



www.friendsforeverzimbabwe.com



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Dear client,

the following notes are to be used as an assistance for the proper work with the Con-tao Open Source CMS.

In order to alleviate the handling of the User-PDF all words **marked blue** within this PDF are links or external web-links. So you may easily switch to a certain topic, open a website or go back to the content-overview.

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Contao Open Source CMS 2.9

 **Anmelden bei Friends Forever Zimbabwe**

Benutzername

Passwort

Backend-Sprache

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terms of the GNU/LGPL as published by the Free Software Foundation.

 [Zum Frontend](#)

Please log in right here
www.friendsforeverzimbabwe.com/contao
with your user name and password.

**Take good care of your access data and
do not show it to anybody else!**

You also have the possibility to change the
backend-language here.

The screenshot shows the Contao Open Source CMS 2.9.1 back end interface. The interface is divided into three main areas:

- 1 Information Bar:** Located at the top, it displays the user 'ff_admin', the current page 'Front end preview', and navigation options for 'Home' and 'Logout'.
- 2 Navigation Area:** Located on the left, it provides access to all CONTAO modules, including Content, Layout, Account manager, System, and User functions.
- 3 Operational Area:** Located on the right, it displays system messages, back end access keys, and a list of content elements including Articles, News, Events, FAQ, Newsletters, Form generator, Comments, and Galleries.

1 Information Bar

From here you have quick access to your profile, the website-preview, can get back to the main page and may also log out.

2 Navigation Area

Here you get access to all CONTAO modules.

3 Operational Area

Accomplish detailed actions like – for example – generating and editing an article.

The screenshot displays the Contao CMS 2.9.1 back-end interface. On the left, the 'Back end modules' sidebar shows 'Site structure' highlighted with a red box and a '1' in a red square. The main area, titled 'Site structure', shows a hierarchical tree of sites for 'Friends Forever Zimbabwe'. The root site 'Friends Forever Zimbabwe' is highlighted with a red box and a '2' in a red square. The tree includes categories like 'home/news', 'artists', 'sculptors', 'painters', 'exhibitions', and 'about Friends Forever'.

1 Site Structure

Click here to go to the site structure.

2 Overview of Site Structure

In this screen you find all existing sites – hierarchically structured. All sites that you see here in the backend will be shown on your website.

Indented sites like for example „Fanizani Akuda“ are particular underparts, in this case assigned to the site „artists > sculptors“.

You also have the possibility to add, move or delete sites here. **Please be very careful using these functions, because in the last resort you may irrevocably delete a site and all its contents!**

FILE SYSTEM

IN GENERAL

Contao Open Source CMS 2.9.1

User ff_admin :: Front end preview :: Home :: Logout

Back end modules

- Content
 - Articles
 - News
 - Events
 - FAQ
 - Newsletters
 - Form generator
 - Comments
 - Galleries
- Layout
 - Themes
 - Site structure
 - Templates
- Account manager
 - Members
 - Member groups
 - Users
 - User groups
- System** 1
 - File manager**
 - System log
 - Settings
 - Maintenance
 - Extension catalog
 - Extension manager
- User functions
 - Undo
 - Personal data
 - Task center

File manager

New folder :: File upload :: Toggle all nodes :: Edit multiple

File system 2

- FF_files
 - images
 - images_about_friendsforever
 - images_artists_painters
 - images_artists_sculptors
 - images_exhibitions
 - images_news
 - images_the_stone_line_gallery
 - PDF_Catalouges
 - videos
- ff_theme.cto (156.4 kB)

Back to top :: Front end preview

1 To access the file system, click on „File Manager“.



2 You'll find a ready-made file structure containing all data relevant for the website, for example: photos of artwork or artists, the PDF-catalogues, videos of interviews as well as graphics for buttons and icons.

Please be very careful with moving, deleting or editing data!

FILE SYSTEM




FOLDER STRUCTURE

The screenshot shows the Contao Open Source CMS 2.9.1 File manager interface. The left sidebar contains 'Back end modules' such as Content, Layout, Account manager, System, and User functions. The main area displays the file system structure. A red box labeled '1' highlights the expand/collapse icons for folders. A red box labeled '2' highlights the 'New folder' and 'File upload' buttons. A red box labeled '3' highlights the action icons (duplicate, move, delete) for each folder/file entry.

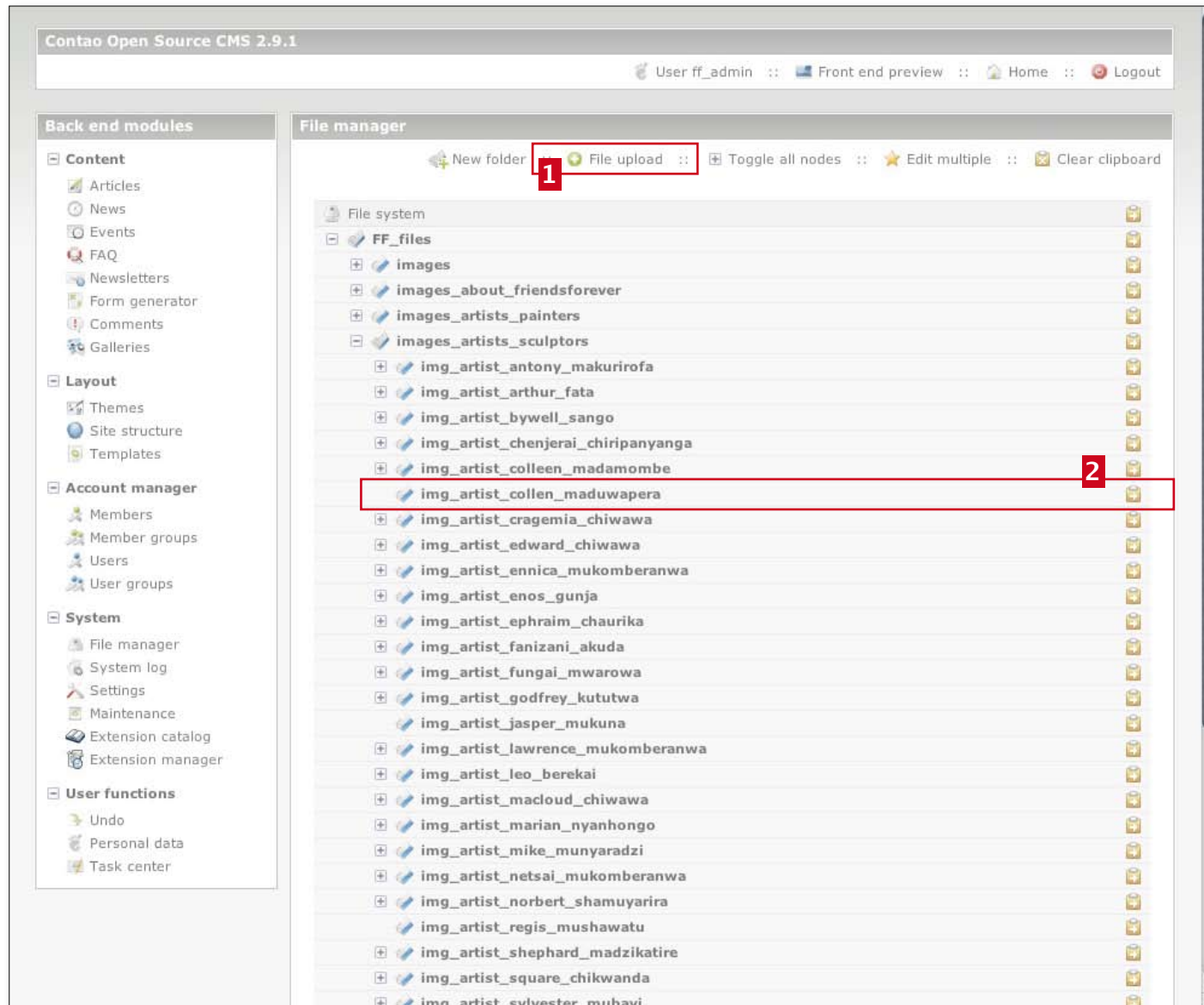
1 To open or close the subfolders simply click on the small plus- and minus-symbols  .

2 Attach new folders and upload files here.


3 By clicking the small icons and symbols in the column on the right hand you will be able to execute further actions like:

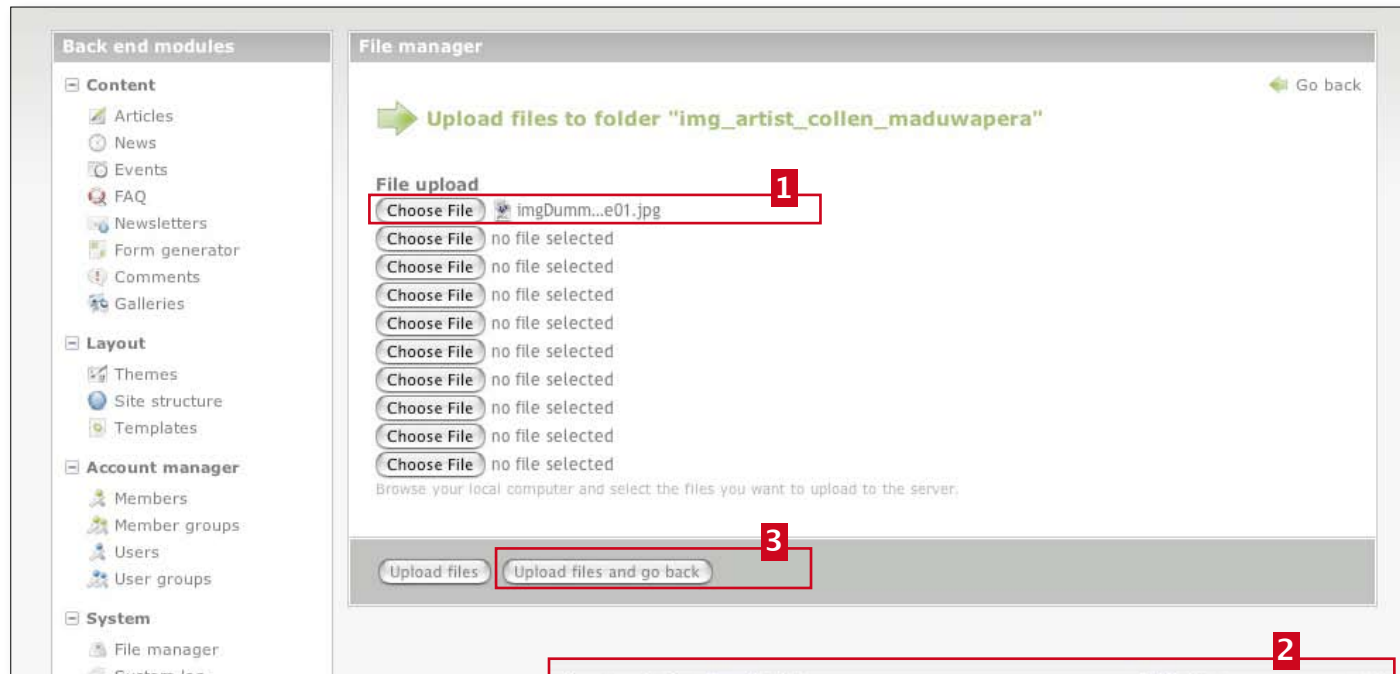
- duplicating folders/files 
- moving folders/files 
- deleting folders/files 

In the chapter „icons & symbols“ you'll find an overview with detailed comments for the icons and symbols.



1 Click on „file upload“ to upload a new file like for example a new artwork photo.

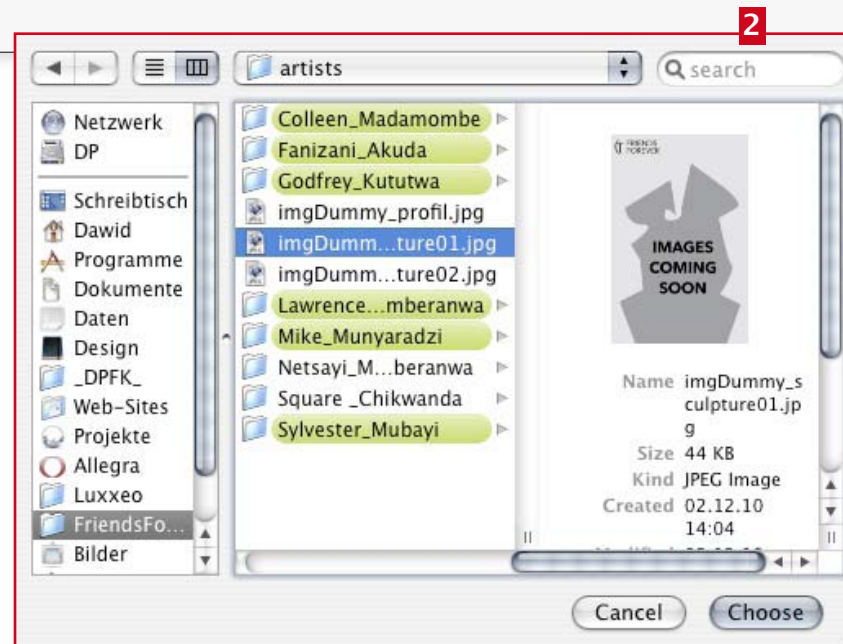
2 First you choose the folder to put in the file. You do this with the [clipboard-symbol](#) .

