in it that you can add content to.

We will look at each option below.

11.9.1   Add a Heading to the Overlay

This is likely the first thing you will add to your slider. A Welcome banner in a heading style is a great place to start. To make our example easier we have set our Canal image as our first slide (we dragged it into first place) so we can see how text looks on top of it:

We have dragged the control box to the right so we can see all of the slide.

Now we click H in the toolbar and it automatically adds a layer with "Heading layer" in it as an overlay (cropped image below) :
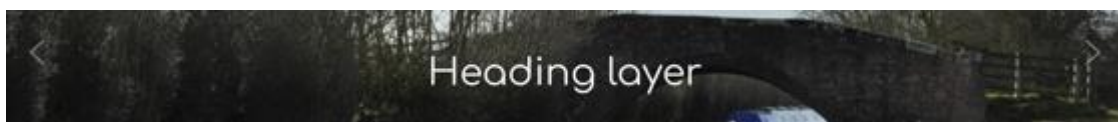
If you now click the text, a blue border appears to show it is selected to be edited:
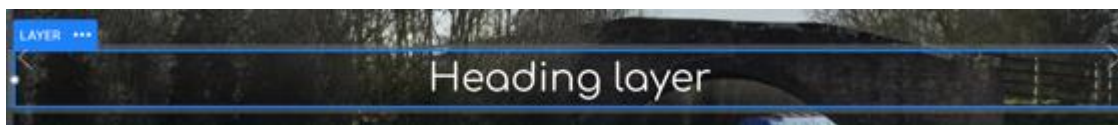
The control box now shows the 'properties' for the layer and this is where you can edit the text, size, font, colour and many other attributes. Let's take a look at a few.

11.9.2   Text Title
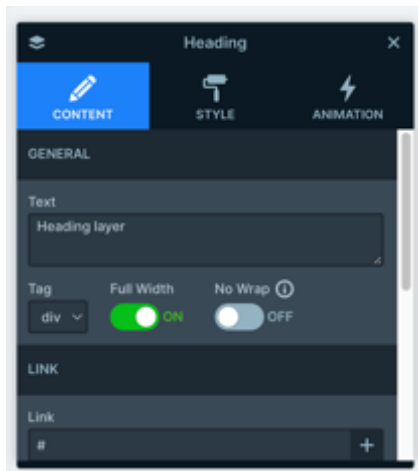
The text box shows the words being displayed on the overlay so we will change it to read "Welcome to Canals 2024!" by deleting the text in the text box and typing in our new required text.
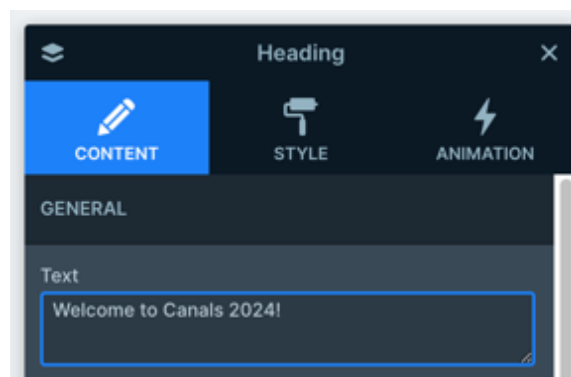
The resulting slide now looks like this:

We might like to make the text larger or bolder. To do this, click on the Style icon (has a paint roller icon) to see a large set of options for the text style. The first area to look at is the TYPOGRAPHY section:
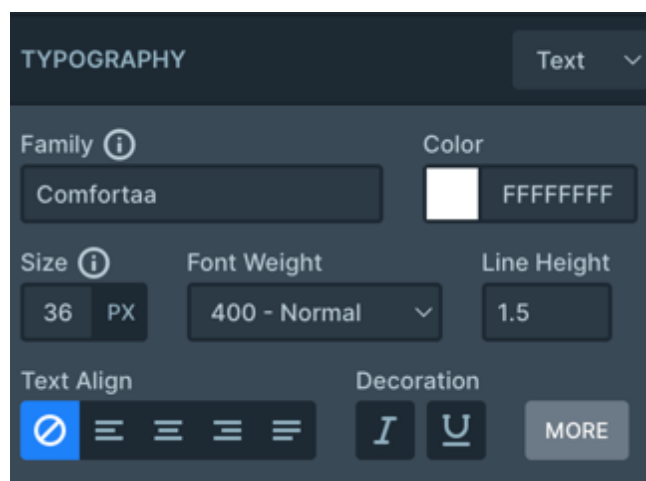
Here you can choose a different font by clicking into the Family field to see a drop down list of all available other fonts. If you choose a different font, the results will appear immediately in the slide panel. Let's change the font to "Oxygen":

The result looks like this:
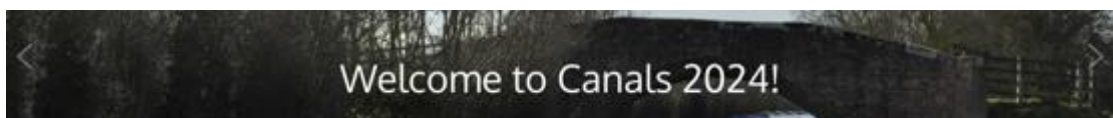
To make the text bolder, use the "Font Weight" chooser. Make choices to see how they change the look of the text. Some will have little or no effect, other will have a major impact.

If you want the font to be larger, the Size chooser is used. The default font size for the heading is 36px as shown above. Let's increase it to 54px:
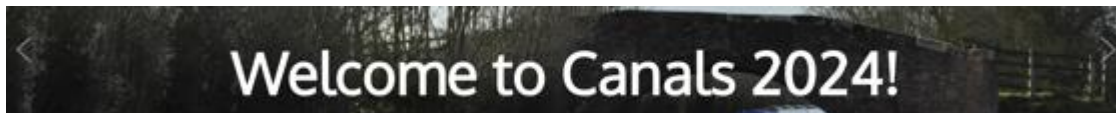
Looks great!

Now how about we add some subtext under the heading!

11.9.3   Adding Subtext

Click the Text icon in the side toolbar (4 lines). This auto adds a block of text with "lorem ipsum" nonsense text it to show where it is and what it could look like. It also adds a hyperlink (in blue) for additional fun.

So far so good but the text is too small and the block it is in is too wide – its too close to the edges of the slide. Let's fix that.

Click the text block to select it (it gets a blue border):

When you do this, the control box shows the content, just like it did for the heading, so now we can edit the text for our slider subtext.

11.9.4   Changing Font Size

And now let's increase the font size to make it easier to read using the Style icon.

We will change the font size from 14px to 28px:
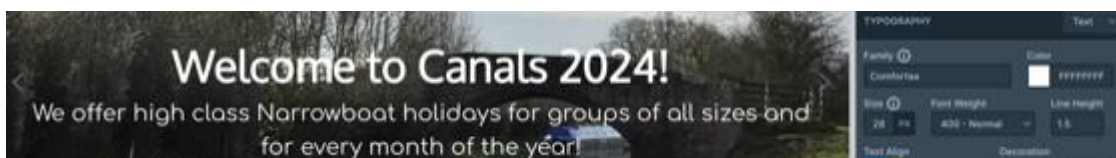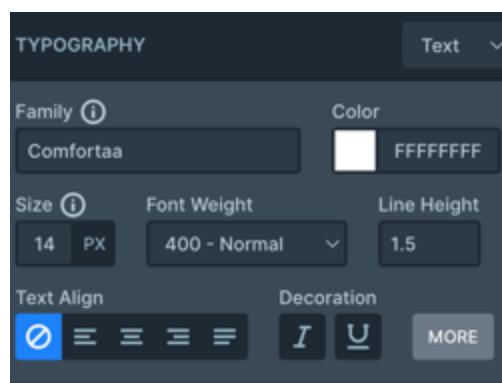
11.9.5   Making the text block less wide

But now the text is a very wide section and it looks awkward so lets reduce the width of the text box to be more attractive. We can do this by eye by selecting the text block where you will see two white dots left and right of the block:
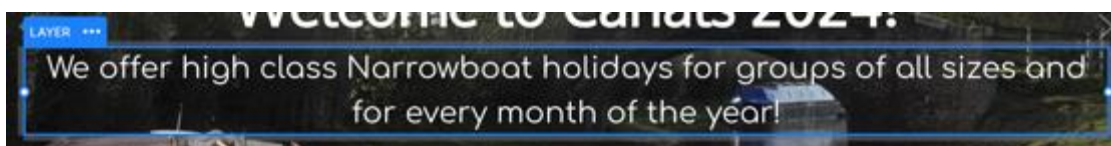
Click a white dot on left or right and drag it in to the middle of the side until you are happier with the way the text looks against the heading:
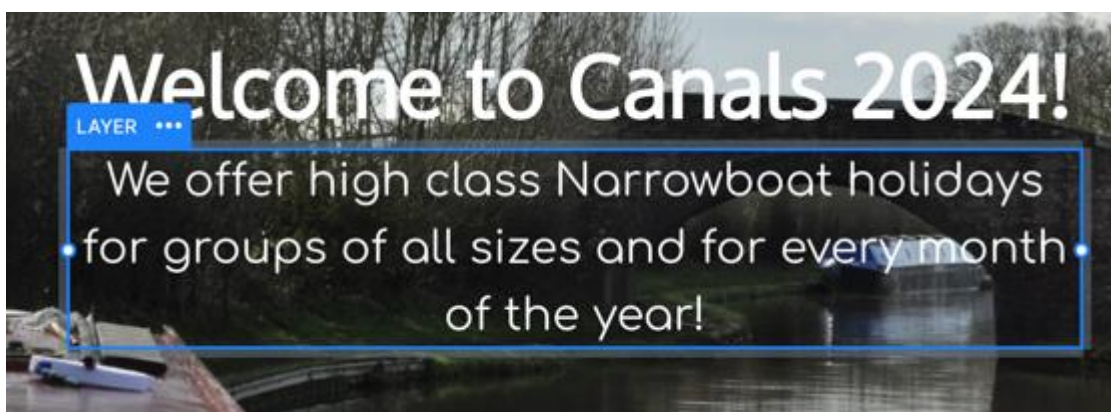
Now, the text block is the same width as the text in the heading block and looks much smarter!

At this stage we might decide we are completely happy with our overlay slide and so we can preview it!

11.9.6   Save & Preview your Overlay

First click Save in the top header row:

Now, to get a quick preview of your work, click the EYE icon in the same row. A page will pop up showing you your slide with the overlay in place.

11.10   Large Text in Small Screens

When you create a slider with text overlay, you need to bear in mind that different devices like Mobiles will need handling so the text isn't too big or small for them

when the slide loads up. This is done using the 'Responsive' settings for each text block.

11.10.1 Large to Small Screen settings

The heading block text will look over heavy on a small screen so we need to make adjustments to it so when viewed on a mobile device, it auto resizes the text. This also applies to the subtext and other objects you might add to the Overlay slide.

11.10.2 Using the Responsive settings

First, hover your mouse over the PC icon in. the header (next to the EYE icon) to reveal a chooser:
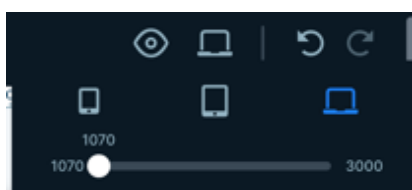
You will see three icons. A Mobile Device, A Tablet Device and a Laptop Device. The Laptop is the default view and this is what you see in the display. If you now click on the middle tablet icon, the screen changes to show what a Tablet use will see:

This is fairly ok but we might like to reduce the font sizes slightly so they are less overbearing in the tablet screen view (its all subjective!). To do this hover your mouse over the Heading block to see two A characters representing text sizes.

