

How to write an article

#1 Open your web browser and type in this address. Hit enter <http://parishportal.com/launchpad/>

#2 This window will pop up.

Type in your username and password

#3 Once logged on, this site will appear.

Click on Website Admin

hpad	Files	PP Web 1.5	Support Forms	Legacy Docs	Change Password
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Name	Website	Website Admin	Email	Analytics	Podcast Upload	Goal	User Stats
Dodge City Cathedral	dodgecitycathedral.com	Admin	Gmail	Analytics	Podcasts	Goals	N/A

#4 Next this window appears. Retype your user ID and Password. Click LOGIN

You can bookmark this page and bypass parish portal. Your choice.

Joomla! Administration Login

Use a valid username and password to gain access to the Administrator Back-end.

[Return to site Home Page](#)



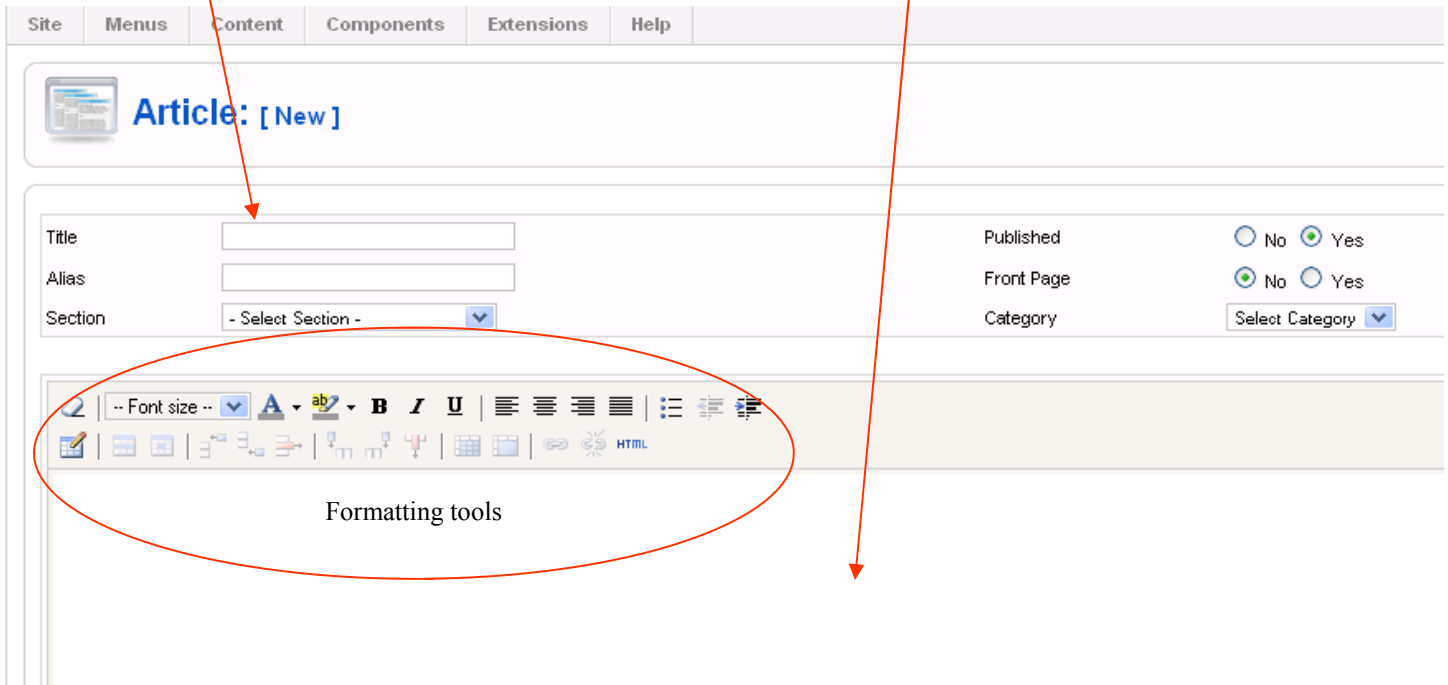
#5 Here is the “backyard” for the site. Here you can do many things depending on what you have access to. For this demonstration we will use Add New Article.

Add New Article	Article Manager	Add Pictures (Expose)	Web Links	Add Bulletin or File (DOCman)	Email
Analytics	Form Results	Link a Form to a Menu	Create a New Form	Podcasting	

Now you are ready to type your article. This is equivalent to typing a WORD doc. There are other How To docs to add pics and YouTube videos.