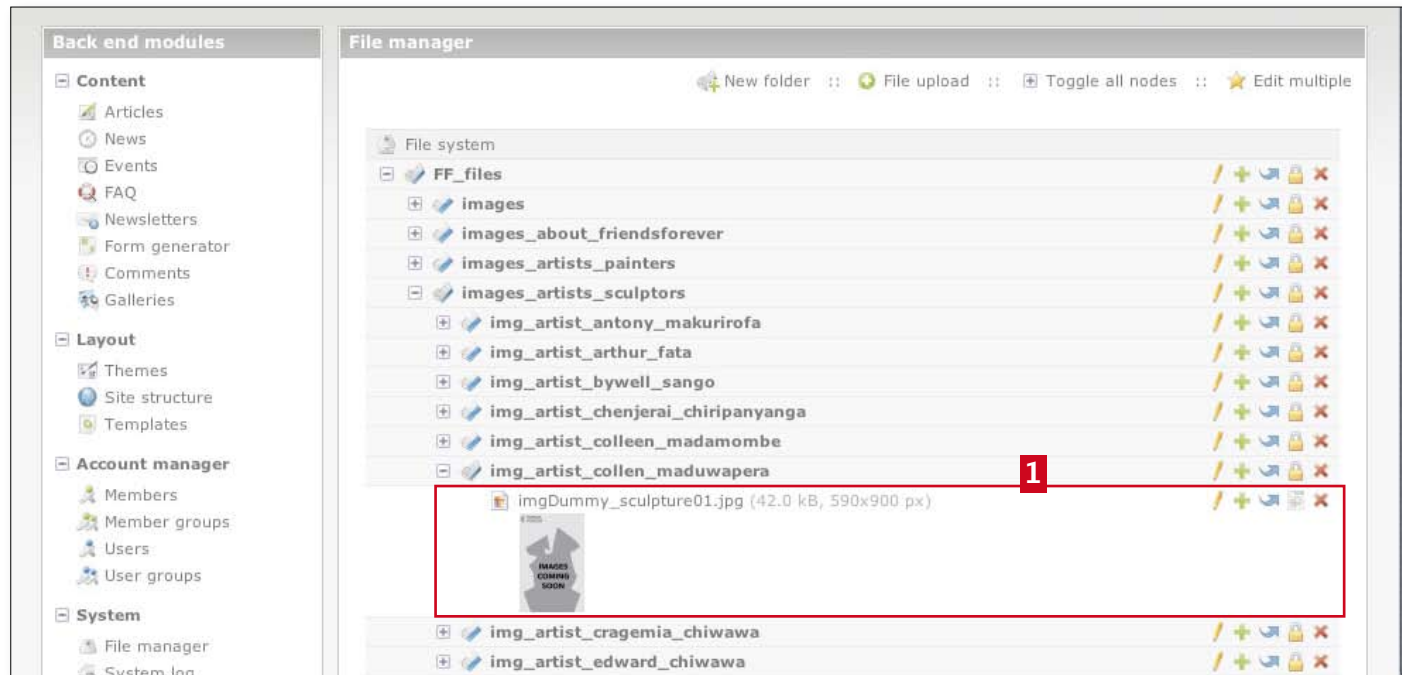


A screen shows up where you can simultaneously upload up to 10 files (if required you may change these adjustments).

1 Click on „choose file“ and choose the appropriate file on your computer **2**.

3 Click on „upload files and go back“.





1 Now the uploaded file is placed on your server and may be used on the website.

GENERATING AN ARTICLE

IN GENERAL

The screenshot shows the Contao CMS 2.9.1 back-end interface. The top navigation bar includes the user name 'User ff_admin', the mode 'Front-end preview', and links for 'Home' and 'Logout'. The left sidebar, titled 'Back end modules', contains several categories: 'Content' (with 'Articles' highlighted by a red box and number 1), 'Layout', 'Account manager', 'System', and 'User functions'. The main content area, titled 'Articles', features a 'New article' button (highlighted by a red box and number 2) and a list of existing articles. Each article entry includes a title, a site path, and a column assignment. A red box and number 3 highlight the 'clipboard-symbol' icon (a document with a downward arrow) located at the end of the 'welcome to our website' article entry.


Articles can be generated containing different elements like text, picture or a gallery. Therefore they are the main instruments when it comes to managing the site contents.

In order to generate a new article it is recommended to copy a similar, already existing article, paste it in the favoured position and then edit the contents!

However we are going to generate a new article altogether now.

1 Click on article

2 Now choose „New article“

3 Then choose the site and site-position for the article to be placed with the **clipboard-symbol** . In this case we choose the „home/news“-site right under the „welcome to our website“-article.

GENERATING AN ARTICLE

ATTACHING

Contao Open Source CMS 2.9.1

User ff_admin :: Front end preview :: Home :: Logout

Back end modules

- Content
 - Articles
 - News
 - Events
 - FAQ
 - Newsletters
 - Form generator
 - Comments
 - Galleries
- Layout
 - Themes
 - Site structure
 - Templates
- Account manager
 - Members
 - Member groups
 - Users
 - User groups
- System
 - File manager
 - System log
 - Settings
 - Maintenance
 - Extension catalog
 - Extension manager
- User functions
 - Undo
 - Personal data
 - Task center

Articles

Version 2 (07.01.2011) ff_admin Restore

Go back

Edit record ID 229

Title and author

1

Title

test

Please enter the article title.

Article alias

test

The article alias is a unique reference to the article which can

Author

Administrator

Here you can change the author of the article.

Section and keywords

2

Display in

Main column

Please choose the layout section you want the article to be displayed in.

3

Meta keywords

begriffe, für, google, mit, komma, getrennt.

Here you can enter a list of comma separated keywords which will be evaluated by search engines like Google or Yahoo, Search

Article teaser

Expert settings

Publish settings

4

Publish article

Make the article publicly visible on the website.

Show from

Show until

Do not show the article on the website before this day.

Do not show the article on the website after this day.

Save Save and close Save and new Save and go back

1 Enter a „Title“ and an „Article-alias“ (so that the system may allocate the article).

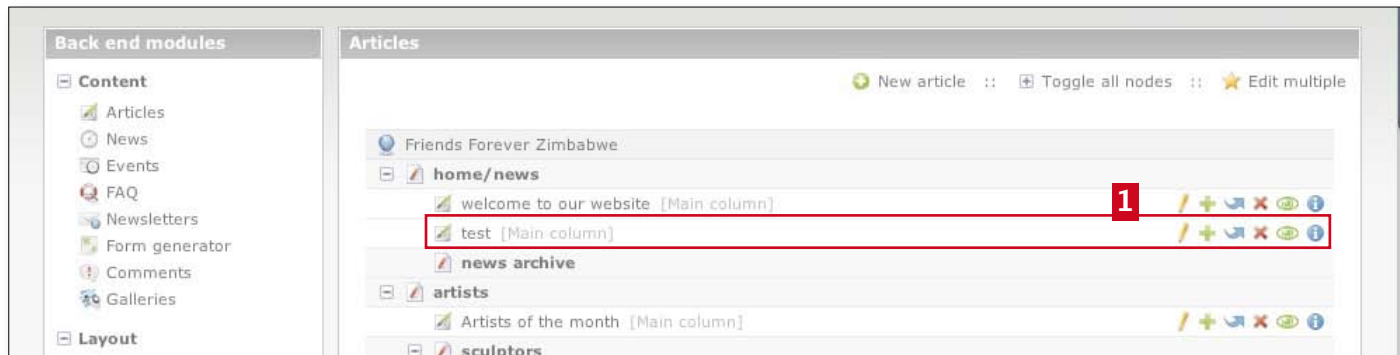
2 Choose the column for the article to be displayed. In most instances you choose the „Main column“.

3 Here you may want to enter meta keywords of high relevance linked to google. Please do not use more than 20 keywords, a quantum of 10 to 15 significant keywords works best.

4 Apply the „Publish article“ check mark, then you may „Save and close“. You may also enter a start- and end date as an option.


Now the article is ready

- however the contents are still missing!

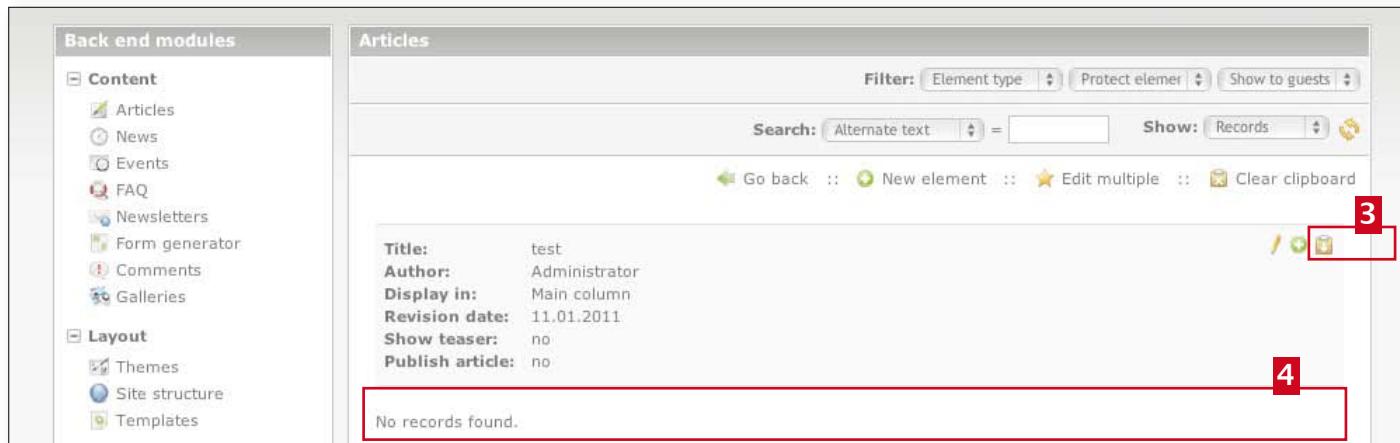


1 Click on the [pencil-icon](#)  in order to get to the main frame of the articles.

2 Now choose „New element“.

3 Then choose the destination of the element with the [clipboard-symbol](#) .

4 This destination will be the position holding all the elements that are composing the article.



GENERATING AN ELEMENT

The screenshot shows the TYPO3 backend interface for editing an article. The left sidebar contains 'Back end modules' categorized into Content, Layout, Account manager, System, and User functions. The main content area is titled 'Articles' and shows 'Version 3 (11.01.2011) ff_admin' and a 'Restore' button. A green arrow points to 'Edit record ID 249'. Below this, the 'Element type' dropdown is set to 'Text' (1). The 'Headline' field contains 'Your Headline' (2) and the 'Headline size' dropdown is set to 'h2' (3). The main text area (4) contains a rich text editor with a toolbar and the text 'Type Text in this editor.'. At the bottom, the 'Save and close' button is highlighted (5).

1 First you choose the „Element type“. The system offers different possibilities. In this case we choose the TEXT „Element type“.

2 Enter a headline and

3 choose the [headline size](#).


4 Paste your text in this position using an editor. Most of the symbols are self-explanatory and well-known from other programs.

5 Now we choose „Save and close“. The article now has some content: a text.



1 Click on „Front end preview“

2 to check if the results are the desired ones.

To subsequently edit an article click on the **pencil-icon** , then pilot the chosen article and update the contents in the familiar screen.



Contao Open Source CMS 2.9.1

User ff_admin :: Front end preview :: Home :: Logout

Back end modules

- Content
 - Articles
 - News**
 - Events
 - FAQ
 - Newsletters
 - Form generator
 - Comments
 - Galleries
- Layout
 - Themes

News

Filter: Enable comme | Protect archive | Generate feed | Feed format | Feed language

Search: Base URL =

Show: 1 - 2

New archive | Edit multiple

N

news	/ + x i
news archive	/ + x i

N


news	/ + x i
news archive	/ + x i

In order to administrate the FriendsForever-News you have to go to the News-module. Here you will have the possibility to generate news and move old news to the „news archive“.


1 Click on „News“

2 to get to another „news“ (actual news) und „news archive“ (old news) selection.

GENERATING NEWS

3 Click on the **pencil-symbol**  located in the „news“-column to switch to the editing mode.

4 As you can see now, there is one news posted in the actual news.

5 By using the **plus-symbol**  we will now duplicate the news to generate a new news out of it..

Contao Open Source CMS 2.9.1

User ff_admin :: Front end preview :: Home :: Logout

Back end modules

- Content
 - Articles
 - News**
 - Events
 - FAQ
 - Newsletters
 - Form generator
 - Comments
 - Galleries
- Layout
 - Themes
 - Site structure
 - Templates
- Account manager
 - Members
 - Member groups
 - Users
 - User groups
- System
 - File manager

News

Filter: Author | Date | Redirect target | Disable comme | Feature item | Publish item

Sort: Date

Search: Alternate text =

Show: 1 - 2

Go back | New article | Edit multiple

Title: news
Redirect page: 0
Revision date: 11.01.2011
Protect archive: no
Enable comments: no
Generate feed: no

December 2010

Christmas Markets in Berlin and Vienna - 05.12.2010

We wish you a pleasant time in December and a Merry Christmas 2010 and would like to thank you for visiting our exhibitions during this year, also in the name of the artists.
 We want to invite you to our Christmas Markets in...

/ + x i


GENERATING NEWS

Go back :: New article :: Edit multiple :: Clear clipboard

Title: news
Redirect page: 0
Revision date: 11.01.2011
Protect archive: no
Enable comments: no
Generate feed: no

December 2010

Christmas Markets in Berlin and Vienna - 05.12.2010

1 By using the [clipboard-symbol](#)  we can again choose where to place the element.

Version 29 (11.01.2011) ff_admin Restore

Go back

➔ Edit record ID 5

Title and author

Title
 Christmas Markets in Berlin and Vienna
 Please enter the news title.

News alias
 Christmas_Markets_in_Berlin_and_Vienna
 The news alias is a unique reference to the article which can


Author
 Autor
 Here you can change the author of the news item.

Date and time

Date
 05.12.2010
 Please enter the date according to the global date format.

Time
 4pm
 Please enter the time according to the global time format.

After having finished this step we will be directly forwarded to the editing modulus for the news actually being edited. **2** Here we proceed as normal, which means, we paste the „title“ and a „News alias“ ein.

3 Then we have to update the calendar date which can be done manually or by choosing a date from the small calendar . The time however is not of any importance in terms of the „news“ because it won't be displayed in the frontend.

4 We will just be using „Test news“ (concerning the title and alias) and 09.01.2011 (concerning the date) as for our example.

Title
 Test News
 Please enter the news title.