Click on the dual A icon to see a slider:
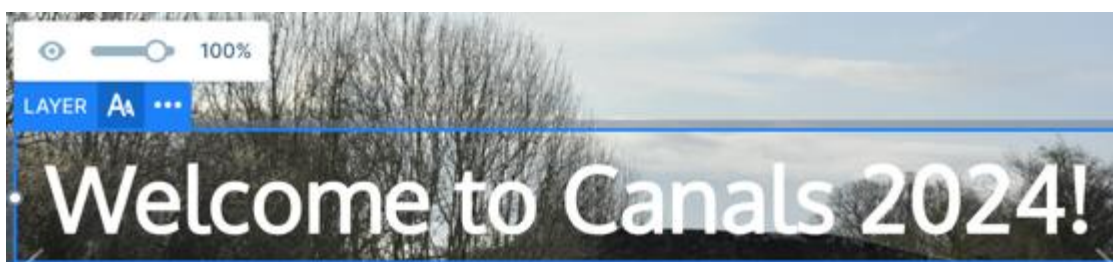
This tells us that at the moment, the text is 100% of the size set for the default heading size (54px). We can reduce this by sliding the slider to a lower value. We will choose 80%:

This is better!

We can now do the same for the subtext block.

We can also reduce the width for tablet views by adjusting the block width as we did earlier:

So now our tablet view is essentially a scaled down laptop view!

We now (and lastly) need to do the same for Mobile devices.

Click the responsive icon for Mobiles
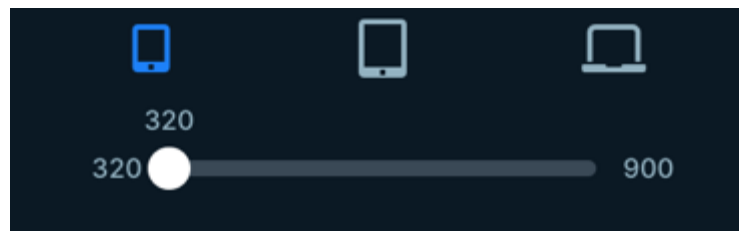
Now perform the same font scaling as we did for the heading above, choosing suitable scale sizes for the heading block and sub text block when viewed in a mobile device.

We often find that a reduction in scale down to 40% is ideal!

Now SAVE your changes and use the EYE icon to preview your slider and you should find it looks great in all possible sizes and rotations!

11.11   Project Settings

Once you have added your slides and an Slide Overlays and once you have checked all look great in responsive modes, its time to tell the slide show project how to behave!

Save your slider again (to be sure) and click the BACK button to return to the Slider settings page for the slider in question. Under the Slides you will see a set of tab options:
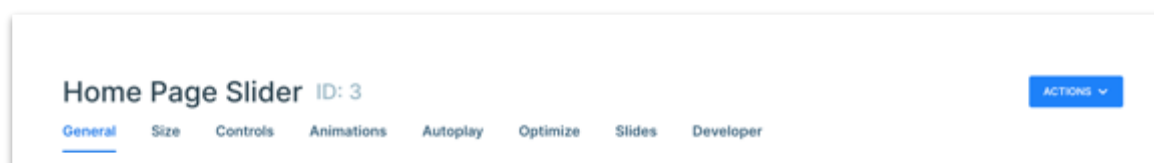
11.11.1   General Settings Fields

This option is used to define how the slider is published, as a Module, as something added to an Article or as PHP Code. The common uses are Module and Article but we do this for you!

11.11.2   General – Simple Slider fields

Under the Publish section is the General – Simple Slider fields. There are three fields:

Name : the name of your slider project which you chose at the start

Thumbnail : You can click the [+] icon and choose an image to be the thumbnail for the project (Not a key field)

ARIA Label : Use the same text as for the Name field. This is used by screen readers to tell visually impaired viewers what is there.
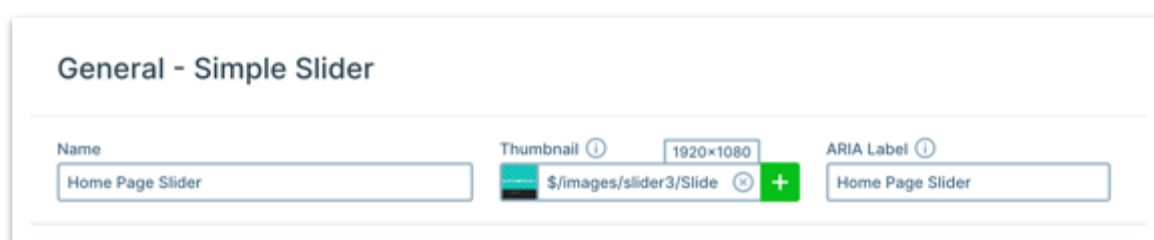
11.11.3   Alias field

Alias: Use the same text as for the Name field. This is used by Search Engines to tell SEO what is here!

Use as Anchor : Not used by us.

11.11.4   Slider Design fields

The fields in this section can all be left as default unless there are specific reasons otherwise.

12. Adding Video

This section will help you with adding single videos to web pages. You will also find support for adding Playlists from YouTube to your web site.

12.1 Can I just upload my videos directly to the website?

Not necessarily, and here's why.

Imagine that you have taken a video recording on a mobile device or some other kind of recorder and you'd like to add it to your website. Depending how long your video is in minutes will determine how large the video file is in megabytes and this is important in respect of whether you can upload your video directly to the website or not.

In general it's not a good idea to upload your videos directly to the website like you do with images. Quite simply, **videos can be huge!**

Unlike an image which might be up to 1 or 2 MB in size, video which lasts 10 or 15 minutes (let's say it is a class assembly video) could be 1 or 2 GB in size (a thousand times larger)! Even a one minute video recorded in high quality can be as much as 160MB (see **this video size calculator**).

Unfortunately, the website will not allow you to upload files as large as that and you wouldn't want to because it would simply consume too much of your available disk capacity/space. For this reason, we always **recommend** that you upload your video files to YouTube, using your own school private YouTube channel. Once you have uploaded your video to YouTube, you can then embed the video code that YouTube provides into the webpage quickly and easily.

12.1.1   What if it's a large video?

If your video is large, as noted above, you are recommended to upload the video to YouTube and work from there. We have a page dedicated to working with YouTube videos which are confined in the sidebar.

12.2 Adding a small local video to your Article

Remember - LOCAL videos **must** be very small files, no larger than 32MB

If your video is only small (maybe around 30MB or so) it is possible that you could upload the video directly to the website in a similar way to how you would with an image. The key difference is that when you edit your article to insert your video, rather than clicking on the Insert Image icon you will need to click on the Insert Media icon.

With your video stored locally on your computer you will need to upload it to the Web server. The Insert Media icon is found on the bottom row of the toolbar panel:

Now, inside your article put your cursor at the place where you want to show your video.

Next click on the Insert Media icon in the toolbar, It looks like this
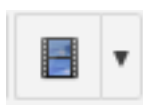
this will present you with the Insert Media pop-up window:
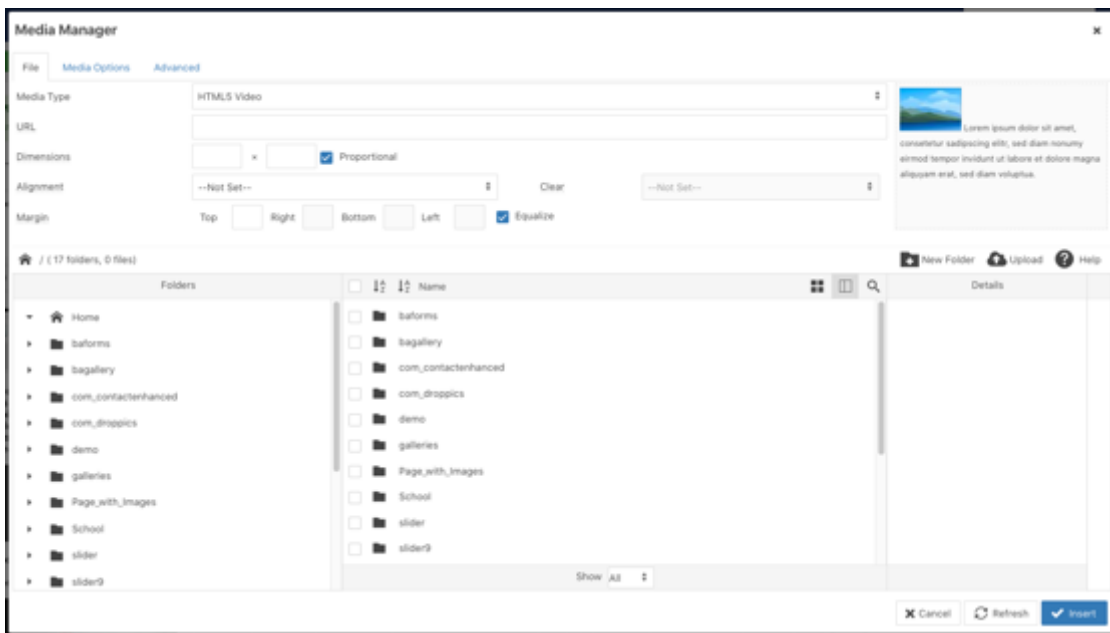
Navigate to an appropriate folder within the left panel or, better still, use the black New Folder icon to create a new folder in which to upload your video. Once you are in the appropriate folder, click on the black Upload icon icon:

You will be presented with the Upload panel:

Note that this example shows that the maximum file size that you can upload is 32MB. Your site may show a different value!

Now, click on the green Browse button and navigate to the video file on your computer. When you have chosen it, use okay or continue in order to accept it. Its filename will appear in the Upload box,

Now click the blue "Upload" button (next to Browse) in the panel. You will notice that a progress bar is displayed and your video, depending upon its size, may take several minutes to upload. Do not close the browser or the upload panel until the video upload has been completed. Once completed, the upload panel will disappear and you will be returned to the Media Manager pop up.

Your video which you uploaded will be selected in the centre column. All you need to do now, is click it again such that the URL field (at the top of the box) changes to show the full address of your video file.

Set the values in the Dimensions panels to 800 x 600 for a sensible size for your video.

Now, click the blue Insert button to insert your video as a placeholder inside your article.

Notice that you will not see the video in the editor screen however a pale yellow placeholder will be shown to represent where the video lives.

Now, save your article and go and view it in the front of the website.

All being well, your video will be displayed and you can click it to play it.

12.3 Adding YouTube videos (Step 1)

Last Updated: 29 January 2024 Hits: 2

Once you have captured and (if needed) edited your video clip, the process of adding video to an article has two major steps:

Upload the video to YouTube to obtain a unique URL for the video

Add the URL to your article

12.3.1   Uploading Video to YouTube

Every school has a YouTube channel if they use a Google calendar because Google provides a YouTube channel as part of its account for you. If you don't do this or don't know if you do, drop us an email and we will help you out.

