

FAWCO Web Tutorial

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FAWCO's Youth Program is proud to promote the 2014 leadership development program for 20th and 21st grade girls: "empowering girls to be principled and socially conscious global leaders." The program will have two sessions in July 2014. The deadline for... [Read More](#)

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[FAWCO Foundation](#)



[Going Home?](#)



[Domestic Volunteer Help Overseas](#)



[News From The Board](#)

- Connections - Letter from 2014 - January
- Connections - Letter from Headquarters - Fall 2013
- Connections - Letter from Headquarters - Spring 2013

[US Issues](#)

- U.S. Tax & Banking
- 2013-2014 US Issues (Jury)
- January 2014
- U.S. Issues Committees

[Global Issues](#)

- Human Rights Test, June 2014
- Human Rights 2014
- Joining on the Bridge on Women's Rights and Gender Equality

[Philanthropy](#)

- Target Project Sales
- Target Bulletin - February 2014
- Deep Dive Topics
- Philanthropy Fall 2013

[Customs](#)

- 2014 Virginia Votes for Betty Cook Spear's New 2014
- 2014 US Issues

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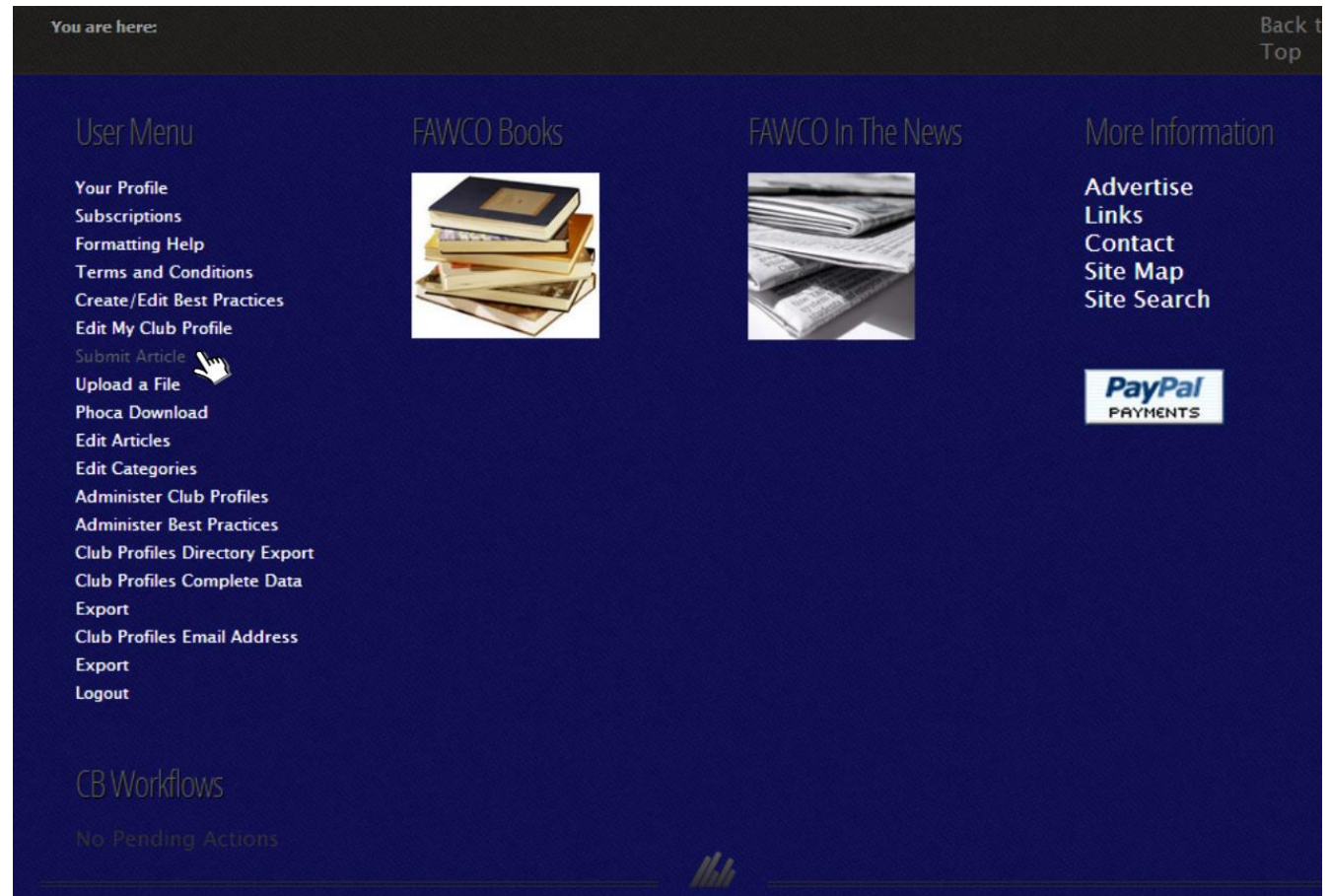
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Posting New Articles

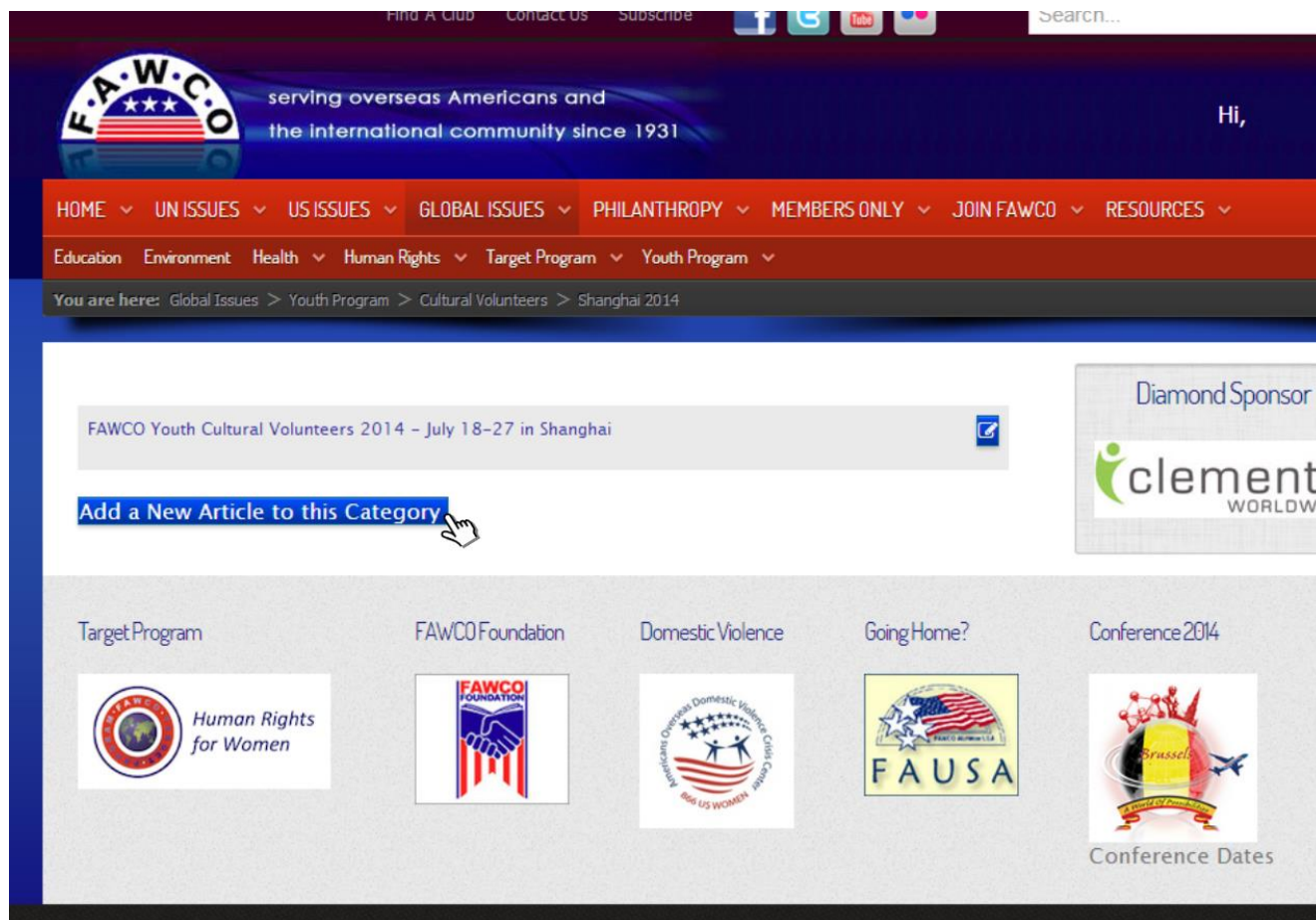
- Log In.
- Scroll Down to “User Menu”.
- Click on “Submit Article”.



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Posting New Articles In a Category

- Log In.
- Locate Category Page.
- Click on “Add a New Article to this Category”.



The screenshot shows the FAWCO website interface. At the top, there is a navigation bar with links: Find A Club, Contact Us, and Subscribe. Below this is a header section with the FAWCO logo and the text "serving overseas Americans and the international community since 1931". A search bar is located on the right. The main navigation menu includes: HOME, UN ISSUES, US ISSUES, GLOBAL ISSUES, PHILANTHROPY, MEMBERS ONLY, JOIN FAWCO, and RESOURCES. A secondary menu lists: Education, Environment, Health, Human Rights, Target Program, and Youth Program. A breadcrumb trail reads: "You are here: Global Issues > Youth Program > Cultural Volunteers > Shanghai 2014".

In the main content area, there is a section titled "FAWCO Youth Cultural Volunteers 2014 – July 18–27 in Shanghai". Below this, a button labeled "Add a New Article to this Category" is highlighted with a mouse cursor. To the right of this section is a "Diamond Sponsor" logo for "clement WORLDWIDE".

Below the main content area, there are five featured sections with logos and titles:

- Target Program: Human Rights for Women
- FAWCO Foundation
- Domestic Violence: Americans Overseas Domestic Violence Crisis Center and US WOMEN
- Going Home?: FAUSA
- Conference 2014: Brussels



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Submit Article

Editor

Diamond Sponsor



- Create “Title”.
- Leave “Alias” blank.
- Write your article.

Title *

Alias

Save

Cancel

[Toggle Editor]

Rich text editor interface with a toolbar containing various formatting options (bold, italic, underline, link, etc.) and a large text area labeled **Content Box** in red text. The bottom status bar shows "Path:" on the left and "Words: 0" on the right.

