



# **mamboSchools Tutorial**

## **Content/Web Page Series** (jv3.x)

### ***1: Introduction & Updating an Existing Web Page***

This web application print manual will educate and introduce web managers to the content component within your mamboSchools™ site.

The content component allows you to add and edit web pages within your site. You use the content component to update the scrolling billboard or announcement areas within your site.

# The Content (Web Page) Component

## Site Web (Content) Pages

Components are the main pages or sections of your website. Your public users link to a component by clicking a menu selection. As an admin user, you are in charge of maintaining the components and modules within your mamboSchools™ site.

The content component is widely used within your school site. This component allows you to edit and create new web pages. These content or web pages are a mixture of text and media (images, video, audio, etc.).

Content may be found throughout your school site. Examples

1. Web Pages (like the home page)
2. The Announcement or Billboard Area.

To edit a web page and announcement/billboard items, you access the content component from the admin side.

**1.**

Welcome to the mamboSchools Elementary web site. I believe you will find our website informative and a useful tool to gather information regarding mamboSchools Elementary. As we enter the new decade, take note of our new Twitter presence. Visit our page and follow us on the site, your mobile or portable device.

mamboSchools is an outstanding elementary school where we are committed to the success of each of our students. Strong parental involvement in the education of their children is a vital component to our success. Working together, we are helping the children grow into readers, writers, creative thinkers, and problem solvers, as we prepare them for life in the 21st century.

**2.**

The mHS drama class presents our fall play entitled, "Sounds of Autumn". The play will be held on November 1st at 7PM in the mHS Theatre.

**School Status**

School is Open  
Lafayette, IN  
38°

**Upcoming Events**

03.09.2014  
9 Daylight Saving Time starts

03.17.2014 6:00 pm - 9:00 pm  
17 Monthly PTO Meeting

04.13.2014  
13 Thomas Jefferson's Birthday

04.14.2014 6:00 pm - 9:00 pm  
14 Monthly PTO Meeting

**School Year 2015-2016 Opens!**

# Logging into the mamboSchools™ Admin Area



The image shows the Joomla! login interface. It features the Joomla! logo at the top. Below the logo are two input fields: 'User Name' and 'Password'. The 'User Name' field is marked with a '1.' in a black circle. The 'Password' field is marked with a '2.' in a black circle. Below these fields is a blue 'Log in' button, which is marked with a '3.' in a black circle. Each input field also has a small question mark icon to its right.

## Login to Admin Area

The administrative backend is a separate area hidden from your public and registered users.

The administrative backend is accessed by accessing the following web address:

<http://<enteryourwebsitename>/administrator/>

1. Click into the Username area. Type in your assigned username.
2. Click into the Password area. Type in your assigned password.
3. Click the “Login” button. The administrative control panel appears.

This area is locked with a password and hidden from Public and Restricted/Teacher Users. Only web managers and site administrators have access to this area.

