

Maintaining Content on the Curry Web Site

Introduction

This document is designed to outline the basic steps needed to maintain content on the Curry web site. It is not intended to cover everything that is possible with the Curry School's implantation of the Joomla! Content Management System. For requirements not covered here, you should send an email to edtech-support@virginia.edu or contact the webmaster.



Logging In

1. Obtain an account
Send an email to edtech-support@virginia.edu requesting an account. Please include your name, computing id, desired password (if any), and the area of the site you're requesting access to.
2. Go to <http://curry.edschool.virginia.edu>.
3. At the bottom of the home page, click on the link titled "Login."
4. Use your username and password obtained in step 1 to log into the Curry site.




NOTES:

- Selecting "Remember me" will place a cookie on your computer so you won't have to log in again on this computer. *This is a bad idea of there is more than one user that might access the Curry site from the same computer. Use with extreme caution.*
 - Clicking on "Forgot Password?" will prompt you to enter your username and email address. In a few moments, a new password will be sent to you.
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Finding content to edit or creating new content


1. Once logged in, you should see a blue button in the top left corner of the page, labeled "Content Manager." *If you don't see this button, return to Step 3 of "Logging in."*
 2. After clicking on "Content Manager" you'll see a listing of all sections and categories on the site.
 3. Click on the category for the content you want to edit.
For Example: Kinesiology is a category under the Programs section.
 4. You should now see a list of all the content items in the category you selected, with a second bulleted list of other categories in this section at the bottom of the page.
 5. Clicking on a content item's title will take you to that item.
 6. **TO CREATE A NEW ITEM** click on "New . . ." ( [New . . .](#)) located at the bottom of the list. Then follow the instructions listed at "Editing Your Content."
 7. Items that you have permission to edit are listed with a pencil icon () next to them. Moving your mouse over the icon will reveal information about the item such as it's status, author, and publishing date. Clicking on the pencil icon will take you to the editing page for this item.
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Editing Your Content

1. Following the instructions from “**Finding content to edit or creating new content**” the item you want to edit should now appear in a screen similar to **Diagram 1**.
2. Using **Diagram 1** as a guide, fill in the fields for page title and category.
3. Using the editing toolbar (**Diagram 2**), edit your content. Note that there are actually two editing windows. The first one is generally used for abstracts or intro text. We recommend that you **do not use this area**, but rather put all of your page content in the second edit window.
4. For edits that take more than a minute or two to complete, you should periodically click the apply button () to save your changes incrementally.
5. Before exiting this page, you need to decide if you want this page to be live on the site and if you want any changes you’ve made to be saved.
 - a. **To Publish and Save** – Go to the “Publishing” tab and make sure “State” is set to “Published”. Then click the saved button () An email will be sent to a content reviewer who will then be required to approve the item before publishing.
 - b. **To Save without Publishing** - Go to the “Publishing” tab and make sure “State” is set to “UnPublished”. Then click the saved button.
 - c. **To Cancel** – Click the cancel button ()


WARNING: You MUST either save or cancel to leave this page. Shutting down the browser or clicking the back button will corrupt your content item and make it hard to edit later.

Adding an image that is already on the server

1. Place your cursor in the content editor opened in step 1 of “Editing Your Content” where you want to place an image.
2. Select “Image Manager” ()
3. You should now see the box in **Diagram 3**.
4. Navigate to the folder where the image you want is located by either double clicking on the folder icon, using the directory drop down list, or using the directory up button.
5. Double click the image you want to add.
6. Under “Article Image” change the description. The description is the text read to visually impaired users by screen readers, so it should be descriptive of the content of the image, but not lengthy.

Example: “Photo” is not a good description, but “Photo of Ruffner Hall” is.
7. Click “Insert.” Once the image has been inserted, change it’s size and position by right clicking on it and selecting “Image Properties.”
8. The second tab in the Properties box, labeled “Appearance” defines its alignment and size.


