



mamboSchools Tutorial

Content/Web Page Series (jv3.x)

3: Adding Images, Web Links, and Tables to Your Content

This web application print manual will educate and introduce web managers to the content component within your mamboSchools™ site.

The content component allows you to add and edit web pages within your site. You use the content component to update the scrolling billboard or announcement areas within your site.

Adding an Image To Your Web Page

System Users Menus Content Components Extensions Help mamboSchools [...]

Article Manager: Edit Article Joomla!

Preview Save Save & Close Save & New Save as Copy Close Help

Title * 2016 Blue Ribbon School Alias 2016-blue-ribbon-school

Content Publishing Images and links Options Configure Edit Screen Permissions

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1. 2.

Category * - Parents

Tags Select some options

Status Published

Featured Yes No

Access Public

Language All

Path: Words: 324

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View Site 0 Visitors 1 Admin 0 Log out © 2014 mamboSchools [Lava]

Uploading An Image

After authoring a web page (article), you have the option to add an image to your article. Although not required, an image will add interest to your text.

In our exercise, we will be adding the photo image of our school to the '2016 Blue Ribbon School' web page.

There are several steps involved in adding an image, but we can separate the steps into two main actions:

- Uploading or transferring the image from your computer's desktop to the web server
- Defining the image properties to make the image presentable and pleasing within your web page.

To add an image, access the admin side and open a web page from the 'Content' menu > Article Manager.

- Set the cursor. Click, along the left margin, to position the cursor. Where you vertically place the cursor is your decision. If you place the cursor towards the top, the image will be positioned at top. Likewise, if you place the cursor towards the bottom (or middle), the image will be placed here.
- Click the 'Insert/Edit Image' button. It is located on the bottom row. The icon depicts a photo with a star on top of it.

To take a tour of the image manager, see the next page. Otherwise skip page 3 and go on to step 4.