# The Control Panel and Content Menu (cont.)

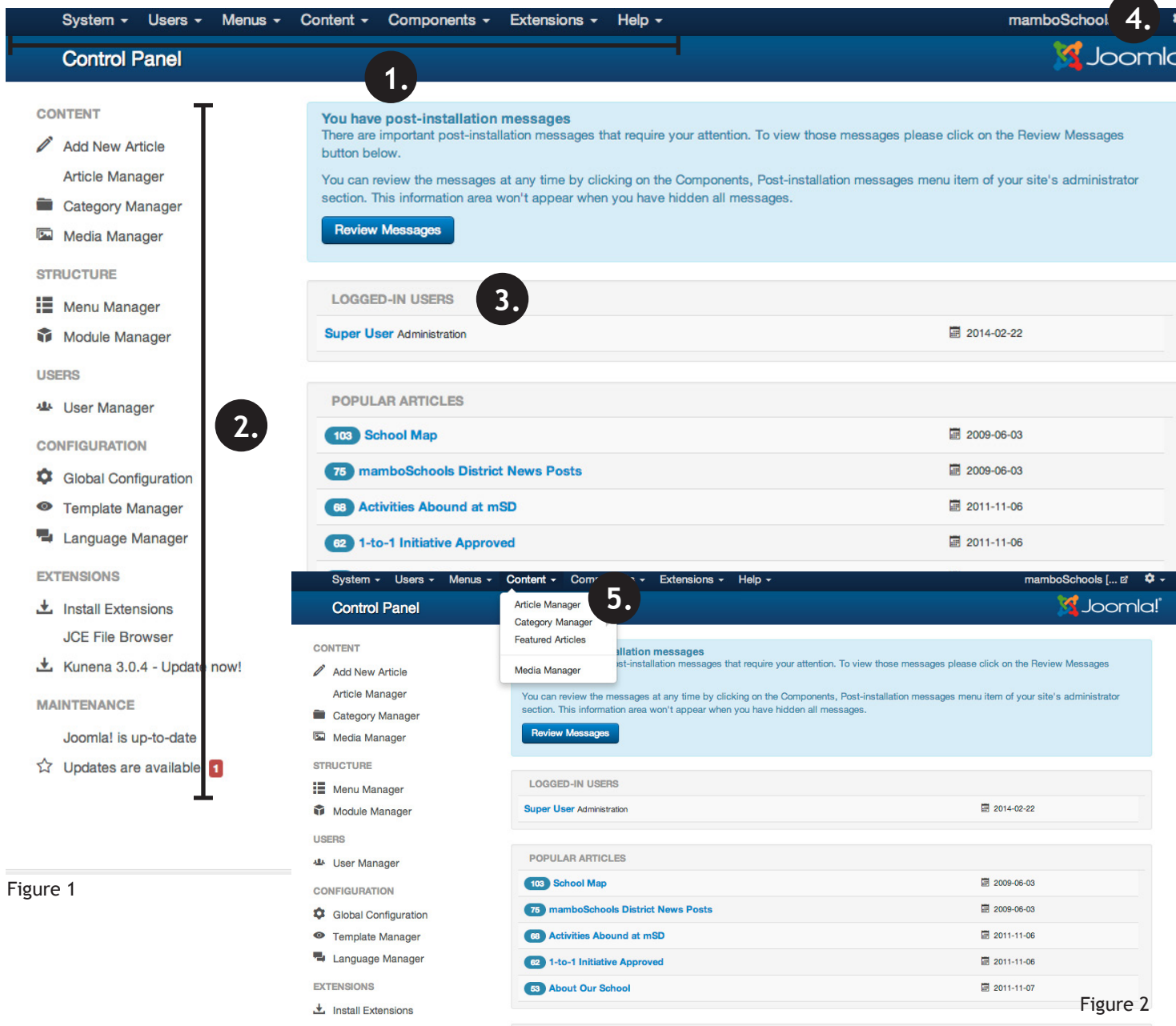


Figure 1

## The Control Panel & Content Menus

The mamboSchools™ administration side has many ways to navigate through its commands and control panels.

Figure 1

1. The navigation menu allows access to all functions and commands within the administrative side of your site.
2. You also may wish to explore the control panel sidebar. This sidebar echos a few of the menu functions. One may choose a sidebar link for certain functions and commands.
3. This area lists the current “logged in users” on the public side (registered/teacher users) and backend (managers, administrators, super administrators). You can access other statistical information by clicking the dropdown areas.
4. To logout of the administrative backend click the Profile Settings link (upper right corner) and select Log.