Adding an image that is not on the server

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1. Follow steps 1 – 3 of “Adding an Image that is already in the system.”
 2. Navigate to the folder where you want the image to be uploaded by double clicking on the folder icon, using the directory drop down list, or using the directory up button.
 3. Click on the “Upload” button ().
 4. Click the “browse . . .” button and select the image from your hard drive.
 5. Click “Upload.”
 6. To add the new image to the your content, follow steps 5 – 9 of “Adding an Image that is already in the system.”
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Creating a link to another content item

1. Select the text that you want to link.
 2. Click the “Insert/edit link” button.
 3. You should now see the “Insert/edit link” window. (**Diagram 4**)
 4. Find the content you want to link to by either:
 - a. Selecting a content item from the “Article Links” drop down box
OR
 - b. RECOMMENDED – Use the search box to find the article you want to link to. Scroll through the results and click on the one you want.
 5. Configure any additional linking options.
 6. Click “Insert.”
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Creating a link to a PDF or Word document already on the server

1. Place your cursor within the content editor at the point you want to add a link to a document.
 2. Click the “Insert File Link” button ()
 3. You should now see the “File Manager” window. (**Diagram 5**)
 4. For PDF documents, double click the “pdf” folder icon. For Word documents or any other type of Microsoft document, double click the “doc” folder icon.
 5. Scroll through the file listing to find the document you want to link.
 6. Double click the file name.
 7. Change the title field to the text to be linked.
 8. Select “Include Icon” and “Include Size.” “Include Icon” adds an icon next to the link indicating that the link is to a file rather than another web page. “Include Size” indicates the file size. These options let the user know what program is required to open the link and how long it will take to download the file based on its size.
 9. Click “Insert.”
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Adding a file to the system


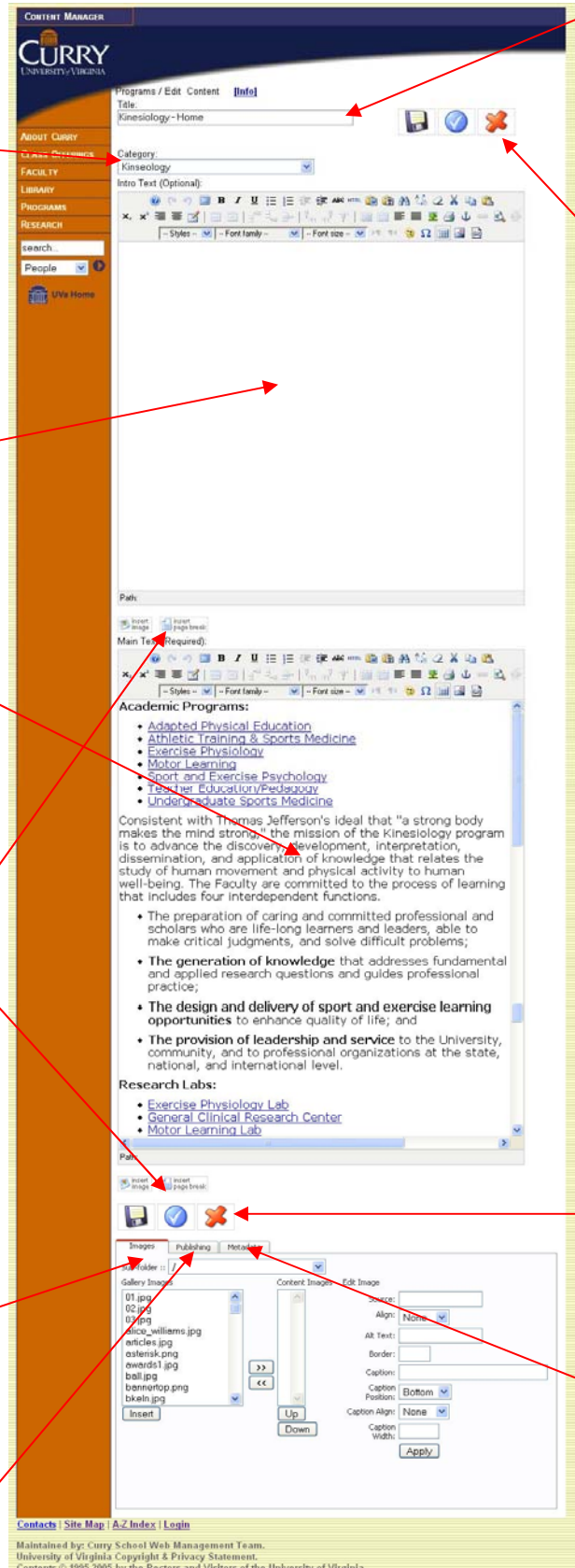
1. Follow steps 1 – 4 of “Creating a link to a PDF or Word document already on the server.”
 2. Click on the “Upload” button ().
 3. Click the “browse . . .” button and select the file from your hard drive.
 4. Click “Upload.”
 5. To add a link to the new file to the your content, follow steps 5 – 9 of “Creating a link to a PDF or Word document already on the server.”
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Diagram 1.



