How to Create a
Basic Joomla website
in next to no time

This short guide will teach you how to turn your newly installed **Joomla 3.5** site into a basic three page website.

The pages will be "Home", "About Us" & "Contact Us".

Create a Basic Joomla Website

It will also explain how you can **tidy up the appearance**, remove unnecessary information (such as unwanted titles, author names, dates and icons) and explains how to **install templates**, so that the whole layout and style of your site can be changed with the click of a button.

How to Create a Basic Joomla Website in next to no time

View this online at...
http://www.hyde-design.co.uk/joomla-training/basics
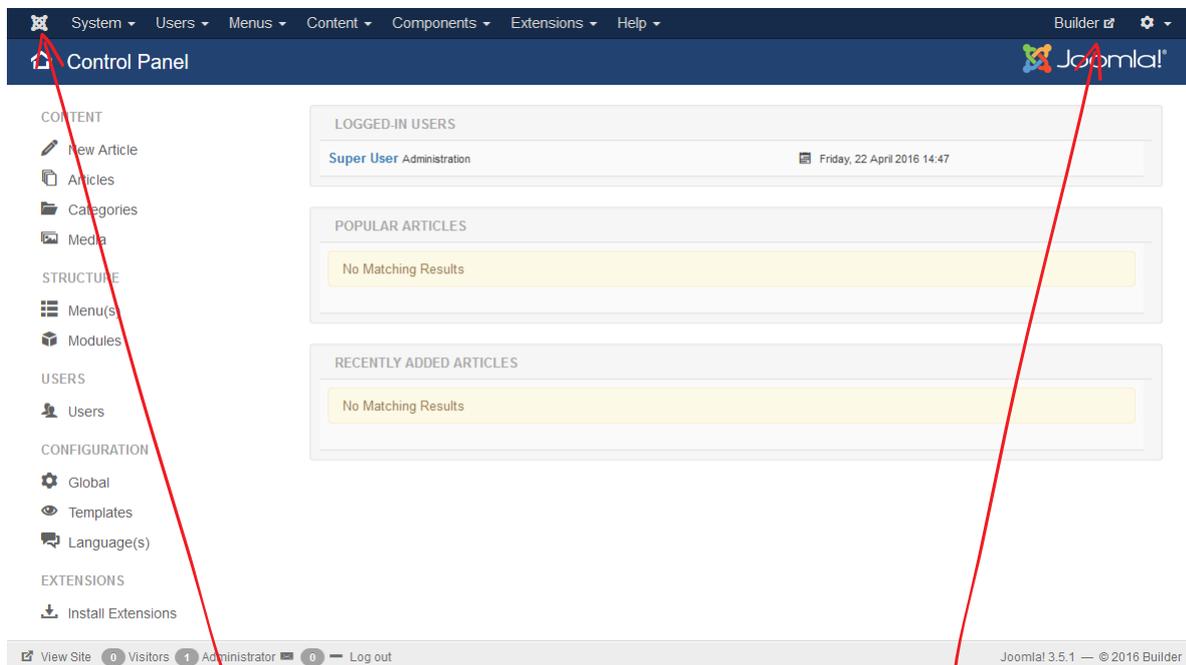
The Control Panel

To begin, access the administration area of your website via a web-browser

(this is the web-address that ends with "/administrator").

Enter your **username** and **password** and click on the **login** button.

This will display the main **control panel**, including quick links to the main areas of the site.

To return to the control panel at any time click on the **Joomla** icon at the top left of the screen.