Increase or decrease
content box work size



myFlickr

Article

Image

Page Break

Read More

Phoca Download File

JComments ON



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Create a Link in Your Article

To a Document

- Highlight the text that will become the link.
- Click on Icon “Insert/Edit File” on the tool bar.
- File Manager Box appears.

[Toggle Editor]

Save Cancel

Font family Font size Paragraph Styles

Font family Font size A A² a_A Ω

Insert/Edit file

FAWCO's Environment Task Force aims to inform members about global environmental issues that confront our planet, such as air, soil & water pollution, energy efficiency, conservation and waste reduction, and the major issues of global climate change. Since we believe that **each person can make a difference**, one of our main goals is to help members become more environmentally minded through the choices they make in their daily lives. Please read the latest [Environmental bulletin](#).

Path: p Words: 74

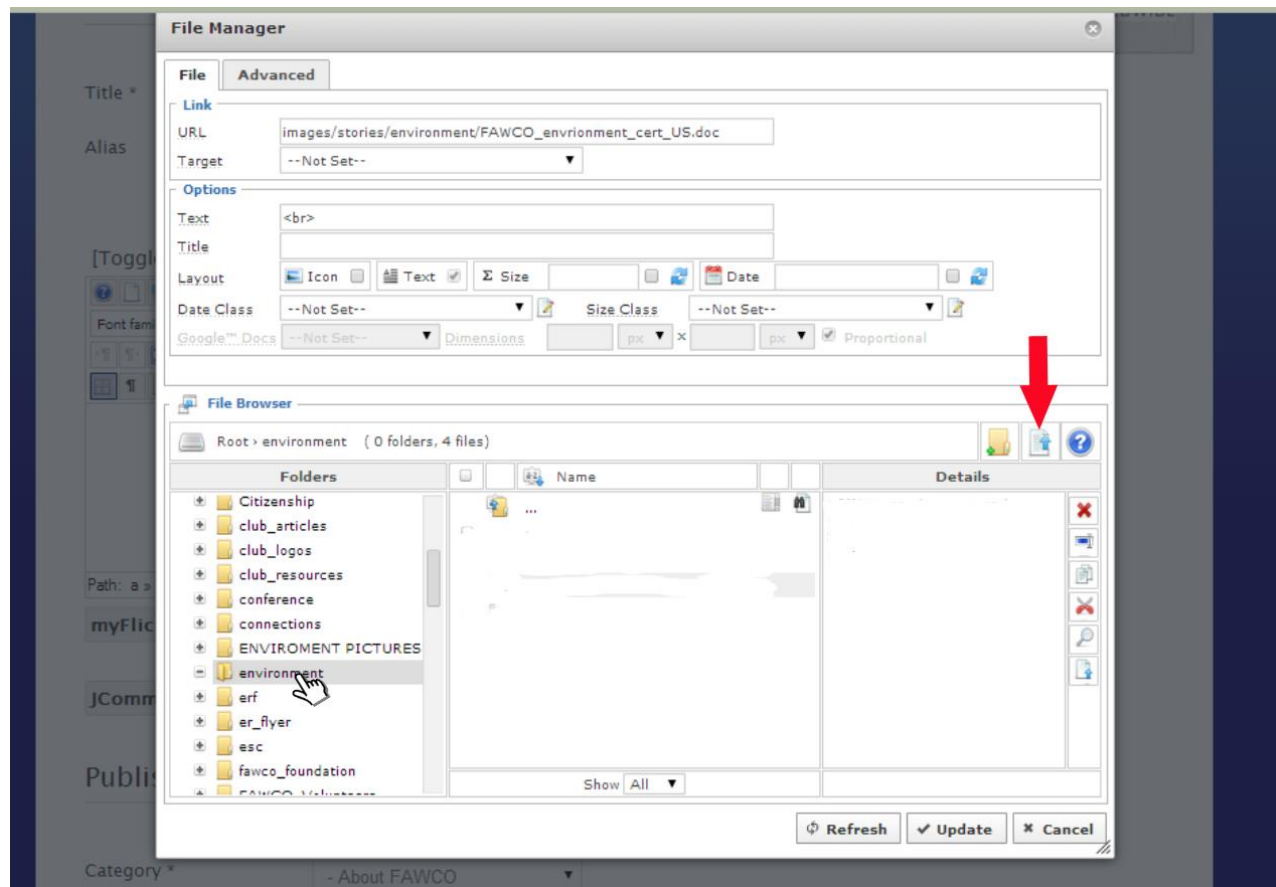
myFlickr Article Image Page Break Read More Phoca Download File JComments ON



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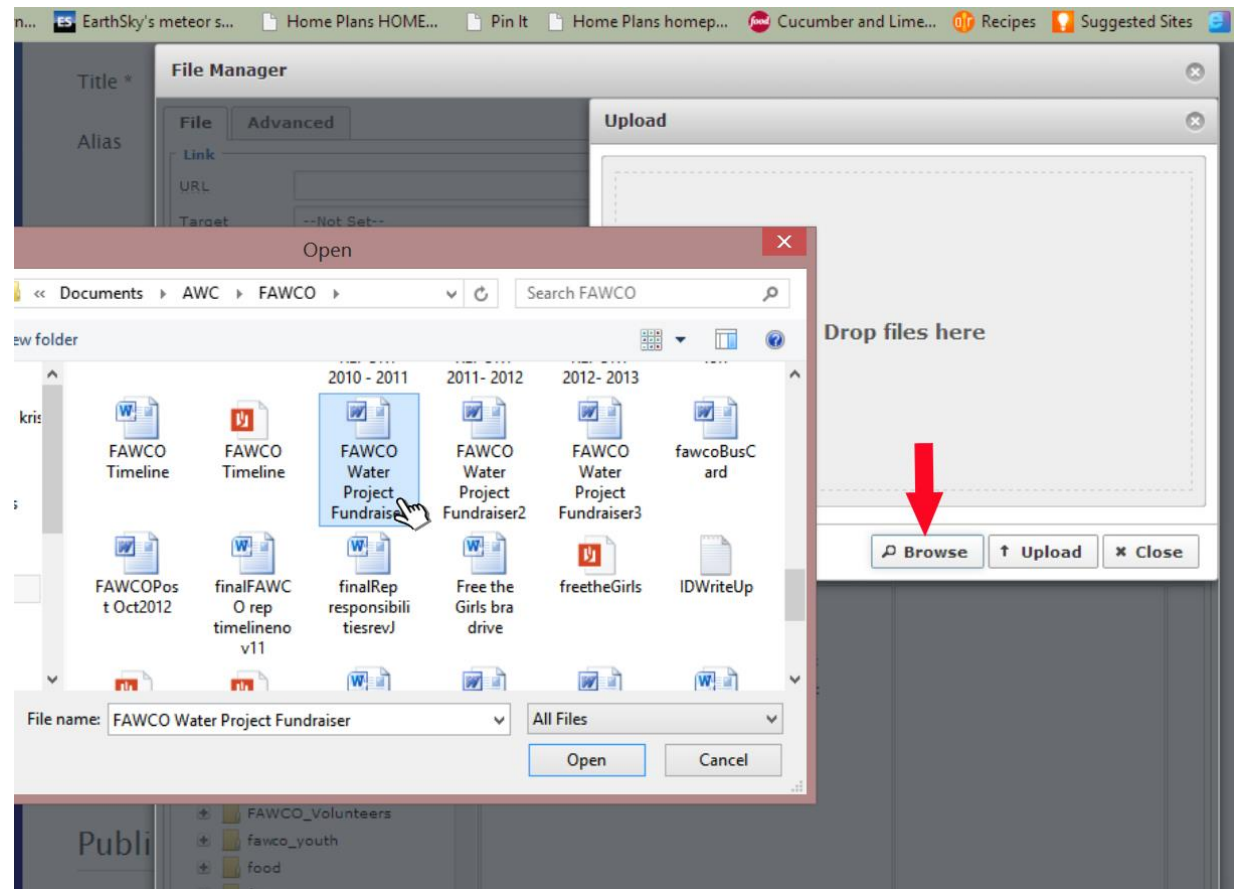
Uploading a File for an Article using File Manager Box

- Click on “Folders” (left column).
- Choose “Folder”.
- Click on “Upload” Icon.



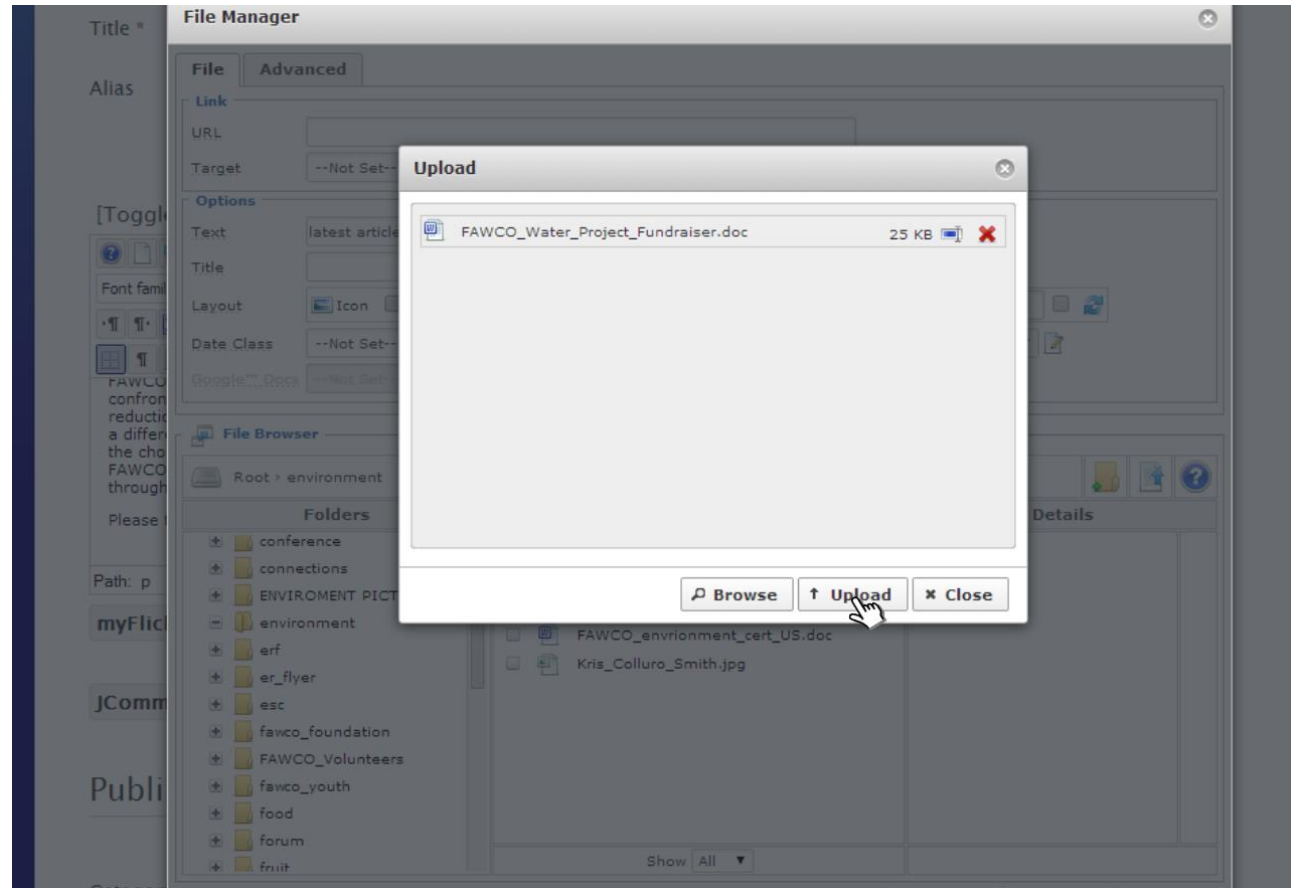
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- Upload Box appears.
- Click on “Browse”.
- File Explorer Box from your computer opens.
- Choose file.
- Click on “Open”.



