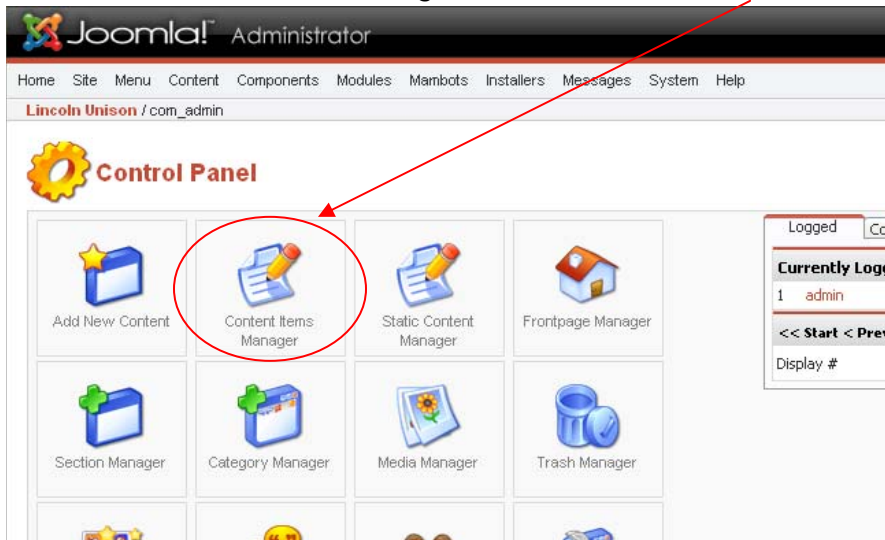



How to add content to your Joomla Website

1. Log into the Backend of your website (the websites URL address followed by /administrator)
2. Click on the 'Content Items Manager' icon link in the 'Control Panel'



3. Click the 'New' button in the top right of the window. 
4. Fill in the two box fields at the top of the page, names 'Title' and 'Title Alias' (these can be the same)
5. Now select the 'Section' from the drop down list and then the 'Category' from the drop down list.

A screenshot of the 'Content Item: New' form in Joomla!. The form has a title bar 'Content Item: New' and a sub-header 'Item Details'. It contains several input fields: 'Title:' with an empty text box, 'Section:' with a dropdown menu showing 'Select Section', 'Title Alias:' with an empty text box, and 'Category:' with a dropdown menu showing 'Select Category'. Below these fields is a section for 'Intro Text: (required)' with a rich text editor toolbar containing various icons for bold, italic, underline, text color, background color, bulleted list, numbered list, link, unlink, and other formatting options.

6. Now add the first sentence or paragraph in the first large text box named 'Intro Text: (required)'
7. Then add the rest of the documents text into the text box below named 'Main Text: (optional)'

NOTE: If copying from any word processing program or internet, copy the text into the program NOTEPAD and then copy it out of Notepad and then into the two text boxes.

USE the formatting tools in the 'Content Item: New' page (the icons and tools above the text boxes)

8. Once finished editing the text, click the 'Save' button in the top right of the page. 

How to add an Image to a page.

1. Log into the Backend of your website (the websites URL address followed by /administrator)



2. Click on the 'Media Manager' icon link in the 'Control Panel'

3. Click on the Folder named 'Stories'

4. Once in the folder, Click the small button called 'Browse...'

5. A pop-up window will appear with your computer files on, search through your files to find the image you want to use on the website.

6. Once found click 'Open' (the pop-up window will disappear)



7. Click the 'Upload' button in the top right of the website.

8. After a couple of seconds the image will appear in the list with the other images.

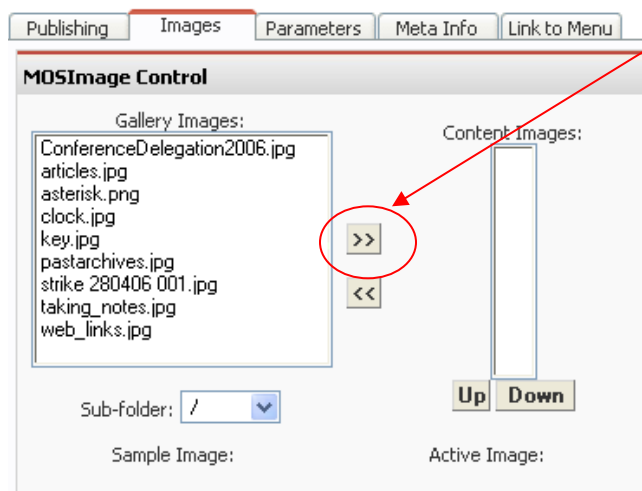
9. Now Exit the 'Media Manager' by clicking the 'Home' link on the top Left of the site.

10. Click the 'Content Items Manager' icon link.

11. Find the Content Item you want to add an image to or create one by following the *How to add content to your Joomla Website* instructions.

12. Once you have opened or created the content item, click on the 'Images' tab on the right of the page.

13. Select the image from the list and click the 'Right Arrows'



14. The image name should appear in the box on the far right. Click on this and then use the 'Edit the image selected:' tools below to set the images properties

NOTE: You MUST fill in the image 'Alt Text:' field.

15. Now click the cursor in the Text box on the left where you want to put the image.

16. Then click the small 'Insert Image' button at the bottom of the text boxes. 

17. This code should appear {mosimage} this is where the image will appear.

18. Click the save button on the top right of the page to finish adding the image.