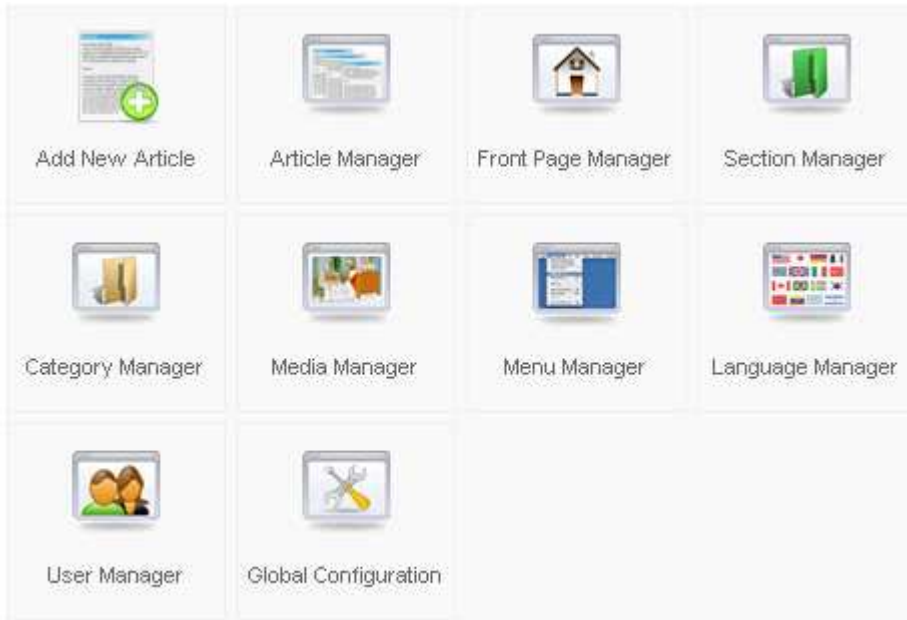


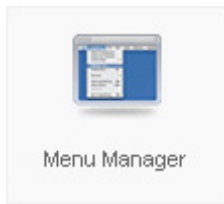
## ADMINISTRATION



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!

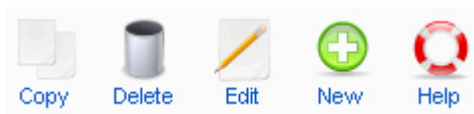
Menu Manager

Copy
 Delete
 Edit
 New
 Help

#		Title	Type	Menu Item(s)	# Published	# Unpublished	# Trash	# Modules	ID
1	<input type="radio"/>	Main Menu	mainmenu		27	1	1	1	1

Display # 20 ▼
Start Prev 1 Next End Page 1 of 1

## MENU MANAGER - TOOLBAR



**Copy:** Select the radio button of the Menu that is to be the 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



This will take you to the Menu Manager list.



Click the New icon to create a new menu.

 **Menu: [ New ]**   

**Unique Name:**  

**Title:**  

**Description:**  

**Module Title:**  

Add a Unique Name, Title, Description and Module Title. Then click the Save icon.

For example...

