

How to use the **WYSIWYG editor** for Joomla

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 - Insert an image in the text.
- File manager.
 - Insert a file.
 - Upload a file.
 - Insert a file in the text

1. Presentation Editor



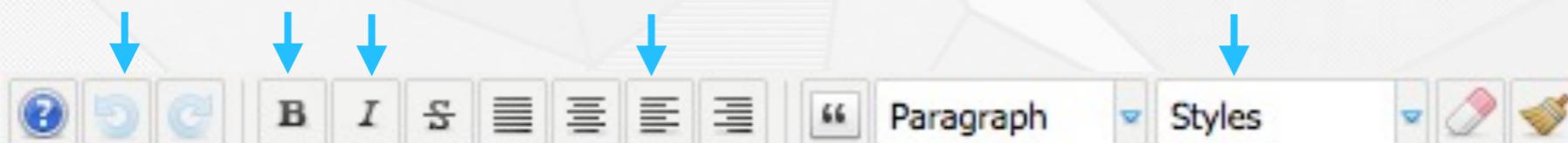
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We will review some important features of the JCE editor.

This editor allows you to layout your articles in Joomla.

You will find among others the following features: function undo /redo, formatting characters and paragraphs, inserting images, tables, hyperlinks

Undo Bold Italique Alignment Liste of predefined styles



Copy
Cut Paste

Bullet list

Clear formatting



Text Indentation

Index Exponent

HTML Code Create a table

Add a line



Delete a table

add a column

Add a file to download



Add a link

Add an image

2. Insert a text



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Overall, the editor is very close to the software Word.

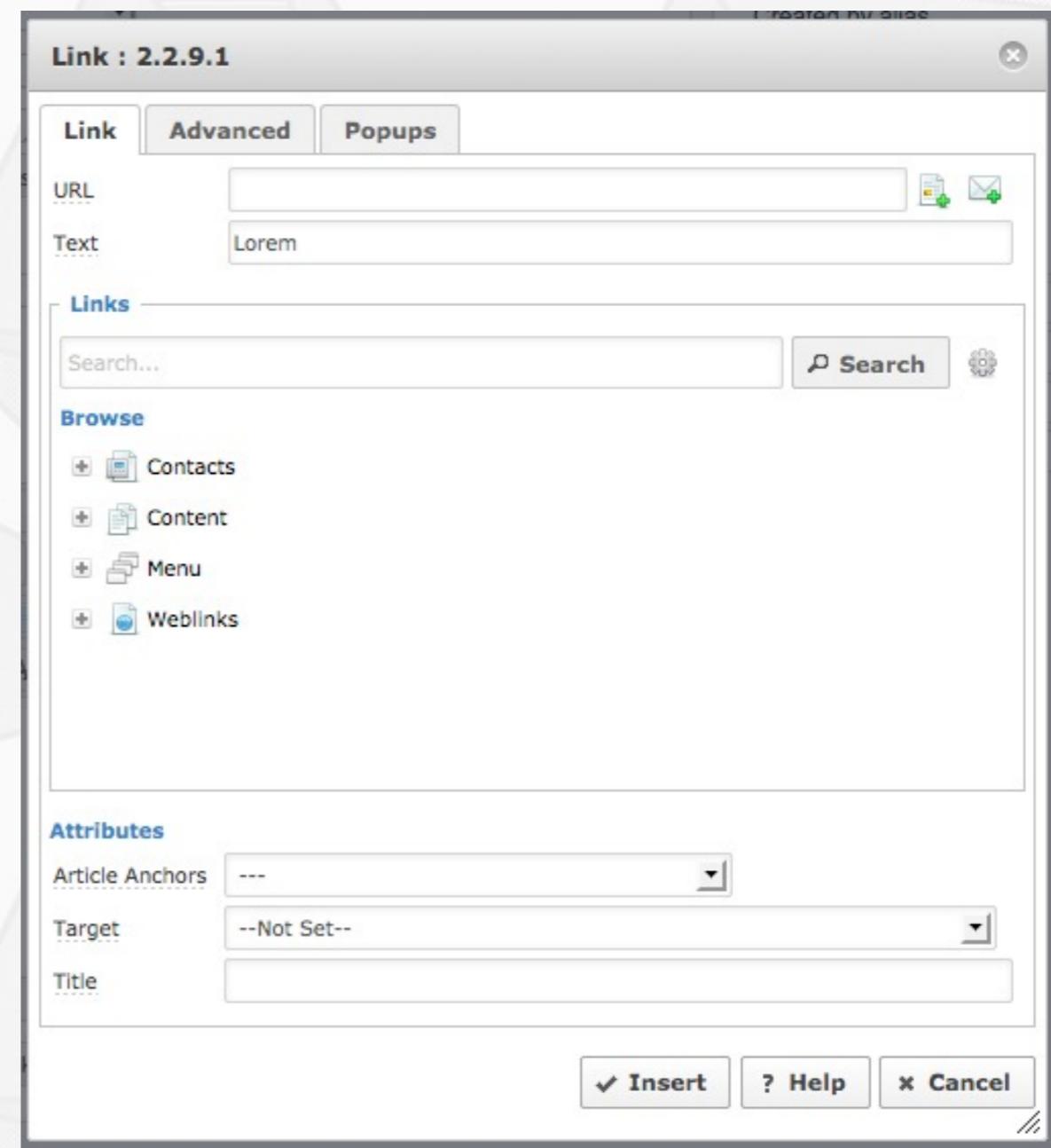
Once the text is inserted, you will be able to start making the layout. By default, the text is already provided in the font design so you do not need to change the formatting of all the text but only titles and other items you want to highlight.

