

Ramblers-Webs - run by volunteers for volunteers



Introduction to Joomla 3.x Settings

This document sets out how Joomla is installed on the standard Joomla web site hosted by Ramblers-webs.org.uk. It relates to version 3.x of Joomla and sites created AFTER Sept 2014.

It also outlines how to get further information about editing a Joomla 3.x and describes the changes/additions we have made to a standard Joomla 3.x installation.

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1 Joomla Information

1.1 First Access

The administrators will have informed you of the url for your new site. This will be something like

- <http://new.yourdomain.org.uk> or
- <http://123.234.12.34/yourdomain.org.uk/www01> .

The second example is a temporary address and is used when your domain name has yet to be transferred to our servers.

To access the administration area of our site just add /administrator to the url

e.g. <http://new.yourdomain.org.uk/administrator>

1.2 First log in

The administrators will also have given you an initial username and password. When you first log in you **MUST** change the username, password, name and email address for this account by using the **User Manager**.

Note: Some people have assumed that they can use an @ramblers-webs.org.uk email address. We do not set up email addresses of this form and you should use your normal email address for the above account.

Note: Joomla will be installed in a folder , such as www01, please **do not rename** this folder as some settings depend on this name staying the same.

Note: It is **NOT** possible to make a new copy of a Joomla site by just copying the site's file. Joomla consists of files and a Mysql database. The best way of making a copy of a site is to take an Akeeba backup file and reinstall it with software called Kickstart. See How to articles on our site.

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1.3 Getting information about Joomla

To get information on how to edit a Joomla site you should look at the **How to** articles and documents on <http://www.ramblers-webs.org.uk/>

There are articles about Joomla and also Documents you can download, you must log in to the site to access the latter. Look for the Easy Start guide. There are also a number of training videos on the web,

e.g.

- <https://community.joomla.org/joomla-training.html>
- <http://www.buildajoomlawebsite.com> and
- <http://www.siteground.com/tutorials/joomla-video/>.

Many of these are quite good to get you started.

Note you can miss out the information about installation as we do that for you.

Try Googling “Joomla training ” and see what you can find.

If you cannot find answers either above or elsewhere on the web then we would suggest you use the Forum on our site to ask other web masters.

Syntax

In the following sections you will see a number of items described with a > sign.

E.g. Extensions > Modules

This refers to the Joomla Administration menus. i.e. look for the Extensions command and then the Modules option.

2 Joomla Settings

The main areas where we have added functionality to Joomla are

- Security/Backups – additional components for backing up your site and for checking that it has not been compromised.
- Branding – an additional Template and modules/css files to give a Ramblers look to your site
- Walks feeds – the ability to obtain information from ramblers.org.uk of walks within the Walks Finder system and display them on your site

2.1 Song Title Users

In addition to the web master's account there are a set of song title user accounts.

These **should NOT be removed** as they are for the Ramblers-Webs administrators so that they can access your web site to do updates or provide support.

New accounts can be set up using the User Manager.

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2.2 Articles

You will find some initial articles and categories set up. The typography articles are there so you can see some of the editing options you can use. Whether the categories are suitable for you will depend on the types of article you plan to add to the site. Feel free to change or delete any of the articles or categories.

2.3 Web Links and Contacts

As with articles above you will find some initial data set up in these data types. Please change , delete or add to these as you require.

2.4 Joomla Extensions Joomla 3.x

This section lists the extensions we have added to Joomla.

NOTE: while you are able to install extensions to your site you should be aware that some extensions can have security loopholes and can cause failure of your site. It is advisable to always backup a site prior to adding a new extension.

2.5 Component - Akeeba Backup

We have purchased Akeeba Backup Pro. We use this to automatically backup your Joomla website once a week. Additionally, you can use it to manually backup your site, for example before or after making major changes to your site.

We currently store the last 10 backups in the default Akeeba folder on the server. Do not change this setting to store more backups.