To preview your site at any time click on the **Site Name** link at the top right of the screen.
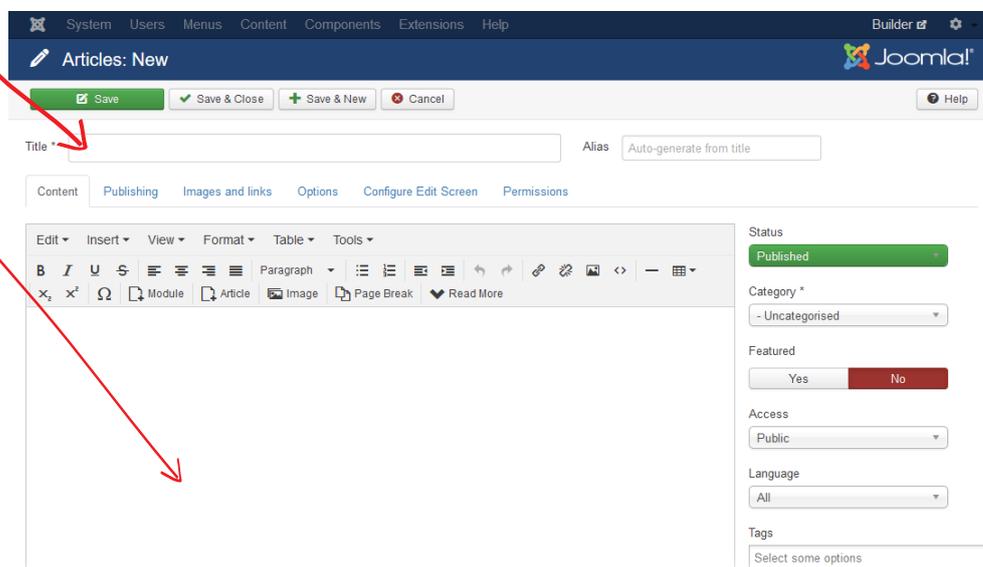
Creating Articles

Joomla sites are mainly composed of **articles**. Our "home-page" will be based on one article.

To create an article select **Content > Articles** from the main menu. Then click on the **New** icon at the top of the screen.
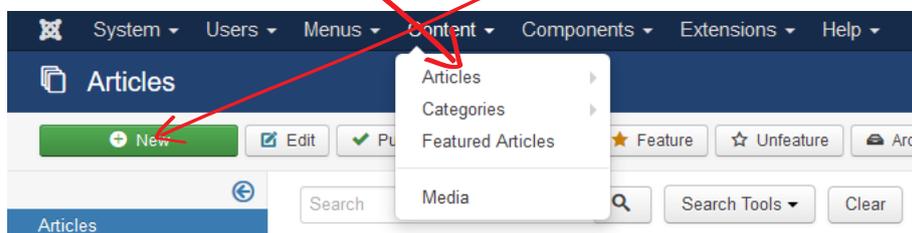
Give it a **title** (eg. "Home") then type whatever you want to appear as content in the main content box.

There is an extensive toolbar to help you edit your content with functions such as **Bold**, **Italic**, **align-left**, **align-right**, etc.

Just hover your mouse over these icons to view a brief description of what each tool does.

When you have finished click on the **Save & Close** icon at the top of the screen. This will save the **article** and return you to the **Articles** page.

If you ever need to edit an existing article simply click on the article **title** to open it back up.

Adding Images

A quick way to add images into your article is to simply "drag & drop" the image from your desktop into the main content area. By default the image is saved in the main "images" folder.

The slightly lengthier way is to first click at the position in the content box where you want it inserting, then click on the **image** button in the toolbar at the top of the screen.

This will display a pop-up box with all the currently stored images at the top of the box and a **browse** button at the bottom of the box.

Click on **browse** to locate the image file from your computer (or use CTRL click to select more than one image) then click on **upload** to add them to the area of stored images.