To apply a bold or italic, you must first select the text and click the button for the desired style.

3. Insert a link

To insert a link to another page on your website or another website, select the text in your content that will serve as a link, then click "Insert / edit link".

A pop-up window opens with various options.



For a link to an external site, simply enter the full address of the site (url) in the field "address".

CAUTION: ALWAYS open the link in a new window when the link sent to another site: choose "open in a new window" at the bottom for the attribute "target".

To link to an existing page, just go get through the "browser" and then choose "Menu" and "Content" to get your page.

Once any of these three options is made, it remains only to click on "insert" and you're done.

4. Image manager



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Before anything else, place your cursor in the text at the beginning of the line and up to the top of the image you want to insert.

If for example you want the image whose top is aligned with the beginning of the second paragraph above, you must place your cursor at the beginning of the first line of this paragraph. Then click the "Insert / edit image".

A pop-up opens with the management of images. It is a bit like the windows explorer file with the architecture of folders on the left, then the middle files and folders and right information for the selected item in the middle column.

If the image you want to insert into your text is already in the list, skip to step 6.

Image Manager Extended : 2.0.9

Image **Rollover** **Advanced** **Popups**

Properties

URL:

Alternate Text:

Dimensions: x Proportional

Alignment: Left --Not Set--

Margin: Top Right Bottom Left Equal Values

Border: Width #000000

Preview



Lorem ipsum dolor sit amet, consetetur sadipscing elitr, sed diam nonumy eirmod tempor ividunt ut labore et dolore magna aliquyam erat, sed diam voluptua.

File Browser

Root (3 folders, 25 files)

