JOOMLA 2.5 MADE EASY

THE STEP-BY-STEP GUIDE TO BUILD A JOOMLA 2.5 WEBSITE FOR NEWBIES

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Step 1: Get to know about Joomla CMS

Watch the video tutorial

In the past, if you needed a website, the only option was to hire a professional web studio to build it and fully rely on them to maintain it. But now, with the rise of free open source software, you can easily build a website yourself by using a Content Management System (CMS). There are several CMS’s around, but the most suitable for a small / medium website is Joomla.

In this section you will have a brief introduction to Joomla and what it is made of.

What is Joomla CMS?

Joomla CMS is free web-based software which allows you to create and manage websites. You can control:

1. Website content like text, photos, videos, etc.
2. Website appearance by utilizing templates
3. Website functionalities by utilizing extensions.

There are 2 parts of the system: front-end and back-end.
The front-end

The front-end is what people see when they access your website. Normally, there is a logo, menu bar, side column and main text wrapped in the cool design.

Viewing article at front-end
The back-end

The back-end is the administration area where you control your website. The access is provided via a special login page and only for users with administrator permission.

The website back-end

Editing an article in the back-end
What Joomla is made of?

Now, let’s explore the main parts of Joomla!

Content

In Joomla, content consists of articles, categories and media.

Articles

Articles are the main building blocks of a Joomla website. At the front-end you can easily recognize an article as a piece of text with images presented in the main content area.

At the back-end, articles are managed in the “Article Manager” accessible via menu “Content” => “Article Manager”.

Here, you can create new articles, edit them, choose to publish or unpublish them, etc.
Categories

Categories help you to organize your articles more conveniently. You can imagine categories as folders containing files. For example, a category “Products” can contain all articles about your products. Or, a category “About Us” can contain articles like “Our company”, “Our vision”, “Board of Director”, etc.

At the back-end, categories are managed in “Category Manager” accessible via menu “Content” => “Category Manager”.

The “Category Manager”

Here, you can create new categories, edit them, choose to publish or unpublish them, etc.

Media

Simply put, media are non-text stuff that you can put into your content. This can be not only images, but also videos and other multimedia elements.

Media are managed in “Media Manager” accessible via menu “Content” => “Media Manager”.

Here, you can create new media folders, upload files, etc. We will discuss using Media Manager in more detail in the chapter “Step 3: Create content for your Joomla site”.
Menus

Menus help website visitors to navigate and access all areas of a website. You can create multiple menus and configure them to be shown at different locations such as the main menu bar and/or side column.

In the example above, the administrator created 2 menus:

1. Menu “About Joomla!” with several menu items “Getting Started”, “Using Joomla!”, etc.

2. Menu “This Site” with several menu items “Home”, “Site Map”, “Login”, “Sample Sites”, etc.

To control menus, go to the menu “Menus” => “Menu Manager”.

The menus in the Joomla administration

Here you can create menus and menu items linking to any part of the website you want. When the menu is ready you create a menu module to display the menu at the front-end.
Users

Joomla allows your website to have multiple registered users. All users are arranged in user groups, which have permission to access certain parts of the website. By default there are several user groups such as “Author”, “Editor”, “Publisher”, etc. For example:

- Users assigned to “Administrator” group can work in both back-end and front-end
- Users assigned to “Registered” group can work only at the front-end.

You can manage users, user groups and access levels in the menu “Users”.

![The menu “Users” at the back-end](image)
Extensions

Extensions are specially written software to be plugged into Joomla in order to extend website functionality. For example, if you want to have a photo slideshow, video gallery or an advanced contact form, then you will need to install extensions for those purposes.

By default Joomla is shipped with several extensions covering basic needs. If you want more, there are thousands of additional Joomla extensions available at Joomla Extension Directory. This is the official directory of Joomla extensions maintained by Joomla core team themselves.

The Joomla Extensions Directory

There are 5 basic types of extensions: components, modules, plug-ins, templates and languages. Each of these extensions handles specific functionality.

Let’s take a look!
Component

A component is the most complex type of extension. It can be seen as an application that performs certain tasks and displays specific content on your site. As mentioned before a video gallery is an example of a component. It could also be a shopping cart, booking system, forum and more.

The “Newsfeed” component at the front-end

The content produced by a component is displayed in the main content area. In the example above, you can see a feed list generated by the component “Newsfeeds”.

All components are located in the section “Components”.

The “Components” menu in the back-end

By default, Joomla is shipped with following components: “Banners”, “Contacts”, “Messaging”, “News Feeds”, “Redirect”, “Search”, “Smart Search” and “Web links”.
Module

Modules have similar roles as components but on a smaller scale. They perform simple tasks and display content as small blocks on a page.