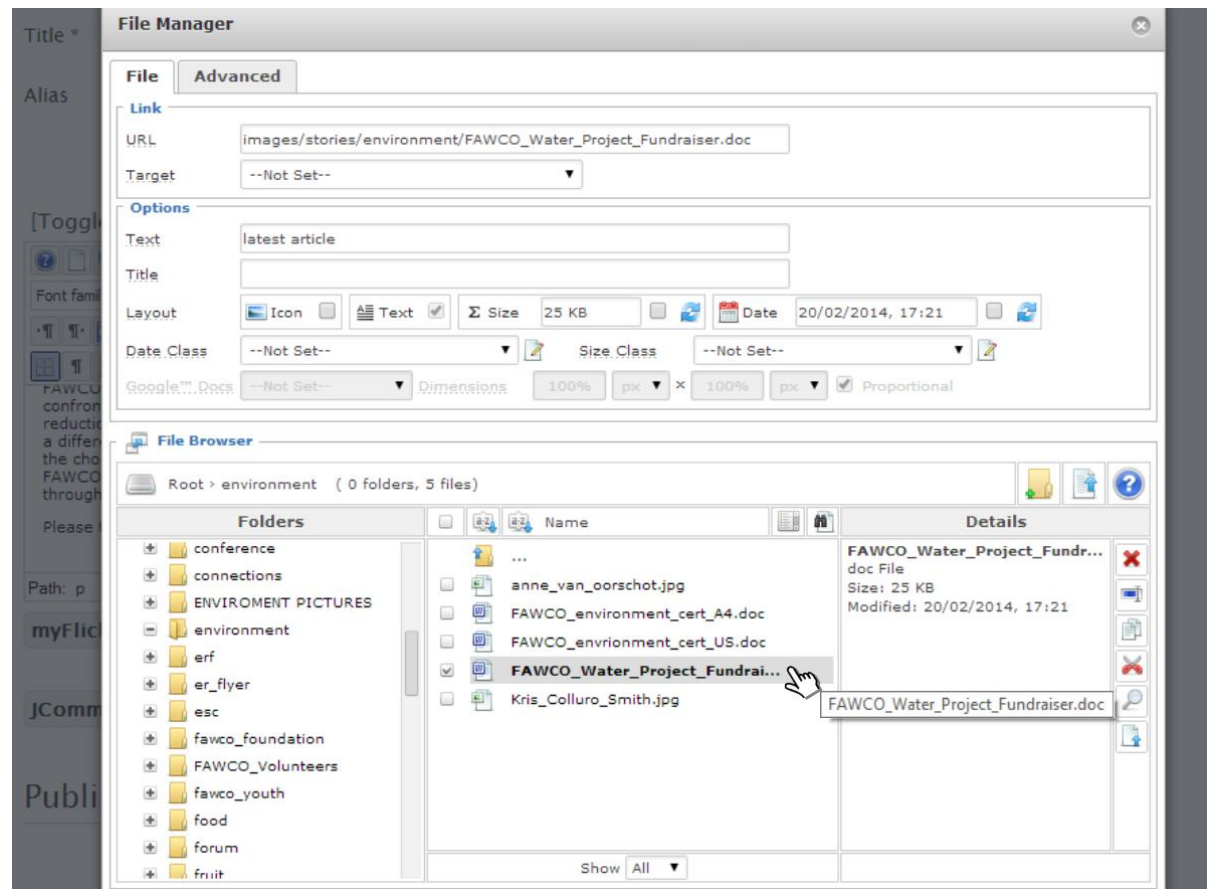
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- Your file will appear in the Upload Box.
- Click “Upload”.
- When the upload is complete a green tick will appear next to the file.



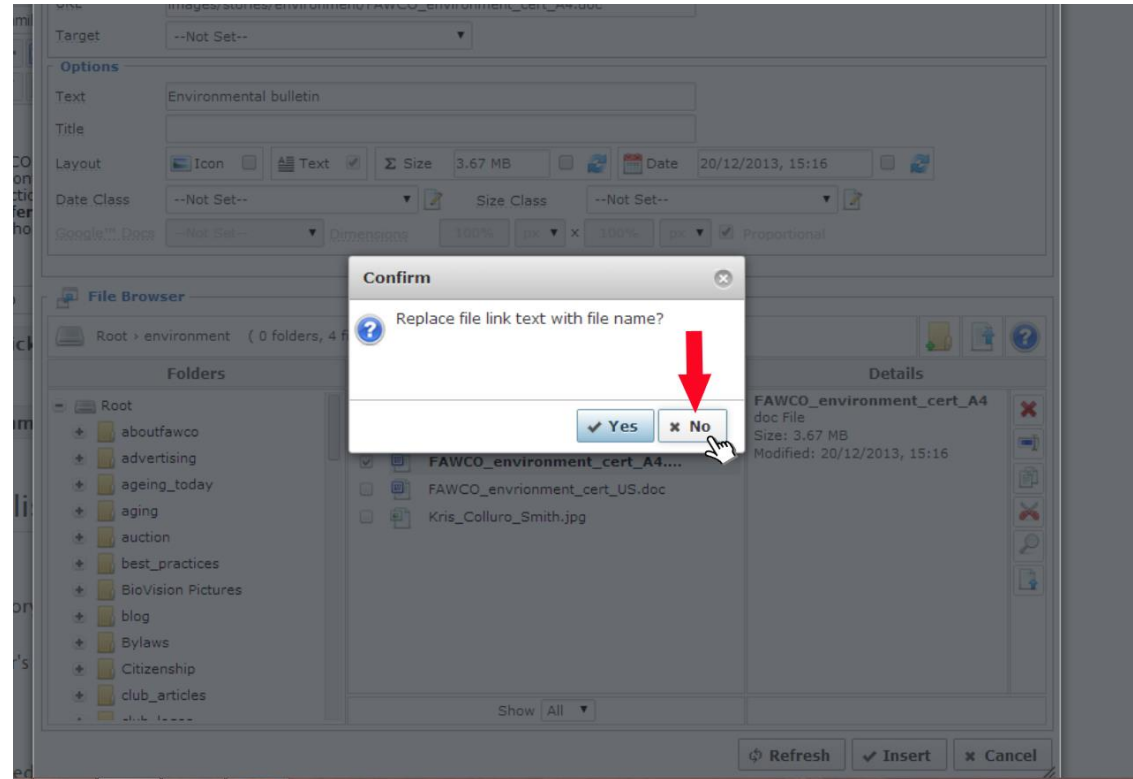
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- The uploaded file will appear in center column.
- Upon clicking on the file, it will be seen in the box to the right, “Details”.



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- Once the file is chosen you will be asked:
“Replace file link text with file name?”
- Click on **“NO”**.
- Click on **“Insert”**.



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- The highlighted text is now blue and underlined and is now linked to the chosen file.
- The “Chain”, “Broken Chain”, and “Insert/Edit File” Icons are now highlighted.

[Toggle Editor]

Font family Font size Paragraph Styles

FAWCO's Environment Task Force aims to inform members about global environmental issues that confront our planet, such as air, soil & water pollution, energy efficiency, conservation and waste reduction, and the major issues of global climate change. Since we believe that **each person can make a difference**, one of our main goals is to help members become more environmentally minded through the choices they make in their daily lives. Please read the latest [Environmental bulletin](#).