Finally, select the image you want from the top of the box and click on the **insert** button
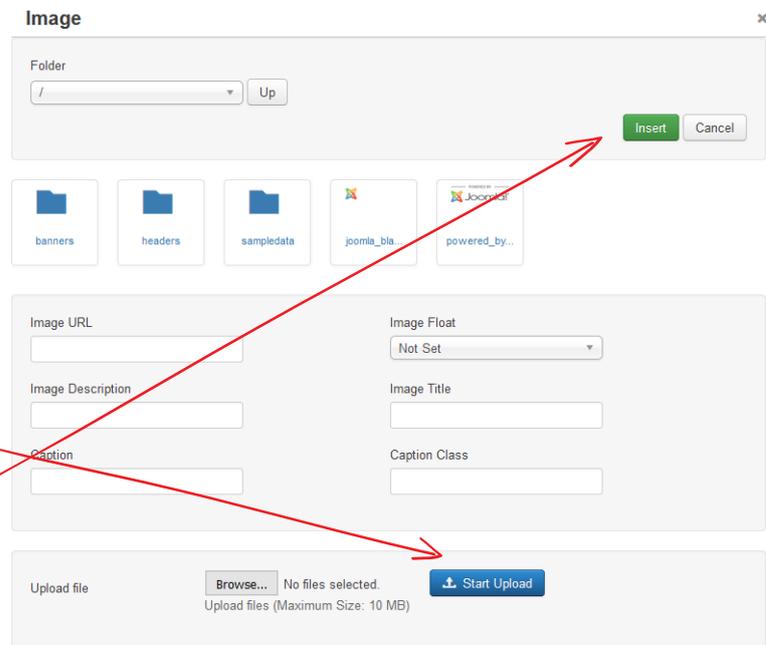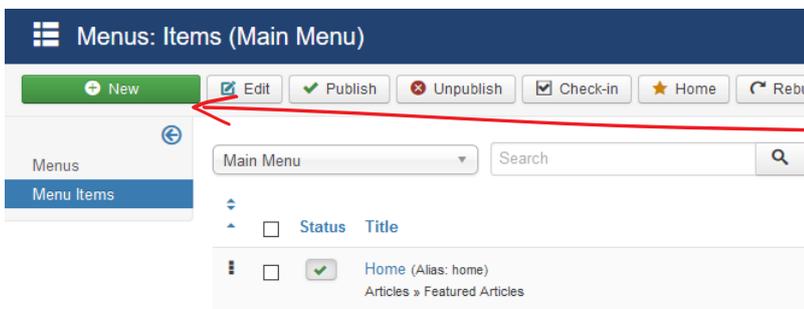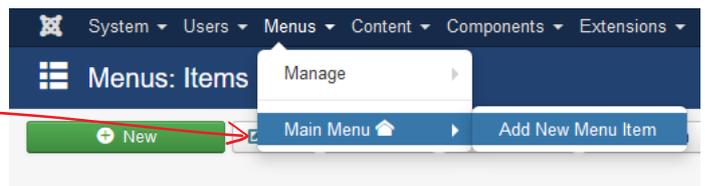
Your image will now be in your article.

To delete an image, simply click on it and press the delete button.

Don't forget to click on the **Save & Close** button at the top of the screen when you are finished.

Linking to Menu Items

For an article to be viewed it needs to be linked to a menu item. To create a menu item click on **Menus > Main Menu** at the top of the screen.

To edit an existing menu item click on it's **title** or to create a new one click on the green **new** button at the top of the screen.

Click on the **select** button (next to Menu Item Type) and from the pop-up selection list click on **Single Article** (in the Articles section).

Then enter the **Menu Title** (this is as it will appear on your website) and an **alias** (this is used in the page address of the URL). If you don't add an alias it will just enter one in for you.
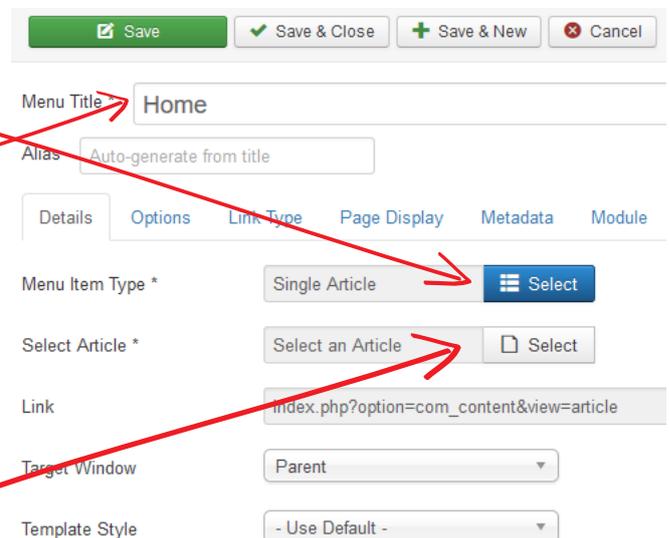
Finally click on the **Select** button (next to Select an Article) and choose from the pop up selection box the article you wish to link to.

