













## ADMINISTRATION

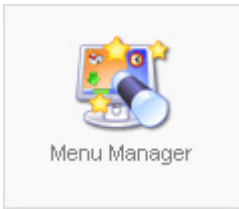
### Control Panel

 Add New Content	 Content Items Manager	 Static Content Manager	 Frontpage Manager
 Section Manager	 Category Manager	 File and Document Manager	 Media Manager
 Menu Manager	 Calendar Categories	 User Manager	 Trash Manager

This document contains information and instructions for the following:

- Menu Manager Page 2
- + Toolbar Page 2
- Add New Menu Page 3
- Add New Menu Item Page 4

## MENU MANAGER



The Menu Manager controls the framework, or container, of the Menu(s) in Joomla!



#	Menu Name	Menu Items	# Published	# Unpublished	# Trash	# Modules
1	<input type="radio"/> contactusmenu		-	2	-	1
2	<input type="radio"/> footermenu		4	3	-	1
3	<input type="radio"/> mainmenu		25	-	6	1
4	<input type="radio"/> othermenu		4	-	-	1
5	<input type="radio"/> topmenu		4	1	5	1
6	<input type="radio"/> usermenu		15	1	-	1

<< Start < Previous 1 Next > End >>

Display #  Results 1 - 6 of 6

## MENU MANAGER - TOOLBAR



**Copy:** Select the radio button of the Menu that is to be copied. Click the *Copy* icon. The Copy Menu screen will appear.

**Delete:** To delete a Menu, select the radio button next to the name of the Menu to be deleted and click the *Delete* icon. A pop up dialogue box will appear requesting a confirmation of the required delete operation. Click the *OK* button to delete the Menu, and the Menu file will be permanently deleted from the server. Select the *Cancel* button to abort the delete operation. Upon completing the deletion - or cancelling the action - the administrator will be returned to the Menu Manager screen. It is possible to delete more than one Menu at a time.

**Edit:** Click the name of the Menu to be edited, or select the radio button next to the name and click the *Edit* icon. This opens the selected Menu file in the Menu Details screen.

**New:** Click the *New* icon to create a new Menu. The Menu Details screen will be displayed.

**Help:** Click the *Help* icon at any time to view the Help Screen.

## ADD NEW MENU



From the toolbar click the *New* icon to create a new menu.



### Menu Details

Menu Name:  

Module Title:  

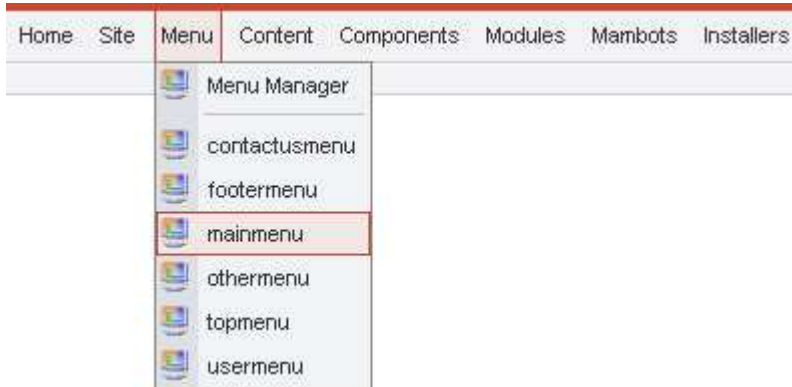
<sup>^</sup> A new mod\_mainmenu module, with the Title you have entered above will automatically be created when you save this menu. <sup>^</sup>

Parameters for the module created are to be edited through the 'Modules Manager [site]': Modules -> Site Modules


Add a Menu Name and Module Title. Then click the *Save* icon.

## ADD NEW MENU ITEM

Click on Drop Down Menus > and select the menu you want to add the new item to. (Main Menu is the default)



This will take you to the Menu Item Manager which lists all current Menu Items.

