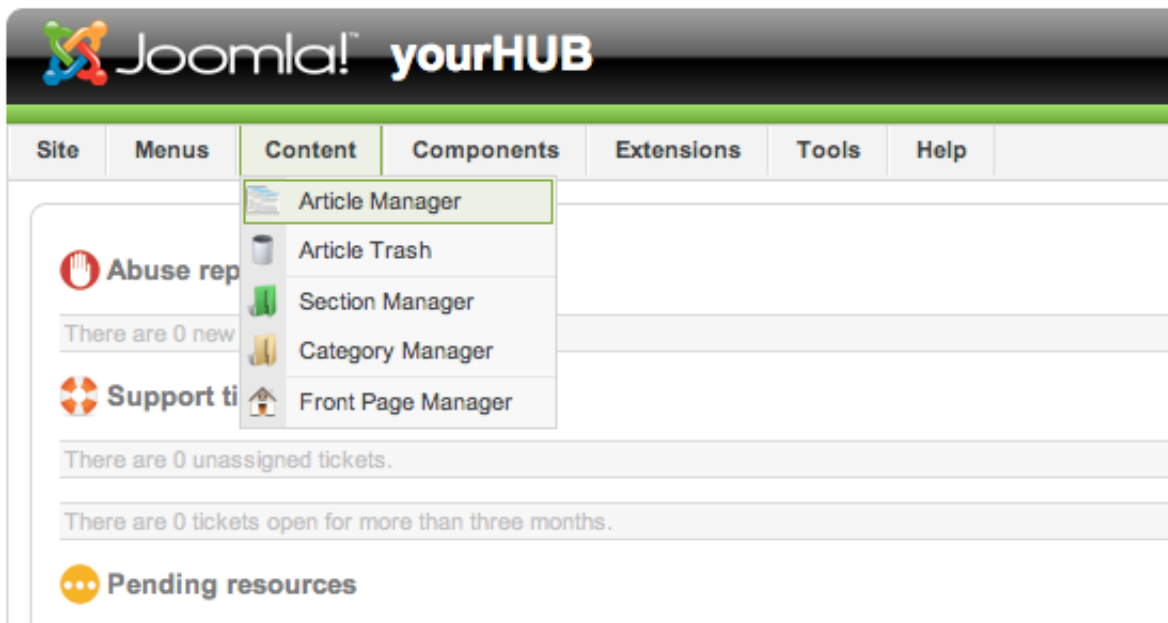


Hub Admin About

First login to the administrative back-end.

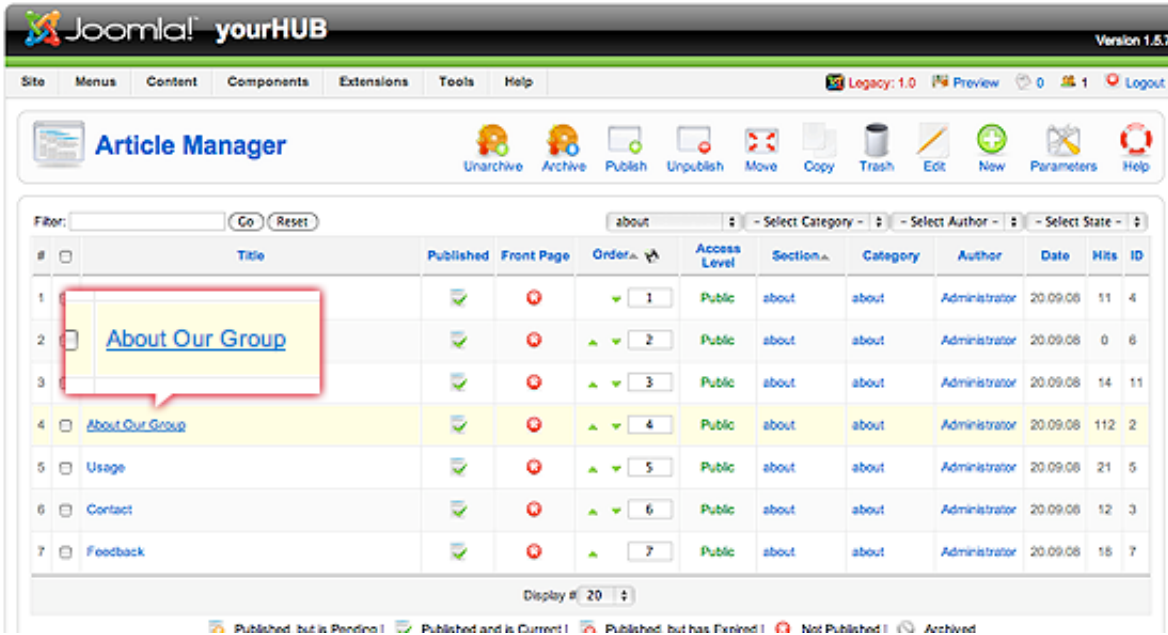
Once logged in, find “Content” in the main menu bar located toward the top of the page. You should be presented with a drop-down menu containing items such as “Article Manager”, “Article Trash”, etc.

Choose “Article Manager” from the available options.