Figure 2

5. To access your site web pages, you must access the Content Component. Select the ‘Content’ menu > Article Manager.

Figure 2

# Using the Article Manager

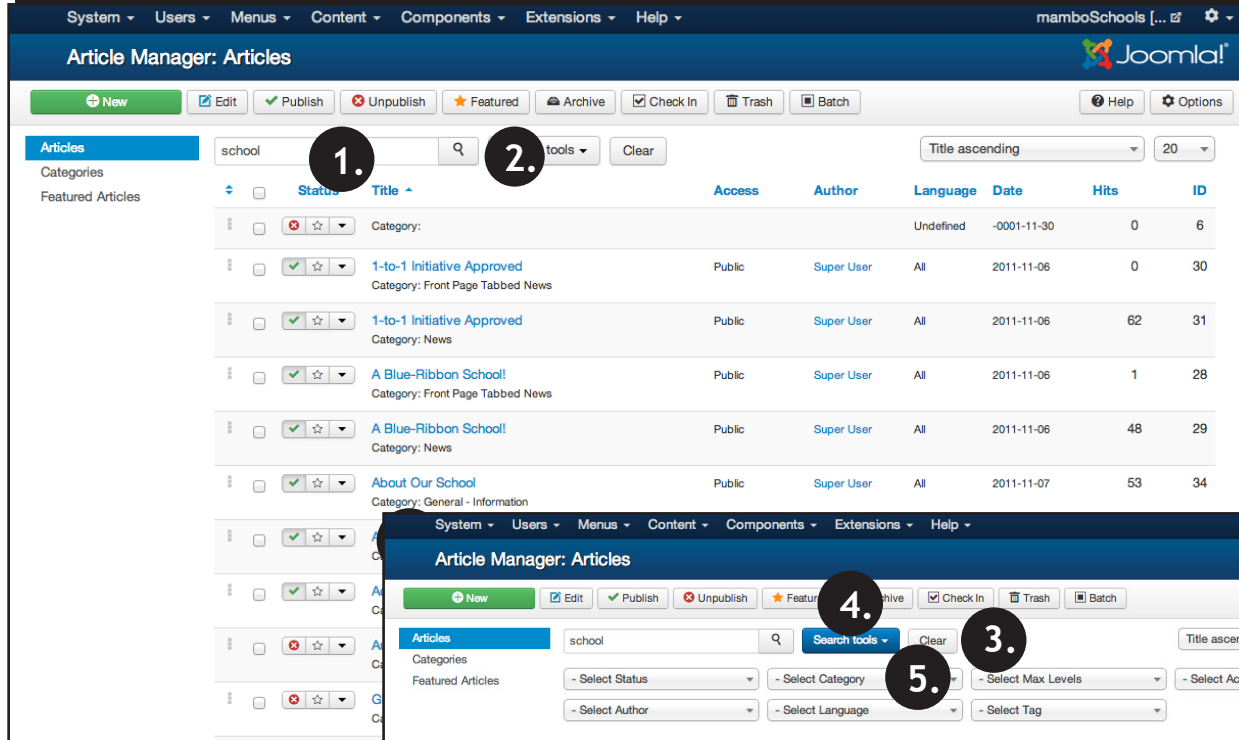


Figure 1

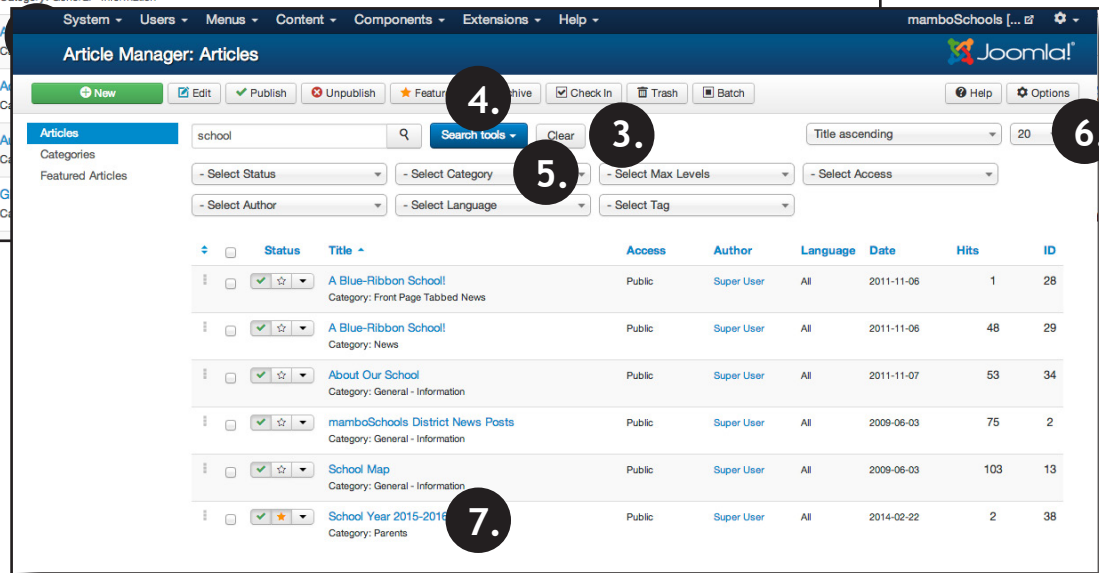


Figure 2

## The Article Manager

After clicking the “Article Manager” link, a list of current web pages appear in the Article Manager window. For our example, we will be editing the home page article, titled, ‘School Year 2015-2016 Opens!’”

You can locate a web page by scrolling to search for the title in the Article Manager. When you have a multi-page list of web pages, searching becomes more difficult. It is easier to use the search function.

Figure 1

1. Click into the ‘Search’ area above the listings to the left. Type in a word or part of the title. For our example, the title of the web page contains the word “school”, so we will enter this word.
2. Click the search icon (a magnifying glass) or tap your enter/return key. The search word narrows down our article manager to five web pages containing the word ‘school’.

Figure 2

3. To clear the search and return to the complete article list, click the ‘Clear’ button.
4. To explore other ways to search, click the ‘Search Tools’ button. You will see other ways to search.
5. One popular way to search is by the article category. You can easily locate groups of web pages or articles using this dropdown menu.
6. To manually search all articles, set the list number from 20 to all.
7. Click at the title. In our example, we click at the web page titled ‘School Year 2015-16 Opens!’



# Editing Content in the Web Editor

System Users Menus Content Components Extensions Help mamboSchools [...]

**Article Manager: Edit Article** Joomla!

a. **Preview** **Save** **4.** **Save &** **3.** **Save & New** **Save as Copy** **Close** **Help**

