PARSEME "How to" guide for editing with Joomla

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How to ...

... Contact the webmaster

• If you have any questions or need help, please feel free to contact the webmasters <u>Maike Mueller</u> or <u>Sebastian Sulger</u>.

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... Login/Register

- Login by using the Login Form on the bottom right of the website
- If you don't have an account yet, please register using the *Create Account* form and contact the webmaster afterwards in order to get the editor rights.

- ... Edit a page
- · Select the article you want to edit via the menu items
- · Click on the small "tool" item and select Edit



• Now you can edit the article within the *Editor* frame. You don't need to change anything within the *Publish*, *Language* or *Metadata* frame.

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	Call for meeting organizers PARSEME is going Website online The PARSEME websi
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• Save your changes.

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- ... <u>Get help</u>
- If you need information about the editor click on the "Help" button (?) on the left:

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... Publish a page

• In order to publish a page go to *Publishing* within the editor menu, select *Published* and save it.

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• Press browse on the right next to the URL line, then the following window should pop up:



- Select or create a folder and upload your files using the *Upload* button on the right upper side
- · Select the file you want to link

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- In order to create a new article use Submit an article on the bottom right of the website

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• Add the title of the new article an edit it.

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- ... Link a page
- You can link an existing page within the PARSEME website in the following way:
- Highlight the words you want to link to the page and click on the "chain" button within the editor.
- Copy the URL of the page but only the part starting with "index.php/[...]"



• You can choose if the linked content should be opened in the same page or a new one by selecting the corresponding choice in the menu item *Target*:



Click Update / Save

- ... Change order within the "Events" page
- The only way to change the order of list items on the "Events" page is to modify the publishing date. The latest article will be on top of the list, the oldest at the bottom.
- In order to modify the date of publishing, use the *Publishing* menu item within the editor frame and change the date as shown in the picture:

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