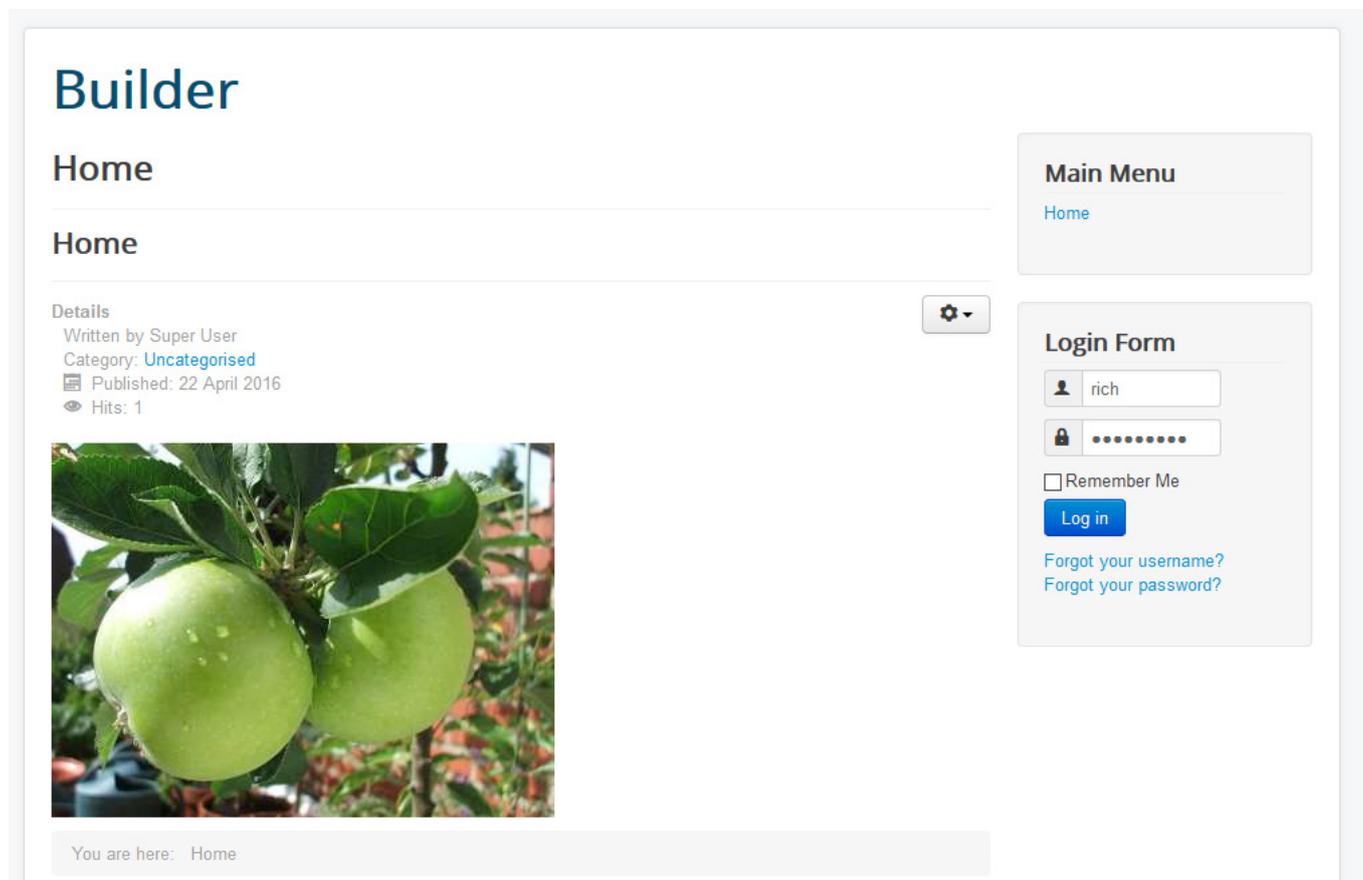Click on **Save & Close** when finished. The page will now be viewable online.

All Done...?

As you have seen the process of creating the site has been...

1) Create an **Article**
2) Create a **Menu item** linked to that article.

Simply repeat this process until you have all the pages you need.

When you have finished you will have a fully functioning basic web-site.

You will not like the way it includes a title, your name and date on each page. You will not like the PDF, Print and email icons on the right hand side.

And you might not want the login box or breadcrumb elements either.

But all these elements can be rectified later.

Improving the
The Appearance

To remove unnecessary information from your articles (such as unwanted titles, author names, dates and icons), go to the **Articles** page and click on the "options" icon on the right hand side.

This will list all the additional imformation that is added to the article page.