Title \* **School Year 2015-2016 Opens!** Alias **school-year-2015-2016-opens**

Content **Publishing** Images and links Options Configure Edit Screen Permissions

b. **(Source)**

**1.** **2.**

Path: img Words: 245

h. **Document** **Magic Window** **Article** **Image** **Page Break** **Read More**

View Site 0 Visitors 1 Admin 0 Log out © 2014 mamboSchools [Lava]

## Editing Content

After clicking a title you are ready to edit your article within the web site editor:

1. Click into the text area. Edit your article.
2. If desired, use the text formatting menus and tools. Tool titles appear as your mouse moves atop each tool button. Watch for keyboard shortcuts for certain command like CTRL-B for boldfacing.

NOTE: Visually, the tools look like Microsoft Office tools. Many times they function the same and have the same keyboard shortcut.

Other Helpful Commands:

- a. Preview - Allows you to test out links without returning to the public side.
  - b. Source - Shows the actual HTML language. Click to edit in HTML, click again to return back the Normal View
  - c. Spell Checker
  - d. Find/Replace- Helpful when misspelling a word throughout a document.
  - e. Insert/Edit Link (See Manual #4 in this series)
  - f. Insert/Edit Image (See Manual #4 in this series).
  - g. Table Editor (See Manual #4 in this series).
  - h. Document Plug-in (See Document Library Series Manual #4).
3. After editing your article, click 'Save & Close' and you will return to the Article Manager.
  4. Clicking "Save" will also save, but keep you in the editor. As a new user, this may be your preferred way to save. Because after saving, you can view your web page on the public side of the site and return back to the editor (if further edits are required).