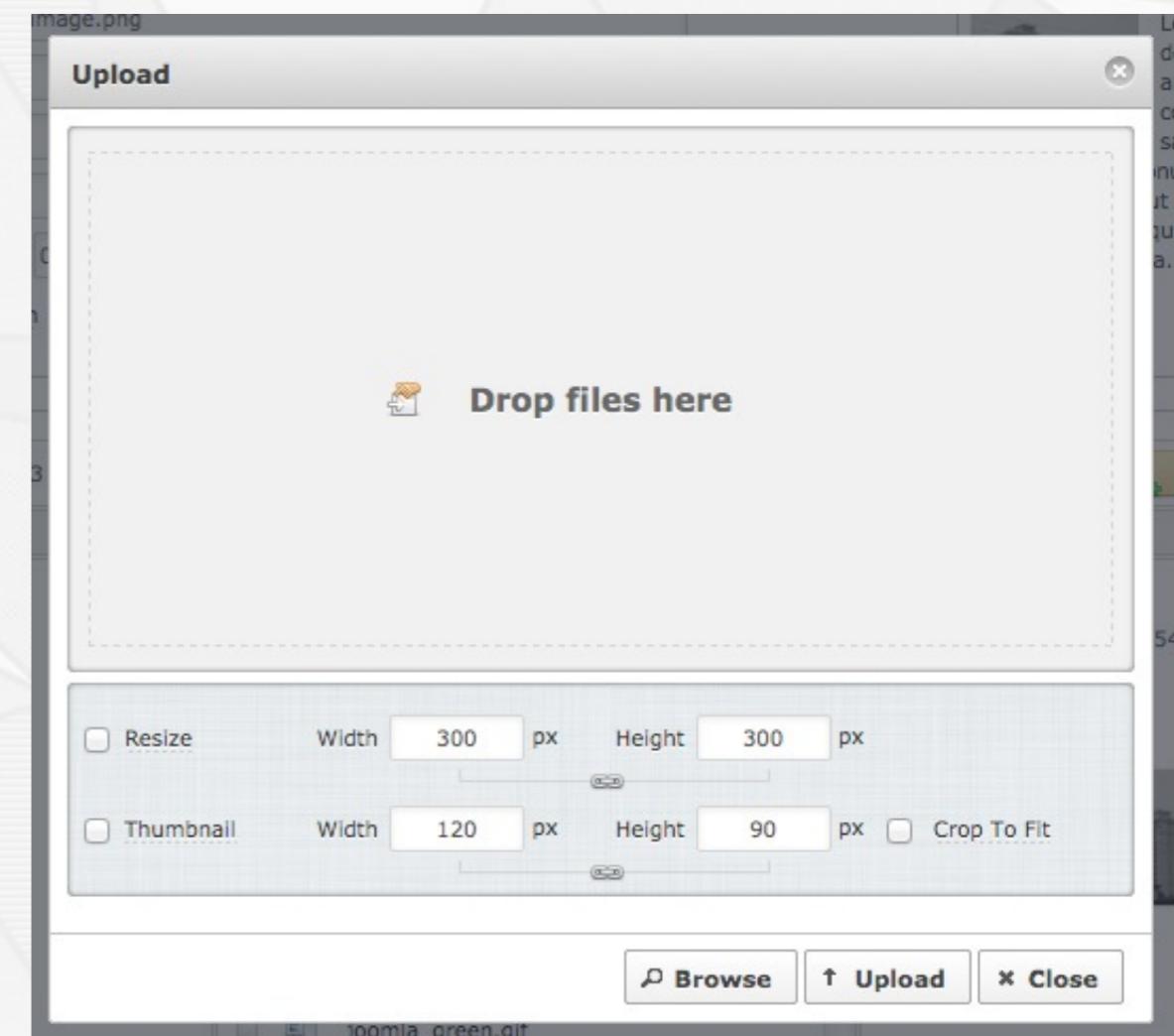
Folders	Details
- Root	banners
+ banners	header
+ header	sampledata
+ sampledata	446810103_0e68fea643.jpeg
	article.png
	De8.jpg
	facebook.png
	image.png
	IMG_1842.JPG
	in.png
	joomla_black.gif