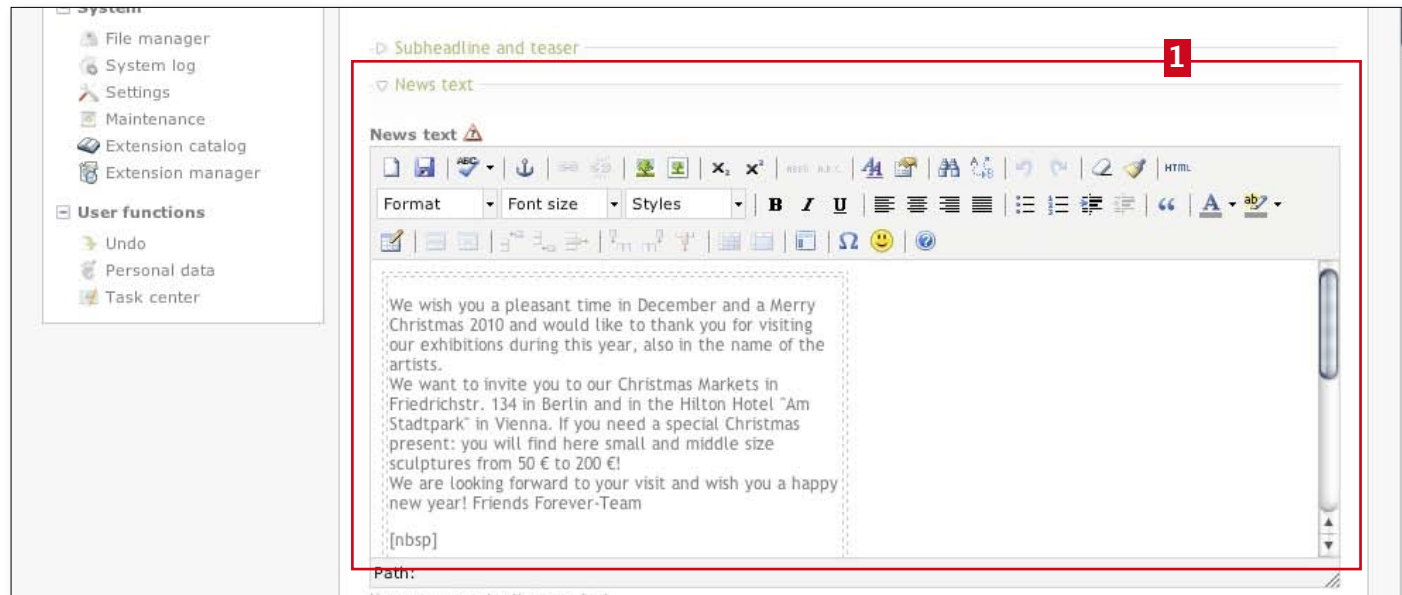
News alias
 test_news
 The news alias is a unique reference to the article which can

Author
 Administrator
 Here you can change the author of the news item.

Date and time

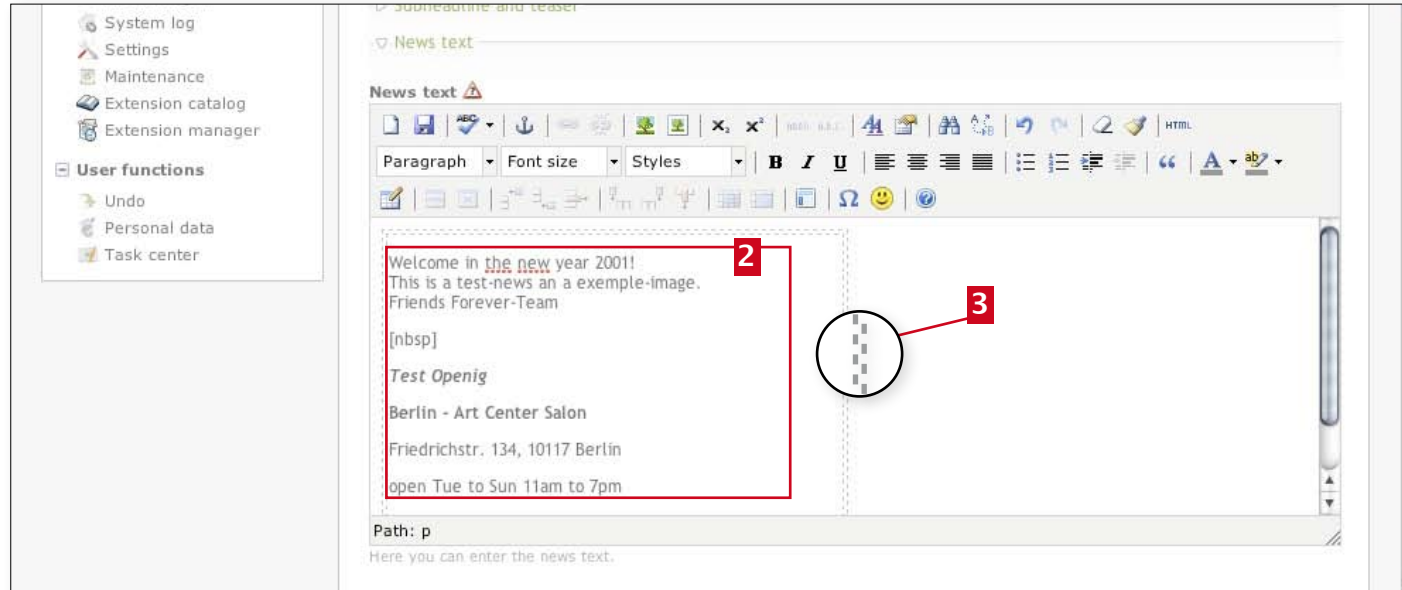
Date
 09.01.2011
 Please enter the date according to the global date format.

Time
 4pm
 Please enter the time according to the global time format.



1 Below you will find the editor for the old news.

2 We will write down the new news-text there while paying attention not to leave the grey and dotted frame **3**. This frame is used to make the news-text stay fixed in a block no matter how long the text will be and to additionally paste a picture alongside.



1 Add an image
Add an image to the news item.

2 Change selection

3 Image width and height
190 Proportional

Here you can set the image dimensions and the resize mode.

4 Image margin
 17 px

Here you can enter the top, right, bottom and left margin.

5 Full-size view/new window
Open the full-size image in a lightbox or the link in a new window.

6 Image alignment

Please specify how to align the image.

Alternate text

An accessible website should always provide an alternate text for images and movies with a short description of their content.

Image link target

A custom image link target will override the lightbox link, so

Image caption

Here you can enter a short text that will be displayed below

Enclosures
Redirect target

1 Underneath the text-editor you will find the „image-settings“.

2 By clicking on „Change selection“ a pre-created file structure is being swung out. Here you may find all the important files like photos, videos, or PDF-catalogues. This is where you choose the photo compatible to your new created news. Go to [file system](#) to get detailed informations.

The advantage in duplicating old news is that most of the settings are being transferred. Anyway – you should always check on the settings once more!

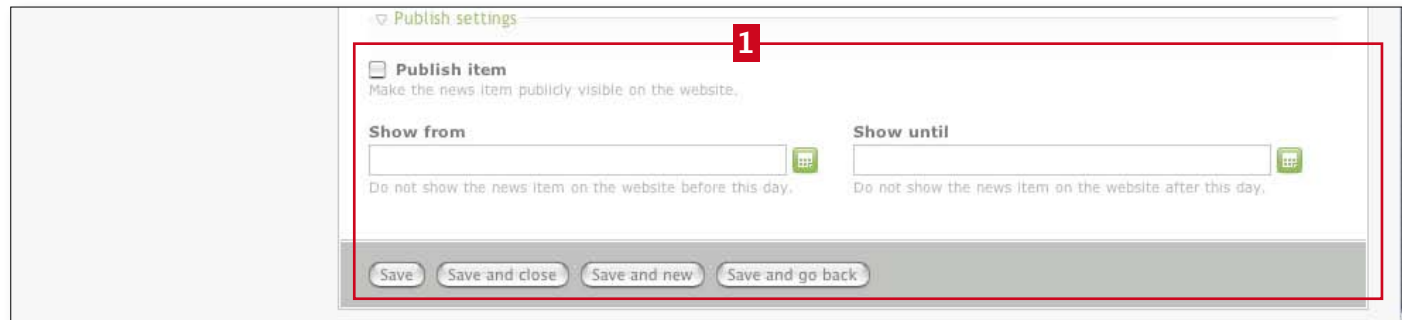
3 Choose a magnitude of 190 for the „image height and width“ and put the selection on „Proportional“.

4 The „image margin“ on the right hand is always fixed with 17 px according to the text.

5 The „Full-size view/new window“ check mark should always be applied.

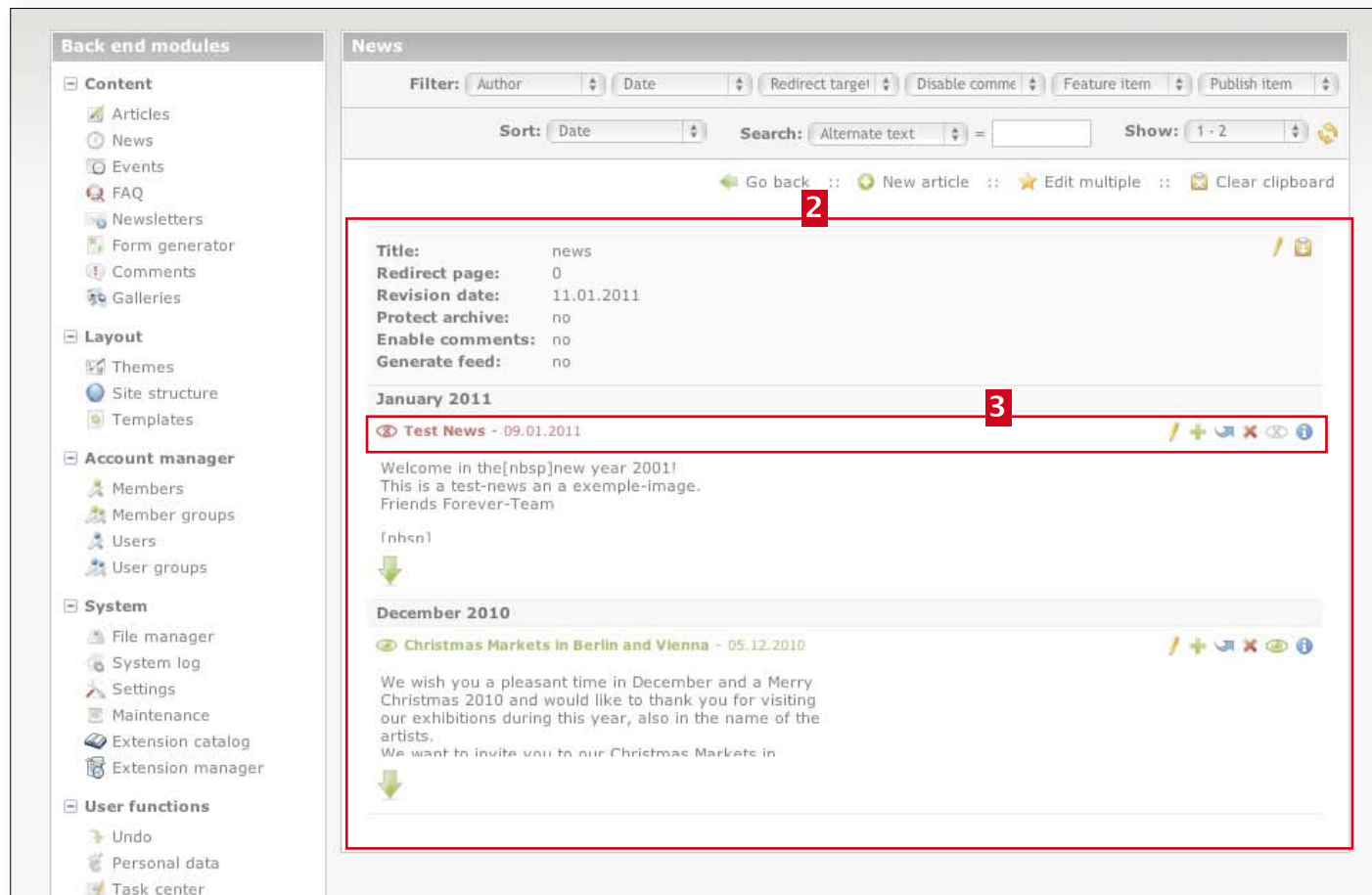
6 The „image alignment“ concerning the news is always on left hand that means the second selection point.

PUBLISHING NEWS





1 Now we may instantly publish, save and close the new news. You should also work with a start- and end-date here.

In our example we will be publishing the news later on.




MOVING OLD NEWS


2 After having saved you can now see the old and new news.


3 The new news is being marked red and the eye-icon  is set inactive .

MOVING OLD NEWS

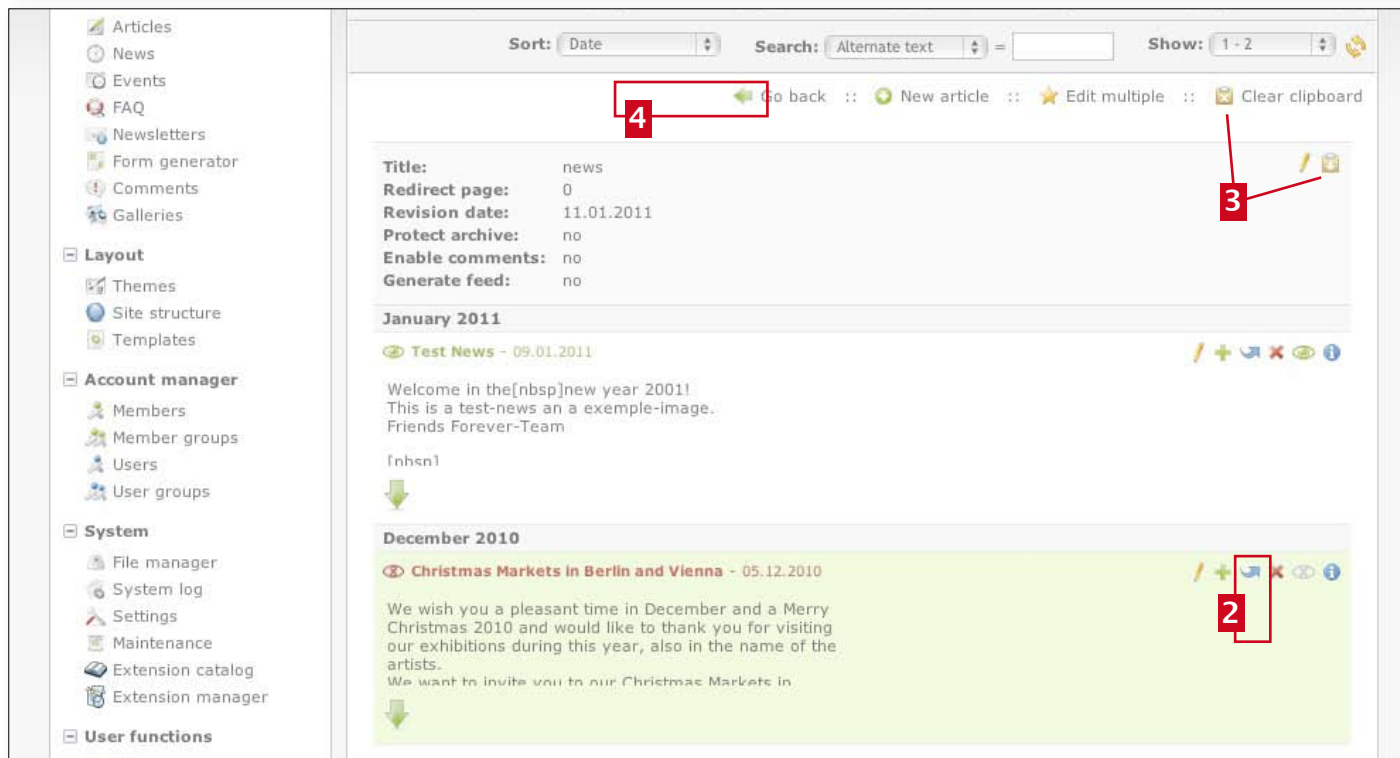


1 By clicking the eye-icon  you can easily publish or deactivate the news on this level. This also applies to articles, exhibitions and other modules.