# Editing Billboard/Announcements/Newsflash Items

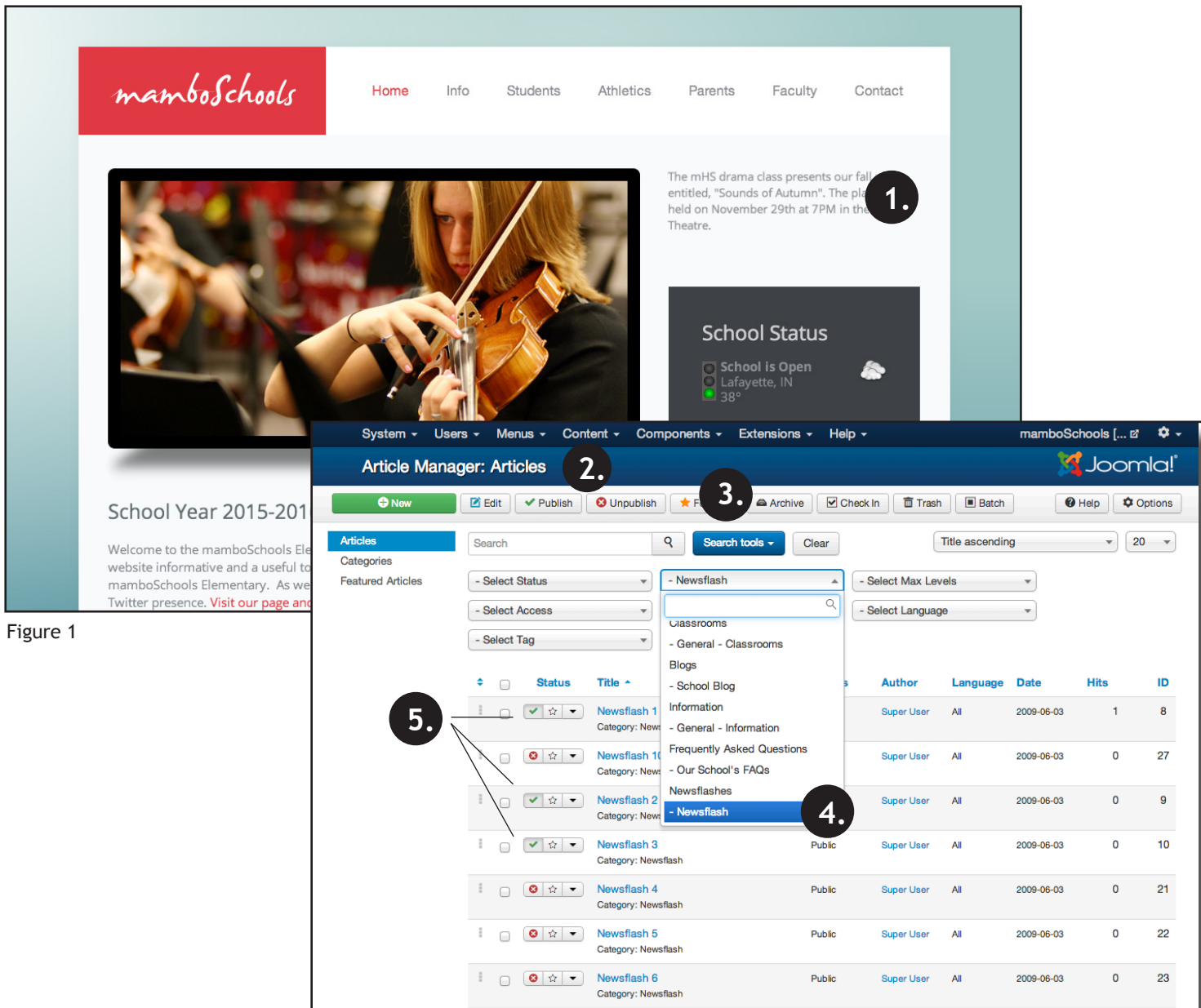


Figure 1

Figure 2

## Editing Rotating Content

The billboard area of your web site is usually found on the home page. This area rotates through many shorter web pages that are stored within your Article Manager. **For this exercise, we will be calling these short web pages ... items.** Although, truly they are web pages.