For additional security we recommend you may wish to download a backup file(s) to your own PC. This does not need to be done very often, say just once a month or before/after a major change. Backups can be accessed via the administrator area, visit Components > Akeeba > Manage Backups.

Please see section below about Akeeba Emails.

<https://www.akeebabackup.com/>

2.6 Component - Admin Tools

This component has a number of tools that the Ramblers-Webs administrators will use.

<https://www.akeebabackup.com/>

2.7 Component - JCE (Administrator)

This is an upgraded WYSIWYG editor for articles and such.

<http://www.joomlacontenteditor.net/>

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2.8 Plugin – JHackguard

This extension monitors all user input to the site to help protect Joomla websites from hacking attacks.

<http://www.siteground.com/>

2.9 Plugin - JCE MediaBox

This is part of the JCE editor and allows for pop-up windows, useful for displaying pictures.

<http://www.joomlacontenteditor.net/>

2.10 Ramblers Branding

The Ramblers have defined a set of guidelines on branding documents and web sites. In particular the Ramblers have defined a number Ramblers colours. Search for branding on the Ramblers.org.uk web site.

The guide defines a set of colours that should be used.

The colours are based on the Pantone system and are

- p0110,p0159,p0186,p0555,p0583,p1815,p4485,p5565,p7474

Here is a representation of these colours, note that the colours may appear different in different applications.

Pantone 0110	
Pantone 0159	
Pantone 0186	
Pantone 0555	
Pantone 0583	
Pantone 1815	
Pantone 4485	
Pantone 5565	
Pantone 7474	

2.11 Ramblers Template

To get a Ramblers look and feel we currently use a Template called GANTRY, two Ramblers modules and a set of Ramblers CSS files (style-sheets)

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2.11.1 Gantry

For information about how to use this template go to <http://docs.gantry.org/joomla> and look at Gantry 4 information.

2.11.2 Module – RAFooter

This Module displays the text for a standard Ramblers footer (in the footer position) of your site. You need to change copyright information in the footer. Change the start year to the first year of your web site and the copyright text to the name of your Group or Area.

There is an option to have a ramblers.org.uk style footer, this sets the footer and copyright positions to be dark grey and the bottom position to have a graphic background. The RAFooter module should be in the copyright position. Any extra menus in the footer position. To obtain the extra graphics the bottom position must be used. The Gantry template can display the date and this can be placed in the bottom-a position.

The code for this module is stored on

<https://github.com/ramblerswebs/rafooter>

In addition the module also implements a [ramblers.css](#) style-sheet which provides a number of additional features. The main one is a set of module styles described below.

2.12 Rambler Styled Modules

The above section describes how to activate the [ramblers.css](#) file. This file allows the definition of Modules using Ramblers colours. There are three types

2.12.1 Heading

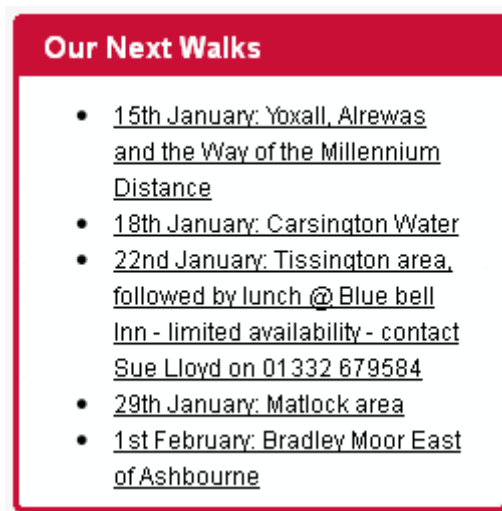


2.12.2 Full colour



2.12.3 Outline

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To specify one of these colours schemes you specify a value in the **Module Class Suffix** such as

- ramod_heading0583 – for a heading module
- ramod_pantone7474 – for a full colour module
- ramod_outline0186– for an outline display

The final number can be any of the Ramblers pantone colours.