 **Menu Manager [ mainmenu ]** Max Levels  Filter:

\* You cannot 'delete' this Menu as it is required for the proper operation of Joomla!  
\* The 1st Published item in this Menu [mainmenu] is the default 'Home page' for the site \*

#	<input type="checkbox"/> Menu Item	Published	Reorder	Order	Access	Itemid	Type	CID
1	<input type="checkbox"/> Home			<input type="text" value="1"/>	Public	1	Component - Front Page	10
2	<input type="checkbox"/> Upcoming Events			<input type="text" value="2"/>	Public	66	Blog - Content Category	13
3	<input type="checkbox"/> Children			<input type="text" value="3"/>	Public	34	List - Content Section	4
4	<input type="checkbox"/> .  Kidzone			<input type="text" value="2"/>	Public	35	Blog - Content Category	14
5	<input type="checkbox"/> .  mainly music			<input type="text" value="3"/>	Public	36	Blog - Content Category	15
6	<input type="checkbox"/> .  KLAG			<input type="text" value="4"/>	Public	37	Blog - Content Category	16
7	<input type="checkbox"/> .  Kids Day Out			<input type="text" value="5"/>	Public	38	Blog - Content Category	17
8	<input type="checkbox"/> Youth			<input type="text" value="4"/>	Public	39	List - Content Section	5
9	<input type="checkbox"/> .  Crosseyed			<input type="text" value="1"/>	Public	40	Blog - Content Category	18
10	<input type="checkbox"/> .  Priority 1			<input type="text" value="2"/>	Public	41	Blog - Content Category	19
11	<input type="checkbox"/> Sundays			<input type="text" value="5"/>	Public	42	List - Content Section	6
12	<input type="checkbox"/> .  Morning Service			<input type="text" value="1"/>	Public	43	Blog - Content Category	20
13	<input type="checkbox"/> .  Breathe			<input type="text" value="2"/>	Public	44	Blog - Content Category	21

Click on the **New** icon to create a new Menu Item.

This will take you to the following page:



## New Menu Item

\* Note that some menu types appear in more than one grouping, but they are still the same menu type.

Content	Components
<a href="#">Blog - Content Category</a> <input type="radio"/>	<a href="#">Component</a> <input type="radio"/>
<a href="#">Blog - Content Category Archive</a> <input type="radio"/>	<a href="#">Link - Component Item</a> <input type="radio"/>
<a href="#">Blog - Content Section</a> <input type="radio"/>	<a href="#">Link - Contact Item</a> <input type="radio"/>
<a href="#">Blog - Content Section Archive</a> <input type="radio"/>	<a href="#">Link - Newsfeed</a> <input type="radio"/>
<a href="#">Link - Content Item</a> <input type="radio"/>	<a href="#">Table - Contact Category</a> <input type="radio"/>
<a href="#">Link - Static Content</a> <input type="radio"/>	<a href="#">Table - Newsfeed Category</a> <input type="radio"/>
<a href="#">List - Content Section</a> <input type="radio"/>	<a href="#">Table - Weblink Category</a> <input type="radio"/>
<a href="#">Submit - Content</a> <input type="radio"/>	
<a href="#">Table - Content Category</a> <input type="radio"/>	

Miscellaneous	Links
<a href="#">Separator / Placeholder</a> <input type="radio"/>	<a href="#">Link - Component Item</a> <input type="radio"/>
<a href="#">Wrapper</a> <input type="radio"/>	<a href="#">Link - Contact Item</a> <input type="radio"/>
	<a href="#">Link - Content Item</a> <input type="radio"/>
	<a href="#">Link - Newsfeed</a> <input type="radio"/>
	<a href="#">Link - Static Content</a> <input type="radio"/>
	<a href="#">Link - Url</a> <input type="radio"/>

Submit
<a href="#">Submit - Content</a> <input type="radio"/>

Hover over each of the types for more information. Helpwise suggests the following options:

### Blog – Content Category

This option lists a category's articles in a blog format (article title, and article overview text.), with an option for 'read more' if more text is provided in the second content description box when creating the article.