Path: p » a » span.wf_file_text Words: 74

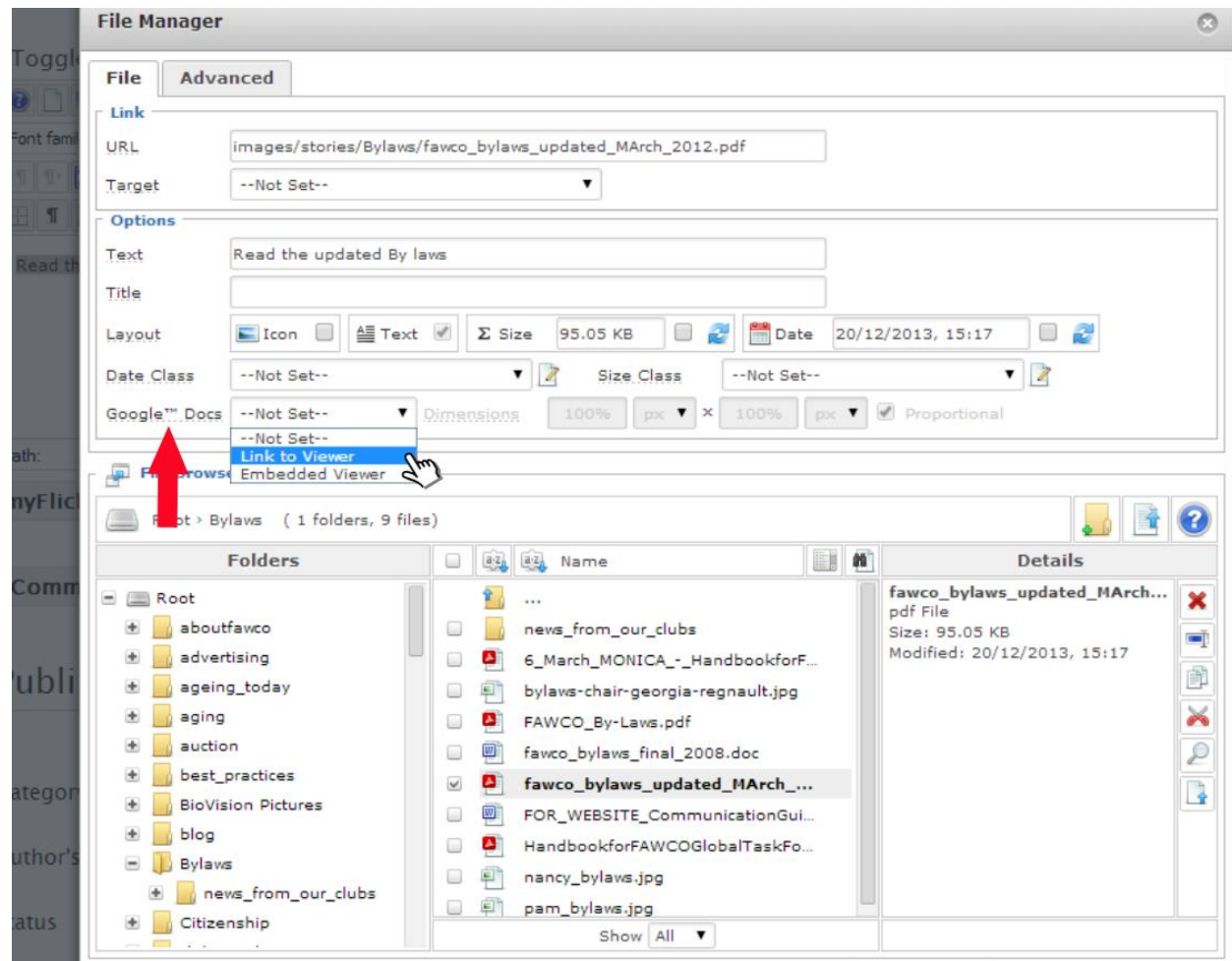
myFlickr Article Image Page Break Read More Phoca Download File



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Google Doc Option In File Manger

- If Google Docs Option is available, “Link to Viewer” can be chosen to view the document online instead of having the file download.



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- If Google Docs Option is used then set your “Target”.
- Click on “Insert”.

[Toggle Editor]



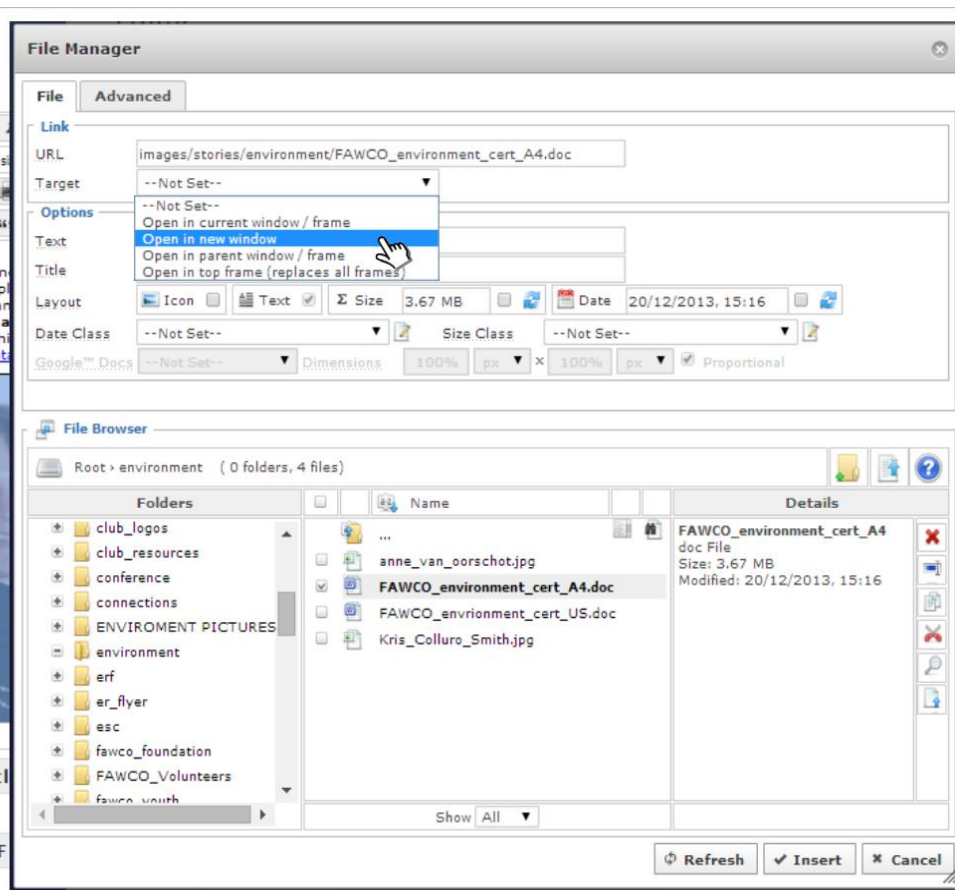
FAWCO's Environment that confront our plastic waste reduction, and person can make an environmentally friendly latest [Environment](#)



Path: p > img

myFlickr Article

JComments OFF

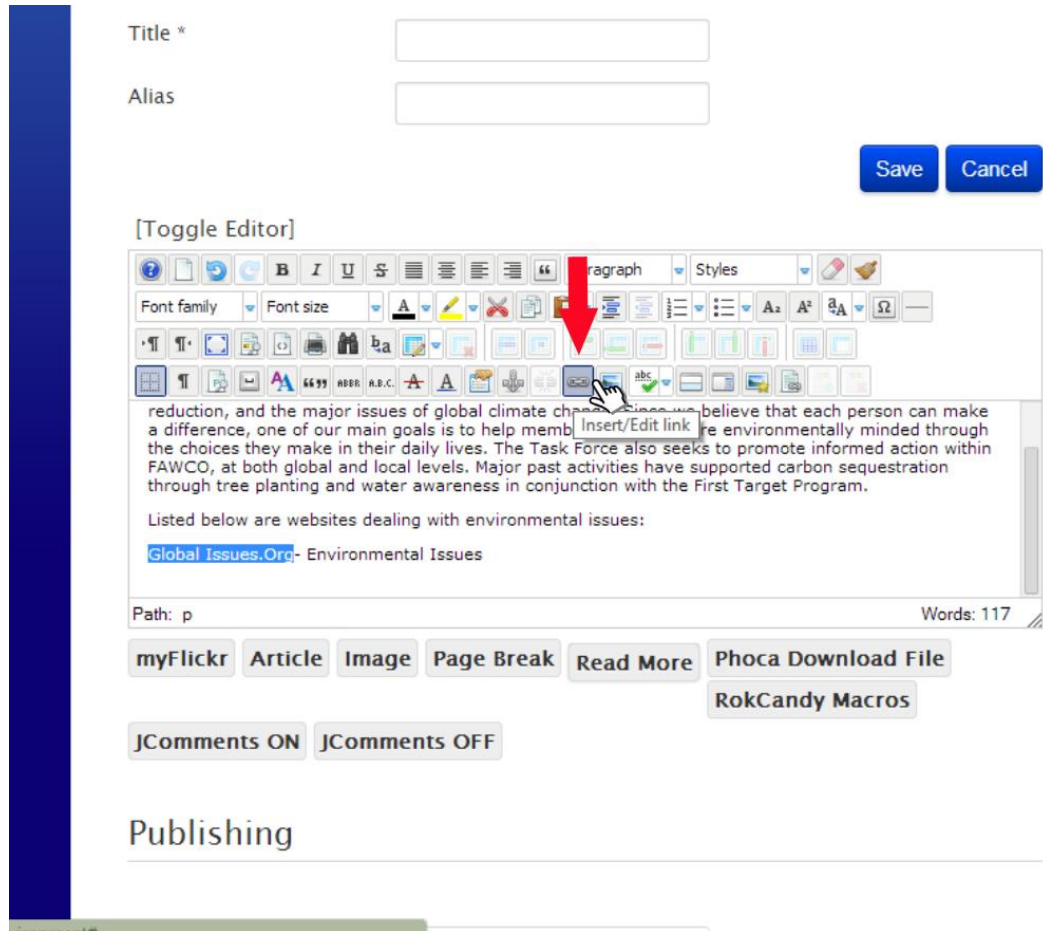


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Create a Link in Your Article

To an External Website URL

- Visit the web page you wish to link to.
- Copy the whole URL from the address bar.
- Make sure to include the **http://** or the link will not work.
- Highlight the text that will become the link.
- Click the “Link” Icon (“Chain”) to bring up Link Box.