2.12.4 Module – RA Header

This Module provides a configurable banner. It is displayed in the Top-a position of Gantry. You may select the

- Logo image and size displayed
- The background colour
- An additional horizon image and its size
- The main title and sub title of the site and their colours

The Module uses a css file called ramblersheader.css. If required you may customise this css file to get your required banner. Please take a backup of the file prior to changing it.

The css file can be accessed using the HCP. It is stored in the web sites folder (www0x) under Modules > RAHeader > css

Images can be uploaded by Media Manager and then used within this module as either a logo or a horizon image.

The code for this module is stored on

<https://github.com/ramblerswebs/raheader>

NOTE: if you customise the css file this will get overwritten if you upgrade the extension.

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2.13 ***Social network links***

A Custom HTML module is set up in our Starter for Ten web site which can be deleted or used to link to any social media sites your group uses.

2.14 ***Standard Images***

A set of useful images should be in a folder called **ra-images**. This folder is normally in the standard *images* folder accessed by Media Manager. There are sub folders

- containing horizon images and
- containing Ramblers logos. The logo92 images are best for use in the header
- other standard images you may require

Source <https://github.com/ramblerswebs/ra-images>

2.15 ***Notification of software updates***

An extension (a plug in) called cupdater is installed that is set up to monitor your site to identify if any software updates are available. It is set up to send an email to sitestatus@yourdomain (see below) to tell you and us if updates are available.

<https://compojoom.com/joomla-extensions/cupdater-notification-system>

2.16 ***Optional Extensions***

The following extensions can be added to your site.

2.16.1 ***JSN ImageShow***

This module allows a number of slide show style presentations to be made, full documentation is available on our site.

<http://www.joomlashine.com/>

2.16.2 ***JoomGallery***

Another option is JoomGallery, documentation is available from the following site

<http://www.en.joomgallery.net/>

2.16.3 ***JSN UniForms***

If you need to add any forms to your web site then we have a license for a package called JSN UniForm. This allows you to add forms that users can fill in to supply information. This extension is not normally installed by default.

<http://www.joomlashine.com/>

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2.17 *Walks Feed Module*

The new central office Walks Finder system allows you to stream walks information for your group(s) from the new system. The data can be received in a number of formats

- RSS
- XML
- JSON

A set of Joomla extensions have been written to access the data in Json format and display your walks in a variety of formats. This software is installed on our standard Joomla 3 “Starter for ten” web site and will be on new Joomla 3 sites.

Information about how to use, install and also extend the system is at

<https://github.com/ramblerswebs/ramblers-library/wiki>

Please note that if you copy any example code from the wiki to an article or module then you **MUST** paste it in as just text. Otherwise you will copy in some formatting tags which will mean your walks are not displayed correctly. It may be easier to retype the statements.

3 .htaccess and SEO settings

Joomla comes with an htaccess file but it is named as htaccess.txt rather than .htaccess.

This file provides additional security and the ability to have more SEO friendly URLs. Joomla sites that the Ramblers-webs administrators create have this file installed (renamed to .htaccess).

3.1 *User friendly URLs*

Once a domain is hosted by us it is possible to set your site up to have more friendly URLs. These are set in the Global Configuration section of your site. Under the Site tab look for the SEO Settings. Three settings can be set on.

- Search Engine Friendly URLs
- Use URL rewriting
- Adds Suffix to URL

4 Hosting Control Panel Settings

4.1 *Email Forwarding*

An email address of admin@yourdomain.org.uk is set to forward to the web master for the site. An email address of sitestatus@ is set up to forward to the web master and the Ramblers-Webs administrators. This is used by the scheduled tasks below.

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4.2 Scheduled Tasks

The following settings should be set up for a production web set.