Modules at the front-end

Examples of modules are a search box, login form, menu, footer copyright information, etc. In many cases modules are working in conjunction with components to present content. For example, a shopping cart component is used to manage products and a module is used to show hot products.
All modules are managed in “Extensions” => “Module Manager”.

The Module Manager at the back-end
Templates

The Template is the graphical presentation of your website. It determines the layout, colors, type-faces, graphics and other aspects of design that make your site unique.

In general, template consists of 3 elements:

- Static graphic elements, like background images, design decoration, logotype, etc.
- Main content area presenting data generated by components.
- Multiple module positions to show content presented by modules.

Example of background image, module position and main body area
Here are some more examples of a template:
At the back-end, you can control templates via the menu “Extensions” => “Template Manager”.

Template Manager

By default, Joomla comes with three templates: “Atomic”, “Beez_20” and “Beez5”. But there are thousands of both free and commercial templates available, so you can definitely choose the best one for yourself.
Plug-ins

Plug-ins are designed to display content inside components and modules. Plug-ins can also perform tasks at certain points during website loading. You can think about plug-in as a more versatile way to interact with the system.

“Voting” and “Read more” content plugin at front-end

Examples of plug-ins you might see are the voting functionality and the “Read more...” button in articles.

All plug-ins are managed in “Extensions” => “Plug-in Manager”.

Plug-in Manager

In the Joomla! 2.5 core package, plug-ins are divided into eleven different categories: “authentication”, “captcha”, “content”, “editors”, “editor-XTD”, “extension”, “finder”, “quickicon”, “search”, “system” and “user”.

Languages

Languages allow you to run your site in more than one language. For example, if you want to use French for your Joomla site/administration. You just need to download the French translation packages from the Joomla Extension Directory for Languages then install them using the “Extension Manager”.

![Language Manager](image)

Language Manager

Both of the two installed languages are shown in “Language Manager” At the back-end.

The next step

Now that you have little insight into what Joomla is, it’s time to experience it in flesh and blood. Let’s install Joomla 2.5.x on your local host and give a test drive.
Step 2: Install Joomla 2.5.x on local host

Watch the video tutorial

Installing Joomla 2.5.x on local host is easy but can be tricky for the first time. So in this step you will be provided with clear instructions to start from the scratch.

First, let’s make it clear about the meaning of “Localhost”. As you know, any website needs to be hosted on a web server in order to be shown to users. Normally, you would need to buy a hosting package from some hosting provider like Rackspace or GoDaddy. Depended on the package you choose, a hosting provider will install a web server for you on one of their server machines. So, localhost is basically the same web server but installed on your own computer.

Now, in order to run Joomla, you need not only a web server, but also 2 more things: PHP script interpreter and MySQL database system. It sounds complicated but thankfully, there is a single package called XAMPP with all the elements included.

Let’s install XAMPP on your computer.
Installing XAMPP

2. Run the installation file as you do with regular software and follow the step by step instructions.
3. Open “XAMPP Control Panel Application” and start “Apache” and “MySQL”.

That’s it, your localhost is now installed. You can check if it works or not by typing the address “http://localhost” in your web browser. You should see a page as illustrated below.

Now you are ready to install Joomla.
Installing Joomla

1. Download the Joomla 2.5.x full package at [http://www.joomla.org/download.html](http://www.joomla.org/download.html)

2. Create a new folder entitled “joomla25” in folder “htdocs” in XAMPP folder. Normally it will be located at “C:\xampp\htdocs”

3. Unpack the downloaded package file into the folder “joomla25”

4. Go to the URL “http://localhost/joomla25”

5. Follow all steps in the Joomla installation as follows:

   a. **Step 1. Language**
      Choose your own language, for example, “English (United States)” and then click the button “Next”

   b. **Step 2. Pre-Installation check**
      If all pre-conditions are checked “Yes”, you can take the next steps. If at least one condition is checked “No”, please find the problem and fix it.

   c. **Step 3. License**
      Read the GNU/GPL v2 license, then click the button “Next”. You can skip this if you are already familiar with this license.

   d. **Step 4. Database**
      Input parameters related to your database:
      - **Host name**: localhost
      - **Username**: root
      - **Password**: leave it blank if you didn’t set a password for database
      - **Database Name**: joomla25

   e. **Step 5. FTP Configuration**
      You can skip this step.

   f. **Step 6. Configuration**
      Input parameters related to your website:
      - **Site name**: your website name
      - **Your Email**: your email
      - **Admin Username**: your admin username, like admin
      - **Admin Password**: your admin password, like admin
      - **Confirm admin password**: type your admin password again
There is a button “Install Sample Data” but don’t click it. For this example, we will build a website from scratch with our own content.

g. Step 7. Finish
This is the last step. Here you just need to click the button “Remove installation folder” button to complete the installation process. After that, you can either click on “Site” to see your newly created site or “Administrator” to access the administration area.