Image Manager Tour

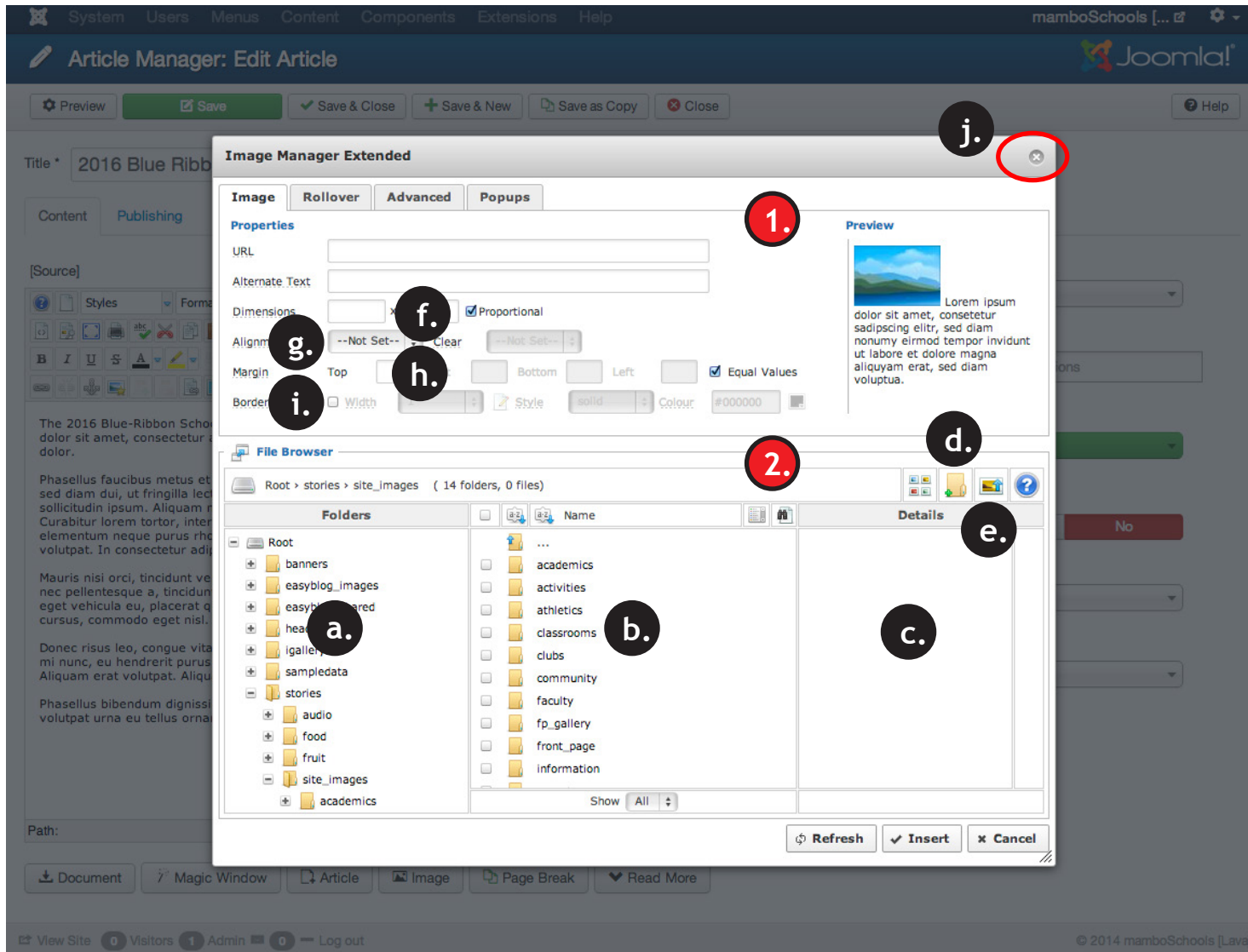


Image Manager Tour

When you click the 'Insert/Edit Image' button, the image manager window opens. This window is divided into two parts:

1. The Image Properties area
2. The File Browser

The lower file browser area is the first area used. It shows a list of folders and files (images) stored within the images directory of the web server.

- Folder Pane.** Folders are listed in this left pane. You can select a folder to access what is stored inside.
- Main File Browser Pane.** The contents of the current folder are listed in this middle pane.
- Details Pane.** When you select an image in the main file browser, a preview and other information displays here.
- Add New Folder button.** Clicking allows you to add a new folder to the folder pane.
- Upload button.** Clicking allows you to transfer an image from your computer to a folder on the web server.

After an image is uploaded, you can select the image and adjust its parameters within the image properties area.

- f. Change width (dimension). When the width is changed the height area adjusts proportionately. (Normal Setting between 50-400px)
- g. Alignment. Move the image to the left or right of your text. Text will wrap around the image.
- h. Margin. Add a margin to the top. (Normal Setting between 5-25 px) When the top is changed the right, bottom, and left is changed, too.
- i. Border. Click the checkbox to activate a border around your image. Once checked you can adjust the border width, border type, and color.

To close the Image Manager

- j. Click the close 'x' located in the upper right or the cancel button in the lower right corner.

Adding an Image To Your Web Page (cont.)

The screenshot shows the Joomla! Article Manager interface. The 'Image Manager Extended' dialog box is open, displaying the 'Image' tab. The 'Properties' section includes fields for URL, Alternate Text, Dimensions, Alignment, Margin, Border, and a Preview area. The 'File Browser' section shows a folder structure with 'Root' at the top, followed by 'stories' and 'site_images'. The 'Information' folder is selected, showing two files: 'bus_10.jpg' and 'bus_10_2.jpg'. A red circle highlights the 'New Folder' button (labeled 4.) and a black circle highlights the 'Insert' button (labeled 3.).

Uploading An Image

The image manager opens and in the lower file browser, a list of folders appear in the left pane.

3. Select and click the folder you want to store your image. Pick a folder that closely matches the image purpose. In this exercise, we clicked the 'Information' folder.