Two tasks are scheduled to

- Backup the site every week in the early hours of Monday morning
- Run Web Monitoring software each night, this checks for changes to the site in case a hacker has accessed the site

Both of these scheduled tasks send emails to `sitestatus@yourdomain`

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5 System Emails – what should I do?

5.1 Akeeba Backup Emails

If you have a Joomla site then you should receive a weekly email telling you that a backup has been made. The title of email will consist of "Backup" followed by the domain name.

The text of the email will be similar to that below.

Akeeba Backup has completed backing up your site using the front-end backup feature. You may visit the site's administrator section to download the backup.

The new backup was taken with profile #1. It consists of 1 part(s). The full list of files of this backup set is the following:

site-www.newarkramblers.org.uk-20130708-023901.jp

If you do not receive these emails then you should contact an administrator.

Note: You should download a copy of the backup file(s) every so often for added security. This can be done by visiting Extensions > Akeeba Backup > Manage Backups.

NOTE: if you have more than one Joomla site, e.g. You are working on a new version of your site, then the second Joomla site may not have a regular scheduled backup. This is because we are limited on the number of scheduled tasks that can be run. In this case you should use Akeeba to make backups using the site's administrator section.

5.2 Update emails

We have installed a plugin from Cupdate, <https://compojoom.com>

This is set to email sitestatus@yourdomain whenever there are updates available.

It should be OK to update your site.

Note: have a recent backup in case things go wrong

Note: DO NOT update to any new software that has RC, Release Candidate, in its version number, as this is NOT a stable version.

5.3 Web Monitoring

Every night Web Monitoring software should run to notify you (and us) of any changed files on your site. The system will send an email whenever it detects files that have changed or every 30 days if no changes have occurred. If you don't receive these emails then please raise a support ticket.

If you know about the changes, e.g. you uploaded some new image files, then you can ignore the email

If you do not recognise the changes, then one of the administrators may have updated your site. If there are a large number of changes or you are suspicious then contact the

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administrators. The administrators also receive these emails and will investigate any suspicious changes.

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6 Ramblers Branding Colours

		Html code	Red	Green	Blue
Pantone 0110		#D7A900	215	169	0
Pantone 0159		#C75B12	199	91	18
Pantone 0186		#C60C30	198	12	48
Pantone 0555		#206C49	32	108	73
Pantone 0583		#A8B400	168	180	0
Pantone 1815		#782327	120	35	39
Pantone 4485		#5B491F	91	73	31
Pantone 5565		#8BA69C	139	165	156
Pantone 7474		#007A87	0	122	135

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7 Getting started with Joomla 3

This short guide is aimed at giving you some first hints on what to do once you have a new Joomla web site.

Firstly look at the Joomla 3 guides and look at the videos and other information on the web to show you how to use Joomla. These documents and others are on our ramblers-webs.org.uk and can be found once you log on to the site.

NOTE: We do not provide step by step guides on how to do specific things. The reason for this is that most people learn much better if they struggle and have to work things out for themselves. Sorry.

So below are some hints on how to do things, as Joomla develops, the mechanics of how you do a task may change but the concepts should remain the same.

Syntax

You will see a number of items described with a > sign. E.g. Extensions > Modules
This refers to the Joomla Administration menus. i.e. look for the Extensions command and then the Modules option.

8 Hints

8.1 Gantry Template

8.1.1 Responsive layout

Gantry has a responsive layout option which adjusts the width of the site to the device being used. It actually does this on the size of the viewing window. This allows the site to be usable on smartphones and tablets.