Now you have your first Joomla site installed successfully! It’s not too hard, right? If you have some trouble with the installation process, you can try in the following sources for the answer:

- **Official Joomla forum**
The Joomla forum one of the busiest (and most friendly) support forums in the world, and it is a great place to get help and meet other Joomla! users. There are a lot of questions and answers which are discussed here. Because our topic now is about **Joomla 2.5 installation**, so you can find help in the category “Installation Joomla 2.5”.

This website provides you with on-demand Joomla Support service. Of course, you have to pay money for the service but your problem will be fixed by Joomla experts.

- **Other Joomla learning resources**
There are many other websites which you can use as your **Joomla learning resources**:
  - [http://docs.joomla.org/Beginners](http://docs.joomla.org/Beginners)
  - [http://www.joomlatutorials.com](http://www.joomlatutorials.com)
  - [http://www.joomlablogger.net](http://www.joomlablogger.net)
  - [http://www.howtojoomla.net](http://www.howtojoomla.net)
  - [http://www.tutorialjoomla.net](http://www.tutorialjoomla.net)

**The next step**

Installing Joomla 2.5.x on your local host is the first thing you need to do successfully before getting started with your Joomla site. Now, when your website is ready, let’s fill it with content.
Step 3: Create content for your Joomla site

Watch the video tutorial - Part 1 & Part 2

So naturally the most important element of every website is the content. In this step, you will:

1. Prepare the content structure
2. Create categories and articles
3. Create a menu

Preparing a content structure

Creating content is like arranging the products in a grocery store. In Joomla, articles are like products, categories are like the shelves holding products and menus are like aisles to those shelves. Now, let’s imagine you have website selling luxury items. The content structure might look like following:

1. About
   a. About my site
   b. How to purchase/order products
   c. How to make payment

2. News
   a. Latest news
   b. Arrivals
   c. Sale
   d. Coupons
   e. Promotion

3. Support
   a. Hotline information
   b. Online customer services
   c. Contact us
Creating content

Now, when the content structure is ready on paper, it’s time to match it in Joomla. Let’s start with creating categories.

Categories

1. Go to “Content” => “Category Manager” and click button “New” on the toolbar.

2. Next, insert the category title “About” and click the button “Save” on the toolbar.
After saving, you can see your new category “About” appeared in Category Manager.

The category “About my site”

You can create all the rest of your categories in the same way.

6 new categories

When the categories are ready, it’s time to create articles.
Articles

Let’s add a new article in the category “About my site”.

1. Go to “Content” => “Article Manager” and click “New” icon on the toolbar.

![Article Manager](image)

2. Next, you need to configure 3 parameters:
   - **Title**: Input “About my site”.
   - **Category**: Select category “About my site” from the list.
   - **Article text**: Input the article’s content.

*Note:*

Right now, we will assume that you have simple article with plain text. Later, in the section “Making articles look good” we will discuss more about how to create articles with rich content.
Add new article

3. When you are finished, click the button “Save & Close” on the toolbar to save your newly-created article.
Now, you have a new article in the Article Manager.

![Image of Article Manager: Articles]

**The new article “About my site”**

In the same way create another 2 articles “How to purchase/order products” and “How to make payment” in the “About my site” category.

![Image of Article success fully saved]

**3 newly created articles**

Now, after completing the **content creating process**, there is 1 final thing to do: create menu items with links to these articles.
Menu

In Joomla, a menu is a collection of links to certain elements like articles. In the back-end all menus are located in the section “Menus”. By default, Joomla is preinstalled with a menu called “Main Menu”.

Main Menu

Let’s add new menu items in the “Main Menu”.

1. Click on the “Main Menu” in the Menus drop-down menu.

2. Next, click the button “New” to create new menu item.
Click the button “New” to create a new menu item

3. Next, click button “Select” to choose the menu item type.
4. As a result, a pop-up screen is displayed. There are many different elements you can create a link to, such as “Contacts”, “Articles”, “News feed”, “Search” and so on. In this case you need to create a link to an article, so click on “Single Article”.

![Select menu item type “Single Article”]

5. Next, you need to fill in the parameter “Menu Title”, for example “About my site”.

![Input the menu title]
6. Next, you have to choose the article you want to display. On the right corner of the screen, click the button “Select / Change” to select an article.

Click on the button “Select / Change”

7. A pop-up screen will be displayed. Select the article “About my site”.

Click on the article you want to select

8. Finally, click “Save” or “Save & Close” to finish
Click on the button “Save & Close” to save data

After that, you can create menu links to the other 2 articles “How to purchase/order products” and “How to make a payment”.

3 newly created menu items

Now you can go to the front-end and see the result.
The new articles in main menu

When you click on each link, you will see the corresponding article.

