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# Instructions on managing your new Joomla! website.

Your Acorn website comprises two parts:

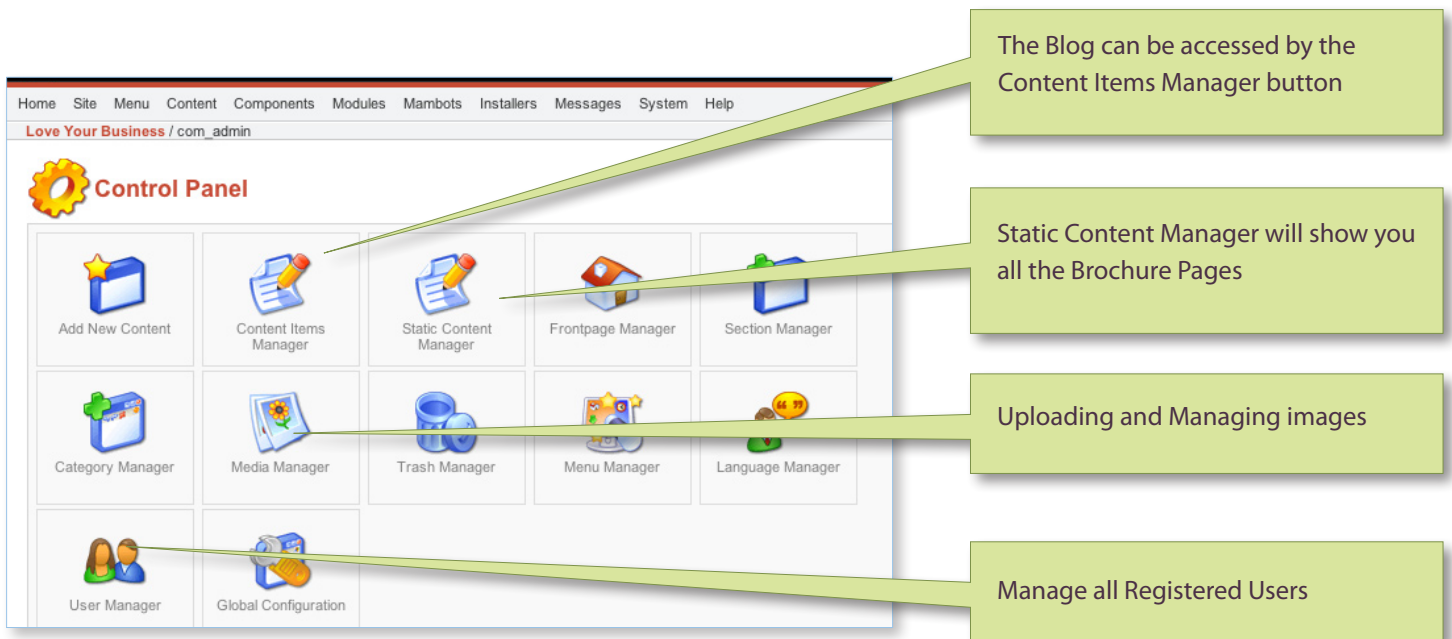
The **public website** that everyone sees, and the administration area which is for you alone. The **administration area** is the password protected area that allows you to manage all aspects of your website content.

