How to Add a New Item (Page)

Step 1: Login to the Faculty website (Required)
Use the associated help document to complete this step.

Step 2: Click on the Add New Item link
Remember the Add New Item link will not appear unless I have assigned permissions for your account so if the link is not there, and it has been sometime, please send me a quick email letting me know you would like your permissions assigned.

Step 3: Add in the Content for your New Item
Add Item Form Breakdown:

**Top-left Fields:**
1. **Title** - This is the title for your new item
2. **Published** (Yes/No) - Set to unpublished if you want the page to be invisible.
3. **Title Alias** - The title alias gets used in the address for your page (it gets sets automatically so unless you specifically want something you do not need to worry about writing anything here).
4. **Featured** - Check this box if you want your article to be Featured (it doesn't do too much, but it is useful/necessary in certain circumstances).
5. **Tags** - If you would like to tag your content you may add as many tags here as you would like (tags allow you to cross-categorize your content with related concepts/ideas, since you can only put your content within one category).

**Right-side Detail Fields:**
1. **Author alias** - Just type in a different name here (won't be used very often)
2. **Access level** - Set to Registered if you only want users that are logged in to be able to see the page. Default is Public.
3. **Creation Date** - If you are bringing in some older content from a different site you may want to manually set the creation date to an earlier one.
4. **Start Publishing Date** - This is the date and time that the page will first be made public.
5. **Finish Publishing Date** - This is the date and time that the page will be unpublished. The default value for this means "never stop publishing"

**Content Tab:**
You will definitely be spending most of your time with the Content Tab.

The first tab, **Content**, allows you to type in the text for your page and is full of different options.

Besides the main content area where you will be typing. The two main features of the editor that you will be using will be:
1. Insert/Edit Hyperlink
2. Insert/Edit Image

Before I delve too deeply into the features above let me go over some of the other buttons available within the editor on the next page.

Please note: **DO NOT JUST COPY AND PASTE HAPHAZARDLY FROM MICROSOFT WORD!**
Preferably, type only what is necessary within the page itself and then upload a PDF version of your document containing the rest of the details so that the formatting will be as you like it.
Starting in the first row (going from left to right) the buttons are:
More information can also be found here: http://help.wysiwygpro.com/

**Row 1:**
1. Full-screen Mode
2. Print
3. Find and Replace
4. Spell check
5. Source Code Cleanup
6. Cut
7. Copy
8. Paste
9. Paste from Word (important! You should use this every time you copy and paste something from a Word document)
10. Undo
11. Redo
12. Table
13. Insert/Edit Image
14. Insert/Edit Media Object
15. Insert/Edit Emoticon
16. Insert/Edit Horizontal Line
17. Insert/Edit Hyperlink
18. Insert/Edit Bookmark
19. Special Characters
20. Help

**Row 2:**
1. Styles (like Headings)
2. Font (try not to overuse this feature)
3. Size (try not to overuse this feature...try to use Heading Styles instead if you are trying to break up your page into logical sections)
4. Bold
5. Italic
6. Underline
7. Down Arrow (If clicked it shows the superscript, subscript and strikethrough buttons)
8. Color Picker
9. Highlight
10. Left align
11. Center align
12. Right align
13. Justify
14. Numbered List
15. Bulleted List
16. Decrease indent
17. Increase indent

**Bottom portion of editor area:**

1. Design tab is the one you are normally using to enter in your text
2. Source view allows you to view the HTML source code for your page. Usually you'll only want to go into this tab if you know what you are doing.
3. Preview tab - Shows a preview of your text.

The Image button is another way you can add an image to your page, though you will probably not be using this button so much since the Insert/Edit Image button along the top of the editor is much better suited for that purpose.

The Read More button is important though. You should always write an introductory paragraph for a page and then click on the Read More button and then insert the rest of your text after the red line that gets inserted, separating your Intro Text from your Full Article Text. If you do not do this then your listing pages (the ones that show all of the articles in a category) can get very long because they will be display all of the text for all of the articles in a category.