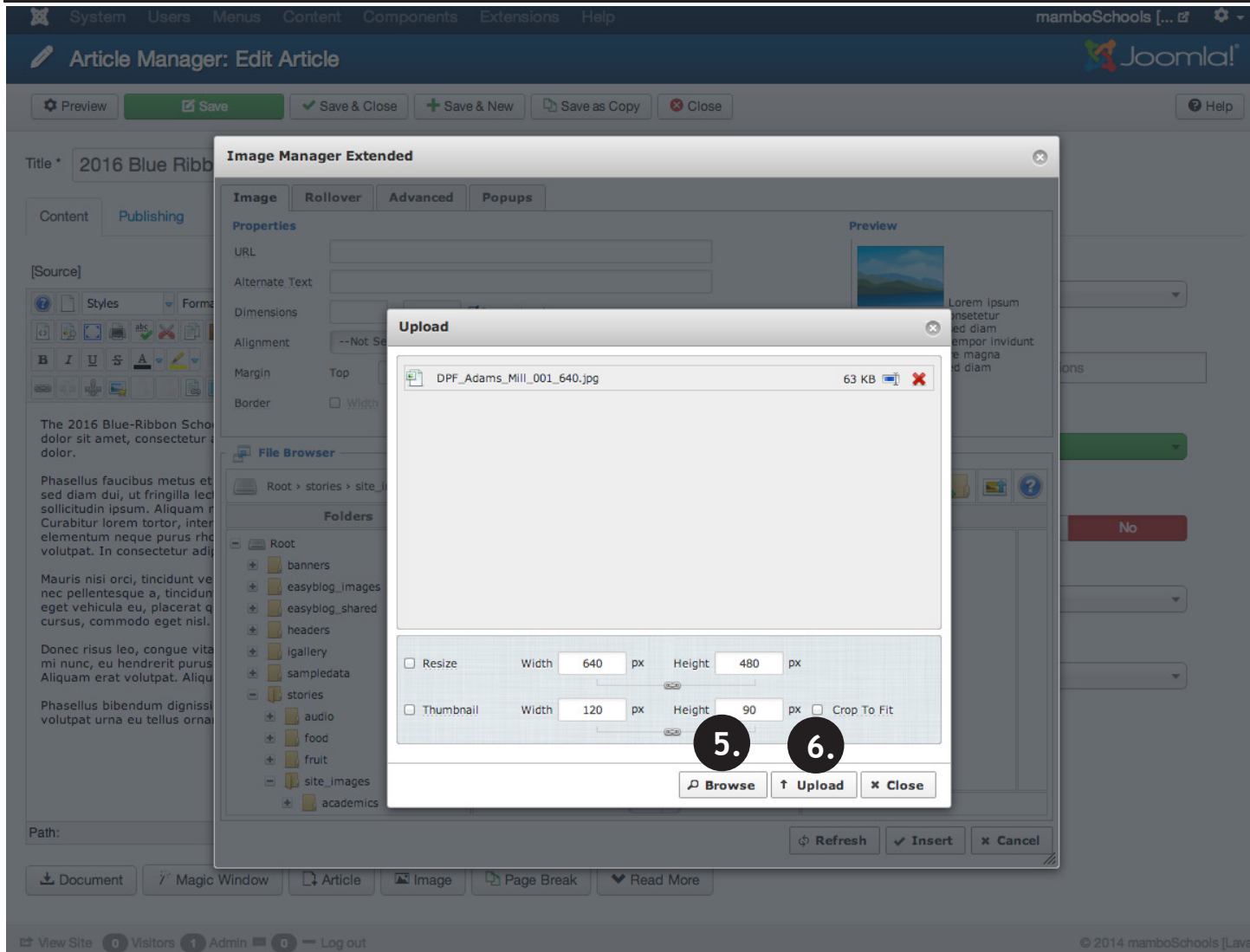
NOTE: If you want to create a new folder in the list:

- a. (See red circle) Click the 'New Folder' button.
- b. (Not Shown) Within the new folder box, type the name of the folder. Do not use spaces. A space can be displayed by using the underscore character.
- c. (Not Shown) Click OK

After selecting a folder, a listing of the files will appear in the middle file browser pane. In this exercise, two files appear in the file browser pane.

4. Click the Upload Button.

Adding an Image To Your Web Page (cont.)



Uploading An Image

- To upload a file into your selected folder, click the “Browse” button. Use your computer’s open dialog box to route to the file you wish to upload (desktop, My Documents, My Pictures, etc) and click the open button. The name of your file will appear within the upload queue.

NOTE: You can continue to add images to this queue by repeating step 5.

