


Decatur County Community Schools Joomla Guide

Log In

- Navigate to the page you wish to edit and login.
- On the side of the page you wish to edit, you will see a login area.
- At the top right of the page you wish to edit you will see an edit icon  , click on that icon to edit the page.

Username

Password

Login

Create a Link

- Highlight the text and choose the link button.
- Copy web address and paste in Link URL
- Click 'insert'
- It should change colors to show it is a link




When you are finished editing page, click 'Save'




- Please test links after page is saved.

Insert/Upload Image

- Under textbox, click 'Image' 
- Select folder to save to (Email admin if you want a new folder created).
- Under Upload select 'Browse' to find a picture located on your computer and select 'Open' then choose 'Start Upload'.




- Now the image should be uploaded to selected folder.

- Select picture and hit 'Insert' 
- After inserted, you can drag edges of an image to resize.

Upload & Link to Documents (Word/PDF/etc)

- Highlight the text you wish to link to a document.
- Select 'Image' to upload document. Upload to PDF folder if PDF.
- (Same as uploading an image) Under Upload select 'Browse' to find a picture located on your computer and select 'Open' then choose 'Start Upload'.
- Then close out because you won't see what you just uploaded.

- To link, Select Linkr  then navigate to 'images/stories/pdf'
- Select file and 'Get Link'

Joomla Tips

**Create a Table to help keep lists aligned.*



**Let site admin know if you no longer wish to edit a page.*

**If you need new pages / sub categories, send Cory/Jonathan or school site admin an email.*