

Church of Christ Customer Help

Dear Church of Christ Site Customer,

Thank you for choosing to allow us to create a internet presence for your congregation. This site has a complete help file to help you maintain the site we have created.

You can change the content, and add new content, categories, and put new menu items on the site all by yourself.

There will be some learning curve, but once you do something once, you will find it easy to repeat.

Now it is time to add some content to your website! In order to create the desired hierarchy, you need first to gain understanding of the classes of content that are included in Joomla. Those are sections, categories and content items.

The highest level in the hierarchy is represented by the Sections. These can be managed through the Section Manager of the Content menu. Imagine the Sections as the file cabinet drawer that contain the folders (categories), filled with articles (content items).

This will give you an overview of how the site works. Please utilize all the functions of this site.

{mospagebreak title=How to manage Sections}

How to manage Sections

Let us first start with creating a section. To do that, please go to the Content menu and select the Section Manager option.

Once in there, you will see the list of existing sections. Click the New icon in order to create your own section.

In the fields that appear, fill in the details of the section: title, description, etc. When done, please click the Save icon at the top right.

You will be taken back to the section list, which will now include the section you have just created. In order to link it to a menu you will need to click on its name and edit the linking properties (those preferences determine where in the menus should the section appear in the menus of your website).

{mospagebreak title=How to manage Categories}

How to manage Categories

Next step in organizing the content in your website is creating the categories. To do that you need to go to the Category manager through the Content menu:

There you will be able to see the existing categories, edit and manage those and create new ones. Click on the New icon to start the creation process and fill in the details required for the new category.

It is important to select the parent Section for the new category, in order to have the proper content organization (or at least the one that you desire).

Again, you can set the menu linking details after saving the category.

Please note that an empty Section or an empty Category will not show up in the menu. Each of these must have at least a single Content item created and published.

{mospagebreak title=How to manage content items}
How to manage content items

In order to create and publish a Content Item, please go to the Content menu and select All Content Items.

All the items that have been included in Joomla article list up to date will be displayed. You will be able to manage existing ones or create new by clicking the respective icon:

The process of creating a new article is very similar to the one through which the Sections and the Categories are being created. This time around you will need to select both the parenting Section and Category, in order to create an article.

In this case instead of a description you will be able to enter a short introductory text. It will appear in the main Section / Category page ending with a link to continue reading further the rest of the article. This short introduction may also show on your frontpage if you have published it there. There are other options, such as: where the item will appear in menus, to add pictures, manage the authorship and publishing date, etc. When done, please click the [Save] icon to complete the creation process. You will be able to see the new item listed in the Content Items Manager.

The last thing to do in order to have the item online is to publish it - just click on the red X and that will publish the article.

You can also change the order in which the articles appear through clicking the up- and down-pointed triangles respectively. That can be also done through changing the number in the Order box that you see on the same line and then pressing the Enter key on your keyboard. The smaller the number in the box, the higher the article appears. The changes will be automatically applied and you will see the changes when the screen refreshes.