

How to use the WYSIWYG editor for Joomla

Index



- Présentation editor.
- Insert a text.
- Insert a link, an anchor.
- Image manager.
 - Upload an image.
 - Insert an image in the text.
- File manager.
 - Insert a file.
 - Upload a file.
 - Insert a file in the texte

1. Presentation Editor



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





2. Insert a text



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.

LINK	Adva	nced	Popups					
URL								, 🖂
Text	l	Lorem						
Links -				 				
Search.						₽ Se	arch	
• 🍙 • 🗗	Content Menu							
•	Weblinks							
• e	Weblinks	5			7			
Attribute Article An	Weblinks		•		-			
Attribute Article An Target Title	weblinks achors	 Not Se	t		·			<u>-</u>



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



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.



mage Rollover Advanced	Popups	
roperties		Preview
RL		Lorem insum
		dolor sit
Iternate Text		amet, consetetur
imensions x	Proportional	sadipscing
lignment Left 🗾 Clea	rNot Set	tempor invidunt ut labore et
targin Top 0 Right	10 Bottom 10 Left 0 Equal Values	dolore magna aliquyam erat, sed diam voluptua
order width		-
File Browser		
Root (3 folders, 25 files)		
Folders	🔲 🖳 🚉 Name	Details
Root	banners	
banners	header	
header	sampledata	
sampiedata	446810103_0e68fea643.jpeg	
	article.png	
	a facebook ong	
	image.png	
	IMG_1842.JPG	
	in.png	
	joomla_black.glf	
	- data	

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"

	-	Di	rop f	ïles her	e		
Resize	Width	300	ox	Height	300	DX	
Resize	Width	300	рх	Height	300	px	
 Resize Thumbnail 	Width	300	px px	Height B Height	300	px px	Crop To Fit



When you have select your images, click"upload"

	_0e68fea643	.jpeg					121 K	в 🗐 X
keane_unde	er_the_iron_s	sun.jpeg					74 K	в 🗐 🗙
Resize	Width	300	рх	Height	300	рх		
Resize	Width	300	рх рх	Height Beight	300	px px	Crop	To Fit

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.

Image R	ollover	Advanced	Popups					
Properties							Preview	
URL	Images	/446810103_0e6	8fea643.jpeg	g			Lorem ip	sum
Alternate Text	446810	103 0e68fea643					dolor sit	amet,
Dimensions	500	¥ 500	Proportio				a adipscir	ng elitr,
Dimensions	500	^ <u> </u>	Fioportio				eirmod tempor invidur	n nonum nt ut
Alignment	Left	Clear	Not Se	et •			labore et dolore magni aliquyam erat, sed dia	a m
Margin	Тор	0 Right	10 Bott	tom 10 Left 0	Equal Valu	les	voluptua.	
Border	Widt	th 0	• 2 St	yle none 💽 Col	our #000000			
Root (ser 3 folders, 3 Folders	25 files)		Name		M 446	Details	
Root (ser 3 folders, 2 Folders	25 files)		Name banners		446 jpeg	Details	
Root (ser 3 folders, 3 Folders ers er	25 files)		Name banners header sampledata		446 jpeg Mod Size	Details B810103_0e68fea643 g File dified: 11/01/2013, 17:04 e: 120.56 KB	
Root (Root Root Root Root Root Root Root Roo	ser 3 folders, 3 Folders ers er oledata	25 files)		Name banners header sampledata 446810103_0e68fea64	3.jpeg	446 jpeg Mod Size Dim Pre	Details BE10103_0e68fea643 File Iffied: 11/01/2013, 17:04 Ensions: 500 x 500 view:	
File Brow Root (Root Root Root Root Root Root Root Roo	ser 3 folders, 3 Folders ers er bledata	25 files)		Name banners header sampledata 446810103_0e68fea64 article.png	3.jpeg	446 jpeg Mod Size Dim Pre	Details BE10103_0e68fea643 File Iffied: 11/01/2013, 17:04 2: 120.56 KB tensions: 500 x 500 view:	
File Brow Root (Root Root Root Root Root Root Root Roo	ser 3 folders, 3 Folders ers er bledata	25 files)		Name banners header sampledata 446810103_0e68fea64 article.png De8.jpg	3.jpeg	446 jpeg Mod Size Dim Pre	Details BEL BEL BEL BEL BEL BEL BEL BEL	
Root (ser 3 folders, 3 Folders ers er oledata	25 files)		Name banners header sampledata 446810103_0e68fea64 article.png De8.jpg facebook.png	3.jpeg	446 jpeg Mod Size Dim Pres	Details BEC Detai	
File Brow Root (ser 3 folders, 2 Folders ers er oledata	25 files)		Name banners header sampledata 446810103_0e68fea64 article.png De8.jpg facebook.png image.png IMG_1842_IPG	3.jpeg	446 jpeg Mod Size Dim Pre	Details 5810103_0e68fea643 9 File 11fifed: 11/01/2013, 17:04 2: 120.56 KB 11fifed: 500 x 500 view: View:	
File Brow Root (Root Root Root head samp	ser 3 folders, 2 Folders ers er bledata	25 files)		Name banners header sampledata 446810103_0e68fea64 article.png De8.jpg facebook.png image.png IMG_1842.JPG in.png	3.jpeg	446 jpeg Mod Size Dim Pre	Details BELOID3_0e68fea643 File Hified: 11/01/2013, 17:04 E: 120.56 KB Hensions: 500 x 500 view: View:	
File Brow Root (Root Root R	ser 3 folders, 3 Folders ers er bledata	25 files)		Name banners header sampledata 446810103_0e68fea64 article.png De8.jpg facebook.png image.png IMG_1842.JPG in.png joomla_black.gif	3.jpeg	446 jpeg Mod Size Dim Pre	Details BELOID3_0e68fea643 File Hified: 11/01/2013, 17:04 E: 120.56 KB Hensions: 500 x 500 view: View:	