The article “About my site”

Now you can repeat similar steps to create links to all necessary articles.
Making articles look good

You already know how to create articles. It’s time to get more advanced and create articles that are appealing. There are several techniques you can use to do this such as: formatting text, adding images, links, etc.

Formatting text

If you have worked with Microsoft Word or any other text processor, then text formatting in Joomla will seem familiar to you. Although it is much simpler than Microsoft Word as there are just a few basic text formatting options.

Let’s go to Article Manager and click on the article “About my site” to open it. Now focus on the article editor area. This is the place where you edit your article:

![Article Manager: Edit Article]

*Edit the article in article text*
Take a close look at formatting options, most of the icons look very familiar, with icons to make your text bold, italic or underlined and icons to aligning your text. Just select the text you want to style and click the styling icon.

*Joomla article formatting buttons*

You can create headings of different levels in your text by selecting the text to be styled and clicking the drop-down menu “*Paragraph*”. Scroll down the drop-down menu and choose a suitable heading from “*Heading 1*” to “*Heading 6*”.

*Choose heading styles for text*

You can see the text is now larger:

*Heading 1 in the text*
Adding images

Before you add images to articles, you should organize them into specific folders.

Creating image folders

1. Go to “Content” => “Media Manager”

2. Input a folder name and click the “Create Folder” button.

Create a new category for image

Now you have your new folder in the Media Manager.

The folder “aboutmysite” in the Media Manager
Uploading images

Now, it’s time to upload the images into your newly created image folder “aboutmysite”.

1. Click on the “aboutmysite” folder, then click on the button “Browse…”

2. Select the image file you want to upload. At this point you can only select a single file at a time, but later we will show you how to select multiple files at once.
Select image file

Click on the button “Start Upload” to upload the image.

Start upload of the image

Now your newly uploaded image is in the “aboutmysite” category
The image shown in the category “aboutmysite”

With this way of uploading, you can only upload one image at a time, so it takes you a lot of time and effort if you have a lot of images. Luckily there is another method of uploading multiple files - with the flash uploader. Let’s take a look.

1. In Media Manager, click on the “Options” button on the toolbar.

Click the button “Options”
2. In the window “Media Manager Options”, open the “Component” tab, and set the parameter “Enable flash uploader” to “Yes” to enable flash uploader, and click “Save & Close”.

Enable flash uploader

3. Go back to the main screen. It should look like the screenshot below. Now you can click “Browse files” to upload multiple images simultaneously.

Browse files
4. Select multiple files. You can use your mouse cursor to mark all files or hold the “CTRL” key and click on the individual files you want to select, to mark them.

![Select images](image1)

Select images

5. Click on the button “Start Upload” and wait until the uploading process completes.

![Uploading images](image2)

Uploading images
Now you have these images in the category.

**The newly uploaded images**

**Adding images to article**

Once the images are uploaded to the server, you can add them to an article. Let’s use the same article “About my site”.

1. With the article open, place your cursor at the point in the text where you want to insert an image and click the button “Image” below the article text pane.

**Add an image into the text**
2. Choose the appropriate image to insert.

3. Input the **Image Description** and **Image Title** parameters to describe the image and click on the button “**Insert**” at the top of the screen to finish the image insertion.

4. Recheck how the image is inserted in the article.
An image is inserted in the text

Now, you might feel that the image is too big or too small and want to change its dimensions or alignment. Click on the image first, and then click on the button “Insert/edit image” in the **formatting options** above the article editor to edit it.

The button to edit/insert image
A pop-up screen will be shown up. Here, you can edit the image as you wish. For example, let’s change the dimensions and set alignment to “Right”, then click the button “Update” below.

```
Edit the image
```

Click the button “Save & Close” on the toolbar on the Article Manager and go to the site to see your new article with image.

```
The new article with image in the site
```
Adding links

Adding internal links

It’s very common to need to create internal links between articles. These links are not only useful for your users to browse content, but also good for SEO. Let’s see how to create internal links inside an article.

1. Open the article you want to add internal links to
2. Select the text you want to be linked (it is called anchor text)
3. Click the “Article” button below the article editor

4. Now you will see a pop-up window with the list of all your articles. Find the article you want to link, then click on its title.
As the result, the title of selected article is used as link text.

New link in the text

You can change the link text just as you would regular text.

The text after being edited

5. Click on the “Save” button and go to your site to see the article with new link.

The article with link in the site

If you want to edit a link, just select it and click the icon “Insert/edit link” as shown below.
Edit the link

Or you can remove the link but leave the text in place by using icon “Unlink”.

Unlink the article
Adding external links

In previous section, you learnt how to create internal links, i.e. those which link to articles on your website. In this section, you will find out how to create external links to any page on the Internet.