Show All

4.1. Upload an image

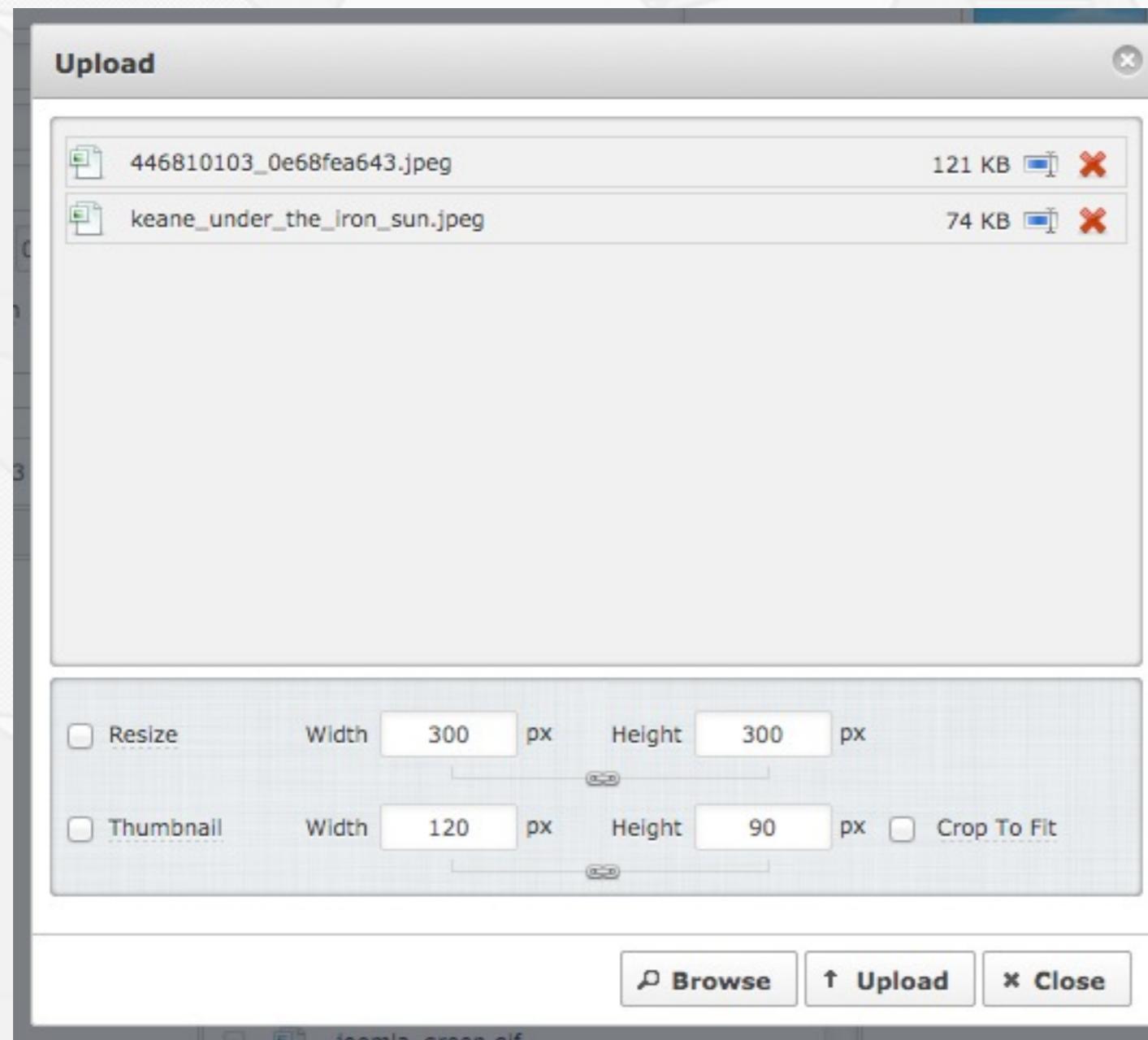
To upload an image from your PC, click the right green arrow up just above the window "details".

Another pop-up opens. Drag / drop all the images you want to upload. You can also get them via the button << browse". ALWAYS check "resize" to resize your image and select a dimension (max 300 by 300 pixels).



When you select your images, click "upload"