- Click the “Upload” button. The image(s) in the queue will be transferred to your web server. The upload box disappears and your images will now appear (boldfaced) within the middle file browser pane.

Adding an Image To Your Web Page (cont.)

The screenshot shows the Joomla! Article Manager interface. The 'Image Manager Extended' dialog box is open, displaying the 'Image' tab. The 'Properties' section includes fields for URL, Alternate Text, Dimensions (250 x 188), Alignment (Right), Margin (Top: 7), and Border (checked). A red circle highlights the Border checkbox. Below the dialog is a File Browser showing the file structure, with the file 'DPF_Adams_Mill_001_640.jpg' selected. A red circle highlights the 'Insert' button at the bottom right of the dialog.

Adjusting Image Properties

After uploading an image, you are ready to adjust the image properties and place the image in your web page.

7. IMPORTANT. Click at your newly uploaded image.

Locate the Image Properties area at the top.

8. Set the width dimensions between 50-400. In this exercise, we are setting it at 250.

9. Click at the 'Alignment' dropdown, select either left or right. In this exercise, we are selecting right.

10. Change the top margin between 5-25. This will leave space around the image. In this exercise, we are setting the margin at 7.

OPTIONAL: (See red circle). Click the checkbox and activate the border. Adjust the width, style, and color.

11. Click the 'Insert' button.

Editing the Image On Your Web Page

System Users Menus Content Components Extensions Help mamboSchools [...]

Article Manager: Edit Article Joomla!

Preview Save Save & Close Save & New Save as Copy Close Help

Title * 2016 Blue Ribbon School Alias 2016-blue-ribbon-school

Content Publishing Images and links Options Configure Edit Screen Permissions

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Document Magic Window Article Image Page Break Read More

Editing Your Image

The image will now appear in the body of your web page. **Remember to apply or save the page.**

Adjusting Your Image

If the image is too large or small and you wish to return to the Image Manager.

- Click at the image to select. Tiny boxes will appear on the corners and sides of the image.
- Click the 'Insert/Edit Image' button again.

You can now make adjustments within the Image Properties area and click the 'Update' button at the bottom of the manager.

Quick Way to Resize

You can also resize an image from your web editor by clicking to select the image. After selecting, click/hold and drag on any corner box. The image will proportionately resize.

Deleting An Image

To delete an image within your web page, click to select it. Then click the 'Backspace' or 'Delete' key on your keyboard.

Centering an Image

Create space within or at the top of your web page by clicking 'Enter' or 'Return' a few times.

Follow steps 2-11 on pages 2-6. Do not set the alignment, so skip step 9.

When the image is within the web page, click to select the image on the blank line. Locate the center justification tool (see red circle) in the

Defining a Web Link On Your Web Page

The screenshot shows the Joomla! Article Manager interface. A 'Link' dialog box is open, displaying the 'Link' tab. The dialog box has three tabs: 'Link', 'Advanced', and 'Popups'. The 'Link' tab is active, showing the 'URL' field with the text 'http://bookfairs.scholastic.com/bookfairs/cptoolkit/homepage.do' and the 'Text' field with the text 'Click here to review our book fair.' Below these fields is a 'Links' section with a search bar and a list of links including 'DOCMAN', 'Contacts', 'Content', 'Menu', and 'Weblinks'. The 'Attributes' section at the bottom has a 'Target' dropdown set to 'Open in new window' and an 'Insert' button. Numbered circles 1 through 6 are overlaid on the image to indicate the steps: 1. Click the 'Insert' button. 2. Click the 'Insert/Edit Link' button. 3. Click the 'URL' field. 4. Click the 'Target' dropdown. 5. Click the 'Insert' button. 6. Click the 'Insert/Edit Link' button.

Defining a Web Link

To add a web link to your web page you need:
to know the external web site's address such as: www.google.com or www.scholastic.com.

If you don't know the web address, then using a search engine like Google or Bing. Locate the web site and then the exact page within the site. Once you have located the page, copy (CTRL/COMMAND C) the web address in the browser.

Open your web page from the 'Content' menu > Article Manager.