The first thing you need to do is to login to the Google account for your school and once logged in, use the application's icon in the top right and click on the YouTube option:
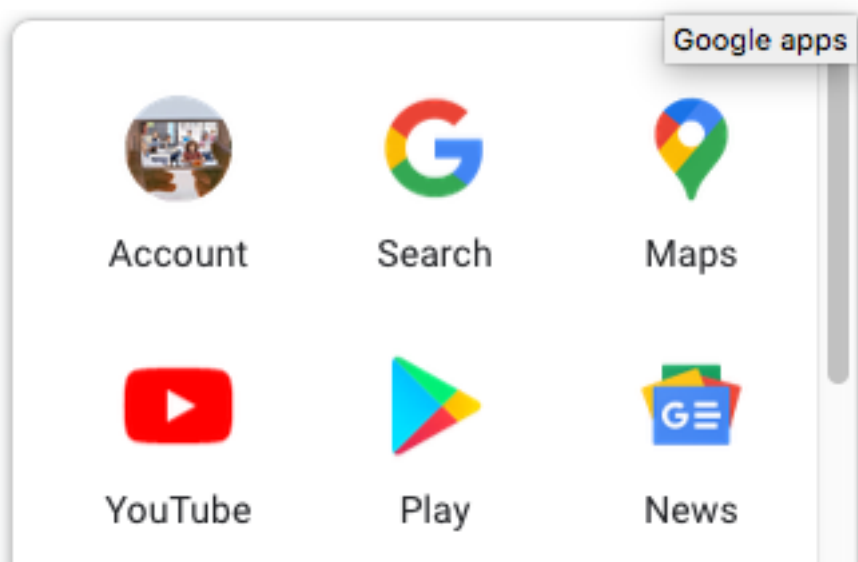
your website URL in the browser address bar will now change to something like https://www.youtube.com/?gl=GB

Next, click on the upload icon which is presented as a camera icon in the top bar, under the address bar:

Not been here before?

If this is the first time you have used your YouTube channel, you will likely be prompted to create it. A channel is where all of your videos will be stored. Follow the instructions on the screen until you have completely created your channel and then you can move onto the next step below.

When you click the camera icon will see options to Upload Video or Go Live:
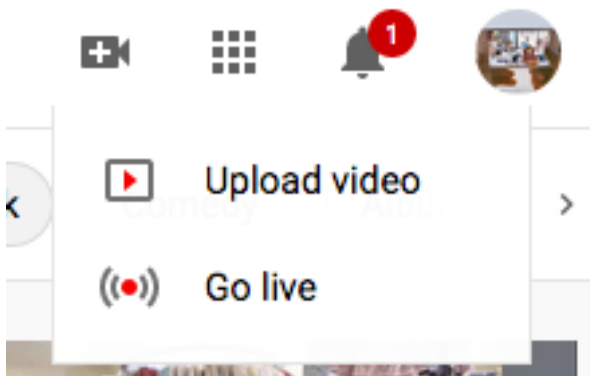
 Choose Upload Video and an Upload panel appears:
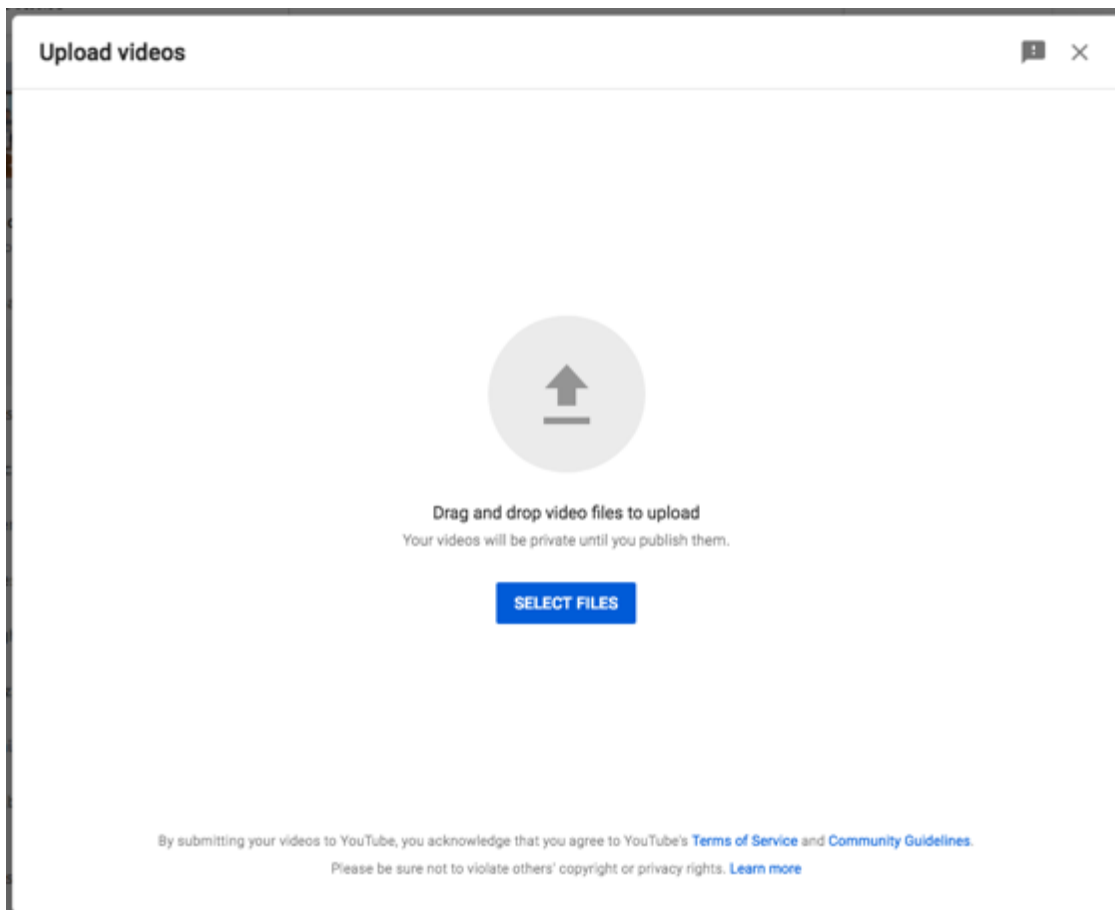
Click "Select Files" or drag and drop your video(s) into the panel and it/they will start to upload.

You can add more than one file at a time if you need to, it will just take longer to upload and will keep you waiting.

As soon as you have chosen the first file, it will start to be uploaded and then it will be processed. Depending upon the size of your video, the upload and processing activity duration could take several minutes so please be patient.

If you close the window halfway through the upload the video will not complete.

Be patient! Large videos can take several minutes to upload!!

Once the upload starts, you will see a new panel appear and it will have the file name of your video at its heading. Its a good Idea to give your video an informative title - not too long though!

As you look at this panel, you will see a section for 'Playlists'. If you have or want to create a Playlist (to hold related videos), you can assign or create one here by clicking the Playlist pulldown-option:

Playlists

Add your video to one or more playlists. Playlists can help viewers discover your content faster. Learn more

Search for a playlist 🔍

☐ Stanwick Primary

☐ Wilby Primary

☐ Bridgewater

☐ Silverstone

☐ Pytchley

☐ Meadowside New Intake 2020

☐ Simon De Senlis

☐ St James Infants

☐ Irchester

NEW PLAYLIST   DONE

In my example above, I might add videos for Bridgwater and always tick the Bridgwater playlist tick box so that later I could display all of their videos on one page.

You will also note an area related to Audience. We suggest that you always choose "Yes its made for

Kids".

Audience

Is this video made for kids? (required)

Regardless of your location, you're legally required to comply with the Children's Online Privacy Protection Act (COPPA) and/or other laws. You're required to tell us whether your videos are made for kids. What's content made for kids?

◉ Yes, it's made for kids

ⓘ Features like personalized ads and notifications won't be available on videos made for kids. Videos that are set as made for kids are more likely to be recommended alongside other kids' videos. Learn more

◯ No, it's not made for kids

Now, click Next.

The next page is called Video Elements which is not really used in Schools so you can bypass this page and click Next.

The next page relates to Checks. Again, you can bypass this one for now and click Next.

The third and final panel is labelled Visibility, where you choose when to publish and who can see your video.

Set the Save or publish option to Unlisted.

What this does is ensures that videos which you add will not be available in the YouTube search facility. It will however allow us to add the video to a webpage by embedding its URL address.

12.3.2   Things to note

1. Getting the video URL

You will notice that as soon as the upload starts, you'll be given a video link, shown on the left-hand panel of the window:
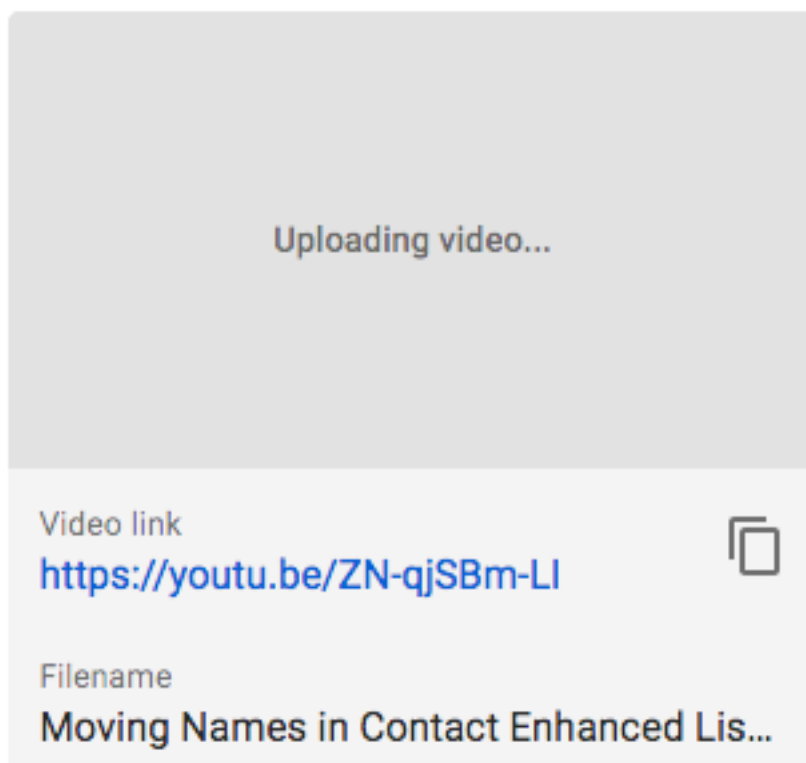
This is the URL that you will add to your web article!

Use your mouse to select and copy this entire URL

2. Thumbnail

When the video has completed uploading and processing, YouTube will choose three thumbnail frames at random to be used as the 'poster frame' that you see when the video first loads and before you play the video. You can choose a thumbnail from those offered in the display. You can also create your own thumbnail and upload it if you need to do so!

3. Video Description

The video description is not mandatory but it is very important that you give your video a suitable title which tells the viewer exactly what the video is about. If you don't, the video file name will be used by default and if the video filename is 23_09_2020.MOV, that will be a somewhat ugly and meaningless title!

Now that you have uploaded, processed, thumbnailed, titled and maybe described your video, you can click the DONE button and you'll be presented with a window to show the video is bing processed etc:

You can click CLOSE at this point.

You can now switch to your website as you are ready to add the video URL to an article.