## In this document...

1. Navigating the CMS
2. Your websites menu system
3. Managing content
4. Events & calendars

# 1. Navigating the CMS

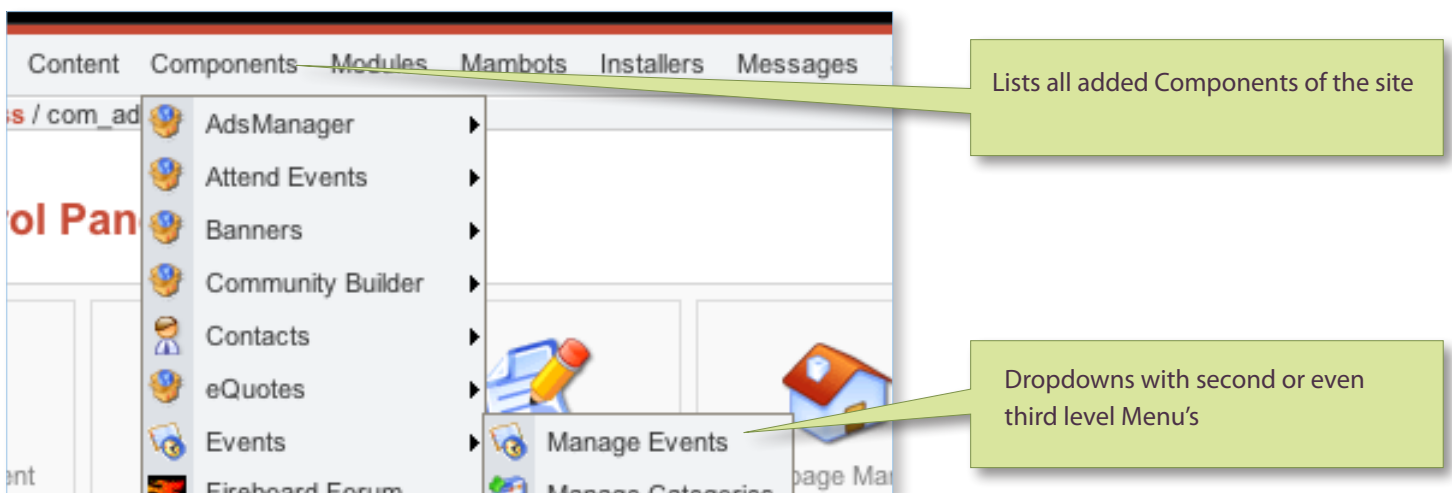
Navigation through Joomla is done either by the Home page buttons or the Top Menu System. Most things can be done through the Home page Buttons (pictured below).



The screenshot shows the Joomla Control Panel with the following callouts:

- The Blog can be accessed by the Content Items Manager button** (points to Content Items Manager)
- Static Content Manager will show you all the Brochure Pages** (points to Static Content Manager)
- Uploading and Managing images** (points to Media Manager)
- Manage all Registered Users** (points to User Manager)

More complex operations like Calendar Events and Comment Management can be found through the top menu under Components.

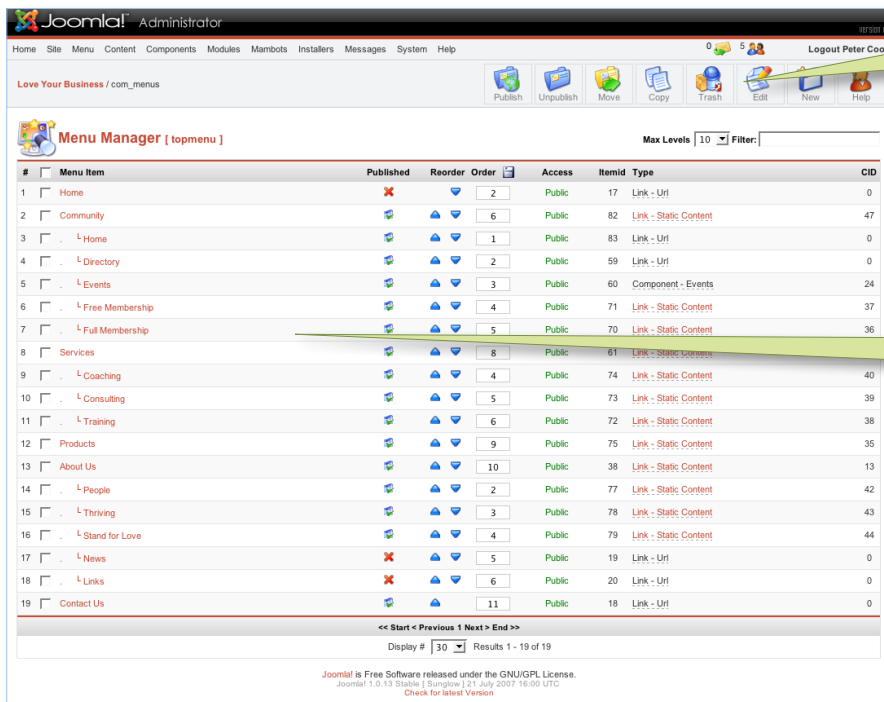


The screenshot shows the Joomla Components menu with the following callouts:

- Lists all added Components of the site** (points to the Components menu header)
- Dropdowns with second or even third level Menu's** (points to the 'Manage Events' sub-menu)

## 2. Your websites menu system

Simply click on the Pages option from the Content menu and you will be able to view every page in your website. From here you can add and delete, edit and even re-arrange your entire websites' page structure.



Here you can add/edit and delete Menu Links, without altering the content.