2 Now you just move the old deactivated news by clicking the blue arrow-symbol .

3 Immediately those well known clipboard-symbols  appear. Use them to choose where to put the old news or to empty the storage and therefore cancel the action.

4 In this case you'll first have to go back one level to get to the „news archive“.



MOVING OLD NEWS

Back end modules

- Content
 - Articles
 - News
 - Events
 - FAQ
 - Newsletters
 - Form generator
 - Comments
 - Galleries

News

Filter: Enable comme | Protect archive | Generate feed | Feed format | Feed language


Search: Base URL = | Show: 1 - 2

New archive :: Edit multiple

N

news

news archive

1 Again you will get to the selection between „news“ (actual news) and „news archive“ (old news). Click on the **pencil-symbol**  placed in the „news archive“-column to get to the editing mode.

Back end modules

- Content
 - Articles
 - News
 - Events
 - FAQ
 - Newsletters
 - Form generator
 - Comments
 - Galleries
- Layout
 - Themes
 - Site structure
 - Templates
- Account manager
 - Members
 - Member groups
 - Users
 - User groups
- System
 - File manager
 - System log
 - Settings
 - Maintenance
 - Extension catalog
 - Extension manager
- User functions
 - Undo
 - Personal data
 - Task center

News

Filter: Author | Date | Redirect target | Disable comme | Feature item | Publish item

Sort: Date | Search: Alternate text = | Show: 1 - 3

Go back :: New article :: Edit multiple :: Clear clipboard

Title: news archive

Redirect page: 0

Revision date: 10.01.2011

Protect archive: no

Enable comments: no

Generate feed: no

April 2010

Season Opening in Austria - 15.04.2010

On Thursday, April 15th at 6 pm, Friends Forever opened the spring and summer season in Austria at Kunstmuehle Dornau in Leobersdorf. More than 80 sculptures have found their place at the court around the mill

January 2010

Sculpture Market I - 23.01.2010

The first Sculpture Market at the Art Center Berlin, Friedrichstrasse 134, 10117 Berlin, is taking place in January 2010 on Saturday 23rd and Sunday 24th. The exhibition is opened from 11 am to 7 pm. Around 100 sculptures are on display and for sale!

March 2005

Lawrence Mukomberanwa visits Spain - 11.03.2005

The town of Begues had invited Lawrence Mukomberanwa as a representative of Friends Forever



2 Here you will find by now the old news automatically sorted by date.

3 Click on the **clipboard-symbol**  in order to paste the old news.

MOVING OLD NEWS

The screenshot shows the Joomla! News archive interface. On the left is a sidebar with 'Back end modules' including Content, Layout, Account manager, and System. The main area displays a list of news items. The top item is 'Christmas Markets in Berlin and Vienna' dated 05.12.2010. Its status is 'inactive', indicated by a grey eye icon. A red box labeled '1' highlights the entire news item entry. A second red box labeled '2' highlights the inactive eye icon.

1 This old news is now located in the „news archive“.

2 By clicking the inactive eye-icon  you may publish the news. Then you will see the changed status  right here **3**.

The hereby shown moving of old news also applies for articles, exhibitions and other modules.

This screenshot shows the same Joomla! News archive interface as above, but the news item 'Christmas Markets in Berlin and Vienna' is now published. Its status is 'active', indicated by a green eye icon. A red box labeled '3' highlights the active eye icon.

3

The screenshot displays the Contao Open Source CMS 2.9.1 back-end interface. The top navigation bar shows the user 'ff_admin' and options for 'Front end preview', 'Home', and 'Logout'. The left sidebar, titled 'Back end modules', contains several categories: 'Content' (Articles, News, Events, FAQ, Newsletters, Form generator, Comments, Galleries), 'Layout' (Themes, Site structure, Templates), 'Account manager' (Members, Member groups, Users, User groups), 'System' (File manager, System log, Settings, Maintenance, Extension catalog, Extension manager), and 'User functions' (Undo, Personal data, Task center). The 'Events' module is selected in the sidebar, indicated by a red box and the number '1'. The main content area, titled 'Events', features a filter bar with options like 'Enable comme', 'Protect calend', 'Generate feed', 'Feed format', and 'Feed language'. Below the filter is a search bar with 'Base URL' and a 'Show: 1 - 10' dropdown. The main list shows exhibition entries grouped by category: 'C' (current exhibitions), 'N' (next opening), and 'P' (past exhibitions from 2004 to 2010). Each entry has a set of icons for editing and deleting. A red box and the number '2' highlight the list of exhibition entries.

You may manage the FriendsForever-Exhibitions with the events-module. Here you get to generate and edit new exhibitions as well as moving old exhibitions to the „past exhibitions“-register.

1 Click on „Events“

2 and you will be directed to another selection between „current-, next- and past-exhibitions and accordingly openings“.

On the whole the handling of the „event-module“ is similar to the handling of the „news-module“. Of course there are some differences which will be explained on the following pages.

Back end modules

- Content
 - Articles
 - News
 - Events
 - FAQ
 - Newsletters
 - Form generator
 - Comments
 - Galleries
- Layout
 - Themes
 - Site structure
 - Templates
- Account manager
 - Members
 - Member groups
 - Users
 - User groups
- System
 - File manager
 - System log
 - Settings
 - Maintenance
 - Extension catalog
 - Extension manager
- User functions
 - Undo
 - Personal data
 - Task center

Version 12 (11.01.2011) ff_admin | Restore

Go back

Edit record ID 64

▼ Title and author

Title
Sculpture Market
Please enter the event title.

Event alias
sculpture-market
The event alias is a unique reference to the event which can

Author
Autor
Here you can change the author of the event.

▼ Calendar Events Extended **1**

City
VIENNA
Add a city to the event.

Place
Hilton Hotel Vienna
Add a place to the event.

Kontakt
Add a kontakt to the event.

Own informatins
until
Add own informations to the event.

The event begins on
This date is displayed in the frontend.

The event ends on
22.12.2010
This date is displayed in the frontend.

▼ Date and time **2**

Add time
Add a start and end time to the event.

Start time
6pm
Please enter the start time according to the global time

End time
6pm
Use the same value for start and end time to create an open-

Start date
09.12.2010
Please enter the start date according to the global date

End date
22.12.2010
Leave blank to create a single day event.

► Teaser

Again by using the [pencil-symbol](#) we can switch to the editing mode. In this case it is „current exhibitions“ > „Sculpture Market in Vienna“.

You may now see the similarity between this screen and the news- or article screen.

1 In addition you will have the possibility to enter a city, place, contact, additional infos and a start- and end-date.

2 This date- and time-data will not be presented in the frontend. They provide sorting and structuring the backend and **must be completed!**

EXHIBITIONS

TEXTUAL ANCHOR

The opening of our Christmas Market in the Stadtpark VIENNA was a great success. The sculptures are on display for true art lovers. We have a lot of heads and graceful art stones. This exhibition is until December to get you own.

Christmas Market
Hilton Hotel Vienna Am Stadtpark
until 22.12.2010

Path:
Here you can enter the event text.

Image settings
Recurrence settings
Enclosures
Redirect target

Redirect target

Use default
 Internal page
 Article
 External website

Here you can override the default redirect target.

Link target
http://new.friendsforeverzimbabwe.org/index.php/exhil

Please enter a web address (http://...), an e-mail address.

Open in new window
Open the link in a new browser window.

Expert settings
Publish settings

Publish event
Make the event publicly visible on the website.

Show from
Show until

As the exhibitions-site consists of multiple entries it just makes sense to work with anchors in order to directly get to the designated entry..

For this purpose click on the text-frame in the editor with your mouse-cursor. Then click on the small anchor-symbol **1**. Now a popup-screen **2** is being opened. Please enter a reasonable name – in this case „vienna_galerie_time“ (do not use any space characters). Push the „insert“ button in order to close the popup-screen. By now the text-anchor **3** has been created in the editor.

Now it is time to link the anchor. **4** Go to „redirect target“, select “External website“ and enter the URL of the „exhibitions-site + #anchor_name“ to the „Link target“ **5** (do not use space characters and write down in one line).


Now the text-anchor is finished.

EXHIBITIONS

ADDING A PICTURE

Image settings

Add an image
Add an image to the event.

Source file  File system Change selection

Please select a file or folder from the files directory.

Alternate text

An accessible website should always provide an alternate text for images and movies with a short description of their content.

Image width and height
365 Proportional
Here you can set the image dimensions and the resize mode.

Image margin
Here you can enter the top, right, bottom and left margin.

Image link target
A custom image link target will override the lightbox link, so

Full-size view/new window
Open the full-size image in a lightbox or the link in a new

Image caption
Here you can enter a short text that will be displayed below

Image alignment
Please specify how to align the image

Recurrence settings


Enclosures

Similar to the news-articles we will now include an image to the exhibitions-article.

The difference is that now you may choose between placing the image in landscape format or panel format.

1 Using the landscape format please choose an image width of 365 px. Do not insert any magnitude to the image margin **2** whatever format you want to use (landscape or panel format). Choose the fourth option with the image alignment **3** (within that image underneath the text).

4 Using the panel format choose an image height of 190 px. Choose the third option with the image alignment **5**.

Source file  File system Change selection

Please select a file or folder from the files directory.

Alternate text

An accessible website should always provide an alternate text for images and movies with a short description of their content.

Image width and height
190 Proportional
Here you can set the image dimensions and the resize mode.

Image margin
Here you can enter the top, right, bottom and left margin.

Image link target
A custom image link target will override the lightbox link, so

Full-size view/new window
Open the full-size image in a lightbox or the link in a new

Image caption
Here you can enter a short text that will be displayed below

Image alignment
Please specify how to align the image

Recurrence settings

Enclosures

ARTISTS & GALLERIES

IN GENERAL

The screenshot displays the Joomla! back-end interface for the 'Members' module. On the left, the 'Back end modules' sidebar is visible, with the 'Account manager' section expanded and 'Members' highlighted by a red box and a red '1'. The main content area shows a list of artists, with a 'New member' button highlighted by a red box and a red '2'. The list of artists is organized by letter (A, B, C, E, F, G, J, L, M) and includes names such as Antony Makurirofa, Arthur Fata, Bywell Sango, Chenjerai Chiripanyanga, Colleen Madamombe, Collen Maduwapera, Cragemia Chiwawa, Ennica Mukomberanwa, Enos Gunja, Ephraim Chaurika, Fanizani Akuda, Freddy Tauro, Fungai Mwarowa, Godfrey Kututwa, James Jali, Jasper Mukuna, Lawrence Mukomberanwa, Leo Berekai, Macloud Chiwawa, and Marian Nyanhongo. Each artist entry has a set of icons for actions like edit, delete, and deactivate.

The artists and their artwork certainly are the core of this website and one of the more complex modules. Since you are already capable of generating and managing articles, news and exhibitions you will easily find your way through this module.

ATTACHING AN ARTIST

First of all we're going to generate an artist. For that purpose click „Members“ **1**. A list of already generated artists appears now. Click on „New member“ **2** in order to generate a new artists.

ATTACHING AN ARTIST

The screenshot displays the 'Members' management interface. On the left, a sidebar lists various modules under categories like 'Content', 'Layout', 'Account manager', 'System', and 'User functions'. The main area shows the 'Edit record ID 38' form. The form includes sections for 'Personal data', 'Address details', 'Contact details', and 'User groups'. Red boxes and numbers 1 through 4 highlight the following elements:

- 1**: The 'First name' and 'Last name' input fields.
- 2**: The 'E-mail address' input field.
- 3**: The 'Member groups' section, which includes a 'Select all' checkbox and two checked options: 'artists painters' and 'artists sculptors'.
- 4**: A list of members at the bottom of the page, with the entry 'Name Surname' highlighted.

A screen to manage miscellaneous specs referring to the artist is being opened. The most important fact for us is the artists name **1** and the member groups **3**. In our case it is simply the „Name Surname“ in the member group „artists painters“. This will help us referring an artist to a specific artwork.

The „E-mail-adress“ **2** is mandatory. Here you may enter for example „info@friends-foreverzimbabwe.com“.

If you like to you may enter additional informations concerning the artist. This info will basically help you manage your internal administration and will not be displayed in the frontend.

Now just „Save and close“ the screen and you will find the new artist „Name Surname“ **4** within the members.

ATTACHING AN ARTIST-SITE

1 Click on the „site structure“ in the sidebar.

2 Click on the „plus-symbol“ (green plus icon) next to the „painters“-group to duplicate an already existing artist page.

3 Click on the „clipboard-symbol“ (blue clipboard icon) to paste the new site.

4 Overwrite the old artist name with the new name within the editing screen. Save and close the screen to have a look on the new artist page within the site structure.

5 The site should stay inactive until we have completely finished the „attaching an artist and a gallery“.

The screenshot displays the Joomla! back-end interface for managing articles. On the left, the 'Back end modules' sidebar is visible, with the 'Articles' link highlighted by a red box and the number '1'. The main content area, titled 'Articles', shows a list of articles. The 'Name Surname' header for the 'Richard Witikani' artist page is highlighted by a red box and the number '2'. Within this section, the article entry 'RICHARD WITIKANI - Gallery' has a pencil icon (edit symbol) highlighted by a red box and the number '3'. The interface includes navigation options like 'New article', 'Toggle all nodes', and 'Edit multiple' at the top of the article list.

1 Click on „article“ to work on the content.

2 The new attached artist page is being shown here but it still has the old content.

3 In order to edit the artists biography click on the [pencil-symbol](#) .

The screenshot shows the Joomla! back-end interface. On the left is a sidebar with 'Back end modules' including Content, Layout, and Account manager. The main area is titled 'Articles' and shows an article being edited. The article details are:

- Title:** RICHARD WITIKANI
- Author:** 0
- Display in:** Main column
- Revision date:** 17.01.2011
- Show teaser:** no
- Publish article:** no

The article content area shows a 'Text' element with the title 'RICHARD WITIKANI' and a 'Biography' section. A placeholder image for the profile picture is visible, with the text 'FRIENDS FOREVER' above it. A red box labeled '1' highlights the article details, and another red box labeled '2' highlights the article content area.

Similar to the chapter „[generating news](#)“ we are going to replace the old captions, texts and images within the **1** article-header and the **2** article-element with our current contents **3**.

The screenshot shows the Joomla! back-end interface with the same article being edited, but with updated content. The article details are:

- Title:** NAME SURNAME
- Author:** Administrator
- Display in:** Main column
- Revision date:** 12.01.2011
- Show teaser:** yes
- Publish article:** yes

The article content area shows a 'Text' element with the title 'NAME SURNAME' and a 'Biography' section. A placeholder image for the profile picture is visible, with the text 'NAME SURNAME' and 'PROFILE PICTURE' below it. A red box labeled '3' highlights the entire article content area. A red arrow points from the '2' box in the previous screenshot to this '3' box.

Edit record ID 232

▼ Title and author

Title
NAME SURNAME
Please enter the article title.

Article alias
name-surname
The article alias is a unique reference to the article which can

Author
Administrator
Here you can change the author of the article.

▷ Section and keywords

▼ Article teaser **1**

Teaser CSS ID/class
Here you can set an ID and one or more classes for the teaser

Show teaser **2**
Show the article teaser if there are multiple articles.

Article teaser

Biografie

Name Surname was born in Lorem ipsum his sonet ceteros lucil us: ex. Alia dissentias vix an, ius in utroque appetere deterruisset, his te autem omnes recteque. Te simul inciderint disputationi has, quo harum docendi efficiendi ad. Et quo hinc legimus apeirian, eu propriae iudicabit delicatissimi vel, eu usu conceptam consequuntur. Ferri tantas usu cu, no aperiam persequeris liberavisse mel. Graeco convenire ut usu, ut putant graecis suscipiantur vim, vide commodo ius ea. Saepe impedit cu cum, in ius utinam munere pertinacia, posse debet eu quo. In usu porro inciderint disputationi, cu deleniti torquatos pro. His

↑ FRIENDS FOREVER

IMAGES COMING

3

Path:
The article teaser can also be displayed with the content element "article teaser".

▷ Expert settings

▼ Publish settings

Publish article
Make the article publicly visible on the website.

If the biography-text is very long you should create a teaser from that text (meaning the first lines of the bio). You may end a sentence with „...“ and then there will follow a „read more“-link showing the whole text.

In order to generate such a teaser you will once again have to go to the editing screen of the article header.

1 Click on „article teaser“ to swing out that area.

2 Apply the check mark next to „Show teaser“.

3 Now paste the afore copied text lines to replace the displayed dummy text.

ARTISTS & GALLERIES

BIOGRAPHY-TEASER

Here you can set an ID and one or more classes for the teaser

Article teaser

Format Font size Styles B I U [Icons] HTML

Biografie [nbsp]

Name Surname was born in Lorem ipsum his sonet ceteros lucilius ex. Alia dissentias vix an, ius in utroque appetere deterruisset, his te autem omnes recteque. Te simul inciderint disputationi has, quo harum docendi efficiendi ad. El quo hinc legimus apeirian, eu propriae iudicabit delicatissimi vel, eu usu conceptam consequuntur. Ferri tantas usu cu, no aperiam persequeris liberavisse met. Graeco convenire ut usu, ut putant graecis suscipiantur vim, vide commodo ius ea. Saepe impedit cu cum, in ius utinam munere pertinacia, posse debet eu quo. In usu porro inciderint disputationi, cu deleniti torquatos pro. His

Here you can change the author of the article.

The article alias is a unique reference to the article which can

Insert/edit image

General Appearance Advanced

General

Image URL ti_files/FF_files/images/ns_profilepic.jpg

Image list ti_files/FF_files/images/ns_profilepic.jpg

Image description Name Surname Foto

Title Name Surname

Preview

Update Cancel

cum, in ius utinam munere pertinacia, posse debet eu quo. In usu porro inciderint disputationi, cu deleniti torquatos pro. His

Path: table » tbody » tr » td » img

In order to paste the proper image we will have to follow some different steps now.

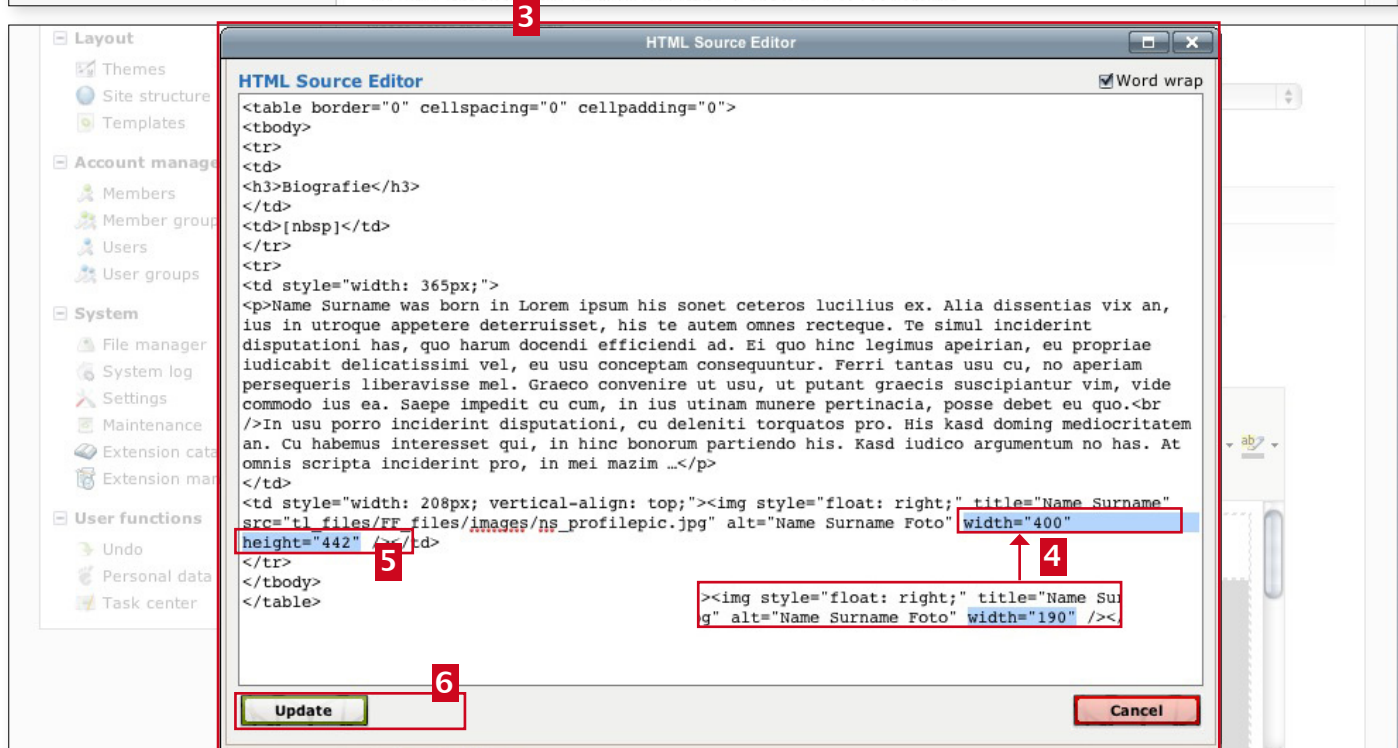
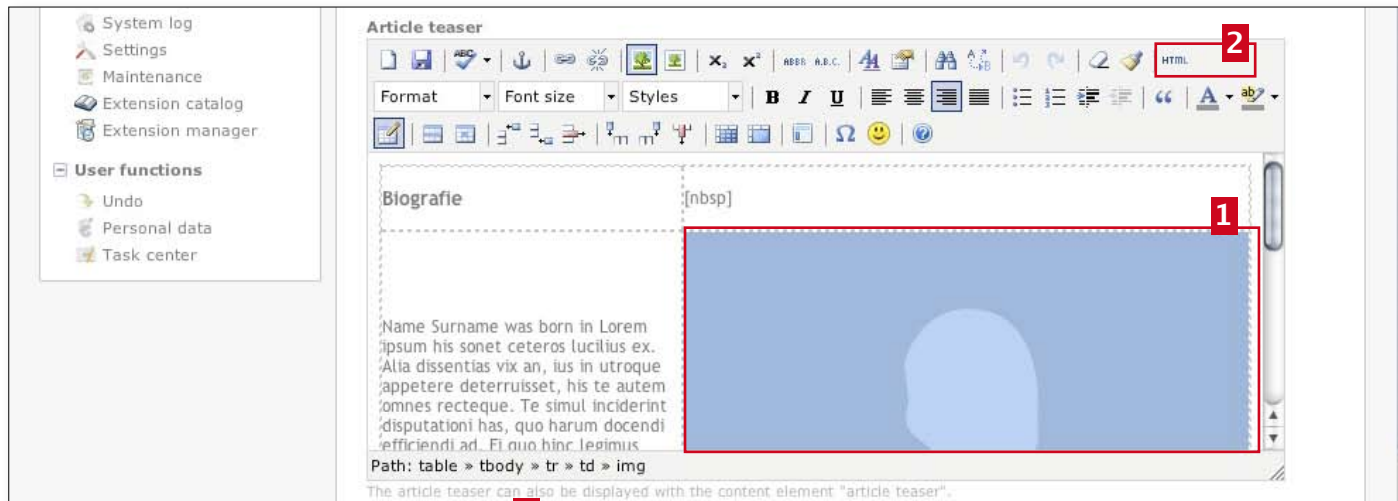
1 By clicking on the present place holder for the picture we do select the place holder.

2 Click on the small tree-symbol (this means paste/replace an image).

3 Now a pop up screen is being released. Here you may select the actual image from your [file system](#) by using the dropdown-menu **4**. The selected image is now being displayed in the preview screen as full-scale. Now add a short description and a display title to the image.

5 Click on „Update“ to save the new image.

BIOGRAPHY-TEASER PICTURE



If the image is wider than 190 px – as displayed here > **1** – we will have to fix it. Click on the small HTML-symbol **2**.

3 Now a larger popup-screen with a html-code is displayed. Don't be afraid, you won't have to become a software engineer.

Certainly you will recognize the biography-text within the symbols and commands. We will find the image-paste-area close to the end of the html-code.

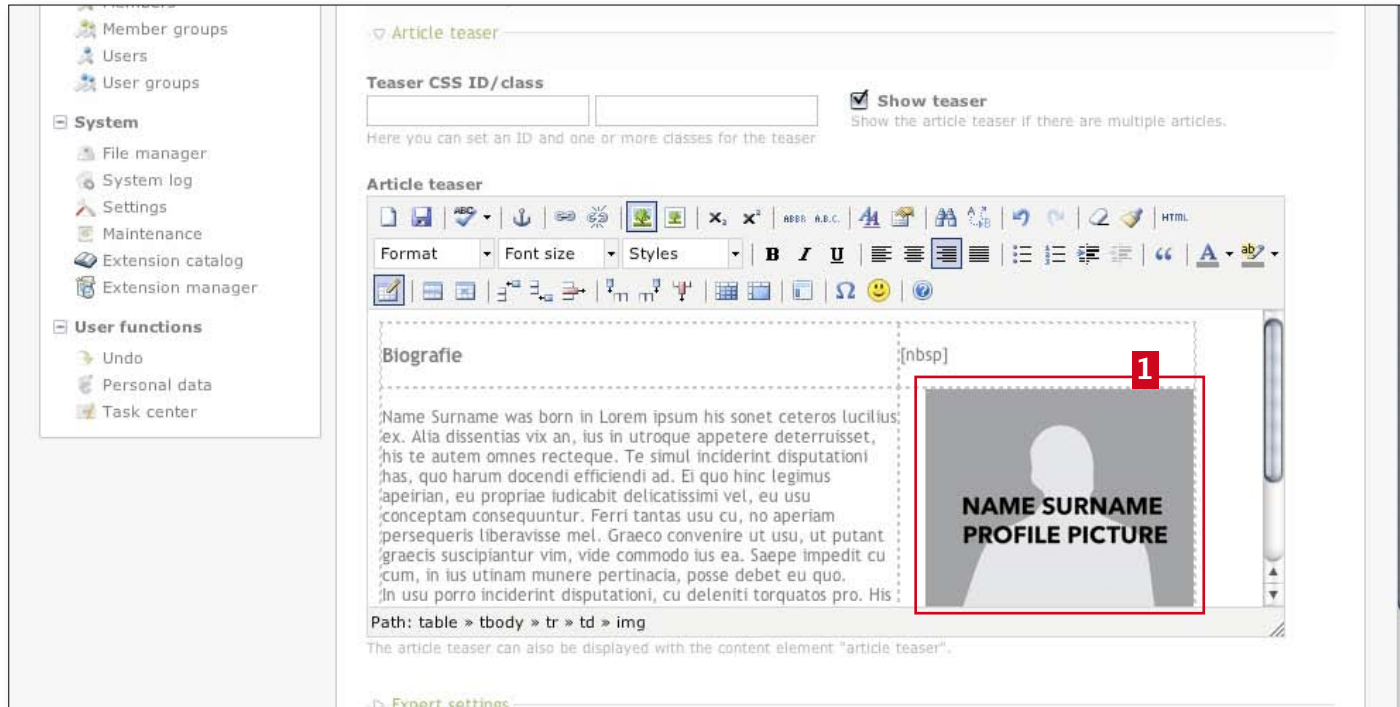
We shall only be concerned with the specification of the **4** `width="400"` which has to be changed to `width="190"`.

5 Then just delete the height-specification `height="442"` because this will automatically be scaled.

However it must be strictly observed that no other symbols or characters have been deleted!

6 Click on „Update“ to save the changes.

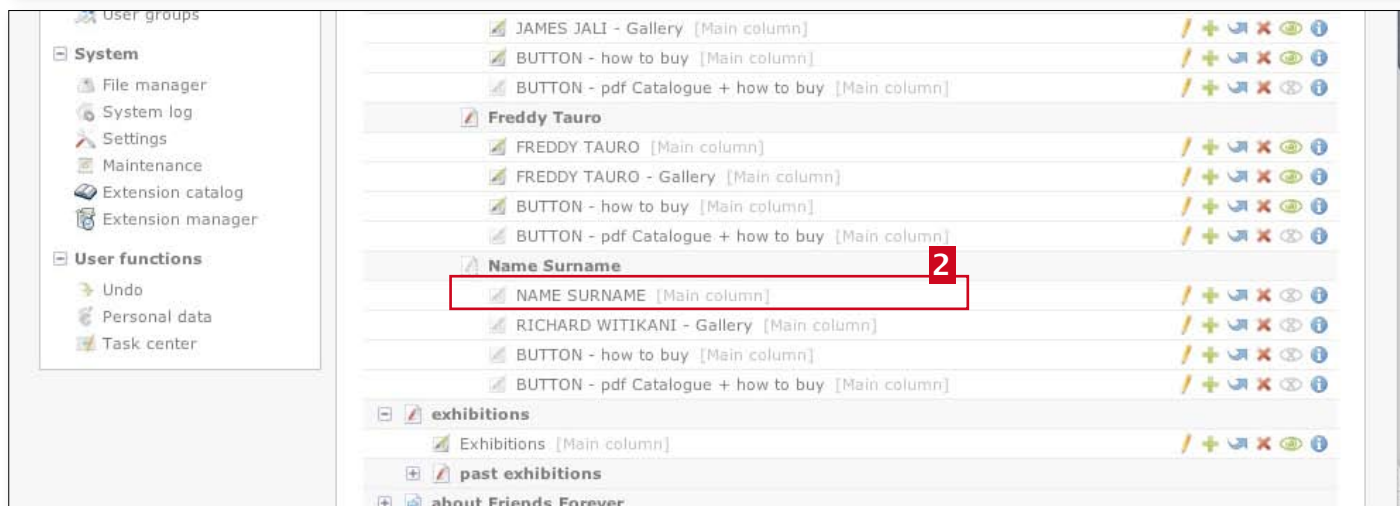
BIOGRAPHY-TEASER PICTURE



1 Now the image is in the right shape and the artist biography is completed.


Save and close the article. Now the updated article is displayed **2**.

Still our new artist „Name Surname“ is in need of a gallery with his artwork.



The screenshot displays the Joomla! back-end interface for managing galleries. On the left, the 'Back end modules' sidebar is visible, with 'Galleries' highlighted by a red box and a red '1'. The main content area shows the 'Galleries' module with a filter bar and a search box. Below the search bar, there are two buttons: 'New gallery collection' and 'Edit multiple'. The main content area displays a list of galleries, grouped by artist. The 'Painters' group is expanded, showing a list of galleries. The gallery 'painters - Richard Witikani' is highlighted by a red box and a red '2'. Each gallery entry has a set of action icons: a green plus sign for duplication, a red minus sign for deletion, and a blue information icon.

1 Click on „Galleries“. Here you will find a list of all galleries.

2 Now duplicate one of the existing galleries from the painters–group with the green plus–symbol  .

ATTACHING A GALLERY

1 Title, description and redirect page

Title
painters - Name Surname
Please enter the title of the gallery collection.

Description

Format Font size Styles **B** *I* U [List icons] [Quote icon] [Link icon] [HTML icon]

gallery painters - Name Surname

Path:
Please enter a short description for the gallery collection.

Jump to page
Friends Forever Zimbabwe *Change selection*

Please select the page to which visitors will be redirected when clicking on a gallery link.

2 Artist Groups


Artist groups
 Select all
 artists painters
 artists sculptors
 Here you can filter the artist selection groups.

3 painters - Name Surname

painters - Freddy Tauro
 painters - James Jali
 painters - Name Surname
 painters - Richard Witikani

1 Now enter the new artist in the gallery-header and reassure that the check mark is applied to the correct artist group **2**.

Now save and close the screen.

3 You will find the new gallery being displayed within the register. In order to reach the several artwork please open the gallery by using the pencil-symbol .

Back end modules

- Content
 - Articles
 - News
 - Events
 - FAQ
 - Newsletters
 - Form generator
 - Comments
 - Galleries
- Layout
 - Themes
 - Site structure
 - Templates
- Account manager
 - Members
 - Member groups
 - Users
 - User groups
- System
 - File manager
 - System log
 - Settings
 - Maintenance
 - Extension catalog
 - Extension manager
- User functions
 - Undo
 - Personal data
 - Task center

Galleries

Filter: Author Artist Status Date Medium Substrate
Disable comme Feature item Publish item

Search: Artwork number = Show: 1 - 2

Go back :: New gallery :: Edit multiple

1

Title: painters - Name Surname
Sort mode: Manual sorting
Jump to page: 0
Revision date: 12.01.2011
Enable comments: no

2

I Love My Daughters - 01.11.2010
4092
Berlin
51 x 60 x 25 cm
...
Available 2.800 C

Get Strong My Baby - 26.11.2010
5024
Berlin
51 x 41 x 34 cm
...
Available 2.200 C

Back to top :: Front end preview

1 At present we can see two artworks from the duplicated artist.

2 In order to edit the artwork simply click on the [pencil-symbol](#) .

Version 3 (12.01.2011) ff_admin | Restore | Go back

Edit record ID 225

▼ Title and other descriptive information **1**

Title
 Artworkname
 Please enter the title of the gallery.

Gallery alias
 artworkname
 The gallery alias is a unique reference to the gallery which can

Author
 Administrator
 Here you can change the author of the gallery item.

Location
 Berlin
 Please enter the name of the location.

Status
 Available
 Select the status of the gallery item.

Date
 01.11.2010
 Please enter the date of the gallery.

Artist
 Name Surname
 Please select the artist (members).

Artwork number
 9999
 Enter the artwork number.

Artwork size
 80x60 cm
 Enter the size as length, width, height, and unit.

Artwork price
 2.800 €
 Enter the artwork price.

Medium
 Oil
 Enter the medium as paint or print.

Substrate
 Canvas
 Enter the substrate onto which the art is painted or photo is

Description ⚠

Format | Font size | Styles | **B** *I* U | [List Icons] | [Link Icon] | [Image Icon] | [HTML Icon]

... **2**


1 Within the editing screen you may now enter the basic data referring to the artwork (like the artist, the medium and so on).



2 The „Description“ is mandatory but will not be displayed within the frontend.

Path:

Please enter a short description for the gallery.


Poster image **1**

Poster Image 

 File system Change selection 

Please select the poster image to be used in the gallery list view.

Poster image width and height **2**

180 Proportional 

Please enter either the image width, the image height, or both.

Poster fullsize view **3**

If you choose this option, the image can be viewed fullsize by.


Gallery images


Expert settings

Publish settings

Publish item

Make the gallery item publicly visible on the website.

Show from: 

Show until: 

Do not show the gallery item on the website before this day.

Do not show the gallery item on the website after this day.

Form generator

Comments

Galleries

Layout

Themes

Site structure

Templates

Account manager

Members

Member groups

Users

User groups

System

File manager

System log

Settings

Maintenance

Extension catalog

Extension manager

Title: painters - Name Surname

Sort mode: Manual sorting

Jump to page: 0

Revision date: 12.01.2011

Enable comments: no

Artworkname - 01.11.2010

9999
Berlin
80x60 cm
Oil
...

Name Surname
Available
2.800 €



Artworkname2 - 26.11.2010

9987
Berlin
90x120 cm
Acrylic
...

Name Surname
Available
5.000 €



4

1 Further down that screen you will find the „Poster Image“ area. Here you may select the image matching the artwork from the [file system](#).

All adjustments have been adopted because of the duplication. However they must always be observed!

2 The image width is to be 180 and the dropdown-selection is to be applied to „proportional“.

3 Apply the check mark saying „Poster full-size view“.

Now just save and close.

This is how all the artwork is being edited. In this case **4** there are two artworks.

CREATING A GALLERY MODULE

1 Click on „Themes“ in the sidebar.

2 Click on the small gearwheel-symbol (which means editing frontend-modules).

The next step will be creating a module for the new gallery.

1 Click on „Themes“ then click on the **2** small gearwheel-symbol (which means editing frontend-modules).

3 Now you see a register presenting different modules. In the first place you will find the „artist gallery – artist name“ – modules.

3 Now you see a register presenting different modules. In the first place you will find the „artist gallery – artist name“ – modules.

Simply duplicate and paste one of these modules into the same register **4** .

4 .

Back end modules

- Content
 - Articles
 - News
 - Events
 - FAQ
 - Newsletters
 - Form generator
 - Comments
 - Galleries
- Layout
 - Themes
 - Site structure
 - Templates
- Account manager
 - Members
 - Member groups
 - Users
 - User groups
- System
 - File manager
 - System log
 - Settings
 - Maintenance
 - Extension catalog
 - Extension manager
- User functions
 - Undo
 - Personal data
 - Task center

Themes - Modules

Go back

➔ Edit record ID 125

▼ Title and type

Title

artists gallery - Name Surname

Please enter the module title.

Headline

Artwork

h3

Here you can add a headline to the module.

Module type

Gallery list

Please choose the type of module.

▼ Module configuration

Gallery archives

- Select all
- Dummy-Gallery
- painters - Freddy Tauro
- painters - James Jali
- painters - Name Surname
- painters - Richard Witkani
- sculptors - Antony Makurirofa
- sculptors - Arthur Fata
- sculptors - Bywell Sango
- sculptors - Chenjerai Chiripanyanga
- sculptors - Colleen Madamombe
- sculptors - Collen Maduwapera
- sculptors - Cragemia Chiwawa
- sculptors - Edward Chiwawa
- sculptors - Ennica Mukomberanwa
- sculptors - Enos Gunja
- sculptors - Ephraim Chaurika
- sculptors - Fanizani Akuda
- sculptors - Fungai Mwarowa

artists gallery - Freddy Tauro [Gallery list]

artists gallery - Fungai Mwarowa [Gallery list]

artists gallery - Godfrey Kututwa [Gallery list]

artists gallery - James Jali [Gallery list]

artists gallery - Jasper Mukuna [Gallery list]

artists gallery - Lawrence Mukomberanwa [Gallery list]

artists gallery - Leo Berekai [Gallery list]

artists gallery - Macloud Chiwawa [Gallery list]

artists gallery - Marian Nyanhongo [Gallery list]

artists gallery - Mike Munyaradzi [Gallery list]

artists gallery - Name Surname [Gallery list]

artists gallery - Netsai Mukomberanwa [Gallery list]

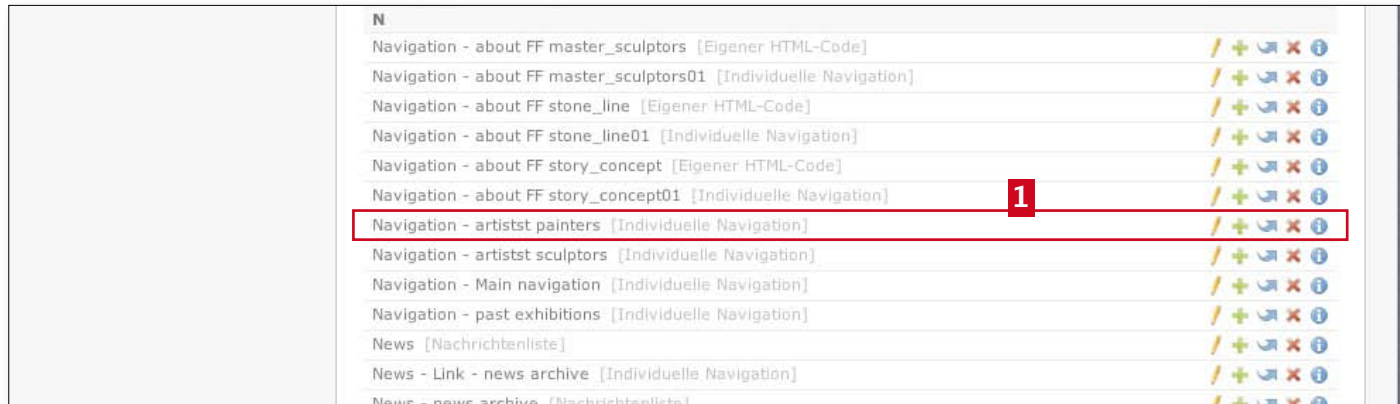
artists gallery - Norbert Shamuyarira [Gallery list]

Enter the actual artist name into the editing screen and


1 apply the check mark with the associated „gallery-archive“ **2**.

Save and close. Now the new gallery-module is being created **3**.

ARTIST-NAVIGATION

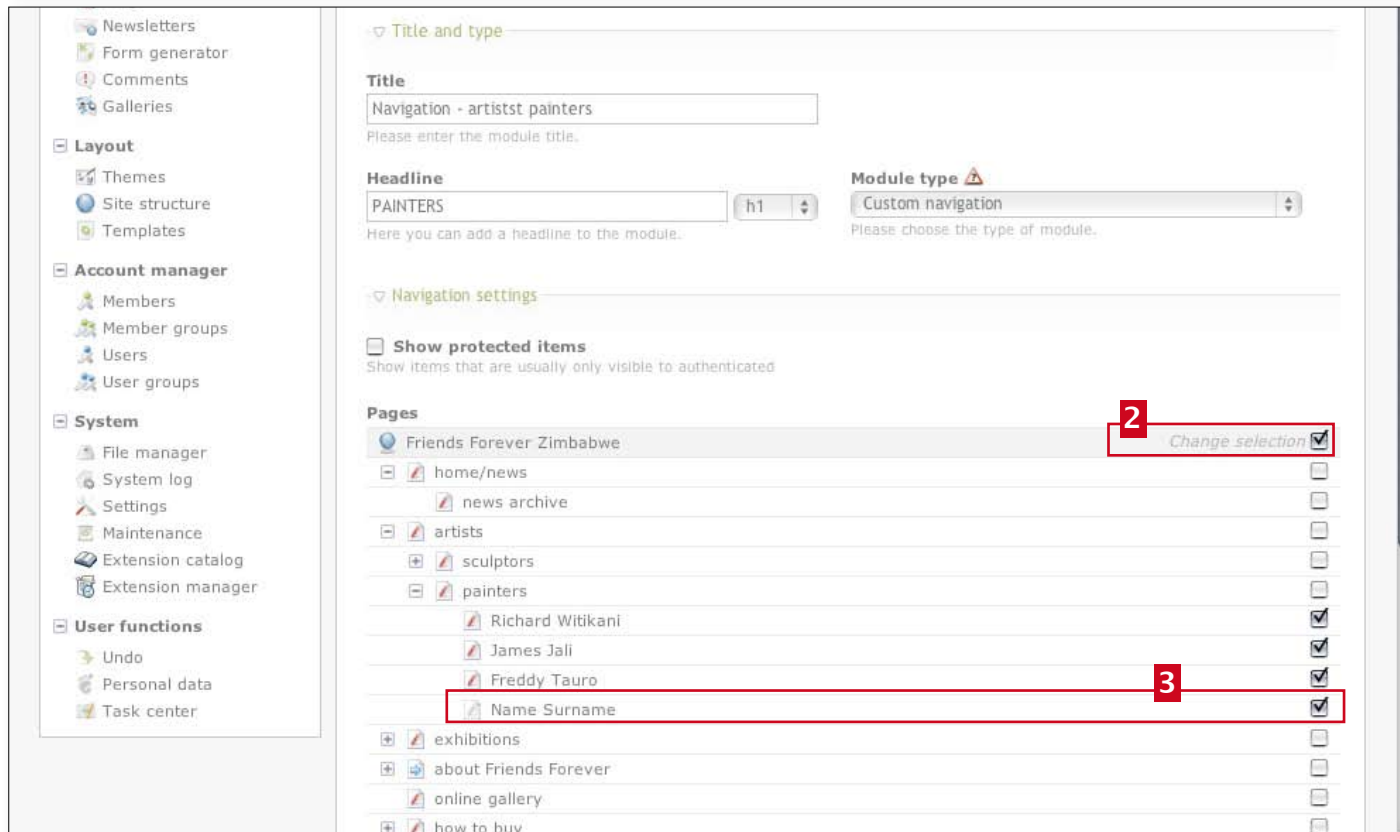


Further down the register you will find the navigation-modules.


1 Click on the **pencil-symbol**  referring to „Navigation – artists painters“ to establish the new artist.

Then choose „Change selection“ (placed within the editing screen) **2** and apply the check mark referring to the new artist page **3**.

Save and close.




The screenshot displays the Joomla! back-end interface for managing articles. On the left, the 'Back end modules' sidebar is visible, with 'Articles' highlighted by a red box and a red '1'. The main content area, titled 'Articles', shows a list of articles under the 'home/news' and 'artists' categories. The article 'RICHARD WITIKANI - Gallery' is highlighted by a red box and a red '2'. A pencil icon is visible next to this article, indicating it is selected for editing.

Now we will have to publish this new finished gallery. Head for the article-area **1** and open the gallery-article **2** by using the pencil-symbol .

1 Enter the proper artist-name into the article-header.

2 The first article-element is deactivated (which is that dotted line). This will only be activated if the artist-bio contains a teaser-text – as it is in our case.

3 The second article-element contains the gallery. To go to the editing screen simply click on the [pencil-symbol](#) . Then select the proper gallery from the dropdown-menu **4**.

Save and close.

4

PUBLISHING A GALLERY

The screenshots illustrate the following steps:

- Step 1:** The user navigates to the 'Name Surname' article in the 'exhibitions' section. A red box highlights the article, and a red arrow labeled '1' points to the 'publish' icon (a green circle with a white checkmark) in the article's toolbar.
- Step 2:** The user navigates to the 'artists' section. A red box highlights the 'Name Surname' article, and a red arrow labeled '2' points to the 'publish' icon in its toolbar.

1 Now publish the biography–article, the gallery–article and – optionally – a button–article within the article–overview. You may choose between „BUTTON – how to buy“, or „BUTTON – pdf Catalogue + how to buy“. This depends on the fact whether there is a n artist [PDF–Catalogue](#) or not.

2 Now publish this site within the site structure.

You did it.

Check on that new entry by using the front-end-preview.

FRIENDS FOREVER

home/news | artists | exhibitions | about Friends Forever | online gallery | how to buy

SCULPTORS

Fanizani Akuda
Colleen Madamombe
Sylvester Mubayi
Ephraim Chaurika
Enos Gunja
Edward Chiwawa
Mike Munyaradzi
Lawrence Mukomberanwa
Ennica Mukomberanwa
Netsai Mukomberanwa
Taguma Mukomberanwa
Tendai Mukomberanwa
Square Chikwanda
Arthur Fata
Fungai Mwarowa
Godfrey Kututwa
Wonder Luke
Marian Nyanhongo
Victor Fire
Leo Berekai
Shephard Madzikatire
Norbert Shamuyarira
Antony Makurirofa
Collen Maduwopera
Bywell Sango
Chenjerai Chiripanyanga
Regis Mushawatu
Jasper Mukuna
Cragemia Chiwawa
Macloud Chiwawa

PAINTERS

Richard Witikani
James Jali
Freddy Tauro
Name Surname

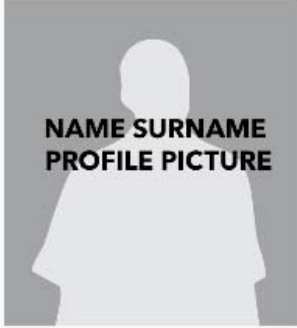
NAME SURNAME

Biografie

Name Surname was born in Lorem ipsum his sonet ceteros lucilius ex. Alia dissentias vix an, ius in utroque appetere deterruisset, his te autem omnes recteque. Te simul inciderint disputationi has, quo harum docendi efficiendi ad. Ei quo hinc legimus apeirian, eu propriae iudicabit delicatissimi vel, eu usu conceptam consequuntur. Ferri tantas usu cu, no aperiam persequeris liberavisse mel. Graeco convenire ut usu, ut putant graecis suscipiantur vim, vide commodo ius ea. Saepe impedit cu cum, in ius utinam munere pertinacia, posse debet eu quo. In usu porro inciderint disputationi, cu deleniti torquatos pro. His kasd doming mediocritatem an. Cu habemus interesset qui, in hinc bonorum partiendo his. Kasd iudico argumentum no has. At omnis scripta inciderint pro, in mei mazim ...


[Read more ...](#)

[f](#) [t](#)



**NAME SURNAME
PROFILE PICTURE**

Artwork



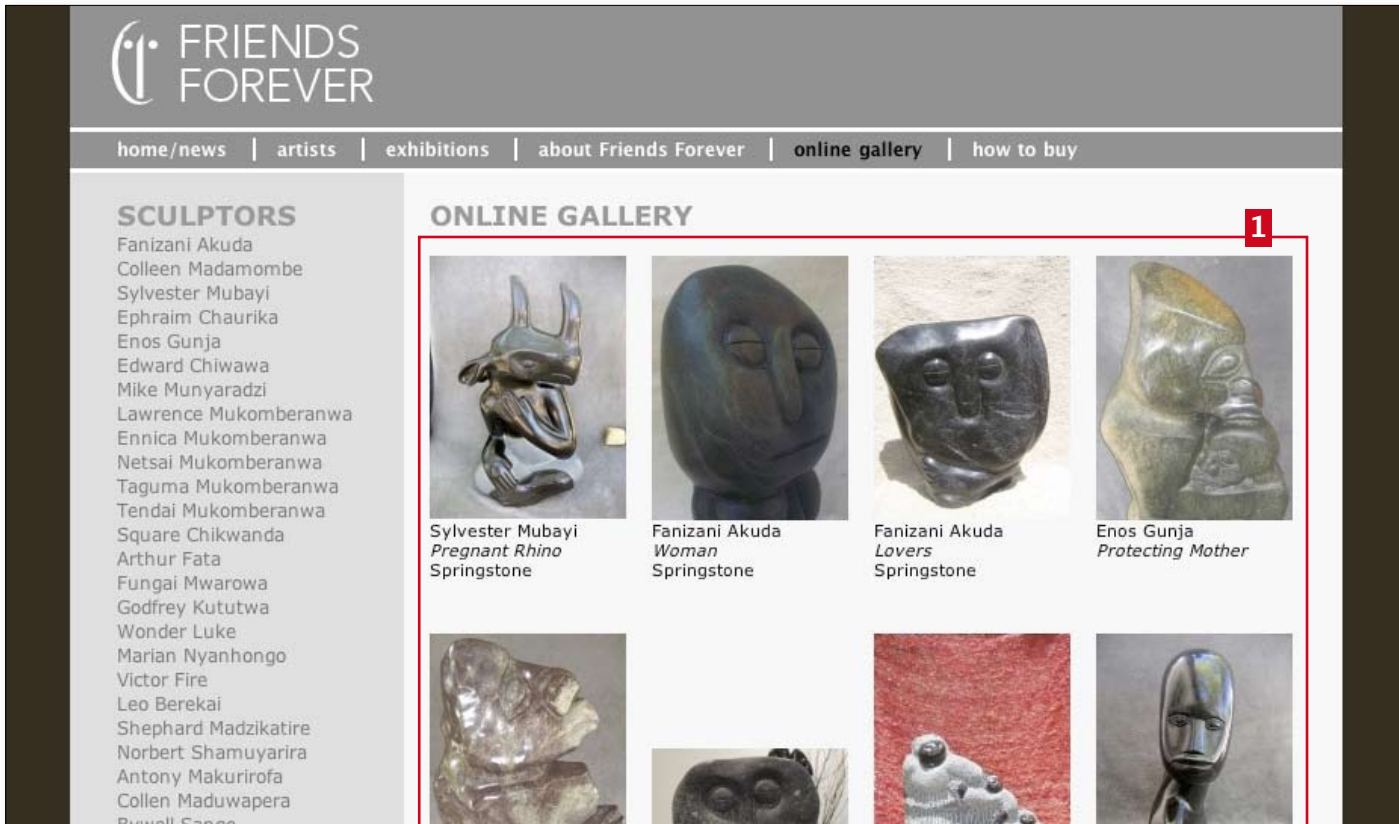
**IMAGES
COMING
SOON**

Artworkname 9999
Oil
Redie



**IMAGES
COMING
SOON**

Artworkname2 9987
Acrylic
Redie




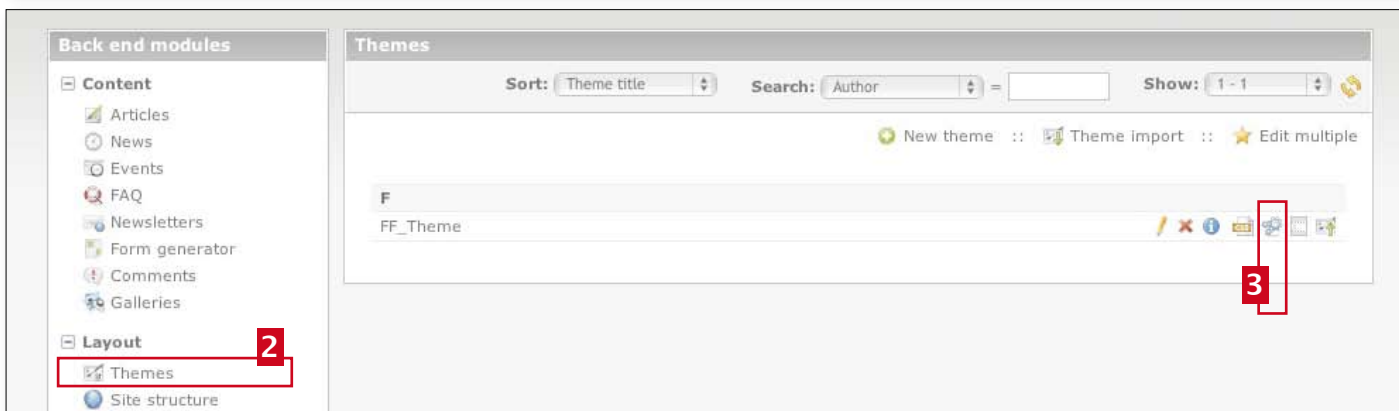
1 You can see the artwork from all artists (or rather several artists) in the online-gallery. The artwork will be picked at random and will always be displayed in a different order.

Now we will add the new artist „Name Sur-name“ in place as a matter of course.

ADDING AN ARTIST


2 Click on „Themes“, then click on the

3 small gearwheel-symbol  (editing frontend-modules).



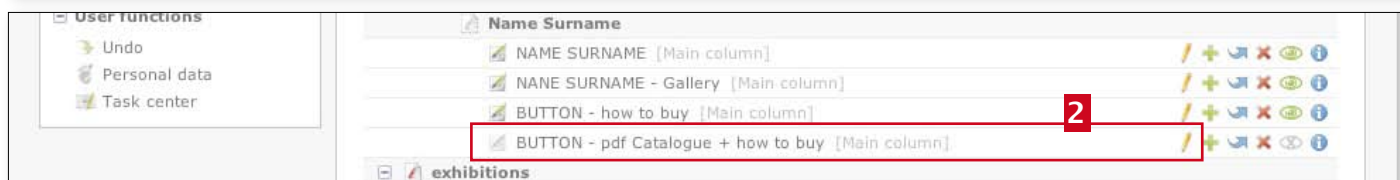
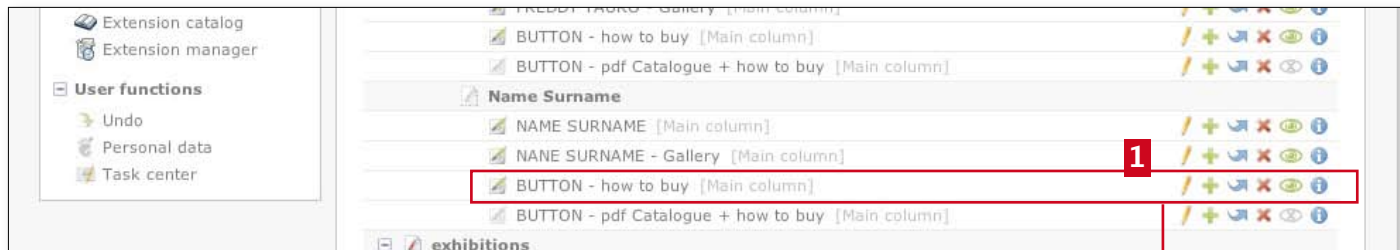
The screenshot shows the Joomla! administrator interface. On the left is a sidebar with 'Back end modules' including Content, Layout, and Account manager. The main area is titled 'Themes - Modules' and contains a list of modules. The 'artists gallery' module is highlighted with a red box and a red '1' next to it. The module details shown are: Theme title: FF_Theme, Author: FF, Revision date: 15.01.2011. Below the details is a table of modules with columns for title, type, and actions. The 'artists gallery' module is the first one in the list.

Again you will see the register with the different modules.

1 Click on the pencil-symbol  placed in the „artist gallery“-column. This is the online-gallery module.

2 Apply the check mark from the new artist. Save and close and the artwork referring to the artist „Name Surname“ will also appear in the online-gallery.


The screenshot shows the Joomla! administrator interface for editing a record. The main area is titled 'Edit record ID 61' and contains a form with fields for Title, Headline, and Module type. The 'Title' field contains 'artists gallery'. The 'Headline' field contains 'ONLINE GALLERY' and the 'Module type' dropdown is set to 'Gallery list'. Below the form is a section titled 'Gallery archives' with a list of checkboxes. The 'painters - Name Surname' checkbox is checked and highlighted with a red box and a red '2' next to it.



You do have the possibility to deposit a PDF-catalogue with all the artwork for each artist within the [file manager](#). These catalogues can be downloaded by all website-visitors.

LINKING A CATALOGUE

1 At this moment the „BUTTON - how to buy“ is published with the artist.


2 Prior to activating the „BUTTON - pdf Catalogue + how to buy“ you will have to link the associated PDF-catalogue. Click on the [pencil-symbol](#)  in order to get to the article-element, then click again **3** in order to open the editing screen.