1. Select the text which you want to apply link to and then click the icon “Insert/edit link”.

Adding external link

A pop-up window will be shown up as below:

Adding URL
2. Input the following values to the 4 parameters in this screen:

   o **Link URL**
     The destination address for where you want the link to go to

   o **Target**
     There are two options for you to choose: “Open link in the same window” or “Open link in a new window” (When you leave it “Not set”, the link will open in the same window)

   o **Title**
     Short text describing the link

   o **Class**
     As a Joomla newbie, for now just set it to “Not set” (the two other options are “Caption” and “System Page break”)

3. Click the **“Insert”** button to insert this link. You can now see that your text is linked to the external website.

![The linked text](image)
Adding “Page Break” and “Read More”

In the case of long articles, you might want to divide the article into small and separate sections so they are easier to read. With Joomla, you have two options to do this:

1. **Page Break**
   - This element divides one article into separate pages such as Page 1, Page 2, Page 3, etc. Page break links are ideal for very long articles.

2. This element divides a full single article into a teaser text (known as intro text) and the rest of the article. If you want to read the rest of the article, you have to click on the “Read More” link.

Now we will learn how to work with each of them, one by one!

**Adding “Page Break”**

1. Place the text cursor in the position where you want to split the article.

2. Click on the “Page Break” button below the article editor.
3. Add the title you want to give to this page in the “Page Title” parameter field and click the “Insert Page Break” button.

4. That’s all there is to it. Now you will see a dotted line showing a page break inside your article as in the screenshot below.

5. Click the button “Save”.

6. View your site to see the result, it shows a list beside the article, you just need to click on the title or “Next” to enter the page.
A new page break in the website

Please note that:

- You can add as many page breaks as you want into your article.
- You can delete a page break by opening the article (in the back end), placing your cursor at the end of the page break’s dotted line and pressing the “Backspace” on your keyboard.

Adding a “Read More” link

Adding a “Read More” link is a similar process to adding a page break.

1. Place the text cursor in the position in the article where you want it split into the introduction and main content parts.
2. Click on the “Read More” button under article editor.
Insert a read more link

You will see a dotted line in red.

“Read more” dotted line
3. Find the “Featured” parameter and set it to “Yes”. This will make this article appear on the front-page of the website.

4. Click the “Save” button to finish.

Here is your article with a read more link at the front-end. You just need to click on the button “Read more…” to read the full article.
Step 4: Customize your website appearance with a Joomla template

Watch video tutorial

At this point, we have finished preparing the content for the website. It’s time to think about appearance.

What is a Joomla template?

As mentioned before, a template controls the graphical presentation of your website. It determines the layout, colors, type-faces, graphics and other aspects of design that make your site unique. There are two types of templates: “Site template” for front-end presentation and “Administrator template” for back-end presentation.

Site template

The site templates change the way your website looks to visitors.

A front-end template

Most of the time, you will be dealing with the site templates to change public look-n-feel of your website.
Administrator template

Administrator templates changes the way the administrator interface looks.

A back-end template

If you are building a website for yourself, then you will probably never need to change your back-end template. When building websites for clients, you might need to slightly customize the administrator template to reflect your customer’s brand.
Choosing a Joomla template

Template resources

The quickest and easiest way to enhance the design of your website is to use an existing Joomla template. There are many available on the Internet.

Free templates resources

The Joomla community creates thousands of free templates for you to choose from. Check following websites:

- http://www.joomla24.com
- http://www.joomlaos.de/
- http://www.bestofjoomla.com

Commercial templates resources

If you have enough budget to purchase a template, then we strongly recommend you take a look at following template providers.

- http://www.joomlart.com
- http://www.rockettheme.com
- http://www.yootheme.com
- http://www.gavick.com
- http://www.joomlashine.com

Searching on the Internet

You can search on Google with the key words: “Joomla Templates” or “template for Joomla” and you will get about 120 million results!
Criteria for choosing the right template

So you can see that there are a lot of Joomla templates to choose from. Here are some criteria that can help you choose the right template.

- **Compatibility**
  Which Joomla version does it support? You need to choose a template which supports Joomla 2.5.

- **Commercial or Non-commercial**
  Do you want to have a high-quality template and support or are you on tight budget and therefore need to go with a free template? Normally, commercial templates are more flexible, have higher quality, more comprehensive documentation and better support than non-commercial.

- **Documentation**
  How well-documented it is? Does the documentation help you understand all the template features? Does it show you ways to customize the template?

- **Support**
  Is there ongoing support for the template? What ways can you get support? – Via phone, live chat, forum…?

- **Design**
  Does it match the look and feel that you want for your site? If it is similar to your desired design, you won’t have to spend much time customizing it.