Change each option from "Show" to "Hide", or from "Yes" to "No."

Then click on **Save & Close** at the top of the screen.

If an unwanted page title is still showing on the home page, it could be that the menu item is still set to display the page title.

To change this click on **Menus > Main Menu** at the top of the screen. Select the Menu Item by clicking on the **title** (eg. Home). Then on the right hand side click on **Page Display Options** and change "Show Page Heading" from "Yes to "No."

Then click on **Save & Close** at the top of the screen.

Installing Templates

Templates are packages that can completely change the display and layout of your site. Altering the style whilst retaining the content, menu structure and any modules previously used.

There are 3 templates included within the default Joomla setup but many more are available to download from the **Joomla Extension Directory** or from commercial sites. They are available compressed in ZIP format and there is no need to decompress the extensions as the Joomla installer does this for you.

From the **control panel** go to **Extensions > Manage > Install**. Click on the **browse** button to locate the zip file from your desktop then click on **upload** to install.
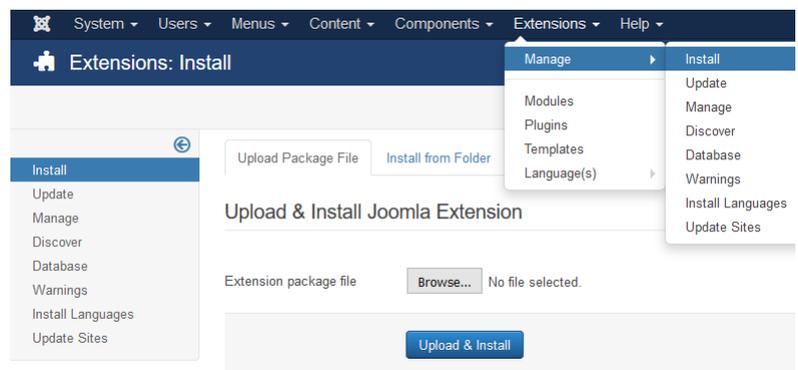
When it has completed an "install successful" message will appear.

Then go to **Extensions > Templates**. This lists all the templates currently stored on your site. The template with the gold star next to it is the "default" template that is currently used.

Templates that are included with **Joomla 3.5** include **Beez3** and **Protostar**

The administrator templates (**Isis** and **Hathor**) are also listed here.

To change a template simply tick the star next to the template title.

Only one default template can be selected for the "site" side and for the "administrator" side at any one time.
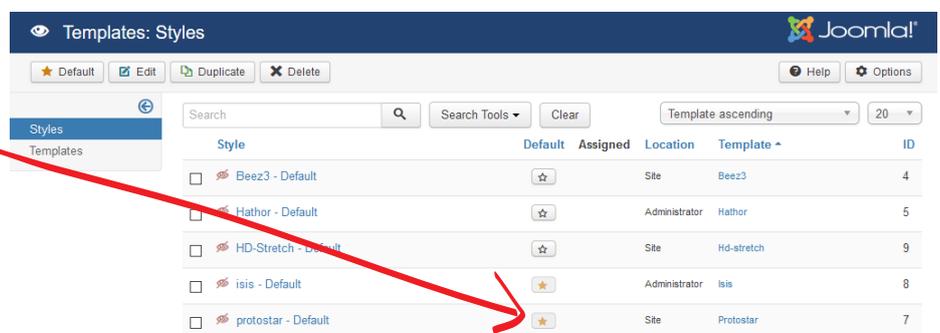
The templates page has two sections : **Styles** and **Templates**.

The **styles** section displays all the parameters that can be changed within the template (if available), this allows you to tweak variations of the display such as background colour or font (simply click on **save** to apply the settings).

Styles vary in complexity with some having no parameters at all and others providing you with a huge list of variations to choose from.