### Table – Content Category

This option lists a category's article title in a list with options such as date and author if selected.

Once you have selected your page layout, click *Next*.  
For Example:

 **Add Menu Item :: Blog - Content Category**

Details	Parameters
Name: <input type="text"/>	Menu Image: <input type="text" value="- Do Not Use -"/>
Category: <ul style="list-style-type: none"><li>All Categories</li><li>Bayside Community Church / Exploring Christianity</li><li>Bayside Community Church / Frontpage Items</li><li>Bayside Community Church / About Bayside</li><li>Bayside Community Church / Staff &amp; Leaders</li><li>Blog / MyBlog</li><li>Children / Hi Louise</li><li>Children / Kids Day Out</li><li>Children / Kidzone</li><li>Children / KLAG</li></ul>	Page Class Suffix: <input type="text"/>
URL: <input type="text"/>	Back Button: <input type="text" value="Use Global"/>
Parent Item: <ul style="list-style-type: none"><li>Top</li><li>Home</li><li>Upcoming Events</li><li>Children<ul style="list-style-type: none"><li>- Kidzone</li><li>- mainly music</li><li>- KLAG</li><li>- Kids Day Out</li></ul></li><li>Youth</li><li>- Crosseyed</li></ul>	Page Title: <input type="text"/>
Ordering: New items default to the last place. Ordering can be changed after this item is saved.	Page Title: <input type="radio"/> Hide <input checked="" type="radio"/> Show
Access Level: <input type="text" value="Public"/> <input type="text" value="Registered"/> <input type="text" value="Special"/>	# Leading: <input type="text" value="1"/>
Published: <input type="radio"/> No <input checked="" type="radio"/> Yes	# Intro: <input type="text" value="4"/>
	Columns: <input type="text" value="2"/>
	# Links: <input type="text" value="4"/>
	Category Order: <input type="text" value="No, order by Primary Order only"/>
	Primary Order: <input type="text" value="Default"/>
	Pagination: <input type="text" value="Auto"/>
	Pagination Results: <input type="radio"/> Hide <input checked="" type="radio"/> Show
	MOSImages: <input type="radio"/> Hide <input checked="" type="radio"/> Show
	Description: <input checked="" type="radio"/> Hide <input type="radio"/> Show
	Description Image: <input checked="" type="radio"/> Hide <input type="radio"/> Show
	Category Name: <input checked="" type="radio"/> Hide <input type="radio"/> Show
	Category Name Linkable: <input checked="" type="radio"/> No <input type="radio"/> Yes
	Item Titles: <input type="radio"/> Hide <input checked="" type="radio"/> Show
	Linked Titles: <input type="text" value="Use Global"/>
	Read More: <input type="text" value="Use Global"/>
	Item Rating: <input type="text" value="Use Global"/>
	Author Names: <input type="text" value="Use Global"/>
	Created Date and Time: <input type="text" value="Use Global"/>
	Modified Date and Time: <input type="text" value="Use Global"/>
	PDF Icon: <input type="text" value="Use Global"/>
	Print Icon: <input type="text" value="Use Global"/>
	Email Icon: <input type="text" value="Use Global"/>
	Unpublished Items: <input checked="" type="radio"/> Hide <input type="radio"/> Show

Type in the Name, choose a Section/Category, Select a Parent Item for the Menu Item, and change the Access Level and any parameters in the right hand column that you wish. It is suggested you change the following:

# Leading: 1  
# Intro: 99  
# Columns: 1  
# Links: 0

Primary Order: Ordering (This will then be ordered by the articles list in the category.)

Click on the **Save** icon. This will return you to the Main Menu page, and you Menu Item will now appear in the list. To make any changes simply click on the Menu Item title.