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



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.



ile Advanced		
Link		
JRL		
argetNot Set	▼	
Options		
'ext Lorem		
íltie		
ayour		
oate Class Not Set	Size ClassNot Set	
Faldana	az az Name	
Folders		Details
Root	banners	Details
Root	banners	Details
Root Danners Deader	banners beader sampledata	Details
Root Danners Deader Deader Sampledata	banners banners beader sampledata 446810103_0e68fea643.jpeg	Details
Root Banners banners banners banners sampledata	 banners header sampledata 446810103_0e68fea643.jpeg article.png 	Details
Root Sampledata	 banners header sampledata 446810103_0e68fea643.jpeg article.png De8.jpg forebasis proc 	Details
Root Sampledata	 banners header sampledata 446810103_0e68fea643.jpeg article.png De8.jpg facebook.png image ppg 	Details
Root Banners banners banners banners sampledata	 banners banners header sampledata 446810103_0e68fea643.jpeg article.png De8.jpg facebook.png image.png IMG_1842_JPG 	Details
Root Banners banners banners banners sampledata	banners banners beader banners beader	Details
Polders	 banners header sampledata 446810103_0e68fea643.jpeg article.png De8.jpg facebook.png image.png IMG_1842.JPG in.png index.html 	Details
Polders	banners banners header sampledata 446810103_0e68fea643.jpeg article.png De8.jpg De8.jpg banners image.png image.png image.png image.png Show All T	Details

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"

Upload				0
	Prop 2	o files here		
		P Browse	1 Upload	× Close



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.

File Mana	ger : 2.0.10		0
File Ad	dvanced		
Link			
URL			
Target	Not Set	_	
Options -			
Text	Lorem		
Title			
Layout	Icon 🖂 🚈	rext 🗹 Σ Size	02
Date Class	Not Set	Size Class Not Set	
File Br	owser		
Root	(3 folders, 27 files)		
	Folders	🗆 🚉 🚉 Name	Details
= Root		banners	
🛨 🔜 ba	anners	🗆 🧾 header	
🛨 🔄 he	eader	sampledata	
🛨 🔝 Sa	ampiedata	446810103_0e68fea643.jpeg	
		article.png De8 inc	
		acebook.png	
		image.png	
		MG_1842.JPG	
		in.png	
		index.html	
		Show All 💌	I
		the Bacharal	t Incert Y Cancel
		G Refrest	Ansert A cancer

5.2. Insert a file in the text



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".