1. Locate the billboard area of your web site. It is usually found in below the main menu navigation at right or along the right side bar. You may want to count the number of billboard items that appear. By default, your site is set with three (3) rotating items.

NOTE: Some sites do not have a billboard area.

2. Move to the admin side, and select the 'Content' menu > Article Manager.
3. In order to quickly locate the billboard content, locate and click the 'Search Tools' button.
4. Click the '- Select Category -' search dropdown. Select the 'Newsflash' category.

NOTE: Newer site setups may use the following category names:

- a. Newsflash or Newsflashes
  - b. Announcements or Announcement items/ Slides
  - c. Billboard or Billboard Items
5. The filter may display as many as 10 items. No matter the number, the key is to locate the items that are published (look at the 'Published' column for the green checks).

# Editing Billboard/Newsflash Items (cont.)

System ▾ Users ▾ Menus ▾ Content ▾ Components ▾ Extensions ▾ Help ▾ mamboSchools [...] ⚙

## Article Manager: Articles

[New](#) [Edit](#) [Publish](#) [Unpublish](#) [Featured](#) [Archive](#) [Check In](#) [Trash](#) [Batch](#) [Help](#) [Options](#)

Articles

Categories

Featured Articles

- Select Status - Select Access - Select Tag

- Newsflash

Classrooms

- General - Classrooms

Blogs

- School Blog

Information

- General - Information

Frequently Asked Questions

- Our School's FAQs

Newsflashes

- Newsflash

Status	Title	Author	Language	Date	Hits	ID
<input checked="" type="checkbox"/>	Newsflash 1	Super User	All	2009-06-03	1	8
<input checked="" type="checkbox"/>	Newsflash 10	Super User	All	2009-06-03	0	27
<input checked="" type="checkbox"/>	Newsflash 2	Super User	All	2009-06-03	0	9
<input checked="" type="checkbox"/>	Newsflash 3	Super User	All	2009-06-03	0	10
<input checked="" type="checkbox"/>	Newsflash 4	Super User	All	2009-06-03	0	21
<input checked="" type="checkbox"/>	Newsflash 5	Super User	All	2009-06-03	0	22
<input checked="" type="checkbox"/>	Newsflash 6	Super User	All	2009-06-03	0	23
<input checked="" type="checkbox"/>	Newsflash 7	Super User	All	2009-06-03	0	24

## Editing Rotating Content (cont.)

Once you have located your published billboard items, click on each to locate the one you wish to edit. Return to page 6 for a reminder on editing. You can follow all of the steps on page 6 and continue editing each billboard item until complete.

### HELPFUL TIPS:

- Rather than create new items, just edit old ones. If you need to create more than the number published, review #e below.
- Feel free to open an item and review it without saving. If you wish to not save an billboard item, click the 'Close' button in the upper right toolbar.
- The titles of the billboard items are generically named. So, you can rename the title to assist you in remembering the content. Titles are never displayed in the billboard area on the public side. If you do adjust a title remember to 'Save' or 'Save & Close' this change.
- Each item is short. There is a limited number of words that can fit within the public side area. After time and trial/error, you will learn proper length.
- To add more than the default three items follow these steps (shown on the image to the left):
  - Click an unpublished billboard/newsflash or announcement item title. In our example, we are selecting 'Newsflash 4'. You can select any unpublished item in your list.

Edit the item and 'Save'

- To activate the fourth item, locate the 'Status' column and click the red X to a green check. Return to the public side and your item will now appear.