A) Title your article

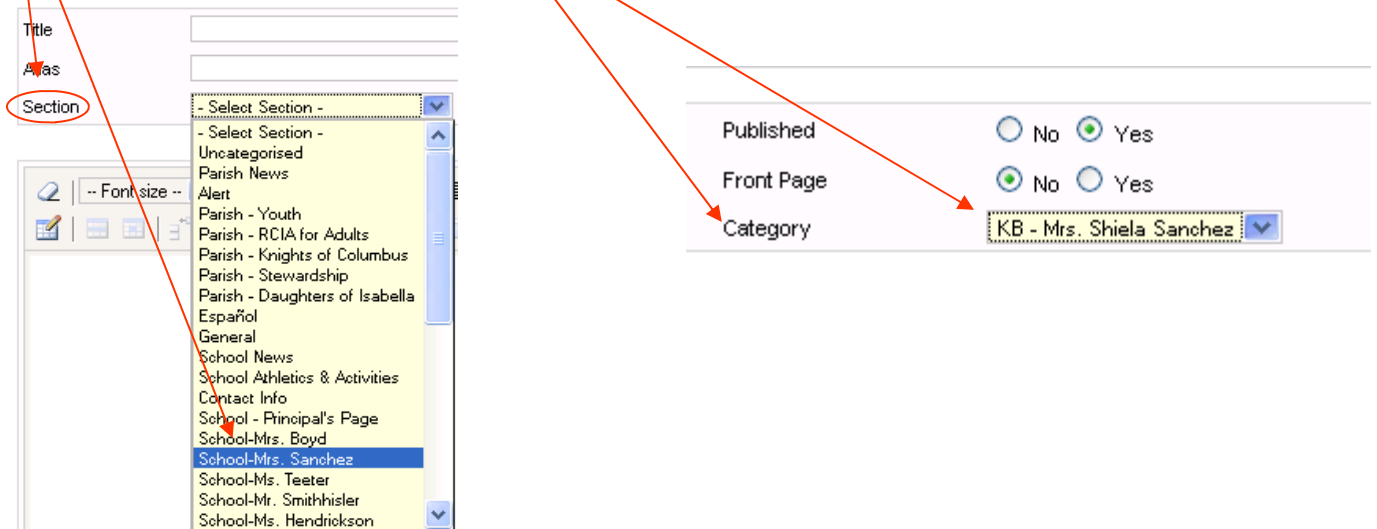
B) Type like a normal Word Doc. If you have something in WORD you can copy and paste. Be careful though, lots of formatting in WORD do not paste well to the site and it will not look right. Better to copy text then add formatting on the site.



The screenshot shows the Joomla! article creation interface. At the top, there are tabs for Site, Menus, Content, Components, Extensions, and Help. Below the tabs, the page title is "Article: [New]". The form includes fields for Title, Alias, and Section (a dropdown menu). To the right, there are radio buttons for Published (No/Yes), Front Page (No/Yes), and a Category dropdown menu. A red oval highlights the "Formatting tools" bar, which contains various icons for text formatting like font size, bold, italic, underline, bulleted list, numbered list, and indent. Red arrows point from the text instructions to the Title field, the Formatting tools bar, and the Category dropdown menu.

C) Tell the article where you want it to go on the site. Select your page or section you take care of from the drop down menu.

D) Select the proper Category for your article from the drop down menu. In many cases there will only be one choice.



This image provides a close-up view of the Joomla! article creation form. The "Section" dropdown menu is open, showing a list of options including "Uncategorised", "Parish News", "Alert", "Parish - Youth", "Parish - RCIA for Adults", "Parish - Knights of Columbus", "Parish - Stewardship", "Parish - Daughters of Isabella", "Español", "General", "School News", "School Athletics & Activities", "Contact Info", "School - Principal's Page", "School-Mrs. Boyd", "School-Mrs. Sanchez", "School-Ms. Teeter", "School-Mr. Smithhisler", and "School-Ms. Hendrickson". The "School-Mrs. Sanchez" option is highlighted. To the right, the "Published" and "Front Page" radio buttons are visible, and the "Category" dropdown menu is set to "KB - Mrs. Shiela Sanchez". Red arrows point from the text instructions to the "Section" dropdown menu and the "Category" dropdown menu.

Once you have the article the way you like it, select SAVE. You are done.