Category (Preset.)

Intro Text (A brief description of the page content that appears at the top of each page under the title. This isn't necessary in most pages.)

Main Text (This is where the bulk of your text should go.)

Insert Image and Insert Page Break

- Insert Image adds a Joomla image tag. (See Images Tab.)
- Insert Page Break breaks lengthy content into multiple pages.

Images Tab (Uses Joomla images tags. This is NOT a recommended way to add images. Use the toolbar instead.)

Publishing Tab (Defines when the item will be available and to whom.)

Page Title (Appears at the top of each page and in search engine results.)

- Save, Apply, Cancel
- "Save" saves changes and exits from editing interface.
 - "Apply" saves changes, but does NOT exit.
 - "Cancel" exits without saving.

Metadata Tab (Description and Keywords used by search engines to find this item. This information will NOT appear on the page.)

Diagram 2. Basic Functions of the Content Editor

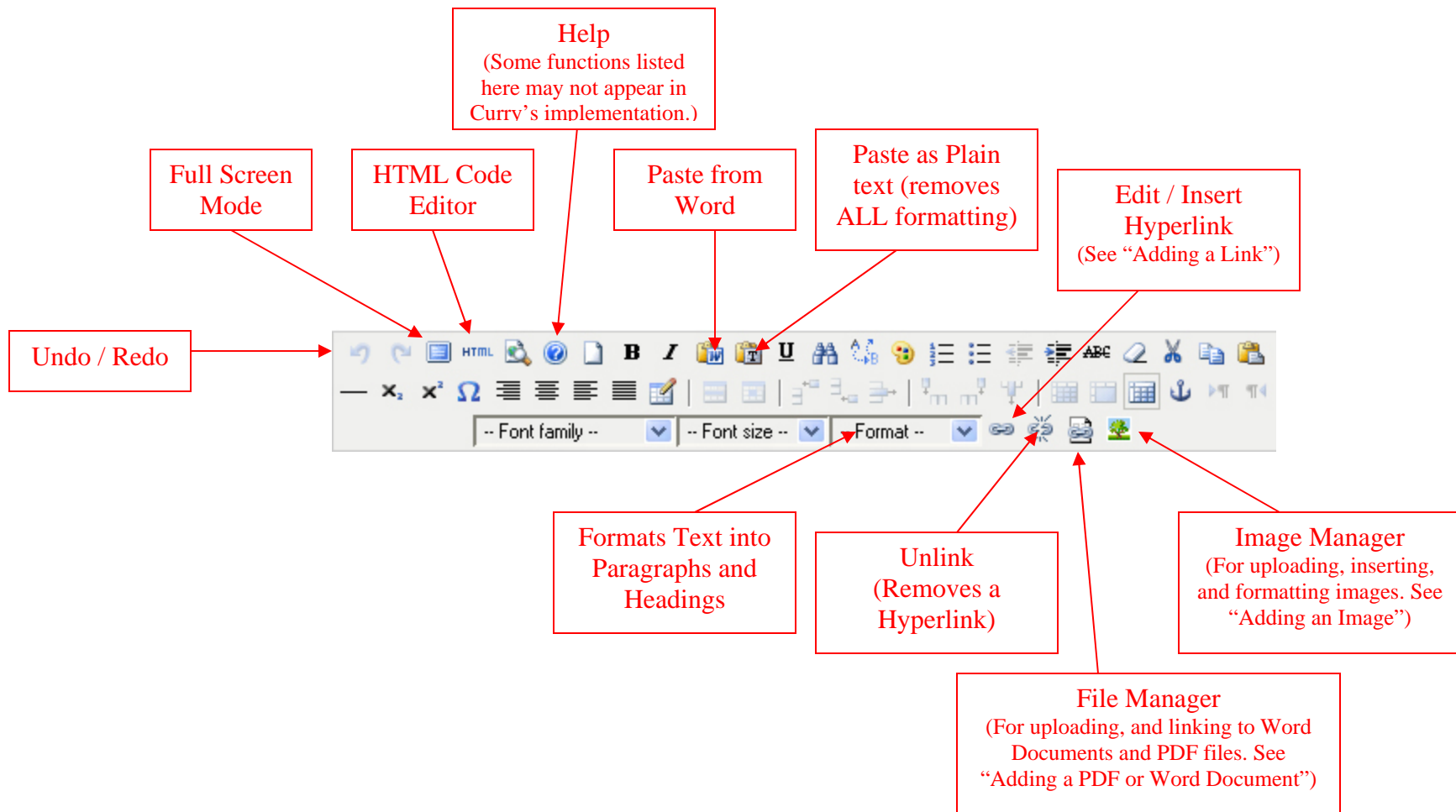


Diagram 3. Key Functions and Fields of the Image Manager

The diagram shows a screenshot of the 'Image Manager Lite' application window. The window title is 'http://stream.edschool.virginia.edu:16080 - Image Manager Lite : 1.0.0 - Mozilla F...'