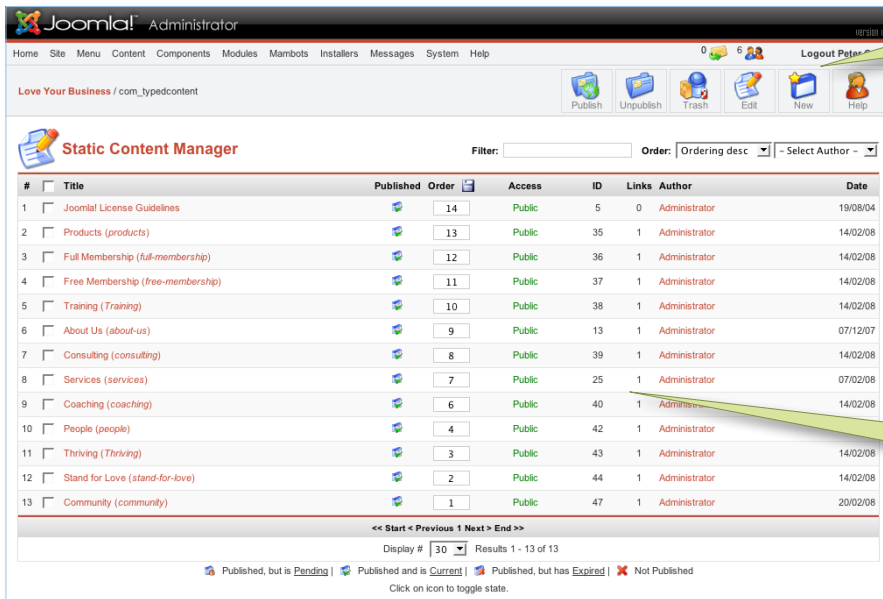
This lists all the page links in your website's menu. Providing their hierarchy in the site, the ability to Publish/Unpublish pages and Re-arrange pages.

## accessing content

You can edit the content through the Content option in Joomla's menu.

### 3. Managing content

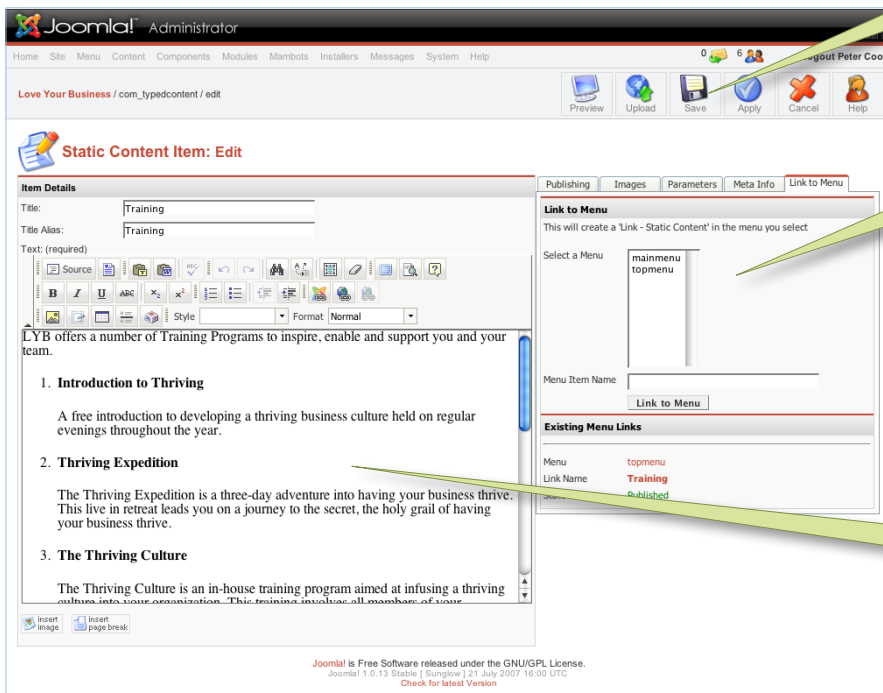
The websites content is found under the Content > Content by Sections option of the Joomla menu. Here it is organised into the main Sections of your website. Alternatively choose Content > All Content Items to view a complete list of content from all sections.



Add/Edit/Delete content.

Edit individual content items, choose to Publish/Unpublish

Inside the Content Item you can insert and format the content. Add your page title. Use the tabbed side column to edit other information as well as creating a link to your Website's menu if required.



