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Acknowledgments

Many people have contributed in some way to producing this Joomla! User Manual. In particular, I would like to thank David Maggiano (Scribe) for drafting Chapters 3 & 4. Andy Wallace (Humvee) for his development of the design and style of the manual and proof reading assistance. Brian Teeman (brian) for proof reading. Also, other members of the Joomla! Documentation Team: Michelle (Michelle Bisson), Jennifer (visionspin), Brian (usagi) and Richard (rdb) for their encouragement. Contributors to the Joomla! Help web site and Anna's Joomla! Tips, from which some material has been used. Ross Carrell, my partner at http://www.websdezined.com, who kept an eye on me throughout the process and many more.

To the named and unnamed, my heartfelt thanks.

Steve White (ledzep)

Licence & Copyright

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Suggestions, Modifications and Corrections

Suggestions for improvements, additions, modifications, and corrections to this manual are invited.

Please submit these at the official Joomla! forums at: http://forum.joomla.org/index.php/board,352.0.html or alternatively http://joomlausermanual.com/forums.

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<td>1.0.1</td>
<td>General</td>
<td>Amended corrupted formatting. Changed graphics. Amended punctuation.</td>
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<tr>
<td>19 October 2006</td>
<td>1.0.0</td>
<td></td>
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<tr>
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Chapter 1: Welcome to Joomla!

Introduction

Thank you for choosing Joomla! Content Management System (CMS) software! You have made a great choice by selecting one of the most powerful and versatile Open Source Content Management Systems available.

Joomla! is an award-winning CMS that will help you build web sites and other powerful online applications. Best of all, Joomla! is an Open Source solution that is freely available to everybody.

What is a Content Management System (CMS)?

A CMS is a computer software system for organising and facilitating collaborative creation of documents and other content. A CMS is frequently a web application used for managing web sites and web content.

Joomla! for End Users

The basic Joomla! package is designed to be relatively easy to install, even for non-programmers. Most people have no trouble getting our software up and running, and there is plenty of support available via the Joomla! forum at http://forum.joomla.org.

Once Joomla! is installed and running, it is simple for even non-technical users to add or edit content, upload and add images, and to manage the critical data that makes your company or organisation go. Anybody with basic word processing skills can easily learn to manage a Joomla! web site.

You will easily be able to add new press releases or news items, manage staff pages, and create an unlimited amount of Sections, Categories, and Content Items on your web site via a simple, browser-based interface.

Taking Joomla! to the Next Level

Out of the box, Joomla! does a great job of managing the content needed to make your web site sing. However, for many people, the true power of Joomla! lies in the application framework that makes it possible for thousands of developers around the world to create powerful add-ons and extensions (Components, Modules, and Mambots). Here are just some examples of the hundreds of available extensions:

- Dynamic form builders
- Business or organisational directories
- Document management
- Image and multimedia galleries
- E-commerce and shopping cart engines
- Forums and chat software
- Calendars
- Blogging software
- E-mail newsletters
- Data collection and reporting tools
- Banner advertising systems
- Subscription services...

in addition, many, many more.
You can find examples at the growing Joomla! Extensions or Components directory at http://extensions.joomla.org/. Prepare to be amazed at the amount of exciting work produced by our active developer community!

**Joomla! for Developers**

Many companies or organisations have requirements that go beyond what is available in the basic Joomla! package or in the freely available third party extensions. Thankfully, Joomla! offers a powerful application framework that makes it easy for developers to create sophisticated add-ons that extend the power of Joomla! into virtually unlimited directions.

Using the core framework, developers can easily build:

- Integrated e-commerce systems
- Inventory control systems
- Data reporting tools
- Custom product catalogues
- Complex business directories
- Reservation and booking systems
- Communication tools
- Application bridges

or any kind of application to suit a unique need.

If your company or organisation hires a third party Joomla! developer, or builds in-house software using the Joomla! framework, you are building on an open platform that does not tie you to any one developer or to a proprietary, closed application.

You can learn more about developing on the Joomla! framework on our developer’s network at http://dev.joomla.org/. The beauty of Joomla! is that you can leverage our framework and user interface to deliver applications to your end users in a familiar, powerful environment.

**So, What’s the Catch?**

There is no catch. Joomla! is free and available to all under the GPL licence. Further Information about this at http://www.joomla.org/content/view/5/6/.

We do not claim that Joomla! is perfect, and cannot promise to meet every requirement in the world. However, for many web applications, our software is perfectly suited for the job.

We are adding great new features with each release and, with the help and advice of our incredible user community; we plan to deliver award-winning software for years to come.
Objectives of the Joomla! User Manual

The objectives of this User Manual are to:

- Help you to install and configure Joomla!
- Provide a walk through of the many facets of the core Joomla! installation.
- Describe the various types of user together with their access permissions.
- Provide detailed instructions for both Front-end and Back-end inputting and site management within the Joomla! user framework of Authors, Editors, Publishers, Managers, Administrators, and Super Administrators.

This is not a Technical Manual in that we do not go into major depth on modification, design, and development of the various elements of Joomla! or any kind of programming. There are guides and web sites that provide this information. Nor do we go into detail about PHP, MySQL or other essential software that you need to have some understanding.

How to Use the Joomla! User Manual

The Joomla! User Manual follows the installation process, the types of users Joomla! has, Front-end through to Back-end functionality. A summary of the chapters and appendices follows.

<table>
<thead>
<tr>
<th>Table 1: Summary of the Chapters</th>
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<tr>
<td><strong>Chapter</strong></td>
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<td><strong>Appendix E</strong></td>
</tr>
</tbody>
</table>
Manual Styles & Conventions

Throughout this manual, we will refer to specific items of information in the following ways:

**Note:** You will see this when an additional point needs to be made

Further Information: You will see this as a reference to another chapter or an external publication.

Access: You will see this when you are being directed via a menu sequence to access a specific Component, Category, Module, Mambot, Content Item or other file.

Caution: You will see this when you should use care or 'due diligence' to avoid problems occurring either immediately or potentially later on.

**WARNING!** You will see this when there is a very high risk of damaging your installation in some way. Exercise great care. Seek further advice if you are unclear as to what you are doing.

- Code that you are either required to enter, reference, or alter in some way will be displayed as in the following example:

  ```html
  <meta name="description" content="Joomla!: the dynamic portal engine and content management system, This article provides simple information on using the Joomla! CMS." />
  <meta name="keywords" content="Joomla!, Joomla!, Joomla! CMS author editor publisher" />
  ``

- Buttons/icons that should be clicked/selected in the course of a procedure are presented as follows:

  Click **Save** button. Select **Yes** radio button. Select **Show** or **Hide** or **Global Setting**.

  Toolbar Buttons: **Delete**, **Save**, **Edit**, **Publish**, **Unpublish**, and **Save** are available.

- Internal addresses or addresses that you need to enter your own details into are shown as:

  - http://www.mydomainname.com/
  - /usr/local/apache/htdocs

- Web addresses of other resources are shown as: [http://www.joomla.org](http://www.joomla.org).

- If a point requires emphasis such as the name of a piece of software, or that a particular path, or element, is being referenced then it will be highlighted either as: MySQL or **Component xyz**.

This document uses the following fonts:

- Arial as the base font,

- **Palatino Linotype** used for the **Headings** and **Bullet Lists**,

  and Courier New for all the HTML representations.

In accordance with the requirement of the Joomla! Documentation Workgroup this document is produced in GB English. The Joomla! Documentation Style Guide has been followed where appropriate.

If you would like further details, please contact Steve White (ledzep) or Andy Wallace (Humvee). A Word template is available.
Chapter 2: Getting Started

Introduction

Before we start, it is important to understand that a Joomla! User has a predefined set of permissions, i.e. tasks that they can do. Therefore, in the context of managing a web site, it will depend on the way that the site’s owner wants to delegate responsibilities as to what types of Joomla! Users should be set up.

For example, an owner may have only one person to manage all aspects of the web site. In which case, a Super Administrator account, the one created during the installation process by default, should be sufficient. On the other hand, a site owner may want one person to have publishing control over all Content Items created by someone else, and another person responsible for the administrative tasks. In this case, an Author for content creation, a Publisher to proof read and who then publishes the content, and a Super Administrator to maintain the Template design, Component, Module configurations, etc., all need to be created.

There are no hard and fast rules. Provided you understand the permissions and, therefore, the functionality given to a particular type of user, you can create multiple users at whatever level best suits the management of your web site.

Further Information: Chapter 3: Joomla! Users

Having said that, let us get started!

System Requirements

You need to be sure that your web server, or the service provided by your web host, meets the minimum requirements before you download the Joomla! software. These are:

- **PHP 4.2.x or above**: [http://www.php.net](http://www.php.net)
- **MySQL 3.23.x or above**: [http://www.mysql.com](http://www.mysql.com)
- **Apache 1.13.19 or above**: [http://www.apache.org](http://www.apache.org)

You must ensure that you have MySQL, XML, and Zlib support built into your PHP.

Joomla! can be used with most major browsers including: Firefox, Internet Explorer (version 5.5+), and Netscape. These browsers take great advantage of Joomla!s Back-end Administrative interface.

Installing Joomla!

Getting the Files

First, you must have the base environment for Joomla! as set out in the System Requirements.

We have thoroughly tested Joomla! on: Linux, FreeBSD, Mac OS X and Windows NT/2000. These are primary platforms, but any other that can run the Apache web server with PHP & MySQL should be capable.

**WARNING!**: You MUST ensure that PHP has been compiled with support for MySQL, Zlib, and XML in order to run Joomla!

Download the main distribution files for Joomla! from [http://developer.joomla.org](http://developer.joomla.org). The files are contained in a compressed archive. You will need a utility program, e.g. WinRAR, either locally or on your host server that can unzip the file.

Install Locally

Unzip the distribution file into a directory under your web server root. If you are using the Apache web server, this is typically `c:\apache\groupapache\htdocs` on Windows and...
Install Remotely

What you do to install Joomla! on a remote host is largely to do with what facilities your host provides and how skilled you are with server access. However, a simple and typical procedure may involve:

1. Unzipping the Joomla! distribution files to a local directory.
2. Transferring the files to your host server and placing them in a directory under the web server root. There are many free File Transfer Protocol (FTP) programs available to do this, e.g. Filezilla.

Browser Installation

Before you attempt to install Joomla! verify that your host service meets the standards stated above in System Requirements. Assuming they do, you are on your way to installing Joomla!

1. Unzip the Joomla! distribution files to a local directory on your computer.
2. Transfer all the files and folders to your host server via FTP, placing them either directly in or under a directory within the web server root. Ensure you preserve the integrity of the files and folders.
3. When you have finished uploading the files and folders, go to your homepage, http://www.yourdomainname.com. You should now see the pre-installation check page generated by Joomla!

The installation process consists of a pre-installation, licence check and there are four further steps dealt with in detail below.

Pre-installation Check
If you do not see the check page please verify the following:

- Were all the Joomla! files and folders successfully uploaded to your web site?
- Did you remove (and back up) your old web site?
- Do you really have an Apache/MySQL/PHP web server?
- Are all the necessary MySQL, Zlib, and XML modules activated in PHP?

If everything checks out OK, and you still do not see the check page, try using: http://www.yourdomainname.com/installation/index.php. This is the direct address for the check page. If it does not show up, or you see a lot of errors and techno mumbo-jumbo, you probably do not have an Apache/MySQL/PHP web server. Check with your host provider.

If everything has gone to plan then you will see the above check page.

**Detail of the Pre-installation Check Page**

The pre-installation check page is in five parts:

The first checks that your system meets the requirements necessary to run Joomla!

<table>
<thead>
<tr>
<th>Required Settings Check</th>
</tr>
</thead>
<tbody>
<tr>
<td>If any of these boxes are highlighted in red then please take actions to correct them. Failure to do so could lead to your Joomla! installation not functioning correctly.</td>
</tr>
<tr>
<td>PHP version 4.1.0</td>
</tr>
<tr>
<td>- zlib compression support</td>
</tr>
<tr>
<td>- XML support</td>
</tr>
<tr>
<td>- MySQL support configuration.php</td>
</tr>
<tr>
<td>Session save path /tmp</td>
</tr>
</tbody>
</table>

Figure 2: Check Page part 1

The second part checks that you are installing the most up to date version of Joomla!. Click on the Check for newer version button to verify this.

Figure 3: Check Page part 2

The third part is a security check related to register_globals and RG_EMULATION in the globals.php file in the Joomla! site root folder. Refer to the Official Joomla! forum, http://forum.joomla.org for further advice on this.

Figure 4: Check Page part 3

The fourth part checks whether the PHP settings are correctly set for compatibility:
The fifth section relates to Directory and File Permissions:

**Figure 5: Check Page part 4**

The fifth section relates to Directory and File Permissions:

**Directory and File Permissions Check:**

In order for Joomla! to function correctly, it needs to be able to access or write to certain files or directories. If you see "Unwritable," you need to change the permissions on the file or directory to allow Joomla! to write to it.

If everything is Writable, click the Next button.

If some items are highlighted in red as Unwritable, either change the relevant folder’s permissions using your FTP program or ask your host service provider to correct them for you. If it is not possible to correct them, you can still click the Next button and see what happens.
GNU/GPL License Agreement

The next page displays the licence for Joomla! to ensure that you are aware of the terms and conditions for using the software.

Figure 7: GNU/GPL License

Click the Next button to go to Step 1 of the installation process.

Installation: Step 1

Step 1 of the installation deals with the configuration of the MySQL database.

Figure 8: Installation Step 1

Enter the configuration data for your MySQL database.

The Host Name of your MySQL database will depend on how the host provider has configured it. While it is commonly localhost, you should check with your provide if in doubt. On occasions,
where localhost is not the name of the database server you will need to contact your provider, e.g. Go Daddy refers to their host name as mysql123.secureserver.net or similar.

Host providers, using cPanel, usually allow you to set up your own User Name, Password, and Database Name. Again, if in any doubt consult your host provider for this information.

The option to Drop Existing Tables in the nominated database as is the option to Backup Old Tables is given. For a first time installation, you should leave both of these blank.

You may also Install Sample Data. If this is your first Joomla! installation, we recommend you check this option as you will find the benefit when you get to look around your site for the first time.

When you have entered your database information correctly, click the Next button. Confirm the database information when asked.

![Figure 9: Step 1 Confirmation](image)

Click OK if you are satisfied that you can proceed. The installation program will create the necessary tables and install the sample data. The next page will display any errors that occur during initialisation of the database.
Installation: Step 2

Step 2 is simply a page where you enter the name of your site. This will appear in the Global Configuration.

![Figure 10: Installation Step 2](image)

Enter a name for your site and click the Next button.

Note: Special characters are usable in this information area.

Installation: Step 3

Step 3 is a page for you to confirm the installation directory, the URL to the Joomla! site, enter your e-mail address, and to accept or change the administrator password.

![Figure 11: Installation Step 3](image)

The e-mail address is for your Super Administrator. The set up process automatically creates this user account for you. The username for the primary Super Administrator is admin. You may change the randomly generated password if you desire. The admin account will use the password you enter.
Further Information: For security purposes, you can amend the admin username after you have completed the installation process. See: Chapter 7: Managing Users

The file permission settings are essential whilst installing Joomla! itself, by the Joomla! add-on installers, and by the Media Manager. If you are unsure what flags should be set, leave the default settings for now. You can change these flags later in the site Global Configuration.

Click the Next button.

Installation: Step 4

The final page allows you to copy information for the configuration.php file.

<table>
<thead>
<tr>
<th>Step 4</th>
</tr>
</thead>
<tbody>
<tr>
<td>Congratulations! Joomla! is installed</td>
</tr>
</tbody>
</table>

You can either paste it directly into the configuration.php-dts file on the server and rename that file configuration.php, or create a separate configuration.php file and upload it to the Joomla! root directory. You only need to copy and paste the data if the installation has not created the configuration.php file for you. However, it does no harm to keep a note of this information in a local file for future reference.

Note: Ensure that the configuration.php has write permissions correctly set.

WARNING!: Do not forget your Super Administrator login name and password, as it is not possible to enter the Administrator Control Panel (Back-end) without this. If you lose this information, you must restart the complete set up procedure.

Caution: For security reasons you must delete the installation folder. In fact, until this is done, you will not be able to view your web site (Front-end) or login to the Administrative Control Panel (Back-end).

What is Next?

You then have a choice of two buttons. One will take you to your Joomla! Site (Front-end); the other to the Site Administrator Login screen (Back-end). If this is your first installation, we recommend that you click the View Site button.
You should see your new Joomla! web site.

![Joomla Home Page](image)

Figure 13: Joomla! Home Page

Take a moment to explore some menu options.

When you are ready, click the Administrator link in the Main Menu or enter the http://www.yourdomainname.com/administrator URL. This will display the Login screen.

![Joomla Administrator Login](image)

Figure 14: Joomla! Administrator Login

Enter the user name admin and your password, as you set it in Step 4 of the installation process. Click the Login button and you should now see the Administrator (Back-end) Control Panel.

If this is not your first time then you will know what to do next. If not. Read on!

Set up is complete. You are ready to JOOMLA!
Overview of the Installed Elements of a Joomla! Web Site

Introduction

Now that you have your Joomla! installation up and running, a word about the different elements that make up your web site.

Templates

The template and its associated files provide the visual 'look and feel' of your web site and are maintained separately from the web site content. This is stored in a MySQL database.

A typical Joomla! installation comes with two templates pre-installed called madeyourweb and rhuk_solafiare_ii.

Template files are located in the templates folder, in the root directory, and each template typically consists of the following files:

Table 2: Template files

<table>
<thead>
<tr>
<th>File Name</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>index.php</td>
<td>This file contains HTML, PHP and possibly JavaScript coding that provides the framework for your web site's design. In combination with the .css and image files, it builds all the design and content placement elements of your web site.</td>
</tr>
<tr>
<td>templateDetails.xml</td>
<td>This file is the authority to use the template and contains references to all the files used, e.g. index.php, the css file etc.</td>
</tr>
<tr>
<td>template_thumbnail.png</td>
<td>This file is used in the Template Manager to provide, if switched on, a small thumbnail representation of the web site design. There must be a template_thumbnail.png file in the template's root directory.</td>
</tr>
<tr>
<td>template_css.css</td>
<td>Located in the css folder, this Cascading Style Sheets (CSS) file contains the code to handle the visual elements of the web site, e.g. font sizes, colours, etc. There can be as many CSS files as you wish provided the appropriate HTML reference is in the index.php file. For example,</td>
</tr>
</tbody>
</table>

```php
<?php echo "<link rel="stylesheet" href="$/GLOBALS[mosConfig_live_site]/templates/$GLOBALS[cur_template]/css/template_css.css" type="text/css"/>"; ?>
```

Although this example has bee wrapped over four lines, there are no spaces in this coding.

| Image files             | These files are located in the images folder and may be .gif, .jpg, or .png. They provide the graphical elements of the web site design. |

Further Information: This manual does not cover template design in detail.
Components

Components are core elements of Joomla!'s functionality and are displayed in the main body of the web site's template. The code for the main body will appear in the template as follows: `<?php mosMainBody(); ?>`. Depending on the design of the template in use, this is often in the centre of the web page.

A typical Joomla! installation comes with Banners, Contacts, News Feeds, Polls, and Web Links Components.


Further Information: Chapter 6: Accessing functions from the Back-end – Administrator

Modules

Modules extend the capabilities of Joomla! giving the software new functionality. A Module is a small piece of content that can be displayed anywhere that your template allows. Modules are very easy to install in the Administrator Section (Back-end).

Joomla! Modules may include: Main Menu, Top menu, Template Chooser, Polls, Newsflash, Hit Counter, etc.


An example of a module PHP code is `<php mosLoadModules ( 'user1' ); ?>`.

Further Information: Chapter 6: Accessing functions from the Back-end – Administrator

Mambots

A Mambot is a small, task-oriented function that intercepts and manipulates content, in some way, before displaying it. Joomla! provides a number of Mambots in the core distribution, e.g. `{mospagebreak},{mosimage}` etc.

Further Information: Chapter 6: Accessing functions from the Back-end – Administrator

Joomla! Development Lifecycle

This section deals with the typical development lifecycle and provides a simple checklist of questions and considerations you need to be aware of as a web designer.

There are two distinct aspects to designing a Joomla! CMS web site. The first is the content and the second is the template: the Look and Feel of the web site. Although independent, some consideration extends across the two.
Considerations in the Joomla! Development Lifecycle.

Table 3: Web site design considerations

<table>
<thead>
<tr>
<th>Template 'Look and Feel'</th>
<th>Site Content</th>
</tr>
</thead>
<tbody>
<tr>
<td>Consider overall 'Look and Feel' requirements, e.g. formal, cartoon, urban etc.</td>
<td>Produce a list of all topics and information that will be included on the site</td>
</tr>
<tr>
<td></td>
<td>Organise the list into logical groupings with a hierarchical structure if appropriate, i.e. a site map.</td>
</tr>
<tr>
<td></td>
<td>At this stage, make no assumptions as to how this information will eventually be displayed, e.g. calendar or diary may be a Content Item or may require an additional Component to be installed.</td>
</tr>
<tr>
<td>Consider overall presentation of the information, including placement of menu(s), main content, secondary content e.g. a list of news items, logos, banners, copyright etc.</td>
<td>Consider each group of information to determine how it will fit into the Section, Category, and Item structure if appropriate.</td>
</tr>
<tr>
<td></td>
<td>Consider whether core Components are required.</td>
</tr>
<tr>
<td></td>
<td>Consider whether additional Components are required.</td>
</tr>
<tr>
<td></td>
<td>Consider whether custom Component programming is required.</td>
</tr>
<tr>
<td></td>
<td>Consider whether core Modules are required.</td>
</tr>
<tr>
<td></td>
<td>Consider whether additional Modules are required.</td>
</tr>
<tr>
<td></td>
<td>Consider whether custom Module programming is required.</td>
</tr>
<tr>
<td></td>
<td>Consider whether Mambots are required.</td>
</tr>
</tbody>
</table>

Consider impact of Module placement on template design

Consider graphic requirements and produce drafts.

Produce draft template and .css file, including draft graphics.

Consider how the content is meshing with the template

Produce final template and .css file including final graphics

Final proof read of the content and amend it as necessary.

Review and revise template, as necessary, to mesh with content.
Chapter 3: Joomla! Users

Introduction
This chapter deals with:
- The different types of Joomla! Users
- User Registration
- Recovering a lost password
- Logging in to the Front-end
- User’s Account Details

Types of Users and Access Permissions
Users of Joomla! web sites can be broken down into two broad categories:
- Guests
- Registered Users

Guests are simply visitors to your Joomla! web site. Depending on how the Super Administrator has configured the site, some content can only be viewed by Registered users while visitors can only browse a limited amount of it, or all the content can be accessible.

Registered Users have registered with your site to obtain a username and password. This username and password allows Registered Users to log into your site, receiving special privileges not available to guests. Registered Users are broken down into two groups:
- Front-end Users
- Back-end Users.

Note: The admin panel refers to these two groups of users as Public Front-end and Public Back-end.

Front-end Users
Front-end Users get additional rights over guests, which may include the ability to create and publish content on the web site. We will generally refer to these users as content providers since their primary goal is to provide content on the web site, not to administer the site or alter its design.

Content providers may provide new content through the web interface using an embedded WYSIWYG (What You See Is What You Get) editor without any knowledge of HTML coding.

Within the Front-end User classification there are four specific levels, the site administrator can assign. These levels are: Registered, Author, Editor, and Publisher.
Table 4: Front-end Registered Users

<table>
<thead>
<tr>
<th>User</th>
<th>Access &amp; Permissions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Registered</td>
<td>A Registered User has no ability to create, edit, or publish content on a Joomla! web site. They may submit new Web Links for publication and they may have access to restricted content that is not available to guests.</td>
</tr>
<tr>
<td>Author</td>
<td>Authors can create their own content, specify certain aspects of how the content will be displayed, and specify the date when the material should be published.</td>
</tr>
<tr>
<td>Editor</td>
<td>Editors have the same abilities as an Author and they can edit their own content as well as that of any other Author.</td>
</tr>
<tr>
<td>Publisher</td>
<td>Publishers can perform all the duties of Authors and Editors and have the ability to publish content.</td>
</tr>
</tbody>
</table>

The default user role is Registered User. For Front-end users to receive any other role requires an Administrator or Super Administrator to change their profile through the Back-end Administrator panel.

Further Information: Chapter 7: Managing Users

Back-end Users

Back-end users -- Managers, Administrators, and Super Administrators -- are typically thought of as the site administrators, but they also have access to the Front-end interface. Just as with the Front-end Users, Back-end Users may have different privileges.

Table 5: Back-end Registered Users

<table>
<thead>
<tr>
<th>User</th>
<th>Access &amp; Permissions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Manager</td>
<td>A Manager has the same permissions as a Publisher but with access to the Back-end Administrator's panel. Managers have access to all the content associated controls in the administrator panel but are not able to change templates, alter page layouts, or add or delete extensions to Joomla! Managers also have no authority to add users or alter existing user profiles</td>
</tr>
<tr>
<td>Administrator</td>
<td>What they cannot do is edit the profiles of a Super Administrator or change certain global characteristics of the web site. Super Administrators do not show up in the User Manager screen when users are logged in as an Administrator. The Super Administrator has the same kind of power as root in a traditional Linux system and has unrestricted abilities to perform all administrative functions inside of Joomla! Only Super Administrators have the ability to create new users with Super Administrator permissions or to assign Super Administrator permissions to existing users.</td>
</tr>
<tr>
<td>Super Administrator</td>
<td>The only user that exists after a Joomla! installation is the Super Administrator. This is the ‘admin’ account created during the installation process.</td>
</tr>
</tbody>
</table>

Registration

Other than the Super Administrator's (admin) account, that is created by default when Joomla! is installed, there are two ways that guests have of becoming registered members on a Joomla! web site.

First, they may register themselves using the register link in the login form, if provided. Second, the Super Administrator, or Administrator if there is one, may enter them directly using the Administrator panel (Back-end).

The two images below show the Login Form with and without the Register link.

![Login Form with Register link](image1.png)
![Login Form without Register link](image2.png)

Figure 15: Front-end Login box

The Login Form displays the Register link by default. The Super Administrator may disable this feature.

Further Information: Chapter 8: Global Configuration.

For a direct registration, there is an optional e-mail activation to ensure that the potential user is supplying a valid e-mail address, the default for this is also - enabled. When enabled, the user will receive an e-mail containing a validation link that they must follow in order to complete the registration process.

Recovering a Lost Password

If you are like most people these days, you have too many passwords and it is inevitable that you are going to forget one eventually. Joomla!, like most systems today, allows you to automatically reset your password should you forget it.

The following dialogue appears when you click on the Lost Password? prompt in the Login Form:

![Lost Password Request](image3.png)

Figure 16: Lost Password Request

When you fill in your username and e-mail address, Joomla! will e-mail you a new password that you can use to access the system.
The reason that Joomla! cannot send your old password to you is that passwords are stored using an encryption format that is not reversible. This means that even Super Administrators cannot view your password!

This is proper practice in web site design these days, so do not be upset that you cannot use your old password, be happy that passwords are protected!

Caution: Since new passwords are sent out via e-mail and e-mail is inherently insecure. It is always a good idea to change passwords received via e-mail as soon as possible.

If your e-mail address has changed, the only option you will have is to find a link on the site to contact the Super Administrator and have them send it to you.

Logging In and Out

Log In

Once you have registered with the web site and, optionally, responded to your validation e-mail, you simply enter your username and password in the Login Form and click the Login button to login to the web site.

User Menu

Once you have logged in to the web site you will notice that a User Menu appears in the left navigation pane. This menu may contain more or less options depending on the individual web site.

The following Table gives a short description of the typical menu items you are likely to see:

<table>
<thead>
<tr>
<th>Menu Option</th>
<th>Details/Options</th>
</tr>
</thead>
<tbody>
<tr>
<td>Your Details:</td>
<td>Used to view and/or modify your account details.</td>
</tr>
<tr>
<td>Submit News:</td>
<td>Used to submit your new Content Items (Author and Above).</td>
</tr>
<tr>
<td>Submit Web Link:</td>
<td>Used to submit new web links that you have found (Registered users and above).</td>
</tr>
<tr>
<td>Check-In My Items:</td>
<td>Used to check in any items you may have been working on but not saved.</td>
</tr>
</tbody>
</table>

Your Details

To view your account details you can click on the Your Details menu link, which will present you with the following options screen:
Here you can change Your Name, e-mail address, User Name and Password.

**User Editor:**

You can also select the default User or WYSIWYG Editor from the User Editor drop down list.

In a default installation the only editor that is available is *TinyMCE*, which provides good basic abilities to edit content right from the web site. The Administrator may install additional editors, in which case they would be available from the drop down list as well. You may also choose no WYSIWYG editor if you wish to input your content without the use of the WYSIWYG editor.

*Note: This option will require some knowledge of HTML.*

Chapter 4: explores - Submitting News, Web Links, and Check In Items further.

**Logout:**

Click on the **Logout** button to end the current session.
Chapter 4: Accessing Functions from the Front-end

Introduction

As you saw in the last chapter, once you have registered with a Joomla! web site you will see a distinct User Menu when you log in.

Regardless of your specific role, i.e. Registered, Author, Editor, or Publisher, you will see the same User Menu. However, the functions available from the menu will vary depending on the access permissions you have.

In this chapter, we will look at:

- Managing Content
- Submitting Web Links
- Checkin Items

Manage Content

In general, content management consists of the following three operations:

- Submission of new content to the system (Content Item).
- Proof reading and editing of that content if necessary.
- Publication of the content.

In the Joomla! scheme of things, Authors are generally responsible for submitting content, Editors for proof reading and/or editing content, and Publishers for publishing content. However, both Editors and Publishers may submit content and a Publisher can edit as well.

For the purposes of this chapter, we will assume that Authors are creating the content, Editors are editing the content, and Publishers are publishing the content.

Author

As we said earlier, different roles can be assigned to users on a Joomla! web site. By default, this is that of a Registered user. This type of user cannot submit Content Items.

Note: In order to follow along with these examples you must either have system administration privileges to edit the role of the user or request that your system administrator set you up with users that have the specific roles covered in these examples. Otherwise, you can simply read along and try the examples out at some point in the future.

Submit News via the Front-end

Access: Select User Menu>Submit News

When an Author clicks on the Submit News menu link, in their User Menu, they will be presented with a dialogue entitled The News / Add Content.
Figure 20: Add Content from the Front-end
This window has three main areas:

The top area contains input fields for the title of the new article and an appropriate Category for the item.

**Note:** The available categories will depend on the way the site content has been set up. In general, where only one Section has been set up, all the categories for that Section will be available. If you have multiple Sections, you will need to set up multiple links on the User Menu: one for each Section.

Toolbar Buttons: **Save**, **Apply**, and **Cancel** are available.

**Note:** **Save** will save the data and close the window. **Apply** will save the data while leaving the Add Content screen open.

The second major area of the screen contains the WYSIWYG editor where the Author enters the content. The WYSIWYG editor that is included in the Joomla! installation by default is known as *TinyMCE* and contains many of the features available in a typical HTML editing program. With the editor you can type in and format content without having to know HTML. Here are just some of the features of this editor are:

- Choose font size style and colour.
- Insert bulleted or numbered lists.
- Justify text with left, centre or right attributes.
- Insert hyperlinks.
- Create and edit Tables for inserting Tabular content.

You will notice that there are two WYSIWYG editor panes. The first one allows you to type some Intro (introduction) Text for your article. This serves as a summary of the article and can be used as a teaser for the full article when the content is displayed under certain circumstances, such as a Front Page article, or on the blog style page, rendering that is supported by Joomla!. It is not necessary to split your article up in this fashion as you can simply type the entire article into the Intro Text window.

The second WYSIWYG editor is where you type the Main Text. As we said, this area is optional as all text may be input into just the Intro Text field.
In addition to all the standard HTML type formatting, you may also insert images into your Content Item. Inserting images is done differently in Joomla! than you may be used to in programs such as Dreamweaver. Joomla! uses tags, `{mosimage}`, in your article that identify where pictures should go; the pictures are inserted by the system when called up by visitors to the web site.

Just below the WYSIWYG editor display, you will see two buttons. The first labelled Insert Image enables you to insert the image tag anywhere in to your text. When you do this, you will notice that the editor simply inserts the tag `{mosimage}` into the text.

The second button, called Insert Page Break inserts a page break at a particular point inside your document. Clicking on this button will insert the tag `{mospagebreak}` inside your document.

Documents with embedded page breaks will display an Article Index when the document is displayed. Next and Previous links, at the bottom of the document, are provided for easy navigation from one page to the next.
Figure 22: Multi-page Content Item Index

The last of the three sections contains three Tabs entitled Images, Publishing, and Metadata. These Tabs are used to control various aspects of your content such as associating images with the `{mosimage}` tags, setting the publishing dates, and specifying the metadata for your article.

This Tabbed window will take on different characteristics depending on the permissions of the user who is currently logged into the system; the principal difference being that Publishers will have a field available in the Publishing Tab that will enable them to publish the article on the web site. This functionality will not be available to Authors and Editors.
Images Tab

The Images Tab contains the necessary options to assign images to the `mosimage` tags you inserted in your article. One important thing to keep in mind here is that the images will appear in the Content Item in the order that they appear in the Content Images field. You can use the Up and Down buttons to adjust the order of the images.

The right hand column contains various attributes that you can assign or adjust for the image that you have picked. These include the alignment of the picture, any alternate text that you would like to have displayed when the user’s mouse is over the picture and a caption for the picture and the position that you would like it to appear. Once you have set the desired attributes for the image, click the Apply button.

Figure 23: Images Tab Front-end

Okay so we see how to assign images to the `mosimage` tags that we embedded into our documents but where do these images come from?

Joomla! has a Media Manager, which can only be accessed through the Administrator panel (Back-end).

Further Information: Chapter 6: Managing Media

The Media Manager allows you to upload, store and organise your images. The images used for articles are stored in a sub-folder called stories under the images directory.

In the upper left-hand corner of the images Tab, you will see the Sub-folder drop-down list. Use this list to select the sub-folders underneath the stories folder.
**Chapter 4: Accessing Functions from the Front-end**

**Publishing Tab**

The next Tab in this window is the **Publishing** Tab. This allows the Author to specify:

- The intended viewing audience
- The proposed start and finish dates for publishing
- Whether the article is to be shown on the Front Page of the web site.

![Publishing Tab Front-end](image)

**Figure 24: Publishing Tab Front-end**

The first field, **Access Level**, determines who can see the article:

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Details/Options</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Access Level</strong></td>
<td>There are three levels of access:</td>
</tr>
<tr>
<td>Public</td>
<td>The article will be available to every user in the Public area of the web site including guests.</td>
</tr>
<tr>
<td>Registered</td>
<td>If the Author chooses to make the Access Level Registered, the content will only be available to Registered users.</td>
</tr>
<tr>
<td>Special</td>
<td>Determines that the article will only be available to users with Manager, Administrator, or Super Administrator permissions.</td>
</tr>
</tbody>
</table>

**Author Alias:**

The Author can create a new article under an alias rather than the Username that they use to login to the web site. Of course, this along with all other aspects of the article, are subject to editorial review by an Editor or Publisher.

**Ordering:**

Any new article is, by default, added to the top of the list of articles. Ultimately, the Editor or Publisher will determine their position. The item must be saved first though.

**Start Publishing:**

The last fields in the Publishing Tab determine when the article will appear and if it will be displayed on the Front Page. The field allows the author to specify the date and time that the article will become available on the web site.

**Finish Publishing:**

The Finish publishing field will accept the same date format as the Start Publishing field but also understands the keyword Never allowing the article to become a permanent part of the web site.

| Note: Content submitted by Authors will not appear on the web site until a Publisher or Administrator publishes it. If this does not happen prior to the Start Publishing date and time the article will not show up at the time specified by the author so they should allow enough lead time for the article to be reviewed and published. |
It is not necessary to go and find a calendar to determine the appropriate Start and Finish Publishing dates. Joomla! includes a handy little drop down calendar widget that appears when you press the button next to either field.

This calendar allows you to browse forward or backward by month or year, searching for the appropriate date. Select a date by double clicking on it. If you single click on a date, the date will be highlighted and immediately show up in the associated text field. Clicking anywhere on the page outside the calendar will close the calendar, whatever date you had selected will remain in the text field.

**Note:** When you select a date with the calendar, the time field will disappear, so you will have to re-enter the time manually if you use the date picker widget to select a calendar day. Remember, the format is ‘Year-Month-Day Hour:Minutes:Seconds’

**Metadata Tab**

The last Tab in this attributes window is the Metadata Tab and is used to set the Metadata associated with the article the Author just entered.

![Metadata Tab](image)

The Description and Keywords fields entered here will not be visible in the published document. Search Engines, and other systems, use them to classify the information contained in the article. The following HTML code will appear inside the `<head></head>` tag of the published HTML document.