12.4 Adding YouTube videos to an Article (Step 2)

Insert the URL code for the video into your article

Edit your article and put your cursor at the place where you want to show your YouTube video.

Now, simply use CTL_V (Paste) to paste the YouTube video URL directly into the article. Its as easy as that!

Experiencing difficulties pasting the URL?

Now, inside your article put your cursor at the place where you want to show your video

Click on the Insert Media icon in the toolbar, It looks like this
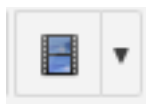
This will present you with the Insert Media pop-up window:
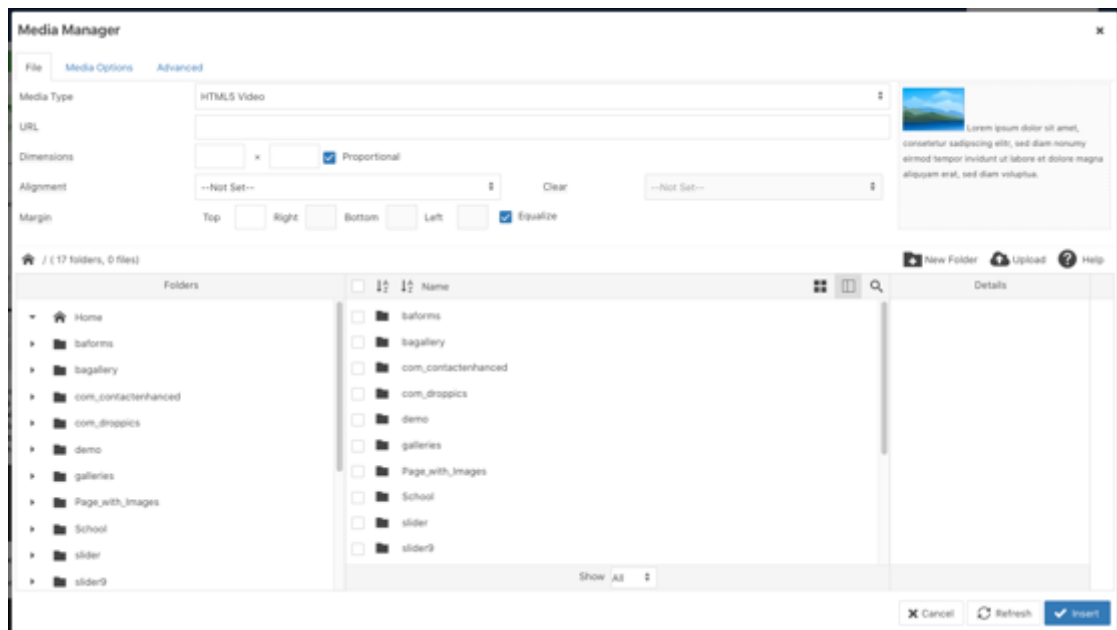
Click into the URL field and paste in your Yo```uTube URL. The Media Type field will automatically change to read YouTube and the dimensions fields will also change to automatically set to predefined video size.

Now, click the blue Insert button to insert your video as a placeholder inside your article.

A clever feature for YouTube videos is that when you insert them into an article you will actually be able of view them directly in the editor.

Now, save your article and go and view it in the front of the website.

All being well, your video will be displayed and you can click it to play it.

13. Weblink Lists (incl Sway)

Our page of information related to [adding Hyperlinks to an article](#) describes how to add an isolated link within the body of the page such as a discrete link to the BBC or Google. This is okay but what if you need to add a list of web links? What if you want the same web links list to be displayed in different places across your website? it would be hard to have to create the same list over and over again just to show it in different places!

Your website can display a list of web links on pages. these are different to web links which you might add as part of an article for example, when you add a link to a county council website or to Google.

Understanding the difference between individual web links with weblink lists is important because with lists, you can have a whole page full of web links which can be usefuly grouped together for parents of pupils.

13.1 Creating and managing web links

We use the Web Links Manager to create, edit and remove weblinks to web sites which will then be displayed as lists of links on your web site. They are organised into categories or groups so that you can decide to show links from a particular category on a particular page.

13.1.1   Weblink Categories

Categories are used to group together similar items of content and this applies to web links so that we can then show them on the website, all grouped together.

13.1.2   Create new Web Categories

To create new categories for your web links you use the Components → Weblinks → Categories option from the drop-down menu of the Control Panel. The resulting form that you will fill in is very simple. You only need to give the category a title and then

save and close the category. You can use any name that you like for your Category! Once you have created your Category, click Save & Close.

13.2 Creating and Editing web links

To add weblinks, access the Web links Manager. Go to Components → Weblinks → Links from the drop-down menu of the Control Panel. Below is a screenshot of an example Weblinks Manager showing a small number of existing weblinks.
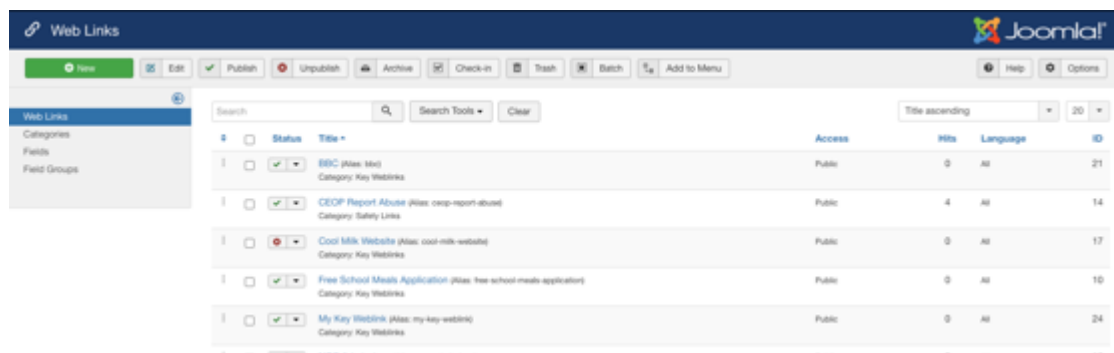
Whether you add or edit a weblink, the same editor form screen is used.

13.2.1   Add a New Weblink

To add a new Weblink, click on the "New" button in the Weblinks Manager toolbar. the Web Link: New page appears.
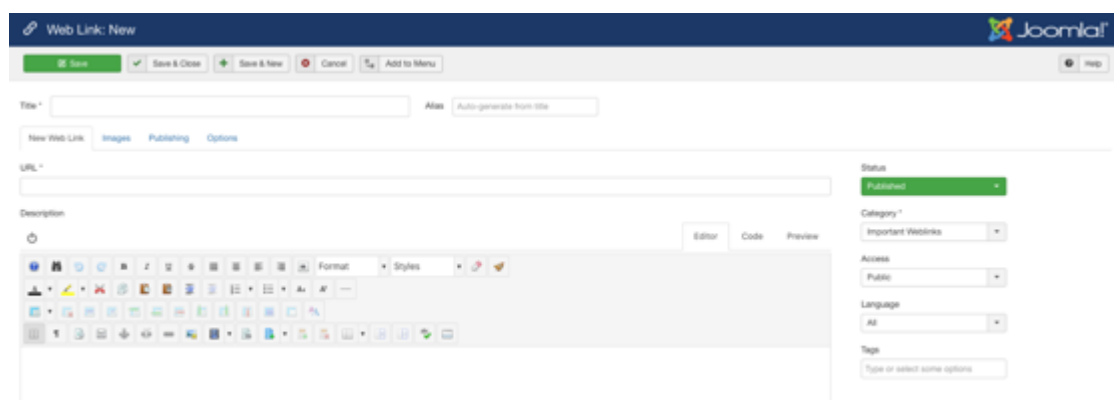
13.2.2   General Information

Using the form above you enter basic link information and we have itemised below for clarity. Those in red, and mandatory fields.

Title. The Title of the weblink. This field is required and is the English link that will be shown which visitors will click.

Example: Sway Newsletter May 2023

URL. The URL of the weblink. This must be the full URL, including the starting http:// (or https://)

Example: https://hereistheurltotheswayletter.co.uk

Description. The description for the item (optional). These descriptions are entered using the same editor that is used for Articles. Only certain areas of the website will show these descriptions and these are never shown where weblinks are in the sidebar of a page.

Example: In this month's edition, we update you on the new school build of the swimming pool!

Status. Published/Unpublished etc. The published status of the item.

Example:: Published

Category. Choose the Category this item belongs to.

Example : "Sway Newsletters" (or similar)

The final task is to configure the new link so it always opens in a new blank tab or window (so the school website is not overwritten when the new site is visited).

Click on the "**Options**" tab. Then, use the Target drop down chooser and set it to show "Open in new Window"

Once you have added (or edited) the title, the URL and the category as a minimum, you can save the weblink.

13.3 Sway Weblinks

When you create a new Sway newsletter, a new URL will be created for it.   So, when you need to add it to the website, you will simply need **to add a new web link**. Whatever you do, **don't** edit an existing Sway web link from previous publications as this will overwrite it altogether. New is the way!

13.3.1   Adding new Sway Weblinks

With our SWAY example, You will **add** a new web link for each sway newsletter. The title will probably reflect the month and year of the newsletter but the category will always be related to the Sway Newsletter. Of course, the URL for each Sway newsletter will be unique.

SAVE YOUR LINK

Now, you can click 'Save and Close" to save the link. It will now appear on your website wherever it is designed to show.

13.4 Make a link open in a new window

"When I add a weblink, it overwrites my page"

When you create a web link (or hyperlink to give its proper terminology), it can be set to open in one of two ways

Open in a new window or tab of your browser - this is an external hyperlink.

Overwrite the page you are on with the new linked page - this is an internal hyperlink.

There are more but these two are the most common.

The former is always used when linking to different website, for example linking from your website to Google.

The latter is always used when linking from a page on your site to a different page on your site, for example to link from your home page to your contact us page.

So, when you create your link, you will see as part of the settings,
an option for Target:

Web Link: Edit

| ☑ Save | ✔ Save & Close | ✚ Save & New |

Title * BBC

Edit Web Link   Images   Publishing   Options

Target   Open in new window ▼

Width

Height

Count Clicks   Use Global (Yes) ▼

The choices are easy to see in the chooser to help you pick the correct target for your link:

WHERE WILL YOUR LINK END UP (THE DESTINATION)	TARGET CHOICE SETTING
External website such as BBC	Open in a new window
A page within your website	Open in parent window

Don't forget to save and close your settings as needed!

14. Adding Galleries

Adding galleries the photographs or other images to your webpages is a great way to display multiple pictures which are shown as thumbnails. When you click a thumbnail, the full-sized image appears in a pop-up window. Adding galleries is quite easy and is often a simple way to add images to articles.

There are two features of our websites that you can use to add galleries of images to your webpages. These are shown in the right-hand sidebar as Simple Image Gallery Pro and as Droppics.

We find that the Droppics method is easier to use. If you find that this option is not available on your website, please contact us and we can install it for you free of charge.

A word of caution about the number of pictures in your gallery

While galleries are super ways to display groups of images, if you add too many images to your gallery on any one particular page, you risk slowing down how quickly the page will load. Our experience tells us that if you have a gallery, it's best to have no more than 12 images in the gallery.

Another word of caution about the actual size of the images that you add to your gallery

Another factor which will affect how quickly your page will load is not only how many images you have in your gallery but also the physical size in megabytes of each image. We can show you a clever way to automatically resize your images when you upload them so that when you and your gallery to your article you can be confident that the images are already optimised for use on the website.