- **Features**
  Professional templates provide many features whereas a lot of free templates provide limited features.

If you are an individual or an ordinary user, a free template may be a suitable choice. However, if you are creating a business website, it’s definitely worth spending a few dollars on a commercial template from a professional provider. Don’t think you are wasting money, Aside from from higher quality design and code, you also get good documentation and support. The time you save will be more than worth the money spent.
Installing a Joomla template

After you have selected an appropriate Joomla template, it’s time to install it.

1. Go to “Extensions” => “Extension Manager”

2. Click the “Choose File” button, find the template file you have downloaded, then click on the button “Upload & Install”. After that, you get a notification which informs you that the template has been installed successfully.

Browse the template file from your computer
3. Now that you have your new template installed, it’s time to apply it to your site. Go to “Extensions” => “Template Manager”

Choose “Template Manager”

4. Select the check box next to your new Joomla template, then from the top right menu, click on the icon “Make Default” which will set the selected template to be the default design for your Joomla website.

Choose “Make Default”

5. Now, you can click on the “View site” button at the back-end to see and enjoy the design from the front-end.
Step 5. Arranging modules in positions

Watch video tutorial

Note: You can do this step with JSN PowerAdmin easily by drag and drop feature.

What is a Joomla module and position?

As mentioned before, a module performs simple tasks and displays content as small blocks positioned around the page. Each module is located in a specific position, e.g. module “Main menu” is placed in position “left”. Each position is designed to occupy a place in a page’s layout, i.e. position “left” is placed on the left side of main content. Each template can have many different positions occupying various places on the page.

Here is another way to think about this concept. Imagine your webpage as a wall. On that wall, there are several pin boards (module positions) hanged in various places. In each pin board, there are several stick notes (modules) pinned. So at the end you have the wall full of stick notes (modules) arranged in pin boards (positions) hanging on the wall.

There are two types of modules: “Site module” to be utilized at for front-end and “Administrator module” for the back-end.
Administrator modules at back-end
How can I see the module positions of a template?

It’s hard to see all the module positions available in a template by just looking at the webpage. Luckily, Joomla provides a tool for users to see an outline of all positions. Here is how to use it:

1. Go to “Extensions” => “Template Manager”.
2. In Template Manager, click the icon “Options” on the toolbar.
3. Next, set the parameter “Preview Module Positions” to “Enabled” and click “Save & Close”.
4. Now, click on the tab “Template” Tab.
5. In this pop-up screen, all installed templates are shown, so scroll down to the template Beez_20 and click Preview to see the module positions of this template.
6. A new page will be opened in a new tab; this page shows all module positions of the template, like the figure below

**Click Preview**
Module Positions in site

Now you can see all module positions of the template. This will help you to choose the right position when you add a new module.
Adding a new module to the page

Now that you are familiar with the Joomla module and position concept, let’s learn about adding a new module to your web page.

Getting familiar with default modules

By default, Joomla comes with bunch of modules ready to use. Let’s take a look:

Users modules

Modules designed for user presentation and service.

- **Who’s online**
  This module displays the number of guests and registered users that are currently in the website

- **Latest users**
  This module displays the latest registered users

- **Login**
  This module displays a login form with username, password fields and some other links.

Content modules

Modules designed for article presentation

- **Latest articles**
  This module shows a list of the most recently published and current articles

- **Most read content**
  This module shows a list of the currently published articles which have the highest number of page views

- **News flash**
  This module displays a number of articles of a category based on date or random selection

- **Related items**
  This module displays other articles that are related to the one currently being viewed

- **Archive**
  This module shows a list of the calendar months containing archived articles

- **Article categories**
  This module displays categories from one parent category

- **Articles category**
  This module allows you to display the articles in a certain category
Display modules

Modules designed for rich content presentation.

- **Custom HTML**
  This module allows you to add any custom HTML code you want.

- **Feed display**
  This module allows the displaying of a syndicated feed.

- **Footer**
  This module shows the Joomla! copyright information.

- **Random image**
  This module displays a random image from a chosen image directory.

- **Web links**
  This module displays the list of web links in a category.

- **Banner**
  The banner module is used to display the banners in Banners Component.

Utility modules

Modules designed to perform mini tasks.

- **Smart search**
  This module provides search using the Smart Search component.

- **Wrapper**
  This module shows an iFrame window to specified location.

- **Language switcher**
  This module displays available content languages for switching between them.

- **Search**
  This module will display a search box.

- **Statistics**
  This module shows statistics information about your server, web site users, articles, web links, etc.

- **Syndicate**
  The syndicate module will display a link that allows users to take a feed from your site.
Utility modules

Modules designed to present website navigation.

- **Menu**
  This module displays a menu on the site

- **Breadcrumbs**
  Breadcrumbs give users the pathway to navigate through the site

Adding a new module

Now, let’s see how to add a new module.