k images/Portfolio_GDOcreative.pdf get Open in new window tions t pout □ Icon ♥ ■ Text ♥ Σ Size 5.16 MB ♥ 2 ■ Date 17/01/2013, 23:47 e ClassNot Set ♥ Size ClassNot Set ♥ File Browser File Browser File Browser Root (3 folders, 27 files) Polders Root = nagykallo_children.jpg banners header sampledata Portfolio_GDOcreative.pdf Portfolio_GDOcreative Portfolio_GDOcreative Portfolio_GDOcreative pdf File Modified: 17/01/2013, 23:47 Size: 5.16 MB Portfolio_GDOcreative pdf File Modified: 17/01/2013, 23:47 Size: 5.16 MB Portfolio_GDOcreative pdf File Modified: 17/01/2013, 23:47 Size: 5.16 MB Portfolio_GDOcreative pdf File Modified: 17/01/2013, 23:47 Size: 5.16 MB	Advanced		
images/Portfolio_GDOcreative.pdf get Open in new window tions tions tions tiles Portfolio_GDOcreative.pdf a ClassNot Set- Size ClassNot Set- Size ClassNot Set- Size ClassNot Set- Folders Portfolio_GDOcreative.pdf Portfolio_GDOcreative.p			
yet Open In new window tions t t Portfolio_GDOcreative.pdf u U U U U U U U U U U U U U U U U U U	images/Portfolio_GDOcreative.pdf		
tions t Portfolio_GDOcreative.pdf e cuit con ♥ Text ♥ ∑ Size 5.16 MB ♥ Deta 17/01/2013, 23:47 e ClassNot Set ♥ Size ClassNot Set e ClassNot Set ♥ Size ClassNot Set File Browser File Browser Root (3 folders, 27 files) Folders Root Portfolio_GDOcreative pdf File Modified: 17/01/2013, 23:47 Size: 5.16 MB Portfolio_GDOcreative pdf File Modified: 17/01/2013, 23:47 Size: 5.16 MB Powerd_by.png Po	Open in new window		
t i Portfollo_GDOcreative.pdf aut I con d I Text D Σ Size 5.16 MB d P Portfollo_3.23:47 P e ClassNot Set I Size ClassNot Set I P File Browser File Browser Folders Details Root (3 folders, 27 files) Root Nagykallo_centre.jpg Nagykallo_centidren.jpg Nagykallo_centidren.jpg Nagykallo_centidren.jpg Nagykallo_centidren.jpg Nagykallo_centidren.jpg Nagykallo_centidren.jpg Portfollo_GDOcreative pdf File Modified: 17/01/2013, 23:47 Size: 5.16 MB Portfollo_GDOcreative pdf File Modified: 17/01/2013, 23:47 Size: 5.16 MB Portfollo_GDOcreative.pdf Portfollo_GDOCreative.pdf Portfollo_GD	ns		
e class I con V EText V Σ Size 5.16 MB V Potfolio_GDOcreative e classNot Set V Set V V File Browser Root (3 folders, 27 files) Potfolio_contre.jpg Nagykallo_centre.jpg N	Portfolio_GDOcreative.pdf		
out I con I Text Σ Size 5.16 MB I Date 17/01/2013, 23:47 e ClassNot Set I Size ClassNot Set I I I I I I I I I I I I I I I I I I I			1
e ClassNot Set File Browser Root 8 Root banners banners bander a header banpledata Portfolio_GDOcreative Portfolio_GDOcreative.pdf Powered_by.png Powered_by.png </td <td>Icon 🗹 🚈 Text 🗹 Σ Size 5.16 MB 🗹 🕰 🛗</td> <td>Date 17/01/2013, 23:47</td> <td></td>	Icon 🗹 🚈 Text 🗹 Σ Size 5.16 MB 🗹 🕰 🛗	Date 17/01/2013, 23:47	
File Browser Root (3 folders, 27 files) Folders Root Roo	lassNot Set 🗾 📝 Size ClassNot Set	1 🔀	
The Mark Investigation for	Root Image: Name banners Image: Nagykallo_centre.jpg header nagykallo_children.jpg sampledata Image: Newry.jpg Image: Newry.jpg Image: Newry.jpg	Portfolio_GDOcreative pdf File Modified: 17/01/2013, 23:47 Size: 5.16 MB	
	Chave All -		