14.1 Using Simple Image Gallery Pro

Note: We are in the process of phasing out Simply Image Gallery Pro (source developer no longer providing updates). If you want to add a web gallery to a page we recommend using DropPics.

The basic principle of adding a gallery to your webpage (i.e., within an article) is to place your cursor where you would like your gallery to sit and then use the Simple Image Gallery Pro (SigPro) button which sits underneath the editor screen to then insert your gallery.
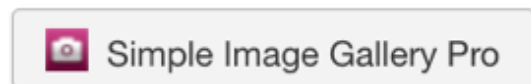
Clicking this button causes the SigPro application to appear in a popup screen where you can choose the gallery to add to your article.

The system will now put you into your own personal gallery area which is based on your login username. Depending upon whether Galleries have already been created, you may see one or more existing gallery thumbnail images.
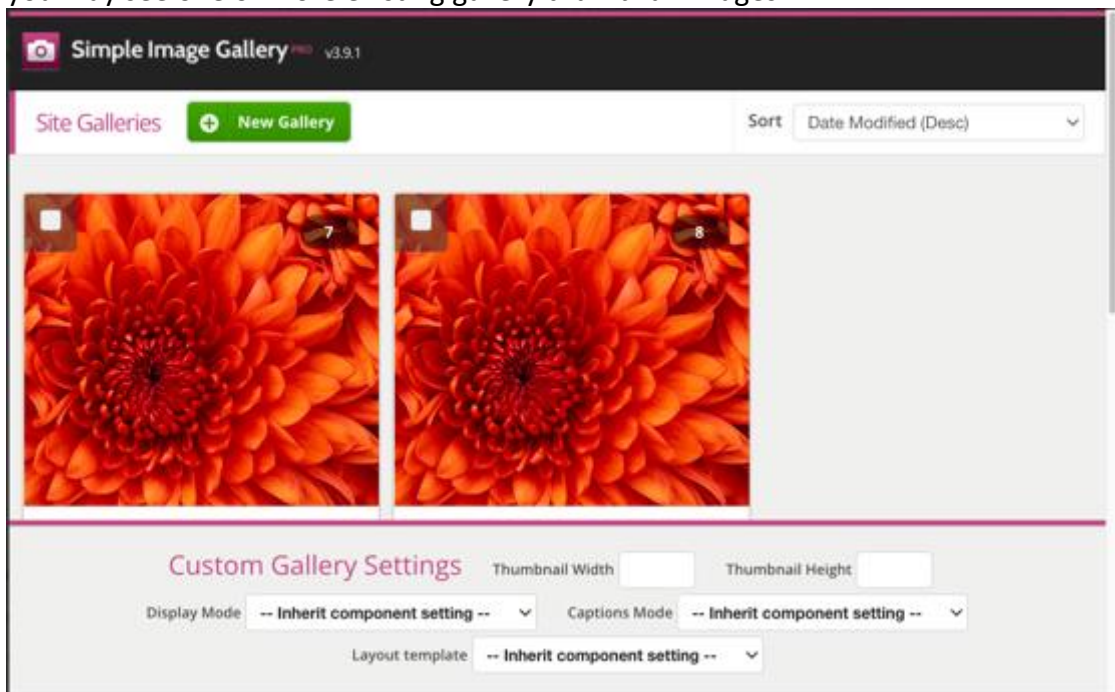
If you have never added galleries before then the system will tell you that no galleries exist. In either case, at the top of the page you'll see a green button labelled New Gallery.

14.1.1   Naming your gallery folder

Click this button which causes a pop-up window to appear asking you to enter a folder name.

Use the Month and Year in your folder name

It's highly recommended that you prefix the title with the month and year when you are adding the gallery.

Use the Article Title for the Folder Name

It's also a great idea to use the same name as your article so, if your article is called September Conker Adventure, then you would use the same title as the folder name for your gallery. So, ultimately if it is July 2022, you would have a folder name as follows:

When you click the Proceed button, the system will check if your folder name already exists and will also check for any invalid characters in your folder name. For example, the system will not allow characters such as full stops and commas and other punctuation marks your file name if it finds one of these, you will see an error such as below where we have added an exclamation mark at the end of the folder name.

Add a gallery

Type a folder name to create the gallery

Folder Name | 0722 - September Conker Adventure! |

❌ **Invalid folder name**

If all is well, you click the Proceed bottom, the new screen will appear reporting that "This gallery does not contain any images", and you will be prompted to click the green Add Images button so that you can upload some images:
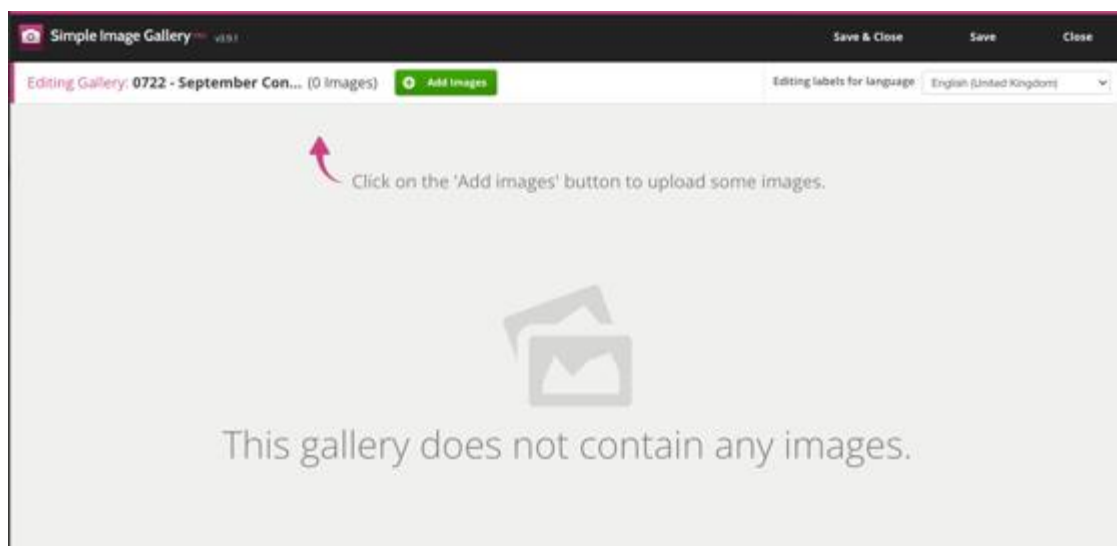
14.1.2   Adding your images to the folder

Click the green Add Images button. Another new pop-up appears allowing you to drag and drop or select files from your device/PC into the grey area where it says Drag Files Here. See the image below.
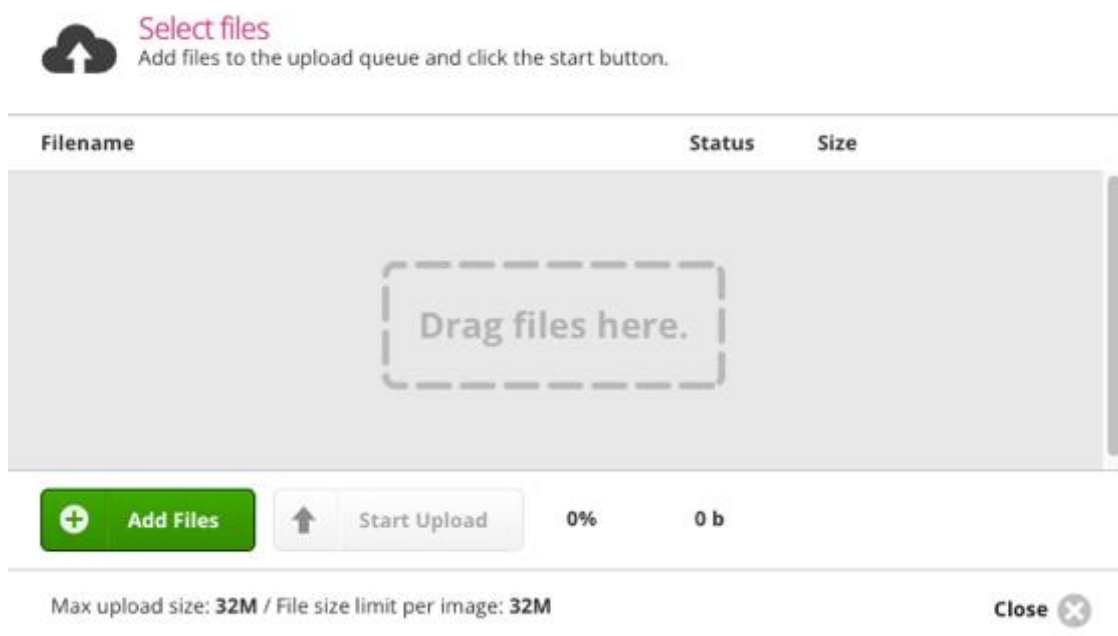
Rather then drag and drop your files, if you prefer you can click the green Add Files button to navigate your device/PC and find / select the files that you are interested in for your gallery. When you have either dragged and dropped your files or select them, they'll be shown in a list:

.

If you need to, you can delete images from this list by using the red X icons against each image.

Now, click the grey Start Upload button and the pictures will be uploaded from your computer into the folder that you created.

You will see the images appear behind the upload window. When all the files have been uploaded, you can close the window (use the black X button) and you will see your gallery images displayed.

Again here, if you need to, you can delete images from the gallery by using the tick boxes on each image and then click the Delete link above the images.

Note that you can also delete images by clicking the trashcan icon in the lower right corner of an image.

14.1.3   Adding Titles and Descriptions (Optional)

Each image can have a short (4-5 words) title and under the title, you can also add a description. The description should be short and to the point!

Title

Text to show in the thumbnail

Description

Text to show in the popup/modal. You can use HTML here!

File Name: Koala.jpg
File Size: 160.85 KB
Image Dimensions: 1024 x 768 px   **Delete**

Note that this step is optional – titles and descriptions are useful but not essential, but they are really useful if your images relate to different parts of your blog post!

If/when you have added titles and descriptions you can now click the Save and Close button in the top corner:
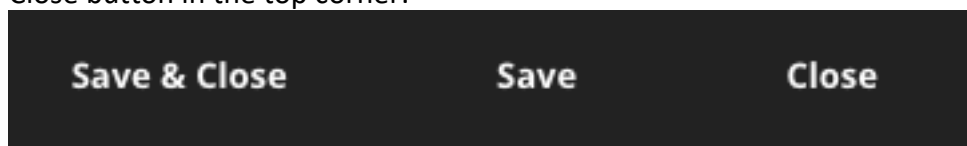
You have now created your gallery of images and it is represented as a single thumbnail image of the first image in the gallery. This is purely a representation of the gallery and the gallery thumbnail will show you a number in the top right to confirm the quantity of images in your gallery. (Note by the way that images are sorted alphabetically).

0722 - September Conker Adventure
Path: 0722 - September Conker Adventure

14.1.4   Inserting your Gallery into your article

Once you have created your gallery and you can see the thumbnail representation you can now insert it into your article. To do this, hover your mouse over the thumbnail and you'll see that two icons appear, overlaid on top of the thumbnail, labelled Insert and View

0722 - September Conker Adventure
Path: 0722 - September Conker Adventure

The view option is used to look at the images in the folder so that you can either delete them, add new ones or amend any titles or descriptions. See below for Editing your Gallery.