1. Go to “Extensions” => “Module Manager”, then click button “New” on toolbar.

   ![Click New to add a new module](image)

2. In a pop-up window, choose the module you want to add. For example, let’s add a “Login” module to allow users to login to the website.

   ![Select “Login” module](image)
3. Now you need to enter information for the new module. Don’t forget to select the position where you want to place the module.

![Module Manager: Module Login](image)

**Enter information for module**

4. Finally, click on the “Save & Close” button to complete the process.

Let’s see how it looks at the front-end!

![Login module on site](image)

**Login module on site**

You can add more modules using the same process.
Configuring modules settings

Ordering modules in the same position

Now you have learnt that all modules are placed in a position like sticky notes pinned on a pin board. And just like in real life, you can reorder the modules that are in a position. Let’s see how to do this!

1. Go to “Module Manager” and click on column header “Ordering”

2. Click icon ⬇️ or ⬆️ to move the module to new position. If you want to change position of multiple modules, then set desired order in the text box under the column “Ordering” and click the save icon 🔄.

Click “Ordering” to enable ordering mode
Step 6: Extend website functionality with Joomla extensions

Watch video tutorial - Part 1 & Part 2

As mentioned before, extensions are specially written software to be plugged into Joomla in order to extend a website’s functionality. For example, if you want to have a photo slideshow, video gallery or an advanced contact form, then you will need to install extensions for those purposes. For more detailed information about Joomla extensions, please refer to section “What is Joomla is made of?” => “Extensions”.

By default Joomla is shipped with several extensions covering basic needs.

- **Banners**
  Extension for banners management and presentation.

- **Contacts**
  Extension for contacts management and contact form presentation

- **Newsfeeds**
  Extension for RSS feeds management and presentation

- **Redirect**
  Extension for URL redirects management

- **Weblinks**
  Extension for links management and presentation

Let’s take a closer look at one of the default extensions to understand how to work with Joomla extensions in general.
Working with the default extension “Contacts”

In this section, we will learn how to use the Joomla extension “Contacts”. This extension allows you to create contact forms so that people can send email messages to you.

Creating contact category

We need to create contacts in order for users to contact us via a form. But to better organize contacts, we need to create contact categories first.

1. Go to “Components” => “Contacts” => “Categories”
2. Next, click on the “New” button on the toolbar to create a new contact category.

   ![New contact category](image)

   Click “New” to create a new contact category

3. Next, fill in the title of your new contact category, for example “Website Administrators”, and save it by clicking “Save & Close”.

   ![New contact category](image)

   New contact category
Creating new contact

When the contact categories are ready, you can create individual contacts.

1. Go to “Components” => “Contacts” => “Contacts”

Click on the "Contacts" menu item

2. Next, click on the “New” button on the toolbar to create new contact.

Click on the button “New” to create a new contact

3. Next, fill in the following fields in the section “New Contact”:
   
   o **Name**
     Enter the contact name, it might be your name
   
   o **Category**
     Choose the category you created previously
Enter contact information

4. Next, in the “Contact Details” section on the right-hand side of the screen, fill the contact’s email address in the parameter “Email”. This is a very important parameter, since all data collected from the contact form will be sent to this email address.

Enter contact email

5. Finally, click “Save & Close” to save this contact.
Creating a menu item to show contact form

Now that we have created a contact to send the form to, it’s time to create the form for users to use when they want to get in touch.

1. Select menu item “Menus” => “Main Menu” => “Add new menu items”

![Add new menu item](image)

2. Next, click “Select” to select menu item type.

![Click on select button to select menu item type](image)
3. Next, choose “Single Contact”
4. Next, fill in the “Menu Title” field with the title you want, for instance “Contact me”.

5. Next, you need to select the desired contact by clicking on the button “Change Contact”
6. Then click on the contact you created previously.

![Click on the chosen contact]

7. Finally, click **“Save & Close”** to save this menu item.

Now, let’s go to website front-end to see the result. Look at the “Main Menu”, you will see a menu item **“Contact me”**. Click on it and you will see a contact form.
**Contact form in site**

We have just added basic contact form to the website. For further tweaking, there are plenty of options provided.
Further tweaking

Go to “Contacts” or “Categories” and click icon “Options” on the toolbar.

Click on the button "Options"

- In the pop up window displayed, you can configure all kind of parameters as you need.

Contact Manager Options
Adding new extensions

Default Joomla extensions are good for a start, but in the long run they are just not enough. As your website evolves, you will want to add more functionality that goes beyond these default extensions. In this part, we will look at what extensions you could add to your website and how to do it.