```html
<meta name="description" content="Joomla!: the dynamic portal engine and content management system, This article provides simple information on using the Joomla! CMS." />
<meta name="keywords" content="Joomla! CMS author editor publisher" />
```

**Editor**

In Joomla!, Authors may edit their own content once it has been published. Additionally, Editors and Publishers may also edit the content submitted by any Author on the site. Editing is the same process that I used to submit new content. All of the screens are the same and they perform the same function. The only slight difference that you need to understand is how to access the article to be able to edit it.

When logged into the Joomla! system Authors, Editors and Publishers will see a small **Edit** button next to the articles that they have been responsible for authoring, editing, or publishing. Clicking on this button will bring up the content edit window containing the same screens that we just discussed for authoring content. From here, you may edit the content and save the article once again.
Chapter 4: Accessing Functions from the Front-end

As you can see from the picture above, Editors and Publishers will see this button associated with any content on the system allowing them to edit any article by any Author.

Publisher

Publishers have all the same abilities as Authors and Editors plus the ability to publish articles on the web site. All the controls that we just saw for submitting and editing content are also available to Publishers. A Publisher may author their own content, edit the content of all Authors or Editors, and publish the articles to the web site.

The most noticeable difference that a Publisher will see when logged in to the web site is the addition of a new field called State in the Publishing Tab when authoring new content or editing an existing Content Item. It allows the Publisher to publish articles without having access to the Administrator (Back-end) panel.

The selection list available for this field has just two choices, Published and Unpublished. When published the article will be viewable on the web site between the times and dates specified by the Start Publishing and Finish Publishing fields.
Submit a Web Link

The web link is another form of content that a Joomla! web site uses. Web links are simply links to other web sites of interest and all Registered users can submit them.

You access this function by clicking on the Submit Web Link menu item in the User Menu.

As you can see from the picture below, when you click on the Submit Web Link menu item a new dialogue box appears that allows you to enter the Name, Section, URL, and Description of the web link.

You will notice that immediately after submitting a new Web Link that the system will return you to the home page with a small -- often overlooked -- message thanking you for your submission and confirming that it needs reviewing before being posted to the web site.

There is an interesting caveat to the Submit Web Links function in a Joomla! web site. Web links are not publishable from the Front-end of the Joomla! web site. This means that any web links submitted, by any user from the Front-end, require a user with Back-end administrator privileges to publish the web link before it becomes available on the site Front-end.

Note: Web links are the only type of content that a Registered user may submit!
Check-In My Items

When working in one of the edit windows, such as when an Author is creating new content, you should always click on the **Cancel** or **Save** buttons to exit the page. The reason for this is that Joomla! locks the content while you are editing it, preventing other users such as Editors and Publishers from accessing the content.

Exiting these edit windows improperly can mean the Item becomes 'locked' to others. Here are just a few cases when this could occur:

- The user may accidentally close their browser window before cancelling or saving the transaction.
- The user may use the browser navigation functions to move away from the site before cancelling or saving the transaction.
- Perhaps a power failure just knocks your PC out at the wrong time.

Whatever the reason, not saving, or cancelling the transaction properly can lock users from accessing the article later.
If you click on an **Edit** button, to edit an article, and see the following dialogue box displayed it means that someone did not save or cancel an editing session properly.

![Figure 31: Item locked](image)

To correct this, the user who checked out the Item must do one of the following:

- Use the **Check-In My Items** option in the User Menu.
- Re-enter the Item to complete, or cancel, the edit they were undertaking.
- Get a Super Administrator to carry out a **Global Checkin.**
Chapter 5: Introduction to Accessing Functions from the Back-end

Introduction

In this chapter, we will:

- Look at how Managers, Administrators, and Super Administrators log in to the Back-end functions.
- Examine the Control Panel, located on the Back-end’s Home page.
- Describe the default buttons Joomla! uses.

Logging in to the Back-end

The Back-end functions are available by logging onto the Back-end via the www.yourdomainname.com/administrator URL.

This will display the Login screen.

![Login Screen](image)

Figure 32: Back-end Login screen

Input your Username and Password in their respective fields and click the **Login** button. The Control Panel (Home page) is displayed.
The Control Panel

The Control Panel, also known as the Home page, is always accessible from the **Home** menu option.

The Control Panel consists of four distinct areas:

**Menu Options:**

- Home
- Site
- Menu
- Content
- Components
- Modules
- Mambots
- Installers
- Messages
- System
- Help

The menu provides access to all the Back-end functions available. The menu and sub-menu options displayed will vary according to your User status, i.e. Manager, Administrator, or Super Administrator.

Further Information: Appendix B – Back-end Menu Options

On the right hand, side there are buttons representing the number of private messages you have, the number of logged on Users, and a **Logout** link.
Quick Link Buttons:

![Quick Link Buttons](image)

These quick link buttons provide access to a number of common tasks with one click.

Figure 34: Quick Links on Control Panel
### Control Panel

#### Table 7: Control Panel buttons

<table>
<thead>
<tr>
<th>Toolbar Button Image</th>
<th>Function(s)</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Add New Content.</td>
<td>Displays the Content Item: New screen</td>
</tr>
<tr>
<td></td>
<td>Content Items Manager.</td>
<td>Displays the Content Items Manager [Section: All] screen</td>
</tr>
<tr>
<td></td>
<td>Static Content Manager.</td>
<td>Displays the Static Content Manager screen.</td>
</tr>
<tr>
<td></td>
<td>Frontpage Manager.</td>
<td>Displays the Frontpage Manager screen.</td>
</tr>
<tr>
<td></td>
<td>Section Manager.</td>
<td>Displays the Section Manager screen.</td>
</tr>
<tr>
<td></td>
<td>Category Manager.</td>
<td>Displays the Category Manager [Content: All] screen.</td>
</tr>
<tr>
<td></td>
<td>Media Manager.</td>
<td>Displays the Media Manager screen.</td>
</tr>
<tr>
<td></td>
<td>Trash Manager.</td>
<td>Displays the Trash Manager screen.</td>
</tr>
<tr>
<td></td>
<td>Menu Manager.</td>
<td>Displays the Menu Manager screen.</td>
</tr>
<tr>
<td></td>
<td>Language Manager.</td>
<td>Displays the Language Manager [Site] screen.</td>
</tr>
<tr>
<td></td>
<td>User Manager.</td>
<td>Displays the User Manager screen.</td>
</tr>
<tr>
<td></td>
<td>Global Configuration.</td>
<td>This displays the Global Configuration screen.</td>
</tr>
</tbody>
</table>
### Other Screens

#### Table 8: Other Screens Buttons

<table>
<thead>
<tr>
<th>Button Image</th>
<th>Function(s)</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="button.png" alt="Save" /></td>
<td>Save.</td>
<td>Click <strong>Save</strong> to save the data on the screen you are using and return to the appropriate list screen, e.g. <strong>Content Items Manager [Section: All]</strong>.</td>
</tr>
<tr>
<td><img src="button.png" alt="Apply" /></td>
<td>Apply., Save the data on the screen, and remain on that screen.</td>
<td></td>
</tr>
<tr>
<td><img src="button.png" alt="Cancel, Logout" /></td>
<td>Cancel, Logout.</td>
<td>The correct way to leave an input screen, or to force a logout.</td>
</tr>
<tr>
<td><img src="button.png" alt="Help" /></td>
<td>Help</td>
<td>Access the built in help system. The button is not referred to in the <strong>Toolbar Button</strong> lists for processes described in this manual but it is available on all screens.</td>
</tr>
<tr>
<td><img src="button.png" alt="Publish, Default, Assign, and Send Mail" /></td>
<td>Publish, Default, Assign, and Send Mail.</td>
<td>Used with Sections, Categories, and Content Items etc. to control publication, assigning a template or sending a Mass Mail.</td>
</tr>
<tr>
<td><img src="button.png" alt="Unpublish" /></td>
<td>Unpublish.</td>
<td>Used with Sections, Categories, and Content Items etc. to control publication.</td>
</tr>
<tr>
<td><img src="button.png" alt="Delete, Trash, Uninstall" /></td>
<td>Delete, Trash, Uninstall.</td>
<td>Used to delete from the database, send to the Trash Manager, or uninstall a Component, Module, or Mambot.</td>
</tr>
<tr>
<td><img src="button.png" alt="Edit" /></td>
<td>Edit.</td>
<td>Used to edit Sections, Categories etc.</td>
</tr>
<tr>
<td><img src="button.png" alt="New" /></td>
<td>New.</td>
<td>Used to create new Content Items etc.</td>
</tr>
<tr>
<td><img src="button.png" alt="Upload" /></td>
<td>Upload.</td>
<td>Used to upload images to the Media Manager.</td>
</tr>
<tr>
<td><img src="button.png" alt="Edit HTML" /></td>
<td>Edit HTML.</td>
<td>Used to edit a template.</td>
</tr>
<tr>
<td><img src="button.png" alt="Edit CSS" /></td>
<td>Edit CSS.</td>
<td>Used to edit a template’s .css file.</td>
</tr>
<tr>
<td><img src="button.png" alt="Restore" /></td>
<td>Restore.</td>
<td>Used to restore items that have been sent to the Trash Manager.</td>
</tr>
</tbody>
</table>
Chapter 5: Introduction to Accessing Functions from the Back-end

- **Copy.** Used to copy Content Items etc.
- **Move.** Used to move Content Items between Sections/Categories etc.
- **Archive.** Used to archive Content Items.
Chapter 5: Introduction to Accessing Functions from the Back-end

Administrator Modules:
The modules display logged on users, Components installed, most Popular Content Items viewed, Latest Content Items published, and Menus with the number of links per menu.

The order, and whether the modules are displayed, or not, can be controlled from the menu option:

- **Access:** Select **Modules > Administrator Modules**

*Logged Tab:*

![Figure 35: Administrator Modules - Logged](image)

This displays a list of users currently logged on together with their access level (both in the Back-end and in the Front-end sections). Click a username to go to the User Edit page for that user.

Logout a user by clicking the red cross.

*Components Tab:*

![Figure 36 Administrator Modules - Components](image)

This displays a list of Components installed. Click a Component’s title to access that Component.
**Popular Tab:**

Click this Tab to access the screen that lists in order, the most popular Content Items on your site. Included are the dates the Content Items were created, and the number of hits or views. Click the Content Item name to edit that item.

<table>
<thead>
<tr>
<th>Content Item</th>
<th>Created Date</th>
<th>Hits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Example FAQ Item 1</td>
<td>2004-05-12 11:54:05</td>
<td>11</td>
</tr>
<tr>
<td>Example FAQ Item 2</td>
<td>2004-05-12 11:54:05</td>
<td>10</td>
</tr>
<tr>
<td>Example News Item 4</td>
<td>2004-07-07 11:54:05</td>
<td>6</td>
</tr>
<tr>
<td>Example News Item 1</td>
<td>2004-07-07 11:54:05</td>
<td>4</td>
</tr>
<tr>
<td>Example News Item 2</td>
<td>2004-07-07 11:54:05</td>
<td>2</td>
</tr>
<tr>
<td>Newsflash 3</td>
<td>2004-09-09 09:30:34</td>
<td>1</td>
</tr>
<tr>
<td>Example News Item 3</td>
<td>2004-09-12 11:54:05</td>
<td>1</td>
</tr>
<tr>
<td>Newsflash 2</td>
<td>2004-09-08 08:30:34</td>
<td>0</td>
</tr>
<tr>
<td>Newsflash 1</td>
<td>2004-09-08 08:30:34</td>
<td>0</td>
</tr>
</tbody>
</table>

**Latest Items Tab:**

Click this Tab to access a screen that lists the most recently added Content Items. This includes the creation date and the author. Click the Content Item name to edit that item.

<table>
<thead>
<tr>
<th>Content Item</th>
<th>Created Date</th>
<th>Author</th>
</tr>
</thead>
<tbody>
<tr>
<td>Newsflash 1</td>
<td>2004-08-09 08:30:34</td>
<td>Administrator</td>
</tr>
<tr>
<td>Newsflash 2</td>
<td>2004-08-09 08:30:34</td>
<td>Administrator</td>
</tr>
<tr>
<td>Newsflash 3</td>
<td>2004-09-09 09:30:34</td>
<td>Administrator</td>
</tr>
<tr>
<td>Example News Item 1</td>
<td>2004-07-07 11:54:05</td>
<td>Administrator</td>
</tr>
<tr>
<td>Example News Item 4</td>
<td>2004-07-07 11:54:05</td>
<td>Administrator</td>
</tr>
<tr>
<td>Example News Item 2</td>
<td>2004-07-07 11:54:05</td>
<td>Administrator</td>
</tr>
<tr>
<td>Welcome to Joomla!</td>
<td>2004-06-12 11:54:05</td>
<td>Web Master</td>
</tr>
<tr>
<td>Example FAQ Item 1</td>
<td>2004-05-12 11:54:05</td>
<td>Administrator</td>
</tr>
<tr>
<td>Example FAQ Item 2</td>
<td>2004-05-12 11:54:05</td>
<td>Web master</td>
</tr>
</tbody>
</table>

**Menu Stats Tab:**

<table>
<thead>
<tr>
<th>Menu</th>
<th># Items</th>
</tr>
</thead>
<tbody>
<tr>
<td>mainmenu</td>
<td>9</td>
</tr>
<tr>
<td>othmenu</td>
<td>4</td>
</tr>
<tr>
<td>toomenu</td>
<td>4</td>
</tr>
<tr>
<td>usmenu</td>
<td>5</td>
</tr>
</tbody>
</table>
Click this Tab to access the screen that lists all menus and the number of item links in each menu. The number of links is the total created, not the total published. Click the name of a menu to access the screen that lists the items for that menu.

**Check for Newer Version**

On the Home Page, the following button is available to check for a newer version of Joomla!. This will take you to [http://www.joomla.org/content/blogcategory/32/66/](http://www.joomla.org/content/blogcategory/32/66/) with details of the latest version.

![Check for newer version](image)

**Security Settings**

If the following box is displayed, you need to be aware of PHP server settings not being optimal for Security.

Follow the link to [http://forum.joomla.org/index.php/topic,81058.0.html](http://forum.joomla.org/index.php/topic,81058.0.html) to find additional information.

![PHP Security Settings](image)
Chapter 6: Accessing Functions from the Back-end: Manager

Introduction

The Manager has all the Front-end access privileges of a Publisher. In addition, they have the following Back-end privileges, which are covered in detail in this chapter:

- Media Manager
- Preview
- Statistics
- Menu Items
- Managing Content: Sections, Categories and Content Items
- Frontpage Manager
- Archive Manager

When a Manager logs in to the Control Panel, as described in the previous chapter, they will see the following screen.

Figure 42: Control Panel - Manager

You will notice that the menus are limited to Home, Site, Menu, Content, and Help. Within these, there is a sub-set of the full menu options.

ⓘ Further Information: Appendix B: Back-end Menu Options
Media Manager

Access: Select Site > Media Manager.

The Media Manager screen will be displayed.

![Media Manager Screen](image)

Figure 43: Media Manager screen

This screen displays the entire images folder, i.e. www.yourdomainname.com/images. This is useful to remember, as you need to select the correct sub-folder to upload images, which will be available to your Content Items.

Normally, you will see the following sub-folders:

- M_images, banners, smilies, and stories (used to store images for Content Items). In addition, you will see a number of images in the images folder itself.
- Some third party Components, e.g. Zoom Gallery, may create sub-folders in the images folder.

Access: Click on a folder button or use the Directory drop down box to access a sub-folder.

Use the Up directory button 🔄 to move up in the folder, sub-folder hierarchy.

Note: Images for use in Content Items are stored in the stories sub-folder. It is a good idea to organise your images in a logical set of sub-folders. I remember one person putting hundreds of images directly in the stories sub-folder. Not only did it take a long time to load but also they had a never-ending quantity of images making it difficult to manage!

In this section we will look at:

- Creating a folder
- Uploading an image
- Deleting an image
- Using the Image/Url Code
Create a folder
Click on the stories sub-folder button.

**Note:** The change in the Directory drop down box to /stories.

![Figure 44: Media Manager screen detail](image)
Enter a name in the Create Directory field.

**Note:** Ideally use all lower case with no spaces or use an underscore and keep it short, e.g. newsitems or news_items.

Then, click the Create button. When the screen is refreshed, a new folder will have been added to the images/stories sub-folder.

**Upload and Delete an Image**
Ok, so now you have created a sub-folder, let us upload an image.

Use the Browse button to locate the image on your local computer that you wish to upload.

![Figure 45: Uploading an Image](image)

From the Choose File dialogue, click on the selected image and click on Open. The pathname to the selected image is displayed in the File Upload box.

Now click the Upload button.

At the conclusion of the upload a confirmation, Upload completed, will be displayed on the screen and a thumbnail of the image will have been added to the /stories sub-folder.
There are two things to note about the thumbnail:

- The **Trash** button allows you to delete the image from the folder.
- The **Edit** button allows you to generate the image’s pathname in the Image/URL code field.

### Notes on images:

1. I have found it best to keep the image file names as short as possible. Use lower case letters and/or numbers without spaces. I always use the underscore, `_`, to put gaps in a file name if I need it, e.g. `camp_tent.gif`.
2. Remember to keep files and image sizes small.
3. File Size – Someone asked why a web page with one small image and a lot of text took over 1 minute to load. The answer was simple:
   - (A) The original image, which was large, was scaled down to a small image size in the browser and was, therefore, still the same file size. When you resize your image on your web page, you have done nothing to the file size. What you are actually doing is telling the browser to re scale the image on the fly. This creates a lot of work for the browser.
4. When you use an image-editing program to resize the image, and save it as a `.jpg` or a `.gif`, you have actually created a smaller image and, therefore, a small file size.
5. If you want to optimise your images, the first thing you need to know about is the three image formats recognised by your web browser.
6. gif: These are gif (pronounced jif as in Jiffy), `.jpg/jpeg` (pronounced Jay-Peg) and `.png` (pronounced ping). `.gif`, `.jpg` and `.png` files are compressed. That means that information has been organised inside the file in a special way to minimise the file size.
7. The difference between gif, jpg, and png files is the way that they compress the data.
   - JPG: JPG compression is designed to optimise photographs or images with fine gradations of colour.
   - PNG: GIF compression is designed to optimise images with large continuous areas of colour, such as illustrations. The PNG file format for image compression is expected to replace the Graphics Interchange Format. The PNG format was developed by an Internet committee expressly to be patent-free. It provides a number of improvements over the GIF format. Like a GIF, a PNG file is compressed in lossless fashion (meaning all image information is restored when the file is decompressed during viewing). A PNG file is not intended to replace the JPEG format, which is 'lossy' but lets the creator make a trade-off between file size and image quality when the image is compressed.
8. Typically, an image in a PNG file can be 10 to 30% more compressed than in a GIF format. An image of around 19.5K in size will take 3.5 seconds to download at 56Kbps. Although broadband access to the Internet is becoming increasingly common, do not forget to design your site for the lowest common denominator. Dial up access still represents a significant number of Internet users.
9. Image Dimensions: Refer to the dimensions of your template to avoid adding a large image that will stretch the width of your template, particularly if you are using a fixed width Table. For example, if I have a fixed width Table of 760 pixels and a block on the left hand side of 150 pixels for the menu, this leaves me 610 pixels to play with for the main body of the site. If I insert a 500-pixel width image and want to wrap my text around it, this leaves me just 110 pixels width for text. This might be too narrow.

### Using the Image/Url Code

The **image/url code** allows you to insert the `<img>` tag, with its correct pathname, into a Content Item without using the `{mosimage}` tag.
From the Media Manager screen click on the Edit button to generate the code in the image/url Code field.

Copy the code in the image/url Code field and save it to be used in a Content Item or any other screen that will take HTML, e.g. Category description field.

**Preview**

Preview is a function that allows you to view the web site(Front-End) from your Administrator (Back-end) Panel.

Access: Select Site > Preview.

The Preview menu, found under the Site menu option has three sub options, which are explained below.

**In New Window**

This option will open your Joomla! web site in a new browser window of your default web browser.

**Inline**

This option will open your Joomla! web site inside the Administrator's interface. There is an option from the Inline Site Preview to **Open in new window** to view the web site in a new browser window.

![Figure 46: Preview Inline screen](image)

**Figure 46: Preview Inline screen**
Inline with Positions

This option will open your Joomla! web site, in schematic form, inside the Administrator’s interface.

![Figure 47: Preview Inline with Positions screen](image)

All Module positions displayed with labels. The mainbody position will display the Front Page information and images used in the template directly will be visible.

There is an option to Open in new window from this display to view the web site in a new browser window.

Statistics

Note: You will require the authority of a Super Administrator level to enable Statistics.

Further Information: Chapter 8: Global Configuration for details.

Access: Select Site > Statistics.

The Statistics option, found under the Site menu option has up to three sub options, depending on the settings in the Global Configuration, which are explained below.

**Browser, OS, and Domain**

This option will display 3 Tabs entitled Browsers, OS Stats, and Domain Stats and shows the following information:

- The title of the browser, OS or Domain type.
- A horizontal bar chart of the number of instances.
- The percentage of the whole for that Category.
- The number of instances.
Page Impressions
This option displays the number of viewings that a Content Item has received, in descending order.

Note: Viewing a Content Item on the Front Page only will not be counted. It requires a click through to the article itself.

Search Text
This lists the search words entered by visitors in the Search Box. The number of times that a search has been entered, the Times Requested, and the number of Results Returned.

WARNING!: Log content hits by date will collect large amounts of data!

Manage Menu Items
Note: Creating and deleting menus is reserved for the Administrator or Super Administrator access levels only

In this section, we will be covering:
- How to add a new menu item
- Publish and Unpublish menu items
- Moving menu items
- Copying menu items
- Deleting menu items
- Using the Home Menu Option to control the Front Page Display

By default, there will be the mainmenu, othermenu, topmenu and usermenu listed.
Chapter 6: Accessing Functions from the Back-end: Manager

The Menu Manager

In this example, we will be adding a menu link to the mainmenu menu to display the Web Links Component.

Access: Select Menu > mainmenu.

This will display the Menu Manager [mainmenu] screen. All existing menu item will be displayed.

Figure 48: Menu Manager screen

Toolbar Buttons: Publish, Unpublish, Move, Copy, Trash, Edit, and New are available.

The following information is displayed:

<table>
<thead>
<tr>
<th>Column Name</th>
<th>Details/Options</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Menu Item:</strong></td>
<td>This is the name given to the menu item and is displayed on the menu on the Front-end</td>
</tr>
<tr>
<td><strong>Published:</strong></td>
<td>This indicates whether the menu item is published, or not published. Clicking on the button will switch the state of that menu item between Published and Unpublished.</td>
</tr>
<tr>
<td><strong>Reorder:</strong></td>
<td>You can use the Up or Down arrows to alter the order in which the menu items are displayed.</td>
</tr>
<tr>
<td><strong>Order:</strong></td>
<td>You can enter the order in which you want the menu items displayed. Use the Save button to save the changes.</td>
</tr>
<tr>
<td><strong>Access:</strong></td>
<td>This indicates what type of user has access to the menu item. By clicking on the title, you can toggle between, Public, Registered, and Special.</td>
</tr>
<tr>
<td><strong>Itemid:</strong></td>
<td>This shows the ID (identification code) for this specific Menu Item used in the database.</td>
</tr>
<tr>
<td><strong>Type:</strong></td>
<td>This indicates the type of link used for this menu item. If it is a Link Content Item, or a Link Static Content, you may directly edit the content by clicking the type of menu item.</td>
</tr>
<tr>
<td><strong>CID:</strong></td>
<td>This shows the Component ID of this specific Menu Item in the database.</td>
</tr>
</tbody>
</table>

Other functions available on this screen include
**Max Levels:**

This drop down allows you to select the maximum levels of menu displayed. Useful if you have a long and complex hierarchical menu.

**Display #:**

This drop down allows you to select the maximum number of menu items displayed per page. Note the << Start < Previous [page number] Next > End >> navigation to move between pages.

**Create a New Menu Item**

To create a new menu item, click on the **New** button.

This displays the **New Menu Item** screen.

![New Menu Item screen](image)

*Note: Some menu types appear in more than one grouping to aid selection, they are still the same menu type.*

Click on the **Component** link in the Components box. This will display the **Add Menu Item: Component** screen.

*Note: You can select the required options radio button and click the **Next** button or simply click the option name you require. Either action will then display the **Add Menu Item: Component** screen.*
Complete the following fields:

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Details/Options</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name:</td>
<td>Type a Name to display on the menu.</td>
</tr>
<tr>
<td>Component:</td>
<td>Select the Component by clicking on the Component name in the list box.</td>
</tr>
<tr>
<td>Parent Item:</td>
<td>By default, it is added as a Top-level item under the Parent Item option. If you wish it to make it a sub-menu option, select the appropriate Parent Item.</td>
</tr>
<tr>
<td>Access Level:</td>
<td>By default, the menu item is available to Public access. If you wish to restrict access to it, select the appropriate Access Level. Public, Registered, or Special.</td>
</tr>
<tr>
<td>Published:</td>
<td>Select: No or Yes. By default, it is Yes.</td>
</tr>
</tbody>
</table>

Click the Save button.

Some menu items have further parameters, which may be visible when you first set up the menu item or become visible after saving it, e.g. Blog – Content Category, has further parameters to control the way content displays.

Further Information: Appendix C: Menu Item Parameters contains a complete list.

Publish and Unpublish a Menu Item

Publish and Unpublish a menu item is easy to do. You have two choices:

- Click the Published icon to un-publish or click the not Published icon to publish; or
- Select the radio button to the left side of the menu item, and click the Publish or Unpublish buttons as appropriate.
Move a Menu Item

Toolbar Buttons: Move, or Cancel, are available.
This function allows you to move menu item(s) between menus.
Select the menu item(s) you wish to move by checking the check box to the left side of the item(s).

Click the Move button. The Move Menu Items screen will be displayed.

![Move Menu Items](image)

Figure 51: Move Menu Items screen

Click the menu to which you wish to move the menu item(s).

Click the Move button.

You return to the Menu Manager screen.

Note: the legend (Number of items) Menu Items moved to (Menu Name) at the top of the screen.

Copy a Menu Item

Toolbar Buttons: Copy or Cancel are available.
This function allows you to copy menu item(s) to other menus.
In the Menu Manager, select the menu item(s) you wish to copy by selecting the check box to the left side of the item(s).

Click the Copy button.

The Copy Menu Items screen displays.
Figure 52: Copy Menu Items screen

Select the menu to which you wish to copy the menu item(s) to.

Click the Copy button.

You return to the Menu Manager screen.

Note: The legend (Number of items) Menu Items Copied to (Menu Name) at the top of the screen.

Delete a Menu Item

Toolbar Buttons: Trash

This function allows you to delete menu item(s).

In the Menu Manager, select the menu item(s) you wish to delete by checking the check box to the left side of the item(s).

Click the Trash button.

Note: The legend Number of items Item(s) sent to the Trash at the top of the screen.

Note: The Trash Manager allows you to restore deleted menu item(s).

Further Information: Chapter 7: Trash Manager
Using the Home Menu Option to Control the Front Page Display

This section illustrates how you can vary the positioning of Content Items on the Front Page by using the Home menu item.

**Table 9: Front Page Display Options**

You control the way the Content Items are displayed on the Front Page using the **Home** menu option. Click on the Home menu option to Edit it.

The four items options that can be configured are:

- The Leading story or stories,
- Content Items Intro Text only for a specified number of items,
- The number of columns to display the Intro Text stories, and
- Content Items titles, linkable, for a specified number of items.

The samples below illustrate a number of the various options.

![Samples of Content Item Display Options]

- **Caution:** Although you can set the Lead Story and the Intro Text to 0, you cannot set both at the same time. This will result in an error on the page.

- **Note:** This control is usable on any Blog menu option too.
Manage Content

Introduction

There are three levels to organising the content of a Joomla! Content Management System:

- **Sections** are big containers; they hold Categories.
- **Categories** are little containers; they hold Content Items.
- **Content Items** are all the text and images you want to appear on a page.

The only catch is that you cannot create a Content Item without having a Section and Category for it to live in.

Imagine a filing system: Sections are drawers, Categories are folders, and Content Items are pieces of paper.

If you had all of the pieces of paper lying around in your room that would be a mess. If you had them in folders, but the folders were lying all over the floor that would not be much better. If you had the all the pieces of paper in a drawer, with no folders to organise them, that would not be so great either.

So to keep things organised, you need to put all your papers (Content Items) inside folders (Categories) inside drawers (Sections).

The other nice thing about having Sections and Categories is that you can assign different templates to them.

The diagram below illustrates a typical three-column template.

![Three-Column Template](image-url)

**Figure 53: Three-Column Template**
However, if you want to display say the **News** section in two columns instead of three, you can.

![Diagram showing three-column display with one column hidden](image)

**Figure 54: Three-Column Display with one column hidden**

> **Note:** After all that about having to have Sections and Categories, there is a way to create a Content Item that is not in a Section or Category. This is a **Static Content Item**. This does not mean static as in static vs. dynamic it just means that it is not assigned to a Section or Category.

So, think about how your site will be organised, and whether you want different parts of the site to have different looks.

In Managing Content, we will be looking at:

- Sections
- Categories
- Content Items
- Static Content Items

**Manage Sections**

**Access:** Select **Content > Section Manager**.

**Access:** Click the **Section Manager** button from the Home page.

*The Section Manager*

The **Section Manager** screen will now be displayed.

![Section Manager screen](image)

**Figure 55: Section Manager screen**

The following information is displayed:
Column Name | Details/Options
--- | ---
**Section Name**: | The title of the Section.
**Published**: | The published or not published status of a Section.
**Reorder**: | You can use the Up or Down arrows to alter the order in which the Section items are displayed.
**Order**: | You can enter the order in which you want the Section items to be displayed. Click the Save button to save the changes.
**Access**: | This indicates what type of user has access to the Section. By clicking on the title, you can toggle between, **Public**, **Registered**, and **Special**.
**Section ID**: | This is the ID for each Section as defined in the database.
**# Categories**: | This is the number of Categories defined for the specific Section.
**# Active**: | This is the number of published Content Items in the Section.
**#Trash**: | Number of Content Items belonging to this section and currently in the Trash Manager.

**Other functions available on this screen include:**

**Display #**: | This drop down allows you to select the maximum number of Sections to be displayed per page in the Section Manager. Note the << Start < Previous [page number] Next > End >> navigation to move between pages.

**Toolbar Buttons**: Publish, Unpublish, Copy, Delete, Edit, and New are available.

**Create a New Section**

Click the New button. The Section: New [New Section] screen will be displayed.

![Section: New [New Section] screen](image)

**Figure 56: Section: New screen**

Complete the following fields:
Chapter 6: Accessing Functions from the Back-end: Manager

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Details/Options</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title:</td>
<td>Enter a short name for the new Section to appear in menus</td>
</tr>
<tr>
<td>Section Name:</td>
<td>Enter a long name for the new Section to be displayed in headings fields</td>
</tr>
<tr>
<td>Image:</td>
<td>Select an image to be displayed for this Section (a preview will be displayed of the image).</td>
</tr>
<tr>
<td>Access Level:</td>
<td>Select which level of user can see the Section: Public, Registered, or Special</td>
</tr>
</tbody>
</table>

Click the Save button.

**Note:** You will be returned to the Section Manager screen, which now displays the new Section Name you have created.

**Copy a Section**

Select the Section you wish to copy using the check box to the left of the title. Click the Copy button. The Copy Section screen will be displayed.

![Copy Section](image)

**Figure 57: Copy Section screen**

Enter a new Section Name in the Copy to Section field.

Click the Save button.

This will copy the Categories listed and all the items within the Category (also listed) to the new Section created.

**Delete a Section**

**Note:** Ensure that all Content Items and Categories within the Section to be deleted are either moved or deleted.

Select the Section you wish to delete by using the check box on the left hand side of the Section’s name. Click the Delete button. The Are you Sure? dialogue will appear. Click OK.

The Section will now be removed from the list and database.

**Manage Categories**

**The Category Manager**

- Access: Select Content > Category Manager
- Access: Click the Category Manager button from the Home page

The Category Manager [Content All] screen will now be displayed.
Figure 58: Category Manager screen

The following information is displayed:

<table>
<thead>
<tr>
<th>Column Name</th>
<th>Details/Options</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Category Name:</strong></td>
<td>The title of the Category.</td>
</tr>
<tr>
<td><strong>Published:</strong></td>
<td>The published or unpublished status. Click the button to toggle between these two states.</td>
</tr>
<tr>
<td><strong>Order:</strong></td>
<td>You can enter the order in which you want the menu items to be displayed. Click the Save button to save the changes.</td>
</tr>
<tr>
<td><strong>Access:</strong></td>
<td>This indicates what type of user has access to the menu item. By clicking on the title, you can toggle between, Public, Registered and Special.</td>
</tr>
<tr>
<td><strong>Section:</strong></td>
<td>This is the name of the Section to which the Category is assigned.</td>
</tr>
<tr>
<td><strong>Category ID:</strong></td>
<td>This is the id of the Category as held in the database.</td>
</tr>
<tr>
<td><strong># Active:</strong></td>
<td>This is the number of published Content Items in the Category.</td>
</tr>
<tr>
<td><strong># Trash:</strong></td>
<td>Number of Content Items belonging to this Category and currently in the Trash.</td>
</tr>
<tr>
<td><strong>Display #:</strong></td>
<td>This drop down allows you to select the maximum number of Categories to be displayed per page.</td>
</tr>
</tbody>
</table>

Toolbar Buttons: Publish, Unpublish, Move, Copy, Delete, Edit, and New are available.

Note the << Start < Previous [page number] Next > End >> navigation to move between pages.

Create a new Category

Click the New button. The Category: New [Content] screen is displayed.
Complete the following fields:

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Details/Options</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Category Title</strong></td>
<td>Enter a short name to appear in menus.</td>
</tr>
<tr>
<td><strong>Category Name</strong></td>
<td>Enter a long name to be displayed in the headings fields.</td>
</tr>
<tr>
<td><strong>Section</strong></td>
<td>Select the appropriate Section from the drop down menu.</td>
</tr>
<tr>
<td><strong>Image</strong></td>
<td>If desired, select an image to be displayed for this Category (a preview will be displayed of the image).</td>
</tr>
<tr>
<td><strong>Image Position</strong></td>
<td>Select whether the image appears to the Right or Left of the text.</td>
</tr>
<tr>
<td><strong>Ordering</strong></td>
<td>Initially this field is unavailable until the Category is saved. It can be edited afterwards.</td>
</tr>
<tr>
<td><strong>Access Level</strong></td>
<td>Select who can see the new Category. Public, Registered, or Special</td>
</tr>
<tr>
<td><strong>Description</strong></td>
<td>Enter a description of the Category in the editor window.</td>
</tr>
</tbody>
</table>

Click the **Save** button.

Note: You return to the Category Manager screen, which now displays the new Category Name you have created.
Move a Category

Select the Category that you wish to move.

Click the Move button. The Move Category screen will be displayed.

![Move Category screen]

**Note:** You will be returned to the **Category Manager [Content: All]** screen with the legend (Number) Categories moved to (Section Name) at the top of the display.

Copy a Category

Select the Category you wish to copy.

Click the Copy button. The Copy Category screen will be displayed.

![Copy Category screen]

**Note:** You will be returned to the **Category Manager [Content: All]** screen with the legend (Number) Categories copied to (Section Name) at the top of the display.

Delete a Category

**Note:** Ensure that all Content Items within the Category to be deleted are either moved or deleted.

Select the Category you wish to delete by using the check box on the left hand side of the Section’s name.

Click the Delete button.

The **Are you Sure?** dialogue will appear. Click OK.

The Category will now be removed from the list and database.
Manage Content Items

Introduction

Managers, Administrators and Super Administrators may create, edit, and generally manage Content Items from the Administrator’s Back-end as well as the Front-end.

In this Section, we will be looking at how to:

- Create a new Content Item
- Move a Content Item
- Copy a Content Item
- Archive a Content Item

The Content Items Manager

1. **Access**: Select Content > All Content Items.
2. **Access**: Click the Content Items Manager button from the Home page.

The Content Items Manager [Section: All] screen will be displayed.

<table>
<thead>
<tr>
<th>#</th>
<th>Title</th>
<th>Published</th>
<th>Front Page</th>
<th>Reorder</th>
<th>Order</th>
<th>Access</th>
<th>Section</th>
<th>Category</th>
<th>Author</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Example FAQs Item 1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>05/12/04</td>
</tr>
<tr>
<td>2</td>
<td>Example FAQs Item 2</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>05/12/04</td>
</tr>
<tr>
<td>3</td>
<td>Welcome to Joomla!</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>11/14/05</td>
</tr>
<tr>
<td>4</td>
<td>Welcome to Joomla!</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>05/12/04</td>
</tr>
<tr>
<td>5</td>
<td>Example News Item 1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>07/07/04</td>
</tr>
<tr>
<td>6</td>
<td>Example News Item 2</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>07/07/04</td>
</tr>
<tr>
<td>7</td>
<td>Example News Item 3</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>04/12/04</td>
</tr>
<tr>
<td>8</td>
<td>Example News Item 4</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>07/07/04</td>
</tr>
<tr>
<td>9</td>
<td>Newsletter 1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>03/09/04</td>
</tr>
<tr>
<td>10</td>
<td>Newsletter 2</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>03/09/04</td>
</tr>
<tr>
<td>11</td>
<td>Newsletter 3</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>03/09/04</td>
</tr>
</tbody>
</table>

Figure 62: Content Items Manager screen

The Content Items Manager shows a list of the Content Items on your site. The following information is displayed:

**Column Name** | **Details and Options**
--- | ---
Title: | This is the title of the Content Items and is listed within Section and Category. Click the title to edit content. A Padlock button, , next to it shows that it is checked-out. To check-in, click the title.
Published: | This shows whether the item is Published, , or Not, . Hover over this button to see a summary of the publishing information. Click to change its state.
Frontpage: | This indicates whether this item is Published or Not on the Front Page.
Reorder: | Click the Up and Down arrow buttons to move the item up or down in the list.
Chapter 6: Accessing Functions from the Back-end: Manager

**Order:**
Shows the ordering of Content Items. Enter the list manually in the field provided and click the **Save** button to save the new order.

**Access:**
This is the user Access Level for the Content Item. Click on the Access level to switch it to **Public, Registered, or Special**.

**Section:**
This is the Section associated with the Content Item. Click the Section title to edit the Section page.

**Category:**
This is the Category associated with the Content Item. Click the Category title to edit the Category page.

**Author:**
This shows the name of the author of the Content. If the author’s name is displayed in red, click to edit the author’s information.

Other functions available on this screen include:

You may enter text in the **Filter** box to refine the list based on whether the text is found in the title of any item. Type in any text and press the Tab key.

You may also limit the list to a particular Author, Category, or Section by selecting one or more combinations from the drop down boxes.

**Toolbar Buttons:** **Archive, Publish, Unpublish, Move, Copy, Trash, Edit, and New** are available.

A summary of their functions is listed below:
### Table 10: Content Item buttons

<table>
<thead>
<tr>
<th>Button</th>
<th>Function</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Archive:</td>
<td>Check the Items to be archived, and click the <strong>Archive</strong> button to put Content Items into an archived state. They are still accessible to the Front-end of your site if in published mode.</td>
<td></td>
</tr>
<tr>
<td>Publish:</td>
<td>Select the radio button of the Items to be published, and click the <strong>Publish</strong> button.</td>
<td></td>
</tr>
<tr>
<td>Unpublish:</td>
<td>Select the radio button of the Items to be un-published and click the <strong>Unpublish</strong> button.</td>
<td></td>
</tr>
<tr>
<td>Move:</td>
<td>Click the <strong>Move</strong> button to move Content Items to another Content Section or Category.</td>
<td></td>
</tr>
<tr>
<td>Copy:</td>
<td>Click the <strong>Copy</strong> button to copy Content Items to another Section or Category.</td>
<td></td>
</tr>
<tr>
<td>Trash:</td>
<td>Click the <strong>Trash</strong> button to put Content Items in the Trash Bin. They are not completely removed but will not be displayed on your site. You can restore these Content Items in the Trash Manager.</td>
<td></td>
</tr>
<tr>
<td>Edit:</td>
<td>Click the <strong>Edit</strong> button to edit the Content Item.</td>
<td></td>
</tr>
<tr>
<td>New:</td>
<td>Click the <strong>New</strong> button to create a new Content Item.</td>
<td></td>
</tr>
</tbody>
</table>
Create a New Content Item

There are a number of ways of accessing the Content Item: New screen.

- **Access:** Click the Add New Content button on the Home page.
- **Access:** Select Content > All Content Items > New.
- **Access:** Select Content > Content by Section > [Section Name] > [Section Name] Items > New.

Any one of these actions will display the Content Item: New screen.

Any one of these actions will display the Content Item: New screen.

![Content Item New screen](image)

**Figure 63: Content Item New screen**

Toolbar Buttons: **Preview**, **Upload** (image), **Save**, **Apply** and **Cancel**.

This screen is divided into two main areas. The left hand side is used to input text, image tags, and other content. The right hand side handles a number of parameters, which control what and how the content is displayed.

Complete the following fields:

<table>
<thead>
<tr>
<th>Field Title</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Title:</strong></td>
<td>Enter a Title.</td>
</tr>
<tr>
<td><strong>Section:</strong></td>
<td>Select a Section.</td>
</tr>
<tr>
<td><strong>Title Alias:</strong></td>
<td>Enter a Title Alias.</td>
</tr>
<tr>
<td><strong>Category</strong></td>
<td>Select a Category (associated with the Section selected).</td>
</tr>
</tbody>
</table>
**Intro Text:**
Enter the Intro Text. All of the content for this Content Item may be entered in the Intro Text.

**Main Text:**
The Main Text (optional), directly below the Intro Text box is used specifically when you wish to publish the Content Item to the Front Page or a Category Blog display. The Intro Text will be displayed on the Front Page with a Read More link.

**Tab Settings Block**

**Publishing Tab**

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Details/Options</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Show on Frontpage:</strong></td>
<td>This determines whether the Content Item is displayed on the Front Page. The default option is not checked. Check this option if you want to publish the Content Item on the Front Page.</td>
</tr>
<tr>
<td><strong>Published:</strong></td>
<td>This determines whether the Content Item is published or not. The default option is checked. Uncheck it if you do not wish to publish the Content Item, this is particularly useful when it cannot be finished at the first attempt.</td>
</tr>
<tr>
<td><strong>Access Level:</strong></td>
<td>This determines who can see the Item. The option is, by default, set to Public. If you wish to restrict access to this Item, set the appropriate level of access for it.</td>
</tr>
<tr>
<td><strong>Author Alias:</strong></td>
<td>The author of the Content Item is normal the logged on user creating it. If you wish to override this, and the Global Configuration or Parameters options is set</td>
</tr>
</tbody>
</table>

**Further Information:** Chapter 8 – Edit a Language File. Joomla!
to display the Author's name, enter the Author's name you wish to be displayed.

**Change Creator:**
Select from available Users.

**Ordering:**
You may set the position this Content Item appears in, within Section and Category, on the Content Items Manager.

**Override Created Date:**
This overrides the automatic created date for this Item. This is also a useful tool when it is necessary to re-order an Item.

Is, by default, set to the current date. If you wish to override this with, say, a date in the future, click on the calendar button. This will display a pop up calendar. Click on the required Start Publishing date.

Alternatively, enter a date/time in the following format: YYYY-MM-DD HH:MM:SS (The time is optional).

**Start Publishing:**
Click on the required Start Publishing date.

**Finish Publishing:**
This date can be overwritten from its default value of Never. The settings are the same as for the Start Publishing field.

The lower panel of the Publishing Tab is a report of the status of the Item:

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Details/Options</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>State:</strong></td>
<td>Identifies whether the Item is Published or Unpublished.</td>
</tr>
<tr>
<td><strong>Hits:</strong></td>
<td>Reports on the number of times the Item has been viewed. A Reset Hit Count button will appear after the Item has been viewed)</td>
</tr>
<tr>
<td><strong>Revised:</strong></td>
<td>Reports the number of times the Item has been edited.</td>
</tr>
<tr>
<td><strong>Created:</strong></td>
<td>Identifies the date upon which the Item was created.</td>
</tr>
<tr>
<td><strong>Last Modified:</strong></td>
<td>Identifies the date of the last time the Item was edited. It identifies the person who carried out the edit.</td>
</tr>
</tbody>
</table>

Note: The Hits counter does not include views of items that appear on the Front Page.
**Images Tab**

![Image](image.png)

**Figure 65: New Item Images Tab**

The Images Tab on the right hand side is used to select and edit images for inclusion in the Content Item.

Inserting an image into the Content Item is a two-stage process:

The first stage is to select the image and add optional attributes to it.

1. The Gallery Images are stored in the `images/stories` sub-folder. Beneath this is the Sub-folder drop down. If necessary, select a Sub-folder to display a list of Gallery Images.
2. Select the required Gallery Image by clicking on the file name. A Sample Image thumbnail will appear.
3. Use the right arrow key to **Copy** them to the Content Images. An Active Image thumbnail will appear.

Repeat the first three steps for each additional image as required.

4. The following steps are optional:
   - Click on the Content Image you wish to edit. The file name will appear in the Source: field.
   - Select the Image Alignment you require, **None**, **Centre**, **Left** or **Right**.
   - Input the Alt Text: to appear in the image placeholder and tool tip.
   - Input a value for the Border. By default, it is 0.
   - Input a Caption and select the Position (**Bottom** or **Top**), Alignment (**None**, **Centre**, **Left**, or **Right**), and **Width**.
   - Click the **Apply** button.

The second stage of the process is to insert the **image tag** in the Item:

1. Place the cursor in the Intro Text or Main Text box where you wish the image to be displayed.
2 Click the insert image button. A \{mosimage\} tag will be inserted in the text.

**Parameters Tab**

![Parameter Control](image)

Figure 66: New Item Parameters Tab
These parameters control what you see when you view a Content Item in full view. Check, uncheck or select from a drop down box as appropriate. The following list details each of the parameters:

<table>
<thead>
<tr>
<th>Parameter</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Page Class Suffix:</strong></td>
<td>Allows you to set customised styles for this page. The suffix you type here is automatically added to the CSS classes for this page, and will have to be defined in your template’s CSS Style Sheet.</td>
</tr>
<tr>
<td><strong>Back Button:</strong></td>
<td>Controls whether to Show or Hide a Back text link that will appear at the bottom of the page and return the user to the previously viewed page. The drop down allows Use Global to use the parameter as defined in the Global Configuration, Show, or Hide to be selected.</td>
</tr>
<tr>
<td><strong>Page Title:</strong></td>
<td>Show or Hide the Page Title text.</td>
</tr>
<tr>
<td><strong>Linked Titles:</strong></td>
<td>Drop down options are: Use Global to use the parameter as defined in the Global Configuration, Show or Hide.</td>
</tr>
<tr>
<td><strong>Intro Text:</strong></td>
<td>Show or Hide the Intro Text in the full article page display. Useful if you wish the Front Page teaser to be something different, or formatted differently, than the full-page item.</td>
</tr>
<tr>
<td><strong>Section Name:</strong></td>
<td>Show or Hide the name of the Section to which the Item belongs.</td>
</tr>
<tr>
<td><strong>Section Name Linkable:</strong></td>
<td>Enables you to make the item’s section name linkable. Applies only when the Section Name option is set to Show.</td>
</tr>
<tr>
<td><strong>Category Name:</strong></td>
<td>Show or Hide the name of the Category to which each item belongs.</td>
</tr>
<tr>
<td><strong>Category Name Linkable:</strong></td>
<td>Enables you to make the item’s Category name linkable. Applies only when the Category Name option is set to Show.</td>
</tr>
</tbody>
</table>

For each of the following seven items listed below, you can use the option selected in the Global Configuration settings by selecting Use Global or you can override the setting by selecting Show or Hide. Overriding the settings for items here will not affect the Global Configuration settings and will not affect the settings for other Content Items on the web site.

Further Information: Chapter 8: Global Configuration

<table>
<thead>
<tr>
<th>Field name</th>
<th>Details/Options</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Item Rating:</strong></td>
<td>Show or Hide ratings given to home page items by your site’s users.</td>
</tr>
<tr>
<td><strong>Author Names:</strong></td>
<td>Show or Hide the names of authors of the item.</td>
</tr>
<tr>
<td><strong>Created Date and Time:</strong></td>
<td>Show or Hide the date and time that those item were created.</td>
</tr>
<tr>
<td><strong>Modified Date and Time:</strong></td>
<td>Show or Hide the date and time that item were last modified.</td>
</tr>
<tr>
<td><strong>PDF Button:</strong></td>
<td>Show or Hide the button and link to the PDF version of the item.</td>
</tr>
<tr>
<td><strong>Print Button:</strong></td>
<td>Show or Hide the button and link to the printer-friendly format of the item.</td>
</tr>
<tr>
<td><strong>E-mail Button:</strong></td>
<td>Show or Hide the button and link to the page that enables users to e-mail the item to others.</td>
</tr>
<tr>
<td><strong>Key Reference:</strong></td>
<td>A text key that the item may be referenced by, like a help reference.</td>
</tr>
</tbody>
</table>
DocBook Type: Experimental, do not use in production work. Associates a type of DocBook document to this item.

Meta Info Tab

![Meta Data]

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Details/Options</th>
</tr>
</thead>
<tbody>
<tr>
<td>Description:</td>
<td>This information is inserted in the headers of your content. i.e. <code>&lt;head&gt;</code> tag Search engines commonly use it.</td>
</tr>
<tr>
<td>Keywords:</td>
<td>These keywords are related to the header information provided for search engines. They also drive the Related Items Module that provides automatic links to other Content Items that share the same keyword.</td>
</tr>
<tr>
<td>Add Sect/Cat/Title:</td>
<td>Clicking on the Add Sect/Cat/Title button is a convenient way to insert the Content Item’s information into the keywords field, including the Content title, Section name, and Category name.</td>
</tr>
</tbody>
</table>

Figure 67: New Item Meta Info Tab

Link to Menu Tab

This Tab allows you to create a Link: Content Item in the menu you select.

Further Information: Chapter 7: Related Items Module.
Select a Menu: Click on the menu you wish to add the link.

Menu Item Name: The name of the Menu Item as it will appear on your site.

Link to Menu: Click on the Link to Menu button to create the Menu Item.

Existing Menu Items: This displays a list of all Link Content Item Menu Items referencing this content.

Move a Content Item

Select the Content Item(s) to be moved. Click the Move button. This displays the Move Items screen.

Select the Section/Category combination to which this Content Item will be moved. Click the Save button.

Note: You will be returned to the Content Items Manager with the legend (Number) Item(s) successfully moved to Section: (Section Name), Category: (Category Name) displayed towards the top of the screen.
Copy a Content Item

Select the Content Item(s) you wish to copy by using the check box to the left hand side of the Title.

Click the Copy button.

The Copy Content Items screen will be displayed.

![Copy Content Items](image)

Figure 70: Copy Items screen

Select the Section/Category combination to which this Content Item will be copied.

Click the Save button.

Note: You will be returned to the Content Item Manager screen with the legend (Number) Item(s) successfully copied to Section: (Section Name), Category: (Category Name) at the top of the display.

Delete a Content Item

Select the Content Item(s) you wish to delete by using the check box on the left hand side of the Section's name. Click the Delete button.

The Are you Sure? dialogue will appear. If you intend deleting the Item click OK.

The Item will now be removed from the list and database.

Archive a Content Item

Select the Content Item(s) you wish to archive by using the check box on the left hand side of the Content Item's name. Click the Archive button.

Note: The legend (Number) Item(s) successfully Archived will be displayed
Static Content

The difference between static content and a normal Content Item is that static content:

- Does not have a Section and Category structure
- Cannot be published to the Front Page.

Access: Select Content > Static Content Manager.

The Static Content Manager screen will be displayed.

<table>
<thead>
<tr>
<th>Column Name</th>
<th>Details/Options</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title</td>
<td>This is the title of the Static Content Items. Click the title to edit content. A padlock button, next to it shows that it is checked-out. To check-in, click the name.</td>
</tr>
<tr>
<td>Published</td>
<td>This shows whether the item is Published or not. Hover over the button to see a summary of the publishing information. Click to change its state.</td>
</tr>
<tr>
<td>Order</td>
<td>Shows the order of Static Content Items. Enter the list manually in the field provided and click the <strong>Save</strong> button to save the new order.</td>
</tr>
<tr>
<td>Access</td>
<td>This is the user access level for the Static Content Item. Click on the Access Level to switch it between Public, Registered, or Special.</td>
</tr>
<tr>
<td>ID</td>
<td>The ID assigned to the item as held in the database.</td>
</tr>
<tr>
<td>Author</td>
<td>This shows the name of the author of the Content. If the author’s name is displayed in red, click to edit the author’s information.</td>
</tr>
<tr>
<td>Date</td>
<td>The date the item was created or modified.</td>
</tr>
</tbody>
</table>

Other functions available on this screen include:

- **Filter:** You may enter text in the Filter box to refine the list based on whether the text is found in the title of any item. Type in any text and press the Tab key.
- **Order:** You may also order the list by a variety of options or by selecting an Author.

Toolbar Buttons: **Publish**, **Unpublish**, **Trash**, **Edit**, and **New** are available.

Create a New Static Item

Click the **New** button. The **Static Content Item: New** screen will be displayed.

This screen has all the functionality of the Content Items New screen except you cannot:
Assign a Section or Category

Split the text between Intro and Main

Publish to Front Page.

Publish, Unpublish, Delete, and Edit are handled in the same way as a Content Item.

Frontpage Manager

Introduction

First, we will explain the concept of Home page and the Front Page Component in Joomla!, as many people easily confuse these two concepts.

When a visitor types in the URL of your site, http://www.yourdomainname.com (or when they navigate from another site), the Home page is usually the first page they visit.

The Home page itself is the first published item located in the mainmenu section of the Menu Manager.

Note: Setting the first published item in the mainmenu to something other than Home, e.g. Web Links will display the Web Links page on the homepage of your web site. Even if the mainmenu Module is NOT published, your Home page will still be displayed as the first or ‘home’ page of your web site.

The Frontpage Component publishes content to your homepage (as long as the Frontpage Component is the first Menu Item in your Main Menu). You can assign any Content Item to the Home page by checking the parameter Show on Frontpage. The default configuration sets the link to the Frontpage Component to the first published item in the mainmenu. However, as with any other Component, it may be placed anywhere in your menus.

Access: Select Content > Frontpage Manager.

The Frontpage Manager screen will be displayed.

Figure 72: Frontpage Manager screen

Toolbar Buttons: Archive, Publish, Unpublish, and Remove are available.

This page shows a list of the Content Items assigned to the Front Page Component. You may filter the display by Section, Category, and/or Author.

The following information is displayed:

Column Name | Details/Options
---|---
Title: | This is the title of the Content Items displayed on the Front Page and is listed within Section and Category. Click the title to edit content. A padlock button, next to it shows that it is checked-out. To check-in, click the name.

Published: | This shows whether the item is published or not. Hover over this button to see a summary of the publishing information. Click to change state.
Reorder: Click the arrow buttons to move the item up or down in the list.

Order: Shows the order of Content Items. Enter the list manually in the field provided and click the Save button to save the new order.

Access: This is the user access level for the Content Item. Click on the Access Level to switch it between Public, Registered, or Special.

Section: This is the Section associated with the Content Item. Click the Section title to edit the Section page.

Category: This is the Category associated with the Content Item. Click the Category title to edit the Category page.

Author: This shows the name of the author of the Content. If the author’s name is displayed in red, click to edit the author’s information.

Remove a Frontpage Item

To remove a Frontpage Item:

Check the checkbox by the side of the Content Item you want to remove. Click the Remove button.

Using the Frontpage Component When Syndicating Your Site

If you wish to syndicate your site, the feed you provide is taken from the Frontpage Component assigned Content Items as listed in the Frontpage Manager, even if the Component is NOT assigned to your Home Page nor has any published Modules. Parameters for display are available by editing the Syndicate Component.

Further Information: Chapter 7: Syndicate Component and Module
Archive Manager

Access: Select Content > Archive Manager.

The Archive Manager [Section: All] screen will be displayed.

Figure 73: Archive Manager screen

Toolbar Buttons: Unarchive or Trash are available.

This page shows a list of all archived Content Items. You may filter the display by Section, Category, and/or Author.

The following information is displayed:

<table>
<thead>
<tr>
<th>Column Name</th>
<th>Details/options</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title:</td>
<td>This is the title of the archived Content Items.</td>
</tr>
<tr>
<td>Order:</td>
<td>Shows the order of Content Items. Enter the list manually in the field provided and click the Save button to save the new order.</td>
</tr>
<tr>
<td>Category:</td>
<td>This is the Category associated with the Content Item. Click the Category title to edit the Category page.</td>
</tr>
<tr>
<td>Author:</td>
<td>This shows the name of the author of the Content. If the author’s name is displayed in red, click to edit the author’s information.</td>
</tr>
<tr>
<td>Date:</td>
<td>This is the date the Item was created.</td>
</tr>
</tbody>
</table>

Unarchive

By selecting the Content Item(s), using the check box to the left of the title, and clicking the Unarchive button, you can restore Content Items to a live status.

Note: The un-archived items will be restored unpublished.

Trash Archive Items

By selecting the Content Item(s), using the check box to the left of the title, and clicking the Trash button, you will remove the Items to the Trash Manager. The items can be permanently deleted from the Trash Manager, or Restored to the Archive.
Page Impressions

Page impressions provide basic item statistics.

Access: Select Content > Page Impressions.

The Page Impression Statistics will be displayed.

<table>
<thead>
<tr>
<th>#</th>
<th>Title</th>
<th>Page Impressions</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Marching Tigers Band (2006-08-23 23:30:23)</td>
<td>30</td>
</tr>
<tr>
<td>2</td>
<td>Who we are (2004-06-12 11:54:00)</td>
<td>25</td>
</tr>
<tr>
<td>3</td>
<td>Direction 5 Sheet (2006-08-24 09:08:46)</td>
<td>14</td>
</tr>
<tr>
<td>5</td>
<td>Concert Band (2006-08-23 23:35:25)</td>
<td>2</td>
</tr>
<tr>
<td>6</td>
<td>Pop Band (2006-08-23 23:30:25)</td>
<td>0</td>
</tr>
<tr>
<td>7</td>
<td>Jazz Band (2006-08-23 23:36:25)</td>
<td>0</td>
</tr>
<tr>
<td>8</td>
<td>Marching Tegers (2006-08-24 17:24:09)</td>
<td>0</td>
</tr>
<tr>
<td>9</td>
<td>PHS Band Excellence (2006-08-24 12:20:48)</td>
<td>0</td>
</tr>
<tr>
<td>10</td>
<td>PHS Band Excellence (2006-08-24 12:27:48)</td>
<td>0</td>
</tr>
</tbody>
</table>

Figure 74: Page Impressions screen

This page lists each Content Item and the number of hits it has received (impressions do not include hits on the Front Page).
Chapter 7: Accessing Functions from the Back-end – Administrator

Introduction

The Administrator has all the Front-end access privileges of a Publisher. In addition, they have the following Back-end privileges as well as those of the Manager, which are covered in detail in this chapter:

- Trash Manager
- Managing Users
- Managing Menus
- Managing Components
- Managing Modules
- Managing Mambots

As with the Manager, the Administrator will not have all menu and sub-menu options available.

Further Information: Appendix B – Back-end Menu Options

Trash Manager

Content and Menu Items that are trashed are held in the Trash Manager awaiting final deletion. They can also be restored to their original location.

Access: Select Site > Trash Manager.

This will display the Trash Manager screen.

The Trash Manager screen lists the Content Items and Menu Items that have been trashed. Check the checkbox next to the Items to be permanently deleted, or restored, and click either the Delete button or the Restore button.

If deleting the items, the Delete Items screen will be displayed.
Click the **Delete** button surrounded by a dotted line. The following dialogue will appear.

![Microsoft Internet Explorer]

Are you sure you want to Deleted the listed items? This will Permanently Delete them from the database.

[OK] [Cancel]

**Figure 77: Are You Sure?**

Click **OK** to confirm.

If restoring the items, the **Restore Items** screen will be displayed.

![Restore Items]

**Figure 78: Trash Manager Restore screen**

Click the **Restore** button. The following dialogue will appear.

![Microsoft Internet Explorer]

Are you sure you want to Restore the listed items?

[OK] [Cancel]

**Figure 79: Restore Confirmation dialogue**

Click **OK** to confirm.
Manage Users

In Chapter 3: Joomla! Users, we outlined the various access levels offered by Joomla! This section deals with the creation of users from the Back-end. The Table below illustrates the permissions at each Access Level.

Table 11: User Level Permissions

<table>
<thead>
<tr>
<th>Permissions</th>
<th>Create User</th>
<th>Delete User</th>
<th>Edit User</th>
<th>Change Access Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>Super Administrator</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Administrator</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>(See Note)</td>
</tr>
<tr>
<td>Manager</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>(See Note)</td>
</tr>
<tr>
<td>Publisher</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Editor</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Author</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Registered</td>
<td>✓</td>
<td></td>
<td></td>
<td>(self only)</td>
</tr>
</tbody>
</table>

Note: Managers and Administrators may only maintain users up to their level. Registered users may only maintain their own account.

Access: Select Site > User Manager.

This will display the User Manager screen.

Figure 80: User Manager screen

Toolbar Buttons: Logout, Delete, Edit, and New are available.

The following information is displayed:

<table>
<thead>
<tr>
<th>Column Name</th>
<th>Details/Options</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name:</td>
<td>The name by which the User is known.</td>
</tr>
<tr>
<td>Username:</td>
<td>The name the User uses to login.</td>
</tr>
<tr>
<td>Logged In:</td>
<td>Indicates whether logged in or not.</td>
</tr>
<tr>
<td>Enabled:</td>
<td>Indicates whether enabled or not.</td>
</tr>
<tr>
<td>Group:</td>
<td>Indicates which Group the User belongs to, e.g. Author, Manager, etc.</td>
</tr>
<tr>
<td>E-Mail:</td>
<td>A valid e-mail address.</td>
</tr>
<tr>
<td>Last Visit:</td>
<td>The date and time the User was last logged on.</td>
</tr>
<tr>
<td>ID:</td>
<td>The unique User ID held in the database.</td>
</tr>
</tbody>
</table>

Other functions available on this screen:
Filter: You may enter text in the Filter box to refine the list based on whether the text is found in the name. Type in any text and press the Tab key.

Group: You may also limit the list to a particular group

Log Status: You may also limit the list by the log status by selecting one, or more, combinations from the drop down boxes.

Create a User

To create a New User, click the New Button. This will display the User: Add screen.

Figure 81: User Add screen

Field Name | Details/Options
--- | ---
Name: | The ‘real’ name of the user
Username: | The name by which they will be identified when logged on to the site.
E-mail address: | A valid e-mail address. Validation can be utilised by requiring a confirmatory e-mail to be sent and a special activation link followed back to the site by the user.
New Password: | A password – ideally a mixture of numbers, letters, and symbols.
Verify Password: | The re-typing of the password to ensure accuracy.
Group: | Select the Group to which the User is to be assigned from the stated options.
Block User: | Options: Yes or No. Allows the administrator the chance to block this user and prevent logging in.
On the right hand side of the screen, you can select the User Editor. This is the preferred WYSIWYG editor.

If none is selected it will default to the Editor specified in the Global Configuration.

Click the **Save** button.

**Delete a User**

You can delete a User from the **User Manager** screen using the select box by the side of the Name and then clicking the **Delete** button.

**Logout a User**

You can force a logout of a User by using selecting the radio button beside the Name and then clicking the **Logout** button.
**Manage Menus**

Navigation and access to content in your web site is made possible using menus. Menus in Joomla! are groups of links to Sections, Categories, Content Items, Components, or external pages. These links are called Menu Items.

Each menu must have an identification name, which is only used internally by Joomla! A menu only becomes visible on a site if it has a published mod_mainmenu Module, which references it. A menu may have multiple mod_mainmenu Modules referencing it.

By default, you should find the following menus available, mainmenu, othermenu, topmenu, and usermenu under the Menu option.

**Access:** Select Menu > Menu Manager.

This will display the Menu Manager screen.

---

### Menu Manager

<table>
<thead>
<tr>
<th>#</th>
<th>Menu Name</th>
<th>Menu Items</th>
<th># Published</th>
<th># Unpublished</th>
<th># Trash</th>
<th># Modules</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>mainmenu</td>
<td>🚩</td>
<td>10</td>
<td>-</td>
<td>-</td>
<td>1</td>
</tr>
<tr>
<td>2</td>
<td>othermenu</td>
<td>🚩</td>
<td>4</td>
<td>-</td>
<td>-</td>
<td>1</td>
</tr>
<tr>
<td>3</td>
<td>topmenu</td>
<td>🚩</td>
<td>4</td>
<td>-</td>
<td>-</td>
<td>1</td>
</tr>
<tr>
<td>4</td>
<td>usermenu</td>
<td>🚩</td>
<td>5</td>
<td>-</td>
<td>-</td>
<td>1</td>
</tr>
</tbody>
</table>

**Figure 83: Menu Manager screen**

**Toolbar Buttons:** Copy, Delete, Edit, and New are available.

The following information is displayed:

**Menu Field**

**Description**

**Menu Name:** This is the identification name used by Joomla! to identify this menu within the code. It must be unique. It is recommended to use no space within this name. For example, in the core Joomla!, the User Menu's Menu Name is usermenu and the Main Menu's Menu Name is mainmenu.

**Menu Items:** Click on the Menu Item button 🚩 to access the menu items on the Menu Manager [menu name] screen.

**#Published:** The number of Menu Items published.

**#Unpublished:** The number of Menu Items unpublished.

**#Trash:** The number of Menu Items trashed.

**#Modules:** This is the number of Menu Modules associated to the Menu Name.
Create a New Menu

Click the New button.

The **Menu Details** screen will be displayed.

![Menu Details](image)

**Figure 84: Menu Details screen**

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Details/Options</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Menu Name:</strong></td>
<td>This is the name that Joomla! will use to identify this menu in the database. It must be unique. There should be no spaces in the name.</td>
</tr>
<tr>
<td><strong>Module Title:</strong></td>
<td>This is the name given to the new mod_mainmenu Module, which is automatically created when you save this menu. It is also the Name of the menu, as it will appear on the Module header if you choose to publish it. This may be changed in the future when editing the Module.</td>
</tr>
</tbody>
</table>

Click the Save button.

Your new menu appears in the Menu Manager list.
Copy a Menu

Select the radio button next to the Menu Name you want to copy. Then, click the Copy button in the toolbar. This displays the Copy Menu screen.

![Copy Menu screen](image)

A Copy Page, with the same fields as in Create New Menu is displayed. It will also state the name of the Menu being copied and a list of the Menu Items associated to the menu being copied. Fill in the fields as in the create New Menu screen.

Enter a new Menu Name and Module Name.

This will duplicate the menu. You may copy any of your menus. Copying will create a new Menu Name, containing the same Menu Items as the menu copied, associated to a new Menu Module.

Delete a Menu

Select the radio button next to the Menu Name you want to delete. Then, click the Delete button in the toolbar. The Delete Menu: menuname screen will be displayed.

![Delete Menu screen](image)

It shows the Module(s) to be deleted (the mod_mainmenu Modules associated to this Menu) and the Menu Items to be deleted.

Click the Delete button surrounded by a dotted line. This will delete this Menu, all of its Menu Items, and all of the Modules associated with it.

A JavaScript alert popup box gives you the choice to OK or to Cancel this action.
Edit a Menu
Select the radio button next to the Menu Name you want to edit. Click the Edit button. The Menu Details screen will be displayed.

![Menu Details]

Figure 87: Edit Menu screen
You can only edit the Menu Name on this screen. This is the name as it is displayed in the Menu Manager.

Manage Components

Introduction
Components are core elements of Joomla!’s functionality and are displayed in the main body of the web site template, i.e. `mainbody.php`. Depending on the design of the template in use, this is often in the centre of the web page.

A typical Joomla! installation comes with Banners, Contacts, News Feeds, Polls, and Web Links Components.


In this section, we will look at:

- The core Components that come with the Joomla! installation.
- How they are configured and used.
- Installing and deleting a Component.
Install a Component

**Access:** Select **Installers > Components.**

The **Install new Component** screen will be displayed.

![Install new Component](image)

**Toolbar Buttons:** **Uninstall** is available.

This screen is split into top and bottom. The top is used for installing Components and the bottom, which lists the Components that are installed and that can be uninstalled.

There are two methods for installing a Module:

The first method of installing is to upload a zipped package file that will be automatically installed to your server. Click **Browse...** to go to the location of the Component zip file on your local computer. Once identified select the file and click **Open**. The name and location of the file will be displayed in the **Package File** box. Then click the **Upload File & Install** button. If all goes well you will transfer to a new screen confirming Success.

The second method is to upload an unpacked archive to your host’s server. Type the location of this file (it must be the absolute location) then click the **Install** button.

**Uninstall a Component**

Tick the box next to the Component you want to uninstall and then click the **Delete** button. A dialogue alert will show: **Are you sure, you want to delete selected items?**

Click **OK**. The page will reload displaying the word **Success.**
Manage Specific Components

Banners

This Component allows you to display banners in rotation on your site. It also allows some advanced features such as impressions management and custom code.

Banners can be displayed on your web site by simply publishing the banner once it has been created through the process below. Their location is dependent upon the template being used for your site.

The Banner Component consists of two options, Manage Clients and Manager Banners.

Manage Clients

Before you can set up a banner, you must have a client.

Access: Select Components > Banners > Manage Clients.

The Banner Client Manager screen will be displayed.

![Banner Client Manager](image)

Figure 89: Banner Client Manager screen

Toolbar Buttons: Delete, Edit, and New are available.

Create a Banner Client

To add a new client, click the New button.

The Banner Client: New screen will be displayed.

![Banner Client: New](image)

Figure 90: Banner Client New screen

Toolbar Buttons: Save and Cancel are available.

Complete the Client Name, Contact Name, Contact E-mail and, optionally, Extra Info.

Click the Save button

The new client will be added to the Banner Client Manager list.

Edit a Banner Client

To edit a client’s details, click the client’s name in the Banner Client Manager list.
The **Banner Client: Edit** screen will be displayed.

![Banner Client: Edit screen](image)

**Figure 91: Banner Client Edit screen**

Toolbar Buttons: **Save** and **Cancel** are available.

Change the Client Name, Contact Name, Contact E-mail, or Extra Info as required.

Click the **Save** button.

Screen returns to Banner Manager.

**Delete a Banner Client**

In the Banner Client Manager, Select the checkbox next to the Banner Client you wish to delete and click the **Delete** button.

A pop up will ask whether **You are sure you want to delete selected items?**

If you are sure, then click **OK** if not click **Cancel**.

**Manage Banners**

Access: Select **Components > Banners > Manage Banners**.

The **Banner Manager** screen will be displayed.

![Banner Manager screen](image)

**Figure 92: Banner Manager screen**

The Banner Manager details a list of all the banners available to be displayed.

Toolbar Buttons: **Upload** (images), **Publish**, **Unpublish**, **Delete**, **Edit**, and **New** are available.

The display shows the following information:

<table>
<thead>
<tr>
<th>Column Name</th>
<th>Details/Options</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Banner Name</strong>:</td>
<td>The name of the banner – usually associated with the client or image that associated with the banner.</td>
</tr>
<tr>
<td><strong>Banner Name</strong>:</td>
<td>Click on the name or select the checkbox next to the name and click the <strong>Edit</strong> button to access the settings for the banner.</td>
</tr>
</tbody>
</table>
Published: The status of the banner. Click on the image to either publish or un-publish the banner.

Impressions Made: The number of times the banner has been displayed.

Impressions Left: The number of times the banner has left to be displayed if this was established when the banner was set up.

Clicks: The number of times the banner has been clicked to access the underlying URL.

% Clicks: The percentage calculated by the number of times the banner has been clicked divided by the number of times it has been displayed.

Create a New Banner

To create a new banner, click the New button. The Banner: New screen will be displayed.

Figure 93: Banner New screen

Toolbar Buttons: Upload (images), Save and Cancel are available.

Complete the following fields:

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Details/Options</th>
</tr>
</thead>
<tbody>
<tr>
<td>Banner Name</td>
<td>Enter the name of the Banner, as it will appear in the Banner Manager.</td>
</tr>
<tr>
<td>Client Name</td>
<td>Select the name of the assigned client from the drop down menu.</td>
</tr>
<tr>
<td>Impressions Purchased</td>
<td>Input the number of times to display this banner or check the box for unlimited.</td>
</tr>
<tr>
<td>Show Banner</td>
<td>Choose whether to publish the banner or not. Select Yes or No</td>
</tr>
<tr>
<td>Click URL</td>
<td>Enter the full URL of the page that should open when the banner is clicked on.</td>
</tr>
<tr>
<td>Clicks</td>
<td>Records the number of times the banner has been clicked. Click the Reset Clicks button to reset the number to zero.</td>
</tr>
<tr>
<td>Custom banner code</td>
<td>You may enter here some code (See Developer's Manual for more information).</td>
</tr>
<tr>
<td>Banner Image Selector</td>
<td>Select the image to be displayed.</td>
</tr>
<tr>
<td>Banner Image</td>
<td>The image selected under Banner Image Selector is displayed here for your convenience and verification.</td>
</tr>
</tbody>
</table>
Click the **Save** button.

**Delete a Banner**

To delete a banner select the checkbox next to the banner that you intend to delete and click the **Delete** button. There will be a pop up challenge as to whether you are sure this is what you intend click **OK** to confirm or **Cancel** to stop the deletion.

**Edit a Banner**

To edit a banner select the checkbox next to the banner that you wish to edit and click the **Edit** button. Edit the Options/Details as necessary.

Click **Save** to accept changes or **Cancel** to reject changes. You will be returned to the Banner Manager.

**Upload New Banner Images**

To upload new banner images click the **Upload** button in the toolbar. The following dialogue popup will be displayed.

![Upload Banner Image dialogue](image)

Figure 94: Upload Banner Image dialogue

Click **Browse** to locate the file on your local machine. Once located, select the file, and click **Open**. This will display the file name in the details field of the upload dialogue. Click **Upload** and the file will be transferred to your .../images/stories/ folder.

A success message will be displayed. Click **OK**.

![Upload success message](image)

**Contacts**

The Contacts Component consists of two options, Manage Contacts and Contacts Categories and provides you with the ability to manage a list of contacts for your site.

You can have more than one contact item. Your visitors will select the contact from a drop down list when they are on the Contact Us page in the Front-end of your site. If you only have one contact then there is no drop down list.

**Note:** You must create a Category before you can add a Contact.
Access: Select **Components > Contacts > Contacts Categories**.

The **Category Manager [Component: Contact]** screen will be displayed.

![Category Manager](image)

**Figure 95: Category Manager screen**

**Toolbar Buttons:** Publish, Unpublish, Delete, Edit, and New are available.

The following information is displayed:

<table>
<thead>
<tr>
<th>Column Name:</th>
<th>Details/Options</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name:</td>
<td>This is the name of the contact. It can be a person, department or whatever you wish. It will be displayed in the Front-end of your Web site. You can click on the name to edit that contact.</td>
</tr>
<tr>
<td>Published:</td>
<td>Click the button to toggle between <strong>Publish</strong> and <strong>Unpublish</strong> to decide whether the contact will be displayed, or not, on your web site.</td>
</tr>
<tr>
<td>Reorder:</td>
<td>Click the up and down arrow buttons to move the record up or down in the list. The order is used in both the contact manager and on the contact page, the visitor will see.</td>
</tr>
<tr>
<td>Category:</td>
<td>You can assign contacts to different categories. This column displays to which Category the contact is assigned. Click on the Category to edit it</td>
</tr>
<tr>
<td>Linked to User:</td>
<td>If the contact is linked to a Registered user of the site, the users name will appear here. Click to edit the user.</td>
</tr>
</tbody>
</table>
**Create a New Contact Category**

Click the **New** button. The **Category: New [Contact:]** screen will be displayed.

![Image of Category: New [Contact:]]

**Figure 96: Category New screen**

**Toolbar Buttons:** **Upload** (images), **Save**, **Apply**, and **Cancel** are available.

Complete the following information:

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Details/Options</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Category Title:</strong></td>
<td>A short name for the Category.</td>
</tr>
<tr>
<td><strong>Category Name:</strong></td>
<td>A long name for the Category.</td>
</tr>
<tr>
<td><strong>Image:</strong></td>
<td>Select an image from the drop down list – if required.</td>
</tr>
<tr>
<td><strong>Image Position:</strong></td>
<td>Select whether the image will be displayed on the <strong>Left</strong> or <strong>Right</strong>.</td>
</tr>
<tr>
<td><strong>Access Level:</strong></td>
<td>Select the level to which this category will be visible: <strong>Public</strong>, <strong>Registered</strong>, or <strong>Special</strong>.</td>
</tr>
<tr>
<td><strong>Published:</strong></td>
<td>Select <strong>Yes</strong> or <strong>No</strong>.</td>
</tr>
<tr>
<td><strong>Description:</strong></td>
<td>Optional description of the Category</td>
</tr>
</tbody>
</table>

Click the **Save** button.
Chapter 7: Accessing Functions from the Back-end – Administrator

**Contact Manager**

| Access: Select **Components > Contacts > Manage Contacts.** |

The Contact Manager screen will be displayed.

![Contact Manager screen](image)

Figure 97: Contact Manager screen

Toolbar Buttons: Publish, Unpublish, Delete, Edit, and New are available.

**Create a Contact**

Click the New button to create a new contact. The Contact: New screen will be displayed. The screen is split into two parts. On the left hand side, the normal input fields and the right hand side three Tabs, Publishing, Images and Parameters.

![Contact: New screen](image)

Figure 98: Contact New screen

Complete the following information:

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Details/Options</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Category:</strong></td>
<td>Select the Category from the drop-down menu of all published Contact Categories. The Contact will be then assigned to that Category.</td>
</tr>
<tr>
<td><strong>Linked to User:</strong></td>
<td>Allows this Contact to be associated to an existing Registered user of the site. Select the name from the drop-down menu. Set to -No User- when there is no association available. This may be useful where a primary user is a company and</td>
</tr>
</tbody>
</table>
Chapter 7: Accessing Functions from the Back-end – Administrator

the Contact needs to be associated with that company.

**Name:**
Enter the name of the contact, as it will display on the site. This can be a person’s name, or a department, a product, or whatever you wish.

**Contact’s Position:**
Best used with a Name, as the title is displayed if this field is used, e.g. CEO.

**E-mail:**
Enter the e-mail address for this Contact.

The following five fields can be used to provide geographical access information if desired:

**Street Address:**

**Town/Suburb:**

**State/County:**

**Country:**

**Postal Code/ZIP:**

The following two fields can be used to provide Phone and Fax Contact information if desired:

**Telephone:**

**Fax:**

**Miscellaneous Info:**
Type here any other information you wish to provide about this Contact.

Toolbar Buttons: **Save** and **Cancel** are available.

**Publishing Tab:**

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Details/Options</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Published:</strong></td>
<td>Select <strong>Yes</strong> or <strong>No</strong> to show this Contact to your visitors.</td>
</tr>
<tr>
<td><strong>Ordering:</strong></td>
<td>Contact needs to be saved first to display a drop-down select here to order this Contact in the list of published Contacts for the site. Select the Contact after which you wish to display the current Contact.</td>
</tr>
<tr>
<td><strong>Access:</strong></td>
<td>Determines which level of user can view this Contact on the Front-end if published. <strong>Public, Registered, or Special</strong></td>
</tr>
</tbody>
</table>

**Images Tab:**

![Figure 99: Contact New Images Tab]

You may select an image (from the folder images/stories) to display next to this Contact, or select ‘- Select Image -’ to not display any image.

**Note:** If an image is chosen, it will show in the Preview block.

**Parameters Tab:**

These Parameters control what you see when you click to view a Contact item.
### Field Name | Details/Options
--- | ---
**Menu Image:** | Allows you to set an image that would appear to the left or right of the menu item. The image must be placed in the /images/stories directory.

**Page Class Suffix:** | Allows you to set customised styles for this page. The suffix you type here is automatically added to the CSS classes for this page.

**Print Button:** | Shows or hides the button and link to the printer-friendly format of items. The pull down lets select **Use Global** to use the parameter as defined globally through the Site->Global Configuration, **Show**, or **Hide**.

**Back Button:** | Controls whether to Show or Hide a **Back** text link that would appear on the bottom of the page and return the user to the previously viewed page. The pull down lets you select **Use Global** - to use the parameter as defined globally through the Site->Global Configuration - **Show** or **Hide**.

**The following 12 fields defined above may be hidden or shown by checking the radio buttons:**

**Name:** | Select **Show** or **Hide**

**Position:** | Select **Show** or **Hide**

**E-mail:** | Select **Show** or **Hide**

**Street Address:** | Select **Show** or **Hide**

**Town/Suburb:** | Select **Show** or **Hide**

**State/County:** | Select **Show** or **Hide**

**Country:** | Select **Show** or **Hide**
**Postal Code/ZIP:** Select Show or Hide

**Telephone:** Select Show or Hide

**Fax:** Select Show or Hide

**Misc. Info:** Select Show or Hide

**Image:** Select Show or Hide

**VCard:** Select Show or Hide

**E-mail description:** Show or Hide the description text below.

**Description text:** Type here the description text for the E-mail form. If left blank, it will use the _E-MAIL_DESCRIPTION_ language definition.

**E-mail Form:** Show or Hide the e-mail to form.

**E-mail copy:** Show or Hide the checkbox to e-mail a copy to the sender's address.

**Drop-down:** Show or Hide the drop-down select list when in full view. Whatever the contact link accessed, this will let the user choose another contact to display.

**Buttons/Text:** This lets you decide if the fields listed below show an associated button, the default text for the fields in the Contact Details or nothing.

You may choose a specific button to introduce the following fields:

**Address** Select Show or Hide

**E-mail** Select Show or Hide

**Telephone** Select Show or Hide

**Fax** Select Show or Hide

**Misc Info** Select Show or Hide

Note: If you choose a custom image, this image should be uploaded to the images/stories directory in the Media Manager.
Mass Mail

This page allows you to send a message to one or more groups of Users.

Access: Select Components > Mass Mail.

The Mass Mail screen will be displayed.

Toolbar Buttons: Publish and Cancel are available

![Mass Mail screen]

Figure 101: Mass Mail screen

Complete the following information:

<table>
<thead>
<tr>
<th>Field name</th>
<th>Details/Options</th>
</tr>
</thead>
<tbody>
<tr>
<td>Group</td>
<td>Make a selection from the list. Select All User Groups to mail the message to all users. Only one selection can be made from this list.</td>
</tr>
<tr>
<td>Mail to Child Groups</td>
<td>Check this box to automatically include all of the child groups of the selected group. For example, if you select the Editor group and check this box, all users in the Publisher group will also be included in the mass mail.</td>
</tr>
<tr>
<td>Send in HTML mode</td>
<td>Check the box for Yes, leave blank for No.</td>
</tr>
<tr>
<td>Subject</td>
<td>Type a subject for the message.</td>
</tr>
<tr>
<td>Message</td>
<td>Type the body of the message</td>
</tr>
</tbody>
</table>

When you are finished, click the Publish button to mail the message or Cancel to abort the mail.

Note: Only a user in the Super Administrator group is permitted to use this feature.

News Feeds

Newsfeeds are a way of sharing content between different sites. A growing number of content providers share parts of their content via RSS (Really Simple Syndication) Newsfeeds.

Newsfeeds are obtained from any site syndicating news using an RSS format. Joomla! is shipping with an integrated Newsfeed reader. Newsfeeds may also be displayed on your site through the creation of a custom Module accessed from Modules > Site Modules.

The Newsfeed Component gives you the ability to manage the existing Newsfeeds, place them into Categories, and change the linking information required to receive the Newsfeeds from the different providers.
To share the content of your site you can integrate the Newsfeeds Module into your template, which makes your own news available to others.

The News Feeds Component consists of two options, Manage News Feeds and Manage Categories.

**Manage Newsfeed Categories**

![Access: Select Components > News Feeds > Manage Categories.](image)

The **Category Manager [Component: News Feeds]** screen will be displayed.

![Category Manager News Feeds screen](image)

**Figure 102: Category Manager News Feeds screen**

Toolbar Buttons: **Publish, Unpublish, Delete, Edit and New** are available.
Create a New Newsfeed Category

To create a new Category click the New button. The Category: New [Newsfeeds:] screen will be displayed.

Toolbar Buttons: Upload (image), Save, Apply and Cancel are available.

---

Figure 103: Category New News Feeds screen

Complete the following fields:

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Details/Options</th>
</tr>
</thead>
<tbody>
<tr>
<td>Category Title</td>
<td>Type here the Category title</td>
</tr>
<tr>
<td>Category Name</td>
<td></td>
</tr>
</tbody>
</table>

**Ordering:**
By default, Joomla! adds new items to the end of the existing menu items list. After saving or applying the new item, you can change its order when editing, using a pull-down menu to select the item after which the item will appear.

**Image:**
Select an image from the stories folder if required.

**Image Position:**
Select Left or Right if an image was selected above.

**Access Level:**
This sets who can view this item. This can be Public (everyone can view it), Registered (only Registered users can view it), or Special (Managers and Administrators).

**Published:**
This sets whether the Category is published or not. By default, it is set to Yes.
Description: This allows descriptive text.

Click the Save or Apply buttons. Further parameters are available after this saving or applying the settings.

Parameters:

Click the Link to Menu button.

![Link to Menu dialogue](image)

**Figure 104: Link to Menu dialogue**

**Link to Menu**: This parameter allows you to:

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Details/Options</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Select a menu</strong>:</td>
<td>Click on the name of the menu to which you wish to link.</td>
</tr>
<tr>
<td><strong>Select a menu type</strong>:</td>
<td>Select the Category to which this new Item is a member.</td>
</tr>
<tr>
<td><strong>Menu Item Name</strong></td>
<td>Enter a name by which the new Item is to be known. This will be as it appears in the menu.</td>
</tr>
</tbody>
</table>
Manage News Feeds

**Access:** Select **Components > News Feeds > Manage News Feeds.**

This will display the *Newsfeed Manager* screen.

**Toolbar Buttons:** Publish and Unpublish, Delete, Edit, and New are available.

![Newsfeed Manager](image)

**Figure 105: Newsfeed Manager screen**

The following information is displayed:

<table>
<thead>
<tr>
<th>Column Name</th>
<th>Details/Options</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>News Feed:</strong></td>
<td>Name of the News Feed as it appears on your site. If you click on this name, you may edit the related parameters.</td>
</tr>
<tr>
<td><strong>Published:</strong></td>
<td>This shows whether the News Feed is published or unpublished. By clicking on the button, you may switch between published and unpublished.</td>
</tr>
<tr>
<td><strong>Reorder:</strong></td>
<td>This shows the order of News Feeds in the list. Click the arrow buttons to move the item up or down in the list. Editing the related Menu Item parameters may also change this ordering.</td>
</tr>
<tr>
<td><strong>Category:</strong></td>
<td>The News Feed is associated with this Category. Click to edit.</td>
</tr>
<tr>
<td><strong>#Articles:</strong></td>
<td>This shows the number of Articles to display on your site as defined in the parameters for the News Feed.</td>
</tr>
<tr>
<td><strong>Cache time:</strong></td>
<td>This is the time between refreshes as defined in the parameters for the News Feed.</td>
</tr>
</tbody>
</table>
**Create a New Newsfeed**

To create new News Feeds click on the **New** button. The **Newsfeed: New [ ]** screen will be displayed.

![Newsfeed: New [ ]](image)

**Toolbar Buttons:** **Save** or **Cancel** are available.

**Complete the following fields:**

<table>
<thead>
<tr>
<th><strong>Field Name</strong></th>
<th><strong>Details/Options</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Name:</strong></td>
<td>Type here the name of the News Feed.</td>
</tr>
<tr>
<td><strong>Category:</strong></td>
<td>Select the relevant Category from the drop down box.</td>
</tr>
<tr>
<td><strong>Number of Articles:</strong></td>
<td>Input the number of articles to be displayed on the News Feed.</td>
</tr>
<tr>
<td><strong>Cache time:</strong></td>
<td>Input the time, in seconds, before the feed is refreshed.</td>
</tr>
<tr>
<td><strong>Ordering:</strong></td>
<td>By default, Joomla! adds new items to the end of the existing menu items list. After saving the new item, you can change its order when editing, using a pull-down menu to select the item after which the item will appear.</td>
</tr>
<tr>
<td><strong>Published:</strong></td>
<td>Sets whether the News Feed is published or not. By default, new menu items are published.</td>
</tr>
</tbody>
</table>

Click the **Save** button.
Polls

This Component allows you to manage and create different polls for your visitors. The questions you ask can be useful for information purposes.

After publishing the poll, you need to activate the Polls Module. You can choose where you would like the poll to be published and on which page. The Module will also provide a link to show the results of your poll.

Access: Select Components > Polls.

The Poll Manager screen will be displayed.

Toolbar Buttons: Publish, Unpublish, Delete, Edit and New are available.

![Poll Manager Screen](image)

The following information is displayed:

<table>
<thead>
<tr>
<th>Column Name</th>
<th>Details/Options</th>
</tr>
</thead>
<tbody>
<tr>
<td>Poll Title:</td>
<td>This is the name of the poll. If you click on this name, you may edit the related parameters.</td>
</tr>
<tr>
<td>Published:</td>
<td>This shows whether the poll is published. Click the Published button to toggle the state of the poll.</td>
</tr>
<tr>
<td>Options:</td>
<td>This is the number of options in the poll.</td>
</tr>
<tr>
<td>Lag:</td>
<td>Time in seconds between votes of the same user for the same poll.</td>
</tr>
</tbody>
</table>
Create a New Poll

Click the **New** button. The **Poll: New** screen will be displayed.

**Toolbar Buttons:** **Save** and **Cancel** are available.

![Poll: New screen](image)

Complete the following fields:

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Details/Options</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Title:</strong></td>
<td>Type here the title question of the poll as it will appear on your site (100 characters max).</td>
</tr>
<tr>
<td><strong>Lag:</strong></td>
<td>Enter here the number of seconds users have to wait before being able to vote the same poll again. This interval is expressed in seconds. The default value is 86400 (24 hours).</td>
</tr>
<tr>
<td><strong>Published:</strong></td>
<td>Select <strong>Yes</strong> or <strong>No</strong>.</td>
</tr>
<tr>
<td><strong>Options:</strong> (input fields 1 to 12)</td>
<td>Fill in here the various options the user can select from to cast their vote. Empty items will not be displayed. Users may select only one of the possible answers.</td>
</tr>
<tr>
<td><strong>Show on menu items:</strong></td>
<td>Select here on which page(s) the poll should be displayed. Allows linking the poll to specific menu items only. It works together with the &quot;Polls&quot; Module (mod_poll), which will display the configured polls. You may select multiple Menu Item Links.</td>
</tr>
</tbody>
</table>

---

**Note:** You may add additional options after the poll has commenced. Deleting options will corrupt the data, so you should create a new poll.

**WARNING!** As of 03/02/05, this is bugged because you are allowed to save a poll without items, which will generate a MySQL error. You should at least have two options filled out.
Note: This means that polls assigned to specific Menu Items must have the 'Polls' Module assigned to the same Menu Items to be displayed (Modules-> Site Modules).

**Syndicate**

To syndicate your site is to make the Content Items from your Web site assigned to the Frontpage Component available for syndication via a distributable file.

The Syndication Component is used to publish a *Newsfeed* of your **Public** Content Items, which you have published to your Front Page in the Front-end of Joomla!

**Access:** Select **Components > Syndication**.

The **Syndication Settings** screen will be displayed.

![Syndication Settings](image)

**Figure 109:** Syndication Settings screen

Toolbar Buttons: **Save** and **Cancel** are available.
Complete the following fields:

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Details/Options</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Security Check:</strong></td>
<td>If enabled then the syndication functionality will only work if the Syndicate Module (mod_rssfeed) is published. Yes or No? Choose the Yes radio button to create and display a new News Feed dependant on the value set in the Cache Time field. Choose the No radio button to display a new News Feed each time an item is added to the Frontpage Component and each time the News Feed is accessed by another server.</td>
</tr>
<tr>
<td><strong>Cache:</strong></td>
<td>This is the number of seconds before your site's database is checked for updates. The default in Joomla! is 3600 seconds, or 60 minutes. After this time has elapsed, the News Feed will refresh itself.</td>
</tr>
<tr>
<td><strong>Cache Time:</strong></td>
<td>WARNING!: Setting the cache to No will cause your news feed to be checked every time someone visits any site where your news feed is syndicated. This can potentially cause excessive bandwidth usage as well as an extreme draw on your server resources.</td>
</tr>
</tbody>
</table>

- **#Items:** Type the number of items you would like to syndicate and display in your News Feed.
- **Title:** Type the title you wish to display above your articles within your syndicated News Feed when it is displayed on those sites and pages, which syndicate your News Feed. The title will appear as a link to your site.
- **Description:** Type a brief statement to describe your News Feed. If none is entered, it will default to Joomla! site syndication.
- **Image:** Select an image from the drop-down menu to be included in your News Feed. If you do not have an image, you can upload one via the Media Manager.
- **Image Alt:** Type the text for the alt tag to compliment the image you have selected for inclusion in the News Feed via the Image drop-down menu.
- **Limit Text:** Yes or No? Choose the Yes radio button if you wish to limit the Text Length field. Choose the No radio button to force the value in the Text Length field to be ignored, thus displaying the entire contents of each item.
- **Text Length:** Type the number of words to display per News Feed item.

- **RSS 0.91, RSS 1.0, RSS 2.0, ATOM 0.3, and OPML:** Enable or Disable feed syndication.
- **Order:** The order that the items are listed in the Frontpage Manager will be displayed:
  - **Default:** Arranges items according to the order set in the Frontpage Manager
  - **Frontpage Ordering:** Same as above.
  - **Oldest first:** Arranges items in chronological order, with the oldest items first.
  - **Most recent first:** Arranges items in chronological order, with the newest items first.
  - **Title Alphabetical:** Arranges items by title in alphabetical order.
  - **Title Reverse-Alphabetical:** Arranges items in reverse-alphabetical order.
**Author Alphabetical:** Arranges items by author in alphabetical order.

**Author Reverse-Alphabetical:** Arranges items by author in reverse alphabetical order.

**Most Hits:** Arranges items according to the number of hits, with the items with the most hits first.

**Least Hit:** Arranges items according to the number of hits, with the items with the least hits first.

**Live Bookmarks:** Activate support for Firefox Live Bookmark functionality.

### Web Links

The Web Links Component is a collection of links such as favourite links, Joomla! links, or whatever you like. The Component makes it possible to count the number of clicks for each link and Registered users can submit new links from the Front-end.

The Component has two options, **Weblink Categories** and **Weblink Items**.

---

**Caution:** You must create a Web Links Category before you can create a Web Link.

### Category Manager [Component Web Links]

- **Access:** Select **Components > Web Links > Weblink Categories**.

The **Category Manager [Component: Web Links]** screen will be displayed.

![Category Manager Web Links screen](image)

**Figure 110: Category Manager Web Links screen**

**Toolbar Buttons:** **Publish, Unpublish, Delete, Edit, and New** are available.

The following information is displayed:

<table>
<thead>
<tr>
<th>Column Name</th>
<th>Details/Options</th>
</tr>
</thead>
<tbody>
<tr>
<td>Category Name</td>
<td>Click the Category name to edit the Category parameters.</td>
</tr>
<tr>
<td>Published</td>
<td>Click the button to change the publish status of the Category.</td>
</tr>
<tr>
<td>Order</td>
<td>If you wish to change the order of the categories in this back-end Table, then type in the new order number and click the <strong>Save Order</strong> button in the heading of this column.</td>
</tr>
<tr>
<td>Access</td>
<td>Click the <strong>Public, Registered, or Special</strong> text link to change the user Access Level.</td>
</tr>
<tr>
<td>Category ID</td>
<td>This column displays the ID for each Category as defined in the database.</td>
</tr>
</tbody>
</table>
Create a New Web Links Category

Click the New button. The Category: New [Weblinks:] screen will be displayed.

Toolbar Buttons: Upload, Save, Apply, and Cancel are available.

![Category: New [Weblinks:]](image)

Complete the following fields:

- **Category Title:** Type the name of the Category to be displayed on your site.
- **Category Name:** Type the name of the Category to appear in the database and the back-end.
- **Ordering:** Select the order of the Category among other categories.
- **Image:** Select an image to display next to the Category Description text. The dropdown list an image choice from the images/stories folder.
- **Image position:** Select the position of the image relative to the description text. Left or Right.
- **Access Level:** This is the user Access Level for the Category. Public, Registered, or Special.
- **Published:** Check the box to display the item show on your web site.
- **Description:** Type here a description of the Category.

Click the Save or Apply button.

Note: The Link to Menu parameter is enabled after you have saved.
Weblink Manager

Access: Select Components > Web Links > Weblink Items.

The Weblink Manager screen will be displayed.

Toolbar Buttons: Publish, Unpublish, Delete, Edit and New are available.

![Figure 112: Web Link Manager screen](image)

This page shows a list of the web links with the following information:

<table>
<thead>
<tr>
<th>Column Name</th>
<th>Details/Options</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title</td>
<td>This is the name of the web link. Click the name to edit the web link.</td>
</tr>
<tr>
<td>Published</td>
<td>Click the Published button to change the publish status of the Category.</td>
</tr>
<tr>
<td>Reorder</td>
<td>Click the up and down arrow buttons to move the record up or down in the list.</td>
</tr>
<tr>
<td>Category</td>
<td>The web link is assigned to this Category.</td>
</tr>
<tr>
<td>Hits</td>
<td>This is the number of hits that the web link has received.</td>
</tr>
</tbody>
</table>

Create a New Web Link

Click the New button. The Weblink: New screen will be displayed.

Toolbar Buttons: Save and Cancel are available.

![Figure 113: Web Link New screen](image)
Complete the following fields:

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Details/Options</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name:</td>
<td>Enter the name of the web link as it will appear on your site.</td>
</tr>
<tr>
<td>Category:</td>
<td>Select the desired Category.</td>
</tr>
<tr>
<td>URL:</td>
<td>Enter the full URL address of the web link.</td>
</tr>
<tr>
<td>Description:</td>
<td>Add a text description for the web link.</td>
</tr>
<tr>
<td>Ordering:</td>
<td>Choose here the order of the Web Link in the specific <strong>Category</strong> as it will appear on the site when displayed through the Table: Weblink Category Menu Item.</td>
</tr>
<tr>
<td>Published:</td>
<td>This is whether the web link is published or not.</td>
</tr>
<tr>
<td>Parameters:</td>
<td></td>
</tr>
<tr>
<td>Target:</td>
<td>Select whether clicking on the link will open the Preview:</td>
</tr>
<tr>
<td></td>
<td>In the same Window (Parent Window with Browser Navigation)</td>
</tr>
<tr>
<td></td>
<td>In a New Window with Browser Navigation</td>
</tr>
<tr>
<td></td>
<td>In a New Window without Browser Navigation.</td>
</tr>
</tbody>
</table>

Click the **Save** button.

**Manage Modules**

**Introduction**

This section deals with:

- Explaining what Modules are.
- Introducing the Module Manager and the functions associated with it.
- Installing and uninstalling a Module.
- Providing an explanation of how to configure installed Site Modules.

Modules are used to display various information and/or interactive features throughout your Joomla! site. A Module can contain just about anything from simple plain text, to HTML, to complete standalone third party applications. Modules can also display interactive content, such as polls, latest news, Newsfeeds and more.

Site Modules are different from Administrator Modules because they display their content on the Front-end of your site while Admin Modules pertain to various Administrative (Back-end) tasks and/or features. Modules can be created by you (custom/user Module), or downloaded, and installed.
Module Manager Screen

The management of the Modules is always done in the Administrator (Back-end) panel.

Access: Select Modules > Site Modules.

The Module Manager Screen displays a list of the installed Site Modules.

Figure 114: Module Manager screen

Toolbar Buttons: Publish, Unpublish, Copy, Delete, Edit, and New are available.

The following information is displayed:

<table>
<thead>
<tr>
<th>Column Name</th>
<th>Details/Options</th>
</tr>
</thead>
<tbody>
<tr>
<td>Module Name:</td>
<td>This is the title of the module. It is editable and will be displayed on the Front-end of your Web site if you choose so.</td>
</tr>
<tr>
<td>Published:</td>
<td>This tells you if the module contents will show on the Front-end of your Web site. Click the button to toggle the published/unpublished state.</td>
</tr>
<tr>
<td>Reorder:</td>
<td>This column allows you to change the relevant order that the modules display on the Front-end of your Web page(s). Click the ‘up’ or ‘down’ arrows to increase or decrease the module order by one position.</td>
</tr>
<tr>
<td>Order:</td>
<td>This shows the order of the modules as displayed in the Front-end of your web site. To modify this order, type in the number that you would like to have them presented. Then, click the Save Order button next to the Column Heading Order.</td>
</tr>
<tr>
<td>Access:</td>
<td>This shows who can see the modules on the Front-end of a Web page. Clicking the link will toggle through Public/Registered/Special.</td>
</tr>
<tr>
<td>Position:</td>
<td>This shows which template positions the module will be displayed. Some common Template positions are: User1, Left, Righting, and Top. NOTE: You can only assign the module position to one that is already coded into your template</td>
</tr>
<tr>
<td>Pages:</td>
<td>This shows on which pages the module will be displayed. Options include All, Varies or None. NOTE: This is not applicable to Administrator modules. Click on the Edit button in the Toolbar to edit this.</td>
</tr>
<tr>
<td>ID:</td>
<td>This is the ID number for the module item. This is allocated by the Joomla! site system when the module instance is saved.</td>
</tr>
<tr>
<td>Type:</td>
<td>This is the type of module. An example is mod_mainmenu, which is the 'type' of module used for the User Menu and the Main Menu module instances.</td>
</tr>
</tbody>
</table>

At the bottom of the list, you may see a pagination feature, which will allow you to navigate to the next set of modules in the list. You can also set the number of modules displayed on a page by selecting the number in the drop down box at the bottom of the screen.
Filtering functions are available at the top-right of the list. To filter the displayed modules by Position and module type, select from the Select Position and/or Select Type drop down menu. You can refine your filter by typing in the keyword that you wish to filter in the field box.

Install a Module

> **Access:** Select Installers > Modules.

The Install new Modules screen will be displayed.

```
Install new Modules
```

![Install new Modules screen](image)

This screen is split into top and bottom. The top is used for installing Modules and the bottom, which lists the Modules that can be uninstalled.

**Toolbar Buttons:** Uninstall

There are two methods for installing a Module:

* **Upload Package File**

The first and more common method of installing is to upload a zipped package file that will be automatically installed to your server. Click Browse to go to the location of the Module zip file on your local computer. Select the file and click Open. This adds the name and location of the file to the uploader. Then click the Upload File & Install button.

* **Install from Directory**

The second method is to unpack the archive locally and upload the files to your host's server. Type the location of these files (it must be the absolute location) then click the Install button.

**Uninstall a Module**

Select the radio button next to the Module you want to uninstall and then click the Delete button.

A JavaScript alert will show: Are you sure, you want to delete selected items?

Click OK.

The page will reload displaying the word Success.

**Site Module Screen**

This option covers both amending existing modules and creating your own module.

> **Access:** Click on the Module Name

> **Access:** Check the box to the left of the Module Name and click the Edit button.
All Modules have the following Details and Page/Items options:

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Details/Options</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title:</td>
<td>This is the title of the Module as you wish it to appear in its header.</td>
</tr>
<tr>
<td>Show Title:</td>
<td>Select whether you wish the Module title to appear or not.</td>
</tr>
<tr>
<td>Position:</td>
<td>Select the Module position in which you wish it to appear.</td>
</tr>
<tr>
<td>Module Order:</td>
<td>Select the order you wish the Module to appear.</td>
</tr>
<tr>
<td>Access Level:</td>
<td>Select the Access Level: Public, Registered, or Special, which is able to view</td>
</tr>
<tr>
<td></td>
<td>the Module.</td>
</tr>
<tr>
<td>Published:</td>
<td>Yes or No</td>
</tr>
<tr>
<td>ID:</td>
<td>The ID for this Module.</td>
</tr>
<tr>
<td>Description:</td>
<td>A description of the functionality of the Module.</td>
</tr>
<tr>
<td>Menu Item Link(s):</td>
<td>Select the Page(s) or Items that the Module should be displayed.</td>
</tr>
</tbody>
</table>

If you are creating a new module, additional fields are listed as follows:

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Details/Options</th>
</tr>
</thead>
<tbody>
<tr>
<td>Module Class Suffix:</td>
<td>Enter the suffix for the CSS class of this Module, e.g. moduletable_online. In this example, -online is the suffix. This suffix class must currently be in the template CSS Style file. This allows individual CSS classes to be applied to certain Modules independent of the site's default Template CSS classes.</td>
</tr>
<tr>
<td>Module Cache:</td>
<td>Select whether to cache the contents of the module.</td>
</tr>
<tr>
<td>RSS URL:</td>
<td>Enter the URL of the RSS feed.</td>
</tr>
<tr>
<td>Feed Title:</td>
<td>Display News Feed title.</td>
</tr>
<tr>
<td>Feed Description:</td>
<td>Show the description of the News Feed.</td>
</tr>
<tr>
<td>Feed Image:</td>
<td>Show the image for the News Feed.</td>
</tr>
<tr>
<td>Items:</td>
<td>Enter the number of RSS items to be displayed.</td>
</tr>
<tr>
<td>Item Description:</td>
<td>Show the description or Intro Text for the item.</td>
</tr>
<tr>
<td>Word Count:</td>
<td>Allows you to limit the number of description or Intro Text words displayed. 0 will show all the text.</td>
</tr>
<tr>
<td>RSS Cache Time:</td>
<td>Set the time, in seconds, for this RSS feed.</td>
</tr>
<tr>
<td>Custom Output:</td>
<td>This can include plain text and images, HTML and JavaScript.</td>
</tr>
</tbody>
</table>
Administrator Modules

Access: Select Modules > Administrator Modules

The Module Manager [Administrator] screen will be displayed.

The following information is displayed:

<table>
<thead>
<tr>
<th>Column Name</th>
<th>Details/Options</th>
</tr>
</thead>
<tbody>
<tr>
<td>Module Name</td>
<td>This is the title of the module. It is editable and will be displayed on the Front-end of your Web site if you choose so.</td>
</tr>
<tr>
<td>Published</td>
<td>This tells you if the module contents will show on the Front-end of your web site.</td>
</tr>
<tr>
<td>Reorder</td>
<td>This column allows you to change the relevant order that the modules display on the Front-end of your web page(s). Click the Up or Down arrows to increase or decrease the module order by one position.</td>
</tr>
<tr>
<td>Order</td>
<td>This shows the order of the modules as displayed in the Front-end of your site. To modify this order, type in the number that you would like to have them presented. Then, click the Save Order button next to the Column Heading Order.</td>
</tr>
<tr>
<td>Position</td>
<td>This shows which template positions the module will be displayed, e.g. cPanel.</td>
</tr>
<tr>
<td>Pages</td>
<td>This will always be None.</td>
</tr>
<tr>
<td>ID</td>
<td>This is the ID number for the module item. This is allocated by the Joomla! site system when the module instance is saved.</td>
</tr>
<tr>
<td>Type</td>
<td>This is the type of module. An example is mod_logged, which is the type of module used for the User Menu and the Main Menu module instances.</td>
</tr>
</tbody>
</table>

At the bottom of the list, you may see a pagination feature, which will allow you to navigate to the next set of modules in the list. You can also set the number of modules displayed on a page by selecting the number in the drop down box at the bottom of the screen.

Filtering functions are available at the top-right of the list. To filter the displayed modules by Position and module type, select from the Select Position and/or Select Type drop down menu. You can refine your filter by typing in the keyword that you wish to filter in the field box.

Further Information: Refer to the Site Modules for instructions concerning New Modules.
Manage Specific Modules – Purposes and Parameters

The section below defines the purpose of each Module and details the additional Module specific parameters available to each.

Banners

Type: mod_banners

The banner Module allows you to show the active banners out of the Component within your site.

Parameters

Banner client: Insert the reference to the client id. A comma should separate multiple client ids.

Module Class Suffix: Enter the suffix for the CSS class of this Module, e.g. moduletable_online. In this example, _online is the suffix. This suffix class must currently be in the template CSS Style file. This allows individual CSS classes to be applied to certain Modules independent of the site's default Template CSS classes.

Further Information: Chapter 7: Managing Components – Banners

Main Menu

Type: mod_mainmenu

This Module displays a menu.

Parameters

Menu Class Suffix: An extension to the table.moduletable css class, which allows individual customisation of the Module.

Module Class Suffix: Enter the suffix for the CSS class of this Module, e.g. moduletable_online. In this example, _online is the suffix. This suffix class must currently be in the template CSS Style file. This allows individual CSS classes to be applied to certain Modules independent of the site’s default Template CSS classes.

Menu Name: The name of the menu used, by default, this is mainmenu.

Menu Style: Select from Vertical, Horizontal or Flat List.

Enable Cache: Select whether to cache the content of this Module.

Show Menu Buttons: Show the menu buttons you have selected for your menu items.

Menu Button Alignment: Select Left or Right.

Expand Menu: Make the sub-menu items appear at all times.

Activate parent: Set's the activation ID also for all parent menus in the tree

Indent Image: Choose which indent image to utilise.

Indent Image 1: Indent image for the first sub-level

Indent Image 2: Indent image for the second sub-level

Indent Image 3: Indent image for the third sub-level

Indent Image 4: Indent image for the fourth sub-level

Indent Image 5: Indent image for the fifth sub-level
Who’s Online

Type: mod_whosonline

The Who’s Online Module displays the number of anonymous (that is, Guest) users and Registered users, (those that are logged in) that are currently accessing the web site.

Parameters

Display: Select what will be shown, # of Guests/Members, Member Names or Both.

Enter the suffix for the CSS class of this Module, e.g. modutable_online. In this example, _online is the suffix. This suffix class must currently be in the template CSS Style file. This allows individual CSS classes to be applied to certain Modules independent of the site’s default Template CSS classes.

User Menu

Type: mod_mainmenu

Displays the usermenu.

Parameters

See: Main Menu

Other Menu

Type: mod_mainmenu

Displays the othermenu.

Parameters

See: Main Menu

Login Form

Type: mod_login

This Module displays a Username and Password login form. It also displays a link to retrieve a forgotten password. If user registration is enabled, See Global Configuration, then another link will be shown to invite users to self-register.

Parameters

Enter the suffix for the CSS class of this Module, e.g. modutable_online. In this example, _online is the suffix. This suffix class must currently be in the template CSS Style file. This allows individual CSS classes to be applied to certain Modules independent of the site’s default Template CSS classes.

Pre-text: Optionally, type in this text box to display text or HTML that will appear above the login form.

Post-text: Optionally, type in this text box to display text or HTML that will appear below the login form.
Chapter 7: Accessing Functions from the Back-end – Administrator

**Login Redirection URL:** The re-direct, from the login, can be assigned to a specific URL. If left blank, it will display the home page of your web site.

**Logout Redirection URL:** The re-direct, from the logout, can be assigned to a specific URL. If left blank, it will display the home page of your Web site.

**Login Message:** Select Show or Hide the JavaScript pop-up alert that indicates whether the user’s login was successful or failed.

**Logout Message:** Select Show or Hide the JavaScript pop-up alert that indicates that the user logged out successfully.

**Greeting:** Select Show or Hide to display, or not display, the simple greeting text.

**Name/Username:** Choose from the drop-down menu whether to display the user's name or username in the login Module after a successful login.

**Syndicate**

**Type:** mod_rssfeed

The Syndicate Module will allow you to display a RSS link from a number of RSS formats.

Clicking on the RSS button, displayed on your web site, will display a new page that will list all the latest news in XML format.

In order to use the Newsfeed in another Joomla! site, using the News Feeds Component or a Custom Module, or a Newsfeed reader, you need to cut and paste the URL.

**Parameters**

**Text:** Enter the text to be displayed on top of the RSS links.

**Module Class Suffix:** Enter the suffix for the CSS class of this Module, e.g. *moduletable_online*. In this example, -online is the suffix. This suffix class must currently be in the template CSS Style file. This allows individual CSS classes to be applied to certain Modules independent of the site's default Template CSS classes.

**Enable Cache:** Select to cache or not the content of this Module.

**RSS 0.91 to OPML:** Show or Hide radio buttons allow the selection of the type of RSS Feeds to use.

**RSS 0.91 Image to OPML Image:** Lets you choose an image to be used to with the specific type of Feed.

**Statistics**

**Type:** mod_stats

The Statistics Module shows information about your server installation and statistics on the web site users, number of contents in your database, and number of web links you provide.

**Parameters**

**Server Info:** Displays Server Information.

**Site Info:** Displays site information.

**Hit Counter:** Displays the number of hits on your site.

**Increase Counter:** Amount to increase the number of hits in the counter.

**Module Class Suffix:** Enter the suffix for the CSS class of this Module, e.g. *moduletable_online*. In this example, -online is the suffix. This suffix class must currently be in the template CSS Style file. This allows individual CSS classes to be applied to certain
Template Chooser

Type: mod_templatechooser

The Template Chooser Module allows the user (visitor) to change the template on the fly from the front-end via a drop down selection list.

Parameters

Max. Name Length: This is the maximum length of the template name to be displayed, default is 20.

Show Preview: Select Show or Hide to display the Template preview (the template_thumbnail.png file in the specific template folder) or not.

Width: The width of the preview image (default is 140 pixels).

Height: The height of the preview image (default is 90 pixels).

Module Class Suffix: Enter the suffix for the CSS class of this Module, e.g. modetable_online. In this example, _online is the suffix. This suffix class must currently be in the template CSS Style file. This allows individual CSS classes to be applied to certain Modules independent of the site's default Template CSS classes.

Archive Sections

Type: mod_archive

This Module shows a list of the calendar months, which contain Archived items. After you have changed the status of a Content Item to 'Archived', this list will be automatically generated.

Parameters

Count: The number of items to display (the default is 10).

Enable Cache: Select to cache or not the content of this Module.

Module Class Suffix: Enter the suffix for the CSS class of this Module, e.g. modetable_online. In this example, _online is the suffix. This suffix class must currently be in the template CSS Style file. This allows individual CSS classes to be applied to certain Modules independent of the site's default Template CSS classes.

Wrapper

Type: mod_wrapper

The Wrapper Module wraps an external Web page into your site. The external Web page is inserted as a Frame into your template. This is not only useful to display other people's sites but also to include in your site pure DHTML pages you would have created with a specialised web editor. It also allows you to integrate independent applications and scripts (galleries, directories) into your Joomla! site content.

Parameters

Module Class Suffix: Enter the suffix for the CSS class of this Module, e.g. modetable_online. In this example, _online is the suffix. This suffix class must currently be in the template CSS Style file. This allows individual CSS classes to be applied to certain Modules independent of the site's default Template CSS classes.

URL: Enter the URL for the site/file you wish to display within the IFrame.

Scroll Bars: Choose whether horizontal and vertical scroll bars are added to your page. No means scroll bars are never shown even when content extends beyond the inline components.
frame, **Yes** means scroll bars are always used even when content does not extend beyond the inline frame, and **Auto** means scrolls bars are shown only when necessary.

**Width:**
Type in a value for the width of the IFrame window, either in pixels or in percentage. Percentage is relative to the HTML element where the `<?php include_once("mainbody.php"); ?>` tag is placed in the template.

**Height:**
Type in a value for the height of the IFrame window, either in pixels or in percentage (see above).

**Auto Height:**
Choose **Yes**, if you desire the height of the Wrapper page to be set to the size of the external Web page. Choose **No** if you do not.

Choose **Yes**, if you wish http:// to be added automatically to the URL that you type in the Wrapper Link field in the Details Tab. If you already have typed in the http://, in the link field, then Joomla! will recognise this and not put a second http:// in the link field. If set to **No**, then you must type http:// or https:// at the beginning of the URL in the URL field, or else the link in the URL field will be treated as a link relative to the URL of your site.

**Polls**

**Type: mod_poll**

*This Module compliments the Polls Component. It is used to display the configured poll. The Module differs from other Modules in as much as the Component supports linking between Menu Items and Polls. This means that the Module shows only those Polls, which are configured for a certain Menu Item.*

**Parameters**

**Enable Cache:**
Select to cache or not the content of this Module.

Enter the suffix for the CSS class of this Module, e.g. `moduletable_online`. In this example, `-online` is the suffix. This suffix class must currently be in the template CSS Style file. This allows individual CSS classes to be applied to certain Modules independent of the site’s default Template CSS classes.

**Random Image**

**Type: mod_random_image**

*This Module display a random image from your chosen directory*

**Parameters**

**Image Type:**
Enter the image type of the files to be randomly displayed, e.g. .jpg, .png, .gif, etc. The default image type is .jpg.

**Image Folder:**
Enter the path of the folder/directory containing the images to be randomly displayed. For example, if the files are located in http://www.joomla.org/images/random then enter "images/random" in the text box).

**Link:**
Enter the URL that a user will be redirected to if the image is clicked (e.g. http://www.joomla.org).

**Width:**
Enter the width in pixels you want the images displayed. This will force all images to be displayed using this fixed width.

**Height:**
Enter the height in pixels you want the images displayed. This will force all images to be displayed using this fixed height.
Module Class Suffix:
Enter the suffix for the CSS class of this Module, e.g. moduletable_online. In this example, -online is the suffix. This suffix class must currently be in the template CSS Style file. This allows individual CSS classes to be applied to certain Modules independent of the site’s default Template CSS classes.

Caution: Changing the height and/or width settings may cause unwanted results if there is a sizeable difference between the width or height of the original image and the fixed width you input.

Newflash

Type: mod_newsflash

The Newsflash Module randomly selects one of the published items from a Category upon each page refresh. It may also display multiple items in horizontal or vertical configurations.

Parameters

Category:
Select a content Category from this drop-down list (listed as Section/Category). The Content Items in the selected Category will be formatted based on the layout selected in the Style parameter on this page.

Style:
Select a style from this drop-down list to determine how the Module will display its contents. The vertical and horizontal options are self-explanatory. The Randomly choose one at a time option, randomly displays a single Category item with each page reload.

Show images:
Select the Yes radio button to determine whether the Module should display images contained in Content Items. Select the No radio button to hide all images.

Linked Titles:
Select an option from this drop-down list to make the Content Item titles linkable (or not). The Yes option turns linked titles on. The No option turns linked titles off. The Use Global options defaults to the setting for this parameter in the Global Configuration area of the web site.

Read More:
Select the Show radio button to display a Read More link at the end of each Content Item. Select the No radio to hide this link.

Item Title:
Select Yes from this drop-down list to display the title and the text of Content Items. Select No to hide all titles. See also: Linked Titles on this page.

# of Items:
Enter a number to determine how many Content Items will be displayed with each page refresh. This is only applicable for the horizontal and vertical options listed in the Style section on this page.

Enable Cache:
Click the Yes radio button to turn caching on for this Module. Click the No radio button to turn caching off.

Module Class Suffix:
Enter the suffix for the CSS class of this Module. (e.g. moduletable_poll). In this example, the poll is the suffix. This suffix class must currently be in the template CSS Style file. This allows individual CSS classes to be applied to certain Modules independent of the site’s default Template CSS classes.
Note: It is important to allow sufficient space to display the generated content. This is especially important when using the ‘vertical’ and ‘horizontal’ options.

Note: The Item Title option on this page must also be set to Yes before the titles may actually be displayed.

Related Items

Type: mod_related_items

This Module displays the title of other Content Items, as a hyperlink, that are related to the Item currently displayed. Related items are based on the keywords used in the Meta Info Keywords field.

Parameters

Enable Cache: Select whether to cache the content of this Module.

Module Class Suffix: CSS Style file. This allows individual CSS classes to be applied to certain Modules independent of the site's default Template CSS classes.

Menu Item Link(s): Select the Page(s) or Items that the Module should be displayed.

Latest News

Type: mod_latestnews

The Latest News Module shows a defined number of the most recently published Items, which are still current, as hyperlinks. The default selection is all Sections and Categories. Alternatively, you can define a selection of Sections and or Categories.

Parameters

Enable Cache: Select whether to cache the content of this Module.

Module Mode: This allows you to choose which type of content to display in the Module. Select from Content Items only, Static Content only or both.

Frontpage Items: Select the Show or Hide items that are currently displayed on the Front Page. The Module Mode must be set to “Content Items only” for this option to apply.

Count: The number of items to display. The default is set to five.

Category ID: Select items from a specific Category or Categories. Separate multiple Categories with a comma.

Section ID: Select items from a specific Section or Sections. Separate multiple Sections with a comma.

Menu Item Link(s): Select the Page(s) or Items that the Module should be displayed.

Note: By copying the Module (see Introduction), define different Section and Category criteria and applying different moduletable th (table header) and td styles you can create a distinctive style of specific Latest News Modules.
Search

Type: mod_search

This Module will display a search box

Parameters

Module Class Suffix: Enter the suffix for the CSS class of this Module. (e.g. moduletable-poll). In this example, the -poll is the suffix. This suffix class must currently be in the template CSS Style file. This allows individual CSS classes to be applied to certain Modules independent of the site’s default Template CSS classes.

Enable Cache: Select Yes or No.

Set Itemid: Allow setting of the Itemid for the referencing search link

Box Width: Size of the search text box.

Text: The text that appears in the search text box.

Search Button: No or Yes

Button Position: Position of the button relative to the search box. Right, Left, Top, or Bottom.

Button Text: The text on the search button.

Popular

Type: mod_mostread

This Module shows a list of the currently published Items that have been seen the most: determined by the number of times the page has been viewed.

Parameters

Module Class Suffix: Enter the suffix for the CSS class of this Module. (e.g. .moduletable_poll). In this example, the -poll is the suffix. This suffix class must currently be in the template CSS Style file. This allows individual CSS classes to be applied to certain Modules independent of the site’s default Template CSS classes.

Enable Cache: Select to cache or not the content of this Module.

Module Mode: Allows a choice between display of Content Items, Static Content Items or both.

Frontpage Items: Show/Hide items designated for the Frontpage Component (this works only for Content Items).

Count: The number of items to display (the default is 5)

Category ID: Select to display items from a specific Category or set of Categories (to specify more than one Category, separate with commas). Categories IDs may be found in the list accessed through Content >Category Manager.

Section ID: Select to display items from a specific Section or set of Sections (to specify more than one Section, separate with commas). Sections IDs may be found in the list accessed through Content >Section Manager.

Top Menu

Type: mod_mainmenu See mainmenu.

Parameters
Manage Mambots

Mambots are functional units of code that support the operation of Joomla! They have many different purposes and functions and are grouped together for easier management.

For example, there are Mambots that only operate on Content Items, others provide search capabilities, etc. In some groups, any number of Mambots can be published at once, while in others (for example, the WYSIWYG editors) only one can be active.

In some groups ordering is important, for example, in the content group, the Image Replacement Mambot \{mosimage\} must be first (top of the listing), and the Pagination Mambot \{mospagebreak\} must be last.

In this Section we will be covering:

- Install a Mambot
- Uninstall a Mambot
- Outline definitions of each type of Mambot

Install a Mambot

Access: Select **Installers > Mambots**.

The **Install new Mambots** screen will be displayed.

![Install new Mambots](image)

This screen is split into top and bottom. The top is used for installing Mambots and the bottom, which lists the Mambots that can be uninstalled.

There are two methods for installing a Mambot:

**Upload Package File**

The more common method of installing is to upload a zipped package file that will be automatically installed to your server. Browse to the location of the Mambot zip file on your computer. Then click the **Upload File & Install** button.

**Install from directory**

The second method is to upload an unpacked archive to your host's server. Type the location of this file (it must be the absolute location) and then click the **Install** button.

Uninstall a Mambot

Check the box next to the Mambot you want to uninstall and then click the **Delete** button.
A JavaScript alert will show: **Are you sure, you want to delete selected items?**

Click **OK**.

The page will reload displaying the word **Success**.

**Content Mambots**

Any number of Mambots can be published in this group. These Mambots operate on Content Items before they are displayed. They typically replace some sort of shorthand *(tag)* with other information.

**MOS Image**

This is an image placement Mambot. *(mosimage)* tags are replaced with images that you have selected when creating and/or editing a Content Item. Tags are replaced on a queuing basis. If there are more tags than images defined, the excess tags are ignored. Likewise, if there are more images listed than there are tags, then the excess images are ignored.

This Mambot is for those who like to work without a WYSIWYG Editor as it a convenient way to insert images into the Content Item. Others, who use a WYSIWYG Editor, still prefer using this Mambot to insert images instead of the insert Image button in the WYSIWYG Editor. This is a personal preference.

**Legacy Mambot Includer**

This Mambot allows for the handling of Mambots designed for version 4.5 of Mambo. If you do not have any pre-version 4.5.1 Mambots installed, this Mambot can be safely unpublished.

**Code Support**

The code support Mambot renders any text within a pair of `{moscode}...code...{/moscode}` tags as PHP code.

**SEF**

The Search Engine Friendly Mambot makes links in content compatible with installed SEF support. It operates directly on the HTML within the item and does not require a special tag.

**MOS Rating**

This Mambot provides for the voting/rating of Content Items.

**E-mail Cloaking**

This Mambot rewrites all e-mail addresses within a Content Item to 'cloak' them from unwelcome spambots.

**GeSHi**

This displays formatted code in Content Items based on the GeSHi highlighting engine.

This is to be considered as an enhanced version of *moscode*, allowing the rendering of many different programming languages with colour-highlighted code by specifying the to-be-used language.

Usage: Use the "pre" tag and add the programming language you want to use for highlighting purposes as a parameter.

Example:

< pre lang="xml" >your code here ... < /pre >

The Mambot version of the GeSHi highlight code comes with the following highlighters for the most common renders installed, ready to be used:

- CSS => use lang="css"
- HTML4 Strict => use lang="HTML4strict"
- JavaScript => use lang="javascript"
- PHP => use lang="php"
Chapter 7: Accessing Functions from the Back-end – Administrator

**PHP Brief** => use lang="php-brief"

**SQL** => use lang="sql"

**XML** => use lang="xml"

Should you need additional languages, you may download the full package from the developer site: [http://qbnz.com/highlighter/](http://qbnz.com/highlighter/), which includes over 30 languages. You should then upload the required `newLanguage.php` from the package into your `Mambots/content/geshi/geshi` folder.

**Load Module Positions**

This Mambot, using the tag `{loadmoduleposition modulepositionname}`, allows a Module’s content to be displayed in a Content Item.

**MOS Pagination**

This Mambot breaks Content Items into pages and assembles an Article Index.

Note: By default the Index is labelled, Item title, Page 2, Page 3 etc. To add a title to Page 2, 3 use the following tag parameter `{mospagebreak title=pagedescription}`, `pagedescription` will replace the Page 2 convention.

**Search Mambots**

Search Mambots add the ability to search all of the different Components of Joomla! Basic searching is provided for:

- Content Items
- Web Links
- Contacts
- Content Categories
- Content Sections

Any number of search Mambots can be published at any one time.

**Editor Mambots**

Editor Mambots provide support for installable WYSIWYG editors.

Only one editor Mambot can be published at a time. This setting should be changed in the **Site > Global Configuration** page, rather than on the Mambot Manager page. You can also select to deactivate any WYSIWYG editors, which leaves you with a standard HTML text area.

**Editor Extension Mambots**

Editor Extension Mambots allow additional controls to be included for editing content. For example, buttons are placed within or under the editor to insert `{mosimage}` and `{mospagebreak}` tags into your content.
Chapter 8: Accessing Functions from the Back-end – Super Administrator

Introduction

The Super Administrator has all the Front-end access privileges of a Publisher. In addition, they have the following Back-end privileges in addition to those of the Manager and Administrator, which are covered in detail in this chapter:

- Global Configuration
- Language Manager
- Managing Templates
- System Info
- Global Checkin

When a Super Administrator logs in to the Control Panel, they will see the following screen.

![Figure 118: Control Panel - Super Administrator screen](image)

All menu and sub-menu options are available to the Super Administrator.

Further Information: Appendix B: Back-end Menu Options
Global Configuration

Global Configuration controls Joomla!’s operational settings. Changes made on this screen will update the `configuration.php` file. This file needs to be `writeable` in order for you to be able to edit your configuration.

To access Global Configuration:

Select **Site > Global Configuration**.

The **Global Configuration** screen will be displayed.

![Global Configuration Screen](image)

To the right of the write status of `configuration.php` is a check box labelled **Make unwriteable after saving**. Checking this box will change the file permissions of `configuration.php` to unwriteable once you have applied your changes. When your site is configured, it is a good idea to make `configuration.php` **unwriteable** for security reasons.

**Site Tab:**

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Details/Options</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Site Offline:</strong></td>
<td>With this option, you can switch on and off your web site's Front-end. Use it if you are updating Modules or data, and do not wish to have your visitors view the site until you are finished. Remember to reset the Site offline option to No once you are done.</td>
</tr>
<tr>
<td><strong>Offline Message:</strong></td>
<td>When the Site Offline switch is in the <strong>Yes</strong> position, this default message will display on the Front-end for your visitors to see. <strong>This site is down for maintenance. Please check back again soon.</strong> You can change this text to whatever message you would like.</td>
</tr>
<tr>
<td><strong>System Error Message:</strong></td>
<td>This message will display if the initial database connection fails. You can type anything you like in this box. We suggest something friendly and apologetic, stating that your site will be available again as soon as possible. You can use standard HTML code in this box, for instance, <code>&lt;br /&gt;</code> to return a line. You might also consider adding an e-mail address, so that your visitors can contact your System Administrator or the Webmaster.</td>
</tr>
<tr>
<td><strong>Site Name:</strong></td>
<td>This option allows you to set the content of the title bar for your site. It can also be displayed in your template by inserting the following code statement into your template file [joomla_root/templates/template name/index.php] where you wish your Site Name to appear: <code>&lt;php echo $_CONFIG-&gt;SITENAME; ?&gt;</code></td>
</tr>
</tbody>
</table>
Show Unauthorised Links:
With this option turned on, all visitors will see content to which they would not otherwise have access, i.e. content given an Access Level of Registered or Special. With this option off, they will only see content with an Access Level of Public. The access level for Content is set under the Publishing Tab in the Edit Content screen.

Allow User Registration:
This option allows you to globally set whether visitors to your site can register for a user account. If the Yes radio button is chosen, the Login Form will include the prompt No account yet? Create one. If the No radio button is set, no option to register is presented.

Use New Account Activation:
If the Yes radio button is set, an activation link will be sent to the registering person’s e-mail address. Users cannot login until they have clicked on the activation link. If the No radio button is chosen, Users will be able to login right away without activation.

E-mail New User Password:
With this option set to Yes, the new user will receive an e-mail with a password generated by Joomla! If it is set to No, new Users will select their own password.

Require Unique E-mail:
Select whether you want to prevent registration with duplicate e-mail addresses. In combination with user activation, this option prevents users to sign up several times using the same e-mail address.

Debug Site:
This option allows you to view the error messages that are created by your site's PHP installation. It can be a handy tool for debugging if you are having problems and for reporting errors to your System Administrator or Web host. The levels of error reporting are set under the Global Configuration Server Tab, and are as follows:

WYSIWYG Editor:
Choose which of the installed Text Editors you want to use to edit Content Items.

List Length:
Choose a default length for lists in the Administrator (Back-end). NOTE that if you have previously visited a page with a list, changing this setting in Global Configuration will not be immediately visible. However, the setting you specify will be honoured as a default upon your next login.

Favourites Site Icon:
This sets the icon that appears in some browsers next to the name and/or address of your site. By default, this is the Joomla! logo. If you want another icon to show up, you must upload another icon to replace the Joomla! logo, then type in the address of the image in this field.

Locale Tab:

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Details/Options</th>
</tr>
</thead>
<tbody>
<tr>
<td>Language</td>
<td>Choose the default language used on your site. If it is a language other than English, you must install the language files first using the Installer menu in the Back-end.</td>
</tr>
<tr>
<td>Time Offset</td>
<td>This option sets the time offset in hours between your server location and GMT (Greenwich Mean Time UK). Select the offset time from the dropdown menu.</td>
</tr>
</tbody>
</table>
**Country Locale:** Type the location of your web site, i.e. *en_GB* would be the setting for the UK, *en_US* for the USA.

**Content Tab:**

![Global Configuration](image)

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Details/Options</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Linked Titles:</strong></td>
<td>Select <strong>Yes</strong>, if you want the title of a Content Item to be hyper-linked. Select <strong>No</strong>, and a <strong>Read On...</strong> link will appear below the introduction text.</td>
</tr>
<tr>
<td><strong>Read More Link:</strong></td>
<td>Select <strong>Show</strong> to display the text <strong>Read more...</strong> at the end of your <strong>Intro Text</strong> of the Content Items.</td>
</tr>
<tr>
<td><strong>Item Rating/Voting:</strong></td>
<td>This option allows the rating of Content Items. Choose <strong>Yes</strong>, and a <strong>Star Bar</strong> will be shown on each Content Item, as well as a form for submitting a rating.</td>
</tr>
</tbody>
</table>

**Note:** The rating form is not shown for articles in **Blog** lists, and the **Star Bar** is only shown for those items with **Intro Text**.

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Details/Options</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Author Names:</strong></td>
<td>Choose the radio button <strong>Show</strong>, to allow the Author’s name to be shown when a Content Item is displayed.</td>
</tr>
<tr>
<td><strong>Created Date and Time:</strong></td>
<td>Choose the radio button <strong>Show</strong>, to allow the creation date and time to be shown when a Content Item is displayed.</td>
</tr>
<tr>
<td><strong>Modified Date and Time:</strong></td>
<td>Choose the radio button <strong>Show</strong>, to allow the last modified date and time to be shown when a Content Item is displayed.</td>
</tr>
<tr>
<td><strong>Hits:</strong></td>
<td>Choose the radio button <strong>Show</strong>, to display the number of hits an article/content has had.</td>
</tr>
<tr>
<td><strong>PDF Button:</strong></td>
<td>Choose the radio button <strong>Show</strong>, to show the PDF maker button on Content Items while viewing in the Front-end.</td>
</tr>
</tbody>
</table>

**Note:** This will not display at all if your media directory is not **writeable**.
### Chapter 8: Accessing Functions from the Back-end – Super Administrator

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Details/Options</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Print Button:</strong></td>
<td>Choose the radio button Show, to show the Printer Friendly Version button on Content Items while viewing in the Front-end.</td>
</tr>
<tr>
<td><strong>E-mail Button:</strong></td>
<td>Choose the radio button Show, to show the E-mail Page to Friend button on Content Items while viewing in the Front-end.</td>
</tr>
<tr>
<td><strong>Buttons</strong></td>
<td>Choose the radio button Show, when you want the hidden links to E-mail/Print/PDF to be buttons rather than text.</td>
</tr>
<tr>
<td><strong>Table of Contents on multi-page items:</strong></td>
<td>Choose the radio button Show, to show the Table of Content navigation index boxes for multi-page Content Items. To create page breaks in your Content Item, you must insert a page break tag, <code>{mospagebreak}</code>, using the editor wherever you want the page break to occur.</td>
</tr>
<tr>
<td><strong>Back Button:</strong></td>
<td>Choose the radio button Show, to allow you to show navigational back buttons on each page to make it easier for users to navigate your site.</td>
</tr>
<tr>
<td><strong>Content Item Navigation:</strong></td>
<td>Choose the radio button Show, to publish Next and Previous links when viewing Content Items in a Category or to change pages within the same article.</td>
</tr>
</tbody>
</table>

### Database Tab:

![Global Configuration screen - Database Tab](image)

**WARNING!** These are very important settings. If Joomla! has been installed on your behalf, do not alter these settings without full knowledge of the consequences.

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Details/Options</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Hostname:</strong></td>
<td><em>localhost</em> as this is the default Host name on a fresh install of MySQL.</td>
</tr>
<tr>
<td><strong>MySQL Username:</strong></td>
<td>The <em>username</em> to access your Joomla! database.</td>
</tr>
<tr>
<td><strong>MySQL Database:</strong></td>
<td>The <em>name</em> of the database your Joomla! installation uses.</td>
</tr>
<tr>
<td><strong>MySQL Database Prefix:</strong></td>
<td>The <em>prefix</em> used for Tables in your Joomla! database. This is <em>jos_</em> by default.</td>
</tr>
</tbody>
</table>

**WARNING!** Do not change unless you have a database built using Tables with the prefix you are setting!
## Server Tab:

### Global Configuration

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Details/Options</th>
</tr>
</thead>
<tbody>
<tr>
<td>Absolute Path</td>
<td>This is the directory information used by Joomla! on the server, that orientates it to its surrounding system.</td>
</tr>
<tr>
<td>Live Site</td>
<td>This is the absolute URL (web address) for your installation of Joomla!</td>
</tr>
<tr>
<td>Secret Word</td>
<td>This is the unique word for every Joomla! installation. It is used for security functions.</td>
</tr>
<tr>
<td>GZIP Page Compression</td>
<td>Choose the radio button Yes, to allow your web server to send compressed data, if supported by the server, to the client web browser. This could significantly decrease the load time of your site for your visitors.</td>
</tr>
<tr>
<td>Site Session Lifetime</td>
<td>Auto logout for Front-end users in seconds.</td>
</tr>
<tr>
<td>Admin Session Lifetime</td>
<td>Type the number of seconds the Administration session should be allowed to stay live before automatic logout occurs. After automatic logout, the Administrator will be required to login again using the correct username and password.</td>
</tr>
</tbody>
</table>

### Note: If you are editing a Content Item, but have not saved your work, within the number of seconds chosen, you will be logged out automatically.

### Remember Expired Admin page:
If your session expires and you log back in within 10 minutes, you will be redirected to the screen you were trying to reach.

### Session Authentication
Level 3 Security – Default & Highest
Method:

Level 2 Security – Allow for proxy IPs
Level 1 Security – Backward Compatibility
Do NOT change unless you know what you are doing!
If you have a number of Users using AOL or behind Proxy Banks, you might consider using the Level 2 setting

Error Reporting:

If this option is enabled under the Site Tab, then using the drop down box, select the level or reporting required. Options are:

System Default: This turns Error reporting to the system default according to php.ini on the server.
None: This turns off error reporting.
Simple: This turns error reporting to simple options using the following options error_reporting
(E_ERROR|E_WARNING|E_PARSE)
Maximum: This turns error reporting to the Maximum level using the following options: error_reporting (E_ALL)

Help Server:

The URL to the Help file location.

File Creation:

By default, files created by the installation of Components, Modules and Mambots inherit the server default permissions. By choosing CHMOD new files, you can over-ride the server permissions.

Directory Creation:

As with files, new directories will inherit, by default, the server default permissions. Choose CHMOD new directories to over-ride the server permissions.

Metadata Tab:

Field Name Details/Options

Global Site Meta Description: Type a description of your web site used to assist Search Engines. You may want to limit your description to maybe twenty words or so, depending on the Search Engine you are targeting. Make it concise and pertinent to your site’s contents. You can include some of your keywords and key phrases here too. As some search engines read more than 20 words, you can add one or two sentences. Make sure that the most important part of your description is in the first 20 words.

Global Site Meta Keywords: The optimal number of characters for a keyword description is said to be between 300 and 500. Do not repeat words too often and either separate your keywords with a comma or a space, or group two or three words
Chapter 8: Accessing Functions from the Back-end – Super Administrator

together. ‘Joomla! Open Source’ would be an example of this.

**Show Title Meta Tag:** Shows the Title Meta tag in the source code when viewing content.

**Show Author Meta Tag:** Shows the Authors Meta tag in the source code when viewing content.

Note: The Description and Keyword Meta tags will have a bearing on how Search Engines will index your site. Some Search Engines completely ignore Metadata altogether. You should do some research on Search Engine Optimisation if high rankings and Search Engine traffic are important to you.

**Mail Tab:**

![Global Configuration](image)

**Field Name** | **Details/Options**
--- | ---
**Mailer:** Choose which mailer you wish to use: PHP mail function, Sendmail, or SMTP Server.
**Mail From:** Choose which e-mail address will show as the sender.
**From Name:** Choose what name will show as the sender.
**Sendmail Path:** This is the directory of the Mail server.
**SMTP Auth:** Choose **Yes**, if your host requires SMTP Authentication.
**SMTP User:** If authentication is required and set above, type your username.
**SMTP Pass:** If SMTP authentication is required and set above, type your password.
**SMTP Host:** This is usually set as localhost, but you may need to check this with your host.

**Cache Tab:**

![Global Configuration](image)

**Field Name** | **Details/Options**
--- | ---
**Caching:** Choose **Yes** to allow for caching of certain elements within Joomla! This will generally

improve the performance of your site.

**Cache Folder:**
This is the folder or directory to store the cache files. This must be writeable for caching to be successful. Contact your Web Master if you have any difficulties.

**Cache Time:**
Edit the maximum length of time, in seconds, for a cache file to be stored before it refreshes.

**Statistics Tab:**

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Details/Options</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Statistics:</strong></td>
<td>Choose <strong>Yes</strong>, to allow the browser and visitor domain statistics to be collected based on settings in the Content Tab. If this is set to <strong>No</strong>, the browser and visitor statistics will not be collected. If your site experiences a slight delay the first time a user visits the site you should set this to No.</td>
</tr>
<tr>
<td><strong>Log Content Hits by Date:</strong></td>
<td>Choose <strong>Yes</strong> to enable logging of the hits on Content Items, on a daily basis. There are currently no in-built analysis routines, to complement this logging feature.</td>
</tr>
<tr>
<td><strong>WARNING!</strong></td>
<td>This will tend to collect masses of data over time. Be sure that your server space has the space to store this information.</td>
</tr>
<tr>
<td><strong>Log Search Strings:</strong></td>
<td>Choose <strong>Yes</strong> to enable logging of the search text, entered by a user. Such logging facilitates the ‘tuning’ of your web site, giving you an insight into how your visitors are trying to find the information they seek. Analysis reporting is provided under Site-&gt;Statistics-&gt;Search Text.</td>
</tr>
</tbody>
</table>

**SEO Tab:**

<table>
<thead>
<tr>
<th>Fieldname</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Search Engine Friendly URLs:</strong></td>
<td>This changes the way site links are presented and optimises them so that search engines can access more of your site. This option is ONLY available to sites hosted on Apache servers. Choose <strong>Yes</strong> to enable Joomla! to output friendly URLs rather than normal database generated URLs. If you use this option, you must rename your .htaccess file to .htaccess.</td>
</tr>
<tr>
<td><strong>Dynamic Page Titles:</strong></td>
<td>Choose <strong>Yes</strong> to set the page titles (that appear at the top of a viewers browser) to be the same as the page title they are viewing. Again, this</td>
</tr>
</tbody>
</table>
helps search engines.

Note: You must save your changes once you have finished, using the Save button in the tool bar.

**Language Manager**

The Language Manager allows you to maintain the installed language files for Joomla!

Access: Select Site > Language Manager > Site Languages.

The Language Manager [Site] screen will be displayed.

![Language Manager screen](image)

**Installed Languages:** This list shows all of the currently installed Joomla! Languages with a tick next to the currently active one.

The following information is displayed:

<table>
<thead>
<tr>
<th>Column Name</th>
<th>Details/Options</th>
</tr>
</thead>
<tbody>
<tr>
<td>Language</td>
<td>Shows the name of the languages installed.</td>
</tr>
<tr>
<td>Published</td>
<td>Shows the active language that is published.</td>
</tr>
<tr>
<td>Version</td>
<td>Shows the version of the language file.</td>
</tr>
<tr>
<td>Date</td>
<td>Shows the date of the language file.</td>
</tr>
<tr>
<td>Author</td>
<td>Shows the author of the language file.</td>
</tr>
<tr>
<td>Author E-mail</td>
<td>Shows the author's e-mail address, if available.</td>
</tr>
</tbody>
</table>

Other functions available on this screen include:

Toolbar Buttons: Publish, Delete, Edit and New.

**Add a New Language**

There are two ways to install a Language file using the Joomla! Administrator (Back-end) panel. Both methods assume the file you want to install is already stored on your local drive.

Click the New button.

The Install new Language – Site screen will be displayed.

![Install new Language screen](image)
### Upload a Language file:

If your server has GZip support with PHP, you will be able to upload a zipped package file that will be installed automatically. Browse to the location of the element (zipped package file of the Language file) on your computer. Then click the Upload File & Install button.

If you do not have GZip support, you must unpack the zipped file onto your local drive before uploading it. Unzip the archive into a folder on your local drive and upload the unpacked archive files to your host's server. Type the location of this file (it must be the absolute location) then click the Install button.

### Install from a Directory:

If your server has GZip support with PHP, you will be able to upload a zipped package file that will be installed automatically. Browse to the location of the element (zipped package file of the Language file) on your computer. Then click the Upload File & Install button.

If you do not have GZip support, you must unpack the zipped file onto your local drive before uploading it. Unzip the archive into a folder on your local drive and upload the unpacked archive files to your host's server. Type the location of this file (it must be the absolute location) then click the Install button.

### Uninstall a Language

Access: Select **Site > Language Manager > Site Languages**

If you want to delete any language, go to the menu item, select the radio button next to the Language you wish to delete and click the **Delete** button.

### Edit a Language File

Access: Select **Site > Language Manager > Site Languages**

Select the language file to be edited using the radio button on the left hand side of the Language name.

Click the **Edit** button. The **Language Editor** screen will be displayed.

---

**Figure 131: Edit Language screen**

**Toolbar Buttons:** **Save** or **Cancel** are available.
Manage Templates

Introduction

There are two types of templates, the Site Templates and Administrator Templates. The Site Templates control the appearance of the Front-end of your Joomla! web site, whereas the Administrator Templates control the Back-end Administration area of the Joomla! web site.

Note: All reference to Template Manager [Site] refers equally to Template Manager [Administration] as well.

The Template Manager provides a workbench for installing and manipulating templates. The initial view provides you with a list of the installed templates (Site or Administrator).

A green tick ✔ will be shown adjacent to the name of the currently published template. Some supplied information about each template is also shown.

Templates can be assigned to different parts of your site, much like Modules can. If you have several templates installed on your Joomla! system, you can take advantage of all of them. You are able to assign a template to a specific page(s).

Template HTML and CSS files can be edited as well.

This section deals with:

- The Template Manager (Site and Administrator)
- Installing a new template (Site and Administrator)
- Deleting a template (Site and Administrator)
- Assigning a template (Site)
- Editing the template HTML (Site and Administrator)
- Editing the template CSS files. (Site and Administrator)
- Module Positions

The Template Manager

Access: Select Site > Template Manager > Site Templates.

The Template Manager [Site] screen will be displayed.

Figure 132: Template Manager screen
The following information is displayed:

<table>
<thead>
<tr>
<th>Column Name</th>
<th>Field Name</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Name:</strong></td>
<td>The name of the template as defined in the templateDetails.xml file.</td>
</tr>
<tr>
<td><strong>Default:</strong></td>
<td>Assigns this default template to all Menu Items/pages.</td>
</tr>
<tr>
<td><strong>Assigned:</strong></td>
<td>Opens a page where you can assign this template to specific Menu Items/pages. This will override the default template for the pages chosen. If you choose 'None', it will act the same way as the 'Default' parameter.</td>
</tr>
<tr>
<td><strong>Author:</strong></td>
<td>The name of the template’s author as defined in the templateDetails.xml file.</td>
</tr>
<tr>
<td><strong>Version:</strong></td>
<td>The version of the template as defined in the templateDetails.xml file.</td>
</tr>
<tr>
<td><strong>Date:</strong></td>
<td>The date of the template as defined in the templateDetails.xml file.</td>
</tr>
<tr>
<td><strong>Author URL:</strong></td>
<td>The URL link to the template’s author as defined in the templateDetails.xml file.</td>
</tr>
</tbody>
</table>

Note: Both the assigned and the default template will be overridden by the Template Chooser Module in the Front-end, if used. Any template displayed on this list will show in the Template Chooser Module.

Toolbar Buttons: **Default, Assign, Delete, Edit HTML, Edit CSS, and New** are available.

**Install a New Template**

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Details/Options</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Upload a Template:</strong></td>
<td>If your server has GZip support with PHP, you will be able to upload a zipped package file that will be installed automatically. Browse to the location of the element (zipped package file of a Template) on your computer. Then click the Upload File &amp; Install button.</td>
</tr>
<tr>
<td><strong>Install from a Directory:</strong></td>
<td>If you do not have GZip support, you must unpack the zipped file onto your local drive before uploading it. Unzip the archive into a folder on your local drive and upload the unpacked archive files to your host's server. Type the location of this file (it must be the absolute location) then click the Install button.</td>
</tr>
</tbody>
</table>

**Delete a Template**

If you want to delete any template, go to the menu item **Site > Template Manager > Site Templates** and use the **Delete** button.

**Assign a Template**

You can assign a template to one or more pages from the list that is displayed. When assigned, the template will appear when a user clicks on these pages. This will override the default template.

If you want to remove an assigned template from one (or some) page(s), select the assigned template again (radio button), and click the **Assign** button in the Toolbar. Now either deselect the items you do not want assigned for this template anymore, or click **None** to completely remove the assignment for this template.
Chapter 8: Accessing Functions from the Back-end – Super Administrator

Access: Select Site > Template Manager > Site Templates.

The Template Manager [Site] screen will be displayed.

<table>
<thead>
<tr>
<th>#</th>
<th>Name</th>
<th>Default</th>
<th>Assigned</th>
<th>Author</th>
<th>Version</th>
<th>Date</th>
<th>Author URL</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>joomla.css</td>
<td></td>
<td></td>
<td>JoomlaComponents</td>
<td>1.0</td>
<td>27/03/2005</td>
<td><a href="http://www.JoomlaComponents.com">www.JoomlaComponents.com</a></td>
</tr>
<tr>
<td>2</td>
<td>kentridge</td>
<td></td>
<td></td>
<td>Steve White-VelezRene.com</td>
<td>1.0</td>
<td>06/1/2006</td>
<td><a href="http://www.velezre.com">http://www.velezre.com</a></td>
</tr>
<tr>
<td>3</td>
<td>madyourweb</td>
<td></td>
<td></td>
<td>Marc Mose</td>
<td>1.3</td>
<td>15/09/2005</td>
<td><a href="http://www.madyourweb.com">http://www.madyourweb.com</a></td>
</tr>
<tr>
<td>4</td>
<td>rulf_colortheme_3</td>
<td></td>
<td></td>
<td>rulf</td>
<td>2.2</td>
<td>10/20/2005</td>
<td><a href="http://www.rulftheme.com">http://www.rulftheme.com</a></td>
</tr>
</tbody>
</table>

Edit the HTML File

Select the radio button next to the template you want to edit and then click the Edit HTML button.

The Template HTML Editor screen will be displayed.

Figure 133: Template HTML Editor screen

Toolbar Buttons: Save and Cancel are available.

To the right of the write status of index.php is a check box labelled Make unwritable after saving. Checking this box will change the file permissions of index.php to unwritable once you have applied your changes.

Edit the CSS file

Access: Select Site > Template Manager > Site Templates.

The Template Manager [Site] screen will be displayed.
Check the box next to the template you want to edit and then click the Edit CSS button.

The Template CSS Editor screen will be displayed.

![Template CSS Editor](image1)

Figure 134: Template CSS Editor screen

Toolbar Buttons: **Save** and **Cancel** are available.

To the right of the write status of template_css.css is a check box labelled **Make unwriteable after saving**. Checking this box will change the file permissions of template_css.css to unwriteable once you have applied your changes.

**Administrator Templates**

Access: Select **Site > Template Manager > Administrator Templates**.

The Template Manager [Administrator] screen will be displayed.

![Template Manager](image2)

Figure 135: Template Manager (Administrator) screen

The Administrator Templates can be chosen by clicking the **Default** button. Administrator Templates are not assignable to any pages.

The following information is displayed:

**Column Names** | **Details/Options**
--- | ---
**Name**: | The name of the template as defined in the templateDetails.xml file.
**Default:** Assigns this default template to all Menu Items/pages.

**Author:** The name of the template’s author as defined in the templateDetails.xml file.

**Version:** The version of the template as defined in the templateDetails.xml file.

**Date:** The date of the template as defined in the templateDetails.xml file.

**Author URL:** The URL link to the template’s author as defined in the templateDetails.xml file.

Toolbar Buttons: **Default, Delete, Edit HTML, Edit CSS, and New** are available.

The processes for each of these are the same as for the Site Templates.

### Module Positions

- **Access:** Select **Site > Template Manager > Module Positions.**

The **Module Positions** screen will be displayed.

![Module Positions Screen](image)

There are 27 positions already defined in the Module Positions list and a further 23 positions that can be defined by you.

Each position is represented in the template code in the following way:

`<?php mosLoadModules ('left'); ?>` for the modules assigned to the left position.

Enter new positions as required and click the **Save** button.
Messages

Access: Select Site>Messages

Configuration

![Private Messaging Configuration]

There are two configuration options available to your Administrator. Use the select box to choose your option: Yes or No

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Details/Options</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Lock Inbox:</strong></td>
<td>This option allows you to prevent Administrators or System processes from sending you messages. If you are the only administrator, or work with a small group of administrators, you may choose not to use this feature at all. It is a good idea to leave the box open while you are adding new Components as it will help you be aware of system processes.</td>
</tr>
<tr>
<td><strong>Mail me on new Message:</strong></td>
<td>This option will result in an e-mail being sent to you each time you receive a new message.</td>
</tr>
<tr>
<td><strong>Auto Purge Messages:</strong></td>
<td>Set the number of days old after which the message will be purged from the database.</td>
</tr>
</tbody>
</table>

Message Inbox

This menu option displays your current Inbox.

![Message Inbox screen]

View a message

Click the hyperlinked Subject of the desired message. Details of the message will be shown. Click the Back button in the toolbar to return to your Inbox.

Create a new message

Click the New button in the toolbar. Select the Recipient from the list and enter the desired subject and Message. Click the Save button to send the message. Click the Cancel button to abort the operation.
Delete a message

Select the checkbox next to the Subject of the message, (or multiple messages), that you want to delete. Click the **Delete** button in the toolbar. An alert box will ask you to confirm the operation.

**Note:** Private messaging is only supported to, or between, users in a group that have access to the Administrator Back-end.

System Information

Version Check

**Check:** This option links you to [http://www.joomla.org/content/blogcategory/32/66/](http://www.joomla.org/content/blogcategory/32/66/), which provides details on the latest version of the software.

System Info

---

**Figure 139: System Info screen**

The Information screen has three tabs as follows:

- **System Info:** This tab provides information about the **PHP** build, web server, Joomla! version installed, Browser being used and details of the **configuration.php** file located in the Joomla! root directory.
- **PHP Info:** This tab provides detailed information about the **PHP**, **Zend** and **MySQL** versions and configurations being used.
- **Permissions:** This tab provides detailed information about the folder permissions of your Joomla! installation.

**Note:** For all Joomla! functions and features to work **all** of the following directories should be writeable.
Global Check-in

<table>
<thead>
<tr>
<th>Database Table</th>
<th># of Items</th>
<th>Checked In</th>
</tr>
</thead>
<tbody>
<tr>
<td>Checking table - joc.banner</td>
<td>Checked in 0 items</td>
<td></td>
</tr>
<tr>
<td>Checking table - joc_index</td>
<td>Checked in 0 items</td>
<td></td>
</tr>
<tr>
<td>Checking table - joc_categories</td>
<td>Checked in 0 items</td>
<td></td>
</tr>
<tr>
<td>Checking table - joc_contact</td>
<td>Checked in 0 items</td>
<td></td>
</tr>
<tr>
<td>Checking table - joc_content</td>
<td>Checked in 1 items</td>
<td></td>
</tr>
<tr>
<td>Checking table - joc_drupal</td>
<td>Checked in 0 items</td>
<td></td>
</tr>
<tr>
<td>Checking table - joc_menus</td>
<td>Checked in 0 items</td>
<td></td>
</tr>
<tr>
<td>Checking table - joc_modules</td>
<td>Checked in 0 items</td>
<td></td>
</tr>
<tr>
<td>Checking table - joc_newsfeeds</td>
<td>Checked in 0 items</td>
<td></td>
</tr>
<tr>
<td>Checking table - joc_policies</td>
<td>Checked in 0 items</td>
<td></td>
</tr>
<tr>
<td>Checking table - joc_sections</td>
<td>Checked in 0 items</td>
<td></td>
</tr>
<tr>
<td>Checking table - joc_sitelinks</td>
<td>Checked in 0 items</td>
<td></td>
</tr>
<tr>
<td>Checking table - joc_weblinks</td>
<td>Checked in 0 items</td>
<td></td>
</tr>
</tbody>
</table>

Figure 140: Global Check-in screen

When a user edits a file, Joomla! changes the file's status to Checked Out. The file is locked and only the user who has checked it out can modify it. This security feature prevents two users from editing a document at the same time, thus preventing the loss of data upon saving.

A Content Item remains Checked Out until the user clicks Save, Apply, or Cancel while editing it. Once saved, the Content Item is Checked In. However, if there is a connection error, such as when the user presses the browser’s Back button, or the user chooses another menu item without saving or cancelling the work in progress, the Content Item remains Checked Out. This means no one can edit it. If users report this, verify the item's availability by looking in the Section, Category, or Item file list. If the item has a Padlock button, a Super Administrator will need to make the item available again by performing a Global Checkin.

Global Checkin will unlock all Content Items currently Checked Out. Only a Super Administrator can perform it.

To perform a Global Checkin, select: System > Global Checkin. After performing the Global Checkin, Joomla! returns a list showing how many items, and from which Tables, were checked back in.

WARNING! Performing a Global Checkin while documents are open for editing may result in data loss. All checked out items will be checked in and any unsaved changes will be lost.
Appendix A: Creative Commons Licence

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## Appendix B: Back-end Menu Options

Legend: **A** – Administrator, **M** – Manager, **S** – Super Administrator only. The Super Administrator has access to all options.

<table>
<thead>
<tr>
<th>Main Menu</th>
<th>Sub-Menu</th>
<th>Sub-Menu</th>
<th>Sub-Menu</th>
<th>Access Level</th>
<th>Chapter Reference</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Home</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Site</strong></td>
<td>Global Configuration</td>
<td></td>
<td></td>
<td></td>
<td>Chapter 8 – Global Configuration</td>
</tr>
<tr>
<td></td>
<td>Language Manager</td>
<td>Site Languages</td>
<td></td>
<td>S</td>
<td>Chapter 8 – Language Manager</td>
</tr>
<tr>
<td></td>
<td>Media Manager</td>
<td></td>
<td></td>
<td>A, M</td>
<td>Chapter 6 – Managing Media</td>
</tr>
<tr>
<td><strong>Preview</strong></td>
<td>In New Window</td>
<td></td>
<td></td>
<td></td>
<td>Chapter 6 – Preview</td>
</tr>
<tr>
<td></td>
<td>Inline</td>
<td></td>
<td></td>
<td>A, M</td>
<td>Chapter 6 – Preview</td>
</tr>
<tr>
<td></td>
<td>Inline with Positions</td>
<td></td>
<td></td>
<td>A, M</td>
<td>Chapter 6 – Preview</td>
</tr>
<tr>
<td><strong>Statistics</strong></td>
<td>Browser, OS, Domain</td>
<td></td>
<td></td>
<td></td>
<td>Chapter 6 – Statistics</td>
</tr>
<tr>
<td></td>
<td>Page Impressions</td>
<td></td>
<td></td>
<td>A, M</td>
<td>Chapter 6 – Statistics</td>
</tr>
<tr>
<td></td>
<td>Search Text</td>
<td></td>
<td></td>
<td>A, M</td>
<td>Chapter 6 – Statistics</td>
</tr>
<tr>
<td><strong>Template Manager</strong></td>
<td>Site Templates</td>
<td></td>
<td></td>
<td>S</td>
<td>Chapter 8 – Managing Templates</td>
</tr>
<tr>
<td></td>
<td>Administrator Templates</td>
<td></td>
<td></td>
<td></td>
<td>Chapter 8 – Managing Templates</td>
</tr>
<tr>
<td></td>
<td>Module Positions</td>
<td></td>
<td></td>
<td>A, M</td>
<td>Chapter 8 – Managing Templates</td>
</tr>
<tr>
<td><strong>Trash Manager</strong></td>
<td></td>
<td></td>
<td></td>
<td>A, M</td>
<td>Chapter 7 – Trash Manager</td>
</tr>
<tr>
<td><strong>User Manager</strong></td>
<td></td>
<td></td>
<td></td>
<td>A, M</td>
<td>Chapter 7 – Managing Users</td>
</tr>
<tr>
<td><strong>Menu</strong></td>
<td>Menu Manager</td>
<td></td>
<td></td>
<td>A</td>
<td>Chapter 7 – Managing Menus</td>
</tr>
<tr>
<td></td>
<td>mainmenu</td>
<td></td>
<td></td>
<td>A, M</td>
<td>Chapter 7 – Managing Menus</td>
</tr>
<tr>
<td></td>
<td>othermenu</td>
<td></td>
<td></td>
<td>A, M</td>
<td>Chapter 7 – Managing Menus</td>
</tr>
<tr>
<td></td>
<td>topmenu</td>
<td></td>
<td></td>
<td>A, M</td>
<td>Chapter 7 – Managing Menus</td>
</tr>
</tbody>
</table>
## Appendix B: Back-end Menu Options

**Content**

<table>
<thead>
<tr>
<th>Menu Item</th>
<th>Submenu</th>
<th>Chapter</th>
</tr>
</thead>
<tbody>
<tr>
<td>A,M</td>
<td>A</td>
<td>A</td>
</tr>
<tr>
<td>Content by Section</td>
<td>News</td>
<td>Chapter 6 – Managing Content</td>
</tr>
<tr>
<td>Newsflash Items</td>
<td>M</td>
<td></td>
</tr>
<tr>
<td>Add/Edit Newsflash Categories</td>
<td></td>
<td></td>
</tr>
<tr>
<td>FAQs Items</td>
<td>M</td>
<td></td>
</tr>
<tr>
<td>Add/Edit FAQs Categories</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Components**

<table>
<thead>
<tr>
<th>Menu Item</th>
<th>Submenu</th>
<th>Chapter</th>
</tr>
</thead>
<tbody>
<tr>
<td>A,M</td>
<td>A</td>
<td>A</td>
</tr>
<tr>
<td>Banners</td>
<td>A</td>
<td>Chapter 7 – Managing Components</td>
</tr>
<tr>
<td>Manage Banners</td>
<td>A</td>
<td></td>
</tr>
<tr>
<td>Manage Clients</td>
<td>A</td>
<td></td>
</tr>
<tr>
<td>Contacts</td>
<td>A</td>
<td>Chapter 7 – Managing Components</td>
</tr>
<tr>
<td>Manage Contacts</td>
<td>A</td>
<td></td>
</tr>
<tr>
<td>Contact Categories</td>
<td>A</td>
<td></td>
</tr>
<tr>
<td>Mass Mail</td>
<td>A</td>
<td>Chapter 7 – Managing Components</td>
</tr>
<tr>
<td>Manage News Feeds</td>
<td>A</td>
<td></td>
</tr>
<tr>
<td>Manage Categories</td>
<td>A</td>
<td></td>
</tr>
<tr>
<td>Polls</td>
<td>A</td>
<td>Chapter 7 – Managing Components</td>
</tr>
</tbody>
</table>
### Appendix B: Back-end Menu Options

<table>
<thead>
<tr>
<th>Section</th>
<th>Description</th>
<th>Chapter</th>
</tr>
</thead>
<tbody>
<tr>
<td>Syndicate</td>
<td></td>
<td>Chapter 7 – Managing Components</td>
</tr>
<tr>
<td>Web Links</td>
<td>Weblink Items</td>
<td>Chapter 7 – Managing Components</td>
</tr>
<tr>
<td>Weblink Categories</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Modules</strong></td>
<td>Site Modules</td>
<td>Chapter 7 – Managing Modules</td>
</tr>
<tr>
<td></td>
<td>Administrator Modules</td>
<td>Chapter 7 – Managing Modules</td>
</tr>
<tr>
<td><strong>Mambots</strong></td>
<td>Site Mambots</td>
<td>Chapter 7 – Managing Mambots</td>
</tr>
<tr>
<td><strong>Installers</strong></td>
<td>Templates – Site</td>
<td>Chapter 8 – Managing Templates</td>
</tr>
<tr>
<td></td>
<td>Templates – Admin</td>
<td>Chapter 8 – Managing Templates</td>
</tr>
<tr>
<td></td>
<td>Languages</td>
<td>Chapter 8 – Language Manager</td>
</tr>
<tr>
<td><strong>Components</strong></td>
<td></td>
<td>Chapter 7 – Managing Components</td>
</tr>
<tr>
<td></td>
<td>Modules</td>
<td>Chapter 7 – Managing Modules</td>
</tr>
<tr>
<td></td>
<td>Mambots</td>
<td>Chapter 7 – Managing Mambots</td>
</tr>
<tr>
<td><strong>Messages</strong></td>
<td>Inbox</td>
<td>Chapter 8 - Messages</td>
</tr>
<tr>
<td></td>
<td>Configuration</td>
<td></td>
</tr>
<tr>
<td><strong>System</strong></td>
<td>System Info</td>
<td>Chapter 8 – System Info</td>
</tr>
<tr>
<td></td>
<td>Global Checkin</td>
<td>Chapter 8 – Global Checkin</td>
</tr>
</tbody>
</table>

**Help**
Appendix C: Menu Item Parameters

<table>
<thead>
<tr>
<th>Parameter Name</th>
<th>Functions and Values</th>
<th>Menu Item Category</th>
</tr>
</thead>
<tbody>
<tr>
<td>Menu Image:</td>
<td>A small image to be placed to the left or right of the menu item. Must be stored in images/stories.</td>
<td>Blog – Content Category</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Blog – Content Category Archive</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Blog – Content Section</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Blog – Content Section Archive</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Link – Content Item</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Link – Static Content</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Submit – Content</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Table: Content Category</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Table – Content Section</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Separator/Placeholder</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Wrapper</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Link – Component Item</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Link – Contact Item</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Link – Newsfeed</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Table – Newsfeed Category</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Table – Weblink Category</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Link URL</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Blog – Content Category</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Blog – Content Category Archive</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Blog – Content Section</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Blog – Content Section Archive</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Table: Content Category</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Table – Content Section</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Wrapper</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Link – Contact Item</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Link – Newsfeed</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Table – Newsfeed Category</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Table – Weblink Category</td>
