Am I Ready?
Web Site Editor Checklist

☐ Log in to administrative area

☐ Navigate in Joomla. Go to the following areas:
- Articles (Content=>Articles)
- Calendar (Components=>JEvents=>Manage Events)
- Manage Images and Files (Content=>Media)

☐ Add/modify text in body of main page

☐ Add/modify text in sidebar of main page

☐ Change the text style - use headings, bold, italics.

☐ Add an image in the Joomla editor. Change placement and size of image on page.

☐ Add a link to a page

☐ Create a News Story

☐ Add an event to the calendar

☐ Add a photo gallery to a page {Optional}

☐ Upload a bulletin

You can use the PRACTICE page for your site for many of these items. The PRACTICE page is in the "Articles" section of Joomla.

To preview the PRACTICE page on your site – navigate to *staging.institute-christ-king.org/{your apostolate name}-practice*. For example - *staging.institute-christ-king.org/kansascity-practice*