Click on the insert option and your gallery short code will be added to your article (the Simple Image Gallery Pro panels will close and will return you to your article).

The short code which is added to your article will have a specific format such as {gallery}foldername{/gallery}

This shortcode is used by the website when it is being viewed by the public. It instructs the webpage to load whatever images are found in the folder defined between the two {gallery} markers.

{gallery}0722 - September Conker Adventure{/gallery}
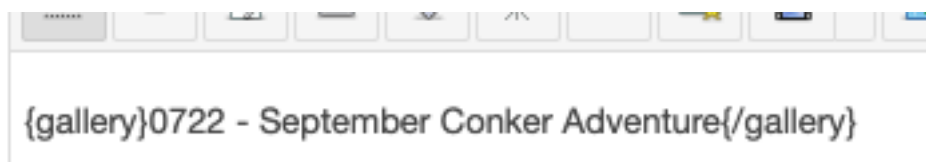
14.1.5   Editing your gallery

Even after you have published your gallery on your page, you can still return and edit it and you can do this in two ways:

Method 1: Simply go to the article which contains your gallery and click on the SigPro button at the bottom of the editor panel.

Hover your mouse over your chosen gallery and click the "View" icon. You can then make changes to your gallery by adding new images, deleting existing images, adding titles and descriptions. When you have finished making your changes, click Save and Close.

You don't need to make any changes to the article itself so you can simply save and close the article

Method 2: The other way to edit the images in your gallery is to go directly to the gallery component itself.

Click on Components >> Simple Image Gallery Pro. Again this will present you with all your galleries and you can then follow the same procedure as for method one in order to edit your images in any particular gallery. Note that this method means you don't have to touch the articles at all!

14.2 Using Droppics Galleries

The first thing you need to realise is that you can access the Droppics system by going via Components >> Droppics. This will lead you to the ability to create new gallery folders and add images directly. The alternative route is to create an article and then use the Droppics button in the article editor to create and insert the selected gallery folder into the article.

14.2.1   How to add a gallery to your webpage

You need to be editing an article to do this!

The basic principle of adding a gallery to your webpage (i.e., within an article) is to place your cursor where you would like your gallery to sit and then use the Images - Droppics button which sits underneath the editor screen to then insert your gallery.
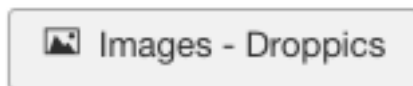
Clicking this button causes the Droppics application to appear in a popup screen where you can choose or add a gallery to add to your article.

As you will see below, gallery images are shown in folders; all you have to do is to select the folder you want to add to your webpage and click the blue Insert this gallery button which appears on the top of the right-hand column.
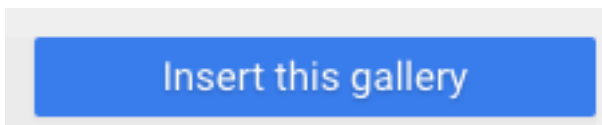
 Note that this blue button is not visible to you if you have accessed the Droppics system via the Component route!!

14.2.2   Using the Droppics System

 Whether you access Droppics by going via the Components route via the Article route, when you first open Droppics, you will notice it is split into three columns:
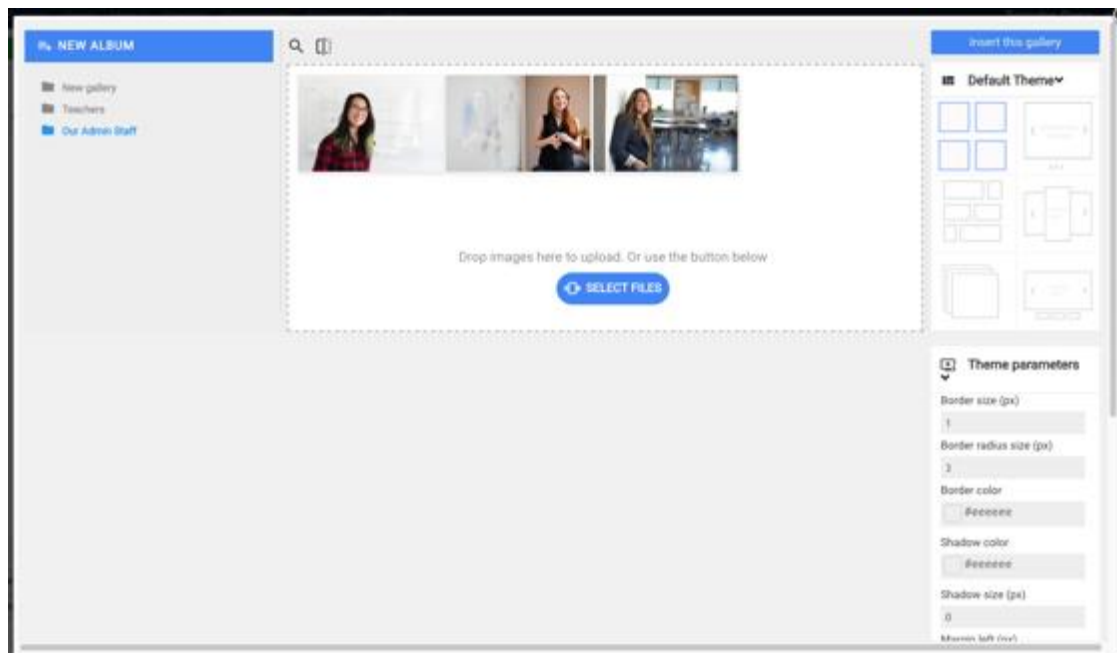
The first column is where you will see folders and each folder represents a set of images. The application calls these albums (which we think is a little bit confusing because otherwise we think they ought to be called galleries!). You can create as many albums as you wish and each should have a unique name so that you can quickly identify it amongst its peers.

The second column is where you'll see the images inside the selected album. You can add portrait or landscape images to this space by dragging and dropping them or by using the blue Select Files button.

The third and final column is where you will choose how the album will be displayed as a gallery by selecting one of the six available themes. The default theme which looks like four squares is ideal for most purposes.

This third column is also used to make choices about how each image appears, for example, you will regularly use this third column to define the caption for the chosen image. Other options are available here but are not used regularly so don't worry about them!

14.2.3 Creating new albums

New albums are created by clicking on the blue New Album button on the top left of the Droppics panel:

 When you do this, the system automatically creates a new folder for you at the top of the list and it will be labelled as "New gallery".

14.2.4 Renaming the folder

To rename a folder, hover your mouse over the folder name to see two small icons, one is a pen and the other is a trashcan. Click on the pen icon to see that you can now rename the folder to something more suitable for your use. Try to create original and unique folder names so that you can spot them later when you use them!
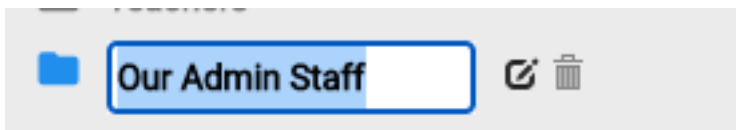
14.2.5 Deleting a folder

To delete a folder and all its contents, hover your mouse over the folder and click the trashcan icon. You will see a warning notice asking you to confirm that you wish to delete the selected folder. Click okay to do so.

14.2.6 Adding images to your folder

You can add images to your folder at any time either by clicking on the blue Select Files button or by dragging and dropping images into the dotted space, drop the image over the words "Drop images here to upload" to be sure!

If when you drag-and-drop files into that dotted area you find that the files do not upload (i.e. nothing happens) then try again and drop the images directly over the words "Drop images here to upload".

Drop images here to upload. Or use the button below

⏵▯⏴ SELECT FILES

14.2.7   Putting images in a different order

It is very easy to put images in a different order than the ones shown when you first upload them. For example, you may have a group of images of staff members and you want to show them in alphabetical order. When you upload them it's highly unlikely that they will be in alphabetical order and so you need a simple way of putting them in the right sequence. All you have to do is to select and drag and drop it into the right place. You can do this over and over again until all images are in the sequence you wish them to be shown in.

14.2.8   Adding a Caption to an image

Sometimes, but not always, you may need to add a caption to an image. An example of this is where you have images of staff members and you wish to put their names or titles underneath the image. To do this, select the image and the right-hand column will change to show the properties of the image.

Then, scroll down the right-hand column to see the section for Caption:

Insert this picture

Image

× DELETE IMAGE

Margins (in px)

left 4   top 4   right 4   bottom 4

Border

Border (in px)	Radius (in px)	Border color
0	3	#cccccc

Shadow

Width (in px) 0   Color #cccccc

Action on click

Lightbox

Caption :

Mrs Jones

☐ Follow custom link in gallery view   ☑ Show caption

Type in the words you want to show as the caption for the image and then take the Show Caption tick box to enable the caption to be displayed.

 Then, scroll down and click the blue Save Options button.

 Note: There is no feature for a description for your image therefore always try and keep the caption brief. If your caption is very long it will start to obscure the image when it is shown in the front of the website.

14.2.9   Deleting an image

 To delete an image from a folder simply select the image in question and the right-hand column will appear with the properties for the image. At the top of this column you will see a Delete Image button. Click this button to delete the image from the folder.
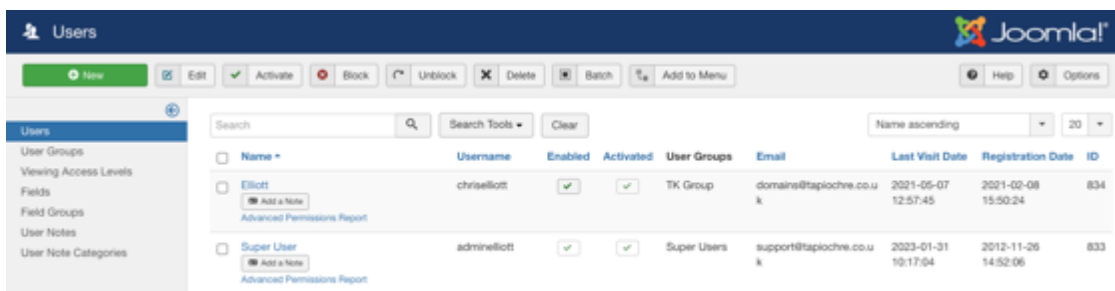
15. Managing Users

You need to have users with appropriate **permissions** to allow them to manage the website and its content. This section shows you how to create new users and work with existing users.

15.1 Getting Started

In the Control Panel of your web site choose Users >> Manage to reach the User Manager list of accounts (your view may look slightly different and have more or different accounts defined):

15.2 Adding a new user

Last Updated: 29 January 2024 Hits: 2

In order to create a new user you will follow these steps:

Press the New button in the toolbar to open the new user panel where you can enter the user data.

Now, fill in the user details:

👤 Users: New

Save | ✓ Save & Close | + Save & New | ✕ Cancel | Add to Menu

Account Details | Assigned User Groups | Basic Settings | IP Login | DPCalendar

Name * [ ]

Login Name * [ ]

Password [ ]

Confirm Password [ ]

Email * [ ]

Registration Date [ ]

Last Visit Date [ ]

Last Reset Date [ ]

Password Reset Count [0]

Receive System Emails [Yes | **No**]

User Status [Blocked | **Enabled**]

Require Password Reset [Yes | **No**]

ID [0]

15.2.1 Key Fields

Name - this field will contain the user's real name, like John Smith

Login Name - this would be the user or login name to be used to log in to the site, like jsmith or yellowbird67

Password - here you can enter a password that will be sent automatically to the user so he or she can log in. A good rule of thumb for choosing a safe password is to use lower case letters together with capitals and numbers while having a minimum length of six characters. A good example would be p9HWc0Ak!