</tr>
<tr>
<td>Page Class Suffix:</td>
<td>A suffix to be applied to the class of this page to allow individual page styling</td>
<td>Blog – Content Category</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Blog – Content Category Archive</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Blog – Content Section</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Blog – Content Section Archive</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Table: Content Category</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Table – Content Section</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Wrapper</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Link – Contact Item</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Link – Newsfeed</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Table – Newsfeed Category</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Table – Weblink Category</td>
</tr>
<tr>
<td>Back Button:</td>
<td>Returns you to the previously viewed page. Use Global, Show orHide</td>
<td>Blog – Content Category</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Blog – Content Category Archive</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Blog – Content Section</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Blog – Content Section Archive</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Table: Content Category</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Table – Content Category</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Wrapper</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Table – Newsfeed Category</td>
</tr>
<tr>
<td>Parameter</td>
<td>Description</td>
<td>Values</td>
</tr>
<tr>
<td>-------------------</td>
<td>------------------------------------------------------------------------------</td>
<td>---------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td><strong>Page Title:</strong></td>
<td>Text to display at the top of the page</td>
<td>Table – Weblink Category</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Blog – Content Category</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Blog – Content Category Archive</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Blog – Content Section</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Blog – Content Section Archive</td>
</tr>
<tr>
<td><strong>Page Title:</strong></td>
<td>Show or Hide</td>
<td>Wrapper</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Link – Contact Item</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Link – Newsfeed</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Table – Newsfeed Category</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Table – Weblink Category</td>
</tr>
<tr>
<td><strong>#Leading:</strong></td>
<td>Number of items to display as 'leading' full width item</td>
<td>Blog – Content Category Archive</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Blog – Content Section</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Blog – Content Section Archive</td>
</tr>
<tr>
<td><strong>#Intros:</strong></td>
<td>Number of items to display with the Intro Text</td>
<td>Blog – Content Category</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Blog – Content Category Archive</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Blog – Content Section</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Blog – Content Section Archive</td>
</tr>
<tr>
<td><strong>Columns:</strong></td>
<td>The number of columns per row to display the Intro Text</td>
<td>Blog – Content Category</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Blog – Content Category Archive</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Blog – Content Section</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Blog – Content Section Archive</td>
</tr>
<tr>
<td><strong>#Links:</strong></td>
<td>The number of Items to display as Titles linked</td>
<td>Blog – Content Category</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Blog – Content Category Archive</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Blog – Content Section</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Blog – Content Section Archive</td>
</tr>
<tr>
<td><strong>Category Order:</strong></td>
<td>Order Items by Category.</td>
<td>Blog – Content Category</td>
</tr>
<tr>
<td></td>
<td>No order by Primary Order Only</td>
<td>Blog – Content Category Archive</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Blog – Content Section</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Blog – Content Section Archive</td>
</tr>
</tbody>
</table>
Title Alphabetic  
Title Reverse Alphabetic  
Ordering  
Order the Items will be displayed in.  
Default  
Oldest first  
Most recent first  
Title Alphabetic  

**Primary Order:**  
Title Reverse Alphabetic  
Author Alphabetic  
Author Reverse Alphabetic  
Most Hits  
Least hits  
Ordering  

Show or Hide Pagination Support.  
Auto  
Hide  
Show  

**Pagination:**  
Auto  
Hide  
Show  

**Pagination Results:**  
Show or Hide Pagination results Info, (e.g. 1 – 4 of 4)  

**MOSImages:**  
Display (mosimage).  
Show or Hide  

**Description:**  
Show or Hide the Category/Section Description  

**Description Image:**  
Show or Hide the Category Image  

**Category Name:**  
Show or Hide the Category name.
### Appendix C: Menu Item Parameters

<table>
<thead>
<tr>
<th>Feature</th>
<th>Description</th>
<th>Examples</th>
</tr>
</thead>
<tbody>
<tr>
<td>Category Name Linkable</td>
<td>Makes the Category name a link to the Category page.</td>
<td>Blog – Content Category Archive</td>
</tr>
<tr>
<td>Item Titles</td>
<td>Show or Hide the Item titles</td>
<td>Blog – Content Section Archive</td>
</tr>
<tr>
<td>Linked Titles</td>
<td>Makes the Item titles linkable</td>
<td>Blog – Content Section Archive</td>
</tr>
<tr>
<td>Read More</td>
<td>Show or Hide the Read More link</td>
<td>Blog – Content Section Archive</td>
</tr>
<tr>
<td>Item Rating</td>
<td>Show or Hide the item rating. This is only applicable for the blog page.</td>
<td>Blog – Content Section Archive</td>
</tr>
<tr>
<td>Author Names</td>
<td>Show or Hide the item’s author. This is only applicable for the blog page.</td>
<td>Blog – Content Section Archive</td>
</tr>
<tr>
<td>Created Date and Time</td>
<td>Show or Hide the item’s creation date and time. This is only applicable for the blog page.</td>
<td>Blog – Content Section Archive</td>
</tr>
<tr>
<td>Modified Date and Time</td>
<td>Show or Hide the item’s modification date and time. This is only applicable for the blog page.</td>
<td>Blog – Content Section Archive</td>
</tr>
<tr>
<td>PDF Button</td>
<td>Show or Hide the item’s PDF button. This is only applicable for the blog page.</td>
<td>Blog – Content Section Archive</td>
</tr>
</tbody>
</table>
**Print Button:** Show or Hide the item’s print button. This is only applicable for the blog page.

**E-mail Button:** Show or Hide the item’s E-mail button. This is only applicable for the blog page.

**Order By:** This overrides the ordering of the items.

**Date Format:** The format of the date displayed. If left blank it will use the format specified in the language file.

**Date Column:** Show or Hide the Date Column.

**Author Column:** Show or Hide the Author’s Column.

**Hits Column:** Show or Hide the Hits Column.

**Table Headings:** Show or Hide the Table Headings.

**Navigation Bar:** Show or Hide the Navigation Bar.

**Order Select:** Show or Hide the Order Select drop down.

**Display Select:** Show or Hide the Display Select drop down.

**Display Number:** The number of items to be displayed by default.

**Filter:** Show or Hide the filter function.

**Filter Field:** The field to which the filter is applied.

**Other Categories:** Show or Hide the listing of the other
Appendix C: Menu Item Parameters

**Empty Categories:** Show or Hide the Categories with no items.

**# Category Items:** Show or Hide the number of items in each Category.

**Category Description:** Show or Hide the Category Description, which will appear below the Category name.

**Category List:** Show or Hide the List of Categories in the list view page.

**Empty Categories in Section:** Show or Hide the empty Categories in the Section view.

**Category List – Category:** Show or Hide the list of Categories in Table view page.

**Empty Categories:** Show or Hide Categories with no items.

**Scroll Bars:** Show or Hide the horizontal and vertical scroll bars.

**Width:** The width of the Iframe window in absolute (pixels) or percentage (%) terms

**Height:** The height of the Iframe window in absolute (pixels) or percentage (%) terms

**Auto Height:** The height will automatically be set to the size of the external page. This will only work for pages on your own domain. If you see a JavaScript error, make sure this parameter is disabled. This will break XHTML compatibility with this page.

**Auto Add:** By default, http:// will be added unless it detects http:// or https:// in the URL link. This allows you to switch this off.

**Banned E-mail:** E-mails containing any of the text will be banned. Separate different words with semi-colons, e.g. ban;text etc.

**Banned Subject:** Subjects containing any of the text will be banned. Separate different words with semi-colons, e.g. ban;text etc.

**Banned Text:** Text containing any of the text will be banned. Separate different words with semi-colons, e.g. ban;text etc.

**Session Check:** Check for the existence of session cookies. This means that users without cookies will not be able to send e-mails.

**Feed Image:** Show or Hide the image of the feed.

**Feed Description:** Show or Hide the description text of the feed.
### Appendix C: Menu Item Parameters

<table>
<thead>
<tr>
<th>Parameter</th>
<th>Description</th>
<th>Category</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Item Description</strong></td>
<td>Show or Hide the intro text of an item.</td>
<td>Link – Newsfeed</td>
</tr>
<tr>
<td><strong>Word Count</strong></td>
<td>This allows you to limit the number of visible words. 0 will show all of</td>
<td>Link – Newsfeed</td>
</tr>
<tr>
<td></td>
<td>the text.</td>
<td></td>
</tr>
<tr>
<td><strong>Table Headings</strong></td>
<td>Show or Hide the Table Headings.</td>
<td>Table – Newsfeed Category</td>
</tr>
<tr>
<td><strong>Name Column</strong></td>
<td>Show or Hide the Name Column.</td>
<td>Table – Newsfeed Category</td>
</tr>
<tr>
<td><strong>Articles Column</strong></td>
<td>Show or Hide the Articles Column.</td>
<td>Table – Newsfeed Category</td>
</tr>
<tr>
<td><strong>Link Column</strong></td>
<td>Show or Hide the Link Column.</td>
<td>Table – Newsfeed Category</td>
</tr>
<tr>
<td><strong>Other Categories</strong></td>
<td>Show or Hide the list of the other Categories.</td>
<td>Table – Newsfeed Category</td>
</tr>
<tr>
<td><strong>Category Description</strong></td>
<td>Show or Hide the description of the other Categories.</td>
<td>Table – Newsfeed Category</td>
</tr>
<tr>
<td><strong># Category Items</strong></td>
<td>Show or Hide the number of items for the other Categories.</td>
<td>Table – Newsfeed Category</td>
</tr>
<tr>
<td><strong>Hits</strong></td>
<td>Show or Hide the Hits column.</td>
<td>Table – Weblink Category</td>
</tr>
<tr>
<td><strong>Link Descriptions</strong></td>
<td>Show or Hide the descriptive text of the links.</td>
<td>Table – Weblink Category</td>
</tr>
<tr>
<td></td>
<td>Icon to be used to the left of the URL link in Table view.</td>
<td></td>
</tr>
<tr>
<td><strong>Icon</strong></td>
<td>The icon comes from the images/stories folder</td>
<td>Table – Weblink Category</td>
</tr>
</tbody>
</table>
## Appendix D: Glossary

<table>
<thead>
<tr>
<th>Glossary Term</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Admin Templates:</td>
<td>Templates used to define the layout of the Administrator (Back-end) area of your Joomla! web site.</td>
</tr>
<tr>
<td>Administrator:</td>
<td>A User level within Joomla! with access to some Administrator (Back-end) and all Site (Front-end) functions.</td>
</tr>
<tr>
<td>Alt attribute:</td>
<td>Author-defined alternate text for an image. The browser displays this text rather than the image, and it describes to the reader what he or she is missing on a page. It is a good practice to include the alt attribute for each image on a page to improve the display and usefulness of your document for instances in which the browser cannot load images, for users unable to view images due to sight impairment, or for people who have text-only browsers. <a href="#">See also: Image Tag</a></td>
</tr>
<tr>
<td>Archive:</td>
<td>Content Items can be archived and managed through the Administrator (Back-end). The Archive Module provides a way of displaying archived items on your web site.</td>
</tr>
<tr>
<td>Article:</td>
<td>Discrete piece of content within the Joomla! hierarchy, which may be associated with a particular Section/Category combination or may be a Static Content Item; usually displayed in the main body of your page. Within the Content hierarchy, Section is the top level and is a container for Categories. Category is the next level and is a container for the third level, Articles. <a href="#">See also: Content Item</a></td>
</tr>
<tr>
<td>Author:</td>
<td>User level within Joomla! with access only to Site (Front-end) functions. <a href="#">See also: Editor, Publisher, and Registered</a></td>
</tr>
<tr>
<td>Back-end (Administrator Back-end):</td>
<td>Administrator's Control Panel, where site Managers, Administrators, or Super Administrators log in to manage all aspects of their web site, including both features and content. <a href="#">See also: Front-end (Site Front-end)</a></td>
</tr>
<tr>
<td>Banners:</td>
<td>A Joomla! core Component, which allows you to manage and display banner ads for your web site. In the Administrator (Back-end), you can set up banners, input and associate clients with their specific banners, and specify impressions as a number or unlimited. The number of impressions seen and clicks are recorded and displayed in the Back-end under Components/Banners/Manage Banners. Banners are displayed on the Site (Front-end) using the banners module.</td>
</tr>
<tr>
<td>Blog:</td>
<td>A style of content presentation within Joomla!, displaying some or all of the Content Items in a certain section or Category. The title may appear as a link or both the title and the introductory text, with a Read More link displayed. Often the News page is written in Blog style.</td>
</tr>
<tr>
<td>Browser:</td>
<td>A Software program used to view and interact with various types of Internet resources available on the World Wide Web. FireFox, Internet Explorer, and Safari are three common examples.</td>
</tr>
<tr>
<td>Cascading Style Sheets (CSS):</td>
<td>Cascading Style Sheets (CSS) provide the ability to separate the layout and styles of a web page from the data or information. Styles such as fonts, font sizes, and margins can be specified in one place, then the web pages feed off this one master list, with the styles cascading throughout the page or an entire site. Cascading Style Sheets are contained in a .css file.</td>
</tr>
<tr>
<td>Category:</td>
<td>Collection of related Content Items; for instance, the Category Airplanes may contain the Content Items Biplanes, Fixed wing, and Jets. Within the Content hierarchy, Section is the top level and is a container for Categories. Category is</td>
</tr>
</tbody>
</table>
the next level and is a container for the third level, Articles. See also: Article and Section.

**Category Name:**
The long name to be displayed in headings, e.g. Contact Our Corporate Headquarters in Virginia.

**Category Title:**
The short name to appear in menus, e.g. Contact Us

**Check Out (an item):**
When a user edits a file, they check it out. This prevents other users from being able to edit the item at the same time, thus preventing loss of data upon saving.

**Check-in:**
This function, available from the Site (Front-end) for Registered users with editing privileges, allows a user to make the items they were working on, previously locked and un-editable, available again. See also: Global Check-in

**Client-side Scripting:**
Class of computer programming on the web, which is executed client-side by the user’s web browser, instead of server-side (on the web server). This type of computer programming is an important part of the Dynamic HTML (DHTML) concept, enabling web pages to be scripted; that is, to have different and changing content depending on user input, environmental conditions (such as the time of day), or other variables. See also: Server-side Scripting.

**CMT:**
Acronym for Components, Modules, and Templates.

**CMTP:**
Acronym for Components, Modules, Templates, and Plugins.

**Components:**
Content elements or applications that are usually displayed in the centre of the main content area of a template. This depends on the design of the template in use. Components are core elements of Joomla!’s functionality. These core elements include Banners, Contact, News Feeds, Polls, and Web Links. Members of the Joomla! community produce third party Joomla! components on a continuous basis. They are freely available to download from http://developer.joomla.org and a number of other web sites. See also: Modules.

**Configuration File:**
The configuration.php file, found in the root directory of your Joomla! installation, contains global variable information specific to your own Joomla! installation, such as database user name, admin password, etc.

**Content Item:**
A Content Item is an item within the Section, Category hierarchy. See also: Static Content Item

**Content Management System (CMS):**
Software for dynamically managing web site content directly on the server.

**Core Zip-file:**
This contains the official standard Joomla! installation. This may be downloaded from http://developer.joomla.org and various other web sites. The Joomla! core software contains some built-in CMTP’s, but can be extended with third-party developer’s add-ons.

**Database:**
An organised collection of records that you can search, sort, and analyse rapidly. Joomla! is database-driven software, which means you can add, edit, or delete content that is stored in Joomla!’s database. See also: Record

**Document Object Model (DOM):**
Form of representation of structured documents as an object-oriented model; the official World Wide Web Consortium (W3C) standard for representing structured documents in a platform- and language-neutral manner. DOM is also the basis for a wide range of application programming interfaces, some of which are standardised by the W3C. See also: DOMIT
DOMIT: an xml parser for PHP based on the Document Object Model (DOM) Level two specifications. It is lightweight, fast, and written purely in PHP. See also: DOM.

Dynamic HTML (DHTML): an extension of HTML, enables, among other things, the inclusion of small animations and dynamic menus in Web pages. DHTML code makes use of Style Sheets and JavaScript.

Editor: user level within Joomla! with access only to Site (Front-end) authoring and editing functions. See also: Author, Publisher, and Registered.

Extensions: Components, Modules, Templates, Plugins or Languages that extend your Joomla! installation. These elements can already be bundled into the core or they can be third-party elements.

Front-end (Site Front-end): Web site that is seen by your visitors (or Registered users). See also: Back-end (Administrator Back-end).

Frontpage/ Front Page: built-in Component, which shows all the published Content Items from your site marked with the parameter Show on Front Page. You may configure the display of the Front Page by editing the menu item associated with it, usually the Home menu item. The ordering of your Frontpage Content Items is done using the Frontpage Manager option under the Content menu option.

Global Check-in: When an item is checked out and it is not saved or cancelled correctly (such as with a connection error or the use of “back” on the browser), it will remain checked out, and thus un-editable for all other users. Performing a Global Check-in will make those items available again. This option is only available in the Administrator (Back-end) or as a User Menu item for logged-in users.

Group: Collection of user levels, classified as either Site (Front-end) or Administrator (Back-end). See also: Administrator (Back-end), Site (Front-end).

HTML: short for Hyper Text Markup Language, the authoring language used to create documents on the World Wide Web. See also: JavaScript, PHP

Image tag: in HTML, images are defined with the <img> tag. See also: Alt attribute.

Intro Text: Required field that must contain content when creating a new Content Item or editing an existing Content Item. If text has been added to the Main Text field and the Content Item is checked to Show on Front Page, a Read More link will be shown, pointing to the full Content Item. Intro Text and Main Text are used in Content Items in the Section/Category hierarchy but not in Static Content Items. See also: Main Text

Installers: A menu option allowing access to Component, Language, Mambots, Module or Templates screens from which zip files can be uploaded for installation on your Joomla! Web site. This option is only available to Super Administrators.

Item: An Item is a discrete piece of content within the Joomla! hierarchy. An item can be an article, a content Category, a menu item or a link.

JavaScript: A common computer programming language developed by ECMA for use in web pages. JavaScript is relatively small and fast and is used for providing interactivity on web pages. See also: HTML, PHP

Joomla!: Joomla! is one of the finest Open Source Web Content Management Systems available.

Joomla! Administrator: The Joomla! Administrator is an application for administering your Joomla! Web site directly on the server. It is sometimes also referred to as any of the Administrator, Back-end Admin Section, Administration Section, or the Control
Panel.

**Joomla! User:**

Joomla! Users are arranged in two groups with different levels of access control. Users with access to the Front-end include Anonymous, Registered, Author, Editor, and Publisher. There are also three levels with access to the Back-end Manager, Administrator, and Super Administrator.

**Mambot:**

A Mambot is a small, task-oriented function that intercepts content before it is displayed and manipulates it in some way. Joomla! provides a number of Mambots in the core distribution, e.g. WYSIWYG editors, 3rd party component and module searchers, etc.

**Main Body:**

 Defined in the PHP code as `<?php mosMainBody(); ?>`, this displays content from Joomla! components, e.g. calendar of events and Content Items etc.

**Main Text:**

When creating or editing a Content Item, the Main Text box contains the text you do not want to show on the Front Page. It shows up after clicking the 'Read On' link in the Front-end of your site. See also: Intro Text

**Manager:**

A user level within Joomla!. Manager users have access to some Back-end and all Front-end functions. See also: Administrator, Super Administrator

**Mass Mail:**

A core Joomla! component that allows E-mails to be sent to All User Groups, a single Group or a User Group and Child Groups.

**Media Files:**

Media files such as .gif, .jpg, .png or .bmp files can be used in Content Items and are organised via the Media Manager. Media files can be included in Content Items via Image Tab on Edit Content Item pages, WYSIWYG editors' include media managers, third party components, etc.

**Modules:**

Modules extend the capabilities of Joomla! giving the software new functionality. Modules are small Content Items that can be displayed anywhere that your template allows it to be displayed. Modules are very easy to install in the Admin Section. Joomla! modules may include: Main Menu, Top menu, Template Chooser, Polls, Newsflash, Hit Counter, etc. Members of the Joomla! Community produce Joomla! modules on a continuous basis. They are freely available on [http://developer.joomla.org](http://developer.joomla.org) for download. An example of a module PHP code is `<?php mosLoadModules ( 'module position' ); ?>`. See also: Module Position

**Module Position:**

Names for the placement of modules within a template. There are 27 pre-named positions, e.g. left, right, top, bottom and 23 author-defined positions. Module positions are not confined by their name. Thus, the left module position, coded as `<?php mosLoadModules ( 'left' ); ?>` may be placed anywhere in the template. See also: Modules

**Newsfeed:**

A Newsfeed is a way of sharing content between different sites. The types of Newsfeeds currently available to display and produce (RSS versions, Atom, etc). The code is produced by the DOMIT parser. This sharing method is meant for creating a news introduction in the way the provider wants it and it normally has a link to the provider's web site. Joomla! offers you the possibility to both offer and display Newsfeeds.

**Open Source (OS):**

Open Source is a general term describing several parts of the Free Software Licence movement. All the source code for Joomla! is open source and is readable and changeable by any user.

**PHP:**

Hypertext Pre-processor is an Open Source server side programming language extensively used for web scripts and to process data passed via the Common Gateway Interface from HTML forms etc. PHP can be written as scripts that
reside on the server and may produce HTML output that downloads to the web browser. Alternatively, PHP can be embedded within HTML pages that are then saved with a .php file extension. See also: HTML, JavaScript

**patTemplate:**

patTemplate is a system within Joomla! to help create Joomla! site templates.

**Parameters:**

Parameters can be used to alter the presentation of specific items, menus, or modules.

**Polls:**

A core Joomla! component that allows a poll to be displayed on your Joomla! web site. You can define the Poll title, the time delay in seconds (Lag) between votes, up to 12 vote options and on which page(s) it should be displayed.

**Preview:**

The Preview button enables a popup window for you to see from the Back-end that your Content Item would look like in the Front-end of your site.

**Projects:**

Projects can be components, modules, templates, Mambots, and scripts that are freely set up and managed by their authors at [http://developer.joomla.org](http://developer.joomla.org).

**Public Back-end:**

See Back-end

**Public Front-end:**

See Front-end

This defines the state of various parts of your Joomla! installation. For example, installed elements will only display on your web site if they are published. Content Items can be managed with a start and end date of publishing. See also: Unpublish(ed)

**Publisher:**

A user level within Joomla!. Publisher users only have access to Front-end functions. See also: Author, Editor and Registered

**Record:**

A database record is a description of a single item as stored in a database. In a relational database, each row of each Table is a database record. See also: Database

**Registered User:**

A user level within Joomla!. Registered users only have access to Front-end functions. See also: Author, Editor and Publisher

**Server-side scripting:**

Programs that are interpreted by the web server when a page is requested. Scripts have special extensions such as .php, .asp, and .jsp. When the server finishes processing a script, it usually sends a HTML page that can be viewed in any web browser. See also: Client-side scripting

**Static Content Item:**

A Static Content Item is a Content Item that does not belong to the Sections/Category/Content Item hierarchy. See also: Content Item

**Section:**

A Section is a collection of Categories that are related in some way. It is part of the Section/Category/Content Item hierarchy. A section might be called 'Transport', categories in this section might be 'Boats', 'Cars', and 'Airplanes'. See also: Category.

**Site:**

The Joomla! Site is the Web site displayed to your visitors or users, containing all the content added in the Admin Section. It is sometime referred to as the Front-end.

**Site Templates:**

Site Templates define the layout of your Joomla! Web sites Front-end. See also: Admin Templates and Templates

**Super Administrator:**

User level within Joomla! with access to all Administrator (Back-end) and Site (Front-end) functions. See also: Administrator, Manager.
**Syndication:**
A process, using a Newsfeed, by which a web site is able to share information, such as Articles, with other web sites.

Defining the layout of your Joomla! web site, templates can be created for the Site (Front-end) of your site (called Site Templates), as well as for the Administrator (Back-end) called Administrator Templates. You can assign different templates to various pages of your web site. See also: Administrator Templates, patTemplate and Site Templates.

**Templates:**
Defining the layout of your Joomla! web site, templates can be created for the Site (Front-end) of your site (called Site Templates), as well as for the Administrator (Back-end) called Administrator Templates. You can assign different templates to various pages of your web site. See also: Administrator Templates, patTemplate and Site Templates.

**Title:**
Name given to an Article, which may be displayed above it in the Site (Front-end).

**Title Alias:**
Alternative title for Articles, used by SEF scripts and dynamic title/meta scripts.

State of various parts of your Joomla! installation, indicating whether that particular piece is visible on the site or operational (very much like an on-off switch). For example, installed elements will not be displayed on your web site if they are unpublished. Content Items can be managed with a start and end date of publishing. See also: Publish(ed).

**Unpublish(ed):**
State of various parts of your Joomla! installation, indicating whether that particular piece is visible on the site or operational (very much like an on-off switch). For example, installed elements will not be displayed on your web site if they are unpublished. Content Items can be managed with a start and end date of publishing. See also: Publish(ed).

**Web Links:**
Core component that manages and displays hyperlinks to other web sites, organised into categories.

Section of the Joomla! Admin where the business of configuration and content publishing takes place. The workspace dynamically updates as you select tools and menu options. The workspace can include: HTML editor, article and link management and several other features.

**Workspace:**
Section of the Joomla! Admin where the business of configuration and content publishing takes place. The workspace dynamically updates as you select tools and menu options. The workspace can include: HTML editor, article and link management and several other features.

**Wrapper:**
Built-in Joomla! Component, used to pull in and display any URL within your web site. This can be used to wrap an application (like a forum or a gallery), individual pages, or even an entire web site. An alternative name is an Iframe.

**WYSIWYG Editor:**
Editing tool, which uses a WYSIWYG (an acronym for What You See Is What You Get) interface to allow easy editing of items in a non-code format.
Appendix E: Joomla! Site Map

The following Table shows the menu options, sub options, and functions for the Joomla! Back-end.

<table>
<thead>
<tr>
<th>Main Menu</th>
<th>Sub-Menu</th>
<th>Sub-Menu</th>
<th>Screen Functions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level 1</td>
<td>Level 2</td>
<td>Level 3</td>
<td>Level 4</td>
</tr>
</tbody>
</table>

**Home**

**Site**

- Global Configuration
- Language Manager
  - Site Languages
  - Publish, Delete, Edit, New
- Media Manager
  - Upload, Create, Cancel
- Preview
  - In New Window
  - Inline
  - Inline with Positions
- Statistics
  - Browser, OS, Domain
  - Page Impressions
  - Search Text
- Template Manager
  - Site Templates
- Administrator Templates
- Module Positions
- Trash Manager
- User Manager

**Menu**

- Menu Manager
- Copy, Delete, Edit, New

**Menu Options**

- `mainmenu`
- `othermenu`
- `topmenu`
- `usermenu`

- Publish, Unpublish, Move, Copy, Trash, Edit, New

**Screen Functions**

- Default, Assign, Delete, Edit HTML, Edit CSS, New
- Default, Delete, Edit HTML, Edit CSS, New
- Save, Cancel
- Restore, Delete
- Logout, Delete, Edit, New
- Copy, Delete, Edit, New
- Publish, Unpublish, Move, Copy, Trash, Edit, New
## Appendix D: Glossary

<table>
<thead>
<tr>
<th><strong>Content</strong></th>
<th><strong>Components</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Content by Section</strong></td>
<td><strong>Banners</strong></td>
</tr>
<tr>
<td>News</td>
<td>Manage Banners</td>
</tr>
<tr>
<td>News Items</td>
<td></td>
</tr>
<tr>
<td>News Archives</td>
<td></td>
</tr>
<tr>
<td>News Categories</td>
<td></td>
</tr>
<tr>
<td>Newsflashes</td>
<td></td>
</tr>
<tr>
<td>Newsflashes Items</td>
<td></td>
</tr>
<tr>
<td>Newsflashes Archives</td>
<td></td>
</tr>
<tr>
<td>Newsflashes Categories</td>
<td></td>
</tr>
<tr>
<td>FAQ's</td>
<td>All Content Items</td>
</tr>
<tr>
<td>Newsflashes Items</td>
<td></td>
</tr>
<tr>
<td>Newsflashes Archives</td>
<td></td>
</tr>
<tr>
<td>Newsflashes Categories</td>
<td></td>
</tr>
<tr>
<td>Archive, Publish, Unpublish, Move, Copy, Trash, Edit, New</td>
<td>Archive, Publish, Unpublish, Move, Copy, Trash, Edit, New</td>
</tr>
<tr>
<td>Publish, Unpublish, Trash, Edit, New</td>
<td>Publish, Unpublish, Trash, Edit, New</td>
</tr>
<tr>
<td>Publish, Unpublish, Copy, Delete, Edit, New</td>
<td>Publish, Unpublish, Move, Copy, Delete, Edit, New</td>
</tr>
<tr>
<td>Publish, Unpublish, Move, Remove</td>
<td>Archive, Publish, Unpublish, Move, Remove</td>
</tr>
<tr>
<td>Publish, Unpublish, Delete, Edit, New</td>
<td>Unarchive, Trash</td>
</tr>
</tbody>
</table>

### All Content Items
- **Archive, Publish, Unpublish, Move, Copy, Trash, Edit, New**

### Static Content Manager
- **Publish, Unpublish, Trash, Edit, New**

### Section Manager
- **Publish, Unpublish, Copy, Delete, Edit, New**

### Category Manager
- **Publish, Unpublish, Move, Copy, Delete, Edit, New**

### Frontpage Manager
- **Archive, Publish, Unpublish, Remove**

### Archive Manager
- **Unarchive, Trash**

### Page Impressions
- **Upload, Publish, Unpublish, Delete, Edit, New**

### Banners
- **Manage Banners**

### Manage Clients
- **Delete, Edit, New**

### Contacts
- **Manage Contacts**

### Contact Categories
- **Publish, Unpublish, Delete, Edit, New**

### Mass Mail
- **Send Mail, Cancel**

### News Feeds
- **Manage News Feeds**

### Manage Categories
- **Publish, Unpublish, Delete, Edit, New**
<table>
<thead>
<tr>
<th>Category</th>
<th>Subcategory</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Polls</td>
<td></td>
<td>Publish, Unpublish, Delete, Edit, New</td>
</tr>
<tr>
<td>Syndicate</td>
<td></td>
<td>Save, Cancel</td>
</tr>
<tr>
<td>Web Links</td>
<td>Weblink Items</td>
<td>Publish, Unpublish, Delete, Edit, New</td>
</tr>
<tr>
<td></td>
<td>Weblink Categories</td>
<td>Publish, Unpublish, Delete, Edit, New</td>
</tr>
<tr>
<td>Modules</td>
<td>Site Modules</td>
<td>Publish, Unpublish, Copy, Delete, Edit, New</td>
</tr>
<tr>
<td></td>
<td>Administrator Modules</td>
<td>Publish, Unpublish, Copy, Delete, Edit, New</td>
</tr>
<tr>
<td>Mambots</td>
<td>Site Mambots</td>
<td>Publish, Unpublish, Delete, Edit, New</td>
</tr>
<tr>
<td>Installers</td>
<td>Templates – Site</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Templates – Admin</td>
<td></td>
</tr>
<tr>
<td>Languages</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Components</td>
<td></td>
<td>Uninstall</td>
</tr>
<tr>
<td>Modules</td>
<td></td>
<td>Uninstall</td>
</tr>
<tr>
<td>Mambots</td>
<td></td>
<td>Uninstall</td>
</tr>
<tr>
<td>Messages</td>
<td>Inbox</td>
<td>Delete, New</td>
</tr>
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<td>Configuration</td>
<td>Save, Cancel</td>
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