**Image Tab:**

When you click on the Image tab you will have the ability to Browse... for an image on your current computer to upload to the website that will serve as the main image for the page. You also have the option to set a caption for the image and set who the credits for the image should go to.

After uploading this image if you were to go back to your page and see it you would see the image displayed prominently at the top of the article:
Let's move on to the Image Gallery Tab.

**Image Gallery Tab**

The Image Gallery tab is special in that it **DOES NOT EXPECT AN IMAGE FILE!**

What it does expect is a **ZIP FILE CONTAINING IMAGES!**

So just make sure that you do the following:
1. Collect your images in a single directory and if you can resize them to a reasonable size (1200 x 1200 or smaller would probably be alright) that would help things (that way when somebody clicks on the thumbnail that is automatically generated for an image the large image that appears won't be super large).

2. Then select all of your images and use Windows' Send To -> Compressed (zipped) Folder option to create the ZIP file containing your images:

After creating your zip file, browsing for it within the Image Gallery tab, and then clicking on the Save button, when the page reloads the Image Gallery tab will show thumbnails of the images that were in your zip file:
If you go check out your page now, you will see the Image Gallery displayed at the bottom of your page, beneath the text you add for the page:

View this page here: 
https://faculty.imperial.edu/omar.ramos/item/16-san-diego-zoo-2009

Video Tab:

The Video Tab allows you to:

1. Upload your own video
2. Use a video you've uploaded in another location
3. Enter in a URL from a video provider (like Youtube)
4. Embed Video (using code from a provider)

The easiest ones probably to use would be options 3 and 4.
To use option 3, using Youtube as an example, on the video's page you would click in the URL field area (highlighted below) and then copy that string into "Enter Video ID" area within the Video Tab (just remember that you need the ID, not the URL as I'll explain in a moment).

Below you can see where I have copied and pasted the video URL into the "Enter Video ID" field, then I have deleted the "http://www.youtube.com/watch?v=" part and have only left the video's ID at the end (if you leave the entire URL then the video will not work):

Go ahead and save your page.

When you visit you page you should see the video at the bottom of the page:
If you had copied the Embed code from the Youtube page you could have just copied and pasted it directly:

```
<object width="425" height="344" type="application/x-shockwave-flash">
  <param name="movie" value="http://www.youtube.com/v/H5k02wGKcF0&hl=en_US&feature=player_embedded" />
  <param name="allowFullScreen" value="true" />
  <param name="allowscriptaccess" value="always" />
  <embed src="http://www.youtube.com/v/H5k02wGKcF0&hl=en_US&feature=player_embedded"

Extra Fields Tab:
The extra fields tab is a very neat feature that I have not experimented with much yet, but basically it will allow me to create custom entry forms for your needs when they come up (for example, though I haven't tried it yet, I could create a group of fields that would represent "Homework List for the Semester" that you could fill out when you create a new item...this group of fields could consist of a date field, a field to upload a homework document, a description field, etc. and then this field group could be displayed in a special format)."
Attachments Tab:
The attachments tab will probably get used pretty frequently. It is very similar to the Insert/Edit Hyperlink button within the editor area, except that the attachments are specific to the page you are creating/editing and the links to the files get created automatically.

Within the attachments tab you can click on "Add Attachment Field" as many times as you want if you would like to upload multiple files at one time as shown below:

![Add Attachment Field](image)

After clicking on the Save button when the page comes back you'll see the attachments for the page listed:

<table>
<thead>
<tr>
<th>Filename</th>
<th>Title</th>
<th>Title attribute</th>
<th>Downloads</th>
<th>Operations</th>
</tr>
</thead>
<tbody>
<tr>
<td>final_coreparameters.pdf</td>
<td>Joomla 1.0 Standard Parameter Types</td>
<td>final_coreparameters.pdf</td>
<td>0</td>
<td>Download</td>
</tr>
<tr>
<td>magazine_data_relationships.pdf</td>
<td>JXZine Data Relationships</td>
<td>magazine_data_relationships.pdf</td>
<td>0</td>
<td>Download</td>
</tr>
</tbody>
</table>
On the article page itself you will see the list of download attachments at the bottom of your page as shown below: