

General: How do I edit an existing article in my Joomla website?

Joomla 1.5

1. Login to the administration panel for your website. This will usually be <http://yourdomain.com/administrator>

2. Most articles which you can edit are available under CONTENT -> ARTICLE MANAGER [Fig 1]

Fig 1

3. Choose the article you wish to edit from the list by clicking on its title. If you are unsure of the title of the article you want to edit, open a new web browser window, go back to the article in your actual website, and look for its title on the page. You should find this same title in the list of articles available in the Article Manager. [Fig 2]

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Fig 2

4. Edit the article using the editor provided (you can also edit the article title, category etc).

Once you are done, be sure to click on either the SAVE or APPLY buttons in the top right [Fig 3]

Fig 3

TIPS:

Copying & Pasting

If you are pasting content from elsewhere, you may find that formatting is also copied. To avoid this, you can strip all formatting by doing the following:

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- a. Copy your content from your source

- b. Open notepad in Windows (or some other text editor) - go to START -> RUN -> Type 'notepad' and press OK

- c. Paste your content into notepad

- d. Copy your content from notepad

- e. Paste your content into the Joomla editor

Checking your Changes

Once you have made a change to an article and saved it, open the page in your site and see if the change is there. If it isn't, try pressing CTRL + F5 in your web browser (you can also hold down the CTRL key while clicking on the refresh button in your browsers menu bar). This will tell your browser to get a new copy of the page from the webserver, and should ensure that you see the very latest version of any page.

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