Confirm Password - here you have to reenter the previously chosen password just to make sure there were no typos in the first one

Email - The email address associated with this account (this should be a valid account)

Receive System E-mails – Set this option to "No". Only the Super-Admin will want to see these.

User Status - here you have the possibility to Block a previously created user account without deleting it. This option might be useful for blocking users until they (or you) take a certain action. Simply set this option to Blocked if you wish to disable the account.

Require Password Reset – If set to 'Yes', the first time the user logs in, they will be prompted to input a new password.

15.2.2 Giving the User Permissions to Access the Administrator Control Panel

Use the Assigned User Groups tab to choose the Group to assign your user to. This is crucial for the site's security so pay attention when setting this up!

There is no golden-rule for choosing the user group except maybe for this one: "Keep the permissions as low as necessary".

Normally, you wouldn't want to assign the Super Administrator or even Administrator role to just anyone.

In 99% of the cases you will assign your users to the "Manager" group, thus only allowing them limited choices when logged in at the back end of the site.

If this user needs to fulfil ALL possible changes to the site, then a higher level of "Administrator" or the highest level "Super Administrator" will be appropriate. This last option has complete rights to affect the site. Below is a summary of the rights available to users at the back end of the website

15.2.3   Types of User

Manager

- Can create new items
- Can edit all other items, even those that are not published
- Can publish items

Administrator

As Manager Group privileges plus…

- Can create new users
- Can install extensions

Super-Administrator

- Administrator privileges plus…
- Can change site template
- Can change global configuration

You should leave the "Basic Settings" tab details as default

You should leave the "User Profile " tab details as default

Once you are done entering all the information above, click the Save & Close button.

The user will now receive an email (see below for example) with details of their new account.

Hello username1234,

You have been added as a User to [name of the site].

This email contains your username and password to log in
to http://www.domainname.com/

Username: username1234

Password: yourpassword

Please do not respond to this message as it is automatically generated and is for
information purposes only.

Assuming the account has not be set to "Blocked", the new user will now be able to
log in using the username and password you have set.

15.3 Disabling/Banning/Deleting an existing user

15.3.1   Disabling/Banning

In order to disable or ban an existing user - not allowing them to login to the site -
you must log in to the administration panel and open the User Manager. In the user
list select the corresponding user by clicking on its name. In the newly opened panel,
set the Block this User option to Yes and press the Save button.

Please note that this method will not delete the user account but will only disable it.
You can always re-enable it by setting the Block User option to No.

15.3.2   Deleting a user

*We don't recommend deleting users - it can have an impact on
legitimate content that they may have created in the past. We recomend
Blocking their accounts instead.*

In order to delete a user from your database, log in to the control panel as described
above and choose the User Manager function. On the opening page, select the
checkbox to the left of the user's name you would like to remove and press the
Delete button in the toolbar.

Note that there are a number of more in-depth access rights that can be used to make the system even more flexible but, in a straight-forward website such as most small sites, these choices and configurations above are probably quite adequate.

16. Menus

Menus are a key part of your website; a menu is a set of hyperlinks used for navigation of the website. Each menu item defines a hperlink to a page and holds settings that control what is displayed and what it looks like.

In general, website menu items link through to one of the following types of page:

- An article page
- An SP Page Builder page (Use an advanced layout article - see separate section for more information)
- A contact form page
- A calendar page
- An external website

Within the websites that we create for you, these are the five most common types of page which we link to from menu items.

This section of our help page system will describe what menus look like, how you can edit them and create new menu items.

16.1 Where are Menus seen?

Menus are found on every web page of your website. They also found in the control panel of your website. Let's look at a couple of examples.

16.1.1 Menus on the front of your website

As mentioned above, every website will have navigation menus; the great majority of these menus will be seen as a horizontal row of choices which allows visitors to navigate to different areas of your website. Normally, these choices keywords that visitors will understand and which will help them find the appropriate content that they're looking for because of the title keyword. Below is an example of our own website showing five key areas that we wish our visitors to explore:

If we zoom in on the menu you will notice that two of them show down arrow chevrons:

Home ⌄   Services ⌄   News Blog   Contact Us   Courses

These chevrons represent the fact that the top level menu items contain sub items and that the visitor can click the top level item to see those sub items:

Home ⌄   Services ⌄   News Blog   Contact Us   Courses

Cookie Policy

Privacy Policy

Data Protection Policy
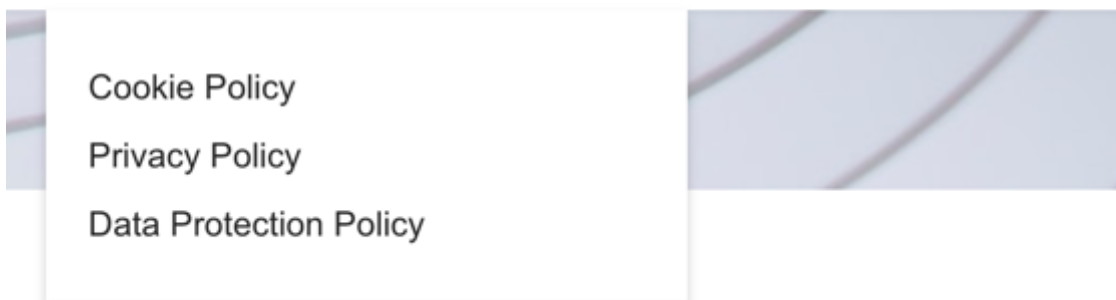
16.1.2   The "hamburger" menu view

On Mobile devices and certain tablets with smaller screens might not be able to display all of the top level menu items in a menu. To overcome this, a well known approach has evolved whereby an icon is displayed instead of the menu items and this icon looks like a hamburger:

≡

The hamburger is used by mobile users and when clicked or touched on the screen it will expand to show the same menu items as above however they are displayed in a

vertical rather than a horizontal manner:

✕

Home   ›

Services   ›

News Blog

Contact Us

Courses
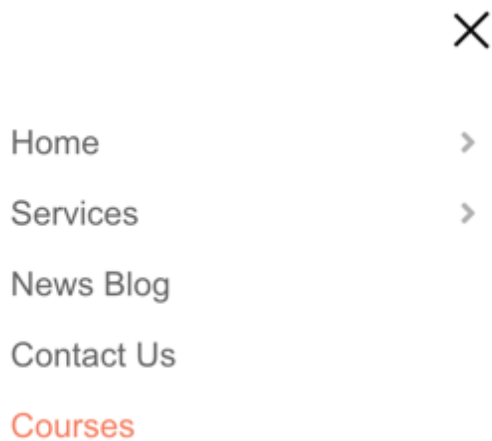
Notice that the top two options still display a chevron which when clicked or touched will expand to show the sub items:

✕

Home   ⌄
Cookie Policy
Privacy Policy
Data Protection Policy

16.1.3   Menus in the control panel of your website

As previously described in our introductory sections, all control panels have menu options which are either horizontal or vertical depending upon the version of the Joomla platform you're using. Here's a recap:

In Joomla 3, your control panel menu will look like this:
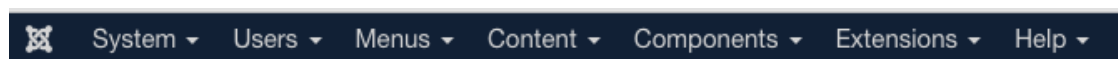
System ▾   Users ▾   Menus ▾   Content ▾   Components ▾   Extensions ▾   Help ▾

Meanwhile in Joomla 4, your control panel menu will have this display:

These of course are essentially the same apart from the orientation.

16.2 Creating Menu Items

Remember, menus are nothing more than a set of hyperlinks often to web pages of your website. So, you can understand that if you try to create a web link to something which doesn't exist then you are going to find a problem and an error will be reported. Therefore ensure that all of your articles and other content are ready for use before creating the menu items for them.

16.2.1   Create a menu item to an article that you have created

Let's use our earlier menu that we showed and use it to add a new menu item to an article that we have created. Here is the menu before we do any work to it:

Home ∨   Services ∨   News Blog   Contact Us   Courses

Firstly, we need to consider which of the 5 areas seen in our menu will be the "Parent" for this new menu item; in other words, if we wish to show a link to an article underneath "Courses", then "Courses" will be the parent item and the new link will be a child item:

Courses (Parent or Level 1 item)

- **Link to New Page (**Child or Level 2 item)

All items in menus are structured this way such that items at the top are always parent items (also known as level 1) and items underneath the parent are always known as child items (also known as level 2).

Because we have decided to add our new menu item underneath Courses, it helps us now to create it within the website control panel. Here are the steps involved:
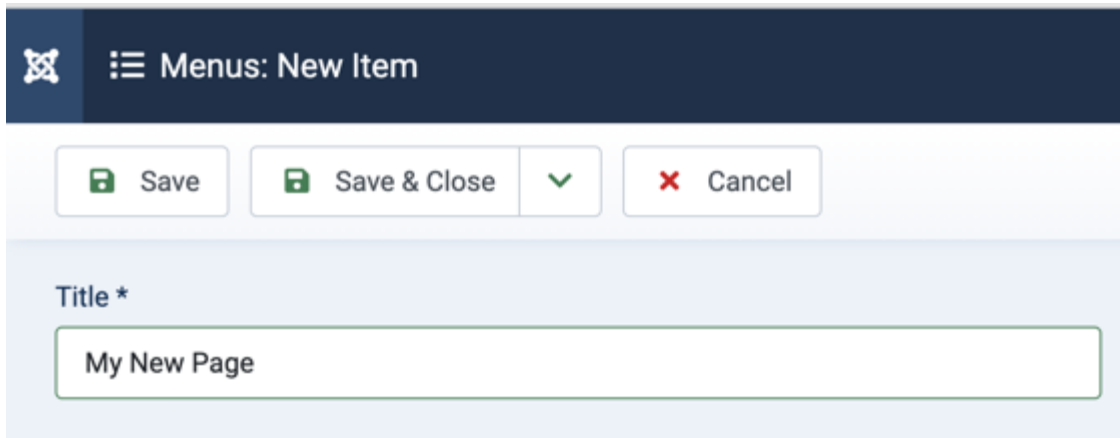
1. In the control panel, click Menus > Main Menu [it will ALWAYS have a small house icon next to it to represent the HOME menu].
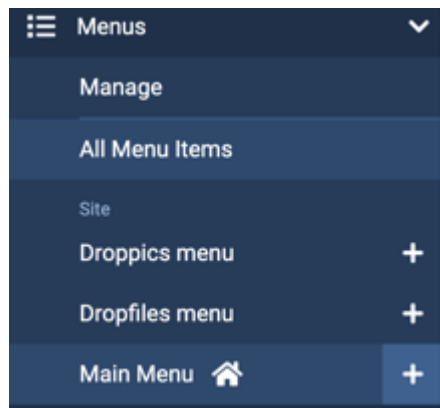
2. You will now be presented with the Main Menu items list.
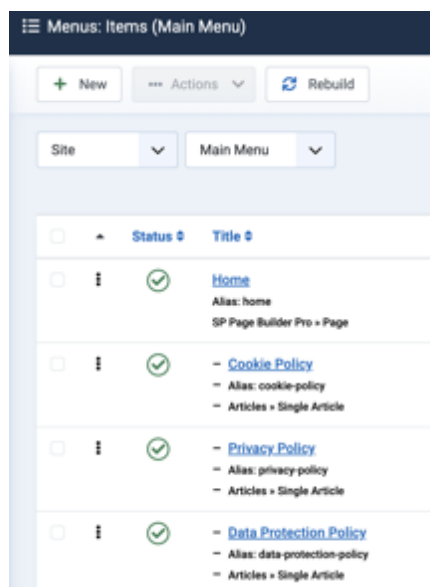
3. Click on the New button at the top of the page.
4. A new item page form is presented.
5. In the Title field, type in the words that you wish to appear in the menu to represent the page you are going to reach. In our example, we will have a menu item which reads "My New Page".
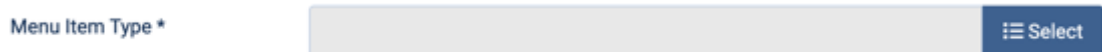
6. Now, you'll see a form area titled "Menu Item Type". To the right of this field is a blue button marked Select.