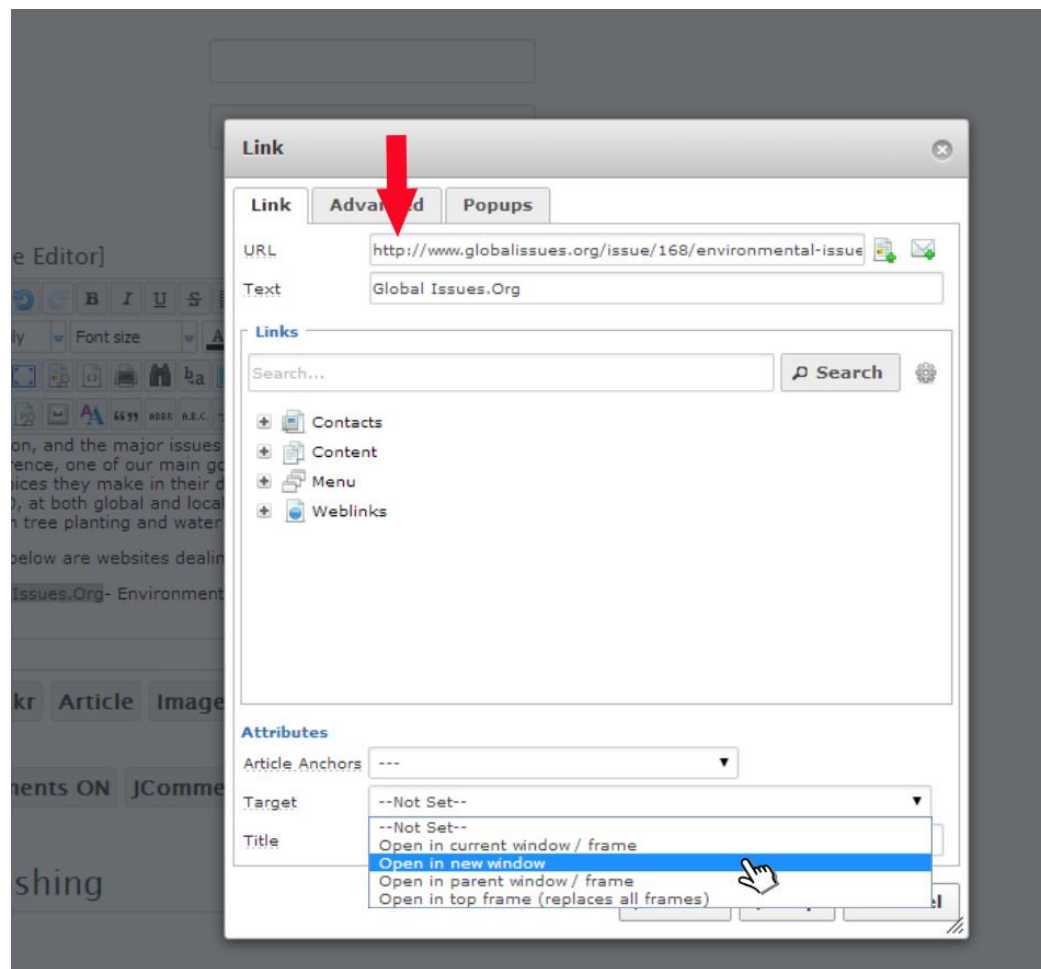


The screenshot shows the FAWCO web editor interface. At the top, there are input fields for 'Title *' and 'Alias', followed by 'Save' and 'Cancel' buttons. Below these is a '[Toggle Editor]' button. The main editing area contains a rich text editor toolbar with various icons. A red arrow points to the 'Link' icon (a chain link) in the toolbar. Below the toolbar, there is a text area with sample text about global climate change and environmental issues. At the bottom of the editor, there is a 'Path: p' field, a 'Words: 117' counter, and several buttons: 'myFlickr', 'Article', 'Image', 'Page Break', 'Read More', 'Phoca Download File', 'RokCandy Macros', 'JComments ON', and 'JComments OFF'. The word 'Publishing' is visible at the bottom of the interface.



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- Paste your copied link (complete with http://) on the link tab.
- Then choose a “Target” from either:
 - “Open in this window” which will replace your website page with the site you are linking to.
 - “Open in a new window” which will start a new tab and keep your website open. (Recommended)
- Click “Insert”.

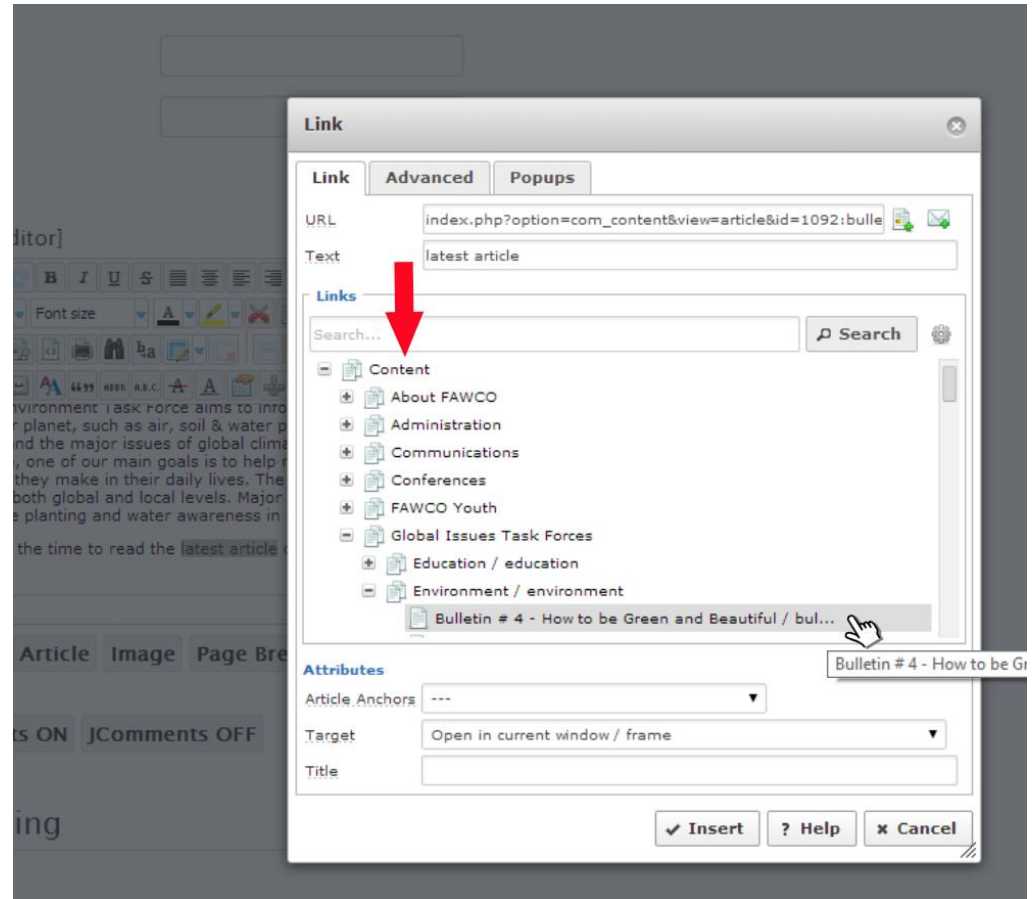


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Create a Link in Your Article

To an Existing Article on the FAWCO Website

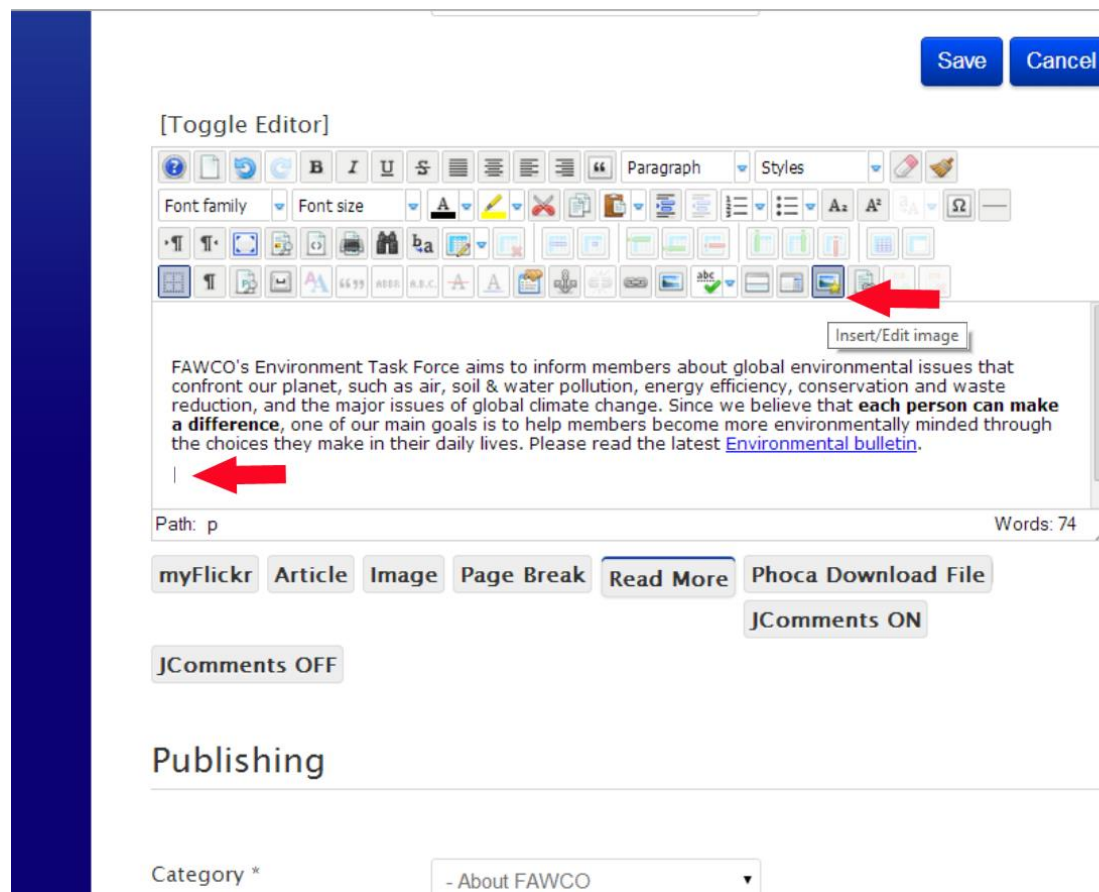
- Highlight the text that will become the link.
- Click the “Link”(“Chain”) Icon to bring up Link Box.
- Click on “Content”.
- Find Article to be linked.
- Once clicked on, the link address will be seen in the URL box.
- Choose “Target”.
- Click “Insert” or “Update”.



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Inserting an Image in an Article

- Choose where you would like your image placed in your article by putting your cursor there.
- Click on “Insert/Edit Image” Icon.