. The interface includes several tabs: 'Article Image', 'Appearance', 'Rollover Image', and 'Advanced'. The 'Article Image' tab is active, showing fields for 'URL', 'Description', and 'Title'. The 'URL' field contains 'http://stream.edschool.virginia.edu:16080/images/st', 'Description' contains 'cherry', and 'Title' contains 'cherry'. Below these fields is a 'Browse' section with a directory path of '/fruit'. A list of image files is shown: 'ape-ani.gif', 'cherry.jpg', 'pears.jpg', 'peas.jpg', and 'strawberry.jpg'. The 'cherry.jpg' file is selected, and its details are shown in a 'Details' panel on the right, including 'JPG Image', 'Dimensions: 150 x 112', 'Size: 3.37 Kb', and 'Modified: 16/01/2006,04:17'. A small image of cherries is displayed in the 'Details' panel. At the bottom of the window are 'Refresh', 'Insert', and 'Cancel' buttons. Red callout boxes with arrows point to various parts of the interface, providing instructions for each.

URL
(This is the src property of the image tag in HTML. Double click the image thumbnail to populate this field.)

Description
(This is the alt property of the image tag in HTML. This description is used for the visually impaired, so it should be descriptive of the image, without being lengthy.)

Directory
(Navigate among image directories by using these functions)

Details
(Details of the image selected at left.)