1. Click and drag to highlight the text you wish to link. In our exercise, we are linking to the Indiana DOE Compass site on our 'About Our School' page. We have highlighted the words 'Click here for more information.'
2. Click the "Insert/Edit Link" button. The "Insert/Edit Link" box appears.
3. Locate the URL area. Type in or paste (CTRL/COMMAND V) your entire web address. Remember to use the "http://" beginning. The link editor will remind you if you don't add this beginning.
4. At the bottom of the link box, locate the "Target" dropdown. Click to select 'Open in new window.'
5. Click the "Insert" button.

Your highlighted words will now be linked to your chosen web site.

6. If you wish to unlink your highlighted text, simply highlight your text (or try double-clicking on top of the link) and click the "Unlink" button. The unlink button is located to the right of the link button.

Creating a Table of Information

The screenshot shows the Joomla! Article Manager interface. A 'Tables' dialog box is open, displaying the 'General' tab. The dialog box has the following fields and values:

- Cols:** 3 (Step 2)
- Rows:** 7 (Step 3)
- Cellpadding:** 7 (Step 4)
- Width:** 100% (Step 5)
- Border:** 1 (Step 6, circled in red)
- Table caption:** ☐

The dialog box also has 'Insert' and 'Cancel' buttons at the bottom. The background shows the article editor for '2016 Blue Ribbon School'.

Creating a Table

Adding a table within your web page can provide an easy method to display a list of related information.

Before beginning

- Map out or visualize the final look of the table.
- Determine how many columns and rows your table will contain.
- Shift to the admin side of your site.
- Select the 'Content' menu > Article Manager.
- Open a web page and click to set your cursor where the table will appear.
- If the page has text, open a gap for your table. Use the ENTER/RETURN key to create this gap.

In our exercise, we will continue to use the 'About Our School'. We plan to add a 3 column table containing 7 rows. There will be one table header row and six rows, each representing a school. The school name, Principal, and phone number will be listed.

To create a table:

1. Click the table editor command. The table properties box appears.
2. Enter your number of columns.
3. Enter your number of rows
4. Enter cellpadding (between 5-15)

Optional: (See red circle) Add a border (line) around each cell.

5. Enter the table width: 100%. *It is important to use the percent sign.*
6. Click the 'Insert' button.

Creating a Table of Information (cont.)

The screenshot shows the Joomla! Article Manager 'Edit Article' interface. The title is '2016 Blue Ribbon School'. The editor displays a table with the following data:

School Name	Principal	Phone Number
mamboSchools District	Dr. Rich	555-1212
mambo High School	Mr. Harkness	555-1213
mambo Middle School	Mr. VanMeter	
mambo Elementary	Mr. Davis	
mamboNorth Elementary	Mr. Stockwell	(219)-555-1216
mamboCareer Center	Mrs. Kinnard	(219)-555-1220

A context menu is open over the table, showing options like 'Inserts a new table', 'Table properties', 'Delete table', 'Cell', 'Row', and 'Column'. A table menu is also visible in the editor toolbar, showing options like 'Table cell properties', 'Split merged table cell', and 'Merge table cells'. The path at the bottom is 'Path: table » tbody » tr » td'.

Creating a Table

After setting your table properties, the table grid will appear within your web page.

Tips:

- Click into one of the table cells. Right click your mouse. Become familiar with the table menu.
- To add columns or rows, use this table menu or the table buttons within the editor. Slowly glide your mouse across these buttons to familiarize yourself with the available commands.
- To merge (or split) cells within a row or column. Click inside the first cell of the group and drag until the entire cell block is highlighted blue. Again use the table menu (Cell > Merge/Split Cells) or the editor buttons (See the red circle).
- (Not shown) To define a background color for a row of cells, like the table header row:
 - Click inside the first cell of the group to be colored.
 - Drag until the entire cell block is highlighted blue.
 - Click the cell properties button on the editor or use the table menu.
 - The cell properties box will open. Click the 'Advanced' tab.
 - At the bottom of the 'Advanced Properties' listing, you will see the 'Background color'. Locate the tiny black block to the right and click it.
 - The easiest way to select a color is by selecting the 'Web' or 'Named' color tabs. We like to click at a lighter, neutral color.
 - Click 'Apply'. Then, click 'Insert'

As always, save or apply your web page often. Return to the public side to check your work.