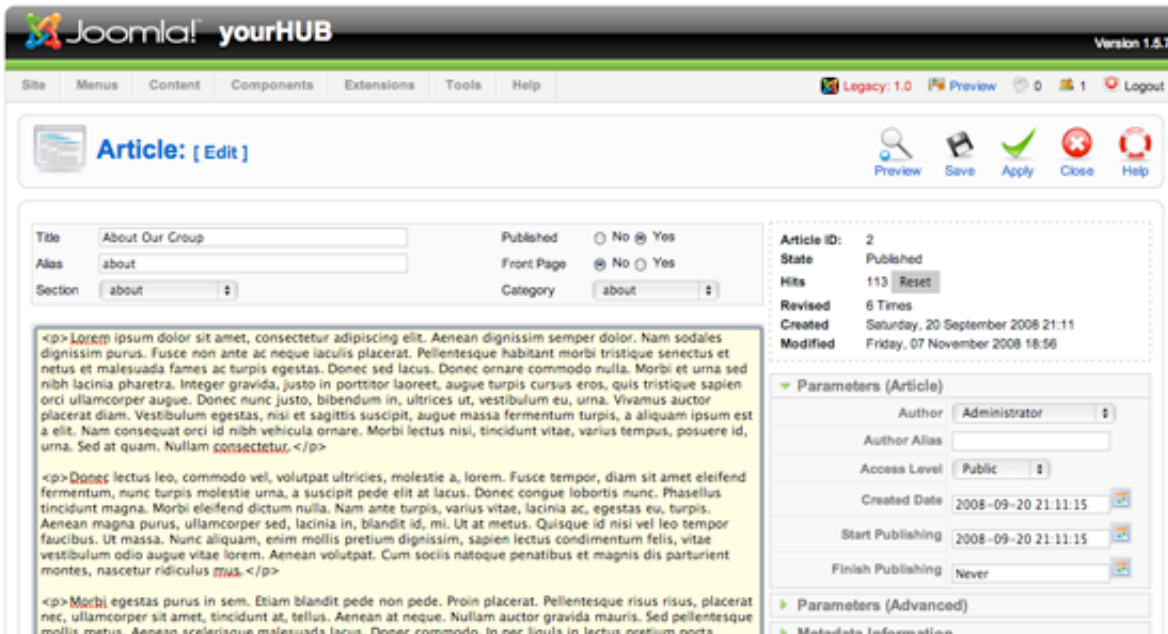
You should now be presented with a list of all the content articles on your site. There are a variety of methods to find the specific entry you wish to edit: you can filter by selecting section, category, author, or even state (published, unpublished, archive). The about page should be in the section “about” and category “about”. You may also search for “About” in the filter search box or scroll to the bottom of the page and navigate your way through the entire list. Once found, click the article title to edit it.

HUB ADMIN ABOUT



The screenshot shows the Joomla! Article Manager interface. At the top, there's a navigation menu with 'Site', 'Menus', 'Content', 'Components', 'Extensions', 'Tools', and 'Help'. Below that, there are icons for 'Unarchive', 'Archive', 'Publish', 'Unpublish', 'Move', 'Copy', 'Trash', 'Edit', 'New', 'Parameters', and 'Help'. The main area displays a table of articles with columns for '#', 'Title', 'Published', 'Front Page', 'Order', 'Access Level', 'Section', 'Category', 'Author', 'Date', 'Hits', and 'ID'. The article 'About Our Group' is highlighted in yellow and has a red box around its title. Below the table, there are filters for 'Published but is Pending', 'Published and is Current', 'Published but has Expired', 'Not Published', and 'Archived'.

You may then edit the page title, content, etc.



The screenshot shows the Joomla! Article Edit interface. At the top, there's a navigation menu with 'Site', 'Menus', 'Content', 'Components', 'Extensions', 'Tools', and 'Help'. Below that, there are icons for 'Preview', 'Save', 'Apply', 'Close', and 'Help'. The main area displays the article details for 'About Our Group'. The 'Title' field is set to 'About Our Group', 'Alias' is 'about', and 'Section' is 'about'. The 'Published' checkbox is checked, and 'Front Page' is also checked. The 'Category' is 'about'. The article ID is 2, and the state is 'Published'. The 'Hits' are 113, and the 'Revised' status is '6 Times'. The 'Created' date is 'Saturday, 20 September 2008 21:11' and the 'Modified' date is 'Friday, 07 November 2008 18:56'. The 'Parameters (Article)' section shows 'Author' as 'Administrator', 'Author Alias' as an empty field, 'Access Level' as 'Public', 'Created Date' as '2008-09-20 21:11:15', 'Start Publishing' as '2008-09-20 21:11:15', and 'Finish Publishing' as 'Never'. The 'Parameters (Advanced)' section is also visible.

Once you feel ready to save your changes, scroll back to the top of the page and click “Save” (the icon that looks like a floppy disk) in the upper right portion of the page.

The screenshot shows the Joomla! 1.5.7 Admin interface for editing an article. The top navigation bar includes 'Site', 'Menus', 'Content', 'Components', 'Extensions', 'Tools', and 'Help'. The article title is 'About Our Group' and the section is 'about'. The 'Save' button is highlighted with a red circle. The article content is displayed in a text area with HTML tags. The right sidebar shows article metadata and parameters.

Joomla! yourHUB Version 1.5.7

Site Menus Content Components Extensions Tools Help Legacy: 1 0 1 Logout

Article: [Edit]

Save Close Help

Title: About Our Group Published: No Yes
Alias: about Front Page: No Yes
Section: about Category: about

Article ID: 2 State: Published Hits: 113 Reset
Revised: 6 Times Created: Saturday, 20 September 2008 21:11 Modified: Friday, 07 November 2008 18:56

Parameters (Article)

Author: Administrator
Author Alias:
Access Level: Public
Created Date: 2008-09-20 21:11:15
Start Publishing: 2008-09-20 21:11:15
Finish Publishing: Never

Parameters (Advanced)

Metadata Information

Back to the [Administrative Guide](#)