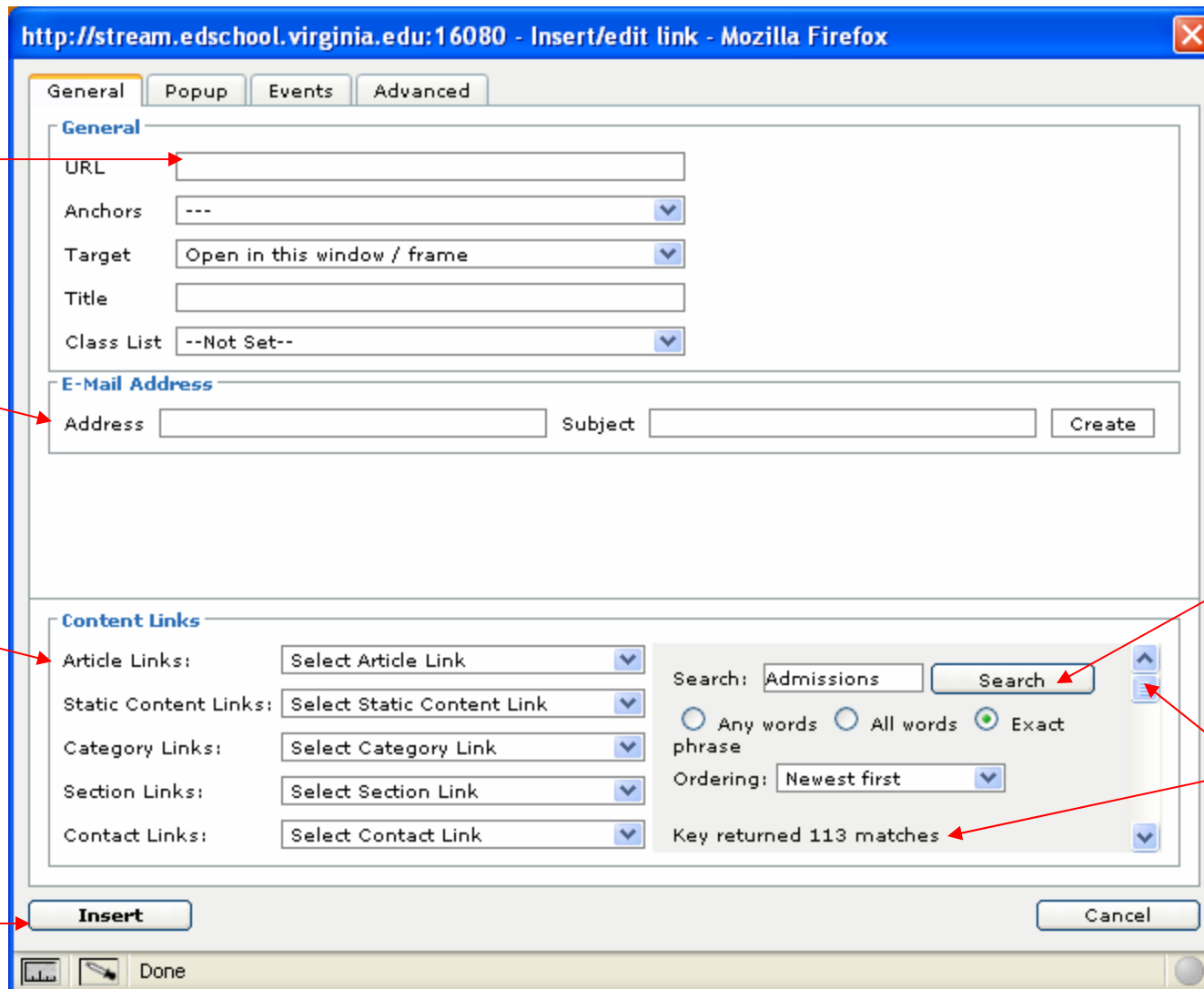
Image Listing
(Click a filename once to see its details, twice to populate the Article image information.)

Create New Directory
(Create a new directory to separate your images from others)

Upload a New Image
(Add an image from your hard drive. 2MB limit.)

Insert
(Insert the currently selected image into your content and close the image manager.)

Diagram 4: Insert/edit link



URL
(URL to link to)

Create an email link
(Useful for "Contact Us" pages.)

Article Listing
(Listing of all content items on the site.)

Insert Link
(Add the a link to the URL listed above. Close this window.)

Search for an item
(Find an item to link to be keyword search.)

Search results
(Scroll though results and select the one to link to.)

Diagram 5: Key Functions and Fields of the File Manager