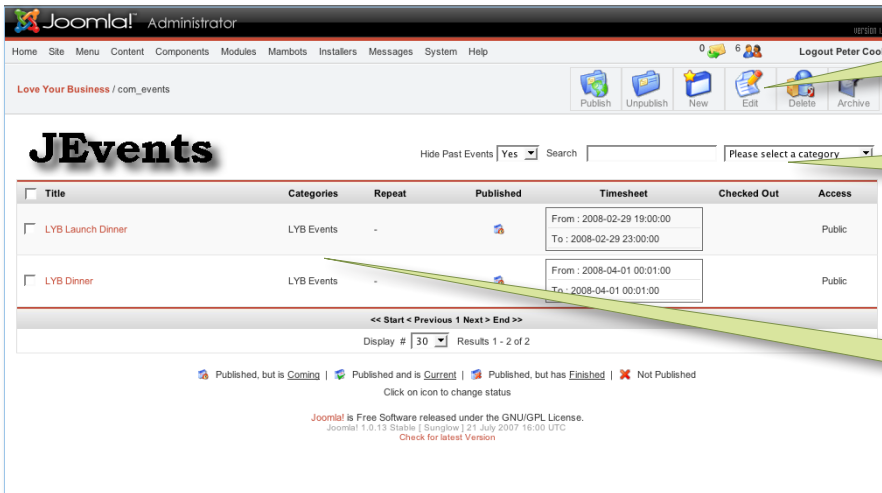
Save article once finished, else cancel

Choose Top Menu and give the Link a name to add this page to your menu

Add your content here

## 4. Events & calendars

Calendar information is run through the JEvents component in the Components section of the Joomla menu.

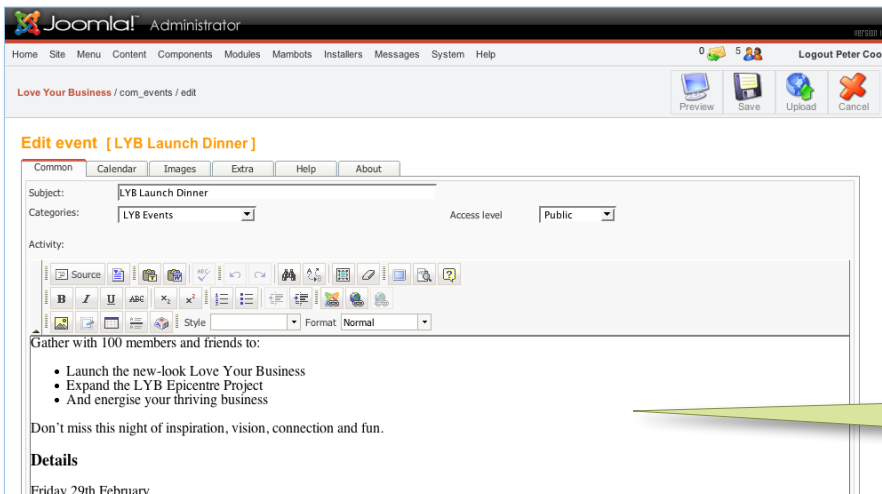


Add/Edit/Delete events

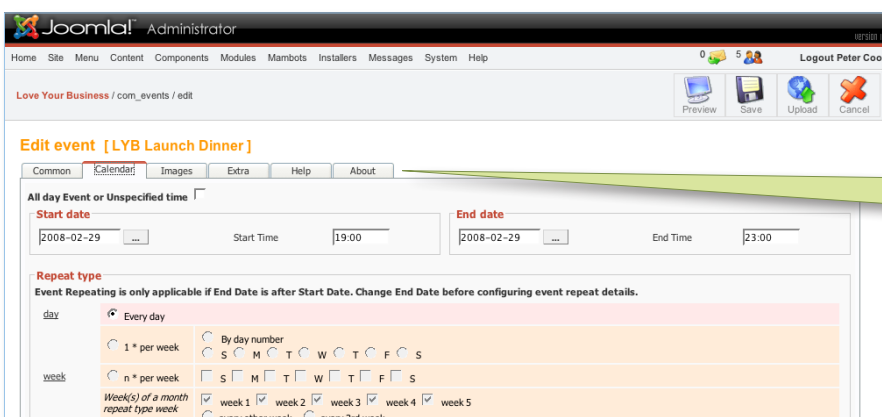
Show past events, Search or display from specific category

Lists all current events with timetable

Inside an Event Item you can edit the events Description, Date, Venue. Also choose when to have the Event display in the Calendar and when to expire.



Add your events description here



Use the tabs to edit other information like what time the event should display in the Calendar