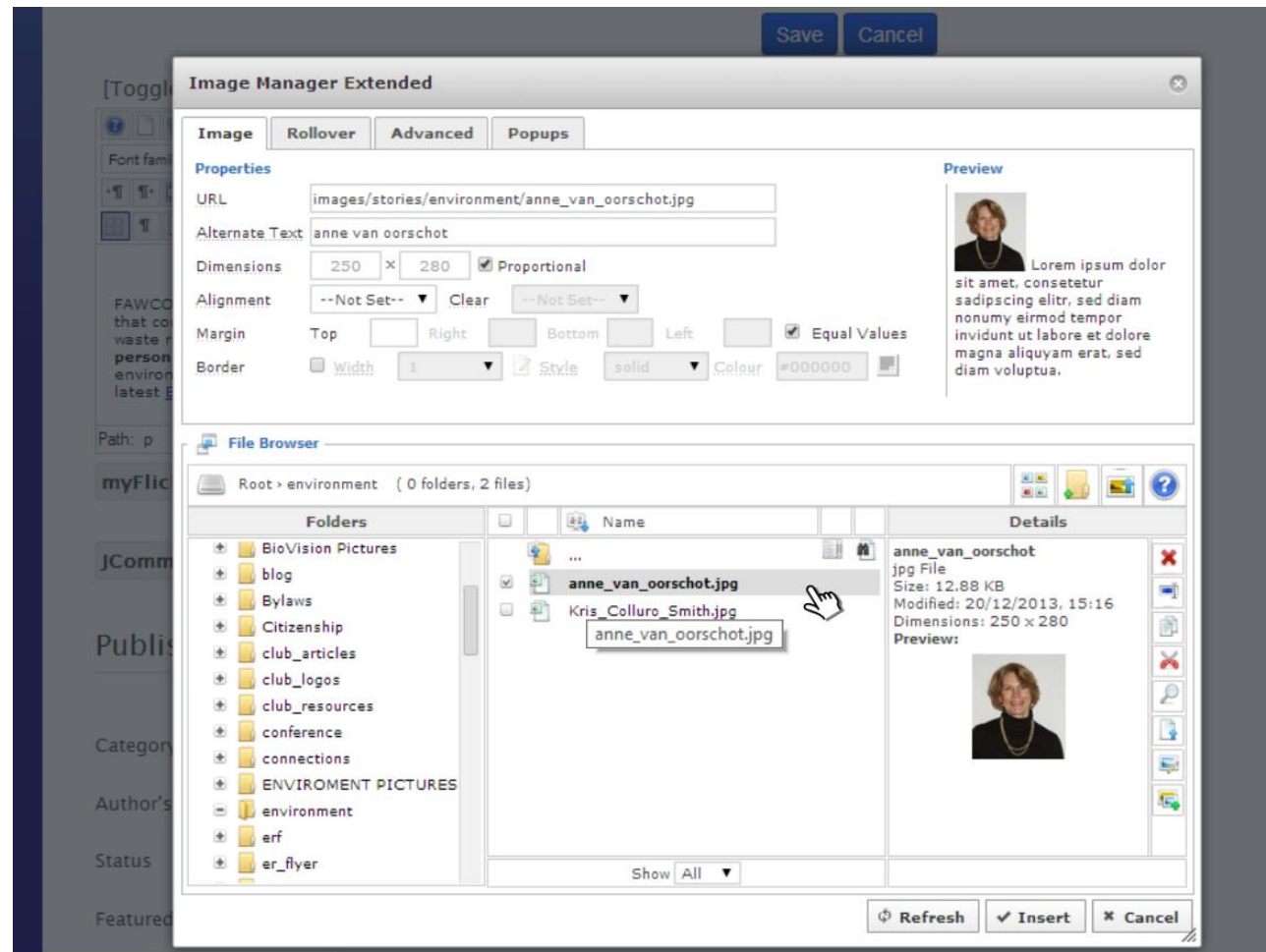


The screenshot displays the FAWCO web editor interface. At the top right are 'Save' and 'Cancel' buttons. Below them is a '[Toggle Editor]' button. The main editing area features a rich text editor toolbar with various icons. A red arrow points to the 'Insert/Edit image' icon in the toolbar. Below the toolbar, the text of the article is visible: 'FAWCO's Environment Task Force aims to inform members about global environmental issues that confront our planet, such as air, soil & water pollution, energy efficiency, conservation and waste reduction, and the major issues of global climate change. Since we believe that **each person can make a difference**, one of our main goals is to help members become more environmentally minded through the choices they make in their daily lives. Please read the latest [Environmental bulletin](#).' A red arrow points to the cursor position at the end of the text. Below the text area, there are buttons for 'myFlickr', 'Article', 'Image', 'Page Break', 'Read More', 'Phoca Download File', and 'JComments ON'. A 'JComments OFF' button is also present. The 'Publishing' section at the bottom shows a 'Category *' dropdown menu set to '- About FAWCO'.



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- Image Manager Box appears.
- Choose an image by clicking on it.
- Set the image properties as required.
- Click “Insert” to insert the image.



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- The image will be displayed in the editor.
- Rescaling can be done if necessary but it is better to change the size in Image Manager Box.

[Toggle Editor]

FAWCO's Environment Task Force aims to inform members about global environmental issues that confront our planet, such as air, soil & water pollution, energy efficiency, conservation and waste reduction, and the major issues of global climate change. Since we believe that **each person can make a difference**, one of our main goals is to help members become more environmentally minded through the choices they make in their daily lives. Please read the latest [Environmental bulletin](#).

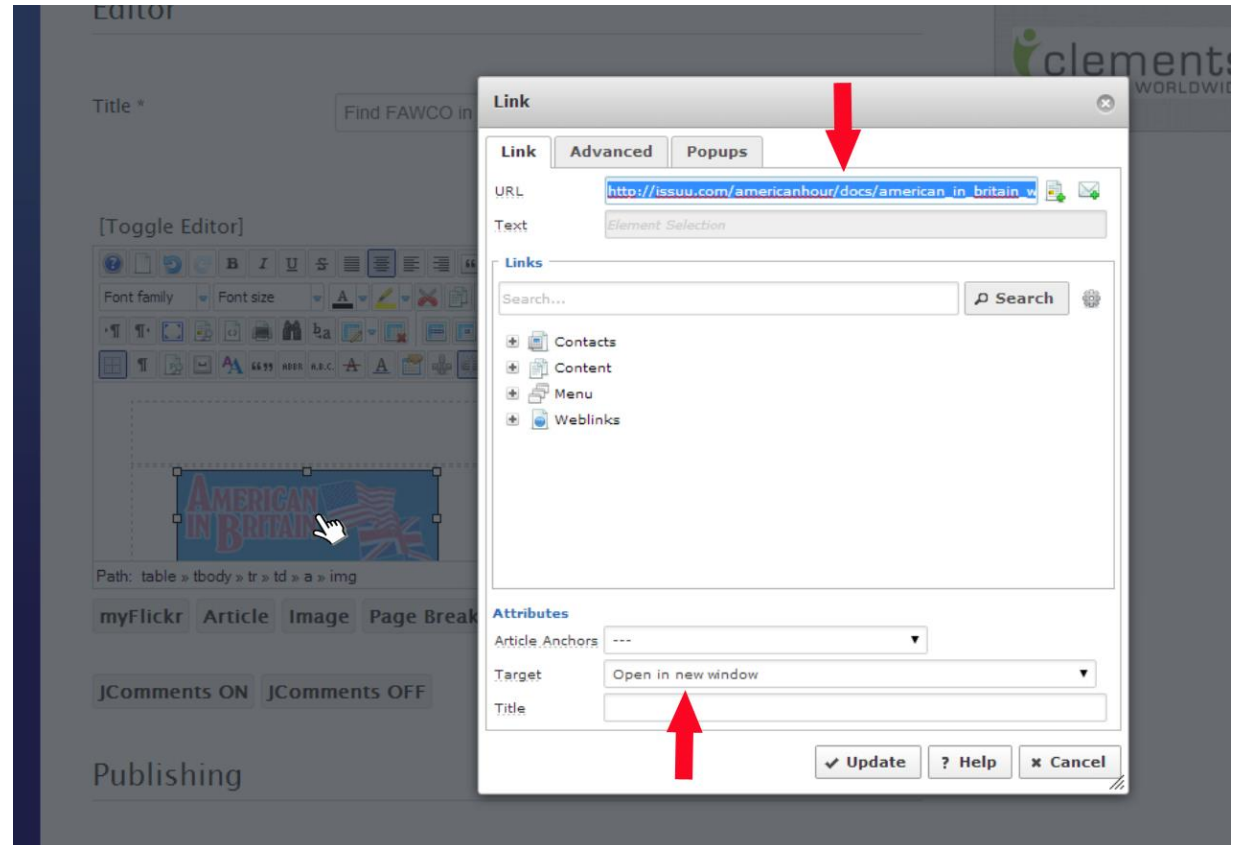
Path: p » img Words: 74



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Linking a URL to an Image

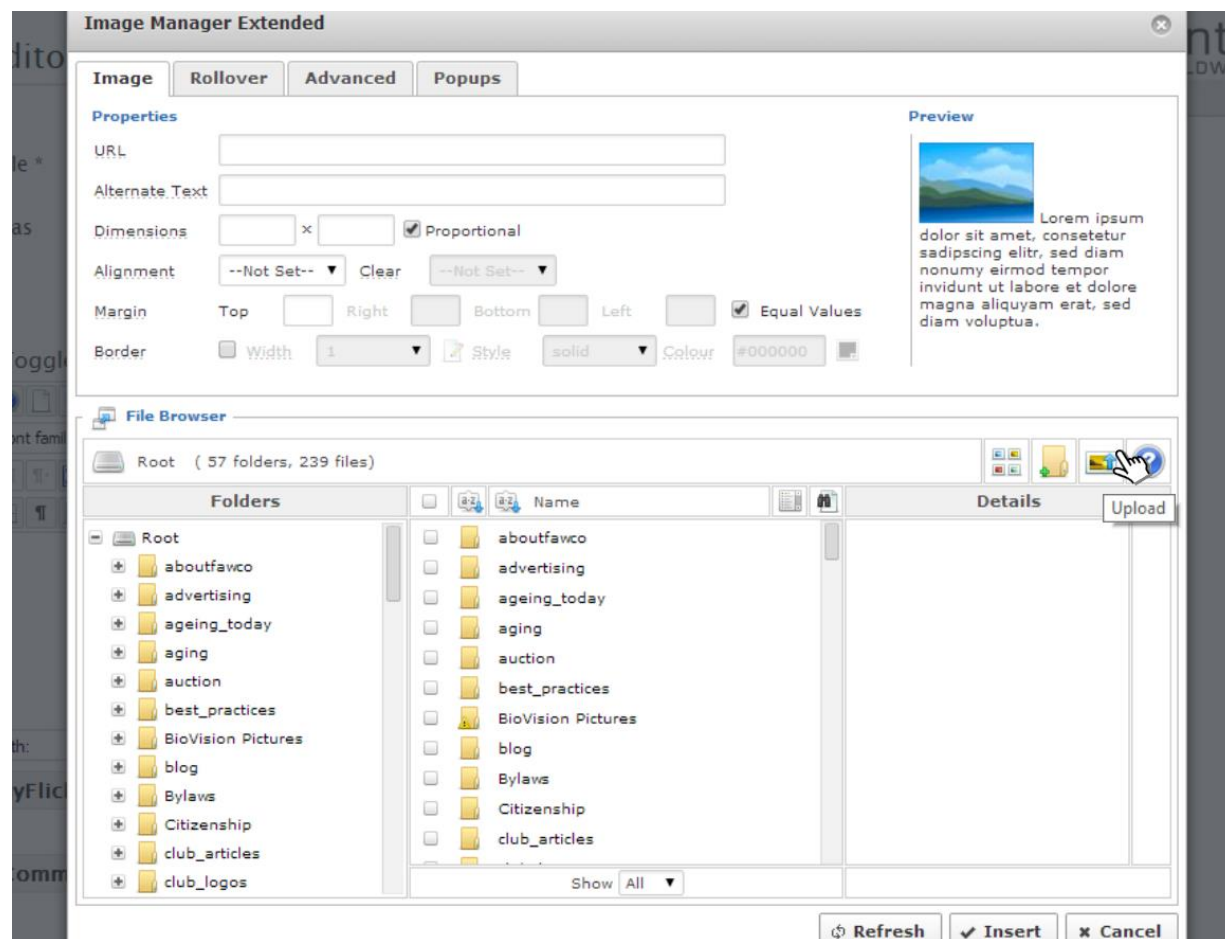
- You may add a link to an image in the same way that you make a link.
- Simply click the image to highlight it and then click the “Link” (“Chain”) icon and follow the same steps as making a link.