PDF-CATALOGUE

LINKING A CATALOGUE

The screenshot displays the Contao CMS back-end editor. On the left, the 'Back end modules' sidebar is visible, with 'Content' expanded to show 'Articles'. The main editor area shows an 'Articles' record being edited (ID 261). The 'Text' element type is selected. A red box labeled '1' highlights a button with the text 'Click here to DOWNLOAD THE PDF-CATALOGUE'. A red box labeled '2' highlights the chain-link icon in the text editor's toolbar. A red box labeled '3' highlights the 'Insert/edit link' dialog box. A red box labeled '4' highlights the 'PDFExpressionsInStone.pdf' file selected in the 'Contao files' dropdown of the dialog box.

1 Click on the image referring to „Download the PDF-Catalogue“ within the editor in order to select it.

2 Click on the small chain-symbol . A popup-screen swings out **3**.

4 Select the associated PDF-file from the dropdown-selection.


Click on „Insert“. Then save and close.

PDF-CATALOGUE

ACTIVATING A BUTTON

The screenshot shows a website management interface. On the left is a sidebar with navigation options like 'File manager', 'System log', 'Settings', 'Maintenance', 'Extension catalog', and 'Extension manager'. Below these are 'User functions' including 'Undo', 'Personal data', and 'Task center'. The main area displays a list of articles with columns for article titles and actions. A red box highlights the 'BUTTON - pdf Catalogue + how to buy' article, with a red '1' in a box next to it. A red arrow points from this article to a preview of the website layout below. The preview shows a sidebar with names like 'Richard Wiukani', 'James Jali', 'Freddy Tauro', and 'Name Surname'. The main content area features two 'SOON' placeholders for artworks, each with details like 'Artworkname', 'Oil', 'Canvas', 'Berlin', and 'Available'. A red box highlights a 'HOW TO BUY' button in the preview, with text that says 'klick here to DOWNLOAD THE PDF-CATALOGUE'.

1 Now you will simply have to activate the „BUTTON – pdf Catalogue + how to buy“ by publishing the article. Then the website-visitors will be able to download the PDF-catalogue.



home/news | **artists** | exhibitions | about Friends Forever | online gallery | how to buy

SCULPTORS

Fanizani Akuda
Colleen Madamombe
Sylvester Mubayi
Ephraim Chaurika
Enos Gunja
Edward Chiwawa
Mike Munyaradzi
Lawrence Mukomberanwa
Ennica Mukomberanwa
Netsai Mukomberanwa
Taguma Mukomberanwa
Tendai Mukomberanwa
Square Chikwanda
Arthur Fata
Fungai Mwarowa
Godfrey Kututwa
Wonder Luke
Marian Nyanhongo
Victor Fire
Leo Berekai
Shephard Madzikatire
Norbert Shamuyarira
Antony Makurofofa
Collen Maduwapera
Bywell Sango
Chenjerai Chiripanyanga
Regis Mushawatu
Jasper Mukuna
Cragemia Chiwawa
Macloud Chiwawa

PAINTERS

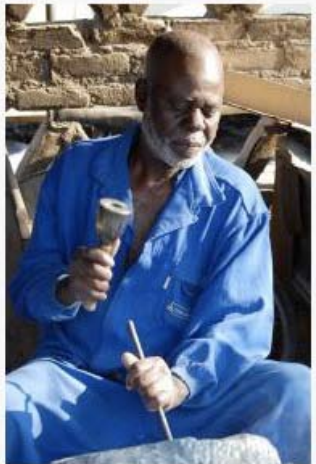
Richard Witikani
James Jali

FEATURED ARTIST OF THE MONTH –


SYLVESTER MUBAYI

1

Biography
Sylvester Mubayi is one of the first master sculptors of Zimbabwe. He met Tom Blomefield in front of the National Gallery in the sixties and came to Tengenge and started sculpting with great talent.
Later he was asked by the director of the gallery, Frank McEwen to come there and work, and eventually he went to Nyanga to lead the new art community there. He was mentioned among the top 10 sculptors of the world in The Guardian in 1991.
Sylvester Mubayi creates sculptures of great beauty, often with a traditional meaning to them such as the bird as a messenger between "the other side" and people. His cheetahs are also very strong.
In Friends Forever we are proud to have Sylvester among us.



klick here to
EXPERIENCE
OUR ONLINE
GALLERY!



**WATCH
INTERVIEW**

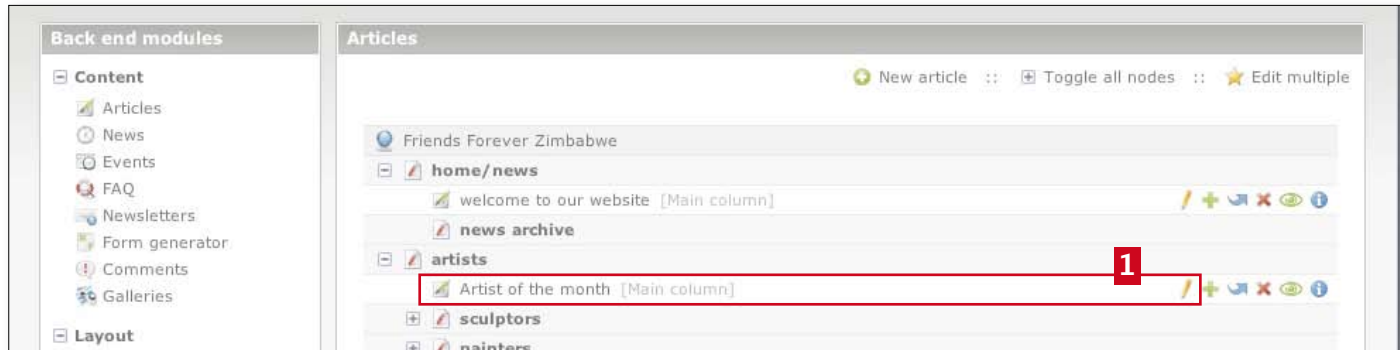
2

imprint | contact

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1 At the „artists“-mainpage you do have the possibility to select an „artist of the month“ and **2** add an interview-video.

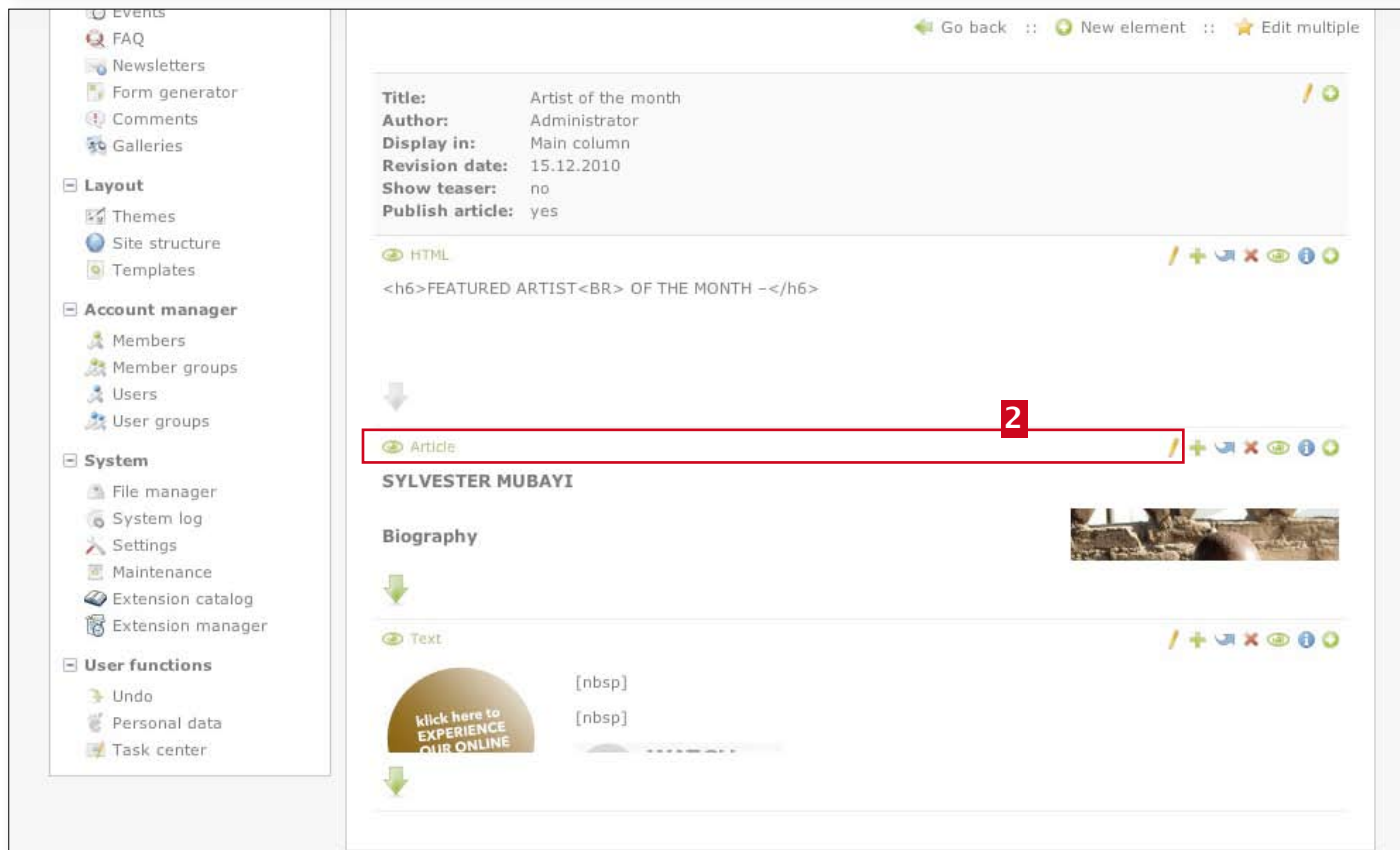
SELECTING AN ARTIST



The screenshot shows the Joomla! administrator interface. On the left is a sidebar with 'Back end modules' and 'Layout' sections. The main area is titled 'Articles' and contains a list of articles. The article 'Artist of the month' is highlighted with a red box and a red '1' next to it. The article details are: Title: Artist of the month, Author: Administrator, Display in: Main column, Revision date: 15.12.2010, Show teaser: no, Publish article: yes.

1 Therefore open the „Artist of the month“-article. Here you will find three elements.

2 First go to the editing screen of the second element in order to select the artist.



The screenshot shows the Joomla! administrator interface in edit mode. The left sidebar is expanded to show 'System' and 'User functions' sections. The main area is titled 'Article' and contains the following elements: 'HTML' (containing the code <h6>FEATURED ARTIST
 OF THE MONTH -</h6>), 'Article' (containing the text SYLVESTER MUBAYI), and 'Text' (containing a button with the text 'klick here to EXPERIENCE OUR ONLINE'). The 'Article' element is highlighted with a red box and a red '2' next to it.

Back end modules

- Content
 - Articles
 - News
 - Events
 - FAQ
 - Newsletters
 - Form generator
 - Comments
 - Galleries
- Layout
 - Themes
 - Site structure
 - Templates
- Account manager
 - Members
 - Member groups
 - Users
 - User groups
- System
 - File manager

Articles

Version 2 (14.11.2010) ff_admin | Restore

Go back

Edit record ID 5

Element type

Element type ⚠

Article

Please choose the type of content element.

Include settings

Referenced article

SYLVESTER MUBAYI (Main column, ID 75)

Please choose the article you want to insert.

Access protection

Save Save and close Save and new Save and go back

1 Here you will select the favoured artists-bio from the dropdown-selection.

Save and close.

ASSIGNING A VIDEO

2 In order to assign the appropriate interview-video you will have to enter the editing screen of the third element.

Site structure

- Templates

Account manager

- Members
- Member groups
- Users
- User groups

System

- File manager
- System log
- Settings
- Maintenance
- Extension catalog
- Extension manager

User functions

- Undo
- Personal data
- Task center

HTML

<h6>FEATURED ARTIST
 OF THE MONTH </h6>

Article

SYLVESTER MUBAYI

Biography

Text

click here to EXPERIENCE OUR ONLINE


ASSIGNING A VIDEO

The screenshot displays the 'Text' element editor in a CMS. A button labeled 'WATCH INTERVIEW' is highlighted with a red box and labeled '1'. A red box labeled '2' points to the link icon in the text editor toolbar. A red box labeled '3' points to the 'Insert/edit link' popup window. The popup window shows the following settings:

- Contao pages: -
- Contao files: SylvesterMubayi.fv (labeled '4')
- Link URL: ti_files/FF_files/videos/SylvesterMubay
- Title: (empty)
- Lightbox: Single element (labeled '5')
- Target: -- Not set --
- Class: -- Not set --

Buttons for 'Insert' and 'Cancel' are visible at the bottom of the popup window.





















1 Select the „WATCH INTERVIEW“-image.

2 Click on the small chain-symbol . A popup-screen swings out **3**.

4 Select the appropriate video-file from the dropdown-selection.

5 Select „Single element“ from the lightbox-settings.

Click on „Insert“. Then save and close.

- | | | | |
|---|---|---|---|
|  | 1. Open a data-set/area (swing open) |  | 11. generate a new data-set |
|  | 2. Close a data-set/area (collapse) |  | 12. edit the article of a data-set |
|  | 3. edit a data-set |  | 13. paste a data-set on the same level |
|  | 4. edit the settings of a data-set |  | 14. paste a data-set on a sub-level |
|  | 5. duplicate a data-set |  | 15. emptying the clipboard (to abort a dislocation for example) |
|  | 6. duplicate a data-set including the sub-data-sets |  | 16. edit several data-sets at once |
|  | 7. move a data-set |  | 17. protect a register with a password |
|  | 8. delete data-set |  | 18. edit a file with the simple editor |
|  | 9. publish or deactivate a data-set on the website |  | 19. edit the subscribers of a newsletter-archive |
|  | 10. show the details of a data-set |  | 20. forward a newsletter to the subscribers |

HELSINKI **BERLIN**
SCULPTORS
FANIZANI AKUDA

h1

Art Center Berlin
Sanomatalo, Mediatori

h4

next opening
current exhibitions
welcome to our website!
news

h2

*Master Sculptors of
Zimbabwe*

h5

Season Opening in Austria, Exhibition 2010

h3

**FEATURED ARTIST
OF THE MONTH –**

h6

Please contact us if you have any questions or if you need some support.



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We composed some continuative links just in case you want to know more about the Contao-CMS.

<http://www.contao.org/>
<http://en.contaowiki.org/>
<http://www.contao-community.org/>