8.1.2 Header colours

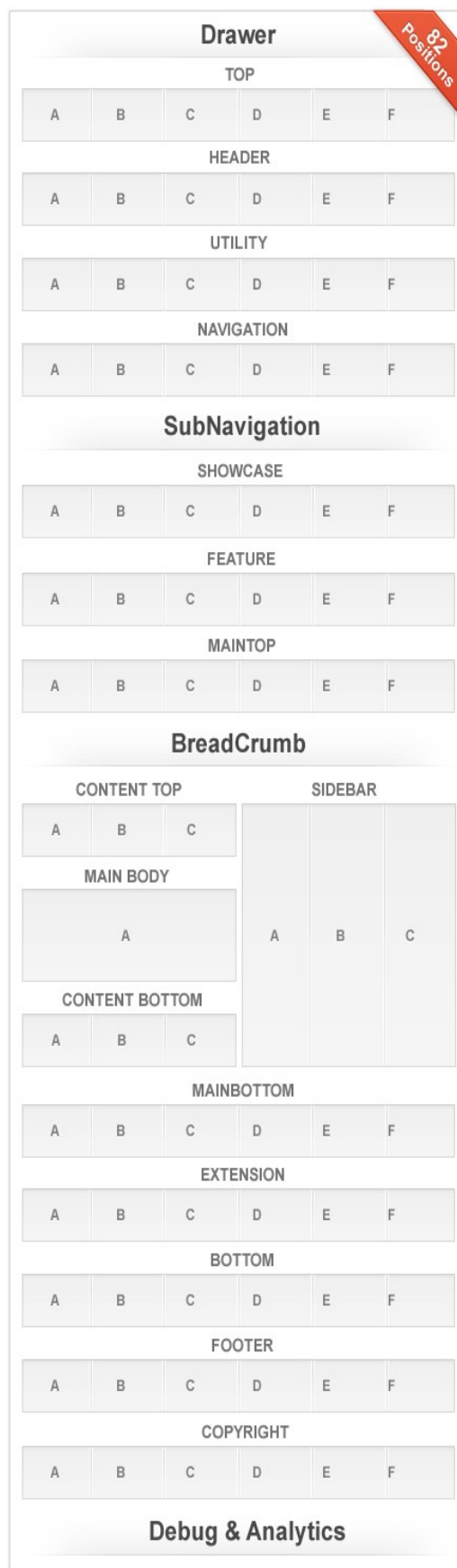
Note that there is no current facility to specify the colours of headings (the H1, H2, H3 tags) such as article headings.

8.1.3 Gantry positions

The Gantry template defines a number of positions in which modules can be located. If there are no modules to be displayed in a position then that position is not displayed.

There are some 82 positions, the diagram below shows the layout of these.

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Normal positions

The main two position you will use are Sidebar-a and Sidebar-b, these are displayed to the left and right of the page content.

The RA Header module is normal in top-a and the RA Footer module is in the copyright-a position. If a Ramblers style footer is requested then that is set as the background image of the Bottom position. Something must be displayed in the Bottom positions so the background image is displayed. The easiest item is to set the Gantry feature for displaying the current date and set it to display in the bottom-a position.

If you use the Breadcrumbs module, to show people where they are, then display it in the position of the same name.

8.2 Modules

Modules are the items that appear around the main content of each page. Web sites normally have a banner and a footer, both of these are modules. Also there will be modules on the left and/or the right hand sides. Gantry calls the left and right sides sidebars, e.g. sidebar-a, sidebar-b

You can select which pages (menu items) have which module displayed, you can disable, delete or create modules. There are various types of module. Custom HTML modules are a bit like articles

8.2.1 Banner/RA Header

Your new site will have a banner area with a dummy title for the site. The logo, titles, images and colours can be changed in the RA Header module, look for Extensions > Modules

8.2.2 RA Footer

There is also a footer module with the copyright text, again look for Extensions > Modules.

This Module displays the text for a standard Ramblers footer (in the footer or copyright positions) of your site. You need to change copyright information in the footer. Change the start year to the first year of your web site and the copyright text to the name of your Group or Area.

It is also possible to set up the footer to have an image similar to ramblers.org.uk.

Note: if you use this option then you MUST display some content in the bottom-a position. The easiest way of doing this is to display the date in this position. To do this edit the Gantry template, look for Features and set the Date option on and its position as bottom-a.