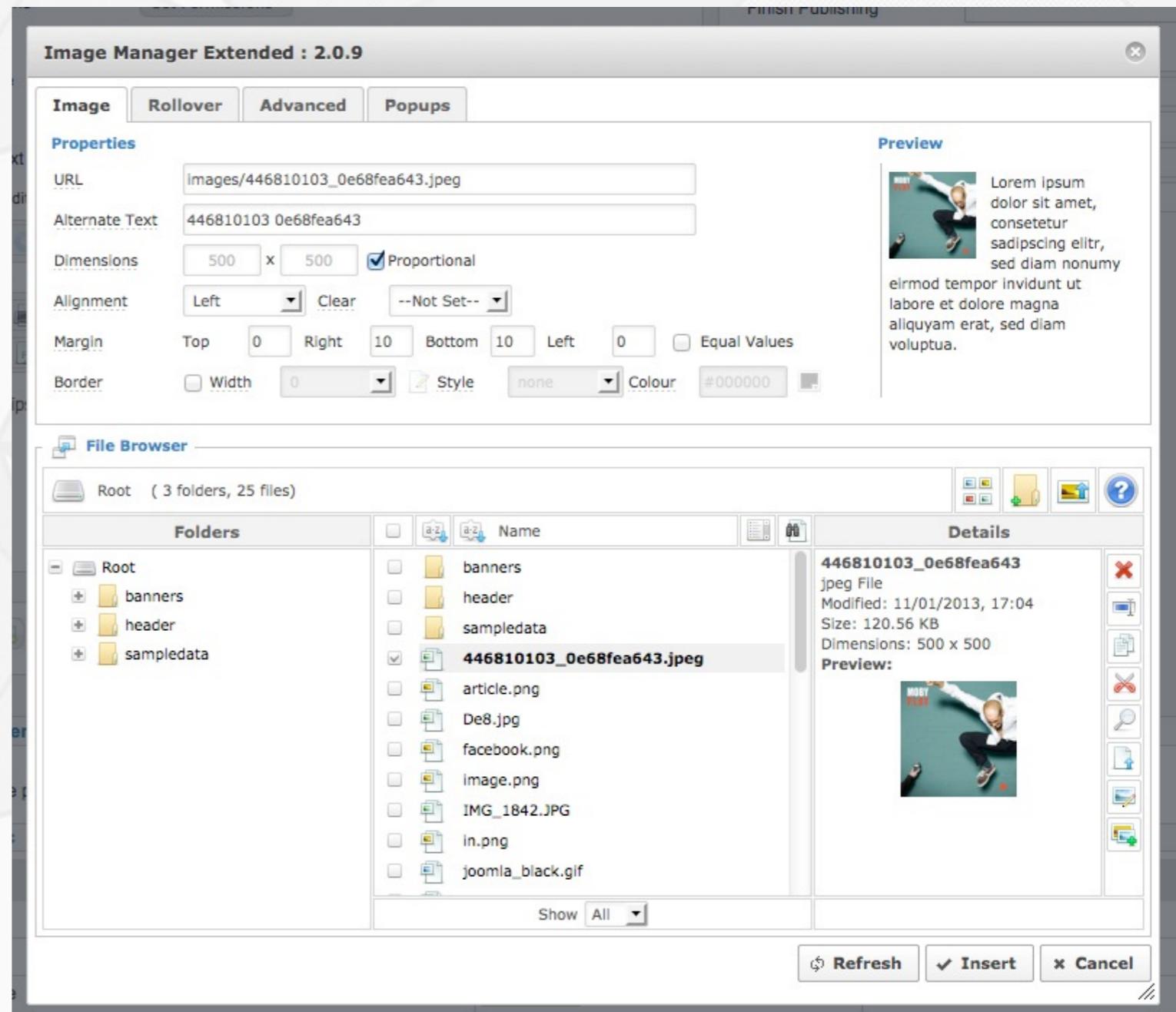
When you have select your images,
click "upload"



4.2. Insert an image in the text

To insert an image in the content, click the image. To be well selected, it should appear in bold in the list above and the fields "Address" must be completed.

Then you can align your photo to the left or right (the other options are not really functional). You can get an idea of placement with a preview of the image and text in the top right.



Then you have to put "margin" for the text does not come against the image. By default, they are already parametered a left alignment.

- If you align your image to the left, we must margins as follows: Top: 0 Right: 10 Down: 10 Left: 0
- If you align your image to the right, we must margins as follows: Top: 0 Right: 0 Low: 10 Left: 10

Finally, click "insert". If you are not happy with the results, simply click on the image you just placed, then "Insert / Edit Image" to change the alignment or the image.

5. File manager



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To upload a file, it is the same principle as an image.

Before anything else, place your cursor in the text where you want to insert your document to download.

Then click the "Insert / Edit file". A pop-up opens with said management of files (the same as in the pictures). It is a bit like the windows explorer file with the architecture of folders on the left, then the middle files and folders and right information for the selected item in the middle column.

If the file you want is already in the list, skip to step 5.2.

File Manager : 2.0.10

File Advanced

Link

URL:

Target: --Not Set--

Options

Text:

Title:

Layout: Icon Text Size Date

Date Class: --Not Set--

File Browser

Root (3 folders, 27 files)

Folders	Name	Details
Root	banners	
+ banners	header	
+ header	sampledata	
+ sampledata	446810103_0e68fea643.jpeg	
	article.png	
	De8.jpg	
	facebook.png	
	Image.png	
	IMG_1842.JPG	
	In.png	
	Index.html	