7. Click this button.
8. A popup window appears showing you a number of different types of menu that you can add. Please don't be daunted by the number available! As a rule of thumb, you will only normally use one or two of them!

9. Click on **Articles**, and the item will expand to show different forms of article that you might use for your page display.

Articles ⌃

Archived Articles
Display all archived articles.

Category Blog
Displays article introductions in a single or multi-column layout.

Category List
Displays a list of articles in a category.

Create Article
Create a new article.

Featured Articles
Show all featured articles from one or multiple categories in a single or multi-column layout.

List All Categories in an Article Category Tree
Shows a list of all categories in the selected article category tree.

Single Article
Display a single article.

10. The two most common options which are used are:
   a. Category Blog
   b. Single Article
11. We only want to display **one** article when the menu item is clicked, then we should choose **Single Article.**
12. The popup will disappear and return you to the new item form.
13. Now, you'll see a new field has been displayed for you select which Article to show when the item is clicked.

Select Article *   Select an Article   📄 Select   + Create

14. Click the blue Select button in the Select an Article field.
15. A new popup appears showing your list of all of the articles that you have created. Normally these are shown with the most recent at the top.
16. Select or use the Search box to look for the name of the article that you have created. If you search for it, it will appear on its own and you can then select it.

Select an Article ✕

| Demon | 🔍 | Filter Options ⌄ | Clear | ID descending | ⌄ | 20 ⌄ |

Status ⇕	Title ⇕		Access ⇕	Date ⇕	ID ▾
✅	Demonstrations Page Alias: demo-page Category: Our Pages		Public	2023-10-10	40

17. Now, the final stage is to set the menu item up to tell it which parent item it belongs to.
18. On the right hand side of the form you will see a chooser called Parent Item. Click on this item and scroll through the list of potential parent items until you find the parent item you wish this new item to belong to. We want to show this new item under "Courses" so we choose that item:

Parent Item

| - Courses | ✕ | ⌄ |

19. When you have chosen the parent item your form should look like this:

20. You can now click the Save button and visit the front of your website to see if your new item has appeared.
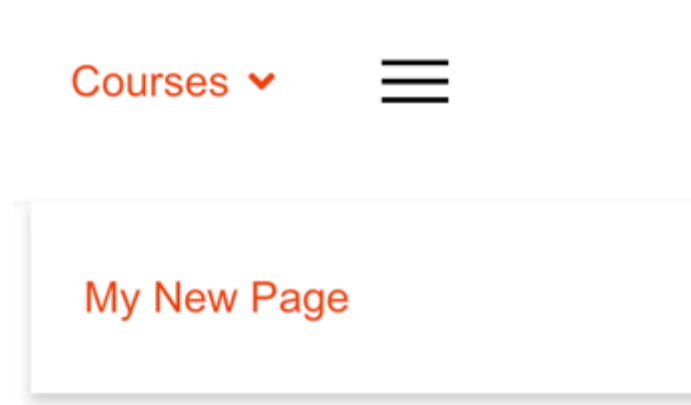
16.3 Moving menu items around

From time to time you may find that you need to move menu items so they appear under different parents. The reasons for doing this will vary depending upon the

circumstances of your requirements however the principles applied always remain the same.
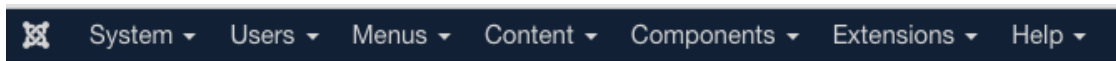
You move menu items around within the menu manager. Again, let's reflect upon the way that the two different versions of Joomla display the way you can reach the menus:

In Joomla 3, your control panel menu will look like this:

Meanwhile in Joomla 4, your control panel menu will have this display:
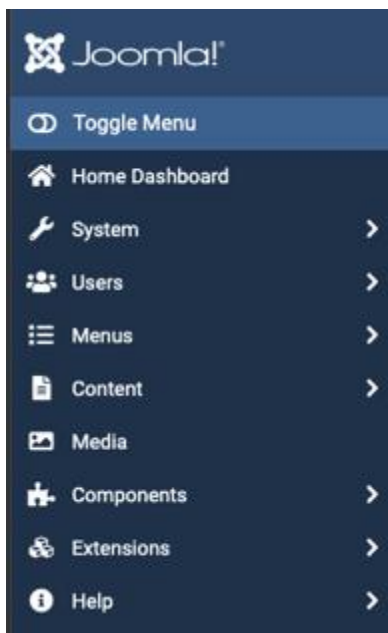
These of course are essentially the same apart from the orientation.

16.3.1   Steps Involved

The first thing we need to do is to navigate to the main menu area by clicking on Menus and then on to the Main Menu link which will show a house icon. This represents your home menu. Click on this item.

16.3.2   The Menu Items List

You will now reach the menu items list for the main menu. When you look at this list, you will notice that it is a vertical representation of your website's horizontal navigation, you will always see a **Home** item at the top which of course is a **parent** or **level one** item. You will also see other level one items with their child items underneath them, something like this:
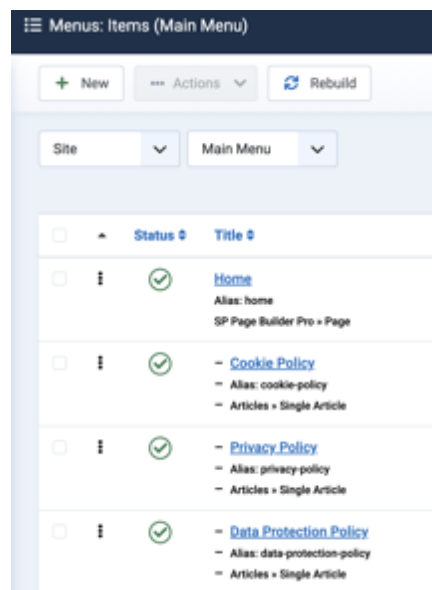
Moving items within a particular parent group is easy. Looking at the screenshots above notice that the three items underneath Home are not alphabetically sequenced and perhaps that's what you would like to do, or maybe you simply like to move things around underneath the parent item so they're in a more suitable sequence to fit your needs.

To do this, hover your mouse over the three vertical dots which appear on the line that you would like to move; when you do this, your cursor will become a crosshairs icon:

While your crosshairs are showing you can drag and drop the selected item anywhere appropriate for you underneath that parent item.

Note, it is not possible to drag and drop an item between different parents.

You can move as many items as you wish into whatever sequence you need them as long as you move them within that parent group.

16.3.3   Moving menu items between parents

In order to move a menu item from one parent to another, you simply need to edit the child item that you wish to move. Click on the title of the child item that you wish to move so that you can edit the item - the screen might look like this:

Now, move your cursor over the Parent Item choose a and select the new parent that you would like your menu item to belong to.

Once you have chosen the correct parent, click on Save & Close.

This will now take you back to the list of menu items. At this point, if you need to you can drag and drop The item so that it sits in a more suitable sequence under its new parent.

16.4 Unpublishing Menu Items

As time passes, you will find that certain menu items may no longer be required and therefore you will need to understand how to **unpublish** those menu items off so that the public can no longer see them.

Unpublishing these items is simple. Using the ideas above, simply navigate to the main menu (shown with a house icon) and click it to show the list of menu items.

Next, use the search feature to look for the menu item that you wish to unpublish. When you find it, you will notice that it shows a green tick to the left of the item

display. This means that the item is published and therefore will be visible to the public.

☐	⋮	⊘	– My New Page	Main	◉	Public	788
			– Alias: my-new-page	Menu			
			– Articles » Single Article				

To unpublish the item, simply click on the green tick to change it to a grey cross (in Joomla version three, this will be shown as a red cross)

☐	⋮	⊗	– My New Page	Main	◉	Public	788
			– Alias: my-new-page	Menu			
			– Articles » Single Article				

Having done this, the selected menu item will no longer be visible in the menu of your website.

16.5 Hiding menu items

Under Special circumstances, normally while you were testing a page, you might need to create a menu item and then immediately hide it so that it is not visible to the public. When you do this, two specific options will help you to reach the hidden page despite the fact it is not visible in the menu.

As described above, open the Main Menu (showing the house icon) to see the list of menu items. Create your menu item as normal but before you save the menu item, follow these additional steps to make it hidden.

Click into the **Alias** field which sits next to the **Title** field and type in a name that only you will know - make it easy to remember. Here is an example of one which is quite simple:

Title *	Alias
Demo Page	demopage
	The Alias will be used as part of the URL.

We have chosen an alias of **demopage.**

The second part of hiding the menu item lives underneath the Link Type tab:

| Details | Options | Link Type | Page Display | Metadata | Page Title | Module Assignment |
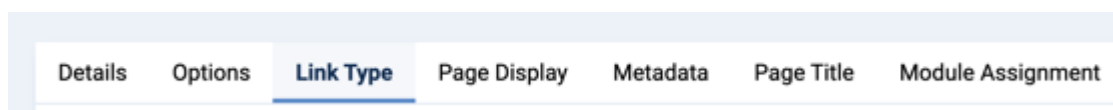
When you click on the Link Type tab a set of special fields and values can be used to configure the item so it does not display in the menu.

Scroll to the bottom fields of the page to see a toggle switch labelled **Display in Menu.** The default value for this toggle switch is **yes** as shown below.

Display in Menu   Yes

If you need to hide the menu item so that it is not displayed, click the toggle switch and set it to no:

Display in Menu   No

Now, you can save and close your menu item.

16.5.1   Reaching hidden pages

When you have hidden a page, as noted above it will not be visible in the menu. Think about where you added the menu item and which parent it belongs to. If for example the hidden item belongs to the Courses parent menu option, click on any other child option underneath courses and look at its web address.

For example, if the web address of the courses page is:

https://tapiochre.co.uk/courses

You will be able to reach your hidden page by appending the created that you added to the courses web address so it will look like this:

https://tapiochre.co.uk/courses/demopage

It's as simple as that. By creating an alias which is easy to remember but not particularly easy to guess and adding it as a suffix to the full web address including a / as shown in the example above, you can reach a hidden page.