Defining extensions to be installed

Of course, every website has its own purpose and there is no pre-determined list of extensions to do it. However, there are some types of extensions that every website should have. For example, image gallery, video gallery, form building, integration with social networks, presentation on mobile devices, etc. There are plenty of articles addressing this issue and here are some of the most useful.

- JSN PowerAdmin- Help you use Joomla website with easy and joy
- 9 free must-have Joomla extensions – Have you installed them all?
- Top 10 Joomla extensions- Brian Teeman
- My Extension Top 10- Peter van Westen
- Picking up free Joomla extensions for education websites within minutes
- Featured extensions on JED
- My top ten Joomla extensions - Kristoffer Sandven
- My Must have Joomla Extensions - Anthony Olsen
**Recommend extension**

When working with Joomla, after you create many menus, articles or modules, you will find it’s difficult to find them out. So you need an extension which helps you do that quickly and simply. The recommendation is free extension called JSN PowerAdmin. Please note that this is used for only Joomla 2.5.

JSN PowerAdmin will help you:

1. Search any items quickly in back-end with **Spotlight Search**. You can save time to find out the items you need to edit.

2. Control the website content in one place with **Site Manager**. From that, users can edit the article or the menu name easily.

3. Change menu items and module positions with **drag-and-drop** feature.

![JSN PowerAdmin Site Manager](image)

**JSN PowerAdmin Site Manager**

Download JSN PowerAdmin Free - Learn more about JSN PowerAdmin on Youtube.
Finding useful extensions

The best place for you to find useful Joomla extensions is Joomla Extensions Directory (JED). It is a large resource with a large number of Joomla extensions divided into certain categories based on functionality.

All extensions have a voting and review section, where you can check reviews and judge for yourself. This directory is moderated by a professional team and you can have a certain level of trust in the items published here.
Installing new extensions

After choosing and downloading extensions which you think are necessary to your website, the last thing you need to know about is how to install them and make them work on your website.

1. Go to “Extensions” => “Extension Manager”
2. Next, click the “Choose File” button to select the Joomla extension package you downloaded

3. After that, click “Upload & Install” to start uploading and install this file to your site.
Joomla automatically knows the right place to put the extension based on its type. For instance, if the extension is a component, you will see it in the menu “Components”, if that extension is a module, you will find it in “Module Manager” and so on.

*JSN Image Show in Components*
Uninstalling extension

If you found that an extension doesn’t meet your needs, you should uninstall it.

1. Go to “Extensions” => “Extension Manager” and click on the “Manage” tab.
2. Input full or a part of the extension name in the “Filter” text field and click the “Search” button.
3. Check the box next to the extension you want to install and click the “Uninstall” button on the toolbar.
Conclusion

A good book is like a treasure and I hope you think that while reading this book. All of our knowledge about Joomla 2.5 has been edited in the most careful way to bring you 6 chapters of the most useful information to help you create your own website step-by-step with Joomla 2.5. Come along with this book, we provide you a series of video tutorial for 6 chapters with 8 videos that help you follow the book easily. You will know all the basic aspects of Joomla in order to build a complete website: from how to install it to how to work with it.

The Joomlashine team wholeheartedly wants to give our readers the best in our book. Feel free to share what you have learned in this book with someone else. Bringing you valuable knowledge is our purpose and our honor as well.

Although we try our best, some mistakes are unavoidable. We appreciate all ideas and comments from our readers to make it better!
Reference

Released in early February 2012, *Joomla 2.5-Beginner’s Guide* written by Hagen Graff is also a good book for beginners like you. With detailed information about Joomla 2.5, I guarantee that you will get more useful knowledge to help you build a website. This book has different language versions, such as English, German and Italian, so you can choose a version suitable for you. The E-book version is free to download.

You can also go to our official *Joomlashine blog* or watch us on *Youtube* to learn about Joomla tutorials as well as be updated with the latest news about Joomla. There are not only interesting, but also useful, topics about Joomla which you won’t want to miss. You can leave your comments below each article - we appreciate it a lot!

Finally, we want to recommend some good learning websites which we think you can refer to:

- [http://docs.joomla.org/](http://docs.joomla.org/)
- [http://www.joomlablogger.net/](http://www.joomlablogger.net/)
- [http://www.howtojoomla.net/](http://www.howtojoomla.net/)
- [http://www.ostraining.com/blog/joomla/](http://www.ostraining.com/blog/joomla/)
- [http://www.theartofjoomla.com](http://www.theartofjoomla.com)
- [http://www.youtube.com/user/Joomla#p/a](http://www.youtube.com/user/Joomla#p/a)
- [http://www.joomlaportal.de/forum.php](http://www.joomlaportal.de/forum.php)
- [http://www.joomlaspanish.org/foros/](http://www.joomlaspanish.org/foros/)
- [http://www.wiki.joomla.it/](http://www.wiki.joomla.it/)