8.2.3 Other modules

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The modules we have set up are just samples, change them as you see fit.

8.3 Articles

Articles are probably the main item you will create. See Content > Article Manager.

They are what they sound like. A bit like a word processor/word document, but normally fairly short, about a screen full. Long articles will mean your users will have to scroll down.

If you have lots of articles you can set up categories to group them and then display that group via the site's menu, see below. We have set up some categories, I suggest you make this simpler to start with and add categories only when you need them.

You can add, delete or change the structure of the category tree.

When you edit an article we use an editor called JCE. Hover your mouse over the buttons to find out what they do. If you already have the text for your article you can paste it. I would advise that you paste it as PLAIN TEXT as otherwise all the font and text size descriptions are added. You should have a Paste as Text option in JCE. Ask for support if it is missing, in the meanwhile paste your text into Notepad, or similar and then copy and paste the text from there.

In JCE you can define a **Read More** line in an article. This splits the article into two parts. The only the first part is shown when the articles is displayed within a blog, see below about blogs.

Articles can be **featured**, this is a tag that tells Joomla that the article should be displayed on the front page (Home).

Note that you can define when an article will be published, both a start and end date. Useful for articles displayed on the home page, perhaps giving information about a future event.

Use the Media Manager to upload images, and also other files such as pdfs. Note that not all file types are allowed, this list of allowable files can be changed.

8.3.1 Inserting walks into an article

The starter for ten web site comes with a number of articles that show various displays of walks retrieved from Walks Finder. Basically you can add a short piece of code, anywhere in an article, to retrieve and display your walks.

More information on this can be obtained from

- <https://github.com/ramblerswebs/ramblers-library/wiki>

8.4 Menus

Joomla allows you to have any number of menus. Most people will find one more than enough. Our starter site is set up with one menu called mainmenu (or Main Menu).

Menus > Menu Manager allows you to manage all your menus, so most people will not need this command.

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Look for Menus > mainmenu to edit this menu. Each menu consists of a number of menu items in a structure. You can add, delete, change any of these menu items.

Menu items can point (link) to a number of things. The important ones are as follows:

Articles

- A single article
- A group, or category, of articles.

Contacts (more on these later)

- A single contact
- a group, or category, of contacts

External urls or links

You can also have a Text Separator which is a menu item that does not link to anything. This is useful as part of the menu structure. You may have a number of options that are grouped under a separator.

Groups of articles

Groups or categories of articles can be displayed in a number of ways.

- A list of articles as a table so the user selects the one they want.
- As a **Blog** , a blog is where all or the first part of each article is displayed. Note that there are usually settings that define the order , number and layout of the articles. Articles that only the first part is displayed will have a 'more' button to display the complete article.

The Home or Front-page is a special case of a group of articles. They are the articles that have been flagged as featured. The Home link is normally a blog of these featured articles. Look at the home page menu item for settings that control the number and layout of the front-page blog.

You can of course change the home page to a different type of menu item.

8.5 Contacts

Contacts are definitions of a persons contact details. See Components > Contacts.

You can categorise contacts, Add menu item links to a category or single contact. Control which items within the contact details are displayed.

8.6 Web Links

Web links are very similar to contacts but are links to other web sites.

8.7 Options

These allow you to control how the default way that Joomla displays information, such as the print and email links on an article, or created, updated dates. Almost all the other

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main commands have an Options button, usually top right. For instance go to Articles Manager and see the Options button.

8.8 Site Configuration

8.8.1 Not seeing a change

If you make changes to your site and they are not displayed then you need to clear the site's Cache.

Joomla stored parts of each page so that it does not have to recalculate them. It stores this information in a Cache. Clearing the cache forces Joomla to display the most recent information.

To clear the cache go to **Site > Clear Cache**. Select all the items displayed and then delete them. Visit your site and changes should be displayed.

Alternatively you can wait for awhile, most sites are set for 15 minutes, and the site will refresh automatically.