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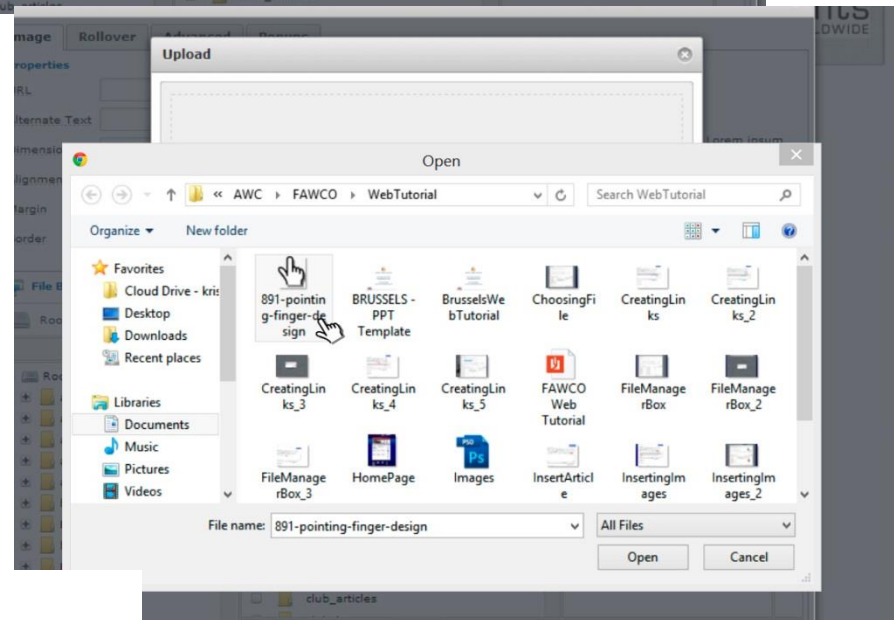
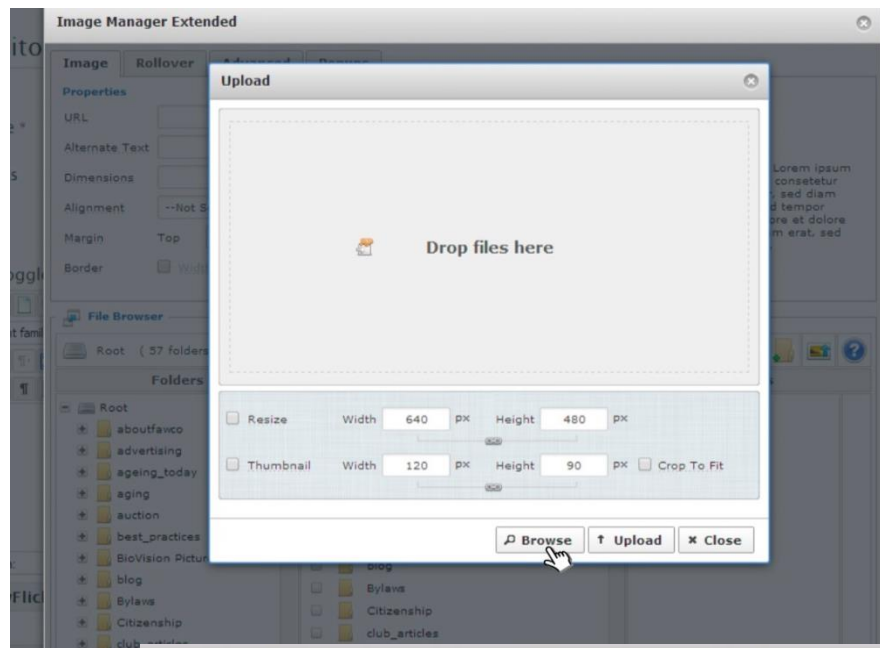
Uploading Images using the Image Manager Box

- Click on “Insert/Edit Image”.
- Choose folder the image will be uploaded to.
- In the Image Manager Box, click on “Upload” Icon.



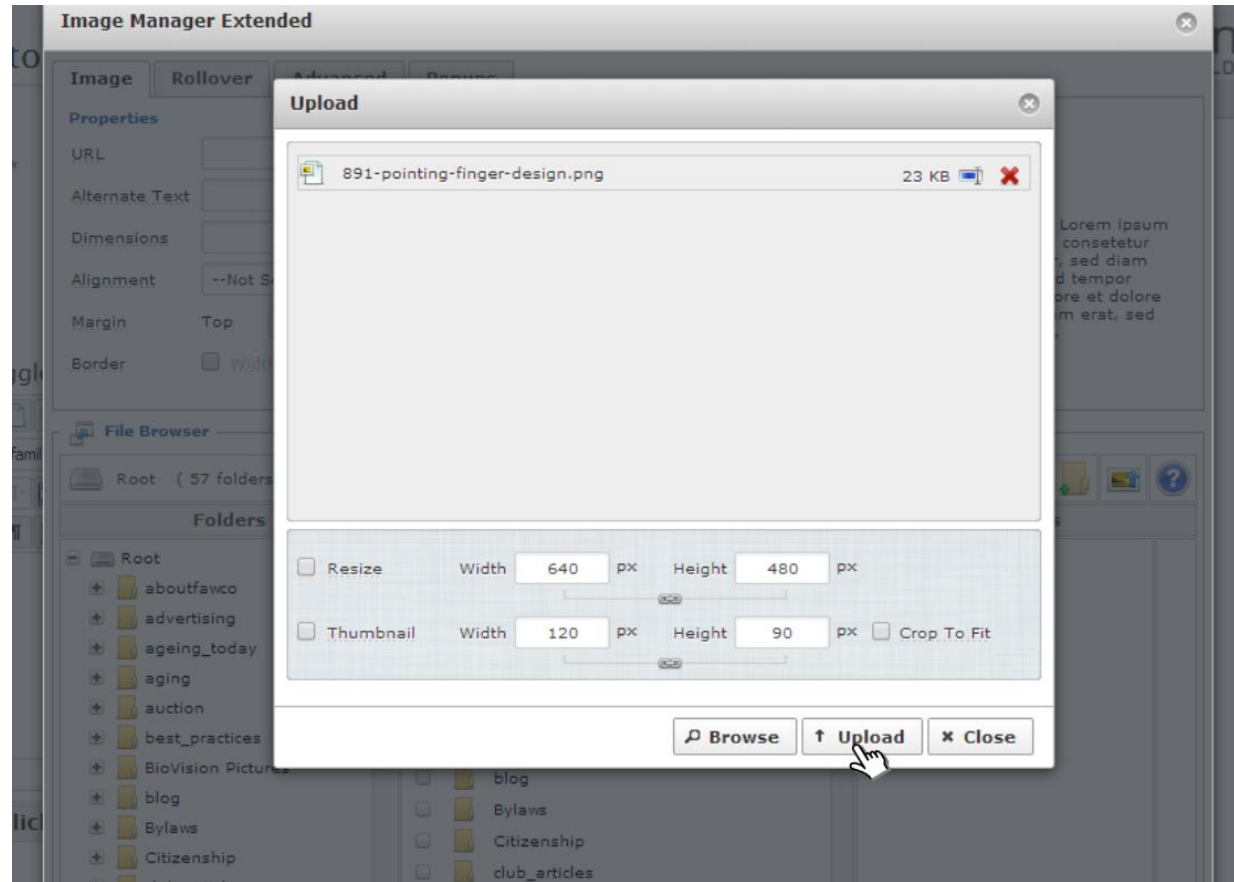
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- The Upload screen appears.
- Click “Browse” to open a file browser on your computer.
- Select the image files you wish to upload.



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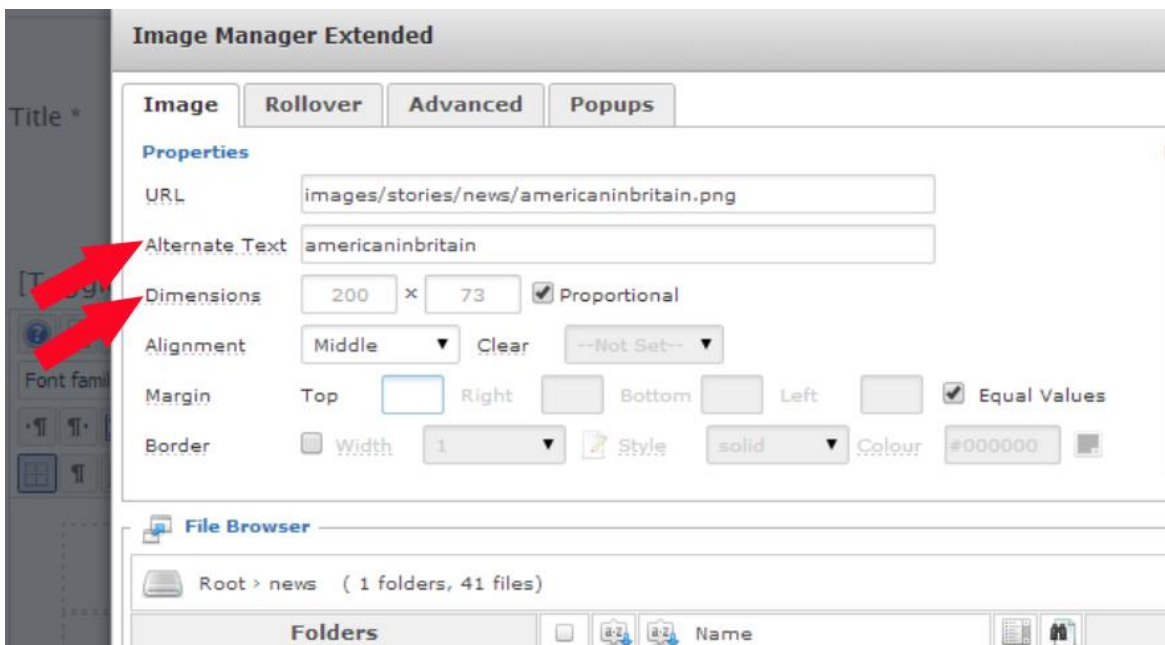
- To remove selected files before uploading click the red icon next to the listed files.
- Click “Upload” to begin uploading files.
- When the upload is complete a green tick will appear next to the file.