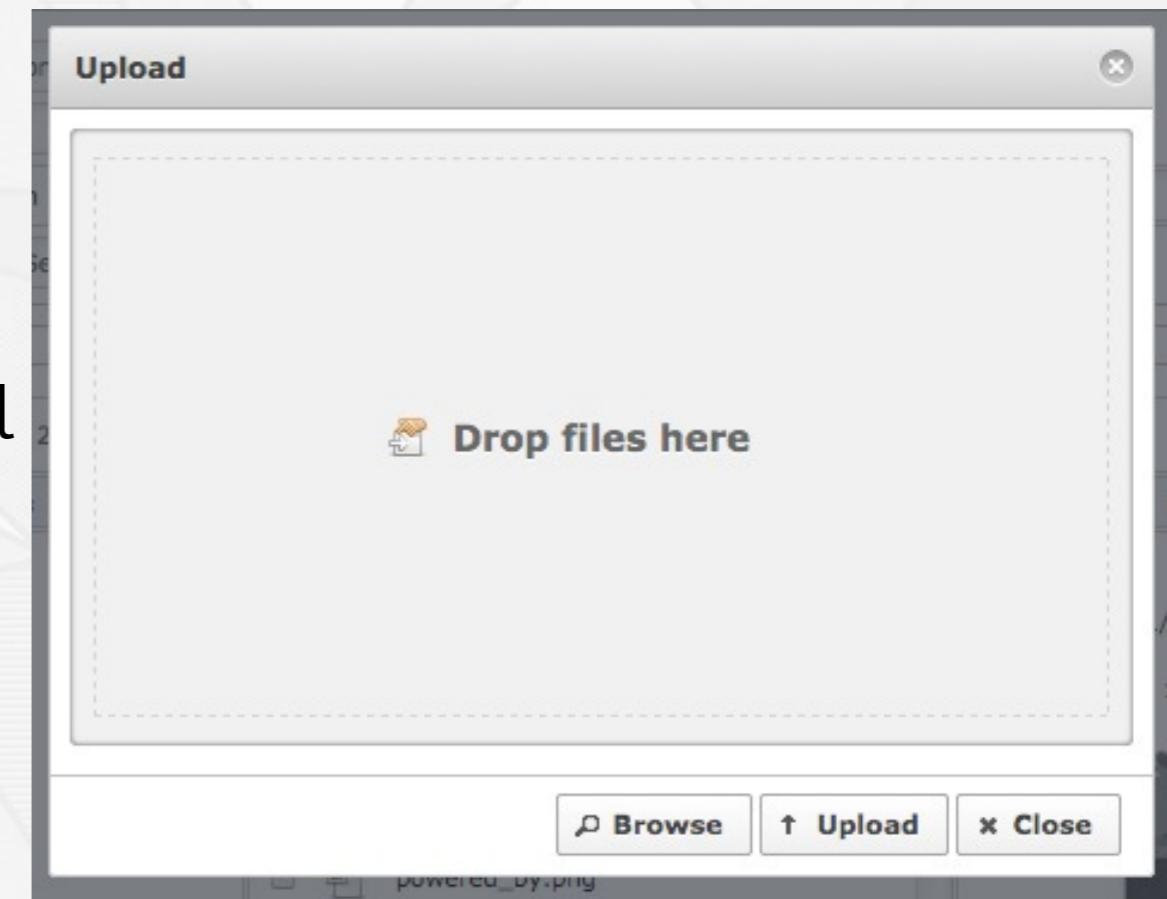
Show All

5.1. Upload a file

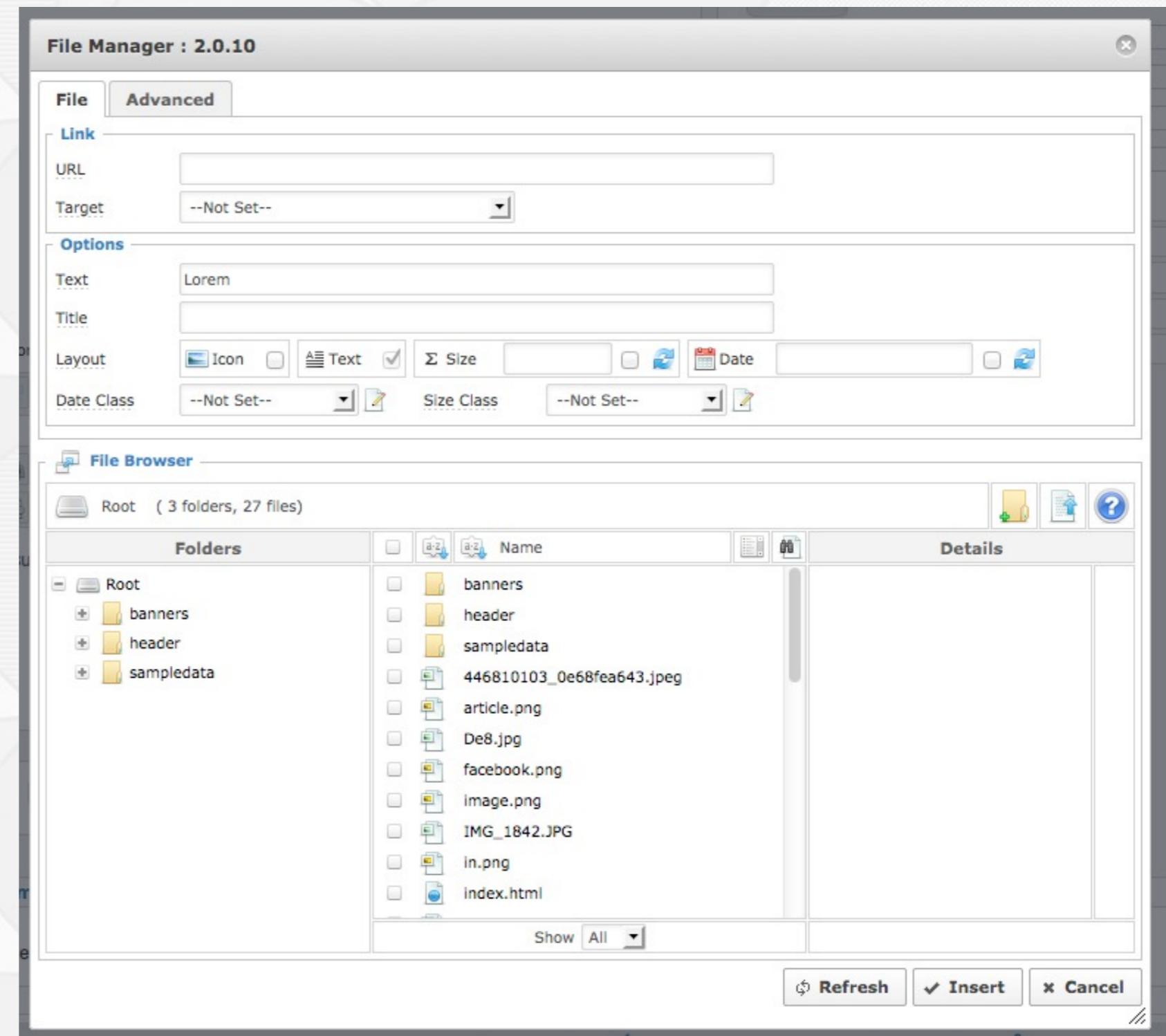
To upload a file from your PC, click the right green arrow up just above the window "details".

Another pop-up opens. Drag / drop all the files you want to upload. You can also get them via the button "browse".

When you choose your files, click "upload"



A pop-up opens with the said file management. It is a bit like the windows explorer file with the architecture of folders on the left, then the middle files and folders and right information for the selected item in the middle column.



5.2. Insert a file in the text



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To insert the file to download the content, click the file in the list. To be well selected, it should appear in bold in the list above and the fields "Address" must be completed.

Then, under "options", fill in the "text" of the text that will serve as a link to download the file. It may be different from the file name.

Then select "icon" for visitors can directly see what type of file they are downloading. Also check "size" so they could have the info on the size of your file.

Finally, click "insert".

File Manager : 2.0.10

File Advanced

Link

URL: images/Portfolio_GDOcreative.pdf

Target: Open in new window

Options

Text: Portfolio_GDOcreative.pdf

Title:

Layout: Icon Text Size Date Date Class

Date Class: --Not Set--

File Browser

Root (3 folders, 27 files)

Folders	Name	Details
Root	Nagykallo_centre.jpg	Portfolio_GDOcreative pdf File Modified: 17/01/2013, 23:47 Size: 5.16 MB
banners	nagykallo_children.jpg	
header	Nagykallo_map.jpg	
sampledata	Newry.jpg	
	p.png	
	<input checked="" type="checkbox"/> Portfolio_GDOcreative.pdf	
	powered_by.png	
	Riga.JPG	
	sofia.jpg	
	twitter.png	
	Visit_kreativa.jpg	

Show All