 **Menu: [ New ]**   

**Unique Name:**  

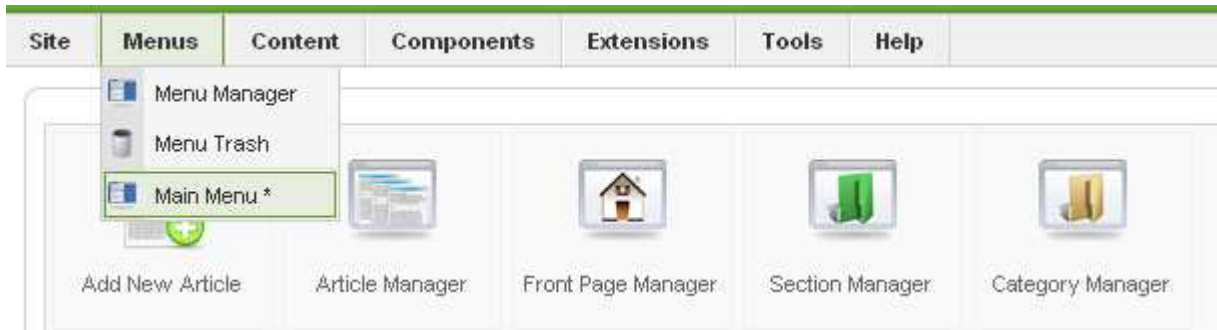
**Title:**  

**Description:**  

**Module Title:**  

## ADD NEW MENU ITEM

Click on Menus > Main Menu \*



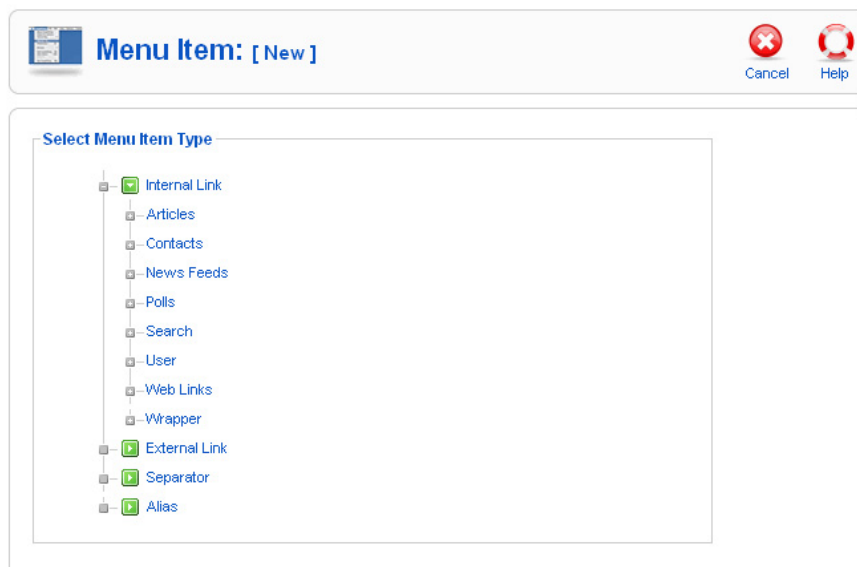
This will take you to the Menu Item Manager.



New

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

This will take you to the following page.



Click on Articles, and the following page will appear.

**Menu Item: [ New ]** Cancel Help

**Select Menu Item Type**

- Internal Link
  - Articles
    - Archive
      - Archived Article List
    - Article
      - Article Layout ← The Article Layout displays a single Article.
      - Article Submission Layout
    - Category
      - Category Blog Layout ← This layout displays an Article Category in Blog Format.
      - Category List Layout
    - Front Page
      - Front Page Blog Layout
    - Section
      - Section Blog Layout ← Displays a list of Articles in a Section in a Blog Format.
      - Section Layout
  - Contacts
  - News Feeds
  - Polls
  - Search
  - User
  - Web Links
  - Wrapper- External Link
- Separator
- Alias

Click on Article Layout, for example. This will create a new Article Layout.

**Menu Item: [ New ]** Save Apply Cancel Help

**Menu Item Type** Change Type

**Article Layout**  
The Article Layout displays a single Article.

**Menu Item Details**

Title:

Alias:

Link:

Display in:

Parent Item: 

- Top
- Home
- Board
- Management
- Overview
- Case Studies
- Hutchison Telecom
- First Data International
- CCSG
- ABN Amro Bank NV

Published:  No  Yes

Order: New items default to the last place. Ordering can be changed after this item is saved.

Access Level:

On Click, Open in: 

- Parent Window with Browser Navigation
- New Window with Browser Navigation
- New Window without Browser Navigation

**Parameters - Basic**  
Select Article:  Select

**Parameters - Component**

**Parameters - System**

Type in the Title and Alias, then choose a Parent Item, in this case it is Board.

**Menu Item: [ New ]** Save Apply Cancel Help

**Menu Item Type** Change Type

**Article Layout**  
The Article Layout displays a single Article.

**Menu Item Details**

Title:

Alias:

Link:

Display in:

Parent Item: 

- Top
- Home
- Board
- Management
- Overview
- Case Studies
- Hutchison Telecom
- First Data International
- CCSG
- ABN Amro Bank NV

Published:  No  Yes

Order: New items default to the last place. Ordering can be changed after this item is saved.

Access Level:

On Click, Open in: 

- Parent Window with Browser Navigation
- New Window with Browser Navigation
- New Window without Browser Navigation

**Parameters - Basic**  
Select Article:  Select

**Parameters - Component**

**Parameters - System**

Select an Article in Parameters – Basic.

Change Type
Select Article

Filter:

- Select Section -  - Select Category -

#	Title	Access Level	ID	Section	Category	Date
1	Privacy Policy	Public	42			10.09.07
2	Partners + Events	Public	39			20.08.07
3	Management	Public	3		About	20.08.07
4	CVX - Credit Value Maximizer	Public	12		Solutions	20.08.07
5	Strategic Consulting	Public	18		Services	20.08.07
6	Investor Overview	Public	19		Media and Investor	20.08.07
7	Employment	Public	20		Contact	20.08.07
8	PWX - Pinware	Public	11		Solutions	20.08.07
9	Product Support	Public	17		Services	20.08.07
10	Board	Public	38		About	20.08.07
11	Overview	Public	1		About	20.08.07



Save

Click on the Save icon. This will return you to the Main Menu page.

Menu Item Manager: [mainmenu]

Menu Item Saved

Filter:

Max Levels: 10  - Select State -

#	<input type="checkbox"/>	Menu Item	Default	Published	Order	Access Level	Type	ItemID
1	<input type="checkbox"/>	Home			2	Public	Articles	1
2	<input type="checkbox"/>	↳ Board			1	Public	Articles	2
3	<input type="checkbox"/>	↳ ↳ Test			1	Public	Articles	4
4	<input type="checkbox"/>	↳ ↳ Management			2	Public	Articles	3

Display # 20 


1


Page 1 of 1