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Setting Image Properties in the Image Manager

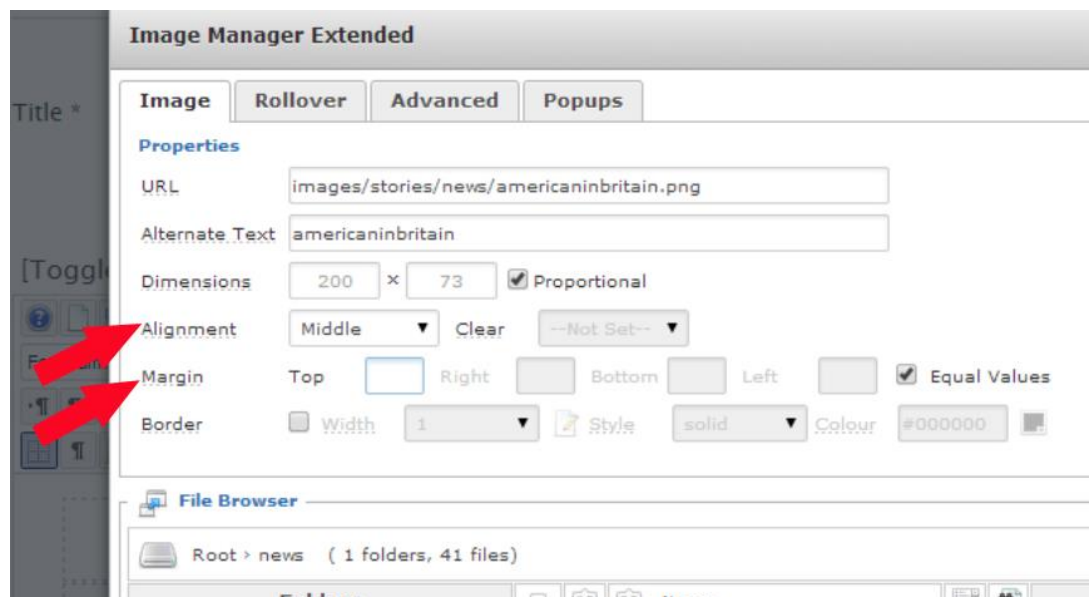
- **Alternative Text:**
This becomes the alt attribute for the image, an important feature for accessibility & compliance with web standards.
- **Dimensions:**
Resize the image here: normally 150x150 or max 200x300. Keep Proportional Box ticked.



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Setting Image Properties in the Image Manager

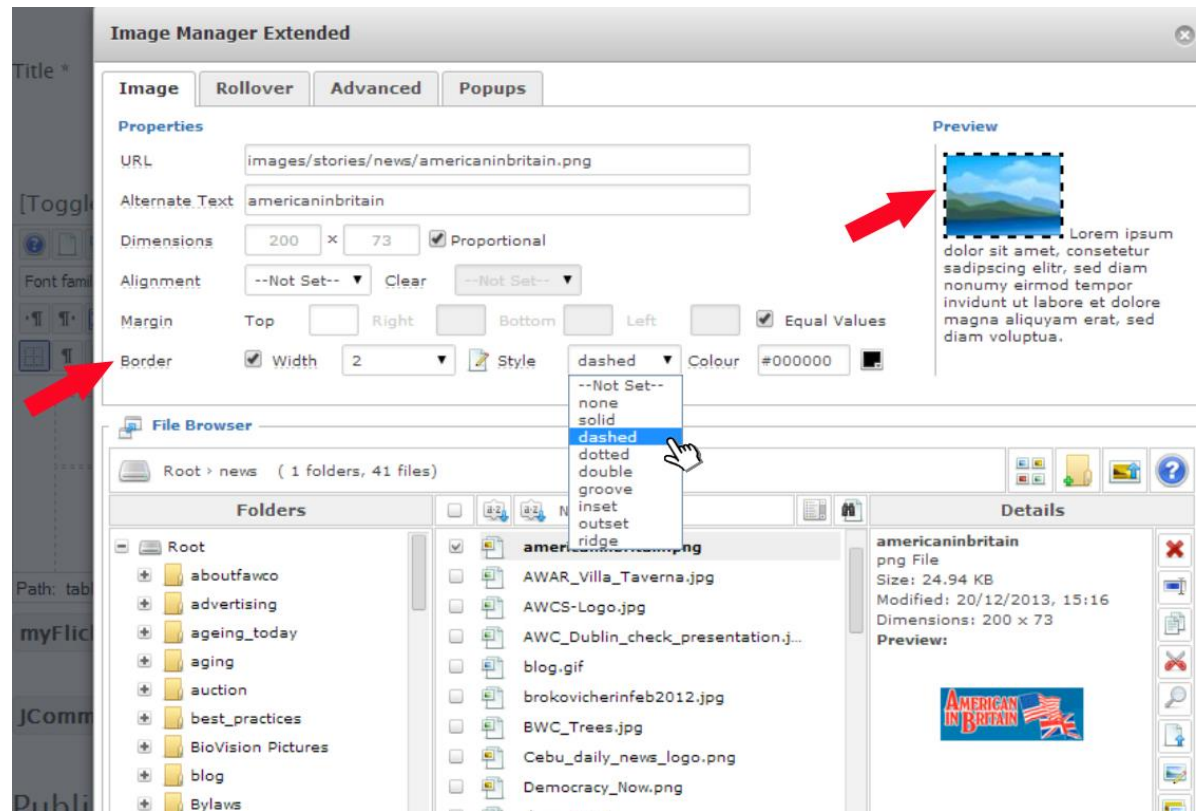
- **Alignment:** Sets the image alignment- Left, Right, Middle.
If left blank the align attribute is not set.
- **Margin:** This pads spacing around the image. Unclick "equal values" and enter a "3" or "5" in the margin boxes on the sides of the image that touch the text.



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Setting Image Properties in the Image Manager

- Border: Frames the image.
- Choose line thickness; line type- solid, dashed, dotted, etc; and border color.





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Publishing Your Article

- The Publisher part of the Editor allows some management of the Article.
- Select a Category: choose from the pull-down list.
- Select “Status”.
- If you want your article to be featured on the homepage, click “yes” for “Featured Article”.
- Choose Access- “Public” or “Registered”.

Publishing

Category *	-- Environment ▼
Author's Alias	<input type="text"/>
Status	Published ▼
Featured	Yes ▼
Start Publishing	<input type="text"/> 
Finish Publishing	<input type="text"/> 
Access	Public ▼

Ordering:
New articles default to the first position in the Category. The ordering can be changed in backend.

Language

Language	All ▼
----------	-------













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Editing Articles Already Published

- Find the article to be edited.
- Click on the Paper/pencil Icon to open article.
- If you don't see a "Pencil" by a text, that means it is NOT an article, it is rather a Category Description. You can edit the category description down at the user menu, "Edit Categories" and search the category name.

Display #

Title	
Environment Bulletin – February 2014	
Environment Task Force Bulletin – Winter 2013	
UN Millennium Development Goal on the Environment	
Environment Task Force Bulletin – Decreasing Your Water Footprint February 2013	
Environment Task Force Bulletin – April 2012 – Eco Tourism	
Greening Your Thanksgiving	
Women in the World: Going Green	
Environment Task Force – May 2011 Bulletin (part 2 of 2)	
Environment Task Force – May 2011 Bulletin	
2011 World Water Day: Water in Cities: Responding to the Urban Challenge	

[Add a New Article to this Category](#)

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[?task=article.edit&a_id=28408&return=aHR0cCUzOSUvRiUvRnd3dv5mYXdiYXN5cmclMkZnbG9iYWwtaXNzdWVzJTJGZW52aXlvbm1lbnQ=](#)

Edit Article
Published
Sunday, 15 December
2013
Written by Laurie
Richardson



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- Notice that the Category will appear top left and title is filled in.
- Make your changes to the article.
- Click “Save”.
- The page will refresh and you should then see it as it appears with the message “Article successfully saved”.

Environment

Editor

Title *

UN Millennium Development Goa

Save

Cancel

[Toggle Editor]

UN MDG Fact Sheet provides an overview of the issue and the current status of global efforts to achieve this development goal.'" data-bbox="405 371 937 791"/>

UN MDG # 7 is Ensure environmental sustainability. The [UN MDG Fact Sheet](#) provides an overview of the issue and the current status of global efforts to achieve this development goal.



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Helpful Joomla Editing Tips

- All links to external sites should be set to open in a new window, not the same window.
- Resize images before you upload them. The smaller the better, but no more than 300kb and resolution should be 72 dpi. Large size picture files makes our website heavy and the images take a long time to load.
- When you create a file, any file, be sure to use underscores instead of spaces.
- Use the available heading for text formatting as this will create clean code.
- It is recommend to using the .doc or .ppt or .xls extensions rather than .docx or .pptx, because the older versions are more universally compatible.



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Helpful Joomla Editing Tips

- Text should only be underlined if it's a link. People are used to clicking on underlined text. They see an underline so they assume it's a link. If you need emphasis, use bold, italics, a different color, all caps, or a bigger size. But don't use underline.
- Copying from Word directly into the Joomla editor produces messy code so either: Copy the text into Notepad first, then copy from Notepad into Joomla.

Or



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Helpful Joomla Editing Tips

- Use the Paste button in the editor (Clipboard Icon with dropdown arrow). Instead of using Ctrl+V to automatically paste into the editor window.
- Use the "Paste as Plain Text" option, found here as a dropdown at the editor's "Paste" button. Selecting "Paste as Plain Text" opens a popup where you can then Ctrl+V your word text, and THEN hit "Insert" and the extra Word codes will be filtered out on paste.