To access the **styles** section click on the title in the "Styles" column of the **Templates** page.
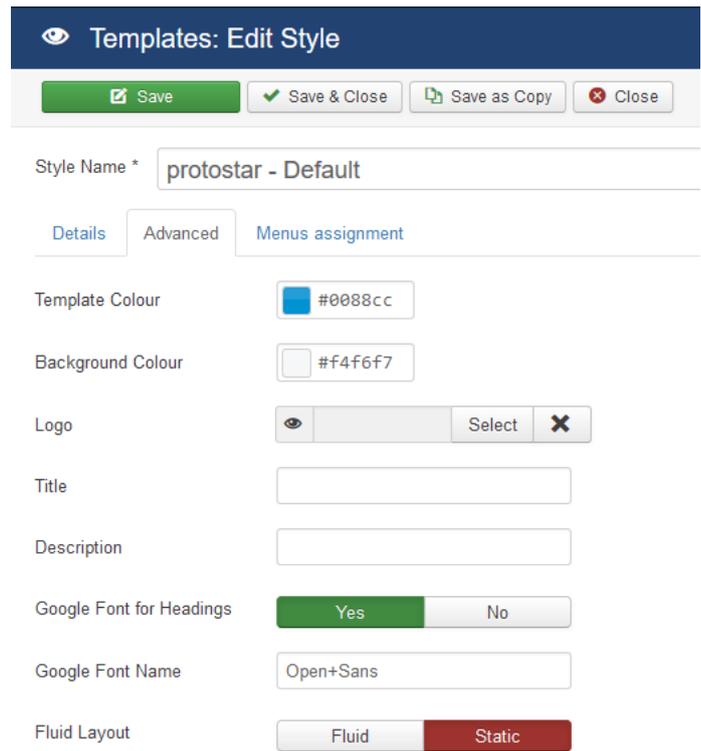
For more advanced users the **Templates** section allows you to edit and save the **HTML** and **CSS**.

To access this section click on the title in the "Templates" column of the **Templates** page.

To view the **HTML** code of the template click on "index.php" on the left hand side.

To view/edit the **CSS** files associated with this template click on "CSS" folder on the right hand side and select a file to edit.
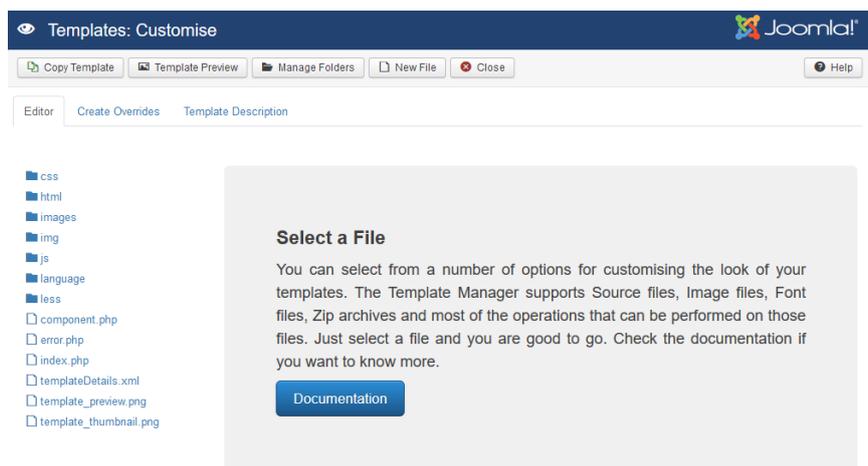
If you are interested in building your own templates, a free framework masterclass is available at www.hyde-design.co.uk/joomla-training/building-joomla-templates.

If you are interested in having a template custom designed for you, feel free to contact us at www.hyde-design.co.uk/contact-us.

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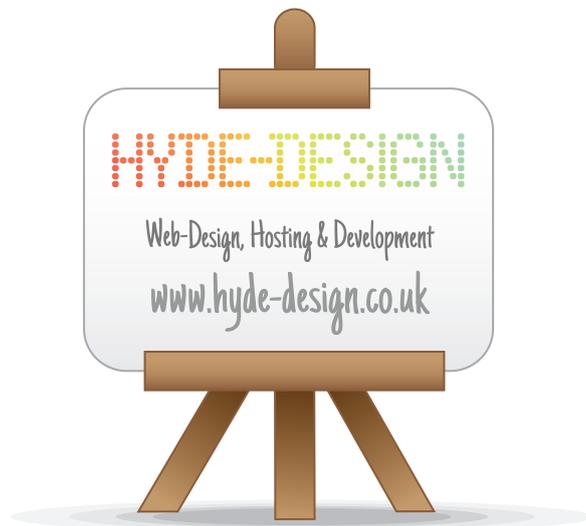
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wwww.hyde-design.co.uk**